

Application for Funding Express Applications



Completing this form

Please complete all sections. Square brackets and italics indicate guides. Please see the PGF website for further support.

Submitting your application

All completed forms must be emailed to PGF@mbie.govt.nz with "PGF Express" in the subject line. If you are a Trust (or applying on behalf of a Trust), then you must provide a copy of your Trust Deed.

Next Steps

Applications will be assessed for eligibility, as well as how well they will deliver on the aims of the Provincial Growth Fund. One of our team will be in contact regarding your application.

Public disclosure

The Provincial Development Unit is responsible for leading the Provincial Growth Fund's design, administration and monitoring its operation in consultation with other government agencies. In the interests of public transparency, successful applications may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982. Please identify by highlighting any information in your application that you regard as commercially sensitive or as personal information for the purposes of the Privacy Act 1993.

PROACTIVELY RELEASED

Part A: Key Details

1. Proposal Title:

2. Please provide a very brief description of the project/activity:

Zenitec is a family business manufacturing a range of specialty textile-based products. These include the Harvestwear brand of Fruit Care Products since 1986 and the Clogger brand of Chainsaw Protective Clothing since 1994. Our products are sold throughout New Zealand and Australia, mainly through resellers of safety clothing, dealers in chainsaws and associated equipment, **Commercial Information**

Over the years we have enlarged our product range to become the specialists in chainsaw protective clothing providing for the specific needs of the arboriculture industry, the forestry industry, the utility sector, the wildland firefighting sector, and the rural and domestic sectors.

All manufacturing is carried out in Invercargill, NZ and we are committed to continuing to provide jobs for Southland people.

Our Mission is to make people's lives easier and our Vision is to lead the future in severe injury prevention globally.

This application seeks the financial support for three pieces of equipment to help remove blockages within the production areas of our product, while also allowing us to meet the customer demand we have been experiencing.

This equipment also adds to our capabilities meaning we can better provide for the needs of our customers. The purchase of this equipment is in line with our Mission to make better product that will make people's lives easier, and with our Vision in that it helps to establish us as the leaders on the world stage.

The pieces of equipment we require include:

1. Pattern Stitcher.
2. Spreading Machine and Table.
3. Heat Press with Laser Head.

3. Please provide the details of the applicant organisation/entity for which funding is being requested:

Legal Name:	Zenitec Holdings Limited
Entity Type:	Company
Registered Offices / Place of Business:	135 – 137 Ettrick Street, Invercargill
Identifying Number:	Company Number – 1760661
Organisation's Website:	https://www.zenitec.co.nz/

4. Please provide the contact details for a person as a key point of contact):

Contact Name:	Lincoln Smith		
Email Address:	Privacy of natural	Telephone:	Privacy of natural persons

5. Please describe the principal role or activity of the applicant organisation.

Manufacturing business

6. This project will be based in the region of:

7. What is the activity / funding start and end date?

Start Date:	<small>Commercial Information</small>	Completion Date:	<small>Commercial Information</small>
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8. Has this project / activity been previously discussed with any part of Government? Yes: No:

- If Yes, please describe which part of government, and what the outcome of the discussions were.

Recently we discussed our project with Mark Patterson, Senior Regional Advisor for Southland from the Provincial Development Unit as well as show Mark the facility, and what equipment is required to help grow the business to meet current demands and remove the blockage at points in our processes.

9. Have you previously received Government funding for this Project? Yes: No:

- If Yes, please list which part of the Government, when the funding was received, and how much under Q11.

10. Are you an overseas investor for the purposes of the Overseas Investment Act? Yes: No:
 To find out if you are an overseas investor, and find support, please visit the Overseas Investment Office [website](#).

11. Please set out the proposed sources of funding for the Project:

Source of Funding:	\$ (excluding GST)
Provincial Growth Fund Funding (through this application)	\$130,000
Zenitec Holdings Limited	\$ Commercial Inform
Total:	\$ Commercial Inform

Part B: Project Description

12. This application is: "a stand-alone activity" or "in support of a wider project"

13. If successful, is there likely to be a follow-on application? Yes: No:

14. Please provide a detailed description of this project for which funding is being applied, including the benefits arising from the project:

PGF funding is required to allow us to purchase equipment which will enable us to increase our productivity and meet the customer demands in a more-timely manner. There are a number of areas of our business where our efficiencies could be increased with the inclusion of more automated machinery. The brands and model numbers of these machines is commercially sensitive information.

