User Guide

Electronic Catch Certification System

Chris Bothma

021 402 9716

chrisbo@ij.co.za

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GETTING STARTED

IUU Regulation, Regulation EC 1005/2008 requires a 'Catch Certificate' generated by the flag state of the catching vessel (i.e. the country in which the vessel is registered) to accompany fishery product entering the EU, regardless of the exporting country.

For fish caught by a South African flag vessel or vessel registered in South Africa (such as the charter vessels registered with DAFF), the Department of Agriculture, Forestry and Fisheries is required to provide a Catch Certificate. This guide describes how to use the web based system created for the South African industry to meet these requirements.

If you have a question about the system or your account that you can't find in this guide or if you have a question not covered here or in the FAQ section on the site, or you encounter an issue, please contact:

Chris Bothma

Mail: chrisbo@ij.co.za

Telephone: 021 402 9716

GETTING ACCESS TO THE SYSTEM

1. REGISTER YOUR COMPANY

1 Identify the main user within your organisation responsible for:

- Registering your company on-line
- Creating additional user accounts for your company
- Maintaining company details as and when required

2 Point your browser to the link http://www.catchcertificate.co.za. When the page loads select option *Register* from the top of the page

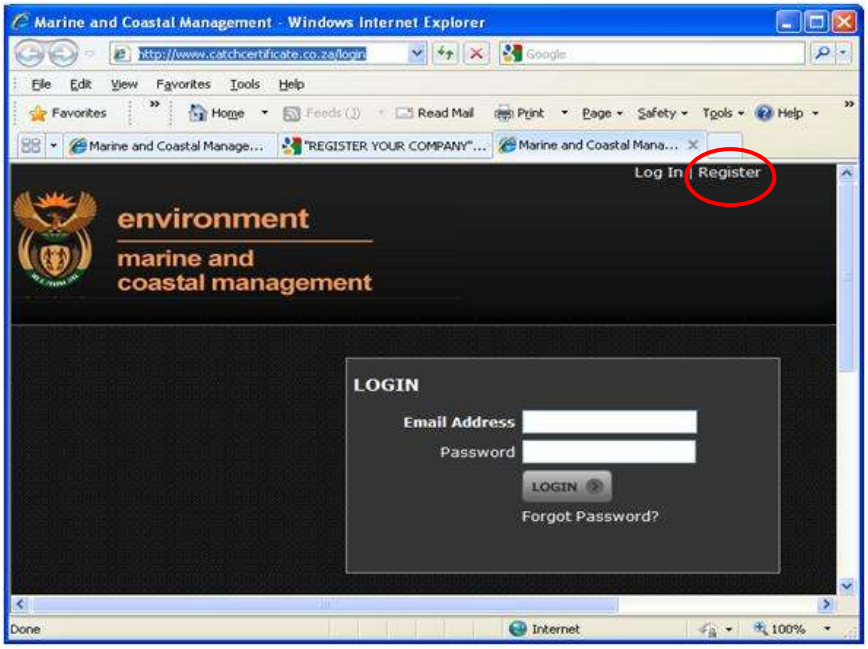


FIGURE 1 – INITIAL SCREEN

3 The New Company registration screen consists of two sections. Note mandatory fields are denoted with the asterisk (*) character.

1. Applicant data. This section must be completed by or for the user identified in step 1 above. This user will automatically be assigned Administrator rights which will enable him or her to create additional users.
2. Company data including the default company e-mail address (routing address) that will be referenced by the system when sending workflow messages to your company

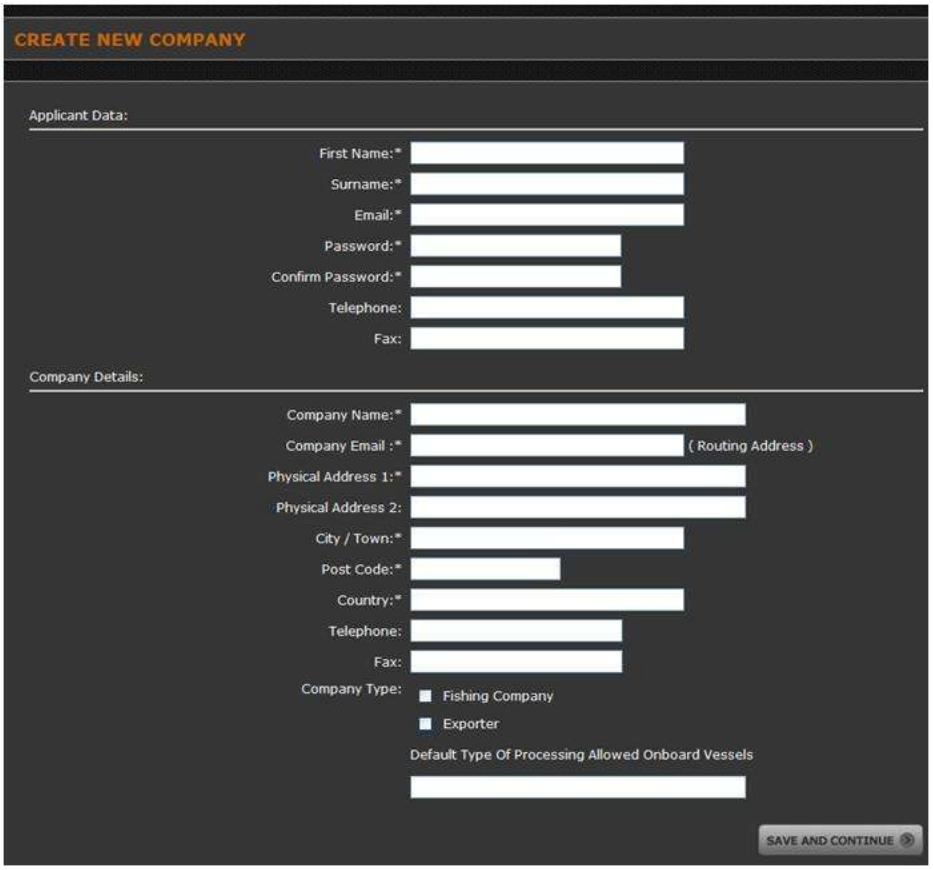


FIGURE 2 - NEW COMPANY REGISTRATION

Most input fields are self-explanatory, but note the following:

Company Email (Routing Address)

By default system messages (workflow mails) will be sent to this address, for example:

- Notification from DAFF when a new vessel you registered is released
- In the case of fishing companies not handling their own exports, notification from the exporter requesting that you (the catcher) log on and verify ("sign") the certificate

Company Type

You must select at least one **or** both check boxes, that is:

- If you own vessels, tick the checkbox **Fishing Company**
- If you are an exporter, tick the checkbox **Exporter**
- If you export product landed by your own vessels, tick both checkboxes

Default Type of Processing Allowed Onboard Vessels

Enter the default *Type of Processing Authorised* on board the majority of your vessels as described by domestic legislation; that is the purpose for which the vessels are approved, for example: *Heading and Gutting.* Enter **Not Applicable** if you do not own or represent any vessels

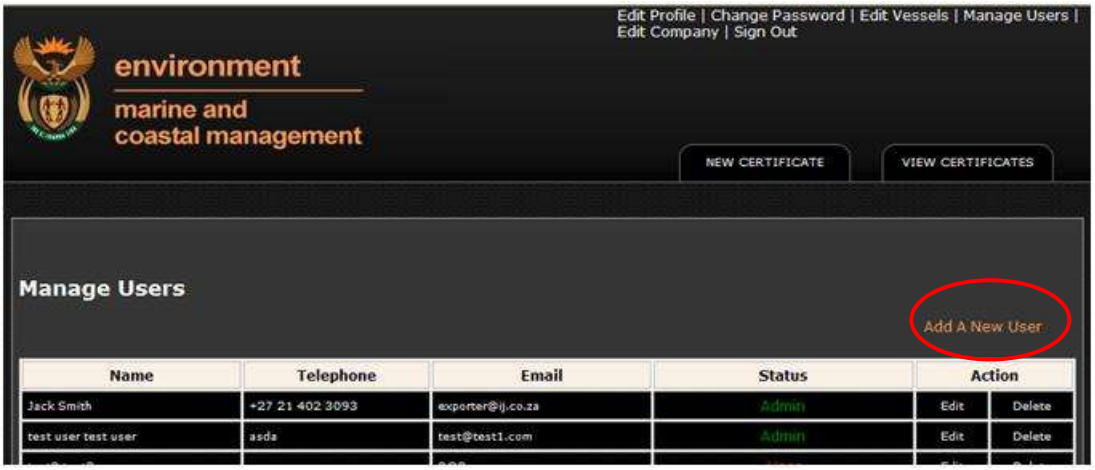
You will receive verification of your registration by mail reflecting your user name (e-mail address) and password.

Important: Exporters who need to forward an application for a catch certificate to another registered company (catcher) to "sign" the certificate should collaborate with those companies to ensure they too register within the system.

2. CREATE YOUR COMPANY USERS

Additional users for your company can be created by the user identified above. The new user will be notified of his login details by e-mail.

1 On the main page, select the link at the top of the page named *Manage Users*.



2 Clicking on the *Add A New User* link above will load the page below – please note mandatory fields are indicated with the asterisk (*) character:

Explanation of fields:

Most input fields are self-explanatory, but note the following:

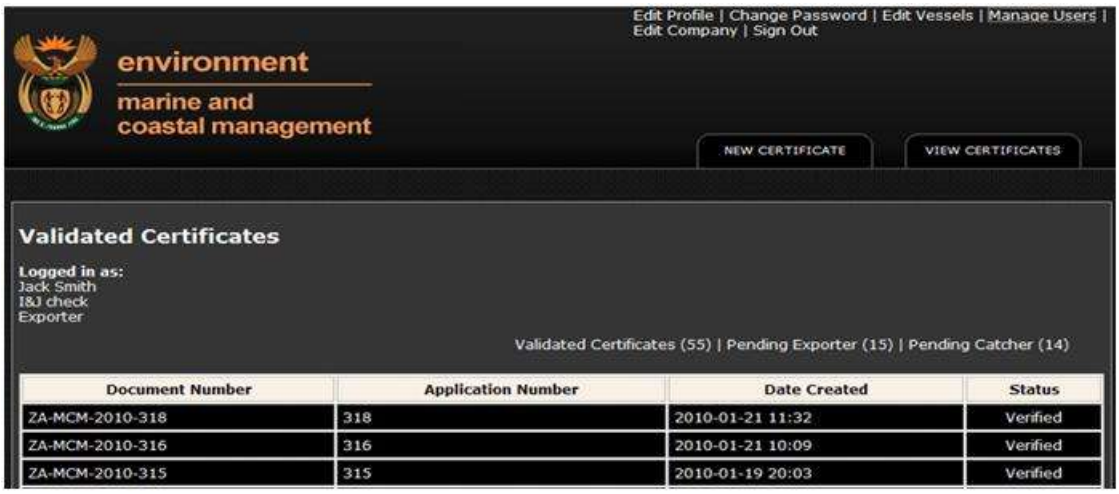
Checkbox Administrator: Only users with administrator rights will be able to maintain user accounts, update your company details or maintain vessel licenses. Leave unchecked for users that will only be generating or completing applications for catch certificates.

Important: Do not create additional users by selecting the *Register* link on the Log On page. This link is used to register a new company.

3. LOGGING IN TO THE SYSTEM

Before you can add or edit content, you need to log in. If you haven't already done so, request that the main user (administrator) identified by your company registers you on the system (refer section 2 above – Create your company users). Then on the main page of the site look for a "User login" form (Figure 1 above). This will typically be in the centre of the page. Enter your e-mail address and password and hit "Log In".

When the new page loads it will include a new block with your name and company name at the top. Below is the screen you use to start viewing and editing content.



Tip: If you can not remember your password, click on the link *Forgot Password* below the *LOGIN* button, enter your e-mail account (login name) and click *RESET MY PASSWORD* button. If you change your mind click your browser's *BACK* button

MANAGING YOUR VESSELS

Fishing companies/vessel owners must ensure that they also register their vessels in the system.

1 Select the link *Edit Vessels* at the top of the page. This will display a list of your vessels already registered within the system.

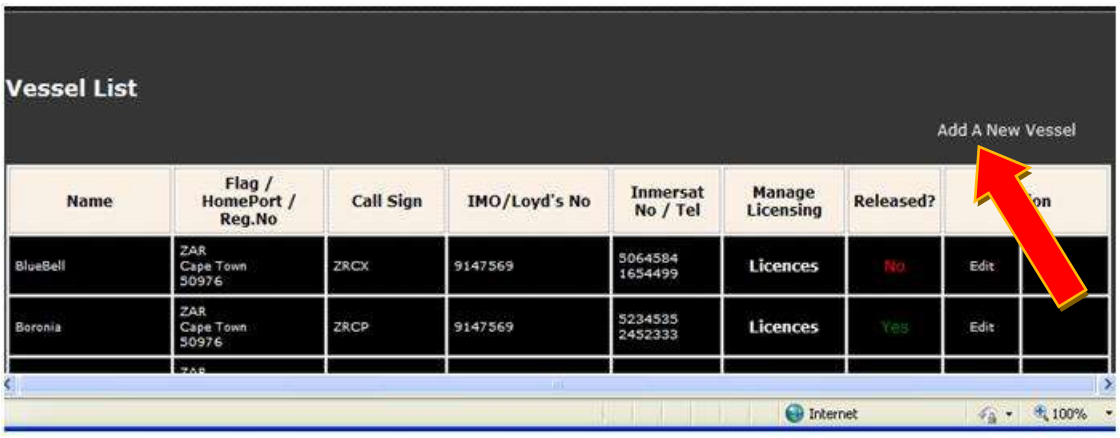


FIGURE 3 - MAINTAIN VESSEL LIST

2 Selecting the link *Add A New Vessel* above will show the popup screen below, mandatory fields are marked with the asterisk (*) character:

3 Complete the fields above and click the *SAVE* button to save your input, or the *CLOSE* button to discard your changes.

The following are mandatory fields:

- **Vessel Name –** Unique vessel name
- **Vessel registration number** - The official number as it appears on the vessel registration form, and not the MCM area number
- **Home Port** - the port that is in the vessel register as the home port of the ship
- **Vessel License Number** – Current license number (please note not the fishing permit number)
- **Valid To** – Expiration date of above vessel license

Where available, please list the following optional information:

- **IMO (Loyd's Number)** - If the fishing vessel has an IMO number it must be included in the certificate. The IMO number is an identification number assigned by the International Maritime Organisation made up of the three letters "IMO" followed by a space and an unique, seven-digit number: please enter last 7 digits
- **Inmarsat Number** - nine character maximum – where available
- **Vessel's Inmarsat Phone Number** – where available (usually the numeric part of the Inmarsat e-mail address)
- **Call Sign** - Main radio call sign assigned to the vessel – we have made this item optional to address some unique circumstances but it should be treated as compulsory where applicable saving the above-mentioned special circumstances
-

4. Editing vessel data

Seldom will it be required to change your existing vessel details already in the system, except for updating the vessel license data. Select menu option *Vessel List*. This will display a list of all your vessels. In the first *Action* column select option *Edit* next to the vessel whose details you want to change. Refer to step 3 above on completing the required fields.

