

**CBRTA CROSSEASY PHASE II SYSTEM**  
**OPERATOR MANUAL**  
step guide for applying for  
Cross-border permit online

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<b>Project Name</b>	CrossEasy Phase II

## Cross-Easy – Quick Reference Guide

This Manual will provide a step-by-step guide to 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
- Viewing Account Statements
- Registering your Vehicle Fleet
- How to apply for Permit Renewals, Duplicates, Vehicle Renewals, etc
- Annual Compliance

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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: Register a Carrier Account

Create your login profile by clicking “Register” and putting all your registration information on the form.

Cross • Easy  
Here, There, Everywhere

Convenient, Effective and Secure way to apply and manage your Permits Online

### Login

Please complete the fields below to login.

Email  
Enter email

Password  
Enter password

[Forgot Password?](#)

I'm not a robot

or

or

### Step 2: Activate account.

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.

Click here to Login.'"/>

Cross • Easy  
Here, There, Everywhere

Convenient, Effective and Secure way to apply and manage your Permits Online

### Register

Fields marked with \* are mandatory.  
Note that your email address will be your username.

First Name\*  
Enter first name

Last Name\*  
Enter last name

Mobile Number\*  
+27 10 123 4567

Work Number  
+27 10 123 4567

Email\*  
Enter email

Confirm Email\*  
Confirm email

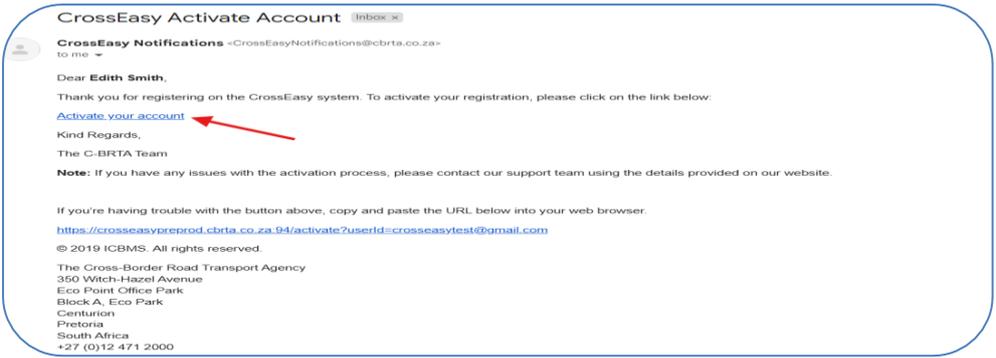
Password\*  
Enter password

Confirm Password\*  
Confirm password

By clicking the checkbox, you note our POPIA Processing Notice\*

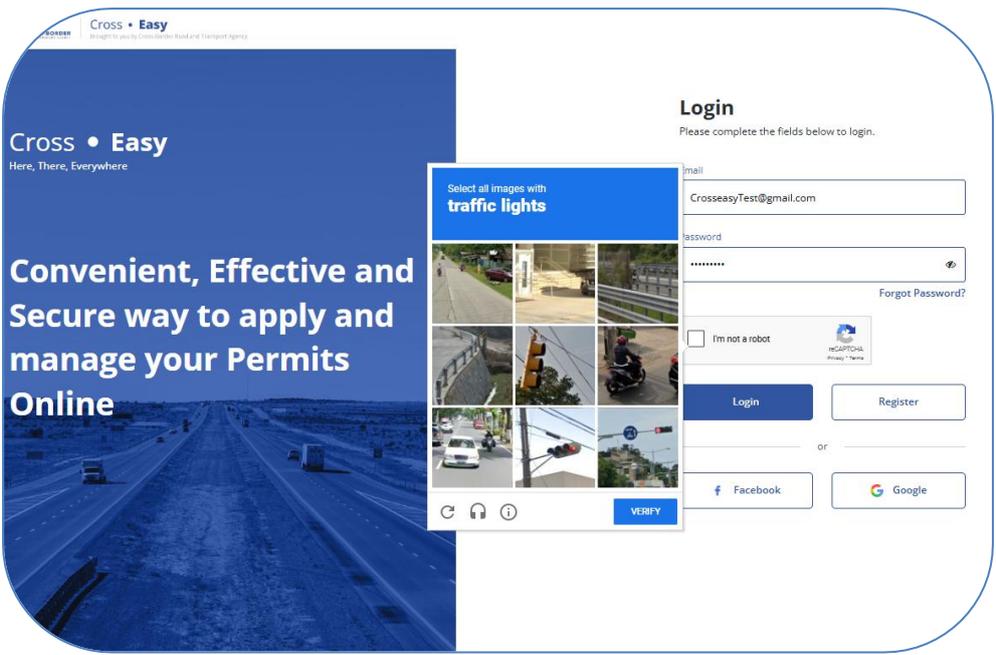
I'm not a robot

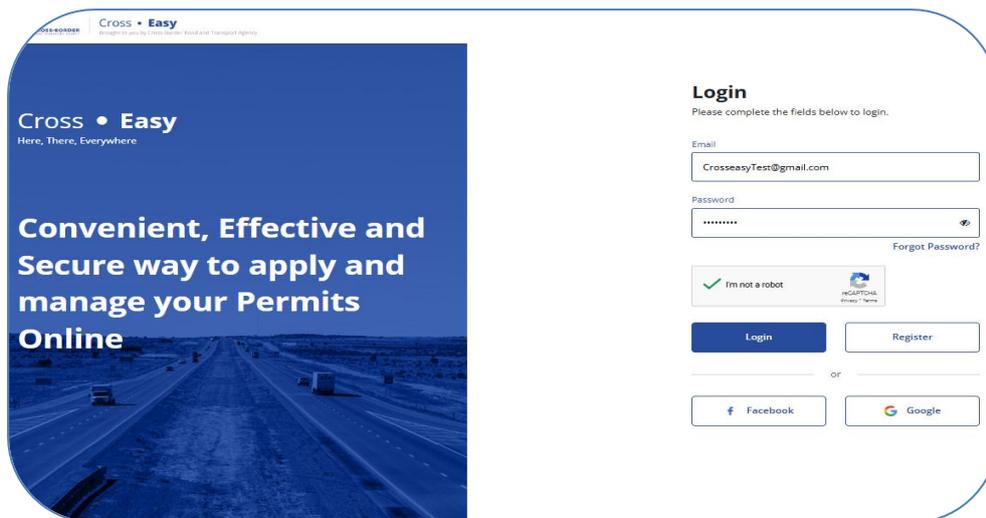
Already have an account? [Click here to Login.](#)



### Step 3: Log into the account

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





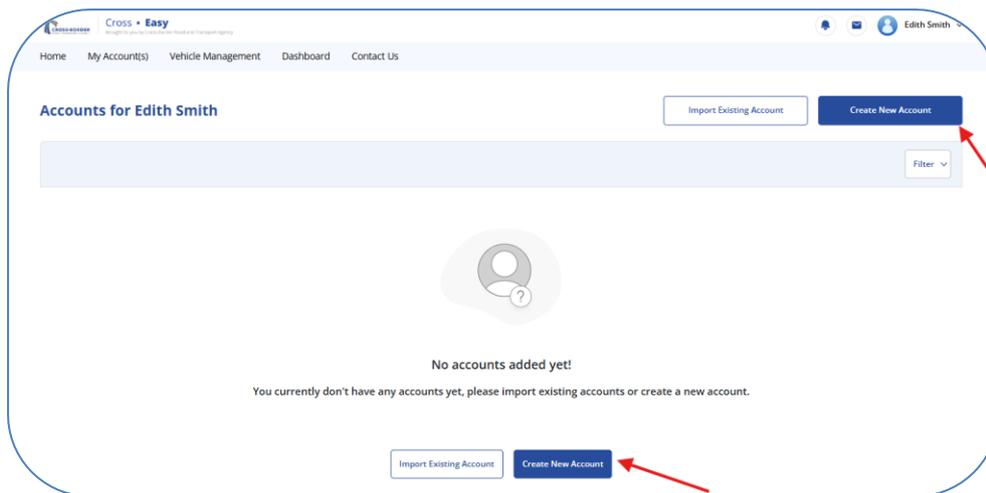
## 2.Operator Account

This section details how to create/open an Operator Account. After Registering and logging in, 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: Open a new 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, your information will be displayed. See screen below

Account Number	Account Name	Parent Company	Account Balance	Account Status	Action
D-930409994	DELECTA FRUIT	LEBELO, MOSUPOLOGO JERMINA	R 35 500	Approved	More Actions
M-209298064	Maru, Lerato	LEBELO, MOSUPOLOGO JERMINA	R 23 804	Approved	More Actions
L-624380771	LEBELO, MOSUPOLOGO JERMINA	None	R 13 731	Approved	More Actions
H-462267959	HANOI THAI PTY	None	R 47 631	Approved	More Actions
L-237161117	LEBOEA, KEDIBONE MARTHA	None	R 32 092	Approved	More Actions

## Step 2: Capture Carrier Details

On the **Carrier Information Screen**, you need to provide all the information which is relevant to each field.

