



NSBA

GUIDE

NSBA GUIDE

	Page
Introduction	2
1 REGISTERING AS A STUD BREEDER	3
1. Registering with a breed society	
2. Registering with the NSBA	4
i. Fees	
ii. Suspension of membership	
iii. Changes to membership	
iv. Cancellation of membership	
2 YOU ARE A REGISTERED STUD BREEDER, NOW WHAT?	5
3 SUBMITTING YOUR DATA	
1. Mating data	
i. Single vs multiple sires	6
ii. Ways to submit mating data	
2. Birth notifications	7
i. Ways to submit birth notification data	8
3. Performance data	10
i. Ways to submit performance data	12
4 DEALING WITH DATA RELATED ISSUES & ERRORS	17
5 CHANGES TO ANIMAL OR OWNERSHIP DETAILS	18
1. Inspection	
2. Transfer of ownership	
3. Cancellation of animals	19
4. Reinstatements	
6 IMPORTATION & EXPORTATION	20
7 DNA & OTHER TESTING	21
8 NSBA WEBSITE	23
Conclusion	25

Introduction

The Namibian Stud Breeders Association, established in 1992, serves as the official registration authority in Namibia. Since its inception, the NSBA has been dedicated to ensuring compliance with the Namibia Livestock Improvement Act in all administrative aspects related to the recording and registration of stud animals. Working alongside different breed societies, we aim to promote stud breeding across Namibia to improve genetics and stay relevant globally.

Stud breeding requires discipline, time management and dedication to the administrative side of things. The results you achieve directly reflect the effort you put in.

We know that dealing with the administrative side of stud breeding can seem daunting and time-consuming. That's why we've put together this guide—to help you navigate the process. While it doesn't cover every detail and scenario, it provides guidance and clarity on record-keeping and submitting data (among other things).

If you ever have questions or something's unclear, don't hesitate to reach out to the NSBA office. We're here to help you succeed in your stud breeding goals!

1

REGISTERING AS A STUD BREEDER

1. Registering with a breed society

First, you'll need to become a member of the society of whichever breed you plan on breeding with.

Make sure to request a copy of their constitution, since this will contain the bye laws and all the rules and requirements for registering stud animals.

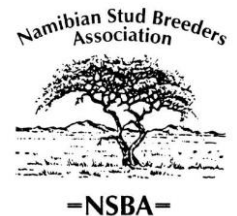
Actually read it!

Most, if not all, of the issues you may encounter with registering your animals is the result of not meeting the requirements stipulated in the breed constitution.

Certain things, like arranging for an inspector to inspect your animals, are done through the society. Look out for information days where speakers provide information and tips specific to the breed and the stud breeding process.

2. Registering with the NSBA

Once you have become a member with the breed society, you can apply for membership with the NSBA.



You simply complete the application form (available on our website or at the NSBA office) and submit it and any other required documents via email or at our office.

Individual

If you are registering as an individual, you only need to complete the application form.

Company or Trust

Along with the completed application form, you need to submit proof of registration of the company or trust. The name of the company or trust must be the same as the name of membership on the application form.

Partnership

Along with the completed application form, you need to submit partnership forms (available on our website), completed and signed by all partners.

Once your application has been processed, we will send you a registration letter with your member number. Memorise this number, as you will need it to access information and submit data.

i. Fees

You are required to pay an annual membership fee along with a herd fee. Some breeds will receive an invoice from their breed society that includes the NSBA fees, while others pay the breed society and the NSBA separately.

Apart from the annual membership and herd fees, you may be required to pay penalty fees, for example, late fees for late birth notifications or reinstatement fees for reinstating culled animals. Make sure to read your breed constitution for more information on when to submit birth notifications to avoid late fees.

You can find a list of all the fees on our website.



ii. Suspension of membership

Your membership can be suspended by the NSBA or by the breed society, as it is a requirement for all NSBA members to be active members with a breed society.

The NSBA will suspend your membership if your account is in arrears for a specific period, or because the breed society requested your suspension when your account is in arrears with them.

Once the account has been settled, the membership will be activated. It is only when your membership has been cancelled that you will need to re-apply for membership.

iii. Changes to membership

Whenever there are changes to your contact details (new email, phone number etc.) you should notify the NSBA in writing to ensure you receive all important feedback and notices without delay.

You can also make changes to your membership name and other stud details by completing the relevant form.

iv. Cancellation of membership

Should you wish to terminate your membership with the NSBA, you simply need to inform both us and the breed society to which you belong in writing.

It must be done before the start of the new financial year (1 July). If your request to terminate your membership reaches us after the new financial year, you will be responsible for the membership and herd fees for that year.

2

YOU ARE A REGISTERED STUD BREEDER, NOW WHAT?

Often new members have commercial animals they would like to have inspected and register as stud animals, and you can now arrange for an inspector through your breed society.

You can also start submitting data. There are specific forms for submitting data, which will be covered in the following section.

It is important to be familiar with the registration requirements as set out in the bye laws of the breed constitution. Depending on the breed, you may be required to submit mating certificates or DNA samples along with the birth notification.

3

SUBMITTING YOUR DATA

1. Mating Data

Submitting mating data is important for the calculation of fertility Estimated Breeding Values (EBVs), such as Days-to-Calving and Gestation. Please see the section on performance data for more information on EBVs.

