

Cross•Easy

enabling efficient and effective cross-border trade

User Manual

a step by step guide for applying for
your cross-border permit online



Cross-Easy – Quick Reference Guide

This Manual will provide a step-by-step guide of how to use the Cross-Easy system. Operators can refer to the manual to assist with the following processes:

- Registering on the system (creating a Login profile)
- Creating / Opening an Operator Account
- Applying for a Permit
- Paying for a Permit
- Viewing Account Balances
- Appointing a Consultant
- Accepting to be a Consultant
- Registering your Vehicle Fleet
- How to apply for Permit Renewals, Duplicates, Vehicle Renewals, etc



Table of Contents

1.	Registration and Login	4
2.	Operator Account	5
3.	Applying for Permits.....	8
	Add a Vehicle	10
	Add a Route	12
	Permit Application – Complete	14
4.	Vehicle Replacement	18
5.	Route Amendme.....	20
6.	Permit Duplication.....	22
7.	Permit Renewal	24
8.	Correcting Errors.....	26

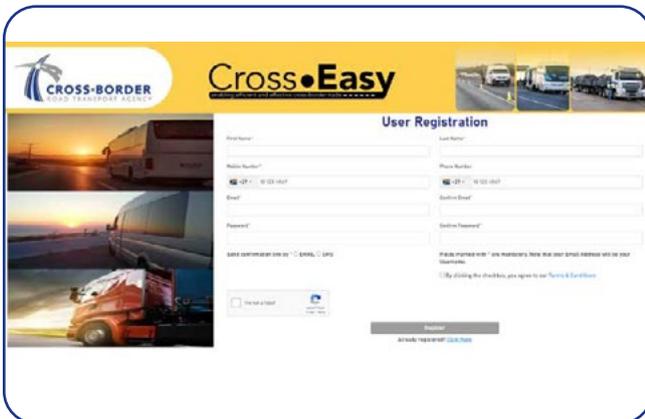
1. Registration & Login

Before you can use the Cross-Easy System, as an Operator you need to create a Login Profile by registering on the system. Once you have done that, you can Login to the system and commence with the transactions you need to perform.



Step 1

Create your Login Profile by clicking **“Register”** and put in all your registration information on the form.



Step 2

When you have registered, you will receive an **activation link** by SMS or eMail, click on this link to activate your login account. See *example of email activation below*.

Subject: ICBMSActivate Account

Dear C-BRTA Customer

Thank you for registering on the CrossEasy system, Please click on the following link to Activate your Registration:

<https://crosseasy.cbta.co.za/activate?userId=maswanganye30@yahoo.com>

Kind Regards

C-BRTA Team

Note: Please be aware that this email has been sent to you automatically from an unmonitored email alias, so please do not reply to this message directly. Instead, if you do experience any problems, kindly contact the Agency as per the contact details above.



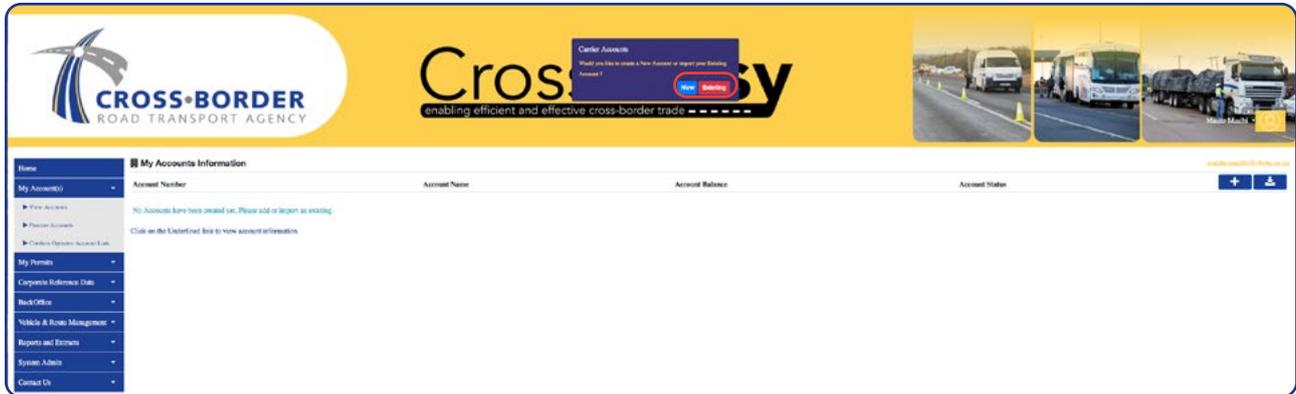
Step 3

Now you can log in to your profile! If the **ReCAPTCHA** comes up, just click what it is asking you to select.

2. Operator Account

This section details how to create/open an Operator Account. After Registration and Login, you must create an Account before you can apply for a permit. An Operator can have more than one (1) account & each account may have a number of permits.

Step 1



After you successfully login, the system will present a screen with three options:

1. create a new account, or
2. import an existing account.

New Account

If you are a new Operator and have never opened an Account before with C-BRTA, you need to create a new account from scratch. Please follow instructions from **Step 2** below.

Existing Operator

If you are an existing Operator, you need to import your information that comes from the previous system (CBRTS). To do this, click on the **Existing** button and enter your **Account number**. The system will retrieve your account information and you must click **Import** if the information is correct.

The system is going to require you to populate all mandatory information that was not populated in the previous system and you will also need to attach supporting documents.

Please follow instructions from **Step 2** below.

NB: *If you have more than one account with C-BRTA, you must import all of them at this stage. Older accounts you no longer need will remain in the previous system for archive purposes.*

Consultant

After creating a profile as a consultant, you are not going to do anything until you receive a request from an Operator(s), requesting you to link to their Account(s). After receiving a request and confirming to link to their account, you must click the **View Accounts → Confirm Account Operator Link** menu. Enter the **OTP** that you will receive from the system. If the OTP is correct, the system will **Link** you to the relevant Operator. When you click **View Accounts** menu you will now have access to the Operator Account(s). Repeat this for each request that you receive from each Operator.

How to appoint a Consultant

From the Main Menu, select **"My Account(s)"**. From the Dropdown, select **"Link Consultant"**. The below screen will appear.

Now enter the email details of the Consultant you wish to appoint. **NB: Please make sure the Consultant is registered on Cross-Easy**). The system will prompt you to choose the role you want to assign to the Consultant, please select the Consultant Role. The system will now send a One Time Password (OTP) via SMS or Email to the Consultant, inviting them to confirm the appointment. The Consultant must now Login the Cross-Easy Profile and from the My Account(s) Menu, select **"Confirm Operator Account Link"**. At this point, another email will be sent to the Operator, confirming that an OTP has been sent to the Consultant.

