

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:

- Ownership structure diagram if vendor is an entity
- Advertising material and any property information memorandums or valuation documents (if relevant)
- Statutory declaration verifying that the information provided in the application is true and correct
- Any other relevant documentation in relation to the sale of the property

Significant business assets only

You will be required to provide the following information:

- 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

Benefit to NZ, or Benefit to NZ & Significant business assets

You will be required to provide the following information:

- 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)
 - 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
 - Whether the land has any of the following special features and details of the feature:
 - waterways/waterbodies (including marine or coastal areas, streams, rivers, or 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
 - If the land is farm land:
 - Farm land advertising details (e.g., listing date, length, medium, location and target market), including any price reductions over the course of the advertising, if applicable
 - Details of the farm land advertising exemption, if applicable

Intention to Reside (residency based application)

You will be required to provide the following information:

- 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
- If the land is farm land:
 - Farm land advertising details (e.g., listing date, length, medium, location and target market), including any price reductions over the course of the advertising
 - Details of the farm land advertising exemption, if applicable

Special forestry

You will be required to provide the following information:

- 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)
 - If the land is farm land:
 - Farm land advertising details (e.g., listing date, length, medium, location and target market), including any price reductions over the course of the advertising
 - Details of the farm land advertising exemption, if applicable
 - If you are selling a freehold interest in land (not a lease or forestry right), if the land contains any marine and coastal areas, streams, rivers, or lakes
 - 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, and 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