In order to submit mating data, you will need to keep record of what males and females you pair, as well as the duration of the pairing.

i. Single vs Multiple Sires

You may pair a single male with multiple females, multiple males with a single female or multiple males with multiple females.

When multiple males are used you can submit a **Multisire Group** for registration. Simply email the ID numbers of all the males in the group, as well as the ID number of the group to the NSBA. The ID number will consist of:

HDM (Herd Designation Mark) **+** **Y**_{ear} **+** **MULT** **+** **N**_{umber for the group} **≡**

HDMYYMULTNNN

Example:

Your first group in the year 2025 will have ID: ABC25MULT001

The second group will have ID: ABC25MULT002

Your first group in the year 2026 will have ID: ABC26MULT001

and so on.

You will also use this Multisire ID number when submitting birth notifications.

Should you decide to use multiple sires, you may be required to do DNA paternity testing. Please check your breed constitution or enquire with the NSBA or breed society.

ii. Ways to submit mating data



You can download a mating form from our website, request one via email or get one from our office. Simply complete all the requested information and send it back to the NSBA.



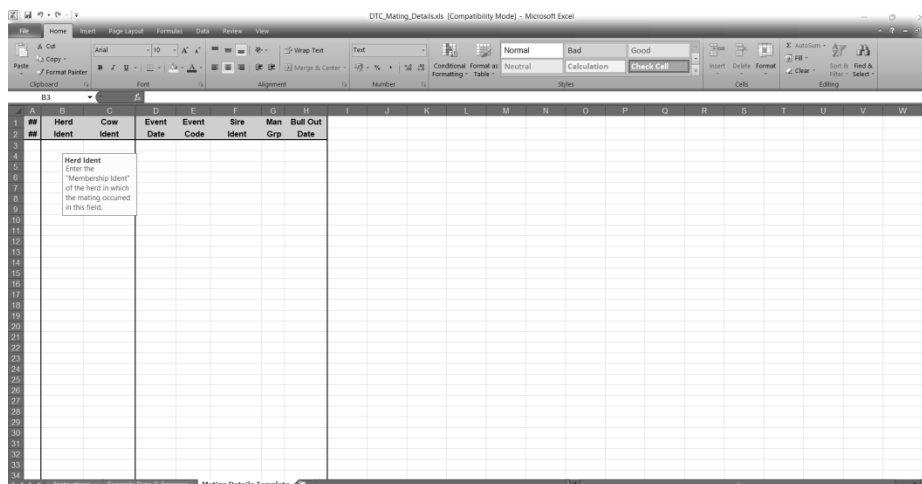
If you use herd management software, such as HerdMaster or BenguFarm, you can submit your mating data via the program.

[illegible]

Should you decide to buy a herd management program with the intent of submitting your data this way, just confirm with the office that it is compatible with the software we use.

NSBA Excel template

There is an Excel template available (on our website or via email request) that can be used to submit mating data.



2. Birth Notifications

Whenever there are new births in your stud, be sure to let us know. This includes any abortions, stillbirths, or new-born deaths. Accurate recording of all births from your stud females is essential for maintaining accurate reproduction records. Different breed societies may have specific rules regarding reproduction, so it's a good idea to check their guidelines or reach out to us for clarification.

While different breeds have different requirements when it comes to birth notifications, you'll typically need the following information handy while you're completing the birth notification:

- Your NSBA member number
- Name of the animal (although this is not mandatory for all breeds)
- Date of birth
- Sex
- Number in birth (is it a twin or triplet)
- The sex of the twin
- Type of mating (was it natural, artificial insemination etc.)
- ID number of the animal
- ID number of the Sire (father)
- ID number of the Dam (mother)
- Insemination date (if it was by A.I.)
- Status at birth (alive, abortion, stillborn etc.)
- Type of birth (natural, did you have to pull, caesarean etc.)
- Birth mass (if you weigh your animals)
- Colour

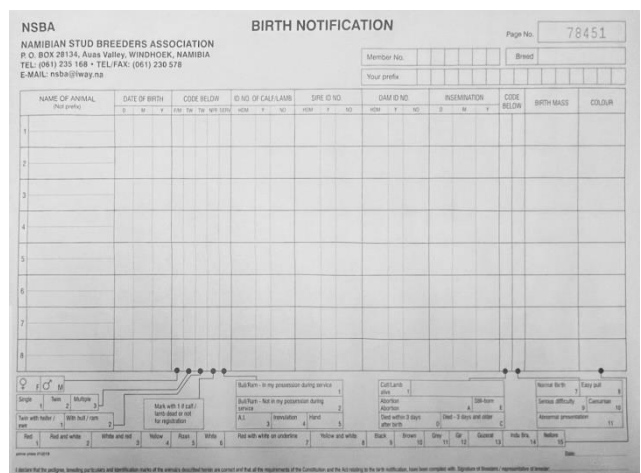
- If the animal is **not for registration** (i.e. not destined to be used in the stud or a dead animal), it should be indicated as such. This animal should be given an ID number, but it does not have to be part of your normal range of numbers, for example, 24-9999ABC, 24-9998ABC etc. If you do performance testing, these animals should also be weighed, as they provide valuable data that can be used in the calculation of EBVs for related animals.
- If **parentage verification** is a requirement for your breed or if you have used a **multisire group**, then be sure to collect a hair sample from the animal. The hair should be pulled out with the roots attached (so no cutting) and placed in a Unistel envelope (available at our office). The envelope and Unistel form should be completed and sent to us. We then send it to Unistel Medical Laboratories in South Africa for testing. The animals will be recorded as commercial until we receive the results of the parentage verification.
- If the animal is removed from its Dam and placed with a **surrogate**, the ID number of the surrogate Dam should also be provided.
- If an **embryo** donor is used, the ID number of this female should be entered as the Dam. The ID number of the recipient Dam should also be provided, should she be a registered animal. If the recipient Dam is another breed, the ID number and breed should be provided.
- If **artificial insemination (A.I)** is used:
 - the Sire must be approved for A.I use by the breed society.
 - there might be DNA requirements, so be sure to check the breed constitution.
- If the **Sire is not in your possession** (and has a different owner), we require a loan or temporary transfer letter from the owner. They can send an email, which must include the ID number of the Sire, who the animal will be loaned to, and the period (date start, date end). They can also use the NSBA form.

