Ministry for Primary Industries
Manatū Ahu Matua

Plant Export Requirement

MPI Technical Standard: Phytosanitary Certificates 2026

17 September 2026

Issued by the Ministry for Primary Industries

New Zealand Government

TITLE

Plant Export Requirement: MPI Technical Standard: Phytosanitary Certificates 2026

COMMENCEMENT

This Plant Export Requirement is effective from 18 September 2026.

REPLACEMENT

This Plant Export Requirement replaces the Plant Export Requirement: MPI Technical Standard: Phytosanitary Certificates, dated 18 November 2020.

ISSUING BODY

This Plant Export Requirement is issued by the Ministry for Primary Industries.

Dated at Wellington, 17 September 2026

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Introduction

This introduction is not part of the Plant Export Requirement: MPI Technical Standard: Phytosanitary Certificates 2026 (Standard) but is intended to indicate its general effect.

Purpose

The purpose of this Standard is to specify the minimum technical requirements:

- associated with phytosanitary certification;
- for organisations or Independent Verification Agencies (IVAs) who have or are seeking MPI approval to
  - manage and retain supporting documentation, and/or
  - print certificates.
- for IVAs who have or are seeking MPI authorisation to verify phytosanitary certificate requests.

Background

The Ministry for Primary Industries (MPI) is the National Plant Protection Organisation (NPPO) in New Zealand who is responsible for oversight and management of the plant export phytosanitary assurance system. The system operated by MPI enables exporters to obtain phytosanitary certification for their products.

Phytosanitary (plant health) certificates are issued by MPI to provide an official assurance that consignments of plants, plant products or other regulated articles meet specified phytosanitary import requirements of a destination market.

A phytosanitary certificate attests that the consignment has been inspected and/or tested and is considered to be free from quarantine (and other) pests specified by the importing market. Having a phytosanitary certificate does not guarantee acceptance and entry of a consignment into an importing market.

It's important to note that phytosanitary requirements vary between markets, and some markets may not require a certificate for certain products. The New Zealand phytosanitary certificate is based on the International Standards for Phytosanitary Measures (ISPM) model certificate. This provides standard wording and formatting which is incorporated into New Zealand's official phytosanitary certificates to ensure the certificates are easily recognised, consistent, and include essential information.

MPI may refuse to issue a phytosanitary certificate or revoke a certificate if the consignment does not meet MPI or importing market requirements.

Who should read this?

This Standard applies to:

a) requestors and users of phytosanitary certificates, including exporters; and
b) MPI Approved Organisations (MAOs) and IVAs who have or are seeking MPI approval to manage and retain supporting documentation and/or print specific MPI assurances; and
c) IVAs seeking authorisation to verify phytosanitary certificate requests.

Why is this important?

Operating other than in accordance with this Standard may result in MPI:

a) refusing to issue a phytosanitary certificate;

b) revoking an issued phytosanitary certificate;
c) removing the right of an organisation to access the electronic certification system to request certification; and
d) suspending or terminating an MAO or IVA.

Document history

Version Date	Section Changed	Change(s) Description
February 2009	Whole document	Full review and reissue of this Standard
25 March 2015	Whole document	Full review and reissue of this standard.
18 November 2020	2.1 2.3.1(13) 2.4(1) 2.4.1 Various	Clarification that ePhyto users must be people, and ePhyto terms and conditions apply. Added examples of distinguishing marks. Changed to allow copies of phytosanitary certificates to be marked “COPY” anywhere on the certificate copy. Replaced list of countries requiring wet signatures with a reference to the Importing Country Phytosanitary Requirements. Minor editorial changes.
17 September 2026	Whole document	Full review and reissue of this standard.

Other information

Requirements versus guidance

Requirements of this Standard are presented as numbered clauses and schedules. Requirements are mandatory. They present:

- requirements that must be met;
- prohibitions that must be met; and
- allowances/approvals that may be approved, provided set conditions are met.

The information contained within a border throughout this Standard is for guidance and is not part of the requirements. Guidance is not mandatory.

Guidance

- This is an example of a guidance box.

Guidance may include:

- interpretative material or further explanation;
- help for where the reader can find more information; and
- examples or indications of preferred ways of doing things.

MAOs and IVAs do not have to show that they have followed guidance.

Useful reference information

This Standard should be read in conjunction with:

- MPI Certification Standard: Assurance System Framework, which includes references (Appendix 1) and definitions (Appendix 2) applicable to this Standard;
- MPI Plant Export Certification Standard: IVA Requirements.
- MPI Plant Export Certification Standard: Organisation Requirements; and
- importing market requirements (for example, MPI published requirements, import permits and official correspondence from an overseas competent authority).

This Standard is based on:

- International Standard for phytosanitary measures: ISPM No. 12 Phytosanitary Certificates.

Part 1: Requirements

1.1 Application

(1) All phytosanitary certificate requestors need to meet the requirements set out in Part 1 of this Standard.

(2) Exporters using the services of an IVA or another organisation to obtain phytosanitary certification must meet the requirements set out in section 1.2 of Part 1.

1.2 Registering in the electronic certification system

(1) Registration in the electronic certification system is required in the following situations:

a) When an organisation requests their own phytosanitary certificates through the electronic certification system, both the organisation and its individual users must register.
b) Exporters using the services of an IVA or another organisation to obtain phytosanitary certification must register their company, including a primary contact point, in the electronic certification system.

i) Permission must be granted to individuals of other organisations or IVAs who can raise certificates on the exporter's behalf.
ii) Exporter registration does not apply to exporters of personal consignments or one-off exports.

(2) Organisation and user details must be kept up to date in the electronic certification system.

