

Application Form AP2 Homekill and Recreational Catch Service Provider Listing

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

- You are filling in this form because you provide slaughter and or/processing services for reward to animal owners for homekill or to hunters, fishers or other harvesters for recreational catch. First, you need to have ascertained that you are not already exempted by the Animal Products Act (1999). To make sure, see section Animal Products (Exemptions and Inclusions) Order 2000 of the Animal Products Act (1999) at www.legislation.govt.nz.
- For **new** applications, if you are also a retail butcher at the same address that you process homekill, do not complete this form. You must register a Risk Management Programme with MPI. For more information refer to [Dual Operator Butchers \(DOB\)](#).
- 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
- The application fee according to the payment section of this form. **If you are a DOB there is no fee to renew Homekill listing.** Note: all fees on this form are inclusive of GST.

Read these notes before you start filling out the form:

- Listing as a homekill and recreational catch service provider with the Director-General of the Ministry for Primary Industries is required under section 75 of the Animal Products Act 1999.
- Once listed as a homekill and recreational catch service provider your details will go on the public register of all New Zealand homekill and recreational catch service providers, which can be viewed at <http://foodsafety.govt.nz/registers-lists/service-providers/index.htm>
- Under the Animal Products (Fees, Charges, and Levies) Regulations 2007, Homekill and Recreational Catch Service Providers are charged an annual levy of \$100 per annum (excluding GST) to meet the costs of auditing home kill and recreational catch service providers for compliance with the Animal Products Act.
- Send the completed application form, together with the application fee and the annual levy, to MPI at the above address. We prefer email files. Processing time is 20 working days from the time we determine that your application is complete.



- 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.
- 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

Dual Operator Butcher (DOB) = retail butchers who also provide a homekill and recreational catch service at the same premises or place.

GST = Goods and services tax

MPI = Ministry for Primary Industries



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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 listing or renewing an existing listing?

- New → Continue to Question B.
 Renewal → Go straight to Section 1, then complete all sections and indicate clearly where details have changed.



Question B (new only): Are you a retail butcher at the same address detailed in section 3?

- Yes → Do not complete this form. You must register a Risk Management Programme with MPI. For more information refer to [Dual Operator Butchers](#) on our website.
 No → Continue to Section 2.

Section 1. Business Identification (renewals only)

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

Business ID	
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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.companies.govt.nz)

New Zealand Business Number (NZBN)	
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For more information about NZBNs, see www.nzbn.govt.nz

Active billing details	
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Provide the current accounts payables email address to which the invoices should be emailed

Section 3. Business Address and Contact Details

The contact details entered below will be used for communications about your listing. Contact MPI if the details change.

Street/Physical (location of actual premises)	Postal, including post code (for communication)
Phone	Mobile
Email	

By entering an email address you consent to being sent information and notifications electronically, if required.





Question C: Are you a registered company with a registered office address different to the physical /business address in Section 3?

- Yes → Complete Section 4
 No → Continue to Section 5

Section 4. Registered Company Address and Contact Details			
Only complete this section if your business is a registered company and the registered office address is different from the physical/business address in section 3.			
Registered office address		Phone	

Section 5. Applicant Statement			
All applicants must complete this section. We accept PDF or scanned versions of signatures.			
I confirm that:			
<ol style="list-style-type: none"> I am authorised to make this application as the Applicant, or a person with legal authority to act on behalf of the Applicant; and The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and I do not process for sale or reward or trade in any regulated animal product for human or animal consumption at this premises or place; and I understand that if there are future, ongoing levies or charges for business activity MPI will send me an invoice for these charges. Any late or non-payment may result in a penalty fee, lodgement with a credit collection agent and/or withdrawal of service. 			
Name		Job Title	
Signature		Date	

Section 6. MPI Service Charge			
ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838			
FEE:	\$135.00 application charge		
	\$100.00 levy charge		
	<u>\$ 35.25 GST</u>		
Total fee payable:	\$270.25 (incl. GST)		
<input type="checkbox"/> I am a Dual Operator Butcher (there is no fee for DOBs to renew Homekill listing).			
PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. 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.			
<input type="checkbox"/> DIRECT CREDIT:			
<ol style="list-style-type: none"> Pay into Bank Account no. 03 0049 0001709 002 In the 'Reference' details, put the code: HOMEKILL Enter the date of deposit and your name (payee) on this form below: 			
Date of Deposit		Your Name (Payee)	
<input type="checkbox"/> CHEQUE:			
<ol style="list-style-type: none"> Make the cheque payable to Ministry for Primary Industries. Attach the cheque to this application. 			
<input type="checkbox"/> CREDIT CARD:			
<ol style="list-style-type: none"> To pay by credit card (Visa or MasterCard) go to https://www.mpi.govt.nz/food-safety/payments and follow the instructions. 			

Section 7. Final Checklist

Have you:

- Read and understood this form?
- Filled this form in completely?
- Read and signed the Applicant Statement
- Indicated how the fee will be paid for this application and, if required, attached a cheque?

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 listing a homekill/recreational catch service provider 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 75 of the Animal Products Act 1999. The provision of this information is necessary in order to process an application for registration; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of this application form to the applicant; 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.