

THE SECOND-HAND GOODS STANDARD OPERATING PROCEDURE
Process to Issue or Re-Issue certificate according to Dealer or Recycler profile

1. INTRODUCTION

1.1. Reasons may exist and circumstances may change which require the Dealer/Recycler certificate to be issued or re-issued. This SOP will illustrate exactly how the process of issuing or re-issuing a Dealer/Recycler certificate should be managed.

1.2. The issuing of a second-hand goods dealers/recyclers certificate or the re-issuing of such certificate will be done in one of the following instances:

- Where a new application for registration was made and no certificate was issued previously;
- Where information on an existing certificate has changed; and

An existing certificate is lost, stolen or defaced.

2. PROCESS FLOW: ISSUE OR RE-ISSUE CERTIFICATE ACCORDING TO DEALER OR RECYCLER PROFILE

3. APPLICATION PROCEDURE

The Application Procedure as depicted in Diagram 13 (Process Flow: Issue or Re-issue Certificate According to the Dealer or Recycler Profile), will be explained in the following manner:

- Every process step (block) is alphabetically lettered and individually explained as follows:

3.1 **A** – REQUEST DEALER/ RECYCLER TO PROVIDE ISSUED CERTIFICATE

PROCESS EXECUTION

In the instance where a SAPS 601(a) or (b) Certificate (Certificate of Registration as a Second-Hand Goods Dealer and Certificate of Registration as a Second-Hand Goods Recycler respectively) was previously issued, but the information on the SAPS 601(a) or (b) need to be amended, such amended certificate, once approved, can only be handed over to the Dealer/Recycler once the existing SAPS 601 (a) and/or (b) Certificate(s) is handed back to the DSO (or other relevant police officer).

The DSO must therefore request the Dealer/Recycler to hand in all previously issued certificates, upon the handing over of the amended SAPS 601 (a) and/or (b) Registration Certificates.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Section 8(3) and (4) of the Act – Application for amendment of certificate

“(3) The National Commissioner must issue an amended certificate of registration, reflecting all changes, to the dealer.

(4) Upon receipt of the amended certificate, the dealer must immediately hand all previous certificates relating to the registration to the police official handing over the amended certificate.”



APPLICABLE DOCUMENTATION



- SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer.
- SAPS 601 (b) – Certificate of Registration as a Second-Hand Goods Recycler.

The SAPS 601(a) and (b) Registration Certificates must be completed as per the relevant Completion Instructions:

The following documents are attached to this “Process to Issue or Re-Issue certificate according to Dealer or Recycler profile” SOP.

SAPS 601(a) Proforma (**Annexure ...**)

SAPS 601(b) Proforma (**Annexure ...**)

SAPS 601(a) Completion Instructions (**Annexure ...**)

SAPS 601(b) Completion Instructions (**Annexure ...**)

SYSTEM FUNCTIONS



TO BE ADDED (System not yet implemented).

3.2 **"B"** – ISSUE ACKNOWLEDGEMENT OF RECEIPT

PROCESS EXECUTION

The DSO must issue an Acknowledgement of Receipt (SAPS 601(c)) to the applicant on receipt of the previously issued SAPS 601(a) and/or (b) Registration Certificates.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.7** of National Instruction 1/2013: Second-Hand Goods

“The DSO must issue a SAPS 601(c) (Acknowledgement of Receipt of Second-Hand Goods Documentation) to the applicant on receipt of the SAPS 605 Form and must be completed as per the relevant Completion Instructions for the SAPS 601(c).”



APPLICABLE DOCUMENTATION

The SAPS 601(c) Form (Acknowledgement of Receipt of Second-Hand Goods Documentation) must be completed as per the relevant Completion Instructions:

The following documents are attached to this “Process to Issue or Re-Issue certificate according to Dealer or Recycler profile” SOP.

SAPS 601(c) Proforma (**Annexure C.1**)

SAPS 601(c) Completion Instructions (**Annexure C.2**)



SYSTEM FUNCTIONS

TO BE ADDED (System not yet implemented).



