MPI Trade Certification User Access Form

Complete this form and upload it in MyMPI as a supporting document for MPI Trade Certification applications requesting new user roles and permissions, Eligibility Submitter permissions for Animal Products users, and amendments to or removal of current user roles and permissions.

Businesses whose Company Co-ordinator allocates MPI Trade Certification roles and permissions do not need to complete this form for User Registration or Amendment requests.

Where Eligibility Submitter permission is being requested, the form is always required irrespective of whether the business has a Company Co-ordinator.

Where Eligibility Submitter permissions are requested the following additional sections must be completed:

- Section 5 - Eligibility Submitter Official Assurance Verifier Confirmation and;
- Section 6 (including f)) - Operator Declaration

Mandatory fields within each section are marked with an asterisk*

1. Company details Notes. • The details provided here are for the company to which access is being requested • Details must be as entered in MyMPI **(See Getting started with MPI Trade Certification)**	
Registered company name*	
NZ Business Number (Please supply if your company has an NZBN)	

2. New user application or user amendment Is the application for a new user or a user amendment? Tick the appropriate box below and then complete the appropriate section.	
New user application	☐ complete section three
User amendment	☐ complete section four

Roles and Permissions:

Animal Products Act – roles (granted at registration level)

- **Manage Transfers (eligibility documents) – To create and manage transfer requests**
- **Manage Export Requests (export certificates) - To create and manage export requests, to request certificates from MPI.**
- **Read only:** For read only access to transfer and export requests.

Animal Product Act – permissions (granted at registration level)

- **Eligibility Submitter – this permission can be granted to users with the Manage Transfer role and allows the Transfer request to be system-approved.** To become an eligibility submitter, you must meet the requirements in clause 3.3 of the APN: Official Assurance Requirements.

NZ Wine Act - roles

- **Manage products and export requests (wine):** To request NZ grape wine certificates from MPI, or enter NZ grape wine product information in preparation for export.
- **Confirm products (wine):** To confirm details of wine made or packaged under a Wine Standards Management Plan registered to your company.
- **Read only:** For read only access to export requests.

Other Assurance Programmes (e.g. Food Act, Plant Export, Organic) – roles

- **Manage export requests:** To create and manage export requests, to request certificates from MPI for products other than NZ grape wine.
- **Read only:** For read only access to export requests.

Plant Export - permission

- **View and print official assurance (plants):** To view and print official certificate.

Notes. Relevant registrations and approvals are:

- Animal Products: RMPs, EAPs, ULIs and Exporter
- Organic Exporters: provide your Organic Exporter Registration ID
- Plants: If your organisation is a MPI Approved Organisation (MAO) provide the Name and service delivery options (e.g. 3a, 3b) of the MAO.
- Wine: provide Wine Standard Management Plan (WSMP) IDs used to make and package your wine, please indicate if you own the WSMP or not.

3. New user application:

Notes

- Fill in the following table to indicate the roles and permissions for each user you would like to access your business data in MPI Trade Certification.
- The Registrations and Approvals this user should have access can only be those associated with the company indicated in box 1.
- **Employed by** must be completed – this may either be the company indicated in part 1 of this form or another company such as a freight forwarder or Independent Verification Agency, where their staff undertake work on behalf of the company listed in part 1. Please give Registered company name or NZBN as it appears in MyMPI.
- For Animal Products, by default, costs associated with usage of MPI Trade Certification will be billed to the consignor of approved transfers and export requests. Where staff employed by another company such as a freight forwarders are undertaking work on behalf of consignor organisations the employer of these staff can be billed. Check the box in the Bill to Employer column where the employer should be billed. Note that this will be applied to all registrations listed in that row.
- For Animal Products, where Eligibility Submitter permission is requested, complete Section 5 and declaration 6(f).

Name	Email	Role	Permission	Registrations and Approvals this user should have access to	Employed by	Bill to Employer
		Select Role 1 Select Role 2	Select Permission			☐
		Select Role 1 Select Role 2	Select Permission			☐
		Select Role 1 Select Role 2	Select Permission			☐
		Select Role 1 Select Role 2	Select Permission			☐
		Select Role 1 Select Role 2	Select Permission			☐
		Select Role 1 Select Role 2	Select Permission			☐
		Select Role 1 Select Role 2	Select Permission			☐
		Select Role 1 Select Role 2	Select Permission			☐

4. User amendment:

Notes

- Fill in the following table to indicate amendments to roles and permissions for each user with access to your business data in MPI Trade Certification.
- The Registrations and Approvals this user should have access can only be those associated with the company indicated in box 1.
- If you need to add more users click the plus in the bottom right of the table.
- For Animal Products, by default, costs associated with usage of MPI Trade Certification will be billed to the consignor of approved transfers and export requests. Where staff employed by another company such as a freight forwarder are undertaking work on behalf of consignor organisations the employer of these staff can be billed. Select “Bill to consignor” or “Bill to employer” in the Amendment column to request a change for billing. Note, this will be applied to all registrations listed in that row.
- For Animal Products, where Eligibility Submitter permission is requested, complete Section 5 and declaration 6(f).

Name	Email	Role	Permission	Registrations and Approvals to amend	Amendment type
		Select Role 1 Select Role 2	Select Permission		Select Type
		Select Role 1 Select Role 2	Select Permission		Select Type
		Select Role 1 Select Role 2	Select Permission		Select Type
		Select Role 1 Select Role 2	Select Permission		Select Type
		Select Role 1 Select Role 2	Select Permission		Select Type
		Select Role 1 Select Role 2	Select Permission		Select Type
		Select Role 1 Select Role 2	Select Permission		Select Type
		Select Role 1 Select Role 2	Select Permission		Select Type

5. Eligibility Submitter Official Assurance Verifier Confirmation			
Complete this section only where eligibility submitter permission has been requested			
I have sighted training records to support the application and checked the application form for completeness.			
Name*			
Agency*			
Role*			
Signature*		**Date***	

6. Declaration*

I declare that:

a) I am authorised to make this application as the person with legal authority to act on behalf of the indicated company; and who has been authorised by that company's CEO, Director, General Manager, or the like, to approve requests for other company staff to be users of MPI Trade Certification; and
b) the information supplied in this application is truthful and accurate to the best of my knowledge; and
c) applicant users have not previously had their access to an MPI system terminated due to fraudulent use; and
d) I will ensure MPI is notified of any changes to contacts and other details in this form.

As relevant, and indicated by a tick below I also declare that:

☐ If exporting organic products:

e) each user listed in section 3 and 4 is a person designated by the organic exporter to apply for official organic assurances in accordance with Organic Export Requirements: Organic Production Rules clause 2.1(11)b) and has received training on their role and responsibilities as required by OER: OPR clause 2.3.1(7).

☐ If requesting Animal Products Eligibility Submitter:

f) the applicant has the documented competencies as required by clause 3.3(2) of the Animal Products Notice: Official Assurance Requirements.

Primary Contact*		**Secondary Contact**	
Name		**Name**	
Title		**Title**	
Signature		**Signature**	
Date		**Date**	