**ANNEXURE AB**

**APPLICATION REQUIREMENTS**

**AMENDMENT OF PERMIT ROUTE- GOODS**

**WITH EFFECT FROM MARCH 2019**

**14 days / 3 month / 1 Year / 5 Year Permit (s)**

Only complete and correct applications will be accepted and processed by the Agency.

Each question on the application form must be completed in detail, where not applicable mark as N/A.

Special attention must be paid to Part D of the application form, the need for the service must be completed in respect of all applications.

Applications that are not properly completed or to which the required documentation is not attached will not be considered and returned to the applicant.

The following documents must be submitted with each application form before it can be considered:-

|  |  |
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|  | A copy of the Companies and Intellectual Property Commission (CIPC) company certificates issued by a CIPC office or “Certificate of Confirmation” obtained from the official CIPC website at [www.cipc.co.za](http://www.cipc.co.za), not older than one calendar year will be accepted, or in the case of a one-man business, a certified copy of the owner’s identity document or passportora copy of the National Traffic Information System Number. |
|  | A copy of a valid Motor Vehicle License and Roadworthy Certificatein respect of each vehicle being applied for**.** |
|  | Original or certified copy of a valid **Tax Clearance Certificate of Good Standing**, or the pin number for the Tax Clearance Status System to verify compliance, which is obtainable from the South African Revenue Service (SARS).NATIONAL CALL CENTRE: **0800007277***(The name and number reflected on the ID or Company Registration Certificate; passport or National Traffic Information System Number must correspond with the one on the tax clearance certificate.* |
|  | **Route**: A clear route description that includes all border posts to be used when conveying goods in the SADC-region. |
|  | **Part D** of the application form, the reason for the amendment must be indicated. |
|  | The original permit or if the original permit is not available, an affidavit setting out the reasons why the original permit cannot be submitted. |
|  | When submitting copies of letters, documents or contracts in support of an application, please ensure that they are **clear and legible**. Documents that are not clear will not be accepted as supporting evidence. |

 \*Marked with **x** must be submitted.

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| **FOR OFFICE USE ONLY** |
| Office Note/Additional Information Permit Posted / Collected | Contact Name & Number: | Date: | Response:  |
| Officer Name & Date Signature: |  |