

Guide To Regulated Product Seller (RPS) Notifications

These instructions relate to the following regulatory requirements:

- SERPA s 20(R) - Obligation of person selling notifiable products
- SERPA s 20(S) - Obligation of distributor in respect of smoked tobacco products

Notifications must be submitted by 1 October 2023

Notifications are made via the Health Advisory and Regulatory Platform (HARP) and can be accessed at <https://vaping.harp.health.nz/submissions/new>

These instructions assume the user already has access to HARP.

For any assistance in setting up your HARP account please contact Te Whatu Ora, Health New Zealand on 0800 222 478 or support@identity.health.nz

Step 1 – Log in and start a new submission

My Submissions

[+ NEW SUBMISSION](#)

[1. MY ORDERS](#) [2. MY VAPING LICENCES](#) [3. MY VAPING PRODUCTS](#) [4. MY NOTIFIER APPLICATIONS](#) [5. MY VAPING RETAILER APPLICATIONS](#) [6. MY AMENDME >](#)

Orders In Progress

Code	Name	Description	Status	Updated Datetime	Order Total (NZD) Incl. GST	Amount Outstanding (NZD) Incl. GST
No results found						
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Step 2 – Select ‘Regulated Product Seller (RPS) Notification

New Submission

[My Submissions](#)

[Pick a form](#) > [Fill the form](#)

Search submission forms



Registration

[Manufacturer/Importer/Distributor/Retailer](#) →

VRA Applications

[Specialist Vape Retailer \(SVR\) Application](#) →

[Approved Vaping Premises \(AVP\) Application](#) →

[Approved Internet Site \(AIS\) Application](#) →

[Product Notification](#) →

[Product Notification Renewal](#) →

[Regulated Product Seller \(RPS\) Notification](#) →

Step 3: Select the business this application relates to.

Regulated Product Seller (RPS) Notification

[My Submissions](#)

New Submission

[Pick a form](#) > [Regulated Product Seller \(RPS\) Notification](#) > [Summary](#)

Applicant Details

Select Business *

Please confirm the Business you are applying on behalf of.

Applicant *

	Person: PER-31	...
Active		

Step 4: Confirm your seller type and what products you are selling

Products Sold

Seller Type *

Wholesaler

Retailer

Choose all that apply

Product Type Sold *

Herbal Smoking Products

Smoked Tobacco Products

Smokeless Tobacco Products

Vaping Products

Choose all that apply

Example only – ensure you select all options that apply to YOUR business

Step 5: Complete the checklist and for corporate entities upload proof of business registration

Checklist

Are you applying as an individual or as a corporate entity? *

Individual

Corporate Entity

The Act generally requires businesses to be registered and operating in New Zealand - please ensure that you understand the residency requirements before submitting any applications.

Do you currently carry out business in NZ, or you are incorporated or registered in NZ? *

Yes

No

Proof of Business Registration *

Please attach evidence (Registration or incorporation of business in NZ, confirmation of tax residency from the IRD or other)

Final Declaration

I declare that, to the best of my knowledge, the information I have provided is complete and correct. *

Example only – ensure you select all options that apply to YOUR business

Step 6: Confirm details are correct, save and submit

Regulated Product Seller (RPS) Notification My Submissions

New Submission

Pick a form > Regulated Product Seller (RPS) Notification ▲ > Summary

SUBMIT ▼

Regulated Product Seller (RPS) Notification

Applicant Details Edit

Applicant

Person: PER-31 ...

Active

Products Sold Edit

Seller Type
Retailer

Product Type Sold
Vaping Products, Smokeless Tobacco Products

Checklist Edit

Are you applying as an individual or as a corporate entity?
Corporate Entity

Do you currently carry out business in NZ, or you are incorporated or registered in NZ?
Yes

Proof of Business Registration

CoyExtract_158705_21September2023.pdf

Final Declaration Edit

I declare that, to the best of my knowledge, the information I have provided is complete and correct.
Yes

← BACK **SAVE** ▼

Step 7: Form submission and payment processing

Regulated Product Seller (RPS) Notification

[My Submissions](#)

Submitted



The form has been submitted

Thank you for submitting your Regulated Product Seller Notification to the Tobacco Regulatory Authority.