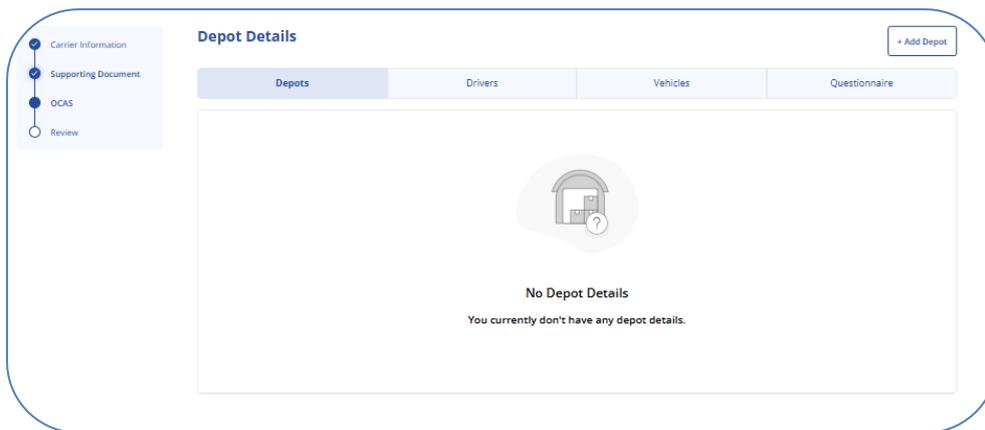
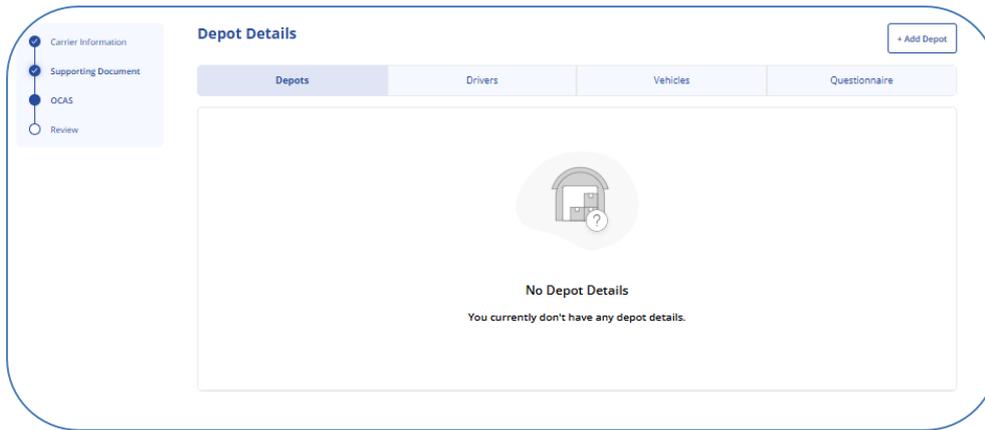
If you are an existing Operator, most information will come pre-populated, please complete the outstanding information.

### Step 3: Upload Supporting documents.

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: Update Company Information

On the next screen, **OCAS (Operator Compliance Accreditation System)**, you are required to update all information pertinent to your Company Information e.g. Depot, Drivers, Vehicle, and even answer the questions to your full capacity.



#### 4.1 Add Depot - Capture all required information and save.

Account Number :P-645595001 | Account Name :PIENAAR, BOETIEMAN ISAK | Carrier Type:One Man Business - South African

**Add Depot**  
Please ensure you fill the form correctly.

**Carrier Details**

Company registered name: <b>PIENAAR, BOETIEMAN ISAK</b>	Company registered number: [ ]	Trading name: [ ]	Type of carrier: <b>Freight</b>
Email Address: [ ]	Telephone: [ ]	Cellphone: [ ]	

**Depot Info**

Depot Type * Freight	Depot Name * Depot Name
No of vehicles * No. of vehicles	Telephone * +27   10 123 4567
Physical Address * [ ]	Town * Town
Post Code * Post Code	Country * Select country
Notes [ ]	

**Responsible Competent Person**

ID Type * [ ]	ID Number * ID Number
First Name * First Name	Last Name * Last Name
Date of Birth * [ ]	Gender * [ ]

Back Add Depot

## 4.2 Add Driver - Capture all required information and save.

- Carrier Information
- Supporting Document
- OCAS
- Review

### Add Driver

Please ensure you fill the form correctly.

#### Carrier Details

Company registered name: <b>PIENAAAR, BOETIEMAN ISAK</b>	Company registered number:	Trading name:
Email Address: crosseasy1@gmail.com	Telephone:	Telephone: 83 780 4265
Type of carrier: <b>Freight</b>		

#### Driver Info

Depot Name * <input type="text"/>	ID Type * <input type="text"/>
ID Number * <input type="text"/>	LAST Name * <input type="text"/>
First Name * <input type="text"/>	Gender * <input type="text"/>
Date of Birth * <input type="text"/>	License Number * <input type="text"/>
Telephone * <input type="text"/>	License Number <input type="text"/>
License Type * <input type="text"/>	Notes <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

#### Driver Document Uploads

Back
Save

## 4.3 Add Vehicle - Capture all required information and save.

- Carrier Information
- Supporting Document
- OCAS
- Review

### Add Vehicle

Please ensure you fill the form correctly.

#### Vehicle Information

Country of vehicle registration * <input type="text" value="South Africa"/>	VIN or Chassis Number * <input type="text"/>
Vehicle Registration Number * <input type="text"/>	Engine Number * <input type="text"/>
Seating Capacity * <input type="text"/>	Registration Year * <input type="text" value="YYYY"/>
Roadworthy Status * <input type="text"/>	Gross Vehicle (GVW) * <input type="text"/>
Vehicle Type * <input type="text" value="Select vehicle type"/>	License Expiry Date * <input type="text" value="dd/mm/yyyy"/>
Belonging Depot <input type="text"/>	Is the vehicle leased? * <input type="text"/>

#### Vehicle Document Uploads

Please ensure documents being submitted are clear and visible, any document that is not clear and visible will be rejected. All foreign documents must be translated by a certified translator into English.

#### 4.4 Questioner - Capture all required information and save the questioner.

The screenshot shows the 'Questionnaire' form within the OCAS system. The left sidebar contains navigation options: Carrier Information, Supporting Document, OCAS, and Review. The main content area is titled 'Questionnaire' and includes tabs for Depots, Drivers, Vehicles, and Questionnaire. Below the tabs, the 'Carrier Account' section contains a list of 10 questions, each with a 'YES' or 'NO' radio button. The questions are:

1. Can you provide management system information?
2. Can you provide a list of safety checks?
3. Can you provide a record of safety check per trip?
4. Can you provide a list of maintenance checks?
5. Can you provide a record of the distances completed between maintenance checks?
6. Can you provide a record of periodic maintenance checks?
7. Can you provide a list of load restraint checks?
8. Can you provide a record of load restraint check per trip?
9. Can you provide a record of trip incidents?
10. Can you provide a list of environmental management checks?

At the bottom of the form, there are three buttons: 'Close', 'Back', and 'Next'.

#### Step 5: Confirm information.

On the **Review Screen**, you just confirm that all the information you have put in is correct. To edit anything, just click the “**edit details**” button on the top right 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 an email notification confirming your submission.

The screenshot shows the 'Review Screen' in the OCAS system. At the top, there is a 'Files Uploaded (1)' section showing a PDF file named 'Permi2.pdf' uploaded on 11/05/2025. Below this, the 'OCAS' section contains a navigation bar with tabs for Depots, Drivers, Vehicles, and OCAS Questionnaire. The 'Depots' tab is active, displaying a table with the following data:

Depot Name	Depot type	Number of Vehicles	RCP	Telephone	Town
<a href="#">JOHANNA KLEBOGILE</a>	Freight	5	JOHANNA KLEBOGILE PIENAR	+27 12 789 6754	Centurion, Gauteng

Below the table, there is a 'Declaration' section with a red border. It contains the text 'Declaration by Testin Test on 11/05/2025' and a checkbox with the label 'By checking the box, you declare that you agree with the information above.' At the bottom of the screen, there are two buttons: 'Back' and 'Submit'.

