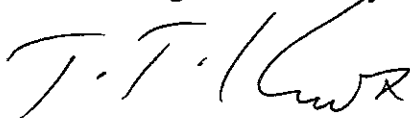


## Animal Products (Requirements for Issue and Control of Official Assurances) Notice 2008

Pursuant to section 167(l)(k) of the Animal Products Act 1999, I, Tim Knox, Director (Border Standards) issue the following notice for the purposes of specifying: Requirements for the issue and control of official assurances under section 62(4).

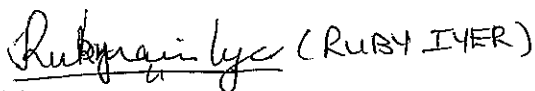
This notice is amending the notice previously issued on 1 September 2008

Signed at Wellington this 9<sup>th</sup> day of December 2008

  
(signed)

Tim Knox  
Director (Border Standards)  
MAFBiosecurity New Zealand  
Ministry of Agriculture and Forestry  
(Acting under delegated authority)

Certified in order for signature

  
(signed)

Solicitor  
Legal Services  
9/12/2008

Published by the Ministry of Agriculture and Forestry  
PO Box 2526  
Wellington 6140

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# Notice

## **Title**

This notice is the Animal Products (Requirements for the Issue and Control of Official Assurances) Notice 2008

## **Commencement**

This notice comes into force on 1 February 2009

# Part 1 Preliminary provisions

## 1.1 Application

- 1.1.1 This notice applies only to official assurances issued for live animals (being any live mammals or birds or any other animal not being certified as food), and germplasm (not being certified as food) of animals.

For the avoidance of doubt, this notice covers also live terrestrial animals exported for slaughter.

## 1.2 Definitions

- 1.2.1 Any term or expression that is defined in the Animal Products Act 1999, Animal Products (Ancillary and Transitional Provisions) Act 1999, or regulations made under those Acts and used but not defined in this notice, has the same meaning as in those Acts or Regulations.

In this notice, unless the context otherwise requires, the following definitions, abbreviations and interpretations are used:

<b>the Act, or APA</b>	the Animal Products Act 1999 unless otherwise stated
<b>animal</b>	any member of the animal kingdom, including: a. any mammal, bird (including hatching eggs), finfish, shellfish, reptile, amphibian, insect, or invertebrate b. any other creature or entity that is declared by the Minister by notice in the Gazette to be an animal for the purposes of this Act  This notice applies only to official assurances issued for live animals (being any live mammals or birds or any other animal not being certified as food), and germplasm (not being certified as food) of animals
<b>Animal Imports and Exports Group</b>	the section within MAFBNZ responsible for the development, negotiation and setting of, and adherence to export requirements for live animals and germplasm
<b>approved laboratory</b>	a laboratory approved by MAFBNZ as able to carry out nominated tests required for export certification
<b>authorised person</b>	a person employed by NZFSA and designated by the Director-General of NZFSA under section 65 of the Act as an authorised person for the purpose of issuing official assurances under section 61 of the Act, and for withdrawing and reissuing official assurances under section 64 of the Act
<b>bee declaration</b>	a copy of an export certificate template with relevant sections completed, issued by a bee team to an authorised person, which confirms information supporting the eligibility for export of any live bees that require an official assurance
<b>bee team</b>	a MAFBNZ approved and registered bee exporter

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<b>centre veterinarian</b>	a MAFBNZ approved veterinarian who is responsible for day-to-day compliance of semen collection, processing and/or storage in accordance with this notice and any relevant requirements
<b>cleaning</b>	the application of procedures that effectively remove surface and built-up dirt, as appropriate to the equipment/facility. These procedures may vary according to the nature of the equipment/facility they are applied to. Examples are: <ol style="list-style-type: none"><li>high-pressure hose and/or steam cleaning for concrete, steel, rubber and wooden surfaces associated with a collection facility</li><li>hot water, detergents and/or abrasive cleaning agents for smooth work/interior surfaces in a laboratory or storage facility</li></ol>
<b>competent authority</b>	the veterinary Authority or other Governmental Authority of a member country having the responsibility and competence for ensuring or supervising the implementation of animal health and welfare measures, international veterinary certification and other standards and guidelines
<b>competence</b>	demonstrated ability to apply knowledge and skills
<b>conflict of interest</b>	where the duties or responsibilities of a person required by this notice or under the Act could be improperly affected by some other interest or duty the person may have
<b>consignment plan</b>	a plan drawn up for the export of large consignments of livestock to ensure that the consignment remains under continuous official control after the eligibility document has been issued, and until departure of the consignment from New Zealand
<b>custom collection</b>	collection of semen from animals that are not permanently resident on the centre (compared with collection from animals that are permanently resident on the semen collection centre)
<b>defined area</b>	an area within a facility, which is clearly demarcated for a specific purpose
<b>Director-General</b>	this term generally applies to the Director-General of NZFSA and for the purposes of this document includes his/her authorised delegates namely, the Director-General of MAF, Deputy Director-General of MAFBNZ, the Director Border Standards of MAFBNZ, Exports Manager MAFBNZ or other MAF employees with delegated authority to exercise appropriate powers under the Animal Products Act
<b>disinfection</b>	the application, after cleaning, of procedures intended to destroy agents of disease
<b>dispensation</b>	an exemption from a particular export requirement which is reflected in the issuing of a one-off official assurance
<b>eligibility document</b>	a copy of an export certificate templates with relevant sections completed, which is issued by a recognised person to an authorised person and which confirms information supporting the eligibility for export of any live animal (and

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	germplasm where a germplasm declaration is not used) that requires an official assurance
<b>embryo</b>	the initial stage of development of a domestic animal, while it is transferable to a recipient dam
<b>embryo team</b>	a group of technicians, under the supervision of a team veterinarian, competent to perform the collection/production, processing and storage of embryos/ova
<b>entity</b>	an organisation or person that is legally able to enter into a contract and possesses a separate existence for tax purposes. An example of an entity would be a company, corporation, partnership, or trust.
<b>equivalence</b>	the situation where the sanitary measure(s) proposed by the exporting country, is negotiated and accepted by the importing country as an alternative to their requirement
<b>export animals</b>	live animals destined for export from New Zealand to another country
<b>export certificate template</b>	the template which is used to raise an official assurance as determined by the Director-General pursuant to section 62 of the Act. For the purposes of this notice, once the export certificate template is completed, printed on security paper, numbered, signed and dated by an authorised person, and stamped with that authorised person's signatory seal, it becomes an official assurance
<b>export requirements</b>	the requirements, issued under section 60 of the Act, specific to an identified overseas market(s) as related to the export of live animals and germplasm.
<b>exporter</b>	a person or entity that is registered for the purpose of exporting animal products under the Act, unless exempt from registration
<b>facility</b>	buildings, laboratories, yards, paddocks, collection facilities, apiaries, etc. associated with the export of live animals/germplasm
<b>farm of origin</b>	the farm from which the animals originated immediately prior to entering pre-export isolation or a semen centre, prior to embryo collection, or prior to being exported
<b>first-hand knowledge</b>	knowledge by a person of facts or information which have been directly observed or verified by that person. It does not include knowledge based on what a person has been told by another
<b>germplasm</b>	semen, embryos, and ova
<b>germplasm declaration</b>	a copy of an export certificate template with relevant sections completed, issued by an approved centre/team veterinarian to an authorised person and which confirms information supporting the eligibility for export of any germplasm that requires an official assurance
<b>germplasm register</b>	a record of the approval status of semen centres and embryo teams held by MAFBNZ
<b>IATA</b>	International Air Transport Association
<b>IETS</b>	International Embryo Transfer Society

