

- (g) If the applicant provides supporting documents issued by any one of the following persons or institutions, confirming that, to the best of their knowledge and belief, the applicant will be using the firearm for the purpose set out in the application-
- (i) a member of the accredited hunting association, the licenced game ranger or person licenced to conduct business in hunting as contemplated in the Act, who will provide the hunting to the foreign visitor, or
 - (ii) the South African citizen or permanent resident who will host the foreign visitor and will allow the foreign visitor to hunt on his or her land, or
 - (iii) the accredited hunting association or sports-shooting organisation that is sponsoring the event or sports-shooting competition that the applicant will attend, or
 - (iv) an officer of the accredited shooting range that he applicant will attend, or
 - (v) a person or organisation sponsoring a public event or historical re-enactment or display that requires the foreign visitor's participation and use of the specific firearm;
- (h) subject to-
- (i) the prescripts of the Act in respect of the carry, storage, safekeeping, transport and display of such firearm;
 - (ii) the use of the firearm only for the purpose set out in the permit;
 - (iii) that no person who holds a temporary import or multiple import and export permit shall be allowed to sell, or otherwise dispose of the firearm in South Africa without prior permission having been obtained from the Registrar; and
 - (iv) whenever the holder of the temporary import permit and multiple import-export permit leaves the Republic the firearm in respect of which the permit is issued must accompany the holder. Provided that where the Registrar grants permission as contemplated in sub-paragraph (iii), a temporary authorisation in terms of section 21 of the Act may be issued to the person who acquired the firearm to enable such person to apply for a licence to hold the firearm in terms of the Act. Provided further that if such licence is not issued by the Registrar the person who acquired the firearm must dispose of the firearm through a dealer or in such manner as the Registrar may determine.
- (7) The issuing of a permit for the permanent import or export of a firearm is subject to authorisation by The Head: Central Firearms Register.

- (8) A dealer, manufacturer or gunsmith who imports a firearm -
- (a) must lodge the necessary application at least 14 days before the shipment of the firearms or ammunition to the Republic;
 - (b) shall not arrange for the arrival of the firearms or ammunition prior to the issuing of the import permit, and
 - (c) must within 72 hours of the arrival of the firearms in the Republic by way of written confirmation, faxed to The Head: Central Firearms Register, certify that all the imported firearms arrived in Republic and if there are any shortages or discrepancies to the particulars set out in the import permit, provide full details of the such shortages or discrepancies.
- (9) An export permit regarding commercial transactions concerning arms and ammunition shall be subject to the following specific conditions -
- (a) An export permit shall be issued in at least threefold;
 - (b) The original and first and second copy must be handed to the applicant exporter;
 - (c) Within ninety (90) days after the export date stated on the export permit, the exporter must return to The Head: Central Firearms Register, the first copy of the export permit where it is signed and stamped by the End User which copy will then serve as a delivery verification certificate;
 - (d) On failure by the exporter to comply with sub-regulation 9(c) the Registrar shall place on hold all pending and future exports by the exporter or in which the exporter takes part, until the conditions in sub-regulation 9(c) have been complied with;
 - (e) The second copy of the export permit must be duly certified by the Republic's Customs Department and returned by the exporter to The Head: Central Firearms Register within ten (10) after the export date;
 - (f) Arms that are shipped out of the Republic for the purpose of exhibitions, evaluations and/or demonstrations must be returned to the Republic within six (6) months after the date of shipment reflected on the second copy of the export permit as envisaged in sub-regulation 9(e), unless The Head: Central Firearms Register has indicated otherwise on the export permit on application by the applicant;
 - (g) The re-importation of the arms reflected in the export permit in compliance with sub-regulation 9(f) shall again be subject to an import permit issued by The Head: Central Firearms Register;
 - (h) A separate export permit is required for each individual shipment. No partial shipments will be allowed with one permit;

- (i) The export permit is not transferable;
- (j) The arms and ammunition listed in the export permit shall be exported by the stated applicant dealer or manufacturer as the case may be, except if indicated otherwise by The Head: Central Firearms Register on the permit;
- (k) The export permit number must be quoted in all correspondence pertaining to the export permit, which is to be directed to The Head: Central Firearms Register;
- (l) A specific period of validity shall, at the discretion of The Head: Central Firearms Register be assigned to the export permit and may be extended or shortened by The Head: Central Firearms Register depending on the circumstances that prevail concerning the specific export transaction. Applications for extensions of the period of validity must be submitted in writing to The Head: Central Firearms Register before the expiry date elapses, otherwise a new application will be required;
- (m) If an export transaction is cancelled, or immediately after the period of validity expired before the state goods are exported, the holder of the export permit must return the original and copies of the export permit that were issued, together with a written statement stating the reasons for non-compliance to The Head: Central Firearms Register; and
- (n) An exporter shall, regarding all exported goods stated in an export permit, retain the relevant Bill of Lading or Airway Bill, packing list/s, exporter invoice for a period of 36 months and produce the documents for inspection whenever required to do so by The Head: Central Firearms Register.

INFORMATION IN RESPECT OF IMPORT AND EXPORT PERMITS

- 46.** (1) An application for an import or export permit as contemplated in section 73 of the Act must, subject to regulation 40(1) and (2), be submitted to the relevant Designated Firearms Officer and be made on the applicable form completed as prescribed in Schedule "A" and must be accompanied by such information and documents as may be required in terms of Schedule A" as well as -
- (a) A certified copy of the licence, permit, authorisation or any other manner of proof acceptable to the Registrar confirming the applicant's lawful possession of the firearm and ammunition;
 - (b) Proof of permission to import the firearm and ammunition into the country of final destination;
 - (c) Proof of permission for the export of the firearm and ammunition from country of origin;

- (d) Proof of the identity of the person if the applicant is a natural person and in the case of the applicant being a juristic person, proof of the legal existence of the applicant;
 - (e) Proof of payment of any applicable prescribed fee or duty;
 - (f) The End User Certificate.
- (2) An import permit shall specify the period of its validity.

PACKAGING OF FIREARMS AND AMMUNITION DURING TRANSPORTATION

- 47.** (1) Firearms must be packed separately from ammunition during transportation, and all ammunition must be removed from firearms in a safe manner, before transportation.
- (2) Firearms and ammunition must be transported in an appropriate container, and must be packed to ensure maximum safety and minimum exposure.
- (3) Direct supervision and control of firearms and ammunition being transported is required unless the firearms and ammunition is transported in or with the employment of a safe, device, apparatus or instrument for the safekeeping of firearms as specified in SABS 953-3 Standard, or in the case of air or sea carriage, in a manner that has been approved by the Registrar.
- (4) These provisions do not derogate from any other provision prescribing standards for the transportation of firearms and ammunition.
- (5) This Regulation is applicable to all firearm transporters, and persons who may lawfully be in possession of a firearm or ammunition, but is not applicable to firearms carried on or by a person.

APPLICATION FOR AUTHORISATION TO POSSESS IN EXCESS OF 2400 PRIMERS FOR THE PURPOSE OF LOADING AND RELOADING AND TO POSSESS IN EXCESS OF 200 ROUNDS OF AMMUNITION

The holder of a licence to possess a firearm must submit an application for authorisation to possess in excess of 2400 primers for the purpose of loading and reloading or to possess in excess of 200 rounds of ammunition on the applicable form prescribed in Schedule "A" to the relevant Designated Firearms Officer.

APPEAL BOARD

- 49.** (1) The conditions of office, remuneration and allowances of the members of the Appeal Board referred to in section 129(1) of the Act shall be as prescribed in terms of the Public Service Act, 1994 (Procl. No 104 of 1994) for persons with qualifications and experience corresponding to those of the members of the Appeal Board.
- (2) Subject to the provisions of section 129(2) of the Act, the period of service of a member of the Appeal Board shall be three years.

- (3) A retiring members of the Appeal Board may be reappointed.
- (4) Whenever a member of the Appeal Board is absent due to illness or for any other reason, the Minister may temporarily appoint a person as an acting member for the period that the member is absent.
- (5) The seat of the Appeal Board shall be Pretoria, but the Board may sit in any other locality for the purpose of hearing an appeal where oral submissions have been allowed.
- (6) The Minister shall nominate a member of the Appeal Board as Chairman of the Appeal Board.
- (7) The Chairman shall determine the times when the Appeal Board shall meet and the procedure to be followed at meetings.
- (8) (a) For the purposes of a meeting of the Appeal Board the Chairman and two members shall form a quorum.
(b) The decision of the majority of the members present at a meeting of the Appeal Board shall constitute a decision of the Appeal Board: Provided that in the event of an equality of votes on any matter, the Chairman of the Appeal Board shall have a casting vote in addition to his deliberative vote.

ADMINISTRATIVE JUSTICE AND RIGHT OF APPEAL

- 50.**
- (1) Any official taking an administrative decision in terms of this Act which may detrimentally affect the rights of a person shall note the reasons for the decision on the notice containing the decision as well as his or her identity and the date of the decision.
 - (2) Any person who is notified of such administrative decision shall receive the reasons for the decision in such notification, as well as the identity of the decision-maker and the date of the decision.
 - (3) An appeal referred to in section 133 of the Act shall be noted by an aggrieved party or his or her legal representative within 90 days after having been served with the decision in question, by submitting an Appeal Notice in the format prescribed to in Schedule A to the Appeal Board, and by clearly indicating in the Appeal Notice the decision that was taken and by whom, the date of the decision, ground or grounds of appeal, and by attaching written submissions in support of the appeal to the Appeal Notice.
 - (4) The Appeal Board may condone late submissions of an Appeal Notice on good cause shown.
 - (5) A copy of the relevant refusal referred to in section 133(1)(a) of the Act, cancellation of competency certificate, license, permit, or authorisation, or condition attached thereto referred to respectively in section 133(1) (b) and (c) of the Act, and the notice referred to in section 133(1)(d) of the Act, must be attached to the Appeal, if available.

- (6) An appeal is submitted to the Appeal Board by hand, facsimile or by post to the Chairman of the Appeal Board at the following postal address: Private Bag X811, Pretoria, 0001.
- (7) The Appeal Board must acknowledge receipt of an Appeal Notice and the date of such receipt in writing, and may do so by post, facsimile or by appending such acknowledgment on a copy of the Appeal Notice.
- (8) The Appeal Board must inform the relevant official who made the decision in question of the appeal, and supply him or her with a copy of the documents referred to in sub-regulation (2), and request him or her to respond in writing within 14 days, as to why the appeal should not be upheld.
- (9) The Appeal Board may request an applicant or the applicant's legal representative to address the Board during the hearing of that appeal, in which case the Appeal Board shall inform the applicant and the official in question that oral representation by the parties will be allowed during the hearing, and afford both parties the opportunity of making oral submissions during the hearing.
- (10) Should the Appeal Board deem it necessary it may request additional information or documents from any party in order to allow it to come to a just and fair decision. The Appeal Board shall notify an applicant, or his or her legal representative in writing of the outcome of an appeal, within 30 days of the Appeal Board's decision.
- (11) Where an appeal relates to a firearm and the appellant is not the existing license holder, the Appeal Board shall likewise notify the relevant license holder of the outcome of the appeal.
- (2) Nothing in this regulation must be construed as referring to a decision of a court acting under section 103 of the Act.

SURRENDERING OF FIREARMS AND AMMUNITION

- 51.**
- (1) A person who is legally entitled to possess a firearm or ammunition in terms of this Act and who is the owner of such firearm or ammunition may surrender such firearm or ammunition to the South African Police Service.
 - (2) The firearm or ammunition is surrendered to the South African Police Service, by the handing over of such firearm or ammunition to a police station together with the applicable licence, permit or other authorisation, as well as the applicable form prescribed in Schedule "A".
 - (3) The state may dispose of such firearm or ammunition in terms of the Act.
 - (4) A person who surrenders a firearm or ammunition in terms of an amnesty notice published in terms of section 139 of the Act, must surrender the firearm or ammunition to a police station.
 - (5) The state may dispose of such firearm or ammunition in terms of the Act, subject to the right of the person to apply for a license in respect of such

firearm in terms of section 139(4) of the Act.

- (6) A public body or civil organization may hold a public campaign to reduce the number of firearms held illegally in the community and for this purpose receive such firearms and ammunition with the purpose of surrendering it to the police, if the prior approval of the Registrar has been obtained, and subject to such directions and conditions as the Registrar may impose: Provided that a police officer is present at the handing over of the firearms and ammunition to take immediate possession thereof.
- (7) Any firearms or ammunition received by the public body or civil organization in terms of sub-paragraph (6) shall forthwith be surrendered to the police officer in attendance in terms of the directions and conditions of the Registrar, and the state may dispose of such firearms and ammunition in terms of this Act.
- (8) In all cases where a firearm is surrendered to the police, or a firearm is found, the circumstances may be investigated to establish whether an offence has been committed with, or in respect to such firearm, and the state shall dispose of such firearm in terms of this Act, subject to the rights of any person who may lawfully possess such firearm.

DISPOSAL OF FIREARMS WHERE BUSINESS CEASES TO CARRY ON BUSINESS

52. (1) A person referred to in section 146 of the Act must-
- (a) Immediately notify the Registrar in writing of the date that the business is ceased and in such notice provide the Registrar with a detailed list with full particulars of all firearms and ammunition in his or her possession;
 - (b) Inform the Registrar of the steps taken to safeguard such firearms and ammunition with full particulars of the place where and the person who was placed in possession of the firearms;
 - (c) Dispose of the firearms and ammunition in her or his possession in any of the following manner:
 - (i) Sale;
 - (ii) Donation;
 - (iii) Destruction
 - (iv) Deactivation;
 - (v) Export;
 - (vi) Surrender;
 - (vii) Barter; or
 - (viii) Any other legal form of passing ownership to another person as may be allowed by the Registrar within his or her sole discretion to be the most expedient manner of disposal under the particular circumstances.
 - (d) Notify the Registrar in writing of the particulars of the disposal; and

- (e) Hand the registers prescribed in these regulations to the relevant Designated Firearms Officer, for safekeeping.
- (2) Such disposal must take place within 90 days of the licence holder having notified the Registrar of his or her decision to cease carrying on business.
- (3) On good cause shown by the licence holder the Registrar may extend the period 90 days mentioned in sub-regulation (2) for a further period not exceeding 90 days.
- (4) Where the licence holder fails to dispose the firearms within the prescribed period including any such additional period that the Registrar may allow such firearms and ammunition are deemed forfeited to the State.
- (5) The Registrar must notify the licence holder in writing that the firearms and ammunition have been forfeited to the State and that the firearms and ammunition must be surrendered to the police station indicated in the notification.

PRODUCTION AND DISCHARGE OF FIREARMS FOR IDENTIFICATION PURPOSES

- 53.** (1) Whenever the Registrar deems it necessary for the purposes of identifying a firearm or ammunition, the Registrar may by written notice direct any person who is in possession of the firearm or ammunition to produce such firearm or ammunition within the period stipulated in such notice at a time and at a police station nearest to the address of the licence holder as provided to the Registrar as contemplated in Regulation 54.
- (2) A police official may test fire such firearm or discharge such ammunition, for identification purposes
- (3) A receipt in the applicable form as prescribed in Schedule "A", must be handed over to the licence holder or other person who had lawful possession of the firearm, if the firearm is to be tested at another facility.
- (4) Such firearm must be returned to the person who may lawfully possess the firearm, as soon as possible unless it is seized in terms of the Act.
- (5) Nothing in this regulation derogates from any right of search and seizure that police officials may have in terms of any other law.

CHANGE OF ADDRESS

- 54.** Where a permanent change occurs in the ordinary place of business of a business referred to in section 20 of the Act, residence or the postal address of the holder of a licence, permit or authorisation issued in terms of Chapter 6 of the Act, such holder of a licence, permit or authorisation must notify the Registrar by submitting to the relevant Designated Firearms Officer the notification of change of address on the applicable form as prescribed in Schedule "A".

CHANGE OF CIRCUMSTANCES

- 55.** Where a permanent change occurs in the information reflected in the form referred to hereunder which the holder of a licence, permit or authorisation issued i.t.o. section 26, 38, 52, 66, submitted in respect of the application for the issuing of that licence, permit or authorisation, the holder of such licence, permit or authorisation must notify the Registrar by submitting to the relevant Designated Firearms Officer the notification of change of such circumstance as indicated on the applicable form as prescribed in Schedule "A".

CORRECTION OF INFORMATION

- 56.** (1) An application to correct information contained by the Registrar regarding the details of the holder of a licence, permit or authorisation or the information on a licence, permit or authorisation must be made on the applicable form as prescribed in Schedule "A" duly completed as prescribed in the form and submitted to the relevant Designated Firearms Officer.
- (2) Where an application referred to in sub-regulation (1) concerns the detail of a firearm which is incorrectly reflected on a licence, permit or authorisation the Registrar may require a certificate from a gunsmith confirming the details of the firearm.
- (3) Such gunsmith certificate must state the action, design, type, make, model, caliber and serial number of the firearm.
- (4) Where as a result of a correction performed in terms of sub-regulation (1) the licence, permit or authorisation's detail is not correct the holder of such licence, permit or authorisation is deemed to have applied for the re-issue of the licence, permit or authorisation.
- (5) The re-issue of such licence, permit or authorisation will take place at no cost to the applicant only where the applicant submitted the correct details in the original application.

PAYMENT OF FEES

- 57.** (1) For the purposes of these Regulations, and notwithstanding anything to the contrary contained therein, the fees set out in Schedule "B" to these regulations shall be paid as stipulated hereunder.
- (2) Payment of fees shall be made at a police station or financial institution.
- (3) Payment of the fees shall be made by means of cash or bank guaranteed cheque only.
- (4) Where the applicant elects to effect payment by cheque such cheque shall be
- (a) made payable to the South African Police Service; and
 - (b) be duly crossed.

PAYMENT OF ADMINISTRATIVE FINES

- 58.** (1) Payment of the administrative fine must be made at the police station responsible for issuing the administrative fine.
- (2) Payment of the administrative fine must be made in cash or bank guaranteed cheque payment.
- (3) Where the person effects payment by cheque such cheque must be-
- (a) made payable to the South African Police Service; and
- (b) be duly crossed.
- (4) No post dated cheques shall be accepted.
- (5) The Registrar may allow the person to pay the administrative fine in not more than four equal instalments.

FIREARM FREE ZONES

- 59.** (1) The owner of or the lawful occupier of premises may on the applicable form as prescribed in Schedule "A" apply to have the said premises declared a Firearm Free Zone.
- (2) Such application shall be submitted to the relevant Designated Firearms Officer.

COMPENSATION

- 60.** Application for compensation must be submitted on the applicable form as prescribed in Schedule "A", duly completed as prescribed.

ESTATES

- 61.** (1) Subject to the provisions of any other law, any person who under any appointment, letter of executorship, letter of administratorship or letter of curatorship from the High Court or the Master of the High Court, as the case may be, acts as executor, administrator, trustee, curator or liquidator of the estate of any licence holder of firearms and ammunition, must -
- (a) take steps to ensure the safe-keeping of the firearms and ammunition and store such firearms and ammunition in a storage facility as prescribed in regulation 40;
- (b) compile an inventory of all firearms, ammunition of the licence holder, wherein particulars thereof are indicated, with specific reference and firearm parts where relevant to the type, make, caliber and serial number and the quantity, caliber and make of the ammunition; and
- (c) on receipt of such appointment or letter, remit or deliver a letter, document or facsimile to the Registrar, furnishing the following

particulars:

- (i) the name and address of the licence holder;
 - (ii) the address where the firearms and ammunition are kept;
 - (iii) a copy of the inventory referred to in sub-paragraph (b);
 - (iv) if the licence holder is deceased, a copy of the death notice;
 - (v) if the firearms and ammunition devolve by testamentary or interstate succession, the names, addresses and identity numbers of all beneficiaries; and
 - (vi) documentary proof of appointment as executor, administrator, trustee, curator or liquidator, as the case may be, of the estate concerned.
- (2) The written document referred to in sub-regulation (1)(c) must, as soon as it has been received by the Registrar, be recorded in the register referred to in section 125 of the Act.
- (3) The Registrar must within 30 days after such receipt furnish an acknowledgment of receipt to the relevant person referred to in sub-regulation (1) of this regulation.
- (4) The relevant person must at least every three months inform the Registrar in writing of the progress that has been made and steps which have been taken in respect of the disposal of such firearms and ammunition together with the details of the person to whom the firearm or ammunition was disposed to.
- (5) The Registrar may at any time by written notice direct any such relevant person to inform him within the period mentioned in the notice on the progress that has been made and steps that have been taken in respect of any such disposal.
- (6) Where an heir to a firearm cannot succeed in obtaining an appropriate license, does not take possession thereof, or otherwise disposes of the firearm, within a period of 60 days after the estate has been finalized, the firearm is to be sold by the executor and the proceeds are to be distributed to the relevant heir, unless the Registrar extends such period on application by the executor or the heir on good cause shown.

OFFENCES AND PENALTIES

- 62.** (1) A person is guilty of an offence if he or she contravenes or fails to comply with any provision of these regulations.
- (2) Any person convicted of a contravention of or a failure to comply with any provision contained in these Regulations may be sentenced to a fine or to imprisonment for a period not exceeding 12 months or to both such a fine and such imprisonment.

OFFICIAL ADDRESS

- 62.** The official address for communication in accordance with the provisions of these Regulations, shall be the following:
- (1) The National Commissioner: South African Police Service, Private Bag X94 Pretoria, 0001
 - (2) The Chairman: Appeal Board, Private Bag X811, Pretoria, 0001.
 - (3) The Head: Central Firearms Register, Private Bag X811, Pretoria, 0001

SCHEDULE A

OFFICIAL FORM	SUPPORTING DOCUMENTS REQUIRED
<p>1. <u>Application for a competency certificate:</u></p> <p>1.1 To possess a firearm</p> <p>1.2 To trade in firearms and ammunition</p> <p>1.3 To manufacture firearms and ammunition</p> <p>1.4 To conduct business as a gunsmith</p>	<p>1. Recent passport photo of applicant/responsible person in color</p> <p>2. Certified copy of ID of applicant/responsible person</p> <p>3. Two testimonials supporting the character of the applicant</p> <p>4. Certified copy of the relevant training certificate issued by an accredited training institution</p> <p>5. Certified copy of th applicant's permanent residence permit, in case of a non SA Citizen</p>
<p>2. <u>Application for licence to possess firearm:</u>(Existing SAPS 271)</p> <p>2.1 Licence to possess firearm for self-defence</p> <p>2.2 Licence to possess restricted firearm for self-defence</p> <p>2.3 Licence to possess firearm for occasional hunting and sports-shooting</p> <p>2.4 Licence to possess firearm for dedicated hunting and dedicated sports-shooting</p> <p>2.5 Licence to possess a firearm in private collection</p> <p>2.6 Licence to possess a firearm in a public collection</p> <p>2.7 Licence to possess a firearm for business in hunting</p> <p>2.8 Licence to possess a firearm for other business purposes</p> <p>2.9 Additional licence</p>	<p>1. Applicable to all applications:</p> <p>1.1 Recent passport photo in color of applicant/responsible person</p> <p>1.2 Certified copy of ID of applicant/responsible person</p> <p>1.3 Certified copy of <i>competency certificate</i>, if available</p> <p>2. Additional documents applicable to imported firearms:</p> <p>2.1 Copy of import permit</p> <p>2.2 Copy of permit issued by Dept of Trade and Industry</p> <p>2.3 Proof of payment of import duties/Bill of entry</p> <p>3. Additional documents applicable to estates:</p> <p>3.1 Appointment letter of-</p> <p>3.1.1 Executorship, or</p> <p>3.1.2 Administratorship, or</p> <p>3.1.3 Curatorship</p> <p>4. Additional documents applicable to dedicated hunters, sports persons and collectors:</p> <p>4.1 Proof of membership at a accredited association</p>

	4.2 Statement from accredited association to support the application
	<p>5. Additional documents applicable to businesses:</p> <p>5.1 Proof of appointment to act on behalf of a juristic person</p> <p>5.2 Proof of existence as a business entity</p> <p>5.3 Copy of relevant accreditation certificate (not applicable to security companies)</p> <p>5.4 Proof of registration with SIRA in case of security companies, in-house security companies and game rangers</p> <p>5.5 Confirmation that trained employees will at least have two shooting practices per year with the relevant firearms</p> <p>6. Additional documents applicable to restricted firearms:</p> <p>6.1 Additional statement to motivate application</p>
3. Notification of lost or stolen licences, permits and authorizations	1. Certified copy of ID of the holder of the licence, permit, certificate or authorization
4. Application for a duplicate licence, permit, certificate or authorization for lost, stolen and defaced licences : (Existing SAPS 273)	1. Certified copy of ID the holder of the licence, permit, certificate or authorisation
5. Application for a temporary authorization to trade in firearms and ammunition, to conduct business as a gunsmith and to display firearms and ammunition on premises other than those specified in dealers, manufacturers and gunsmiths : (Existing SAPS 319)	<p>Supporting documents applicable to all applications:</p> <p>1. Certified copy of ID of responsible person</p> <p>2. Certified copy of relevant competency certificate</p> <p>3. Certified copy of existing licence</p> <p>4. Written motivation in support of the application regarding the safe-keeping of firearms</p> <p>5. Written declaration regarding safe-keeping facilities for the firearms and ammunition</p> <p>Additional supporting documents applicable to manufacturers:</p> <p>1. List of firearms and/or ammunition to be displayed</p>
6. <u>Application for licence issued to particular categories or persons -</u>	Supporting documents applicable to all applications:
6.1 Dealers (Existing SAPS 274)	1. Recent passport photo of applicant/responsible person in color

6.2 Manufacturers	2. Certified copy of ID of applicant/responsible person
6.3 Gunsmiths (Existing SAPS 313)	3. Certified copy of relevant competency certificate 4. Proof of existence as a business entity 5. Proof of appointment to act on behalf of the juristic person 6. Plan of premises 7. Proof of SABS approval of vault or safe 8. Proof of consent from local authority if in residential area Additional supporting documentation applicable to manufacturers: 1. Proof of registration as a factory 2. List of intended items to be manufactured
7. Application for a temporary authorization to possess a firearm (Existing SAPS 179)	1. Recent passport photo of applicant in color 2. Certified copy of ID/Passport document 3. Certified copy of licence, if applicable 4. Written declaration regarding safekeeping facilities 5. Written motivation in support of the application regarding the safe-keeping of firearms In the case of passport holders, 1. Code of conduct from country of origin regarding criminal record, in the case of passport holders 2. Copy of resident permit 3. Two testimonials by SA citizens regarding the applicant's nature
8. <u>Surrendering of firearm item(s)</u> (Existing SAPS 300 or 300(a)) 8.1 Firearms 8.2 Ammunition 8.3 Parts 8.4 Licences, permits, certificates, authorizations	1. Relevant licences, permits, certificates, additional licences, or authorizations 2. If not surrendered by the holder of the licence, permit, authorization or certificate, proof that the person is authorised to surrender the items
9. <u>Application for accreditation as an association:</u>	1. Recent passport photo of applicant/responsible person
9.1 Hunting association 9.2 Sports-shooting association 9.3 Collectors association	2. Certified copy of ID document of applicant/responsible person 3. Proof of existence as a business entity

	<ol style="list-style-type: none"> 4. Proof of appointment of responsible person to act on behalf of the juristic person 5. Copy of the constitution of the association 6. Copy of code of conduct 7. Particulars of the executive committee 8. List of main regions to be served 9. An example of membership certificates 10. Proof of conditions for becoming a member 11. Description of organisation's infrastructure 12. Proof of affiliation 13. Documentary proof of membership with a national or international association
<p>10. <u>Application for a accreditation for business purposes:</u></p> <p>10.1 To provide in-house security service</p> <p>10.2 To provide training in the use of firearms</p> <p>10.3 To provide firearms for use in theatrical, films or television productions</p> <p>10.4 As a game ranger</p> <p>10.5 Business in hunting</p> <p>10.6 As a museum</p> <p>10.7 Shooting ranges and tunnels</p> <p>10.8 Other business purposes</p>	<p>Applicable to all applications:</p> <ol style="list-style-type: none"> 1. Recent passport photo of applicant / responsible person 2. Certified copy of ID document of applicant / responsible person 3. Proof of appointment of responsible person to act on behalf of juristic person 4. Proof of existence as a business entity <p>Only applicable to providers of in-house security services:</p> <ol style="list-style-type: none"> 1. Proof of compulsory training of security officers 2. Proof of registration as a security provider at SIRA <p>Only applicable to providers of training:</p> <ol style="list-style-type: none"> 1. Proof that the prescribed training curriculum will be used to train persons 2. Copy of permission granting the applicant access to an accredited shooting range <p>Only applicable to providers of firearms for use in theatrical, films or television productions:</p> <ol style="list-style-type: none"> 1. Proof of affiliation with a film association 2. Certificate of a licenced gunsmith who will reconstruct the firearms

	<p>Only applicable to game rangers:</p> <ol style="list-style-type: none"> 1. Proof of registration with, or exemption from registration as a game farm with the relevant provincial authority 2. Proof of membership of an accredited wild game association <p>Only applicable to business in hunting:</p> <ol style="list-style-type: none"> 1. Certified copy of a professional hunting or hunting outfitters licence or permit issued by the relevant provincial nature conservation authority 2. Proof of membership with a national or international association <p>Only applicable to museums:</p> <ol style="list-style-type: none"> 1. Documentary proof that application is in respect of a museum 2. Certificate confirming that museum is open to the public <p>Only applicable to Shooting Ranges:</p> <ol style="list-style-type: none"> 1. Floor plan of the premises 2. Proof that shooting range conforms to SABS standards
<p>11. <u>Application for a multiple import or export permit/permanent import or export permit/In-transit permit for personal use (Individuals and Companies):</u> (Existing SAPS 311)</p> <p>11.1 Multiple import/export permits (temporary)</p> <p>11.2 Permanent import permits</p> <p>11.3 Permanent export permits</p> <p>11.4 In-Transit Permits</p>	<ol style="list-style-type: none"> 1. Certified copy of ID / Passport document of applicant 2. Certified copy of the licence, permit, authorisation or any other manner of proof confirming lawful possession 3. Written mandate if a person was nominated to act on behalf of the applicant 4. Permission to import from country of final destination 5. Permission to export from country of origin
<p>12. <u>Notification of ceasing to carry on business:</u></p> <p>12.1 Companies (institutions)</p> <p>12.2 Dealers</p> <p>12.3 Manufacturers</p>	<ol style="list-style-type: none"> 1. Detailed list with full particulars of firearms and ammunition, where applicable

12.4	Gunsmiths	
12.5	Transporters	
12.6	Accredited companies	
13.	<u>Application for permit to transport firearms and ammunition</u>	<ol style="list-style-type: none"> 1. Recent passport photo of applicant in colour 2. Certified copy of ID of applicant 3. Where applicable, proof of appointment of responsible person to act on behalf of juristic person 4. Where applicable, proof of existence as a business entity 5. Proof of a two way communication system
14.	<u>Application for a multiple import or export permit/permanent import or export permit/In-transit permit for dealers, manufacturers and gunsmiths: (Existing SAPS 311)</u>	<p>Applicable to all applications:</p> <ol style="list-style-type: none"> 1. Certified copy of ID / Passport document of applicant 2. Certified copy of the licence, permit, authorisation or any other manner of proof confirming lawful possession 3. Written mandate if a person was nominated to act on behalf of the applicant <p>Applicable to Permanent Imports: Commercial agents</p> <ol style="list-style-type: none"> 1. Report from commercial agent regarding the purpose of the import <p>Applicable to permanent Exports: For Commercial Agents:</p> <ol style="list-style-type: none"> 1. Original end user certificate (with translated English version if written in a foreign language) <p>Applicable to In-transit permits:</p> <ol style="list-style-type: none"> 1. Permission to import from country of final destination 2. Permission to export from country of origin 3. Written consent from lawful owner 4. End user certificate 5. Consignment note
14.1	Multiple import/export permits (temporary)	
14.2	Permanent import permits	
14.3	Permanent export permits	
14.4	In-Transit permits	
15.	<u>Notification of requirement to deactivate a firearm</u>	<ol style="list-style-type: none"> 1. Certified copy of ID of applicant 2. Certified copy of the relevant licence
16.	<u>Notification of change of address:</u>	<ol style="list-style-type: none"> 1. Certified copy of ID of applicant

16.1 Individuals 16.2 Companies 16.3 Accredited companies 16.4 Transporters	2. Details of safe 3. Details of other security measures on premises
17. <u>Notification of change of circumstances:</u> 17.1 Individuals 17.2 Companies (Institutions) 17.3 Dealers 17.4 Manufacturers 17.5 Gunsmiths 17.6 Transporters 17.7 Accredited companies	1. Certified copy of ID of applicant
18.1 <u>Notification of change of commercial agent premises:</u> 18.1 Dealers 18.2 Manufacturers 18.3 Gunsmiths	Supporting documents applicable to all applications: 1. Copy of existing licence 2. Plan of premises 3. Proof of SABS approval of vault or safe 4. Proof of consent from local authority if in residential area Additional supporting documentation applicable to manufacturers: 1. Proof of registration as a factory
19. <u>Firearm item forfeiture form</u> (Existing SAPS 335) 19.1 Firearm 19.2 Ammunition 19.3 Parts	1. Copy of SAPS 290 (Notice : Repossession) sent to owner in the case of unclaimed firearm(s)/ammunition/parts, or 2. Copy of court ruling if court ordered the forfeiture of the firearm(s)/ammunition/parts
20. <u>Application to manufacture a new firearm or ammunition type</u> 20.1 Firearm 20.2 Ammunition	Applicable to all applications: 1. Copy of existing manufacturer's licence 2. Technical specifications of the new firearm or ammunition type 3. Technical drawing of the new firearm or ammunition type

	<p>In case of armament:</p> <ol style="list-style-type: none"> 1. Copy of the permit issued in terms of the Armaments Development Act <p>In case of ammunition:</p> <ol style="list-style-type: none"> 1. Copy of permit issued by SAPS Head Explosives
<p>21. <u>Application for Re-licensing of firearm(s):</u></p> <p>21.1 Licence for private use</p> <p>21.2 Licence for business purposes (companies)</p>	<ol style="list-style-type: none"> 1. Recent passport photo of applicant/responsible person in color 2. Certified copy of ID document of applicant/responsible person 3. Certified copy of current licence, permit or authorisation
<p>22. <u>Notification on assignment of a new responsible person for juristic person</u></p>	<ol style="list-style-type: none"> 1. Recent passport photo of applicant/responsible person in color 2. Certified copy of ID document of applicant/responsible person 3. Proof of appointment of responsible person to act on behalf of juristic person 4. Copy of competency certificate of new responsible person
<p>23. <u>Application for the renewal of a firearm licence, permit, certificate or authorization</u></p>	<ol style="list-style-type: none"> 1. Recent passport photo of applicant/responsible person 2. Copy of ID document of applicant/responsible person 3. Statement that applicant has continued to comply with the requirements for the licence, permit or authorisation 4. Copy of relevant competency certificate where applicable
<p>24. <u>Application for a permit to collect ammunition:</u></p> <p>24.1 Private collection</p> <p>24.2 Public collection</p>	<p>Applicable to all applications:</p> <ol style="list-style-type: none"> 1. Recent passport photo of applicant in colour 2. Certified copy of ID 3. Description of premises 4. List of calibers to be collected

