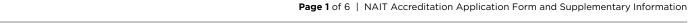# NAIT Accreditation Application Form and Supplementary Information

This form constitutes your written application for Accreditation as required by the National Animal Identification and Tracing Act 2012 section 20(3) and the National Animal Identification and Tracing (Fees and Forms) Regulations 2012, regulation 5(2) and form 2; as well as a range of other supplementary information we require to make sure we are able to process your application. The information that forms a part of your statutory application form is reflected in questions 1, 2, 3, 4, 5, 8, 9, 13, 14, 22 with the rest being supplementary information including to inform other NAIT statutory processes.

1. **Trading Name of the Organisation seeking Accreditation**

2. **Applicant details**

   If you are already accredited or registered as an Organisation, please ensure your Organisation's details, and registered users are up to date in the NAIT database.

   Name: Job title:

   Phone: Fax:

   Email:

3. **Business main physical address**

   Street/road number and name:

   Rural delivery number:

   Suburb/town:

   City:

   Post code:

4. **Business postal address (if different)**

   Street/road number and name:

   Rural delivery number:

   Suburb/town:

   City:

   Post code:

5. **Regular business operating days**

   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday   Sunday

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6. **What type of legal entity is applying for Accreditation? Select one.**

   Corporate Body. Incorporated in New Zealand, or has place of business in New Zealand, although incorporated outside of New Zealand.

   Individual

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7. **If you are already Accredited, select which Accreditations you hold and when you were last assessed.**

   Entity Dealing with NAIT Animals (Movement Exemption)   Date last assessed:

   NAIT Information Provider   Date last assessed:

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8. **If you are applying for Accreditation as an Information Provider, please estimate the number of clients you expect to provide information on behalf of.**

   Number of clients:

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9. **Which Accreditation do you want to apply for or renew?**

   Entity Dealing with NAIT Animals (Movement Exemption) **$2,582 + GST**

   NAIT Information Provider. Select the correct option:

   $1,878 + GST for applicants with fewer than 1,000 PICA clients

   $2,582 + GST for applicants with 1,000 to 4,999 PICA clients

   $3,756 + GST for applicants with 5,000 or more PICA clients

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10. **What type of business activities relate to your application?**

    Entity Dealing with NAIT Animals (select all that apply):

    | Sale yard | Meat processor | Transit / export facility |

    NAIT Information Provider (select all that apply):

    | Stock agent | Exporter | Software provider |
    | Farm management | Transport provider | Meat processor |

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11. **Have there been any major changes to your Organisation since your last Accreditation assessment? E.G., changes in location, new ownership, key staff, equipment or software etc.**

    Yes. Describe what type of major changes have occurred:

    No major changes

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12. Where will the activities defined in the NAIT standards be physically performed?

Only at one physical location in New Zealand.

Multiple sites across New Zealand.

Combination of New Zealand and overseas sites.

13. If you are applying for Accreditation as an Entity Dealing with NAIT animals, provide the following information.

As an entity trading only in livestock (**sale yard**), estimate the average number of stock you would sell annually, showing the average number separately for each species of NAIT animal.

Number of deer: Number of cattle:

As an entity operating only as a **meat processor**, estimate the average number of stock you would process annually, showing the average number separately for each species of NAIT Animal.

Number of deer: Number of cattle:

14. How does your Organisation intend to access the NAIT database?

This includes completing movement and exit declarations, updating registered user's details, and the other obligations in the NAIT standards.

Directly via the NAIT database Interface.

Using CSVs (Spreadsheets) uploaded into the NAIT database interface.

Using a Common Systems Interface(s) (**CSI**) also known as a third party software interface.

Please name the CSI and version you use or intend to use:

Please indicate if this CSI software is of your Organisation's own design, or "off the shelf":

Off the shelf

Software designed by your Organisation.

15. If you selected that you use, or want to use a CSI in Question 14 – has this CSI and version been approved for use by NAIT?

