



## NZCS 224F Apply for a client code or update your client registration as a food importer

### About this form

A client code is required as part of the import and export entry preparation and Customs clearance for shipments valued at NZ\$1000 or more.

If you are importing food for sale or food ingredients for the use in food for sale, no matter the value, you **must** register as a food importer by completing this form.

If you are under the age of 16 this form should be signed by a parent or guardian.

### Before you start

We require the supporting documents listed below. Please provide copies and not original documents. Copies can be supplied as JPEG, PNG, PDF, or document (.doc or .docx) format. Note, we cannot accept links to drop-boxes or external drives.

#### For all applicants

- Your valid photo ID (if under the age of 16, you should also provide ID belonging to the parent or guardian who will sign this form).  
This must be your passport bio-page or your New Zealand driver licence (front and back) or another acceptable form of official photo identification. This must be clearly legible, or your application will be returned to you.
- Proof of payment  
Where payment is made by credit/debit card, as noted in section 6.

#### For sole traders, partnerships, companies, other organisations

- A list of full names of all sole traders/partners/directors/trustees  
You may provide a supplementary page if required.
- Valid photo ID for all named sole traders/partners/directors/trustees  
This must be a passport bio-page or a New Zealand driver licence (front and back).
- Evidence of your entity name  
For New Zealand registered trusts, societies, and charities, this must be a copy of your certificate. For schools, sports clubs and similar, this must be a letterhead of the organisation.

## Section 1

This section is for all applicants.

### Q1 Update details

Please complete this form in full when updating your details.

Is this an update?  No – go to Q2

Existing client code

TSW registration number

### Q2 Applicant type

Which of these are you?

NZ registered company

Unregistered company

Partnership

Sole trader

Embassy

Other

### Q3 Business-to-business (direct connection to TSW)

Are you a B2B client?  No – go to Q4

Name of software

### Q4 Māori business

This question is asked for statistical purposes only.

Do you consider yourself to be a Māori business?  Yes

## Section 2 – Private individual or sole trader

You only need to complete this section if you are applying as a private individual or sole trader.

### Q5 Personal Details

Surname	<input type="text"/>		
Given name(s)	<input type="text"/>		
Former name(s) if any	<input type="text"/>		
Date of birth (dd/mm/yyyy)	<input type="text"/>	Country of birth	<input type="text"/>
Trading as (compulsory for sole traders)	<input type="text"/>		
Email address	<input type="text"/>		
Billing email address	<input type="text"/>		
Landline number	<input type="text"/>	Mobile number	<input type="text"/>

## Section 3 – Companies, partnerships, or other organisations

You only need to complete this section if you are applying as a company, partnership, or other organisation.

### Q6 Organisation details

Full company/partnership/other organisation name

<input type="text"/>			
Trading as	<input type="text"/>		
GST/IRD number	<input type="text"/>		
New Zealand business number (NZBN)	<input type="text"/>	New Zealand company number	<input type="text"/>
Landline number	<input type="text"/>	Mobile number	<input type="text"/>
Email address	<input type="text"/>		
Billing email address	<input type="text"/>		

**Q7 Contact person details**

Surname	<input type="text"/>		
Given name(s)	<input type="text"/>		
Position in organisation	<input type="text"/>		
Landline number	<input type="text"/>	Mobile number	<input type="text"/>
Email address	<input type="text"/>		

**Q8 Director details**

Provide details of all directors/partners/trustees. Attach a supplementary list if required.

Surname	Given name(s)	Date of birth (dd/mm/yyyy)	Identification type	Number

**Section 4 – Address details**

**This section is for all applicants.**

**Q9 Physical address**

Street number	<input type="text"/>	Unit number	<input type="text"/>	Floor level	<input type="text"/>
Street name	<input type="text"/>		Street type	<input type="text"/>	
Property name	<input type="text"/>		Property type	<input type="text"/>	
Suburb	<input type="text"/>		Town/City	<input type="text"/>	
Region	<input type="text"/>		Post Code	<input type="text"/>	
Country	<input type="text"/>				

## Q10 Postal address

Is your postal address the same as your physical address?  Yes – go to Q11

Street number	<input type="text"/>	Unit number	<input type="text"/>	Floor level	<input type="text"/>
Street name	<input type="text"/>	Street type	<input type="text"/>		
Property name	<input type="text"/>	Property type	<input type="text"/>		
PO Box	<input type="text"/>	Private Bag	<input type="text"/>		
Suburb	<input type="text"/>	Town/City	<input type="text"/>		
Region	<input type="text"/>	Post Code	<input type="text"/>		
Country	<input type="text"/>				

## Section 5 – Trade Single Window details

**This section is for all applicants.**

Trade Single Window (TSW) is an electronic channel to submit information to and receive responses from border agencies. For more information visit [www.customs.govt.nz/business/trade-single-window](http://www.customs.govt.nz/business/trade-single-window)

## Q11 TSW brokerage access

Restrict the use of your code to nominated brokerages only?  No – go to Q12

Advise details of your nominated brokerages. Attach a supplementary list if required.

Brokerage code	Brokerage Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Q12 TSW lodgement notifications

Do you want to receive TSW notifications for lodgements?

- No – go to section 6
- Yes - notification by B2B messaging

B2B software name

- Yes - notification by email

Email recipient name

Email address

Attach a supplementary sheet if you require more than one person to be notified.

Which lodgement types do you want to receive notifications for?

