



GUIDELINES

FOR AGRONOMIC AND HORTICULTURAL TRADE PERMITS



PERMITS



AGRONOMY AND HORTICULTURE MARKET
DEVELOPMENT DIVISION

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1.OVERVIEW

All permits for controlled agronomic and horticultural products are issued by the Namibian Agronomic Board in line with the agronomic industry Act 20 of 1992, in terms of section 10 (1) (o), and the list of declared controlled agronomic crops in terms of government notice No 268 of 31 December 2014, and notice no 35 and 36 of 12 February 2015.

The NAB is mandated to promote the agronomic industry and to facilitate production, marketing, processing and storage of agronomic and horticultural products.



2. HIGHLIGHTS IN THIS HANDOUT:

- ◆ Types of permits
- ◆ Why get a permit?
- ◆ Where do I get a permit?
- ◆ How do I get a permit?
- ◆ What are the permit requirements?
- ◆ How much will a permit cost?
- ◆ How long is a permit valid?
- ◆ What do I do, if my consignment is at the border but without a permit?

3. TYPES OF PERMITS.

- ◆ **Import permits:** Issued for all gazetted controlled and none gazetted agronomic and horticultural products.

- ✓ **Animal feeds import permits:**

are issued for grain feeds which includes yellow maize, white maize feed grade, soy beans and sunflower etc. either in their raw or primary processed form. The primary processed animal feeds grain/soybeans and sun flower products includes maize blend, wheat bran, chop, soy beans meal and sun flower cake.

- ✓ **Grain import permits:**

are also issued to registered millers for importation of white maize, wheat and pear millet.

- ✓ **Special import permit:**

are issued to registered traders for importation of special controlled horticultural products:

Potato, Onion, Cabbage, Butternut, Tomato, Carrot, Green Pepper, English Cucumber, Sweet Potato, Beetroot, Gem Squash, Watermelon, Sweet melon and Pumpkin, and any other to be added in the future.

- ✓ **Mixed fruits and vegetable import permits:**

are issued to registered traders for importation of other gazetted controlled horticultural products, separate from the Special import permit.

- ✓ **Other import permits:**

Import permits are also issued for none gazetted products such as flowers, nursery plants, nuts, barley, rice, planting material, sorghum, animal feeds (sunflower, soybeans, barley, oats, rye) and dry beans, for statistics purposes only.

- ◆ **Export permits:** are issued for exportation of all gazetted controlled and none gazetted agronomic and horticultural products, including Animal feeds.
- ◆ **In transit permits:** are issued for all gazetted controlled and none gazetted agronomic and horticultural products, including animal feeds that contains a bigger portion of agronomic products.



4. WHY GET A PERMIT?

- ◆ In line with the Agronomic Industry Act 20 of 1992, section 10 (1),(o), all importers, exporters and transit are required to obtain a permit from NAB before hand.
- ◆ Import Permits for none gazetted products are issued for statistical purposes only.
- ◆ Import permits for gazetted controlled products are issued in order to ensure the easy collection of statutory agronomic levies i.e. (5% import levy and 1.4% trader levy (Read government gazette No 268 of 31 December 2014), and government notice no 35 and 36 of 12 February 2015. Producer levy is currently at 1.4% as well.
- ◆ No levies payable for exportation and in transiting of all agronomic and horticultural products.
- ◆ Permits are also issued for statistics and control purposes. Trade statistics is critical for planning purposes both from industry and policy perspective.
- ◆ Horticulture permits are important in implementing the Market Share Promotion Scheme, (A GROWTH AT HOME STRATEGY FOR HORTICULTURE). Request for the MSP document from our office for more details.

5.WHAT ARE THE PERMIT REQUIREMENTS ?

- ◆ All import permits for horticultural products are strictly issued to registered importers only, who complies with the Market Share Promotion (MSP) rules and procedure. NB: Detailed horticulture import permit application and registration requirements for importers of fresh fruits and vegetables can be obtained from NAB office.
- ◆ Import permit for white maize, pearl millet and wheat is also only issued to the registered millers, inline with the grain rules and procedures . NB: Detailed grain import permits application and registration requirements can be obtained from NAB office.
- ◆ All exporters and in transit of agronomic and horticultural products are required to be registered on our data base before permits are issued, by just completing the permit application form. NB: Detailed export and in transit permits application rules and procedures can be obtained from NAB office.
- ◆ Permit receipts are issued for each consignment or truckload, at the border when exiting or entering Namibia. Traders shall always ensure that the total tonnage and value on the invoice does not exceed permit value and tonnage.
- ◆ Always make sure that your permits are valid before bringing your consignment or truckload into the country.
- ◆ NB: No importation of primary processed grain products (White maize, Wheat, Pearl millet) shall be allowed in Namibia ,unless if such products cannot be manufactured or produced by Namibian millers, and this is implemented inline with Namibian Agronomic Board Resolution.

