

**APPENDIX 1: 2023-2024 MPI PHYTOSANITARY OFFICIAL ASSURANCE PROGRAMME FOR
POTATO CYST NEMATODE AND POTATO WART
REGISTRATION APPLICATION FORMS**

PART 1 Ministry for Primary Industries (MPI) Phytosanitary Official Assurance Programme Agreement: Must Be Completed by ALL Applicants

I apply to register for the MPI Phytosanitary Official Assurance Programme for Potato Cyst Nematode and Potato Wart.

Tick Complete: Send to:

I wish to register for these parts of the Potato OAP:	Registration of Production Site	✓	Parts 1 & 2	Potatoes New Zealand Inc.
	Registration of Packing Facility or Storage Facility	□	Parts 1 & 3	IVA
	Registration of MPI Approved Organisations	□	Parts 1 & 4	IVA
	Registration of Exporter	□	Parts 1 & 5	Potatoes New Zealand Inc.
Applicant:	Contact Person			
Postal Address:	Telephone #			
	Facsimile #			
E-mail Address	Cell Phone #			

- Are you an MPI Approved Organisation under MPI Plant Export Certification Standard “Organisation Requirements” (i.e. approved to carry out phytosanitary inspection of potatoes?) Yes No
- If YES, please state your Contract of Approval Number and IVA: _____
- If NO, please state which IVA will be employed by you to provide export phytosanitary services:
AsureQuality Ltd or SGS New Zealand Ltd
- Growers, packhouse and storage facility operators, MPI Approved Organisations, please send **ALL** forms to your elected IVA.
- Exporters send forms to Potatoes New Zealand Inc.

IN RETURN FOR MPI ACCEPTING MY APPLICATION FOR REGISTRATION FOR THIS POTATO OAP:

- I agree to comply with the requirements specified within the Plant Export Requirement document MPI Phytosanitary Official Assurance Programme for Potato Cyst Nematode and Potato Wart (Potato OAP).
- I agree to the IVA, on behalf of MPI, making enquiries and using the information supplied by me, in connection with the Potato OAP, and to audit my compliance with the Potato OAP.
- I consent to publication of my status within the Potato OAP (including details of any PCN detections on my registered production sites) in any publication.
- I agree to afford the IVA, or their representatives, co-operation and access necessary to carry out audits in relation to the Potato OAP.
- I understand that if I fail to provide all or any of the information requested in connection with the Potato OAP I may be removed from the Potato OAP forthwith.
- I understand that under the Information Privacy Principles of the Privacy Act 1993, I have rights of access to, and correction of, personal information held in connection with participation within this Potato OAP.
- I understand that this registration does not entitle me to automatically undertake export inspection activities on behalf of MPI without first becoming formally approved as per the “MPI Plant Export Certification Standard Organisation Requirements”.
- I agree to notify the IVA of any changes to my registration details.
- I acknowledge that I will need to engage an IVA to provide the services described in the Potato OAP.
- I acknowledge that notification on the MPI website that I have been accepted into the Potato OAP is acceptance of this Agreement by MPI.

11. EXCLUSION OF LIABILITY

- I accept that under no circumstances will MPI, crown officers, or agents of or other persons associated with MPI or crown officers, be liable for any loss, claim, action, demand, expense, inquiry, harm, or damage, however caused, arising directly or indirectly from or connected in any way to:
 - My performance, or as the case may be, non-performance (or any of my contractors, sub-contractors, agents, or employees that are not a party to this Agreement) of any of its obligations in respect of this Potato OAP; or

- b. The provision or non-provision of any inspection and/or audit and/or documentation service for MPI export phytosanitary certification.

13. INDEMNITY

14. I will indemnify and keep indemnified MPI from and against any liability, loss, damage, costs and expenses (including legal costs and any expenses of going to arbitration), which MPI may suffer or incur arising directly or indirectly from:
- a. My performance, or as the case may be, non-performance (or any of my contractors, sub-contractors, agents, or employees that are not a party to this Agreement) of any of its obligations in respect of this Potato OAP;
 - b. Negligent acts or omissions on my part (or any of my contractors, sub-contractors, agents, or employees that are not a party to this Agreement).

