UNITED KINGDOM (UK) HIGH QUALITY BEEF QUOTA MANUAL

September 2024

TABLE OF CONTENTS

SECTION 1. INTRODUCTION 1

SECTION 2. DEFINITIONS 3

SECTION 3. CALENDAR 5

SECTION 4. GENERAL QUOTA ALLOWANCE ALLOCATION SYSTEM 6

SECTION 5. NEW ENTRANT ALLOWANCES ALLOCATION SYSTEM 7
- A. New Entrant Allowances Allocation System 7
- B. Samples 8

SECTION 6. INDUSTRY AGREED DISCIPLINES 9

SECTION 7. ADMINISTRATION OF GENERAL QUOTA ALLOWANCE ALLOCATIONS 10
- A. Provision of information 10
- B. Statutory Declarations 10
- C. Board appointed auditor 10
- D. Co-operation with auditing process 11
- E. Report from company's auditor 11

SECTION 8. TRANSFERS AND UNUSED QUOTA ALLOWANCE 12
- A. Transfer of Quota Allowance 12
- B. Unused General Quota Allowance 12
- C. Transfer of Production History 13

SECTION 9. GENERAL PROVISIONS 15
- A. Non-Compliance 15
- B Limitation of Access 15
- C Notices 15

SECTION 10. CERTIFICATE OF AUTHENTICITY 16
- A Completion of the Certificate of Authenticity 16
- B Issuing procedures 17
- C Reissue of certificates 17
- D Certificate of Authenticity Charges 17
- E Reporting to the UK Government 18

SECTION 11. GENERAL QUOTA ALLOWANCE: PROCEDURES 19
- A Administration 19
- B Timing of advice of allocation 19

SECTION 12. AMENDMENT OF SYSTEM: CONSULTATION PROCESS 20

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SECTION 13. APPENDICES **21**
Appendix 1: Industry Agreed Disciplines 22
Appendix 2: Schedule of Fees 23
Appendix 3: UK Customs Tariff ("Out of Quota") - CN Codes 24
Appendix 4: EMPIC codes 26
Appendix 5: Quota Allowance Allocation System – Guidance Note - UK High Quality Beef Quota 28

SECTION 14. FORMS **30**
Form 1: Production History Form 31
Form 2: Transfer of UK High Quality Beef Quota Allowance 32
Form 3: Transfer of UK High Quality Beef Production History 33
Form 4: General Quota Allowance Application 34
Form 5: First Come First Served 36

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SECTION 1.
INTRODUCTION

1. The Quota Allowance Allocation System ("Allocation System") outlined in this document is a continuation of the Allocation System operated previously by the New Zealand Meat Board ("Board"), amended as a result of the 2024 Quota Allocation Mechanism Review. This will apply to Quota Allowance applications for the 2025/2026 and subsequent Quota Years and will operate for the United Kingdom ("UK") High Quality Beef Quota Year.

2. This Allocation System is implemented by the New Zealand Meat Board pursuant to its powers under the Meat Board Act 2004 ("Act"), in particular Part 3.

3. Under Statutory Instrument No. 2020 / 1432 ("Statutory Instrument") the ability to import High Quality Beef into the UK from New Zealand within the terms of the TRQ is made subject to the presentation of a UK High Quality Beef Certificate of Authenticity endorsed by a recognized issuing authority. This is to ensure that only product originating from permitted countries and limited to the specified quantities enters the UK within the terms of the relevant TRQ. The Board has been empowered by the UK as the Issuing Authority for Certificates of Authenticity under this TRQ.

4. The Board's policy for the allocation of UK TRQ is founded upon the principle that TRQ should be equitably allocated to Qualifying Companies and eligible New Entrants to ensure that the New Zealand red meat industry is the recipient of the economic benefits deriving from quota markets.

5. In establishing the policy evidenced by this Allocation System, the Board has recognised that:

    a. the object of the Board is to facilitate the capture, for New Zealand and in the interests of the meat industry, of the best possible ongoing returns available from quota markets;

    b. where authorities in a market have granted access to that market at zero or concessional tariff rates for a particular quantity of meat products imported from New Zealand during any period, the Board must establish and operate a mechanism for the allocation of that quantity; and

    c. the operation of the allocation mechanism must be likely to maximise the capture for New Zealand of the returns available from the market concerned for the meat products.

6. The Board will only issue Certificates of Authenticity to a company that has General or New Entrant Quota Allowance obtained in accordance with this Allocation System.

7. The Allocation System is, in essence, divided into two parts:

    a. first, the General Quota Allowance Allocation System, which governs the allocation of 98% of the TRQ. It is based upon Production History over the three completed Production Seasons immediately prior to the commencement of the Quota Year.

    b. second, the New Entrant Allowances Allocation System which allows for the allocation of up to 2% of the TRQ to New Entrants ("New Entrant Allowance"). A small portion of the New Entrant Quota Allowance is set aside for sample packages.

i. New Entrant allowances are available to Registered Exporters on a First Come First Served ("FCFS"), certificate by certificate basis. A New Entrant must provide proof of use within one month of certificate issue. New Entrant allowances are not transferrable.

ii. those quota participants accumulating Production History may have access to the New Entrant quota until they have three years of production history.

iii. access to New Entrant Quota for any individual participant is limited to 30% of the total New Entrant Quota Allowance.

8. New Entrants wanting to obtain access to Quota Allowance will be able to do so by:

   a. applying to the Board for a portion of New Entrant Quota Allowance, by means of an application for a quota certificate in respect of a single shipment; or

   b. applying to the Board for General Quota Allowance based on Production History earned in relevant prior seasons; and/or

   c. acquiring Quota Allowance from an existing quota allowance holder

9. If, in any Quota Year, any portion of the New Entrant Quota Allowance is not allocated to or fully utilised by New Entrants the balance will be allocated to Qualifying Companies on the terms set out in this Allocation System.

10. This Allocation System provides for different procedures in respect of applications for General Quota Allowance (Section 4) and New Entrant Quota Allowances (Section 5).

Cross-reference: General Quota Allowance: Procedures; Section 11

11. The Board retains:

   a. the discretion to apply this Allocation System as it regards appropriate in relation to any circumstances that are not specifically provided for in this system; and

   b. the ability to determine the interpretation of the provisions of this document.

