



# User Manual

a step by step guide for applying for your cross-border permit online



# **Cross-Easy – Quick Reference Guide**

This Manual will provide a step-by-step guide of how to use the Cross-Easy system. Operators can refer to the manual to assist with the following processes:

- Registering on the system (creating a Login profile)
- Creating / Opening an Operator Account
- Applying for a Permit
- Paying for a Permit
- Viewing Account Balances
- Appointing a Consultant
- Accepting to be a Consultant
- Registering your Vehicle Fleet
- How to apply for Permit Renewals, Duplicates, Vehicle Renewals, etc



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#### 1. Registration & Login

Before you can use the Cross-Easy System, as an Operator you need to create a Login Profile by registering on the system. Once you have done that, you can Login to the system and commence with the transactions you need to perform.



# Step 1

Create your Login Profile by clicking **"Register"** and put in all your registration information on the form.



#### Step 2

When you have registered, you will receive an *activation link* by SMS or eMail, click on this link to activate your login account. See example of *email activation below.* 

Subject: ICBMSActivate Account

#### Dear C-BRTA Customer

Thank you for registering on the CrossEasy system, Please click on the following link to Activate your Registration:

https://crosseasy.cbrta.co.za/activate?userId=maswanganye30@yahoo.com

#### Kind Regards

C-BRTA Team

Note: Please be aware that this email has been sent to you automatically from an unmonitored email alias, so please do not reply to this message directly. Instead, if you do experience any problems, kindly contact the Agency as per the contact details above.



#### Step 3

Now you can log in to your profile! If the **ReCaptcha** comes up, just click what it is asking you to select.

#### 2. Operator Account

This section details how to create/open an Operator Account. After Registration and Login, you must create an Account before you can apply for a permit. An Operator can have more than one (1) account & each account may have a number of permits.

#### Step 1



After you successfully login, the system will present a screen with three options:

- 1. create a new account, or
- 2. import an existing account.

#### **New Account**

If you are a new Operator and have never opened an Account before with C-BRTA, you need to create a new account from scratch. Please follow instructions from **Step 2** below.

#### **Existing Operator**

If you are an existing Operator, you need to import your information that comes from the previous system (CBRTS). To do this, click on the **Existing** button and enter your **Account number.** The system will retrieve your account information and you must click **Import** if the information is correct.

The system is going to require you to populate all mandatory information that was not populated in the previous system and you will also need to attach supporting documents.

Please follow instructions from **Step 2** below.

**NB:** If you have more than one account with C-BRTA, you must import all of them at this stage. Older accounts you no longer need will remain in the previous system for archive purposes.

#### Consultant

After creating a profile as a consultant, you are not going to do anything until you receive a request from an Operator(s), requesting you to link to their Account(s). After receiving a request and confirming to link to their account, you must click the **View Accounts**  $\rightarrow$  **Confirm Account Operator Link** menu. Enter the **OTP** that you will receive from the system. If the OTP is correct, the system will *Link* you to the relevant Operator. When you click **View Accounts** menu you will now have access to the Operator Account(s). Repeat this for each request that you receive from each Operator.

#### How to appoint a Consultant

From the Main Menu, select "My Account(s)". From the Dropdown, select "Link Consultant". The below screen will appear.

| Garrier Name:  | ount : Consultant<br>Tin | Management   |              |              |                  | Tinirvais shiowa@cbria.cs.ca |
|----------------|--------------------------|--------------|--------------|--------------|------------------|------------------------------|
| Linking Option |                          |              |              |              |                  |                              |
|                | link user :              | Enter avtali | Or           | link asser : | Enter Gestitutio | Ø Link                       |
| Filters        | Usemane : Usem           | LOTINE       | Status : 5e0 | ed Status 🐱  | Role : Select    |                              |

Now enter the email details of the Consultant you wish to appoint. *NB: Please make sure the Consultant is registered on Cross-Easy).* The system will prompt you to choose the role you want to assign to the Consultant, please select the Consultant Role. The system will now send a One Time Password (OTP) via SMS or Email to the Consultant, inviting them to confirm the appointment. The Consultant must now Login the Cross-Easy Profile and from the My Account(s) Menu, select "Confirm Operator Account Link". At this point, another email will be sent to the Operator, confirming that an OTP has been sent to the Consultant.

After the Consultant enters the correct OTP, they will be linked to the Operator Account. From the Main Menu, the Consultant can select "My Account(s)  $\rightarrow$  View Account, and they will have access to the Account of the Operator".

| Home                             | 1 Carrier information                         | 2 Supporting Documents                      | 3 Confirmation         |
|----------------------------------|---|---|------------------------|
| My Account(s)                    |   |   |                        |
| View Accounts                    |   |   |                        |
| Process Accounts                 | Please select Customer Type"                  | ane Corporation \$                          |                        |
| P Conferen Operator Account Link | Carrier Account                               |   |                        |
| My Prima                         | Contact Details                               |   |                        |
|                                  | Contact person is the same as the period      | rson logged in                              |                        |
| сероные менечное смы             | First Name*                                   | Last Name*                                  |                        |
| Accorner                         |   |   |                        |
| ehicle & Roste Management        | Email Address*                                | Mobile Number*                              |                        |
| Reports and Extracts +           |   | 🚾 +27 - 10 123 4567                         |                        |
| System Admin -                   |   | Invalid Mobile Number                       |                        |
| Contact Us                       | Communication Preference*                     |   |                        |
|                                  | Select dominantiation profeminite             | e   |                        |
|                                  | Physical Address*                             | Same as physical address<br>Postal Address* |                        |
|                                  | Town*   | Town*                                       |                        |
|                                  | Postal Code*                                  | Postal Code*                                |                        |
|                                  | Country"                                      | Country"                                    |                        |
|                                  | Select country                                | a belefit country                           | 8                      |
|                                  | Compliance and Legal<br>Transport Association |   |                        |
|                                  | Select Transport Association (TextSus)        | 8   |                        |
|                                  |   |   |                        |
|                                  |   |   | Cancel Save & Continue |

#### Step 2

On the **Carrier Information Screen**, you need to provide all the information which is relevant to each field. If you are an existing Operator, most information will come pre-populated, please complete the outstanding information.

#### Step 3

| offin .  | 1 Carr an orke mattern  | 2 Supporting Documents  | 3 Certination    |
|--|---|---|------------------|
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| La remitiserator Accuart Link                        | foreign documents must be translated by a certified translater with | n nan appearen, poese entere marrey en bear an region, oreanen<br>Inglish |                  |
| yPerets -  | SARS Teo Cleanarce Status or SARS Tex Cleanarce Certificate         |   | house File       |
| Hele Hanagement (Fleet) —<br>Select Ve               | Dompany Registration/Department                                     |   | Ricose Pile      |
|  | Its Documentational   |   |                  |
|  |   |   |                  |

On the next screen, **Supporting Documents**, you are going to attach all the necessary documentation pertinent to your Carrier Type e.g. One Man Business. Click the **"Choose File"** button in order to select the document you want to attach.

#### Step 4

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| Transport Association  |                     |                         |            |
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| Second Second  | Station -           | (Englights              |            |
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| Declaration  |                     |                         |            |
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| the second s |                     |                         |            |
| East.  |                     |                         |            |
|  |                     |                         |            |
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|  |                     |                         |            |
|  |                     |                         |            |

On the **Confirmation Screen**, you just confirm that all the information you have put in is correct. To edit anything, just click the **"Back"** button on the bottom of the screen. If all the information is correct, tick the Declaration tick-box and click **"Submit."** Your application is now going to be reviewed and you will receive either an SMS or eMail notification confirming this.

## 3. Applying for Permits

Now that your Operator Account is created in the system, you are able to use whichever Account is applicable to apply for permits. The system will require certain mandatory documents to be attached, please ensure you attach them.

