



P.O. BOX 60114
PIERRE VAN RYNEVELD
CENTURION 0054

TO ALL PROSPECTIVE CCS VETERINARIANS

26 VICTORIA LINK STREET
ROUTE 21 CORPORATE PARK
NELLMAPIUS DRIVE
IRENE

TEL: (+2712) 345 6360
FAX: (+2712) 345 6369
registration@savc.org.za
www.savc.org.za

REGISTRAR: MRS L HAVINGA

OUR REF: VC/7/1.2

24 August 2018

Dear Colleagues

COMPULSORY VETERINARY COMMUNITY SERVICE REGISTRATION 2019 WITH THE SOUTH AFRICAN VETERINARY COUNCIL

On behalf of the SA Veterinary Council, I welcome you as a new member of the South African veterinary community. I also wish you a long, productive career as a registered Veterinarian which you will find rewarding in many varied ways. All the best for the Compulsory Veterinary Community Service year.

The Council promotes the veterinary and para-veterinary professions as essentially caring professions, which make important contributions to the physical and emotional well-being of animals and people. While the Council plays a regulatory and disciplinary, role it prefers to emphasise the goal of ethical, professional conduct as the natural behaviour of every registered person.

When you start work, there are many aspects of your studies that you will not regularly use. Depending on your chosen career there will be knowledge that you may use very rarely or never at all. However, every day you will face choices to behave professionally or unprofessionally, honestly or dishonestly and ethically or unethically. For this reason, it is important that you maintain an up to date knowledge of your profession's responsibilities throughout your career.

Besides your own conduct, the Council expects that, should you become aware of unprofessional conduct by colleagues and unregistered persons posing as professionals, you inform the Council of such transgressions. It is the responsibility of every registered person to act as the eyes and ears of our professions to uphold standards.

Please keep a copy of the Veterinary and Para-Veterinary Professions Act and highlight the sections relevant to your own conduct and that of the veterinarians and para-veterinarians you work with. In this way, our common goal of a caring profession that conducts itself in a professional manner will be achieved.

Regards

Dr Clive Marwick
President: SAVC

PO BOX 60114
PIERRE VAN RYNEVELD
0045

26 VICTORIA LINK STREET
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TO ALL PROSPECTIVE APPLICANTS

TEL: +27(0)12 345 6347
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www.savc.org.za

REGISTRAR: L. HAVINGA
savc@savc.org.za

OUR REF: VC/7/1.2

24 August 2018

Dear Applicant

**COMPULSORY VETERINARY COMMUNITY SERVICE (CCS) 2019 REGISTRATION WITH THE
SOUTH AFRICAN VETERINARY COUNCIL**

The SAVC wishes you success in the final examination. After successful completion, thereof you have to apply for CCS registration with the South African Veterinary Council. Once registered for CCS your name will appear on a separate register to perform CCS only.

You must obtain and submit a CCS appointment letter from the Department of Agriculture, Forestry and Fisheries (DAFF) prior to registration as a CCS veterinarian with the SAVC. No veterinary services may be rendered from unregistered facilities and no medicines may be prescribed or used without a practice number. You must verify whether the facility where you are placed and/or wherefrom you render a veterinary service is registered with the SAVC. Please see the attached information relating to medicines and facilities.

You have to submit the following required documents electronically to registration2@savc.org.za. This will enable you to register with the SAVC under:

- The application form should be completed and signed. Please complete all the blank spaces;
- The outstanding requirements as indicated on the checklist (attached);
- A certified copy of the letter from the Dean or the original letter from the Dean stating that you qualified with a BVSc degree, **must be** included;
- The letter of appointment as a CCS veterinarian issued by DAFF must be provided, once available;

- Proof of payment must be included; Payment can be made by direct transfer deposit [EFT] or a bank deposit with the amount of **(R2313)** **No cash will be accepted.** See banking details on attached checklist.

