

# Retailer/Supplier/Payee – Change of Details



**Work and Income**  
Te Hirainga Tangata

A service of the Ministry of Social Development

REGISTRATION NUMBER **CUR**

If you need help with this form call us on ☎ **0800 559 009**.

## Please read this before you start

Please complete this form if you receive payments from Work and Income or other service lines of the Ministry of Social Development and need to update your details with us.

**Please complete all questions on this form. If a question is not applicable write N/A.**

## Your details/your business details

1. **What name do we currently hold for your business?**

2. **What trading name do we currently hold for your business** (if different from above)?

  Not applicable

3. **Has the name of your business changed?**

 No ▶ Go to Question 6 Yes

4. **What is your new business name?**

5. **What is your new trading name?**

6. **What GST/IRD number do we have for your business?**

       

7. **Is this number changing?**

 No ▶ Go to Question 10 Yes

**Q8 note:** GST/IRD numbers are unique to you/your business. You don't have to tell us your number but if you do it helps us ensure your information with us is correct.

8. **What is your/your business' GST number?**

9. **What is your/your business' IRD number?**

10. **What type of goods or services do you mainly provide?**

 Food  Fuel  Other

11. **Do you sell secondhand goods?**

 No Yes ▶ What is your Secondhand Dealer's and Pawnbroker's Licence or Certificate number?



# Declaration

The information I have provided on this form is true and complete.

By signing this form, and as part of this registration process, you:

- understand this information is collected by the Ministry of Social Development and used for the purposes of the Ministry and that under the Privacy Act 1993 (which applies to individuals) you have the right to request access to all information the Ministry holds about you and to request correction to that information
- understand that the Privacy Act 1993 applies to all information about Ministry clients referred to your business outlet and must be treated by you in accordance with that Act
- understand that you and the Ministry are subject to the Official Information Act 1982 and therefore any information held by you in relation to this registration is treated under that Act as held by the Ministry. Should you receive any request for information under that Act, you agree to forward that request to us immediately and to supply us with any such information requested by us to allow us to meet our obligations under that Act
- agree not to disclose any information about this registration or relating to Ministry clients to any third party unless required to disclose that information by law
- consent to any enquiries into your trading activities, or any other relevant information, as part of the process for making a decision about this registration (eg, contacting the EFTPOS provider to verify your Merchant ID, or the Ministry of Justice to verify any Secondhand Dealer or Pawnbroker's licence or certificate you may hold)
- commit to acting respectfully and professionally towards all Ministry of Social Development clients referred to your business outlet, and commit to ensuring your staff also do the same
- ensure that Ministry clients know that you are responsible for any fault with the product or service delivered, including standard warranty/guarantee conditions listed under the Consumer Guarantees Act 1993.
- agree to advise us immediately of any changes to the details you have provided on this form.

Retailer/Supplier/Payee name (print)

Role/Designation

Retailer/Supplier/Payee signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

## OFFICE USE ONLY

Additional Information:

Bank/Building Society verification attached

Licence/Certificate for Secondhand Dealers and Pawnbrokers checked

1. Processor's name (print)

Processor's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

2. Authenticator's name (print)

Authenticator's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year