



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

	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>				
Letter of support/a Contract for charter services and taxi service (Taxi Ass letter)				
Route description (example attached)				
Vehicle seating capacity				
Proof of address				
Method of correspondence				
Registrar confirmation				
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				