

Application for Permit to Import Animal Products

Ministry for Primary Industries
Manatū Ahu Matua



PLEASE READ before completing form

1. Please attach a copy of the current permit when requesting a **renewal** or **amendment**.
2. Please allow **20 working days** to process **fully completed applications**. Failure to complete all relevant parts of this application **will result in delays** in processing time
3. The permit renewal¹ and amendment² process **will invalidate your existing permit**.
4. Renewal, and amendments (including **additions** or **any** other changes required), will result in an **automated 12 month extension from processing date**.
5. Permit issued pursuant to the Biosecurity Act, 1993.

Purpose of Application:

I am applying for (select one option only):

- A **new** import permit
- A **renewal**¹ of an existing permit
- An **amendment**² to an existing permit (includes all minor amendments, e.g. importer details)

Current permit number:

--	--	--	--	--	--	--	--	--	--

Importer Details Please complete in full (even when applying for an amendment or renewal)

Company name:	
Contact name:	
Email ³ :	
Physical address:	
Mobile:	

Transitional Facility Details (where applicable):

Premises name:		Premises Number:	
Physical address:			
Operator:		Signature:	
Standard(s) approved to:	(e.g. 154.02.17, TFGEN, ANIPRODS)		

¹ Renewal of an existing permit - if there are no changes or amendments to any section of the permit, please complete importer and payment details only.

² Amendments - If you are amending/adding products to import, please list only these items in the 'description of' section. If you are deleting items please highlight the items you would like deleted from your permit. Importer details must still be fully completed.

³ Permit will be sent to this email address.

APPLICATION TO IMPORT ANIMAL PRODUCTS

Exporter Details

Company name:	
Contact name:	
Physical address:	
Country of export:	

Description of Animal Product: [Attach additional lines if necessary](#)

Please read the following instructions carefully before completing product details (If you are requesting a renewal only, this section does not need to be completed).

PRODUCT NAME

State the trading name of each product as it will appear on packaging or invoice. This can also be generic where appropriate (i.e. scoured wool or salted hides). Continue on separate sheet if necessary.

DESCRIPTION

Describe the animal ingredients; if applicable state the % by composition (e.g. % of beef, honey etc). Describe how the product will be packaged for transport and in what state (e.g. canned, cartons, plastic wrapped, fresh/frozen). State intended quantity to be imported if applicable and country of origin of each ingredient.

END USE

For example: human consumption, animal consumption (pet food or stock food), technical/pharmaceutical use etc. Also state whether it is consumer ready (i.e. packaged for direct retail sale).

COUNTRY OF ORIGIN

Please state the country of origin for each ingredient

Product Name	Description	End Use	Country of Origin

Manufacturer Details If different from exporter

Company name:	
Physical address:	
Country:	

Import Health Standard State the [Import Health Standard](#) or standards that apply to the product/s you wish to import

--

APPLICATION TO IMPORT ANIMAL PRODUCTS

Required Information for Equivalence Requests and/or Bee Product Imports

If you are importing processed goods and requesting equivalence, or importing bee products, the following information should be submitted with your application.

1. Manufacturing information

A manufacturer's declaration/statement or information describing the processing for each animal product should be submitted. This should be as descriptive as possible and include all processing applied to each product. Where goods have been thermally processed this should detail core temperatures achieved and how long the products have been held at the temperatures.

2. Production flow chart

A production flow chart detailing the processing steps if available.

3. Quality systems certification

If the facility is operating under quality systems (i.e. ISO, RMP) then a copy of such certification if available.

Where to Send this Application

Email: animal.imports@mpi.govt.nz

Checklist: Please complete this section

Please check that, **where applicable** you have;

- Attached an existing permit,
- Attached the required documentation
- Completed and signed payment details, or attached a cheque
- Fully completed, dated and signed application.

Privacy Act 1993

The information on this form is required to enable the Director-General of the Ministry for Primary Industries, or a duly authorised delegate, to consider whether or not to issue a permit under the Biosecurity Act 1993.

The agency collecting and holding this information is: Animal Imports, Ministry for Primary Industries, PO Box 2526, Wellington 6140. Ph: +64 4 894 0100.

You have rights of access to, and correction of, personal information supplied in this form as provided by the information privacy principles in section 6 of the Privacy Act 1993. In addition, it is your responsibility to ensure that your consignments comply with the Hazardous Substances & New Organisms Act 1993, Convention of International Trade in Endangered Species requirements, and New Zealand Customs Service requirements.