

A close-up, artistic photograph of a horse's head, focusing on its eye and the texture of its mane. The lighting is warm and golden, creating a soft, ethereal atmosphere. The horse's eye is dark and expressive, looking slightly to the side. The mane is thick and wavy, with individual strands clearly visible. The overall composition is intimate and detailed.

**MEAT BOARD OF NAMIBIA
STANDARD OPERATING PROCEDURES
FOR
PERMIT MANAGEMENT**

WINDHOEK

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LIST OF ABBREVIATIONS / ACRONYMS

Abbreviation/ Acronym	Explanation
DVS	Directorate of Veterinary Services
Etc.	Etcetera
EFTA	European Free Trade Association
GSP	Generalized System of Preferences
HS codes	Harmonized System codes
MAWLR	Ministry of Agriculture, Water and Land Reform
MBN	Meat Board of Namibia
MOF	Ministry of Finance
MPS	Meat Board Producer System
NCA	Northern Communal Areas
No.	Number
NSBA	Namibia Stud Breeders Association
SACU	Southern Africa Customs Union
SOP	Standard Operating Procedures

1. **PURPOSE**

- 1.1 The Meat Board of Namibia is a statutory body established by an Act of Parliament, the Meat Industry Act, Act No. 12 of 1981. The enabling Act under section 10 requires any person or particular persons concerned with the production, marketing, conveyance, importation, export, slaughter, processing, preservation, preparation or storing of a controlled product to register with the Meat Board of Namibia and to be in possession of a permit issued by the Meat Board of Namibia or any of its authorised agents or persons.

- 1.2 These Standard Operating Procedures (SOPs) are issued by the Meat Board of Namibia to provide operational guidelines to both Meat Board of Namibia staff as well as persons concerned with the production, marketing, conveyance, importation, export, slaughter, processing, preservation, preparation or storing of a controlled product with respect to the application for, assessment of applications for, approval of applications for, issuing of applications for, receipting, invoicing, amendment, cancellation and filling of permits for the export, import and transiting of livestock, meat and meat products defined as controlled products under the Meat Industry Act, Act No. 12 of 1981.

- 1.3 This SOP provides rules for Meat Board Staff for all operational aspects related to permit management. It also provides permit applicants and holders the requirements for permits and expectations of the Meat Board in terms of applications and use of Meat Board permits. This SOP is issued under the enabling Statute and is valid to the extent that it does not contravene the Meat Industry Act, Act No. 12 of 1981 (“the Act”) and regulations issued in terms of the Act. Any procedure or requirement that is contradictory to the provisions of the Act will be deemed invalid to the extent of the contradiction.

2. SCOPE

2.1 This SOP is applicable for the management of permits for the exportation, importation and transiting of controlled products as defined by the Act. The jurisdiction of the SOP is the territory of the Republic of Namibia but shall extend to products traded elsewhere provided those products or any part thereof has a Namibian source or origin or can be linked to the Namibian market or industry to the extent that the Act is applicable.

2.2 The SOP is issued within the recognition of already existing legal instruments including:

- (a) The Meat Industry Act, Act No. 12 of 1981 and
- (b) Any other relevant and applicable legislation

2.3 Further recognition is given to the following instruments issued by the Meat Board of Namibia:

- (a) Meat Board of Namibia Import and Export Quality Control Conditions for Meat and Meat Products
- (b) Standard Operating Procedures for the Importation of Pork and Pork Products into Namibia ¹
- (c) Standard Operating Procedures for Levy Management
- (d) Standard Operating Procedures for Norway Quota

3. DETAILED PROCEDURES

3.1 EXPORT OF LIVESTOCK

3.1.1 Application for livestock export permit

3.1.1.1 Any person applying for a permit to export livestock which falls in the domain of controlled products must:

- (a) be a registered producer evidenced by a Meat Board registration number;
- (b) complete the prescribed application form and supply all required details on such form;
- (c) Attach required documentation to the application form and;
- (d) Pay prescribed levies as determined by applicable notice in the Government Gazette.

¹ Importation of pork and pork products is governed by the Standard Operating Pork Marketing Promotion Scheme

3.1.2 Manner of submitting an application for livestock export permit

3.1.2.1 An application for a livestock export permit shall be applied for at the Meat Board Head Office at the Trade and Marketing Division or at Meat Board registered agents in-good-and regular standing. An application for the exportation of livestock shall be lodged in any of the following ways:

- (a) through a physical visit and due completion of the prescribed application form by an authorised representative of the exporter;
- (b) through an acceptable and traceable electronic means of communication submitted to an authorised official of the Meat Board of Namibia including but not limited to email and fax;
- (c) the application form shall stipulate the quantity and type of livestock required to be exported (cattle, sheep, goats, or pigs) and the purpose of such livestock (breeding, farming, etc. and other required attributes – tolly, heifer, cow, bull, etc);
- (d) The application form shall include details of the name, address and contact details of the exporter, the border or port to be used as well as the loading station in Namibia by the location of livestock such farm name and district as well as the destination station by location such as abattoir name and district in the destination country;
- (e) Any electronic interface between the Meat Board and applicants shall serve as an equal platform of submission;
- (f) An application shall be lodged at least 48 hours (excluding weekends) before the undertaking of exports in order to allow ample time for the consideration and approval of such permit. The burden of ensuring that an application has reached the relevant authority shall rest with the permit applicant;
- (g) The application for livestock permit shall be deemed complete if and once all the required documents have been attached to the prescribed application form and that application form has been effectively submitted to the Meat Board by the applicant or their authorised representative(s).

3.1.3 Assessment of livestock export permit applications

3.1.3.1 Permit applications for livestock exports will be approved upon the following conditions:

- (a) The full completion of the application form with the signature of the applicant or their authorised representative(s);
- (b) The attachment of a valid export permit obtained by the exporter from the Directorate of Veterinary Services (DVS) of the Ministry of Agriculture, Water and Land Reform (MAWLR)

in Namibia specifying the name and address of the exporter, the nature and quantity of livestock to be exported;

- (c) In case of breeding livestock, the attachment of an Export Authorisation issued by the Registrar of Livestock Improvement in terms of section 16 of the Livestock Improvement Act, Act No. 25 of 1977;
- (d) In case of stud livestock, the attachment of authorisation to export from the Namibia Stud Breeders Association (NSBA);
- (e) The attachment of a valid veterinary import permit issued by the veterinary authorities in the importing country to the importer of livestock;
- (f) The attachment of an effective proof of payment of all applicable Meat Board levies where the applicant does not have an account or where the applicant's account is not in good-standing. The effectiveness of the proof of payment must be confirmed with the Meat Board Finance Division;
- (g) The prospective permit holder must not have been suspended or de-registered on any producer number to which they are connected;
- (h) Except where MBN agents raise an application, the applicant must be the de facto owner of the subject animals whether or not the applicant is a natural person;
- (i) The invoice for the sale of animals must be attached to the prescribed application form for the purposes of determining the nature of animals and the applicability of levies under the Meat Industry Act, Act No. 12 of 1981 and section 54 of the Customs and Excise Act, Act No. 20 of 1998;
- (j) The permit shall be subjected to a validity of seven (7) ordinary days from the date of issue.
- (k) The Meat Board has the power to approve or disapprove an application for a permit in terms of section 10 (1) (r) Meat Industry Act, Act No. 12 of 1981.

