

# Provincial Gazette Extraordinary

5113

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# Buitengewone Provinsiale Koerant

5113

Vrydag, 28 Februarie 1997

As 'n Nuusblad by die Poskantoor Geregistreer

## INHOUD

(\*Herdrukke is verkrygbaar by Kamer 4-94, Provinsiale-gebou, Waalstraat, Kaapstad 8001.)

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## PROVINCIAL NOTICES

The following Provincial Notice is published for general information.

L. D. BARNARD,  
DIRECTOR-GENERAL

Provincial Building,  
Wale Street,  
Cape Town.

P.N. 62/1997

28 February 1997

PROVINCIAL ADMINISTRATION: WESTERN CAPE:

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

WESTERN CAPE ROAD TRANSPORTATION ACT  
AMENDMENT LAW, 1996 (ACT 8 OF 1996)

REGULATIONS: MINIBUS TAXI CONSTITUTION, CODE OF  
CONDUCT AND GRIEVANCE PROCEDURE AND FORMS FOR  
REGISTRATION WITH PROVINCIAL TAXI REGISTRAR

The Minister of Transport and Public Works of Western Cape, has made regulations in the Schedules to this notice as follows:

- (i) under section 7A(13) of the Western Cape Road Transportation Act Amendment Law, 1996 (Act 8 of 1996), prescribing in Schedule A a Standard Constitution, Code of Conduct and Grievance Procedure for associations; and
- (ii) under section 7A(14)(d) of the Western Cape Road Transportation Act Amendment Law, 1996 (Act 8 of 1996), prescribing in Schedule B the forms on which an association or non-member shall apply for registration.

## SCHEDULE A

PROVINCIAL ADMINISTRATION: WESTERN CAPE

OFFICE OF THE REGISTRAR OF TAXI ASSOCIATIONS

CONSTITUTION, CODE OF CONDUCT AND  
GRIEVANCE PROCEDURE

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## PROVINSIALE KENNISGEWINGS

Die volgende Provinsiale Kennisgewing word vir algemene inligting gepubliseer.

L. D. BARNARD,  
DIREKTEUR-GENERAAL

Provinsiale-gebou,  
Waalstraat,  
Kaapstad.

P.K. 62/1997

28 Februarie 1997

PROVINSIALE ADMINISTRASIE: WES-KAAP:

DEPARTEMENT VAN VERVOER EN PUBLIEKE WERKE

WES-KAAP WYSIGINGSWET OP DIE WET OP  
PADVERVOER, 1996 (WET 8 VAN 1996)

REGULASIES: MINIBUSTAXIKONSTITUSIE EN GEDRAGSKODE  
EN VORMS VIR REGISTRASIE BY DIE PROVINSIALE  
TAXIREGISTRATEUR

Die Minister van Vervoer en Publieke Werke van die Wes-Kaap het die volgende regulasies in die Bylaes tot hierdie kennisgewing uitgevaardig:

- (i) wat kragtens artikel 7A(13) van die Wes-Kaapse Wysigingswet op die Wet op Padvervoer 1996 (Wet 8 van 1996), 'n Standaardkonstitusie en -gedragkode vir verenigings in Bylae A voorskryf; en
- (ii) wat kragtens artikel 7A(14)(d) van die Wes-Kaapse Wysigingswet op die Wet op Padvervoer, 1996 (Wet 8 van 1996), die vorms waarop 'n vereniging of nie-lid om registrasie moet aansoek doen in Bylae B voorskryf.

## BYLAE A

PROVINSIALE ADMINISTRASIE: WES-KAAP

KANTOOR VAN DIE REGISTRATEUR VAN TAXIVERENIGINGS

KONSTITUSIE, GEDRAGSKODE, EN  
GRIEWEPROSEDURE

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**STANDARD CONSTITUTION****1. NAME**

The name of the Association is .....  
(to be filled in by Association). The abbreviated name of the Association is ..... (to be filled in by Association).

**2. DEFINITIONS**

For the purposes of this Constitution —

- "AGM" means the annual general meeting of the Association;
- "code of conduct" means the code of conduct described in Annexure A;
- "Executive Committee" means the Executive Committee elected at the AGM;
- "grievance procedure" means the grievance procedure described in Annexure B;
- "register" means a register kept by the Registrar in terms of section 7A(11) of the Road Transportation Act, 1977 (Act 74 of 1977), as amended by the Western Cape Road Transportation Act Amendment Law, 1996 (Law 8 of 1996); and
- "Registrar" means the Provincial Taxi Registrar appointed in terms of section 7A of the Road Transportation Act, Act 74 of 1977, as amended by the Western Cape Road Transportation Act Amendment Law, Law 8 of 1996.

**3. PURPOSE OF ASSOCIATION****3.1 CONSTITUTING OF ASSOCIATION**

The minimum number of members to constitute an Association is ..... (to be filled in by Association). The Association is managed by an Executive Committee which is elected annually.

**3.2 AIMS AND OBJECTIVES**

The aims and objectives of the Association are —

- (a) to protect, secure and promote the interests of the members of the Association;
- (b) to actively engage in negotiations and make representations and appeals to the various state, provincial and local authorities in the interests of its members;
- (c) to ensure fair labour practices by all its members, thereby promoting the interests of all members' employees;
- (d) to promote and improve road safety education and all other education of its members;
- (e) to promote and improve the standard of living and quality of life of its members;
- (f) to oppose matters tending or calculated to impinge or encroach upon the rights and privileges of its members;
- (g) to take all steps that are considered necessary by the Association to preclude misconduct on the part of members of the Association or members' drivers, to report misconduct to the authorities concerned and to take any further steps regarding the suspension or expulsion of defaulting members that are considered necessary;
- (h) to raise funds for the Association in any legal manner;
- (i) to apply all funds for the purpose of giving effect to the objectives of the Association and invest funds in suitable financial institutions and, in addition, to acquire movable or immovable property by purchase, lease, exchange or gift;
- (j) to cause duly audited accounts for each financial year to be prepared by the auditors of the Association;

**STANDAARDKONSTITUSIE****1. NAAM**

Die naam van die Vereniging is .....  
(moet deur Vereniging ingevul word). Die afgekorte naam van die Vereniging is ..... (moet deur Vereniging ingevul word).

**2. WOORDOMSKRYWINGS**

Vir die toepassing van hierdie Konstitusie beteken —

- "AJV" die algemene jaarvergadering van die Vereniging;
- "gedragskode" die gedragskode wat in Aanhangsel A beskryf word;
- "grieweprosedure" die grieweprosedure wat in Aanhangsel B beskryf word;
- "register" 'n register wat deur die Registrateur gehou word ingevolge artikel 7A(11) van die Wet op Padvervoer, 1977 (Wet 74 van 1977), soos gewysig deur die Wes-Kaapse Wysigingswet op die Wet op Padvervoer, Wet 8 van 1996; en
- "Registrateur" die Provinsiale Taxiregistrateur wat aangestel is ingevolge artikel 7A van die Wet op Padvervoer, Wet 74 van 1977, soos gewysig deur die Wes-Kaapse Wysigingswet op die wet op Padvervoer, Wet 8 van 1996;
- "Uitvoerende Komitee" die Uitvoerende Komitee wat op die AJV verkies word.

**3. DOEL VAN VERENIGING****3.1 KONSTITUERING VAN VERENIGING**

Die minimum getal lede om 'n Vereniging te konstitueer is .....  
(moet deur Vereniging ingevul word). Die Vereniging word bestuur deur 'n Uitvoerende Komitee wat jaarliks verkies word.

**3.2 OOGMERKE EN DOELSTELLINGS**

Die oogmerke en doelstellings van die Vereniging is —

- (a) om die lede van die Vereniging se belange te beskerm, te beveilig en te bevorder;
- (b) om in sy lede se belang aktief betrokke te wees by onderhandelinge en vertoe te rig tot en appèl aan te teken by die verskillende staats-, provinsiale en plaaslike owerhede;
- (c) om billike arbeidspraktyke deur al sy lede te verseker en sodoende die belange van alle lede se werknemers te bevorder;
- (d) om padveiligheidsopvoeding en alle ander opvoeding van sy lede te bevorder en te verbeter;
- (e) om die lewenstandaard en lewensgehalte van sy lede te bevorder en te verbeter;
- (f) om sake wat daartoe neig of daarop bereken is om te bots met of inbreuk te maak op die regte en voorregte van sy lede teen te staan;
- (g) om alle stappe te doen wat die Vereniging nodig ag om wangedrag van die kant van lede van die Vereniging of lede se bestuurders te verhinder, om wangedrag by die betrokke owerhede aan te meld en om enige verdere stappe te doen wat hy nodig ag vir die skorsing of die beëindiging van die lidmaatskap van lede in gebreke;
- (h) om op enige wettige wyse fondse vir die Vereniging in te samel;
- (i) om alle fondse te gebruik met die doel om uitvoering aan die doelstellings van die Vereniging te gee en fondse by geskikte finansiële instellings te belê en, daarbenewens, om roerende of onroerende goed by wyse van aankoop, huur, uitruiling of skenking aan te skaf;
- (j) om behoorlik geouditeerde rekenings vir elke boekjaar deur die ouditeure van die Vereniging te laat opstel;

- (k) to ensure that all members live and work to a code of conduct, to apply disciplinary procedures in respect of transgressions of the code of conduct and to amend the rules of the code of conduct;
- (l) to work according to a grievance procedure to avoid conflict;
- (m) to promote the interests of the commuting public and develop structures and procedures to enable the commuting public to communicate dissatisfaction with transport facilities or services;
- (n) to co-operate with any other taxi association having similar objectives and to encourage and strive for the joint co-operation and co-ordination of similar organisations and bodies. This may include local, provincial or government, authorities and bodies created by statute for the attainment and fulfilment of the objectives of its members;
- (o) to exercise all or any powers that are necessary to achieve, or are ancillary to the achievement of, one or more or all of the objectives of the Association;
- (p) to act in all matters that affect the interests of the taxi industry;
- (q) to register the Association with the Registrar; and
- (r) to specify the route or routes of the Association and provide this information to the Registrar.

### 3.3 AREA OF OPERATION

The area of operation of the Association is ..... (to be filled in by Association), as described in the register.

### 4. CODE OF CONDUCT

The code of conduct is attached as Annexure A.

### 5. EXECUTIVE STRUCTURE OF ASSOCIATION

#### 5.1 ELIGIBILITY AND ELECTION OF OFFICE BEARERS

Any member of the Association is eligible for election to the Executive Committee. Members of the Executive Committee must be elected at the AGM.

Nominations for membership of the Executive Committee must be lodged in writing with the secretary of the Association at least ..... (to be filled in by Association) days prior to the AGM.

#### 5.2 ROLE AND RESPONSIBILITIES

The role and responsibilities of the Executive Committee are the following:

- (a) To manage, conduct and control the affairs of the Association.
- (b) To engage any officials and helpers that it may consider necessary and regulate their duties.
- (c) To arrange for the holding of periodic meetings and regulate the proceedings at meetings.
- (d) To collect funds from its members and take action to raise funds.
- (e) To keep accounts according to generally accepted accounting practice and produce financial statements.
- (f) To draw up and adopt a set of administrative rules and regulations consistent with this Constitution for the management and control of its affairs and amend or add to these rules and regulations at its discretion.
- (g) To issue letters of recommendation in support of applications made by its members for public road carrier permits that it approves taking into consideration the demand for the public road carrier permits and the sufficiency and adequacy of

(k) om te verseker dat alle lede volgens 'n gedragskode leef en werk, om dissiplinêre prosedures toe te pas ten opsigte van oortredings van die gedragskode en om die reëls van die gedragskode te wysig;

(l) om volgens 'n griewe-prosedure te werk te gaan om konflik te vermy;

(m) om die belange van die pendelaarpublik te bevorder en strukture en prosedures tot stand te bring wat die pendelaarpublik in staat sal stel om ontevredenheid met vervoerfasiliteite of vervoerdienste te kenne te gee;

(n) om met enige ander taxi-vereniging met soortgelyke doelstellings saam te werk en om samewerking tussen en die koördinering van soortgelyke organisasies en liggame, wat plaaslike, provinsiale of regeringsoowerhede en liggame wat kragtens wet geskep is ter bereiking en uitvoering van die doelstellings van sy lede, kan insluit, aan te moedig en na te streef;

(o) om alle of enige bevoegdhede uit te oefen wat nodig is om een of meer van, of al, die voornoemde doelstellings te verwesenlik of te help verwesenlik;

(p) om op te tree in alle sake wat die belange van die taxibedryf raak;

(q) om die Vereniging by die Registrateur te registreer; en

(r) om die Vereniging se roete of roetes te spesifiseer en hierdie inligting aan die Registrateur te verstrek.

### 3.3 GEBIED WAAR SAKE BEDRYF WORD

Die gebied waar die Vereniging sy sake bedryf, is ..... (moet deur Vereniging ingevul word), soos in die register beskryf.

### 4. GEDRAGSKODE

Die gedragskode is as Aangangsel A aangeheg.

### 5. UITVOERENDE STRUKTUUR VAN VERENIGING

#### 5.1 VERKIESBAARHEID EN VERKIESING VAN AMPSDRAERS

Enige lid van die Vereniging kan tot lid van die Uitvoerende Komitee verkies word. Lede van die Uitvoerende Komitee moet op die AJV verkies word.

Nominasies as lede van die Uitvoerende Komitee moet minstens ..... (moet deur Vereniging ingevul word) dae voor die AJV skriftelik by die sekretaris van die Vereniging ingedien word.

#### 5.2 ROL EN VERANTWOORDELIKHEDE

Die rol en verantwoordelikhede van die Uitvoerende Komitee is soos volg:

- (a) Om die sake van die Vereniging te bestuur, te behartig en te beheer.
- (b) Om enige beamptes en helpers wat na sy mening nodig is, in diens te neem en hul pligte te bepaal.
- (c) Om reëlins te tref dat vergaderings van tyd tot tyd gehou word en die prosedures op vergaderings te bepaal.
- (d) Om fondse van sy lede te vorder en stappe te doen om fondse in te samel.
- (e) Om boekhouding volgens algemeen aanvaarde rekeningkundige praktyk te doen en finansiële state op te stel.
- (f) Om 'n stel administratiewe reëls en regulasies wat met hierdie Konstitusie bestaanbaar is, vir die bestuur en beheer van sy sake op te stel en dié reëls en regulasies na goeddunke te wysig of aan te vul.
- (g) Om aanbevelingsbriewe uit te reik ter ondersteuning van aansoeke om openbare padvervoerpermitte deur lede en die aanvraag na die openbare padvervoerpermitte en die toereikendheid en geskiktheid van bestaande vervoerfasiliteite

existing transportation facilities in the area or along the route applied for.

