



# agriculture

Department:  
Agriculture  
REPUBLIC OF SOUTH AFRICA

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## Products and services of the Department of Agriculture

### MISSION STATEMENT OF THE DEPARTMENT OF AGRICULTURE

#### **Vision**

The vision of the Department of Agriculture is that of *A united and prosperous agricultural sector.*

#### **Mission**

The aim of the department is to lead and support sustainable agriculture and promote rural development through:

- Ensuring availability and access to sufficient, safe and nutritious food
- Eliminating skewed participation and inequity in the sector
- Increasing growth, income and remunerative job opportunities in agriculture
- Enhancing the sustainable management and efficient use of natural agricultural resources and production inputs
- Ensuring efficient and effective governance and partnerships
- Ensuring knowledge and information management
- Ensuring national biosecurity and effective risk management

#### **Departmental values**

**Bambanani:** We believe that the sum of our collective efforts will and should be greater than the total of our individual efforts.

**Drive:** We are purposeful and energised in all that we do.

**Excellence:** We are committed to exceeding our customers' expectations for quality, responsiveness and professional excellence.

**Innovation:** We motivate and reward creativity, innovation and new knowledge generation that support outstanding performance.

**Integrity:** We maintain the highest standards of ethical behaviour, honesty and professional integrity.

**Maak 'n plan:** We always will find a way to make it happen.

The departmental management is committed to ensuring the creation of an environment within which all the staff members can live by these values.

## **Key clients**

The key clients of the department are:

- Consumers of agricultural products and services
- Producers of agricultural products
- Processors, traders and exporters of agricultural products
- Providers of agricultural services
- National Departments
- Provincial Departments of Agriculture (PDAs)
- State-owned enterprises (SOEs) in the agricultural sector
- International agricultural organisations

## **Key products and services**

The key products and services of the department are:

**National leadership:** In terms of national policy, legislation, strategic priorities, advice, norms and standards, information, monitoring and evaluation, supervision and reporting

**National regulatory services:** With respect to national legislation, compliance, controls, auditing services and inspection services

**National co-ordination services:** Facilitate national, provincial, municipal and public entities co-ordination, international agreements, professional networks, public, private, community partnerships and agricultural human resource development

**National agricultural risk management:** Manage early warning systems, disaster management policy, response, recovery, mitigation and preparedness, pest control, and plant and diseases control

## **DEPARTMENTAL PROGRAMMES**

Eight priority areas have been identified as focus areas for the department to improve service delivery.

**African Agricultural Development Programme (AADP)**—The programme aims to provide technical assistance to African countries to address a range of systematic and causal problems associated with agriculture in order to create a vibrant and productive agricultural sector comprising both large, medium and small-holder producers. The AADP seeks to directly intervene in improving the capacity and effectiveness of departments of Agriculture (and related institutions) in other African countries, thereby indirectly supporting increased productivity in the sector; fostering appropriate policy and institutional environments and improving agricultural trade and marketing within Africa and abroad.

**Agricultural Black Economic Empowerment Programme (AgriBEE)**—is a sectoral broad-based black economic empowerment framework intended at a deliberate and systematic support of Black South Africans to actively participate fully in the agricultural sector as owners, managers, professionals, skilled employees and consumers.

**Comprehensive Agricultural Support Programme (CASP)**—The programme aims to provide post-settlement support to the targeted beneficiaries of land reform and to other producers who have acquired land through other means and are engaged in value-adding enterprises. The programme is a core focus for the department and will intervene in six pillars, namely, information

and technology management; technical and advisory assistance; through Micro-agricultural Financial Institutions of South Africa (Mafisa) to provide micro and retail agricultural financial services to household and entrepreneurs in the rural areas on a nation-wide, commercial, cost-effective and sustainable basis; financial support; training and capacity building; marketing and business development; and on/off-farm infrastructure.

**Integrated Food Security and Nutrition Programme (IFSNP)**—The programme aims to achieve physical, social and economic access to safe and nutritious food for all South Africans. The broad objectives are to fight hunger to reduce poverty and to build a culture of self-sustenance through the promotion of home gardens for family consumption needs as well as communal gardens as business directed enterprises. The department will also investigate and facilitate initiatives to expand the available food basket to increase the nutritional status of the poor.

**Knowledge and Information Management Systems (KIMS)**—The programme focuses on the effective management of knowledge and information, as well as the continuous reviewing and development of ICT programmes in the department. To optimise capacity building initiatives, knowledge and information sharing within the department and across the agriculture government sector will be promoted. The objective of this programme is to develop a database of tacit knowledge in the department and making it electronically available and accessible to all employees and external clients

**Natural Resource Management (NRM)**—The aim of the programme is to promote the sustainable management of agricultural land and water resources in agriculture. The overall objective of the programme is to optimise productivity and sustainability of natural resources leading to greater productivity, food security, job creation and a better life for all.

**National Regulatory System (NRS)**—The programme focuses on managing risks associated with animal and plant diseases, food safety and the use of genetically modified organisms. The objective is to develop and monitor risk management strategies, policies and legislation for the control of animal and plant diseases in order to ensure food safety and promote public health.

**Research and Development (R&D)**—The aim of the programme is to ensure support for agricultural research, technology development and transfer and to identify priority areas for research in the sector. This will include resource mobilization for priority research areas from the National Treasury and through collaborative programmes with internal and external partners.

Key areas have also been identified to fulfill the department's mandate towards the realisation of the Accelerated and Shared Growth Initiative of South Africa (ASGISA). These key areas are: livestock development, rehabilitation of existing irrigation schemes, biofuels, land rehabilitation, the development of agricultural development corridors and assistance of the emerging farming sector through programmes such as CASP, Mafisa, LRAD, LandCare and AgriBEE. These programmes were aligned to the broader aspirations of ASGISA.

## **PRODUCTS AND SERVICES**

All tariffs for government services are adjusted annually and the new tariffs come into effect on 1 April.

### **Export permits**

**Issuance of a phytosanitary certificate for exporting plants and plant products**—Exporters of plants and plant products must apply for phytosanitary authorisation in the form of an import permit issued by the National Plant Protection Organisation (NPPO) of the importing country and a phytosanitary certificate from the NPPO of South Africa.

### ***Timeframe***

The agent or the importer must clear all documents with customs officials of the importing country at the port of entry. The time taken for issuing a phytosanitary certificate depends on the [export protocol](#) for the specific product and country.

### ***Cost***

R110,00

### ***Contact details***

Tel: 012 319 6114  
Fax: 012 319 6580  
Physical address: Harvest House, 25 Hamilton Street, Arcadia, Pretoria 0083  
Postal address: National Plant Protection Organisation (NPPO), Department of Agriculture, Private Bag X14, Pretoria 0001  
E-mail address: [AliceB@nda.agric.za](mailto:AliceB@nda.agric.za)  
Web address: <http://www.nda.agric.za/docs/npposa/default.htm>

**Export of ostriches and ostrich eggs**—An export permit from the Registrar of Animal Improvement is needed before you can export ostriches or ostrich eggs from South Africa. The applicant must be a juristic person, e.g. John Peter Citizen, or John Peter Citizen T/A Diepsloot Stud, or Diepsloot Stud CC, or Diepsloot Stud (Pty) Ltd, or Diepsloot Ltd.

If the applicant does not sign the application personally, a letter authorising the signatory, such as an agent, to sign the application on behalf of the applicant, must accompany the application.

Applications must be submitted to the Registrar 30 days prior to exportation.

### ***Timeframe***

Applications may take 30 days to process.

### ***Cost***

R229,00

### ***Contact details***

Tel: 012 319 7424/34  
Fax: 012 319 7570/7425  
Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084  
Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria 0001

**Registration of veterinary export facilities**—Animals or animal products may only be exported if they come from premises that comply with international standards or the legislation of the importing country. These premises could be an approved abattoir, artificial insemination centre, collection centre, farm, feedlot, food processing factory, food storage premises, etc.

### ***Timeframe***

The time taken for registration to be finalised varies from one province to the next.

### ***Cost***

Depends on the province.

### ***Contact details***

Tel:	012 319 7514
Fax:	012 329 8292
Physical address:	Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084
Postal address:	Directorate Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001
E-mail:	<a href="mailto:lnaL@nda.agric.za">lnaL@nda.agric.za</a>
Web address:	<a href="http://www.nda.agric.za/vetweb">www.nda.agric.za/vetweb</a>

## ***Import permits***

**Imports of animals and genetic material**—An import permit from the Registrar of Animal Improvement is needed before you can import animals or genetic material such as embryos, ova or semen into South Africa.

- The applicant must be a juristic person, e.g. John Peter Citizen, or John Peter Citizen T/A Diepsloot Stud, or Diepsloot Stud CC, or Diepsloot Stud (Pty) Ltd, or Diepsloot Ltd.
- If the applicant does not sign the application personally, a letter authorising the signatory such as an agent to sign the application on behalf of the applicant, must accompany the application.
- If an applicant has entered into an agreement with the foreign supplier of the animal or material to be imported in terms of which royalties, fees or concessions are payable in addition to the purchase price, the application must be accompanied by a letter of confirmation by the Director-General of the Department of Trade and Industry that his department has approved such agreement.

### ***Timeframe***

The application may take 30 days to process.

### ***Cost***

R205,00

### **Contact details**

Tel: 012 319 7424/34

Fax: 012 319 7570/7425

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria 0001

**Imports or movement of animal products for own use into or through South Africa**—No animal or animal product may be imported or moved in transit through South Africa without a veterinary import permit from the Department of Agriculture. This permit must be obtained before the product is moved from the exporting country.

Under certain conditions the Directorate Animal Health allows the importation of animal products for own use without a permit.

- Such products may not be sold or disposed of in any way other than by own consumption or use.
- Only limited quantities may be imported from certain countries and through certain ports of entry.
- The Department of Agriculture of South Africa does not accept any responsibility for the safety of products imported for own consumption.
- Where a veterinary import permit is required for the importation or in-transit movement of animal products for own use the application for a permit must be made at least six weeks but not longer than eight weeks before introduction.
- Veterinary import or in-transit permits for animal products will only be issued for countries where the veterinary services and animal health status have been evaluated and approved by the Senior Manager: Animal Health of South Africa.
- Import requirements vary according to the product and the animal health situation in individual countries. Specimen copies (examples) of permits can be obtained from the permit office. If you request specimen copies please mention the country of origin and the product you want to import and that you want to import it for own use only.
- Veterinary import permits are valid for a limited period and one consignment only.

### **Timeframe**

Once the state veterinarian of the Import Export Policy Unit responsible for the particular commodity, has approved the application, it usually takes three to four working days to process the permit.

### **Cost**

R110,00

### **Contact details**

Tel: 012 319 7514

Fax: 012 329 8292

Physical address: Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001

E-mail: [lnaL@nda.agric.za](mailto:lnaL@nda.agric.za)

Web address: [www.nda.agric.za/vetweb](http://www.nda.agric.za/vetweb)

**Imports of animals and animal products**—A veterinary import permit is needed to import animals or animal products into the Republic of South Africa. There are import protocols in place for animals and animal products. As the health requirements change often, please contact the Directorate Animal Health to obtain the latest requirements.

### ***Timeframe***

It takes three to four working days to process the permit once the state veterinarian has approved it.

### ***Cost***

R110,00 for a normal import permit or R900,00 for a master import permit.

### ***Contact details***

Tel: 012 319 7514

Fax: 012 329 8292

Physical address: Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001

E-mail: [lnaL@nda.agric.za](mailto:lnaL@nda.agric.za)

**Imports of processed meat products**—No animal or animal product may be imported or moved in transit through South Africa without a veterinary import permit from the Department of Agriculture. This permit must be obtained before the product is shipped from the exporting country.

- Application for a permit must be made at least six weeks but not longer than eight weeks prior to introduction.
- Veterinary import or in transit permits for processed meat products (e.g. cooked, fermented, dried) will be issued only for countries where the Director: Animal Health of South Africa has evaluated and approved the veterinary services and animal health status. (Information available from [CharlesG@nda.agric.za](mailto:CharlesG@nda.agric.za); tel. 012 319 7648 or fax 012 329 6892).
- Import requirements vary according to the product and the animal health situation in individual countries. Specimen copies (examples) of permits can be obtained from the permit office. If you request specimen copies please mention the country of origin and the product you want to import.

- Import permits for meat products imported for commercial purposes are issued only to companies within South Africa or an agent in South Africa appointed by an international company.
- Veterinary import permits are valid for a limited period and one consignment only.
- Imports *via* third countries are generally not accepted.
- For meat products in hermetically sealed containers, approval by the [South African Bureau of Standards](#) (SABS) is also required.

### **Timeframe**

Once the state veterinarian of the Import Export Policy Unit responsible for the particular commodity, has approved the application, it usually takes three to four working days to process the permit.

### **Cost**

R110,00

### **Contact details**

Tel:	012 319 7514
Fax:	012 329 8292
Physical address:	Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084
Postal address:	Director: Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001
E-mail:	<a href="mailto:lnaL@nda.agric.za">lnaL@nda.agric.za</a>
Web address:	<a href="http://www.nda.agric.za/vetweb">www.nda.agric.za/vetweb</a>

**Imports of or movement of fresh (raw) meat**—No animal or animal product may be imported or moved in transit through South Africa without a veterinary import permit from the Department of Agriculture. This permit must be obtained before the product is shipped from the exporting country.

- Application for a permit must be made at least six weeks but not longer than eight weeks prior to introduction.
- Veterinary import or in-transit permits for meat will only be issued for countries where the Senior Manager: Animal Health of South Africa has evaluated and approved the veterinary services and animal health status. (Information available from LuanaS@nda.agric.za; tel 012 319 7522 or fax 012 329 6892)
- Frozen and chilled meat may only be imported from abattoirs, cutting and meat preparation plants that have been approved by the Director: Animal Health of South Africa. A list of approved establishments can be obtained by calling 012 319 7700 or faxing a request to 012 329 6892.
- Import requirements vary according to the product and the animal health situation in individual countries. Specimen copies (examples) of permits can be obtained from the permit office. If you request specimen copies please mention the country of origin and the product you want to import.
- Meat consignments imported from foreign countries *via* the sea route may only be imported in reefer containers. Fresh (raw) meat may only be imported if chilled or frozen at the temperatures stipulated in the veterinary import permit.

- Import permits for meat imported for commercial purposes are issued only to companies within South Africa or an agent in South Africa appointed by an international company.
- Veterinary import permits are valid for a limited period and one consignment only.
- Imports *via* third countries are generally not accepted.

