MONTHLY RETURN MANUAL FOR CO-WORKERS

For the completion of monthly whole grain returns:
9 commodities

7 March 2017

IMPORTANT NOTE

i   This manual is mainly applicable on the Own Premises (OP) return, but is also extended with reference to Non-Own Premises (NOP) returns

ii Please consult the table of content for items applicable.

iii Your co-operation is required to always complete your returns as accurately and completely as possible and to submit your returns timeously to SAGIS.

CONTENTS

1. INTRODUCTION

1.1 Purpose of the manual

This manual provides guidelines for the completion of commodity returns to ensure that:
- Returns are correct and fully completed;
- Co-workers submit information in a uniform manner.

1.2 Terminology

1.2.1 *Definitions*

"commodity" refers to oilseeds and grain;

"grain" refers to maize, sorghum and winter cereal;

"winter cereal" refers to barley, oats and wheat.

"oilseeds" refers to canola, groundnuts, soybeans and sunflower seeds;

"commercial purposes" means where an income, remuneration or benefit is obtained;

"end-consumer" refers to a person who consumes or processes commodities for commercial purposes, but does not sell the end product;

"exporter" refers to a person who exports commodities from South Africa and includes a person who arranges or handles the exports in the name of or on behalf of another person;

"handle" refers to receive, store, dispatch or process;

"importer" refers to a person who imports commodities into South Africa and includes a person who arranges or handles the imports, in the name of, or on behalf of another person;

"premises" refers to premises where locally produced or imported commodities are handled and of which the person referred to is the owner, tenant or otherwise has control over such premise(s). Where such a person has more than one such premise, as in the case with commercial grain silo owners, it includes all such premises;

"processor" refers to any person who processes commodities, in any manner or process whatsoever, to manufacture products from commodities, including bio-fuels and drinking alcohol, with the aim of selling the end product;

"SAGIS" refers to the South African Grain Information Service NPC, a non profit company incorporated under the Companies Act No 71, 2008;

"statutory measure" refers to statutory measures imposed in terms of sections 13, 18 and 19 of the Marketing of Agricultural Products Act, 1996 (Act No. 47 of 1996) as published in the Government Gazette No. 21671 of 27 October 2000 (as amended);

"storer" refers to a person with storage facilities where commodities of 500 tons or more can be handled for commercial purposes;

"voluntary trader" refers to a person who trades commodities and submits premises information voluntarily to SAGIS. Such a person is registered with SAGIS as a premises owner.

1.2.2   *Abbreviations*

Abbreviation	Description
OP	Own premises
NOP	Non-own premises
ECO	End-consumer
CGO	Commercial grain silo owner
SMD	SAGIS Monthly Data

2.   **MONTHLY RETURNS**

2.1   **General**

2.1.1   *Who must submit which return to SAGIS?*

Which return	Who
- Own premises return (OP)	A person who has premises at his disposal where commodities are handled commercially (producers included) e.g. end-consumer, importer, storer, exporter, processor, etc. or Voluntary trader
- Non-own premises (NOP)	A person who does not control premises but who is involved in the import and /or export of commodities.

2.1.2   *General hints for the monthly returns*

- Returns must be completed correctly and on time – please contact us when you are uncertain.
- *Fax and posted returns*:
  - ~ The SAGIS registration number, trade name, return year and return month must be completed on each relevant page of the return.
  - *Electronic returns:*
  - ~ *See 2.1.5.2 page 6*
- Information must be declared in full tonnages.
- The original returns must be signed by an authorised person. The "Person authorised to complete the return" block must be completed in the case of electronic returns.
- A copy of the monthly return, per commodity, for at least 3 years must be available on your premises for inspection purposes.
- If no grain movement took place, a return must still be submitted.
- The total of all movements, during a calendar month, must be declared per return field.
- In the case of groundnuts, tonnages must be declared on kernel mass. It is also applicable on split groundnuts and groundnut pods. If received on "in shelled basis", the kernel mass is calculated according to a recognised formula based on the grading of a consignment.
- Amendments to returns already submitted to SAGIS, in previous months, must be done by submitting an amended return, for that specific month and return item.

2.1.3   *When must monthly returns be submitted?*

The statutory measures determine that winter cereal, oilseed, maize and sorghum returns be submitted to SAGIS within 10 days after each calendar month.

SAGIS is not in a position to exempt anyone from the statutory obligation. To save time and costs and to avoid possible legal action, co-workers are kindly requested to make permanent arrangements to:
- Submit returns monthly by the 10th without SAGIS having to request such returns;
- Submit returns accurately and on time.

2.1.4   *Where can monthly blank returns be obtained from?*

Only returns supplied by SAGIS must be used.

2.1.4.1   Physical monthly returns
Available on request from SAGIS' offices

2.1.4.2   Electronic monthly returns
Here is referred to the return which you extract from SAGIS' database and complete according to strict and specific guidelines (refer item 2.1.5.2) and then return to SAGIS via e-mail in order for the return to be validated programmatically. If the validation is successful, the return is updated directly into SAGIS' database.

Co-workers are encouraged to make use of the electronic return facilities. It will indicate basic mistakes on the return when imported into SAGIS database and will therefore limit unnecessary follow-up actions. Refer to item 2.1.5.2 and 2.1.5.3 to understand the complete process regarding electronic monthly returns.

For electronic communication purposes the return can be downloaded from the SAGIS website and stored as a master file on your system:
a.   Visit SAGIS' website (http://www.sagis.org.za/wgo_returns.html)
b.   Assign a **filename**, as described under item 2.1.5.2, to the document and click on "Save".

