### Guidance for completing an application form for Wine Exporter Registration (WA1)

This document provides guidance for completing the wine exporter registration form (WA1). If you export wine other than New Zealand grape wine, you must register as a wine exporter by completing and submitting this form to MPI every year.

This includes exporters of:

* kiwifruit wine
* fruit wine (other than New Zealand grape wine)
* vegetable wine
* cider
* mead
* grape wine made from grapes not grown in New Zealand.

Below are instructions for each section of the WA1 application form.

# Section 1 – Exporter identification

A unique wine exporter identification will be assigned to each wine exporter. You can choose your own exporter identification, provided it meets the criteria below.

Your wine exporter ID must:

* be a number or a number/letter combination
* be at least 3 and not more than 10 characters
* have at least one numerical character and no leading zeros
* be unique to you as a wine exporter. It cannot be the same as any other identification used in regard to any other activity regulated under the Animal Products Act 1999 or the Wine Act 2003.

If your wine exporter ID:

* is not nominated
* is not suitable, or
* does not meet the above criteria

then the Ministry for Primary Industries (MPI) will assign a wine exporter ID.

# Section 2 – Applicant name

Applicant name is the full legal name of the applicant who has legal authority to act as the wine exporter.

This may be the name of a company, a partnership, an individual or multiple individuals:

* **Company** - provide the name of the company as registered under the Companies Act 1993.
* **Partnership** - provide the full legal names of all individuals and / or companies within the partnership and the trading name used by the partnership.
* **Individual** - provide the full legal name of the individual and a trading name if applicable.
* **Multiple individuals** - provide the full legal names of all individuals.

You must supply the full legal names of all individuals. The use of initials for first names is not permitted. The names will appear on the Notice of Registration and the public register as stated in the application form, including the use of upper and lower case as they appear in your application.

If the name is a registered company, the name will appear on the Notice of Registration and the public register with the use of upper and lower case as stated in the application form but otherwise as a direct copy of the name on the Certificate of Incorporation as stated in the Companies Office database.

If the name is a partnership, the name will appear on the Notice of Registration and the public register in the format “<partner names>, a partnership trading as <trading name>” and as stated in the application form, including the use of upper and lower case as provided by the applicant. You will be permitted to use the trading name as the exporter name on export certificates.

If the name is an individual, and you have a trading name, the name will appear in the format “<individual name> trading as <trading name>”. You will be permitted to use the trading name as the exporter name on export certificates.

# Section 3 – Business address and contact details

If you provide an email address, you may receive official notifications and letters electronically from time to time.

# Section 4 – Registered company address and contact details

The registered company address is the address registered with the New Zealand Companies Office. This may or may not be the same as the address provided in section 3 above. Only provide the registered company address if it is different from the business address stated in section 3.

# Section 5 – Countries products are exported to

List the countries that you intend to export to this year.

Product types include grape wine, fruit wine, cider, mead, etc.

# Section 6 – Where applicant is a New Zealand agent acting for a foreign exporter

Section 6c (the foreign exporter declaration) must be completed by the foreign exporter. This could be a director, partner or individual, or a person with legal authority to act on behalf of the foreign registered company.

Note that the New Zealand agent will be held liable as the exporter.

* The Notice of Registration will be issued in the name of the New Zealand agent as the exporter. The foreign exporter will be identified on the Notice of Registration.
* The Notice of Registration will be delivered to the business postal address of the New Zealand agent.
* All communications will be issued to the New Zealand agent.

# Section 7 – Applicant statement

This statement must be completed by the wine exporter. This could be a director, partner or individual, or a person with legal authority to act on behalf of the registered company, individual(s) or partnership.

# Section 8 – MPI fees

Fees are listed in the wine exporter registration application form.

# Application and registration

Send your fee and completed exporter registration application form to:

Approvals Operations Group

Regulation and Assurance

Ministry for Primary Industries

PO Box 2526

Wellington 6140

New Zealand

Your application will be assessed by MPI’s Approvals Operations Group, who will make a recommendation to the Director-General or his or her delegate that you be:

* registered
* requested to supply further information, or
* proposed for refusal to register in accordance with section 50 of the Wine Act 2003.

The relevant section of the Wine Act 2006 is copied out below for your reference:

*(1) If the Director-General proposes to refuse to register a person as an exporter, the Director-General must give the applicant –*

*(a) A notice containing such particulars as will clearly inform the applicant of the substance of the grounds on which the Director-General proposes to refuse to register the applicant; and*

*(b) A copy of any information on which the Director-General relies in proposing to refuse to register the applicant; and*

*(c) A reasonable opportunity to make written submissions or be heard in respect of the matter.*

*(2) Where the Director-General finally determines to refuse to register a person as an exporter, the Director-General must as soon as practicable notify the person, in writing, of –*

*(a) The decision; and*

*(b) The reasons for which the decision, and the facts or assumptions on which it is based.*

Note that if an initial application for registration is refused or if the annual renewal of registration is refused, fees will not be refunded. If your application for registration is refused by a person acting under delegated authority of the Director-General, you may seek a review of the decision by the Director-General or suitable nominee.

# Listing on register of wine exporters

Once your application is accepted, your details will be displayed on a public register of wine exporters. The register is available in 3 ways:

* it’s on the internet at: <http://www.foodsafety.govt.nz/registers-lists/wine-exporters/index.htm>
* the register is open for public inspection at Pastoral House, 25 the Terrace, Wellington, New Zealand.
* you can request a paper copy by emailing [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz).

# Annual renewal of registration

Registration is renewed annually. You need to pay a renewal fee to MPI by the anniversary of the date of registration to continue to be a registered wine exporter. If you do not re-register, but continue to export wine, you may be in breach of the Wine Act 2003.

Renewal is your responsibility. MPI will endeavour to send you a reminder letter before your registration expires. However, non-receipt of a reminder letter cannot be used to excuse failure to renew a registration.