After the Consultant enters the correct OTP, they will be linked to the Operator Account. From the Main Menu, the Consultant can select **"My Account(s) → View Account"**, and they will have access to the **Account of the Operator"**.

Step 2

On the **Carrier Information Screen**, you need to provide all the information which is relevant to each field. If you are an existing Operator, most information will come pre-populated, please complete the outstanding information.

Step 3

On the next screen, **Supporting Documents**, you are going to attach all the necessary documentation pertinent to your Carrier Type e.g. One Man Business. Click the **“Choose File”** button in order to select the document you want to attach.

Step 4

On the **Confirmation Screen**, you just confirm that all the information you have put in is correct. To edit anything, just click the **“Back”** button on the bottom of the screen. If all the information is correct, tick the Declaration tick-box and click **“Submit.”** Your application is now going to be reviewed and you will receive either an SMS or eMail notification confirming this.

3. Applying for Permits

Now that your Operator Account is created in the system, you are able to use whichever Account is applicable to apply for permits. The system will require certain mandatory documents to be attached, please ensure you attach them.

Step 1

The screenshot shows the 'My Accounts Information' page in the Cross•Easy system. The page header includes the Cross-Border Road Transport Agency logo and the Cross•Easy brand name. A navigation menu on the left contains 'Home', 'My Account(s)', 'My Permits', 'Vehicle Management (Fleet)', and 'Contact Us'. The 'My Account(s)' menu is expanded, showing 'View Accounts' highlighted in red. The main content area displays a table of accounts with columns for Account Number, Account Name, Account Balance, and Account Status. A dropdown menu is open on the right side of the table, with 'My Applications' highlighted in red. Below the table, there is a 'My Permits' button and a 'Click on the Underlined link to view account information' note.

Account Number	Account Name	Account Balance	Account Status
E-2020100	Freeway Ltd	R 9 932	Approved
E-20215388	KB, KB	R 63 764	Approved
Z-20190746	Zimbabwe Consolidators	R 630	Approved
L-20190320	ISHTAG TRADING CC	R 914	Approved
T-20190727	Temuka Coaches PTY LTD	R 4 322	Approved
C-20191644	Chabalala, Tokolego	R 44 365	Approved
M-2021643	MAPUTO BOARDROOM	R 0 00	Approved
M-20222316	MOZAMBIQUE LOGISTICS	R 0 00	Submitted

Now go to **"My Accounts → View Accounts"** menu to find the relevant account and then under Select, click **"My Applications"** to start.

Step 2

The screenshot shows the 'Manage: Permit Applications' page for the 'Freeway Ltd' account. The page header includes the Cross-Border Road Transport Agency logo and the Cross•Easy brand name. A navigation menu on the left contains 'Home', 'My Account(s)', 'My Permits', 'Vehicle Management (Fleet)', and 'Contact Us'. The 'My Account(s)' menu is expanded, showing 'View Accounts' highlighted in red. The main content area displays a table of applications with columns for Application, Permit Type, Date Submitted, No of Permits, Total Fees, and Status. A blue '+' button is highlighted in red. Below the table, there is a 'Back' button.

Application	Permit Type	Date Submitted	No of Permits	Total Fees	Status
1	Organized Group - Parcel - (-) 35 Seater - 1 Year		1	R2430.00	Submitted but not Submitted
2	Secur - Coes 1 - (Up to 20 000kg) - 3 Months		1	R2 247.00	Application and Permit Fee Done Accepted

Click the **blue button** to add your new permit application. As you proceed click **"Save & Continue"** to move forward and save your application.

Step 3

Cross•Easy
making efficient and effective cross-border trade

CROSS-BORDER ROAD TRANSPORT AGENCY

New Application for Freeway Ltd.

1 Permit Info 2 Vehicle 3 Rates 4 Motorist 5 Upload 6 Confirmation

Permits* If there will permit type added to this application

Passenger Freight

Temporary Permit Long-term Permit

Permit duration* 14 days

Select Permit Type* Goods - Class 1 - (Up to 2000 kg) - 143 km

Save & Continue Cancel

Select your specific **Permit (Freight or Passenger)** and specify whether it is a Temporary or Long-term permit. After this select the **duration of the permit**, and then select the **Permit Type**.

Click **Save and Continue**.

To Add a Vehicle

Now you must add a vehicle to your application. To do this, you must either click the button **“add application with vehicle”** or **“add application without vehicle”**. Please remember that you cannot apply for a temporary permit without adding a vehicle. For long-term passenger permits, you can select the option to **add an application without a vehicle**.

Step 1

The screenshot shows the 'Manage: Vehicles' page in the Cross•Easy system. At the top, there is a search bar with the text 'Search your Existing Vehicles by your Carrier Or Add a new Vehicle'. Below the search bar is a table with the following columns: Vin, Country of registration, Vehicle Type, Registration Number, eNatis Number, License Expiry Date, GVM, Seating Capacity, Road Worthiness, and Add Vehicle. The table contains three rows of vehicle data. The 'Add Vehicle' button is highlighted with a red circle in the top right corner of the table.

Vin	Country of registration	Vehicle Type	Registration Number	eNatis Number	License Expiry Date	GVM	Seating Capacity	Road Worthiness	Add Vehicle
AAW18W1705P32A22A	South Africa	Bus (Double Deck) Above 30 Passengers	BNM050P	DSP086L	31/03/2021	25000	2	Roadworthy	Select
AJW50GF4P033032A	South Africa	M1 MIDIBUS (24-34 Passengers)	C6566LGP	S/W312C	31/03/2021	28333	2	Roadworthy	Default
AJW1602G4609246E	South Africa	Truck	CR11874		30/04/2022	34000	3	Roadworthy	Select

Click on the blue button on that says **“Add Vehicle”** to add your vehicle and wait for the pop-up. You can also filter using the **“search fields”** if you have many vehicles listed.

Step 2

The screenshot shows the 'Add Vehicle' pop-up form. The form has a dropdown menu for 'Select vehicle type' with options: Bus (Luxury) Above 30 Passengers, Bus - Semi - Luxury, Bus (Single Deck) Above 30 Passengers, Caster/Station, Drop Side Body, Drop Side Body (Truck), Flat Deck (Truck), Flat Deck, M1 MIDIBUS (7-18 Passengers), M1 MIDIBUS (24-34 Passengers), Truck/Tractor /Mechanical Horse, M2 MIDIBUS (21-23 Passengers), and Select vehicle type. The form also has fields for: Engine Number* (8947542234702), Registration Year* (2017-01-01), Gross Vehicle (GVM)* (34000), License Expiry Date* (30/04/2022), eNatis Number* (Y3495W), and Is the vehicle leased? (Select). There is an 'Add Vehicle' button at the bottom right of the form.

