



**HELPDESK CHECKLIST FOR TRANSFER (CHARTER & STAFF) – WESTERN CAPE  
R300-00 PER APPLICATION TAKES +- 21 DAYS**

	Y	N	N/A	Comments
Application Form 1B				
ID copy / Company registration certificate				
Tax clearance certificate or SARS pin				
Form 10				
Route description (Copy of existing OL being transferred)				
Vehicle seating capacity				
Proof of address				
Method of correspondence				
Labour Law				
Company proxy letter and Certified ID copy of the proxy				
180 Days applicant (Old person)				
<b>Support letter for authority on the applicants name for staff and a Contract for charter services</b>				
<b>-Declaration form (both parties needs to sign off in front of CRO)</b>				
Definition				
Assessment form				
New impartiality form				