i. Ways to submit birth notification data

Birth notifications must be submitted in one of the following ways:

Birth Notification Book

A birth notification book can be purchased at the NSBA office. There are different books for different breeds.



The form is titled "NSBA BIRTH NOTIFICATION" and includes the NSBA logo and contact information. It features a header section for "Page No." (78451) and "Breed". Below this is a large table with columns for "NAME OF ANIMAL", "DATE OF BIRTH", "CODE BELOW", "ID NO OF CATTLE", "SIRE ID NO", "DAM ID NO", "INSEMINATION", "CODE BELOW", "BIRTH MARKS", and "COLOUR". The table has 8 rows for recording data. At the bottom, there are sections for "Sire", "Dam", and "Offspring" with checkboxes for "Not in my possession during service" and "Not in my possession during service". There are also checkboxes for "Not in my possession during service" and "Not in my possession during service".

All information should be completed as requested in the book, and according to the guidelines found at the bottom of the page.

Herd management software

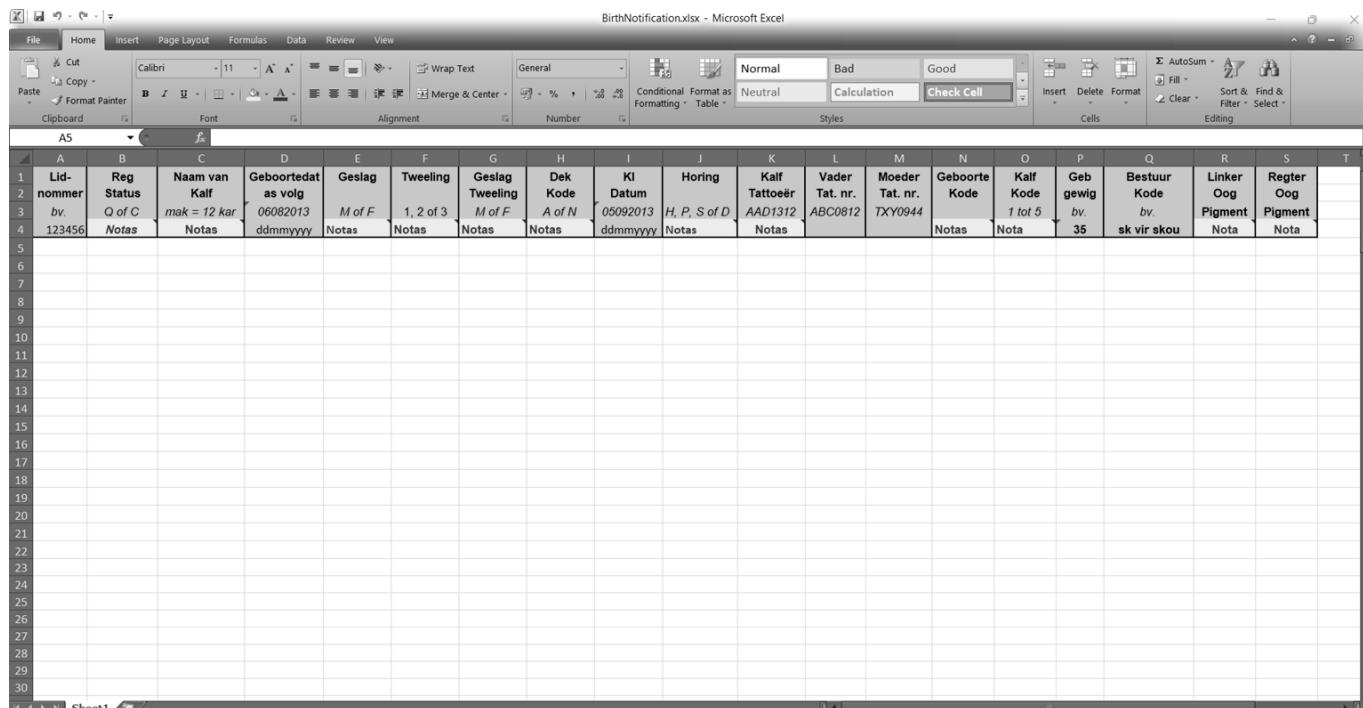
Herd management software (such as HerdMaster) can be used to submit birth notifications. Should you decide to buy a herd management program with the intent of submitting your data this way, first confirm with the office that it is compatible with the software we use.

Birth notification batches can be sent directly from the program or saved and emailed to us.

NSBA Excel template

Birth notifications can be submitted using the Excel template. The template can be downloaded from our website or requested via email.

This template should be completed as requested, *except for the ID numbers*. They should not be completed as shown in the example in the template, but using the Namibian format: YY-NNNNHHH (Year-NumberHerd letters), for example 13-0012AAD and not AAD1312.



LID-nummer	Reg Status	Naam van Kalf	Geboortedat	Geslag	Tweeling	Geslag Tweeling	Dek Kode	KI Datum	Horing	Kalf Tattoeër	Vader Tat. nr.	Moeder Tat. nr.	Geboorte Kode	Kalf Kode	Geb. gewig	Bestuur Kode	Linker Oog Pigment	Regter Oog Pigment
123456	Q of C	mak = 12 kar	06082013	M of F	1, 2 of 3	M of F	A of N	05092013	H, P, S of D	AAD1312	ABC0812	TX0944	Notas	Nota	35	sk vir skou	Nota	Nota

The successful recording of birth notification data depends on whether the data is complete, accurate and complies with breed requirements.

Once a birth has been successfully recorded, a Birth Notification report is uploaded to our website, which you can download and use to verify that all the information was entered correctly.

In the event there are issues that prevent successful recording of birth notification data, we will upload a Request for Information (RFI) report to our website that details the issues. Please see section 4 for more information on RFI reports and how to respond to them.

3. Performance data

Performance testing involves submitting weight and trait data used in the calculation of EBVs.

EBV

- Estimated Breeding Values indicate the strength of the animal's genetics – or its genetic merit for each trait - and help assess its potential for different production processes.
- EBVs are presented as the difference between the individual animal's genetics and the genetic base used for comparison.
- The accuracy of EBVs rely on the amount of data provided and the animal's genetic connections with others, i.e. the more data that is submitted, the more accurately its genetic relationships can be assessed, which improves the accuracy of the EBVs.
- You should record performance information for the traits that are of importance to your breeding program, and for which you would like EBVs calculated.

EBVs are produced for a range of economically important traits, including:

Weight	Fertility/Calving	Carcase	Other
Birth Weight	Scrotal Size	Eye Muscle Area	Docility
Milk	Days to Calving	Fat Depth	Net Feed Intake
200 Day Growth	Gestation Length	Retail Beef Yield	Structural Soundness
400 Day Weight	Calving Ease	Intramuscular Fat	Flight Time
600 Day Weight		Carcase Weight	
Mature Cow Weight		Shear Force	

Stages of recording:

Joining	Birth	Weaning	Yearling	18 Months	Maturity
Mating details	Date of birth	Weaning weight (200-Day)	400-Day weight	600-Day weight	Cow disposal code
A.I dates	Birth weight	Mature cow weight (dams)	Scrotal circumference		Mature cow weight
Pregnancy test results	Calving difficulty score	Docility score	-----Scanning-----		
	Recipient Dam details	Flight time	-----Structural score-----		

By participating in performance testing, you will receive a:

- **BREEDPLAN Herd Report** which contains updated EBVs for sires, dams and calves, as well as information about the genetic progress being made by your herd for each trait.
- **Completeness of Performance** report and rating, which assesses the quantity of pedigree and performance information submitted by a member.



Performance forms (weights and traits)

Performance forms are uploaded twice annual for all breeders participating in performance testing – 1 April and 1 October. It includes suggested weighing dates for each weight - these are simply guidelines.

Depending on what performance data you decide to measure you might need:

- An appropriate and accurate scale to record weights to the nearest kilogram.
- A measuring tape (cm)
- Yards or crush for objective scoring of temperament.

i. Ways to submit performance data

Performance data can be submitted using one of the following:



Performance forms

You will find weight submission forms online (under Download Files), which you can use to submit your data. Complete the requested data on the form and send it to the NSBA.



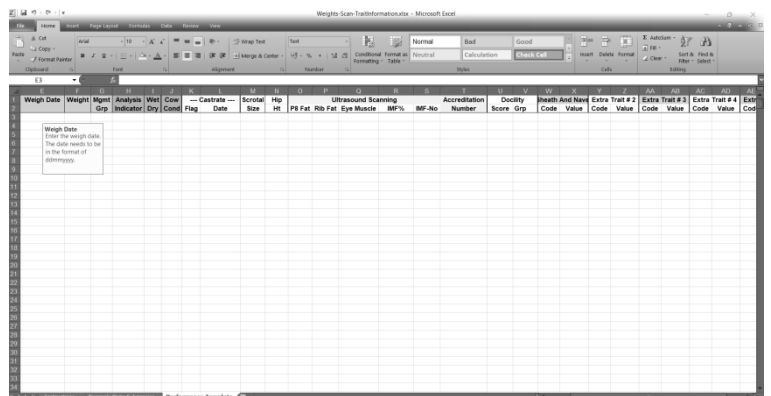
Herd management software

Herd management software (such as HerdMaster) can be used to submit performance data. Once you have entered the data in your program it can be emailed directly from the program or saved and attached in an email.

