



**HELPDESK CHECKLIST FOR TRANSFER(STAFF) – WESTERN CAPE**

	Y	N	N/A	Comments
Application Form 1B				
ID copy / Company registration certificate				
If permits is part of late estate we need the executors letter(only executor may sign off declaration form)				
Tax clearance certificate or SARS pin				
<b>Form 10 (to be completed in the name of the OL holder and certified at Police station)</b>				
Copy of old OL				
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>				
180 Days Local Authority				
<b>Declaration form (both parties needs to sign off in front of CRO)</b>				
Definition				
New impartiality form				