SOUTH AFRICAN VETERINARY COUNCIL

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Website: www.savc.org.za
Acting Registrar/CEO: Ms Dinamarie Stoltz

CHANGE OF OWNERSHIP/PRINCIPAL OF A REGISTERED VETERINARY FACILITY

Animal Research Facility - Rule 32

PLEASE TAKE NOTE

1. All veterinarians and para-veterinary professionals must render services from a facility registered with the SAVC (Council).

2. The SAVC has set of rules for veterinary and para-veterinary facilities, with categories of facilities and minimum standards for each category. These minimum standards are described in rules relating to the practising of veterinary and para-veterinary professions, the facility must comply with set minimum standards of the category you are applying for, to register with Council and render services;

3. This form must be submitted with the facility minimum standards - self-evaluation form - which must be completed by the principal. To assist you in ensuring that your facility complies with these minimum standards, it is required that you conduct a self-evaluation of the facility and submit the completed form with your application for registration of your facility.

4. When doing the self-evaluation, please ensure that: -
   a. Complete the applicable Self-evaluation form for the category of facility you are applying to register.
   b. Refer to the Minimum standards required for type of facility you are applying for.

5. Please ensure that you attach pictures of the facility and proof of payment of the **change of principal of R362** and submit these supporting documents with this application form

6. Please list all the services or functions that you are intending to render from this facility. The list should be detailed to ensure that the Facilities Administrator and Facilities Compliance Committee is able to assess whether the application for registration of the facility and compliance with the minimum standards.

7. **SUBMISSION OF REGISTRATION DOCUMENTS: -**

- The facility registration form must be submitted to reception@savc.org.za
- Please ensure that the form and self-evaluation section are completed, the form must be signed by the principal of the facility in front of commissioner of oath
- This form must be signed in front of a Commissioner of Oaths.
- Registration will be processed within 5 – 7 working of receipt of complete forms.
- **Incomplete registration form will not be processed**

PLEASE NOTE:
Any dishonesty in the completion of this form is considered a serious offence.

WHEN SUBMITTING YOUR APPLICATION FOR FACILITY REGISTRATION, PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE INCLUDED:

IMPORTANT: NO APPLICATION WILL BE PROCESSED UNLESS ALL THE REQUIRED SUPPORTING DOCUMENTS, AS STIPULATED BELOW, ARE SUBMITTED.	**YES / NO Please tick**
Fully completed and signed application form	
Proof of payment of **R362** for the change of facility principal	
Photograph of the facility signage board [photo must show clearly where the signage is]	
Photograph showing full view of the outside building of the facility	
Photograph showing the full view of the reception area and/or office area, where suppliers / visitors can wait without direct access to animals;	
Photograph showing the full view animal housing rooms	
Photograph showing the full view isolation facility with adequate biosecurity measures, if needed.	
Photograph showing the full view of the consulting room	
Photograph showing the full view of the theatre	
Up-close photograph of the safe bolted to the wall [must show the bolts securing the safe clearly] Schedule 5 and higher medicines must be locked in a safe as prescribed by the Medicines Control Act	
Photograph showing a full view of the cupboard in the consulting room. If medicines are stored in the consulting room, only Schedule 2–4 medicines may be stored in this cupboard.	
Photograph showing a full view of the refrigerator used for the cold storage of medicines, including the thermometer, temperature log, and lock.	
Photograph showing full view of the storage facility/cabinet for safe keeping of patients records	
Photograph of the fire extinguisher attached to the wall with correct signage and label showing expiring date	
A comprehensive walkthrough **video** of the entire facility, providing a complete visual overview of all areas.	
A full and comprehensive list of all employees currently working at the facility, including their names and positions.	

