

Navayuga Infotech Pvt. Ltd.

User Manual

Appeal Form Submission

**Department of Forestry, Fisheries and the
Environment**



**forestry, fisheries
& the environment**

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

NAVAYUGA



Copyright

"This document is confidential to Navayuga Infotech Pvt Ltd and the Department of Forestry, Fisheries and the Environment. The information contained herein is not to be distributed, revealed or disseminated outside the company to any other party without the prior expressed consent and written permission of Navayuga Infotech Pvt Ltd."

Records for Revision

Author	Change Description	Section Numbers changed	Version No	Date	Approving Authority
Vamsee Krishna K	Draft Version	NA	0.1	21-Mar-2022	
Manoj Kumar	Baseline	ALL	1.0	29-Mar-2022	

Table of Contents

1. INTRODUCTION	4
2. ACCESSING THE SYSTEM.....	4
3. CHANGE PASSWORD	5
4. RESET PASSWORD	6
5. LOGIN	8
6. APPEAL SUBMISSION	9
7. LOGOUT	1817

1. INTRODUCTION

This user manual will describe the steps to submit appeal form as a user on the FRAP Management System.

2. ACCESSING THE SYSTEM

Below are the steps to access the system:

1. Only users that are registered will be able to access the system. To access the **FRAP Management System** click on the link below:

<https://www.frap2021.co.za>

2. The **Login** screen shall be displayed.
3. To log into the system, enter a valid **User Name** in the user name text box.
4. Enter valid **Password** in the password text box.



FRAP 2021/2022
Fishing Rights
Allocation Process

forestry, fisheries & the environment
Department of Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

NDP

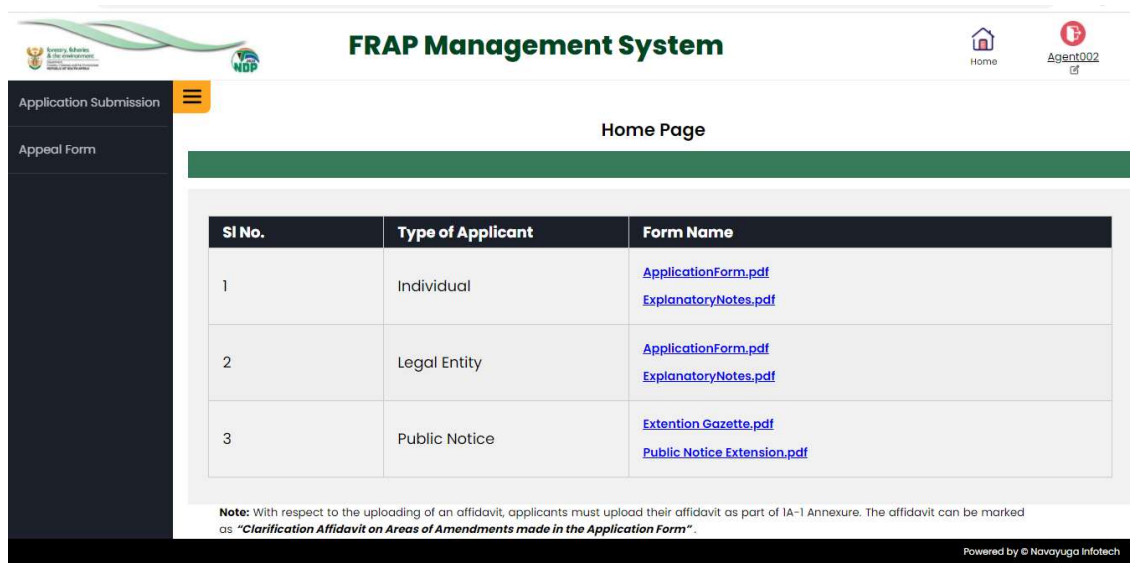
FRAP Management System
Login to FRAP Management System to manage your account
[User Manual for Registration & Application](#) [User Manual for Appeal](#)
[Public Notice Extension](#)

Registered Users

User Name
Password
[Forgot Password](#)

