



EXPORT AGENCY

NEW AGENCY APPLICATION FORM

Email the completed form to info@apacouncil.co.za or fax it to **011 894 3761**

CHECKLIST

APPLICATION CHECKLIST

KINDLY COMPLETE THE APAC ONLINE LEARNING FOR EXPORT AGENT MODULE AND THE EXAMINATION BEFORE YOUR APPLICATION WILL BE CONSIDERED

Trade name:

Type of application:

New agency application

Re-registration application

IMPORTANT:

Ensure that all the documents required in the list below is attached to your application form. Failing to submit any or some of the documents **WILL** result in the application being rejected.

Complete the checklist below to ensure your application is complete:

	FOR OFFICE USE ONLY				SECTION/ DIRECTOR #
	ACCEPT	INCOMPLETE	NOT SUBMITTED	NOT CLEAR	
✓					
Have you completed ALL information required by Sections A to F ?	<input type="checkbox"/>				
Have you attached the following documents:					
1. CIPC/ CIPRO Registration certificate?	<input type="checkbox"/>				
2. Auditors letter of acceptance/ appointment?	<input type="checkbox"/>				
3. Notice with regard to a bank account (Annexure A)?	<input type="checkbox"/>				
4. Tax Clearance Certificate (not older than 3 months)?	<input type="checkbox"/>				
5. Conflict of Interest Management Policy?	<input type="checkbox"/>				
6. Have Annexure B been completed for ALL the listed Principals / Directors?	<input type="checkbox"/>				
6.1. Certified, clear copy ID's of each of the Principals / Directors?	<input type="checkbox"/>				
6.2. SmartScreen Indemnity Form for each of the Principals / Directors (Annexure D)?	<input type="checkbox"/>				
6.3. Certificate of highest qualification obtained?	<input type="checkbox"/>				
6.4. Have ALL the Principals/Directors completed and passed the APAC Online Learning ?	<input type="checkbox"/>				
7. Have Annexure C been completed for ALL agents?	<input type="checkbox"/>				
7.1. Certified, clear copy ID's of each of the agents?	<input type="checkbox"/>				
7.2. SmartScreen Indemnity Form for each of the agents (Annexure D)?	<input type="checkbox"/>				
7.3. Certificate of highest qualification obtained?	<input type="checkbox"/>				
8. Proof of payment?	<input type="checkbox"/>				
9. Terms And Conditions (Annexure E)	<input type="checkbox"/>				

SECTION A**PARTICULARS OF APPLICANT (AGENCY)****GENERAL INFORMATION**

Trade name:

Date on which the agency will start to operate:

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

AGENCY CONTACT DETAILS

Physical address:

City

Province

Postal code

--	--	--	--	--

Landline number:

--	--	--	--	--	--	--	--	--	--	--	--

Administration email address:

Website address:

Postal address: (If different from physical address)

City

Province

Postal code

--	--	--	--	--

Fax number:

--	--	--	--	--	--	--	--	--	--	--	--

ENTITY INFORMATION*Ensure that the information agrees with your CIPC/ CIPRO/ Trust deed documents*

Registered name:

Entity type:

Company

Close Corporation

Partnership

Trust

Sole Owner

Co-operative

Registration date:

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Financial year end:

Registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SECTION B**PARTICULARS OF PRINCIPAL / DIRECTORS****IMPORTANT:**Complete the list of Directors/ Members/ Trustees/ Etc. together with **Annexure B**.Annexure A **MUST BE COMPLETED** for **EACH** of the individuals listed.The individuals listed below **MUST** agree with your CIPRO/ CIPC/ Trust deed certificate

#	Title	Initials	Surname	ID number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION C**BANK ACCOUNT INFORMATION**

Bank:

Branch number:

Branch name:

Bank account number:

Bank account name:

Date account was opened:

SECTION D**AUDITOR'S INFORMATION**

Name of audit firm:

IRBA registration number:

Name and surname of auditor:

Landline Number:

Fax Number:

Email address:

SECTION E**BEE**

Has an independent BEE verification been done on the agency?

