

## Application Form AP4 Registration of Risk Management Programme

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

- You are filling in this form because you undertake primary processing of animal material and/or products for human or animal consumption under the Animal Products Act 1999. Certain dairy processors and some secondary processors (for example, dual operator butchers) also need an RMP. To ensure you need to complete an RMP see [Risk Management Programme Manual](#) and refer to Parts 2.2 and 2.3 "Businesses Requiring an RMP" and "Businesses Not Requiring an RMP".
- 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.companiesoffice.govt.nz](http://www.companiesoffice.govt.nz)
- A copy of your RMP. If your document file size is too large to email, contact [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) to request a ShareFile link. ShareFile enables secure, convenient file sharing with MPI.
- A letter from your nominated verification agency.
- A report from an independent evaluator if this is an application for a custom RMP.
- The application fee according to the payment section of this form.  
Note: all fees on this form are inclusive of GST.

### Read these notes before you start filling out the form:

- This form must be used when applying to register a risk management programme (RMP) with the Director-General of MPI under section 20 of the Animal Products Act 1999. 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.

#### Frequently used terms

**Dual Operator Butcher** = an operator that operated a retail butchery to sell and/or process regulated meat AND process homekill or recreational catch at the same premise as the retail butchery.

**Evaluator** = A recognised person that checks an RMP covers the operations and, as written, will deliver product that is fit for intended purpose. An evaluator is only necessary for RMP's that are not fully based on an approved Code of Practice, template or model.

**GST** = Goods and services tax

**Homekill and recreational catch service provider** = an operator who provides slaughter and or/processing services for reward to animal owners for homekill or to hunters, fishers or other harvesters for recreational catch

**MPI** = Ministry for Primary Industries

**RMP** = Risk Management Programme

**Required Parts** = Previously known as an "outline". When you apply to register your RMP, you can choose to submit your entire RMP, or to submit only certain parts. The parts you must submit are stated in the Animal Products Regulations 2021.

## Application Form AP4 Registration of Risk Management Programme

Processing time is up to 20 working days from the time we determine that your application is complete.

### Section 1. Applicant Details

Registered company name or partnership names (including the trading name) or individual name.

☐ I have attached a copy of the company name registration from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))

**Business ID\*:**

**Unique location identifier (dairy only):**

*\*A business ID will be assigned to each RMP. Identifiers must have at least 3, and no more than 10, characters, with at least 1 numeric character and no leading zeros.*



**Question A: Are you operating a fishing vessel as part of your RMP?**

- ☐ Yes → Complete Section 2  
☐ No → Go straight to Question B

### Section 2. Fishing Vessel Name and Number

FV Name

FV Number



**Question B: Are you operating as a Dual Operator Butcher?**

- ☐ Yes → Complete Section 3  
☐ No → Go straight Section 4

### Section 3. Homekill/Recreation Catch Service Provider Listing

☐ I apply for listing as a homekill/recreational catch service provider as required under section 71 of the Animal Products Act 1999.

### Section 4. Business Address and Contact Details

Street/Physical (location of actual premises)

Postal, including post code (for communication)

Tel

Mobile

Email

By entering an email address you consent to being sent information and notifications electronically, if required.

Day-to-day Manager (name & job title)

<b>New Zealand Business Number (NZBN)</b> Provide your NZBN here. If you want more information about NZBNs, see <a href="http://www.nzbn.govt.nz">www.nzbn.govt.nz</a>	
<b>Active billing details</b> Provide the current accounts payable email address to which invoices should be emailed	



**Question C: Is the operator 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			
<b>Registered office address</b>		<b>Tel</b>	