#### Step 1

|                                   | ~                                  |                          |                 |                 |                      |
|-----------------------------------|------------------------------------|--------------------------|-----------------|-----------------|----------------------|
| CRO                               | SS-BORDER                          | <u>Cross</u>             | Easy            | C.C.            |                      |
| Home:                             | B My Accounts Infor                | mation                   |                 |                 | a more all grades in |
| Hy Accounting                     | . Account Number                   | AccessTitume             | Account Balance | Accessed Status | + 🔺                  |
| Crists Account                    | E-2272010                          | Freeway Und              | 8 8 902         | Approved        | Select               |
| <ul> <li>Mass Accounts</li> </ul> | 6-208275385                        | N3. KB                   | 8.63764         | Approved        | Select               |
| Contractpelater Access            | alas 2-27919-242                   | Zinthatiwe Consolidators | # 436           | Aggroved        | WyPermits            |
| Ay Permits                        | 1.20H102                           | ISHTAO TRADINO CC        | 8.114           | Agreed          | any applications     |
| ehicle Management (Fier           | 0 T-20930327                       | Tamuka Caaches PTY LTD   | R ± 322         | Aggraved        | Vew Account          |
| Center De                         | C-20181444                         | Chabalata Toxologo       | # 44 365        | Approved        | \$3XAcrowt           |
|                                   | M-202231463                        | MAFUTO BOARDROOM         | 88.00           | Azaraved        | Account Statement    |
|                                   | M-29222228                         | MOZAMBIQUE LODISTICS     | *0.00           | Samiled         | Select ~             |
|                                   | - Presser 🚺 Ber                    |                          |                 |                 |                      |
|                                   | Clack on the Undertaxed link to vi | ew account information   |                 |                 |                      |

Now go to "My Accounts  $\rightarrow$  View Accounts" menu to find the relevant account and then under Select, click "My Applications" to start.

#### Step 2

| CROSS   | BORDE                | R                | Cro                              | SS           | Ea             | asy                 |            |                                  |                |            |
|---|----------------------|------------------|----------------------------------|--------------|----------------|---------------------|------------|----------------------------------|----------------|------------|
| Forre   | 0; Manage            | : Permit Ap      | plications ( Freeway             | Life)        |                |                     |            |                                  |                |            |
| Ny Accounts)  | Relative Association | <u>.</u>         |                                  |              |                |                     |            |                                  |                |            |
| 🕨 Ernara Account  | AccountNumber        | та<br>           | Accountingers                    | Tradice Harr | ns             | Laad Beer           |            | Account Status                   | Access Balance |            |
| <ul> <li>Sussainans</li> <li>Sustaina the sussainant</li> </ul> | ÷-31320100           |                  | FreewayLot                       | Freewayitt   | (              | Drizca Haswangara e |            | Approved                         |                | 78 SE2 66  |
| AyPernite +   | Applications for     | Ihis Account     |                                  |              |                |                     |            |                                  |                |            |
| Article Management (Flact) +                                    | + Application        | PermitType       |                                  |              | Deta Submitted | No of Parents       | Total Free | Status                           |                | +          |
| lanastilis -  | 1 9518               | Organized@rou    | p - Fanarol-(+ 39 Seater)- 19ear |              |                | 1                   | H2 430.0   | Sever but not Submitted          |                | Salat w    |
|   | 2 9731               | Geerin - Class I | (Up to 20 D00kg) - 3 Monthe      |              |                | 2 <b>9</b>          | R3 257 0   | E Application and Permit Fee Day | ne Abcepted    | Server i v |
|   |                      |                  |                                  |              |                |                     |            |                                  |                | Back       |

Click the **blue button** to add your new permit application. As you proceed click "**Save & Continue**" to move forward and save your application.

# Step 3

| CROSS   | BORDER                       | Cross   | •Eas     | у                                   | e                         |                        |
|---|------------------------------|---|----------|-------------------------------------|---------------------------|------------------------|
| +tane   | When Application for I       | Freeway Ltd.  |          |                                     |                           |                        |
| <ul> <li>Providence il</li> <li>Providence il</li> </ul>            | 1 Permeik Listo              | 2 Vevries   | 3Rautos  | 4 Horborian                         | 5 Upleade                 | & Confirmation         |
| <ul> <li>Control Common Account Link</li> <li>Mathematic</li> </ul> | Permit: Farme will post-tra- | and the local set of the second se |          |                                     |                           |                        |
| VehicleHatsgement(Fleet) -  | Passerger                    | Freight   |          |                                     |                           |                        |
|   | Permitduration* Indian       | Lang-term He  | 500 (500 | oci Perrek Type* Geods-Class I - Op | x (X (00 - g) ) = 4 3 (m) |                        |
|   |                              |   |          |                                     |                           | Seve & Continue Cancel |

Select your specific **Permit (Freight or Passanger)** and specify whether is it a Temporary or Long-term permit. After this select the **duration of the permit**, and then select the **Permit Type**.

Click Save and Continue.

### To Add a Vehicle

Now you must add a vehicle to your application. To do this, you must either click the button **"add application with vehicle"** or **"add application <u>without</u> vehicle"**. Please remember that you cannot apply for a temporary permit without adding a vehicle. For long-term passanger permits, you can select the option to **add an application without a vehicle**.

#### Step 1

| TCROSS                          | R   | RDER                               | С                         | ross•E                                    | asy                     | ,                | 9                   | 6     |                  |                 | 1        |    |
|---------------------------------|-----|------------------------------------|---------------------------|---|-------------------------|------------------|---------------------|-------|------------------|-----------------|----------|----|
| ROAD TRAD                       | 520 | AT AGENCY                          | CIER                      | o efficient and effective cross-border th |                         |                  |                     |       |                  |                 | and a    |    |
| wAzzenija) -                    | No  | manage. venici                     | ea                        |   |                         |                  |                     |       |                  |                 |          |    |
| Coste data at                   | Sec | na<br>Inchiesus Faileting Webicler | in your Contine On App an | ww.Vebida                                 |                         |                  |                     |       |                  |                 |          |    |
| P View Accessita                | 5   | dect.Wehicle Type                  | v Drarv                   | Nilveter_ Dri                             | er Registration Humiker |                  | 9 0                 |       |                  |                 |          |    |
| • Control Operator Account Link | _   | 160                                |                           |   | - 95                    |                  |                     |       |                  |                 |          |    |
| As Permita                      |     | 10s                                | Caustry alregistration    | Vohistie Type                             | Registration Kamber     | oficitis Kursher | Licence Expiry Date | GVN   | Seeking Capacity | Read Morthiness | Addition | se |
|                                 |     | 4,49,78993705*826124               | Sauth Almon               | Bus (Double Deck) Abere 30 Passengers     | BNM050P                 | DSP486C          | 31/05/202           | 25000 | 2                | Roothearthy     | Geinst.  | 2  |
| Vehicle Voragerrent (Filer) -   |     |                                    |                           |   |                         |                  |                     |       |                  |                 |          |    |
| Nebicle Monogerrent (Floor) -   | E   | AHH551EKP03310335                  | South Africa              | V3 MID(DUS (22-34 Pantengers)             | CS50GLGP                | 5.W3135          | 3//8/3651           | 28203 | 2                | Readworthy      | Selati   |    |

Click on the blue button on that says **"Add Vehicle"** to add your vehicle and wait for the pop-up. You can also filter using the **"search fields"** if you have many vehicles listed.

#### Step 2

| CROSS                          | BORD        | Bei Lunry (Ahre 13 Pesenger)<br>Ber - San - Loury<br>Bei (Singkibed) Abre 12 Pasarigen<br>Conterfiction<br>Destination |                       | •                       |             |               |           | R  |
|--------------------------------|-------------|--|-----------------------|-------------------------|-------------|---------------|-----------|----|
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| Ny Amage (N) T                 |             | Factore (hub)  | Engine Number*        | Grass Vehicle (0VM)*    |             |               |           |    |
| · Chailennet                   | Least year  | flatback.  | 1949425/08            | 2400                    |             |               |           |    |
|                                | Salard York | HT MINETALE, IT, IA PRODUCTION IN  | Registration Year*    | License Espiry Date*    |             |               |           |    |
| • Sectore Sparsers Apress (199 | Control in  |  | 3017-07-03            | 31/94/2022              |             |               |           |    |
| Ny Persona +                   | 163         | H1HCHUL (3-3+Pussengers)   |                       | eNatio Number*          | of Capacity | Basil Hormone | Attern    | 20 |
| Votesta Management (Plant): +  | Alata       | Truck Tractor/Hechanizzal Herse  |                       | TERETRY                 |             | ALLBRITY      | (Betall ) | ~  |
| Cereacilla •                   | AH65        | MEMORY, 5.31-23 Passargers)  |                       | to the vehicle lossed?* |             | Radoutty      | Detert    | 4  |
|                                | 48,94       |  |                       |                         |             | Resilver Dy   | (Beller ) | *  |
|                                |             |  |                       | Add Vehicle             |             |               |           |    |

Select the **country** that your vehicle is registered in first, then enter your **VIN number**, the system will now autocomplete the other fields from **eNatis**. If not a South African vehicle, please add all the required details.

