

## Application Form AP 41 Export Approved Premises Listing

New  Renewal

Listing as a premises that processes, handles or stores animal material or animal products not intended for human or animal consumption and animal material or animal products that are for human or animal consumption where the operator is exempted from registration of an RMP or RCS under the Animal Products Act in accordance with "Animal Products (Export Approved Premises) Notice 2006."

This application form has been approved by the Director-General in accordance with the Animal Products (Export Approved Premises) Notice 2006.

Send the completed application form to the New Zealand Food Safety Authority, Approvals & ACVM Group, at the above address.

If there are any changes to the details provided in this application subsequent to listing, you must inform New Zealand Food Safety Authority (NZFSA), Approvals & ACVM Group in writing.

If your operation is covered by registration of an RMP or RCS then this listing under "Animal Products (Export Approved Premises) Notice 2006" is not necessary.

Refer Privacy Act notice at the end of the form regarding the collection of personal information on individuals.

### 1. Business Identification:

A unique business identification will be allocated to each listed premises. Please choose 2 business identifiers in the event that the identifier chosen is not available for use. Identifiers must have at least 3, and no more than 10, characters, at least 1 numeric character and no leading zeros

ID: (1 <sup>st</sup> choice):	(2 <sup>nd</sup> choice):
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### 2. Operator Name:

Registered company name or partnership names (including the trading name) or individual name. Refer to application guidelines for explanation.

Full legal name:
Tick if the operation is within the same physical boundaries and management as an existing Risk Management Programme registered under the Animal Products Act 1999 [ <input type="checkbox"/> ]

### 3. Business Address and Contact Details:

Physical (for service):	Phone No:
	Fax No:
Postal (for communication): (Please include Post Code)	E-mail:
	[ <input type="checkbox"/> ] tick for consent to being provided electronic information.

### 4. Registered Company Address and Contact Details:

Only complete if the applicant is a registered company and if details are different from the business address in Section 3.

Registered address:	Phone No:
	Fax No:
	E-mail:

**5. Product Categories:**

Tick as many product categories as are applicable. Refer to application form guidelines for further information on product categories.

<input checked="" type="checkbox"/> <i>product example</i> <input type="checkbox"/> Hides & Skins <input type="checkbox"/> Marine Shells <input type="checkbox"/> Other - for Human Consumption Please specify: ..... ..... .....	<input type="checkbox"/> Animal Fibre <input type="checkbox"/> Game Trophies <input type="checkbox"/> Other - for Animal Consumption Please specify: ..... ..... .....	<input type="checkbox"/> Scientific Materials <input type="checkbox"/> Bee Products (not for Human or Animal Consumption) <input type="checkbox"/> Other - not for Human or Animal Consumption Please specify: ..... ..... .....
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**6. Minimum Documentation Requirements:**

Please attach the Recognised Verification Agency – Official Assurance verifier initial verification report.  
**If the report states an “Unacceptable” outcome, please do not apply for listing until an “Acceptable” report has been received.**

**7. Applicant Declaration:** To be completed by the Operator of the premises for which listing is being applied for.

I declare I am authorised to make this application as the Operator of the premises for which listing is being applied, or person with legal authority to act on behalf of the Operator of the premises for which listing is being applied, and that the information supplied in this application is truthful and accurate to the best of my knowledge.

I agree to:

- Comply with the requirements of the “Animal Products (Export Approved Premises) Notice 2006”.
- To have the premises detailed above, listed by NZFSA and audited by a verification agency recognised under the Animal Products Act 1999, for the purposes of exporting animal products under the “Animal Products (Export Approved Premises) Notice 2006.

I acknowledge that non-compliance with “Animal Products (Export Approved Premises) Notice 2006” may result in removal from the register of listed Export Approved Premises.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

**8. NZFSA Service Charge:**

**ON PAYMENT THIS BECOMES A TAX INVOICE**

**APPLICATION FEE: \$205.88** incl. GST for new applications / biennial renewal applications.

**GST No:** 97-200-130

Note: In addition to the application fee, an assessment fee based on an hourly rate of **\$137.25** per hour and **\$34.31** per quarter hour (incl. GST) may be charged.

**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: **NZFSA Approvals, PO Box 2835, Wellington 6140.**

NZFSA does not accept cash. Payment must be made using one of the following methods. (Please tick and fill in the appropriate section.)

**DIRECT CREDIT:**

1. Pay into Bank Account no. 03 0049 0004918 000
2. In the 'Reference' details, put the words: **EXPORTER AP**
3. Enter the date of deposit and the payee name on this form below:

**Date of deposit:**

**Payee name:**

**CHEQUE:**

1. Make the cheque payable to **New Zealand Food Safety Authority.**
2. Attach the cheque to this application.

**CREDIT CARD:**

1. Tick the type of card you wish to use:  AMEX  Diners  Mastercard  VISA
2. Fill in the card details below:

**Card no:**

**Name on card:**

**Expiry date:**

**Signature:**

**9. Final checklist**

Have you:

- read and understood this form and any associated guidance document?
- filled this form in completely and legibly?
- provided the documents listed in section 6?
- read and signed the Applicant Declaration (section 7)?
- indicated how the fee will be paid for this application and, if required, attached a cheque (section 8)?

## Collection of Personal Information on Individuals

In regard to any information being collected on this application for listing as a premises that processes, handles or stores animal products for export with an official assurance in accordance with "Animal Products (Export Approved Premises) Notice 2006" (that is personal information identifying or being capable of identifying an individual person), notification is hereby provided in accordance with Principle 3 of the Privacy Act 1993, to individuals of the following matters:

1. This information is being collected for purposes relating to listing as a premises that processes, handles or stores animal material and animal products in accordance with "Animal Products (Export Approved Premises) Notice 2006" and administration of the Animal Products Act 1999 and regulations and notices made under that Act.
2. The recipient of this information, which is also the agency that will collect and hold the information, is the New Zealand Food Safety Authority, P O Box 2835, Wellington 6140.
3. The collection of information is authorised under section 59a of the Animal Products Act 1999. The provision of this information is necessary in order to process this application. Failure to provide information is likely to result in the return of this application form to the applicant for completion.
4. You are reminded that under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information, which has been provided.

### NZFSA Administration:

Date	Name:
Other relevant details:	Signature: