

**GUIDELINE FOR THE RENEWAL OF AGRICULTURAL REMEDIES**

**ISSUED BY THE REGISTRAR: ACT NO. 36 OF 1947, PRIVATE BAG X343, PRETORIA, 0001**

**REPUBLIC OF SOUTH AFRICA**

**MARCH 2024**

1. **BACKGROUND**

When an application for the registration of an agricultural remedy is approved in South Africa, the applicant is provided a registration certificate under section 3 of the Act indicating that the product is legally registered for sale and use in the Republic. Such a certificate is valid for a period not exceeding three years from the date of issue and may thereafter be renewed in terms of section 3(4) of the Act for an additional period of three years. The expiry date of the registration certificate is usually on the 31st of May of the year closest to the date calculated three years from the date of initial registration, and thereafter three years from the last date of renewal. The registration holder must apply for renewal of the registration of the agricultural remedy from two months (60 days) before the period of validity of the registration lapses. Applications for renewal submitted between 31 May and 30 June are considered late renewal applications and must be accompanied by an additional late fee. Applications for renewal received after 30 June are considered lapsed registrations.

1. **REQUIREMENTS FOR APPLICATION FOR RENEWAL**

An application for renewal of an agricultural remedy must be accompanied by the following documentation:

1. Renewals checklist
2. Service Request Form
3. Cover letter
4. Proof of payment of the prescribed renewal fee as per the “Regulations relating to the tariffs for the registration of Fertilizers, Farm Feeds, Agricultural Remedies, Stock Remedies, Sterilizing Plants and Pest Control Operators, Appeals and Imports” and its relevant amendments. The total tariffs that need to be paid will depend on the number of remedies for which renewal is being sought and whether renewals are submitted in time (before 31 May) or late (between 31 May and 30 June).
5. Renewal forms
	1. Form A – application for renewal

Information for all agricultural remedies for which renewal is being sought must be included in the applicable fields. This form must be submitted in duplicate.

* 1. Form B – cancellation form

Information for all agricultural remedies for which registration will not be renewed and are thus being cancelled. Registration holders must submit the original registration certificates of all agricultural remedies for which registration is being cancelled. If the original registration certificate has been mislaid, an affidavit to this effect must be submitted. This form must be submitted in duplicate where relevant. If no agricultural remedies are being cancelled during the specific renewal cycle, Form B need not be submitted with the application. Form B must however be submitted if an agricultural remedy registration is being cancelled even if no registration is being renewed during the cycle.

* 1. Form C – declaration

Declaration containing all requirements stipulated in the “Regulations relating to agricultural remedies” of 25 August 2023. This form must be submitted in duplicate.

* 1. Form D – record of manufacturer(s) of agricultural remedy active ingredient(s)

The relevant fields must be completed for all agricultural remedies for which renewal is being sought. This form must be submitted in duplicate.

1. In the case of a daughter or parallel registration, a copy of the contract, signed and dated within 6 months of the submission of the renewal.
2. Copies of the current registration certificates for all agricultural remedies for which renewal is being sought.
3. Where relevant, signed and dated letter from the manufacturing source of the active ingredient(s) issued within six months of renewal submission.
4. Where relevant, proof of compliance with the Extended Producer Responsibility Scheme for the Pesticide Sector regulation, 2023, as published in Government Gazette Notice R 3177 of 23 March 2023.
5. Where relevant, reports on potentially harmful or unacceptable effects.

Copies of this form needs to be submitted for all agricultural remedies being renewed for which potentially harmful or unacceptable effects have been reported during the previous 3-year registration cycle. If no potentially harmful or unacceptable effects have been reported for any of the remedies being renewed, a declaration to such an effect must be submitted.

1. Where relevant, reports on adverse reactions.

Copies of this form needs to be submitted for all agricultural remedies being renewed for which adverse reactions have been reported during the previous 3-year registration cycle. If no adverse reactions have been reported for any of the remedies being renewed, a declaration to such an effect must be submitted.

**RENEWALS CHECKLIST**

The completed checklist must be submitted with all renewal applications.

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| **The following documents must accompany all applications for the renewal of agricultural remedies** |
| **Document** | **Number of copies** | **Included in application: Y/N. No fields may be left blank. Indicate N/A where relevant.** |
| 1. Checklist
 |  |  |
| 1. Service Request Form
 |  |  |
| 1. Cover letter
 |  |  |
| 1. Proof of payment of the prescribed renewal fee (total fee calculated depending on the number of remedies being renewed)
 |  |  |
| 1. Renewal forms
 |  |  |
| * 1. Form A – application for renewal
 | 2 |  |
| * 1. Form B – cancellation form
 | 2 |  |
| * 1. Form C – declaration
 | 2 |  |
| * 1. Form D – record of manufacturer(s) of the agricultural remedy active ingredient(s)
 | 2 |  |
| 1. In the case of a daughter or parallel registration, a copy of the contract, signed and dated within 6 months of the submission of the renewal application.
 |  |  |
| 1. Copies of the current registration certificates for all remedies being renewed
 |  |  |
| 1. Where relevant, signed and dated letter from the manufacturing source of the active ingredient(s) issued within six months of renewal submission.
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| 1. Where relevant, proof of compliance with the Extended Producer Responsibility Scheme for the Pesticide Sector regulation, 2023, as published in Government Notice No. R. 3177 of 23 March 2023.
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| 1. Where relevant, reports on potentially harmful or unacceptable effects, or a declaration confirming the absence of such reports.
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| 1. Where relevant, reports on adverse reactions, or a declaration confirming the absence of such reports.
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|  | Name | Signature |
| Regulatory manager |  |  |
| Responsible SACNASP registered supervisor |  |  |
| Sign-off date |  |