

 <p> agriculture, forestry & fisheries Department: Agriculture, Forestry and Fisheries REPUBLIC OF SOUTH AFRICA </p>	<p>COVER LETTER – MOVEMENT FORM</p> <p>FOR FARM FEED REGISTRATION APPLICATIONS</p> <p>FERTILIZERS, FARM FEEDS, AGRICULTURAL REMEDIES AND STOCK REMEDIES ACT, 1947</p>	Doc Ref: CLMF/05
		Revision Nr: 5
		Pages: 4
		Date Modified: 2015/01/16

Instructions: This form must be completed by the applicant / registration holder and submitted WITH the relevant application form(s) and supporting documentation. An additional motivational cover letter may be submitted with the application(s) where necessary. A copy of the stamped front page (page1) may be kept by the applicant as acknowledgement of receipt.

Name of company/registration holder:

Name of the approved person¹:
 (¹The person officially nominated by a company/registration holder and that is responsible for their registration administration.)

Contact number of approved person:

E-mail address of approved person:

Date Submitted by the applicant:

Signature of approved contact person:

For official use only							
<p>Received by:.....</p> <p>Signature:.....</p> <p>File no:.....</p>	<p>Date Received by the Registrar's office:</p> <p style="text-align: center; font-size: 2em; opacity: 0.5;">OFFICIAL DATE STAMP</p>						
<p>MODE OF SUBMISSION:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Personal delivery</td> <td style="width: 20%; text-align: center;">Tick (✓)</td> </tr> <tr> <td>Via Post</td> <td></td> </tr> <tr> <td>Via Email (only for Import Permits & Free Sale Certificates)</td> <td></td> </tr> </table>		Personal delivery	Tick (✓)	Via Post		Via Email (only for Import Permits & Free Sale Certificates)	
Personal delivery	Tick (✓)						
Via Post							
Via Email (only for Import Permits & Free Sale Certificates)							

TYPE OF REGISTRATION APPLICATION(S) SUBMITTED:

Applicant to complete Table 1, 2 & 3 with all relevant information to accurately describe the registrations services required.

Table 1. List of product names for which a registration service is applied for.

No.	Product names	V-number (for existing products)	Type of service(s) required (Include all applicable services per product listed) ²	FOR OFFICIAL USE ONLY <i>(COMPLETED)</i>
<i>Eg.</i>	<i>Broiler Starter Crumbs</i>	<i>V 12345</i>	<i>5, 6, 9</i>	
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² The various types of services available are listed in Table 2. Only use the reference number in the first column of Table 2 to indicate which service(s) is required for which product.

Table 2. Types, quantity and amount paid for each of the registration services applied for.

Ref Nr	TYPE OF APPLICATION (SERVICE)	SELECT (✓)	QTY	TOTAL AMOUNT PAID PER SERVICE
1	Renewal of registration			
2	New registration			
3	Parallel registration			
4	Daughter registration			
5	Amendment – Technical (Composition / guaranteed analysis)			
6	Amendment - Label			
7	Amendment - Registration holder / Company name			
8	Amendment - Product Name change			
9	Amendment - Packaging size			
10	Amendment - Manufacturer / Supplier (change details / addition)			
11	Reinstatement			
12	Transfer of registration			
13	Import Permit			
14	Free Sale Certificate			
15	Advertisement			
16	Cancellation / Withdrawal			
* Total number of services applied for.			*	**
** Total amount paid. This amount must be the same as the total amount on page 4 (top).				

Table 3. Classification of applications per GROUP

Ref Nr.	TYPE OF GROUP	SELECT (✓)	QTY
I	Raw Material		
II	Feed Additives		
III	Livestock Feed		
IV	Pet Food (including seed & grain mixtures)		
Total number of services applied for:			

PAYMENT DETAILS

Applicant to provide the following payment details with regards to the services requested.

Total Amount paid:

R

Date of payment:

Payment Method:

(Please tick box)

EFT: CHEQUE: CASH:

Payment Reference Number(s):

(Cheque nr / receipt nr / other ref nr)

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PAYMENT VERIFICATION:

Date payment received: _____

Amount received: _____

Payment Method: EFT CHEQUE CASH

Payment Reference _____

Comments:

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INBOUND		TECHNICAL / DD / SAO			
DATE (Sent to TA/DD/SAO)	SIGNATURE (Inbound Administrator)	DATE (Received from Inbound)	SIGNATURE (TA/ DD/ SAO)	DATE (Recommended and Sent to Outbound)	SIGNATURE (TA/ DD/ SAO)

OUTBOUND			DD / SAO		
DATE (Received from TA/DD/SAO)	SIGNATURE (Outbound Administrator)	DATE (Registration docs prepared & sent to DD/SAO for payment verification and signature)	SIGNATURE (Outbound Administrator)	DATE (Registration Certificate signed & sent to Outbound)	SIGNATURE (DD / SAO)

OUTBOUND					
DATE (Received from DD / SAO)	SIGNATURE (Outbound Administrator)	DATE (Client contacted – registration complete)	SIGNATURE (Outbound Administrator)	DATE / METHOD FOR SENDING REGISTRATION CERTIFICATE	
				POST (Date)	COLLECTION (Date)
				REF Nr (where applicable)	