



Application Guidelines for Approvals under the Animal Products Act

This document outlines the general requirements for completion of MPI application forms under the Animal Products Act 1999. If you need more information to complete an application, email us at approvals@mpi.govt.nz.

Identifiers

Business Identification

Unique business identifiers are required for each application. You (as applicant) should choose the identification which must not be the same as any other approval identifiers held by the same business.

The business ID must be a number or a number/letter combination of at least 3 and not more than 10 characters with at least one character as a number and no leading zeros.

If a business identification is not nominated, is not suitable, or does not meet our criteria, we will assign an ID.

RMP Number

You should assign a two digit RMP number (1-99) to each registered RMP application.

RMP Identifiers

RMP identifiers are a combination of the business ID and RMP number. We strongly recommend that any current premises ID (ME, PH etc.) is kept for country listing and brand/label purposes. If a new ID is chosen, both packaging and any country listings must be updated to reflect this change. Certain country listings may take 6 - 12 weeks to update, so any product produced under the RMP with a new ID may not be eligible for export to the affected countries until country listings have been updated.

Once your business ID has been established, it will be the current business ID for any future RMP registration applications.

Unique Location Identifier (Dairy only)

For the purposes of traceability and certification, you must nominate a unique identifier for each location specified in the RMP. The unique location identifier will appear on the Notice of Registration for each registered RMP.

Operator/Applicant Details

Operator/Applicant name is the full legal name of the operator/applicant. This is the name of the owner or other person in control of the business, and may be the name of a company, a partnership, an individual or multiple individuals:

- **Company** - provide the legal name of the company as registered under the Companies Act 1993. The registered company name will appear on any issued documentation with the use of upper and lower case as stated in the application form but otherwise as a direct copy of the name on the certificate of incorporation as stated in the Companies Register. <https://companies-register.companiesoffice.govt.nz/>
- **Partnership** - provide the full legal names of all individuals and / or companies within the partnership and the trading name used by the partnership. The use of initials for the first names of individuals is not permitted. The name will appear on any issued documentation in the format

“<partner names>, a partnership trading as <trading name>”

and as stated in the application form, including the use of upper and lower case as provided by the applicant. The operator will be permitted to use the trading name as the operator name on applicable eligibility documents.

- **Individual** - provide the full legal name of the individual and a trading name if applicable. The use of initials for the first names of individuals is not permitted. The name will appear on any issued documentation as stated in the application form, including the use of upper and lower case as provided by the applicant. If the applicant has a trading name, the name will appear in the format

“<individual name> trading as <trading name>”.

The operator will be permitted to use the trading name as the operator name on applicable eligibility documents.

- **Multiple individuals** - the use of initials for the first names is not permitted and the full legal names of all individuals must be supplied. The names will appear on any issued documentation as stated in the application form, including the use of upper and lower case as provided by the applicant.

Fishing Vessels (if applicable)

Include, if applicable, the name of the fishing vessel and number of the fishing vessel, as allocated by MPI.

New Zealand Business Number (NZBN) (if applicable)

If your business is a registered limited liability company, include a copy of the company registration certificate, and your New Zealand Business Number (NZBN). For more information about NZBNs, see www.nzbn.govt.nz

Address Details

The registered company address of the operator is the address registered with the New Zealand Companies Office. This address may or may not be the same as that provided in the business address section. Only provide details if the registered company address is different from that of the business address stated.

Note: It is helpful to indicate whether the premises is fixed (i.e. a building) or mobile (i.e. a truck).

New Zealand Agent

If registering as a New Zealand agent acting for a foreign exporter, then the New Zealand agent must complete the application form as the applicant including any statements as applicable.

Responsible Persons/Organisations

- State the name, job title (position or designation) of the business manager(s) responsible for the daily management of the business or programme when requested. (If you wish to supply specific contact details, please attach separately).
- State the name of any independent evaluator when requested.
- State the name of the any recognised verification agency when requested.

Minimum Documentation Details

Any assessment made in relation to the application (evaluation or verification) including any supporting reports must have been carried out not more than 6 months before the date of application.

Format – you may submit documentation in either electronic form or hard copy, although we prefer emailed documentation where possible.

Electronic files – at present the following file types are acceptable:

- Microsoft Word
- Microsoft Excel
- Acrobat PDF (created from Microsoft Word)
- Electronic file endorsement (RMPs only). The endorsement procedure is described in section 31 of the [Animal Products \(Recognised Agencies and Persons Specifications\) Notice 2015](#).

Use clear file naming convention that includes the business name and/or ID, date, name of file. The following format is preferred: ID/Business name – Name of file – Date.

Eg NH6574FR - Application Form - July 2023

Statements

All required statements must be completed. The applicant statement must be completed by the operator (e.g. a director, partner or person with legal authority to act on behalf of the registered company or partnership or individual(s)).

Assessment

The application will be assessed by the MPI Approvals Team, and a recommendation made to the Director-General or his or her delegate. Further information may be requested from the applicant in order to make a determination to approve or refuse the application

The assessment will result in a recommendation that:

- the application be approved in accordance with the relevant legislation the approval is applied under.
- the Director-General proposes to refuse to approve the application, in which case, the Director-General may be required to give the applicant a notice informing the applicant of the grounds on which refusal is proposed and provide a reasonable opportunity to make written submissions or to be heard in respect of the matter.

Note: If an application is refused for registration, the application fee will not be refunded and the applicant may still be charged for an assessment fee.

MPI will endeavour to process properly completed applications within 10-20 working days, depending on the application type.

Approval

Once your approval is granted, your details will be displayed on a public register. The register is available in 3 ways:

- It's on the MPI website at: <https://www.mpi.govt.nz/food-safety/food-safety-registers-and-lists/>.
- It's open for public inspection at the MPI Office, TSB Bank House, 147 Lambton Quay, Wellington.
- You can request a paper copy by emailing approvals@mpi.govt.nz.