12. The Board retains the right to suspend all or any of the provisions in this document for any Quota Year when it believes the total TRQ will not be a constraint on the quantity of High Quality Beef able to be exported to the UK by the industry as a whole. The decision on whether to suspend the provisions will be made by the Board as soon as practicable in any Quota Year, but no later than six weeks before the end of the Quota Year.

SECTION 2.
DEFINITIONS

At Time of Slaughter	means immediately after slaughter floor weighing of a carcass (i.e. immediately after the carcass has crossed the scales).
Certificate of Authenticity	means a Certificate of Authenticity, issued by the Board in accordance with UK regulations, which records, amongst other things, the New Zealand origin of High Quality Beef to be imported into the UK within the provisions of the TRQ.
Company	includes any company or other legal entity or person, and where applicable any trust or trustee or beneficiary of a Trust (including discretionary beneficiary).
Eligible Quota Holder	Means an exporter registered under the Meat Board Act 2004
General Quota Allowance	means the proportion (currently 98%) of the TRQ available for allocation by the Board after deductions for New Entrant Quota Allowance, and available in the relevant Quota Year. A holder of General Quota Allowance is a company that holds a portion of the General Quota Allowance
General Quota Allowance Allocation Formula	means the formula contained in Section 4, paragraph 1.
High Quality Beef	means meat covered by CN codes 0201 20 90, 0201 30, 0202 20 90, 0202 30, 0206 10 95 and 0206 29 91 as defined in Statutory Instrument No. 2020 / 1432 ("Statutory Instrument") and subsequent legislation: (a) "the goods are high quality meat, with or without bone, and selected beef cuts derived from exclusively pasture grazed steers or heifers, the carcases of which have a dressed weight of not more than 370 kilograms: and (b) the carcases have been classified as A, L, P, T or F, be trimmed to a fat depth of P or lower and have a muscling classification of 1 or 2 according to the carcase classification system administered by the New Zealand Meat Board." Cross reference: UK Customs tariff - CN Codes; Appendix Three
Hot Weight	means the weight of a dressed carcass at the slaughter floor scales prior to any chilling or freezing.
New Entrant	means in respect of a Company that is an exporter registered under the Meat Board Act 2004 and made its first year application for a portion of New Entrant allowance, a Company which, during the three years prior to the applicable New Entry Period, has not been allocated and used General Quota Allowance (but which may have purchased Production History, Export History or General Quota Allowance). A Company does not qualify as a New Entrant if, during the three years prior to, or during, the applicable New Entry Period: (a) a related company (as defined in the Companies Act 1993) of that Company; or (b) beneficial shareholders of 50% or more of the shares in that company, have between them been allocated General Quota Allowance. For the purpose of this definition a beneficial shareholder is a Company that holds or controls shares in another Company either directly, or indirectly through its control of shareholding in another Company. A New Entrant shall cease to be a New Entrant upon the completion of the New Entry Period.

New Entrant Quota Allowance	means the 2% (or less) of the TRQ set aside by the Board under this Allocation System in the relevant Quota Year in accordance with Section 5. A holder of New Entrant Quota Allowance is a company that holds a portion of the New Entrant Quota Allowance.
New Entry Period	means in relation to a New Entrant, the Quota Year for which a New Entrant is first allocated New Entrant Quota Allowance and the two following Quota Years.
Owner of Qualifying Product at Time of Slaughter	means the owner of Qualifying Product immediately after slaughter floor weighing (i.e.: immediately after the carcass has crossed the scales). Ownership for this purpose disregards any reservation of ownership, subject to payment, and disregards any effect on ownership due to a mortgage or charge over the Qualifying Product. The term Qualifying Product Owned at Time of Slaughter has a corresponding meaning.
Participation Fee	Includes fixed and variable participation fees and special levies as set out in Section Thirteen, Appendix 2 that may be amended in consultation with quota holders from time to time by the Board. The fixed participation fee is payable with the application for Quota, the variable participation fee is due and payable following the annual allocation process and prior to the commencement of the relevant Quota Year. A first come first served participation fee will be levied on receipt of the first application for quota and a variable participation fee will be levied per volume of each quota certificate issued.
Production History	means in respect of a Qualifying Company a figure equal to the weight of Qualifying Product Owned at Time of Slaughter during a full Production Season. That figure will represent the Production History of that Qualifying Company for that Production Season. For clarity, Production History will only begin to be recorded in the first full Production Season following a facility becoming UK Listed Premises.
Production Season	means a year commencing the nearest Sunday to 1 October, and ending the nearest Saturday to 30 September in the following calendar year.
Qualifying Company	means a company which: (a) is a registered exporter under the Act; and (b) has been the Owner of Qualifying Product at Time of Slaughter
Qualifying Product	means bovine meat from steer and heifer equivalent to fat classes A,L,P,T and F and muscling classes 1 and 2 slaughtered in UK Listed Premises, measured as dressed carcass hot weight.
Qualifying Product Owned at Time of Slaughter	refer to the definition of Owner of Qualifying Product at Time of Slaughter. i.e. has a corresponding meaning.
Quota Year	means a year commencing 1 July one year and ending 30 June the year after as per Commission Implementing Regulation Statutory Instrument No. 2020 / 1432 ("Statutory Instrument") and subsequent legislation.
Tariff Rate Quota ("TRQ")	means the Tariff Rate Quota negotiated between the New Zealand Government and the UK allowing the importation into the UK of specified quantities of High Quality Beef at a 20% ad valorem customs duty. Imports within the Tariff Rate Quota are also known as "in-quota" imports.
UK Listed Premises	means premises for the slaughter of livestock which have been listed by the UK government's competent authority as eligible for exporting bovine product for human consumption to the UK.

