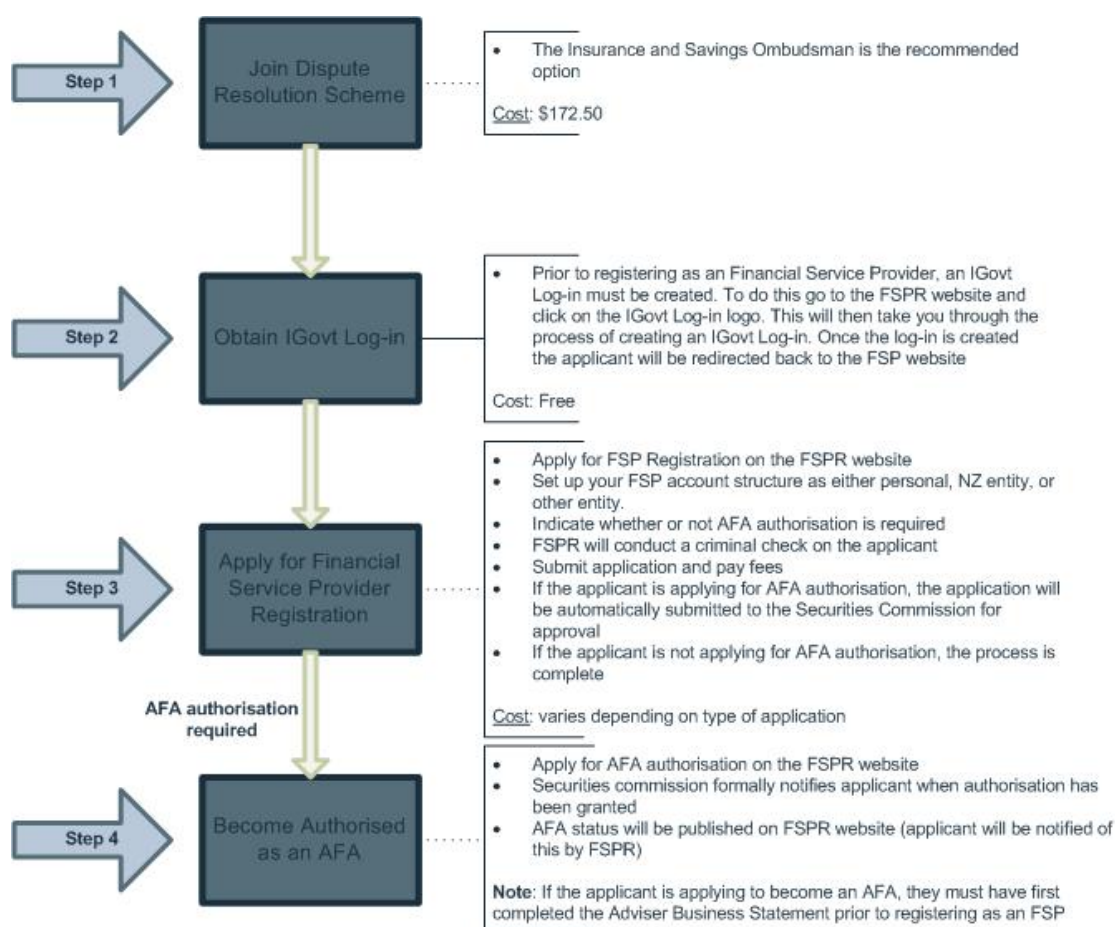


A Guide to the Registration Process

Please note that this is meant as a helpful guide to the registration process only, and while Sovereign has made every effort to ensure that the information contained in this guide is accurate, it accepts no responsibility for the accuracy of the information, or the any other issues that you may encounter during the registration process such as error or delay.

If you require assistance please contact the Companies Office adviser helpline 0800 434 567, Monday to Friday 8.30am to 5.00pm.

The diagram below provides a high-level overview of the process to become registered as a Financial Service Provider (FSP) with the Companies Office. It also includes outlines how to become authorised an Authorised Financial Adviser (AFA) with the Securities Commission.