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<b>import permit</b>	an official document that is issued by an importing country allowing the importation of live animals or germplasm which may or may not specify the import requirements
<b>inventory</b>	a system of control whereby an entity is able to satisfactorily demonstrate the identity, traceability and eligibility of germplasm or security paper/seals through their records
<b>isolation</b>	keeping animals of the same export status separate from other animals of a different or unknown status
<b>isolation plan</b>	a plan drawn up for animals in MAF-approved pre-export isolation facilities to ensure that the animals remain in continuous isolation and under official control in accordance with the export requirements
<b>issue</b>	(in relation to an official assurance) refers to the provision of the authorised person's signature and seal on an export certificate template to transform it into an official assurance
<b>issuing signature</b>	the signature of the authorised person on an official assurance. This will be the final signature applied to an export certificate template
<b>MAF</b>	Ministry of Agriculture and Forestry
<b>MAF Assurance and Risk</b>	Ministry of Agriculture and Forestry Assurance and Risk in the Assurance and Risk Directorate
<b>MAFBNZ</b>	Ministry of Agriculture and Forestry Biosecurity New Zealand. This is the department of the New Zealand Ministry of Agriculture and Forestry that fulfils the role of New Zealand's competent authority for export of live animals and germplasm
<b>MAFBNZ conflict of interest policy</b>	"Policy for managing conflicts of interest when providing official assurances for export of live animals and germplasm"
<b>MAFBNZ website</b>	<a href="http://www.biosecurity.govt.nz">http://www.biosecurity.govt.nz</a>
<b>non-compliance</b>	these are rated as follows: <ol style="list-style-type: none"><li>critical non-compliance</li><li>major non-compliance</li><li>minor non-compliance.</li></ol>

A critical non-compliance compromises the integrity of export certification.

Examples include but are not limited to:

- negligence
- non-disclosure of unfavourable test or examination results
- substitution of animals or samples
- failure to keep essential records
- false certification and/or altered signature
- failure to declare a conflict of interest
- failure to rectify any major non-compliance(s) within the agreed timeframe.

A major non-compliance is one that demonstrates a major failure in the operation of a documented procedure or a deficiency in veterinary science application. It may be a specific non-compliance or a system with multiple non-compliances having a cumulative effect. Major non-compliances may be created by escalation of outstanding issues from previous audits.

A major non-compliance may compromise the integrity of the official assurance.

Examples include but are not limited to:

- unsatisfactory submission of samples for testing
- major omission or inaccuracy in record-keeping.

A minor non-compliance is one that does not represent a major failure of an operation or system but that does require correction.

**NZFSA VA**  
**NZFSA website**  
**official assurance**

New Zealand Food Safety Authority Verification Agency  
<http://www.nzfsa.govt.nz>

a general statement to a foreign government, or an agent of a foreign government, attesting that certain conditions apply with respect to live animals or germplasm export. This includes, but is not limited to, statements regarding New Zealand's animal health status, the residency, isolation, health, testing, treatment and inspection status, and transportation of the commodity to be exported. For the purposes of this notice, once an export certificate template is completed, it becomes an official assurance. Only authorised persons may issue an official assurance.

**official veterinarian**

a veterinarian authorised by the Veterinary Authority i.e. competent authority of the country to perform certain designated official tasks associated with animal health and/or public health and inspections of commodities and, when appropriate, to verify in conformity with the provisions of the chapters on "General obligations related to certification" and "Certification procedures" in the current version of the chapters on "General obligations related to certification" and "Certification procedures" in the current version of the OIE *Code*. (Veterinarians authorised or recognised under the Animal Products Act 1999 can be termed 'official veterinarians'.)

**official control**  
**OIE**

the control by a recognised person or authorised person  
World Organisation for Animal Health (the name Office International des Epizooties was abolished in 2003; the acronym has been maintained)

**operator**

the person who has overall responsibility for a pre-export isolation facility, its maintenance and operation

**ovum**

a reproductive cell of a female animal produced by an ovary, and capable of developing into a new individual after fertilisation by sperm

**premises**

the place where a live animal business is operated

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<b>recognised agency</b>	in relation to any function or activity means a person or body recognised under section 103 of the Act for the purpose of performing specified functions and/or activities
<b>recognised person</b>	in relation to any function or activity means a recognised person under section 103 of the Act for the purpose of performing specified functions and/or activities
<b>representative facility</b>	a facility which serves as a typical or characteristic example of that facility as used by an embryo team
<b>ruminants</b>	cattle, deer, goats, lamoids and sheep
<b>security paper</b>	watermarked and individually numbered security paper. The front side of each sheet has a disruptive wavy background with the words 'Ministry of Agriculture and Forestry Te Manatu Ahuwhenua, Ngaherehere'. Security paper intended for the front page of an official assurance also has at the top the MAF logo and the New Zealand Government Coat of Arms. A unique shoulder number is on the top right corner of the front page and subsequent sheets have a space for the shoulder number to be entered.
<b>security seal</b>	a MAF seal, which is a uniquely marked device used for the purpose of detecting whether cages or containers containing live animals or germplasm have been tampered with once the official assurance has been issued
<b>semen centre</b>	an officially approved and supervised facility(s) where one or more of the following activities occurs: keeping animals, collecting semen, processing semen, and storing semen. A centre may have separate facilities on different sites
<b>signatory seal</b>	a MAF stamp, with a unique, four-digit number, issued to an authorised person
<b>specifications</b>	any specification issued under section 60 (2) of the Act
<b>sterilisation</b>	the procedure to free from living micro-organisms
<b>supporting documentation</b>	a document, provided by a person other than a recognised person, providing information to support the eligibility for export of any live animal or germplasm that requires an official assurance
<b>team veterinarian</b>	an officially approved veterinarian who is responsible for supervision of the embryo team and the day-to-day compliance of the embryo team with this notice
<b>technical manager</b>	the person with overall responsibility for the technical activities of the recognised agency and who acts as the recognised agency's point of contact with MAFBNZ
<b>transit country</b>	a country through which export animals or germplasm pass, but are not given clearance to enter on their way to the country of destination
<b>veterinarian</b>	a veterinarian registered under the Veterinarians Act 2005, or its predecessor
<b>voided</b>	(in relation to a box or blank space in an export certificate template) means ruled off after the last entry and a diagonal line added, or the box otherwise filled so as to prevent the unauthorised entering of information after signing

**work manual** the documentation outlining the systems and procedures of a semen centre or embryo/bee team, related to appropriate Parts/sections of the notice.

### 1.2.2 **Interpretation of export requirements**

Terms occurring in some export certificate templates and their interpretations are presented below. Where terms are defined otherwise in the supplementary notes to an export certificate template that definition takes precedence over the interpretation listed here.

#### **after due enquiry / to the best of my knowledge and belief**

Where declarations are taken to support 'due enquiry', a number of declarations may be required to satisfy an export requirement, depending on the depth of knowledge of the person providing the declaration. Declarations must be taken from appropriate persons and must relate to their first-hand knowledge of a situation, not their knowledge of another person's integrity.