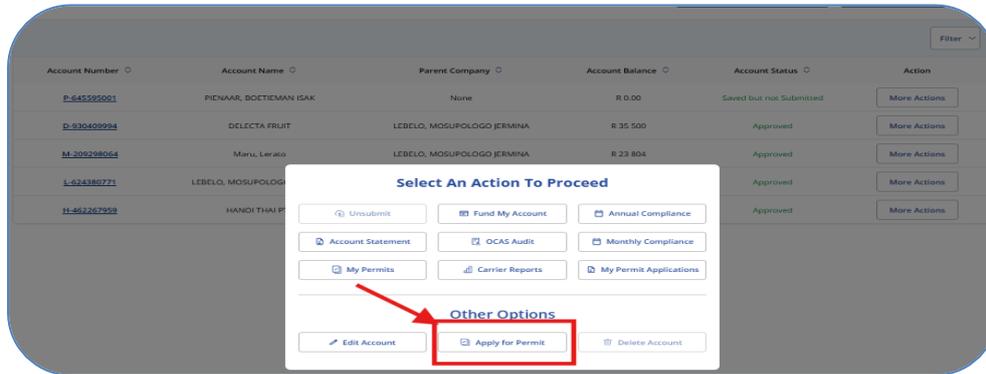
### 3. Applying for Permits

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

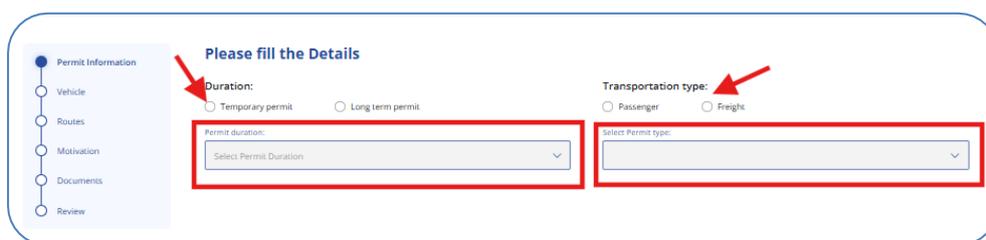
Now go to the “My Accounts” menu to find the relevant account and, click the “More option”. Click the “Apply for Permit button” to apply for a new permit application. As you proceed click “Save & Continue” to move forward and save your application.



### Step 2

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

After selection, Click Next to Continue.



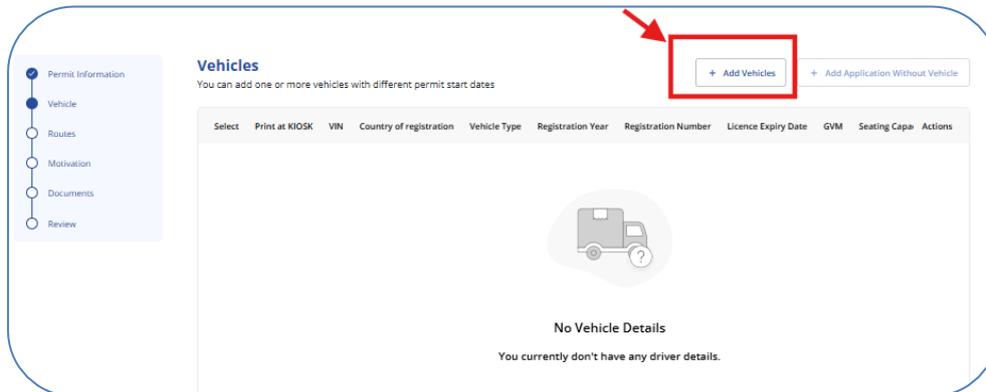
## To Add a Vehicle

Now you must add a vehicle to your application. To do this, you must either click the button “add an application with vehicle” or “add application without vehicle”. Please remember that you cannot apply for a temporary permit without adding a vehicle. For long-term passenger permits, you can select the option to add an application without a vehicle.

### Step 1

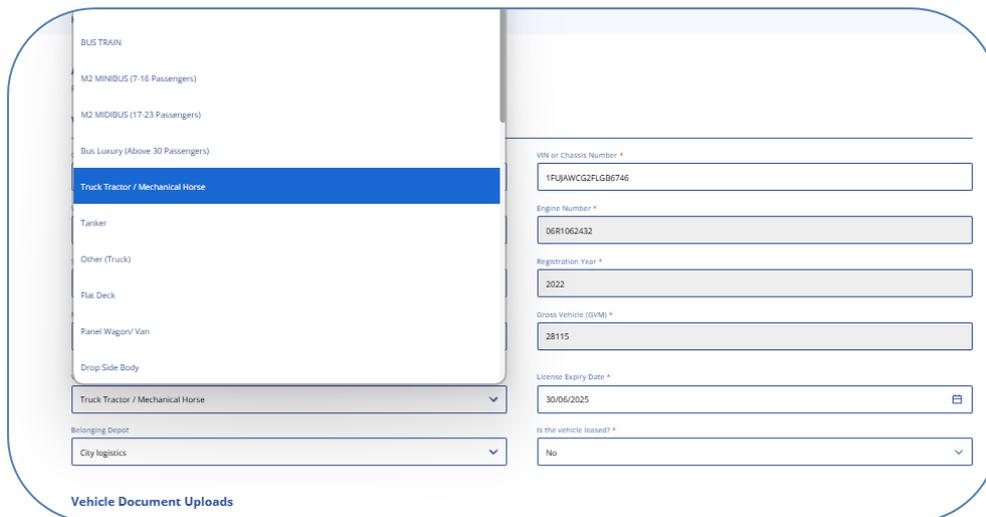
Click on the “Add Vehicle” button to add your vehicle and wait for the pop-up. You can also

select your vehicle and add it to your application if you already have a vehicle captured from the OCAS module or have other existing vehicles listed.



## Step 2

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

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.

**Vehicle Information**

Country of Vehicle Registration \*  
South Africa

Vehicle Registration Number \*  
JP40CYGP

Seating Capacity \*  
2

Roadworthy Status \*  
Roadworthy

Vehicle Type \*  
Truck Tractor / Mechanical Horse

Belonging Depot  
City Logistics

VIN or Chassis Number \*  
1FUJAWCG2FLGB6746

Engine Number \*  
D6R1 D62432

Registration Year \*  
2022

Gross Vehicle (GVW) \*  
28115

License Expiry Date \*  
30/06/2025

Is this vehicle loaded? \*  
No

Vehicle Document Uploads

Please ensure documents being submitted are clear and visible, any document that is blurry and visible will be rejected. All foreign documents must be translated by a certified translator into English.

#### Step 4

Select the vehicle you would like to add to the application by checking the **little tick-box** next to the vehicle, then click the **"Add Vehicle to permit"** button.

In a case where you have access to the CBRTA printing kiosk, you can also click on the **"Print at Kiosk"** tick-box. Once the CBRTA Officials have reviewed and approved your permit application, the system will send you an email notifying you that your permit has been approved, and then you can go to the Kiosk to print your permit.

**Vehicles**

You can add one or more vehicles with different permit start dates

Add Vehicle(s) to Permit + Add Vehicles + Add Application Without Vehicle

Select	Print at KIOSK	VIN	Country of registration	Vehicle Type	Registration Year	Registration Number	License Expiry Date	GVW	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1FUJAWCG2FLGB6746	South Africa	Truck Tractor / Mechanical Horse	2022	JP40CYGP	01/07/2025	2811	

**Vehicles**

You can add one or more vehicles with different permit start dates

Add Vehicle(s) to Permit + Add Vehicles + Add Application Without Vehicle

Select	Print at KIOSK	VIN	Country of registration	Vehicle Type	Registration Year	Registration Number	License Expiry Date	GVW	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1FUJAWCG2FLGB6746	South Africa	Truck Tractor / Mechanical Horse	2022	JP40CYGP	01/07/2025	2811	

#### 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.

Click **Next to Continue.**

## **Add a Route**

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

### **Step 1**

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

Click **Next button and Continue.**



### **Step 2**

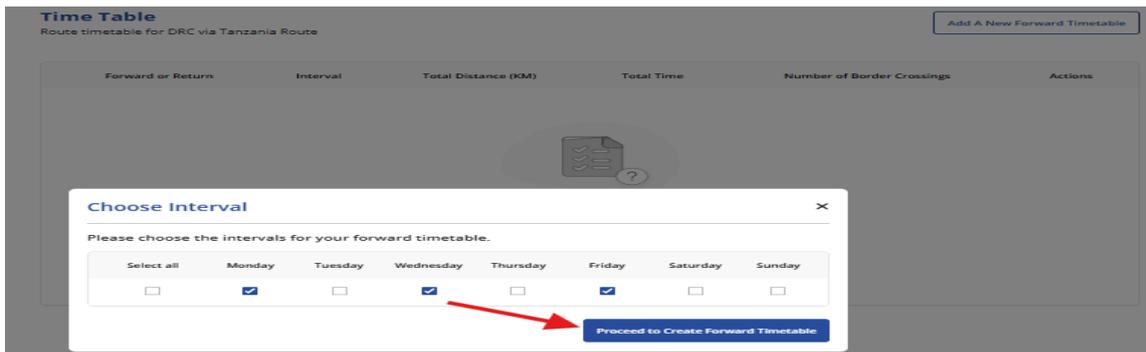
For a long-term bus permit, populate your **Timetable**. Please note, once you have populated your Timetable details, you need to click **Make Return Route** to add the details of your return route.