APPLICANT TO COMPLETE

Applicant Signature	
Applicant Name	
On behalf of (company/business)	Date
IVA TO COMPLETE	Date
Signature of (state IVA) representative	
Name	
Title	
Seal	

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PART 2: Property Production Site Registration

ADMINISTRATIVE USE ONLY	Production site 1	Production site 2	Production site 3	Production site 4
MPI Unique Identifier				
Comments				

1. Please use additional pages for extra production site registrations.
2. Remember to attach a map showing all production sites.

CROP INFORMATION	Production site 1	Production site 2	Production site 3	Production site 4
Growers Name <i>(if not applicant)</i>				
Physical Location				
Property Valuation No.				
Farm ROP ¹ No. (if known)				
Paddock / Block ID				
Estimated date of planting				
Production Site Area to be Planted				
Paddock area – Ha				
Is the land leased? (Y/N)				
Type of survey required	<input type="checkbox"/> Korea <input type="checkbox"/> Taiwan <input type="checkbox"/> Vietnam <input type="checkbox"/> Pre-plant soil <input type="checkbox"/> Fork sampling <input type="checkbox"/> Pre-harvest soil <input type="checkbox"/> Post harvest soil <input type="checkbox"/> 10 year exemption	<input type="checkbox"/> Korea <input type="checkbox"/> Taiwan <input type="checkbox"/> Vietnam <input type="checkbox"/> Pre-plant soil <input type="checkbox"/> Fork sampling <input type="checkbox"/> Pre-harvest soil <input type="checkbox"/> Post harvest soil <input type="checkbox"/> 10 year exemption	<input type="checkbox"/> Korea <input type="checkbox"/> Taiwan <input type="checkbox"/> Vietnam <input type="checkbox"/> Pre-plant soil <input type="checkbox"/> Fork sampling <input type="checkbox"/> Pre-harvest soil <input type="checkbox"/> Post harvest soil <input type="checkbox"/> 10 year exemption	<input type="checkbox"/> Korea <input type="checkbox"/> Taiwan <input type="checkbox"/> Vietnam <input type="checkbox"/> Pre-plant soil <input type="checkbox"/> Fork sampling <input type="checkbox"/> Pre-harvest soil <input type="checkbox"/> Post harvest soil <input type="checkbox"/> 10 year exemption
Category of seed planted for Korea				
Category of seed planted for Taiwan				
Category of seed planted for Vietnam				

NOTE: POTATOES FOR EXPORT TO KOREA, TAIWAN and VIETNAM

1. You **MUST** apply to register **BEFORE** planting for Korea and Taiwan. This is also required for Vietnam if using a pre-plant soil test.
2. A pre-planting soil test for PCN **MUST** be conducted for Korea and Taiwan.
3. You **MUST** plant only certified seed potatoes for this market.
4. Contact your IVA for further details.

1) **Region of Production**

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PART 3: Registration of Packing or Storage Facility

Please complete additional details where different to Applicant Details supplied in PART 1:

Description of Facility (tick):	Packing <input type="checkbox"/> Storage <input type="checkbox"/>	Contact Person:	
Person(s) nominated as responsible for potato wart requirements		Name(s):	
Facility Company Name:		Phone:	
		Fax:	
Physical Location of Facility:		Register for Taiwan? (tick)	<input type="checkbox"/>
		Register for Korea? (tick)	<input type="checkbox"/>
		Register for Vietnam? (tick)	<input type="checkbox"/>

Description of Facility (tick):	Packing <input type="checkbox"/> Storage <input type="checkbox"/>	Contact Person:	
Person(s) nominated as responsible for potato wart requirements		Name(s):	
Facility Company Name:		Phone:	
		Fax:	
Physical Location of Facility:		Register for Taiwan? (tick)	<input type="checkbox"/>
		Register for Korea? (tick)	<input type="checkbox"/>
		Register for Vietnam? (tick)	<input type="checkbox"/>

Please supply details of the exporters who will be exporting the potatoes packed by you under this Potato OAP:

Note: Notify any changes to Potatoes New Zealand Inc. and to your nominated IVA.