Guidance

- The electronic certification system means the MPI Online System for requesting official assurances (This includes any system that replaces MPI Trade Certification). For phytosanitary certification, this also includes activities associated with verification, issuance, printing, and electronic exchange of certificates.
- Personal consignments are for personal use, not for resale, scientific and research purposes, commercial distribution, or any other commercial purposes. A consignment relates to:
  - a passenger in the case of international passengers; or
  - cargo in the case of cargo containers containing personal effects; or
  - a mail or express freight item in the case of international mail or couriered services.
- A one-off export refers to a single, non-recurring export.
- Registration with the electronic certification system does not infer any MPI approval related to phytosanitary certification.
- Only approved MAOs or IVAs can undertake further activities with phytosanitary certification, as described in Part 2 and Part 3 of this Standard.
- Links to the MPI Trade Certification user guides and Terms and Conditions can be found on the MPI website at 'How to use MPI Trade Certification'.

1.3 Before requesting phytosanitary certificates

1.3.1 Supporting documentation

(1) All organisations must assemble relevant supporting documentation prior to making a certificate request.

Guidance

- Supporting documentation means documentation that confirms a consignment meets the importing market requirements and MPI requirements.
- Supporting documentation may include but is not limited to:
  - import permits issued by the overseas competent authority;
  - records of phytosanitary activities which meet importing market requirements (for example, phytosanitary inspection records, load out reports, treatment certificates) issued by an organisation with appropriate MPI approvals;
  - an overseas phytosanitary certificate for consignments which are being re-exported.
- Importing market requirements include MPI published summaries of official import requirements, MPI Official Assurance Programmes (OAPs), import permits, and any official import requirements received from the overseas competent authority.

(2) Organisations must upload all supporting documentation to the electronic certification system, except in the following situations:

a) The importing market requirement states that the import permit does not need to be sighted.
b) The organisation has MPI approval to manage and retain supporting documentation (in accordance with Part 2).

i) The organisation must still upload the import permit where required.
ii) The organisation must still upload the original overseas phytosanitary certificate(s) or certified copy(s) for re-export phytosanitary certificates, as specified in clause 1.3.3 (3).

c) The supporting documentation file size is too large or fails to upload through a B2G connection within the electronic certification system.

i) In these situations, the file must be provided directly to the IVA for verification.

(3) Where an import permit is required:

a) if there are differences between the import permit and the import requirements published by MPI, the certificate requestor must seek clarification in writing from MPI prior to requesting a phytosanitary certificate;
b) the pest list published by MPI applies and is complementary to the pests listed on the import permit;
c) wood packaging requirements set out in the MPI published importing market requirements still apply, unless specific wood packaging requirements are stated on the import permit; and
d) if the import permit is not in English, a full version translated into English by an independent translation service must be provided with the certificate request. The translated version must be:

i) on the translation business's official letterhead, if possible;
ii) certified as a correct translation by the translator; and
iii) stamped or signed by the translator or translation business.

Guidance

- MPI will accept translations carried out by:
  - the Translation Service of the Department of Internal Affairs (New Zealand);
  - embassies or high commissions (if the translation is endorsed with the appropriate embassy or high commission seal); or
  - any other private or official translation business.
- Artificial intelligence (AI) generated translations may be used by independent translation services provided an independent human translator reviews and verifies the accuracy of the AI-generated translation.
  - AI-generated translation is not recommended for documents containing sensitive or confidential information.

- If AI-generated translation is used for sensitive or confidential information, the organisation should check with their independent translation service to ensure they have adequate controls in place to manage risks associated with the handling, storage, and transmission of sensitive or confidential data.
- AI-generated translations are not to be used for any confidential or sensitive information obtained from MPI.

- MPI will not accept translations carried out by:
  - the certificate requestor themself or anyone associated with their organisation or their immediate family.

1.3.2 Standard phytosanitary certificate

(1) Prior to submitting a request for a standard phytosanitary certificate, the requestor must ensure:

a) a phytosanitary certificate has not already been requested for the consignment;
b) the official import conditions of the importing market are known;
c) the consignment meets all necessary MPI and importing market requirements;
d) all information required for the phytosanitary certificate request is complete, correct, and complies with the relevant MPI requirements and importing market requirements; and
e) the product in the consignment has been inspected and/or tested in New Zealand and complies with MPI Plant Export Requirements and importing market requirements.

(2) The certificate requestor must complete their certificate request as described in section 1.4.1.

Guidance

- Phytosanitary certificates should be requested in a timely manner to ensure there is sufficient time for the certificate to arrive with the consignment in the importing market.
- Some markets may set timeframes when a phytosanitary certificate can be issued. The importing market requirements will specify where this is required.
- Where the official import requirements are not known as they are not published by MPI or on an import permit, the exporter will need to contact their importer to ascertain the official import requirements. MPI may be able to assist on a cost recovery basis.
- Official import requirements means either written communication from the importing market's competent authority or requirements that are publicly available on the importing market's competent authority's website.
- A phytosanitary certificate will not be issued for a consignment where:
  - a phytosanitary certificate is not a requirement of the importing market, except to facilitate onward certification;
  - insufficient or incorrect evidence is provided to support a phytosanitary certificate request;
  - MPI requirements and/or importing market requirements are not met;
  - the product is a highly processed plant product that does not remain capable of being infested with quarantine pests, unless a phytosanitary certificate is required by the importing market. Further information is on the website ISPM 32 "*Categorization of commodities according to their pest risk*"; and
- if the electronic certification system is unavailable for requesting phytosanitary certification, certificate requestors will be informed about the process to apply for phytosanitary certification.

1.3.3 Re-export phytosanitary certificates

(1) Prior to submitting a request for a re-export phytosanitary certificate, the certificate requestor must ensure:

a) product making up the consignment for re-export has been officially imported into New Zealand;
b) product is covered and accompanied by an original overseas phytosanitary certificate(s) or a certified copy(s), if one was required for import into New Zealand;

c) product has not been grown, or processed to change its nature in New Zealand prior to re-export;
d) product making up the consignment has not been infested or contaminated by pests regulated by the destination market; and
e) importing market requirements (for the destination market) are known and have been met, including:

i) requirements from New Zealand to the destination market; and,
ii) from the country of origin to the destination market.