2.1.5   *Where are monthly returns delivered?*

2.1.5.1   Standard delivery methods
Returns must be delivered to SAGIS by means of any of the following methods:
By mail: The General Manager, SAGIS, Postnet Suite 534, Private Bag X1, The Willows 0041
By fax: +27 (12) 349-9200 (fax only the completed sections).
By e-mail: It is important to read item **2.1.5.2** and **2.1.5.3**
Personal delivery: The General Manager, SAGIS, Grain Builiding 2nd Floor, 477 Witherite Road, The Willows, Pretoria.

2.1.5.2   Electronic submission of return
Returns can be submitted electronically in two ways:
   Option 1:   Scanned physical return by e-mail (SAGIS capture the data manually); *or*
   Option 2:   SAGIS' electronic return facility. (The data is captured automatically into SAGIS' database). **This method is recommended.**

Co-workers with e-mail facilities are encouraged to use option 2. The following is important:

a.   Unique filename: The completed return must be sent to SAGIS with a unique filename, according to SAGIS' specific system specifications, in order to capture the information electronically.

b.   The unique name prevents the
      ▪   Use of the same filename by more than one co-worker;
      ▪   Receipt of duplicate returns by SAGIS; and
      ▪   Overwriting of a previous return by a co-worker.

c.   The unique filename is compiled as follows

      Example of a unique filename i.e.
      Return type_Crop_Registration No_Year_Month , eg.EP_MIE_1234_2010_07

      ▪   The system reject all returns where the filename is not according to the specific system requirements;

      ▪   Use underscore (_) and not the spacebar or hyphen (-) between fields;

      ▪   Return type : (Uppercase)
           ~   EP (Own premises return);
           ~   NEP (Non own premises return)

- Crop : (Uppercase)
  - ~ CAN – Canola; GBS - Groundnuts; GRS - Barley; HWR - Oats; KOR - Wheat;
  - ~ MIE - Maize; SOA – Soybeans; SON - Sunflower seed; SOR - Sorghum

- Registration number : Your unique SAGIS registration number (specify 181 and not 0181)

- Return year (yyyy);

- Return month is a 2 character numeric field, specify as 07 (Not JULY or 7 etc.).

d. The monthly returns must be sent to returns@sagis.org.za . This e-mail address must **not** be used for other returns eg. weekly and product returns.

2.1.5.3 *Completion of the electronic return*

A unique return (Excel spreadsheet) is developed according to the characteristics of each commodity. ***It is important that co-workers complete the returns according to the prescribed specifications to ensure that returns are not rejected by the system.***

a. Registration number (Cell I16)
  - Ensure that the correct SAGIS registration number is entered before using the electronic return for the first time;
  - If the blank form is saved on your system as a master file, with your unique SAGIS registration number, the registration number need not be completed again;
  - If an incorrect registration number is used, the return will either be rejected, or your information will be imported under the wrong co-worker.
b. Trade name (Cell F18)
  - The full trade name must be completed;
c. Return year (Cell J19)
  - The return year (yyyy, eg. 2010)
d. Return month (Cell X19)
  - Return month (mm, eg. 07)
e. Return structure
  - No lines, columns, or spreadsheets may be deleted or added. (Validations are performed to ensure that the correct data are programmatically imported into the SAGIS database).
  - All sections of the electronic return must be submitted, whether there is data or not;
f. Return data
  - Complete in full tonnage;
  - Please do not enter any calculations/formulae in any of the return fields;
  - Fields with a zero mass must be kept blank, with exception to unallocated stock on the groundnut return where a zero value must be completed if no unallocated groundnut stock is available on the premises.

2.2 **Premises information (applicable to section 2, 3, 4 and 5)**

SAGIS reports on the movement of whole grains and oilseeds. In order to verify the correctness of return information, unique premises codes are allocated to a premise where grain and oilseeds are handled commercially. If the two co-workers (dispatcher and receiver) who are involved with the movement do not use the correct premises codes, it leads to unnecessary enquiries.

- It is expected from each co-worker to declare, as far as possible, the correct premises code from where commodities are received / dispatched from.
- Both the premises code and name, as published in SAGIS' premises code list, must be completed for means of verification.
- The premises code list is updated on a monthly basis and is available on SAGIS' web site (http://www.sagis.org.za/list-premises-codes.html)
- Please ensure that the detail of all your premises is correct on the premises code list.

2.2.1 *Importance of correct premises particulars*

Information per premises allows SAGIS to conduct control measures, eliminate problems, and to confirm the completeness, accuracy and reliability of the monthly information and to publish the information on time. If the information per premises is omitted, submitted incorrectly or not completed according to the guidelines, it leads to unnecessary enquiries.

2.2.2 *Completion of premises information*

2.2.2.1 *Completion of premises information on returns faxed or mailed (hard copy returns)*

Provision is made for a limited number of premises in section 2, 3, 4 and 5 of the hard copy returns. If more premises are applicable, the information must be provided on a separate schedule (in the same format as the return). Please clearly indicate to which item it refers to.

A premises code may only be declared once per subsection. The total tonnages for a premises code are declared per return item (thus not the tonnage for each individual transaction).

