forestry, fisheries & the environment

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

Private Bag X 447· PRETORIA · 0001· Environment House · 473 Steve Biko Road, Arcadia· PRETORIA

Process for uploading of files to the Department of Forestry, Fisheries and the Environment – August 2023:

Table of Contents

- **<u>IMPORTANT:</u>**

  - Please note that this mailbox has a 48-hour turnaround time, and all emails will be processed and responded to within 48 hours. Sending an email more than once will not make this mailbox respond to that specific request any quicker.
  - Kindly note that applications/documents submitted on a Saturday, Sunday or Public Holiday will be noted as having been received on the next working day.
  - If the correct procedure for submitting applications/documents is not followed, forms are incomplete, outdated/incorrect or do not accompany the necessary attachments, <u>your application/documents will not be considered and will therefore be removed from the system</u>. You are advised to take note of the relevant procedures for submitting applications/ documents to the CD: IEA.
  - Once your application/documents is/are loaded onto the SFiler System:
    - You **must** send an email containing the **proof of upload** in the form of a screenshot. This email must be sent to EIAApplications@dffe.gov.za.
    - **The "Proof of Upload" email contains a screenshot of your online submission and provides a date and time stamp.** The date and time the email **is received by this mailbox**, is considered as the official 'receipt' date stamp.
    - If we do not receive the proof of upload email following the submission of your documents, we will not consider the documents and they will be removed from the system (after 07 days).
    - If the proof of upload email is sent on a different date as to that of the upload, the date of receipt of the proof of upload email will be regarded as date of receipt and used for calculations of timeframes, e.g., if you upload your documents to SFiler on 01 September 2021 and send the proof of upload email on 02 September 2021, your date of receipt is 02 September 2021. Please take careful note of this especially if you submit files on or before the date that it lapses.
  - Please note that the mailbox is only used for the proof of submission of applications/ documents and the requesting of passwords as outlined below. To ensure that your submission is attended to accordingly, ensure that each mail sent to EIAApplications@dffe.gov.za complies with the required subject line as outlined below. General EIA queries sent to EIAApplications@dffe.gov.za will not be attended to.
  - All general or project specific query emails must be sent to the allocated case officer and/or EIAadmin@dffe.gov.za.
  - Documents will not be considered and removed from the system when:
    - They are not accompanied by a proof of upload email; and,
    - There are no minutes of a pre-application meeting or email confirmation (from the relevant allocated official stating that no meeting is necessary) attached.
  - Kindly ensure that the documents which are uploaded are clearly labelled, not corrupted and are in a readable format. If we cannot open the files, you will be notified accordingly and these reports will not be considered. **The resubmission date of the uncorrupted files will be taken as the date of receipt of the application/documents**.
  - You are further informed that you are requested to use the latest templates which can be found on our website: https://www.dffe.gov.za/documents/forms. Failure to do so will result in your documents being removed from the system and not being processed.
  - Please do not remove or delete files that does not belong to you.

- **PROCESS TO BE FOLLOWED WHEN TRYING TO UPLOAD DOCUMENTS AND THE SYSTEM IS OFFLINE:**

  ➢ As with any online system, there are bound to be connection/network problems. Should you encounter the SFiler system being offline, the following procedures are important in order for your document submissions to be processed and considered:

    a) If the SFiler system is offline and you cannot upload documents, contact the Departmental official on 076 940 6571, Monday to Friday 08:00 – 17:00 (excluding Public Holidays) to alert the Department that the system is offline (please note that no technical support will be provided outside of these hours);

    b) If your call is unanswered, send an SMS to 076 940 6571 during the abovementioned times, stating your name and issue i.e. the system is offline and you cannot log in.

    c) You will receive a response from the official as soon as possible once the status of the system has been confirmed. Keep this SMS as your verification of the "Offline" status of the system.

    d) Take a screenshot of the error message you receive from trying to log into the system, which also includes your computer date and time i.e. take a screenshot of your entire computer screen which includes the date and time bar at the bottom.
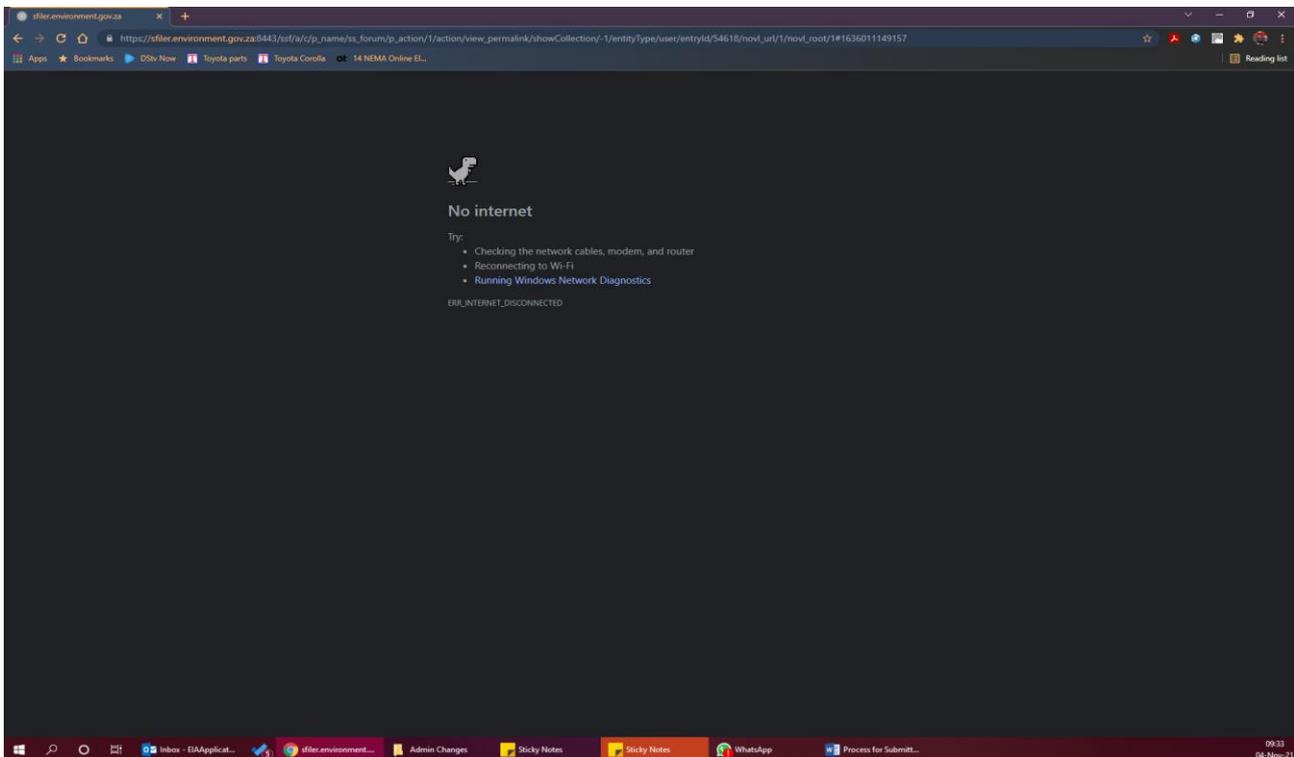
    e) Keep trying the system to see if there are any changes to the offline status to the system.

