



DATE RECEIVED (Office Only)

### When to use this application:

This application is to be used when the service provider licensed to operate an early childhood service under the *Education (Early Childhood Services) Regulations 2008* wants to:

- Change the **legal name** of the entity that is the current service provider
- Change the service provider **ownership type** (e.g. moving from sole trader to company)
- Change the **ownership of the service by transfer to a new or existing legal entity** (this includes change through a sale and purchase of a licensed service)

If the change being applied for is a change to the **legal name** of the service provider or a change the service provider **ownership type**, the Applicant\* completes **Part A** (only) and submits it along with required documentation.

If the change being applied for is a **change to the ownership of the service (to a new or existing legal entity)**, **Part A** and **Part B** must be completed.

- **Part A** – is completed by the Applicant\*
- **Part B** and **Statutory Declaration** – is completed by someone with authority from the proposed service provider \*\*

\*The Applicant is someone who is involved in the governance of the current service provider.

\*\*The proposed service provider is the legal entity proposing to operate the service.

### Submitting the Application

The Applicant is responsible for submitting all parts of the application along with required documentation to the local Ministry office. Incomplete applications will not be considered.

### Timeframes

Applications will be considered and an outcome provided within 30 working days of receipt of the complete application. All required information must be received before the application can be considered.

### Important Information

No change will be made to the identity of the service provider named on the licence before the Director of Regulation has assessed the application and all requirements have been met.

Our website contains information about this process. If you have any questions, please refer to our Ministry website for guidance.

### When not to use this Application:

If you want to make any changes to the operating conditions of your service that are not related to change of the service provider identity, please use an EC/8 -CB or EC/8 – HB application form, which can be found on our Ministry website.

## **Privacy Statement**

### **Purpose**

The purpose of this privacy statement is to inform you about the EC/9 application to amend the service provider identity assessment process and how the Ministry of Education (the Ministry) will collect, store, use and share your personal information.

### **Why are we collecting your personal information?**

Under regulation 33(1)(c) of the Education (Early Childhood Services) Regulations 2008 (the Regulations), a service provider must apply for an amendment to their licence if they want to change the identity of the service provider.

Sufficient information must be collected to carry out the assessment of the application, including assessing whether any relevant person is a fit and proper person (within the meaning of regulation 8) to hold a licence, reviewing the licence the application relates to, and disclosing the Ministry's decision on the application to the applicant.

You do not have to provide the information requested in the application form, but the Ministry may not be able to process the application if you do not provide it.

### **What personal information will be collected?**

This application form collects personal information to assess your application under the Education (Early Childhood Services) Regulations 2008 (the regulations). We will collect personal information from you, including, contact details (e-mail address, address, and telephone numbers).

### **How will we use your personal information?**

We use this information to:

- make licensing decisions, such as whether your service meets the requirements of the regulations and licensing criteria
- maintain accurate records, including data quality and compliance, ongoing regulatory compliance documentation and historical licence data
- investigate complaints or incidents, ensuring we can follow up on issues or safety concerns
- produce directories, reports, and statistical analysis, which may be shared publicly or with government agencies for transparency and oversight
- share relevant information with the Education Review Office (ERO) to support their evaluation and review functions
- communicate important updates, including changes in regulations, licensing requirements, or professional development opportunities relevant to your service.
- We may also use aggregate level information within the Ministry for the purposes of monitoring, maintaining, and improving licensed early childhood services and education related research and statistics. Any analysis we will carry out on the information provided will be done in a way that does not allow for you or your information to be uniquely identified.

### **How will we collect your personal information?**

Relevant personal information will be collected during the application and assessment processes.

We will collect information directly from you if you are the only applicant. Where there is more than one individual who is an applicant, or the applicant is an entity with governing members, we will require one of the individuals or governing members to submit the relevant information on behalf of all individuals. The individual or governing member submitting the application must have received consent to submit information about the other individuals.

Where the application is a Part B application, the applicant submitting the application must have received consent to submit information about:

- the individual who is the proposed service provider; or
- the governing members of the proposed service provider entity.

### **How will we keep personal information safe?**

It is important that we keep individuals' information safe and secure.

We maintain a secure environment for the protection of all personal information we collect, hold and use. We have appropriate privacy and security safeguards in place to protect your personal information from loss, unauthorised access, use, or disclosure.

Only authorised staff in the Ministry will have access to your information, and access to your information will only be for the purposes above.

