

Carrier Representative - Primary Contact(s)

Carrier Representatives such as ship management companies and manning/crewing agents should use this form to register (or update) a Primary Contact(s) for use of Immigration New Zealand's (INZs) Batch ETA System. The Batch ETA System is used to request Crew Electronic Travel Authorities (Crew ETAs) for crew of airlines, cruise lines and cargo vessels.

NOTE: Carrier representatives must first have been nominated as a representative by an airline, cruise line or cargo vessel owner before registrations will be accepted.

Details of Primary Contact(s) - Carrier Representative

Primary Contact(s)	Contact Details		
Full name	Business Address	Email Address	Phone Number

Important information for Primary Contacts

Primary Contacts are the person(s) who INZ will contact to discuss matters relating to the use of the Batch ETA System by your organisation. It is important to ensure that Primary Contacts are updated if they change.

Important responsibilities of Primary Contacts include:

- Ensuring only Authorised Users of the Batch ETA System are able to access it;
- Advising INZ of any changes to their Authorised Users (including persons who no longer require access);
- Ensuring INZ is advised of any crew who hold a valid crew ETA but who are no longer employed or working as a crew member

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

Authorisation of Primary Contact(s) and acceptance of Terms of Use

By signing below, I understand and accept the Terms of Use for the Batch ETA System.

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