#### Step 3

| CROSS                             | BORD       | Bys - Selfy - Loory<br>Bia (Singležev) Abres 32 Pysengerg<br>Center (Taction<br>Druc Sink Ref.) |                     |                                 |             |               |            |   |
|-----------------------------------|------------|---|---------------------|---------------------------------|-------------|---------------|------------|---|
| There a                           | ot Mana    | Drag Side Body (Truck)  | Retrieve from eNate |                                 |             |               |            |   |
| Ny Accessful                      | -          | Flat Deck (Truck)   | Engine Number*      | Draas Wehicle (0744)*           |             |               |            |   |
| · Chattern C                      | Leastingen | Flat Dave.  | 1545425478          | 3+600                           |             |               |            |   |
| b the local de                    | Salectron  | M2 MPATELY, IT-16 Passaster of  | Registration Year*  | License Espiry Date*            |             |               |            |   |
| Laufere Bississer Batteren 188    | -          | All Market and All Processing of  | 307-01-01           | 90/6/2022                       |             |               |            |   |
| Ny Terreta 🔹 🔸                    |            | an accession that an a blood and a  |                     | eNatis Number*                  | th Capacity | Read Worldows | Attern     | - |
| Territoria Management (Piveri) (* | AAMIN      | Youth Tractor/Wechanizal Herse  |                     | TERM                            |             | ADORFTY       | - Betall   | * |
| Correction +                      | AH050      | Hit MCIBUS 37-23 Passergers)<br>Salast service type   | *                   | is the vehicle based?* Select 👻 |             | Returns       | - Selett - | 4 |
|                                   | 48.7%      |   |                     |                                 |             | Assistantly   | . Select   | * |
|                                   |            |   |                     | Add Webs                        |             |               |            | 9 |

Next, still in the pop-up, select your **vehicle type** from the dropdown menu. Next select **if your vehicle is leased** or not. If leased, please complete details. Now you are ready to **Add** your vehicle to the application.

#### Step 4

| Add Vehicle                      |                    | Z   |
|----------------------------------|--------------------|---|
| Country of Vehicle Registration* |                    |   |
| Select country                   |                    |   |
| VIN or Chassis Number*           |                    |   |
| Vehicle Registration Number*     | Engine Number*     | Gross Vehicle (GVM)*                        |
| Seating Capacity                 | Registration Year* | License Expiry Date*                        |
|                                  |                    | dá/mm/yyyy                                  |
| Roadworthy Status"               |                    |   |
| Select status                    | ~                  |   |
| Vehicle Type*                    |                    |   |
| Select vehicle type              | *                  | In the vehicle lease $d {\cal V}^{*} = - v$ |
|                                  |                    |   |
|                                  |                    | Add Vehicle                                 |

Use the **little tick-box** to select the vehicle you would like to add to the permit, then click A**dd Selected to Permit.** 

#### Step 5

You can add as many vehicles as you wish on the application. The next time you apply for a permit, the vehicles you added will be available and you only need to select the ones you need to attach to your application.

#### Add a Route

You need to indicate where you are travelling to by specifying a route.

#### Step 1

| CROSS-B                       | South Africate Junitia   | Socas)   | ŝ            |           |                 |
|-------------------------------|--|--|--------------|-----------|-----------------|
|                               | South Africa to Kerya  |  |              |           |                 |
| Nome                          | Ne South Africa to Swepland  |  |              |           |                 |
| My Account(a) +               | South Mirica to Zimboliwe  |  |              |           |                 |
| Create Account                | South Africa to Botawane   | 3 Routes   | 4 Motivation | 5 Uploads | 6 Confirmation  |
| Vew Accounts                  | South Alvica to Lesatha  |  |              |           |                 |
| Confirm Operator Account Link |  | *  |              |           |                 |
| My Permits +                  | Selectroute  | ~  |              |           |                 |
| Vehicle Management (Fixed) *  | Route Details  |  |              |           |                 |
| ContactUs -                   | X E E E E + +   <b>5</b> -  = = = = =<br>■ I \$ X  = = = + = = + = = | Ξ Ξ Ω   <b>Χ</b>  <br>  terms -   ter -   <u>δ</u> -   <u>Λ</u> - Ω. |              |           |                 |
|                               |  |  |              |           | 4               |
|                               | Back   |  |              | Save A    | Continue Cancel |

Select your Route from the dropdown menu e.g. South Africa to Kenya. For Passanger permits, you can edit the route <u>but</u> for Freight permit, the route is not editable however you can specify the details of the route in the next screen called Motivation.

#### Click Save and Continue.

#### Step 2

| CROSS  | BORDER  |  |                     | У            | C.C.      |                |
|--|---|--|---------------------|--------------|-----------|----------------|
| OTTRE  | New Application for Fre   | eway Ltd.  |                     |              |           |                |
| <ul> <li>Create Account</li> <li>View Account</li> </ul> | 1Permit Infe  | 2 Vehicles   | 3 Routes            | 4 Motivation | 5 Upinada | 6 Confirmation |
| - tanline Sporator Account.ink                           | 2 Motivation * Place motivate<br>Place motivate the need for the part | r the mend for the particular corvice<br>rticular service(s) * // Level 20 charact | oo)<br>era ragganed |              |           |                |
| nicke Management (Planet) 🔹                              | 85888++  <b>7</b><br>8752681  | = - =  ∞ ⊞ ≡ Ω X  <br>11 Sym  Annal - Fe   | · · 300 · A · D ·   |              |           |                |
| entaestUs -  | Trançasting goods   |  |                     |              |           |                |
|  | body p  |  |                     |              |           | 4              |

After your route, provide your **Motivation**. Here you will just provide the motivation relating to your permit. You can also use this section to expand on your route details, for freight routes.

#### Click Save and Continue.

| ermit(s)        | - ( | Forv | ward or Return | Interval          | Total Dist   | ance (KM) To | tal Time M | lumber of Border Cros | sings +  |            |
|-----------------|-----|------|----------------|-------------------|--------------|--------------|------------|-----------------------|----------|------------|
| icle Management |     | Forv | ward           | Mondays,Wednesda  | ys,Fridays 0 |              | 1          |                       | Selec    | t Action 🗸 |
|                 | - 1 |      | Departure      | Type of stop      | Distance     | Arrive       |            | Depart                | Edit h   | nterval    |
|                 |     | ZA   | Johannesburg   | Departure point   | 0            |              |            | 08:00                 | Delet    | e Route    |
|                 |     | ZA   | Midrand        | Loading point     | 27           | 08:30        |            | 08:45                 | 00:30:00 | 00:15:00   |
|                 |     | ZA   | Pretoria       | Loading point     | 40           | 09:30        |            | 09:45                 | 00:45:00 | 00:15:00   |
|                 |     | ZA   | Middelburg     | Refreshment stop  | 135          | 11:30        |            | 12:00                 | 01:45:00 | 00:30:00   |
|                 |     | ZA   | Zebediela      | Refuelling stop   | 218          | 14:30        |            | 15:00                 | 02:30:00 | 00:30:00   |
|                 |     | ZW   | Beitbridge     | Border crossing   | 288          | 18:30        |            | 19:30                 | 03:30:00 | 01:00:00   |
|                 |     | zw   | Gweru          | Refreshment stop  | 475          | 02:00        | +1         | 02:30                 | 06:30:00 | 00:30:00   |
|                 |     | ZW   | Harare         | Destination point | 278          | 06:00        |            |                       | 03:30:00 |            |
|                 |     |      |                | Total             | 1461         |              |            |                       | 19:00:00 | 03:00:00   |
|                 |     |      |                |                   |              |              |            |                       | Save     | Cancel     |

For a long-term bus permit, populate your Timetable. Please note, once you have populated your Timetable details, you need to click Make Return Route to add the details of your return route.

Click Save and Continue.

#### Step 4

Now you can attach all the necessary documents. Operators can use a scanner to scan their required documents to attach. Choose the documents you need to attach. Please note that mandatory documents must be attached before the system can allow you to continue to the next section.

Click Save and Continue.

#### Step 3

# **Permit Application – Complete**

It is important to note that a Carrier's permit application cannot be approved if their Carrier Account is not yet approved. So do ensure that this step in the process has been taken in accordance with the due process required for the Carrier & Permit Type.

