

Land Transport Registration - Steps to Register

- 1) Click on the following url to connect to the Airports Company South Africa internet site:

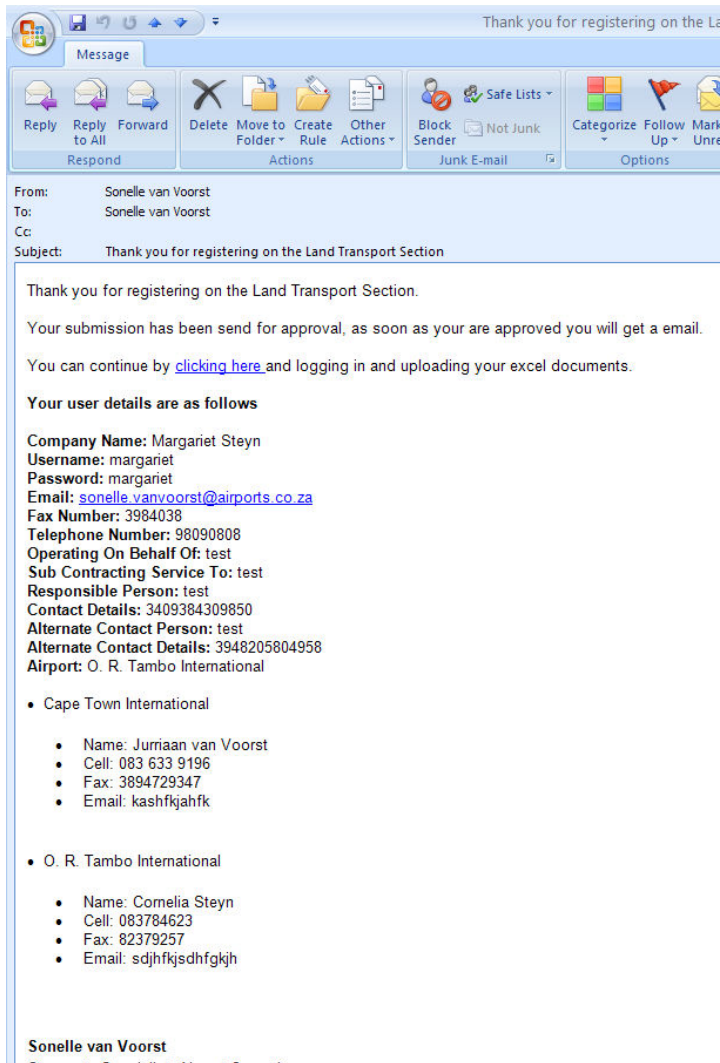
<http://www.acsa.co.za/home.asp?pid=6883>

- 2) It will take you to the following page:

The screenshot shows the 'Land Transport Registration Form' on the ACSA website. The page header includes 'SOUTH AFRICA' and navigation links like 'Home', 'Register', and 'Member feedback'. The form itself is titled 'Land Transport Registration form' and contains several input fields for user details: Company Name, Username, Password, e-Mail, Fax number, Telephone number, Operating on behalf of, Sub contracting service to, Designated responsible person (Name and designation), Contact Details, Alternate contact person, and Alternate contact details. There is also a dropdown menu for 'Airport' with the text 'select an airport' and a 'Browse...' button. Below the form, there is a 'Download' button and a section for selecting an airport to operate from, with a table of options including O.R. Tambo International, Port Elizabeth International, George Airport, King Shaka International, Cape Town International, and Q. R. Gqozo International. Each option has fields for Name & Surname, Cell Number, Fax Number, and e-Mail. At the bottom, there is a checkbox for 'accept the terms, conditions and disclaimer (click here to read)' and 'Save changes' and 'Cancel' buttons.

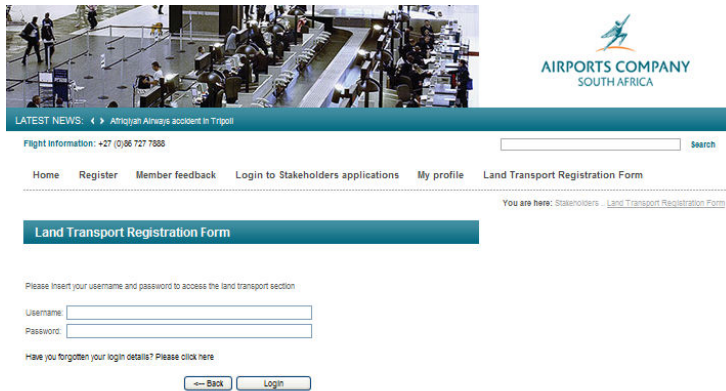
- 3) Please fill in your details and read the terms & conditions and click “save changes”

- 4) You will receive an e-mail stating that you have been registered containing all relevant detail. If not please contact Sonelle van Voorst on +2782 908 4011



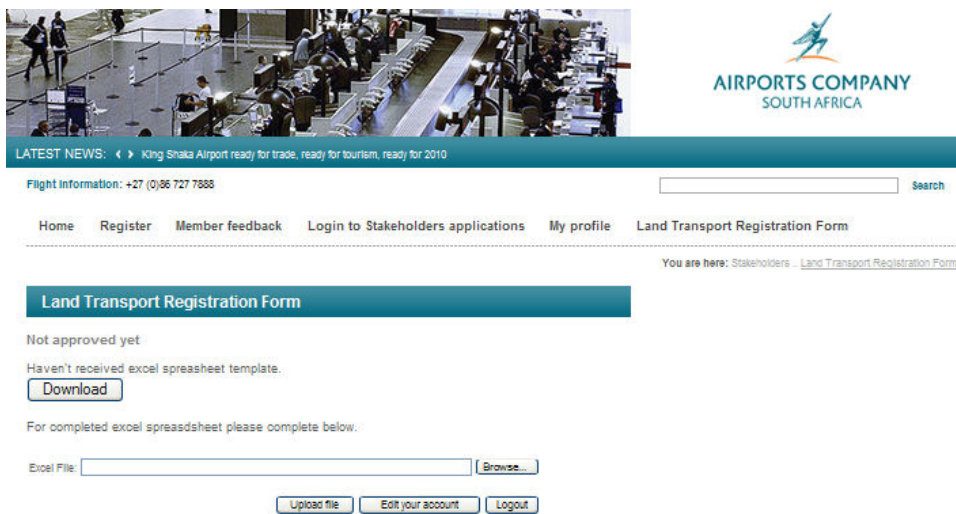
- 5) Your submission went for approval, but you can continue to upload your schedules in the mean time. If you want to upload please click on [clicking here](#) and logging in and uploading your excel documents. the e-mail you have received after registration.

- 6) You will have to use the username and password you selected during the registration process to log onto the website again.



