



Guidance Document

Country listing applications

1 November 2024

Title

Guidance Document: Country listing applications

About this document

This document provides guidance on the application processes for MPI country listing of premises to facilitate export of animal products and food products.

This guidance document cancels and replaces F06/24 Country listing applications.

Document history

Version Date	Section Changed	Change(s) Description
27 May 2024	All	<ul style="list-style-type: none"> Document type updated to a guidance document. Removal of AP34 application form Amendment of verifying agency endorsement process for dairy and bee products AP20(4) moved to an online form
October 2024		<ul style="list-style-type: none"> Change of MPI email address In 'Background', added information about the new country listings search webpage In Section 5, added minor clarification.

Contact Details

Ministry for Primary Industries (MPI)
Trade and International Relations Directorate
PO Box 2526
Wellington 6140.

Email: TradeandInternationalRelations@mpi.govt.nz

Disclaimer

This guidance does not constitute, and should not be regarded as, legal advice. While every effort has been made to ensure the information in this guidance is accurate, the Ministry for Primary Industries does not accept any responsibility or liability whatsoever for any error of fact, omission, interpretation or opinion that may be present, however it may have occurred.

Copyright



Crown copyright ©. This copyright work is licensed under the Creative Commons Attribution 3.0 New Zealand licence. In essence, you are free to copy, distribute and adapt the work, as long as you attribute the work to the Ministry for Primary Industries and abide by the other licence terms. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/3.0/nz/>. Please note that no governmental emblem, logo or Coat of Arms may be used in any way which infringes any provision of the Flags, Emblems, and Names Protection Act 1981 or would infringe such provision if the relevant use occurred within New Zealand. Attribution to the Ministry for Primary Industries should be in written form and not by reproduction of any such emblem, logo or Coat of Arms.

Contents	Page
1 Purpose	3
2 Background	3
3 Definitions	4
4 Application forms	4
5 New listings or change of scope for existing listings	4
6 Other changes to existing listings	4
7 Submitting an application by email	5
8 Submitting an application online	5
8.1 AP20(4) country listing – Inshore fishing vessel	5
9 Where to go for more information	6
Appendix 1: Summary of MPI Country Listing application forms	7
Appendix 2: Frequently asked questions	8

1 Purpose

- (1) The purpose of this guidance document is to provide:
 - a) an overview of the general application process for MPI country listing, and
 - b) information on where to source additional information and guidance.

2 Background

- (1) Some overseas countries/markets require listing of premises and /or vessels for certain product categories.
- (2) The relevant country/market Overseas Market Access Requirements (OMAR) will specify if country listing is required for certain product categories and will clarify the listing scope/s.
- (3) Where the OMAR requires a country listing, it will also specify what and how information must be supplied when applying for a country listing.
 - a) All country lists require a premises/vessel ID, a premises/vessel name and a related address
 - b) Some country lists require additional information, the most common being:
 - i) Approved processes
 - ii) Approved products
 - iii) Approved species.
 - c) 'MPI country listing application forms' are available that are designed to collect the required information and have it endorsed by a verifying agency.
 - d) Where the required information is more complex for any specific country/market, tailored 'MPI country listing application forms' are available to ensure all the required information is provided in the correct format (for example, China, the European Union, and Great Britain).
 - e) Where the overseas country/market also requires technical information to be provided, this information is usually collected in the format of a questionnaire.
- (4) Approved country lists can be viewed on the [MPI country listings search webpage](#).
 - a) The country listings search webpage allows you to:
 - i) Search across multiple country lists
 - ii) Easily find the information you need by providing search parameters for market, category (ie product sector) and/or premises name or premises ID
 - iii) Download your search result into Excel so you have the country listing data for further analysis or use.
 - b) For your convenience, the webpage that has individual country lists ([Lists of approved premises for specified products](#)) will remain accessible. Clicking on an individual country list link on this webpage will take you to the newly formatted country list (within the new search website).
 - c) The Overseas Market Access Requirement (OMAR) may still include a direct link to the old country list (set before the newly formatted country lists went live). To access the current country list:
 - i) Use the new [country listings search webpage](#) and select the relevant 'market' and 'list'.
 - ii) The list name in the dropdown is a shortened version of the full name of the country list, and so if you are unsure of which 'list' to select, refine your search using the 'category' dropdown as well.
 - iii) Alternatively users can click on an individual country list on the [Lists of approved premises for specified products](#) webpage, as this will also take you to the current country list.

3 Definitions

- (1) **Country Listing** is how MPI facilitates the requirement from an overseas competent authority for a New Zealand premises or vessel to be included on a list, in order for product to be eligible for import into that overseas market (sometimes referred to as premises registration). The overseas competent authority specifies the scope of the list and the information required on it.
- (2) **Overseas Market Access Requirement (OMAR)** is an export requirement specified by the Director-General by notice issued under section 167(1) of the Animal Products Act 1999 for the purposes of Section 60 of the Act that specifies requirements for animal material or animal product intended for export.