The three pieces of equipment we require are:

- Pattern Stitcher:** Commercial Information or similar.
 This machine has the ability to perform a pre-programmed stitching pattern anywhere within a 1200 x 800 sewing field. We currently have a bottleneck in our production Commercial Information
 This speeds up the operation, while deskillling it, and will increase our capacity considerably.
- Spreading Machine and Table:** Commercial Information.
 This piece of machinery would replace our existing spreading machine and table which is over 20 years old. The new model incorporates many new features including the ability to connect electronically to the company network Commercial Information
 It has electronic end stops eliminating the need for manual setting of these. It has the ability to label pieces prior to cutting Commercial Information This machine will increase throughput of the fabric spreading operation.
- Heat Press with Laser Head:** Commercial Information
 This machine is a heat press that can apply labels off a roll rather than individual labels. The main feature is the addition of a laser head Commercial Information
 This system will revolutionise label longevity and durability Commercial Information

Commercial Information

Job Numbers

Provide the current number of jobs in your business	Comm
Provide the expected number of new sustainable jobs created through this project	Comme Fulltime
Provide the expected number of jobs during construction/installation of equipment into your business	
TOTAL	Commerca

Job Quality

Provide a profile of expected jobs, the level of skills and wages.

Please note that while these machines require an operator, with the numbers given below, having the additional capability and the fact that capacity restrictions will be removed, there is potential for several additional jobs to be required downstream from these operations for machinists, all of which would be at approximately \$ Commercial Info per annum.

Role	High-Skilled	Low-Skilled	Apprentice	Annual Wage
Pattern Stitcher		Com		\$ <small>Commercial Info</small>
Heat Press with Laser Head		Comme		\$ <small>Commercial Info</small>

Export opportunities

We export internationally and domestically. Currently our established international export market is Australia; however, we do have consumers in Japan, USA and Canada with our international exporting to USA and Canada only beginning in Commercial

For the year ended July 2019 the ratio of international to domestic exporting was Commerca % international and Commerca % domestic. While we envisage the equipment sourced through this application will help to increase our sales, we do not anticipate a major distortion in the current exporting ratio as stated above. However, we do expect our international exporting to increase over the coming years to approximately Com % of our sales.

Competitors

We have one NZ competitor who is based in Auckland, Commercial Information While they are stockists and sellers of a range of workwear which includes entry-level chainsaw protective garments similar to ours, we are the specialists in chainsaw protection and offer a full range of garments for every type of chainsaw work and industry. Internationally, we have competitors mainly in Europe, North America and China.

15. How does this project demonstrate additionality within the region?

Why the project is not already underway.

The last 3 years have included some major changes in Zenitec, including new product development, changes in the routes to market and entering new markets. Now that the groundwork has been done and sales are starting to be realized from the investment, we are finding that demand is outstripping our existing capacity. In addition, the forecasted growth as the market takes on our improved products, we are needing to look at ways of further increasing our capacity as well as our capabilities.

How the project provides a new asset and is not seeking maintenance funding.

These will be three new pieces of equipment. Any ongoing maintenance we will cover.

The benefit of Central Government funding (i.e. over alternative sources).

The benefits we see are that the Government is supporting companies like us that are spending a lot of money to provide staff/families with secure futures. We have been a business in operation for over 27 years, and are a mature, well established business. **Commercial Information**

however PGF investment will provide us the ability to accelerate the purchase of the equipment well before when we would have been able to.

Why this project will unlock the potential within the region.

Otago and Southland are well known for being the regions delivering excellence in the engineering and manufacturing sector. We have provided stable, well paid roles to our staff over the years, including minimal losses during the previous GFC. With the inclusion of this equipment we will be able to move more of our process into automation, which also provides the opportunity for our staff to learn new skills on more modern equipment.

