


Application Form AP8 Recognition of an Agency under the Animal Products Act 1999

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

- You are filling in this form because you require recognition as an agency responsible for the management and carrying out of specified functions and activities under the Animal Products Act 1999. To check that this form is correct for your agency, view <https://www.mpi.govt.nz/law-and-policy/approved-organisations-and-people/>
- Depending on the scope you are applying for, you may need to provide evidence of ISO/IEC Standard 17020 accreditation (with or without KTP Model systems and procedures), or achievement of relevant sections of that accreditation.
- 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.companiesoffice.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:

- Individuals may apply to the Director-General of the Ministry for Primary Industries (MPI) for recognition under section 101 of the Animal Products Act 1999 as an agency to carry out verification functions and activities or other specialist functions and activities for the purposes of that Act.
-  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, consent to disclosure form 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 submitted, you must promptly inform MPI of the changes in writing.

Frequently used terms

GST = Goods and services tax

KTP Model = Key Technical Person Model, the scheme for the management of recognised persons by a recognised agency

MPI = Ministry for Primary Industries

Recognised Agency = a person who is recognised by the Director-General under section 101 or 102, or a group of persons recognised under section 102, of the Animal Products Act 1999.

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



Question A: Are you applying for a new recognition or renewing/amending an existing recognition?

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

Section 1. MPI Recognition Identification (amendments/renewals only)

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

Recognition ID:

Section 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.companiesoffice.govt.nz)

NZ Business Number (NZBN)

Provide your NZBN here.
If you want more information about NZBNs, see www.nzbn.govt.nz



Section 3. Business Address and Contact Details			
Street/Physical (location of actual premises)		Postal, including post code (for communication)	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Country:		Country:	
Phone		Mobile	
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		
Agency Manager Designated person responsible for day-to-day management of the agency		Name:	
		Position:	



Question B: Are you applying for recognition as an agency managing dairy evaluators?

- Yes → Complete Section 4.
 No → Continue to Question C.

Section 4. Dairy Evaluator Functions and Activities table	
Tick all that apply.	
Function	Activity
<input type="checkbox"/> Heat Treatment Evaluation	<input type="checkbox"/> Dairy Heat Treatment
<input type="checkbox"/> Premises and Equipment Evaluation	<input type="checkbox"/> Dairy Manufacturing <input type="checkbox"/> Dairy Stores and Transport
<input type="checkbox"/> Dairy RMP Evaluation	<input type="checkbox"/> Dairy Stores and Transport <input type="checkbox"/> Farm Dairies <input type="checkbox"/> General Dairy Manufacture <input type="checkbox"/> Infant Formula Manufacture <input type="checkbox"/> Raw Milk Products Manufacture



Question C: Are you applying for recognition as an agency that manages dairy or non-dairy verifiers?

- Yes → Complete to Section 5.
 No → Continue to Question D.

Section 5. Verifier Functions and Activities table	
Tick all that apply.	
Function	Activity
<input type="checkbox"/> Dairy RMP Verification	<input type="checkbox"/> Dairy Stores and Transport <input type="checkbox"/> Farm Dairies <input type="checkbox"/> General Dairy Manufacture

	<input type="checkbox"/> Grade "A" product <input type="checkbox"/> Infant Formula Manufacture
<input type="checkbox"/> Non-Dairy RMP Verification	<input type="checkbox"/> Ante-mortem/Post-mortem examinations <input type="checkbox"/> Bee Products <input type="checkbox"/> Non-dairy Animal Product Stores (domestic market only) <input type="checkbox"/> Non-dairy transport
<input type="checkbox"/> Official Assurance Verification	<input type="checkbox"/> Dairy Official Assurances <input type="checkbox"/> Official Assurances Programme – Bee Products <input type="checkbox"/> Official Assurances Programme - Live Animals and Germplasm
<input type="checkbox"/> RCS Verification	<input type="checkbox"/> Raw Milk Farm Dairies <input type="checkbox"/> Raw Milk Depots <input type="checkbox"/> Transport, Depots and Export Loading Facilities



Question D: Are you applying for recognition as an agency/organisation that manages farm dairy assessors or other specialist categories?

