



Verification Documents Guideline

As our [Revenue Department](#) is an agent for Province, it is obliged to comply with the following when dealing with Motor Vehicle Registration and licensing.

Verification of Personal and Address Particulars in Terms of Regulation 32a of the [National Road Traffic Regulations, 2000](#).

Verification of all personal and address particulars is required with any motor vehicle or driving licence transaction. Before any registering authority can issue a motor vehicle licence disc or operator card, you must submit proof of full names, ID or business number and residential and postal address.

The information in the table below is provided by the [Western Cape Government](#) and is subject to change.

Individuals

Acceptable documents for identification purposes:	
<ul style="list-style-type: none"> • A valid temporary RSA identity certificate • RSA identity document (ID) • RSA identity card • Valid RSA passport • Foreign country identity document • Traffic Register Number (TRN) Certificate* • Certificate of incorporation or name change of a company • Founding statement or certificate of name change of a close corporation <p>* The TRN must be issued by National Traffic Information System (Natis) in terms of the National Road Traffic Act. The TRN for a private individual must be accompanied by a valid source document in the form of a current (not expired) Refugee ID (BI-1707), foreign passport, work or study permit.</p>	
Acceptable documents for proof of address:	Validity period
<ul style="list-style-type: none"> • Utility account (Water, Electricity, Sewerage or Refuse Removal) • Bank / Financial statement • Municipal rates and taxes invoice • Telephone account (landline or cell phone account) • Official correspondence from South African Revenue Services (SARS) • Correspondence from a Body Corporate or Share-Block Association • Retail store statement of account / invoice • Letter from the administration department for applicants living in any type of residence (e.g. a hostel or barracks) • Letter with an official date stamp from the educational Institution, or the residence, hostel or boarding house confirming student residence • Letter with an official date stamp from the Ward Councillor or Local Tribal Authority confirming the postal and residential address for an applicant who resides at an informal settlement or rural area 	<p>Not older than 3 months</p>
<ul style="list-style-type: none"> • A mortgage statement from a Financial Institution 	<p>Not older than 6 months</p>
<ul style="list-style-type: none"> • A lease agreement (signed by both parties) • An official tax return / tax assessment • A recent short-term or long term insurance policy document or renewal letter • A valid television licence document 	<p>Not older than 1 year</p>

Business/ Close Corporation/Trust

South African Company

- Certificate of Incorporation (CM1) or Registration Certificate (CoR 14.3) (Certified copy);
- Proof of Registered Address; (CM22 or CoR 21);
- Proof of Vat Registration Number (Certified copy);
- Certified copy of identity document and utility bill (as proof of residential address) of each of the directors and shareholders of the company.

Trust

- Trust Deed (Certified copy);
- Letters of Authority (Certified copy);
- Proof of VAT Registration Number (if applicable);
- Certified copy of the identity document, utility bill (as proof of residential address) of each of the trustees and beneficiaries of the Trust.

Close Corporation

- CK1 - Founding Statement (Certified copy); CK2 - Amended Founding Statement (Certified copy);
- Proof of Registered Address;
- Proof of Vat Registration Number (Certified copy);
- Certified copy of identity document, utility bill (as proof of residential address) of each of the members of the Close Corporation.