    f) Once the system is online and you are able to login, upload your documents, send the proof of upload email to EIAApplications@dffe.gov.za and include the following therein:

  - The date and time that the system was reported offline;
  - Attach a screenshot of the SMS proof of verification received from the official;
  - The error message received as outlined in point d above.

    g) The date of receipt to calculate your timeframes for the application/report, will be calculated from the date the system was reported and confirmed offline, and not the date your email was received.

    h) It is important to note that if the official verifies and confirms that the system is working (i.e. there are no network issues on the Departmental side), then you will be requested to attend to the matter with

your IT officials. **If the error is not on the Departmental side, the onus is on the applicant to ensure that his/her submission is uploaded correctly and timeously**.

i) Kindly be informed that if the steps outlined above are not followed, we will not consider the system being offline as a reason for not submitting, and the date of receipt of your upload proof email will be the date in which the Department received the application/report with the proof of upload email.

1. Submission to request for password:

➢ Please note, you will require a password in order to upload applications or documents onto the Sfiler System. To request a password, send an email to EIAapplications@dffe.gov.za with the subject line **"Request for Password"**. You will get a response within 48 hours.

➢ Please note that the password does change and if the password obtained does not work, you are requested to obtain a new password from the abovementioned email address.

N.B. Please ensure that you attach the document control form to each, and every email being sent where the submission of an application, document(s) or a request outlined in points 2 – 16 below applies.

2. Submission of a request for pre-application meeting:

➢ Please note that the submission of the form itself is mandatory for all applications where public participation is required to be conducted. This excludes requests for a Regulation 27(4) correction, applications for an amendments to environmental authorisations (EA) to be applied for in terms of Chapter 5, Part 1, and for in-process requests/document submissions (i.e., where an application has already been submitted). Once a case officer has been assigned to you, the need for the meeting can be discussed with the case officer, as the meeting itself is not mandatory (should you or your allocated official feel it is not required).

➢ Please ensure that you use the correct application form as alluded to above, available on our website.

➢ The completed pre-application meeting form must be submitted in electronic format via email address: EIAapplications@dffe.gov.za.

➢ Please ensure that the subject line of the email clearly indicates that it is a **request for a pre-application meeting**:
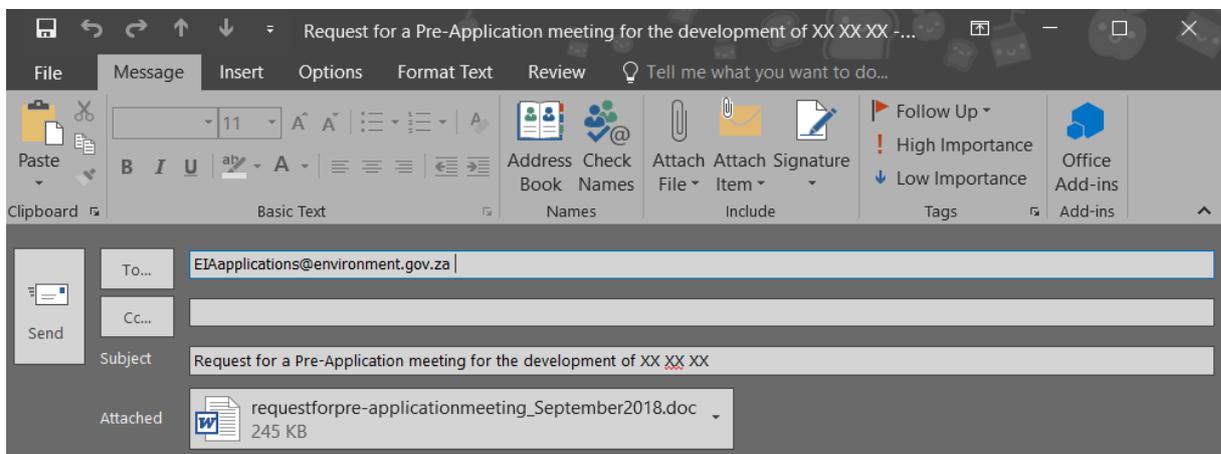
3. **Submission of a request for a Regulation 3(7) Extension:**

➢ A request for an extension in terms of Regulation 3(7) must be submitted in electronic format via email address: EIAapplications@dffe.gov.za.

➢ Please note Regulation 3 (7) can only be used for to apply for an extension for pending/ active EIA applications and may not to be used for Part 1 EA amendments applications.

