agriculture, land reform & rural development
Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

BRANCH: AGRICULTURAL PRODUCTION, BIODECURITY & NATURAL RESORCES MANAGEMENT
DIRECTORATE: FOOD IMPORT & EXPORT STANDARDS
PO Box 250, PRETORIA, 0001 ▪ Harvest House Building, Room no. 541, 30 Hamilton Street, Arcadia, Pretoria, 0001
ENQUIRIES: Tel : 012 319 6313 ; E-mail: PlantHealthPermits@nda.gov.za; Website: www.nda.gov.za

15 September 2025

DEAR IMPORTER

PAYMENT PROCEDURES

All importers are hereby notified of the following requirements regarding application reference numbers and proof of payment procedures: -

1. **Payment Reference Number on Electronic Permit Applications (e-Permit)**

Prior to making a payment, the importer needs to first make an online application, the application reference will be generated by the system. This must be used as a payment reference number. For example, upon application the permit will remain in draft with a reference number allocated for example PAPHR/2025/09/27/3.

Then the importer will make payment quoting both the application reference number and name of company or importer. After making payment, applicant can make submission of the application (s).

2. **Payments and Bank References**

- The generated reference number must appear on our bank statement.
- Applicants must capture this reference number in the **beneficiary/reference/bank statement field** when making payment.
- Bulk payments are not permitted. However, one payment per day may be made for multiple applications submitted on the same day.
- Proof of payment must clearly indicate all relevant application reference numbers, along with the number of permits required for each application and each proof of payment e.g.
- **2 permits or 5 permits or 10 permits or 20 permits etc**

3. Payment Timeline

- Proof of payments should also be used on the same day or month, previous months proof of payments will not be accepted. Therefore, if client have bulk applications, client can leave applications laying under draft, until they finish making applications (1 to 10 applications), then applicant can make payments and submit applications.

4. General

- The Departmental bank account number must be clearly visible, either in full or in part, as well as amount paid, on the proof of payment

Important Notice:

With effect from **15 September 2025**, no proof of payment will be accepted unless it contains a valid and unique application reference number. Your cooperation in adhering to these requirements will ensure that applications and payments are processed efficiently and without delays.

For any enquiries, please contact the permit office at PlantHealthPermits@nda.gov.za

Kind regards,

Ms NH Cele
Deputy Director: Food Import and Export Standards
Department of Agriculture
Date: 2025/09/15