

RECREATIONAL PERMIT SOLUTION

Department of Forestry, Fisheries and the
Environment



forestry, fisheries
& the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

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1. INTRODUCTION

This user guide will describe the steps a user must take to register, apply for a recreational fishing permit, make payment, and download the recreational fishing permit on the Recreational Permit solution.

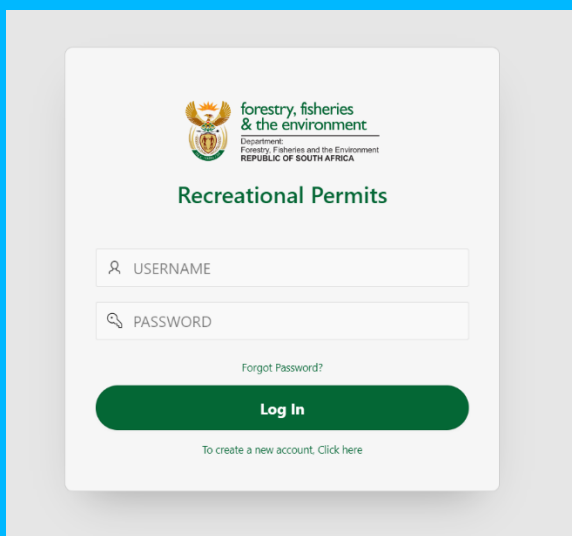
2. GETTING STARTED

Before registering as a user on the Recreational Permit solution, all users must have access to an e-mail account.

3. USER REGISTRATION

To have access to the Recreational Permit solution a user needs to register. Below are the steps to register a new user account:

1. In the web browser, enter the website address <https://www.fishing.dffe.gov.za>
2. Click on **“To create a new account, Click here”** link.



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Recreational Permits

USERNAME

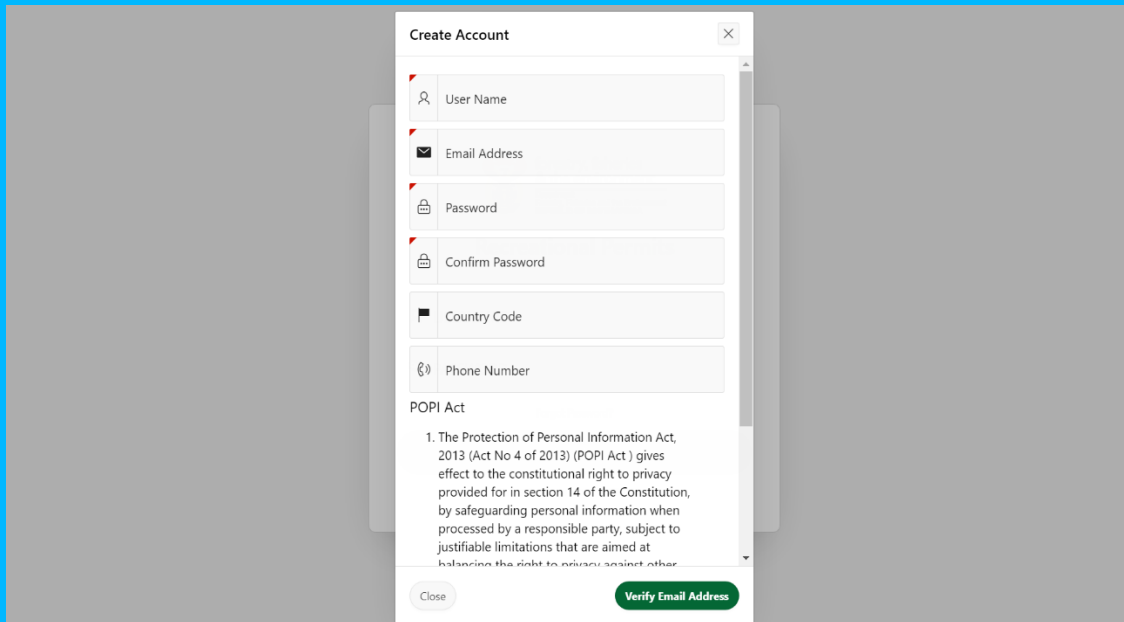
PASSWORD

[Forgot Password?](#)