DEFINITIONS

"Consultancy"	means an interaction between a veterinarian and an owner, farmer, client or group of clients where animals may be examined away from a registered physical facility, treatment protocols drawn up, medicines prescribed and/or provided and professional advice given regarding an ongoing health, production concern/entity or animal behaviour;
"House or farm call"	means when a veterinary professional leaves his/her physically registered base practice to render a professional service to his/her clients in a vehicle suitably equipped for that type of practice;
"Invasive surgery"	means surgery that is performed intra-abdominally, intra-cranially, intra-thoracically, musculo-skeletally or of the cardio-vascular system;
"Mobile animal service"	means a veterinary practice facility, which is registered with the Council in the name of the principal of the base veterinary facility from which it operates;
"Mobile theatre"	means a vehicle or trailer, which could consist of either a self-propelled facility or be mounted on a base which is transported to a site, and which is appropriately equipped to perform sterilisations and other surgical procedures in a controlled environment to indigent or isolated communities;
"Non-practising facility"	means a facility where no veterinary services will be rendered or medicines sold for direct or indirect gain. The veterinarian does not practice, but requires access to Act 101 medicines for use solely on his/her own animals;
"Principal"	means the veterinary professional in whose name the veterinary facility is registered and who takes responsibility for minimum standards of the facility, or his appointed agent who must be a registered veterinary professional;
"Production animal"	means an animal whose products are used by humans and/or which may enter the food chain for consumption;
"Production animal herd health facility"	means a base facility where no clinical work is done and where the primary service is rendered essentially from an equipped vehicle to ruminant livestock, wildlife, poultry, pig or aquatic production units;
"Registered facility"	means a veterinary facility which complies with the minimum standards as applicable to the category of service rendered there, and is registered with Council;
"Research animal facility"	means any facility or area where animals may be used, maintained or bred for scientific purposes, including for research, testing, teaching, validation, production or observation;
"Veterinary hospital/clinic"	means a veterinary facility where veterinary services are available at selected times and wherein examination, diagnostic, prophylactic, medical, surgical and extended accommodation services for hospitalised animals are provided;
"Veterinary laboratory"	means a facility which has the specific purpose of diagnostic and/or research testing, any mobile service unit linked to the permanent facility, and in-house laboratories that form part of a veterinary facility where the service is not only rendered for the facility's own requirements;
"Wildlife"	means all non-domesticated species of animals, whether free-living or kept in captivity.

SECTION A: DETAILS OF THE VETERINARY FACILITY:

1. Name of facility	

2. Facility SAVC Reg Number	
3. Physical address	
4. Postal Address **(If different from the physical address)**	
5. GPS coordinates	
6. Telephone number of the facility	
7. Mobile Number of the facility	
8. Email Address of the facility	

DETAILS OF THE CURRENT PRINCIPAL OF THE FACILITY

9. Name of the Principal of the facility		
10. SAVC reg no. of the principal		
11. Contact Details of the principal of the facility	**MOBILE NO:**	**EMAIL ADDRESS:**

SECTION B: DETAILS OF THE PRINCIPAL/S OF THE FACILITY (If there's more than one principal, include all their details)

1. Name of the main principal of the facility (responsible for the account)				
SAVC reg no. of the principal				
Contact Details	**MOBILE NO:**	**EMAIL ADDRESS:**		
Proof of CPD compliance of the principal **(Please attach proof CPD activities/certificates)**			**YES**	
			NO	

2. Name of the Principal of the facility				
SAVC reg no. of the principal				
Contact Details	**MOBILE NO:**	**EMAIL ADDRESS:**		
Proof of CPD compliance of the principal **(Please attach proof CPD activities/certificates)**			**YES**	
			NO	

SECTION C: OWNERSHIP STRUCTURE OF THE VETERINARY FACILITY, PLEASE INDICATE WITH AN X

PS: The Act does not make provision for a (Pty) Ltd	
Please select the applicable	**Mark with X**
a) Sole Proprietor (Me)	
b) Close Corporation (Attach company registration documents)	
c) Incorporated Company (Attach company registration documents)	
d) State-Owned Facility	
e) Animal Welfare Organisation Please attach NPO number and copy of the constitution	
f) Educational Institution /Animal Research Facility	
COMMENTS/ NOTES	

SECTION D: EMPLOYMENT (OUTSIDE OF THE FACILITY) PLEASE RELEVANT BOX

Are you currently employed at a state-owned facility and/or animal welfare organisation other than this facility	**YES**	**NO**	**Self-Employed**
Nature of employment	**Full-Time**	**Part-Time**	**Self-Employed**
I have permission from my employer/s to perform these services outside (Proof attached)	**YES**	**NO**	**Self-Employed**
I am aware that the permission indicated above will be subject to verification during the routine facility inspection by the SAVC.			**YES**

SECTION E: CONFIRMATION OF TYPE / CATEGORY OF FACILITY X.

