



Application Form: E-cert Organisation to be Billed

Send the completed application form to:

AP E-cert Admin
Ministry for Primary Industries
P O Box 2526
Wellington

Company Name	
Registration ID	
Organisation to be Billed	
Postal Address (Organisation to be Billed)	

Where there are more than two companies or premises under one management or ownership, we recommend that only one is the 'organisation to be billed'. They will then receive the invoices for the group of companies. If you do want each company or premises to be invoiced separately then please complete a separate form for each "organisation to be billed".

Nominate a primary company representative who is authorised to receive E-cert invoices by email and who we can contact for all E-cert invoicing correspondence. Please also provide a backup contact.

	Primary E-cert Invoice Contact	Backup E-cert Invoice Contact
Name		
E-mail Address		
Phone Number		
Fax Number		
Mobile Number		

Applicant Declaration:

I agree that:

1. The email address of the Primary E-cert Invoice Contact will be managed in a way that ensures all electronic invoices received are actively and appropriately processed
2. MPI will be notified if there are any changes to these E-cert Invoice Contacts or their contact details
3. In the event of an invoice dispute, MPI will be notified as soon as possible in writing (email or letter).

I declare I have read, understood and accept the:

- [Terms and Conditions of Use](http://www.foodsafety.govt.nz/industry/exporting/ecert/animal-products/access/terms-conditions.htm) refer www.foodsafety.govt.nz/industry/exporting/ecert/animal-products/access/terms-conditions.htm.
- [E-cert billing and invoicing](http://www.foodsafety.govt.nz/industry/exporting/ecert/animal-products/billing/) information, refer <http://www.foodsafety.govt.nz/industry/exporting/ecert/animal-products/billing/>

I wish to pay by:

	Please tick one	
Direct Debit	<input type="checkbox"/>	Complete the direct debit form and submit original with this form
Direct Credit	<input type="checkbox"/>	Direct Credit details will be emailed to your primary E-cert invoice contact
Cheque	<input type="checkbox"/>	I recognise that there may be a cheque handling fee may be charged.

Signed _____

Date _____

Name _____

Title _____

(Company Director or other authorised person)

Collection of Personal Information on Individuals

Under Principle 3 of the Privacy Act 1993 we advise that:

1. This information is being collected for purposes of access to E-cert databases and the administration of the Animal Products Act 1999; and
2. The recipient of this information, which is also the agency that will collect and hold the information, is Ministry for Primary Industries (MPI), PO Box 2526, Wellington; and
3. The information will be held in a secure location in accordance with MPI's obligations under the Public Records Act 2005; and
4. The collection of information is authorised under section 63 of the Animal Products Act 1999. The provision of this information is necessary in order to provide government to government assurances that animal products exported from New Zealand comply with the regulatory requirements of importing countries; and
5. The supply of this information is voluntary; and
6. Failure to provide the requested information is likely to result in the return of this application form to the applicant and may ultimately result in refusal to provide access to E-cert; and
7. Under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information that has been provided; and
8. Information may be disclosed by an approved agency to any other approved agency under and according to the provisions of section 161 of the Animal Products Act 1999.