### **Sharing of your personal information**

In the case of Part B applications, personal information may be shared with the proposed service provider if required to complete the application process. The information collected in this form, unless otherwise stated, will not be disclosed to any third parties unless it is authorised or required by law.

We may also disclose personal information where we are required or authorised to do so by legislation.

### **Your rights under the Privacy Act 2020**

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you or anyone named in this application would like to request access to or correction of your personal information, please contact your Ministry regional office.



## 4. Change in the legal name or ownership type of the current service provider

**provider**-Information provided in this section may be included in online Ministry of Education directories.

Where there is a proposed change in the **legal name** or **ownership type** of the service provider, the following section must be completed by the current service provider (the Applicant).

A statutory declaration may be required for the purpose of determining whether the individual who is the applicant and each individual who is involved in the governance of the service is a fit and proper person to be involved in the governance of the service.

If a Statutory Declaration is required to support this application, you will be advised and provided with statutory declaration form and guidance on how to complete the form in the manner provided in the Oaths and Declaration Act 1957.

**Note:** If there is a proposed change to the ownership of the licensed service, please leave this section blank and go to **section 5**

|   |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
|---|---|-----------------------|---|-----------------------|---|-----------------------|---|--|--|--|--|-----------------------|---|-----------------------|---|-----------------------|---|-----------------------|--------------|-----------------------|---|-----------------------|-----------------|
| Proposed new legal name of the Service Provider<br><i>This is the name of the body, agency or person who or that operates the service</i>   |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| New Zealand Business Number (NZBN)<br><br><i>The Companies Office administers the NZBN register which is responsible for the allocation of the NZBN for New Zealand businesses</i>  | 9   | 4                     |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| <i>If you do not have a NZBN enter <b>N/A</b>, or<br/>                 If you are not sure if you have a NZBN look it up using your organisation's name at <a href="http://www.nzbn.govt.nz">www.nzbn.govt.nz</a> or<br/>                 If you do not know your NZBN enter '?'<br/> <b>Note that if your organisation is an incorporated society, a trust board or a company then you will have a NZBN.</b></i>   |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| Ownership Type<br><i>Tick one only</i>  | <b>Owned Privately</b>  |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 25%;"><input type="radio"/></td> <td style="width: 50%;">Sole Trader</td> <td style="text-align: center; width: 25%;"><input type="radio"/></td> <td style="width: 50%;">Company</td> <td style="text-align: center; width: 25%;"><input type="radio"/></td> <td style="width: 50%;">Partnership</td> </tr> </table>   |   |                       |   |                       |   |                       |   |  |  |  |  | <input type="radio"/> | Sole Trader   | <input type="radio"/> | Company   | <input type="radio"/> | Partnership   |                       |              |                       |   |                       |                 |
| <input type="radio"/>   | Sole Trader   | <input type="radio"/> | Company   | <input type="radio"/> | Partnership   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| <b>Owned by an Incorporated Society</b>   |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 25%;"><input type="radio"/></td> <td colspan="10">An Incorporated Society (<i>under the Incorporated Societies Act</i>)</td> </tr> </table>  |   |                       |   |                       |   |                       |   |  |  |  |  | <input type="radio"/> | An Incorporated Society ( <i>under the Incorporated Societies Act</i> ) |                       |   |                       |   |                       |              |                       |   |                       |                 |
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| <b>Owned by a Trust</b>   |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
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| <input type="radio"/>   | Charitable Trust ( <i>under the Charitable Trusts Act</i> )             | <input type="radio"/> | Statutory Trust ( <i>e.g. a trust under the Anglican Church Trusts Act 1981</i> )                   | <input type="radio"/> | Private Trust ( <i>includes trusts declared to be charitable for tax purposes</i> ) |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| <b>Owned by a Community Organisation</b>  |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
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| <input type="radio"/>   | Government Department   | <input type="radio"/> | State Owned Enterprise  | <input type="radio"/> | City Council  |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| <input type="radio"/>   | Crown Entity  | <input type="radio"/> | Public Education Institution ( <i>e.g. polytechnic, college of education, university, wananga</i> ) | <input type="radio"/> | Community Trust   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| Service Provider Address<br><i>This address relates to the service provider and may be different from the service's address. (only complete this section if there is a change to the address or contact details of the service provider)</i>  | <b>Street Address</b>   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| Suburb / District   |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| Town / City   |   |                       |   |                       |   | Postcode              |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| Phone Number  |   |                       |   |                       |   | Mobile number         |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| Email   |   |                       |   |                       |   | <input type="radio"/> | Tick if this email can be made publicly available |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| Website   |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| <i>If different from Street Address</i>   | <b>Postal Address</b>   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |
| Suburb / District   |   |                       |   |                       |   |                       |   |  |  |  |  |                       |   |                       |   |                       |   |                       |              |                       |   |                       |                 |

|  |             |          |
|--|-------------|----------|
|  | Town / City | Postcode |
|--|-------------|----------|