4 Application forms

- (1) MPI Country Listing application forms can be downloaded from [Export premises country listing application forms](#).
- (2) A list of the MPI Country Listing application forms is provided in [Appendix 1: Summary of MPI Country Listing Application forms](#). The table summarises the level of verifying agency endorsement required for each type of country listing application. This varies depending on product type and market requirements.
- (3) Some country listing applications may also require additional forms to be completed and submitted to MPI. Some of these forms may also require endorsement by the verifying agency. Details of which forms are required for an application are in the relevant OMAR or related publications.
- (4) The MPI country listing application forms dedicated to bee products and dairy products (AP32 and DP2) are no longer available to use. Some OMARs may still contain requirements or references to AP32 and DP2. Refer to [OMAR Notification 24/03 Country listing application forms for dairy and bee products: Specified markets](#) which overrides any other OMAR requirements to use these forms.

5 New listings or change of scope for existing listings

- (1) Use the [AP20\(2\)](#) form for new animal products country listing applications or to change the scope of an existing country listing (except for China, the European Union and Great Britain).
- (2) Use the [AP20\(1\)](#) form for all animal products for the European Union and Great Britain, **including growing areas and aquaculture farms**. There are separate forms for high quality beef quota and inshore fishing vessels (refer to Annex 1).
- (3) Use the [AP20\(5\)](#) form for all animal products for China.
- (4) Use the [FA3](#) form to apply to list your food control plan premises to export beef products to Australia without export certification.

6 Other changes to existing listings

- (1) Use the [AP20\(3\)](#) form to change the name or correct the address of an existing animal products country listing (except for China).
 - a) Use the [AP20\(4\) online form](#) for any amendment to a current listing on the [List of inshore fishing vessels](#). Refer to [‘Submitting an application online’](#).
- (2) Use the [AP20\(5\)](#) form for all changes to existing China listings.
- (3) Use the [FA4](#) form to make a change to an existing listing of your food control plan premises to export beef products to Australia without export certification.

7 Submitting an application by email

- (1) All steps listed below should be completed to successfully submit a country listing application to MPI.
- (2) **Operator preparation**
 - a) Complete the relevant MPI Country Listing application form, up to and including the **Operator Statement** section.
 - b) Complete any other application requirements for the specific market/s that you are applying for, as outlined in that market's OMAR.
 - c) Email the application form (and any other required forms and/or documents) to your verifying agency.
- (3) **Verifying agency endorsement**
 - a) The verifying agency will review and advise if other steps, such as an onsite audit, are required. When all necessary verification steps are completed, the verifying agency will sign the recommendation for approval and return the form/s to you.
- (4) **Operator payment and application submission to MPI**
 - a) Complete the **MPI Approvals Service Charge** section of the form.
 - b) Email the MPI Country Listing application form, payment confirmation and any other required forms and/or documents to CountryListings@mpi.govt.nz.
 - c) The application submission is not final until all the required documents have been received by MPI and payment has been made to MPI. Refer to [Table of application fees for country listing](#).
 - d) To help MPI process applications efficiently, submit your application to CountryListings@mpi.govt.nz, with the following in the **email subject line**:
 - i) The word "Application".
 - ii) The Premises ID(s), company name, and country or countries for listing.
 - iii) If the application is for a change to an existing listing, include the word "Change".

8 Submitting an application online

- (1) MPI intends to use online country listing application forms in the future, where possible.
- (2) Submission steps for online forms are different to those steps for manual forms (ie different to the steps outlined in Section 7 above).

8.1 AP20(4) country listing – Inshore fishing vessel

- (1) [AP20\(4\)](#) is an online form and the submission steps are outlined below. This form is used for both new listings and changes to current listings.

8.1.1 New listing for inshore fishing vessel

- (1) **Operator preparation, payment and application submission to MPI**
 - a) Complete the [AP20\(4\) online form](#), selecting 'Request a new listing'
 - b) Pay the fee
 - c) Return to the online form, input payment information and submit
 - d) MPI will confirm receipt and payment to the email address you provide.
- (2) **Verifying agency endorsement**
 - a) MPI will arrange for MPI Verification Services to review and endorse your application.
 - b) An MPI official assurance verifier may contact you to conduct an inspection of your vessel, as a verification report is required to support your application. You will be invoiced for this inspection.

8.1.2 Changes to existing inshore fishing vessel listing

- (1) **Operator preparation, payment and application submission to MPI**
 - a) Complete the [AP20\(4\) online form](#), selecting 'Change the information on your listing'
 - b) Pay the fee
 - c) Return to the online form, input payment information and submit
 - d) MPI will confirm receipt and payment to the email address you provide.
- (2) **Verifying agency endorsement (if required)**
 - a) Where required, MPI will arrange for MPI Verification Services to review and endorse your application.

