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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF TRANSPORT

NO. 1319

11 OCTOBER 2019

**ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES ACT, 1998
(Act No. 46 of 1998) AS AMENDED****AMENDMENT OF ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC
OFFENCES REGULATIONS, 2008**

The Minister of Transport intends to amend the Administrative Adjudication of Road Traffic Offences Regulations, 2008 by revoking the Regulations published in Government Notice No. R. 753 of 16 July of 2008, with the exception of Schedule 3 with the following Schedule hereby published for public comments. All interested parties who have any objections, inputs or comments to the proposed amendments are called upon to lodge their objections, inputs or comments within thirty (30) days from the date of publication of this Notice to:

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CHAPTER 1

Interpretation of regulations

Definitions

1. In these regulations, any word or expression which has been defined in the Act has that meaning and any word or expression defined in the National Road Traffic Act, 1996 or the Road Traffic Regulations, 2000 has that meaning, and unless the context indicates otherwise –
 - (a) “**AARTO bank account**” means the bank account administered by the Authority for purposes of receiving and disbursing infringement penalties

- and fees;
- (b) **“AARTO notice”** means a notice excluding an infringement notice required to be issued or served on the infringer in terms of the Act including a courtesy letter and an enforcement order issued to the infringer in terms of sections 19 and 20 of the Act respectively;
 - (c) **“Act”** means the Administrative Adjudication of Road Traffic Offences Act, 1998 (Act No. 46 of 1998);
 - (d) **“Appeal”** means an appeal lodged with the Tribunal in terms of section 29B of the Act;
 - (e) **“Appellant”** means a person who lodges an appeal against the decision of the representations officer with the Tribunal in terms of section 29B(2);
 - (f) **“Applicant”** means a person who applies for a review against the decision of the representations officer to the Tribunal in terms of section 29B(2);
 - (g) **“bank”** means a public company registered as a bank in terms of the Banks Act, 1990 (Act No. 94 of 1990);
 - (h) **“bank guaranteed cheque”** means a cheque that has been guaranteed to contain the funds reflected thereon;
 - (i) **“Designated official”** means an official designated by the Registrar in terms of section 29I of the Act to perform the administrative work of the Tribunal ;
 - (j) **“Documents”** means driving licence card, professional driving permit, motor vehicle licence disc, operator card or any other permit, card or licence issue in terms of road traffic legislation and transport legislation;
 - (k) **“form”** means a form as prescribed in the Regulations;
 - (l) **“infrastructure number”** means a unique identification number allocated to a duly appointed and Authorised Officer on the National Traffic Information System;
 - (m) **“National Road Traffic Act”** means the National Road Traffic Act 1996 (Act No 93 of 1996) as amended from time to time;
 - (n) **“National Road Traffic Regulations”** means the National Road Traffic Regulations, 2000 made under section 75 of the National Road Traffic Act, 1996 as amended;
 - (o) **“Personal Service”** means personal service as contemplated in section 30 of the Act;
 - (p) **“power of attorney”** means a written authorization to represent or act on behalf of an alleged infringer in terms of the Act;
 - (q) **“Postage”** means postage as contemplated in section 30 of the Act;
 - (r) **“receiving entity”** means any Issuing Authority, Driving Licence Testing Centre, or Registering Authority receiving payments in terms of the Act or payment agent appointed by the Authority to receive payments;
 - (s) **“Review”** means a review lodged with the Tribunal in terms of section 29B of the Act;
 - (t) **“SAPS force number”** means a unique identification number allocated to a South African Police Service member that allows them to transact on the National Road Traffic Offences Register;

