



Dear Charter Vessel Operator,

Anyone who takes people fishing under the Amateur Fishing regulations where payment is made for the vessel and guide services is required to be registered as an Amateur-Fishing Charter Vessel Operator as a result of changes to the Fisheries Act 1996. This also means that you will need to report aspects of your fishing activity and catch for any trips undertaken.

FINNZ has been contracted by the Ministry for Primary Industries to provide these registration services.

So, what do you need to do?

Within this start-up pack, there are two types of application forms to register as an amateur-fishing charter vessel operator. **Only one of the two forms needs to be completed and returned to FINNZ**, as explained below.

Form 1. Complete this form to register and nominate approved users. Additional details regarding your vessel and personnel must be completed **online** before any charter fishing trips may be undertaken. This form has an application fee of \$27 (GST inclusive).

Form 2. Complete this form to register all aspects of your operation including vessel(s) and personnel. This will be entered manually by FINNZ. This form has an application fee of \$54 (GST inclusive).

If you intend to run charter fishing trips in early November please ensure that your completed application form and fee is returned to FINNZ by **20 October 2010** to make certain that you are registered in time.

What happens once the form is actioned by FINNZ?

If you completed Form 1 and paid the fee, you will receive confirmation of your registration and your nominated approved users will be emailed instructions on how to complete the verification process. Once verified, an approved user can apply to list any Vessels and any Skipper / Guides that are involved in your business.

If you completed Form 2 and paid the fee, you will receive confirmation of your registration and FINNZ will complete the listing process of your vessel(s) and personnel.

What do I need before I take a charter trip?

As part of the listing processes, FINNZ will check that your vessel details match those held by Maritime NZ. If you are aware that Maritime NZ's information may be out-of-date, please provide some additional evidence that your MNZ / MSA number and Name are correct – this may be a photo showing both number and name or any other official documentation such as a survey letter/certificate. This will ensure your vessel(s) are processed with minimal delay.

Once the Vessel listing process is complete, you will be sent a Vessel Listing Notification (VLN) and a catch activity return book for each vessel listed. Please ensure you familiarise yourself with the explanatory notes given in the front cover of the return book.

For all charter trips please be aware that both the VLN and a return form for the current charter trip must be on board the vessel and available for inspection at all times.

Please send your completed Form 1 **OR** Form 2, along with the necessary supporting documents and the fee for the correct amount to: FINNZ, PO Box 24441, Wellington 6140.

If you have any questions regarding this process please call our helpline on 0800 4 ACV HELP (0800 422 843).