Log In

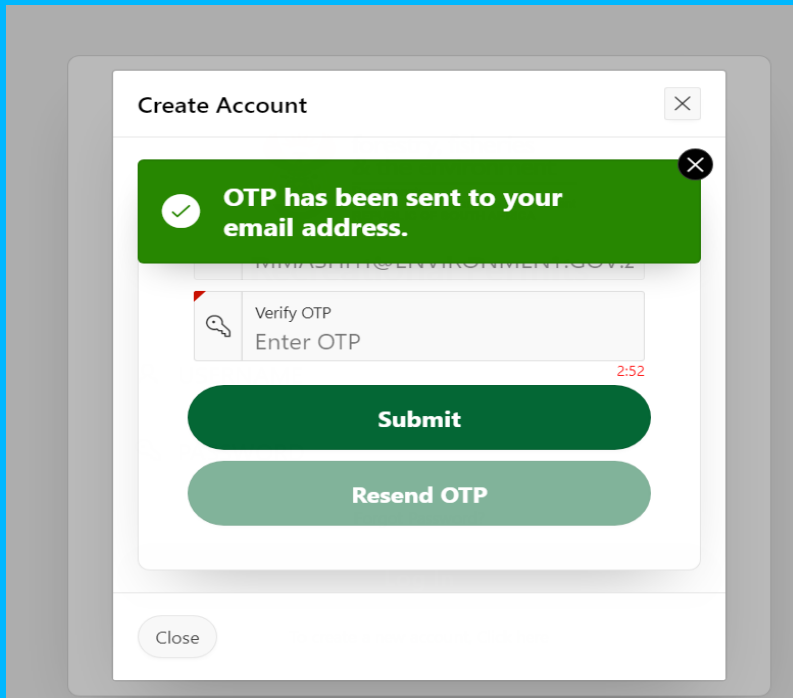
[To create a new account, Click here](#)

3. The pop-up screen below will be displayed.

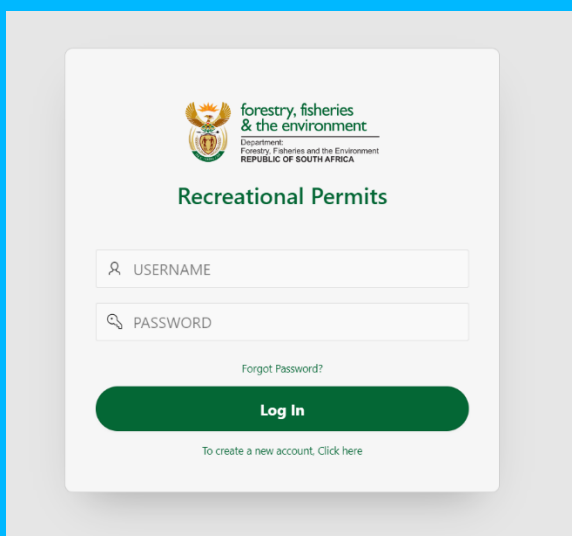


The screenshot shows a 'Create Account' pop-up window. It contains the following fields from top to bottom: 'User Name' (with a magnifying glass icon), 'Email Address' (with an envelope icon), 'Password' (with a key icon), 'Confirm Password' (with a key icon), 'Country Code' (with a flag icon), and 'Phone Number' (with a telephone handset icon). Below these fields is a section titled 'POPI Act' containing the text: '1. The Protection of Personal Information Act, 2013 (Act No 4 of 2013) (POPI Act) gives effect to the constitutional right to privacy provided for in section 14 of the Constitution, by safeguarding personal information when processed by a responsible party, subject to justifiable limitations that are aimed at balancing the right to privacy against other...'. At the bottom of the form, there is a 'Close' button on the left and a green 'Verify Email Address' button on the right.

4. Enter the mandatory fields (User Name, Email address, Password, Confirm password).
5. The user must read the Terms and Conditions and if in agreement, click on the **“Verify Email Address”** button.
6. A one-time-pin (‘OTP’) will be sent to the user’s entered email address.
7. The pop-up screen below will be displayed.



8. Enter the OTP in the Verify OTP text box from the email that was sent to your email address.
9. Click the “**Submit**” button.
10. You should then be re-directed to the login page where you can enter your registered account credentials.