2.2.2.2 *Completion of premises information on electronic returns*

Section 2, 3, 4 and 5:
- Any number of lines can be completed;
- A total per subsection must only be completed after 5 lines have been left open. If a total is completed directly under the last data line, the system will assume that the premises code information is lacking and the return will be rejected:
Example:

MAIZE
SECTION 2 - AA.2

AA.2 RECEIPTS FROM RSA HARBOURS		WHITE	YELLOW
Premises Code	Premises Name	TON	TON
1234	Premises A	123	
1235	Premises B	3455	
1236	Premises C		5653
	Leave Open		
	Total	3578	5653

- A premises code must be completed if a premises name and/or mass have been completed. If not, the return will be rejected.

2.2.3 *Special premises codes*

Special premises codes were created for instances where the premises of origin or destination is unknown. **Please limit the usage of these codes as far as possible.**

Special premises codes created for other RSA premises have the same premises type name but different numbers:

- Cash sales
    - ~ The total tonnage for "Sales over the counter" can be declared under this premises code.
    - ~ Only applicable to end consumers for completion of section 2 AA.4
    - ~ Premises code: 44995

- Small mills

- ~ The total tonnage dispatched to "small mills" (e.g. Farm mills), **not registered with SAGIS**, can be declared under this premises code.
  - ~ Only applicable to end consumers for completion of section 2 AA.4
  - ~ Premises code: 44968

- **Small tonnage**
  - ~ For ad hoc transactions of premises, with a small individual transaction for which there is **no premises code on the premises code list**, the total tonnages can be declared against this premises code. A maximum of 44 tons for maize, sorghum, wheat, barley, oats, canola and soybeans, 22 tons for sunflower seed and 18 tons for groundnuts are allowed.
  - ~ Premises code for end consumers section 2 AA.4 = 44986
  - ~ Premises code for other RSA premises section 2 AA.3 and AA.6 = 99986)

- **Non-registered**
  - ~ The "Non-registered" premises code can be used for regular receipts and dispatches for **premises not registered with SAGIS**. Please supply the name and contact details of this firm to enable SAGIS to follow-up this firm for possible registration with SAGIS.
  - ~ Premises code for end consumers section 2 AA.4 = 44977
  - ~ Premises code for other RSA premises section 2 AA.3 or AA.6 = 99968
  - ~ Premises code for harbour premises section 2 AA.2 and AA.5, section 3 CC.1, section 4 BB.2 and section 5 BB.2 = 04997
  - ~ Premises code for border post section 3 CC.1, section 4 BB.2 and section 5 BB.2 = 09997

- **Unknown**
  - ~ Receipts and dispatches where the premises are unknown, and which cannot be linked to any of the abovementioned special premises, can be declared under these special premises codes.
  - ~ Premises code for other RSA premises section 2 AA.3 or AA.6 = 99977
  - ~ Premises code for harbour premises section 2 AA.2 and AA.5, section 3 CC.1, section 4 BB.2 and section 5 BB.2 = 05000
  - ~ Premises code for border post section 3 CC.1, section 4 BB.2 and section 5 BB.2 = 09988)

2.3 **"Voluntary" trader information**

The premises codes for Voluntary traders are available on SAGIS' premises code list under "Other RSA premises". (Section D1)

2.3.1 *Guidelines where "voluntary" trader is involved:*

2.3.1.1 Voluntary Trader
- Any physical movement of grain (disptaches or receipts) must be declared on a monthly return (or a separate detailed document) as if received and dispatched from its own premises.
- The *"voluntary"* trader must arrange with the receiver and dispatcher to declare the movement of ALL grain as either dispatched to the *"voluntary"* trader or received from the *"voluntary"* trader.
- **If there is no information for a specific month, you still have to submit a return.**

2.3.1.2 Other co-workers
For all transactions where a "voluntary" trader is involved, submit the premises code and premises name of the "voluntary" trader on the return even though the origin or destination is known.

2.4 **"Milldoor" contracts**

The rules for the handling of milldoor contract grain do not differ from grain / oil seeds which are delivered in terms of any other contract. The details of the premises from which you receive commodities ("ex farm" or "ex other RSA premises") or to which you dispatch commodities must always be declared correctly. (Also refer to the "3 document principle" in 2.5 below).

2.5 **Declaring "Ex farm" or "ex RSA" Premises - "3 document principle"**

The correct interpretation of the "3 document principle" serves as a guideline to assist co-workers to take the correct decision in determining the origin of grain and oilseeds. The references on the 3 documents, as described below, can assist co-workers in identifying the premises of origin as well as the dispatcher in order to declare the information correctly on the return.

When grain / oilseeds are, however, received from a "voluntary trader", the premises of the voluntary trader must ALWAYS be declared as the premise of origin, irrespective of whether the loading ppint was a farm, harbour or commercial silo.

Incorrect declarations on the returns of co-workers lead to differences between dispatches and receipts. Linking such differences leads to time consuming and costly follow-up actions by SAGIS staff to investigate the linking differences and to clarify these differences with co-workers.

The 3 documents where it refers to are:

2.5.1 Commercial Grainsilo Owner (CGO) shipment document

- It is a document on which the emblem or logo of the Commercial Grain Silo Owner (CGO) appears and which clearly indicates that it is a "**shipment document**". In other words, it states that grain / oil seeds are dispatched from the CGO silo facilities and not only weighed at the silo;
- The document further contains information **from which silo complex** it was dispatched as well as the final destination of the shipment;
- Other unique information on the shipment document, when compared with a weigh bill, is the contract number, instruction number and grading information;
- Grain / oilseeds received with a shipment document must, therefore, always be declared as "Receipts from another RSA premise" and the correct premise code and premise name must be declared on the return. (Thus never "ex producer").