Select the **country** that your vehicle is registered in first, then enter your **VIN number**, the system will now autocomplete the other fields from **eNatis**. If not a South African vehicle, please add all the required details.

Step 3

Next, still in the pop-up, select your **vehicle type** from the dropdown menu. Next select **if your vehicle is leased** or not. If leased, please complete details. Now you are ready to **Add** your vehicle to the application.

Step 4

Use the **little tick-box** to select the vehicle you would like to add to the permit, then click **Add Selected to Permit**.

Step 5

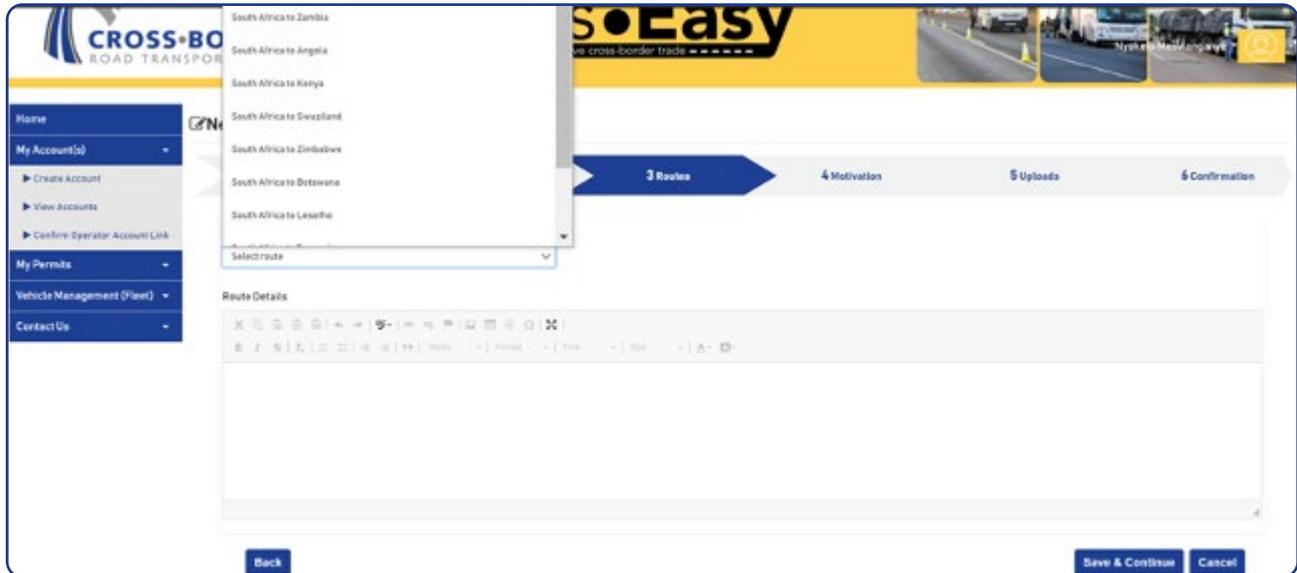
You can add as many vehicles as you wish on the application. The next time you apply for a permit, the vehicles you added will be available and you only need to select the ones you need to attach to your application.

Click **Save and Continue**.

Add a Route

You need to indicate where you are travelling to by specifying a route.

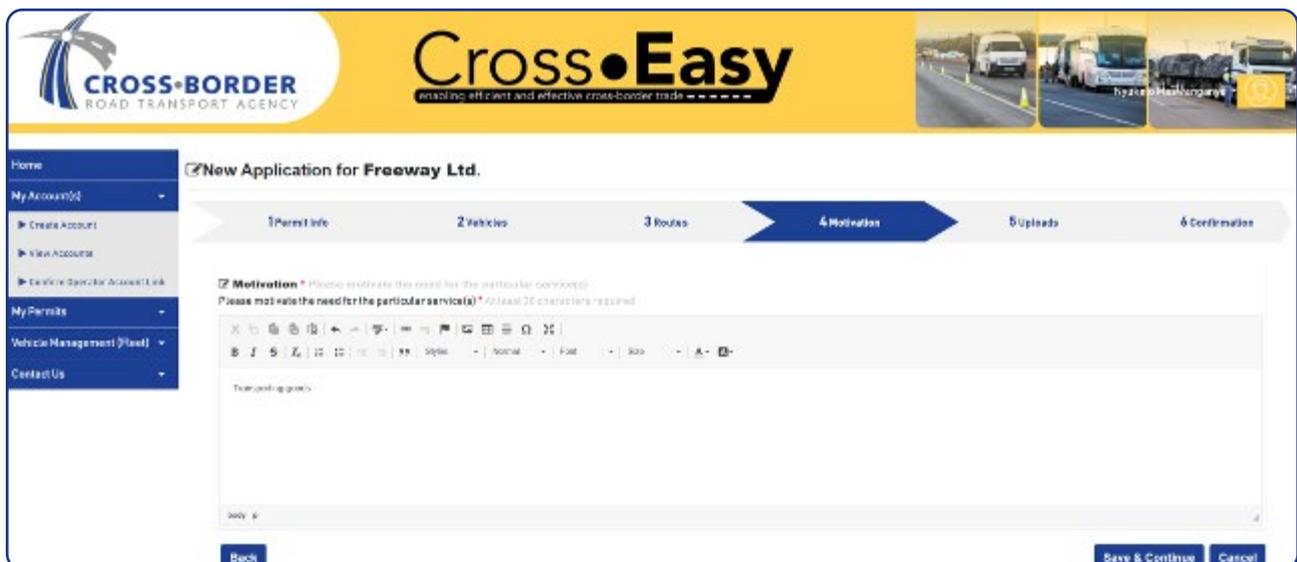
Step 1



Select your Route from the dropdown menu e.g. South Africa to Kenya. For Passenger permits, you can edit the route but for Freight permit, the route is not editable however you can specify the details of the route in the next screen called Motivation.

Click **Save and Continue**.

Step 2



After your route, provide your **Motivation**. Here you will just provide the motivation relating to your permit. You can also use this section to expand on your route details, for freight routes.

Click **Save and Continue**.

