


Application Form AP8

Recognition of an Agency under the Animal Products Act 1999

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

- You are filling in this form because you require recognition as an agency responsible for the management and carrying out of specified functions and activities under the Animal Products Act 1999. To check that this form is correct for your agency, view <https://www.mpi.govt.nz/legal/approved-organisations-and-people>
- Depending on the scope you are applying for, you will need to provide evidence of ISO/IEC Standard 17020 accreditation (with or without KTP Model systems and procedures).
- 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
- 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:

- Individuals may apply to the Director-General of the Ministry for Primary Industries (MPI) for recognition under section 101 of the Animal Products Act 1999 as an agency to carry out verification functions and activities or other specialist functions and activities for the purposes of that Act.
-  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, consent to disclosure form 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 submitted, you must promptly inform MPI of the changes in writing.

Frequently used terms

GST = Goods and services tax

KTP Model = Key Technical Person Model, the performance-based assessment scheme for the management of recognised persons by a recognised agency

MPI = Ministry for Primary Industries

RCS = Regulated Control Scheme

RMP = Risk Management Programme

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Question A: Are you applying for a new recognition or renewing/amending an existing recognition?

- ☐ New → Skip Section 1 and go straight to Section 2.
- ☐ Amendment → Complete Section 1, then all relevant sections and indicate clearly where details have changed.
- ☐ Renewal → Complete Section 1, then all relevant sections and indicate clearly where details have changed.

Section 1. MPI Recognition Identification (amendments/renewals only)

Your unique recognition identification which is 3-10 characters in length.

Recognition ID:

Section 2. 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.companiesoffice.govt.nz)

NZ Business Number (NZBN)

For more information about NZBNs, see www.nzbn.govt.nz

Section 3. Business Address and Contact Details			
Street/Physical (location of actual premises)		Postal, including post code (for communication)	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Country:		Country:	
Phone		Mobile	
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		
Agency Manager Designated person responsible for day-to-day management of the agency		Name: Position:	



Question B: Are you applying for recognition as an agency managing dairy evaluators?

- ☐ Yes → Complete Section 4.
☐ No → Continue to Question C.

Section 4. Dairy Evaluation Functions and Activities table	
Tick all that apply.	
Function	Activity
<input type="checkbox"/> Heat Treatment Evaluation	<input type="checkbox"/> Dairy Heat Treatment
<input type="checkbox"/> Premises and Equipment Evaluation	<input type="checkbox"/> Dairy Manufacturing, Stores and Transport
<input type="checkbox"/> Dairy RMP Evaluation	<input type="checkbox"/> Dairy Stores and Transport <input type="checkbox"/> Farm Dairies <input type="checkbox"/> General Dairy Manufacture <input type="checkbox"/> Infant Formula Manufacture <input type="checkbox"/> Raw Milk Products Manufacture



Question C: Are you applying for recognition as an agency that manages dairy or non-dairy verifiers?

- ☐ Yes → Complete to Section 5.
☐ No → Continue to Question D.

Section 5. Verification Functions and Activities table	
Tick all that apply.	
Function	Activity
<input type="checkbox"/> Dairy RMP Verification	<input type="checkbox"/> Dairy Stores and Transport <input type="checkbox"/> Farm Dairies <input type="checkbox"/> General Dairy Manufacture (without heat treatment)

	<input type="checkbox"/> General Dairy Manufacture (with heat treatment) <input type="checkbox"/> Grade A product <input type="checkbox"/> Infant Formula Manufacture
<input type="checkbox"/> Non-Dairy RMP Verification	<input type="checkbox"/> General Non-Dairy; or <input type="checkbox"/> Limited - Bee Products; and <input type="checkbox"/> Ante-mortem/Post-mortem examinations <input type="checkbox"/> Aseptic processing and packaging <input type="checkbox"/> BMS Depuration <input type="checkbox"/> Thermal processing of low acid canned products
<input type="checkbox"/> Official Assurance Verification	<input type="checkbox"/> Dairy Official Assurances <input type="checkbox"/> Official Assurances Programme - Bee Products <input type="checkbox"/> Official Assurances Programme - Live Animals and Germplasm
<input type="checkbox"/> RCS Verification	<input type="checkbox"/> Raw Milk Farm Dairies <input type="checkbox"/> Raw Milk Depots <input type="checkbox"/> Transport, Depots and Export Loading Facilities



Question D: Are you applying for recognition as an agency/organisation that manages farm dairy assessors?

