**Please complete all the fields. If filling in by hand, attach additional pages if more space is required.**

**Part 1: Contact Details**

|  |  |  |
| --- | --- | --- |
| **Name**  The person seeking information about starting a business or with a business idea.  If this relates to an existing business, please use the Existing Business Registration Form. | Title - Ms/Miss/Mrs/Mr | |
| First Name | |
| Last Name | |
| **Contact details** | **Landline** |  |
| **Mobile** |  |
| **Email** |  |
| **Address** | **Postal** |  |
| **Physical** |  |
| **Have you previously received support from Te Puni Kōkiri?**  If so, what for? | List date, support received and outcome | |

**Part 2: Information about you for statistical purposes**

|  |  |  |
| --- | --- | --- |
| **Affiliation** | Hapū | |
| Iwi | |
| Unknown |  |
| **Gender** | Male | Female |
| **Age (years)**  Check one | Under 20 20 – 29 30 – 39 40 – 49  50 – 59 Over 60 | |
| **What is your primary employment status?**  Check one | Employed  Self-employed  Voluntary (Not for Profit) | Unemployed  Not actively seeking employment |
| **What is your highest educational qualification?**  Check one | No qualifications  Secondary School qualification (equivalent to NCEA Level 1-3)  Post school (excluding university) (equivalent to NCEA Level 4-6)  Bachelor degree (equivalent to NCEA Level 7-8) | Higher degree (equivalent to NCEA Level 9-10, or Master degree and Doctorate degree)  Other (please specify in field below) |
| Other | |
| **How did you hear about Te Puni Kōkiri Māori Business Growth Support?**  Check one | Friend  Family member  Websites  Social media | Newspaper/magazines  Referral (specify in field below)  Other (specify in field below) |
| Referral or Other | |

**Part 3: Information request**

|  |  |
| --- | --- |
| **What information or help do you need?** | For example:   * What is involved in starting a business? * How to write a business plan? * Where can I access money to help start a business? * How do I take my idea to the next stage? |
| **What will be your next step?** | Once you have the information you have requested, what do you think your next step will be? |

**Part 4: How much do you know about starting a business?**

The information provided below helps to identify the appropriate information resources for you.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Have you been in business before**? | | Yes | | | No | |
| **If yes, what happened?** | | |  | |
| **How much do you know about the business process or the potential of your idea?**  Check one | | Nothing, I am interested to learn more  I have done some research and talked with whānau, or other people in business | | | I have made a start on a business plan  I have got a draft business plan completed | |
| **What practical experience do you have that will help you in business?**  Check one | | None  Whānau has some business experience; I have helped them in business | | | I have worked in a small business; have helped with some of the management processes | |
| **How much do you know about the sector you want to enter?** Check one | | Nothing  Some, I have family/friends who have worked in the sector | | | Extensive, I have worked in the sector | |
| **What skills do you have that will help you?**  Check one  (For example, Excel, Word, financial management, business skills) | | None, very limited  Some NCEA/secondary school skills; able to do basics in office software | | | Computer literate but business skills limited  I have completed business skills courses (eg, IRD workshops, Te Wananga o Aotearoa) | |
| **Do you have money to invest in a business?**  Check one | | No  Talking to banks  Yes | If so, how much?  If so, how much? | | | |

### Privacy Statement

Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 1993. Organisations collecting personal information on Te Puni Kōkiri’s behalf will comply with the provisions of the Privacy Act 1993.

Te Puni Kōkiri requires the personal information requested in this document to understand your business growth support need and assess what information, advice or support may be provided.  We will use the information for this purpose only and not disclose your information unless authorised by you or as permitted by law.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong.

For a copy of your information, or to have it corrected please contact us at Te Puni Kōkiri PO Box 3943 Wellington.

### Registration Agreement

By registering for Te Puni Kōkiri Māori Business Growth support, I understand that:

1. Te Puni Kōkiri:
   1. may provide me with information, advice or support based on the information provided in this registration form;
   2. may be able to provide Te Puni Kōkiri-funded business support services as part of an agreed business growth plan;
   3. provides information, advice and support in good faith, but takes no responsibility for any aspect of my business idea or business;
   4. cannot vet my business for the purposes of funding or any other purpose; and
   5. cannot provide finance for my business, but may be able to help you access it from other sources.
2. Should I receive Te Puni Kōkiri funding for business growth support, summary details (business name, short description and amount) will be published on Te Puni Kōkiri website, subject to privacy and commercial sensitivity provisions in the Official Information Act 1983.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |