

## Notification Form FA11NP

### Change to Registration Information of Multi-Site Food Business subject to a National Programme under Food Act 2014

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#### When to use this form:

- If you are currently registered with your local council (rather than MPI), do not use this form. You to need to notify that council to make changes to your registration.
- If you are not already registered or you need to apply for registration with MPI (rather than being registered with your council), please use form 'FA10MSNP, New Multi-Site Food Business subject to a National Programme'. If you are wanting to change your registration type from NP to an FCP, you need to complete a new application form of either 'FA10C, New Custom Food Control Plan under Food Act 2014' or 'FA10MST, New Multi-Site Template Food Control Plan under Food Act 2014'. If your application to register an FCP is successful, you would then need to surrender your NP registration.
- If you only want a replacement certificate (where certificate has been lost or destroyed), you don't need to submit this form. Simply email [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) to request a copy of your certificate. MPI will email you a copy, so make sure you keep us up-to-date with your current email address.
- This form must be used when notifying MPI of one of the following:
  - Notifying of a significant change in circumstances of a registered multi-site food business subject to a national programme under section 81 of the Food Act 2014; or
  - A voluntary suspension of operations of a registered multi-site food business subject to a national programme under section 92 of the Food Act 2014; or
  - A surrender of registration of a multi-site food business subject to a national programme under section 98 of the Food Act 2014.

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

- Your current MPI registration ID on hand. If you aren't sure, check the public register of registered businesses here: <https://www.mpi.govt.nz/food-business/food-safety-registers-lists/>
- If the change relates to your scope of operations, a description of how your business scope of operations has changed (clearly marked additions and/or deletions). Find more information, and a form to fill in, by visiting <https://www.mpi.govt.nz/food-business/running-a-food-business/forms-documents-food-plans-programmes/>, Forms & documents, Scope of Operations.
- If you are changing verification agency, a copy of the confirmation letter from your new verification agency. A list of recognised verification agencies can be found here: <https://www.mpi.govt.nz/food-business/food-safety-registers-lists/>
- If your business has changed name, and is a registered limited liability company, your new New Zealand Business Number (NZBN). See [www.companies.govt.nz](http://www.companies.govt.nz)
- If you are changing, adding or removing addresses where food is handled, you need to make sure you have the address information on hand. A spreadsheet of the sites' information attached to your application is acceptable.
- The application fee according to the payment section of this form (note, all fees on this form are inclusive of GST).

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#### Read these notes before you start filling out the form

- Information provided may be included on the public register. However you can ask for certain personal information to be withheld from the published register. We will tell you where you can choose that option. You can view the public register here: <https://www.mpi.govt.nz/food-business/food-safety-registers-lists/>

## New Zealand Food Safety

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- Send the completed notification form together with the fee and other requirements above 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.
- A hand 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.
- If there are any changes to the details provided in this form after it has been sent to MPI, you must promptly inform us of the changes in writing.



**Notification Form FA11NP**

**Change to Registration Information of Multi-Site Food Business subject to a National Programme under Food Act 2014**

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



**Question A: Do you only want a replacement copy of your registration certificate(s)?**

- ☐ Yes → Do not complete this form. Email your request to [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz)  
☐ No → Go straight to section 1.

**1. Current MPI Registration ID**

*Complete in all cases. Enter current registration ID number.*

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**Question B: Do you want to surrender your registration?**

- ☐ Yes → Complete section 2 and section 10 only.  
☐ No → Go straight to question C.

**2. Surrender**

*Surrender of registration of a business under a national programme is permitted under section 98 of the Food Act 2014.*

I wish to surrender the registration in relation to the registration ID referred to in section 1 as at date:

/ / (dd/mm/yyyy)

*Make sure you also send a note to your nominated verification agency notifying them of the surrender. Complete section 10 before you send this form to MPI.*



**Question C: Do you want to voluntarily suspend operations of your business?**

- ☐ Yes → Complete section 3.  
☐ No → Go straight to question D.

## 3. Voluntary Suspension

Businesses registered under a national programme may voluntarily suspend operations of their business for a minimum of 3 months, and a maximum of 12 months, under section 92 of the Food Act 2014.

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

/ / (dd/mm/yyyy)

Your suspension will be effective from the date that MPI processes your application. You will receive notification when this occurs. MPI may require you to provide further information within a specified time.



## Question D: Do you want to change any of your registration details?

- ☐ Yes → Complete section 4-9 as applicable to your change(s).  
☐ No → Go straight to section 10.

## 4. Change Category

<b>Change in operator details</b> Complete with new details	Go to section 5
<b>Change of verification agency</b> Complete with new details	Go to section 6
<b>Change of scope of operations</b>	Go to section 7
<b>Other change</b>	Go to section 8
<b>Change of multiple address details</b>	Go to section 9

## 5. Change of Operator Details

Enter the details of the person who is either the owner or person in control of the food business. Complete only the parts that have changed.