Click **Next button and Continue.**

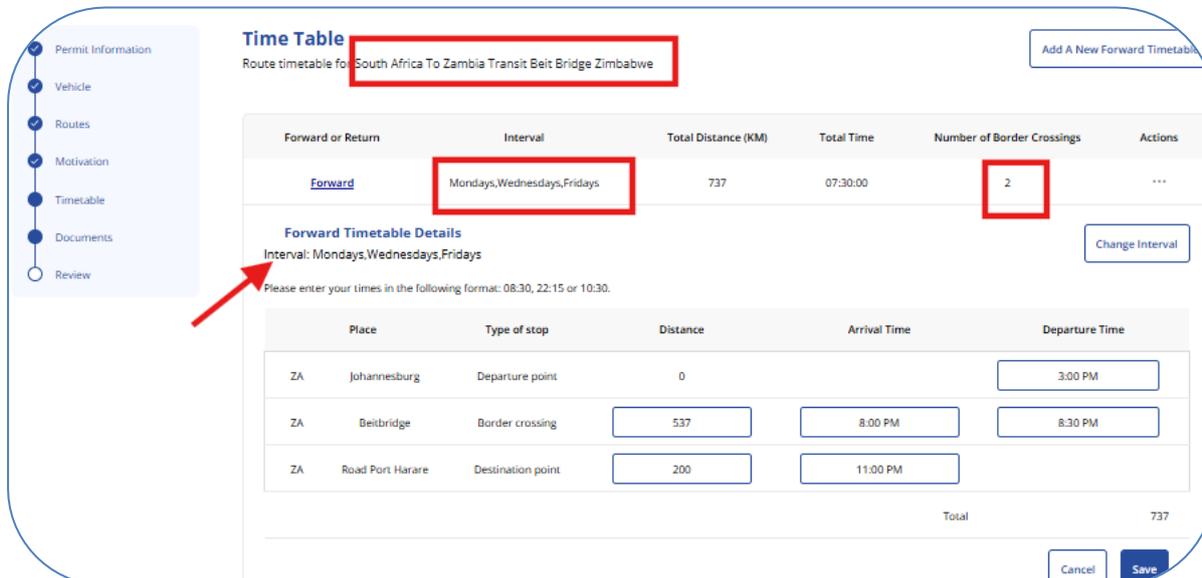
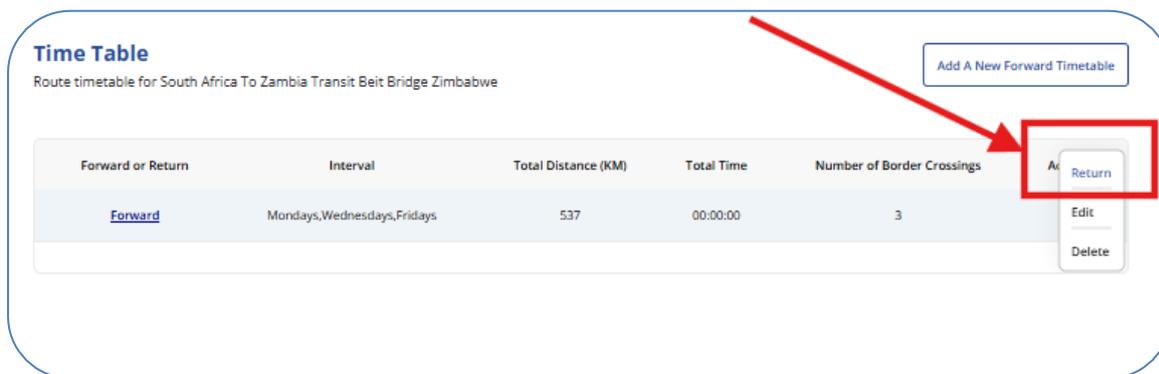
2.1. Click on Add forward timetable.



2.2. A pop screen will be displayed where you can select you intervals ,then click “Proceed to create forward timetable”



2.3. Once forward timetable has been saved then you can go to actions, then click on return to add return timetable



#### 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 **Next button** and continue.

### 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

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

The screenshot shows a web interface for uploading documents. On the left is a vertical navigation menu with steps: Permit Information, Vehicle, Routes, Motivation, Timetable, Documents, and Review. The 'Documents' step is currently active. The main content area is titled 'Upload Documents' and includes a warning: 'Please ensure documents being submitted are clear and visible, any document that are not clear and visible will be rejected. All foreign documents must be translated by a certified translator into English.' Below this, there are two sections for document uploads: 'Ranking Letter from Local Authorities \*' and 'Ranking Letter from Destination Country \*'. Each section contains a dashed box for file upload, with a 'Browse Files' button and instructions: 'Drag and drop files here or Browse Files'. A note at the bottom of the dashed box states 'Max file size 5MB PDF format'.

### 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**.

**Review Details**  
Please ensure the details are correct

**Permit Information**

Account Name: DELECTA FRUIT  
 Vehicle Type: Passenger  
 Permit Type: Long term permit  
 Permit Duration: 5 Years  
 Type of carrier for permit: Partnership - South African

**Route and Motivation**

Route: South Africa To Zambia Transit Beit Bridge Zimbabwe  
 Motivation: Please provide a motivation for this particular services.

**Time Table**

Forward or Return	Interval	Total Distance (KM)	Total Time	Number of Border Crossings
Forward	Mondays,Wednesdays,Fridays	737	07:30:00	2
Return	Tuesdays,Thursdays,Sundays	737	07:30:00	2

**Documents**

Bus Timetable

Files Uploaded (1)

Arus Comp1.pdf  
11/05/2025

Business Plan

Files Uploaded (1)

Business Plan.pdf  
11/05/2025

Close Back Pay with Account Balance Pay with Bank Card

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 “**Pay with account balance.**” if you have funds in your account.

**Amount Due**

Fees shown in red are due on submission of application. The remaining fees if any will be payable before the issuing of permit

Account Balance	R 35 500
Payble on submission	226
Amount paid	0
Amount due now	226
<b>Total</b>	<b>226</b>

**Vehicle Information**

Vehicle Registration	Vehicle Type	To be Printed at	Start Date	End Date	Permit Type	Application Fee	Permit Fee	Line Total
BH93FKgp	Bus (Double Deck) Above 30 Passengers	N/A	11/05/2030	10/05/2035	Bus - (> 35 Seater)- 5 Years	R226.00	R6 408.00	R6 634.00

**Declaration**

Declaration by Testin Test on **11/05/2025**

I declare that the particulars furnished on this form are true and correct.  
 Please note that your application will not be approved until the permit fees have been paid in full.

By checking the box, you declare that you agree with the information above.

Close Back Pay with Account Balance Pay with Bank Card

You have now completed the steps of **Registering and logging in, creating an Operator Account, and submitting a Permit Application.**

If you do not have funds in your account, you must select the option “**Pay with bankcard**”. Please note that the amount paid using bank card will be loaded into your account but it will not submit your application. You will then have to go to my applications to find your application and resubmit. Once resubmission is done your application will be submitted for review and you will receive a notification by email 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 log in again to the portal and click **“More Options”** aligned to your approved account, choose **“My Applications”** and select, **“Edit Application”**. This will take you to the review screen and you must click **“Pay with Account balance”** 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.

## 4. View account Statement

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

From the Main Menu, select **“My Accounts ”** menu to find the relevant account and, click the **“More option”**. Click the **“Account Statement button”** to view Statements. 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**.

The screenshot displays the 'Account Statement' interface. At the top, there is a section for 'Account Details' with the following information:

Account Name	Account ID	Account Balance	Contact Person	Email Address
DELECTA FRUIT	4085550	R 35 274	Testin Test	gratitudemolosi@gmail.com

Below this, there is a section titled 'Please select the dates' with two date pickers: 'Statement From:' (2025-02-11) and 'Statement To:' (2025-05-12). There are 'Filter' and 'Reset' buttons next to the date pickers.

The main part of the screenshot is a table of transactions:

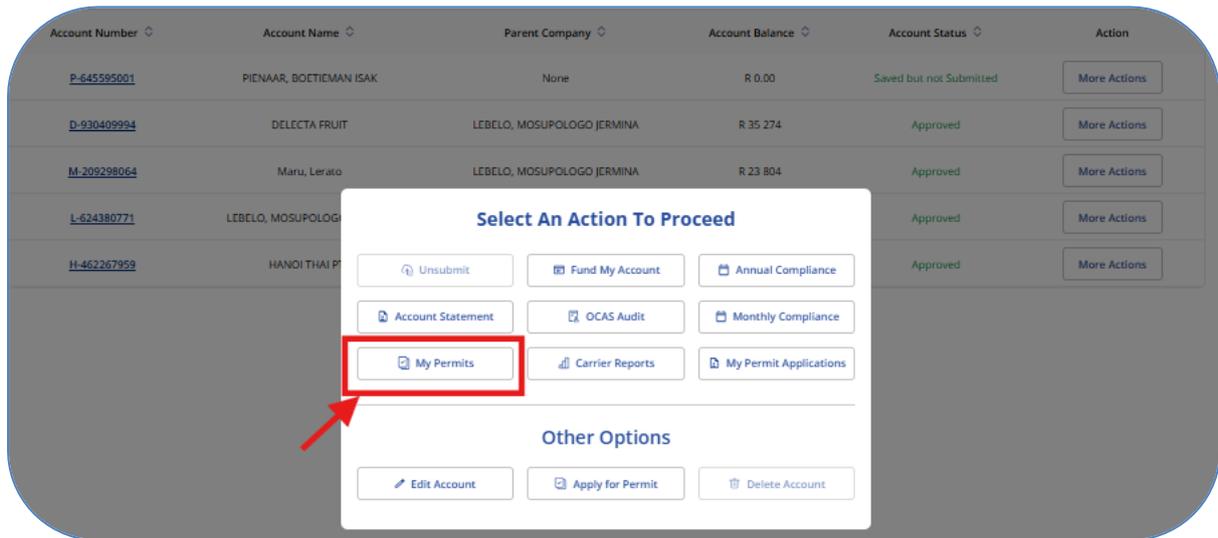
Date	Reference Number	Description	Transaction Type	Transaction Total
11/05/2025	<a href="#">INV202458</a>	Invoice	INV	R -226
06/05/2025	P-INVPG20253060	PAYMENT GATEWAY - 4085550	PGATE	R 35 500