3.1.4 Collection of Issued Permits

3.1.4.1 It is the duty of the permit holder or their authorised representative to ensure that the Meat Board Export permit is collected from the Meat Board before loading the consignment of livestock. The collection of permits from the Meat Board shall be done in the following manner:

- (a) Physical collection by the permit holder or their authorised representative at the Meat Board or at Meat Board agents;
- (b) Sending an authorised courier service company to the Meat Board to collect the permit(s);

(c) A scanned permit shall not be counted as a valid permit (except where authorised at the discretion of Border Management) for the purpose of export of livestock as Border Management will require the original permit. This places the important responsibility of ensuring that the driver of the vehicle conveying livestock should be in possession of a permit as contemplated in section 10 of the Meat Industry Act, Act No. 12 of 1981 (as amended).

3.1.5 Receipting of livestock export permits

3.1.5.1 The receipting of livestock export permits shall be done in the following manner:

- (a) Upon arrival at the point of exit (border), the driver of the vehicle conveying livestock shall produce a valid Meat Board livestock export permit
- (b) The Meat Board official at the border shall verify that the permit is designated for such border and that the quantity and type of livestock loaded on the vehicle is appropriate. A permit receipt shall not be issued for any quantity of livestock exceeding that which is specified on the issued permit and a substitution of the type of livestock shall not be permitted;
- (c) The Meat Board official shall cause an electronic entry of the quantity and type of animals actually exported consequent from a physical count and verification of livestock and issue a Permit Receipt from the Meat Board Producer System (MPS) accordingly;
- (d) Where the MPS is not accessible for any reason, a physical permit receipt shall be issued to the exporter upon verification of the quantity and type of livestock;
- (e) The Border official shall also verify all other details of the exporter and the consignment to ensure compliance with permit conditions and law;
- (f) The Border official shall enter a manual entry on a border control sheet and file all the documents on that record for onward weekly transmission to Border Management at Head Office.
- (g) The border officials shall prepare a border control sheet with all entries at the end of the week specifying the name of exporters, permit numbers, actual quantities exported, their loading and destination districts and locations as well as the name of the border official. Such weekly control sheets shall be consolidated into a monthly control sheet at the end of each month and sent to the Head Office.

3.1.6 Cancellation of Livestock Export Permits

3.1.6.1 A livestock export permit held by the exporter is the property of the Meat Board and shall be cancelled in the following cases:

- (a) Where the exporter has changed their intention to undertake the export due to any reason and notifies the Meat Board to effect cancellation;
- (b) Where it comes to the attention of the Meat Board that wrong, false, inappropriate or improper information whatsoever has been the basis of the permit issuance;
- (c) Where a permit has not been utilised within the validity period and the exporter has not indicated the intention to extend the validity period of the permit;
- (d) Where a permit holder's conduct violates any permit condition and;
- (e) Where a ban on livestock exports has been imposed by the Directorate of Veterinary Services for any reason and Meat Board permits have not yet been used at the time of the ban

The Meat Board may refund the permit holder such funds as deemed equitable to the permit holder upon cancellation of a permit.

3.1.7 Amendment of Livestock Export Permits

3.1.7.1 A livestock export permit is issued based on the information available at the time of raising assessing the application. An amendment of a permit shall be effected by resetting the permit on the MPS. A permit may be amended in the following circumstances:

- (a) Where any detail except the producer number and species of the permit need to be corrected in accordance with the change in intention of the permit holder;
- (b) Where a mistake in the particulars of the permit does not in the opinion of the Meat Board warrant the cancellation of the permit but can be merely corrected and;
- (c) Where a date extension is required, provided the permit has not expired and the permit has not yet been cancelled.

3.1.8 Invoicing of Permits

3.1.8.1 Once permits and their original attachments have been remitted by Border Management to Head Office (which shall be done on a daily basis), they shall be invoiced by the Finance Division of the Meat Board of Namibia in accordance with Standard Operating Procedures for Levy Management determined by the Division from time to time. The invoice shall be based on the actual quantities received in accordance with the existing standard values published annually by the Meat Board of Namibia.

3.2 EXPORT OF MEAT AND MEAT PRODUCTS

3.2.1 Application for meat and meat products export permit

3.2.1.1 The owner or authorised representative of the entity applying for a permit to export meat and meat products which fall in the domain of controlled products must:

- (a) be a registered producer evidenced by a Meat Board registration number of the prospective permit holder;
- (b) complete the prescribed application form and supply all required details on such form and;
- (c) Attach required documentation to the application form.

3.2.2 Manner of submitting an application for meat and meat products export permit

3.2.2.1 An application for a Meat Board permit to export meat and meat products shall only be applied for at the Meat Board Head Office at the Trade and Marketing Division. An application for the exportation of meat and meat products shall be lodged in any of the following manners:

- (a) through a physical visit and due completion of the prescribed application form by an authorised representative of the exporter;
- (b) through an acceptable and traceable electronic means of communication submitted to an authorised official of the Meat Board of Namibia including but not limited to email and fax;
- (c) The application form must stipulate the quantity of meat and meat products required to be imported and in the appropriate general category from which the product is derived (cattle, sheep, goat or pig)
- (d) The application form shall include details of the name, address and contact details of the exporter, the border or port to be used as well as the loading station by the location of meat and meat products which shall be a DVS approved establishment
- (e) Any electronic interface between the Meat Board and applicants shall serve as an equal platform of submission. However, WhatsApp and similar social media platforms shall not serve as official communication channels for the purpose of submitting an application.

- (f) An application for export of meat and meat products shall be lodged at least 12 hours (excluding weekends) before the date envisaged for the undertaking of such export. The burden of ensuring that the application has reached the relevant authority shall rest with the permit applicant;
- (g) The application for a permit to export meat and meat products shall be deemed complete if and once all the required documents have been attached to the prescribed application form and that application form has been effectively submitted to the Meat Board by the applicant or their assigned person(s)
- (h) The approval of the Meat Board shall not be pre-empted by moving the products outside Namibia before Meat Board approval. The exception to this shall be products exported on a Meat Board in-transit permit to a cold storage facility in other country for the purpose of further distribution to other countries which are the final destinations. In such exceptional cases, the in-transit permit holder shall make an application for a Meat Board permit before moving such products to their final destinations.
- (i) No meat and meat products of Namibian origin shall be exported to any destination without a Meat Board permit being obtained in advance of such export. Exporting meat and meat products from Namibia or other locations outside Namibia where such products are kept for the purpose of being exported as a Namibian product without a Meat Board permit constitutes an offence in terms of the Meat Industry Act as far as such export is deemed to be a Namibian export and shall be punishable by law.
- (j) Exports to Norway under the existing GSP and SACU/EFTA arrangements shall be subject to completion of the prescribed application form and *Norway Quota SOPs (as amended)*, shall govern such exports.
- (k) Exports to Norway, Europe or any other destination proceeding from any destination are required to obtain a Meat Board permit whether they are being exported under a quota arrangement or not.