- (h) To appoint attorneys, accountants and other professional persons to act on behalf of the Association and take legal action against all or any parties or party who may act contrary to the interest of the members of the Association or in regard to the recovery of money owing to the Association.
- (i) To formulate policy on matters not provided for in the Constitution.
- (j) To invest the monies of the Association.
- (k) To establish or participate in a trust or an agency which may directly or indirectly promote any of the objectives of the Association and undertake and execute any business of the trust or agency.
- (l) To print and publish any newspaper, periodical, magazine, book or leaflet considered desirable for the promotion of its objectives.
- (m) To sell, manage, lease, mortgage, pledge, alienate, dispose of or otherwise deal with all or any of the assets of the Association.
- (n) If possible, to grant loans, donations, bursaries or financial assistance in order to directly fulfill the objectives of the Association and provide financial assistance to one or more of its members and employees and their dependants.
- (o) To establish, support and assist in the establishment of an affiliate for all or any of the objectives of the Association.
- (p) To convene an AGM and hold additional special general meetings at the times and places that it determines at its discretion, or as the need arises.
- (q) At the AGM, to present its report on the activities of the Association during the previous year together with the audited accounts of the Association.
- (r) To hold a meeting of the Executive Committee at least once a month and any further meetings called by the chairperson at his or her discretion from time to time.
- (s) To perform all other lawful tasks that are incidental or conducive to the attainment of its objectives.
- (t) To inform the Registrar of the outcome of disciplinary hearings and grievance procedures.
- (u) To implement a system approved by the members at an AGM under which operators and drivers are evaluated and graded.

### 5.3 COMPOSITION

The affairs of the Association must be managed, conducted and controlled by a committee consisting of the following members and referred to as the Executive Committee. This Executive Committee must be elected by Association members at the AGM.

- (a) Chairperson
- (b) Vice-chairperson
- (c) Treasurer
- (d) Secretary
- (e) Training officer
- (f) Chairperson of grievance committee
- (g) Chairperson of disciplinary committee

in die gebied of langs die roete waarvoor aansoek gedoen word, in aanmerking te neem.

- (h) Om prokureurs, rekenmeesters en ander vakkundiges aan te stel om namens die Vereniging op te tree en regstappe te doen teen alle of enige partye of party wat teen die belange van die lede van die Vereniging handel of in verband met die verhaal van geld wat aan die Vereniging verskuldig is.
- (i) Om beleid te bepaal oor sake waarvoor daar nie in die Konstitusie voorsiening gemaak word nie.
- (j) Om die geld van die Vereniging te belê.
- (k) Om 'n trust of agentskap wat enige van die doelstellings van die Vereniging regstreeks of onregstreeks bevorder, te stig of daarin deel te hê en enige van die sake van die trust of agentskap te onderneem en uit te voer.
- (l) Om enige nuusblad, tydskrif, boek of strooibiljet wat as wenslik vir die bevordering van sy doelstellings beskou word, te druk en te publiseer.
- (m) Om alle of enige van die bates van die Vereniging te verkoop, te bestuur, te verhuur, met 'n verband te beswaar, te verpand, te vervreem, daaroor te beskik of andersins daarmee te handel.
- (n) Indien moontlik, om lenings toe te staan, skenkings te doen, beurse toe te ken of enige vorm van geldelike bystand te verleen wat enige van die doelstellings van die Vereniging direk bevorder en geldelike bystand aan een of meer van sy lede en werknemers en hul afhanklikes te verleen.
- (o) Om enige geaffilieerde vir alle of enige van die doelstellings van die Vereniging te stig en te steun en behulpsaam te wees met die stigting daarvan.
- (p) Om 'n AJV te belê en na goeiddunke bykomende spesiale algemene vergaderings te hou op die tye en plekke wat hy na goeiddunke bepaal of soos die omstandighede dit vereis.
- (q) Om op die AJV sy verslag oor die werksaamhede van die Vereniging gedurende die vorige jaar tesame met die geouditeerde rekenings van die Vereniging voor te lê.
- (r) Om 'n vergadering van die Uitvoerende Komitee minstens een maal per maand te hou, asook enige verdere vergaderings wat die voorsitter na goeiddunke van tyd tot tyd belê.
- (s) Om alle ander wettige handeling te verrig wat in verband staan met of bevorderlik is vir die bereiking van sy doelstellings.
- (t) Om die Registrateur te verwittig van die uitslag van dissiplinêre verhoor en grieweprosedures.
- (u) Om 'n stelsel wat op 'n AJV deur die lede goedgekeur is, te implementeer waarvolgens operateurs en bestuurders geëvalueer en gegradeer word.

### 5.3 SAMESTELLING

Die sake van die Vereniging moet bestuur, behartig en beheer word deur 'n komitee wat uit die volgende lede bestaan en wat die Uitvoerende Komitee genoem word. Hierdie Uitvoerende Komitee moet deur die Vereniging se lede op die AJV verkies word.

- (a) Voorsitter
- (b) Ondervoorsitter
- (c) Tesourier
- (d) Sekretaris
- (e) Opleidingsbeampte
- (f) Voorsitter van griewekomitee
- (g) Voorsitter van dissiplinêre komitee

- (h) Any other officers needed by the Association (*for example, an administrative officer and a communications or public relations officer*).

#### 5.4 TERMS OF OFFICE

- 5.4.1 A member of the Executive Committee must hold office for a period of two years. However, every effort should be made to provide for continuity by only having a certain number of members replaced annually.
- 5.4.2 A member of the Executive Committee must vacate his or her position —
- on being suspended or expelled from the Association; or
  - on having been absent without the permission of the Executive Committee from ..... (*to be filled in by Association*) consecutive meetings of the Executive Committee; or
  - on resigning after having given ..... (*to be filled in by Association*) weeks written notice to the secretary of his or her intention to resign; or
  - on being convicted of any criminal offence for an act of violence or dishonesty; or
  - on becoming disqualified as a member of the Association; or
  - on failing to adhere to the code of conduct or the grievance procedure.

#### 5.5 EXPIRY OF TERMS OF OFFICE

- 5.5.1 Upon expiry of the term of office of any office bearer or upon termination of the term of office of any office bearer for any reason in terms of this Constitution, the office bearer will automatically cease to hold office and the office will become vacant.
- 5.5.2 If the office bearer is to be replaced, the existing expiry date must remain and will be valid.
- 5.5.3 If the Association has no office bearers capable of calling an election and an election of office bearers is due or desirable, any member of the Association may approach the Registrar for an order directing that an election must take place, and set forth the terms and procedures in respect thereof.

#### 5.6 MEETINGS OF EXECUTIVE COMMITTEE

- 5.6.1 The Executive Committee must meet at least once a month.
- 5.6.2 Minutes of all meetings must be properly kept.
- 5.6.3 Resolutions of the Executive Committee must be communicated to the members within two weeks of the date of the meeting.

#### 5.7 COMMUNICATION CHANNELS

(Each Association must state its own communication channels, for example secretary or public relations officer.)

### 6. MEMBERSHIP

#### 6.1 CRITERIA FOR MEMBERSHIP

- All members are bound by and must adhere to the provisions of this Constitution, the grievance procedure and the code of conduct.
- Membership of the Association is open to all permit-holders operating on the route or routes of the Association, except in the case of an applicant against whom another taxi association is in the process of disciplinary action.
- The Association may at its discretion accept or reject any application.
- The Association must, upon request, furnish unsuccessful applicants with reasons for their applications being unsuccessful.

- (h) Enige ander beamptes wat die Vereniging nodig het (*byvoorbeeld 'n administratiewe beampte en 'n kommunikasie- of skakelbeampte*).

#### 5.4 AMPSTERMYNE

- 5.4.1 'n Lid van die Uitvoerende Komitee moet die amp vir 'n tydperk van twee jaar beklee, maar alles moontlik moet gedoen word om vir kontinuïteit voorsiening te maak deurdat slegs 'n sekere getal lede jaarliks vervang word.
- 5.4.2 'n Lid van die Uitvoerende Komitee moet sy of haar pos ontruim wanneer hy of sy —
- uit die Vereniging geskors word of sy of haar lidmaatskap van die Vereniging beëindig word; of
  - sonder verlof van die Uitvoerende Komitee van ..... (*moet deur Vereniging ingevul word*) opeenvolgende vergaderings van die Uitvoerende Komitee afwesig was; of
  - bedank na skriftelike kennisgewing van ..... (*moet deur Vereniging ingevul word*) weke aan die sekretaris van sy of haar voorneme om te bedank; of
  - skuldig bevind word aan enige misdryf weens 'n daad van geweld of oneerlikheid; of
  - onbevoeg raak om 'n lid van die Vereniging te wees; of
  - nie by die gedragskode of die grieweprosedure hou nie.

#### 5.5 VERSTRYKING VAN AMPSTERMYNE

- 5.5.1 By verstryking van enige ampsdraer se ampstermyn of by beëindiging van 'n ampsdraer se ampstermyn om enige rede ingevolge hierdie Konstitusie hou die ampsdraer outomaties op om die amp te beklee en word die amp vakant.
- 5.5.2 As 'n lid vóór die verstryking van sy of haar ampstermyn vervang moet word, moet die oorspronklike verstrykingsdatum behou word.
- 5.5.3 As die Vereniging geen ampsdraers het wat 'n verkiesing kan uitskryf nie en 'n verkiesing van ampsdraers gehou moet word of wenslik is, kan enige lid van die Vereniging die Registrateur nader om 'n bevel wat gelas dat 'n verkiesing gehou moet word en die voorwaardes en prosedures ten opsigte daarvan uiteensit.

#### 5.6 VERGADERINGS VAN UITVOERENDE KOMITEE

- 5.6.1 Die Uitvoerende Komitee moet minstens een maal 'n maand vergader. Notules van alle vergaderings moet behoorlik gehou word.
- 5.6.2 Besluite van die Uitvoerende Komitee moet binne twee weke vanaf die datum van die vergadering aan die lede bekend gemaak word.

#### 5.7 KOMMUNIKASIEKANALE

(Elke Vereniging moet sy eie kommunikasiekanale meld, byvoorbeeld sekretaris of skakelbeampte.)

### 6. LIDMAATSKAP

#### 6.1 KRITERIA VIR LIDMAATSKAP

- Alle lede word gebind deur en moet hou by die bepalinge van hierdie Konstitusie, die grieweprosedure en die gedragskode.
- Lidmaatskap van die Vereniging is oop vir alle permiethouers wat die roete of roetes van die Vereniging gebruik, behalwe in die geval van 'n aansoeker teen wie 'n ander taxivereniging besig is om dissiplinêre stappe te doen.
- Die Vereniging kan na goedgekeurde enige aansoek goedkeur of afkeur.
- Die Vereniging moet onsuksesvolle aansoekers, op navraag in kennis stel van die redes waarom hul aansoeke nie geslaag het nie.

- (e) The Association shall at its AGM each year determine the annual affiliation fee payable to the Association by members. The affiliation fee is payable in addition to the application fee. If any member fails to pay the affiliation fee within ..... (to be filled in by Association) days of the due date, the member must be suspended from the Association until the affiliation fee is paid. Such member may not participate in the proceedings at any meeting of the Association or operate a taxi at, from or to a taxi rank controlled by the Association.
- (f) Arrangements may be made with the Executive Committee to pay the affiliation fee in instalments.
- (g) Membership of the Association may be terminated if —
  - (i) a member fails to pay the application fee or annual affiliation fee as laid down by the Association;
  - (ii) a member fails to promote the objectives of the Association or violates the objectives or disregards a decision of the Association;
  - (iii) a member joins any other taxi association or related association operating on the route or routes of the Association without the consent of the Association;
  - (iv) the member no longer holds a public road carrier permit relating to the vehicle operated by the member on the route or routes of the Association. However, if a member has instituted an enquiry into the cancellation or suspension of his abovementioned public road carrier permit(s), his membership will continue until the matter is finalised; and
  - (v) a member contravenes the code of conduct or grievance procedure.

## 6.2 APPLICATION PROCEDURE

A person desiring to become a member of the Association must submit a written application to the Executive Committee containing the following information:

- (a) A list of all the vehicles he or she operates on the Association's route or routes.
- (b) A list of all the permits held by him or her.
- (c) A list of drivers employed by him or her on the Association's route or routes.
- (d) A list of both his or her previous convictions and those of his or her drivers.
- (e) The reasons for applying for membership of the Association.

## 6.3 APPEAL PROCEDURE

If a membership application of a permit-holder is refused by the Executive Committee, the permit-holder may lodge a written appeal for submission at the next AGM. The decision of the AGM is final.

## 6.4 DUTIES AND RIGHTS OF MEMBERS

6.4.1 The duties of members of the Association are the following:

- (a) To pay the annual affiliation fee.
- (b) To ensure that a vehicle to which a permit is applicable is being driven by a person who is in possession of a valid driver's licence and public or professional driver's permit, as applicable.
- (c) To ensure that no person uses a vehicle in respect of which a public road carrier permit has been issued in a manner inconsistent with the Road Transportation Act, 1977 (Act 74 of 1977), the regulations made thereunder or any amendment or act replacing the Road Transportation Act.

- (e) Die Vereniging moet op sy AJV die jaarlikse affiliasiegeld wat deur lede aan die Vereniging betaalbaar is, vasstel. Die affiliasiegeld is benewens die aansoekgeld betaalbaar. As enige lid versuim om die affiliasiegeld binne ..... (moet deur Vereniging ingevul word) dae van die keurdatum te betaal, moet die lid uit die Vereniging geskors word totdat die affiliasiegeld betaal is en mag hy of sy nie deelneem aan die vergadering op enige vergadering van die Vereniging of 'n taxi by, vanaf of na 'n taksistaanplek onder beheer van die Vereniging gebruik nie.
- (f) Reëlings kan met die Uitvoerende Komitee getref word om die affiliasiegeld paaientsemsgewys te betaal.
- (g) Lidmaatskap van die Vereniging kan beëindig word as —
  - (i) 'n lid versuim om die aansoekgeld of jaarlikse affiliasiegeld wat deur die Vereniging bepaal word, te betaal;
  - (ii) 'n lid versuim om die doelstellings van die Vereniging te bevorder of die doelstellings skend of 'n besluit van die Vereniging verontagsaam;
  - (iii) 'n lid sonder verlof van die Vereniging by enige ander taxivereniging of verwante vereniging wat die Vereniging se roete gebruik, aansluit;
  - (iv) 'n lid nie meer oor die openbare padvervoerpermit wat betrekking het op die voertuig wat deur die lid op die roete of roetes van die Vereniging gebruik word, beskik nie; met dien verstande dat lidmaatskap nie opgeskort mag word indien die lid stappe doen om die intrekking of verstryking van die openbare padvervoerpermit tersyde te stel nie, totdat die stappe afgehandel is; en
  - (v) 'n lid die gedragskode of griewe-prosedure oortree.

