

- GUIDELINE -

Application to register a facility for activities involving Genetically Modified Organisms (GMOs)

STEP 1

Download the [SOP for Reg 4](#) of the GMO Act¹, the [Guideline document for working with GMOs](#), and the [Application to register a facility for activities involving genetic modification](#) from the Department of Agriculture's [Biosafety](#) website.

STEP 2

Study all the requirements as set out in the above three documents.

STEP 3

Complete the application form², including:

- Attach a map indicating the location of the facility (incl. its geographical coordinates), each unit within the facility, as well as a floorplan of the facility (Section 1).
- Conduct a comprehensive risk analysis (RA) for all GMO activities in the facility, including details on the physical and operational measures to ensure containment and to manage risk (Sections 6-14).
Note: Although the RA template is microorganism-based, you should include all relevant recipient organisms, transgenes, and combinations/GMOs.
- Determine the appropriate containment level for the work being conducted in the facility, based on the risk analysis outcomes (Section 14, then indicated in Section 2).
- Sign the declaration: (1) Head of department submitting the application, (2) Designated authority of the Institution, and (3) Responsible researcher.

STEP 4

Pay the required [application fee](#) (adjusted annually) into the [bank account](#) of DALRRD.

Note: Request an invoice early on to ensure you have the proof of payment by the time you submit the application.

STEP 5

Submit the application to the Registrar's office (contact details below), including:

- A cover letter.
- Proof of payment of the application fee.
- An original, complete (containing confidential business information [CBI]), and signed hard copy of the application form, plus another hard copy of this original.
- If applicable, a hard copy of a non-CBI application in which all CBI has been deleted – referring to the appropriate section of the Promotion of Access to Information Act (2000) at each deletion.
- An electronic copy of the non-CBI application on a flash drive.

Contact details of the Registrar of the GMO Act

Ms Nompumelelo Mkhonza
Tel: +27 12 319 6382
Fax: +27 12 319 6298
e-mail: NompumeleloM@Dalrrd.gov.za

Physical/Courier address
The Registrar of the GMO Act
Department of Agriculture, Land Reform & Rural Development, Biosafety Division
Harvest House, Room 261
30 Hamilton Street, Arcadia, Pretoria, 0002

¹Regulation 4 of the GMO Act (Reg 8 of the amended 2010 regulations) requires the registration of all facilities where activities with GMOs are conducted under contained use conditions.

²Biosafety SA can assist with the interpretation, completion, and evaluation of the application form.

- Last updated June 2025