3.2.3 Assessment of meat and meat products export permit applications

3.2.3.1 Permit applications for meat and meat products export shall be approved upon the following conditions:

- (a) The full completion of the application form with the signature of the applicant or their assigned person(s);
- (b) The attachment of a valid veterinary export permit issued to the exporter by the DVS of the Ministry of Agriculture, Water and Land Reform in Namibia specifying the name and address

of the exporter and importer and the nature and quantity of meat and meat products to be exported and certifying that the consignment meets health requirements for the purpose of export;

- (c) The meat must proceed from an DVS export-approved establishment/facility;
- (d) The attachment of a valid veterinary import permit issued by the veterinary authorities in the importing country to the importer .of meat and meat products;
- (e) The applicant must not have been suspended or de-registered on any producer number to which they are connected;
- (f) The permit shall be subjected to a validity period of seven working days from the date of issue
- (g) The permit shall be subject to *Meat Board of Namibia Import and Export Quality Control Conditions for Meat and Meat Products* as well as conditions printed on the reverse page of the issued permit.
- (h) The attachment of a certificate of non-manipulation for exports proceeding from a foreign port.

3.2.4 Collection of issued permits

3.2.4.1 It is the duty of the exporter of meat and meat products to ensure that the Meat Board export permit is collected from the Meat Board or its assigned persons before loading the consignment of animals. The collection of permits from the Meat Board shall be done in the following manner:

- (a) Physical collection by the permit holder or their assigned persons at the Meat Board
- (b) Sending an authorised courier service company to the Meat Board to collect the permit(s)
- (c) A scanned permit shall be counted as a valid permit for the purpose of export of meat and meat products as Border Management. The driver of the vehicle conveying meat and meat products should be in possession of a permit as contemplated in section 10 of the Meat Industry Act, Act No. 12 of 1981 (as amended).
- (d) Meat Board permits relating to Norway Quota and Quota certificates shall be treated in the manner stipulated (c) above. Scanned documents shall suffice for border or port officials of the Meat Board for the purpose of export of meat and meat products.
- (e) Where a permit is issued in urgent circumstances while a vehicle lies in wait at the border, the Trade Division shall provide a scan of such permit to Border Management and the official stationed at the respective border but shall make available the original for collection by Border Management.

- (f) A consignment that is stopped at the border on account of permit discrepancies or the absence of a Meat Board permit shall be released at the discretion of Border Management in consideration of circumstances including legal compliance with a view to facilitating trade and avoiding loss of perishable items in the consignment.

3.2.5 Receipting of meat and meat products export permits

3.2.5.1 The receipting of meat and meat products export permits shall be done in the following manner:

- (a) Upon arrival at the point of exit (border or port), the driver of the vehicle conveying meat and meat products shall produce a valid Meat Board meat and meat products export permit
- (b) The Meat Board official at the border shall verify that the permit is designated for such border and that the nature and quantity of meat and meat products loaded on the vehicle is appropriate. A permit receipt shall not be issued for any quantity of meat and meat products exceeding that which is specified on the issued permit and a substitution of the nature of meat and meat products shall not be permitted;
- (c) The Meat Board official shall cause an electronic entry of the nature and quantity of meat and meat products actually exported consequent from a physical verification of meat and meat products and issue a Permit Receipt from the Meat Board Producer System (MPS) accordingly;
- (d) Where the MPS is not accessible for any reason, a physical permit receipt shall be issued to the importer upon verification of consignment;
- (e) The Border official shall also verify all other details of the exporter and the consignment to ensure compliance with permit conditions (printed overleaf the permit) and *Meat Board of Namibia Import and Export Quality Control Conditions for Meat and Meat Products*.
- (f) The Border official shall perform a manual entry on a border control sheet and file all the documents on that record for onward weekly transmission to Border Management at Head Office.
- (g) The border officials shall prepare a border control sheet with all entries at the end of the month specifying the name of exporters, permit numbers, actual quantities exported, their loading and destination districts and locations as well as the name of the border official.

3.2.6 Cancellation of meat and meat products export permits

3.2.6.1 A meat and meat products export permit held by the exporter is the property of the Meat Board and shall be cancelled in the following cases;

- (a) Where the exporter has changed their intention to undertake the export due to any reason and notifies the Meat Board to effect cancellation. The amount paid in respect of levies shall be refunded in full in such circumstance;
- (b) Where it comes to the attention of the Meat Board that wrong, false, inappropriate or improper information whatsoever has been the basis of permit issuance;
- (c) Where a permit has not been utilised within the validity period and the exporter has not indicated the intention to extend the validity period of the permit. The amount paid in respect of levies shall be forfeited in such circumstance;
- (d) Where the permit holder's conduct violates any permit condition including *Meat Board of Namibia Import and Export Quality Control Conditions for Meat and Meat Products*.
- (e) Where a ban (evidenced by a veterinary notification) on meat and meat products exports has been imposed by the DVS for any reason and Meat Board permits have not yet been used at the time of the ban.

3.2.6.2 The Meat Board may refund the permit holder such funds as deemed equitable upon cancellation of a valid permit. However, no refund shall be given for unused permits not cancelled before the expiry of their validity period.

3.2.7 Amendment of Meat and Meat Products Export Permits

3.2.7.1 A meat and meat products export permit is issued based on the information available at the time of raising and assessing the application. An amendment of a permit shall be effected by resetting the permit on the MPS. A permit may be amended in the following circumstances:

- (a) Where any detail except the producer number of the permit needs to be corrected in accordance with the change in intention of the permit holder;
- (b) Where a mistake in the particulars of the permit does not in the opinion of the Meat Board warrant the cancellation of the permit but can be merely corrected;
- (c) Where a date extension is required, provided the permit has not expired and the permit has not yet been cancelled.

3.2.8 Invoicing of meat and meat products permits

3.2.8.1 There shall be no levies payable for the export of meat and meat products. However, meat exporters not compliant with any Meat Board levies shall not be allowed to export meat and meat products except by special valid written approval of the substantive Chief Executive Officer of the Meat Board in respect of payment arrangements made by the exporter.

3.3 IMPORT OF LIVESTOCK

3.3.1 Application for livestock import permit.

3.3.1.1 Any person applying for permit to import livestock which falls within the definition of controlled products under the Meat Industry Act, Act No. 12 of 1981 must:

- (a) be a registered producer evidenced by a Meat Board registration number;
- (b) complete the prescribed application form and supply all required details on the such form;
- (c) Attach required² documentation to the application form and;
- (d) Pay the prescribed levies as determined by applicable notice in the Government Gazette.

