

- Enter your username and password you selected during registration
- After successfully logged in you can now apply for an FBO code
- Click on the 'APPLY FOR FBO Code' button and fill in the form
- You and DAFF will both receive notification e-mails about your application
- As soon as your application is processed and an FBO code is allocated by DAFF, an e-mail will be sent to your mail box.

### Implications of non-compliance

The registration of an FBO code is to facilitate the traceability process of tracing and tracking of regulated plant products or products of plant origin one step up and one step down in the supply chain. No person shall export products without FBO codes from the Republic of South Africa. Failure to comply with FBO registration before export will result in the product not being certified for export by the Department of Agriculture, Forestry and Fisheries (DAFF), and the Perishable Product Export Control Board (PPECB).

**NB: The FBO on-line registration requires Adobe Reader 9.0 or the latest version, together with Windows Internet Explorer as browser.**

Alternatively, FBO registration can be done manually via fax or by forwarding the application forms to the FSQA address as indicated below.

For technical enquiries on registration of food business operators contact:

Directorate: Food Safety and Quality Assurance  
 Private Bag X343  
 Pretoria  
 0001  
 Harvest House  
 30 Hamilton Street  
 Arcadia  
 Pretoria

Tel: 012 319 6387/012 319 6512/012 319 6070  
 012 319 6018/012 319 6171

Fax no: 012 319 6055  
 012 319 6265

E-mail: codes@daff.gov.za

Alternatively visit: <http://www.daff.gov.za/daffweb3/Branches/Agricultural-Production-Health-Food-Safety/Food-Safety-Quality-Assurance/Food-Business-Operator-Registration>

For enquiries on Promotion and Awareness of Food Safety and Quality assurance issues contact:

Directorate: Food Import and Export Standards  
 PO Box 40024  
 Arcadia, Pretoria  
 0007

Tel: 012 319 6118 or 012 319 6310

Fax no: 012 319 6329

E-mail: info.sps@daff.gov.za

Department of Agriculture, Forestry and Fisheries

## Guidelines for Food Business Operator (FBO) Registration



agriculture,  
forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA



## Objective and rationale of the guidelines

To provide guidance for registration of food business operators

### Definitions

- **Food Business:** refers to any enterprise or undertaking, whether for profit or not, whether public or private, carrying out any or all of the stages of handling from, and including primary production, up to and including the export of food products.
- **Food Business Operator:** refers to the person or persons responsible for ensuring that the prescribed requirements of the export standards and requirements are met within the food business under his or her control and includes both the management of the food business as well as the person with overall authority on-site or in the specific establishment.
- **Food Business Operator (FBO) Code:** means an alphanumeric code which has been registered with the Executive Officer of the Agricultural Product Standards Act, 1990 (Act No.119 of 1990) by each food business operator, i.e. producer, packhouse, etc. and packing or handling products of plant origin destined for export purposes.

### Who needs to register?

All persons involved in the business as an agricultural production unit, pack house on/off farm, commercial cold store, processing plant, container depot, transport operator, exporter, dry storage facility, drying facility, municipal market facility, retailer, grain storage facility on/off farm, airport terminal/forwarder or sea port terminal.

Registrations can be done manually or online. For online registrations, please go to: <http://fbo.daff.gov.za>

## The types of food business operator and applicable codes

Type of business operator	Applicable code
Agri production unit	PUC
Packhouse (on-farm)	PHC (on)
Packhouse (off-farm)	PHC (off)
Commercial cold storage	CCS
Container depot	CD
Processing plant	PROCES
Transport operator	TRANS
Sea port terminal	SEA
Airport terminal/forwarder	AIR
Grain storage facility (on-farm)	GSF (on)
Grain storage facility (off-farm) (Silo)	GSF (off)
Exporter	EXPO
Dry storage facility	DSF
Drying facility	DF
Municipal market facility	MARK
Retailer	RET

### Importance of food business operator registration

To facilitate traceability for food products of plant origin, all containers destined for export markets must be marked with a Food Business Operator (FBO) code, in addition to the name and address of the producer, exporter/dispatcher or owner of the container.



## Step-by-step guide to FBO online registration and Code application

### Important notes:

Access the online registration of facilities using the following internet link: <http://fbo.daff.gov.za>

### Step 1: Registration

- Log on to <http://fbo.daff.gov.za>
- Click on the 'Food Business Operator Online Registration' link, i.e. the third link on the left hand side
- Alternatively, go directly to the Registration Page using this link <http://fbo.daff.gov.za/FBO/FBOReg.fbo>
- Registration requires the following information:
  1. Valid South African ID Number
  2. Full name
  3. Contact details (Contact number and e-mail: e-mail is important for electronic communication between you and DAFF)
  4. Login details (username and password)
- After entering your valid information, click on the 'Save Registration' button.
- A registration confirmation e-mail, together with your login details, will be sent to your e-mail inbox for safekeeping.

### Step 2: Logging in and FBO code application

- Log on to <http://fbo.daff.gov.za>
- Click on the 'LOGIN' link, i.e. the second link on the left hand side
- Alternatively, go directly to the Login Page using this link <http://fbo.daff.gov.za/FBO/Login.fbo>