

SOUTH AFRICAN POLICE SERVICE



Application for multiple import or export permit/
permanent import or export permit/
temporary import or export permit/
in-transit permit for personal use

INSTRUCTIONS: APPLICATION FOR MULTIPLE IMPORT OR EXPORT PERMIT/PERMANENT IMPORT OR EXPORT PERMIT/TEMPORARY IMPORT OR EXPORT PERMIT/IN-TRANSIT PERMIT FOR PERSONAL USE
GENERAL INSTRUCTIONS

- An application for a multiple import or export permit/permanent import or export permit/temporary import or export permit/in-transit permit must be completed in black ink that cannot be erased.
- The application must be stamped with the official date stamp of the police station where it is received.
- The police station where the application is captured must complete Section A.
- The police station where the application is received must complete Section B.
- The Deciding Officer must complete Section C.
- The applicant must complete Sections D, E, G, I, J and K.
- The current owner of the firearm(s) must complete Section F.
- If a transporter was used, he/she must complete Section H.
- If an interpreter was used, he/she must complete Section L.
- The parent or guardian of an applicant who is below 18 years of age must complete Section M.
- If a nominee/authorized person was used, he/she must complete Section N.
- The Designated Firearms Officer must complete Section O.
- A person is guilty of an offence in terms of the Firearms Control Act, 2000 (Act No 60 of 2000), if he/she provides false information which he/she knows is false on this application form.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE APPLICATION IS CAPTURED
1. Application reference number

The reference number that the system generated for the application after it was captured (for example, M12945) must be recorded in paragraph A 1.

SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE APPLICATION IS RECEIVED
1. Province

The name of the province where the police station is situated (for example, Gauteng) must be recorded in paragraph B 1.

2. Area

The name of the area where the police station is situated (for example, Pretoria) must be recorded in paragraph B 2.

3. Police station

The name of the police station where the application was received (for example, Brooklyn) must be recorded in paragraph B 3.

4. Component code

The component code of the police station where the application was received (for example, 47) must be recorded in paragraph B 4.

5. Firearm applications register reference number

The annual serial number of the firearm applications register allocated to the application (for example, 135/2002) must be recorded in paragraph B 5.

SECTION C: FOR OFFICIAL USE BY THE DECIDING OFFICER
1. Outstanding/Additional information required

When the police official requests outstanding or additional information from the police station or the applicant, the required information must be recorded in paragraph C 1.

2. Persal number

The SAPS Persal number of the police official who requested the outstanding or additional information must be recorded in paragraph C 2.

3. Date

The date on which the outstanding or additional information are requested by the police official must be recorded in paragraph C 3.

4. Signature of police official

The signature of the police official who requested the outstanding or additional information must be recorded in paragraph C 4.

5. Name in block letters

The initials and surname (in block letters) of the police official who requested the outstanding or additional information must be recorded in paragraph C 5.

6. Application for a permit approved (Indicate with an X)

If the application for a permit is approved, the deciding officer who approved the application must mark paragraph C 6 with an X.

7. Persal number

The SAPS persal number of the deciding officer who approved the application must be recorded in paragraph C 7.

8. Date

The date on which the application was approved by the deciding officer must be recorded in paragraph C 8.

9. Signature of deciding officer

The signature of the deciding officer who approved the application must be recorded in paragraph C 9.

10. Officer code

The officer code is a code allocated to each deciding officer who considers the application for a permit. The code of the deciding officer who approved the application must be recorded in paragraph C 10.

11. Name in block letters

The initials and surname (in block letters) of the deciding officer who approved the application must be recorded in paragraph C 11.

12. Application for a permit refused (Indicate with an X)

If the application for a permit is refused, the deciding officer who refused the application must mark paragraph C 12 with an X.

13. Reason(s) for refusal

When an application was refused, the deciding officer must record the reason(s) for refusal in paragraph C 13.

14. Persal number

The SAPS Persal number of the deciding officer who refused the application must be recorded in paragraph C 14.

15. Date

The date on which the application is refused by the deciding officer must be recorded in paragraph C 15.