### ***Timeframe***

Once a state veterinarian of the Import Export Policy Unit has approved the application, it usually takes three to four working days to process the permit.

### **Cost**

R110,00

### ***Contact details***

Tel: 012 319 7514

Fax: 012 329 8292

Physical address: Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001

E-mail: [lnaL@nda.agric.za](mailto:lnaL@nda.agric.za)

Web address: [www.nda.agric.za/vetweb](http://www.nda.agric.za/vetweb)

**Imports of plants and plant products**—Importers of plants and plant products must have phytosanitary authorisation in the form of an import permit issued by the National Plant Protection Organisation (NPPO) of South Africa.

### ***Timeframe***

The application must be made at least 30 days before the date of arrival of the goods concerned in South Africa.

### **Cost**

R55,00 per permit containing not more than 10 varieties.

### ***Contact details***

Tel: 012 319 6114

Fax: 012 319 6580

Physical address: Harvest House, 25 Hamilton Street, Arcadia, Pretoria 0083

Postal address: National Plant Protection Organisation (NPPO), Department of Agriculture, Private Bag X14, Pretoria 0001

E-mail: [AliceB@nda.agric.za](mailto:AliceB@nda.agric.za)

Web address: <http://www.nda.agric.za/docs/npposa/default.htm>

**Temporary import permit for animals for specific purposes**—Animals may be imported using a temporary import permit for specific purposes such as shows, exhibitions and competitions; commercial utilising of pastures; commercial finishing in feedlots or direct slaughter; and stud mating. Incomplete applications will be returned to the applicant and no responsibility for any inconvenience will be accepted.

Applications must be submitted to the Registrar of Animal Improvement 30 days prior to importation.

### ***Timeframe***

The application will be approved within 30 days.

### ***Cost***

- Shows, veterinary services and temporary stud mating: R303,00
- Commercial utilisation of pastures: R111,00
- Commercial finishing in feedlots or direct slaughter: R83,00.

### ***Contact details***

Tel: 012 319 7424/34

Fax: 012 319 7570/7425

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria 0001

**Imports of pathology specimens**—An import permit is needed to import biological products, such as blood or serum from animals, diagnostic samples from animals, such as urine, milk, faeces, skin or internal organ biopsies, etc. and bacteria, viruses or any pathogens of animals to be used for research or any other purpose.

Import permits are valid for a limited period and for one consignment only.

### ***Timeframe***

Apply at least 6 weeks prior to the intended date of import. Once the state veterinarian has approved the application, it takes two to three working days for the permit office to process and issue the permit. In cases where the permit will be collected, please confirm with the permit office by telephone whether the permit is ready before you come to collect.

### ***Cost***

R110,00

### **Contact details**

Tel: 012 319 7514

Fax: 012 329 8292

Physical address: Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001

E-mail: [lnal@nda.agric.za](mailto:lnal@nda.agric.za)

**Imports of diagnostic kits, pharmaceutical and other biological products**—An import permit is needed to import pharmaceutical products that contain animal material, such as hormonal preparations; test kits for diagnosing animal diseases or assessing the immune status of animals that contain viral, bacterial, or other antigens of animals or any other biological products of animals for use in the pharmaceutical industry, such as antibodies.

Two permits are needed for an unregistered pharmaceutical product to enter and be used in South Africa: one from the Directorate Animal Health and one from the Registrar: Act No. 36 of 1947 (or exemption in terms of Section 21 of the Medicines and Related Substances Control Act, 1965).

The Registrar: Act No. 36 of 1947 will allow the import of an unregistered product only if the product is imported for trial purposes.

If an emergency exists and there is not a currently registered product available in South Africa for general use, the importer has to apply for exemption in terms of Section 21 of the Medicines and Related Substances Control Act, 1965.

Import permits are valid for a limited period and for one consignment only.

### **Timeframe**

You must apply for the veterinary permit at least 6 weeks prior to the intended importation. Once the application has been approved by the state veterinarian, it takes two to three working days for the permit office to process and issue the permit.

### **Cost**

- Import permit in terms of Act No. 36 of 1947: R15,00
- Import permit in terms of the Animal Diseases Act, 1984: R110,00

### **Contact details**

Tel: 012 319 7514

Fax: 012 329 8292

Physical address: Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001

E-mail: [lnaL@nda.agric.za](mailto:lnaL@nda.agric.za)

**Imports of animal vaccines**—Vaccines for use in animals may be imported and distributed or sold in South Africa only once they have been registered in terms of the Fertilizers, Farms Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947).

To import a registered vaccine for use in animals, you must obtain an import permit from the Directorate Animal Health. This import permit is valid for a limited period and for one consignment only.

If you want to import an unregistered vaccine for a trial in South Africa, you need two permits. One permit is from the Registrar of Act No. 36 of 1947 and the other from the Directorate Animal Health. The application for the permit from the Registrar of Act No. 36 of 1947 must be accompanied by the complete proposed trial protocol. The Directorate Animal Health issues an import permit only once they receive a copy of the permit issued by the Registrar of Act No. 36 of 1947. A vaccine imported for a trial may not be sold.

In an emergency situation where an outbreak of a disease occurs and no registered vaccine is available in the country, it may be necessary to use an unregistered vaccine. Then you, as a prospective importer, must apply to the Medicines Control Council for a Section 21 exemption in terms of the Medicines and Related Substances Control Act (Act No. 101 of 1965, as amended by Act No. 90 of 1997). You also need, from the Directorate Animal Health, an import permit for the vaccine to enter the country. They issue this import permit only once you have obtained approval from the Medicines Control Council and submitted proof to them. In this case, the unregistered vaccine may be sold for a limited period until registration has been obtained.

### ***Timeframe***

Apply for the veterinary import permit at least six weeks before the intended importation. Once the state veterinarian has approved the application, it takes two (2) to three (3) working days for the permit office to process and issue the permit.

### ***Cost***

- Import permit in terms of Act No. 36 of 1947: R15,00
- Import permit in terms of the Animal Diseases Act, 1984: R110,00.

### ***Contact details***

Tel: 012 319 7514

Fax: 012 329 8292

Physical address: Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001

E-mail: [lnaL@nda.agric.za](mailto:lnaL@nda.agric.za)

**Imports or movement of dairy products**—A veterinary import permit is needed to import dairy products into South Africa or to move these through the country.

- Import permits are valid for a limited time and for one consignment only.
- Apply for a permit at least six weeks but not more than eight weeks before your intended action.

### ***Timeframe***

It takes two to three working days to process the permit if the state veterinarian approves it.

### ***Cost***

R110,00

### ***Contact details***

Tel: 012 319 7514

Fax: 012 329 8292

Physical address: Room G52, Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Import Export Policy Unit, Private Bag X138, Pretoria 0001

E-mail: [lnaL@nda.agric.za](mailto:lnaL@nda.agric.za)

## ***Animal and livestock improvement***

**Application for registration of animal identification mark**—All livestock owners must have a registered identification mark for their animals. The permanent marking of cattle, sheep and goats is compulsory in South Africa.

### ***Timeframe***

It may take two weeks for an identification mark to be registered.

### ***Cost***

R110,00

### ***Contact details***

Tel: 012 319 6000

Fax: 012 329 7098

Physical address: Delpen Building, Crn Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Registrar: Animal Identification, Private Bag X138, Pretoria 0001

**Transfer of an animal identification mark**—An identification mark can be transferred to another person in the case of the death of an owner of a mark or if an owner gives permission for his mark to be transferred.