(2) The certificate requestor must complete their request as described in section 1.4.1 and 1.4.2:

a) Information can only be included in the "Additional Declarations" or "Treatment" data fields if the activity occurred in New Zealand or if it is an importing market requirement.

(3) The certificate requestor must upload the original overseas phytosanitary certificates(s) or certified copy(s) if one was required for import into New Zealand.

Guidance

- The certified copy is validated by the National Plant Protection Organisation (NPPO) of the originating country or MPI.
- Additional declarations for phytosanitary activities which occur during production (for example, a growing season inspection) or prior to export from the originating market (for example, treatment) should be on the overseas phytosanitary certificate.
- Where the additional declarations are not included on the overseas phytosanitary certificate the exporter may need to obtain this information from the NPPO of the originating market or they may contract MPI to access this data on a cost recovered basis. Email the MPI Plant Exports team on plantexports@mpi.govt.nz.
- If you are unsure whether processing of your product has occurred in New Zealand, contact your IVA or email the MPI Plant Assurance team on plantassurance@mpi.govt.nz for advice.
- If the overseas phytosanitary certificate is received electronically by MPI, email the MPI Plant Assurance team on plantassurance@mpi.govt.nz for a copy. There is a cost associated with this request.
- Consignments that are held in MPI approved Transitional Facilities after import into New Zealand are by default assumed to have maintained product security.

1.3.4 Phytosanitary certificates for onward certification

(1) Prior to submitting a phytosanitary certificate for a country to help facilitate re-export to a third country, the certificate requestor must provide their verifying IVA with official import requirements of the third country.

Guidance

- Onward certification is when a New Zealand phytosanitary certificate is needed to enable a consignment exported from New Zealand to be re-exported to a third country.
- If an additional declaration is required by the third country, but not by the importing country, this may be included on the phytosanitary certificate as described in section 1.4.1 (25) data field - Additional Official Phytosanitary Information.

1.4 Requesting a phytosanitary certificate

(1) Phytosanitary certificate requests must be completed in the electronic certification system. Re-export certificate requestors must complete the additional fields described in section 1.4.2.

(2) Data fields marked with a red asterisk are mandatory in the electronic certification system and must be completed to submit a phytosanitary certificate request.

(3) Additional supporting information must be presented to MPI or your IVA when requested.

Guidance

- Check the MPI published importing market requirements and/or the import permit to determine whether any other data fields are mandatory for the importing market.
- Supporting information is needed to enable verification of certificate requests, refer to section 1.4.1.
- Contact your IVA if the drop-down fields in the electronic certification system do not have the data required.
- For further guidance on entering information in the electronic certification system, user guides can be found on the MPI website at 'How to use MPI Trade Certification'.

1.4.1 Standard Phytosanitary Certificate Request

	Data Field	Requirement - This must be:	Guidance:
Request Details			
(1)	Request Name*		This field is pre-populated with the type of request and market selected when starting an export request. This field may be used to input a request name for searchability and filing.
(2)	Organisation*	The organisation name.	This field has a dropdown list of the organisations a certificate request can be raised on the behalf of.
(3)	Org Cert Ref Code		This field may be used to input a reference code. This could be a code used for internal filing or invoicing purposes.
(4)	Certificate Sub Type*	One of the following categories: • Food – Horticulture; • Non-Food – Horticulture;	Select the relevant category applicable to the product being exported.

	Data Field	Requirement - This must be:	Guidance:
		• Logs – Forestry; • Timber - Forestry.	For example, apples are categorised as Food - Horticulture; and cut flowers or seeds for sowing are categorised as Non-Food - Horticulture.
(5)	Country of Destination*	The name of the importing country.	This field is pre-populated with the market selected when starting an export request and cannot be changed.
(6)	Independent Verifying Agency*	The IVA that will be verifying the phytosanitary certificate request.	This field has a dropdown list of the current MPI authorised IVAs.
Exporter Details			
(7)	Name*	The name of the exporter, exporter's local agent or exporter's shipper. Where an import permit is required, the exporter details must align. Where the exporter is an international company, the exporter's local agent or the exporter's shipper name must be listed.	This could be the name of the exporter or the company. A company trading name may be used in addition to registered company name, however, "via", "acting for", "on behalf of" etc. cannot be used. For personal passenger accompanied consignments, this should be the name of the passenger.
(8)	Address*	The physical address of the exporter, exporters local agent, or exporters shipper. This must be a New Zealand address.	
(9)	City *	The city of the exporter.	
(10)	Postcode*	The postcode of the exporter.	
(11)	Country*	New Zealand.	This field is pre-populated with "New Zealand" and cannot be changed.
Consignee Details			
(12)	Code		Include the consignee (importer) unique code if this is an importing market requirement.

	Data Field	Requirement - This must be:	Guidance:
(13)	Name*	The name of the consignee. Where an import permit is required, the consignee details must align.	"To order" can only be used if identified in the MPI published importing market requirements, import permit, or if official written confirmation is provided by the overseas competent authority. The use of this term is at the certificate requester's risk.
(14)	Address	The address of the consignee.	
(15)	City	The city of the consignee's location.	
(16)	Postcode	The postcode of the consignee.	
(17)	Country	The country of the consignee.	The country of the consignee should be the same as the Country of Destination. A different consignee country can only be used if: • the country of destination and consignee are within the European Union (EU); or • it is identified in the MPI published importing market requirement, import permit, or official written confirmation provided from the competent authority.
Transport Details			
(18)	Departure Date*	The date the vessel or aircraft left New Zealand or is expected to leave New Zealand.	The importing market requirement may identify a maximum timeframe between issuance of the certificate and the departure date.
(19)	Means of Conveyance*	How the consignment is transported when leaving New Zealand.	This can be either Air or Maritime. For mail and passenger accompanied consignments, "Air" is the means of conveyance.
(20)	Vessel/Flight/Carrier	The name of the vessel/flight number/carrier (airline or express freight company) the consignment is loaded onto or is to be loaded onto.	If unknown, leave this field blank.
(21)	Voyage/Airway Bill.	The vessel's voyage number or the airway bill number.	If unknown, leave this field blank.