Notification Code: RPSS-

Please ensure you have made payment for this notification in order for it to be processed. Note you will be required to confirm your notification annually.

To make an outstanding payment, please progress to the [My Orders](#) dashboard in your HARP portal.

[+ NEW SUBMISSION](#)

Click the My Orders hyperlink to finalise your notification, including making payment



Step 8: Submit your order

My Submissions

+ NEW SUBMISSION

1. MY ORDERS 2. MY VAPING LICENCES 3. MY VAPING PRODUCTS 4. MY NOTIFIER APPLICATIONS 5. MY VAPING RETAILER APPLICATIONS 6. MY AMENDME >

Orders In Progress

Code	Name	Description	Status	Updated Datetime	Order Total (NZD) Incl. GST	Amount Outstanding (NZD) Incl. GST	
 ODR-5746	Generated Order ID: REG5746	92.00 : 92.00	Draft	21/09/2023 09:53	92.00	92.00	

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ODR-5746

Submit Order

Cancel Order

Click the 3 dots and then 'submit order'


Step 9: Go to payment

My Submissions

+ NEW SUBMISSION

1. MY ORDERS 2. MY VAPING LICENCES 3. MY VAPING PRODUCTS 4. MY NOTIFIER APPLICATIONS 5. MY VAPING RETAILER APPLICATIONS 6. MY AMENDME >

Orders In Progress

Code	Name	Description	Status	Updated Datetime	Order Total (NZD) Incl. GST	Amount Outstanding (NZD) Incl. GST
 ODR-5746	Generated Order ID: REG5746 - Business Name:	92.00 : 92.00	Method of Payment	21/09/2023 09:54	92.00	92.00

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ODR-5746

[Pay Now](#)



[Email Invoice](#)

The page will refresh and the status will change to 'Method of Payment'. Click the 3 dots and then 'Pay Now'






Step 10: Make your payment


\$93.84 NZD
Includes \$1.84 surcharge.

Enter card details

To verify that you are a human, please click on the **lock**


by trademe

Step 11: Payment Confirmation

Receipt [My Submissions](#)

Payment Summary

Payment Summary

Your Payment was successful. Please allow 5 minutes for processing

Date
21/09/2023 09:54

Receipt Number
326321312484

Status
Transaction successful

Card
|

\$Amount(NZD)
92.00

An additional 2% surcharge applies for credit card transactions.

From the payment summary page click 'My Submissions' to return to the home page

Step 12: Check your order status

My Submissions


+ NEW SUBMISSION

1. MY ORDERS 2. MY VAPING LICENCES 3. MY VAPING PRODUCTS 4. MY NOTIFIER APPLICATIONS 5. MY VAPING RETAILER APPLICATIONS 6. MY AMENDME >

Orders In Progress

Code	Name	Description	Status	Updated Datetime	Order Total (NZD) Incl. GST	Amount Outstanding (NZD) Incl. GST
No results found						
Rows per page: 10						0-0 of 0

Orders History

Code	Name	Description	Status	Updated Datetime	Amount Outstanding (NZD) Incl. GST	
 ODR-5746	Generated Order ID: REG5746 - Business Name:	92.00 : 0.00	Paid	21/09/2023 09:57	0.00	...

Your order should now have moved from 'Orders In Progress' to 'Order History' and status updated to Paid

Step 13 (Optional): Check your vaping licenses

My Submissions

+ NEW SUBMISSION

1. MY ORDERS 2. MY VAPING LICENCES 3. MY VAPING PRODUCTS 4. MY NOTIFIER APPLICATIONS 5. MY VAPING RETAILER APPLICATIONS 6. MY AMENDME >

Licences In Progress

Code	Name	Description	Status	Created Datetime
No results found				

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Regulated Product Seller Licences In Progress

Code	Name	Description	Status	Category	Updated Datetime	Created Datetime
No results found						

Rows per page: 10 0-0 of 0 < >

Licences History

Code	Name	Description	Status	Created Datetime	Notified Expiry
RPS-	Regulated Product Seller (RPS) Licence - Business:	Person: - Notified from 21/09/2023	Notified	21/09/2023 09:57	21/09/2024

Your RPS License should now appear under 'Licences History' with status 'Notified' and an expiry date in 12 months time (notifications are an annual requirement)