



BUSINESS LICENSE APPLICATIONS

**Upload Supporting
Documents**

STEP 1:

- Click anywhere on Partner under which you have uploaded your Business License Application
- When you click on it – block below (webpart) will have all the Business License applications that you have uploaded under it.

Partner				
Action	Objectref	Registration Number	Practice / User Name	Professional Entity
...	1957860	1957860	Berdine Practice Testing TWK	SACAP
...	1992046	1992046	Berdine Testing Practice Swellendam	SACAP
...	2280268	2280268	Sadé Test	Not Applicable
...	3593047	3593047	Person Test	SACAP
...	3619434	3619434	Berdine Test Overstrand	SACAP
...	3880653	3880653	Worksession Test	Not Applicable
...	4101378	4101378	Testing Individual Account	Not Applicable

Business Licence Applications									
Action	Objectref	Type of Licence	Trade Name	Business Owner	Erf Number	Application Date	Stage	Document Status	On Premises Reference
...	4140704	Food Provision	Berdine Test	Berdine	123	2025-07-07	Initial		2692709
...	4111077	Food Provision	Testing BH Pty Ltd	Berdine Hugo	123	2025-06-19	Distributed	Complete	2682076
...	4101376	Food Provision	Berdine Company Pty Ltd	Berdine	123	2025-06-12	Distributed	Complete	2678966
...	4094324	Food Provision	Berdine Hugo Pty Ltd	Leanne	258/1	2025-06-09	Distributed	Complete	2677002
...	4069395	Food Provision	Berdine Test Upgrade 2	Berdine Hugo	123	2025-05-28	Distributed	Complete	2670065
...	4068948	Food Provision	Berdine upgrade Test	Berdine Hugo	1234	2025-05-28	Submitted	Complete	2669882
...	4063439	Food Provision	Collab Trade	Berdine Hugo	123	2025-05-26	Checked	Complete	2668550
...	4049527	Food Provision	Berdine Test 2	Berdine Hugo	123	2025-05-18	Initial	Complete	2663751
...	4034573	Food Provision	Berdine Collab Test	Berdine Hugo	123	2025-05-09	Checked	Complete	2659369



STEP 2:

Click anywhere on Business License Application that you want to complete – block below (webpart) will have all the outstanding Supporting Documents that must be uploaded

Business Licence Applications

Action	Objectref	Type of Licence	Trade Name	Business Owner	Erf Number	Application Date	Stage
...	4140704	Food Provision	Berdine Test	Berdine	123	2025-07-07	Initial

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	4140903	23	Copy of Approved Building Plan	Copy of Approved Building Plan	210
...	4140904	24	Broad Based Black Economic Empowerment Certificate	Broad Based Black Economic Empowerment Certificate	220
...	4140905	26	CIPC Registration Document	CIPC Registration Document	230
...	4140906	27	South African Revenue Service Tax Compliance Status Pin	South African Revenue Service Tax Compliance Status Pin	240
...	4140907	28	Valid Business Bank Account (Bank Confirmation Letter)	Valid Business Bank Account (Bank Confirmation Letter)	250
...	4140908	08	Copy of ID	Copy of ID	70

STEP 3:

- Click on Action button next to Supporting Document to be uploaded.
- Select “Add Business License Application Supporting Document (Checklist)”

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
Action Detail Relationships Notes Workflow history Audit Trail Folders Add Business Licence Application Supporting Document (Checklist)			Copy of Approved Building Plan	Copy of Approved Building Plan	210
			Based Black Economic Empowerment cate	Broad Based Black Economic Empowerment Certificate	220
			Registration Document	CIPC Registration Document	230
			African Revenue Service Tax liance Status Pin	South African Revenue Service Tax Compliance Status Pin	240
			Business Bank Account (Bank mation Letter)	Valid Business Bank Account (Bank Confirmation Letter)	250
			of ID	Copy of ID	70

STEP 4:

- New window will open
- Click on “Choose File”
- Window will open where you can browse files on your PC & select relevant document
- Either “double click” on document or click one and select “Open”
- Submit “Task”