9 Where to go for more information

- (1) Generic requirements and guidance for country listing are provided on the MPI website: [Apply for a new animal products country listing](#).
- (2) Specific market requirements and guidance for country listings (including specific application processes) are provided in the relevant market [OMAR](#).
- (3) For questions related to your premises readiness to export to a specific market – contact your verifying agency.
- (4) For questions related to general export and country listing requirements, contact ExporterHelp@mpi.govt.nz.
- (5) For questions about listing applications that have already been submitted to MPI, including the status of applications, contact CountryListings@mpi.govt.nz.
- (6) The time taken from the submission of a completed listing application to MPI (including payment) until the premises receives the listing approval letter can vary widely between country and product category. Some markets require audits as part of country listing applications, and this may extend timeframes.
- (7) Refer to [Appendix 2: Frequently Asked Questions](#).

Appendix 1: Summary of MPI Country Listing application forms

MPI Country Listing application forms are available to download at [Export premises country listing application forms](#)

Form	Product	Market	Application type			Level of endorsement required by verifying agency		
			New Request	Scope change for existing listing	Name or address change for existing listing	Premises verifier	Team manager	Agency technical manager
AP20(1)	All animal products	EU / Great Britain	✓	✓		AQ / VS	VS	AQ / VS
AP20(2)	All animal products except dairy products and bee products	All except China, EU and Great Britain	✓	✓		VS	VS	
	Dairy products (including infant formula) and bee products		✓	✓		AQ / VS		
AP20(3)	All animal products except dairy products and bee products	All except China			✓	VS	VS	
	Dairy products (including infant formula) and bee products				✓	AQ / VS		
AP20(4)	Inshore fishing vessels	EU / Great Britain	✓	✓	✓	VS	VS	VS
AP20(5)	All animal products except dairy products, infant formula and bee products	China	✓	✓	✓	VS	VS	
	Dairy products, infant formula and bee products		✓	✓	✓	AQ / VS		
AP21	High quality beef quota	EU / Switzerland	✓	✓		VS	VS	VS
FA3	Beef Food Control Plan	Australia	✓	✓		various		
FA4	Beef Food Control Plan	Australia			✓	various		

AQ:ASUREQuality, VS: MPI Verification Services

Appendix 2: Frequently asked questions

Q. Why has the [MPI Country List](#) been updated and my premises hasn't been added?

A. You and your verifier will be emailed an approval letter once your premises is listed. There may be a delay before your premises appears on the published list on the MPI website.

Q. Can I delist/cancel my listing(s)?

A. Contact your verifying agency about delisting/cancelling your listings. Before initiating the delisting process, your verifying agency will need to confirm there is no product in New Zealand eligible to export (including product sold and stored by another company). There is no MPI fee for delisting.

Q. My company has changed its name* and I am updating my premise name for my MPI registration (ie name on the [MPI Risk Measure Register](#)). How do I change the premises name on my country listing/s?

A. Your premises name* that is shown on the [MPI Risk Measure Register](#) (ie your MPI Registration name) is the name that goes on any export certificate. Some markets will reject a consignment if your premises name on your export certificate does not match your premises name on their country list.

Premises applying to change their country listing name should complete an AP20(3), or an AP20(5) for China. You should also talk to your verifying agency, as they can provide advice on options. This is important if the premises is on multiple MPI country lists. It's often not possible to change all your MPI country listings at the same time, especially if overseas market approval is required. There may be a period of time when you are unable export to some markets because the premises name on the export certificate (the new name) will not match the premises name on the country list (the previous name). You will be asked to select a trigger country list, which is the list that MPI will apply to change first.

One option to consider is to apply for a new country listing under a new MPI Registration (with the new name). Product can be exported under the new name for markets that have approved the new listing that uses the new MPI Registration. Product can continue to be exported under the old name for markets that have not yet approved the new listing.

*The answer to this question is also applicable if you are wanting to change your premises address. If your premises moves to a new physical location, then you need to apply for a new country listing (ie you cannot amend your existing one).

Q. What is a trigger country list?

A. You will be asked to select a trigger country list if you are changing your premises name* and you have multiple country listings. Your verifying agency can provide guidance, but the general recommendation is that the trigger list is for your highest volume or value market and product.

When MPI Approvals receives an AP20(3) (or an AP20(5)) for change of name, they will request approval for the name change from the trigger list market. They will not submit change requests to the other markets where the premises is listed but will first wait for the trigger list to be approved. Your MPI Registration name will continue to be your "old name".

Once the trigger list market provides approval for the change, your MPI Registration name will be changed to your "new name" and your premises listing on the trigger country list will be updated to the "new name". From this point forward, your "new name" will be on all your export certificates.

MPI Approvals will then submit change requests to the other markets for the name change. **No product from the premises should be exported to these other markets until their authorities have approved the name change** (as the premises name on the export certificate will not match the premises name on the country list). Each country listing will be updated to the "new name" as and when the market approval is received. You will be advised about each market approval.

* The answer to this question is also applicable if you are wanting to change your premises address.