



Application Form: E-cert Organisation to be Billed

- This form is for confirming the organisation to be billed for Animal Products E-cert user charges relating to an individual or interface system.
- Open and complete this form in **Adobe Reader** and send the completed application form by email or post to the E-cert Administrator: ecert.admin@mpi.govt.nz or PO Box 2526, Wellington 6140
- If there are any changes to the details provided in this application subsequent to submitting, please inform MPI

1. Organisation Details

Company Name	
RMP or Exporter ID	
Organisation to be Billed	
Postal Address	

Where there are more than two companies or premises under one management or ownership, we recommend that only one is the 'organisation to be billed'. They will then receive the invoices for the group of companies. If you do want each company or premises to be invoiced separately then please complete a separate form for each "organisation to be billed".

2. Company Representative Details

Nominate a primary company representative who is authorised to receive E-cert invoices by email and who we can contact for all E-cert invoicing correspondence. Please also provide a backup contact.

	Primary E-cert Invoice Contact	Backup E-cert Invoice Contact
Name		
E-mail Address		
Phone Number		
Mobile Number		

3. Industry Sector

Please select the main sector that your organisation is going to deal with;

4. Applicant Declaration

(Company Director or other authorised person)

I agree that:

1. The email address of the Primary E-cert Invoice Contact will be managed in a way that ensures all electronic invoices received are actively and appropriately processed
2. MPI will be notified if there are any changes to these E-cert Invoice Contacts or their contact details
3. In the event of an invoice dispute, MPI will be notified as soon as possible in writing (email or letter).

I declare I have read, understood and accept the following:

- **Terms and Conditions of Use**
refer www.mpi.govt.nz/dmsdocument/19358-terms-and-conditions-of-use-and-privacy-policy-for-mpis-electronic-certification-systems
- **E-cert billing and invoicing information**
refer www.mpi.govt.nz/exporting/export-certification/animal-products-ap-e-cert/billing-and-invoicing-ap-e-cert/

I wish to pay by:

	Please tick one	
Direct Debit	<input type="checkbox"/>	Complete the direct debit form and submit original with this form. MPI Direct Debit form
Direct Credit	<input type="checkbox"/>	Direct Credit details will be emailed to your primary E-cert invoice contact
Cheque	<input type="checkbox"/>	I recognise that there may be a cheque handling fee may be charged.

Name			
Designation			
Signature		Date	
Daytime Phone No			

5. Privacy Policy

Background

1. We may collect information about users. This information can be personally identifiable information or aggregated data. We want to ensure that you understand the terms and conditions relating to the way in which we collect information and the use of that information. This Privacy Policy tells you about what information we collect, what we do with it and your rights to view, correct or change it.

The Information we collect

2. We will collect your personal information directly from you, not from any other source (unless you consent to us doing so).
3. Billing information is generated and stored by the E-cert system and may include personal information.

Purpose of Collection

4. Your personal information is collected to enable the operation of the E-cert system, which is the electronic application supporting the export of animals, animal material and animal products, via Government- to-Government official assurances of compliance with New Zealand's export requirement, and overseas market access requirements.

Use of your personal information

5. Your personal information will only be used by Us as follows:
 - allowing you to become a registered user of this application (which is designed, primarily for Government to Government assurances for export of animal products from New Zealand);
 - allowing us to operate and make improvements to the E-cert application
 - allowing us to invoice you for the provision of E-cert services;
 - Statistical use (non-identifiable information only);
 - any other use, not inconsistent with the above purposes, and supporting the Import and Export supply chain, that is determined by Us from time to time
 - reports back to your billing company

Security and disclosure

6. Transactions in E-cert are recorded each time you use E-cert. Your personal information (and information relating to your transactions in E-cert) is held within a secure environment.
7. Your personal information in E-cert may potentially be viewed by the following types of approved E-cert user other than yourself (for purposes connected with the legitimate role of those other users in the export chain):
 - Recognised agencies
 - Your company coordinator or billing company
 - The MPI Super User (E-cert administrator)
 - E-cert system support technicians,but may not be disclosed to any other persons without your consent, or unless reasonably required for operation of the E-cert system.
8. E-cert interacts with a number of other MPI and external systems, to or from which personal information is transmitted or received from time to time to allow the operation of E-cert.

We Can Change This Privacy Policy

9. We reserve the right to change this privacy policy at any time. By using an application, you agree to be bound by the latest version

Your Right to Access Your Information

10. You have the right under Information Privacy Principles 6 and 7 to:
 - Confirm whether we hold particular personal information about You;
 - access and correct the information you have supplied to Us in accordance with the provisions of the Privacy Act 1993, or to request Us to do so.
11. We are happy to discuss any concerns that you may have about providing the information that we require. For further information regarding the information that we hold about you, you may contact the relevant application administrator.