3.3.2 Manner of submitting an application for livestock import permit

3.3.2.1 An application for a Meat Board permit to import livestock shall only be applied for at the Meat Board Head Office at the Trade and Marketing Division or through Agents appointed by Meat Board. An application for the importation of livestock shall be lodged in any of the following ways:

- (a) through a physical visit and due completion of the prescribed application form by an authorised representative of the importer;
- (b) through an acceptable and traceable electronic means of communication submitted to an authorised official of the Meat Board of Namibia including but not limited to email and fax;
- (c) The application form must stipulate the quantity and type of livestock required to be imported (cattle, sheep, goats, or pigs) and the purpose of such animals (breeding, farming, etc. and other required attributes – tolly, heifer, cow, bull, etc)
- (d) The application form shall include details of the name, address and contact details of the importer, the border or port to be used as well as the loading station by the location of livestock such as farm name and district (or province) in the exporting country as well as similar details of the exporter;

² 1. Veterinary import permit from DVS 2. Livestock improvement permit from Registrar of Livestock 3. Proof of levy payment 4. Authorisation letter from the Namibia Stud Breeders Association (in case of stud animals)

- (e) Any electronic interface between the Meat Board and applicants shall serve as an equally valid platform of submission. However, WhatsApp and similar social media platforms shall not serve as official communication channels for the purpose of submitting an application for importation of livestock;
- (f) An application for import of livestock shall be lodged at least 48 hours before the date envisaged for the undertaking of such import. The burden of ensuring that the application has reached the relevant authority shall rest with the permit applicant;
- (g) The application for a permit to import livestock shall be deemed complete if and once all the required documents have been attached to the prescribed application form and that application form has been effectively submitted to the Meat Board by the applicant or their authorised representative(s);
- (h) The approval of the Meat Board shall not be pre-empted by moving livestock to the border before Meat Board approval;
- (i) No livestock shall be imported from any destination without a Meat Board permit being obtained in advance of such import;
- (j) Only Namibian (natural and juristic) persons may import controlled products into Namibia. A foreign person wishing to import products on transit basis in Namibia may use a generic producer number provided by the Meat Board. For the purpose of this provision, a Namibian registered corporate entity registered under the *Close Corporations Act, Act No. 26 of 1988* and the *Companies Act, Act No. 28 of 2004* shall be regarded as a Namibian irrespective of the extent of shareholding by foreign entities.

3.3.3 Assessment of Applications

3.3.3.1 Permit applications shall be approved upon the following conditions:

- (a) The full completion of the application form with the signature of the applicant or their authorised representative(s);
- (b) The attachment of a valid veterinary import permit issued to the importer by the DVS of the Ministry of Agriculture, Water and Land Reform in Namibia specifying the name and address of the importer and exporter and the nature and quantity of livestock to be imported and certifying that the consignment meets health requirements for the purpose of import;
- (c) The attachment of an effective proof of payment of all applicable Meat Board levies where the applicant does not have an account or where the applicant's account is not in good standing.

The effectiveness of the proof of payment must be confirmed with the Meat Board Finance Division.

- (d) The applicant must not have been suspended or de-registered on any producer number to which they are connected;
- (e) The invoice pertaining to the livestock transacted must be in the name of the importer and all other documentation relating to the transaction must be in the same name;
- (f) Pro-forma invoices relating to the consignment must be attached as a basis for the payment of levy. However, the final assessment of levies will be based on actual invoices.
- (g) Where the Meat Board is of the view that the invoices are not a true and correct reflection of the value of the livestock, the Meat Board shall apply the higher of the standard value and the invoice or pro-forma invoice. However, this alternative shall not prevent the Meat Board from taking any further investigative and corrective steps to obtain the appropriate information or estimate on the value of livestock;
- (h) The permit shall be subjected to a validity period of thirty (30) working days from the date of issue and;
- (i) The invoice for the purchase of livestock must be attached to the prescribed application form for the purposes of determining probable the nature and value of animals in order to apply appropriate levies under the *Meat Industry Act, Act No. 12 of 1981*.

3.3.4 Collection of issued livestock permits

3.3.4.1 It is the duty of the exporter of livestock to ensure that the Meat Board Export permit is collected from the Meat Board or its authorised representative(s) before loading the consignment of livestock. The collection of permits from the Meat Board shall be done in the following manner:

- (a) Physical collection by the permit holder or their authorised representative(s) at the Meat Board
- (b) Sending an authorised courier service company to the Meat Board to collect the permit(s)
- (c) A scanned permit shall not be counted as a valid permit for the purpose of import of live animals as Border Management will require the original permit. This places the important responsibility of ensuring that the driver of the vehicle conveying animals should be in possession of a permit as contemplated in section 10 of the Meat Industry Act, Act No. 12 of 1981 (as amended).
- (d) Where a permit is issued in urgent circumstances while a vehicle is stopped at the border, the Trade Division shall provide a scan of such permit to Border Management and the official

stationed at the respective border but shall make available the original for collection by Border Management when required.

- (e) A consignment that is stopped at the border on account of permit discrepancies or the absence of a Meat Board permit shall be released at the discretion of Border Management in consideration of circumstances including legal compliance with a view to facilitating trade and avoiding negative implications on animal welfare.

3.3.5 Receipting of livestock import permits

3.3.5.1 The receipting of livestock import permits shall be done in the following manner:

- (a) Upon arrival at the point of entry (border), the driver of the vehicle conveying livestock shall produce a valid Meat Board livestock import permit
- (b) The Meat Board official at the border shall verify that the permit is designated for such border and that the nature and quantity of livestock loaded on the vehicle is corresponding. A permit receipt shall not be issued for any quantity of livestock exceeding that which is specified on the issued permit and a substitution of the nature of livestock shall not be permitted;
- (c) The Meat Board official shall cause an electronic entry of the nature and quantity of livestock actually imported consequent from a physical verification of livestock and issue a Permit Receipt from the Meat Board Producer System (MPS) accordingly;
- (d) Where the MPS is not accessible for any reason, a physical permit receipt shall be issued to the importer upon verification of consignment;
- (e) The border official shall also verify all other details of the importer and the consignment to ensure compliance with permit conditions (printed overleaf the permit);
- (f) The Border official shall perform a manual entry on a border control sheet and file all the documents on that record for onward weekly transmission to Border Management at Head Office.

3.3.5.2 The border officials shall prepare a border control sheet with all entries at the end of the month specifying the name of importers, permit numbers, actual quantities imported, their loading and destination districts and locations as well as the name of the border official.

3.3.6 Cancellation of Livestock Import Permits

3.3.6.1 A livestock import permit held by the exporter is the property of the Meat Board of Namibia and shall be cancelled in any of the following cases:

- (a) Where the importer has changed their intention to undertake the import due to any reason and notifies the Meat Board to effect cancellation before the expiry of the permit. In such circumstance, the full amount of levies paid shall be refundable;
- (b) Where it comes to the attention of the Meat Board that wrong, false, inappropriate or improper information whatsoever was the basis of the permit issuance;
- (c) Where a permit has not been utilised within the validity period and the importer has not indicated the intention to extend the validity period of the permit before the expiry of such permit. In such circumstance, the levies paid in respect of such permit shall be forfeited to the Meat Board;
- (d) Where the permit holder's conduct violates any permit condition;
- (e) Where a ban on livestock imports has been imposed by the DVS in Namibia or an equivalent authority in the exporting country for any reason and Meat Board permits have not yet been used at the time of the ban;
- (f) Where the assessment of a veterinarian indicates that one or more of the animals in the consignment may pose a health risk if imported into Namibia.

