



PLEASE COMPLETE THIS FORM AND RETURN TO:

Via Post: Department of Conservation
C/ ProGuides New Zealand Inc.

Or Email: doc@proguides.co.nz

Always carry the correct ID card

If you have more than one concession, make sure you are carrying the correct ID card – that has the permission number of the concession for the location you are visiting with clients.

Keep them secure

The ID cards must be kept secured and will be required to be returned to the Department if you surrender your concession; or there is a suspension or termination of it.

If you employ more guides, make sure you have enough ID cards

Plan ahead and order more ID cards for your guiding season if you need them. It can take a month for an order to be submitted to the supplier, returned and despatched by post.

Please complete the section below to request ID cards for your approved concession activities.

More information on the ID cards is given overleaf. We recommend you keep a copy of this form for future reference.

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|---|---------------------------|
| Permission No: | 103734-GUI |
| Expiry Date of Concession: | 31 May 20.. |
| Concessionaire Name: Your name here > | Proguides New Zealand Inc |
| Postal Address: | |
| Phone: | |
| Email: | |
| No. of Guides | 1 |
| No. of Vehicles | 1 |
| No. of ID cards required: | |
| Name of authorised person/s: Your name here > | |

ID Cards

- All guides are required to carry DOC Approved ID cards when guiding.
- ID cards maybe displayed on vehicle dashboards if necessary.
- ID cards will only be **ordered** when your concession has been **approved**.

The ID cards only ordered every second month and take approximately 6 weeks to be send after this date. ID cards are posted to the concessionaires as soon as DOC receive them from the supplier (ABCorp). As long as your concession contract is approved/signed you are permitted to commence operating effective your term start date (before receiving your ID cards). However, you must be able to provide DOC staff with your DOCApproved permission number if asked at any time.

Please carry a copy of your **approved** letter pending receipt of your official ID cards. The DOC rangers will check with office staff to confirm whether your concession is valid and are operating legally.

DOC covers the costs of the minimum number of ID cards – one card per guide. This is recovered under the management fees.

If concessionaires require more than one ID card per guide (eg replacement cards) then concessionaires will be charged for these. Extra costs will be recovered from concessionaires as soon as the order is despatched.

Electronic Version of the DOC Approved Logo

Use of the DOC logo on printed brochures is NOT permitted.

DOC Approved Website

The DOC Approved website is purely for 'listing' ALL DOC Approved concessionaires **only**. It is not for advertising anything other than what is covered by the signed and approved concession document / contract.