## 6.2 AANSOEKPROSEDURE

Iemand wat lid van die Vereniging wil word, moet 'n skriftelike aansoek by die Uitvoerende Komitee indien wat die volgende inligting bevat:

- (a) 'n Lys van al die voertuie wat hy of sy op die Vereniging se roete of roetes gebruik.
- (b) 'n Lys van al die permitte wat hy of sy besit.
- (c) 'n Lys van bestuurders in sy of haar diens wat die Vereniging se roete of roetes gebruik.
- (d) 'n Lys van sowel sy of haar vorige veroordelings as dié van sy of haar bestuurders.
- (e) Die redes vir sy of haar aansoek om lidmaatskap van die Vereniging.

## 6.3 APPELPROSEDURE

As 'n aansoek om lidmaatskap van 'n permithouer deur die Uitvoerende Komitee afgekeur word, kan die permithouer 'n skriftelike appél indien vir voorlegging op die volgende AJV. Die besluit van die AJV is final.

## 6.4 PLIGTE EN REGTE VAN LEDE

6.4.1 Die pligte van lede van die Vereniging is soos volg:

- (a) Om die jaarlikse affiliasiegeld te betaal.
- (b) Om toe te sien dat 'n voertuig waarop 'n permit van toepassing is, bestuur word deur 'n persoon wat in besit is van 'n geldige bestuurderslisensie en openbare of professionele bestuurderspermit, soos toepaslik is.
- (c) Om toe te sien dat niemand 'n voertuig gebruik ten opsigte waarvan 'n openbare padvervoerpermit uitgereik is, op 'n wyse wat met die Wet op Padvervoer, 1977 (Wet 74 van 1977), die regulasies daarkragtens gemaak of enige wysigingswet of wet wat die Wet op Padvervoer vervang strydig is nie.

- (d) To ensure that permits are not disposed of in a manner inconsistent with the Road Transportation Act, 1977 and its regulations.
- (e) To refrain from applying for additional public road carrier permits along the same route or routes, unless the Association at an AGM decides that there are insufficient taxis along the route or routes concerned to cope with the demand for taxi transportation along such route or routes.
- (f) To provide registration information to the Registrar.

#### 6.4.2 The rights of members of the Association are the following:

- (a) To utilise all or any taxi ranks operated or controlled by the Association.
- (b) To require the Association to take all reasonable steps to protect the interests of its members and ensure that there is no unlawful and unfair competition with members' service.
- (c) To receive notice of every AGM and every other occurrence which affects the rights of each member, not less than ..... (to be filled in by Association) days prior to the AGM or occurrence.
- (d) To resign on giving ..... (to be filled in by Association) months written notice to the secretary of the Association.
- (e) To vote at the AGM.

#### 6.5 MEMBERSHIP LIST

(To be filled in by Association.)

#### 7. ANNUAL GENERAL MEETING (AGM)

At an AGM —

- (a) the minutes of the previous AGM and special general meetings must be approved or altered;
- (b) the chairperson's report on the affairs of the Association for the year under review must be considered and approved;
- (c) the audited annual financial statements for the previous financial year and the budget for the ensuing financial year must be considered and approved;
- (d) the Executive Committee must be elected;
- (e) the Constitution may only be amended by a two-thirds majority of members present and voting;
- (f) non-executive office bearers of the Association must be elected;
- (g) no voting by proxy may be permitted and voting must be by secret ballot; and
- (h) to hear and consider appeals from applicants who have been refused admission as members of the association.

#### 7.1 DATE AND LOCATION

The AGM must take place in ..... (month to be filled in by Association) of each year at the time and place determined by the Executive Committee.

#### 7.2 PROCEDURE FOR NOTICE OF MEETING

Notice of the time, place and date of the AGM must be sent to all members by post or fax at least ..... (to be filled in by Association) days prior to the meeting.

#### 7.3 QUORUM

The quorum at an AGM is ..... (to be filled in by Association) members.

- (d) Om toe te sien dat daar nie oor permitte beskik word op 'n wyse wat met die Wet op Padvervoer, 1977, en die regulasies strydig is nie.

- (e) Om hulle daarvan te weerhou om aansoek te doen om bykomende openbare padvervoerpermities op dieselfde roete of roetes, tensy die Vereniging op 'n AJV besluit dat daar nie genoeg taxi's op die betrokke roete of roetes is om te voorsien in die aanvraag na taxivervoer op dié roete of roetes nie.

- (f) Om die Registrateur van registrasie-inligting te voorsien.

#### 6.4.2 Die regte van lede van die Vereniging is soos volg:

- (a) Om alle of enige taxistaanplekke wat deur die Vereniging bedryf of beheer word, te gebruik.
- (b) Om van die Vereniging te vereis dat hy alle redelike stappe moet doen om die belange van sy lede te beskerm en toe te sien dat daar nie onwettige en onbillike mededinging met lede se diens is nie.
- (c) Om in kennis gestel te word van elke AJV en elke ander gebeurtenis wat die regte van elke lid raak, minstens ..... (moet deur Vereniging ingevul word) dae voor die AJV of gebeurtenis.
- (d) Om te bedank deur ..... (moet deur Vereniging ingevul word) maande skriftelike kennis aan die sekretaris van die Vereniging te gee.
- (e) Om op die AJV te stem.

#### 6.5 LEDELYS

(Moet deur Vereniging ingevul word.)

#### 7. ALGEMENE JAARVERGADERING (AJV)

Op 'n AJV —

- (a) moet die notules van die vorige AJV en spesiale algemene vergadering goedgekeur of gewysig word;
- (b) moet die voorsitter se verslag oor die Vereniging se sake vir die verslagjaar oorweeg en goedgekeur word;
- (c) moet die geouditeerde finansiële jaarstate vir die vorige boekjaar en die begroting vir die volgende boekjaar oorweeg en goedgekeur word;
- (d) moet die Uitvoerende Komitee verkies word;
- (e) mag die Konstitusie slegs met 'n tweederdemeerderheid van lede wat teenwoordig is en stem, gewysig word;
- (f) moet nie-uitvoerende ampsdraers van die Vereniging verkies word;
- (g) mag daar nie by wyse van volmag gestem word nie en moet stemming per geheime stembrief wees; en
- (h) moet appêlle aangehoor word van voornemende lede wie se aansoeke om lidmaatskap afgekeur is.

#### 7.1 DATUM EN PLEK

Die AJV vind in ..... (maand moet deur Vereniging ingevul word) van elke jaar plaas op die tyd en plek wat die Uitvoerende Komitee bepaal.

#### 7.2 PROSEDURE VIR KENNISGEWING VAN VERGADERING

'n Kennisgewing van die tyd, plek en datum van die AJV moet minstens ..... (moet deur Vereniging ingevul word) dae voor die vergadering per pos of faks aan alle lede gestuur word.

#### 7.3 KWORUM

Die kworum op 'n AJV is ..... (moet deur Vereniging ingevul word) lede.

If a quorum is not present within 30 minutes of the time fixed for the AGM, the meeting must adjourn for seven days to a time and place announced by the chairperson. At the adjourned meeting, the members present will constitute a quorum. Notice of the adjourned meeting must be given to all members.

#### 7.4 AGENDA AND MINUTES

The following must be permanent items on the agenda of the AGM:

- (a) Chairperson's report
- (b) Secretary's report
- (c) Treasurer's report.

Minutes must be kept of every AGM.

#### 7.5 VOTING

7.5.1 Only members who can prove their identity may vote at special general meetings. An identity document, a passport or a membership card will serve as proof of identity.

7.5.2 The chairperson has a casting vote in addition to a deliberative vote.

#### 7.6 ELECTION OF OFFICE BEARERS

7.6.1 The following office bearers must be elected to the Executive Committee at an AGM:

- (a) Chairperson
- (b) Vice-chairperson
- (c) Treasurer
- (d) Secretary
- (e) Training officer
- (f) Chairperson of grievance committee
- (g) Chairperson of disciplinary committee
- (h) *Other members considered necessary by the Association.*

7.6.2 The term of office of an Executive Committee member, Grievance Committee member and Disciplinary Committee member will be two years following the election. Members of the Grievance Committee and Disciplinary Committee must also be elected at the AGM.

7.6.3 Voting must be by secret ballot.

#### 7.7 FINANCIAL STATEMENTS

The treasurer must prepare a financial statement for the AGM which shall be audited by the independent auditors.

### 8. SPECIAL GENERAL MEETING

#### 8.1 RIGHT TO CALL SPECIAL GENERAL MEETING

8.1.1 A special general meeting may be called by:

- (a) A member of the Executive Committee
- (b) A member of the Association with written support of 50% plus one member of the Association.

8.1.2 A special general meeting may be called in circumstances such as the following:

- (a) Loss of confidence in the Executive Committee
- (b) Filling of posts vacated before the expiry date.

Indien 'n kworum nie teenwoordig is binne 30 minute vanaf die tyd wat vir die AJV vasgestel is nie, moet die vergadering vir sewe dae verdaag tot 'n tyd en plek wat die voorsitter aankondig, op die verdaagde vergadering sal die lede wat dan teenwoordig is, 'n kworum vorm. Alle lede moet van die verdaagde vergadering in kennis gestel word.

#### 7.4 AGENDA EN NOTULE

Die volgende items is vaste items op die agenda van die AJV:

- (a) Voorsitter se verslag
- (b) Sekretaris se verslag
- (c) Tesourier se verslag.

Notule moet gehou word van elke AJV.

#### 7.5 STEMMING

7.5.1 Slegs lede wat bewys van hul identiteit kan lewer, mag op spesiale algemene vergaderings stem. 'n Identiteitsdokument, paspoort of ledekaart sal as bewys van identiteit dien.

7.5.2 Die voorsitter het benewens 'n beraadslagende stem ook 'n beslissende stem.

#### 7.6 VERKIESING VAN AMPSDRAERS

7.6.1 Die volgende Uitvoerende Komiteelede moet op 'n AJV verkies word:

- (a) Voorsitter
- (b) Ondervoorsitter
- (c) Tesourier
- (d) Sekretaris
- (e) Opleidingsbeampte
- (f) Voorsitter van griewekomitee
- (g) Voorsitter van dissiplinêre komitee
- (h) *Ander lede wat die Vereniging nodig ag.*

7.6.2 'n Uitvoerende Komiteelid, Griewekomiteelid en Dissiplinêre Komiteelid se ampstermyn is twee jaar wat op die verkiesing volg. Lede van die griewekomitee en dissiplinêre komitee moet ook op die AJV verkies word.

7.6.3 Stemming moet per geheime stembrief wees.

#### 7.7 FINANSIËLE STATE

Die tesourier moet 'n finansiële staat wat deur die onafhanklike ouditeurs geouditeur is, opstel en aan die AJV voorlê.

### 8. SPESIALE ALGEMENE VERGADERING

#### 8.1 REG OM SPESIALE ALGEMENE VERGADERING TE BELÊ

8.1.1 'n Spesiale algemene vergadering mag deur die volgende belê word:

- (a) 'n Lid van die Uitvoerende Komitee
- (b) 'n Lid van die Vereniging met geskrewe ondersteuning van 50% plus een van die lede van die Vereniging.

8.1.2 'n Spesiale algemene vergadering kan in volgende omstandighede belê word.

- (a) Verlies aan vertroue in die Uitvoerende Komitee
- (b) Vulling van poste wat vóór die verstrykingsdatum vakant raak.

**8.2 PROCEDURE**

8.2.1 When the secretary receives a request for a special general meeting, he or she must determine a date, time and place of the meeting in consultation with the Executive Committee.

8.2.2 The secretary must give at least ..... (to be filled in by Association) days written notice of a special general meeting.

**8.3 QUORUM**

8.3.1 The quorum at a special general meeting is ..... (to be filled in by Association) members.

8.3.2 If a quorum is not present within ..... (fixed time, for example 30 minutes) of the time fixed for a meeting, the meeting must adjourn for seven days to a time and place announced by the chairperson. At the adjourned meeting the members then present will form a quorum. Notice of the adjourned meeting must be given to all members.

**8.4 VOTING**

8.4.1 Only members who can prove their identity and membership may vote at special general meetings. An identity document, a passport or a membership card will serve as proof of identity.

8.4.2 Voting must be by secret ballot.

**9. FINANCE AND EXTERNAL AUDITING****9.1 ANNUAL AFFILIATION FEE**

9.1.1 The amount of affiliation fee to be paid annually to the Association by each member is as recommended by the Executive Committee and approved at the AGM or a special general meeting. The Executive Committee may at its discretion collect this fee from the members.

9.1.2 No funds of the Association may be utilised for any purpose other than for investment or for the objectives for which the Association has been established.

**9.2 FINANCIAL YEAR**

The financial year of the Association ends on ..... (to be filled in by Association) in each year. The treasurer shall draw up a quarterly financial statement for submission to the Executive Committee.

**9.3 BOOKS OF ACCOUNT**

9.3.1 A banking account or accounts must be opened in the name of the Association and all the funds of the Association must be deposited in it.

9.3.2 Books and records must be properly kept in accordance with sound accounting principles.

9.3.3 Audited accounts must be submitted at the AGM or whenever required by the Executive Committee.

9.3.4 The treasurer and an appointed member of the Executive Committee are responsible for all payments into and withdrawals from the account or accounts and are the only members entitled to sign financial documents on behalf of the Association.

**9.4 EXTERNAL AUDITING**

9.4.1 An independent auditing firm must be appointed by the Association to audit its books.

9.4.2 The auditing firm must be re-appointed annually at the AGM.

**8.2 PROSEDURE**

8.2.1 Wanneer die sekretaris 'n versoek ontvang dat 'n spesiale algemene vergadering gehou moet word, moet hy of sy na oorleg met die Uitvoerende 'n datum, tyd en plek bepaal.

8.2.2 Die sekretaris moet minstens ..... (moet deur Vereniging ingevul word) dae skriftelike kennis van 'n spesiale algemene vergadering gee.