➢ Please ensure that the subject line of the email clearly indicates that it is a **request for an extension in terms of Regulation 3(7)** and includes the relevant DFFE application reference number:
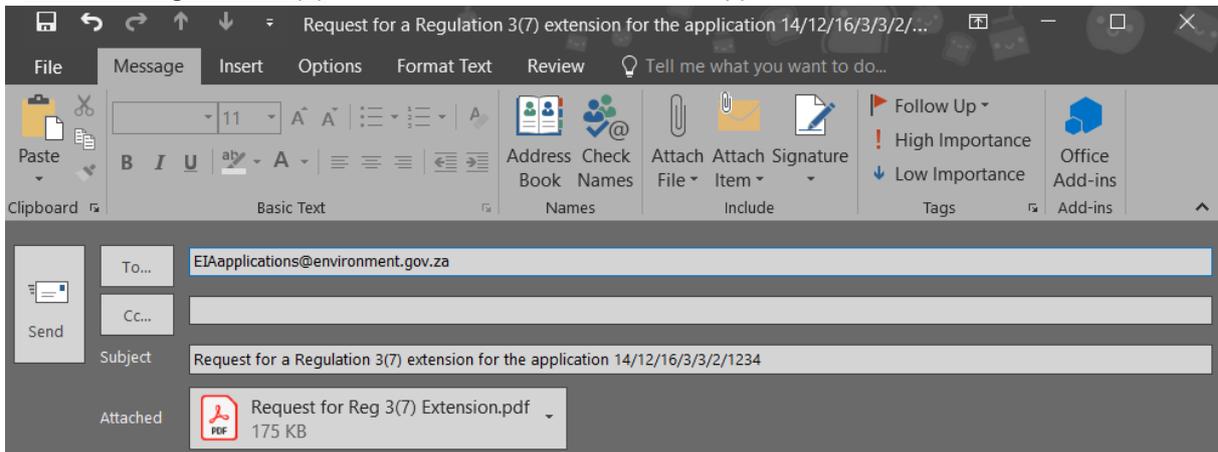
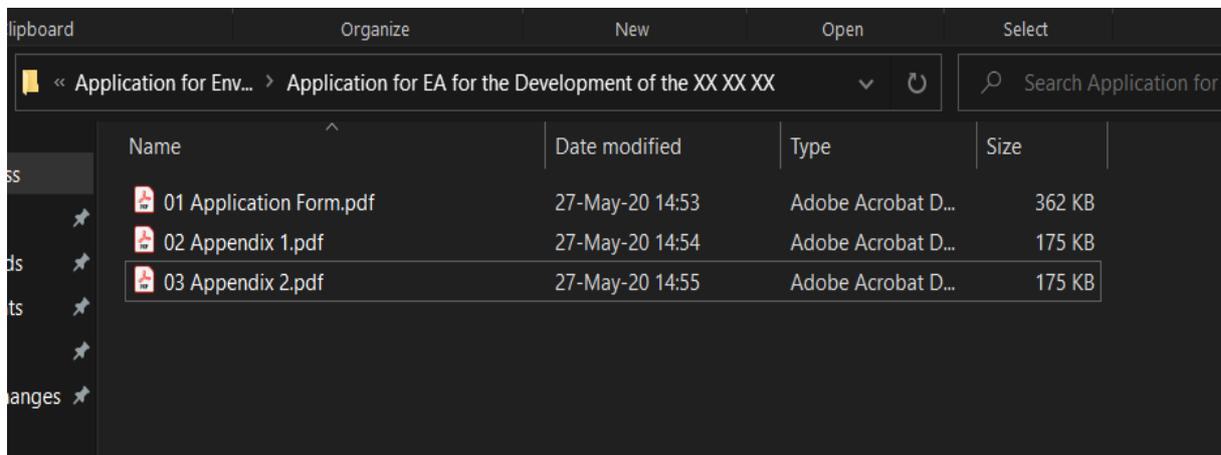4. **Submission of a Notification in terms of Regulation 19(1)(b), 23(1)(b), or 32(1)(b):**

➢ The notification in terms of Regulation 19(1)(b), 23(1)(b), or 32(1)(b) of the EIA Regulations, 2014 as amended is to be submitted in electronic format via email address: EIAapplications@dffe.gov.za.

➢ Please ensure that the subject line of the email clearly indicates that it is a **notification in terms of Regulation 19(1)(b), 23(1)(b), or 32(1)(b)** and includes the relevant DFFE application reference number:
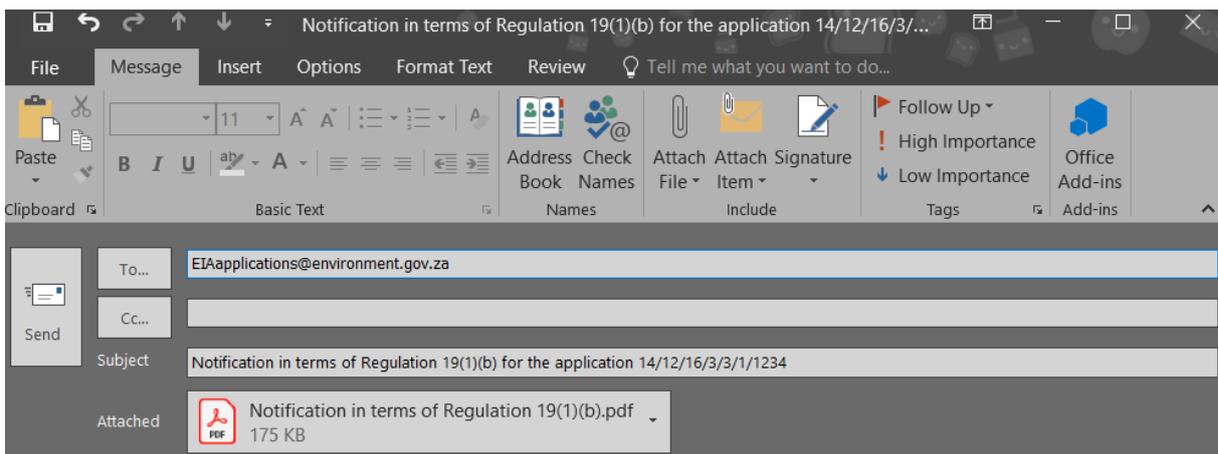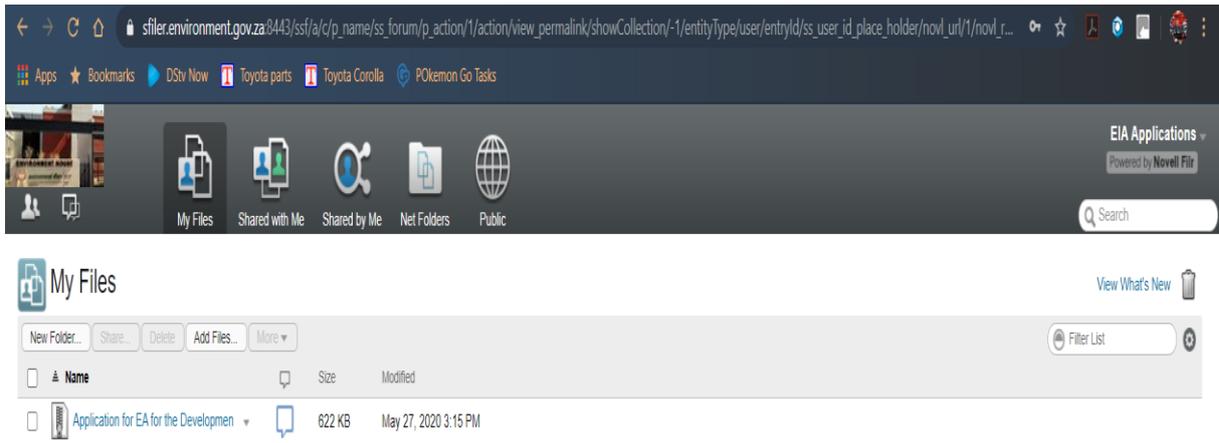

5. **Submission of application for Environmental Authorisation (EA) – without a draft report:**

➢ To submit an application, please log onto https://sfiler.environment.gov.za:8443/