3.3 **C** – FILE THE RECEIVED SAPS 601 (a) AND (b) REGISTRATION CERTIFICATE(S) IN THE Z20 DEALER/RECYCLER FILE.

PROCESS EXECUTION

The DSO must cancel the surrendered SAPS 601(a) and/or (b) Registration Certificates in the prescribed manner, after which it must be filed in the Z20 Dealer/Recycler File.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.14.2.16 of National Instruction 1/2013: Second-Hand Goods

“The DSO must ensure that all previous second-hand goods certificates in the possession of a second-hand goods dealer/recycler are surrendered to the person who issues the new certificate to the applicant. The old certificates must be cancelled and filed in the Z20 dealers/recyclers file.”

Paragraph 6.5 of National Instruction 1/2013: Second-Hand Goods

“6.5 CANCELLATION OF A REGISTRATION CERTIFICATE (SERIAL CONTROLLED FORM)

6.5.1 The following instances will necessitate the cancellation of a previously issued Registration Certificate or if an error occurs during completion:

- **Amendment of information**
- **Mistake during completion**
- **Cancellation of Registration**
- **Termination of Registration**
- **Re-issuing as a result of damage (defacement)**



6.5.2 *When a Registration Certificate needs to be cancelled as a result of one of the above mentioned reasons, the following method of cancellation must be utilized:*

- *Two parallel lines must be drawn diagonally across the Registration Certificate in red ink;*
- *The word “CANCELLED” must be written between the parallel lines in red ink;*
- *The police official responsible for the cancellation must sign all copies and record his/her name, rank and PERSAL number and the date on which the Registration Certificate is cancelled.*
- *The police official responsible for the cancellation must ensure that the original cancelled certificate as well as the two copies must remain in the relevant registers (books). Previously issued Registration Certificates which are cancelled must be filed in the relevant Z20 Dealers/Recyclers File.*

6.5.3 *The following Registration Certificates are applicable on the instruction contained in paragraph 6.5.2, supra:*

- *SAPS 600 (a) - Certificate of Accreditation*
- *SAPS 601(a)- Certificate of Registration as a Second-Hand Goods Dealer*
- *SAPS 601(b)- Certificate of Registration as a Second-Hand Goods Recycler*
- *SAPS 601(d)- Certificate of Temporary Registration as a Second-Hand Goods Dealer/Recycler”*

APPLICABLE DOCUMENTATION

- SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer.
- SAPS 601 (b) – Certificate of Registration as a Second-Hand Goods Recycler.

The SAPS 601(a) and (b) Registration Certificates must be completed as per the relevant Completion Instructions:

The following documents are attached to this “Process to Issue or Re-Issue certificate according to Dealer or Recycler profile” SOP.



SAPS 601(a) Proforma (**Annexure ...**)
SAPS 601(b) Proforma (**Annexure ...**)

SAPS 601(a) Completion Instructions (**Annexure ...**)
SAPS 601(b) Completion Instructions (**Annexure ...**)

Z20 Dealers/Recyclers File (**Annexure ...**)

SYSTEM FUNCTIONS

TO BE ADDED (System not yet implemented).



3.4 **"D"** – DETERMINE AVAILABILITY OF ELECTRONIC CERTIFICATION

PROCESS EXECUTION
The DSO must check the status of the Second-Hand Goods Control System in order to determine the availability thereof for the purpose of electronic registration and printing of a Registration Certificate.



RESPONSIBLE PERSON(S)
<ul style="list-style-type: none">• Designated Second-Hand Goods Officer (DSO)



GOVERNANCE
<p>Paragraph 6.4.4 of National Instruction 1/2013: Second-Hand Goods</p> <p><i>“The manual (hand written) issuing of Registration Certificates will continue until such time as the Second-Hand Goods Control System is implemented and fully operational. The Second-Hand Goods Control System will make provision for the electronic generating and printing of Registration Certificates. The issuing of manual (hand written) Registration Certificates will only continue in instances where there is a system failure or the non-availability of the Second-Hand Goods Control System”.</i></p>



APPLICABLE DOCUMENTATION
NONE



SYSTEM FUNCTIONS
TO BE ADDED (System not yet implemented).



