



# STEVE TSHWETE

## LOCAL MUNICIPALITY

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Your ref. MR01.09.16

Our ref. 1/15/16

2016/06/09

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### Media release

#### Proof of residence - key to licences department services

The public is hereby informed that as from 03 October 2016, no person or body of persons who is registered on the Enatis system, or wishes to make use of the e’Natis services shall be able to access those services at licensing department unless they have proof of:

- Full names
- Date of birth
- Identity number
- Residential and postal address

In terms of Regulation 32A of National Road Traffic Act 93/96, persons or body of persons shall submit proof of address particulars to their appropriate registering authorities for verification on the e’Natis system first before such services can be rendered to them.

#### What documents do you need for Proof of residence?

Requirements for proof of residence are as follows for South Africans;

- Either one of the following; Identification Document, Smart Card or South African Passport
- Water and Lights Account Statement

For other nationals and tenants;

- Passport
- Traffic Register Number Certificate
- Tenants Water and Lights Account Statement
- Contact number of the house owner

For businesses

- Company registrations and
- Water and Lights Account Statement

**Where to get proof of residence ?**

- Middelburg: Steve Tshwete Local Municipality Civic Centre Building office number C 301 Second floor.
- Hendrina Municipal Office

Enquiries: Prudence Magutle:

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Yours sincerely

**ACTING MUNICIPAL MANAGER**