

Application Form AP6 Registration of Amendment to Risk Management Programme

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

- You are filling in this form because you have made a significant amendment to your Risk Management Programme (RMP). To confirm the amendment is a significant amendment refer to [Risk Management Programme Manual, Appendix G](#).
- Significant amendments to a custom RMP require evaluation by a recognised evaluator and registration with MPI. Attach the evaluation report to this application.
- Attach your RMP or RMP Required Parts (previously known as "RMP Outline", with the changes clearly identified.
- 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.
- 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:

- Registration of significant amendments to a RMP with the Director-General of MPI is required under section 25 of the Animal Products Act 1999. This application is also applicable for registration of an amendment(s) to the RMP of a dual operator butcher.
- Questions are 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

Business ID = a unique business identifier made up of 3-10 characters with at least one character as a number and no leading zeros.

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.

FV = Fishing vessel

GST = Goods and services tax

MPI = Ministry for Primary Industries

RMP = Risk Management Programme

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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1. Business Identification	
Your unique business identification which is 3-10 characters in length.	
Business ID:	
Unique Location Identifier (Dairy RMP's only)	

Question A: Are you applying to change the legal name of the operator?

- ☐ Yes → Do not complete this form. Complete an [AP5: Registration of RMP under New Operator](#)
☐ No → Any other changes go to Question B

Question B: Are you applying to change your verification agency?

- ☐ Yes → Do not complete this form. Complete an [AP 60: Change of Recognised Agency for Verification Purposes](#)
☐ No → Any other changes go to Section 2

2. Applicant Details	
Registered company name or partnership names (including the trading name) or individual name.	
<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)	
New Zealand Business Number (NZBN) For more information about NZBNs, see www.nzbn.govt.nz	
Active billing details Provide the current accounts payables email address to which the invoices should be emailed	

Question C: Does your Risk Management Programme cover operations on a fishing vessel?

- ☐ Yes → Complete Section 3
☐ No → Go straight to Section 4

3. Fishing Vessel Name and Number	
Full legal name	
FV Number	

Question D: Has the business/physical address or contact details changed?

- ☐ Yes → Complete Section 4
☐ No → Go straight to Question E

4. Business Address and Contact Details An address change will affect country listings. Please ensure you also complete the appropriate country listing form (available online) and send to MPI.			
Street/Physical (actual premises, for service/delivery of items)		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 E: Are you updating the registered company address?

Note: Only complete if the applicant is a registered company with company address different to the business address completed in Section 4.

- ☐ Yes → Complete Section 5
☐ No → Go straight to Question F

5. 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.		
	Phone	

Question F: Will the amendment result in a change in capabilities for the RMP?

- ☐ Yes → Complete Section 6 and attach an [AP49: Principal Categories of Processing](#) with this application.
☐ No → Go straight to Question G

6. Capabilities Provide a brief description of the changes to your capabilities.

Question G: Will the amendment result in a change in responsible person of the Risk Management Programme?

- ☐ Yes → Complete Section 7
- ☐ No → Go straight to Section 8

7. RMP responsible person	
Day-to-day Manager (name & job title)	

8. Amendments to be registered
If your change is not on the list, provide a brief description of the amendment.

<p>9. Minimum Documentation Requirements</p> <p>Send in all the required documents. Your application will not be processed until all documents are received. Documentation may be submitted as electronic files.</p>
<p><input type="checkbox"/> An MPI-approved RMP template OR</p> <p><input type="checkbox"/> An evaluator endorsed customised RMP or RMP Required Parts document, and</p> <p><input type="checkbox"/> Independent evaluation report completed within 6 months of date of this application.</p>

Question H: Have you made any changes to the RMP since the evaluation report was prepared?

- ☐ Yes → Complete Section 10
☐ No → Go straight to Section 11

10. Changes to RMP
Attach description of changes.

11. 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 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 applicant 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	

12. MPI Service Charge - Preferred payment method is via Credit Card

ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838

Type	Threshold	Fee (incl. GST)
<input type="checkbox"/> Significant Amendment to Custom RMP	210 minutes	\$388.13
<input type="checkbox"/> Significant Amendment to Template RMP	150 minutes	\$232.88

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. Please 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.**
(Please 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)	
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13. Final Checklist

Have you:

- ☐ Read and understood this form?
- ☐ Filled this form in completely?
- ☐ Read and signed the Applicant Statement (section 11)?
- ☐ 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 25 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.