



NAMIBIAN
AGRONOMIC BOARD



**GUIDELINES FOR AGRONOMIC AND
HORTICULTURAL TRADE PERMITS**

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01 OVERVIEW

All permits for controlled agronomic and horticultural products are issued by the Namibian Agronomic Board in line with the Agronomic Industry Act, Act 20 of 1992, in terms of section 10 (1) (o), and the list of declared controlled agronomic and horticultural products 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 the production, marketing, processing and storage of agronomic and horticultural products.

NB: List of controlled and non-controlled agronomic and horticultural products can be obtained from the NAB website.

- **Exporter:** A person or company in Namibia that sends agronomic and/or horticultural products to another country for sale.
- **Importer:** A person or company that brings agronomic and/or horticultural products into Namibia from abroad for sale.
- **Transiter:** Any person or company that transport agronomic and/or horticultural products, through Namibia to other countries.
- **Personal Use:** Agronomic and/or horticultural products meant for household consumption.
- **Commercial Use:** Agronomic products meant for the purpose of trading or marketing.
- **Controlled product:** Means agronomic and/or horticultural products to which the provisions of the Agronomic Industry Act, Act 20 of 1992 apply.
- **Uncontrolled product:** Means agronomic and/or horticultural products to which the provisions of the Agronomic Industry Act, Act 20 of 1992 do not apply.
- **Market Share Promotion:** Refers to the Market Share Promotion scheme subjected to a minimum percentage of Namibian agronomic and or horticultural products to be purchased locally by an importing trader as defined by the NAB board from time to time.



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03 TYPES OF PERMITS

The NAB currently issues three types of permits, namely import permits, export permits and transit permits.

2.1 Import permits

Import permits are issued for all controlled and non-controlled agronomic and horticultural products in the following categories;

- **Animal feed import permit:** Issued for grain feeds which include yellow maize, white maize feed grade, soy beans and sunflower, etc., which can either be in their raw or primary processed form. The primary processed animal feeds, namely grain/soybeans and sun flower products include maize blend, wheat bran, chop, soy beans meal and sunflower cake.
- **Controlled grain import permits:** Issued to registered millers for the importation of white maize, wheat and pearl millet (mahangu) grains.

NB: No importation of maize meal, wheat flour, and pearl millet flour shall be allowed in Namibia, unless if such products cannot be manufactured or produced by Namibian millers, and this is implemented in line with the Namibian Agronomic Board Resolution.

- **Special import permit:** Issued to registered horticulture traders for the importation of the following special controlled horticultural products (fresh/chilled whole or cut fruits and vegetables):
Potatoes, onions, cabbages, butternuts, tomatoes, carrots, green peppers, English cucumbers, sweet potatoes, beetroots, gem squashes, watermelons, sweet melons and pumpkins, and any other products to be added in the future.
- **Mixed fruits and vegetables import permits:** Issued to registered horticulture traders for the importation of controlled horticultural products, separate from those on the special import permit.
- **Other import permits:** Issued for non-gazetted crops and products such as flowers, nursery plants, dried fruits and nuts, barley, rice, planting material, sorghum, animal feeds (sunflower, soybeans, barley, oats, rye) and dry beans, for statistics purposes only.

2.2 Export permits

Export permits are issued for the exportation of all controlled and non-controlled agronomic and horticultural products meant for immediate use, including animal feed.

2.3 Transit permits

Transit permits are issued for all controlled and non-controlled agronomic and horticultural products including animal feed that contains a bigger portion of agronomic products. They are issued to transiteres for products passing through the Namibian borders that are destined for other countries.

NB: Detailed import, export and transit rules and regulations for agronomic and horticultural products can be accessed on the NAB website.

Before importers, exporters and transitters for agronomic and or horticultural products can be issued with NAB permits, they need to register with the NAB as per the following requirements:

3.1 Agronomic products

3.1.1 Registration requirements for importers (millers) of controlled agronomic products (white maize, wheat and pearl millet grain);

- a) A completed traders application form
- b) A complete and viable business plan must be furnished for the envisaged milling facility that interalia makes provisions for the payment of levies to the NAB. The business plan must clearly indicate the volumes of what is intended to be imported, but not necessarily include all the financial details such as margins and cash-flow etc.
- c) A map or detailed route description to the envisaged milling facility.
- d) Proof of reservation/application for the registration of logo for the packaging material from the Registrar of Trade Marks in the Ministry of Industrialization and Trade must be attached.
- e) A brochure of the envisaged technology of the milling facility must be attached.
- f) A certified copy of the Certificate of Good Standing from the Ministry of Finance must be attached.
- g) A certified copy of the Health Certificate from the Ministry of Health or a Fitness Certificate from the City/Town Council must be attached.
- h) An NAB facility Inspection report for food safety

Importers of non-controlled agronomic products are registered upon application for the permit, provided all fees due are paid before the permit is issued. Importers of specialised processed wheat, pearl millet and white maize products are also registered upon application for the permit.

3.1.2 Registration requirements for exporters and transitters of controlled and non-controlled agronomic products;

- (a) All exporters and transitters shall only be registered upon application for the permit, provided all fees due are paid upfront before the permit is issued.

