



**HELPDESK CHECKLIST FOR RENEWAL (TAXI AND CHARTER) – RSA
R300-00 PER APPLICATION AND TAKES +- 21 DAYS**

| | Y | N | N/A | Comments |
|--|---|---|-----|----------|
| Application Form 1A | | | | |
| ID copy / Company Registration certificate | | | | |
| Tax clearance certificate or SARS pin (should be in name of OL holder) | | | | |
| Form 10 (should be in the name of the OL holder and certified at police) | | | | |
| Contract for charter services | | | | |
| Copy of OL | | | | |
| Vehicle seating capacity | | | | |
| Proof of address | | | | |
| Method of correspondence | | | | |
| Labour Law | | | | |
| Proxy letter when submitting obo of client | | | | |
| Assessment form | | | | |
| Assesment form | | | | |
| 180 days applicant | | | | |
| 180 days Taxi Association | | | | |
| 180 days Local Authority | | | | |
| Registrar confirmation | | | | |
| Definition | | | | |
| Association letter | | | | |
| Company proxy letter and Certified ID copy of the proxy | | | | |
| New impartiality form | | | | |