

# Appoint a representative

## Climate Change Response Act (2002)

ETSAR.10

Use this form if you want to appoint a representative to act on your behalf in relation to the Climate Change Response Act 2002. This will allow your representative to do the following on your behalf:

- make enquiries
- sign documents
- give and receive notices
- submit applications
- access your data and information.

Appointing a representative is a serious matter that you should consider carefully. You are liable for ensuring your ETS obligations are met. This includes when someone is acting on your behalf. If something goes wrong, you could be penalised, fined, or prosecuted.

You can appoint more than one representative to your party, but you'll need to complete this process for each one. Your representatives should be aware that they may be able to see information about each other in our system.

More information about what a representative can and cannot do on your behalf is available at [www.mpi.govt.nz/appointing-a-representative-to-manage-your-ets-tasks/](http://www.mpi.govt.nz/appointing-a-representative-to-manage-your-ets-tasks/)

 You must complete every field in this form, except the ones labelled 'optional'.

### 1 Party name and New Zealand Emissions Trading Register (NZETR) holding account

Name

Note: If you have a holding account in the NZETR, this must match your account name.

Holding account number (optional)

NZ -

### 2 Representative name

Tick to indicate whether you are appointing an individual or a company as a representative:

Individual

Company

If you appoint a company as your representative, anyone from that company may have access to your information or be able to complete tasks on your behalf.

Provide the name of the individual or company you want to appoint.

Name

**3 Representative contact person**

Provide contact details for:

- the person you are appointing as your representative, or
- the contact person for the company you're appointing as your representative.

Organisation (optional)

First name(s)

Last name

Telephone number

Alternative telephone number (optional)

Address

Postcode

Country

Email address

**If you are appointing an individual, skip the rest of this section.**

If you are appointing a company as your representative, anyone from that company may be granted access to your party account in Tupu-ake. Users who are granted access can add other people from the company to your party account.

List the company employees who you want us to provide initial access to.

Name	Email address	Phone number	Tupu-ake user ID

You can attach additional copies of this page if necessary.

#### 4 Representative signature

- If an individual is being appointed, the individual must sign.
- If a company is being appointed, a person with authority (or duly authorised) to sign for the company must sign.

Name Signature Date

Title (optional) Organisation (optional)

If you're advising on forestry activities, you need to be registered as a forestry adviser.

For more information, read our online guidance at [www.mpi.govt.nz/registration-for-forestry-advisers/](http://www.mpi.govt.nz/registration-for-forestry-advisers/)

#### 5 Signature of party appointing a representative

This needs to be signed by:

- one person who has authority in the party (such as a director, if it's a company), or
- both members, if you are joint applicants.

If you are an unincorporated body (such as a trust) and you aren't registered in the ETS yet, all members of the party must sign this form. However, if your trust deed states that one trustee may act on behalf of the trust, you can provide one trustee's signature only, along with a copy of the deed.

We need your consent to provide information about your participation in forestry in the ETS to the representative. The representative cannot carry out any activities on your behalf until you have met the signatory requirements on this form.

**I want to appoint the person specified in section 2 as my representative to act on my behalf in relation to the Climate Change Response Act 2002. I consent to Te Uru Rākau – New Zealand Forest Service sharing any necessary information related to my ETS participation with the appointed representative.**

**I confirm that I am duly authorised and have legal capacity to sign this form.**

Name Signature Date

Title (optional) Organisation (optional)

You can attach additional copies of this page if necessary.

#### How to submit your application

1. Log-in to Tupu-ake – Forestry ETS online services, available at [www.mpi.govt.nz/ets-online-system/](http://www.mpi.govt.nz/ets-online-system/)
2. Select the service **Other > Add a representative**.
3. Upload the completed form to the file upload on the main summary page screen.

If you have any questions, email [ForestryETS@mpi.govt.nz](mailto:ForestryETS@mpi.govt.nz) or contact the climate change call centre on 0800 CLIMATE (0800 254 628).

We will contact you about the outcome of your application.