TYPE/CATEGORY OF FACILITY	**Mark with "X"**
Rule 24 - Clinical Veterinary Facility – Consulting Room/**Clinic** **(General anaesthesia with invasive surgical procedures)**	

PLEASE LIST/ATTACH VETERINARY SERVICES AND PROCEDURES TO BE RENDERED AT THIS FACILITY.

SECTION F: CONFIRMATION OF STAFF MEMBERS EMPLOYED/TO BE EMPLOYED AT THE FACILITY

	INITIAL AND SURNAME	SAVC Registration (If applicable)
1.		
2.		
3.		
4.		
5.		
6.		

SECTION G: KINDLY CONFIRM THE COMPOSITION OF THE RESEARCH ETHICS COMMITTEE RELEVANT TO RESEARCH CONDUCTED AT YOUR FACILITY:

1. Chairperson Research Ethics Committee	
2. NHREC Registration number	
3. Animal Welfare Organisation	
4. Supervising Veterinarian	

SECTION G: RULE 32 - MINIMUM STANDARDS FOR ANIMAL RESEARCH FACILITIES

The completion of this checklist/s should reflect the current status of the facility's compliance with the prescribed minimum standards of veterinary facilities.

- In the event that your facility does not comply with one or more required minimum standards as per the checklist/s, you must submit a motivation letter to the SAVC Inspections Committee detailing the reasons why exemption from compliance with those minimum standards is required.
- This motivation letter should provide information about the services and procedures to be rendered at the facility to ensure that the Inspections Committee has the relevant information when evaluating the application for exemption from compliance with these minimum standards for veterinary facilities.
- The motivation letter must be submitted with this form.

PLEASE NOTE:

- 32 (1) Application for facility registration must include a detailed description of the work that will be conducted and where indicated other Rules which may be applicable for certain procedures (for instance mobile facility for off-site work) or motivation for exemption from the minimum requirements referred to in Rule 31.

- 32 (2) Where prescribed minimum requirements are not met, an explanation with a motivation and a standard operating procedure (SOP) must be submitted to Council to indicate what procedures are in place to guarantee that the welfare of the patient is still accounted for. Such SOP must be re-submitted every five years, and signed by all veterinarians and relevant staff of that facility.

BY TICKING "YES" TO ANY RULE ON THIS CHECKLIST YOU AGREE THAT THE FACILITY ALREADY COMPLIES WITH THAT STANDARD.

Rule 32: **ANIMAL RESEARCH FACILITIES**	**Principal Self-Evaluation**		**For Official Use - Inspector**		
	Please tick relevant box		**Please tick relevant box**		
	YES	**NO**	**YES**	**NO**	**CATEGORY A, B or C**
(3) A research animal facility must:					
a) Be a permanent structure. (This is not intended to exclude buildings, which are factory produced and site assembled, e.g. a prefabricated building or a container as the word "permanent "relates to the materials used and not the building itself);					
b) Have a source of good general lighting, which is also adequate to ensure the completion of a procedure in progress;					
c) Have adequate ventilation;					
d) Have a fire extinguishing apparatus in accordance with the requirements of the Occupational Health and Safety Act 1993, Act 85 of 1993, which meets the requirements of the relevant local authority;					
e) Be so constructed as to minimise the escape of an animal and to ensure the effective and safe confinement of animals at all times; and					
f) Be registered OR apply for registration with the SAVC.					
(4) Subject to any requirements of a local or other authority, a research animal facility must consist of:					
a) a reception and office area and area where suppliers / visitors can wait without direct access to animals;					
b) one or more examination or procedure rooms;					
c) animal housing rooms; and					
d) isolation facility with adequate biosecurity measures, if needed.					
(5) The internal walls and floor surfaces, shelves and tables of a veterinary facility must be of such a nature that they can be properly cleaned and disinfected so as to maintain hygienic conditions.					
(6) The internal walls and floor surfaces, shelves and tables of a research animal facility must be of such a nature that they can be properly cleaned and disinfected so as to maintain hygienic conditions.					
(7) The drainage and washing water of a research animal facility must run into an adequate sewer and/or septic tank and/or collection tank and must comply with the requirements of local authorities.					
(8) Provision must be made at a research animal facility for the storage and disposal of carcasses and other waste in a manner, which will ensure that health risks are minimised.					
(9) Provision must be made at a research animal facility for a hygienic, insect, wild-bird and wild-rodent free environment within the facility as well as where therapeutic and nutritional or husbandry products are stored.					
10) Adequate facilities must be available for the preparation of food and washing and cleaning of all equipment.					

11) A research animal facility must comply with the following general procedural requirements:					
a) Personnel must be trained in the basics of aseptic technique and such training must be relevant to the scope of practise;					
b) Personnel responsible for the operation of sophisticated equipment and apparatus must be adequately trained within their scopes of practise;					
c) Daily health-checks and welfare monitoring of animals housed at the research facility must be conducted by SAVC-registered or SAVC-authorised personnel, which must be followed up by weekly health and welfare monitoring by the veterinarian in charge;					
d) All laboratory and diagnostic facilities must have a biosecurity program as well as an emergency/containment program and/or SOP for each designated area of the facility, these programs must be audited and records must be kept.					
12) A research animal facility must comply with the following general requirements, where applicable:					
(a) Have equipment to determine the weight of animals accurately;					
(b) an emergency service can be rendered to stabilise animals and/or for euthanasia;					
(c) resuscitative cardiopulmonary medicines as well as intravenous fluids and fluid administration sets must be readily available for emergencies;					
(d) suitable sterilising equipment, or access thereto, to be done adequately for the effective sterilisation of surgical packs and other equipment;					
(e) have adequate storage for sterilised packs and employ acceptable techniques to indicate the effectiveness and expiry of sterilisation;					
(f) routine laboratory equipment within the facility, or reasonable access to such a laboratory service must be available;					
(g) in the case of a research animal facility where invasive surgical procedures are performed, have an alternate power supply to allow the facility to function in the event of a power failure and to meet the requirements of local authorities;					
(h) postmortem examinations should be performed at the facility or reasonable access to such a service must be available;					
(i) have facilities and equipment or access thereto for the hygienic disposal of medical and biological waste and sharps to prevent the contamination of the research animal facility as well as the environment;					
(j) have facilities for the safe storage and use of relevant medicines for patient treatment and procedures in accordance with the medicines act; and					
(k) adequate biosecurity measures must be in place when dealing with contagious diseases or genetically modified organisms.					
13) Only minor surgical procedures, excluding intra-abdominal, musculo-skeletal, intra-cranial, cardio-vascular or intra-thoracic surgery may be performed in a procedure room unless such procedure room complies with Rule 24.					
14) Animals must, unless circumstance dictate otherwise, be euthanased in areas separate from animal housing areas, using appropriate euthanasia methods per species and life-stage. Where circumstance does not allow for the animal to be removed, appropriate measures must be in place (such as screens or sedation) to minimise the distress to any other animal in the housing area.					

