

New Zealand Checklist – Business

- Immigration New Zealand reserves the right to request additional information in the course of assessing an application and to retain information and documents on file.
- If you provide false or misleading information your application may be declined.
- **Passengers must complete a New Zealand Traveler Declaration (NZTD).** They can complete it digitally at <https://www.travellerdeclaration.govt.nz/> or via the NZTD mobile app. The earliest they can submit their NZTD is 24 hours before departure to New Zealand or upon arrival. There is a paper declaration form available for those who cannot complete it online.

Applicants Full Name:

Passport Number:

Email Address:

Requirements

• Copy of passport	☐
• Copy of previous visas – if applicable	☐
• Copy of previous New Zealand visa	☐
• Digital photo (if not attached to application form)	☐
• Copy of applicants SA ID document	☐
• <u>Proposed travel itinerary from a travel agent:</u> Emails will not suffice, official document required. Please DO NOT purchase your flights until your visa has been approved.	☐
• <u>Accommodation:</u> hotel reservation confirmations (without payment). It should clearly state names of applicants, check in and check out dates.	☐
• <u>Invitation letter:</u> Official invitation letter from inviting company in New Zealand (on official company letter head, stamped and signed) containing: 1. Full address and contact details of the company 2. Name and position of the countersigning company representative 3. The purpose and duration of the trip 4. Identity of the invited applicant 5. Person or company who will bear the travel and living costs and if sponsored financial guarantee for 6. the visa applicant's return to South Africa 7. Hotel reservation unless the invitation letter clearly states that accommodation is provided mentioning the details of the accommodation	☐
• <u>Copy of the inviter's passport</u> Non-New Zealand citizens hosting must show valid permission to stay in the country.	☐
• <u>Employment letter:</u> confirming Employment, start date, purpose/reason for business travel, and return dates.	☐
• <u>Proof of funds:</u> 3 months current account bank statements are required. If you have accommodation reservations/visiting family and friends, you will need to have 400NZD available for each person for each month you are in NZ regardless if the company will be covering your travel expenses. Credit cards are not accepted alone.	☐