CHECKLIST GUIDELINE

APPLICATION FOR ACCREDITATION AS A SECOND-HAND GOODS DEALERS' ASSOSIATION

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

NO	DESCRIPTION OF DOCUMENTS / INFORMATION	YES	NO
1.	• SAPS 600 Application – duly completed		
2.	• List of nominated Responsible Persons		
3.	• Resolution containing nomination of a responsible person (letter of appointment of a responsible person)		
4.	• Certified copy of ID document of Responsible Person		
5.	• Certified copy of ID of member of Association responsible for the day to day management of the Association		
6.	• Certified copy of relevant utility account or lease agreement verifying the address of the premises		
7.	• Proof of bank account (Letter from bank)		
8.	• Constitution of Association which must include the following: (a) Code of Conduct (binding members & employees) (b) Disciplinary Code (members & employees(where applicable)) (c) Minimum Standards for membership (d) Clear Guidelines i.t.o prevention of contravention of competitions Act (where applicable) (e) Minimum entry level requirements (where applicable) (f) Factors for categorization (where applicable)		
9.	• Minimum Standards (where applicable) (a) Type and layout of premises (b) Equipment (IT & Software) (c) Records / Registers (d) Manner of keeping of Registers (hard copy / data base)		
10.	• Type of Association		
11.	• Original Fingerprints of Responsible Person • Original Fingerprints of every member of the Association Responsible for the day to day management of the Association		
12.	• List of members		
13	• Organizational Structure		