### 5. Change of ownership of a licensed service to a new or existing legal entity (including through sale and purchase)

Where there are proposed changes to the ownership of a licensed service to a new or existing legal entity, (including through sale and purchase), the following section must be completed by the current service provider (the Applicant).

**Note:** If there is a change to the legal name of the current service provider, please leave this section blank and complete section 4

Name of the proposed Service Provider

New Zealand Business Number (NZBN)

*The Companies Office administers the NZBN register which is responsible for the allocation of the NZBN for New Zealand businesses.*

9

4

*If you do not have a NZBN enter **N/A**, or*

*If you are not sure if you have a NZBN look it up using your organisation's name at [www.nzbn.govt.nz](http://www.nzbn.govt.nz) or*

*If you do not know your NZBN enter '?'*

**Note that if your organisation is an incorporated society, a trust board or a company then you will likely have a NZBN.**

### 6. Application declaration

The Applicant (the person who completed Section 1) must complete the applicant declaration below.

#### Applicant Declaration

As the Applicant, I am applying under the Education (Early Childhood Services) Regulations 2008 to make a change to the identity of the service provider as identified in this application.

I confirm that to the best of my knowledge the information contained in this application is correct and accurate.

I understand that no change may be made to the identity of the service provider until the application has been assessed by the Director of Regulation.

I understand the privacy statement in this application.

Full name of Applicant

*Must be same person as Section 1*

First Name

Family Name

Signature

( DAY/MONTH/YEAR )

#### Service Provider Contact Person Declaration

This section must be completed if there is to be a change of service provider contact person.

As the current service provider contact person, I confirm that I will no longer be the service provider contact person for this service.

*(If the current service provider contact person is unable to sign, a representative from the service provider (state full name and role) must provide a reason for this and a statement confirming the change)*

Full Name of Current Service Provider Contact Person (if applicable)

First Name

Family Name

Signature

( DAY/MONTH/YEAR )

## 7. Documentation checklist

To assist you in preparing your application, the following checklist shows the documentation that must be provided to your local office of the Ministry of Education to support your application. If you have any questions, contact your local Ministry of Education office for assistance.

### Changes to legal name of the service provider

1)



Certificate of incorporation as a company, charitable trust, or incorporated society if applicable.

### Changes of ownership including through sale and purchase (provide documents for section 2 to 3 only)

2)



Provide copies of completed safety checking records and results for all children's workers employed or engaged at the service as set out in licensing criterion *GMA106/GMA205*.  
(*current service provider*)

3)



**Home-based services only:** Provide copies of Police vetting records and results for all adults aged 17 years or over who have started living in a home where the service is being provided, as set out in the Education and Training Act 2020 Schedule 4. (*current service provider*)

## Part B (to be completed by proposed service provider)

### **Part B and the Statutory Declaration**

Is completed by the proposed service provider (the legal entity who is proposing to operate the service).

### **Submitting the application**

The proposed service provider returns Part B and required documents, including the Statutory Declaration to the Applicant. The Applicant is responsible for submitting the full application and documents to The Ministry for consideration. Do not send Part B directly to the Ministry.

### **Important Information**

No change may be made to the identity of the service provider before the Director of Regulation has assessed the complete application and approved the proposed change to the identity of the service provider.

Our website contains important information about this process. If you have any questions, please refer to our Ministry website or contact your local Ministry Office

# 1. Change of ownership of a licensed service to a new or existing legal entity (including through sale and purchase)

Information provided in this section may be included in online Ministry of Education directories.