➢ On the login screen, enter the user name and password as outlined below:
Username: EIAapplications
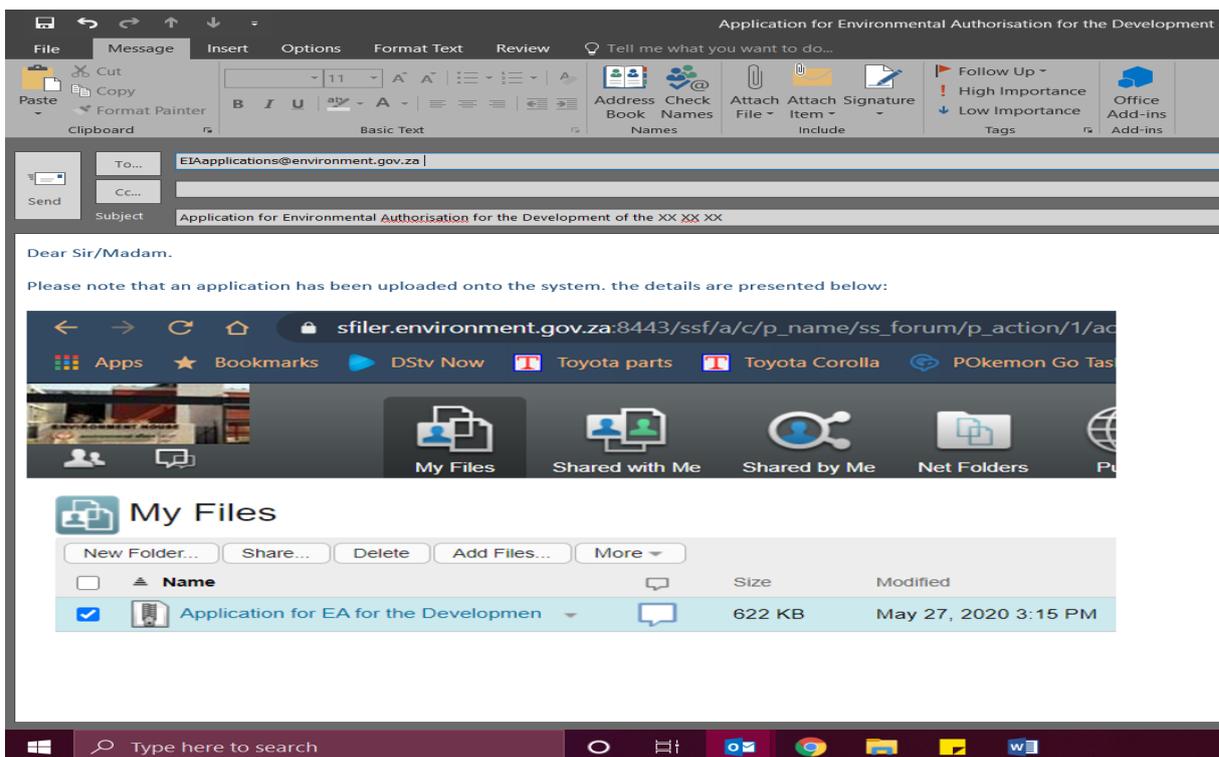Password: to be obtained in the manner as outlined in point 1 above.

➢ Please ensure that you login with the details obtained from the EIAApplications@dffe.gov.za mailbox, and do not enter as a guest.

➢ Please ensure that the folder that is going to be uploaded has the following file structure to ensure ease of reference:

➢ Once the correct file structure is created, create a single zip folder which will be uploaded onto the Novell SFiler system.

➢ **Please ensure that you name each file accordingly so that it clearly indicates to the contents of the file, e.g., 02 Appendix 1 – Proof of Payment.**

➢ Please avoid putting folders inside the folders and always make sure that the files uploaded are not corrupt and are in a readable format.

➢ Always make sure that the minutes of the pre-application meeting (or an email confirmation from the relevant allocated official stating that a meeting is not necessary), are attached in all new application forms, and that the latest application form is used. Always consult the website to ensure you use the correct and most recent version of the form.

➢ You can drag the folder from your computer and drop it onto the online system. Once it is uploaded, you will see it on the online system as indicted below:

➢ Once the document is loaded and showing on the online system, please tick the file, screenshot the image and send an email with the screenshot attached, proving that the application has been uploaded on the system to EIAapplications@dffe.gov.za. This will be considered as your 'proof of upload email' which will be used for further processing. **Please note that only documents which correspond to an email being sent will be downloaded. All other documents will be deleted.**
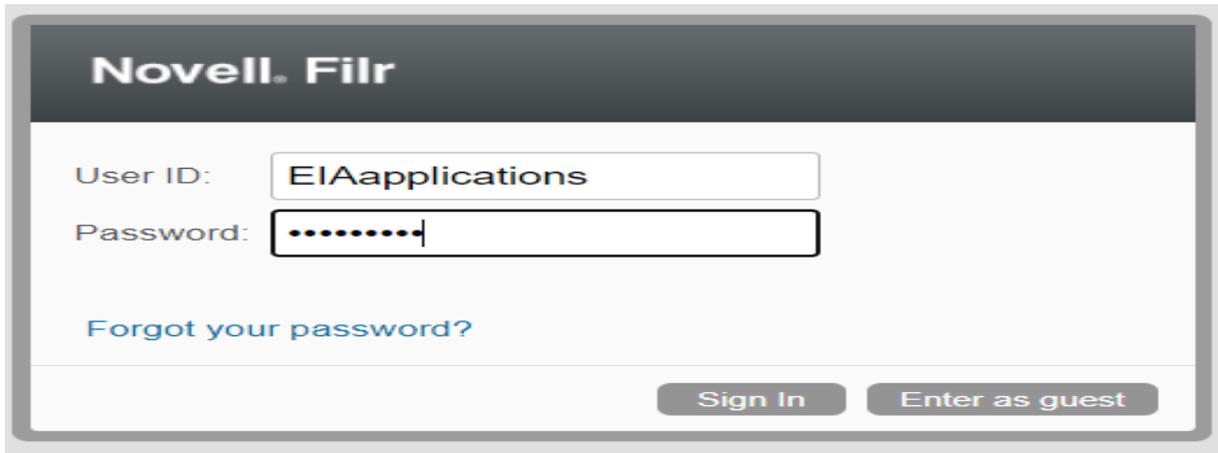

➢ Please note that is imperative that you zip the entire application form, its annexures and supporting documentation into one folder, **as only one folder per application will be considered**. If multiple zipped folders are uploaded, only one will be considered for processing.