3.3.6.2 The Meat Board may refund the permit holder such funds as may be deemed equitable upon cancellation of a permit provided such permit has not yet expired.

3.3.7 Amendment of Livestock Import Permit

3.3.7.1 A livestock import permit is issued based on the information available at the time of raising and assessing the application. An amendment of a permit shall be effected by resetting the permit on the MPS. A permit may be amended in the following circumstances:

- (a) Where any detail except the producer number and species (cattle, sheep, goats, pigs, etc.) of the permit needs to be corrected in accordance with the change in intention or circumstances of the permit holder;
- (b) Where a mistake in the particulars of the permit does not in the opinion of the Meat Board warrant the cancellation of the permit but can be merely corrected;
- (c) Where a date extension is required, provided the permit has not expired and the permit has not yet been cancelled.

3.3.8 Invoicing of permits

3.3.8.1 Once livestock import permits and permit receipts have been remitted by Border Management to Head Office, they shall be invoiced by the Finance Division of the Meat Board of Namibia in accordance with Standard Operating Procedures for Levy Management determined by the Finance Division from time to time. The invoice shall be based on the actual quantities received in accordance with the existing standard values published annually by the Meat Board of Namibia.

3.3.8.2 Any shortfall in the amount paid based on pro forma invoices shall be corrected on receipt of the tax invoices accompanying the livestock import permit and permit documentation from the border. The importation of stud and breeding animals have special significance in invoicing and shall not be merely invoiced as normal animals at the existing standard values unless the standard value is the highest figure compared to the invoice value and no means exist to obtain a reasonable estimate of the appropriate figures.

3.4 IMPORT OF MEAT AND MEAT PRODUCTS

3.4.1 Application for meat and meat products import permit

3.4.1.1 Any person applying for a permit to import meat and meat products which fall within the definition of controlled products into the Republic of Namibia must:

- (a) complete the prescribed application form and supply all required details on such form;
- (b) Attach required documentation to the application form and;
- (c) Pay be a registered producer evidenced by a Meat Board registration number;
- (d) Prescribed levies as determined by applicable notice in the Government Gazette.

3.4.2 Manner of submitting an application for meat and meat products import permit

3.4.2.1 An application for a meat and meat products import permit shall be applied for at the Meat Board Head Office at the Trade and Marketing office. An application for the importation of meat and meat products shall be lodged as follows:

- (a) Through a physical visit and due completion of the prescribed application form by the importer or their authorised representative(s);
- (b) Through an acceptable and traceable electronic means of communication submitted to an authorised official of the Meat Board of Namibia including but not limited to email and fax;
- (c) The application shall stipulate the nature and type of meat required to be imported;

- (d) The application form shall stipulate details of the name, address and contact details of the importer, identify the loading station in the exporting country and the location of the consignment by location and district;
- (e) Any electronic interface between the Meat Board and applicants shall serve as an equal platform of submission;
- (f) An application shall be lodged at least 48 hours prior to undertaking of imports in order to allow ample time for the consideration and approval of such permit. The burden of ensuring that an application has reached the relevant authority shall rest with the permit applicant;
- (g) The primary correspondent with the Meat Board shall be the importer. The Meat Board will not be placed in a position to correspond with the exporter except where the Meat Board intends to investigate any information related to the application. It is the duty of the applicant to ensure compliance in the country where meat and meat products are sourced;
- (h) An application for meat and meat products import shall be deemed complete if and once all the required documents have been attached to the prescribed application form and that application form has been effectively submitted to the Meat Board by the applicant or their authorised representative(s).

3.4.3 Assessment of meat and meat products permit applications

3.4.3.1 Permit applications for the importation of meat and meat products shall be approved upon the following conditions:

- (a) The full completion of the application form with the signature of the applicant or their authorised representative(s);
- (b) The attachment of a valid veterinary import permit issued to the exporter by the DVS of the Ministry of Agriculture, Water and Land Reform in Namibia specifying the name and address of the exporter and importer and the nature and quantity of meat and meat products to be exported and certifying that the consignment meets health requirements for the purpose of export;
- (c) The attachment of a valid veterinary import permit issued by the veterinary authorities in the exporting country to the exporter of meat and meat products. A single veterinary permit shall only be used on one Meat Board permit;
- (d) The applicant must not have been suspended or de-registered on any producer number to which they are connected;

- (e) The permit shall be subjected to a validity period of thirty (30) ordinary days from the date of issue;
- (f) The permit shall be subject to *Meat Board of Namibia Import and Export Quality Control Conditions for Meat and Meat Products*.

3.4.4 Collection of issued meat and meat products import permits

3.4.4.1 It is the duty of the importer of livestock to ensure that the Meat Board meat and meat products import permit is collected from the Meat Board or their authorised representative(s) before the arrival of the consignment at the border. The collection of permits from the Meat Board shall be done in the following manner:

- (a) Physical collection by the permit holder or their assigned person(s) at the Meat Board
- (b) Sending an authorised courier service company to the Meat Board to collect the permit(s)
- (c) A scanned permit shall not be counted as a valid permit for the purpose of export of live animals as Border Management will require the original permit. This places the important responsibility of ensuring that the driver of the vehicle conveying animals should be in possession of a permit as contemplated in section 10 of the *Meat Industry Act, Act No. 12 of 1981 (as amended)*.
- (d) Where a permit is issued in urgent circumstances while a vehicle is stopped at the border, the Trade Division shall provide a scan of such permit to Border Management and the official stationed at the respective border but shall make available the original for Border Management officials when required.
- (e) A consignment that is stopped at the border on account of permit discrepancies or the absence of a Meat Board permit shall be released at the discretion of Border Management in consideration of circumstances including legal compliance with a view to facilitating trade and avoiding loss due associated with perishables.

3.4.5 Receipting of meat and meat products import permits

3.4.5.1 The receipting of meat and meat products import permits shall be done in the following manner:

- (a) Upon arrival at the point of entry (border), the driver of the vehicle conveying meat and meat products shall produce a valid Meat Board meat and meat products import permit
- (b) The Meat Board official at the border shall verify that the permit is designated for such border and that the nature and quantity of meat and meat products loaded on the vehicle is appropriate. A permit receipt shall not be issued for any quantity of meat and meat products exceeding that

which is specified on the issued permit and a substitution of the nature of meat and meat products shall not be permitted;

- (c) The Meat Board official shall cause an electronic entry of the nature and quantity of meat and meat products actually imported consequent from a physical verification of meat and meat products and issue a Permit Receipt from the Meat Board Producer System (MPS) accordingly;
- (d) Where the MPS is not accessible for any reason, a physical permit receipt shall be issued to the importer upon verification of consignment;
- (e) The Border official shall also verify all other details of the importer and the consignment to ensure compliance with permit conditions (printed overleaf the permit) and *Meat Board of Namibia Import and Export Quality Control Conditions for Meat and Meat Products*;
- (f) The Border official shall perform a manual entry on a border control sheet and file all the documents on that record for onward weekly transmission to Border Management at Head Office;

Any excess in the quantity of meat and meat products in relation to the permitted quantity shall be investigated upon the arrival of consignment at final destination. If the quantity in excess is readily verifiable at the border mitigation measures permissible include the application for a substantive additional permit for the additional quantity or the amendment of the existing permit provided that the occurrence is a genuine mistake and the new application's quantity is within the DVS-certified quantity. For the purpose of this clause, any mistakes and irregularities within the supply chain of the concerned consignment shall be imputed on the permit holder and any penalties shall be for the account of the same;

- (g) The border officials shall prepare a border control sheet with all entries at the end of the month specifying the name of importers, permit numbers, actual quantities imported, their loading and destination districts and locations as well as the name of the border official.

