# Application Form AP31 Notification of a significant change to a halal premises listing (excluding dairy)

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

* You are filling in this form because:
  + your premises is currently listed by MPI as a halal premises under the [Animal Products Notice: General Export Requirements for Halal Animal Material and Halal Animal Products](https://www.mpi.govt.nz/dmsdocument/12867-Animal-Products-Notice-General-Export-Requirements-for-Halal-Animal-Material-and-Halal-Animal-Products) (the Notice); and
  + you are notifying a significant change, or changes, to your premises listing as required by clause 4.5 of the Notice.
* You must submit the following supporting documents as part of your application:

the amended halal programme as approved by your AHO(s); and

written confirmation of the change(s) from your AHO(s), including the amended halal premises registration certificate where applicable; and

application fee (see section 5 of this form). **Note:** surrender of listing is free of charge.

* **DO NOT** use this form if you are applying to list your premises as a halal premises for the first time. Use the **AP30** form instead of this form.
* **DO NOT** use this form if you are notifying significant change to a listed halal **dairy** premises. Use the **DP4** form instead of this form.

Read these notes before you start filling out the form:

* Clause 4.5 of the Notice requires the operator of a listed halal premises to notify any significant change in circumstances to the Director-General.
* Significant changes include change to premises name; change in operator; change in ownership; bankruptcy, receivership, voluntary administration or liquidation; change in physical address; change in halal species or processing types; significant change to halal programme as approved by your AHO(s); suspension, expiry or refusal of renewal of halal programme by the AHO(s), or surrender of listing.
* Throughout this form you will need to tick boxes that look like this: . A checked box indicates a ‘yes’ answer.
* Email the completed application form and the fee to [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz).
* If there are any changes to the details provided in this application after the application has been submitted, you must promptly inform MPI of the changes in writing.

**Frequently used terms**

**AHO =** an Islamic organisation approved and listed by the Director-General under Part 6 of the Notice;

**MPI =** Ministry for Primary Industries

**Notice** = [Animal Products Notice: General Export Requirements for Halal Animal Material and Halal Animal Products](https://www.mpi.govt.nz/dmsdocument/12867-Animal-Products-Notice-General-Export-Requirements-for-Halal-Animal-Material-and-Halal-Animal-Products)

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

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| Premises identification | |
| **Premises name** |  |
| **RMP ID** |  |

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| --- | --- | --- | --- |
| Business address and contact details | | | |
| **Street/Physical** (location of organisation’s head office) | | **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.) | | |

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| Significant chage(s) being notified Enter the details of the changes to the halal premises that you are notifying. |
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| Applicant’s declaration and statement | | | |
| I confirm that:   1. I am authorised to make this application on behalf of the applicant business; 2. the information supplied in this application form is truthful and accurate to the best of my knowledge; and 3. I understand that if there are future, ongoing levies or charges for business activity MPI will send me an invoice for these charges. Any late or non-payment may result in a penalty fee, lodgement with a credit collection agent and/or withdrawal of service. | | | |
| **Name** |  | **Job Title** |  |
| **Signature** |  | **Date** |  |

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| --- | --- | --- | --- |
| MPI Service Charge | | | |
| ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838  **APPLICATION FEE: $155.25** incl GST.  **PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Attach your advice to this application or send it separately to: [**approvals@mpi.govt.nz**](mailto:approvals@mpi.govt.nz).  **MPI does not accept cash**. Payment must be made using credit/debit card or direct credit. (Please tick and fill in the appropriate section). | | | |
| **CREDIT/DEBIT CARD (preferred option):**  To pay by credit card (Visa or MasterCard) go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.  I have attached my credit card payment receipt | | | |
| **DIRECT CREDIT:**   1. Pay into Bank Account no. **03 0049 0001709 002** 2. In the ‘Reference’ details, put the code: **APHALAL** and also include either **the Company name/ ID/ NZBN.** 3. Enter the date of deposit and your name (payer) on this form below: | | | |
| **Date of Deposit** |  | **Your Name (Payer)** |  |

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| Final Checklist |
| Have you:  Read and understood this form?  Filled this form in completely?  Read and signed the applicant’s declaration and statement (section 4)?  Indicated how the fee will be paid for this application (section 5)? |

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| 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 listing as a halal premises under the [Animal Products Notice: General Export Requirements for Halal Animal Material and Halal Animal Products](https://www.mpi.govt.nz/dmsdocument/12867-Animal-Products-Notice-General-Export-Requirements-for-Halal-Animal-Material-and-Halal-Animal-Products); and * MPI is the recipient of this information and is the agency that will hold the information; and * Clause 4.5 of the Notice authorises the collection of information in this form; and * the supply of this information is voluntary; however, failure to provide the 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. |