



**HELPDESK CHECKLIST FOR NEW APPLICATION (SCHOLAR WCED CONTRACT)  
ONE VEHICLE PER APPLICATION – WESTERN CAPE  
R300-00 PER APPLICATION**

	Y	N	N/A	Comments
Application Form 1B				
Certified ID copy / Company Registration certificate				
Tax clearance certificate or SARS pin <b>(should be in the name of the applicant)</b>				
Form 10 <b>(should be completed in the name of the applicant and certified at police station) -</b>				
Route description on contract				
Vehicle seating capacity				
Proof of address				
Vehicle check				
UB40 from WCED if vehicle on contract and vehicle to be used is not the same				
WCED contract				
Labour Law				
Company proxy letter and Certified ID copy of the proxy				
Definition				
New impartiality form				