



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

| | Y | N | N/A | Comments |
|-----------------------------------------------------------------------------------------------------|---|---|-----|----------|
| Application Form 1B | | | | |
| Certified ID copy / Company Registration certificate | | | | |
| Tax clearance certificate or SARS pin (should be in the name of the applicant) | | | | |
| Form 10 (should be completed in the name of the applicant and certified at police station) - | | | | |
| Letter of support/Motivation (from school) | | | | |
| 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 | | | | |
| Definition | | | | |
| New impartiality form | | | | |