

Application Form AP14 Beekeeper Listing

Before you start, let's check that you're filling in the right form:

- You are filling in this form because you are a beekeeper who wishes to supply honey for the purpose of export (with or without official assurances).
 - To check if you need to be listed, visit <http://www.mpi.govt.nz/exporting/food/honey-and-bee-products/steps-to-exporting/>
- You must pay a listing fee of \$155.25 (incl. GST). Listing is valid for 12 months. You must submit a renewal fee of \$77.63 (incl. GST) prior to expiry in order to maintain your listing. New Zealand Food Safety will remind you when the renewal is due. If your listing expires without a renewal application being submitted, a new application and the full listing fee of \$155.25 (inc. GST) will be required.

Read these notes before you start filling out the form:

- Listing of beekeepers with the Ministry for Primary Industries (MPI) is required under clause 3.3.2 of Animal Products Notice: General Export Requirements for Bee Products and clause 7.4.3 of Animal Products Notice: Official Assurances Specifications for Animal Material and Animal Products.
- Beekeepers that meet listing criteria will be listed for 12 months, and must notify approvals@mpi.govt.nz if they make any changes to their listing information during that period. Failure to do so may result in being delisted.



- 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 to MPI at the above address. We prefer email files. Processing time is 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.

Frequently used terms

Beekeeper = owner or other person in control of a beekeeping business

GST = Goods and services 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.



Question A: Is this a new or renewal application?

Note that this listing is separate to, and additional to, any registration you may have under the American Foulbrood Pest Management Plan.

- New → Complete Section 2 and all other relevant sections.
 Renewal → Complete Section 1 and all other relevant sections, clearly indicating where details have changed.

Section 1. Previous listing ID

If you have been listed as a beekeeper with MPI before, enter your listing ID here.

Previous listing ID:

Section 2. Applicant Details – Legal Name and Trading Name (if any)

Enter your individual name, registered company name or partnership names, including any trading name (i.e. 'Trading As').

I have attached a copy of the company name registration from the New Zealand Companies office (www.companiesoffice.govt.nz)

Section 3. New Zealand Business Number (NZBN)

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

Section 4. Business Address and Contact Details

Physical/Courier Address		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.		





Question B: Is the beekeeper a registered company with a different registered office address to the physical/business address in Section 4?

- Yes → Complete Section 5.
- No → Go straight to Section 6.

Section 5. Registered Company Address and Contact Details

Only complete this section if the applicant is a registered company and the registered office address is different from the physical/business address in section 4.

Registered office address		Phone	
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Question C: Have you been convicted of an offence involving fraud or dishonesty, or involved in any illegal activity, in connection with beekeeping, hive management, or any business involving bee product?

- Yes → Provide details in Section 6.
- No → Go straight to Section 7.

Section 6. Details of conviction(s) or illegal activity

Describe here your conviction(s) in relation to an offence involving fraud or dishonesty, or your involvement in any illegal activity, in connection with beekeeping, hive management, or any business involving bee product. Attach additional pages if necessary. Please note that provision of false or misleading information in an application or a material omission therein is an offence under the Animal Products Act 1999 and may result in removal of listing.

Section 7. Applicant Statement

I confirm that:

1. I am authorised to make this application as the beekeeper, or a person with legal authority to act on behalf of the beekeeper; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. I am aware that providing false or misleading information in an application or a material omission therein is an offence under the Animal Products Act 1999 and may result in removal of listing.

Name		Job Title	
Signature		Date	

Section 8. MPI Service Charge - Preferred payment method is via Credit Card**ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838**

APPLICATION FEE: \$155.25 (incl. GST) for new application and \$77.63(incl. GST) for renewal

PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. Attach your advice to this application or send it separately to: **MPI Approvals, PO Box 2526, Wellington 6140.**

MPI 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 0001709 002**
2. In the 'Reference' details, put the code: **Beekeeper Number**
3. Enter the date of deposit and your name (payee) on this form below:

Date of Deposit		Your Name (Payee)	
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 CHEQUE:

1. Make the cheque payable to **Ministry for Primary Industries.**
2. Attach the cheque to this application.

 CREDIT CARD:

1. To pay by credit card (Visa or MasterCard) go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.

Section 9. Final Checklist

Have you:

- Read and understood this form?
- Filled this form in completely?
- Answered Question C?
- Read and signed the Applicant Statement (section 7)?
- Indicated how the fee will be paid for this application and, if required, attached a cheque (section 8)?

Collection of Information

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 1993, we advise that:

- This information is being collected for the purpose of listing a beekeeper under the Animal Products Notice: General Export Requirements for Bee Products and the Animal Products Notice: Official Assurances Specifications for Animal Material and Animal Products; 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 clause 3.3.2 of Animal Products Notice: General Export Requirements for Bee Products and clause 7.4.3 of the Animal Products Notice: Official Assurances Specifications for Animal Material and Animal Products. It is mandatory to provide this information in order to process an application for listing; failure to provide the information will result in the application being declined.
- Under Principles 6 and 7 of the Privacy Act 1993, 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 MPI 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, MPI will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.