Login

5. Click on **Login** button.
6. The **Home Page** screen shall be displayed.

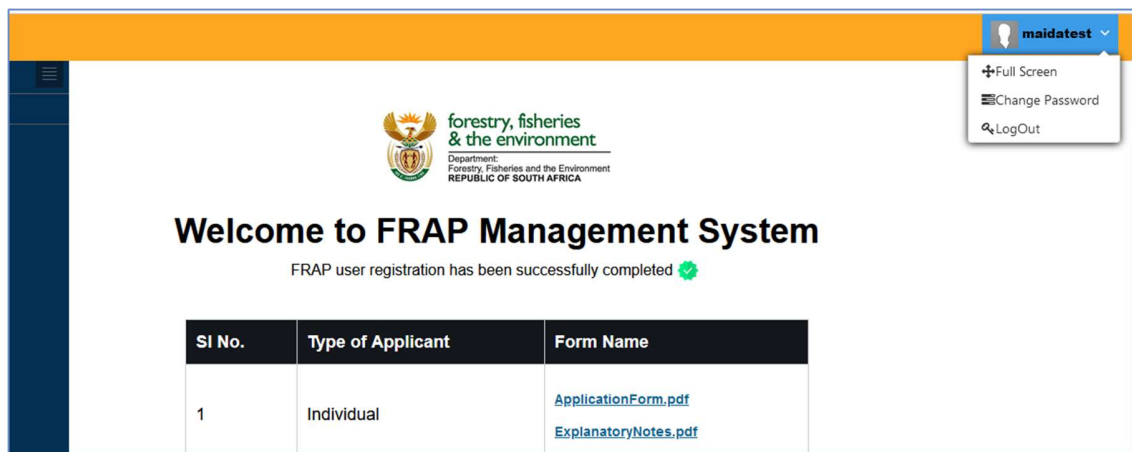


When a user has entered the password incorrectly three times, the “Inactive user account” message will be displayed. Please follow the steps for Reset Password.

3. CHANGE PASSWORD

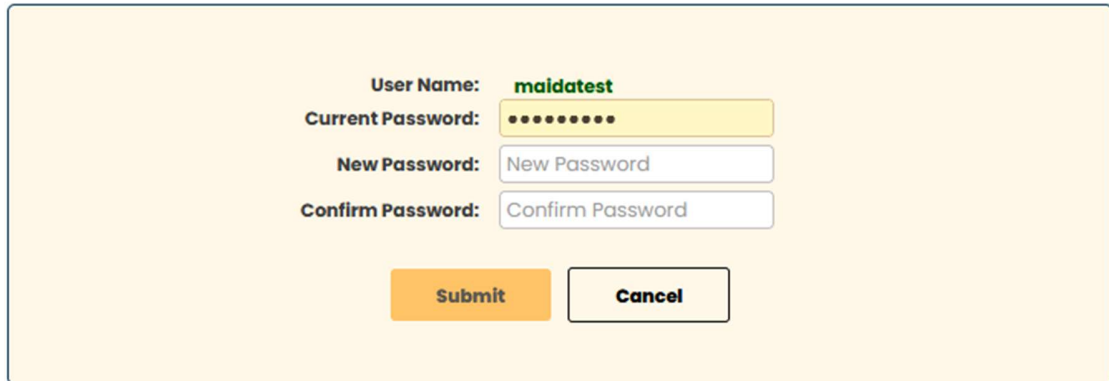
The user will be able to change their password through this function. The user needs to be logged on before changing the password.

1. The **Change Password** link can be found by clicking on the username in the right-hand corner of the screen.



2. Click on **Change password** link. The change password screen will be displayed.

Change your password



User Name: **maidatest**

Current Password: ●●●●●●●●

New Password: New Password

Confirm Password: Confirm Password

Submit **Cancel**

3. Enter **Current Password** in the current password text box.
4. Enter **New Password** in the new password text box.
5. Enter **Confirm Password** in confirm password text box.
6. Click **Submit** button.
7. A password change successfully pop-up message will appear and you will be directed to the home screen.

