

How do you get Company Authority?

New companies

The person who incorporates the company online will be automatically granted Company Authority.

If that user has incorporated the company on behalf of an organisation (for example, his employer) Company Authority will be granted to that organisation.

Existing companies

Step 1 - Log on

Step 2 - Search the register for the company you want authority for.

Step 3 - Select **My Tools** then choose **Request Authority**.

The first thing you need to confirm to us is who you are requesting Company Authority for. In other words is it for you individually or for your organisation.

For example if you are a director of the company, select the **individual** option followed by the option of **director**. A list of the company's directors will then appear and you will need to indicate which director you are.

You are now able to move on to the next step 'confirming authority'.

There are three ways to confirm Company Authority.

1. Use the existing company key

The first and easiest way to confirm to the Companies Office that you should have Company Authority is to provide the company key. If you have forgotten your company key use the automated service to retrieve it.

Note | Once a director has used the company key to confirm their authority, the key will not be able to be used by anyone else. If the company key option is no longer available for a company, you must request authority from an existing Company Authority holder.

2. Request authority from an existing Company Authority holder

The second way to confirm that you should be granted Company Authority is to request it from someone that already has Company Authority for the company (please see [Note 1](#) below). When you use this option the system will notify the existing holder and ask them to either accept or reject the your request.

Note | A director who has established their own Company Authority can grant authority to other directors or authorised persons. An authorised person who has established their own Company Authority can only grant authority to the company's directors.

3. Apply to the Registrar of Companies

You can request Company Authority from the Companies Office through the Registrar Approval Service.

Note | You can only use this third option if you are unable to obtain Company Authority through either of the first two methods.



Registrar Approval Service

You can only use this service if you are unable to confirm authority through either of the first two methods described above.

To request authority using this service there are different requirements for individuals and those requesting authority on behalf of an organisation. The Companies Office will process all authority requests within three working days and confirm whether the authority request has been accepted or rejected via email.

Individuals

If you are an individual wishing to use this service you will need to provide proof of identity (in the form of a drivers licence or passport). You will need to upload or fax a copy of this ID to the Companies Office before authority can be granted.

Organisations

If you are requesting authority on behalf of your organisation, we will require a signed 'Letter of Authorisation'. This letter of authorisation must:

- be printed on your organisation's letterhead.
- state that your organisation has authority to affect change over the company that you are requesting authority for.
- include the company name and number for the company you are requesting authority for. Each authority request is specific to a company.
- [Download a template for a 'Letter of Authorisation' here \[38 KB PDF\]](#)

You will need PDF viewing software

To view or print our forms you will require PDF viewing software such as [Adobe Acrobat Reader](#). If you are experiencing problems downloading our forms, make sure you have updated your PDF reader to the latest version.

Upload an electronic copy of the signed letter using the online Registrar Approval Service.

Alternatively you can fax it to us at **0508 288 467** (0508 AUTHORITY). The Companies Office will process authority requests within three working days and confirm whether the authority request has been accepted or rejected via email.

Please note | When using this online service you can upload a file up to 20 MB. The following file formats can be used when using the online Registrar Approval Service:

- .doc

- .pdf
- .gif
- .jpg
- .png

Application for Registrar Approval in respect of a company which appears to have been formed as a nominee company for overseas interests

Where an application for Registrar Approval is received in respect of a company which appears to have been formed as a nominee company for overseas interests, the Companies Office will require delivery of additional evidence of the consent of the proposed directors and shareholders to the transfer of authority including:

Proof of your right to authority in the form of certified documentation signed on behalf of the company granting your authority. This must be signed by a director or a person authorised to act on behalf of the company.

Note | In the case where the proof of authority you provide is signed by an authorised person instead of a director, you will be required to also provide a copy of certified documentation appointing that person.

Evidence of identity for all natural persons who have signed any documentation you have provided. This should be in the form of a passport or a certified copy of a person's passport. If a passport is unavailable, the original or certified copies of two of the following are required:

- A government issued identity card (with photograph)
- A drivers licence (with photograph)
- Birth certificate
- Citizenship certificate
- Use of the trusted referee process (Please [contact the Companies Office](#) if you wish to use this service).

Note | All documents above which must be signed or providing evidence of identity must either be original documents or certified copies of the original documents.

Who can certify a document?

Certified copies of documents contain an original signature, attestation and contact details from a notary, solicitor or JP, or person of similar standing in the community.

Can I provide documents in a language other than English or Maori?

Yes, you can provide documents in languages other than English and Maori however, you are required to provide an official translation of the document.