Procedure 1: Join Dispute Resolution Scheme

Resources:

- For additional information refer to *Appendix B: ISO Registration Work Instructions*

Step	Action
1	Register with the Insurance and Savings Ombudsman (ISO). Note: The ISO is the recommended option but other dispute resolution schemes may be utilised
2	Navigate to the ISO website
3	Select the option to register as a new participant
4	Start the registration process
5	Choose APPLICATION TYPE and INDUSTRY BODY from the drop-down lists
6	Complete personal details
7	Acknowledge terms
8	Pay fees (Cost: \$172.50)

What happens next

You will need to obtain an IGovt Log-in.

Procedure 2: Obtain IGovt Log-in

Before you begin:

- Ensure you have joined a dispute resolution scheme

Resources:

- For instructions about obtaining an IGovt Log-in refer to the “Setting up a user account on the Financial Service Providers Register (FSPR)” [document](#)
- There is also an [instructional video](#) if further assistance is required
- FSPR registration help 0508 377 746 or info@fspr.govt.nz
- For additional information refer to *Appendix C: IGovt Registration Work Instructions*

Step	Action
1	Navigate to the FSPR website
2	Select the IGovt icon to navigate to the ISO website
3	Select the IGovt icon at the bottom of the page
4	Create an IGovt log-in following the on-screen instructions Note: For more detailed instructions refer to the help document <u>Cost:</u> Free

What happens next

You will be automatically redirected to the [FSPR website](#)

Procedure 3: Apply for Financial Service Provider Registration

Before you begin:

- Ensure you have obtained an IGovt log-in
- If you are registering as an Authorised Financial Adviser (AFA), you should have already read and completed the items outlined in the [AFA Authorisation Guide](#) and [AFA checklist](#)

Resources:

- For instructions about applying for Financial Service Provider Registration refer to the “Setting up a user account on the Financial Service Providers Register (FSPR)” [document](#):
- There is also an [instructional video](#) if further assistance is required
- FSPR registration help 0508 377 746 or info@fspr.govt.nz
- [AFA Authorisation Guide](#)
- [AFA checklist](#)
- [FAS code](#)
- [Code of Conduct](#)

Step	Action
1	<p>Navigate to the FSPR website</p> <p>Note: If you are completing this procedure directly after completing the IGovt Log-in Procedure you will be automatically directed to the website.</p>
2	<p>Set up your FSPR account structure from the following options:</p> <ul style="list-style-type: none"> • Set up a personal account (refer to step 3) • Set up an organisational account as a New Zealand entity (refer to step 4) • Set up an organisational account as an “other” entity (refer to step 5) <p>Note: During account set-up you will also need to indicate whether you are registering as an AFA or RFA.</p>
3	<p>To set up a personal account you will need the following:</p> <ul style="list-style-type: none"> • full legal name and any other (or previous) names • date of birth and gender • residential address • any trading names • business address • address for communication and email address • the financial services you provide • the name of the dispute resolution scheme you have joined <p>If you are applying to the Securities Commission to be an Authorised Financial Adviser (AFA) you will need to supply the following additional information:</p> <ul style="list-style-type: none"> • the reference code for the scope of your Financial Adviser Service • details of any relevant criminal convictions (as described in the AFA Authorisation Guide) • two or three testimonials (as described in the AFA Authorisation Guide) • your ETITO registration number and copies of any alternative qualifications <p>Note: If you are applying to become an AFA you will need to complete an Adviser Business Statement prior to registering as an FSP.</p>

Step	Action
	Cost: Refer to fees Proceed to step 6
4	To set up an organisational account as a New Zealand entity you will need the following: <ul style="list-style-type: none"> • NZ registered entity name or number (as registered with the Companies Office) • any trading names • business address • address for communication and email address • the financial services that the FSP provides • the name of the consumer dispute resolution scheme the FSP has joined • the full legal name and any aliases of every director, controlling owner and senior manager of the entity • the date of birth, gender, and the residential address of every individual director, controlling owner and senior manager of the entity Cost: Refer to fees Proceed to step 6
5	To set up an organisational account as an other (non-New Zealand) entity you will need the following information: <ul style="list-style-type: none"> • the legal name of the entity (or body) • any trading names • the country of origin of the entity • registration or identification number of the entity in its home jurisdiction (if applicable) • business address (at least one physical address in New Zealand must be provided, where the Registrar may contact the FSP) • address for communication and email address • the financial services the FSP provides • the name of the dispute resolution scheme the FSP has joined • the full legal name and any aliases of every director, controlling owner and senior manager of the entity • the date of birth, gender, and the residential address of every director, controlling owner and senior manager of the entity Cost: Refer to fees Proceed to step 6.
6	Submit application and pay fees.

