

# WESTERN CAPE SSF VERIFICATION PROCESS

Masifundise's guide to assist fishing  
communities

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# VERIFICATION FORMS

- The Verification form will ONLY BE DISTRIBUTED TO THOSE WHO PREVIOUSLY APPLIED IN THE 2016 VERIFICATION PROCESS
- The Small-scale Fisher Verification Form will be provided in Afrikaans and will come with Guidance Notes
- Both the verification form and guidance notes will be explained to applicants before they sign a register to acknowledge receipt of both documents
- The verification form is 14 PAGES long and divided into 9 SECTIONS
- Questions with (\*\*\*) MUST be answered or else forms will not be processed

Questions marked with a triple asterisk (\*\*\*) MUST be answered. Your application cannot be processed if they have not been answered. Also fill in as many of the other questions as possible.

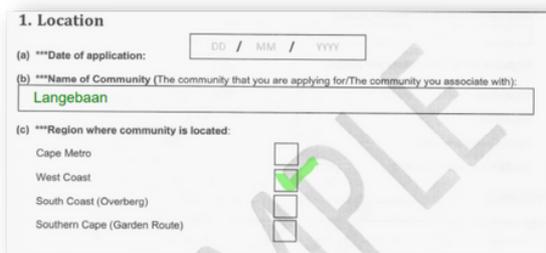
# Here are some of the most important notes under each section of the verification form and examples

## Section 1: Location

The main point in this section is to indicate your area:

**1. Name of fishing community in which you would like to be registered**

**2. Region**



The screenshot shows a form titled "1. Location". It includes a date field labeled "(a) \*\*\*Date of application:" with a placeholder "DD / MM / YYYY". Below it is a text field labeled "(b) \*\*\*Name of Community (The community that you are applying for/The community you associate with):" containing the text "Langebaan". At the bottom, there is a section labeled "(c) \*\*\*Region where community is located:" with four radio button options: "Cape Metro", "West Coast", "South Coast (Overberg)", and "Southern Cape (Garden Route)". The "West Coast" option is selected, indicated by a green checkmark.

## Section 2: Personal details

In this section, the Department wants to identify you as the applicant, and as a citizen of South Africa

**Bring your ID when submitting the application !**



## Section 3: Contact details

To make sure that YOU as an applicant can be **contacted** and be linked to a particular community.

Please make the **contact details you provide in this section ACTUALLY DOES WORK SO** that the department is able to communicate with you!



## Section 4: Other details

**YOU MUST ANSWER:** “What type of work do you have, outside of fishing activities?”

(d) \*\*\*\*What type of work do you have, outside of fishing activities? (Tick all relevant answers)

None	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Part-time (contract)	<input type="checkbox"/>
Temporary	<input type="checkbox"/>	Seasonal	<input type="checkbox"/>	Self-employed	<input type="checkbox"/>

## Section 5: History in fishing

- This section is to assess your fishing history and experience as the applicant against the criteria used to identify a small-scale fisher.

**You will have to describe your involvement in the traditional fishing activities for at least 10 years (up to 2022)**

- **ALL the questions in this section are deemed as very important and MUST be completed correctly and in full**
- You must fill in **ALL 10 tables with your 10 years** traditional fishing activity experience
- You must attach relevant **supporting documents** for all selected traditional fishing activities

Year 1 (e.g. 1999): 2001			
1. Boat crew/Assistant/Skipper	2. Diver (e.g., for abalone, kelp, lobster)	3. Collecting inshore resources (bait, mussels, etc.)	4. Fished from shore (includes fishing with a Rod and Net fishing without a vessel) 
5. Processing (Indicate if fish was caught or bought directly from fishers using traditional fishing operations)	6. Marketing (Indicate if fish was caught or bought directly from fishers using traditional fishing operations)	7. Any other traditional fishing operations	
Please explain your involvement in the above chosen traditional fishing operations and mentioned year. (Please also provide all relevant supporting document (s) as suggested in the Guidance Notes Document):			
Was the chosen traditional fishing operation your main operation/work for the year? If yes elaborate:			
Yes. In 2001, I fished from shore for an income and as a source of food for me and my family. I used a net for fishing.			
I went fishing 3 times a week. In summer, I fished _____. In winter, the season slows down and I fished _____ a week.			
I caught _____ fish every time I fished.			
I used a small boat on the river/sea.			

## Section 6: Dependency on fishing

For this section, you will have to demonstrate that you depend on fishing for **most of your income- which means 50% and more.**

‘Livelihood’ in here does not only refer to finances, but also includes consumption and traditional or customary needs.

### Example:

**Consumption** – *catching fish to put food on the table, a source of food*

## Section 7: Person who can vouch for you

A person who can validate or support your application

**E.g. fellow fisher, boat owner, crew, marketer/langana etc.**

## Section 8: Applicant Declaration Acceptance and signature

You sign the form and declare everything is correct in form and give DFFE consent to verify and validate your information

## Section 9: Acceptance and signature

Note: It is very important to ensure that you as the applicant sign this section of the Verification form, or else it would be deemed as incomplete.

