

Registering as an Individual Financial Service Provider (FSP) (including authorisation as a financial adviser)

This is a step by step guide to the application for registration as an individual on the FSPR, and the questions you will be asked when applying for authorisation.

Last updated | 8 December 2011

Applicant details

Full legal name (as shown on passport or birth certificate)

First name:

USE MY ACCOUNT DETAILS

Middle name:

Last name:

* Gender

* Date of birth

Other names

Is this person (or was this person ever) known by any other name(s)? (E.g. maiden names or aliases)

- No
 Yes

Applicant details

You are required to provide:

- Full legal name
- Gender
(not displayed publicly)
- Date of Birth
(not displayed publicly)
- Any other names,
including former names
and aliases
- Any trading name(s)

Tip: By selecting 'Use My Account Details', this will copy your name and other details from your FSPR account through.

Trading name

Please add all trading names [?](#)

Trading name 1:

+ ADD ANOTHER TRADING NAME

Addresses

One of the addresses for the financial service provider must be a physical address in New Zealand at which the Registrar may contact you.

* Residential address

Address search:

If the correct address is not found above, please enter the address manually,

[Enter address manually](#)

* Business address

Address search:

If the correct address is not found above, please enter the address manually,

[Enter address manually](#)

* Address for communication

- Same as residential address
 Same as business address
 New address

Email address

* Email:

* Confirm email:

Addresses

You are required to provide:

- Residential address (not displayed publicly)
- Business address
- Address for communication
- Email address

The address search function will display matching addresses for you to choose from as you type. If your address is not found, please enter your address manually.

Annual confirmations

Annual confirmation filing month

* Filing month: ?

March ▼

[Cancel](#) [Save & Exit](#)

PROCEED TO FINANCIAL SERVICES

Annual Confirmations

- Select a month between February and November to file your annual confirmation each year
- At the bottom of the page you can:
 - 'Cancel' the application
 - 'Save and Exit' your application to continue at a later date
 - Continue with your application by proceeding to the financial services page

Financial services

If you are in the business of providing, or offering to provide, a financial service you will need to register as a financial service provider. Your application must notify the Registrar of ALL the financial services you provide. Please select the financial services you provide from the list below.

Deposit taker	<input type="checkbox"/>
Financial adviser (such as financial advisers, insurance advisers and mortgage brokers)	<input type="checkbox"/>
Wholesale and/or generic financial adviser services	<input type="checkbox"/>
Broking services	<input type="checkbox"/>
Employer or principal of a financial adviser and/or Qualifying Financial Entity	<input type="checkbox"/>
Contributory mortgage broker	<input type="checkbox"/>
Issuing securities to the public	<input type="checkbox"/>
Trustee in respect of securities offered to the public	<input type="checkbox"/>
Unit trustee	<input type="checkbox"/>
Superannuation trustee	<input type="checkbox"/>
Statutory supervisor of participatory securities	<input type="checkbox"/>
Promoter of securities offered to the public	<input type="checkbox"/>
Manager of participatory security or unit trust	<input type="checkbox"/>
Insurer	<input type="checkbox"/>
Keeping, investing, administering, or managing money, securities, or investment portfolios on behalf of other persons	<input type="checkbox"/>
Credit provider	<input type="checkbox"/>
Money or value transfer service	<input type="checkbox"/>
Issuing and managing means of payment	<input type="checkbox"/>
Financial guarantees	<input type="checkbox"/>
Foreign currency exchange	<input type="checkbox"/>
Forward foreign exchange contracts	<input type="checkbox"/>
Entering into or trading on an exchange, in an over-the-counter market or otherwise, the following on behalf of another person	<input type="checkbox"/>
<ul style="list-style-type: none">• money market instruments (including cheques, bills, certificates of deposits);• foreign exchange;• derivative products including, but not limited to, futures and options;• interest rate and index instruments;• transferable securities (including shares);• futures contracts	

Financial services you provide

- As a part of the application, you must notify the Registrar of ALL financial services you provide by selecting from the list
- You may only be in the business of providing the services for which you are registered
- Definitions of these services are available at:
www.fspr.govt.nz/help-support/financial-services-definitions

Dispute Resolution Scheme

Dispute resolution scheme

Dispute resolution scheme ?

Financial service providers who provide a financial service to retail clients must belong to an approved consumer dispute resolution scheme. Please provide the details of your membership below.

?
*Are you providing any financial services to retail clients? ?

Yes No

[I have joined a dispute resolution scheme in my own name](#)

*Dispute resolution scheme:

-- Please select --

-- Please select --

Financial Services Complaints Limited

Insurance & Savings Ombudsman Scheme

Financial Dispute Resolution (the reserve scheme)

Banking Ombudsman

Exempt


[Save & Exit](#)

PROCEED TO REVIEW

For more information about dispute resolution schemes go to:
[www.fspr.govt.nz/about-the-fspr/
dispute-resolution-schemes](http://www.fspr.govt.nz/about-the-fspr/dispute-resolution-schemes)

- Financial service providers who provides a financial service to retail clients must belong to an approved consumer dispute resolution scheme
- Some financial advisers may be covered by their employer's or QFE's scheme
- If you answer Yes:
 - Indicate if you are a member yourself, or your employer / QFE is a member
 - Select the name of the scheme from the list
 - If covered by an employer / QFE scheme give their name

Financial adviser supporting questions

* a) Do you wish to apply to FMA to be authorised as an Authorised Financial Adviser (under section 52 of the Financial Advisers Act 2008)? 

Yes No

It is important that, prior to completing this section of the application, you read the AFA Authorisation Guide issued by FMA and review the help text which accompanies each question below. The Guide and the help text provide you with additional information for answering each question correctly.

Financial Markets Authority details

- If you indicated that you provide a financial adviser service the next screen will contain information for the Financial Markets Authority. If you wish to apply for authorisation as an AFA you will be asked to supply extra information in your application
- Only Authorised Financial Advisers may give financial information / advice in relation to category 1 products, or provide a investment planning service
- For more information about authorisation visit <http://www.fma.govt.nz/help-me-comply/financial-advisers/>

Additional information for the Financial Markets Authority

Scope of Financial Adviser Services ?

* b) Please indicate the scope of the Financial Adviser Service you will be performing. ?

The drop down box provides you with the Financial Adviser Service scope or combination of Financial Adviser Service scopes for you to select. Select the option relevant to the service you will be providing. Your authorisation will be assessed on the Financial Adviser Service scope which you select.

-- Please select --

Good character ?

FMA must be satisfied that you are a person of good character:

* c) Are you aware of any matters that may have an adverse impact on the FMA's view of your character? Please read the AFA Authorisation Guide before answering this question.

Yes No

* d) Have you been convicted by a court in New Zealand or overseas of an offence punishable by imprisonment for a term of 6 months or more? ?

Yes No

Application for authorisation as an Authorised Financial Adviser (AFA)

- You must provide your:
 - Financial Adviser Services Scope reference code
 - Indicate if you are of good character
 - If you are aware of any matters that may affect your good character, or have a relevant conviction, you will need to provide further information and upload supporting documentation

For more information about these requirements visit: www.fma.govt.nz/ and read the AFA authorisation guide

Application for authorisation as an AFA continued..

Testimonials [?](#)

e) FMA requires testimonials when assessing the good character of applicants. [?](#)

You will need to provide either two or three testimonials depending on the type you can supply:

- Supply two testimonials if one is from a recognised industry or professional organisation of which you have been a member for the preceding three years. The second testimonial can be from a client or a peer or colleague.
- Supply three testimonials if you cannot source one from an industry or professional organisation, but can supply testimonials from colleagues or existing clients
- Supply three alternative testimonials and an explanatory letter if you cannot source testimonials from an industry or professional organisation, colleagues or existing clients

The Help Text provides details of the combinations of the testimonials required

Upload one document at a time using the document upload function below [?](#)

*

Explanatory Letter

Competence [?](#)

FMA must be satisfied that you have met the level of competence, knowledge and skills specified in the Code of Professional Conduct for Authorised Financial Advisers before being eligible for authorisation.

