

Procedure to Transfer an Animal Identification mark

Part 1

- Complete full names and surname on the application form **unless** you want to register it under a company or a trust etc. (in case of a company attached company registration documents)
- Make sure your identity number/company/etc. is written down correctly on the application form.
- The street address is the address where the animals are being kept and the postal address must be a working address where the certificate can be posted to. you will pay again if you gave us the wrong address.
- The name of farm is where the animals are kept (also can be the name of the village)
- The Magisterial district is where the nearest court is to your animals.

Previous owner information

- First name and surname or Company, trust etc. must be completed fully.
- Identity number must be that of the owner unless it was registered under a company, trust etc. please also indicate if the identity number changed in past years.

Part II consent of owner to the transfer of the registration of an identification mark

- No transfer will be done without a letter of authority issued by the Department of Justice and Constitutional Development or a letter of Appointment as an executor.
- If an Identification Mark is transferred from an owner to a brother/father/child/wife/husband, and the owner is still alive 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.
- 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

- Application and proof of payment **MUST** be send together.
- Applications can be faxed, emailed, posted or brought in personally (not all 4 as it would cause unnecessary confusion)
- Please note that the landmark section email address for applications has changed to a permanent email **animalid@dalrrd.gov.za DO NOT SEND IT TO ANY OTHER EMAIL**
- **Add a sketch of your existing brand mark.**
- **Please note:** it takes 30 workdays (under normal circumstances) inside the Department to finalize. After the certificate was finalized it will be posted back to you . In addition, we do not know how long the post take as the post office is not part of our section.
- We work according to a very strict **first come first serve** principle **NO EXCEPTIONS WILL BE MADE.**
- Your local Kooperasie sells equipment. (for example BKB)
- As soon as certificate has been received, you must mark your animals immediately.
- If you make an enquiry about your Animal Identification mark please use your identity number as a reference unless u have applied under a company or trust, then please use the name of the company and the company number.
- It is very important to give a **POSTAL ADDRESS**, as we cannot send out the certificate without it and the police will **NOT** accept copies.
- **Enquiries without the above information will not be attended too.**
- If no certificate was received by u after 3 Months, please enquire if u fail to do so you will have to re-apply.
- **If you visit the office make sure to bring along the hard copies of the application and proof of payment.**

THIS FORM IS ONLY VALID UNTIL 31 MARCH 2023



**agriculture, land reform
& rural development**

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

FILING NO: _____

Sketch of Identification Mark

The Registrar of Animal Identification
Private Bag X 138
PRETORIA
0001

THIS FORM IS VALID FROM 1 APRIL 2022- 31 MARCH 2023

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. (____) _____ 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: R180 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. Notice fees increases every 1 April

Email: animalid@dalrrd.gov.za or Fax to 012 319 7551 (confirm 012 319 7637)