3.2 Horticultural products

3.2.1 Registration requirements for importers of horticultural controlled products (fresh/chilled or cut fruits and vegetables);

- (a) A completed traders application form
- (b) Certified copy of company registration or founding statement.
- (c) Certified copy of ID of the applicant (Company owner/s)

- (d) Certified copy of the Certificate of good standing with Social Security Commission and the Namibian Receiver of Revenue.
- (e) Certified copy of a Health Certificate for fresh fruits and vegetables trade from the Ministry of Health and Social Services or the Municipality.
- (f) NAB Hazard Analysis Critical Control Point (HACCP) certificate of the facility (subject to facility inspection by NAB).
- (g) A 6 months growing programme from at least 5 producers, signed by both the producers and the trader/buyer.
- (h) All first-time importers shall be required to pay twice the levies amount in advance based on the monetary value declared to be imported for the first time

Importers of non-controlled horticultural products, including frozen and dried fruits and vegetables and dried fruits and nuts are registered upon application for the permit, provided all fees due are paid before the permit is issued.

NB: Horticulture import permits are subject to the Market Share Promotion (MSP) requirements, except for frozen fruit and vegetables. For more information regarding MSP rules and regulations, visit the NAB website.

3.2.2 Registration requirements for exporters and transitters of horticultural products;

All exporters and transitters shall only be registered upon application for the permit, provided all fees due are paid upfront before the permit is issued.

All registered importers of controlled products shall be strictly required to conduct business in the registered facility only, any new facility must be inspected by NAB for basic Hazardous Critical Control Point (HACCP) standard requirements, before conducting business.

- As per the Agronomic Industry Act 20 of 1992, section 10 (1), (o), all importers, exporters and transmitters are required to obtain a permit from NAB beforehand.
- Import permits for non-controlled products are issued for statistical purposes only.
- Import permits for 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 (see government gazette no: 268 of 31 December 2014), and government notice no: 35 and 36 of 12 February 2015. The producer levy is currently at 1.4%.
- There are no levies payable for exportation and transit of all agronomic and horticultural products.
- Permits are also issued for statistics and control purposes. Trade statistics is critical for planning purposes both from the industry and policy perspective. Permits are also important in implementing the Market Share Promotion (MSP) Scheme and grain marketing scheme. The MSP document can be obtained from NAB upon request at our offices.



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- Permits can be obtained from the NAB head office via electronic or non-electronic channels.
Electronic channel refers to obtaining the permits via email or through the online permit application.

Non-electronic channel refers to handpicked 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 do not have internet access.

- New clients must first register to access the online permit application and receive permits electronically or non-electronically. Import permits issued at the border posts are strictly issued to small scale importers only.

NB: A small scale importer refers to any person importing agronomic or horticultural product worth less than N\$7000.00 per month, for commercial use and subject to importation allowed during open & close border periods of specific products.

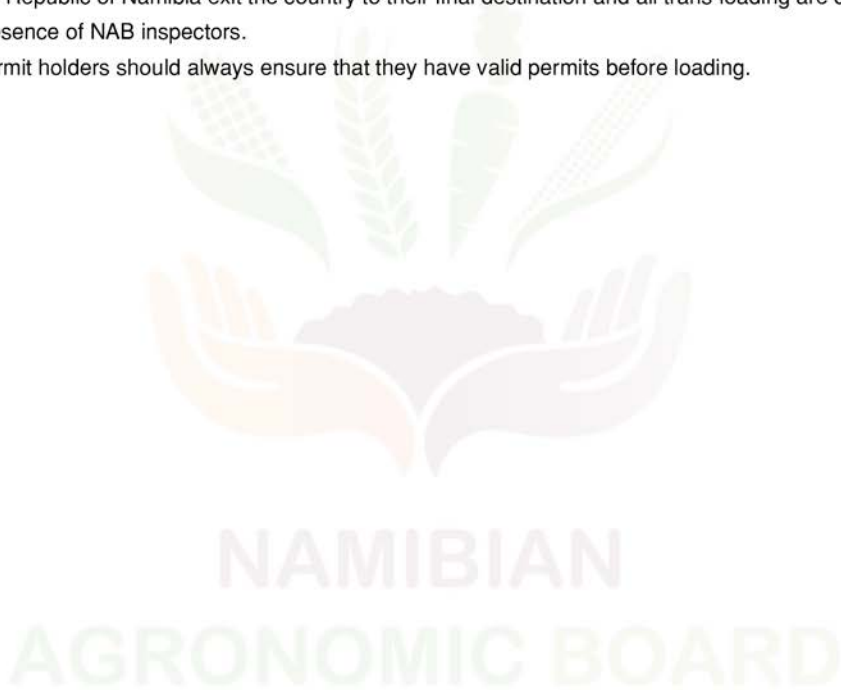
NB: Fresh fruits & vegetables products not exceeding 20Kg can be imported for personal use without an import permit, subject to close & open border periods.