***Timeframe***

It may take two weeks for the transfer to be made.

***Cost***

R110,00

***Contact details***

Tel: 012 319 6000

Fax: 012 329 7098

Physical address: Delpen Building, Crn Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Registrar: Animal Identification, Private Bag X138, Pretoria 0001

**Registration as a marking operator**—Section 11 of the Animal Identification Act, 2002, provides for the registration of marking operators. The Act prescribes that any person who wants to mark animals other than his or her own for financial gain must apply to the Registrar: Animal Identification for registration as a marking operator.

Before being registered, a marking operator must have successfully completed a course of instruction on the:

- Theory and technique of hot iron branding;
- Theory and technique of freeze branding;
- Theory and technique of tattooing;
- Theory and technique of restraining and marking animals;
- Legislation regarding the identification of animals; and
- Legislation regarding the welfare of animals.

***Timeframe***

You will be registered as a marking operator once you have completed the course.

***Cost***

Registration as a marking operator: R117,00.

The cost of the course is not included: consult the institutions.

***Contact details***

Tel: 012 319 6000

Fax: 012 329 7098

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Registrar: Animal Identification, Private Bag X138, Pretoria 0001

**Approval of a bull, boar or stallion for the collection of semen**—An animal may be approved as a donor of genetic material if a veterinarian has certified that such animal is acceptable in respect of general state of health, absence of disease, quality of its semen and other attributes that may be prescribed.

***Timeframe***

- If the registrar refuses to grant the application, the applicant will be notified in writing of the decision and of the grounds on which it is based.
- If the registrar grants the application for the approval of the animal concerned as a donor animal, a certificate of approval will be issued.

***Cost***

R395,00

***Contact details***

Tel: 012 319 7424/34

Fax: 012 319 7570/7425

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria 0001

**Renewal of approval of an animal for semen collection**— A person, who has a certificate for approval of an animal as a donor of semen, may apply to the Registrar of Animal Improvement for the renewal of the registration.

***Timeframe***

Renewal of the registration may be granted within 30 days.

***Cost***

The service is free.

***Contact details***

Tel: 012 319 7424/34

Fax: 012 319 7570/7425

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria 0001

**Information on the animal disease status of South Africa**—The Department of Agriculture provides information on the animal disease status of South Africa to all interested parties.

***Timeframe***

The information is available immediately on the website.

***Cost***

The service is free.

***Contact details***

Tel: 012 319 7405

Fax: 012 329 8292

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Private Bag X138, Pretoria 0001

**Registration as an import agent for animal genetic material**—An import permit agent for animal genetic material must be registered with the Registrar of Animal Improvement before he or she can import animals or genetic material such as embryos, ova or semen into South Africa.

An import agent must comply with the following:

- The facility must have all the prescribed equipment for the handling of animal genetic material.
- The laboratory and customs clearing facility must comply with the minimum prescribed standards.
- The employers must be competent in the handling of semen.

***Timeframe***

The application may take 30 days to be processed.

***Cost***

R95,00

***Contact details***

Tel: 012 319 7424/34

Fax: 012 319 7570/7425

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria 0001

**Registration as an animal breed society**—An animal breed society or registering authority for animal breeds in terms of the Animal Improvement Act, 1998 must be registered with the Registrar of Animal Improvement.

***Timeframe***

The application may take 30 days to be processed.

***Cost***

R4 323,00

***Contact details***

Tel: 012 319 7424/34

Fax: 012 319 7570/7425

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria, 0001

**Reports on livestock disease outbreaks**—A summary of reported livestock disease outbreaks in South Africa can be accessed on the [website of the Department of Agriculture](http://www.nda.agric.za) (www.nda.agric.za). Every month, State Veterinarians submit animal disease reports to their Provincial Directors of Veterinary Services. These reports are sent to the national Directorate Animal Health in Pretoria and entered into a database of monthly animal disease reports. These reports are sent nationally and internationally to interested parties and organisations.

***Timeframe***

The information is available immediately on the website.

***Cost***

This service is free.

***Contact details***

Tel: 012 319 7405

Fax: 012 329 8292

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: Director: Veterinary Services, Private Bag X138, Pretoria 0001

**Registration of premises as an agricultural centre for the collection of genetic material—**

Premises where genetic material is collected, evaluated, processed, packed, labelled, stored and sold, may be registered as a centre if:

- The prescribed facilities are available at such premises.
- The technical operations at such premises, namely the care of animals being kept there, and the collection, evaluation, processing, packing, labelling and storage of genetic material, are controlled and managed by a person who complies with the prescribed requirements.
- The premises comply with other requirements as may be prescribed.

***Timeframe***

There is no set time for this service, as in some cases it starts with the approval of the plans before the buildings are erected.

**Cost**

R3 654,00

***Contact details***

Tel: 012 319 7424/34

Fax: 012 319 7570/7425

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria 0001

**Exports of animals, embryos, ova and semen—**An export permit from the Registrar of Animal Improvement is needed before you can export animals or genetic material such as embryos, ova or semen from South Africa. The relevant breeders' society or registering authority must recommend the exportation.

Applications must be submitted to the Registrar 30 days prior to exportation.

***Timeframe***

The application will be approved within 30 days.

**Cost**

R229,00

***Contact details***

Tel: 012 319 7424/34

Fax: 012 319 7570/7425

Physical address: Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084

Postal address: The Registrar of Animal Improvement, Private Bag X138, Pretoria 0001

## ***Plant production***

**Testing of official seed samples**—The department tests official seed samples to ensure physical purity, germination and viability. Only seed kinds that are declared in terms of the Plant Improvement Act, 1976, are sampled and tested officially to determine their quality. Official samples are tested in an attempt to ensure that only seed lots that comply with provisions of the Plant Improvement Act, 1976, and that are correctly and labelled truthfully, are offered for sale.

### ***Timeframe***

The Official Seed Testing Station uses a priority system for testing. As the various crop types have different test conditions, the duration of a test can vary from a few days to a few weeks. Make enquiries at the facility itself (see contact details).

### ***Cost***

This service is free.

### ***Contact details***

Tel: 012 808 5395

Fax: 012 808 5383

Physical address: Official Seed Testing Station, Directorate Plant Production, Plant Genetic Resources Centre, KwaMhalanga Road, Roodeplaat, Pretoria 0002

Postal address: Official Seed Testing Centre, Directorate Plant Production, Private Bag X250, Pretoria 0001

E-mail: [pgrc@nda.agric.za](mailto:pgrc@nda.agric.za)

Web address: [www.nda.agric.za/docs/geneticresources/seed\\_testing\\_services.htm](http://www.nda.agric.za/docs/geneticresources/seed_testing_services.htm)

**Testing seed for complaint and dispute purposes**—The Official Seed Testing Station (OSTS) investigates disputes and complaints about provisions relating to seed in terms of the Plant Improvement Act, 1976.

You may report other seed-testing complaints or disputes relating to seed quality, but should first contact the OSTs (see contact details) to establish if the required expertise in the test type and/or seed kind is available. This service is available to any person, organisation, institute, company or farmer.

### ***Timeframe***

The OSTs gives priority to the testing of seed samples for dispute or compliant purposes. The magnitude of the dispute or complaint, i.e. number of samples, crop types and type of tests to be conducted, will affect the time taken for an investigation to be conducted. No service

standard information can therefore be provided. Enquire at the facility itself (see contact details).

