

## Application Form AP61 Further (Petfood) Processors Listing

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

- You are filling out this form because you are a retailer who receives animal product, processes it by size reduction and/or packing, and then sells the product retail as petfood.
- 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:

- The Director-General of MPI is required to keep a list of further (petfood) processors in accordance with the [Animal Products Notice: Specifications for Products Intended for Animal Consumption](#). The further petfood processing operation covers the processing of petfood that is **raw meat or other animal material or animal product that results from the death of the source animal** (e.g. red meat, offal, poultry or fish).



- 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 submitted, you must promptly inform MPI of the changes in writing.

#### Frequently used terms:

**GST** = Goods and services tax

**MPI** = Ministry for Primary Industries

**Petfood** = means animal product intended for consumption by pets

## Application Form AP61 Further (Petfood) Processors Listing

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**Question A: Is this a new or renewal application for Further (Petfood) Processors listing?**

- New → Go straight to Section 2  
 Renewal → Complete Section 1

### 1. Business Identification (renewals only)

Your unique business identification which is 3-10 characters in length.

**Business ID:**

### 2. Applicant Details

Registered company name or partnership names (including the trading name) or individual name.

- I have attached a copy of the company name registration from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))

#### New Zealand Business Number (NZBN)

For more information about NZBNs, see [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

### 3. 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 4  
 No → Go straight to Section 5

#### 4. Registered Company Address and Contact Details

Only complete this section if the applicant is a registered company and the registered office address is different from the physical/business address in section 3.

	<b>Phone</b>	
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#### 5. Details of Further (Petfood) Processor

**General Categories:** Tick appropriate box(es)

<input type="checkbox"/>	Size reduction (eg dicing, mincing, milling and grinding)	<input type="checkbox"/>	Processes other than size reduction
<input type="checkbox"/>	Packing		
<input type="checkbox"/>	Retail sale	<input type="checkbox"/>	Wholesale sale

#### Rules

Principal category	Comment
<b>BMS</b>	means bivalve molluscan shellfish.
<b>Fish</b>	includes all seafood other than bivalve molluscan shellfish.
<b>Ostrich and Emu</b>	For secondary processing ostrich and emu are considered "Red Meat".
<b>Poultry</b>	includes chickens, ducks, geese, turkey, pheasant, quail and guinea fowl. Does not include layer hens.
<b>Red meat</b>	includes except where provided for: meat, offal, blood, bone from the following species: Alpacas/llamas, bobby calves, cattle (including wild, game estate, farmed gone feral), wild chamois, deer (including wild, game estate, farmed gone feral), goats (including wild, game estate, farmed gone feral), wild hares, horses (including mules, donkeys, hinnies and wild horses), pigs (including wild, game estate, farmed gone feral), rabbits (including wild), sheep (including wild, game estate, farmed gone feral), wild thar, wild wallabies, water buffaloes, bison and cattle hybrids, ostrich and emu.

#### Process Category Guidance

Principal category	Includes (but not necessarily limited to unless stated)
<b>Process operations/steps for specific products</b>	
<b>Process operations applicable to various products</b>	
<b>Acidification</b>	Limited to the addition of acids e.g. marinating (where pH is sufficient to preserve the product otherwise marinating (flavouring) should be covered by formulation).
<b>Aseptic processing</b>	Commercial sterilisation of shelf stable product involving aseptic processing.
<b>Drying/reduction of a<sub>w</sub></b>	All processes intended to reduce water activity (a <sub>w</sub> ) including: <ul style="list-style-type: none"> <li>- mechanical processes, e.g. concentration, evaporation, intermediate moisture products, using all means e.g. freeze drying, oven drying, vacuum drying, spray drying etc. Examples of products are animal biscuits, dried powders and preserved milks (evaporated milk) and;</li> <li>- use of additives e.g. humectants.</li> </ul>
<b>Formulation</b>	Addition of any other ingredients (i.e. most further processors will have this activity), includes coating, assembling, and non-animal ingredient addition – a process that does not have a preservation effect. Where other animal products are added as ingredients only (i.e. are not subject to any other processes prior to mixing or blending). This can also be covered by formulation (e.g. the addition of purchased deer velvet or colostrum for addition to animal products)
<b>In container retorting</b>	Commercial sterilisation of shelf stable product for human or animal consumption <b>includes cans</b> , pouches etc.
<b>Refrigeration</b>	Any operation involving active chilling and/or freezing product with the equipment necessary to be able to undertake this operation (chillers, refrigerators, freezers) Note: chilling and freezing are not identified separately.
<b>Size reduction</b>	Dicing, mincing, milling and grinding.
<b>Smoking</b>	Limited to hot and cold smoking product in a smoke house. Note: addition of smoke flavours is covered by formulation.
<b>Heat Treatment</b>	Cooking and pasteurisation intended to reduce microbiological levels (specified kill) and subsequent cooling. Does not include: <ul style="list-style-type: none"> <li>- in container retorting and aseptic processing; and</li> <li>- low heat treatment or heat treatment for technological effect e.g. flash frying.</li> </ul>

## 6. Applicant Statement

I confirm that:

1. I am authorised to make this application as the Further (Petfood) Processor or a person with legal authority to act on behalf of the Further (Petfood) Processor; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge.

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## 7. MPI Service Charge

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

**FEE: \$155.25** incl. GST. Renewal fee is **\$77.63** 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: **MPI Approvals, PO Box 2526, Wellington 6140.**

**MPI does not accept cash.** Payment must be made using one of the following methods. Please tick and fill in the appropriate section.

- DIRECT CREDIT:**
1. Pay into Bank Account no. **03 0049 0001709 002**
  2. In the 'Reference' details, put the code: **FPP**
  3. Enter the date of deposit and your name (payee) on this form below:

<b>Date of Deposit</b>		<b>Your Name (Payee)</b>	
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- CHEQUE:**
1. Make the cheque payable to **Ministry for Primary Industries.**
  2. Attach the cheque to this application.

- CREDIT CARD:**
1. To pay by credit card (Visa or MasterCard) go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.

## 8. Final Checklist

Have you:

- Read and understood this form?
- Filled this form in completely?
- Read and signed the Applicant Statement (section 6)?
- Indicated how the fee will be paid for this application and, if required, attached a cheque (section 7)?

## Collection of Information

### Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 1993, we advise that:

- This information is being collected for the purpose of listing as a Further (Petfood) Processor under the Animal Products Notice: Specifications for Products Intended for Animal Consumption; 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 Part 9 of the Animal Products Notice: Specifications for Products Intended for Animal Consumption. 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 Part 9 of the Animal Products Notice: Specifications for Products Intended for Animal Consumption; and
- Under Principles 6 and 7 of the Privacy Act 1993, 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.