

# HOW TO COMPLETE THE TRANSFER FORM

## A STEP BY STEP GUIDE

The Transfer template is used to transfer an animal. A transfer occurs when an animal is moved from one entity to the next. By recording a transfer, a record is generated of the movements of an animal throughout its lifetime. A transfer should be recorded when an animal is sold to a new owner. As well as when an animal is moved from one farm to another farm, feedlot, or abattoir for slaughter. For each movement, a new transfer must be recorded.

Before completing the Transfer template, please take note of the following:

- Do not delete columns from this sheet. If the column does not apply to you, leave the column blank.
- It is up to you to ensure that the information entered is accurate and complete.
- When an animal is sold the new owner's membership number and details must be provided to the office.
- In cases where the animal is sold to a non-member the new owner's contact number, email address and physical address must be provided to the office.
- Save the sheet as an Excel Workbook (.xls) file:
  - use File - Save as
  - in the pop-up box, type in a File name (please use your member ident. in the file name), and highlight .xls in the Save as type area.
  - Please DO NOT save as a CSV file. This will delete data such as any leading zeros. We import any data as it is submitted to the office. Please take care with submitting information such as leading zeros.
  - Send the file(s) by email to [office@wagyu.org.za](mailto:office@wagyu.org.za) with a short note explaining what is included in the file, e.g., transfer of animals sold.

**Disclaimer: The Wagyu Society & CWB takes no responsibility for data entered via this form other than to try and load the information as supplied. Errors in the data will be returned to you for correction.**



# WHAT TO FILL IN EACH COLUMN?

**A B C D E F G H I**

Compulsory # Animal Ident	Compulsory Transfer Date YYYYMMDD	Compulsory Buyer Member Ident	Mating Sire Ident	Mating From Date YYYYMMDD	Mating To Date YYYYMMDD	Mating Type A,N,H	Calf at Foot Sex F,M	Calf at Foot Date YYYYMMDD
ABC150001	20160601	123456	ABC120010	20161210	20170228	N	F	20170131

## Column A

Compulsory #Animal Ident  
e.g., ABC230001

Enter the Society registered Id of the animal to be transferred.

Note: The Society Id must be completed in the correct format i.e., DDMYY####, e.g., ABC230001.

## Column B

Compulsory Transfer Date  
DDMMYYYY  
e.g., 01062016

Enter the date the animal is to be transferred from. The date should be entered in the format of DDMMYYYY (e.g., 01062016)

DO NOT USE SPACES, SLASHES OR DASHES WHEN COMPLETING DATES

## Column C

Compulsory Buyer  
Member Ident

Society or CWB Member Ident of the member the animal is transferring to. Members Ident's can be found on the online database.

## Column D

Mating Sire Ident  
e.g., ABC120010

FOR FEMALES BEING TRANSFERRED ONLY

Enter the Society registered Id of the sire for the joining of the female.

Note: The Society Id must be completed in the correct format i.e. HDMYY####, e.g., ABC230001

**A****B****C****D****E****F****G****H****I**

Compulsory # Animal Ident	Compulsory Transfer Date YYYYMMDD	Compulsory Buyer Member Ident	Mating Sire Ident	Mating From Date YYYYMMDD	Mating To Date YYYYMMDD	Mating Type A,N,H	Calf at Foot Sex F,M	Calf at Foot Date YYYYMMDD
ABC150001	20160601	123456	ABC120010	20161210	20170228	N	F	20170131

**Column E**

Mating From Date

DDMMYYYY

e.g., 10122016

FOR FEMALES BEING TRANSFERRED ONLY

Enter the date the bull was let in to run with the females, i.e., "Bull in" date. The date should be entered in the format of DDMMYYYY (e.g., 10122016)

DO NOT USE SPACES, SLASHES OR DASHES WHEN COMPLETING DATES

**Column F**

Mating To Date

DDMMYYYY

e.g., 28022017

FOR FEMALES BEING TRANSFERRED ONLY

Enter the date the bull was removed from the females, i.e., "Bull out" date. The date should be entered in the format of DDMMYYYY (e.g., 28022017)

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**Column G**

Mating Type

A, N, H, E

e.g., N

FOR FEMALES BEING TRANSFERRED ONLY

Enter the event code for the mating method of the female.

N = Natural

A = by AI

H = Hand mating

E = ET - registered cow implanted with an embryo

**Column H**

Calf at Foot

Sex F, M

e.g., F

FOR FEMALES BEING TRANSFERRED ONLY

If the a pregnant female was sold and calved down during the transfer event. The calf details must be submitted to the office. Enter the sex of the calf.

F = Female

M = Male

A

B

C

D

E

F

G

H

I

Compulsory # Animal Ident	Compulsory Transfer Date YYYYMMDD	Compulsory Buyer Member Ident	Mating Sire Ident	Mating From Date YYYYMMDD	Mating To Date YYYYMMDD	Mating Type A,N,H	Calf at Foot Sex F,M	Calf at Foot Date YYYYMMDD
ABC150001	20160601	123456	ABC120010	20161210	20170228	N	F	20170131

**Column I**

Calf at Foot  
Date DDMMYYYY  
e.g., 31012017

FOR FEMALES BEING TRANSFERRED ONLY

Enter the birth date of the calf at foot. The date should be entered in the format of DDMMYYYY (e.g., 31012017)

DO NOT USE SPACES, SLASHES OR DASHES WHEN COMPLETING DATES

J

K

L

M

N

O

NON-MEMBER NAME	POSTAL ADDRESS	TOWN	STATE	POST CODE	EMAIL ADDRESS
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THIS SECTION IS TO BE COMPLETED FOR NON-MEMBER BUYERS ONLY

**Column J**

Non-member Name

FOR NON-MEMBER BUYERS ONLY

Enter the name of the buyer

**Column K**

Postal Address

FOR NON-MEMBER BUYERS ONLY

Enter the postal address of the buyer.

**Column L**

Town

FOR NON-MEMBER BUYERS ONLY

Enter the town where the buyer's farm is located.



[www.wagyu.org.za](http://www.wagyu.org.za) | [office@wagyu.org.za](mailto:office@wagyu.org.za)



J

K

L

M

N

O

NON-MEMBER NAME	POSTAL ADDRESS	TOWN	STATE	POST CODE	EMAIL ADDRESS
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THIS SECTION IS TO BE COMPLETED FOR NON-MEMBER BUYERS ONLY

**Column M**  
State/Province

FOR NON-MEMBER BUYERS ONLY

Enter the province where the buyer's farm is located.

**Column N**  
Post Code

FOR NON-MEMBER BUYERS ONLY

Enter the postcode where the buyer's farm is located.

**Column O**  
Email Address

FOR NON-MEMBER BUYERS ONLY

Enter the buyer's email address so that the certificate can be emailed directly to them.

## HELPFULL HINTS

- If animal being transferred is pregnant or with a calf at foot then fill in column D, E, R, G, H, & I where applicable.
- All applicable transfer charges will be charged to the submitting member.
- This form can be used for both Seedstock (Stud) & CWB animals.
- All forms can be downloaded from the Society website at <https://wagyu.org.za/forms-reports/>
- Should you require further assistance, please contact staff at the Society.

## Contact Us

C: 051 492 1852  
E: [office@wagyu.org.za](mailto:office@wagyu.org.za)  
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