2.5.2 CGO weighbridge slip

- The weighbridge slip also contains the emblem or logo of the CGO, together with a description that it is a **weighbridge slip** or that it was a **weight determination only**. Afgri has a document that refers to a "**hand document**";
- The weighbridge slip contains information with regards to the weight of the load, such as the gross weight, tare and net mass;
- The word shipment does not appear on the weighbridge slip. It also does not contain any grading information, instruction numbers or silo numbers;
- This document therefore indicates shipments, originating from farms, and was only weighed at the silo complex. The load was therefore not discharged into the silo complex;
- Grain / oilseeds received with a weighbridge slip must always be declared as "received from the farm", and must be declared under the return item producer deliveries, together with the province of origin.

2.5.3 Shipment document when loaded directly from the farm

- This can be any document or a farm slip which contains the name of the farm, or the producer, together with the address information of the relevant farm;
- According to the information contained on the farm slip, the receiver of the load can determine the province from where the producer delivery originates;
- When a farm has its own weighbridge, the farm slip will also contain the weight information of the specific shipment;
- When the shipment was not weighed on the farm, the weighing will take place en-route at a CGO premises, and the CGO weighbridge slip will accompany the farm slip to the processor;
- Grain / oilseeds received with a farm shipment document must always be declared as "Producer Deliveries directly from farms", and must be declared under the return item producer deliveries, together with the province of origin.

3.   MONTHLY RETURN SECTIONS, SUB-CEREALS AND ITEMS

3.1   **Monthly return sections**

The **Own Premises (OP)** return consists of 4 sections and all movement of commodities which took place during a calendar month on your premises, regardless if you are the owner thereof or not, must be declared on the OP return. In section 1 the total mass of a specific movement during a calendar month is declared, while the detail thereof is declared in sections 2, 3, 4 and 5. The sum total of the detail provided must correspond with the total provided in section 1. First complete sections 2, 3, 4 and 5 of the OP return, and thereafter the totals in section 1.

Sections 3, 4 and 5 of the OP return, is exclusively for imports and exports and is identical to the Non Own Premises (NOP) return.

The **NOP** return is completed by parties involved with imports and exports, but who do not have a premises where commodities are handled. If such a party exports a commodity directly from a farm, it must declare as a transaction to SAGIS.

Example

Section 1:	OP: Yes	NOP: No
Provide total mass per return item for a calendar month. The total detail declared for sections 2, 3, 4 and 5 must correspond with the mass in section 1.		

Section 2:	OP: Yes	NOP: No
Provide detail of the following: ▪ Producer deliveries directly from farms (per province); ▪ Receipts from RSA harbours (per premises); ▪ Receipts from other RSA premises (per premises); ▪ Releases to end-consumers (refer section 2.2.3); ▪ Dispatches to RSA harbours (per premises); ▪ Dispatches to other RSA premises (per premises).		

Section 3 Imports:	OP: Yes	NOP: Yes
Commodities imported into RSA through border posts and harbours destined for RSA and other countries		

Section 4 Exports of imported commodities	OP: Yes	NOP: Yes
Exports of imported commodities (Not RSA origin/produced)		

Section 5 RSA Exports	OP: Yes	NOP: Yes
Commodities RSA origin/produced exported		

3.2   **Sub cereals**

Information is declared separately on the monthly return for the following sub cereals:

▪   Maize: White and Yellow.
▪   Sorghum: Sweet (GM-GL) and Bitter (GH).
▪   Winter cereal: Human (suitable for human consumption) and Feed (other than human).
▪   Groundnuts: Choice (kernel size: 40/50 to 70/80);
▪   Sundries (kernel size: 80/100 and splits); and
▪   Crushing grade (kernel size: 100/130 and larger).

3.3   **Item A.1 Commodity opening stock on own premises (OP return)**

This is the total physical stock of commodities *on a premise* on the first day of a calendar month. It corresponds with the physical closing stock declared on the previous month's return.

General Guidelines
a.   Also included are producers who store commodities commercially and is registered as a storer. Commodities still not harvested on the fields must not be declared.
b.   Stock stored on behalf of yourself on premises of other parties, such as e.g. a CGO, is not declared on your own premises return.

Current month's return

	MOVEMENT OF COMMODITIES ON OWN PREMISES	White (ton)	Yellow (ton)
A.1	OPENING STOCK ON OWN PREMISES	100	1050

Previous month's return

	MOVEMENT OF COMMODITIES ON OWN PREMISES	White (ton)	Yellow (ton)
A.4	CLOSING STOCK ON OWN PREMISES (A1+A2-A3=A4) and (4.1 to 4.4 = A4)	100	1050
A.4.1	On behalf of producers	50	
A.4.2	Certificates issued: Final ownership not yet claimed		1000
A.4.3	On behalf of owners outside the RSA		
A.4.4	All other stock not included in A.4.1 to A.4.3	50	50

3.4 **Item A.2 Commodity receipts on own premises**

3.4.1 *Producer deliveries directly from farms (Item A.2.1, section 1) (OP return)*

These are commodities received directly from a producer's farm on a premise.

