

Requirement for Processing in 2013
Application for New Operating License
in terms of section 54 of NLTA [Act 5 of 2009]

CHK 1

Use this Checklist to ensure you have all required documentation for this Application

<input type="checkbox"/>	You have signed & dated this application	ID Number checked	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Route description checked & correct	Any Other current OL's	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Seating capacity captured	Is the vehicle model >2000	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Form 10 properly Authorised & signed	Permit/OL Number: _____	

LEGEND

MBT -	Mini Bus Taxi
MT -	Metered Taxi
Bus -	Contracted OR Non-Contracted Services
Other -	Unscheduled Courtesy Vehicle Tuk - Tuk etc

Please retain your receipt

CONFIRM your postal AND your email address are correct

Office Use only				x applicable mode							
Entry Point	Documents Required	Document Description	Format	MBT	MT	Tourist	Charter	Scholar	Sched. Bus	Staff Service	Other
<input type="checkbox"/>	CRO Application form 10	Completed by applicant or IF a company - company name included & signed by a Company Shareholder	Original	X	X	X	X	X	X	X	X
<input type="checkbox"/>	CRO Application form 1A(Outside Western Cape) or 1B(Within Western Cape)	Full form must be completed & signed by App or Rep	Original	X	X	X	X	X	X	X	X
<input type="checkbox"/>	CRO Identity Document /s	Applicant ID and Rep ID - if Rep is making application	Certified Copy	X	X	X	X	X	X	X	X
<input type="checkbox"/>	CRO Business Registration Certificate	If applicant is a company [CK forms]	Certified Copy	X	X	X	X	X	X	X	X
<input type="checkbox"/>	CRO Letter of support/ Motivation	Letters of support / Motivation	Original		X	X	X		X		X
<input type="checkbox"/>	CRO Proof of membership from Association	Signed letter of support on association letterhead not older than 30 days clearly indicating type of service.	Original	X							
<input type="checkbox"/>	CRO Proof of registration from Registrar	Letter to be signed by the Registrar	Original	X							
<input type="checkbox"/>	CRO Agreement for service	Contracts for Staff and Scholar: Supporting Letter of Schools / WCED Contracts	Original					X		X	
<input type="checkbox"/>	CRO Route description details	Description must include Departure & Destination point & all stops	Original	X	X	X	X	X	X	X	X
<input type="checkbox"/>	CRO Vehicle Particulars (Seating Capacity)	seating capacity ONLY	Original	X	X	X	X	X	X	X	X
<input type="checkbox"/>	CRO Valid Tax Clearance	Will be verified by SARS	Original	X	X	X	X	X	X	X	X

Office Use only											
<input type="checkbox"/>	Uplift Decision Letter	Sent to Applicant OR printed by PO from Livelink	Copy	X	X	X	X	X	X	X	X
<input type="checkbox"/>	Uplift License & Roadworthy Certificate & Operators Card		Certified Copy	X	X	X	X	X	X	X	X
<input type="checkbox"/>	Uplift Vehicle Registration Certificate	If the Applicant is not the registered owner of the vehicle, a vehicle lease agreement MUST be submitted	Certified Copy	X	X	X	X	X	X	X	X
<input type="checkbox"/>	Uplift Proxy Letter of Authority	Letter confirming that applicant is authorized to act on applicant's behalf	Original	X	X	X	X	X	X	X	X
<input type="checkbox"/>	Uplift Vehicle Markings	Vehicle needs to be inspected by Traffic Official	Original	X	X	X	X	X	X	X	X
<input type="checkbox"/>	Uplift Valid Tax Clearance	Will be verified by SARS	Original	X	X	X	X	X	X	X	X
<input type="checkbox"/>	Uplift Labour Law Form Signed by Applicant	Statement in terms of Section 62(1)(C) of the National Land Transport Act (Act 5 of 2009) -	Original	X	X	X	X	X	X	X	X
<input type="checkbox"/>	Uplift Meter Seal & Calibration Cert	for MT only	Original		X						

CRO's Full Name : _____

CRO's signature : _____

Application Received : Date: y y y m m d d

Time: hh h mm

Registry Messengers Full Name : _____

Application Collected : Date: y y y m m d d

Time: hh h mm

Approved by the Chairman of the PRE

Mark Skriker
Jan 2013