



NEW ZEALAND
COMPANIES OFFICE



FINANCIAL SERVICE
PROVIDERS
REGISTER



Registering a company and your intention to apply for a transitional licence

The following guide is for those who wish to register a company on the Financial Service Providers register (FSPR) and apply for a transitional licensing service.

What do you need to do?

You need to register your company on the FSPR and indicate your intention to provide regulated financial advice to retail clients. You can choose to provide financial advice as:

- › a licensed provider, where you hold the licence in the name your business or company, or
- › an 'authorised body' under another FSP's transitional licence.

If you choose to be an authorised body, you need to provide your FSP registration details (name and FSP number of the company that you have registered) to the transitional licence holder so that they can advise FMA to add your company on their licence.

How much will it cost?

You'll need to pay the following amounts when registering an NZ-registered entity as an FSP:

- › an application fee of \$300 (plus GST)
- › a Financial Markets Authority (FMA) levy of \$480 (plus GST).
(This is **refundable** for Sole Advisers— please see [our website](#))
- › \$35 (plus GST) to cover the cost of criminal history checks for anyone who has not undergone a successful check within the last 36 months — this includes people in your application in the role of a director, senior manager or controlling owner.

To apply for registration you'll need to have:

- › your RealMe login details
- › an online services account with the FSPR (you will have set this up when you registered yourself on the FSPR as an individual).

You may also need to confirm your authority to update information if you are managing an FSP on their behalf.

Find out more about

- › RealMe logins and setting up your online services account
<https://fsp-register.companiesoffice.govt.nz/help-centre/managing-your-online-services-account/setting-up-your-online-services-account>
- › Confirming your authority to manage information on the register
<https://fsp-register.companiesoffice.govt.nz/help-centre/managing-your-online-services-account/getting-authority-to-update-records>
- › For more information about the new financial regime, please refer to our website at:
<https://fsp-register.companiesoffice.govt.nz/new-financial-advice-regime>

Make sure your details are up to date

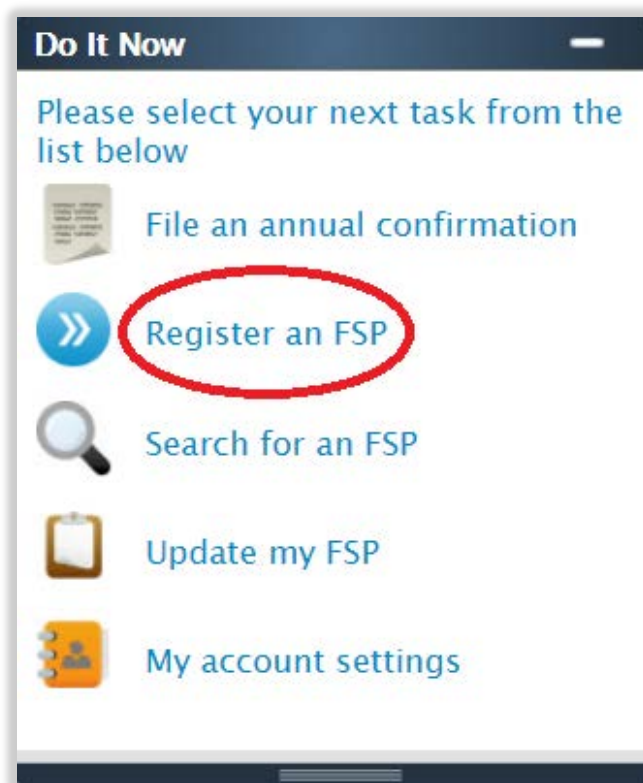
Before you start your application make sure the details for your company held on another Companies Office register are current. Do this at least a day before you start your application as any changes you make flow through to the FSPR overnight.

Information that comes through automatically from our other registers includes your entity's name and, if applicable, the names and addresses of its directors.

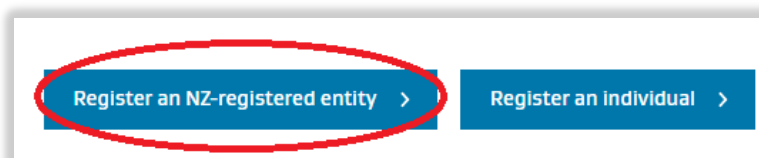
Note: For more information on updating details on the Companies Register, [please refer to our website](#).

