

**THE SECOND-HAND GOODS STANDARD OPERATING PROCEDURE**  
**Processing of an Application for Renewal of Dealer / Recycler Registration**

**1. INTRODUCTION**

- 1.1 A registered dealer/recycler who intends to renew registration must apply in terms of Section 11 of the Act for renewal not more than 180 days and at least 90 days before the date of termination of registration.
- 1.2 An application for renewal of registration must be made to the Designated Second-Hand Goods Officer on the form SAPS 601 (e) and may only be granted if the dealer shows that he or she has continued to comply with the requirements of registration in terms of the Act.
- 1.3 If an application for the renewal of registration has been lodged within the period provided for in the Act, registration remains valid until the application is decided.

2. PROCESS FLOW: REGISTER APPLICATION FOR RENEWAL OF DEALER / RECYCLER

### 3. APPLICATION PROCEDURE

The Application Procedure as depicted in Diagram 4 (Process Flow: Register Application for renewal of Dealer/Recycler **Registration**), will be explained in the following manner:

- Every process step (block) is alphabetically numbered and individually explained

#### 3.1 **"A" – RECEIVE APPLICATION FORM AND SUPPORTING DOCUMENTATION**

##### PROCESS EXECUTION

An application for the renewal of registration as a second-hand goods dealer/recycler must be handed to the DSO by the applicant (dealer/recycler) whose business premises resorts in the policing area of that DSO. There is no payment required for such an application.



##### RESPONSIBLE PERSON(S)

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



##### GOVERNANCE

###### Section 11 of the Act: Renewal of Registration

- “(1) A registered dealer who intends to renew registration must apply for renewal not more than 180 days and at least 90 days before the date of termination of registration.***
- (2) An application for renewal of registration must be made to the National Commissioner in the prescribed manner.***
- (3) An application for the renewal of registration may only be granted if the dealer shows that he or she has continued to comply with the requirements of registration in terms of this Act.***
- (4) If an application for the renewal of registration has been lodged within the period provided for in subsection (1), registration remains valid until the application is decided.”***



**Regulation 6 of the Regulations: Application for renewal of registration**

- “(1) Any person intending to apply in terms of the Act for renewal of registration as a dealer or recycler must obtain the relevant application form from the office of the Designated Police Officer or the official Internet website of the South African Police Service at [www.saps.gov.za](http://www.saps.gov.za) and complete and sign the application form.*
- (2) The applicant must ensure that the duly completed application form together with the statement and undertaking referred to in (3) as well as all other documents required in terms of these regulations are submitted to the office of the Designated Police Officer.*
- (3) The applicant must, together with the application form submit -*
- (a) a statement under oath or affirmation confirming that applicant -*
    - (i) applicant continues to comply with the Act and regulations; and*
    - (ii) applicant undertakes to ensure continued compliance with the requirements of other legislation regulating that business or industry.”*

**Paragraph 5.2.3.1 of National Instruction 1/2013: Second-Hand Goods**

*“The application form, SAPS 601 (e) (Application for the Renewal of the Registration as a Second-Hand Goods Dealer/Recycler) is received by the DSO from an applicant (no payment required). The SAPS 601 (e) form is available in electronic format on the SAPS Inter- and Intranet ([www.saps.gov.za](http://www.saps.gov.za)). The DSO must ensure that optimum levels of SAPS 601 (e) forms are always maintained and available to applicants.”*

**APPLICABLE DOCUMENTATION**

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

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

SAPS 601 (e) 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 must determine whether the applicant is able to understand English, whether he/she understands the content of the SAPS 601(e) 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 (e) form.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

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#### APPLICABLE DOCUMENTATION

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

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

SAPS 601 (e) 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 and completing the SAPS 601 (e) form must be captured on the SAPS 601 (e).



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Applicable person acting as Interpreter



#### GOVERNANCE

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#### APPLICABLE DOCUMENTATION

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

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

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



#### SYSTEM FUNCTIONS

TO BE ADDED (System not yet implemented)



3.4 **“D” – DETERMINE IF IT IS A RENEWAL APPLICATION WHICH HAS BEEN SUBMITTED 90 DAYS PRIOR TO THE EXPIRY DATE**

**PROCESS EXECUTION**

The DSO must establish whether the application was submitted ninety (90) days before the termination date of the existing registration certificate. In order to determine the final date on which the dealer/recycler could apply for renewal in terms of the 90 day rule, the DSO must count ninety (90) calendar days backwards from the date of expiry of the certificate of registration.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

**Section 11 of the Act: Renewal of Registration**

***“(1)A registered dealer who intends to renew registration must apply for renewal not more than 180 days and at least 90 days before the date of termination of registration.”***

**Paragraph 5.2.3.4 of National Instruction 1/2013: Second-Hand Goods**

.....

