

# SOUTH AFRICAN POLICE SERVICE



Forwarding schedule

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| <b>INSTRUCTIONS: FORWARDING SCHEDULE</b> |
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**GENERAL INSTRUCTIONS**

- The forwarding schedule form must be completed in black ink that cannot be erased.
- The forwarding schedule form must be stamped with the official date stamp when it is received by the recipient police station.

**1. Forwarding police station name**

The name of the police station that forwarded the document(s) must be recorded in paragraph 1.

**2. Name of destination police station**

The name of the police station to which the document(s) is forwarded must be recorded in paragraph 2.

**3. Component code of forwarding police station**

The component code of the forwarding police station must be recorded in paragraph 3.

**4. Forwarding date**

The date on which the document(s) is/are forwarded to the destination police station must be recorded in paragraph 4.

**Forwarding police station****5. No**

The number allocated to the entry (for example, No 1) must be recorded in paragraph 5.

**6. Name**

The name of the relevant party on the document(s) must be recorded in paragraph 6.

**7. Identity/FAR number**

The identity/FAR number of the relevant party on the document(s) must be recorded in paragraph 7.

**8. Document type**

The type of the document(s) (for example, application for a licence to possess a firearm) must be recorded in paragraph 8.

**9. Reference number**

The reference number of the document(s) (for example, the application reference number) must be recorded in paragraph 9.

**10. Number of pages of document**

The total number of pages of the specific set of document(s) that is received must be recorded in paragraph 10.

**Recipient police station****11. ✓/X**

The recipient police station must indicate with an ✓ or X whether or not all the pages of a specific set of document(s) was received in paragraph 11.

**12. Page numbers not received**

The page number(s) of a specific document(s) that is/are not received must be recorded in paragraph 12.

**13. PARTICULARS OF FORWARDING DESIGNATED FIREARMS OFFICER****14. Name of Designated Firearms Officer in block letters**

The initials and surname (in block letters) of the Designated Firearms Officer who forwarded the document(s) must be recorded in paragraph 14.

**15. Rank of Designated Firearms Officer in block letters**

The rank (in block letters) of the Designated Firearms Officer that forwarded the document(s) must be recorded in paragraph 15.

**16. Persal number of Designated Firearms Officer**

The SAPS Persal number of the Designated Firearms Officer must be recorded in paragraph 16.

**17. Signature of Designated Firearms Officer**

The Designated Firearms Officer must sign in paragraph 17.

**SECTION A: ACKNOWLEDGEMENT OF RECEIPT****1. Remarks**

The remarks of the police official who receives the document(s) must be recorded in paragraph A 1.

**SECTION B: RECIPIENT****1. Name of police official in block letters**

The initials and surname (in block letters) of the police official who receives the document(s) must be recorded in paragraph B 1.

**2. Rank of police official in block letters**

The rank (in block letters) of the police official who receives the document(s) must be recorded in paragraph B 2.

**3. Persal number of the police official**

The SAPS Persal number of the police official who receives the document(s) must be recorded in paragraph B 3.

**4. Signature of police official**

The signature of the police official who receives the document(s) must be recorded in paragraph B 4.