



EXECUTIVE COUNCIL CHAMBERS

27 May 2024



Ref: OIA OIA-2023/24-0858

Tēnā koe

Official Information Act request: Warrants and cancellation of Royal Honours

Thank you for your Official Information Act (the Act) request received on 14 May 2024. You requested:

"I would like to request any draft, template or copies of warrants for the appointment to the following Royal Honours:

- New Zealand Order of Merit (any class)
- Order of New Zealand
- Queens/Kings Service Order
- Queens/Kings Service Medal

I would also like to request any draft, template or copies of orders cancelling appointments for the following Royal Honours:

- New Zealand Order of Merit (any class)
- Order of New Zealand
- Queens/Kings Service Order
- Queens/Kings Service Medal

I am aware that communications with the Sovereign are excluded under the OIA, so I am not seeking material that would be covered under that section. However this should not exclude any drafts or templates that do not form communication with the Sovereign."

Response to your request

The first part of your request is for warrants appointing individuals to the identified Orders. In making your request you have specified that you are not requesting any material that is a communication with the Sovereign. I note that warrants are necessarily a communication from the King. This is reflected in their drafting and the fact they are signed by the King. While warrants, whether draft or final, are classified as communications from the Sovereign, I have decided to release templates of the appointment warrants on this occasion. Please find attached templates of the following warrants of appointment:

Item	Document Description
1.	Template for warrant of appointment to the Queen's Service Order
2.	Template for certificate for the award of the Queen's Service Medal

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3.	Template for warrant of appointment as a Dame Companion of the New Zealand Order of Merit
4.	Template for warrant of appointment to the Order of New Zealand

With regard to the second part of your request, there is no formal instrument, such as an Order, used in the forfeiture of Royal Honours. I must therefore refuse this part of your request under section 18(e) of the Act on the grounds the information does not exist. Instead of a formal instrument, His Majesty The King's approval is recorded in correspondence. As you indicated in your request, you are not seeking such material. Forfeitures of Royal Honours are notified in the Gazette. You can find previous notices at the following address:

<http://www.gazette.govt.nz/home/NoticeSearch/?keyword=forfeiture&year=&pageNumber=¬iceNumber=&dateStart=&dateEnd=¬iceType=vr&act=>

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Nāku noa, nā



Nicola Purvis
Acting Clerk of the Executive Council

CHARLES THE THIRD, by the Grace of God King of New Zealand and His Other Realms and Territories, Head of the Commonwealth, Defender of the Faith and Sovereign of The Queen's Service Order, to Our trusty and well beloved

GREETING!

WHEREAS We have thought fit to nominate and appoint you to be an Ordinary Companion of Our said Queen's Service Order.

WE do by these presents grant unto you the Dignity of an Ordinary Companion of Our said Queen's Service Order and hereby authorise you to have, hold and enjoy the said Dignity of an Ordinary Companion of the aforesaid Order together with all and singular the privileges thereunto belonging or appertaining.

GIVEN at Our Court at Saint James's under Our Sign Manual and the Seal of Our said Queen's Service Order this day of
in the year of Our Reign.

By the Sovereign's Command.

Principal Companion of The Queen's Service Order.

TIĀRE TE TUATORU, i te atawhai a te Atua, ko ia nei te Kīngi o Aotearoa me Ērā Atu o Ōna Whenua, Rohe hoki, te Upoko o te Kotahitanga o Ngā Whenua i Raro i Tōna Maru, te Kaipupuri i te Mana o te Hāhi o Ingarangi me te Arikinui o te Tohu Whakanui Ratonga a te Kuini, ki Tō Mātou e whakapono nei, e aroha nui nei

NGĀ MIHI!

NĀ TE MEA kua whakaaro Mātou kia whakaingoatia, kia tohua koe hei Takahoa Noa o Tō Mātou Tohu Whakanui Ratonga a te Kuini.

NĀ ēnei āhuatanga kua whakaaetia ki a koe te Mana o te Takahoa Noa o Tō Mātou Tohu Whakanui Ratonga a te Kuini, ā, kua whakaaetia koe kia āhei ki te pupuri, ki te whai i ngā hua e ahu mai ana i te Mana o te tūranga o te Takahoa Noa o Tō Mātou Tohu e kōrerotia ake nei, tae atu hoki ki ngā painga katoa e ahu mai ana i taua tohu.

KA TOHUA ki Tō Mātou Whare Ariki o Hato Hēmi i raro i Tō Mātou Tohu me te Hīri o Tō Mātou Tohu Whakanui Ratonga a te Kuini i tēnei rā i te tau o Tō Mātou Rangatiratanga.

Nā te Whakahau a te Kīngi.

Te Takahoa Matua o te Tohu Whakanui Ratonga a te Kuini.

HIS MAJESTY THE KING

has been pleased to confer

THE QUEEN'S SERVICE MEDAL

TE TOHU WHAKANUI RATONGA A TE KUINI

upon

Dated at this day of

PRINCIPAL COMPANION
THE QUEEN'S SERVICE ORDER

TE TAKAHOA MATUA, TOHU
WHAKANUI RATONGA A TE KUINI

CHARLES THE THIRD, by the Grace of God, King of New Zealand and His Other Realms and Territories, Head of the Commonwealth, Defender of the Faith and Sovereign of The Order of New Zealand, to Our trusty and well beloved

TIĀRE TE TUATORU, i te atawhai a te Atua, ko ia nei te Kīngi o Aotearoa me Ērā Atu o Ōna Whenua, Rohe hoki, te Upoko o te Kotahitanga o Ngā Whenua i Raro i Tōna Maru, te Kaipupuri i te Mana o te Hāhi o Ingarangi me te Arikinui o te Tohu Kairangi o Aotearoa ki Tō Mātou e whakapono nei, e aroha nui nei

GREETING!

NGĀ MIHI!

WHEREAS We have thought fit to nominate and appoint you to be an Ordinary Member of Our said Order of New Zealand:

NĀ TE MEA, kua whakaaro Mātou ki te tohu, ki te kopou anō hoki i a koe hei Mema Noa nō Tō Mātou Tohu Kairangi o Aotearoa:

WE do by these presents grant unto you the Dignity of an Ordinary Member of the said Order of New Zealand and hereby authorise you to have, hold and enjoy the said Dignity of an Ordinary Member of the aforesaid Order together with all and singular the privileges thereunto belonging or appertaining.

KUA whakaae Mātou, rā roto i ēnei āhuatanga katoa, kia whakawhiwhia koe ki te Mana hei Mema Noa nō taua Tohu Kairangi o Aotearoa, ā, ka whakamana Mātou i a koe hei Kaipupuri i taua Mana hei Mema Noa nō taua Tohu Kairangi rā, tae atu ki ngā taonga me ngā āhuatanga e hāngai ana ki taua Tohu Kairangi.

*GIVEN at Our Court at Saint James's under Our Sign Manual and the Seal of Our Realm of New Zealand this day of
in the year of Our Reign.*

*KA TOHUA tēnei i Tō Mātou Whare Ariki o Hato Hēmi i raro i Tō Mātou Mana Tuku me te Hīri o Tō Mātou Whenua o Aotearoa i tēnei rā
i te tau o Tō Mātou Rangatiratanga.*

By the Sovereign's Command

I raro i te Mana Tohu o te Kīngi

Prime Minister of New Zealand

Pirimia o Aotearoa

Secretary and Registrar

Hēkeretari-Kairēhita