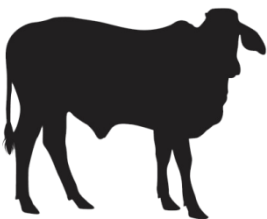


NSBA excel template

Weights can be submitted using the Excel template. The template can be downloaded from our website or requested via email. Email the completed template to the NSBA.



Large stock



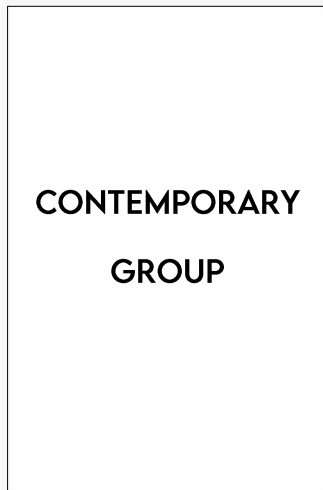
The following weights and traits are usually measured for large stock:

- **Birth weight**

The birth weight should be measured between 24 and 48 hours after birth. The birth weight EBV gives an indication of the potential influence a parent (especially the Sire) can have in terms of the birth weight of a herd. It can, therefore, be useful in preventing and combatting birthing problems.

- **Weaning weight [200 days]**

Weaning weight should be measured between the ages of 80 and 300 days. Meaning, you don't have to weigh the animal at exactly 200 days! It's always better to weigh and submit your animals in a contemporary group.



- A **contemporary group** consists of similar animals that have received the same treatment i.e. that have had the same opportunity to perform.
- Each group should have its own group code.
- It's always good to have at least 15 calves from two Sires in one group. Separate winter and summer calves, and place any sick calves or those from mothers that have received special treatment (for example, extra feed for a show/auction) in their own group.
- Animals should be assigned into different **management groups** when (either individually/as a group) they have not had equal opportunity to perform – for example, sickness, different management conditions, different feed nutritional value etc.

Weaning weight is the most important weight, as it's linked to both birth weight and 400-day weight. It gives a good indication of both the calf's growth potential and the Dams milk. Weaning weight data is used in the calculation of milk EBVs. The aim is to have an above average weaning weight.

- **400-Day weight**

400-Day weight should be measured between the ages of 301 and 500 days. Like weaning weight, it does not have to be measured on exactly 400 days. If any of the animals received special treatment or was sick, they should be placed in their own contemporary group.

It's a good indication of the animals post-wean growth potential, and potential to perform well under tough conditions.

- **600-Day weight**

600-Day weight should be measured between the ages of 501 and 900 days. It's well correlated with 400-day weight and indicates potential adult size.

High 600-day EBVs indicates the potential for good growth and heavy animals.

- **Mature cow weight**

Mature cow weight is measured at weaning of her calf. Along with weaning weight, this is the most important weight to measure, and can indicate her efficiency as a mother.

The mature cow weight EBV indicates potential in terms of size, should the animal be used in a breeding program. The goal is to get good growth from a mid-sized cow. You do not want an increase in cow size.

Other traits that are measured include:

- **Scrotum**

Scrotum circumference is a reliable indicator of fertility in bulls, as it is positively correlated with both semen volume and overall fertility. Measurements can be taken between 300 and 700 days of age. It is ideal to measure scrotum circumference during the 600-day weight check. Additionally, taking a second measurement around 400 days of age, during the weight assessment, can provide valuable data.

- **Temperament and Sheath**

Measurements for temperament and sheath are done visually and takes place at weaning. Once there is enough data available, we should be able to get EBVs for the trait.

- **Days-to-Calving (DtC)**

DtC and Gestation length EBVs are calculated using mating data and A.I dates. The Days-to-Calving EBV shows a negative correlation with fertility and birthing ease—meaning a lower DtC EBV indicates better fertility and fewer birthing issues.

Small stock

Weight and trait measurements are important for small stock, and are slowly becoming mandatory for more and more breeds. While they are important for similar reasons than for large stock, the ages of measurement differ.





Please read the section on contemporary groups, as it's important to group animals correctly when weighing small stock.

The following weights and traits are usually measured for small stock:

- **Birth weight**

Birth weight should be measured as soon as possible, and within 48 hours. It is an indication of possible birthing problems.

- **Pre-wean weight (WA1)**

WA1 weight is measured between the ages of 20 and 69 days. The animal should weigh between 6 and 40kg. It is an indication of the Dams milk production.

- **Weaning weight (WA2)**

WA2 weights are measured between the ages of 70 and 150 days. The animal should weigh between 10 and 60kg. It is a good indication of the lamb's growth potential and the mother's milk production. It's a good idea to also weigh the Dam at this time (WTK).

- **Post-wean weight (WB1)**

WB1 weights are measured between the ages of 151 and 365 days. The animal should weigh between 20 and 160kg. It is an indication of the animals own growth potential.

- **Adult weight (WB2)**

WB2 weights are measured between the ages of 366 and 540 days. The animal should weigh between 30 and 180kg.

- **Any other weight (WTK)**

These weights include the Dam at weaning and any other weight outside the above mentioned groupings.

