



## CHECKLIST GUIDELINE

### APPLICATION FOR REGISTRATION AS A SECOND-HAND GOODS DEALER / RECYCLER



Second-Hand Goods Act, 2009 (Act No. 6 of 2009)

<b>NAME AND ADDRESS OF BUSINESS</b>		<b>STATION</b>	
<b>PARTICULARS OF APPLICANT</b>		<b>APPLICATION REGISTER NO.</b>	
<b>CONTACT DETAILS OF APPLICANT</b>		<b>DATE OF RECEIPT OF APPLICATION</b>	
<b>TYPE OF CERTIFICATE</b>		<b>FILE REFERENCE NUMBER (25/13/2/)</b>	
NO	DESCRIPTION OF DOCUMENTS / INFORMATION	YES	NO
1.	<ul style="list-style-type: none"> <li>• Original SAPS 601 (Application for registration as a second-hand goods dealer / recycler) <b>completed in black ink</b> :               <ul style="list-style-type: none"> <li>✓ Section A completed (Application reference nr)</li> <li>✓ Section B completed (Application register reference nr)</li> <li>✓ Section D to F completed</li> </ul> </li> </ul>		
2.	<ul style="list-style-type: none"> <li>• Is the applicant, responsible person, any major shareholder of a company or CC, partner in a partnership or beneficiary of a trust disqualified from registration in terms of Section 14?</li> </ul>		
3.	<ul style="list-style-type: none"> <li>• Detailed recommendation by the DSO (Section H on form SAPS 601)</li> </ul>		
4.	<ul style="list-style-type: none"> <li>• Report by DSO with regard to the inspection and verification of the premises where the business is intended to be conducted</li> </ul>		
5.	<ul style="list-style-type: none"> <li>• Report from DSO of the police station in which precinct the applicant was already issued with a certificate to trade / recycle (see number 18), if applicable</li> </ul>		
6.	<ul style="list-style-type: none"> <li>• 2 x ID Photo=s (as prescribed and not older than 3 months)</li> </ul>		
7.	<ul style="list-style-type: none"> <li>• Certified copy of official RSA ID / Permanent Residence Permit of the applicant</li> </ul>		
8.	<ul style="list-style-type: none"> <li>• Certified copy of official RSA ID / Permanent Residence Permit of every person responsible for the management or day-to-day control of the business <b>(if applicable)</b></li> </ul>		
9.	<ul style="list-style-type: none"> <li>• Certified copy of relevant utility account or lease agreement verifying the address of the premises</li> </ul>		
10.	<ul style="list-style-type: none"> <li>• Documentary proof of the business= bank account</li> </ul>		
11.	<ul style="list-style-type: none"> <li>• Certified copies of any founding documents verifying applicant as a company, close corporation, trust, business trust, partnership or any other business form <b>(if applicable)</b></li> </ul>		
12.	<ul style="list-style-type: none"> <li>• Certified copy of appointment letter whereby a responsible person/manager is appointed <b>(only applicable where the applicant is a person other than a natural person - cc, company, etc)</b></li> </ul>		
12.	<ul style="list-style-type: none"> <li>• Certified copy of any VAT certificate issued to the applicant <b>(not compulsory)</b></li> </ul>		
13.	<ul style="list-style-type: none"> <li>• Certified copy of an Accredited Dealers= Association Membership Certificate <b>(if applicable)</b></li> </ul>		
14.	<ul style="list-style-type: none"> <li>• Basic Floor Plan of the premises where applicant intends to conduct business</li> </ul>		
15.	<ul style="list-style-type: none"> <li>• Supporting Statement in terms of Regulation 3 under oath or affirmation that :               <ul style="list-style-type: none"> <li>✓ applicant or any other person responsible for the management or day-to-day control of the business is not disqualified from being registered as a dealer; and</li> <li>✓ applicant complies with all requirements of other legislation regulating such business</li> </ul> </li> </ul>		
16.	<ul style="list-style-type: none"> <li>• Certified copy of <b>any</b> certificate or permit issued in terms of other legislation regulating such business or industry, including but not limited to local-authority by-laws or any legislation regarding zoning, customs control, revenue, international trade, fire safety, communications, occupational health and safety, waste management, or environmental management <b>(not compulsory)</b></li> </ul>		
17.	<ul style="list-style-type: none"> <li>• Certified copy of certificate of registration as a dealer <b>(in case of a recycler)</b></li> </ul>		
18.	<ul style="list-style-type: none"> <li>• Certified copy of certificate of registration as a dealer / recycler if applicant is registered to trade / recycle on premises other than the premises indicated in this application</li> </ul>		
19.	<ul style="list-style-type: none"> <li>• Set of fingerprints of applicant / responsible person</li> </ul>		
20.	<ul style="list-style-type: none"> <li>• Set of fingerprints of every person responsible for the management or day-to-day control of the business</li> </ul>		

21.	<b>ANY OTHER SUPPORTING DOCUMENTATION</b>

<b>APPLICATION VERIFIED BY</b>					
SIGNATURE	PERSAL NR	RANK	INITIALS & SURNAME	DATE	PLACE