

**ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES  
REGULATIONS, 2008**

**SCHEDULE 1**

*General Forms*

The following forms are, subject to the provisions of section 34 of the Act, prescribed for the purposes of the Act and the regulations:

Number of Form	Name and Type of Form	Legislation references	
		Act 46 of 1998 as amended	AARTO Regulations
<b><i>Infringement Notices</i></b>			
AARTO 01	Infringement notice completed by hand at the roadside and served in person, on the back of which is provided: payment detail, other options that may be exercised and general information	17	3
AARTO 02	Infringement notice completed electronically at the roadside and served in person or by registered mail, on the back of which is provided: payment detail, other options that may be exercised and general information	17	3
AARTO 03	Infringement notice for camera and other infringements, served per registered mail, on the back of which is provided: payment detail, other options that may be exercised and general information	17	3
<b><i>Application for instalments</i></b>			
AARTO 04	Application for payment of penalty in instalments	19A	14
AARTO 05a	Acknowledgement of receipt of application for payment of penalty in instalments		14
AARTO 06	Notification of the result of the application to pay in instalments		14
<b><i>Nomination of driver</i></b>			
AARTO 07	Nomination of driver or person in control	17	22
AARTO 05b	Acknowledgement of receipt of the nomination of a driver or person in control		22
<b><i>Representations</i></b>			
AARTO 08	Representation form	18	4
AARTO 05c	Acknowledgement of receipt of representation	18	4
AARTO 09	Notification of result of representation	18	5
<b><i>Trial and Court Procedures</i></b>			
AARTO 10	Notice of election to be tried in court	22	9
AARTO 05d	Acknowledgement of receipt of election to be tried in court		9
AARTO 11	Notification of prosecutor who declines to prosecute		9
<b><i>Courtesy letter</i></b>			
AARTO 12	Courtesy letter	19	6

Number of Form	Name and Type of Form	Legislation references	
		Act 46 of 1998 as amended	AARTO Regulations
<b>Enforcement order</b>			
AARTO 13	Enforcement order	20	7
AARTO 14	Application for the revocation of the enforcement order by the infringer	20	7
AARTO 05e	Acknowledgement of receipt of application for the revocation of enforcement order		7
AARTO 15	Notification of result of application for revocation of enforcement order		7
<b>Notifications to Infringers</b>			
AARTO 16	Notification of dishonoured instalment		14
AARTO 17	Notification of partial payment		14
AARTO 18	Notification of dishonoured payment		16
AARTO 19	Notification of recording of offence and corresponding demerit points on the National Contraventions Register		13, 14
AARTO 20	Notification of payment received	17	13
AARTO 21	Notification in respect of suspensions and/or cancellations	26	24
AARTO 22	Notification of revocation in respect of suspension or cancellations	27	
<b>Warrant</b>			
AARTO 24	Warrant of Execution	21	8, 14
<b>Refund of monies</b>			
AARTO 25	Application for refund of monies		14
AARTO 05f	Acknowledgement of receipt of application for refund of monies		14
AARTO 26	Notification of result of application for refund of monies		14
<b>Applications for return or re-issue of Driving Licence, Professional Driving Permit and Operator Card(s)</b>			
AARTO 23	Application for return of suspended licence, PrDP or operator card		24
LL 1 *	Application to the issuing authority to be tested for a learner licence in the case of a cancelled driving licence	National Road Traffic Act, 1996	24
DL1 *	Application to the issuing authority to be tested for a driving licence and/or a professional driving permit in the case of a cancelled driving licence	National Road Traffic Act, 1996	24
MVL 1A *	Application to the issuing authority to re-issue an operator card to the operator in the case of a cancelled operator card	National Road Traffic Act, 1996	24
<b>Other Forms</b>			
AARTO 27	Written permission to access demerit points information	33	25
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AARTO 30	Notification of change of particulars		21, 23
AARTO 05g	Acknowledgement of receipt of notification of change of particulars		23
AARTO 31	Notice in respect of unattended vehicle		
<b>*These forms are available from the regulations under the National Road Traffic Act, 1996</b>			

2008/04/07

<b>INFRINGEMENT NOTICE – AARTO 01</b> Issued in terms of section 17(1) of Act No 46 of 1998										<b>Infringement Notice no:</b> 1: 12-3456-789012345-6 2: 12-3456-789012345-6 3: 12-3456-789012345-6				
<b>INFRINGEMENT AND MOTOR VEHICLE PARTICULARS</b>														
Surname:						Tel (home): (    )								
First names:						Tel (work): (    )								
Initials:		Date of birth:    /    /				Fax: (    )								
ID type:	RSA	Passport	Driving Licence	Foreign ID	Gender:	Male	Female	Cell:						
ID number:						Email:								
Country of issue:						Foreign DL code:			<b>MOTOR VEHICLE PARTICULARS</b>					
Licence code:	A1	A	B	C1	C	EB	EC1	EC	NONE					
Vehicle licence:						Licence disc no:								
Learner code:	1	2	3	PrDP code:	Goods	Passengers	Dangerous							
Operator card no:						Vehicle description (type):								
Street address:						Vehicle GVM:								
Postal address and code:						Make:								
Employer name and address:						Series (model):								
						Colour:								
<b>LOCATION, DATE AND TIME OF INFRINGEMENT</b>														
Province:				City/Town:				Suburb:						
Date:    /    /				Time:				Street name A:						
								Street name B:						
Route no:				From place:				To place:						
GPS co-ordinates: X:						Y:								
<b>INFRINGEMENT PARTICULARS</b>														
The infringer as identified, while operating the vehicle on a public road at the place and at the time as described above, committed the following infringement(s) as identified by the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, 2008:														
1	Charge code:                      Description:													
	Penalty: R			Discount: R			Discounted amount: R							
	Charge type: Minor		Major		Demerit Points:									
	Alternative charge code:                      Description:													
2	Charge code:                      Description:													
	Penalty: R			Discount: R			Discounted amount: R							
	Charge type: Minor		Major		Demerit Points:									
	Alternative charge code:                      Description:													
3	Charge code:                      Description:													
	Penalty: R			Discount: R			Discounted amount: R							
	Charge type: Minor		Major		Demerit Points:									
	Alternative charge code:                      Description:													
Total penalty amount for main charges			R			Total discounted amount for main charges			R			<b>See reverse side for payments and options</b>		
<b>PARTICULARS OF OFFICER AND SIGNATURES</b>														
Issuing Authority:														
Officer name:														
Infrastructure no:														

## INFRINGEMENT NOTICE NUMBERS

The Infringement Notice number must be used as reference number on the deposit slip, on the internet, at the vehicle or driver licensing office, post office or at the pay point selected, for all payments made.

It should be noted that the Infringement Notice numbers on the front of this notice refer to every charge separately. This enables you in taking your action of choice for each infringement that you have been charged with separately.

Ensure that you use the correct Infringement Notice number for every charge. Infringement Notice number 1 is applicable to charge and alternative charge number 1 and so forth. If you require any assistance the Issuing Authority will be able to assist.

## IMPORTANT PROVISIONS AND INFORMATION

## A. Payment of penalties within 32 days

- If the penalty is paid within 32 days from the date of issue, the total discounted amount for the main charges, as shown on the front of this notice, must be paid.
- On presentation of the Infringement Notice, payments may be made:
  - By cash or bank guaranteed cheque deposit, bank transfer or electronic funds transfer (internet or cell phone banking) to any of the AARTO bank accounts at:
 

Bank:	FNB	Standard Bank	ABSA
Branch:	Pretoria	Centurion	
Branch no:	253145	012645	
Account no:	62161889658	032188838	
  - At the following AARTO Internet website:  
[www.aarto.co.za](http://www.aarto.co.za)
  - In person at any:
    - Motor vehicle registration and licensing office;
    - Driving licence testing centre; or
    - Issuing Authority.
  - At any Post Office.
  - At pay points as may be advertised in the media.

## B-1. Other options within 32 days

- Submit an application to pay the penalty in instalments on Form AARTO 04, in which case the discounted amount will no longer be applicable; or
- Nominate the driver or person in control of the vehicle, if it was a person other than yourself, on form AARTO 07; or
- Only in the case of a minor infringement, submit a Representation for consideration, on form AARTO 08, in which case an additional Representations fee may be payable if the Representation is rejected; or
- Elect to be tried in court on form AARTO 10. If found guilty in court, the Demerit Points applicable to the particular offence will be allocated to the infringer.

## B-2. Obtaining forms

- The forms listed under B-1 above may be downloaded from, or electronically completed on the AARTO Internet website or,
- Forms are also obtainable from any:
  - Motor vehicle registration and licensing office; or
  - Driving licence testing centre; or
  - Issuing Authority.

## B-3. Submission of forms within 32 days

If not completed and submitted on the above Internet website, completed forms must be payable, by registered mail, within 32 days, to the following address:

**AARTO Submissions, Private Bag X147, Pretoria, 0001.**  
Retain copies of submitted forms for your own record purposes.

## C. Enquiries and information

All enquiries regarding this notice or the provisions of the Act may be made:

- By post, to:  
**AARTO Enquiries, Private Bag X147, Pretoria, 0001.**
- By telephone:  
**Telephone number: (011) 256 1000**
- By fax:  
**Fax number: (011) 256 1045**

Enquiries on the number of Demerit Points accumulated, for which an additional fee will be payable, may be made:

- On the AARTO Internet website or,
- By completing form AARTO 27 in person at any:
  - Vehicle registration and licensing office; or
  - Driving licence testing centre; or
  - Issuing Authority.

General information and traffic infringement statistics are available on the AARTO Internet website.

## D. Allocation of Demerit Points

Depending on the classification of the infringement or offence, or on failure to comply with the provisions of the Act, Demerit Points ranging from 1 to 6 will be allocated to the infringer as follows:

- On receipt and recording of payments; or
- On application to pay in instalments; or
- If found guilty in court of an offence; or
- On issuing of an Enforcement Order.

In the case of more than one (1) infringement arising from the same circumstances, Demerit Points will be allocated only for the infringement with the highest points.

A juristic person (eg company or organisation) who is not an operator receives no Demerit Points but pays three times the penalty amount.

## E. Reduction of Demerit Points

Demerit Points will be reduced by one (1) point every three (3) months.

## F. Prohibition to drive or operate a vehicle

- An infringer will be disqualified from driving a motor vehicle for the period of months that equals the number of points by which twelve (12) is exceeded, multiplied by three (3).
- Operators:** Every one (1) Demerit Point over the maximum of 12 points per vehicle shall result in a three (3) month suspension of the operator card of that specific motor vehicle. The maximum number of Demerit Points that an operator may incur, based on the number of vehicles owned, is calculated per vehicle as given in the table below. Every one (1) Demerit Point over the maximum total points will result in a one (1) month suspension of all operator cards.

## Maximum Demerit Points in the case of operators

Vehicle numbers	Maximum Demerit Points per vehicle
1 to 20	12 points per vehicle for the first 20 vehicles
21 to 40	Add 11 points per vehicle more than 20 up to 40
41 to 60	Add 10 points per vehicle more than 40 up to 60
61 to 80	Add 9 points per vehicle more than 60 up to 80
81 to 100	Add 8 points per vehicle more than 80 up to 100
101 to 120	Add 7 points per vehicle more than 100 up to 120
> 120	Add 6 points per vehicle more than 120

## G. Failure to comply with provisions

- Failure to comply with the provisions described under A or B within a period of 32 days, will result in a **Courtesy Letter** being issued, in which case the discounted amount will no longer be applicable and an additional fee for the Courtesy Letter will be payable.
- Failure to comply with the requirements of a Courtesy Letter within a further period of 32 days, will result in an **Enforcement Order** being issued, in which case the discounted amount will no longer be applicable and additional fees for both the Courtesy Letter and the Enforcement Order will be payable.
- Failure to comply with the requirements of an Enforcement Order will result in a **Warrant** being issued, which will be handed to a Sheriff for execution and which will result in the following, amongst others:
  - Seizing and selling movable property of the infringer to defray the penalty amount, as well as accumulated fees and costs; and
  - Seizing and defacing the driving licence and/or professional driving permit of the infringer; and
  - Removing and defacing the licence disc of the motor vehicle(s) of which the infringer is the owner; and
  - If applicable, seizing and defacing the operator card(s) of an operator; and
  - Immobilising such vehicle(s); and
  - Reporting the infringer to a credit bureau.

2008/01/30

<b>INFRINGEMENT NOTICE - AARTO 02</b> Issued in terms of section 17(1) of Act No. 46 of 1998	<b>Infringement Notice no:</b> 1: 12-3456-789012345-6 2: 12-3456-789012345-6 3: 12-3456-789012345-6
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**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname» «First_names» «Initials» ID type: «ID_type» «ID_number» Licence code: «Driving_lic_codes» Learner code: «Learner_lic_codes»  Tel (home): «Home_phone» Fax: «Fax_number» «E_mail» «Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	«Date_of_birth» «Gender» Country of issue: «Country_of_issue» PrDP code: «PrDP_codes» Foreign code: «Foreign_lic_codes»  Tel (work): «Business_phone» Cell: «Cellular»  «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»	<b>MOTOR VEHICLE PARTICULARS</b> «Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» Operator card no: «Operator_card_number» «Vehicle_desc» «Vehicle_GVM» «Make» «Series» «Colour»  «Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»
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**LOCATION, DATE AND TIME OF INFRINGEMENT**

Province: «Province»	City/Town: «Place_name»	Suburb: «Suburb»
Date: «Date»	Time: «Time»	Street A: «Street_Name_A»
Route: «Route_no»	From: «From_place»	Street B: «Street_Name_B»
GPS co-ordinates: X: «GPS_X»		To: «To_place»
		Y: «GPS_Y»

**INFRINGEMENT PARTICULARS**

The infringer as identified, while operating the vehicle on a public road at the place and at the time as described above, committed the following infringement(s) as identified by the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, 2008:

1.	Main	Charge Code: «Main_charge_code1» «Main_descrip»	Penalty: R «Penalty_1» Charge type: «Class_1»	Discount: R «Deduct_1» Demerit Points: «Points_1»	Discounted amount: R «Discount_1»
	Alternative	Charge Code: «Alt_charge_code1» «Alt_descrip»	Penalty: R «Penalty_2» Charge type: «Class_2»	Discount: R «Deduct_2» Demerit Points: «Points_2»	Discounted amount: R «Discount_2»
2.	Main	Charge Code: «Main_charge_code2» «Main_descrip»	Penalty: R «Penalty_1» Charge type: «Class_1»	Discount: R «Deduct_1» Demerit Points: «Points_1»	Discounted amount: R «Discount_1»
	Alternative	Charge Code: «Alt_charge_code2» «Alt_descrip»	Penalty: R «Penalty_2» Charge type: «Class_2»	Discount: R «Deduct_2» Demerit Points: «Points_2»	Discounted amount: R «Discount_2»
3.	Main	Charge Code: «Main_charge_code3» «Main_descrip»	Penalty: R «Penalty_1» Charge type: «Class_1»	Discount: R «Deduct_1» Demerit Points: «Points_1»	Discounted amount: R «Discount_1»
	Alternative	Charge Code: «Alt_charge_code3» «Alt_descrip»	Penalty: R «Penalty_2» Charge type: «Class_2»	Discount: R «Deduct_2» Demerit Points: «Points_2»	Discounted amount: R «Discount_2»

Total penalty amount for main charges	R	Total discounted amount for main charges	R	<b>See reverse side for payments and options</b>
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**PARTICULARS OF OFFICER AND SIGNATURES**

Issuing Authority:			
Officer name:			
Infrastructure no:			

**INFRINGEMENT NOTICE NUMBERS**

The Infringement Notice number must be used as reference number on the deposit slip, on the internet, at the vehicle or driver licensing office, post office or at the pay point selected for all payments made.

It should be noted that the Infringement Notice numbers on the front of this notice refer to every charge separately. This enables you in taking your action of choice for each infringement that you have been charged with separately.

Ensure that you use the correct Infringement Notice number for every charge. Infringement Notice number 1 is applicable to main and alternative charge number 1 and so forth. If you require any assistance the Issuing Authority will be able to assist.

**IMPORTANT PROVISIONS AND INFORMATION****A. Payment of penalties within 32 days**

- If the penalty is paid within 32 days from the date of issue, the total discounted amount for the main charges, as shown on the front of this notice, must be paid.
- On presentation of the Infringement Notice, payments may be made:
  - By cash or bank guaranteed cheque deposit, bank transfer or electronic funds transfer (internet or cell phone banking) to any of the AARTO bank accounts at:
 

Bank:	FNB	Standard Bank
Branch:	Pretoria	Centurion
Branch no:	253145	012645
Account no:	62161889658	032188838
  - At the following Internet website: [www.aarto.co.za/payments](http://www.aarto.co.za/payments)
  - In person at any:
    - Motor vehicle registration and licensing office;
    - Driving licence testing centre; or
    - Issuing Authority.
  - At any Post Office.
  - At pay points as may be advertised in the media.

**B-1. Other options within 32 days**

- Submit an application to pay the penalty in instalments on Form AARTO 04, in which case the discounted amount will no longer be applicable; or
- Nominate the driver or person in control of the vehicle, if it was a person other than yourself, on form AARTO 07; or
- Only in the case of a minor infringement, submit a Representation for consideration, on form AARTO 08, in which case an additional Representations fee may be payable if the Representation is rejected; or
- Elect to be tried in court on form AARTO 10. If found guilty in court, the Demerit Points applicable to the particular offence will be allocated to the infringer.

**B-2. Obtaining forms**

- The forms listed under B-1 above may be downloaded from, or electronically completed on the following Internet website: [www.aarto.co.za/forms](http://www.aarto.co.za/forms); or
- Forms are also obtainable from any:
  - Motor vehicle registration and licensing office; or
  - Driving licence testing centre; or
  - Issuing Authority.

**B-3. Submission of forms within 32 days**

If not completed and submitted on the above Internet website, completed forms must be posted by registered mail, within 32 days, to the following address:  
**AARTO Submissions, Private Bag X147, Pretoria, 0001.**  
 Retain copies of submitted forms for your own record purposes.