15) The storage of medicine must comply with the following:					
light conditions, temperature and humidity must comply with the requirements for the storage of medicine, other pharmaceutical products, and packaging materials;					
all medicines must be stored at the prescribed temperature;					
schedule 5 and higher scheduled medicines must at all times be under direct supervision of a veterinary professional or para-veterinary professional, within the scope of practise of that para-veterinary professional, and locked away when the veterinary professional or para-veterinary professional is not on the premises;					
storage areas must be large enough to allow orderly arrangement of stock and proper stock rotation;					
refrigerator must be available and must be equipped with a suitable thermometer and capable of storing medicines at temperatures between 2°C and 8°C, if so indicated. The refrigerator must be cleaned, defrosted and checked periodically to ensure efficient running. This refrigerator must be used only for storing pharmaceutical products;					
empty, time expired/or broken containers of medicines must be disposed of as legislated for dangerous substances in legislation controlling these substances; and					
records of medicines purchased and prescribed or used need to be kept for a minimum period of 5 years.					
16) If diagnostic imaging is done, the facility must comply with Rule 22.					
17) Structural requirements for facilities where radiation equipment is installed, as well as user safety precautions for the use of this equipment thereto must comply with the relevant legislation.					
18) A research animal facility must comply with the following general requirements for anaesthesia:					
(a) all animals must undergo a pre-anaesthetic clinical examination;					
(b) all persons administering anaesthesia must be registered or authorised by Council to do so and be competent in the efficient use of all anaesthetic facilities and equipment, provided that a veterinary para-veterinary professional, within his/her scope of practice may administer anaesthesia on the instructions of a veterinarian, with the exception of wildlife, which only a veterinarian personally may anaesthetise in accordance with Rule 10(2);					
(c) the monitoring, maintenance and recovery from anaesthesia must be effected under the direct supervision of a veterinary professional or veterinary para-veterinary professional, within his/her scope of practice who must be on the premises;					
(d) adequate facilities must be provided for the safe induction and recovery from anaesthesia.					
(e) the same person may not do surgery, monitoring and maintenance of general anaesthesia, unless circumstances dictate otherwise and appropriate vital signs monitoring equipment, such as a pulse oximeter or apalert is available;					
(f) equipment for anaesthesia, either inhalation or parenteral, and facilities adequate and appropriate for the needs of the research animal facility must be provided at all times;					
(g) an appropriate range of clean, functional endotracheal tubes must be available for the relevant species;					

(h) medical oxygen must be available at all times for inhalation anaesthesia maintenance as well as to meet any other emergency situation;					
(i) storage for all explosives, such as gas or oxygen, must be provided for in accordance with the relevant legislation;					
(j) a means to provide artificial ventilation must be available;					
(k) lock-up facilities must be available for scheduled medicines in accordance with the relevant laws;					
(l) where applicable, equipment for the control of body temperature must be provided;					
(m) anaesthetic equipment must be adaptable for the variation in body weight and the species range in which it is intended for use;					
(n) active or passive anaesthetic gas scavenging equipment must be in use according to relevant legislation;					
(o) all anaesthetic equipment must be properly maintained and serviced at regular intervals; and					
(p) all animals must be monitored after surgery and not left unattended, unless adequately recovered from anaesthesia.					
19) A research animal facility must comply with the following general requirements for surgery, if invasive surgery is done:					
(a) one or more rooms or areas for the treatment and pre-operative preparation of patients, which must be convenient to the operating room; and					
(b) a separate room or area appropriate to the species involved and the procedure performed which is equipped as an operating room and has:					
(i) an adequate light source;					
(ii) a surgical table with an impervious operating surface that can be easily cleansed and disinfected;					
(iii) a gas anaesthetic apparatus where relevant;					
(iv) an adequate supply of oxygen; and					
(v) adequate ventilation.					
20) The operating room must be of adequate size and there must be an adequate supply of equipment, drapes and instruments at all times.					
21) There may be no thoroughfare through an operating room.					
22) The operating room may not be used as a storage room.					
23) Patients should be prepared in a separate room or area convenient to the operating room but not in the same place as where surgery takes place.					
24) Only final preparation of the patient may be done in the operating room or area.					
25) Aseptic conditions must be maintained in the operating room.					
26) Have appropriate autoclave equipment or other suitable sterilising equipment, or access thereto, for the effective sterilisation of surgical packs and other equipment and have adequate storage for sterilised packs and employ acceptable techniques to indicate the effectiveness and expiry of sterilisation.					
27) Suitable scrubbing up facilities must be available.					