	Data Field	Requirement - This must be:	Guidance:
(22)	Port of Loading*	The last port that any portion of the plant product recorded on the phytosanitary certificate was/is to be loaded onto a vessel/aircraft.	You will need to know the port name or code which can be found on the UN/LOCODE website https://unece.org/trade/cefact/unlocode-code-list-country-and-territory
(23)	Point of Entry*	The first point of arrival in the country of destination and where the officials undertake the phytosanitary clearance of the consignment.	You will need to know the port name or code which can be found on the UN/LOCODE website https://unece.org/trade/cefact/unlocode-code-list-country-and-territory
Declarations			
(24)	Additional Declarations	The exact text of additional declaration(s) as per the MPI published importing market requirements or import permit.	Use the exact text that is in the MPI published importing market requirements or import permit. If an additional declaration required includes a mis-spelt or otherwise incorrect scientific name for the product or pest the matter should be referred to MPI or raised with importing country officials.
(25)	Additional Official Phytosanitary Information		Information can only be included in this data field for a consignment produced in New Zealand to enable re-export from the importing country. This field should be used to record additional declarations for the third country.
(26)	Date of Inspection	The date of the official phytosanitary inspection.	Where there are multiple inspection dates, state the most recent inspection date. The date of inspection needs to be included on the certificate request if: • The importing market requirement identifies a maximum timeframe between the date of the phytosanitary inspection, and the departure date or date of issuance of the certificate. • Stated in the MPI published importing market requirements.

	Data Field	Requirement - This must be:	Guidance:
(27)	Import Permit Numbers	The import permit number (if applicable) for the plant products being exported.	It is the responsibility of the certificate requestor and exporter to provide a valid import permit. A valid import permit is one which: • is valid at the time of certification i.e. on or after the start date and before the date of expiration of the permit; and • has not been used previously if it is a single use permit; and • has not exceeded volume restrictions, where applicable. If there is an import permit, the import permit number needs to be included, unless it is not mandatory in the MPI published importing market requirements, import permit, or if official confirmation is provided.
Product details			
(28)	Product Item		This field will automatically populate with a product item number.
(29)	Place of Origin*	The country where the product was grown or produced. A standard phytosanitary certificate request can be used for products not grown in New Zealand only where a phytosanitary certificate was not required for import into New Zealand.	This field will automatically populate with New Zealand if no other option is selected.
(30)	Botanical Name*	The genus or genus and species of the plant or plant product; or the type of regulated article. This must align with associated inspection records and import permit where one is required.	Examples of regulated articles include: • Used equipment; • Used machinery; • Used vehicles. Where the botanical name is not available in the dropdown list, or does not align with the importing market requirements, email tradecertification@mpi.govt.nz.
(31)	Common Name		

	Data Field	Requirement - This must be:	Guidance:
(32)	Class*	The high-level classification that describes the product.	Select the Class which best describes the product being exported and most closely aligns with the category used in the MPI published importing market requirements or import permit. Examples include Fruit, Vegetables, Wood, etc.
(33)	Sub Class*	The detailed classification that describes the plant product being exported.	Select the Sub Class which best describes the product being exported and most closely aligns with the category used in the MPI published importing market requirements or import permit. Examples include Fresh, Frozen, for processing, etc.
(34)	Quantity Type*	One of the following quantity types: • Unit; • Volume; • Weight.	
(35)	Net Quantity and Unit*	The weight, volume or unit plant products being exported. Cubic metres must be used for the following classes: • Logs; • Wood/timber; • Wood products.	If recording weight, use the weight at the time of certification, not the estimated weight of product arriving in the importing market.
Packaging details			
(36)	Product Group Number		For mixed products only, use the same product group number for all products in the package. If there are no mixed products, leave this field blank.
(37)	Number of Packages*	The number of packages being exported.	
(38)	Packaging Type*	The type of packaging used.	
(39)	Packaging Distinguishing Marks*	Detailed marks and numbers on the packaging or unpackaged product which enables the consignment to be linked to the phytosanitary certificate.	The following examples are acceptable: • "As per" or "Refer to" with reference to another field printed on the certificate, for example "Airway bill number" (if this is physically attached to the consignment) "Consignee name",

	Data Field	Requirement - This must be:	Guidance:
			"Consignee address", "Container number", "Seal number", "Vessel name" • Lot numbers; • Packet numbers; • Brand names; and • Vehicle VIN numbers The following examples are not acceptable unless identified in the importing market requirement: • Product description; • Variety names; • Commodity names; • Product claims (e.g. organic, sustainable, non-GMO, geographical indicators) • "As addressed"; • N/A (Not applicable)
(40)	Container Number	The unique container number(s) that identifies the container in which the plant products are exported.	Containers can be sea or airfreight containers
(41)	Seal Number	The unique number of the seal used to secure the container.	In cases where there is more than one container, the order of the seal numbers must correspond to the order of the container number(s).
Additional Information (no information in this section is printed on the phytosanitary certificate)			
(42)	Growers Code	The grower code(s)/production site number(s).	This field enables cross referencing and should only contain reference numbers.
(43)	Packhouse	The packhouse code(s)/production site number(s).	This field enables cross referencing and should only contain reference numbers.
(44)	End Point Inspection Cross Reference	The reference number associated with inspection records.	This field enables cross referencing and should only contain reference numbers.

