

THE SECOND-HAND GOODS STANDARD OPERATING PROCEDURE
Processing of an Application for Temporary Registration with Limitations

1. INTRODUCTION

- 1.1 A certificate for Temporary Limited Registration can be issued to a Registered Dealer who wants to conduct trade outside his or her registered premises for a specific period of time.
- 1.2 Temporary limited registration is aimed at assisting dealers with compliance to the Act and is therefore less formal than a normal application for registration.
- 1.3 For purposes of temporary limited registration a DSO only needs to verify whether the premises, in fact, exists and whether the applicant is in fact registered as a dealer. The DSO may require further information in exceptional cases.
- 1.4 A temporary limited registration certificate may be subject to the same conditions as a permanent registration certificate.

1. PROCESS FLOW: NEW APPLICATION FOR TEMPORARY REGISTRATION WITH LIMITATIONS

2. APPLICATION PROCEDURE

The Application Procedure as depicted in Diagram 3(Process Flow: Application for Temporary Registration with Limitations), Annexure C, will be explained in the following manner:

3. Every process step (block) is alphabetically lettered numbered and individually explained.

3.1 **A** – RECEIVE APPLICATION FORM

PROCESS EXECUTION

A new application for the temporary limited registration as a second-hand goods dealer must be handed to the DSO by the applicant in the precinct in which temporary registration is required for. There is no payment required for such an application.



RESPONSIBLE PERSON(S)

- Second-Hand Goods Dealer (applicant)
- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Section 13 of the Act – Temporary Registration

***“13. (1) Subject to section 14, the National Commissioner may grant temporary registration to a person—
(a) for such period as may be prescribed; and
(b) subject to prescribed conditions.*”**

(2) The National Commissioner may at any time withdraw temporary registration if any condition contemplated in subsection (1)(b) is not complied with.”

Regulation 7(4) – Temporary Registration

“(4) The National Commissioner may issue a temporary registration certificate subject to the same conditions as contemplated in regulation 4(2) and (3).”



Regulation 4(2) – Certificate of registration and conditions

“(2) The National Commissioner may authorize such dealer to carry on business subject to any of the following conditions:

- (a) the dealer may only carry on business of dealing in the goods or classes of goods specified on the certificate;*
- (b) the dealer may acquire or dispose of second-hand goods only during the business hours specified on the certificate; and*
- (c) where such dealer acquires or disposes of second-hand goods to other dealers or recyclers, that the dealer concerned may only acquire such goods from or dispose of such goods to another registered dealer or recycler.”*

Paragraph 5.3.7.1 - of National Instruction

“In terms of the process to be followed in paragraph 5.3.1 supra, the Station Commander may issue a Temporary Registration as a dealer/recycler if he/she is satisfied that the applicant showed good cause that-

- Such applicant cannot meet one or more of the requirements for registration at the time of application;*
- Failure to meet such requirements cannot be attributed to the applicant;*
- There is a reasonable prospect that the failure can be rectified within a period of 12 months; and*
- The applicant shall suffer irreparable economic harm if such business cannot be registered.”*

APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

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

SAPS 601 Completion Instructions (**Annexure**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.2 “B”– REQUEST A SAPS MEMBER TO ASSIST WITH THE INTERPRETATION

PROCESS EXECUTION

The DSO needs to determine whether the applicant is able to understand English, whether he / she understand the content of the SAPS 601 form and whether the applicant can complete the applicable form in English. If in any of the three situations the applicant has a difficulty the DSO must acquire the services of an interpreter to explain and assist in completing the SAPS 601 form.



RESPONSIBLE PERSON(S)

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



GOVERNANCE

NONE



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure**)

SAPS 601 Completion Instructions (**Annexure**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.3 “C” – RECORD THE INTERPRETER’S INFORMATION

PROCESS EXECUTION

The information of the person who assisted the applicant in explaining the form and completing the form must be captured on the SAPS 601.



RESPONSIBLE PERSON(S)

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



GOVERNANCE

NONE



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure**)

SAPS 601 Completion Instructions (**Annexure**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.4 “D” – FORWARD APPLICATION FOR CAPTURING???RECORDING

PROCESS EXECUTION

The SAPS 601 form with all the relevant supporting documents are given to the Second-Hand Goods Officer for capturing of the information in the SAPS 603 (Application Register for Second-Hand Goods Dealers and Recyclers)



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

NONE



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure**)

SAPS 601 Completion Instructions (**Annexure**)

The SAPS 603 Register – (Register for Second-Hand Goods Documentation) must be completed as per the relevant Completion Instructions.

