



Business Delegation Service Policy

AUCKLAND BUSINESS
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Making it easier for you to do business



Business Delegation
Service Policy

Business Delegation Service Policy

The Auckland Business Chamber's commitment to facilitating successful business connections in Auckland, New Zealand is reflected in our Business Delegation Service Policy. Central to this policy is the provision of a Letter of Invitation (LoI).

Our policy ensures that visiting delegations benefit from the expertise and business opportunities available in Auckland. In response to market demands, our service includes both the formal issuance of invitation letters and the facilitation of high-value delegation meetings with the Auckland Business Chamber and its key stakeholders.

By coordinating the unique needs of each delegation and maximising the depth of engagement, we aim to enhance outcomes and advance enduring business relationships within the Auckland market.

1 | Fee Schedule (GST inclusive)

- Package fee for one LoI plus a delegation meeting for up to 12 people: \$1000.
- Package fee for referrals from Auckland Business Chamber members: \$800.
- Each additional LoI fee: \$400.
- Meetings without an LoI: \$500.
- All fees must be paid in advance, in accordance with the invoice terms.

2 | Information Required

- Time and Duration of Visit
- Visit Purpose: Including Meeting Arrangements, Sector Interests, Expected Outcome, and/or Any Other Business-Related Purposes.
- Details of All Delegates: Including Delegation Leader's Name, then Gender, Title, Date of Birth for all Delegates.
- Disclaimer: The Auckland Business Chamber is not responsible for any related costs.

3 | Delegation Meeting: Venue and Size

- Venue: Auckland Business Chamber – 90 Symonds Street, Grafton, Auckland 1010. Venue costs included in fees.
- Large Delegations: If the number exceeds the Auckland Business Chamber's venue capacity, visiting delegations must arrange and cover venue costs. Additional fee may be charged and agreed prior to invoicing.

4 | Cancellation

- Once LoI is issued, prepayment is nonrefundable.
- Hosting for individual delegates can be accommodated if others in the delegation are unable to attend.

5 | Additional Information

- LoI will be based on the information provided.
- Full responsibility falls on the requesting business entity, whether referral or direct.
- The Auckland Business Chamber reserves the right to decline requests at its discretion.
- The above conditions also extend to referrals from tourist agencies.
- If necessary, the Auckland Business Chamber will conduct verification with Immigration New Zealand.



Business Delegation Service Policy

Accuracy and Amendments

Delegates are responsible for checking that all details supplied for the LOI (passport name, number, date of birth, company name, travel dates, and purpose of visit) are correct before the letter is issued. Once issued, any changes to a signed or PDF letter are treated as a reissue to maintain document integrity. Only the Auckland Business Chamber may amend or re-issue official LOIs. Delegates and third parties must not edit or alter the signed document. Amendments and reissue fee will be charged at \$150 NZD (GST inclusive) each time.

Process for Amendments

1. Time and Duration of Visit
2. Visit Purpose: Including Meeting Arrangements, Sector Interests, Expected Outcome, and/or Any Other Business-Related Purposes.
3. Details of All Delegates: Including Delegation Leader's Name, then Gender, Title, Date of Birth for all Delegates.
4. Disclaimer: The Auckland Business Chamber is not responsible for any related costs.

Integrity Statement

Delegates are responsible for:

- Only the official version issued by the Auckland Business Chamber is valid for use with visa applications or border authorities.
- Any alteration by a third party invalidates the document and may affect the applicant's visa outcome.

Pre-Issuance Checklist

Before an LOI is issued, delegates must confirm in writing that all provided details are accurate. This helps avoid amendment fees and ensures smooth visa processing.