CHAPTER 2

Adjudication procedure

Infringement notice

2. (1) Where an infringer has committed an infringement, categorised as such in terms of section 29(a) of the Act, an Infringement Notice contemplated in section 17(1) of the Act must be served or caused to be served on the infringer—
 - (a) in person at the roadside, on a form similar to AARTO 01 or AARTO 01a or AARTO 02 as shown in Schedule 1; or
 - (b) in accordance with regulation 34(4)(a) or 34(4)(b) on a form similar to AARTO 03 or AARTO 03a as shown in Schedule 1, within 40 days of the commission of the infringement; or
 - (c) in the case of an unattended vehicle, the authorised officer must place a form similar to AARTO 31 or AARTO 34 as shown in Schedule 1 in a conspicuous manner on an unattended vehicle, which must be followed by a form similar to AARTO 03b as shown in Schedule 1, in accordance with regulation 34(4) (a) or 34(4) (b) within 40 days of the commission of the infringement.
- (2) Subject to section 23 of the Act, where a person has allegedly committed an offence, categorised as such in terms of section 29(a) of the Act, a form similar to AARTO 32 as shown in Schedule 1 must be completed by the authorised in order to record the particulars of the person who has allegedly committed an offence for a purpose of recording such offence on the National Road Traffic Offences Register in accordance with regulations 29.
- (3) In the case of an offence captured on camera, the Issuing Authority under whose jurisdictional area the offence was committed, must serve a form similar to AARTO 33 as shown in Schedule 1, on a person alleged to have committed an offence in accordance with regulation 34(4) (a) or 34(4)(b) and also serve the required summons on such person in accordance with the provisions of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).
- (4) Where an operator is alleged, in terms of section 49 of the National Road Traffic Act as shown in column 11 of Schedule 3 to have committed an-
 - (a) infringement, such operator must be issued and served with an infringement notice on a form similar to AARTO 3a as shown in

Schedule 1 in accordance with regulation 34(4) (a) or 34(4)(b); and

- (b) an offence, such operator must be served with notice of summons to be issued on a form similar to AARTO 33a as shown in Schedule 1 in accordance with sub-regulation(3).
- (5) Where a juristic person who is not an operator is alleged to have committed an-
- (a) infringement, such juristic person must be issued and served with an infringement notice on a form similar to AARTO 3a as shown in Schedule 1 in accordance with regulation 34(4) (a) or 34(4) (b) ; or
 - (b) offence, such a juristic person must be served with a notice of summons to be issued on a form similar to AARTO 33a as shown in Schedule 1 in accordance with sub-regulation (3)
- (6) In addition to the information mentioned in section 17(1) of the Act, an infringement notice must contain the following information—
- (a) the details of the infringer, including his or her —
 - (i) surname;
 - (ii) first names, and if such infringer has more than one name, at least the first two full names and the initials, including initials of any further names;
 - (iii) identification type;
 - (iv) identification number;
 - (v) country of issue; and
 - (vi) driving licence code and, if applicable, the category of professional driving permit held by the infringer, or the learner licence code or temporary driving licence code.
 - (b) the addresses of the infringer, including his or her —
 - (i) postal address and code;
 - (ii) residential street address and code; and
 - (iii) name of employer and business address and code, if applicable.
 - (c) contact detail of the infringer, including his or her —
 - (i) home telephone number, if any;
 - (ii) business telephone number, if any;
 - (iii) fax number, if any;
 - (iv) cellular telephone number; and
 - (v) e-mail address, if any.
 - (d) the details of the vehicle with which the infringer has committed the

- infringement, including the —
- (i) motor vehicle licence plate number;
 - (ii) motor vehicle licence disc number (not applicable in the case of camera captured infringements and offences);
 - (iii) operator card number and any other permit or licence number as contemplated in the Act, if applicable;
 - (iv) vehicle description;
 - (v) make of vehicle;
 - (vi) colour of vehicle; and
 - (vii) vehicle licence number/s of drawn vehicle/s; if applicable.
- (e) the location, date and time where and when the infringement was committed, including the —
- (i) name of the province;
 - (ii) name of the municipality, city or town where applicable;
 - (iii) name of the suburb, where applicable;
 - (iv) name of the street/s or public road and/or route number where the infringement was committed;
 - (v) and
 - (vi) names of the nearest city or town on both ends of the road in rural areas.
- (f) the particulars of the Infringement/s and the alternative infringement/s, if applicable, including the —
- (i) charge code, short statutory reference and short charge wording as shown in columns 1, 2 and 3 of Schedule 3;
 - (ii) demerit points for the infringement as shown in column 7 of Schedule 3; and
 - (iii) penalty amount and the discounted penalty amount as shown in columns 8 and 9 of Schedule 3.
- (g) with regard to the officer who issued the notice, his or her —
- (i) surname and initials;
 - (ii) infrastructure number;
 - (iii) the name and code of the issuing authority at which he or she is employed; and
 - (iv) the name of the magisterial district within which the infringement was committed.
- (7) In addition to the required information listed in sub-regulation (5), the infringement notice may contain the following additional information, if obtainable at the time —
- (a) in terms of the infringer, his or her —
 - (i) date of birth; and
 - (ii) gender;

- (b) in terms of the vehicle, the gross vehicle mass (GVM), in the case of a freight vehicle; or the passenger carrying capacity in the case of a public passenger transport vehicle.
- (c) in terms of the location of the infringement, the GPS co-ordinates.