EXAMPLE:
Section 1

A.2	RECEIPTS ON OWN PREMISES	White (ton)	Yellow (ton)
A.2.1	Producer deliveries directly from farms --- AA.1	250	1350

Section 2: Producer deliveries directly from farms (For electronic returns it is sheet AA1)

ANNEXURE		White (ton)	Yellow (ton)
AA.1	PRODUCER DELIVERIES DIRECTLY FROM FARMS		
AA.1.1	KwaZulu-Natal		300
AA.1.2	Northern Cape		
AA.1.3	Limpopo	200	
AA.1.4	North West		
AA.1.5	Eastern Cape		1000
AA.1.6	Mpumalanga	50	50
AA.1.7	Free State		
AA.1.8	Gauteng		
AA.1.9	Western Cape		
AA.1.10	Other		
TOTAL PRODUCER DELIVERIES = A.2.1		250	1350

NB!! *On the electronic return it is tab (sheet) AA.1 and the provinces are hardcoded in the order that they are appearing on the return. Please do not alter the order since the data will then be updated to the incorrect province.*

General guidelines
a. The owner or lessee of the premises where commodities are received and where a receipt is issued for the first time, must declare it as "Producer deliveries directly from farms" and according to the province where such commodities were originally produced;
b. A producer, who is registered as a commercial storer with SAGIS, declares receipts from his own fields to his storage facility, as well as receipts from non-registered producers as producer deliveries;
c. Co-workers who receive commodities from producers must confirm:
   ▪ Whether it was previously stored at a commercial storage facility including producers already registered with SAGIS. If so, it cannot again be declared as producer deliveries directly from farms, but as "Receipts from other RSA premises"
d. When commodities are moved over a weighbridge from a producer, but not physically taken into storage, the weighbridge owner must not declare it at all. The final receiver declares the commodities as "Producer deliveries directly from farms".
e. Imports from other countries must under no circumstances be declared as producer deliveries.

3.4.2 *Imports through border posts and harbours (item CC.1, Section 3) (OP and NOP returns)*

Commodities received directly from RSA border posts, or directly discharged from a ship in a RSA harbour, whether it is destined for local consumption or exports, are declared under section 3.

Receipts from harbours must not be declared as imports. Only harbour silo owners must declare imports directly from a ship.

3.4.2.1 Generic guidelines to complete section 3 of the monthly return (Annexure A)

RETURN ITEM	DESCRIPTION
Physical Imports	
Country of origin (a)	Refer to country of origin
Country Code (b)	Refer to SAGIS' country code list (http://www.sagis.org.za/list-premises-codes.html)
Country Name (c)	Country name of origin
Importer (d)	Refer to the firm responsible for importation
Firm Reg Nr (e)	The firm registration number with SAGIS (refer to list of premises code: (http://www.sagis.org.za/list-premises-codes.html)
Firm Name (f)	The firm trading name as registered with SAGIS (refer to list of premises code: (http://www.sagis.org.za/list-premises-codes.html)
Import Harbour (g)	Harbour information where imports took place
Harbour Premises Code (h)	Premises code of harbour as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Harbour Premises Name (i)	Harbour premises name as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Name of Ship (j)	Import ship's name
Import Border Post (k)	Border post information where imports took place
Border Post Premises Code (l)	Premises code of border post as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Border Premises Name (m)	Border post name as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Country of Destination (n)	Refer to country of destination
Country Code (o)	Refer to SAGIS' country code list (http://www.sagis.org.za/list-premises-codes.html)
Country Name (p)	Country name of destination (refer to list of country codes: (http://www.sagis.org.za/list-premises-codes.html)
Ton (q)	Import tonnage

3.4.3 *Receipts from RSA harbours (Item A.2.4, section 1) (OP return)*

All commodities received from a RSA harbour premises (includes imports in containers) must be declared.

EXAMPLE:
SECTION 1

A.2	RECEIPTS ON OWN PREMISES		White (ton)	Yellow (ton)
A.2.4	Receipts from RSA harbours ---- AA.2		250	300

SECTION 2 Receipts from RSA harbours (For electronic returns it is spreadsheet AA2)

ANNEXURE			White (ton)	Yellow (ton)
AA.2	RECEIPTS FROM RSA HARBOURS			
	SAGIS premises code	Premises name		
AA.2.1	36	RBT	250	
AA.2.2	19	DBS		300
TOTAL RECEIPTS FROM RSA HARBOURS = A.2.4			250	300

3.4.4   *Receipts from other RSA premises (Item A.2.5, section 1) (OP return)*

All commodities received from premises other than those already declared in A.2.1 to A.2.4 on section 1 of the monthly return, must be declared here.

EXAMPLE:
SECTION 1

A.2	RECEIPTS ON OWN PREMISES		White (ton)	Yellow (ton)
A.2.5	Receipts from other RSA premises ---- AA.3		250	300

SECTION 2 Receipts from other RSA premises (For electronic returns it is spreadsheet AA3)

ANNEXURE			White (ton)	Yellow (ton)
AA.3	RECEIPTS FROM OTHER RSA PREMISES			
	SAGIS premises code	Premises name		
AA.3.1	54700	Bultfontein	250	
AA.3.2	52584	Driefontein		300
TOTAL RECEIPTS FROM OTHER RSA PREMISES = A.2.5			250	300

3.5   Item A.2.6 Surplus and A.3.7 Deficit

Actual surpluses and deficits, resulting from handling processes (processing, grading adjustments, etc.), must be declared under this item.

Surplus or deficit may not be used to amend returns. Amendments must be done by submitting amended returns, for that specific month and return item.

Surplus or deficit may not be used to accommodate transfers between silos.

3.6   Item A.3 Utilisation / dispatches

3.6.1   *Commercially Processed (Item A.3.1, section1) (OP return)*

All commodities processed on your premises, regardless of who the owner is, are declared here.