Yes   No

CSIs you use will need to be able to demonstrate compliance with the future NAIT standard for Third Party Software Providers once that standard is effective.

I acknowledge that in the future I will be required to demonstrate that the CSI(s) I want to use meet the pending NAIT Standard.

Yes   No

16. If you selected that you use, or want to use a CSI in Question 14 – does this CSI have any known issues related to the interaction with the NAIT Information System?

CSI has no known issues.

CSI has known issues, please describe:

17. I declare that I have read the NAIT database terms of use and my Organisation will adhere to the of the terms of use.

Yes

18. I declare that all the information provided to OSPRI is true and correct. I understand our NAIT obligations and responsibilities. Our Organisation will comply with our obligations under the National Animal Identification and Tracing Act 2012, Regulations and Standards.

Yes

19. I acknowledge providing false information to NAIT is an offence under the National Animal Identification and Tracing Act 2012.

Acknowledged

NAIT Data Access Panel Application

Please complete this section if you are also applying for access to the NAIT system under Section 46 of the NAIT Act 2012. You only need to apply for access once. The fee for the Data Access Panel application is $130+GST.

20. What is the expected frequency of data that the applicant will submit to NAIT?

Realtime (e.g. point in time uploads/data entry). Please provide details:

Event reporting (e.g. bulk data submission). Please provide details:

21. What is the expected volume of data that the applicant will submit to the NAIT Information System?

Note: an "animal event" means an individual event such as a lookup/query, individual animal movement, or an individual animal registration.

<100 animal events daily

100–1000 animal events daily

>1000 animal events daily

Please provide details including a breakdown of different actions expected to be performed per hour. This will be used to predict any potential impact on NAIT infrastructure:

22. Please provide details of any known issues related to the interaction of your systems with the NAIT Information System including confidentiality (user privacy), integrity (data reliability), and/or availability (interfering with the operation of NAIT system):

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Checklist and Signature

23. **Please attach the documents below to the application form and send these to our email address:** qca_accreditation@ospri.co.nz

Approved Audit Agency Audit Report(s) and summary demonstrating that your site(s) have met the requirements of the NAIT Standards.

Signed copy of NAIT Data Sharing Agreement.

As an accredited entity applicant, details of your nominated NAIT database organisational administrator if different from Question 2.

As an Information Provider applicant, details of your nominated Information Provider user details if different from Question 2.

Please provide the details (name, business address, phone number, email, operating days) for each person to have access to the NAIT Information System.

Please provide the details (name, whether an employee or contractor, position held, phone number, email address) for each person responsible for submitting data to the NAIT Organisation to the NAIT Information System.

A list of all the physical addresses / registered NAIT location numbers your Organisation will operate at if different from the details provided in Question 3.

Evidence of successful completion of the education modules for the following people at your Organisation.

As an Applicant for an Accredited Entity Dealing with NAIT Animals

Every registered PICA (unless the PICA is a corporate entity-in which case they would need to nominate a natural person if there are no PICA delegates on their account).

Every registered PICA delegate.

The registered Organisational Administrator.

With the expectation that at every NAIT Location at least one user completes and passes education modules.

As an applicant for an Accredited Information Provider

Every registered NAIT Information Provider user.

With the expectation that each employee of the Accredited Information Provider responsible for duties defined in the Standard is registered AND that each Information Provider would have at least one registered Information Provider user.

24. **The information provided is true and correct to the best of my knowledge. I am aware that it is an offence under the NAIT Act to provide false or misleading information to NAIT Limited.**

Form completed by:

Name: Date:

Signature:

Note: You will be provided an invoice for the above Accreditation application fees. You will need to pay the application fees before we can proceed with the assessment of your application.

The information collected on this form is used to assess your application for Accreditation. It may also be used to update information we hold on your Organisation. The contact details you provide for your Organisation will be uploaded onto the OSPRI website once Accreditation is granted. Further information on how we manage your data under the Privacy Act 2020 is available on the OSPRI website.

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