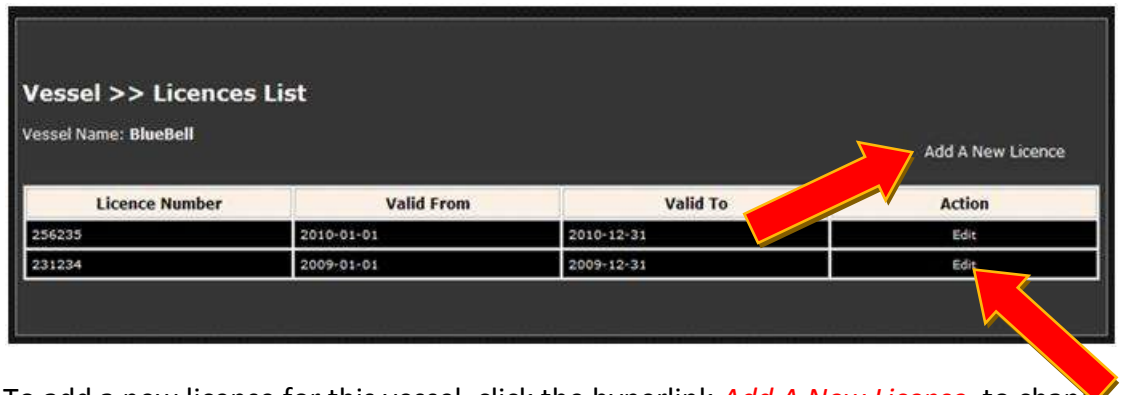
5. Deleting a vessel

To delete a vessel, in the second *Action* column (refer Figure 4 above – *Maintain Vessel List*), select the hyperlink *Delete* next to the vessel you want to delete. Important: If no *Delete* link appears, this vessel already has catch certificates against it and can therefore no longer be deleted.

6. UPDATING VESSEL LICENSE DETAILS

1 Select the link *Edit Vessels* at the top of the main page to display your vessels

2 Selecting the link *Licenses* in the column *Manage Licensing* next to the vessel whose license data you want to update will display a list of licenses for that vessel:



3 To add a new license for this vessel, click the hyperlink *Add A New License*, to change an existing license, select the link *Edit* next to the license you want to change.

Important: Any changes you make to a vessel's license data will lock the vessel and will require a DAFF official to release the vessel in order to make the vessel visible (available) again. It is strongly recommended that you contact your Fisheries Manager at DAFF to release the vessel after you add a new license or change or delete an existing licence

TIP: When adding a new vessel, enter the vessel's license data immediately thereafter. This will require DAFF to release the vessel once only and will speed up the process.

7. TRANSFERRING A VESSEL

A change in vessel ownership presents the following challenges:

1. The previous owner may sell fish landed by this vessel only after the vessel was sold.
2. The new owner may or may not change the vessel name; however, vessel names must be unique within the system.

Steps:

1 Previous owner selects the link *Edit Vessels* at the top of the main page to display his list of vessels

2 Click on the link *Edit* in column *Action* next the vessel being transferred

3 On the popup screen that follows, tick the checkbox *Sold/Scrapped* and select the *SAVE* button to save your changes. Note the following:

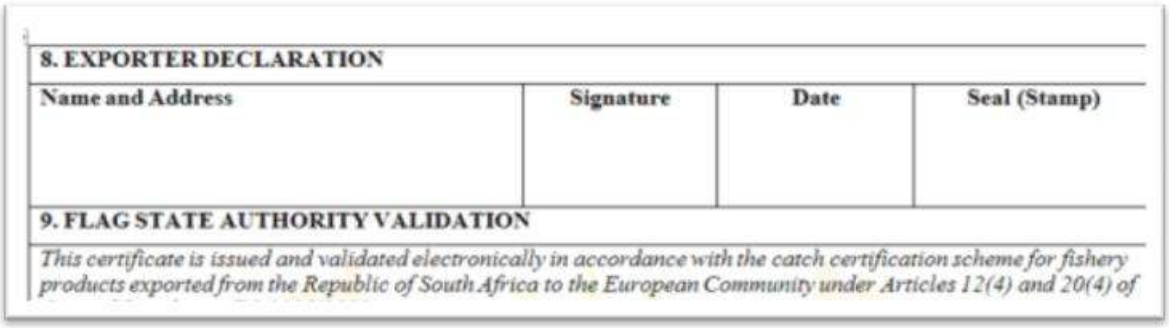
- You will not be able to add any new licenses against this vessel
- The system will add the phrase "(Sold)" to the vessel name e.g. from *Titanic* to *Titanic (Sold)* to allow the new owner to create a new vessel with the same name.
- The vessel will still be available for inclusion on a catch certificate (subject to the catch period covered by an existing vessel license). The suffix "(Sold)" will be trimmed out upon certificate generation.

4 The new owner creates a new vessel and enters his new vessel license data. The vessel becomes available to the new owner upon release by DAFF

APPLYING FOR A CATCH CERTIFICATE

CONSIDERATIONS BEFORE APPLYING

One thing to bear in mind is that **section 8 – Exporter Declaration** will contain the details linked to the user logging on and **initiating** the catch certificate. In other words, the name and address of the company linked to the user who initiates the application will be used by the system to populate this section.



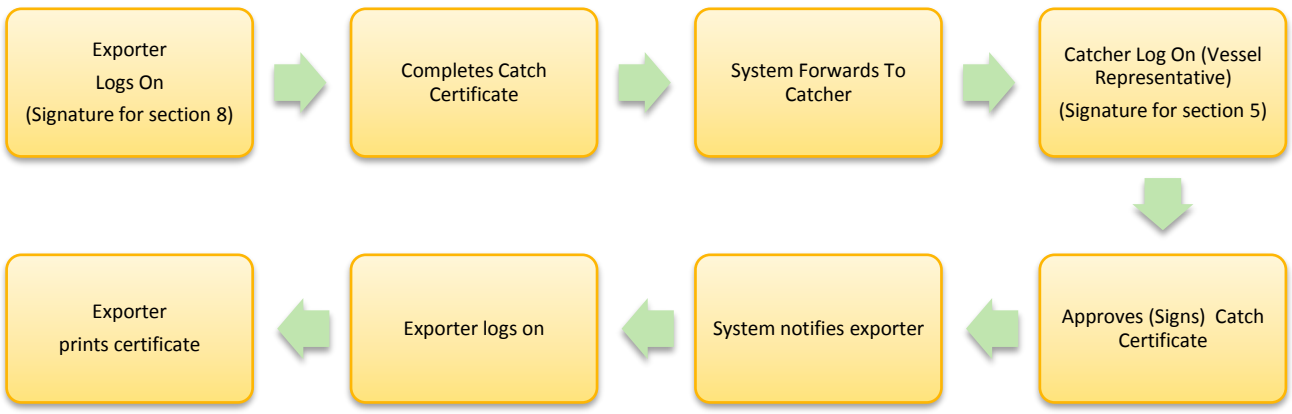
8. EXPORTER DECLARATION			
Name and Address	**Signature**	**Date**	**Seal (Stamp)**
9. FLAG STATE AUTHORITY VALIDATION			
This certificate is issued and validated electronically in accordance with the catch certification scheme for fishery products exported from the Republic of South Africa to the European Community under Articles 12(4) and 20(4) of			

To illustrate:

Company A, the fishing company, sells fish to company B (the exporter)

Company B must initiate and complete the application and forward it to the catcher. One of Company A's authorised vessel master representatives retrieves the application and approves ("signs") the certificate.

The certificate will reflect the following user names as "signatures". Section 8 – Exporter Declaration will display the user details of the user that logged on as Company B (the Exporter), section 5 (REPRESENTATIVE OF MASTER OF FISHING VESSEL) will display the user details that logged on as Company A (the catcher) i.e. the representative of company A's vessel(s).

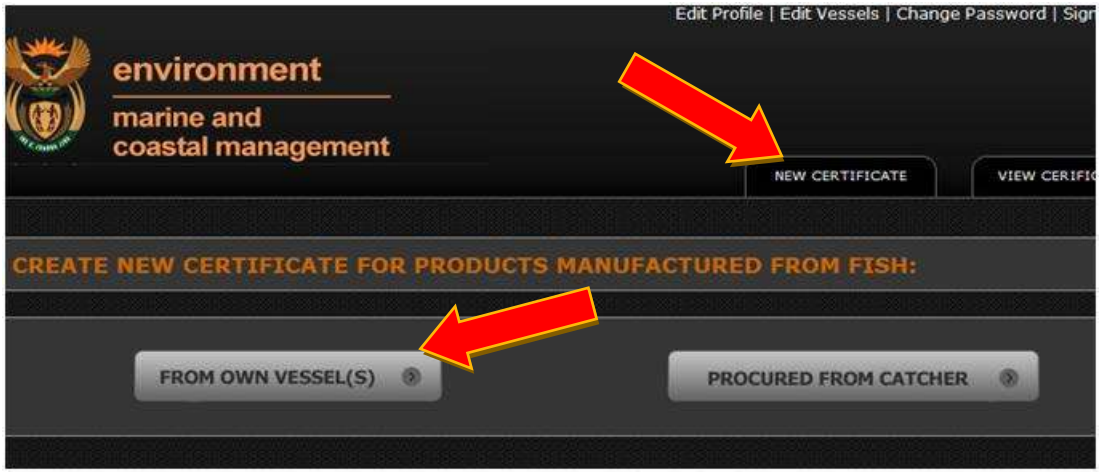


YOUR APPLICATION – STEP BY STEP

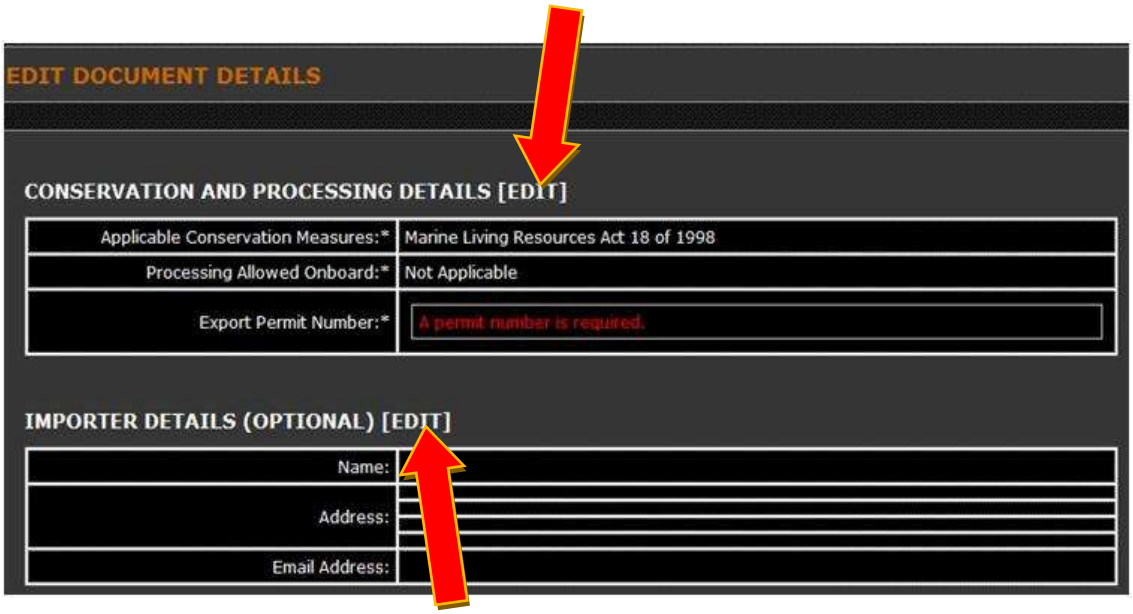
There are two paths to generate a catch certificate, namely one for applicants who are exporting their own catches, and another for candidates who export products procured from a local fishing company. Note that a certificate is always initiated by the exporter.

1. CREATE NEW CERTIFICATE FOR PRODUCT LANDED BY OWN VESSELS

1 Log in to the system, select option *New Certificate*, then select option *From Own Vessels.*



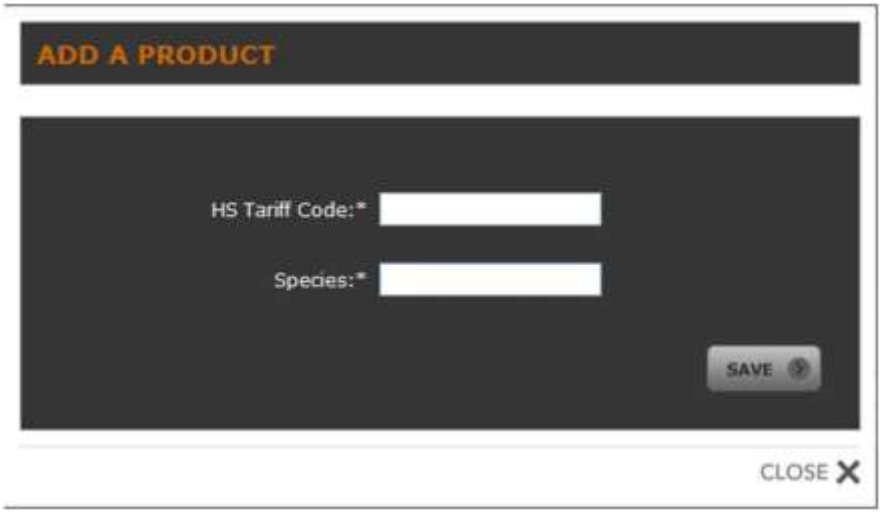
2 On the next screen you must as a minimum enter your export permit number. All fields on this screen can be changed by clicking on the *EDIT* portion of the section titles.



TIP: You will only be allowed to advance to the following screen once you have entered your export permit number. Select the *NEXT* button at the bottom of the page to continue. The *NEXT* button will not be visible until the export number field is completed

3 Enter your first product being exported by clicking on the *ADD A PRODUCT* button

4 The popup screen below will appear for every new product you add to the certificate. Fill in the product details for all the product items being exported.

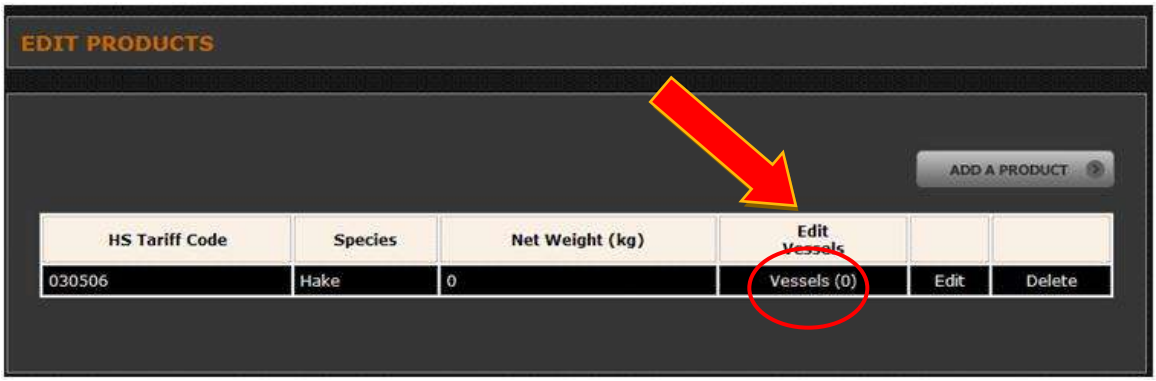


Supply the following product data:

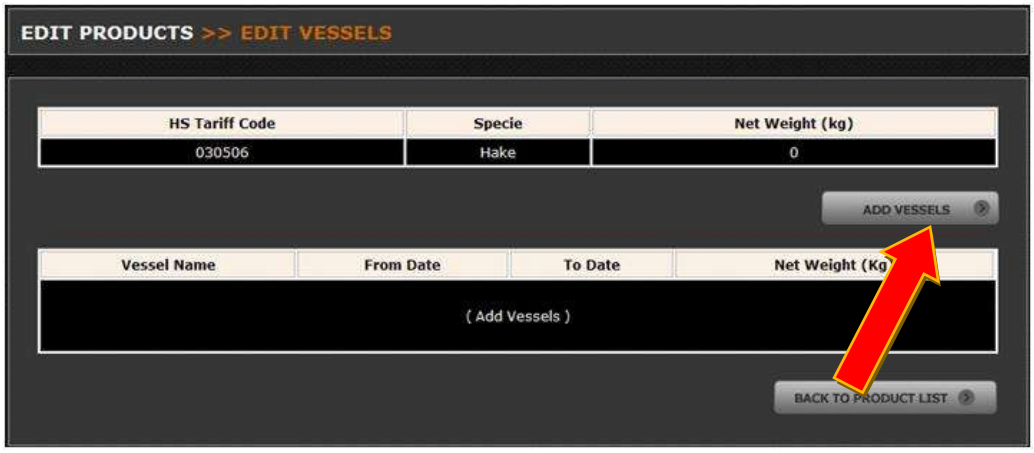
I. **HS Tariff Code** - the national customs code based upon Harmonised Commodity Description and Coding System (HS) of the World Customs Organisation. **Important: You must enter at least the first 6 digits**

