Information required for Vendor Information Form:

This document sets out the information required to complete the online vendor information form (VIF) for each of the four different consent types that require a VIF to be submitted.

Submit a vendor information form here: <https://oio.linz.govt.nz/vif>

Documents

You will be required to upload the following documents:

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| * Ownership structure diagram if vendor is an entity
* Advertising material and any property information memorandums or valuation documents (if relevant)
* Any other relevant documentation in relation to the sale of the property
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Significant business assets only

You will be required to provide the following information:

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| * Description of the asset being sold
* Vendor’s contact details
* Vendor’s advisor’s contact details (if applicable)
* Vendor’s real estate agent (if applicable)
* Whether the vendor is an individual or an entity
* If an entity, provide incorporation, shareholder and director information for the vendor or equivalent information if vendor is not a company, such as trustees and beneficiaries for a trust
* Whether the vendor has 100% legal and beneficial ownership and control of the assets
* If not, who the vendor is holding the land on behalf of or for the benefit of
* Beneficial ownership table: a percentage breakdown of individuals with greater than 5% interest (either alone or together with associates) in the vendor
* Ownership by country table: a percentage breakdown of ultimate beneficial ownership of the vendor by country

For listed companies, provide the most accurate information possible about the location of their shareholders and the source of that information.* Whether the vendor is an overseas person under the Act, and why
* If the vendor is an overseas person, if consent was obtained for their acquisition of the assets, if not explain why consent was not obtained/required
* Explain the reason for the sale of the assets
* Details of any existing relationship with the purchaser and whether this is an arms-length transaction
* A summary of what the relevant assets are currently being used for and the business activities of the vendor
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Sensitive land, or Sensitive land & Significant business assets

You will be required to provide the following information:

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| * Description of the asset being sold
* Vendor’s contact details
* Vendor’s advisor’s contact details (if applicable)
* Vendor’s real estate agent (if applicable)
* Whether the vendor is an individual or an entity
* If an entity, provide incorporation, shareholder and director information for the vendor or equivalent information if vendor is not a company, such as trustees and beneficiaries for a trust
* Whether the vendor has 100% legal and beneficial ownership and control of the assets
* If not, who the vendor is holding the land on behalf of or for the benefit of
* Beneficial ownership table: a percentage breakdown of individuals with greater than 5% interest (either alone or together with associates) in the vendor
* Ownership by country table: a percentage breakdown of ultimate beneficial ownership of the vendor by country

For listed companies, provide the most accurate information possible about the location of their shareholders and the source of that information.* Whether the vendor is an overseas person under the Act, and why
* If the vendor is an overseas person, if consent was obtained for their acquisition of the assets, if not explain why consent was not obtained/required
* Explain the reason for the sale of the assets
* Details of any existing relationship with the purchaser and whether this is an arms-length transaction
* Details about any pre-consent arrangements with the purchaser, such as short-term leases, profits à prendre, management agreements, etc (if any)
* Vendor’s intentions should the proposed investment not proceed
* A summary of any significant investment which will be funded from the sale proceeds (if relevant)
* A summary of what the relevant assets are currently being used for and the business activities of the vendor
* Details of the number employees including owners/operators, quantity of product produced, or services provided (stock units on the land if asset is farm land), and quantity and value of annual exports
* Capital expenditure amount for previous two financial years and any future expenditure that has been budged, and details of any specific development plans
* Whether the land has any of the following special features and details of the feature:
	+ waterways/waterbodies (including streams, rivers and lakes)
	+ any historic heritage (including unrecorded sites and areas or features of interest to local iwi/hapū)
	+ any existing public or third-party access arrangements over the land (including informal arrangements)
	+ any areas of native vegetation
	+ any habitats of wild animals (including native and introduced species of birds, fish, and other animals)
	+ any other special features
* Details of the advertising of the property (e.g. length, form, location and target market), including any price reductions over the course of the advertising
* Description of the response to the advertising including the number of bids received (including informal offers), whether the bidders were overseas persons or New Zealanders (if known), number of property inspections and requests for further information, and any other information concerning the alternative purchasers such as probable use of land by purchaser or plans for the property
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Intention to Reside (residency based application)

You will be required to provide the following information:

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| * Description of the asset being sold
* Vendor’s contact details
* Vendor’s advisor’s contact details (if applicable)
* Vendor’s real estate agent (if applicable)
* Whether the vendor is an individual or an entity
* If an entity, provide incorporation, shareholder and director information for the vendor or equivalent information if vendor is not a company, such as trustees and beneficiaries for a trust
* Whether the vendor has 100% legal and beneficial ownership and control of the assets
* If not, who the vendor is holding the land on behalf of or for the benefit of
* Beneficial ownership table: a percentage breakdown of individuals with greater than 5% interest (either alone or together with associates) in the vendor
* Ownership by country table: a percentage breakdown of ultimate beneficial ownership of the vendor by country

For listed companies, provide the most accurate information possible about the location of their shareholders and the source of that information.* Whether the vendor is an overseas person under the Act, and why
* If the vendor is an overseas person, if consent was obtained for their acquisition of the assets, if not explain why consent was not obtained/required
* Explain the reason for the sale of the assets
* Details of any existing relationship with the purchaser and whether this is an arms-length transaction
* A summary of what the relevant assets are currently being used for and the business activities of the vendor
* Whether the land is farm land
* Details of the advertising of the property (e.g. length, form, location and target market), including any price reductions over the course of the advertising
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Special forestry

You will be required to provide the following information:

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| * Description of the asset being sold
* Vendor’s contact details
* Vendor’s advisor’s contact details (if applicable)
* Vendor’s real estate agent (if applicable)
* Whether the vendor is an individual or an entity
* If an entity, provide incorporation, shareholder and director information for the vendor or equivalent information if vendor is not a company, such as trustees and beneficiaries for a trust
* Whether the vendor has 100% legal and beneficial ownership and control of the assets
* If not, who the vendor is holding the land on behalf of or for the benefit of
* Beneficial ownership table: a percentage breakdown of individuals with greater than 5% interest (either alone or together with associates) in the vendor
* Ownership by country table: a percentage breakdown of ultimate beneficial ownership of the vendor by country

For listed companies, provide the most accurate information possible about the location of their shareholders and the source of that information.* Whether the vendor is an overseas person under the Act, and why
* If the vendor is an overseas person, if consent was obtained for their acquisition of the assets, if not explain why consent was not obtained/required
* Explain the reason for the sale of the assets
* Details of any existing relationship with the purchaser and whether this is an arms-length transaction
* Details of how the land is currently used, and any business operated from, or associated with the land
* Identify and describe any buildings on the land and their existing purposes (e.g. dwellings)
* Whether the land is farm land
* Details of the advertising of the property (e.g. length, form, location and target market), including any price reductions over the course of the advertising
* If you are selling a freehold interest in land (not a lease or forestry right), if the land contain any marine and coastal areas, lakes or rivers/streams
* Whether there are any of the following listed existing arrangements and who the arrangement is between, what it involves and how it works in practice (i.e. 'who, what, where, when, how' information), contact details for the other parties to the arrangement, details of how the arrangement is documented (e.g. by email):
	+ any existing public or third-party access over the land or any agreement to provide or enhance such access
	+ any historic heritage or wāhi tapu (including unrecorded sites and areas or features of interest to local iwi / hapū)
	+ any areas of native vegetation or animal habitats, e.g. habitats of native animals, trout, salmon, protected wildlife, or game
	+ any log supply contracts in place under which logs harvested from the land must be supplied to someone who intends to have the logs processed in New Zealand
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