

Application Form WA55 Registration of Wine Standards Management Plan: Special Circumstances

Before you start, let's check that you have everything you need:

- You are filling in this form in the special circumstances of **death, bankruptcy, receivership or liquidation** of an operator of a wine standards management plan (WSMP). A new WSMP must be registered where one of the above special circumstances applies with the Director-General of the Ministry for Primary Industries (MPI), under section 18 of the Wine Act 2003.
- If your business is a registered limited liability company, a copy of the company registration certificate, and your New Zealand Business Number (NZBN). See www.companies.govt.nz
- Your application fee of **\$155.25** (incl. GST) for registration of a WSMP with special circumstances.

Read these notes before you start filling out the form:

- This form must be used when applying to register a new WSMP in the special circumstances of death, bankruptcy, receivership or liquidation of an operator. Where one of the above special circumstances applies, an application for registration of a WSMP with the Director-General of MPI, under section 18 of the Wine Act 2003 must be made using this form. Refer to application form guidelines for more information on completion of this form.



- This icon is used when you need to make a decision. The question will help you decide whether you need to complete a particular section.
- Throughout this form you will need to tick boxes that look like this: . A checked box indicates a 'yes' answer.
- Send the completed application form together with the fee, and any other documentation required (see below) to MPI at the above address. We prefer email files. Processing time is up to 20 working days from the time we determine that your application is complete.
- If there are any changes to the details provided in this application after the application has been sent to MPI, you must promptly inform us of the changes in writing.
- Refer to the Privacy Act 1993 and Official Information Act 1982 notices at the end of this form regarding collection of information by MPI.

Frequently used terms

WSMP = a Wine Standards Management Plan (WSMP) is a plan designed to identify control, manage, and eliminate or minimise hazards and other risk factors in relation to the making of wine in order to ensure that the wine is fit for its intended purpose.

GST = Goods and service tax

MPI = Ministry for Primary Industries



Question A: Is the applicant a registered company with a different registered office address to the physical/business address in Section 4?

- Yes → Complete Section 5
 No → Go straight to Section 6

| Section 5. Registered Company Address and Contact Details | | | |
|--|--|------------|--|
| Only complete if the applicant is a registered company and the registered office address is different from the physical/business address in section 3. | | | |
| Registered office address | | Tel | |

| Section 6. Responsible Persons/Organisations | |
|---|-----------------------------------|
| Day-to-day manager of the WSMP | Name: Title: Email: |
| Recognised Verification Agency name | |

| Section 7. Special Circumstances |
|--|
| <input type="checkbox"/> Death <input type="checkbox"/> Bankruptcy <input type="checkbox"/> Receivership <input type="checkbox"/> Liquidation |

Section 8. Minimum Documentation Requirements

Send in all the required documents. Your application will not be processed until all documents are received.

WSMP outline either as:

An MPI approved WSMP template

OR

A custom WSMP (in a form acceptable to the Director-General) and independent endorsed evaluator's report, completed within 6 months of the date of application.

NOTE: If the independent evaluation report was completed more than 6 months before date of this application:

I, the WSMP operator, request that a waiver of evaluation be granted under section 18 (1A) of the Wine Act.

If you do not have a readily available copy of the WSMP:

I, the WSMP operator, request that MPI use the original approved version of the WSMP, or WSMP outline, held at MPI head office.

Section 9. Applicant Statement

I confirm that:

1. I am authorised to make this application as the Operator of the WSMP, or a person with legal authority to act on behalf of the Operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. To my knowledge, neither I nor any directors, partners, or managers of the business concerned 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 businesses of a kind (whether in New Zealand or elsewhere) that are regulated under the Wine Act 2003; and
4. The operator 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.

| | | | |
|------------------|--|------------------|--|
| Name | | Job Title | |
| Signature | | Date | |

Section 10. MPI Service Charge

ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838

FEE: \$155.25 incl. GST.

PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. Please attach your advice to this application or send it separately to: **MPI Approvals, PO Box 2526, Wellington 6140.**

MPI does not accept cash. Payment must be made using one of the following methods. (Please tick and fill in the appropriate section.)

 DIRECT CREDIT:

1. Pay into Bank Account no. **03 0049 0001709 002**
2. In the 'Reference' details, put the code: **WSMP**
3. Enter the date of deposit and your name (payee) on this form below:

| Date of Deposit | | Your Name (Payee) | |
|-----------------|--|-------------------|--|
|-----------------|--|-------------------|--|

 CHEQUE:

1. Make the cheque payable to **Ministry for Primary Industries.**
2. Attach the cheque to this application.

 CREDIT CARD:

1. To pay by credit card (Visa or MasterCard) go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.

Section 11. Final Checklist

Have you:

- read and understood this form?
- filled this form in completely?
- provided required documentation (section 8)?
- read and signed the Applicant Statement (section 9)?
- indicated how the fee will be paid for this application and, if required, attached a cheque (section 10)?

Collection of Information

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 1993, we advise that:

- This information is being collected for the purpose of registering a wine standards management plan under the Wine Act 2003; and
- The recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 18 of the Wine Act 2003. The provision of this information is necessary in order to process an application for registration; and
- The supply of this information is voluntary; however, failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result in a refusal to register in accordance with section 20 of the Wine Act 2003; and
- Under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information that you have provided.

Collection of Official Information

All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982.

If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.