

SOUTH AFRICAN POLICE SERVICE



Notification of change of commercial agent premises

INSTRUCTIONS: NOTIFICATION OF CHANGE OF COMMERCIAL AGENT PREMISES
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GENERAL INSTRUCTIONS

- A notification of change of commercial agent premises must be completed in black ink that cannot be erased.
- The notification must be stamped with the date stamp of the police station where it is received.
- A person is guilty of an offence in terms of the Firearms Control Act, 2000 (Act No 60 of 2000), if he/she provides information which he/she knows is false on this notification form.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE NOTIFICATION IS CAPTURED**1. Notification reference number**

The reference number of the notification that the system generates for the notification after it was captured (for example, N12945) must be recorded in paragraph A 1.

SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE NOTIFICATION IS RECEIVED**1. Province**

The name of the province where the police station is situated (for example, Gauteng) must be recorded in paragraph B 1.

2. Area

The name of the area where the police station is situated (for example, Pretoria) must be recorded in paragraph B 2.

3. Police station

The name of the police station where the notification was received (for example, Brooklyn) must be recorded in paragraph B 3.

4. Component code

The component code of the police station where the application was received (for example, 47) must be recorded in paragraph B 4.

5. General firearm transaction register number

The annual serial number in the general firearm transaction register allocated to the application (for example, 135/2002) must be recorded in paragraph B 5.

SECTION C: FOR OFFICIAL USE BY THE CENTRAL FIREARMS REGISTER (CFR)**1. Outstanding/Additional information required**

When the police official at the CFR requests outstanding or additional information from the police station or the applicant, the required information must be recorded in paragraph C 1.

2. Persal number

The SAPS Persal number of the police official at the CFR who requested the outstanding or additional information must be recorded in paragraph C 2.

3. Date

The date on which the outstanding or additional information are requested by the police official at the CFR must be recorded in paragraph C 3.

4. Signature of police official

The signature of the police official at the CFR who requested the outstanding or additional information must be recorded in paragraph C 4.

5. Name in block letters

The initials and surname (in block letters) of the police official at the CFR who requested the outstanding or additional information must be recorded in paragraph C 5.

6. Application for new premises approved (Indicate with an X)

If the application for a new premises is approved, the officer at the CFR who approved the application must mark paragraph C 6 with an X.

7. Persal number

The SAPS Persal number of the officer at the CFR who approved the application must be recorded in paragraph C 7.

8. Date

The date on which the application was approved by the officer at the CFR must be recorded in paragraph C 8.

9. Signature of deciding officer

The signature of the officer at the CFR who approved the application must be recorded in paragraph C 9.

10. Officer code

The officer code is a code allocated to each officer at the CFR who considers the application for new premises. The code of the officer at the CFR who approved the application must be recorded in paragraph C 10.

11. Name in block letters

The initials and surname (in block letters) of the officer at the CFR who approved the application must be recorded in paragraph C 11.

12. Application for new premises refused (Indicate with an X)

If the application for a new premises is refused, the officer at the CFR who refused the application must mark paragraph C 12 with an X.

13. Reason(s) for refusal

When an application was refused, the officer at the CFR must record the reason(s) for refusal in paragraph C 13.

14. Persal number

The SAPS Persal number of the officer at the CFR who refused the application must be recorded in paragraph C 14.

15. Date

The date on which the application was refused by the officer at the CFR must be recorded in paragraph C 15.

16. Signature of deciding officer

The signature of the officer at the CFR who refused the application must be recorded in paragraph C 16.

17. Officer code

The officer code is a code allocated to each officer at the CFR who considers the application for new premises. The code of the officer at the CFR who refused the application must be recorded in paragraph C 17.

18. Name in block letters

The initials and surname (in block letters) of the officer at the CFR who refused the application must be recorded in paragraph C 18.

SECTION D: PARTICULARS OF DEALER/MANUFACTURER/GUNSMITH**1. Specify type of licence** (Indicate with an X)

The type of licence must be indicated with an X in paragraph D 1, for example:

To trade in firearms	<input checked="" type="checkbox"/>
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SECTION E: PARTICULARS OF APPLICANT**1. NATURAL PERSON'S DETAILS****1.1 SA ID/Passport number**

The applicant's type of identity/passport must be indicated with an X in paragraph E 1.1.

2. Identity number of natural person

The applicant's identity number must be recorded in paragraph E 2.

3. Passport number of natural person

The applicant's passport number must be recorded in paragraph E 3.

4. Surname

The applicant's surname must be recorded in paragraph E 4.

5. Initials

The applicant's initials must be recorded in paragraph E 5.

6. Residential address

The physical address where the applicant resides, must be recorded in paragraph E 6.

7. Postal code

The postal code of the applicant's residential address must be recorded in paragraph E 7.

8. Postal address

The postal address of the applicant must be recorded in paragraph E 8.

