

**BOSVELD REGION**

1074 Francis Baard (Schoeman) Street  
**HATFIELD**  
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**HATFIELD**, 0028  
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**PROCESS OF DOL APPLICATIONS AND RENEWALS IN PRETORIA**

Just a short rundown of how we put the DOL renewals and new applications together in Pretoria:

**NEW APPLICATION:**

- The DOL application form needs to be completed.
- Documents to be submitted with the application:
  - Certified copy of ID (applicant and registered person);
  - Certified copy of business registration (if the application needs to be done in a company's name);
  - Certified copy of Wireman's License (front and back);
  - Proof of residence (must be the same address as the one on the application form. It can be a utility account, rental agreement or letter of the bank confirming the address);
  - Appointment letter or copy of the contract of employment, if the application is made in a company's name);
- Proof of payment (Wireman's license number to be used as reference).
- Certified documents not older than 90 days.

**RENEWALS:**

- Cost to renew for 1 year is R300 (DOL fee is R120, and ECA admin fee is R180).
- Cost to renew for 2 years R420 (DOL fee is R240 and ECA admin fee is R180).
- Cost to renew for 3 years R540 (DOL fee is R360 and ECA admin fee is R180).
- Copy of DOL registration form to be renewed.
- Proof of payment (Wireman's license number to be used as reference).
- Contact number and e-mail address.
- If the name of the applicant is different from the registered person, an appointment letter is needed.
- **IT IS NOT NECESSARY TO COMPLETE A NEW APPLICATION FORM FOR A RENEWAL**

All new applications and renewals are to be e-mailed to the Pretoria office ([julie@ecasa.co.za](mailto:julie@ecasa.co.za)) with all required documents.

We will then submit it to the DOL and e-mail a copy of the renewal to the client when we receive it.

The original will be sent with Postnet at the cost of R130. That amount can be paid together with the DOL renewal amount.

**ECA (SA) BANK INFORMATION**

**BANK : FIRST NATIONAL BANK**

**BRANCH : FESTIVALL MALL**

**BRANCH CODE : 23-14-33**

**ACCOUNT NAME : ECA (SA)**

**ACCOUNT NUMBER: 550 300 19357**

**PLEASE FAX PROOF OF TRANSFER OR DEPOSIT TO (012) 342-3455**

**IT CAN ALSO BE E-MAILED TO [julie@ecasa.co.za](mailto:julie@ecasa.co.za)**

**THANK YOU**