

FARM FEEDS REGISRTRATION PROCESS

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Department of Agriculture

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Registration Process:

Type of registration Services:

The type of registration services that our office (farm feeds unit) provides are as follows.



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Types of registration services:

- ❖ New Applications
- ❖ Daughter Registration
- ❖ Parallel Registration
- ❖ Re-Instatement of registration
- ❖ Free sale certificate
- ❖ Import permit



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Types of registration services:

❖ Amendments of registered products:

- ✓ Change of registration holder or company name
- ✓ Product name change
- ✓ Additional Manufacturer
- ✓ Additional pack size
- ✓ Transfer of registration



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Types of registration services:

❖ Amendments of registered products:

- ✓ Label Amendment
- ✓ Advertisement
- ✓ Multiple amendment request



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Admin Process:

Two types of internal admin process:

- ✓ Inbound
- ✓ Outbound

We have 3 Registration Officers and a Supervisor

- ✓ Inbound – 1
- ✓ Outbound - 2



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Admin Process: Inbound

Application/s can be hand-delivered or delivered by courier.



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Admin Process: Inbound

Application received by Hand: receipt and acknowledgement of application.

- ✓ Registration officer will verify payment first before acknowledgement.
- ✓ If the payment is correct, officer will stamp and signed SRF and hand over the SRF to the client.
- ✓ When payment is incorrect, we do not accept the application.



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Admin Process: Inbound

Application received by courier:

- ✓ Applications via courier must be directed to LA : FF Room 12.
- ✓ After registry officer capture/recording application will be distributed according to the section.
- ✓ We will receive application from registry, then verify payment, acknowledge and scan stamped SRF via email.
- ✓ If Payment is incorrect inbound will liaise with client.

Note: No box to drop off the application



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Admin Process: Inbound

- ❖ Applications are captured on the database
- ❖ The registration officer will the screen application:
- ❖ To verify product name consistency across SRF, application form, label and affidavit.
- ❖ For amendment application verify if product still active



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Admin Process: Inbound

- ❖ Existing registration, V Number must be displayed on the label
- ❖ Company name must be the same on SRF, Application form and label.
- ❖ No V number for Daughter and Parallel registration.



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Admin Process: Inbound

- **Send applications for technical evaluation**
- ✓ The Technical evaluator then communicate with the client if more info is required.



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Admin Process: Inbound

Back from Technical to Admin

Applications are back from technical with recommendation for approval or rejection:

For Approval:

- ✓ New, Daughter and Parallel application – issue V number
- ✓ Allocate applications to registration officers to prepare certificate and cover letters.
- ✓ Back to the supervisor for quality work



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Admin Process: Inbound

For approval:

- ✓ Send for signing
- ✓ Back to supervisor to update the status and close the application on the database.
- ✓ Back to the registration officers for stamping, sending emails for collection and filing.



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Admin Process: Inbound

For rejection applications:

- ✓ Supervisor stamp rejection letter, send email for collection and filing.



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Documents to be submitted:

New Registration:

- ✓ Cover letter
- ✓ Service Request Form x2
- ✓ Farm Feeds Application form x2
- ✓ POP (with correct ref no.) - 11F1- product name
- ✓ COA from the accredited lab
- ✓ Label x2
- ✓ Product Specifications Sheet
- ✓ Form C



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Documents to be submitted:

Daughter Registration:

The registration number (V-number) will be different from that of the current registration holder (mother registration holder). The mother company must give approval in a form of a contract to a daughter applicant. The composition of the product must be the same in all respects. When the mother registration is cancelled or lapses then the daughter registration automatically lapses.



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Documents to be submitted:

Daughter Registration:

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Copy of contract
- ✓ Farm Feeds Application Form x2
- ✓ Product label x2 (with contact details of the applicant).
- ✓ POP (with correct ref no.) 11F14-product name
- ✓ Copy of registration certificate - Mother
- ✓ Form C



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Documents to be submitted:

Parallel registration:

Parallel is the registration of a registered product by the same registration holder under a different product name. The registration number (V-number) allocated will be different from that of the product already registered. The composition of the product must be the same in all respects.



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Documents to be submitted:

Parallel Registration:

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feeds Application Form x2
- ✓ Product label x2
- ✓ Proof of payment (with correct ref no) 11F13-product name
- ✓ Copy of registration certificate - Mother
- ✓ Form C



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Documents to be submitted:

Re-Instatement Of Registration:

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form x2
- ✓ Product label x2
- ✓ Certificate of analysis
- ✓ Proof of payment - 11F15 V.....
- ✓ Copy of lapsed registration certificate
- ✓ Form C



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Documents to be submitted:

Free Sale Certificate:

- ✓ Cover Letter
- ✓ Service Request Form x2
- ✓ Registration Certificate/s
- ✓ Proof of payment - 11F5-V.....
- ✓ Form C



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Documents to be submitted:

Import Permit:

Import permits are issued for products that are imported for:

- ❖ Trial purposes.
- ❖ Own use by individuals

An application letter stating:

- The reason for the importation.
- Type of product(s).
- Quantities of the product(s).
- The country of origin of the products.
- Port of entry into the Republic of South Africa.



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Documents to be submitted:

Import Permit:

- ✓ A Service Request Form x2
- ✓ Product label.
- ✓ Product specification sheet.
- ✓ Certificate of analysis.
- ✓ Proof of payment - 11F4-product name
- ✓ Form C

Note: The permit is valid for only one (1) consignment per product.