3.5 "E" – PRINT REGISTRATION CERTIFICATE FROM THE SYSTEM

PROCESS EXECUTION

If the Second-Hand Goods Control System is available, the DSO will print a computer generated Dealer/Recycler Registration Certificate.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.14.2.13 of National Instruction 1/2013: Second-Hand Goods

"In the event that the Station Commander approves the application for the re-issuing of the Dealer/Recycler Registration Certificate (SAPS 601(a) and/or (b)) the Z20 Dealers File must be returned to the DSO for the preparation of the SAPS 601 (a) (Dealers Certificate) and/or (b) (Recycler Certificate) after which the Station Commander must sign and date stamp the SAPS 601 (a) and/or (b) certificates on the designated area. The SAPS 601(a) and SAPS 601(b) must be completed as per the relevant Completion Instructions."



APPLICABLE DOCUMENTATION

Computer Generated: Dealer/ Recycler Registration Certificate – SAPS 601(a) and SAPS 601(b)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM IS NOT YET AVAILABLE)



3.6 **"F"** – CAPTURE CERTIFICATE BOOK INFORMATION IN TRIPLICATE

PROCESS EXECUTION

If the Second-hand Goods computer system is unavailable – the DSO must complete in triplicate the SAPS 601(a) and/or the SAPS 601(b) from the printed Dealer/ Recycler Registration Certificate register/s.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.15** of National Instruction 1/2013: Second-Hand Goods

"The DSO must ensure that the signed SAPS 601 (a) and/or (b) certificate is handed over to the applicant and must ensure that the applicant sign the acknowledgement of receipt in the SAPS 603 Register."

The SAPS 601(a) and/or (b) certificates are completed in triplicate and must be issued as follows: The original must be issued to the applicant, the first copy must be filed in the Z20 dealers/recyclers file and the second copy must remain in the SAPS 601(a) and/or (b) book."



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM IS NOT YET AVAILABLE)



3.7 **"G"** – SIGN CERTIFICATE

PROCESS EXECUTION

The DSO must escalate the completed registration certificate/ computer generated registration certificate to the approving authority relevant to his station area: Provincial FLASH Commander/ Cluster Commander/ Station Commander.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Provincial FLASH Commander/ Cluster Commander/ Station Commander



GOVERNANCE

Paragraph **5.14.2.13** of National Instruction 1/2013: Second-Hand Goods

“In the event that the Station Commander approves the application for the re-issuing of the Dealer/Recycler Registration Certificate (SAPS 601(a) and/or (b)) the Z20 Dealers File must be returned to the DSO for the preparation of the SAPS 601 (a) (Dealers Certificate) and/or (b) (Recycler Certificate) after which the Station Commander must sign and date stamp the SAPS 601 (a) and/or (b) certificates on the designated area. The SAPS 601(a) and SAPS 601(b) must be completed as per the relevant Completion Instructions.”



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.8 "H" – MAKE PHOTO COPY OF CERTIFICATE

PROCESS EXECUTION

The DSO must make a copy of the signed certificate to be issued for purposes of recordkeeping and updating the Dealer/ Recycler file (Z20).



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.14.2.17 of National Instruction 1/2013: Second-Hand Goods

"The DSO must make a copy of the SAPS 601 (a) or (b) (Registration Certificate) in the Z20 Dealer/Recycler File. ..."



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.9 "1" – FILE COPY IN THE Z20 DEALER/ RECYCLER FILE

PROCESS EXECUTION

A copy of the Dealer/ Recycler Registration Certificate must be filed in the Dealer/ Recycler file for record and reference purposes.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.14.2.17 of National Instruction 1/2013: Second-Hand Goods

“...The copy of the SAPS 601 (a) or (b) (Registration Certificate) must be filed in the Z20 Dealer/Recycler File.

The Z20 Dealer/Recycler File must be sent to Registration for archiving.



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler

Z20 – Dealer/ Recycler File



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.10 **“J”** – HAND ORIGINAL CERTIFICATE TO DEALER/RECYCLER

PROCESS EXECUTION

The DSO will hand the Dealer/ Recycler the original registration certificate to carry on his business. The Dealer/ Recycler will acknowledge receipt thereof.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.15** of National Instruction 1/2013: Second-Hand Goods

“The DSO must ensure that the signed SAPS 601 (a) and/or (b) certificates is handed over to the applicant and must ensure that the applicant sign the acknowledgement of receipt in the SAPS 603 Register. The SAPS 601(a) and/or (b) certificates are completed in triplicate and must be issued as follows: The original must be issued to the applicant, the first copy must be filed in the Z20 dealers/recyclers file and the second copy must remain in the SAPS 601(a) and/or (b) book.”



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.11 **"K"** – DEALER/ RECYCLER SIGNS ACKNOWLEDGEMENT OF RECEIPT

PROCESS EXECUTION

Once the DSO hands the Dealer/ Recycler certificate to the Dealer/ Recycler he/she must acknowledge receipt thereof in the SAPS 603 – Register for Received Second-Hand Goods Documentation.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Dealer/ Recycler



GOVERNANCE

Paragraph **5.14.2.15** of National Instruction 1/2013: Second-Hand Goods

“The DSO must ensure that the signed SAPS 601 (a) and/or (b) certificate is handed over to the applicant and must ensure that the applicant sign the acknowledgement of receipt in the SAPS 603 Register. ...”



APPLICABLE DOCUMENTATION

SAPS 603 – Register for Received Second-Hand Goods Documentation



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.12 **"L"** – SEND THE Z20 DEALER/ RECYCLER FILE FOR ARCHIVING

PROCESS EXECUTION

The DSO must ensure that the updated Dealer Registration file is sent for archiving.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.17** of National Instruction 1/2013: Second-Hand Goods

“...The copy of the SAPS 601 (a) or (b) (Registration Certificate) must be filed in the Z20 Dealer/Recycler File.

The Z20 Dealer/Recycler File must be sent to Registration for archiving.”



APPLICABLE DOCUMENTATION

Z20 – Dealer/ Recycler File



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.13 "M" – DATE STAMP CERTIFICATE

PROCESS EXECUTION

The DSO or authority (Station Commander) signing the certificate must place the official date stamp of his/her office on the allocated area on the certificate (on computer generated certificates or written certificates).



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO), or
- The Station Commander



GOVERNANCE

Paragraph 5.14.2.13 of National Instruction 1/2013: Second-Hand Goods

“In the event that the Station Commander approves the application for the re-issuing of the Dealer/Recycler Registration Certificate (SAPS 601(a) and/or (b)) the Z20 Dealers File must be returned to the DSO for the preparation of the SAPS 601 (a) (Dealers Certificate) and/or (b) (Recycler Certificate) after which the Station Commander must sign and date stamp the SAPS 601 (a) and/or (b) certificates on the designated area. The SAPS 601(a) and SAPS 601(b) must be completed as per the relevant Completion Instructions.”



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.14 **"N"** – FILE 1ST COPY IN DEALER/ RECYCLER FILE

PROCESS EXECUTION

A copy of the Dealer/ Recycler Registration Certificate must be filed in the Dealer/ Recycler file for record and reference purposes.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.15** of National Instruction 1/2013: Second-Hand Goods

“...The SAPS 601(a) and/or (b) certificates are completed in triplicate and must be issued as follows: The original must be issued to the applicant, the first copy must be filed in the Z20 dealers/recyclers file and the second copy must remain in the SAPS 601(a) and/or (b) book.”



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler

Z20 – Dealer/ Recycler File



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.15 **"O"** – KEEP 2ND COPY IN CERTIFICATE BOOK

PROCESS EXECUTION

The second non perforated copy of the certificate does not tear off and remains in the official serialized register for control, record and closure purposes.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.15** of National Instruction 1/2013: Second-Hand Goods

“...The SAPS 601(a) and/or (b) certificates are completed in triplicate and must be issued as follows: The original must be issued to the applicant, the first copy must be filed in the Z20 dealers/recyclers file and the second copy must remain in the SAPS 601(a) and/or (b) book.”



