



14 Glanworth Place, Botany 2016, Manukau, Auckland, New Zealand  
PO Box 58385, Botany 2163, Manukau, Auckland, New Zealand  
T: +64 9 265 1578 F: +64 9 265 1578 M: +64 (0)275 706 540

Email: info@terranoconsultancy.co.nz hendrikxpeter@me.com  
Web: www.terranoconsultancy.co.nz

J Peter Hendrikx, IAA Licenced Immigration Advisor 200800214  
Member of the New Zealand Association for Migration & Investment (NZAMI)  
Accredited Business Mentor (BMNZ)

## A Written Agreement for Immigration Advice Services - 1

Terra Nova Consultancy Ltd represented by **J Peter Hendrikx**  
Licenced immigration Adviser # 200800214

AG1155  
1

and

**Terra Nova Consultancy Ltd**

The Client/Applicant

### NAME & CONTACT DETAILS

First name: **Terra Nova**  
Surname: **CONSULTANCY LTD**  
Email: [jpeter@terranoconsultancy.co.nz](mailto:jpeter@terranoconsultancy.co.nz)  
Phone: 09 265 1578  
Phone: 0275 706 540

### ADDRESS DETAILS

Address: **Business**  
Street: **14 Glanworth Place**  
City: **Auckland**  
Country: **NEW ZEALAND**  
Postal: **2016**

THE PARTIES NAMED ABOVE HEREBY AGREED ON **5/11/2021** that;

#### 1. Service(s) to be provided (without any Health and/or any Character issues, unless specifically mentioned):

We will prepare and compile all information required for your specific immigration matter, in this case, a Visa under the Immigration Instructions as specified below;

**Example only**

**\$1,000.00**

Assessment of your circumstances, advice on type of visa and the required documentation, checking the validity and usefulness of the documents, assistance in completing the necessary forms, advice on any short-fall in documentation, preparation of cover letter when signed application forms and supporting documents received, lodgement of the application with INZ, liaison with INZ during visa assessment process, answering INZ emails and queries till final outcome, and update you regularly with the process of your application.

**\$1,000.00**

#### 2. Our Professional Fees that are inclusive of GST of **\$130.43**

#### 3. Expected time frame for these services is within 5 months from lodgement (INZ) (that is without and Health and/or any Character issues)

#### 4. The Progress Payment Stages schedule is as follow:

An **INITIAL PAYMENT** upon **Engagement**, covering:

Already paid consultation fees:

**First and Initial Payment:**

The remaining Balance is payable in the following Progress Payment Stages:

Stage 1 : <u>Covering immigration advise and correspondence by email and phone</u>	<b>\$200.00</b>
Stage 2 : <u>With all signed forms and all supporting documents, still to be checked, to start preparation of a lodgement file and cover letter</u>	<b>\$500.00</b>
Stage 3 : <u>Finalising the application upon receiving an approval</u>	<b>\$300.00</b>
Stage 4 : _____	
Stage 5 : _____	
Stage 6 : _____	

The Total Amount payable in Stages is: **\$1,000.00**

#### 5. Government Fees (please note these may be subject to change prior to lodgement) and possible other fees to be paid by you:

NZ\$	200.00	<u>INZ Lodgement fees</u>

#### 6. Disbursements Payable and/or Specific Notes and/or Comments to the Agreement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED by Applicant / Client:  
**Terra Nova Consultancy Ltd**

SIGNED by EMPLOYER  
**Joe Bloggs**

SIGNED for and on behalf of Terra Nova Consultancy Ltd:  
**J Peter Hendrikx**, Licensed Immigration Adviser 200800214

Date **5/11/2021**

Date **5/11/2021**

Date **5/11/2021**



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Email: [info@terranoconsultancy.co.nz](mailto:info@terranoconsultancy.co.nz) [hendrikxpeter@me.com](mailto:hendrikxpeter@me.com)  
Web: [www.terranoconsultancy.co.nz](http://www.terranoconsultancy.co.nz)

J Peter Hendrikx, IAA Licenced Immigration Advisor 200800214  
Member of the New Zealand Association for Migration & Investment (NZAMI)  
Accredited Business Mentor (BMNZ)

## A Written Agreement for Immigration Advice Services - 1

### 7. Our Obligations

- 7.1 We will provide you with advice as to New Zealand immigration law and instructions in relation to your circumstances.
- 7.2 We will discuss your options and the best way forward
- 7.3 We will prepare and compile all information and submissions required in order to provide the Services
- 7.4 We will inform you in writing when your application has been submitted to Immigration New Zealand, or (if applicable) when your Appeal has been filed with the Immigration & Protection Tribunal, or when any other request, application or appeal has been submitted to relevant government agency referred to in this Agreement,
- 7.5 We will provide you with on-going timely updates when necessary
- 7.6 We will not give any personal information about you to anyone except as a necessary part of providing the Services or as required by the laws of New Zealand.
- 7.7 We will keep your personal documents safe and return them to you in a secure manner.
- 7.8 We will keep and maintain such information in accordance with the provisions of the Privacy Act 1993.
- 7.9 We will not disclose your personal information without your prior consent unless required to do so by the laws of New Zealand
- 7.10 We will not terminate our services to you unless there is good cause for us to do so as set out in the Termination section of this Agreement.
- 7.11 We will provide with an interpreter on your request but at your cost, after prior agreement with you about such an arrangement.
- 7.12 The Adviser shall retain a Full License to provide immigration advice at all times during the term of this Agreement. If the Adviser cannot retain a Full License then the Adviser shall immediately take all reasonable steps to introduce You to an Adviser with a Full License who can provide that part of the Services which involves giving immigration advice.

### 8. Your Obligations

You confirm that:

- 8.1 You will inform us of any relevant matters regarding your immigration status and history.
- 8.2 You will promptly provide us with all the information and documents we need in order to complete the Services,
- 8.3 You will provide valid, accurate, complete and truthful documents in accordance with our directions and information in a timely manner
- 8.4 You will inform us in writing and in a timely manner of any relevant change in your circumstances that could affect the outcome or delivery of the Service

### 9. Our Fee(s)

- 9.1 You will pay for our professional service fees described above before the lodgement of any visa applications.
- 9.2 Professional service fees and any other fees or disbursement are to be paid in full at the time an invoice has been raised.
- 9.3 All fees are GST (Good and Service Tax) included unless otherwise specified.
- 9.4 You are required to pay the Government lodgement fee(s) specified in this Agreement on your own before the lodgement of any visas unless this Agreement specifies that you can put funds into our Client Account to pay these fees on your behalf
- 9.5 You are required to pay for any other costs specified in this Agreement and related to the application(s) on your own unless this Agreement specifies that you can put funds into our Client Account to pay these costs on your behalf.
- 9.6 We reserve the right to quote or estimate additional professional fees during the course of providing the Services, especially where this is justified by significant change in circumstances or a change in your instructions. Any such additional fees will be discussed with you beforehand and you will not be liable or invoiced for additional fees unless both You and We agree in writing that these may be charged.
- 9.7 Failure to pay our professional fees and any related fees/costs paid on your behalf within 30 days will see us take action to recover our fees including handing over to a debt collector agency. All costs related to debt recovery will be charged to you.

