



## Application Form: EC01 Individual Access to Animal Products E-cert

This form is for requesting new or amended access to **Animal Products E-cert for individuals**. The form can also be used for advising MPI of changes to user contact details.

Note:

- You can only apply for E-cert access if your organisation has submitted an [E-cert organisation to be billed application form](#). If this has not already been done then please add this form to your request.
- Send the completed application form by email to the E-cert Administrator: [ecert.admin@mpi.govt.nz](mailto:ecert.admin@mpi.govt.nz)
- If there are any changes to the details provided in this application after submission, please inform MPI.

### Purpose of Applicant's Request

A. Is the applicant new to E-cert? ☐ Yes - go to **Section 1 (Applicant Details)**  
☐ No – go to **B. (Applicant has an existing E-cert Account)**

### B. Applicant has an existing E-cert Account

Enter Applicant's E-cert Username here:  
*This is the User Name at the top of the E-cert home screen*

I need to (tick ALL which apply):

- Amend personal details to this account – go to Section 1 (Applicant Details) ☐
- Add a premises/RMP/Exporter ID – go to Sections 2/3 (Billing org/permissions) ☐
- Applicant only needs to add Eligibility Submitter permission (skip to Section 6) ☐

### 1. Applicant Details

<b>Applicant's Full legal name</b> <i>First Names, then Last Name</i>	
<b>Applicant's Location</b> <i>AP E-cert applicants' workplace must be in NZ</i>	
<b>Applicant's Phone number</b>	
<b>Applicant's Mobile number</b>	
<b>Applicant's Email</b> <i>AP E-cert will use to this email to contact you</i>	
<b>Organisation's Full legal name</b> <i>Company name, including trading name</i>	
<b>Organisation's Location</b>	
<b>Organisation's NZBN Number</b> <i>New Zealand Business Number</i>	

## 2. Authorisation from Organisation to be Billed

The organisation that will be billed for the Applicant's use of E-cert needs to authorise the application, refer [E-cert billing and invoicing](#)

I declare that I am authorised to make this declaration on behalf of the **Organisation to be billed** listed below and agree that this organisation will be billed for the applicant's use of E-cert for the registrations indicated in Section 3.

Organisation Name			
Organisation City			
Organisation NZBN Number			
Authorised Person Name			
Authorised Person Role		Daytime Phone No	
Signature		Date	

## 3. E-cert permissions

### 3a. E-cert Document Permissions

Select the type of documents required:

Export Certificates	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Transfer Documents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supporting Documents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Resubmission Report for Managers	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Select the type of access required for ALL document types:

Read Only Access <input type="checkbox"/>	or	Permission to Submit <input type="checkbox"/>
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### 3b. E-cert Registration Permissions

- List the Exporter ID(s) and/or RMP premises ID(s) that you are responsible for and need access to:
- For a list of registered Exporters:  
<http://www.foodsafety.govt.nz/registers-lists/exporters/index.htm>
- For information and a list of registered Risk Management Programme Premises:  
<http://www.foodsafety.govt.nz/registers-lists/risk-management-programmes/index.htm>

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Email notifications	Incoming Yes <input type="checkbox"/> No <input type="checkbox"/>	Outgoing Yes <input type="checkbox"/> No <input type="checkbox"/>
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Select "Yes" if you would like to receive an email notification when any changes are made to your E-cert registrations (in Section 3).

#### 4. Applicant Declaration

I declare I have read, understood and accept the following:

☐

[Terms and Conditions of Use](#)

☐

[E-cert billing and invoicing information](#)

☐

I am authorised to make this application and the information supplied is truthful and accurate to the best of my knowledge.

☐

I understand that if any information I have supplied is found to be false, incorrect or incomplete, this may be grounds for revocation of my access to AP E-Cert.

<b>Applicant Name</b>			
<b>Signature</b>		<b>Date</b>	

#### 5. Business Authorisation

This must be completed by a person who has the authority to make a declaration on behalf of the premises / exporter(s) listed above, eg Manager, Director.

I declare that I am authorised to make this declaration on behalf of the **RMP premises / exporter(s)** listed in Section 3 and that the applicant is authorised to access E-cert for the premises / exporter(s) listed.