**8.3 KWORUM**

8.3.1 Die kworum op 'n spesiale algemene vergadering is ..... (moet deur Vereniging ingevul word) lede.

8.3.2 Indien 'n kworum nie teenwoordig is binne ..... (vasgestelde tyd, byvoorbeeld 30 minute) vanaf die tyd wat vir 'n vergadering vasgestel is nie, moet die vergadering vir sewe dae verdaag tot 'n tyd en plek wat deur die voorsitter aangekondig word, op die verdaagde vergadering sal die lede wat dan teenwoordig is, 'n kworum vorm. Alle lede moet van die verdaagde vergadering in kennis gestel word.

**8.4 STEMMING**

8.4.1 Slegs lede wat bewys van hul identiteit en lidmaatskap kan lewer, mag op spesiale algemene vergaderings stem. 'n Identiteitsdokument, paspoort of ledekaart sal as bewys van identiteit dien.

8.4.2 Stemming moet per geheime stembrief wees.

**9. FINANSIES EN EKSTERNE OUDITERING****9.1 JAARLIKSE AFFILIASIEGELD**

9.1.1 Die bedrag aan affiliasiegeld wat elke lid jaarliks aan die Vereniging moet betaal, is soos deur die Uitvoerende Komitee aanbeveel en op die AJV of 'n spesiale algemene vergadering goedgekeur. Die Uitvoerende Komitee kan hierdie affiliasiegeld na goedgekeurde van die lede vorder.

9.1.2 Geen fondse van die Vereniging mag vir enige ander doel as vir belegging of vir die doelstellings waarvoor die Vereniging gestig is, aangewend word nie.

**9.2 BOEKJAAR**

Die boekjaar van die Vereniging eindig op .... (moet deur Vereniging ingevul word) van elke jaar. Die tesourier moet 'n finansiële kwartaalstaat opstel vir voorlegging aan die Uitvoerende Komitee.

**9.3 FINANSIELE STATE EN BOEKE**

9.3.1 'n Bankrekening of -rekenings moet in die naam van die Vereniging geopen word en al die Vereniging se geld moet daarin gestort word.

9.3.2 Boeke en verslae moet behoorlik bygehou word.

9.3.3 Geouditeerde rekenings moet op die AJV voorgelê word of wanneer ook al die Uitvoerende Komitee dit verlang.

9.3.4 Die tesourier en 'n aangestelde lid van die Uitvoerende Komitee is verantwoordelik vir alle betalings in en onttrekkings uit die rekening of rekenings en is die enigste lede wat finansiële dokumente namens die Vereniging mag teken.

**9.4 EKSTERNE OUDITERING**

9.4.1 'n Onafhanklike ouditeursfirma moet deur die Vereniging aangestel word om sy boeke te ouditeer.

9.4.2 Die Ouditeursfirma moet jaarliks op die AJV heraan gestel word.

## 9.5 RATIFICATION OF EXPENDITURE

Expenditure incurred must be according to an annual budget approved at the AGM and members have the right to scrutinise the financial statements/documents quarterly.

## 10. DISCIPLINARY FUNCTIONS

### 10.1 DISCIPLINARY PROCEDURE

- 10.1.1 A disciplinary committee must be formed to investigate complaints of any breach of the code of conduct by a member.
- 10.1.2 The disciplinary committee must consist of the Chairperson and two non-executive members who are to be elected at the AGM.
- 10.1.3 The disciplinary committee may only act against a member after having received a written complaint from any person.
- 10.1.4 All written complaints must be supported by sufficient *prima facie* evidence of the complaints and must be in the form of sworn affidavits.
- 10.1.5 After receipt of a complaint or complaints, the disciplinary committee must inform the member concerned ("the accused") in writing of the nature of the complaint or complaints and allow the accused a reasonable opportunity to furnish a written reply.
- 10.1.6 Irrespective of whether or not the accused replies in writing, the committee may, if it considers the matter to be of a sufficiently serious nature, call upon the complainant and the accused to attend a hearing at a time and place determined by the committee.
- 10.1.7 The committee must allow both parties a fair and equal opportunity to present their case.
- 10.1.8 The following rules of natural justice shall apply:
  - (a) The accused must be given a proper hearing by the committee.
  - (b) The accused must be given an opportunity of producing evidence and of correcting or contradicting any prejudicial statement or allegation made against him or her.
  - (c) The committee must give both sides a fair hearing and observe the principles of justice.
  - (d) The committee must discharge its duties honestly and impartially.
  - (e) The committee must base its decision on a fair and *bona fide* finding.
  - (f) If a committee member has a personal, financial or any other interest in the matter, he or she must recuse himself or herself and another member be elected to replace him or her.
- 10.1.9 An accused is entitled to legal representation or representation by a fellow member. The committee may employ a legal representative if the accused chooses legal representation, or request another member to act as prosecutor if the accused is represented by another member.
- 10.1.10 If the committee finds the accused guilty of improper conduct, he or she may either receive a written warning or be suspended for a period not exceeding one year or expelled from the Association.
- 10.1.11 Alternatively, the committee may impose an administrative fine ranging from R10.00 to a maximum of R1 000.00.
- 10.1.12 If such member fails to pay the fine within the time fixed by the committee, he or she will automatically be expelled from the Association.

## 9.5 GOEDKEURING VAN UITGAWE

Uitgawes wat aangegaan word, moet volgens 'n jaarlikse begroting wees wat op die AJV goedgekeur is, en lede het die reg om die finansiële state/dokumente kwartaalliks te bestudeer.

## 10. DISSIPLINÊRE FUNKSIES

### 10.1 DISSIPLINÊRE PROSEDURE

- 10.1.1 'n Dissiplinêre komitee moet saamgestel word om klagtes oor enige skending van die gedragskode deur 'n lid te ondersoek.
- 10.1.2 Die dissiplinêre komitee moet uit 'n voorsitter, wat 'n lid van die Uitvoerende Komitee moet wees, en twee nie-Uitvoerende Komiteeledes wat op die AJV verkies moet word, bestaan.
- 10.1.3 Die dissiplinêre komitee mag slegs teen 'n lid optree nadat die komitee 'n skriftelike klagte van iemand ontvang het.
- 10.1.4 Alle skriftelike klagtes moet deur voldoende *prima facie*-bewys van die klagtes gesteun word en moet in die vorm van beëdigde verklarings wees.
- 10.1.5 Na ontvangs van 'n klagte of klagtes moet die dissiplinêre komitee die betrokke lid ("die beskuldigde") skriftelik in kennis stel van die aard van die klagte of klagtes en die beskuldigde 'n redelike geleentheid bied om skriftelik daarop te antwoord.
- 10.1.6 Ongeag of die beskuldigde skriftelik antwoord of nie, kan die komitee, as die saak na sy mening ernstig genoeg is, die klaaer of klagster en die beskuldigde aansê om 'n ondersoekverhoor by te woon op tyd en plek wat die komitee bepaal.
- 10.1.7 Wanneer die komitee die ondersoek uitvoer, moet hy albei partye 'n billike en gelyke geleentheid bied om hul saak te stel.
- 10.1.8 Die volgende reëls van natuurlike geregtigheid moet geld:
  - (a) Die beskuldigde moet behoorlik deur die komitee aangehoor word.
  - (b) Die beskuldigde moet die geleentheid gebied word om getuienis voor te lê en om enige nadelige stelling of bewering wat teen hom of haar gemaak word, reg te stel of teen te spreek.
  - (c) Die komitee moet albei partye op onpartydige wyse aanhoor en die beginsels van regverdigheid handhaaf.
  - (d) Die komitee moet sy pligte eerlik en onpartydig uitvoer.
  - (e) Die komitee moet sy beslissing op 'n regverdige en *bona fide*-bevinding grond.
  - (f) As 'n Komiteelid 'n persoonlike of finansiële betrokkenheid of enige ander belang in 'n saak het, moet die lid hom of haar verskoon en 'n ander persoon moet dan gekies word om hom of haar te vervang.
- 10.1.9 'n Beskuldigde is op regsverteenvoordiging of verteenwoordiging deur 'n medelid geregtig. Die komitee kan 'n regsverteenvoordiger aanstel indien die beskuldigde regsverteenvoordiging kies, of 'n ander lid versoek om as aanklaer op te tree indien die beskuldigde deur 'n ander lid verteenwoordig word.
- 10.1.10 Indien die komitee die beskuldigde aan onbehoorlike gedrag skuldig bevind, kan hy of sy of skriftelik gewaarsku word of vir 'n tydperk van hoogstens een jaar geskors word, of sy of haar lidmaatskap van die Vereniging kan beëindig word.
- 10.1.11 Anders kan die komitee 'n administratiewe boete opleë wat van R10.00 tot hoogstens R1 000.00 wissel.
- 10.1.12 Indien so 'n lid versuim om die boete te betaal binne die tyd wat die komitee vasgestel het, sal sy of haar lidmaatskap outomaties beëindig word.

10.1.13 Any outstanding fine and any other outstanding fees will be a debt to the Association and may be collected through normal legal procedures.

10.1.14 A report on the proceedings and finding of the disciplinary committee must be compiled and submitted to the Executive Committee.

10.1.15 If the disciplinary procedure is brought against a member of the Executive Committee, the complainant and the Executive Committee may each request a person unconnected to the taxi industry to be a member of the disciplinary committee.

## 10.2 GRIEVANCE PROCEDURE

- (a) A grievance procedure is attached as Annexure B.
- (b) A grievance committee must be formed to oversee the function of resolution of grievances.
- (c) The grievance committee must consist of a chairperson who is a member of the Executive Committee and two non-executive members and who are the AGM.

## 10.3 APPEAL PROCEDURE

10.3.1 The appeal procedure gives a member who has been warned, fined, suspended or expelled an opportunity to have his or her case reheard by a different chairperson and committee, if the member believes that the original inquiry was not fair.

10.3.2 The appeal must be lodged within three calendar weeks of the signing of the report.

10.3.3 The appeal must be submitted to the secretary of the Association.

10.3.4 The Executive Committee must then decide on another chairperson and two (*to be filled in by Association*) other persons to conduct the inquiry.

10.3.5 The appeal inquiry must be conducted within two calendar weeks of the appeal being lodged.

10.3.6 The Secretary must inform the accused at least two days prior to the appeal date of the venue, date and time of the appeal.

## 10.4 CONFLICT RESOLUTION

The Executive Committee shall formulate procedures to resolve conflict.

## 10.5 ARBITRATION

Members who cannot resolve a conflict situation by means of the methods provided for in the Constitution may resort to arbitration.

## 11. AMENDMENT OF CONSTITUTION

(a) No amendment to the Constitution may take away any existing right from a member.

(b) All amendments to the Constitution must be approved at the AGM by a two-thirds majority of members present and voting.

(c) Amendments must be submitted to the Registrar for approval and will not be valid until such approval has been received.

10.1.13 Enige uitstaande boete en enige ander uitstaande gelde sal aan die Vereniging verskuldig wees en kan by wyse van normale regsprosedures gevorderd word.

10.1.14 'n Verslag oor die verrigtinge en bevinding van die dissiplinêre komitee moet opgestel en aan die Uitvoerende Komitee voorgelê word.

10.1.15 As die dissiplinêre prosedure teen 'n lid van die Uitvoerende Komitee in werking gestel word, kan die klaer of klagster en die Uitvoerende Komitee elk versoek dat 'n persoon, wat nie by die taxibedryf betrokke is nie, 'n lid van die dissiplinêre komitee moet wees.

## 10.2 GRIEWEPROSEDURE

- (a) 'n Grieweprosedure is as Aanhangsel B aangeheg.
- (b) 'n Griewekomitee moet saamgestel word om toesig te hou oor die funksie van griewe by te lê.
- (c) Die griewekomitee moet bestaan uit 'n voorsitter, wat 'n lid van die Uitvoerende Komitee is, en twee nie-Uitvoerende Komitee lede wat op die AJV sal verkies word.

## 10.3 APPËLPROSEDURE

10.3.1 Die appêlprosedure bied 'n lid wat gewaarsku, beboet of geskors is of wie se lidmaatskap van die Vereniging beëindig is, die geleentheid om weer sy of haar saak deur 'n ander voorsitter en komitee te laat verhoor indien die lid van mening is dat die oorspronklike ondersoek nie billik was nie.

10.3.2 Appêl moet binne drie kalenderweke vanaf die ondertekening van die verslag aangeteken word.

10.3.3 Die appêl moet by die Sekretaris van die Vereniging ingedien word.

10.3.4 Die Uitvoerende Komitee moet dan op 'n ander voorsitter en twee ander persone wat die ondersoek moet uitvoer, besluit.

10.3.5 Die appêlverhoor moet plaasvind binne twee kalenderweke vandat appêl aangeteken is. Die sekretaris moet die beskuldigde ten minste twee dae voor die appêldatum in kennis stel van die datum, tyd en plek van die verhoor.

## 10.4 KONFLIKTBESLEGTING

Die Uitvoerende Komitee moet 'n prosedure vir konflikbeslagting formuleer.

## 10.5 ARBITRASIE

Lede wat 'n konfliktsituasie nie volgens dimetode waarvoor daar in die Konstitusie voorsiening gemaak word, kan oplos nie, kan hulle tot arbitrasie wend.

## 11. WYSIGING VAN KONSTITUSIE

(a) Geen wysiging van die Konstitusie mag enige reg van 'n lid wegneem nie.

(b) Alle wysigings van die Konstitusie moet op die AJV goedgekeur word deur 'n tweederdemeerderheid van lede wat teenwoordig is en stem.

(c) Wysigings moet aan die Registrateur voorgelê word vir goedkeuring en is nie geldig alvorens dié goedkeuring verleen is nie.

## ANNEXURE A

## STANDARD CODE OF CONDUCT

## 1. General statement

It is imperative that the Association aspires to attain and maintain the highest possible ethical standards, in its own interest and in the interest of the transport industry.

Taxi operators should run their business as a service to the public. It is therefore vital for the industry to gain the respect and support of the public it serves. Taxi operators should also strive towards a violent free taxi industry.

The Code of Conduct is not intended to be exhaustive, and the Association and the Registrar have final discretion in deciding on the propriety or otherwise of a complaint received.

