**New Ministry of Business, Innovation & Employment (MBIE) client registration form for the Investment Management System (IMS) portal**

New MBIE clients must be registered and provided with a log-in name and password, to enable access to the IMS portal online system to submit and monitor proposals/applications.

Please complete this form and email to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz). The registration process will take 24 hours. Once registration is complete the contact person (as per below) will receive an automated email advising the login and temporary password. The temporary password will last 48 hours.

|  |  |
| --- | --- |
| Organisation/Business/Company details (this is the applicant’s details) | |
| **Full trading name\*** |  |
| **Full legal name (if different from above)\*** |  |
| **Type of entity (legal status)** |  |
| **Physical address\*** |  |
| **Postal address (if different from above)\*** |  |
| **NZ Companies Office registration number** |  |
| **NZ Business number** |  |
| **Website address** |  |
| **Office phone number** |  |
| **Office email address (if applicable)** |  |
| **GST number** |  |
| **What fund/grant are you applying for** |  |
| Contact person (portal user who will be completing the application) | |
| **Salutation\*** |  |
| **Full name\*** |  |
| **Title or position\*** |  |
| **Cell phone number** |  |
| **Email address\*** |  |
| **User or Super user\*”** |  |
|  |  |

**Note**: It is very important the correct **legal name** as registered on NZ Companies Register is provided (not trading name); one that MBIE can enter a legal agreement with. An incorrect legal name may cause delays.

**\*** Denotes mandatory field

“ A super User is able to submit proposals to MBIE on behalf of the organisation/business/company. A User can only enter details in the proposal but is not able to submit the proposal.