DWADLAS DRIVER VETTING CHECKLIST

CONFIDENTIAL — MEMBER FILE

Applicant Name: _____ **ID No:** _____

Date of Application: _____ **Vetting Officer:** _____

Member No (if issued): _____ **Programmes applied for:** ■ Cash Drop ■ Security ■ Both

RULE: A box must be ticked, dated, and initialled. Unverified items are recorded as **OUTSTANDING** — never assumed compliant. No Member goes live on any programme with an outstanding item in that programme's mandatory column.

PHASE 1 — IDENTITY & RESIDENCY (mandatory for all)

No.	Requirement	Verified by	Date	Init.
1.1	Clear copy of SA ID / smart card (both sides) or valid passport + work permit			
1.2	Identity verified against a certified copy or digital verification service			
1.3	Proof of residential address, not older than 3 months			
1.4	Contact number verified (OTP or call-back)			
1.5	Email address verified			
1.6	Applicant is 18 years or older			
1.7	Selfie / liveness check matched to ID photograph			

Phase 1 status: ■ COMPLETE ■ OUTSTANDING — if outstanding, STOP.

PHASE 2 — DRIVING & VEHICLE (mandatory for all)

No.	Requirement	Verified by	Date	Init.
2.1	Valid driver's licence — correct code for vehicle			
2.2	Licence validity checked against the issuing authority / eNaTIS			
2.3	Valid Professional Driving Permit (PrDP) — correct category			
2.4	PrDP expiry date recorded: _____			
2.5	Vehicle registration certificate (or proof of lawful use)			
2.6	Vehicle licence disc current			
2.7	Roadworthy certificate current (where required)			
2.8	Vehicle photographs — front, rear, both sides, interior, odometer			
2.9	Odometer reading recorded: _____ km			
2.10	Vehicle meets Platform Partner requirements (age, model, doors)			
2.11	Vehicle branded per National Land Transport Amendment Act requirements			
2.12	Panic button fitted and functional			
2.13	Valid vehicle insurance (proof of cover, not just a quote)			
2.14	Tracking device fitted (where platform or insurer requires)			

Phase 2 status: ■ COMPLETE ■ OUTSTANDING — if outstanding, STOP.

PHASE 3 — BACKGROUND & REGULATORY (mandatory for all)

No.	Requirement	Verified by	Date	Init.
3.1	Criminal record check obtained (SAPS clearance or accredited screening provider)			
3.2	Clearance result recorded: ■ Clear ■ Disclosed ■ Disqualifying			
3.3	If disclosed — circumstances documented and escalated for decision			
3.4	Active on at least one Platform Partner — screenshot/confirmation obtained			
3.5	Platform Partner driver rating recorded: _____ / 5			
3.6	Platform Partner confirms no active suspension or investigation			
3.7	Two contactable references taken and recorded			
3.8	Consent form signed for verification checks (POPIA)			

Phase 3 status: ■ COMPLETE ■ OUTSTANDING — if outstanding, STOP.

PHASE 4 — FINANCIAL & BANKING (mandatory for all; items 4.3–4.6 mandatory for Cash Drop)

No.	Requirement	Verified by	Date	Init.
4.1	Bank account in applicant's own name confirmed			
4.2	Bank confirmation letter or account verification obtained			
4.3	Capitec Entrepreneur / merchant account active (or equivalent FSP account)			
4.4	Card acceptance device issued — serial no: _____			
4.5	Device functionality tested with a live test transaction			
4.6	Cash float verified — minimum R3,000 on hand, evidence recorded (bank statement or physical check)			
4.7	Settlement account details match member identity			
4.8	Member shown and signed the device custody terms (clause 6.5)			

Phase 4 status: ■ COMPLETE ■ OUTSTANDING — Cash Drop cannot go live if 4.3–4.6 are outstanding.

PHASE 5A — CASH DROP PROGRAMME SPECIFIC

No.	Requirement	Verified by	Date	Init.
5A.1	Member understands the R3,000 per transaction cap — acknowledged in writing			
5A.2	Member understands float is their own money; DWADLAS does not lend or hold float			
5A.3	Member has completed FSP onboarding/KYC where the FSP requires it			
5A.4	Member briefed on cash-handling safety and robbery-response procedure			
5A.5	Member briefed on customer conduct and non-solicitation of extra fees			
5A.6	Member understands no volume of work is guaranteed			
5A.7	Programme status set to LIVE			

Phase 5A status: ■ COMPLETE ■ OUTSTANDING — ■ LIVE ■ NOT YET ELIGIBLE

PHASE 5B — SECURITY PROGRAMME SPECIFIC

No.	Requirement	Verified by	Date	Init.
5B.1	Member briefed that DWADLAS is a facilitator only — no licence or registration is guaranteed			
5B.2	PSIRA status checked			
5B.3	If unregistered — PSIRA registration pathway explained and initiated			
5B.4	Accredited training provider selected and quoted			
5B.5	Training provider accreditation verified (PSIRA-accredited / SASSETA as applicable)			
5B.6	Instalment plan offered — max 6 months, weekly — terms explained in writing			
5B.7	Payment structure confirmed: ■ Services payment plan ■ Registered credit provider ■ Payroll deduction			
5B.8	Member signs acknowledgement that instalments are for services, not a firearm			
5B.9	Member signs acknowledgement that the firearm is acquired separately, by the member, after licence issue			
5B.10	Member advised that SAPS approval timelines are outside DWADLAS's control (typically 6–18 months)			
5B.11	Member advised that no firearm may be carried until a licence is issued and in possession			
5B.12	Any prior criminal record or disqualifying factor flagged to the training provider before payment			

Phase 5B status: ■ COMPLETE ■ OUTSTANDING — ■ LIVE ■ NOT YET ELIGIBLE

PHASE 6 — DISQUALIFIERS & RED FLAGS

Any single “YES” below requires escalation and a written decision before approval.

No.	Red flag	Yes/No	Escalated to	Decision
6.1	Undisclosed criminal record, or record involving violence, robbery, theft, fraud, or firearms			
6.2	Fraudulent or altered documents			
6.3	Identity mismatch between ID, licence, bank account, and platform account			
6.4	Active suspension or removal from a Platform Partner			
6.5	Prior cash shortfall, chargeback abuse, or device loss on record			
6.6	Vehicle does not match registration documents			
6.7	Applicant cannot demonstrate any cash float			
6.8	Applicant refuses verification consent			

PHASE 7 — ONGOING MONITORING CALENDAR

Item	Frequency	Owner	Next due
PrDP validity check	On expiry, and annual	DWADLAS	
Driver's licence validity	Annual	DWADLAS	
Vehicle licence & roadworthy	Annual	DWADLAS	
Criminal record re-check	Every 12 months	DWADLAS	
PSIRA status re-check	Every 12 months	DWADLAS	
Bank / merchant account status	Every 6 months	DWADLAS	
Card device reconciliation	Monthly	DWADLAS	
Performance review (rating, acceptance, completion, disputes)	Monthly	DWADLAS	
Cash float spot check	Random, monthly	DWADLAS	
Member details re-confirmation	Annual	DWADLAS	

APPROVAL

Decision: ■ Approved — Cash Drop only ■ Approved — Security only ■ Approved — Both
■ Deferred (outstanding items listed) ■ Declined

Outstanding items / conditions: _____

Vetting Officer: _____ **Signature:** _____ **Date:** _____

Member: _____ **Signature:** _____ **Date:** _____

▲ END DOCUMENT 2 ▲