

NZ Government and PPSR  
Obtaining New Credentials and Installation Guide

Version 1.02  
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## DISCLAIMER

finPOWER Connect includes functionality to cater for connection to MBIE using NZ Government and the PPSR Register from version 4.00.00 onwards.

As per your Software License Agreement, it is your responsibility to make sure finPOWER Connect is fit for your purposes and you should seek independent professional advice from sources such as Lawyers, Accountants and Government Agencies.

This is a guideline only. It is not intended to be definitive and should not be used in place of legal advice. You are responsible for staying up to date with legislative changes.

This document is correct as at time of writing, but subsequent legislative changes may affect the relevance of the contents.

## REVISION HISTORY

<b>Date</b>	<b>Version</b>	<b>By</b>	<b>Details</b>
09/08/2022	1.00	AC	Created
16/08/2022	1.01	AC	Updated
11/04/2023	1.02	AC	Updated for Version 4.00

## OVERVIEW

This document covers finPOWER Connect information for NZ Government and PPSR.

NZ Government covers the following API's:

- NZBN Searches
- Company Entity Role Searches
- Company Disqualified Director Searches.

## SUMMARY

The New Zealand Ministry of Business, Innovation & Employment (MBIE) have updated the way in which all users interface with it, meaning a change is required within finPOWER Connect.

finPOWER Connect version 4.00.00 onwards, only offers the option for the new interfaces for NZ Government and PPSR, as you will see further down in the document for the Cost Centre, Global Settings and User Preferences screenshots.

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## LICENCE REQUIREMENTS

- Cost Centres – only required if using more than one Cost Centre.
- Securities Register.
- PPSR Interface.
- Security Enquiry

## CONFIGURATION

### OBTAINING A REALME LOGIN

If you are currently using NZ Government and/PPSR then you should already have a 'RealMe' login.

If you do not have a RealMe Login, click the RealMe Site <https://www.realme.govt.nz/> and follow the instructions on the screen.

Please Note: A RealMe login is used for a number of different NZ Companies and Government Departments e.g., applying for or renewing a Passport and accessing myIR for the Inland Revenue. Therefore, it is important that where you are using your RealMe Login for work related activities that you keep your login credentials safe and do not share these with other users.

### MBIE ACCOUNT CREATION

Please note:

- The following process is different to how MBIE credentials were previously obtained.
- You need to repeat the steps for each API e.g., Companies Disqualified Director Search.

1. Go to <https://portal.api.business.govt.nz/getting-started>
2. Click Login (top right-hand corner) and using your RealMe log into the site.

API.BUSINESS.GOV.T.NZ

Home Explore APIs Login RealMe

### Getting Started

Follow these simple steps to get up and running

1. Explore the list of APIs and find different services that you'd like to use in your own applications. Read the technical documentation to find out how they operate.
2. Log in and request subscription from the APIs details screen. Our support team will confirm whether we have all the information we require, including a signed [API Access Agreement](#), and will grant access within one working day.
3. As a logged in user you can manage your test (sandbox) and production environment API access keys. Use the sandbox key and sandbox endpoints in your software development.
4. When you've completed testing, simply use your production keys to access the live services.

Getting Started  
Explore APIs

Support  
Contact Us

MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HONORABLE MINISTER: SIMONE ELLIOTT

Tūhonoatanga o Aotearoa  
New Zealand Government

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3. Enter your Account details:

API.BUSINESS.GOV.TZ Logout

## Account Creation

Please provide details below to create your account

**First Name**

**Last Name**

**Email**

**Organisation (Optional)**

**Contact Number (Optional)**

Submit Cancel

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And click 'Submit' once all the fields have been entered.

4. Click on 'Explore APIs'

API.BUSINESS.GOV.TZ Home Explore APIs My Subscriptions My Applications Support Reports Profile Logout

## Welcome

Welcome to the Ministry of Business, Innovation, and Employment (MBIE) API home page.  
Here you'll find a diverse range of APIs for connecting directly to various government services and information sources.

Explore APIs

### Getting Started

Find out how to discover, subscribe and start using our APIs in your applications.

