



**HELPDESK CHECKLIST FOR NEW APPLICATION (STAFF) 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				