

## **Membership / Whakapapa Unit**

### **Definitions from the Ngati Te Whiti Whenua Topu Trust Order**

**“Adult Beneficial Owner”** means

Every individual referred to in paragraph (b) of the definition of Ngati Te Whiti Hapu.

**“Beneficial Owner”** means

Every individual referred to in paragraph(b) of the definition of Ngati Te Whiti Hapu.

**“Ngati Te Whiti Hapu”** means:

- (a) The collective group composed of individuals referred to in paragraph (b) of this definition; and
- (b) Every individual who is descended from a Tupuna of Ngati Te Whiti Hapu as listed in the Ngati Te Whiti Tipuna list

**“Ngati Te Whiti Tupuna List”** means

The list of Ngati Te Whiti Hapu as determined from time to time by the Ngati Te Whiti Whakapapa Committee and which shall be used for the purposes of applications for registration on the Trust’s register.

**“Ngati Te White Whakapapa Committee”** means

The Committee pointed in accordance with rule 4 of the First Schedule

**“Ngati Te Whiti Whenua Topu Trust Register** means

The register of beneficial owners that is to be maintained by the Trust in accordance with the First Schedule of this Trust Order

**“Registration Form”** means

The form used from time to time by the Trustees to enter the details of beneficial owners on the Trust’s register.

### **1. Introduction**

1. The Registration Unit has the responsibility for the protection and maintenance of the member roll of the beneficiaries of **Ngati Te Whiti Whenua Topu Trust (NTWWTT)**. Eligibility as a member of the **NTWWTT** is determined by the definitions above being “Ngati Te Whiti Hapu” and “Ngati Te Whiti Tupuna List”.
2. Registration consists of the following:
  - A Whakapapa Validation Committee. To comprise not less than three (3) and up to seven (7) Kaumatua, appointed by the Trust from time to time. Trustees with the required expertise and knowledge of Ngati Te Whiti whakapapa may be appointed (*Clause 4(c) of the First Schedule of the Trust Order*).
  - **NTWWTT** Registration Policy
  - **NTWWTT** Registration form
  - Computer and backup system
  - Software package with relational database if applicable
  - Registration Officer – to be appointed by the Registration Committee.
  - **NTWWTT** Whakapapa Validation Committee process if applicable
  - Protocols of access to the data including secure office for data storage
3. The Registration process is coordinated by the Registration Office.

4. The Whakapapa Validation Committee meets every quarterly (four times per year) to validate applications for registration and to assist the ongoing maintenance of the register. The Whakapapa Validation Committee sits in February/May/August/November when meeting will take place. The day and time will be confirmed three (3) weeks prior to the meeting commencing by the Registration Officer. The Registration Officer will advise the Trustees of the meeting date\.

## 2. Membership Register

1. The Trust membership computer-based register is an electronic database of all **NTWWTT** members who have registered and meet the eligibility criteria. The Register must be kept up to date. This is one of the core functions of **NTWWTT**.
2. The membership register administered by the **NTWWTT** Registration Officer who is responsible for coordinating the overall Registration Process.
3. Only authorised users, who have signed a confidentiality form, may work on the **NTWWTT** database.

## 3. Registration Application and Validation Process

- 3.1 Only the **NTWWTT** Chairperson/Registration Office or the Trust's administrator may enter data into the **NTWWTT** register.
  1. Registration Application received and processed as per the Inwards mail process.
  2. All registration correspondence is to be referred to the Registration Officer for action.
  3. The Registration Officer reviews the application and prepares 'Receipt of Application' letter in accordance with the Outwards mail process. (Further information may be requested if the application form is incomplete.)
  4. Copy of original attached to the application for registration.
  5. All Registration Applications and attached copies of 'Receipt of Application' letters are temporarily filed for presentation to the **NTWWTT Whakapapa Registration Validation Committee** meetings (set down for February/May/August/November)
  6. The Registration Officer organises and attends the **NTWWTT Registration Validation Committee** meeting and records the Committee's recommendations.
  - 7.
  8. The Committee shall make a recommendation to the Trust as to whether the application should be accepted as to the applicant's status as a beneficial owner of the Trust (Clause 4(e) of the First Schedule of the Trust Order).
    - a. *If application validated by the Trust* - Details of validated and approved applicants are entered into Trust register and a registration number is allocated to the approved member. An 'Application for Registration Approved' letter is sent to successful applicant in accordance with outward mail procedures.
    - b. *If more information requested* - 'Application for Registration – Further Information Requested' letter sent to applicant.
    - c. *If application declined* - 'Application for Registration Declined' letter sent to applicant.
    - d. All approved applicants' information will be scanned and filed as a soft copy into the Trust Register and a hardcopy filed of all original documents

## **4. Exiting the Register**

- 1 The person who wishes to exit the register must inform the Trust in writing (letter or email) when he or she requests to have their name removed from the register.
- 2 An 'Exit' form will be completed with correct name or names and must be signed by all parties.
- 3 A copy will be kept on record under that whanau/ family name.
4. The Trustees will be notified of all exiting members by the Registration Officer.

### **Attachment**

First Schedule of the Ngati Te Whiti Topu Trust Order