	Data Field	Requirement - This must be:	Guidance:
(45)	Supplier	The reference to the supplier (packhouse, storage facility etc).	This field enables cross referencing and should only contain reference numbers.
(46)	Inspection Location	The location of where the phytosanitary inspection is undertaken. This must be a physical address in New Zealand.	
(47)	Observations	Details as specified by MPI during a response must be included. This field must be left blank, unless instructed by MPI to use this field.	
(48)	Intended Use*	The intended use that best describes the product being exported.	This could be for consumption, processing, etc.
Processes			This section is only needed if treatment is an importing market requirement.
(49)	Date	The date the treatment commenced in the format DD/MM/YYYY.	For a treatment which occurs continuously across multiple days, also refer to the "Additional Treatment Information" row (54). For product in a consignment which has been subject to multiple individual treatments, put the date of the first treatment.
(50)	Treatment Type	The type of treatment applied to the product being exported.	This field is mandatory where treatment is an importing market requirement.
(51)	Chemical Detail	The chemicals used in the treatment process.	
(52)	Duration and Unit	The duration of the treatment.	
(53)	Temperature and Unit	The temperature applied during the treatment process.	
(54)	Additional Treatment Information	The date the treatment is completed (only for a treatment which occurs continuously across multiple days).	Example of how to record a treatment end date: "Treatment end date: DD/MM/YYYY"
(55)	Concentration	The concentration of the chemical used in the treatment process.	

	Data Field	Requirement - This must be:	Guidance:
Unverified Information			
(56)	Letter of Credit Reference Number	Reference number of the letter of credit.	
(57)	Unverified Text		This field enables cross referencing to other associated documents and must only contain reference numbers to those documents. These documents could be the bill of lading, CITES permit etc.
Supporting Documents			
(58)	Uploaded document		This field will display the name of the uploaded document(s). Attach supporting documentation as separate documents depending on the document type.
(59)	Document Type	Select the type of document that is being uploaded from the dropdown menu. When requesting a re-export phytosanitary certificate, the overseas phytosanitary certificate (or certified copy) must be uploaded to the electronic certification system using the “Overseas Phyto Certificate” file type.	
(60)	Description		A short description of the supporting document may be added if necessary.

1.4.2 Additional fields for re-export certificate requests

(1) Additional information is required for re-export phytosanitary certificates. This is in addition to the information required in section 1.4.1.

(2) The data fields marked with a red asterisk (*) are mandatory and must be completed to apply for a re-export phytosanitary certificate.

	Data Field	Requirement - This must be:	Guidance
Certifying questions			
(1)	Overseas Phytosanitary Certificate Number*	The phytosanitary certificate number on the overseas phytosanitary certificate issued for export to New Zealand.	
(2)	Is overseas Phyto cert an original or a true copy?*	The original or a true copy of the overseas phytosanitary certificate provided with the re-export certificate request.	A true copy is a certified copy. A certified copy is a copy of the original of the phytosanitary certificate that is validated (stamped, dated and countersigned) by the issuing or receiving NPPO.
(3)	Does the product leave NZ in new or its original container(s)?*	The condition of the container(s), original or new, the product leaves New Zealand in.	Containers mean shipping container i.e. sea container. Original containers mean the same container(s) that the consignment was imported into New Zealand in. If the product is moved into another container prior to re-export from New Zealand, this constitutes new container(s).
(4)	Has product leaving NZ been packed or repacked?*	The packaging the produce leaves New Zealand in.	If the product is kept in its original packaging, then this is classed as packed. However, if the product is repacked (i.e. from bulk to retail ready) then this is classed as repacked.
(5)	Is certification based on the original certificate or following a re-inspection?*	Either, “Original” where no additional declarations are required on top of those included on the original overseas phytosanitary certificate. OR	Production site declarations (for example, pest freedom and pest surveys) should only be provided and included on the overseas phytosanitary certificate unless importing market requirements specifically require it to be on the re-export certificate. If a production site declaration is required on the re-export certificate, then “Original” may be selected.

	Data Field	Requirement - This must be:	Guidance
		"Re-inspection" where an additional phytosanitary activity was undertaken in New Zealand and required to be an additional declaration by the importing market.	

1.5 Approved phytosanitary certificates

(1) A phytosanitary certificate must accompany the consignment or be available at the time of its arrival in the importing market.

Guidance

- MPI phytosanitary certificates are issued after:
  - a certificate requester submits a compliant phytosanitary certificate request including all the supporting documentation, where required;
  - an IVA verifies the information provided by the certificate requester meets the importing market and MPI requirements; and
  - MPI makes the decision to approve and issue the phytosanitary certificate.
- A phytosanitary certificate is issued, only when it is recorded in the electronic certification system as "Approved".
- An original phytosanitary certificate may be paper-based or electronic.

1.5.1 Paper-based phytosanitary certificates

(1) Phytosanitary certificates must only be printed by an MAO or IVA that has MPI approval for printing MPI assurances at their nominated location (3b approval), refer to Part 2 of this standard.

(2) Organisations without MPI approval to print phytosanitary certificates must engage the services of an MAO or IVA with appropriate MPI approval.

1.5.2 Paperless phytosanitary certification

(1) Where the importing market requirements state a paper-based phytosanitary certificate is not required, the phytosanitary certificate must not be printed.

Guidance

- The relevant MPI published importing market requirement will identify markets with whom MPI has paperless exchange of phytosanitary certification.
- Where MPI has paperless exchange of phytosanitary certification with an importing market, once the certificate is approved in the electronic certification system it is sent to the importing market electronically.
- See link here for a list of countries that MPI has electronic exchange with.
- If your approved phytosanitary certificate is not available in the importing market electronic system, please email the MPI Plant Assurance team on plantassurance@mpi.govt.nz for assistance during business hours.
- If a copy of the certificate is required, refer to section 1.5.4. A copy of a phytosanitary certificate can still be printed when there is paperless exchange.

