##### https://piritahi.cohesion.net.nz/Sites/CC/CAC/BrandedBusinessUnitsProgrammeDocuments/MPI-logo-colour%20line%20outlines.png

##### Application Form AP20(3): Current Country Listings - Change in Premises Name or Address correction

* Use the AP20(5) form when there is a change to your premises name or address details on your country listing(s) and your premises is listed on a China list. A separate AP20(3) form is not required.
* Use this form when there is a change to your premises name or address details on your country listing(s) and your premises is not listed on any China lists.

Before submitting this form:

* **First discuss any proposed name/address change with your verifier**. Some countries require approval of a change to the premises name/address before exporting under the new name/address can occur, eg China, Korea and Russia. Obtaining overseas approval can take some time. Labelling, branding, and certification issues need to be considered. Your verifier can outline the options available.
* Complete and submit the appropriate registration change form to MPI Approvals (if required, MPI Approvals will delay the change to align with overseas market country list approval dates), for example:

[AP5 Registration of RMP under New Operator (if your premises is getting a new name)](https://www.mpi.govt.nz/dmsdocument/4564-AP5-Registration-of-risk-management-programme-under-a-new-operator)

[AP50 Minor Update to RMP Details](https://www.mpi.govt.nz/dmsdocument/4567-AP50-Minor-update-to-risk-management-programme-details) (if your premises is not moving location but the street address has changed)

If your premises is moving to a new location and you are completing an AP6 form, you need to apply for new country listings, do not use this form.

If your premises is getting a new identifier and you are completing an AP5 form, you need to apply for new country listings. Note that registering a new identifier for a new name can be a very useful approach for managing a name change when you have multiple country listings.

All current country listings associated with this premises will be amended to the new name and/or physical address.

**An application fee applies. Refer to section 7 MPI Approvals Charge.**

You can upload your electronic signature into this form (click on the picture icon and browse to find and upload an image of your signature) or print and sign it. Alternatively use the PDF version if you want to print out the form and fill it in: [AP20(3) PDF version](https://www.mpi.govt.nz/dmsdocument/46416-AP203-Premises-listing-Change-of-information).

Complete sections 1-4 and send to your site verifier at your verifying agency. together with your AP5, AP50 or other change form. When the endorsed form is returned to you from your verifying agency, pay the application fee and complete section 7. Email the form, payment receipt and any required documentation to [countrylistings@mpi.govt.nz](mailto:countrylistings@mpi.govt.nz).

If there are any changes to the details provided in this application before country listing amendment, you must inform your site verifier and email [countrylistings@mpi.govt.nz](mailto:countrylistings@mpi.govt.nz).

|  |
| --- |
| **Checklist before submitting to MPI Approvals**  **My verifying agency has endorsed my application**  **I have paid the application fee and attached proof of payment** |

**Applicant to complete these sections:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Premises Identifier(s)  *For dairy enter ULI* | |  | | |
| 2. What is changing? | | Name  Address | | |
| Current name or address | |  | | |
| New name or address | |  | | |
| 3. Nominated trigger list  *Applicable when the premises is listed with markets that can take a long time to approve amendments* | |  | | |
| 4. Operator Statement  I give an assurance that the premises name or address change is as shown in the AP form submitted to MPI Approvals to change the premises registration.  I am authorised to make this application and the information supplied is truthful and accurate to the best of my knowledge.  I have discussed options with my verifier. I understand that MPI will request approval for the trigger list first. Once approval is obtained, MPI will request approval from the remaining markets *(applicable if trigger list provided)* | | | | |
| Signature: |  | | Date: |  |
| Name: |  | | Job title: |  |
| Email: |  | | | |
| *Send the completed signed form to your site verifier.*  *When the endorsed form is returned to you from your verifying agency, pay the application fee and complete section 7. Email the form, payment receipt and any required documentation to* [*countrylistings@mpi.govt.nz*](mailto:countrylistings@mpi.govt.nz) *(cc your site verifier).* | | | | |

**Verifying agency to complete these sections:**

|  |  |  |  |
| --- | --- | --- | --- |
| 5. Verifier Statement  The change in the premises name or address meets the requirements of the relevant country OMARI have discussed the implications of these changes with the operator. | | | |
| Signature: |  | Date: |  |
| Name: |  | Email: |  |
| Job title: |  | Agency: |  |
| *After completion, send the form to your Team Manager.* | | | |
| 6. Team Manager | | | |
| 1. Actions carried out prior to endorsing, eg premises review. | | | |
|  | | | |
| 2.  Application Endorsed  Application Declined | | | |
| Signature: |  | Date: |  |
| Name: |  | | |
| *Send the endorsed form and any associated documentation back to the applicant. The applicant must then pay the application fee, complete section 7 and email the documents to* [*countrylistings@mpi.govt.nz*](mailto:countrylistings@mpi.govt.nz) | | | |

**Applicant to complete this section:**

|  |  |  |  |
| --- | --- | --- | --- |
| 7. MPI Approvals Charge  ***Do not pay until you receive the endorsed application form back from your verifying agency.***  ***Once you receive the endorsed application form from your verifying agency, calculate and pay the application fee and complete this section. Email the form, payment receipt and any required documentation to*** [***countrylistings@mpi.govt.nz***](mailto:countrylistings@mpi.govt.nz) ***(cc your site verifier).***  **ON PAYMENT THIS BECOMES A TAX INVOICE** **GST No: 64-558-83 8**  The fee for each premises listing is based on the work required for each list. Refer [table of fees](https://www.mpi.govt.nz/dmsdocument/53659-Application-fee-for-country-listing) to determine the total amount payable.  Payment must be made by **credit/debit card** or **direct credit**. | | | |
| Total $ amount payable with this application (inclusive of GST) | | |  |
| **Credit / Debit Card (preferred option)** *Tick boxes and attach your receipt*   1. To pay by credit card (Visa or MasterCard) go to [www.mpi.govt.nz/food-safety/payments](http://www.mpi.govt.nz/food-safety/payments%20%20) and follow the instructions (for type of fee select **Country Listing**). | | | |
|  | I have paid by credit / debit card and attach my card payment receipt  *Send your receipt to* [*countrylistings@mpi.govt.nz*](mailto:countrylistings@mpi.govt.nz) *with your forms* | | |
| **Direct credit** *Provide information on payment*   1. Pay into MPI Bank Account no. **03 0049 0001709 002** 2. In the ‘Reference’ details, put the code **CL** and the **Premises ID** 3. Enter the date of deposit and your bank account name below. | | | |
| Date of payment: | |  | |
| Name of payer:  *(name of your bank account)* | |  | |

**Collection of Personal Information on Individuals**

In regard to any information being collected on this country listing application, pursuant to the Animal Products Act 1999 (that is personal information identifying or being capable of identifying an individual person), notification is hereby provided in accordance with Principle 3 of the Privacy Act 2020, to individuals of the following matters:

1. This information is being collected for purposes relating to the application and general administration of country listings under the Animal Products Act 1999.
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.
3. The collection of this information is voluntary under this overseas market access requirement. The provision of this information is necessary in order to process applications for listing. The failure to provide information is likely to result in the return of this application form to the applicant.
4. You are reminded that under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information, which has been provided.