Other traits that are measured include:

- **Scrotum**

Scrotum circumference is the easiest measurement for fertility in males. Scrotum size is positively correlated to semen volume and fertility. It can be measured anywhere between the ages of 100 and 365 days.

Ultrasound scanning

Done between the ages of 300 and 700 days, ultrasound scanning is a non-invasive technology that allows you to assess the carcass merit of an animal while it is still alive.

The attributes commonly measured by ultrasound scanning (and for which EBVs are generated) include:

- Rump Fat Depth
- Rib Fat Depth
- Eye Muscle Area (EMA)
- Intramuscular Fat (IMF)
- % Retail Beef Yield
- Carcass weight

It is important to scan all animals, and not just your “best” to ensure unbiased data.

Ultrasound carcass scanning must be undertaken by a Breedplan accredited technician.

Selection Indexes

Selection Indexes are calculated by combining an animal's EBVs with an economic weighting on each individual trait (based on costs of production and returns on output) to produce a single selection index value for each animal.

A selection index value can be interpreted as its EBV for profitability in a particular commercial production scenario i.e. the monetary contribution the animal can make when used in your stud.

These are developed according to breed-specific requirements. There are currently 3 selection indexes values being calculated for Brahman:

- Rangeland Grazing Index
- Wean Index
- Feedlot Index

4

DEALING WITH DATA RELATED ISSUES & ERRORS

Data issues can occur for various reasons and should be dealt with as soon as they are noticed. Complete and accurate data is of utmost importance.

The measuring, submission and capturing of data is (mostly) done by humans - humans who sometimes make mistakes. It is therefore important to pay attention to feedback received from the NSBA and to inform us if you suspect data has not reached us or was recorded incorrectly.

Most issues occur with the submission of birth notifications, as most societies have strict requirements regarding the recording/registration of stud animals. When there are problems that prevent the successful recording of a new birth, a Request for Information (RFI) report is uploaded on our website.

Request for Information (RFI) report

Whether it's incorrect or missing information or documents, or simply human error, it may result in an animal being held in error. When this happens, an RFI report is uploaded to our website.

This report details all the issues preventing the successful recording of the animal. You will need to address each one of these issues.

It can be anything - from an incorrect ID number/date of birth or missing DNA results - to a Dam not meeting the breed's reproduction requirements or a parent who has failed inspection. It all depends on the breed, as each have their own requirements when it comes to animal recording and registration.

An animal held in error will have a **?** in front of the ID number, for example ?25-0001ABC.

It is important to respond to the RFI report (in writing) as soon as possible.



If you do not rectify an animal held in error, it will be *permanently removed* from our database and can never be registered again.

Large stock has 12 months to rectify animals held in error, while small stock has 9 months.

Some problems can easily be corrected by sending us an email with the correct information, while others may require special permission from the breed society.

If you are unsure about the reason an animal is held in error or how to rectify it, contact the NSBA and we will be able to assist.

5

CHANGES TO ANIMAL OR OWNERSHIP DETAILS

For most breeds, changes to animal details (such as corrections to the name, DOB etc.) can be done up until inspection. Except for changes that are the result of DNA testing, no changes/corrections can be made after inspection. For most breeds this is when the animal will receive its registration certificated and start to appear in the pedigree of other animals. If changes are made past this point, it could result in inconsistencies across pedigrees and registration documents. This does not include changes to owner details (transfers) or the status of the animal (for example, castration or death).

1. Inspection



Most stud animals must undergo inspection where an accredited breed inspector inspects the animal to ensure it complies with the phenotypical requirements of the breed and is approved for stud breeding.

If you would like to have your animals inspected, you can arrange it through the breed society.

For most breeds, an animal will get its registration certificate after it has passed inspection. All animals that fail inspection will become inactive.

2. Transfer of ownership

When a stud animal is sold, whether it is to another NSBA member or not, it should be transferred to the new owner. This can be done in several ways, but be sure to check your breed constitution for their transfer requirements:

- 1) By completing the transfer section on the registration certificates
- 2) By sending us an email with the date of transfer and the details of the new owner (name and postal address).
- 3) By requesting the auctioneers to send us the transfer details. Remember, it is your responsibility as current owner to ensure the transfer to the new owner is done.

Most breed societies have requirements regarding the timeframe in which transfers must be completed. Make sure the consult your breed constitution.

Except for breeds with lifetime registration certificates, a new registration certificate will be sent to the new owner.

3. Cancellation of animals

There are various reasons why an animal might be made inactive. In the event of the cancellation of an animal, all the details of the animal remain on our database (and can be viewed online); the animal's status simply becomes inactive.

The owner of the animal can request the cancellation of an animal (in writing or on the Levy List) for the following reasons:

- 1 – Animal died
- 2 – Animal died (not an accident, slaughtered)
- 3 – Animal was sold (and will not be used for breeding purposes, so does not require transfer of ownership)
- 4 – Fertility
- 5 – Disease/injury
- 6 – Other reasons (not previously listed)

Cancellations can be submitted at any time throughout the year. However, to avoid herd fees for animals that are no longer active in the stud, all cancellations must reach the NSBA office *before the end of May* each year.

4. Reinstatements

In the event that an animal is mistakenly made inactive (cancelled) by the owner, a reinstatement can be requested. This will incur a penalty fee. The request must be in writing.