***“The DSO must establish whether the application was submitted ninety (90) days before the termination date of the existing registration certificate.”***



### APPLICABLE DOCUMENTATION

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

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

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



### SYSTEM FUNCTIONS

TO BE ADDED (System not yet implemented)



3.5 “E” – INFORM APPLICANT THAT THE REGISTRATION HAS EXPIRED AND CANNOT CONTINUE

**PROCESS EXECUTION**

If the applicant (dealer/recycler) submitted his/her application for renewal **after** the expiry date of registration the DSO must inform the dealer/recycler to close his/her business. Should the dealer/recycler wish to continue to conduct business a new application must be submitted by the applicant.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

**Section 10 of the Act: Termination and cancellation of registration**

*“(1) Registration in terms of this Chapter terminates -  
(a) upon the expiry of the period referred to in section 7(5), unless it is renewed  
in terms of section 11”*

**Section 7 of the Act: Effect of registration**

*“(5) Registration remains valid for a period of five years from the date the certificate is issued.”*



**APPLICABLE DOCUMENTATION**

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

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

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



## SYSTEM FUNCTIONS

TO BE ADDED (System not yet implemented)



3.6 “F” – REQUEST CERTIFICATE FOR PREVIOUS REGISTRATION PERIOD FROM THE APPLICANT

**PROCESS EXECUTION**

The DSO must request the dealer/recycler to return the expired registration certificate to the DSO where the dealer/recycler submitted his/her renewal application after the expiry date of the existing registration certificate.



**RESPONSIBLE PERSON(S)**

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



**GOVERNANCE**

**Section 10 of the Act: Termination and cancellation of registration**

***“(6) A dealer whose registration has terminated must immediately –***

***(b) return all certificates to the National Commissioner in the event of termination contemplated in subsection (1)(a) or (b).”***

**Paragraph 5.2.3.4 of National Instruction 1/2013: Second-Hand Goods**

.....

***“Any application not submitted within the ninety (90) day period must be dealt with in accordance with paragraph the Notification (par. 5.6), Condonation (par. 5.7) and the Appeal procedures (par. 5.11) hereunder.”***



### APPLICABLE DOCUMENTATION

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

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

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



### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.7 **“G” – INFORM APPLICANT OF LEGAL IMPLICATIONS IF BUSINESS IS CONTINUED**

**PROCESS EXECUTION**

The applicant must be informed of the legal implications and possible prosecution in terms of the Act should the dealer/recycler continue doing business whilst the registration certificate has expired.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

**Section 2 of the Act: Obligation to register**

*“(1) Every person who carries on a business as a dealer must be registered.”*

**SCHEDULE 3 of the Act: OFFENCES AND PENALTIES**

*“Section 2(1) Maximum period of imprisonment: 10 years”*



**APPLICABLE DOCUMENTATION**

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

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

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



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.8 “H” – INFORM APPLICANT OF THE LATE RENEWAL

#### PROCESS EXECUTION

The DSO must verbally inform the dealer/recycler of the fact that the renewal application will be regarded as a late application if the renewal application was submitted within ninety (90) days before the expiry date.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

Section 11 of the Act: Renewal of Registration

*“(1) A registered dealer who intends to renew registration must apply for renewal not more than 180 days and at least 90 days before the date of termination of registration.”*

Paragraph 5.2.3.4 of National Instruction 1/2013: Second-Hand Goods

.....

