



Meat Board of Namibia

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EXPORT OF PICKLE SHEEP SKINS

STANDARD OPERATING PROCEDURES

1. LEGAL FRAMEWORK (LEGISLATION)

According to the Animal Health Act (No 01 of 2011), a person may not export any animal, animal product or restricted material from Namibia except if the person has obtained a health certificate from the Chief Veterinary Officer. A certificate must contain specific information required by the competent authority of the country of import.

In terms of Government Notice No.244 of Government Gazette No.5285 of 16 September 2013, the export of **pickled sheep skins** is prohibited unless:

- A tannery or trader in Namibia interested in the export of pickled sheep skins in processing the skins beyond the pickled stage is given the opportunity to purchase such pickled sheep skins at a price verified by the Meat Board to commensurate with domestic market; and
- The offer was not accepted by the tannery or trader within 14 days; and
- The Meat Board has granted an export permit; and
- The export of pickled sheep skins, except Swakara pelts, is done in sealed containers which must be verified by the Meat Board.
- The pickled sheep skins are further processed in the form of wet blue, wet white, vegetable tan, synthetic type tan, natural crust, dyed crust or finished leather, where no export permit would be required.

2. REQUIREMENTS

- All tanneries and traders producing sheep skins to the pickle skin stage must be registered with the Meat Board of Namibia.
- These registered tanneries and traders must present the following documentation to the Meat Board:
 - Production and export statements of the past 3 months
 - Monthly production reports
 - Monthly performance reports

- The following documents are required for the export of pickled sheep skins from the Republic of Namibia and must be presented to the Meat Board upon application for an export permit:
 - Veterinary Health Certificate
 - Import Permit / Licence from the importing country (country of destination)
 - Proof of first refusal by local tannery or trader
 - Meat Board Export permit

3. OFFERING TO LOCAL TANNERY OR TRADER

- Pickled sheep skins must be offered to local tanneries and traders as first option buyers before applying for a Meat Board export permit. Only local tanneries and traders registered with the Meat Board may participate in this “first right of refusal offering system”.
- The offer should only contain the quantity of pieces, which are offered as per the existing grading system.
- The tannery or trader producing the pickled sheep skins must establish the price obtainable from their export market and share it IN CONFIDENCE with the Meat Board. This price will be verified by the Meat Board as per point 6 below.
- The tannery or traders’ offer must be submitted to the Meat Board, clearly describing each grade. The offer to be made to local tanneries and traders via the Meat Board must match the revenues that would have been made through selling in the export market in terms of price, quantity and grades.
- The offer must be made per dozen, per grade and must be in the form of a Pro forma invoice (expressed in US\$) excluding transport, insurance, commission and any other costs, i.e. F.O.B., and must be made to the Meat Board only. In the event that the offer will be sold locally and not exported, the Rate of Exchange rate of the day of when the offer is submitted to the Meat Board will be used.
- The Meat Board will submit this offer of pickled sheep skins outlining quantities and grades only, to all tanneries and traders in Namibia that are properly registered at the Meat Board. Interest in purchase of the pickled sheep skins must be made in writing to the Meat Board within 3 working days.
- Interested parties will be given the opportunity to inspect the pickled sheep skins within 8 working days after which they must submit a tender to purchase in a sealed envelope to the Meat Board.
- The tender to purchase must be made per dozen, per grade and must be in the form of a Pro forma invoice (expressed in US\$) excluding transport, insurance, commission and any other costs F.O.B. to the Meat Board only.
- Should a dispute regarding the grading of the pickled sheep skins arise during the first offering to local tanneries and traders, the Meat Board reserves the right to inspect the consignment and instruct the re-grading of the pickled sheep skins. Such disputes should be directed to the Meat Board within the above mentioned 8 working days inspection period and should be done in writing.

Comment [GT1]: Will take the price issues out.

- The tender will be opened in the presence of all parties that submitted a tender to purchase on the 14th day and the Meat Board will compare the total value of each tender to purchase to the original offer for sale and the highest tender to purchase will be accepted.
- If the tender to purchase from local tannery or trader was higher and awarded to the respective local tannery or trader, 15% local Namibian VAT is to be added to the total value of the Pro forma invoice.
- Terms and conditions of payment: Payment to be done on award of tender and on presentation of invoice.
- In the event where there is no interest by local tanneries or traders in purchasing the skins on offer within 14 days, the selling party may apply to the Meat Board for the export permit to export the skins with 0% levy.

4. DECLINING THE OFFER:

- If payment is not done as per point 3 above, the Meat Board will award the tender to the second highest tender to purchase, only if the tender to purchase value is higher than the selling party's offer to export made to the Meat Board in confidence. If the selling party's offer to export value is higher, the selling party should be allowed to apply for an export permit from the Meat Board.
- Any tannery or trader defaulting on a tender to purchase submitted may not participate in any further offers submitted for a period of 3 months. The Meat Board reserves the right to extend or shorten this period.
- Should the local tannery or trader with the highest tender to purchase decline the offer, it should be done so in writing to the Meat Board. The Meat Board shall then issue the selling party an export permit on condition that all standard operating procedures have been followed.

5. OBTAINING A MEAT BOARD PERMIT

In order to obtain a Meat Board Export permit, the following documents must be presented to the Meat Board:

- Veterinary Health Certificate/ export permit with reference to seal numbers
- Proof of refusal by a local tannery or trader
- Description of each grade and price per grade in US Dollar OR Namibian Dollar
- Completed Application form

6. PROCEDURES FOLLOWING EXPORT OF PICKLED SHEEP SKINS

- A stamped export invoice must be sent to the Meat Board and proof of payment by seller's bank must be given to the Meat Board within a period of 60 days from date of bill of lading.

7. CLAIMS

- Any claim from pickled sheep skins exported with a valid Meat Board resulting in a credit note to be passed to the respective customer, must be submitted to the Meat Board for review and proper authorization to prevent any price inflation at offering stage and respective subsequent price correction at a later stage.
- The Meat Board reserves the right to penalise or even expel any tannery or trader found guilty in making abuse of inflated selling prices to be corrected with subsequent credit notes from this "first right of refusal offering system".

8. AUDIT OF THE SCHEME

- An audit on all pickled Sheep skins exported from Namibia will be conducted by an independent auditor to be appointed by the Meat Board. The scope of the audit assignment will be the verification of the correctness of all documentation mentioned above.