

Notification Form AP50

Minor Update to Risk Management Programme Details

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

- You are filling out this form because you are making a minor amendment to your Risk Management Programme (RMP) that does not require registration. For more information on the difference between significant and minor amendments to an RMP, see [Risk Management Programme Manual, Appendix G](#).
- If you only want a replacement certificate (if it's been lost or destroyed), you don't need to submit this form. Simply email approvals@mpi.govt.nz to request a copy of your certificate.
- If you are surrendering your RMP registration you must attach your original registration document issued by MPI and a copy of notification sent to your nominated Recognised Agency notifying them of the surrender.
- You can also fill out this form to notify MPI of a voluntary suspension under section 27(4A) of the Animal Products Act 1999 (APA). Note that, while your operations are suspended, registration is still active and annual levies will continue to be charged.
- If you are adding/removing product categories you must attach an [AP49: Processing Categories Table](#).
- Include the application fee according to the payment section of this form. There are different fee rates depending on whether your minor amendment is technical or administrative. If you have multiple changes that include technical and administrative changes, pay the technical fee only. Note: all fees on this form are inclusive of GST.

Read these notes before you start filling out the form:

- Use this form to notify MPI of any changes to your RMP that do not require re-registration under section 25 of the Animal Products Act 1999 but are required to be notified or are of a nature that impact registration details that are to be shown on the public register of RMPs.
- If you are applying for a change in operator or operator name you must use an AP5 "Registration of Risk Management Programme under New Operator" or AP55 "Registration of RMP under special circumstances", depending on your circumstances.
- If you are applying for a change in physical address you must use an AP6 "Registration of Amendment to Risk Management Programme" under section 25 of the APA.



- 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 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

Operator = in relation to an animal product business, means the owner or other person in control of the business

RMP = Risk Management Programme

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

Section 1. Current MPI Registration ID

Complete in all cases. Enter current registration ID number, e.g. MPI123.



Question A: What is your change?

Section 2. Change type

Tick one or many.

Replacement Certificate

Do not complete this form. Email your request to approvals@mpi.govt.nz

☐ Surrender of Registration

Complete Section 3 and Section 12 only.

☐ Voluntary Suspension

Complete Section 4.

☐ Changing between Export / Domestic

Complete Section 5.

☐ Change of registration details

Complete Sections 6 -10 as applicable.

☐ Other change

Complete Section 11.

Section 3. Surrender Notification – no charge

Surrender of RMP registration to the Director-General of the Ministry for Primary Industries is required under section 29 of the Animal Products Act 1999.

I wish to surrender the RMP referred to under the ID in Section 1 as at date:

/ / (dd/mm/yyyy)

Attach:

- ☐ Original registration documentation issued by MPI
- ☐ Copy of notification sent to your nominated Recognised Agency notifying them of the surrender
- ☐ Details as to how you propose to deal with any remaining animal material or product covered by the RMP (where applicable)

Section 4. Voluntary Suspension

Businesses registered under an RMP may voluntarily suspend their operations for a minimum of 3 months, and a maximum of 12 months, under section 27 of the Animal Products Act 1999. Note that, while your operations are suspended, registration is still active and annual levies will continue to be charged.

I wish to suspend the registration in relation to the registration ID referred to in section 1 according to the following dates (must be a minimum of 3 months, and a maximum of 12 months):

Suspension Starts*: / / (dd/mm/yyyy)

Suspension Ends: / / (dd/mm/yyyy)

**Suspension start date must be a date after the date you notify MPI. MPI may require you to provide further information within a specified time.*

I wish to suspend the following operations (tick one):

- ☐ All operations; or
- ☐ Certain operations as described below (or attach additional pages)

Any affected animal material or product will be dealt with (tick one):

- ☐ Not applicable, no animal material or product remains onsite; or
- ☐ Any affected animal material or product will be dealt with as described below (or attach additional pages)

Section 5. Changing between Export / Domestic

Tick the market you now intend to supply. Read notes below.

☐ Export +: Change RMP to cover processing that is wholly or partly for export.

☐ Attach updated copy of RMP *

OR

☐ Domestic + ^: Change RMP to cover processing only for consumption within Aotearoa New Zealand.