*“The DSO must establish whether the application was submitted ninety (90) days before the termination date of the existing registration certificate.”*



#### APPLICABLE DOCUMENTATION

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

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

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



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.9 “1” – GIVE APPLICANT NOTICE TO MAKE AN APPLICATION FOR CONDONATION OF EXPIRY DATE TO THE NATIONAL SECOND-HAND GOODS OFFICE

**PROCESS EXECUTION**

The DSO must inform the dealer/recycler by means of issuing him/her with a notice to apply for condonation of the expiry date if the renewal application is regarded as a late renewal.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

Section 39 of the Act: Condonation and extension of time

*“The National Commissioner may, on good cause shown and on grounds which are not in conflict with the objects of this Act, extend any period contemplated in this Act or condone any disqualification contemplated in section 14”.*

Paragraph 5.7.3.4 of National Instruction 1/2013: Second-Hand Goods

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*“The condonation application must be submitted by the applicant to the National SHG Office via the DSO. After consideration of the application for condonation, the outcome will be forwarded by the National Office to the applicant and a copy thereof to the relevant DSO.”*



### APPLICABLE DOCUMENTATION

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

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

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



### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.10 “J” – RECORD DETAILS OF RECEIVED DEALER AND RECYCLER APPLICATION

#### PROCESS EXECUTION

The DSO must record the application for renewal of registration with regard to the second-hand goods dealer/recycler in the SAPS 603 Register (Register for Second-Hand Goods Documentation), whether the application is complete or not.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

Paragraph **5.2.3.2** of National Instruction 1/2013: Second-Hand Goods .....

*“The DSO must record the application in the SAPS 603 Register (Register for 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 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)



3.12 “**L**” – RECORD THE SECOND – HAND GOODS SYSTEM REFERENCE NUMBER IN THE REGISTER FOR SECOND-HAND GOODS DOCUMENTATION

**PROCESS EXECUTION**

The renewal application as per applicable SAPS 601 (e) form must be captured on the Second-Hand Goods System and the system generated reference number must be recorded in the appropriate space allocated in the SAPS 603 Register.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

Paragraph 5.2.3.9 of National Instruction 1/2013: Second-Hand Goods .....

*“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(e) Application form.”*



**APPLICABLE DOCUMENTATION**

The SAPS 601 (e) – Application for Renewal as a Second-Hand Goods Dealer/Recycler and SAPS 603 Register – Register for Second-Hand Goods Documentation must be completed as per the relevant Completion Instructions.

SAPS 601 (e) Proforma (**Annexure ...**)  
SAPS 603 Proforma (**Annexure B.1**)

SAPS 601 (e) Completion Instructions (**Annexure .....**)  
SAPS 603 Completion Instructions (**Annexure B.2**)



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.11 **“K” - RECORD THE REGISTER FOR SECOND-HAND GOODS DOCUMENTATION NUMBER ON THE APPLICATION FORM**

**PROCESS EXECUTION**

The applicable SAPS 601 Dealer s Application Form must be captured on 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.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

Paragraph **5.2.3.9** of National Instruction 1/2013: Second-Hand Goods .....

***“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 (e) – Application for Renewal as a Second-Hand Goods Dealer/Recycler and SAPS 603 Register – Register for Second-Hand Goods Documentation must be completed as per the relevant Completion Instructions.

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

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

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

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



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.13 “M” – ISSUE AN ACKNOWLEDGEMENT OF RECEIPT

**PROCESS EXECUTION**

The DSO must issue an Acknowledgement of Receipt (SAPS 601(c)) to the applicant (dealer/recycler) on receipt of the application for renewal of registration (SAPS 601 (e)).



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

Paragraph 5.2.3.6 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 application. The SAPS 601(c) must be completed as per the relevant Completion Instructions.”



**APPLICABLE DOCUMENTATION**

The SAPS 601 (c) – Acknowledgement of Receipt must be completed as per the relevant Completion Instructions.

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

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



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.14 “N” – TAKE FINGERPRINTS

#### PROCESS EXECUTION

The fingerprints of the applicant / responsible person / persons responsible for the day-to-day management of the business must be taken on a form SAPS 91(a) (no payment required).



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

**Section 4(2) of the Act – Information on application by natural person**

*“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(2) of the Act – Information on application by person other than natural person**

*“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.”*

**Regulation 3(e) - Documents to accompany application for registration**

*“A copy of applicant's fingerprints, or where more than one person are involved in the day to day management of the business, a copy of the fingerprints of each person so involved; and...”*

**Paragraph 5.2.3.8 of National Instruction 1/2013: Second-Hand Goods**

*“The fingerprints of the applicant / responsible person / persons responsible for the day-to-day management of the business must be taken on a SAPS 91(a) form (no payment required) by the relevant functionary at the police station. The wording “Application for Registration as a Second-Hand Goods Dealer/Recycler” must be written on the SAPS 91(a) form under the heading “REASON FOR ENQUIRY”.”*



### **APPLICABLE DOCUMENTATION**

The fingerprints must be taken on a form SAPS 91(a) and the wording "Application for Registration as a Second-Hand Goods Dealer and/or Recycler" must be written under the heading "REASON FOR ENQUIRY"



### **SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.15 “O” – VERIFY RECEIVED INFORMATION FOR COMPLETENESS

#### PROCESS EXECUTION



The completeness of the Dealer s’ Application Form (SAPS 601(e)) must be verified and it must be ensured that all relevant information is completed correctly and in full in accordance with the relevant Checklist Guideline.

