



Application Form: EC01 Individual Access to Animal Products E-cert

- This form is for requesting new or amended access to Animal Products E-cert for individuals (or advising MPI of changes to user contact details).
- You cannot apply for E-cert access until your organisation has submitted an [E-cert organisation to be billed application form](#)
- Send the completed application form by email or post to the E-cert Administrator: ecert.admin@mpi.govt.nz
PO Box 2526, Wellington 6140
- If there are any changes to the details provided in this application subsequent to submitting, please inform MPI

1. Applicant Details

Full legal name of Applicant					
Full legal name & location of organisation Company name, (including trading name)					
NZBN (New Zealand Business Number)					
Add to existing E-cert account?	Yes	Existing profile or Account name			
Have you had a past account in E-cert?	Yes	<i>You may already have an account in the system. If you selected yes, we may update or reopen your account, if left blank, we may create a new account.</i>			
Phone number					
Mobile number					
Email					
Industry Sector (select all sectors you will deal with)	Dairy	Meat & Meat Products	Seafood	Honey	Other

2. Organisation to be Billed

The organisation that will be billed for your use of E-cert, refer [E-cert billing and invoicing](#)

Organisation Name	
Organisation 6 digit number	

3a. E-cert Document Permissions

Select "Yes" or leave blank as appropriate

Export Certificates	Submitting Yes	Read only Yes
Eligibility Documents or Eligibility Declarations (refer 6)	Submitting Yes	Read only Yes
Supporting Documents	Submitting Yes	No
Resubmission Report for Managers	Yes	

3b. E-cert Registration Permissions

- List the Exporter ID(s) and/or RMP premises ID(s) that you are responsible for and need access to:
- For a list of registered Exporters:
<http://www.foodsafety.govt.nz/registers-lists/exporters/index.htm>
- For information and a list of registered Risk Management Programme Premises:
<http://www.foodsafety.govt.nz/registers-lists/risk-management-programmes/index.htm>

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Email notifications	Incoming		Outgoing	
	Yes	No	Yes	No

E-cert users can chose to receive email notifications for the submissions raised for the registration permissions of their profile. Select "Yes" if you want an email notification when a submission changes status in E-cert (ALL submissions for your registrations).

4. Applicant Declaration

I declare I have read, understood and accept the following:

[Terms and Conditions of Use](#)

[E-cert billing and invoicing information](#)

I am authorised to make this application and the information supplied is truthful and accurate to the best of my knowledge.

Applicant Name			
Signature		Date	

5. Business Authorisation

I declare that I am authorised to make this declaration on behalf of the RMP premises / exporter(s) listed in Section 3 and that the applicant is authorised to access E-cert for the premises / exporter(s) listed.

Organisation			
Name			
Designation			
Signature		Date	
Daytime Phone No			

This must be completed by a person who has the authority to make a declaration on behalf of the premises / exporter(s) listed above, eg Manager, Director.

Warning: Only complete this section if you are entitled to submit Eligibility Declarations

6. Eligibility Declarations

Eligibility declarations can only be submitted by **Authorised Users**:

- **Dairy Users:** To be eligible to submit dairy Eligibility Declarations you must be an **Authorised User** as outlined in the [Animal Products: Official Assurances Specifications - Dairy Material and Dairy Products](#).
- **Seafood Users:** To be eligible to submit seafood Eligibility Declarations you must be an **Authorised User** as outlined in [Animal Products Official Assurances Specifications](#).
- **Bee Product Users:** To be eligible to submit bee product Eligibility Declarations you must be an **Authorised User** as outlined in the European Union OMAR and [Animal Products Official Assurances Specifications](#).

Note: Some E-cert users raise Eligibility Documents for a range of products. If you are authorised to submit Eligibility Declarations as well as Eligibility Documents for Verifier approval, you will have a separate E-cert User Profile for each (or you will have Eligibility Declaration available to select, but not set as your default).

Eligibility Declaration access must be approved by a person who has the authority to make a declaration on behalf of the premises listed, and then by your local MPI Verification Services representative or Recognised Agency Manager.

Eligibility Declarations - Business Approval

I declare that I am authorised to make this declaration on behalf of the premises listed below. I request an Eligibility Declaration profile for those premises.

Products requested Select relevant product(s)	Dairy	Seafood	Bee Products
Preferred submission method	Always submit EDec		Option to tick for EDec
Name of person			
Premises requested List premises ID(s)			
Designation			
Signature		Date	
Daytime Phone No			

For MPI Verification Services or Recognised Verifying Agency Technical Manager Approval Only

I approve Eligibility Declaration profile for the person above, and confirm that they meet the competence requirements of an authorised user.

Name			
Designation VS Certification Stamp or RA designation			
Signature		Date	

Privacy Policy

Background

1. We may collect information about users. This information can be personally identifiable information or aggregated data. We want to ensure that you understand the terms and conditions relating to the way in which we collect information and the use of that information. This Privacy Policy tells you about what information we collect, what we do with it, and your rights to view, correct or change it.

The Information we collect

2. We will collect your personal information directly from you, not from any other source (unless you consent to us doing so).
3. Billing information is generated and stored by the E-cert system and may include personal information.

Purpose of Collection

4. Your personal information is collected to enable the operation of the E-cert system, which is the electronic application supporting the export of animals, animal material and animal products, via Government- to- Government official assurances of compliance with New Zealand's export requirement, and overseas market access requirements.

Use of your personal information

5. Your personal information will only be used by us as follows:
 - allowing you to become a registered user of this application (which is designed, primarily for Government to Government assurances for export of animal products from New Zealand);
 - allowing us to operate and make improvements to the E-cert application
 - allowing us to invoice you for the provision of E-cert services;
 - Statistical use (non-identifiable information only);
 - any other use, not inconsistent with the above purposes, and supporting the Import and Export supply chain, that is determined by us from time to time
 - reports back to your billing company

Security and disclosure

6. Transactions in E-cert are recorded each time you use E-cert. Your personal information (and information relating to your transactions in E-cert) is held within a secure environment.
7. Your personal information in E-cert may potentially be viewed by the following types of approved E-cert user other than yourself (for purposes connected with the legitimate role of those other users in the export chain):
 - recognised agencies
 - your company coordinator or billing company
 - the MPI Super User (E-cert administrator)
 - E-cert system support technicians,but may not be disclosed to any other persons without your consent, or unless reasonably required for operation of the E-cert system.
8. E-cert interacts with a number of other MPI and external systems, to or from which personal information is transmitted or received from time to time to allow the operation of E-cert.

We Can Change This Privacy Policy

9. We reserve the right to change this privacy policy at any time. By using an application, you agree to be bound by the latest version

Your Right to Access Your Information

10. You have the right under Information Privacy Principles 6 and 7 to:
 - confirm whether we hold particular personal information about you;
 - access and correct the information you have supplied to us in accordance with the provisions of the Privacy Act 1993, or to request us to do so.
11. We are happy to discuss any concerns that you may have about providing the information that we require. For further information regarding the information that we hold about you, you may contact the relevant application administrator.