

# RIT

# NZ

RESTRUCTURING INSOLVENCY & TURNAROUND  
ASSOCIATION NEW ZEALAND INCORPORATED

# Membership Application Form

## A: Category of membership (see Information Notes 1 and 3)

Please confirm the membership category you are applying for:

- General member (i.e. NOT taking Insolvency Appointments)
- Student member
- General member – taking or intending to take Insolvency Engagements (see Note 3)

*Note: one of the above MUST be ticked! According to your response, tick one of the below also.*

➤ *Are you currently taking, or do you intend to take, Insolvency Appointments – this must be ticked yes or no!*

- Yes **NB – see Information Note 3**
- No

## B: Your personal details

Title

Mr

Mrs

Ms

Miss

Other

Given names

Preferred name

Family name

Gender

Male

Female

Date of birth

/

/

Current employer

Position Title

C: Your contact details (see Information Note 4)

<b>Business Address</b> <input type="checkbox"/> (tick if this is your preferred address for RITANZ notices) <input type="checkbox"/> (tick if this is your preferred billing address)	
Firm Name	Website
Address (postal and physical)	
	Postcode
City / Town	Country (if not New Zealand)
Telephone	Cell phone
Email	

D: Membership Qualification (see Information Note 3)

Please tick as applicable and **attach proof of membership, certification or a reference, as appropriate:**

- Full member of Chartered Accountants ANZ or non-member partner of Chartered Accountants ANZ
- Holds a current practising certificate issued by the New Zealand Law Society and advises clients on insolvency related matters
- Member of the Australian Restructuring Insolvency and Turnaround Association
- Member of CPA Australia who undertakes insolvency and corporate restructuring assignments
- Member of any other overseas professional organisation that admits insolvency practitioners as members and which is recognised by the RITANZ board
- An academic teaching subjects relating to insolvencies and corporate restructuring or a student engaged in such subjects
- Member of the New Zealand Institute of Credit Management (NZICM)
- Member of the New Zealand Credit and Finance Institute
- Member of the IWIRC New Zealand Network (International Women's Insolvency & Restructuring Confederation)
- Member of the Turnaround Management Association (TMA)
- In a financial services profession determined by the RITANZ board as having a connection with insolvency work, including asset management
- Works for the Ministry of Business, Innovation and Employment in a field related to insolvency (including the Insolvency and Trustee Service)
- Works for the Ministry of Justice
- Works for Inland Revenue
- Otherwise connected with the practice, work or issues of insolvency as a professional, as determined in the opinion of the RITANZ board

## E: Good Character and a Fit and Proper Person (see Information Note 5)

All these questions must be answered for your assessment. Answer in respect of matters in New Zealand and overseas.

Have you ever been convicted of any crimes involving dishonesty? A crime involving dishonesty is defined in Section 2 of the Crimes Act 1961 and includes, but is not limited to, matters such as theft, deceit, blackmail, forgery, bribery and corruption.

No  Yes

There is no requirement to reveal convictions covered by the clean slate scheme in the Criminal Records (Clean Slate) Act 2004

Have you ever been convicted of any offence under section 15 to 20 of the Summary Offences Act 1981?

No  Yes

Have you ever served or been sentenced to a term of imprisonment?

No  Yes

Have you ever been convicted of any offence under Sections 130 – 141 of the Crimes Act 1961?

No  Yes

Have you ever had any convictions, sanctions, penalties, fines, declarations, orders, or reprimands etc under any provision of legislation that apply to Insolvency Practitioners (e.g. the Insolvency Practitioners Regulation Act 2019) or any similar act.

No  Yes

Have you been convicted of any crimes or disciplinary actions involving corporate or financial markets legislation? This includes any convictions, sanctions, penalties, fines, declarations, orders, reprimands or undertakings for any offence under any financial markets legislation (as defined in the Financial Markets Authority Act 2011 – this includes the Companies Act 1993, Financial Reporting Act 2013, Financial Markets Conduct Act 2013, and Anti-Money Laundering and Countering Financing Terrorism Act 2009), or any similar overseas legislation. This includes being subject to a director prohibition order.

No  Yes

Have you been subject to disciplinary action by any regulator, professional body or disciplinary tribunal, or court where those actions resulted in penalties, sanctions, fines, declarations, orders, reprimands or undertakings being imposed or censure?

No  Yes

Have you ever been subject to an adverse court ruling in respect of a civil case relating to the quality of your professional work or professional judgement?

No  Yes

Have you ever been declined membership of any professional body, or had your membership suspended or cancelled?

No  Yes

Have you ever been declined any registration, licence, authorisation or accreditation required in relation to any profession by any public body, self-regulatory organisation or exchange, or have had any such membership, registration, licence, authorisation or accreditation revoked or withdrawn?

No  Yes

Have you ever been dismissed, or asked to resign, from a position of trust, fiduciary appointment or similar position?