The total tonnages of the raw commodity processed (e.g. maize for human consumption) must be declared on SAGIS' return. This means, for example, screenings or bran that is derived from the 1st process (processed for human consumption) and ultimately used in another process (animal feed), has already been declared under the 1st process and must not be declared again.

3.6.1.1   Grain (Barley, Maize, Oats, Sorghum and Wheat)

The total tonnages whole grain processed (including grain processed for product exports) is declared under item A.3.1 of the return. The whole grain equivalent of product exports is declared under D.1.

EXAMPLE:
SECTION 1

A.3	UTILISATION / DISPATCHES	White (ton)	Yellow (ton)
A.3.1(a)	Commodities commercial processed for Human Consumption	500	200

SECTION 1 Grain products manufactured in RSA for export

D.1	GRAIN PRODUCTS MANUFACTURED IN RSA EXPORTED TO	White Equivalent (ton)	Yellow Equivalent (ton)
1.1	African countries	50	
1.2	Other countries		30

3.6.1.2   Oilseeds (Canola, Groundnuts, Soybeans and Sunflower Seed)

The total tonnages oilseeds processed are declared under item A.3.1 of the return (Including oilseeds processed for product exports).

3.6.1.3 Gristing

It is the tonnages whole maize or wheat which was processed for the owner thereof (usually a producer's stock on your premises), into products of choice.

3.6.1.4 Groundnuts

A co-worker who shells, grades and classifies groundnuts, but does not process it any further must declare the kernel mass under the appropriate item e.g. "Dispatched to RSA border posts", "Dispatched to other RSA premises" or "For direct edible market", etc.

Groundnuts, as well as splits, released to hawkers and packers must be declared as "For direct edible market" and not as "To end-consumers".

The kernel mass of groundnut pods (NC2) are declared separately under the return item A.3.1 (d) "Groundnut pods (NC2)".

When groundnuts are mixed with other commodities and used (e.g. parrot or animal feed), it must be declared under return item A.3.4 (b) – "To end-consumers".

3.6.1.5 Soybeans

All soybeans processed for full-fat soya must be declared on SAGIS' return according to the purpose of usage of the end-product. (eg. Full-fat soya used for human consumption must be declared under human consumption)

Unprocessed soybeans blended with other commodities should be declared according to the purpose for which it will eventually be utilised, namely human consumption or animal feed.

3.6.1.6 Oil utilised for bio-fuel

The oilseed equivalent of oil finally utilised in the manufacturing of bio-fuels, is already taken into account as oilseed commercially utilised for oil and oilcake.

3.6.1.7 Winter cereal, maize and sorghum utilised for bio-fuel and drinkable alcohol

Commodities utilised in the manufacturing of bio-fuel (ethanol and paraffin) must be declared separately as: "Commercially utilised for bio-fuel".

Commodities commercially utilised for drinkable alcohol must be declared as follows:
▪ Whole maize, wheat, barley and oats: Commercially processed for human consumption (A.3.1 a);
▪ Whole sorghum: Commercially processed for meal (A.3.1 c)

3.6.2 *Exports through border posts and harbours (item A.3.2, section 1) (OP and NOP returns)*

The total tonnage of commodities (regardless whether or not it has been produced in RSA), that is dispatched directly to a RSA border post, or released from the harbour onto a ship, is respectively declared under section 4 and 5.

3.6.2.1   Exports of imported commodities (For completion of BB.2, section 4) (Annexure B)

Country and Ship of Origin (r)	Country name and ship name of origin
Country Code (s)	Refer to SAGIS' country code list (http://www.sagis.org.za/list-premises-codes.html)
Country Name (t)	Country name of origin(http://www.sagis.org.za/list-premises-codes.html)
Name of Ship Original Import (u)	Original import ship's name
Importer (v)	Refer to firm responsible for importation
Firm Reg Nr (w)	The firm registration number with SAGIS (http://www.sagis.org.za/list-premises-codes.html)
Firm Name (x)	The firm name as registered with SAGIS (http://www.sagis.org.za/list-premises-codes.html)
Export Harbour (y)	Harbour information where exports took place
Harbour Premises Code (z)	Premises code of harbour as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Harbour Premises Name (aa)	Harbour premises name as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Name of Ship (ab)	Export ship's name
Export Border Post (ac)	Border post information where exports took place
Border Post Premises Code (ad)	Premises code of border post as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Border Premises Name (ae)	Border post name as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Country of Destination (af)	Refer to country of destination
Country Code (ag)	Refer to SAGIS' country code list (http://www.sagis.org.za/list-premises-codes.html)
Country Name (ah)	Country name of destination (http://www.sagis.org.za/list-premises-codes.html)
Ton (ai)	Export tonnage

3.6.2.2   RSA Exports (For completion of BB.2, section 5) (Annexure C)

From Where (aj)	Premises from where exports took place
Silo Owner (ak)	Silo Owner's information
Firm Reg Nr (al)	Firm's registration number as per Sagis' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Premises Code (am)	Premises code for Firm as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Premises Name (an)	Premises name of Firm as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Farm/Producer Direct (ao)	Y = Exported direct from a farm
	N = Not exported from a farm
Exporter (ap)	Refer to firm responsible for exports
Firm Reg Nr (aq)	The firm registration number with SAGIS (http://www.sagis.org.za/list-premises-codes.html)
Firm Name (ar)	The firm trade name as registered with SAGIS (http://www.sagis.org.za/list-premises-codes.html)
Export Harbour (as)	Harbour information where exports took place
Harbour Premises Code (at)	Premises code of harbour as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Harbour Premises Name (au)	Harbour premises name as per SAGIS' premises code lis (http://www.sagis.org.za/list-premises-codes.html)
Ship Name (av)	Export ship's name
Export Border Post (aw)	Border post information where exports took place
Border Post Premises Code (ax)	Premises code of border post as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)
Border Premises Name (ay)	Border post name as per SAGIS' premises code list (http://www.sagis.org.za/list-premises-codes.html)