How to register a company on the FSPR and apply for a transitional licence

1. Log in to the FSPR using your RealMe details. When you log in, you will be taken to your online dashboard. From the menu labelled 'Do it now' select '**Register an FSP**'.



2. You'll be taken to another screen where you'll need to select '**Register an NZ-Registered Entity**'. (You may get a banner labelled 'Please check the following'. If so, select '**Continue**').



- In the search field labelled '**Applicant Details**' search for your entity using its name or incorporation number and select it from the drop-down list. Some details about your company will be drawn from the Companies Register.

Applicant details

*New Zealand registered entity search

Where the FSP is a company, limited partnership, incorporated society, charitable trust, industrial and provident society, building society, friendly society or credit union, search for the entity by entering either the name or the NZBN below.


For all other entities, you need to register using the Register FSP (Other Entity) service, or Register FSP (Individual) service.

YOUR COMPANY LIMITED	
YOUR COMPANY LIMITED	
YOUR COMPANY LIMITED	
YOUR COMPANY LIMITED	
YOUR COMPANY LIMITED	
YOUR COMPANY LIMITED	
YOUR COMPANY LIMITED	
YOUR COMPANY LIMITED	
YOUR COMPANY LIMITED	

the Companies Office register. If
l Service Providers Register will be

4. Fill out the remaining application fields. When registering your company, you'll need to provide:
- › any trading names your entity uses
 - › your company's business address
 - › a contact email for your company
 - › the month you'd like to file your annual confirmation (Note: You cannot select January or December)

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.

* **Business address**

Same as registered office
 New address

* **Address for communication**


Same as business address
 New address

Email address

* **Email:**

* **Confirm email:**

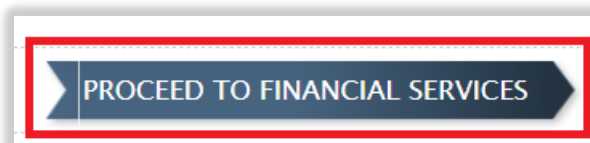
Annual confirmations

Annual confirmation filing month 

* **Filing month:**

February ▼

Once you have filled out the relevant fields select '**Proceed to financial services**' button.



5. On the next screen you'll see a list of all the financial services. The transitional licensing services are listed at the bottom, under the heading 'Financial Advice Service'.

You have the option to select the services

- › **'Licensed Provider - transitional licence'** or
- › **'Authorised Body - transitional licence'**.

An authorised body (in relation to the financial advice service) is an entity named on another entity's financial advice provider's licence to provide a licensed service. Authorised bodies are still considered to be financial advice providers, but do not hold their own licence. If you are intending for your company to operate as an authorised body, you must tick the grey box **'Authorised Body – transitional licence'**.

If you are intending for your company to hold a transitional licence, you must tick the grey box **'Licensed Provider –transitional licence'**.

Financial Advice Service
The new financial advice regime comes into force on 29 June 2020.

Licensed Provider – transitional licence

By selecting this service, you are indicating your intent to apply for a transitional licence. This is a two-step process and you must visit the Financial Markets Authority (FMA) to apply for your licence. For more information on completing, please visit [our help page](#)

Authorised Body – transitional licence

By selecting this service, you are indicating your intent to be an authorised body on a Financial Advice Provider's licence. You must be named on their licence application to the Financial Markets Authority. You cannot use the authorised body category to apply for your own Financial Advice Provider licence.

6. Below you will see a 'Confirmation' screen.

The registration fees for a company on FSPR include an FMA levy of \$480.00 (plus GST). However, new regulations offer relief from this levy for those who are relying on the sole-adviser exemption. If this applies to you, select the tick box, otherwise leave it blank.

Confirmation

Are you relying on the sole advisor exemption?
If you're currently relying on the sole advisor exemption and registering a sole adviser practice you may be eligible for levy relief. If you're unsure whether this applies to you find out [here](#).

I confirm the sole advisor practice is eligible for levy relief.

- In the next section you'll also need to confirm whether you are providing financial services to retail clients. Tick the relevant button.