Section 6. Processing Capabilities and Intended Market
<input type="checkbox"/> I have completed the appropriate section of an <a href="#">AP49: Principle Categories of Processing</a> table and submitted it with this application form; and
My intended market is: <input type="checkbox"/> Export + OR <input type="checkbox"/> Domestic + ^ OR <input type="checkbox"/> Not applicable (chicken producers, germplasm processors, poultry hatcheries that are not chicken producers)
+ Most RMPs are subject to annual levies. Export levies can be considerably larger than domestic-only levies. For example, the annual levy for bee product RMPs for "domestic only" is \$495.74 (incl. GST), while the annual levy export for bee product RMPs is \$2,950.99 (incl. GST). See <a href="https://www.mpi.govt.nz/legal/legislation-standards-and-reviews/legislation-fees-and-charges/apa-levies-by-sector/">https://www.mpi.govt.nz/legal/legislation-standards-and-reviews/legislation-fees-and-charges/apa-levies-by-sector/</a> and Schedule 2 of the Animal Products (Fees, Charges, and Levies) Regulations 2007 for more information and specific levy rates.
^ Any animal product processed under a domestic-only RMP is not eligible for export from the date of registration.

Section 7. Nominated Verification Agency
<b>Recognised Verification Agency (name)</b>
<input type="checkbox"/> I have attached a copy of the letter from my nominated Verification Agency confirming they will provide verification services for my registration.



**Question D: Are you submitting an MPI template RMP?**

- ☐ Yes → Complete Section 8  
☐ No, it's a custom RMP → Complete Section 9

Section 8. Template RMP Minimum Documentation Requirements
Send in all the required documents. Your application will not be processed until all documents are received.
<input type="checkbox"/> A completed MPI-approved RMP template, with site plan, AND <input type="checkbox"/> A letter from your recognised verification agency, AND <input type="checkbox"/> Completed AP49 form

**Section 9. Custom RMP Minimum Documentation Requirements**

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

- ☐ An independent endorsed evaluator's report, AND
- ☐ RMP or RMP Required Parts document, with site plan, either as:
  1. An electronic file\* (in a form acceptable to the Director-General) endorsed by the evaluator OR
  2. The original evaluator endorsed hardcopy of the RMP or RMP Required Parts document, AND
- ☐ A letter from your recognised verification agency, AND
- ☐ Completed AP49 form

\*if your document file size is too large to email, contact [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) to request a ShareFile link. ShareFile enables secure, convenient file sharing with MPI.

Have any changes been made to the RMP since the evaluation report was prepared?      Yes      No  
If Yes, attach description of changes to this form.

**Section 10. Applicant Statement**

I confirm that:

1. I am authorised to make this application as the operator of the RMP, 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. 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 Animal Products Act 1999; 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; and
5. I understand that if there are future, ongoing levies or charges for business activity, MPI will send me an invoice for these charges. Any late or non-payment may result in a penalty fee, lodgement with a credit collection agent and/or withdrawal of service.

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## 11. MPI Service Charge

**ON PAYMENT THIS BECOMES A TAX INVOICE**

**GST No: 64-558-838**

Type Tick one	Threshold	Fees (incl. GST)
<input type="checkbox"/> Custom RMP registration	240 Minutes	<b>\$465.75</b>
<input type="checkbox"/> Template RMP registration	180 Minutes	<b>\$310.50</b>

**Note:** The threshold fee listed covers the time a standard application is expected to take. An additional assessment charge of \$155.25 incl GST per hour will be applied when applications take longer than allowed for in the regulations.

**PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Please attach your payment confirmation to this application or send it separately to: [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz)

**MPI does not accept cash.** Payment must be made using **credit/debit card or direct credit**. Tick and fill in the appropriate section.

☐ **CREDIT/DEBIT CARD (preferred option):**

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

☐ I have attached my credit card payment receipt

☐ **DIRECT CREDIT:**

1. Pay into Bank Account no. **03 0049 0001709 002**
2. In the 'Reference' details, put the code: **RMP** and Also include either **Company name/ ID / NZBN**
3. Enter the date of deposit and your name (payer) on this form below:

Date of Deposit

Your Name(Payer)

## Section 12. Final Checklist

Have you:

- ☐ Read and understood this form?
- ☐ Filled this form in completely?
- ☐ Read and signed the Applicant Statement?
- ☐ Indicated how the fee will be paid for this application?

## Collection of Information

### Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- This information is being collected for the purpose of registering a risk management programme under the Animal Products Act 1999; 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 20 of the Animal Products Act 1999. 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 23 of the Animal Products Act 1999; and
- Under Principles 6 and 7 of the Privacy Act 2020, 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.