**C. Enquiries and information**

All enquiries regarding this notice or the provisions of the Act may be made:

- By post, to:  
**AARTO Enquiries, Private Bag X147, Pretoria, 0001.**
- By telephone:  
**Telephone number: (011) 256 1000**
- By fax:  
**Fax number: (086) 662 8861**

Enquiries on the number of Demerit Points accumulated, for which an additional fee will be payable, may be made:

- On the following Internet website:  
[www.aarto.co.za/demeritpoints](http://www.aarto.co.za/demeritpoints); or
- By completing form AARTO 27 in person at any:
  - Vehicle registration and licensing office; or
  - Driving licence testing centre; or
  - Issuing Authority.

General information and traffic infringement statistics are available on the following Internet website: [www.aarto.co.za/information/statistics](http://www.aarto.co.za/information/statistics)

**D. Allocation of Demerit Points**

Depending on the classification of the infringement or offence, or on failure to comply with the provisions of the Act, Demerit Points ranging from 1 to 6 will be allocated to the Infringer as follows:

- On receipt and recording of payments; or
- On application to pay in instalments; or
- If found guilty in court of an offence; or
- On issuing of an Enforcement Order.

In the case of more than one (1) infringement arising from the same circumstances, Demerit Points will be allocated only for the infringement with the highest points.

A juristic person (eg company or organisation) who is not an operator receives no Demerit Points but pays three times the penalty amount.

**E. Reduction of Demerit Points**

Demerit Points will be reduced by one (1) point every three (3) months.

**F. Prohibition to drive or operate a vehicle**

- An infringer will be disqualified from driving a motor vehicle for the period of months that equals the number of points by which twelve (12) is exceeded, multiplied by three (3).
- Operators:** Every one (1) Demerit Point over the maximum of 12 points per vehicle shall result in a three (3) month suspension of the operator card of that specific motor vehicle. The maximum number of Demerit Points that an operator may incur, based on the number of vehicles owned, is calculated per vehicle as given in the table below. Every one (1) Demerit Point over the maximum total points will result in a one (1) month suspension of all operator cards.

Maximum Demerit Points in the case of operators	
Vehicle numbers	Maximum Demerit Points per vehicle
1 to 20	12 points per vehicle for the first 20 vehicles
21 to 40	Add 11 points per vehicle more than 20 up to 40
41 to 60	Add 10 points per vehicle more than 40 up to 60
61 to 80	Add 9 points per vehicle more than 60 up to 80
81 to 100	Add 8 points per vehicle more than 80 up to 100
101 to 120	Add 7 points per vehicle more than 100 up to 120
> 120	Add 6 points per vehicle more than 120

**G. Failure to comply with provisions**

- Failure to comply with the provisions described under A or B within a period of 32 days, will result in a **Courtesy Letter** being issued, in which case the discounted amount will no longer be applicable and an additional fee for the Courtesy Letter will be payable.
- Failure to comply with the requirements of a Courtesy Letter within a further period of 32 days, will result in an **Enforcement Order** being issued, in which case the discounted amount will no longer be applicable and additional fees for both the Courtesy Letter and the Enforcement Order will be payable.
- Failure to comply with the requirements of an Enforcement Order will result in a **Warrant** being issued, which will be handed to a Sheriff for execution and which will result in the following, amongst others:
  - Seizing and selling movable property of the infringer to defray the penalty amount, as well as accumulated fees and costs; and
  - Seizing and defacing the driving licence and/or professional driving permit of the infringer; and
  - Removing and defacing the licence disc of the motor vehicle(s) of which the infringer is the owner; and
  - If applicable, seizing and defacing the operator card(s) of an operator; and
  - Immobilising such vehicle(s); and
  - Reporting the infringer to a credit bureau.

2008/04/07

INFRINGEMENT NOTICE – AARTO 03 Issued in terms of section 17(1) of Act No. 46 of 1998		Infringement notice no. 12-3456-789012345-6
<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>		
«Surname»/«Name of organisation»		«Gender»/«Type of organisation»
«First_names»/«Representative name and surname»		
«Initials»		«Date_of_birth»
«ID_type»		Tel (home): «Home_phone»
«ID_number»		Tel (work): «Business_phone»
Country of issue: «Country_of_issue»		Fax: «Fax_number»
Licence code: «Driving_lic_codes»		Cell: «Cellular»
PrDP code: «PrDP_codes»		«E_mail»
Operator card number: «Operator_card_number»		
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»		<b>MOTOR VEHICLE PARTICULARS</b>
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»		«Vehicle_lic_number»
«Emp_name»		Licence disc no: «veh_lic_disc_no»
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»		«Vehicle_desc»
		«Vehicle_GVM»
		«Make»
		«Series»
		«Colour»
<b>LOCATION, DATE AND TIME OF INFRINGEMENT</b>		
Province: «Province»	City/Town: «Place_name»	Suburb: «Suburb»
Date: «Date»	Time: «Time»	Street A: «Street_Name_A»
General Location: «Loc»		Street B: «Street_Name_B»
Route: «Route_no»	From: «From_place»	To: «To_place»
GPS co-ordinates: X: «GPS_X»		Y: «GPS_Y»
<b>INFRINGEMENT PARTICULARS</b>		
The infringer as identified, while operating the vehicle on a public road at the place and at the time as described above, committed the following infringement(s) as identified by the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, 2008:		
<b>Main</b>	Charge Code: «Main_charge_code» Description: «Main_descrip»	
	Vehicle image	Licence plate image
	Speed readings: «Speed_1» «Speed_2» Amber time: «Amber_time» Red time: «Red_time»	
	Penalty: R «Penalty_1» Discount: R «Deduct_1» Discounted amount: R «Discount_1»	
<b>Alternative</b>	Charge Code: «Alt_charge_code»	
	«Alt_descrip»	
	Penalty: R «Penalty_2» Discount: R «Deduct_2» Discounted amount: R «Discount_2»	
	Charge type: «Class_2» Demerit Points: «Points_2»	
<b>See reverse side for payments and options</b>		
<b>PARTICULARS OF OFFICER</b>		
Issuing Authority: «Issuing_authority»		
Officer name: «Officer_Name»		
Infrastructure no: «Infrastructure_number»		

POSTAGE  
LOGO

REPUBLIC OF SOUTH AFRICA

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»


IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

IMPORTANT PROVISIONS AND INFORMATION																	
<p><b>A. Payment of penalties within 32 days</b></p> <p>1. If the penalty is paid within 32 days from the date of issue, the total discounted amount for the main charges, as shown on the front of this notice, must be paid.</p> <p>2. On presentation of the Infringement Notice, payments may be made:</p> <p>(a) By cash or bank guaranteed cheque deposit, bank transfer or electronic funds transfer (internet or cell phone banking) to any of the AARTO bank accounts at:</p> <table border="1"> <tr> <td>Bank:</td> <td>FNB</td> <td>Standard Bank</td> <td>ABSA</td> </tr> <tr> <td>Branch:</td> <td>Pretoria</td> <td>Centurion</td> <td></td> </tr> <tr> <td>Branch no:</td> <td>253145</td> <td>012645</td> <td></td> </tr> <tr> <td>Account no:</td> <td>62161889658</td> <td>032188838</td> <td></td> </tr> </table> <p>(b) At the following AARTO internet website: www.aarto.co.za</p> <p>(c) In person at any:</p> <p>(i) Motor vehicle registration and licensing office;                      (ii) Driving licence testing centre; or                      (iii) Issuing Authority.</p> <p>(d) At any Post Office.</p> <p>(e) At pay points as may be advertised in the media.</p> <p>3. The Infringement Notice number must be used as reference with all payments.</p> <p><b>C. Enquiries and information</b></p> <p>Enquiries regarding this notice may be made:</p> <ol style="list-style-type: none"> <li>By post, to: AARTO Enquiries, Private Bag X147, Pretoria, 0001.</li> <li>By telephone: (011) 256 1000</li> <li>By fax: (011) 256 1045</li> <li>By email: enquiries@aarto.co.za</li> </ol> <p>General information is available on the AARTO internet website.</p> <p><b>D. Failure to Comply with Provisions within 32 days</b></p> <p>Failure to comply with the provisions of the Act within 32 days after issuing of this notice will result in the issuing of a courtesy letter, in which case the discounted amount will no longer be applicable and an additional fee for the courtesy letter will be payable.</p>	Bank:	FNB	Standard Bank	ABSA	Branch:	Pretoria	Centurion		Branch no:	253145	012645		Account no:	62161889658	032188838		<p><b>B-1. Other options that may be exercised within 32 days</b></p> <ol style="list-style-type: none"> <li>Submit an application to pay the penalty in instalments on form AARTO-04, in which case the discounted amount will no longer be applicable; or</li> <li>Nominate the driver or person in control of the vehicle, if it was a person other than yourself, on form AARTO-07; or</li> <li>Only in the case of a minor infringement, submit a Representation for consideration, on form AARTO 08, in which case an additional Representations fee may be payable if the Representation is rejected; or</li> <li>Elect to be tried in court on form AARTO-10. If found guilty in court, the demerit points applicable to the particular offence will be allocated to the infringer.</li> </ol> <p><b>B-2. Obtaining forms</b></p> <ol style="list-style-type: none"> <li>The forms listed above may be downloaded from, or electronically completed on the AARTO internet website or,</li> <li>May be obtained at any:                         <ol style="list-style-type: none"> <li>Motor vehicle registration and licensing office; or</li> <li>Driving licence testing centre; or</li> <li>Issuing Authority.</li> </ol> </li> </ol> <p><b>B-3. Submission of forms within 32 days</b></p> <p>If not completed on the above internet site, completed forms must be posted by registered mail to the following address:                      AARTO Submissions, Private Bag X147, Pretoria, 0001.                      Copies of all completed forms must be retained for your own record purposes.</p> <p><b>E. Allocation of demerit points</b></p> <p>Depending on the classification of the infringement or offence, or on failure to comply with the provisions of the Act, demerit points ranging from 1 to 6 will be allocated to the infringer as follows:</p> <ol style="list-style-type: none"> <li>On receipt and recording of payments; or</li> <li>On application to pay in instalments; or</li> <li>If found guilty in court of an offence; or</li> <li>On issuing of an enforcement order.</li> <li>A juristic person who is not an operator receives no Demerit Points but pays three times the penalty amount</li> </ol>
Bank:	FNB	Standard Bank	ABSA														
Branch:	Pretoria	Centurion															
Branch no:	253145	012645															
Account no:	62161889658	032188838															



<b>APPLICATION TO PAY IN INSTALMENTS – AARTO 04</b>		
<b>INSTRUCTIONS FOR COMPLETION OF THE FORM</b>		
<p>a. This form must be completed in black ink and posted by registered mail to the following address: AARTO – Instalments, Private Bag X147, Pretoria, 0001. </p> <p>b. This form may also be electronically obtained, completed and submitted at the following Internet website: www.aarto.co.za</p> <p>c. This form may also be completed and faxed to the following number: 011 256 1045</p> <p>d. A copy of the completed form must be kept for your own records.</p> <p>e. Receipt of the application will be acknowledged within 21 days, failing which it must be re-submitted by posting it by registered mail to the address given in (a) above.</p> <p>f. Individuals need not complete the first two lines of Part B. Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and details of a representative (Surname, First names, ID number, cell, email, etc.) who must sign the form on its behalf.</p>		
<b>PART A – APPLICATION</b>		
I, the particulars of whom are provided under Part B below, hereby apply in terms of section 17(1)(f)(iii) of Act 46 of 1998, to pay the penalty, particulars of which are provided under Part C below, in monthly instalments. The options selected to pay such monthly instalments are indicated under Part D below.		
<b>PART B – INFRINGER AND MOTOR VEHICLE PARTICULARS</b>		
Name of organisation: _____ Registration number: _____		
Type of organisation: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:		
Surname: _____	Tel (home):( _____ )	
First names: _____	Tel (work):( _____ )	
Initials: _____ Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Fax:( _____ )	
Date of birth (YYYY/MM/DD): _____ / _____ / _____	Cell: _____	
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence	Email: _____	
ID number: _____	Employer name: _____	
Country of issue: _____	Employer address: _____	
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC	<b>MOTOR VEHICLE PARTICULARS</b>	
<input type="checkbox"/> None <input type="checkbox"/> Foreign code: _____	Vehicle licence: _____	
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Licence disc no: _____	
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous	Operator card no: _____	
Street address: _____	Vehicle description (type): _____	
Postal address: _____	Vehicle GVM: _____ kg	
Code: _____	Make: _____	
	Series (model): _____	
	Colour: _____	
<b>PART C – PARTICULARS OF INFRINGEMENT NOTICE</b>		
Infringement Notice number: _____		
Date of infringement (YYYY/MM/DD): _____ / _____ / _____	Issuing Authority: _____	
<b>PART D – PARTICULARS OF THE PAYMENT OPTIONS REQUESTED</b>		
The penalty amount payable and the number of monthly instalments requested are as follows:		
i. Penalty amount, excluding the discount: R _____ (not exceeding R750.00)		
ii. Number of monthly instalments requested: _____ (The maximum period allowed is 6 months)		
<b>OR</b>		
i. Penalty amount, excluding the discount: R _____ (exceeding R750.00)		
ii. Number of monthly instalments requested: _____ (The maximum period allowed is 12 months)		
The method of payment of the monthly instalments will be:		
i. <input type="checkbox"/> <b>Bank debit order:</b> Should my application be approved, I hereby authorise that on the first day of every month an amount, which is equal to the total amount due, divided by the number of months approved, be drawn from my bank account, details of which are given below, until the total amount due is paid in full.		
Name of bank _____	Name of branch: _____	
Name of account holder: _____		
Bank account number: _____	Branch code: _____	
Type of account: <input type="checkbox"/> Cheque <input type="checkbox"/> Savings <input type="checkbox"/> Transmission		
<b>OR</b>		
ii. <input type="checkbox"/> <b>Monthly deposits:</b> Should my application be approved, I hereby undertake that on the first day of every month I will deposit an amount, which is equal to the total amount due, divided by the number of months approved, into the AARTO account, until the total amount due is paid in full.		
I, the infringer, hereby undertake to make a deposit, of an amount equal to the total amount due, divided by the number of months approved by the Agency, into the designated bank account, on the first day of every month until the total amount due is paid.		
Signature of infringer: _____	Date (YYYY/MM/DD): _____ / _____ / _____	

2008/04/07

**ACKNOWLEDGEMENT OF RECEIPT – AARTO 05a**

Issued in terms of section 17(1)(f)(iii) of Act No 46 of 1998

INFRINGER AND MOTOR VEHICLE PARTICULARS									
«Surname»/«Name of organisation»	«Gender»/«Type of organisation»								
«First_names»/«Representative name and surname»	Age: «Age»								
«Initials»	«Date_of_birth»								
«ID_type»	Tel (home): «Home_phone»								
«ID_number»	Tel (work): «Business_phone»								
Country of issue: «Country_of_issue»	Fax: «Fax_number»								
Licence code: «Driving_lic_codes»	Cell: «Cellular»								
PrDP code: «PrDP_codes»	«E_mail»								
Operator card number: «Operator_Card_number»									
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»									
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»									
«Emp_name»									
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»									
	<table border="1"> <thead> <tr> <th>MOTOR VEHICLE PARTICULARS</th> </tr> </thead> <tbody> <tr> <td>«Vehicle_lic_number»</td> </tr> <tr> <td>Licence disc no: «veh_lic_disc_no»</td> </tr> <tr> <td>«Vehicle_desc»</td> </tr> <tr> <td>«Vehicle_GVM»</td> </tr> <tr> <td>«Make»</td> </tr> <tr> <td>«Series»</td> </tr> <tr> <td>«Colour»</td> </tr> </tbody> </table>	MOTOR VEHICLE PARTICULARS	«Vehicle_lic_number»	Licence disc no: «veh_lic_disc_no»	«Vehicle_desc»	«Vehicle_GVM»	«Make»	«Series»	«Colour»
MOTOR VEHICLE PARTICULARS									
«Vehicle_lic_number»									
Licence disc no: «veh_lic_disc_no»									
«Vehicle_desc»									
«Vehicle_GVM»									
«Make»									
«Series»									
«Colour»									
INFRINGEMENT PARTICULARS									
Infringement Notice number: «Inf_notice_nr»									
Date of infringement: «Date»	Issuing Authority: « Issuing Authority »								
Charge Code: «Main_charge_code» «Main_descrip»									
Charge type: «Class_1»	Penalty R «Penalty_1»								
	Demerit Points: «Demerit»								
<b>ACKNOWLEDGEMENT OF RECEIPT</b>	<b>Date received:</b> «App_Date»								
Receipt of your application to pay in instalments is herewith acknowledged. Particulars of your submission appear below.									
(a) Your application will be duly considered; where after you will be notified of the decision in this regard within a period not exceeding 21 days.	Penalty payable : <b>R</b> «Penalty»								
(b) Please note that your application may be rejected. Upon such rejection you will be liable to pay all outstanding penalties and fees, if any, within a period of 32 days.	Total amount of fees : <b>R</b> «Fees»								
(c) Note should be taken that, in accordance with section 19b(2) of the Act, failure to pay the monthly instalments agreed to, or if an insufficient payment is made on an instalment, a notice will be served on the infringer informing him or her that if:	Total amount due: <b>R</b> «Total_due»								
(i) the outstanding balance of the instalment, plus the fee for the notice has not been paid within 7 days; or	Number of monthly instalments : «Number_In»								
(ii) arrangements have not been made within 7 days for the payment thereof	Monthly instalment amount, if approved : <b>R</b> «Amount_I»								
a Warrant will be issued in terms of section 21 of the Act.	Monthly method of payment applied for : «Method»								
	Demerit Points allocated: «Demerit»								
To expedite the processing of your application, please complete the reverse side of this notification if any of your particulars have changed and send it to the Agency.									