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. Membership details must be provided within 5 working days after registration on the FSPR.

A financial adviser may provide their Employers or Principals scheme details below.

Note: If legally required to do so, you must contact a consumer dispute resolution scheme directly to join up. Registration on the FSPR (and payment of associated fees) does not confer dispute resolution scheme membership.

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

Yes No

- If you are satisfied that the details are correct, scroll to the bottom of the screen and select the 'Proceed to directors' button.

[Discard](#)

PROCEED TO DIRECTORS

- On the 'Directors' screen, you can check the information about the directors that you already have listed. If you are satisfied that the details are correct, or if you don't need to add another director, select 'Proceed to controlling owners' at the bottom of the screen.

Note: For more information on updating these details, please refer to the [Companies Register website](#).

Directors

John DOE

Individual

I am this Director

Full legal name

First name:

John

Middle name:

Last name:

DOE

* **Gender**

Male ▼

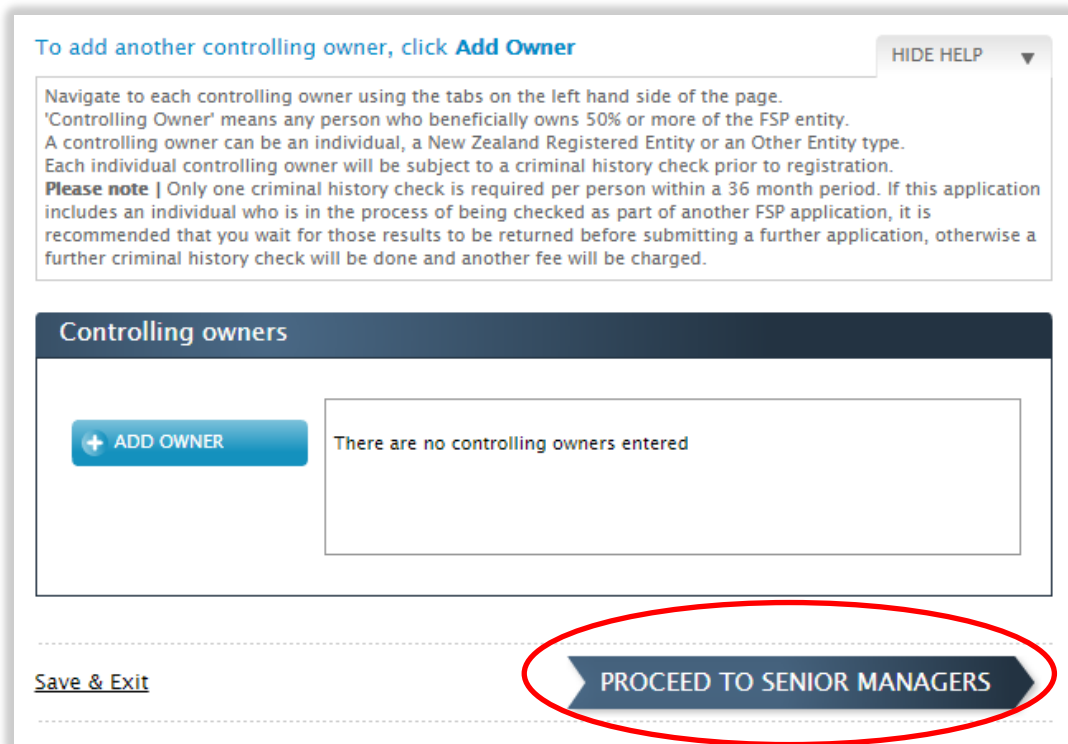
* **Date of birth**

(dd/mm/yyyy)

10. On the 'Controlling owners' screen you can check the information about controlling owners, if you have any listed, or add new ones.

A controlling owner is a person, company or other entity who beneficially owns 50 per cent or more of the FSP. The controlling or beneficial owner is not always the registered owner. The name of the controlling owner will not be made public on the FSPR – we only need this information to make sure they're not disqualified from being involved in your FSP. We advise seeking legal advice if you're unsure which person or entity to name as the controlling owner.

If you are satisfied that the details are correct, or if you don't need to add a controlling owner, select 'Proceed to senior managers'.