II. **Species** - The product is described by using the species name. Either enter the scientific name or the description you use in other trade documentation, for example *Cape Hake* or *Merluccius Species*

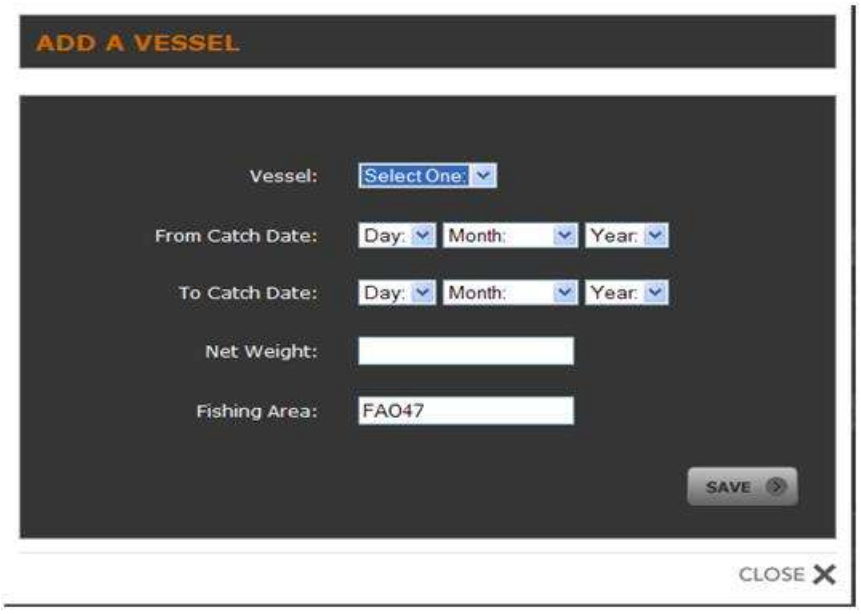
5 For each product entered indicate which vessels landed the fish used to produce this product by selecting the link in the *Edit Vessels* column. The value in brackets indicates the number of vessels currently assigned to a product item



6 Selecting the link *Vessels(0)* above will take you to the screen below. List the vessels that contributed to this product item by selecting the button or link *ADD VESSELS*



7 Clicking on the *Add Vessel* button above will show the following popup screen:

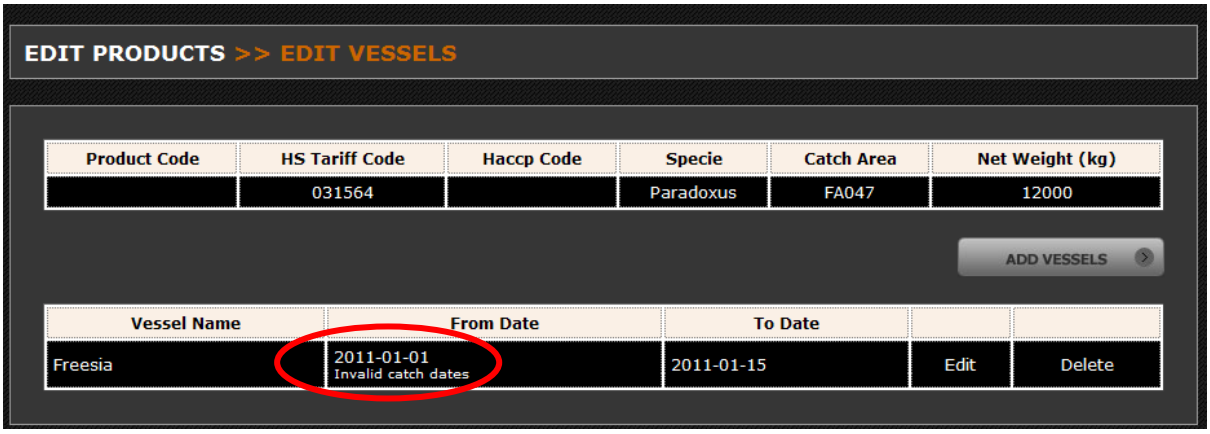


Select the vessel, the start and end date during which the fish was caught, as well as the weight in kilograms. Repeat steps 6 and 7 for each vessel used in landing the fish used to produce the product item.

Tip: You do not need to record the catch date range for each trip if multiple trips – just the first and last date across the range of individual trips

Important Note:

In the example below, the message Invalid catch dates appears, normally due to the catch period entered not fully covered by a valid vessel license. You will not be able to continue before the incorrect entry is corrected, either by clicking the *Edit* button to change, or the *Delete* button to remove the invalid entry



8

Select the *BACK TO PRODUCT LIST* button below the vessel or vessels entered to return to the screen under point 5 to add additional products, alternatively click the *NEXT* button to enter the transport details

Important Note:

The *NEXT* button below the list of products (Point 5 above) will only be visible if:

a. At least one product is listed
b. Each product listed has at least one vessel listed against that product (number of vessels landing that product is indicated in brackets)

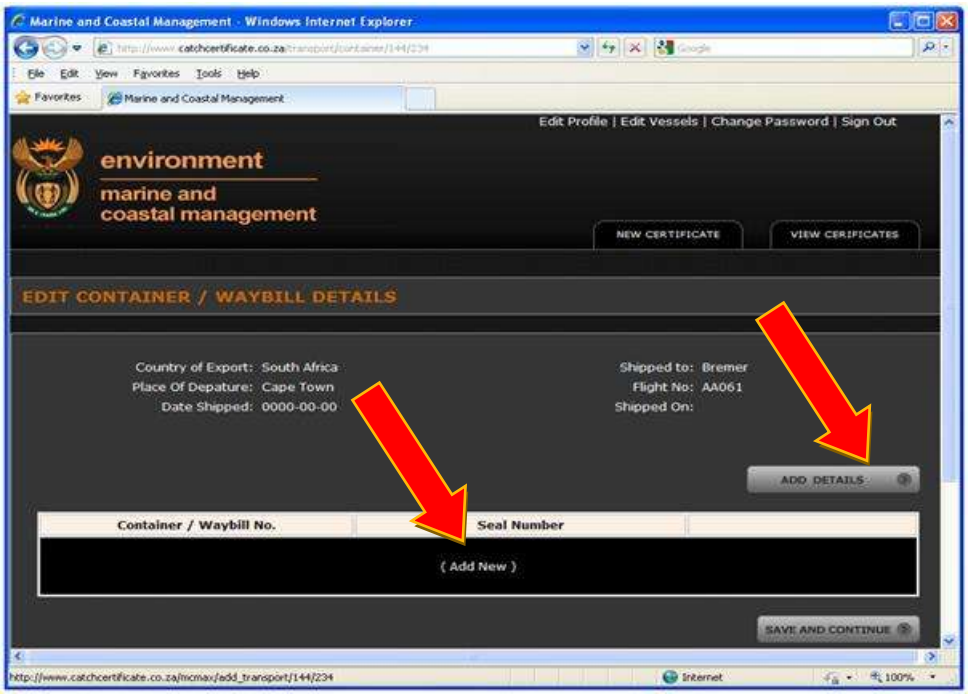
9

Once all products are captured, and you have assigned each product item to at least one vessel, you will navigate to the screen below where you can enter the transport details

Complete the following fields:

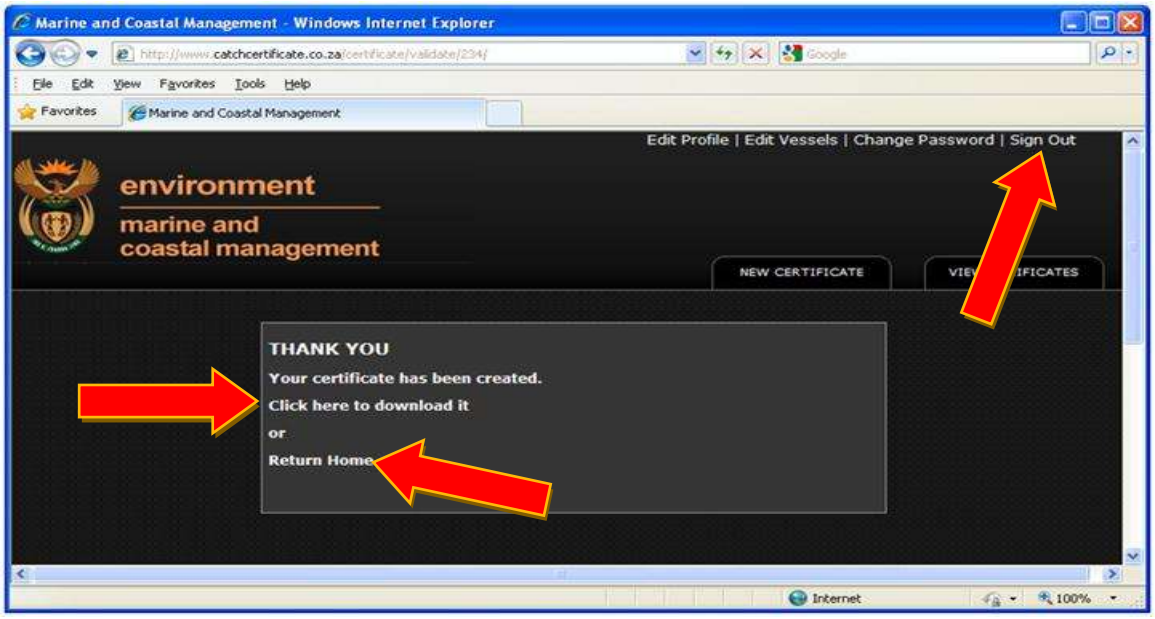
- **Country of Exportation** – defaults to South Africa
- **Place of Departure** – Usually Port or Airport city
- **Date Shipped** – or to be shipped
- **Shipped On** – Either enter the name of transporting vessel if by sea, **or**
- **Flight No** – Flight number if exported by air
- **Shipped To** – EU port of arrival

10 Selecting the *SAVE AND CONTINUE* button will load the screen below where you can enter the container or waybill number as well as seal numbers.



Note: To enable a user to partly complete the details for further completion at a later time, some of the transport fields are optional. However, this information should be completed where available to avoid delays at border posts.

11 Selecting the button *SUBMIT FOR VALIDATION* above will load the screen below if system validation of your data is successful. Select the link *Click here to download it*. Your generated catch certificate will appear as a PDF document in a new window. You can now select to print and/or e-mail the document. To print at a later stage, select the link *Return Home*. Refer section *Editing your incomplete application* on how to reactivate and print a saved application



Tip: It is recommended that you click on the link *Sign Out* first before closing your web browser once you have created and/or downloaded your certificate

2. Create New Certificate For Procured Products (From RSA vessels)

If you are exporting products manufactured from fish landed by another company's vessels, you will require a catch certificate signed by this company. The system provides for this scenario by routing your application to the company involved for verification of the catch data

Note: For mixed consignments consisting of products produced from own landed fish as well as procured from a third party, you will need to complete two applications, one following the steps above, and another following the steps below. Thus the consignment will be accompanied by two catch certificates.

Important:

Steps 1 to 9 is for the exporter's use

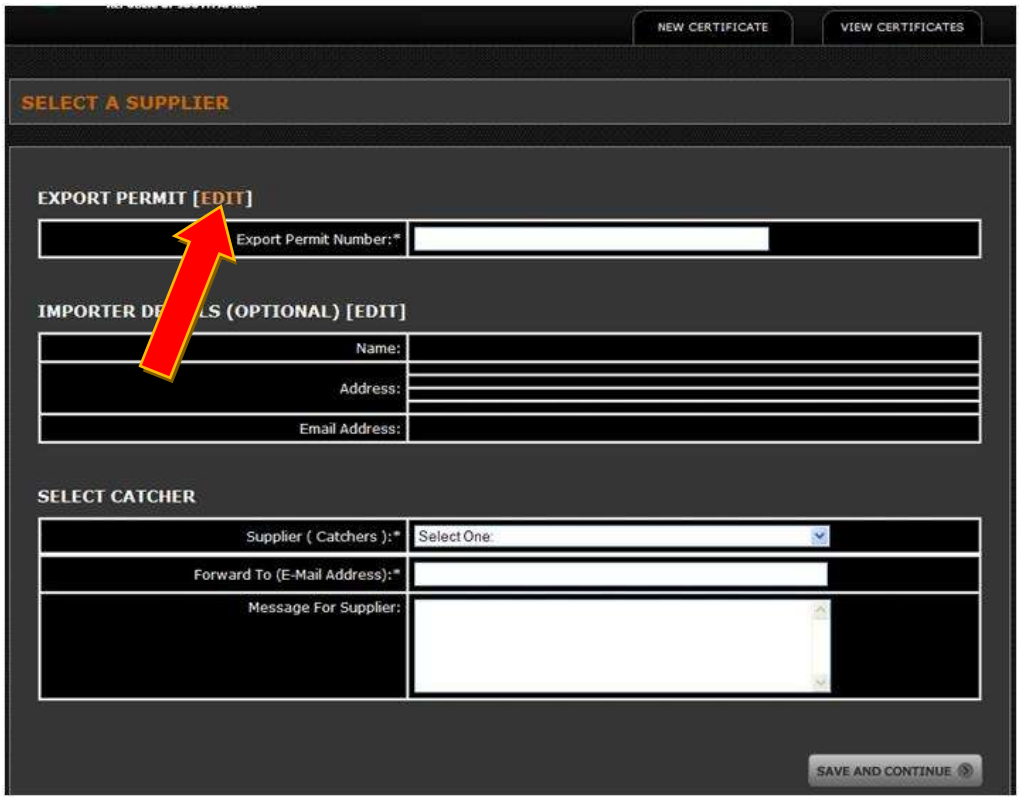
1 From the main screen, select the tab *New Certificate;* then select the option *PROCURED FROM CATCHER.*

2 Enter your export permit number by clicking on the *EDIT* portion of the section title EXPORT PERMIT [*EDIT*]

Select the fishing company (catcher) that landed the fish used for the products you are exporting

The field *Forward To (E-Mail Address)* will default to the mail address entered by the catcher when he registered his company on the system. You can overwrite this with another recipient representing the catcher.

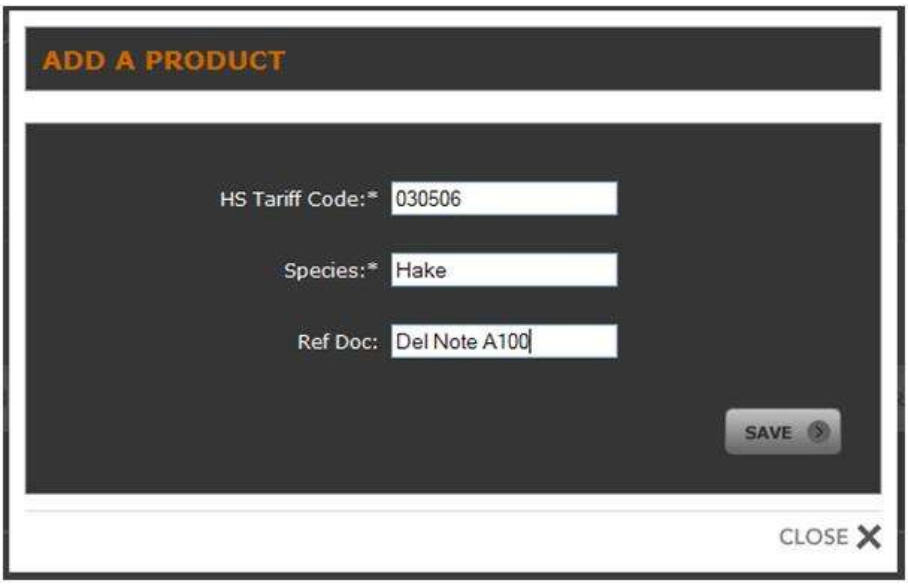
Optionally you can enter the Importer details as well.



