

NPTR OPERATING LICENCES
Types of Applications and Forms

Type of Application	Form	Checklist	Notes
Accreditation	Form (2A) Click here	Accreditation Checklist Click here	<ul style="list-style-type: none"> • Business operation inspection might be conducted at your premises • All sections to be completed • Validity Up to five (5) years • Application Fee R1000
Accreditation and New Operating Licence	Form (2A) Click here and Form (1A) and Click here	Accreditation and New Operating Licence Click here	<ul style="list-style-type: none"> • For applicant who wishes to apply for accreditation and new operating licence at the same time • The validity of accreditation is tied to new operating licence • Form 2A All sections to be completed • Form 1A Compulsory sections to be completed by applicant: A, B, C, F, G, H, K, L • Validity Up to five (5) years • Application Fee: R 1000 + R300 per vehicle
New Operating Licence	Form (1A) Click here	New Operating Licence Click here	<ul style="list-style-type: none"> • Any person/entity wishing to operate as a tourist transport operator • Each new vehicle must have an individual operating licence • Compulsory sections to be completed by applicant: A, B, C, F, G, H, K, L • Validity Up to two (2) years • Application Fee R 300 per vehicle
Additional Vehicle <i>Currently not accepted – accredited operators to apply for New Operating Licence</i>	Form (5A) Click here	Additional vehicle Click here	<ul style="list-style-type: none"> • Only for operators already accredited • This application is basically a new operating license, but the turnaround time should be quicker compared with someone who's applying for a new operating without accreditation • This application won't be gazetted or published because the applicant is already accredited • Application Fee R 300
Transfer	Form (1A) Click here (specify Transfer)	Additional Authority Click here	<ul style="list-style-type: none"> • Transfer of operating licence from one vehicle to another. Please note that the size of the vehicle must be the same otherwise a new operating licence application will be required • Compulsory sections to be completed by applicant: A, B, C, D, E, F, G, H, K, L • Application Fee R 300
Amendment of Route	Form (1A) Click here	Amendment of route Click here	<ul style="list-style-type: none"> • Change of operating route within or across provinces • Application Fee R 300

Change of Particulars	Form (1A) Click here (specify Change of particulars)	Additional Authority Click here	<ul style="list-style-type: none"> • Change of particulars: i.e. change company name or ownership • Compulsory sections to be completed by applicant: A, B, C, D, E, F, G, H, K, L • Application Fee R 300
Replacement	Form (1A) Click here	Replacement Click here	<ul style="list-style-type: none"> • Replacing existing permit: Lost, stolen or damaged • Compulsory sections to be completed by applicant: A, B, C, D, E, F, G, H, K, L • Application Fee R 300
Renewal of an Operating Licence	Form (1A) Click here	Renewal Click here	<ul style="list-style-type: none"> • Applicants are advised to renew their licence three (3) months prior to expiry date • Compulsory sections to be completed by applicant: A, B, C, D, E, F, G, H, K, L • Application Fee R 300
Conversion Application	Form (1A) Click here	Conversion Click here	<ul style="list-style-type: none"> • This refers to the old Transport or Road permits which must to be converted to an Operating Licence, regardless of whether the permit states Indefinitely • Compulsory sections to be completed by applicant: A, B, C, D, E, F, G, H, K, L • Application Fee R 300

Supporting Documents Guide

Note: All copies (documents) must be certified by a commissioner of oaths and not be older than 3 months.

Supporting Documents Required	Description
1. Company Registration Certificate	<ul style="list-style-type: none"> • The name of company in which you are applying must correspond with Companies and Intellectual Property Commission, statement of oath, tax clearance certificate, copy of ID, and proxy letter (can be accessed here)
2. Proof of Payment	<ul style="list-style-type: none"> • Ref: Company name / company registration
3. Tax Clearance Certificate and SARS Pin	<ul style="list-style-type: none"> • A Tax Clearance Certificate is issued by SARS to all taxpayers for tax compliance purposes and is valid for 12 months • SARS pin please use this link to access SARS pin: http://www.sars.gov.za/ClientSegments/Individuals/TCS/Pages/How-to-request-your-TCS.aspx
4. Company Proxy Letter and ID copies	<ul style="list-style-type: none"> • The company needs to appoint a proxy to deal on their behalf with the NPTR – even if it is the owner of the company • To be completed by appointer and appointee, on a company letterhead • Click here to download
5. Statement of Oath	<ul style="list-style-type: none"> • The applicant must oath by company name any (if at all) previous convictions for offenses. Click here to download and complete
6. Statement in Terms of Section 62 (1) of NLTA	<ul style="list-style-type: none"> • Compulsory. The company agrees that they adhere to labour law requirements in respect of drivers and other staff as per the determinations made by the Department of Labour • Click here to download and complete
7. Certified copies of Operating Licence/s	<ul style="list-style-type: none"> • Existing operating licences (where applicable) certified by Commissioner of Oaths
8. Certified copies of Vehicle License Disc and Road Worthy Certificate	<ul style="list-style-type: none"> • If you already pasted the disc on the windscreen, please take a clear picture and print for certification

9. Certified copy of Certificate of Registration in Respect of Motor Vehicle	<ul style="list-style-type: none"> • Compulsory
10. Certified copy of Service Records/Service Plan/Maintenance Plan of vehicle	<ul style="list-style-type: none"> • These attachments must have the vehicle description • New vehicle: please attach the maintenance plan • Old vehicle: Service record for the previous 1 or 2 years
11. Recommendation Letters	<ul style="list-style-type: none"> • The recommender needs to explain the service you provide to the company and the operating area. The routes mentioned on this letter must correspond with the route description you are adding • Must be on a company letterhead, typed with a stamp/signature • Five letters if you are applying for a national licence (within the borders of RSA) – ensure that the letters mention all the provinces you are operating in • Three letters if you are applying for a provincial licence
12. Proof of Operation	<ul style="list-style-type: none"> • Certified copies of invoices raised for a period of 1 month • Sample itineraries that you have developed
13. Certified copy of Proof of Insurance	<ul style="list-style-type: none"> • Public passenger liability cover
14. Certified copy of Business Plan	<ul style="list-style-type: none"> • For operators with more than 10 vehicles- applying for 10 or more Operating Licence at once
15. B-BBEE Certificate	<ul style="list-style-type: none"> • Submit the B-BBEE Certificate if you have been certified • Operators with an annual turnover below R 10 million, who has not been certified, must complete the B-BBEE Exempted Micro Enterprise Affidavit. Click here to download • Operators with more than R 10 million turnover, who are not certified, must complete an affidavit stating that they are over R10 million, do not currently have a B-BBEE certificate and state how they plan to get certified (affidavit to be completed on your local police station form)
16. Affidavit	<p>Affidavit form to be completed on your local police station document, by operators applying for:</p> <ul style="list-style-type: none"> • Replacement Operating Licence – state the reason for replacement • Renewal, Amendment, Transfer or Conversion of Operating Licence – state that you have been operating in the last 180 • Transfer – state reason for transfer
17. Route Description / Route Annexure	<ul style="list-style-type: none"> • This attachment is one of the most important • The operator must give an accurate description of a starting point and end point. Route description must correspond with recommendation letters. Click here to download
18. Motor Vehicle Lease	<ul style="list-style-type: none"> • NPTR initially accepted lease contracts but now don't – only the owner of the vehicle may apply for the operating licence