Electronic issuing of permits for the transport of wild pig meat or carcasses

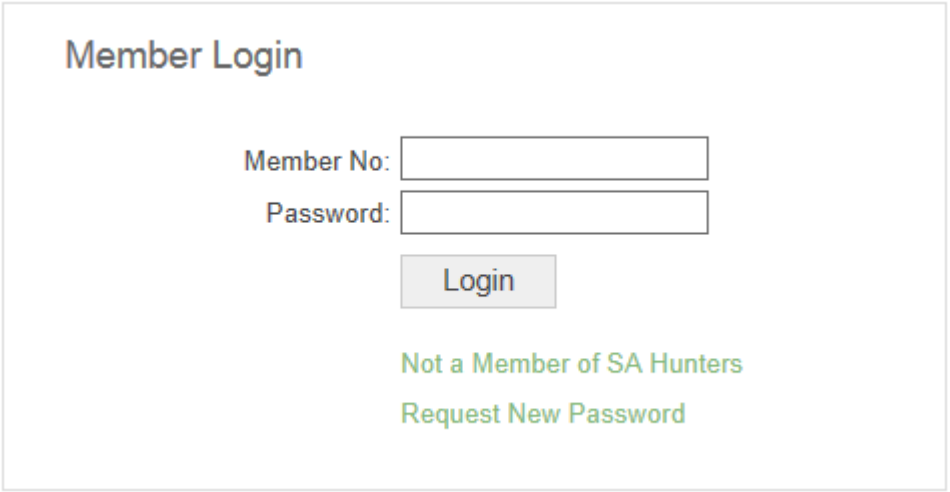
This facility is available without any cost to any paid-up member of SA Hunters who is a landowner and wants to register his farm/farms for the purpose of issuing permits for the transport of wild pig meat or carcasses in term of the Animal Diseases Act (No 35 of 1984). Such a permit is compulsory when transporting wild pig meat or carcasses through or from Limpopo, Gauteng, Mpumalanga, North West or parts of van KwaZulu/Natal.

It requires two easy steps to register your farm to issue these permits. As a fully paid-up member of SA Hunters, you need a computer, printer and access to the internet.

If you have never signed in to your personal profile on the SA Hunters website, complete steps **A** and **B**. If you have signed in previously and know your password, proceed to step **B**. If you have signed in previously, but forgot your password, follow steps **A** and **B**. If you cannot remember your member number or if your membership fee is in arrears, phone the SA Hunters head office on 012 808 9300 before you try to register your farm on the system.

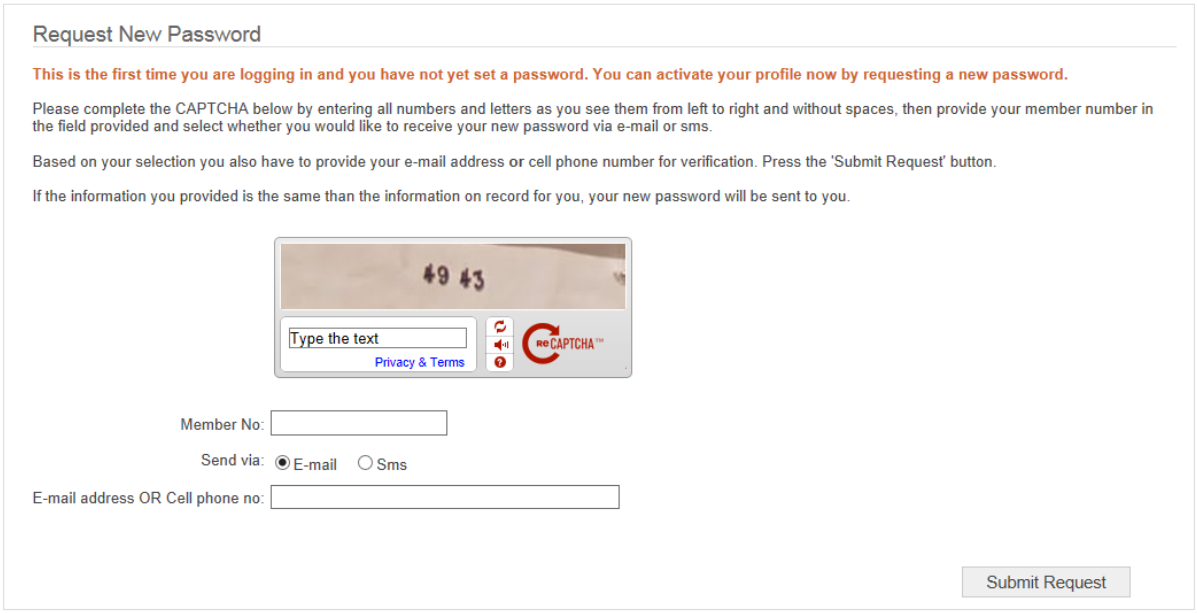
A: If you have never signed in on your online profile or if you cannot remember your password, follow these steps:

