

# Application for Permit to Import

## Biological Products, Micro-organisms & Cell Cultures

Ministry for Primary Industries  
Manatū Ahu Matua



DR: \_\_\_\_\_

### PLEASE READ before completing form

1. Please attach a copy of the CURRENT permit when requesting a **renewal** or **amendment**.
2. Please allow **20 working days** to process **fully-completed applications**. Failure to complete all relevant parts of this application **will result in delays** in processing time
3. The permit renewal<sup>1</sup> process **will invalidate your existing permit**.
4. Amendments<sup>2</sup> (including **additions** or **any other changes** required) will result in an **automated 12 month extension from processing date**.
5. Permit issued pursuant to the Biosecurity Act, 1993.

### Purpose of Application *Please select one option only*

I am applying for:

- A new permit to import
- A **renewal**<sup>1</sup> of an existing permit
- An **amendment**<sup>2</sup> to an existing permit (includes ALL minor amendments, e.g. importer details)

CURRENT PERMIT NUMBER: \_\_\_\_\_

<sup>1</sup> **Renewal of an existing permit** - if there are no changes or amendments to any section of the permit, please complete importer and payment details only.

<sup>2</sup> **Amendments** - if you are **amending importer details** please tick the (highlighted) box below. If you are **amending/adding products to import**, please list **ONLY** these items in the 'description of' section. If you are **deleting items** please highlight the items you would like deleted from your permit.

### Importer Details *Please complete in FULL (even when applying for an amendment or permit renewal)*

**IMPORTANT:** Please indicate if any importer details need to be **updated** on the new import permit:  Yes

Company name:		
Contact name:		
Work Phone:		Mobile
Email(s) for permit to be sent to:		
Physical Address:		
Postcode:		Fax:

### Transitional/Containment Facility Details *If applicable*

Premises name:		Premises Number:
Physical address:		
Operator:		Signature:
Standard(s) approved to:	(e.g. 154.02.17, TF GEN, ANIPRODS)	

## APPLICATION TO IMPORT BIOLOGICAL PRODUCTS, MICRO-ORGANISMS & CELL CULTURES

**Description of Biological Product / Micro-organism / Cell Culture** Attach additional sheets if necessary

**IMPORTANT:** Please read the following instructions carefully before completing product details (If you are requesting a renewal only this section does not need to be completed).

### DESCRIPTION

Please include the name of each biological product, micro-organism or cell culture (including Latin binomial/ strain/ genotype/ common name etc). If specific catalogues (including websites and product lists) are being used in the 'description', include a completed [Declaration for potential risk goods in catalogues](#)

### DETAILS

Please include sufficient information for risk assessment; including species and country(ies) of origin, manufacturing methods (commercial/non-commercial), viability (live/dead), organic (microbial, animal and plant) components.

### PURPOSE OF IMPORT

Please be specific, for example; chemical analysis, micro-organism isolation, virus propagation, vaccine production etc. 'Research' is not a sufficient description.

Description	Details	Purpose of Import	Shipped From

Please only complete the following section if you are importing live micro-organisms and/or cell cultures:

### Micro-organism and/or Cell Culture Status

 Not required for non-viable biological products

Does your request cover any of the following as defined by the 'Hazardous Substances & New Organisms Act'?

- an organism belonging to a species that was not present in New Zealand immediately before 29 July 1998:
- an organism belonging to a species, subspecies, infrasubspecies, variety, strain, or cultivar prescribed as a risk species, where that organism was not present in New Zealand at the time of promulgation of the relevant regulation:
- an organism for which a containment approval has been given under this Act:
- an organism for which a conditional release approval has been given:
- a qualifying organism approved for release with controls:
- a genetically modified organism:
- an organism that belongs to a species, subspecies, infrasubspecies, variety, strain, or cultivar that has been eradicated from New Zealand

<b>Yes</b>	Please attach the <a href="#">Environmental Protection Authority</a> decision document to this application. These documents can be downloaded using the register search at the above link. Should you wish for more information contact <a href="mailto:noinfo@epa.govt.nz">noinfo@epa.govt.nz</a>
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<b>No</b>	I certify that there are no new organisms, including genetically modified organisms, in the above or attached product description details
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**If animals are to be exposed to any product or organism in New Zealand then you must also provide proof of approval from your local Animal Ethics Committee.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION TO IMPORT BIOLOGICAL PRODUCTS, MICRO-ORGANISMS & CELL CULTURES

1. HSNO Act approvals can be searched at <http://www.epa.govt.nz/search-databases/Pages/applications-search.aspx/Pages/applications-search.aspx>
2. Unwanted organisms are listed on the Unwanted Organisms Register, found at <https://www1.maf.govt.nz/uor/searchframe.htm>
3. An MPI Chief Technical Officer (CTO) must approve all imports of Unwanted Organisms prior to import. For applications for approval, please contact [animalimports@mpi.govt.nz](mailto:animalimports@mpi.govt.nz).