Where there are proposed changes to the ownership of a licensed service to a new or existing legal entity, (including through sale and purchase), please complete the sections below

|   |   |   |   |                       |  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
|---|---|---|---|-----------------------|--|--|--|--|--|--|--|--|-----------------------|---------------------|-----------------------|----------------------------|---|-------------|-----------------------|---|--|--|--|--|-----------------------|--|-----------------------|--|-----------------------|--|-----------------------|-----------------------|-----------------------|------------------------|-----------------------|--------------|-----------------------|--------------|-----------------------|---|-----------------------|-----------------|
| Name of the proposed Service Provider   |   |   |   |                       |  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| New Zealand Business Number (NZBN)<br><i>The Companies Office administers the NZBN register which is responsible for the allocation of the NZBN for New Zealand businesses</i>              | 9   | 4   |   |                       |  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
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| Ownership Type<br><i>Tick one only</i>  | <p><b>Owned Privately</b></p> <table border="1"> <tr> <td><input type="radio"/></td> <td>Sole Trader*</td> <td><input type="radio"/></td> <td>Company</td> <td><input type="radio"/></td> <td>Partnership</td> </tr> </table> <p><b>Owned by an Incorporated Society</b></p> <table border="1"> <tr> <td><input type="radio"/></td> <td colspan="5">An Incorporated Society (<i>under the Incorporated Societies Act</i>)</td> </tr> </table> <p><b>Owned by a Trust</b></p> <table border="1"> <tr> <td><input type="radio"/></td> <td>Charitable Trust<br/><i>(under the Charitable Trusts Act)</i></td> <td><input type="radio"/></td> <td>Statutory Trust<br/><i>(e.g. a trust under the Anglican Church Trusts Act 1981)</i></td> <td><input type="radio"/></td> <td>Private Trust<br/><i>(includes trusts declared to be charitable for tax purposes)</i></td> </tr> </table> <p><b>Owned by a Community Organisation</b></p> <table border="1"> <tr> <td><input type="radio"/></td> <td>Government Department</td> <td><input type="radio"/></td> <td>State Owned Enterprise</td> <td><input type="radio"/></td> <td>City Council</td> </tr> <tr> <td><input type="radio"/></td> <td>Health Board</td> <td><input type="radio"/></td> <td>Public Education Institution<br/><i>(e.g. polytechnic, college of education, university,</i></td> <td><input type="radio"/></td> <td>Community Trust</td> </tr> </table> |   |   |                       |  |  |  |  |  |  |  |  | <input type="radio"/> | Sole Trader*        | <input type="radio"/> | Company                    | <input type="radio"/>                             | Partnership | <input type="radio"/> | An Incorporated Society ( <i>under the Incorporated Societies Act</i> ) |  |  |  |  | <input type="radio"/> | Charitable Trust<br><i>(under the Charitable Trusts Act)</i> | <input type="radio"/> | Statutory Trust<br><i>(e.g. a trust under the Anglican Church Trusts Act 1981)</i> | <input type="radio"/> | Private Trust<br><i>(includes trusts declared to be charitable for tax purposes)</i> | <input type="radio"/> | Government Department | <input type="radio"/> | State Owned Enterprise | <input type="radio"/> | City Council | <input type="radio"/> | Health Board | <input type="radio"/> | Public Education Institution<br><i>(e.g. polytechnic, college of education, university,</i> | <input type="radio"/> | Community Trust |
| <input type="radio"/>   | Sole Trader*  | <input type="radio"/>                             | Company   | <input type="radio"/> | Partnership  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| <input type="radio"/>   | An Incorporated Society ( <i>under the Incorporated Societies Act</i> )   |   |   |                       |  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| <input type="radio"/>   | Charitable Trust<br><i>(under the Charitable Trusts Act)</i>  | <input type="radio"/>                             | Statutory Trust<br><i>(e.g. a trust under the Anglican Church Trusts Act 1981)</i>          | <input type="radio"/> | Private Trust<br><i>(includes trusts declared to be charitable for tax purposes)</i> |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| <input type="radio"/>   | Government Department   | <input type="radio"/>                             | State Owned Enterprise  | <input type="radio"/> | City Council   |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| <input type="radio"/>   | Health Board  | <input type="radio"/>                             | Public Education Institution<br><i>(e.g. polytechnic, college of education, university,</i> | <input type="radio"/> | Community Trust  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| <b>Sole trader declaration</b><br><i>(this declaration is only applicable to applicants operating as Sole traders, please see section 11, note 2 for clarification on this declaration)</i> | <p>Sole Trader consent is required under section 548A(1)(b) of the Education and Training Act 2020, for the Ministry of Education (authorised under Part 5 of the Data and Statistics Act 2022) to disclose data held in Statistics New Zealand Integrated Data Infrastructure related to your service.</p> <p>This consent only applies to data disclosed at the level of an early childhood service and will solely be used for the purposes of developing or using tools relating to the provision of funding to early childhood services, i.e., an equity index, as provided for in section 548A(1) of the Education and Training Act 2020.</p> <p>The privacy of the children and families is protected, as data in the IDI is governed by robust confidentiality rules and is de-identified.</p> <p>You may withdraw your consent at any time by notifying the Ministry in writing.</p> <table border="1"> <tr> <td><input type="radio"/></td> <td>I authorise consent</td> <td><input type="radio"/></td> <td>I do not authorise consent</td> </tr> </table> <table border="1"> <tr> <td>Signature</td> <td>Date</td> </tr> </table>   |   |   |                       |  |  |  |  |  |  |  |  | <input type="radio"/> | I authorise consent | <input type="radio"/> | I do not authorise consent | Signature   | Date        |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| <input type="radio"/>   | I authorise consent   | <input type="radio"/>                             | I do not authorise consent  |                       |  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| Signature   | Date  |   |   |                       |  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| Address of the proposed Service Provider  | <p><b>Street Address</b></p> <p>Suburb / District</p> <table border="1"> <tr> <td>Town / City</td> <td>Postcode</td> </tr> </table> <p>Phone Number</p> <table border="1"> <tr> <td>Email</td> <td><input type="radio"/></td> <td>Tick if this email can be made publicly available</td> </tr> </table>   |   |   |                       |  |  |  |  |  |  |  |  | Town / City           | Postcode            | Email                 | <input type="radio"/>      | Tick if this email can be made publicly available |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| Town / City   | Postcode  |   |   |                       |  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |
| Email   | <input type="radio"/>   | Tick if this email can be made publicly available |   |                       |  |  |  |  |  |  |  |  |                       |                     |                       |                            |   |             |                       |   |  |  |  |  |                       |  |                       |  |                       |  |                       |                       |                       |                        |                       |              |                       |              |                       |   |                       |                 |