Courtesy Letter

- 3. (1) If an infringer has failed to comply with the provisions of Section 17(1) (f) of the Act within 32 days after the date of service of the infringement notice, the Authority must, in terms of section 19(1) of the Act, issue a Courtesy Letter on a form similar to AARTO 12 as shown in Schedule 1 and serve it on an infringer in accordance with regulation 34(4)(a) or 34(4)(b).
- (2) The issuing authority must as contemplated in section 17(2) of the Act, notify the Authority in accordance with Regulation 34(6) that an infringer has failed to comply with an infringement notice within a period contemplated in section 17(1) of the Act

Enforcement Order

- 4. (1) If an infringer fails to comply as contemplated in section 20(1) of the Act or an application for an appeal or review made in accordance with regulation 10(1) is unsuccessful, the Registrar must —
 - (a) subject to the provisions of sections 20(2) and 20(3) of the Act, issue an enforcement order on a form similar to AARTO 13 as shown in Schedule 1 and serve it in accordance with regulation 34(4) (a) or 34(4)(b) on the infringer; and
 - (b) notify the infringer on form AARTO 13a as shown in schedule 1 as required by section 20(1)(c) of the Act that the demerit points have been recorded against his or her name in the National Road Traffic Offences Register.
- (2) An infringer who wishes to apply for the revocation of the enforcement order as contemplated in section 20(9)(a) of the Act, must submit a properly completed form similar to AARTO 14 as shown in Schedule 1 in accordance with regulation 34(1) to the Authority, which must include —
 - (a) a certified copy of proof of payment made in terms of regulation 23 or a proof that an arrangement to pay in instalment in terms of section 17(1)(f)(iii) of the Act has already been made; or

- (b) proof that an application for—
 - (i) a representation in terms of section 17(1)(f)(i) ; or
 - (ii) a review or appeal in terms of section 29B of the Act; or
 - (iii) a nomination in terms of section 17(1)(f)(iii) of the driver; has already been submitted as prescribed; or
 - (c) any other relevant proof which must be substantiated in writing and be to the satisfaction of the Registrar.
- (3) If a form similar to AARTO 14 as shown in Schedule 1 has been submitted to—
- (a) an issuing authority, such issuing authority must process the application in accordance with regulation 34(2) and inform the Authority in accordance with regulation 34(6)
 - (b) the Authority , the Authority must —
 - (i) process the application in accordance with regulations 34(2);
 - (ii) notify the infringer in accordance with regulation 34(4) (a) or 34 (4)(b) within 21 days from the date of receipt of the application of the result of the application on a form similar to AARTO 15 as shown in Schedule 1.
- (4) An issuing authority may apply in writing on an appropriate letterhead to the Authority for the revocation of the Enforcement Order as contemplated in section 20(9) (b) of the Act by recording the application, with the reference number of the infringement notice, the particulars of the infringer and the reason for the application in terms of Regulation 34(6)
- (5) The Authority must notify the issuing authority of the result of its application made in terms of sub-regulation (4), by recording the notification, which contains the outcome of the application for revocation in terms of regulation 34(6).

