

UNDER SECTION 23A & SECTION 32, CROWN MINERALS ACT

Change a royalty administrator, ERL administrator or audit contact for one or more permits

This form is to be used by any permit participant or their authorised representative to appoint a party to one or more of the following roles in relation to their permit interest only, on one or more of their permits held under the Crown Minerals Act (1991):

- Royalty administrator
- Energy Resources Levies (ERL) administrator
- Audit contact

Only an individual may be appointed to the role of audit contact. An ERL or Royalty administrator may be an individual or an organisation, such as an accounting company. See Appendix 1 for full role descriptions.

Appointments made using this form replace any previous appointments to those roles. A separate form should be used for each party appointed to a role(s) for each permit participant. This applies to related companies, such as subsidiaries and sister companies.

- Please note that information provided on this form is treated confidentially but may be subject to release under the provisions of the Official Information Act 1982. If this is the case, we may consult with you before the material is considered for public release.
- You have the right under the Privacy Act 2020 and/or the Official Information Act 1982 to access information held about you by New Zealand Petroleum & Minerals and request that this information be corrected if necessary.
- The information you provide in this form may be used for regulatory compliance or enforcement purposes according to the Ministry of Business Innovation and Employment's **Transparency Statement**.
- To change an Application contact, Permit administrator, Fee administrator or Geotechnical contact role in relation to the permit, use an APP-11.

SECTION 1: PARTY TO BE APPOINTED

Complete EITHER Section 1.1 OR Section 1.2.

If the party to be appointed is:

- an individual, complete Section 1.1
- an organisation (Fee administrator role only), complete Section 1.2

1.1 To be completed if the party to be appointed is an individual:

Please provide details of the party to be appointed to the role(s) in Section 3.

Legal name:	
Organisation (if relevant):	
New Zealand Business Number (NZBN):	
Postal address:	
Email address:	
Primary phone:	
Secondary phone:	

1.2 To be completed if the party to be appointed is an organisation (Royalty and ERL administrator roles only):

Please provide details of the party to be appointed to the role(s) in Section 3.

Organisation:	
New Zealand Business Number (NZBN):	
Preferred contact (if relevant):	
Postal address:	
Email address:	
Primary phone:	
Secondary phone:	

SECTION 2: PERMIT AND APPLICATION ROLES

2.1 Permit participant details

Please provide details of the authorising permit participant:

Full name:	
Contact phone: ¹	
Contact email: ¹	

¹ These should be contact details for any enquiries relating to this authority (not relating to other permitting matters).

SECTION 3: AUTHORITY DETAILS

3.1 Permit roles

By signing below, I/we authorise the party named in Section 1 to be appointed to the role(s) indicated in this section.

The Chief Executive will treat this authority to act in this role/(s) as continuing to have effect until the Chief Executive receives a copy of written notice revoking it.

The Crown will not be liable for any action (or omission) by the Chief Executive taken in accordance with this authority.

This authority does not preclude the Chief Executive from choosing, in his or her sole discretion, to deal directly with the permit participant about the permit, and vice versa.

Enter the permit number(s) to which this appointment of role/(s) relates.

Use a tick (✓) to indicate which roles the party is to be appointed to (see Appendix 1 for role definitions). The permit participant identified in Section 2.1 must have an interest in all the permits listed.

Permit or application number:	Royalty administrator:	ERL administrator:	Audit contact:
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

3.2 Permit participant authorised signature(s)²

This form must be signed by the permit participant or the authorised representative named in Section 2.1 and the party being appointed to the role(s).

In signing below each person declares to the Chief Executive of the Ministry of Business, Innovation and Employment (Chief Executive) that all information provided in this form is true and correct to the best of their knowledge, and that they are authorised to sign this form.

Authorised signature(s):	
Legal name:	
Position of signatory:	
Organisation:	
New Zealand Business Number (NZBN):	
Date:	
Authorised signature(s):	
Legal name:	
Position of signatory:	
Organisation:	
New Zealand Business Number (NZBN):	
Date:	

Authorised signature(s):	
Legal name:	
Position of signatory:	
Organisation:	
New Zealand Business Number (NZBN):	
Date:	

² Where the permit participant is a company, partnership, society, trust or other legal entity, this form must be signed in accordance with the relevant legislative requirements, constitution, or rules by a person or agent with the requisite authority.

APPENDIX 1: ROLE DEFINITIONS

Royalty administrator role

The royalty administrator is the permit contact on matters to do with royalties for a specific royalty paying permit participant.

A royalty administrator:

- receives all communications, including return forms and invoices, regarding royalties for the permit participant they represent
- may be an individual or an organisation (eg an accounting firm).

ERL administrator role

The ERL administrator is the permit contact on matters to do with Energy Resource Levies (ERLs) for a specific permit participant.

An ERL administrator:

- receives all communications, including return forms and invoices, regarding ERLs for the permit participant they represent
- may be an individual or an organisation (e.g. an accounting firm).

Audit contact role

The audit contact is the permit contact on matters to do with auditing of royalties for a specific royalty paying permit participant.

An audit contact:

- may be contacted on royalty audit matters for the permit participant they represent
- must be an individual.

For definitions of the Application contact, Permit administrator, Fee administrator and Geotechnical contact roles, search for “Permit contacts” on the NZP&M website: www.nzpam.govt.nz

This completed form is to be forwarded to nzpam@mbie.govt.nz or mailed to the NZP&M postal address below. If sending by email, please include “APP-12” and relevant permit and application numbers in the subject line.

www.nzpam.govt.nz
nzpam@mbie.govt.nz

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NZP&M is a branch of the New Zealand Ministry of Business, Innovation and Employment. We manage New Zealand’s Crown Mineral Estate. Our aim is to maximise the gains to New Zealand’s economy from development of these resources, a key component to the government’s Business Growth Agenda. To support this aim we endeavour to educate and inform New Zealanders, including consultation with indigenous stakeholders and local government.