SAPS 603 Proforma (**Annexure B.1**)

SAPS 603 Completion Instructions (**Annexure B.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.5 “E” – RECORD DETAILS OF RECEIVED DEALER APPLICATION FORM

PROCESS EXECUTION

The DSO must record the Second-Hand Goods Dealer Registration application in the SAPS 603 Register for Second-Hand Goods Dealers/Recyclers, whether the application is complete or not.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.3.7.5 of National Instruction

“The DSO must record the application in the SAPS 603 Register (Register for Received Second-Hand Goods Documentation), whether the application is complete or not. The SAPS 603 Register must be completed as per the relevant Completion Instructions.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure**)

SAPS 601 Completion Instructions (**Annexure**)

The SAPS 603 Register – (Register for Second-Hand Goods Documentation) must be completed as per the relevant Completion Instructions.

SAPS 603 Proforma (**Annexure B.1**)

SAPS 603 Completion Instructions (**Annexure B.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.6 “**F**” – RECORD SECOND-HAND GOODS SYSTEM REFERENCE NUMBER IN DEALERS APPLICATION REGISTER (SAPS 603)

PROCESS EXECUTION

The applicable SAPS 601 Dealers Application Form must be captured in the Second-Hand Goods System and the System generated reference number must be recorded in the appropriate space allocated on the SAPS 601 application form and SAPS 603 application register.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.3.7.10** of National Instruction

“The application 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 601 application.”

APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

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

SAPS 601 Completion Instructions (**Annexure**)

The SAPS 603 Register – (Register for Second-Hand Goods Documentation) must be completed as per the relevant Completion Instructions.

SAPS 603 Proforma (**Annexure B.1**)

SAPS 603 Completion Instructions (**Annexure B.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.7 **“G”** – RECORD THE DEALERS APPLICATION REGISTER (SAPS 603) NUMBER ON THE APPLICATION FORM (SAPS 601)

PROCESS EXECUTION

The applicable SAPS 603 Dealers Application Register number must be recorded on the top right corner of the first page of the SAPS 601 Dealers' Application Form



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.3.7.6** - of National Instruction

“The applicable SAPS 603 Register reference number must be recorded in the appropriate space allocated on the SAPS 601 application form.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure**)

SAPS 601 Completion Instructions (**Annexure**)

The SAPS 603 Register – (Register for Second-Hand Goods Documentation) must be completed as per the relevant Completion Instructions.

SAPS 603 Proforma (**Annexure B.1**)

SAPS 603 Completion Instructions (**Annexure B.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.8 “H” – ISSUE AN ACKNOWLEDGEMENT OF RECEIPT (SAPS 601 (C))

PROCESS EXECUTION

The DSO must issue an Acknowledgement of Receipt (SAPS 601 (c) to the applicant on receipt of the Dealers’ Temporary Limited Registration Form (SAPS 601)



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.3.7.8- of National Instruction

“The DSO must issue a SAPS 601(c) (Acknowledgement of Receipt) to the applicant on receipt of the application and the DSO must ensure that the SAPS 601(c) form is duly completed.”

APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure**)

SAPS 601 Completion Instructions (**Annexure**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.9 **“1” – VERIFY THAT THE INFORMATION ON THE APPLICATION FORM IS COMPLETE**

PROCESS EXECUTION

The completeness of the Dealers' Application Form (SAPS 601) must be verified and it must be ensured that all relevant supporting documentation is attached as per relevant legislation and Checklist Guideline.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Section 4 of the Act-Information on application by natural person

“4. (1) An application by a natural person must be on the prescribed form and accompanied by two identity photographs of the applicant and must include the following information:

- (a) The applicant's full name, residential address and identity number;***
- (b) the name under which the applicant carries on business;***
- (c) the street addresses of all the premises the applicant intends to use or uses for business purposes;***
- (d) the postal address, if any, used by the applicant for business purposes; and***
- (e) any other prescribed information.***

(2) The National Commissioner may require the applicant to furnish additional information or particulars, and may require that the applicant's fingerprints be taken.”