Nominating Driver or Person in control

5. (1) The manner in which an infringer may nominate the driver of the vehicle at the time the infringement was committed as contemplated in section 17(1)(f)(v) of the Act, is by properly completing a form similar to AARTO 07 as shown in Schedule 1 and submitting it in accordance with regulation 34(1).
- (2) The nomination form similar to AARTO 07 as shown in Schedule 1, submitted in terms of sub-regulation (1) must—

- (a) be comprehensively completed and signed by the infringer ; and
 - (b) provide the information as contemplated in Regulation 2(5) and section 17(1) of the Act or any other additional information which must be to the satisfaction of the issuing authority that issued the infringement notice.
- (3) If a form similar to AARTO 07 has been submitted to—
- (a) an issuing authority that is not the issuing authority that issued the infringement notice or the Authority, such issuing authority or the Authority must process the nomination in accordance with regulations 34(2) and notify the issuing authority that issued the infringement notice in accordance with regulation 34(6)
 - (b) the issuing authority that issued the infringement notice, such issuing authority must—
 - (i) process the nomination in accordance with regulations 34(1)(a)(i)(ii) and 34(2);
 - (ii) Where a nomination submitted in accordance with sub-regulation (1) is successful on the basis that the details of the nominated person provided in terms of sub-regulation (2)(b) are valid or accurate, inform the infringer within 10 days of receipt of such nomination on a form similar to form AARTO 07a as shown in Schedule 1 that the initial infringement notice will be cancelled and that a new infringement notice will be issued to the nominated person in accordance with regulations 34 (4) (a) or 34(4)(b).
 - (iii) Where a nomination submitted in accordance with sub-regulation (1) is unsuccessful on the basis that the details of the nominated person provided in terms of sub-regulation 2(b) are invalid or inaccurate and could not enable service of an infringement notice to the nominated person in accordance with sub-regulation (3)(b)(iv), t inform the infringer within 10 days from the date of unsuccessful service of an infringement notice to the nominated person in accordance with regulation 34(4) (a) or 34(4)(b) on a form similar to AARTO 07b that the nomination is unsuccessful and that the infringer shall remain liable for the penalty and fees of the initial infringement notice as issued. .
 - (iv) If a nomination submitted in accordance with sub-regulation (1) is successful and the infringer has been notified of the results of such application in accordance with sub-rgulationn 5(3)(b)(ii), issue and serve an infringement notice on the

nominated person in accordance with regulation 34(4)(a) or 34(4)(b).

- (4) An owner who fails to nominate a driver in accordance with these Regulations is liable for the infringement and shall incur the demerit points applicable to that infringement.
- (5) A successfully nominated driver may not submit further nominations and is liable for the nominated infringement and shall incur the demerit points applicable to that infringement.

Representations

6. (1) Representations contemplated in sections 17(1)(f)(i), 18(1) or 19(2)(b)(i) of the Act, must be submitted by infringers on a form similar to AARTO 08 as shown in Schedule 1 in accordance with regulation 34(1).
- (2) A representation submitted in terms of sub-regulation (1) must be comprehensively completed and signed by the infringer and supported by all relevant documents where applicable.
- (3) A representation which is not completed and submitted in accordance with sub-regulations (1) and (2) will not be processed and the consequent administrative processes in terms of the Act will be applicable.
- (4) If a representation has been submitted to—
 - (a) an issuing authority, such issuing authority must process a representation in accordance with regulation 34(2) and inform the Authority in accordance with regulation 34(6);
 - (b) the Authority, the Authority must process the representation in accordance with regulations 34(2) and inform the infringer of the result of such application in accordance with regulation 7.

Notification of result of representations

7. (1) The Authority must inform an infringer in accordance with regulation 34(4)(a) or 34(4)(b) (b) of the decision of a representations officer within 32 days from the date of receipt, by providing the infringer with a properly completed form, as shown in Schedule 1—
 - (a) Form similar to AARTO 09a, successful on all charges; or
 - (b) Form similar to AARTO 09b, unsuccessful on all charges; or

- (c) Form similar to AARTO 09c, successful on the main charge and unsuccessful on the alternative charge.
- (2) A notice given to an infringer in accordance with sub-regulation (b) and (c) must advise an infringer of the information contemplated in section 18(7) of the Act

Chapter 3 *Appeals Tribunal*

Appointment of Members

- 8 (1) Members of the Tribunal including the Chairperson shall be appointed by the President through a public nomination on the Government Gazette issued by the Minister.
- (2) Members of the Tribunal are appointed on a part-time basis and shall serve a term as contemplated in section 29D(2) of the Act.

Rules of the Tribunal

- 9 The Tribunal may develop its own rules governing the proceedings of the sittings, the conduct of its members as well as other related matters.