	<p>Only applicable to Private collectors:</p> <ol style="list-style-type: none"> 1. Statement from the chairperson of an accredited collectors association 2. Proof of membership at a accredited collectors association <p>Only applicable to Public collectors:</p> <ol style="list-style-type: none"> 1. Copy of accreditation certificate as a public collector 2. Description of other security measures
25. <u>Application for accreditation for official institutions</u>	<ol style="list-style-type: none"> 1. Certified copy of the ID document of the responsible person 2. Official documentary proof that the applicant is a government institution 3. Proof of appointment of the responsible person to act on behalf of the organisation 4. A comprehensive report comprising the following information: <ol style="list-style-type: none"> 4.1 Confirmation that persons to whom firearms are issued will have at least two shooting practices per year with the relevant firearms 4.2 A list with the details of every firearm and the amount of ammunition for each firearm already possessed by the institution
26. <u>Notice of appeal</u>	<ol style="list-style-type: none"> 1. Copy of refusal letter, or 2. Copy of notice of a cancellation, or 3. Copy of notice of an administrative decision 4. Where applicable, written submissions in support of the appeal
27. <u>Request to alter a firearm by a gunsmith</u>	<ol style="list-style-type: none"> 1. Copy of ID document of licence holder 2. Copy of licence for the relevant firearm
28. <u>Infringement Notice</u>	
29. <u>Response form to infringer</u>	
30. <u>Application for a further competency certificate:</u>	<ol style="list-style-type: none"> 1. Recent passport photo of applicant/responsible person in colour
30.1 To possess	<ol style="list-style-type: none"> 2. Certified copy of ID of applicant/responsible person
30.2 To trade	

<p>30.3 To manufacture</p> <p>30.4 To conduct business as a gunsmith</p>	<p>3. Two testimonials supporting the character of the applicant</p> <p>4. Certified copy of the relevant training certificate issued by an accredited training institution</p> <p>5. Certified copy of th applicant's permanent residence permit, in case of a non SA Citizen</p>
<p>31. <u>Cancellation of a firearm licence, permit, certificate or authorization application</u></p>	<p>1. Original licence, permit, certificate or authorisation if already issued</p>
<p>32. <u>Request to cancel a licence, permit, certificate or authorization</u></p>	<p>1. Written representation from the involved party</p>
<p>33. <u>Notification of lost/stolen/found firearms:</u> (Existing SAPS 324)</p> <p>33.1 Stolen/lost firearms</p> <p>33.2 Found firearms (abandoned/seized)</p>	<p>In the case of lost or stolen firearms:</p> <p>1. Copy of ID document of licence holder</p> <p>2. Copy of licence, permit or authorisation, if available</p> <p>In the case of found firearms:</p> <p>1. Etch report if serial no was removed</p>
<p>34. <u>Application for compensation</u></p>	<p>1. Written representation in support of the application</p>
<p>35. <u>Request to suspend a firearm licence, permit, certificate or authorization</u></p>	<p>1. Written representation from involved party</p>
<p>36. <u>Transfer of firearm ownership (Transfer firearm to a dealer's licence/gunsmith's licence)</u></p>	<p>1. Letter from current owner allowing dealer/gunsmith to take possession of the firearm</p> <p>2. Copy of dealer's/gunsmith's licence</p>
<p>37. <u>Notification of incorrect information:</u></p> <p>37.1 Personal details</p> <p>37.2 Firearm details</p>	<p>1 Certified copy of ID</p> <p>2 Certified copy of incorrect licence, permit, authorisation or certificate</p> <p>In case of incorrect firearm information:</p> <p>1. Certificate from a registered gunsmith confirming the correct firearm information</p>
<p>38 <u>Application to declare premises a firearm free zone</u></p>	
<p>39 <u>Acknowledgement of receipt of firearm applications</u></p>	
<p>40 <u>Dealer's return: stock received</u></p>	
<p>41 <u>Dealer's return: stock sold</u></p>	

42	<u>Manufacturer's return: stock manufactured</u>	
43	<u>Manufacturer's return: stock supplied</u>	
44	<u>Gunsmith return: stock received</u>	
45	<u>Gunsmith return: stock supplied</u>	

Note: Some information referred to in the Regulations as supporting documents, were already included in the official forms, and are not indicated as a supporting document in Schedule A.

INSTRUCTIONS: APPLICATION FOR A COMPETENCY CERTIFICATE

GENERAL INSTRUCTIONS

- An application for a competency certificate must be completed in indelible black ink.
- Sections L and M of this application form must be completed by the Designated Firearms Officer.
- Section C of this application form must be completed by the Central Firearms Register.
- Sections D,E,F,G,H and I of this application form must be completed by the applicant.
- Section J of this application must be completed by the interpreter if an interpreter was used.
- Section K of this application form must be completed by the parent or guardian when the applicant is younger than 18 years old.
- A person is guilty of an offence in terms of the Firearms Control Act, 60 of 2000, if he/she furnishes false information on this application form.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE APPLICATION IS CAPTURED**1. Application reference number**

The system generated reference number allocated to the application after it was captured must be recorded in paragraph A 1 (for example: C12945).

SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE APPLICATION IS RECEIVED**1. Province**

The name of the province where the police station is situated must be recorded in paragraph B 1 (for example: Gauteng).

2. Area

The name of the area where the police station is situated must be recorded in paragraph B 2 (for example: Pretoria).

3. Police station

The name of the police station where the application was received must be recorded in paragraph B 3 (for example: Brooklyn).

4. Component code

The component code of the police station where the application was received must be recorded in paragraph B 4 (for example: 47).

5. Firearm application register reference number

The annual serial number of the firearm applications register allocated to the application must be recorded in paragraph B 5 (for example: 135/2002).

SECTION C: FOR OFFICIAL USE BY CENTRAL FIREARMS REGISTER**1. Outstanding/Additional information required**

When the police official requests outstanding or additional information from the police station or the applicant, the required information must be recorded in paragraph C 1.

2. Persal number

The SAPS persal number of the police official must be recorded in paragraph C 2.

3. Date

The date on which the outstanding or additional information are requested by the police official must be recorded in paragraph C 3.

4. Signature of police official

The signature of the police official who requested the outstanding or additional information must be recorded in paragraph C 4.

5. Name in block letters

The initials and surname (in block letters) of the police official who requested the outstanding or additional information must be recorded in paragraph C 5.

6. Application for competency certificate approved (Indicate with "X")

If the application for a competency certificate is approved, the deciding officer must indicate the approval with "X" in paragraph C 6.

7. Persal number

The SAPS persal number of the deciding officer must be recorded in paragraph C 7.

8. Date

The date on which the application was approved by the deciding officer must be recorded in paragraph C 8.

9. Signature of deciding officer

The signature of the deciding officer who approved the application must be recorded in paragraph C 9.

10. Officer code

The officer code is a code allocated to each deciding officer. The code of the deciding officer who approved the application must be recorded in paragraph C 10.

11. Name in block letters

The initials and surname (in block letters) of the deciding officer who approved the application must be recorded in paragraph C 11.

12. Application for competency certificate refused (Indicate with "X")

If the application for a competency certificate is refused, the deciding officer must indicate the approval with "X" in paragraph C 12.

13. Reason for refusal

When an application was refused, the deciding officer must record the reason(s) for refusal in paragraph C 13.

14. Persal number

The SAPS persal number of the deciding officer must be recorded in paragraph C 14.

15. Date

The date on which the application is refused by the deciding officer must be recorded in paragraph C 15.

16. Signature of deciding officer

The signature of the deciding officer who refused the application must be recorded in paragraph C 16.

17. Officer code

The officer code is a code allocated to each deciding officer. The code of the deciding officer who refused the application must be recorded in paragraph C 17.

18. Name in block letters

The initials and surname (in block letters) of the deciding officer who refused the application must be recorded in paragraph C 18.

SECTION D: TYPE OF COMPETENCY CERTIFICATE (Indicate with X)

The required competency certificate type must be indicated with "X" in paragraph D.1.2,3, or 4.

