

# Application Guidance: Licence to Export Hemp

Version 1.0 (27 May 2026)

This document provides guidance for applicants on completing the application form for a Licence to Export Controlled Drugs (Hemp).

- The application form is used to apply for a Licence to Export Controlled Drugs (Hemp), pursuant to regulations 3 and 7 of the Misuse of Drugs Regulations 1977.
- All relevant sections must be fully completed for an application to be considered.
- Please note that details on an issued licence cannot be updated or amended; therefore, applicants are encouraged to verify the accuracy of all information provided before submission.

## Section 1: Applicant

This section identifies the person completing and submitting the application. If applying on behalf of a body corporate or partnership, the applicant must be authorised to apply on their behalf, and agrees to be responsible for the export activities undertaken pursuant to the licence.

1.1. Applicant	
<b>Title</b>	Provide your formal title (for example, Mr, Ms, Dr, Prof).
<b>First name</b>	Provide your given name and family name.
<b>Surname</b>	Note, where applicable, these should align with official or professional records.
1.2. Applicant address	
<b>Applicant address</b>	Provide the physical address of the applicant. Note that Post Office Box addresses are not permitted. <ul style="list-style-type: none"> <li>• Level/unit</li> <li>• Street Name and Number</li> <li>• Suburb</li> <li>• Town/City</li> <li>• Postcode</li> </ul>
1.3. Applicant contact details	
<b>Email</b>	Provide a current and valid contact email address.
<b>Phone</b>	Provide a daytime contact phone number.
1.4. Applicant reference	
<b>Applicant's reference</b>	This field is optional. You may provide an internal reference number or identifier for your own tracking purposes.

## Section 2: Exporter

This section identifies details of the New Zealand exporter of the hemp.

### Complete either section 2A or section 2B.

If you are applying as an individual, complete section **2A** only.

If you are applying on behalf of a body corporate or partnership, complete section **2B** only.

#### 2A. Exporter (Individual)

<b>Is the physical address the consignment will be sent from the same as the Applicant address?</b>	<p>Select 'yes' if the physical address the consignment of hemp to be exported will be sent from <u>is the same</u> as the address specified in question 1.2. of the application form, and go to section 3.</p> <p>Select 'no' if the physical address the consignment of hemp to be exported will be sent from <u>is not the same</u> as the address specified in question 1.2. of the application form, and provide the address details:</p> <ul style="list-style-type: none"> <li>• Level/Unit</li> <li>• Street Name and Number</li> <li>• Suburb</li> <li>• Town/City</li> <li>• Postcode</li> </ul>
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#### 2B. Exporter (Body corporate or Partnership)

<b>Applicant position/role in the body corporate or partnership</b>	Provide your current position or role in the body corporate or partnership (for example, 'operations manager', 'procurement specialist').
<b>Exporter legal entity name</b>	Provide the registered legal name of the exporter. If a company, please ensure this aligns with the Companies Office register.
<b>Exporter trading name</b>	Provide the trading name of the exporter.
<b>Exporter business premises street address</b>	<p>Provide the physical address of the exporter's business premises. Note that Post Office Box addresses are not permitted.</p> <ul style="list-style-type: none"> <li>• Level/unit</li> <li>• Street Name and Number</li> <li>• Suburb</li> <li>• Town/City</li> <li>• Postcode</li> </ul>
<b>Physical address consignment will be sent from</b>	<p>Provide the physical address details where the consignment will be sent from, if different from the exporter's business premises.</p> <ul style="list-style-type: none"> <li>• Legal entity name</li> <li>• Trading name</li> <li>• Level/Unit</li> <li>• Street name and number</li> <li>• Suburb</li> <li>• Town/City</li> <li>• Postcode</li> </ul>

## Section 3: Importer

This section identifies the overseas importer receiving the hemp.

<b>Importer name</b>	Provide the full legal name of the overseas importer or organisation.
<b>Importer business premises street address</b>	Provide the full physical address of the importer. <ul style="list-style-type: none"><li>• Level/Unit</li><li>• Street Name and Number</li><li>• Suburb</li><li>• Town/City</li><li>• Postcode</li></ul>
<b>Import authorisation (e.g. import licences, permits, import certificates)</b>	A valid import authorisation issued by the overseas authority is required for all export applications. The details of the import authorisation must match all the details on this application. The exporter is responsible for ensuring that the exporter details on the import authorisation are accurate, valid, and aligned with the relevant domestic licence details (where applicable).
<b>Import authorisation number</b>	Provide the authorisation number exactly as it appears on the document.
<b>Issued by</b>	Provide the name of the overseas authority that issued the import authorisation.

## Section 4: Controlled Drugs

This section describes the hemp included in the export consignment. Complete all fields for each applicable category (plant, fruit or seed).

**Note.** The applicant is responsible for ensuring the hemp proposed to be exported meets the definition of hemp, as specified in regulation 2(1) of the Misuse of Drugs Regulations 1977.

<b>1. Cannabis Plant (hemp)</b>	Specify the total quantity of hemp (plant) that is to be exported in the consignment. Include the units (for example '10 grams'; '2 kilograms').
<b>2. Cannabis Fruit (hemp)</b>	Specify the total quantity of hemp (fruit) that is to be exported in the consignment. Include the units (for example '10 grams'; '2 kilograms').
<b>3. Cannabis Seed (hemp)</b>	Specify the total quantity of hemp (seed) that is to be exported in the consignment. Include the units (for example '10 grams'; '2 kilograms').
<b>Anticipated date of export</b>	Specify the expected date the consignment will leave New Zealand.
<b>Method of transport</b>	Specify the method of export (choose one option): <ul style="list-style-type: none"><li>• Airfreight, or</li><li>• Sea freight</li></ul> Note, this must match the method (if specified) on the import authorisation.

## Section 5: Criminal Record Check and Declaration

The results of a criminal record check obtained from the Ministry of Justice, conducted in respect of the Applicant and dated no earlier than 6 months before the date of the licence application, must be submitted with the application.

A criminal record check can be requested through the Ministry of Justice website ([www.justice.govt.nz/criminal-records](http://www.justice.govt.nz/criminal-records)).

Completion of the applicant declaration is required for all applications.

### Contact Medsafe

Medicines Control Branch (email [medicinescontrol@health.govt.nz](mailto:medicinescontrol@health.govt.nz)).