

Step by step guides for financial advisers looking to engage with a financial advice provider:

If you're registering on the FSPR to provide the 'financial adviser' service, you need to be engaged by a financial advice provider (FAP). It's now a 2-step process to record the engagement on the Financial Service Providers Register (FSPR).

- If you initiate the linking, the FAP must confirm or decline the engagement.
- If the FAP initiates the linking, you must confirm or decline the engagement.

How to initiate a link to a FAP:

You can only link to a FSP who is registered and offers the 'financial advice provider' service. To do this, you will need their name and FSP number. You'll also need to record whether you will be operating under the FAP's dispute resolution scheme (DRS) or your own. This is a 2-step process. Once you've submitted your update, the FAP will need confirm your engagement to complete the linking.

Step 1:

As you will be updating your registration details on the FSPR, you'll need to have:

- a RealMe® login
- an online services account with the FSPR
- authority to update records on behalf of the financial advice provider.

Then follow these steps:

1. Log in to your online services account using your RealMe ID and password.
2. Locate your registration in the 'FSP Registrations' tab of your dashboard.
3. On the 'View FSP details' screen, select the 'Financial Services' tab followed by the 'Maintain Financial Services' button.
4. Scroll down to the 'Financial advice service' section where you'll see the financial advice providers, if any, that you're already linked to.
5. Select the 'Add Financial Advice Provider' button and search for the provider that has engaged you, using their FSP number or name.
6. Indicate whether or not you will be covered by their dispute resolution scheme (DRS).
Note – If you won't be covered by the FAPs dispute resolution scheme, you will need to join your own scheme. Once your link to the FAP is confirmed, you must update your DRS details on the register within 10 working days.

7. When you've finished updating your registration, select 'Next Step: Declaration'. Review and confirm the declaration.
8. Select 'Next Step: Review'. Review the information you have entered and tick the check box to confirm the information is true and accurate.
9. Select the 'Submit' button at the bottom right of the screen.

If you view your details now on the FSPR and look at the financial services you're registered to offer, you'll see that the financial advice provider you've linked to appearing as a pending engagement on the 'Financial Services' tab.

Step 2:

We will send an email to the FAP to advise them that you've indicated that you are now engaged by them. To complete the linking, the FAP will need to confirm your engagement. Once your engagement is confirmed on the register, we will email both you and the financial advice provider.

How to confirm or decline a financial advice provider engagement:

If a financial advice provider has started the linking process on the register, the process is slightly different. You will receive an email advising you that a financial advice provider has indicated that you have been engaged by them. You need to log in to the register and confirm or decline the engagement. You'll also confirm whether you will be operating under the FAPs dispute resolution scheme (DRS) or your own.

Follow these steps to confirm an engagement:

1. Log in to your online services account using your RealMe ID and password.
2. Locate your registration in the 'FSP Registrations' tab of your dashboard.
3. On the 'View FSP details' screen, select the 'Financial Services' tab followed by the 'Maintain Financial Services' button.
4. Scroll down to the 'Financial advice service' section where you'll see the financial advice providers, if any, that you're already linked to.
5. Select the financial advice provider engagement you wish to confirm, then select the 'Confirm Engagement' button.
6. Confirm whether or not you will be covered by their dispute resolution scheme (DRS).
7. When you've finished updating your registration, select 'Next Step: Declaration'. Review and confirm the declaration.
8. Select 'Next Step: Review'. Review the information you have entered and tick the check box to confirm the information is true and accurate.
9. Select the 'Submit' button at the bottom right of the screen.

If you now view your details on the FSPR and look at the financial services you're registered to offer, you'll see that the financial advisers you have engaged are appearing on the 'Financial Services' tab. We will send email confirmation to both you and the financial adviser advising that they've been linked to your licence.

How to decline a pending engagement:

To decline a pending engagement, log in to the register as above. Choose the option to 'Maintain financial services' then go to the 'Financial services' section. Now select the 'Decline Engagement' button.

Information provided by The New Zealand Companies Office

www.fsp-register.companiesoffice.govt.nz/