

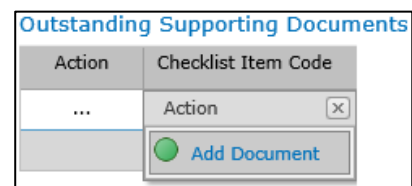
# Supporting Documentation

## Upload Outstanding Supporting Documentation

When the application has been loaded you will need to upload the standard outstanding supporting documents before it can move to the next stage. You can navigate to each application's outstanding supporting documents by selecting the practice then the applicable application.

| Outstanding Supporting Documents |                     |                                                            |                                                                                             |          |
|----------------------------------|---------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------|
| Action                           | Checklist Item Code | Checklist Item Name                                        | Checklist Item Description                                                                  | Sequence |
| ...                              | 1                   | Title Deed                                                 | Title Deed                                                                                  | 60       |
| ...                              | 10                  | Municipal Application Form                                 | Municipal Application Form                                                                  | 100      |
| ...                              | 12                  | NEMA Environmental Authority (EA)                          | NEMA Environmental Authority (EA)                                                           | 130      |
| ...                              | 13                  | Land Use Neighbours Consent Form                           | Land Use Neighbours Consent Form                                                            | 130      |
| ...                              | 15                  | Land Use Planning Approval Letter and Development Plan     | Land Use Planning Approval Letter and Development Plan                                      | 150      |
| ...                              | 16                  | Home Owner's association Approval Letter                   | Home Owner's association Approval Letter                                                    | 160      |
| ...                              | 2                   | SACAP                                                      | SACAP                                                                                       | 2        |
| ...                              | 3                   | SANS 10400 Form 1                                          | SANS 10400 Form 1                                                                           | 110      |
| ...                              | 4                   | SANS 10400 Form 2                                          | SANS 10400 Form 2                                                                           | 4        |
| ...                              | 5                   | Power of Attorney                                          | Power of Attorney and/or Legal Entity Resolution signed by owner/s if an agent is appointed | 50       |
| ...                              | 7                   | Building Plan                                              | Building Plan                                                                               | 70       |
| ...                              | 8                   | Home Owner's association Consent Letter                    | Home Owner's association Consent Letter (construction over private combined services)       | 110      |
| ...                              | 9                   | Abstract from relevant General Plan and Servitude Diagrams | Abstract from relevant General Plan and Servitude Diagrams                                  | 40       |

*Step One:* Within the Outstanding Supporting Documents Web Part; Select the Action Button and click on 'Add Document'.

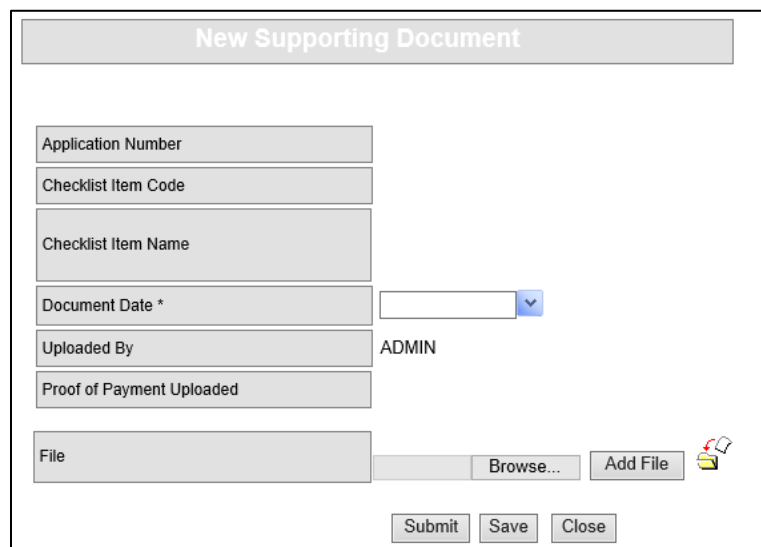


The screenshot shows a web part titled "Outstanding Supporting Documents". It contains a table with two columns: "Action" and "Checklist Item Code". The "Action" column has a button with three dots "...". The "Checklist Item Code" column has a button labeled "Action" with a close icon (X). Below the "Action" button is a green circular button labeled "Add Document".

The "New Supporting Document" task will open in a new screen.

*Step Two:* The supporting document code and item name will be predefined based on the standard list of supporting documentation and those identified on the checklist completed. A browse button can be found at the bottom of the screen. This will allow you to search your Computers enabling you to attach the applicable document. Once uploaded submit the task.

*Step Three:* When returning to the Building Plan Application Site the newly added document will no longer be under Outstanding but Supporting Documents Web Parts



The screenshot shows a form titled "New Supporting Document". It contains several input fields: "Application Number", "Checklist Item Code", "Checklist Item Name", "Document Date \*" (with a dropdown arrow), "Uploaded By" (pre-filled with "ADMIN"), "Proof of Payment Uploaded", and "File" (with a "Browse..." button and an "Add File" button with a file icon). At the bottom are "Submit", "Save", and "Close" buttons.

| Supporting Documents |                                                                                     |                                                            |
|----------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------|
| Action               | Docs                                                                                | Name                                                       |
| ...                  |  | Title Deed                                                 |
| ...                  |  | SACAP                                                      |
| ...                  |  | SANS 10400 Form 1                                          |
| ...                  |  | SANS 10400 Form 2                                          |
| ...                  |  | Power of Attorney                                          |
| ...                  |  | Building Plan                                              |
| ...                  |  | Abstract from relevant General Plan and Servitude Diagrams |
| ...                  |  | Municipal Application Form                                 |

*Step Four:* Add all outstanding Supporting Documents as described in step one through three before the application can go to the next stage.

*Note:* Once you have opened a task and closed it. You can locate the task in your Inbox where you can upload and submit the document again.