#### **area / premises / herd / flock / apiary of origin / individual animal disease status**

Disease status may be required to be certified for area / premises / herd / flock / apiary of origin / individual animal. For further information, see 'clinically diagnosed', 'disease', 'disease-free region', 'evidence of contagious or infectious disease', 'free from veterinary/quarantine restrictions', 'freedom from disease', 'not been known to occur' and 'premises of origin'. Animals for export must be able to be individually traced, by a documented trail, back to the entities above to satisfy this clause.

#### **cleaning and disinfection**

See definitions for 'cleaning' and 'disinfection' in section 1.2 Definitions.

For germplasm and pre-export isolation facilities, MAFBNZ accepts the following surfaces as able to be cleaned and disinfected:

- wood and concrete surfaces, as long as they are in good condition (e.g. rotten wood and broken concrete surfaces are not able to be cleaned and disinfected).
- surfaces where aggregate (e.g. sand) is used, for example in semen collection centres to provide secure footing. These areas must have concrete flooring underneath, so the aggregate can be removed and the flooring underneath effectively cleaned and disinfected
- other surfaces (e.g. carpet), although not able to be effectively cleaned and disinfected, may be used if they can be easily removed.

#### **clinically diagnosed**

For a disease to be clinically diagnosed, it would require a visual and physical veterinary examination of the animal. Declarations for this type of activity should include:

- type of examination carried out
- extent of examination
- date and place of examination
- findings.

#### **disease**

'Disease' may be mentioned in the context of the following broad categories:

##### **OIE diseases:**

These can be found in the Terrestrial Animal Health Code (Mammals, Birds and Bees). Export requirements usually refer to specific diseases. The Animal

Imports and Exports Group may be consulted for further information regarding these diseases.

**specific diseases**

These are specified in the export requirements. Their status should be established using the information under 'freedom from disease'.

**notifiable diseases**

These may be notifiable in New Zealand or in the importing country. They should be specified in the export requirements. Notifiable diseases in New Zealand are published under the Biosecurity (Notifiable Organisms) Order 2002 on the MAF Biosecurity New Zealand website.

**general disease**

This is often used in terms of assessing the fitness of an animal to travel (see 'fit to travel'). Where specific examinations are required, these will be stated in the export requirements.

**disease-free region**

The term 'region' is not definitive. It should either be defined in the supplementary notes to the export requirements or be part of an official disease control or eradication programme. Investigations for this type of claim should include the relevant enquiries from those listed under 'freedom from disease'.

**equivalent health status**

Any in-contact animals must be of the same certifiable disease status as those being certified; therefore, treatment and testing of the in-contact animals may be necessary. The term 'equivalent health status' may also be applicable to the disease status of the premises or herd/flock/apiary of origin, and the means of transport to a collection point. If the disease status of an animal or group of animals is unclear, they must not be mixed with another group until the disease status is clarified.

**evidence of contagious or infectious disease**

The diagnostic criteria may be specified in the export requirements. For some diseases, this may be solely laboratory confirmation of the disease. For others, e.g. ringworm, a clinical veterinary examination may be required. Declarations for this type of statement should include:

- type of examination carried out
- extent of examination
- date and place of examination
- findings.

**fit to travel**

Animals for export must be healthy, not show any injury that could affect their ability to travel and be in adequate body condition. Factors to take into account:

- animals should be bright and mentally alert. If sedated, they should be in a reasonable mental state considering the sedation
- young animals must be sufficiently developed to cope with the duration and type of journey
- animals must be able to stand on all feet and move freely
- any wounds should be under treatment and not likely to present problems during transport
- where an animal is on medication, consideration must be given to whether the stress of travel might compromise that animal's health
- animals should have no abnormal discharges from external orifices or skin diseases

- body condition must be adequate for the duration and type of journey
- animals should be pre-conditioned to on-board rations, where applicable
- transport containers/crates must be suitable for animals in question as well as the type of journey
- where relevant IATA and MAF standards and guidelines are published, they must be adhered to
- pregnancy status.

**flock/herd/apiary of origin**

A group of animals, living and feeding together as an epidemiological unit, from which animals to be exported have been derived or had their primary source. The importing country may qualify the term of 'herd/flock/apiary of origin' for a specified amount of time in the immediate past. Some farming units may be able to have more than one herd/flock/apiary of origin on the one property, however, shared facility(s) may be used only where the following are unequivocal:

- a. sharing does not compromise the export status of the animals
- b. the facility(s) is constructed such that it can be cleaned and disinfected between usage by animals of a different export status.

Any changes to the make-up of the herd/flock/apiary of origin should not affect the ability to certify with regard to disease freedom. Therefore the following should be considered:

- the health status of the animals entering the herd/flock/apiary
- the health status of the property from which they originate
- specific export requirements.

**freedom from disease**

The export requirements must state:

- the disease in question
- the period of time for which freedom is required
- the area to which the term "freedom from disease" applies.

Declarations to support this type of statement should be based on information from:

- registered veterinarians or apiary officers who service the premises/animal(s) in question
- industry control or eradication databases
- animal health laboratory databases
- National Notifiable Diseases databases
- National Disease Surveillance reports
- NZFSA Verification Agency
- animal product businesses
- export test reports
- owners of animals.

A number of declarations may be required to satisfy an export requirement clause, depending on the depth of knowledge of the person providing the declaration. For example, the farmer may state that to the best of his or her knowledge no cases of a disease have been diagnosed and give the names of the veterinary practices that have serviced the farm over the period required. The veterinarian(s) servicing the farm, in a separate declaration, may state that the practice has visited the farm a certain number of times in the period in question and that no cases of the disease have been diagnosed by their veterinary practice. The official veterinarian has the discretion to decide where a declaration is insufficient.

**free from veterinary/quarantine restrictions**

The owner of the premises in question should be asked whether the property is under movement control or other restrictions. The Animal Health Board database shows properties under 'movement control' for bovine tuberculosis.

**not been in contact**

Where all contact (both direct and indirect) is to be prevented, there must have been no direct contact between the export animals and other animals that could compromise their export status, or indirect contact via their feed, water and waste products, the facility(s), or personnel handling other animals during the specified period. Allowance may need to be made for other species coming into contact with the animals for export. For example, in general, dogs should be allowed to be used to move ruminants. Where this term applies to transport of animals, declarations for this type of activity should include:

- time of departure from the collection point
- route taken to the destination
- time of arrival at the destination
- information required regarding cleaning and disinfection (including active ingredient and concentration used).

The export requirements may specify that a seal be used on the means of transport. It is appropriate for the recognised person to require the means of transport to be sealed, even when not required by the conditions of the export requirements, where he/she deems it necessary to prevent contact with other animals.

**not been known to occur**

This refers to the absence of clinical disease (see 'clinically diagnosed'). Enquiries should be made such as those set out in 'freedom from disease'.

**premises of origin**

Premises are considered to be the unit of land, including buildings, from which the animal(s) for export are derived. Clarification of this term may be required in the supplementary notes of the export requirements to give a time period over which all the premises on which the animal(s) has resided must be considered to be premises of origin for disease freedom purposes, particularly where the animal(s) is not required to stay on a single property during the time stated.

