

Completed nomination documents must be in the hands of the Returning Officer by:
12 noon on Friday 19 September 2025

INTRODUCTION

This information sheet has been prepared as a guide to assist candidates and others with general information on the election to be held at this year's Annual General Meeting (AGM). Candidates or other persons requiring more detailed information should contact the election helpline – 0800 666 937 in the first instance.

RETURNING OFFICER

The Returning Officer for this election is Anthony Morton. He can be contacted during normal business hours on 0800 666 937 or iro@electionz.com

2025 BOARD MEMBER ELECTION TIMETABLE

Relevant key dates are:

Nominations Open	Monday 11 August 2025
Nominations Close	12 noon Friday 19 September 2025
IF ELECTION REQUIRED	
Dispatch of voting papers to verified beneficiaries (voting opens)	Friday, 10 October 2025
AGM	Commences 11am Saturday 15 November 2025
Postal and Internet Voting closes	12 noon Saturday 15 November 2025

ELECTION DETAILS

The Ngāti Koata Trust (the Trust) is governed by seven Trustees, three of whom must retire by rotation later this year. Nominations are now sought to fill those upcoming vacancies on the Trust.

Te Pātaka a Ngāti Koata Trust is the Post-Settlement Governance Entity set up as part of the Treaty of Waitangi claim settlement process to receive and manage assets arising from the deed of settlement for Ngāti Koata Iwi. All elected Trustees of the Ngāti Koata Trust are the same Trustees as those of Te Pātaka a Ngāti Koata Trust.

MEETING REQUIREMENTS

The Board meets approximately every month. Meetings are typically held on a Saturday or on a Thursday evening, either at the Trust's office in Nelson or via electronic meeting and generally last three to seven hours. The successful candidates are to be available for an induction / mihi whakatau on Friday, 21 November 2025.

REMUNERATION

Trustees are paid an annual honorarium.

TERM OF OFFICE

Trustees hold office for a term of three years. Trustees elected in this election cycle will hold office until the conclusion of the 2028 AGM.

NOMINATION REQUIREMENTS

Nominations must be made on an official nomination form and be received by the Returning Officer **no later than 12 noon on Friday 19 September 2025**. Delivery address details are included on the nomination form. (Note: the Returning Officer does not recommend submitting nomination forms by post. The preferred delivery method is to scan and email the completed nomination form to nominations@electionz.com).

A criminal conviction check report is required for all candidates. To do this, the nomination form will include an application form for this to be carried out via a third-party provider. All candidates are required to complete that application form and return it to the Returning Officer with their other nomination documents.

In the event that more than three nominations are received, an election will be held amongst verified adult members by postal and internet voting and by ballot box at the AGM.

At least four of the seven Trustees must be adult (18 years or over) members of Ngāti Koata Trust. The nomination form includes provision for candidates to declare if they are adult members. The Returning Officer will use that information to confirm the successful candidates if an election is required. Each nomination must be supported by one registered adult member who must sign the nomination form.

CANDIDATE ELIGIBILITY

Both the Trust deeds of the Ngāti Koata and Te Pātaka a Ngāti Koata Trusts list eligibility criteria for candidates and reasons for disqualification from office. These are listed on the reverse side of the nomination form. Candidates should check those eligibility criteria before completing the nomination form.

CANDIDATE PROFILE STATEMENTS

The Trust deed allows for candidate profile statements to be provided by each candidate with the nomination form. If an election is required, these are collated by the Returning Officer and forwarded to verified beneficiaries with the voting papers.

Candidate Profile Statements

- **The candidate profile statements must not exceed 500 words** (The word limit will be strictly enforced).
- **Must** be submitted with the candidate's nomination paper (preferably in electronic format, i.e. as a Word document), and emailed to the Returning Officer; and
- **Must** be confined to information concerning the candidate, and the candidate's policies and intentions if elected to the Board; and
- May include a recent (i.e. less than one year old) head and shoulders photograph of the candidate **only**.
- May submit a 2-minute video explaining why you want to join the board.

Photos should preferably be supplied in colour, in an electronic format (scanned as an attachment by email), but hard copy photos will be accepted and scanned at 300 dpi by the Returning Officer. **(N.B. photos will not be returned to candidates).**

An outline for candidate profile statements is listed on the reverse side of the nomination form.

ENROLMENT

Applications for registration can continue to be processed throughout the voting period. Any applications received after 19 September 2025 will be dealt with by way of special vote, subject to verification. Registration forms are available online at **www.ngatikoata.com**

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