3 Enter any additional information you would like to communicate to the catcher in the field *Message For Supplier,* then click *SAVE AND CONTINUE*.

4 For each product in your consignment, click the *ADD A PRODUCT* button

5 The popup screen below will appear.



I. **HS Tariff Code** - the national customs code based upon the Harmonised Commodity Description and Coding System (HS) of the World Customs Organisation. *Note you must enter at least the first six digits*

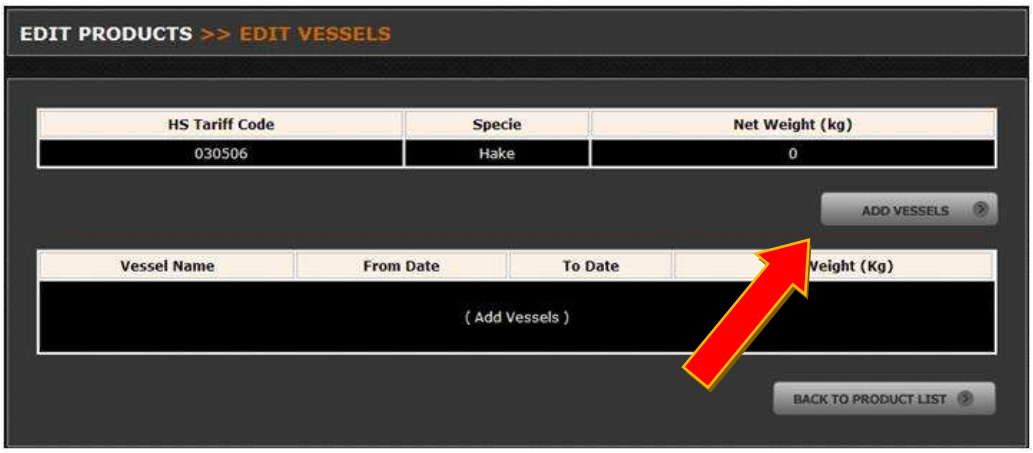
II. **Species** - Enter the scientific name or the description you use in other trade documentation, for example *Cape Hake* or *Merluccius Species*

III. **Reference Document Number** – Optionally supply the catcher with the most appropriate reference data e.g. purchase order, delivery note no etc. This will assist the supplier (catcher) to verify the vessels and catch dates involved.

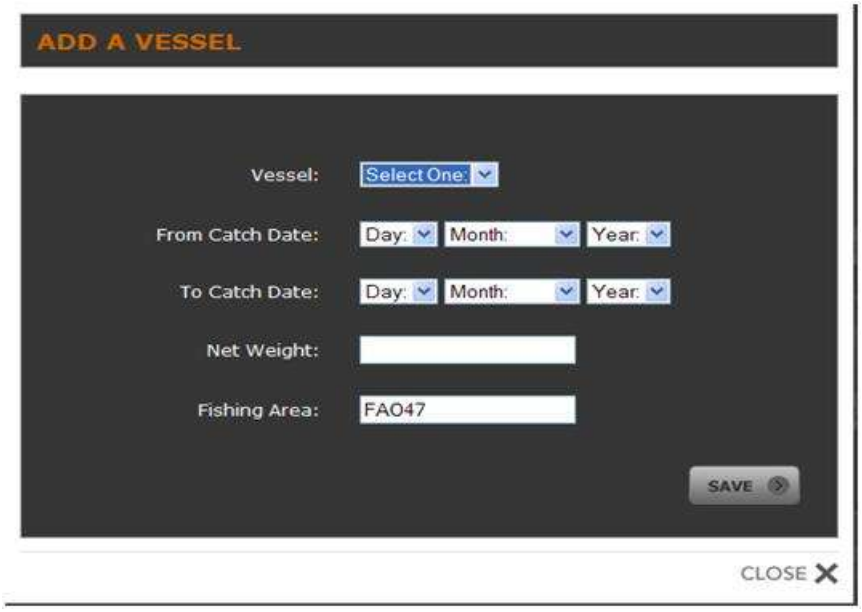
Select *SAVE* to add this product to your consignment, or select *CLOSE* to discard the current input. Repeat for other products

6 For each product entered indicate which vessels landed the fish used to produce this product by selecting the link in the *Edit Vessels* column. The value in brackets indicates the number of vessels currently assigned to a product item

7 Selecting the link *Vessels(0)* above will take you to the screen below. List the vessels that contributed to this product item by selecting the button or link *ADD VESSELS*



8 Clicking on the *Add Vessel* button above will show the following popup screen:



Select the vessel, the start and end date during which the fish was caught, as well as the weight in kilograms and click *SAVE*. Repeat steps 7 and 8 for each vessel used in landing the fish used to produce the product item.

Note: The vessels that are available for selection will depend on which catcher you selected under point 2 above.

9 Select the *BACK TO PRODUCT LIST* button below the vessel or vessels entered to return to the screen under point 6 to add additional products, alternatively click the *FORWARD TO CATCHER* button to notify the catcher.

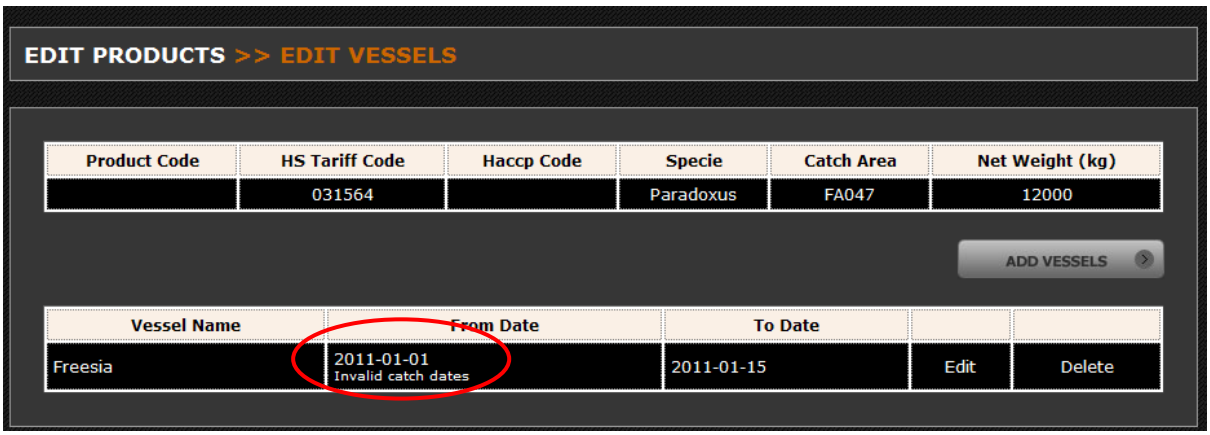
Important Note:

The *FORWARD TO CATCHER* button below the list of products (Point 6 above) will only be visible if:

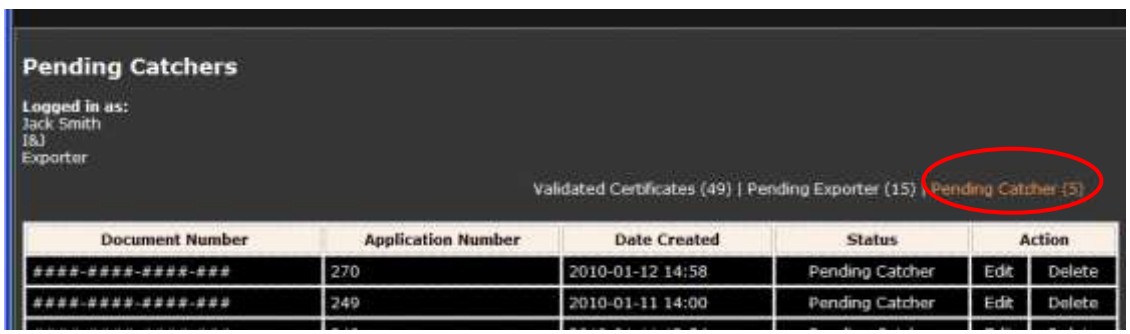
a. At least one product is listed
b. Each product listed has at least one vessel listed against that product (number of vessels landing that product is indicated in brackets)

Important Note:

In the example below, the message Invalid catch dates appears, normally due to the catch period entered not fully covered by a valid vessel license. You will not be able to continue before the incorrect entry is corrected, either by clicking the *Edit* button to change, or the *Delete* button to remove the invalid entry



If you select *VIEW CERTIFICATES* and then the link *Pending Catcher*, you will notice the new application you have just created. This entry will remain listed here until the catcher returns the application to you, at which time the application will move to the *Pending Exporter* (your company) tab.

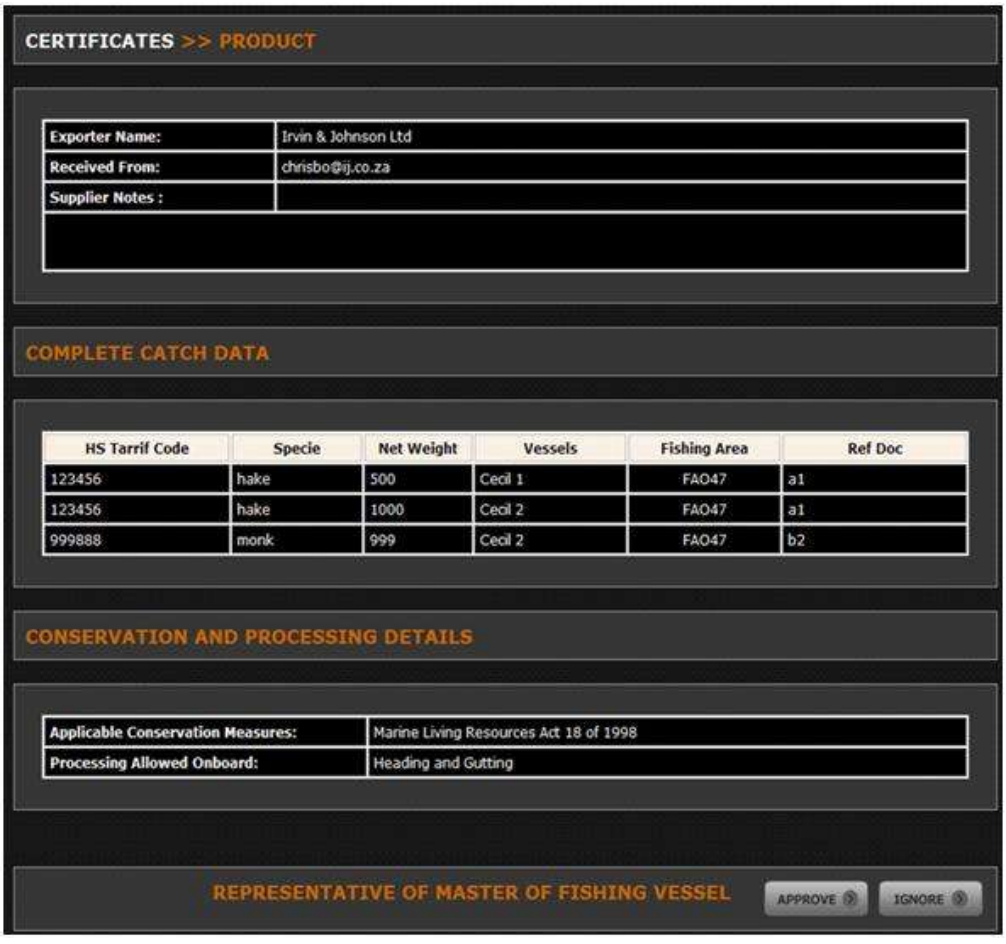


Note, the certificate will be allocated a Document Number only once validated by the system, at which time the application will move to the *Validated Certificates* tab.

Important: Steps 10 to 11 is for the catcher's use

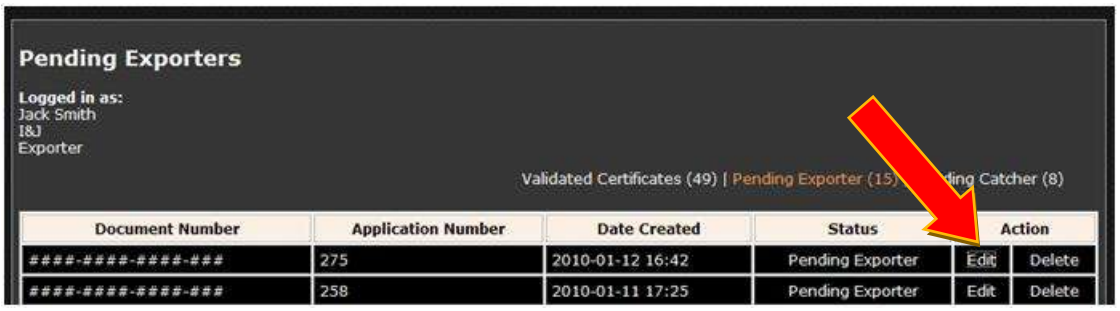
10 Upon receipt of notification of a pending catch certificate, an authorised user (representative of the master of the vessel) logs on and displays the list of pending certificates for his company (link *Pending Catcher*).

11 Activate the required application for a catch certificate (created by the exporter in steps 1 to 9 above) by clicking on the *Edit* link above. Review the data and click *APPROVE* to "sign" the certificate, or *IGNORE* should you wish to return to it later



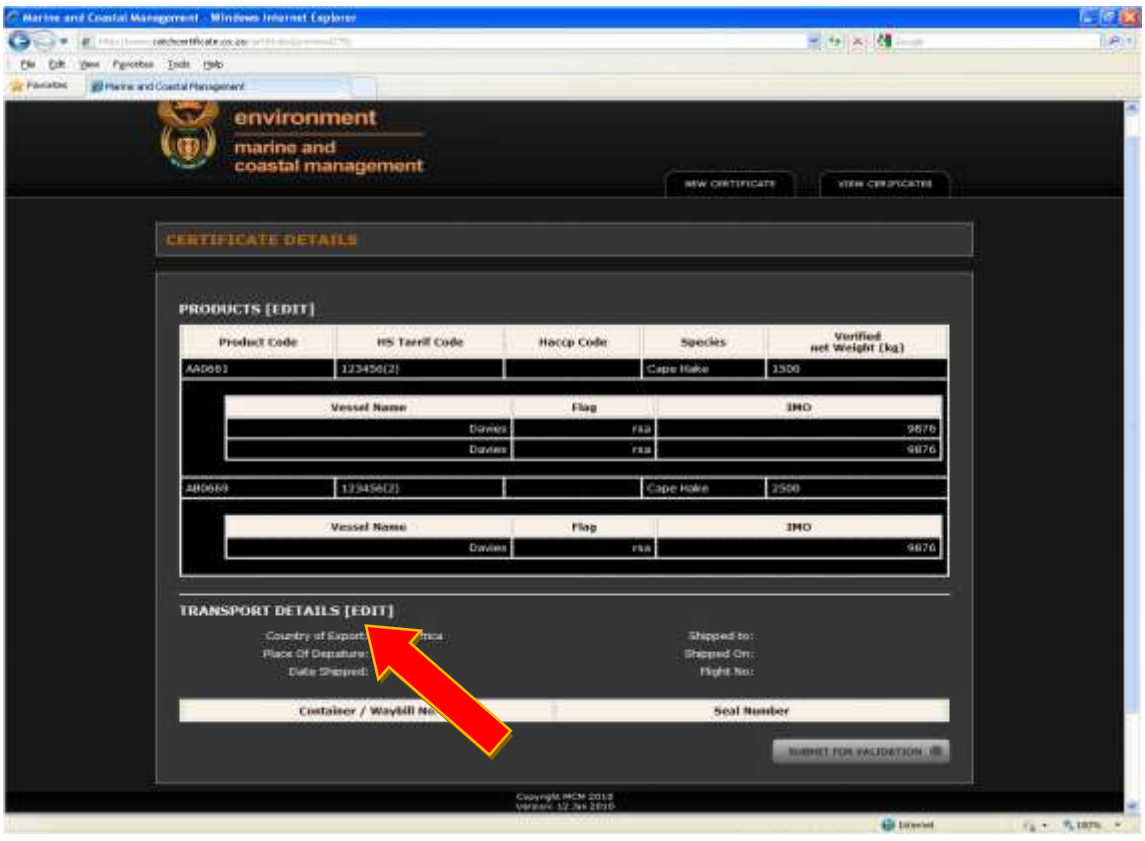
Important: Steps 12 to 18 is again for the exporter's use

12 Upon receipt of notification of a completed catch certificate from the supplier (catcher), an authorised user logs on and displays the list of pending certificates for his or her company (tab *Pending Exporters*).

