NEW ZEALAND IMMIGRATION

Batch ETA System Registration Form B

Debtor Details

Use this form to register (or update) the debtor information required by MBIE to invoice crew ETA fees relating to crew ETA requests submitted via the Batch ETA system.

Name of Carrier Airline/cruise line/cargo vessel owner	
Invoice attention to	
Address line 1	
Address line 2	
Country	
Email address for invoices to be sent to (one only)	

Important information about Crew ETA fees

- Crew ETA fees will not be invoiced to Carrier Representatives such as ship management companies, crewing/manning agents. Charges will be routed to the name of provider in the Batch ETA System (the airline, cruise line or cargo vessel owner).
- Invoices will be generated in the month following the submission of an ETA batch file. Payment is due by the 20th day of the month after the invoice was issued.
- Any bank charges or foreign exchange fees must be paid by the invoice payer.
- Non-payment of invoices may result in access to the Batch ETA System being removed or suspended.
- MBIE will not place purchase order numbers on invoices unless they are specifically entered into the Batch Reference field of each Batch File by Authorised Users when submitting a batch.
- Invoices will not be split by vessel.
- The Debtor is responsible for ensuring MBIE is setup correctly in the Debtor's finance system before any invoices are generated.

Further information about the responsibilities when using the Batch ETA System are set out in the Terms of Use.

Authorisation of debtor account

Company name of Carrier	Name of Primary Contact (one only)
Signature of Primary Contact	Date

To sign this form electronically, please open this form in Adobe Acrobat Reader.

Once completed, this form should be returned to BatchETA@mbie.govt.nz