



Application Form WA13: Wine e-Cert Company and User Registration or Amendments

Email the completed form to Wine Assurance, winequery@mpi.govt.nz.

1. Business Details	
Registered Company Name or Partnership	
NZ Business Number	

2. New Business Details (if not currently registered in Wine e-Cert or for amendments to business details in Wine e-Cert)	
Registered Company Name or Partnership	
NZ Business Number	
Physical Address (for service/delivery of items, this must be a New Zealand address)	
Phone	
Postal Address (for communication)	

3. Wine Company Contacts (the contact person(s) will be responsible for submitting user amendments using this form)			
Primary Contact Person		Secondary Contact Person	
First Name		First Name	
Surname		Surname	
Email Address		Email Address	
Position/Title		Position/Title	

4. Billing Details (for wine export levy charges incurred for annual exports over 200,000 L)			
same as above			
Bill To			
Postal Address			
Email Address		Phone	

5. Business Activities (select all of the activities the company performs)		
Production: Winemaking, I have a registered Wine Standards Management Plan (WSMP)		
Production: Bottling, I have a registered WSMP		
Exporting: I own a brand	Winemaking company and WSMP ID	
	Bottling company and WSMP ID	
	Annual estimate of wine production in volume (L)	
Exporting: I am exporting but I do not own a brand	Winemaking company and WSMP ID	
	Bottling company and WSMP ID	
	Annual estimate of wine production in volume (L)	



6. User and Access Permissions (list the details of users to be set up for the company and tick the columns to indicate the actions you require them to perform in Wine e-Cert or tick to remove a user)

View - Search and view batch registration, export consignment requests, samples for sensory and chemistry testing, exports of batches, and export statistics.

Register - Submit Batch registrations, sample registration for sensory and chemistry testing, export consignment request, and export documentation requests.

Confirm - review and confirm details of wine registered as being made and/or packaged under the Wine Standard Management Plan (WSMP) registered to my company.

First Name	Last Name	Email	User Roles			Remove User
			View	Register	Confirm	

7. 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
- (b) the information supplied in this application is truthful and accurate to the best of my knowledge; and
- (c) neither I nor any Director, Partner or Manager of the company requiring access 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 wine businesses (whether in New Zealand or elsewhere); and
- (d) the Company 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](#).
- (e) I am confirming that the user is aware of the [Duties of exporters](#) stated under the Wine Act 2003.

Contact Person

Signature

Position/title

Date

Wine e-Cert facilitates the process of:

- confirming New Zealand grape wine export eligibility requirements as provided for under Section 38 of the Wine Act 2003;
- ensuring criteria are met for the issue of Official Assurances;
- generating export certification.

Registration as a user allows access to Wine e-Cert to:

- request export eligibility approval for batches of wine;
- request export eligibility approval for a consignment of wine;
- request official assurances and other export documents;
- view application status and progress through the process;
- view volumes available and exported for each batch entered.

Applicants must be able to demonstrate that:

- the Company operates under a registered and appropriately verified Wine Standards Management Plan (WSMP); or
- wine to be exported is made and bottled under a registered and appropriately verified WSMP as required under the Wine Act 2003.

Collection of Personal Information on Individuals

In regard to any information being collected on this application, notification is hereby provided in accordance with principle 3 of the Privacy Act 2020, to individuals of the following matters:

1. This information is being collected for purposes relating to the administration of the Wine Assurance Programme under the Wine Act 2003.
2. The recipient of this information, which is also the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140.
3. The provision of this information is necessary in order to process this application. Failure to provide information is likely to result in the return of this application form to the applicant for completion.
4. You are reminded that under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information, which has been provided.