

How to register your workers on the Critical Services Register under Phases 2 and 3 of the Omicron Response

This guidance only includes information on how to fill out the registration form. For more information about the scheme, see the guidance on our Practical Advice page.

This is a new registration system. Even if your business has previously registered as an essential business or to allow workers to travel across an Alert Level boundary, you will need to re-register. The application form should take about 10 minutes to complete. Registrations are open now.

Guidance on completing the registration form

1. Get a NZBN

You need to have a NZBN account for your business. You can login, or apply for an account, [here](#). You will also need a RealMe login. If you have not yet created a NZBN account, additional steps will be required to link your business to your new NZBN account, and authorise you as a user. We recommend you create an NZBN account for your business now, even if you do not need it today.

2. Login

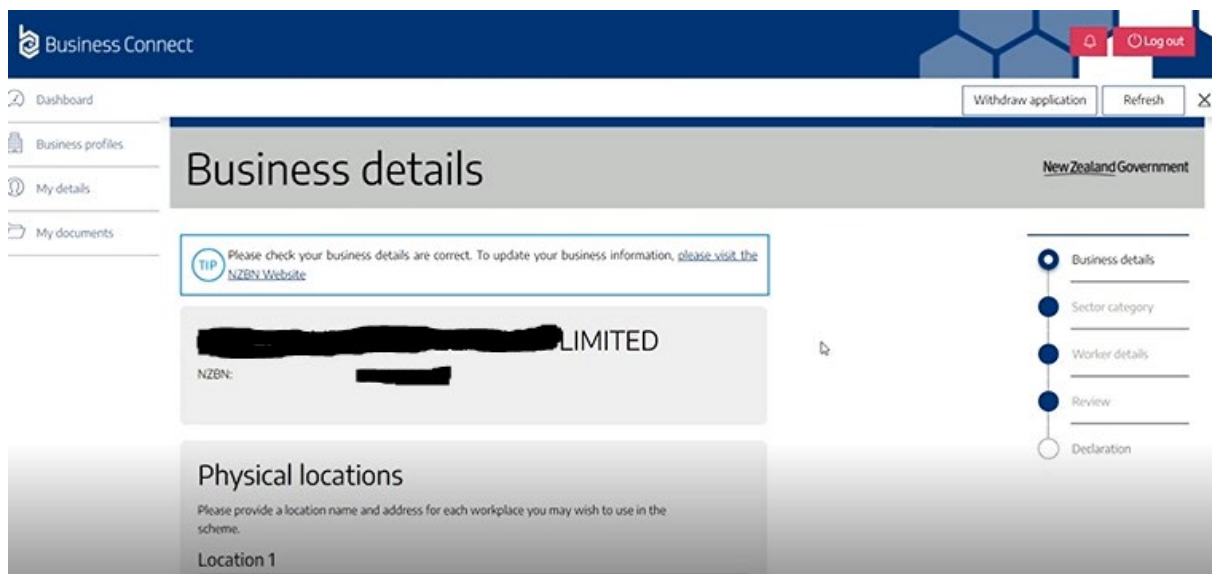
Once you have a NZBN account, you need to [log into Business Connect here](#).

3. Available services

Once logged in, select “Close Contact Exemption Scheme Critical Services Register”.

4. Business details

The name and NZBN of your business should be automatically populated, as below.



The screenshot shows the 'Business details' page in the Business Connect system. The page header includes the Business Connect logo and a 'Log out' button. A navigation menu on the left lists 'Dashboard', 'Business profiles', 'My details', and 'My documents'. The main content area is titled 'Business details' and includes a 'New Zealand Government' logo. A tip box states: 'Please check your business details are correct. To update your business information, please visit the NZBN Website'. Below this, the business name is partially redacted with black bars, followed by 'LIMITED'. The NZBN number is also redacted. A 'Physical locations' section follows, with instructions to provide location names and addresses. A sidebar on the right contains a progress indicator with steps: 'Business details' (selected), 'Sector category', 'Worker details', 'Review', and 'Declaration'. At the top right of the form area, there are buttons for 'Withdraw application' and 'Refresh'.

You will then be asked to provide details of each of the physical locations that you may want to use in the scheme. If you want to select more than one, fill in the details and click “Add another location”:

Business Connect

Dashboard

Business profiles

My details

My documents

Physical locations

Please provide a location name and address for each workplace you may wish to use in the scheme.

Location 1

Location name

Location address

Please enter a street address, for example 123 High Street. Location address cannot be a P.O. Box.

