Condition reporting template

This condition reporting template sets out the required structure and content for reporting on your conditions of consent.

We will rely on the information in this document to review and assess your compliance with the conditions of your consent. It is an offence to make a false or misleading statement or material omission in any information or document provided to Toitū Te Whenua Land Information New Zealand, Overseas Investment (**LINZ**) ([s46](http://www.legislation.govt.nz/act/public/2005/0082/latest/DLM358062.html?search=sw_096be8ed80e32198_representations_25_se&p=1&sr=1)).

Instructions:

* Please do not remove the instruction text from this template.
* Use the latest version of this template. Download this template from our website before each use.
* Follow the guidance in each section.
* Be concise and use plain English. Use headings and tables (if relevant) and

Electronic Filing Requirements

This condition reporting template and must be submitted electronically using our [**Condition Reporting Webform**](https://oio.linz.govt.nz/oio-consent-monitoring) The webform is a secure upload site and provides details of our electronic filing requirements.

Consent Holder’s Signature

|  |  |
| --- | --- |
| <Sign here> | e.g. 01/01/2017 |
| <Name><Position> | Date |

|  |  |
| --- | --- |
| Date consent granted |  |
| Case number |  |
| Consent holder |  |
| Land/Asset |  |
| Report due date |  |
| Report prepared by |  |
| Contact details of preparer |  |

Section A: Report on Conditions

Please start a new page for each condition.

### Condition X: Name of condition

Set out condition wording as in consent.

#### First year reporting

Include a brief summary of progress towards meeting the condition during the year.

#### Second year reporting

Include a brief summary of progress towards meeting the condition during the year.

#### Third year reporting (etc.)

Section B: Other information

This section is for you to update the contact and other details you gave us when you applied for consent, to provide any other information you think will help us monitor your compliance with the conditions, and for you to make any special requests regarding confidentiality.

#### Updated details

Several of the standard conditions that apply to your consent require you to tell us when particular events occur. For example, to tell us:

* about changes that affect you, the people who control you, or people you control. For example, when an Individual Who Controls You ceases to be of good character, commits an offence or contravenes the law anywhere in the world, or becomes bankrupt,
* if your [NZ Service Address](http://www.legislation.govt.nz/act/public/2005/0082/latest/DLM358075.html) changes.

We recommend you take this opportunity to double check that you have updated us as required. If not, use this section to tell us about changes.

#### Confidentiality

LINZ is subject to the Official Information Act 1982. Any request for confidentiality must make direct reference to the provisions of the Official Information Act 1982 that you consider justify the withholding of the information. Review our [website](https://www.linz.govt.nz/regulatory/overseas-investment/applying-for-consent-purchase-new-zealand-assets/preparing-your-application-oio/privacy-and-confidentiality-application-information) and the [practice guidelines](http://www.ombudsman.parliament.nz/resources-and-publications/guides/official-information-legislation-guides) issued by the Office of the Ombudsman before making a request.

Privacy and information sharing notice

**We collect information to decide whether you are eligible, and to monitor your compliance with conditions of consent.**

Toitū Te Whenua Land Information New Zealand (**LINZ**) collects information about you on this form to:

* + decide whether you are eligible for LINZ consent to invest in sensitive New Zealand assets, and
	+ monitor that conditions are met if we grant consent.

We are authorised to collect this information under the Overseas Investment Act 2005.

We can share your information for some purposes

We may share information about you as part of:

* + Administering, monitoring and enforcing the Overseas Investment Act 2005.
	+ Meeting information-sharing agreements we have with some New Zealand government agencies. For example, we share information with the Ministry of Business, Innovation and Employment and the Department of Internal Affairs to verify passport and visa information and travel movements, and to monitor whether a person has become a New Zealand citizen.
	+ Sharing information to maintain the law, such as volunteering information to Inland Revenue, NZ Police, the Ministry of Business, Innovation and Employment, the Serious Fraud Office, and other law enforcement agencies.
	+ Consulting with relevant stakeholders as to your benefit claims and features of the investment, including central government organisations such as the Department of Conservation, Ministry of Business, Innovation and Employment, and Ministry of Primary Industries, Crown entities such as Ministry of Arts, Culture and Heritage and the NZ Transport Agency, and Crown agents such as the Walking Access Commission.

Applications for consent that you submit to LINZ are a public record. However, the Official Information Act 1982 and the Privacy Act 2020 have provisions that allow us to withhold information contained in an application. More information about the privacy and confidentiality of the information contained in an application can be found at [Privacy, confidentiality, and sharing of information](https://www.linz.govt.nz/overseas-investment/apply/you-apply/privacy-confidentiality-and-sharing-information).

We keep your information secure

All relevant information about you is collected in line with the Overseas Investment Act 2005 and Privacy Act 2020 and is held securely by LINZ. Under the Privacy Act 2020, you may request this personal information and ask for any errors to be corrected.

You do not have to provide all the information requested in this form, but not doing so may make it difficult to process your request under the Overseas Investment Act 2005. Please [contact us](https://www.linz.govt.nz/overseas-investment/contact/contact-overseas-investment-office) if you have any questions or concerns about the information in this form.