



environment, forestry & fisheries

Department:
Environment, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

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

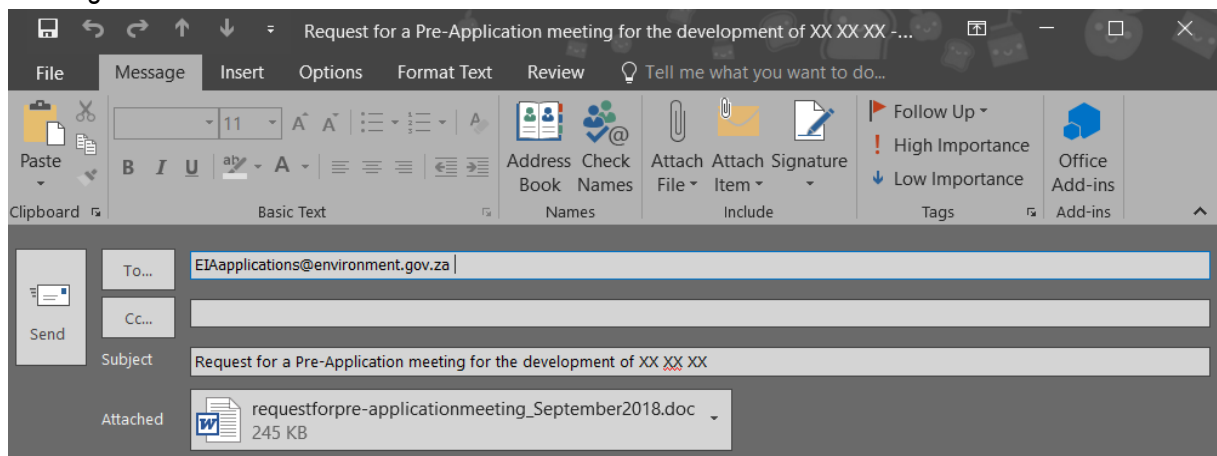
Process for uploading of files to the Department of Environment, Forestry and Fisheries:

Please note that as of the 05 June 2020, the Environmental Impact Assessment component within the Department of Environment, Forestry and Fisheries will not be receiving hard copy documents for processing. As such, as per the Directions issued by the Minister of Environment, Forestry and Fisheries, dated 05 June 2020, please follow the process as stipulated in said directions to submit applications to the Department. This document is to assist in the procedure and format for the receipt of applications and reports.

N.B. Please ensure that you attach the document control form to each and every email being sent whereby a request for an application as outlined in points 1 – 9 below is listed.

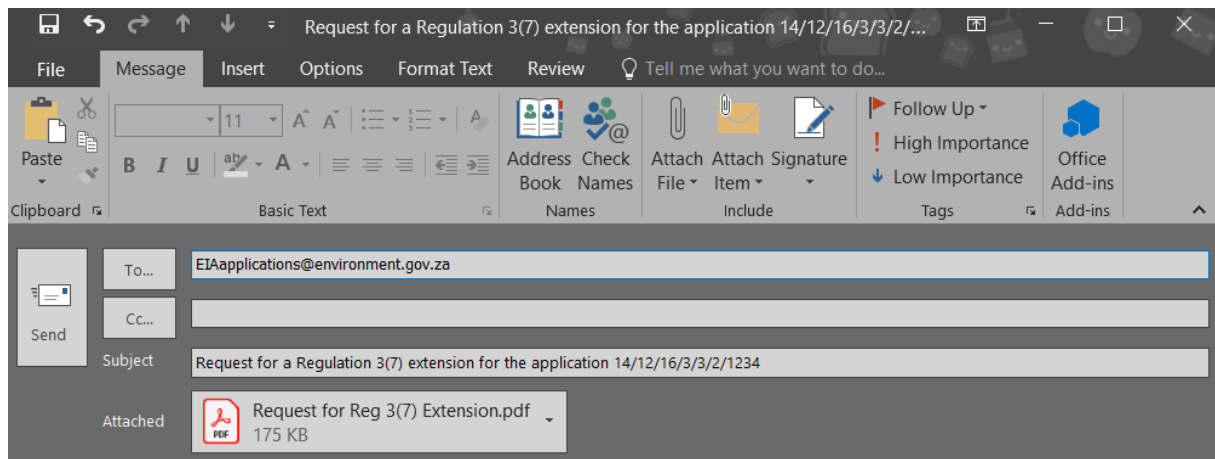
1. Submission of a request for pre app meeting;

- Request for pre-application meeting form to be submitted in electronic format via email address: EIAApplications@environment.gov.za.
- Please ensure that the subject line of the email clearly indicates that it is a request for a pre-application meeting:



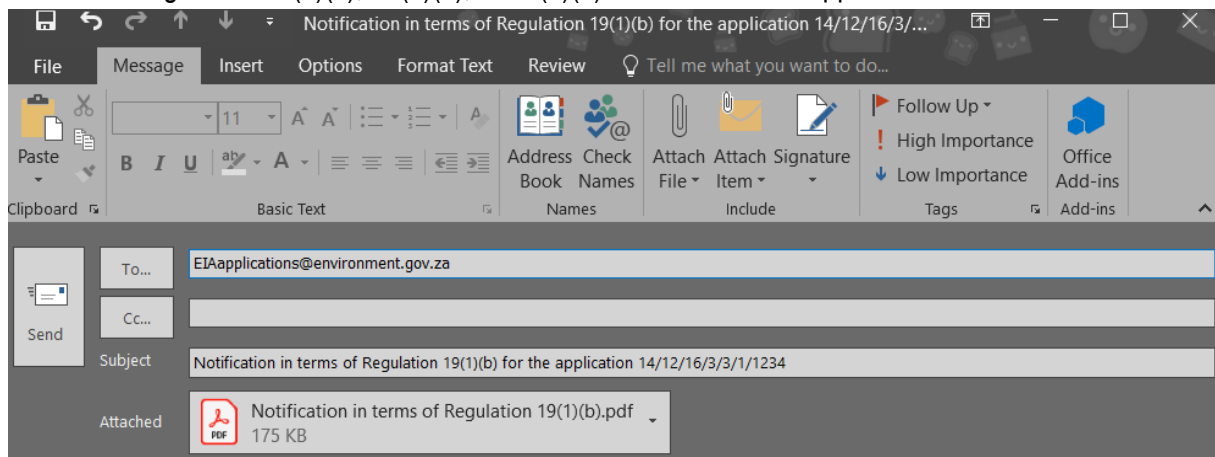
2. Submission of a request for a Regulation 3(7) Extension;

- A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email address: EIAApplications@environment.gov.za.
- Please ensure that the subject line of the email clearly indicates that it is a request for an extension of a Regulation 3(7) extension and includes the application reference number:



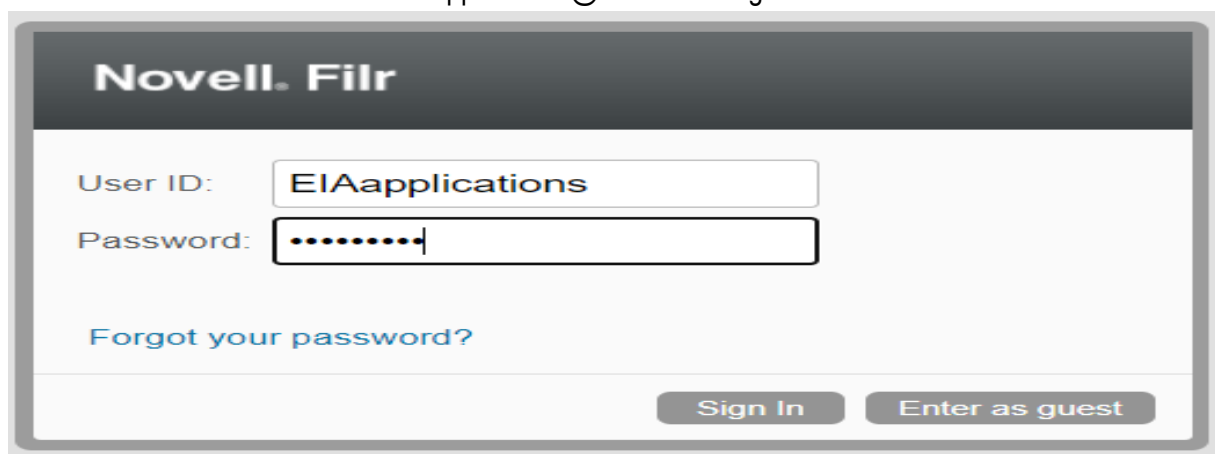
3. Submission of a Notification in terms of Regulation 19(1)(b), 23(1)(b), or 32(1)(b):

- The notification as per the abovementioned Regulations to be submitted in electronic format via email address: EIAApplications@environment.gov.za.
- Please ensure that the subject line of the email clearly indicates that it is a notification for an extension in terms of Regulation 19(1)(b), 23(1)(b), or 32(1)(b) and includes the application reference number:

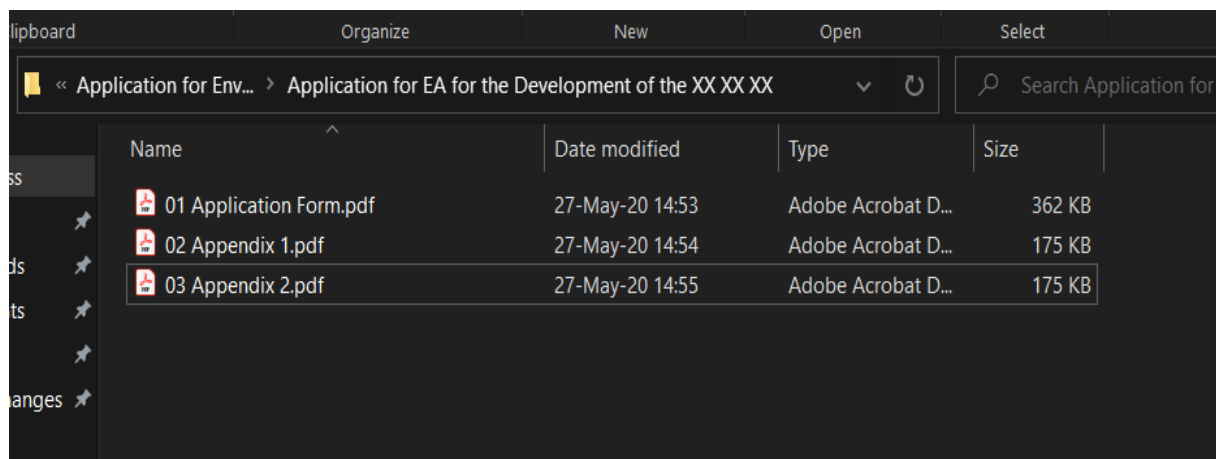


4. Submission of application for EA – without a draft report:

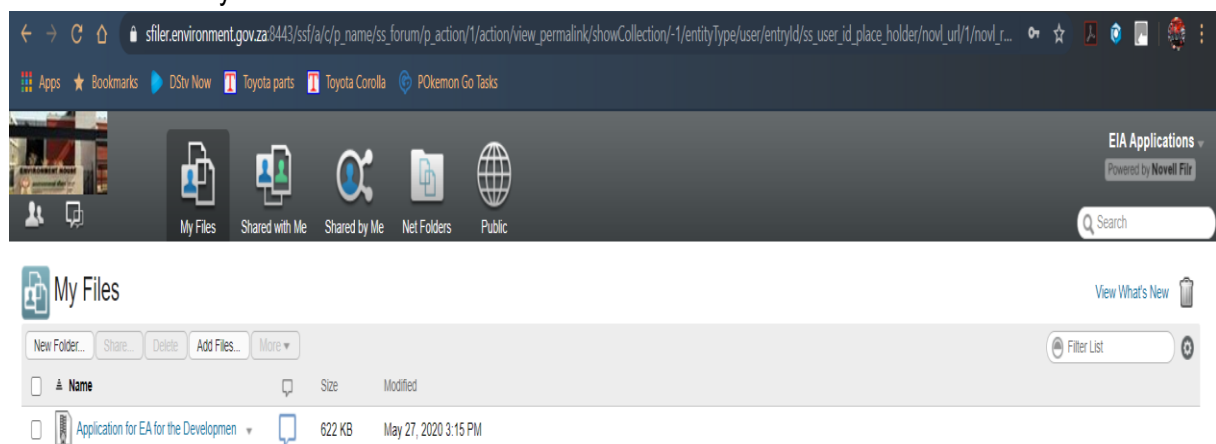
- To submit an application, please log onto <https://sfiler.environment.gov.za:8443/>
- On the login screen, enter the user name and password as outlined below:
Username: EIAApplications
Password: to be obtained from EIAApplications@environment.gov.za.



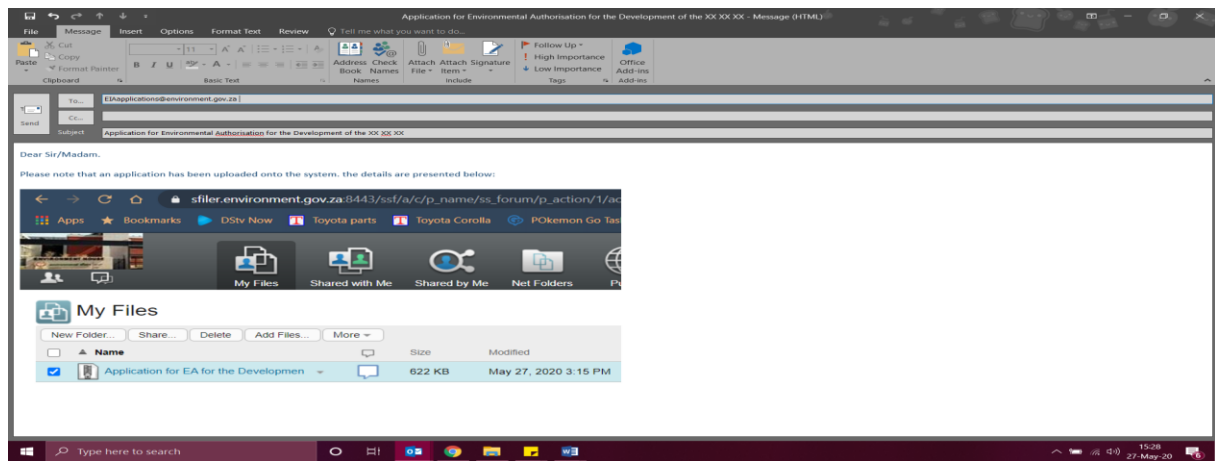
- To obtain a password, please send an email to EIAapplications@environment.gov.za. Please make sure that the subject line states: "Request for Password"
- Please note that the password may change from time to time, and if the password obtained does not work, you are requested to obtain a new password from the abovementioned email address.
- Please note that the mailbox is used for the proof of submission of applications and reports as well as the requesting of passwords only. As such, please ensure that each mail sent complies with the required subject line as outlined below, to ensure that your submission is attended to accordingly. No general EIA queries to be sent here as these will not be attended to. All general or project specific emails to be sent to the allocated case officer and/or EIAadmin@environment.gov.za.
- 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, you need to zip the folder into one folder, and that will be the folder that will be uploaded onto the Novell Filr system.
- Please ensure that each file is named correctly to indicate the contents of the file, e.g. 02 Appendix 1 – Proof of Payment.
- You can drag the folder from your computer and drop it onto the system. Once it is uploaded, you will see it on the online system as indicated below:



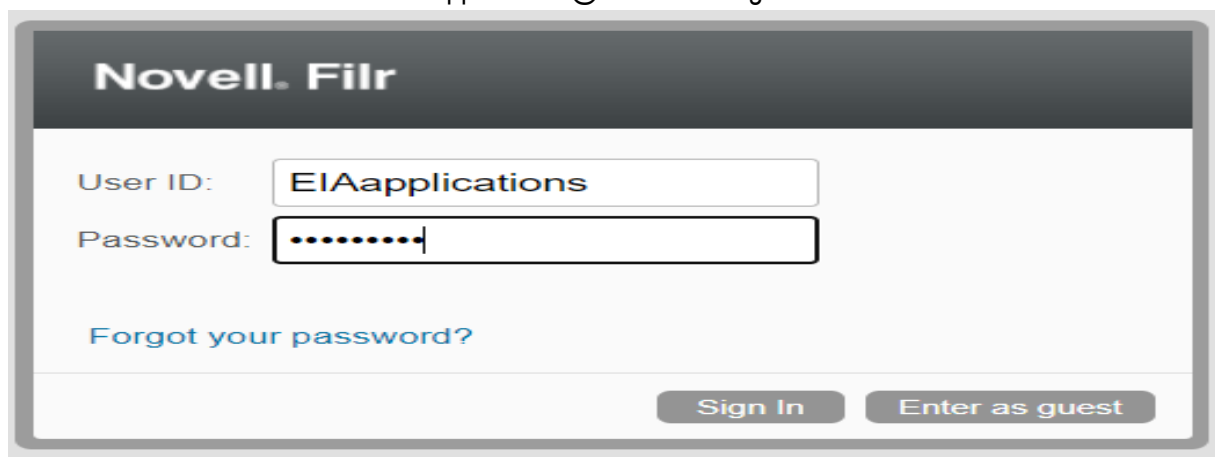
- Once the document is loaded, and represented on the system, please tick the file, screenshot the image and send an email with the screenshot attached, proving that the application has been uploaded on the system to EIAapplications@environment.gov.za. Please note that this will indicate the date and time the application was submitted, and will be used as the date of receipt, and for the calculation of all applicable timeframes. **Please note that only documents which correspond to an email being sent will be downloaded. All other documents will be deleted.**



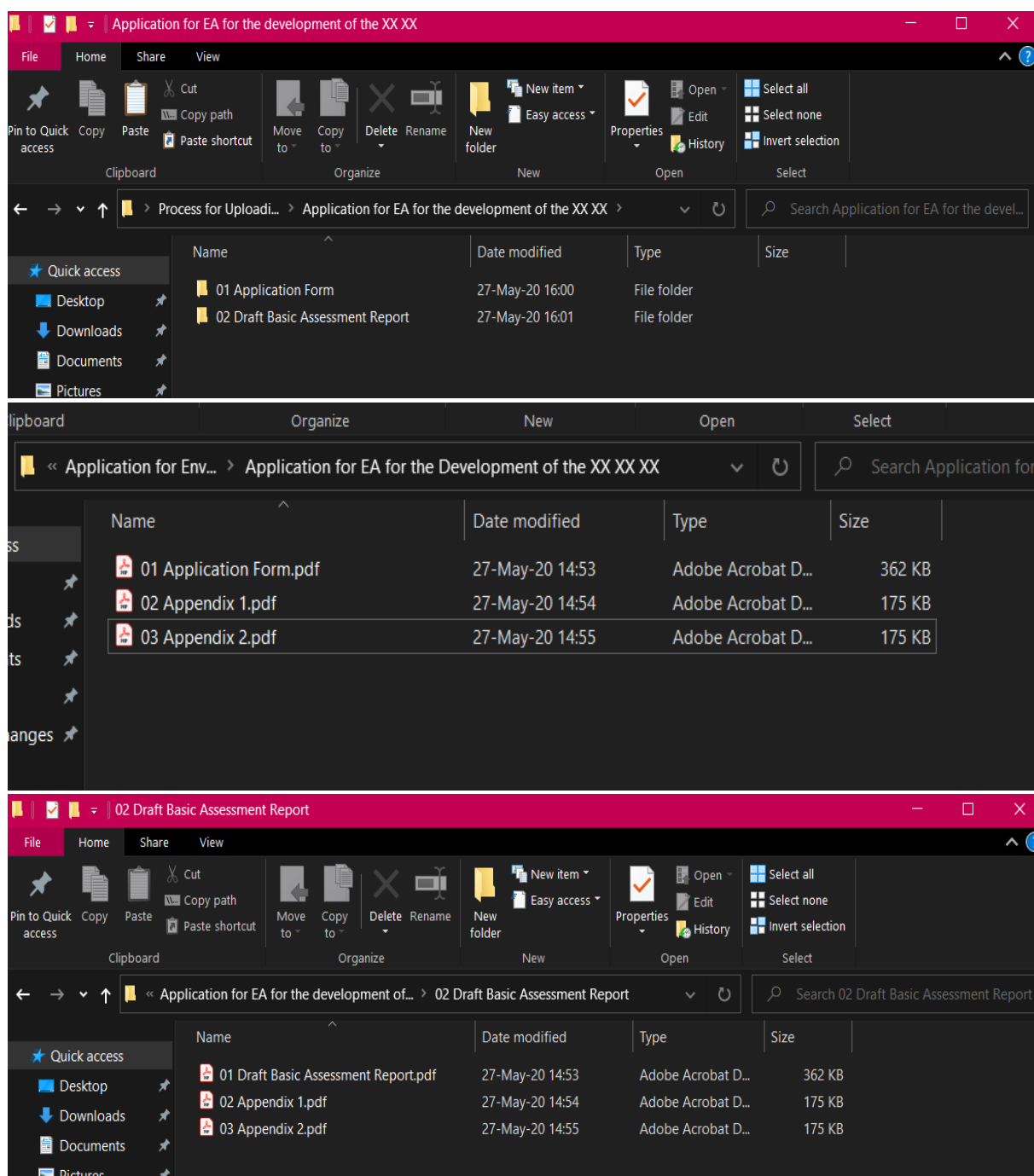
- Please note that it is imperative that you zip the entire application form, its annexures and supporting documentation into one folder, **as only one folder per application will be considered**. If multiple zipped folders are uploaded, only one will be considered for processing.

5. Submission of application for EA – with draft report:

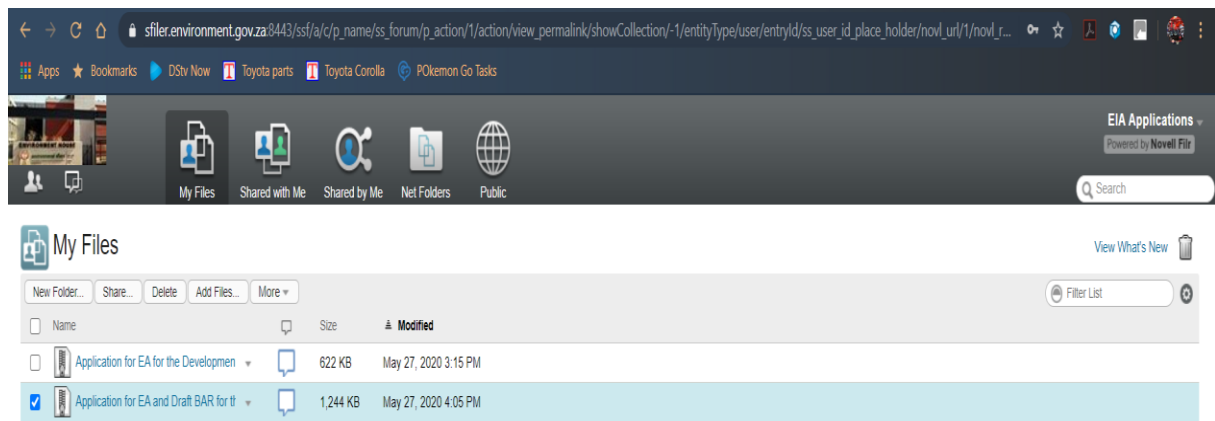
- To submit an application and/or reports, please log onto <https://sfiler.environment.gov.za:8443/>
- On the login screen, enter the user name and password as outlined below:
Username: EIAApplications
Password: to be obtained from EIAApplications@environment.gov.za.



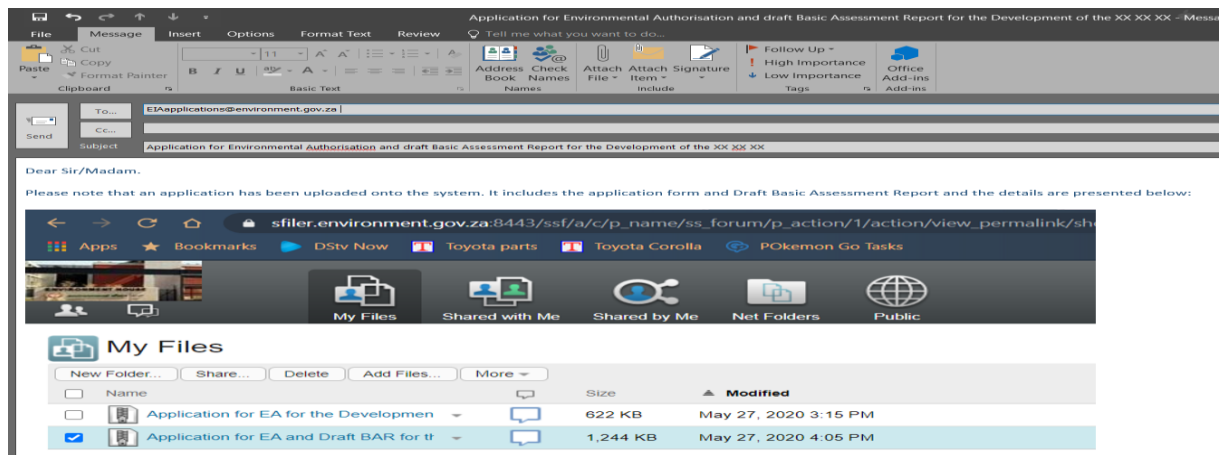
- To obtain a password, please send an email to EIAApplications@environment.gov.za. Please make sure that the subject line states: "Request for Password"
- Please note that the password may change from time to time, and if the password obtained does not work, you are requested to obtain a new password from the abovementioned email address.
- Please note that the mailbox is used for the proof of submission of applications and reports as well as the requesting of passwords only. As such, please ensure that each mail sent complies with the required subject line as outlined below, to ensure that your submission is attended to accordingly. No general EIA queries to be sent here as these will not be attended to. All general or project specific emails to be sent to the allocated case officer and/or EIAAdmin@environment.gov.za.
- 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, you need to zip the folder into one folder, and that will be the folder that will be uploaded onto the Novell Filr system.
- Please ensure that each file is named correctly to indicate the contents of the file, e.g. 02 Appendix 1 – Proof of Payment.
- You can drag the folder from your computer and drop it onto the system. Once it is uploaded, you will see it on the online system as indicated below:



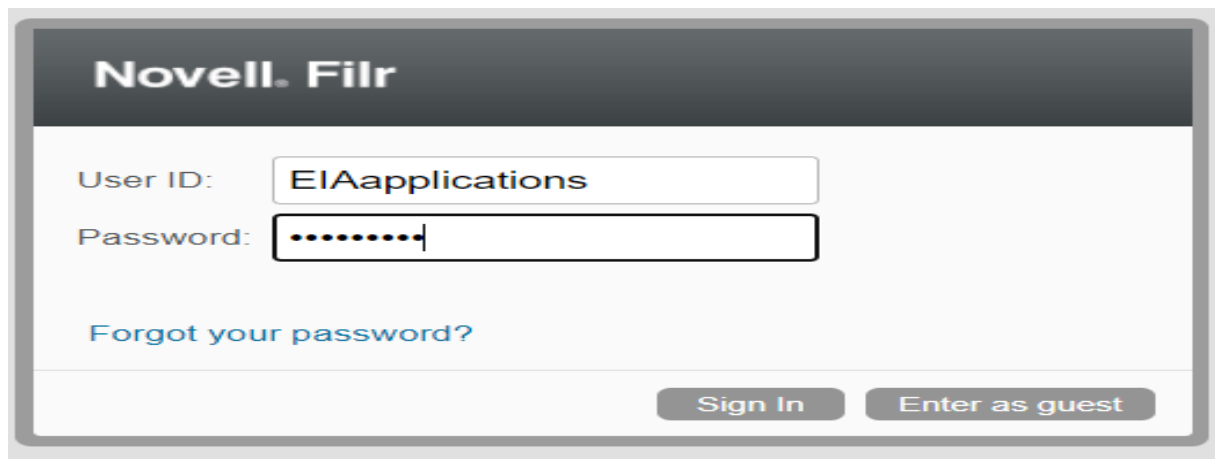
- Once the document is loaded, and represented on the system, please tick the file, screenshot the image and send an email with the screenshot attached, proving that the application has been uploaded on the system to EIAApplications@environment.gov.za. Please note that this will indicate the date and time the application was submitted, and will be used as the date of receipt, and for the calculation of all applicable timeframes. **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.

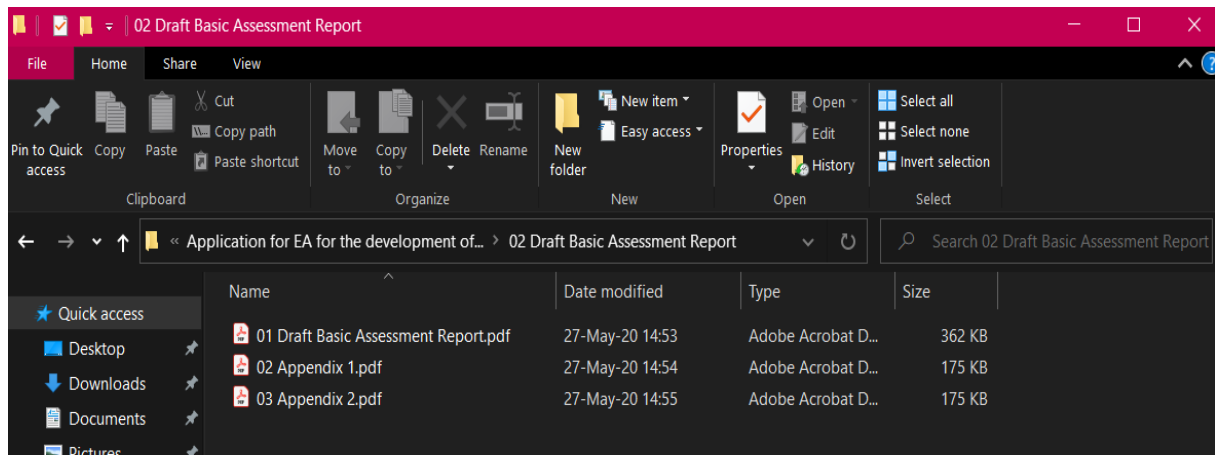
6. Submission of draft report:

- To submit a draft report, 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 from EIAApplications@environment.gov.za.

