

Raising an Eligibility Document – For blocks of Cappings Beeswax & Raw Cappings only.	
Log on to NZFSA E-Cert Website.	
Click “New Eligibility Document” under New Certificates	
Click “Raise new blank Eligibility Document”. (Black in top dot.)	
No. of Products:	1 - if all of the consignment is from one source and it is the same type
No. of process per product	1 – usually only Processing
Click “Continue”	
Eligibility Document Submission Form. You must complete all sections that are on blue background.	
Certificate Number:	Any number that is unique to you for the current year. This number identifies the document from any other you will raise.
Consignor ID:	Your RMP number
Consignee ID:	Our RMP number – 5BW
Urgency:	Only complete if actually urgent
Transport Mode:	Choose from drop box – usually Road
Local Carrier:	Your RMP number if you are registered for transport and are delivering the wax or the RMP of the transporter. Separate different carriers with a comma. Mainfreight = 1MARINFR8
Departure Date:	The day the consignment leaves your premises.
Product Details	
Origin:	NZ only
Intended Use:	Human Consumption
Conditions of Storage:	Ambient
Item Description:	Beeswax Blocks or Beeswax Cappings for Raw Cappings.
NZHSC:	152190 - Beeswax, other insect waxes and spermaceti; whether or not refined or coloured
Species:	Select Apis Mellifera from drop box and it will fill the Species box
Eligibility Country	Choose EU and /or other country that you have listing for.
Net Weight:	Put the net weight if wax blocks have been weighed on certified scales otherwise estimate the weight and put “ Estimated net weight, product intended for further processing ” in the comments box. Do the latter when sending Raw Cappings.
Weight Unit:	Usually Kilograms.
Comments:	Put the reference to the Harvest Declaration in the following format. PHDL005/06072012 . PHD (Paper Harvest Declaration) Beekeeper Registration#/Date Harvest Declaration signed. Put “ Estimated net weight, product intended for further processing ” if the wax is raw cappings or hasn’t been weighed on certified scales. Add any other relevant information.
Outermost Packaging Details	
No. of Packages	Number of pallets etc or other packaging
Package Type:	Choose what best describes e.g. “Pallets”, “Bags” etc
Processing Details	
Process Type:	Choose from drop box – usually “Processing”. Do not put “Harvest” – this would be on the Harvest Declaration. If you have chosen “Processing” it is not necessary to add “Storage”
Process date from:	Beginning and end dates from when the wax was collected.
It is not necessary to complete anything under the “Classifications” tab.	
Product Sources tab: Only complete this section if the wax has been transferred from another ED, if so enter ED#, 1 – with each source on a new line.	

New Zealand Beeswax Ltd – Help Notes