I understand that if any information I have supplied is found to be false, incorrect or incomplete, this may be grounds for revocation of the applicant and my access to AP E-Cert.

<b>Organisation Name</b>			
<b>Authorised Person Name</b>			
<b>Authorised Person Role</b>		<b>Daytime Phone No</b>	
<b>Signature</b>		<b>Date</b>	

## 6. Eligibility submitter (previously known as Authorised Users)

To become an eligibility submitter, you must meet the requirements in clause 3.4 of the [Animal Products Notice: Official Assurance Requirements](#).

**Note: there may be OMAR requirements for certain animal product sectors which requires transfer documents to be confirmed only by the official assurance verifier. Please check the relevant OMARs for these requirements.**

### Eligibility submitter - Business Authorisation

I declare that I am authorised to make this declaration on behalf of the premises listed below.

I declare that the applicant has the documented competency as required by clause 3.4(1) of the Animal Products Notice: Official Assurance Requirements.

I request an Eligibility Submitter profile for those premises.

<b>Applicant E-cert Profile Name</b> <i>The profile that will enable the user to submit transfer documents</i>			
<b>Preferred submission method for transfer documents</b>	<input type="checkbox"/> Always submit transfer documents confirmed by Eligibility submitter (previously known as Eligibility Declarations) <input type="checkbox"/> Option to submit transfer documents confirmed by Eligibility submitter (previously known as Eligibility Declarations)		
<b>Premises requested</b> List premises ID(s)			
<b>Name of authorised person</b>			
<b>Authorised person's role</b>			
<b>Signature</b>		<b>Date</b>	
<b>Daytime Phone No</b>			

### For the Official Assurance Verifier to complete:

I have sighted training records to support the application and checked the application form for completeness.

<b>Name</b>			
<b>Agency</b>			
<b>Role</b>			
<b>Signature</b>		<b>Date</b>	

## Privacy Policy

### Background

1. We may collect information about users. This information can be personally identifiable information or aggregated data. We want to ensure that you understand the terms and conditions relating to the way in which we collect information and the use of that information. This Privacy Policy tells you about what information we collect, what we do with it, and your rights to view, correct or change it.

### The Information we collect

2. We will collect your personal information directly from you, not from any other source (unless you consent to us doing so).
3. Billing information is generated and stored by the E-cert system and may include personal information.

### Purpose of Collection

4. Your personal information is collected to enable the operation of the E-cert system, which is the electronic application supporting the export of animals, animal material and animal products, via Government- to-Government official assurances of compliance with New Zealand's export requirement, and overseas market access requirements.

### Use of your personal information

5. Your personal information will only be used by us as follows:
  - allowing you to become a registered user of this application (which is designed, primarily for Government to Government assurances for export of animal products from New Zealand);
  - allowing us to operate and make improvements to the E-cert application
  - allowing us to invoice you for the provision of E-cert services;
  - Statistical use (non-identifiable information only);
  - any other use, not inconsistent with the above purposes, and supporting the Import and Export supply chain, that is determined by us from time to time
  - reports back to your billing company

### Security and disclosure

6. Transactions in E-cert are recorded each time you use E-cert. Your personal information (and information relating to your transactions in E-cert) is held within a secure environment.
7. Your personal information in E-cert may potentially be viewed by the following types of approved E-cert user other than yourself (for purposes connected with the legitimate role of those other users in the export chain):
  - recognised agencies
  - your company coordinator or billing company
  - the MPI Super User (E-cert administrator)
  - E-cert system support technicians,but may not be disclosed to any other persons without your consent, or unless reasonably required for operation of the E-cert system.
8. E-cert interacts with a number of other MPI and external systems, to or from which personal information is transmitted or received from time to time to allow the operation of E-cert.

### We Can Change This Privacy Policy

9. We reserve the right to change this privacy policy at any time. By using an application, you agree to be bound by the latest version

### Your Right to Access Your Information

10. You have the right under Information Privacy Principles 6 and 7 to:
  - confirm whether we hold particular personal information about you;
  - access and correct the information you have supplied to us in accordance with the provisions of the Privacy Act 1993, or to request us to do so.
11. We are happy to discuss any concerns that you may have about providing the information that we require. For further information regarding the information that we hold about you, you may contact the relevant application administrator.