## 5. 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”.

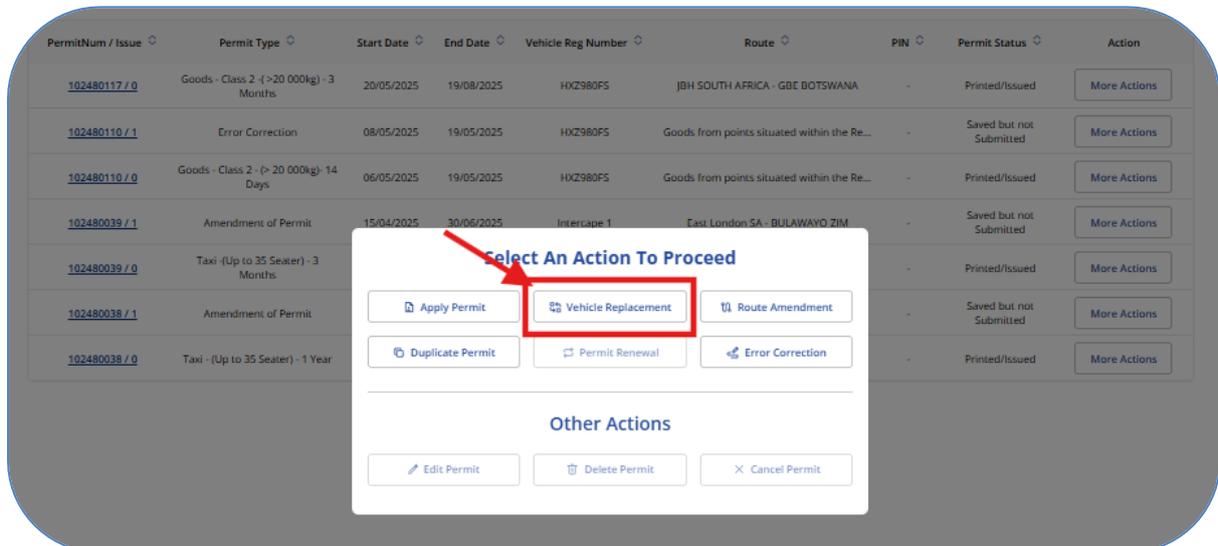
### Step 1

From the menu, click “My Accounts” to take you to the **Account Listing**. Select the relevant account then click “More Options”. Then click “My Permits” from the pop up screen access the permits in that account.



### Step 2

Find the relevant permit and from the screen, click on “Vehicle Replacement”.



### Step 3

Click on "Edit button" to 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 "Replace".

The screenshot shows a web form titled "Vehicle Replacement". It is divided into several sections: "Permit Details", "Review Details", "Permit Information", "Vehicle Details", and "Routes".

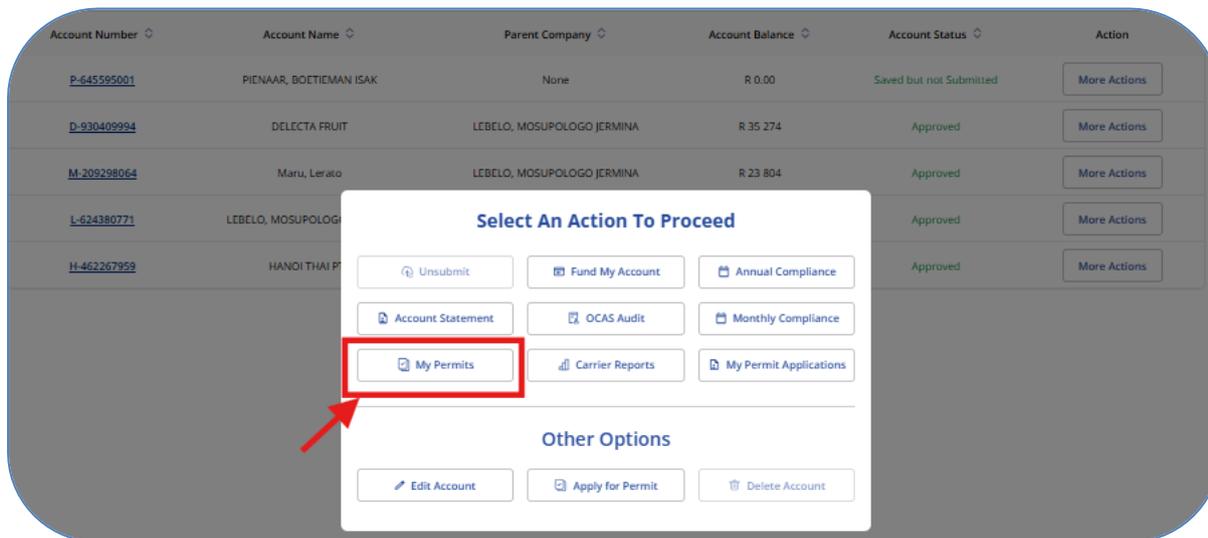
- Permit Details:** Account Name: HANOI THAI PTY, Permit: 102480117 / 1
- Review Details:** Please ensure the details are correct. Account Balance: R 47 631
- Permit Information:** Transportation Type: Passenger, Duration: Temporary permit, Permit Type: Replacement of Vehicle, Status: Saved but not Submitted
- Vehicle Details:** Vehicle Registration: 2023, Registration number: IXZ980FS, No. Passenger: 2, GMV: 33000, VIN number: LFWNHXRJ7NAD21237, License/Roadworthy C.O.F Expiry date: 28/02/2026, Valid From: 20/05/2025, Valid To: 19/08/2025, Vehicle Type: Truck Tractor / Mechanical Horse
- Routes:** JBH SOUTH AFRICA - GBE BOTSWANA

An "Edit" button with a pencil icon is located on the right side of the "Vehicle Details" section, highlighted with a red box and a red arrow pointing to it.

### Step 4

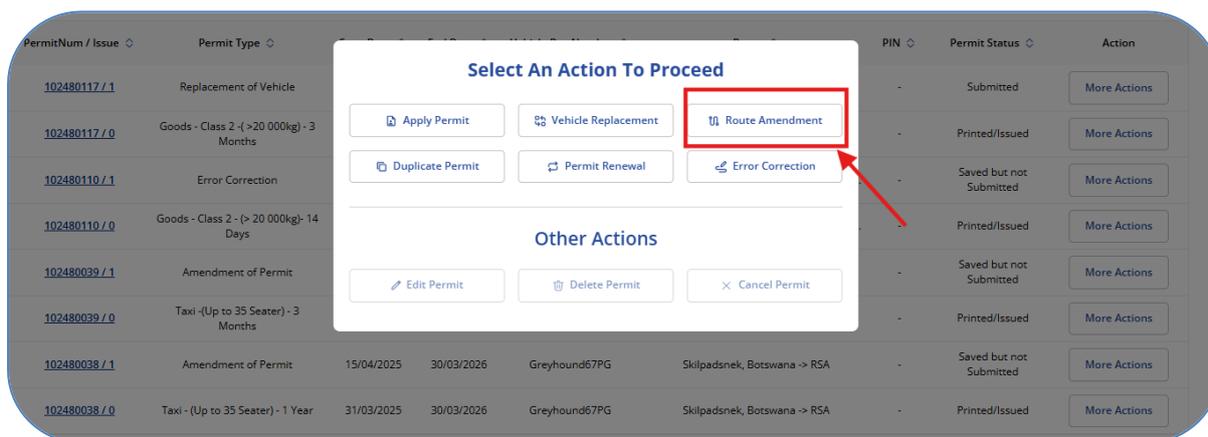
Your replacement vehicle is now added to your permit. Click edit to update your documents and confirm once you have completed the process. Don't forget to click the "declaration" option then "pay using account balance" to submit.





## Step 2

Find the relevant permit and from the screen, click on “Route Amendment”.



## Step 3

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

**Route Amendment**

**Permit Details**

Account Name HANOI THAI PTY	Permit 102480038 / 1
--------------------------------	-------------------------

**Review Details**  
Please ensure the details are correct

Account Balance **R 44 760**

**Routes**

Routes: Skilpadsnek, Botswana -> RSA Edit

**Motivation**

Motivation: Motivation for 2025/26 financial year fees update. Edit

**Documents Uploaded**

South African ID or Passport or National Traffic Information System Number or Company Reg. Document Edit

Files Uploaded (1)

Back Pay with Account Balance Pay with Bank Card

#### Step 4

Your revised route is now added to your permit. Click **“Update”** to update the application. Then follow the prompts and Click edit to upload documents. Confirm once you have completed the process. Don't forget to click the **declaration** option then **“pay using account balance”** to submit.

