



**agriculture, land reform  
& rural development**

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

Directorate Inspection Services; Private Bag X258; Pretoria; 0001; Enquiries: Mr G. Mediroe;  
Tel: 012 309 8740/02 or 060 973 2550. Fax: 012 309 8785. E-mail: [GilbertM@dalrrd.gov.za](mailto:GilbertM@dalrrd.gov.za)

**TO:** ALL WESTERN CAPE STAKEHOLDERS  
Exporters  
Freight Forwarding Agents

**ATTENTION:** Managers  
Document Controllers

Dear all,

**TEMPORARY MEASURE TO MITIGATE RISK DURING CLOSURE OF CAPE TOWN OFFICE**

You are hereby notified that the Customs House Building at Heerengracht Street, Foreshore, Cape Town has been shut down with immediate effect following a confirmed Covid-19 case. All operations from that service centre are suspended until further notice. Consequently, export certification enquiries to be sent to the Department of Agriculture, Land Reform and Rural Development (DALRRD) office at Polkasdraai Road in Stellenbosch.

Most importantly, please be informed that we issue blank security papers to print phytosanitary certificates from aforementioned office. To circumvent any inconvenience we have made temporary arrangements for Western Cape. Therefore, you may apply via centralised email below to procure the blank security papers to print approved phytos from your offices.

**The following measures have been put in place to ensure that service is delivered:**

**1. Blank Security Paper (Phytos):**

- 1.1 Written application for blank security paper on the company letter head and signed by the responsible person to be sent to our centralised email below.
- 1.2 The letter should state the required quantity of security paper. The client's DALRRD account number should be reflected, where applicable.
- 1.3 The cash clients who do not have an account with DALRRD will have to attach proof of payment to the application letter when submitting to our office.
- 1.4 Control sheet will be signed on collection and accompany the blank security paper for traceability purposes. Soft copy will be emailed to the client to update information.

**2. Phytosanitary Certificates:**

- 2.1 Inspector will evaluate and approve the phytosanitary certificate applications on e-certification platform and send the approved certificates via email on PDF file, to the client's central e-mail address for printing.
- 2.2 **NB. Please complete the control sheet i.e. phytosanitary certificate number linked to the security paper number, approval date, indicate date the approved phyto was received. Copies of printed phytos should be send to DALRRD via email provided here below.**

**3. Correspondence:**

- 3.1 Applications for Blank Security Paper to be sent to [Phyto.Inspections@daff.gov.za](mailto:Phyto.Inspections@daff.gov.za).
- 3.2 Copies of printed phytosanitary certificates to [Phyto.Inspections@daff.gov.za](mailto:Phyto.Inspections@daff.gov.za).
- 3.3 Export Inspection applications for Cape Town office to [SeaportsCT@daff.gov.za](mailto:SeaportsCT@daff.gov.za).
- 3.4 Export Inspection applications: Stellenbosch office to [Phyto.Inspections@daff.gov.za](mailto:Phyto.Inspections@daff.gov.za).

**3.4 Contact the Stellenbosh office on 021 – 809 1645 or the following officials:**

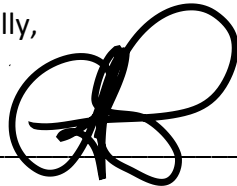
3.4.1 Gcobani Tsako, Manager Stellenbosch: 066 317 0794 or [GcobaniT@dalrrd.gov.za](mailto:GcobaniT@dalrrd.gov.za).

3.4.2 Bulelani Mgcoyi, Manager Cape: 066 377 2019 or [BulelaniM@dalrrd.gov.za](mailto:BulelaniM@dalrrd.gov.za).

3.4.3 Baikanne Phologane, Technical Assistance: 060 9730491 or [BaikanneP@dalrrd.gov.za](mailto:BaikanneP@dalrrd.gov.za)

3.4.4 Mangata Mokgobu, Technical Assistance: 060 973 0504 or [MangataM@dalrrd.gov.za](mailto:MangataM@dalrrd.gov.za).

Yours Faithfully,



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**MR KE PHOKU**

**DIRECTOR: INSPECTION SERVICES**

**DATE: 08/05/2020**