To add another controlling owner, click **Add Owner** HIDE HELP ▾

Navigate to each controlling owner using the tabs on the left hand side of the page.
'Controlling Owner' means any person who beneficially owns 50% or more of the FSP entity.
A controlling owner can be an individual, a New Zealand Registered Entity or an Other Entity type.
Each individual controlling owner will be subject to a criminal history check prior to registration.
Please note | Only one criminal history check is required per person within a 36 month period. If this application includes an individual who is in the process of being checked as part of another FSP application, it is recommended that you wait for those results to be returned before submitting a further application, otherwise a further criminal history check will be done and another fee will be charged.

Controlling owners

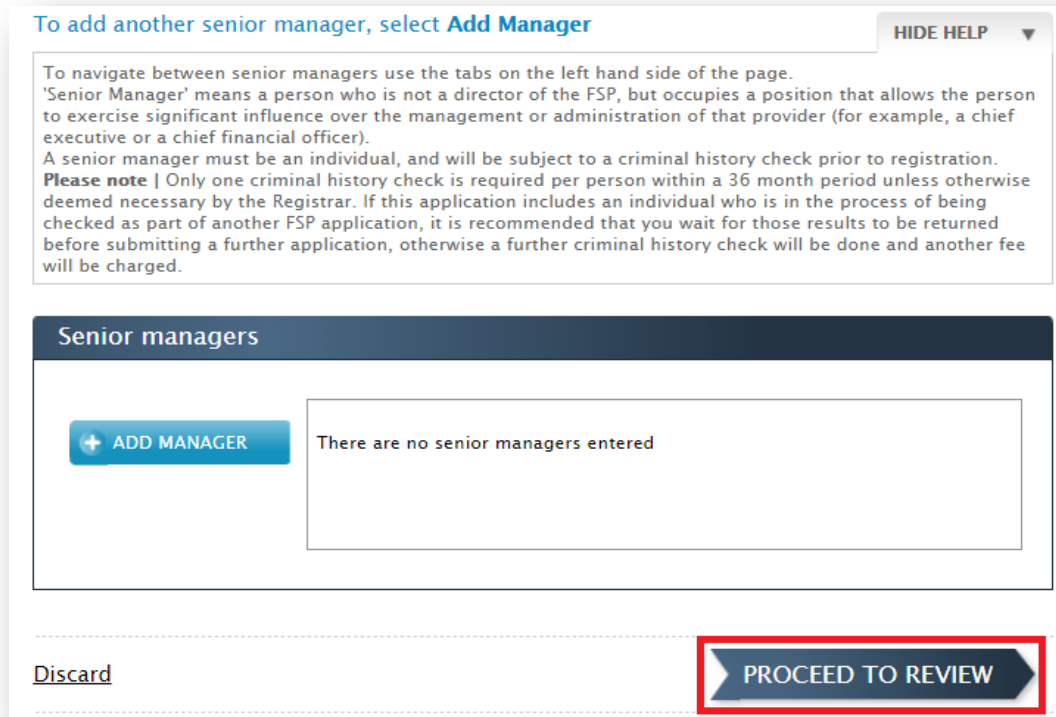
+ ADD OWNER There are no controlling owners entered

[Save & Exit](#) **PROCEED TO SENIOR MANAGERS**

11. On the 'Senior Managers' screen you can check the information about senior managers, if you have any listed, or add new ones.

A senior manager is an individual who has significant influence over the management or administration of the FSP — for example, a chief executive or a chief financial officer. They can't be a director.

Once you're happy with the information, or if you don't need to add a senior manager, select 'Proceed to review'.



