

Application Form WA10: Wine E-Cert Company and User Registration



PLEASE RETURN THIS FORM TO: Wine E-Cert, Ministry for Primary Industries, PO Box 2526, Wellington 6140.

Email: ecert.admin@mpi.govt.nz

1. BUSINESS DETAILS

Registered company name or partnership

NZ Business number (from Companies Office)

Physical address (for service/delivery of items. Must be a New Zealand address)

Phone

Fax

Postal address (for communication). Please include post code

2. MAIN BUSINESS CONTACT

First name

Surname

Email

Position/Title

3. BILLING DETAILS

Bill to:

Postal address

Email

Phone

4. BUSINESS ACTIVITIES

Select the main activities the company performs (tick all that apply):

Wine making

Bottling

Brand owner

Exporting

5. USERS AND ACCESS PERMISSIONS

List the details of users to be set up for the company and tick the columns to indicate the actions you require them to perform in Wine E-Cert.

- Request Submitters** will be able to complete batch and consignment requests.
- Read only users** will be able to view all data related to their wine company (the company identified in Section 1).
- WSMP Owners** will be able to confirm details of wines manufactured and/or bottled under the WSMP No. for which they are WSMP Owners. **WSMP Owners** must work for the company the WSMP is registered for and be suitably trained and have access to records in order to confirm details of the manufacture and/or bottling.

First Name	Last Name	Email	Roles			WSMP No. (for WSMP Owner)
			Request Submitter	Read Only	WSMP Owner	

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6. COMPANIES MANUFACTURING WINES FOR EXPORT BY THE APPLICANT

The manufacturer of the finished wine and bottlers used must be listed.

Company Name	Wine Standard Management Plan No.(s)
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7. ESTIMATED ANNUAL EXPORT VOLUMES

List the annual estimates for the following for which export eligibility will be sought.

Wine volume (L)	No. of wine batches	No. of export consignments
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8. DECLARATION

I declare that:

- (a) I am authorised to make this application as the person with legal authority to act on behalf of the indicated company; and
- (b) the information supplied in this application is truthful and accurate to the best of my knowledge; and
- (c) neither I nor any director, partner or manager of the company requiring access 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 wine businesses (whether in New Zealand or elsewhere); and
- (d) the applicant is a New Zealand resident within the meaning of section OE1 or section OE2 of the Income Tax Act 2004.

Name of person signing (first name last name)

Signature

Position of person signing

Date

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Wine E-Cert facilitates the process of:

- confirming Export Eligibility Requirements for New Zealand Grape Wines as allowed for under Section 38 of the Wine Act 2003;
- ensuring criteria are met for the issue of Official Assurances;
- generating export certification.

Registration as a user allows access to Wine E-Cert to:

- request export eligibility approval for batches of wine;
- request export eligibility approval for a consignment of wine;
- request official assurances and other export documents;
- view application status and progress through the process;
- view volumes available and exported for each batch entered.

Applicants must be able to demonstrate that:

- the Company operates under a registered and appropriately audited Wine Standards Management Plan (WSMP); or
- wine to be exported is made and bottled under a registered and appropriately verified WSMP as required under the Wine Act 2003.

If there are any changes to the details provided in this application subsequent to registration, you must inform MPI using a **WA11 form**.

Collection of Personal Information on Individuals

In regard to any information being collected on this application, notification is hereby provided in accordance with principle 3 of the Privacy Act 1993, to individuals of the following matters:

1. This information is being collected for purposes relating to the administration of the Ministry for Primary Industries Wine Programme and Wine E-Cert.
2. The recipient of this information, which is also the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140.
3. The provision of this information is necessary in order to process this application. Failure to provide information is likely to result in the return of this application form to the applicant for completion.
4. You are reminded that under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information, which has been provided.

MPI ADMINISTRATION:

Date of Approval:

Name:

Signature: