



CHECKLIST GUIDELINE



APPLICATION FOR TEMPORARY REGISTRATION WITH LIMITATIONS

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 601 (Application for Registration as a Second-Hand Goods Dealer/Recycler) completed in black ink : <ul style="list-style-type: none"> - Section A and D completed - Section B and C completed - Section F to H completed 		
2.	<ul style="list-style-type: none"> Is the applicant, responsible person, any major shareholder of a company or CC, partner in a partnership or beneficiary of a trust disqualified from temporary registration in terms of Section 14? 		
3.	<ul style="list-style-type: none"> Certified copy of official RSA ID / Permanent Residence Permit of the applicant (if applicable) 		
4.	<ul style="list-style-type: none"> Certified copy of official RSA ID / Permanent Residence Permit of every person responsible for the management or day-to-day control of the business during the period of the Temporary Registration 		
5.	<ul style="list-style-type: none"> Appointment letter whereby a responsible person/manager is appointed for the management or day-to-day control of the business during the period of the Temporary Registration 		
6.	<ul style="list-style-type: none"> Letter by owner of premises consenting to the fact that temporary trade/recycling will take place during the period applied for 		
7.	<ul style="list-style-type: none"> Letter by organizer of a major event (fair, gathering, etc.) confirming the fact that temporary trade/recycling will take place during the period applied for 		
8.	<ul style="list-style-type: none"> Certified copy of an Accredited Dealers Association Membership Certificate (if applicable) 		
9.	<ul style="list-style-type: none"> Basic Floor Plan of the premises where applicant intends to temporarily conduct business 		
10.	<ul style="list-style-type: none"> Supporting Statement under oath or affirmation that : <ul style="list-style-type: none"> - The applicant will continue to comply with the Act and Regulations during the period for which temporary registration will be issued; and - That the applicant undertakes to ensure continued compliance with the requirements of other legislation regulating that business or industry during the period for which temporary registration will be issued. 		
11.	<ul style="list-style-type: none"> 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 (not compulsory) 		
12.	<ul style="list-style-type: none"> Certified copy of certificate of registration as a dealer/recycler 		
13.	<ul style="list-style-type: none"> Report by DSO with regard to the inspection and verification of the premises where the business is intended to be conducted during the temporary registration period 		
14.	<ul style="list-style-type: none"> Detailed recommendation by the DSO 		
15.	ANY OTHER SUPPORTING DOCUMENTATION		