



Application Form AP1 Animal Product Exporter Registration

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

- You are filling in this form because you export the following:
 - Animals and animal products, including live animals, live bees, germplasm, dairy products and foods containing animal products
- Some exporters don't need to register, however are still required to meet other export or destination country requirements. Please visit <https://mpi.govt.nz/exporting/overview/registering-as-an-exporter/> to see the list of exporters who do not need to register.
- 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.
Note: all fees on this form are inclusive of GST.

Read these notes before you start filling out the form:

- Registration as a New Zealand exporter or as a New Zealand agent acting for a foreign exporter with the Director-General of the Ministry for Primary Industries is required under section 54 of the Animal Products Act 1999. Refer to application form guidelines for more information about this form.
- If registering as a New Zealand agent acting for a foreign exporter, then the New Zealand agent must complete this application form as the applicant and the foreign exporter must complete the statement in section 6c.
- When your application has been processed and approved by MPI, you will be added to a list of registered exporters that is maintained by MPI and available to the public.
-  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.
-  This icon is used when you need to pay special attention or provide technical information.
- Throughout this form you will need to tick boxes that look like this: . A checked box indicates a 'yes' answer.
- Send the completed application form and the fee to MPI at the above address. We prefer email files. 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 submitted, you must promptly inform MPI of the changes in writing.

Frequently used terms

GST = Goods and services tax

MPI = Ministry for Primary Industries

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Question A: Have you previously listed as an Animal Product Exporter?

- Yes → Complete Section 1
 No → Go straight to Section 2

1. Business Identification (renewals only) Your unique business identification which is 3-10 characters in length.	
Business ID:	

2. Applicant Details 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 (www.companies.govt.nz)	
New Zealand Business Number (NZBN) For more information about NZBNs, see www.nzbn.govt.nz	
Active billing details Provide the current accounts payables email address to which the invoices should be emailed	

3. Business Address and Contact Details			
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 B: Is the operator a registered company with a different registered office address to the physical/business address in Section 3?

- Yes → Complete Section 4
 No → Go straight to Section 5

4. Registered Company Address and Contact Details

Only complete this section if the applicant is a registered company and the registered office address is different from the physical/business address in section 3.

Registered office address		Phone	
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Complete the next section about the animal products you export. Tick as many as are applicable.

5. Exporter Animal Product Categories

Note: programme charges apply for exporters of dairy product/material. As at July 2019, the annual levy for dairy exporters who export under or equal to 466,000kg of dairy products per year is \$230.00 incl. GST. Exporters who export over 466,000kg of dairy products will be charged according to a formula. See www.mpi.govt.nz for more details.

<input type="checkbox"/> dairy product/material	<input type="checkbox"/> eggs from poultry	<input type="checkbox"/> live animals
<input type="checkbox"/> meat	<input type="checkbox"/> bee products	<input type="checkbox"/> germplasm (semen and embryos)
<input type="checkbox"/> seafood	<input type="checkbox"/> tallows, oils	<input type="checkbox"/> biotechnology products
<input type="checkbox"/> game	<input type="checkbox"/> animal feeds	<input type="checkbox"/> velvet, deer tails, pizzles, sinews, tendons
<input type="checkbox"/> venison	<input type="checkbox"/> hides, skins, taxidermy products	<input type="checkbox"/> blood
<input type="checkbox"/> poultry	<input type="checkbox"/> wool, fibre	<input type="checkbox"/> glands
<input type="checkbox"/> ostriches, emus	<input type="checkbox"/> manure, fertiliser	
<input type="checkbox"/> possums, rabbits, small mammals		



Question C: Is the applicant a New Zealand Agent acting for a Foreign Exporter?

- Yes → Complete Section 6 (a, b and c)
 No → Go straight to Section 7

6a. Foreign Exporter Full Legal Name

Registered company name or partnership names (including the trading name) or individual name. Refer to application form guidelines for explanation.

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6b. Foreign Exporter Business Address and Contact Details

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

6c. Foreign Exporter Statement			
To be completed by foreign exporter			
I confirm that I am authorised to make this statement as a foreign exporter with the applicant acting as my New Zealand agent and that the information supplied in this application is truthful and accurate to the best of my knowledge.			
Name		Job Title	
Signature		Date	

7. Applicant Statement			
I confirm that:			
<ol style="list-style-type: none"> 1. I am authorised to make this application as the Exporter, or a person with legal authority to act on behalf of the Exporter; and 2. The information supplied in this application is truthful and accurate to the best of my knowledge; and 3. Neither I nor any director, partner or manager of the applicant 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; and 4. The applicant is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and 5. 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	

8. MPI Service Charge			
ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838			
APPLICATION FEE: \$155.25 incl GST for new or renewal applications.			
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"> 1. Pay into Bank Account no. 03 0049 0001709 002 2. In the 'Reference' details, put the code: EXPORTER 3. 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"> 1. Make the cheque payable to Ministry for Primary Industries. 2. Attach the cheque to this application. 			
<input type="checkbox"/> CREDIT CARD:			
<ol style="list-style-type: none"> 1. To pay by credit card (Visa or MasterCard) go to https://www.mpi.govt.nz/food-safety/payments and follow the instructions. 			

9. Final Checklist

Have you:

- Read and understood this form?
- Filled this form in completely?
- Read and signed the Applicant Statement (section 7)?
- Indicated how the fee will be paid for this application and, if required, attached a cheque (section 8)?

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 registering an exporter 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 54 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 may ultimately result in a refusal to register, in accordance with section 56 of the Animal Products Act 1999; 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.