

ANNEXURE K
APPLICATION REQUIREMENTS – ORGANISED
GROUPS
WITH EFFECT FROM JULY 2020

TEMPORARY PERMITS
14 Days Permit(s)

The use of a temporary permit should be to carry out a task of a **temporary nature**.

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.

Only the latest version of the application forms will be accepted by Agency. These forms and other information can be obtained from the Agency's office or may be downloaded from its website at www.cbrta.co.za

The Agency has a period of 48 hours from receipt of compliant applications to issue the requested permit.

The following documents **MUST** be submitted with **EACH** application form:

	<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.</p>
	<p>A List of the passenger's names and their passport numbers who will be conveyed.</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 signed letter of recommendation and support of the permit application from a church / sports organization / funeral etc. (In the case of the transportation of a deceased, the death certificate of the deceased and a burial order; embalment certificate and infectious/non-infectious certificate (issued by a doctor)/ confirmation letter from the department of health to exportation of mortal remains. In the case of the conveyance of mourners/funeral groups, a duly signed written agreement with a Funeral Parlour, which is duly registered.</p>
	<p>Clear route description with a starting point, border post and destination must be submitted.</p>



	Part D of the application form, the need for the service, must be completed in respect of all applications.
	<p>Proof of passenger Liability Insurance must be submitted before a temporary permit can be issued.</p> <p>Two million rand in respect of 16 – 39 seater vehicle Three million rand in respect of 40 – and more seater vehicle Four million rand in respect of a double decker bus</p>
	<p>When submitting copies of letters, documents or contracts in support of an application, please ensure that they are clear and legible.</p> <p>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>

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

ANNEXURE L
APPLICATION REQUIREMENTS – ORGANISED
GROUPS
WITH EFFECT FROM JULY 2020

1 Year / 5 Years 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.

Only the latest version of the application forms will be accepted by Agency. These forms and other information can be obtained from the Agency's office or may be downloaded from its website at www.cbrta.co.za

The following documents **MUST** be submitted with **EACH** application form:

	<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>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>A copy of a valid Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for if available.</p>
	<p>It is advised that the purchase of vehicles be delayed until the permit applications are approved by the Cross-Border Regulatory Committee. Only the seating capacity of the intended vehicle has to be completed on the application form.</p>
	<p>The vehicle to be used has to be registered in the name of the Carrier unless written proof of a lease agreement is provided which must be signed by the Lessor and the Lessee and two (2) witnesses.</p>
	<p>An original signed letter or agreement/contract of recommendation and support of the permit application from a church / sports organization / funeral etc. (In the case of a funeral, the death Certificate of the deceased).</p>
	<p>Clear route description with a starting point, border post and destination must be submitted.</p>
	<p>Part D of the application form, the need for the service, must be completed in respect of all applications.</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.

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