

**HELPDESK CHECKLIST FOR ADDITIONAL AUTHORITY (CHARTER, STAFF & SCHOLAR. TAKES +- 60 DAYS AND COST R300-00 – WESTERN CAPE**

	Y	N	N/A	Comments
Application Form 1B				
Form 10 ( <b>should be completed in the name of the applicant</b> )				
ID copy / Company Registration certificate				
Letter of support/Motivation (scholar, staff and a contract for charter services)				
Tax clearance certificate or SARS pin ( <b>should be in the name of the applicant</b> )				
Route description				
Vehicle seating capacity				
Proof of address				
Method of correspondence				
Labour Law				
<b>If existing OL has taxi service on we need a 180 from the Local Authority as well</b>				
Proxy letter when submitting obo of client				
Notice to be signed all charter service to be called up				
180 days applicant				
Definition				
Assessment form				
New impartiality form				
Company proxy letter and Certified ID copy of the proxy				