

agriculture, forestry & fisheries

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 From:
 Directorate Food Import and Export Standards

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# INFORMATION ON IMPORTING ANIMALS AND ANIMAL PRODUCTS INTO THE REPUBLIC OF SOUTH AFRICA

## Legal requirement

In terms of Section 6 of the Animal Diseases Act, 1984 (Act no 35 of 1984), no animal or animal product (including samples) may be imported into or moved in transit through South Africa without the importer obtaining a veterinary import permit from the Directorate Food Import and Export Standards.

### Procedure to apply for an import permit

- In order to apply for a veterinary import permit, the relevant application form for the importation of the specific animal or animal product must be completed. The forms can be obtained from the permit office of the Directorate Food Import and Export Standards or on the website. (<u>http://www.daff.gov.za</u> → Branches → Agricultural Production, Health and Food safety→ Animal Health→ import/ Export Policy unit → application forms)
- The completed application form can be posted, faxed or e-mailed to the permit office. (See "Contact details of permit office" below). Application forms must be completed in full and signed. In cases where an agent is used to apply for a permit, an authorization letter must also be attached to the application. This letter must state that you are authorized to act on behalf of the importer.
- Proof of payment must accompany the application form. (See "Costs and payment options" below)
- Veterinary import permits are usually issued within 5 to 10 working days once the permit has been approved by the state veterinarian (<u>if all relevant documentation is provided and is in order</u>). In certain cases, veterinary approval and/or negotiations with foreign veterinary authorities are required and it is difficult to predict how much time this will take.
- Please state on the application form whether the permit will be <u>collected or mailed</u> to you. We recommend that the permit is either mailed using Speedpost within RSA, or that the applicant makes arrangements for the permit to be collected and couriered by a courier service, as problems have been experienced with permits being lost in the post.

Should a courier be used, it is the responsibility of the applicant to arrange the service and at the applicant's expense.

- The courier service must have the following information when colleting the permit; full name of importer, full name of importers agent (where applicable) and commodity.
- Please confirm that the permits are ready for collection, before making arrangements for the collection. Permits may be collected at the permit office at the physical address provided below.
- A Veterinary Health Certificate will also be sent to you with the Veterinary Import Permit. This needs to be completed, <u>before departure and within 10 days of departure</u>, in English, by a veterinarian authorised thereto by the Veterinary Authority of the exporting country.
- The following must be presented to the South African State Veterinarian or his/her representative or agricultural import official at the Port of Entry:
  - Original Veterinary Import Permit
  - Original Veterinary Health Certificate
  - Any other documentation specified, e.g.: Indemnity Declaration, Rabies Vaccination Certificate, etc.

#### Costs and payment options

- A payment of ZAR <u>157.00</u> is required for the veterinary import permit.
- The fee is reviewed annually and is amended on 1 April.
- A payment of ZAR 1360 is required for the issue of a Master Import permit.
- Issuing of certified copies for import and master permits will be ZAR <u>136</u> effective from 01 April 2016.
- Issuing of extension / dispensation / amendment letters will be ZAR <u>136</u> effective from 01 April 2016.
- The applicant is responsible for bank charges as well as the Foreign Bank charges.
- Applications for veterinary import permits will not be processed unless proof of payment of payment has been received. The proof of payment must be sent to the permit office <u>together</u> with the application form.
- Normal post is done free of charge. Speed post and Sky net (within RSA only) can be requested, at an additional cost as per service provider's tariff.
- In cases where you are applying on behalf of another person or company, please make sure that you make the transfer / deposit in that person's or company's name.

Banking details:

Name of Bank:	STANDARD BANK OF SOUTH AFRICA
Account Holder:	NATIONAL DEPARTMENT OF AGRICULTURE
Account Number:	011219556
Branch Code:	010845
Branch Name:	ARCADIA
	IB BRAND 0001982 CENTRE CODE
	Swift Code SBZA-ZAJJ
Reference:	Importers Name & Surname

Proof of the deposit must be faxed to the permit office.

OR

Payments can also be made at the permit office at the physical address provided below.

## Contact details of permit office

- Telephone number: Switchboard: +27 12 319 7514 / 7476
- Fax numbers:
   +27 12 329 8292
   +27 12 319 7644
- E-mail <u>VetPermits@daff.gov.za</u>
- Postal address: The Directorate: Food Import and Export Standards P.O. Box 40024 Arcadia 0007
- Physical address: Room G52 Delpen Building Corner of Annie Botha & Union Street Riviera, Pretoria

#### **Quarantine of animals**

In cases where quarantine of animals is required, the importer must contact the State Veterinarian or his/her representative at the port of entry:

٠	Johannesburg	Tel	+27 11	973	2827	Fax	+27 11	973	2828	lanM@daff.gov.za
٠	Durban	Tel	+27 31	368	8503	Fax	+27 31	337	7469	SharonS@nda.agric.za
									S	alulekoB@nda.agric.za
٠	Cape Town	Tel	+27 21	551	2050	Fax ·	+27 21 5	551 1	378	ZarinaM@daff.gov.za

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- The State Veterinarian or his/her representative will arrange the reservation for accommodation at the Quarantine Station and must complete the applicable part of the application form.
- An Indemnity Declaration (in respect of imported animals or birds undergoing quarantine) must also be completed and attached to the application form. This Indemnity Declaration form can also be obtained from the Permit Office.

### General:

- ◆ The Directorate Animal Health, Sub-Directorate Import / Export Policy unit in Pretoria will be able to assist you with regard to technical information. The list of contact persons can be obtained from the website: (<u>http://www.daff.gov.za</u> → Branches→ Agricultural Production, Health and Food safety→ Animal Health→ Import/ Export Policy unit → contacts)
- If any information is needed on the exact requirements for a specific animal or animal product, **specimen copies** of the Veterinary Import Permit and the Veterinary Health Certificate can be obtained from the Permit Office.
- To apply for a veterinary import permit to import meat for own use from neighbouring countries, the "Application for hunting trophies & Meat for own use" must be completed.
- In cases of importing wet/dry hides & skins, the application form must be authorized by the state veterinarian of the area of final destination, **before** the permit can be issued. The authorization given will also confirm that the facility is approved to receive imported products.
- Importers of live animals e.g. cattle, sheep, goats, horses etc. (excluding cats and dogs) must obtain authorization from the Registrar: Animal Improvement before the veterinary import permit can be issued. Contact details for Animal Improvement:

Hazel Madikologa Vivian Mvimbi +27 12 319 7590 +27 12 319 7576

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