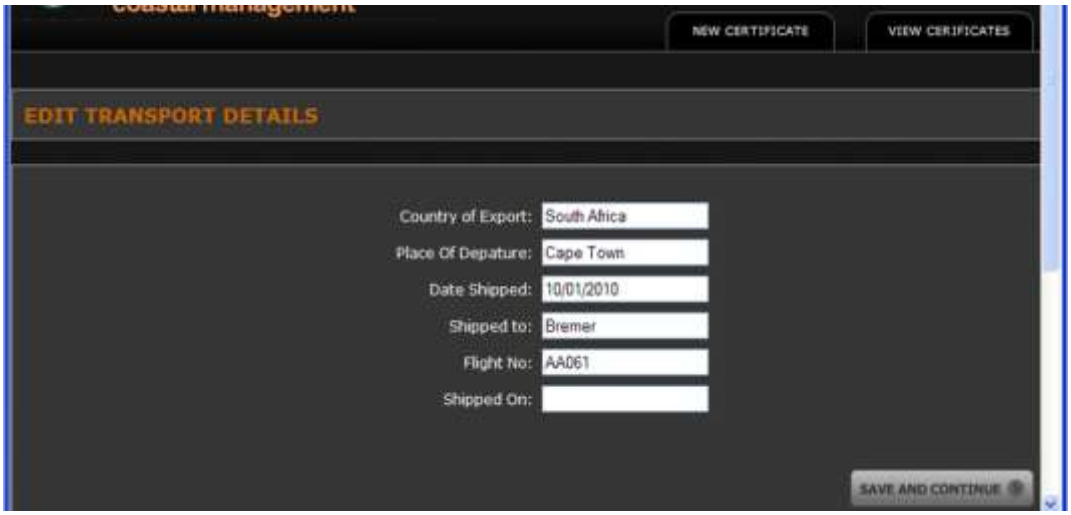


13 Activate the returned application (completed and returned by the supplier/catcher in step 11 above) by clicking the *Edit* button in the *Action* column above.

14 Complete the transport details by clicking the *TRANSPORT DETAILS [EDIT]* link

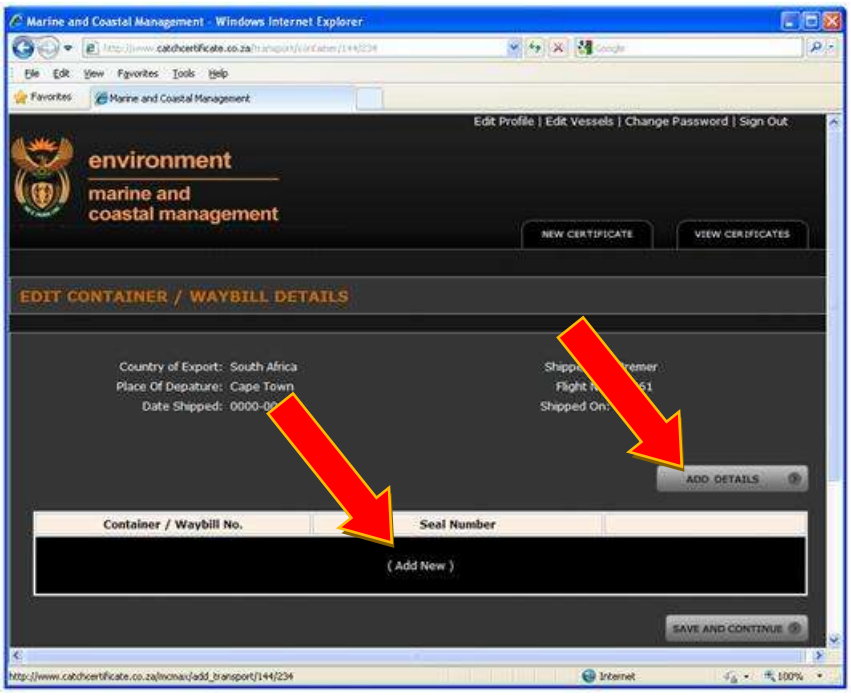


15 On the screen below complete the following fields:



- **Country of Exportation** – defaults to South Africa
- **Place of Departure** – Usually Port or Airport city
- **Date Shipped** – or to be shipped
- **Shipped On** – Either name of transporting vessel if by sea, **or**
- **Flight No** – Flight number if exported by air
- **Shipped To** – EU port of arrival

16 Selecting the *SAVE AND CONTINUE* button above will load the screen below where you can enter the container or waybill number as well as seal numbers. If required you can enter multiple or seal numbers. Select the button *Add Details* or the link *Add New* to add a waybill number or container number or numbers, as well as container seal numbers (seal numbers are optional).



17 You are returned to the *EDIT CONTAINER/WAYBILL DETAILS* screen, but an additional button *SUBMIT FOR VALIDATION* is now visible.

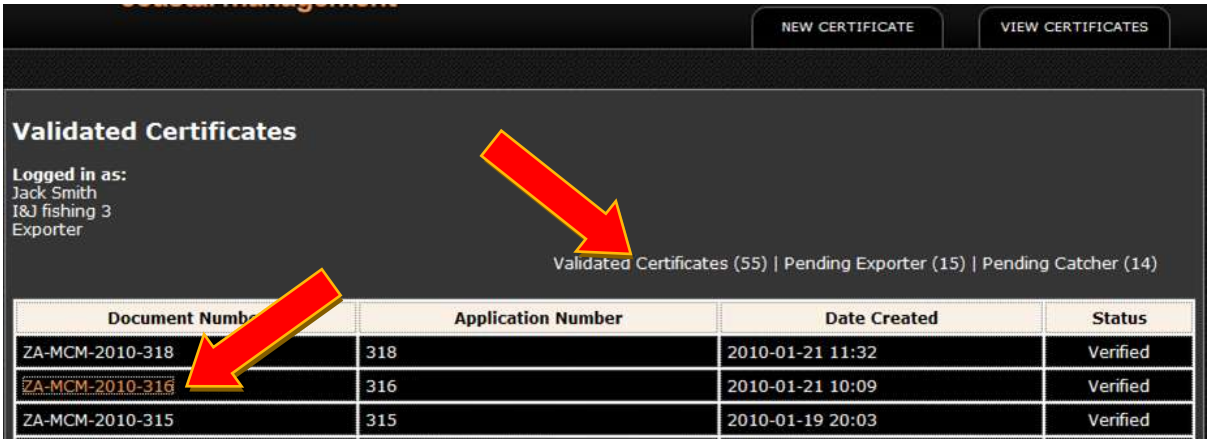
18 Select *SAVE AND CONTINUE* to validate and print your certificate at a later stage; select *SUBMIT FOR VALIDATION* to validate and print your certificate straight away. Your generated catch certificate will appear as a PDF document in a new window. You can now select to print and/or e-mail the document.

Tip: It is recommended that you click on the link *Sign Out* first before closing your web browser once you have created and/or downloaded your certificate

3. Returning To A Previously Validated Certificate

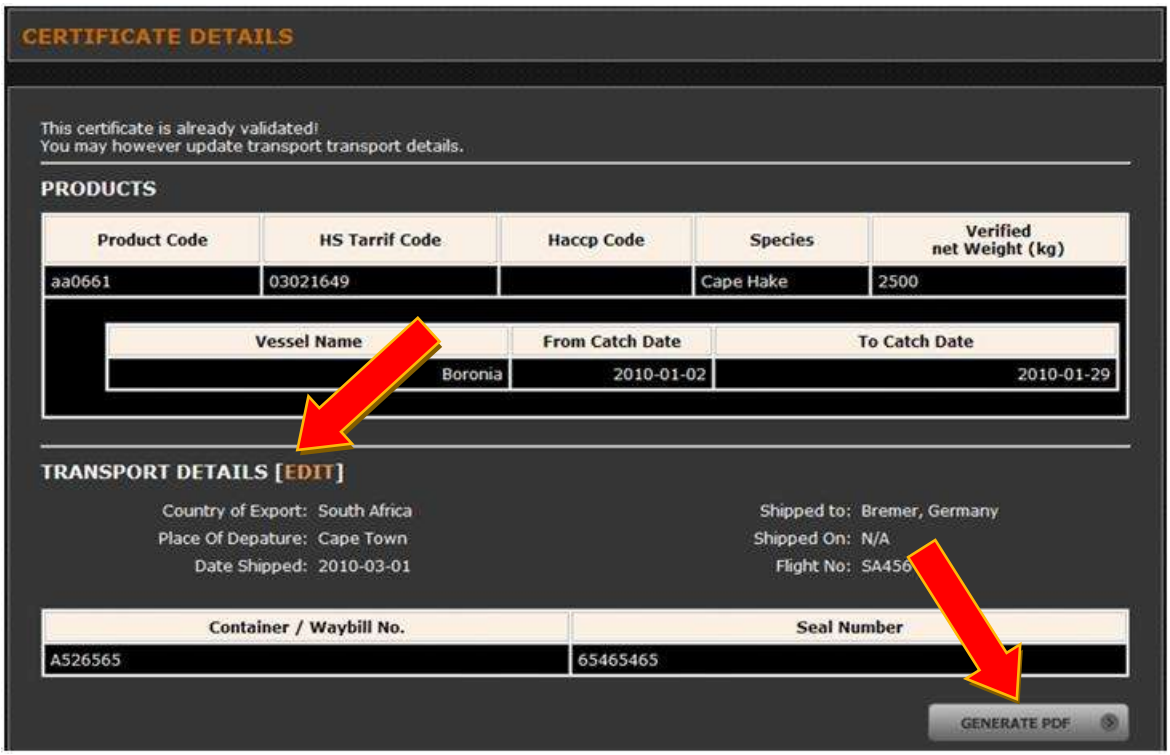
Follow these steps to re-activate a previously validated certificate, that is, to display it, re-print it, update last minute changes to transport details etc.

1 On the main screen select the tab *View Certificates* then select the link *Validated Certificates*.



2 In the *Document Number* field click on the document you want to open. Please note, only validated certificates are issued a document number.

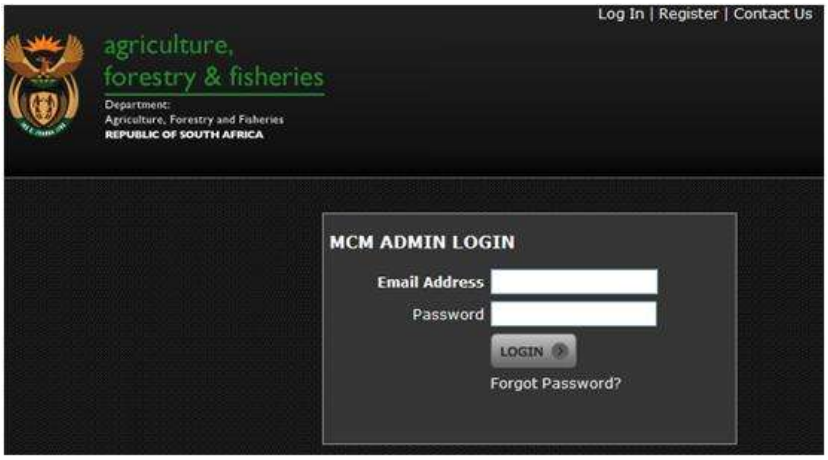
3 Select the *GENERATE PDF* button to display your certificate in *Adobe Reader*, alternatively you can update your transport details with last minute transport arrangements before you generate your certificate by clicking on the *TRANSPORT DETAILS [EDIT]* link.



VALIDATING AUTHORITY USER GUIDE

1. LOGGING ONTO THE SYSTEM

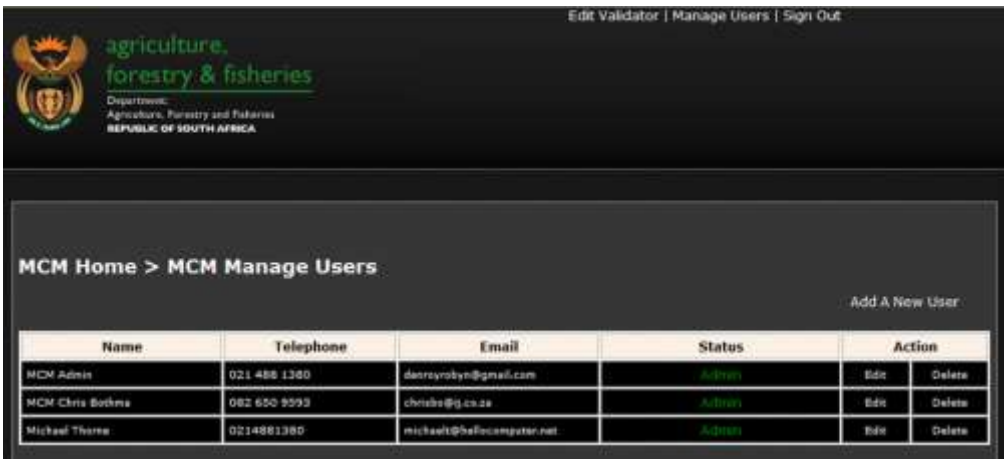
On the main page of the site look for a "ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In". Note the e-mail address and password used to create your account will be mailed to you upon account creation.



2. SETTING UP USER ACCOUNTS

Prior to going live, one user with administrative rights will be identified and given access to the system. This user will then be able to create additional user accounts for all DAFF employees that need access to the system by following the steps below.

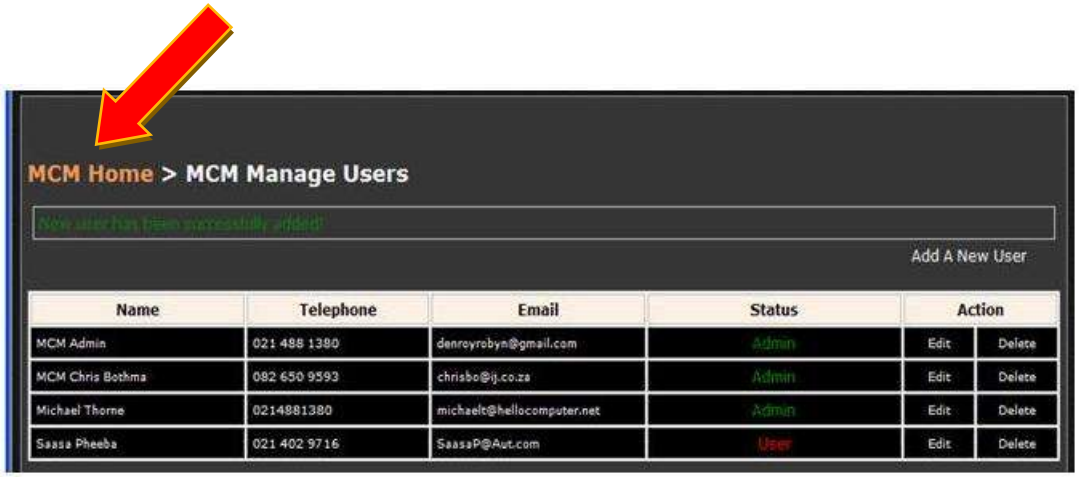
1 Once logged in, on the main page, select the link at the top of the page named *Manage Users*. The screen below will appear.