## 1.1 Operators

- (a) Operators must conduct their business with due regard to the safety of the public. This means that operators must do everything in their power to ensure that no violent incidents occur.
- (b) Operators must not use taxis that are unsafe, unroadworthy or for which no certificate of fitness ("roadworthy certificate") has been issued under the road traffic laws.
- (c) Operators must exercise proper control over their drivers.
- (d) Operators may not use drivers who are not adequately trained.
- (e) Operators must adhere to the provisions of the Constitution.
- (f) Operators must maintain confidentiality with regard to the internal affairs of the Association.
- (g) Operators may not organise or participate in any subversive activity against the Association or provincial, local and regional associations.
- (h) Operators may not hold membership of more than one taxi association operating on the same route or routes without the consent of the Association.
- (i) An operator who, as a member of the Association, has been duly elected to any office must perform the duties of his office diligently and to the best of his ability.
- (j) Operators may not without good cause, fail to attend meetings of the Association.
- (k) Operators shall not take part in personal attacks on or slander an office bearer or a staff member employed by the Association.
- (l) Operators shall not without good cause fail to appear before the disciplinary committee of the Association when called upon to do so.
- (m) Operators' vehicles must at all times be neat, roadworthy and be kept in accordance with the requirements of the roadworthy certificate.
- (n) Operators must at all times carry in or display on their vehicles the Association's logo and number, the public road carrier permit, the roadworthy certificate, the rank token and the operator's name, address and telephone number.
- (o) In the event of a breakdown, the operator's vehicle must without delay be removed from the roadway. If possible, an alternative vehicle should be provided to ensure that the passengers reach their destinations as swiftly as possible.

## AANHANGSEL A

## STANDAARDGEDRAGSKODE

## 1. Algemene stelling

Dit is noodsaaklik dat die Vereniging in sy eie belang, en in die belang van die vervoerbedryf, daarna moet streef om die hoogs moontlike etiese standaarde te bereik en te handhaaf.

Taxi-operateurs moet hul sake bedryf as 'n diens aan die publiek. Dit is dus van die allergrootste belang vir die bedryf om die agting en ondersteuning van die publiek wat hy dien, te verkry. Taxi operateurs moet ook na 'n geweldvrye taxibedryf streef.

Die Gedragskode is nie bedoel om volledig te wees nie, en die Vereniging en die Registrateur het die finale seggenskap wanneer daar oor die gepastheid al dan nie van 'n klagte wat ontvang word, besluit moet word.

## 1.1 Operateurs

- (a) Operateurs moet hul ondernemings bedryf met behoorlike inagneming van die veiligheid van die publiek. Dit beteken dat operateurs al die moontlike moet doen om te verseker dat daar geen voorvalle van geweld is nie.
- (b) Operateurs mag nie taxi's gebruik wat onveilig, onpadwaardig is of waarvoor geen geskikheidsertifikaat ("padwaardigheidssertifikaat") kragtens die padverkeerswette uitgereik is nie.
- (c) Operateurs moet behoorlike beheer oor hul bestuurders uitoefen.
- (d) Operateurs mag nie bestuurders gebruik wat nie gekwalifiseerd is nie.
- (e) Operateurs moet by die bepalings van die Konstitusie hou.
- (f) Operateurs moet vertroulikheid met betrekking tot die huishoudelike sake van die Vereniging handhaaf.
- (g) Operateurs mag nie enige ondermynende aktiwiteit teen die Vereniging of provinsiale, plaaslike of streeksverenigings organiseer of daaraan deelneem nie.
- (h) Operateurs mag nie, sonder verlof van die Vereniging lid wees van meer as een taxivereniging wat dieselfde roete of roetes gebruik nie.
- (i) 'n Operateur wat as lid van die Vereniging behoorlik tot enige amp verkies is, moet die pligte van die amp tot die beste van sy vermoë en nougeset uitvoer.
- (j) Operateurs mag nie sonder goeie rede versuim om vergaderings by te woon nie.
- (k) Operateurs mag nie meedoen aan persoonlike aanvalle op of kwaadpraterij teen 'n ampsdraer of 'n personeelid in diens van die Vereniging nie.
- (l) Operateurs mag nie sonder goeie rede versuim om voor die dissiplinêre komitee van die Vereniging te verskyn wanneer hulle aangesê word om dit te doen nie.
- (m) Operateurs se voertuie moet te alle tye netjies, padwaardig wees en onderhou word ooreenkomstig die vereistes van die padwaardigheidssertifikaat.
- (n) Operateurs moet te alle tye die Vereniging se embleem en nommer, die openbare padvervoerpermit, die padwaardigheidssertifikaat, die taxistaanplektekens en die operateur se naam, adres en telefoonnommer in hul voertuie hou of op hul voertuie vertoon.
- (o) In geval van teenspoed moet die operateur se voertuig sonder versuim van die padvlak verwyder word. Indien moontlik behoort 'n ander voertuig verskaf te word om te verseker dat die passasiers hul bestemmings so gou moontlik bereik.

- (p) Route information must be displayed on the vehicle, as prescribed by provincial regulation.

### 1.2 Drivers

- (a) Drivers may not participate in violent activities or activities that could in any way induce violence.
- (b) Drivers must adhere to the rules of the road and particularly refrain from driving negligently or recklessly. Drivers must therefore obey all laws and rules promulgated under any Act, regulation or ordinance relating to the driving and maintenance of vehicles on public roads.
- (c) Drivers may under no circumstances disrupt the normal operations of road traffic in any manner.
- (d) Drivers must refrain from continual and persistent minor traffic violations such as parking offences.
- (e) Drivers may only drive roadworthy vehicles registered with the Registrar and the Association.
- (f) All registered drivers must carry proof of registration in their vehicles.
- (g) Drivers are entitled to register with a drivers' association.
- (h) Drivers must hold a valid public or professional driver's permit and a driver's licence.
- (i) Drivers may not use foul language or conduct themselves in a disorderly manner in public.
- (j) Drivers must at all times treat passengers with respect and courtesy and take great care to ensure the comfort and safety of passengers.
- (k) Drivers must render passengers any assistance that is necessary for the efficient operation of the service.
- (l) Drivers may not overcharge passengers.
- (m) Drivers may not operate vehicles for public conveyance if the vehicles are unsafe or unfit to be so operated.
- (n) Drivers may not operate vehicles which are not clean and neat in appearance.
- (o) Drivers must be clean and neatly dressed.
- (p) Drivers may not obstruct operations at a rank.
- (q) Drivers must load passengers on a first-come, first-served basis.
- (r) Drivers of the first three vehicles at a taxi rank must be in or in the immediate vicinity of their vehicles.
- (s) Drivers may not repair or maintain vehicles at ranks and stopping places.
- (t) Drivers may not gamble or use intoxicating liquor at taxi facilities.
- (u) Drivers may not allow passengers to litter.

### 1.3 Operators and drivers

- (a) Operators and drivers must at all times strive to maintain a good relationship with the authorities and law enforcement officers.
- (b) Operators and drivers must co-operate with and obey any police officer, traffic officer or transportation inspector and carry out all instructions given by them to assist them in carrying out their official duties.

- (p) Roetebesonderhede moet vertoon word op die voertuig, soos deur die provinsiale regulasies voorgeskryf word.

### 1.2 Bestuurders

- (a) Bestuurders mag nie aan gewelddadige handelings of handelings wat hoegenaamd tot geweld aanleiding kan gee, deelneem nie.
- (b) Bestuurders moet by die padreëls hou en hulle in die besonder daarvan weerhou om nalatig of roekeloos te bestuur. Bestuurders moet dus alle wette en reëls wat kragtens enige Wet, regulasie of ordonnansie insake die bestuur en onderhoud van voertuie op openbare paaie uitgevaardig is, gehoorsaam.
- (c) Bestuurders mag in geen omstandighede die normale werkinge van padverkeer op enige wyse ontwrig nie.
- (d) Bestuurders moet hulle daarvan weerhou om herhaaldelik en aanhoudend verkeersoortredings van 'n minder ernstige aard, soos parkeroortredings, te begaan.
- (e) Bestuurders mag slegs padwaardige voertuie wat by die Registrateur en die Vereniging geregistreer is, bestuur.
- (f) Alle geregistreerde bestuurders moet bewys van registrasie in hul voertuie hou.
- (g) Bestuurders is geregtig om by 'n bestuurdersvereniging te registreer.
- (h) Bestuurders moet 'n geldige openbare of professionele bestuurderspermit en 'n bestuurderslisensie besit.
- (i) Bestuurders mag nie liederlike taal gebruik of hulle wanordelik gedra in die openbaar nie.
- (j) Bestuurders moet passasiers te alle tye met agting en hoflikheid behandel en groot sorg dra om die gerief en veiligheid van passasiers te verseker.
- (k) Bestuurders moet enige hulp aan passasiers verleen wat nodig is vir die doeltreffende bedryf van die diens.
- (l) Bestuurders mag passasiers nie te veel laat betaal nie.
- (m) Bestuurders mag nie voertuie vir openbare vervoer gebruik as die voertuie onveilig of ongeskik is om so gebruik te word nie.
- (n) Bestuurders mag nie voertuie gebruik wat nie skoon en netjies is nie.
- (o) Bestuurders moet skoon en netjies geklee wees.
- (p) Bestuurders mag nie werksaamhede by 'n taxistaanplek belemmer nie.
- (q) Bestuurders moet passasiers wat eerste kom, eerste oplaai.
- (r) Bestuurders van die eerste drie voertuie by 'n taxistaanplek moet in of in die onmiddellike omgewing van hul voertuie wees.
- (s) Bestuurders mag nie herstel- of onderhoudwerk aan voertuie by taxistaanplekke en stilhouplekke doen nie.
- (t) Bestuurders mag nie dubbel of sterk drank gebruik by taxifasiliteite nie.
- (u) Bestuurders mag nie passasiers toelaat om rommel te strooi nie.

### 1.3 Operateurs en bestuurders

- (a) Operateurs en bestuurders moet te alle tye daarna streef om 'n goeie verhouding met die owerhede en wetstoepassingsbeamptes te handhaaf.
- (b) Operateurs en bestuurders moet met enige polisiebeampte, verkeersbeampte of vervoerinspekteur saamwerk, hulle gehoorsaam, en alle opdragte wat deur hulle gegee word, uitvoer om hulle by die uitvoering van hul amptelike plig te help.

- (p) Route information must be displayed on the vehicle, as prescribed by provincial regulation.

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- (c) Bestuurders mag in geen omstandighede die normale werkinge van padverkeer op enige wyse ontwrig nie.
- (d) Bestuurders moet hulle daarvan weerhou om herhaaldelik en aanhoudend verkeersoortredings van 'n minder ernstige aard, soos parkeroortredings, te begaan.
- (e) Bestuurders mag slegs padwaardige voertuie wat by die Registrateur en die Vereniging geregistreer is, bestuur.
- (f) Alle geregistreerde bestuurders moet bewys van registrasie in hul voertuie hou.
- (g) Bestuurders is geregtig om by 'n bestuurdersvereniging te registreer.
- (h) Bestuurders moet 'n geldige openbare of professionele bestuurderspermit en 'n bestuurderslisensie besit.
- (i) Bestuurders mag nie liederlike taal gebruik of hulle wanordelik gedra in die openbaar nie.
- (j) Bestuurders moet passasiers te alle tye met agting en hoflikheid behandel en groot sorg dra om die gerief en veiligheid van passasiers te verseker.
- (k) Bestuurders moet enige hulp aan passasiers verleen wat nodig is vir die doeltreffende bedryf van die diens.
- (l) Bestuurders mag passasiers nie te veel laat betaal nie.
- (m) Bestuurders mag nie voertuie vir openbare vervoer gebruik as die voertuie onveilig of ongeskik is om so gebruik te word nie.
- (n) Bestuurders mag nie voertuie gebruik wat nie skoon en netjies is nie.
- (o) Bestuurders moet skoon en netjies geklee wees.
- (p) Bestuurders mag nie werksaamhede by 'n taxistaanplek belemmer nie.
- (q) Bestuurders moet passasiers wat eerste kom, eerste oplaai.
- (r) Bestuurders van die eerste drie voertuie by 'n taxistaanplek moet in of in die onmiddellike omgewing van hul voertuie wees.
- (s) Bestuurders mag nie herstel- of onderhoudwerk aan voertuie by taxistaanplekke en stilhouplekke doen nie.
- (t) Bestuurders mag nie dubbel of sterk drank gebruik by taxifasiliteite nie.
- (u) Bestuurders mag nie passasiers toelaat om rommel te strooi nie.

### 1.3 Operateurs en bestuurders

- (a) Operateurs en bestuurders moet te alle tye daarna streef om 'n goeie verhouding met die owerhede en wetstoepassingsbeamptes te handhaaf.
- (b) Operateurs en bestuurders moet met enige polisiebeampte, verkeersbeampte of vervoerinspekteur saamwerk, hulle gehoorsaam, en alle opdragte wat deur hulle gegee word, uitvoer om hulle by die uitvoering van hul amptelike plig te help.

- (c) Operators and drivers may not make press, radio or television statements unless properly authorised by the Association on behalf of which the statements are made.
- (d) Operators and drivers may not publish or distribute a pamphlet or document with regard to the affairs of the Association without its consent.
- (e) Operators and drivers may not call, hold or attend protest meetings or arrange any other form of protest against the Association in a manner which is contrary to the provisions of the Constitution or the grievance procedure.
- (f) Operators and drivers may not take part in any political activities on behalf of or in the name of the Association without the consent of the members.
- (g) Operators and drivers may not threaten or intimidate any person.
- (h) Operators and drivers may not organise or take part in boycotts without the consent of the Association.

## 2. General

- 2.1 This code of conduct is also binding on all staff members of the Association.
- 2.2 If a breach of this code of conduct comes to the attention of any operator, driver, commuter, authority or law enforcement officer, it must immediately be reported to the Association.

## ANNEXURE B

### STANDARD GRIEVANCE PROCEDURE

#### 1. MAIN OBJECTIVE

- 1.1 The main objective of the grievance procedure is to enable a member or group of members to raise, and cause an adjudication of, a matter which he or she or they may feel aggrieved about, including unjust treatment by the management of the Association. A further objective is to bring such matter to the attention of the Executive Committee.

The basic principle of the grievance procedure is that all parties must be intent on resolving the grievance at the earliest possible stage.

- 1.2 The main purpose of this procedure is to —

- (a) avoid conflict;
- (b) settle disputes promptly;
- (c) protect the interests of the Executive Committee and the members;
- (d) recognise the rights of members; and
- (e) create a mechanism whereby members may obtain a fair trial against a practice that may appear to be unjust.

- 1.3 The Executive Committee has the right and duty to take disciplinary steps against offenders who contravene the prescribed Code of Conduct (see Annexure A).

#### 2. TERMINOLOGY

- 2.1 A grievance is any dissatisfaction or feeling of having been wronged on the part of a member or group of members regarding membership and related matters.
- 2.2 This grievance procedure is available to any member or group of members who followed the prescribed procedure and used the prescribed forms, provided that the signatures of at least ..... (to be filled in by Association) members of good standing are obtained in support of the case concerned.