Certificate number: «Cert\_no»

Creation date: «Cr\_Date»

«User Group»

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**ACKNOWLEDGEMENT OF RECEIPT – AARTO 05b**

Issued in terms of section 17(1)(f)(v) of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>	
«Surname»/«Name of organisation»	«Gender»/«Type of organisation»
«First_names»/«Representative name and surname»	Age: «Age»
«Initials»	«Date_of_birth»
«ID_type»	Tel (home): «Home_phone»
«ID_number»	Tel (work): «Business_phone»
Country of issue: «Country_of_issue»	Fax: «Fax_number»
Licence code: «Driving_lic_codes»	Cell: «Cellular»
PrDP code: «PrDP_codes»	«E_mail»
Operator card number: «Operator_Card_number»	
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	<b>MOTOR VEHICLE PARTICULARS</b>
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»	«Vehicle_lic_number»
«Emp_name»	Licence disc no: «veh_lic_disc_no»
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Vehicle_desc»
	«Vehicle_GVM»
	«Make»
	«Series»
	«Colour»
<b>INFRINGEMENT PARTICULARS</b>	
Infringement Notice number: «Inf_notice_nr»	
Date of infringement: «Date» Issuing Authority: «Issuing Authority»	
Charge Code: «Main_charge_code» «Main_descrip»	
Charge type: «Class_1» Penalty: R «Penalty_1» Demerit Points: «Demerit»	
<b>ACKNOWLEDGEMENT OF RECEIPT</b>	<b>Date received:</b> «App_Date»
Receipt of your nomination of driver is herewith acknowledged. Particulars of your nomination appear below. Your nomination of another driver/person in control for the infringement, particulars of which are provided above was:	
<input type="checkbox"/>	Successful: The abovementioned Infringement Notice in your name has been cancelled and a new Infringement Notice will be issued in respect of the infringement to the person whose particulars appear below.
<input type="checkbox"/>	Unsuccessful: Reason for rejection of nomination: «C_Reason»
«Surname»	«Gender»
«First_names»	Age: «Age»
«Initials»	«Date_of_birth»
«ID_type»	Tel (home): «Home_phone»
«ID_number»	Tel (work): «Business_phone»
Country of issue: «Country_of_issue»	Fax: «Fax_number»
Licence code: «Driving_lic_codes»	Cell: «Cellular»
PrDP code: «PrDP_codes»	«E_mail»
Driving licence number: «DL_number»	
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»	
«Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	
Certificate number: «Cert_no»	Creation date: «Cr_Date»
	«User Group»

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

**TO:** The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:						First names:				
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:						Tel (home):				
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:						Fax:				
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:						Date:				

2008/04/07

**ACKNOWLEDGEMENT OF RECEIPT – AARTO 05c**

Issued in terms of sections 18 and 19(2)(b)(i) of Act No 46 of 1998

INFRINGER AND MOTOR VEHICLE PARTICULARS									
«Surname»/«Name of organisation»	«Gender»/«Type of organisation»								
«First_names»/«Representative name and surname»									
«Initials»	«Date_of_birth»								
«ID_type»	Tel (home): «Home_phone»								
«ID_number»	Tel (work): «Business_phone»								
Country of issue: «Country_of_issue»	Fax: «Fax_number»								
Licence code: «Driving_lic_codes»	Cell: «Cellular»								
PrDP code: «PrDP_codes»	«E_mail»								
Operator card number: «Operator_Card_number»									
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MOTOR VEHICLE PARTICULARS									
«Vehicle_lic_number»									
Licence disc no: «veh_lic_disc_no»									
«Vehicle_desc»									
«Vehicle_GVM»									
«Make»									
«Series»									
«Colour»									
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»									
«Emp_name»									
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»									

**INFRINGEMENT PARTICULARS**

Infringement Notice number: «Inf\_notice\_nr»

Date of infringement: «Date» Issuing Authority: « Issuing Authority »

Charge Code: «Main\_charge\_code» «Main\_descrip»

Charge type: «Class\_1» Penalty: R «Penalty\_1» Demerit Points: «Demerit»

**ACKNOWLEDGEMENT OF RECEIPT**

**Date received :**

«App\_Date»

Receipt of your Representation is herewith acknowledged.

- Your Representation was forwarded to a representations officer, who will duly consider all the facts, where after you will be notified of the decision.
- Note that your Representation may be rejected, upon which you will be liable to pay all outstanding penalties, as well as the fees for the Representation.
- All enquiries regarding the AARTO Act may be made:
  - By post to: AARTO Enquiries, Private Bag X147, Pretoria, 0001.
  - By telephone: Tel. no: (011) 256 1000
  - By fax: Fax no: (011) 256 1045
- Enquiries on the number of Demerit Points accumulated, for which an additional fee will be payable, may be made:
  - On the following AARTO Internet website: [www.aarto.co.za](http://www.aarto.co.za); or
  - By completing form AARTO 27 in person at any:
    - Vehicle registration and licensing office; or
    - Driving licence testing centre; or
    - Issuing Authority.
- General information on AARTO and traffic infringement statistics are available on the AARTO Internet website.
- Depending on the classification of the infringement or offence, or on failure to comply with the provisions of the Act, Demerit Points ranging from 1 to 6 will be allocated to the infringer as follows:
  - On receipt and recording of payments; or
  - On application to pay in instalments; or
  - If found guilty in court of an offence; or
  - On issuing of an Enforcement Order.
- A juristic person who is not an operator receives no demerit points but pays three times the penalty amount.
- Demerit Points will be reduced by one (1) point for every three (3) months.
- An infringer will be disqualified from driving a motor vehicle for the period of months that equals the number of points by which twelve (12) is exceeded, multiplied by three (3).

To expedite the processing of your Representation, please complete the reverse side of this notification if any of your particulars have changed and send it to the Agency.

Certificate number: «Cert\_no»

Creation date: «Cr\_Date»

«User Group»

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)											
Surname:						First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female	
Identification number:										Tel (home):	
Initials:			Date of birth:			Tel (work):					
Driving licence code(s):			PrDP code(s):			Cell:					
Operator card no:						Fax:					
Residential address and code:											
Postal address and code:											
Employer's name, address and code:											
Email address :											
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.											
Signature:						Date:					

2008/04/07

**ACKNOWLEDGEMENT OF RECEIPT – AARTO 05d**

Issued in terms of sections 18 and 19(2)(b)(i) of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>										
«Surname»/«Name of organisation»	«Gender»/«Type of organisation»									
«First_names»/«Representative name and surname»										
«Initials»	«Date_of_birth»									
«ID_type»	Tel (home): «Home_phone»									
«ID_number»	Tel (work): «Business_phone»									
Country of issue: «Country_of_issue»	Fax: «Fax_number»									
Licence code: «Driving_lic_codes»	Cell: «Cellular»									
PrDP code: «PrDP_codes»	«E_mail»									
Operator card number: «Operator_Card_number»										
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;"><b>MOTOR VEHICLE PARTICULARS</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">«Vehicle_lic_number»</td> </tr> <tr> <td style="padding: 5px;">Licence disc no: «veh_lic_disc_no»</td> </tr> <tr> <td style="padding: 5px;">«Vehicle_desc»</td> </tr> <tr> <td style="padding: 5px;">«Vehicle_GVM»</td> </tr> <tr> <td style="padding: 5px;">«Make»</td> </tr> <tr> <td style="padding: 5px;">«Series»</td> </tr> <tr> <td style="padding: 5px;">«Colour»</td> </tr> </tbody> </table>		<b>MOTOR VEHICLE PARTICULARS</b>	«Vehicle_lic_number»	Licence disc no: «veh_lic_disc_no»	«Vehicle_desc»	«Vehicle_GVM»	«Make»	«Series»	«Colour»
<b>MOTOR VEHICLE PARTICULARS</b>										
«Vehicle_lic_number»										
Licence disc no: «veh_lic_disc_no»										
«Vehicle_desc»										
«Vehicle_GVM»										
«Make»										
«Series»										
«Colour»										
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»										
«Emp_name»										
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»										
<b>INFRINGEMENT PARTICULARS</b>										
Infringement Notice number: «Inf_notice_nr»										
Date of infringement: «Date»		Issuing Authority: « Issuing Authority »								
Charge Code: «Main_charge_code» «Main_descrip»										
Charge type: «Class_1»	Penalty: R «Penalty_1»	Demerit Points: «Demerit»								
<b>ACKNOWLEDGEMENT OF RECEIPT</b>	<b>Date received :</b>	<b>«App_Date»</b>								
Receipt of your election to be tried in court is herewith acknowledged.										
<ol style="list-style-type: none"> <li>1. A summons to appear in court will be issued in terms of section 54 of the Criminal Procedure Act (Act 51 of 1977) and served at the abovementioned residential/business street address by the Issuing Authority. The designated court and the date of that hearing will be stated in that summons.</li> <li>2. Should you fail to appear in court on the designated date, the case will revert back to the Road Traffic Infringement Agency and an Enforcement Order will be issued to you in terms of section 20(1) of Act 46 of 1998.</li> <li>3. All enquiries regarding the AARTO Act may be made:                         <ol style="list-style-type: none"> <li>(a) By post to: AARTO Enquiries, Private Bag X147, Pretoria, 0001.</li> <li>(b) By telephone: Tel. no: (011) 256 1000</li> <li>(c) By fax: Fax no: (011) 256 1045</li> </ol> </li> <li>4. Enquiries on the number of Demerit Points accumulated, for which an additional fee will be payable, may be made:                         <ol style="list-style-type: none"> <li>(i) On the following AARTO Internet website: <a href="http://www.aarto.co.za">www.aarto.co.za</a>; or</li> <li>(ii) By completing form <b>AARTO 27</b> in person at any:                                 <ol style="list-style-type: none"> <li>(1) Vehicle registration and licensing office; or</li> <li>(2) Driving licence testing centre; or</li> <li>(3) Issuing Authority.</li> </ol> </li> </ol> </li> <li>5. General information on AARTO and traffic infringement statistics are available on the AARTO Internet website.</li> <li>6. Depending on the classification of the infringement or offence, or on failure to comply with the provisions of the Act, Demerit Points ranging from 1 to 6 will be allocated to the Infringer as follows:                         <ol style="list-style-type: none"> <li>(a) On receipt and recording of payments; or</li> <li>(b) On application to pay in instalments; or</li> <li>(c) If found guilty in court of an offence; or</li> <li>(d) On issuing of an Enforcement Order.</li> </ol> </li> <li>7. A juristic person who is not an operator receives no demerit points but pays three times the penalty amount.</li> <li>8. Demerit Points will be reduced by one (1) point for every three (3) months.</li> <li>9. An infringer will be disqualified from driving a motor vehicle for the period of months that equals the number of points by which twelve (12) is exceeded, multiplied by three (3).</li> </ol>										
To expedite the processing of your submission, please complete the reverse side of this notification if any of your particulars have changed and send it to the Agency.										
Certificate number: «Cert_no»	Creation date: «Cr_Date»	«User Group»								



POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address:										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**ACKNOWLEDGEMENT OF RECEIPT – AARTO 05e**

Issued in terms of sections 20(9) of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>	
«Surname»/«Name of organisation» «First_names»/«Representative name and surname» «Initials» «ID_type» «ID_number» Country of issue: «Country_of_issue» Licence code: «Driving_lic_codes» PrDP code: «PrDP_codes» Operator card number: «Operator_Card_number» «Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code» «Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»
<b>MOTOR VEHICLE PARTICULARS</b>	
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM» «Make» «Series» «Colour»	
<b>ENFORCEMENT ORDER PARTICULARS</b>	
Enforcement Order reference number: «Enf_order_nr»      Date of Enforcement Order: «Enf_date»	
Infringement Notice number: «Inf_notice_nr»	
Date of infringement: «Date»      Issuing Authority: « Issuing Authority »	
Charge code: «Main_charge_code» «Main_descrip»	
Charge type: «Class_1»      Penalty : R «Penalty_1»      Demerit Points: «Demerit»	
<b>ACKNOWLEDGEMENT OF RECEIPT</b>	<b>Date received :</b>
<b>«App_Date»</b>	
Receipt of your application for the revocation of the above mentioned Enforcement Order is herewith acknowledged.	
1. Your application will be duly considered by the Road Traffic Infringement Agency, where after you will be notified of the decision. Note that your application may be rejected, in which case you will be liable to pay all outstanding penalties and fees to the Agency. 2. All enquiries regarding the AARTO Act may be made: (a) By post to: AARTO Enquiries, Private Bag X147, Pretoria, 0001. (b) By telephone: Tel. no: (011) 256-1000 (c) By fax: Fax no: (011) 256 1045 3. Enquiries on the number of Demerit Points accumulated, for which an additional fee will be payable, may be made: (i) On the following AARTO Internet website: <a href="http://www.aarto.co.za">www.aarto.co.za</a> ; or (ii) By completing form <b>AARTO 27</b> in person at any: (1) Vehicle registration and licensing office; or (2) Driver testing and licensing centre; or (3) Issuing Authority. 4. General information on AARTO and traffic infringement statistics are available on the AARTO Internet website 5. Depending on the classification of the infringement or offence, or on failure to comply with the provisions of the Act, Demerit Points ranging from 1 to 6 will be allocated to the Infringer as follows: (a) On receipt and recording of payments; or (b) On application to pay in instalments; or (c) If found guilty in court of an offence; or (d) On issuing of an Enforcement Order. 6. A juristic person who is not an operator receives no demerit points but pays three times the penalty amount. 7. Demerit Points will be reduced by one (1) point for every three (3) months. 8. An infringer will be disqualified from driving a motor vehicle for the period of months that equals the number of points by which twelve (12) is exceeded, multiplied by three (3).	
To expedite the processing of your Application, please complete the reverse side of this notification if any of your particulars have changed and send it to the Agency.	
Certificate number: «Cert_no»	Creation date: «Cr_Date»      «User Group»

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**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

**IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:**

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

**Date of posting :**

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**ACKNOWLEDGEMENT OF RECEIPT – AARTO 05f**

Issued in terms of Act No 46 of 1998

**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname»/«Name of organisation»	«Gender»/«Type of organisation»
«First_names»/«Representative name and surname»	
«Initials»	«Date_of_birth»
«ID_type»	Tel (home): «Home_phone»
«ID_number»	Tel (work): «Business_phone»
Country of issue: «Country_of_issue»	Fax: «Fax_number»
Licence code: «Driving_lic_codes»	Cell: «Cellular»
PrDP code: «PrDP_codes»	«E_mail»
Operator card number: «Operator_card_number»	
«Street_address_line_1»	<b>MOTOR VEHICLE PARTICULARS</b>
«Street_address_line_2»	«Vehicle_lic_number»
«Street_address_line_3»	Licence disc no: «veh_lic_disc_no»
«Street_address_line_4»	«Vehicle_desc»
«Street_address_line_5» «Street_address_code»	«Vehicle_GVM»
«Post_address_line_1»	«Make»
«Post_address_line_2»	«Series»
«Post_address_line_3»	«Colour»
«Post_address_line_4»	
«Post_address_line_5» «Post_address_code»	
«Emp_name»	
«Emp_address_line_1» «Emp_address_line_2»	
«Emp_address_line_3» «Emp_address_line_4»	
«Emp_address_line_5» «Emp_address_code»	

**INFRINGEMENT PARTICULARS**

Infringement Notice number: «Inf\_notice\_nr»

Date of infringement: «Date» Issuing Authority: « Issuing Authority »

Charge Code: «Main\_charge\_code» «Main\_descrip»

Charge type: «Class\_1» Penalty : R «Penalty\_1» Demerit Points: «Dement»

<b>ACKNOWLEDGEMENT OF RECEIPT</b>	<b>Date received:</b>	«App_Date»
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Receipt of application for a refund is herewith acknowledged.

- 1) Your application will be duly considered, where after you will be notified of the decision in this regard within a period not exceeding 21 days.
- 2) Please note that your application may be rejected.

To expedite the processing of your application, please complete the reverse side of this notification if any of your particulars have changed and send it to the Agency.

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

**TO:** The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

**IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:**

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

**Date of posting :**

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:						First names:				
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:										Tel (home):
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:						Fax:				
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:						Date:				

2008/04/07

**ACKNOWLEDGEMENT OF RECEIPT – AARTO 05g**

Issued in terms of Act No 46 of 1998

**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname»/«Name of organisation» «First_names»/«Representative name and surname» «Initials» «ID_type» «ID_number» Country of issue: «Country_of_issue» Licence code: «Driving_lic_codes» PrDP code: «PrDP_codes» Operator card number: «Operator_card_number» «Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code» «Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»	
	<b>MOTOR VEHICLE PARTICULARS</b>	
	«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM» «Make» «Series» «Colour»	
<b>ACKNOWLEDGEMENT OF RECEIPT</b>	<b>Date received:</b>	«App_Date»
Receipt of your change of particulars is herewith acknowledged.		