- On your browser (e.g. Google, Firefox, Internet Explorer etc.) type in SAHGCA or sahunters.co.za On the home page of SA Hunters website, select the second block (Member Admin) on the right of the page.
- You can also copy or type in https://secure.sahunters.co.za on your browser (Google etc.) to go directly to the Member Admin.
- The following window will appear:



- Type in your SA Hunters member number at *Member No.*
- If you sign in for the first time, type in your SA Hunters member number at *Password*
- Click on *Login*.
- If you have forgotten your *Password*, click on *Request new Password*

The following window will pop up.



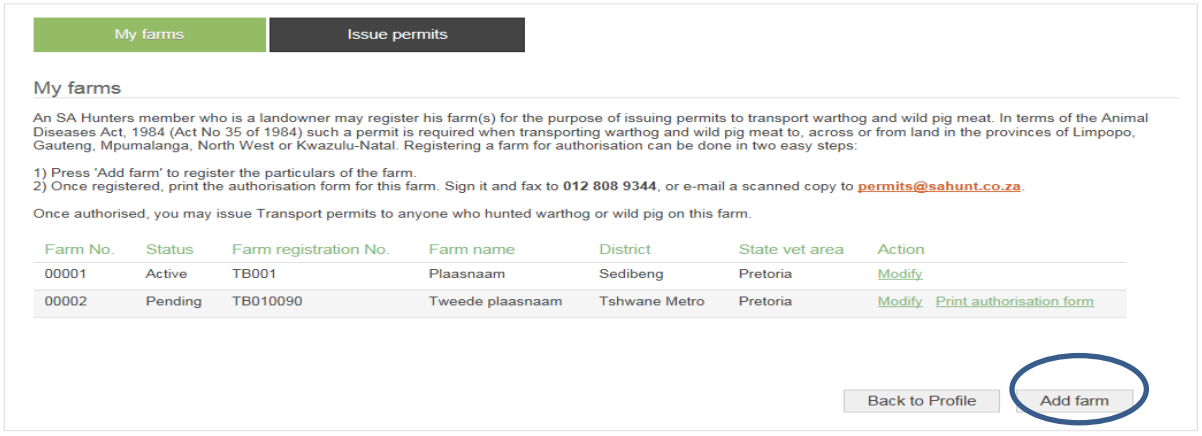
- Complete the CAPTCHA by typing in all the characters or numbers exactly as they appear on your screen (see example of image above) at *Type the text* from left to right without any spaces.
- Type in your member number at *Member No.*
- Select the appropriate circle to indicate your preference for receiving your password.
- Type in the relevant option of e-mail address or mobile number in the space provided.

Your password will be sent to you either by SMS or e-mail.

