

## Appendix 1: Application for Approval as an MAO

New Zealand Business Number (NZBN)	
Applicant's Name	
Business Address	
Scope	
Phone	
Email	
Contact Name	
Name and title of person responsible for applicant's system	

### Applicant's Statement

I wish to apply for approval to operate as an MPI approved organisation (MAO) under the requirements set down in the document entitled MPI Certification Standard: Organisation Requirements (the "**Organisation Standard**") and in the Technical Standards associated with the following service delivery options I have selected:

Please tick	Service Delivery Options		Associated Standards
	Option 1	Phytosanitary inspection	Technical Standard: Phytosanitary Inspection
	Option 2	Phytosanitary treatment	Treatment Supplier Programme - Requirements for the supplier of official treatments
	Option 3a	Managing supporting documentation for phytosanitary certificates.	Technical Standard: Phytosanitary Certificates
	Option 3b	Printing phytosanitary certificates	Technical Standard: Phytosanitary Certificates
	Option 4	Pest Freedom surveys	Technical Standard: Pest Freedom Survey
	Option 5	Activities associated with the use of the certification mark for wood packaging.	Technical Standard: Certification Mark for Wood Packaging
	Option 6	Seed varietal activities	Technical Standard: Seed Varietal Certification
	Option 7	Audits of their subcontractors providing services	Technical Standard: Audit
	Option 8	Maintaining product security	MPI Certification Standard: Organisation Requirements

- (1) I agree to meet the requirements of the MPI Certification Standard: Assurance System Framework, MPI Certification Standard: Organisation Requirements and the requirements of the above standards as appropriate to my chosen service options.
- (2) I agree to document my organisation system meeting the requirements specified by the MPI Certification Standard: Organisation Requirements.
- (3) I agree to operate to the above documented system and procedures approved by MPI.
- (4) I agree to MPI making enquiries and using the information supplied by me, in connection with this application or any contract entered into as a result of this application, for the following purposes:
  - a) To ensure that I, the organisation and key personnel are fit and proper to hold the MPI approval status conferred by the contract;
  - b) To ensure that I have appropriate consents, permits, licences and authorities in respect of my business operations and my business premises that are required;
  - c) To notify the public of my MPI approval status.
- (5) I consent to such enquiries being made to or by the Ministry of Justice, Police, Customs Department, New Zealand Horticultural Export Authority and any statutory board involved in import and export of products. I consent to publication of my MPI approval status in any publication available to the public.
- (6) I agree to afford MPI or MPI's representatives reasonable co-operation and access necessary to carry out audits.
- (7) I understand that my application will not be processed until the non-refundable application fee is received.
- (8) I understand that amendments to my MAO documented system will incur a non-refundable processing fee.
- (9) I understand that if I fail to provide all or any of the information requested in connection with this application, I may be denied MPI approval.
- (10) I understand that under the information privacy principles of the Privacy Act 2020, I have rights of access to, and correction of, personal information held in connection with this application.

State here the Independent Verification Agency (IVA) you are contracting to undertake pre approval evaluation and initial audits of your organisation's system.

(IVA)

.....  
(signature of applicant)

.....  
(Date)

(name of applicant – please print)

(Title)

**MPI Service Charge****ON PAYMENT THIS BECOMES A TAX INVOICE****MINISTRY FOR PRIMARY INDUSTRIES****GST REG NO: 64-558-838**

Application for approval as an MAO.

This application does not in itself entitle the applicant to provide any service delivery options (as per the table above) for MPI. This application will be considered by MPI, and whether or not approval is granted by MPI is at MPI's absolute discretion.

**Application for Approval as an MAO Fee: NZ\$552.00 (incl GST)**

Payment Date: \_\_\_\_\_

Payment options are direct debit or credit card. MPI does not accept cash. Please tick the appropriate section:

☐ **Direct Debit**

Bank account name: Ministry for Primary Industries  
Bank account held with: Westpac Banking Corporation, NZ Government Branch, Wellington  
Bank Account Number: 03-0049-0001709-02

**Reference**

Please use either: Forestry: 1652.22010.000000; or  
Plants: 1627.22010.000000.

Once payment has been made, please email [plantexports@mpi.govt.nz](mailto:plantexports@mpi.govt.nz) to confirm.

☐ **Credit Card**

To pay by credit card (Visa or MasterCard) please contact the Plants Exports Team Support Officer. See below for contact details.

Please scan and return the completed application to [plantexports@mpi.govt.nz](mailto:plantexports@mpi.govt.nz)

OR

Post this application to:

Team Support Officer  
Plant Exports  
Plants & Pathways Directorate  
Ministry for Primary Industries  
PO Box 2526  
Wellington 6140