Please note that no reinstatement can be requested for animals which have failed inspection or cancelled because they do not meet the breed's reproduction requirements.

6

IMPORTATION & EXPORTATION

Importation

The importation of animals/semen/embryos/ova depends on whether the country of origin is an approved disease free area.

Before buying any animal/semen/embryo/ova it is important that ensure that all requirements for importation are met.

Only registered stud animals may be imported into Namibia for breeding purposes. That is to say, proof of registration is required in the form of a registration certificate from the foreign registration authority. While pedigree requirements may differ among breed societies, the minimum requirement is a two-generation pedigree.

The importation process generally involves the following steps:

1. Complete the application form and get approval from the breed society for the import.
2. Send the application form to the NSBA office. The form needs to be signed and stamped by the NSBA before you can proceed.
3. Submit the application at the office of the Registrar of Livestock Improvement (Ministry of Agriculture, Water and Forestry), who will issue a permit.
4. Take the permit to the Department of Veterinary Services (DVS).
5. Send the form provided by DVS to the country of origin, where a state veterinarian will need to complete and return the form.
6. Submit the completed form with DVS, who will then issue the importation permit.
7. Finally, take the permit issued by DVS to Meatboard who will issue their importation permit.

CONFIDENTIAL

LIVESTOCK IMPROVEMENT ACT, 1977 (ACT 25 OF 1977) AND THE
REGULATIONS PROMULGATED IN TERMS THEREOF

APPLICATION FOR THE IMPORTATION OF ANIMALS

A. IMPORTANT INFORMATION!!!

1. Complete in print using capital letters only.
2. Complete in full in duplicate. Incomplete applications will be returned to the applicant and no responsibility for any inconvenience will be accepted.
3. If photocopies are used at least one copy must be signed by the applicant. The breeders' society must then send this copy to the Registrar.
4. Ensure that the following documentation is attached to the application.
 - (a) an extended two generation pedigree.
 - (b) the performance records.
5. The applicant must be a juristic person, e.g. John Peter Citizen, of John Peter Citizen T/A Okapuka Stud, of Okapuka Stud CC, of Okapuka Stud (Pty) Ltd, or Okapuka Ltd.
6. If the application is not signed by the applicant personally a letter authorizing the signatory (agent) to sign the application on behalf of the applicant, must accompany the application.
7. The correct fee must accompany each application.
8. Cheques and postal orders should be paid in at the Sub-receiver, Ministry Of Agriculture, Water and Rural Development and the receipt should be presented to the Registrar when collecting the permits.
9. Applications must be submitted to the relevant breeders' society. If no such breeders' society exists, then application must be submitted to the Registrar's Office.

B. Particulars

1. Surname and initials of the applicant or the name of the company.
2. If the applicant is an immigrant, supply details.
3. Registered name of farm.
4. Magisterial district.
5. Complete postal address.
6. Fax: (Code and Number)
7. Telephone (code and number)
8. Membership number with Breeders Society
9. Prefix
10. Number of recorded or registered male and female animals of the same breed already owned by the applicant.

Female	Male
.....
.....
.....
.....
11. Purpose of importation (give reasons and motivation).
12. Expected date of importation.
13. Approved clearing agent.
14. Animal(s) for which application is made
Breed

Full Registered Name of Animal(s)	Registr. No.	Gen.

15. Country of origin
16. Port from which imports will be sent.
17. Port of entry

C. DECLARATION BY APPLICANT

I, the undersigned, hereby declare that the animal(s) to be imported-

- (a) to the best of my knowledge complies with the prescribed minimum import requirements of the breeders' society and this not be the case the transaction will be cancelled, and that is
- (b) application shall be made for the recording/registration of the animal(s) with the Namibian Stud Breeders Association within 3 months of arrival in the country.
- (c) and negotiations to buy the animal(s) from the foreign signer are already under way; and
- (d) all veterinary and currency exchange requirements will be strictly adhered to; and
- (e) to the best of my knowledge the particulars given in this application are true and correct.

SIGNATURE DATE

INITIALS AND SURNAME CAPACITY

ID NUMBER

D. DECLARATION BY BREEDERS' SOCIETY

Name:

it is hereby declared that -

- (a) the animal(s) mentioned in this application comply/does not comply with the prescribed minimum import requirements of the breeders' society; and
- (b) the applicant is a member of the breeders' society and he/she is in the possession of recorded/registered of this breed; and
- (c) all changes made in the application form have to be initialized by this breeders' society; and
- (d) all the relevant requirements of the constitution of the breeders' society, as far as the importation is concerned have been complied with.

Consequently the intended importation is RECOMMENDED/NOT RECOMMENDED.

SIGNATURE DATE

INITIALS AND SURNAME CAPACITY

Keep in mind that breed societies may have additional requirements, like parentage verification or testing for genetic diseases. Before starting any importation process, be sure to contact the breed society or the NSBA about all requirements.

Importation from Botswana is limited to Foot-and-Mouth Disease (FMD) free areas. All importation applications must be accompanied by a letter from a veterinarian in Botswana that states that the animal is from a FMD free area.