Region

+ Add another location

You will then be asked the total number of employees for your business:

Please enter the total number of employees for your business

Number of employees

20

[You need to record the number of employees along with their location. MPI has advised that the location(s) listed should be the location a worker/employee **primarily** works at. If an employee/worker works over several locations, only the primary location should be entered. For any further or secondary locations – do not re-enter or re-count the employee.]

We note that this page refers to employees rather than the broader term “workers”. We sought clarification from MPI as to whether or not the form is intended to include contractors. They advised that it will depend on the circumstances and contractual arrangements. Contractors can either register themselves or if the contractor is solely contracted to the business those workers may be captured as an employee for the purposes of this form.]

Lastly, you will be asked to confirm the contact details for your business related to the application. This will auto populate from your Business Connect contact details; however, you can override this if you like by clicking “Edit contact details”

Request contact details

This is the person we will contact if we have any queries about this request. We will use your Business Connect contact details by default. Alternatively, you can nominate someone else as the contact person for this request.

Please note: the information provided in this form on behalf of a business will be accessible by the owner of the Business Connect account, as well as by any other nominated individuals.

Name: [Redacted]
Phone number: [Redacted]
Email address: [Redacted]

Edit contact details

Once this page is completed, click “Save and continue”

5. Sector category

The first step is to select your primary business activity. For winegrowers, we expect this will be “Primary industry and related business services”. You will then need to select from one of two secondary activities: “Food production and manufacturing” or “Support services for food production”:

Primary business activity

Please select your primary business activity from the critical services list below. Some critical service activities may overlap, in which case select the most appropriate. If you have two very different activities for which you wish to register with the scheme, you will need to submit a separate registration for that activity.

Primary industry and related business services [Dropdown menu]

Select a secondary activity

- Food production and manufacturing
- Support services for food production

You then need to explain your Critical business purpose. This has a character limit, but you can attach additional materials if you would like. You will need to create something that is **specific to your business**.

Critical business purpose

Explain how your business operations fit with the sector selected above and why the service is critical.

[Redacted text area]

Remaining 7 characters

Business supporting evidence: (Optional)

You can also upload documentation to support your registration. Please consider if the information you have provided is relevant and supports your registration.

An example of what you could use/adapt is set out below:

The winery needs to operate over the critical harvest period (April/May) to ensure the grapes are picked. Failure to do so will result in significant social and economic harm to our business, our grape growers and to the wider community and beyond. Our entire year's income is dependent on the crop being successfully harvested. We will be operating in lockdown-like conditions but need a return to work pathway for asymptomatic close contacts as per the scheme.

Once you have completed this page, select "Save and continue".

6. Worker details

On this next page, you will provide some information about your *workers*. This is only brief at this stage, we anticipate you will need to provide more details about your workers if they become close contacts, and you need to order rapid antigen tests.

We understand this information is used to estimate the number of rapid antigen tests that may be required by your business.

You will be asked to enter the number of workers for each physical location you have listed at step 4 above. As noted above, the location(s) listed should be the location a worker/employee **primarily** works at. If an employee/worker works over several locations, only the primary location should be entered. For any further or secondary locations – do not re-enter or re-count the employee.

The grey box at the bottom of the page will automatically populate the total number of workers.

Worker details

Provide details about the number of workers who may be accessing the scheme at each of your business locations.

Please enter number of workers who may be accessing the scheme at this location

Number of workers

10

Total number of workers who you may require to use the Close Contact Exemption Scheme

10

Once you have completed this page, select "Save and continue".

7. Review

You will then be taken to a page where you can review all the information that you have entered.

Once you have completed this page, select "Save and continue".

8. Declaration

You will then need to review and complete a declaration, confirming that the information provided is up to date, accurate and complete at the time of submission. Please read both your information and the declaration carefully and only click "Submit" once you are satisfied that everything is accurate.

The declaration also includes an acknowledgement that your registration may be revoked if it is subsequently reviewed and found not to meet the criteria. In the event that that happened, you would be notified by email with an explanation. **If this happens, please let New Zealand Winegrowers know by contacting covidresponse@nzwine.com.**

What happens next

You will receive a confirmation email confirming your addition to the register, and your application number (an example is attached as an Appendix to this guidance). Keep this email safe, as it is one of the documents your workers will need to present in order to obtain rapid antigen tests.

If you do not receive a confirmation email in the first instance, we understand that if you log back in to Business Connect there is a blue button you can click on and the confirmation email will be resent. You should also check your junk/spam email folder, in case the email has ended up there.

If you have any feedback on, or difficulties in using the application form, please let NZW know via covidresponse@nzwine.com. If required, we can follow up with MBIE/MPI.