

**ANNEXURE R****DUPLICATE PERMITS****APPLICATION REQUIREMENTS WITH EFFECT FROM 1 NOVEMBER 2014**

- ① The use of a temporary permit should be to carry out a task of a temporary nature.
- ② Only complete and correct applications will be accepted and processed by the Agency.
- ③ Each question on the application form must be completed in detail, where not applicable mark as N/A.
- ④ 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.
- ⑤ Applications that are not properly completed or to which the required documentation is not attached will not be considered and returned to the applicant.
- ⑥ Only the latest version of the application forms will be accepted by the Agency. These forms and other information can be obtained from the Agency's office or may be downloaded from its website at www.cbrta.co.za
- ⑦ The Agency has a period of 48 hours from receipt of application to issue the requested permit.
- ⑧ **The following documents MUST be submitted with EACH application form before it can be considered:-**

	An original or a certified 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 , not older than one calendar year will be accepted, or in the case of a one-man business, original or a certified copy of the owner's identity document or passport. An original or a certified copy of the National Traffic Information System Number.
	An original or certified copy of a Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for.
	Original or certified copy of a valid Tax Clearance Certificate – Good Standing , if a South African registered company, which is obtainable from the South African Revenue Service (SARS) NATIONAL CALL CENTRE: 0800 007 277 <i>(The name and number reflected on the ID or Company Registration Certificate must correspond with the one on the tax clearance certificate).</i>
	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 need for the service, must be completed in respect of all applications. If not completed the application will not be considered.
	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. All foreign documents must be translated by a certified translator into English.
*Marked with x must be submitted.	

FOR OFFICE USE ONLY

Office Note/Additional Information Permit Posted / Collected	Contact Name & Number:	Date:	Response:
Officer Name & Signature:			

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- ❶ Only complete and correct applications will be accepted and processed by the Agency.
- ❷ Each question on the application form must be completed in detail, where not applicable mark as N/A.
- ❸ 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.
- ❹ Applications that are not properly completed or to which the required documentation is not attached will not be considered and returned to the applicant.
- ❺ Only the latest version of the application forms will be accepted by the Agency. These forms and other information can be obtained from the Agency's office or may be downloaded from its website at www.cbrta.co.za
- ❻ The Agency has a period of 48 hours from receipt of application and the correct required documents to issue the requested permit. We will continue to strive to deal with all applications and to issue all forms on the same day.
- ❼ **The following documents MUST be submitted with EACH application form before it can be considered:-**

	An original or a certified 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 , not older than one calendar year will be accepted, or in the case of a one-man business, original or a certified copy of the owner's identity document or passport. An original or a certified copy of the National Traffic Information System Number.
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	An original or certified copy of a Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for. <i>Affidavit</i> from the Police Station or Commissioner of Oaths - reason for the application for a duplicate.
	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. (This applies to passenger applications only).
	Part D of the application form, the need for the service, must be completed in respect of all applications. If not completed the application will not be considered.
	Part E of the application form must be completed in respect of the permit to be duplicated,
	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. All foreign documents must be translated by a certified translator into English.

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