

## **REQUIREMENTS FOR REGISTERING A NEW FRESH PRODUCE AGENCY**



Complete the application form, available from [www.apacweb.org.za](http://www.apacweb.org.za). Submit together with the application form, the following information/documentations:

1. A Bank Guarantee of R50'000. The amount can either be deposited in APAC's Fidelity Fund Account or a Bank Guarantee can be provided.
2. Confirmation form to be completed by the Bank to confirm that a trust bank account has been opened.
3. CIPRO document, reflecting entity details.
4. Provide clear copies of all the Director's ID's appearing on the CIPRO document.
5. Provide a Business Plan which indicates at minimum the vision and mission, cashflow projections for a year, capital available and capital expenses (computers, printers, etc), confirmation from IT supplier regarding IT structure that will be used to record transactions and sales, details of staff who will be performing the accounting and reconciliation function, names of sales agent/s that will be appointed, information of prospective producers whose produce will be sold, etc.
6. Where applicable, a confirmation letter from the market to indicate trading space was allocated and that a market permit will be issued.
7. In terms of Section 16 (3)(b) of Act 12 of 1992, the following fees are payable prior to registration. Note that as soon as the application form is received, an invoice will be issued:
  - Issuing of Certificate fee - R1 761.92 (reviewed annually by Council).
  - Vetting and Crediting fee – R 679.20 (per person).
  - Annual fee - R 12 128.03 (reviewed annually by Council).

*No registration will be concluded until the aforementioned payments are made.*

8. It is a compulsory requirement that prospective agents/Directors enrol and pass the online training. The purpose of the online training is to ensure that all agents/Directors have the basic legislative knowledge about Act 12 of 1992 and the Rules for Fresh Produce Agents. The online training consists of 4 modules (see below), where after an online examination is done (the minimum pass rate is 75%).

Module	Content
Module 1	Overview, what is an agent, the Agricultural Produce Agents Council and test your knowledge.
Module 2	Overview, the Fidelity Fund, registrations, trust accounts, improper conduct, and disciplinary proceedings, as well as test your knowledge.
Module 3	Overview, inspections and investigations, conflict of interest, offences and penalties as well as test your knowledge.
Module 4	Overview, code of conduct, receipt and sale of fresh produce as well as test your knowledge.
<i>Examination</i>	

To register for the online program, log into <http://apac.portal.education.rocks/>. The standard fee for the online training programme is R 2 431.40, including VAT, per module.

9. A pre-meeting during the registration process should be arranged with APAC at our office. The aim of the meeting is to discuss details about the process and what to expect/submit after the registration is concluded.

For any further information, kindly contact Ms Z Cibane at 011 – 894 3680 or email to [admin@apacouncil.co.za](mailto:admin@apacouncil.co.za).