SECTION 3.
CALENDAR

March	10	February Production Reports due.
April	1	Companies to advise Board if they will use all General Quota Allowance allocated to them in the current Quota Year (Handback).
	10	March Production Reports due.
	15	Applications from companies for General Quota Allowance for the following Quota Year close.
		Transfers of Production History must be confirmed by the Board by this date.
		Board to have advised companies of reallocations of unused quota.
May	10	April Production Reports due.
June	10	Board to have advised companies of General Quota Allowance Allocations by this date.
		May Production Reports due.
	30	Quota Year ends.
July	1	Quota Year commences.
	10	June Production Reports due.
August	10	July Production Reports due.
September	10	August Production Reports due.
	30	Production Season closes on the nearest Saturday to 30 September.
October	1	Production Season opens on the nearest Sunday to 1 October.
	10	September (complete season) Production Reports due.
November	10	October Production Reports due.
December	10	November Production Reports due.
January	10	December Production reports due.
February	10	January Production Reports due.

SECTION 4.
GENERAL QUOTA ALLOWANCE ALLOCATION SYSTEM

A Qualifying Company wanting to obtain access to quota allowance will be able to do so by:

a. applying to the Board for a portion of the General Quota Allowance based upon its Production History; and/or

b. acquiring quota allowance from an existing quota allowance holder.

Basis of General Quota Allowance Allocation System

1. General Quota Allowance will be allocated for a Quota Year to an applicant Qualifying Company in accordance with the following General Quota Allowance Allocation Formula:

$$PGQ = \frac{(PH_{i-3} + PH_{i-2} + PH_{i-1})}{(TPH_{i-3} + TPH_{i-2} + TPH_{i-1})} \times GQ$$

where:

PGQ = the portion of the General Quota Allowance (in tonnes) to be allocated to the Qualifying Company in the relevant Quota Year.

GQ = General Quota Allowance.

PH = a Qualifying Company's Production History for a Production Season.

TPH = the sum of the Production Histories for a Production Season of all applicants in the relevant Quota Year.

i = the Production Season commencing in the year prior to the relevant Quota Year

i-1 = the Production Season before i.

i-2 = the Production Season before i-1.

i-3 = the Production Season before i-2.

2. All measurement of Qualifying Product shall be made in accordance with the definition of Qualifying Product.

3. If at any time there is an interruption to the importation into the UK of High Quality Beef from New Zealand which prevents the utilisation of any portion of the General Quota Allowance as contemplated, the Board may in subsequent Quota Years, apply the General Quota Allowance Allocation Formula with such modification as is necessary to take into account the interruption, as in the opinion of the Board, best meets the intentions of that formula.

4. Production History may be recorded preliminary to an application for Quota Allowance in a subsequent year.

SECTION 5.
NEW ENTRANT ALLOWANCES ALLOCATION SYSTEM

A. NEW ENTRANT ALLOWANCES ALLOCATION SYSTEM

The New Entrant Allowances Allocation System takes into account the fact that New Entrants may not have a Production History.

The Board shall reserve up to 2% of the TRQ as New Entrant Quota Allowance for possible allocation to New Entrants.

New Entrant allowances are available to Registered Exporters on a First Come First Served (FCFS), certificate by certificate basis. A New Entrant must provide proof of use within one month of certificate issue. New Entrant allowances are not transferrable.

Those quota participants accumulating Production History may have access to the New Entrant quota until they have three years of production history.

Access to New Entrant Quota for any individual participant is limited to 30% of the total New Entrant Quota Allowance.

New Entrants wanting to obtain access to Quota Allowance will be able to do so by:

a. applying to the Board for General Quota Allowance based on Production History earned in relevant prior seasons; and/or

b. applying to the Board for a portion of New Entrant Quota Allowance, by means of an application for a quota certificate in respect of a single shipment; or

c. acquiring Quota Allowance from an existing quota allowance holder.

Eligibility

The Board may allocate New Entrant Quota Allowance to a New Entrant if the Board is satisfied that the applicant:

a. is a New Entrant both at the time of application and will continue to be at all times during the applicable New Entry Period; Refer 'New Entrant' definition in Section Two

b. has supplied to the Board all information that has been requested by the Board and is necessary to enable this Allocation System to operate effectively;

c. has not incurred a penalty under section 34 of the Act or any penalty provision of any replacement legislation;

Restrictions: No new entrant shall be entitled to more than 30% of the total new entrant quota, except after handback. Refer Section 8, Part B.

Procedure

A. Application

Application for a quota allowance is by application for a quota certificate on a shipment by shipment basis.

Precedence shall be on the basis of date of application provided that no application shall be made for an export that is due to be shipped more than one month later than the application date.

An entity must apply for a quota certificate (volume) and pay the appropriate participation and certification fees.

B. Reservation of quota allowances

Upon receipt of an application and there being sufficient quota available once precedence has been applied, a contingent allocation of a New Entrant Quota allowance in the amount requested in the application shall be transferred to the applicant.

C. Quota Certificate Issuance

Upon receipt within one month of application of an eligibility document matching the application, a quota certificate will be issued.

Performance based application window

Where an applicant has applied for a quota allowance 5% or more, greater than required for shipment, the applicant will have their application window reduced from one month (four weeks) to three weeks, and if repeated to two weeks.

Cross-reference: Definitions "New Entrant" and "New Entry Period"; Section 2.

B. SAMPLES

1. The Board will set aside five tonnes of New Entrant Quota Allowance for each Quota Year which may at the discretion of the Board be utilised by any Qualifying Company or New Entrant for the exportation of sample High Quality Beef packages to the UK, where the sample will be provided for the purpose of seeking to establish a new or improved product, or market niche, not provided by existing exporters.

2. Any New Entrant Quota Allowance set aside for samples not utilised or reserved for use by 1 October shall be allocated in accordance with Section 8, Part B.

Refer to: Meat Board Act 2004, Section 51

SECTION 6.
INDUSTRY AGREED DISCIPLINES

1. All holders of General or New Entrant Quota Allowance will be subject to Industry Agreed Disciplines relating to the UK.

2. An Industry Agreed Discipline made under this Allocation System is a discipline agreed to in writing by holders of 70% or more of General Quota Allowance and agreed to by the Board.

3. All current Industry Agreed Disciplines will be recorded in Appendix One.

4. The Board may only establish an Industry Agreed Discipline in order to ensure that the conduct of the trade in High Quality Beef from New Zealand to the UK is, in the opinion of the Board, helping to facilitate the capture, for New Zealand and in the interests of the meat industry, the best possible ongoing returns available from quota markets.

