



## **MIDDELBURG PLAZA CONCESSION APPLICATION FOR NEW, RENEWAL, STOLEN, ADDITIONAL/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 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, ID and share certificate and official documents indicating such status are required accompanied by an explanation letter.
- 1.6 Dated 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 or CK or CK2A or CIPRO or Business Registration certificate document/s
- 1.9 Copy of card/e-tag if concession application is through credit/garage/fleet card/e-tag.
- 1.10 ID document of applicant/vehicle owner/Business Contact Person.
- 1.11 If the vehicle is registered in the name of the employee or a proxy an affidavit 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. Appointment letter of proxy by director/s of the company is required.

### **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 3 months, 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 A valid rental contract stating the physical address of the rented property, submitted under cover of an official signed letter of landlord on the landlord's letterhead or affidavit, stamped and signed by a Commissioner of Oath and a Telkom, Municipal or Eskom account not older than 3 months for the property rented and landlord's ID copy
- 2.4 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 and



- 2.5 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.
- 2.6 No handwritten proof of residence (only computer-generated proof of residence) is acceptable).
- 2.7 If proof of residence is in the name of the partner, spouse or legal custodian, an affidavit stamped and signed by the Commissioner of Oaths and ID copy is required.
- 2.8 If the vehicle is registered in the name of the spouse /partner/custodian or proxy an affidavit stamped and signed by a Commissioner of Oath shall be submitted by the applicant together with certified copies of the ID's of the owner.
- 2.9 ID document of Applicant.
- 2.10 Copy of card/e-tag if concession application is through credit/garage/fleet card/e-tag.
- 2.11 Proof of valid/current vehicle license papers/disc certificate in the applicant's name
- 2.12 A letter from employer or motivating letter indicating reason for concession application
- 2.13 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 dated and signed from the Taxi Association with the current stamp affixed and Taxi Owners details
- 3.4 Proof of valid/current vehicle license papers in the applicants 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 3 months or CICIP registration or SARS proof of submission not older than 1 year;

#### **OR**

- 3.10 a valid rental contract with physical address of rented property under cover of an official signed letter from landlord on the landlord's letterhead or affidavit, stamped and signed by a Commissioner of Oath and a Telkom, Municipal or Eskom account not older than 3 months for the property rented.
- 3.11 The identifier will be valid for the period of three (03) years **OR** for the validity of the route permit (if it is less than three years).
- 3.12 The applicant must personally submit the application documentation. Appointment letter of proxy is required.

### **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 3 months or CICIP registration or SARS proof of submission not older than 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 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 or CK or CK2A or CIPRO or Business Registration certificate document/s
- 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 must personally submit the application documentation. Appointment letter of proxy by director/s of the company is required.

## **5. UPDATING OF INFORMATION**

- 5 Official letter clearly indicating changes/amendments that are required
- 6 Documentation regarding changes/amendments for example Vehicle license papers/Company registration papers/Municipal or Eskom account etc.
- 7 ID copy of account holder or contact person in cases of Business
- 8 Changes related to cards/etags should be done through the normal application progress.
- 9 If the vehicle is registered in the name of the spouse /partner/custodian or proxy an affidavit stamped and signed by a Commissioner of Oath shall be submitted by the applicant together with certified copies of the ID's of the owner.

## **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 a 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.



**USER/DISCOUNT CATEGORIES**

Users will fall into one of the following categories:

- Commuters**
- Pay a discounted tariff of R18.30 per passage for Class 1 vehicles only.
  - Must reside and work on opposite sides of the Plaza and commute on a daily basis.
  - Must record at least 30 passages per month. Road users with this facility who fail to do so for three consecutive months will automatically be downgraded to either the Local User category or Normal User category.
- Local Users**
- Pay a discounted tariff of R47.40 per passage for Class 1 vehicles, R104.00 and R145.00 per passage for classes 2 and 3 respectively.
  - Must reside within the eMalahleni /Witbank and Middelburg Magisterial Districts.
  - Must record at least 5 passages per month. Road users with this facility who fail to do so for three consecutive months will automatically be downgraded to the Normal User category.
- Normal Users**
- All users who do not qualify under one of the above categories.
  - Extra Large Heavy vehicles (4 axles or more).
- Please note: ONLY Extra-Large Heavy vehicles that have concession pay a discounted tariff per passage as per table below.

The tariffs that will be chargeable at Plaza and the effective discount that these represent are as follows (including VAT):

	Class 1 Light Vehicles	Class 2 Medium Heavy Vehicles	Class 3 Large Heavy Vehicles	Class 4 Extra Large Heavy Vehicles
COMMUTERS Discounted on maximum tariffs	R19.30	N/A N/A	N/A N/A	N/A N/A
LOCAL USERS Discounted on maximum tariffs	R50.00	R110.00	R153.30	R196.70
NORMAL USERS	R59.00	R128.00	R194.00	R255.00