



ANNEXURE G

BUS PASSENGERS**APPLICATION REQUIREMENTS WITH EFFECT FROM 1 NOVEMBER 2014****TEMPORARY PERMITS: 14 DAYS PERMIT**

- ❶ The use of a temporary permit should be to carry out a task of a **temporary nature**.
- ❷ Only complete and correct applications will be accepted and processed by the Agency.
- ❸ Each question on the application form must be completed in detail, where not applicable mark as N/A.
- ❹ Special attention must be paid to Part D of the application form, the need for the service must be completed in respect of all applications.
- ❺ Applications that are not properly completed or to which the required documentation is not attached will not be considered and returned to the applicant.
- ❻ Only the latest version of the application forms will be accepted by the Agency. These forms and other information can be obtained from the Agency's office or may be downloaded from its website at www.cbirta.co.za
- ❼ The Agency has a period of 48 hours from receipt of application to issue the requested permit.
- ❽ **The following documents MUST be submitted with EACH application form before it can be considered:-**

	An original or a certified copy of the Companies and Intellectual Property Commission (CIPC) company certificates issued by a CIPC office or "Certificate of Confirmation" obtained from the official CIPC website at www.cipc.co.za , not older than one calendar year will be accepted, or in the case of a one-man business, original or a certified copy of the owner's identity document or passport. An original or a certified copy of the National Traffic Information System Number.
	An original or certified copy of a Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for.
	The vehicle to be used has to be registered in the name of the Carrier.
	Original or certified copy of a valid Tax Clearance Certificate – Good Standing , if a South African registered company, which is obtainable from the South African Revenue Service (SARS) NATIONAL CALL CENTRE: 0800 007 277 <i>(The name and number reflected on the ID or Company Registration Certificate must correspond with the one on the tax clearance certificate).</i>
	Route: According to the criteria as set out in the Cross-Border Road Transport Act 1998 (Act 4 of 1998), a detailed route description in which all starting points, streets, roads, towns, cities, destination and border posts that will be travelled on, or through, must be submitted.
RSA	Original or certified copies of ranking letters from the Metro/Municipal and/or Local Authority in South Africa as well as that of the Metro/Municipal and/or Local Authority in the destination country must accompany the application. The name of the Rank and the Street where located must be mentioned in the letter.
Destination Country	<ul style="list-style-type: none"> • The Ranking Letters should not be dated older than twelve months.
	A timetable must be submitted. Please use the format provided by C-BRTA.
	Proof of passenger Liability Insurance must be submitted before a temporary permit can be issued. <ul style="list-style-type: none"> • Two million rand in respect of 16 – 39 seater vehicle • Three million rand in respect of 40 – and more seater vehicle • Four million rand in respect of a double decker bus
	Part D of the application form, the need for the service, must be completed in respect of all applications. Supporting documents to prove the need for the particular service may be submitted.
	When submitting copies of letters, documents or contracts in support of an application, please ensure that they are clear and legible . Documents that are not clear will not be accepted as supporting evidence. All foreign documents must be translated by a certified translator into English.

FOR OFFICE USE ONLY

Office Note/Additional Information	Contact Name & Number:	Date:	Response:
Permit Posted / Collected			
Officer Name & Signature:			



ANNEXURE H

BUS PASSENGERS

APPLICATION REQUIREMENTS WITH EFFECT FROM 1 NOVEMBER 2014

12 MONTHS / 5 YEARS PERMITS

- ❶ Only complete and correct applications will be accepted and processed by the Agency.
- ❷ Each question on the application form must be completed in detail, where not applicable mark as N/A.
- ❸ Special attention must be paid to Part D of the application form, the need for the service must be completed in respect of all applications.
- ❹ Applications that are not properly completed or to which the required documentation is not attached will not be considered and returned to the applicant.
- ❺ Only the latest version of the application forms will be accepted by the Agency. These forms and other information can be obtained from the Agency's office or may be downloaded from its website at www.cbrta.co.za
- ❻ It is advised that the purchase of vehicles be delayed until the permit applications are approved by the Regulatory Committee.
- ❼ Only the seating capacity of the intended vehicle has to be completed on the application form.
- ❽ **The following documents MUST be submitted with EACH application form before it can be considered:-**

	An original or a certified copy of the Companies and Intellectual Property Commission (CIPC) company certificates issued by a CIPC office or "Certificate of Confirmation" obtained from the official CIPC website at www.cipc.co.za , not older than one calendar year will be accepted, or in the case of a one-man business, original or a certified copy of the owner's identity document or passport. An original or a certified copy of the National Traffic Information System Number.
	Original or certified copy of a valid Tax Clearance Certificate – Good Standing , if a South African registered company, which is obtainable from the South African Revenue Service (SARS) NATIONAL CALL CENTRE: 0800 007 277 <i>(The name and number reflected on the ID or Company Registration Certificate must correspond with the one on the tax clearance certificate).</i>
	An original or certified copy of a Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for. It is advised that the purchase of vehicles be delayed until the permit applications are approved by the Regulatory Committee. Only the seating capacity of the intended vehicle has to be completed on the application form.
	The vehicle to be used has to be registered in the name of the Carrier unless written proof of a lease agreement is provided which must be signed by the Lessor and the Lessee and two (2) witnesses.
	Route: According to the criteria as set out in the Cross-Border Road Transport Act 1998 (Act 4 of 1998), a detailed route description in which all starting points, streets, roads, towns, cities, destination and border posts that will be travelled on, or through, must be submitted.
	A timetable must be submitted. Please use the format provided by C-BRTA.
	Map: Provide a Road Map of the route in which all starting points, streets, roads, towns, cities, destination and border posts that will be travelled on, or through, are marked.
RSA	Ranking Letters: An original or certified copy of a ranking letter must be submitted confirming that ranking facilities have been obtained from the official Metro/Municipal and/or Local Authorities for the DEPARTURE POINT. The Name of the Rank and the Street where located must be mentioned in the letter. The Ranking Letters should not be dated older than twelve months. Should they not accompany the application form, the application will not be considered.
Destination Country	Ranking letters: An original or certified copy of a ranking letter must be submitted that ranking facilities have been obtained from the official Metro/Municipal/and/or Local Authorities for DESTINATION POINT [ARRIVAL]. The Name of the Rank and the Street where located must be mentioned in the letter. The ranking letters should not be older than twelve months. Should they not accompany the application form; the application will not be considered.
	Part D of the application form, the need for the service, must be completed in respect of all applications. (Include a brochure and/or advertisements regarding the service).
	When submitting copies of letters, documents or contracts in support of an application, please ensure that they are clear and legible . Documents that are not clear will not be accepted as supporting evidence. All foreign documents must be translated by a certified translator into English.
	Indicate your Language Preference for when you have to present your case before the Regulatory Committee.

FOR OFFICE USE ONLY

Office Note/Additional Information	Contact Name & Number:	Date:	Response:
Permit Posted / Collected			
Officer Name & Signature:			