4. RESET PASSWORD

In case the user has forgotten the password, the user can click on “**Forgot Password**” on the Login page and will redirect to the following page below:



The screenshot shows the 'Did You Forget Your Password?' page of the FRAP Management System. At the top left is the logo for 'forestry, fisheries & the environment' with the text 'Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA'. To the right of the logo is the title 'FRAP Management System'. The main heading is 'Did You Forget Your Password?'. Below the heading is the instruction: 'Enter your username you're using for your account below and we will send you a password reset link'. There is a text input field labeled 'Username'. Below the input field is an orange button labeled 'Request Reset Link'. At the bottom of the form area is a blue link labeled 'Back to Login'.

1. User provide his/her username and click on “**Request Reset Link**”.
2. The following screen will be displayed.



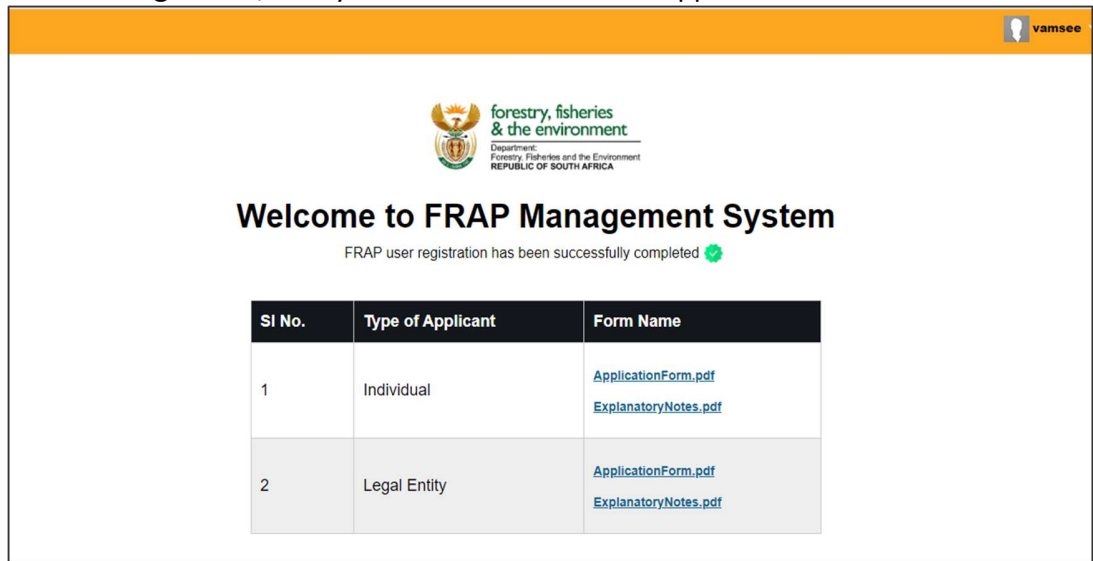
The screenshot shows the 'Reset Password' confirmation page of the FRAP Management System. At the top left is the logo for 'forestry, fisheries & the environment' with the text 'Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA'. To the right of the logo is the title 'FRAP Management System'. The main heading is 'Reset Password'. Below the heading is a large blue and yellow checkmark icon. Below the icon is the text 'Password Reset Link sent to registered Email'. At the bottom of the page is a blue link labeled 'Back To Login'.

3. Password Reset Link email message will be sent to the registered email address.
4. Click on “**Back To Login**” link, the system will redirect user to the login page.
5. Use the information provided in the email to logon.