1.5.3 Physical signatures

(1) For countries that require a physical signature, the printed phytosanitary certificates must be signed by MPI.

(2) The phytosanitary certificate can only be physically signed after it has been approved in the electronic certification system.

Guidance

- MPI published importing market requirements include physical signature requirements if

applicable. Phytosanitary certificates printed for these markets will not contain the electronic MPI seal and signature.
- A physical signature can be obtained by emailing the MPI Plant Assurance team on plantassurance@mpi.govt.nz or taking the printed phytosanitary certificate to a MPI Biosecurity Officer for signing at the following MPI offices:
  - the MPI Centre in Auckland;
  - Christchurch MPI Office; and
  - Tauranga MPI Office.
- By requesting a physical signature, the requestor is agreeing to pay for this service.
- For physical addresses or further information on the offices above, contact 0800 22 20 18 or refer to the MPI website.

1.5.4 Copy of phytosanitary certificate

(1) All copies of phytosanitary certificates must be marked with "COPY" clearly and legibly on the face of the certificate.

Guidance

- A copy of a phytosanitary certificate can be obtained by:
  - using the print certificate copy functionality in the electronic certification system to generate a PDF copy;
  - Photocopying or scanning the paper certificate and clearly marking it with "COPY";
- Copies generated from the electronic certification system or photocopied/scanned from the paper certificate are not certified copies.

1.6 Replacement phytosanitary certificates

(1) When requesting a replacement certificate, the reason(s) for the replacement must be included in the "notes" section of replacement phytosanitary certificate request in the electronic certification system.

(2) Where a replacement certificate is requested by an importing country due to an interception, the certificate requestor must contact MPI and provide official communication from the importing country stating the original is in their possession and why a replacement is required.

(3) If the original phytosanitary certificate was printed, one of the following must be provided to the verifying IVA along with the submitted replacement phytosanitary certificate request:

a) the original certificate marked (handwritten or stamped) "cancelled" clearly and legibly on the face of the certificate; or
b) a reason the original cannot be retrieved with evidence; or
c) evidence the original has been physically marked (handwritten or stamped) "cancelled" clearly and legibly on the face of the certificate and evidence it is being returned to the auditing IVA, MAO with 3a approval, or a New Zealand Embassy/consulate.

Guidance

- The auditing IVA is the IVA who undertakes the system and surveillance audits of the MAO raising the phytosanitary certificate.
- The reason for the replacement phytosanitary certificate should be sufficient in detail for the verifying IVA to understand why the request has been made.
- Evidence for cancelled certificates includes photographs or scans of the certificate showing that it is clearly marked as cancelled.
- Evidence for lost certificates may include written communication from the courier company, airline or shipping company.

- Contact MPI Plant Assurance where the phytosanitary certificate has been lost in the importing market.
- Evidence of the certificate being returned includes a valid courier tracking number.
- Where official communication from the importing country cannot be obtained, email the MPI Plant Exports team on plantexports@mpi.govt.nz.

1.7 Revoking phytosanitary certificates

(1) If a phytosanitary certificate is no longer required, a request to revoke the phytosanitary certificate must be made to MPI. The request to revoke a phytosanitary certificate must include:

a) the reason for requesting the certificate to be revoked; and
b) if the original phytosanitary certificate was printed:

i) evidence the original has been physically marked (handwritten or stamped) “cancelled” clearly and legibly on the face of the certificate and
ii) evidence it is being returned to the IVA, MAO with 3a approval, or a New Zealand Embassy/consulate.

c) If MPI decides to revoke a phytosanitary certificate (and this has not been requested by the certificate requestor or exporter), requirement 1.7(1) b) still apply.

Guidance

- A request to revoke a phytosanitary certificate can be made by emailing tradecertification@mpi.govt.nz.
- A phytosanitary certificate may be revoked in the following situations:
  - the export consignment does not meet the importing market requirements;
  - the MPI requirements were not met;
  - incorrect information identified in the phytosanitary certificate;
  - fraudulent information identified in the phytosanitary certificate; and
  - the requestor has advised the phytosanitary certificate is no longer required.
- For most other circumstances, a replacement certificate should be requested. If you are unsure contact your IVA.

Part 2: MPI approved service delivery options

2.1 Application

(1) This part applies to MAOs and IVAs seeking MPI approval for any one of the following service delivery options:

a) managing and retaining supporting documentation for phytosanitary certificates (3a approval), refer to section 2.2; and
b) printing MPI assurances (3b approval), refer to section 2.3.

Guidance

- The requirements in this section are in addition to the requirements set out in the MPI Plant Export Certification Standard: IVA Requirements and the MPI Plant Export Certification Standard: Organisation Requirements.
- 3a and 3b approval for IVAs is covered under IVA service delivery option 6: Activities associated with phytosanitary certificates.

2.2 Approval to manage and retain supporting documentation

2.2.1 MAO and IVA systems

(1) Before requesting MPI approval to manage and retain supporting documentation (3a approval), an organisation or IVA must:

a) have been an active user of the electronic certification system for at least six months.
b) have requested 10 consecutive phytosanitary certificates with no identified potential critical non-compliances. These must be the most recent 10 phytosanitary certificate requests by the organisation or IVA.
c) ensure that compliance with clause 2.2.1 (1) has been verified by their auditing IVA or MPI.

Guidance

- Refer to Section 4.2 of the Plant Export Requirement: MPI Certification Standard: Organisation Requirements for information on critical non-compliance findings.
- If a potential critical non-compliance is identified in any of the 10 certificate requests, the count restarts after the finding.
- Before submitting the formal application for Option 3a approval, select the IVA that will undertake the organisation's systems and surveillance audits. If the auditing IVA is different to the IVA undertaking certificate verification, the auditing IVA will need access to the organisation's account in the electronic certification system to undertake the appropriate checks.
- MPI will determine if an organisation is an active user.