Step 3

Timetable For: Johannesburg to Harare via Beitbridge (UPD)

Forward or Return	Interval	Total Distance (KM)	Total Time	Number of Border Crossings
Forward	Mondays, Wednesdays, Fridays	0		1

Departure	Type of stop	Distance	Arrive	Depart
ZA Johannesburg	Departure point	0		08:00
ZA Midrand	Loading point	27	08:30	08:45
ZA Pretoria	Loading point	40	09:30	09:45
ZA Middelburg	Refreshment stop	135	11:30	12:00
ZA Zebediela	Refuelling stop	218	14:30	15:00
ZW Beitbridge	Border crossing	288	18:30	19:30
ZW Gweru	Refreshment stop	475	02:00 +1	02:30
ZW Harare	Destination point	278	06:00	
Total		1461		19:00:00

Buttons: Back, Save & Continue, Cancel

For a long-term bus permit, populate your **Timetable**. Please note, once you have populated your Timetable details, you need to click **Make Return Route** to add the details of your return route.

Click **Save and Continue**.

Step 4

Now you can attach all the necessary documents. Operators can use a scanner to scan their required documents to attach. Choose the documents you need to attach. Please note that mandatory documents must be attached before the system can allow you to continue to the next section.

Click **Save and Continue**.

Permit Application – Complete

It is important to note that a Carrier's permit application cannot be approved if their Carrier Account is not yet approved. So do ensure that this step in the process has been taken in accordance with the due process required for the Carrier & Permit Type.

Almost Done

Home

My Account(s)

- ▶ My Account
- ▶ View Accounts
- ▶ Confirm Operator Account Link

My Permits

Vehicle Management (Fleet)

Contact Us

New Application for Freeway Ltd.

1 Permits Info 2 Vehicles 3 Routes 4 Motorcycles 5 Uploads 6 Confirmation

Document Uploads Max file size 5MB PDF

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.

SARS Tax Clearance Certificate

South African ID or Passport or National Traffic Information System Number

Motor Vehicle License/Road Worthy Certificate

Company Registration Document

No Documents found.

Now you can **attach all the necessary documents**. Carriers can use a scanner to scan their required documents to attach.

Step 5

Review & Confirm

On the Confirmation Screen, you just confirm that all the information you have captured is correct. To edit anything, click the **"Back"** button on the bottom of the screen. If all is correct, click the **Declaration tick-box**.

Home **New Application for Freeway Ltd.**

1 Permits Info 2 Vehicles 3 Routes 4 Motivation 5 Uploads 6 Confirmation

PROFORMA INVOICE AND CONFIRMATION

Account ID: 8552 Application No: 9956 Application Date: 23/09/2021 Applicant: Freeway Ltd Email Address: andranika24@yahoo.com

Physical Address: Address: 8123 Bogosi Street Town: Rab Vista Post Code: 0887 Country: South Africa

Account Balance: R 3 702

Vehicle Registration	Vehicle Type	Start Date	Permit Type	Duration	Application Fee	Permit Fee	Lines Total	
GA16275	Drop Side Body	23/09/2021	0066- Class1 - (Up to 23000kg) - 14 Days	14 - Days	R625.00	R870.00	R1495.00	
							Total	R1495.00

Fees shown in red are due on submission of the application. The remaining fee(s) if any will be payable before any permits issued. These fees could change later.

Payable on submission: R1495.00
Amount paid: R0.00
Amount due now: R1495.00

I declare that the particulars furnished on this form are true and correct.

Please note that your application will not be approved until the permit fees have been paid in full.

Declaration by Nyakajo Mawunganya on 23/09/2021 You declare that you agree with the declaration above by checking the box

Back **Confirm and pay by EFT or Cash** **Confirm and pay with Account Credit** **Cancel**

On the **Confirmation Screen**, you just check that all the information you have put in is correct. To edit anything, click the "Back" button on the bottom of the screen. If all is correct, click the Declaration tick-box and **"Submit."**

You have now completed the steps of **Registering & Logging In**, creating an **Operator Account** as well as performing a **Permit Application**.

If you have funds in your account, you can select the option **"Confirm and Pay with Account Credit"**. If you do not have funds in your account, you must select the option **"Confirm and Pay with EFT or Cash"**. If you pay by account credit, your application will be submitted for review and you will receive a notification by email or SMS to confirm your permit submission.

If you selected the option to pay by EFT or Cash, you need to either do an EFT or bank deposit and use the Account ID as a reference number. You must wait until your funds reflect in your account before you can complete and submit your application.

If you are a walk-in Operator, at this stage you go to the Cashiers and they will credit your account. If your application is done remotely, our back-office will allocate funds and you must just constantly check on the Cross-Easy portal to see if funds reflect.

After your account is credited, you must login again to the portal and choose **"My Applications"** and select the option, **"Complete Payment"**. This will take you to the confirmation screen and you must click **"Confirm and Pay with Account Credit"** to submit. Your application will be submitted for review. You will receive a notification by email or SMS to confirm your permit submission.

It is important to note that an Operator's permit application cannot be approved if their Carrier Account is not yet approved.

How to get Reference Number to use for Bank or EFT Deposit

From the Main Menu, select **"My Account(s)"**. From the Dropdown, select **"Account Statement"** and use the number written **"Account ID"** as your reference for Deposits. You must **ALWAYS** use this number when making deposits to your Account. See screen shot of where to get Reference Number – **Account Id.**



The screenshot displays the 'ACCOUNT STATEMENT' interface. On the left, under 'Account Details', the 'Account ID' is 6334, which is circled in red. Other details include Account Name: Automatic Bus Services, Contact Person: Tintswalo Shilowa, and Email Address: tintswalo.shilowa@icbrta.co.za. On the right, under 'Filters', the 'Date From' is 26/06/2021 and 'Date To' is 24/09/2021. Below the filters, the 'Account Balance' is R 0.00. At the bottom, a table header is visible with columns: Date, Reference Number, Description, Transaction Type, and Transaction Total.