3.4.6 Cancellation of meat and meat products import permit

3.4.6.1 A meat and meat products import permit held by the exporter is the property of the Meat Board and shall be cancelled in the following cases:

- (a) Where the exporter has changed their intention to undertake the import due to any reason and notifies the Meat Board to effect cancellation before the expiry of the permit. In such circumstance, the full amount of levies paid shall be refundable to the permit holder;
- (b) Where it comes to the attention of the Meat Board that wrong, false, inappropriate or improper information whatsoever has been the basis of permit issuance;

- (c) Where a permit has not been utilised within the validity period and the exporter has not indicated the intention to extend the validity period of the permit before the expiry of such permit. In such circumstance, the permit holder shall forfeit levies paid in connection with such permit;
- (d) Where the permit holder's conduct violates any permit condition including *Meat Board of Namibia Import and Export Quality Control Conditions for Meat and Meat Products*;
- (e) Where a ban (evidenced by a veterinary notification) on meat and meat products exports has been imposed by the DVS for any reason and Meat Board permits have not yet been used at the time of the ban and;
- (f) Where a substantial portion of the consignment is not in compliance with permit conditions (printed overleaf of the permit).

3.4.7 Amendment of meat and meat products import permit

3.4.7.1 A meat and meat products import permit is issued based on the information available at the time of raising and assessing the application. An amendment of a permit shall be effected by resetting the permit on the MPS. A permit may be amended in the following circumstances:

- (a) Where any detail except the producer number of the permit needs to be corrected in accordance with the change in intention of the permit holder;
- (b) Where a mistake in the particulars of the permit does not in the opinion of the Meat Board warrant the cancellation of the permit but can be merely corrected;
- (c) Where a date extension is required, provided the permit has not expired and the permit has not yet been cancelled.

3.4.8 Invoicing of permits

3.4.8.1 Once meat and meat products permits and permit receipts have been remitted by Border Management to Head Office, they shall be invoiced by the Finance Division of the Meat Board of Namibia in accordance with Standard Operating Procedures for Levy Management determined by the Finance Division from time to time. The invoice shall be based on the actual quantities received in accordance levies determined and notified annually by the Meat Board in the Government Gazette.

3.4.8.2 Any shortfall in the amount paid based on pro forma invoices shall be corrected on receipt of the tax invoices accompanying the meat import permit and permit documentation from the border or port.

3.5 IN TRANSIT LIVESTOCK PERMIT

3.5.1 Application for in-transit livestock permit

3.5.1.1 Any person applying for an in-transit livestock permit which falls in the domain of controlled products must:

- (a) Be a registered producer, if Namibian. If non-Namibian, use a special producer number allocated for such purposes;
- (b) Complete the prescribed application form and supply all required details on such form;
- (c) Attach required documentation to the application form and;
- (d) Pay prescribed levies as determined by applicable notice in the Government Gazette.

3.5.2 Manner of submitting an application for in-transit livestock permit

3.5.2.1 An application for an in-transit livestock permit shall be applied for at the Meat Board Head Office at the Trade and Marketing Division or at Meat Board registered agents in-good-and-regular standing. An application for the in-transit of livestock permit shall be lodged as follows:

- (a) Through a physical visit and due completion of the prescribed application form by the exporter or an authorised representative of the exporter;
- (b) Through an acceptable and traceable electronic means of communication submitted to an authorised official of the Meat Board of Namibia including but not limited to email and fax;
- (c) The application form shall stipulate the number and type of livestock required to be exported (cattle, sheep, goats, or pigs) and the purpose of such livestock (breeding, farming, etc. and other required attributes – tollie, heifer, cow, bull, etc);

- (d) The application form shall stipulate the name of the country and or district of origin from where the livestock were sourced, the name of the in-transit country and the name of the country or district where the livestock are exported to.
- (e) The application form shall include details of the name, physical address and contact details of the exporter.
- (f) The application form shall specify the reasons for transit;
- (g) The application form shall stipulate the names of the entering and exiting border or port;
- (h) The application form shall stipulate the means of transport (road, air, rail or sea);
- (i) Any electronic interface between the Meat Board and applicants shall serve as an equal platform of submission;
- (j) An application shall be lodged at least 48 hours before the undertaking of exports in order to allow ample time for the consideration and approval of such permit. The burden of ensuring that an application has reached the relevant authority shall rest with the owner of the permit;
- (k) The application for the in-transit of livestock permit shall be deemed complete if and once all the required documents have been attached to the prescribed application form and that application form has been effectively submitted to the Meat Board by the applicant or their authorised representative(s).

3.5.3 Assessment of permit applications

3.5.3.1 Permit applications will be approved upon the following conditions:

- (a) The full completion of the application form with the signature of the owner of the consignment or their assigned person(s);
- (b) The attachment of a valid livestock import permit from the importing country;
- (c) An animal health certificate attached to the import permit as stipulated in (b) above, fully completed and signed by a Veterinarian from the exported country;
- (d) Copy of an invoice made out in the name corresponding to that in the application form and that stipulate the value of the animals;
- (e) Current exchange rate;
- (f) The attachment of an effective proof of payment of all applicable Meat Board levies where the applicant does not have an account or where the applicant's account is in good-standing. The effectiveness of the proof of payment must be confirmed with the Meat Board Finance Division;

- (g) The applicant must not have been suspended or de-registered on any producer number to which they are connected;
- (h) The applicant must be the holder of the producer number of the Institution/Organisation submitting the application or the authorised person by that institution/Organisation
- (i) The permit shall be subjected to a validity of seven working days from the date of issue.

3.5.4 Collection of Issued Permits

3.5.4.1 It is the duty of the applicant to ensure that the Meat Board in-transit livestock permit is collected from the Meat Board by the applicant or its assigned persons before the consignment of animals enters Namibia. The collection of permits from the Meat Board shall be done in the following manner:

- (a) Physical collection by the permit holder or their assigned persons at the Meat Board
- (b) Sending an authorised courier service company to the Meat Board to collect the permit(s)
- (c) A scanned permit shall be counted as a valid permit for the purpose of in-transit of live animals as Border Management will not necessarily require the original permit.