#### **Almost Done**

| Home                   | Whew Application for Fre  | eway Ltd.   |  |                                 |                                   |                                |
|------------------------|---|---|--|---------------------------------|-----------------------------------|--------------------------------|
| ty Account(a)          | •   |   |  |                                 |                                   |                                |
| Cristia Account        | 1 Permitteta  | 2 Veticios  | 3 Routes   | 4 Nativatian                    | 5 SUplands                        | 6 Continuation                 |
| Wew Accounts           | Document Uplaads  |   |  |                                 |                                   | Max file size SMB PDF          |
| Permita                | When submitting copies of letters,<br>foreign documents must be transfe | documents or contracts in support of a<br>ted by a certified translator into Englis | in application, please ensure that they are cle<br>its | er and legistic. Occurrents the | tare not clear will not be accept | ind assupporting evidence. All |
| hide Management (Flee) | StRS Tw Clearance Certificate   |   |  |                                 |                                   | Chaose File                    |
| intact Ua              | •   |   |  |                                 |                                   |                                |
|                        | South African ID or Passport or Nati                                    | anal Traffic Information System Numbe   | er   |                                 |                                   | Choose File                    |
|                        | Notor Vehicle License/Read Words  | Certificate   | Select Website   |                                 |                                   | Choose File                    |
|                        | Company Registration Document   |   |  |                                 |                                   | Choose File                    |
|                        | No Documenta found.   |   |  |                                 |                                   |                                |
|                        | -   |   |  |                                 |                                   | Protocol Contract              |

Now you can **attach all the necessary documents.** Carriers can use a scanner to scan their required documents to attach.

#### Step 5

#### **Review & Confirm**

On the Confirmation Screen, you just confirm that all the information you have captured is correct. To edit anything, click the **"Back"** button on the bottom of the screen. If all is correct, click the **Declaration tick-box.** 

| Herne  | New Application          | for Freeway I         | Ltd.                |  |                          |   |                             |                |
|--|--------------------------|-----------------------|---------------------|--|--------------------------|---|-----------------------------|----------------|
| Hy Account(s) -  |                          | or contractor at a    |                     |  |                          |   |                             |                |
| P Gravite Account  | 1Perreit Islo            |                       | 2 Vehicles          | 3 Routes   | 4 Motivation             | 51  | Iploads                     | 6 Continuation |
| • View Accounts  |                          |                       |                     |  |                          |   |                             |                |
| ► Carifirm Operator Account Link   | PROFORMAINVOICE          | AND CONFIRMATIO       | n                   |  |                          |   |                             |                |
| Mu Danmite   | Account Id: 6            | 542                   |                     |  | Physical Address         |   |                             |                |
| in the second se | Application No: Y        | Y28                   |                     |  | Treni                    | Bas Vita  |                             |                |
| Vehicle Management (Fleet) +   | Appecation vere: 2       | Station               |                     |  | Fool Code:               | 0187  |                             |                |
| Contect Us -   | Ernal Address: a         | ndranica26@yahoo.com  | e                   |  | Country:                 | South Africa                                    |                             |                |
|  | Account Balance : R 8 %  | 12                    |                     |  |                          |   |                             |                |
|  | Vehicle Registration     | Values Type           | Start Date          | PermitType   | Duration                 | Application Fee                                 | Permit Pee                  | Line Total     |
|  | CAAI62775                | Drop Side Bally       | 23/09/2021          | Oneeds- Class 1 - Oup to 20 000 kg) - 14 Days          | 14 - Doys                | R646.00   | R850.00                     | R1495.00       |
|  |                          |                       |                     |  |                          |   | Tota                        | I R14/5.00     |
|  | Fees shown in red        | are due on submission | of the application. | The remaining fee fs0 if any wid he payable before any | permitis issued. These   | less cauld change later                         | Payoble en submission       | R1495.00       |
|  |                          |                       |                     |  |                          |   | Amount pak                  | d R0.00        |
|  |                          |                       |                     |  |                          |   | Amount due nov              | R1495.00       |
|  |                          |                       |                     | Ideclare that the particulars lumished on this         | form are true and corre  | st.   |                             |                |
|  |                          |                       | Pises               | e note that your application will not be approved unti | . The permit fees have b | een paid in fuil.                               |                             |                |
|  | Declaration by Nyukalo I | Haawanganya oo 23/09/ | 2021                | You declare that you agree with                        | h the declaration above  | by checking the bac 🗹                           |                             |                |
|  | Back                     |                       |                     | c  | onfirm and pay by EF     | Tor Cash Confirm                                | and pay with Account Credit | Cancol         |
|  |                          |                       |                     |  |                          | No. of Concession, Name of Concession, or other |                             |                |

On the **Confirmation Screen**, you just check that all the information you have put in is correct. To edit anything, click the "Back" button on the bottom of the screen. If all is correct, click the Declaration tick-box and **"Submit."** 

You have now completed the steps of **Registering & Logging In**, creating an **Operator Account** as well as performing a **Permit Application.** 

If you have funds in your account, you can select the option "Confirm and Pay with Account Credit". If you do not have funds in your account, you must select the option "Confirm and Pay with EFT or Cash". If you pay by account credit, your application will be submitted for review and you will receive a notification by email or SMS to confirm your permit submission.

If you selected the option to pay by EFT or Cash, you need to either do an EFT or bank deposit and use the Account ID as a reference number. You must wait until your funds reflect in your account before you can complete and submit your application.

If you are a walk-in Operator, at this stage you go to the Cashiers and they will credit your account. If your application is done remotely, our back-office will allocate funds and you must just constantly check on the Cross-Easy portal to see if funds reflect.

After your account is credited, you must login again to the portal and choose **"My Applications"** and select the option, **"Complete Payment".** This will take you to the confirmation screen and you must click **"Confirm and Pay with Account Credit"** to submit. Your application will be submitted for review. You will receive a notification by email or SMS to confirm your permit submission.

It is important to note that an Operator's permit application cannot be approved if their Carrier Account is not yet approved.

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#### How to get Reference Number to use for Bank or EFT Deposit

From the Main Menu, select **"My Account(s)"**. From the Dropdown, select **"Account Statement"** and use the number written **"Account ID"** as your reference for Deposits. You must **ALWAYS** use this number when making deposits to your Account. See screen shot of where to get Reference Number – **Account Id**.

|   |             |            | Accoun | t Balance: R 0.00 |
|---|-------------|------------|--------|-------------------|
| Cantact Person: Tintswalo Shilowa<br>Email Address: tintswalo.shilowa@cbrta.co.za | Date To :   | 24/39/2021 | 台      | Θ                 |
| Account Name: Automatic Bus Services  | Date From : | 26/06/2021 | 龥      | Q                 |
| Account Details<br>Account Id: 6534   | Filters     |            |        |                   |

In the following pages we will cover:

- Vehicle Replacement
- Amend a Route
- Permit Duplication
- Permit Renewal
- Error Corrections
- How to Process a Cash Payment

## 4. Vehicle Replacement

This part of the process addresses the steps required if an Operator wishes to replace the vehicle of a permit. This change can be made to permits that have the status "Permit Printed / Issued".

#### Step 1

18

| CROSS                         | BORDER                               | <u>Cross</u>                                  | Easy           |               |                   |
|-------------------------------|--------------------------------------|---|----------------|---------------|-------------------|
| ROAD TRAN                     | SPORT AGENCY                         | (matching efficient and effective cross-conde | 19402          |               | abababapasaa      |
| e heren est (a)               | Account Number                       | Account Name                                  | Access Salarce | Access Status | + 🔺               |
| Create Account                | E-20723302                           | Freeway Ltd                                   | R7401          | Approved      | Select ~          |
| View Accounts                 | K.218279385                          | #8.88   | R 63184        | Appreved      | Select v          |
| Confirm Operator Account Link | 2-211151240                          | Zimbabwe Consolidators                        | R.430          | Approved      | Select ~          |
| Pernsits -                    | 1-219161221                          | ISHTIAD TRADING CC                            | R 914          | Approved      | Select            |
| icle Management (Fleet) -     | 1-219154321                          | Tamuka Coaches PTY LTD                        | R 4 322        | Approved      | My Permits        |
| ractilis +                    | C-219181444                          | Chabatala, Tshologe                           | R 46 345       | Approved      | MyApplications    |
|                               | M-279201443                          | MAPUTO BOARDROOM                              | R0.90          | Approved      | View Account      |
|                               | M-219229335                          | MOZAMBIQUE LOGISTICS                          | R0.88          | Subwitted     | EditAccount       |
|                               | - Presince 🚺 Mart -                  |   |                |               | Account Statement |
|                               | Click on the Underlined link to view | accountinformation                            |                |               |                   |

From the menu, Click **"View Accounts"** to take you to the **Account Listing** and select the relevant account. Then click **"My Permits"** from the dropdown menu to access the permits in that account.