No  Yes

Have you ever been placed into statutory management, or have been a director of a company which has been placed into statutory management?

No  Yes

Have you ever been convicted of an offence of the Tax Administration Act 1994?

No  Yes

In the last 10 years, have you ever been made bankrupt, or filed for bankruptcy, or made the subject of an official assignment for the benefit of your creditors or been admitted to the no asset procedure under the Insolvency Act 2006?

No  Yes

In the last 10 years, have you ever been a director or manager of an entity, or other incorporated or unincorporated entity, which has:

- a) Been placed into insolvent liquidation, administration or receivership (or any overseas equivalent status); or
- b) Entered into any compromise agreement, moratorium or other restructuring to avoid insolvent liquidation, administration or receivership?

No  Yes

Are you currently or potentially subject to proceedings that, if any adverse finding is reached, will result in one or more of the matters set out in the paragraphs above applying to you?

No  Yes

Is there any other information about your character that the RITANZ board would be likely to consider relevant to assessing your good character?

No  Yes

Note that this list is not exhaustive. See Information Note 5

## F: Declaration

- a) I have read and agree to the Privacy Statement (see Information Note 6) and consent to my personal information being collected, used and disclosed for the purposes outlined and as stated in the Privacy Statement.
- b) I have read the RITANZ Code of Conduct and agree to comply with the Code in all instances and I note that failure to do so may result in disciplinary proceedings in accordance with the Rules.
- c) I have read the RITANZ Acceptable Behaviour and Social Functions Policy and agree to comply with the Policy in all instances.

I declare that:

- I am not aware of any further matter that may be relevant to RITANZ's assessment of my qualifications, character and fit & proper person for membership of RITANZ.
- If admitted as a member, I will continue to be of good character and a fit and proper person and will disclose any circumstance(s) that affect this requirement.
- The information and the answers I have provided to any questions are complete and accurate and I will, if anything alters in the future, notify RITANZ.
- If admitted as a member, I will be bound by RITANZ's Rules and By-laws from time to time in force (a copy of which can be viewed at [www.ritanz.org.nz](http://www.ritanz.org.nz)).
- I authorise RITANZ to obtain at any time, from any person or entity and any credit or collection agency, any information about me as it considers necessary in order to process my application and to service and maintain my membership or carry out its disciplinary functions. I authorise such person or entity to release this information to RITANZ.
- I authorise RITANZ to provide information about me to Chartered Accountants ANZ or any other service provider as it considers necessary to enable the performance of administration services or Licensed Insolvency Practitioner oversight services.
- If admitted as a member, I acknowledge that I am not permitted to undertake Insolvency Engagements until such time as I am licensed by an Accredited Body.
- RITANZ has the right to assess my application, may request an interview, and may vary my level of membership at its discretion.

Your signature

<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		D	D		M	M		Y	Y	Y	Y

## 1. Terms used in this form:

**Accredited Body** means the accredited body under the Insolvency Practitioners Regulation Act (2019) which is responsible for carrying out the frontline regulation of licensed insolvency practitioners, including licensing, regulating ongoing competence, investigating complaints and taking disciplinary action where appropriate. At the date of this form, the Accredited Body is the NZ Institute of Chartered Accountants (NZICA)

**By-law** means a by-law in force under the Rules from time to time.

**CA ANZ means Chartered Accountants Australia and New Zealand**

**General Member** means a member admitted to membership on the basis of having a relevant insolvency connection, as listed in section D of this form, but who is not taking Insolvency Engagements.

**Membership Year** means a period from 1 January in a year to 31 December in that year.

**RITANZ** means the Restructuring Insolvency & Turnaround Association of New Zealand Incorporated.

**Rules** means the rules of RITANZ in force from time to time.

**Student Member** means a member admitted to membership on the basis of being enrolled to study at a tertiary educational institution in a course that is relevant to insolvency.

Other capitalised terms have the meaning given in the Rules or By-laws in force from time to time.

The Rules and By-laws can be viewed at [www.ritanz.org.nz](http://www.ritanz.org.nz).

## 2. Application Process

Your application will be considered individually on its merits. Consideration of your application may take up to six weeks. Please attach all supporting documentation to this application. An incomplete application will not be considered until all the required information and documentation has been received.

Please send completed application to [admin@ritanz.org.nz](mailto:admin@ritanz.org.nz)

If your membership application is accepted, you will be invoiced for the membership fee. You will not become a member until your membership fee is paid in full. The membership fee is non-refundable and is for one Membership Year (or part of the current Membership Year). The current fees can be found on RITANZ's website at [www.ritanz.org.nz](http://www.ritanz.org.nz).

## 3. Membership Qualifications

To qualify as a **Student Member**, you must:

- be enrolled to study at a tertiary educational institution in a course that is relevant to insolvency;
- agree to abide by the Rules and By-laws (indicated by signing this form);
- have a place of business or residence in New Zealand (see section C of this form); and
- be of good character; a fit and proper person and not be banned from providing corporate insolvency services (see section E of this form).