Section 5 of the Act-Information on application by person other than natural person

“5(1) An application by a person other than a natural person must include the following information:

- (a) The applicant’s name and, where applicable, registration number of the company, close corporation or trust;***
- (b) the registered address of the applicant;***
- (c) the street addresses of all the premises that the applicant intends to use or uses for business purposes;***
- (d) the full name and identity number of every person involved in the management of the applicant, and where applicant applies for registration for more than one premises, the full name and identity number of each person involved in the management of the applicant at each of the premises contemplated in section 3(2);***
- (e) the full name and identity number of every partner in the partnership, in the case of a partnership; and***
- (f) any other prescribed information.***

(2) The National Commissioner may require a natural person involved in the management of the applicant, including the person contemplated in section 2(2), to furnish additional information or particulars and may require that the person’s fingerprints be taken.”

Paragraph **5.3.7.7** of National Instruction

“The DSO must ensure that the application complies with the relevant Checklist Guideline for the Temporary Registration Application”

APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

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

SAPS 601 Completion Instructions (**Annexure**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.10 **“J” – UPDATE DETAILS OF INCOMPLETE TEMPORARY LIMITED REGISTRATION APPLICATION IN SAPS 603 REGISTER**

PROCESS EXECUTION

In the event that the Dealers’ Application form (SAPS 601) is incomplete, the application must still be recorded in the Application Register (SAPS 603) before being returned to the applicant.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.3.7.5** of National Instruction

“The DSO must record the application in the SAPS 603 Register (Register for Received Second-Hand Goods Documentation), whether the application is complete or not. The SAPS 603 Register must be completed as per the relevant Completion Instructions.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.11 “K”- REFER APPLICATION BACK TO APPLICANT

PROCESS EXECUTION

In the event that the Dealers’ Application form (SAPS 601) is incomplete, the DSO must return the application to the applicant.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.3.7.9** of National Instruction

“In the event that the application is incomplete, the DSO must return the application to the applicant with a copy of the Checklist Guideline, clearly indicating the information/ documents still outstanding. The applicant must be given ten (10) working days to submit the outstanding information/ documents.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.12 “**L**”– INDICATE IN RED ON THE APPLICATION THE OUTSTANDING DOCUMENTATION

PROCESS EXECUTION

The DSO must indicate in red under section C on the first page of the SAPS 601 Dealer s’ Application form all outstanding information and/or documentation after the applicant failed to submit the requested outstanding information and/or documentation within the 14 day period and also where such outstanding information and/or documentation was submitted but was still insufficient.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.3.7.9** of National Instruction

“In the event that the application is incomplete, the DSO must return the application to the applicant with a copy of the Checklist Guideline, clearly indicating the information/documents still outstanding. The applicant must be given ten (10) working days to submit the outstanding information/ documents.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.13 M – Application is received back a second time and information is still outstanding or incorrect

When the application is received back the second time and the information or the supporting documentation is still incorrect or outstanding the DSO must continue with the application and follow the procedure as specified in process step “L”.

3.14 “N” – DETERMINE THE AVAILABILITY OF THE DEALER FILE

PROCESS EXECUTION
The DSO must verify that an existing Z20 file for the applicable applicant does not exist as it could be that there are previous attempts to register for registration which renders a Dealers File available



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



GOVERNANCE
.... ?????



APPLICABLE DOCUMENTATION
Z20 file



SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.15 “O” – OPEN A DEALERS FILE

PROCESS EXECUTION
The DSO must open a Z20 dealer file for the application with reference number 25/13/2



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



GOVERNANCE
N/A



APPLICABLE DOCUMENTATION
Z20 Dealer s' File



SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.16 “P” – FILE DEALER’S APPLICATION AND SUPPORTING DOCUMENTS IN DEALERS FILE

PROCESS EXECUTION

The DSO must file the SAPS 601 Dealer s’ Application Form and supporting documents in the Z20 Dealer s File. Make a separate photocopy of the application for Recycler Registration and file the copies in the Recycler Registration File.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

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APPLICABLE DOCUMENTATION

Z20 File



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.17 “Q” – FOLLOW UP ON FORM INFORMATION INDICATING OTHER DEALER REGISTRATION

PROCESS EXECUTION

The DSO must determine in terms of paragraph 48 of the SAPS 601 form if the applicant has indicated that other premises than those for which the applicant applies, will be utilized to store second-hand goods or alternatively have already been registered for purposes of trading in second-hand goods.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Section 3 (2) of the Act

“(2) If an applicant intends to conduct business from more than one premises, or where second-hand goods are stored on additional premises, such applicant must apply for registration in respect of each of those premises.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)

Supporting documents



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.18 “R” – CONTACT OTHER DESIGNATED OFFICERS

PROCESS EXECUTION



Where an applicant has indicated at paragraph 48 of the SAPS 601 that other premises exists, the DSO must contact the relevant DSO('s) in which precinct(s) these premises are situated and request additional information which may have an impact on the final consideration of the application for registration submitted by the applicant.

The following information may have an impact on the final consideration of the application and must be requested by the DSO:

- If any previous applications with regard to the applicant have been approved in the past;
- Any information which have lead to the refusal of any previous applications with regard to the applicant; and
- Other information which may be detrimental to the application.

RESPONSIBLE PERSON(S)



- Designated Second-Hand Goods Officer (DSO)

GOVERNANCE

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APPLICABLE DOCUMENTATION

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SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.19 **S** – REQUEST ADDITIONAL INFORMATION

PROCESS EXECUTION
<p>Where an applicant has indicated at paragraph 48 of the SAPS 601 that other premises exists, the DSO must contact the relevant DSO('s) in which precinct(s) these premises are situated and request additional information which may have an impact on the final consideration of the application for registration submitted by the applicant.</p> <p>The following information may have an impact on the final consideration of the application and must be requested by the DSO:</p> <ul style="list-style-type: none">• If any previous applications with regard to the applicant have been approved in the past;• Any information which have lead to the refusal of any previous applications with regard to the applicant; and• Other information which may be detrimental to the application.



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



GOVERNANCE
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APPLICABLE DOCUMENTATION
Not applicable



SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.20 “T” – REQUEST WRITTEN REPORT OF APPLICANT’S NON-COMPLIANCE

PROCESS EXECUTION
The DSO must verify the information provided in terms of previous registrations or applications to establish the application profile of the said applicant.



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



GOVERNANCE
N/A



APPLICABLE DOCUMENTATION
N/A



SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.21 “U”- FILE THE REPORT OF NON-COMPLIANCE

PROCESS EXECUTION

Where an applicant’s application for registration was unsuccessful, a report of the applicant’s non-compliance and any other information which might have a detrimental impact on the final consideration of the application must be obtained from the DSO where the application was decided.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

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APPLICABLE DOCUMENTATION

Z20 file



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.22 “**V**” – CHECK WHETHER THERE IS ANY INSCRIPTION IN RED ABOUT OUTSTANDING INFORMATION OR DOCUMENTS

PROCESS EXECUTION

The DSO must indicate in red under section C on the first page of the SAPS 601 Dealers’ Application form all outstanding information and/or documentation after the applicant failed to submit the requested outstanding information and/or documentation within the 14 day period and also where such outstanding information and/or documentation was submitted but was still insufficient.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.3.7.9 of National Instruction

“In the event that the application is incomplete, the DSO must return the application to the applicant with a copy of the Checklist Guideline, clearly indicating the information/documents still outstanding. The applicant must be given ten (10) working days to submit the outstanding information/ documents.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.23 **“W”** – REQUEST A PHOTOCOPY OF THE REGISTRATION CERTIFICATE

PROCESS EXECUTION

Where an applicant has successfully applied for registration at another DSO, a photocopy of the registration certificate and confirmation of continuous compliance must be obtained from that DSO.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph of National Instruction/.....**????**



APPLICABLE DOCUMENTATION

Copy of Registration Certificate (SAPS 601 (a))
DSO report



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.24 “X” – FILE THE PHOTO COPY OF THE CERTIFICATE

PROCESS EXECUTION

The photocopy of the registration certificate and confirmation of continuous compliance which were obtained by the DSO where an applicant has successfully applied for registration in another police precinct must be filed with the other supporting documentation submitted by the applicant in the relevant dealer s file.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

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APPLICABLE DOCUMENTATION

Copy of SAPS 601 - Certificate of Registration as a Second-Hand Goods Dealer



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.25 “Y” – INSPECT BUSINESS PREMISES

PROCESS EXECUTION

The DSO has the responsibility to ensure that the Street address of the Dealer as provided in the SAPS 601 application form does exist. The DSO must conduct a physical visit to the premises and ensure that the premise’s information do correspond to the information on the SAPS 601.