Lodging of appeals and reviews

- 10. (1) The manner in which an infringer may appeal or review the decision of a representations officer as contemplated in sections 29B of the Act is by properly completing and signing a form similar to AARTO 10 as shown in Schedule 1 together with certified copies of additional supporting documents relating to a review where applicable and submitting it in accordance with regulation 34(1).
- (2) In the event that a form similar to AARTO 10 as shown in schedule 1 is not properly completed and signed the designated official shall within 10 days of receipt of an appeal or review, issue a notice on a form similar to AARTO form 10a as shown in Schedule 1 in accordance with regulation 34(4)(a) or 34(4)(b) calling upon the applicant or an appellant to comply as directed within 10 days.
- (3) The Chairperson shall reject an application made in terms of sub-regulation (1) if the applicant or an appellant fails to comply as directed in terms of sub-regulation (2) and accordingly notify the applicant or an

appellant of the reasons for rejection of an appeal or review on a form similar to AARTO form 10bas shown in Schedule 1 in accordance with regulation 34(4)(a) or 34(4)(b).

Procedure

- 11**
- (1) The Authority or the Issuing Authority must, within 5 days from the date of receipt of the appeal or review submitted in terms of regulation 10(1) process such an appeal or review in accordance with regulation 34 (2).
 - (2) A designated official must immediately after receipt of documents relating to an appeal or review processed in accordance with regulation 34 (2) prepare such documents for the Tribunal and submit same to the Chairperson.
 - (3) Upon receipt of the documents in relation to the appeal or review in terms of sub-regulation (2), the Chairperson must schedule the sitting of the Tribunal within a period of 10 days.
 - (4) The Tribunal shall make a decision on an appeal or review based mainly on the documents submitted in accordance with regulation 10(1).
 - (5) With regards to an appeal, the appellant may only submit documents and rely only on grounds which were initially considered by the representations officer in terms of section 18(5) of the Act.
 - (6) An applicant may only submit additional documents contemplated in regulation 10(1) and rely on additional grounds in relation to a review.
 - (7) Under extreme circumstances and in the discretion of the Chairperson, the Tribunal may call for an appeal hearing or a hearing in relation to a review in terms of section 29G considering the following in relation to the matter-
 - (a) complexity and importance;
 - (b) monetary value;
 - (c) number of people with interest; and
 - (d) any other factor which according to the Chairperson may be important for the purpose of a hearing.
 - (8) In the event that a Chairperson decides to call for an appeal hearing or a hearing in relation to a review in terms of sub-regulation (7), the Tribunal must give notice of sitting 10 days before the date of hearing to the applicant or appellant in accordance with regulation 34(4) on form AARTO 10c as shown in Schedule 1 setting out-
 - (a) names of the applicant or the appellant;

- (b) time and date of the hearing;
 - (c) subject matter of the appeal or review; and
 - (d) address of the venue where the hearing will be taking place.
- (9) The Chairperson may summon any person in writing as a witness to the hearing in terms of section 29G(4) regulation 34(4)(a) or 34(4)(b) requesting such person to bring any material information or documents relating to the subject matter.
- (10) The person summonsed to the Tribunal in terms of section 29G(4) must give evidence as required by the Chairperson after having taken an oath or affirmation and be cross-examined by the applicant or appellant in an appeal hearing or a hearing relating to the review .
- (11) Any person called to the Tribunal as a witness, an applicant or an appellant in an appeal hearing or a hearing in relation to a review may apply to be represented by a legal representative or any other person in terms of the rules.

Condonation

- 12** (1) An infringer who has failed to lodge an application for appeal or review within 30 days in terms of section 29B(2) of the Act may, on good cause shown, apply for a condonation on a form similar to AARTO 35 shown in Schedule 1.
- (2) The Tribunal must inform the applicant or the appellant of the outcome of the application made in accordance with sub-regulation (1) within 10 days after receipt of such application on a form similar to AARTO 35a as shown in Schedule 1 in accordance with Regulation 34(4)(a) or 34(4)(b).
- (3) If an application for condonation made in accordance with sub-regulation (1) is successful, the infringer must make an application for an appeal or review contemplated in regulation 10(1) within a period of 7 days from the date of the outcome provided in accordance with sub-regulation (2).
- (4) If an application for condonation made in accordance with sub-regulation (1) is unsuccessful, the infringer shall be issued with an enforcement order in accordance with Regulation 13(4).