- Import  Export  ICR
- CRE

Which lodgement statuses do you wish to receive notifications for?

- Cancelled  Cleared  Directions given
- Error  Declaration required  Written off

## Section 6 – MPI food registration

**This section is for all applicants.**

To register as a food importer under the Food Act 2014, this section must be completed for MPI to determine whether you meet the criteria for approval.

There are responsibilities you must meet as a food importer. For information, visit <https://www.mpi.govt.nz/import/food/responsibilities-of-a-registered-food-importer/>

If you need help with registering as a food importer, contact MPI:

Email: [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz); Phone: 0800 008 333 or 04 894 2550

**Q13 Fit and proper person**

Refer to page 10 for information about fit and proper requirements.

Do any of the following apply to the applicant or any director, manager, or significant shareholder of the applicant?

Specified convictions  Yes  No

A serious or repeated failure to comply with the duties of an importer  Yes  No

Any other grounds for considering that the applicant is likely in the future to fail to comply with the duties of an importer  Yes  No

If you answered 'Yes' to any of the questions above, please provide details

To register as a food importer you or your company must be a New Zealand resident as defined in Sections YD1 (for persons) or YD2 (for companies) of the Income Tax Act 2007.

Please tick here to confirm you meet this requirement  Yes

**MPI Service Charge and Food Importer Levy**

<b>ON PAYMENT THIS BECOMES A TAX INVOICE</b>	<b>GST No: 64-558-838</b>
New food importer registration fee	\$116.44
Food importer levy (July to June financial year)	\$77.62
<b>Total amount to pay</b>	<b>\$194.06</b>

## Q14 Payment options

How have you chosen to pay?

Credit/Debit Card  
(preferred option)

To pay by credit card (Visa or Mastercard) go to <https://www.mpi.govt.nz/food-business/payments/> and follow the instructions.

Ensure you select Food Act when prompted.

Direct credit

Pay into bank account no: 03 0049 0001709 002

In the 'Reference' details, put the code: 'Food Act {your company name}'

Proof of payment

I have paid by credit/debit card and have attached a receipt to this application

I have paid by credit/debit card and have sent the receipt separately to [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz)

I have paid using direct credit

Date of deposit  
(dd/mm/yyyy)

Name of payer

## Section 7 – Declaration

This section is for all applicants.

I declare that I have read and understood all the questions contained in this form, and the information provided is true, correct, and complete. I acknowledge failure to comply may constitute an offence under the Customs and Excise Act 2018, the Biosecurity Act 1993, or the Food Act 2014.

Full Name

Position

Signature

Digital signature or typed name

Date

(dd/mm/yyyy)

## Checklist

- Supporting documentation attached, as listed in 'Before you start'
- All compulsory sections completed (sections 1, 4, 5, 6, 7)
- Private individuals and sole traders: section 2 completed
- Companies, partnerships, or other organisations: section 3 completed
- Food importers: section 6 completed

## What happens next

New applicants should send your completed form and supporting documents to [clientcodes@customs.govt.nz](mailto:clientcodes@customs.govt.nz)

If you are updating an existing client code, send your completed form and supporting documents to [clientupdate.request@customs.govt.nz](mailto:clientupdate.request@customs.govt.nz)

We will process your request when we receive your completed form and all supporting documents. For any Customs enquiries, contact 0800 428 786.

Customs will issue you a client code once your request has been processed. If you are registering as a food importer, MPI will also issue your notice of registration, which comprises your client code and new food importer registration ID.

## How we collect and use your information

The information on this form (and any subsequent customs entries) may be supplied to Statistics New Zealand for use in official statistics. The personal information on this form will be used as part of the assessment of the client registration application in accordance with the Customs and Excise Act 2018 and for border-related risk management. The New Zealand Customs Service (NZCS) and the Ministry for Primary Industries (MPI) may collect and use information for border management and border-related risk management purposes under the Customs and Excise Act 2018, the Biosecurity Act 1993 and the Food Act 2014. This information will be stored on a secure joint NZCS and MPI database. For more information on how Customs uses your information, please see our website. Under the Privacy Act 2020 you have the right to request access and correction of any personal information you have provided or that NZCS or MPI holds on you. You may request access and correction through any office of NZCS, or any office of MPI.

## Fit and proper information for food importers

In determining whether an applicant is a fit and proper person for the purposes of registering as a Food Importer, MPI must take into account: (a) any specified conviction entered against the applicant or against any director, manager, or significant shareholder of the applicant: (b) whether there has in the past been a serious or repeated failure by the applicant, or by any director, manager, or significant shareholder of the applicant, to comply with the duties of an importer in section 110 of the Food Act 2014 or the duty of a registered importer in section 111 of that Act: (c) whether there are other grounds for considering that the applicant is likely in the future to fail to comply with those duties.

“Significant shareholder” means a shareholder whose shareholding in the applicant enables the shareholder to exercise control over the affairs of the applicant.

“Specified conviction” means

- (i) a conviction for an offence against the Act or the Food Act 2014; or
  - (ii) a conviction (whether in New Zealand or in another country) for any offence relating to fraud or dishonesty; or
  - (iii) a conviction (whether in New Zealand or in another country) for any offence relating to management control or business activities in respect of businesses of a kind (whether in New Zealand or in another country) that—
    - (A) are regulated under the Act or any other Act administered by MPI; or
    - (B) are subject to an overseas food safety regime; and
- (b) includes a conviction (whether in New Zealand or in another country) for any offence relating to trading in food.