Certificate number: «Cert\_no»

Creation Date: «Cr\_Date»

«User Group»

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**RESULT OF APPLICATION FOR PAYMENT IN INSTALMENTS – AARTO 06**

Issued in terms of section 17(1)(f)(iii) of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>			
«Surname»/«Name of organisation» «First_names»/«Representative name and surname» «Initials» «ID_type» «ID_number» Country of issue: «Country_of_issue» Licence code: «Driving_lic_codes» PrDP code: «PrDP_codes» Operator card number: «Operator_card_number» «Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code» «Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»		
<b>MOTOR VEHICLE PARTICULARS</b>			
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM» «Make» «Series» «Colour»			
<b>INFRINGEMENT PARTICULARS</b>			
Infringement Notice number: «Inf_notice_nr» Date of infringement: «Date» Issuing Authority: « Issuing Authority » Charge Code: «Main_charge_code» «Main_descrip» Charge type: «Class_1» Penalty: R «Penalty_1» Demerit Points: «Demerit»			
<b>INSTALMENT APPLICATION RESULT</b>			
(a) The monthly instalment must be paid into a bank account below by the chosen and approved method as indicated on this form. (b) Note should be taken that, in accordance with section 19b(2) of the Act, failure to pay the monthly instalments agreed to, or if an insufficient payment is made on an instalment, a notice will be served on the infringer informing him or her that if: (i) the outstanding balance of the instalment, plus the fee for the notice has not been paid within 7 days, or (ii) arrangements have not been made within 7 days for the payment thereof, a Warrant will be issued in terms of section 21 of the Act. (c) Other than paying by debit order, only cash, a bank guaranteed cheque deposit or electronic funds transfer directly into the AARTO bank account will be accepted for payment of monthly instalments. Please record your infringement notice number on the deposit slip. (d) If the application result indicates that the application was unsuccessful you are liable to pay all outstanding penalties and fees, as indicated on this notice, within 32 days.	Application result: «Result» Date of result: «Date_res» Penalty payable: R«Penalty» Total amount of fees: R«Fees» Total amount due: R«Total» Number of monthly instalments: «Number_In» Monthly instalment amount: R«Amount_I» Date of first instalment: «Date_inst» Approved method of payment: «Method» Demerit Points allocated: «Demerit»		
<b>AARTO bank account:</b>			
<b>Bank:</b>	Standard Bank	FNB	ABSA
<b>Branch:</b>	Centurion	Pretoria	
<b>Branch no:</b>	012645	253145	
<b>Account no:</b>	032188838	62161889658	
Use the Infringement Notice number as reference number on all payments			

Certificate number: «Cert\_no»

Creation date: «Cr\_Date»

«User Group»



POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

**TO:** The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

**IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:**


AARTO  
 Private Bag X147  
 PRETORIA  
 0001

**Date of posting :**

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

**NOMINATION OF DRIVER OR PERSON IN CONTROL – AARTO 07**

**INSTRUCTIONS FOR COMPLETION OF THE FORM**

- a. This form must be completed in black ink and posted by registered mail to the following address:   
**AARTO - Nomination, Private Bag X147, Pretoria, 0001.**
- b. The completed form must be submitted to and signed before a commissioner of oaths on presentation of the original Infringement Notice and, if applicable the original Courtesy Letter that was issued.
- c. The form may also be electronically obtained, downloaded, completed and printed at the following Internet website: **www.aarto.co.za**.
- d. A copy of the completed form must be kept for your own records.
- e. Receipt of the application will be acknowledged within 21 days, failing which it must be re-submitted by posting it by registered mail to the address given above.
- f. Individuals need not complete the first two lines of Part B. Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and details of a representative (Surname, First names, ID number, Cell, Email, etc.) who must sign the form on its behalf.

**PART A – APPLICATION**

- a. I, the particulars of whom are provided under Part B below, hereby declare in terms of section 17(1)(v) of Act 46 of 1998, that I was not the driver or in control of the motor vehicle at the time the infringement(s), as stated in the infringement notice issued to me, was committed. Particulars of the infringement are provided under Part C below.
- b. I hereby further nominate the driver or person who was in control of the identified vehicle at the place on the date and at the time that the infringement was committed, as stipulated in the infringement notice referred to, by providing his/her particulars under Part D below and attaching substantiating documents (driving licence and/or identity document).

**PART B – PERSONAL PARTICULARS (Original infringer)**

Name of organisation: _____		Registration number: _____	
Type of organisation: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____			
Surname: _____		Tel (home):( _____ )	
First names: _____		Tel (work):( _____ )	
Initials: _____ Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Fax:( _____ )	
Date of birth (YYYY/MM/DD): _____ / _____ / _____		Cell: _____	
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence		Email: _____	
ID number: _____		Employer name: _____	
Country of issue: _____		Employer address: _____	
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC		<b>MOTOR VEHICLE PARTICULARS</b>	
<input type="checkbox"/> None <input type="checkbox"/> Foreign code: _____			
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3			
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous			
Street address: _____		Vehicle licence: _____	
Postal address: _____		Licence disc no: _____	
Code: _____		Operator card no: _____	
		Vehicle description (type): _____	
		Vehicle GVM: _____ kg	
		Make: _____	
		Series (model): _____	
		Colour: _____	

**PART C – PARTICULARS OF INFRINGEMENT NOTICE**

Infringement Notice number: _____	
Date of infringement (YYYY/MM/DD): _____ / _____ / _____	Issuing Authority: _____

**PART D – PARTICULARS OF NOMINATED DRIVER/PERSON IN CONTROL**

Surname: _____		Tel (home):( _____ )	
First names: _____		Tel (work):( _____ )	
Initials: _____ Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Fax:( _____ )	
Date of birth (YYYY/MM/DD): _____ / _____ / _____		Cell: _____	
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID		Email: _____	
<input type="checkbox"/> Driving Licence		Street address: _____	
ID number: _____		Postal address: _____	
Country of issue: _____		Code: _____	
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC			
<input type="checkbox"/> None <input type="checkbox"/> Foreign code: _____		Employer name: _____	
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Employer address: _____	
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous			

**PART E – AFFIRMATION OR OATH BY INFRINGER**

- a. \* I solemnly affirm the content of the declaration and nomination of the person on the reverse hereof as the truth, the whole truth and nothing but the truth.
- b. \* I know and understand the content of the declaration and nomination of the person on the reverse hereof and do not have any objection in taking the prescribed oath and consider the prescribed oath to be binding on my conscience.
- c. I have attached a copy of the persons driving licence and/or identity document.
- d. I further declare that I understand that this nomination may be rejected, upon which I will be liable for all penalties and fees as described in the original Infringement Notice.
- \*  whichever is applicable.



Signature of infringer: \_\_\_\_\_ Place: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PART F – CERTIFICATE OF THE COMMISSIONER OF OATHS**

As a Commissioner of Oaths, I hereby certify that the infringer:

- a. \* solemnly affirms the content of this declaration as the truth, the whole truth and nothing but the truth; or
- b. \* has no objection in taking the prescribed oath and that he/she considers the prescribed oath to be binding on his/her conscience.
- \*  whichever is applicable

Signature of Commissioner of Oaths: \_\_\_\_\_ Place: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PART G – PARTICULARS OF THE COMMISSIONER OF OATHS**

Surname :	Identification number:
First names:	Tel (work):(            )
Designation:	Cell:
Business address:	Office held:
Code:	

**PART H – STAMP OF THE COMMISSIONER OF OATHS/ OFFICIAL STAMP**

Infringement notice number:        -        -        -

**REPRESENTATION – AARTO 08**

**INSTRUCTIONS FOR COMPLETION OF THE FORM**



- a. This form must be completed in black ink and posted by registered mail to the following address:  
**AARTO - Representations, Private Bag X147, Pretoria, 0001.**
- a. The completed form must be submitted to and signed before a commissioner of oaths on presentation of the original Infringement Notice and, if applicable, the original Courtesy Letter that was issued.
- b. The form may also be electronically obtained, downloaded and printed at the following Internet website: **www.aarto.co.za**
- c. A copy of the completed and signed form and supporting documents must be kept for your own records.
- d. Receipt of the application will be acknowledged within 21 days, failing which it must be re-submitted by posting it by registered mail to the address given above.
- e. If you were not the driver or person in control of the vehicle please complete form **AARTO 07** to nominate the correct driver or person in control.
- f. Individuals need not complete the first two lines of Part B. Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a representative (Surname, First names, ID number, Cell, Email, etc.) who must sign the form on its behalf.

**PART A – APPLICATION**

- a. I, the particulars of whom are provided under Part B below, hereby apply in terms of sections 18 and 19(2)(b)(i) of Act 46 of 1998 for Representation to be considered in terms of an Infringement Notice that was issued against me, particulars of which are provided under Part C below.
- b. The particulars in support of this application are given under Part D below and substantiating documents that serve as proof are attached.

**PART B – INFRINGER AND MOTOR VEHICLE PARTICULARS**

Name of organisation: _____		Registration number: _____	
Type of organisation: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:			
Surname:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Tel (home):(            )	
First names:		Tel (work):(            )	
Initials:		Fax:(            )	
Date of birth (YYYY/MM/DD):          /          /		Cell:	
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence		Email:	
ID number:		Employer name:	
Country of issue:		Employer address:	
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC		<b>MOTOR VEHICLE PARTICULARS</b>	
<input type="checkbox"/> None <input type="checkbox"/> Foreign code:		Vehicle licence:	
Learners code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Licence disc no:	
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous		Operator card no:	
Street address:		Vehicle description (type):	
		Vehicle GVM:                                  kg	
Postal address:		Make:	
		Series (model):	
	Code:	Colour:	

**PART C – PARTICULARS OF INFRINGEMENT NOTICE**

Infringement Notice number:            -            -            -

Date of infringement (YYYY/MM/DD):          /          /    Issuing Authority:

**PART D – PARTICULARS OF REPRESENTATION**


(Continue on reverse)

**PART D – PARTICULARS OF REPRESENTATION (continued)**




(Applicable substantiating documents in support of and referred to in the Representation above must be attached.)

**PART E – AFFIRMATION OR OATH BY INFRINGER**

a. \* I solemnly affirm the content of this declaration as the truth, the whole truth and nothing but the truth.

b. \* I know and understand the content of this declaration and do not have any objection in taking the prescribed oath and consider the prescribed oath to be binding on my conscience.

c. I further declare that I understand that this Representation may be rejected, upon which I will be liable to pay the penalty and all outstanding fees that may be applicable.

\*  whichever is applicable.

Signature of infringer: \_\_\_\_\_ Place: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART F – CERTIFICATE OF THE COMMISSIONER OF OATHS**

As a Commissioner of Oaths, I hereby certify that the infringer:

a. \* solemnly affirms the content of this declaration as the truth, the whole truth and nothing but the truth; or

b. \* has no objection in taking the prescribed oath and that he/she considers the prescribed oath to be binding on his/her conscience.

whichever is applicable

Signature of Commissioner of Oaths: \_\_\_\_\_ Place: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART G – PARTICULARS OF THE COMMISSIONER OF OATHS**

Surname :	Identification number:
First names:	
Designation:	Tel (work):(            )
Business address:	Cell:
Code:	Office held:

**PART H – STAMP OF THE COMMISSIONER OF OATHS/ OFFICIAL STAMP**

--

Infringement notice number: - - -

2008/04/07

**RESULT OF REPRESENTATION – AARTO 09**

Issued in terms of section 18(6) of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>																									
«Surname»/«Name of organisation» «First_names»/«Representative name and surname» «Initials» «ID_type» «ID_number» Country of issue: «Country_of_issue» Licence code: «Driving_lic_codes» PrDP code: «PrDP_codes» Operator card number: «Operator_card_number» «Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code» «Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»																								
<b>MOTOR VEHICLE PARTICULARS</b>																									
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM» «Make» «Series» «Colour»																									
<b>INFRINGEMENT PARTICULARS</b>																									
Infringement Notice number: «Inf_notice_nr» Date of infringement: «Date» Issuing Authority: « Issuing Authority » Charge code: «Main_charge_code» «Main_descrip» Charge type: «Class_1» Penalty: R «Penalty_1» Demerit Points: «Demerit»																									
<b>REPRESENTATION APPLICATION RESULT</b>																									
Date of result: «Res_date»																									
«»	(a) Successful You are not liable to pay the penalty or fees in respect of the above alleged infringement and you will not incur any Dement Points on the National Contraventions Register. The infringement Notice has been cancelled.																								
«»	(b) Rejected You must pay the penalty and fees into the bank account of the Agency, the particulars of which appear below, not later than 32 days after service of this notice. NOTE: If you fail to comply with this notification, an Enforcement Order will be issued where after you will become liable to pay the penalty and the fees for the Courtesy Letter (if applicable), rejected Representation and Enforcement Order (if applicable) to the Agency.																								
«»	(c) Rejected – Advised to elect to be tried in court Within 32 days of the date of service of this letter you must: (i) pay the above penalty and fee for this letter in the bank account of the Agency, the particulars of which appear below; or (ii) elect to be tried in court, by completing form AARTO 10 and submit it by registered mail to the Agency. NOTE: If you fail to comply with this notification, an Enforcement Order will be issued where after you will become liable to pay the penalty and the fees for the Courtesy Letter (if applicable), rejected Representation and Enforcement Order (if applicable) to the Agency.																								
Grounds for rejection (if applicable): «Grounds_rej»																									
Penalty: R«Penalty_1» Fee for Courtesy Letter: R«Courtesy_fee» Fee for rejected Representation: R«Rep_fee» Total amount payable: R«Total_due»	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;"><b>AARTO bank account:</b></th> </tr> </thead> <tbody> <tr> <td style="width:15%;">Bank:</td> <td style="width:25%;">Standard Bank</td> <td style="width:25%;">FNB</td> <td style="width:35%;">ABSA</td> </tr> <tr> <td>Branch:</td> <td>Centurion</td> <td>Pretoria</td> <td></td> </tr> <tr> <td>Branch no:</td> <td>012645</td> <td>253145</td> <td></td> </tr> <tr> <td>Account no:</td> <td>032188838</td> <td>62161889658</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center; font-size: small;">Use the Infringement Notice number as reference number on all payments</td> </tr> </tbody> </table>	<b>AARTO bank account:</b>				Bank:	Standard Bank	FNB	ABSA	Branch:	Centurion	Pretoria		Branch no:	012645	253145		Account no:	032188838	62161889658		Use the Infringement Notice number as reference number on all payments			
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Use the Infringement Notice number as reference number on all payments																									
Certificate number: «Cert_no»                      Creation date: «Cr_Date»                      «User Group»																									

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

**NOTICE OF ELECTION TO BE TRIED IN COURT – AARTO 10**

**INSTRUCTIONS FOR COMPLETION OF THE FORM**

- a. This form must be completed in black ink and posted by registered mail to the following address: **AARTO - Court, Private Bag X147, Pretoria, 0001.**
- b. This form may also be electronically obtained, completed and submitted at the following Internet website: **www.aarto.co.za**
- c. This form may also be faxed to the following number: **011 256 1045**
- d. A copy of the completed form must be kept for your own records.
- e. The Issuing Authority will contact you within 21 days to arrange a court date, failing which this form must be resubmitted as described in (a) above.
- f. Individuals need not complete the first two lines of Part B. Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and details of a representative (Surname, First names, ID number, Cell, Email, etc.) who must sign the form on its behalf.

**PART A – NOTICE**

- a. I, the particulars of whom are provided under Part B below, hereby give notice in terms of sections 22(2)(a) of Act 46 of 1998, that I elect to be tried in court on the charge of having committed the alleged infringement on the Infringement Notice that was issued to me, the particulars of which are provided under Part C below.
- b. The declaration in support of this election is given under Part D below.

**PART B – INFRINGER AND MOTOR VEHICLE PARTICULARS**

Name of organisation: _____		Registration number: _____	
Type of organisation: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:			
Surname: _____		Tel (home):(        )	
First names: _____		Tel (work):(        )	
Initials: _____		Fax:(        )	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Cell: _____	
Date of birth (YYYY/MM/DD):        /        /		Email: _____	
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence		Employer name: _____	
ID number: _____		Employer address: _____	
Country of issue: _____		<b>MOTOR VEHICLE PARTICULARS</b>	
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC		Vehicle licence: _____	
<input type="checkbox"/> None <input type="checkbox"/> Foreign code: _____		Licence disc no: _____	
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Operator card no: _____	
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous		Vehicle description (type): _____	
Street address: _____		Vehicle GVM: _____ kg	
Postal address: _____		Make: _____	
Code: _____		Series (model): _____	
		Colour: _____	

**PART C – PARTICULARS OF INFRINGEMENT NOTICE**

Infringement Notice number: \_\_\_\_\_

Date of infringement (YYYY/MM/DD):        /        /        Issuing Authority: \_\_\_\_\_

**PART D – DECLARATION**

I shall accept service of process, notices or documents in respect of this matter at the following residential or business street address:

\_\_\_\_\_

I declare that the above particulars are true and correct and realise that a false declaration is punishable by fine or imprisonment or both. I am aware that I must notify the Agency and the appropriate registering authority of any changes of particulars.

Signature: \_\_\_\_\_ Date(YYYY/MM/DD):        /        /



<b>NOTIFICATION OF PROSECUTOR WHO DECLINES TO PROSECUTE – AARTO 11</b> Issued in terms of sections 22(2)(a) of Act No 46 of 1998 and regulation 9		Notice no: 12-3456-789012345-6		
		Barcode		
Name of Issuing Authority:	Magistrates' Court address stamp	Reason for withdrawal and codes	Affidavit proving state of emergency received	1001
			Affidavit received proving that officer's field of vision was limited	1002
Technical reasons (e.g. wrong ID number, outside jurisdiction etc.) * (* give specific reason in space provided below with code)	1003			
Affidavit received that offender acted in reasonable manner	1004			
Affidavit received that the applicable road traffic sign was not clearly visible	1005			
Affidavit received that equipment was not in good working order * (* specify equipment in space provided below with code)	1006			
No witness/es present to testify in court	1007			
Other reason * (* give reason in space provided below with code)	1008			
Postal Address:				

No prosecuting proceedings were instituted in respect of the following section 54 notices. All issued by the above mentioned Issuing Authority.