6. Submission of application for EA – with draft report (for comments):
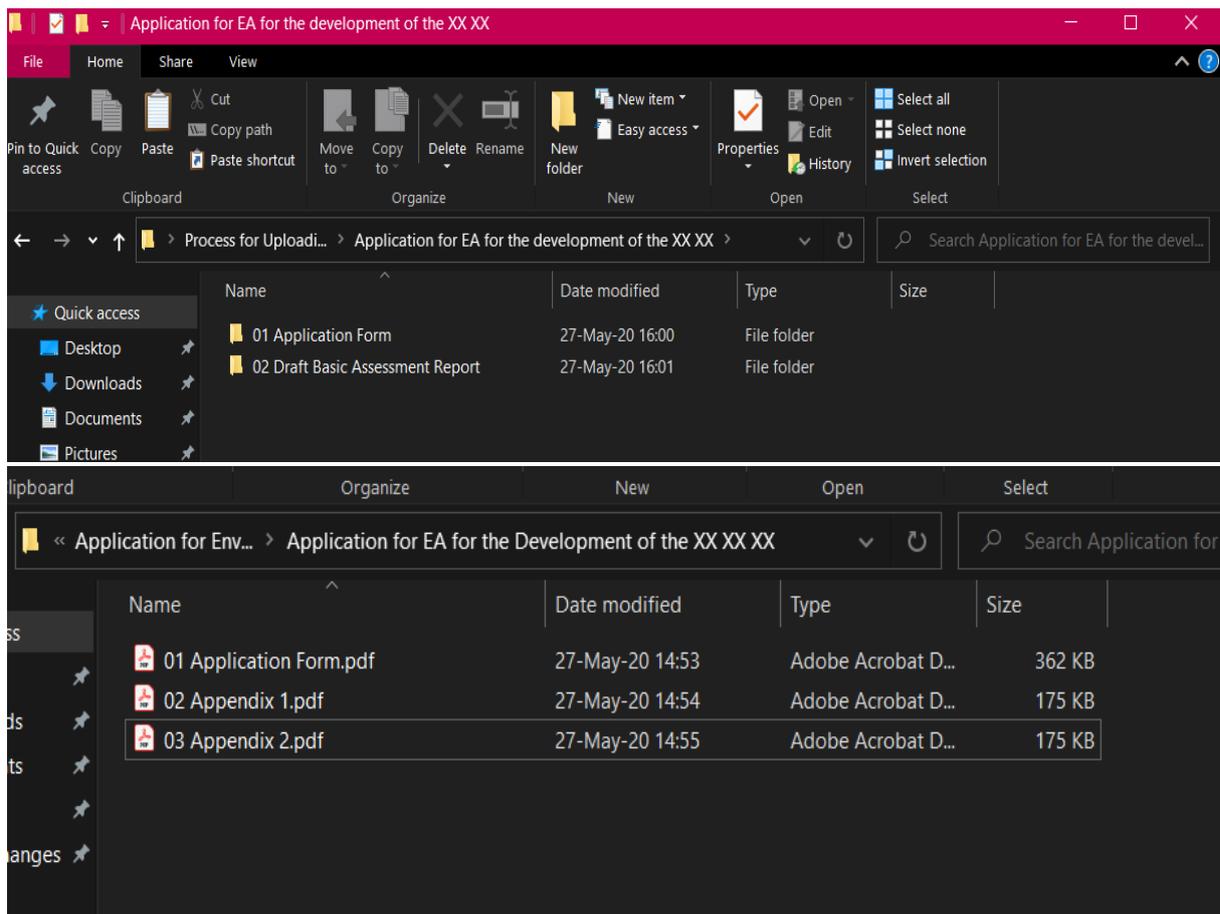
➢ To submit an application, please log onto https://sfiler.environment.gov.za:8443/
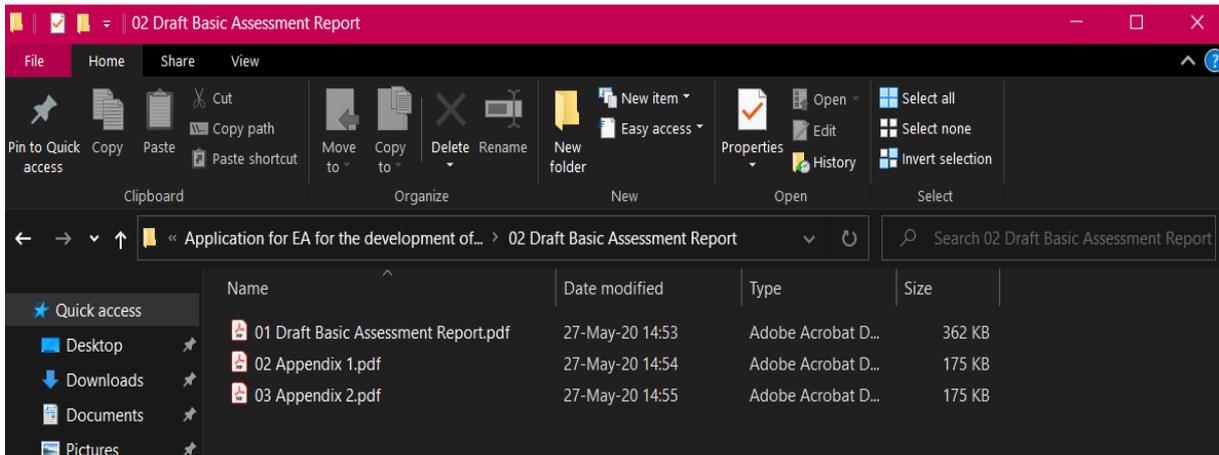➢ On the login screen, enter the user name and password as outlined below:

Username: EIAapplications

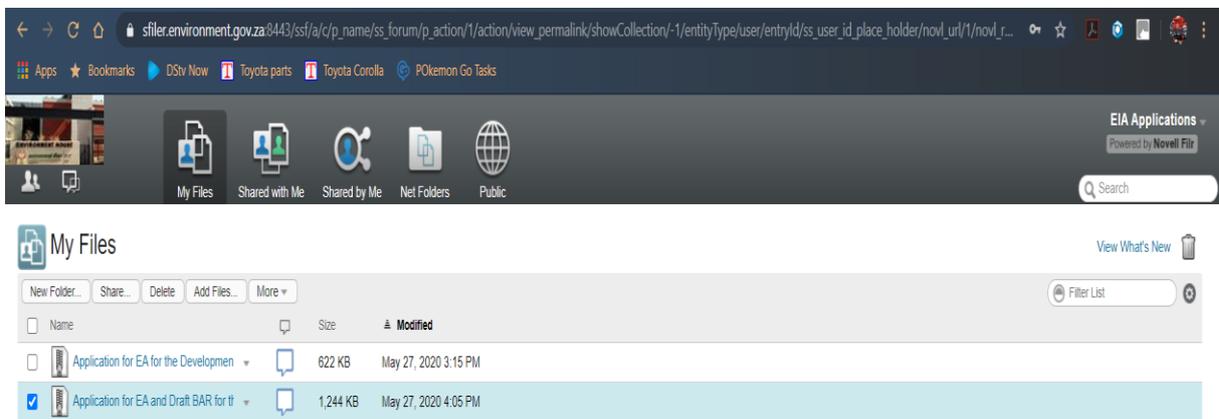Password: to be obtained in the manner as outlined in point 1 above.