**scheduled date of departure/export**

The term 'scheduled date of departure/export' is commonly used rather than the 'date of departure/export'. The actual date of departure may be up to five days later than the 'scheduled date of departure' without jeopardising the validity of the official assurance. This may occur when the intended date of departure of the ship/plane is delayed, e.g. due to mechanical problems.

**supervision**

Supervision may be direct or indirect.

'Direct supervision' means that the specified person is present throughout the task.

'Indirect supervision' means that the specified supervisor is in a position to respond to a request for assistance. In both cases, the person undertaking the activity must be properly informed of the expectations placed on them. Some export requirements state that persons of a certain status must perform activities in the export process. In those cases, the specified person must perform the task.

## Part 2 Requirements for certification

### 2.1 Eligibility documents

- 2.1.1 Eligibility documents must be issued only by recognised persons, unless otherwise permitted by the export requirements.
- 2.1.2 Any recognised person issuing eligibility documents must:
- have a thorough understanding of the export requirements applicable to the commodity being exported
  - have first-hand knowledge of the information they are providing and/or be assured that any supporting documentation is true and accurate
  - be assured that the person signing the supporting documentation has the requisite first-hand knowledge of the information they are providing and is in a position to provide the supporting documentation accurately
  - ensure that livestock can be traced back to the farm of origin and maintain a record of this
  - be assured that the person signing the supporting documentation understands the export requirement(s) for which they are providing information and the consequences of providing incorrect information.
- 2.1.3 Eligibility documents must not be issued if the details on the document are incomplete, inaccurate or not in accordance with the export requirements.
- 2.1.4 Where the recognised person is unable to verify any requirements in the eligibility document, these requirements must be crossed out.
- 2.1.5 When preparing an eligibility document the recognised person must:
- record the exporter's registration identification on the eligibility document, or state that they are exempt
  - in the case of germplasm, record the semen centre's/embryo team's approval number on the eligibility document. Where germplasm has been moved between approved semen centres and embryo teams, a complete trail of supporting documentation is required of the approval number(s) and function(s) for each approved semen centre/embryo team
  - delete all uncompleted tasks and notify the authorised person accordingly in writing
  - ensure that there is no overlap of the contents of the eligibility document and any letter-head or other printing
  - void any spaces in the eligibility document into which unauthorised information could be added
  - ensure that dates are in the form of dd/month/yyyy, e.g. 17 Dec 2008. For the month the abbreviated or full word may be used
  - ensure that only the actual date of signing is entered.
- 2.1.6 When corrections to eligibility documents are made, the recognised person must adhere to the following:
- corrections are made by hand with the original wording struck out such that it remains legible
  - corrections are applied as closely as practicable to the incorrect entry
  - the full signature of the signatory to the document and the date of correction must be applied to the correction as closely as practicable
  - no more than four corrections per document are made

e. each error is only corrected once.

- 2.1.7 Where any of clause 2.1.6 is unable to be complied with, or where the corrections result in the document becoming unclear, a replacement eligibility document must be issued.
- 2.1.8 The recognised person must keep a copy of the documentation to support the replacement of the eligibility document.
- 2.1.9 A draft electronic version of the eligibility document may be sent to the authorised person to aid in the preparation of the official assurance. Prior to issuing the official assurance, the original, signed eligibility document must be available to the authorised person. Where the original signed eligibility document cannot be made available, and a faithful and legible copy has been provided instead, the original signed eligibility document must be sent to the authorised person within five working days of signing the official assurance.
- 2.1.10 In the event of any differences between the draft electronic version and the signed eligibility document, a cover page must detail these differences.
- 2.1.11 The authorised person is responsible for noting any differences between the draft electronic version and the signed eligibility document, and ensuring that the official assurance reflects the signed eligibility document.
- 2.1.12 The signed eligibility document is to be kept with the authorised person's copy of the official assurance.
- 2.1.13 An eligibility document must not be sent to the importing country, except where the export requirements specifically require this.

## **2.2 Management of non-compliance of eligibility documents**

- 2.2.1 Any non-compliance detected in a signed eligibility document must be notified to the recognised agency's technical manager who must institute and document a corrective action.
- 2.2.2 Any non-compliance detected that compromises the integrity of export certification, must be reported immediately, and within 48 hours in writing, to the Animal Imports and Exports Group.

## **2.3 Germplasm declarations**

- 2.3.1 A germplasm declaration must be produced by the approved centre/team veterinarian.
- 2.3.2 Any approved centre/team veterinarian issuing germplasm declarations must:
- have a thorough understanding of the export requirements applicable to the commodity being exported
  - have first-hand knowledge of the information they are providing and/or be assured that any supporting documentation is true and accurate
  - be assured that the person signing the supporting documentation has the requisite first-hand knowledge of the information they are providing and is in a position to provide the supporting documentation accurately

- d. be assured that the person signing the supporting documentation understands the export requirement(s) for which they are providing information and the consequences of providing incorrect information.
- 2.3.3 Germplasm declarations must not be issued if the details on the declaration are incomplete, inaccurate or not in accordance with the export requirements.
- 2.3.4 When preparing a germplasm declaration the centre/team veterinarian must:
- record the exporter's registration identification on the germplasm declaration, or state that they are exempt
  - record the semen centre's/embryo team's approval number on the germplasm declaration. Where germplasm has been moved between approved semen centres and embryo teams, a complete trail of supporting documentation is required of the approval number(s) and function(s) for each approved semen centre/embryo team
  - delete all uncompleted tasks and notify the authorised person accordingly in writing
  - ensure that there is no overlap of the contents of the germplasm declaration and any letter-head or other printing
  - void any spaces in the germplasm declaration into which unauthorised information could be added, i.e. ruled off using a diagonal line
  - ensure that dates are in the form of dd/month/yyyy, e.g. 17 Dec 2008. For the month the abbreviated or full word may be used.
  - ensure that only the actual date of signing is entered.
- 2.3.5 When corrections to germplasm declarations are made, the centre/team veterinarian must adhere to the following:
- corrections are made by hand and struck out so that the original wording remains legible
  - corrections are applied as closely as practicable to the incorrect entry
  - the full signature of the signatory to the document and the date of correction must be applied to the correction as closely as practicable
  - no more than four corrections per document are made
  - each error is only corrected once.
- 2.3.6 Where any of the above in clause 2.3.5 is unable to be complied with, or where the corrections result in the document becoming unclear, a replacement germplasm declaration must be issued.
- 2.3.7 The centre/team veterinarian must keep a copy of the documentation to support the replacement of the germplasm declaration.
- 2.3.8 A draft electronic version of the germplasm declaration may be sent to the authorised person to aid in the preparation of the official assurance. Prior to issuing the official assurance, the original, signed germplasm declaration must be available to the authorised person. Where the original signed germplasm declaration cannot be made available, and a faithful and legible copy has been provided instead, the original signed germplasm declaration must be sent to the authorised person within five working days of signing the official assurance.
- 2.3.9 In the event of any differences between the electronic version and the signed germplasm declaration, a cover page must detail these differences.

- 2.3.10 The authorised person is responsible for noting any differences between the draft electronic version and the signed germplasm declaration, and ensuring that the official assurance reflects the signed germplasm declaration.
- 2.3.11 The signed germplasm declaration is to be kept with the authorised person's copy of the official assurance.
- 2.3.12 A germplasm declaration must not be sent to the importing country except where the export requirements specifically require this.

## 2.4 Verification of germplasm declarations by recognised persons

- 2.4.1 At the time of export, a copy of the original signed germplasm declaration must also be provided to the recognised agency's technical manager, who will forward it to the appropriate recognised person(s).
- 2.4.2 Retrospectively, the recognised person must randomly choose and verify at least 1 germplasm declaration each quarter, in accordance with Table 2.1.

**Table 2.1. Verification frequency of germplasm declarations**

Number of germplasm declarations issued per quarter	Number of germplasm declarations to be verified
1-15	At least 1
16+	10% (rounding up to be practised)

- 2.4.3 The recognised person must verify, based on his/her first-hand knowledge of the semen centre/embryo team, that the germplasm declarations, which have been selected as above, have been raised correctly. The recognised person may at his/her discretion, at any time, verify any related supporting documentation.

## 2.5 Management of non-compliance of germplasm declarations

- 2.5.1 Any non-compliance detected in a signed germplasm declaration must be notified to the centre/team veterinarian involved who must institute and document a corrective action, and report this to the recognised agency's technical manager. A record of any non-compliance must be kept by the recognised agency.
- 2.5.2 Any non-compliance detected that compromises the integrity of export certification, must be reported immediately, and within 48 hours in writing, to the Animal Imports and Exports Group.
- 2.5.3 The Animal Imports and Exports Group reserve the right to increase the verification frequency of germplasm declarations for the centre/team involved, or to require a recognised person to raise eligibility documents for verification purposes.

## 2.6 Verification of germplasm identification

- 2.6.1 An authorised person may, at any time, verify the identification and labelling of germplasm in tanks for conformity with the information on the eligibility document/germplasm declaration. To do so the following must be met:
- the authorised person is competent in handling frozen and fresh germplasm
  - due care is taken to ensure that the quality and viability of the germplasm is not compromised
  - appropriate facilities, equipment and protective clothing are used
  - the exporter has been notified that the consignment will be verified so that he/she or a representative has the opportunity to be present.

## 2.7 Bee declarations

- 2.7.1 A bee declaration must be produced by the approved bee team.
- 2.7.2 Any approved bee team issuing bee declarations must:
- have a thorough understanding of the export requirements applicable to the bees being exported
  - have first-hand knowledge of the information they are providing and/or be assured that any supporting documentation is true and accurate
  - be assured that the person signing the supporting documentation has the requisite first-hand knowledge of the information they are providing and is in a position to provide the supporting documentation accurately
  - be assured that the person signing the supporting documentation understands the export requirement(s) for which they are providing information and the consequences of providing incorrect information.
- 2.7.3 Bee declarations must not be issued if the details on the declaration are incomplete, inaccurate or not in accordance with the export requirements.
- 2.7.4 When preparing a bee declaration the bee team must:
- record the exporter's registration identification on the bee declaration, or state that they are exempt
  - record the bee team approval number on the bee declaration
  - delete all uncompleted tasks and notify the authorised person accordingly in writing
  - ensure that there is no overlap of the contents of the bee declaration and any letter-head or other printing
  - void any spaces in the bee declaration into which unauthorised information could be added
  - ensure that dates are in the form of dd/month/yyyy, e.g. 17 Dec 2008. For the month the abbreviated or full word may be used.
  - ensure that only the actual date of signing is entered.
- 2.7.5 When corrections to bee declarations are made, the bee team must adhere to the following:
- corrections are made by hand and struck out so that the original wording remains legible
  - corrections are applied as closely as practicable to the incorrect entry
  - the full signature of the signatory to the document and the date of correction must be applied to the correction as closely as practicable
  - no more than four corrections per document are made

e. each error is only corrected once.

- 2.7.6 Where any of clause 2.7.5 is unable to be complied with, or where the corrections result in the document becoming unclear, a replacement bee declaration must be issued.
- 2.7.7 The bee team must keep a copy of the documentation to support the replacement of the bee declaration.
- 2.7.8 A draft electronic version of the bee declaration may be sent to the authorised person to aid in the preparation of the official assurance. Prior to issuing the official assurance, the original, signed bee declaration must be available to the authorised person. Where the original signed bee declaration cannot be made available, and a faithful and legible copy has been provided instead, the original signed bee declaration must be sent to the authorised person within five working days of signing the official assurance.
- 2.7.9 In the event of any differences between the electronic version and the signed bee declaration, a cover page must detail these differences.
- 2.7.10 The authorised person is responsible for noting any differences between the draft electronic version and the signed bee declaration, and ensuring that the official assurance reflects the signed bee declaration.
- 2.7.11 The signed bee declaration is to be kept with the authorised person's copy of the official assurance.
- 2.7.12 A bee declaration must not be sent to the importing country except where the export requirements specifically require this,

## 2.8 Verification of bee declarations by recognised persons

- 2.8.1 At the time of export a copy of the original signed bee declaration must also be provided to the recognised agency's technical manager, who will forward it to the appropriate recognised person(s).
- 2.8.2 Retrospectively, the recognised person must randomly choose and verify at least one bee declaration each quarter, in accordance with Table 2.2.

**Table 2.2. Verification frequency of bee declarations**

Number of bee declarations issued per quarter	Number of bee declarations to be verified
1-15	At least 1
16+	10% (rounding up to be practised)

- 2.8.3 The recognised person must verify, based on his/her first-hand knowledge of the centre, that the bee declarations, which have been selected as above, have been raised correctly. The recognised person may at his/her discretion, at any time, verify any related supporting documentation

## **2.9 Management of non-compliance of bee declarations**

- 2.9.1 Any non-compliance detected in a signed bee declaration must be notified to the centre involved which must institute and document a corrective action, and report this to the recognised agency's technical manager. A record of any non-compliance must be kept by the recognised agency.
- 2.9.2 Any non-compliance detected that compromises the integrity of export certification, must be reported immediately, and within 48 hours in writing, to the Animal Imports and Exports Group.
- 2.9.3 The Animal Imports and Exports Group reserve the right to increase the verification frequency of bee declarations for that bee team, or to require a recognised person to raise eligibility documents for verification purposes

## **2.10 Supporting documentation**

- 2.10.1 Any person providing supporting documentation must:
- have the requisite first-hand knowledge of the information he/she is providing
  - ensure that the supporting documentation is true and accurate
  - be aware of the consequences of providing incorrect information.
- 2.10.2 Originals or legible copies of any supporting documentation must be kept by the recognised person or centre/team veterinarian/bee team issuing the eligibility document or germplasm declaration or bee declaration, respectively.
- 2.10.3 All declarations (excluding laboratory reports) used as supporting documentation must contain the following statements:
- the information that I have provided is true, correct and complete in every particular
  - I am aware that this declaration is made for the purposes of supporting export certification under the Animal Products Act 1999
  - I have read section 127(1) of the Animal Products Act 1999, and I am aware that section 127(1) makes it an offence for a person to deceive under this Act.
- 2.10.4 For declarations in which the verification of the identification of the animal(s) is required, the declaration must also contain the following statement: "I have checked the identification of the animal(s), for which I am providing this declaration and it is as specified in this declaration". Similarly, where the declaration is for the verification of the identification of farm/premises/herd/flock, the declaration must contain the following statement: "I have checked the identification of the farm/premises/herd/flock, for which I am providing this declaration and it is as specified in this declaration".
- 2.10.5 Signing and dating of the declaration must be done underneath all the information and statements in the declaration, to signify that the declarer attests to all the information in the declaration. Appendix I provides templates for a general declaration and a transport declaration

## **2.11 Security paper**

- 2.11.1 Security paper must be used only for printing export certificate templates that are intended to be issued as official assurances in accordance with this notice.
- 2.11.2 Exporters may hold security paper where the following conditions are met:
- a. export requirements frequently preclude consignments from being finalised during normal working hours
  - b. consignments from the exporter are inspected and loaded after normal working hours
  - c. the exporter must apply to the Animal Imports and Exports Group using the application form in Appendix I to be registered with an NZFSA VA operating location
  - d. a person is nominated who is responsible for the procedures of controlling and managing security paper
  - e. they comply with the requirements in clauses 2.11.1 and 2.11.2 above
  - f. the exporter must notify the NZFSA VA operating location of the date, number, and serial numbers of the sheets received from that operating location
  - g. records are kept for seven years and show the following:
    - i. the date the security paper was received by the exporter
    - ii. the number of the sheets received, including the number of sheets of 'first page' and 'subsequent page'
    - iii. the serial numbers of 'first page' sheets received
    - iv. serial numbers of the sheets received
    - v. serial numbers of wasted or damaged sheets
    - vi. balance of the inventory
  - h. all wasted or damaged sheets of security paper are returned to the NZFSA VA operating location within five working days
  - i. the NZFSA VA operating location audits the security paper held by the exporter, and their records, every three months.

## **2.12 Security seals**

- 2.12.1 MAF security seals must be used on cages or containers where sealing is an export requirement.
- 2.12.2 The identity of the live animals(s) or germplasm must be confirmed as being identical to that noted on the eligibility document/germplasm declaration before sealing takes place. In the case of germplasm, where material should not be removed from containers following loading, the information on the eligibility documents/germplasm declarations as to the identity of the germplasm will be accepted.
- 2.12.3 Only one security seal must be applied to any cage or container, except where more than one seal is required to ensure effective sealing. Each seal must be used in such a way that it cannot be reused and each unique seal number must be entered on the export certificate template.
- 2.12.4 Additional, spare security seals must not accompany a consignment.
- 2.12.5 Breaking and replacing the original seal prior to export must be done only for valid reasons. Under such circumstances, the cage or container must be resealed with a new security seal only if no change in health status has occurred. If the original seal number has already been recorded on the official assurance, the broken seal number must be crossed out in such a way that the number remains legible and the new seal

number written as closely as practicable to the original number. The full signature of the authorised person and the date of the correction must be applied as closely as practicable to the correction. A letter on NZFSA VA letterhead, written by an authorised person must accompany the official assurance explaining the circumstances of resealing the cage or container.

- 2.12.6 An authorised person may direct a registered exporter to seal a cage in the situation where the authorised person, who will not be available at the time of loading, has inspected the consignment and signed the official assurance, but the cage cannot be sealed for animal welfare reasons.
- 2.12.7 Where the export requirements specify that a cage/container must be sealed by an authorised person, this function cannot be delegated.
- 2.12.8 Authorised persons must keep the seals secure in a locked container and report any loss or misuse to the NZFSA VA.
- 2.12.9 Where an NZFSA VA operating location has a sole authorised person who ceases to hold authorisation to issue official assurances, any unused security seals, as well as all records of used security seals, must be returned, using a secure and traceable method of transfer, to NZFSA VA within five working days of cessation of authorisation. At the discretion of the NZFSA VA Technical Manager the security seals may be transferred into the custody of an incoming authorised person to that operating location.
- 2.12.10 Exporters of fresh equine semen to Australia may hold security seals where the following conditions are met:
- a. the exporter must apply to the Animal Imports and Exports Group, using the application form in Appendix I, to be registered with an NZFSA VA operating location
  - b. a person is nominated who is responsible for the procedures of controlling and managing security seals
  - c. the seals are kept secure in a locked container
  - d. they comply with the requirement in clause 2.12.1 above
  - e. the exporter notifies the NZFSA VA operating location of the date, number, and serial numbers of the seals received from that operating location
  - f. records are kept for seven years and show the following:
    - i. the date the security seals were received by the exporter
    - ii. the number of the seals received
    - iii. serial numbers of the seals received
    - iv. serial numbers of wasted or damaged seals
    - v. balance of the inventory
  - g. all wasted or damaged security seals are returned to the NZFSA VA operating location within five working days
  - h. the NZFSA VA operating location audits the security seals held by the exporter, and their records, every three months.

## **2.13 Export certificate templates**

- 2.13.1 Authorised and recognised persons, or their nominate representatives, are automatically provided with a password to access the restricted export certificate template site on the MAFBNZ website.

- 2.13.2 Access to the export certificate template site is available upon application to the following persons:
- a. centre/team veterinarians
  - b. registered exporters.

- 2.13.3 Persons requesting access to the export certificate template site must apply using the application form in Appendix I. Where access is granted by the Animal Imports and Exports Group, the person will be given password access to the website export certificate templates.

## **2.14 Preparation of an official assurance**

- 2.14.1 Export certificate templates used for issuing an official assurance must conform to the following:
- a. be current
  - b. be printed on MAF security paper of which:
    - i. the 'front page' is headed with the Coat of Arms with the words 'New Zealand Ministry of Agriculture and Forestry' adjacent to it and carries a unique certificate number pre-printed in black ink at the top of the page
    - ii. any subsequent pages are without the Coat of Arms and the words 'New Zealand Ministry of Agriculture and Forestry', but with a space for the certificate number to be entered
  - c. the certificate number on the front page of the export certificate template must be copied onto any subsequent pages in the space provided
  - d. all information entered on the export certificate template must be in the same typeface style. Handwriting must not be used, except where amendments are necessary
  - e. all information must be entered as closely to the beginning of the allocated space as practicable, spacing lines closely and evenly and not leaving obvious gaps. Information entered must not overlap the allocated areas
  - f. any spaces in the export certificate template into which unauthorised information could be added must be voided
  - g. owner's, veterinarian's, ship master's or aircraft captain's declarations and copies of certificates must be printed on plain paper, and copies must be clearly marked 'COPY'
  - h. deletions or the addition of disclaimers, declarations or endorsements, must not be made to an export certificate template without the written permission of the Animal Imports and Exports Group
  - i. commercial information, such as contract numbers and bank arrangements, must not be written on an export certificate template.

## **2.15 Requests for equivalence**

- 2.15.1 Exporters requesting equivalence must provide the relevant information to the Animal Imports and Exports Group in accordance with clause 2.5.1 of the Animal Products (Export Requirements for Live Animals and Germplasm) Notice 2008.
- 2.15.2 Upon acceptance of the equivalence by the importing country the Animal Imports and Exports Group shall either:
- a. issue a 'one-off' certificate allowing the export to proceed, or

- b. issue instructions allowing the authorised person to modify the export certificate template. In this case, the relevant clause must be crossed out or replaced and words “see attached equivalence” written as closely as practicable to that clause. The approval for equivalence must be attached to the official assurance.

2.15.3 Where a delay in export results in the compromise of any of the export requirements, e.g. timelines for treatments, testing or inspections, equivalence must be requested to cover the delay.

2.15.4 The Animal Imports and Exports Group must advise the exporter of the charges associated with processing the request for equivalence.

## **2.16 Requests for dispensation**

2.16.1 Exporters requesting dispensation must provide the relevant information to the Animal Imports and Exports Group in accordance with clause 2.5.1 of the Animal Products (Export Requirements for Live Animals and Germplasm) Notice 2008.

2.16.2 Upon acceptance of the dispensation by the importing country the Animal Imports and Exports Group shall either:

- a. issue a ‘one-off’ certificate allowing the export to proceed, or
- b. issue instructions allowing the authorised person to modify the export certificate template. In this case, the relevant clause must be crossed out or replaced and words “see attached dispensation” written as closely as practicable to that clause. The approval for dispensation must be attached to the official assurance.

2.16.3 The Animal Imports and Exports Group must advise the exporter of the charges associated with processing the request for dispensation.

2.16.4 The Animal Imports and Exports Group reserves the right to reject dispensation requests on a case-by-case basis.

## **2.17 Issuing of an official assurance**

2.17.1 An official assurance must be issued based only on evidence that satisfies the authorised person that the export requirements have been met.

2.17.2 The authorised person must ensure that the correct export certificate template is used before issuing an official assurance.

2.17.3 The authorised person must ascertain that the exporter is registered or exempt from registration prior to issuing an official assurance.

2.17.4 For export of germplasm, the authorised person must ascertain that

- a. the approval of the centre/team was current during collection, processing and storage
- b. there are no issues recorded by the recognised agency that would render the product ineligible for export.

2.17.5 Where export requirements require the specific approval of an entity, the authorised person must ascertain that that the appropriate approval is in place.

- 
- 2.17.6 Prior to export, an import permit (where required) must be presented to the authorised person issuing the official assurance for the consignment. In the case of day-old-chicks and hatching eggs, the import permit may be provided to the authorised person issuing the official assurance for the consignment after export. However, the import permit number must be entered on the official assurance at the time of export.
- 2.17.7 Where the import permit is issued in a language other than English (and does not include an English version) and contains the import requirements, the exporter must provide a translation from a translation service agreed with MAFBNZ, at the exporter's expense.
- 2.17.8 Where an eligibility document/germplasm declaration/bee declaration contains an error the authorised person must not issue the official assurance until the eligibility document/germplasm declaration/bee declaration has been correctly raised by the recognised person/centre/team veterinarian/bee team.
- 2.17.9 Only one 'original' official assurance printed on security paper must be signed for each consignment. Any copies must be on plain paper and must be clearly marked 'COPY' on each page. See section 2.18 for situations where animals are transiting a country.
- 2.17.10 All pages of the official assurance and other documentation required to accompany the official assurance must be stamped with the issuing authorised person's signatory seal, signed and dated, with the authorised person's name and qualifications shown legibly below the signature. The ink used for the signatory seal and signature must be a different colour from the printing of the export certificate template.
- 2.17.11 Dates on official assurances must be in the form:dd/month/yyyy, e.g. 17 Dec 2008. For the month the abbreviated or full word may be used. A signing date other than the actual date is not permitted.
- 2.17.12 Where a declaration is included for signing after export, e.g. by the ship's master/aircraft's captain, this must not be stamped or signed by the authorised person.
- 2.17.13 Where a minor, single error occurs in the official assurance it may be corrected by the authorised person. In this case, the authorised person must strike out the incorrect information with a single line, so that the underlying information remains legible, and place the correct information as closely as practicable to the original entry. The correction must be signed and dated as closely as practicable to the correction and a note made of the reason for the amendment, if it is not obvious.
- 2.17.14 Where a declaration or document, which forms part of, or accompanies, the official assurance, has been signed by another person, the authorised person must not change this declaration or document.
- 2.17.15 Where required by the export requirements, laboratory reports must be appended to the official assurance.
- 2.17.16 Final inspection of animals at the time of export must be undertaken where specified in the export requirements.
- 2.17.17 Any animals that are not fit to travel must be removed from the consignment prior to loading by the authorised person or recognised person, as appropriate. Where it is

considered that such animals compromise the export status of the remainder of the animals to be exported, the consignment may be postponed or cancelled.

- 2.17.18 Animals on stock-carrier ships must not be unloaded without the express written permission of MAFBNZ.
- 2.17.19 Animals on aircraft may be removed. The authorised person must assess whether off-loaded animal(s) present a biosecurity risk. If so, they must be held in isolation and immediate advice sought from the Animal Imports and Exports Group as to their fate. The authorised person must advise the Animal Imports and Exports Group immediately of any off-loading event.
- 2.17.20 Where an authorised person may not be available at the time of loading, but has inspected the consignment and signed the official assurance, the official assurance may be given to the exporter or an agent operating on his/her behalf to consolidate the consignment and the official assurance. The official assurance must not be given where there is likelihood that the certified status of the animals or germplasm for export may be compromised.
- 2.17.21 Where an export requirement precludes a consignment being finalised prior to the official assurance being issued, the official assurance may be issued in advance. The authorised person must maintain a record of the location of the official assurance until the consignment is consolidated with the official assurance. The authorised person must inspect the consignment at consolidation to ensure that the certified status of the consignment has not changed.

## **2.18 Transit official assurance**

- 2.18.1 Transit official assurances are no different from any other official assurance and must comply with this notice.

## **2.19 Withdrawal and re-issuance of official assurances**

- 2.19.1 A request for reissuing an official assurance must be made to the Animal Imports and Exports Group prior to the animal or germplasm being released in the importing country. Reissuing an official assurance after such release may be carried out under extenuating circumstances and at the discretion of the Animal Imports and Exports Group.
- 2.19.2 The procedure for reissuing an official assurance is as follows:
- a. any person notified of an error in, or a change in circumstances, or loss of, an official assurance must notify the Animal Imports and Exports Group in writing
  - b. information must be provided of:
    - i. the original official assurance (when available)
    - ii. the full details of the consignment
    - iii. any documentation to support the reissue of the official assurance
  - c. a fee may be chargeable to the responsible party.
- 2.19.3 Where the Animal Imports and Exports Group authorises the re-issue of an official assurance, the official assurance must be endorsed in the body of the assurance with the following declaration:

“Replacement of Certificate number <<insert original certificate number>> dated <<insert date>>, which is cancelled.”

Or

“Replacement of Certificate number <<insert original certificate number>> dated <<insert date>>, which has been lost.”

- 2.19.4 A re-issued official assurance must have a new certificate number. The authorised person must record on the file copy of the original official assurance that it has been cancelled and replaced, and record the certificate number of the re-issued official assurance.
- 2.19.5 The cancelled original official assurance must be returned to the issuing office in New Zealand or retained by the overseas authority.
- 2.19.6 The authorised person must keep a copy of the documentation to support the re-issue of the official assurance with the file copy of the re-issued official assurance.

## **2.20 Records and statistics**

- 2.20.1 The authorised person must keep a complete and accurate record of each certification process including a copy of the official assurance and eligibility document, or germplasm/bee declaration, and any other relevant documents pertaining to the official assurance.
- 2.20.2 For each consignment, the following information must be recorded:
- a. the certificate number
  - b. date of issue of the official assurance
  - c. name of the authorised person issuing the official assurance
  - d. species of animal exported or type of germplasm, including the species
  - e. number of animals/straws/eggs
  - f. name of the importing country
  - g. exporter registration and, where exempt from registration, exporter name and contact details.
- 2.20.3 All records must be kept for a minimum of seven years.

