

## Application Form WL1

### Recognised Wine Laboratory

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#### Before you start, let's check that you have everything you need:

- You are filling in this form because you need to be recognised by MPI for carrying out or intending to carry out regulatory testing, including for official assurances. To ensure you need to fill out this form see MPI webpage [Laboratory testing of water supply and wine analysis](#)
  - If your business is a registered limited liability company, you need a copy of the company registration certificate and your New Zealand Business Number (NZBN). See [www.companies.govt.nz](http://www.companies.govt.nz).
  - The application fee according to the payment section of this form. Note: all fees on this form are inclusive of GST.
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#### Read these notes before you start filling out the form:

- This application for recognition as an agency responsible for wine testing activities is made to the Director-General of the Ministry for Primary Industries under section 77 of the Wine Act 2003.
- Throughout this form you will need to tick boxes that look like this: ☐ A checked box indicates a 'yes' answer.
- Send the completed application form together with the fee, consent to disclosure form and any other documentation required (see below) to the Ministry for Primary Industries at the above address. We prefer email files. Processing time is up to 20 working days from the time we determine that your application is complete.
- If there are any changes to the details provided in this application after the application has been submitted, you must promptly inform the Ministry for Primary Industries of the changes in writing.
- Refer to the Privacy Act 2020 and Official Information Act 1982 notices at the end of this form regarding collection of information by the Ministry for Primary Industries

#### Frequently used terms

**GST** = Goods and service tax

**MPI** = Ministry for Primary Industries

**Quality Manager/Contact Person** = means a person with overall responsibility for the laboratory's compliance with the requirements of the Wine Act 2003 and regulations/notices, and who is the point of contact with MPI.

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### Recognised Wine Laboratory

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**Question A: Are you applying for a new recognition or renewing/amending an existing recognition?**

- ☐ New → Continue to Section 2.
- ☐ Amendment → Complete Section 1 and all other relevant sections, clearly indicating where details have changed.
- ☐ Renewal → Complete Section 1 and all other relevant sections, clearly indicating where details have changed.

#### Section 1. MPI Recognition Identification (renewals/amendments only)

Your unique business identification which is 3-10 characters in length.

**MPI ID Number**

#### Section 2. Full Legal Name

Registered company name or partnership names (including the trading name) or individual name.

☐ I have attached a copy of the company certificate of incorporation from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))

#### Section 3. New Zealand Business Number (NZBN)

For more information about NZBN's, including how to get one, see <http://www.nzbn.govt.nz>

#### Section 4. Business Address and Contact Details

**Street/Physical** (location of actual premises)

**Postal, including post code** (for communication)

<b>Tel</b>		<b>Mobile</b>	
<b>Email</b>			

By entering an email address you consent to being sent information and notifications electronically, if required.

### Section 5. Quality Manager/Contact Person

Name of person responsible for the laboratory's compliance with MPI requirements, and the point of contact with MPI.

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### Section 6. Accreditation Status and Documentation Requirements

Send in all the required documents. Your application will not be processed until all documents are received.

<input type="checkbox"/> Evidence attached of ISO17025 accreditation in relation to testing wine for export
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## Section 7. Applicant Statement

I confirm that:

1. I am authorised to make this application on behalf of the Applicant; and
2. The information supplied in this application is accurate and complete; and
3. I ☐ am ☐ am not (tick one)  
aware of any directors or managers of the business concerned that have been convicted, whether in New Zealand or overseas, of any offence relating to fraud or dishonesty, or relating to management, control, or business activities in respect of businesses of a kind (whether in New Zealand or elsewhere) that are regulated under the Wine Act 2003 (*attach details of any relevant matters or convictions*); and
4. I ☐ am ☐ am not (tick one)  
aware that my agency has been convicted in relation to an offence referred to in 3 above (*attach details of any relevant matters or convictions*); and
5. I ☐ am ☐ am not (tick one)  
aware of any matters which might adversely affect the agency's suitability for recognition (*attach details of any relevant matters*); and
6. I authorise MPI to make such inquiries as it considers necessary to enable it to consider the applicant's suitability for recognition, including matters relevant to its competence, fitness and propriety; and
7. If my agency is recognised under the Wine Act 2003, I accept that I have a continuing obligation to disclose to MPI any matters that may arise in the future which may be relevant to my agency's continued suitability to hold such recognition. This includes (but is not limited to) Police or disciplinary investigations; and
8. There is no other information I am aware of that affects my agency's ability to maintain an appropriate degree of impartiality and independence in managing the functions and activities for which the Applicant has applied to be recognised.

**Detail any other relevant information** (*indicate if further information is attached*):

**Explanatory notes:** (1) *The Director General of MPI may not recognise an agency under the Wine Act 2003 unless s/he is satisfied that your agency is a fit and proper person to carry out such activities. Some criminal convictions, particularly those involving dishonesty, may be relevant to the assessment of whether your agency is a fit and proper person to hold this recognition.* (2) *The Director General has the power to withdraw a recognition for an agency if s/he is satisfied that the agency is not a fit and proper person to carry out evaluations or verifications, or has failed to comply with a condition of their recognition, or has failed to comply with the Wine Act 2003, applicable regulations and notices.* (3) *If MPI subsequently becomes aware of information that is relevant to an agency's recognition which was not disclosed in this application or which arises in the future, the Director General may suspend or withdraw that agency's recognition.*

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

**Section 8. MPI Service Charge****ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838**

Type	Threshold	Fee (incl.GST)
<input type="checkbox"/> New Recognition	135 minutes	<b>\$194.06</b>
<input type="checkbox"/> Renewal/Amendment	30 minutes	<b>\$77.63</b>

**Note:** The threshold fee listed covers the time a standard application is expected to take. An additional assessment charge of \$155.25 incl GST per hour will be applied when applications take longer than allowed for in the regulations.

**PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Please attach your advice to this application or send it separately to: [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz)

**MPI does not accept cash.** Payment must be made using the following method. Please tick and fill in the appropriate section.

- ☐ **CREDIT CARD:**
- To pay by credit card (Visa or MasterCard) go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.
- ☐ I have attached my credit card payment receipt

- ☐ **DIRECT CREDIT:**
- Pay into Bank Account no. **03 0049 0001709 002**
  - In the 'Reference' details, put the code: **WINELAB** and also include either **Company name/ ID / NZBN**
  - Enter the date of deposit and your name (payee) on this form below:

**Date of  
Payment****Your Name  
(Payer)****Section 9. Final Checklist**

Have you:

- ☐ filled this form in completely?
- ☐ included documents required?
- ☐ read and signed the Applicant Statement?
- ☐ included payment confirmation?

## Collection of Information

### Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- This information is being collected for the purpose of recognising a wine laboratory as a recognised agency under the Wine Act 2003; and
- The recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 77 of the Wine Act 2003. The provision of this information is necessary in order to process an application for registration; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result in a refusal to recognise in accordance with section 79 of the Wine Act 2003; and
- Under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information that you have provided.

### Collection of Official Information

All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982.

If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.