### **Cost**

The service is free if the complaint is justified. However, if not justified, the following approved seed testing tariff is applicable in each case:

- Inspection, sampling and sealing: R220,00 per hour;
- Purity analysis (grasses excluded): R85,00 each;
- Purity analysis on grasses (excluding where degluming or the blowing method is required): R200,00 each;
- Purity analysis on grasses that require degluming: R300,00 each;
- Purity analysis on grasses that require the uniform blowing method: R265,00 each;
- Germination test: R420,00 each; and
- Tetrazolium test: R500,00 each.

### **Contact details**

Tel: 012 808 5395

Fax: 012 808 5383

Physical address: Official Seed Testing Station, Directorate Plant Production Systems, Plant Genetic Resources Centre, KwaMhalanga Road, Roodeplaat, Pretoria 0002

Postal address: Official Seed Testing Centre, Directorate Plant Production, Private Bag X250, Pretoria 0001

E-mail: [pgrc@nda.agric.za](mailto:pgrc@nda.agric.za)

Web address: [www.nda.agric.za/docs/geneticresources/seed\\_testing\\_services.htm](http://www.nda.agric.za/docs/geneticresources/seed_testing_services.htm)

**Issuance of International Seed Testing Association (ISTA) certificates**—The Official Seed Testing Station (OSTS) of the department is an accredited member laboratory of ISTA and authorised to issue International Seed Analysis Certificates. These certificates are issued for export purposes.

Three types of certificates can be issued, namely Seed Lot Certificates (Orange and Green) and a Seed Sample Certificate (Blue).

- The Orange Certificate is issued when the sample is drawn officially from the lot and tests are carried out under the authority of the same accredited laboratory that drew the sample.
- The Green Certificate is issued when the sample is drawn officially from the lot under the authority of an accredited laboratory but the tests are carried out at another accredited laboratory in a different country.
- The Blue Certificate is issued when sampling is not under the responsibility of an accredited laboratory and the accredited laboratory is only responsible for testing the sample.

Orange and Green Certificates are applicable to the seed lot from which it was taken, whereas the Blue Certificate is only applicable to the sample received for testing.

## **Timeframe**

The Official Seed Testing Station gives priority to the testing of seed samples for export purposes. The various crop types have different test conditions and the duration of a test can vary from a few days to a few weeks.

OSTS strives to germinate seed samples from one consignment under the same test conditions. The client may request a variety of tests. Enquire at the facility itself (see contact details).

## **Cost**

- Seed quality certificates: R75,00 per certificate
- Sampling and sealing of containers: R220,00 per hour
- Seals for sealing containers: R0,10 per seal.

## **Contact details**

Tel: 012 808 5395

Fax: 012 808 5383

Physical address: Official Seed Testing Station, Directorate Plant Production Systems, Plant Genetic Resources Centre, KwaMhalanga Road, Roodeplaat, Pretoria 0002

Postal address: Official Seed Testing Centre, Directorate Plant Production, Private Bag X250, Pretoria 0001

E-mail: [pgrc@nda.agric.za](mailto:pgrc@nda.agric.za)

Web address: [www.nda.agric.za/docs/geneticresources/seed\\_testing\\_services.htm](http://www.nda.agric.za/docs/geneticresources/seed_testing_services.htm)

**Application for plant breeders' rights**—Plant breeders' rights are granted only to varieties of kinds of plants that have been declared in terms of the Plant Breeders' Rights Act, 1976. Approximately 290 kinds of plants are included in the list of plants for which plant breeders' rights may be granted.

The Registrar for Plant Breeders' Rights may consider a variety as new and grant plant breeders' rights for it if:

- Propagating material of that variety has not been sold in South Africa for more than one year.
- In the case of a variety of a tree or of a vine, propagating material has not been available in another country, in trade or to the public for more than six years, or in the case of any other plant, for more than four years.
- Propagating material must comply with the DUS (distinctness, uniformity and stability) requirements:
  - It must be clearly distinguishable from any other variety of the same species;
  - It must be uniform, i.e. all the plants in a planting must look similar and have the same characteristics;
  - It must be stable, i.e. the plants of the particular variety must, after repeated cultivation, still look like the original plants;
  - It must have an acceptable denomination.

## **Timeframe**

The evaluation process for plant breeders' rights takes at least one growing season.

## **Costs**

- Application for the grant of a plant breeder's right: R1 200,00
- Examination fee for a plant breeder's right Category A (Agronomic, vegetable, pasture crops and annual ornamentals): R2 000,00
- Examination fee for a plant breeder's right Category B (Fruit, vines, citrus and perennial ornamentals): R2 800,00
- Examination fee for a plant breeder's right Category B (White and yellow maize): R2 500,00
- A claim to give priority in terms of section 8(2) of the Plant Breeders' Rights Act, 1976 to an application for the grant of a plant breeder's right: R700,00 each
- An objection to the grant of a plant breeder's right: R4 300,00 each
- Annual fee for a plant breeder's right: R230,00
- An application for the issue of a compulsory license in respect of a plant breeder's right: R3 600,00
- Notice of the transfer of a plant breeder's right: R650,00
- An application for the alteration or supplementation of the denomination approved for a variety: R1 300,00 each
- An objection against the intended approval of an alteration or supplementation of the denomination approved for a variety: R650,00
- An objection against the intended termination of a plant breeder's right: R650,00
- A notice of voluntary surrender of a plant breeder's right: Free.

## **Contact details**

Tel:	012 808 5386
Fax:	012 808 5386
Physical address:	Roodeplaat Evaluation Centre, Directorate Genetic Resources, Department of Agriculture, Moloto Road, Pretoria 0001
Postal address:	The Registrar for Plant Breeders' Rights, Directorate Genetic Resources, Private Bag X11, Gezina 0031

**Application for recognition of a variety listing**—Before propagating material of any variety of the kinds of plants that have been declared in terms of the Plant Improvement Act, 1976 may be sold in South Africa, the denominations of such varieties must be included in a variety list.

The Department of Agriculture maintains the variety lists for the most important agricultural, vegetable and fruit crops. The declaration of crops for purposes of the Act and their inclusion in the variety lists is done on request. The determining factor is the importance of the kind of plant to the South African economy.

Any person or institution may apply for recognition of a variety. A variety qualifies for variety listing if it complies with the DUS requirements (D = distinct from other varieties of the same kind of plant; U = uniform, i.e. all the plants look alike; S = stable, i.e. even after repeated multiplication the plants still look like the original plants) and if the variety has an acceptable denomination.

### ***Timeframe***

The process of variety listing will take at least one growing season.

### ***Costs***

- Application fee in respect of the recognition of a variety: R700,00
- Examination fee for recognition of a variety:
  - Category A (agronomic, vegetable, pasture crop and sweet corn): R900,00
  - Category B (white and yellow maize): R1 100,00
  - Category C (fruit, vines and citrus): R1 900,00
- Application for the alteration or supplementation of the denomination of a variety already included in the variety list: R1 300,00.