Once the application form has been verified the DSO needs to ensure that all supporting documentation and information, as per the relevant legislation and Checklist Guideline, is verified.

#### RESPONSIBLE PERSON(S)



- Designated Second-Hand Goods Officer (DSO)

#### GOVERNANCE



##### Section 11 of the Act: Renewal of registration

- “(2) An application for renewal of registration must be made to the National Commissioner in the prescribed manner.*
- (3) An application for the renewal of registration may only be granted if the dealer shows that he or she has continued to comply with the requirements of registration in terms of this Act.”*

##### Regulation 6: Application for renewal of registration

- “(1) Any person intending to apply in terms of the Act for renewal of registration as a dealer or recycler must obtain the relevant application form from the office of the Designated Police Officer or the official Internet website of the South African Police Service at [www.saps.gov.za](http://www.saps.gov.za) and complete and sign the application form.*
- (2) The applicant must ensure that the duly completed application form together with the statement and undertaking referred to in (3) as well as all other documents required in terms of these regulations are submitted to the office of the Designated Police Officer.*

**(3) The applicant must, together with the application form submit –**  
**(a) a statement under oath or affirmation confirming that applicant**  
**(i) applicant continues to comply with the Act and regulations; and**  
**(ii) applicant undertakes to ensure continued compliance with the requirements of other legislation regulating that business or industry.”**

**Paragraph 5.2.3.5 of National Instruction 1/2013: Second-Hand Goods**

**“The DSO must ensure that the application complies with the relevant Checklist Guideline for the Renewal Application and is duly completed as per the relevant Completion Instructions.”**

#### **APPLICABLE DOCUMENTATION**

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

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

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

The Renewal Application (SAPS 601 (e)) must be verified for completeness and that all relevant supporting documentation is attached.



#### **SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.16 “P” – UPDATE DETAILS OF INCOMPLETE REGISTRATION APPLICATION

#### PROCESS EXECUTION



The application for renewal of registration (SAPS 601 (e)) must be recorded in the Register for Received Second-Hand Goods Documentation (SAPS 603) whether the application is complete or not.

The outstanding information and/or supporting documentation must be recorded in the designated areas in the SAPS 603 register in the event that the application for renewal of registration is incomplete before being returned to the applicant.

#### RESPONSIBLE PERSON(S)



- Designated Second-Hand Goods Officer (DSO)

#### GOVERNANCE



Paragraph **5.2.3.2** of National Instruction 1/2013: Second-Hand Goods

*“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 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)

### 3.17 “R” – REFER APPLICATION BACK TO APPLICANT

#### PROCESS EXECUTION

The application for renewal of registration must be returned to the dealer/recycler (applicant) in the event that the application is incomplete. The application must be recorded in the SAPS 603 Register and the outstanding documentation and/or information must be noted as such.

A copy of the Checklist Guideline, clearly indicating the information/documents still outstanding must be handed to the applicant with the incomplete application. The applicant must be given ten (10) working days to submit the outstanding information/documentation.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

Paragraph 5.2.3.7 of National Instruction 1/2013: Second-Hand Goods

*“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.”*

*In exceptional circumstances (e.g. unnecessary financial hardship) the DSO may recommend Temporary Registration while all outstanding documents/information is awaited.”*



#### APPLICABLE DOCUMENTATION

Not applicable



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.18 **S – PRECONDITION !**

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

3.19 **“Q” – INDICATE IN RED ON THE APPLICATION THE OUTSTANDING DOCUMENTATION**

**PROCESS EXECUTION**

The DSO must indicate by means of an endorsement in red under section C on the first page of the SAPS 601 (e) all outstanding information and/or documentation which needs to be submitted by the applicant in order to finalize the application.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

