

# Authority to act as an agent form

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This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

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## About this form

Use this form if you are a seafarer or maritime operator wanting to authorise a person or company to act as your agent in respect of an application for a seafarer or vessel/maritime operation related certificate.

## How to complete this form

You need to read and provide all of the information requested on this form; signing the relevant declaration on page 5, 6 or 7.

Your agent needs to read this form and sign the declaration on page 8.

## Why should you use an agent?

An agent is useful when you:

- aren't able to contact us during working hours
- are a seafarer working onboard a ship and want your employer to act as your agent, or
- know you're going overseas for an extended period.

Note: We may need to speak to you personally even if you have appointed an agent, for example:

- if your agent is not authorised to discuss your fit and proper person matters
- as an operator, we may have questions about the operational plan you have developed e.g. maritime transport operator plan, specified limit plan or safety case plan.

If an operator is a limited company, it is still possible for that operator to appoint an agent to act on its behalf. The person who, on behalf of the company, appoints the agent needs to be the person who has, or will have, overall responsibility for the exercise of the privileges of the maritime document the company holds or will hold.

## Choosing an agent

### You can choose either a person or a company to be your agent

You are responsible for choosing your agent **and** for anything they do on your behalf, so it is important that you are careful about who you choose as an agent.

#### You need to think about:

- how long you have known the person
- if you trust them to always do the best thing for you
- if they will always tell you what they are doing for you.

Remember, you can stop this person or company being your agent at any time by advising Maritime NZ in writing.

### Your obligations

Remember, even if you appoint an agent, you are still responsible to meet all obligations under the Maritime Transport Act 1994, including:

- as a seafarer to remain a fit and proper person to carry out the privileges and duties of your certificate (maritime document)
- as a maritime operator to remain a fit and proper person to exercise control over the privileges of your maritime document
- as a maritime operator to ensure your vessel(s) operate safely under an approved safety system that is specific and appropriate to your maritime transport operation.

## What your agent can do

### You decide what your agent can do for you

You may want your agent to:

- speak to us about your application(s)
- provide additional information or documents about you or your operation
- receive correspondence from us including any certificate or document granted.

# 1. Applicant and agent details

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Please complete these fields.

## Your details

Surname

First name(s)

Operation name  
(only if you are an Operator)

Position title

Eg position in the operation named above

Home phone

Eg +64 1 234-5678

Mobile phone

Eg +64 21 123-4567

Email address

Postal address

City and country

Postcode

## Agent's details

Surname

First name(s)

Company name

Position title

Eg position in the company listed above

Phone

Eg +64 1 234-5678

Email address

Postal address

City and country

Postcode

## 2. Scope of authority

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Select the tasks that your agent or representative will be performing on your behalf.

Communicating with Maritime NZ regarding the application(s) specified below

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Discussing with Maritime NZ matters regarding my fit and proper person status

including details regarding any criminal history

including details regarding my Certificate of Medical Fitness (Seafarers only)

Receiving any of my documents released or granted by Maritime NZ

Updating my contact details

## 3. Duration

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How long do you want the person/company to act as your agent?

**Select only one of the following options**

For the life of the application(s) listed above only

End date

DD / MM / YYYY

**Note:**

You can cancel your agent’s appointment at any time by sending us an email or writing to us. Remember to include the date you want this appointment to end.

# 4. Declarations

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Both you and the person or company you are nominating must complete the relevant parts of this section.

## Which type of applicant are you?

A seafarer applying for Seafarer Certification

If you tick this box, go to 4A below and ignore 4B

An operator applying for an operator or vessel related certificate(s)

If you tick this box, go to 4B (page 6) and ignore 4A

A company applying for an operator or vessel related certificate(s)

If you tick this box, go to 4C (page 7) and ignore 4A&B

## 4A Applicant's Declaration - Seafarer

### Complete this section only if you are appointing an agent to act on behalf of an application for Seafarer Certification

By signing this form, you have agreed to these obligations and the rights and responsibilities given to your agent.

- I wish to appoint the agent named in this form.
- The information I have provided on this form is true and complete.
- I am aware of the content of this application, and have consulted with the agent throughout the completion of this form.

I understand that:

- My agent will have the authority to act for me for the things I have listed in *Section 2: Scope of Authority*.
- I will take full responsibility for the actions of my agent.
- Maritime NZ takes no responsibility for the actions carried out by my agent.
- I must continue to be a fit and proper person.
- If I have authorised my agent to receive correspondence from Maritime NZ on my behalf, Maritime NZ may still need to contact me directly.

Applicant's signature

Sign here

Date

DD / MM / YYYY

**4. Declarations (continued)**

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**4B Applicant’s Declaration – Operator**

**Complete this section only if you are appointing an agent to act on behalf of an application for operator or vessel related certificates**

By signing this form, you have agreed to these obligations and the rights and responsibilities given to your agent.

- I wish to appoint the agent named in this form.
- The information I have provided on this form is true and complete.
- I am aware of the content of this application, and have consulted with the agent throughout the completion of this form.