3.5.5 Receipting of in-transit livestock permits

3.5.5.1 The receipting of in-transit livestock permits shall be done in the following manner:

- (a) Upon arrival at the point of entry (border), the driver of the vehicle conveying animals shall produce a valid Meat Board In-transit livestock permit;
- (b) The Meat Board official at the entry border shall verify that the permit is designated for such entry border and that the number, ear tags and type of animals loaded on the truck is appropriate;
- (c) Once verified the Meat Board official will seal the truck and this information including the seal number will be communicated to the Meat Board official stationed at the designated exit border;
- (d) The consignment has 48 hours to reach the exit border, failing to do so will result in investigations and appropriate actions being taken by the Meat Board Law Enforcement personnel;
- (e) The Meat Board official at the exit border shall verify that the permit is designated for such exit border and that the number, ear tags and type of livestock loaded on the truck is appropriate. A permit receipt shall not be issued for any quantity of animals exceeding that

which is specified on the issued permit and a substitution of the type of animals shall not be permitted;

- (f) The Meat Board border official shall cause an electronic entry of the quantity and type of animals actually exported consequent from a physical count and verification of animals and issue a Permit Receipt from the Meat Board Producer System (MPS) accordingly;
- (g) Where the MPS is not accessible for any reason, a hand written physical permit receipt shall be issued to the importer upon verification of the type and quantity of animals;
- (h) The Border official shall also verify all other details pertaining to the consignment to ensure compliance with permit conditions and law;
- (i) The Border official shall enter a manual entry on a border control sheet and file all the documents on that record for onward weekly transmission to Border Management at Head Office.
- (j) The border officials shall prepare a border control sheet with all entries at the end of the month specifying the name of exporters, permit numbers, actual quantities exported, the number of animals, their loading and destination districts and locations as well as the name of the border official.
- (k) Consignments in transit shall be booked out of Namibia by Border Management using appropriate standard documentation and cleared of from the MPS. The MPS shall produce a report indicating in transit clearances on a monthly basis.

3.5.6 Cancellation of In-transit Livestock Permits

3.5.6.1 An In-transit livestock export permit held by the exporter is the property of the Meat Board and shall be cancelled in the following cases:

- (a) Where the exporter has changed their intention to undertake the In-transit due to any reason and notifies the Meat Board to effect cancellation;
- (b) Where it comes to the attention of the Meat Board that wrong, false, inappropriate or improper information whatsoever has been the basis of the permit issuance;
- (c) Where a permit has not been utilised within the validity period and the exporter has not indicated the intention to extend the validity period of the permit;
- (d) Where a permit holder's conduct violates any permit condition;
- (e) Where a ban on In-transit livestock imports and exports has been imposed by the Directorate of Veterinary Services for any reason and Meat Board permits have not yet been used at the time of the ban;

3.5.7 Amendment of In-transit Livestock Permits

A livestock export permit is issued based on the information available at the time of raising assessing the application.

3.6 IN TRANSIT OF MEAT AND MEAT PRODUCTS

3.6.1 Application for in-transit Meat and Meat Products permit

3.6.1.1 Any person applying for an in-transit Meat and Meat Products permit which falls in the domain of controlled products must:

- (a) Be a registered producer if Namibian evidenced by a Meat Board registration number. If a non-Namibian, the Meat Board will allocate a special temporary generalised producer number for purposes of facilitating the permit;
- (b) Complete the prescribed application form and supply all required details on such form;
- (c) Attach required documentation to the application form and;
- (d) Pay prescribed levies as determined by applicable notice in the Government Gazette.

3.6.2 Manner of submitting an application for in-transit Meat and Meat Products permit

3.6.2.1 An application for an in-transit Meat and Meat Products permit shall be applied for at the Meat Board Head Office at the Trade and Marketing Division or at Meat Board registered agents in-good-and regular standing. An application for the in-transit of Meat and Meat Products permit shall be lodged as follows:

- (a) Through a physical visit and due completion of the prescribed application form by an authorised representative of the exporter;
- (b) Through an acceptable and traceable electronic means of communication submitted to an authorised official of the Meat Board of Namibia via email, fax and the Meat Board of Namibia website;
- (c) The application form shall stipulate the quantities of meat and meat products in kg required to be exported;
- (d) The application form shall stipulate the name of the country and or district of origin from where these animals were sourced, the name of the in-transit country and the name of the country or district where these meat and meat products destined to.
- (e) The application form shall include details of the name, address and contact details of the exporter.

- (f) The application form shall specify the reasons for transit;
- (g) The application form shall stipulate the names of the entering and exiting border;
- (h) The application form shall stipulate the means of transport (road, air, rail or sea);
- (i) Any electronic interface between the Meat Board and applicants shall serve as an equal platform of submission;
- (j) An application shall be lodged at least 48 hours before the undertaking of exports in order to allow ample time for the consideration and approval of such permit. The burden of ensuring that an application has reached the relevant authority shall rest with the permit applicant;
- (k) The application for the in-transit of Meat and Meat Products permit shall be deemed complete if and once all the required documents have been attached to the prescribed application form and that application form has been effectively submitted to the Meat Board by the applicant or their assigned person(s)

3.6.3 Assessment of permit applications

3.6.3.1 Permit applications will be approved upon the following conditions:

- (a) The full completion of the application form with the signature of the applicant or their assigned person(s);
- (b) The attachment of a valid import permit from the importing country;
- (c) Copy of an invoice made out in the name corresponding to that in the application form and that stipulate the value of the animals;
- (d) Current exchange rate;
- (e) The attachment of an effective proof of payment of all applicable Meat Board levies where the applicant does not have an account or where the applicant's account is not in good-standing. The effectiveness of the proof of payment must be confirmed with the Meat Board Finance Division;
- (f) The applicant must not have been suspended or de-registered on any producer number to which they are connected;
- (g) The permit shall be subjected to a validity of seven working days from the date of issue.

3.6.4 Collection of Issued Permits

3.6.4.1 It is the duty of the applicant to ensure that the Meat Board in-transit Meat and Meat Products permit is collected from the Meat Board or its assigned persons before the consignment of animals enters Namibia. The collection of permits from the Meat Board shall be done in the following manner:

- (a) Physical collection by the permit holder or their assigned persons at the Meat Board;
- (b) Sending an authorised courier service company to the Meat Board to collect the permit(s);
- (c) A scanned permit shall be counted as a valid permit for the purpose of in-transit of Meat and Meat Products as Border Management will require the original permit. This places the important responsibility of ensuring that the driver of the vehicle conveying controlled products should be in possession of a permit as contemplated in section 20 of the Meat Industry Act, Act No. 12 of 1981 (as amended).