To qualify as a **General Member**, you must agree to abide by the Rules and By-laws (indicated by signing this form) and you must:

- have a connection with the insolvency services industry, illustrated by one the categories listed in section D of this form;
- have a place of business or residence in New Zealand (see section C of this form); and
- be of good character; a fit and proper person and not be banned from providing corporate insolvency services (see section E of this form).

**In addition to the above, to qualify as a Licensed Insolvency Practitioner, who undertakes Insolvency Engagements, you would have to apply for Licensed Insolvency Practitioner Status through NZICA. RITANZ is a Recognised Body only and does not issue licenses!**

To apply for a **Licensed Insolvency Practitioner membership through NZICA, please go to:**

[Licensed Insolvency Practitioners](#)

#### **4. Contact details**

Note that you must have a place of business or residence in New Zealand to qualify for membership of RITANZ.

Please select the details to be used for notices from RITANZ. Your RITANZ notices address will also be used for the purposes of the Licensed Insolvency Practitioners Register (if applicable to you).

#### **5. Good character / fit and proper person**

All applicants must demonstrate their good character, that they are a fit and proper person and that they have not been banned from providing corporate insolvency services under any legislation, whether in New Zealand or overseas.

A positive answer to any of the questions in this section will not automatically result in declining your application. Each case will be considered individually on its merits.

RITANZ will also take into consideration any other matters it considers to be appropriate in the circumstances for example publicly available information about an applicant.

If you answered yes to any of the questions in this section, please provide more information about the nature of your situation on a separate sheet and all related official documentation in respect of your answers and to support your application.

RITANZ will keep details given in this section confidential, apart from sharing such details with Chartered Accountants ANZ or other service providers for the purpose of Chartered Accountants ANZ providing administrative services to RITANZ, or for the NZ Institute of Chartered Accountants in carrying out its function as the Accredited Body for Licensed Insolvency Practitioners, or as necessary in carrying out RITANZ's disciplinary powers.

If you have been convicted of any offence involving dishonesty in New Zealand or any other jurisdiction, please provide a copy of your criminal record (dated within the last 6 months).

In New Zealand this information can be obtained from the Ministry of Justice. Please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing a copy of your criminal record. The relevant application form and information form can be downloaded at [www.justice.govt.nz](http://www.justice.govt.nz).

If you have ever been adjudged bankrupt please provide a copy of the bankruptcy notice from the Official Assignee and a Discharge of Bankruptcy notice (if applicable).

If you have made an assignment for the benefit of your creditors please provide appropriate documentation.

## 6. Privacy Statement

RITANZ collects personal information from you when you apply for membership, renew your membership, request certain services or products, or otherwise contact or do business with RITANZ. Other personal information may be collected from course enrolment forms, telephone calls, e-mails, letters sent by members and other contacts of RITANZ.

The information provided on or with this form, or in relation to this application, or future information obtained about you, will be used by RITANZ to:

1. Process and assess this application and any membership renewal application;
2. Assess your credit-worthiness;
3. Maintain RITANZ's membership databases;
4. Publish name, address, website address and professional firm name on the RITANZ website and otherwise confirm membership and provide business contact details of members;
5. Publish the name of persons ceasing to be or suspended from being an *Licensed Insolvency Practitioner* under RITANZ's Rules;
6. Enable RITANZ and its service providers to carry out functions under its Rules, including disciplinary functions, and sending your subscription renewal, voting papers or other information required under the Rules;
7. Communicate with you on any issues relevant to your membership or transactions with RITANZ;
8. Provide information to Chartered Accountants ANZ/NZICA (or other Accredited Body) as may be required in performing its function as the Accredited Body;
9. Provide information about you to INSOL International relevant to affiliation rights granted by INSOL International;
10. Provide information to any other persons or company, for the collection of any money due;
11. Keep you informed about products and services that may be of interest to you, which may involve disclosure to selected agencies authorised by RITANZ.

If you do not provide the information required in this application or in future information requests, you may not be able to become a member or you may not be able to receive the information or service you requested by the method you have requested, or you may limit RITANZ's ability to interact with you fully in accordance with its Rules.

You have a right under the Privacy Act 1993 to access and request the correction of any personal information which RITANZ holds about you.

You can contact RITANZ about your personal information at the following address:



RITANZ

PO Box 287

Shortland Street

Auckland

1140

Email: [admin@ritanz.org.nz](mailto:admin@ritanz.org.nz)

Your personal information is held by RITANZ and by CAANZ.

## **7. Further information**

Membership enquiries and applications are handled by RITANZ. If you have any queries, please contact that service on:

Email: [admin@ritanz.org.nz](mailto:admin@ritanz.org.nz)

Website: [www.ritanz.org.nz](http://www.ritanz.org.nz)