<b>Legal Name(s) of Operator (e.g. registered company, partnership or individual):</b>	
<b>New Zealand Business Number (NZBN)</b>	For more information about NZBNs, see <a href="http://www.nzbn.govt.nz">www.nzbn.govt.nz</a>
<b>Trading Name, if any (i.e. 'Trading As'):</b>	<input type="checkbox"/> Same as legal name above

## Operator Address and Contact Details

You must provide this information to be registered. However, if the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below. Complete only the parts that have changed.

Postal Address	Physical / Courier Address (if different to Postal Address)
Address:	Address:
Town/City:	Town/City:
Postcode:	Postcode:
Country:	Country: <b>New Zealand</b>
<input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.	<input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.

## Contact Person Details

The contact person details entered below will be used for communications, such as sending approval documents and renewal reminders. Contact MPI if the details change. Complete only the parts that have changed.

<b>Mobile telephone no.</b>		<b>Other telephone no.</b>	
<b>Email</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		
<b>Operator day-to-day manager name and position</b>	Name: Position:		

## 6. Change of Verification Agency

<b>Name of New Verification Agency(ies)</b> <i>MPI may contact your Verification Agency directly to clarify any issues related to your registration</i>	<input type="checkbox"/> I have attached a copy of the letter confirming my nominated Verification Agency(ies) will provide verification services for my registration.
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## 7. Change of Scope of Operations

This combines the type of food you produce, the nature of your business, the trading operations you carry out, and the processes you use to produce your food. Guidance for your scope of operations is available online at [www.mpi.govt.nz/food-safety/food-act-2014/](http://www.mpi.govt.nz/food-safety/food-act-2014/), Forms & templates, Scope of Operations.

A description of my updated business operations is attached, with:

- the Food Act sectors I will operate in – for example, retail, food service, manufacturing
- my products – the type of food I will make or sell
- processes – how I will make my food
- trading operations – how and where I will sell my products

The change of scope in operations means I am now under a different level of National Programme. My new level is (tick one):

- ☐ National Programme Level 3
- ☐ National Programme Level 2
- ☐ National Programme Level 1

**NOTE: If the change in your scope of operations results in a change to your registration type from a national programme to a food control plan, you will need to complete a new application form for registration of a food control plan (see [www.mpi.govt.nz/food-safety/food-act-2014/](http://www.mpi.govt.nz/food-safety/food-act-2014/), Forms & templates). If your application to register a food control plan is successful, you will then need to surrender your registration under the national programme.**

## 8. Other changes

If your change is not on the list, describe it here. Attach additional pages if necessary.

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# New Zealand Food Safety

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9. Multiple Address Details					
Indicate if the address is an addition, a removal or a change to existing site. Add additional pages if necessary, or attach a file (e.g. spreadsheet) to your application email with all of the information required below.					
Site trading name, if any (i.e. 'Trading As'):	Street/Physical Address (location of actual place) (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)	Vehicle Registration numbers (mobile businesses only)	Site day-to-day manager position/job title	Local Council	Tick as applicable
E.g. Yummy CakesRUs, Wellington Store	E.g. 123 Cakes Road, Faketown 1234 ✓		E.g. Store Manager		
	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change

## 10. Applicant Statement

Complete for all applications

I confirm that:

1. I am authorised to complete this form as the operator or a person with legal authority to act on behalf of the operator; and
2. The information supplied in this form is truthful and accurate to the best of my knowledge and belief; and
3. The operator 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

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

## 11. MPI Service Charge

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

Tick all that apply (all fees include GST)			
Significant change in circumstances	0.5 hours	\$77.63	<input type="checkbox"/>
Voluntary suspension	0.5 hours	\$77.63	<input type="checkbox"/>
Surrender of registration	No charge		

Note: In addition to the application fee above, an assessment time fee based on an hourly rate of \$155.25 (incl. GST) per hour or \$38.81 (incl. GST) per 15 minutes will be charged for time spent processing the notification after the first 30 minutes.

**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](mailto: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: **'Food Act {your Company name}'**
  3. Enter the date of deposit and your name (payer) below.

<b>Date of deposit</b>		<b>Your name</b>	
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## 12. Final Check and Document Package to send to MPI

Have you:

- attached a letter from your new verification agency, if applicable?
- attached a new description of your scope of operations, if applicable?
- read and signed the Applicant Statement?
- completed section 9 if your application has changes to more than one site?
- included fee payment for this application, if applicable?

## 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 change under the Food Act 2014; and
- The recipient of this information, which is the agency that will collect and hold the information, is MPI, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is required under section 81, 92, or 98, which ever applies, of the Food Act 2014. The supply of this information is voluntary; however, failure to provide the requested information is likely to result in a return of this application; 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 MPI 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, MPI must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.