16. Signature of deciding officer

The signature of the deciding officer who refused the application must be recorded in paragraph C 16.

17. Officer code

The officer code is a code allocated to each deciding officer who considers the application for a permit. The code of the deciding officer who refused the application must be recorded in paragraph C 17.

18. Name in block letters

The initials and surname (in block letters) of the deciding officer who refused the application must be recorded in paragraph C 18.

SECTION D: TYPE OF PERMIT (Indicate with an X)

The applicable type of permit must be indicated with an X in paragraph D 1, 2, 3, 4 and 5, for example:

Import permit	X
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SECTION E: PARTICULARS OF APPLICANT

1. NATURAL PERSON'S DETAILS

2. Type of identification (Indicate with an X)

2.1 SA ID/Passport number

The applicant's type of identification must be indicated with an X in paragraph E 2.1.

3. Identity number of natural person

The identity number of the applicant must be recorded in paragraph E 3.

4. Passport number of natural person

The passport number of the applicant must be recorded in paragraph E 4.

5. Surname

The applicant's surname must be recorded in paragraph E 5.

6. Initials

The applicant's initials must be recorded in paragraph E 6.

7. Full names

The applicant's full names must be recorded in paragraph E 7.

8. Date of birth

The applicant's date of birth (for example, 1960-01-01) must be recorded in paragraph E 8.

9. Age

The applicant's age must be recorded in paragraph E 9.

10. Gender

The applicant's gender must be indicated with an X in paragraph E 10.

11. Residential address

The physical address where the applicant resides, must be recorded in paragraph E 11.

12. Postal code

The postal code of the applicant's residential address must be recorded in paragraph E 12.

13. Postal address

The postal address of the applicant must be recorded in paragraph E 13.

14. Postal code

The postal code of the applicant's postal address must be recorded in paragraph E 14.

15. Trade or profession

The applicant's trade or profession (for example, motor mechanic) must be recorded in paragraph E 15.

16. If self-employed, specify

If the applicant is self-employed (for example, hair dresser - work from home), it must be recorded in paragraph E 16.

17. Name of employer/company

The name of the applicant's employer or company (for example, The Auto Shop) must be recorded in paragraph E 17.

18. Business address

The business address of the applicant's employer (for example, 123 West Street, Sandton) must be recorded in paragraph E 18.

19. Postal code

The postal code of the applicant's employer's business address must be recorded in paragraph E 19.

20. Telephone number

20.1 Home: The applicant's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph E 20.1.

20.2 Work: The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph E 20.2.

20.3 Cellphone number

The applicant's cellphone number (if applicable) must be recorded in paragraph E 20.3.

21. Fax

The fax number, including the area dialling code of the applicant must be recorded in paragraph E 21.

22. E-mail address

The e-mail address (if applicable) of the applicant must be recorded in paragraph E 22.

23. MARITAL STATUS (Indicate with an X)

24. The applicant's applicable marital status must be indicated with an X in paragraph E 24, for example:

The e-mail address (if applicable) of the applicant must be recorded in paragraph E 35.

25. PARTICULARS OF APPLICANT'S SPOUSE/PARTNER

(If applicable)

25.1 Type of identification (Indicate with an X)

25.1.1 SA ID/Passport

The applicant's spouse/partner type of identification must be indicated with an X in paragraph 25.1.1.

25.2 Identity number of spouse/partner

The identity number of the applicant's spouse/partner must be recorded in paragraph E 25.2.

25.3 Passport number of spouse/partner

The passport number (if applicable) of the applicant's spouse/partner of the applicant must be recorded in paragraph E 25.3.

25.4 Name and surname

The name and surname of the applicant's spouse/partner must be recorded in paragraph E 25.4.

26. JURISTIC PERSON'S DETAILS

27. Registered company name

The registered company name of the applicant must be recorded in paragraph E 27.

28. Trading as name

The trading as name of the applicant must be recorded in paragraph E 28.

29. FAR number

The registration number of the applicant must be recorded in paragraph E 29.

30. Postal address

The postal address of the applicant must be recorded in paragraph E 30.