Business Delegation Packages

Auckland Business Chamber | Connecting Global Business with New Zealand

Option 1

Curated Industry Roundtable

- NZD **\$4,000** (inclusive of GST) (includes up to 12 delegates)
- All Auckland Business Chamber members will receive **20% discount** on this booking

Purpose:

A high-impact, outcome-driven roundtable designed to connect your delegation directly with senior New Zealand industry and business leaders. Discussions are tailored to your sector interests, supporting practical partnerships and trade or investment outcomes

Includes:

- Official Auckland Business Chamber invitation letter for visa and protocol purposes
- 1.5–2 hour private roundtable hosted at the Auckland Business Chamber's central Auckland offices



Business Delegation Service Policy

- Up to four invited New Zealand business or C-suite leaders aligned with your delegation's sectors
- Agenda design, facilitation, and moderation by the Chamber's International Engagement Team
- Light catering and meeting materials
- 1-page post-meeting summary with key discussion points and contact list
- On-site parking for 1 vehicle

Ideal for:

Delegations seeking substantive commercial discussions, targeted networking, and strategic partnership development in New Zealand's key growth industries.

Optional Add-Ons*

Service	Fee (NZD)
• Interpreter / translation services	Charged at cost
• Site visit or company tour coordination	+\$600 per site
• Transport for a site visit	Charged at cost for a half day/full day
• Extended written report (beyond 1-page summary)	+\$500

Option 2

Private Auckland Business Chamber Delegation Venue Hire

- NZD **\$400** (inclusive of GST) per hour
- NZD **\$1,200** (inclusive of GST) per half day (4 hours)
- NZD **\$2,000** (inclusive of GST) per full day (8 hours)
- All Auckland Business Chamber members will receive **20% discount** on this booking

Purpose:

An exclusive, all-inclusive Delegation Hosting Venue providing a central, professional environment to conduct bilateral meetings, host events for up to 50 guests, and facilitate leadership sessions or private workspaces.

Includes:

Use of the Auckland Business Chamber's Delegation Hosting Venue.

- Board Room for up to 12 pax
- Event space for up to 150 pax
- Chinese-style reception room
- Hot-desking and work areas
- Complimentary tea and coffee
- On-site parking for 1 vehicle

Ideal for:

Delegations requiring a central Auckland base for strategic meetings, trade and investment events, or working sessions with visiting and local partners.



Business Delegation Service Policy



Optional Add-Ons*

Service	Fee (NZD)
<ul style="list-style-type: none">• Interpreter / translation services	Charged at cost
<ul style="list-style-type: none">• Auckland Business Chamber's Event Team coordination (pre-event planning, onsite management and post event tidy up)	+\$75/hour
<ul style="list-style-type: none">• Catering	Charged at cost
<ul style="list-style-type: none">• Promotion of your event to the Chamber's network (via newsletter to 10,000+ subscribers, event page listing, LinkedIn feature post)	+\$500

Value to Delegations:

- Dedicated, professional base for bilateral or multilateral engagements
- Central Auckland location without CBD-level venue pricing
- Direct association with New Zealand's most recognised business organisation

Option 3

Curated Industry Roundtable and Private Auckland Business Chamber Delegation Venue Hire

Curated Industry Roundtable + Private Venue Hire. Includes all elements of Option 1 and Option 2 with a:

- **15% discount** for non-members
- **25% discount** for members

Best for:

High-profile delegations seeking both strategic engagement and a dedicated Auckland base for meetings, networking, and events – providing a seamless, end-to-end experience managed by the Chamber.

Why Engage with the Auckland Business Chamber

- **Unmatched access:** Direct introductions to key industry, government, and investment stakeholders aligned to your interests.
- **Credibility and Trust:** Activities facilitated by New Zealand's most recognised business organisation.
- **Leadership visibility:** Optional participation by Hon Simon Bridges, to amplify profile and influence.
- **Tailored delivery:** Every engagement is custom-designed to your sector objectives, ensuring commercial relevance and tangible outcomes.
- **Efficiency & Impact:** One point of contact for venue, participants, and logistics – delivering a smooth, high-impact programme in Auckland.



Business Delegation Service Policy



Booking Terms

- Full pre-payment required to confirm booking.
- Cancellations within five business days of the event incur costs for any confirmed catering or external provider services and 10% of the total venue services. Once the LOI is issued, prepayment is non-refundable

For bookings or enquiries:

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**Optional Add-ons which are 'charged at price' are not included in the Chamber membership discount.*





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