

Immigration New Zealand's Batch ETA System

Registration overview

Immigration New Zealand's online Batch ETA System is used to request crew Electronic Travel Authorities (crew NZETAs) for crew of airlines, cruise lines and cargo vessels. To gain access, companies must first be registered with Immigration New Zealand.

HOW TO REGISTER:

Step 1: Airlines, Cruise Lines, or Cargo vessel owners must:

- A) Read and accept the Batch ETA Terms of Use
- B) Complete the following forms:
 - **FORM A1** – Registration of Primary Contacts.
 - **FORM B** – Registration of Debtor Details for crew ETA charges.
 - **FORM C** – Nomination of representatives such as ship management companies or manning/crewing agents who will submit crew ETA requests in name of your company. If none, this form is not required.
 - **FORM D** – Nomination of authenticated users of the Batch ETA System

Step 2: Send completed forms to Batch ETA Team (batcheta@mbie.govt.nz) for processing. The Batch ETA team will check the forms and may ask for further information.

Step 3: Once registration has been completed, the Batch ETA team will:

- Acknowledge that registration has been accepted.
- Provide login details to each of the authenticated users. These will be sent to the users directly.
- Contact any nominated representatives such as manning agents and begin the registration process with them.

NOTE: For cargo vessel entities, forms may be provided in advance but registration will not be actioned until after 3 February 2025.

CARRIER REPRESENTATIVES

Carrier representatives such as ship management companies and manning/crewing agents cannot register for access to the Batch ETA System until they have been correctly nominated by a carrier first (airline, cruise line, cargo vessel owner)

MORE INFORMATION

For more information on NZeTA requirements contact BatchETA@mbie.govt.nz for further support.