### ***Contact details***

Tel: 012 808 5386

Fax: 012 808 5386

Physical address: Roodeplaat Evaluation Centre, Directorate Genetic Resources, Department of Agriculture, Moloto Road, Pretoria 0002

Postal address: The Registrar for Plant Breeders' Rights, Directorate Genetic Resources, Private Bag X11, Gezina, 0031

**Approval of activities relating to genetically modified organisms**—The Department of Agriculture administers the Genetically Modified Organisms Act, 1997. This includes the issuance of permits, authorisations or certificates for:

- Importation of genetically modified organisms (GMOs) into South Africa;
- Exportation of GMOs from South Africa;
- Contained use of GMOs within a laboratory, growth room or greenhouse;
- Intentional introduction of a GMO into the environment of South Africa where a trial release is conducted;
- Continuation or extension of previously authorised activities;
- Commodity clearance (authorisation for use as food, feed or for processing) of GMOs;
- General release for commercial planting and use of GMOs;
- Registration of facilities that are involved in activities with GMOs;
- GMO status of consignments.

### ***Timeframe***

The Registrar determines compliance of the application with the provisions of the Genetically Modified Organisms Act, 1997.

Timeframes vary according to the different activities requiring permits:

- Importation and exportation of genetically modified organisms: 30 days
- Contained use of genetically modified organisms: 30 days
- Trial release of genetically modified organisms: 90 days
- General release and marketing of genetically organisms: 180 days.

## **Costs**

The fees for services rendered under the GMO Act are updated annually. The fees for 2007/08 are:

- Importation/exportation of GMOs: R236,00
- Contained use of GMOs: R685,00
- Trial release: R1 694,00
- General release and marketing: Actual cost plus 15 % handling fee (R12 882,00)
- Appeal: R3 600,00
- Fast tracking: R1 590,00
- GMO status certificate: R105,00
- Registration of facility: R230,00.

## **Contact details**

Tel: 012 319 319 6024

Fax: 012 319 6329

Physical address: Harvest House, Room 261, 30 Hamilton Street, Arcadia, Pretoria 0083

Postal address: Director: Genetic Resources, Private Bag X973, Pretoria 0001

E-mail: [GMO@nda.agric.za](mailto:GMO@nda.agric.za)

Web address: [www.nda.agric.za/docs/geneticresources.htm](http://www.nda.agric.za/docs/geneticresources.htm)

## **Fertilisers, farm feeds, agricultural remedies**

**Register sterilising plants**—All sterilising plants operating in South Africa must be registered with the Registrar: Act No. 36 of 1947. A sterilising plant is used for sterilising of bones or other substances derived from animals.

### **Timeframe**

Registration may take 3 months.

### **Cost**

R1 160,00

### **Contact details**

Tel: 012 319 7910

Fax: 012 319 7179

Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083

Postal address: The Registrar: Act No. 36 of 1947, Private Bag X343, Pretoria 0001

Web address: [www.nda.agric.za/act36/main.htm](http://www.nda.agric.za/act36/main.htm)

**Renewal of registration of sterilising plants**—All sterilising plants operating in South Africa must be registered with the Registrar: Act No. 36 of 1947. A sterilising plant is used for sterilising of bones or other substances derived from animals.

The office of the Registrar annually sends out letters on the renewal as well as application forms to all registration holders.

### ***Timeframe***

Registration may take 3 months.

### ***Cost***

Renewal: R630,00

Late renewal: R1 050,00

### ***Contact details***

Tel: 012 319 7910

Fax: 012 319 7179

Physical address: 20 Beatrix Street, Arcadia, Pretoria 0083

Postal address: The Registrar: Act No. 36 of 1947, Private Bag X343, Pretoria 0001

Web address: [www.nda.agric.za/act36/main.htm](http://www.nda.agric.za/act36/main.htm)

**Registration of a Group 1 fertiliser**—All fertilisers that are imported into, manufactured, produced or sold in South Africa must be registered with the Registrar of Act No. 36 of 1947. The applicant must be a juristic person, e.g. John Peter Citizen T/A Diepsloot Stud.

A foreign company may not apply for registration in South Africa. Only a locally registered company, an RSA citizen or a legal body that is registered in South Africa may apply for the registration of fertilisers.

Group 1 fertilisers are those that contain nitrogen, phosphorus or potassium as main ingredient, also known as anorganic fertilisers.

Registration will only be granted provided that during the period of registration:

- The composition of the fertiliser concerned may not differ from the registered composition;
- The particulars and wording on the label or container, may not be changed without the prior written approval of the Registrar;
- The conditions laid down during registration are adhered to;
- The registration may not be transferred;
- The bag or container sizes may not be changed without prior written approval from the Registrar.

### ***Timeframe***

Registration of a fertiliser may take three to four months.

**Cost**

R1 160,00

**Contact details**

Tel: 012 319 7910

Fax: 012 319 7179

Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083

Postal address: The Registrar: Act No. 36 of 1947, Private Bag X343, Pretoria 0001

Web address: [www.nda.agric.za/act36/main.htm](http://www.nda.agric.za/act36/main.htm)

**Registration of a Group 2 fertiliser**—The same conditions apply as for Group 1 fertilisers. Group 2 fertilisers are fertilisers and farm feeds that contain macro or microorganisms as main ingredient, also known as organic fertilisers.

Registration will only be granted provided that during the period of registration:

- The composition of the fertiliser concerned may not differ from the registered composition;
- The particulars and wording on the label or container, may not be changed without the prior written approval of the Registrar;
- The conditions laid down during registration are adhered to;
- The registration may not be transferred;
- The bag or container sizes may not be changed without prior written approval from the Registrar.

**Timeframe**

Registration of a fertiliser may take three to four months.

**Cost**

R1 160,00

**Contact details**

Tel: 012 319 7910

Fax: 012 319 7179

Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083

Postal address: The Registrar: Act No. 36 of 1947, Private Bag X343, Pretoria 0001

Web address: [www.nda.agric.za/act36/main.htm](http://www.nda.agric.za/act36/main.htm)

**Renewal or cancellation of registration of fertiliser**—All fertilisers that are imported into, manufactured, produced or sold in South Africa must be registered with the Registrar of Act No. 36 of 1947. Renewal of registration will only be granted provided that during the period of registration:

- The composition of the fertiliser concerned may not differ from the registered composition;
- The particulars and wording on the label or container, may not be altered without the prior written approval of the Registrar;
- The conditions laid down during registration are adhered to;
- The registration may not be transferred;
- The bag or container sizes may not be changed without prior written approval from the Registrar.

The office of the Registrar annually sends out letters on the renewal with the relevant forms to all registration holders.

### ***Timeframe***

Renewal is done on receipt of the payment.

### ***Cost***

Renewal: This service is free.

### ***Contact details***

Tel: 012 319 7910

Fax: 012 319 7179

Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083

Postal address: The Registrar: Act No. 36 of 1947, Private Bag X343, Pretoria 0001

Web address: [www.nda.agric.za/act36/main.htm](http://www.nda.agric.za/act36/main.htm)

**Registration of a farm feed and pet food**—All farm feeds that are imported into, manufactured, produced or sold in South Africa must be registered with the Registrar: Act No. 36 of 1947. The applicant must be a juristic person, e.g. John Peter Citizen T/A Diepsloot Stud.

A foreign company may not apply for registration in South Africa. Only a locally registered company, an RSA citizen or a legal body that is registered in South Africa may apply for the registration of farm feeds and fertilisers.

A farm feed does not include straw, chaff, unground hay, silage, any cereal in the grain or any feed that a farmer prepares for own use.