Date	Reference Number	Description	Transaction Type	Transaction Total
------	------------------	-------------	------------------	-------------------

In the following pages we will cover:

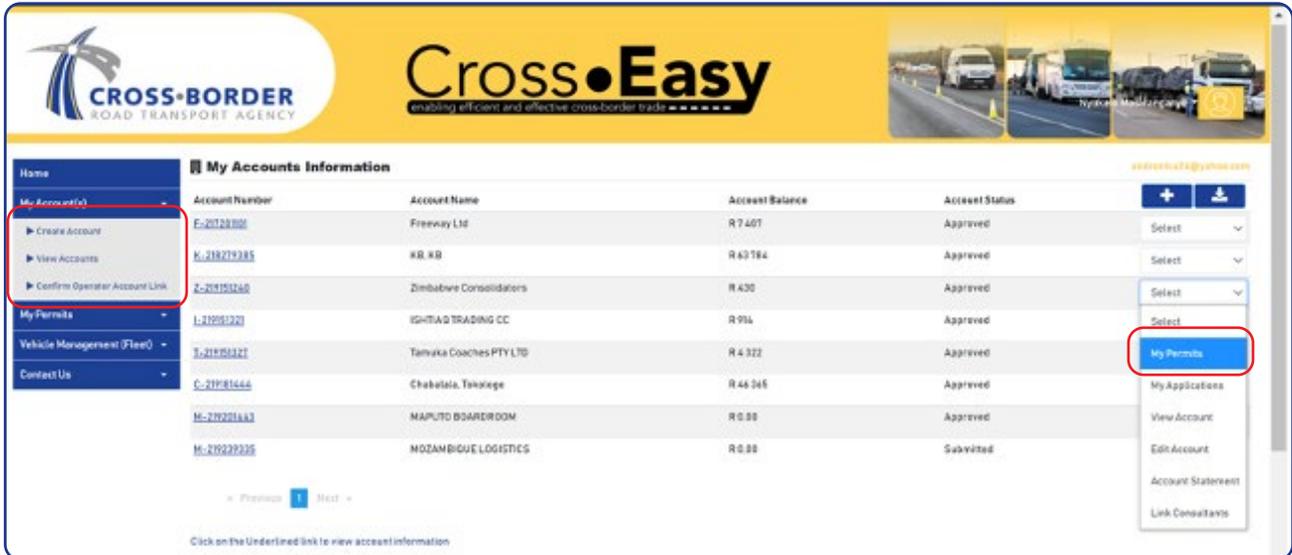
- Vehicle Replacement
- Amend a Route
- Permit Duplication
- Permit Renewal
- Error Corrections
- How to Process a Cash Payment



4. Vehicle Replacement

This part of the process addresses the steps required if an Operator wishes to replace the vehicle of a permit. This change can be made to permits that have the status "Permit Printed / Issued".

Step 1

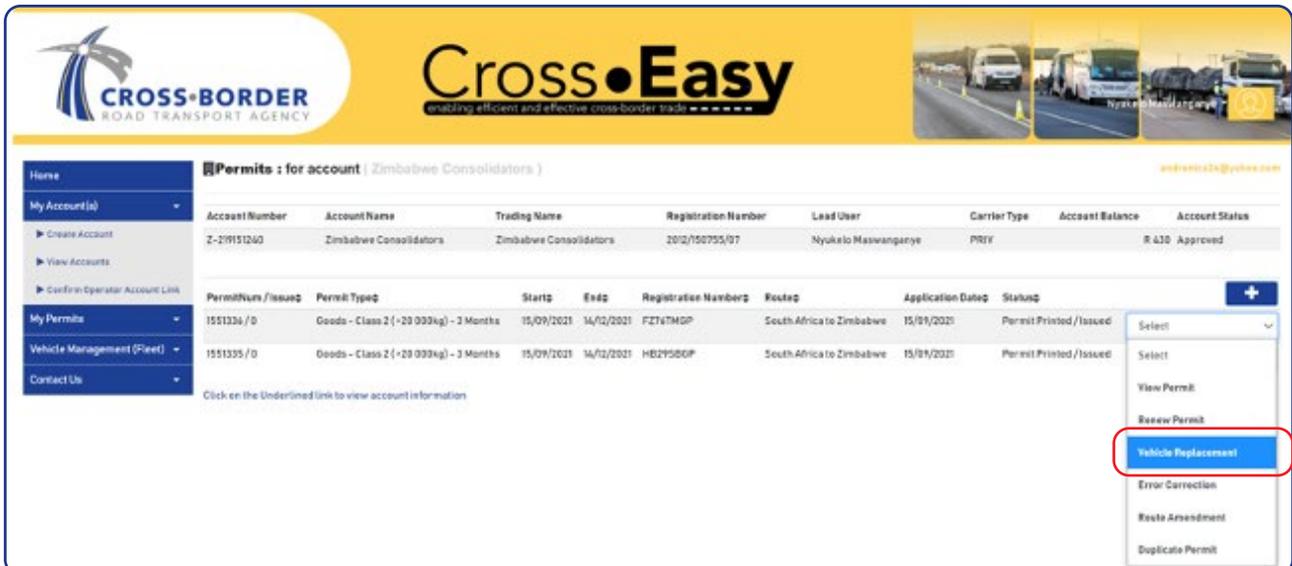


The screenshot shows the CrossEasy web application interface. The header includes the Cross-Border Road Transport Agency logo and the CrossEasy brand name. The main content area displays a table of account information. The left sidebar contains navigation options, with 'View Accounts' highlighted. A dropdown menu is open for the selected account, showing 'My Permits' as the selected option.

Account Number	Account Name	Account Balance	Account Status
E-20123000	Freevay Ltd	R 7 407	Approved
M-2012713385	KB, RB	R 63 184	Approved
Z-2019151260	Zimbabwe Consolidators	R 430	Approved
L-20201320	IGHIAG TRADING CC	R 994	Approved
S-201803127	Tamuka Coaches PTY LTD	R 4 322	Approved
C-20181644	Chabalala Taxiage	R 46 945	Approved
M-202021443	MAPUTO BOARDROOM	R 0.00	Approved
M-202029305	MOZAMBIQUE LOGISTICS	R 0.00	Submitted

From the menu, Click **"View Accounts"** to take you to the **Account Listing** and select the relevant account. Then click **"My Permits"** from the dropdown menu to access the permits in that account.

Step 2



The screenshot shows the CrossEasy web application interface displaying the 'Permits : for account | Zimbabwe Consolidators' page. The table lists permits with columns for Permit Num / Issued, Permit Type, Start, End, Registration Number, Route, Application Date, and Status. The 'Vehicle Replacement' option is highlighted in the dropdown menu for the selected permit.

