



## **MACHADO PLAZA CONCESSION APPLICATION FOR NEW, RENEWAL, STOLEN, DAMAGED AND LOST CARDS**

### **1. BUSINESS APPLICANT**

- 1.1 TRAC's official application form.
- 1.2 Proof of physical business address, for instance, Telkom, Municipal or Eskom account not older than 3 months or, CICIP registration or SARS proof of submission not older than 1 year. All the mentioned documents must be printed on official letterhead and reflect the physical business address.  
**OR**
- 1.3 A valid/current rental contract for a property used for conducting the business, indicating the physical address of the property, under cover of an official signed letter on the landlord's Company letterhead or affidavit, stamped and signed by a Commissioner of Oaths and a Telkom, Municipal or Eskom account not older than three (3) months for the property rented.
- 1.4 Proof of current vehicle license papers/ disc certificate registered in Business' Name.
- 1.5 If vehicle is registered in Business owner/director/shareholder's name, share certificate or official documents indicating such status are required accompanied by an explanation letter.
- 1.6 Letter on Business letter head, confirming Business address and reason why concession is required.
- 1.7 SARS Vat registration certificate or VAT103 or SARS letter of good standing or SARS Notice of Registration.
- 1.8 CICIP, CK or CK2A or CIPRO or Business Registration certificate document/s.
- 1.9 Copy of card if concession application is through credit/garage/fleet card.
- 1.10 ID document of applicant/vehicle owner/Business Contact Person.
- 1.11 If the vehicle is registered in the name of the owner/ director/ shareholder a proxy stamped and signed by a Commissioner of Oath shall be submitted by the applicant together with certified copies of the ID's of the vehicle owner.
- 1.12 The applicant or the proxy of the company must personally submit the application documentation.

### **2. PRIVATE/INDIVIDUAL APPLICANT**

- 2.1 TRAC's official application form.
- 2.2 Proof of residence, for instance, Telkom, Municipal or Eskom account not older than three (3) months, or CICIP registration or SARS proof of submission not older than 1 year. All the mentioned documents must be on an official letterhead and reflect the physical residential address.  
**OR**
- 2.3 Applicants residing on tribal land should provide an official letter on the tribal authority letterhead with a current stamp affixed from the local chief, stamped and signed by a Commissioner of Oath, confirming that the applicant stays on his/her land.



- 2.4 An official letter from the Municipality where the tribal land is located, confirming that the applicant does not pay rates and taxes, stamped and signed by the municipal manager.
- 2.5 No handwritten proof of residence (only computer-generated proof of residence) is acceptable).
- 2.6 If proof of residence is in the name of the spouse, a marriage certificate will be required.
- 2.7 If the vehicle is registered in the name of the spouse a marriage certificate will be required.
- 2.8 ID document of Applicant.
- 2.9 Proof of valid/current vehicle license papers/disc certificate in the applicant's name.
- 2.10 A letter from employer or motivating letter indicating reason for concession application.
- 2.11 The applicant must personally submit the application documentation.

### **3. TAXI APPLICATIONS REQUIREMENTS**

- 3.1 TRAC's official application form.
- 3.2 The application form should be completed and signed by the Taxi owner.
- 3.3 Motivational letter from the Taxi Association with the current stamp affixed and Taxi owner's details.
- 3.4 Proof of valid/current vehicle license papers in the applicant's name.
- 3.5 Valid Operating permit in the name of Taxi owner stating operating routes.
- 3.6 ID copy of the applicant.
- 3.7 Valid Driver's license and PDP of the Taxi owner/driver.
- 3.8 SARS letter of good standing in the Taxi owner's name.
- 3.9 Proof of business address for instance, Telkom, Municipal or Eskom account not older than three (3) months or CIPC registration or SARS proof of submission not older than One (1) year;  
**OR**
- 3.10 A valid rental contract with physical address rented property under cover of an official signed letter of landlord on the landlord's letterhead or affidavit, stamped or signed by a Commissioner of Oath and a Telkom, Municipal or Eskom account not older than three (3) months for the property rented.
- 3.11 The identifier will be valid for the period of three (3) years **OR** for the validity of the route permit (if it is less/more than three years).
- 3.12 The applicant must personally submit the application documentation.



#### **4. GOLD CARDS APPLICATION REQUIREMENTS**

- 4.1 TRAC's official Gold Card Application form.
- 4.2 Proof of Business address for instance, Telkom, Municipal Eskom account not older than three (3) months or CICIP registration or SARS proof of submission not older than One (1) year,  
**OR**  
A valid/current rental contract with the physical address of the rented property, under cover of an official signed letter on the landlord's Company letterhead or affidavit, stamped and signed by a Commissioner of Oaths and a Telkom, Municipal or Eskom account not older than three (3) months for the property rented.
- 4.3 The applicant must be a fully licensed and operating as a Motor Dealership and be in possession of valid Motor Trade Number Licence and Licence Disc registered in Business' name.
- 4.4 If Motor Trade number Licence and Licence Disc is registered in Business. owner/director/shareholder's name, share certificate or official documents indicating such status are required accompanied by an explanation letter.
- 4.5 Letter on Business letter head, confirming Business address and reason why concession is required.
- 4.6 SARS VAT registration certificate or VAT103 or SARS letter of good standing or SARS Notice of Registration.
- 4.7 CICIP business registration papers.
- 4.8 ID document of applicant or Business contact person.
- 4.9 Receipt of Gold cards may take no less than 4 weeks.
- 4.10 A maximum of 10 cards may be registered in one Gold account provided 10 individual valid Motor Trade Number Licence and Licence Disk are submitted.
- 4.11 The identifier will be valid for one year OR the duration of Motor Trade licence and Licence disc (if it is less than one year).
- 4.12 The applicant or the proxy of the company must personally submit the application documentation.

#### **5. UPDATING OF INFORMATION**

- 5.1 Official letter clearly indicating changes/amendments that are required.
- 5.2 Documentation regarding changes/amendments for example Vehicle license. Papers/Company registration papers/Municipal or Eskom account etc.
- 5.3 ID copy of account holder or contact person in cases of Business.
- 5.4 Changes related to cards should be done through the normal application progress.



**6. CARD COLLECTIONS**

- 6.1 Applicants must bring their ID's when collecting their cards.
- 6.2 If cards are collected on the applicant's behalf, an authorizing letter accompanied by the applicant's ID and copy of ID of the person collecting the card/s should be submitted.

**7. IMPORTANT NOTICE**

APPLICATION CRITERIA WITH TERMS AND CONDITIONS ARE PRINTED ON THE REVERSE OF THE APPLICATION FORMS. UPON SIGNING THE APPLICATION FORM THE APPLICANT AGREE TO THESE TERMS AND CONDITIONS.