This form applies to but is not limited to horticulture, arable and forest products exporters, ISPM15 mark applicators, recognised laboratories, and treatment providers.

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| Date Submitted: / / Email a PDF version to PlantExports@mpi.govt.nz |

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| **Requester’s Name** | |
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| **Company name** | **Address** |
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| **Work phone** | **Mobile phone** |
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| **Email address** |  |
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| **Description of work requested** - please provide as much detail as possible to describe your request, including the subject e.g.replacement certificate, resolving consignment issues in an importing country, recognised laboratory addition or amendment, request for new or improved market access. Please use additional pages if needed. Also attach any supporting documentation­­­­­­­ such as permits and relevant correspondence that may assist in assessing the request. | |
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| Failure to provide the above details may result in delays in processing this request. | |
| For resolving trade issues, clarifying trade conditions or gaining new or improved market access, the Ministry for Primary Industries (MPI) Plant Exports Group is unable to give estimates or quotes due to the variability of time required. If 40 hours work has been completed on a job, the exporter will be contacted to discuss whether the exporter wishes to continue with the request. Charges for this work apply irrespective of the outcome of the trade issue or market access negotiations.  While MPI will use best efforts and reasonable care in the conduct of any negotiations, it cannot guarantee any particular outcome and is not liable for any direct or indirect loss suffered by the exporter because of a failure to achieve that outcome. | |
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| **Payment** |
| MPI will arrange for an invoice to be sent for payment following completion of the work (or at an appropriate milestone for the work) at a rate of NZ$143.75 per hour.  This hourly rate is based on the hourly rate specified on MPI’s website and includes GST. For more information please refer to the following MPI website: [How export fees and charges work | NZ Government](https://www.mpi.govt.nz/export/exporting-from-nz-how-it-works/fees-and-charges-general/). |

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| Requestor’s declaration | |
| The information on this form is being collected to enable the Director-General of the Ministry for Primary Industries or a duly authorised delegate to carry out work described in the “Description of work requested” section.  The agency collecting and using this information is:  Plant Exports Group  Biosecurity Import and Export Standards  Ministry for Primary Industries  Pastoral House, 25 The Terrace  PO Box 2526  Wellington 6140  Freephone: 0800 008 333  Phone: +64 4 894 0100  You have rights of access to, and correction of, personal information supplied in this form, as provided by the information privacy principles in section 22 of the Privacy Act 2020.  I/We acknowledge that it is my/our responsibility to comply with all legislative requirements including but not limited to the Customs and Excise Act.  I/we agree to indemnify MPI against all costs, whether commission, legal fees or otherwise incurred by MPI or MPI’s duly authorised agents relating to the recovery of any monies, goods or services owed by me/us to MPI.  I/we irrevocably authorise any person or company to provide you with such information as you may require in response to your credit enquiries.  I/we further authorise you, on the completion of the work described in this application (under “Description of work requested”), to furnish to any third party, details of this application and any subsequent dealings that I/we may have had with you as a result of the application being actioned by you.  I/we declare that the information provided in this application is true and accurate to the best of my knowledge.  **Signature:** ………………………………………………. | |
| Name | Date |