#### Step 2

| Car Horno Tarre                  | SPORT AGENCY           | Controller                            | cient and effec | tive cross-bo | rder zade ======     |                          |                   |                        | an a specific rank of  |
|----------------------------------|------------------------|---------------------------------------|-----------------|---------------|----------------------|--------------------------|-------------------|------------------------|------------------------|
| Home                             | Permits : for          | account ( Zimbabwe Consoli            | dators )        |               |                      |                          |                   |                        | and restrictive By the |
| My Accountia) -                  | AccountNumber          | AccountName                           | Trading Name    |               | Registration Namb    | er Laad User             | Car               | rier Type Account Bala | nce Account Status     |
| Creare Account     View Accounts | 2-219151240            | Zimbabwe Consolidatora                | Zimbabwe Con    | solidators    | 2012/150755/07       | Nyukalo Maswan           | ganye PRI         | r                      | R 430 Approved         |
| Confirm Operator Account Link    | PermitNum / Issuet     | Permit Type\$                         | Starts          | Endo          | Registration Numbers | Foutes                   | Application Dates | Statusq                |                        |
| My Permita +                     | 1551334/0              | Goods - Class 2 (+20 000kg) - 3 Month | a 15/09/202     | 1 14/12/2021  | FETUTMEP             | South Africa to Zimbabwe | 15/01/2021        | Permit Printed/Issued  | Select                 |
| Vehicle Management (Fleet) 🗧     | 1551335/0              | Goods - Class 2 (+20 000kg) - 3 Month | s 15/09/202     | 1 14/12/2021  | H829580P             | South Africa to Zimbabwe | 15/01/2021        | Permit Printed /Issued | Select                 |
| ontectUs +                       | Click on the Underline | d link to view account information    |                 |               |                      |                          |                   |                        | View Permit            |
|                                  |                        |                                       |                 |               |                      |                          |                   | (                      | Yellicle Replacement   |
|                                  |                        |                                       |                 |               |                      |                          |                   |                        |                        |

Find the relevant permit and from the dropdown menu, click on "Vehicle Replacement".

#### Step 3

| CROSS<br>ROAD TRA              | BORDER                              | erabling e              | ticient and effective or | ss-border trad |                     |               |                    |       | 1 - Call         | No.11 a Mailton | -wij    | 2)  |
|--------------------------------|-------------------------------------|-------------------------|--------------------------|----------------|---------------------|---------------|--------------------|-------|------------------|-----------------|---------|-----|
| Нотте                          | Q <sup>o</sup> Manage: Vehicles     |                         |                          |                |                     |               |                    |       |                  |                 |         |     |
| 4y Accounted -                 | Films                               |                         |                          |                |                     |               |                    |       |                  |                 |         |     |
| ▶ Create Account               | Search your Existing Vehictes in yo | ur Carrier Or Add a new | vehicle                  |                |                     |               |                    |       |                  |                 |         |     |
| View Accounts                  | Select Vehicle Type                 | V Rose Vision           | wher_                    | FENE           | kegitaratian Number |               | Q 0                |       |                  |                 |         |     |
| E Cantina Operator AccountLink |                                     | )                       |                          |                |                     |               |                    |       |                  |                 | _       | _   |
| Ny Permits +                   | Add Selected to Application         | Vin                     | Country of registration  | Vehicle Type   | Registration Number | eNatis Number | Licence ExpiryDate | -     | Soating Capacity | Road Worthiness | Add Vel | ice |
| Ahicle Nanagament (Fleet) 🔹    |                                     | JHFCF437605003282       | South Africa             | Drop Side Body | RME1696P            | 0F61735       | 31/08/2022         | 5500  | 2                | Roadworthy      | Select  |     |
| CentactUs <del>-</del>         |                                     | AHH55'ENP00010334       | Sauth Africa             | Flat Deck      | COMPLEP             | GINGIGS       | 31/12/2021         | 28333 | 2                | Roadworthy      | Select  |     |
|                                |                                     | ADDHIELECOCOURSES       | South Alrice             | Van Body       | FZ76TMCP            | XIFOTSW       | 30/07/2021         | 15000 | 3                | Roacheron Tity  | Select  |     |
|                                |                                     | AB.(PMs5PPGE)(01209     | South Africa             | Van Body       | H824586P            | YGW367W       | 30/09/2021         | 24011 | 3                | Roadworthy      | Select  |     |

Add the replacement vehicle through the normal process of adding a vehicle. If the vehicle is already listed, select it from the listing by clicking in the relevant tick-box. Then click **"Add selected to permit".** 

#### Step 4

| Home                                       | Replace Vehicle   | for Zimbabwe C   | onsolidators.                    | Permit: OTH-REPL-VH   | 4 - 1551336   |  |  |                |
|--|---|--|----------------------------------|---|---|--|--|----------------|
| Hy Account(a)                              |   |  |                                  |   |   |  | _  |                |
| Ernste Arcon of                            | Perre & Info  | w  | hidee                            | Routes  | Molivation  |  | Uploada  | Confirmation   |
| ▶ У ви Ассонта                             |   |  |                                  |   |   |  |  |                |
| Earliers Operator Account Link             | PROFORMA INVOICE  | AND CONFIRMATION                                       |                                  |   |   |  |  |                |
| HyPermis +<br>Vehiste Hanagement (Fleet) + | Accountid :<br>Application Ho :<br>Application Date :<br>Application Date : | 6679<br>1926<br>13/09/2021<br>Stribabwe Consolidatoria |                                  |   | Physical Address<br>Address<br>Tawn:<br>Pasi Cader          | 9100 Rugani Street<br>Rua Vista<br>(1987 |  |                |
| CartectUs -                                | EmailAddress:   | instonica2%@yahoo.com                                  |                                  |   | Country:  | South Africa                             |  |                |
|  | Account Balance : 8 43  | D  |                                  |   |   |  |  |                |
|  | Vehicle Registration  | Vehice Type  | StartDate                        | Permit Type   | Denation  | Application Pee                          | Permit Fee   | Line Total     |
|  | RMC16#8P  | Drap Side Body   | 80/09/2021                       | Replacement of Vehicle  | 8 - Months  | R183.00                                  | R183.00  | RSee.00        |
|  | for statements and  |  | a supplication. The supplication |   |   |  |  | Tetal. R266.00 |
|  | rezystewninner  | are one on submassion of th                            | e application. The remain        | inglecta, it any will be payable before   | e any permit is assed, mus                                  | e ress courd change care                 | <ul> <li>Payable on sector</li> <li>Arrised</li> </ul> | teast RD.00    |
|  |   |  |                                  |   |   |  | Amountida  | Restor         |
|  |   |  | 1 dec                            | lare that the particulars furnished on<br>your application will not be approved | this ferm are true and corr<br>lund. The permit fees have b | ect.<br>een paid in full.                |  |                |
|  | Declaration by Nyukela  | Maswanganye on 22/09/202                               |                                  | You declare that you agree  | e with the declaration above                                | tychecking the box                       |  |                |
|  | Back  |  |                                  |   | Confirm and pay by Ef                                       | Tor Cash Confir                          | m and pay with Account C                               | redit Cancel   |

Your replacement vehicle is now added to your permit. **"Save & Continue"** through the rest of the screens and Confirm once you have completed the process. Don't forget to click the **declaration & payment option**.

#### 5. Route Amendment

This part of the process addresses the steps required if an Operator wishes to "Amend a Route" of a permit. This change can be made to permits that have the status "Permit Printed / Issued".

