Instructions for completing the CASA Litter Registration form.

1. The completed form and proof of payment must be sent as attachments to ONE e-mail or in ONE fax or together in one envelope to the postal address. Only one litter and the payment for that litter only per e-mail. Please do not send the form before payment has been done. Please send the form as one document. Do not save or scan the separate pages as separate documents. Cash payment/deposit should include an additional minimum of 10% commission, as the club is charged for cash deposits by the banks. Applications received without the properly completed form and proof of payment in the same e-mail, will not be processed. Proof of payment must be attached to the application e-mail and not only sent from the bank's website. Cell phone photographs of documents are not acceptable. Use a camera scanner, or conventional scanner for forms completed by hand.
2. Check the www.casawcf.com website on every occasion before sending an application form, to ensure that the most up to date form is used.
3. Only the entire litter may be registered at once, according to WCF rules. If some owners are still outstanding, please indicate on the form where the owner name should be "Do not print, will be supplied later". The registration will be done, but not printed and posted until such time that the owner name is supplied. Kittens can also be registered in the breeder's name at the higher price, which includes one free transfer later. Registrations will then be printed and sent to the breeder. One free transfer will be done free of charge when requested by the breeder.
4. Please do not request that the registrations should be sent to the new owner directly, this causes confusion. The breeder should check the registrations first and then ensure that it gets to the new owner.
5. Corrections due to errors on the form will be done at a fee of R50 per registration.
6. Transfers can only be done on written request and the request must be in an e-mail, containing all the details, or on an attached transfer form. The request must come from the current registered owner of the cat. Proof of payment must be attached to the same e-mail.
7. Postage to South African addresses are free of charge, but additional postage must be added, if registrations are to be sent overseas. Overseas applications may only be paid by via PayPal in Euro. See the website for the latest prices.
8. Please do not alter anything on the application form. Altered forms will not be processed.
9. Please ensure that every section is completed. We MUST have at least one telephone number, a full postal address, with postal code AND an e-mail address for the new owner. It is extremely unlikely that a new owner will not have an e-mail address nowadays. Please do not use only capital letters, follow the format as requested on the form. If a postal code, telephone number or e-mail address is not provided, the registration document will state: "Not provided". This does not look good on a formal document.
10. If it is impossible to add the signature of the stud owner to an electronic document (if not owned by the breeder), an e-mail from the stud owner confirming the mating is acceptable.
11. Pedigrees/registrations of parents only need to be sent once, at the time of first registering offspring. The information will then be on the database for future registration. Please send clear copies from a scanner, or fax. Please do not send low resolution, cell phone photos of documents. This leads to errors while capturing the data.
12. Please note that the registration- and show databases are separate entities. A cat that was entered in a CASA or Independent show will not automatically appear on the registration database, unless it has a CASA registration number.
13. From 01 10 2018 no duplicate names, with I, II, etc. added will be accepted, as it causes confusion on the database. Please check that you do not request registration of a name already registered previously. If not sure, please enquire about the availability of the name via e-mail BEFORE sending in the registration application.
14. Due to the unreliable postal service, a scanned copy of registration documents will be sent to the breeder before posting. This service is included in the registration fee.

Cat Association of Southern Africa

Email: lampr@mweb.co.za - Fax: 0866206724 – PO Box 290, DURBANVILLE, 7551 - Web: www.casawcf.com

COMBINED STUD SERVICE & LITTER REGISTRATION FORM – 2019

STUD:		QUEEN:	
REG.NO.:		REG.NO.:	
BREED:		BREED:	
COLOUR:		COLOUR:	
OWNER:		OWNER:	
ADDRESS:		ADDRESS:	
SUBURB:	POSTCODE:	SUBURB	POSTCODE
TELEPHONE:		TELEPHONE	
E-MAIL:		E-MAIL	

I/WE hereby certify that the above Stud served the above Queen on ____/____/____.

Signature of Stud Owner: _____

BREEDERS CATTERY NAME (PREFIX): | LITTER BORN – DATE OF BIRTH:

Name (In This Format, Please, NOT IN ALL CAPITALS)	BREED, COLOUR & PATTERN DESCRIPTION IN WORDS	CASA BR/COL CODE**	SEX**
1			
2			
3			
4			
5			
6			
7			
8			
9			

PLEASE FORWARD THE COMPLETED FORM AS E-MAIL ATTACHMENT OR FAX TO THE NUMBER ABOVE, TOGETHER WITH THE PEDIGREES OF BOTH PARENTS AND PROOF OF DEPOSIT OF THE CORRECT FEE. **AN ENTIRE LITTER MUST BE REGISTERED AT THE SAME TIME ON THE SAME FORM TO PREVENT DUPLICATION OF REGISTRATION NUMBERS.**

Registration numbers must appear for at least 3 generations on the pedigrees. Kittens may only leave after the age of 12 weeks.
REGISTRATIONS ONLY DONE ONCE PAYMENT IS RECEIVED

BANKING DETAILS:
Account holder:- CASA
Bank:- ABSA
Account type:- SAVINGS ACCOUNT
Branch code:- 632005
ACC No:- 9179107833

AMOUNT DEPOSITED: _____

Please indicate on the second page the details of the new owners, or indicate that it should wait for printing until new owner details are available. If this is not completed, the kitten will be registered in the breeder's name as owner and the higher fee should be paid. Transfer to a new owner is done by e-mail from the breeder, or previous owner. The transfer form must be completed, or full details must be sent in the e-mail – these include the full registered name of the cat and names, postal address, telephone, e-mail and cattery name (if applicable) of the new owner.

REGISTRATION FEE R80.00 PER KITTEN WITH NEW OWNER'S DETAILS – NO TRANSFER NEEDED.
R120.00 WITHOUT DETAILS OF NEW OWNER, INCLUDING 1 FREE TRANSFER LATER.
PLEASE ENSURE CASA ANNUAL MEMBERSHIP IS PAID UP TO DATE

NOTE:
*Kittens not intended for breeding should be neutered/spayed before leaving home and registered as neuters (NM/SF).

**CASA colour codes are available on the website: www.casawcf.com

Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
1			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	
Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
2			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	
Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
3			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	
Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
4			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	
Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
5			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	
Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
6			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	
Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
7			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	
Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
8			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	
Kitten Nr:	New Owner/s name:	Postal Address (including postal code):	
9			
	Telephone Nrs:	e-mail address	Cattery Name of New Owner (if applicable):
	Land:		
	Cell:	Microchip Nr:	