## **2.21 Fees and charges**

- 2.21.1 The Animal Products Act 1999 and Animal Products (Fees, Charges, and Levies) Regulations prescribe the specifics of fees and charges for the issuing of official assurances and related export activities.

## **Part 3      Appendix I: Application and declaration forms**

Application Form 3:	Use of security paper
Application Form 4:	Use of security seals
Application Form 5:	Approval for access to export template certificates
Declaration Form 1:	Export certification
Declaration Form 2:	Transportation



MAF Biosecurity New Zealand
Animal Imports and Exports Group
PO Box 2526
Wellington 6140
Ph: (04) 894 0513
Fax: (04) 894 0731

Application Form 3: Use of security paper

Send the completed application and other appropriate documentation to the Manager Animal Imports and Exports Group.
If there are any changes to the details provided in this application subsequent to registration, the applicant must inform the Manager, Animal Imports and Exports Group, in writing immediately.
Please obtain the latest copy of the application form from the MAFBNZ website at: http://www.biosecurity.govt.nz

Name of exporter:
Telephone number of exporter:
Address of exporter:
Email address of exporter:
Registration number of exporter:

I, , declare that:

- a. I am applying for approval to hold security paper
b. I have read and understood the relevant Parts of this notice and in particular section 2.11
c. I undertake to inform the Manager, Animal Imports and Exports Group, if any details provided on this form change
d. I have read section 127(1) of the Animal Products Act 1999, and I am aware that section 127(1) makes it an offence for a person to carry out a number of actions/omissions with intent to deceive under that Act.

Exporter's signature: Date:

Animal Imports and Exports Group Use Only

Approved

Signature: Date:



MAF Biosecurity New Zealand
Animal Imports and Exports Group
PO Box 2526
Wellington 6140
Ph: (04) 894 0513
Fax: (04) 894 0731

Application Form 4: Use of security seals

Send the completed application and other appropriate documentation to the Manager Animal Imports and Exports Group, MAFBNZ.
If there are any changes to the details provided in this application subsequent to registration, the applicant must inform the Manager Animal Imports and Exports Group, MAFBNZ immediately.
Please obtain the latest copy of the application form from the MAFBNZ website at: http://www.biosecurity.govt.nz

Name of exporter:
Telephone number of exporter:
Address of exporter:
Email address of exporter:
Registration number of exporter:
I, , declare that:

- a. I am applying for approval to hold security seals
b. I have read and understood the relevant Parts of this notice and in particular section 2.12
c. I undertake to inform the Manager of the Animal Imports and Exports Group, MAFBNZ, if any details provided on this form change
d. I have read section 127(1) of the Animal Products Act 1999, and I am aware that section 127(1) makes it an offence for a person to carry out a number of actions/omissions with intent to deceive under that Act.

Exporter's signature: Date:

Animal Imports and Exports Group Use Only

Approved

Signature: Date:



MAF Biosecurity New Zealand  
 Animal Imports and Exports Group  
 PO Box 2526  
 Wellington 6140  
 Ph: (04) 894 0513  
 Fax: (04) 894 0731

## Application Form 5: Approval for access to export certificate templates

Access to export certificate templates is available upon application to semen centre and embryo team veterinarians and registered exporters. See section 5.13 of the notice

Send the completed application form together with the fee and other appropriate documentation to the Manager, Animal Imports and Exports Group at the above address.

If there are any changes to the contact details provided in this application subsequent to registration, the applicant must immediately inform the Manager, Animal Imports and Exports Group in writing.

Please obtain the latest copy of the application form from the MAFBNZ website at: <http://www.biosecurity.govt.nz>

Name of exporter: .....  
 Telephone number of exporter: .....  
 Address of exporter: .....  
 Email address of exporter: .....  
 Registration number of exporter: .....

I, ....., declare that:

- a. I am applying for approval for access to the export certificate template site
- b. I have read and understood the relevant Parts of the notice and in particular section 2.13
- c. I undertake to inform the Manager, Animal Imports and Exports Group, if any details provided on this form change
- d. I have read section 127(1) of the Animal Products Act 1999, and I am aware that section 127(1) makes it an offence for a person to carry out a number of actions/omissions with intent to deceive under that Act.

Exporter's signature: ..... Date: .....

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Animal Imports and Exports Group Use Only

Approved

Signature: ..... Date: .....

## Declaration Form 1: Export certification

<<type>> **DECLARATION FOR** <<commodity>> **TO** <<country>>

\_\_\_\_\_ (given name and surname)

\_\_\_\_\_ (address)

being the

\_\_\_\_\_ of the animal(s) identified below,  
hereby

\_\_\_\_\_ (e.g. owner, breeder, transporter, veterinarian in charge)

declare, with respect to that/those animal(s):

<<Insert information to be declared. This may be all or part of an export certificate clause(s). Include spaces for dates procedures were undertaken; trade names, active ingredients and dose rates of treatment; manufacturer's details, batch numbers and sites for vaccinations; places and sites of sample collections; places where inspections of animals or premises were undertaken, etc. to be filled in.>>

### Additional information:

<<Insert any additional information gathered to support the declaration (see section 1.2 Interpretation of export requirements)>>

### Description/Identification of animal(s):

<<Insert animal identification section from the first page of the export certificate template>>

Country of  
destination:

Scheduled date of  
export:

\_\_\_\_\_

\_\_\_\_\_

- The information that I have provided is true, correct and complete in every particular.
- I have checked the identification of the animal(s) for which I am providing this declaration and it is as specified in this declaration.
- I am aware that this declaration is made for the purposes of supporting export certification under the Animal Products Act 1999.
- I have read section 127(1) of the Animal Products Act 1999, and I am aware that section 127(1) makes it an offence for a person to carry out a number of acts/omissions with intent to deceive under that Act.

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Organisation name (where applicable):

\_\_\_\_\_

Telephone:

Facsimile:

\_\_\_\_\_

\_\_\_\_\_

## Declaration Form 2: Transportation

\_\_\_\_\_ (given name and surname) \_\_\_\_\_ (address)

being the Transporter of the animal(s) identified below,  
hereby

\_\_\_\_\_  
(e.g. owner, breeder, transporter, veterinarian in charge)

declare, with respect to that/those animal(s):

- the vehicles/containers for the transportation of the animal(s) were cleaned and disinfected, using a MAF approved disinfectant prior to loading of the animal(s)
- the animal(s) was/were sent directly from the pre-export isolation facilities to the point of export and, during transport, had no contact with animal(s) of a lesser health status.

### Additional information:

Method of disinfection:

Disinfectant used:

Departure time from premises of origin:

Arrival time at port of export

### Description/Identification of animal(s):

<<Insert animal identification section from the first page of the export certificate template>>

Country of destination:

Scheduled date of export:

- The information that I have provided is true, correct and complete in every particular.
- I have checked the identification of the animal(s) for which I am providing this declaration and it is as specified in this declaration.
- I am aware that this declaration is made for the purposes of supporting export certification under the Animal Products Act 1999.
- I have read section 127(1) of the Animal Products Act 1999, and I am aware that section 127(1) makes it an offence for a person to carry out a number of acts/omissions with intent to deceive under that Act

Signature:

Date:

Organisation name (where applicable):

Telephone:

Facsimile: