



04 September 2023

Madhur Ahuja

fyi-request-23727-113f2c6f@requests.fyi.org.nz

Ref: DOIA 2324-0256

Tēnā koe Madhur,

Thank you for your email of 7 August 2023 requesting, under the Official Information Act 1982 (the Act), the following:

" I request Immigration New Zealand to provide the drafting rules to construct the Potentially Prejudicial Information (PPI) and Requirement for Further Information (RFI) correspondences for intended recipients i.e. the visa applicants."

We have interpreted your request as documents and information relating to how Immigration New Zealand constructs Potentially Prejudicial Information and Request for Information letters.

Our Response

Request for Information (RFI)

Immigration New Zealand (INZ) may request information at the time an application is lodged where an application is determined to be missing any mandatory documents or requirements as stipulated by the relevant immigration instructions.

A request for information may also be sent to an applicant where an application has been assigned to an immigration officer, and after an initial assessment of the application, it is determined that more information would facilitate the processing of the application.

A RFI can be made by either a documentation officer, support officer or an immigration officer and the RFI correspondence should make it clear to the applicant what is being requested from them and why.

Potentially Prejudicial Information (PPI) letter

Following the principles of fairness and natural justice, a PPI letter may be sent when an immigration officer has completed an initial assessment of an application and has determined that some information contained within the application may be detrimental to the outcome of that application.

The PPI letter should make it clear to the applicant what information is considered potentially prejudicial and the relevant immigration instruction it appears they do not meet.

More information around how RFI and PPI is available in the INZ Operational Manual:

- Temporary entry class visas: <https://www.immigration.govt.nz/opsmanual/#46513.htm>

- Residence class visas (R5.20.5): <https://www.immigration.govt.nz/opsmanual/#30994.htm>

Please also refer to Appendix 1 and 2 which outlines the training material on PPI and RFI provided to immigration officers, during their induction.

You have the right to seek an investigation and review by the Ombudsman of the Ministry's response to your request, in accordance with section 28(3) of the Act. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss any aspect of your request or this response, please contact inzoias@mbie.govt.nz.

Ngā mihi nui



Jock Gilray
Director Visa
Chief Operating Officer Branch
Immigration New Zealand
Ministry of Business, Innovation & Employment