**Route Amendment**

**Permit Details**

Account Name HANOI THAI PTY	Permit 102480038 / 1
--------------------------------	-------------------------

**Digital Routes**

Please select the route

Route

Skilpadsnek, Botswana -> RSA

Select

- East London SA - BULAWAYO ZIM
- Skilpadsnek, Botswana -> RSA**
- Beit Bridge > RSA - transit Zimbabwe - Mozambique Return
- South Africa To Zambia

Stops: 1

Est Distance: -

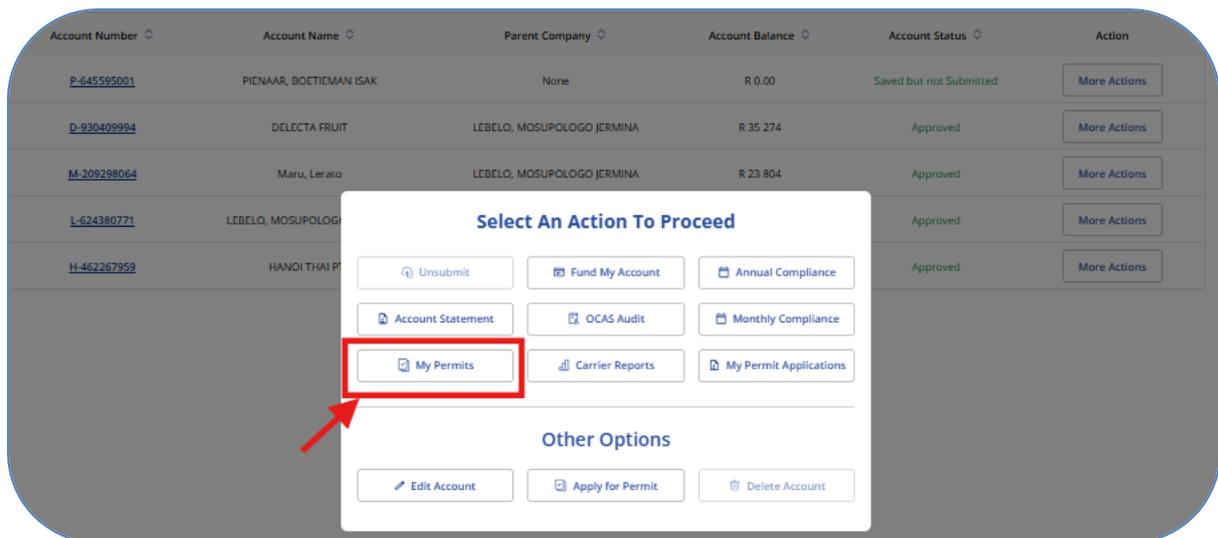
Est Duration: -

## 7. 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”.

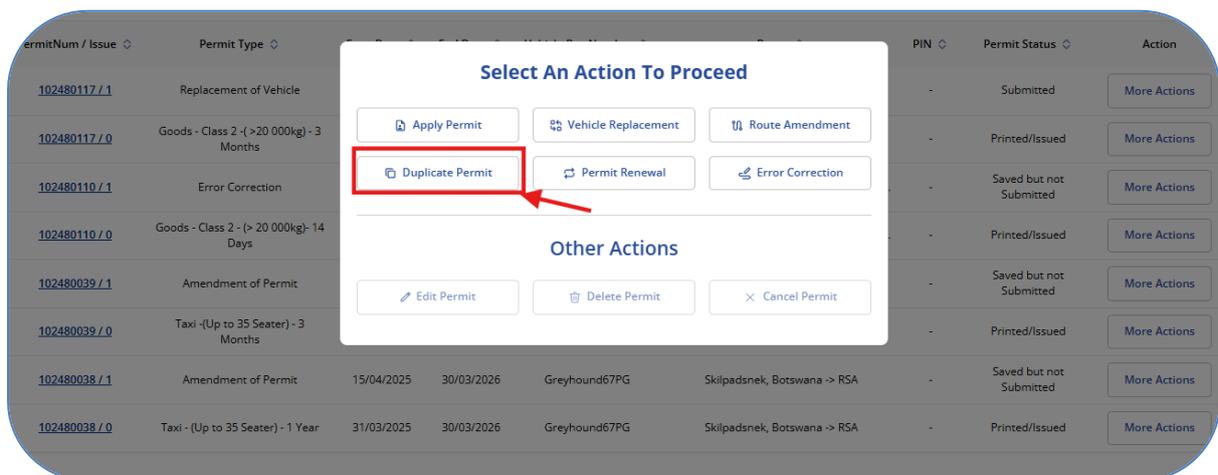
### Step 1

From the menu, click “My Accounts” to take you to the Account Listing. Select the relevant account then click “More Options”. Then click “My Permits” from the pop up screen access the permits in that account.



### Step 2

Find the relevant permit and from the screen, click on “Duplicate Permit”.



### Step 3

You will land on the review page. Click “Edit” to go to the upload documents screen. Upload documents required. Click the “Update” button. Follow the steps as prompted by the system.

#### Duplicate Permit

---

##### Permit Details

Account Name	Permit
JACKSON TRANSPORT (PTY) LTD	102223249 / 2

---

##### Review Details

Please ensure the details are correct

Account Balance **R 58 547**

---

##### Permit Information

Transportation Type:	Passenger
Duration:	Temporary permit
Permit Type:	Duplicate Permits
Status:	Saved but not Submitted

### Step 4

Follow all prompts and edit all sections required, proceed to click **Pay with Account Balance** to submit.

#### Amount Due

Fees shown in red are due on submission of application. The remaining fees if any will be payable before the issuing of permit

Account balance	R 58 547
Payable on submission	452
Amount paid	0
Amount due now	452
Total	452

---

#### Declaration

**Declaration by Charne Labuschagne on 12/05/2025**  
I declare that the particulars furnished on this form are true and correct.  
Please note that your application will not be approved until the permit fees have been paid in full.

By checking the box, you declare that you agree with the information above.  
 Print at KIOSK

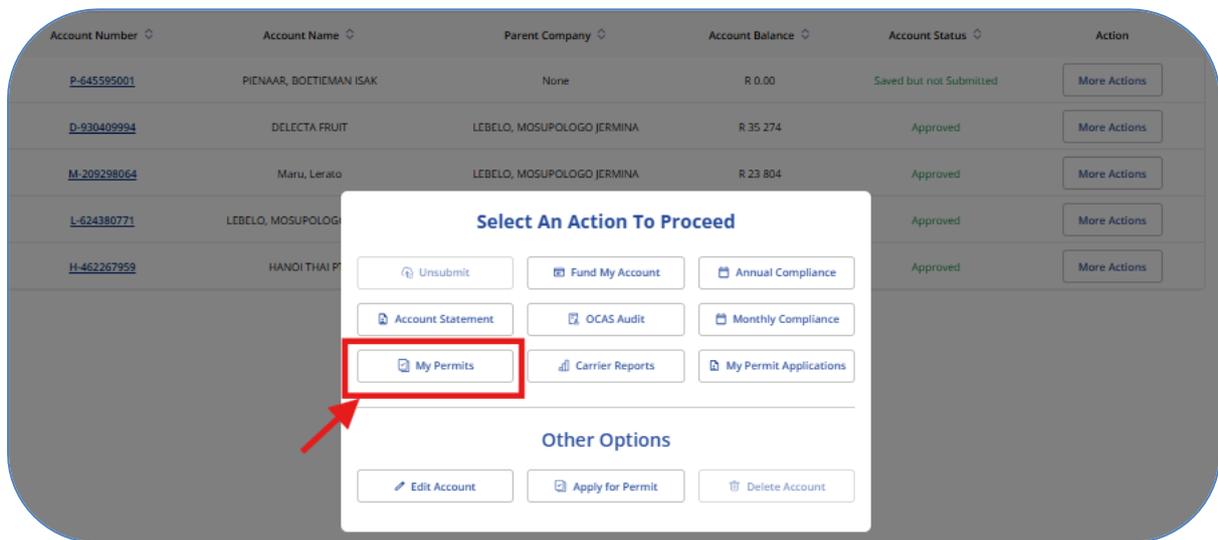
Back **Pay with Account Balance** Pay with Bank Card

## 8. 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”.

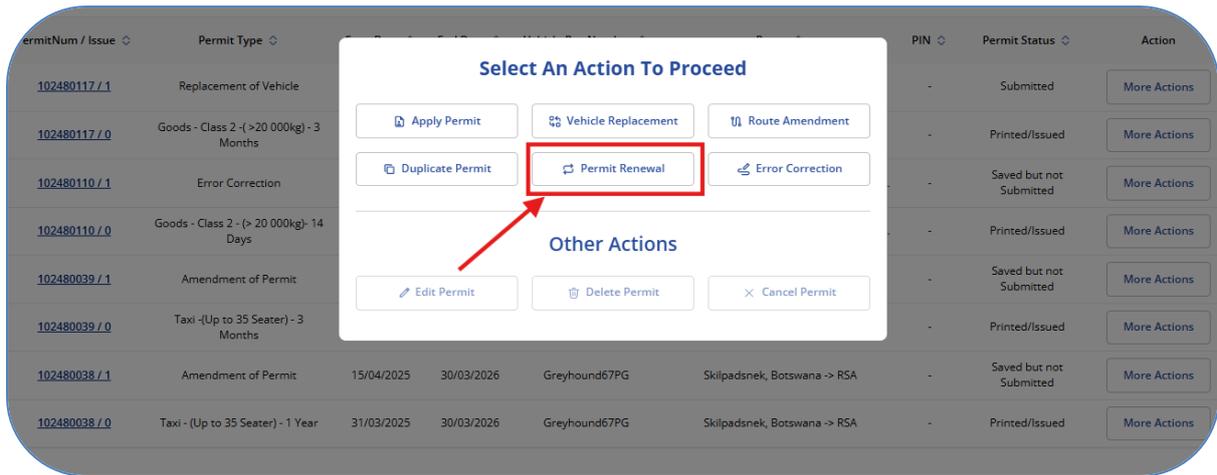
### Step 1

From the menu, click “My Accounts” to take you to the Account Listing. Select the relevant account then click “More Options”. Then click “My Permits” from the pop up screen access the permits in that account.



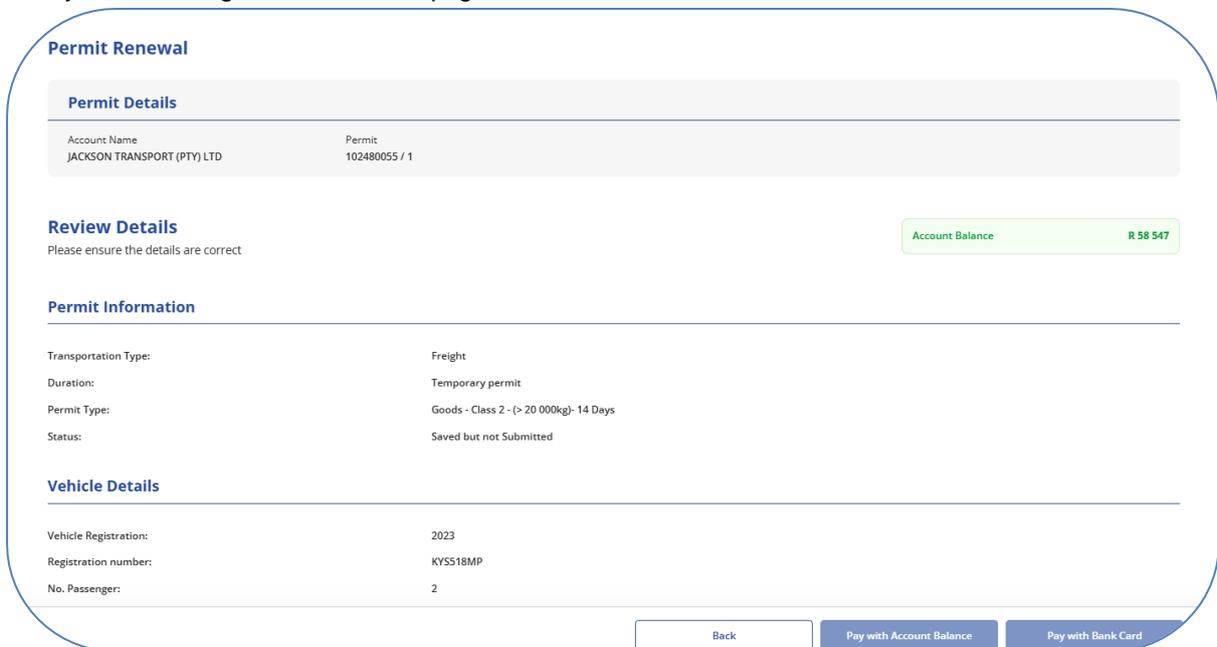
### Step 2

Find the relevant permit and from the screen, click on “Apply for Permit Renewal”.



### Step 3

The system will navigate to the renewal page/screen.



### Step 4

You are required to edit motivation and update documents only, then submit by clicking “Pay with Account Balance” to continue. Don’t forget to click the **declaration** option then “**pay using account balance**” to submit.

**Amount Due**

Fees shown in red are due on submission of application. The remaining fees if any will be payable before the issuing of permit

Account balance	R 35 163
Payable on submission	3004
Amount paid	0
Amount due now	3004
Total	3004

**Declaration**

Declaration by Hilary Simbarashe on 12/05/2025  
 I declare that the particulars furnished on this form are true and correct.  
 Please note that your application will not be approved until the permit fees have been paid in full.

By checking the box, you declare that you agree with the information above.  
 Print at KIOSK

Back Pay with Account Balance Pay with Bank Card

## 9. Correcting Errors

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

### Step 1

From the menu, click “My Accounts” to take you to the Account Listing. Select the relevant account then click “More Options”. Then click “My Permits” from the pop up screen access the permits in that account.

Account Number	Account Name	Parent Company	Account Balance	Account Status	Action
P-645595001	PIENAAR, BOETIEMAN ISAK	None	R 0.00	Saved but not Submitted	More Actions
D-930409994	DELECTA FRUIT	LEBELO, MOSUPOLOGO JERMINA	R 35 274	Approved	More Actions
M-209298064	Maru, Lerato	LEBELO, MOSUPOLOGO JERMINA	R 23 804	Approved	More Actions
L-624380771	LEBELO, MOSUPOLOGO			Approved	More Actions
H-462267959	HANDI THAI P			Approved	More Actions