Furthermore,

- You have to inform Council of your **change of address in writing at all times** but not later than three months after you changed your address;
- You will receive a letter confirming your CCS registration and you will be allocated a CCS registration number;
- You will be required to pay a once-off registration fee in November 2018. From 1 April 2019, you will be required to maintain your registration by paying an annual maintenance fee. You will have three months until 30 June 2019 to make payments of the maintenance fee.
- After completion of the CCS year you have to apply for a status change to your CCS registration and submit the confirmation of completion of the CCS year and a certified copy of your degree after which you may practice in SA; and
- You have to maintain your registration every year on **1 April by payment of your maintenance fee** and keep up to date with Continued Professional Development [CPD].
- Your first CPD cycle will commence on 1 April 2019 and will end 31 March 2022.

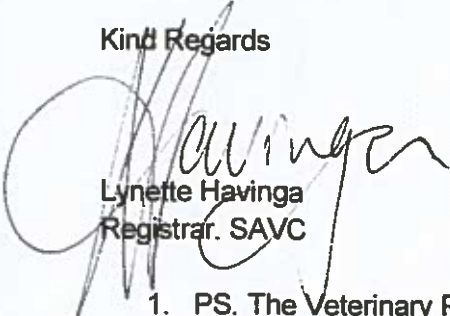
Should you wish to have an additional qualification inscribed into the register, Council will on receipt of payment of **R223 (No cash will be accepted)** and an original certified copy of the qualification, inscribe your additional qualification into the register

Should you wish to change you surname, Council will upon registration change your surname on receipt of your original certified copies of your marriage certificate and new ID document.

Information at www.savc.org.za:

- You can find all this and more information relevant to the regulation of the veterinary and para-veterinary professions on this website.
- The SAVC is currently undergoing an IT upgrade process. Please visit the link <https://portal.savc.org.za/> to register on the web portal and update your details.

Kind Regards


Lynette Havinga
Registrar. SAVC

1. PS. The Veterinary Profession has a voluntary association, the South African Veterinary Association (SAVA), which you can contact at Tel. (012) 346 1150 for details of membership.

ALERT TO VETERINARIANS PRACTISING FROM AN UNREGISTERED FACILITY AND/OR FROM NO "STRUCTURED" FACILITY AND OTHER IMPORTANT THINGS!!!

A person practising the veterinary profession must personally be registered at the Council in terms of Sections 23, 24 and 25 of the Veterinary and Para-Veterinary Act, Act 19 of 1982 (the Act). In addition, the practise (irrespective of kind of service being rendered, i.e. mobile or otherwise) from which a veterinarian renders a service must be registered as a veterinary facility with the Council in terms of Regulation 1 and 2 of the Regulations relating to the registration of veterinary facilities published in Government Gazette no 29792 on 20 April 2007, as amended on 8 June 2012 in Government Gazette no 35413. Without this practise number no medicines may be supplied to a veterinarian in terms of the Medicines and Related Substances Control Act, Act 101 of 1965 (Medicines Act). A valid prescription must contain a practise number in terms of Regulation 11 and 28 of the General Regulations promulgated under the Medicines Act. Prescriptions may not be filled if the practise number is absent. It is both unprofessional conduct (very serious) and a criminal offence to practise from an unregistered facility. The registration number of a company or Close Corporation is not to be confused with the registration number issued by Council. The company or Close Corporation registration number is issued by the Companies and Intellectual Property Commission and does not suffice for the purposes of the Act or the Medicines Act.

Rule 23, read with Rule 4 (5), of the Rules relating to the practising of the veterinary profession (the Rules) provide that the minimum standards for a veterinary facility must be maintained and that it must be a permanent structure, albeit a prefabricated building or something similar. The physical facility is further necessitated by the provisions of the Medicines Act that prescription books (Regulation 11) and registers for Schedule 5 and 6 medicines (Regulation 30) must be kept for a period of five years. The physical register for scheduled medicine must be capable of being produced summarily should a Medicines Control Council inspector visits you, otherwise all medicines found on the premises will be confiscated. If the physical facility does not fully comply with all the minimum standards as prescribed by the Rules exemption may be applied for under rule 40. You also have to keep scheduled medicines securely locked up in a dispensary and limit access to those. A locked vehicle does not suffice and would be no excuse if scheduled medicines are stolen from such a locked vehicle (mobile facility).

