##### Host Organisation Registration Form

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| --- | --- |
| **Research Office Contact** |  |
| Full Name1 |  |
| Title  First Name  Middle Names  Surname |  |
|  |
|  |
|  |
| Email |  |
| Telephone |  |

|  |  |
| --- | --- |
| **Host Organisation** |  |
| Legal Name |  |
| Trading Name (*if different from above*) |  |
| Address (*Street, Suburb, City and Postcode*) |  |
| Generic Email |  |
| Website URL |  |
| National Organisational Identifier2  🞎 [New Zealand Business Number](https://www.nzbn.govt.nz/)  🞎 [Charity Registration Number](https://www.charities.govt.nz/) |  |
| GST Number (if registered)3 |  |
| [ROR](https://ror.org/) Identifier4 |  |
| [Organisation Type](https://github.com/new-zealand-research-information-system/nzris-codesets/blob/master/csv/organisation-type.csv)5 |  |
| Organisation Research Capability6 |  |

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes**

1. The named individual will be the contact person the Society will use for the Host Organisation. This individual is the person will have delegated responsibility for submitting and the sign off for your Organisation’s applications.
2. Please provide your organisations NZBN (<https://www.nzbn.govt.nz/>) or registered Charities Number (<https://www.charities.govt.nz/>).
3. A GST number is required if an application is successful and receives funding. More information about when you need to register is available here (<https://www.ird.govt.nz/gst/registering-for-gst>)
4. Please provide your Research Organization Registry number if available (<https://ror.org/>).
5. Using the NZRIS framework, provide your Organisation type (e.g., Government Department; Crown Entity; Crown Research; SOE; PFA4/4A Company; Secondary School; Primary School; Regional Council; Territorial Authority; Council-controlled Organisation; Mixed Ownership; For-Profit Entity; Not-for-profit Organisation; Other.). <https://github.com/new-zealand-research-information-system/nzris-codesets/blob/master/csv/organisation-type.csv>
6. Please provide a description of the Organisation’s research capability (i.e., how you have internal capability to carry out substantive research, science, technology or related activities). Please describe previous research projects, if possible, your organisation has undertaken.