

NZ FARMERS **LIVESTOCK**

Working with Farmers for Farmers

INSTRUCTION MANUAL

Nominate NZ Farmers Livestock

as your

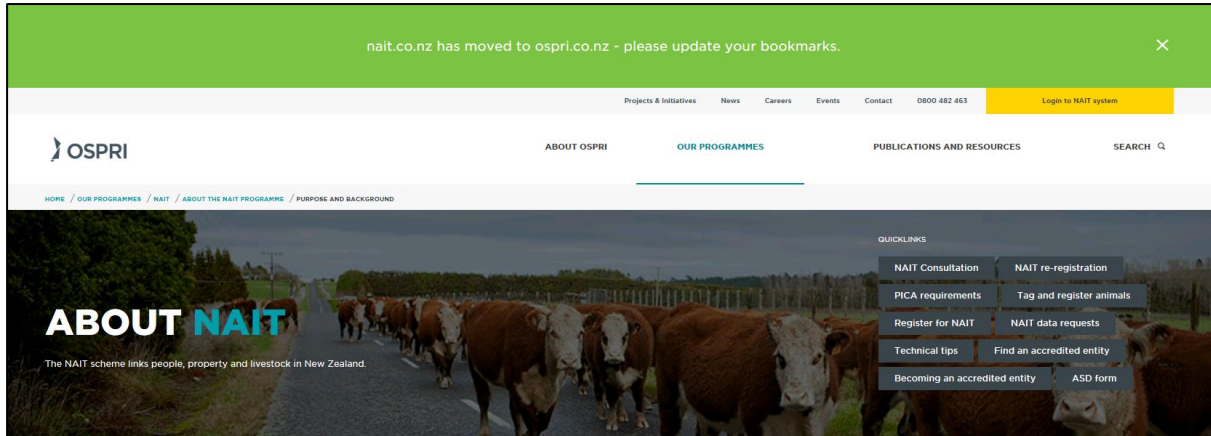
OSPRI Information Provider



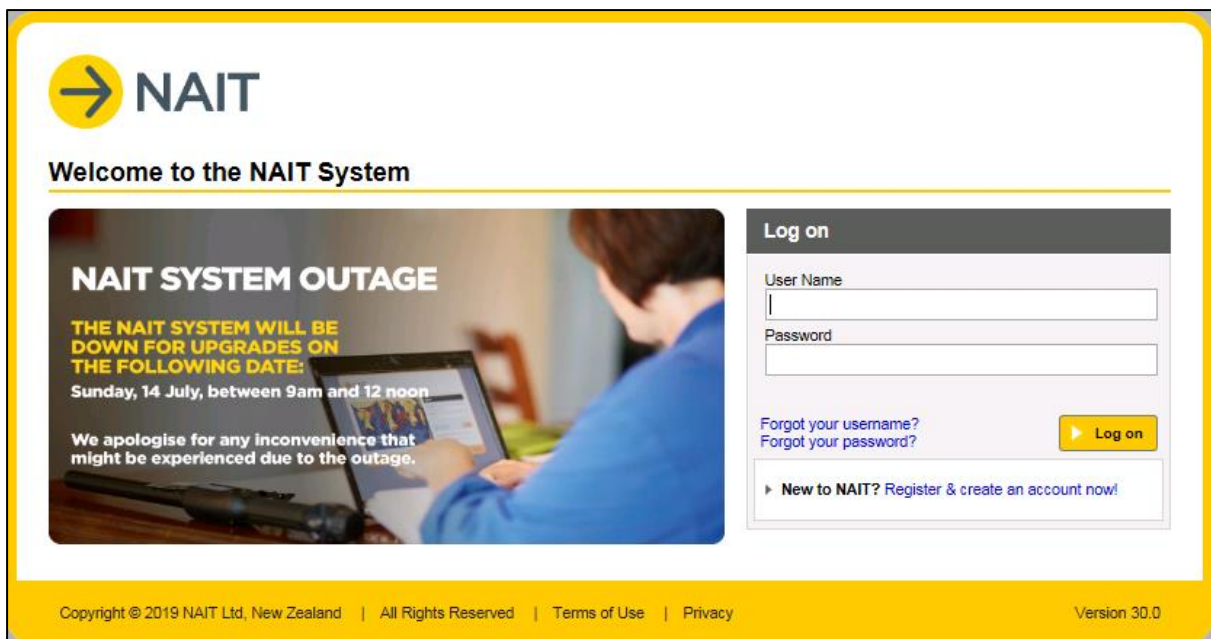
MyLiveStock

Nominating NZ Farmers Livestock as an Information Provider

1. Log into your NAIT Account by in your web browser entering www.ospri.co.nz and you will have the below site display.



2. Click on the tab “Login to NAIT System” and enter your Username and Password.



3. On the Home screen select the NAIT Number that you wish to assign to NZ Farmers Livestock as an Information Provider from “Your NAIT Numbers”.

Home

- ▶ **My Details** ?
Maintain information related to your NAIT account
- ▶ **Register User** ?
Register delegates for your NAIT numbers.
- ▶ **Register a new NAIT Number** ?
Use this function to create a NAIT number.
- ▶ **View Reports** ?
- ▶ **Register Animals** ?
Use this function to register animals at your NAIT numbers
- ▶ **Import CSV File** ?
Import animal registration or movement data in a CSV format
- ▶ **Create Movement** ?
Create movement records to and from your NAIT numbers

Search for a NAIT Number Show

Your Information Providers Show

Your NAIT Numbers

228985	12 Mickey Road, Disneyland Role: PICA	Manage NAIT Activities
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4. Navigate to the “NAIT number details” tab.

- Movements
 - ▶ Create
 - ▶ Action Required (0)
 - ▶ Incomplete
 - ▶ Complete
- Registered Animals
- Tags
- NAIT Number Details
- View Reports

5. A list of Information Providers under the Information Providers” heading that currently have authority to access your NAIT account, an example displayed below.

Information Providers + Add New

Bruce Parry Livestock	Remove
Livestock Improvement Corporation	Remove
PGG Wrightson	Remove

6. To add a new Information Provider, select “+Add New” and search for the Information Provider organization from the drop down list.