Section 34 further provides that a veterinarian may not keep an open shop. That means that medicines may only be supplied to a client and an animal with which you have a client-patient relationship. You may not even fill a prescription for another veterinarian, unless in an emergency, and the only medicine for three days!



Don't get caught unravelling

and suffer the inevitable consequences!

Be wise and register your facility now!

LINKS TO REGISTER YOUR FACILITY

[Minimum standards](#)

Compliance checklists (listed in the table)

Rule 18-24 (Clinical Veterinary Facilities)	Rule 25 (Mobile Animal Services)	Rule 26 (CCS and Regulatory Service Facilities)
Rule 27 (Small Animal Hospital / Clinic)	Rule 28 (Equine Hospital / Clinic)	Rule 29 (Production Animal Hospital / Clinic)
Rule 30 (Veterinary Behavioural Consultancy)	Rule 31 (Veterinary Laboratory Facilities)	Rule 32 (Animal Research Facilities)
Rule 33 (Herd Health Practice [A] Production Animals)	Rule 33 (Herd Health Practice [B] Wildlife)	Rule 34 (Consultants in Industry and other consultancies)
Rule 35 (Non-practising Facilities)		

Application: [New facility or moving to new premises](#) / [Application: Transfer of facility](#) / [Application form: Registration Vetshops](#)

You've graduated! Congratulations, and welcome to the profession!

Did you know that you must register with the South African Veterinary Council to be able to practice your profession in South Africa?

How do I register?

- Submit the completed application form and proof of payment (The Administration of the SAVC will collect these from you at the end of the academic year or on the day that you take the Oath)
- Submit an original certified copy of the degree/diploma once you receive it from the University (or a letter from the Dean stating that you have graduated)
- Veterinarians only: submit a letter from the Department of Agriculture, Forestry and Fisheries [DAFF] confirming employment as a Compulsory Veterinary Community Service [CCS] veterinarian
- **Register on the SAVC Web portal**
 - The web portal gives you access to your own personal data and access to where you can update your own personal information and make payments.

What if I don't register?

Section 24 (1A): "(a) If a period of more than three years has elapsed (i) from the date on which the degree/ diploma was granted to you up to the date on which you apply for registration in terms of section 25 for the first time the council may determine that you shall be registered only if you passed an examination determined by the council."

- In short – if you don't register within 3 years of graduating, you may have to write the SAVC exam in order to register

What if I want to practice in a country other than South Africa?

- a Letter of Good Professional Standing will be issued
- Submit the following:
 - A completed application form.
 - Details of which Council or Board it should be sent to (the document will be sent to that Council or Board directly)
 - Payment of the applicable amount

What if I want to acknowledge my other qualifications? (to use them against my name when signing)

- The qualifications must be inscribed in the register
- Submit the following:
 - A completed application form.
 - An original certified copy of the qualification.
 - Payment of the applicable amount

What if I change my surname? (after registering with Council)

- Submit the following:
 - A completed application form.
 - Original certified copies of your marriage certificate and new ID document.
 - Payment of the applicable amount

What are my ongoing obligations

- As from 1 April 2019 you must maintain your registration by payment of an annual maintenance fee.
- Your first Continued Professional Development (CPD) cycle commences on 1 April 2019 and will end on 31 March 2022.
- Always make sure that you practice from a registered veterinary facility.
- If you change facilities, let Council know
- If you change address or other contact details, let Council know
- If you buy an existing facility, let Council know
- If you open your own facility, register the facility with Council