## APPLICATION TO IMPORT BIOLOGICAL PRODUCTS, MICRO-ORGANISMS & CELL CULTURES

**Payment Details** Please note this application will not be processed if payment details are unsigned

**Permit Fee:** NZ\$220.74 (inc GST)

Fee is payable for new permits, amendment requests, and renewals. This fee is associated with the processing of a permit application, regardless of issue status and is payable on demand. If processing your application takes longer than 1.5 hours, an additional time-calculated fee will apply. You will be contacted by the Animal Imports team if this is required.

**My preferred payment option is:**

Invoice

*Choose either importer or agent for invoice to be sent to. NOTE: if you do not have an account with us please pay by credit card or apply for an account to be created; this includes a credit check and may take up to two weeks to complete.*

Importer

**Name:** \_\_\_\_\_ **Authorised signature:** *Must be signed for payment by invoice*

**Purchase order number:** \_\_\_\_\_ **Importer account number:** \_\_\_\_\_

Agent

**Organisation name:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Authorised signature:** *Must be signed for payment by invoice*

**Purchase order number:** \_\_\_\_\_ **Agent account number:** \_\_\_\_\_

Cheque

Payable to: **Ministry for Primary Industries (MPI) New Zealand**

Credit Card

Visa

Receipt

Mastercard

**Office Use Only**

Permit No:

Receipt No:

**Credit Card number:** Visa or Mastercard ONLY

Exp

**Name of cardholder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** *Must be signed for payment by credit card*

**Importer Declaration** Please note this application will not be processed if form is submitted unsigned

I/we:

1. Declare that the information provided in this application is true and accurate to the best of my knowledge,
2. Agree to pay the permit fee, regardless of issue status, and all costs associated with the importation of the goods listed on this application,
3. Agree to indemnify MPI against all costs, whether commission, legal fees or otherwise incurred by MPI or MPI's duly authorised agents relating to the recovery of any monies, goods or services owed by me/us to MPI,
4. Irrevocably authorise any person or company to provide you with such information as you may require in response to your credit enquiries.
5. Authorise MPI to furnish to any third party details of this application and any subsequent dealings that I/we may have with MPI as a result of this application being actioned by MPI

**Name of importer/agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## APPLICATION TO IMPORT BIOLOGICAL PRODUCTS, MICRO-ORGANISMS & CELL CULTURES

### Where to Send this Application Email is preferred

Mail: Animal Imports  
MPI New Zealand  
PO Box 2526  
Wellington 6140  
New Zealand

Email: [animalimports@mpi.govt.nz](mailto:animalimports@mpi.govt.nz)  
Phone: +64 4 894 0304  
Fax: +64 4 894 0733

### How long will it take to process your application?

Please allow **20 working days** to process **fully-completed applications**. Failure to complete all relevant parts of this application **will result in delays** in processing time. Further information may be required from applicants to verify information included in the application and this also **will delay** processing times.

Following approval of the application, your Permit to Import **will be emailed** directly to you (as per the email address you have provided under Importer Details). If you are an agent applying on behalf of a customer, please include a second email address under Importer Details.

### Checklist Please complete this section

Please check that, **where applicable**;

- You have attached an existing permit,
- If requesting the addition of a catalogue or product list (including website), you have attached a copy of the [Declaration for potential risk goods in catalogues](#)
- Attached HSNO approvals or presence in New Zealand determinations,
- Attached CTO authorisations for Unwanted Organism imports,
- Completed payment details or attached a cheque, and
- Signed and dated the application.

### Privacy Act 1993

The information on this form is required to enable the Director-General of the Ministry for Primary Industries, or a duly authorised delegate, to consider whether or not to issue a permit under the Biosecurity Act 1993.

The agency collecting and holding this information is: Animal & Animal Products Directorate, Animal Imports, Ministry for Primary Industries, Pastoral House, 25 The Terrace, PO Box 2526, Wellington 6140. Ph: +64 4 894 0100, Fax: +64 4 894 0733.

You have rights of access to, and correction of, personal information supplied in this form as provided by the information privacy principles in section 6 of the Privacy Act 1993. In addition, it is your responsibility to ensure that your consignments comply with the Hazardous Substances & New Organisms Act 1993, Convention of International Trade in Endangered Species requirements, and New Zealand Customs Service requirements.