3.6.5 Receipting of in-transit Meat and Meat Products permits

3.6.5.1 The receipting of in-transit Meat and Meat Products permits shall be done in the following manner:

- (a) Upon arrival at the point of entry (border), the driver of the vehicle conveying the consignment shall produce a valid Meat Board In-transit Meat and Meat Products permit;
- (b) The Meat Board official at the entry border shall verify that the permit is designated for such entry border and that the consignment loaded on the truck is appropriate;
- (c) Once verified the Meat Board official will seal the truck and this information will be communicated to the Meat Board official stationed at the designated exit border;
- (d) The consignment has 48 hours to reach the exit border, falling to do so will result in investigations and appropriate actions;
- (e) The Meat Board official at the exit border shall verify that the permit is designated for such exit border, the seal is intact and valid and consignment loaded on the truck is appropriate. A permit receipt shall not be issued for any number of animals exceeding that which is specified on the issued permit and a substitution of the type of animals shall not be permitted;
- (f) The Meat Board official shall cause an electronic entry of the number and type of animals actually exported consequent from a physical count and verification of animals and issue a Permit Receipt from the Meat Board Producer System (MPS) accordingly;
- (g) Where the MPS is not accessible for any reason, a physical permit receipt shall be issued to the importer upon verification of the consignment;

- (h) The Border official shall also verify all other details of the exporter and the consignment to ensure compliance with permit conditions and law;
- (i) The Border official shall enter a manual entry on a border control sheet and file all the documents on that record for onward weekly transmission to Border Management at Head Office.
- (j) The border officials shall prepare a border control sheet with all entries at the end of the month specifying the name of exporters, permit numbers, actual quantities exported, and the consignment, their loading and destination districts and locations as well as the name of the border official.
- (k) Consignments in transit shall be booked out of Namibia by Border Management using appropriate standard documentation and cleared of from the MPS. The MPS shall produce a report indicating in transit clearances on a monthly basis.

3.6.6 Cancellation of In-transit Meat and Meat Products Permits.

3.6.6.1 An In-transit Meat and Meat Products export permit held by the exporter is the property of the Meat Board and shall be cancelled in the following cases:

- (a) Where the exporter has changed their intention to undertake the In-transit due to any reason and notifies the Meat Board to effect cancellation;
- (b) Where it comes to the attention of the Meat Board that wrong, false, inappropriate or improper information whatsoever has been the basis of the permit issuance;
- (c) Where a permit has not been utilised within the validity period and the exporter has not indicated the intention to extend the validity period of the permit;
- (d) Where a permit holder's conduct violates any permit condition;
- (e) Where a ban on In-transit Meat and Meat Products imports and exports has been imposed by the Directorate of Veterinary Services for any reason and Meat Board permits have not yet been used at the time of the ban;

3.6.7 Amendment of In-transit Meat and Meat Products Permits

3.6.7.1 A meat and meat products in-transit permit is issued based on the information available at the time of raising assessing the application.

3.6.8 Special Transit Permit

3.8.1 Livestock, meat and meat products may be exported on a Special Transit Permit allowing for Namibian consignments to be transported to another country from which they can be exported to the final destination.

3.8.2 The issue of a Special Transit permit contemplated in 3.8.1 shall be subject to the submission of a veterinary transit permit (health certificate) to the particular port or storage facility.

3.8.3 The consignment consigned through a Special Transit permit shall be considered a Namibian product while being held under controlled conditions at a foreign storage facility.

3.8.4 Special Transit Permits shall be reconciled against export permits on a regular basis as may be required by the Meat Board.

3.8.5 Quantities consigned under Special Transit Permits shall not form part of export statistics unless until export permits are issued in respect of such products.

4. TRANSGRESSIONS

4.1 This SOP is issued in terms of the powers conferred on the Meat Board by the Meat Industry Act, Act No. 12 of 1981 (as amended). Consequently, any transgressions against the stipulations of this SOP will amount to transgressions against the Act which empowers the Meat Board to issue regulations and procedures from time to time to execute its mandate.

4.2 Any permit holder found to be contravening the standard operating procedures laid down herein shall be dealt with in accordance with the enabling Act with due regard to principles of natural justice and rule of law. Any transgression that has a bearing on any Act of Parliament in connection with the conduct of a permit holder shall be dealt with in terms of that particular Act, with the Meat Board cooperating with the competent administrator of any particular Act to bring the transgressor to account.

5. **SUNDRY ASPECTS**

5.1 HS CODES

- 5.1.1 The Trade Division of the Meat Board shall endeavour to constantly update HS codes on the MPS to ensure that the HS codes used are in compliance with those used by Namibian Customs authorities. Permits issued shall have sufficient detail of between six to eight- digit HS description.

5.2 PERMIT SYSTEM AUDIT

- 5.2.1 The Meat Board of Namibia shall contract an independent auditing firm at least once in every 24 months to perform an audit of the permit issuance system as well as the Meat Board Producer System (MPS). The purpose of the audit will be to provide basic assurance on the compliance and integrity of the MPS permit management practice.

5.3 APPEALS

5.3.1 An aggrieved permit holder or their authorised representative shall have the right to appeal the decision of the Meat Board by submitting the grounds of such appeal to the Chief Executive Officer in writing and stipulating the relief sought. The Chief Executive Officer shall consider the grounds of appeal and take appropriate action including seeking further information, providing the relief sought or confirming the decision of the Meat Board. The result of the appeal shall be communicated to the appellant or their authorised representative without delay.

5.3.2 The permit holder shall have the right to appeal the decision of the Meat Board to the Minister of Agriculture, Water and Land Reform after exhausting the internal appeal process.

6. Annexure A: Details of Meat Board Officials

<i>No</i>	<i>Official name</i>	<i>Role</i>	<i>Email address</i>	<i>Telephone number</i>
1	Goliath Tujendapi	Overall trade facilitation	goliath@nammic.com.na	061 275 836
2	Ace Mutelo	Permit management	chiefims@nammic.com.na	061 275 854
3	Desmond Cloete	Permit management	desmond@nammic.com.na	061 275 877
4	Fransina Angula	Trade and marketing statistics	statstrade@nammic.com.na	061 275 872
5	Kandari Umati	Permit operations	mrkassistant@nammic.com.na	061 275 858
6	Leigh-Ann Nehoya	Permit operations	infoassistant@nammic.com.na	061 275 846
7	John Uutoni	NCA permit operations	Jyutoni@nammic.com.na	081 147 1813
8	Joseph Likuwa	NCA permit operations	JosephLikuwa@nammic.com.na	081 312 3113
9	Richard Mbala	NCA permit operations	mbala@nammic.com.na	081 412 7055
10	Willie Schutz	Overall compliance	willie@nammic.com.na	061 275 838
11	Wessels Horn	Overall border control	Wessels@nammic.com.na	061 275 832
12	Collin Kazongominja	Border control: Buitepos	Collin@nammic.com.na	061 275 843
13	Gabriel Jooste	Border Control: Noordoewer & Ariamsvlei	Gerhard@nammic.com.na	061 275 862
14	Maggy Iлека	Levy payments	AccountAdmin@nammic.com.na	061 275 852
15	Dr. Anja Boshoff	Overall quality control	meatstandards@nammic.com.na	061 275 841
16	Petrus Maritz	Quality control: meat	classification@nammic.com.na	061 275 847
17	Victor Klazen	Quality control: livestock	chfanmeat@nammic.com.na	061 275 856

7. AMENDMENTS

Version	Date	Revised Components	Approval
1			
2			
3			