



CHECKLIST GUIDELINE

APPLICATION BY A NATURAL 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 Applicant not older than three (3) months.		
2.	Certified copy of official RSA ID document or foreign passport of the Applicant and every person responsible for the day-to-day management of the business.		
3.	Certified copy of relevant utility account or lease agreement verifying the address of the premises.		
4.	Documentary proof of bank account (official stamped letter from bank, not actual bank statement).		
5.	Certified copy of an Accredited Dealers Association Membership Certificate.		
6.	Basic Floor Plan of the premises where applicant intends to conduct business.		
7.	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.		
8.	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).		
9.	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.		
10.	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		
11.	Set of fingerprints of applicant and every person responsible for the day-to-day management of the business.		
12.	Any other supporting documentation.		