# Annual Report to the Overseas Investment Office

**This Annual Report template sets out the required structure and content for reporting on your conditions of consent.**

We will rely on the information in this document to review and assess your compliance with the conditions of your consent. It is an offence to make a false or misleading statement or material omission in any information or document provided to the Overseas Investment Office (OIO) ([s46](http://www.legislation.govt.nz/act/public/2005/0082/latest/DLM358062.html?search=sw_096be8ed80e32198_representations_25_se&p=1&sr=1)).

Instructions:

* **Please do not remove the instruction text from this template.**
* Download this template from our [website](http://www.linz.govt.nz/node/14602) before each use to ensure you have the latest version.
* Review the brief guidancein each section of this template to ensure you supply us with the required information.
* Be concise and write in plain English – if after reviewing your report we need more information, we will ask you for it.
* The formatting of this template has been kept as simple as possible so that you can adapt it to suit your own information and document management systems. You can customise the template e.g. with your own logo etc.
* Tables, diagrams, maps, schedules etc should be added as appendices to your Annual Report rather than being inserted within this template.
* Contact the OIO if you have any questions about this template or your consent generally (+64 4 462 4490, [oio@linz.govt.nz](mailto:oio@linz.govt.nz)).

## Electronic Filing Requirements

Your Annual Report must be submitted electronically. Documents should be provided in PDF form unless otherwise advised. Documents should be provided by link to a secure download site (preferred) or encrypted USB or CD/DVD (note: electronic media will be securely destroyed after use). If necessary, your Annual Report may be emailed to [OIOmonitoring@linz.govt.nz](mailto:OIOmonitoring@linz.govt.nz) (maximum 10MB per email.

Please ensure your PDF report is:

* ‘Printed to PDF’, or scanned and OCR’d (i.e. all text in the document can be copied)
* Free from security restrictions
* In colour (if the document contains colour)
* If scanned, at 300 dpi (where possible)

**Please do not provide a hard copy version of your report.**

## Consent Holder’s Signature

|  |  |
| --- | --- |
| <Sign here> | e.g. 01/01/2017 |
| **<Name>**  **<Position>** | **Date** |

## Summary of Key Information

|  |  |
| --- | --- |
| **Date consent granted** |  |
| **Case number** |  |
| **Consent holder** |  |
| **Land/Asset** |  |
| **Report due date** |  |
| **Report prepared by** |  |
| **Contact details of preparer** | [Please include full contact details including address, phone and email] |

## Section A: Report on Conditions

Please start a new page for each condition.

### Condition X: Name of condition

Set out condition wording as in consent.

#### First year reporting

Include a brief summary of progress towards meeting the condition during the year.

Please attach other evidence such as photographs, maps, invoices, consents if this will help us to understand your report.

#### Second year reporting

Include a brief summary of progress towards meeting the condition during the year.

Please attach other evidence such as photographs, maps, invoices, consents if this will help us to understand your report.

#### Third year reporting (etc.)

### Condition Y: Name of condition

Set out condition wording as in consent.

#### First year reporting

Include a brief summary of progress towards meeting the condition during the year.

Please attach other evidence such as photographs, maps, invoices, consents if this will help us to understand your report.

#### Second year reporting

Include a brief summary of progress towards meeting the condition during the year.

Please attach other evidence such as photographs, maps, invoices, consents if this will help us to understand your report.

#### Third year reporting (etc.)

## Section B: Measuring benefit to New Zealand

This section is for you to provide the information we requested to enable us to measure the benefits you have brought to New Zealand through your investment (see paragraph 2 of the ‘Reporting conditions’ section of your consent.

Include a brief summary of the information requested, and attach photographs, spread sheets etc if this will help us to understand your report.

### Information required

Set out information requested in consent

### Information

Include a brief statement of the information requested, and attach photographs, spread sheets etc if this will help us to understand your report.

## Section C: Other information

This section is for you to update the contact and other details you gave us when you applied for consent, to provide any other information you think will help us monitor your compliance with the conditions, and for you to make any special requests regarding confidentiality.

#### Updated details

Several of the standard conditions that apply to your consent require you to tell us when particular events occur. For example, to tell us:

* when you have acquired the Land or Asset and provide details including about the price and acquisition structure,
* about changes that affect you, the people who control you, or people you control. For example, when an Individual Who Controls You ceases to be of good character, commits an offence or contravenes the law anywhere in the world, or becomes bankrupt,
* if your [NZ Service Address](http://www.legislation.govt.nz/act/public/2005/0082/latest/DLM358075.html) changes.

We recommend you take this opportunity to double check that you have updated us as required. If not, use this section to tell us about changes.

#### Other information

Include a brief summary of the other information you wish to provide, and explain its relevance to our monitoring of your compliance with conditions.

#### Confidentiality

The OIO is subject to the Official Information Act 1982. Any request for confidentiality must make direct reference to the provisions of the Official Information Act 1982 that you consider justify the withholding of the information. Review our [website](https://www.linz.govt.nz/regulatory/overseas-investment/applying-for-consent-purchase-new-zealand-assets/preparing-your-application-oio/privacy-and-confidentiality-application-information) and the [practice guidelines](http://www.ombudsman.parliament.nz/resources-and-publications/guides/official-information-legislation-guides) issued by the Office of the Ombudsman before making a request.

## List of Appendices

List all appendices attached to your Annual Report.

|  |  |
| --- | --- |
| **Appendix 1** |  |
| **Appendix 2** |  |
| **Appendix 3** |  |
| **Appendix 4** |  |
| **Appendix 5** |  |