

Decide which type of PI Licence you require

Do you operate as
Individual / Sole Trader

Either

Advertising for work /
Working on your own
behalf seeking clients /
Hiring contractors

Individual Licence Form

<https://www.justice.govt.nz/assets/Documents/Forms/B-Application-for-an-Individual-Licence-form.pdf>

**If you trade as any other
name you must seek
approval from PSPLA
[Sect 39 PSPLA Act]**

<https://www.legislation.govt.nz/act/public/2010/0115/latest/DLM1594432.html>

But you cannot trade
with "Limited" in your
name

Do you operate your business by way
of

A Limited Liability Company

Company licence Form

<https://www.justice.govt.nz/assets/Documents/Forms/D-Application-for-a-Company-Licence-form.pdf>

Every working director requires

Certificate of Approval Form

<https://www.justice.govt.nz/assets/Documents/Forms/A-Certificate-of-Approval-Application-form.pdf>

If there are more than one director

Company Officer Form for each
other director

<https://www.justice.govt.nz/assets/Documents/Forms/E-Company-Officer.pdf>

Do you operate as

A Contractor working
only for a licenceholder

Certificate of
Approval Form

<https://www.justice.govt.nz/assets/Documents/Forms/A-Certificate-of-Approval-Application-form.pdf>