

Application Form DPF 15 Dairy Maintenance Compound Approval or Recognition

New Renewal

If renewal, see last bullet point below.

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

- You are filling out this form as you need approval or recognition of a dairy maintenance compound under regulation 30(1) of the Animal Products (Dairy) Regulations 2005.
- You are required to submit the independent assessment report, the product label and supporting documentation (see section 8 of this form).
- If your business is a registered limited liability company, you need a copy of the company registration certificate and your New Zealand Business Number (NZBN). See www.companies.govt.nz
- The application fee according to the payment section of this form.
Note: all fees on this form are inclusive of GST.
- **Renewals:** Complete the entire form and provide assessment report if available.

Read these notes before you start filling out the form:

- For help in completing this form and other relevant information, see [Procedure for Approval or Recognition of Dairy Maintenance Compounds](#).
- Send the completed application form together with the fee, the independent assessment report, the product label and the supporting documentation to MPI at the above address. We prefer electronic 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 submitted, you must promptly inform MPI of the changes in writing.

Frequently used terms

CAS number = Chemical Abstracts Services registry number

GST = Goods and services tax

Maintenance Compounds = refers to detergents, sanitisers and other compounds used to clean or maintain plant and equipment.

MPI = Ministry for Primary Industries



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New Renewal

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1. Product Trade Name* (only asterisk fields appear in MPI website published lists)

2. Applicant Name* Enter the details of the person who is either the owner or person in control of the business.	
Legal name (e.g. registered company, partnership or individual)	<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office. (www.companies.govt.nz)
NZ Business Number (NZBN) For more information about NZBNs, see: www.nzbn.govt.nz	
Trading Name, if any i.e. 'Trading As'	<input type="checkbox"/> Same as legal name above.

3. Business Address and Contact Details			
Street/Physical* (location of actual premises)		Postal, including post code* (for communication)	
Phone*		Mobile	
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		

4. Third Party Company Name (when providing supporting information) Note: if you are providing information to support another company's application you only need to complete the relevant sections, such as product composition. Any information you supply will not be released to the company making the application. This information is official information and may be subject to a request made under the Official Information Act 1982. Refer to 'Collection of Information' section later in the form.



8. Minimum Documentation Requirements

Provide the following documents with this application:

- Independent assessment report (Global Proficiency Ltd, Ruakura Research Centre, PO Box 20474 Hamilton, NZ 3241, Ph +64 7 850 4483, Email bob.hutchinson@global-proficiency.com)
- Product label or scanned copy
- Full formulation of product if supplied separately rather than in the section 7 table
- Product information sheet, if required. This is only required if it contains claims relating to maintenance compound use or the product label does not include directions for use.

9. Restricted Chemicals

Does the product contain any chemicals at levels that exceed the MPI List of Restricted Chemicals for use in Dairy Maintenance Compounds?

- No
- Yes

10. Applicant Statement

I confirm that:

1. I am authorised to make this application as the applicant or a person with legal authority to act on behalf of the applicant noted in section 2; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. This compound, when used in accordance with the manufacturer's instructions, will not adversely affect dairy material or dairy products.

Name		Job Title	
Signature		Date	

11. MPI Service Charge

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

APPLICATION FEE: \$77.63 (incl. GST) for new approvals, re-approvals or changes.

PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. 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 by direct credit, cheque or credit card. 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: **MCD**
 3. Enter the date of deposit and your name (payee) on this form below:

Date of Deposit		Your Name (Payee)	
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- 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.

12. Final Checklist

Have you:

- read and understood this form?
- filled this form in completely?
- provided the documents listed in section 8?
- read and signed the Applicant Statement (section 10)?
- indicated how the fee will be paid for this application and, if required, attached a cheque (section 11)?

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 purposes relating to the approval or recognition of dairy maintenance compounds and administration of the Animal Products (Dairy) Regulations 2005; 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 list on the MPI website. The information that will be on the public list is identified on the form by asterisks; and
- The provision of this information is necessary in order to process this application; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of the application form to the applicant for completion; 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.

MPI use only

Amount paid		Date		Initials	
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<input type="checkbox"/> Companies office checked	Initials	
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Assessor's comments

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Signature		Date	
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