16. How is the project connected to regional (and sector) stakeholders and frameworks?

Southland and Otago Regional Engineering Collective (SOREC)

SOREC is the incubator for building the capability and capacity of the Southland and Otago manufacturing engineering firms. SOREC will grow the region by increasing collaboration to successfully compete for new work, adopt new technologies/methodologies, and increase the calibre and number of regional apprentices. Through SOREC, the aim is to:

1. Increase cooperation across the regional firms for stronger competitiveness globally
 - Collaborate in bidding and securing work.
2. Transform local businesses to compete successfully in the rapidly changing industry
 - Share learnings
 - Adoption of new techniques and methodologies
 - Increase revenue and volume of work.
3. Shape 'fit for purpose' apprentices by enriching the national resources with regional solutions
 - Provide tailored apprenticeship schemes

We align to SOREC through our efforts to increase revenue and volume of work by investing in new machinery to help us grow. Leading technological advancement in the manufacturing sector in this way will help to create high value roles and increase output. In addition, our new equipment will enable any apprentices we might bring on to learn and develop on the most modern equipment.

17. How will your project lift productivity potential in the regions?

PGF Outcome	✓	How will the project positively or negatively impact this outcome in the region(s) identified?
1. Increase economic output	<input checked="" type="checkbox"/>	With the addition of the new machinery within our company, we will be able to increase the volume of work.
2. Enhance utilisation of and/or returns for Māori assets	<input type="checkbox"/>	NA
3. Increase productivity and growth	<input checked="" type="checkbox"/>	<p>With the purchase of the new equipment through this application, we will be able to increase productivity as we will have the equipment we need to accelerate the production and output needed to meet the demands of our customers.</p> <p>We are currently hindered in our processes due to a manual process which doesn't allow us to maximise our production. This equipment will ensure we can meet demands in a timely manner.</p>
4. Increase local employment and wages (in general and for Māori)	<input checked="" type="checkbox"/>	We will need to increase the number of jobs with the investment made into the new equipment. The new capabilities provided by the new equipment will open doors for us for sales which will in turn lead to the provision of jobs across all the production processes.
5. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	<input checked="" type="checkbox"/>	
6. Improve digital communications, within and/or between regions	<input type="checkbox"/>	NA
7. Improve resilience and sustainability of transport infrastructure, within and/or between regions	<input type="checkbox"/>	NA
8. Contribute to mitigating or adapting to climate change	<input type="checkbox"/>	NA
9. Increase the sustainable use of and benefit from natural assets	<input type="checkbox"/>	NA
10. Enhance wellbeing, within and/or between regions	<input checked="" type="checkbox"/>	We have a role to play in the sustainability of engineering and manufacturing in the Otago and Southland region. While we have links with many local firms in the region, we would be encouraged to be involved with collaborating more when the outsourcing of work is required.
Total number of outcomes project contributes to	5/10	

Part C: Project Delivery

18. Governance: Please explain how you will deliver and manage the activity:

How will the activity be managed within your organisation?
This will be largely through the production Manager.

What procurement process has been undertaken (i.e. a selection of a provider), or will be, and how will that be managed?
Various options have been investigated to maximise the benefit to the company, [Commercial Information]. As to the selection of the brand for the pattern stitching machine, [Commercial Information] is the brand that we have proved to be reliable and of the best quality. 95% of our existing sewing machinery is [Commercial Information] brand. The NZ agent for [Commercial Information] has been in discussions with [Commercial Information] over getting the right machine for our application. For the spreading machine, we run [Commercial Information] CAD software and a [Commercial Information] computerized cutting machine so for compatibility we don't want anything other than [Commercial Information] [Commercial Information] also have a NZ based service office whereas none of the other options do.

What project management practices will be in place?
Being relatively simple projects, the production Manager will be using Smartsheet or a similar project managing tool to coordinate the installation, any construction work if needed, any production downtime during installation and training of personnel after commissioning.

The oversight / governance arrangements which are, or will be, put in place?
The Board is monitoring the expenditure and will be updated via the operations reports.

Who the key personnel are?
Lincoln Smith, Managing Director and [Privacy of natural persons] Production Manager.

19. What are the proposed deliverables if funding is approved?

#	Deliverable	Due Date	Associated Payment (ex-GST)
1	Funding Agreement executed and any pre-conditions are met or waived	31/11/2019	\$ [Commercial Information]
2	Pattern Stitcher installed	[Commercial Information]	\$ [Commercial Information]
3	Pattern Stitcher operational	[Commercial Information]	\$ [Commercial Information]
4	Spreading Machine and Table installed	[Commercial Information]	\$ [Commercial Information]
5	Spreading Machine and Table operational	[Commercial Information]	\$ [Commercial Information]
6	Quarterly report 1 of 4 submitted	[Commercial Information]	\$ [Commercial Information]
7	Heat Press with Laser Head Installed	[Commercial Information]	\$ [Commercial Information]
8	Heat Press with Laser Head operational	[Commercial Information]	\$ [Commercial Information]
9	Quarterly report 2 of 4 submitted	[Commercial Information]	\$ [Commercial Information]
10	Quarterly report 3 of 4 submitted	[Commercial Information]	\$ [Commercial Information]
11	Quarterly report 4 of 4 submitted	[Commercial Information]	\$ [Commercial Information]
12	Final Report submitted	[Commercial Information]	\$ [Commercial Information]
Total			\$130,000