31. Postal code

The postal code of the applicant's postal address of the must be recorded in paragraph E 31.

32. Business address

The physical address of the applicant must be recorded in paragraph E 32.

33. Postal code

The postal code of the applicant's business address must be recorded in paragraph E 33.

34. Business telephone number

34.1 Work: The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph E 34.1.

34.2 Fax

The fax number, including the dialling code of the applicant (for example, (012) 667 1923) must be recorded in paragraph E 34.2.

35. E-mail address

36. RESPONSIBLE PERSON'S DETAILS

37. Responsible person (Name and surname)

The responsible person's name and surname must be recorded in paragraph E 37.

38. Type of identification (Indicate with an X) SA citizen/Non-SA citizen with permanent residence*

The responsible person's type of identification must be indicated with an X in paragraph E 38.

* In case of a non-SA citizen proof of permanent residence must be submitted.

39. Identity number of responsible person

The responsible person's identity number must be recorded in paragraph E 39.

40. Passport number or responsible person

The responsible person's passport number must be recorded in paragraph E 40.

41. Cellphone number

The cellphone number (if applicable) of the responsible person must be recorded in paragraph E 41.

42. Physical address

The physical address where the responsible person resides, must be recorded in paragraph E 42.

43. Postal code

The postal code of the responsible person's physical address must be recorded in paragraph E 43.

44. Postal address

The postal address of the responsible person must be recorded in paragraph E 44.

45. Postal code

The postal code of the responsible person's postal address must be recorded in paragraph E 45.

46. Type of competency certificate (if applicable)

The existing type of competency certificate must be recorded in paragraph E 46 if the applicant are in possession of a competency certificate.

47. Date of issue

The date on which the existing competency certificate was issued must be recorded in paragraph E 47.

48. Expiry date

The expiry date of the existing competency certificate must be recorded in paragraph E 48.

SECTION F: PARTICULARS OF THE CURRENT OWNER OF THE FIREARM(S)

1. NATURAL PERSON'S DETAILS

2. Surname

The surname of the current owner of the firearm must be recorded in paragraph F 2.

3. Initials

The initials of the current owner of the firearm must be recorded in paragraph F 3.

4. Full names

The full names of the current owner of the firearm must be recorded in paragraph F 4.

5. Identity number of natural person

The identity number of the natural person must be recorded in paragraph F 5.

6. Passport number of natural person

The passport number of the natural person must be recorded in paragraph E 6.

7. Residential address

The physical address where the current owner of the firearm resides, must be recorded in paragraph F 7.

8. Postal code

The postal code of the current owner of the firearm's residential address of the must be recorded in paragraph F 8.

9. Postal address

The postal address of the current owner of the firearm must be recorded in paragraph F 9.

10. Postal code

The postal code of current owner of the firearm's postal address must be recorded in paragraph F 10.

11. Telephone number

11.1 Home: The current owner of the firearm's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph F 11.1.

11.2 Work: The current owner of the firearm's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph F 11.2.

11.3 Cellphone number

The cellphone number (if applicable) of the current owner of the firearm must be recorded in paragraph F 11.3.

12. Fax

The fax number, including the area dialling code of the current owner of the firearm must be recorded in paragraph F 12.

13. E-mail address

The e-mail address (if applicable) of the current owner of the firearm must be recorded in paragraph F 13.

14. JURISTIC PERSONS DETAILS

15. Registered company name

The registered company name of the current owner of the firearm must be recorded in paragraph F 15.

16. Trading as name

The trading as name of the current owner of the firearm must be recorded in paragraph F 16.

17. FAR number

The registration number of the current owner of the firearm must be recorded in paragraph F 17.

18. Company registration or CC number

The company registration or CC number of the current owner of the firearm must be recorded in paragraph F 18.

19. Postal address

The postal address of the current owner of the firearm must be recorded in paragraph F 19.

20. Postal code

The postal code of the current owner of the firearm postal address must be recorded in paragraph F 20.

21. Business address

The physical address where the current owner of the firearm conduct business, must be recorded in paragraph F 21.

22. Postal code

The postal code of the current owner of the firearm's business address must be recorded in paragraph F 22.

