

## **GUIDELINE -DALRRD AIA IMPORT PERMIT APPLICATION PROCEDURE**

1. Applicant to obtain the required Application Form “*Application for the Importation of Canines and Canine Genetic Material under the Animal Improvement Act*” from the Directorate of Animal Production DALRRD alternatively a copy can be attained from KUSA via the KUSA Website. ([www.kusa.co.za /Members/Fees & Forms/DALRRD Import Permits](http://www.kusa.co.za/Members/Fees%20&%20Forms/DALRRD%20Import%20Permits))
2. Applicant to complete and sign the required sections of the Application Form
3. Scan and send the completed Application Form, to KUSA at [applications@kusa.co.za](mailto:applications@kusa.co.za) , accompanied by Proof of Payment for R200.00 paid into KUSA’s bank account, using the payment reference “[Mem No.] – DALRRD Import Permit” together with the documents listed below.
4. A copy of the Certificate of Registration or Certified Pedigree of the dog/ donor dog if already registered with the Registry in the country of origin, or Certified Export Pedigree or any other supporting documentation the applicant may wish to submit must be attached to **the same email** submitted to the KUSA Office.
5. Payments will be received to the KUSA Member’s account and thereafter the application documentation will be forwarded to the Registrations & Canine Health Administrator ([caninehealth@kusa.co.za](mailto:caninehealth@kusa.co.za)) for validation and checking that requirements for registration of an imported dog in accordance with Schedule 02 Regulations 1, 2 & 3 and Schedule 02 Appendix E are met.
6. The Applicant must be a KUSA Member. If not a KUSA Member, application for KUSA Membership must be submitted together with Proof of Payment of Election Fee (R411) & 12-month Subscription Fee (R727). Membership will be granted subject to confirmation by the Executive Committee at the next Executive Committee meeting.
7. If all requirements are met with regards to:  
The Breed Standard.  
The Certificate of Registration (issued by a recognised Registry.)  
Breed Specific Health Tests / Requirements (Schedule 02 App E)  
KUSA Membership,  
as the DALRRD-registered Breeders’ Society, the KUSA Secretary will attest to the Member’s compliance with the Animal Improvement Act by signing Section E of the DALRRD Application Form - *Declaration of Breeders’ Society / Registering Authority*.  
  
If all requirements are not met, the reasons for non-compliance will be recorded and declared under point (a)(2) of Section E of the AIA Import Permit Application Form *Declaration by Breeders’ Society / Registering Authority*.
8. Thereafter, the KUSA signed and stamped Application Form will be emailed back to the Applicant in PDF format for the Applicant to submit to the DALRRD.  
The decision to issue or not to issue an AIA Import Permit rests with the DALRRD.

DALRRD provided the following three email addresses for the submission of applications:  
[AIApermits@dalrrd.gov.za](mailto:AIApermits@dalrrd.gov.za); [VivianM@dalrrd.gov.za](mailto:VivianM@dalrrd.gov.za); [ThabangMah@dalrrd.gov.za](mailto:ThabangMah@dalrrd.gov.za)