Yes

No

If yes, what rating was obtained?

Level -

Kindly provide a copy of the certificate

If no, when will the verification be done?

SECTION F**SARS DETAILS**

Tax registration number:

VAT registration number:

SECTION G**ACKNOWLEDGEMENT BY APPLICANT**

I, _____ being an authorised representative of the applicant(agency) hereby declare as follows:

- a) The information contained in this application form and the annexure is true and correct in every aspect;
- b) I hereby consent to APAC conducting the necessary searches (e.g. Companies search, Credit search, etc.) or to take any other reasonable measures in order to verify that the information contained in this application form and the annexures is both true and correct;
- c) I do understand that my occupation requires honesty in handling of cash on behalf of producers.
- d) Accept and agree to Terms and Conditions and comply with all the requirements set out in the Agricultural Produce Agents Act, Act 12 of 1992, together with any other legislation and regulations promulgated thereunder.

Signed at _____ on this _____ day of _____ 20 _____

Signature

NOTICE WITH REGARD TO A BANK ACCOUNT

Name of export agency: _____

Address: _____

You are hereby advised that the account being opened with your bank in the name of the abovementioned agency is a cheque account as defined in Rule 41 of the Rules in Respect of Export Agents.

Signature of Agent_____
Date

TO BE COMPLETED BY THE BANK

Name of bank: _____

Branch name and code: _____

Address: _____

This serves to confirm that the above communication has been noted and that we will act accordingly.

Particulars of the account that has been opened are as follows:

Type of account: _____

Account number: _____

Signature of bank official_____
Date

Official bank stamp

IMPORTANT: COMPLETE THIS FORM FOR EACH OF THE PRINCIPAL / DIRECTORS

Owner number:

(e.g. 1)

Title:

Initials:

Gender:

Female

Male

Surname:

Full names:

ID number:

Race:

African

Coloured

Indian

White

Other

Residential address:

City

Province

Postal code

Landline number:

Postal address: (If different from residential address)

City

Province

Postal code

Mobile number:

Email address:

Highest qualification obtained: (Please attached proof)

Declaration of conflict of interest:

Do you, your wife or relatives have interests in other agricultural business?

Yes

No

If yes, list the particulars below:

Initials and surname

Relationship

Conflict

Has a civil judgement ever been passed against you?

Yes

No

Have you ever been sequestered?

Yes

No

Have you ever been rehabilitated?

Yes

No

Have you ever been convicted of an offence in terms of the National Credit Act or other credit legislation?

Yes

No

Have you ever been convicted of a criminal offence in South Africa or elsewhere?

Yes

Y

No

N

Previous experience:

Particulars of employment during the last 5 years:

From	To	Employer	Industry									
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Acknowledgement by applicant:

I, _____ the applicant hereby declare as follows:

- a) I will comply with Act 12 of 1992 and the Rules in Respect of Export Agents;
- b) I have carefully read the application form and I am fully aware of the contents thereof;
- c) The information contained in this application form and the annexure is true and correct in every aspect;
- b) I hereby consent to APAC conducting the necessary searches (e.g. Companies search, Credit search, etc.) or to take any other reasonable measures in order to verify that the information contained in this application form and the annexures is both true and correct;
- e) I do understand that my occupation requires honesty in handling of cash on behalf of producers.
- d) Accept and agree to Terms and Conditions and comply with all the requirements set out in the Agricultural Produce Agents Act, Act 12 of 1992, together with any other legislation and regulations promulgated thereunder.

Signed at _____ on this _____ day of _____ 20 _____

Signature

IMPORTANT: Complete the list of Agents / Marketers together with **Annexure C1.**

#	Title	Initials	Surname	ID number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				

Title: Initials: Gender: Female Male

Surname:

Full names:

ID number:

Race: African Coloured Indian White Other

Residential address:

City

Province

Postal code

Postal address: (If different from residential address)

City

Province

Postal code

Landline number:

Mobile number:

Email address:

Highest qualification obtained: (Please attached proof)

Declaration of conflict of interest:

Do you, your wife or relatives have interests in other agricultural business? Yes Y No N

If yes, list the particulars below:

Initials and surname	Relationship	Conflict
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has a civil judgement ever been passed against you?

