

The Immigration Advisers Complaints and Disciplinary Tribunal

For more information visit www.justice.govt.nz/tribunals

IACDT Number _____

Which party are you? (please tick one)

- Complainant
- Immigration Adviser

Change of Personal Details

A When to use this form

Use this form if:

- Your contact information changes during the course of proceedings before the Tribunal;
- You authorise a person to represent you during the course of proceedings before the Tribunal; or
- Your representative's contact information changes during the course of proceedings before the Tribunal.

The contact information which the Tribunal holds is the official record for the purposes of serving documents in proceedings. Failure to maintain a current address, or to notify the Tribunal and other parties of any changes to that address, may result in you being deemed to have been effectively served documents which you did not in fact receive.

B How to complete this form

- You must complete this form in English.
- Use CAPITAL LETTERS if filling out by hand.
- Answer every question on the form unless instructed otherwise.

C Filing and Serving

You need to file this Change of Personal Details Form with the Tribunal and serve it on the other parties. Information on how to do this is provided at the end of this form and in the Tribunal's Practice Notes.

Part 1 Identify the Parties to the Complaint

Please answer all of the questions in Part 1

Which party to the complaint are you? (Please tick one)

- Complainant (person who made the complaint)
- Person subject to the complaint (the adviser)

Please provide the following details of the parties to the complaint:

Name of complainant (if known)

And

Name of immigration adviser

IACDT number

Part 2 Contact Details

Who should we contact about matters involving this claim? (Please tick one)

- Contact me
- Contact my representative

Part 2A Personal Contact Details

Please fill in ALL fields with your CURRENT contact details:

Surname(s)
First name(s)
Company name (if applicable)
Occupation

Address for service

Street
Suburb
City/town
Post code
Country

Daytime contact phone number
Mobile
Email address

Part 2B Representative's Contact Details (if applicable)

You are entitled to represent yourself or have a **lawyer** represent you. You need leave of the Tribunal to have a non-lawyer representative appear on your behalf; leave is not granted as a matter of course.

Please tick the appropriate box:

- I am representing myself (move on to Part 3).
- I am being represented by a practising lawyer (please provide your representative's contact details in the section below).
- The Tribunal has granted leave for me to be represented by a non-lawyer (please provide your representative's contact details in the section below and attach a copy of the Tribunal's decision granting leave).

Please fill in ALL fields with your representative's CURRENT contact details:

Representative's full name(s)
Company name (if applicable)

Address for service

Street
Suburb
City/town
Post code

Contact details

Daytime contact phone number ()
Mobile
Email address

Part 3 Signature

By signing this form, you are certifying that the information contained in this form is true and correct, to the best of your knowledge.

If you are completing this form electronically, you may type your full name in the 'Your Signature' box in lieu of providing a written signature.

Your Signature

Date / / (dd/mm/yyyy)

Part 4 Checklist

Before you file this form with the Tribunal, please check that you, or your representative, have:

- Answered every applicable question.
- Signed and dated this form.

You must serve a copy of this form on all other parties.

Part 4A Filing and Serving your Change of Personal Details Form

The easiest way to file this form with the Tribunal is by email, addressed to: IACDT@justice.govt.nz

The Tribunal will also treat the document as having been sufficiently served on another party, if:

- You copy that party into the email used to file the documents with the Tribunal, and
- That party provides you with an email expressly acknowledging receipt of service.
- You have used the email address on file for that party

If you are unsure, please check with the Tribunal to confirm that you have correct email addresses for the other parties.

For information on how to file and serve this form, please refer to the Tribunal's Practice Notes which are available on its website.

NOTE: If the document you are filing and serving by email is larger than ten pages in length, you must also send or deliver a paper copy to the Tribunal and to each party.

Tribunal Contact Details

Immigration Advisers Complaints and Disciplinary Tribunal
Tribunals Unit
Private Bag 32-001, Featherston Street, Wellington 6011

Ph: (04) 4626660

Fax: (04) 4626686

Email: IACDT@justice.govt.nz

www.justice.govt.nz/tribunals