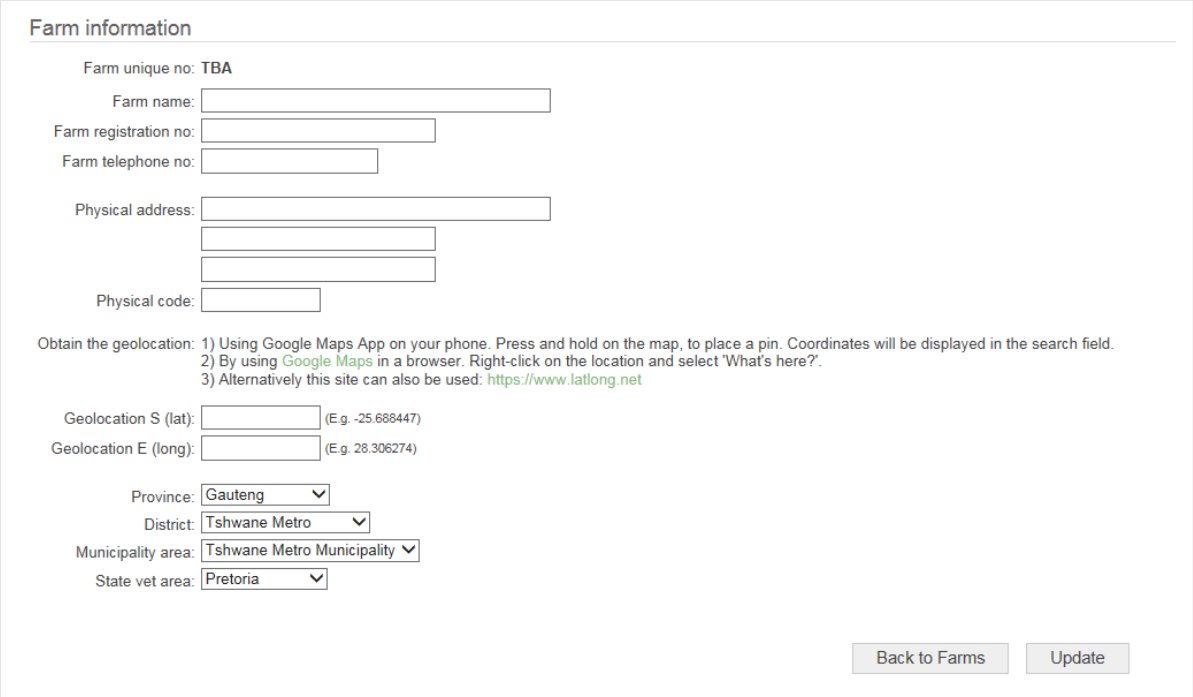
B: Follow the next steps if you have signed in previously or after you had received your password by e-mail or SMS.

Step 1: Provide the required information to add your farm to the list.

- Sign in on your personal profile on the SA Hunters member profile system.
- Select the *Transport Permit* option on the left of the page.
- The system will proceed to the next window:
- Click on the *Add farm* link on the bottom right of the window as shown in the example below.



- The system will proceed to the next window:



- Ensure that your (the landowner) personal detail is correct. If not, correct it using the *Personal Information* option.
- Type in your farm's details as required.
    - Name of farm
    - Registration number of farm
    - Telephone number
    - Physical address and postal code (not a post box)
- Type in the GPS coordinates of your farm (3 easy options are provided to assist you).
- Select the correct province, district, municipal area and state veterinary area that are relevant to your property (district option will only be visible once the province has been selected and the municipal area will show once the district has been entered). The various alternatives for district, municipal area and the state veterinary area will be visible automatically as you complete the information. Only select the correct one.
- Click on *Update* on the bottom right.

After completing the above steps, your farm will be added to the system automatically.

Once you have added your property on the system as described above, it will be listed as "*Pending"* and will be subject to approval by head office. You can alter current information by clicking *Modify*. This action will add your farm on the *Pending* list once again and it will be subject to approval. Farms on the *Pending* list cannot issue permits until they have been approved.

Step 2: Send signed authorisation form back to head office

- Click on the *Print authorization form* on the right of the *Pending* farm list. (The form is only available to farms with *Pending* status).