Yes Y No N

Have you ever been sequestered?

Yes Y No N

Have you ever been rehabilitated?

Yes Y No N

Have you ever been convicted of an offence in terms of the National Credit Act or other credit legislation?

Yes Y No N

Have you ever been convicted of a criminal offence in South Africa or elsewhere?

Yes

Y

No

N

Previous experience:

Particulars of employment during the last 5 years:

From	To	Employer	Industry									
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Acknowledgement by applicant:

I, _____ the applicant hereby declare as follows:

- a) I will comply with Act 12 of 1992 and the Rules in Respect of Export Agents;
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- c) The information contained in this application form and the annexure is true and correct in every aspect;
- d) I hereby consent to APAC conducting the necessary searches (e.g. Companies search, Credit search, etc.) or to take any other reasonable measures in order to verify that the information contained in this application form and the annexures is both true and correct.
- d) Accept and agree to Terms and Conditions and comply with all the requirements set out in the Agricultural Produce Agents Act, Act 12 of 1992, together with any other legislation and regulations promulgated thereunder.

Signed at _____ on this _____ day of _____ 20 _____

Signature



Processing Notification - Background Screening Request



COMPANY DETAILS "Company"

To be completed by Company Agent

Company Name: Die Raad vir Lanbou Produkte Agente Email: info@apacouncil.co.za
 Agent Name: Phindile Netwane Mobile No: 011 894 3680

CANDIDATE PERSONAL INFORMATION

To be completed by the Candidate

Surname: _____
 Full Names: _____ Maiden Name _____
 Mobile Number: _____ Date of Birth: _____
 ID Number / Identifier: _____
 Description of Identifier: _____
 E.g. South African ID Number, Zimbabwean Passport Number, etc.

BACKGROUND SCREENING CHECKS

To be completed by the Company Agent

<input checked="" type="checkbox"/>	Credit Check	<input type="checkbox"/>	Sanctions
<input type="checkbox"/>	Qualification	<input type="checkbox"/>	Identity Verifications
<input type="checkbox"/>	Employment References	<input type="checkbox"/>	Insurance Regulations
<input checked="" type="checkbox"/>	Criminal Checks	<input type="checkbox"/>	Drivers license & Vehicles
<input type="checkbox"/>	Fraud Check	<input type="checkbox"/>	Social Media Screening Checks

DEFINITIONS

- ✓ "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- ✓ "Company" refers to MIE Client;
- ✓ "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- ✓ "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- ✓ "FSCA" refers to the Financial Sector Conduct Authority;
- ✓ "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- ✓ "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- ✓ "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- ✓ "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- ✓ "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- ✓ "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION

- I acknowledge
- ✓ that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company.
 - ✓ that verification requests form part of the background screening process and that:
 - ✓ requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only;
 - ✓ For employment in a position of trust and honesty and entails the handling of cash or finances;
 - ✓ Fraud prevention or detection.
 - ✓ data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
 - ✓ that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
 - ✓ that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
 - ✓ that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
 - ✓ may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
 - ✓ may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification Information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
 - ✓ may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE, and
 - ✓ Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
 - ✓ I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
 - ✓ A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
 - ✓ "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	CANDIDATE	COMPANY AGENT
SIGNATURE		
DATE		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.

The applicant must kindly indicate at which preferred branch, date and time he / she wants to do the criminal vetting at Afis Zone.

It should be noted that a cancelation fee is payable should the applicant not make it to the booked slot. Please remember that the applicant should take his/her ID or Passport as well as the Annexure A to the selected branch. Kindly note that an additional fee is payable when the applicant uses a passport as identification.

