AFRICAN BIOLOGICALS ALLIANCE

For Africa. By Africa.

REGISTRATION · SOUTH AFRICA · AGRICULTURAL REMEDIES

Applying to register a remedy

Who may apply, who may act for you, and what lands on the Registrar's desk. An application that is not complete is not accepted.

1 resident or locally registered applicant	**1** approved person at a time, per matter
5 things the covering letter must say	**1** stamped page to keep as your receipt

WHO APPLIES

The applicant and the approved person

The applicant

Also the registration holder.

1. **A resident of South Africa**
   Or a company with a registered office here.
2. **Not an overseas company**
   The 2017 guideline says so in terms. The regulations say residents only.

The approved person

Someone who acts for you.

1. **A company or individual outside yours**
   Living in South Africa.
2. **Appointed by a letter of authority**
3. **One letter for each approved person**

THE LETTER OF AUTHORITY

Two things it must say

WHICH MATTERS

FOR HOW LONG

All aspects for the application only	**All aspects** and after registration
Specified functions for the application only	**Specified functions** and after registration

A different approved person for any one matter needs a separate letter.

WHAT YOU HAND IN

The submission pack

Service request form

Goes in with the rest.

1. Completed by the applicant or holder
2. Keep a copy of the stamped front page
   It is your receipt.

Covering letter

For every application and amendment.

1. To the Registrar, for the Head of the Registration Administration Office
2. Subject: the product name
   And the registration number for an amendment.
3. Says why, and lists what is enclosed
4. Letters of consent, if you need them

Application forms

Signed, on the Registrar's form.

1. In duplicate under the regulations
   The 2017 guideline asks for three.
2. Signed by the legally appointed person
3. Handed to the Registration Administration Office
   Not to a technical adviser.

The product name

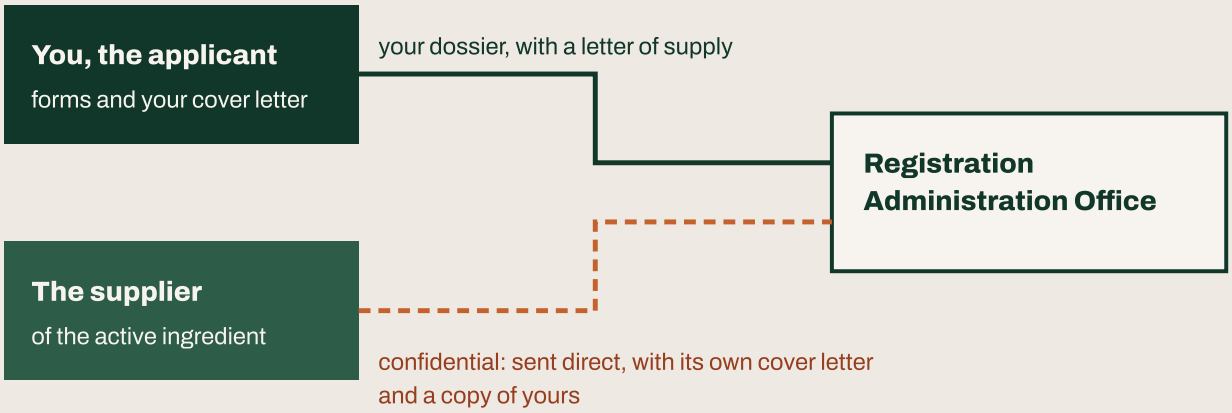
One name, everywhere.

1. Identical on the letter, the forms and the labels
2. Any later change, however slight, is an amendment

THE DOSSIER INDEXES

Where the information comes from

One index for each active ingredient, and the information comes from its supplier.



Letter of supply

From each supplier, confirming it will supply the active ingredient.

Too much for the field?

Write "See attachment" and attach it, numbered as the index.

Not relevant?

Write "Not applicable".

WHERE IT IS UNCLEAR

Ask before you rely on it

The 2017 guideline says	But
Forms in triplicate: one each for the technical adviser, the administration office and the holder	The 2023 regulations say duplicate. We follow the regulations
Use the SEARCH form and the dossier index lists	Whether these forms are still current is not confirmed
The guideline is written for non-crop remedies	We use it only for how an application is handed in

Ask the registrar's office, in writing, which forms and how many copies apply to your product.

Information, not legal advice. Facts as of 26 October 2026, from the Regulations relating to agricultural remedies (25 August 2023) and the Registrar's 2017 guidelines on non-crop remedies, used for how applications are handed in. Later changes and the forms themselves are not reflected. Guidelines page: https://www.nda.gov.za/index.php/publication/581-guidelines

Sources

Prepared by the African Biologicals Alliance from these documents. They belong to the department and remain subject to its own terms.

- Regulations relating to agricultural remedies. Government Gazette 49189, 25 August 2023.
- Guidelines on the data and documents required for the registration of agricultural remedies used in non crop situations in South Africa (how applications are handed in). Issued by the Registrar of Act 36 of 1947, October 2017. https://www.nda.gov.za/index.php/publication/581-guidelines

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