

THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Document

Policy Number: AFB/22/0/11 - 034

Policy Title: **Payment of Levy for Beekeepers Registering After 31 March of Each Year**

Legislation: **Biosecurity Act 1993**
Biosecurity (American Foulbrood Apiary and Beekeeper Levy) Order 2003
Privacy Act 1993

Scope: The Management Agency represented by the Board of Management (The Board) of the American Foulbrood National Pest Management Plan has a duty to levy and collect payment from each registered beekeeper in New Zealand in accordance with clauses 4 through 23 of the above Order.

Rationale: Levy invoices are raised for all registered beekeepers based on the apiary holdings detailed on the apiary data base as at midnight on 31 March of each year.

This policy takes into account those new beekeepers who register after midnight on 31 March of each year.

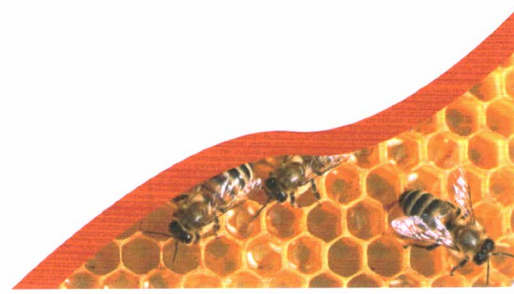
Policy Statement:

- AsureQuality (contractors) will generate levy invoices on Management Agency letterhead as follows:

April/May Registrations	No later than 7 June
June/July Registrations	No later than 7 August
August/September	No later than 7 October
October/November	No later than 7 December

AsureQuality will arrange for the invoices to be forwarded to the AFB PMP Manager within 4 days of the above date for mailing by the 14th of each month above.

- Payment is required within 30 days of the invoice date.
- AsureQuality will undertake to provide the Manager of the AFB PMP with an Excel spreadsheet that will include all relevant invoicing detail (for the 2 monthly periods) for importing into the AFB PMP software accounting system.



- The Manager will arrange for all beekeepers invoiced under this policy (levy payers) to be contacted by email or mail, if no email address is held, confirming they have been sent a levy invoice and if not received requested to contact the Manager's office requesting same. This communication is to occur 7 days after the mailing of invoices.
- The Manager must ensure that a statement of account is sent to all outstanding levy payers not less than 28 days after the date of the invoice.
- The Manager will arrange for Debtworks New Zealand Ltd to receive on a timely basis a report generated from the AFB PMP software accounting programme detailing levy payments received.
- If payment is not received after 30 days of each invoice mailing, defaulting levy payers will be handed over to Debtworks New Zealand Ltd who will take responsibility for managing and collecting the outstanding debt.
- Correspondence will be on Management Agency letterhead and will request payment be made direct to the Management Agency.

Note: Monies owing will incur late payment penalties as set out in clause 14 of the Order 2003.

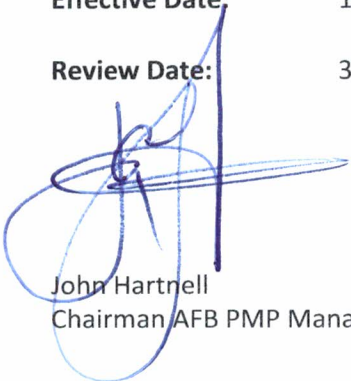
- If payment has not been received, Debtworks New Zealand Ltd will proceed to recover the debt using legally accepted commercial debt collecting practice.

Note: Clause 6 (2) of the Levy Order 2003 provides for the Management Agency or it's agent (Debtworks New Zealand) in this case to recover cost of collection.

Appendix 1: Tax Invoice (Pro-Rata) Invoice Template

Effective Date: 1 December 2016

Review Date: 30 November 2018



John Hartnell
Chairman AFB PMP Management Board

Date 1 - 12 - 16