An e-mail will be sent to the applicant confirming the reservation as well as the physical address of the branch that he/she needs to visit. The applicant must kindly indicate at which preferred branch, date and time he / she wants to do the criminal vetting at Afis Zone.

It should be noted that a cancelation fee is payable should the applicant not make it to the booked slot. Please remember that the applicant should take his/her ID or Passport as well as the Annexure A to the selected branch. Kindly note that an additional fee is payable when the applicant uses a passport as identification.

An e-mail will be sent to the applicant confirming the reservation as well as the physical address of the branch that he/she needs to visit.

It should be noted that a **cancelation fee** is payable should the applicant not make it to the booked slot. Please remember that the applicant should take his or her ID or Passport (an **additional fee** of is payable when the applicant uses a passport as a form of identification) and Annexure A to the selected zone.

PROVINCE	AREA
Gauteng	❖ Alberton
Gauteng	❖ Bedfordview
Gauteng	Benoni 1
Gauteng	Benoni 2
Gauteng	❖ Braamfontein
Gauteng	❖ Bramley
Gauteng	❖ Brooklyn
Gauteng	❖ Brooklyn Mall
Gauteng	❖ Bryanston 1
Gauteng	❖ Bryanston 2
Gauteng	❖ Carletonville
Gauteng	❖ Centurion
Gauteng	❖ Centurion Mall
Gauteng	❖ Daveyton
Gauteng	❖ Diepkloof (Soweto)
Gauteng	❖ Edenvale
Gauteng	❖ Fourways
Gauteng	Germiston
Gauteng	Isando
Gauteng	❖ Johannesburg CBD
Gauteng	❖ Kempton Park
Gauteng	❖ Kempton Park CBD
Gauteng	Krugersdorp
Gauteng	❖ Lenasia
Gauteng	❖ Lonehill
Gauteng	❖ Mayfair
Gauteng	❖ Meyerton
Gauteng	❖ Midrand
Gauteng	Montana
Gauteng	❖ Monument Park
Gauteng	❖ Orlando East
Gauteng	Parktown 1
Gauteng	❖ Parktown 2
Gauteng	❖ Pretoria CBD
Gauteng	❖ Pretoria North
Gauteng	❖ Randburg
Gauteng	❖ Roodepoort
Gauteng	❖ Rosebank
Gauteng	❖ Rosebank Mall
Gauteng	Sandton 1
Gauteng	❖ Sandton 2
Gauteng	❖ Selby
Gauteng	Silverlakes
Gauteng	❖ Soweto (Bara Mall)
Gauteng	Tembisa
Gauteng	❖ Vanderbijlpark
Gauteng	❖ Wadeville
Gauteng	❖ Woodmead

PROVINCE	AREA
Limpopo	❖ Bela Bela
Limpopo	❖ Mokopane
Limpopo	❖ Polokwane
Limpopo	Tzaneen
Free State	❖ Bethlehem 1
Free State	❖ Bloemfontein (Waverley)
Free State	❖ Welkom
KwaZulu-Natal	Amanzimtoti
KwaZulu-Natal	Ballito
KwaZulu-Natal	❖ Berea
KwaZulu-Natal	❖ Bluff
KwaZulu-Natal	Gateway Shopping Mall
KwaZulu-Natal	Glenwood
KwaZulu-Natal	Hillcrest
KwaZulu-Natal	❖ Kloof
KwaZulu-Natal	Newcastle
KwaZulu-Natal	❖ Pietermaritzburg 1
KwaZulu-Natal	Pietermaritzburg 2
KwaZulu-Natal	❖ Pietermaritzburg 3
KwaZulu-Natal	❖ Richards Bay
KwaZulu-Natal	Umbilo
KwaZulu-Natal	❖ Umhlanga 1
KwaZulu-Natal	❖ Umhlanga 2
KwaZulu-Natal	❖ Westville
Eastern Cape	❖ East London
Eastern Cape	❖ Jeffrey's Bay
Eastern Cape	❖ Mthatha
Eastern Cape	❖ PE (Newton Park)
Eastern Cape	❖ Port Elizabeth 1
Eastern Cape	❖ Port Elizabeth 2
Northern Cape	❖ Kathu
Northwest	Lichtenburg
Northwest	❖ Potchefstroom
Northwest	❖ Rustenburg 1
Northwest	❖ Rustenburg 2