Section 54 notice reference number	Offender's initials and surname	Offender's ID number	Type of ID	Date of offence	Date of withdrawal	Reason for withdrawal (code) (Use additional lines to expand on reason where required)
				/ /	/ /	
				/ /	/ /	
				/ /	/ /	
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				/ /	/ /	
				/ /	/ /	

Prosecutor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Senior Prosecutor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

2008/04/07

**COURTESY LETTER – AARTO 12**

Issued in terms of section 17, 18(7)(i), 19(1) and 19(2)(b)(iii) of Act No 46 of 1998

**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname»/«Name of organisation»	«Gender»/«Type of organisation»																
«First_names»/«Representative name and surname»																	
«Initials»	«Date_of_birth»																
«ID_type»	Tel (home): «Home_phone»																
«ID_number»	Tel (work): «Business_phone»																
Country of issue: «Country_of_issue»	Fax: «Fax_number»																
Licence code: «Driving_lic_codes»	Cell: «Cellular»																
PrDP code: «PrDP_codes»	«E_mail»																
Operator card number: «Operator_card_number»																	
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street address line 5» «Street address code» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post address line 5» «Post address code» «Emp_name»	<table border="1"> <tr> <th colspan="2">MOTOR VEHICLE PARTICULARS</th> </tr> <tr> <td>«Vehicle_lic_number»</td> <td></td> </tr> <tr> <td>Licence disc no: «veh_lic_disc_no»</td> <td></td> </tr> <tr> <td>«Vehicle_desc»</td> <td></td> </tr> <tr> <td>«Vehicle_GVM»</td> <td></td> </tr> <tr> <td>«Make»</td> <td></td> </tr> <tr> <td>«Series»</td> <td></td> </tr> <tr> <td>«Colour»</td> <td></td> </tr> </table>	MOTOR VEHICLE PARTICULARS		«Vehicle_lic_number»		Licence disc no: «veh_lic_disc_no»		«Vehicle_desc»		«Vehicle_GVM»		«Make»		«Series»		«Colour»	
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«Vehicle_desc»																	
«Vehicle_GVM»																	
«Make»																	
«Series»																	
«Colour»																	
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»																	

**INFRINGEMENT PARTICULARS**

You have failed to comply with the conditions of an Infringement Notice issued to you, the particulars of which are as follows:

Infringement Notice number: «Inf\_notice\_nr»  
Date of infringement: «Date» Issuing Authority: «Issuing Authority»

Main	Charge Code: «Main_charge_code» Description: «Main_descrip»			
	Charge type: «Class_1»	Penalty: R «Penalty_1»		Demerit Points: «Demerit»
Alternative	Charge Code: «Alt_charge_code» Description: «Alt_descrip»			
	Charge type: «Class_2»	Penalty: R «Penalty_2»		Demerit Points: «Demerit»
	<b>Penalty</b>	R«Total»	<b>Fee for Courtesy Letter</b>	R«Fee»
	<b>Total amount payable</b>	R«Court_tot»	<b>Demerit Points to be allocated:</b>	«Demerit»
			<b>Fee for rejected Representation:</b>	R«Rep_fee»
			<b>See below for payment and options</b>	

**IMPORTANT PROVISIONS AND INFORMATION**

<p><b>A. Payment of penalties within 32 days</b></p> <ol style="list-style-type: none"> <li>If the penalty is paid within 32 days from the date of issue, the Total amount payable for the charges, as shown on this notice, must be paid.</li> <li>Payments may be made:             <ol style="list-style-type: none"> <li>By cash or bank guaranteed cheque deposit bank transfer or electronic funds transfer (internet or cell phone banking) to any of the AARTO bank accounts at:                 <table border="1"> <tr> <td>Bank:</td> <td>Standard</td> <td>FNB</td> <td>ABSA</td> </tr> <tr> <td>Branch:</td> <td>Centurion</td> <td>Pretoria</td> <td></td> </tr> <tr> <td>Branch no:</td> <td>012645</td> <td>253145</td> <td></td> </tr> <tr> <td>Account no:</td> <td>032188838</td> <td>62161889658</td> <td></td> </tr> </table> </li> <li>At the following AARTO Internet website: <a href="http://www.aarto.co.za">www.aarto.co.za</a></li> <li>In person, at any:                 <ol style="list-style-type: none"> <li>Motor vehicle registration and licensing office; or</li> <li>Driving licence testing centre; or</li> <li>Issuing Authority.</li> </ol> </li> <li>At any Post Office</li> <li>At pay points as may be advertised in the media.</li> </ol> </li> <li>Demerit Points will be allocated on receipt of payment.</li> <li>Use the infringement notice number as reference number on all payments made.</li> </ol> <p><b>C. Enquiries and information</b></p> <p>Enquiries regarding this notice may be made:</p> <ol style="list-style-type: none"> <li>By post to: AARTO Enquiries, Private Bag X147, Pretoria, 0001.</li> <li>By telephone (011) 256 1000</li> <li>By fax (011) 256 1045</li> <li>By email <a href="mailto:enquiries@aarto.co.za">enquiries@aarto.co.za</a></li> </ol> <p>General information is available on the AARTO Internet website.</p> <p><b>D. Failure to Comply with Provisions within 32 days</b></p> <p>Failure to comply with the provisions of the Act within 32 days after issuing of this notice will result in the issuing of an Enforcement Order, in which case the demerit points will be allocated and an additional fee for the Enforcement Order will be payable.</p>	Bank:	Standard	FNB	ABSA	Branch:	Centurion	Pretoria		Branch no:	012645	253145		Account no:	032188838	62161889658		<p><b>B-1. Other options that may be exercised within 32 days</b></p> <ol style="list-style-type: none"> <li>Submit an application to pay the penalty in instalments on form AARTO 04; or</li> <li>Only in the case of a minor infringement, submit on Form AARTO 08 a Representation for consideration, in which case an additional Representations fee may be payable if the Representation is rejected; or</li> <li>Elect to be tried in court on form AARTO 10. If found guilty in court, the Demerit Points applicable to the particular offence will be allocated to the infringer.</li> </ol> <p><b>B-2. Obtaining forms</b></p> <ol style="list-style-type: none"> <li>The forms listed above may be downloaded from or electronically completed on the AARTO internet website; or</li> <li>May be obtained at any:             <ol style="list-style-type: none"> <li>Motor vehicle registration and licensing office; or</li> <li>Driving licence testing centre; or</li> <li>Issuing Authority.</li> </ol> </li> </ol> <p><b>B-3. Submission of forms within 32 days</b></p> <p>If not completed on the above internet site, completed forms must be posted by registered mail to the following address: AARTO Submissions, Private Bag X147, Pretoria, 0001. Copies of all completed forms must be retained for your own record purposes.</p> <p><b>E. Allocation of Demerit Points</b></p> <p>Depending on the classification of the infringement or offence, or on failure to comply with the provisions of the Act, Demerit Points ranging from 1 to 6 will be allocated to the infringer as follows:</p> <ol style="list-style-type: none"> <li>On receipt and recording of payments; or</li> <li>On application to pay in instalments; or</li> <li>If found guilty in court of an offence; or</li> <li>On issuing of an Enforcement Order.</li> </ol> <p>A juristic person who is not an operator receives no Demerit Points but pays three times the penalty amount.</p>
Bank:	Standard	FNB	ABSA														
Branch:	Centurion	Pretoria															
Branch no:	012645	253145															
Account no:	032188838	62161889658															

Certificate number: «Cert\_no»

Creation date: «Cr\_Date»

«User Group»

POSTAGE  
LOGO

REPUBLIC OF SOUTH AFRICA

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:						First names:				
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:						Tel (home):				
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no.						Fax:				
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:						Date:				

2008/04/07

**ENFORCEMENT ORDER – AARTO 13**  
 Issued in terms of section 20(1) of Act No 46 of 1998

**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname»/«Name of organisation»	«Genders»/«Type of organisation»
«First_names»/«Representative name and surname»	
«Initials»	«Date_of_birth»
«ID_type»	Tel (home): «Home_phone»
«ID_number»	Tel (work): «Business_phone»
Country of issue: «Country_of_issue»	Fax: «Fax_number»
Licence code: «Driving_lic_codes»	Cell: «Cellular»
PrDP code: «PrDP_codes»	«E_mail»
Operator card number: «Operator_card_number»	
«Street_address_line_1»	<b>MOTOR VEHICLE PARTICULARS</b>
«Street_address_line_2»	«Vehicle_lic_numbers»
«Street_address_line_3»	Licence disc no: «veh_lic_disc_no»
«Street_address_line_4»	«Vehicle_desc»
«Street_address_line_5» «Street_address_code»	«Vehicle_GVM»
«Post_address_line_1»	«Make»
«Post_address_line_2»	«Series»
«Post_address_line_3»	«Colour»
«Post_address_line_4»	
«Post_address_line_5» «Post_address_code»	
«Emp_name»	
«Emp_address_line_1» «Emp_address_line_2»	
«Emp_address_line_3» «Emp_address_line_4»	
«Emp_address_line_5» «Emp_address_code»	

**INFRINGEMENT PARTICULARS**

You have failed to comply with the conditions of an Infringement Notice issued to you, the particulars of which are as follows:

Infringement Notice number: «Inf\_notice\_nr»

Date of infringement: «Date» Issuing Authority: « Issuing Authority »

Charge Code: «Main\_charge\_code»  
 Description: «Main\_descrip»

Type: «Class\_1» Penalty: R «Penalty\_1» Demerit Points: «Points\_1»

Enforcement Order issue date: «Enf\_date» Enforcement Order reference number: «Enf\_ref»

The Demerit Points above were recorded against your name in the National Contravention Register. You are ordered to pay the total amount due to the Agency within 32 days from the date of this Enforcement Order.

<b>Penalty</b>	R«Penalty_1»	<b>Fee for Courtesy Letter</b>	R«Fee»	<b>See below for payment and options</b>
<b>Fee for rejected Representation</b>	R«Rep fee»	<b>Fee for Enforcement Order</b>	R«Fee_enf»	
<b>Total amount payable</b>	R«Enf_tot»			

**IMPORTANT PROVISIONS AND INFORMATION**

<p><b>A. Payment of penalties within 32 days</b></p> <p>1. If the penalty is paid within 32 days from the date of issue, the Total amount payable for the charges, as shown on this order, must be paid.</p> <p>2. Payments may be made:</p> <p>(a) By cash or bank guaranteed cheque deposit, bank transfer or electronic funds transfer (internet or cell phone banking) to any of the AARTO bank accounts at:</p> <table border="1"> <tr> <td>Bank:</td> <td>Standard</td> <td>FNB</td> <td>ABSA</td> </tr> <tr> <td>Branch:</td> <td>Centurion</td> <td>Pretoria</td> <td></td> </tr> <tr> <td>Branch no:</td> <td>012645</td> <td>253145</td> <td></td> </tr> <tr> <td>Account no:</td> <td>032188838</td> <td>62161889658</td> <td></td> </tr> </table> <p>(b) At the following AARTO Internet website:  <a href="http://www.aarto.co.za">www.aarto.co.za</a></p> <p>(c) In person at any:</p> <p>(i) Motor vehicle registration and licensing office;</p> <p>(ii) Driving licence testing centre; or</p> <p>(iii) Issuing Authority.</p> <p>(d) At any Post Office.</p> <p>(e) At pay points as may be advertised in the media.</p> <p>3. Use the infringement notice number as reference number on all payments made.</p> <p><b>C. Enquiries and information</b></p> <p>Enquiries regarding this Enforcement Order may be made:</p> <p>1. By post: AARTO Enquiries, Private Bag X147, Pretoria, 0001.</p> <p>2. By telephone: (011) 256 1000</p> <p>3. By fax: (011) 256 1045</p> <p>General information is available on the AARTO Internet website.</p>	Bank:	Standard	FNB	ABSA	Branch:	Centurion	Pretoria		Branch no:	012645	253145		Account no:	032188838	62161889658		<p><b>B-1. Applicable provisions</b></p> <p>1. Failure to comply with this order within 32 days will result in a Warrant being issued for a sheriff to recover the Total amount payable. The sheriff's fees will also be payable by you.</p> <p>2. In terms of section 20(5) of the Act no vehicle licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you until this order has been complied with or has been revoked.</p> <p>3. In terms of section 20(9) of the Act you may apply for the revocation of this order on submission of reasons to the satisfaction of the registrar on why this Enforcement Order must be revoked, on form AARTO 14.</p> <p><b>B-2. Obtaining forms</b></p> <p>1. The application for "Revocation of Enforcement Order" form AARTO 14 may be downloaded from the AARTO Internet website; or</p> <p>2. May be obtained at any:</p> <p>(a) Motor vehicle registration and licensing office; or</p> <p>(b) Driving licence testing centre; or</p> <p>(c) Issuing Authority.</p> <p><b>B-3. Submission of forms</b></p> <p>Completed forms must be posted by registered mail to the following address:  <b>AARTO Submissions, Private Bag X147, Pretoria, 0001.</b>          Copies of all forms completed must be retained for your own record purposes.</p>
Bank:	Standard	FNB	ABSA														
Branch:	Centurion	Pretoria															
Branch no:	012645	253145															
Account no:	032188838	62161889658															

Certificate number: «Cert\_no» Creation date: «Cr\_Date» «User Group»

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

**TO:** The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

**IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:**

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

**Date of posting :**

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address:										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

**APPLICATION FOR REVOCATION OF ENFORCEMENT ORDER – AARTO 14**

**INSTRUCTIONS FOR COMPLETION OF THE FORM**

- a. This form must be completed in black ink and posted by registered mail to the following address: **AARTO – Revocation of Enforcement Order, Private Bag X147, Pretoria, 0001.**
- b. The completed form must be submitted to and signed before a Commissioner of Oaths on presentation of either the original or copies of the following documents: (i) Infringement Notice; (ii) Courtesy Letter; (iii) Enforcement Order and (iv) other substantiating documents as may be applicable.
- c. The form may also be obtained electronically, downloaded, completed and printed at the following Internet website: **www.aarto.co.za**
- d. A copy of the completed and signed form and supporting documents must be kept for your own records.
- e. Receipt of the application will be acknowledged within 21 days, failing which it must be re-submitted by posting it by registered mail to the address given above.
- f. Individuals need not complete the first two lines of Part B. Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a representative (Surname, First names, ID number, Cell, Email, etc. who must sign the form on its behalf).



**PART A – APPLICATION**

- a. I, the particulars of whom are provided under Part B below, hereby apply in terms of section 20(9)(a) of Act 46 of 1998, for the revocation of the Enforcement Order that was issued against me for an infringement, particulars of which are provided under Part C below.
- b. The reason(s) in support of this application are given under Part D which is described in more detail under Part E below and substantiating documents to serve as proof of the grounds for this application are attached hereto.

**PART B – INFRINGER AND MOTOR VEHICLE PARTICULARS**

Name of organisation: _____		Registration number: _____	
Type of organisation: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:			
Surname: _____		Tel (home):( _____ )	
First names: _____		Tel (work):( _____ )	
Initials: _____		Fax:( _____ )	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Cell: _____	
Date of birth (YYYY/MM/DD): _____ / _____ / _____		Email: _____	
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence		Employer name: _____	
ID number: _____		Employer address: _____	
Country of issue: _____			
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC		<b>MOTOR VEHICLE PARTICULARS</b>	
<input type="checkbox"/> None <input type="checkbox"/> Foreign code:		Vehicle licence: _____	
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Licence disc no: _____	
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous		Operator card no: _____	
Street address: _____		Vehicle description (type): _____	
		Vehicle GVM: _____ kg	
Postal address: _____		Make: _____	
		Series (model): _____	
Code: _____		Colour: _____	

**PART C – PARTICULARS OF INFRINGEMENT NOTICE**

Infringement Notice number: \_\_\_\_\_

Date of infringement (YYYY/MM/DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Issuing Authority: \_\_\_\_\_

**PART D – REASONS ON WHICH THIS APPLICATION IS BASED**

- a.  I have paid all the applicable penalties and fees due by me in respect of the infringement in question, proof of which is attached hereto.
- b.  I have submitted an application to pay the penalty in instalments and have not yet been notified of the result thereof, proof of the application is attached hereto.
- c.  I have submitted an application for a Representation to be considered and have not yet been notified of the result thereof, proof of the application is attached hereto.
- d.  At the time the infringement was committed I was not the driver, owner or operator of the vehicle as indicated on the infringement Notice and I have submitted the required notification; proof of which is attached hereto.
- e.  I have submitted a notification that I elected to be tried in court and I have not yet been notified of the result thereof, nor has a summons been served on me; proof of the notification is attached hereto.
- f.  I have submitted a notification that I elected to be tried in court and I have been served with a summons in this regard. I appeared in the court on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (date YYYY/MM/DD); proof of the notification and court appearance is attached hereto.
- g.  Due to reasons beyond my control I was unable to appear in court on the required date. An affidavit describing the circumstances at the time is provided on the reverse side hereof.
- h.  Other reasons, details of which are provided in the affidavit on the reverse side hereof. (All reasonable effort must be made to attach substantiating documents to this application in support of the affidavit).