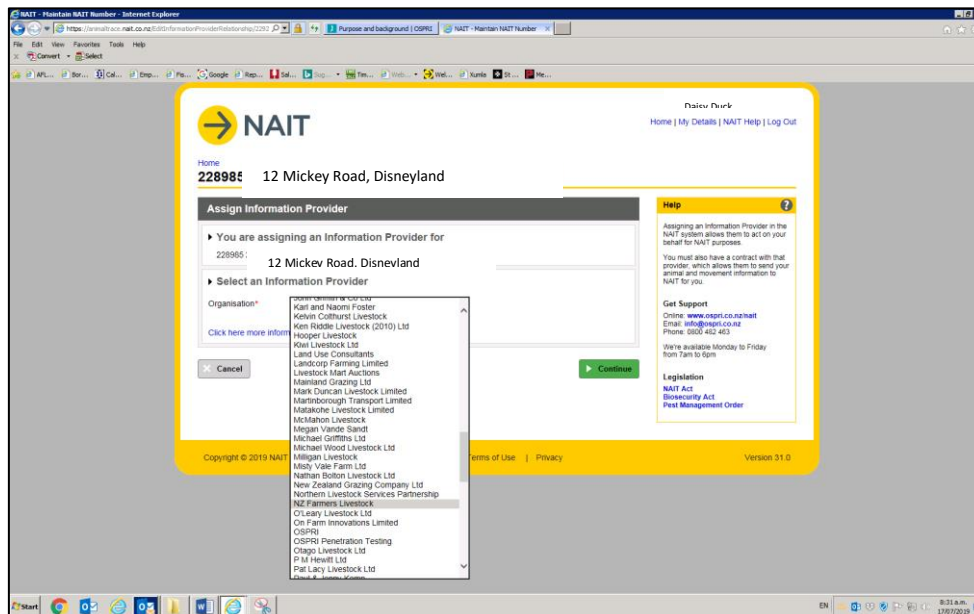
Assign Information Provider

▶ You are assigning an Information Provider for
228985

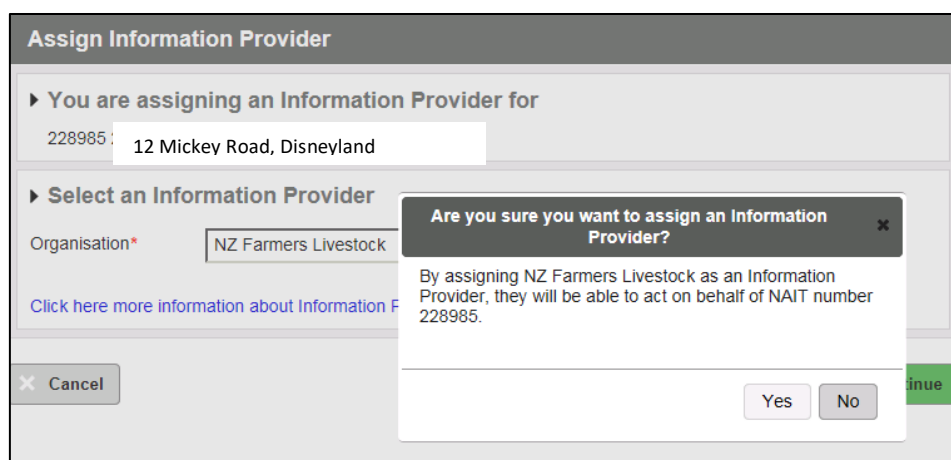
▶ Select an Information Provider
Organisation*

[Click here more information about Information Providers](#)

Cancel Continue



7. Select “Continue” once you have found and selected the organization name.
8. Confirm that you want to give this organization access to your previously nominated NAIT number.



9. Once you have authorized NZ Farmers Livestock as an Information Provider, the following form must be filled out and returned to NZ Farmers Livestock in order for the company to assigned authority. These forms are available under Useful Documents on the MyLiveStock website or any NZ Farmers Livestock office.

NZ FARMERS LIVESTOCK

NAIT Information Provider Opt In Form Authority

Why should I opt to give NZ Farmers Livestock Ltd as my NAIT Information Provider?

- NZ Farmers Livestock Ltd as a NAIT Information Provider may complete my NAIT Registration on my behalf.
- NZ Farmers Livestock Ltd as a NAIT Accredited Information Provider can provide information to NAIT Ltd on behalf of me the PGCA (Person in charge of animals) to meet my NAIT LM Obligations.

NAIT details:

NAIT NUMBER:

NAME:

Please ensure that the name you provide above is the same you used when registering as the Person in charge of Animals (PGCA) to get your NAIT number.

NZ Farmers Livestock Ltd details:

Account Code

Mobile Number

Account Name

Email Address

- I am registered as a PGCA with the NAIT organization.
- I appoint NZ Farmers Livestock Limited as my information provider to perform on my behalf one or more of the functions or duties of me, as a PGCA, including animal registration, providing animal movement declarations, providing information to the NAIT organization and providing notification when NAIT animals die or are exported live.