6.WHERE DO I GET A PERMIT?

- ◆ Permits can be obtained from the NAB head office via electronic or none electronic channels.
- ◆ Electronic channel, refers to obtaining the permits via email, through the online permit application.
- ◆ None electronic channel , refers to hand picked or couriered permits and this channel is mainly applicable when the online permit application system is offline or when there is no internet access and for some clients who have got no internet access.
- ◆ New clients must first register to access the online permit application and receive permits electronically or none electronically.
- ◆ Import permits issued at the border posts , are strictly issued to small scale importers only. ***
- ◆ A small scale importer refers to any person importing fresh produce worth less than N\$5000.00 per month, meant for the purpose of selling (request full rules and procedures for small scale horticulture importer from NAB).



7. HOW DO I GET A PERMIT?

- ◆ If you are already a registered web user for the online permit application, Visit: www.nab.com.na to apply for NAB permits, complete the online permit application form and submit .
- ◆ Permits will be electronically submitted to your email once approved and Issued by NAB.
- ◆ All permits submitted online before 12:00PM, will be issued the same day and all permit application submitted online after 12:00PM will be processed the next day morning hours.
- ◆ In cases when the online permit application is offline, manual permit application can be completed and submitted to NAB via email , fax or hand delivered.
- ◆ Once the permits have been issued , the client can pick them up, can be couriered, emailed or faxed . The turn around time for manual permit application is 3 working days.
- ◆ Permits can only be couriered at the expense of the client.
- ◆ Manual permit application forms and the online permit application manual can be downloaded from the NAB website.
- ◆ Permits can only be issued once the proof of payment has been received via email, fax or hand delivery. Send proof of payment to: permits1@nab.com.na or permits2@nab.com.na
- ◆ In terms of permits issued to small scale importers at the border posts: JUST complete the application form while at the border posts, and pay the applicable fees and levies, AND a permit shall be issued to you immediately. (Request for the detailed rules and procedures for small scale importers).

8. HOW MUCH WILL A PERMIT COST?

- ◆ All import permits for gazetted controlled fruits and vegetable are currently not subject to permit fees.
- ◆ Grain (White maize, Pearl millet and Wheat) imports are subject to a permit fee. Please contact NAB for the current permit fee.
- ◆ All horticulture and agronomic export permits fee. Please contact NAB for current fees.
- ◆ All in-transit permits are subject to a permit fee, inspection fee and optional trans loading fee: Inspection fees are charged per truck type (flatbed trucks, taut liners and cooler trucks). Please contact NAB for the current fees.
- ◆ All import and export permits issued for flowers, nursery plants, nuts, barley, rice, planting material, sorghum, animal feeds and dry beans are subject to permit fee. Please contact NAB for the current permit fees.
- ◆ All permit fees, inspection and trans-loading fees are subject to annual inflation adjustment, and these fees are applicable per permit issued, except trans-loading fee which is based on whether the client will be trans-loading or not.
- ◆ Payment for permit application can be deposited directly into NAB's account and furnish NAB with the proof of payments thereof in order to confirm the payment.
- ◆ The proof of payment can be emailed or faxed to NAB together with the permit application form.
- ◆ Permit fees for small scale importers are payable in cash when applying for the permit at the border post.

9. HOW LONG IS A PERMIT VALID?

- ◆ All mixed fruits and vegetable (Horticulture) import permits are valid for a maximum 90 days of a fixed period.
- ◆ Special Import permits are valid for a maximum of 30 days of a fixed period.
- ◆ All grain import permits, including animal feeds permits are valid for 90 days, from the date of validity period.
- ◆ Other permits for none gazetted products such planting materials, nursery plants, flowers, dry beans, nuts, sorghum and rice are valid for 90 days, from the date of validity period.
- ◆ All export and in transit permits are valid for 21 days, from the date of validity period.
- ◆ NB: All permits are issued per consignment, and this simply means each truckload or consignment must have a valid and unused permit.

10. WHAT DO I DO IF MY CONSIGNMENT IS AT THE BORDER BUT WITHOUT A PERMIT?

- ◆ Call us immediately and apply for the NAB permit (terms and conditions apply).
- ◆ All agronomic and horticultural consignments that does not have an NAB permit will be detained at the border until such time, when the permit has been obtained.
- ◆ All clients are advised to obtain permits in advance, before any consignment is dispatched TO or Via Namibia, as well as Outside Namibia.

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