Country of Destination (az)	Refer to country of destination
Country Code (ba)	Refer to SAGIS' country code list (http://www.sagis.org.za/list-premises-codes.html)
Country Name (bb)	Country name of destination (http://www.sagis.org.za/list-premises-codes.html)
Ton (bc)	Export tonnage

3.6.3   *Item A.3.4 Commodities released locally (OP return)*

3.6.3.1 Withdrawn by producers (Item A.3.4 (a), section 1)

- Commodities stored on behalf of a producer and later withdrawn by the same producer for **own utilisation on his farm**.
- Commodities withdrawn by a producer destined for other registered premises must be declared under **"Dispatches to Other RSA Premises"** and not as withdrawn by producers.

Please submit a separate list, together with your return, with the names of producers who made withdrawals, as well as the relevant tonnage.

3.6.3.2 Released to end-consumers (Item A.3.4 (b), section 1) (ECO)

End-consumers not registered with SAGIS: Refer item C2 of premises code list for correct codes (http://www.sagis.org.za/list-premises-codes.html).
Commodities released or dispatched to ECO not registered (e.g. pig farms) are declared here.
EXAMPLE:
SECTION 1

A.3	UTILISATION / DISPATCHES	White (ton)	Yellow (ton)
A.3.4(b)	Released to end-consumers ---- AA.4	250	300

SECTION 2 Released to end-consumers (For electronic returns it is spreadsheet AA4)

ANNEXURE			White (ton)	Yellow (ton)
AA.4	RELEASED TO END-CONSUMERS			
	SAGIS premises code	Premises name		
AA.4.1	44995	Cash sales	250	
AA.4.2	44997	Not registered		300
TOTAL RELEASES TO END-CONSUMERS = A.3.4.b			250	300

Seed which is rejected and sold for animal feed, over the counter sales and sales to individuals (e.g. hawkers) is considered to be "Released to end-consumers".

As already stated, groundnuts:
- sold to hawkers must be declared as "Utilised for direct edible market";
- mixed with other commodities and used e.g. as parrot food or animal feed are declared against "Released to end-consumers".

The tonnages dispatched to e*nd-consumers registered with SAGIS (item D2 of premises code* (http://www.sagis.org.za/list-premises-codes.html) *must be* declared per premises code under section AA6 of the return as "Dispatched to Other RSA premises".

3.6.3.3 Seed for planting purposes (Item A.3.4 (c), section 1)

Only applicable to winter cereal and oilseeds

SAGIS' information includes seed that is:
- received by a commercial grain silo owner or a seed trader (includes "Producer deliveries directly from farms");
- imported either through a harbour (declared by the harbour silo owner as "Directly from ship") or a border post (declared as "Receipts directly from RSA border post").

For SAGIS' purpose:
- Seed that is treated, packed and ready to be sold to producers for planting, is referred to as "Processed commercial seed";
- Seed not yet treated or packed, is referred to as "Unprocessed commercial seed".

Grain intended for commercial seed can be declared in one of two ways on SAGIS' return:
"Unprocessed commercial seed":
- by immediately allocating it as "Seed for planting purposes" as soon as it is received on the premises (therefore excluded from the closing stock); or
- by including it in the closing stock and when treated and packed, declare it as "Seed for planting purposes" (reduce the stock thus when the seed is being treated / packed).

The movement where processed commercial seed is physically released to producers is, therefore, not declared on SAGIS' return. The total tonnages allocated for seed has already been taken into account.

The following principles must be applied when completing the returns:

a.   Local breeder and basis seed, released to contracted "Seed producers" for multiplication to commercial seed, are not declared on the returns.
b.   Unprocessed seed dispatched from one co-worker to another co-worker is declared as "Dispatches to/Receipts from other RSA premises".
c.   Processed commercial seed dispatched from one co-worker to another co-worker is not declared on the return, except when a harbour silo owner dispatches processed seed to another person ("Directly from ship" and "Dispatches to other RSA premises").

3.6.3.4   Dispatches to RSA harbours (Item A.3.5, section 1) (OP returns)

The total tonnages dispatched to a RSA harbour premises, is declared here.

EXAMPLE:
SECTION 1

A.3	UTILISATION / DISPATCHES		White (ton)	Yellow (ton)
A.3.5	Dispatches to RSA harbours ---- AA.5		250	300

SECTION 2 AA.5 Dispatches to RSA harbours (For electronic returns it is spreadsheet AA5)

ANNEXURE			White (ton)	Yellow (ton)
AA.5	DISPATCHES TO RSA HARBOURS			
	SAGIS premises code	Premises name		
AA.5.1	64	RBT	250	
AA.5.2	19	DBS		300
TOTAL DISPATCHES TO RSA HARBOURS = A.3.5			250	300

3.6.3.5   Dispatches to other RSA premises (Item A.3.6, section 1) (OP return)

Dispatches to RSA premises, other than premises in A.3.2 to A.3.5, are declared here.