### 10. No guarantee of outcome

- 10.1 We are unable to guarantee the outcome of your application.
- 10.2 We will however, undertake to use our professional skill for your benefit to the best of our ability at all times.
- 10.3 By signing this Agreement you acknowledge that we will not be liable for any direct or indirect loss of whatever kind and on whatever basis incurred by you which is related to the Services to be provided but not attributable to any fault of ours in providing the Services. Such cause includes but is not limited to delays in processing of applications or other matters without prior notice by Immigration New Zealand (INZ)

### 11. Refund policy

- 11.1 We will undertake a fair and reasonable assessment regarding whether you will be eligible for a refund of our professional fees paid by you on the termination of this agreement for any reason.
- 11.2 We cannot and will not however, refund any fees or disbursements that have already been paid to third parties on your behalf.
- 11.3 If you have breached your obligations under this Agreement please refer to point 11.1.
- 11.4 No refund is payable if our provision of the Services does not lead to a successful outcome because:
  - 11.4.1 You provided false or misleading information to us or to a third party such as Immigration New Zealand, though point 11.1 will be applicable; or
  - 11.4.2 You failed to follow our lawful instructions in a significant respect, and again point 11.1 is applicable; or
  - 11.5.3 A successful outcome becomes impossible owing to circumstances beyond our control, such as a change in Government laws or policy after the date of this Agreement, point 11.1 is applicable

### 12. Disclosure of financial interests

- 12.1 We will disclose to you any commissions, bonuses, or other non-financial interests received by third parties that we may recommend or supplied to you.

### 13. Conflicts of interest

- 13.1 Unless you specifically agree in writing, we cannot represent you if:
  - 13.1.1 You have an actual or potentially conflicting interests with another client of ours; or
  - 13.1.2 We discover that we have an actual or potential conflict of interest with you.
- 13.2 If we cannot continue to carry out the Services for the reasons set out in this section, then the Adviser shall immediately take all reasonable steps to introduce You to an Adviser with a Full License who can provide that part of the Services which involves giving immigration advice.

### DISCLOSURE OF ANY FINANCIAL INTEREST (Clause 11) and CONFLICTS OF INTEREST (Clause 12)

### 14. Complaints procedure

If you are unhappy with any aspect of the service or advice provided by Terra Nova Consultancy Ltd, please refer to **Appendix B - Our Complaints Process**

### 15. Termination of agreement

- 15.1 You are free to terminate this Agreement at any time, however your instructions to terminate this Agreement must be in writing explaining the reasons why you wish to terminate
- 15.2 We will only terminate this Agreement with you where we determine that there is good cause to do so.
- 15.3 Good cause includes:
  - 15.3.1 Where you breach any of your obligations to us under this Agreement; or
  - 15.3.2 Where payment of any fees is not made and or received as per signed Agreement within 5 days; or
  - 15.3.3 We are unable to carry out the Services because of a change in immigration law or instructions; or
  - 15.3.4 We are unable to carry out the Services because of an unresolved conflict of interest in continuing to act for you
- 15.3 If this Agreement is terminated by either party, we will confirm this to you in writing
- 15.4 If for any reason we cannot continue to act as your representative, we will take reasonable steps to ensure that your instructions are represented. We will be entitled to be paid a fair and reasonable fee for the work done by us till then.

### 16. Acknowledgements and declarations

In signing this agreement, you acknowledge that:

- 16.1 You have read the terms set out above, and you understand them agree to them.
- 16.2 You have received a copy of the NZ Licensed Immigration Advisers the Professional Standards and are happy with our explanation of it.
- 16.3 We have told you how to get a full copy of the Licensed Immigration Advisers Code of Conduct.
- 16.4 We have explained our approach to client care including Our internal complaints procedure above, and your right to make a complaint if you are unhappy with any aspect of our services, and you understand this.
- 16.5 You have had the opportunity to take your own legal advice about this agreement before you sign it, and have either done so or do not wish to do so.
- 16.6 You authorise J Peter Hendrikx (IAA Licence #200800214) to act on your behalf and all Other Persons named in this Agreement in providing the Services and in dealing with Immigration New Zealand and other third parties as required in order to perform the Services.