PART E - AFFIDAVIT BY INFRINGER	
(Applicable substantiating documents in support of and referred to in the Representation above must be attached.)	
PART F - AFFIRMATION OR OATH BY INFRINGER	
<p>a. * I solemnly affirm the content of this declaration as the truth, the whole truth and nothing but the truth. <input type="checkbox"/></p> <p>b. * I know and understand the content of this declaration and do not have any objection in taking the prescribed oath and consider the prescribed oath to be binding on my conscience. <input type="checkbox"/></p> <p>c. I further declare that I understand that this application may be rejected, upon which I will be liable to pay the full penalty and all outstanding fees that may be applicable.</p> <p>* <input checked="" type="checkbox"/> whichever is applicable</p>	
Signature of infringer:	Place: _____ Date (YYYY/MM/DD):     /     /
PART G - CERTIFICATE OF THE COMMISSIONER OF OATHS	
<p>As a Commissioner of Oaths, I hereby certify that the infringer:</p> <p>a. * solemnly affirms the content of this declaration as the truth, the whole truth and nothing but the truth; or <input type="checkbox"/></p> <p>b. * has no objection in taking the prescribed oath and that he/she considers the prescribed oath to be binding on his/her conscience. <input type="checkbox"/></p> <p>* <input checked="" type="checkbox"/> whichever is applicable</p>	
Signature of Commissioner of Oaths:	Place: _____ Date (YYYY/MM/DD):     /     /
PART H - PARTICULARS OF THE COMMISSIONER OF OATHS	
Surname : _____ First names: _____ Designation: _____ Business address: _____ <div style="text-align: right; margin-top: 10px;">Code: _____</div>	Identification number: _____ Tel (work):(         ) _____ Cell: _____ Office held: _____
PART I - STAMP OF THE COMMISSIONER OF OATHS / OFFICIAL STAMP	
Infringement notice number: _____	

2008/04/07

RESULT OF REVOCATION OF ENFORCEMENT ORDER – AARTO 15

Issued in terms of section 20(9) of Act No 46 of 1998

INFRINGER AND MOTOR VEHICLE PARTICULARS

«Surname»/«Name of organisation» «First_names»/«Representative name and surname» «Initials» «ID_type» «ID_number» Country of issue: «Country_of_issue» Licence code: «Driving_nic_codes» PrDP code: «PrDP_codes» Operator card number: «Operator_card_number» «Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post address line 5» «Post address code» «Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»
<b>MOTOR VEHICLE PARTICULARS</b>	
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM» «Make» «Series» «Colour»	

INFRINGEMENT PARTICULARS

Infringement Notice number: «Inf_notice_nr» Date of infringement: «Date» Issuing Authority: « Issuing Authority » Charge Code: «Main_charge_code» «Main_descrip» Charge type: «Class_1» Penalty: R «Penalty_1» Demerit Points: «Demerit» Date of order: «Enf_date» Enforcement Order reference number: «Enf_order_nr»
---

APPLICATION FOR REVOCATION OF ENFORCEMENT ORDER RESULT

Your application was successful. The Enforcement Order was revoked.	
«»	Proof of payment received Proof of the payment of the penalty and all fees applicable to the above <b>Infringement Notice number</b> has been received. You are not liable to pay the fee for the Enforcement Order or the fee for this notice.
«»	Instalment application proof received Proof of the application to pay in instalments which was submitted in respect of the above <b>Infringement Notice number</b> , has been received. You are not liable to pay the fee for the Enforcement Order or the fee for this notice.
«»	Representation proof received Proof of the Representation which was submitted in respect of the above <b>Infringement Notice number</b> , has been received. You are not liable to pay the fee for the Enforcement Order or the fee for this notice.
«»	Proof of nomination received Proof of the notification that you were not the driver or person in control of the vehicle in respect of the above <b>Infringement Notice number</b> , has been received. You are not liable to pay the fee for the Enforcement Order or the fee for this notice.
«»	Court election notice received Proof of the notification of your election to be tried in court in respect of the above <b>Infringement Notice number</b> has been received. You are not liable to pay the fee for the Enforcement Order or the fee for this notice.
«»	Proof of court appearance received Proof of your appearance at the court on the scheduled date in respect of the above <b>Infringement Notice number</b> has been received. You are not liable to pay the fee for the Enforcement Order or the fee for this notice.
«»	Affidavit received The affidavit describing the circumstances why you could not appear in court in respect of the above <b>Infringement Notice number</b> has been received. You will be informed of a new trial date. You are not liable to pay the fee for the Enforcement Order or the fee for this notice.
«»	Other: You are not liable to pay the fee for the Enforcement Order or the fee for this notice. Within 32 days of the date of service of this notice you must: (a) pay the above penalty together with the fees that may be due in the bank account of the Agency, the particulars of which appear below; or (b) in the case of a minor infringement, submit a Representation by registered mail to the Agency on form <b>AARTO 08</b> , obtainable from any Issuing Authority. The Agency will acknowledge receipt within 21 days, failing which the infringer must resubmit the Representation by registered mail; or (c) elect to be tried in court, by completing form <b>AARTO 10</b> and submit it by registered mail to the Agency; or (d) apply to pay in instalments on form <b>AARTO 04</b> . NOTE: If you fail to comply with the options available to you, an Enforcement Order will be issued where after you will become liable to pay the penalty and the fees for the Courtesy Letter and Enforcement Order to the Agency.

Your application was unsuccessful. The Enforcement Order was NOT revoked.	
«»	Within 32 days of service of this notification, you must pay the penalty and fees into the bank account of the Agency, the particulars of which appear below, or at any registering authority for the licensing of vehicles or at any driving licence testing centre. The Demerit Point(s) indicated above have been recorded against your name in the National Contraventions Register. NOTE: If you fail to comply with this order, a Warrant will be issued against you to recover the penalty and the fees due. The fee for the Warrant and the sheriff's fees will also be payable by you.

<b>AARTO bank account:</b>				Penalty R«Penalty_1» Fee for Courtesy Letter R«Courtesy_fee» Fee for rejected Representation R«Rep_fee» Fee for Enforcement Order R«Enf_fee» Fee for this notification R«Enf_res_fee» TOTAL AMOUNT PAYABLE R«Total» Demerit Points allocated «Dement»
Bank:	Standard	FNB	ABSA	
Branch:	Centurion	Pretoria		
Branch no:	012645	253145		
Account no:	032188838	62161889658		
Use the Infringement Notice number as reference number on all payments				

Certificate number: «Cert\_no» Creation date: «Cr\_Date» «User Group»



POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

**TO:** The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)											
Surname:						First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female	
Identification number:						Tel (home):					
Initials:			Date of birth:			Tel (work):					
Driving licence code(s):			PrDP code(s):			Cell:					
Operator card no:						Fax:					
Residential address and code:											
Postal address and code:											
Employer's name, address and code:											
Email address :											
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.											
Signature:						Date:					

2008/04/07

**DISHONOURED INSTALMENT- AARTO 16**

Issued in terms of regulation 14 of Act No 46 of 1998

INFRINGER AND MOTOR VEHICLE PARTICULARS									
«Surname»/«Name of organisation»	«Gender»/«Type of organisation»								
«First_names»/«Representative name and surname»									
«Initials»	«Date_of_birth»								
«ID_type»	Tel (home): «Home_phone»								
«ID_number»	Tel (work): «Business_phone»								
Country of issue: «Country_of_issue»	Fax: «Fax_number»								
Licence code: «Driving_lic_codes»	Cell: «Cellular»								
PrDP code: «PrDP_codes»	«E_mail»								
Operator card number: «Operator_card_number»									
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">MOTOR VEHICLE PARTICULARS</th> </tr> </thead> <tbody> <tr> <td>«Vehicle_lic_number»</td> </tr> <tr> <td>Licence disc no: «veh_lic_disc_no»</td> </tr> <tr> <td>«Vehicle_desc»</td> </tr> <tr> <td>«Vehicle_GVM»</td> </tr> <tr> <td>«Make»</td> </tr> <tr> <td>«Series»</td> </tr> <tr> <td>«Colour»</td> </tr> </tbody> </table>	MOTOR VEHICLE PARTICULARS	«Vehicle_lic_number»	Licence disc no: «veh_lic_disc_no»	«Vehicle_desc»	«Vehicle_GVM»	«Make»	«Series»	«Colour»
MOTOR VEHICLE PARTICULARS									
«Vehicle_lic_number»									
Licence disc no: «veh_lic_disc_no»									
«Vehicle_desc»									
«Vehicle_GVM»									
«Make»									
«Series»									
«Colour»									
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»									
«Emp_name»									
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»									
INFRINGEMENT PARTICULARS									
Infringement Notice number: «Inf_notice_nr»									
Date of infringement: «Date»	Issuing Authority: « Issuing Authority »								
Charge Code: «Main_charge_code» «Main_descrip»									
Charge type: «Class_1»	Penalty: R «Penalty_1»								
	Demerit Points: «Demerit»								
DISHONOURED INSTALMENT PARTICULARS	OUTSTANDING PENALTIES AND FEES								
Date of instalment: «inst_date»	Penalty: R«Penalty_1»								
Bank reference number : «Bank_ref»	Fee for rejected Representation: R«Rep_fee»								
Final date for instalment : «Final_date»	Fee for Courtesy Letter: R«Courtesy»								
	Fee for Enforcement Order: R«Enf_fee»								
	Fee for unsuccessful revocation: R«Rev_fee»								
	Fee for Warrant: R«War_fee»								
	Fee for this notification: R«Not_fee»								
	<b>Total amount payable: R«Total»</b>								
IMPORTANT PROVISIONS AND INFORMATION									
Your payment of the above-mentioned instalment has not been honoured or has not been received. You are ordered to pay the amount of the instalment due into the bank account of the Agency, the particulars of which appear below, not later than the date indicated on this notice.									
NOTE: In terms of regulation 14(10) no vehicle licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you until this notification has been complied with. If you fail to make this or any future payment of instalments, an approved sheriff of the court will be instructed to collect the total amount due from you by seizure and sale of your movable property without any further warning to you, if necessary. You will also be reported to a credit bureau and you may only make cash payments in future.									
<b>AARTO bank account:</b>									
Bank:	Standard Bank FNB ABSA								
Branch:	Centurion Pretoria								
Branch no:	012645 253145								
Account no:	032188838 62161889658								
Use the Infringement Notice number as reference number on all payments									

Certificate number: «Cert\_no»

Creation date: «Cr\_Date»

«User Group»

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

**TO:** The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

**IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:**

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

**Date of posting :**

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:								Tel (home):		
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:			Fax:							
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**PARTIAL PAYMENT – AARTO 17**  
 Issued in terms of regulation 14 of Act No 46 of 1998

**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname»/«Name of organisation»	«Gender»/«Type of organisation»
«First_names»/«Representative name and surname»	
«Initials»	«Date_of_birth»
«ID_type»	Tel (home): «Home_phone»
«ID_number»	Tel (work): «Business_phone»
Country of issue: «Country_of_issue»	Fax: «Fax_number»
Licence code: «Driving_lic_codes»	Cell: «Cellular»
PrDP code: «PrDP_codes»	«E_mail»
Operator card number: «Operator_card_number»	
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»	
«Emp_name»	
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	

MOTOR VEHICLE PARTICULARS
«Vehicle_lic_number»
Licence disc no: «veh_lic_disc_no»
«Vehicle_desc»
«Vehicle_GVM»
«Make»
«Series»
«Colour»

**INFRINGEMENT PARTICULARS**

Infringement Notice number: «Inf\_notice\_nr»

Date of infringement: «Date» Issuing Authority: « Issuing Authority »

Charge Code: «Main\_charge\_code» «Main\_descrip»

Charge type: «Class\_1» Penalty: R «Penalty\_1» Demerit Points: «Demerit»

**PARTIAL PAYMENT PATICULARS**

Total amount payable: R«Total»

Amount paid: R«Paid»

**Amount due: R«Due»**

**OUTSTANDING PENALTIES AND FEES**

Penalty: R«Penalty\_1»

Fee for rejected Representation: R«Rep\_fee»

Fee for Courtesy Letter: R«Courtesy»

Fee for Enforcement Order: R«Enf\_fee»

Fee for unsuccessful revocation: R«Rev\_fee»

Fee for Warrant: R«War\_fee»

Fee for this notification: R«Not\_fee»

**Total amount payable: R«Total»**

**IMPORTANT PROVISIONS AND INFORMATION**

You have only paid part of the penalty and/or fees or your payment has been received after the 32 days allowed for payment (in which case you do not qualify for the discount on the penalty). You are liable to pay the **Total amount payable** as indicated above to the Agency. The payment you have made has been credited to the Total amount payable.

You must pay the above-mentioned **Amount due** into the bank account of the Agency, the particulars of which appear below, not later than 32 days after the date of service of this notice.

**NOTE: Should you not pay within 32 days, in terms of regulation 14(11) no licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you, until the outstanding amount has been paid. If you fail to comply with this notification, a Warrant will be issued against you for a sheriff to recover the fees due. The fee for the Warrant and the sheriff's fees will also be payable by you to the Agency.**

**AARTO bank account:**

Bank:	Standard Bank	FNB	ABSA
Branch:	Centurion	Pretoria	
Branch no:	012645	253145	
Account no:	032188838	62161889658	

Use the Infringement Notice number as reference number on all payments

Certificate number: «Cert\_no» Creation date: «Cr\_Date» «User Group»

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**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**DISHONOURED PAYMENT – AARTO 18**  
 Issued in terms of regulation 16 of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>	
«Surname»/«Name of organisation» «First_names»/«Representative name and surname» «Initials» «ID_type» «ID_number» Country of issue: «Country_of_issue» Licence code: «Driving_lic_codes» PrDP code: «PrDP_codes» Operator card number: «Operator_card_number» «Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code» «Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»
<b>MOTOR VEHICLE PARTICULARS</b>	
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM» «Make» «Series» «Colour»	
<b>INFRINGEMENT PARTICULARS</b>	
Infringement Notice number: «Inf_notice_nr» Date of infringement: «Date» Issuing Authority: « Issuing Authority » Charge Code: «Main_charge_code» «Main_descrip» Charge type: «Class_1» Penalty: R «Penalty_1» Demerit Points: «Demerit»	
<b>DISHONOURED PAYMENT PARTICULARS</b>	<b>OUTSTANDING PENALTIES AND FEES</b>
Date of dishonoured payment/cheque: «Dis_date» Bank reference/cheque number: «Bank_ref» Final date for payment: «Fin_date»	Penalty: R«Penalty_1» Fee for rejected Representation: R«Rep_fee» Fee for Courtesy Letter: R«Courtesy» Fee for Enforcement Order: R«Enf_fee» Fee for unsuccessful revocation: R«Rev_fee» Fee for Warrant: R«War_fee» Fee for this notification: R«Not_fee» <b>Total amount payable: R«Total»</b>
<b>IMPORTANT PROVISIONS AND INFORMATION</b>	
Your payment of the above-mentioned penalty and fees has been dishonoured. You are ordered to pay the Total amount payable into the bank account of the Agency, the particulars of which appear below, not later than the date indicated on this notice. <b>NOTE:</b> In terms of regulation 16(2) no licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you until this notification has been complied with. If you fail to make the payment at the date allowed on this notification, an approved sheriff of the court will be instructed to collect the total amount due from you by seizure and sale of your movable property without any further warning to you, if necessary. You will also be reported to a credit bureau and you may only make cash payments in future.	
<b>AARTO bank account:</b>	
Bank:	Standard Bank FNB ABSA
Branch:	Centurion Pretoria
Branch no:	012645 253145
Account no:	032188838 62161889658
Use the Infringement Notice number as reference number on all payments	
Certificate number: «Cert_no»	Creation date: «Cr_Date» «User Group»

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:						First names:				
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:						Tel (home):				
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:						Fax:				
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address:										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:						Date:				

2008/04/07

**NOTIFICATION OF RECORDING OF ROAD TRAFFIC CONTRAVENTION – AARTO 19**

Issued in terms of regulation 13 and 14 of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>	
«Surname»/«Name of organisation» «First_names»/«Representative name and surname» «Initials» «ID_type» «ID_number» Country of issue: «Country_of_issue» Licence code: «Driving_lic_codes» PrDP code: «PrDP_codes» Operator card number: «Operator_card_number» «Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code» «Emp_name» «Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»
<b>MOTOR VEHICLE PARTICULARS</b>	
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM» «Make» «Series» «Colour»	
<b>INFRINGEMENT PARTICULARS</b>	
In terms of the Administrative Adjudication of Road Traffic Offences Act (Act No 46 of 1998), you are informed that the following offence as described in Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, 2008, has been recorded in the National Contraventions Register:	
Infringement Notice number: «Inf_notice_nr» Date of infringement: «Date» Issuing Authority: « Issuing Authority » Charge Code: «Main_charge_code» «Main_descrip»	
Charge type: «Class_1» Penalty: R «Penalty_1» Demerit Points: «Demerit»	
<b>DEMERIT POINTS</b>	<b>OUTSTANDING PENALTIES AND FEES</b>
In terms of section 24 of the Act, Demerit Points have been recorded against your name for the above infringement. Date of recording: «Rec_date» Number of Demerit Points allocated for above infringement(s): «Demerit» Total number of Demerit Points incurred to date: «Tot_demerit» Number of Demerit Points less than the maximum of 12: «Re_demerit» Projected date when accumulated points are reduced to zero: «DZero_date»	Penalty amount: R«Penalty_1» Fee for rejected Representation: R«Rep_fee» Fee for Courtesy Letter: R«Courtesy» Fee for Enforcement Order: R«Enf_fee» Fee for unsuccessful revocation: R«Rev_fee» Fee for Warrant R«War_fee» <b>Total amount payable: R«Total»</b>
<b>IMPORTANT PROVISIONS AND INFORMATION</b>	
Unless the above-mentioned amounts have been fully paid, no driving licence, operator card, licence disc or roadworthy certificate will be issued to you or in respect of any of your motor vehicles. If you fail to make payment of the outstanding amounts forthwith, a sheriff of the court will be instructed to collect the amount due from you by seizure and sale of your movable property, if necessary. The sheriff's cost will also be collected from you. In terms of section 26(1) of the Act a person is disqualified from driving or operating a motor vehicle should that person's Demerit Points exceed the maximum number of Demerit Points as contemplated in section 29(d) of the Act.	
Maximum number of Demerit Points in respect of driver: «MaxD_demerit» Maximum number of Demerit Points in respect of professional driver: «MaxP_demerit» Maximum number of Demerit Points in respect of operator: «MaxO_demerit» Reduction period for 1 demerit point: «Period_demerit»	
Certificate number: «Cert_no» Creation date: «Cr_Date» «User Group»	



POSTAGE LOGO
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**REPUBLIC OF SOUTH AFRICA**

**TO:** The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code
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«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:									Tel (home):	
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:			Fax:							
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**RECEIPT OF PAYMENT – AARTO 20**

Issued in terms of regulation 13 and 15 of Act No 46 of 1998

**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname»/«Name of organisation»	«Gender»/«Type of organisation»
«First_names»/«Representative name and surname»	
«Initials»	«Date_of_birth»
«ID_type»	Tel (home): «Home_phone»
«ID_number»	Tel (work): «Business_phone»
Country of issue: «Country_of_issue»	Fax: «Fax_number»
Licence code: «Driving_lic_codes»	Cell: «Cellular»
PrDP code: «PrDP_codes»	«E_mail»
Operator card number: «Operator_card_number»	
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	<b>MOTOR VEHICLE PARTICULARS</b>
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»	«Vehicle_lic_number»
«Emp_name»	Licence disc no: «veh_lic_disc_no»
«Emp_address_line_1» «Emp_address_line_2» «Emp_address_line_3» «Emp_address_line_4» «Emp_address_line_5» «Emp_address_code»	«Vehicle_desc»
	«Vehicle_GVM»
	«Make»
	«Series»
	«Colour»

**INFRINGEMENT PARTICULARS**

Infringement Notice number: «Inf_notice_nr»
Date of infringement: «Date» Issuing Authority: « Issuing Authority »
Charge Code: «Main_charge_code» «Main_descrip»
Charge type: «Class_1» Penalty: R «Penalty_1» Demerit Points: «Demerit»

**DEMERIT POINTS**

In terms of section 24 of the Act, Demerit Points have been recorded against your name for the above infringement.