5. LOGIN

In order to login on the **FRAP management system**, the user must follow the steps below:

1. To **Login** to the system, enter the valid **User Name** in the user name text box.
2. Enter valid **Password** in the password text box
3. Click on “**Login**” link, the system will redirect to the Applicant dashboard



The screenshot shows the FRAP Management System dashboard. At the top right, there is a logo for 'vamsee'. The main header features the South African coat of arms and the text 'forestry, fisheries & the environment' and 'Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA'. Below this, the title 'Welcome to FRAP Management System' is displayed, followed by a green checkmark and the message 'FRAP user registration has been successfully completed'. A table with three columns is shown below:

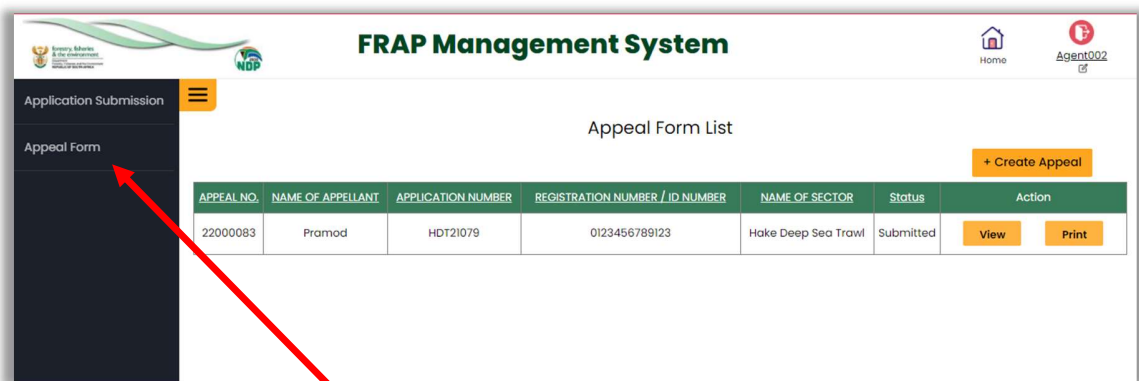
SI No.	Type of Applicant	Form Name
1	Individual	ApplicationForm.pdf ExplanatoryNotes.pdf
2	Legal Entity	ApplicationForm.pdf ExplanatoryNotes.pdf

When a user has entered the password incorrectly three times, the “**Inactive user account**” message will be displayed. Please follow the steps for Reset Password.

6. APPEAL SUBMISSION

In order to start the Appeal submission process, the appellant must logon to the FRAP management system (see section regarding the Login process in section 5).

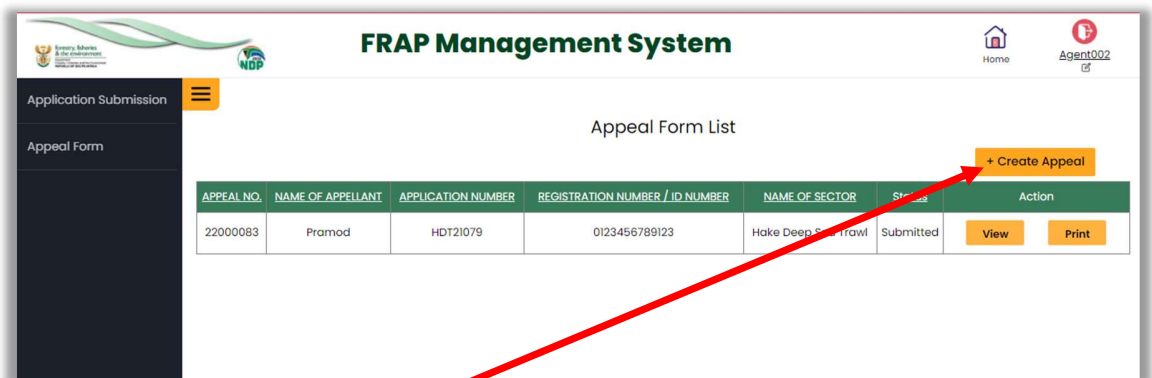
The following **Home** page will be displayed;



The screenshot shows the FRAP Management System interface. The header includes the system name, a Home button, and a user profile for Agent002. The left sidebar contains a menu with 'Application Submission' and 'Appeal Form'. The main content area displays the 'Appeal Form List' with a '+ Create Appeal' button and a table of existing appeals. A red arrow points from the 'Appeal Form' menu item to the table.

