

## Application Form WA8 Recognised Agency

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

- You are filling in this form because you require recognition as an agency under the Wine Act 2003.
- Your agency is accredited by an accreditation body in accordance with ISO17020 as a Type A inspection body, and you can provide evidence to MPI of this accreditation.
- 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), if you have one. 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:

- This form must be used when applying to register for recognition as an agency with the Director-General of MPI under section 77 of the Wine Act 2003. Refer to application form guidelines for more information on completion of this form.



- 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 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.
- Refer to the Privacy Act 2020 and Official Information Act 1982 notices at the end of this form regarding collection of information by MPI.

#### **Frequently used terms**

**Recognised Agency** = an agency whose specified functions and activities include managing and carrying out functions and activities

**ISO17020** = specifies requirements for the competence of bodies performing inspection and for the impartiality and consistency of their inspection activities.

**GST** = Goods and service 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: Is this a new, change or renewal application?

- ☐ New → Continue to Section 2.
- ☐ Change → Complete Section 1 and all other relevant sections, clearly indicating where details have changed.
- ☐ Renewal → Complete Section 1 and all other relevant sections, clearly indicating where details have changed.

#### Section 1. MPI Recognition Identification (renewals/amendments only)

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

MPI ID Number

#### Section 2. Full Legal Name

Registered company name or partnership names (including the trading name) or individual name.

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

#### Section 3. New Zealand Business Number (NZBN)

For more information about NZBN's, including how to get one, see <http://www.nzbn.govt.nz>

#### Section 4. Business Address and Contact Details

Street/Physical (location of actual premises)

Postal, including post code (for communication)

<b>Tel</b>		<b>Mobile</b>	
<b>Email</b>			
By entering an email address you consent to being sent information and notifications electronically, if required.			

<b>Section 5. Contact for Correspondence</b>
Name of person

<b>Section 6. Functions and Activities Applied for</b>			
<b>Functions</b>	<input type="checkbox"/> Verification	<b>Activities</b>	<input type="checkbox"/> Wine Standards Management Plans <input type="checkbox"/> Export Requirements
	<input type="checkbox"/> Evaluation	<b>Activities</b>	<input type="checkbox"/> Wine Standards Management Plans

<b>Section 7. Accreditation Status and Documentation Requirements</b>
Send in all the required documents. Your application will not be processed until all documents are received.
<input type="checkbox"/> Evidence attached of ISO17020 accreditation as a Type A inspection body

## Section 8. Applicant Statement

I confirm that:

1. I am authorised to make this application on behalf of the Applicant; and
2. The information supplied in this application is accurate and complete; and
3. I ☐ am ☐ am not (tick one)  
aware of any directors or managers of the business concerned that 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 Wine Act 2003 (*attach details of any relevant matters or convictions*); and
4. I ☐ am ☐ am not (tick one)  
aware that my agency has been convicted in relation to an offence referred to in 3 above (*attach details of any relevant matters or convictions*); and.
5. I ☐ am ☐ am not (tick one)  
aware of any matters which might adversely affect the agency's suitability for recognition (*attach details of any relevant matters*); and
6. I authorise MPI to make such inquiries as it considers necessary to enable it to consider the applicant's suitability for recognition, including matters relevant to its competence, fitness and propriety; and
7. If my agency is recognised under the Wine Act 2003, I accept that I have a continuing obligation to disclose to MPI any matters that may arise in the future which may be relevant to my agency's continued suitability to hold such recognition. This includes (but is not limited to) Police or disciplinary investigations; and
8. There is no other information I am aware of that affects my agency's ability to maintain an appropriate degree of impartiality and independence in managing the functions and activities for which the Applicant has applied to be recognised.

**Detail any other relevant information** (*indicate if further information is attached*):

**Explanatory notes:** (1) *The Director General of MPI may not recognise an agency under the Wine Act 2003 unless s/he is satisfied that your agency is a fit and proper person to carry out such activities. Some criminal convictions, particularly those involving dishonesty, may be relevant to the assessment of whether your agency is a fit and proper person to hold this recognition.* (2) *The Director General has the power to withdraw a recognition for an agency if s/he is satisfied that the agency is not a fit and proper person to carry out evaluations or verifications, or has failed to comply with a condition of their recognition, or has failed to comply with the Wine Act 2003, applicable regulations and notices.* (3) *If MPI subsequently becomes aware of information that is relevant to an agency's recognition which was not disclosed in this application or which arises in the future, the Director General may suspend or withdraw that agency's recognition.*

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

## Section 9. MPI Service Charge

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

Type	Threshold	Fee (incl.GST)
<input type="checkbox"/> New	135 Minutes	<b>\$194.06</b>
<input type="checkbox"/> Renewal/Amendment	30 Minutes	<b>\$77.63</b>

**Note:** The threshold fee listed covers the time a standard application is expected to take. An additional assessment charge of \$155.25 incl GST per hour will be applied when applications take longer than allowed for in the regulations.

**PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Please attach your advice to this application or send it separately to: [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz)

**MPI does not accept cash.** Payment must be made using the following method. Please tick and fill in the appropriate section.

- ☐ **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.
- ☐ I have attached my credit card payment receipt

- ☐ **DIRECT CREDIT:**
1. Pay into Bank Account no. **03 0049 0001709 002**
  2. In the 'Reference' details, put the code: **WINE RA** and also include either **Company name/ ID / NZBN**
  3. Enter the date of deposit and your name (payer) on this form below

**Date of  
Payment**

**Your Name  
(Payer)**

## Section 10. Final Checklist

Have you:

- ☐ filled this form in completely?
- ☐ provided required documentation?
- ☐ read and signed the Applicant Statement?
- ☐ included payment information?

## Collection of Information

### Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- This information is being collected for the purpose of recognising an agency under the Wine Act 2003; 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 section 77 of the Wine Act 2003. The provision of this information is necessary in order to process an application for registration; and
- The supply of this information is voluntary; however, 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 recognise in accordance with section 79 of the Wine Act 2003; and
- 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.

### 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.