23. Business telephone number

23.1 Work: The current owner of the firearm's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph F 23.1

23.2 Fax

The fax number, including the dialling code of the current owner of the firearm (for example, (012) 667 1923) must be recorded in paragraph F 23.2.

24. E-mail address

The e-mail address (if applicable) of the current owner of the firearm must be recorded in paragraph F 24.

25. RESPONSIBLE PERSON'S DETAILS

26. Responsible person (Name and surname)

The responsible person's name and surname must be recorded in paragraph F 26.

27. Type of identification (Indicate with an X) SA ID/Passport number

The responsible person's type of identification must be indicated with an X in paragraph F 27.

28. Identity number of responsible person

The responsible persons's identity number must be recorded in paragraph F 28.

29. Passport number of responsible person

The responsible person's passport number must be recorded in paragraph F 29.

30. Cellphone number

The cellphone number (if applicable) of the responsible person must be recorded in paragraph F 30.

31. Physical address

The physical address where the responsible person resides, must be recorded in paragraph F 31.

32. Postal code

The postal code of the responsible person's physical address must be recorded in paragraph F 32.

33. Postal address

The postal address of the responsible person must be recorded in paragraph F 33.

34. Postal code

The postal code of the responsible persons' postal address must be recorded in paragraph F 34.

SECTION G: IMPORT AND/OR EXPORT DETAILS**1. Country of origin**

The country from where the firearms and/or ammunition are imported/exported must be recorded in paragraph G 1.

2. Country of destination

The country to which the firearms and/or ammunition are imported/exported must be recorded in paragraph G 2.

3. Port of entry

The port of entry in case of an imported firearm or ammunition must be recorded in paragraph G 3.

4. Port of exit

The port of exit in case of an exported firearm or ammunition must be recorded in paragraph G 4.

5. Reason for permit

The reason for the application for the import/export/in-transit permit must be recorded in paragraph G 5.

6. IN CASE OF A PERMANENT IMPORT/EXPORT PERMIT, SUBMIT THE DATE ON WHICH THE IMPORT/EXPORT WILL TAKE PLACE**7. Date on which the import/export will take place**

The date on which the import/export will take place must be recorded in paragraph G 7.

8. IN CASE OF A MULTIPLE IMPORT OR EXPORT PERMIT/ TEMPORARY IMPORT OR EXPORT PERMIT/IN-TRANSIT PERMIT, SUBMIT THE FOLLOWING**9. Period for which permit is required****9.1 From date**

The date from which the permit is required must be recorded in paragraph G 9.1.

9.2 To date

The date to which the permit is required must be recorded in paragraph G 9.2.

SECTION H: TRANSPORTER'S DETAILS (Complete only in the case of an in-transit permit for business purposes)**1. FAR number**

The registration number of the transporter must be recorded in

paragraph H 1.

2. Transporter's name and surname

The transporter's name and surname must be recorded in paragraph H 2.

3. Transporter's trading name

The transporter's trading name must be recorded in paragraph H 3.

4. Method of transport

The method by which the firearms/ammunition are transported must be recorded in paragraph H 4.

5. Transporter's responsible person (name and surname)

The name and surname of the transporter's responsible person must be recorded in paragraph H 5.

6. Type of identification (Indicate with an X) **SA citizen/Non-SA citizen with permanent residence***

The type of identification of the transporter's responsible person must be indicated with an X in paragraph H 6.

* In case of a non-SA citizen proof of permanent residence must be submitted.

7. Identity number of the responsible person

The identification number of the transporter's responsible person must be recorded in paragraph H 7.

8. Cellphone number

The cellphone number of the transporter's responsible person must be recorded in paragraph H 8.

9. Validity of the transporter's permit

The validity of the transporter's permit must be recorded in paragraph H 9.

10. Transport route

The transport route that the transporter is using must be recorded in paragraph H 10.

SECTION I: DETAILS OF FIREARMS

1. The type, action, calibre, model, make, frame or receiver serial number and the barrel serial number of the firearm(s) must be recorded in paragraph I 1.