☐ Yes → Complete to Section 6.

☐ No → Go straight to Section 7.

Section 6. Assessment Functions and Activities table

Tick all that apply.

Function	Activity
<input type="checkbox"/> Farm Dairy Assessment	<input type="checkbox"/> Farm Dairies <input type="checkbox"/> Raw milk RCS <input type="checkbox"/> US Grade A Farm Dairy

Section 7. Accreditation Status

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

☐ Evidence of either:

☐ ISO/IEC Standard 17020 accreditation (non-KTP Model); or

☐ ISO/IEC Standard 17020 accreditation and accreditation body acceptance of KTP Model* operating system.

* Any agency that wishes to operate under the KTP model must discuss the proposal with the Director-General before seeking to be assessed to the KTP model by the accreditation body. Contact approvals@mpi.govt.nz to indicate your interest.

Section 8. Applicant Statement

Complete for all applications. We accept PDF or scanned versions of signatures.

I confirm that:

1. I am authorised to make this application on behalf of the Applicant; and
2. The information supplied in this application is accurate and complete; and
3. I ☐ am ☐ am not (tick one)
aware of any directors or managers of the business concerned that 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 (*attach details of any relevant matters or convictions*); and
4. I ☐ am ☐ am not (tick one)
aware that my agency has been convicted in relation to an offence referred to in 3 above (*attach details of any relevant matters or convictions*); and,
5. I ☐ am ☐ am not (tick one)
aware of any matters which might adversely affect the agency's suitability for recognition (*attach details of any relevant matters*); and
6. I authorise MPI to make such inquiries as it considers necessary to enable it to consider the applicant's suitability for recognition, including matters relevant to its competence, fitness and propriety; and
7. If my agency is recognised under the Animal Products Act 1999, I accept that I have a continuing obligation to disclose to MPI any matters that may arise in the future which may be relevant to my agency's continued suitability to hold such recognition. This includes (but is not limited to) Police or disciplinary investigations; and
8. There is no other information I am aware of that affects my agency's ability to maintain an appropriate degree of impartiality and independence in managing the functions and activities for which the Applicant has applied to be recognised.

Detail any other relevant information (*indicate if further information is attached*):

Explanatory notes:

(1) *The Director-General of MPI may not recognise an agency under the Animal Products Act 1999 unless s/he is satisfied that your agency is a fit and proper person to carry out such activities. Some criminal convictions, particularly those involving dishonesty, may be relevant to the assessment of whether your agency is a fit and proper person to hold this recognition.*

(2) *The Director-General has the power to withdraw a recognition for an agency if s/he is satisfied that the agency is not a fit and proper person to carry out evaluations or verifications, or has failed to comply with a condition of their recognition, or has failed to comply with the Animal Products Act 1999, applicable regulations and notices.*

(3) *If MPI subsequently becomes aware of information that is relevant to an agency's recognition which was not disclosed in this application or which arises in the future, the Director-General may suspend or withdraw that agency's recognition.*

Name		Job Title	
Signature		Date	

Section 9. MPI Service Charge**ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838**

Type	Threshold	Fee (incl.GST)
<input type="checkbox"/> Registration of Agency	135 minutes	\$194.06
<input type="checkbox"/> Renewal	90 minutes	\$77.63
<input type="checkbox"/> Amendment	30 minutes	\$77.63

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**

MPI does not accept cash. Payment must be made using credit/debit card or direct credit. (Please tick and fill in the appropriate section.)

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

- To pay by credit card go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.
☐ I have attached my credit card payment receipt

☐ **DIRECT CREDIT:**

- Pay into Bank Account no. **03 0049 0001709 002**
- In the 'Reference' details, put the **name of the agency** and also include either **ID / NZBN**
- Enter the date of deposit and your name (payer) on this form below:

Date of Deposit		Your Name (Payer)	
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Section 10. Final Checklist

Have you:

- ☐ Filled this form in completely?
- ☐ Provided required documentation?
- ☐ 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 recognising an agency 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 107 of the Animal Products Act 1999. The provision of this information is necessary in order to process an application for recognition; 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 recognise in accordance with section 109 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.