

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”. (Blue 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 “Show data entry form”	
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:	Your RMP number
Consignee:	Our RMP number – 5BW
Transport Mode:	Choose from drop box – usually Road
Carrier Name:	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.
Departure Date:	The day the consignment leaves your premises.
Product Item 1	
<input checked="" type="checkbox"/>	Tick Human Consumption
<input checked="" type="checkbox"/>	Tick NZ Origin
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
Countries:	Tick EU and /or other country that you have listing for.
No. of Packages:	No. of pallets etc or other packaging
Package Type:	Choose what best describes e.g. “Pallets”, “Bags” etc
Weight – Net:	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.
This product was sourced from:	This box is only for Transfer Statements, either Paper Transfer Statements or an electronic Eligibility Document. If paper enter it in the following format: P5BW/12052013, 1/2 P for paper followed by your RMP code / date that the transfer document was signed (DDMMYYYY) then comma space 1 product / 2 pallets. Harvest Declarations should be entered in the Comments box.
Comments:	If there is no Transfer Statement or Eligibility Document as a source document 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.
Process 1	
Process:	Choose from drop box – usually “Processing”
Start & End Dates	Beginning and end dates from when the wax was collected.
If there is only one product press “Submit Data” or repeat as above for Product 2.	