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- If you are already a registered web user for the online permit application, you may visit the NAB website at: www.nab.com.na to apply for permits online. Further note that you will be required to complete the online permit application form and submit it via the link or the email provided.
- After your online submission, the permit will be processed and issued electronically and sent to your email.
- All permit applications submitted online before 12:00 PM, will be issued the same day, provided that all the requirements are met. Permit applications submitted online after 12:00 PM will be processed the next day, before 12:00 AM.
- In cases when the online permit application is offline, a manual permit application can be completed and submitted to NAB via email or hand delivered to the NAB head office.
- After manual permits have been processed and issued by the NAB, the client will be notified to pick them up from the NAB head office. Alternatively, the permit may be emailed, faxed or couriered (at client's expense). The turnaround time for manual permit applications is 3 working days
- 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 by the NAB. Clients are advised to send their proof of payment via email to: permits1@nab.com.na or permits2@nab.com.na, or fax to +264 61 225371. Alternatively, proof of payment can be hand delivered to the NAB head office.

NB: With regards to permits issued to small scale importers at the border posts: You are expected to complete the application form while at the border post, and you will be required to pay the applicable fees and levies before the permit can be issued to you immediately (You can request for the detailed rules and procedures for small scale importers).

- Transfers of agronomic and horticultural products must make sure that all consignments that enter the Republic of Namibia exit the country to their final destination and all trans-loading are done in the presence of NAB inspectors.
- Permit holders should always ensure that they have valid permits before loading.
- The permit is subject to other regulatory requirements implemented by other regulatory cross border agencies.
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- Permit holders should always ensure that they have valid permits before loading.



- All import permits for gazetted controlled fruits and vegetables are currently not subject to permit fees.
- Grain (white maize, pearl millet and wheat) imports are subject to a permit fee.
- All horticultural and agronomic export permits are subject to permit 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).
- All import and export permits issued for flowers, nursery plants, nuts, barley, rice, planting material, sorghum, animal feeds and dry beans are subject to a permit fee.
- All permit fees, inspection and trans-loading fees are subject to annual inflation adjustments, and these fees are applicable per permit issued, except the trans-loading fee which is based on whether the client will be trans-loading or not.
- Payments for permit applications can be deposited directly into NAB's account and proof of payment should be furnished to NAB. Clients are required to submit proof of payment 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 a permit at the border post.

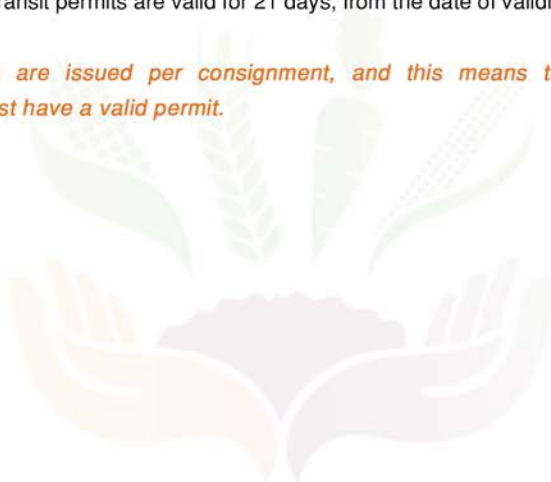
NB: All permit fees can be obtained on the NAB website

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HOW LONG IS A PERMIT VALID FOR?

- All mixed fruits and vegetables (horticulture) import permits are valid for a maximum fixed term of 90 days.
- Special import permits are valid for a maximum fixed period of 30 days.
- All grain import permits, including animal feeds permits are valid for 90 days, from the date of validity period.
- Other permits for non-gazetted products such as 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 means that each truckload or consignment must have a valid permit.

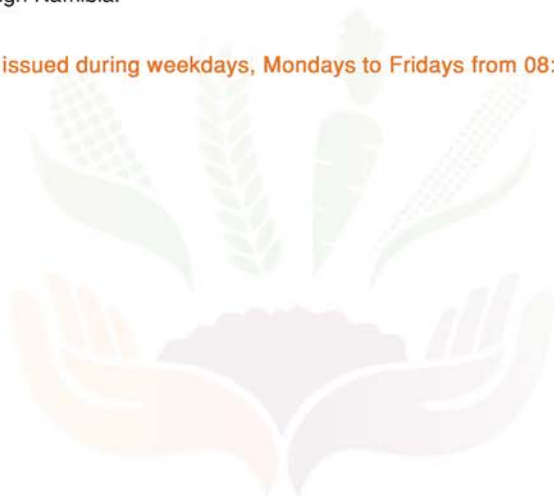


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WHAT TO DO WHEN MY CONSIGNMENT IS AT THE BORDER WITHOUT A PERMIT?

- Call us immediately and apply for the NAB permit (permit application rules and procedures applies).
- All agronomic and horticultural consignments that do not have a NAB permit will be detained at the border until such a time when the permit has been obtained.
- All clients are advised to obtain permits in advance, before any consignment is dispatched into, outside, and through Namibia.

Permits are only issued during weekdays, Mondays to Fridays from 08:00 AM to 17:00PM.



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