

Ministry for Primary Industries

Verification Services

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NEW ZEALAND

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

**CERT2 Application for a Free Sale Certificate**

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 |
| **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. |
| **Exporter Reference \*** |  | Maximum of 20 characters |
| **Importing Country \*** |  | Final destination country for title |
| **Carrier name \*** |  | Vessel name or flight number |
| **Conveyance ref. \*** |  | Voyage / Air waybill number |
| **Departure Date \*** |  |  |
| **Arrival Date** |  | Estimated date of arrival |
| **Manufacturer 1 \*** |  | Company that made the product |
| **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. |
| **Manufacturer 2** |  | Company that made the product |
| **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

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| **Manufacturer \*** | **Registration Number or ID \*** | **Number of Packages \*** | **Type of Packaging \*** | **Product Description \*** | **Brand Name \*** | **Lot identification \*** |
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**Explanatory notes**

* A Free Sale Certificate is issued for food manufactured in New Zealand. It is issued to assist with a food product’s clearance into a foreign market.
* 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.

* A manufacturer’s declaration must accompany this form. [CERT3 Manufacturer's Declaration to Support Free Sale Certification](http://mpi.govt.nz/document-vault/99)

You can have multiple products on a single certificate from more than one manufacturer, provided you have a CERT3 declaration from each manufacturer for their products.

* For **Manufacturer** and **Registration Number or ID**– provide the trading name (operator for RMP) and registration number or ID of the manufacturer(s) 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)

* For **Type of Packaging**– select the outer-most packaging of your product. Click on the grey text and then on the arrow on the right-hand side. A list of packaging types will be displayed.
* This form will accommodate 25 different products from two manufacturers.
* If your products have been sourced from three or more manufacturers, provide the name and physical address of the additional manufacturers in your email.
* If your application requires more products, add additional rows to the table on the second page. Contact the Certification office if you need assistance with this.
* 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)