• 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


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
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

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

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