9. Postal code

The postal code of the applicant's postal address must be recorded in paragraph E 9.

10. Telephone number

10.1 Home: The applicant's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph E 10.1.

10.2 Work: The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph E 10.2.

10.3 Cellphone number

The cellphone number (if applicable) of the applicant must be recorded in paragraph E 10.3.

11. Fax

The applicant's fax number, including the area dialling code, must be recorded in paragraph E 11.

12. E-mail address

The applicant's e-mail address (if applicable) must be recorded in paragraph E 12.

13. JURISTIC PERSON'S DETAILS**14. OTHER BODIES****15. Registered company name**

The registered company name of the applicant must be recorded in paragraph E 15.

16. Trading as name

The trading as name of the applicant must be recorded in paragraph E 16.

17. FAR number

The registration number of the applicant must be recorded in paragraph E 17.

18. Company registration or CC number

The company registration or CC number must be recorded in paragraph E 18.

19. Postal address

The postal address of the applicant must be recorded in paragraph E 19.

20. Postal code

The postal code of the applicant's postal address must be recorded in paragraph E 20.

21. Business address

The physical address where the applicant conduct business must be recorded in paragraph E 21.

22. Postal code

The postal code of the applicant's business address must be recorded in paragraph E 22.

23. Business telephone number

23.1 Work: The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph E 23.1.

23.2 Fax

The applicant's fax number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph E 23.2.

24. E-mail address

The e-mail address (if applicable) of the applicant must be recorded in paragraph E 24.

25. RESPONSIBLE PERSON'S DETAILS**26. Responsible person (Name and surname)**

The responsible person's name and surname must be recorded in paragraph E 26.

27. Type of identification (Indicate with an X)
SA ID/Passport number

The responsible person's type of identity/passport number must be indicated with an X in paragraph E 27.

28. Identity/Passport number of responsible person

The responsible person's identity/passport number must be recorded in paragraph E 28.

29. Cellphone number

The cellphone number (if applicable) of the responsible person must be recorded in paragraph E 29.

30. Physical address

The physical address where the responsible person resides, must be recorded in paragraph E 30.

31. Postal code

The postal code of the responsible person's physical address must be recorded in paragraph E 31.

32. Postal address

The postal address of the responsible person must be recorded in paragraph E 32.

33. Postal code

The postal code of the responsible person's postal address must be recorded in paragraph E 33.

SECTION F: DETAILS OF EXISTING LICENCE

1. The required particulars of the existing licence must be recorded in paragraph F 1. The following must be submitted: licence type, licence number, date issued and expiry the date.

2. DETAILS OF PREMISES

3. The physical address, including the code of the proposed premises on which business will be conducted must be recorded in paragraph F 3.
4. A classification of the proposed premises must be recorded in paragraph F 4.
5. A description of the premises, with reference to the situation and surrounding buildings, must be recorded in paragraph F 5.
6. A description of the alarm system must be recorded in paragraph F 6.
7. A description of the location and details of the safe or strongroom in which stocks of firearms and ammunition will be kept must be recorded in paragraph F 7.
8. A description of the burglar proofing must be recorded in paragraph F 8.
9. A description of other security features must be recorded in paragraph F 9.
10. Submit a sort description of your workstation which will link the register to the Central Database. In the case of a dealer or a gunsmith, the reason(s) why the Registrar must exempt you from maintaining a linked workstation must be recorded in paragraph F 10.
11. The period for which the commencement of business on new premises will be required for must be recorded in paragraph F 11.

12. DECLARATION BY APPLICANT

I am aware that it is an offence in terms of the Firearms Control Act, 2000 (Act No 60 of 2000), to make a false statement in

this notification.

SECTION G: SIGNATURE OF APPLICANT

(Sign only if applicable)

1. Name of applicant in block letters

The initials and surname (in block letters) of the applicant must be recorded in paragraph G 1.

2. Date

The date on which the applicant applies for the change of commercial agent's premises must be recorded in paragraph G 2.

3. Signature of applicant

The signature of the applicant must be recorded in paragraph G 3, in presence of the police official.

4. Place

The city/town where the applicant applies for the change of commercial agent premises must be recorded in paragraph G 4.

SECTION H: (This section must only be completed if the applicant cannot read or write.)

1. The right index fingerprint of applicant

The index fingerprint of the applicant's right hand must be taken by the police official in paragraph H 1, in the presence of a witness and may not exceed the border.

If the applicant does not have a right index fingerprint, the index fingerprint of the left hand must be taken.

2. Fingerprint designation

The designation of the fingerprint (for example, right index fingerprint) must be recorded in paragraph H 2.

3. Date

The date on which the applicant's fingerprint was taken must be recorded in paragraph H 3.

4. Name of applicant in block letters

The initials and surname (in block letters) of the applicant must be recorded in paragraph H 4.