The guidelines on requirements for farm feeds can be requested from the Registrar: Act No. 36 of 1947.

### ***Timeframe***

It may take three to four months for a farm feed or pet food to be registered.

### ***Cost***

R1 160,00

### ***Contact details***

Tel: 012 319 7910  
Fax: 012 319 7179  
Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083  
Postal address: The Registrar: Act No. 36 of 1947, Private Bag X343, Pretoria 0001  
Web address: [www.nda.agric.za/act36/main.htm](http://www.nda.agric.za/act36/main.htm)

**Renewal or cancel registration of a farm feed or pet food**—All farm feeds that are imported into, manufactured, produced or sold in South Africa must be registered with the Registrar of Act No. 36 of 1947.

Renewal of registration will be granted provided that during the period of registration or renewal of registration the:

- composition of the farm feed concerned shall not deviate from the registered composition;
- particulars and wording which are approved for the label or container shall not be changed without the prior written approval of the Registrar;
- conditions laid down during registration are adhered to;
- registration concerned may not be transferred;
- bag or container sizes may not be altered without prior written approval from the Registrar.

The office of the Registrar annually sends out letters on the renewal to all registration holders together with the application forms.

### ***Timeframe***

Renewal is done on receipt of the payment.

### ***Cost***

- Renewal: R630,00
- Late renewal: R1 105,00

### ***Contact details***

Tel: 012 319 7910  
Fax: 012 319 7179  
Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083  
Postal address: The Registrar: Act No. 36 of 1947, Private Bag X343, Pretoria 0001  
Web address: [www.nda.agric.za/act36/main.htm](http://www.nda.agric.za/act36/main.htm)

**Registration of an agricultural remedy**—All agricultural remedies that are imported into, manufactured, produced or sold in South Africa must be registered with the Registrar: Act No. 36 of 1947. An agricultural remedy includes pesticides, insecticides, fungicides, herbicides, plant growth regulators, defoliant, desiccants and legume inoculants.

A foreign company may not apply for registration in South Africa. Only a locally registered company, an RSA citizen or a legal body that is registered in South Africa may apply for the registration of an agricultural remedy.

The Registrar: Act No. 36 of 1947 must be informed in writing of the intention to conduct trials needed for the registration of an agricultural remedy so that he or she may inspect its performance. The Registrar may call for further information in order to determine whether the remedy is acceptable in the context of public interest, suitability and biological efficacy.

### ***Timeframe***

Review of a new active ingredient may take up to one year. Applications for new end-uses or formulations are usually processed within six months.

### ***Cost***

- New application: R2 360,00
- Renewal: R1 155,00
- Late renewal: R1 995,00.

### ***Contact details***

Tel: 012 319 7910

Fax: 012 319 7179

Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083

Postal address: The Registrar: Act No. 36 of 1947, Private Bag X343, Pretoria 0001

Web address: [www.nda.agric.za/act36/main.htm](http://www.nda.agric.za/act36/main.htm)

### ***Liquor permits (import and export)***

**Apply for an import certificate for liquor**—An import certificate is required in order to import a liquor product (excluding beer) to South Africa. The import certificate or a copy will be required before a consignment can be released from the port of entry.

An importer applies for an import certificate only once in the lifetime of a product. After that the same import certificate number can be used provided that the composition, content, bottle size and label of that product does not change.

An import certificate will not be required for products with an alcohol content of more than 1 % that are imported for drinking purposes and form part of the personal luggage of a person who arrives in South Africa, provided such products:

- in total do not exceed 12 litres in volume; and
- are intended solely for consumption by that person, his or her household and his or her nonpaying guests.

### ***Timeframe***

There is no set time for this service.

### ***Cost***

- Import certificate (bottle): R120,00
- Import certificate (bulk): R210,00
- Analysis of import sample: R290,00
- Analysis fee as per general liquor analysis tariffs (levied by Analytical Services South by means of an invoice)
- If the importer provides the Division Liquor Products with an acceptable analysis certificate issued by an official laboratory in the country of origin, he or she will be exempted from the R290,00.

### ***Contact details***

Tel: 021 809 1660

Fax: 021 887 9457

Physical address: Plant Quarantine Station, Polkadraai Road, Stellenbosch 7600

Postal box: Agricultural Product Inspection Services – Stellenbosch, Private Bag X5015, Stellenbosch 7599

E-mail: [jeswaynen@nda.agric.za](mailto:jeswaynen@nda.agric.za)

Web address: [www.nda.agric.za/docs/plantquality/Liquor%20products.htm](http://www.nda.agric.za/docs/plantquality/Liquor%20products.htm)

**Certificate for removal of imported liquor**—The importer needs a certificate of removal to take bottled liquor products away from the port of entry to sell in South Africa. The importer needs a certificate for each consignment.

### ***Timeframe***

There is no set time for this service.

### ***Cost***

R60,00 plus R3,00 per hectolitre or a portion thereof.

### ***Contact details***

Tel: 021 809 1660

Fax: 021 887 9457

Physical address: Plant Quarantine Station, Polkadraai Road, Stellenbosch 7600

Postal box: Agricultural Product Inspection Services – Stellenbosch, Private Bag X5015, Stellenbosch 7599

E-mail: [jeswaynen@nda.agric.za](mailto:jeswaynen@nda.agric.za)

Web address: [www.nda.agric.za/docs/plantquality/Liquor%20products.htm](http://www.nda.agric.za/docs/plantquality/Liquor%20products.htm)

**Certificate for export of liquor**—Potential exporters must go to the departmental website where they will find the internet-based program for the entire export process. Exporters must register before they can use the program.

As approved users, exporters or their representatives such as freight forwarding agents, can either print export certificates themselves from the website or collect these from the Division Liquor Products in Stellenbosch.

VI1 and analysis certificates are still printed by the Division Liquor Products.

### ***Timeframe***

A certificate will be issued within 24 hours (for administrative export applications).

### ***Cost***

- Export certificate with samples: R55,00 plus R6,00 per hl
- Administrative application: R25,00 plus R4,50 per hl
- Renewal of sensorial grace period: R110,00 plus analysis fee
- Exemption: R35,00
- VI 1 and other analysis certificates: R25,00
- Inspections of export consignments after official working hours: R520,00 per hour or part thereof.

### ***Contact details***

Tel: 021 809 1660

Fax: 021 887 9457

Physical address: Plant Quarantine Station, Polkadraai Road, Stellenbosch 7600

Postal box: Agricultural Product Inspection Services – Stellenbosch, Private Bag X5015, Stellenbosch 7599

E-mail: [jeswaynen@nda.agric.za](mailto:jeswaynen@nda.agric.za)

Web address: [www.nda.agric.za/docs/plantquality/Liquor%20products.htm](http://www.nda.agric.za/docs/plantquality/Liquor%20products.htm)

**Blending of liquor imported in bulk**—This certificate will be required when a liquor product is imported in bulk and the importer wants to:

- blend the overseas product with a South African or another overseas product; or
- break down the bulk product with water.

The inspector will notify the importer that he or she can continue to blend the imported product with another product.

The inspector will come and draw a sample of the blended product and submit it to the laboratory for analysis.

If the content of the blended product complies with the requirements, the importer will bottle and label the final product.

In case of a product diluted with water, the importer should notify the inspector only when he is ready to submit a final product.

***Timeframe***

A certificate will be issued within seven days.

***Cost***

R460,00 per application plus analysis fee as per general liquor analysis tariffs.

