


## Application Form AP16 Registration of Animal Product Transport / Depot / Export Loading Facility Operator

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

- You are filling in this form because you transport and handle **animal material and animal product for human or animal consumption that is intended for export with an official assurance**. Unless covered by a registered risk management programme, registration of a transport/depot/export loading facility operator by the Director-General of MPI is required in accordance with the Animal Products Notice: Regulated Control Scheme -Transportation and Handling of Products for Export with an Official Assurance ([the Notice](#)). To check if you need to be registered, refer to <https://www.mpi.govt.nz/exporting/export-clearance/transport/>
- For new applications, you are required to attach a verification report completed in the 6 months immediately preceding the date of application, confirming your documented system is satisfactory. For renewals, attach the most recent verification report, not older than 12 months prior to renewal, from a recognised verifier.
- The application fee according to the payment section of this form.  
Note: all fees on this form are inclusive of GST.
- 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)

### Read these notes before you start filling out the form:

- Unless covered by a registered risk management programme, registration of a transport/depot/export loading facility operator is required in accordance with the Animal Products Notice: Regulated Control Scheme - Transportation and Handling of Products for Export with an Official Assurance.
- Operators that are registered under that regulated control scheme will be registered for 3 years and must notify [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) if they make any changes to their registration information during that period. Failure to do so may result in an operator being deregistered.
-  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 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

**Transport** = any transshipment or handling that is incidental to the loading, unloading, and transshipment of goods in the course of a journey and holding and handling of relevant goods at an export loading facility

**Depot** = a facility that is used to tranship relevant goods in the course of a journey and includes a vehicle docking facility (VDF)

**ELF** = export loading facility means a wharf or other facility from which sealed transportation units of relevant goods are loaded onto vessels for export and includes associated facilities identified in the operating procedures of the operator (e.g. container transit facilities, airline holding facilities)

**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 registration, renewing/amending an existing registration, or suspending/deregistering an existing registration?**

- New → Go straight to Section 2.
- Renewal/Amendment → Complete Section 1, then all relevant sections and indicate clearly where details have changed.
- Suspension/Deregistration → Complete Section 1, then go straight to Question D.

### Section 1. Current MPI Registration ID (renewals/amendments only)

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

### Section 2. Applicant Details – Legal Name and any Trading Name

Enter your individual name, registered company name or partnership names, including any trading name (i.e. 'Trading As').

I have attached a copy of the company name registration from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))

### New Zealand Business Number (NZBN)

For more information about NZBNs, see [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

### Section 3. Business Address and Contact Details

Physical/Courier Address

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 applicant 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.

**Section 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.

<b>Registered office address</b>		<b>Phone</b>	
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**Section 5. Responsible Person**

Person responsible for day-to-day management of operation.

<b>Day-to-day manager</b>	Name:
	Position/title:

**Section 6. Nominated Recognised Verifying Agency**

For **new** applications: Attach a verification report completed in the 6 months immediately preceding the date of application, confirming your documented system is satisfactory.  
 For **renewals**: Attach most recent verification report, not older than 12 months prior to renewal.

<b>Agency Name</b>	<input type="checkbox"/> I have attached a copy of a verification report.
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**Section 7. Type of Operation**

Tick which type of operation the application relates to. Note: one or many activities may be covered under one registration.

<input type="checkbox"/> Transport <ul style="list-style-type: none"> <li><input type="checkbox"/> Refrigerated product</li> <li><input type="checkbox"/> Shelf-stable product</li> </ul>
<input type="checkbox"/> Depot (including Vehicle Docking Facilities (VDFs)) <ul style="list-style-type: none"> <li><input type="checkbox"/> Refrigerated product</li> <li><input type="checkbox"/> Refrigerated compartment for holding product</li> <li><input type="checkbox"/> Shelf-stable product</li> </ul>
<input type="checkbox"/> Export Loading Facility (ELF) <ul style="list-style-type: none"> <li><input type="checkbox"/> Refrigerated product</li> <li><input type="checkbox"/> Shelf-stable product</li> </ul>



**Question C: Did you tick Depot and/or ELF in Section 7?**

- Yes → Provide address details of each Depot and/or ELF in Section 8.
- No → Go straight to Section 9.

<b>Section 8. Location of Depot(s) and/or ELF(s)</b>	
Physical addresses of all depots and/or ELFs operated under this registration. Attach additional pages if necessary, or attach a file of the addresses (e.g. spreadsheet) to application email.	
Address 1:	Address 2:
Address 3:	Address 4:
Address 5:	Address 6:
Address 7:	Address 8:



**Question D: Are you voluntarily suspending operations/deregistering?**

- Yes → Complete the relevant section below.
- No → Go straight to Section 11.

<b>Section 9. Deregistration</b>
A registered operator may request deregistration under clause 2.5 of the Notice.
I wish to deregister the registration referred to under the ID in Section 1 as at date: / / (dd/mm/yyyy)
Attach: - Original registration documentation issued by MPI - Copy of notification sent to your nominated Recognised Agency notifying them of the deregistration - Details as to how you propose to deal with any remaining animal material or product covered by the registration (where applicable)

**Section 10. Voluntary Suspension of Operations**

A registered operator may voluntarily suspend their operations for a minimum of 3 months, and a maximum of 12 months, under clause 2.6.1 of the Notice.

I wish to suspend the registration in relation to the registration ID referred to in section 1 according to the following dates (must be a minimum of 3 months, and a maximum of 12 months):

Suspension Starts\*:     /                 /                 (dd/mm/yyyy)

Suspension Ends:       /                 /                 (dd/mm/yyyy)

I wish to suspend the following operations (tick one):

- All operations; or
- Certain operations as described below (or attach additional pages)

\*Suspension start date must be a date after the date you notify MPI. MPI may require you to provide further information within a specified time.

**Section 11. 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.

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## Section 12. MPI Service Charge

**ON PAYMENT THIS BECOMES A TAX INVOICE** GST No: 64-558-838

**FEE: \$155.25** incl GST.

**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).

**DIRECT CREDIT:**

1. Pay into Bank Account no. **03 0049 0001709 002**
2. In the 'Reference' details, put the code: **TRANSPORT**
3. Enter the date of deposit and your name (payee) on this form below:

**Date of Deposit**

**Your Name (Payee)**

**CHEQUE:**

1. Make the cheque payable to **Ministry for Primary Industries.**
2. Attach the cheque to this application.

**CREDIT CARD:**

1. To pay by credit card (Visa or MasterCard) go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.

## Section 13. Final Checklist

Have you:

- Read and understood this form and any associated guidance material?
- Filled this form in completely?
- Provided required documentation?
- 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 registration of an operator under the Animal Products Notice: Regulated Control Scheme -Transportation and Handling of Products for Export with an Official Assurance; and
- The recipient of this information, which is the agency that will collect and hold the information, is MPI, 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 clause 2.2 of the Animal Products Notice: Regulated Control Scheme -Transportation and Handling of Products for Export with an Official Assurance.
- The supply of this information is voluntary; however, failure to provide the information is likely to result in a return of this application form to the applicant.
- 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 MPI 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, MPI will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.