* f) Do you confirm that you meet the competence requirements set out in the Code of Professional Conduct for Authorised Financial Advisers? [?](#)

Yes No

FMA will be informed by ETITO when you have attained all the relevant Unit Standards to meet the Competence requirements of the Code. FMA will assess your competence once it has received the results of all of your competence assessments.

Alternative qualification or designation

If you wish FMA to accept a qualification or designation specified in the Competency Alternatives in Schedule G of the Code as an alternative to a particular Unit Standard, please indicate one alternative qualification or one alternative designation per Unit Standard from the drop down box provided below for each Unit Standard. Please upload the documents that provide proof of your alternative qualifications or designations using the document upload functions provided.

- Browse and Upload to our server two or three testimonials from the options provided, in any of the following formats:
 - DOC
 - DOCX
 - PDF
 - RTF
 - WPD
- Indicate whether you meet the competence requirements

Application for authorisation as an AFA continued..

Lapsed Designation

If you have a Lapsed designation please select 'Lapsed Designation' from the drop down box in the applicable Unit Standard Set. Then upload the documents certifying that you meet the CPD requirements to qualify for the Lapsed Designation as outlined in Code Standard 16 and in the Help text by using the document upload function for the applicable Unit Standard Set to which the Lapsed designation applies.

Standard Set A – Core Knowledge

-- Please select --

Standard Set C – Capstone Practise Standards

-- Please select --

Standard Set D – Investment Specialist Standards

-- Please select --

Standard Set E – Insurance or Residential Lending Standards (Category 2)

-- Please select --

* Please enter your ETITO registration identification number

Upload any supporting qualification documents that might be relevant

Provide your ETITO registration identification number

Application for authorisation as an AFA continued..

Other ?

* g) Have you prepared an Adviser Business Statement? ?

Yes No

h) If you are employed by, or are a nominated representative of, a Qualifying Financial Entity (QFE), please give your QFE's FSP registration number ?

FMA may ask for further information from you, or make additional enquiries related to the above in considering your application. FMA may also check the information that you have provided at a later date.

Confirmation

* I confirm that:

I am the person named in this application.

I confirm that prior to completing this application I read and understood the AFA Authorisation Guide.

- Confirm you have an Adviser Business Statement (ABS)
- Provide your QFE's FSP registration number if appropriate
- Confirm you are the person named in this application

Confirmation

*I confirm that:

I am the person named in this application.

I confirm that prior to completing this application I read and understood the AFA Authorisation Guide.

I confirm that, if authorised as an Authorised Financial Adviser, I will act with professionalism and integrity.

I acknowledge that as an Authorised Financial Adviser, I am aware that I will be required to:

- conduct myself and my activities in accordance with the standards set out in the Code of Professional Conduct for Authorised Financial Advisers
- act in accordance with my terms and conditions set by the Financial Markets Authority (FMA)
- comply with the requirements of the Financial Advisers Act 2008 and its regulations

The information provided in this application is also being collected on behalf of FMA. In submitting (or authorising this application to be submitted), the applicant authorises:

- The Registrar of Financial Service Providers to disclose personal information provided in the registration and authorisation application to FMA.
- FMA to collect personal information from any person, including any New Zealand or overseas government agency or education provider, (a "Third Party") for the purpose of determining the applicant's eligibility to be authorised, including carrying out identity, good character, qualification, and criminal checks; and for that purpose authorises:
 - FMA to disclose personal information to the Third Party, and
 - the Third Party to disclose personal information to FMA.
- FMA to use personal information provided in, or collected in connection with, this authorisation application in performing its functions and exercising its powers under the Financial Advisers Act or any other legislation.

*[I Confirm]



Knowingly making a false or misleading representation or omission or submitting a document that is not genuine is a criminal offence under section 136 of the Financial Advisers Act punishable by a fine not exceeding \$100,000.

We will now complete your registration as a financial services provider, but registration and authorisation are different. You will not be authorised until you have received formal notification of authorisation from FMA.

On completion of this application and payment, we will forward your information to FMA for consideration.

