


## Application Form AP41 Export Approved Premises Listing

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

- You are filling in this form because you operate a premises that processes, handles or stores either:
  - Animal material or animal products not intended for human or animal consumption; or
  - Animal products that are for human or animal consumption where the operator is exempted from registration of an RMP or RCS under the Animal Products Act, in accordance with the [Animal Products Notice: Export Approved Premises](#).
- If your operation is covered by registration of an RMP or RCS, then this listing under the Animal Products Notice: Export Approved Premises **is not** necessary.
- 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)
- You must attach a verification report for your premises.
  - Prior to premises being approved by the Director-General, an initial verification of the premises, the operation, and the documentation must be carried out by a recognised official assurances verifier. The official assurances verifier will provide the operator with a report relating to this verification, a copy of which must accompany this application.
- The application fee according to the payment section of this form.  
Note: all fees on this form are inclusive of GST.

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

- Send the completed application form together with the fee and any other documentation required (see below) to MPI 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.
-  This icon is used when you need to make a decision. The question will help you decide whether you need to complete a particular section.
- Throughout this form you will need to tick boxes that look like this: ☐. A checked box indicates a 'yes' answer.
- If there are any changes to the details provided in this application after the application has been sent to MPI, you must promptly inform us of the changes in writing.

#### **Frequently used terms**

**GST** = Goods and services tax

**MPI** = Ministry for Primary Industries

**Official Assurances Verifier** = a person recognised under section 103 of the Act to undertake official assurances verification and includes an Animal Product Officer employed by MPI

**RCS** = Regulated Control Scheme

**RMP** = Risk Management Programme

## Application Form AP41 Export Approved Premises Listing

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



### Question A: Is this a new or renewal/amendment application for an Export Approved Premises Listing?

- ☐ New → Go straight to Section 2
- ☐ Renewal/Amendment → Complete Section 1, then all relevant sections and indicate clearly where details have changed.

#### 1. Business Identification (renewals only)

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

Business ID:

#### 2. Applicant Details

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

- ☐ I have attached a copy of the company name registration from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))
- ☐ Tick if the operation is within the same physical boundaries and management as an existing Risk Management Programme registered under the Animal Products Act 1999

##### New Zealand Business Number (NZBN)

For more information about NZBNs, see [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

##### Active billing details

Provide the current accounts payables email address to which the invoices should be emailed

#### 3. Business Address and Contact Details

Street/Physical (location of actual premises)

Postal, including post code (for communication)

Phone

Mobile

Email

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





**Question B: Is the operator a registered company with a different registered office address to the physical/business address in Section 4?**

- ☐ Yes → Complete Section 4  
☐ No → Go straight to Section 5

**4. Registered Company Address and Contact Details**

Only complete this section if the applicant is a registered company and the registered office address is different from the physical/business address in section 3.

<b>Registered office address</b>		<b>Tel</b>	
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**5. Product Categories**

Tick as many product categories as are applicable.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Hides & Skin     | <input type="checkbox"/> Animal Fibre  | <input type="checkbox"/> Scientific Materials |
| <input type="checkbox"/> Marine Shells    | <input type="checkbox"/> Game Trophies | <input type="checkbox"/> Bee Products         |
| <input type="checkbox"/> Other (specify): |  |   |

**Semen Centres**

- ☐ Collection
- ☐ Bovine
  - ☐ Cervine
  - ☐ Equine
  - ☐ Porcine
  - ☐ Small Ruminant
- ☐ Processing
- ☐ Bovine
  - ☐ Cervine
  - ☐ Equine
  - ☐ Porcine
  - ☐ Small Ruminant
- ☐ Storage
- ☐ All Species

Premises veterinarian name(s):

**Embryo Teams**

- ☐ Collection
- ☐ Bovine
  - ☐ Cervine
  - ☐ Equine
  - ☐ Porcine
  - ☐ Small Ruminant
- ☐ Processing
- ☐ Bovine
  - ☐ Cervine
  - ☐ Equine
  - ☐ Porcine
  - ☐ Small Ruminant
- ☐ Storage
- ☐ All Species

Premises veterinarian name(s):

**Hatcheries**

- ☐ Poultry Hatchery

Premises veterinarian name(s):

## 6. Minimum Documentation Requirements

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

☐ Attach the Recognised Verification Agency – Official Assurance verifier initial verification report.

**If the reports states an “Unacceptable Outcome”, do not apply for listing until an “Acceptable” report has been received.**

*Semen Centres, Embryo Teams, Hatcheries only:*

☐ Attached official assurances verifier report includes recommendation of the premises veterinarian(s).

## 7. Applicant Statement

I confirm that:

1. I am authorised to make this application as the Operator of the premises detailed in this application, or a person with legal authority to act on behalf of the Operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. Neither I nor any directors, partners or managers of the business concerned 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 Animal Products Act 1999; and
4. I agree to comply with the requirements of the [Animal Products Notice: Export Approved Premises](#); and
5. I understand that if there are future, ongoing levies or charges for business activity MPI will send me an invoice for these charges. Any late or non-payment may result in a penalty fee, lodgement with a credit collection agent and/or withdrawal of service.

Name		Job Title	
Signature		Date	

## 8. MPI Service Charge

**ON PAYMENT THIS BECOMES A TAX INVOICE** GST No: 64-558-838

**APPLICATION FEE: \$155.25** incl. GST.

**PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation 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 credit/debit card or direct credit. Please tick and fill in the appropriate section.

### ☐ CREDIT CARD:

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: **EAP** 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)	
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## 9. Final Checklist

Have you:

- ☐ Filled this form in completely?
- ☐ Provided required documentation and reports (section 6)?
- ☐ Read and signed the Applicant Statement (section 7)?
- ☐ 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 the purpose of listing as a premises that processes, handles or stores animal material and animal products in accordance with the Animal Products Notice: Export Approved Premises; 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 clause 2.2 of the Animal Products Notice: Export Approved Premises. The provision of this information is necessary in order to process an application for listing; and
- The supply of this information is voluntary; however, 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 list in accordance with clause 2.3 of the Animal Products Notice: Export Approved Premises; 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.