APPEAL NO.	NAME OF APPELLANT	APPLICATION NUMBER	REGISTRATION NUMBER / ID NUMBER	NAME OF SECTOR	Status	Action
22000083	Pramod	HDT21079	0123456789123	Hake Deep Sea Trawl	Submitted	View Print

1. Click upon the Appeal Form on the left menu, the Applicant will be navigated to the below page.




The screenshot shows the FRAP Management System interface. The header includes the system name, a Home button, and a user profile for Agent002. The left sidebar contains a menu with 'Application Submission' and 'Appeal Form'. The main content area displays the 'Appeal Form List' with a '+ Create Appeal' button and a table of existing appeals. A red arrow points from the '+ Create Appeal' button to the table.

APPEAL NO.	NAME OF APPELLANT	APPLICATION NUMBER	REGISTRATION NUMBER / ID NUMBER	NAME OF SECTOR	Status	Action
22000083	Pramod	HDT21079	0123456789123	Hake Deep Sea Trawl	Submitted	View Print

2. Click on the **Create Appeal** button to create an Appeal Form.

3. A unique Appeal Form No. will be created, and the user will be able to View the appeal form by clicking on the **View** button or print the appeals form by clicking on the **Print** button.
4. Click on the **View** button to start capturing the information on the Appeals form. The below page will be displayed.

FRAP 2021 User Manual



 Appeal Form

APPEALS: Fishing Rights Allocation Process 2021

Any affected person may appeal to the Minister in terms of section 40 (1) of the MSA.

I am an applicant appealing the decision made in respect of my application or mine/s.

Note on terminology:
Appellant refers to the individual / entity lodging the appeal.
Applicant refers to the individual / entity that submitted an application in FRAP 2021.

NAME OF APPELLANT	
REGISTRATION NUMBER	
ID NUMBER	
Species of species in which appeal is being lodged	-select-
APPELLANT'S RELEASE (in the name of the applicant listed on the appeal)	
NAME OF APPELLANT (in the name of an applicant of the relevant species proposed or applicant / applicant's representative in FRAP 2021)	
APPELLANT'S REGISTRATION NUMBER (for individual appellants)	
APPELLANT'S ENTITY'S RELEASE (for individual appellants)	

Details of Appellant or Authorized contact person (Note this refers to the individual / entity that is lodging the appeal)

CONTACT NAME	
IDENTITY NUMBER	
MOBILE TELEPHONE NUMBER	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
POSITION HELD IN THE LEGAL ENTITY OR RELATION TO APPELLANT	

Notes for Appellants:

- The appeal form must be completed online on the FRAP 2021 online system.
- Appellants must ensure that all relevant information is provided to the Minister in the appeal form to ensure that the appeal is not rejected.
- Where persons indicate that Appellate (EPA) is not applicable, the appeal will not be considered. The Department will not extend the closing date for submission of appeals.
- The appeal must be filed on the appeal date and shall be accompanied by any relevant documents or supporting documentation as required to support your appeal.
- Appellants must ensure that all relevant information is provided to the Minister in the appeal form to ensure that the appeal is not rejected.
- Appellants must ensure that all relevant information is provided to the Minister in the appeal form to ensure that the appeal is not rejected.

Note: This form must be completed in respect of any of the decisions made by the competent authority in relation to the FRAP 2021 allocations.

1. Appeal in relation to the Applicant's details

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 1)

[Choose File](#) | no file chosen [Upload](#)

2. Appeal in relation to the Form of Application

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 2)

[Choose File](#) | no file chosen [Upload](#)

3. Appeal in relation to Compliance

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 3)

[Choose File](#) | no file chosen [Upload](#)

4. Appeal in relation to Access to a multiple vessel

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 4)

[Choose File](#) | no file chosen [Upload](#)

5. Appeal in relation to Fishing Performance

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 5)

[Choose File](#) | no file chosen [Upload](#)

6. Appeal in relation to Transformation

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 6)

[Choose File](#) | no file chosen [Upload](#)

7. Appeal in relation to Job creation

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 7)

[Choose File](#) | no file chosen [Upload](#)

8. Appeal in relation to Fisheries and Additional Recreational Benefits
(Note that this applies to entity applicants only)

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 8)

[Choose File](#) | no file chosen [Upload](#)

9. Appeal in relation to Investments
(Note that this applies to entity applicants only)

Tick if not applicable

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 9)

[Choose File](#) | no file chosen [Upload](#)

10. Any other information you want the Appeal Authority to consider

Upload Appellate if appeal provided is insufficient or supporting documentation is required to support your appeal. (Annexure 10)

[Choose File](#) | no file chosen [Upload](#)

11. Appellant's declaration (declaring that the information provided is true and correct)

Signed online at:

Date:

Signature of Appellant:

Appellant's full name:

If the appeal is prepared or drafted by, or in consultation with or on the advice of any person or entity the following information must be provided:

Tick if not applicable

Why was someone consulted for advice?

What fee or other remuneration was paid, or was promised for the consultation?

[Choose File](#) | no file chosen [Upload](#)

If consulted, please provide full details of the consultant / advisor that prepared the appeal.

Details of the person who completed the form.

CONTACT NAME	
IDENTITY NUMBER	
MOBILE TELEPHONE NUMBER	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
POSITION HELD/RELATION TO APPELLANT	

[Back](#)
[Cancel](#)
[Submit](#)

Powered by @ Management Solutions

5. The user must select the type of appeal that are being lodged. By clicking on either one of the radio buttons

“I am an applicant appealing the decision made in respect of my application in FRAP2021”

Or

“I am an applicant appealing the decision made in respect of another applicant’s application in FRAP2021”

6. The user needs to capture the Name of the Appellant, the Registration number if the appellant is an entity or ID number if the appellant is an individual, select the sector the appeal is being lodged and the application number.
7. The system will display the Name of applicant, Applicant registration number (for entity applicants) or Applicant Identity number (for individual applicants).
8. The user must capture the details of the appellant or authorized contact person who is lodging the appeal.
9. The appeal form is divided into the sections as per the application form. The user can capture the ground for appeal per section and upload information if required.
10. If a section is not applicable, the user can click in the “Tick if not applicable” check box.

1. Appeal in relation to the Applicant's Details	
<div style="border: 1px solid black; height: 40px;"></div>	
<input type="checkbox"/> Tick if not applicable	
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 1)	
<input type="button" value="Choose Files"/>	<input type="button" value="Upload"/>
Untitled.png	

11. To upload additional information for a section, the user can click on the **Choose File** button and navigate to where the document is stored and select the file. Click the **Upload** button to upload the file. If more files need to be uploaded, please repeat this

process. The following file types that are supported for upload are DOC, PDF, PNG, Excel, Image file

Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 1)

Choose Files Untitled.png Upload

- 12. Section 11 or the Declaration must be completed by the appellant.
- 13. The checkbox for “I declare that the information provided is true and correct” must be checked/clicked before saving and / or submitting the appeal form.

Below is an example of an Appeal form after information was added

FRAP Management System

Home Agent002

Application Submission

Appeal Form

Appeal Form submission Closing Date: 31/03/2022

APPEALS: Fishing Rights Allocation Process 2021

Any affected person may appeal to the Minister in terms of Section 80 (1) of the MLRA.

I am an applicant appealing the decision made in respect of my application in FRAP 2021

I am an applicant appealing the decision made in respect of another applicant's application in FRAP 2021.

I am not an applicant in FRAP 2021 and I am appealing a decision made in FRAP 2021.

Note on terminology:

- **Appellant** – refers to the individual / entity lodging the appeal.
- **Applicant** – refers to the individual / entity that submitted an application in FRAP 2021

NAME OF APPELLANT	Pramod
Registration number / ID number	0123456789123
Name of sector in which appeal is being lodged	Hake Deep Sea Trawl
APPLICATION NUMBER (in the event of the appellant being the applicant)	HD121079
NAME OF APPLICANT (in the event of an appeal of the decision made in respect of another	EFH WALTERS TRAWLING

Powered by © Navayuga infotech

FRAP 2021 User Manual

APPLICANT REGISTRATION NUMBER (for entity applicants)	2005/007488/07
APPLICANT IDENTITY NUMBER (for individual applicants)	8611130203082

