Master Guidance Template

4 July 2013

Guidance Document
About this document (mandatory heading)

☐ Provide general information about:

- the purpose of MPI guidance documents and their status
- the context about the use of the words “must” or “is to” if they are used.

Note the wording in this section may change depending on the type of guidance

Related Requirements (as necessary)

☐ State the requirements document(s) to which the guidance document’s relates: Sometimes this is not necessary, for example in the case of Animal Products “FYIs” which are simply providing information on particular aspects of exporting.

Review and Amendment (mandatory heading)

Standard wording

Contact Details (mandatory heading)

Standard wording

Disclaimer (mandatory heading)

The disclaimer may change depending on the type of guidance being provided.

Copyright (mandatory heading)

Standard wording

[Creative Commons logo]

Crown copyright ©. This copyright work is licensed under the Creative Commons Attribution 3.0 New Zealand licence. In essence, you are free to copy, distribute and adapt the work, as long as you attribute the work to the Ministry of Primary Industries and abide by the other licence terms. To view a copy of this licence, visit [http://creativecommons.org/licenses/by/3.0/nz/](http://creativecommons.org/licenses/by/3.0/nz/). Please note that no governmental emblem, logo or Coat of Arms may be used in any way which infringes any provision of the Flags, Emblems, and Names Protection Act 1981 or would infringe such provision if the relevant use occurred within New Zealand. Attribution to the Ministry of Primary Industries should be in written form and not by reproduction of any such emblem, logo or Coat of Arms.
## Contents

<table>
<thead>
<tr>
<th></th>
<th>Purpose (mandatory heading)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Background (as necessary)</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>And subsequent sections as required</td>
<td>3</td>
</tr>
</tbody>
</table>
1 Purpose (mandatory heading)

☐ State the guidance document’s purpose.

2 Background (as necessary)

☐ Provide further information and context to the subject matter of the guidance document

3 And subsequent sections as required