



APPLICATION FOR REGISTRATION AS A REGISTERED CONVEYANCER

REG.10 OF THE LAWYERS AND CONVEYANCERS ACT (CONVEYANCERS: REGISTRATION AND PRACTICE) REGULATIONS 2008

INFORMATION TO APPLICANTS

1. Before you can apply to become a Registered Conveyancer you must have achieved:
 - a) A Diploma of Conveyancing – refer to Section A below; or
 - b) An Equivalency Assessment Certificate from the NZ Society of Conveyancers – refer to Section B below.

2. The Society is required to ensure you meet all the criteria for registration as a Registered Conveyancer. The three main criteria are:
 - a. That you have met the educational requirements;
 - b. That you are a fit and proper person to be registered as a Registered Conveyancer; and
 - c. That you pay all prescribed fees.

A. DIPLOMA OF CONVEYANCING:

1. Completed Application form (enclosed);
2. Completed Statutory Declaration (enclosed);
3. Provide a certified copy of Diploma of Conveyancing certificate;
4. Provide Certified copy of Photo identification (current passport or drivers licence) AND verification of residential address;
5. Provide your Curriculum Vitae;
6. Provide two references from your current and past employers
(Note: Your referees must have known you for a minimum of 2 years and hold a position of responsibility. Your referees cannot be from the same Firm).

Your referees should provide the following information in their reference:

- Their full name, address and occupation
 - How long they have known you and in what capacity
 - Information relating to your character to satisfy the fit and proper person requirement and, if appropriate, any reasons why you should not be registered as a conveyancer.
 - Subject to the provisions of the Criminal Records (Clean Slate) Act 2004, advise whether, to their knowledge, you have been convicted, discharged without conviction or been subject to diversion for any offence, or have any court action pending or been under medical attention which may reflect on your fitness as a registered conveyancer.
7. Complete the attached Ministry of Justice Criminal Request by Third Party and return to the Society for forwarding to the Ministry of Justice.
 8. Payment of the non-refundable application fee to register.



B. EQUIVALENCY ASSESSMENT CERTIFICATE

1. Completed Application form (enclosed);
2. Completed Statutory Declaration (enclosed);
3. Provide a copy of the Equivalency Assessment Certificate issued by the Society;

If your Equivalency Assessment Certificate is more than 12 months old, then the additional information is required;

4. Provide photo identification (certified copy of current passport or drivers licence) and verification of residential address;
5. Provide a copy of your Curriculum Vitae
6. Provide two references from your current and past employers
(Note: Your referees must have known you for a minimum of 2 years and hold a position of responsibility. Your referees cannot be from the same Firm).

Your referees should provide the following information in their reference:

- Their full name, address and occupation
 - How long they have known you and in what capacity
 - Information relating to your character to satisfy the fit and proper person requirement and, if appropriate, any reasons why they consider you should not be registered.
 - Subject to the provisions of the Criminal Records (Clean Slate) Act 2004, advise whether, to their knowledge, you have been convicted, discharged without conviction or been subject to diversion for any offence, or have any court action pending or been under medical attention which may reflect on your fitness as a registered conveyancer.
7. Complete the attached Ministry of Justice Criminal Request by Third Party and return to the Society for forwarding to the Ministry of Justice.
 8. Payment of the non-refundable application fee.

Please post all documents back to the Society for consideration by our Registration Authority.

NB; all of the information requested above must be submitted together with this form and Statutory Declaration. If you do not provide all of this information, it will take longer for your application to be processed.



NEW ZEALAND SOCIETY OF CONVEYANCERS

www.nzskonveyancing.co.nz info@nzskonveyancing.co.nz

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Full Name: _____
 Physical Address: _____
 Postal Address: _____
 Phone: _____ Mobile: _____
 Email: _____

Business/Employer: _____
 Physical Address: _____
 Postal Address: _____
 Contact Person: _____
 Phone: _____ Mobile: _____

Relevant Qualification and Fees (delete whichever does not apply)

1. I hold a Diploma of Conveyancing (please attach certified copy Diploma of Conveyancing)

OR

2. I have an Equivalency Assessment Certificate issued by the Society (please attach copy Certificate)

12 months - 1 July - 30 June \$345.00 (incl. GST) _____
 9 months - 1 Oct - 30 June \$245.00 (incl. GST) _____
 6 months - 1 Jan - 30 June \$145.00 (incl. GST) _____
 3 months - 1 Apr - 30 June \$45.00 (incl. GST) _____

Please Direct Credit to: **BNZ 02-0816-0047741-00** (please provide receipt) \$ _____

AMOUNT	PAYEE PARTICULARS	PAYEE CODE
\$00.00	Eg J Smith	RC fee

I consent to the making of inquiries of, and the exchange of information with, the authorities and relevant professional bodies in New Zealand and or in any other jurisdiction regarding matters relevant to this application including criminal history, and any complaints or disciplinary action that may have been drawn to the attention of a relevant professional body. I accept that my application will be assessed and determined within 28 days from the date received by the Society and that the fee paid by me will not be refunded if my application is unsuccessful.

SIGNATURE: _____ **Date:** _____

REGISTRATION NO: _____
 (to be completed by the Society)