Date of recording: «Rec\_date»

Number of Demerit Points allocated for above infringement(s): «Demerit»

Total number of Demerit Points incurred to date: «Tot\_demerit»

Number of Demerit Points less than the maximum of 12: «Re\_demerit»

Projected date when accumulated points are reduced to zero: «DZero\_date»

**PAYMENTS RECEIVED**

Penalty: R«Penalty\_1»

Fee for rejected Representation: R«Rep\_fee»

Fee for Courtesy Letter: R«Courtesy»

Fee for Enforcement Order: R«Enf\_fee»

Fee for unsuccessful revocation: R«Rev\_fee»

Fee for Warrant: R«War\_fee»

**Total amount payable: R«Total»**

**IMPORTANT PROVISIONS AND INFORMATION**

Unless the above penalty and all outstanding fees regarding this infringement have been fully paid, no driving licence, operator card, licence disc or roadworthy certificate will be issued to you or in respect of any of your motor vehicles.

If you fail to make payment of the outstanding amounts forthwith, a sheriff of the court will be instructed to collect the amount due from you by seizure and sale of your movable property, if necessary. The sheriff's cost will also be collected from you.

In terms of section 26(1) of the Act a person is disqualified from driving or operating a motor vehicle should that person's Demerit Points exceed the maximum number of Demerit Points as contemplated in section 29(d) of the Act.

Maximum number of Demerit Points in respect of driver: «MaxD\_demerit»

Maximum number of Demerit Points in respect of professional driver: «MaxP\_demerit»

Maximum number of Demerit Points in respect of operator: «MaxO\_demerit»

Reduction period for 1 demerit point: «Period\_demerit»

Certificate number: «Cert\_no»

Creation date: «Cr\_Date»

«User Group»

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**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code
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«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:										Tel (home):
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**NOTIFICATION OF SUSPENSIONS AND/OR CANCELLATIONS – AARTO 21**

Issued in terms of section 26(1) and regulation 24 of Act No 46 of 1998

In terms of the Administrative Adjudication of Road Traffic Offences Act (Act No 46 of 1998), you are informed that the infringement below as described in Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, 2008, has been recorded in the National Contraventions Register. In terms of section 26 of the Act, you have exceeded the maximum total of Demerit Points in respect of road traffic infringements and offences upon allocation of the Demerit Points for the infringement below. Your driving licence, professional driving permit and/or operator card(s) are suspended or cancelled and any application for such a document will be refused during the period stated in this notice.

**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname»/«Name of organisation»	«Gender»/«Type of organisation»
«First_names»/«Representative name and surname»	
«Initials»	«Date_of_birth»
«ID_type»	Tel (home): «Home_phone»
«ID_number»	Tel (work): «Business_phone»
Country of issue: «Country_of_issue»	Fax: «Fax_number»
Licence code: «Driving_lic_codes»	Cell: «Cellular»
PrDP code: «PrDP_codes»	«E_mail»
Operator card number: «Operator_card_number»	
«Street_address_line_1»	
«Street_address_line_2»	
«Street_address_line_3»	
«Street_address_line_4»	
«Street_address_line_5» «Street address code»	
«Post_address_line_1»	
«Post_address_line_2»	
«Post_address_line_3»	
«Post_address_line_4»	
«Post_address_line_5» «Post_address_code»	
«Emp_name»	
«Emp_address_line_1» «Emp_address_line_2»	
«Emp_address_line_3» «Emp_address_line_4»	
«Emp_address_line_5» «Emp_address_code»	

<b>MOTOR VEHICLE PARTICULARS</b>
«Vehicle_lic_number»
Licence disc no: «veh_lic_disc_no»
«Vehicle_desc»
«Vehicle_GVM»
«Make»
«Series»
«Colour»

**INFRINGEMENT PARTICULARS**

Infringement Notice number: «Inf_notice_nr»	
Date of infringement: «Date»	Issuing Authority: « Issuing Authority »
Charge Code: «Main_charge_code» «Main_descrip»	
Charge type: «Class_1»	Penalty: R «Penalty_1»
	Demerit Points: «Demerit»

**DEMERIT POINTS**

Demerit Points in respect of driver/professional driver:	«Drive_dem»
Demerit Points in respect of operator:	«Op_dem»
Effective date:	«Eff_date»

**DOCUMENTS SUSPENDED/CANCELLED**

Documents suspended:	«Docs_sus»
Documents cancelled:	«Docs_can»
Period of disqualification in respect of driving licence(s):	«DL_per»
Period of disqualification in respect of PrDP:	«PrDP_per»
Period of disqualification in respect of operator card:	«Op_per»
Number of previous suspensions in respect of driver:	«Driv_sus»
Number of previous suspensions in respect of PrDP:	«PrDP_sus»
Number of previous suspensions in respect of operator:	«Op_sus»

**IMPORTANT PROVISIONS AND INFORMATION**

In terms of section 26(1) of the Act, a person is disqualified from driving or operating a motor vehicle should that person's Demerit Points exceed the maximum number of Demerit Points as contemplated in regulation 24. Each Demerit Point above the maximum is multiplied by three to calculate the disqualification period in months. You are in terms of section 25(3)(a) of the Act obliged to forthwith surrender your driving licence, professional driving permit and/or operator card(s), at the Issuing Authority where you reside.

Should your driving licence(s), professional driving permit and/or operator card(s) be suspended, you may apply at the Issuing Authority to return the driving licence(s) and/or professional driving permit or the operator card(s) after the disqualification period has expired.

In terms of section 27 of the Act, a person's driving licence, professional driving permit and/or operator card(s) will be cancelled, should a person be disqualified to drive or operate a motor vehicle for a third time in respect of Demerit Points incurred above the maximum. Should your driving licence(s), professional driving permit and/or operator card(s) be cancelled, you may re-apply at a driving licence testing centre for a driving licence and/or professional driving permit (PrDP) or at a registering authority for an operator card(s) after the disqualification period has expired.

**NOTE:** In terms of section 25(4) of the Act, any person who drives or operates a motor vehicle during his or her disqualification period is guilty of an offence and liable on conviction to a fine or imprisonment or both.

Certificate number: «Cert_no»	Creation date: «Cr_Date»	«User Group»
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**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code
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«Initials» + «Surname»

«Post\_address\_line\_1»

«Post\_address\_line\_2»

«Post\_address\_line\_3»

«Post\_address\_line\_4»

«Post\_address\_line\_5»

«Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO

Private Bag X147

PRETORIA

0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:									Tel (home):	
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:						Fax:				
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address:										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

2008/04/07

**NOTIFICATION OF REVOCATION OF SUSPENSIONS AND/OR CANCELLATIONS – AARTO 22**

Issued in terms of Act No 46 of 1998

You are hereby informed that the Demerit Points that were recorded against your name on the National Contraventions Register are reduced by the number indicated below.  
If the addition of the Demerit Points resulted in a suspension or cancellation of your driving licence, PrDP or Operator card, this notification serves to record that the suspension or cancellation has been revoked.

**INFRINGER AND MOTOR VEHICLE PARTICULARS**

«Surname»/«Name of organisation»	«Gender»/«Type of organisation»
«First_names»/«Representative name and surname»	
«Initials»	«Date_of_birth»
«ID_type»	Tel (home): «Home_phone»
«ID_number»	Tel (work): «Business_phone»
Country of issue: «Country_of_issue»	Fax: «Fax_number»
Licence code: «Driving_lic_codes»	Cell: «Cellular»
PrDP code: «PrDP_codes»	«E_mail»
Operator card number: «Operator_card_number»	
«Street_address_line_1»	<b>MOTOR VEHICLE PARTICULARS</b>
«Street_address_line_2»	«Vehicle_lic_number»
«Street_address_line_3»	Licence disc no: «veh_lic_disc_no»
«Street_address_line_4»	«Vehicle_desc»
«Street_address_line_5» «Street address code»	«Vehicle_GVM»
«Post_address_line_1»	«Make»
«Post_address_line_2»	«Series»
«Post_address_line_3»	«Colour»
«Post_address_line_4»	
«Post_address_line_5» «Post_address_code»	
«Emp_name»	
«Emp_address_line_1» «Emp_address_line_2»	
«Emp_address_line_3» «Emp_address_line_4»	
«Emp_address_line_5» «Emp_address_code»	

**DEMERIT POINTS**

<b>Driver:</b>		<b>Operator:</b>	
Demerit Points:	«D_dem»	Demerit Points:	«O_dem»
Reduction of Demerit Points:	«D_red»	Reduction of Demerit Points:	«O_red»
Demerit Points after reduction:	«D_now»	Demerit Points after reduction:	«O_now»
Effective date:	«Eff_date»	Effective date:	«Eff_date»

**DOCUMENTS SUSPENDED/CANCELLED**

Please take note of your Demerit Point position and the status of suspensions and cancellations, after the reduction of the Demerit Points as indicated.

Documents suspended:	«Docs_sus»
Documents cancelled:	«Docs_can»
Period of disqualification in respect of driving licence(s):	«DL_per»
Period of disqualification in respect of PrDP:	«PrDP_per»
Period of disqualification in respect of operator card:	«Op_per»
Number of previous suspensions in respect of driver:	«Driv_sus»
Number of previous suspensions in respect of PrDP:	«PrDP_sus»
Number of previous suspensions in respect of operator:	«Op_sus»

**IMPORTANT PROVISIONS AND INFORMATION**

**NOTE:** In terms of section 25(4) of the Act, any person who drives or operates a motor vehicle during his or her disqualification period is guilty of an offence and liable on conviction to a fine or imprisonment or both.

In terms of section 26(1) of the Act, a person is disqualified from driving or operating a motor vehicle should that person's Demerit Points exceed the maximum number of Demerit Points as contemplated in section 29(d) of the Act.

Maximum number of Demerit Points in respect of driver:	«MaxD_demerit»
Maximum number of Demerit Points in respect of professional driver:	«MaxP_demerit»
Maximum number of Demerit Points in respect of operator:	«MaxO_demerit»
Points reduction period for 1 Demerit Point:	«Period_demerit»

Certificate number: «Cert\_no»

Creation date: «Cr\_Date»

«User Group»

POSTAGE  
LOGO

**REPUBLIC OF SOUTH AFRICA**

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss


bar code

«Initials» + «Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

<p>IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:</p> <p>AARTO</p> <p>Private Bag X147</p> <p>PRETORIA</p> <p>0001</p> <p>Date of posting :</p>
---

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:									Tel (home):	
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:						Fax:				
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address :										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

### APPLICATION FOR RETURN OF SUSPENDED DRIVING LICENCE / PrDP / OPERATOR CARD – AARTO 23

- a. This form must be completed in black ink and submitted in person at the Issuing Authority in the area where the infringer resides and to which the Driving licence/PrDP or Operator card was surrendered during the suspension period. 
- b. This form may also be electronically obtained, completed and printed at the following Internet website: **www.aarto.co.za**
- c. Individuals need not complete the first two lines of Part A. Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a representative (Surname, First names, ID number, cell, email, etc.) who must sign the form on its behalf.

Name of organisation: _____		Registration number: _____	
Type of organisation: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:			
Surname: _____		Tel (home):(        ) _____	
First names: _____		Tel (work):(        ) _____	
Initials: _____		Fax:(        ) _____	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Cell: _____	
Date of birth (YYYY/MM/DD):        /        /		Email: _____	
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence		Employer name: _____	
ID number: _____		Employer address: _____	
Country of issue: _____		<b>MOTOR</b>	
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC <input type="checkbox"/> None <input type="checkbox"/> Foreign code: _____		Vehicle licence: _____	
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Licence disc no: _____	
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous		Operator card no: _____	
Street address: _____		Vehicle description (type): _____	
Postal address: _____		Vehicle GVM: _____ kg	
Code: _____		Make: _____	
		Series (model): _____	
		Colour: _____	
<b>PART B – DL/PrDP/OPERATOR CARD PARTICULARS</b>			
Driving licence / Operator card no: _____			
Suspension period (YYYY/MM/DD):        /        /        to        /        /			
Issuing Authority surrendered to: _____			
Receipt of surrender of DL or Operator card: <input type="checkbox"/> Attached <input type="checkbox"/> Not attached			
<b>PART C – DECLARATION</b>			
I declare that:			
(a) the suspension period has lapsed and that I am not subject to a further period of suspension or cancellation of my DL/PrDP or Operator card.			
(b) the above particulars are true and correct and I realise that a false declaration is punishable by a fine or imprisonment or both.			
Signature: _____		Date (YYYY/MM/DD):        /        /	
<b>PART D – OFFICE USE</b>			
DL / PrDP or Operator card handed to its holder: <input type="checkbox"/> Yes <input type="checkbox"/> No			
ID verified: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign (of representative in the case of an organisation)			
Officer name: _____		<b>Signed by infringer:</b>	
Infrastructure no: _____		I acknowledge receipt of the Driving licence/PrDP or Operator card identified above.	
Date (YYYY/MM/DD):        /        /		Signature: _____	
Signature of officer: _____			




2008/04/07

**WARRANT- AARTO 24**  
Issued in terms of section 21 of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>	
«Surname»/«Name of organisation»	«Gender»/«Type of organisation»
«First_Names»/«Representative name and surname»	«Date_of_birth»
«Initials»	Tel (home): «Home_phone»
«ID_type»	Tel (work): «Business_phone»
«ID_number»	Fax: «Fax_number»
Country of issue: «Country_of_issue»	Cell: «Cellular»
Licence code: «Driving_Lic_codes»	«E_mail»
PrDP code: «PrDP_codes»	
Operator card number: «Operator_Card_number»	
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	<b>MOTOR VEHICLE PARTICULARS</b>
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»	«Vehicle_lic_number»
«Emp_name»	Licence disc no: «veh_lic_disc_no»
«Emp_Address_line_1» «Emp_Address_line_2» «Emp_Address_line_3» «Emp_Address_line_4» «Emp_Address_line_5» «Emp_Address_code»	«Vehicle_desc»
	«Vehicle_GVM»
	«Make»
	«Series»
	«Colour»
<b>INFRINGEMENT PARTICULARS</b>	
Infringement Notice number: «Inf_notice_nr»	
Date of infringement: «Date» Issuing Authority: « Issuing Authority »	
Charge Code: «Main_charge_code» «Main_descrip»	
Charge type: «Class_1» Penalty: R «Penalty_1» Demerit Points: «Demerit»	
<b>ENFORCEMENT ORDER</b>	<b>OUTSTANDING PENALTIES AND FEES</b>
Reference number: «Enf_Ref»	Penalty amount: R«Penalty_1»
Date issued: «Enf_Date»	Fee for rejected Representation: R«Rep_Fee»
Demerit Points incurred: «Demerit»	Fee for Courtesy Letter: R«Courtesy»
	Fee for Enforcement Order: R«Enf_Fee»
	Fee for unsuccessful revocation: R«Rev_Fee»
	Fee for Warrant: R«War_Fee»
	<b>Total amount payable: R«Total»</b>
<b>TERMS OF WARRANT</b>	
«Main_War_Term»	
«Alt_War_Term1»	
«Alt_War_Term2»	
«Alt_War_Term3»	
«Alt_War_Term4»	
<b>IMPORTANT PROVISIONS AND INFORMATION</b>	
<p>You have failed to comply with the conditions of the above Enforcement Order/your payment was dishonoured. You are ordered to pay, within seven (7) days of the date of service of this Warrant, the <b>Total amount payable</b>, in cash or by bank guaranteed cheque, to the sheriff. If you have already paid the total amount of the penalty and fees due indicated on this Warrant, provide the proof of payment to the sheriff.</p> <p>The Demerit Points indicated above have been recorded against your name in the National Contraventions Register.</p> <p><b>NOTE: No licence disc or operator card (if applicable) in respect of any of your vehicles and no driving licence or professional driving permit (if applicable) will be issued to you, until this Warrant has been complied with or has been cancelled. If you fail to comply with this Warrant within seven (7) days, an approved sheriff of the court will execute this Warrant in terms of Act No 90 of 1986.</b></p> <p>Issued by the Registrar, Road Traffic Infringement Agency.</p>	
Certificate number: «Cert_no»	Creation date: «Cr_Date»
	«User Group»

<b>SHERIFF'S ORDERS</b>							
Issued in terms of section 21 of Act No 46 of 1998 and regulation 8							
<p>To: The Sheriff                      «Sheriff_address_line_1»                      «Sheriff_address_line_2»                      «Sheriff_address_line_3»                      «Sheriff_address_line_4»                      «Sheriff_address_line_5»                      «Sheriff_address_code»</p> <p>This Warrant may be executed by any sheriff appointed in terms of section 12 of Act No 46 of 1998 or the Sheriff's Act No 90 of 1986 and empowered to execute a Warrant.</p>							
<p>1. You are hereby ordered by the Registrar of the Road Traffic Infringement Agency to execute the terms set out in this Warrant, between 07h00 and 21h00, on the person referred to as the infringer on the reverse side hereof.</p> <p>2. The result of the execution must be reported to the Agency.</p> <p>3. Whereas the said infringer failed to comply with the requirements of the Infringement Notice, Courtesy Letter and Enforcement Order served on him or her in terms of the Act; and                      Whereas the Registrar is satisfied that the mentioned documents were served on the infringer, the penalty and fees have not been paid, there are no pending Representations in the case of minor infringements, the infringer has not elected to be tried in court, and the infringer was at the time of the alleged infringement either the operator, owner or driver of the motor vehicle.</p> <p>4. Unless the infringer pays the amount due in cash immediately, you (the sheriff):</p> <ul style="list-style-type: none"> <li>- must make an inventory as contemplated in Rule 41(1) of the Magistrates' Court Act, 1944;</li> <li>- may not accept post-dated bank guaranteed cheques; and</li> <li>- must cancel the said inventory if the bank guaranteed cheque contemplated above is honoured or the proof of payment is verified.</li> </ul> <p>5. This is therefore to authorise and require you (the sheriff) to enforce the terms of the Warrant as indicated on the reverse, if the infringer has not paid the total amount of the penalty and fees due <b>within seven (7) days</b> of service of a photocopy of the Warrant:</p> <ul style="list-style-type: none"> <li>- seize and sell movable property in terms of section 21(1)(a) of Act No 46 of 1998 to the value of the total amount due;</li> <li>- seize the driving licence and/or professional driving permit (if applicable) of the infringer in terms of section 21(1)(b) of Act No 46 of 1998;</li> <li>- seize or deface the licence disc (and operator card, if applicable) of any motor vehicle of which the infringer is the owner (or operator) in terms of section 21(1)(c) (or (d)) of Act No 46 of 1998; or</li> <li>- immobilise the motor vehicle of which the infringer is the owner or registered operator.</li> </ul>							
<b>RESULT OF EXECUTION</b>							
1.1	Photocopy of Warrant served on the infringer and the importance thereof explained	/ /					
1.2	Photocopy of Warrant received on the above date and explanation acknowledged by						
2.	Proof of payment of the total amount due in terms of regulation 6(2) submitted by infringer, a certified photocopy of which is attached	/ /					
3.	The infringer paid the sheriff in cash the total amount due:	R					
4.	Warrant executed in the following manner:	/ /					
(a)	seized and sold movable property as per inventory made	Yes	No				
(b)	seized the driving licence (and professional driving permit, if applicable)	Yes	No				
(c)	seized and/or defaced the licence disc	Yes	No				
(d)	seized and/or defaced the operator card	Yes	No				
(e)	immobilised the motor vehicle	Yes	No				
(f)	failed to execute the Warrant due to: _____						
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"><b>Signature of sheriff:</b></td> <td style="width: 40%; border: none;"></td> <td style="width: 10%; border: none;"><b>Date:</b></td> <td style="width: 25%; border: none;">/ /</td> </tr> </table>				<b>Signature of sheriff:</b>		<b>Date:</b>	/ /
<b>Signature of sheriff:</b>		<b>Date:</b>	/ /				