5. The Board will provide to all General and New Entrant Quota Allowance holders, a notice to be included in Appendix One where an Industry Agreed Discipline has been established in accordance with paragraph 2 above. The notice will outline the Industry Agreed Discipline and date of implementation.

6. Industry Agreed Disciplines shall not prevent the Board from taking steps necessary to ensure the effective access of High Quality Beef from New Zealand into the UK.

Cross-reference: Notices; Section 9, Part C

Amendment of System: Consultation Process; Section 12

Industry Agreed Disciplines: Section 13, Appendix One

SECTION 7.
ADMINISTRATION OF GENERAL QUOTA ALLOWANCE ALLOCATIONS

A. PROVISION OF INFORMATION

1. A company holding General Quota Allowance, or a Company without Production History that intends making an application for General Quota for the following Quota Year, will be required to submit to the Board, on a monthly basis or as otherwise requested by the Board, information necessary to enable this Allocation System to operate effectively.

2. Such information will include details as to the quantity of its actual production of Qualifying Product; and provided in the manner set out in Section 14 , Form 1 .

3. This information will be monitored on an ongoing basis by the Board.

4. The Board may require that any information provided to it be verified by such reasonable means as the Board sees fit.

5. The information referred to in paragraphs 1 - 4 above must also be provided to the Board in a year in which it is determined that allocations of General Quota Allowance will be suspended because the TRQ is unlikely to be filled, on the basis that the information will be needed by the Board for calculation of the allocation of General Quota Allowances in subsequent years.

6. The onus shall be on each company to:

    a. ensure that all information provided by it to the Board is correct and accurate; and

    b. correct any inaccurate information it has already provided to the Board.

Cross-reference: General Provisions; Section 9, Part A

B. STATUTORY DECLARATIONS

The Board may at any time request that a company provide to it a statutory declaration regarding any relevant information which the Board may require as necessary to enable the Allocation System to operate effectively.

C. BOARD APPOINTED AUDITOR

1. Audits of information supplied to the Board for the purpose of seeking General Quota Allowance allocation will be undertaken, as the Board sees fit, by an auditor appointed by the Board; that auditor may be the company's external auditor under the Financial Reporting Act 2013.

2. The costs of the auditor are to be paid by the company seeking General Quota Allowance in the manner determined by the Board from time to time.

D. CO-OPERATION WITH AUDITING PROCESS

1. The owner of Qualifying Product at Time of Slaughter will be required to co-operate with any Board appointed auditor, and shall give such an auditor full access to the Company's relevant records.

2. Visits by auditors to head offices, branches and plants may take place at any time.

E. REPORT FROM COMPANY'S AUDITOR

A holder of, or claimant to, General Quota Allowance may be required by the Board to instruct the company's external auditor to receive audit instructions from the Board, to verify all claims and declarations relevant to Quota Allowance allocations. The costs of the external auditor are to be paid by the company.

SECTION 8.
TRANSFERS AND UNUSED QUOTA ALLOWANCE

A. TRANSFER OF QUOTA ALLOWANCE

1. A holder of an export registration certificate issued under the Act may acquire General Quota Allowance from a holder of General Quota Allowance.

2. Such a transfer will only apply to the relevant Quota Year, and will not comprise a transfer of Production History.

3. All transfers of quota allowance must be notified to the Board in the manner set out in Section 14 , Form 2 and the transfer form must be signed by authorised signatories of both the transferor and the transferee.

4. The Board will upon receipt of a properly completed transfer form confirm that at the date of receipt the transferor has sufficient Quota Allowance for such a transfer to be completed.

5. Transfers shall have no effect until confirmed by the Board in accordance with paragraph 4 above.

Cross-reference: General Provisions; Section 9, Part A

B. UNUSED GENERAL QUOTA ALLOWANCE

1. On or before 1 April of a Quota Year all holders of General Quota Allowance must notify the Board in writing if they will not utilise any portion (the portion to be specified by them) of allowance allocated for that Quota Year (and which they have not transferred by a completed transfer confirmed by the Board by that date). The Board upon receipt of such advice will use its best endeavours to reallocate such unused portions to Qualifying Companies within one week, and if not, by 15 April.

2. On receipt by the Board of notification by a company, under paragraph 1 above, the specified amount of the allowance will revert to the Board for allocation in accordance with paragraph 3 below.

3. The Board shall reallocate in order of precedence to:

    a. in the case where demand for access to returned quota exceeds the volume returned to the Board then it will be reallocated in proportion to the percentage of every such holder's initial allocation of General Quota Allowance for that Quota Year.

    b. in the case where demand for access to returned quota is less than the volume returned to the Board then

        i. on demand to General Quota holders

ii. any remaining quota to be made available on first come first served, certificate by certificate basis (with the 30% limit for New Entrants removed)

4. If a holder of General Quota Allowance (Transferor) transfers Quota to any other party (Transferee) and at the end of the Quota Year the Transferee holds unused Quota (Unused Quota) which includes all or part of such transferred Quota and the Transferee does not make application either for General or New Entrant Quota Allowance for the following Quota Year in excess of the Unused Quota, the Transferor shall be deemed to have held as at the end of the Quota Year in which such transfer was made, in addition to any unused quota actually held, the lesser of such unused Quota or the Quota which was transferred.

   For the purposes of determining whether Unused Quota includes all or part of the Quota transferred, a Transferee shall be deemed to have used first the Quota the Transferee has held the longest, and if there is dispute as to the calculation of Unused Quota such shall be determined by an auditor appointed by the Board.

5. The Board may take action or impose penalties, including under Sections 24(4) and 34 of the Act, in relation to those quota holders that have unused quota remaining at the end of the Quota Year.

   The Board will not take such action or impose such penalties if the amount of quota remaining unused by the company does not exceed a tolerance level of 0.5% of the company's quota allowance, or 110 kilograms, whichever is the higher.

   A company exceeding the tolerance will have 2 times the amount of underutilization exceeding the tolerance deducted from its quota allocation in the next Quota Year.

   The Board will advise industry annually in March of any potential penalty situations.

