

## Procedure to register an animal identification mark

- Complete full names and surname on the application form (nr 1 & 2)
- Make sure your identity number is written down correctly on the application form. (nr3 3)
- only complete this part if u own a company and want the animal identification to be registered on the name of the company (nr 4 & 5) (please attach company documents in this case)
- 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 u gave us the wrong address. (nr 6)
- The name of farm is where the animals are kept (also can be the name of the village) (nr 7)
- The Magisterial district is where the nearest court is to your animals. (nr 8)
- The province is where the animals are kept (nr 9)

## Further Information

1. Application and proof of payment **MUST** be send together.
2. Applications can be faxed, emailed, posted or brought in personally (not all 4 as it would cause unnecessary confusion)
3. Please note that the brand mark section email address for applications has changed to a permanent email **animalid@dalrrd.gov.za**. **DO NOT SEND IT TO ANY OTHER EMAIL**
4. **Please note:** it takes 30 work days inside the Department to finalize. (under normal circumstances)
5. **The mark is allocated by the system**. As there is countless marks on the system as from 1962 choices is not possible anymore.
6. After the certificate was finalized it will be posted back to you. (the mark will be emailed, not the certificate) (if no email was provided **on the form** in a neat and readable manner it will only be posted and it will not be emailed at a later stage). And we do not know how long the post take as the post office is not part of our section.
7. We work according to a very strict **first come first serve** principle **NO EXCEPTIONS WILL BE MADE**.
8. Equipment is sold by your local Kooperasie. (for example BKB)
9. As soon as certificate has been received you must mark your animals immediately.
10. If you make an enquiry about your Animal Identification mark please use your identity number as a reference unless you have applied under a company or trust (in other words if you completed nr 4 and nr 5 on the application form) then please use the name of the company and the company number.
11. **Enquiries without the above information will not be attended too**.
12. If no certificate was received by u after 3 Months, please enquire if u fail to do so you will have to re-apply.
13. IF you are personally visiting this office R170 cash must be brought as we do not have a bank card facility.
14. you can get assistance from any Stockthef Unit (South African Police) or any Department of Rural Development.
15. Remember: AIDA is a small section dealing with the whole country receiving a huge number of applications including a big number of walk in clients

**THIS FORM IS ONLY VALID UNTIL 31 MARCH 2022**



FILING NO.:

**APPLICATION FOR REGISTRATION OF AN IDENTIFICATION MARK**

ANIMAL IDENTIFICATION ACT, 2002 (ACT NO. 6 OF 2002)

The Registrar of Animal Identification  
Private Bag X 138  
PRETORIA  
0001

Delpen Building  
C/O Annie Botha & Union  
Streets  
RIVIERA  
PRETORIA

FOR OFFICE USE ONLY

Tel.: (012) 319-7449 / 319-7637 / 319-7611 / 319-7431  
<https://www.dalrrd.gov.za/Services>

**APPLICATION MUST BE ACCOMPANIED BY A COPY OF YOUR ID DOCUMENT PROOF OF POSTAL ADDRESS (NOT OLDER THAN 3 MONTHS). ID NUMBER or COMPANY NUMBER MUST BE QUOTED WHEN MAKING AN ENQUIRY. THIS FORM IS VALID FROM 1 APRIL 2021 – 31 MARCH 2022**

**FULL PARTICULARS OF APPLICANT**

1. First names (complete)

2. Surname

3. Identity number

4. Registration number, of company / closed corporation / trust.

5. Name of company / closed corporation / Trust / Partnership (only if you are the owner of the company and want the brandmark to be registered in the name of the company. Otherwise leave nr 4 and 5 empty)

6. Address where the animals are kept  
  
  
  
Postal code

Postal Address  
  
  
  
Postal code

7. Name of farm / village

8. Magisterial District

9. Province

10. Telephone number

11. Email address

12. Own signature of client ..... DATE MONTH YEAR

**FEES PAYABLE: R170**  
**DAFF (Department of Agriculture, Forestry & Fisheries)**

- 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 reference the application cannot be finalized. The Deposit slip must accompany the application form. This application will be finalized after 30 work days. Notice fees increases every 1 April.

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