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.16 **"P"** – COPY INFORMATION EXACTLY AS PREVIOUS CERTIFICATE

PROCESS EXECUTION

Copy information exactly from the previously issued certificate (in Dealer/ Recycler file) onto the certificate to be re-issued.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.14** of National Instruction 1/2013: Second-Hand Goods

"The SAPS 601(a) and/or (b) Registration Certificates must be re-issued as a duplicate of the original Registration Certificate. The DSO must ensure that he/she copy the exact expiry date, conditions, original applicant/responsible persons' particulars and address on the re-issued Registration Certificate, as was reflected on the lost, stolen or defaced Registration Certificate."



APPLICABLE DOCUMENTATION

SAPS 601(a) – Certificate of Registration as a Second-Hand Goods Dealer

SAPS 601(b) – Certificate of Registration as a Second-Hand Goods Recycler



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.17 **“Q”** – RECEIVE NOTIFICATION FOR REGISTRATION CERTIFICATE REPLACEMENT

PROCESS EXECUTION

The Dealer/ Recycler submits a notification to apply for the replacement of a lost, stolen or damaged certificate to the DSO.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Dealer/ Recycler



GOVERNANCE

Section 34 of the Act – Lodging of applications and notices

“34. An application or notice contemplated in this Act must be lodged with the Designated Police Officer in whose station precinct the dealer, as the case may be, carries on business or stores any second-hand goods or intends to carry on business or intends to store any second-hand goods.”

Section 37 of the Act – Defaced, lost or stolen certificates

“37. (1) If a certificate issued in terms of this Act is lost or stolen, the holder of the certificate must inform the National Commissioner within 30 days of the discovery of the loss or theft.
(2) If a certificate issued in terms of this Act is defaced, lost or stolen, the holder of the certificate must within 30 days of the discovery of the defacement, loss or theft apply to the National Commissioner in the prescribed manner for a copy of the certificate.”



APPLICABLE DOCUMENTATION

SAPS 605 – Notification/Re-issuing of Lost/ Stolen or Defaced Second-Hand Goods Certificate.



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.18 **"R"** – REQUEST A SAPS MEMBER TO ASSIST WITH THE INTERPRETATION

PROCESS EXECUTION



The DSO must take the applicant's language, level of understanding and literacy into consideration and assist in interpreting documents and assist in the completion of any forms or obtain a language interpreter etc... The applicant may request such assistance or the DSO may offer such assistance.

The DSO may approach any of the following persons/entities in terms of the rendering of interpreting services:

- Known interpreters in the policing precinct (may include SAPS members)
- Embassies
- Department of Communications (DOC)

Take Note: ***Should payment be necessary for interpretation services, all costs must be borne by the South African Police Services!***

RESPONSIBLE PERSON(S)



- Interpreter
- Designated Second-Hand Goods Officer (DSO)
- Dealer/ Recycler

GOVERNANCE



Paragraph **5.14.2.2** of National Instruction 1/2013: Second-Hand Goods

"The DSO needs to determine whether the applicant is able to:

- ***understand English;***
- ***understand the content of the SAPS 601 Application; and***
- ***whether the applicant can complete the applicable form in English.***

Should the applicant have difficulty with any of the three instances above, the DSO must acquire the services of an interpreter to explain and assist in completing the SAPS 601 Application."

APPLICABLE DOCUMENTATION

SAPS 605 Notification/ Re-issuing of Lost/ Stolen or Defaced Second-Hand Goods Certificate.



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.19 **"S"**– RECORD THE INTERPRETERS INFORMATION

PROCESS EXECUTION

The DSO must record the particulars of any interpreter used to assist in translations.



RESPONSIBLE PERSON(S)

- Interpreter
- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.3** of National Instruction: Second-Hand Goods, 2013

“The DSO must record the details of the Interpreter in the relevant space allocated specifically for this purpose on the SAPS 605 Notification”.



APPLICABLE DOCUMENTATION

SAPS 605 Notification



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.20 **"T"** – CAPTURE INFORMATION OF REQUEST

PROCESS EXECUTION

Depending on the availability of the computer system the DSO will either record/capture information on the request for a replacement certificate manually by filing the SAPS 605 – Notification/Re-issuing of Lost/Stolen or Defaced Second-Hand Goods Certificate or electronically.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.8** of National Instruction: Second-Hand Goods, 2013

“The SAPS 605 Form must be captured on the Second-Hand Goods Control System (if available) and the system generated reference number must be entered in the SAPS 603 Register as well as on the SAPS 605 Form.”