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

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**APPLICABLE DOCUMENTATION**

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

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

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



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.20 “**T**” – **FILE DEALER’S APPLICATION AND SUPPORTING DOCUMENTS IN DEALERS FILE**

**PROCESS EXECUTION**

The DSO must file the SAPS 601 (e) application form and all the supporting documentation in the applicable Z20 Dealer’s File. A separate photocopy of the application form and supporting documentation must be made where a dealer simultaneously applied for renewal of registration as a recycler and file the copies in the Z20 Recycler Registration File.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

**Paragraph 5.2.3.12 of National Instruction 1/2013: Second-Hand Goods**

***“The DSO must file the application for renewal of registration on the existing Z20 Dealers/Recycler File.”***



**APPLICABLE DOCUMENTATION**

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

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

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

Z20 Dealer’s/Recycler’s File.



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.21 “U” – VERIFY APPLICANT OR NOMINATED PERSON’S PARTICULARS ON CRIM SYSTEM

**PROCESS EXECUTION**

The DSO must obtain a profile of the applicant and every person involved in the management of the business from the SAPS Criminal Record Information Management (CRIM) System, Station Crime Information Officer or Detective Services.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)
- Station Crime Information Officer (CIO)
- Detectives



**GOVERNANCE**

Paragraph 5.2.3.13 of National Instruction 1/2013: Second-Hand Goods

*“The DSO must obtain an updated profile of the applicant and every person involved in the management of the business from the SAPS CRIM System, Station Crime Information Officer or Detective Services.”*



**APPLICABLE DOCUMENTATION**

Not applicable



**SYSTEM FUNCTIONS**

CRIM System  
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.22 “V” – SEND FINGERPRINTS TO CRIMINAL RECORD CENTRE

#### PROCESS EXECUTION

The DSO must forward the SAPS 91(a) (Fingerprint Enquiry Form) with a covering letter to the LCRC to obtain a Clearance certificate.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

Paragraph **5.2.3.11** of National Instruction 1/2013: Second-Hand Goods

***“The SAPS 91(a) (Fingerprints) form must be forwarded with a covering letter to the Local Criminal Record Centre (LCRC) to obtain a Clearance Certificate.”***



#### APPLICABLE DOCUMENTATION

The SAPS 91(a) Fingerprint Enquiry Form.

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)



3.23 “W” – RECEIVE SAPS 69 ILLICIT REPORT

**PROCESS EXECUTION**

The DSO will receive the Clearance Certificate from the LCRC.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

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

**TBA**



**APPLICABLE DOCUMENTATION**

Clearance Certificate

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)



3.24 "X" – FILE THE SAPS 69 ILLICIT REPORT

**PROCESS EXECUTION**

The DSO must file the Clearance Certificate in the Z20 Dealer s File.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

Paragraph 5.2.3.12 of National Instruction 1/2013: Second-Hand Goods

*"The DSO must file the application for renewal of registration on the existing Z20 Dealer/Recycler file."*



**APPLICABLE DOCUMENTATION**

Clearance Certificate  
Z20 Dealer s File



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.25 “Y” – FOLLOW UP ON FORM INFORMATION INDICATING OTHER DEALER REGISTRATION

**PROCESS EXECUTION**

The DSO must determine, in terms of paragraph 48 of the SAPS 601 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 to trade 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.”*

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

**TBE**



**APPLICABLE DOCUMENTATION**

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

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

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



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.26 “Z” – 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.

#### RESPONSIBLE PERSON(S)



- Designated Second-Hand Goods Officer (DSO)

#### GOVERNANCE



Paragraph .... of National Instruction 1/2013: Second-Hand Goods  
TO BE ADDED

#### APPLICABLE DOCUMENTATION



Not applicable

#### SYSTEM FUNCTIONS



TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)

3.27 “AA” – REQUEST ADDITIONAL INFORMATION

**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)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

N/A



**APPLICABLE DOCUMENTATION**

SAPS 21



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.28 **“AB” – REQUEST WRITTEN REPORT OF APPLICANT’S 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**

**Paragraph .... of National Instruction 1/2013: Second-Hand Goods TO BE ADDED**



**APPLICABLE DOCUMENTATION**

Not applicable



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.29 **“AC” – FILE THE REPORT OF NON-COMPLIANCE**