2. DETAILS OF AMMUNITION

The type and the quantity of the ammunition must be recorded in paragraph I 2.

3. DECLARATION BY PERSON WHO IS LAWFULLY IN POSSESSION OF THE FIREARM(S)

I hereby declare that the above firearm(s) is/are legally in my possession and that I propose to supply it to the applicant once the necessary permit(s) has/have been obtained and that the particulars of the firearm(s) are correct and accurate.

4. SIGNATURE OF PERSON CURRENTLY IN POSSESSION**4.1 Name of person currently in possession in block letters**

The initials and surname (in block letters) of the person currently in possession must be recorded in paragraph I 4.1.

4.2 Date

The date on which the person currently in possession signs the application must be recorded in paragraph I 4.2.

4.3 Signature of person currently in possession

The signature of the person currently in possession must be recorded in paragraph I 4.3.

4.4 Place

The place where the person currently in possession signs the application form must be recorded in paragraph I 4.4.

5. DECLARATION OF APPLICANT

I am aware that it is an offence in terms of section 120 (9)(f) of the Firearms Control Act, 2000 (Act No 60 of 2000), to make a false statement in this application.

SECTION J: SIGNATURE OF APPLICANT (Sign only if applicable)

1. Name of applicant in block letters

The initials and surname (in block letters) of the applicant who applies for the permit must be recorded in paragraph J 1.

2. Date

The date on which the applicant applies for the permit must be recorded in paragraph J 2.

3. Signature of applicant

The signature of the applicant must be recorded in paragraph J 3, in presence of the police official.

4. Place

The city/town where the applicant applies for the permit must be recorded in paragraph J 4.

SECTION K: (This section must only be completed if the applicant cannot read or write.)

1. The right index fingerprint of applicant

The index fingerprint of the applicant's right hand must be taken by the police official in paragraph K 1, in the presence of a witness and may not exceed the border. If the applicant does not have a right index fingerprint, the index fingerprint of the left hand must be taken.

2. Fingerprint designation

The designation of the fingerprint (for example, right index fingerprint) must be recorded in paragraph K 2.

3. Date

The date on which the applicant applies for the permit must be recorded in paragraph K 3.

4. Name of applicant in block letters

The initials and surname (in block letters) of the person who applies for the permit must be recorded in paragraph K 4.

5. Place

The city/town where the applicant applies for the permit must be recorded in paragraph K 5.

6. PARTICULARS OF POLICE OFFICIAL DEALING WITH APPLICATION

6.1 Name of police official in block letters

The initials and surname (in block letters) of the police official who deals with the application must be recorded in paragraph K 6.1.

6.2 Persal number of police official

The SAPS Persal number of the police official who deals with the application must be recorded in paragraph K 6.2.

6.3 Rank of police official in block letters

The rank (in block letters) of the police official who deals with application must be recorded in paragraph K 6.3.

6.4 Signature of police official

The signature of the police official who deals with the application must be recorded in paragraph K 6.4.

7. PARTICULARS OF WITNESS

7.1 Name of witness in block letters

The initials and surname (in block letters) of the police official who acts as the witness must be recorded in paragraph K 7.1.

7.2 Persal number of witness

The SAPS Persal number of the police official who acts as the witness must be recorded in paragraph K 7.2.

7.3 Rank of witness in block letters

The rank (in block letters) of the police official who acts as the witness must be recorded in paragraph K 7.3.

7.4 Signature of witness

The signature of the police official who acts as the witness must be recorded in paragraph K 7.4.

SECTION L: PARTICULARS OF INTERPRETER

(This section must only be completed if the applicant cannot read or write or does not understand the contents of this form.)

1. Name and surname of interpreter

The name and surname of the person who interprets the contents of the application form for the applicant must be recorded in paragraph L 1.

2. Identity/Passport number of interpreter

The identity/passport number of the interpreter must be recorded in paragraph L 2.

3. Residential address

The physical address where the interpreter resides, must be recorded in paragraph L 3.

4. Postal code

The postal code of the interpreter's residential address must be recorded in paragraph L 4.

5. Postal address

The postal address of the interpreter must be recorded in paragraph L 5.