PROVINCE	AREA
Western Cape	❖ Bellville
Western Cape	❖ Bloubergstrand
Western Cape	❖ Bredasdorp
Western Cape	❖ Cape Gate
Western Cape	Century City
Western Cape	❖ George
Western Cape	❖ Great Brak River
Western Cape	Khayelitsha
Western Cape	❖ Milnerton
Western Cape	Newlands
Western Cape	❖ Observatory
Western Cape	❖ Oudtshoorn
Western Cape	❖ Paarl
Western Cape	Parow
Western Cape	❖ Plumstead
Western Cape	Rondebosch
Western Cape	❖ Stellenbosch 1
Western Cape	❖ Stellenbosch 2
Western Cape	Strand
Western Cape	❖ Strandfontein
Mpumalanga	❖ Evander
Mpumalanga	❖ Middelburg
Mpumalanga	❖ Nelspruit 1
Mpumalanga	❖ Nelspruit 2
Mpumalanga	❖ Piet Retief
Mpumalanga	❖ Schoemansdal
Mpumalanga	❖ Witbank 1
Mpumalanga	Witbank 2

Updated: 7 December 2021



❖ **Open locations are indicated in RED.**

❖ *Please note that the above locations may change without prior notice.*

Preferred AFIS Zone: _____

Preferred Date: _____

Preferred Time: _____

Applicant's Signature

I, _____ (Director of the Agency), hereby confirm that I take note of the cancelation fee payable, should the applicant not make it to the booked slot.

Director's Signature

1. As an applicant, by submitting an application form for the issue of a Registration Certificate you declare that:
 - 1.1. You will on demand provide APAC with all outstanding documents necessary to complete the registration process.
 - 1.2. You agree and will comply with the Agricultural Produce Agents Act, Act 19 of 1992 and the Rules in Respect of Export Agents and related applicable legislation such as but not limited to the Consumer protection Act, 2005;
 - 1.3. You will abide with all registration requirements and conditions;
2. **The following must be attended to when registering as a Export Agent**
 - 2.1. A conflict of interest management policy must be adopted, maintained and implemented;
 - 2.2. Attendance of the online training course;
 - 2.3. A tax clearance certificate not older than 3 (three) months must be submitted;
 - 2.4. The Agency must appoint auditors who are registered with the Independent Regulatory Board for Auditors (IRBA) in terms of section 37(2) of Auditing Profession Act 26 of 2005;
 - 2.5. The Agency must open a bank account with a commercial bank.
3. It is the duty of the Agency concerned to ensure that the auditor submits to APAC the annual auditor's report, on the prescribed form, within four months of the financial year end of the Agency concerned, as prescribed in Rule 40 of the Rules in Respect of Export Agents.
4. Should a member of the Agency be exempted from the requirements of the APA Act a resolution to that effect should be attached.
5. The Agency must keep a proper set of accounting records of all transactions pertaining to the Agency business.
6. Any person practicing as a Export agent without a valid Registration Certificate shall not be entitled to any remunerations in terms of section 16(2)(b) of the Agricultural Produce Agents Act.
7. Export agents who ceases, or wish to cease practicing as such, are required to inform APAC in writing forthwith.
8. **Renewal of Registration Certificate**
 - 10.1. The validity of Registration Certificate is valid for 2 (two) years from the date of issue;
 - 10.2. Export Agency are required to apply for renewal of their Registration Certificate by no later than 20 (twenty) business days before each anniversary date of issue of the registration certificate concerned;
 - 10.3. It is and will always be the responsibility of each registered agency to ensure that their Registration Certificate is renewed on time