28) Animal housing rooms in which animals are kept must comply with appropriate animal housing, husbandry and environmental enrichment standards in accordance with the relevant SA National Standard (SANS) for the housing of laboratory animals, or, in the absence of a specific SANS, to the internationally accepted standard;					
29) Cages and/or enclosures must:					
(a) be of adequate size for each animal or group of animals;					
(b) be of such a material so as to prevent self-injury of the animal;					
(c) favour maintenance of hygiene; and					
(d) be adequately ventilated and, if necessary, heated or cooled.					
30) Appropriate environmental enrichment programmes for all species, including exercise where relevant must be available. exercise areas must be designed and constructed in a manner that will minimise escape and facilitate the maintenance of hygiene.					
31) A research animal facility must comply with the following ethical and additional standards:					
(a) access control must be in place to restrict access to authorised personnel only;					
(b) adequate bio-exclusion and bio-containment protocols and standards must be in place;					
(c) all personnel performing procedures on animals must be registered or authorised by the Council, with sufficient registered veterinary and registered para-veterinary professionals to supervise all authorised personnel adequately;					
(d) animal welfare must be guaranteed in accordance with the relevant SANS, or in the absence of a specific SANS, the internationally accepted standard.					
(e) welfare inspections must be conducted at appropriate intervals by registered Animal Welfare Organisations with deficiencies addressed adequately and timeously, regular (at least weekly) veterinary health and welfare examination of animals, and at least daily welfare monitoring of experimental animals by registered or authorised persons with increased welfare monitoring frequencies as determined by Animal Ethics Committee depending on expected or known study severity;					
(f) prior to initiating any scientific activities, approval must be obtained from an Animal Ethics Committee, which must conform to SANS 10386:2008 and if such activity could impact on human health, be registered with the National Health Research Ethics Council (NHREC).					
(g) DALRRD compliance certification for Biosafety Level 3 or higher laboratories;					
(h) a permit in terms of Section 20 of Animal Diseases Act 1984, Act no 35 of 1984 must be obtained from the Department of Agriculture, Forestry and Fisheries where relevant;					
(i) nature Conservation and other permits where relevant; and					
(j) approvals in terms of the Genetically Modified Organisms Act 1997, Act no 15 of 1997 where relevant.					

Principal's Comments	**Inspector's Comments**

Rule 6: Records at Veterinary Facilities	Principal Self-Evaluation Please tick relevant box		For Official Use - Inspector Please tick relevant box		
	YES	NO	YES	NO	CATEGORY A, B or C
(1) The attending veterinary professional **(must)** maintains records, including the records required in terms of the Medicines Act, for each animal or group of animals which are legible, accurate and permit prompt retrieval of information.					
(2) Records must contain the following information for individual animals as applicable: -					
(a) the date or period of the examination or consultation;					
(b) name of the veterinarian who treated the patient;					
(c) client's identification;					
(d) patient name, other forms of identification, as well as the species, breed, gender and age;					
(e) clinical information for the purposes of continuous care and assessment;					
(f) vaccination record;					
(g) special procedures;					
(h) diagnosis;					
(i) treatment and scripts issued; and					
(j) discharge instructions.					
(3) Records must contain the following information for production animals, including wildlife, if applicable:					
(a) The date or period of the examination or consultation;					
(b) Client's identification;					
(c) Species & breed; for wildlife species and sex, age group and/or colour if relevant;					
(d) Procedures or treatment performed. For groups of animals a general description of the type of herd-work and bulk use of medicine are acceptable, but the use of schedule 5 and 6 wildlife capture medicines, must be recorded with care; and					
(e) Instructions to client in general, if applicable and abnormal observations.					
(4) All records referred to in Rule 6(2), radiological images and the interpretation thereof, laboratory and pathology results must be retained by the principal of the veterinary facility for a period of five years from the patient's last visit, with the exception of ultrasound images where only the findings must be recorded.					
(5) Records must contain the following information for diagnostic laboratory work (if) applicable:					
(a) date sample was collected, date received, date completed, and date of release of results;					
(b) client information and geographical information;					
(c) animal identification as submitted, including species, breed, gender and age;					
(d) clinical history;					
(e) tests performed;					
(f) personnel doing the preparation and analysis;					
(g) method followed, deviations if any, reasons for deviation and reasons why results can still be accepted;					
(h) consumables and reagents including name, batch number, and expiry date;					