|   |   |   |
|---|---|---|
|   | ELI Email <a href="#">The Early Learning Information (ELI) system</a> |   |
|   | Website   |   |
| <i>If different from Street Address</i> | <input type="radio"/>   | Tick this box if the <b>service's postal address</b> is the same as above |
|   | <b>Postal Address</b>   |   |
|   | Suburb / District   |   |
|   | Town / City   | Postcode  |

## 2. Change in Service name/Address/Contact Details/Type

*Information provided in this section may be included in online Ministry of Education directories.*

Where the proposed service provider wishes to make changes to the name, address, contact details and type of the service the following section must be completed. Leave this section blank if the service details will not change.

|  |   |              |
|--|---|--------------|
| New Service Name   |   |              |
| <i>Note: Amendments to the address may only relate to changes occurring to the details of the service's address – for example, corrections/changes to street name, postcode or numbering. Services may not change the location of the premises from which they are licensed to operate using an amendment application.</i> | <b>Street Address</b>                   |              |
|  | Suburb / District                       | Postcode     |
|  | Town / City                             | Phone Number |
|  | Email                                   |              |
|  | ELI Email                               | Website      |
|  | <b>Postal Address</b>                   |              |
|  | Suburb / District                       | Postcode     |
|  | Town / City                             |              |
|  |   |              |
|  | <i>If different from Street Address</i> |              |

|   |  |                           |                       |   |                       |
|---|--|---------------------------|-----------------------|---|-----------------------|
| <b>Service Type</b><br><br><i>If applicable, tick one only</i><br><i>Note: You only need to complete this section if you are applying to change your service type as part of the change of identity of the service provider. This will affect the service's funding rates. For example, if an education and care centre becomes affiliated to a Kindergarten association and can meet all requirements associated with operating as a kindergarten, the service provider can apply to change the service type to be funded at kindergarten rates.</i> | <b>Select the service type you are applying to change to</b> |                           |                       |   |                       |
|   | <input type="radio"/>  | Education and Care centre | <input type="radio"/> | Kindergarten (affiliated to a Kindergarten association) | <input type="radio"/> |
| <p><i>By completing this section, the applicant confirms they understand the change of service type will affect the service's funding rates. If the application is subsequently found to be incorrect and has resulted in any overpayments, this will need to be paid back to the Ministry of Education</i></p>   |  |                           |                       |   |                       |

