

Requirement for Processing:
Renewal of Operating Licenses

CHK 4

Application Form Checklist

<input type="checkbox"/> Applicant signed & dated application	Original license : Permit	<input type="checkbox"/>
<input type="checkbox"/> Route description correct corresponds with old permit	If Permit: is it still active	<input type="checkbox"/> Operating License <input type="checkbox"/>
<input type="checkbox"/> Receipt number	If Permit: Permit Number	_____
<input type="checkbox"/> Application number	<input type="checkbox"/> Check if permit is converted	
<input type="checkbox"/> Seating capacity captured	<input type="checkbox"/> ID Number correct	
<input type="checkbox"/> Form 10 properly completed	<input type="checkbox"/> Full names & Surname correct	

Document Checklist

x applicable mode

Entry Point	Documents Required	Document Description	Format	x applicable mode						
				MBT	MT	Tour	Chart	Scholar	Bus	Employee
<input type="checkbox"/> CRO	Application form 10	Completed by applicant or company rep if applicant is a company and must be in Company Name and Registration no	Original	X	X	X	X	X	X	X
<input type="checkbox"/> CRO	Application form 1A		Original	X	X	X	X	X	X	X
<input type="checkbox"/> CRO	Identity Document	Application or company representative if applicant is a company and Business Registration Certificate	Certified Copy	X	X	X	X	X	X	X
<input type="checkbox"/> Uplift	License & Road Worthy Certificate		Certified Copy	X	X	X	X	X	X	X
<input type="checkbox"/> Uplift	Vehicle Registration Certificate		Certified Copy	X	X	X	X	X	X	X
<input type="checkbox"/> CRO	Existing operating License / permit	Copy handed in with application & Original Upliftment	Copy	X	X	X	X	X	X	X
<input type="checkbox"/> CRO	Statement: 180 days: Application		Sworn Affidavit	X	X	X	X	X	X	X
<input type="checkbox"/> CRO	Commercial service contract	Contracted services only	Certified Copy				X	X		X
<input type="checkbox"/> CRO	Registrar letter supporting application		Original	X				X		X
<input type="checkbox"/> CRO	Statement: 180 days Association		Original	X						
<input type="checkbox"/> CRO	Statement: 180 days Planning Authority	All MBT and MT operating from a Rank. Vehicle particulars E.g. Seating	Original	X	X					

Upliftment

<input type="checkbox"/> Uplift	License & Road Worthy Certificate		Certified Copy	X	X	X	X	X	X	X
<input type="checkbox"/> Uplift	Vehicle Registration Certificate		Certified Copy	X	X	X	X	X	X	X
<input type="checkbox"/> Uplift	Existing operating License / Permit	(Original or Affidavit)	Certified Copy	X	X	X	X	X	X	X
<input type="checkbox"/> Uplift	Proof of passenger liability insurance	MBT (Only if route longer than 25 Kms), Charter services, Tourism operators, Scholar & Workers	Original	X	X	X	X	X	X	X
<input type="checkbox"/> Uplift	Vehicle Checklist	Vehicle needs to be inspected by Traffic Official at Centre	Original	X	X	X	X	X	X	X
<input type="checkbox"/> Uplift	Tax Clearance		Original	X	X	X	X	X	X	X
<input type="checkbox"/> Uplift	Labour Law	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

CRO's Full Name : _____ CRO's signature : _____

Date & Time Application Received : _____ Time _____ h _____

Registry Messengers Full Name : _____

Date & Time Application Received : _____ Time _____ h _____

Approved Chairman of the Board
Mr. M Joolay