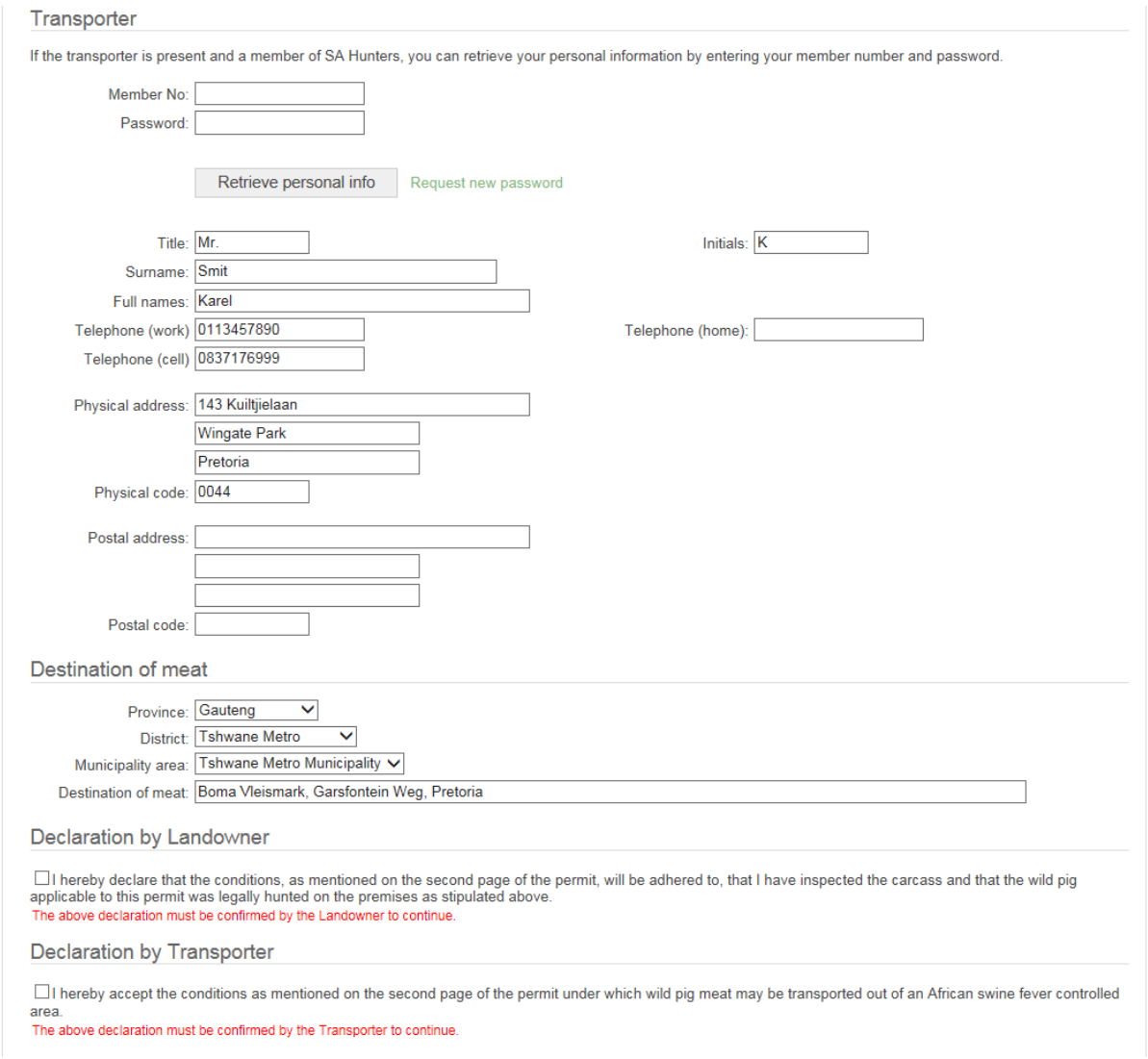
- Ensure that you provided all the required information correctly.

- Indicate in the appropriate block if you wish to participate in the swine flu research project by the Veterinary Faculty at UP.
- Print out the form and check the requirements for issuing permits as stated in the Act.
- Sign the document and send it to the responsible person at head office by fax to 086 572 7487, or scan the document and send it by e-mail to boetiek@sahunt.co.za

  Head office will consider the application and if all the information is correct and your membership fees are up to date, the status of your application will change to *Active*. You will receive a SMS to confirm that your farm has been successfully registered to issue the permits.
  Remember that if you own more than one farm that are not adjacent to each other, you must register the different farms separately to be able to issue permits.
  You may now proceed to issue the permits for each of the farms that you have registered. This authorisation is only valid while your membership fees are paid up. If your membership of SA Hunters lapses or is in arrears, the system will automatically refuse access to issue permits. You can renew your membership online; by EFT; or pay it in person at SA Hunters head office.

