



HELPDESK CHECKLIST FOR RENEWAL (SCHOLAR & STAFF) WESTERN CAPE

	Y	N	N/A	Comments
Application Form 1B				
ID copy / Company Registration certificate				
Tax clearance certificate or SARS pin (in OL holders name)				
Form 10 (in OL holders name and police needs to certify)				
Letter of support/Motivation for scholar and staff				
Copy of existing OL				
Vehicle seating capacity				
Proof of address				
Method of correspondence				
Labour Law				
Proxy letter when submitting obo of client				
180 days applicant				
Company proxy letter and Certified ID copy of the proxy				
Definition				
New impartiality form				