

ANNEXURE R
APPLICATION REQUIREMENTS
DUPLICATE PERMITS
WITH EFFECT FROM JULY 2020

Only complete and correct applications will be accepted and processed by Cross-Border Road Transport Agency (CBRTA). Each question on the application form must be completed in detail.

Where not applicable please mark as N/A.

Special attention must be paid to Part D of the application form. Applications that are not properly completed or to which the required documentation is not attached will be returned to the applicant. Only the latest version of the application forms will be accepted by CBRTA. These forms and other information can be obtained from CBRTA. Visit our website: www.cbrta.co.za

The Agency has a period of 48 hours from receipt of compliant applications to issue the requested permit. We will continue to strive to deal with all applications and to issue all forms on the same day.

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>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: 080007277 <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.</p>
	<p><i>Affidavit</i> from the Police Station or Commissioner of Oaths - reason for the application for a duplicate.</p>
	<p>The vehicle to be used has to be registered in the name of the Carrier unless written proof of a lease is provided which must be signed by the Lessor and the Lessee and two (2) witnesses. (This applies to bus, organised groups and tourist applications only).</p> <p><u>Proof of passenger Liability Insurance must be submitted before the replacement of vehicle can be issued.</u></p> <ul style="list-style-type: none"> • <u>Two million rand in respect of 16 – 39 seater vehicle</u> • <u>Three million rand in respect of 40 – and more seater vehicle</u> • <u>Four million rand in respect of a double decker bus</u>



	<p>Part E of the application form must be completed in respect of the permit to be duplicated,</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 submitted

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