To add another senior manager, select **Add Manager** HIDE HELP ▾

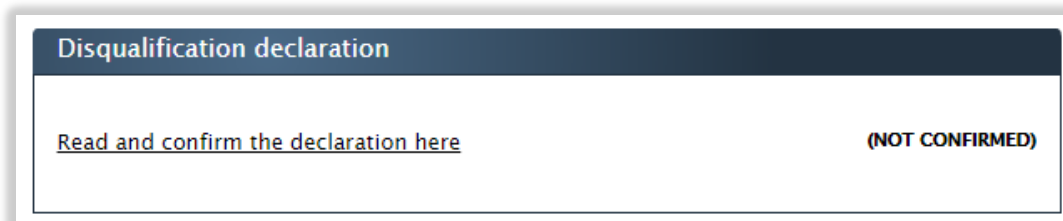
To navigate between senior managers use the tabs on the left hand side of the page.
'Senior Manager' means a person who is not a director of the FSP, but occupies a position that allows the person to exercise significant influence over the management or administration of that provider (for example, a chief executive or a chief financial officer).
A senior manager must be an individual, and will be subject to a criminal history check prior to registration.
Please note | Only one criminal history check is required per person within a 36 month period unless otherwise deemed necessary by the Registrar. If this application includes an individual who is in the process of being checked as part of another FSP application, it is recommended that you wait for those results to be returned before submitting a further application, otherwise a further criminal history check will be done and another fee will be charged.

Senior managers

[+ ADD MANAGER](#) There are no senior managers entered

[Discard](#) **PROCEED TO REVIEW**

12. On the next screen, you have an opportunity to review your details. To complete your registration, select 'Read and confirm the declaration here' in the box below.



Disqualification declaration

[Read and confirm the declaration here](#) **(NOT CONFIRMED)**

13. Read carefully though the declaration. When you are ready to continue, tick the confirmation box and select 'Continue'.

Note: If you are registering the company on behalf of a third party, you'll also need to confirm that you are authorised to do.

I confirm that:

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.

have read and confirmed the declaration above

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.

have read and confirmed the declaration above

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 applicant (including all directors, senior managers and the controlling owner) 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.

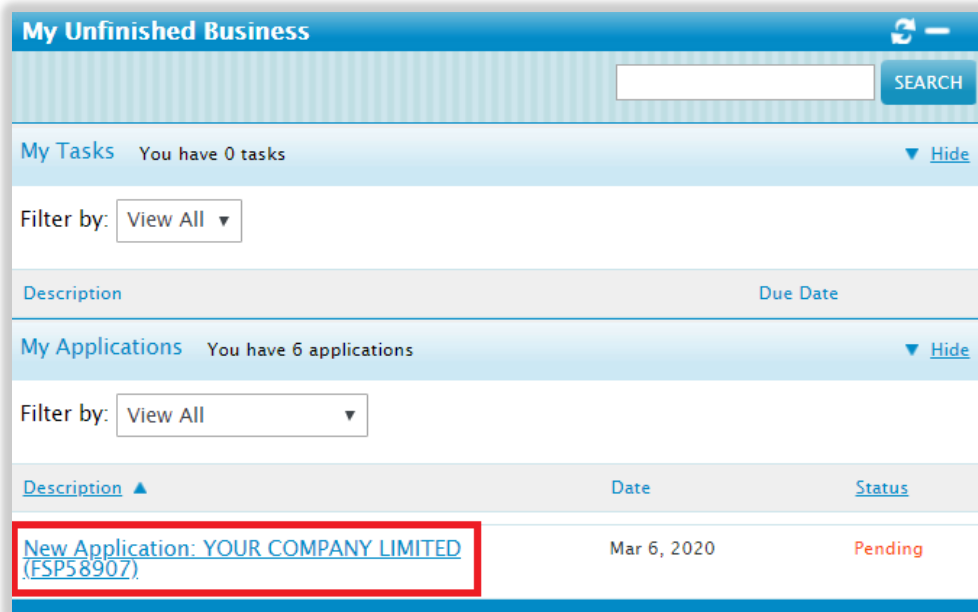
[Cancel](#) **CONTINUE**

What happens next?

The Companies Office will review your application before you pay. When this review is complete, the Companies Office will send you an email (to the address you provided) advising you to continue with your application, or letting you know if there are any issues we need to resolve. You should receive this email within 5 working days.