6. Postal code

The postal code of the interpreter's postal address must be recorded in paragraph L 6.

7. Telephone number

7.1 Home: The interpreter's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph L 7.1.

7.2 Work: The interpreter's work telephone number, including the dialling code, (for example, (011) 577 913) must be recorded in paragraph L 7.2.

8. Cellphone number

The cellphone number (if applicable) of the interpreter must be recorded in paragraph L 8.

9. Fax

The fax number, including the area dialling code, of the interpreter must be recorded in paragraph L 9.

10. E-mail address

The e-mail address (if applicable) of the interpreter must be recorded in paragraph L 10.

11. Interpreted from (language)

The language from which the application form was interpreted and the language to which it was interpreted and which is understandable to the applicant (for example, English to Zulu) must be recorded in paragraph L 11.

12. Date

The date on which the interpreter assists the applicant must be recorded in paragraph L 12.

13. Signature of interpreter

The signature of the interpreter who assists the applicant that cannot read or write or does not understand the document must be recorded in paragraph L 13.

14. Place

The place where the interpreter assists the applicant must be recorded in paragraph L 14.

15. Rank of police official in block letters

If the interpreter is a police official, his/her rank (in block letters) must be recorded in paragraph L 15.

16. Persal number of police official

If the interpreter is a police official, his/her SAPS Persal number must be recorded in paragraph L 16.

SECTION M: PARENTAL CONSENT IN CASE OF A MINOR

1. The applicable recommendation must be indicated with an X in paragraph M 1, for example:

Recommended	X	Not recommended	
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2. Name and surname of parent/guardian

The name and surname of the applicant's parent/guardian who gives permission or denies permission for him/her to apply for a permit must be recorded in paragraph M 2.

3. Identity/Passport number of parent/guardian

The identity/passport number (if applicable) of the applicant's parent/guardian must be recorded in paragraph M 3.

4. Comments of parent/guardian

Any comments of the applicant's parent/guardian must be recorded in paragraph M 4.

5. Date

The date on which the applicant's parent/guardian gave or denies permission must be recorded in paragraph M 5.

6. Signature of parent/guardian

The signature of the applicant's parent/guardian must be recorded in paragraph M 6.

7. Place

The city/town where the applicant's parent/guardian gave or denies permission must be recorded in paragraph M 7.

SECTION N: IN CASE OF NOMINEE/AUTHORIZED PERSON

1. Name and surname of nominee/authorized person

The name and surname of the nominee/authorized person must be recorded in paragraph N 1.

2. Identity/Passport number of nominee/authorized person

The identity/passport number of the nominee/authorized person must be recorded in paragraph N 2.

3. Date

The date on which the nominee/authorized person signs the application must be recorded in paragraph N 3.

4. Signature of nominee/authorized person

The signature of the nominee/authorized person must be recorded in paragraph N 4.

5. Place

The city/town where the nominee/authorized person signs the application form must be recorded in paragraph N 5.

SECTION O: FOR OFFICIAL USE BY THE DESIGNATED FIREARMS OFFICER/STATION COMMISSIONER

1. RECOMMENDATION REGARDING THE APPLICATION

The applicable recommendation must be indicated with an X in paragraph O 1, for example:

Recommended	X	Not recommended	
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2. Motivation regarding the application

A motivation for the recommendation must be recorded in paragraph O 2. The motivation must be based on actual facts, and not mere hearsay.

3. Name of Designated Firearms Officer/Station Commissioner in block letters

The initials and surname (in block letters) of the Designated Firearms Officer/Station Commissioner who made recommendation must be recorded in paragraph O 3.

4. Date

The date on which the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph O 4.

5. Rank of Designated Firearms Officer/Station Commissioner in block letters

The rank (in block letters) of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph O 5.

6. Place

The city/town where the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph O 6.

7. Signature of Designated Firearms Officer/Station Commissioner

The Designated Firearms Officer/Station Commissioner who made the recommendation must sign in paragraph O 7.

8. Persal number of the Designated Firearms Officer/Station Commissioner

The SAPS Persal number of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph O 8.