20. Please provide a breakdown of the costs of the project:

Cost Description:	\$ (excluding GST)
Pattern Stitcher	\$ [Commercial Information] This is an estimate as final costs are not known as yet
Spreading Machine and Table	\$ [Commercial Information] This is an estimate as final costs are not known as yet
Heat Press with Laser Head	\$ [Commercial Information] This is an estimate as final costs are not known as yet
Total	\$ [Commercial Information]

21. What risks are associated with the delivery of this activity?

#	Risk	Mitigation approach	Rating
1	We lose current contracts with our main partners	<ul style="list-style-type: none"> - Improvements to capacity and capability will enhance delivery times and DIFOT as well as improving product features and benefits. We should not only retain current contracts but be able to fulfil new contracts better. 	Medium
2	Long lead times to buy new equipment ends up delaying the creation of new roles, and increase in productivity are not achieved.	<ul style="list-style-type: none"> - We will be able to utilise our existing equipment and suppliers to mitigate this, production won't stop. We will ensure that we have clarity from the supplier on the timeframes for delivery of the equipment. 	High
3	There is a lack of expertise to take up the roles required to operate the new machinery.	<ul style="list-style-type: none"> - Extensive training is provided by the equipment suppliers 	High
4	Demand for our product decreases.	<ul style="list-style-type: none"> - We have a well diversified business. We do not see a decrease in demand for our products occurring. 	Low

Part D: Declarations



- 22. The contracting entity is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices

- 23. Has this activity ever been declined Crown Funding in the past?

- 24. Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings?

- 25. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been insolvent or subject to an insolvency action, administration or other legal proceedings, or actively involved in any organisation which has?

- 26. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been adjudged bankrupt or is an undischarged bankrupt?

- 27. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been under investigation for, or been convicted of, any criminal offence?

- 28. Are there any actual, potential or perceived conflicts of interest that the applicant or any of the key personnel have in relation to this project.

“In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully...”

<https://www.oag.govt.nz/2007/conflicts-public-entities>

If you answered “Yes” to any question from 23 to 28, please provide a description below:

By completing the details below, the applicant makes the following declarations about its application for Provincial Growth Fund funding for the project ("application"):

- I have read, understand and agree to the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
- I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- I have obtained the permission of each member of the Project Team to provide the information contained in this application and those individuals are aware of, and agree to, the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- I consent to this application being publicly released if funding is approved. I have identified the commercially sensitive and personal information.
- The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the project. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the Provincial Development Unit by emailing PGF@mbie.govt.nz; and
- I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any contract awarded as a result of this application process.
- The applicant consents to the Provincial Growth Fund undertaking due diligence including any third party checks as may be required to fully assess the application.

Full name:

Lincoln Robert Smith

Title / position:

Managing Director

Signature / eSignature:

Privacy of natural persons

Date:

7th Oct 2019

Appendix 1 – Terms and Conditions of this Application

General

The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a request for Provincial Growth Fund (“PGF”) funding (each an “application”) has confirmed by their signature (or e-signature) on the application that these terms and conditions are accepted without reservation or variation.

The Provincial Growth Fund is a government initiative which is administered by the Provincial Development Unit, a unit within the Ministry of Business, Innovation and Employment. Any reference to the Provincial Development Unit in these terms and conditions, is a reference to MBIE on behalf of the Crown.

Reliance by Provincial Development Unit

The Provincial Development Unit may rely upon all statements made by any applicant in an application and in correspondence or negotiations with the Provincial Development Unit or its representatives. If an application is approved for funding, any such statements may be included in the contract.

Each applicant must ensure all information provided to the Provincial Development Unit is complete and accurate. The Provincial Development Unit is under no obligation to check any application for errors, omissions, or inaccuracies. Each applicant will notify the Provincial Development Unit promptly upon becoming aware of any errors, omissions, or inaccuracies in its application or in any additional information provided by the applicant.

