



**transport**

Department:  
Transport  
REPUBLIC OF SOUTH AFRICA

**HELPDESK CHECKLIST: NEW OPERATING LICENSE**

	Y	N	N/A	Comments
1. Application Form				
2. Proof of payment/Bank receipt				
3. Certified copy of ID copy / Company Registration certificate				
4. Tax clearance certificate and SARS pin				
5. Company proxy letter and Certified ID copy of the appointer and appointee (proxy)				
6. Statement of oath				
7. Statement in terms of section 62(1) of NLTA				
8. Certified copy of Vehicle license disc and Road worthy certificate				
9. Certified copy of Certificate of registration in respect of motor vehicle				
10. Certified copy of Service records/Service Plan/Maintenance plan of vehicles				
11. Recommendation letter (5 letters if operating within the boundaries of RSA and 3 letters if operating within the province)				
12. Certified copy of Public Passenger Liability (PPL)				
13. Certified copy of Business plan (for operators with more than 10 vehicles and/or applies for more than 10 new operating licenses)				
14. B-BBEE exemption affidavit (0-5million annual turn-over) OR Certified copy of Black Economic Empowerment (BEE) and Employment Equity (EE) compliance certificate (above 5 million annual turnover)				

NATIONAL PUBLIC TRANSPORT REGULATOR

CHECKED BY :

DATE :

SIGNATURE :