APPLICABLE DOCUMENTATION

SAPS 605 – Notification/Re-issuing of lost/stolen or Defaced Second-Hand Goods Certificate (Copy)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.21 "U" – RECORD REFERENCE NUMBERS

PROCESS EXECUTION



The DSO must record the system reference number on the register and the register reference number on the notice.

RESPONSIBLE PERSON(S)



- Designated Second-Hand Goods Officer (DSO)

GOVERNANCE



Paragraph **5.14.2.5** of National Instruction: Second-Hand Goods, 2013

"The applicable SAPS 603 Register reference number must be recorded in the appropriate space allocated on the SAPS 605 Form."

APPLICABLE DOCUMENTATION



SAPS 605 – Notification/Re-issuing of lost/stolen or Defaced Second-Hand Goods Certificate

SAPS 603 – Register for Received second-Hand Goods Documentation

SYSTEM FUNCTIONS



TO BE ADDED (SYSTEM NOT YET AVAILABLE)

3.22 **"V"** – ISSUE AN ACKNOWLEDGEMENT OF RECEIPT

PROCESS EXECUTION

The DSO must issue an acknowledgement of receipt of second-hand goods documents to acknowledge receipt of the Notification/Re-issuing of lost/stolen or Defaced Second-Hand Goods Certificate for completed by the Dealer/ Recycler



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.14.2.7 of National Instruction: Second-Hand Goods, 2013

"The DSO must issue a SAPS 601(c) (Acknowledgement of Receipt of Second-Hand Goods Documentation) to the applicant on receipt of the SAPS 605 Form and must be completed as per the relevant Completion Instructions for the SAPS 601(c)."



APPLICABLE DOCUMENTATION

SAPS 601(c) – Acknowledgement of Receipt of Second-Hand Goods Documentation



SYSTEM FUNCTIONS

N/A



3.23 **“W”** – ENSURE THAT THE INFORMATION RECEIVED IS COMPLETE

PROCESS EXECUTION

The DSO must verify the information submitted – Notification/Re-issuing of lost/stolen or Defaced Second-Hand Goods Certificate



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.14.2.6** of National Instruction: Second-Hand Goods, 2013

“The DSO must check for the completeness of the SAPS 605 Form. The SAPS 605 form must be completed as per the relevant Completion Instructions and ensure that the supporting documents, as mentioned on the SAPS 605 Form, is attached.”



APPLICABLE DOCUMENTATION

SAPS 605 – Notification/Re-issuing of lost/stolen or Defaced Second-Hand Goods Certificate



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.24 **"X"** – MAKE RECOMMENDATION ON NOTIFICATION

PROCESS EXECUTION

The DSO must make a written recommendation to the Station Commander on the content of the Notice.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Station Commander



GOVERNANCE

Paragraph **5.14.2.11** of National Instruction: Second-Hand Goods, 2013

"The Z20 Dealers File must be forwarded to the Station Commander with a recommendation that the SAPS 601(a) (Dealer Certificate) and/or (b) (Recycler Certificate) be re-issued."



APPLICABLE DOCUMENTATION

SAPS 21 – Letter Head (Use for Written Recommendation)

SAPS 605 – Notification/Re-issuing of lost/stolen or Defaced Second-Hand Goods Certificate



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.25 **“Y”** – MAKE DECISION ON RECEIVED NOTIFICATION

PROCESS EXECUTION

The Deciding Authority/ Station Commander will weigh the content presented along with the recommendation made by the DSO and decide on approving or refusing a replacement certificate.



RESPONSIBLE PERSON(S)

- Station Commander



GOVERNANCE

Paragraph **5.14.2.12** of National Instruction: Second-Hand Goods, 2013

“The Z20 Dealers File is submitted to the Station Commander/ Cluster Commander/ Provincial Head FLASH for final consideration.”



