

Ministry for Primary Industries

Verification Services

17 Maurice Wilson Avenue, Mangere

PO Box 53030, Auckland

NEW ZEALAND

Ph: (09) 909 2701

[**www.mpi.govt.nz**](http://www.mpi.govt.nz)

**CERT4 Application for a Free Sale Statement**

Explanatory notes on the third page will help you complete this application.

Email your completed form to: [FreeSalesApplications@mpi.govt.nz](mailto:FreeSalesApplications@mpi.govt.nz). For prompt and accurate processing of your application, please type all information. We prefer applications that are not handwritten or scanned.

If you are a new client, email a completed [CERT1 Certification Office New Client Registration](http://mpi.govt.nz/document-vault/736) form with your submission.

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| --- | --- | --- |
| **Your Name \*** |  | Person submitting the application |
| **Your Company \*** |  | Trading name |
| **Phone \*** |  |  |
| **Email \*** |  | Your certificate will be emailed to this address |
| **Exporter \*** |  | Company exporting the product |
| **Importing Country \*** |  | Final destination country |
| **Manufacturer \*** |  | Company that made the product |
| **Registration No. / ID \*** |  | RMP or Food Act 2014 registration of the manufacturer |
| **Manufacturer**  **Physical Address \*** |  | Enter the address in the following format: number and street, suburb (optional), city or province. We require a street address, not a PO Box. |

\* denotes a compulsory field

**In submitting this application, I confirm that:**

**1. The product description(s) shown overleaf accurately describe(s) the nature of the product(s) being exported.**

**2. The product(s) is/are freely available in the New Zealand marketplace**

*Submission of an application for a free sale statement to MPI via email is deemed a declaration from the exporter or operator that the details provided are complete and accurate. This process is subject to periodic checking by MPI.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Product Category \*** | **Product Description \*** | **Brand Name \*** | **Does the product contain animal product? \*** | **Dairy**  % by weight | **Bee products**  % by weight | **Other animal products**  Combined % by weight |
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**Explanatory notes**

* A Free Sale Statement (previously called a Free Sale Advice Statement) is issued for food manufactured in New Zealand. It is issued to assist with a food product’s registration in a foreign market before its first entry.
* Email your completed form to: [FreeSalesApplications@mpi.govt.nz](mailto:FreeSalesApplications@mpi.govt.nz)

For prompt and accurate processing of your application, please type all information into the form. We prefer applications that are not handwritten or scanned.

* For **Manufacturer** and **Registration Number or ID**– provide the trading name (operator for RMP) and registration number or ID of manufacturer as listed in the appropriate register:

[Risk management programmes - animal products (including dairy)](http://www.foodsafety.govt.nz/registers-lists/risk-management-programmes/index.htm)

[Public Register of Food Control Plans and Businesses Subject to a National Programme](http://mpiportal.force.com/publicregister)

* A Free Sale Statement can be issued for multiple products, but all products listed on a statement must be freely available in the New Zealand marketplace or specifically formulated to be marketed overseas – they can’t be a mix of the two. If you have a mix of products, please submit two separate applications.
* For **Product Category**, enter “DS” for dietary supplement or “F” for food
* If your product contains animal product ingredients, provide the percentage content by weight in the appropriate column of the table. Animal products include: dairy products, lactose, meat, seafood, poultry, gelatine, eggs, honey, and bee products.
  + If your product contains any dairy ingredients, enter the percentage by weight in the **Dairy** column
  + If your product contains any honey or other bee products, enter the percentage by weight in the **Bee products** column
  + If your product contains any other animal products (meat, seafood, poultry, egg), enter the combined percentage by weight in the **Other animal products** column
* Your certificate will be scanned and emailed to you; no paper copy will be provided. You can either print the certificate or email it directly to your importer.
* For current fees and charges, please email [FreeSalesApplications@mpi.govt.nz](mailto:FreeSalesApplications@mpi.govt.nz)