



22 April 2020

ESSENTIAL SERVICE WORK PERMITS FOR SOLE PROPRIETORS AND TRUSTS.

In light of the COVID-19 Lockdown Regulations all companies which are providing essential services must apply for a Essential Service Provider Certificate on the CIPC portal www.bizportal.gov.za. Only once a company has received this certificate may the conduct essential services. Most suppliers will only supply materials to companies that have such a certificate.

This situation has left many sole proprietors (and trusts) confused as to what they should do. It is not possible for a sole proprietor to register with CIPC or on the Bizportal website. Furthermore, most suppliers will not sell goods to people unless they produce the Certificate. The Minister has pronounced that sole proprietors do not need to register (in fact they cannot register). In light of this, IOPSA recommends that sole proprietors carry the following documents with them at all times;

1. Original of the Permit to Provide Essential Services (annexure C) which is available on <https://www.iopsa.org/COVID-19-Updates>. This must be printed on a company letterhead, signed by the sole proprietor and containing a company stamp or logo. 1 for each member of staff. Guidance on how to complete this document is available on the above website.
2. Original copy of proof of employment of the staff.
3. Copy of IOPSA membership certificate or PIRB registration card.
4. A copy of the job card indicating client details and work to be conducted.
5. Wherever possible a letter of appointment from the client (e.g. insurance company, property manager, etc)
6. Positive proof of identification (ID, drivers license, passport, etc.)

We have highlighted these issues to Government and are awaiting a response. However, many of our sole proprietor members are already using the above approach and to date we have not heard of any challenges. Should any Regulations be published in this regard, IOPSA will communicate further.

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