


Application Form WA5

Registration of Wine Standards Management Plan under New Operator of Wine Business

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

- You are filling in this form because a WSMP registration cannot be transferred from one operator to another. New registration is required when there is a change in operator of wine business, or operator of wine business name, of a WSMP registered with the Ministry for Primary Industries (MPI) under section 16 of the Wine Act 2003.
- If your business is a registered limited liability company, 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:

- This form must be used when applying to register a change in operator of wine business, or operator of wine business name, of a WSMP registered with MPI under section 16 of the Wine Act 2003. Refer to application form guidelines for more information on completion of this form.
 - This form is for use where the change in operator of wine business is the only change to the WSMP. This form cannot be used in circumstances of death, bankruptcy, receivership, or liquidation of an operator of wine business. In such circumstances a new registration of the WSMP must be made using application form WA55: Registration of WSMP – Special Circumstances.
 - If, subsequent to the change in operator of wine business, there is a change to the WSMP that requires registration of the amendment under section 22 of the Wine Act 2003, it is the responsibility of the operator of wine business to make application on form WA6: Registration of Significant Amendment to WSMP.
-  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.
 - Refer to the Privacy Act 2020 and Official Information Act 1982 notices at the end of this form regarding collection of information by MPI.

Frequently used terms

WSMP = a Wine Standards Management Plan is a plan designed to identify, control, manage, and eliminate or minimise hazards and other risk factors in relation to the making of wine in order to ensure that the wine is fit for its intended purpose.

Recognised Verifying Agency = a recognised agency have specified functions and activities that include managing and carrying out verification functions and activities in relation to a WSMP

GST = Goods and service tax

MPI = Ministry for Primary Industries

Application Form WA5

Registration of Wine Standards Management Plan under New Operator of Wine Business

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

Section 1. Previous Operator of Wine Business Details	
Full legal name	
Previous MPI ID Number	

New Operator of Wine Business Details	
Section 2. Business ID	
<input type="checkbox"/> I want to keep the current MPI ID Number recorded in Section 1.	
OR	
<input type="checkbox"/> I want MPI to assign me with a new MPI ID number.	

Section 3. New Full Legal Name of Winemaker or Operator of Wine Business
Registered company name or partnership names (including the trading name) or individual full name i.e. no initials. Attach a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)

Section 4. New Zealand Business Number (NZBN)
For more information about NZBNs, see www.nzbn.govt.nz

Section 5. Business Address and Contact Details			
Physical addresses of all premises operated under this registration. Attach additional pages if necessary, or attach a file of the addresses (e.g. spreadsheet) to application email if there are multiple sites.			
Street/Physical (location of actual premises)		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 A: Is the applicant a registered company with a different registered office address to the physical/business address in Section 5?

- ☐ Yes → Complete Section 6
☐ No → Go straight to Section 7

Section 6. 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 5.

Registered office address		Phone	
----------------------------------	--	--------------	--

Section 7. Responsible Person/Verification Agency

Refer to application guidelines to complete the following table.

WSMP Responsible Person (name, job title, email)	Name: Job Title: Email:
Recognised Verification Agency (name)	

Section 8. Minimum Documentation Requirements

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

WSMP document either as:

☐ An MPI-approved WSMP template or model

OR

☐ A custom WSMP (in a form acceptable to the Director-General) and independent endorsed evaluator's report, completed within 6 months of the date of application.

NOTE: If the independent evaluation report was completed more than 6 months before date of this application:

☐ I, the WSMP operator of wine business, request that a waiver of evaluation be granted under section 18 (1A) of the Wine Act.

Section 9. Applicant Statement

I confirm that:

1. I am authorised to make this application as the Operator of Wine Business, or a person with legal authority to act on behalf of the Operator of Wine Business; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. No component of the wine standards management plan(s) has been changed other than the change in Operator of Wine Business and
4. Neither I nor any of the 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 Wine Act 2003; and
5. The Operator of Wine Business 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	

Section 10. MPI Service Charge

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

Type	Threshold	Fee (incl.GST)
<input type="checkbox"/> Custom WSMP Registration	210 minutes	\$388.13
<input type="checkbox"/> Template WSMP Registration	150 minutes	\$232.88

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

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

- ☐ **CREDIT CARD:**
1. To pay by credit card go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.
 2. Include payment confirmation with your application, or enter the date of payment and your name (payer) on this form below
- ☐ I have attached my credit card payment receipt

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

Section 11. Final Checklist

Have you:

- ☐ read and understood this form?
- ☐ filled this form in completely?
- ☐ provided required documentation?
- ☐ 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 registering a wine standards management plan under a new operator of wine business or operator of wine business name 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 18 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; 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 register in accordance with section 20 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.