SIGNED by Applicant / Client:

SIGNED by EMPLOYER

SIGNED for and on behalf of Terra Nova Consultancy Ltd:

Terra Nova Consultancy Ltd

Joe Bloggs

J Peter Hendrikx, Licensed Immigration Adviser 200800214

Date 5/11/2021

Date 5/11/2021

Date 5/11/2021

PLEASE ALSO SIGN THE TERMS OF ENGAGEMENT - 2

## TERMS OF ENGAGEMENT - part 2

Terms of Engagement (2) of the Written Agreement for Immigration Advice Services (1)  
dated 5/11/2021

TM0850

BETWEEN **Terra Nova Consultancy Ltd** represented by **J Peter Hendrikx** ("the Adviser")  
and TERRA NOVA CONSULTANCY LTD ("the Client") 1

### Appendix A - INCLUDED IN IMMIGRATION SERVICES

1. The MAIN APPLICANT for this Agreement is **TERRA NOVA CONSULTANCY LTD**

Visa Requirements for the Dependants of the Main Applicant, also covered by this Agreement are **none** person(s).

2. Name:	Relation:	Type Visa:	Included:	To pay: \$
3. Name:	Relation:	Type Visa:	Included:	To pay: \$
4. Name:	Relation:	Type Visa:	Included:	To pay: \$
5. Name:	Relation:	Type Visa:	Included:	To pay: \$
6. Name:	Relation:	Type Visa:	Included:	To pay: \$

Please note that other applications may be required to remain legally in New Zealand. This will need to be covered by a new Written Agreement for Immigration Advice Services (1)

### Appendix B - COMPLAINTS PROCESS

Please also refer to the Written Agreement for Immigration Advice Services, clause 13. Complaints Procedure

**If you are unhappy with any aspect of the service or advice provided by Terra Nova Consultancy Ltd. we encourage you to:**

1. talk with your Licenced Immigration Adviser in an endeavour to clearly identify the issue and to resolve the matter
2. if the matter is not resolved to your satisfaction phone, email or meet with the Managing Director who will review and assess the situation and decide if, or how, the matter can be resolved
3. if a resolution remains not possible you will be requested to put your complaint formally in writing to the Managing Director who will formally respond within 10 working days
4. If this response is not acceptable you can make a formal complaint to the Registrar of the Immigration Advisers Authority, PO Box 6222, Wellesley Street, Auckland, as follows:

#### Complaints against immigration advisers

- (1) Any person may make a complaint to the Registrar concerning the provision of immigration advice by-
  - (a) a licensed immigration adviser; or
  - (b) a person who, not more than 2 years before the date of the complaint, was a licensed immigration adviser (a former licensed immigration adviser).
- (2) The grounds for complaint may be any I or more of the following in relation to the immigration adviser or former licensed immigration adviser complained of:
  - (a) negligence;
  - (b) incompetence;
  - (c) incapacity;
  - (d) dishonest or misleading behaviour;
  - (e) a breach of the code of conduct.
- (3) A complaint-
  - (a) must be made in writing; and
  - (b) must specify the ground or grounds that form the basis of the complaint; and
  - (c) must state whether or not the complainant has made attempts to resolve the complaint using the immigration adviser's (or former licensed immigration adviser's) own complaints procedure, and the outcome (if any) of that process; and
  - (d) must be accompanied by copies of any supporting documentation; and
  - (e) may not be made anonymously.