2 Action the link *Add A New User* above and to the right of the list of users. To change user details for an existing user, click the *Edit* link next to the user you want to change, or select *Delete* to remove the user from the database

3 Complete the fields below and then action the *SAVE AND CONTINUE* button. Please note mandatory fields are denoted by the asterisk (*) character. Tick the checkbox *Administrator* if the user being created will be allowed to create additional user accounts.

4 When you click on the *SAVE AND CONTINUE* button above you will be returned to the screen below. Select the *MCM Home* part of the link *MCM Home > MCM Manage Users* to return to the main menu.



3. RELEASING VESSELS

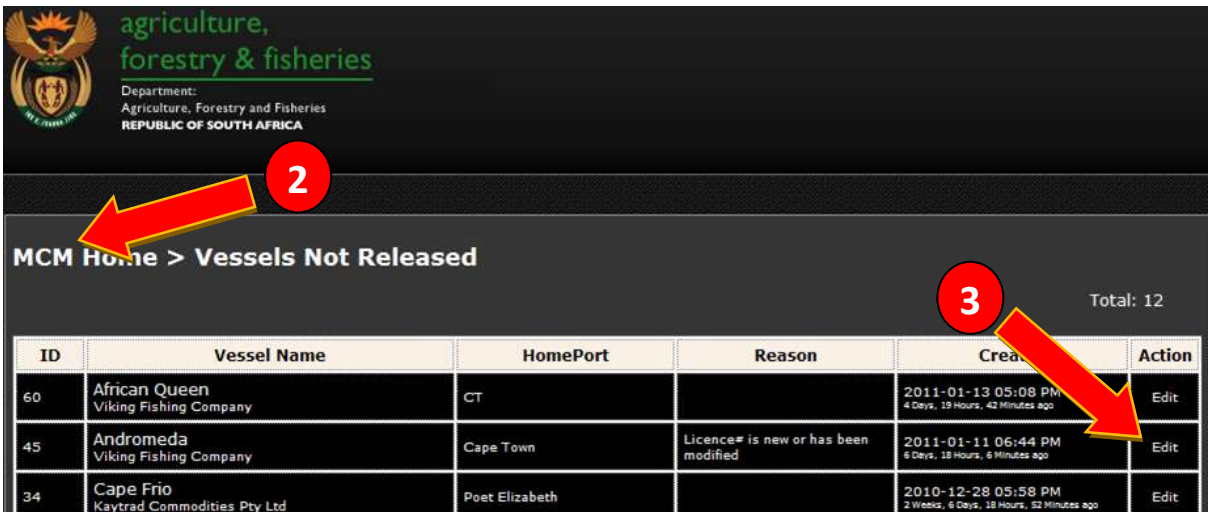
Fishing companies will not be able to select one of their vessels for inclusion on a catch certificate unless the vessel is in a RELEASED status. Vessels will revert to status NOT RELEASED under the following conditions:

- When a new vessel is added to the system
- When the fishing company (or legal representative) changes any of the vessel's details
- When a vessel license is edited or a new license for the vessel is added to the system

Note: A vessel can not be released unless at least one license is on file for that vessel

Follow the steps below to release a vessel:

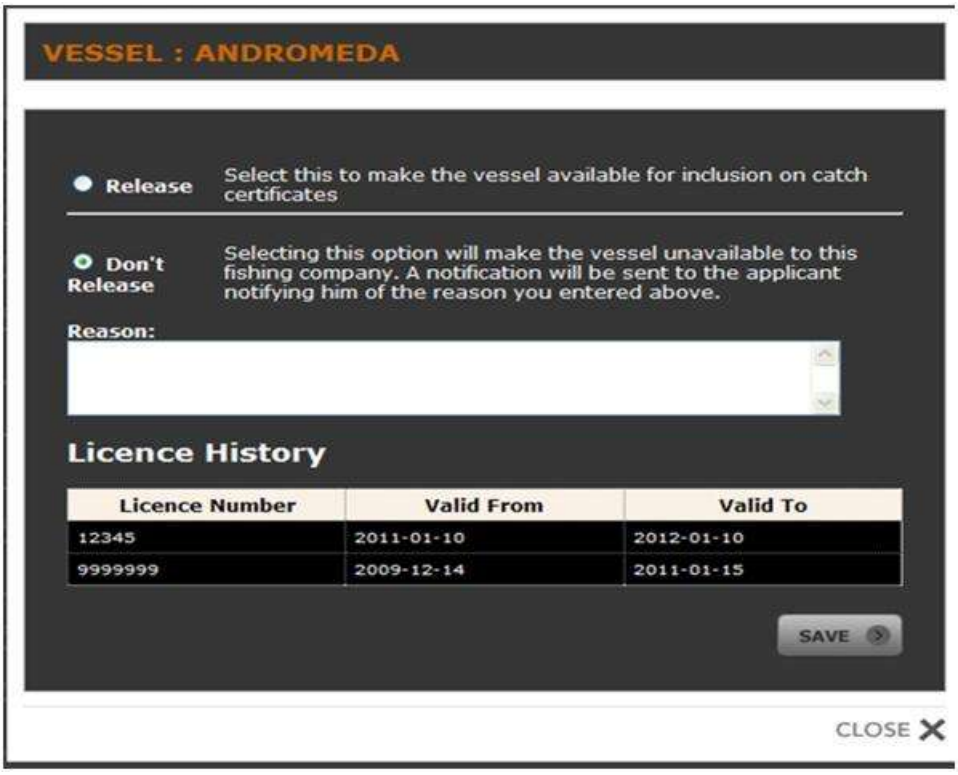
1 Once logged in, on the main page, select the link *Release Vessels*. The screen below will appear listing all vessels currently in a NOT RELEASED status, sorted by vessel name.



2 To return to the previous screen (home page), click on the *MCM Home* part of the link *MCM Home > Vessels Not Released*

3 To release a vessel, find the vessel in the list of vessels not released, then action the *Edit* link next to that vessel

4 The dialog window below will appear showing the vessel name in the dialog title as well as the most recent license data for the vessel (up to a maximum of 15 records sorted by newest to oldest)



5 Select the radio button *Release* then click the *SAVE* button. This will close the dialog window and remove the vessel from the list of vessels not released

6 Should you choose not to release the vessel, you could return to the previous screen by clicking on the *CLOSE* button, however it is better to select the radio button *Don't Release*, enter a reason why you do not want to release the vessel and then click the *Save* button. This will ensure that the vessel owner is notified by the system as to the reason for not releasing the vessel

Tip: Once you release a vessel, you will notice it no longer appears on the list *Vessels Not Released*

4. SUSPENDING A VESSEL

The Validating Authority (DAFF) can block a vessel for a limited time or on a permanent basis. Any catch periods entered for this vessel overlapping with a period of suspension will result in the certificate not being validated. Multiple "blocked" periods can be entered for a vessel. See example below: For the vessel Titanic only catches landed in the second half of the year will be allowed on the catch certificate, whereas the vessel Bismarck is suspended indefinitely:

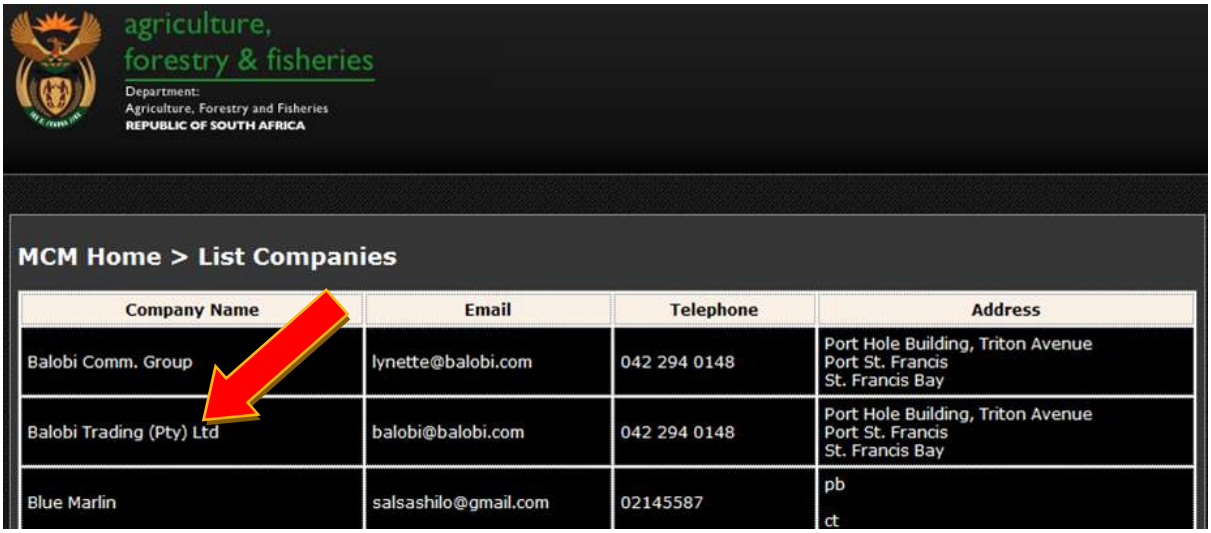
Vessel	Blocked From	Blocked To
Titanic	1 Jan 2011	30 June 2011
Titanic	1 Jan 2010	30 June 2010
Bismarck	1 Jan 2011	30 Dec 2099

You can suspend a vessel following one of two available menu paths.

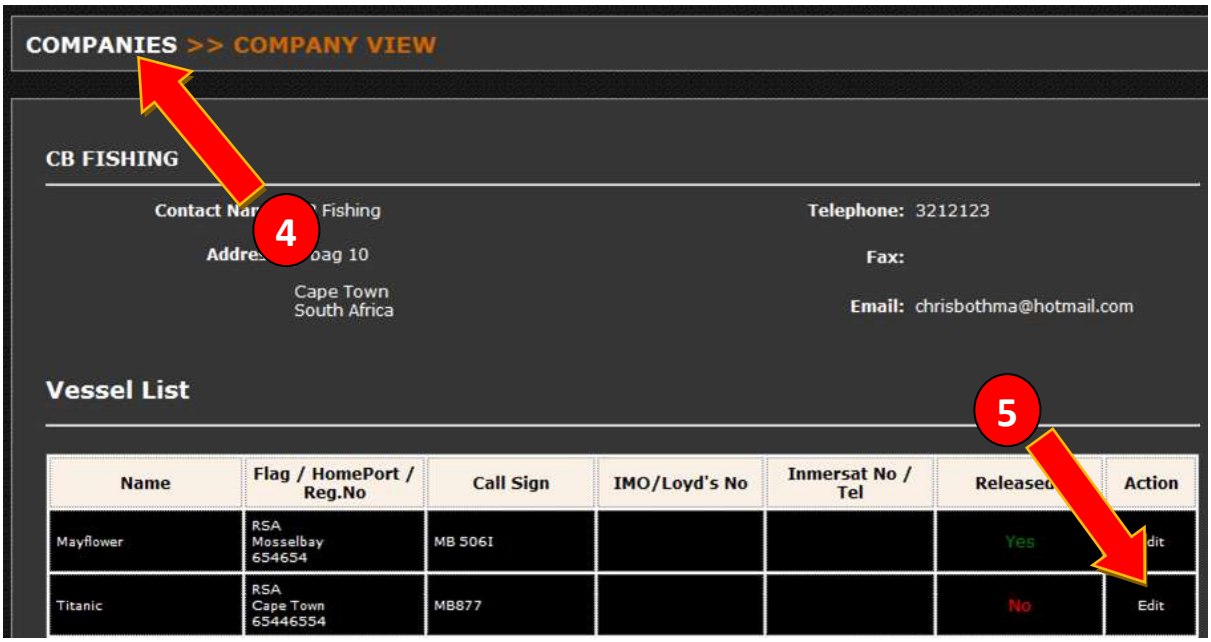
If you know the name of the fishing company or legal representative:

1. Point your browser to the link http://www.catchcertificate.co.za/mcm/. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"

2. Once logged in, on the main page, select the link *View List Of Companies*. The screen below will appear listing all registered companies sorted by company name:

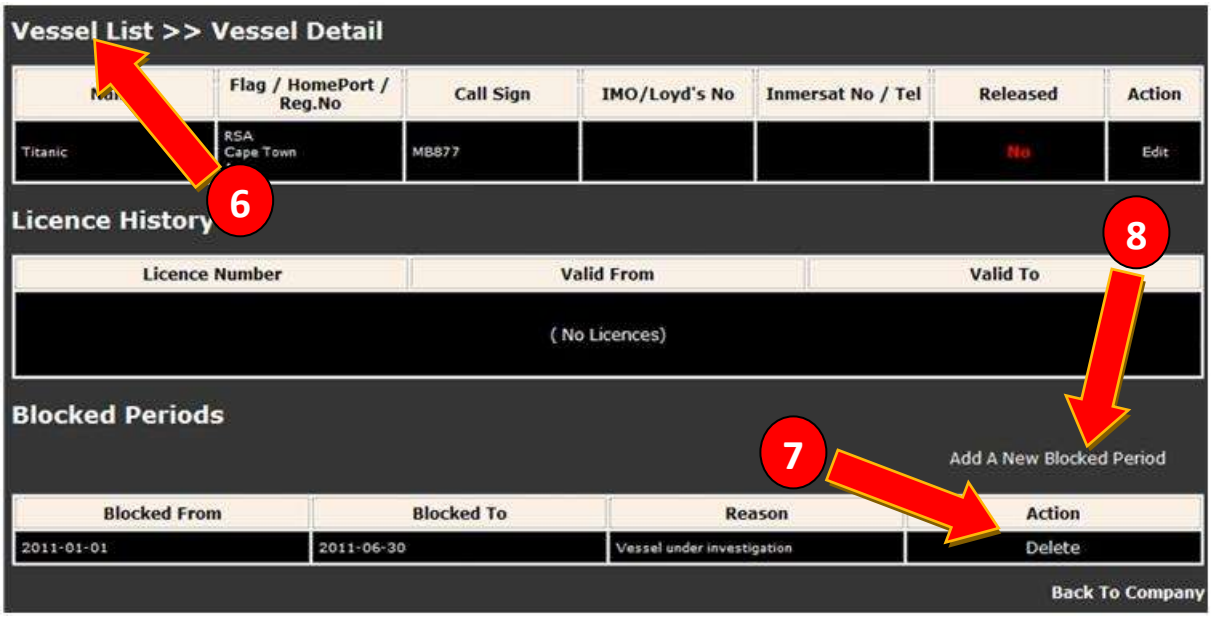


3 Navigate to the company you looking for, then click on the company name to display the screen below showing the company details and the list of vessels registered against that company



4 To return to the previous screen, that is the list of companies, click the *COMPANIES* part of the *COMPANIES >> COMPANY VIEW* link

5 To suspend a vessel, or to remove a suspension period, select the *Edit* link next to the vessel to process. The screen below will load in your browser listing all the vessels for that vessel as well as any existing periods of suspension



6 To return to the previous screen, that is the list of vessels for the company you are working with, click the *Vessel List* part of the *Vessel List >> Vessel Details* link