### 3. Change of Service Provider Contact Person

If there is a proposed change in the person nominated as the contact person, this section must be completed. Leave this section blank if the service provider contact person details will not change.

|   |                   |  |  |
|---|-------------------|--|--|
| <b>Name of Service Provider Contact Person</b><br><i>This is the person nominated by the service provider to represent it and whose name will appear on the amended certificate of licence.</i><br><br><i>Note: Service provider contact, name, email and phone number may be included in the online directories.</i> | First Name        |  | Middle Names   |
|   | Family Name       |  |  |
|   | Address           |  |  |
|   | Suburb / District |  |  |
|   | Town / City       |  | Postcode   |
|   | Phone Number      |  | <input type="radio"/> Tick if the phone number can be included in online directories.  |
|   | Mobile Number     |  | <input type="radio"/> Tick if the mobile number can be included in online directories. |
|   | Email             |  | <input type="radio"/> Tick if the email can be included in online directories.         |

### 4. Change of Funding Contact Person

Where the proposed service provider wishes to change the person nominated as the funding contact person, this section must be completed. Leave this section blank if the funding contact person details will not change. If there is a change of bank account details, please complete and submit a RS2 form.

|  |             |  |              |
|--|-------------|--|--------------|
| <b>Name of Funding Contact Person</b><br><i>This person will receive financial forms</i> | First Name  |  | Middle Names |
|  | Family Name |  |              |

|  |                   |               |
|--|-------------------|---------------|
| <p>(eg RS7) from the Ministry of Education and be the contact for funding matters.</p> <p>Funding contacts need access to Pourato and Secure Data Portal to view early learning funding information. To review and request access, please complete the Early Childhood Education (ECE) Pourato and Secure Data Portal User Request (ESL-39) form on this page: <a href="#">How to get an Education Sector Logon   Applications &amp; Online Systems</a></p> <p>Note: Funding contact details will not be included in the online directories.</p> | Address           |               |
|  | Suburb / District |               |
|  | Town / City       | Postcode      |
|  | Phone number      | Mobile number |
|  | Email             |               |

## 5. Emergency Contact Person

The emergency contact person is an important link between the Early Childhood Education (ECE) service and the Ministry of Education during emergencies. In situations such as bomb threat, earthquake, and other serious incidents, fast and accurate communication helps keep children, staff, and the community safe.

We use the Mataara Emergency system to communicate quickly. The emergency contact provides a contact for sharing urgent information and receiving guidance from the Ministry or other agencies when assistance is needed onsite.

Accurate contact details are essential – delays or incorrect information can compromise safety and slow our response.

|  |              |               |
|--|--------------|---------------|
| <p>Emergency Contact Person<br/>This is the person who the Ministry will contact in an emergency.</p> <p>Note: Emergency contact details will not be included in the online directories.</p> | First Name   | Family Name   |
|  | Phone number | Mobile number |
|  | Email        |               |

## 6. Confirmation of Curriculum Framework Pathway

Please identify the curriculum framework pathway chosen by the service. For more information, please visit [Tāhūrangi - Te Whāriki Online](#)

|                              |                       |              |                       |               |
|------------------------------|-----------------------|--------------|-----------------------|---------------|
| Curriculum framework pathway | <input type="radio"/> | Te Ara Māori | <input type="radio"/> | Te Ara Whānui |
|------------------------------|-----------------------|--------------|-----------------------|---------------|

## 7. He Pānui Kōhungahunga – the Early Learning Bulletin

The Ministry publishes a regular bulletin which is emailed to service providers. The bulletin is the Ministry's way of communicating important information, changes and events happening in the early learning community.

Ensure that you read and engage with information in the bulletin to stay up to date and remain compliant.

If you would like the bulletin emailed to you (or others who are part of the proposed service provider), please add their information through the bulletin sign up page:

<https://govt.us10.list-manage.com/subscribe?u=373954a1e5499801180060837&id=93430945e7>

## 8. Declaration for Proposed Service Provider

The authorised person (or person completing the application on behalf of) from the proposed service provider must complete the declaration below.

### Declaration

- I confirm that to the best of my knowledge the information I have provided for this application is correct and accurate
- I understand that no change may be made to the identity of the service provider until the application has been assessed by the Director of Regulation
- I confirm that all educators in the service will receive gain or reward for their work as an educator (Home-Based services only) *See section 11, note 3.*
- I understand the privacy statement in this application.

|                                |            |                    |
|--------------------------------|------------|--------------------|
| Full name of authorised person | First Name | Family Name        |
| Signature                      |            | ( DAY/MONTH/YEAR ) |

## 9. Service Provider Contact Person Declaration

This section must be completed if there is to be a change of service provider contact person.

