

Notification Form WA9 Change of Recognised Agency for Verification Purposes

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

- You are filling in this form with the Director-General of MPI because a wine standards management plan operator elects to change the recognised agency responsible for verification activities under section 17(3)(g) of the Wine Act 2003, or where the agreement between the operator and the recognised agency has been terminated.
- If your business is a registered limited liability company, a copy of the company registration certificate, and your New Zealand Business Number (NZBN). See www.companies.govt.nz
- Your application fee of **\$77.63** (incl. GST) for change of recognised agency for verification purposes.

Read these notes before you start filling out the form:

- This form is for use where a WSMP operator elects to change the recognised agency responsible for verification activities under section 17(3)(g) of the Wine Act 2003 or where agreement between the operator and the recognised agency has been terminated. 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 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.
- Refer to the Privacy Act 2020 and Official Information Act 1982 notices at the end of this form regarding collection of information by MPI.

Frequently used terms

WSMP = a Wine Standards Management Plan (WSMP) is a plan designed to identify, control, manage, and eliminate or minimise hazards and other risk factors in relation to the making of wine in order to ensure that the wine is fit for its intended purpose

Recognised Agency = agency whose specified functions and activities include managing and carrying out verification functions and activities

GST = Goods and service tax

MPI = Ministry for Primary Industries

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

Section 1. WSMP Operator Details	
Business ID	
Full legal name	

Section 2. New Zealand Business Number (NZBN)
For more information about NZBN's, including how to get one, see www.nzbn.govt.nz

Section 3. Business Address and Contact Details			
Street/Physical (location of actual premises)		Postal, including post code (for communication)	
Phone		Mobile	
Email			
By entering an email address you consent to being sent information and notifications electronically, if required.			

Section 4. Current Recognised Agency	
Recognised Agency name	

Section 5. New Recognised Agency	
Recognised Agency name	

Section 6. Transitional Information

You must complete the following before you can change recognised agencies.

- ☐ The current recognised agency responsible for verification activities has been informed of the intention of the wine standards management plan operator to change agencies; and
- ☐ An agreement has been made with the new recognised agency to allow them to undertake verification functions in respect of the registered wine standards management plan; and
- ☐ There are no outstanding corrective actions under the current recognised agency contracted to verify this wine standards management plan; OR
- ☐ Agreement has been obtained from the recognised agencies concerned and/or MPI to allow the transfer of any outstanding corrective actions; and
- ☐ Agreement has been reached between the recognised agencies concerned in respect to the transfer of any information and associated files directly relating to verification activities undertaken prior to the change; and
- ☐ The new recognised agency has been provided with copies of the last two verification reports.

Date current RA informed	
Date new RA takes effect	

Section 7. Applicant Statement

I confirm that:

1. I am authorised to make this application as the applicant or a person with legal authority to act on behalf of the applicant; and
2. The applicant has informed the existing recognised agency of their intention to change service providers.
3. An agreement exists between the applicant and the new recognised agency who will become responsible for undertaking verification activities under Section 17(3)(g) of the Wine Act 2003.
4. All corrective actions outstanding from previous audit reports have been closed out or agreement has been obtained from the agencies concerned or MPI to transfer corrective actions across to the nominated recognised agency.

Name		Job Title	
Signature		Date	

Section 8. Current Recognised Agency Statement

To be completed by the current recognised agency

I confirm that:

1. The applicant has informed us of their intention to transfer verification activities to another recognised agency.
2. Agreement has been made in respect to the transfer of any information directly relating to verification activities to the operators nominated recognised agency.
3. All corrective actions outstanding from previous audit reports have been closed out or agreement has been obtained in respect to the transfer of corrective actions to the nominated recognised agency.
4. The information in section 6 of this form is true and correct.

Name		Job Title	
Signature		Date	

Section 9. New Recognised Agency Statement			
To be completed by newly nominated recognised agency			
I confirm that:			
<ol style="list-style-type: none"> 1. An agreement exists between the applicant and this recognised agency that will become responsible for undertaking verification activities under section 13(f) of the Wine Act 2003. 2. Agreement has been made in respect to the transfer of any information directly relating to verification activities to the operators nominated recognised agency. 3. All corrective actions outstanding from previous audit reports have been closed out or agreement has been obtained in respect to the transfer of corrective actions to the nominated recognised agency. 4. The information in section 6 of this form is true and correct. 			
Name		Job Title	
Signature		Date	

Section 10. MPI Service Charge			
<p align="center">ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838</p> <p>FEE: The fee is \$77.63 incl. GST.</p> <p>PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. Please attach your advice to this application or send it separately to: MPI Approvals, PO Box 2526, Wellington 6140.</p> <p>MPI does not accept cash. Payment must be made using one of the following methods. Tick and fill in the appropriate section.</p>			
<input type="checkbox"/> DIRECT CREDIT: <ol style="list-style-type: none"> 1. Pay into Bank Account no. 03 0049 0001709 002 2. In the 'Reference' details, put the name of the agency 3. Enter the date of deposit and your name (payee) below 			
Date of Deposit		Your Name (Payee)	
<input type="checkbox"/> CHEQUE: <ol style="list-style-type: none"> 1. Make the cheque payable to Ministry for Primary Industries. 2. Attach the cheque to this application. 			
<input type="checkbox"/> CREDIT CARD: <ol style="list-style-type: none"> 1. To pay by credit card (Visa or MasterCard) go to https://www.mpi.govt.nz/food-safety/payments and follow the instructions. 			

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 wine standards management plan under the Wine Act 2003; 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 13 of the Wine Act 2003. 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
- 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.