



ACVM fees and charges: business rules

June 2015

This document provides the business rules that apply to fees and charges for the provision of services under the Agricultural Compounds and Veterinary Medicines (ACVM) Act 1997.

The business rules, which are set out in detail below, cover the following:

- setting fees
- timing for payment of fees and charges
- debt management
- annual charges on products
- multiple applications
- refunds.

Setting fees

Fees are prescribed in the Agricultural Compounds and Veterinary Medicines (Fees, Charges and Levies) Regulations. In most cases, charges are calculated on a 'time taken' basis, based on the hourly rate specified in the Regulations. A minimum charge (15 minutes) applies. See our [Estimated Fee Schedules](#) on the website.

Timing for payment of fees and charges

The following fees and charges are payable as indicated:

Pre-screen fee	Payment to be submitted with application
Hourly charges	Payment to be received within one month of the date of the invoice
Annual charges	Payment to be received within one month of the date of the invoice

Debt management

Non-payment of fees

When invoices are 30 days overdue from the date of issue, a reminder letter will be sent to the applicant. After a further 30 days a final notice letter will be sent to the applicant stating that payment is to be received within 10 days or the details will be referred to our debt collection agency.

If payment of the invoice is not received within a further 15 days, you may be charged penalty fees at the rate of 10% of the debt owing and you will receive notification that you have a further 20 working days to make the payment or we will enforce section 32A of the ACVM Act and your registration will be cancelled.

[Section 32A of the ACVM Act](#)

Annual charges on products

Full annual charges will be payable on 1 October in each year.

Invoicees will receive a letter early in May in each year requesting that they review their registered trade name products via the ACVM website. They will then need to advise the ACVM Group if any products are to be withdrawn and provide the information requested by the Group. Invoices for annual fees will be sent out in July each year.

Applicants who have their products placed on the register after 1 October each year will be charged the full or a proportion of the annual charges, dependant on the time of the year as follows:

October to December	Full annual charges
January to March	75% of annual charges
April to June	50% of annual charges
July to September	25% of annual charges

Multiple applications

If a registrant applies for multiple changes to one or a number of products and the actual time taken to process the applications is significantly reduced because the applications are processed together, the actual costs will be charged.

Refunds

An applicant may withdraw an application at any time. If an application is withdrawn, the applicant may request a refund of fees paid for functions that have not been performed.

Applications for refunds of fees must be submitted at the time of withdrawal of the application to the ACVM Group Operations Manager for consideration.

For more information, contact us (approvals@mpi.govt.nz).