Details of Appellant or Authorised contact person (Note this refers to the individual / entity that is lodging the appeal)	
Contact Name	Pramod
Identity number	0123456879123
Work telephone number	0121549787
Cellphone number	0132145648
Fax number	
Email address	pramod.merugu@navayugainfotech.com
Position held in the legal entity or relation to appellant.	Dev
Notes for Appellants: <ul style="list-style-type: none"> The appeals form must be completed online on the FRAP 2021 online system. Please state why you disagree with the decision of the delegated authority with regards to the fields provided in this appeals form. In sections where the appellant has nothing to state please indicate Not Applicable (N/A). Appeals received after the closing date and time will not be considered. The Department will not extend the closing date for submission of appeals. The appeal must set out all the relevant facts as well as the grounds of appeal and shall be accompanied by any relevant document or a copy thereof certified as true by a Commissioner of Oaths as per MLRA Regulation 5 of Government Gazette Notice IIII of 2 September 1998. All appeals must be electronically signed and dated, failure to sign and date the form will result in the appeal not being considered. Appellants are required to complete one appeals form per sector, and per applicant. 	
Note: This form shall be completed in respect of any of the decisions taken by the Delegated Authority in relation to the FRAP 2021 Allocations.	

1. Appeal in relation to the Applicant's Details
<input checked="" type="checkbox"/> Tick if not applicable
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 1)
<div style="display: flex; align-items: center; gap: 10px;"> Choose Files No file chosen Upload </div>

2. Appeal in relation to the Form of Applicant
<input checked="" type="checkbox"/> Tick if not applicable
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 2)
<div style="display: flex; align-items: center; gap: 10px;"> Choose Files No file chosen Upload </div>

3. Appeal in relation to Compliance
<input checked="" type="checkbox"/> Tick if not applicable
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 3)
<div style="display: flex; align-items: center; gap: 10px;"> Choose Files No file chosen Upload </div>

4. Appeal in relation to Access to a suitable vessel
<input checked="" type="checkbox"/> Tick if not applicable
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 4)
<div style="display: flex; align-items: center; gap: 10px;"> Choose Files No file chosen Upload </div>

5. Appeal in relation to Fishing Performance	
<input type="text"/>	
<input checked="" type="checkbox"/> Tick if not applicable	
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 5)	
Choose Files	No file chosen <input type="button" value="Upload"/>
<input type="text"/>	

6. Appeal in relation to Transformation	
<input type="text"/>	
<input checked="" type="checkbox"/> Tick if not applicable	
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 6)	
Choose Files	No file chosen <input type="button" value="Upload"/>
<input type="text"/>	

7. Appeal in relation to Job creation	
<input type="text"/>	
<input checked="" type="checkbox"/> Tick if not applicable	
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 7)	
Choose Files	No file chosen <input type="button" value="Upload"/>
<input type="text"/>	

8. Appeal in relation to Dividends and Additional Societal Benefits (Note that this applies to entity applicants only)	
<input type="text"/>	
<input checked="" type="checkbox"/> Tick if not applicable	
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 8)	
Choose Files	No file chosen <input type="button" value="Upload"/>
<input type="text"/>	

9. Appeal in relation to Investment (Note that this applies to entity applicants only)	
<input type="text"/>	
<input checked="" type="checkbox"/> Tick if not applicable	
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 9)	
Choose Files	No file chosen <input type="button" value="Upload"/>
<input type="text"/>	

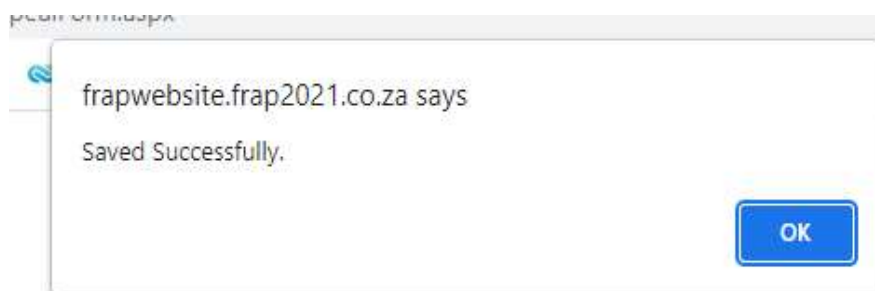
10. Any other information you want the Appeal Authority to consider	
<input type="text"/>	
Upload Annexure if space provided is insufficient or supporting documentation is required to support your appeal. (Annexure 10)	
Choose Files	No file chosen <input type="button" value="Upload"/>
<input type="text"/>	