   Cross-reference: General Provisions; Section 9, Part A

C. TRANSFER OF PRODUCTION HISTORY

1. Where a company (including one in liquidation or receivership) wishes to sell or otherwise transfer all, or part, of its Production History, then that Production History will be able to be transferred if:

   a. the Production History is sold or otherwise transferred to a Qualifying Company or a New Entrant; and

   b. the Board has approved of the Transferee of that Production History, which approval shall be in writing and shall not be unreasonably withheld.

2. Applications for the transfer of Production History, or any part of it, shall be completed by the Transferor and the Transferee in the manner set out in Section 14, Form 3 and must be signed by authorised signatories of both the Transferor and the Transferee.

3. Except where paragraph 1 above applies the purported transfer of a company's Production History will automatically result in the Production History of the company being cancelled and no longer forming part of TPH as defined in Section 4.

4. Subject to paragraph 7 below, where there is a transfer of Production History in accordance with paragraph 1 above, the Production History will be valid in respect of any allocation of General Quota Allowance to the Transferee in any future Quota Year in terms of the General Quota Allowance Allocation Formula, as if the Transferee had been the Transferor.

5. Any company seeking to transfer its Production History under paragraph 1 above, and the proposed Transferee, shall provide to the Board all information requested by the Board.

6. The transfer of Production History will not be effective until confirmed by the Board and notice of the transfer has been given by the Board to the Transferee.

7. For the purpose of calculating the entitlement to General Quota Allowance for any Quota Year a transfer of Production History must have been confirmed by the Board by 15 April prior to the commencement of the relevant Quota Year, or such other date as the Board allows.

8. A New Entrant shall not be permitted at any time during its New Entrant Period and for 3 years after the end of its New Entry Period, to transfer, sell or otherwise dispose of any Production History accruing as a result of its New Entrant status, including Production History.

9. Subject to any other provision in this manual, transfer of Production History not resulting from New Entrant status, i.e. Production History equal to amounts of quota purchased, or Production History exceeding the amount of quota held in a given Quota Year, will not be restricted.

Cross-reference: General Provisions; Section 9, Part A

SECTION 9.
GENERAL PROVISIONS

A. NON-COMPLIANCE

1. Reference is made to section 34 of the Act which addresses the action that the Board may take in certain circumstances.

2. Where any General Quota Allowance is no longer permitted to be utilised by the holder pursuant to section 34 of the Act, the General Quota Allowance shall be allocated by the Board to non-offending holders of General Quota Allowance which seek a portion of that quota allowance for the remainder of the relevant Quota Year, in proportion to the percentage of every such holder's initial allocation of General Quota Allowance for that Quota Year.

3. The Board may, at its discretion, not enforce any of the provisions of section 34 of the Act if, in its view, the failure to use General Quota Allowance or the use of an excess quantity of the General Quota Allowance held by a company is of a minor nature, and no other holder of General Quota Allowance has been disadvantaged by that use, or within the tolerance level permitted by the Board.

B LIMITATION OF ACCESS

Where there has been an alteration of the amount of total access to the TRQ allocated or set aside under this Allocation System in respect of the relevant Quota Year then the Board will, in terms of section 24 of the Act, determine any adjustment of quota allowance.

C NOTICES

1. Any notice required to be issued by the Board to a company under this Allocation System will be valid if given in writing:

   a. by posting it to the company's postal address provided to the Board by the company; or

   b. by sending it by electronic mail to an address provided to the Board by the company; or

   c. by any other means provided for service of documents under the Companies Act 1993.

2. Where a document is posted to the Board or a company it shall be deemed to be received by the Board or the company on the fourth working day after being posted.

SECTION 10.
CERTIFICATE OF AUTHENTICITY

A COMPLETION OF THE CERTIFICATE OF AUTHENTICITY

The format of the Certificate of Authenticity has been designed to conform with the standard aligned export documentation system, to enable exporters to enter the greater part of the required information at the same time as other export documents are being prepared. Exporters must complete the following sections of the document as follows:

(Note: Minimum font size allowed is 8 pt)

Section 1: Full name and postal address of the exporter.

Section 4: Full name, address and country of receiving consignee. It is imperative that the consignee's correct name and address is shown on all Certificates of Authenticity.

Section 6: The name and voyage number of the carrying vessel. Consignments by air may be indicated by the term "airfreight".

Section 7: The description of goods must include the following details:

a. Product type ie: whether beef or veal;

b. Number and kind of packages ie: cartons;

c. Description of goods ie: bone-in or boneless;

d. Method of presentation ie: whether in frozen or chilled form and other such additional information that normally appears on the bill of lading and other export documents (eg: shipping marks, container and seal numbers etc). However, these details may be included on the certificate at the exporter's discretion;

e. EMPIC (Export Meat Product Identification Code) codes should be provided for each product type;

Cross-reference: Section 13, Appendix Four, EMPIC Codes

f. ME number of processing facility or the product for which the Certificate is being issued.

Section 8: Complete the gross weight or mass of each item listed in section 7 above and total.

Section 9: Complete the net weight or mass of each item listed in section 7 above and total.

Section 10: When completing the net mass in words, part kilograms are to be expressed as individual digits, eg: 14.37 is to be expressed "fourteen point three seven" not "fourteen point thirty seven". The net mass in words must accurately reflect the total net mass in numbers (section 9) to the second decimal point, including zeroes.

Section 11: The relevant place of issue (Wellington or Brussels) should be completed. The definition for High Quality Beef shall be shown on the reverse of the original and each copy of the certificate

The Board will complete the following sections of the document:

Section 2: The individual serial number. The original and copies of each Certificate of Authenticity will bear the same serial number.

Section 11: The date of issue, seal and signature.

B ISSUING PROCEDURES

1. A certificate will be issued subject to the originating plant having a satisfactory and valid Quota Compliance Verification System audit.

2. Wellington:
   - Exporters shall electronically submit to the Board data covering each consignment of quota eligible product for validation and issuing. The Board will return original documentation to the exporter for sharing with the UK importer.
   - In view of the obvious need to expedite the dispatch of documents to consignees, the Board will endeavour to process and return certificates within 24 hours of their receipt. Exporters are required to supply their own courier packs for the return of the certificates.

3. Brussels:
   - Exporters should advise the Wellington office of the Board of each certificate so that a serial number can be assigned to it. Exporters should also email delivery instructions to NZMB's Brussels office.

