


Application Form AP6 Registration of Amendment to Risk Management Programme

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

- You are filling in this form because you have made a significant amendment to your Risk Management Programme (RMP). To confirm the amendment is a significant amendment visit [Risk Management Programme Manual, Appendix G](#).
- Significant amendments to a custom RMP require evaluation by a recognised evaluator and registration with MPI. Attach the evaluation report to this application.
- Attach the RMP pages affected by the amendment, with the changes clearly identified.
- 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
- 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:

- Registration of significant amendments to a RMP with the Director-General of MPI is required under section 25 of the Animal Products Act 1999. This application is also applicable for registration of an amendment(s) to the RMP of a dual operator butcher.
-  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.
- 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.
- 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

Business ID = a unique business identifier made up of 3-10 characters with at least one character as a number and no leading zeros.

Evaluator = A recognised person that checks an RMP covers the operations and, as written, will deliver product that is fit for intended purpose. An evaluator is only necessary for RMP's that are not fully based on an approved COP, template or model.

FV = Fishing vessel

GST = Goods and services tax

MPI = Ministry for Primary Industries

RMP = Risk Management Programme

Application Form AP6 Registration of Amendment to Risk Management Programme

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

1. Business Identification	
Your unique business identification which is 3-10 characters in length.	
Business ID:	
Unique Location Identifier (Dairy RMP's only)	



Question A: Are you applying to change the legal name of the operator?

- Yes → Do not complete this form. Complete an AP5 [Registration of RMP under New Operator](#).
- No → Go straight to Section 2

2. Applicant Details	
Registered company name or partnership names (including the trading name) or individual name.	
<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)	
New Zealand Business Number (NZBN) Provide your NZBN here. If you want more information about NZBNs, see www.nzbn.govt.nz	



Question B: Are you applying to change your verification agency?

- Yes → Do not complete this form. Complete an AP60 [Change of Recognised Agency for Verification Purposes](#).
- No → Go straight to Question C



Question C: Does your Risk Management Programme cover operations on a fishing vessel?

- Yes → Complete Section 3
- No → Go straight to Section 4

3. Fishing Vessel Name and Number	
Full legal name	
FV Number	



Question D: Has the business/physical address or contact details changed?

- Yes → Complete Section 4
- No → Go straight to Question E

4. Business Address and Contact Details			
An address change will affect country listings. Please ensure you also complete an AP 20(3) form (available online) and send to MPI.			
Street/Physical (actual premises, for service/delivery of items)		Postal, including post code (for communication)	
Tel		Mobile	
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		

Question E: Are you updating the registered company address?



Note: Only complete if the applicant is a registered company with company address different to the business address completed in section 4.

- Yes → Complete Section 5
- No → Go straight to Question F

5. Registered Company Address and Contact Details		
Only complete if the applicant is a registered company and the registered office address is different from the physical/business address in section 3.		
	Tel	



Question F: Will the amendment result in a change in capabilities for the RMP?

- Yes → Complete Section 6 and attach an [AP49: Principal Categories of Processing](#) with this application.
- No → Go straight to Question G

6. Capabilities
Provide a brief description of the changes to your capabilities.

11. Applicant Statement

I confirm that:

1. I am authorised to make this application as the Operator of the RMP, 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. The applicant is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007.

Name		Job Title	
Signature		Date	

12. MPI Service Charge

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

FEE: \$77.63 incl. GST.

PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. Attach your advice to this application or send it separately to: **MPI Approvals, PO Box 2526, Wellington 6140.**

MPI does not accept cash. Payment must be made using one of the following methods. (Please tick and fill in the appropriate section.)

- DIRECT CREDIT:**
1. Pay into Bank Account no. **03 0049 0001709 002**
 2. In the 'Reference' details, put the code: **RMP**
 3. Enter the date of deposit and your name (payee) on this form below:

Date of Deposit		Your Name (Payee)	
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- CHEQUE:**
1. Make the cheque payable to **Ministry for Primary Industries.**
 2. Attach the cheque to this application.

- CREDIT CARD:**
1. Tick the type of card you wish to use: VISA MasterCard
 2. Fill in the card details below:

Card No:																			
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Name on Card		Expiry Date	
Signature			

13. Final Checklist

Have you:

- Read and understood this form?
- Filled this form in completely?
- Read and signed the Applicant Statement (section 11)?
- Indicated how the fee will be paid for this application and, if required, attached a cheque (section 12)?

Collection of Information

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 1993, we advise that:

- This information is being collected for the purpose of registering a risk management programme under the Animal Products Act 1999; 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 25 of the Animal Products Act 1999. 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 register in accordance with section 23 of the Animal Products Act 1999; and
- Under Principles 6 and 7 of the Privacy Act 1993, 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.