What happens next

The FSPR will conduct a criminal check. If the criminal check is clear registration as a Financial Service Provider is complete.

If you require authorisation from the Securities Commission to be an Authorised Financial Adviser, your application will automatically be submitted to them for approval.

The Securities Commission will formally notify you that you have been granted authorisation and your status as an Authorised Financial Adviser will be published on the FSPR. The FSPR will notify you of this by email.

Appendix A: Links

Refer to the table below for key links used in this document

Item	Title	Link
1	AFA Checklist	http://www.sec-com.govt.nz/far/afa/checklist.shtml
2	AFA Guide	http://www.sovereigninsider.co.nz/SovereignInsider/media/PDF-s/AFA-Authorisation-Guide.pdf
3	Authorised Financial Adviser Business Statement Guide	http://www.sec-com.govt.nz/publications/documents/afa-guide/
4	Code of Conduct	http://www.legislation.govt.nz/act/public/2008/0097/latest/DLM1109499.html?search=ts_act_financial_resel&p=1
5	FAS Code	http://www.sec-com.govt.nz/far/afa/scope.shtml
6	Fees	http://www.business.govt.nz/fsp/help-support/fees
7	FSP registration instructions for individual	http://www.business.govt.nz/fsp/about-the-fspr/how-do-i-register-an-fsp/register-an-individual-as-a-financial-service-provider
8	FSP registration instructions for NZ entity	http://www.business.govt.nz/fsp/about-the-fspr/how-do-i-register-an-fsp/register-a-new-zealand-registered-entity-as-an-fsp
9	FSP registration instructions for "other" entity	http://www.business.govt.nz/fsp/about-the-fspr/how-do-i-register-an-fsp/register-an-other-entity-as-an-fsp
10	FSP registration guides	http://www.business.govt.nz/fsp/help-support/resources/registration-guides
11	FSP registration instructional video	http://www.business.govt.nz/fsp/help-support/resources/registration-guides
12	FSPR website	http://www.business.govt.nz/fsp
13	ISO website	http://iso.base2.co.nz/
14	QFE Adviser Business Statement Guide	http://www.seccom.govt.nz/publications/documents/qfe-adviser/
15	Setting up a user account on the Financial Service Providers Register (FSPR) document	http://www.business.govt.nz/fsp/help-support/resources/registration-guides/Setting%20up%20a%20user%20account%20on%20the%20FSPR%20guide.pdf/view

Appendix B: ISO Registration Work Instructions

Step	Action
1	Navigate to the ISO website: http://iso.base2.co.nz/
2	<p>Click on the link to register as a participant:</p>  <p>Use this link to register as a</p>
3	<p>Select the option to register as a new participant:</p>  <p>8</p> <p>Begin the registration process</p>
4	Select application type and Industry Body:

Step Action



Step 1 of 5 - Application type / Industry Body

What is your application type?

Individual Adviser Adviser Business Other Financial Service Provider

What Industry Body do you belong to?

Sovnet - Sovereign Assurance Advisers Group

Select one industry body from the list

- Asteron - Asteron One Network
- FLAG - Fidelity Life Advisers Group
- FSF - Financial Services Federation
- IBANZ - Insurance Brokers Association of NZ
- IFA - Institute of Financial Advisers
- LBA - Life Brokers Association
- PAA - Professional Advisers Association
- QAN - AXA New Zealand's Quality Advice Network
- SHARE - SHARE NZ Ltd
- Sovnet - Sovereign Assurance Advisers Group**
- Spicers - Spicers Advisers
- TCA - Trustee Corporations Association of NZ

None
Other

next

Choose application type

Select Industry Body from drop-

5 Complete personal details:

Individual Adviser Application

Step 2 of 5 - Individual Adviser Details

Individual Details

Full name:

Business name:

Phone:

Freephone:

Mobile phone:

Fax:

Website:

Authentication

Email:

Confirm email:

Password: (Set your password for future access)

Confirm password:

Physical Address

Address:

Post code: [find your post code](#)

6 Acknowledge terms:

Step Action

Declaration/acknowledgement

Step 3 of 5 - Declaration/acknowledgement

I/We wish to become a Participant in the Insurance & Savings Ombudsman ("ISO") Scheme.

