

## Statutory appointment

- People who are not MPI employees
- Change of role or change of suitability



### Adding an additional appointment to an existing one

- 1) Complete an application for the additional appointment and include information about the existing one. This is so that both appointments appear on the statutory appointment card.
- 2) A new statutory appointment card will be issued.
- 3) The expiry date will be the expiry date for the earliest appointment.

### Advising MPI that a person is no longer in a statutory appointment role

- 4) This applies whether the person has left the organisation or moved to a different role within the organisation or the organisation is no longer doing work requiring a statutory appointment.
- 5) The manager is responsible to use their best endeavours to retrieve the statutory appointment document and card and return them to MPI with the date the statutory appointment role finished.
- 6) If unable to retrieve the statutory appointment document and card, email the full name of the appointee, appointments held and date statutory appointment role finished to [appointments@mpi.govt.nz](mailto:appointments@mpi.govt.nz)

### Advising MPI of a change of suitability

- 1) This applies whether it is the person's fitness, propriety or ability to meet the technical competence requirements that has changed, e.g. a conviction or hasn't updated to a new technical competency.
- 2) Include the full name of the appointee and appointments.
- 3) Attach additional information about suitability.
- 4) Email to [appointments@mpi.govt.nz](mailto:appointments@mpi.govt.nz)
- 5) The Statutory Appointments Processing Centre will acknowledge receipt and forward the information to the appointing authority for assessment.
- 6) You and the appointee will be contacted about the next step.