7 To delete (cancel) an existing suspension period, click the *Delete* link next to the applicable period

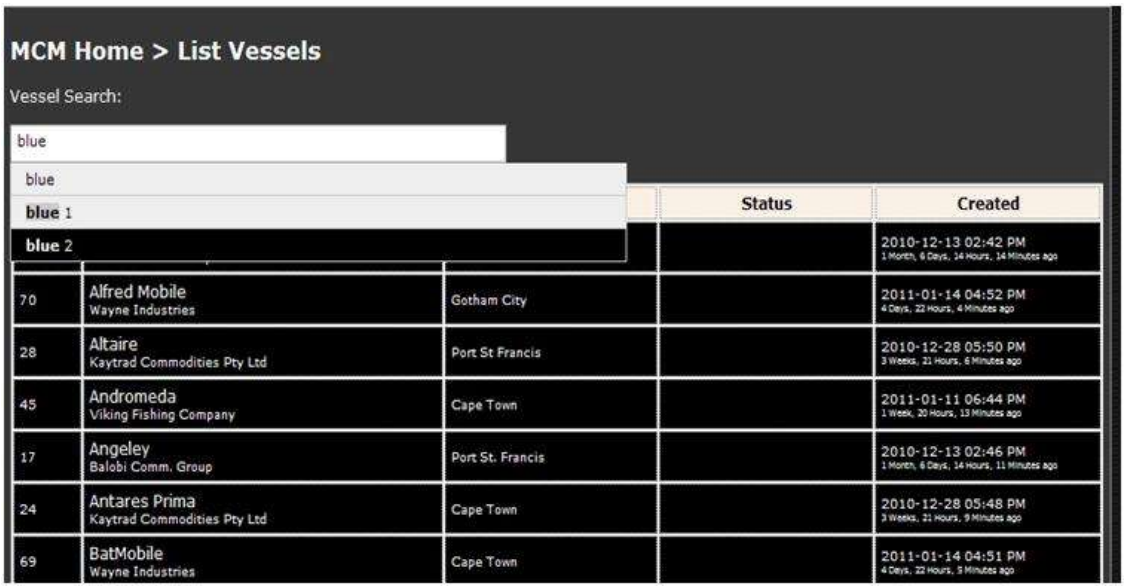
8 Click on the *Add a New Blocked Period* to enter a new period of suspension. The popup window below will appear:

9 Enter the suspension period. Any fish landed by the vessel within this date range will not be validated by the system. Then enter the reason for the suspension (mandatory) and click the *SAVE* button to return to the previous screen

If you know the name of the fishing vessel

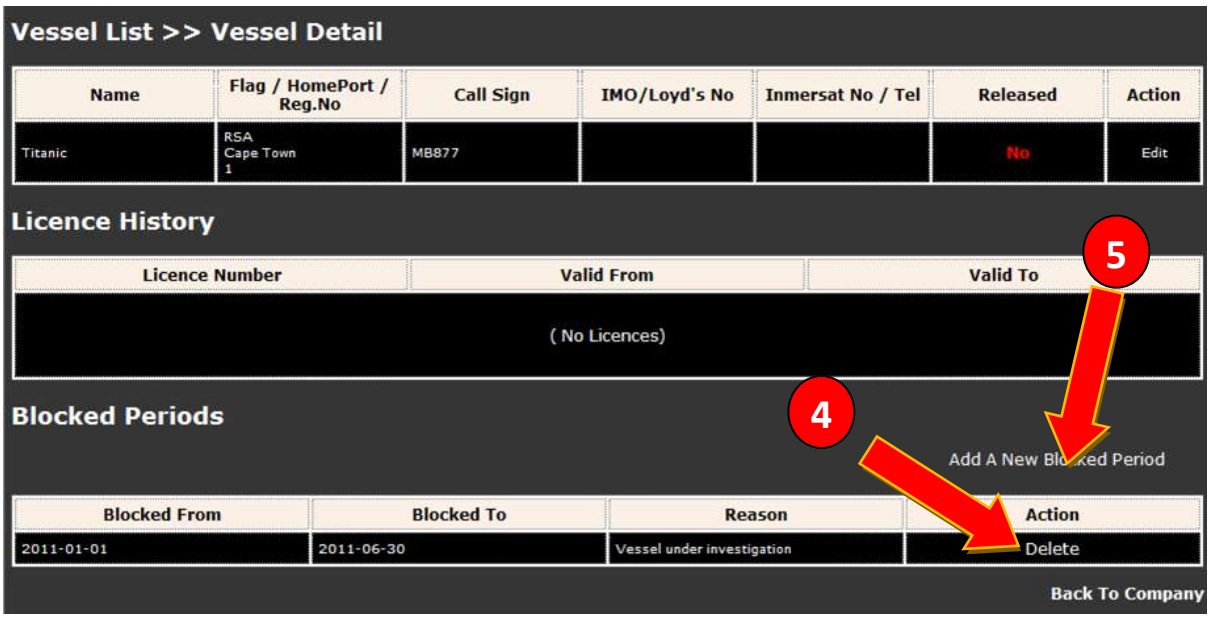
1 Point your browser to the link http://www.catchcertificate.co.za/mcm/. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"

2 Once logged in, on the main page, select the link *View List Of Vessels*. The screen below will appear listing all registered vessels sorted by vessel name.



3 Once logged in, on the main page, select the link *View List Of Vessels*. The screen below will appear listing all registered vessels sorted by vessel name. You can select the vessel you looking for by using one of the two menu paths listed below:

1. Navigate to the vessel you looking for and click on the company name below the vessel. The system will display the company details and all the vessels registered against the company. Click the *Edit* link next to the vessel you want to process, or
2. Start typing the name of the vessel in the *Vessel Search* field. This will show a drop down box showing all vessels matching the text you are typing, then select the required vessel in the drop down list.



4 To delete (cancel) an existing suspension period, click the *Delete* link next to the applicable period

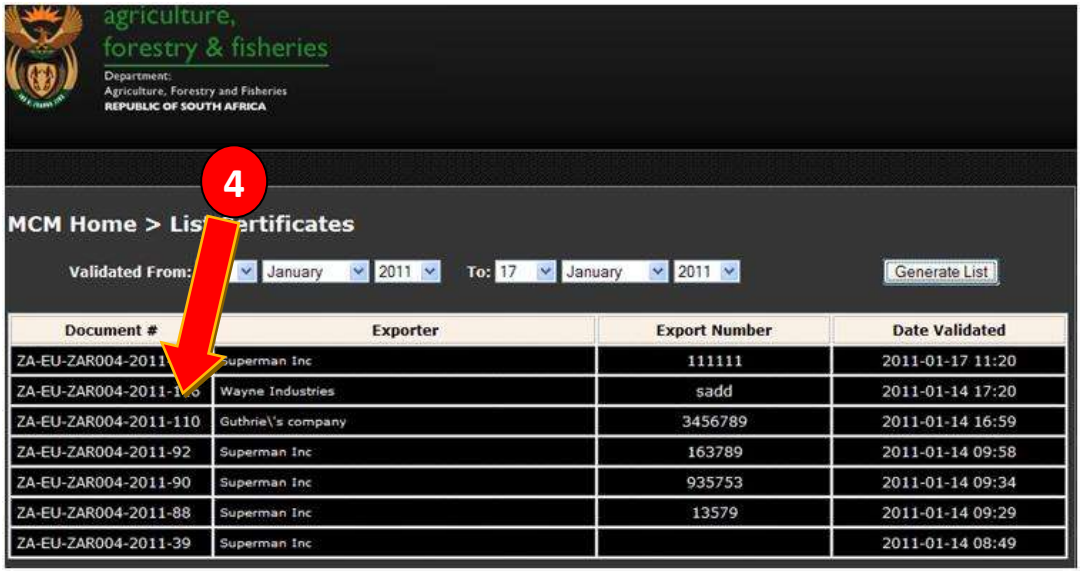
5 Click on the *Add a New Blocked Period* to enter a new period of suspension. The popup window below will appear:

9 Enter the suspension period. Any fish landed by the vessel within this date range will not be validated by the system. Then enter the reason for the suspension (mandatory) and click the *SAVE* button to return to the previous screen

5. DISPLAYING A CERTIFICATE

1 Point your browser to the link http://www.catchcertificate.co.za/mcm/. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"

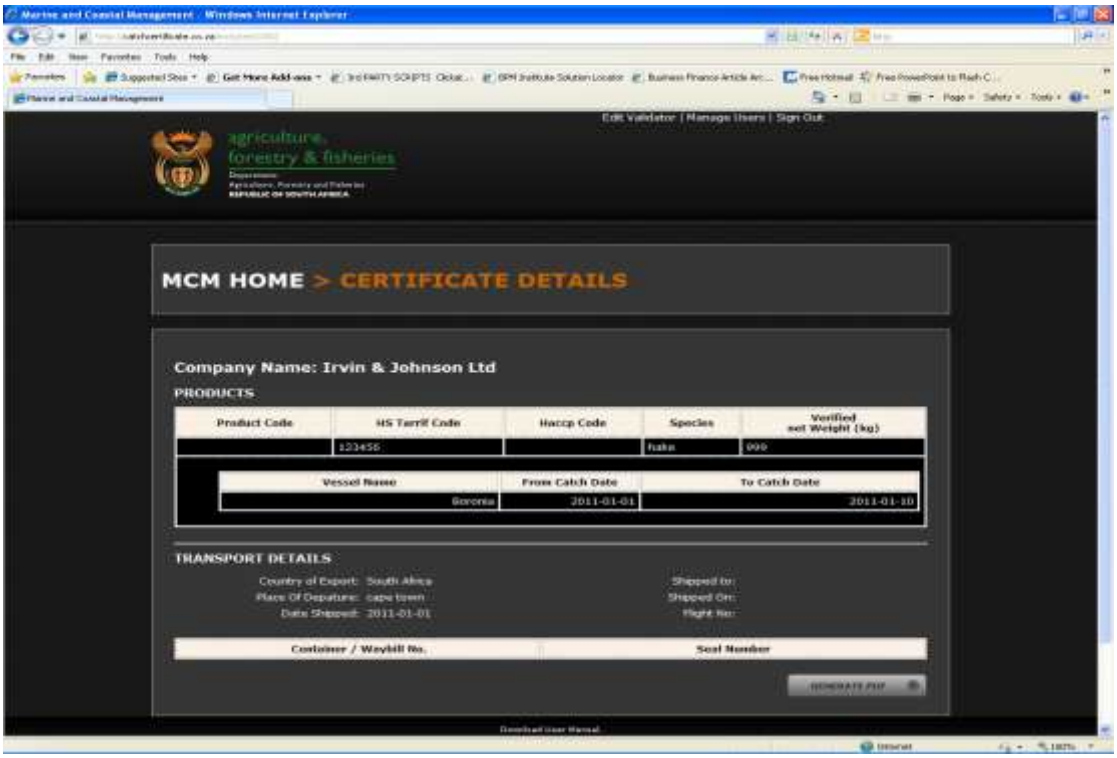
2 Once logged in, on the main page, select the link *View Certificates*. The screen below will appear listing certificates showing the most recent certificate first.



3 Enter a FROM and TO dates in the date fields provided then select *Generate List*

Tip: You can use this list to view the Export Permit number entered by the exporter when the certificate was created

4 Click on the certificate number (Arrow# 4 above) to drill down to the certificate details. The page below will load in your browser window:



5 To print a copy of the certificate, action the *Generate PDF* button. The certificate will be generated as a PDF file.

6 Select your browser's *BACK* button to return to the list of certificates. To return to the main menu (Home Page), click on the *MCM HOME* part of the link *MCM HOME > CERTIFCATE DETAILS*

6. REVIEWING VESSEL LICENSE HISTORY

To detect possible manipulation of vessel license data, the system provides a history of changes to vessel licenses. To allow scrutiny of changes, data is displayed sorted by vessel, then by license number showing the most recent change first.

1 Point your browser to the link **http://www.catchcertificate.co.za/mcm/**. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"

2 Once logged in, on the main page, select the link *License Change History*. The screen below will appear:

Vessel Name	Licence #	Valid From	Valid To	Action	Time	User
Alfred Mobile Wayne Industries	108	2010-10-01	2011-12-31	Created	2011-01-14 16:53:03	Bruce Wayne
Altaire Kaytrad Commodities Pty Ltd	51	2011-01-01	2011-03-31	Created	2011-01-07 17:02:07	Andrew Kaye
Andromeda Viking Fishing Company	104	2009-12-14	2011-01-15	Created	2011-01-13 17:30:07	Tim Reddell
Andromeda Viking Fishing Company	85	2011-01-10	2012-01-10	Created	2011-01-12 14:38:23	Tim Reddell
Andromeda Viking Fishing Company	84			Created	2011-01-12 14:38:22	Tim Reddell

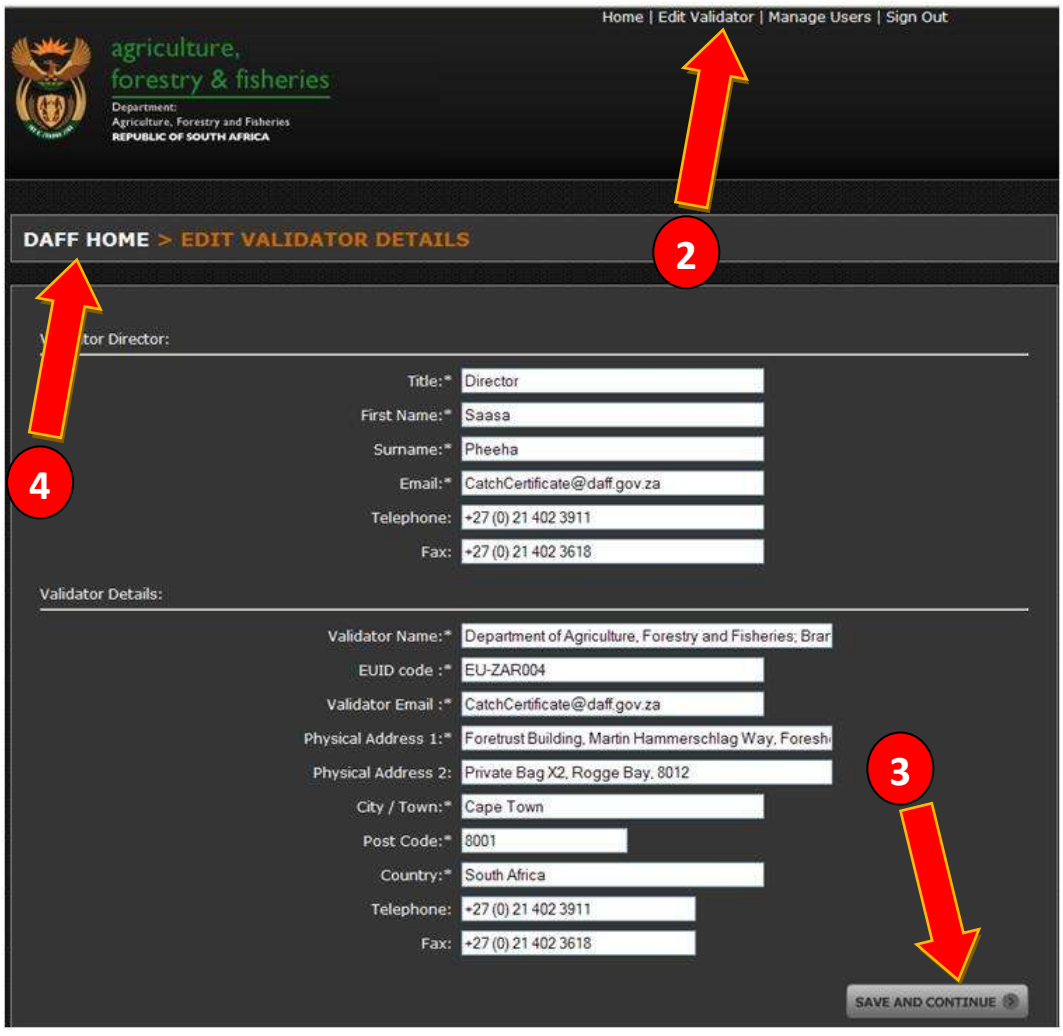
3 Enter the period of changes to review in the *CHANGED FROM* and *TO* fields, for example to show changes made to vessel licenses for the month of January enter the dates as in the screenshot above, then click the *GENERATE LIST* button

7. MAINTAINING VALIDATING AUTHORITY SECTION OF THE CATCH CERTIFICATE

The data displayed under *Section 1 – Validating Authority* on the catch certificate can be changed as follows:

1. Point your browser to the link **http://www.catchcertificate.co.za/mcm/**. Then on the main page of the site look for a "DAFF ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In".