- I warrant that all information I provide to NZ Farmers Livestock Ltd, for NZ Farmers Livestock Ltd to provide to NAIT will be accurate, up to date, timely and complete.
- I confirm that I am the owner or lessee or I am otherwise authorized by the owner or lessee to register as the PGCA for all the NAIT animals I have identified at the NAIT location I have specified to NZ Farmers Livestock Ltd.
- I understand and agree to comply with all of my statutory NAIT obligations and regulatory requirements.
- I authorize NZ Farmers Livestock Ltd to provide all required information, including personal information, to the NAIT organization to enable NZ Farmers Livestock Ltd to perform its duties as an information provider.
- I acknowledge that I remain responsible for compliance with the Act, in respect of all the PGCA duties and responsibilities, and I agree that NZ Farmers Livestock Ltd shall not be liable to me or any third party for any breach of my statutory NAIT obligations and regulatory requirements.
- I am required by NZ Farmers Livestock to register them as an Information Provider either by ringing NAIT on 0800 434 843 or registering them online in my NAIT Account.

SIGNED: _____ DATE: _____

NAME: _____
Please return to any NDPI, Regional or National Office, fax to 06 761 8166,
post to NZ Farmers Livestock, PO Box 384, Hamilton 4342
or email headoffice@nzfl.co.nz

10. To remove an organization as an Information Provider, select the “Remove” option on the right of the organizations name and then confirm that you want to remove them as an Information Provider. Once this is complete they will no longer have access to your account.