



**HELPDESK CHECKLIST FOR TRANSFER(CHARTER, SCHOLAR AND STAFF) –  
WESTERN CAPE**

|   | Y | N | N/A | Comments |
|---|---|---|-----|----------|
| Application Form 1B   |   |   |     |          |
| ID copy / Company registration certificate                                |   |   |     |          |
| Tax clearance certificate or SARS pin                                     |   |   |     |          |
| Form 10   |   |   |     |          |
| Route description   |   |   |     |          |
| 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</b>                |   |   |     |          |
| <b>-Declaration form (both parties needs to sign off in front of CRO)</b> |   |   |     |          |
| Definition  |   |   |     |          |
| Assessment form   |   |   |     |          |
| New impartiality form   |   |   |     |          |