Exporter:	
Contact Person:	
Postal Address:	

Exporter:	
Contact Person:	
Postal Address:	

Exporter:	
Contact Person:	
Postal Address:	

Signature of Applicant: _____ **Date:** _____

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PART 4: Registration of MPI Approved Organisation (to carry out phytosanitary inspection of potatoes)

Note: All MPI Approved Organisations undertaking phytosanitary inspection of potatoes under the Potato OAP must apply annually for registration with MPI via their nominated IVA. Applications will be accepted at any time, but note that registrations expire on 31 October each year.

Note: MPI Approved Organisations that are not registered are not eligible for participation in this Potato OAP.

1. Are you an MPI Approved Organisation under MPI Standard "Organisation Requirements" (i.e. approved to carry out phytosanitary inspection of potatoes?)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2. Please state your Contract of Approval Number: _____				
3. Please state your Organisation's nominated IVA: _____				

Applicant:		Contact Person	
Postal Address:		Telephone #	
		Facsimile #	
E-mail Address		Cell Phone #	

Please complete this registration form and send to your nominated IVA.

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PART 5: Registration of EXPORTER in the MPI Phytosanitary Official Assurance Programme for Potato Cyst Nematode and Potato Wart

Exporters are invoiced \$5 plus GST per tonne of potatoes exported under this Potato OAP. A deposit of \$6,000 plus GST is required to accompany this application for registration as an exporter under this Potato OAP. This fee includes a non-refundable administration fee of \$1,000, and the balance of \$5,000 is credited to the exporter's account. If any exporter exports less than 1000 tonnes of potatoes, the balance of the \$5,000 credit is refundable on request after the end of the season (31 October). Registrations are accepted at any time, but **all exporter registrations expire on 31 October each year.**

Please note: as part of the Commodity Levies Order for potatoes all exporters must pay a levy on all sales.

Exporters are required to nominate any **sub-agents** exporting under their registration. For each sub-agent nominated by an exporter, a non-refundable administration fee of \$1,000 plus GST is required to accompany this application. Payment should be made to Potatoes New Zealand Inc. by direct credit to PNZ Inc. bank account 02-1269-0016181-00.

Please note cheques will not be accepted due to banks no longer accepting them.

Please forward your application for registration to: **Potatoes New Zealand Inc.**

P O Box 10232

Wellington 6143

Email: accounts@potatoesnz.co.nz

Complete details where they differ from those provided in PART A:

Exporter Company Name:		Contact Person:	
Postal Address:		Phone:	
		Fax:	
Physical Location of Exporter's Registered (GST) Office:		Cell Phone:	
		Email:	

Exporter sub-agent that will export under this registration

Note: for Taiwan, Korea and/or Vietnam all exporters must be fully registered - agents may not participate.

	Sub-Agent details	Sub-Agent details
Sub-Agent Exporter Company Name:		
Postal Address:		
Contact Person		
Phone		
Fax:		
Cell Phone		
Email:		
Physical Location of Exporter's Registered (GST) Office:		

Exporter Declaration

1. I agree to notify Potatoes New Zealand Inc. of any changes to the above details.
2. I agree to pay to Potatoes New Zealand Inc. a fee of \$5 plus GST per tonne of potatoes exported under this Potato OAP, including potatoes exported by other nominated exporters, agents or associates as identified in this form, or subsequently nominated in writing to Potatoes New Zealand Inc.
3. I enclose a cheque or have direct credited payment to Potatoes New Zealand Inc. for \$6,000 plus GST being my registration fee deposit of \$5,000 plus a non-refundable administration fee of \$1,000 to participate as an exporter in the Potato OAP.
4. I enclose a cheque or have direct credited payment to Potatoes New Zealand Inc. for \$1,000 for each sub agent I have nominated as exporting potatoes under my registration. I understand this fee is non-refundable.
5. I understand that I will be invoiced \$5 plus GST per tonne of potatoes exported under this Potato OAP.
6. I understand that my registration expires on 31 October annually.

Signature of Applicant: _____ **Date:** _____

Potatoes New Zealand Inc. Use Only

Receipt No: _____

Application for registration forwarded to MPI ____/____/____

Application for registration checked on website ____/____/____ Name & Signature: _____

MPI use only

Applicant notified: *Letter/Fax/Email* _____

Exporter details loaded on MPI website

Database updated: ____/____/____ Name & Signature: _____