C REISSUE OF CERTIFICATES

Situations may arise whereby a reissue of a certificate is required. In such circumstances, the exporter should apply to the office of the Board in either Brussels or Wellington to have the certificate reissued. Should an importer apply to the Brussels office for replacement of a certificate, permission to reissue will be sought from the exporter before a certificate can be replaced.

D CERTIFICATE OF AUTHENTICITY CHARGES

The certification charges in Section 13, Appendix Two (Schedule of Fees) will apply.

E REPORTING TO THE UK GOVERNMENT

1. As part of the requirements of Statutory Instrument No. 2020 / 1432 the Board must report to the UK Government regularly, or daily in the case of airfreights. This information is emailed to UK government agencies.

SECTION 11.
GENERAL QUOTA ALLOWANCE: PROCEDURES

A ADMINISTRATION

1. General Quota Allowance allocations will be made annually by the Board in accordance with the General Quota Allowance Allocation Formula (Section 4) on or before the commencement of the Quota Year for which the allocation is being made.

2. Every application for an allocation of General Quota Allowance, including an application to record Production History preliminary to an application for Quota Allowance in a subsequent year, shall:

    a. be made in writing on Section 14, Form 4 or via the New Zealand Meat Board website (as appropriate) and must be lodged with the Board on or before 15 April of the year prior to the commencement of the Quota Year. (In completing the application form the applicant will agree to be bound by the terms set out in this Allocation System); and

    b. be accompanied by any participation fees set by the Board.

Cross-reference: General Quota Allowance Allocation System; Section 4
Schedule of Fees: Section 13, Appendix Two

B TIMING OF ADVICE OF ALLOCATION

1. The Board will use its best endeavour to advise companies of their allocation of General Quota Allowance on or before 10 June prior to the commencement of the Quota Year for which the allocation is being made.

2. Any additional allocation of General Quota Allowance, General Quota Allowance forfeited by another company, or an increase or decrease in the total quantity covered by the TRQ, to holders of General Quota Allowance will be advised as soon as is practicable.

SECTION 12.
AMENDMENT OF SYSTEM: CONSULTATION PROCESS

1. The Allocation System may be amended at any time in accordance with the Act.

2. The Board will not amend the Allocation System without consulting those persons required to be consulted in terms of the Act.

3. **The process of consultation shall be:**

   a. The Board will give notice in writing to those persons required to be consulted in terms of the Act, outlining the provisions of the proposed amendments and requesting a written response within a period of not less than 14 days. The response shall set forth any objections to the proposed amendments and provide particulars as to how those objections might be met.

   b. Those persons required to be consulted in terms of the Act shall, if they so request be entitled to appear before the Board and may make submissions orally, or in writing, regarding the proposed amendments.

   c. The Board shall consider all responses and written or oral submissions made to it, and such other information as it considers appropriate and shall then determine whether or not to proceed with amendments.

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SECTION 13.
APPENDICES

Appendix One:	Industry Agreed Disciplines
Appendix Two:	Schedule of Fees
Appendix Three:	UK Customs Tariff ("Out of Quota") - CN Codes
Appendix Four:	EMPIC Codes
Appendix Five:	Quota Allowance Allocation System - Guidance Note

APPENDIX 1:
INDUSTRY AGREED DISCIPLINES

Currently there are no industry agreed disciplines for this quota.

APPENDIX 2:
SCHEDULE OF FEES

The following schedule details fees charged for activities within the Allocation System, from 1 December 2024.

	$ (G.S.T) exclusive
Application for Quota Allowance (annual)	
New Entrant Application Fee	950.00
Fixed Participation Fee	900.00
Variable Participation Fee (per tonne)	2.40
Special Levy (per tonne)	0.1125
Certificate of Origin (per certificate)	
Wellington Issued Certificate (electronic)	10.00
Wellington Issued Certificate (manual)	40.00
- Not issued	30.00
- Cancelled	30.00
- Credit	30.00
Brussels Issued Certificate	
- Sea Freight	200.00
- Air Freight	150.00
Transfers General Quota	
General Quota	50.00
Production History	500.00
Quota Utilisation Reports	Nil
Miscellaneous	
Production History Audit	Actual cost
Company Compliance Audits*	Actual cost
Courier within the UK	Actual cost

** Approval of company procedures and audits of compliance with those procedures or carried out by independent auditors at the company's expense.*

Notes:

1. In the case of certificate cancellation, a fee is paid for the original issuing of the certificate and again for cancellation of the certificate and crediting of the exporter quota balance.
2. A reasonable charge, intended to cover actual and reasonable costs, will be discussed with exporters requiring special work to be undertaken by the Board's staff in respect of quota activities.

APPENDIX 3:
UK CUSTOMS TARIFF (“OUT OF QUOTA”) - CN CODES

CN Code	Description	Conventional Rate of Duty (%)	Supplementary Unit (applied by UK)
1	**2**	**3**	**4**
0201	**Meat of bovine animals, fresh or chilled:**		
0201 10 00	**- carcases and half-carcases**	12,8+176,8€/ 100kg/net	12.00% + 147.00 GBP/100kg
0201 20	**- Other cuts with bone in:**		
0201 20 20	**-- ‘Compensated’ quarters**	12,8+176,8€/ 100 kg/net	12.00% + 147.00 GBP/100kg
0201 20 30	-- Unseparated or separated forequarters	12,8+141.4€/ 100 kg/net	12.00% + 118.00 GBP/100kg
0201 20 50	-- Unseparated or separated hindquarters	12,8+212,2€/ 100 kg/net	12.00% + 177.00 GBP/100kg
0201 20 90	-- Other	12,8+265,7€/ 100 kg/net	12.00% + 221.00 GBP/100kg
0201 30 00	**- Boneless**	12,8+303,4€/ 100 kg/net	12.00% + 253.00 GBP/100kg
0202	**Meat of bovine animals, frozen:**		
0202 10 00	**- Carcases and half carcases**	12,8+176,8€/ 100 kg/net	12.00% + 147.00 GBP/100kg
0202 20	**- Other cuts with bone-in:**		
0202 20 10	-- ‘Compensated’ quarters	12,8+176,8€/ 100 kg/net	12.00% + 147.00 GBP/100kg
0202 20 30	-- Unseparated or separated forequarters	12,8+141,4€/ 100 kg/net	12.00% + 118.00 GBP/100kg
0202 20 50	-- Unseparated or separated hindquarters	12,8+221,1€/ 100 kg/net	12.00% + 185.00 GBP/100kg
0202 20 90	-- Other	12,8+265,3€/ 100 kg/net	12.00% + 222.00 GBP/100kg
0202 30	**Boneless:**		
0202 30 10	-- Forequarters, whole or cut into a maximum of five pieces, each quarter being in a single block; ‘compensated’ quarters in two blocks, one of which contains the forequarter, whole or cut into a maximum of five pieces, and the other, the hindquarter, excluding the tenderloin in one piece	12,8+221,1€/ 100 kg/net	12.00% + 185.00 GBP/100kg
0202 30 50	-- Crop, chuck and blade and brisket cuts (*)	12,8+221,1€/ 100 kg/net	12.00% + 185.00 GBP/100kg
0202 30 90	-- Other	12,8+304,1€/ 100 kg/net	12.00% + 254.00 GBP/100kg