4. ACCESSING THE SOLUTION

Below are the steps to access the Recreational Permit solution:

1. Once the user has registered, they will be able to access the Recreational Permit solution. In the web browser, enter the website address <https://www.fishing.dffe.gov.za>
2. The Login page will be displayed.
3. To log into the system, enter your registered User Name in the user name text box.
4. Enter your registered Password in the password text box.

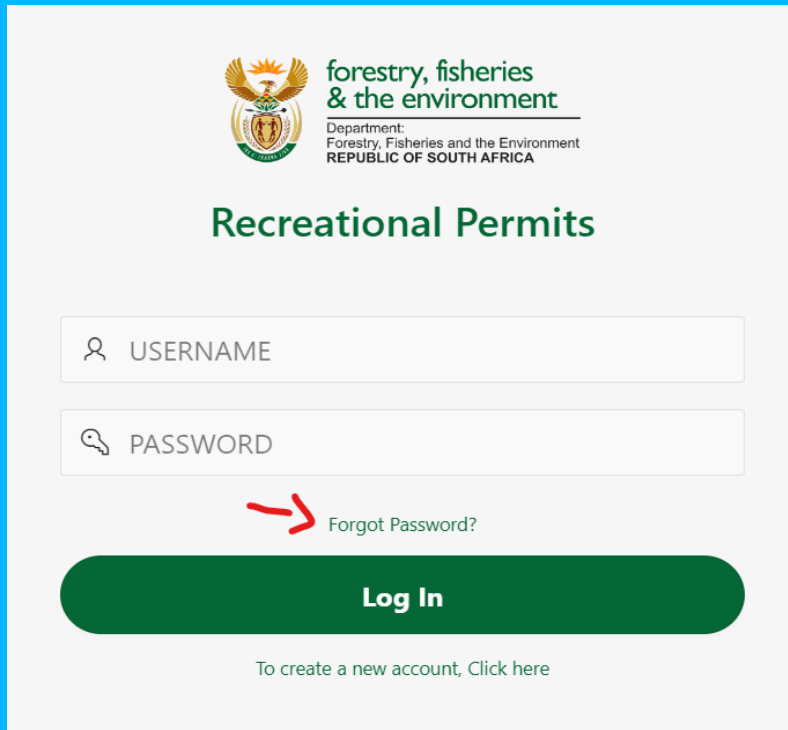
5. Click on the “Log In” button and the Home Page screen will be displayed.

View/Edit	Application No	First Name	Identity No	Passport No	Permit No	Permit Period	Permit Start Date	Permit End Date	Application Fee	Permit Amount	Total Amount	Sta
	131	Akbar	1	weds	293	Monthly	09/25/2023	10/25/2023	8	45	53	Draft
	126	Karthik	2341234	P123123	286	Annual	09/22/2023	09/21/2024	7	156	163	Draft
	126	Preethi	1218873223	P12313	290	Annual	09/22/2023	09/21/2024	7	261	268	Draft
	128	Test		TEST	292	Annual	09/26/2023	09/25/2024	7	328	335	Paym Comp
	124	Akbar	1		284	Monthly	09/21/2023	10/21/2023	8	95	103	Paym Comp
	125	Karthik	183535272833	P12312	285	Monthly	09/21/2023	10/21/2023	8	192	200	Paym Comp

5. FORGOT PASSWORD

The user will be able to change their password through this function.

1. The “**Forgot Password?**” link can be found above the Log In button.



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Recreational Permits

USERNAME

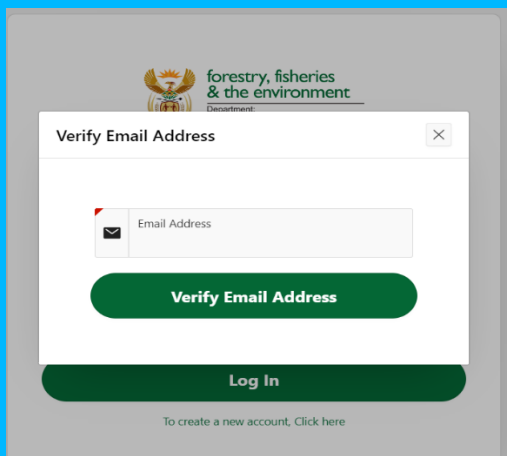
PASSWORD

[Forgot Password?](#)

Log In

[To create a new account, Click here](#)

2. Click the “**Forgot Password?**” link.
3. The Verify Email Address pop-up screen will be displayed.



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Department:

