# Application Form DPF3Listing as a halal premises (dairy premises only)

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

* You are filling in this form because you want to do either of the following under the as a halal premises under the [Animal Products Notice: General Export Requirements for Halal Dairy Material and Halal Dairy Products](https://www.mpi.govt.nz/dmsdocument/28437-Animal-Products-Notice-General-Export-Requirements-for-Halal-Dairy-Material-and-Halal-Dairy-Products) (the Notice) (tick as applicable):

[ ]  list your premises as a dairy halal premises; or

[ ]  renew the current listing of your dairy halal premises.

* You must submit the following supporting documents as part of your application:

[ ]  copy of the premises’ approved halal programme; and

[ ]  copy of approval letter issued to you by the AHO(s) who approved the halal programme; and

[ ]  copy of the halal premises registration certificate issued to you by your AHO(s); and

[ ]  application fee (see section 5 of this form).

* **DO NOT** use this form if you are notifying a significant change to your current halal dairy premises listing. Use the **DPF4** form instead of this form.
* **DO NOT** use this form for listing of a **non dairy** halal premises. Use the **AP30** form instead of this form.

Read these notes before you start filling out the form:

* Clause 4.1 of the Notice requires the listing of the following premises types by the Director-General before any halal processing can be carried out in these premises:
	+ the final manufacturer of halal dairy material or halal dairy products; and
	+ any premises that supplies the final manufacturer with dairy material if that supplying premises incorporates non-dairy animal material or product, ingredients, processing aids or food additives into the dairy material unless listed in Annex 3.
* Clause 3.8(10) of the Notice requires the registration of halal programme and premises to be renewed every three years.
* 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 mpi.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 Dairy Material and Halal Dairy Products](https://www.mpi.govt.nz/dmsdocument/28437-Animal-Products-Notice-General-Export-Requirements-for-Halal-Dairy-Material-and-Halal-Dairy-Products)

# Application Form DPF3Listing as a halal premises (dairy premises only)

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

|  |
| --- |
| Premises identification |
| **Premises name** |       |
| **RMP ID** |       | **Unique location identifier (ULI)** |       |

|  |
| --- |
| Business address and contact details  |
| **ULI Physical address** | **RMP Physical address** |
|       |       |
| **Phone** |       | **Mobile** |       |
| **Email** |      (By entering an email address you consent to being sent information and notifications electronically, if required.) |

|  |
| --- |
| Halal processing information |
| Name of AHO(s) providing halal certification and verification services to this premises |
|       |
| Halal premises category (tick as appropriate) |
| [ ]  Manufacturer of final halal dairy product | [ ]  Supplier of halal dairy material for use by a final manufacturer. |

|  |
| --- |
| 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** |  |

|  |
| --- |
| 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**.**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: **DPHALAL** 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)** |  |

|  |
| --- |
| 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)? |

|  |
| --- |
| 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 Dairy Material and Halal Dairy Products](https://www.mpi.govt.nz/dmsdocument/28437-Animal-Products-Notice-General-Export-Requirements-for-Halal-Dairy-Material-and-Halal-Dairy-Products); and
* MPI is the recipient of this information and is the agency that will hold the information; and
* Clauses 3.8(10) and 4.2 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. |