After the DSO physically visited the premises the SAPS 5 and the Checklist: Application for Registration as a Second – Hand Goods Dealer, line three (3) as found in process **G**; must be updated.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.3.7.13 of National Instruction:

“The street address of the second-hand goods premises for which temporary registration is required must be visited in order to verify the location.”

Paragraph 5.3.7.14 of National Instruction:

“The DSO must complete Section “H” on the SAPS 601 Application Form and state whether the premises exists.”



APPLICABLE DOCUMENTATION

Checklist Guideline (Application for Registration as Second-Hand Goods Dealer)

SAPS 5 Investigation Diary



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.26 "Z"-PREPARE DOCUMENTATION FOR RECOMMENDATION

PROCESS EXECUTION

The DSO must combine the application, supporting documentation, any relevant reports and photo copies acquired during the assessment processes into one document to make the recommendation process more efficient.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph 5.3.7.16 of National Instruction

"The Z20 Dealers File must be forwarded to the Station Commander for final consideration with a recommendation that the application be approved or refused."



APPLICABLE DOCUMENTATION

Z20 file

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)

Supporting documents



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.27 “AA” – PREPARE RECOMMENDATION FOR REFUSAL

PROCESS EXECUTION

When all information was verified during the previous processes the DSO will in terms of where negative, disqualifying or confirmed positive non illicit factors were found, the DSO has the duty to make a recommendation for the application for registration as a Dealer / Recycler to be refused.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.3.7.15** of National Instruction

“If reasons exist why the application should be refused the DSO must compile a written report reflecting all relevant facts pertaining to the matter.”



APPLICABLE DOCUMENTATION

Z20 file

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)

Supporting documents

Written report



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.28 “**AB**” – MAKE RECOMMENDATION ON TEMPORARY DEALER / RECYCLER REGISTRATION WITH LIMITATIONS

PROCESS EXECUTION

The DSO must combine the application, supporting documentation, any relevant reports and photo copies acquired during the assessment processes into one document to make the recommendation process more efficient.

If there are no negative reports against the applicant that were found or received then a recommendation for registration to be approved must be written in the relevant column on the SAPS 601 form.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Section 7 of the Act – Effect of registration

“7. (1) Where a dealer is registered in accordance with section 3(3), the National Commissioner must issue the prescribed certificate of registration to a dealer ,authorising the dealer to carry on business—
(a) in respect of the classes of second-hand goods specified on the certificate;
(b) on the premises specified on the certificate; and
(c) subject to such of the prescribed conditions as the National Commissioner may impose.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.29 “AC” – DECISION MAKERS RECEIVE RECOMMENDATION

PROCESS EXECUTION

The DSO sends the combined documents with the recommendation to the Station Commander or cluster commander or provincial commander (whichever level is decided upon by the Provincial Commissioner) whereupon the file with the compiled content is received.



RESPONSIBLE PERSON(S)

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



GOVERNANCE

Paragraph 5.3.7.16 of National Instruction

“The Z20 Dealers File must be forwarded to the Station Commander for final consideration with a recommendation that the application be approved or refused.”



APPLICABLE DOCUMENTATION

Z20 file

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)

All supporting documents



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.30 “AD” – MAKE DECISION ON RECOMMENDED APPLICATION TO APPROVE

PROCESS EXECUTION

The Commander in terms of the recommendation makes the final decision. The Station Commander or cluster commander or provincial commander (whichever level is decided upon by the Provincial Commissioner) make a decision to approve the application.



RESPONSIBLE PERSON(S)

- Station commander
- Cluster Commander
- Provincial Commander



GOVERNANCE

Paragraph **5.3.7.19** of National Instruction

“In the event that the Station Commander approves the application the file must be returned to the DSO for the preparation of the SAPS 601(d) (Temporary Certificate) after which the Station Commander must sign and date stamp the SAPS 601(d) Certificate on the designated area. The SAPS 601(d) Certificate must be completed as per the relevant Completion Instructions.”



APPLICABLE DOCUMENTATION

The SAPS 601 – Application for Registration as a Second-Hand Goods Dealer/Recycler must be completed as per the relevant Completion Instructions.

SAPS 601 Proforma (**Annexure A.1**)

SAPS 601 Completion Instructions (**Annexure A.2**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.31 “**AE**” – REGISTER APPLICANT TEMPORARY WITH LIMITATIONS AS DEALER/RECYCLER

PROCESS EXECUTION

The Commander in terms of the recommendation makes the final decision. The Station Commander or cluster commander or provincial commander (whichever level is decided upon by the Provincial Commissioner) make a decision to approve the application.