(2) MAOs or IVAs seeking MPI 3a approval must:

a) document and implement procedures that describe how:

i) they source the current importing market requirements;
ii) supporting documentation for each consignment is checked to confirm the product complies with import requirements;
iii) product in the consignment was sourced from inspected and cleared product for the destination market based on IVA or MAO inspection records;

iv) additional declarations (ADs) are supported by records to confirm the activities have been undertaken correctly and by an organisation (MAO, IVA, laboratory or MPI Approved Treatment Provider (MATP)) approved by MPI for the activity;
v) treatment details are supported by records to confirm the treatment has been undertaken correctly and by an organisation (MAO, MATP, or supervised by an IVA) approved by MPI for the activity;
vi) phytosanitary certificates for re-export are supported by the overseas phytosanitary certificate (if required for import into New Zealand) and records that indicate all the destination market requirements have been met;
vii) the individual units in the consignment are traceable to the relevant records; and
viii) product security of the consignment can be confirmed as maintained through to the point of export and undertaken by an organisation approved by MPI for that activity.

b) ensure documentation management staff meet the competency requirements specified in section 3.2.1;
c) maintain the following records in an easily accessible form in a filing system (electronic or hardcopy):

Table 1: Records to be maintained

Record type	Duration to be held
Supporting documentation for each certificate request including (but not limited to): • Records of phytosanitary activities undertaken by an organisation (MAO, IVA, laboratory or MATP) approved by MPI for the activity • Import permits • Overseas phytosanitary certificates (for re-exported consignments)	Two years (seven years for seed & propagable material)
Register of all staff using electronic certificate production system	Two years
Revoked phytosanitary certificates which were printed on MPI security paper	Two years
Overseas phytosanitary certificate (for re-exported consignments)	Two years (seven years for seed & propagable material)

(3) When requested by either MPI or an IVA, the MAO must provide supporting documentation for their phytosanitary certificate request.

a) Where the importing market requirement states that the import permit must be sighted, the import permit must be uploaded to the electronic certification system.

(4) Where a MAO chooses to supply supporting documentation with the phytosanitary certificate request, these documents must be verified by an IVA.

(5) The MAO's details in the electronic certification system must align with the MAO register on the MPI website.

Guidance

- Examples of documents that support additional declarations:
  - pest survey clearance records for any area or production site freedom requirement; or
  - inspection records for any inspected and found free of requirement; or
  - pest identifier records for any tested and found free of requirement.

- Managing and retaining supporting documentation includes collation of the consignment records, confirming their accuracy and validity to the consignment and maintaining files of these for audit purposes.
  - For example, inspection records, treatment certificates etc.
- If an MAO with 3a approval has different auditing and verifying IVAs, the auditing IVA may be given "read only" access permissions to all certificates requested by the MAO.
- For MAOs or organisations that seek MPI approval to manage and retain supporting documentation and/or print phytosanitary certificates, the outputs (which include requests for phytosanitary certificates and supporting documentation associated with the certificate request) will be audited.

2.2.2 Staff competency

(1) Competencies for staff managing and retaining supporting documentation include:

a) knowledge of the required documents to facilitate phytosanitary certification;
b) understanding and following their MAO or IVA documented system for the management of supporting documentation;
c) reconciling consignment eligibility with a certificate request;
d) accessing and competently using the electronic certification system; and
e) maintaining a filing system with the relevant documentation for each certificate request.

Guidance

- The staff competency requirements in section 2.2.2 are in addition to the competency requirements in MPI Plant Export Certification Standard: Organisation Requirements and MPI Plant Export Certification Standard: IVA Requirements.

2.3 Approval to print MPI assurances

(1) MAOs can only seek approval to print the following MPI assurances:

a) Phytosanitary certificates
b) Specific MPI assurances

(2) MAOs/IVAs seeking MPI approval to print MPI Assurances (3b approval) must:

a) specify which MPI assurances they will be printing in their documented system;
b) document and implement procedures that describe how;
   i) they only use MPI security paper when printing original MPI assurances listed in subclause (1);
   ii) they ensure each certificate is only printed once in colour;
   iii) they ensure each certificate is oriented so the silver fern is on the bottom left hand corner;
   iv) photocopies, scans or other copies of phytosanitary certificates are clearly marked "COPY";
   v) their security paper inventory control record is updated as certificates are printed;
   vi) the MPI assurances PDF file is:
      1) not modified or changed in any way;
      2) deleted from the organisation's computer system immediately after printing; and
      3) not distributed to another individual or organisation.
c) order MPI security paper through an IVA and store it in a secure environment;
d) maintain an inventory control record for the security paper they receive and use;
e) print MPI assurances using a colour laser or inkjet printer that has the capability and is set to print at a minimum resolution of 600 dpi (dots per inch);

f) record any reasons for reprinting a MPI assurance in the electronic certification system;
g) maintain the following records in a readily accessible form for at least two years:

i) inventory control record of allocated MPI security paper; and
ii) register of all staff using the electronic certification system.

Guidance

- The security paper is green with New Zealand government in wavy lines in the background.
- When the phytosanitary certificate or MPI assurance is copied or scanned, the word "COPY" may appear across the page.
- An additional security feature of a fern hologram (in silver) has been added to the bottom left corner of the security paper.
- A phytosanitary certificate or MPI assurance that is two or more pages, may be printed on both sides of the security paper.
- The cost for a ream (500 pages) of security paper can be obtained from your IVA.
- Only IVAs may place orders for security paper from the supplier:
  - the MPI approved supplier will only invoice IVAs;
  - IVAs will invoice the organisations requesting security paper; and
  - the MPI approved supplier can deliver the security paper to MAOs directly.
- MAOs should consider maintaining sufficient stock of security paper at all print locations in case of paper supply disruptions.
- Security paper inventory control record should include either the ream number, invoice number or packing slip related to the paper received.
  - For example, keeping a security paper inventory control record.
- For organisations that seek MPI approval to manage and retain supporting documentation and/or print phytosanitary certificates or MPI assurances, the outputs (which include inventory control log, printing phytosanitary certificates or MPI assurances and maintenance of security paper) will be audited.

