

ANNEXURE AA
APPLICATION REQUIREMENTS
AMENDMENT OF PERMIT ROUTE - PASSENGERS
WITH EFFECT FROM JULY 2020

14 day / 1 Year/ 5 Year permit (s)

Only complete and correct applications will be accepted and processed by the Agency.

Each question on the application form must be completed in detail, where not applicable mark as N/A.

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.

Applications that are not properly completed or to which the required documentation is not attached will not be considered and returned to the applicant.

The following documents **MUST** be submitted with *EACH* application form before it can be considered:-

	<p>A 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, a certified copy of the owner's identity document or passport or a copy of the National Traffic Information System Number.</p> <p>The date of certification of documents should not exceed three (3) months</p>
	<p>A copy of a valid Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for.</p>
	<p>The vehicle to be used has to be registered in the name of the Carrier. (This applies to taxi applications only).</p>
	<p>Original or certified copy of a valid Tax Clearance Certificate of Good Standing, or the pin number for the Tax Clearance Status System to verify compliance, which is obtainable from the South African Revenue Service (SARS). NATIONAL CALL CENTRE: 0800007277 <i>(The name and number reflected on the ID or Company Registration Certificate; passport or National Traffic Information System Number must correspond with the one on the tax clearance certificate.</i></p> <p>The date of certification of documents should not exceed three (3) months</p>
	<p>An original letter on the Association's letter head or stamped with an original stamp, signed by the Chairperson and/or Secretary of the Association to confirm membership of a Taxi Association/Company/CC to which the client belongs and to Recommend and Support the permit application. (This applies to taxi applications only). The Letters should not be dated older than 7 (Seven) Days.</p>
	<p>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.</p>
RS A	<p>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 or the Joint Venture in the destination country must accompany the application. 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</p>
Destination Country	<p>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.</p>
	<p>Any Joint Venture agreement about the intended co-operation with other taxi operators' associations, or authorities must be made available in writing.(This applies to taxi applications only). It must be in English.</p>
	<p>A timetable must be submitted. Please use the format provided by C-BRTA. (This applies to bus applications only).</p>
	<p>A Business Plan, explaining the details of your intended service, including any supporting documents, to prove the need for the particular service. (This applies to bus applications only).</p>
	<p>Heads of Argument</p>

	<p>A written submission of your intended presentation to the Regulatory Committee and the reasons for the amendment of the permit. The original permit or if the original permit is not available, an affidavit setting out the reasons why the original permit cannot be submitted.</p>
	<p>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.</p>

*Marked with **x** must be submit

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