RESPONSIBLE PERSON(S)

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



GOVERNANCE

Paragraph **5.3.7.19** of National Instruction

“In the event that the Station Commander approves the application the file must be returned to the DSO for the preparation of the SAPS 601(d) (Temporary Certificate) after which the Station Commander must sign and date stamp the SAPS 601(d) Certificate on the designated area. The SAPS 601(d) Certificate must be completed as per the relevant Completion Instructions.”



APPLICABLE DOCUMENTATION

Copy of SAPS 601 - Certificate of Registration as a Second-Hand Goods Dealer

Completion Instruction



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.32 “AF” – MAKE DECISION ON RECOMMENDED APPLICATION TO REFUSE

PROCESS EXECUTION

The Commander in terms of the recommendation makes the final decision. The Station Commander or cluster commander or provincial commander (whichever level is decided upon by the Provincial Commissioner) make a decision to refuse the application.



RESPONSIBLE PERSON(S)

- Station commander
- Cluster Commander
- Provincial Commander



GOVERNANCE

Section 6-Refusal to register

“6. (1) If a dealer fails to comply with the requirements for an application, the National Commissioner must refuse the application and inform the dealer of that fact.

(2) Before refusing the application, the National Commissioner must—

- (a) give the dealer written notice of the National Commissioner’s intention to refuse the application;***
- (b) give the dealer 30 days to submit written representations as to why the National Commissioner should not make the intended decision; and***
- (c) duly consider any such representations and the facts pertaining to the matter.***

(3) The National Commissioner must notify the dealer in writing of any decision taken under this section and state the reasons for and the date on which the decision takes effect in such notice.”

Paragraph **5.3.7.17** of National Instruction

“In the event that the application is not recommended, or the Station Commander intends to refuse the application, a Notice of Intention to Refuse must be completed which must include the reasons for the intention to refuse.”

Paragraph **5.3.7.18** of National Instruction



“Before a Station Commander may refuse any application, a period of thirty (30) days must be afforded to the applicant to advance reasons why the application should not be refused.”

APPLICABLE DOCUMENTATION

Notice of Intention to Refuse



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.33 "AG" – COMPLETE RETURN OF SERVICE DOCUMENT

PROCESS EXECUTION

The DSO must complete the return of service document which will then be served upon the responsible person



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

The SAPS 606 – Return of Service must be completed as per the relevant Completion Instructions.

SAPS 606 Proforma (**Annexure**)

SAPS 606 Completion Instructions (**Annexure**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.34 “**AH**” –SERVE NOTICE OF INTENTION TO REFUSE REGISTRATION/
AMENDMENT

PROCESS EXECUTION

The DSO must ensure that a notice of intent to refuse or the certificate is being handed to the responsible person



RESPONSIBLE PERSON(S)

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



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.”



APPLICABLE DOCUMENTATION

The SAPS 606 – Return of Service must be completed as per the relevant Completion Instructions.

SAPS 606 Proforma (**Annexure**)

SAPS 606 Completion Instructions (**Annexure**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.45 “AI” – RESPONSIBLE PERSON SIGN RETURN OF SERVICE

PROCESS EXECUTION

Where the registration is approved or refused the return of service must be served and signed by the responsible person as acknowledgement thereof.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Responsible person



GOVERNANCE

Paragraph 5.3.7.20 of National Instruction

“The DSO must ensure that the signed SAPS 601(d) 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

The SAPS 606 – Return of Service must be completed as per the relevant Completion Instructions.

SAPS 606 Proforma (**Annexure**)

SAPS 606 Completion Instructions (**Annexure**)



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.46 “AJ” – FILE RETURN OF SERVICE

PROCESS EXECUTION

The DSO files the completed return of service document (SAPS 606) in the dealers file.



RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



GOVERNANCE

Paragraph **5.3.7.20** of National Instruction

“The DSO must ensure that the signed SAPS 601(d) 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(d) certificate is 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(d) book.”



APPLICABLE DOCUMENTATION

The SAPS 606 – Return of Service must be completed as per the relevant Completion Instructions.

SAPS 606 Proforma (**Annexure**)

SAPS 606 Completion Instructions (**Annexure**)

Z20 file



SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).