I understand that:

- My agent will have the authority to act for me for the things I have listed in *Section 2: Scope of Authority*.
- I will take full responsibility for the actions of my agent.
- Maritime NZ takes no responsibility for the actions carried out by my agent.
- I continue to have full responsibility for all aspects of the operation.
- I must continue to be a fit and proper person to exercise control over the privileges of the maritime document.
- If I have authorised my agent to receive correspondence from Maritime NZ on my behalf, Maritime NZ may still need to contact me directly.

**Caution**

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of an individual is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

Applicant’s  
signature

Sign here

Date

DD / MM / YYYY

**4. Declarations (continued)**

**4C Applicant’s Declaration – Operator - Limited Company**

**Complete this section only if you are appointing an agent to act on behalf of a company applying for operator or vessel related certificates**

*The person who, on behalf of the company, appoints the agent needs to be the person who has, or will have, overall responsibility for the exercise of the privileges of the maritime document the company holds or will hold. By signing this form, you have agreed to these obligations and the rights and responsibilities given to your agent.*

Company name (legal name) :

Applicant (responsible person) :

- Wishes to appoint the agent named in this form.
- The information provided on this form is true and complete.
- The applicant (on behalf of the company) is entirely aware of the content of this application, and has consulted with the agent throughout the completion of this form.

The company understands that:

- The agent will have the authority to act for the company for the things listed in *Section 2: Scope of Authority*.
- The company will take full responsibility for the actions of its agent.
- Maritime NZ takes no responsibility for the actions carried out by our agent.
- I continue to have full responsibility for all aspects of the operation.
- I must continue to be a fit and proper person to exercise control over the privileges of the maritime document.
- If the company has authorised its agent to receive correspondence from Maritime NZ on the company’s behalf, Maritime NZ may still need to contact me directly.

**Caution**

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of a body corporate is a fine of up to NZ\$50,000.

Applicant’s signature

Sign here

Applicant on behalf of the applicant company

Date

DD / MM / YYYY

4. Declarations (continued)

Agent’s Declaration

The nominated person or company representative must complete this section

By signing this form, you have agreed to the rights and responsibilities given to you by the applicant.

- I agree to act as agent for the client named in this form.
The information I have provided on this form is true and complete.
I have consulted with the applicant throughout the completion of this form. The applicant is entirely aware of the content of this application.

I understand that:

- I need to meet the responsibilities as an agent, as set out in this form.
I must act in the best interest of the seafarer/operator at all times.
If I have been authorised to accept correspondence from Maritime NZ on behalf of the applicant, Maritime NZ may need to contact the applicant directly.
Any document received on behalf of the applicant must be given to them as soon as practicable.

Caution

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of an individual is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

Agent or representative’s signature

Sign here

Signature box

Date

Date box

DD / MM / YYYY



# 5. Where to send your application

Send your completed form and the other documents required to Maritime NZ by email, courier or post.

Sending your application by email is preferred. Make sure the scanned copies of your documents are legible and of a good quality.

Seafarers use these details	Operators use these details
<p><b>Email your application to:</b></p> <p>seafarers@maritimenz.govt.nz</p> <p><b>Or</b></p> <p><b>Courier your application to:</b></p> <p>Seafarer Certification Maritime New Zealand 1 Grey Street Wellington 6011 NEW ZEALAND</p> <p><b>Or</b></p> <p><b>Post your application to:</b></p> <p>Seafarer Certification Maritime New Zealand PO Box 25620 Wellington 6146 NEW ZEALAND</p>	<p><b>Email your application to:</b></p> <p>operators@maritimenz.govt.nz</p> <p><b>Or</b></p> <p><b>Courier your application to:</b></p> <p>Operator Certification Maritime New Zealand 1 Grey Street Wellington 6011 NEW ZEALAND</p> <p><b>Or</b></p> <p><b>Post your application to:</b></p> <p>Operator Certification Maritime New Zealand PO Box 25620 Wellington 6146 NEW ZEALAND</p>

## 6. Explanatory notes

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- A. 'Maritime Document' means any licence, permit, certificate or other document issued by the Director under section 41 of the Maritime Transport Act and includes certificates of competency, surveyor recognitions, maritime transport operator certificates and safe crewing documents.
- B. Examples of maritime documents are:
1. a New Zealand certificate of competency, proficiency or endorsement
  2. recognition of a foreign certificate
  3. renewal of an existing certificate or recognition
  4. a replacement certificate or recognition
  5. a maritime transport operator certificate (MTOC)
  6. a New Zealand certificate of compliance for vessels which operate under a safe operational plan (SOP)
  7. other vessel certificates such as international and NZ loadline, international tonnage, international oil pollution prevention.
- C. Examples of non-maritime documents are:
1. a single voyage permit
  2. a certificate for international voyage
  3. a specified limit permit.

### **Privacy information**

Personal information collected in this form will be used for the purpose of assessing your application. Maritime NZ will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information Maritime NZ holds about you, please contact the Maritime NZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 0111.