APPLICATION FOR REGISTRATION TO PRACTISE A VETERINARY OCCUPATION
1 APRIL 2018 TO 31 MARCH 2019

26 Victoria Link Street, Route 21 Corporate Park, Nellmapius Road, Irene. Postal Address: PO Box 60114, Pierre van Ryneveld, Centurion, 0045
 Tel: +27 (0)12 345 6360 Fax: +27 (0)12 345 6369 E-mail: registration2@savc.org.za / registration@savc.org.za. Website: www.savc.org.za

PLEASE NOTE: A certified copy of your identity document/passport, the certified letter of the dean and academic results, letter of appointment as a community service veterinarian issued by DAFF must accompany the application form together with the applicable monies. Cheques or money orders must be crossed and made out to the South African Veterinary Council or alternatively be paid into our bank account (ABSA Hatfield Branch, Acc. No. 020166762, Branch Code 335 545).

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS AND SUBMIT BY E-MAIL / FAX AND SURFACE MAIL

1. Please note that the fees listed apply for the period 2018.

to practise as a CCS VETERINARIAN	R 2 313. 00
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2. CCS facility name:

Name of registered supervisor / mentor:

CCS area of employment:

3. Surname: _____

5. I.D. No. and Date of Birth _____

6. First Names: _____

7. Addresses: _____

POSTAL	RESIDENTIAL	EMPLOYER	EMPLOYMENT SECTOR
Code:	Code:	Code:	Code:

8. Tel: _____ (Office) _____ (Home)

Fax: _____ Cell: _____ E-mail: _____

9. Post matric educational qualifications obtained (excluding post-graduate qualifications) and certified copies attached:

Degree / Diploma / Certificate	Name of University / Training Centre	Date Obtained

10. Post-graduate qualifications obtained and certified copies attached:

Degree / Diploma / Certificate	Name of University / Training Centre	Date Obtained

11. Money Enclosed: R _____ If paid into bank account, attach electronic transfer page or deposit slip. Please use your Surname, Initials and reason for payment at the time of making the payment.

"Have you been prosecuted / convicted of a criminal offence or been dismissed from employment.

Yes _____ No _____ **If so furnish the particulars"**

I declare that the above information is true and correct and that I have never been discharged from a position of trust because of improper conduct and that I have never been convicted of blackmail, bribery, theft, fraud, forgery or the uttering of a forged document or perjury and been sentenced to imprisonment without the option of a fine.

ANY DISHONESTY IN THE COMPLETION OF THIS FORM WILL BE CONSIDERED A SERIOUS OFFENCE

SIGNATURE

DATE

FOR OFFICE USE ONLY: _____

KINDLY FIND INSERTED FOR EASE OF REFERENCE AN EXTRACT FROM THE RELEVANT REGULATIONS

19A. Requirements for registration.—(1) Any applicant that applies for registration as a veterinarian shall—

- (a) submit a certificate of competence in mathematics and physical science issued for school leaving purposes by a competent secondary level schooling authority of South Africa; or
- (b) submit a certificate of equivalent status as approved by the Veterinary Council.

21A. Requirements for registration.—(1) Any applicant that applies for registration as a veterinary nurse shall—

- (a) submit certificate of competence in mathematics, and physical science or biology issued for school leaving purposes by a competent secondary level schooling authority of South Africa; or
- (b) submit a certificate of equivalent status as approved by the Veterinary Council.

21D. Requirements for registration to practise the para-veterinary profession of animal health technician.—(1) Any applicant who applies for registration as an animal health technician must submit the following documents:

- (a) A certificate of competence in mathematics and physical science or biology issued for school leaving purposes by a competent secondary level schooling authority of South Africa; or
- (b) A certificate of equivalent status as approved by the Veterinary Council within the National Qualifications Framework.

21G. Requirements for registration.—(1) Any applicant that applies for registration, as a veterinary technologist shall submit a certificate of competence in mathematics and physical science or biology issued for school leaving purposes by a competent secondary level schooling authority of South Africa.