

# Welcome

to New Zealand Master Contractors Inc

## NZ Master Contractors Inc Membership Application Form



*Please complete and sign this form.*

*Post together with all the relevant material and application fee of **\$500.00 plus GST** to:*

**New Zealand Master Contractors Inc., PO Box 9467, Greerton, Tauranga.**

*Please make cheques payable to New Zealand Master Contractors Inc.*

*A Tax Invoice will be issued on receipt of your application.*

### *Criteria for eligibility to apply:*

1. Be a member of your local regional group  YES  NO
2. Your business to have been operating for more than 1 year  YES  NO
3. Hold a certificate from RSE Scheme  YES  NO

If answered YES to all 3 - complete sections A-C overleaf.

If answered YES to **1** and **2** and NO to **3** – please complete all sections overleaf and the declaration.

I am interested in becoming an Associate Member only.

Please complete **Section A**, and forward to the above address along with your cheque for **\$250.00 plus GST** to receive Associate Membership.

*A Tax Invoice will be issued on receipt of your application.*

## A. Application Details

A1 > Employer's Name:

A2 > Employer's legal status (eg. limited liability, sole trader):

A3 > Name of person completing this application for membership.

Family Name

Given Names

Your title or position in the business:

Do you have the authority to represent the business that is applying for membership?

YES  NO

Do you have the authority to enter into legally binding agreements on behalf of the business that is applying for membership?

YES  NO

A4 > Does this business hold a current compliance certificate for the recognised seasonal employers scheme

Please tick the appropriate box and attach a copy of your current certificate.

Recognised Seasonal Employer Scheme

YES  NO

A5 > Provide the business's current RSE number:

A6 > Has the business ever had RSE status rescinded?

YES  NO

If yes, when was RSE status rescinded?

A7 > Employer's contact details for any communication about this application:

Name of contact person (if different from above)

Business street address

Business postal address

Telephone (day)

Telephone (night)

Telephone (mobile)

Business fax

Contact email address

Business website address

## B. Employers Business Details

B1 > Are you a member of a recognised regional contractor organisation? YES  NO  (If so, which one?)

B2 > How long have you been a member?

B3 > Does this business hold a current Global GAP, Nature's Choice or New Zealand GAP Certificate? (If so, please attach a copy.)

YES  NO

B4 > Date the business was established

B5 > Number of New Zealand citizens or residents who are permanent full-time employees:

B6 > What is the core area of business (eg. strictly planting crops, crop maintenance, harvesting crops, packing crops)?




B7 > Does the business perform work for other businesses in the horticulture or viticulture industries under a contract for service?

YES  NO

B8 > If you answered YES to B7, does the business have direct responsibility (including responsibility for work output) for workers that are part of the contracted service.

YES  NO

## Employer Business Details cont.

**B9 >** Does this business contract out work to non New Zealand Master Contractor Inc companies? (If yes, attach copy)

YES  NO

**B10 >** Does this business hold a current Tax Exemption Certificate or a current Inland Revenue Dept. Letter of Compliance:

YES  NO

(If so, please attach a copy.)

(If NO, please contact the IRD to receive your tax status compliance letter.)

**B11 >** Have you, or any of the directors or managers of the business, ever been declared bankrupt?

YES  NO

If YES, please give details including names, dates, and when discharged.


**B12 >** Have you, or any of the directors or managers of the business, ever been investigated by the Serious Fraud Office or the New Zealand Police for any offences arising in the course of, or resulting from business dealings?

YES  NO

If YES, please give details including names, date and outcome - including any penalty imposed and/or remedial action required.


## C. Business Records and Practice

**C1 >** Is the business registered with the Companies Office?

YES  NO

If YES, please provide the Companies Office registration number:

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**C2 >** Do you, or any of the directors or managers of the business have an association with any organisation that facilitates the entry to New Zealand of non-New Zealand citizens and residents (eg. any association with an immigration advisor)

YES  NO

If YES, please provide the Companies Office registration number:


**C3 >** What, if any, organisation does the business deal with as an employer (eg. industry organisations, horticulture or viticulture cooperatives, recruitment or employment agencies)?


## Business Records and Practice cont.

**C4 >** Is the business a member of a professional industry body?

YES  NO

If YES, please give the name(s) of the professional industry body.


**C5 >** Is the business certified by any quality standard organisation?

YES  NO

If YES, please give the name(s) of the quality standard organisation.


## D Training Details

**D1 >** What training does the business regularly provide to New Zealand permanent and seasonal employees?

Training for permanent employees:

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Training for seasonal employees

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Please support your statement with evidence - for example, of any in-house training and development programmes, or funding of employees attendance at training courses by external training providers, and/or any other evidence that you consider demonstrates your commitment to employing and training New Zealanders. If details are set out in an attached document please state this.

**D2 >** As part of the business's training programme, have you or any of the directors or managers of the business engaged with a relevant Industry Training Organisation (ITO)?

