



CHECKLIST GUIDELINE

APPLICATION BY A JURISTIC PERSON FOR REGISTRATION AS A SHG DEALER



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

	DESCRIPTION OF DOCUMENTS / INFORMATION	YES	NO
1.	2 x Color ID Photos of the Responsible Person not older than three (3) months.		
2.	Certified copy of official RSA ID document or foreign passport of Responsible Person and every person responsible for the management or day-to-day control of the business.		
3.	Certified copy of relevant utility account or lease agreement verifying the address of the premises.		
4.	Documentary proof of the business bank account (official stamped letter from bank, not actual bank statement).		
5.	Certified copies of any founding documents verifying applicant as a company, close corporation, trust, business trust, partnership or any other business form.		
6.	Certified copy of appointment letter whereby a responsible person is appointed in terms of Section 5(d) of the Act.		
7.	Certified copy of an Accredited Dealers Association Membership Certificate.		
8.	Basic Floor Plan of the premises where applicant intends to conduct business.		
9.	Certified copy of any 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.		
10.	Certified copy of certificate of registration as a Second-Hand Goods Scrap Metal Dealer (only applicable on an application to be registered as a recycler).		
11.	Certified copy of certificate of registration as a dealer / recycler if applicant is already registered to trade / recycle on premises other than the premises indicated in this application.		
12.	Supporting Statement in terms of Regulation 3 under oath or affirmation that : ✓ 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 ✓ applicant complies with all requirements of other legislation regulating such business		
13.	Set of fingerprints of responsible person and every person responsible for the management or day-to-day control of the business.		
14.	Any other supporting documentation.		