

## Application Form AP18

### Recognised Laboratory Programme (RLP) – Animal Products Laboratory

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

- You are filling in this form because you need to be recognised by MPI for carrying out or intending to carry out regulatory testing, including for official assurances. To ensure you need to fill out this form see [Recognised Laboratory Programme Guidance Document](#).
- 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](http://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:

- Individuals may apply to the Director-General of MPI for recognition under section 101 of the Animal Products Act 1999 as a recognised laboratory to carry out tests associated with live animals, animal material or animal product or the processing of animal material or animal products or other specialist functions and activities for the purposes of that Act.
- Laboratory recognition is valid for 3 years and should be renewed before the expiry date using this same form (AP18).



- 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.
- Complete all sections and send the completed form together with the fee, Request and Consent form and any other documentation required (see below) to MPI at [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz). 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

**GST** = Goods and services tax

**MPI** = Ministry for Primary Industries

**Day-to-day Manager** = means a person who is able to demonstrate an understanding of the role of the recognised agency within the relevant regulatory requirements (previously known as the Quality Manager).

## Application Form AP18 Recognised Laboratory Programme (RLP) – Animal Products Laboratory

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

1. Application Type	
1. New Recognition <input type="checkbox"/>	
2. Limited Recognition <input type="checkbox"/>	
3. Renewal of Recognition <input type="checkbox"/>	Provide MPI ID Number: .....
4. Amendment to Recognition <input type="checkbox"/>	Provide MPI ID Number: .....
Brief description of amendment, including CLT reference numbers if adding or removing tests:	

2. Laboratory Discipline Type(s)
Tick all that apply.
Dairy <input type="checkbox"/> Live animals and germplasm <input type="checkbox"/> Meat, poultry, honey, seafood <input type="checkbox"/>

3. Full Legal Name	If no change, tick here <input type="checkbox"/>
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 ( <a href="http://www.companies.govt.nz">www.companies.govt.nz</a> )	
<b>New Zealand Business Number (NZBN)</b>	
For more information about NZBNs, see <a href="http://www.nzbn.govt.nz">www.nzbn.govt.nz</a>	

4. Business Address and Contact Details		If no change, tick here <input type="checkbox"/>	
<b>Street/Physical</b> (location of actual premises)		<b>Postal, including post code</b> (for communication)	
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			
By entering an email address you consent to being sent information and notifications electronically, if required.			

<b>5. Day-to-day Manager</b> Name of person responsible for the laboratory's compliance with MPI requirements, and the point of contact with MPI	If no change, tick here <input type="checkbox"/>

<b>6. Minimum Documentation Requirements</b>
<p>For New or Renewal of Recognition applications:</p> <p><input type="checkbox"/> A copy of the most recent accreditation report is attached, which includes the list of tests recognition is to apply to.</p> <p>For Limited Recognition applications:</p> <p><input type="checkbox"/> A copy of the most recent accreditation report is attached, which includes at least one other test of similar discipline; and</p> <p><input type="checkbox"/> The date that it is intended full recognition will be applied for:        /        /        (dd/mm/yy)</p> <p>For Amendment to Recognition applications:</p> <p><input type="checkbox"/> Associated documents as applicable (which may include a copy of the most recent accreditation report) is attached.</p>