11. Appellant's declaration (declaring that the information provided is true and correct)	
Signed online at:	HYd
Date:	15-03-2022
Signature of Appellant:	Pramod
Appellant's full name:	Pramod
If the appeal is prepared or compiled by, or in consultation with or on the advice of any person or entity the following information must be provided:	
<input checked="" type="checkbox"/> This appeal was prepared by a person or entity other than the Appellant	
Why was someone consulted for advice?	NA
What fee or other remuneration was paid, or was promised for the assistance?	NA
<input type="button" value="Choose Files"/> No file chosen	<input type="button" value="Upload"/>
If assisted, please provide full details of the consultant / advisor that prepared the appeal.	

Details of the person who completed the form.	
Contact Name	Pramod
Identity number	0132546879123
Work telephone number	0132456477
Cellphone number	0121321456
Fax number	0123456787
Email address	pramod.merugu@navayuga.com
Position held/relation to appellant	NA

I declare that the information provided is true and correct

14. When the user clicks on the **Save** button, the below pop-up message is displayed



15. User to click on the **Ok** button

16. Appeal form details will display in Appeal Form List with status of "New".

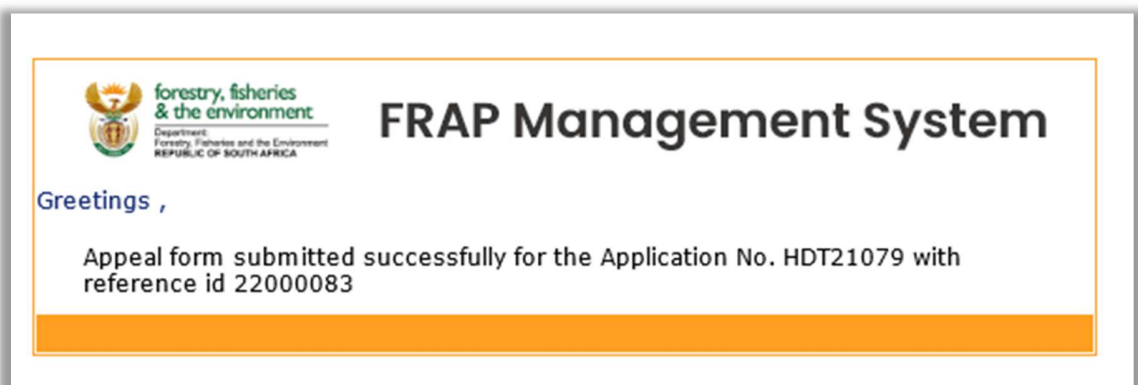
- The user must click on the **Submit** buttons once he/she is satisfied that all the information is captured. The following pop-up message will be displayed



- Click on **Ok** button
- The Appeal form details will display in the Appeal Form List with status of "Submitted"

APPEAL NO.	NAME OF APPELLANT	APPLICATION NUMBER	REGISTRATION NUMBER / ID NUMBER	NAME OF SECTOR	Status	Action
22000101	GAC SHIPPING	LF210006	2345678987654	Traditional Linefish	Submitted	View Print
22000083	Pramod	HDT21079	0123456789123	Hake Deep Sea Trawl	Submitted	View Print

- After the Appeal form is submitted, an email notification will be sent to the Details of Appellant or Authorized contact person.



7. LOGOUT

In order to logout on the **FRAP management system**, the user must follow the steps below

1. Click on “**Logout**” link in right side menu. The system will logout the user and redirect to the login page.

