



## ANNEXURE E

**TAXI PASSENGERS****APPLICATION REQUIREMENTS WITH EFFECT FROM 1 NOVEMBER 2014****TEMPORARY PERMITS: 14 DAYS PERMIT**

- 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](http://www.cbrta.co.za)
- ❻ The Agency has a period of 48 hours from receipt of application to issue the requested permit.
- 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 <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, 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 valid Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for. The vehicle to be used has to be registered in the name of the Carrier.
	The vehicle to be used has to be registered in the name of the Carrier.
	Original or certified copy of a valid <b>Tax Clearance Certificate – Good Standing</b> , if a South African registered company, which is obtainable from the South African Revenue Service (SARS) <b>NATIONAL CALL CENTRE: 0800 007 277</b> <i>(The name and number reflected on the ID or Company Registration Certificate must correspond with the one on the tax clearance certificate).</i>
	An original letter on the Association's letter head or stamped with an original stamp, signed by the Chairperson and/or Secretary of the Association to confirm membership of a Taxi Association/Company/CC to which the client belongs and to Recommend and Support the permit application. <ul style="list-style-type: none"> <li>• The Letters should not be dated older than <b>7 (Seven) Days</b>.</li> </ul>
	<b>Route:</b> According to the criteria as set out in the Cross-Border Road Transport Act 1998 (Act 4 of 1998), a detailed route description in which all starting points, streets, roads, towns, cities, destination and border posts that will be travelled on, or through, must be submitted.
RSA	Original or certified copies of ranking letters from the <b>Metro/Municipal and/or Local Authority</b> in South Africa as well as that of the <b>Metro/Municipal and/or Local Authority or the Joint Venture</b> in the destination country must accompany the application. <b>The name of the Rank and the Street where located must be mentioned in the letter.</b>
Destination Country	<ul style="list-style-type: none"> <li>• The Ranking Letters should not be dated older than <b>twelve months</b>.</li> </ul>
	<b>Part D</b> of the application form, the need for the service, must be completed in respect of all applications. Supporting documents to prove the need for the particular service may be submitted.
	<b>Any agreement</b> about the intended co-operation with other taxi operators' associations, or authorities must be made available in writing. It must be in English.
	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.
<b>*Marked with x must be submitted.</b>	

**FOR OFFICE USE ONLY**

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



## ANNEXURE S

**INHERITANCE TAXI PASSENGERS****APPLICATION REQUIREMENTS WITH EFFECT FROM 1 NOVEMBER 2014****12 MONTHS / 5 YEARS PERMITS**

- ① Only complete and correct applications will be accepted and processed by the Agency.
- ② Each question on the application form must be completed in detail, where not applicable mark as N/A.
- ③ 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.
- ④ Applications that are not properly completed or to which the required documentation is not attached will not be considered and returned to the applicant.
- ⑤ 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.cbirta.co.za](http://www.cbirta.co.za)
- ⑥ **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 <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, 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.
	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.
	A letter of Appointment of the Court or a Will
	Death Certificate
	The original permit
	Original or certified copy of a valid <b>Tax Clearance Certificate – Good Standing</b> , if a South African registered company, which is obtainable from the South African Revenue Service (SARS) NATIONAL CALL CENTRE: <b>0800 007 277</b> ( <i>The name and number reflected on the ID or Company Registration Certificate must correspond with the one on the tax clearance certificate</i> ).
	An original or certified copy of a Motor Vehicle License and Roadworthy Certificate in respect of each vehicle being applied for.
	The vehicle to be used has to be registered in the name of the Carrier unless written proof of a lease agreement is provided which must be signed by the Lessor and the Lessee and two (2) witnesses.
	An original letter on the Association's letter head or stamped with an original stamp, signed by the Chairperson and/or Secretary of the Association to confirm membership of a Taxi Association/Company/CC to which the client belongs and also to recommend and support the permit application must be submitted. <ul style="list-style-type: none"> <li>• The Letters should not be dated older than <b>7 (Seven) Days</b>.</li> </ul>
	<b>Route:</b> According to the criteria as set out in the Cross-Border Road Transport Act 1998 (Act 4 of 1998), a detailed route description in which all starting points, streets, roads, towns, cities, destination and border posts that will be travelled on, or through, must be submitted.
<b>RSA</b>	Original or certified copies of ranking letters from the <b>Metro/Municipal and/or Local Authority</b> in South Africa as well as that of the <b>Metro/Municipal and/or Local Authority</b> in the destination country must accompany the application. <b>The name of the Rank and the Street where located must be mentioned in the letter.</b> <ul style="list-style-type: none"> <li>• The Ranking Letters should not be dated older than <b>twelve months</b>.</li> </ul>
<b>Destination Country</b>	Original or certified copies of ranking letters from the <b>Metro/Municipal and/or Local Authority</b> in South Africa as well as that of the <b>Metro/Municipal and/or Local Authority or the Joint Venture</b> in the destination country must accompany the application. <b>The name of the Rank and the Street where located must be mentioned in the letter.</b> <ul style="list-style-type: none"> <li>• The Ranking Letters should not be dated older than <b>twelve months</b>.</li> </ul>
	<b>Part D</b> of the application form, the need for the service, must be completed in respect of all applications. Supporting documents to prove the need for the particular service may be submitted.
	Any agreement about the intended co-operation with other taxi operators' associations, or authorities must be made available in writing. It must be in English.
	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.

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<b>Office Note/Additional Information</b>	<b>Contact Name &amp; Number:</b>	<b>Date:</b>	<b>Response:</b>
<b>Permit Posted / Collected</b>			
<b>Officer Name &amp; Signature:</b>			