# TYPES OF SUPPORTING DOCS

- The verification form will require you to show your history and experience in traditional fishing over 10 years.
- It is important to attach relevant supporting documents for all selected traditional fishing activities

## Fishing experience

Fishing experience up until 2022 WILL be considered during the verification process

For example, if you have been using ABALOBI to record your fishing activities, you can submit your data as proof of your experience

## Appeal process during 2016-2019 period

If you appealed in the previous 2016 application process, and submitted your ORIGINAL DOCUMENTS:

You will need to submit an affidavit (that explains you gave in your original documents) with your application and hand it to the department

You should list the original documents that you submitted

<b>TRADITIONAL FISHING ACTIVITY</b>	<b>TYPES OF SUPPORTING DOCUMENTS</b>
<b>Boat</b>  <i>Crew/Assistant /Skipper</i>	<ul style="list-style-type: none"> <li>• <b>SAMSA certificates</b> of boats you were a crew or an assistant on</li> <li>• <b>Skipper license documents</b> if you were a Skipper and list all boat you skippered</li> <li>• <b>Any Fines</b> of the specified year you might have received while involved in this traditional fishing operation</li> <li>• <b>Affidavits</b> from the boat owner and/or fellow crew fishers would also be considered, but as the lowest form of a supporting document</li> <li>• <b>Any other (Images etc.)</b> relevant documents</li> </ul>
<b>Diver</b>  <i>e.g. for abalone, Kelp or Lobster</i>	<ul style="list-style-type: none"> <li>• <b>Professional or Commercial Diving</b> license documents,</li> <li>• <b>Permits</b> identifying you as a Diver,</li> <li>• <b>Any Fines</b> of the specified year you might have received while involved in this</li> <li>• <b>Affidavits</b> from fellow divers or other fishers, langanas and other involved in the sector would also be considered (but the lowest form of a supporting document)</li> <li>• <b>Any other (Images etc.)</b> relevant documents</li> </ul>
<b>Collecting inshore resources</b>  <i>(bait, mussels, etc.)</i>	<ul style="list-style-type: none"> <li>• <b>Permits</b> used to collect inshore resources</li> <li>• <b>Any Fines</b> of the specified year you might have received while involved in this</li> <li>• <b>Affidavits</b> from fellow fishers, langanas would also be considered, but as the lowest form of a supporting document</li> <li>• <b>Any other (Images etc.)</b> relevant documents</li> </ul>
<b>Fished from shore</b>  <i>(includes fishing with a Rod and Net fishing without a vessel)</i>	<ul style="list-style-type: none"> <li>• <b>Permits</b> used to fish from shore</li> <li>• <b>Any Fines</b> of the specified year you might have received while involved in this</li> <li>• <b>Affidavits</b> from fellow <u>fishers, your skipper and/or marketers</u> would also be considered, but as the lowest form of a supporting document</li> <li>• <b>Any other (Images etc.)</b> relevant documents</li> </ul>

TRADITIONAL FISHING ACTIVITY	TYPES OF SUPPORTING DOCUMENTS
<p><b>Processing</b></p> <p><i>Note: It is important to <b>Indicate in the explanation section if the fish was caught or bought directly from fishers using traditional fishing operations and provide supporting documents</b></i></p>	<ul style="list-style-type: none"> <li>• <b>Permits</b> used in order to catch the processed fish</li> <li>• <b>Receipts and invoices</b> from the fishers you bought the fish from if it was bought</li> <li>• <b>Any Fines</b> of the specified year you might have received while involved in this</li> <li>• <b>Affidavits</b> from the <u>fishers that you bought or the marketer/langanas you have been working with</u> would also be considered, but as the lowest form of a supporting document</li> <li>• <b>Any other (Images etc.)</b> relevant documents</li> </ul>
<p><b>Marketing</b></p> <p><i>Note: It is important to <b>Indicate in the explanation section if the fish was caught or bought directly from fishers using traditional fishing operations and provide supporting documents</b></i></p>	<ul style="list-style-type: none"> <li>• <b>Permits</b> used in order to catch the processed fish</li> <li>• <b>Receipts and invoices</b> from the fishers you bought the fish from if it was bought</li> <li>• <b>Any Fines</b> of the specified year you might have received while involved in this</li> <li>• <b>Affidavits</b> from the fishers that you bought from <u>or the marketer/langanas you have been working with would also be considered</u>, but as the lowest form of a supporting document</li> <li>• <b>Any other (Images etc.)</b> relevant documents</li> </ul>

If you have any more questions related to the process, see the department's Frequently Asked Questions (FAQ):

[https://www.dffe.gov.za/sites/default/files/docs/publications/faq.capereregionsmallscalefishers\\_rollout.pdf](https://www.dffe.gov.za/sites/default/files/docs/publications/faq.capereregionsmallscalefishers_rollout.pdf)

# AFFIDAVITS

What is an affidavit?

An affidavit is a written statement made under oath. This means that the person who is making the statement has sworn that the document contains the truth and is aware that they will be prosecuted if it is found that the contents of the affidavit (or parts thereof) are untrue. [gov.za]

## **The person writing the statement must include:**

- Their name, surname, ID number and contact details
- State their version of events and the YEAR it took place
- Signed and initialed by you and Oath Commissioner
- Must bring with your ID/Drivers license along

## **In South Africa, an affidavit MUST be signed by:**

- An oath commissioner (bank managers, lawyers and marriage officers)
- Police officers
- Post Office officials (please ask your nearest PO if they do have an Oath Commissioner)



For the **verification form**, affidavits can be from fellow fishers but also *other* actors in the fishery like:

- **Skippers**
- **Fishery Compliance Officer**
- **Langanas/Marketers**
- **Fellow fish processors and vlekkers**

**PLEASE NOTE:** The DFFE regards an affidavit as the lowest form of a supporting document.

If you are able to provide any other supporting documents, **please INCLUDE**

*You should only provide an affidavit if you have none of the other supporting documents listed*

# DEPENDENCY ON FISHING

For this section, you will have to demonstrate that **you depend on fishing for most of your income - which means 50% and more**

**‘Livelihood’** in here does not only refer to finances, but also includes **consumption and traditional or customary needs.**

There 3 questions to answer in this section. You **MUST answer all the questions** and provide **supporting documents** for what you have written

Here is a list of documents that you can submit for proof of dependency on fishing:

- Bank statements
- Affidavits from you
- Langaner/marketer



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