#### Step 1

20

| CRO                      | SS-BORDER                         | <u>Cross</u>            | Easy            |                |                                   |
|--------------------------|-----------------------------------|-------------------------|-----------------|----------------|-----------------------------------|
| Home                     | B My Accounts Info                | rmation                 |                 |                | and over all ingrations care      |
| My Account(s)            | Account Number                    | Account Name            | Account Balance | Account Status | + 🔺                               |
| Create Account           | E-21720103                        | FrankiyLtd              | R 7 407         | Approved       | Select ~                          |
| View Accounts            | K-218279285                       | NR.NB                   | R 63 784        | Approved       | Select ~                          |
| Confirm Operator Account | Z-21115/240                       | Zimbebwe Consolidators  | R 64            | Approved       | Select ~                          |
| My Permits               |                                   | ISHTIAG TRADING CC      | R 114           | Approved       | Select v                          |
| Vehicle Management (Flee | 0 - T-21919/327                   | Tamuka Coaches PTYLTD   | R 4 322         | Approved       | Select                            |
| ContectUs                | C-20181444                        | Chabatala, Tekelogo     | R 46 245        | Approved       | My Permits                        |
|                          | M-219223443                       | NAPUTO BEARDROOM        | R 0.00          | Approved       | My Applications                   |
|                          | M-299238335                       | MOZAMENDUE LOGISTICS    | R 0.00          | Submitted      | View Account                      |
|                          | + Pirelau 🚺 Nex                   |                         |                 |                | Edit Account<br>Account Statement |
|                          | Click on the Underlined link to v | lew account information |                 |                | Link Consultants                  |

Click **"View Accounts"** to take you to the Account Listing and select relevant account. Then click **"My Permits"** from the dropdown menu to access the permits in that account.

#### Step 2

| CROSS  | BORDER                        | C  | ros                             | S                  | Eas                                     | у                                  | -ti                             |                                    |  |
|--|-------------------------------|--|---------------------------------|--------------------|---|------------------------------------|---------------------------------|------------------------------------|--|
| Home   | Permits : for                 | account ( ISHTIAQ TRADI                            | NG CC )                         |                    |   |                                    |                                 |                                    | enterestigadasse   |
| Hy Account(s) -                              | Account Number<br>1-209161321 | Access Name<br>ISHTIAD TRADING CC                  | Trading Name<br>RAPID DISTRIBUT | nows               | Registration Number<br>CK2001/021387/23 | Lead User<br>Nyskele Maswangar     | Carrie<br>ye CLS                | r Type Account Balanc              | e Accessed Status<br>R 914 Approved  |
| Confirm Operator Account Link     My Permits | PermitNum/Issue<br>1551234/0  | PermitType©<br>Goods - Class 2 (+ 25 000kg) - 1 Ye | Startg<br>ar 15,09/2021         | Endq<br>14/09/2022 | Registration Number®<br>DY45KYGP        | Reales<br>South Africa to Zimbabwe | Application Dated<br>15/09/2021 | Statura<br>Permit Printed / Isoued | +  |
| Vehicle Management (Fleet) +<br>Contact Us + | Click on the Underline        | d link to view account information                 |                                 |                    |   |                                    |                                 |                                    | Select<br>View Permit<br>Reserv Permit   |
|  |                               |  |                                 |                    |   |                                    |                                 |                                    | Vehicle Replacement<br>Error Correction<br>Route Amendment<br>Duplicate Permit |

Find the relevant permit and from the dropdown menu, click on "Amend Route".

#### Step 3

| atomas •                      |                              |            |  |                  |           |                |
|-------------------------------|------------------------------|------------|--|------------------|-----------|----------------|
| Teate Account                 | 1 Permit Info                | 2 Vehicles | 3 Routes   | 4 Netivation     | 5 Uploads | 6 Confirmation |
| New Accounts                  |                              |            |  |                  |           |                |
| Confirm Operator Account Link | O Reute                      |            |  |                  |           |                |
| Permits +                     | South Africa to Zimbabwe     |            | v  |                  |           |                |
| hicle Management (Fleet) +    | South Africa to Divisitive   |            |  |                  |           |                |
| etact Us +                    | Betowing Route               |            | white New carriers and paints from source world document | e)               |           |                |
|                               | Hezambique Route             |            |  |                  |           |                |
|                               | Reading Process              |            | Fait + 344 + A+ Ø+                                       |                  |           |                |
|                               | Harrison House               |            |  |                  |           | (A)            |
|                               | Swablant Reute               |            | -  |                  |           |                |
|                               | Zimbultwe Boute              |            | this Zimbabwe transiting Botswana, Wocami                | love and return. |           |                |
|                               |                              |            |  |                  |           |                |
|                               | 1. RSA/ Zenbahan Berder Past |            |  |                  |           |                |
|                               |                              |            |  |                  |           | •              |
|                               |                              |            |  |                  |           |                |

From the dropdown menu, **select the route you would prefer**, and click on it. Check that all the description details are correct and click **Save & Continue.** Follow the steps as prompted by the system.

| Account   | 1 Permit Into   | 2 Vehicles   | 3 804  | dea  | 4 Motivation   | 5   | liplands        | Confirmation |  |
|---|---|--|--|--|--|---|-----------------|--------------|--|
| noouria<br>ni dyasalar Anoouri Cirk<br>Ris -<br>Anagamani (Kaal) -<br>S - | PROFORMA INVOICE<br>Accessed id: 67<br>Application No: 19<br>Application Date: 23<br>Applicant: 15<br>Encel Address: an   | AND CONFIRMATION<br>04<br>23<br>23<br>29<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20<br>20 |  |  | Physical Address<br>Address<br>Texts<br>Pant Code:<br>Country: | 8109 Segue Street<br>Rea/Yola<br>9107<br>South Mirica |                 |              |  |
|   | Account Ralance : R 915   |  |  |  |  |   |                 |              |  |
|   | Vohicle Registration  | Vehice Type  | Start Cale   | Permit Type  | Duration   | Application Fee                                       | Parrait Fee     | Line Total   |  |
|   | C SANTON  | Hack Hackey Proceedings Have   |  | Andream  | 1-1111   |   | Total           | R925.03      |  |
|   | Pees shown in reduce due on submission of the application. The remaining leads' if any will be synable before any permit is insued. These fees could change later Payable on submission |  |  |  |  |   |                 |              |  |
|   |   |  |  |  |  |   | Amount paid     | 80.03        |  |
|   |   |  |  |  |  |   | Arrount due now | R725.03      |  |
|   |   | Please o   | I declare that the part<br>ofe that your application | iculars furnished on this for<br>will not be approved until th | rm are true and corre  | iet.<br>een paid in full.                             |                 |              |  |
|   |   |  |  |  |  |   |                 |              |  |

Your revised route is now added to your permit. **"Save & Continue"** through the rest of the screens and confirm once you have completed the process.

#### 6. Permit Duplication

This part of the process addresses the steps required if an Operator wishes to Duplicate a permit. This change can be made to permits that have the status "Permit Printed / Issued".

| Step 1                    |   |   |                 |                |                         |
|---------------------------|---|---|-----------------|----------------|-------------------------|
| CRO                       | SS+BORDER                               | <u>Cross</u>                              | Easy            |                |                         |
| Home                      | My Accounts Info                        | rmation                                   |                 |                | andressed 4 Bysteet com |
| My Account(s)             | . Account Number                        | Account Name                              | Account Balance | Account Status | + ±                     |
| Create Account            | F-2020100                               | FreewayLtd                                | R.7.407         | Approved       | Select v                |
| ► View Accounts           | K-218279285                             | HB, HB                                    | R 43 784        | Approved       | Select v                |
| Confirm Operator Account  | Link Z-219151240                        | Zimbabwe Consolidators                    | R 64            | Approved       | Select v                |
| My Permits                | - 1-219/01321                           | ISHTIAG TRADING CC                        | R 114           | Approved       | Select v                |
| Vehicle Management (Pieet | 0 · · · · · · · · · · · · · · · · · · · | Tamuka Coaches PTYLTD                     | R 4 322         | Approved       | Select v                |
| Contect Us                | C-20101444                              | Chabalaia. Takalogo                       | R 44 365        | Approved       | Select                  |
|                           | M-201281443                             | NAPUTO BOARDROOM                          | R 0.00          | Approved       | My Permits              |
|                           | M.201225335                             | N0ZAMBIQUE LOGISTICS                      | R0.00           | Submitted      | My Applications         |
|                           | 100                                     |   |                 |                | View Account            |
|                           | + Previous 1 New                        | 1. C. |                 |                | Edit Account            |
|                           | Click on the Underlined link to v       | iew account information                   |                 |                | Account Statement       |
|                           |   |   |                 |                | Link Consultants        |

Click "View Accounts" to take you to the Account Listing and select relevant account. Then click "My **Permits**" from the dropdown menu to access the permits in that account.