Ownership and intellectual property

Ownership of the intellectual property rights in an application does not pass to the Provincial Development Unit. However, in submitting an application, each applicant grants the Provincial Development Unit a non-exclusive, transferable, perpetual licence to use and disclose its application for the purpose of assessing and decision making related to the PGF application process. Any hard copy application or documentation supplied by you to the Provincial Development Unit may not be returned to you.

By submitting an application, each applicant warrants that the provision of that information to the Provincial Development Unit, and the use of it by the Provincial Development Unit for the evaluation of the application and for any resulting negotiation, will not breach any third-party intellectual property rights.

Confidentiality

The Provincial Development Unit is bound by the Official Information Act 1982 (“OIA”), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. While the Provincial Development Unit intends to treat information in applications as confidential to ensure fairness for applicants during the assessment and decision making process, the information can be requested by third parties and the Provincial Development Unit must provide that information if required by law. If the Provincial Development Unit receives an OIA request that relates to information in this application, where possible, the Provincial Development Unit will consult with you and may ask you to confirm whether the information is considered by you to be confidential or still commercially sensitive, and if so, to explain why.

Use and disclosure of information

The Provincial Development Unit will require you to provide certain information, including personal information, on application forms if you wish to apply for funding. If you do not provide all of the information that is required on an application form, the Provincial Development Unit may be unable to process or otherwise progress your application.

MBIE will generally only use personal information provided in the application process for the purpose of administering the PGF which includes assessing an application you have submitted, contracting, monitoring compliance and reporting.

We may use personal information provided to us through the application for other reasons permitted under the Privacy Act (e.g. with your consent, for a directly related purpose, or where the law permits or requires it).

The Provincial Development Unit may disclose any application and any related documents or information provided by the applicant, to any person who is directly involved in the PGF application and assessment process on its behalf including the Independent Advisory Panel (“IAP”), officers, employees, consultants, contractors and professional advisors of the Provincial Development Unit or of any government agency. The disclosed information will only be used for the purpose of participating in the PGF application and assessment process, including assessment and ongoing monitoring, which will include carrying out due diligence. Due diligence may involve MBIE disclosing information to another MBIE business unit or relevant agency in order to assess the application and verify the information contained in the application and accompanying documents.

MBIE will generally not otherwise disclose personal information provided or collected through this application unless required or otherwise permitted by law. For example, we may seek your consent to undertake additional due diligence checks and request information from other relevant third parties. If an application is approved for funding, information provided in the application and any related documents may be used for the purpose of contracting.

In the interests of public transparency, if an application is approved for funding, the application (and any related documents) may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982.

Limitation of Advice

Any advice given by the Provincial Development Unit, any other government agency, their officers, employees, advisers, other representatives, or the IAP about the content of your application does not commit the decision maker (it may be Senior Regional Officials, Ministers or Cabinet depending on the level of funding requested and the nature of the project) to make a decision about your application.

This limitation includes individual members of the IAP. The IAP's recommendations and advice are made by the IAP in its formal sessions and any views expressed by individual members of the IAP outside of these do not commit the IAP to make any recommendation.

No contractual obligations created

No contract or other legal obligations arise between the Provincial Development Unit and any applicant out of, or in relation to, the application and assessment process, until a formal written contract (if any) is signed by both the Provincial Development Unit and a successful applicant.

No process contract

The PGF application and assessment process does not legally oblige or otherwise commit the Provincial Development Unit to proceed with that process or to assess any particular applicant's application or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this application and assessment process does not give rise to a process contract.

Costs and expenses

The Provincial Development Unit is not responsible for any costs or expenses incurred by you in the preparation of an application.

Exclusion of liability

Neither the Provincial Development Unit or any other government agency, nor their officers, employees, advisers or other representatives, nor the IAP or its members will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this application and assessment process, including without limitation:

- a) the assessment process
- b) the preparation of any application
- c) any investigations of or by any applicant
- d) concluding any contract
- e) the acceptance or rejection of any application, or
- f) any information given or not given to any applicant(s).

By participating in this application and assessment process, each applicant waives any rights that it may have to make any claim against the Provincial Development Unit. To the extent that legal relations between the Provincial Development Unit and any applicant cannot be excluded as a matter of law, the liability of the Provincial Development Unit is limited to \$1.

