



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

| | Y | N | N/A | Comments |
|--|---|---|-----|----------|
| Application Form 1A | | | | |
| 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 be certified at police station) | | | | |
| Letter of support/Contract for charter services and taxi service (Taxi Ass letter) | | | | |
| Route description (example attached) | | | | |
| Registrar confirmation | | | | |
| 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 | | | | |