Account Number	Account Name	Trading Name	Registration Number	Lead User	Carrier Type	Account Balance	Account Status
Z-2019151260	Zimbabwe Consolidators	Zimbabwe Consolidators	2012/150755/07	Nyukelo Maswanganye	PRIV	R 430	Approved

Permit Num / Issued	Permit Type	Start	End	Registration Number	Route	Application Date	Status
1551336 / 0	Goods - Class 2 (-20 000kg) - 3 Months	15/09/2021	14/12/2021	FZ167MDP	South Africa to Zimbabwe	15/09/2021	Permit Printed / Issued
1551335 / 0	Goods - Class 2 (-20 000kg) - 3 Months	15/09/2021	14/12/2021	HB29580P	South Africa to Zimbabwe	15/09/2021	Permit Printed / Issued

Find the relevant permit and from the dropdown menu, click on **"Vehicle Replacement"**.

Step 3

Manage: Vehicles

Search your Existing Vehicles in your Carrier Or Add a new Vehicle

Select Vehicle Type: [v] Enter Vehicle no: [] Enter Registration Number: [] [Search] [Refresh]

	Vin	Country of registration	Vehicle Type	Registration Number	eMail Number	Licence Expiry Date	BVM	Seating Capacity	Road Worthiness	Add Vehicle
<input checked="" type="checkbox"/>	JHFCF437605000202	South Africa	Drop Side Body	RM1686P	DFG173G	31/08/2022	5500	1	Roadworthy	Select
<input type="checkbox"/>	AHHS5EHP00010334	South Africa	Flat Deck	CG866L6P	GJW310G	31/08/2021	28300	2	Roadworthy	Select
<input type="checkbox"/>	ADCH1000000007009	South Africa	Van Body	FZ75THCP	XTF015W	30/09/2021	19000	1	Roadworthy	Select
<input type="checkbox"/>	AB.PH45FP62101099	South Africa	Van Body	HB24506P	YGV267W	30/09/2021	24000	1	Roadworthy	Select

[Back](#)

Add the replacement vehicle through the normal process of adding a vehicle. If the vehicle is already listed, select it from the listing by clicking in the relevant tick-box. Then click **"Add selected to permit"**.

Step 4

Replace Vehicle for Zimbabwe Consolidators. Permit: OTH-REPL-VH - 1551336

PROFORMA INVOICE AND CONFIRMATION

Account ID: 6677
Application No: 6926
Application Date: 22/09/2021
Applicant: Zimbabwe Consolidators
Email Address: anroni.ca24@yehco.com

Physical Address:
Address: 203 Bagool Street
Town: Rus Vista
Post Code: 1983
Country: South Africa

Account Balance: R 430

Vehicle Registration	Vehicle Type	Start Date	Permit Type	Duration	Application Fee	Permit Fee	Line Total	
RM1686P	Drop Side Body	30/09/2021	Replacement of vehicle	8 - Months	R985.00	R193.00	R1178.00	
							Total:	R1178.00
Fees shown red are due on submission of the application. The remaining fees if any will be payable before any permit is issued. Those fees could change later.							Payable on submission:	R1178.00
							Amount paid:	R0.00
							Amount due now:	R1178.00

I declare that the particulars furnished on this form are true and correct.

Please note that your application will not be approved until the permit fees have been paid in full.

Declaration by Nyukela Mawanganye on 22/09/2021 You declare that you agree with the declaration above by checking the box

[Back](#) [Confirm and pay by EFT or Cash](#) [Confirm and pay with Account Credit](#) [Cancel](#)

Your replacement vehicle is now added to your permit. **"Save & Continue"** through the rest of the screens and Confirm once you have completed the process. Don't forget to click the **declaration & payment option**.

5. Route Amendment

This part of the process addresses the steps required if an Operator wishes to **“Amend a Route”** of a permit. This change can be made to permits that have the status **“Permit Printed / Issued”**.

Step 1

The screenshot shows the CrossEasy web application interface. The header includes the Cross-Border Road Transport Agency logo and the CrossEasy brand name. The main content area is titled 'My Accounts Information' and displays a table of accounts. The left sidebar contains navigation options, with 'View Accounts' highlighted. The right sidebar contains a dropdown menu with 'My Permits' highlighted.

Account Number	Account Name	Account Balance	Account Status
E-21720150	Freeway Ltd	R 7 487	Approved
K-218125285	KB, KB	R 43 784	Approved
Z-219151240	Zimbabwe Consolidators	R 64	Approved
I-219151321	ISHIAQ TRADING CC	R 914	Approved
T-219151322	Tatruka Coaches PTY LTD	R 4 322	Approved
C-219151444	Chabalala Tekelogo	R 44 345	Approved
M-219211643	MALPUTO BOARDROOM	R 0.00	Approved
M-219211639	MIZAMBEQUE LOGISTICS	R 0.00	Submitted

Click **“View Accounts”** to take you to the Account Listing and select relevant account. Then click **“My Permits”** from the dropdown menu to access the permits in that account.

Step 2

The screenshot shows the CrossEasy web application interface for the 'Permits : for account (ISHTIAQ TRADING CC)' page. The main content area displays a table of permits. The right sidebar contains a dropdown menu with 'Amend Route' highlighted.

Account Number	Account Name	Trading Name	Registration Number	Lead User	Carrier Type	Account Balance	Account Status
I-219151321	ISHIAQ TRADING CC	RAPID DISTRIBUTIONS	CH2001/021247/23	Nyokela Mawanganye	CLS	R 914	Approved

Permit Num / Issued	Permit Type	Start	End	Registration Number	Routes	Application Date	Status
ISS1334/0	Goods - Class 2 (- 20 000kg) - 1 Year	15/09/2021	14/09/2022	DY4SKYGP	South Africa to Zimbabwe	15/09/2021	Permit Printed / Issued

Find the relevant permit and from the dropdown menu, click on **“Amend Route”**.

Step 3

Amendment Application for ISHTIAQ TRADING CC. Permit: OTH-AMD - 1551334

1 Permit Info 2 Vehicles 3 Routes 4 Motivation 5 Uploads 6 Confirmation

Route

South Africa to Zimbabwe

South Africa to Zimbabwe

Botswana Route

Mozambique Route

Namibia Route

Swaziland Route

Zimbabwe Route

1. RSA/ Zimbabwe Border Post

Back Save & Continue Cancel

From the dropdown menu, **select the route you would prefer**, and click on it. Check that all the description details are correct and click **Save & Continue**. Follow the steps as prompted by the system.

