



FOOD SAFETY CLEARANCE APPLICATION FORM

Please complete all fields. Inadequate information may delay your application and increase the cost of your clearance.
Email completed form and supporting information to the Verification Services – Central Clearing House imported.food@mpi.govt.nz or fax to (09) 909 6208

Section 1: Declarant name and code and Client References

Declarant name:	Declarant code:
Client reference /Job number:	

Section 2: Registered Importer contact details

This should be the MPI Registered Importer associated with this consignment

Importer Customs Client Code:		
Importer business name:		
Importer contact name:		
E-mail: (If no email address, you must supply a fax number)		
Phone:		Fax: (you must supply a fax number if no email address)
Importer postal address	PO Box number:	Suburb or RD number:
	Street number:	Town or City:
	Street name:	Post code:
Importer physical address	Street number:	Suburb or RD number:
	Street name:	Town or City:

Section 3: Agent/Broker contact details

Agent Customs Client Code:		
Agent business name:		
Agent contact name:		
E-mail: (If no email address, you must supply a fax number)		
Phone:		Fax: (you must supply a fax number if no email address)
Agent postal address	PO Box number:	Suburb or RD number:
	Street number:	Town or City:
	Street name:	Post code:
Agent physical address	Street number:	Suburb or RD number:
	Street name:	Town or City:

Section 4: Holding premises / inspection locationDetails are the same as section 2 ☐

Premises where the consignment will be held and able to be inspected by MPI Verification Services

Date of arrival at holding / Inspection location:

Premises business name:

Contact person at premises:

E-mail:

(If no email address, you must supply a fax number)

Phone:

Fax:

(you must supply a fax number if no email address)

Premises physical
address*

Street number:

Street name:

Suburb or RD number:

Town or City:

Section 5: Shipping details

Craft Name:

(seafreight only)

Shipment Origin:

Voyage number/Flight Number:

Port of loading:

Container number:

Port of discharge:

Container seal number:

Date of arrival:

Bill of lading / Waybill number:

Unique Consignment Reference:

Section 6: Declaration about the consignment

Total number of line items of interest requiring a Food Safety Clearance:

Section 7: Individual line item information

For each line item in the consignment that is a food requiring Food Safety Clearance, complete separate sections 7 and 8. Copies of extra sections 7 and 8 can be found at the end of this form. Copy and add additional sections as required.

Line item:

Product Identifier:

Intended use (tick one option only):

For sale for human consumption ☐Personal use ☐Trade sample not for sale ☐Laboratory Analysis ☐Import for re-export ☐Other ☐

Please specify:

This product is a returned New Zealand export:

☐ YES☐ NO

Tariff item:

Country of origin:

Country of export:

Brand name of product:

Type of Packages:

Net weight item level:

Number of Packages:

Number of Lots:

Lot identification:

Supplier name:

Grower or Manufacturer of product:

Supplier code:

Official certificate number:

(Where provided)

Section 8: Supporting documentation included for this line item

<input type="checkbox"/> Bill of Lading/House Way Bill	<input type="checkbox"/> Manufacturers Declaration	<input type="checkbox"/> Other
<input type="checkbox"/> Invoice	<input type="checkbox"/> Official certificate	

Section 9: Payment details

Charge Clearance application fee to	<input type="checkbox"/> Agent	<input type="checkbox"/> Importer
Charge Clearance inspection/sampling fee to	<input type="checkbox"/> Agent	<input type="checkbox"/> Importer

Section 10: Applicant / Declarant statement

Applicant name:

Signature:

Date:

I confirm the details given on this form are true and correct (Please tick) ☐**Charges** (g.s.t inclusive)

MPI Food Safety Clearance - \$69.00 per consignment irrespective of the number of line items in the consignment. **Note:** Clearance that take longer than 30 minutes to process will incur additional time chargeable at the rate of \$138.00 per hour.

Consignments requiring inspection and/or sampling undertaken during normal business hours is charged at a rate of \$138.00 per hour. A standard charge of \$207 (which equates to 1.5 hr at \$138.00 per hour) are generally applicable. This covers time taken to complete documentation checks, arrange bookings, completing sampling, travel, and clearance of goods on receipt of results. Sampling that takes over 1.5 hours to complete will be charged at actual time taken at a rate of \$138.00 per hour.

Laboratory testing costs are additional to the above and payable directly to the selected Laboratory. To obtain information on costs associated with laboratory analyses please contact the Laboratory directly.

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 1993 we advise that:

1. This information is being collected for the purpose of administering clearance of imported foods under the Food Act 2014; and
2. The recipient of this information, which is also the agency that will collect and hold the information is the Ministry for Primary Industries - Verification Services; and
3. The information will be held on a secure database; and
4. The supply of this information is voluntary; and
5. Failure to provide the requested information is likely to result in delays in obtaining a clearance under Section 109 of the Food Act 2014
6. Under Principles 6 and 7 of the Privacy Act 1993, you have the right to access, and to request correction of any personal information that you have provided.

Collection of Official Information

All information provided to the Ministry for Primary Industries for the purposes of processing imported food safety clearances is official information and subject to the Official Information Act 1982. If a request is made under that Act for information you have provided in this application, 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.

Extra sections 7 and 8 for additional line items

Client reference / Job number:

Section 7: Individual line item information

For each line item in the consignment that is a food requiring a Food Safety Clearance copy and complete additional sections 7 and 8 as required.

Line item:

Product Identifier:

Intended use (tick one option only):

For sale for human consumption

Personal use

Trade sample not for sale

☐☐☐

Laboratory Analysis

Import for re-export

Other

Please specify:

☐☐☐

This product is a returned New Zealand export:

☐ YES☐ NO

Tariff item:

Country of origin:

Country of export:

Brand name of product:

Type of Packages:

Net weight item level:

Number of Packages:

Number of Lots:

Lot identification:

Supplier name:

Grower or Manufacturer of product:

Supplier code:

Official certificate number:
(Where provided)**Section 8: Supporting documentation included for this line item**☐ Bill of Lading/House Way Bill☐ Manufacturers Declaration☐ Other☐ Invoice☐ Official certificate