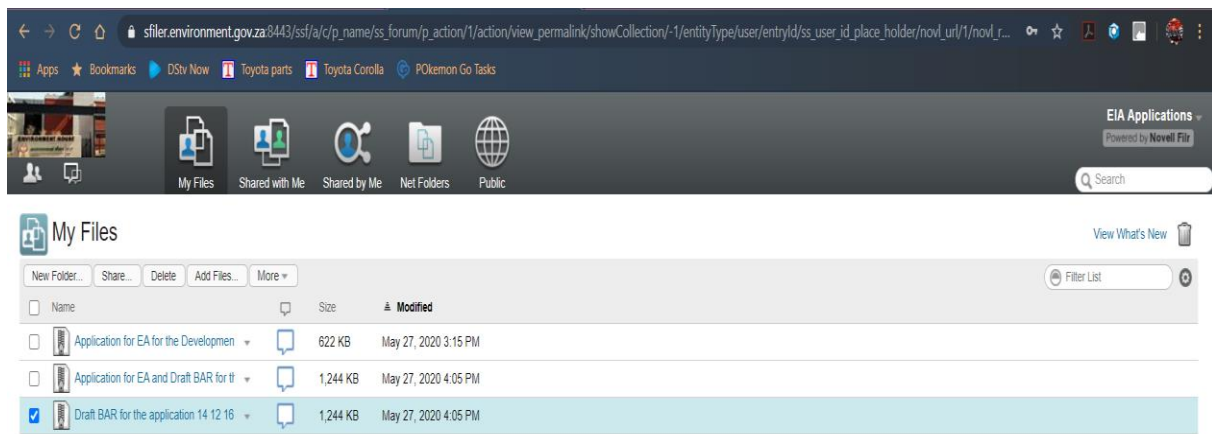


The image shows the Novell Filr login page. At the top, the text "Novell. Filr" is displayed. Below this, there are two input fields: "User ID:" with the value "EIAApplications" and "Password:" with a masked password ".....". A link "Forgot your password?" is located below the password field. At the bottom, there are two buttons: "Sign In" and "Enter as guest".

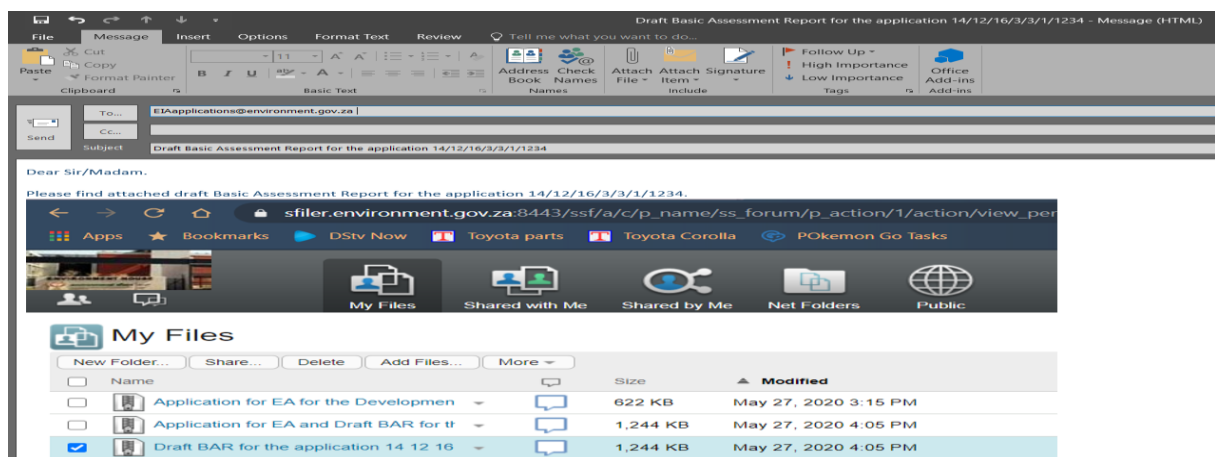
- To obtain a password, please send an email to EIAApplications@environment.gov.za. Please make sure that the subject line states: "Request for Password"
- Please note that the password may change from time to time, and if the password obtained does not work, you are requested to obtain a new password from the abovementioned email address.
- Please note that the mailbox is used for the proof of submission of applications and reports as well as the requesting of passwords only. As such, please ensure that each mail sent complies with the required subject line as outlined below, to ensure that your submission is attended to accordingly. No general EIA queries to be sent here as these will not be attended to. All general or project specific emails to be sent to the allocated case officer and/or EIAAdmin@environment.gov.za.
- 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, you need to zip the folder into one folder, and that will be the folder that will be uploaded onto the Novell Filr system.
- Please ensure that each file is named correctly to indicate the contents of the file, e.g. 02 Appendix 1 – Proof of Payment.
- You can drag the folder from your computer and drop it onto the system. Once it is uploaded, you will see it on the online system as indicated below:



- Once the document is loaded, and represented on the 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@environment.gov.za. Kindly ensure that the reference number allocated is used in all references and email. Please note that this will indicate the date and time the application was submitted, and will be used as the date of receipt, and for the calculation of all applicable timeframes. **Please note that only documents which correspond to an email being sent will be downloaded. All other documents will be deleted.**



- Please note that it 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 final report;

- The process is the same for submitting a draft report. Please ensure you change the title from draft to final as well as include the project reference number.

8. Application for amendment to the EA or EMPr;

- The process for applying for an amendment to an EA or EMPr is the same as you would do for applying for an EA. Please ensure that the folder title as well as the email correctly represents what you are applying for. For amendments, also include the EA reference number.

9. 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@environment.gov.za.

- Please ensure that the subject line of the email clearly indicates that it is a request correction in terms of Regulation 27(4):