Step 4

PROFORMA INVOICE AND CONFIRMATION

Account Id: 4704
Application No: 9923
Application Date: 23/09/2021
Applicant: ISHTIAQ TRADING CC
Email Address: andronica24@yahoo.com

Physical Address
Address: 808 Segun Street
Town: New York
Post Code: 0101
Country: South Africa

Account Balance: R 916

Vehicle Registration	Vehicle Type	Start Date	Permit Type	Duration	Application Fee	Permit Fee	Line Total	
D55KVTGP	Truck Tractor/Mechanical Horse	22/09/2021	Amendment of Route	1-Year	R205.00	R520.00	R725.00	
							Total	R725.00
Fees shown in red are due on submission of the application. The remaining fees, if any, will be payable before any permit is issued. These fees could change later.						Payable on submission	R725.00	
						Amount paid	R0.00	
						Amount due now	R725.00	

I declare that the particulars furnished on this form are true and correct.
Please note that your application will not be approved until the permit fees have been paid in full.

Declaration by Nyakelo Mosewengane on: 23/09/2021 Yes, I declare that you agree with the declaration above by checking the box

Back Confirm and pay by EFT or Cash Confirm and pay with Account Credit Cancel

Your revised route is now added to your permit. **"Save & Continue"** through the rest of the screens and confirm once you have completed the process.

6. Permit Duplication

This part of the process addresses the steps required if an Operator wishes to Duplicate a permit. This change can be made to permits that have the status "Permit Printed / Issued".

Step 1

The screenshot shows the Cross-Easy user interface. The header includes the Cross-Border Road Transport Agency logo and the Cross-Easy brand name. The main content area is titled "My Accounts Information" and displays a table of accounts. The "View Accounts" button in the left sidebar is highlighted with a red circle. The "My Permits" button in the dropdown menu is also highlighted with a red circle.

Account Number	Account Name	Account Balance	Account Status
E-20729116	Freeway Ltd	R 1 487	Approved
K-218725285	KB, KB	R 43 784	Approved
Z-20913260	Zimbabwe Consolidators	R 64	Approved
I-21926132	ISHIAG TRADING CC	R 916	Approved
T-219151327	Tamuka Coaches PTY LTD	R 4 322	Approved
C-219387444	Chabalala, Tekelogo	R 44 345	Approved
M-219261643	MAPUTO BOARDROOM	R 0.00	Approved
M-219229335	MOZAMBIQUE LOGISTICS	R 0.00	Submitted

Click **"View Accounts"** to take you to the **Account Listing** and select relevant account. Then click **"My Permits"** from the dropdown menu to access the permits in that account.

Step 2

The screenshot shows the Cross-Easy user interface for the "Permits : for account (Tamuka Coaches PTY LTD)" page. The "Duplicate Permit" button in the dropdown menu is highlighted with a red circle.

Account Number	Account Name	Trading Name	Registration Number	Lead User	Carrier Type	Account Balance	Account Status
T-219151327	Tamuka Coaches PTY LTD	Tamuka Coaches PTY LTD	2019/933429/07	Njuketa Maswanganyi	PRIV	R 4 322	Approved

PermitNum./Issued	Permit Type	Start	End	Registration Number	Route	Application Date	Status
1511347 / 0	Goods- Class 1 - (Up to 20 000kg) - 14 Days	18/09/2021	31/09/2021	CAAN2775	South Africa to Mozambique	18/09/2021	Permit Printed / Issued

Select the relevant permit and on the dropdown menu, select **"Duplicate Permit"**.

Step 3

Cross•Easy
enabling efficient and effective cross-border trade

Home
My Account(s)
▶ Create Account
▶ View Accounts
▶ Confirm Operator Account Link
My Permits
Vehicle Management (Fleet)
Contact Us

☑ Duplicate Application for **Tamuka Coaches PTY LTD**. Permit: OTH-DUP - 1551347

Permit Info Vehicles Rates Motivation Uploads Confirmation

Please note that if you want to change or correct the company details that appear on the re-issued permit then cancel this application, change your carrier account details and then re-start this process. Your updated details will be used on the re-issued permit.

	Physical Address	Permit Info
Registration Number: 2009/33429/07	Address: 8103 Bogopol Street	Permit Type: Goods- Class 1 - (Up to 20 000kg) - 14 Days
Tax Number: Y83066593	Town: Riva Vista	Duration: 14 Days
Carrier Name: Tamuka Coaches PTY LTD	Postal Code: 0187	
Trading Name: Tamuka Coaches PTY LTD		

Continue

You will now be taken through the various screens containing details pertinent to that particular permit. Click **"Save & Continue"** to move through the various screens.

Step 4

Home
My Account(s)
▶ Create Account
▶ View Accounts
▶ Confirm Operator Account Link
My Permits
Vehicle Management (Fleet)
Contact Us

☑ Duplicate Application for **Tamuka Coaches PTY LTD**. Permit: OTH-DUP - 1551347

Permit Info Vehicles Rates Motivation Uploads **Confirmation**

PROFORMA INVOICE AND CONFIRMATION

Account ID: 4738	Physical Address:
Application No: 1528	Address: 8103 Bogopol Street
Application Date: 23/05/2021	Town: Riva Vista
Applicant: Tamuka Coaches PTY LTD	Postal Code: 0187
Email Address: zandronico24@yahoo.com	Country: South Africa

Account Balance: R 6,352

Vehicle Registration	Vehicle Type	Start Date	Permit Type	Duration	Application Fee	Permit Fee	Line Total	
CAAM2775	Tipper	23/05/2021	Duplicate Permits	14 - Days	R103.00	R583.00	R336.00	
							Total	R336.00
Fees shown in red are due on submission of the application. The remaining fees, if any, will be payable before any permits issued. These fees could change later.						Payable on submission	R356.00	
						Amount paid	50.00	
						Amount due now	R356.00	

I declare that the particulars furnished on this form are true and correct.

Please note that your application will not be approved until the permit fees have been paid in full.

Declaration by Nyakela Mavunganye on 23/05/2021 Yes I declare that you agree with the declaration above by checking the box

Submit **Confirm and pay by EFT or Cash** **Confirm and pay with Account Credit** **Cancel**

When you have proceeded to click **Submit** at the bottom of the Confirmation Screen, the duplicate permit has now been applied for.

7. Permit Renewal

These are the steps that apply should an Operator wish to Renew their permit. This change can be made to permits that have the status **"Permit Printed / Issued"**.

Step 1

The screenshot shows the CrossEasy user interface. The header includes the Cross-Border Road Transport Agency logo and the CrossEasy brand name. The main content area is titled "My Accounts Information" and displays a table of accounts. The "View Accounts" button in the left sidebar is highlighted with a red circle. The "My Permits" button in the dropdown menu is also highlighted with a red circle.