### Appendix C - IMPORTANT NOTES

1. Please note you are not allowed to work in New Zealand without a work visa. A work visa entitles you to work for the employer stipulated on the work visa. You may not work for any other employer without a legal visa.
2. Visitor Visa holders may not work in New Zealand and you are not allowed to study a course for longer than 3 months without a valid student visa.
3. Visitor Visa holders may not Work and may not Study in New Zealand.
4. Student Visa holders are only entitled to Study a Course of Study at an Educational Institute as stipulated on the Student Visa. They may request to Work part time, though certain conditions do apply.
5. Do not commit your self in any way or form to New Zealand yet, so please do not resign from your position or sell your property until your visa is approved.
6. We can not guarantee any Immigration New Zealand approval! We will however do our best to ensure, based on the information you have provided, that the application meets INZ Immigration Instructions and the Lodgement Requirements before we lodge your application.
7. A request under the Official Information Act (OIA) to obtain information from INZ about your immigration history may be required to be able to assess your immigration options. This may take approximately 20 working days plus the days to actually do the Assessment. In these circumstances we will not give you any immigration advise without this OIA request. Also note that a separate Written Agreement for Immigration Advice Services is required.
8. As a result of an Assessment, you do not have to instruct us to do your immigration work, however if you instruct us to act for you, we will not start work until you agree with and sign the the Written Agreement for Immigration Advice Services and the Terms of Engagement which sets out the work that we will do, the fees for that work, and the General Conditions of our services.

**SIGNED by Applicant / Client**

**TERRA NOVA CONSULTANCY LTD**

**SIGNED by EMPLOYER**

**JOE BLOGGS**

**SIGNED for and on behalf of Terra Nova Consultancy Ltd**

**J Peter Hendrikx** Licensed Immigration Adviser 200800214

Date: 5/11/2021

Date: 5/11/2021

Date: 5/11/2021

## TERMS OF ENGAGEMENT - part 2

9. If after our Assessment and/ or our interview you do not appointment us to act for you, we reserve the right to keep the information which you have given us at the Assessment and at the interview, but we will keep this information confidential and we will not give this to anyone else unless directed by you.
10. If you use the advice given by us to you but do not instruct us to act for you, you agree that we are not liable for the consequences of your use of our advice in this way.
11. Note that you are not allowed to Work in New Zealand without a Work Visa. Only a Work Visa entitles you to work for the Employer and in the position as stipulated on your Work Visa. This means that you may not work for any other Employer without a legal Work Visa. Visitor Visa holders may not Work in New Zealand. Student Visa holders are only entitled to Study a Course of Study at an Educational Institute as stipulated on the Student Visa and may request to Work part time, though certain conditions do apply.
12. It is a requirement of the Immigration Advisers Authority (IAA) that immigration services and immigration advice may only be provided when both the Client and J Peter Hendrikx from Terra Nova Consultancy Ltd both have a signed copy of the the Written Agreement for Immigration Advice Services and Terms of Engagement that they have entered into.
13. We are governed by the Code of Conduct of the Immigration Advisers Authority. We guarantee to provide the best advice we can on the information which you provide to us, within the range of our expertise.
14. By signing this form you agree that the information you provide to us is true and complete to the best of your knowledge. If we use this information in work that we do for you and later find out that it is incomplete, incorrect or wrong, we accept no liability for work which we carried out on the basis of that incomplete, incorrect or wrong information.
15. We can not guarantee any INZ approval! We will however do our best to ensure the application meets INZ Immigration Instructions and the Lodgement Requirements before we lodge your application.
16. We will register you for Immigration New Zealand online services, and as part of that we will create a user name and a password. This user name and password will be given to you once the agreement with Terra Nova Consultancy Ltd has been finalised and or terminated.
17. To ensure clear communication lines, ALL correspondence with Immigration New Zealand will go through J Peter Hendrikx, your appointed agent. This means that when you have a question for Immigration New Zealand, please advise J Peter Hendrikx and he will communicate with INZ. This will prevent confusion and will keep communication lines clear without any noise, and centralised coming from only one source.
18. For further information refer to our website at <http://www.terranoconsultancy.co.nz>, or contact us on P: +64 9 265 1578 F: +64 9 265 1578 Mob: 0275 706 540 Email: [jpeter@terranoconsultancy.co.nz](mailto:jpeter@terranoconsultancy.co.nz) or Skype: peternc
19. Our office hours are normally from 9:30am – 5pm week days, inclusive of telephone contact. Please note we only work on appointments as we value your time and our time. Service fees will be charged as per signed Agreement, and there are no fees taken in advance. Receipts will be issued for every payment made. We will provide you with regular updates, and unnecessary emails requesting updates and any urgent or out-of-office hours appointments will incur additional fees and charges.