5. Place

The city/town where the applicant signs the application must be recorded in paragraph H 5.

6. PARTICULARS OF POLICE OFFICIAL DEALING WITH NOTIFICATION

6.1 Name of police official in block letters

The initials and surname (in block letters) of the police official who deals with the notification must be recorded in paragraph H 6.1.

6.2 Persal number of police official

The SAPS Persal number of the police official who deals with the notification must be recorded in paragraph H 6.2.

6.3 Rank of police official in block letters

The rank (in block letters) of the police official who deals with the notification must be recorded in paragraph H 6.3.

6.4 Signature of police official

The signature of the police official who deals with the notification must be recorded in paragraph H 6.4.

7. PARTICULARS OF WITNESS

7.1 Name of witness in block letters

The initials and surname (in block letters) of the witnessing police official must be recorded in paragraph H 7.1.

7.2 Persal number of witness

The SAPS Persal number of the witnessing police official must be recorded in paragraph H 7.2.

7.3 Rank of witness in block letters

The rank (in block letters) of the witnessing police official must be recorded in paragraph H 7.3.

7.4 Signature of witness

The signature of the witnessing police official must be recorded in paragraph H 7.4.

SECTION I: PARTICULARS OF INTERPRETER

(This section must only be completed if the applicant cannot read or write or does not understand the contents of this form.)

1. Name and surname of interpreter

The name and surname of the person who interprets the contents of the notification form to the applicant must be recorded in paragraph I 1.

2. Identity/Passport number of interpreter

The interpreter's identity/passport number must be recorded in paragraph I 2.

3. Residential address

The physical address of the interpreter must be recorded in paragraph I 3.

4. Postal code

The postal code of the interpreter's residential address must be recorded in paragraph I 4.

5. Postal address

The postal address of the interpreter must be recorded in paragraph I 5.

6. Postal code

The postal code of the interpreter's postal address must be recorded in paragraph I 6.

7. Telephone number

7.1 Home: The interpreter's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph I 7.1.

7.2 Work: The interpreter's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph I 7.2.

8. Cellphone number

The cellphone number (if applicable) of the interpreter must be recorded in paragraph I 8.

9. Fax

The fax number, including the area dialling code of the interpreter must be recorded in paragraph I 9.

10. E-mail address

The e-mail address (if applicable) of the interpreter must be recorded in paragraph I 10.

11. Interpreted from (language)

The language from which the application form was interpreted and the language to which it was interpreted and which is understandable to the applicant (for example, English to Zulu) must be recorded in paragraph I 11.

12. Date

The date on which the interpreter assists the applicant must be recorded in paragraph I 12.

13. Signature of interpreter

The signature of the interpreter who assists the applicant who cannot read or write or does not understand the document must be recorded in paragraph I 13.

14. Place

The place where the interpreter assists the applicant must be recorded in paragraph I 14.

15. Rank of police official in block letters (if applicable)

If the interpreter is a police official, his/her rank (in block letters) must be recorded in paragraph I 15.

16. Persal number of police official (if applicable)

If the interpreter is a police official, his/her SAPS Persal number must be recorded in paragraph I 16.

SECTION J: FOR OFFICIAL USE BY THE DESIGNATED FIREARMS OFFICER/STATION COMMISSIONER

1. The applicable recommendation must be indicated with an X in paragraph J 1, for example:

Recommended	X	Not recommended	
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2. Report of Inspection on premises

An inspection report on premises must be recorded paragraph J 2.

3. Additional conditions recommended

The additional conditions recommended by the Designated Firearms Officer/Station Commissioner must be recorded in paragraph J 3.

4. Motivation regarding the application

Motivation regarding the application must be recorded in paragraph J 4. The motivation must be based on actual facts, and not mere hearsay.

5. Name of Designated Firearms Officer/Station Commissioner in block letters

The initials and surname (in block letters) of the Designated Firearms Officer/Station Commissioner who deals with the application must be recorded in paragraph J 5.

6. Date

The date on which the Designated Firearms Officer/Station Commissioner deals with the application must be recorded in paragraph J 6.

7. Rank of Designated Firearms Officer/Station Commissioner in block letters

The rank (in block letters) of the Designated Firearms Officer/Station Commissioner who deals with the application must be

recorded in paragraph J 7.

8. Place

The city/town where the Designated Firearms Officer/Station Commissioner deals with the application must be recorded in paragraph J 8.

9. Signature of Designated Firearms Officer/Station Commissioner

The signature of the Designated Firearms Officer/Station Commissioner who deals with the application must be recorded in paragraph J 9.

10. Persal number of the Designated Firearms Officer/Station Commissioner

The SAPS Persal number of the Designated Firearms Officer/Station Commissioner who deals with the application must be recorded in paragraph J 10.