☐ Attach updated copy of RMP

+ Most RMPs are subject to annual levies. Export levies can be considerably larger than domestic-only levies. For example, the annual levy for bee product RMPs for "domestic only" is \$495.74 (incl. GST), while the annual levy export for bee product RMPs is \$2,950.99 (incl. GST). See <https://www.mpi.govt.nz/legal/legislation-standards-and-reviews/legislation-fees-and-charges/apa-levies-by-sector/> and Schedule 2 of the Animal Products (Fees, Charges, and Levies) Regulations 2007 for more information and specific levy rates.

* Some RMP templates are issued by MPI for domestic-only so will require customisation and evaluation. Contact approvals@mpi.govt.nz if you're unsure.

^ Any animal product processed under a domestic-only RMP is not eligible for export from the date of change.

Section 6. Notification Category

Change of postal address and/or contact details (no charge)

A change to the **physical address** of your operation is a **significant amendment**; complete an AP6 form.

☐ Go to section 7

Change in trading name

This does not apply to a change of **legal operator name**. If there is a change in operator name, complete an AP5 or AP55 form.

☐ Go to section 8

Change of responsible person (day-to-day manager)

This does not apply to a change of **legal operator**. If there is a change in operator, complete an AP5 or AP55 form.

☐ Go to section 9

Removal or addition of product categories

The addition of product categories may be a **significant amendment**, see Appendix G of the RMP Manual.

☐ Go to section 10

Other

☐ Go to section 11

Section 7. Change in Postal Address and/or Contact Details of Applicant or Organisation – no charge

NOTE: a change in physical address requires application for amendment under section 25 of the APA. Use an AP6 form.

Postal (for communication)		Phone	
		Email	By entering an email address you consent to being sent information and notifications electronically, if required.

Section 8. Change in Trading Name

NOTE: a change of legal operator requires a different form - complete either an AP5 or an AP55 form, depending on your circumstances.

Previous trading name**Current trading name****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 invoices should be emailed

Section 9. Change in Business Responsible Person (Day-to-Day Manager)

NOTE: a change of legal operator requires a different form - complete either an AP5 or an AP55 form, depending on your circumstances.

**Previous day-to-day
manager****Current day-to-day
manager**

Name:

Position:

Email:

Section 10. Removal or Addition of Product Categories

I need to:

- ☐ Remove Product Categories
☐ Add Product Categories

Also give brief description of which categories are to be added and/or removed. Note: MPI considers the addition of certain products/processes to be a significant amendment. Refer to [Appendix G of the RMP Manual](#) for guidance:

- ☐ I have completed the appropriate section of an [AP49: Principal Categories of Processing](#) table and submitted it with this application form.

Section 11. Other - Amendment Description

Provide a description of the minor amendment and attach any relevant documentation (such as amended pages of the RMP). **If you are making changes to your RMP boundary, make sure you attach a copy of the site diagram with the boundary clearly indicated.**

Section 12. Applicant Statement

Complete in all cases

I confirm that:

1. I am authorised to make this application as the Operator of the RMP or 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. 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	

Section 13. MPI Service Charge

Complete in all cases

ON PAYMENT THIS BECOMES A TAX INVOICE

GST No: 64-558-838

Which Section did you complete? Tick one	Change Type	Threshold	Fees (incl. GST)
<input type="checkbox"/> Section 5, 10 and/or 11	Minor update (Technical)	120 Minutes	\$155.25
<input type="checkbox"/> Section 4, 8 and/or 9	Minor update (Administrative)	90 Minutes	\$77.63
<input type="checkbox"/> Section 3 or 7	Surrender of registration Change in Contact Details	No charge	No charge

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. If you have multiple changes that include technical and administrative changes, pay the technical fee only.

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**. 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)

Section 14. Final Checklist

Have you:

☐ Filled this form in completely?

☐ Provided any documents required, including the AP49 if you're changing products/processes??

☐ Read and signed the Applicant Statement?

☐ Indicated how the application fee will be paid (excluding changes to contact info or surrenders)?

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 updating a registered 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 26 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; however, failure to provide the requested information is likely to result in a return of this application form to the applicant; 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.