



CHECKLIST GUIDELINE



NOTICE OF APPEAL

Section 33 of the Second-Hand Goods Act, 2009 (Act No. 6 of 2009)

NO	DESCRIPTION OF DOCUMENTS / INFORMATION	YES	NO
1.	<ul style="list-style-type: none"> Original SAPS 608(a) (Notice of Appeal) completed in black ink: <ul style="list-style-type: none"> - Section A completed (Application reference no) - Section B completed (Type of Appeal) - Section E to G completed 		
2.	<ul style="list-style-type: none"> Statement in terms of Regulation 14 		
3.	<ul style="list-style-type: none"> Supporting documentation in support of the appeal 		
4.	<ul style="list-style-type: none"> Original SAPS application (eg: 600 / 601 / 601(e) / 604) containing the original recommendation by the DSO and consideration by the Deciding Authority. 		
5.	<ul style="list-style-type: none"> Original recommendation by DSO 		
6.	<ul style="list-style-type: none"> Original consideration by Deciding Authority 		
7.	<ul style="list-style-type: none"> Copy of Notice of Intention to Refuse / Not to Amend / to Cancel / to Limit or Vary Conditions (where applicable) 		
8.	<ul style="list-style-type: none"> Background Report by DSO summarizing the reasons for the appeal and providing background and comments on the facts contained in the Notice of Appeal 		
9.	<ul style="list-style-type: none"> Comments by National Legal Services (only applicable on National Office) 		
10.	<ul style="list-style-type: none"> Memorandum to Minister of Police (only applicable on National Office) 		
11.	ANY OTHER SUPPORTING DOCUMENTATION		