- (c) Operateurs en bestuurders mag nie pers-, radio- of televisieverklarings doen nie tensy behoorlik daartoe gemagtig deur die Vereniging namens wie die verklaringe gedoen word.

- (d) Operateurs en bestuurders mag nie sonder verlov van die Vereniging 'n pamflet of dokument wat op die sake van die Vereniging betrekking het, publiseer of versprei nie.

- (e) Operateurs en bestuurders mag nie protesvergaderings belê, hou of bywoon of enige ander vorm van protes teen die Vereniging reël op 'n wyse wat met die bepalings van die Konstitusie of die grieweprosedure strydig is nie.

- (f) Operateurs en bestuurders mag nie, sonder die toestemming van die lede, namens of in die naam van die Vereniging aan enige politieke bedrywighede deelneem nie.

- (g) Operateurs en bestuurders mag niemand dreig of intimideer.

- (h) Operateurs en bestuurders mag nie boikotte organiseer of daaraan deelneem sonder verlov van die Vereniging nie.

## 2. Algemeen

- 2.1 Hierdie gedragskode is ook bindend vir alle personele van die Vereniging.

- 2.2 Indien 'n skending van hierdie gedragskode onder die aandag van enige operateur, bestuurder, pendelaar, owerheid of wetstoepassingsbeampte kom, moet dit onmiddellik by die Vereniging aangemeld word.

## AANHANGSEL B

### STANDAARDGRIEWEPROSEDURE

#### 1. HOOFDOELSTELLING

- 1.1 Die hoofdoelstelling van die grieweprosedure is om 'n lid of groep lede in staat te stel om enige saak waaroor hy of sy of hulle gegrief is, insluitende onbillike behandeling deur die Vereniging se bestuur, aanhangig te maak en 'n beslissing daarvoor te verkry. 'n Verdere doelstelling is om so 'n saak onder die aandag van die Uitvoerende Komitee te bring.

Die grieweprosedure is gegrond op die beginsel dat alle partye vasbeslote moet wees om die grief in die vroeë moontlike stadium te besleg.

- 1.2 Die hoofdoel van hierdie prosedure is om —

- (a) konflik te vermy;
- (b) geskille spoedig te besleg;
- (c) die belange van die Uitvoerende Komitee en die lede te beskerm;
- (d) die regte van lede te erken; en
- (e) 'n meganisme te skep waardeur lede 'n billike verhoor kan verkry ten opsigte van 'n praktyk wat oënskynlik onbillik is.

- 1.3 Dit is die Uitvoerende Komitee se reg en plig om dissiplinêre stappe te doen teen oortreders van die voorgeskrewe gedragskode (sien aanhangsel A).

#### 2. TERMINOLOGIE

- 2.1 'n Grief is enige misnoeë of gevoel van veronreg te wees van die kant van 'n lid of groep lede oor lidmaatskap en verwante sake.

- 2.2 Hierdie grieweprosedure is tot die beskikking van enige lid of groep lede wat die voorgeskrewe prosedure volg en die voorgeskrewe vorms gebruik, mits die handtekeninge van minstens ..... (moet deur Vereniging ingevul word) lede van aansien verkry word ter ondersteuning van die betrokke saak.

- (c) Operators and drivers may not make press, radio or television statements unless properly authorised by the Association on behalf of which the statements are made.
- (d) Operators and drivers may not publish or distribute a pamphlet or document with regard to the affairs of the Association without its consent.
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The basic principle of the grievance procedure is that all parties must be intent on resolving the grievance at the earliest possible stage.

- 1.2 The main purpose of this procedure is to —

- (a) avoid conflict;
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- (c) protect the interests of the Executive Committee and the members;
- (d) recognise the rights of members; and
- (e) create a mechanism whereby members may obtain a fair trial against a practice that may appear to be unjust.

- 1.3 The Executive Committee has the right and duty to take disciplinary steps against offenders who contravene the prescribed Code of Conduct (see Annexure A).

#### 2. TERMINOLOGY

- 2.1 A grievance is any dissatisfaction or feeling of having been wronged on the part of a member or group of members regarding membership and related matters.
- 2.2 This grievance procedure is available to any member or group of members who followed the prescribed procedure and used the prescribed forms, provided that the signatures of at least ..... (to be filled in by Association) members of good standing are obtained in support of the case concerned.

- (c) Operateurs en bestuurders mag nie pers-, radio- of televisieverklarings doen nie tensy behoorlik daartoe gemagtig deur die Vereniging namens wie die verklarings gedoen word.

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- (f) Operateurs en bestuurders mag nie, sonder die toestemming van die lede, namens of in die naam van die Vereniging aan enige politieke bedrywighede deelneem nie.

- (g) Operateurs en bestuurders mag niemand dreig of intimideer.

- (h) Operateurs en bestuurders mag nie boikotte organiseer of daaraan deelneem sonder verlov van die Vereniging nie.

## 2. Algemeen

- 2.1 Hierdie gedragskode is ook bindend vir alle personele van die Vereniging.
- 2.2 Indien 'n skending van hierdie gedragskode onder die aandag van enige operateur, bestuurder, pendelaar, owerheid of wetstoepassingsbeampte kom, moet dit onmiddellik by die Vereniging aangemeld word.

## AANHANGSEL B

### STANDAARDGRIEWEPROSEDURE

#### 1. HOOFDOELSTELLING

- 1.1 Die hoofdoelstelling van die grieweprosedure is om 'n lid of groep lede in staat te stel om enige saak waaroor hy of sy of hulle gegrief is, insluitende onbillike behandeling deur die Vereniging se bestuur, aanhangig te maak en 'n beslissing daarvoor te verkry. 'n Verdere doelstelling is om so 'n saak onder die aandag van die Uitvoerende Komitee te bring.

Die grieweprosedure is gegrond op die beginsel dat alle partye vasbeslote moet wees om die grief in die vroeë moontlike stadium te besleg.

- 1.2 Die hoofdoel van hierdie prosedure is om —

- (a) konflik te vermy;
- (b) geskille spoedig te besleg;
- (c) die belange van die Uitvoerende Komitee en die lede te beskerm;
- (d) die regte van lede te erken; en
- (e) 'n meganisme te skep waardeur lede 'n billike verhoor kan verkry ten opsigte van 'n praktyk wat oënskynlik onbillik is.

- 1.3 Dit is die Uitvoerende Komitee se reg en plig om dissiplinêre stappe te doen teen oortreders van die voorgeskrewe gedragskode (sien aanhangsel A).

#### 2. TERMINOLOGIE

- 2.1 'n Grief is enige misnoeë of gevoel van veronreg te wees van die kant van 'n lid of groep lede oor lidmaatskap en verwante sake.

- 2.2 Hierdie grieweprosedure is tot die beskikking van enige lid of groep lede wat die voorgeskrewe prosedure volg en die voorgeskrewe vorms gebruik, mits die handtekeninge van minstens ..... (moet deur Vereniging ingevul word) lede van aansien verkry word ter ondersteuning van die betrokke saak.

2.3 The purpose of this grievance procedure is to enable a member or group of members to discuss and resolve any complaints or grievances and to provide a formal guide for the fair and equitable resolution of complaints, grievances and disputes.

2.4 The grievance procedure should ensure —

- (a) that grievances are aired and brought to finality;
- (b) settlement of grievances as close to the point of origin as possible; and
- (c) an equitable and fair settlement.

2.5 The grievance procedure should not serve as an appeal mechanism against disciplinary steps taken in terms of the disciplinary procedure.

### 3. GRIEVANCE PROCEDURE

Every attempt should be made to settle difficulties by discussion. The grievance procedure should only be entered into if it is proven that such discussions has failed.

#### Step 1: Conflict resolution

- 1.1 A member or group of members must complete a grievance form (see example attached).
- 1.2 The completed and signed form must be submitted to the grievance committee.
- 1.3 The chairperson of the grievance committee must determine a date on which a member or group of members must present their grievances to the committee.
- 1.4 The date must not be later than three days after the grievance form was submitted.
- 1.5 The committee and the member or group of members must have as its main purpose the equitable settlement of the grievance.
- 1.6 The chairperson of the grievance committee must prepare a report on the proceedings of the grievance committee for submission to the Executive Committee.
- 1.7 Should the aggrieved member or group of members not be satisfied with the outcome of the meeting, the matter must be referred to mediation by the Chairperson of the Grievance Committee.

#### Step 2: Mediation

Only to be entered into if Step 1 fails.

- 2.1 The chairperson of the grievance committee must submit the report on the proceedings of the meeting referred to in Step 1 to an independent mediator who must not be a member of the Association.
- 2.2 The mediator must mediate between the parties to try and reach a solution with one calendar week after the matter was submitted.
- 2.3 Should the aggrieved member or group of members not be satisfied with the outcome of the mediation process, the matter must be referred for arbitration.
- 2.4 The mediator must submit a report on the mediation process to the chairperson of the grievance committee.

#### Step 3: Arbitration

Only to be entered into if Step 2 fails.

- 3.1 The chairperson of the grievance committee must, within three (3) days of receiving the report of the mediator, appoint an arbitrator to finalise the grievance if this remains understood.
- 3.2 The decision of the arbitrator is final and must be adhered to.
- 3.3 The rules of Arbitration as defined in the Arbitration Act shall apply.

2.3 Die doel van hierdie grieweprosedure is om 'n lid of groep lede in staat te stel om enige klagtes of griewe te bespreek en te besleg en om 'n formele riglyn te verskaf vir die regverdige en billike beslegting van klagtes, griewe en geskille.

2.4 Die grieweprosedure behoort te verseker dat —

- (a) griewe gelug en afgehandel word;
- (b) griewe so na as moontlik aan die punt waar dit ontstaan het, besleg word; en
- (c) 'n billike en regverdige vergelyk gekom word.

2.5 Die grieweprosedure behoort nie as 'n appell Meganisme te dien teen dissiplinêre stappe wat ingevolge die dissiplinêre prosedure gedoen word nie.

### 3. GRIEWEPROSEDURE

Al die moontlike moet gedoen word om probleme deur bespreking te besleg, en daar moet slegs tot hierdie grieweprosedure oorgegaan word as dit nie slaag nie.

#### Stap 1: Konflikbeslegting

- 1.1 'n Lid of groep lede moet 'n griewevorm invul (kyk aangehegte voorbeeld).
- 1.2 Die ingevulde en ondertekende vorm moet aan die griewekomitee voorgelê word.
- 1.3 Die voorsitter van die griewekomitee moet 'n datum bepaal waarop 'n lid of 'n groep lede hul griewe aan die komitee moet voorlê.
- 1.4 Dit moet nie later wees as drie dae nadat die griewevorm ingedien is nie.
- 1.5 Die komitee en die lid of lede se hoofdoel moet die billike oplos van die konflik wees.
- 1.6 Die voorsitter van die griewekomitee moet 'n verslag oor die verrigtinge van die griewekomitee opstel vir voorlegging aan die Uitvoerende Komitee.
- 1.7 As die veronregte lid of lede nie met die uitslag van die vergadering tevrede is nie, moet die saak deur die Voorsitter van die Griewekomitee vir bemiddeling verwys word.

#### Stap 2: Bemiddeling

Slegs indien Stap 1 nie slaag nie.

- 2.1 Die voorsitter van die griewekomitee moet die verslag oor die verrigtinge van die vergadering in Stap 1 aan 'n onafhanklike bemiddelaar, wat nie 'n lid van die Vereniging mag wees nie, voorlê.
- 2.2 Die bemiddelaar moet tussen die partye bemiddel om 'n oplossing vir die grief binne een kalenderweek nadat die saak voorgelê is, te probeer vind.
- 2.3 As die veronregte lid of groep lede nie met die uitslag van die bemiddelingsproses tevrede is nie, moet die saak vir arbitrasie verwys word.
- 2.4 Die bemiddelaar moet 'n verslag oor die bemiddelingsproses aan die voorsitter van die griewekomitee voorlê.

#### Stap 3: Arbitrasie

Slegs indien Stap 2 nie slaag nie.

- 3.1 Die voorsitter van die griewekomitee moet binne drie (3) dae vanaf ontvangs van die bemiddelaar se verslag 'n arbiter aanstel om die grief af te handel indien dit steeds die verstandhouding is.
- 3.2 Die besluit van die arbiter is afdoende en moet nagekom word.
- 3.3 Die Arbitrasiereëls en die Wet op Arbitrasie is van toepassing.

2.3 The purpose of this grievance procedure is to enable a member or group of members to discuss and resolve any complaints or grievances and to provide a formal guide for the fair and equitable resolution of complaints, grievances and disputes.

2.4 The grievance procedure should ensure —

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- 1.7 Should the aggrieved member or group of members not be satisfied with the outcome of the meeting, the matter must be referred to mediation by the Chairperson of the Grievance Committee.

#### Step 2: Mediation

Only to be entered into if Step 1 fails.

- 2.1 The chairperson of the grievance committee must submit the report on the proceedings of the meeting referred to in Step 1 to an independent mediator who must not be a member of the Association.
- 2.2 The mediator must mediate between the parties to try and reach a solution with one calendar week after the matter was submitted.
- 2.3 Should the aggrieved member or group of members not be satisfied with the outcome of the mediation process, the matter must be referred for arbitration.
- 2.4 The mediator must submit a report on the mediation process to the chairperson of the grievance committee.

#### Step 3: Arbitration

Only to be entered into if Step 2 fails.

- 3.1 The chairperson of the grievance committee must, within three (3) days of receiving the report of the mediator, appoint an arbitrator to finalise the grievance if this remains understood.
- 3.2 The decision of the arbitrator is final and must be adhered to.
- 3.3 The rules of Arbitration as defined in the Arbitration Act shall apply.

2.3 Die doel van hierdie grieweprosedure is om 'n lid of groep lede in staat te stel om enige klagtes of griewe te bespreek en te besleg en om 'n formele riglyn te verskaf vir die regverdige en billike beslegting van klagtes, griewe en geskille.

2.4 Die grieweprosedure behoort te verseker dat —

- (a) griewe gelug en afgehandel word;
- (b) griewe so na as moontlik aan die punt waar dit ontstaan het, besleg word; en
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2.5 Die grieweprosedure behoort nie as 'n appell Meganisme te dien teen dissiplinêre stappe wat ingevolge die dissiplinêre prosedure gedoen word nie.

### 3. GRIEWEPROSEDURE

Al die moontlike moet gedoen word om probleme deur bespreking te besleg, en daar moet slegs tot hierdie grieweprosedure oorgegaan word as dit nie slaag nie.

