**FAQ: ACVM ‘beginners’**

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**Importing/selling ACVM products**

I want to bring a product into New Zealand. What do I need to do? AND/OR  
Does my product require registration? AND/OR  
I would like to become a registered seller of Product X in New Zealand. How do I go about this?

First you need to determine whether your product falls under the Agricultural Compounds and Veterinary Medicines (ACVM) Act 1997. Is it an ‘agricultural compound’ under the Act? If it is, does it need to be registered or is it exempt from registration? Our website overview page will guide you through the basic steps.

If the overview indicates that your product must be registered, go to our registration page for your product type (agricultural chemical, veterinary medicine or vertebrate toxic agent) and the page that covers your activity, such as importing or selling.

For more information, also check our other FAQ documents:

- FAQ: ACVM consumers  
- FAQ: regulation under the ACVM Act.

You may also be subject to other legislation such as the HSNO Act (administered by the Environmental Protection Authority) before you can import, manufacture or sell your product, so check that you are compliant with other legislation (see below under Registering Products).

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I’m not sure if my product must be registered. What should I do?

If you are unsure as to whether your product requires registration, please apply for a class determination. (There is a fee for this service.)

[Class Determination Guideline and Request Form](#)
Do I need to send in a sample of my product for a class determination?
No. Just send us an unused, undamaged label as part of the application. For more information, see the class determination section of our website.

Registering products

Can MPI help me through the registration process?
MPI is the regulatory body, so we cannot provide consultation through the registration process. If you are unsure of how to register the product, you should hire a consultant to help you. A list of consultants is on our website. (These consultants, who are not MPI-endorsed at this stage, nominate their own areas of expertise. Refer to the key at the bottom of the list.)

List of consultants

Should I send queries and/or requests for information about applications in the system or future applications to an Adviser or an Assessor?
Send new queries to an Approvals and ACVM Group Adviser:

- Advisers can filter out some of the easier questions and save time for you.
- Applicants are not supposed to know who is appraising their applications to maintain impartiality.
- The role of the assessor can get confused with that of a consultant. As the regulator there is a limit to the advice we can give and remain impartial.

We don’t mind answering the odd question but we prefer issues to be dealt with during the appraisal of the application, and when it’s not interrupting other applications already in the queue.

Obviously, if you are already halfway through discussing something during an application and the assessor has asked you something directly, send your reply to the assessor.

My product is similar to an existing one that is registered — same use claims etc. Do I have to register mine?
In most cases, you will have to register your product. However, a class determination (link below) can be carried out to determine if this product requires registration under the ACVM Act. (There is a fee for this service.)

My product is a pesticide for use on ornamentals/turf/lawns etc (and has the statement ‘not to be used on or around food or feed crops’ clearly on the label). Does it require registration?
Generally, registration is not required for this kind of product. And MPI allows self-determinations to be carried out. However, to be sure, we can carry out a class determination to determine if this product requires registration under the ACVM Act. (There is a fee for this service.)

Class Determination Guideline and Request Form
Who else should I contact about my product?

If your product is a hazardous substance under the HSNO Act or contains a new organism, you need approval from the Environmental Protection Authority (EPA) (External website)

For products that contain ingredients of plant or animal origin, you need clearance from Biosecurity NZ (External website)

Identical product (B1) applications

For B1 applications, the Information Requirements say that chemistry and manufacturing data are not normally required. So how do you know for sure that the product is identical to the reference product, especially if the applicant is not the same as the registrant of the reference product?

The applicant must be the same as the registrant of a reference product in order for the application to be processed as a B1. If not, the application is a B2 (similar to another trade name product).

When an applicant signs a B1 declaration, he/she is saying the product formulations are the same. The applicant is legally liable.

Making changes to product registrations

How do I work out what kind of application I need to make?

Go to “making changes” on the registration page for your product type (agricultural chemical, veterinary medicine or vertebrate toxic agent).

What is the difference between a SmartTrack application and a regular variation?

A SmartTrack is an application that can be processed in a shorter time and involves minimal assessment. Therefore, the regulatory costs are lower than if the application were to be processed as a regular variation.

If an application is deemed to involve more work, and the variation is not straight forward, it will be processed via the regular route.

What are the information requirements for SmartTrack applications?

Go to “making changes” on the registration page for your product type (agricultural chemical, veterinary medicine or vertebrate toxic agent).

Note: if your application does not contain all information and data required for the variation, the application will not be processed as a SmartTrack.
Payments

Payments for applications must be made upfront to MPI — what payment options do I have?

There are 3 payment options:

- Direct Credit
- Visa/MasterCard
- Cheque.

Payment instructions are on application forms.

Contact

For more information, contact us at approvals@mpi.govt.nz