Name	Account Number	Account Name	Account Balance	Account Status
Freeway Ltd	F-202281001	Freeway Ltd	R 7 407	Approved
KR. KR	K-218219385	KR. KR	R 63 784	Approved
Zimbabwe Consolidators	Z-219351740	Zimbabwe Consolidators	R 64	Approved
ISHTIAG TRADING CC	I-219151321	ISHTIAG TRADING CC	R 914	Approved
Tamvaka Coaches PTY LTD	T-219151322	Tamvaka Coaches PTY LTD	R 4 322	Approved
Chabelala, Tekelaga	C-219181644	Chabelala, Tekelaga	R 46 365	Approved
MAPUTO BOARDROOM	M-202281443	MAPUTO BOARDROOM	R 0.00	Approved
MOZAMBIQUE LOGISTICS	M-202282325	MOZAMBIQUE LOGISTICS	R 0.00	Submitted

Click **"View Accounts"** to take you to the **Account Listing** and select relevant account. Then click **"My Permits"** from the dropdown menu to access the permits in that account.

Step 2

The screenshot shows the CrossEasy user interface for the account "ISHTIAG TRADING CC". The page title is "Permits : for account (ISHTIAG TRADING CC)". The main content area displays a table of permits. The "Renew Permit" button in the dropdown menu is highlighted with a red circle.

Account Number	Account Name	Trading Name	Registration Number	Lead User	Carrier Type	Account Balance	Account Status
I-219151321	ISHTIAG TRADING CC	RAPID DISTRIBUTIONS	CK2001/021281/23	Nyukelo Maswanganye	CLS	R 914	Approved

Permit Num / Issue	Permit Type	Start	End	Registration Number	Route	Application Date	Status
1550334 / 0	Goods - Class 2 (+ 20 000kg) - 1 Year	15/09/2021	14/09/2022	DW55KYGP	South Africa to Zimbabwe	15/09/2021	Permit Printed / Issued

Select the relevant permit and on the dropdown menu, select **"Apply for Duplicate"**.

Step 3

Cross•Easy
enabling efficient and effective cross-border trade

PROFORMA INVOICE AND CONFIRMATION

Account ID: 6542
Application No: 9929
Application Date: 23/09/2021
Applicant: Pinesweg Ltd
Email Address: dmk.coand@14@gmail.com

Physical Address
Address: 9/E3 Sagel Street
Town: Hazy Vista
Post Code: 0787
Country: South Africa

Account Balance: R 14.01

Vehicle Registration	Vehicle Type	Start Date	Permit Type	Duration	Application Fee	Permit Fee	Line Total	
CG58LGP	M3 MIDIBUS (16-34 Passengers)	05/12/2021	Taxi - (Up to 25 Seater) - 14 Days	14 - Days	183	183	R366.00	
							Total	R366.00
							Payable on submission	R366.00
							Amount paid	R3.00
							Amount Due now	R363.00

Fees shown in red are due on submission of the application. The new ring fee(s) if any will be payable before any permit is issued. These fees could change later.

I declare that the particulars furnished on this form are true and correct.
Please note that your application will not be approved until the permit fees have been paid in full.

Declaration by Pinesweg Holdings on 23/09/2021 You declare that you agree with the declaration above by checking the box

[Confirm and pay by EFT or Cash](#) [Confirm and pay with Account Credit](#) [Cancel](#)

You will be asked by the system to confirm that you would like to renew this permit. Click **"Yes"** to continue.

Step 4

You will now be taken through the various screens containing details pertinent to that particular permit. Click **"Save & Continue"** to move through the various screens, and submit when you get to the **Confirmation Screen**.

8. Correcting Errors

These are the steps that apply should an Operator wish to correct their details of their permit. This change can be made to permits that have the status **"Permit Printed / Issued"**.

Step 1

The screenshot shows the 'My Accounts Information' page in the Cross•Easy system. The page header includes the Cross-Border Road Transport Agency logo and the Cross•Easy brand name. The main content area displays a table of accounts with columns for Account Number, Account Name, Account Balance, and Account Status. A red circle highlights the 'View Accounts' menu item in the left sidebar. Another red circle highlights the 'My Permits' option in the dropdown menu that appears when 'View Accounts' is selected.

Account Number	Account Name	Account Balance	Account Status
E-21720881	Freeway Ltd	R 7 407	Approved
K-208479385	KB, KB	R 63 784	Approved
Z-219591240	Zimbabwe Consolidators	R 64	Approved
L-20181320	ISHTAQ TRADING CC	R 914	Approved
T-20191927	Tanuka Coaches PTY LTD	R 4 322	Approved
C-20181833	Chabalala Tokelogo	R 66 385	Approved
M-219220443	MAPUTO BOARDROOM	R 0 00	Approved
M-219220325	MOZAMBIQUE LOGISTICS	R 0 00	Submitted

Click **"View Accounts"** to take you to the **Account Listing** and select relevant account. Then click **"Error Correction"** from the dropdown menu to open that account for editing.

Step 2

The screenshot shows the 'Permits : for account | Zimbabwe Consolidators' page. The page header includes the Cross-Border Road Transport Agency logo and the Cross•Easy brand name. The main content area displays a table of permits with columns for Permit Number/Issued, Permit Type, Start, End, Registration Number, Route, Application Date, and Status. A red circle highlights the 'Error Correction' menu item in the dropdown menu that appears when a permit is selected.

Account Number	Account Name	Trading Name	Registration Number	Lead User	Carrier Type	Account Balance	Account Status
Z-219591240	Zimbabwe Consolidators	Zimbabwe Consolidators	2012/080755/07	Nyukela Mzowanganye	FRIV	R 64	Approved

Permit Num/Issued	Permit Type	Start	End	Registration Number	Route	Application Date	Status
1551336 / 0	Goods - Class 2 (-20 000kg) - 3 Months	15/09/2021	14/12/2021	FZ14TMGP	South Africa to Zimbabwe	15/09/2021	Permit Printed / Issued
1551335 / 0	Goods - Class 2 (-20 000kg) - 3 Months	15/09/2021	14/12/2021	H029S0P	South Africa to Zimbabwe	15/09/2021	Permit Printed / Issued

You are now able to make the relevant changes that you require. When this is complete, proceed through the rest of the screens and make edits as needed, and submit when you get to the Confirmation screen to complete the process.



350 Witch-Hazel Avenue
Eco Point Office Park,
Block A, Eco Park,
Centurion, Pretoria
South Africa

PO Box 560
Menlyn,
0063
Pretoria
South Africa

Tel: +27 12 471 2000

www.cbrta.co.za

 @cbrta_za

 @cbrtaza