

## Application Form AP17 Registration of a Limited Processing Fishing Vessel

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

- You are filling in this form because you undertake primary processing of fish and fish product including washing, scaling, gutting, deheading, tubing, tailing, chilling, freezing, storage, packing or transport. If you are undertaking filleting on the vessel **DO NOT** complete this form, you must register an [AP4: Registration of Risk Management Programme](#).
- The application for registration must be accompanied by:
  - A copy of, or evidence of, the registration of the fishing vessel under section 103 of the Fisheries Act 1996 (i.e. FishServe certificate of registration)
  - A copy of the original verification report on the vessel, made by a recognised verifier not more than 3 months before the date of this application for registration
  - A list of the documents that form the operator documented system, signed by the recognised verifier
- 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:

- Registration of a limited processing vessel with the Director-General of the Ministry for Primary Industries is required under regulation 30 of the Animal Products (Regulated Control Scheme – Limited Processing Fishing Vessels) Regulations 2001. This form is to be completed by the person with the overall management or control of the processing operations on the fishing vessel to which the regulated control scheme applies.
- Listing is valid for a period of one years from the date of listing. An application for renewal of registration of a limited processing fishing vessel must be made by the operator and received by the Director-General at least 1 month before the expiry of the vessel's current registration.



- 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.
- Send the completed application form together with the fee and any other documentation required (see below) 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 sent to MPI, you must promptly inform us of the changes in writing.

#### **Frequently used terms:**

**LPFV** = Limited Processing Fishing Vessel

**GST** = Goods and services tax

**MPI** = Ministry for Primary Industries

**Verifier** = an MPI recognised individual who checks a business is complying with the requirements of the Animal Products Act to ensure it delivers product that is fit for intended purpose. Verification must be undertaken on a regular basis.

## Application Form AP17 Registration of a Limited Processing Fishing Vessel

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

<b>1. Vessel Name</b>



**Question A: Have you previously listed as a Limited Processing Fishing Vessel?**

- ☐ Yes → Complete Section 2  
☐ No → Go straight to Section 3

<b>2. Business Identification (renewals only)</b> Your unique business identification which is 3-10 characters in length.	
<b>Business ID:</b>	

<b>3. Applicant Details</b> 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>	

<b>4. Business Address and Contact Details</b>			
<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		



## 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 5  
☐ No → Go straight to Section 6

### 5. Registered Company Address and Contact Details

Only complete if the applicant is a registered company and the registered office address is different from the physical/business address in section 4.

Registered office address		Phone	
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### 6. Operator's Nominee

Person responsible for day-to-day management of operations on the fishing vessel.

Name		Job Title	
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### 7. Vessel Product Category Types

Tick those that apply.

- ☐ Fish  
☐ Fish meal

### 8. Recognised Verifying Agency

Name of the agency undertaking the external verification of this vessel.

Name	
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### 9. Minimum Documentation Requirements

Send in all the required documents. Your application will not be processed until all documents are received.

- ☐ A copy of, or evidence of, the registration of the fishing vessel under section 103 of the Fisheries Act 1996 (i.e. FishServe certificate of registration)
- ☐ A copy of the original verification report on the vessel, made by a recognised verifier not more than 3 months before the date of this application for registration
- ☐ A list of the documents that form the operator documented system, signed by the recognised verifier

### 10. Applicant Statement

I confirm that:

1. I am authorised to make this application as the Operator, or a person with legal authority to act on behalf of the Operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. Neither I nor any directors or managers of the business concerned 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.

Name		Job Title	
Signature		Date	

11. MPI Service Charge			
<b>ON PAYMENT THIS BECOMES A TAX INVOICE</b> GST No: 64-558-838			
<b>APPLICATION FEE: \$155.25</b> incl. GST for new or renewal applications.			
<b>PAYMENT OPTIONS:</b> Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation to this application or send it separately to: <b>approvals@mpi.govt.nz</b>			
<b>MPI does not accept cash.</b> Payment must be made using credit/debit card or direct credit. (Please tick and fill in the appropriate section.)			
<div style="margin-bottom: 10px;"> <input type="checkbox"/> <b>CREDIT/DEBIT CARD (preferred option):</b> </div> <div style="margin-bottom: 10px;">           1. To pay by credit card (Visa or MasterCard) 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.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> I have attached my credit card payment receipt         </div>			
<div style="margin-bottom: 10px;"> <input type="checkbox"/> <b>DIRECT CREDIT:</b> </div> <div style="margin-bottom: 10px;">           1. Pay into Bank Account no. <b>03 0049 0001709 002</b> </div> <div style="margin-bottom: 10px;">           2. In the 'Reference' details, put the code: <b>VESSEL</b> and also include either <b>Company name/ ID / NZBN</b> </div> <div style="margin-bottom: 10px;">           3. Enter the date of deposit and your name (payer) on this form below:         </div>			
<b>Date of Deposit</b>		<b>Your Name (Payer)</b>	

12. 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?</li> <li><input type="checkbox"/> Provided required documentation (section 9)?</li> <li><input type="checkbox"/> Read and signed the Applicant Statement (section 10)?</li> <li><input type="checkbox"/> Indicated how the fee will be paid for this application?</li> </ul>

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 registering a limited processing fishing vessel 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 regulation 32 of the Animal Products (Regulated Control Scheme – Limited Processing Fishing Vessels) Regulations 2001. The provision of this information is necessary in order to process an application for registration; 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 register, in accordance with regulation 34 of the Animal Products (Regulated Control Scheme – Limited Processing Fishing Vessels) Regulations 2001; 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>