#### Stap 1: Konfliktbeslegting

- 1.1 'n Lid of groep lede moet 'n griewevorm invul (kyk aangehegte voorbeeld).
- 1.2 Die ingevulde en ondertekende vorm moet aan die griewekomitee voorgelê word.
- 1.3 Die voorsitter van die griewekomitee moet 'n datum bepaal waarop 'n lid of 'n groep lede hul griewe aan die komitee moet voorlê.
- 1.4 Dit moet nie later wees as drie dae nadat die griewevorm ingedien is nie.
- 1.5 Die komitee en die lid of lede se hoofdoel moet die billike oplos van die konflik wees.
- 1.6 Die voorsitter van die griewekomitee moet 'n verslag oor die verrigtinge van die griewekomitee opstel vir voorlegging aan die Uitvoerende Komitee.
- 1.7 As die veronregte lid of lede nie met die uitslag van die vergadering tevrede is nie, moet die saak deur die Voorsitter van die Griewekomitee vir bemiddeling verwys word.

#### Stap 2: Bemiddeling

Slegs indien Stap 1 nie slaag nie.

- 2.1 Die voorsitter van die griewekomitee moet die verslag oor die verrigtinge van die vergadering in Stap 1 aan 'n onafhanklike bemiddelaar, wat nie 'n lid van die Vereniging mag wees nie, voorlê.
- 2.2 Die bemiddelaar moet tussen die partye bemiddel om 'n oplossing vir die grief binne een kalenderweek nadat die saak voorgelê is, te probeer vind.
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- 2.4 Die bemiddelaar moet 'n verslag oor die bemiddelingsproses aan die voorsitter van die griewekomitee voorlê.

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Slegs indien Stap 2 nie slaag nie.

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- 3.2 Die besluit van die arbiter is afdoende en moet nagekom word.
- 3.3 Die Arbitrasiereëls en die Wet op Arbitrasie is van toepassing.





Grievance was verbally reported to .....

on ..... 19.... in the presence of

NAME

SIGNATURE

CHAIRPERSON

SIGNATURE

## 2. Proof of submission of Grievance Form

The grievance form was handed to the chairperson by the member or group of members in the presence of the representative on ..... 19....

CHAIRPERSON

APPLICANT

SECRETARY

WITNESS

## 3. The chairperson's findings are as follows:

Signature of Chairperson

Date:

Signature(s) of member(s)

Membership Numbers:

Sworn before me at ..... on this ..... day of ..... 199..

I, the member, declare that the matter has been resolved to my satisfaction at this point.

MEMBER

DATE

COMMISSIONER OF OATHS

FULL NAME

CAPACITY

ADDRESS

TO BE SIGNED ONLY IF THE MATTER HAS BEEN RESOLVED  
AT THIS POINT

Grief is mondeling gerapporteer aan .....

op ..... 19..... in die teenwoordigheid van

NAAM

HANDTEKENING

VOORSITTER

HANDTEKENING

## 2. Bewys van inhandiging van Griewevorm

Die griewevorm is in die teenwoordigheid van die verteenwoordiger deur die lid of groep lede aan die voorsitter oorhandig op ..... 19....

VOORSITTER

APPLIKANT

SEKRETARIS

GETUIE

## 3. Die voorsitter se bevindings is soos volg:

Handtekening van Voorsitter

Datum

Handtekening(e) van lid of lede

Lidnommers

Voor my beëdig te ..... op hierdie .....dag van .....199..

Ek, die lid, verklaar dat die saak in hierdie stadium tot my genoeë besleg is.

LID

DATUM

KOMMISSARIS VAN EDE

VOLLE NAAM

HOEDANIGHEID

ADRES

MOET ALLEENLIK ONDERTEKEN WORD INDIEN DIE SAAK  
IN HIERDIE STADIUM BESLEG IS.

Grievance was verbally reported to .....

on ..... 19.... in the presence of

NAME

SIGNATURE

CHAIRPERSON

SIGNATURE

## 2. Proof of submission of Grievance Form

The grievance form was handed to the chairperson by the member or group of members in the presence of the representative on ..... 19....

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Membership Numbers:

Sworn before me at ..... on this ..... day of ..... 199..

I, the member, declare that the matter has been resolved to my satisfaction at this point.

MEMBER

DATE

COMMISSIONER OF OATHS

FULL NAME

CAPACITY

ADDRESS

TO BE SIGNED ONLY IF THE MATTER HAS BEEN RESOLVED  
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LID

DATUM

KOMMISSARIS VAN EDE

VOLLE NAAM

HOEDANIGHEID

ADRES

MOET ALLEENLIK ONDERTEKEN WORD INDIEN DIE SAAK  
IN HIERDIE STADIUM BESLEG IS.

EARTAF

**REPUBLIC OF SOUTH AFRICA**  
**DEPARTMENT OF TRANSPORT**

SCHEDULE B

**APPLICATION FORM FOR REGISTRATION OF A TAXI ASSOCIATION**

Abbreviated association name

**PARTICULARS OF ASSOCIATION**

Nature of association

Priv Co Close Corp Voluntary Other (specify):

Business register no (if applicable)

Date established

1:9

:

:

:

Y

M

D

Name of association

Postal address

Postal code

Street address

(if different from postal address)

Postal code

Telephone number during day

Code

Facsimile number

Code

Number of operating members

Number of members employed

Annual membership fees per member

R

Number of registered vehicles

Joining membership fees

R

 Affiliations: Names of other  
 associations to which the applicant  
 is affiliated and associations which  
 are affiliated to the applicant

**PARTICULARS OF OFFICE BEARERS**

 Position (eg chairperson  
 executive committee, secretary)

Type of identity document

RSA-ID Foreign ID Other (specify):

Identity number

 Surname and initials  
 (not more than 3)

 Position (eg chairperson  
 executive committee, secretary)

Type of identity document

RSA-ID Foreign ID Other (specify):

Identity number

 Surname and initials  
 (not more than 3)

EARTAF

**REPUBLIC OF SOUTH AFRICA**  
**DEPARTMENT OF TRANSPORT**

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executive committee, secretary)

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RSA-ID Foreign ID Other (specify):

Identity number

Surname and initials  
(not more than 3)Position (eg chairperson  
executive committee, secretary)

Type of identity document

RSA-ID Foreign ID Other (specify):

Identity number

Surname and initials  
(not more than 3)

AARTAV

**REPUBLIEK VAN SUID-AFRIKA  
DEPARTEMENT VAN VERVOER**

BYLAE B

**AANSOEKVORM OM REGISTRASIE VAN 'N TAXIVERENIGING**

Afkorting van vereniging se naam

**BESONDERHEDE VAN VERENIGING**

Tipe vereniging

Priv. Mpy. BK Vrywillig Ander (spesifiseer):

Besigheidregistrasienumer (indien van toepassing)

Datum gestig 1:9 : : :

J M D

Naam van vereniging

Posadres

Poskode

Straatadres (indien dit van posadres verskil)

Poskode

Telefoonnummer gedurende dag

Kode

Faksimileenommer

Kode

Aantal lede bedrywig

Getal lede wat aangestel is

Jaarlikse ledegeld per lid

R

Getal geregistreerde voertuie

Aansluitings ledegeld

R

Affiliasies: Name van ander verenigings  
waarby die applikant geaffilieer is en verenig-  
ings wat by die applikant geaffilieer is
**BESONDERHEDE VAN AMPSDRAERS**
Amp (bv. Voorsitter; uitvoerende  
komitee, sekretaris)

Tipe identiteitsdokument

RSA-ID Buitelands Ander (spesifiseer):

Identiteitsnummer

Van en voorletters (nie meer as 3 nie)

Amp (bv. Voorsitter; uitvoerende  
komitee, sekretaris)

Tipe identiteitsdokument

RSA-ID Buitelands Ander (spesifiseer):

Identiteitsnummer

Van en voorletters (nie meer as 3 nie)

AARTAV

**REPUBLIEK VAN SUID-AFRIKA  
DEPARTEMENT VAN VERVOER**

BYLAE B

**AANSOEKVORM OM REGISTRASIE VAN 'N TAXIVERENIGING**

Afkorting van vereniging se naam

**BESONDERHEDE VAN VERENIGING**

Tipe vereniging

Priv. Mpy. BK Vrywillig Ander (spesifiseer):

Besigheidregistrasienumer (indien van toepassing)

Datum gestig 1:9 : : :

J M D

Naam van vereniging

Posadres

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Straatadres (indien dit van posadres verskil)

Poskode

Telefoonnummer gedurende dag

Kode

Faksimileenommer

Kode

Aantal lede bedrywig

Getal lede wat aangestel is

Jaarlikse ledegeld per lid

R

Getal geregistreerde voertuie

Aansluitings ledegeld

R

 Affiliasies: Name van ander verenigings  
 waarby die applikant geaffilieer is en verenig-  
 ings wat by die applikant geaffilieer is

**BESONDERHEDE VAN AMPSDRAERS**

Amp (bv. Voorsitter; uitvoerende komitee, sekretaris)

Tipe identiteitsdokument

RSA-ID Buitelands Ander (spesifiseer):

Identiteitsnummer

Van en voorletters (nie meer as 3 nie)

Amp (bv. Voorsitter; uitvoerende komitee, sekretaris)

Tipe identiteitsdokument

RSA-ID Buitelands Ander (spesifiseer):

Identiteitsnummer

Van en voorletters (nie meer as 3 nie)

EARTAB

|                                      |
|--------------------------------------|
| <b>PARTICULARS OF OFFICE BEARERS</b> |
|--------------------------------------|

Position (eg chairperson  
executive committee, secretary)

|  |
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Type of identity document

|        |            |                  |
|--------|------------|------------------|
| RSA-ID | Foreign ID | Other (specify): |
|--------|------------|------------------|

Identity number

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Surname and initials  
(not more than 3)

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Position (eg chairperson  
executive committee, secretary)

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Type of identity document

|        |            |                  |
|--------|------------|------------------|
| RSA-ID | Foreign ID | Other (specify): |
|--------|------------|------------------|

Identity number

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|--|

Surname and initials  
(not more than 3)

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|--|--|
|  |  |
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Position (eg chairperson  
executive committee, secretary)

|  |
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Type of identity document

|        |            |                  |
|--------|------------|------------------|
| RSA-ID | Foreign ID | Other (specify): |
|--------|------------|------------------|

Identity number

|  |
|--|
|  |
|--|

Surname and initials  
(not more than 3)

|  |  |
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Attach additional page with particulars of additional office bearers in the same format as above.

|                                                              |
|--------------------------------------------------------------|
| <b>PARTICULARS OF ADMINISTRATIVE OFFICER (IF APPLICABLE)</b> |
|--------------------------------------------------------------|

Type of identity document

|        |            |                  |
|--------|------------|------------------|
| RSA ID | Foreign ID | Other (specify): |
|--------|------------|------------------|

Identity number

|  |
|--|
|  |
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Surname and initials  
(not more than 3)

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|--------------------|
| <b>DECLARATION</b> |
|--------------------|

Constitution/Code of conduct\* agreed to by all members

|     |    |
|-----|----|
| Yes | No |
|-----|----|

Constitution/Code of conduct\* submitted

|     |    |
|-----|----|
| Yes | No |
|-----|----|

I, the chairperson/administration officer\*, declare that all the particulars furnished by me in this form are true and correct.

|      |           |       |
|------|-----------|-------|
| DATE | SIGNATURE | PLACE |
|      |           |       |

FOR OFFICE USE ONLY

Association registration number issued by Registrar

|  |
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|--|

Date of data entry

|    |   |   |   |
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| 19 | : | : | : |
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File number

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EARTAB

|                                      |
|--------------------------------------|
| <b>PARTICULARS OF OFFICE BEARERS</b> |
|--------------------------------------|

Position (eg chairperson  
executive committee, secretary)

|  |
|--|
|  |
|--|

Type of identity document

|        |            |                  |
|--------|------------|------------------|
| RSA-ID | Foreign ID | Other (specify): |
|--------|------------|------------------|

Identity number

|  |
|--|
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|--|

Surname and initials  
(not more than 3)

|  |  |
|--|--|
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Position (eg chairperson  
executive committee, secretary)

|  |
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Type of identity document

|        |            |                  |
|--------|------------|------------------|
| RSA-ID | Foreign ID | Other (specify): |
|--------|------------|------------------|

Identity number

|  |
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Surname and initials  
(not more than 3)

|  |  |
|--|--|
|  |  |
|--|--|

Position (eg chairperson  
executive committee, secretary)

|  |
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|--|

Type of identity document

|        |            |                  |
|--------|------------|------------------|
| RSA-ID | Foreign ID | Other (specify): |
|--------|------------|------------------|

Identity number

|  |
|--|
|  |
|--|

Surname and initials  
(not more than 3)

|  |  |
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|--|--|

Attach additional page with particulars of additional office bearers in the same format as above.

|                                                              |
|--------------------------------------------------------------|
| <b>PARTICULARS OF ADMINISTRATIVE OFFICER (IF APPLICABLE)</b> |
|--------------------------------------------------------------|

Type of identity document

|        |            |                  |
|--------|------------|------------------|
| RSA ID | Foreign ID | Other (specify): |
|--------|------------|------------------|

Identity number

|  |
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Surname and initials  
(not more than 3)

|  |  |
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|                    |
|--------------------|
| <b>DECLARATION</b> |
|--------------------|

Constitution/Code of conduct\* agreed to by all members

|     |    |
|-----|----|
| Yes | No |
|-----|----|

Constitution/Code of conduct\* submitted

|     |    |
|-----|----|
| Yes | No |
|-----|----|

I, the chairperson/administration officer\*, declare that all the particulars furnished by me in this form are true and correct.

|      |           |       |
|------|-----------|-------|
| DATE | SIGNATURE | PLACE |
|      |           |       |

FOR OFFICE USE ONLY

Association registration number issued by Registrar

|  |
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Date of data entry

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| 19 | : | : | : |
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File number

|  |
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## BESONDERHEDE VAN AMPSDRAERS

[illegible]

|        |            |                       |
|--------|------------|-----------------------|
| RSA-ID | Buitelands | Ander (spesifiseer) : |
|--------|------------|-----------------------|

[illegible][illegible][illegible]

|        |            |                       |
|--------|------------|-----------------------|
| RSA-ID | Buitelands | Ander (spesifiseer) : |
|--------|------------|-----------------------|

[illegible][illegible][illegible]

|        |            |                       |
|--------|------------|-----------------------|
| RSA-ID | Buitelands | Ander (spesifiseer) : |
|--------|------------|-----------------------|

[illegible][illegible]

BESONDERHEDE VAN ADMINISTRATIEWE BEAMPTTE (INDIEN VAN TOEPASSING)

|        |            |                      |
|--------|------------|----------------------|
| RSA-ID | Buitelands | Ander (spesifiseer): |
|--------|------------|----------------------|

[illegible]

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## VERKLARING

|    |     |
|----|-----|
| Ja | Nee |
|----|-----|

|    |     |
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| Ja | Nee |
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PLEK

**SLEGS VIR KANTOORGEBRUIK**

[illegible]

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EARTA/R

## PARTICULARS OF ROUTE(S) OPERATED BY THE TAXI ASSOCIATION

Abbreviated association name

Type of operation

Long distance Urban Rural Other (specify):

DESCRIPTION OF ROUTE

Rank

Departure from

To destination

Via (list details)

Type of operation

Long distance Urban Rural Other (specify):

DESCRIPTION OF ROUTE

Rank

Departure from

To destination

Via (list details)

Type of operation

Long distance Urban Rural Other (specify):

DESCRIPTION OF ROUTE

Rank

Departure from

To destination

Via (list details)

Attach additional page with particulars of additional routes in the same format as above.

EARTA/R

## PARTICULARS OF ROUTE(S) OPERATED BY THE TAXI ASSOCIATION

Abbreviated association name

Type of operation

Long distance Urban Rural Other (specify):

DESCRIPTION OF ROUTE

Rank

Departure from

To destination

Via (list details)

Type of operation

Long distance Urban Rural Other (specify):

DESCRIPTION OF ROUTE

Rank

Departure from

To destination

Via (list details)

Type of operation

Long distance Urban Rural Other (specify):

DESCRIPTION OF ROUTE

Rank

Departure from

To destination

Via (list details)

Attach additional page with particulars of additional routes in the same format as above.

AARTA/R

BESONDERHEDE VAN ROUTE(S) WAAROP DIE TAXIVERENIGING BEDRYWIG IS

Afkorting van vereniging se naam

Tipe bedryf

Langafstand Stedelik Landelik Ander (spesifiseer):

BESKRYWING VAN ROETE

Staanplek

Vertrek vanaf

Na bestemming

Via (lys besonderhede)

Tipe bedryf

Langafstand Stedelik Landelik Ander (spesifiseer):

BESKRYWING VAN ROETE

Staanplek

Vertrek vanaf

Na bestemming

Via (lys besonderhede)

Tipe bedryf

Langafstand Stedelik Landelik Ander (spesifiseer):

BESKRYWING VAN ROETE

Staanplek

Vertrek vanaf

Na bestemming

Via (lys besonderhede)

Verskaf besonderhede oor bykomende roetes op 'n aparte bladsy in dieselfde formaat as hierbo.

**ANNEXURE 1 TO APPLICATION FORM FOR REGISTRATION OF A TAXI ASSOCIATION**

EART A/1F

Abbreviated association name Page   of

## PARTICULARS OF MEMBERS

[illegible]

## PARTICULARS OF VEHICLE/ROUTE/PERMIT

|                             |                      |                          |                      |
|-----------------------------|----------------------|--------------------------|----------------------|
| Vehicle registration number | <input type="text"/> | COF number               | <input type="text"/> |
| Chassis number              | <input type="text"/> | COF expiry date          | <input type="text"/> |
| Permit number               | <input type="text"/> | Origin point (rank)      | <input type="text"/> |
|                             | <input type="text"/> | Destination point (rank) | <input type="text"/> |

|                             |                      |                          |                      |
|-----------------------------|----------------------|--------------------------|----------------------|
| Vehicle registration number | <input type="text"/> | COF number               | <input type="text"/> |
| Chassis number              | <input type="text"/> | COF expiry date          | <input type="text"/> |
| Permit number               | <input type="text"/> | Origin point (rank)      | <input type="text"/> |
|                             |                      | Destination point (rank) | <input type="text"/> |

| BYLAE 1 TOT AANSOEKVORM OM REGISTRASIE VAN 'N TAXIVERENIGING                  |                    |            |                      |                       |                              |  |                      |  |                                        |          |
|-------------------------------------------------------------------------------|--------------------|------------|----------------------|-----------------------|------------------------------|--|----------------------|--|----------------------------------------|----------|
|                                                                               |                    |            |                      |                       |                              |  | AARTAI/V             |  |                                        |          |
| Afkorting van vereniging se naam                                              |                    |            |                      |                       |                              |  | Bladsy               |  | van                                    |          |
| BESONDERHEDE VAN LEDE                                                         |                    |            |                      |                       |                              |  |                      |  |                                        |          |
| Type lid                                                                      | Eienaar/Bestuurder |            | Eienaar een voertuig |                       | Eienaar meer as een voertuig |  | Ander (spesifiseer): |  |                                        |          |
| Type aanvaarbare identifikasie<br>Identifisnommer/<br>Besighedsregistrasieno. | RSA-ID             | Buitelands | Maatskappy/BK        | Ander (spesifiseer) : |                              |  |                      |  |                                        | Posadres |
|                                                                               |                    |            | Voorletters          |                       |                              |  |                      |  |                                        | Poskode  |
| Van/naam van groep persone                                                    |                    |            |                      |                       |                              |  |                      |  |                                        | Poskode  |
| Handelsnaam (Indien enige)                                                    |                    |            |                      |                       |                              |  |                      |  |                                        | Poskode  |
| BESONDERHEDE VAN VOERTUIG/ROUTE/PERMIT                                        |                    |            |                      |                       |                              |  |                      |  |                                        |          |
| Voertuigregistrasienuommer                                                    |                    |            |                      |                       |                              |  |                      |  | Geskiktheidsertifikaat-nommer          |          |
| Onderstelnummer                                                               |                    |            |                      |                       |                              |  |                      |  | Geskiktheidsertifikaat-<br>vervaldatum |          |
| Permitnummer                                                                  |                    |            |                      |                       |                              |  |                      |  | Vertrekpunt (staanplek)                |          |
|                                                                               |                    |            |                      |                       |                              |  |                      |  | Bestemming (staanplek)                 |          |
| Voertuigregistrasienuommer                                                    |                    |            |                      |                       |                              |  |                      |  | Geskiktheidsertifikaat-nommer          |          |
| Onderstelnummer                                                               |                    |            |                      |                       |                              |  |                      |  | Geskiktheidsertifikaat-<br>vervaldatum |          |
| Permitnummer                                                                  |                    |            |                      |                       |                              |  |                      |  | Vertrekpunt (staanplek)                |          |

EARTA/1B

Abbreviated association name

Page

of

## PARTICULARS OF VEHICLE/ROUTE/PERMIT

|                             |  |                          |               |
|-----------------------------|--|--------------------------|---------------|
| Vehicle registration number |  | COF number               |               |
| Chassis number              |  | COF expiry date          | 1:9 : : Y M D |
| Permit number               |  | Origin point (rank)      |               |
|                             |  | Destination point (rank) |               |
| Vehicle registration number |  | COF number               |               |
| Chassis number              |  | COF expiry date          | 1:9 : : Y M D |
| Permit number               |  | Origin point (rank)      |               |
|                             |  | Destination point (rank) |               |
| Vehicle registration number |  | COF number               |               |
| Chassis number              |  | COF expiry date          | 1:9 : : Y M D |
| Permit number               |  | Origin point (rank)      |               |
|                             |  | Destination point (rank) |               |
| Vehicle registration number |  | COF number               |               |
| Chassis number              |  | COF expiry date          | 1:9 : : Y M D |
| Permit number               |  | Origin point (rank)      |               |
|                             |  | Destination point (rank) |               |

## Permitnummer

[illegible]

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Bestemming (staanplek)

EAROF

REPUBLIC OF SOUTH AFRICA  
DEPARTMENT OF TRANSPORT

APPLICATION FORM FOR REGISTRATION OF A NON-MEMBER OPERATOR

Document reference number

PARTICULARS OF OPERATOR

Type of operator  
Owner/Driver Owner single vehicle Owner multiple vehicles

Type of acceptable identification  
RSA- ID Foreign Company/CC Other (specify):

Identity number/  
business registr no

Initials

Postal address

Street address  
(if different from  
postal address)

Trade name (if any)

PARTICULARS OF VEHICLE

Vehicle registration number

Chassis number

Vehicle make  
(eg Toyota, Nissan)

Vehicle type

Certified seating capacity

COF number

COF expiry date

Permit number

Type of passengers  
(As per permit)

(if other specify)

ROUTE DESCRIPTION

Departure point (rank)

Destination (rank)

Detailed route description:

Average daily trips

MON:

TUES:

WED:

THURS:

FRI:

SAT:

SUN:

AAROV

**REPUBLIEK VAN SUID-AFRIKA  
DEPARTEMENT VAN VERVOER**

**AANSOEKVORM OM REGISTRASIE VAN 'N NIELID-OPERATEUR**

Dokumentverwysingsnommer

**BESONDERHEDE VAN OPERATEUR**

Tipe operateur: Eienaar/Bestuurder Eienaar een voertuig Eienaar meer as een voertuig

Tipe aanvaarbare identifikasie: RSA-ID Buitelands Hoatskopp/BK Ander (spesifiseer):

Identiteitsnommer/ Besighedsregistrasienom. Voorletters

Van/naam van groep persone Handelsnaam (indien enige)

Posadres

Straaladres (indien  
dit van posadres  
verskil)

**BESONDERHEDE VAN VOERTUIG**

Voertuigregistrasienommer

Onderstelnummer

Voertuigfabrikaat (bv. Toyota,  
Nissan)

Tipe voertuig

Motor Minibus Midibus Ander (spesifiseer):

Gesertifiseerde sitplekke

Geskiktheidsertifikaat-  
nommer

Geskiktheidsertifikaatval  
datum

Permitnummer

Tipe passasiers (soos per  
permit)

(indien ander, spesifiseer)

**ROETEBESKRYWING**

Vertretpunt (staanplek)

Bestemming (staanplek)

Gedetailleerde roetebeskrywing:

Gemiddelde  
daaglikse ritte

MA.

DI.

WO.

DO.

VR.

SA.

SO:

EAOB

| PARTICULARS OF VEHICLE                |                                                                                                                                                                              | ROUTE DESCRIPTION           |                      |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------|
| Vehicle registration number           | <input type="text"/>                                                                                                                                                         | Departure point (rank)      | <input type="text"/> |
| Chassis number                        | <input type="text"/>                                                                                                                                                         | Destination (rank)          | <input type="text"/> |
| Vehicle make<br>(eg Toyota, Nissan)   | <input type="text"/>                                                                                                                                                         | Detailed route description: | <input type="text"/> |
| Vehicle type                          | Motorcar <input type="checkbox"/> Mini-bus <input type="checkbox"/> Midi-bus <input type="checkbox"/> Other (specify): <input type="text"/>                                  |                             |                      |
| Certified seating capacity            | <input type="text"/>                                                                                                                                                         |                             |                      |
| COF number                            | <input type="text"/>                                                                                                                                                         |                             |                      |
| COF expiry date                       | 1:9 : : : : : Y H D                                                                                                                                                          |                             |                      |
| Permit number                         | <input type="text"/>                                                                                                                                                         |                             |                      |
| Type of passengers<br>(As per permit) | Taxi <input type="checkbox"/> Organised parties <input type="checkbox"/> Tourists <input type="checkbox"/> Employees <input type="checkbox"/> Other <input type="checkbox"/> |                             |                      |
| (If other specify)                    | <input type="text"/>                                                                                                                                                         |                             |                      |
| Average daily trips                   |                                                                                                                                                                              | MON:                        | TUES:                |
|                                       |                                                                                                                                                                              | WED:                        | THURS:               |
|                                       |                                                                                                                                                                              | FRI:                        | SAT:                 |
|                                       |                                                                                                                                                                              | SUN:                        |                      |

Attach additional page with particulars of additional vehicles/routes in the same format as above.

| DECLARATION               |                      |
|---------------------------|----------------------|
| Code of conduct agreed to | <input type="text"/> |
| Code of conduct submitted | <input type="text"/> |

I, the operator, declare that all the particulars furnished by me in this form are true and correct.

| DATE                 | SIGNATURE            | PLACE                |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| FOR OFFICE USE ONLY                              |                      |
|--------------------------------------------------|----------------------|
| Operator registration number issued by Registrar | <input type="text"/> |
| Date of data entry                               | <input type="text"/> |

|             |                      |
|-------------|----------------------|
| File number | <input type="text"/> |
|-------------|----------------------|

AAROA

| BESONDERHEDE VAN VOERTUIG              |                                                      | ROETE BESKRYWING                |     |
|----------------------------------------|------------------------------------------------------|---------------------------------|-----|
| Voertuigregistrasienommer              |                                                      | Vertrekpunt (staanplek)         |     |
| Onderstelnummer                        |                                                      | Bestemming (staanplek)          |     |
| Voertuigfabrikaat (bv. Toyota, Nissan) |                                                      | Gedetailleerde roetebeskrywing: |     |
| Tipe voertuig                          | Motor Minibus Midibus Ander (spesifiseer):           |                                 |     |
| Gesertifiseerde sitplekke              | Totale sitplekke                                     |                                 |     |
| Geskiktheidsertifikaat-nummer          |                                                      |                                 |     |
| Geskiktheidsertifikaatvervaldatum      | 1:9 : : : Y M D                                      |                                 |     |
| Permitnummer                           | Uitreikingsnummer                                    |                                 |     |
| Tipe passasiers (soos per permit)      | Taxi Georganiseerde groepe Touriste Werknemers Ander |                                 |     |
| (Indien ander, spesifiseer)            |                                                      |                                 |     |
| Gemiddelde daaglikse rite              |                                                      | MA.                             | DI. |
|                                        |                                                      | WO.                             | DO. |
|                                        |                                                      | VR.                             | SA. |
|                                        |                                                      |                                 | SO. |

Verskaf besonderhede oor bykomende roetes op 'n aparte bladsy in dieselfde formaat as hierbo.

| VERKLARING         |                     |
|--------------------|---------------------|
| Gedragkode aanvaar | Gedragkode ingedien |
| Ja Nie             | Ja Nie              |

Ek, die operateur, verklaar dat al die besonderhede wat deur my op hierdie vorm verskaf is, juis en korrek is.

| DATUM                                                  | HANDEKENING | PLEK       |
|--------------------------------------------------------|-------------|------------|
| SLEGS VIR KANTOORGEBRUIK                               |             |            |
| Operateurregistrasienommer deur Registrateur uitgereik |             |            |
| Datum van data-inskrywing                              | 19 : : : 19 | Lêernummer |