2. Select the link *Edit Validator* at the top of the page. Please note the link will only be visible to DAFF users with Admin rights



3. Fill in information required and select *Save and Continue*. Note mandatory fields are denoted by the asterisk (*) character.

4. Click on the *DAFF HOME* section of the title *DAFF HOME > EDIT VALIDATOR DETAILS* to return to the Home page

APPENDIX 1 – HARMONISED SYSTEM TARIFF CODES

The Harmonized Commodity Description and Coding System (HS) is an internationally standardized system of names and numbers for classifying traded products developed and maintained by the World Customs Organization

The HS is a six-digit nomenclature. The first two digits represent the chapter. All fishery products for export will fall under either chapter three or sixteen. The first four digits are referred to as the heading. The first six digits are known as a subheading.

Countries that have adopted the Harmonized System are not permitted to alter the numerical codes at the four or six digit level. Individual countries may extend a Harmonized System number to eight or ten digits for customs or export purposes.

These codes are used as a basis for (amongst other):

- *Customs tariffs*
- *Collection of international trade statistics*
- *Trade negotiations (e.g., the World Trade Organization schedules of tariff concessions)*
- *Transport tariffs and statistics*
- *Monitoring of controlled goods (e.g. endangered species)*

Example:

03	FISH, CRUSTACEANS, MOLLUSCS, OTHER AQUATIC INVERTEBRATES
03.02	FISH, FRESH OR CHILLED, EXCLUDING OTHER FISH FILLETS OR FISH MEAT OF SECTION 03.04
0302.06	OTHER FISH, EXCLUDING LIVERS & ROES
0302.64	MACKEREL

Although this example includes only six digits, some countries (South Africa included) have categories with 8 or even 10 digits in total. It is recommended that for the sake of consistency, all certificates reflect at least the first 6 to 8 digits, and not just the first 4 digits as used on the South African Health Certificate

See URL below for a quick reference list of codes:

http://www.cargoinfo.co.za/customs/customstree.asp

Other reference sources will be the Customs Tariff book, as well as your other trade documentation, e.g. the *Certificate of Origin* and *Health Certificate.*

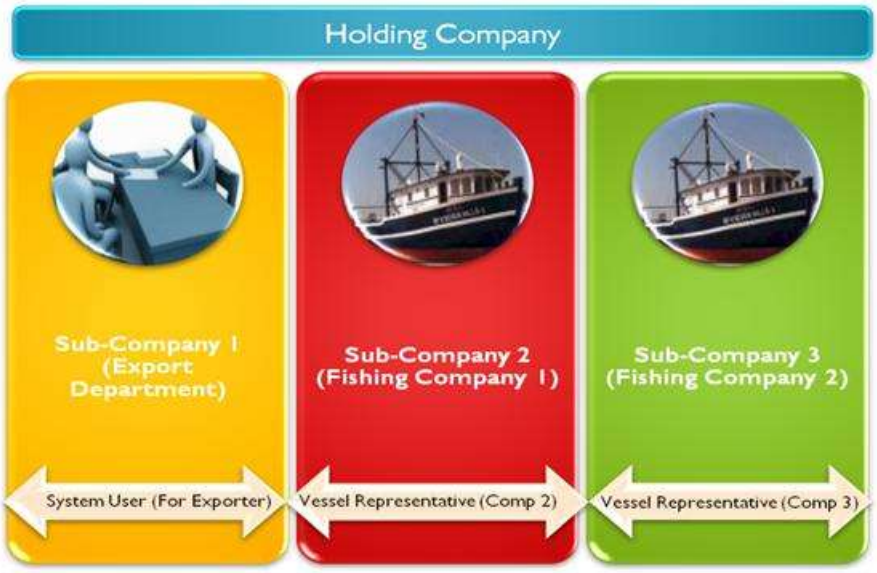
APPENDIX 2 – SCENARIOS ON USING THE SYSTEM

Scenario A: Subsidiary Companies

Vessel representative in export department (or subsidiary company administrating exports for the group)

Register a single company within the system; tick both options Exporter and Catcher, take on all vessels belonging to the group. A registered user (normally within the export department or division) uses option 1 – Create New Certificate - From Own Vessels

Each subsidiary fishing company appoints their own vessel representatives



Exporter registers as Exporter, fishing company 1 & 2 register individually as catchers, take on their vessels and users. Use process 2 – Create New Certificate - From Procured Catches (Exporter logs on and initiate application, forwards to fishing company, user in fishing company logs on etc)

Scenario B: Joint Ventures

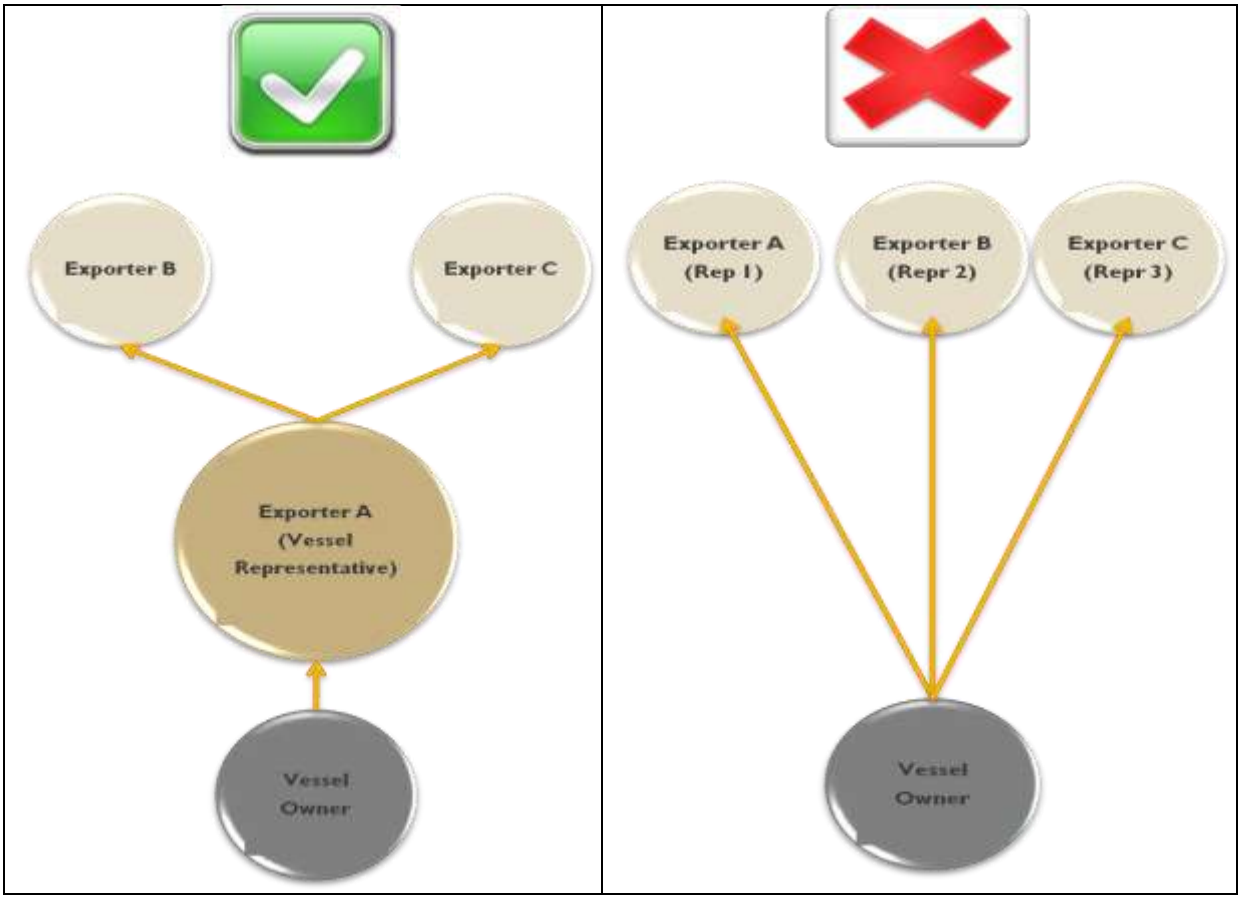
The same staff handles all exports (including sales from Joint Venture)

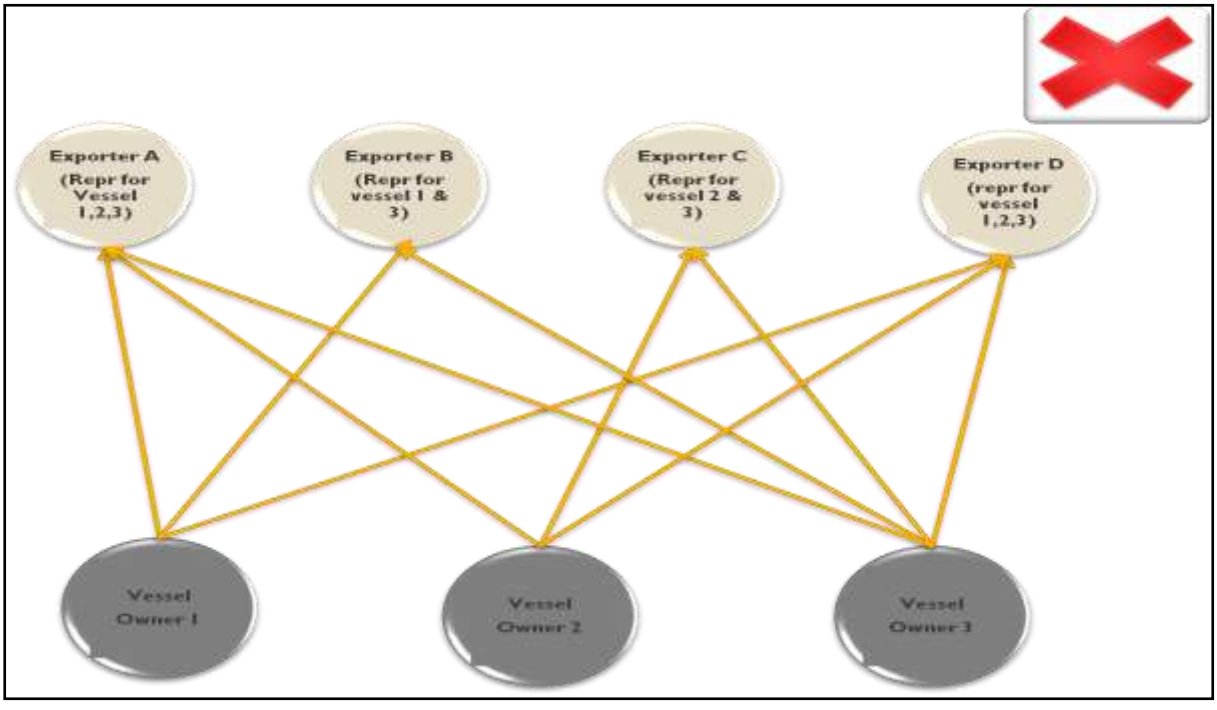
Create one company (Type both Exporter and Catcher), take on own vessels and joint venture vessel(s), use process 1 – From Own Catches

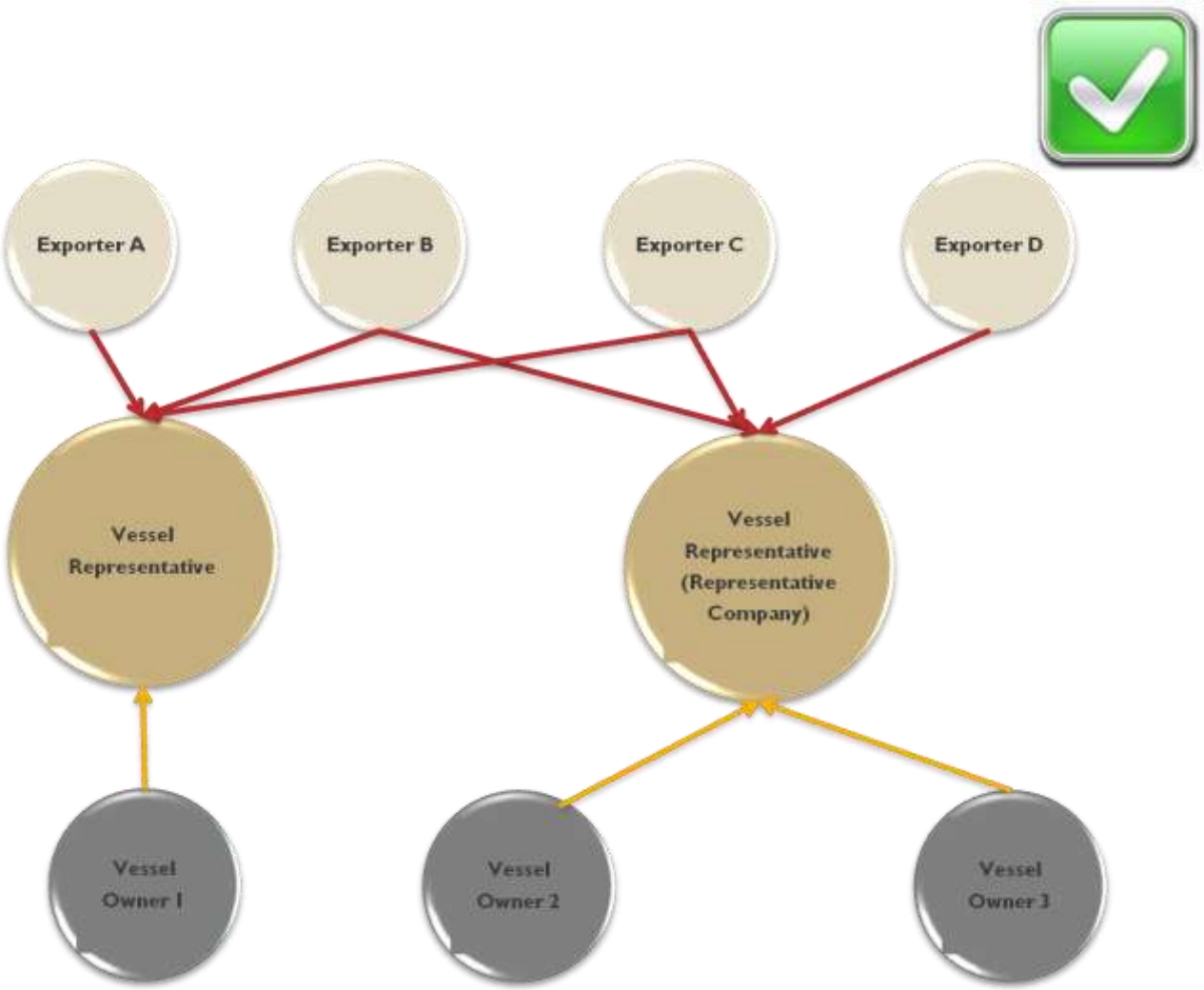
Staff at JV company (JV2) in better position to complete vessel details

Company (JV2) registers independently and takes on his vessels and representatives. When exporting fish from JV 1, use process 1, From Own catches (list JV vessels as own). When exporting fish from JV 2, use process 2, From Procured Catches. If mixed consignment (from JV1 and JV2 vessels – create two certificates)

APPENDIX 3 – EXAMPLES - CORRECT USE OF VESSEL REPRESENTATIVES






Exporter A
Exporter B
Exporter C
Exporter D
Vessel Representative
Vessel Representative (Representative Company)
Vessel Owner 1
Vessel Owner 2
Vessel Owner 3