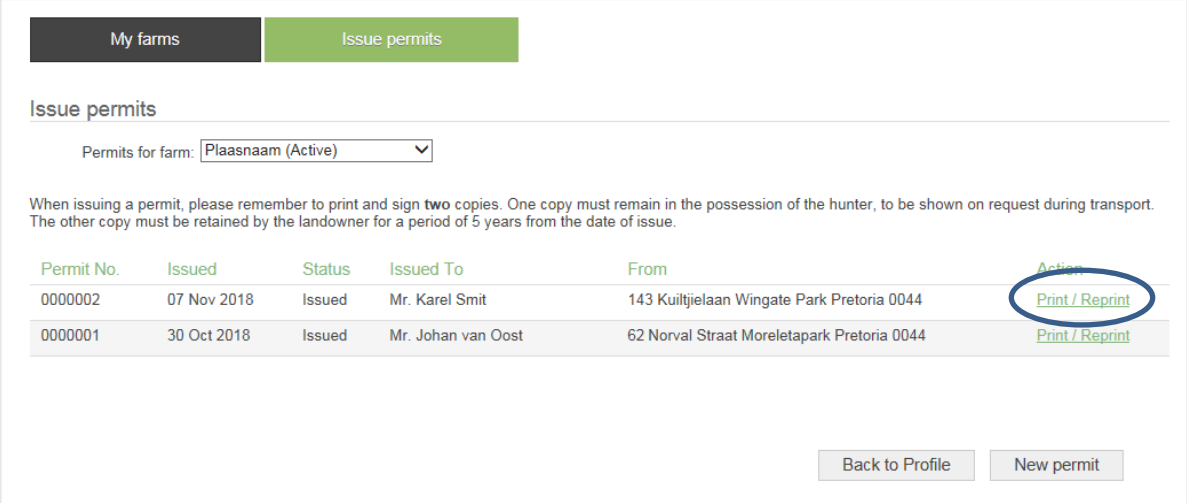
Issuing of a permit to a transporter (hunter) to transport wild pig meat

- After your farm has been registered, follow the same steps to access the SA Hunters member administration system.
- Click on the *Issue permits* option.
- Click on the relevant farm (if you registered only one farm, it will appear automatically).
- Click on the *New permit* option.
- The system will proceed to the following window:



- Type in the information of the transporter/hunter who must be present when the permit is processed. If the transporter/hunter is a SA Hunters member, the system can provide the person's personal detail if the membership number and password are entered in the space provided. Click on *Retrieve personal info*. If he is not a member of SA Hunters, all the relevant information must be typed in.
- Select the S*pecies* of the carcass or the meat (warthog, bush pig wild or ordinary pig and European bush pig) and type in the destination of the meat. Start with the information about the province, after which district, municipal area and the state veterinary options will appear automatically. Select only one option.
- The land owner and transporter/hunter must sign the declaration electronically by ticking the appropriate blocks before the permit can be issued. If none of the tick boxes is selected, the system will not print out the permit. This is a requirement of the Department of Agriculture.
- Click on *Issue Permit* to obtain the permit.
- Once the permit has been issued, the system will allocate a permit number electronically.
- Print two copies of the issued permit.

- The farm owner or the manager and the transporter (hunter) must sign both copies of the permit.
- The transporter takes one signed permit to take with him when transporting the meat.
- The land owner must keep one signed copy of the permit for at least 5 years. (A requirement of the Department of Agriculture)
- Issued permits are listed under the farm's name and can be printed (or reprinted) by clicking on *Print/Reprint* as shown in the example below.



Swine flu research project

SA Hunters and the Veterinary Faculty at the University of Pretoria agreed to request members to participate in a research project on the distribution of African Swine Flu outside the traditional distribution areas for warthog and bush pigs. It is general knowledge that warthog and bush pig (carriers of the disease) are present in areas where these animals never occurred before.

All farm owners that register their farms to issue permits for the transportation of wild pig meat, are invited to participate in this project, even if their farms fall outside the current swine flu-controlled area.

The work related to this project is simple and user-friendly. It entails the taking of blood samples of hunted warthog, bush pigs, ordinary wild pigs and wild European bush pigs. Merely dip a strip of filter paper in the blood, let it dry, and put it in the bags provided, seal, and send back to SA Hunters' head office.

There is an area on the electronic registration form to issue permits where members can indicate if they wish to participate in the research project. If you selected to participate, you will receive an envelope with instructions and other material. Complete the form that you received and send it with the first samples back to SA Hunters head office. You can make an important contribution in monitoring the distribution of swine flu and help determine if the natural distribution area of African swine flu has expanded over time.

Die project description provided by UP, is attached. It gives more information to help you decide if you wish to participate in this research project by providing blood samples as required.