> ➤ Please ensure that you login with the details obtained from the EIAApplications@dffe.gov.za mailbox, and do not enter as a guest.
> ➤ Please ensure that the folder that is going to be uploaded has the following file structure to ensure ease of reference:
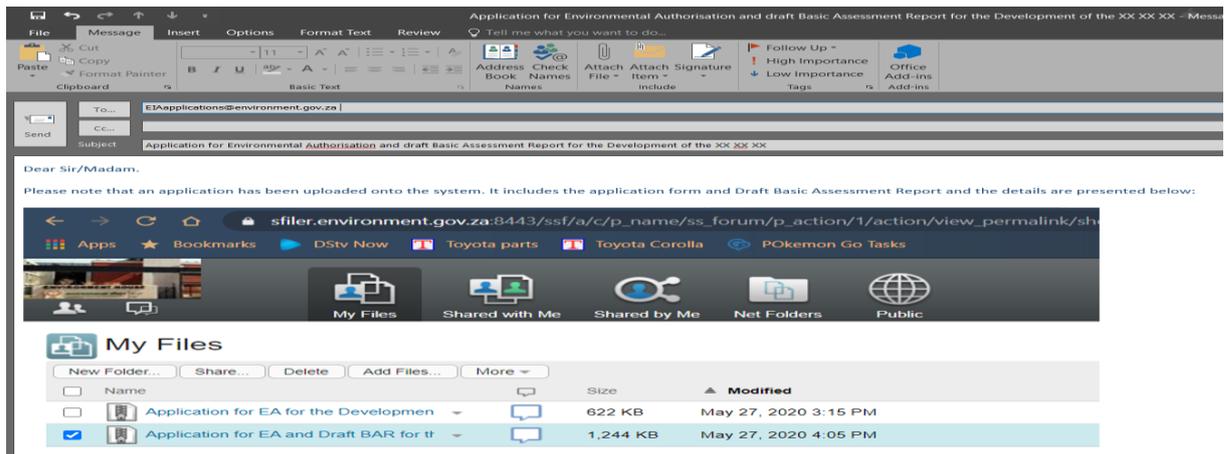
➤ Once the correct file structure is created, create a single zip folder which will be uploaded onto the Novell SFiler system.

➤ **Please ensure that you name each file accordingly so that it clearly indicates to the contents of the file, e.g., 02 Appendix 1 – Proof of Payment.**

➤ Please avoid putting folders inside the folders and always make sure that the files uploaded are not corrupt and are in a readable format.

➤ Always make sure that the minutes of the pre-application meeting (or an email confirmation from the relevant allocated official stating that a meeting is not necessary), are attached in all new application forms, and that the latest application form is used. Always consult the website to ensure you use the correct and most recent version of the form.

➤ You can drag the folder from your computer and drop it onto the online system. Once it is uploaded, you will see it on the online system as indicted below:

➤ Once the document is loaded and showing on the online system, please tick the file, screenshot the image and send an email with the screenshot attached, proving that the application has been uploaded on the system to EIAapplications@dffe.gov.za. This will be considered as your 'proof of upload email' which will be used for further processing. **Please note that only documents which correspond to an email being sent will be downloaded. All other documents will be deleted.**
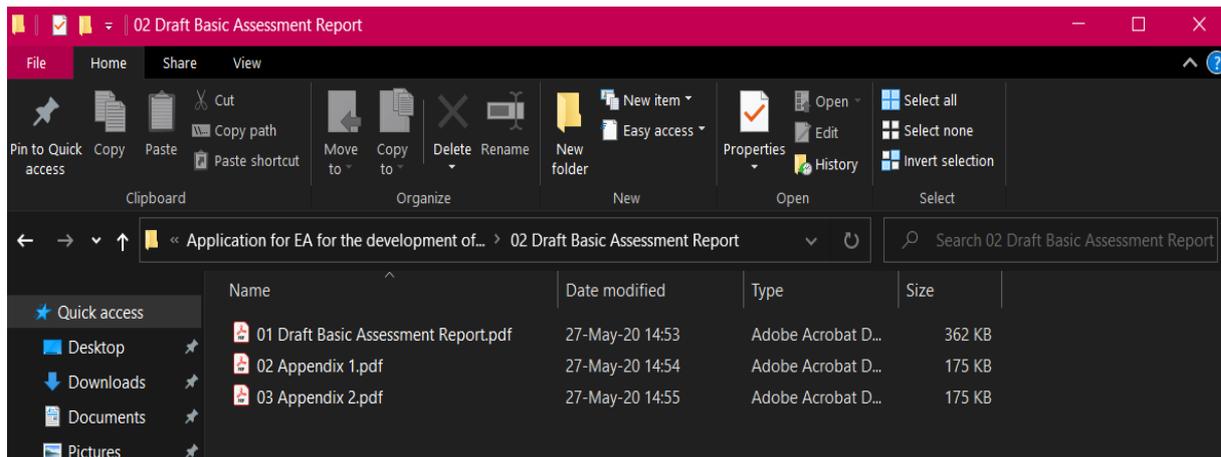
> ➢ Please note that is imperative that you zip the entire application form, its annexures and supporting documentation into one folder, **as only one folder per application will be considered**. If multiple zipped folders are uploaded, only one will be considered for processing.
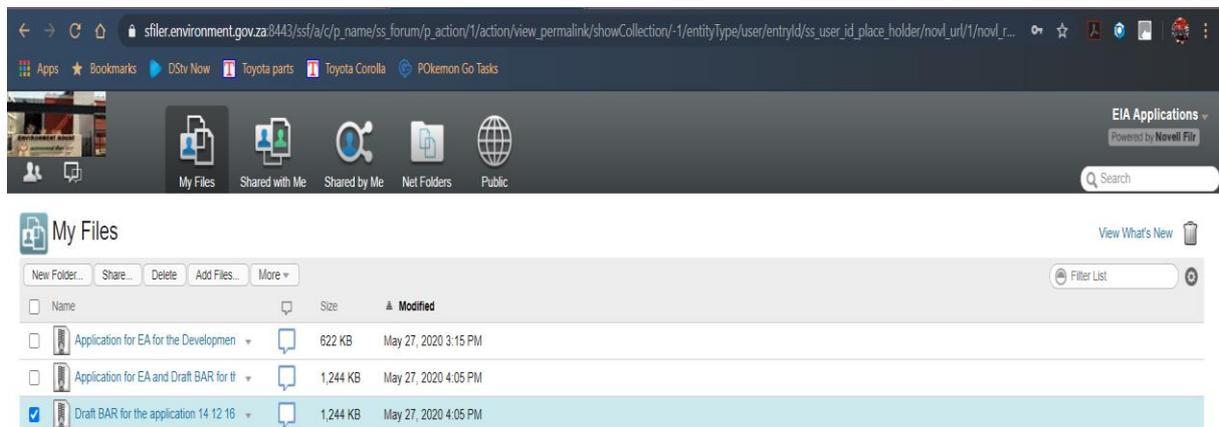
7. Submission of draft report (for comments):

