

The Accreditation Process



Step 1: What you need to know before you apply

This is a new type of accreditation. You will need to apply even if you have been accredited under the previous system. You can initially be accredited for 12 months, then 24 months when you renew.

You can apply for 3 different levels of accreditation.

- Standard accreditation is for standard businesses hiring up to 5 migrants.
- High-volume accreditation is for standard businesses hiring 6 or more migrants.
- Controlling third party accreditation is for businesses who place migrants with third parties while being the direct employer named in the employment agreement. There is no limit to how many migrants you can hire.

You will pay a fee depending on the type of accreditation you need. The fees are:

- Standard accreditation — up to 5 migrants at any one time — is NZD \$740.
- High-volume accreditation — 6 or more migrants at any one time — is NZD \$1220.
- Controlling third-party accreditation is NZD \$3870.
- To upgrade from standard to high-volume accreditation is NZD \$480.
- Reconsideration of a declined application is NZD \$240.

Fees for Job Checks

- It costs NZD \$610 to apply for a Job Check.
- If INZ decline your Job Check you can ask INZ to reconsider their decision. The fee for this is NZD \$240.

Before you apply for employer accreditation

To apply to be an accredited employer, your business needs to be a viable genuine business and must be able to meet at least 1 of these financial requirements.

- Your business has not made a loss over the last 2 years.
- Your business has had a positive cash flow each month for the last 6 months.
- Your business has enough capital or external investment to remain viable.
- Your business has a credible 2-year plan to ensure it remains viable — for example, a revenue forecast or cash flow projection.

Your business must be registered with Inland Revenue.

You and any key people in your organisation cannot be on the Labour Inspectorate's stand-down list or permanently banned from hiring migrants. Immigration New Zealand [INZ] checks if you are.

Meeting your AEWV accredited employer obligations

To get and keep your accreditation, you must:

- meet the commitments you made during your application to be an accredited employer
- comply with New Zealand employment laws and standards, and with the Immigration Act 2009
- tell INZ of any changes to your organisation or if a migrant stops working for you

You and key people in your business must not have:

- employed a migrant who did not have the right visa or visa conditions to work in that role
- provided false or misleading information to INZ
- been involved in immigration breaches in other businesses
- been banned from acting as a director
- been subject to a stand-down period for breaching minimum employment standards or committing immigration offences
- been permanently banned from sponsoring work visas for committing serious immigration offences.

MBIE may complete inspections, either desk-based or through site visits, to confirm you are meeting your obligations as an AEWV employer.

If your key people change

You must let INZ know within 10 working days if key people in your organisation change. If you do not let INZ know, you will not be meeting your obligations and your accreditation may be revoked or suspended.

Call the employer line if your situation changes or if you are unable to meet your obligations.

- Employer line: 0508 967 569

If a migrant with an AEWV stops working for you

If your current employer accreditation was approved, renewed, or upgraded on or after 7 April 2024, you must tell INZ within 10 working days if a migrant worker with an AEWV leaves your employment.

You only need to let INZ know if they have left your employment and they have at least 1 month left on their AEWV.

If you do not let INZ know, you will not be meeting your obligations. Your accreditation may be suspended or revoked.

If your current accreditation was approved or renewed before 7 April 2024

You can let INZ know but it is not an requirement. You will only have to meet this requirement after the next time you apply for, renew or upgrade your accreditation.

How to tell INZ a migrant with an AEWV has left your employment

Complete a Confirmation of Changes form and email it to AEWVEmployerDeclarations@mbie.govt.nz

The form can be found [here](#)

You can call the employer line if you have any questions.

To apply as a trust, partnership or sole trader:

- you must not be bankrupt or subject to a No Asset Procedure
- the business entity which has an NZBN must hold the accreditation
- the employer named on the employment agreement must be:
 - the sole trader, or
 - 1 or more of the trustees or partners.

If you are placing migrant workers with a controlling third party

There are additional requirements and commitments you must meet if you are placing workers with a controlling third party.

- You must have a history of placing staff in New Zealand for the past 12 months.
- At least 15% of staff placed must be New Zealand citizens or residents and be guaranteed at least 30 hours work each week. If you are placing migrant workers into some specified construction roles, 35% of your workers must be New Zealand citizens or residents.

Additional declaration for employees placing migrants with a controlling third party

If you are placing migrant workers with a controlling third party you must upload a declaration to confirm whether or not you are placing any of these workers into 1 or more of the specified construction occupations which require a 35% New Zealand workforce.

If you do not upload the declaration when you submit your employer accreditation application there may be a delay in processing your application.

Gather your information

You need to have:

- a business IRD number
- a New Zealand Business Number (NZBN) that matches the details in the Companies Register — unless you are a foreign diplomatic mission
- your Business Industry Classification (BIC) Code
- the full name, passport number and date of birth of key people in your organisation — you also need their consent to provide this information.

[NZ business or organisation IRD number application — Inland Revenue](#)
[Applying for an NZBN — New Zealand Business Number](#)
[Companies Register — New Zealand Companies Office](#)
[Find your BIC — Business Industry Classification Code](#)

Step 2: Once you have gathered your information, you can apply for accreditation online.



Log in using RealMe®. After you log in, you go to the Immigration Online dashboard where you can start your application.

During your application, you must make a number of declarations and commitments. If you fail to do so, or you do not meet your commitments, your accreditation may be revoked.

Commitments you make when you apply

During the application you must declare the company, the employer and those running the company are all compliant with New Zealand employment laws and standards, and with the Immigration Act 2009.

INZ check that you have met your commitments when you renew your accreditation. INZ may also carry out checks during your accreditation.

Requirement to check each applicant is suitably qualified

You must commit to take reasonable steps to check each person you intend to support for an AEWV:

- meets the AEWV skill requirements INZ sets.
- has the skills, work experience and qualifications for the job.
- If you use a third party to recruit, you must check they are confirming each applicant is suitably qualified and meets the AEWV skill requirements.
- You must keep records of the steps you or the third party took to check each applicant.

Training for recruiters

You must commit to ensuring everyone making recruitment decisions about hiring AEWV holders will complete Employment New Zealand's online employer modules. This could include hiring managers, human resource managers, sole traders and partners.

[Employment learning modules — Employment New Zealand](#)

You must complete these modules once each accreditation period.

If you applied for accreditation before 4 July 2023 and your accreditation period was extended from 12 to 24 months, this does not count as a new accreditation period. You do not need to complete the modules again until your next accreditation period.

Recruitment and employment costs

You must commit to paying all recruitment costs in and outside New Zealand, and not pass costs on to your AEWV employees.

This includes:

- advertising costs
- recruitment agency fees
- employer accreditation fees and job check application fees
- trade testing
- tools you own, and
- training and induction.

You must not charge fees outside New Zealand which would be illegal if charged in New Zealand, including:

- payment to secure a job
- bonding agreements illegally binding workers to a business
- deductions that are unreasonable or not agreed in writing.

Please note that you do not need to pay the employee's airfares.

Training for AEWV holders

You must commit to giving AEWV workers time during paid work hours to complete all of Employment New Zealand's online employee modules. They must have this time within 1 month of them starting work for you.

You must keep records of the modules being completed — INZ may ask to see them.

You can see the employment modules [here](#).

Supporting workers to settle

You must commit to giving your migrant workers specific information about working and living in New Zealand including the community services in their local area.

You need to complete these settlement activities within a month from the day the AEWV employee starts their employment contract.

[Employer requirements to help settle AEWV employees in New Zealand](#)

INZ check that you have met your commitments when you renew your accreditation. INZ may also carry out checks during your accreditation.

How INZ assesses your application

INZ assess most applications based on your declarations and automated checks against publicly available information, or information held by the Ministry of Business, Innovation and Employment (MBIE).

INZ will contact you if they are not satisfied that you meet the requirements or if they want more information to help them assess your application

Changing your accreditation type

With standard accreditation you have a quota of up to 5 jobs you can offer at any one time to people from overseas or in New Zealand. Other types of accreditation have no quota limit.

If you reach your quota limit and need to hire more migrant workers you can upgrade to high-volume accreditation.

If you want to change or downgrade your accreditation type — for example from standard or high-volume accreditation to controlling third party accreditation — you must renew your accreditation and pay the full accreditation fee. When you renew your accreditation, you can choose the right accreditation type for your organisation.

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the helpline team on 0800 737 827 if you have any questions. The Restaurant Association has taken all reasonable care to ensure that the information materials contained on our website are true and correct at the time of publication including this resource. The information provided is general information only and is not intended to constitute legal advice. Therefore, the Restaurant Association accepts no responsibility for any loss, errors or omissions which may arise pertaining to such reliance.]

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