Exportation

The exportation of animals/semen/embryos/ova generally involves the following steps:

1. Complete the application form and get approval from the breed society for the export.
2. Send the application form to the NSBA office, who will sign and stamp it.
3. Submit the application at the office of the Registrar of Livestock Improvement (Ministry of Agriculture, Water and Forestry), who will issue a permit.
4. Take the importation permit (from a state veterinarian in the country of importation) to the Department of Veterinary Services (DVS), who will certify that all the requirements of the country of importation are met.

7

DNA & OTHER TESTING

Many breed societies have mandatory DNA testing and parentage verification requirements, while others may require testing for hereditary defects. Hair, blood or semen samples can be used for parentage analysis, detecting genetic diseases, genetic disorders or traits of economic importance to improve livestock production.

Sending these samples away for testing at laboratories in other countries requires a permit from the Department of Veterinary Services. Since the NSBA has a permit that allows us to export these samples, you can send your samples through us.

Do not ever send samples without a permit, as this can have long-reaching consequences and may result in the banning of all samples from Namibia.

Most commonly hair samples are used for DNA testing. Follow these steps for sending hair samples to Unistel Medical Laboratory in South Africa:

1. **Collect Hair Sample:** Pull out a pencil-thick bunch of hair with the roots attached (do not cut the hair).
2. **Prepare for Submission:** Place the hair sample in a Unistel envelope (available at the NSBA office).
3. **Complete the Form:** Fill out the required Unistel form. Different tests and breeds may require different forms, which are available for download on our website.
4. **Submit the Sample:** Courier or drop off the envelope with the sample and completed form at the NSBA office.
5. **Receive Invoice:** We will send you an invoice for transportation and testing costs. You can check the prices on our website or contact the office for details.

For Semen Samples: Place the straw in a Unistel envelope or a blank envelope and complete the necessary form. Follow the same steps as listed above.

Certain breeds, such as Swakara, require a blood sample due to challenges in extracting DNA from hair. To collect a blood sample, use a tissue or kitchen towel to absorb a small amount of blood from the animal. Place the tissue in the Unistel envelope and complete the Unistel form. Be sure to indicate on the form that a blood sample has been provided. Follow the steps outlined above to ensure proper processing.

You can request a list of all the tests available from the NSBA office or find more information on the Unistel website.

SNP

Genomic testing (SNP) is required for certain breeds, such as Brahman. For these tests, the samples are sent to a lab in the UK, so please do not use the Unistel envelope and forms. Instead, place the hair sample in a blank envelope, clearly writing your name and the animal's ID number on the envelope.

8

NSBA WEBSITE

Our website is your go-to resource for managing the administrative aspects of stud breeding. It houses all the necessary information, notices and documents to support your efforts, including feedback reports and registration details for all animals. Familiarising yourself with the website as soon as possible will be beneficial.

While animal information is publicly accessible, reports mentioned in previous sections require you to log in to download them. As a new member, you can request a username and password from the NSBA office by sending us an email. We will provide your login details along with a step-by-step guide to help you access and download your important reports.

Additionally, our website is updated with crucial notices about courses, office closures and other relevant information. Be sure to check in regularly to stay informed about the latest updates.

Reports

Reports you will find on our website depend on your breed, but will most likely include:

- ❖ **Levy List:** This list includes all active animals in your stud, encompassing both inspected (Registered) animals and those pending inspection (Calf/Lambbook). Annual cancellations are typically submitted using this list.
- ❖ **Inspection List:** This list contains animals that are eligible for inspection i.e. that have reached the minimum age. Note that some societies have maximum age limits for inspection, so older animals on this list may be too old for inspection and should be culled.
- ❖ **Birth Notification:** A birth notification report is uploaded whenever new births are submitted. Use this list to verify that all submissions have been recorded correctly.
- ❖ **Request for Information (RFI):** An RFI report is uploaded if there are issues with birth notification submissions. This report details each issue, and you should respond to each one in writing.
- ❖ **Transfer Report:** When you request a transfer of ownership, a report is uploaded listing all the animals that have been transferred.

- ❖ **Inspection Report:** After inspections are processed, an inspection report is uploaded for your review.
- ❖ **Performance Reports:** These include performance forms (for submitting weights and traits), the Breedplan Herd Report and the Completeness of Performance Report.

Animal Photos

You can also upload photos of your animals to our website. Anyone viewing animal or auction information will be able to see the photos. Simply contact the office and request the photos to be uploaded. Email us:

1. A clear photo of the animal.
2. The file name of the photo must be the ID of the animal in the correct format (for example, 25-0001ABC)

Conclusion

We understand that managing administration can be challenging and time-consuming, which is why we aim to equip you with all the essential information to simplify the process. Although this guide cannot cover every possible scenario in stud breeding, we hope it serves as a valuable starting point and offers a clear overview of what's involved.

Breed requirements can evolve, so it's crucial to stay informed by attending AGMs, reading updates from us or the breed society, and seeking clarification when needed. While it may sometimes feel like the regulations are an obstacle, they are designed to ensure compliance with laws and are in the best interest of the breed as a whole.

Don't be discouraged by the complexities of the requirements, rules and paperwork. Although it might seem overwhelming initially, the process is manageable and straightforward. Always feel free to ask questions and seek guidance. Remember, the effort you invest will be reflected in your results. We wish you every success in achieving your stud breeding goals!