> ➢ To submit an application, please log onto https://sfiler.environment.gov.za:8443/
> ➢ On the login screen, enter the user name and password as outlined below:
> Username: EIAapplications
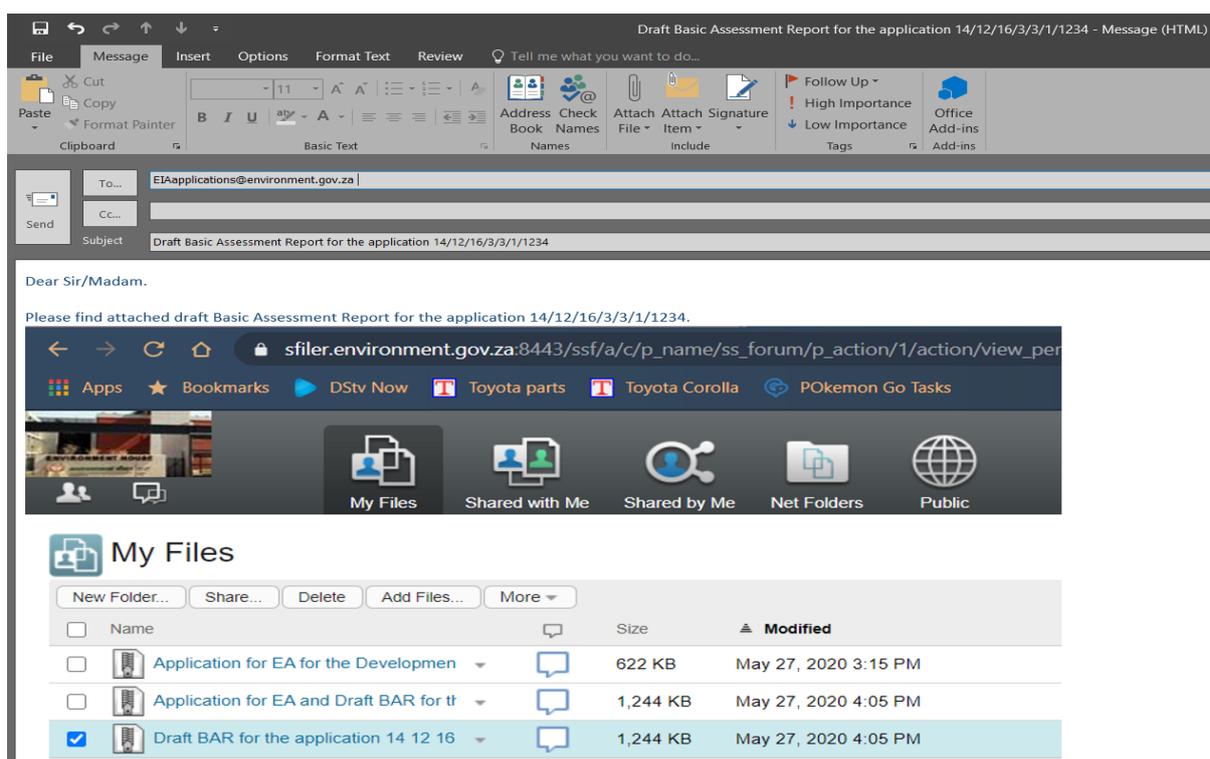> Password: to be obtained in the manner as outlined in point 1 above.

> ➢ Please ensure that you login with the details obtained from the EIAApplications@dffe.gov.za mailbox, and do not enter as a guest.
> ➢ Please ensure that the folder that is going to be uploaded has the following file structure to ensure ease of reference:

> ➢ Once the correct file structure is created, create a single zip folder which will be uploaded onto the Novell SFiler system.
> ➢ **Please ensure that you name each file accordingly so that it clearly indicates to the contents of the file, e.g., 02 Appendix 1 – Proof of Payment.**
> ➢ Please avoid putting folders inside the folders and always make sure that the files uploaded are not corrupt and are in a readable format.
> ➢ You can drag the folder from your computer and drop it onto the online system. Once it is uploaded, you will see it on the online system as indicted below:

> ➢ Once the document is loaded and showing on the online system, please tick the file, screenshot the image and send an email with the screenshot attached, proving that the application has been uploaded on the system to EIAapplications@dffe.gov.za. This will be considered as your 'proof of upload email' which will be used for further processing. **Please note that only documents which correspond to an email being sent will be downloaded. All other documents will be deleted.**

- ➢ Please note that is imperative that you zip the entire application form, its annexures and supporting documentation into one folder, **as only one folder per application will be considered**. If multiple zipped folders are uploaded, only one will be considered for processing.

8. Submission of final report:

- ➢ The process is the same for submitting a draft report as outlined in point 7 above. Please ensure you change the title from draft to final as well as include the project reference number in the upload and upload email.

9. Application for amendment to the EA or EMPr:

- ➢ The process for submitting an application for an amendment to an EA or EMPr is the same as the process outlined in points 5 – 8 (submitting an application/document for an EA) above. Please ensure that the folder title as well as the email specifies correctly what you are applying for.
- ➢ **Please ensure that you name each file accordingly so that it clearly indicates to the contents of the file, e.g., 02 Appendix 1 – Proof of Payment.**
- ➢ Please avoid putting folders inside the folders and always make sure that the files uploaded are not corrupt and are in a readable format.
- ➢ Always make sure that the minutes of the pre-application meeting (or an email confirmation from the relevant allocated official stating that a meeting is not necessary), are attached in all new Application forms, and that the latest application form is used. Always consult the website to ensure you use the correct and most recent version of the form.
- ➢ Please also ensure that the EA reference number is indicated.

**10. Submission of information in terms of Regulation 30(1)(a):**

➢ The submission of additional information <u>in terms of Regulation 30(1)(a)</u> is to be submitted in electronic format via email address: EIAapplications@dffe.gov.za.

