

**ANNEXURE V**  
**APPLICATION REQUIREMENTS**  
**RENEWAL APPLICATION FOR BUS PASSENGERS**  
**WITH EFFECT FROM JULY 2020**

Only complete and correct applications will be accepted and processed by Cross-Border Road Transport Agency (CBRTA).

Each question on the application form must be completed in detail. Where not applicable please 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 be returned to the applicant.

Only the latest version of the application forms will be accepted by CBRTA. These forms and other information can be obtained from CBRTA. Visit our website: [www.cbirta.co.za](http://www.cbirta.co.za)

	<p>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 <a href="http://www.cipc.co.za">www.cipc.co.za</a>, 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 passport or a copy of the National Traffic Information System Number.</p> <p><b>The date of certification of documents should not exceed three (3) months</b></p>						
	<p>A copy of a valid Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for.</p>						
	<p>The vehicle to be used has to be registered in the name of the Carrier unless written proof of a lease is provided which must be signed by the Lessor and the Lessee and two (2) witnesses.</p>						
	<p>Original or certified copy of a valid <b>Tax Clearance Certificate of Good Standing</b>, 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: <b>0800007277</b> <i>(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.</i></p> <p><b>The date of certification of documents should not exceed three (3) months</b></p>						
	<p>Part E of the application form must be completed in respect of all the permits to be renewed.</p>						
	<p>Proof of <b>Passenger Liability Insurance</b> must be submitted <b>before</b> a temporary permit can be issued.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Two million rand in respect of</td> <td>16 – 39 seater vehicle</td> </tr> <tr> <td>Three million rand in respect of</td> <td>40 – and more seater vehicle</td> </tr> <tr> <td>Four million rand in respect of</td> <td>double decker bus</td> </tr> </table>	Two million rand in respect of	16 – 39 seater vehicle	Three million rand in respect of	40 – and more seater vehicle	Four million rand in respect of	double decker bus
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	<p>When submitting copies of letters, documents or contracts in support of an application, please ensure that they are <b>clear and legible</b>. Documents that are not clear will not be accepted as supporting evidence. All foreign documents must be translated by a certified translator into English.</p>						

\*Marked with x must be submitted



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Officer Name & Date Signature:			