

Office use only

Reference No \_\_\_\_\_

## Registration Form

### INSTRUCTIONS:

1. COMPLETE ALL RELEVANT DETAILS.
2. SIGN FORM.
3. POST OR FAX SIGNED FORM TO YOUR LOCAL ENTERPRISE TRAINING PROVIDER.

To be eligible for the Enterprise Training Programme you must be an owner/operator or manager of a small or medium enterprise (SME).

For the purposes of Enterprise Training, SMEs are defined as having the following characteristics:

- Are personally owned
- Are commercially trading
- Have few, if any, specialised managerial staff
- Are not part of a larger business enterprise
- Have less than 50 full time employees (FTE)

The following groups are also eligible for specific Enterprise Training Programme services

#### EXPORT TRAINING

- Have more than 50 FTEs
- Are seeking to develop or grow their export activities

#### INVESTMENT READY TRAINING

- Are not yet trading, or have more than 50 FTEs
- Are not registered unemployed
- Are seeking capital to expand, diversify or commercialise a new concept

### 1. Personal Details *(please complete all questions)*

Name

Title

First name

Last name

Job title:  Owner/operator  Director  Partner  Manager  Other *(please specify):* \_\_\_\_\_

Gender:  Male  Female

Ethnicity *(tick one)*:  NZ European  Maori – specify Iwi \_\_\_\_\_  Pacific  Asian  Other \_\_\_\_\_

Referred by *(tick one)*:

- Word of mouth  Flyer/brochure  Radio  NZTE employee  biz  Government agency  
 Internet  Newspaper  Email  Telephone  Marketing event  Other

### 2. Business Details *(please complete all questions. If not trading put N/A where appropriate)*

Business name *(as per companies office register)*: \_\_\_\_\_

Trading name *(if different from above)*: \_\_\_\_\_

Business structure *(tick one)*:

- Not yet trading  NZ registered company  Partnership  Maori trust/incorporation  
 Sole trader  Cooperative  Other *(please specify):* \_\_\_\_\_

What year did you start trading? \_\_\_\_\_ Do you employ any staff?  Yes  No

If yes, how many full time equivalent staff do you have? *(excluding the owner(s) operating the business)* \_\_\_\_\_

Postal address

Physical address

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

### 3. Business Description *(you must complete this section to ensure your registration can be processed)*

Please describe your business or concept in full:

#### Disclaimer

No representation or warranty is made concerning the quality, accuracy, or suitability of the information and advice provided under the Enterprise Training or Investment Ready Programmes (the programme).

Accordingly, neither the Enterprise Training Provider nor NZTE and none of their employees or contractors is liable to you or any other person including your business entity for any loss, cost, damage, expense or liability (whether arising in contract, tort (including negligence) or otherwise) that may arise out of the use of or reliance on that information or advice. Appropriate professional advice should be sought before any business decisions or commitments are made.

#### Disclosure and use of information

The above information may be personal information for the purposes of the Privacy Act 1993. You are entitled to have access to and to correct that information. The Enterprise Training Provider is collecting the above information on behalf of NZTE. The information may be disclosed to NZTE's service providers, advisors, auditors and monitoring agencies and used for the following purposes:

- to register you as a participant in the programme
- to contact you with the details of the programme
- to allow NZTE and its service providers to administer the programme
- to allow NZTE, its auditors or monitoring agencies to survey participants about the programme
- to undertake compliance audits of NZTE's service providers engaged in delivering the programme and provide feedback about their performance
- to provide further information to you about other websites and services which NZTE considers may be of interest to you
- to allow NZTE's monitoring agencies to monitor and audit the programme and report to Government.

Additionally, a copy of your core capability assessment and opportunity plan will be kept by your local Enterprise Training Programme provider for NZTE auditing and monitoring purposes.

#### Confidentiality and the Official Information Act 1982

Information received by NZTE is held in confidence. However, as NZTE is subject to the Official Information Act 1982, the information we hold about you in relation to the programme is official information under the Act and such information may be released upon request unless there is good reason in terms of the Act to withhold the information.

### By signing this registration form, you agree that:

#### NZTE and its programme service providers:

- may collect, use and disclose the above information for the purposes set out above
- are not liable for any loss that may arise out of the use of, or reliance on, information provided under the Enterprise Training programme
- you consent to NZTE, its service providers, auditors or monitoring agencies contacting you to provide feedback on the programme and further information about other websites and services which NZTE considers may be of interest to you
- you will co-operate with requests by NZTE, its service providers, auditors or monitoring agencies to provide feedback on the programme.

Signature \_\_\_\_\_

Date / / \_\_\_\_\_

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#### MAIN INDUSTRY CLASS:

|   |  |  |  |
|---|--|--|--|
| <b>Biotechnology</b>                        | <input type="radio"/> Agricultural biotechnology   | <input type="radio"/> Human health & performance                                       | <input type="radio"/> Industrial & environmental biotechnology   |
| <b>Creative &amp; Services</b>              | <input type="radio"/> Design & lifestyle<br><input type="radio"/> Publishing   | <input type="radio"/> Digital content/multimedia<br><input type="radio"/> Services     | <input type="radio"/> Film, TV & music   |
| <b>Education</b>                            | <input type="radio"/> Education  |  |  |
| <b>Food &amp; Beverage</b>                  | <input type="radio"/> Dairy<br><input type="radio"/> Organics  | <input type="radio"/> Horticulture<br><input type="radio"/> Speciality foods/beverages | <input type="radio"/> Meat/seafood   |
| <b>Information Communication Technology</b> | <input type="radio"/> Consultancy services<br><input type="radio"/> Hardware<br><input type="radio"/> Telecommunications | <input type="radio"/> Data management<br><input type="radio"/> Internet                | <input type="radio"/> Electronics<br><input type="radio"/> Software  |
| <b>Manufacturing</b>                        | <input type="radio"/> Machinery & equipment<br><input type="radio"/> Other manufacturing                                 | <input type="radio"/> Metal product<br><input type="radio"/> Other mining              | <input type="radio"/> Non-metallic mineral product<br><input type="radio"/> Petroleum, coal, chemical & associated product |
| <b>Tourism</b>                              | <input type="radio"/> Services   |  |  |
| <b>Wood Processing, Building, Interiors</b> | <input type="radio"/> Building products interior<br><input type="radio"/> Furniture                                      | <input type="radio"/> Building products structural<br><input type="radio"/> Housing    | <input type="radio"/> Forestry & wood products   |