



## Registering as an Essential Service Provider with MPI

As you will now be aware all growers and contractors providing services to the kiwifruit sector must register their business by **5 pm on Friday 27 March** to continue provision of these services.

**NOTE:** You do not have to register if there are five or fewer people (including the owner) working at each business site (orchard), and can achieve social distancing measures, including travelling, to and from work.

To register you will need to provide specific details on your business including a business identifier, the number of employees and details on how you will manage activities on site to prevent the spread of Covid-19. Zespri and NZKGI have developed a guideline which provides information on the minimum requirements that need to be in place. These can be used in addition to your own business specific rules to complete the registration process. To register, please go to the MPI safe practices registration site here:

<https://www.mpi.govt.nz/covid-19-essential-primary-sector-service-registration/>

Once you have registered you will receive an auto response which will provide you with a registration number. For those that registered prior to this evening, a retrospective email will be sent by the end of the week. If after this period you have not received your registration details you should contact MPI on 0800 00 83 33.

## Implementing on Orchard Practices

It is imperative to the sector that practices that prevent the spread of Covid19 are clearly understood and implemented on site. All practices outlined in the COVID19 Orchard guideline should be adopted, implemented and complied with by all staff on site. The COVID Orchard guideline can be found [here](#).

It is essential during these unprecedented times that as an industry, we demonstrate our ability to undertake the work that we do while keeping health and wellbeing of our staff and all New Zealanders front of mind.

This means

- 1) Reading and understanding what is required to prevent the spread of Covid19 and ensuring that our staff are aware of what is required of them.
- 2) Monitoring our staff and maintaining records to allow us to demonstrate that we are meeting the protocols we have agreed to and to help us should cases of Covid19 be identified in our workforce.
- 3) Committing to the requirements for social distancing and personal hygiene and showing that we are taking the health and wellbeing of our communities seriously.



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## Registration help guide

### Question 1:

Enter the legal name of your business

### Question 2:

NZBN (New Zealand Business Number)

This is for all Limited Companies. You can find your NZBN on [www.companies.govt.nz](http://www.companies.govt.nz). If you are not a Limited company, you simply enter "0".

### Question 3:

You must have a Food Act Registration number if you are a food business. You can look this up here on the [MPI Public Register](#). This may not apply to some contractors and can be left blank.

Contractors should enter their PMO number.

### Question 4

Provide the details of a nominated person who can respond to questions relating to the registration on behalf of your business (the default would be the business owner).

### Question 5

Select your business type (likely to be Horticulture (growing, Picking))

### Question 6:

This relates to the amount of locations you will operate on. For example, if you are planning on harvesting on 20 orchards you would record this.

### Question 7:

This is how many employees you plan to have working on each site.

### Question 9-18:

Ensure you have read and understand the COVID Orchard guideline which can be found [here](#).

Your business must have procedures in place to manage activities on site to protect your staff and meet the minimum requirements to stop the spread of Covid-19.

The Guideline can be used and referred to in addition to your own business specific rules to answer these questions.