Verify Email Address

Email Address

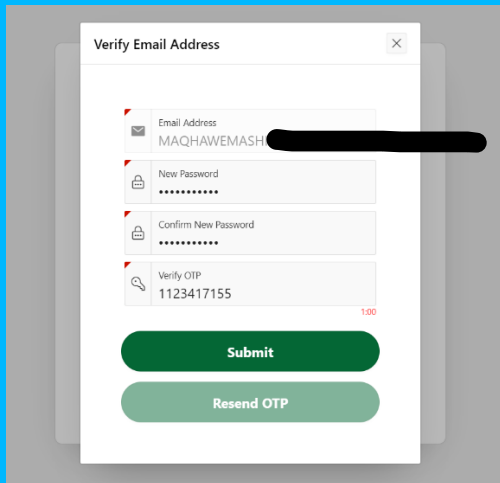
Verify Email Address

Log In

[To create a new account, Click here](#)

4. Enter your registered email address in the Email Address text box.

5. Click on the “**Verify Email Address**” button. An OTP will be sent to your email address.
6. Enter a new password in the New Password text box and re-type the password in the Confirm Password text box. Also enter the OTP that was sent to your email address in the Verify OTP text box.



The screenshot shows a 'Verify Email Address' dialog box. It has a close button (X) in the top right corner. The form contains the following fields and values:

- Email Address:** MAQHAWEMASH [REDACTED]
- New Password:** [REDACTED]
- Confirm New Password:** [REDACTED]
- Verify OTP:** 1123417155 (with a 1:00 timer)

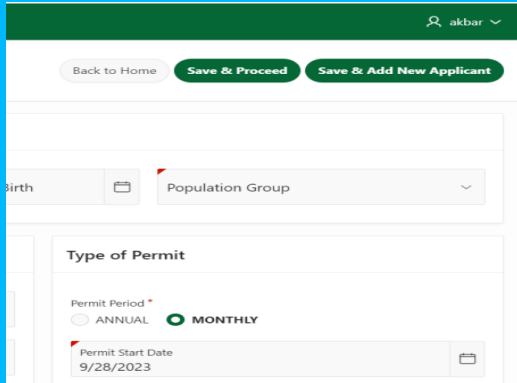
At the bottom of the form are two buttons: a dark green 'Submit' button and a light green 'Resend OTP' button.

7. Click the “**Submit**” button.
8. A pop-up message will appear that your password was changed successfully, and you will be directed to the Login page.

6. LOGOUT

The user will be able to logout of the Recreational Permit solution.

1. Click on your name that is displayed on the top right hand side of the page (shown below).



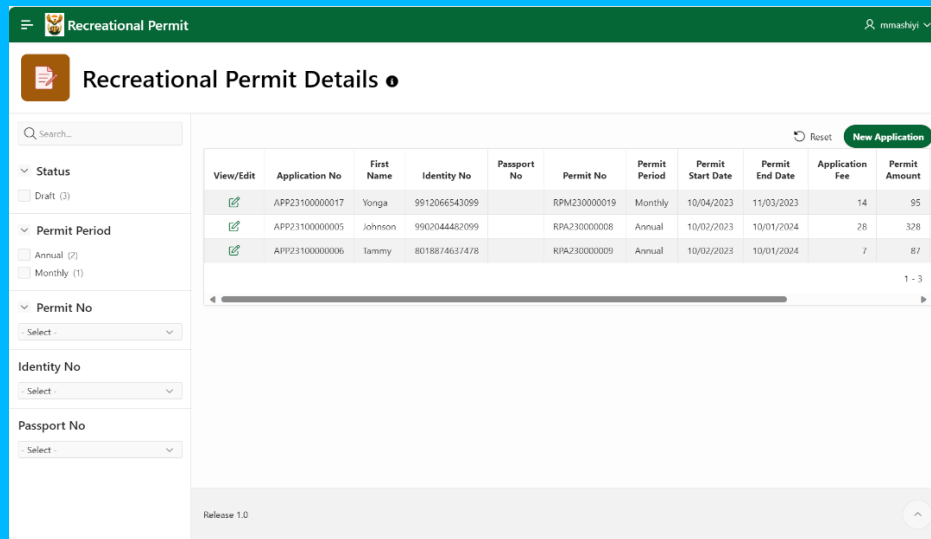
2. A Sign Out pop-up will be displayed.
3. Click on the **“Sign Out”** button.
4. The solution will be re-directed to the Login page.