➢ Please ensure that the subject line of the email clearly indicates that it is additional information for a Part 1 amendment in terms of Regulation 30(1)(a) and includes the relevant DFFE application reference number:
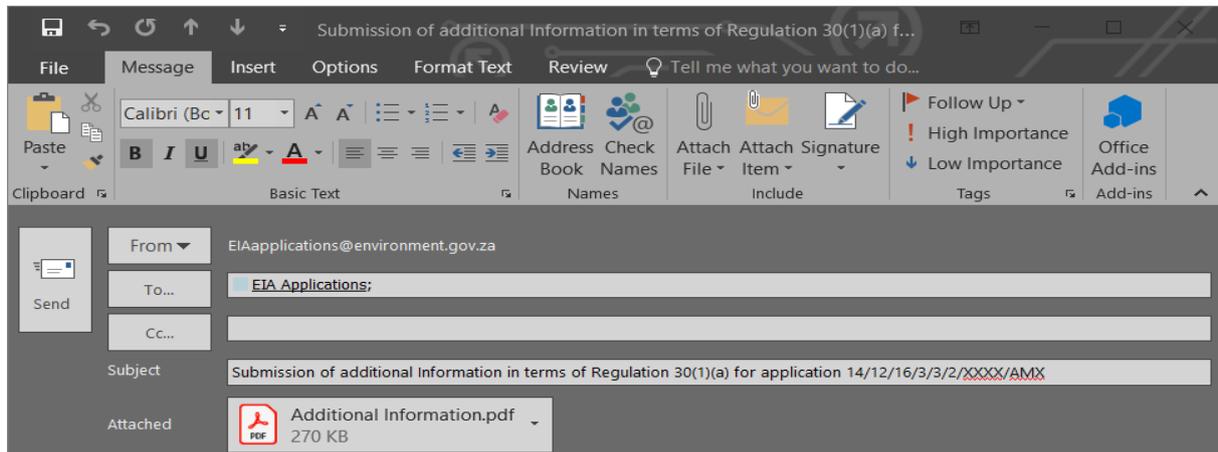
➢ If the requested information is too large to submit via email, kindly submit the additional information as outlined in points 5 – 8 above. Please ensure that the folder title as well as the email correctly specifies what you are applying for.

11. Request for a Regulation 27(4) correction:

➢ Request for correction in terms of Regulation 27(4) to be submitted in electronic format via email address: EIAapplications@dffe.gov.za.

➢ Please ensure that the subject line of the email clearly indicates that it is a request for correction in terms of Regulation 27(4):
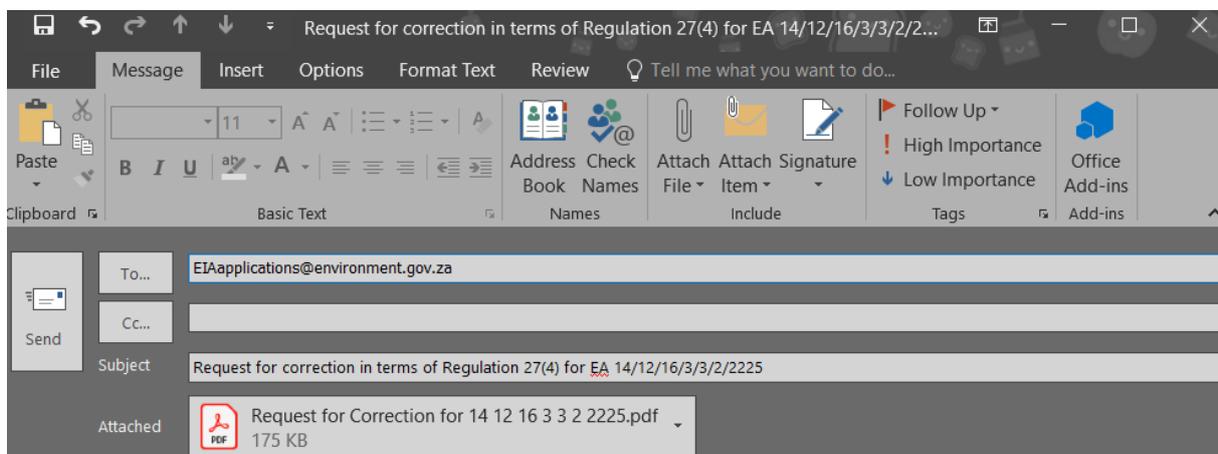
12. **Request for withdrawal of an application:**

➢ Request for withdrawal of an applications is to be submitted in electronic format via email address: EIAapplications@dffe.gov.za.

➢ Please ensure that the subject line of the email clearly indicates that it is a request for withdrawal of an application and includes the relevant DFFE application reference number:
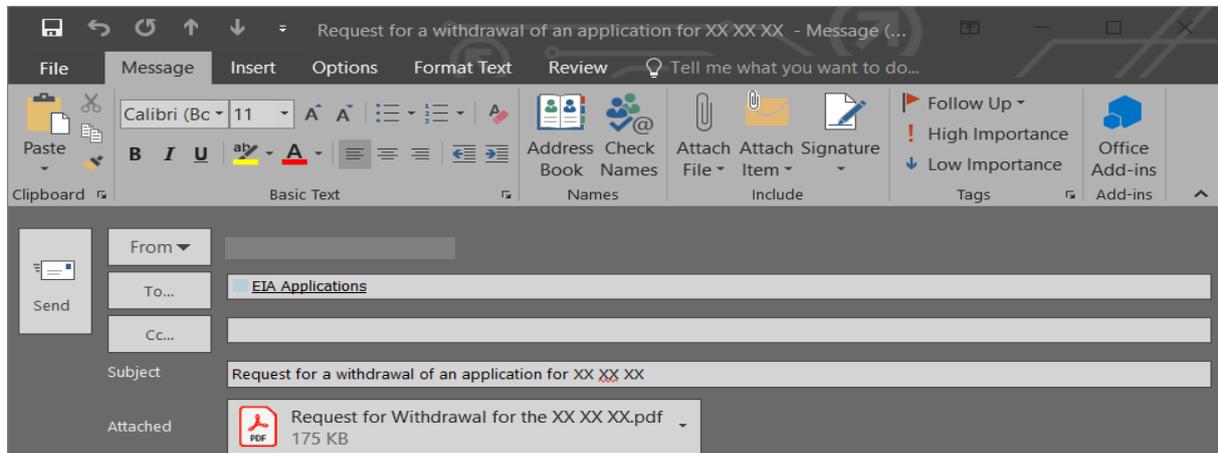
13. **Submission of MMP:**

➢ The process for submitting an MMP is the same as the process outlined in points 5 – 8 above. Please ensure that the folder title as well as the email correctly specifies what you are applying for.

14. **Submission of IEE:**

➢ The process for submitting an application for an IEE is the same as the process outlined in points 5 – 8 above. Please ensure that the folder title as well as the email correctly specifies what you are applying for.

15. **Submission of EMPr and layout plan, for approval, or any other documents as a result of a condition of the EA:**

The process for submitting documents for any of the abovementioned processes is the same as the process outlined in points 5 – 8 above. Please ensure that the folder title as well as the email correctly specifies what you are applying for.

16. **Submission of documents for registration of projects in terms of the Generic Environmental Management Programme for the Working for programme:**

➢ The process for submitting documents for any of the abovementioned processes is the same as the process outlined in points 5 – 8 above. Please ensure that the folder title as well as the email correctly specifies what you are applying for.

➢ Please ensure that your one uploaded zip folder which is to be uploaded includes sub folders which clearly indicates the documents being submitted, i.e.,
  1. Appendix 1 – Registration Form.

2. Appendix 2 – Declaration Form.
3. Appendix 3 – Environmental Management Programme Template.
4. Appendix 4 – Method Statements.,

as outlined below: