

## **PROCEDURE TO TRANSFER AN ANIMAL IDENTIFICATION MARK**

### **PART I**

- Complete full names and surname on the application form unless you want to register the animal identification mark under a company or a trust etc. (in case of a company, company registration documents must be attached)
- Ensure that your identity number/company/etc. is written down correctly on the application form.
- The street address refers to the address where the animals are being kept. Please note that if the incorrect address is supplied, payment would need to be made again.
- The name of farm refers to the property where the animals are kept (can also be the name of the village)
- The Magisterial district refers to the nearest court to your animals.

### **PREVIOUS OWNER INFORMATION**

- First name and surname or Company, trust etc. must be completed in full.
- The Identity number must be that of the owner unless the identification mark was registered under a company, trust etc. Please also indicate if the identity number has changed.

### **PART II: CONSENT OF OWNER TO THE TRANSFER OF THE REGISTRATION OF AN IDENTIFICATION MARK**

- In cases where an owner is still alive and wishes to transfer an Identification Mark to a relative or other, an affidavit must be done by the owner, indicating that he/she wants his/her Animal Identification mark to be transferred to the said person.
- In cases where the owner is deceased, no transfer will be made without a letter of authorization issued by the Department of Justice and Constitutional Development or a letter of Appointment as an executor.
- Only the person to whom the Letter of Authority/ Appointment as an Executor was issued to may give permission to transfer the identification mark to a certain Individual/company/trust.

### **FURTHER INFORMATION**

- The application and proof of payment must be sent together.
- Applications may be posted, emailed or brought in personally.
- Please note that only email address for applications is: [animalid@dalrrd.gov.za](mailto:animalid@dalrrd.gov.za)
- Please submit a sketch of the existing brandmark
- Please note that it takes 30 workdays (under normal circumstances) for processing within the Department.
- Make sure an email was written clearly and neatly; you will be informed of the outcome via email.
- After the certificate is finalized.
- No certificates will be emailed.
- Applications are processed on a first come first serve basis. No exceptions will be made.
- Local farming co-ops sell equipment. (For example, BKB)
- As soon as the certificate has been received, animals must be marked immediately.
- When making an enquiry about an Animal Identification mark, kindly use your identity number as a reference unless the application was done under a company or trust, then please use the name of the company and the registered number.
- Please enquire after 30 workdays.
- If no certificate has been received after 3 months, please do a follow up enquiry.
- If visiting the AIDA office, please make sure to bring along the hard copies of the application and proof of payment.
- Walk in clients will be assisted between 08:00 – 15:00 from Monday to Friday.
- Please note that the AIDA office is not open on weekends or public holidays

This form is valid from 1 April 2025 until 31 March 2026



**agriculture**

Department:  
Agriculture  
REPUBLIC OF SOUTH AFRICA

The Registrar of Animal Identification  
Private Bag X 138  
PRETORIA  
0001

FILING NO: \_\_\_\_\_

Sketch of Identification Mark

**THIS FORM IS VALID FROM 1 APRIL 2025- 31 MARCH 2026**

**ANIMAL IDENTIFICATION ACT, 2002 (ACT NO. 6 OF 2002)**

**PART I. APPLICATION FOR TRANSFER OF REGISTRATION OF AN IDENTIFICATION MARK**

**NEW OWNER:**

I/We \_\_\_\_\_  
(Full name(s) in block letters)

Identity number(s) \_\_\_\_\_

Street address \_\_\_\_\_ Postal Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of farm \_\_\_\_\_ Magisterial district \_\_\_\_\_

Tel. No. (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

hereby apply for the transfer to my/our name(s) of the registration of the Identification Mark-

Date \_\_\_\_\_ Signature of applicant(s) \_\_\_\_\_

**PREVIOUS OWNERS' INFORMATION**

First names and Surname \_\_\_\_\_

Identity number \_\_\_\_\_

**PART II. CONSENT OF OWNER TO THE TRANSFER OF THE REGISTRATION OF AN IDENTIFICATION MARK**

I/We \_\_\_\_\_  
(Full name(s) in block letters)

Identity number(s) \_\_\_\_\_

Full postal address \_\_\_\_\_

in my/our capacity as \_\_\_\_\_ (Owner, executor, etc.) hereby consent to the transfer of the registration of the identification mark described in Part I above.

In case of death a **Letter of Authority** must be attached.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**FEES PAYABLE: R210** DALRRD (Department of Agriculture, Land Reform and Rural Development)

- Standard Bank / Branch: Arcadia / Branch Number: 051001 / Account Number: 011252871
- The applicants **ID number or Registration Number** (in case of company/cc/trust) should be written in the **reference space** on the deposit slip. Without the deposit slip the application cannot be finalized.

This application will be finalized within 30 work days. Fees increase annually on 1 April.

Email: **animalid@dalrrd.gov.za** (confirm 012 319 7637)