APPLICATION FOR REFUND OF MONIES – AARTO 25	
<p>a. This form must be completed in black ink and posted by registered mail to the following address: <b>AARTO - Refund, Private Bag X147, Pretoria, 0001.</b> </p> <p>b. The form may also be electronically obtained, downloaded, completed and printed at the following Internet website: <b>www.aarto.co.za</b></p> <p>c. The application must be accompanied by a certified copy of the deposit slip(s) and/or proof of payment of the specific payments.</p> <p>d. A copy of the completed and signed form and supporting documents must be kept for your own records.</p> <p>e. Receipt of the application will be acknowledged within 21 days, failing which it must be re-submitted by posting it by registered mail to the address given in (a) above.</p> <p>f. Individuals need not complete the first two lines of Part B. Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a representative (Surname, First names, ID number, Cell, Email, etc.) who must sign the form on its behalf.</p>	
<p>Name of organisation: _____ Registration number: _____</p> <p>Type of organisation: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:</p>	
<p>Surname: _____</p> <p>First names: _____</p> <p>Initials: _____ Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male</p> <p>Date of birth (YYYY/MM/DD): _____ / _____ / _____</p> <p>ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence</p> <p>ID number: _____</p> <p>Country of issue: _____</p> <p>Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC</p> <p><input type="checkbox"/> None <input type="checkbox"/> Foreign code: _____</p> <p>Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3</p> <p>PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous</p> <p>Street address: _____</p> <p>Postal address: _____</p> <p style="text-align: right;">Code: _____</p>	<p>Tel (home):( _____ )</p> <p>Tel (work):( _____ )</p> <p>Fax:( _____ )</p> <p>Cell: _____</p> <p>Email: _____</p> <p>Employer name: _____</p> <p>Employer address: _____</p> <p>Vehicle licence: _____</p> <p>Licence disc no: _____</p> <p>Operator card no: _____</p> <p>Vehicle description (type): _____</p> <p>Vehicle GVM: _____ kg</p> <p>Make: _____</p> <p>Series (model): _____</p> <p>Colour: _____</p>
<p>Infringement Notice number: _____ - _____ - _____</p> <p>Date of infringement (YYYY/MM/DD): _____ / _____ / _____ Issuing Authority: _____</p>	
<p>Date of payment 1: _____ / _____ / _____ Date of payment 2: _____ / _____ / _____</p> <p>Amount of payment 1: R _____ . Amount of payment 2: R _____ .</p> <p>Reason for refund: _____</p>	
<p>Please provide the Agency with your banking details to expedite the payment of a refund, if it is approved.</p> <p>Name of account holder: _____</p> <p>Bank name: _____ Branch name: _____</p> <p>Branch code: _____ Account number: _____</p>	
<p>I declare that the above particulars are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.</p> <p>Signature of applicant: _____ Date (YYYY/MM/DD): _____ / _____ / _____</p>	
<p>Action: _____</p> <p>Date (YYYY/MM/DD): _____ / _____ / _____ Voucher number: _____</p> <p>Amount: R _____ Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature of Registrar: _____ Date (YYYY/MM/DD): _____ / _____ / _____</p>	

2008/04/07

**RESULT OF APPLICATION FOR REFUND – AARTO 26**

Issued in terms of regulation 14 of Act No 46 of 1998

<b>INFRINGER AND MOTOR VEHICLE PARTICULARS</b>									
«Surname»/«Name of organisation»	«Gender»/«Type of organisation»								
«First_Names»/«Representative name and surname»									
«Initials»	«Date_of_birth»								
«ID_type»	Tel (home): «Home_phone»								
«ID_number»	Tel (work): «Business_phone»								
Country of issue: «Country_of_issue»	Fax: «Fax_number»								
Licence code: «Driving_Lic_codes»	Cell: «Cellular»								
PrDP code: «PrDP_codes»	«E_mail»								
Operator card number: «Operator_Card_number»									
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><b>MOTOR VEHICLE PARTICULARS</b></th> </tr> </thead> <tbody> <tr> <td>«Vehicle_lic_number»</td> </tr> <tr> <td>Licence disc no: «veh_lic_disc_no»</td> </tr> <tr> <td>«Vehicle_desc»</td> </tr> <tr> <td>«Vehicle_GVM»</td> </tr> <tr> <td>«Make»</td> </tr> <tr> <td>«Series»</td> </tr> <tr> <td>«Colour»</td> </tr> </tbody> </table>	<b>MOTOR VEHICLE PARTICULARS</b>	«Vehicle_lic_number»	Licence disc no: «veh_lic_disc_no»	«Vehicle_desc»	«Vehicle_GVM»	«Make»	«Series»	«Colour»
<b>MOTOR VEHICLE PARTICULARS</b>									
«Vehicle_lic_number»									
Licence disc no: «veh_lic_disc_no»									
«Vehicle_desc»									
«Vehicle_GVM»									
«Make»									
«Series»									
«Colour»									
«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»									
«Emp_name»									
«Emp_Address_line_1» «Emp_Address_line_2» «Emp_Address_line_3» «Emp_Address_line_4» «Emp_Address_line_5» «Emp_Address_code»									
<b>INFRINGEMENT PARTICULARS</b>									
Infringement Notice number: «Inf_notice_nr»									
Date of infringement: «Date»	Issuing Authority: « Issuing Authority »								
Charge Code: «Main_charge_code» «Main_descrip»									
Charge type: «Class_1»	Penalty: R «Penalty_1»								
	Demerit Points: «Demerit»								
<b>REFUND APPLICATION RESULT</b>									
Result of application: «Result»									
Date: «Res_Date»									
Amount of refund: «Refund»									
<b>The amount will be electronically transferred to your bank account (details appear below) within seven (7) days of this notification. You are requested to verify such deposit and notify the Agency should such deposit not have reached your account.</b>									
Bank name: «Bank_Name»	Branch: «Branch»								
Name of account holder: «Acc_Name»	Branch code: «Branch_C»								
Account number: «Acc_Num»									

Certificate number: «Cert\_no»

Creation date: «Cr\_Date»

«User Group»

POSTAGE  
LOGO

REPUBLIC OF SOUTH AFRICA

TO: The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code

«Initials+” “+Surname»  
 «Post\_address\_line\_1»  
 «Post\_address\_line\_2»  
 «Post\_address\_line\_3»  
 «Post\_address\_line\_4»  
 «Post\_address\_line\_5»  
 «Post\_address\_code»

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO  
 Private Bag X147  
 PRETORIA  
 0001

Date of posting :

NOTIFICATION OF CHANGE OF ADDRESSES OR PARTICULARS OF A PERSON (ORGANISATIONS MUST USE FORM NCP)										
Surname:					First names:					
Type of identification	Driving licence	RSA ID	Foreign ID	Passport	Country of issue:			Gender:	Male	Female
Identification number:					Tel (home):					
Initials:			Date of birth:			Tel (work):				
Driving licence code(s):			PrDP code(s):			Cell:				
Operator card no:					Fax:					
Residential address and code:										
Postal address and code:										
Employer's name, address and code:										
Email address:										
I declare that the particulars provided above are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.										
Signature:					Date:					

PERMISSION TO ACCESS DEMERIT POINTS HISTORY – AARTO 27	
INSTRUCTIONS FOR COMPLETING THE FORM	
<p>a. In terms of section 33 of Act 46 of 1998, only a person in his own capacity or the employer of a person can access his/her Demerit Point history after permission has been obtained.</p> <p>b. This form must be completed and handed in at any Issuing Authority or driving license testing centre.</p> <p>c. This form may also be electronically, downloaded, completed and submitted at the following Internet website: <a href="http://www.aarto.co.za">www.aarto.co.za</a></p> <p>d. This form must be used to request your personal Demerit Point history or to grant permission to an authorised applicant to gain access to Demerit Point information of the person whose particulars are provided in part A.</p> <p>e. Individuals may choose to grant permission to an authorised applicant as a once-off consent or for a longer period of time. In the later case, the driver is added to the authorised applicant's driver database.</p> <p>f. Individuals need not complete the first three lines of Part A, or Part C.</p> <p>g. Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a representative (Surname, First names, ID number, Cell, Email, etc.) who must sign the form on its behalf.</p>	
PART A – PARTICULARS OF PERSON	
Name of organisation:	Registration number:
Type of organisation: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:	
Surname:	Tel (home): (       )
First names:	Tel (work): (       )
Initials:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Date of birth (YYYY/MM/DD):       /       /	Fax: (       )
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence	Cell:
ID number:	Email:
Country of issue:	Street address:
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC	Postal address:
<input type="checkbox"/> None <input type="checkbox"/> Foreign code:	Code:
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Employer name:
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous	Employer address:
Operator card nr:	
PART B – DECLARATION	
<p>I, the person whose particulars appear above, hereby grant permission freely and voluntarily without being influenced unduly thereto, for the particulars in respect of Demerit Points and road traffic offences already recorded against me on the National Contravention Register to be supplied to me or to the applicant, the particulars of which appear below, for the period selected below.</p> <p>Issued without alterations or erasures.</p> <p>Period: <input type="checkbox"/> Once-off <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months</p>	
Signature:	Date (YYYY/MM/DD):       /       /
PART C – PARTICULARS OF AUTHORISED APPLICANT	
Name of organisation:	Registration number:
Organisation type: <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:	
Initials and surname:	
Tel (work): (       )	Email:
Fax: (       )	Cell:
ID number:	ID type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID
Date of birth (YYYY/MM/DD):       /       /	<input type="checkbox"/> Driving licence
<b>NOTE:</b> Acceptable identification of the authorised applicant and a representative as shown above must be submitted.	
Business address:	Code:
PART D – OFFICE USE	
Fees paid: R	
ID of applicant verified: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign <input type="checkbox"/> Business registration number	
Officer name:	Infrastructure no:
Officer signature:	Date (YYYY/MM/DD):       /       /

### ROAD TRAFFIC OFFENCE/INFRINGEMENT HISTORY IN RESPECT OF DRIVER – AARTO 28

Issued in terms of regulation 25 of Act No 46 of 1998

PARTICULARS OF PERSON			RECEIPT			
Identification type:	«ID_Type»		Receipt number:	«Receipt_No»		
Identification number:	«ID_number»		Total amount received:	«Amount»		
Country of issue:	«Country»		Date:	«Date»		
Initials and surname:	«Initials+" "+Surname»		Received by:	«Cashier»		
SUSPENSIONS/CANCELLATIONS	DRIVING LICENCE	DATE FROM	DATE TO	PrDP	DATE FROM	DATE TO
MEC suspension/cancellation	«D_MEC_Sus»	«D_MEC_From»	«D_MEC_To»	«P_MEC_Sus»	«P_MEC_From»	«P_MEC_To»
AARTO suspension/cancellation	«D_AARTO_Sus»	«D_AARTO_From»	«D_AARTO_To»	«P_AARTO_Sus»	«P_AARTO_From»	«P_AARTO_To»
Number of previous suspensions	«D_Prev_Sus»			«P_Prev_Sus»		
Accumulated Demerit Points	«D_Acc_Dem»			«P_Acc_Dem»		
Projected Demerit Point reduction date	«D_Red_Date»			«P_Red_Date»		
ROAD TRAFFIC INFRINGEMENTS						
Type of notice	Infringement Notice number	Issuing Authority	Road traffic offence/infringement	Demerit Points	Demerit Points incurred	Date of offence/infringement
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Demerit »	«Dem_Inc»	«Off_Date»


2008/04/07

**ROAD TRAFFIC OFFENCE/INFRINGEMENT HISTORY IN RESPECT OF OPERATOR – AARTO 29**  
Issued in terms of regulation 25 of Act No 46 of 1998

PARTICULARS OF OPERATOR				RECEIPT			
Identification type:	«ID_Type»	Receipt number:	«Receipt_No»	Total amount received:	«Amount»	Date:	«Date»
Identification number:	«ID_number»	Received by:	«Cashier»				
Country of issue:	«Country»						
Initials and surname:	«Initials+" "+Surname»						
SUSPENSIONS/CANCELLATIONS		DATE FROM	DATE TO				
MEC suspension/cancellation	«O_MEC_Sus»	«O_MEC_From»	«O_MEC_To»				
AARTO suspension/cancellation	«O_AARTO_Sus»	«O_AARTO_From»	«O_AARTO_To»				
Number of previous suspensions	«O_Prev_Sus»						
Accumulated Demerit Points	«O_Acc_Dem»						
Projected Demerit Point reduction date	«O_Red_Date»						
ROAD TRAFFIC INFRINGEMENTS							
Type of notice	Infringement Notice number	Issuing Authority	Road traffic offence/ infringement	In respect of	Demerit Points	Demerit Points incurred	Date of offence/ infringement
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»
«Not_Type»	«Inf_Not_number»	«Issuing_Auth»	«Off_Des»	«Descrip »	«Demerit »	«Dem_Inc»	«Off_Date»



**NOTICE OF CHANGE OF PERSONAL PARTICULARS – AARTO 30**

- a. This form must be completed in black ink and posted by registered mail to the following address:   
AARTO - Change of particulars, Private Bag X147, Pretoria, 0001.
- b. The form may also be electronically obtained, completed and submitted at the following Internet website: [www.aarto.co.za](http://www.aarto.co.za)
- c. This form may also be faxed to the following number: 011 256 1045
- d. A copy of this form must be kept for your own records.
- e. Receipt of the notification will be acknowledged within 21 days, failing which it must be re-submitted by posting it by registered mail to the address given above.
- f. Organisations must use form NCP that can be obtained from any registering authority or driving licence testing centre.

**PART A – PERSONAL PARTICULARS**


Surname:	Tel (home): (        )
First names:	Tel (work): (        )
Initials:	Fax: (        )
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Cell:
Date of birth (YYYY/MM/DD):        /        /	Email:
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence	Street address:
ID number:	
Country of issue:	
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC	Postal address:
<input type="checkbox"/> None <input type="checkbox"/> Foreign code:	Code:
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Employer name:
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous	Employer address:

**PART B – DECLARATION**

I declare that the above particulars are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.

Signature of applicant: \_\_\_\_\_ Date (YYYY/MM/DD):        /        /

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- f. Organisations must use form NCP that can be obtained from any registering authority or driving licence testing centre.

**PART A – PERSONAL PARTICULARS**

Surname:	Tel (home): (        )
First names:	Tel (work): (        )
Initials:	Fax: (        )
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Cell:
Date of birth (YYYY/MM/DD):        /        /	Email:
ID Type: <input type="checkbox"/> RSA <input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Driving Licence	Street address:
ID number:	
Country of issue:	
Licence code: <input type="checkbox"/> A1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C1 <input type="checkbox"/> C <input type="checkbox"/> EB <input type="checkbox"/> EC1 <input type="checkbox"/> EC	Postal address:
<input type="checkbox"/> None <input type="checkbox"/> Foreign code:	Code:
Learner code: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Employer name:
PrDP code: <input type="checkbox"/> Goods <input type="checkbox"/> Passengers <input type="checkbox"/> Dangerous	Employer address:

**PART B – DECLARATION**

I declare that the above particulars are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.

Signature of applicant: \_\_\_\_\_ Date (YYYY/MM/DD):        /        /

2008/05/30

Notice Number: 12-3456-789012345-6 Barcode

**Notice in respect of unattended vehicle  
AARTO 31**

In terms of section 17(1) of AARTO Act No 46 of 1998 the following infringement(s) has been committed in respect of the unattended vehicle and the owner will receive an Infringement Notice by registered mail indicating the penalty to be paid and other options that may be exercised by the owner.

Date:        /        /        Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Vehicle Licence No.: \_\_\_\_\_  
Licence Disc No.: \_\_\_\_\_  
Vehicle make: \_\_\_\_\_  
Issuing Authority: \_\_\_\_\_  
Officer's Infrastructure No.: \_\_\_\_\_

– Note that this is not an Infringement Notice –

- 1) Charge code: \_\_\_\_\_  
Description: \_\_\_\_\_
- 2) Charge code: \_\_\_\_\_  
Description: \_\_\_\_\_
- 3) Charge code: \_\_\_\_\_  
Description: \_\_\_\_\_

**You are advised to attend to the vehicle without delay to avoid the issuing of further notices in respect of the infringement(s) stated above.**

Enquiries regarding this notice may be made by:  
1. Post: **AARTO Enquiries, Private Bag X147, Pretoria, 0001**  
2. Telephone: **(011) 256 1000**  
3. Fax: **(011) 256 1045**  
General information is available on the following Internet website:  
**www.aarto.co.za**