Nothing contained or implied in or arising out of the PGF documentation or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

Inducements

You must not directly or indirectly provide any form of inducement or reward to any IAP member, officer, employee, advisor, or other representative of the Provincial Development Unit or any other government agency in connection with this application and assessment process.

Governing law and jurisdiction

The PGF application and assessment process will be construed according to, and governed by, New Zealand law and you agree to
PGF Express Application Form

submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning your application.

Public statements

The Provincial Development Unit and any other government agency, or any relevant Minister, may make public in whole or in part this application form including the following information:

- the name of the applicant(s)
- the application title
- a high-level description of the proposed project/activity
- the total amount of funding and the period of time for which funding has been approved
- the region and/or sector to which the project relates

The Provincial Development Unit asks applicants not to release any media statement or other information relating to the submission or approval of any application to any public medium without prior agreement of the Provincial Development Unit.

Electronic signature

You can only file documents and information with us using an electronic signature if you're the signatory, or have authority to act on behalf of the signatory, and are using software that complies with our standards, in particular keeping records of transactions where an electronic signature has been used. Once a document with your electronic signature has been filed with us, we consider the information:

- has been provided with your full knowledge and agreement
- is authentic and accurate
- wasn't amended after your electronic signature was added to the document, unless a change has been clearly marked on the document.

You're responsible for:

- safeguarding how and when your electronic signature and credentials are used on documents and information
- managing who has authority to use your electronic signature on your behalf, for example, a chartered accountant.

If your electronic signature on a document or information is filed with us, you won't be able to dispute having signed and approved the document or information. If we question the authenticity of an electronic signature or online transaction, you must be able to demonstrate on request the validity of the software used to apply your electronic signature to the document.

You must use electronic signature software that captures authentication, time and source details for any online transaction where a document with your electronic signature has been filed. These details must be held within the software itself, in the form of a file that:

- is maintained in its original form with no amendments, and
- can be provided to us, if requested, within a specified time.

The file must be treated as a record, as defined by the Companies Act 1993, and a business record as defined by the Evidence Act 2006.

Appendix 2 - Operational criteria for all tiers of the Fund

Link to Fund and government outcomes

- Demonstrate the ways in which the project will contribute to lifting the productivity potential of the region
- Demonstrate how the project contributes to the Fund's objectives of:
 - more permanent jobs
 - benefits to the community and different groups in the community
 - increased utilisation and returns for Māori from their asset base (where applicable)
 - sustainability of natural assets (e.g. water, soil integrity, the health and ecological functioning of natural habitats)
 - mitigating or adapting to climate change effects, including transitioning to a low emissions economy
- Clear evidence of public benefits (i.e. benefits other than increased profitability for the applicant)
- Are in a Government priority region or sector

Additionality

- Project is not already underway, does not involve maintenance of core infrastructure or assets (except for rail and transport resilience initiatives), and does not cover activities the applicant is already funded for (funding could be considered to increase the scale of existing projects or re-start stalled projects)
- Demonstrated benefit of central Government investment or support
- Detail of any supporting third party funding (and any funding sought unsuccessfully)
- Acts as a catalyst to unlock a region's productivity potential
- Demonstrated links to other tiers of the Fund and related projects, to maximise value of Government investment

Connected to regional stakeholders and frameworks

- Evidence of relevant regional and local support, either through existing regional development mechanisms, or through another relevant body such as a council, iwi or other representative group (or reasons for any lack of local support)
- Has been raised and discussed with the region's economic development governance group
- Alignment with, or support for the outcomes of, any relevant regional development plan, Māori development strategy or similar document (whether regional or national)
- Demonstrated improvement in regional connectedness (within and between regions)
- Leverage credible local and community input, funding, commercial and non-commercial partners
- Utilise existing local, regional or iwi/Māori governance mechanisms

Governance, risk management and project execution

- Evidence of robust project governance, risk identification/management and decision-making systems and an implementation plan appropriate to the size, scale and nature of the project
- Future ownership options for capital projects, including responsibility for maintenance, further development, and other relevant matters
- Benefits and risks clearly identified and quantified, depending on the scale of the initiative
- Evidence of potential exit gates and stop/go points, and a clear exit strategy
- Clearly identifies whole of life costs (capital and operating)
- Dependencies with other related projects are identified
- Evidence of sustainability after conclusion of PGF funding
- Adequacy of asset management capability (for capital projects)
- Compliance with international obligations (where relevant)