**Select An Action To Proceed**

Unsubmit

Fund My Account

Annual Compliance

Account Statement

OCAS Audit

Monthly Compliance

**My Permits**

Carrier Reports

My Permit Applications

**Other Options**

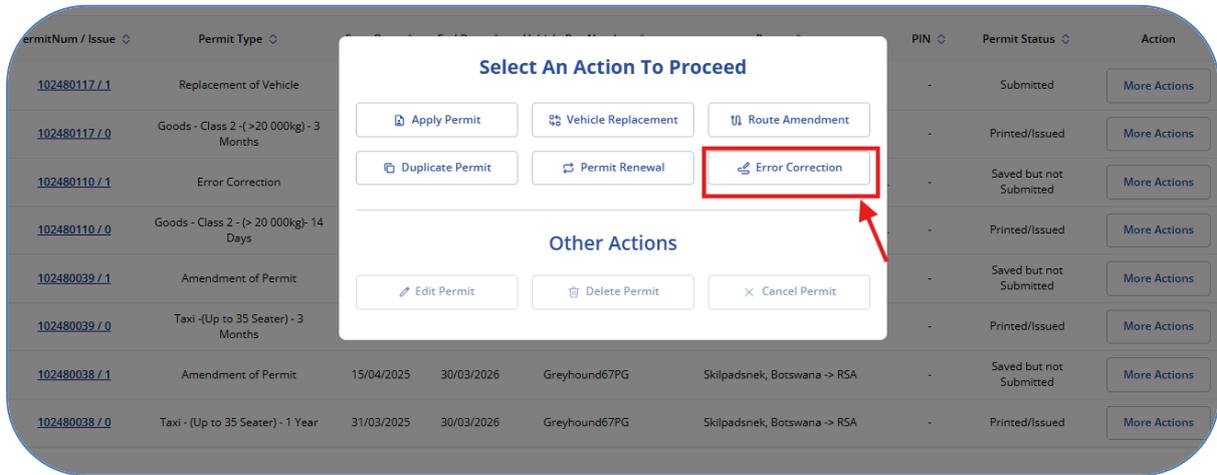
Edit Account

Apply for Permit

Delete Account

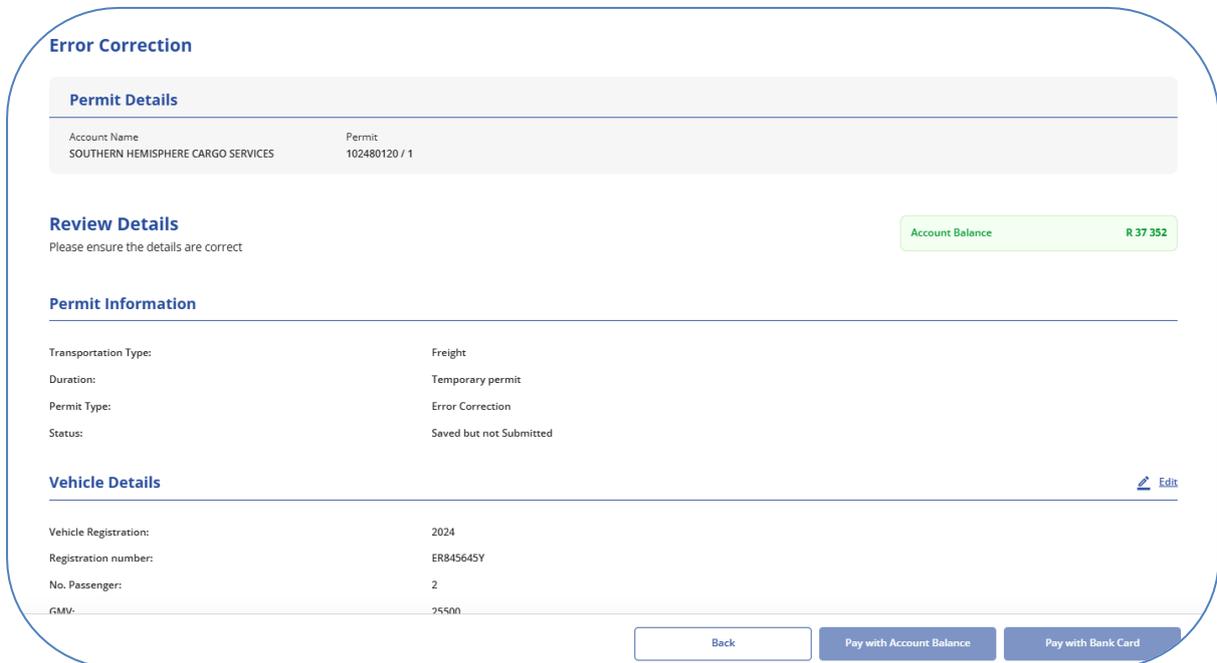
## Step 2

Find the relevant permit and from the screen, click on “Error Corrections”.



## Step 3

The system navigates to the Error Correction page/screen.



## Step 4

You are required to edit motivation and update documents only, then submit by clicking “Pay with Account Balance” to continue. Don’t forget to click the **declaration** option then” **pay using account balance**” to submit.

**Amount Due**

Fees shown in red are due on submission of application. The remaining fees if any will be payable before the issuing of permit

Account balance	R 37 352
Payable on submission	452
Amount paid	0
Amount due now	452
Total	452

**Declaration**

**Declaration by Southern Hemisphere Services on 12/05/2025**  
I declare that the particulars furnished on this form are true and correct.  
Please note that your application will not be approved until the permit fees have been paid in full.

By checking the box, you declare that you agree with the information above.  
 Print at KIOSK

[Back](#) [Pay with Account Balance](#) [Pay with Bank Card](#)

## 10. Annual Compliance

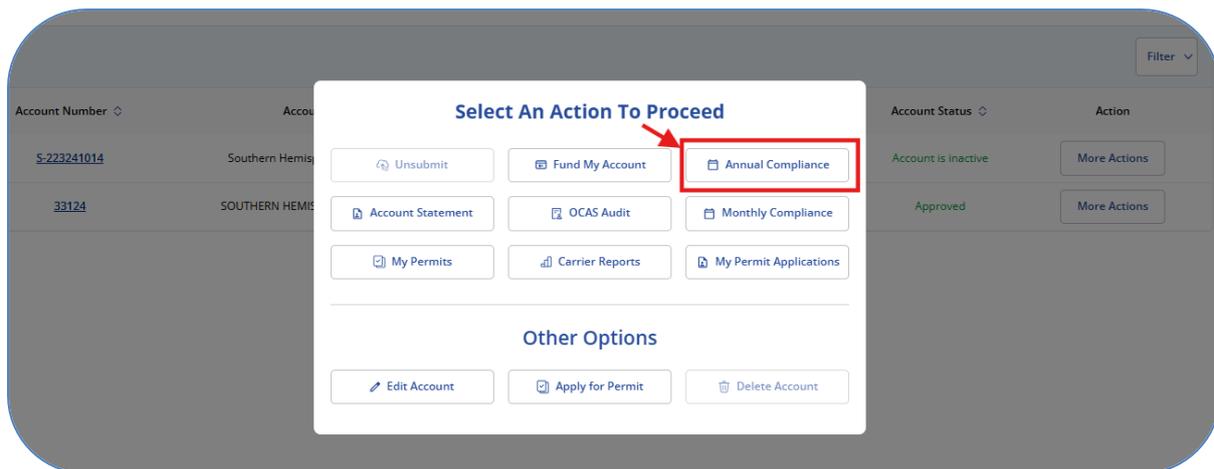
Operators are required to update their documents annually, if they hold a five-year permit. This is to ensure ongoing compliance with the regulatory requirements of the **Cross-Border Road Transport Agency (CBRTA)**.

If an operator wishes to apply for annual compliance certificate, the following steps apply.

**Please note:** Changes can only be made to permits with the status “**Permit Printed / Issued.**”

### Step1

From the menu, click “**My Accounts**” to take you to the **Account Listing**. Select the relevant account then click “**More Options**”. Then click “**Annual Compliance**” from the pop up screen for the selected account.



## Step 2

Select the permit / record you wish to apply for them click on “Apply for certificate Corrections”.

**Note:** The status of the record must be under “due”

Annual Compliance Certificates

<input type="checkbox"/> Permit Type	Permit Number	Route	Vehicle	First or Duplicate	Compliance Due Date	Compliance Year	Status
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	102263025	South Africa to Zambia	KPV295MP	First	25/08/2023	1	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	102263025	South Africa to Zambia	KPV295MP	First	25/08/2024	2	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	102263013	South Africa to Mozambique	KPK183MP	First	25/08/2023	1	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	102263013	South Africa to Mozambique	KPK183MP	First	25/08/2024	2	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	1569883	Return Route for application 428330	KCS711MP	First	07/09/2022	1	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	1569883	Return Route for application 428330	KCS711MP	First	07/09/2023	2	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	1569883	Return Route for application 428330	KCS711MP	First	07/09/2024	3	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	1573886	L6 Beit Zumbo Zobue Return	JWF301MP	First	29/09/2022	1	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	1573886	L6 Beit Zumbo Zobue Return	JWF301MP	First	29/09/2023	2	Due
<input type="checkbox"/> Goods - Class 2- (> 20,000kg) - 5 Years	1573886	L6 Beit Zumbo Zobue Return	JWF301MP	First	29/09/2024	3	Due

Prev 1 ... 5 6 7 ... 66 Next | Show: 10 | Showing 51 to 60 of 651 entries

Apply for Duplicate Apply for Certificate

## Step 2

Confirm if all information displayed is still correct, remove old documents and upload new documents, then click Next to continue to the next page.

- Documents
- Confirmation
- Payment

### Annual Compliance Certificate Application

Permit Number	Carrier Name	Permit Type Goods - Class 2- (> 20 000kg) - 5 Years	Route Goods from points situated within the Republic of South Africa to points within Zambia transiting Zimbabwe, Botswana, Mozambique, Malawi and Namibia and return. No goods may be picked up or set down within the transiting countries.
Vehicle	CIPC Compliant Compliant	SARS Compliant Pending	eNatis Compliant Compliant

**Documents**

Please ensure documents being submitted are clear and visible, any document that are not clear and viable will be rejected. All foreign documents must be translated by a certified translator into English.

**South African ID or Passport or National Traffic Information System Number or Company Reg. Document \***

Drag and drop files here  
or

[Browse Files](#)

Max file size 5MB PDF format

Cancel
Next

### Step 3

Click on "Action" to view annual compliance details and to confirm the new dates.

- Documents
- Confirmation
- Payment

### Confirmation - Annual Compliance

Account ID	Application Number 464781	Application Date 28/03/2025	Applicant
Email Address cuckym@gmail.com	Physical Address 224 FOURTH ROAD	Country	Post Code 1540

Vehicle Registration Number	Permit type	Permit Number	Permit Start date	Permit end date	Status	Actions
KPV295MP	Goods - Class 2- (> 20 000kg) - 5 Years	10	25/08/2022	25/08/2027	Due	

View

### Confirmation - Annual Compliance

#### View Detail

##### Annual Compliance Details

Vehicle Registration Number	KPV295MP
Permit type	Goods - Class 2- (> 20 000kg) - 5 Years
Permit Number	102263025
Permit Start date	25/08/2022
Permit end date	25/08/2027
Compliance Start date	25/08/2023
Compliance End date	25/08/2024
Status	Due
Duplicate Fee	R 0
Application Fee	R 1901

Close

Applicant  
JACKSON TRANSPORT

Post Code  
1540

Permit end date	Status
25/08/2027	Due

Back
Next

### Step 3

If all details are correct, then click “Submit and pay using Balance”

- Documents
- Confirmation
- Payment

#### Invoice - Annual Compliance

Account ID	Application Number 464781	Application Date 28/03/2025	Applicant
Email Address cuckym@gmail.com	Physical Address	Country	Post Code 1540

#### Payment Details

Account Balance **R 55 769**

#### Amount Due

Fees shown in red are due on submission of application. The remaining fees if any will be payable before the issuing of permit

Vehicle Registration Number	Permit type	Permit Number	Permit Start date	Permit end date	Status	Actions
KPV295MP	Goods - Class 2 - (> 20 000kg) - 5 Years	102263025	25/08/2022	25/08/2027	Due	<a href="#">ⓘ</a>

Total Amount Due **R 1901**

[Back](#) [Submit and Pay Using Balance](#) [Submit and Pay Using Gar](#)

THE END