


## Application Form AP33 Listing as a Hunter

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

- You are filling in this form because you are applying for listing as a hunter who supplies animal material for human consumption under the Animal Products Regulations 2021.
- You are required to attach evidence to this form that you have passed a test administered by a recognised agency confirming your understanding of the requirements for listed hunters.
- Ensure payment of 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:

- Listing as a hunter is required for the commercial supply of killed hunted animals or live possums for human consumption. To become a listed hunter you need to attach evidence to this form that you have passed a test, within **3 months** prior to this application, administered by a recognised agency confirming your understanding of the requirements for listed hunters.
- To remain listed, you need to re-sit the test every three years, and apply to MPI for renewal of your listing. It is your responsibility to renew your listing every three years.
-  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

**Listed Hunter** = A hunter who supplies killed hunted animals or live possums for human consumption and is listed as required by Regulation 116 of the Animal Products Regulations 2021.

**GST** = Goods and services tax

**MPI** = Ministry for Primary Industries

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**Question A: Is this a new or renewal application for listing as a hunter?**

- ☐ 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

Must be an individual person's name, cannot be a company name or partnership.

#### Active billing details

Provide the current accounts payables email address to which the invoices should be emailed

### 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.

### 4. Supporting Documentation

Provide evidence of having passed the applicable test.

☐ Evidence attached of test completion

5. Applicant Statement			
<p>I confirm that:</p> <ol style="list-style-type: none"> <li>1. I am authorised to make this application as the Applicant, or a person with legal authority to act on behalf of the Applicant; and</li> <li>2. The information supplied in this application is truthful and accurate to the best of my knowledge; and</li> <li>3. There is no other information I am aware of that affects my ability to perform the operation for which I have applied to be listed; and</li> <li>4. 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.</li> </ol>			
Name		Job Title	
Signature		Date	

6. MPI Service Charge			
<p align="center"><b>ON PAYMENT THIS BECOMES A TAX INVOICE</b>    GST No: 64-558-838</p> <p><b>FEE: \$155.25</b> incl. GST for new or renewal applications.</p> <p><b>PAYMENT OPTIONS:</b> Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation to this application or send it separately to: <b>approvals@mpi.govt.nz</b></p> <p><b>MPI does not accept cash.</b> Payment must be made using credit/debit card or direct credit. Please tick and fill in the appropriate section.</p>			
<p><input type="checkbox"/> <b>CREDIT/DEBIT CARD (preferred option):</b></p> <ol style="list-style-type: none"> <li>1. To pay by credit card (Visa or MasterCard) go to <a href="https://www.mpi.govt.nz/food-safety/payments">https://www.mpi.govt.nz/food-safety/payments</a> and follow the instructions.</li> </ol> <p><input type="checkbox"/> I have attached my credit card payment receipt</p>			
<p><input type="checkbox"/> <b>DIRECT CREDIT:</b></p> <ol style="list-style-type: none"> <li>1. Pay into Bank Account no. <b>03 0049 0001709 002</b></li> <li>2. In the 'Reference' details, put the code: <b>HUNTER</b> and also include either <b>Company name/ ID / NZBN</b></li> <li>3. Enter the date of deposit and your name (payer) on this form below:</li> </ol>			
Date of Deposit		Your Name (Payer)	

7. Final Checklist
<p>Have you:</p> <p><input type="checkbox"/> Filled this form in completely?</p> <p><input type="checkbox"/> Provided required documentation (section 4)?</p> <p><input type="checkbox"/> Read and signed the Applicant Statement (section 5)?</p> <p><input type="checkbox"/> Indicated how the fee will be paid for this application?</p>

## 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 a hunter under the Animal Products Regulations 2021 and any subsequent amendments; 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 Regulation 116 of the Animal Products Regulations 2021 and any subsequent amendments. The provision of this information is necessary in order to process an application for listing; 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 list; 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.