

## **FBO registration essentials: what you need to know and how to register**

### **Background**

#### **FBO registration and the value chain**

In South Africa, anyone handling food products along the value chain—especially those involved in processing, packaging, or distribution—must register as a Food Business Operator (FBO) with the Department of Agriculture, Land Reform and Rural Development (DALRRD).

FBO registration helps:

- Ensure traceability
- Maintain food safety and compliance
- DALRRD to manage recalls and inspections

The agricultural value chain refers to the full range of activities and role-players involved in bringing an agricultural product from the farm to the consumer. This includes production, processing, packaging, distribution, and retail.

Key Steps in the Agricultural Value Chain:

1. **Producers (Farmers)** – primary production of crops or livestock.
2. **Processors** – clean, sort, package, or transform raw products.
3. **Retailers / Exporters** – sell to end consumers or foreign buyers.
4. **Distributors / Wholesalers** – move goods to markets or export.

### **"One Up, One Down" concept**

This traceability principle means:

- Each role-player in the chain must know where their inputs came from (**one step back**).
- And where their outputs are going (**one step forward**).
- This means that each role-player should keep records of the FBO codes one up and one down on the value chain, e.g. producers should keep records of their processors FBO codes, but as they are the first step in the value chain, the “one down” aspect does not apply. Processors

should keep records of their growers' FBO codes (one down), as well as their exporters'/distributors' FBO codes (one up).

- This system ensures accountability and facilitates rapid response in case of contamination or market issues.



## PRODUCER

## PROCESSOR

## EXPORTER

## DISTRIBUTOR

Own FBO code

Own FBO code

Own FBO code

Own FBO code

FBO code of Processor

FBO codes of growers  
and exporters

FBO codes of processors  
and distributors

FBO codes of exporters

### Registration process

#### Who needs to register and what must be registered?

All entities involved in the agricultural value chain—from primary producers to exporters—are required to register as Food Business Operators (FBOs). Different types of registration are available for different business operators. This includes the following:

Type of Business Operator	Applicable FBO Code	
<b>Agri production unit</b>	<b>PUC</b>	<b>Growers</b>
Packhouse (on-farm)	PHC (on)	
Packhouse (off-farm)	PHC (off)	
Commercial cold storage	CCS	
Container depot	CD	
<b>Processing plant</b>	<b>PROCES</b>	<b>Processors</b>
Transport operator	TRANS	
Sea port terminal	SEA	
Airport terminal/forwarder	AIR	
Grain storage facility (on-farm)	GSF (on)	
Grain storage facility (off-farm) (Silo)	GSF (off)	
Exporter	EXPO	
Dry storage facility	DSF	
Drying facility	DF	
Municipal market facility	MARK	
Retailer	RET	

**Important Notes:**

- Growers only need to register their farms under an **Agri-Production Unit (PUC) code**. Dehuskers and drying bins **do not** need to be registered, as these are regarded as pre-processing. In the case of multiple crops produced on a farm: a single FBO code can cover multiple crops, as the registration applies to the farm as an entity, not to individual crop types.
- If growers have **multiple farms**, each farm needs to be registered separately.
- Processors need to register their facilities as a **Processing Plant (PROCES code)**.

**How to register**

1. Download the [application form](#)
2. Fill in the application form
  - a. **Section 1:** Mark as “**New Application**” and fill in the details of your farm or processing plant.

**PLEASE MARK THE RELEVANT BLOCK:**

NEW APPLICATION	<input type="checkbox"/>		
UPDATING APPLICATION	<input type="checkbox"/>	PLEASE INDICATE CODE FOR UPDATING	<input type="checkbox"/>
EXPORT	<input type="checkbox"/>	LOCAL HANDLING / PRODUCTION ONLY	<input type="checkbox"/>

**1. Food Business Details**

Name of Food Business	<input type="text"/>
Physical Address	<input type="text"/>
Closest Town/City	<input type="text"/>
Postal Code	<input type="text"/>
Province	<input type="text"/>
Postal Address	<input type="text"/>
Postal Town/City	<input type="text"/>
Postal Code	<input type="text"/>
Phone Number	<input type="text"/>
Mobile Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
E-mail Address	<input type="text"/>
Title Deed Ref. No.	<input type="text"/>
GPS Longitude	<input type="text"/>
GPS Latitude	<input type="text"/>

b. **Section 2:** Fill in the details of the **owner** of the farm or processing plant.

2. **Owner of Food Business:**

Type of Owner (please mark)	Individual / Company / Close Corporation / Co-operative / Trust / Partners / Other
Company name	
Surname of owner	
First Name of owner	
Title	
Initials	
Designation/Position	
Postal Address	
Postal Town/City	
Postal Code	
Phone Number	
Mobile Phone Number	
Fax Number	
E-mail Address	

c. **Section 3:** Fill in the details of the **manager** or responsible person.

3. **Responsible person or Manager of Food Business:**

Surname	
First Name	
Title	
Initials	
Designation/Position	
Mobile Phone Number	
E-mail address	

d. **Section 4:** Tick the appropriate type of FBO code you are applying for, e.g. PUC for a farm or PROCES for a processing plant.

4. **Type of Food Business**

Please use guideline document if clarification is needed on type of FBO.

For updating, indicate the code in blank block provided

For new application, indicate with a X in blank block provided

(a) Agri Production Unit (Farm)	PUC		(h) Air Port Terminal/forwarder	AIR	
(b) Pack House (i) On-farm	PHC ON		(i) Grain Storage Facilities (i) On-farm	GSF ON	
(ii) Off-farm	PHC OFF		(ii) Off-farm (Silo)	GSF OFF	
(c) Commercial Cold Store	CCS		(j) Exporter	EXPO	
(d) Container Depot	CD		(k) Dry storage facility	DSF	
(e) Processing Plant *	PROCES		(l) Drying Facility	DF	
(f) Transport Operator	TRANS		(m) Municipal market facility	MARK	
(g) Sea Port Terminal	SEA		(n) Retailer (FDC)	RET	

\* Description of type of processing  
(e.g. drying, canning, milling, shelling, crushing, cutting)

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e. **Section 5:** Provide details on the commodities produced or processed.

5. Products/Commodities (Produced, Packed, Processed, Stored, Handled), e.g. citrus, apples, potatoes:

PRODUCT	PRODUCT TYPE	CULTIVAR	ORCHARD / BLOCK NO	YEAR PLANTED	HECTARES (HA)	PACK HOUSE CODE (PHC)
1						
2						
3						
4						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

(For more products, please attached separate sheet)

f. **Section 6:** If you already have accreditation, provide the details here. For growers, if you do not have accreditation on-farm, leave this section blank. This process will be phased in and is **not required in order to register as an FBO.**

6. Food Safety and System Certifications Received to Date (for risk assessment):

	Certificate No.	Date certified	Expiry date
SA Official Food Safety and Hygiene Legislation (Notice No. 707 of 13 May 2005)			
Globalgap	GGN:		
Tesco Nature's Choice			
HACCP (with a GMP basis / SABS 049 hygiene requirements)			
British Retailer Consortium (BRC)			
ISO 22000:2005			
IFS			
AIB HACCP			
Other (Specify)			
Other (Specify)			
Other (Specify)			

