Investment Management System

Access Request Form

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| The Investment Management System (IMS) is MBIE’s secure online portal for managing funding applications.  Complete this form to receive an IMS login and password. Email the completed form to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)  Note: If you are applying for funding on behalf of a University, Crown Research Institute, or similar organisation, contact  your organisation’s research office for IMS access.  We will process your form within 24 hours. When complete, the contact person (as noted below) will receive an automated  email with the IMS login and temporary password. The temporary password will last 72 hours. |

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| **Organisation details** (applicant’s details) *An asterisk \* denotes mandatory information* | |
| **\*Full legal name** *(e.g. as listed on NZ Companies Register)* |  |
| **Full trading name** *(if different from above)* |  |
| **Type of entity** *(legal status)* | *Circle one of the following:* Company/ Trust/ Individual/ Other (please state) |
| **GST number** *(if registered)* |  |
| **NZ Business number** *(NZBN, if applicable)* |  |
| **NZ Companies Office registration number** *(if applicable)* |  |
| **\*Office phone number** |  |
| **Office email address** *(if applicable)* |  |
| **\*Postal address** |  |
| **\*Physical address** *(if different from above)* |  |
| **Contact person** (who will be completing/submitting the application) *An asterisk \* denotes mandatory information* | |
| **\*Salutation** | *Circle one of the following:* Miss / Ms / Mrs / Mr / Dr / Professor / Associate professor / Assistant professor |
| **\*Full name\*** |  |
| **\*Job title or position** |  |
| **Phone number** |  |
| **\*Email address** |  |
| **What fund/grant are you applying for?** |  |
| **Level of access:**  *Note: All organisations require at least one Superuser* | *Circle one of the following:*  **User** (create and update applications, but not submit them) **Superuser** (submit funding applications to MBIE) |
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