7. PERMIT APPLICATION

To apply for a recreational fishing permit, the user must login to the **Recreational Permit** solution (see section 4 regarding the Login process).

7.1 USER BEING THE APPLICANT

After the user have login onto the solution, the following page will be displayed.



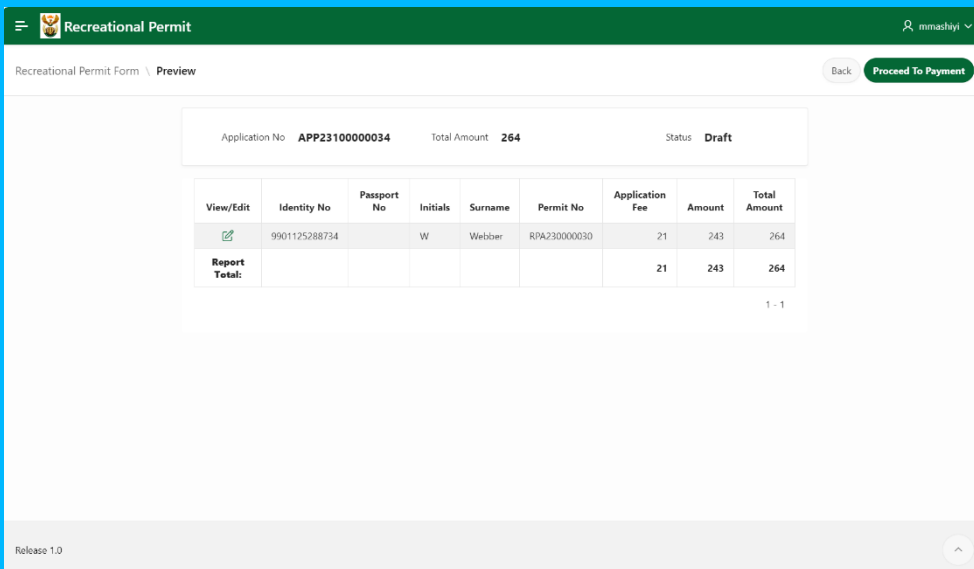
1. To create a recreational fishing permit, the user will click on the **“New Application”** button. The below page will be displayed.

The screenshot shows the 'Recreational Permit Form'. It includes sections for Personal information (Title, Initials, First Name, Surname, Gender, Date Of Birth, Population Group), Identity (Identity No, Passport No, Employed status), Address (Street Name, Street No, Suburb, City, Postal Code, Cellphone), and Type of Permit (Permit period: ANNUAL or MONTHLY, Permit start date, and various permit options like Angling, Marine Aquarium, etc.).

2. The user will be required to capture the information that is mandatory (Title, Initials, First Name, Surname, Gender, Date of Birth, Population group, Identity

Number or Passport Number, Employed (Y/N), City, Postal code, Cellphone number, Permit Period (Annual or Monthly), Permit Start Date, Permits (types of activities) on the page.

3. The user must click on the **“Save & Proceed”** button to proceed to make a payment.
4. After clicking on **Save & Proceed**, the below page will be displayed to indicate the fees that are charged and the total amount that must be paid.



Recreational Permit Form \ Preview

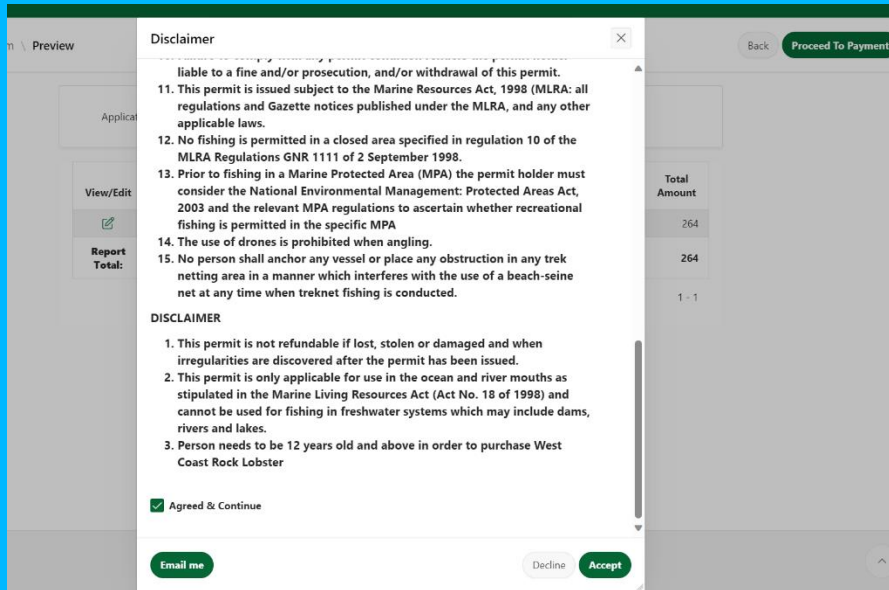
Application No **APP2310000034** Total Amount **264** Status **Draft**

View/Edit	Identity No	Passport No	Initials	Surname	Permit No	Application Fee	Amount	Total Amount
	9901125288734		W	Webber	RPA230000030	21	243	264
Report Total:						21	243	264

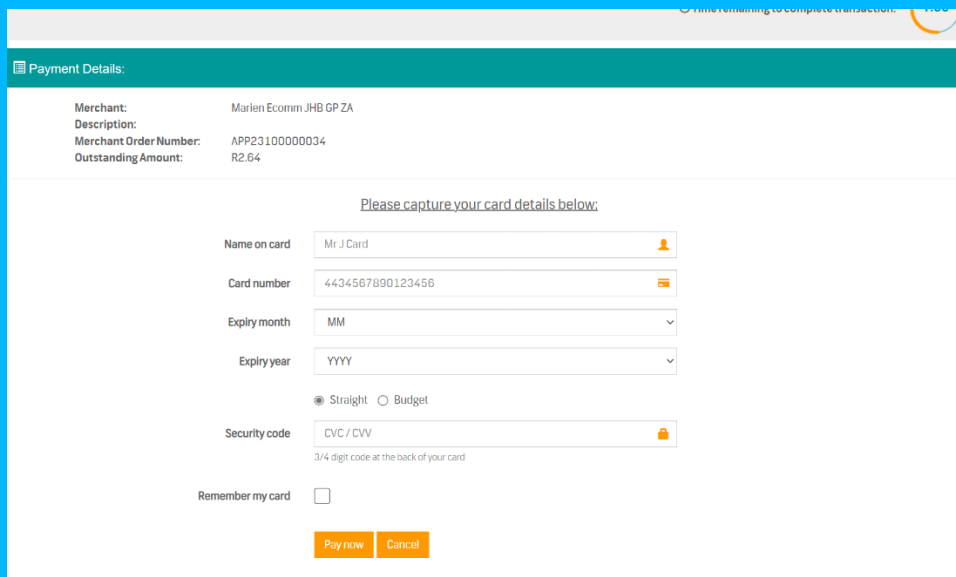
1 - 1

Release 1.0

5. After clicking on the **“Proceed To Payment”** button, the solution will display the Terms and Conditions pop-up screen. After reading the user must click on the **“Agreed and Continue”** check box and click on the **“Accept”** button.

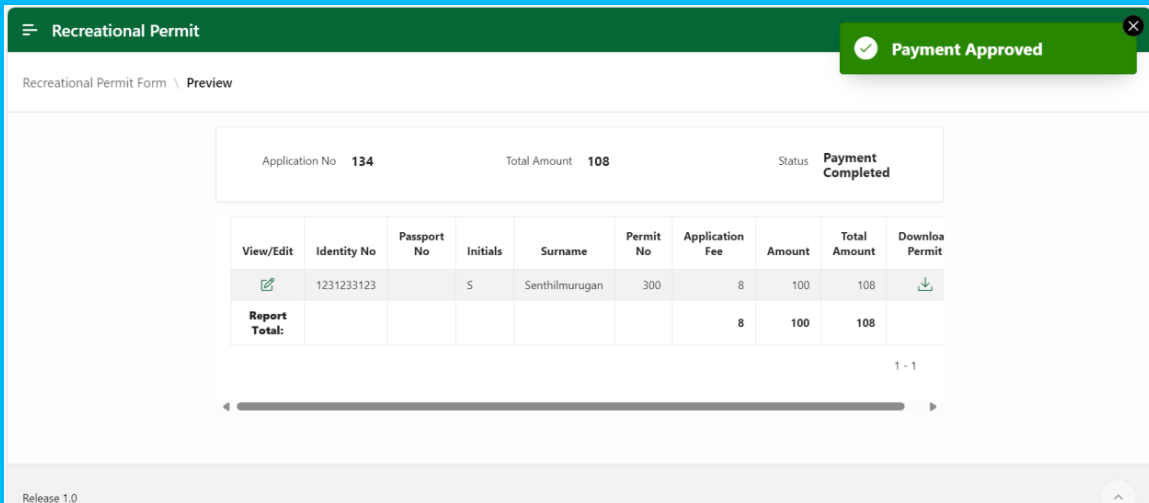


- The user must click on the **“Pay Now”** button to start the payment process and will be directed to the FNB Payment details page. The below page will be displayed.



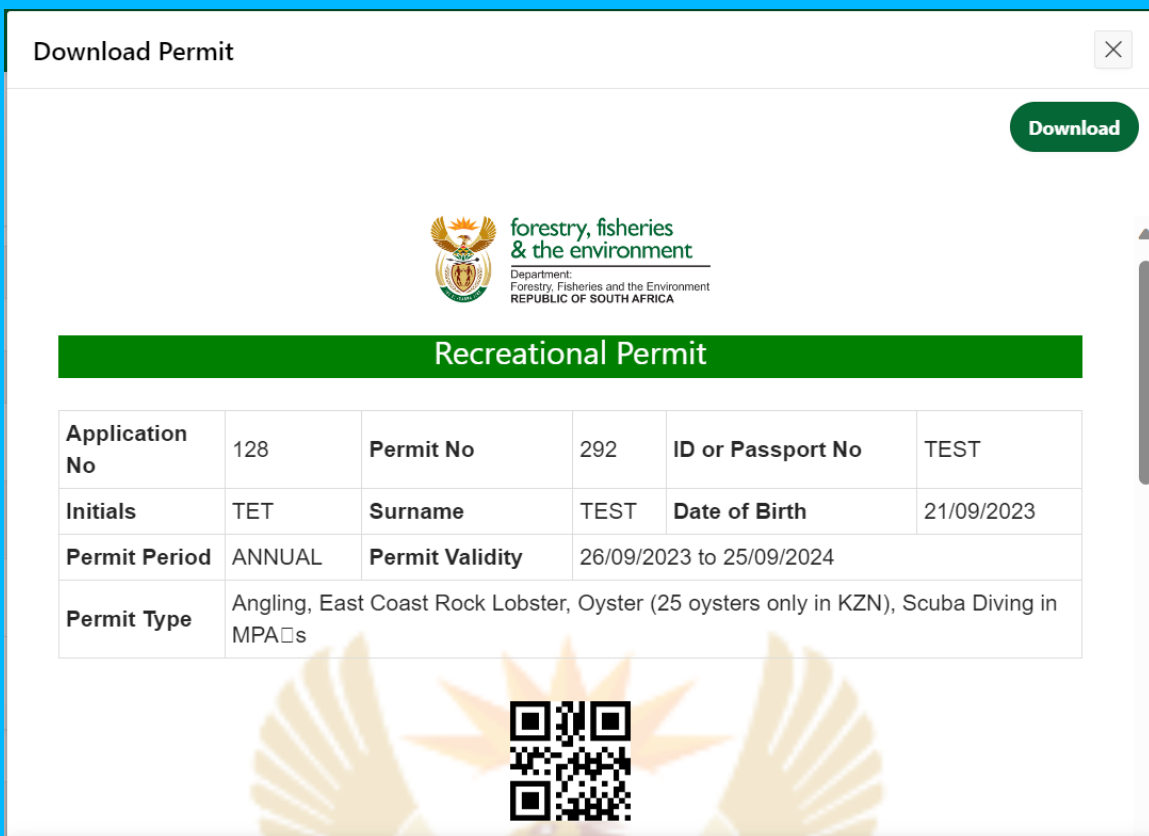
- The user must complete the mandatory fields: Name on card, Card number, Expiry month, Expiry year, indicate Straight or Budget, Security code and select the option to Remember my card. The user must click on the **“Pay now”** button.

- When the payment was successful, the below page will be displayed:



9. The user must download the recreational fishing permit by clicking on the last field in the row that contains the user’s recreational fishing permit (the button below the Download Permit column heading).

10. The recreational fishing permit holder must have a copy of the permit when participating in recreational fishing activities.



NOTE:

1. In KwaZulu-Natal the following activities no longer require a separate permit from KZN Nature Conservation Service: use of a drag net or hoop net, fishing for Sand Prawn, Mussel, Oyster, Octopus or Mole Crab. When these activities are conducted in KwaZulu-Natal, this national permit issued by the South African Post Office is valid and options 11, 12, 13 and/or 14 above apply, whichever is indicated upon purchase of the permit.
2. No more than 10kg Aquatic Plants and 10 Aquarium Fish shall be collected per day.

GENERAL PERMIT CONDITIONS

1. **Fish caught in terms of this permit and fish products thereof is strictly not for sale.**
2. This permit is valid for a period of one month from the date of issue in the case of a monthly and in the case of an annual permit, one year from the date of issue, except for, East Coast Rock Lobster and West Coast Rock Lobster permits, which are only valid from the date of issue until the day preceding the respective closed seasons. The aforementioned two permits also expire when the catch return has been completed in full (40 entries), in which case a new permit may then be obtained by following the application procedure.
3. Under no circumstances shall the validity of this permit be extended.
4. No permit is valid during such closed seasons as stipulated from time to time in the regulations and notices promulgated under the Marine Living Resources Act, 1998.
5. Daily catches as stipulated in the regulations shall not be exceeded, including by means of taking out more than one permit at the same time.
6. Fish caught or collected in terms of this permit may not be sold, bartered, donated or traded.
7. This permit is not transferable.
8. This permit is valid only if the signature and identity number (or passport number - foreign visitor only) of the permit holder have been inscribed thereon in indelible ink and if the official receipt, as issued by the South African Post Office, is attached to this permit.
9. This permit and the identity document / South African drivers' licence (or passport - foreign visitor only) of the permit holder must be available for inspection purposes at the time and location where the activity in respect of which the permit has been issued, is exercised.
10. The catch return on the reverse hereof must be completed punctually and in full in indelible ink before and immediately after each rock lobster fishing effort. Only one catch return entry per line is permitted.
11. Failure to comply with any permit condition renders the permit holder liable to a fine and/or prosecution, and/or withdrawal of this permit.
12. This permit is issued subject to the Marine Resources Act, 1998 (MLRA: all regulations and Gazette notices published under the MLRA, and any other applicable

7.2 APPLYING FOR ADDITIONAL PERMITS

To apply for additional recreational fishing permits, the user can click on the **“Save & Add New Applicant”** the top right to create another recreational fishing permit. Follow the same steps as described above.

The screenshot displays the 'Recreational Permit Form' interface. At the top, there is a navigation bar with 'Recreational Permit' on the left and a user profile 'mmachaji' on the right. Below the navigation bar, the form title 'Recreational Permit Form' is centered, with 'Back to Home', 'Save & Proceed', and 'Save & Add New Applicant' buttons on the right.

The form is divided into several sections:

- Personal:** Includes fields for Title (dropdown), Initials, First Name, Surname, Gender (dropdown), Date Of Birth (calendar icon), and Population Group (dropdown).
- Identity:** Includes Identity No. and Passport No. fields, and an 'employed*' section with radio buttons for 'No' and 'Yes'.
- Address:** Includes Street Name, Street No., Suburb, City, Postal Code, and Cellphone fields.
- Type of Permit:** Includes 'Permit Period*' with radio buttons for 'ANNUAL' and 'MONTHLY' (selected), and 'Permit Start Date' (calendar icon) set to 10/9/2023.
- Permits*:** A list of checkboxes for various fishing activities:
 - Additional fee per vessel for recreational fishing from such vessel
 - Marine Aquarium
 - Molluscs which exclude Abalone, but including Octopus and Squid, Worms and other Invertebrates and Aquatic Plants
 - Mud Crab
 - Spore fishing
 - Angling
 - Scuba Diving in MPAs
 - Use of Cast or Throw Nets

8. ASSISTANCE/HELPDESK

If the user has any queries or require any assistance, the user can contact the departmental helpdesk on **EPEnquiries@dfpe.gov.za**.