

Directorate: Food Import and Export Standards, Department of Agriculture
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Dear Importers,

All importers are hereby notified of the following requirements regarding **application reference numbers and proof of payment procedures**: -

1. Application Reference Number

- A space for a reference number is provided on the first page of the application form (top right-hand corner).
- This number must be created by the applicant, must be **unique** (not duplicated), and must not exceed **15 characters**.
- A combination of letters and/or numbers may be used.
- Please include a prefix of your company name before the reference number. For example: DFIES 65895 — where DFIES refers to Directorate Food Import and Export Standards and 65895 is the reference number.

2. Payments and Bank References

- The chosen reference number must appear on our bank statement.
- Applicants must capture this reference number in the **beneficiary/reference/bank statement field** when making payment.
- **Bulk payments are not permitted.** However, one payment per day may be made for multiple applications submitted on the same day.
- Proof of payment must clearly indicate all relevant application reference numbers, along with the number of permits required for each application and each proof of payment e.g.

24 Permits

9057 x 2
9058 x 1
9059 x 2
9070 x 2
9071 x 2
9072 x 2



agriculture

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3. Electronic Permit Applications (e-Permit)

- For e-permit applications, either the **system-generated application number** or the **company reference number** (as described in point 1) may be used.
- Where a company reference number is used, it must also be captured in the designated field on the e-permit application.
- Payments for e-permits and manual permits cannot be combined; therefore, payments must be done separately for each.

4. Individual Clients

- Individual applicants must use their **ID/Passport number** as the reference number on both the application form and the proof of payment.

5. Payment Timeline

- Applicants are required to ensure that proof of payment accompanies the application. Payment must be made within five (5) working days prior to the date of submission of the application.

6. General

- The Departmental bank account number must be clearly visible, either in full or in part, on the proof of payment
- Kindly note that if the reference number on the application does not correspond with the reference reflected on the bank statement, the service request will not be processed.

Important Notice:

With effect from **15 September 2025**, no proof of payment will be accepted unless it contains a valid and unique application reference number.

Your cooperation in adhering to these requirements will ensure that applications and payments are processed efficiently and without delays.

For any enquiries, please contact the **VetPermit Office** at VetPermits@nda.gov.za

2025/09/05
NH CELE

DEPUTY DIRECTOR: FOOD IMPORT AND EXPORT STANDARDS