



**HELPDESK CHECKLIST FOR RENEWAL (CHARTER & STAFF) WESTERN CAPE**

	Y	N	N/A	Comments
Application Form 1B				
ID copy / Company Registration certificate				
Tax clearance certificate or SARS pin				
Form 10				
Letter of support/Motivation ( <b>New letters the PRE want to see that this service is still supported</b> ) and a Contract for charter services				
Route description				
Vehicle seating capacity				
Proof of address				
Method of correspondence				
Notice to be signed all charter service to be called up				
Labour Law				
Proxy letter when submitting obo of client				
180 days applicant				
Definition				
Assessment form				
Company proxy letter and Certified ID copy of the proxy				
New impartiality form				