<b>7. Applicant Statement</b>								
<p>I confirm that:</p> <ol style="list-style-type: none"> <li>1. I am authorised to make this application on behalf of the Applicant; and</li> <li>2. The information supplied in this application is accurate and complete; and</li> <li>3. I <input type="checkbox"/> am <input type="checkbox"/> am not (tick one)          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 (<i>attach details of any relevant matters or convictions</i>); and</li> <li>4. I <input type="checkbox"/> am <input type="checkbox"/> am not (tick one)          aware that my agency has been convicted in relation to an offence referred to in 3 above (<i>attach details of any relevant matters or convictions</i>); and.</li> <li>5. I <input type="checkbox"/> am <input type="checkbox"/> am not (tick one)          aware of any matters which might adversely affect the agency's suitability for recognition (<i>attach details of any relevant matters</i>); and</li> <li>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</li> <li>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</li> <li>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.</li> </ol> <p><b>Detail any other relevant information</b> (<i>indicate if further information is attached</i>):</p>   <p><b>Explanatory notes:</b> (1) <i>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.</i> (2) <i>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.</i> (3) <i>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.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%; padding: 5px;"><b>Name</b></td> <td style="width: 40%;"></td> <td style="width: 15%; padding: 5px;"><b>Job Title</b></td> <td style="width: 30%;"></td> </tr> <tr> <td style="padding: 5px;"><b>Signature</b></td> <td></td> <td style="padding: 5px;"><b>Date</b></td> <td></td> </tr> </table>	<b>Name</b>		<b>Job Title</b>		<b>Signature</b>		<b>Date</b>	
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8. MPI Service Charge														
<b>ON PAYMENT THIS BECOMES A TAX INVOICE</b> GST No: 64-558-838														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Type</th> <th style="width: 30%;">Threshold</th> <th style="width: 60%;">Fee (incl.GST)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> New Recognition</td> <td>135 minutes</td> <td><b>\$194.06</b></td> </tr> <tr> <td><input type="checkbox"/> Renewal</td> <td>90 minutes</td> <td><b>\$77.63</b></td> </tr> <tr> <td><input type="checkbox"/> Amendment</td> <td>30 minutes</td> <td><b>\$77.63</b></td> </tr> </tbody> </table>	Type	Threshold	Fee (incl.GST)	<input type="checkbox"/> New Recognition	135 minutes	<b>\$194.06</b>	<input type="checkbox"/> Renewal	90 minutes	<b>\$77.63</b>	<input type="checkbox"/> Amendment	30 minutes	<b>\$77.63</b>	
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<p><b>Note:</b> 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.</p> <p><b>PAYMENT OPTIONS:</b> Payments comprising multiple fees must be supported by a remittance advice. Please attach your advice to this application or send it separately to: <b>MPI Approvals, PO Box 2526, Wellington 6140.</b></p> <p><b>MPI does not accept cash.</b> Payment must be made using one of the following methods. Please tick and fill in the appropriate section.</p>														
<input type="checkbox"/> <b>DIRECT CREDIT:</b> <ol style="list-style-type: none"> <li>1. Pay into Bank Account no. <b>03 0049 0001709 002</b></li> <li>2. In the 'Reference' details, put the code: <b>APALAB</b></li> <li>3. Enter the date of deposit and your name (payee) on this form below:</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;"><b>Date of Deposit</b></td> <td style="width: 40%;"></td> <td style="width: 25%; padding: 5px;"><b>Your Name (Payee)</b></td> <td style="width: 10%;"></td> </tr> </table>			<b>Date of Deposit</b>		<b>Your Name (Payee)</b>									
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<input type="checkbox"/> <b>CREDIT CARD:</b> <ol style="list-style-type: none"> <li>1. To pay by credit card go to <a href="https://www.mpi.govt.nz/food-safety/payments">https://www.mpi.govt.nz/food-safety/payments</a> and follow the instructions.</li> </ol> <p style="padding-left: 40px;"><input type="checkbox"/> I have attached my credit card payment receipt</p>														

9. Final Checklist
<p>Have you:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read and understood this form?</li> <li><input type="checkbox"/> Filled this form in completely and legibly?</li> <li><input type="checkbox"/> Read and signed the Applicant Statement?</li> <li><input type="checkbox"/> Indicated how the fee will be paid for this application?</li> </ul> <p><b>The document package you send to MPI should consist of (tick as appropriate):</b></p> <ol style="list-style-type: none"> <li>1. <b>New Recognition: Completed application form, ISO 17025 accreditation report (including list of tests recognition is to apply to), fee</b> <input type="checkbox"/></li> <li>2. <b>Limited Recognition: Completed application form, latest ISO17025 accreditation report, fee</b> <input type="checkbox"/></li> <li>3. <b>Renewal of Recognition: Completed application form, latest ISO17025 accreditation report, fee</b> <input type="checkbox"/></li> <li>4. <b>Amendment to Recognition: Completed application form, associated documents (accreditation report as applicable), fee</b> <input type="checkbox"/></li> </ol>

Collection of Information
<p><b>Collection of Personal Information</b></p> <p>Pursuant to Principle 3 of the Privacy Act 2020, we advise that:</p> <ul style="list-style-type: none"> <li>• This information is being collected for the purpose of recognising an agency under the Animal Products Act 1999; and</li> <li>• 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</li> <li>• Some of the information collected will be displayed on a public register; and</li> <li>• 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</li> <li>• The supply of this information is voluntary; and</li> <li>• 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</li> <li>• 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.</li> </ul> <p><b>Collection of Official Information</b></p> <p>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.</p> <p>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.</p>