EXAMPLE:
SECTION 1

A.3	UTILISATION / DISPATCHES		White (ton)	Yellow (ton)
A.3.6	Dispatches to other RSA premises ---- AA.6		250	300

SECTION 2 Dispatches to other RSA premises (For electronic returns it is spreadsheet AA6)

ANNEXURE			White (ton)	Yellow (ton)
AA.6	DISPATCHES TO OTHER RSA PREMISES			
	SAGIS premises code	Premises name		
AA.6.1	12345	AAA Mills	250	
AA.6.2	67899	BBB Mills		300
TOTAL DISPATCHES TO OTHER RSA PREMISES = A.3.6			250	300

3.7 **Closing stock**

3.7.1 *Commodity closing stock on own premises (Item A.4, section 1)*

    a.   It is all physical stock on your premises on the last day of a calendar month.
    b.   The total stock on your premises must be declared according to the following return items:
        A.4.1   On behalf of producers (producer own stock plus stocks for gristing);
        A.4.2   Certificates issued (silo and/or SAFEX), but of which the final ownership is not yet claimed (thus unfinished certificates);
        A.4.3   Stored on behalf of owners outside the RSA; as well as
        A.4.4   Other stock (on behalf of yourself or stock not yet declared against A.4.1 to A.4.3).

The closing stock declared against A.4 of the return must be equal to A.1 plus the total of A.2 minus the total of A.3.

3.7.2 *Unallocated whole groundnut stock (Item A.5, section 1)*

It is the physical unutilised and unallocated groundnuts on hand, on your premises, on the last day of a particular calendar month (thus not yet allocated for processing, sales or exports and includes the stock stored on behalf of producers). This stock is included in the total "Closing stock on own premises" – return item A.4.

This field on the return must be completed. Please complete "0" if you do not have any unallocated stock to declare.

3.7.3 *Commodities in transit to own premises (Item B.1, section 1)*

It is the total tonnages dispatched to you from other premises but not yet received on your premises.

3.7.4 *Commodities on a producer's farm (Item C.1, section 1)*

The tonnages of any commodity harvested by the producer thereof (not registered with SAGIS) and stored in a storage facility on his farm, but of which you have taken full ownership (excluding future contracts where producers are only paid on receipt), are declared here. These tonnages do not form part of the stock on your own premises that is declared in Section 1.

3.8 **Grain (Barley, Maize, Oats, Sorghum and Wheat) products manufactured in RSA and exported (Item D.1, section 1)**

The whole grain equivalent of products manufactured for export, (regardless of the ownership of the products), are applicable here. Declare the total whole grain equivalent of all the products dispatched for exports during the calendar month, separately for exports to African and other countries. See item 3.6.1.1.1

3.9 **Barley malt imported (Item E.1, section 1)**

It is the barley malt imported and received during a calendar month. It is declared by the person on whose premises it is received for the first time.

3.10 **Rerouting of whole grain between premises**

Rerouting refers to whole grain / oilseeds which were dispatched to one premise, but rerouted to another premises before it has reached its original destination.

Any co-worker who reroute grain / oilseeds to another premises before it was received at the original premises will help SAGIS if they can supply this information to SAGIS as a seperate document.

EXAMPLE:

	REROUTE DETAIL : WHOLE WHEAT (HUMAN CONSUMPTION)			
	Dispatched from	Destined for	Reroute to	
	Name of firm from which originally dispatched	Name of premises owner of original destination	Name of premises owner "rerouted" to	TON
1.	ABC Silo	DBS	RBT	2 500
2.				
3.				

						IMPORTS						

SOYBEANS — **SECTION 3 - CC.1**

1. PHYSICAL IMPORTS

Line #	Country of Origin (a)		Importer (d)		Imports through:					Country of Destination (n)		
					Import Harbour (g)			Import Border Post (k)				
	Country Code (b)	Country Name (c)	Firm Reg Nr (e)	Firm Name (f)	Harbour Premises Code (h)	Harbour Premises Name (i)	Name of Ship (j)	Border Post Premises Code (l)	Border Premises Name (m)	Country Code (o)	Country Name (p)	Ton (q)
01												
02												
03												
04												
05												
06												
07												
08												
09												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Exports of Imported Soybeans

SOYBEANS	SECTION 4 - BB.2

2. IMPORTS FOR EXPORTS (CROSS BORDER TRANSIT)

	Country and Ship of Origin (r)			Importer (v)		Exports through					Country of Destination (af)		
						Export Harbour (y)			Export Border Post (ac)				
Line #	Country Code (s)	Country Name (t)	Name of Ship Original Import (u)	Firm Reg Nr (w)	Firm Name (x)	Harbour Premises Code (z)	Harbour Premises Name (aa)	Name of Ship (ab)	Border Post Premises Code (ad)	Border Premises Name (ae)	Country Code (ag)	Country Name (ah)	Ton (ai)
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

RSA EXPORTS

SOYBEANS	SECTION 5 - BB.2

3. RSA OWN EXPORTS

Line #	From Where (aj)				Firm Name (ar)	Exports through					Country of Destination (az)		Ton (bc)
	Silo Owner (ak)			Farm/ Producer Direct (Y/N) (ao)		Export Harbour (as)			Export Border Post (aw)				
	Firm Reg Nr (al)	Premises Code (am)	Premises Name (an)			Harbour Premises Code (at)	Harbour Premises Name (au)	Ship Name (av)	Border Post Premises Code (ax)	Border Premises Name (ay)	Country Code (ba)	Country Name (bb)	
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													