#### Step 2

|  |                        |  |         |            |            |                      |         |                      | 00000         |              |                |  |
|--|------------------------|--|---------|------------|------------|----------------------|---------|----------------------|---------------|--------------|----------------|--|
| tome                                   | Permits : for          | account ( Tamuka Coaches               | PTYLT   |            |            |                      |         |                      |               |              |                | andrestes24@pe   |
| ly Account(x) -                        | Account Number         | AccountName                            | Trading | Name       |            | Registration Numb    | er.     | Lead User            | 2             | Larrier Type | Account Balar  | ce AccountStati  |
| ► Create Ascourt<br>► Yeen Accounts    | T-219151327            | Tamuka Coaches PTY LTD                 | Tamuka  | Coaches P1 | TYLTO      | 2019/933429/07       |         | Nyukela Maswangar    | iye I         | 9817         |                | R 4 322 Appraved   |
| Confirm Operator Account Link          | PermitNum/Issuet       | Permit Typet                           |         | starte     | Ende       | Registration Numbers | Reuted  |                      | Application ( | ales Status  |                |  |
| Permits -                              | 1551347/0              | Goods- Class 1 - (Up to 20:000kg) - 14 | Days 1  | 8/09/2021  | 01/10/2021 | CAAIN2775            | South A | frica to Mozambrique | 18/09/2021    | Permit       | Printed/Issued | Select   |
| scle Management (Plest) =<br>Nact Us = | Click on the Underline | d link to view access tinformation     |         |            |            |                      |         |                      |               |              |                | Solact<br>View Permit<br>Renew Permit<br>Vehicle Regiacement<br>Errar Correction<br>Route Amendment<br>Digiticale Permit |

Select the relevant permit and on the dropdown menu, select "Duplicate Permit".

#### Step 3

| CROSS  | BORDER   | Cross                           |   | у                                       |  |                       |
|--|--|---------------------------------|---|---|--|-----------------------|
| Home   | Cuplicate Application for  | Tamuka Coache                   | s PTY LTD. Permit: OTH-                     | DUP - 1551347                           |  |                       |
| My Account(s) -<br>Create Account                | Permit larke   | Valuelue                        | Routes                                      | Notwater                                | Uploads                                | Continuation          |
| Work Accounts     Gonform Operation Account Link | Please note that if you want to chang<br>undersed details will be used as then | e or correct the company detail | s that appear on the re-instand permit then | cancel this application, change your co | arrier account details and then re-sta | rt this process. Your |
| Vehicle Management (Fleet) +                     |  |                                 | Physical Address                            | Parraliate                              |  |                       |
| Contect Us -                                     | Registration Number : 2019/933429/   | 10                              | Address: 8103 Begesi Street                 | Permit Type : Geoda- Class              | a 1 - (Up to 20 000kg) - 14 Days       |                       |
|  | Tox Number : 968066653   |                                 | Town - Rua Vista                            | Duration 34 Days                        |  |                       |
|  | Carrier Name : Tarsaka Coaches PT  | rLTD                            | PoetalCade 8183                             |   |  |                       |
|  | Trading Name Tamaka Gaadhas PT   | /LTD                            |   |   |  |                       |
|  | Continue   |                                 |   |   |  |                       |

You will now be taken through the various screens containing details pertinent to that particular permit. Click **"Save & Continue"** to move through the various screens.

# Step 4

| Home   | C Duplicate Applicatio   | on for Tamuka (   | Coaches PTY              | LTD. Permit: OTH-                   | DUP - 1551347  |  |                                |              |
|--|--|---|--------------------------|-------------------------------------|--|--|--------------------------------|--------------|
| Ny Account(s) -  |  |   |                          |                                     |  |  |                                |              |
| Erreate Account  | Permit Info  | Vehic   | las                      | Reates                              | Nativation   |  | Uplavda                        | Confirmation |
| New Account     Confirm Operator Account Link     Ny Parmits     Vehicle Networkst (Deet)     Contact Us | PROFORMA INVOICE AN<br>Account14 6738<br>Application Hs 5728<br>Application Datos 22/14<br>Applicant: Tama<br>Envol 2007ess 2100 | D CONFIRMATION<br>(2021<br>ka Coachee PTY LTD<br>nicx22@yahee.com |                          |                                     | Prysical Address<br>Address<br>Taves<br>PostCode<br>Country: | 8183 Bogsal Street<br>Hue Visio<br>6187<br>South Athrica |                                |              |
|  | AccountBalance: R 6332   |   |                          |                                     |  |  |                                |              |
|  | Vehicle Registration   | Vehice Type   | Start Date               | Permit Type                         | Duration   | Application Fee  | Permit Fee                     | Line Total   |
|  | CAAIK1775  | Tipper  | 23/09/2021               | Duplicate Permits                   | 14 - Days  | M183.00  | R163.00                        | 11356.03     |
|  |  |   |                          |                                     |  |  | Tota                           | I R354.03    |
|  | Para shown in red are  | tue on submission of the ap                                       | plication. The remaining | g feels, if any will be payable bet | for a any permit to take of. They                            | e lees could change lat                                  | er Payable on submission       | N 8356.03    |
|  |  |   |                          |                                     |  |  | Amount pak                     | 4 80.03      |
|  |  |   |                          |                                     |  |  | Amount due nov                 | · R356.03    |
|  |  |   | Fleeda                   | re that the particulars for nished  | on this form are frue and corr                               | sci.   |                                |              |
|  | Declaration by Nyukelo Many  | anganye on 23/09/2021   |                          | You declare that you ag             | ree with the declaration above                               | by checking the bac                                      | 2                              |              |
|  | Back   |   |                          |                                     | Confirm and pay by El  | T or Cash Conf   | irm and pay with Account Credi | Cancel       |

When you have proceeded to click **Submit** at the bottom of the Confirmation Screen, the duplicate permit has now been applied for.

#### 7. Permit Renewal

These are the steps that apply should an Operator wish to Renew their permit. This change can be made to permits that have the status **"Permit Printed / Issued".** 

#### Step 1

| CROSS                         | •BORDER                            |                        | Easy            | C.C.I.L.       |                                   |
|-------------------------------|------------------------------------|------------------------|-----------------|----------------|-----------------------------------|
| Hame                          | My Accounts Infor                  | mation                 |                 |                | andramited/4@yahan.com            |
| My Account(s) -               | Account Number                     | Account Name           | Account Balance | Account Status | + ±                               |
| ► Create Account              | F-217201001                        | Freeway Ltd            | R 7 407         | Approved       | Select v                          |
| View Accounts                 | 8.218279385                        | ×8.×8                  | R 63784         | Approved       | Select v                          |
| Confirm-Operator Account Link | 2-219151240                        | Zimbabwe Consolidators | R 66            | Approved       | Select v                          |
| My Permita •                  | 1-zminazi                          | ISHTIAD TRADING CC     | R 714           | Approved       | Select v                          |
| Vehicle Management (Flee) -   | 1-219101222                        | Tamuka Coaches PTY LTD | R 4 322         | Approved       | Select                            |
| Contact Us -                  | C-279181444                        | Chabalala. Tokologo    | R 46 365        | Approved       | HyPermits                         |
|                               | M-219221443                        | MAPUTO BOARDROOM       | R 0.00          | Approved       | My Applications                   |
|                               | M-2/9229325                        | MOZAMBIQUE LOGISTICS   | R 0.00          | Submitted      | View Account                      |
|                               | • Printan 1                        |                        |                 |                | Edit Account<br>Account Statement |
|                               | Click on the Underlined link to vi | ew account information |                 |                | Link Consultants                  |

Click "View Accounts" to take you to the Account Listing and select relevant account. Then click "My **Permits**" from the dropdown menu to access the permits in that account.

#### Step 2

| ma                                      | Permits : for                 | account (ISHTIAQ TRA                           | DING CC )                       |                 |   |                                    |                                 |                                    | entrusca24@                           |
|---|-------------------------------|--|---------------------------------|-----------------|---|------------------------------------|---------------------------------|------------------------------------|---------------------------------------|
| Account(s) •                            | Account Number<br>1-219151321 | Account Name<br>ISHTIAO TRADING CC             | Trading Name<br>RAPID DISTRIBUT | nows            | Registration Number<br>CK2001/021287/23 | Load User<br>Nyukalo Masarangany   | Carris<br>v CLS                 | r Type Account Dalanc              | e Account Sta<br>R 914 Approved       |
| Confirm Operator Account Link           | PermitNam/Issue2<br>1551334/0 | Permit Type:<br>Goods - Class 2 (+ 28 800kg) - | Start¢<br>1 Year 15/09/2021     | End: 14/09/2022 | Registration Number‡<br>DYSSKYCP        | Route‡<br>South Africa to Zimbebwe | Application Date:<br>15/09/2021 | Status¢<br>Permit Printed / Issued | Galant                                |
| icle Management (Fleet) +<br>vlact Ua + | Click on the Underline        | d'Enix to view account informatio              | •                               |                 |   |                                    |                                 |                                    | Select<br>View Permit<br>Renew Permit |

Select the relevant permit and on the dropdown menu, select "Apply for Duplicate".

