

# INSTRUCTION SHEET

for completion of statistical documents for exports of  
Swordfish, Bigeye Tuna, Northern Pacific Bluefin Tuna  
and Northern Atlantic Bluefin Tuna

Ministry for Primary Industries  
Manatū Ahu Matua



The Ministry for Primary Industries Trade Validator should ensure the exporter has completed sections 1–7 before signing section 8. All information must be true and correct to the best of their knowledge. Separate forms are to be completed for each species, for fresh and frozen product, and for fish caught from different Areas of Catch. Additional forms may be used where extra space is required to complete section 5. All forms relating to a consignment must accompany that consignment.

**IMPORTANT: Circle only one of the four species boxes on the top right of the form.  
A separate form is required for each different species.**

- FLAG COUNTRY**– these forms are for catches from New Zealand flagged vessels. Vessels flagged to other countries will require a form from that flag country.
- CAPTURE VESSEL(S)** – fill in the name(s), registration number(s) and length of the vessel(s) that harvested the product. Note several vessels can be included here if the catch is of one specie and are to be exported in the one consignment.
- POINT OF EXPORT** – identify the City and Country from which the product will be exported.
- DESTINATION OF PRODUCT** – identify the City and Country the product will be exported to.
- AREA OF CATCH** – circle the area/ocean where the fish was caught. A separate form should be used for each area of catch.
- DESCRIPTION OF FISH** – Complete each part as described below:  
**Product** – identify the fish as fresh (F) or frozen (FR). A separate form should be used for fresh and frozen product.  
**Type** – identify the type of product being shipped as either ROUND (RD), GILLED AND GUTTED (GG), DRESSED (DR), FILLET (FL) or OTHER (OT). For OTHER, describe the type of products in the shipment. One row should describe one product type.  
**Gear Code** – identify the gear type that was used to harvest the fish using the list to the right. For OTHER TYPE, describe the type of gear. One row should describe one gear type.  
**Net Weight** – identify the processed weight for each product in kilograms.  
**Number of Fish** – if product is RD, GG or DR identify the number of fish.  
**Total** – identify the total net weight of fish and number of fish included in the document.
- EXPORTER CERTIFICATION** – The person or company exporting the fish shipment must provide his/her name, address, signature, date the shipment was exported, and export licence number (if applicable).
- GOVERNMENT VALIDATION** – Fill in the name and full title of the validator signing the document. Only an authorised Ministry for Primary Industries validator may sign the document. The validator must also seal/stamp the document with his/her individual seal/stamp.

## IMPORT SECTION:

- IMPORTER CERTIFICATION** – If you have imported the fish you must provide your name, address, signature, date the fish was imported, licence number (if applicable) and final point of import. This includes imports into intermediate countries, entities or fishing entities. For fresh and chilled products, the signature of the importer may be substituted by a person of a customs clearance company when the authority for signature is properly accredited to it by the importer.

Gear Code	Gear Type	Gear Code	Gear Type
BB	Baitboat	RR	Rod and reel
GILL	Gillnet	SPHL	Sport handline
HAND	Handline	SPOR	Sport fisheries, unclassified
HARP	Harpoon	SURF	Surface fisheries, unclassified
LL	Longline	TL	Tended line
MWT	Mid water trawl	TRAP	Trap
PS	Purse seine	TROL	Troll
UNCL	Unspecified methods	OT	Other type: Describe the type of gear

A copy of each form should be retained for your records and a copy sent to:

International Policy  
Ministry for Primary Industries  
P O Box 1020  
Wellington

by the 15th day of the month following the export.