### Explore APIs

Browse our APIs and find the documentation you need to integrate with our services.

### Support

Get assistance from our support team and get other information about working with the APIs.

### Stay up to date

View the latest announcements and notifications about APIs.

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5. Click 'New Zealand Companies Office'.

The screenshot shows the 'Explore APIs' page on the API.BUSINESS.GOV.TZ website. The page features a navigation bar with links for Home, Explore APIs, My Subscriptions, My Applications, Support, Reports, Profile, and Logout. The main content area is titled 'Explore APIs' and includes a sub-header: 'Discover and try the API-based solutions you need to build your next enterprise application. Explore API documentation, tutorials, code patterns, articles and more from experts in the industry.' Below this, there are five API cards: 'All' (Ministry of Business, Innovation & Employment), 'CERT NZ' (CERT NZ), 'NEW ZEALAND COMPANIES OFFICE' (Companies), 'MVTR' (Trading Standards Motor Vehicle Traders Register), and 'Tenancy Services' (Tenancy Services). The 'NEW ZEALAND COMPANIES OFFICE' card is highlighted with a blue border. The footer contains links for 'Getting Started' and 'Support', the Ministry of Business, Innovation & Employment logo, and the New Zealand Government logo.

6. Click 'Disqualified Director Search - v3'

The screenshot shows the 'APIs' search results page on the API.BUSINESS.GOV.TZ website. The page features a navigation bar with links for Home, Explore APIs, My Subscriptions, My Applications, Support, Reports, Profile, and Logout. The main content area is titled 'APIs' and includes a sub-header: 'This is a list of APIs on MBE's API cloud platform relevant to the selected category. You can also browse more APIs on the previous platform here.' Below this, there is a search bar with the text 'Search APIs' and a 'Group by tag' toggle. The search results are displayed in a list format. The first result is 'Companies Disqualified Director Search - v3', which is highlighted with a blue border. The second result is 'Companies Entity Role Search - v3'. The footer contains links for 'Getting Started' and 'Support', the Ministry of Business, Innovation & Employment logo, and the New Zealand Government logo.

And then 'Companies Disqualified Director Search', which is in small blue writing.

API.BUSINESS.GOV.TZ

Home Explore APIs My Subscriptions My Applications Support Reports Profile Logout

Search operations  Group by tag

**Companies Disqualified Director Search**

GET Search for disqualified directors from companies. Uses query parameters.

API version: v3 API definition [Changelog](#)

The Companies Disqualified Director Search API provides the facility for searching for disqualified company directors or prohibited company managers by name. See the Companies Register website for more information about [how and why directors may be prohibited](#). See [here](#) for additional information on how to use the API. A separate API is available for searching for directors and shareholders.

**API Information**

You must subscribe to a product to access an API. At the end of that process you will be able to use test (sandbox) environment subscription keys to begin development. When you have completed testing, simply use the production keys to access the live services. Click [here](#) for more details.

**Products**

This API belongs to the following product(s). Click a product name to subscribe.

Search products

Name	Description
<a href="#">Companies Disqualified Director Search</a>	Subscribe to this product to gain access to the Companies Disqualified Director Search API.

The 'Subscribe' button will appear, which you need to click.

API.BUSINESS.GOV.TZ

Home Explore APIs My Subscriptions My Applications Support Reports Profile Logout

**Companies Disqualified Director Search**

Subscribe to this product to gain access to the Companies Disqualified Director Search API.

**Subscribe**

**My Subscriptions**

Your list of existing product subscriptions.

You don't have subscriptions yet.

**APIs**

This product contains the following API(s). Click an API name to view details.

Search APIs

Name	Description
<a href="#">Companies Disqualified Director Search - v3</a>	The Companies Disqualified Director Search API provides the facility for searching for disqualified company directors or prohibited company managers by name. See the Companies Register website for more information about <a href="#">how and why directors may be prohibited</a> ...