The proposed service provider contact person must complete and sign this section.

As the proposed service provider contact person, I confirm that I meet, and will continue to meet, the requirements of a service provider contact person (*see section 11, note 1*)

|  |            |                    |
|--|------------|--------------------|
| Full Name of proposed Service Provider Contact Person ( <i>if applicable</i> ) | First Name | Family Name        |
| Signature  |            | ( DAY/MONTH/YEAR ) |

## 10. Documentation Checklist

To assist you, the following checklist shows the documentation that you must provide to the Applicant for them to submit with the application. If you have any questions talk to the Applicant or visit our Ministry website.

### Change of ownership including through sale and purchase (provide documents for 1 to 6)

|    |                       |   |
|----|-----------------------|---|
| 1) | <input type="radio"/> | Certificate of incorporation as a company, charitable trust, or incorporated society if applicable.   |
| 2) | <input type="radio"/> | IRD notification of charitable tax status if applicable.  |
| 3) | <input type="radio"/> | Completed and signed EC9 Statutory Declaration. <a href="#">EC9 HB and CB Statutory Declaration to accompany an application to amend the service provider identity (January 2025) 0.pdf</a> |
| 4) | <input type="radio"/> | A list of names and roles of all persons involved in the governance of the proposed service provider.   |
| 5) | <input type="radio"/> | A completed RS2 change of bank account form (if applicable).  |
| 6) | <input type="radio"/> | If the service provider contact person is changing, please provide evidence they reside locally e.g. copy of a utility bill, tenancy agreement.   |

## 11. Information to Assist Applicants

### Note 1: Nominating a Service Provider Contact Person

The Education (Early Childhood Services) Regulations 2008 require a contact person to be nominated for each service for which a licence is sought, and this person's name is displayed on the certificate of licence. The service provider is legally responsible for meeting regulatory requirements, not the contact person. However, the contact person must:

- represent the service provider;
- be able to respond to the Ministry of Education as soon as practicable on any issue relating to licensing;
- have the authority to act on behalf of the service provider; and
- reside locally.

In relation to the last bullet point, a person will generally be considered to 'reside locally' if they live within the geographical boundaries serviced by the local Ministry of Education office. Contact your local Ministry of Education office to discuss further if you are unsure whether the contact person would meet this requirement.

### Note 2: Sole Trader Declaration

When the Data and Statistics Act 2022 came into force, the Ministry was no longer able to calculate and then release the equity index number from the IDI for non-public organisations to input into the funding calculations. In late August 2023, Parliament passed a change to the Education and Training Act 2020 that allows the Ministry to release this data. The term used in the legislation for releasing the equity index data is disclose.

For sole traders the equity index number is considered personal information, as it is information about an identifiable person (the sole trader). Therefore, the legislation requires the Ministry to obtain consent from sole traders to disclose the equity index number relating to the services they operate.

The information (i.e., your service's equity index number) we seek to release does not contain other personal information and is calculated based on the children attending your service at a service level. The privacy of the children and families using services is protected, as data in the Integrated Data Infrastructure is governed by robust confidentiality rules and is de-identified.

The legislation also authorises the Ministry to publish the equity index number for each service, which the Ministry does for the school's equity index. While we intend to provide each service with their number once calculated, decisions have yet to be made on publishing equity index numbers. Should the Ministry decide to publish equity index numbers, we will seek your permission separately.

In the event you do not agree to the index being released or withdraw your consent in the future, the Ministry will develop a bespoke equity index number for your service. This number may not accurately reflect the current circumstances of the children attending your service, which may affect your service's entitlement to equity funding.

Your consent will remain valid for the duration of your licence to operate your early childhood service. Should there be a change in ownership of your service to someone who intends to operate as a sole trader, the Ministry will seek a separate consent from the new owner when they apply for their licence.

### Note 3: Gain or Reward Requirement (home-based services)

Providing a quantifiable benefit to educators, that is some form of payment that directly benefits the educator and that relates to the amount of work they do, is required to meet the provision for gain or reward. There needs to be a clear link between the payment received and the work completed. For more information, please visit: [How providers can meet the gain or reward requirement](#)