***Contact details***

Tel: 021 809 1660

Fax: 021 887 9457

Physical address: Plant Quarantine Station, Polkadraai Road, Stellenbosch 7600

Postal box: Agricultural Product Inspection Services – Stellenbosch, Private Bag X5015, Stellenbosch 7599

E-mail: [jeswaynen@nda.agric.za](mailto:jeswaynen@nda.agric.za)

Web address: [www.nda.agric.za/docs/plantquality/Liquor%20products.htm](http://www.nda.agric.za/docs/plantquality/Liquor%20products.htm)

**Import exemption certificate for liquor**—this certificate will be required if you wish to import liquor products for any purpose other than the distribution and sale thereof in South Africa.

You do not need any import certificate for products with an alcohol content of more than 1 % that you import to drink and that form part of your personal luggage when you arrive in South Africa. However, such products:

- may not exceed 12 litres in volume;
- must be intended solely for your own use, or for that of your household and your nonpaying guests; and
- may not be sold in South Africa under any circumstances.

If you want to import more than 12 litres of liquor products for own use, you must apply for an import exemption certificate.

The first 24 litres may be imported for free. You, as the importer, will have to pay a fee for every litre more than that.

***Timeframe***

All fees must be paid before a certificate will be issued. The certificate will be issued within two days if forms are completed in full.

***Cost***

R16.00 per litre or a portion thereof. The fee payable is calculated by the department and invoiced before certificates are issued.

### **Contact details**

Tel: 021 809 1660

Fax: 021 887 9457

Physical address: Plant Quarantine Station, Polkadraai Road, Stellenbosch 7600

Postal box: Agricultural Product Inspection Services – Stellenbosch, Private Bag X5015, Stellenbosch 7599

E-mail: [jeswaynen@nda.agric.za](mailto:jeswaynen@nda.agric.za)

Web address: [www.nda.agric.za/docs/plantquality/Liquor%20products.htm](http://www.nda.agric.za/docs/plantquality/Liquor%20products.htm)

**Sales of liquor imported in bulk after bottling**—This certificate will be required if an importer wants to sell a liquor product after blending and bottling it, or if a liquor product is imported in bulk and diluted with distilled water. The following procedure needs to be followed:

- The inspector will draw a sample of the final product;
- The inspector takes the sealed sample to the office of Quality Audit Services if the port of entry is in Cape Town. Otherwise the importer has to send the sealed sample to the office of Quality Audit (South) in Stellenbosch;
- After a chemical analysis and confirmation that the content and labelling comply with the requirements of the Liquor Products Act, 1989, an inspector will issue a Certificate of Removal or a Permission to sell liquor imported in bulk after bottling.

### **Timeframe**

A certificate will be issued within seven days.

### **Cost**

R460,00 per application, plus analysis fee. Get the analysis fee from the Division Liquor Products at the Directorate Agricultural Product Inspection Services, Stellenbosch.

### **Contact details**

Tel: 021 809 1660

Fax: 021 887 9457

Physical address: Plant Quarantine Station, Polkadraai Road, Stellenbosch 7600

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## ***Agricultural business management***

**Application for state agricultural land**—Unencumbered state agricultural land is leased for agricultural purposes with or without an option to purchase, depending on the status of the land (whether there is a claim on the land). Lease agreements with an option to buy are renewable every three years.

The national Department of Agriculture is responsible for facilitating effective administration and disposal of state agricultural land, which was obtained through the Agricultural Credit Board (Financial Assistance and Land Administration [FALA]).

### ***Timeframe***

The Director: Farmer Settlement at the national Department of Agriculture processes the lease for FALA properties once it has been approved by the Minister for Agriculture and Land Affairs.

### ***Cost***

Rental is determined using a formula based on the total value of the land.

### ***Contact details***

Tel: 012 319 7020

Fax: 012 319 6869

Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083

Postal address: Director: Land Settlement, Private Bag X250, Pretoria 0001

**Training in seed analysis methods and techniques**—The Official Seed Testing Station (OSTS) offers specialised training in practical seed analysis methods and techniques to interested persons, such as existing and aspiring seed analysts, as well as other persons requiring background knowledge of seed testing. Persons from non-governmental organisations, the South African Development Community and the rest of Africa may also attend these courses.

The annual practical demonstration course in seed analysis methods and techniques (5 days) usually takes place in April.

The annual workshop to promote standardisation of seed testing is undertaken in November each year. The topic and the number of days for the workshop differs from year to year, depending on the current problems experienced in seed testing and other areas of standardisation that need to be addressed.

A Tetrazolium (TZ) workshop (5 days) is presented every third year. The last TZ workshop took place in 2004.

The OSTs tries to accommodate all candidates who apply for a course or workshop. However, because of limited space in the training facility, preparation of practical work, etc., a limited number of persons can be accommodated. Preference will be given to seed analysts at the registered seed testing laboratories, as well as to aspiring seed analysts.

For both the practical demonstration course in seed analysis methods and techniques and the workshop, a letter of attendance is issued. This letter contains brief details on the content of the course or workshop.

### **Cost**

The service is free. A small payment for tea, lunch and manuals is made and this may differ, depending on the magnitude of the workshop, i.e. number of days, manuals distributed, etc.

### **Contact details**

Tel:	012 808 5395
Fax:	012 808 5383
Physical address:	Official Seed Testing Station, Directorate: Plant Production Systems, Plant Genetic Resources Centre, KwaMhalanga Road, Roodeplaat, Pretoria 0002
Postal address:	Private Bag X250, Pretoria 0001
E-mail:	<a href="mailto:pgrc@nda.agric.za">pgrc@nda.agric.za</a>
Web address:	<a href="http://www.nda.agric.za/docs/geneticresources/seed_testing_services.htm">www.nda.agric.za/docs/geneticresources/seed_testing_services.htm</a>

**Registration of land for keeping buffalo**—Anyone who wishes to keep buffalo must first register the land with the Department of Agriculture.

### **Timeframe**

The time taken for the application to be approved, varies from one province to the next. Once the application has been approved, it is sent to the national Department of Agriculture.

Officials at the national department provide an official registration number, add the information to the national buffalo register and print a registration certificate for the owner of the land. This process may take ten working days.

### **Cost**

This service is free.

### **Contact details**

Tel:	012 319 7635
Fax:	012 329 0499
Physical address:	Delpen Building, Cnr Annie Botha Avenue and Union Street, Riviera, Pretoria 0084
Postal address:	Director: Animal Health, Private Bag X138, Pretoria 0001

## **General services**

**Distribution of publications and departmental public relations**—Publications (“how to” training manuals) and InfoPaks on various farming topics are distributed to the small-scale and commercial

agricultural sector for training and development purposes. Various statistical series and publications containing statistical information are issued regularly.

**Cost**

Publications are sold to the public at predetermined prices and InfoPaks are distributed free of charge. Statistical series and publications are available free of charge as well as on the departmental website.

**Timeframe**

After the fees have been paid, publications are sent by mail.

**Contact details**

Tel: 012 319 7312  
Fax: 012 319 6943  
Physical address: Agriculture Place, 20 Beatrix Street, Arcadia, Pretoria 0083  
Postal address: Directorate: Agricultural Information Services, Private Bag X144, Pretoria 0001  
Email: [DAIS@nda.agric.za](mailto:DAIS@nda.agric.za)