#### Step 3

| AND CONFIRMATION<br>6542<br>993<br>23(07)2021<br>PrevepList<br>dire candinit/48(gmail.com         | Start Date  |  | Physical Ad<br>Adress:<br>Town<br>PestCede<br>Country:  | ldrees<br>alt3 Gage<br>RaaVista<br>Ott7<br>South Alf  | al Stract  |  |  |
|---|---|--|---|---|--|--|--|
| 6542<br>9924<br>23(0n)/2001<br>Prozwap Ltd<br>dirk caandrish 4@gmail.com<br>4.01<br>N Vehico Type | Start Date  | (Beerld  | Physical Ad<br>Address:<br>Town<br>PestCode<br>Country:   | idrees<br>alt3 Bage<br>Raa Vista<br>0187<br>South Al-   | al Strine  |  |  |
| 1401<br>N Vehico Type   | Start Date  | Daniel Trace   |   |   |  |  |  |
| N Weblico Typo  | Start Date  | Down in Yours  |   |   |  |  |  |
|   |   | Permit Type  |   | Duration  | Application Fee  | Permit Faa   | Line Tata  |
| M3 MIDIBUS (24-35 Passengers)   | 05/10/2021  | Taxi - (Up to 15 Seater)   | - Iú Days   | lá - Days   | 183  | 103  | R065.0   |
|   |   |  |   |   |  | Total  | Riess  |
| which reduce due on submission of the applicatio  | as The central ning fee()   | Off any will be payable before   | a stypermit sizes   | ad These fees co  | uid change later   | Pagable on eabry estor   | ROSS   |
|   |   |  |   |   |  | Amountpaid   | 80.0   |
|   |   |  |   |   |  | Amount Duenow  | ROAS D   |
|   | I declare that  | t the particulars furnished on   | this form are true  | and connect.  |  |  |  |
| Po  | cose mate that your opp   | plication will not be approved   | d until the permit fee  | es have been paid   | linful.  |  |  |
| clo Haswangary c or 23/85/2821  |   | You exclare that you agree   | with the declarate  | n above by check  | ing Inchas, 🛃  |  |  |
| 2   | wen in rediare due on subcrission of the applicatio<br>Po<br>Robo Houseurgary tion 23/09/2821 | wan in mediate due on subtriction of the application. The mension gived<br>I declare the<br>Process sub-thot year op<br>solv Hauwangarys er 23/19/2221 | was in real and due on submittation of the application. The remaining fee (0) if any will be payable befor<br>I declare that the particulars furnished or<br>Prease sub-thic your application will not be approve<br>solv Hummingungs or 23/19/2021 (You exclare that you agree | wan in mediate due on subscription of the application. The mension of fee (0) they will be payable before any permit is loss<br>I declare that the particulars furnished on this form are true<br>Pieces easter that your application will not be approved until the permit<br>Record Records of the second of th | wan in mediane due on subbricksion of the application. The remaining fee(0) if any will be payable before support mit is issued. These fees or<br>I disclams that the particulars furnished on this form are true and correct.<br>Process sub-thic year application will not be approved until the permit fees have been pain<br>sets Maxwangungs or 23/19/2021. (Year doction will not be approved until the science bar above by check | wan in mediane due on subbricktion of the application. The remaining fee(0) if any will be payable before any per init is lossed. These fees could change later<br>I declare that the particulars furnished on this form are true and correct.<br>Precise sub-thick your application will not be approved until the permit fees have been paid in full.<br>Net of Keywarganys er 23/19/2021 (The declare that you agree with the declare that you agree with the declared barrely checking the back. | wen in mediate due on subtriction of the application. The remaining fee (q) if any will be payable before support it is issued. There fees could change later Payable on subtriction of the application. The remaining definition of the application will be payable before support it is issued. There fees could change later Payable on subtriction of the application. Arrow of Dae now it is the particular furnished on this form are trained correct. Precise subtriction of the application will not be approved until the permit fees have been paid in fail. Record Hawwarganys or 23/19/2021 Yes excluded the approved until the declarable above by checking he box. |

You will be asked by the system to confirm that you would like to renew this permit. Click "Yes" to continue.

#### Step 4

You will now be taken through the various screens containing details pertinent to that particular permit. Click "Save & Continue" to move through the various screens, and submit when you get to the Confirmation Screen.

#### 8. Correcting Errors

These are the steps that apply should an Operator wish to correct their details of their permit. This change can be made to permits that have the status **"Permit Printed / Issued".** 

#### Step 1

26

| ROAD TRA                      | NSPORT AGENCY      | enabling efficient and effective cross-board | er trade        |                |                               |
|-------------------------------|--------------------|--|-----------------|----------------|-------------------------------|
| ome                           | My Accounts Infor  | mation                                       |                 |                | and room all 4 (9 per sec. or |
| y Account(a) -                | Account Number     | Account Name                                 | Account Salance | Account Status | + ±                           |
| Create Account                | E-217201161        | FreesayLtd                                   | R 7 407         | Approved       | Select N                      |
| • View Accounts               | K-238278385        | NB. NB                                       | R 63 784        | Approved       | Select                        |
| Confirm Operator Account Link | 2-219/51240        | Zimbabwe Consolidators                       | R éá            | Approved       | Select                        |
| /Permita +                    | 1-2:0151325        | ISHTIAG TRADING CC                           | R 114           | Approved       | Select                        |
| hicle Management (Fleet) -    | 1-20151327         | Tamuka Coaches PTY LTD                       | R 4 322         | Approved       | MyPermits                     |
| entact Us -                   | C-219181666        | Chabalata. Tokologo                          | R 46 365        | Approved       | My Applications               |
|                               | M-219203443        | MAPUTO BOARDROOM                             | R 0.00          | Approved       | View Account                  |
|                               | M-219229325        | M0ZAMERQUE LOGISTICS                         | R 0.00          | Submitted      | Edit Account                  |
|                               | - Previous 🚺 fixed |  |                 |                | Account Statemen              |

Click "View Accounts" to take you to the Account Listing and select relevant account. Then click "Error Correction" from the dropdown menu to open that account for editing.

#### Step 2

| те                            | Permits : for          | account ( Zimbabwe Consolic            | iators )       |            |                      |                          |                   |                         | andronically grad           |
|-------------------------------|------------------------|--|----------------|------------|----------------------|--------------------------|-------------------|-------------------------|-----------------------------|
| Account(s) -                  | Account Number         | AccountName                            | Trading Name   |            | Registration North   | her Lead User            | Can               | rier Type Account Balar | nce Accessed State          |
| Create Account                | Z-219151240            | Zimbabwe Consolidators                 | Zimbabwe Conse | lidators   | 2012/150755/07       | Nyuketa Maswa            | inganye PRI       | <i>,</i>                | R 64 Appreved               |
| Confirm Operator Account Link | PermitNum/Issued       | Permit Type‡                           | Starto         | Ende       | Registration Number‡ | Route‡                   | Application Dated | Statua¢                 |                             |
| Peresta •                     | 1551336/0              | Goods - Class 2 (+20 000kg) - 1 Months | 15/09/2025     | 14/12/2021 | FZT&TMOP             | South Africa to Zimbabwe | 16/09/2021        | Permit Printed / Issued | Select                      |
| icle Nanagement (Fleet) -     | 1551335/0              | Goods - Class 2 (+20 000kg) - 3 Month  | 15/09/2021     | 14/12/2021 | HB2PSBOP             | South Africa to Zimbabwe | 16/09/2021        | Permit Printed / Issued | Select                      |
| aatilla -                     | Click as the Underline | d link to view account information     |                |            |                      |                          |                   |                         | View Permit<br>Ranew Parmit |

You are now able to make the relevant changes that you require. When this is complete, proceed through the rest of the screens and make edits as needed, and submit when you get to the Confirmation screen to complete the process.



350 Witch-Hazel Avenue Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria South Africa

PO Box 560 Menlyn, 0063 Pretoria South Africa

Tel: +27 12 471 2000

www.cbrta.co.za

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