### Appendix D - THE PRIVACY ACT AND CONFIDENTIALITY

#### Privacy Act and Confidentiality

We collect your personal information to enable us to complete a full assessment of your options or possibilities to immigrate to New Zealand. In some cases we may even request Immigration New Zealand under the provisions of the Official Information Act to provide further and detailed immigration information from you.

The personal information obtained will allow us to check that you meet certain policy instructions particular to a specific type of application. These instructions are set by the New Zealand Government and controlled by the New Zealand Immigration Service.

Your personal information is also used to enable us to lodge a visa application with Immigration New Zealand, on-line or in paper format

Your personal information may also assist us to enhance our web site so that we may offer a more personalised, tailored service to our clients. We also use this information to undertake any dealings or consultations with you and with INZ.

We are also bound by the IAA Code of Conduct that requires us to retain client files for a period no less than 7 years from the closing date of your particular file.

Who can access this information and who is it shared with?

Only specified Terra Nova Consultancy Ltd employees are able to access your personal data, and Terra Nova Consultancy Ltd will never share your personal data with any third parties unless prior written approval from you as the client.

The storage of personal information

We are aware that you may be concerned about the privacy and confidentiality of your personal information. We have taken many steps - from both technical and systems perspectives - to ensure that all of your information is well protected, however we also recommend that you use common sense, and for example, do not disclose your email and password to anyone.

The Privacy Act 1993 is strictly complied with by J Peter Hendrikx of Terra Nova Consultancy Ltd and as such, those provisions bind us to any information disclosure when we are authorised to do so by a client. The client gives J Peter Hendrikx from Terra Nova Consultancy Ltd permission to disclose relevant private matters to New Zealand Immigration, other relevant persons or Organisations, and other appropriate Government authorities (including immigration tribunals) and as required by law in order that the client's application or matter can be processed. The client authorises J Peter Hendrikx from Terra Nova Consultancy Ltd to provide the Immigration Advisers Authority any information which may have a material effect on J Peter Hendrikx's immigration licence.

Subject to the Privacy Act, I, **TERRA NOVA CONSULTANCY** agree that **JOE BLOGGS** being my **EMPLOYER** may receive written and or verbal communication from **J Peter Hendrikx** Licensed Immigration Adviser 200800214, and from Immigration New Zealand that is purely related to this specific immigration application only.

Subject to the Privacy Act, I, **JOE BLOGGS** being the **EMPLOYER** may provide **J Peter Hendrikx** Licensed Immigration Adviser 200800214 with verbal and or written information, and only after the express agreement and approval from **TERRA NOVA CONSULTANCY**

**SIGNED by Applicant / Client**

**SIGNED byEMPLOYER**

**SIGNED for and on behalf of Terra Nova Consultancy Ltd**

**TERRA NOVA CONSULTANCY LTD**

**JOE BLOGGS**

**J Peter Hendrikx** Licensed Immigration Adviser 200800214

**Date :** 5/11/2021

**Date :** 5/11/2021

**Date :** 5/11/2021

## TERMS OF ENGAGEMENT - part 2

### Appendix E - PROFESSIONAL STANDARDS

#### IMMIGRATION ADVISERS AUTHORITY

#### NEW ZEALAND LICENSED IMMIGRATION ADVISERS

## PROFESSIONAL STANDARDS

New Zealand licensed immigration advisers are skilled people who have met immigration adviser competency standards and who follow a professional code of conduct.

Your New Zealand immigration adviser must either be licensed with the Immigration Advisers Authority (the Authority) or exempt. To check if a person is licensed or to see exempt groups, visit the Authority's website [www.iaa.govt.nz](http://www.iaa.govt.nz).

