



# Careerforce Shareholder Pack

# Invitation to become a Careerforce shareholder

On behalf of the Chair and Directors of Careerforce, I am inviting you to become a Careerforce shareholder.

As the Industry Training Organisation for the health, aged care, disability, mental health, social services, urban pest management and cleaning services sectors, we value the involvement of experts from across our sectors.



As a limited liability company, our 'members' are called shareholders. And as a shareholder, you can help shape our direction.

You can have your say on how workforce training is supported, Careerforce's role among industry, and the development of qualifications. Shareholders can vote at Annual General Meetings and any Special General Meetings; and participate in the elections for Board positions.

Shareholders with active trainees will receive up to \$230 each year to contribute towards a qualification fee. This amount, which is paid when trainees complete a qualification, will be higher for Shareholders with multiple trainees. More details are available on our website.

There is a nominal \$1.00 payment to become a shareholder. In addition there is an annual fee, which is currently \$100.00 plus GST.

We are confident your organisation will meet the Shareholder Eligibility Criteria which is available, along with our Constitution, on our website at [www.careerforce.org.nz/about/governance](http://www.careerforce.org.nz/about/governance)

Please complete the attached application form and sign the Deed of Covenant to become a shareholder.

Do not hesitate to contact me if you require further information. We look forward to your participation.

Kind regards

A handwritten signature in black ink that reads "Jane Wenman". The signature is fluid and cursive.

Jane Wenman  
Chief Executive Officer

# Become a Careerforce Shareholder and have your say

Careerforce is the Industry Training Organisation for the health, aged care, disability, mental health, social services, urban pest management and cleaning services sectors.



Our trainees include care givers, support workers, health assistants, youth workers, social service workers and cleaners. Throughout New Zealand, this workforce supports people in need. From newborn babies to our oldest and most frail; people rehabilitating after injury; mental health clients; people with disabilities; Kuia, Kaumatua and tamariki.

There is a growing need for quality support in our community - and training makes a difference.



Training and education has widespread benefits for workers, employers, and the community. Training improves the quality of care and support, and the quality of life.

**Our ultimate goal is better health and wellbeing for all. As a key employer in these sectors, we value your involvement.**

# Information on becoming a Careerforce shareholder

Community Support Services ITO Limited (“Careerforce”) is a limited liability company and as such our ‘members’ are called shareholders.

Becoming a Careerforce shareholder allows you to vote at the Annual General Meeting and any Special Meetings, and to take part in Board elections. It also gives you the opportunity to influence Careerforce’s strategic direction.

You can have your say on:

- skills standards and qualifications.
- how training is supported.
- Careerforce’s leadership role.

Shareholders with active funded trainees in the previous year will receive an entitlement each year of up to \$230 based on a qualification completion. This entitlement will be higher, if shareholders have a number of active trainees. The value and eligibility of this entitlement is reviewed annually. Shareholders are not liable for any debt incurred, and do not receive dividend payments.

## Cost

The cost of becoming a shareholder is \$1.00. You may only hold one share. This recognises that the company is established to provide a structure for involvement of sector participants. The company does not make a profit so no dividends are payable.

An annual membership fee, as determined by the Board of Directors, is also payable. This is currently \$100.00 plus GST.

## To apply

Please complete the attached Application form and sign the Deed of Covenant. Once received, applications are assessed against the Shareholder Eligibility Criteria, set by the Board of Directors.

There are currently 5 criteria which cover the following:

1. The applicant must be an approved employer.
2. The applicant must have current training agreements or intend to have training agreements with **Careerforce**.
3. The applicant must be working in a specific industry sector for which the ITO has coverage.
4. The applicant must pay the annual membership fee.
5. The applicant cannot have associated shareholdings.

## Next steps

Applications should be submitted to the Executive Assistant. It is then submitted to our Board of Directors for approval. Once approved, the applicant will be advised in writing within 10 working days.

# Shareholder Application Form

Please complete, sign and return to Careerforce

Name of organisation:

Legal entity name:

Legal entity type:  
*(ie, limited liability company, trust, incorporated society)*

If you are a trust, please list the names and addresses of trustees:

Name:	Address:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Represented sector *(please select the one which best describes the sector you represent):*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Aged residential care       | <input type="checkbox"/> Aged care home based      | <input type="checkbox"/> Allied health                |
| <input type="checkbox"/> Cleaning services           | <input type="checkbox"/> Disability                | <input type="checkbox"/> Disability home based        |
| <input type="checkbox"/> Employment support          | <input type="checkbox"/> Mental health & addiction | <input type="checkbox"/> Public health & primary care |
| <input type="checkbox"/> Secondary (eg, orderlies)   | <input type="checkbox"/> Social services           | <input type="checkbox"/> Urban pest management        |
| <input type="checkbox"/> Whānau/family & foster care | <input type="checkbox"/> Whānau Ora                | <input type="checkbox"/> Youth work                   |

Contact person:

Phone number:

Email address:

Postal address:

Physical address:  
*(if different from above)*

Name of authorised signatory: *(ie, CEO, Board Chair)*

We have read and confirm that we meet the Eligibility Criteria on the website.

Signature of authorising officer:

Position:

Date:

# Deed of Covenant

Deed dated

2019

## Parties

(the "New Shareholder")

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## Background

- A The shareholders of the Company and the Company are party to the shareholders' agreement (the "Shareholders' Agreement") a copy of which has previously been made available to the New Shareholder.
- B The New Shareholder wishes to acquire a share in the Company.
- C It is a condition precedent of holding shares in the Company that the New Shareholder sign this Deed whereby the New Shareholder becomes a party to and is bound by the provisions of the Shareholders' Agreement.

## Operative Part

- 1 The New Shareholder hereby irrevocably covenants and agrees with and undertakes to, the existing shareholders of the Company and the Board, that with effect from the date of this Deed, the New Shareholder:
  - a. will become a party to the Shareholders' Agreement as if it had been named as an original party to the Shareholders' Agreement as a shareholder and had signed it; and
  - b. must and will observe and perform all of the obligations imposed on it as a Shareholder under the Shareholders' Agreement and will be bound by the terms of the Shareholders' Agreement.
- 2 The New Shareholder acknowledges that it has read and understood the terms of the Shareholders' Agreement.

This Deed may be executed in any number of counterparts each of which shall be deemed an original and which together constitute one and the same instrument.

## Executed as a Deed by

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Signature)

In the presence of:

Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_