(i) results of quality control samples;					
(j) environmental conditions, if abnormal, or other critical information required by the standard operational procedure;					
(k) original findings; and					
(l) reports.					
(6) Records referred to in Rule **6(4)** relating to a complaint, charge or allegation lodged with Council in terms of section **31(1)** of the Act must be presented to Council within **seventy two (72) hours** of being requested to submit such records, or as otherwise arranged with Council.					
(7) Proper security arrangements must be made to protect medical and other clinical records from loss, fire, alterations, additions, supplements or unauthorised use; electronic records must be backed up on a daily basis and electronic backups should be stored off-site.					
(8) Any alterations, additions and/or supplements to any records, clinical or otherwise, must be entered as a supplement to said record and must be clearly defined as such.					
(9) (a) The principal of a veterinary facility will be responsible for confirming the identity of the attending veterinary professional to Council, where a complaint is lodged against his/her veterinary facility.					
(b) The principal of a veterinary facility will be responsible for providing the records referred to in Rule 6(5), should a complaint be lodged against a veterinarian no longer in the employ of the principal of the facility, subsequent to the date on which the complaint originated.					
(c) Should the principal of a facility fail to comply with the provisions of Rule 6(9)(a) he/she will be held accountable for any unprofessional conduct arising from such a complaint.					

Principal's Comments	**Inspector's Comments**

DECLARATION AND SIGNATURE OF THE PRINCIPAL

I,		**With SAVC registration no**	
I,		**With SAVC registration no**	
I,		**With SAVC registration no**	

hereby declare under oath that I apply for the **registration** of a facility in terms of Regulation 2(1) of the Regulations relating to the registration of veterinary facilities, read with Rule 4(e)(vi), relating to the Practising of Veterinary Professions, as indicated in the relevant category, that the information contained in this application **true and correct.** I make this application in the full knowledge and acceptance of the minimum standards of facilities as contained in the rules relating to the practicing of a veterinary profession.

If the facility has more than 1 principal, then all the principals must initial each page and co-sign the application form

Signature of the principal/s	**SAVC reg no**	**Date**
Signature of the principal/s	**SAVC reg no**	**Date**
Signature of the principal/s	**SAVC reg no**	**Date**

TO BE COMPLETED BY A COMMISSIONER OF OATHS:

THUS SIGNED AND SWORN TO BEFORE ME AT _____ THIS _____ DAY OF _____ 20_____,

THE DEPONENT HAVING ACKNOWLEDGED THAT HE/SHE* KNOWS AND UNDERSTANDS THE CONTENTS OF THIS AFFIDAVIT, THAT HE/SHE* HAS NO OBJECTION TO TAKING THE PRESCRIBED OATH AND THAT HE/SHE* CONSIDERS THE PRESCRIBED OATH/SOLEMN AFFIRMATION* TO BE BINDING ON HIS/HER* CONSCIENCE, AS REQUIRED BY GOVERNMENT GAZETTE NOS. R1258 OF 21 JULY 1972 AND R1648 OF 19 AUGUST 1977.

COMMISSIONER OF OATHS

FULL NAME AND SURNAME OF COMMISSIONER (in block letters _____

BUSINESS ADDRESS OF COMMISSIONER: _____

DESIGNATION: _____

AREA: _____

APPLICATION FOR THE REGISTRATION OF AN INCORPORATED COMPANY / CLOSE CORPORATION As part of the veterinary Facility
This form is only applicable to veterinary facilities who wish to register their facility as an Incorporated Company

Application is hereby made for the registration of an Incorporated Company in terms of section 24(1) read with section 24 (5) of the Veterinary and Para-Veterinary Professions Act, 19 of 1982 as amended.