**PROCESS EXECUTION**

After the report of failed or unsuccessful application was received from the relevant DSO the report must be filed in the Second-Hand Goods Dealer/Recycler application file.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

N/A



**APPLICABLE DOCUMENTATION**

Z20 File  
SAPS 5 Investigation Diary



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.30 “**AD**” – **REQUEST A PHOTO COPY 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 1/2013: Second-Hand Goods  
TO BE ADDED**



**APPLICABLE DOCUMENTATION**

Copy of registration Certificate



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.31 **“AE” – 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**

**Paragraph ... of National Instruction 1/2013: Second-Hand Goods TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)**



**APPLICABLE DOCUMENTATION**

Copy of Registration Certificate  
Compliance report  
Z20 file



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



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

**PROCESS EXECUTION**



After the Application form was received during process G (Verify Information per Checklist) and the applicant was given the opportunity to provide either additional information or outstanding supporting documentation and failed to do so as indicated in process blocks (H1; I and J) the DSO will make an note in red to indicate what still is needed in Column C of the **SAPS 601** Application form.

The DSO must ensure whether there are any notes made in the **SAPS 601** as this will provide information of the completeness of the application and the ability of the applicant to be compliant to the Act in order to continue with the recommendation.

**RESPONSIBLE PERSON(S)**



- Designated Second-Hand Goods Officer (DSO)

**GOVERNANCE**



**Paragraph ... of National Instruction 1/2013: Second-Hand Goods TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)**

**APPLICABLE DOCUMENTATION**



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

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

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

**SYSTEM FUNCTIONS**



TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)

### 3.33 “AG” – 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**.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

**Paragraph 5.2.3.14 of National Instruction 1/2013: Second-Hand Goods:**

**“The street address of the second-hand goods premises must be visited in order to verify the location.”**

**Paragraph 5.2.3.15 of National Instruction 1/2013: Second-Hand Goods:**

**“The DSO must complete Section “H” on the SAPS 601 Application Form and state whether the premises exists and the applicant is not a disqualified person. If, however, other 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

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

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

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

SAPS 5 Investigation Diary



**SYSTEM FUNCTIONS**



TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)

### 3.34 “AH” – 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 **5.2.3.15** of National Instruction 1/2013: Second-Hand Goods

***“The DSO must complete the applicable Section on the SAPS 601 (e) Renewal for Registration application form and state whether the premises exist and the applicant is not a disqualified person. If, however, other 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

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

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

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



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.35 “AI” – 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 **5.2.3.16** of National Instruction 1/2013: Second-Hand Goods

***“The Dealer/Recycler File must be forwarded to the Station Commander with a recommendation that the application be refused or granted.”***

#### APPLICABLE DOCUMENTATION



Z20 file  
Supporting documents

#### SYSTEM FUNCTIONS



TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)

### 3.36 “AJ” – RECOMMEND THE REFUSAL OF THE APPLICATION

#### PROCESS EXECUTION

The DSO need to make a recommendation with the information found during the verification of the **SAPS 601** application and the Supporting Documentation. In the following instances the DSO **must** recommend the “Refusal” of the application as derived from the process and accompanying reasons:

The DSO during the recommendation to refuse must compile a comprehensive report on the reasons for such a recommendation and refer to the applicable supporting documentation or the absence of such documentation.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

**Paragraph 5.2.3.16 of National Instruction 1/2013: Second-Hand Goods:**

**“The Dealer/Recycler File must be forwarded to the Station Commander with a recommendation that the application be refused under the following circumstances that:**

- **The applicant or a manager of the business is disqualified under Section 14 of the Act;**
- **The application remains incomplete after two referrals back to the applicant;**
- **The applicant does not return the application after ten (10) working days; or**
- **Any other reason why the application should not be recommended as stated in the written report by the DSO.”**



### APPLICABLE DOCUMENTATION



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

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

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

Written report

### SYSTEM FUNCTIONS



TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)

### 3.37 “AK” – 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)

- Station commander
- Cluster Commander
- Provincial Commander



#### GOVERNANCE

Paragraph **5.2.3.17** of National Instruction 1/2013: Second-Hand Goods

***“The Dealer/Recycler File must be submitted to the Station Commander for final consideration”***



#### APPLICABLE DOCUMENTATION

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

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

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

Z20 file



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.38 “AL” – 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.**