New Supporting Document

4141080, 4140903,

Extension Application Reference

4140704

Business Licence Application Stage

Checklist Item Code

23

Checklist Item Name

Copy of Approved Building Plan

Document Date *

2025-07-07

Uploaded By

1957857

Status

Uploaded

File

Choose File

No file chosen

Submit

Open

« Berdine » Portal Tests » Event Test

Search Event Test

Organize New folder

Name	Status	Date modified	Type
All surrounding residence Form - Noise	✓	2023/01/24 11:36	Adobe Acroba
Appropriate fire protection	✓	2023/01/24 11:36	Adobe Acroba
Contingency Plan	✓	2023/01/24 11:36	Adobe Acroba
Covid Form	✓	2023/01/24 11:36	Adobe Acroba
Details of gas installation	✓	2023/01/24 11:36	Adobe Acroba
Emergency Contact List	✓	2023/01/24 11:36	Adobe Acroba
Evacuation Plan	✓	2023/01/24 11:36	Adobe Acroba

File name: All Files

Open Cancel



STEP 5:

- Outstanding Supporting Document will move to the right-hand side to “Supporting Document”
- Upload all documents until all the documents are under “Supporting Documents”

Partner

Action	Objectref	Registration Number	Practice / User Name	Professional Entity
...	1957860	1957860	Berdine Practice Testing TWK	SACAP
...	1992046	1992046	Berdine Testing Practice Swellendam	SACAP
...	2280268	2280268	Sadé Test	Not Applicable
...	3593047	3593047	Person Test	SACAP
...	3619434	3619434	Berdine Test Overstrand	SACAP
...	3880653	3880653	Worksession Test	Not Applicable
...	4101378	4101378	Testing Individual Account	Not Applicable

Supporting Documents

Action	Docs	Object Ref	Name	Status
...		4141080	Copy of Approved Building Plan	Uploaded

Business Licence Applications

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...	4140704	Food Provision	Berdine Test	Berdine	123	2025-07-07	Initial	Incomplete	2692704
...	4111077	Food Provision	Testing BH Pty Ltd	Berdine Hugo	123	2025-06-19	Distributed	Complete	2682076
...	4101376	Food Provision	Berdine Company Pty Ltd	Berdine	123	2025-06-12	Distributed	Complete	2678966
...	4094324	Food Provision	Berdine Hugo Pty Ltd	Leanne	258/1	2025-06-09	Distributed	Complete	2677002
...	4069395	Food Provision	Berdine Test Upgrade 2	Berdine Hugo	123	2025-05-28	Distributed	Complete	2670065
...	4068948	Food Provision	Berdine upgrade Test	Berdine Hugo	1234	2025-05-28	Submitted	Complete	2669882
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...	4140906	27	South African Revenue Service Tax Compliance Status Pin	South African Revenue Service Tax Compliance Status Pin	240
...	4140907	28	Valid Business Bank Account (Bank Confirmation Letter)	Valid Business Bank Account (Bank Confirmation Letter)	250
...	4140908	08	Copy of ID	Copy of ID	70



STEP 6:

- Once all Supporting Documents have been uploaded – click on the three dots (data source) next to your Business License Application & click on “Submit Pre-Check Business License”
- A New Window will open that must be submitted
- Your Application will now be with the Municipality to check your application & generate an “Pro-Forma Invoice”

Business Licence Applications

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				Berdine Hugo	123	2025-06-19	Distributed	Complete	2682076
				Berdine	123	2025-06-12	Distributed	Complete	2678966
				Leanne	258/1	2025-06-09	Distributed	Complete	2677002
				Berdine Hugo	123	2025-05-28	Distributed	Complete	2670065
				Berdine Hugo	1234	2025-05-28	Submitted	Complete	2669882
				Berdine Hugo	123	2025-05-26	Checked	Complete	2668550
				Berdine Hugo	123	2025-05-18	Initial	Complete	2663751
				Berdine Hugo	123	2025-05-09	Checked	Complete	2659369