



**NZ Food Safety Authority**  
86 Jervois Quay PO Box 2835 Wellington  
Phone: 64 4 894 2545  
Fax: 64 4 894 2675  
apecert\_accounts@nzfsa.govt.nz

## Application Form: E-cert Organisation to be Billed

**Send the completed application form to:**

Business Systems (E-cert)  
Export Standards Group  
New Zealand Food Safety Authority  
P O Box 2835  
Wellington

<b>Company Name</b>	
<b>NZFSA Registration ID</b>	
<b>Organisation to be Billed</b>	
<b>Postal Address (Organisation to be Billed)</b>	

Note – where there are more than two companies or premises under one management or ownership, we recommend that only one is the ‘organisation to be billed’. They will then receive the invoices for the group of companies. If you do want each company or premises to be invoiced separately then please complete a separate form for each “organisation to be billed”.

Nominate a primary company representative who is authorised to receive E-cert invoices by email and who NZFSA can contact for all E-cert invoicing correspondence. Please also provide a backup contact.

	<b>Primary E-cert Invoice Contact</b>	<b>Backup E-cert Invoice Contact</b>
<b>Name</b>		
<b>E-mail Address</b>		
<b>Phone Number</b>		
<b>Fax Number</b>		
<b>Mobile Number</b>		

## Applicant Declaration:

I agree that:

1. The email address of the Primary E-cert Invoice Contact will be managed in a way that ensures all electronic invoices received are actively and appropriately processed
2. NZFSA will be notified if there are any changes to these E-cert Invoice Contacts or their contact details
3. In the event of an invoice dispute, NZFSA will be notified as soon as possible in writing. Such notification may be made by e-mail.

**I confirm that I have read and understand the Terms and Conditions for Use of E-cert.**

I wish to pay by:

	<b>Please tick one</b>	
<b>Direct Debit</b>	<input type="checkbox"/>	Complete the direct debit form and submit <b>original</b> with this form
<b>Direct Credit</b>	<input type="checkbox"/>	Direct Credit details will be emailed to your primary E-cert invoice contact
<b>Cheque</b>	<input type="checkbox"/>	I recognise that there may be a cheque handling fee may be charged.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

(Company Director or other authorised person)

### Collection of Personal Information on Individuals

In regard to any information being collected on this application for access to the E-cert database, pursuant to 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 access to the E-cert application and the administration of the Animal Products Act 1999.
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 (NZFSA), PO Box 2835, Wellington.
3. The collection of information is authorised under section 62 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.
4. Under Principles 6 and 7 of the Privacy Act 1993, an individual has the right of access to, and correction of, any personal information about that person, which has been provided.
5. Pursuant to section 67 of the Privacy Act an individual has the right to complain to an ombudsman or the Privacy Commissioner if he or she feels the NZFSA has acted in such a way as to interfere with his or her privacy.
6. However, you are reminded that under section 161 of the Animal Products Act 1999, personal information provided may be disclosed according to the provisions of the Act.