

Renewing your Business' Accreditation: How to Stay Compliant and Audit-Ready

Renewing your business' accreditation with Immigration New Zealand (INZ) is more than a purely administrative task—it's a vital part of maintaining the ability to hire migrant workers and demonstrate a commitment to fair and lawful employment practices.

With audits becoming more common, employers must be proactive, organised, and informed. Here's how to stay ahead of the curve.

Start Early and Be Prepared

The renewal process should begin well before your current accreditation expires. Early preparation gives you time to gather the necessary documentation, update internal policies, and resolve any unexpected issues. Waiting until the last minute can lead to unnecessary stress and risk delays in your ability to employ or retain migrants.

Review INZ's current requirements and ensure your HR, recruitment, and workplace policies reflect any recent changes in legislation or operational practices.

Your business' documentation must be clear, consistent, and aligned with INZ standards. This includes employment agreements, training records, and evidence of compliance with employment and immigration laws.

Show Your Business' Commitment to Good Employment Law Practice

INZ looks favourably on employers who demonstrate good faith in their recruitment and employment processes. Providing evidence of genuine recruitment efforts, competitive pay, and a focus on employee wellbeing can strengthen your renewal application. It's not just about ticking boxes—it's about showing that your organisation values integrity and fairness.

Be Audit-Ready with Smart Record-Keeping

Accredited employers may be audited at any time. Robust record-keeping is your best defence.

Maintain up-to-date employment agreements, wage and time records, and leave documentation. Keep detailed records of your business' recruitment processes, including copies of job advertisements, interview notes, reference checks, and the rationale for hiring migrant workers instead of any local applicants.

You should also retain evidence of visa checks and right-to-work verifications, including copies of visas and correspondence with INZ.

Training and induction records—especially those sent to migrant workers to support their settlement — should be easily accessible.

Don't forget to keep copies of your workplace policies and proof that they've been communicated to staff.

Finally, archive all correspondence with INZ and MBIE, including application submissions, responses, and site visit notes.

The Bottom Line

Renewing your business' INZ accreditation doesn't need to be daunting. With early planning, thorough documentation, and a commitment to compliance, you can ensure a smooth renewal process and be fully prepared for any audit. If you need support, Duncan Cotterill's immigration team is here to help.

Contact our immigration team today for expert advice tailored to your situation.

Contact us



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