

## Application Form DPF15 Dairy Maintenance Compound Approval

New ☐ Renewal ☐ Amendment ☐

If renewal, see last bullet point below.

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

- You are filling out this form as you need approval of a dairy maintenance compound under Regulation 247 of the Animal Products Regulations 2021.
- You are required to submit the product label, supporting documentation (see section 7 of this form), and any required validation information (see section 10 of this form).
- 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.
- **Renewals:** Complete the entire form and provide validation information if required.

### Read these notes before you start filling out the form:

- For help in completing this form and other relevant information, see [Procedure for Approval or Recognition of Dairy Maintenance Compounds](#).
- Send the completed application form together with the fee, the independent assessment report, the product label and the supporting documentation to MPI at the above address. We prefer electronic 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 MPI of the changes in writing.

#### Frequently used terms

**CAS number** = Chemical Abstracts Services registry number

**GST** = Goods and services tax

**Maintenance Compounds** = refers to detergents, sanitisers and other compounds used to clean or maintain premises and equipment.

**MPI** = Ministry for Primary Industries

## Application Form DPF 15 Dairy Maintenance Compound Approval

New ☐ Renewal ☐ Amendment ☐

Processing time is up to 20 working days from the time we determine that your application is complete

<b>1. Product Trade Name*</b> (only asterisk fields appear in MPI website published lists)

<b>2. Applicant Name*</b> Enter the details of the person who is either the owner or person in control of the business.	
<b>Legal name (e.g. registered company, partnership or individual )</b>	<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office. ( <a href="http://www.companies.govt.nz">www.companies.govt.nz</a> )
<b>NZ Business Number (NZBN)</b> For more information about NZBNs, see: <a href="http://www.nzbn.govt.nz">www.nzbn.govt.nz</a>	
<b>Trading Name, if any</b> i.e. 'Trading As'	<input type="checkbox"/> Same as legal name above.

<b>3. Business Address and Contact Details</b>			
<b>Street/Physical*</b> (location of actual premises)		<b>Postal, including post code*</b> (for communication)	
<b>Phone*</b>		<b>Mobile</b>	
<b>Email</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		

<b>4. Third Party Company Name</b> (when providing supporting information)  Note: if you are providing information to support another company's application you only need to complete the relevant sections, such as product composition. Any information you supply will not be released to the company making the application. This information is official information and may be subject to a request made under the Official Information Act 1982. Refer to 'Collection of Information' section later in the form.

<b>5. Compound Description*</b> (for example, cleaner, sanitiser, lubricant) Note: this is based on information supplied and intended use.	
<b>Description requested</b>	<b>For MPI use only: Granted</b>
<b>Renewals:</b> Do you want the description changed from what is already approved?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, insert above)

<b>6. Approval Type Requested*</b> Tick either or both	
<b>Type</b>	<input type="checkbox"/> <b>Approval</b> of maintenance compound for use at farm dairies
	<input type="checkbox"/> <b>Approval</b> of maintenance compound for use in dairy processing activities for the following (specify use for approval below):  

<b>7. Product Composition</b> <ul style="list-style-type: none"> <li>The <b>full composition</b> is required. This includes the entire composition of any proprietary ingredients. You may supply the composition on a separate sheet rather than completing this table if you wish. The total must equal 100%</li> <li>It is the responsibility of the applicant to ensure procedures are in place with the manufacturer to guarantee this information is correct and any changes will be formally notified via application.</li> <li>Failure to provide full information at the lodgement of the application will result in the application being declined unless it is stated when, and from whom, the additional information will be supplied.</li> </ul>			
<b>Renewals: Has the composition changed?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, complete table below)			
<b>Chemical Name</b>	<b>CAS Number</b>	<b>Trade Name</b>	<b>%</b> Total must =100%

## 8. Traceability

Provide the following documents with this application:

Does the manufacturer of this maintenance compound keep production records that show the identity, quantity, batch or lot, and expiry date for each chemical ingredient used in each batch/lot of the maintenance compound manufactured?