- Clicking the 'Subscribe' button took me back to the Login screen; you may need to Login again. This will then take you straight to the following page:

API.BUSINESS.GOV.T.NZ Home Explore APIs My Subscriptions My Applications Support Reports Profile Logout

## New Subscription - Companies Disqualified Director Search

Method of Subscription ⓘ

Subscription key ▾

**Please note**  
 Subscription key API access is the simplest method to implement and is suitable for situations where a static access key provides sufficient security, and no end-user authorisation is required. Unique subscription keys will be created for production and sandbox use, referred to using the subscription name provided below. The subscription will continue to be valid until explicitly cancelled or replaced by you. If the subscription key is compromised, others may be able to call APIs using your key. [Click here](#) for more details.

### Subscription Details

Product  
Companies Disqualified Director Search

Subscription Name ⓘ

Companies Disqualified Director Search

**Please note**  
 ⓘ This subscription will generate a production and a sandbox subscription key to authenticate to each API in the product being subscribed to. The name entered above will enable you to locate them in your subscriptions list.

Create
Cancel

- Leave the 'Method of Subscription' as 'Subscription key'. Do NOT select any other option. Click 'Create'.
- This will take you back to the screen shot shown in Step #4 Repeat the above steps but this time for 'Companies Entity Role Search'. Do this also for 'NZBN' and 'PPSR' when available.
- Once you have completed the steps in #9, click on 'My Subscriptions', shown at the top of the page. You will see the page as follows:

API.BUSINESS.GOV.T.NZ Home Explore APIs **My Subscriptions** My Applications Support Reports Profile Logout

## My Subscriptions

Subscription details			Product	State	Action
Name	Companies Disqualified Director Search	<a href="#">Rename</a>	Companies Disqualified Director Search	Submitted	<a href="#">Cancel</a>
Requested on	08/03/2022				
Primary key	xx	<a href="#">Show</a>   <a href="#">Regenerate</a>			
Secondary key	xx	<a href="#">Show</a>   <a href="#">Regenerate</a>			
Name	Companies Disqualified Director Search (Sandbox)	<a href="#">Rename</a>	Companies Disqualified Director Search (Sandbox)	Submitted	<a href="#">Cancel</a>
Requested on	08/03/2022				
Primary key	xx	<a href="#">Show</a>   <a href="#">Regenerate</a>			
Secondary key	xx	<a href="#">Show</a>   <a href="#">Regenerate</a>			
Name	Companies Entity Role Search	<a href="#">Rename</a>	Companies Entity Role Search	Submitted	<a href="#">Cancel</a>
Requested on	08/03/2022				
Primary key	xx	<a href="#">Show</a>   <a href="#">Regenerate</a>			
Secondary key	xx	<a href="#">Show</a>   <a href="#">Regenerate</a>			
Name	Companies Entity Role Search (Sandbox)	<a href="#">Rename</a>	Companies Entity Role Search (Sandbox)	Submitted	<a href="#">Cancel</a>
Requested on	08/03/2022				
Primary key	xx	<a href="#">Show</a>   <a href="#">Regenerate</a>			
Secondary key	xx	<a href="#">Show</a>   <a href="#">Regenerate</a>			

This shows you the Sandbox and Production, Primary and Secondary keys. Once the 'State' has changed to 'Active' the credentials will be ready for use.

Subscription details		Product	State	Action
Name	Companies Disqualified Director Search	Companies Disqualified Director Search	Active	Cancel
Started on	08/03/2022			
Primary key	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Show   Regenerate		
Secondary key	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Show   Regenerate		
Name	Companies Disqualified Director Search (Sandbox)	Companies Disqualified Director Search (Sandbox)	Active	Cancel
Started on	08/03/2022			
Primary key	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Show   Regenerate		
Secondary key	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Show   Regenerate		
Name	Companies Entity Role Search	Companies Entity Role Search	Active	Cancel
Started on	08/03/2022			
Primary key	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Show   Regenerate		
Secondary key	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Show   Regenerate		
Name	Companies Entity Role Search (Sandbox)	Companies Entity Role Search (Sandbox)	Active	Cancel
Started on	08/03/2022			
Primary key	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Show   Regenerate		
Secondary key	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Show   Regenerate		

11. Enter the Primary Key for each option into the corresponding finPOWER Connect screen. For example, I have entered 'Sandbox' credentials into the 'NZ Government' 'Test Credentials' page.

