



# ACC request for shareholder information

Complete this form when you have a credit available on your ACC company account, but your company has been removed from the Companies Register.

To help us process your refund promptly, make sure you complete all the fields below. Once complete, please email your form to [business@acc.co.nz](mailto:business@acc.co.nz).

## Section 1 – Company account details

ACC number:	<input type="text"/>
Company name:	<input type="text"/>
Postal address:	<input type="text"/>
<i>at the time of trading</i>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

## Section 2 – Shareholder details

First name:	<input type="text"/>
Last name:	<input type="text"/>
Position held in the company:	<input type="text"/>
Your postal address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Email address:	<input type="text"/>
Phone:	<input type="text"/>
Mobile:	<input type="text"/>
Name of bank account:*	<input type="text"/>
Bank account number:*	<input type="text"/>

\*Must be for a New Zealand Bank account

### Section 3 – Declaration

The information provided on this form will only be used and disclosed for lawful purposes connected with our functions and activities under the Accident Compensation Act 2001. At all times, ACC will comply with the Privacy Act 2020, the Health Information Privacy Code 2020, and the Official Information Act 1982. Further details of how and why we collect, use, store and disclose information are set out in our Personal Information and Privacy Policy, which may be viewed on our website: [acc.co.nz/privacy/privacy-disclaimer/](https://acc.co.nz/privacy/privacy-disclaimer/)

ACC shares personal information with other agencies for the purposes of managing claims and entitlements, to fulfil our statutory functions, and in other situations where permitted or required by law.

You have the right to access and request correction of personal information that ACC holds about you.

- ☐ Yes ☐ No
- ☐ Yes ☐ No
- ☐ Yes ☐ No

If no, (you weren't a shareholder of the company), please outline your entitlement to claim the refund :

Your name:\*  
(please print)

Your signature:\*

Date:\*

DD

MM

YYYY

### Section 4 – Statutory declaration

**Please only provide a statutory declaration if the refund amount is more than \$5,000 – if you're not sure, please email [business@acc.co.nz](mailto:business@acc.co.nz)**

When a refund is over \$5,000, ACC requires a statutory declaration from an individual who was a shareholder at the time the company was removed from the Companies Register.

If an entity was a shareholder at the time the company was removed from the Companies Register, the refund can be claimed by an individual who is authorised to act on behalf of that entity in a financial capacity.

The statutory declaration must be witnessed by a suitably Authorised Person.

For more information about statutory declarations visit [www.justice.govt.nz](https://www.justice.govt.nz).

#### Your statutory declaration must include:

- Your full name
- Your current postal address
- Your occupation
- The company name and ACC number whose refund you are claiming
- A declaration that you're entitled to claim the refund and specify why you are entitled to claim it
- If the company had more than one shareholder, it must state that you have the approval of **all** other shareholders to receive the refund on their behalf
- Your signature
- Signature of an Authorised Person, these include:
  - Court Registrar or Deputy Registrar of the District or High Court
  - Justice of the Peace
  - An enrolled barrister or solicitor.