YES  NO

If YES, please provide the name and contact details of the ITO, details of the relationship the business has had with the ITO, and how the ITO is used to train employees ( includes all employees)


## E Human Resources

**E1 >** Who normally has overall responsibility for human resources (HR) or personnel matters in the business (name and position)?

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**E2 >** Who is normally responsible for staff recruitment in the business? (eg. yourself, HR manager, local managers, recruitment agency.

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## F. Compliance with Health and Safety, Employment and Immigration Policy and Procedures

**F1 >** Has the business ever been found to be in breach of employment or labour law by the Department of Labour, or by any New Zealand Tribunal Authority or Court? (This includes any breaches of the Injury Prevention, Rehabilitation, and Compensation Act, the Minimum Wage Act, and the Wages Protection Act.) YES  NO

If YES, please give details, including type of breach, date of notification by the Department of Labour or date of tribunal, Authority or Court decision, and penalty imposed or remedial action required. If full details are set out in an attached document please state this.


**F2 >** Has the business ever been found to be in breach of the provisions of the Immigration Act 1987? YES  NO

If YES, please give details, including type of breach, date of notification by INZ, or date of Court decision if convicted, penalty imposed or remedial action required. If full details are set out in an attached document please state this.


## G. Evidence Required

Please provide the following that is required to assist in assessing this application for RSE status.

CHECK

**G1 >** BUSINESS DETAILS

- A copy of the Global Gap, Natures Choice or New Zealand GAP Certificate
- A copy of the current Tax Exemption Certificate or current Inland Revenue Department Letter of Compliance

**G2 >** • A copy of the current RSE Scheme Compliance Certificate.

**G3 >** BUSINESS RECORD AND FINANCIAL POSITION

- A signed statement of credit worthiness from you, confirming the business is financially viable and that you know of no adverse credit matters affecting the business

**G4 >** HUMAN RESOURCES AND PRACTICE

- A copy of the business' human resources manual or guidelines.

**G5 >** GOOD WORKPLACE PRACTICES

- A copy of the business' health and safety policies and procedures.

## H. Declaration

IMPORTANT - Please read

If required, I am able to demonstrate a good compliance history across all Government and Local Government rules and regulations (e.g: Tax Laws, ACC Laws, OSH Laws, Employment Law).

I understand that failure to disclose such matters may result in my application of membership to New Zealand Master Contractor Inc (NZMCI) to be terminated.

Any Information supplied may be shared by NZMCI with other organisations if so required.

Any information that is supplied by the applicant that is found to be false or misleading will result in the application being declined. If discovered after membership is approved it will be the grounds for instant expulsion and the membership fee will be forfeited.

I/We agree that the above information and attachments are correct and hereby make application to become a member of NZMCI, having read the criteria and accepting the conditions.

I/We understand this application is subject to approval by the NZMCI Committee.

I/We authorise NZMCI to obtain information and reference checks from any person or company.

I/We have read the Members Code of Conduct and agree to abide by the guidelines.

Signed by the Applicant:

Signature
Name: _____ Date: _____

# New Zealand Master Contractors Incorporated

## Members Code of Conduct

It is the recognised duty of all members of New Zealand Master Contractors Incorporated (NZMCI) to abide by the contents of this Code of Conduct. Failure to adhere to this code of conduct guidelines may result in disciplinary action and the invalidation of your membership status.

### ***Ethical & Fair Manner***

Members of NZMCI are expected to behave in an ethical and fair manner in accordance with the Code of Conduct. Behaviour that deters from these standards will be deemed unacceptable and disciplinary action may be instigated.

### ***Best Practice***

At all times the actions by members of NZMCI shall represent a high level of responsibility and business professionalism. Workplace practices shall always be conducted in a reasonable and equitable manner with continual focus on up-skilling and integrity

### ***Health and Safety***

All actions by members shall give the highest regard and consideration towards providing a healthy, safe and secure work environment by minimising the risk of injury to any person and to prevent damage to property.

### ***Employment Law***

Members will adhere to all current employment law legislation including employment agreements, health and safety regulations, and promote equal opportunity for all persons.

### ***Staff Recruitment***

Members shall not offer employment or attract another employee from another member without first approaching that member, unless that employee has responded to advertised positions. Preference should be given to suitable New Zealanders in the first instance.

### ***Criticism***

Members shall not be judgemental to the general public on the business practices of another member, each member has a duty to maintain a high standard of 'best practice' as required by NZMCI

### ***Confidentiality***

Confidential NZMCI information, which has been obtained through NZMCI membership, shall not be discussed or disclosed with non-members.

### ***Working Relations***

Members shall have positive relationships with fellow members and associates in the communities in which business is conducted. They shall promote and encourage internal networking within NZMCI wherever possible.

### ***Media***

Members shall not release for publication to media sources (press, radio or television), any public statements concerning NZMCI without prior consent from the Board.

### ***Integrity***

Members will protect the integrity of NZMCI and will not violate their respective legal obligations where NZMCI and members do business. If any member found in breach of this code, that member shall voluntarily provide all relevant information to a duly appointed tribunal of NZMCI for further investigation and judgement.