You will not be able to undertake business which needs authorisation after 30 June 2011 unless you have received your authorisation.

Authorisation Confirmation

- Confirm the named applicant has read and understood the AFA Authorisation guide at www.fma.govt.nz
- Confirm the named applicant understands their obligations as an Authorised Financial Adviser

GENERAL DETAILS ✓ FINANCIAL SERVICES ✓ FINANCIAL MARKETS AUTHORITY ✓ REVIEW PAYMENT

Welcome **Joe BLOGGS**, You last logged on at 12 Jul 2011 03:00 PM NZST

Register FSP (Individual) Adam DUNCAN (FSP18715)

SHOW ALL | HIDE ALL |

FSP details FSP18715 Adam DUNCAN ▼ Hide

Application Id:	FSP18715
Application status:	Pending
Date of creation:	29-06-2011
Last updated date:	29-06-2011
Date of deletion:	10-08-2011

Please note that a pending application will be automatically deleted if it has not yet been submitted on or before the date above

General details ▼ Show ✓

Financial services ▼ Show ✓

Financial Markets Authority details ▼ Show ✓

Disqualification declaration

PLEASE READ THE DECLARATION AND CONFIRM **CONFIRMED**

[Save & Exit](#)

Review Screen

- Check all the information provided is correct by using the 'Show' links
- Blue ticks indicate you have completed the mandatory fields
- An orange triangle means you have left out some mandatory information that must be completed before continuing
- Read and confirm the Disqualification declaration

Declaration details

Section 14 – Financial Service Providers (Registration and Dispute Resolution) Act 2008

A person is disqualified from registration as a financial service provider if they are:

- an un-discharged bankrupt;
- a person prohibited from being a director or promoter of, or concerned in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988, or the Takeovers Act 1993;
- a person subject to a management banning order under the Securities Act 1978, the Securities Markets Act 1988, the Takeovers Act 1993, or subject to an order under section 108 of the Credit Contracts and Consumer Finance Act 2003;
- a person who has been convicted of an offence against section 11, 12, or 41 of the Financial Service Providers (Registration and Dispute Resolution) Act 2008 within the past 5 years;
- a person who has been convicted of an offence under sections 217 to 266 of the Crimes Act 1961 within the past 5 years;
- a person who has been convicted of a money laundering offence or an offence relating to the financing of terrorism;
- a person who is subject to a confiscation order under the Proceeds of Crime Act 1991.

I confirm that

I am the person named in this application; or

I have been authorised by the named applicant to complete this application on their behalf, and have made all necessary enquiries to ensure the applicant is not disqualified from registration as a financial service provider and that the information contained in this application is true and correct.

I confirm the financial service provider named in this application is not disqualified from registering as a financial service provider by reason of any of the matters set out above. I understand that knowingly making a false or misleading representation or omission is a criminal offence under section 41 of the Financial Service Providers (Registration and Dispute Resolution) Act 2008.

[I Confirm]

Please note that checks will be carried out to identify that the information you have provided is correct, including that the applicant is not disqualified from registration by reason of any of the grounds set out in section 14 of the Financial Service Providers (Registration and Dispute Resolution) Act 2008. By proceeding with this application, you are confirming that the named applicant authorises the release and exchange of information between the Registrar and the Ministry of Justice for the purposes of a criminal history check. Knowingly making a false or misleading representation or omission is a criminal offence under section 41 of the Financial Service Providers (Registration and Dispute Resolution) Act 2008 punishable imprisonment for a term not exceeding 2 years or to a fine not exceeding \$100,000 or to both.

[Cancel](#)

[CONTINUE](#)

Disqualification declaration

- Confirm that the named applicant is not disqualified from registration as a financial service provider, as set out in section 14 of the Financial Service Providers Act 2008
- 'Continue' and submit the application to make your payment
- On completion of payment you will receive an email confirming the application has been submitted and outlining any further steps

Help and Support

- If you require assistance with your application you can contact the FSPR on:
 - 0508 FSPR INFO (0508 377 746)
 - info@fspr.govt.nz