APPLICABLE DOCUMENTATION

SAPS 21 – Letter Head (Recommendation by DSO)

SAPS 605 – Notification/Re-issuing of lost/stolen or Defaced Second-Hand Goods Certificate



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.26 "Z" – UPDATE REGISTER FOR OUTSTANDING DOCUMENTS

PROCESS EXECUTION

The DSO must update the documents received from the Dealer/ Recycler on the Register for Outstanding Documents.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.14.2.4 of National Instruction: Second-Hand Goods, 2013

“The DSO must record the SAPS 605 Form applicable on Dealers/Recyclers in the SAPS 603 Register (Register for Received Second-Hand Goods Documentation). The SAPS 603 Register must be completed as per the relevant Completion Instructions.”



APPLICABLE DOCUMENTATION

SAPS 603 – Register for Received Second-Hand Goods documentation



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.27 **AA** – REQUEST ADDITIONAL SUPPORTIVE INFORMATION / DOCUMENTATION

PROCESS EXECUTION

If the documents submitted are found to be insufficient to make a recommendation or decision on the matter the DSO must request the outstanding documents from the Dealer/Recycler.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE



APPLICABLE DOCUMENTATION

SAPS 21 – Letter Head (Letter Requesting Outstanding Documents)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.28 **“AB”** – COMPLETE RETURN OF SERVICE DOCUMENT

PROCESS EXECUTION

DSO must complete a return of service form with the particulars of the document intended to be served (Notice of Intention to Refuse Re-issuing of Certificate) to the Dealer/ Recycler



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Section 36 of the Act – Return of service

“36. A document that is signed by a police official indicating that the service was effected in accordance with section 35(1) is, upon production in a court, prima facie evidence of service of the document.”



APPLICABLE DOCUMENTATION

SAPS 606 – Return of Service



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)



3.29 **“AC”** – SERVE NOTICE OF INTENTION TO REFUSE RE-ISSUING OF CERTIFICATE

PROCESS EXECUTION



The DSO must serve the Notice of Intention to Refuse the Re-issuing of Certificate to the responsible person.

RESPONSIBLE PERSON(S)



- Designated Second-Hand Goods Officer (DSO)

GOVERNANCE



Section 35 of the Act – Service of documents

*“35. (1) The manner of service of a notice or other document to be served on or given to a person in terms of this Act may be prescribed.
(2) This section does not apply to notices or other documents served or given during the course of any proceedings in a court of law.”*

APPLICABLE DOCUMENTATION



Notice of Intention to Refuse Re-issuing of Certificate

SAPS 606 – Return of Service

SYSTEM FUNCTIONS



TO BE ADDED (SYSTEM NOT YET AVAILABLE)

3.30 **“AD”** – RESPONSIBLE PERSON SIGNS RETURN OF SERVICE

PROCESS EXECUTION



The responsible person receiving the notice must sign the Return of Service presented to him/her by the DSO acknowledging receipt of the notice.

RESPONSIBLE PERSON(S)



- Designated Second-Hand Goods Officer (DSO)
- Responsible person – Dealer/ Recycler

GOVERNANCE



Section 36 of the Act - Return of service

“36. A document that is signed by a police official indicating that the service was effected in accordance with section 35(1) is, upon production in a court, prima facie evidence of service of the document.”

APPLICABLE DOCUMENTATION



SAPS 606 – Return of Service

SYSTEM FUNCTIONS



N/A

3.31 "AE" – FILE RETURN OF SERVICE

PROCESS EXECUTION

File the return of service in the Dealer/ Recycler file (Z20) for enquiry and record purposes.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.14.2.18 of National Instruction: Second-Hand Goods

"In cases where the application to re-issue a Dealer/Recycler registration certificate is refused, the Dealer/Recycler must be served with a Notification of such refusal.

The DSO must, upon service of the Notification get the responsible person to sign a Return of Service acknowledging receipt of the Notification which must be filed in the Z20 Dealer/Recycler File."



APPLICABLE DOCUMENTATION

Z20 – Dealer/ Recycler file

SAPS 606 – Return of Service



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET AVAILABLE)

