

# Information required for variation application

This document sets out the information required to complete an application for a variation.

## Application detail

You will be required to provide the following application details:

- Original consent number(s)
- Consent Holder name
- Description of the assets relating to original consent
- Applicant's address for service in New Zealand
- Requested decision date (optional)
- Consent Holder contact details (this must be contact details of the Consent Holder themselves)
- Contact for application details (this is the person who will be contacted in relation to the submitted application)
- Name and address of the person or company the invoice will be sent to

## Documents

You will be required to upload the following documents:

- Documentation showing changes to the Consent Holder
- Passports in colour for all new ROP and IWC individuals, and for existing individuals where previously provided passports have expired. This includes for New Zealanders, for verification purposes
- CVs for all new IWC individuals, and for existing individuals where previously provided CVs are more than 1 year old. These should include information about directorship, employment, and education
- Marked up version of the original consent showing requested variation(s) – if available
- Statutory declaration verifying that the information provided in the application is true and correct
- Any other relevant documentation in support of your application

## Variation type: Vary a consent or conditions of consent

You will be required to provide the following information to request a variation to consent or consent conditions:

- Whether you have applied for a variation for this consent before
- Changes to the Consent Holder since the consent was granted, including:
  - overview of the changes to Ownership & Control
  - detailed information about new key individuals, including:
    - first, middle, and last names
    - non-English names, if applicable
    - other names, if applicable
    - role
    - date they became a Relevant Overseas Person (ROP) or Individual with Control (IWC)
    - passport number and expiry date
    - nationality and residing country
    - date of birth
    - Inland Revenue number (if held)
    - whether they've ever applied for a visa to travel to New Zealand
    - whether they are ordinarily resident in New Zealand
    - whether the individual has ever held an interest in a non-New Zealand government entity. 'Interest' includes shares, equitable interests, and business assets, and excludes government-issued bonds. If yes, provide the following information for each interest:
      - the name of the entity
      - the related non-New Zealand government
      - the type of interest held
      - the time period in which the interest has been held
    - whether the individual ever held a position within a non-New Zealand government entity – that is, any position of public office within any government other than the New Zealand government. If yes, provide the following information for each position held:
      - the type of office held
      - the non-New Zealand government in which the office was held
      - the period for which the position has been held
    - whether the individual ever held a position within an intelligence agency or served in the military. If yes, provide details.
  - detailed information about ROP entities, including:
    - full legal name of entity in English
    - full legal name of entity in non-English characters, if applicable
    - other names (e.g. trading name, former name)
    - type of entity
    - jurisdiction
    - unique identifier
    - Inland Revenue number (if held)
- If a time extension is being sought, we also require the following information:
  - consent condition number, current deadline, and proposed deadline for each condition
  - chronological explanation of the steps taken to comply with the condition(s) and any costs incurred with during this process
  - reason why a time extension is required
  - when you became aware that you needed a time extension

- If a variation to special conditions is being sought, we also require the following information for each condition:
  - consent condition number and condition detail
  - the events and circumstances in which you have come to require a variation to your condition
  - specifically what you seek to vary
  - what you have done to comply with the conditions (including any previous contact with us relating to this variation application)
- If a change to conditions or consent wording is being sought, we also require the following information:
  - the current wording that you seek to vary
  - your proposed wording
  - reasons for this wording change
- The impact if the variation is not granted

## Variation type: Revocation of conditions

You will be required to provide the following information to request a revocation of consent conditions where consent would no longer be required due to changes to the Act:

- Whether you have applied for a variation for this consent before
- Changes to the Consent Holder since the consent was granted, including:
  - overview of the changes to Ownership & Control
  - detailed information about new key individuals, including:
    - first, middle, and last names
    - non-English names, if applicable
    - other names, if applicable
    - role
    - date they became a Relevant Overseas Person (ROP) or Individual with Control (IWC)
    - passport number and expiry date
    - nationality and residing country
    - date of birth
    - Inland Revenue number (if held)
    - whether they've ever applied for a visa to travel to New Zealand
    - whether they are ordinarily resident in New Zealand
    - whether the individual has ever held an interest in a non-New Zealand government entity. 'Interest' includes shares, equitable interests, and business assets, and excludes government-issued bonds. If yes, provide the following information for each interest:
      - the name of the entity
      - the related non-New Zealand government
      - the type of interest held
      - the time period in which the interest has been held
    - whether the individual ever held a position within a non-New Zealand government entity – that is, any position of public office within any government other than the New Zealand government. If yes, provide the following information for each position held:
      - the type of office held
      - the non-New Zealand government in which the office was held
      - the period for which the position has been held
    - whether the individual ever held a position within an intelligence agency or served in the military. If yes, provide details.

- detailed information about ROP entities, including:
  - full legal name of entity in English
  - full legal name of entity in non-English characters, if applicable
  - other names (e.g. trading name, former name)
  - type of entity
  - jurisdiction
  - unique identifier
  - Inland Revenue number (if held)
- Whether the reason for seeking a revocation of conditions is because:
  - the land is no longer sensitive, or
  - the Consent Holder is no longer an overseas person
- Why consent would not be required if the application was lodged today
- Consent condition number and detail for each condition you seek to have revoked (note that standard conditions cannot be varied or revoked)
- Whether another type of consent is still required:
  - If the consent was granted under more than one pathway, explain whether that type of consent would still be required today. It may be appropriate to retain certain conditions if another type of consent would still be required.