

**VARIATION OF REGISTRATION**  
**APPLICATION**  
**(CHECK LIST)**

- Application Form AF1003
- Copy of Initial Approval Letter
- Cover Letter
- Business Proposal
- NZD\$ 750.00 Application Fee
- Other supporting documents if necessary to proposed changes   
(Sales & Purchases agreement, Tenancy agreement, Lease documents, Incorporation letter, Support letter)

Note:

1. The documents above must be submitted along with your completed Variation of Registration Form.
2. All documents are to be submitted to BTIB Office by the 7<sup>th</sup> day of the month in order to be considered at the monthly sitting.