**APPLICATION TO REGISTER AS A BROKER**

*Information about this application*

This application form is for registration as a broker for the purposes of the Brokering (Weapons and Related Items) Controls Act 2018 (the **Act**).

Only a registered broker can apply for a permit to arrange for another person to supply weapons or related items from a place outside New Zealand to another place outside New Zealand.

**Registration as a Broker is not a permit to undertake brokering activities**. A separate application must be lodged with the Ministry of Foreign Affairs and Trade to obtain a permit to broker goods subject to the Act.

If your application to register as a Broker is approved, you will be added to a publically available Register of Brokers. The Register will contain the following details:

* Broker Name;
* Date of Registration;
* Expiry Date of Registration; and
* A statement as to whether the broker’s registration is subject to conditions.

The Register will be available on the Ministry of Foreign Affairs and Trade website: <https://www.mfat.govt.nz/en/trade/brokering-weapons-and-dual-use-items-for-military-use>

In assessing applications for broker registration the Secretary of Foreign Affairs and Trade must be satisfied that the applicant is a fit and proper person. To assist the Ministry to undertake this assessment you are required to submit:

* A criminal record check which can be obtained from the Ministry of Justice at the following link: <https://www.justice.govt.nz/criminal-records/get-your-own/>
* A Police clearance certificate at the following link <http://www.police.govt.nz/advice/businesses-and-organisations/vetting>
* A criminal record check, or equivalent, from the country that you reside or that your organisation primarily conducts, or will conduct, brokering activities (where applying on behalf of an organisation).
* Financial Statements for the preceding 3 years;
* Proof of Identity (for an individual) - which may be a certified copy of birth certificate, passport or NZ driver’s license;
* Proof of Address for Service – which may be a certified copy of a utilities bill showing your address for service.

The information that you provide in your application, including personal information, will be used by the Ministry to assess your application. It may also be used by the Ministry to administer the Act and other export controls, counter proliferation and arms control regimes. Administration includes compliance activities, and to contact you with information controls and other related matters. The Ministry may also provide your information to other New Zealand Government agencies (such as Ministry for Business, Innovation and Employment, New Zealand Customs Services and law enforcement and intelligence agencies) and overseas authorities involved with arms controls regimes. We will not disclose this information to third parties for any other purpose, unless you have provided your consent or we are otherwise authorised to do so by law.

The Ministry of Foreign Affairs and Trade has a Privacy Policy that contains information on how an individual may apply for access to their personal information and how an individual may apply to have their personal information amended. The Privacy Policy also contains information for individuals on how to make a privacy complaint if they consider there may have breached the New Zealand Privacy Principles. A copy of the Privacy Policy can be found at [www.mfat.govt.nz](http://www.mfat.govt.nz)

All queries and correspondence concerning this application should be emailed to exportcontrols@mfat.govt.nz

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| Application Number: [Office use only] |  |
| Applicant Name: |  |
| Company and National Business Number: |  |
| Applicant Registered Address: |  |
| Applicant Address for Service: |  |
| Contact Details: | [Insert phone and email contact information for this application] |
| Please describe the nature of your intended brokering activity: |
|  |
| Please set out the countries you will most likely be undertaking brokering activity from and to: |
|  |
| Have you ever been convicted or charged with any offence punishable by imprisonment for 12 months or longer whether in New Zealand or overseas? |
| Yes/No (If yes please explain) |
| Have you previously been registered as a broker whether in New Zealand or overseas? |
| Yes/No (If yes please explain) |
| Have you previously breached a condition of registration or a permit in relation to brokering activities whether in New Zealand or overseas? |
| Yes/No (If yes please explain) |
| Have you previously had your registration as a broker or a brokering permit cancelled or suspended whether in New Zealand or overseas? |
| Yes/No (If yes please explain) |
| Have you ever been declared bankrupt, subject to insolvency proceedings (or similar) whether in New Zealand or overseas? |
| Yes/No (If yes please explain) |
| If there any further information that you believe the Ministry should know about in assessing your application, and we have not asked you about it, you should provide those details here or you can include those details as an attachment to your application. |
|  |
| Please attach the following to your Application: | Tick to Confirm |
| Ministry of Justice Criminal Record Check |  |
| NZ Police Criminal History Check |  |
| Other relevant overseas criminal record checks  |  |
| Financial Statements for the preceding 3 years |  |
| Proof of Identity (for an individual) |  |
| Proof of Address for Service |  |
| Applicant Declaration and Acknowledgement: |
| I hereby declare and acknowledge that: * No weapons or related items controlled under the Brokering (Weapons and Related Items) Controls Act 2018 (the Act) will be brokered in contravention to the Act;
* Information provided with this Application may be provided to other New Zealand Government agencies and overseas authorities for the purpose of administering arms control regimes;
* The information provided with this Application is true, accurate and complete and not misleading in any material respect; and
* I will promptly inform the Ministry of Foreign Affairs and Trade (exportcontrols@mfat.govt.nz) immediately of any change relating to the information provided, including change of intention, in this application.
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| Name and Title | Signature | Date |
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