WHEN SUBMITTING YOUR APPLICATION FOR COMPANY REGISTRATION, PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE INCLUDED:

IMPORTANT: NO APPLICATION WILL BE PROCESSED UNLESS ALL THE REQUIRED SUPPORTING DOCUMENTS, AS STIPULATED BELOW, ARE SUBMITTED.	**YES / NO Please tick**
Proof of payment of **R3439** for Incorporated Company or Closed Corporation ***The Veterinary and Para-Veterinary Professions Act does not make provision for a (Pty) Ltd company. Veterinarians and para-veterinarians may not practise through a (Pty) Ltd company.*** ***If your practice is currently registered as a (Pty) Ltd company, you must amend its registration with CIPC to an Incorporated Company (Inc.) before applying for facility registration.***	
Full CIPC documents including the CK2 document	

Name of Incorporated Company/Close Corporation	
Trading as	
Registration number of Company/ Facility (allocated by Registrar of Companies)	
Facility registration number (If already registered with SAVC)	
Facility Postal address	
Telephone number of the facility	
Mobile Number of the facility	
Email Address of the facility	
Proof of payment for the Registration fee of R3 439.00 is attached	
Payments must be made to: **SAVC,** **ABSA Hatfield Branch,** **Cheque Account. No: 020 166 762,** **Branch reference: 335 545.** **Please use the "facility name" as payment reference**	

CONFIRMATION OF OWNERSHIP AND MANAGEMENT STRUCTURE:

We confirm that the principal business of the incorporated company / the exclusive business of the close corporation is the practising of :-

Please tick applicable box	**Mark with an "X"**
the veterinary profession of veterinary specialist	
the veterinary profession of veterinarian	
the para-veterinary profession (please specify below	

Please tick applicable box	Mark with an "X"
All the shareholders of the company are registered in terms of the Veterinary and Para- Veterinary Professions Act to practice a veterinary or para-veterinary profession	
The name of the company has been approved by Council;	
Every shareholder of the company is a director and only shareholders are directors of the company;	
The memorandum of association of the company provides that the directors and past directors shall be liable jointly and severally, together with the company, for such debts and liabilities of the company as are or were incurred during their periods of office;	
We acknowledge that in terms of section 28(1A)(a), of the Veterinary and Para-Veterinary Professions Act, a shareholder's interest of a person in a private company may, at such person's death or at the termination, withdrawal or suspension of such person's registration in terms of the Act, be held by such person's estate or by such person, as the case may be, for a period of six months from such person's death or termination, withdrawal of suspension of such person's registration, or for such longer periods as the Council may **on application** determine.	
We also acknowledge that no voting rights shall attach to a shareholder's interest held by an estate or by a person in terms of the previous paragraph except in respect of a resolution enabling the company to comply with the provisions of section 24(5) of the Veterinary and Para- Veterinary Professions Act, or to dispose of its undertaking or assets or any part thereof.	
We confirm that in terms of section 31(6)(a) of the Act, any inquiry referred to in section 31(1) may be instituted simultaneously against a private company and the directors of the private company.	
We confirm that all legal requirements are complied with.	

The directors and shareholders of the incorporated company/close corporation to be registered are:

Full Name & Surname	SAVC Registration Number

The corporation has nominated the following members as the Manager of the corporation for the purposes of the Act:

Name of the Manager	SAVC Registration Number

The Manager which has been so nominated resides in the Republic of South Africa and is a person who is registered in terms of the Act to practise the veterinary profession or para-veterinary profession indicated above. The members' interests in that corporation are held, subject to the provisions of section 28(1A)(a), solely by natural persons who are registered in terms of the Act to practise a veterinary profession or a para-veterinary profession concerned, as the case may be.

Signature of the principal/s	SAVC reg no	Date

Please Attach company registration documents). Please note that the application will not be approved without the copies of these documents.

Please note that any dishonesty in the completion of this form is considered a serious offence.