

G.E.M.S International
New Zealand Immigration & Education Services

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INITIAL CONSULTATION FORM (ICF)-FOR EMPLOYER ACCREDITATION

Representative Name: _____

Designation: _____

Registered Company Name: _____

Company Office Address: _____

Email Address: _____

Passport No.: _____ **Place of Issue:** _____ **Expiry Date:** _____

Nationality: _____ **Mobile No.:** _____ **Landline No.:** _____

Please kindly tick the Immigration Service you would like to avail:

- Biz/Investor/Employer Cons. → \$350 phr payable in advance before consultation starts.
- Any eligibility assessment/s → \$950 onwards, per assessment, pls ask for a quote.
- Onsite Visit Consultation → extra charges apply per visit depending on your location.

Please tick the type of visa you wish to apply for your current or prospective employee, business delegates, offshore client/s or NZ employer accreditation related:

- Business Visitor Visa Transit Visa Accredited Employer Work Visa (AEWV)
- Employer Accreditation Application (EAA) New Application
- Employer Accreditation Application (EAA) Renewal Application
- Employer Accreditation Application (EAA) Reconsideration Application
- Employer Accreditation Application (EAA) Franchisee Application
- Standard Accreditation Application or High Volume Accreditation Application
- Other _____

Please complete the answer that is applicable to you:

Please indicate your NZBN number here:	Yes / No / N/a
Please indicate the date your company was incorporated:	Yes / No / N/a
Please indicate the total number of employees in your company:	Yes / No / N/a
Is this consultation regarding current or prospective employee (if applicable):	Current <input type="checkbox"/> Prospective <input type="checkbox"/>
Have you attached completed authorization form from the said employee (if applicable):	Yes / No / N/a
Has an employment contract and job description been issued to the said employee (if applicable):	Yes / No / N/a
Has your company ever been black listed by INZ, MBIE and/or the Labour Inspectorate:	Yes / No / N/a

Do you have any current or in the past, employee disputes related cases lodged with the Employment Relations Authority:	Yes / No / N/a
Have you or any key persons in your organization ever been convicted for any offences, including immigration related offences at any time?	Yes / No / N/a
Please provide updated Resume and passport/visa copy of the said employee (if applicable):	Yes / No / N/a
Please attach letter of disengagement from your previous lawyer/adviser for NZ if any	Yes / No / N/a
Please attach evidence of consultation fee payment made to GEMS International:	Yes / No / N/a
Please attach your current organisation chart indicating name, designation, visa status i.e. to indicate whether they are NZ citizen, resident visa or work visa holder:	Yes / No / N/a
Please attach your ID card or Biz card or driving license or passport+visa copy:	Yes / No / N/a
How did you hear about us → Google/Facebook/Website or through someone:	

Please list below all queries that you would like to address during our initial consultation:

Please provide any other important information if any which may affect the said application:

Terms & Conditions/Declaration for initial consultation/registration are as follows:

1. For Initial Consultation any time up to one hour, a minimum consultation fees of \$350 is payable in advance for consultation in person, over the telephone or on Skype. After one hour, consultation fees will be charged for a minimum 15 minutes slots (i.e. \$75 for any time up to 15 mins). Initial consultation appointment can only be booked/confirmed after we have received the completed ICF and minimum necessary payment as stated above.
2. We are not responsible for the time lost if you arrive, call us or turn-up late for your appointment and you agree to pay our consultation fees from the time your appointment was actually booked with us.
3. The advice we will provide during the initial consultation, will be based on the information you have provided us and current immigration legislation prevailing at that time and should not be treated as a guarantee of any type. Booking an initial consultation does not make it mandatory for us to take up your case in any way and is at our sole discretion.
4. By registering with G.E.M.S International, you give us the unconditional Authority to Act on your behalf for all relevant matters and have full access to all your paperwork/documentation/online accounts, during the whole process and retain copies for our records. You also authorise us to disclose/share any of your personal information, documentation etc., with our associates and third parties for this purpose and allow them to retain copies if required.
5. You also agree to receive emails/phone calls/text messages/audio-video messages through various modes of communication, including social media.
6. All our fees must be deposited into **GEMS International, Auckland, ANZ Bank New Zealand Ltd., account number 06-0709-0462106-01**, through bank remittance, wire transfer or internet banking, quoting your name in reference. **SWIFT code ANZBNZ22 or IFSC code ANZB0000001**
7. You also agree that all information you have provided with this form and may/will provide in the future is genuine, true and correct to the best of your knowledge.
8. As per our company policy, any fees once paid towards initial consultation/assessment/s cannot be refunded for any reason whatsoever.

Fees Quoted: _____ For Type of Work: _____

Legal Disclaimer: All advice provided during initial consultation and all representations made on your behalf at any stage during the whole process, will be in good faith and does not make G.E.M.S International or Amir Merchant, liable in any way whatsoever.

I/We Mr/Ms/Mrs _____ have read and understood the above terms and conditions for my/our initial consultation/registration and in agreement thereof have put my/our signature/s below:

Consultation Start Time: _____ End Time: _____ Payment Due: _____

Employer Representative Signature Date Place