

Application Form AP6 Registration of Amendment to Risk Management Programme

Registration of significant amendments to a registered risk management programme (RMP) with the Director-General of New Zealand Food Safety Authority is required under section 25 of the Animal Products Act 1999.

This application is also applicable for registration of an amendment(s) to the risk management programme of a dual operator butcher.

Send the completed application form together with the fee, the independent evaluator's report and other documentation to New Zealand Food Safety Authority, Approvals & ACVM Group, at the above address.

This application form has been approved by the Director-General in accordance with section 25 (3) of the Animal Products Act 1999.

If there is any change to the responsibilities or contact details provided in AP4: Registration of Risk Management Programme, you must inform the New Zealand Food Safety Authority (NZFSA) in writing of the change. An application using this form is not required. If there is a change in operator or operator name, the application form AP5 should be filled out.

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

1. Risk Management Programme Identifier: (Business ID / RMP No. and Unique Location Identifier(s) (dairy only))

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2. Operator Name:

Full legal name:

3. Fishing Vessel: Name & No. (if applicable)

Full legal name:
FV Number:

4. Business Address and Contact Details:

no change

If the amendment is a change to the address of the RMP Operator, fill out this section. **An address change will affect country listings. Please ensure you also complete an AP20(3) form (available online) and send to NZFSA.**

Physical (for service):	Phone No:
	Fax No:
Postal (for communication): (Please include Post Code)	E-mail:
	[] tick for consent to being provided electronic information.

5. Registered Company Address and Contact Details:

no change

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

Physical :	Phone No:
	Fax No:
	E-mail:

6. Capabilities: This section is **not** applicable to a dual operator butcher. not a page
 Only complete where the amendment involves a change to the registered RMP capabilities:

Please complete the applicable section in the **AP49: Principle Categories of Processing** table <http://www.nzfsa.govt.nz/animalproducts/publications/forms/ap-49-processing-tables/index.htm> and submit with this application form.

7. Responsible Persons / Organisations: not a page
 Only complete where the amendment also involves a change to the registered RMP responsibilities:

Refer to application guidelines to complete the following table:

Day-to-day Manager of the RMP: (name / position / designation)	Accredited Evaluator (name)	Recognised Verification Agency (name)	FSP Auditor and Company (where applicable)

8. Other Amendments to Be Registered:
 Only complete where the amendment involves a change to other areas of the registered RMP.

Provide a Brief Description of the Amendment

9. Minimum Documentation Requirements attached (✓): Refer to the Risk Management Programme Specification for details.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Evaluator's report and endorsement RMP or RMP outline either as: an electronic file (in a form acceptable to the Director-General) endorsed by the evaluator; or the original evaluator endorsed hard copy -initialled and dated on each page, or the evaluator endorsed RMP outline - initialled and dated on each page.
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10. Changes to RMP:

Have any changes been made to the submitted RMP since the evaluation report was prepared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes attach a description of the changes.		

11. RMP Operator Declaration: To be completed by the RMP Operator or person with legal authority to act on behalf of the RMP Operator

I declare that:

- a) I am authorised to make this application as the Operator of the RMP or person with legal authority to act on behalf of the Operator; and
- b) The information supplied in this application is truthful and accurate to the best of my knowledge; and
- c) Neither I nor any of the 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
- d) The operator is a New Zealand resident within the meaning of section OE1 or section OE2 of the Income Tax Act 2004.

Name: _____ Date: _____

Designation: _____ Signature: _____

12. NZFSA Service Charge:

ON PAYMENT THIS BECOMES A TAX INVOICE

APPLICATION FEE: \$343.13 incl. GST. If this an amendment to a template RMP the fee is **\$205.88** incl. GST **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: **RMP**
- 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: _____

13. 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 8?
- read and signed the Applicant Declaration (section 11)?
- indicated how the fee will be paid for this application and, if required, attached a cheque (section 12)?

Collection of Personal Information on Individuals

In regard to any information being collected on this application for registration of an amendment to a risk management programme under the Animal Products Act 1999 (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 registration of an amendment to a risk management programme 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 25 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 processed:

Receipt No.

Name

Signature

Dairy Product Capabilities:

For a multi-business RMP use a separate page for each Dairy Business Operator (other than farm dairies). Please refer to Product Descriptions and Qualifiers List for clarification: <http://www.nzfsa.govt.nz/dairy/registers-lists/prod-descr.htm>.

PROCESSES	✓
Defined heat treatment	
Separation	
Extraction	
Acidification	
Hydrolysatation	
Concentration	
Evaporation	
Drying	
Salting	
Brining	
Milling	
Mixing /Blending	
Formulation	
Encapsulation	
Packing/labelling	
Storage	
Transport	
Farm Dairy	
Product Development	

Intended Use / Consumer	
Human consumption	
Animal consumption	
Inedible	
Sensitive population	
For further processing	
Export	
Stockfood	

PRODUCTS		✓
Processing of	Dairy produce	
	Anhydrous milk fat	
	Butter	
	Casein	
	Caseinate	
	Colostrum products	
	Complex lipids	
	Cottage cheese	
	Cream cheese	
	Fat Blends	
	Fermented milk products	
	Firm and hard cheese	
	Frozen cream	
	Frozen milk products	
	Hydrolysates	
	Lactose	
	Liquid milk products	
	Milk and cream	
	Milk & cream based formulations	
	Milk powders	
	Milk proteins	
Nutritional powders		
Preserved milks		
Processed cheese		
Raw milk for human consumption		
Soft and semi soft cheese		
Specialty powders		
Whey products		
Transport	Transportation of dairy material	
	Transportation of dairy product	
Storage	Chilled dairy produce	
	Dry dairy products	
	Frozen dairy products	
Farm Dairy	Collection of milk from milking animals	
	Colostrum collection	