#### The Licensed Immigration Advisers Code of Conduct

The code of conduct ensures that your licensed immigration adviser will:

- › show you evidence that they are licensed
- › be honest, professional, diligent and respectful
- › conduct themselves with due care and in a timely manner
- › provide you with objective advice
- › declare any conflicts of interest, including any commission they will receive, and seek your approval to continue to act for you
- › provide you with a written agreement for you to sign before any work is started which sets out the services to be provided and the fees
- › charge fees that are fair and reasonable
- › provide you with invoices with full descriptions of what the fees relate to
- › let you know when your application has been lodged and provide you with on-going timely updates
- › keep your personal documents safe and return them to you in a secure manner.

If you experience a problem with your licensed immigration adviser you should try and resolve it with them.

Should you need help, contact the Authority.

Making a complaint to the Authority will not affect your visa application.

#### The Immigration Advisers Authority:

- › ensures that only suitable people are licensed to provide immigration advice
- › keeps a public register of licensed immigration advisers
- › develops and maintains competency standards and a code of conduct for licensed advisers
- › investigates and takes enforcement action against offences under the Immigration Advisers Licensing Act 2007, such as providing advice when neither licensed nor exempt
- › receives complaints about licensed immigration advisers and, if appropriate, refers them to the Immigration Advisers Complaints and Disciplinary Tribunal who will hear the complaint and may impose sanctions.

The Authority cannot help you with your visa application.

Visit [www.iaa.govt.nz](http://www.iaa.govt.nz) for more information and:

- › The Licensed Immigration Advisers Code of Conduct.

#### Authority Contact Details

[info@iaa.govt.nz](mailto:info@iaa.govt.nz) 0508 422 422  
[www.iaa.govt.nz](http://www.iaa.govt.nz) +64 9 925 3838



CLICK ON at [www.iaa.govt.nz](http://www.iaa.govt.nz) to check if a person is licensed

#### IMMIGRATION



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĀKINA WHAKATUTUKI

New Zealand Government

By signing this document I confirm that I have read, understood and received this Written Agreement for Immigration Advice Services and the Terms of Engagement with its Appendix A, B, C, D, E and F

**Full Name Applicant / Client**

[Terra Nova Consultancy Ltd](#)

**Full Name EMPLOYER**

[Joe Bloggs](#)

**Signature Applicant / Client:**

**Signature EMPLOYER**

**Date:** 5/11/2021

**Date** 5/11/2021

## TERMS OF ENGAGEMENT - part 2

### Appendix F - PAYMENT OPTIONS

#### 1. By Internet Transfer

Make a Bill Payment over Internet by depositing the amount of the Invoice into the **TNC Cheque Account from Terra Nova Consultancy Ltd at the BNZ Bank of New Zealand, Account 02-0772-0003359-00** (For international payments only, please quote **Swift Code BK NZ NZ 22**)

For payments to Third Parties, please arrange the payment, or provide Terra Nova Consultancy Ltd with a Bank Draft or your Credit Card details for fees payable PLUS an extra \$50.00. Third party fees would typically include Immigration New Zealand lodgement fees

#### 2. By PayPal

Please visit the company web site at [www.terranoconsultancy.co.nz](http://www.terranoconsultancy.co.nz) and proceed to the "Payments" tab enabling you to pay by PayPal. When paying through PayPal, please add an additional \$50.00 to the Invoice amount. Please keep the invoice number handy.

#### 3. In Person

Present the Invoice at our offices to make a payment in cash or by cheque. Sorry, EFTPOS and or Credit Card options are not available.

Please note that in all cases, a Tax Invoice covering ALL fees paid to Terra Nova Consultancy Ltd, stating your name and the type of service paid for, will be issued to you.

#### Terra Nova Consultancy Ltd

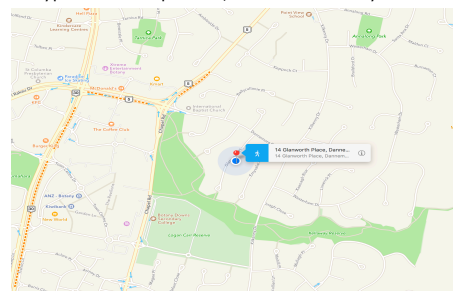
14 Glanworth Place  
Dannemora 2016  
Auckland  
NEW ZEALAND

PO Box 68385 Botany  
Manukau 2163  
Auckland  
NEW ZEALAND

#### BANK OF NEW ZEALAND

Account 02-0772-0003359-00

For international payments only,  
please quote **Swift Code BK NZ NZ 22**



### English Version of the Treaty of Waitangi

The following version of the Treaty is taken from the first schedule to the Treaty of Waitangi Act 1975.

#### Preamble

HER MAJESTY VICTORIA Queen of the United Kingdom of Great Britain and Ireland regarding with Her Royal Favour the Native Chiefs and Tribes of New Zealand and anxious to protect their just Rights and Property and to secure to them the enjoyment of Peace and Good Order has deemed it necessary in consequence of the great number of Her Majesty's Subjects who have already settled in New Zealand and the rapid extension of Emigration both from Europe and Australia which is still in progress to constitute and appoint a functionary properly authorized to treat with the Aborigines of New Zealand for the recognition of Her Majesty's Sovereign authority over the whole or any part of those islands – Her Majesty therefore being desirous to establish a settled form of Civil Government with a view to avert the evil consequences which must result from the absence of the necessary Laws and Institutions alike to the native population and to Her subjects has been graciously pleased to empower and to authorize me William Hobson a Captain in Her Majesty's Royal Navy Consul and Lieutenant Governor of such parts of New Zealand as may be or hereafter shall be ceded to her Majesty to invite the confederated and independent Chiefs of New Zealand to concur in the following Articles and Conditions.

#### Article the First

The Chiefs of the Confederation of the United Tribes of New Zealand and the separate and independent Chiefs who have not become members of the Confederation cede to Her Majesty the Queen of England absolutely and without reservation all the rights and powers of Sovereignty which the said Confederation or Individual Chiefs respectively exercise or possess, or may be supposed to exercise or to possess over their respective Territories as the sole Sovereigns thereof.

#### Article the Second

Her Majesty the Queen of England confirms and guarantees to the Chiefs and Tribes of New Zealand and to the respective families and individuals thereof the full exclusive and undisturbed possession of their Lands and Estates Forests Fisheries and other properties which they may collectively or individually possess so long as it is their wish and desire to retain the same in their possession; but the Chiefs of the United Tribes and the individual Chiefs yield to Her Majesty the exclusive right of Preemption over such lands as the proprietors thereof may be disposed to alienate at such prices as may be agreed upon between the respective Proprietors and persons appointed by Her Majesty to treat with them in that behalf.

#### Article the Third

In consideration thereof Her Majesty the Queen of England extends to the Natives of New Zealand Her royal protection and imparts to them all the Rights and Privileges of British Subjects.

W HOBSON  
Lieutenant Governor

Now therefore We the Chiefs of the Confederation of the United Tribes of New Zealand being assembled in Congress at Victoria in Waitangi and We the Separate and Independent Chiefs of New Zealand claiming authority over the Tribes and Territories which are specified after our respective names, having been made fully to understand the Provisions of the foregoing Treaty, accept and enter into the same in the full spirit and meaning thereof: in witness of which we have attached our signatures or marks at the places and the dates respectively specified.

Done at Waitangi this Sixth day of February in the year of Our Lord One thousand eight hundred and forty.

[Here follow signatures, dates, etc.]

**Full Name Applicant / Client**

**TERRA NOVA CONSULTANCY LTD**

**Full Name EMPLOYER**

**JOE BLOGGS**

**Date:** 5/11/2021

**Date:** 5/11/2021