**GLOBAL: Global Cost Centres**

Global Cost Centres

GLOBAL [dropdown] [refresh] [add]

Does this Cost Centre define NZ Government details?

Use Service?

If you are not already registered at NZ Government click the button to Sign Up.

Define the service Request URL.

Request URL:

Define Subscription Keys.

NZBN Searches:

Entity Role Searches:

Disqualified Directors:

Cost Centres: [Credentials] [Test Credentials] [Options]

## COST CENTRES

### Credentials Tab

The following describes how to set up 'NZ Government' within finPOWER Connect, Cost Centres.

1. Go to the Menu option, Admin, Cost Centres and select GLOBAL. If you are using other Cost Centres, then set these up as appropriate.
2. Click on the NZ Government Page.
3. At the top of the page, '**Does this Cost Centre define NZ Government details**', tick the 'Use Service' checkbox to indicate that the Cost Centre defines the Service information.

The screenshot shows the 'Cost Centres' application window. The title bar reads 'Cost Centres'. The main content area is titled 'GLOBAL: Global Cost Centres' and 'Global Cost Centres'. On the left, there is a navigation menu with various service providers, including 'NZ Government' which is currently selected. The main panel displays the configuration for the selected service. At the top, it asks 'Does this Cost Centre define NZ Government details?' with a checked 'Use Service?' checkbox. Below this, there is a 'Sign Up' button. The 'Define the service Request URL' section has a text box containing 'https://api.business.govt.nz/gateway'. The 'Define Subscription Keys' section has three text boxes for 'NZBN Searches', 'Entity Role Searches', and 'Disqualified Directors', all of which are currently empty.

4. Click on the **Credentials** tab and fill in the fields.

**Define the service** - leave blank; enter a URL **only** if requested to.

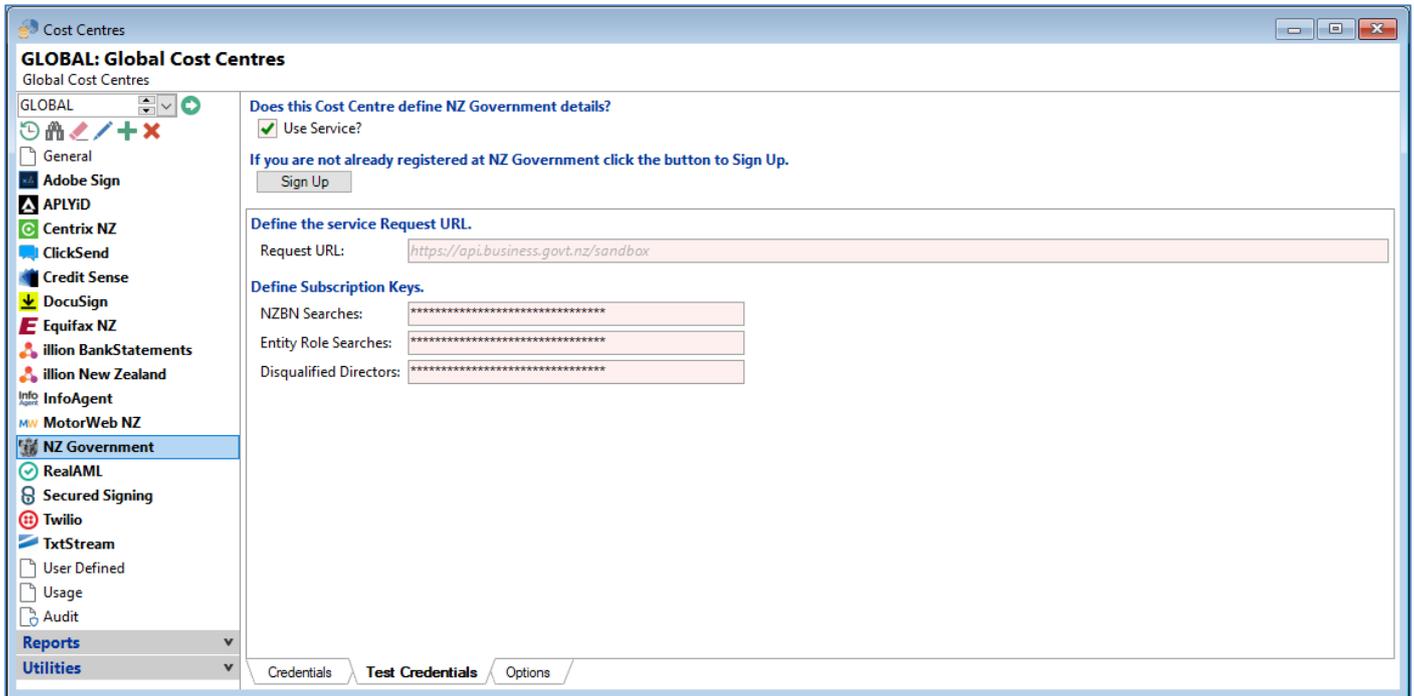
**Define Subscription Keys** - Enter the Subscriber Keys as obtained via the 'MBIE Account Creation' for the specific API as follows:

- **NZBN Searches**
- **Entity Role Searches**
- **Disqualified Directors**

5. Click the **Save** button.

## Test Credentials tab

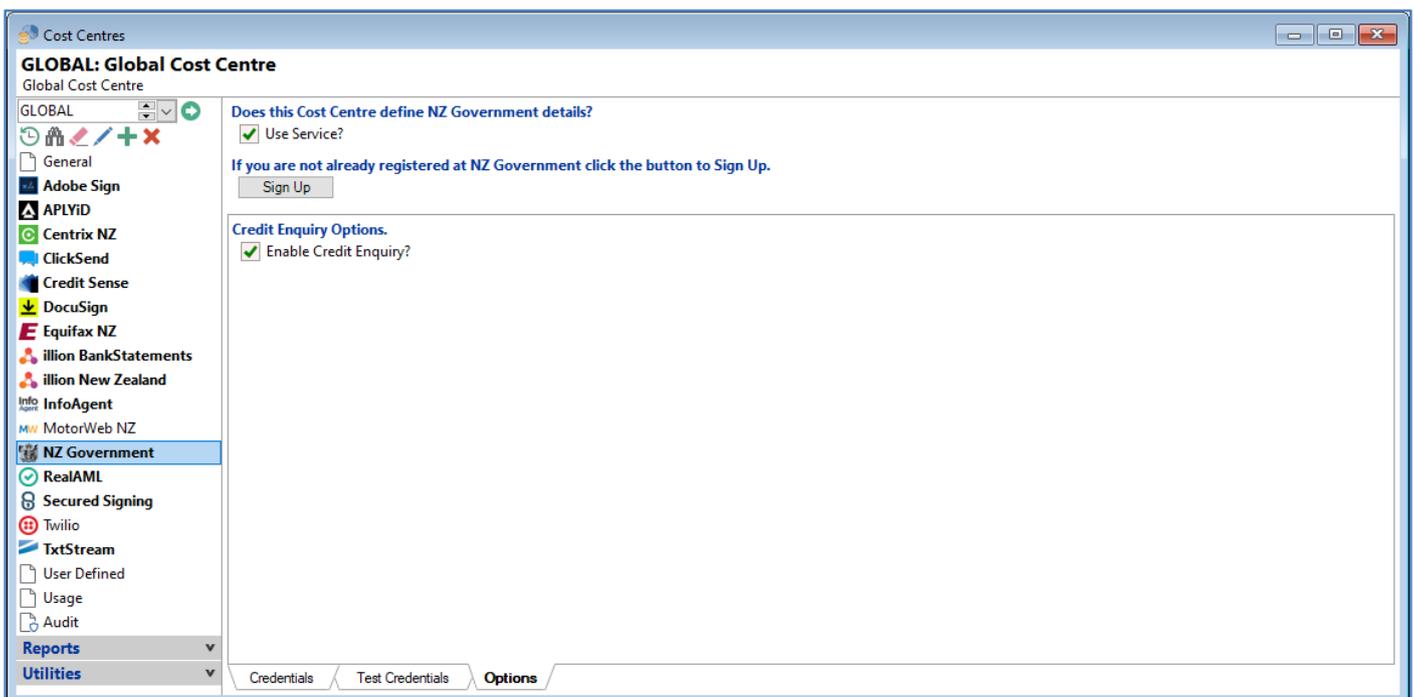
Credentials are **only** required on the Test Credentials page if you are doing UAT/Testing.



