



## Application Form: AP26 register a Company Coordinator for E-cert

- This form is for registering a company coordinator (or amending their details).
- Company Co-ordinators are responsible for:
  - user administration - setting up and authorising access for new E-cert users
  - disseminating applicable information distributed to users or applicable computer systems personnel
  - liaising with MPI over any applicable issue or event
  - monitoring security and ensuring that company users are aware of their responsibilities for using E-cert
  - supervising or training company users in using E-cert.
- Send the completed application form by email, fax or mail to:

E-Cert Administrator

[ecert.admin@mpi.govt.nz](mailto:ecert.admin@mpi.govt.nz)

E-Cert Administrator

Fax: 04 894 2675

E-Cert Administrator

P O Box 2526, Wellington 6140

- If there are any changes to the details provided in this application subsequent to submitting, please inform MPI in writing.

### 1. Applicant Details

<b>Full legal name of Applicant</b>	
<b>Full legal name of organisation</b> Company name, partnership name (including the trading name) or sole trader name.	
<b>Phone number</b>	
<b>Mobile number</b>	
<b>Email</b>	
<b>E-cert User Profile</b> This is your E-cert profile name not your RealMe login.	
<b>Physical address</b>	
<b>Postal address</b>	

### 3. Animal Products E-Cert Permissions

Confirm the premises ID(s) and Exporter Identifier(s) required for the company coordinator.

ID / Identifier	ID / Identifier	ID / Identifier

For a list of Exporter Identifier(s) refer: [www.foodsafety.govt.nz/registers-lists/exporters/](http://www.foodsafety.govt.nz/registers-lists/exporters/)

For a list of export approved premises IDs refer: [www.foodsafety.govt.nz/registers-lists/export-approved-premises/index.htm](http://www.foodsafety.govt.nz/registers-lists/export-approved-premises/index.htm)

### 4. Applicant Declaration

I declare I have read, understood and accept the following:

- **Terms and Conditions of Use**, refer [www.foodsafety.govt.nz/elibrary/industry/ecert-toc.pdf](http://www.foodsafety.govt.nz/elibrary/industry/ecert-toc.pdf)
- I am authorised by the premises and exporters listed above to make this application to be their E-cert Company Co-ordinator
- The information supplied is truthful and accurate to the best of my knowledge.

<b>Applicant Name</b>			
<b>Designation</b>			
<b>Signature</b>		<b>Date</b>	

### 5. Business Authorisation

I declare that I am authorised to make this declaration on behalf of the premises / exporter(s) listed in Section 3 and that the applicant is authorised to be the E-cert Company Co-ordinator for the premises and exporters listed in Section 3

<b>Organisation</b>			
<b>Name</b>			
<b>Designation</b>			
<b>Signature</b>		<b>Date</b>	
<b>Daytime Phone No</b>			

This must be completed by a person who has the authority to make a declaration on behalf of the premises / exporter(s) listed above, eg Manager, Director.

If this form is sent from the email address of this person, then a scanned copy with a signature is not required.

## 6. Privacy Policy

### Background

1. We may collect information about users. This information can be personally identifiable information or aggregated data. We want to ensure that you understand the terms and conditions relating to the way in which we collect information and the use of that information. This Privacy Policy tells you about what information we collect, what we do with it and your rights to view, correct or change it.

### The Information we collect

2. We will collect your personal information directly from you, not from any other source (unless you consent to us doing so).
3. Billing information is generated and stored by the E-Cert system and may include personal information.

### Purpose of Collection

4. Your personal information is collected to enable the operation of the E-cert system, which is the electronic application supporting the export of animals, animal material and animal products, via Government- to-Government official assurances of compliance with New Zealand's export requirement, and overseas market access requirements.

### Use of your personal information

5. Your personal information will only be used by Us as follows:
  - allowing you to become a registered user of this application (which is designed, primarily for Government to Government assurances for export of animal products from New Zealand);
  - allowing Us to operate and make improvements to the E-cert application
  - allowing us to invoice you for the provision of E-cert services;
  - Statistical use (non-identifiable information only);
  - any other use, not inconsistent with the above purposes, and supporting the Import and Export supply chain, that is determined by Us from time to time
  - reports back to your billing company

### Security and disclosure

6. Transactions in E-cert are recorded each time You use E-cert. Your personal information (and information relating to your transactions in E-cert) is held within a secure environment.
7. Your personal information in E-Cert may potentially be viewed by the following types of approved E-Cert user other than yourself (for purposes connected with the legitimate role of those other users in the export chain):
  - Recognised agencies
  - Your company coordinator or billing company
  - The MPI Super User (E-Cert administrator)
  - E-Cert system support technicians,but may not be disclosed to any other persons without your consent, or unless reasonably required for operation of the E-Cert system.
8. E-Cert interacts with a number of other MPI and external systems, to or from which personal information is transmitted or received from time to time to allow the operation of E-cert.

### We Can Change This Privacy Policy

9. We reserve the right to change this privacy policy at any time. By using an application, you agree to be bound by the latest version

### Your Right to Access Your Information

10. You have the right under Information Privacy Principles 6 and 7 to:
  - Confirm whether we hold particular personal information about You;
  - access and correct the information you have supplied to Us in accordance with the provisions of the Privacy Act 1993, or to request Us to do so.
11. We are happy to discuss any concerns that you may have about providing the information that we require. For further information regarding the information that we hold about you, you may contact the relevant application administrator.