CN Code	Description	Conventional Rate of Duty (%)	Supplementary Unit (applied by UK)
0206	**Edible offal of bovine animals, swine, sheep, goats, horses, asses, mules or hinnies, fresh, chilled or frozen:**		
0206 10	**- Of bovine animals, fresh or chilled**		
0206 10 95	--- Thick skirt and thin skirt	12,8+303,4€/ 100 kg/net	12.00% + 253.00 GBP/100kg
	- Of bovine animals, frozen:		
0206 29 91	--- Thick skirt and thin skirt	12,8+304,1€/ 100 kg/net	12.00% + 254.00 GBP/100kg

* Refer to Statutory Instrument 2020/1432 and subsequent legislation. Also refer UK Government Trade Tariff to look up commodity codes, duty and VAT Rates: https://www.check-future-uk-trade-tariffs.service.gov.uk/tariff?q=02062991&n=25&p=1

APPENDIX 4:
EMPIC CODES

EMPIC CODES (Export Meat Product Identification)

Same Number for Chilled or Frozen, Number ends with either C or F

BEEF – GRASS FED

	Premium	Prime	Bull	Manuf	YLB (XY)
CARCASE					
L quarter	10110	10210	-	-	-
P quarter	10120	10220	-	-	-
T quarter	10130	10230	-	-	-
F quarter	10140	10240	-	-	-
other quarters	-	10299	10399	10499	-
BONEIN					
OP ribs	11110	11210	-	-	11910
Ribs (not OP)	11115	11215	-	-	11915
shortloin/shell loin	11120	11220	11320	-	11920
shin	11130	11230	-	-	11930
other	11199	11299	11399	11499	11999
BONELESS					
Inside/topside	12101	12201	12301	12401	12901
outside/silverside	12102	12202	12302	12402	12902
flat	12103	12203	12303	12403	12903
eye of round	12104	12204	12304	12404	12904
knuckle	12111	12211	12311	12411	12911
thick flank	12112	12212	12312	12412	12912
thin flank	12113	12213	12313	12413	12913
rump/top sirloin	12121	12221	12321	12421	12921
striploin	12131	12231	12331	12431	12931
tenderloin	12132	12232	12332	12432	12932
rib eye/cube roll	12141	12241	12341	12441	12941
shoulder clod	12151	12251	12351	12451	12951
brisket point end	12161	12261	12361	12461	12961
brisket navel end	12162	12262	12362	12462	12962
chuck	12163	12263	12363	12463	12963

	Premium	Prime	Bull	Manuf	YLB (XY)
chuck roll	12164	12264	12364	12464	12964
chuck tender	12165	12265	12365	12465	12965
shank	12167	12267	12367	12467	12967
flanksteak	12168	12268	12368	12468	12968
trimmings – up to 65cl	12170	12270	12370	12470	-
trimmings - over 65cl	12175	12275	12375	12475	-
< 84cl (not trimmings)	-	-	12380	12480	-
85-89 cl	-	-	12385	12485	12985
90-92 cl	-	-	12390	12490	12990
93-94 cl	-	-	12393	12493	12993
95 cl & over	-	-	12395	12495	12995
100 vl	-	-	12398	12498	12998
other	12199	12299	12399	12499	12999

APPENDIX 5:
QUOTA ALLOWANCE ALLOCATION SYSTEM – GUIDANCE NOTE - UK HIGH QUALITY BEEF QUOTA[1]

INTRODUCTION

The Meat Board Act 2004 (the Act) requires the New Zealand Meat Board (the Board) to establish and operate Quota Allowance Allocation Systems in country specific tariff rate quota markets. This note is issued as a guide to the requirements under the Allocation Systems. As a result of the GATT Uruguay Round, the following meat products of New Zealand origin may be exported to the United Kingdom at the tariff rates listed below up to the quantities specified. The out-of-quota tariff rates are also given. These apply to product imported outside the quota.

United Kingdom

Product type	**Annual Quota Amount**	**In-quota Tariff Rate**	**Quota Year**	**Out-of-Quota Tariff Rate (From 1 July 2000)**
High Quality Beef	198 tonnes (product weight)	20% ad valorem duty	1 July – 30 June	12.8% + 141.4 – 304.1

* Note: Tariff rates are quoted in GBP per 100kg/net. The range of rates is a result of different tariff rates for different products.

ALLOCATION

To whom is quota allocated?

Qualifying Companies

which are those companies that hold export registrations issued under the Act and have been the Owners of Qualifying Product[2] at Time of Slaughter[3] over any of the three preceding Production Seasons.

[1] This Guidance Note is intended as a summary of the provisions of the Quota Manual itself. In the event of any inconsistency between the provisions of the Quota Manual and this Guidance Note the provisions of the Quota Manual will prevail.

[2] Qualifying Product means bovine meat from steer and heifer equivalent to fat classes A,L,P,T and F and muscling classes 1 and 2 slaughtered in UK Listed Premises, measured as dressed carcass hot weight.

[3] At Time of Slaughter means immediately after slaughter floor weighing of a carcass (ie immediately after the carcass has crossed the scales).