☐ Yes ☐ No ☐ Unknown

Does each batch or lot of this product in a packaged form (such as containers or drums):

(i) include a batch or lot identifier (which may be a manufacture date or code): ☐ Yes ☐ No

(ii) include an expiry date: ☐ Yes ☐ No

(iii) include a manufacture date: ☐ Yes ☐ No

If the maintenance compound is to be delivered unpackaged (such as a bulk liquid), is the recipient provided with an expiry date and either a batch or lot identifier?

☐ Yes ☐ No

## 9. Restricted or Special Interest Chemicals

Does the product contain any chemicals at levels that exceeds a limit specified in the MPI List of Restricted Chemicals for use in Dairy Maintenance Compounds?

☐ No

☐ Yes – if yes, please identify the chemical below and note or attach justification for the proposed use.

Chemical: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the product contain any fragrance compounds?

☐ No ☐ Yes

## 10. Validation Information

Dairy maintenance compounds must be suitable for their intended use. Validation is required to confirm suitability unless the compound has been listed as "pre-approved". The nature of validation information needed as a part of your application varies depending on the intended use and risk profile. For more specific information refer to [Procedure for Approval of Dairy Maintenance Compounds](#).

Tick one on of the following categories and provide the associated validation information with this application.

- ☐ **Compounds not requiring validation:** validation is not required.
- ☐ **Confirm validation completed:** you are not required to submit validation information with your application.
- ☐ **Summary of Validation Provided:** you are required to submit a summary of validation with your application
- ☐ **Alternative Approval Provided:** you are required to submit a suitable alternative approval
- ☐ **Full Validation Report Provided:** you are required to provide a full validation report with your application

## 11. Minimum Documentation Requirements

Provide the following documents with this application:

- Product label or scanned copy
- Full formulation of product if supplied separately rather than in the section 7 table
- Product information sheet, if required. This is only required if it contains claims relating to maintenance compound use or the product label does not include full directions for use.
- Validation summary, validation report or copy of alternative approval, if required under section 10.

## 12. Applicant Statement

I confirm that:

1. I am authorised to make this application as the applicant or a person with legal authority to act on behalf of the applicant noted in section 2; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. This compound, when used in accordance with the manufacturer's instructions, will not adversely affect dairy material or dairy products.

Name		Job Title	
Signature		Date	

## 13. MPI Service Charge

**ON PAYMENT THIS BECOMES A TAX INVOICE**

**GST No: 64-558-838**

Type	Threshold	Fee (incl.GST)
<input type="checkbox"/> New Approval	120 minutes	<b>\$155.25</b>
<input type="checkbox"/> Renewal	90 minutes	<b>\$77.63</b>
<input type="checkbox"/> 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 payment confirmation to this application or send it separately to: **approvals@mpi.govt.nz**

MPI does not accept cash. Payment must be made using credit/debit card or direct credit.  
(Please tick and fill in the appropriate section.)

☐ **CREDIT/DEBIT CARD (preferred option):**

1. 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:**

1. Pay into Bank Account no. **03 0049 0001709 002**
2. In the 'Reference' details, put the code: **MCD** and also include either **Company name/ ID / NZBN**
3. Enter the date of deposit and your name (payer) on this form below:

Date of Deposit		Your Name (Payer)	
-----------------	--	-------------------	--

## 14. Final Checklist

Have you:

- ☐ read and understood this form?
- ☐ filled this form in completely?
- ☐ provided the documents listed in section 11?
- ☐ read and signed the Applicant Statement (section 12)?
- ☐ indicated how the fee will be paid for this application?

## 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 purposes relating to the approval of dairy maintenance compounds under the Animal Products Regulations 2021; 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 list on the MPI website. The information that will be on the public list is identified on the form by asterisks; and
- The provision of this information is necessary in order to process this application; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of the application form to the applicant for completion; 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.