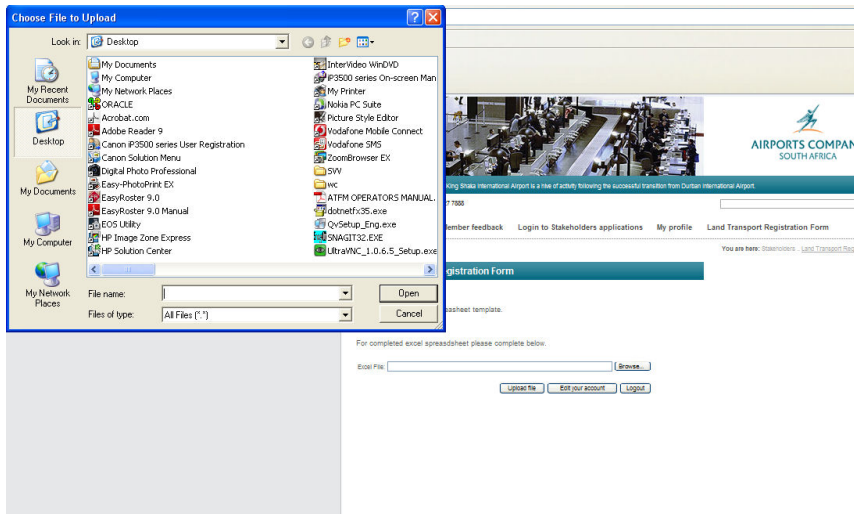
The screenshot shows the top navigation bar with the Airports Company South Africa logo. Below it is a news section with the headline "Alfiojari Airways accident in Tripoli". A flight information search bar is present with the number "+27 (0)86 727 7888". The main navigation menu includes "Home", "Register", "Member feedback", "Login to Stakeholders applications", "My profile", and "Land Transport Registration Form". The breadcrumb trail indicates the user is in "Stakeholders > Land Transport Registration Form". The page title is "Land Transport Registration Form". The main content area contains a message: "Please insert your username and password to access the land transport section". There are input fields for "Username:" and "Password:". A link "Have you forgotten your login details? Please click here" is provided. At the bottom of the form are "Back" and "Login" buttons.

- 7) If you do not have the template select on the "download" button. This can then be saved onto your computer.

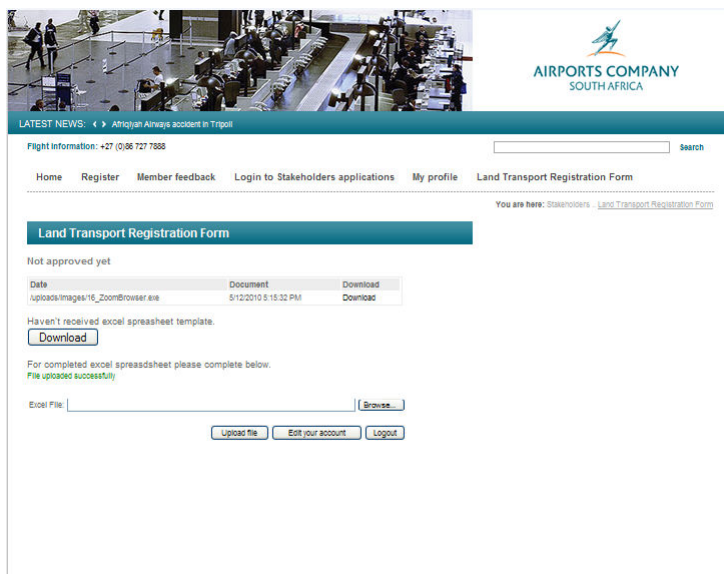


The screenshot shows the same website layout as above. The news section headline is "King Shaka Airport ready for trade, ready for tourism, ready for 2010". The breadcrumb trail is "Stakeholders > Land Transport Registration Form". The page title is "Land Transport Registration Form". The main content area contains a message: "Not approved yet". Below this is a message: "Haven't received excel spreadsheet template." and a "Download" button. A message follows: "For completed excel spreadsheet please complete below." There is an "Excel File:" label and a "Browse..." button. At the bottom of the form are "Upload file", "Edit your account", and "Logout" buttons.

- 8) When ready for upload you click on the “browse” button that will open your explorer and you can select the file and press the “Upload” file button



- 9) Then upload file will be visible as soon as uploaded, you can download it again by clicking on the “download” button.



- 10) You will receive an e-mail confirming your upload. If not please contact Sonelle van Voorst on +2782 908 4011



- 11) If you require uploading a new version of your schedule, please go to the link in step 5 and log in. Please first download your previous file and then adjust and re-upload, following steps 7 – 10.
- 12) Please note that your latest upload will be used, substituting all previous version submitted.
- 13) Please note that if you have not received confirmation of approval via e-mail within 3 working days after completion of your application process with respective airports, please contact the airport you applied through.**
- 14) If you experience any issues please contact Sonelle van Voorst on +2782 908 4011.