



## Registering a New Zealand registered entity as an FSP

A step by step guide to registering a New Zealand registered entity as a financial service provider.

### Overview of registration process

1. Log on with your [igovt username and password](#).

Complete the online application form for registration as an ['NZ Registered Entity'](#) financial service provider.

To complete the online application you will need to supply the following information:

- NZ registered entity name or number (as registered with [the Companies Office](#))\*;
- any trading names;
- business address;
- address for communication and email address;
- the financial services that the FSP provides;
- the name of the consumer dispute resolution scheme the FSP has joined;
- the full legal name and any aliases of every director, [controlling owner](#) and [senior manager](#) of the entity; and
- the date of birth, gender, and the residential address of every individual director, controlling owner and senior manager of the entity.

\*When you find the entity's record at the Companies Office (at the start of your application), the name, registration number, registered office and director names and addresses are automatically completed for you.

If you are applying to the Financial Markets Authority for the FSP to be approved as a Qualifying Financial Entity you will also need to confirm that the Financial Markets Authority has previously reviewed the QFE's adviser business statement.

3. Pay the relevant [fees](#) and submit your application.
4. The FSPR will carry out a [criminal history check](#) with the Ministry of Justice of the convictions which will disqualify any of the individuals named in your application (directors, senior managers and controlling owners). You will be advised of the result in two to five working days.

Before we check with the Ministry of Justice, you will be asked to confirm that the entity applying is not disqualified from registration by reason of any of the people in its management being personally disqualified for any of the reasons set out in [section 14](#). People completing the application on instructions from the applicant should satisfy themselves in advance that they are able to give that confirmation when asked.

5. If all criminal history checks are clear, registration as a financial service provider is complete.

Only one criminal history check is required per person within a 12 month period. If you are required to complete more than one FSP application (for example, an individual registration, and as a director of a company), to avoid multiple charges for criminal history checks you should make one application and wait for the criminal history check to be completed before submitting your next application. This will take between two to five working days.

Once you have received confirmation of your successful criminal history check from the Registrar you can submit any subsequent applications and you won't be charged again for the criminal history check.

6. If you have applied for QFE status from the Financial Markets Authority, your application will automatically be submitted to them for approval at this time.
7. The Financial Markets Authority will formally notify you that you have been granted QFE status.

### Registration FAQs

## What is an 'NZ Registered Entity'?

For the purposes of this register, an 'NZ Registered Entity' is any legal entity that is registered with the New Zealand Companies Office. This includes, for example, limited liability companies, overseas companies carrying on business in New Zealand, building societies, credit unions, and limited partnerships.

## Can I save my application to finish it another time?

You can save and exit your application at any time, until you choose to submit it. You may find you do not have all the relevant information available after you have started your application but you can save your application in a pending state. The application will appear in 'My Unfinished Business' on your [personalised dashboard](#), whenever you are logged in to the site. Only after the application has been left in a pending state, without changes, for 30 days will we automatically delete the application.

## Can I amend my application?

While your application is in a pending state (before it has been submitted to the Registrar), the application can be amended at any time. Access your application through 'My Unfinished Business' on your [personalised dashboard](#). Once your application has been submitted you may not make any changes until after registration is complete.

Please note - any of your entity's details sourced from the Companies Office must be updated on their home register first. For example, if a director's address has changed, that director must be updated on the Companies Office register first. Those details will then update at the FSPR overnight for you to review.

## What happens if I fail my criminal history check?

If you fail your criminal history check because an individual named in the application has a relevant criminal conviction, that person is disqualified from becoming a financial service provider, or being involved in the management of a financial service provider, and may not be registered.

## What happens if my QFE application is declined?

The Financial Markets Authority reviews your application for approval as a QFE and will consider whether or not you meet their requirements for authorisation.

Before you submit your application, you should have already contacted the Financial Markets Authority and submitted your adviser business statement to them for review. This allows the Commission an opportunity to advise you of any outstanding requirements.

During the process, if the Commission has any questions regarding your application they will contact you directly. If your application is declined, the Commission will contact you directly outlining the reasons.

Your entity will still be a registered financial service provider. You may submit another application to become a QFE at any time subsequently, should you wish to apply again.

## Can I withdraw/delete my application?

If you have started an application to register an FSP and decided not to proceed, the application will remain in 'My Unfinished Business' on your [personalised dashboard](#) for 30 days. If you do not make any changes during that time, the application will be automatically deleted.

Once you have submitted your application, you are not able to withdraw it. If your application is accepted, you may then decide to apply for de-registration (for example, if you are no longer in the business of providing a financial service).