Security Paper Inventory Record (example)

Date	Paper In	Ream no. / invoice no. / packing slip	Usage (e.g. Cert No.)	Paper Out	Balance	Signature
1/2/14	*500*				*500*	*J Smith*
2/2/14			*123456*	*1*	*499*	*J Smith*
3/2/14			*123457 – 61*	*5*	*494*	*J Smith*

(3) MAOs that gain MPI approval to print MPI assurances must document, within their system, their nominated print location and the names of other organisations (MAOs and non-MAOs) they are printing for.

(4) MAOs and IVAs must inform MPI if the security paper they have received is missing any security features.

Guidance

- Approval to print certificates does not infer the MAO or IVA has approval to manage and retain supporting documentation.
- IVAs will crosscheck the reasons for re-printing all phytosanitary certificates during audit.
- When informing MPI about missing security features on security paper, information on which ream the paper came from should be provided.

2.3.1 Staff competency

(1) In addition to the general staff competency requirements specified in the MPI Plant Export Certification Standard: Organisation Requirements (or IVA requirements where applicable), certificate printing staff must demonstrate competence in:

a) the management and control of the printing of MPI assurances and MPI security paper; and
b) accessing and competently using the electronic certification system.

Part 3: Phytosanitary certificate verification requirements

3.1 Application

(1) This part applies to IVAs seeking MPI authorisation for service delivery option 3: verification of MPI certificates, as per the MPI Plant Export Certification Standard: IVA Requirements.

3.2 Registering to use the electronic certification system

(1) IVAs must register to use the electronic certification system, refer to section 1.2.

Guidance

- Registration with the electronic certification system does not infer any MPI authorisation to coordinate documentation, verify certificates, nor print phytosanitary certificates.

3.3 Verification of phytosanitary certificates

(1) To gain authorisation to verify phytosanitary certificates, IVAs must:

a) document and implement phytosanitary certificate verification procedures, refer to section 3.3.1;
b) ensure certificate verification staff meet the competency requirements, refer to section 3.3.2;
c) retain applicable records, refer to section 3.4.3;
d) communicate problems or issues identified within the electronic certification system to MPI.

Guidance

- Approval to verify phytosanitary certificates does not infer the IVA has approval to print certificates.

3.3.1 Phytosanitary certificate verification procedures

(1) The IVA must document their certificate verification procedures, which describe how they:

a) confirm plant products within an export consignment comply with the appropriate MPI published importing market requirements or import permit conditions;
b) do not verify certificate requests where the importing market requirements are unknown;
c) confirm the phytosanitary information received through a certificate request is from an IVA or from an MPI approved organisation, laboratory, or treatment provider and complies with importing market requirements;
d) ensure all supporting documents are received from an organisation that is not an MAO with 3a approval;
e) process requests from organisations not approved to manage and retain supporting documentation and ensure the documentation is acceptable before completing the certificate verification;
f) verify material as acceptable from MAOs with 3a approval, where supporting documentation is supplied, prior to finalising the processing of a certificate request;
g) ensure a certificate request is verified by a person other than the person who requested the certificate (when a certificate request is received internally from your organisation);
h) ensure a reason for changing the status of a certificate to “Resubmit” is included in the notes section of the electronic certification system.
i) ensure that when a potential critical non-compliance is identified for an MAO with 3a approval, or an organisation seeking 3a approval, the certificate status is changed to “Resubmit” with “PCNC” (potential critical non-compliance) entered into the notes field;

j) provide verified supporting documentation, submitted outside of the electronic certification system, to MPI for certificates that are recommended for MPI approval; and
k) notify MPI if a replacement certificate request is due to an interception by the importing country before verifying the replacement certificate.

(2) The IVA must document procedures, in addition to the pre-approved procedure provided by MPI, describing the operation of and security of a business continuity plan, if the electronic certification system is offline.

a) The business continuity plan must only be actioned when MPI approval is given and describe how all certificates are:

i) produced in accordance with this standard;
ii) uniquely numbered;
iii) maintained in a secure environment; and
iv) recorded in an inventory control record of the printed certificate(s).

Guidance

- Refer to section 4.2 of the MPI Plant Export Certification Standard: Organisation Requirements for classification and examples of critical con-compliance findings.
- The reason for changing the status of a certificate to "Resubmit" should enable any certificate verifier to understand what change was required and if it was sufficiently addressed by the certificate requestor.

3.3.2 Certificate verification staff competency

(1) In addition to the general staff competency requirements specified in section 2.7 of the MPI Plant Export Certification Standard: IVA Requirements, certificate verification personnel must also demonstrate the following specific competencies:

a) understanding and application of the MPI export certification system;
b) knowledge of required documents to facilitate phytosanitary certification;
c) understanding and following/applying written procedures;
d) understanding of the MPI export certification process;
e) ability to access and interpret importing market requirements (those published by MPI, import permits and associated Additional Declarations) and translating these to specific documentation requirements;
f) ability to access and competently use the electronic certification system; and
g) ability to reconcile and verify the accuracy of certificate request information against the appropriate MPI published importing market requirements for the plant material.

3.4 Records

(1) The IVA must retain the following records in a readily accessible form for at least two years:

a) an inventory control record of MPI security paper purchased from the printer;
b) an inventory control record of allocated MPI security paper to MAOs (and the IVAs own print locations) that shows by date of allocation, the volume allocated to each organisation;
c) all supporting documentation provided with certificate requests;
d) certificate verification records (other than for seed and propagatable material); and
e) a register of revoked phytosanitary certificates.

(2) The IVA must retain certificate verification records for consignments containing seed and propagatable plant material for at least 7 years.