



**HELPDESK CHECKLIST FOR NEW APPLICATION (CHARTER AND STAFF) – ONLY  
ONE VEHICLE PER APPLICATION – WESTERN CAPE  
R300-00 PER APPLICATION AND TAKES +- 60 DAYS**

	Y	N	N/A	Comments
Application Form 1 B				
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)</b>				
Letter of support/Motivation for staff and a Contract for charter services				
Route description (example attached)				
Vehicle seating capacity				
Proof of address				
Method of correspondence				
Labour Law				
Company proxy letter and Certified ID copy of the proxy				
Notice to be signed all charter service to be called up				
Assessment Form				
Definition				
New impartiality form				