For example:

C	To conduct business as a gunsmith	X
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SECTION E: PARTICULARS OF APPLICANT

1. **The type of citizenship** (Indicate with "X")
 - 1.1 **SA citizen/Non SA citizen with permanent residence**
The type of citizenship must be indicated with "X" in paragraph E 1.1.
 - 1.2 **Identity number**
The identity number of the applicant must be recorded in paragraph E 1.2.
 - 1.3 **Surname**
The surname of the applicant must be recorded in paragraph E 1.3.
 - 1.4 **Initials**
The initials of the applicant must be recorded in paragraph E 1.4.
 - 1.5 **Full names**
The full names of the applicant must be recorded in paragraph E 1.5.
 - 1.6 **Age**
The age of the applicant must be recorded in paragraph E 1.6.
 - 1.7 **Gender**
The gender of the applicant must be indicate with "X" in paragraph E 1.7.
 - 1.8 **Date of birth**
The date of birth of the applicant must be recorded in paragraph E 1.8.
 - 1.9 **Residential address**
The physical address where the applicant resides, must be recorded in paragraph E 1.9.
 - 1.10 **Code**
The postal code of the residential address of the applicant must be recorded in paragraph E 1.10.
 - 1.11 **Postal address**
The postal address of the applicant must be recorded in paragraph E 1.11.
 - 1.12 **Code**
The postal code of the postal address of the applicant must be recorded in paragraph E 1.12.
 - 1.13 **Type of residence** (eg shack, flat, caravan, cottage or house)
The type of residence of the applicant must be recorded in paragraph E 1.13.
 - 1.14 **Trade or profession**
The applicant's trade or profession must be recorded in paragraph E 1.14 (for example: motor mechanic).
 - 1.15 **If self employed, specify**
If the applicant is self employed, it must be specified in paragraph E 1.15 (for example: hair dresser - work from home).

- 1.16 **Name of employer/company**
The name of the applicant's employer or company must be recorded in paragraph E 1.16 (for example: The Auto Shop).
- 1.17 **Business address**
The business address of the applicant's employer must be recorded in paragraph E 1.17 (for example: 123 West street, Sandton).
- 1.18 **Code**
The postal code of the business address of the applicant must be recorded in paragraph E 1.18.
- 1.19 **Telephone numbers**
 - 1.20 **Home:** The home telephone number and the dialling code of the applicant must be recorded in paragraph E 1.20 (for example (012) 667 1923)
 - 1.21 **Work:** The work telephone number and the dialling code of the applicant must be recorded in paragraph E 1.21 (for example: (011) 57 7913).
 - 1.22 **Cell phone number**
The cell phone number (if applicable) of the applicant must be recorded in paragraph E 1.22.
 - 1.23 **Fax**
The fax number and area dialling code of the applicant must be recorded in paragraph E 1.23.
 - 1.24 **E-mail address**
The e-mail address (if applicable) of the applicant must be recorded in paragraph E 1.24.
2. **MARITAL STATUS** (Indicate with X)
 - 2.1 The required status must be indicated with "X" in paragraph E 2.1
For example:

Single	X
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3. **DETAILS OF SPOUSE/PARTNER** (Where applicable)
 - 3.1 **Type of identification** (Indicate with X)
 - 3.1.1 **SA Identity/Passport**
The type of identification must be indicated with "X" in paragraph E 3.1.1.
 - 3.1.2 **Identity number of spouse/partner**
The identity number of spouse/partner of the applicant must be recorded in paragraph E 3.1.2.
 - 3.1.3 **Passport number of spouse/partner**
The passport number (if applicable) of the spouse/partner of the applicant must be recorded in paragraph E 3.1.3.

SECTION F: APPLICATION FOR A COMPETENCY CERTIFICATE TO TRADE IN FIREARMS AND/OR AMMUNITION, OR TO CONDUCT BUSINESS AS A GUNSMITH (Only applicable in the case of firearm dealers/manufacturers/gunsmiths)

1. The required answer must be indicated with "X" in paragraph F 1.
For example:

YES	X	NO	
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2. The required answer must be indicated with "X" in paragraph F 2.

For example:

YES	X	NO	
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3. Details of relevant qualifications/experience must be recorded in paragraph F 3.

SECTION G: APPLICATION FOR A COMPETENCY CERTIFICATE TO POSSESS A FIREARM
(only applicable to natural persons)

1. The required answer must be indicated with "X" in paragraph G 1.

For example:

YES	X	NO	
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2. The required answer must be indicated with "X" in paragraph G 2.

For example:

YES	X	NO	
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3. The required training must be indicated with "X" in paragraph G 3.

For example:

Pistol	X	
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SECTION H: OTHER INFORMATION

1. The required answer must be indicated with "X" in paragraph H 1.

For example:

YES	X	NO	
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2. Name of Accredited Training Institution where training was received must be recorded in paragraph H 2.
3. Serial number that is indicated on the certificate issued by an accredited association must be recorded in paragraph H 3.
4. **Date issued**
Date on which the certificate is issued by the accredited association must be recorded in paragraph H 4.
5. The required answer must be indicated with "X" in paragraph H 5. If the answer is yes, the following information must be submitted:
- 5.1 **Police station**
The name of the police station where the case was registered must be recorded in paragraph H 5.1 (for example: Sunnyside).
- 5.2 **CAS/Case number**
CAS/Case number of the offence must be recorded in paragraph H 5.2 (for example: 179/10/2002).
- 5.3 **Offence**
Description of the offence must be recorded in paragraph H 5.3 (for example: Assault).
- 5.4 **Result**
The result of the offence must be recorded in paragraph H 5.4 (for example: R200 or 12 months imprisonment).
- 5.5 **Police station**
The name of the police station where the case was registered must be recorded in paragraph H 5.5 (for example: Sunnyside).
- 5.6 **CAS/Case number**
CAS/Case number of the offence must be recorded in paragraph H 5.6 (for example: 179/10/2002).
- 5.7 **Offence**
Description of the offence must be recorded in paragraph H 5.7 (for example: Assault).

5.8 Result

The result of the offence must be recorded in paragraph H 5.8 (for example: R200 or 12 month imprisonment).

5.9 Police station

The name of the police station where the case was registered must be recorded in paragraph H 5.9 (for example: Sunnyside).

5.10 CAS/Case number

CAS/Case number of the offence must be recorded in paragraph H 5.10 (for example: 179/10/2002).

5.11 Offence

Description of the offence must be recorded in paragraph H 5.11 (for example: Assault).

5.12 Result

The result of the offence must be recorded in paragraph H 5.12 (for example: R200 or 12 month imprisonment).

6. The required answer must be indicated with "X" in paragraph H 3. If the answer is yes, the following information must be submitted:

6.1 Police station

The name of the police station where the case is pending must be recorded in paragraph H 6.1 (for example: Sunnyside).

6.2 CAS/Case number

CAS/Case number of pending case(s) must be recorded in paragraph H 6.2 (for example: 179/10/2002).

6.3 Offence

Description of the offence regarding pending case(s) must be recorded in paragraph H 6.3 (for example: Assault).

6.4 Police station

The name of the police station where the case is pending must be recorded in paragraph H 6.4 (for example: Sunnyside).

6.5 CAS/Case number

CAS/Case number of pending case(s) must be recorded in paragraph H 6.5 (for example: 179/10/2002).

6.6 Offence

Description of the offence regarding pending case(s) must be recorded in paragraph H 6.6 (for example: Assault).

6.7 Police station

The name of the police station where the case is pending must be recorded in paragraph H 6.7 (for example: Sunnyside).

6.8 CAS/Case number

CAS/Case number of pending case(s) must be recorded in paragraph H 6.8 (for example: 179/10/2002).

6.9 Offence

Description of the offence regarding pending case(s) must be recorded in paragraph H 6.9 (for example: Assault).

7. The required answer must indicate with "X" in paragraph H 7. If the answer is yes, the following information must be submitted:

7.1 Police station

The name of the police station where the firearm(s) was reported lost/stolen must be recorded in paragraph H 7.1 (for example: Sunnyside).

- 7.2 CAS/Case number**
CAS/Case number of the firearm(s) that was reported lost/stolen must be recorded in paragraph H 7.2 (for example: 179/10/2002).
- 7.3 Circumstances**
Circumstances of the case(s) must be recorded in paragraph H 7.3 (for example: Robbery).
- 7.4 Firearm particulars**
Firearm particulars of lost/stolen firearm(s) must be reported in paragraph H 7.4.
- 7.5 Police station**
The name of the police station where the firearm(s) was reported lost/stolen must be recorded in paragraph H 7.5 (for example: Sunnyside).
- 7.6 CAS/Case number**
CAS/Case number of the firearm(s) that was reported lost/stolen must be recorded in paragraph H 7.6 (for example: 179/10/2002).
- 7.7 Circumstances**
Circumstances of the case(s) must be recorded in paragraph H 7.7 (for example: Robbery).
- 7.8 Firearm particulars**
Firearm particulars of lost/stolen firearm(s) must be recorded in paragraph H 7.8.
- 7.9 Police station**
The name of the police station where the firearm(s) was reported lost/stolen must be recorded in paragraph H 7.9 (for example: Sunnyside).
- 7.10 CAS/Case number**
CAS/Case number of the firearm(s) that was reported lost/stolen must be recorded in paragraph H 7.10 (for example: 179/10/2002).
- 7.11 Circumstances**
Circumstances of the case(s) must be recorded in paragraph H 7.11 (for example: Robbery).
- 7.12 Firearm particulars**
Firearm particulars of lost/stolen firearm(s) must be recorded in paragraph H 7.12.
- 8.** The required answer must be indicate with "X" in paragraph H 8. If the anser is yes, the following information must be submitted:
- 8.1 Police station**
The name of the police station where the case was registered must be recorded in paragraph H 8.1 (for example: Sunnyside).
- 8.2 CAS/Case number**
CAS/Case number of the investigation/offence must be recorded in paragraph H 8:2 (for example: 179/10/2002).
- 8.3 Charge**
The description of the investigation/offence must be recorded in paragraph H 8.3 (for example: R200 of 12 months in imprisonment).
- 9.** The required answer must be indicate with "X" in paragraph H 9. If the anser is yes, the following information must be submitted:
- 9.1 Police station**
The name of the police station where the case was registered must be recorded in paragraph H 9.1 (for example: Sunnyside).
- 9.2 CAS/Case number**
CAS/Case number of the investigation/offence must be recorded in paragraph H 9.2 (for example: 179/10/2002).
- 9.3 Charge**
The description of the investigation/offence must be recorded in paragraph H 9.3 (for example: Declared unfit for period of 5 years).
- 9.4 Date**
The date of unfitness must be recorded in paragraph H 9.4.
- 10.** The required answer must be indicate with "X" in paragraph H 10. If the anser is yes, the following information must be submitted:
- 10.1 Police station**
The name of the police station where firearms was forfeited must be recorded in paragraph H 10.1 (for example: Sunnyside).
- 10.2 CAS/Case number**
CAS/Case number of firearms forfeited that was reported must be recorded in paragraph H 10.2 (for example: 179/10/2002).
- 10.3 Circumstances**
Circumstances of the case(s) must be recorded in paragraph H 10.3 (for example: Found without an owner).
- 11. IF YOU ARE UNDER THE AGE OF 21, COMPELLING REASONS WHICH REQUIRE YOU TO OBTAIN A COMPETENCY CERTIFICATE MUST BE SUBMITTED.**
- 11.1** Compelling reasons must be indicated in paragraph H 11.1.
- 11.2** Details of compelling reasons must be recorded in paragraph H 11.2.
- 12. CERTIFICATE BY PERSON WHO IS IN LAWFUL POSSESSION OF THE FIREARM(S)**
- 12.1 Name and surname of current owner/authorized person**
The name and surname of the current owner/authorized person must be recorded in paragraph H 12.1.
- 12.2 Identification number of current owner/authorized person**
The identification number of current owner/authorized person must be recorded in paragraph H 12.2.
- 12.3 Designation**
The title of the person handling the estate must be recorded in paragraph H 12.3.
- 12.4 Date**
The date on which the person certified the lawful possession of the firearm(s) must be recorded in paragraph H 12.4.
- 12.5 Signature of current owner/authorized person**
The signature of current owner/authorized person who is in lawful possession of the firearm(s) must be recorded in paragraph H 12.5.
- 12.6 Place**
The city/town must be recorded in paragraph H 12.6.
- SECTION I: SIGNATURE OF APPLICANT**
(Sign only where applicable)
- 1. Signature**
The signature of applicant must be recorded in paragraph I 1.
- 2. Photo**
A photo of the applicant must be recorded in paragraph I 2.

3. Fingerprint

The thumb print of the applicant must be taken in paragraph I 3.

4. Name of applicant in block letters

The initials and surname (in block letters) of the applicant who applied for competency must be recorded in paragraph I 4.

5. Date

The date on which the applicant signed the application must be recorded in paragraph I 5.

6. Place

The city/town where the applicant completed for the application must be recorded in paragraph I 6.

7. DETAILS OF POLICE OFFICIAL DEALING WITH APPLICATION**7.1 Name of police official in block letters**

The initials and surname (in block letters) of the police official who deal with the application must be recorded in paragraph I 7.1.

7.2 Rank of police official in block letters

The rank of police official (in block letters) who deal with applicant must be recorded in paragraph I 7.2.

7.3 Persal number of police official

The SAPS persal number of police official who deal with application must be recorded in paragraph I 7.3.

7.4 Signature of police official

The signature of police official who deal with the application must be recorded in paragraph I 7.4.

8. PARTICULARS OF WITNESS**8.1 Name of witness in block letters**

The initials and surname (in block letters) of the witnessing police official must be recorded in paragraph I 8.1.

8.2 Rank of witness

The rank of the witnessing police official must be recorded in paragraph I 8.2.

8.3 Persal number of witness

The SAPS persal number of the witnessing police official must be recorded in paragraph I 8.3.

8.4 Signature of witness

The signature of the witnessing police official must be recorded in paragraph I 8.4.

SECTION J: PARTICULARS OF INTERPRETER

(This section must only be completed if the applicant cannot read or write, or understand the content of this form)

1. Name and surname of interpreter

The name and surname of the person who interpret the content of the application form to the applicant must be recorded in paragraph J 1.

2. Identity/Passport number of interpreter

The identity/passport number of the interpreter must be recorded in paragraph J 2.

3. Residential address

The physical address of the interpreter must be recorded in paragraph J 3.

4. Code

The postal code of residential address of the interpreter must be recorded in paragraph J 4.

5. Postal address

The postal address of the interpreter must be recorded in paragraph J 5.

6. Code

The postal code of the postal address of the interpreter must be recorded in paragraph J 6.

7. Telephone number

7.1 Home: The home telephone number and the dialling code of the interpreter must be recorded in paragraph J 7.1 (for example (012) 667 1923).

7.2 Work: The work telephone number and the dialling code of the interpreter must be recorded in paragraph J 7.2 (for example: (011) 57 7913).

8. Cell phone number

The cell phone number (if applicable) of the interpreter must be recorded in paragraph J 8.

9. Fax

The fax number and area dialling code of the interpreter must be recorded in paragraph J 9.

10. E-mail address

The e-mail address (if applicable) of the interpreter must be recorded in paragraph J 10.

11. Translated from (language)

The translated from language to a language understandable to the applicant must be recorded in paragraph J 11 (for example: English to Zulu).

12. Date

The date on which the interpreter supported the applicant must be recorded in paragraph J 12.

13. Signature of interpreter

The signature of the interpreter who supported the applicant that cannot read or write, or understand the document must be recorded in paragraph J 13.

14. Place

The place where the interpreter supported the applicant must be recorded in paragraph J 14.

15. Rank of police official in block letters

If the interpreter is a police official, the rank of the police official who supported the applicant that cannot read or write, or understand the content of this form must be recorded in paragraph J 15.

16. Persal number of police official

If the interpreter is a police official, the SAPS persal number of the police official who supported the applicant that cannot read or write, or understand the content of this form must be recorded in paragraph J 16.

SECTION K: PARENTAL CONSENT IN CASE OF A MINOR

1. The required answer must be indicate with "X" in paragraph K 1.

For example:

Recommended	X	Not recommended
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- 2. **Name and surname of parent/guardian**
The name and surname of the applicant's parent/guardian to give permission that the applicant may apply must be recorded in paragraph K 2.
- 3. **Identity/Passport number of parent/guardian**
The identity/passport number of the applicant's parent/guardian to give permission that the applicant may apply must be recorded in paragraph K 3.
- 4. **Date**
The date on which permission was given must be recorded in paragraph K 4.
- 5. **Signature of parent/guardian**
The signature of the parent/guardian must be recorded in paragraph K 5.
- 6. **Place**
The city/town where permission was given must be recorded in paragraph K 6.

SECTION L: FOR OFFICIAL USE BY THE DESIGNATED FIREARMS OFFICER INTERVIEW REPORT

- 1. **INTERVIEW 1**
 - 1.1 **SA Identity/Passport number (Indicate with "X")**
The type of identity/passport number of the interviewee must be indicated with "X" in paragraph L 1.1.
 - 1.2 **Identity number**
The identity number of the interviewee must be recorded in paragraph L 1.2.
 - 1.3 **Passport number**
The passport number (if applicable) of the interviewee must be recorded in paragraph L 1.3.
 - 1.4 **Surname**
The surname of the interviewee must be recorded in paragraph L 1.4.
 - 1.5 **Initials**
The initials of the interviewee must be recorded in paragraph L 1.5.
 - 1.6 **Full names**
The full names of the interviewee must be recorded in paragraph L 1.6.
 - 1.7 **Age**
The age of the interviewee must be recorded in paragraph L 1.7.
 - 1.8 **Gender**
The gender of the interviewee must be indicated with "X" in paragraph L 1.8.
 - 1.9 **Address**
The physical address where the interviewee resides, must be recorded in paragraph L 1.9.
 - 1.10 **Code**
The postal code of the residential address of the interviewee must be recorded in paragraph L 1.10.

- 1.11 The required answer of how the person is related to the applicant must be recorded in paragraph L 1.11.
- 1.12 **Comments of the interviewee**
The comments of the interviewee, after the interview must be recorded in paragraph L 1.12.
- 1.13 **Date**
The date on which the interviewed was conducted must be recorded in paragraph L 1.13.
- 1.14 **Time**
The time when the interview was conducted must be recorded in paragraph L 1.14.
- 1.15 **Comments of police official who conducted the interview**
The comments of the police official after the interview was conducted must be recorded in paragraph L 1.15.
- 1.16 The manner in which the interview was conducted must be recorded in paragraph L 1.16 (for example: in person).
- 1.17 **Date**
The date on which the police official conducted the interview must be recorded in paragraph L 1.17.
- 1.18 **Time**
The time when the interview was conducted by the police official must be recorded in paragraph L 1.18.
- 1.19 **Name of police official in block letters**
The initials and surname of the police official (in block letters) who conducted the interview must be recorded in paragraph L 1.19.
- 1.20 **Persal number of police official**
The SAPS persal number of the police official who conducted the interview must be recorded in paragraph L 1.20.
- 1.21 **Rank of police official in block letters**
The rank of the police official (in block letters) who conducted the interview must be recorded in paragraph L 1.21.
- 1.22 **Signature of police official**
The signature of the police official who conducted the interview must be recorded in paragraph L 1.22.
- 2. **INTERVIEW 2**
 - 2.1 **SA Identity/Passport number (Indicate with "X")**
The type of identity/passport number of the interviewee must be indicated with "X" in paragraph L 2.1.
 - 2.2 **Identity number**
The identity number of the interviewee must be recorded in paragraph L 2.2.
 - 2.3 **Passport number**
The passport number (if applicable) of the interviewee must be recorded in paragraph L 2.3.
 - 2.4 **Surname**
The surname of the interviewee must be recorded in paragraph L 2.4.
 - 2.5 **Initials**
The initials of the interviewee must be recorded in paragraph L 2.5.

- 2.6 Full names**
The full names of the interviewee must be recorded in paragraph L 2.6.
- 2.7 Age**
The age of the interviewee must be recorded in paragraph L 2.7.
- 2.8 Gender**
The gender of the interviewee must be indicated with "X" in paragraph L 2.8.
- 2.9 Address**
The physical address where the interviewee resides, must be recorded in paragraph L 2.9.
- 2.10 Code**
The postal code of the residential address of the interviewee must be recorded in paragraph L 2.10.
- 2.11** The required answer of how the person is related to the applicant must be recorded in paragraph L 2.11.
- 2.12 Comments of the interviewee**
The comments of the interviewee, after the interview must be recorded in paragraph L 2.12.
- 2.13 Date**
The date on which the interviewed was conducted must be recorded in paragraph L 2.13.
- 2.14 Time**
The time when the interview was conducted must be recorded in paragraph L 2.14.
- 2.15 Comments of the police official who conducted the interview**
The comments of the police official after the interview was conducted must be recorded in paragraph L 2.15.
- 2.16** The manner in which the interview was conducted must be recorded in paragraph L 2.16 (for example: in person).
- 2.17 Date**
The date on which the police official conducted the interview must be recorded in paragraph L 2.17.
- 2.18 Time**
The time when the interviewed was conducted by the police official must be recorded in paragraph L 2.18.
- 2.19 Name of police official in block letters**
The initials and surname of the police official (in block letters) who conducted the interview must be recorded in paragraph L 1.19.
- 1.20 Persal number of police official**
The SAPS persal number of the police official who conducted the interview must be recorded in paragraph L 1.20.
- 1.21 Rank of police official in block letters**
The rank of the police official (in block letters) who conducted the interview must be recorded in paragraph L 1.21.
- 1.22 Signature of police official**
The signature of the police official who conducted the interview must be recorded in paragraph L 1.22.
- INTERVIEW WITH SPOUSE/PARTNER (where applicable)**
- 3.1 SA identity/Passport number (Indicate with "X")**
The type of identity/passport number of spouse/partner must be indicated with "X" in paragraph L 3.1.
- 3.2 Identity number**
The identity number of spouse/partner that is interviewed must be recorded in paragraph L 3.2.
- 3.3 Passport number**
The passport number (if applicable) of spouse/partner that is interviewed must be recorded in paragraph L 3.3.
- 3.4 Surname**
The surname of spouse/partner that is interviewed must be recorded in paragraph L 3.4.
- 3.5 Initials**
The initials of spouse/partner that is interviewed must be recorded in paragraph L 3.5.
- 3.6 Full names**
The full names of spouse/partner that is interviewed must be recorded in paragraph L 3.6.
- 3.7 Age**
The age of spouse/partner that is interviewed must be recorded in paragraph L 3.7.
- 3.8 Gender**
The gender of spouse/partner that is interviewed must be indicated with "X" in paragraph L 3.8.
- 3.9 Address**
The physical address where the spouse/partner that is interviewed resides, must be recorded in paragraph L 3.9.
- 3.10 Code**
The postal code of the residential address of the spouse/partner that is interviewed must be recorded in paragraph L 3.10.
- 3.11 Comments of the spouse/partner**
The comments of the spouse/partner, after the interview must be recorded in paragraph L 3.11.
- 3.12 Date**
The date on which the interviewed was conducted must be recorded in paragraph L 3.12.
- 3.13 Time**
The time when the interview was conducted must be recorded in paragraph L 3.13.
- 3.14 Comments of police official who conducted the interview**
The comments of the police official who conducted the interview must be recorded in paragraph L 3.14.
- 3.15** The required answer of how the interview was conducted must be recorded in paragraph L 3.15.
- 3.16 Date**
The date on which the police official conducted the interview must be recorded in paragraph L 3.16.
- 3.17 Name of police official in block letters**
The initials and surname of the police official (in block letters) must be recorded in paragraph L 3.17.
- 3.18 Persal number of police official**
The SAPS persal number of the police official who conducted the interview must be recorded in paragraph L 3.18.

3.19 Rank of police official in block letters

The rank of the police official (in block letters) who conducted the interview must be recorded in paragraph L 3.19.

3.20 Signature of police official

The signature of the police official who conducted the interview must be recorded in paragraph L 3.20.

4. OTHER DETAILS

(To be completed by the Designated Firearms Officer)

4.1 A short description of the health and physical fitness of the applicant must be recorded in paragraph L 4.1.

4.2 A short description of the mental condition of the applicant must be recorded in paragraph L 4.2.

4.3 Details of any dependencies on substances that the Designated Police Officer is aware of must be recorded in paragraph L 4.3.

4.4 Details of any negative aspects with regards to the applicant that the Designated Firearms Officer is aware of must be recorded in paragraph L 4.4.

4.5 Details regarding the criminal history of the applicant must be recorded in paragraph L 4.5.

4.6 A short description of the applicant's knowledge of the Act must be recorded in paragraph L 4.6.

5. IF THE APPLICANT IS UNDER THE AGE OF 21, CONFIRM IF COMPELLING REASONS EXIST WHICH REQUIRES THE APPLICANT TO OBTAIN A COMPETENCY CERTIFICATE

5.1 The applicable reason must be indicated with "X" in paragraph L 5.1.

5.2 Confirmation by the Designated Firearms Officer that compelling reasons exist which require the applicant to obtain a competency certificate must be recorded in paragraph L 5.2.

SECTION M: RECOMMENDATION

(To be completed by the Designated Firearms Officer)

1. RECOMMENDATION WITH REGARD TO THE APPLICATION

The required recommendation must be indicated with "X" in paragraph M 1.

For example:

Recommended	X	Not recommended	
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1.1 Motivation

Motivation for recommendation must be recorded paragraph M 1.1.

2. Name of Designated Firearms Officer in block letters

The initials and surname (in block letters) of the Designated Firearms Officer that made the recommendation must be recorded in paragraph M 2.

3. Date

The date on which the Designated Firearm Officer made the recommendation must be recorded in paragraph M 3.

4. Rank of Designated Firearms Officer in block letters

The rank of the Designated Firearms Officer (in block letters) that made the recommendation must be recorded in paragraph M 4.

5. Place

The place where the Designated Firearms Officer made the recommendation must be recorded in paragraph M 5.

6. Signature of Designated Firearms Officer

The signature of the Designated Firearms Officer that made the recommendation must be recorded in paragraph M 6.

7. Peral number of the Designated Firearms Officer

The SAPS peral number of the Designated Firearms Officer that made the recommendation must be recorded in paragraph M 7.