Once you've received confirmation, you'll need to log in to the FSPR and follow these steps:

1. Find your application under '**My Unfinished Business**' on your dashboard.



My Unfinished Business

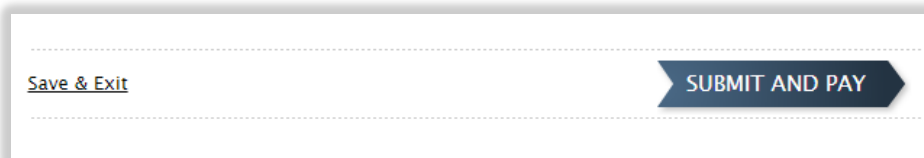
SEARCH

My Tasks You have 0 tasks [Hide](#)

Filter by: View All

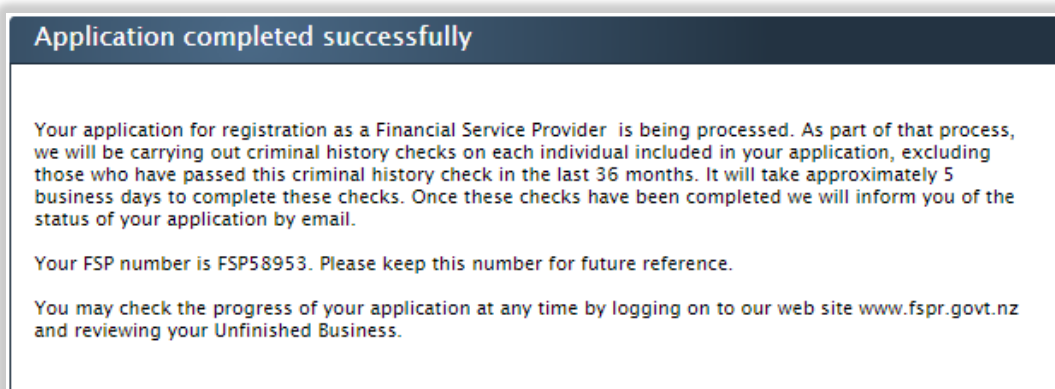
Description	Due Date	
My Applications You have 6 applications Hide		
Filter by: View All		
Description ▲	Date	Status
New Application: YOUR COMPANY LIMITED (FSP58907)	Mar 6, 2020	Pending

2. Scroll to the bottom of the page and select '**Submit and pay**' to pay any fees that are due.



[Save & Exit](#) **SUBMIT AND PAY**

3. You'll see a list of relevant fees and you'll be able to choose a payment option (we accept credit card/internet banking payments) and enter the email address you'd like the tax invoice sent to.
4. Select '**Process payment**' to complete your application. You'll see the following pop-up.



Application completed successfully

Your application for registration as a Financial Service Provider is being processed. As part of that process, we will be carrying out criminal history checks on each individual included in your application, excluding those who have passed this criminal history check in the last 36 months. It will take approximately 5 business days to complete these checks. Once these checks have been completed we will inform you of the status of your application by email.

Your FSP number is FSP58953. Please keep this number for future reference.

You may check the progress of your application at any time by logging on to our web site www.fspr.govt.nz and reviewing your Unfinished Business.

After you've applied

After we've received your payment, we'll carry out any necessary criminal history checks. If you check your application in your dashboard, its status will read '**Awaiting Criminal Check**'.

New Application: ALEX'S TEST COMPANY LIMITED (FSP58953)	Mar 12, 2020	Awaiting Criminal Check
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These checks typically take 2 to 5 working days. If they show no criminal history, we'll send you confirmation of your registration via email.

If you log in to your dashboard, you will see '**Awaiting LA authorisation**' next to your company's registration. This status of 'awaiting licence authority authorisation' will remain until the licence comes into effect.

New Application: ALEX'S TEST COMPANY LIMITED (FSP58953)	Mar 12, 2020	Awaiting LA Authorisation
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Next steps

Licensed Provider - transitional licence

Once you've received confirmation and selected the service 'Licensed Provider - transitional licence', you'll need to visit the FMA website and apply for your licence.

You'll need the FSP number of the company that you just registered on the FSPR. You can apply for your licence via the link below:

FMA website: www.fma.govt.nz

Authorised Body - transitional licence

Once you've received confirmation and selected the service 'Authorised Body - transitional licence', you'll need to provide your company's FSP number to the financial advice provider whose licence you will operate under. They'll need this when naming you on their licence application to the FMA.

You **DO NOT** need to apply to the FMA for a licence.