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Documents to be submitted:

Advertisement:

- ✓ Cover letter
- ✓ A Service Request Form x2
- ✓ A copy of the advertisement x2
- ✓ Copy of registration certificate
- ✓ Proof of payment - 11F3-V....
- ✓ Form C

Note: The approval is valid for one year and it is renewable.



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Documents to be submitted:

AMENDMENT OF REGISTERED PRODUCTS

Label Amendment:

- ✓ Cover letter
- ✓ A Service Request Form x2
- ✓ Farm feeds application form **x2**
- ✓ Proposed label (with proposed changes) x2
- ✓ Copy of approved label
- ✓ Proof of payment - 11F6 V.....
- ✓ Stability data may be required, depending on the type of product.
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

Manufacturer / Supplier (change details/addition):

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm feeds application form x2
- ✓ Copy of approved label
- ✓ Certificate of analysis
- ✓ Proof of quality management system
- ✓ Proof of payment - 11F10 V.....
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

Registration holder / Company name

- ✓ Cover letter
- ✓ A Service Request Form x2
- ✓ Farm feeds application form x2
- ✓ Copy of registration certificate of a new company (issued by the Registrar of Companies)
- ✓ Proposed labels in duplicate with new contact details
- ✓ Copy of approved label x2
- ✓ Proof of payment - 11F7- V.....
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

Product Name change:

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm feeds application form x2
- ✓ Product label (with proposed name) x2
- ✓ Copy of approved label
- ✓ Proof of payment - 11F8 – V.....
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

Packaging size (change/ addition)

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form **x2**
- ✓ Product label (with new or additional pack size) x2
- ✓ Copy of approved label
- ✓ Proof of payment 11F11 V.....
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

Transfer of registration:

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form x2
- ✓ Sworn affidavit that serves as an agreement between two companies stating the registrations to be transferred from Company A to Company B;
- ✓ Proposed labels with the contact details of the new registration holder x2
- ✓ Original registration certificates from the current registration holder x2
- ✓ Proof of payment - 11F12



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Documents to be submitted:

Technical Amendment

Change in nutritional composition

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form x2
- ✓ Product label **x2** (with new information);
- ✓ Copy of the approved label;
- ✓ Certificate of analysis;
- ✓ Proof that product is still suitable for purpose (Data required will depend on product type);
- ✓ Proof of payment 11F9 – V.....



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Documents to be submitted:

Technical Amendment

Change of ingredients

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form x2
- ✓ Product label x2 (with new information);
- ✓ Copy of the approved label;
- ✓ Certificate of analysis;
- ✓ Proof that product is still suitable for purpose (Data required will depend on product type);
- ✓ Proof of payment 11F9 - V.....



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Documents to be submitted:

Technical Amendment

Change of feeding recommendations

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form x2
- ✓ Product label in duplicate (with new information);
- ✓ Copy of the approved label;
- ✓ Justification for new feeding recommendation (data required will depend on product type);
- ✓ Proof of payment 11F9 – V.....
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

Technical Amendment : Change of target species

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form x2
- ✓ Product label in duplicate (with new information) x2
- ✓ Copy of the approved label
- ✓ Efficacy and safety data on new species;
- ✓ Proof of payment 11F9 – V.....
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

Technical Amendment : Change of shelf life

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form x2
- ✓ Product label (with new information) x2
- ✓ Copy of the approved label
- ✓ Certificate of analysis
- ✓ Shelf life study data
- ✓ Proof of payment. 11F9 – V.....
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

Technical Amendment : Change or additional claims

- ✓ Cover Letter
- ✓ A Service Request Form x2
- ✓ Farm Feed Application Form x2
- ✓ Product label (with new information) x2
- ✓ Copy of the approved label
- ✓ Certificate of analysis
- ✓ Data attesting to new claims
- ✓ Proof of payment 11F9 – V.....
- ✓ Copy of registration certificate
- ✓ Form C



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Documents to be submitted:

MULTI-AMENDMENTS APPLICATION

Is an application for various amendments (i.e. tech amendment, additional pack size, additional manufacturer etc) made in one application.

- ✓ Cover Letter
- ✓ A Service request form x2
- ✓ Farm feeds registration form x2
- ✓ All relevant documents required for each amendment must be submitted.
- ✓ Proof of payment for each amendment requested (with correct ref no.) 11F8/9/10/11...V
- ✓ Copy of registration certificate
- ✓ Form C



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Common Mistake for Application/registration:

- ✓ Payment does not match the service request type
- ✓ Incorrect or unclear payment reference number
- ✓ Shortfall or bulk payment
- ✓ Untick the service on the service request form
- ✓ More than one products and pay for one product
- ✓ No proof of payment submitted/attached
- ✓ Using service request form for other section/unit
- ✓ Outdated forms



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Where to send the application:

- ❖ The Registrar : Act 36 of 1947
- ❖ Directorate Agriculture Inputs Control
- ❖ Agriculture Place
- ❖ 20 Steve Biko Street
- ❖ Arcadia
- ❖ Pretoria
- ❖ 0002
- ❖ Internal Destination:
 - ✓ By Hand - LB : FF (David Kabini)
 - ✓ By Courier – LA : FF Room 12



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Time for submission and collection

Between 09:00 and 15:00

Lunch 12:30 and 13:30



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For Hand Deliver

No walk in on Friday's and Monday's



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For Courier

Monday to Friday



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NGIYATHOKOZA

DANKIE **KE A LEBOGA**

NGIYABONGA

NDIYABULELA

INKOMU **NDI KHOU
LIVHUHA**

Thank you