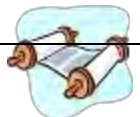
- (3) The National Commissioner must notify the dealer in writing of any decision taken under this section and state the reasons for and the date on which the decision takes effect in such notice.”**

Paragraph 5.2.3.18 of National Instruction 1/2013: Second-Hand Goods

**“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 intention to refuse, and where applicable, informing the applicant that he/she may apply for condonation of any disqualification.”**



#### APPLICABLE DOCUMENTATION



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

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

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

### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



### 3.39 “AM” – 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)



### 3.40 “AN” – SERVE NOTICE OF INTENTION TO REFUSE REGISTRATION

#### PROCESS EXECUTION

The DSO serves notice of intent to refuse and completes a return of service document (SAPS 606) of the registration on the Applicant.



#### 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”*

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)



3.41 **“AO” – 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 **5.2.3.21** 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**

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

SAPS 606 Proforma (**Annexure ....**)

SAPS 606 Completion Instructions (**Annexure .....**)

Z 20 Dealers/Recyclers File



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.42. **“AP” – MAKE RECOMMENDATION ON APPLICATION**

**PROCESS EXECUTION**

When all information was verified during the previous processes and no negative or disqualifying factors were found, the DSO has the duty to recommend the application for registration as a Dealer/Recycler



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**

**Section 4 of the Act – Certificate of registration and conditions**

**“4(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.”**

**“4(3) If the National Commissioner is satisfied that crime trends in a station area or areas indicate that specific steps are necessary to regulate trade in a certain type or category of second-hand goods, he may authorise a dealer to carry on business in that type or category of second-hand goods subject to one or more of the following additional conditions:**

- (a) such dealer must make a daily, weekly or monthly report to the Designated Police Officer, reporting on all transactions regarding a certain type or category of goods;**
- (b) such dealer must deliver a copy of any records that must be kept in terms of the Act or as a condition of membership to an accredited association, to the Designated Police Officer on a daily, weekly or monthly basis; or**



*(c) such dealer must make a weekly or monthly report to the Designated Police Officer containing the full particulars of any person in the employ of that dealer, where such dealer knows or suspects, or should reasonably know or suspect that such employee would be disqualified from registration in terms of section 14( 1 )(a), (b), (c) or (e) of the Act.”*

*“4(4)The National Commissioner may describe the principal business activities of the applicant on the certificate of registration as a*

*(a) general dealer;*

*(b) auctioneer;*

*(c) jeweller;*

*(d) motor vehicle dealer;*

*(e) scrap metal dealer; or*

*(f) recycler.”*

**Regulation 9 Limitation or variation of conditions by National Commissioner**

*“9(1) The National Commissioner may limit or vary any or all of the conditions of registration if there is a change in the circumstances of a registered dealer requiring a limitation or variation.”*

**Paragraph 6.2.4.16 of National Instruction 1/2013: Second-Hand Goods:**

*“The Dealer/Recycler File must be forwarded to the Station Commander with a recommendation that the application be refused or granted. The application must be recommended unless:*

- The applicant or a manager of the business is disqualified under Section 14 of the Act;*
- The application remains incomplete after two referrals back to the applicant;*
- The applicant does not return the application after ten (10) working days; or*
- Any other reason why the application should not be recommended as stated in the written report by the DSO.”*

**APPLICABLE DOCUMENTATION**



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

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

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

**SYSTEM FUNCTIONS**



TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)

3.43 **“AQ” – MAKE THE EXPIRY DATE FOR RECYCLER REGISTRATION THE SAME AS**

## THE CORRESPONDING DEALER REGISTRATION

### PROCESS EXECUTION

The DSO must make an endorsement in the dealer file and on the dealer application that the expiry date for the dealer registration is also the expiry date of any recycler application and registration. This is for future instances where the applicant applies for recycler registration to ensure that the expiry periods correspond with each other.



### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



### GOVERNANCE

??????????????