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

Section 6. Assessor/Specialist Functions and Activities table	
Tick all that apply.	
<i>Function</i>	Activity
<input type="checkbox"/> Farm Dairy Assessment	<input type="checkbox"/> Farm Dairies <input type="checkbox"/> Raw milk RCS
<input type="checkbox"/> Heat Treatment Specialist	<input type="checkbox"/> Heat treatment Grade "A" – do not complete this application until you have contacted animal.products@mpi.govt.nz for more information

Section 7. Accreditation Status	
Send in all the required documents. Your application will not be processed until all documents are received.	
Dairy Evaluation/Verification Agency	<input type="checkbox"/> Evidence of either: <input type="checkbox"/> ISO/IEC Standard 17020 accreditation (non-KTP Model); or <input type="checkbox"/> ISO/IEC Standard 17020 accreditation and accreditation body acceptance of KTP Model documented procedures and systems.
Farm Dairy Assessment Organisation	<input type="checkbox"/> Evidence of either: <input type="checkbox"/> ISO/IEC Standard 17020 accreditation (non-KTP Model); or <input type="checkbox"/> ISO/IEC Standard 17020 accreditation and accreditation body acceptance of KTP Model documented procedures and systems.
Non-Dairy Verification Agency	<input type="checkbox"/> Evidence of either: <input type="checkbox"/> ISO 17020 accreditation as a type A inspection body (non-KTP Model); or <input type="checkbox"/> ISO 17020 accreditation and accreditation body acceptance of KTP Model documented procedures and systems; or <input type="checkbox"/> ISO 17020 accreditation that will be obtained within 6 months of recognition And <input type="checkbox"/> Evidence of Technical Manager completion of an NZQA qualification at level 4 or above, relevant to the activities and functions for which the manager is responsible.

Section 8. Applicant Statement

Complete for all applications. We accept PDF or scanned versions of signatures.

I confirm that:

1. I am authorised to make this application on behalf of the Applicant; and
2. The information supplied in this application is accurate and complete; and
3. I am aware of any directors or managers of the business concerned that 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 (*attach details of any relevant matters or convictions*); and
4. I am aware that my agency has been convicted in relation to an offence referred to in 3 above (*attach details of any relevant matters or convictions*); and,
5. I am aware of any matters which might adversely affect the agency's suitability for recognition (*attach details of any relevant matters*); and
6. I authorise MPI to make such inquiries as it considers necessary to enable it to consider the applicant's suitability for recognition, including matters relevant to its competence, fitness and propriety; and
7. If my agency is recognised under the Animal Products Act 1999, I accept that I have a continuing obligation to disclose to MPI any matters that may arise in the future which may be relevant to my agency's continued suitability to hold such recognition. This includes (but is not limited to) Police or disciplinary investigations; and
8. There is no other information I am aware of that affects my agency's ability to maintain an appropriate degree of impartiality and independence in managing the functions and activities for which the Applicant has applied to be recognised.

Detail any other relevant information (*indicate if further information is attached*):

Explanatory notes:

(1) *The Director-General of MPI may not recognise an agency under the Animal Products Act 1999 unless s/he is satisfied that your agency is a fit and proper person to carry out such activities. Some criminal convictions, particularly those involving dishonesty, may be relevant to the assessment of whether your agency is a fit and proper person to hold this recognition.*

(2) *The Director-General has the power to withdraw a recognition for an agency if s/he is satisfied that the agency is not a fit and proper person to carry out evaluations or verifications, or has failed to comply with a condition of their recognition, or has failed to comply with the Animal Products Act 1999, applicable regulations and notices.*

(3) *If MPI subsequently becomes aware of information that is relevant to an agency's recognition which was not disclosed in this application or which arises in the future, the Director-General may suspend or withdraw that agency's recognition.*

Name		Job Title	
Signature		Date	

Section 9. MPI Service Charge**ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838**

Fee	
New Recognition	\$155.25 incl GST <input type="checkbox"/>
Amend/Renew Recognition	\$155.25 incl GST <input type="checkbox"/>

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: **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 **name of the agency**
3. Enter the date of deposit and your name (payee) on this form below:

Date of Deposit	Your Name (Payee)

 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.

Section 10. Final Checklist

Have you:

- Filled this form in completely?
- Provided required documentation?
- Read and signed the Applicant Statement?
- 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 1993, we advise that:

- This information is being collected for the purpose of recognising an agency 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 107 of the Animal Products Act 1999. The provision of this information is necessary in order to process an application for recognition; 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 recognise in accordance with section 109 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.