

FARM FEEDS RENEWAL PROCESS

Elelwani Rathogwa
Department of Agriculture

DATE: 26 March 2026



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Renewal Registration Process and Requirements

- ❖ Normal renewal application
- ❖ Late renewal application
- ❖ Cancellation of registration
- ❖ Lapsed registration
- ❖ Banking
- ❖ Contact Details



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Renewal Process

- ❖ Renewal notice or reminder sent to registration holder 3 months before
- ❖ Applications are made by registration holder
- ❖ Registrations are renewable every 3 years and thus valid for a period of three (3) years cycle.
- ❖ Receipt and acknowledgment of application
- ❖ Payment verification
- ❖ Capture renewal application on a database



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Renewal Process

- ❖ Prepare renewal certificates and cover letters
- ❖ Quality check by supervisor
- ❖ Send for signing
- ❖ Back to the supervisor to update the status of the renewal application on the database
- ❖ Send back to the registration officer for stamping, sending an email for collection and filing.



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Documents Required

- ❖ Form A
- ❖ Form C
- ❖ Declaration Form
- ❖ Proof of payment (with correct ref no.) 11F2-company name
- ❖ Copy of previous registration certificates



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Late Registrations:

- ❖ Application received between 1 and 30 April (received after 31 March) of the year registration is considered as late renewal.
- ❖ Form A
- ❖ Form C
- ❖ Declaration Form
- ❖ Proof payment with penalty fee (correct ref no.) 11F2-
Company name
- ❖ Copy of previous registration certificate



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Lapsed Registrations:

- ❖ If the registration holder did not apply for the renewal of the registration after 30 April (late renewal period) of the year the registration lapses, then the registration lapsed.
- ❖ The office of the Registrar will issue a letter to the registration holder indicating that his/her registration has lapsed and he/she must cease selling such products with immediate effect.
- ❖ The registration holder will be advised, on the same letter, that he/she must apply for re-instatement of his/her product/s.



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Lapsed Registrations:

- ❖ The copy of the notice or letter is also forwarded to our inspectors so that could enforce compliance.
- ❖ The re-instatement process takes between 4 to 6 months



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Cancellation of Registration:

Documents Required:

- ❖ Form B
- ❖ Form C
- ❖ The current original registration certificate or an affidavit in case where the certificate has been misplaced.

Note: Kindly separate renewals and registration applications.



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Some Common Mistake For Renewal Applications:

- ❖ Incomplete service request form
- ❖ Tick Incorrect service
- ❖ Changing of product names (unapproved)
- ❖ Incorrect V Number (on Form A and SRF)
- ❖ To renew lapsed product
- ❖ To renew active/valid product (next renewal cycle)



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Banking Details:

❖ Department of Agriculture

❖ Account Name: NDA-Act 36 of 1947

❖ Account Number: 011 203 102

❖ Branch Code: 010 845

❖ Branch Name: Arcadia

❖ Bank Name: Standard Bank



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Farm Feeds In/Outbound Registration Officers:

❖ Head of Administration:

✓ Mr. David Motloi

✓ Tel: 012 319 6889

❖ Senior Registration Officer

✓ Ms. Elelwani Rathogwa

✓ Tel: 012 319 7847



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Farm Feeds In/Outbound Registration Officers:

❖ Registration Officer:

- ✓ Mr. David Kabini
- ✓ Tel: 012 319 7071

❖ Registration Officer:

- ✓ Mr. Malwandla Baloyi
- ✓ Tel: 012 319 6816

❖ Registration Officer

- ✓ Ms. Shirley Simelane
- ✓ Tel: 012 319 7120



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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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No walk in on Friday's and Monday's



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NGIYATHOKOZA

DANKIE **KE A LEBOGA**

NGIYABONGA

NDIYABULELA

INKOMU **NDI KHOU
LIVHUHA**

Thank you