### APPLICABLE DOCUMENTATION

The SAPS 601 (e) – Application for Renewal as a Second-Hand Goods Dealer/Recycler  
Z 20 Dealers/Recyclers File



### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.44 **“AR” – SEND DEALER APPLICATION AND RECOMMENDATION TO STATION COMMANDER**

**PROCESS EXECUTION**

The DSO forwards 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 **5.2.3.17** of National Instruction 1/2013: Second-Hand Goods 1/2013: Second-Hand Goods

***“The Dealer/Recycler file must be submitted to the Station Commander for final consideration.”***



**APPLICABLE DOCUMENTATION**

The SAPS 601 (e) – Application for Renewal as a Second-Hand Goods Dealer/Recycler  
Z 20 Dealers/Recyclers File  
Supporting documents



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.45 “AS” – 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)**

- Station commander
- Cluster Commander
- Provincial Commander



**GOVERNANCE**

N/A



**APPLICABLE DOCUMENTATION**

The SAPS 601 (e) – Application for Renewal as a Second-Hand Goods Dealer/Recycler  
Z 20 Dealers/Recyclers File  
Supporting documents



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.46.1 “AT” – MAKE DECISION ON RECOMMENDED APPLICATION TO APPROVE

**(PERMANENT)**

**PROCESS EXECUTION**

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

The Station/cluster/provincial commander indicates the type of approval in detail why such application is approved and signs the applicable documentation.



**RESPONSIBLE PERSON(S)**

- Station commander; or
- Cluster Commander; or
- Provincial Commander.



**GOVERNANCE**

Paragraph **5.2.3.20** of National Instruction 1/2013: Second-Hand Goods 1/2013: Second-Hand Goods

***“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(a) and/or (b) certificate after which the Station Commander must sign and date stamp the certificates on the designated area. The SAPS 601(a) and (b) must be completed as per the relevant Completion Instruction.”***



**APPLICABLE DOCUMENTATION**

The SAPS 601 (e) – Application for Renewal as a Second-Hand Goods Dealer/Recycler  
Z 20 Dealers/Recyclers File  
Supporting documents (Recommendation by DSO)



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.46.2 “AT” – MAKE DECISION ON RECOMMENDED APPLICATION TO APPROVE (TEMPORARY)

**PROCESS EXECUTION**



In the case where there is inscriptions done in Column C of the SAPS 601 Application form indicating that there are outstanding forms and / or information the DSO need to establish if the Dealer will have the ability to become compliant within the prescribed time allocated to become compliant.

If a Dealer for some or other reason has the ability to become compliant within the allotted timeframe a recommendation to Temporary Register the Dealer must be made.

In doing so the DSO must indicate in the recommendation the following conditions:

- A dealer must submit a monthly report to the Designated Police Officer, reporting on the steps which were taken to meet the requirement(s) or could not meet at the time of the application; and
- As soon as that dealer is in a position to meet the requirement, an application must immediately be made for registration as a dealer.

**RESPONSIBLE PERSON(S)**



- Station commander
- Cluster Commander
- Provincial Commander

**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.”*

**Paragraph 6.4.2 of National Instruction 1/2013: Second-Hand Goods 1/2013: Second-Hand Goods**

*“Temporary registration is aimed at assisting dealers/recyclers with compliance to the Act and is therefore less formal than a normal application for registration.”*

**Paragraph 6.4.4 of National Instruction 1/2013: Second-Hand Goods 1/2013: Second-Hand Goods**

*“A dealer or recycler who is issued with a temporary registration certificate must submit a monthly report to the Designated Police Officer, reporting on the steps he or she has taken to meet the requirement or requirements he or she could not meet at the time of application.”*

**Paragraph 6.4.5 of National Instruction 1/2013: Second-Hand Goods 1/2013: Second-Hand Goods**

*“As soon as that dealer or recycler is in a position to meet the requirement, he or she must immediately apply for registration as a dealer or recycler.”*

#### **APPLICABLE DOCUMENTATION**

The SAPS 601 (e) – Application for Renewal as a Second-Hand Goods Dealer/Recycler  
Z 20 Dealers/Recyclers File  
Supporting documents (Recommendation by DSO)  
SAPS 601 (d) – Temporary Registration Certificate



#### **SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)



3.47 “AU” – REGISTER DEALER

**PROCESS EXECUTION**

The DSO registers the dealer either as a permanent dealer with a period which will expire or for temporary registration in terms of the outcome of the approval. Where the registration is approved to be temporary the dealer will be registered as such and the prescriptions in terms of the reporting on the progress to resolve the matter which makes the dealer not yet compliant will be stipulated.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)



**GOVERNANCE**



**APPLICABLE DOCUMENTATION**

The SAPS 601 (e) – Application for Renewal as a Second-Hand Goods Dealer/Recycler  
Z 20 Dealers/Recyclers File  
Supporting documents



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED)

