



# CHECKLIST GUIDELINE

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



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

| NO  | DESCRIPTION OF DOCUMENTS / INFORMATION  | YES | NO |
|-----|---|-----|----|
| 1.  | <ul style="list-style-type: none"> <li>Original <b>SAPS 601(e) (Application for Renewal as a Second-Hand Goods Dealer/Recycler) completed in black ink :</b> <ul style="list-style-type: none"> <li>- Section A completed (Application reference no)</li> <li>- Section B completed (Application register reference no)</li> <li>- Section D to F completed</li> </ul> </li> </ul>  |     |    |
| 2.  | <ul style="list-style-type: none"> <li>Was the application for Renewal of Registration submitted 90 days before expiry of the current Registration Certificate?</li> </ul>  |     |    |
| 3.  | <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>   |     |    |
| 4.  | <ul style="list-style-type: none"> <li>Detailed recommendation by the DSO</li> </ul>  |     |    |
| 5.  | <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>   |     |    |
| 6.  | <ul style="list-style-type: none"> <li>2 x ID Photos (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 <b>(if applicable)</b></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 (Reg 6(3)(a)) under oath or affirmation that : <ul style="list-style-type: none"> <li>- The applicant continues to comply with the Act and regulations; and</li> <li>- That the applicant undertakes to ensure continued compliance with the requirements of other legislation regulating that business or industry.</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 current Registration as a Dealer / Recycler</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>   |     |    |
|     |   |     |    |
|     |   |     |    |