New Entrants

which are those companies that:

- are (or are expected to be by a time approved by the Board) the holders of export registration certificates
- are a New Entrant as defined in Section 2 of this Quota Manual;

How is Quota Allowance allocated?

At least 98% of the quota is allocated as General Quota Allowance to Qualifying Companies. It is allocated to companies according to their share of the sum of all companies' Production Histories for the preceding three Production Seasons.

Up to 2% of the quota is reserved for allocation on a first come first served, certificate by certificate basis for New Entrants.

Acquiring and selling Quota Allowance

A holder of General Quota Allowance may transfer all or part of its quota allowance for the relevant Quota Year to a holder of an export registration. A transfer form must be completed and signed by authorised signatories of both the Transferor and the Transferee and submitted to the Board. The transfer takes effect when confirmed by the Board.

Acquiring and selling Production History

A holder of Production History may transfer all or part of its Production History for a given Production Season to a Qualifying Company or a New Entrant. The transfer will be valid for any future Quota Years in terms of the General Quota Allowance Allocation formula after the Production History transfer has been approved by the Board.

ADMINISTRATION

Quota Allowance application closing dates for UK High Quality Beef are:

UK High Quality Beef

General Quota Allowance Applications	15 April
New Entrant	Anytime during the quota year

CERTIFICATES OF AUTHENTICITY

Certificates of Authenticity are required for product to be imported within the terms of the Tariff Rate Quota. Completed Certificates of Authenticity showing the details of the consignment must be submitted by the exporter to the Board for authorisation. On receipt of the authorised Certificate of Authenticity, it is then the responsibility of the exporter to forward the Certificate of Authenticity to the importer.

SECTION 14.
FORMS

INDEX TO FORMS

1 Production History Form

2 Transfer of UK High Quality Beef Quota Allowance

3 Transfer of UK High Quality Beef Production History

4 General Quota Allowance Application

5 First Come First Served (online)

FORM 1:
PRODUCTION HISTORY FORM

UK High Quality Beef

PRODUCTION REPORT

Month/Period:	Owner at Time of Slaughter:
Company:	Signed (by Contact Person):
Date:	Contact Person:
	UK Listed Premises (Establishment Number):

Season	**Carcasses (number)**	**Bone-in Dressed Carcass Hot Weight (tonnes)**
Production to date		
Current Month/Period		
Estimate for balance of season		
TOTAL		

Qualifying Product means bovine meat from steer and heifer equivalent to fat classes A,L,P,T and F and muscling classes 1 and 2 slaughtered in UK Listed Premises measured as dressed carcass = hot weight.

FORM 2:
TRANSFER OF UK HIGH QUALITY BEEF QUOTA ALLOWANCE

- This form relates to the Quota Allowance Allocation System in respect of **United Kingdom High Quality Beef Tariff Rate Quota** ("Allocation system").
- Section 10, Part A of the Allocation System is of particular relevance when completing this form.
- The form must be completed by both parties to the transfer and returned to the **New Zealand Meat Board**.

TRANSFEROR

ER Number:	Reference (eg. contract number):
Name of Company:	

TRANSFEREE

ER Number:	Reference (eg. contract number):
Name of Company:	

DETAILS OF TRANSFER

Date of Transfer:	Applicable Quota Year (1 July to 30 June)
Quota Allowance transferred (kilograms net weight):	

The transferee hereby acknowledges that it will utilise during the relevant Quota Year the tonnage of the Quota Allowance transferred to it.

Signed (For Transferor):	
Name (please print):	Date:

Signed (For Transferee):	
Name (please print):	Date:

BOARD USE ONLY	Signed	Date
Transfer form received:		
Transfer confirmed:		
Transfer declined (Provide reason):		

FORM 3:
TRANSFER OF UK HIGH QUALITY BEEF PRODUCTION HISTORY

- This form relates to the Quota Allowance Allocation System in respect of **UK High Quality Tariff Rate Quota** ("Allocation System").
- Section 10, Part C of the Allocation System is of particular relevance when completing this form.
- The form must be completed by both parties to the transfer and returned to the **New Zealand Meat Board**.

TRANSFEROR

ER Number:	Name of Company:

TRANSFEREE

ER Number:	Name of Company:

DETAILS OF TRANSFER

Date of Transfer:	Applicable Production Season (October to September)
Production History transferred (tonnes):	
Reason/Basis of Transfer (specify purchase or other arrangement pursuant to which transfer requested)	

Signed (For Transferor):	
Name (please print):	Date:

Signed (For Transferee):	
Name (please print):	Date:

BOARD USE ONLY	**Signed**	**Date**
Transfer form received:		
Transfer confirmed:		
Transfer declined (Provide reason):		

FORM 4:
GENERAL QUOTA ALLOWANCE APPLICATION

- This application is made in terms of the Quota Allowance Allocation System in respect of **United Kingdom High Quality Beef Tariff Rate Quota** ("Allocation System").
- Sections 4 and 11 of the Allocation System are of particular relevance when completing this application.
- This application relates to the Quota Year from 1 July to 30 June.
- The application must be lodged with the Board on or before 15 April prior to the commencement of the Quota Year to which this application relates.
- The application must be sent to the **New Zealand Meat Board**.

NAME OF APPLICANT

APPLICANT DETAILS

ER Number:	Telephone:
Email:	
Postal address:	
Street address:	

Note: Notices by the Board will be sent to the applicant at its postal address or email address given above.

CONTACT PERSONS

Specify two people who are authorised to act as agents of the applicant (eg. Chief Executive, Marketing Manager).

Name:
Position:

Name:
Position:

DECLARATION

I am authorised to make this application on behalf of the applicant company and I can verify that:

a. The applicant agrees to be bound by the terms of the Allocation system which the applicant has received, and which I have read prior to making this application.

b. All the statements contained in this application and any attached documentation are to the best of my knowledge true and correct.

c. The applicant acknowledges that it will immediately advise the Board in writing of any change of any of the details contained in this application.

d. The required participation fee is enclosed.

Signature:
Name (please print):
Position:
Date:

FORM 5:
FIRST COME FIRST SERVED

Refer to application form online at www.nzmeatboard.org/quotas/application-for-quota-allowance