As per the production Credentials page, enter the Sandbox details as required for Test Mode.

## Options tab

The Options tab is where you 'Enable Credit Enquiry'.



Tick the 'Enable Credit Enquiry' to allow this service to be used.

**More information on Cost Centres can be found within the finPOWER Connect Help pages.**

## GLOBAL SETTINGS

You will need to obtain new credentials as per the section called 'MBIE Account Creation'.  
Once you have the Subscriber Key enter it into the field.

**Global Settings**

**PPSR NZ**  
Settings used by the PPSR service.

**General** ▾

**Accounts** ▾

**Account Applications** ▾

**Account Types** ▾

**Auditing** ▾

**Branches** ▾

**Clients** ▾

**Cost Centres** ▾

**Credit Bureaus** ▾

**Departments** ▾

**Developer** ▾

**Documents** ▾

**Document Manager** ▾

**Electronic Signature** ▾

**Elements** ▾

**Entities** ▾

**External Parties** ▾

**Messaging** ▾

**OCR (Beta)** ▾

**Queues** ▾

**Resources** ▾

**Securities** ▴

General

New Statements

User Defined

Item User Defined

**PPSR NZ**

Scripts

Item Scripts

**Statistic Types** ▾

**Tasks & Workflows** ▾

**Users** ▾

**Web** ▾

**Define Credentials for the PPSR API service.**

Subscriber Key:

**Define the service Request URLs.**

Request URL:

Test URL:

**Specify optional data to send.**

Send Debtor Postal Address?

Send Debtor Phone, Fax and Email address?

Send Individual Client AKAs as Debtors?

Send the Name of the Person Acting for an Organisation (if available)?

Fallback Job Title:

**Specify Search options.**

Default Client Name using wildcards for a Debtor Person/ Organisation?

Default Client Middle Name(s) for a Debtor Person?

Default Date of Birth for a Debtor Person?

Default City/ Town for a Debtor Person/ Organisation?

**Optionally define the Summary Page Script used to generate Reports.**

Summary Page:

**Security Enquiry Options.**

Use PPSR NZ for Security Enquiries (uncheck to disable)?

Summary Page:

**Verify connection (Test Mode).**

**Import Information.**

**Other helpful websites.**

All other fields stay the same as per the Help page on this topic:  
<http://help.intersoft.co.nz/fin3.04/index.htm#XSettings.Global.SecuritiesPPSRNZ>

## USER PREFERENCES

If you would prefer to enter the PPSR Credentials in the User Preferences, then go to 'Securities, PPSR NZ' page.

The screenshot shows a software window titled "User Preferences for Administrator (ADMIN)". On the left is a vertical menu with categories: General, Accounts, Account Applications, Clients, Cost Centres, Developer, Messaging, Securities, PPSR NZ (highlighted), and Tasks & Workflows. The main content area is titled "PPSR NZ" and contains the following elements:

- Section: "Define the PPSR NZ service Credentials."
- Checkbox: "Use details defined under Global Settings?"
- Text field: "Subscriber Key:"
- Section: "Verify User."
- Button: "Verify User"

At the bottom of the window, the status bar displays "User: ADMIN" and "Administrator". Buttons for "OK", "Cancel", and "Apply" are visible in the bottom right corner.

As per the Global Settings, you will need to obtain new credentials as per the section called 'MBIE Account Creation'. Once you have these, enter the 'Subscriber Key' into the field.

All other fields stay the same as per the Help page on this topic:

<http://help.intersoft.co.nz/fin3.04/index.htm#XSettings.User.Securities.PPSRNZ>