

## Application Form AP5

### Registration of Risk Management Programme under New Operator

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

- You are filling in this form because you require a change in operator or operator name to a registered risk management programme under the Animal Products Act (1999).
- If your business is a registered limited liability company, you need a copy of the company registration certificate and your New Zealand Business Number (NZBN). See [www.companies.govt.nz](http://www.companies.govt.nz)
- The application fee according to the payment section of this form.  
Note: all fees on this form are inclusive of GST.

#### Read these notes before you start filling out the form:

- Risk management programme (RMP) registration cannot be transferred from one operator to another, so a new registration is required when there is a change in operator, or operator name, of an RMP registered with the Ministry for Primary Industries (MPI) under section 20 of the Animal Products Act 1999.
- This form is for use where the change in operator is the only change to the RMP. This form cannot be used in circumstances of death, bankruptcy, receivership, or liquidation of an operator. In such circumstances a new registration of the risk management programme must be made using application form [AP55: Registration of Risk Management Programme – Special Circumstances](#).
- If, subsequent to the change in operator, there is a change to the risk management programme that requires registration of the amendment under section 25 of the Animal Products Act 1999, it is the responsibility of the operator to make application on form [AP6: Registration of Amendment to Risk Management Programme](#).



- 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 and any other documentation required (see below) to MPI at the above address. We prefer email files. Processing time is up to 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

**Evaluator** = A recognised person that checks an RMP covers the operations and, as written, will deliver product that is fit for intended purpose. An evaluator is only necessary for RMP's that are not fully based on an approved COP, template or model.

**GST** = Goods and services tax

**MPI** = Ministry for Primary Industries

**Verifier** = an MPI recognised individual who checks a business is complying with the requirements of the Animal Products Act to ensure it delivers product that is fit for intended purpose. Verification must be undertaken on a regular basis.

**Required Parts** = Previously known as an "outline". When you apply to register your RMP, you can choose to submit your entire RMP, or to submit only certain parts. The parts you must submit are stated in the Animal Products Regulations 2021.

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

| 1. Previous Operator Details |  |
|------------------------------|--|
| Full legal name              |  |
| Previous RMP ID              |  |

| 2. New Operator Details   |  |
|---|--|
| <b>Business Identification</b><br>Note: if you request a new ID, country listings at the premises will be affected. |  |
| Business ID   |  |
| Unique location identifier (dairy only)   |  |

| 3. New Full Legal Name of Operator  |  |
|---|--|
| Registered company name or partnership names (including the trading name) or individual name.   |  |
|   |  |
| <b>New Zealand Business Number (NZBN)</b><br><br>For more information about NZBNs, see <a href="http://www.nzbn.govt.nz">www.nzbn.govt.nz</a> |  |
| <b>Active billing details</b><br>Provide the current accounts payables email address to which the invoices should be emailed                  |  |



### Question A: Are you operating a fishing vessel as part of your RMP?

- ☐ Yes → Complete Section 4  
☐ No → Go straight to Section 5

| 4. Fishing Vessel Name and Number                                 |  |
|---|--|
| Note: if you request a new ID, country listings will be affected. |  |
| Name  |  |
| FV Number   |  |

| 5. Business Address and Contact Details       |  |   |  |
|---|--|---|--|
| Street/Physical (location of actual premises) |  | 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 operator a registered company with a different registered office address to the physical/business address in Section 3?**

- ☐ Yes → Complete Section 6  
☐ No → Go straight to Section 7

| 6. Registered Company Address and Contact Details  |  |       |  |
|--|--|-------|--|
| Only complete 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 |  |

| 7. Responsible Persons/Organisations                             |  |
|--|--|
| Refer to application guidelines to complete the following table. |  |
| Day-to-day Manager (name & job title)                            |  |
| Recognised Verification Agency (name)                            |  |

| 8. Minimum Documentation Requirements   |
|---|
| Send in all the required documents. Your application will not be processed until all documents are received.  |
| <input type="checkbox"/> RMP or RMP Required Parts document either as:<br><input type="checkbox"/> An MPI approved RMP template OR<br><input type="checkbox"/> A customised RMP, and<br><input type="checkbox"/> Independent endorsed evaluator's report completed within 6 months of the date of application.<br><b>NOTE: If the independent evaluation report was completed more than 6 months before date of this application:</b><br><input type="checkbox"/> I, the RMP operator, request that a waiver of evaluation be granted under section 20(3) of the Animal Products Act. |

## 9. Applicant Statement

I confirm that:

1. I am authorised to make this application as the Operator of the RMP, or a person with legal authority to act on behalf of the Operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. Neither I nor any of the directors, partners or managers of the business concerned have been convicted, whether in New Zealand or overseas, of any offence relating to fraud or dishonesty, or relating to management control or business activities in respect of businesses of a kind (whether in New Zealand or elsewhere) that are regulated under the Animal Products Act 1999; and
4. The Operator is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and
5. 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      |  |

## 10. MPI Service Charge

**ON PAYMENT THIS BECOMES A TAX INVOICE**

**GST No: 64-558-838**

| Type   | Threshold   | Fee (incl.GST)  |
|--|-------------|-----------------|
| <input type="checkbox"/> Custom RMP registration   | 240 minutes | <b>\$465.75</b> |
| <input type="checkbox"/> Template RMP registration | 180 minutes | <b>\$310.50</b> |

**Note:** The threshold fee listed covers the time a standard application is expected to take. An additional assessment charge of \$155.25 incl GST per hour will be applied when applications take longer than allowed for in the regulations.

**PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation 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**. Tick and fill in the appropriate section.

### **CREDIT/DEBIT CARD (preferred option):**

☐

1. 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: **RMP** and also include either **Company name/ ID / NZBN**
3. Enter the date of deposit and your name (payer) on this form below:

|                 |  |                   |  |
|-----------------|--|-------------------|--|
| Date of Deposit |  | Your Name (Payer) |  |
|-----------------|--|-------------------|--|

## 11. Final Checklist

Have you:

- ☐ read and understood this form?
- ☐ filled this form in completely?
- ☐ provided required documentation (section 8)?
- ☐ read and signed the Applicant Statement (section 9)?
- ☐ indicated how the fee will be paid for this application?

## 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 registering a risk management programme under the Animal Products Act 1999; 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 section 20 of the Animal Products Act 1999. The provision of this information is necessary in order to process an application for registration; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result in a refusal to register in accordance with section 23 of the Animal Products Act 1999; 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.