I/We undertake to provide an internal complaints procedure which meets the ISO's requirements and to publicise its availability and other details of the ISO Scheme to my/our customers.

I/We agree to be bound by the [ISO Scheme Rules](#), the [ISO's Terms of Reference](#) ("the TOR") and any decision of the ISO made in accordance TOR and to comply with and observe all the terms, conditions and obligations of any such decision.

I/We acknowledge that the ISO Scheme Rules and the TOR may be altered, added to, deleted or replaced from time to time and that such alterations, additions, deletions or replacements will be binding upon each Participant.

I/We understand that, for the purposes of considering whether to accept this application, the ISO Commission may require further information and make whatever enquiries it considers are appropriate in all the circumstances.

I/We understand that I/We must advise the ISO Commission, as soon as practicable, any information which may affect my/our eligibility to be a Participant in the ISO Scheme.

I/We understand that any decision about acceptance or rejection of this application is made in good faith by the ISO Commission in its absolute discretion on the information before it at the time and is final and binding.

Please confirm that you accept these terms

If you do not agree to these terms, your application will not be accepted and none of the information you have entered will be retained.

Yes

No

Select Industry Body from drop-

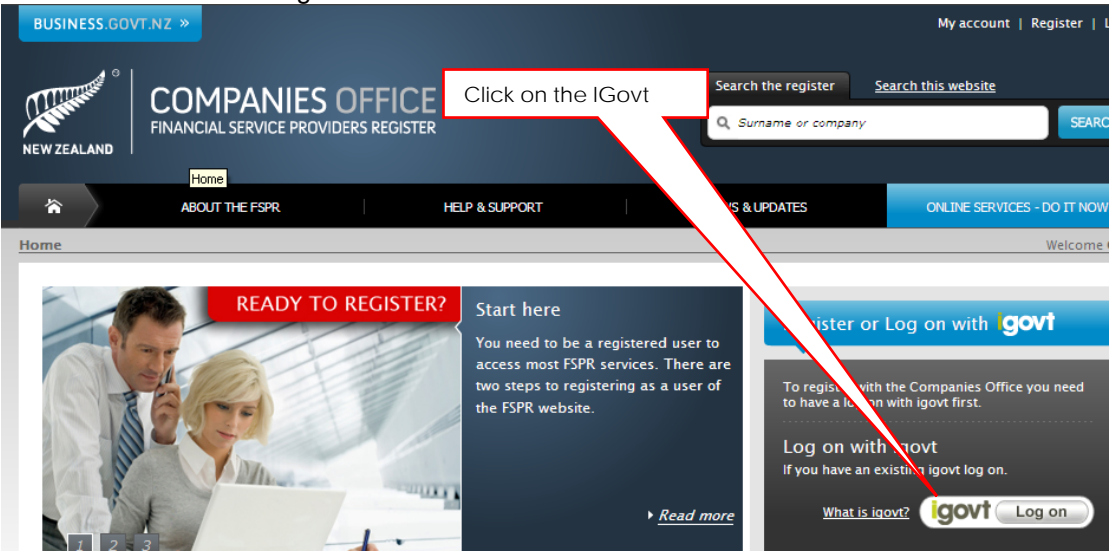

back

next

Appendix C: Obtain IGovt Log-in Work Instructions

Before you begin

Ensure you have joined a dispute resolution scheme

Step	Action
1	Navigate to the FSPR (Financial Services Provider Register) website: http://www.business.govt.nz/fsp
2	Click on the icons to navigate to the IGovt website: 
3	Select the IGovt icon at the bottom of the page: <p>To use most of the FSPR online services you need to be a registered user.</p> <ol style="list-style-type: none"> Create a new igovt logon. Just click on the igovt Log on button below then select New user - create an igovt account. Register with the FSPR. After completing the igovt section you will be automatically returned to the FSPR website. You will then need to complete a few more details to finish setting up your new FSPR Logon. Just select the option that best describes your situation.  <p>You will be directed to www.i.govt.nz to register. Once registered you will be able to create a logon for the FSPR.</p> <p>Cancel Start here: igovt Log on</p>
4	Create an IGovt log-in following the on-screen instructions. Note: A video explaining the IGovt logon process is available on the FSPR website