Record of Proceedings and Decisions of Tribunal

- 13** (1) The proceedings of the Tribunal shall be recorded in writing and filed appropriately by the employees designated by the Registrar to perform the administrative work of the Tribunal in terms of section 29J of the Act.

- (2) The Tribunal must notify the infringer of the decision made in relation to the appeal or review on a form similar to AARTO form 10d as shown in Schedule 1 in accordance with regulation 34(4)(a) or 34(4)(b) within 30 days from the date on which the application for appeal or review was made in terms of regulation 10(1).
- (3) The Tribunal must inform the Authority of its decision made in terms of sub-regulation (2) in accordance with regulation 34(6).
- (4) Upon receipt of the decision of the Tribunal, the Authority must capture and process the details of the infringer on the National Road Traffic Offences Register in accordance with regulation 34(2) and in the case of an unsuccessful appeal or review, issue the infringer with an enforcement order in terms of section 20 of the Act in accordance regulation 34(4) (a) or 34(4)(b) within 32 of receipt of the outcome.
- (5) If an appeal or review made in accordance with regulation 10(1) is successful, the infringement notice must be cancelled or re-issued in accordance with regulation 33.
- (6) If an appeal or review made in accordance with regulation 10(1) is unsuccessful, the infringer must be served with enforcement order in accordance with regulation 4.
- (7) Pending the decision of the Tribunal as contemplated in sub-regulation (2), any administrative process in relation to the infringement notice in terms of the Act shall be suspended.
- (8) The decision of the Tribunal shall be binding unless overturned by the relevant Magistrate's court considering the review or appeal of the decision made by the Tribunal in terms of section 29I of the Act.
- (9) The clerk of the court must inform the Authority of the decision of the Magistrate within 7 days after such a decision has been made.

CHAPTER 4

Penalties, discount, fees and costs

Penalties payable in terms of Infringements

14. (1) The penalty contemplated in section 29(b) of the Act, which is payable in respect of an infringement mentioned in columns 2 and 3 of Schedule 3, is calculated in accordance with the penalty units set out against it in column

5 of Schedule 3 where each unit has a monetary value as set out in paragraph 1 of Schedule 2.

- (2) The rand value payable in respect of a penalty for an infringement mentioned in columns 2 and 3 of Schedule 3, calculated in accordance with sub-regulation (1) and paragraph 2 of Schedule 2, is set out against it in column 7 of that Schedule.

Discount

15. (1) The discount contemplated in section 17(1) (d) of the Act is set out in paragraph 4 of Schedule 2.

- (2) The discounted penalty amount payable in respect of an infringement where payment is made within 32 days after the infringement notice was served, is set out in column 8 of Schedule 3.

- (3) An infringer who holds a foreign driving licence or an international driving permit shall not be entitled to any discount contemplated in sub-regulation (2) and shall be liable to pay the full amount as reflected in Schedule 2.

- (4) An infringer who is not the holder of a licence and who operates a motor vehicle on a public road shall not be entitled to a discount for an infringement as set out in Schedule 2 and shall be liable to pay the full amount as set out in Schedule 3

- (5) If a representation contemplated in section 18 of the Act is received by the Authority within the period prescribed in section 17(1)(f) of the Act, and the—

- (a) representation is rejected ; or
 (b) representation on the main charge is allowed and the infringer admits fault on the alternative charge;

the infringer is entitled to the discount contemplated in section 17(1)(d) of the Act if payment of the discounted amount is made within 32 days after the notification of the results of such representation has been served on the infringer.

- (6) If a representation contemplated in section 18 of the Act is received by the Authority within the period prescribed in section 17(1) (f) of the Act, and the representation is rejected, despite the provisions of this regulation, the infringer who applies for an appeal or review in terms of section 29B of the Act is not entitled to a discount and the full penalty and applicable fees will be payable.

- (7) If an arrangement for payment of the penalty and fees in instalments is made in accordance with Regulation 24, such payment will be made in pre-determined instalments, in which case the infringer, despite the provisions of this regulation, is not entitled to a discount and the full penalty and applicable fees will be payable.

Fees

16. (1) The fees which may be charged for any document, order or action required to be issued, made or performed as contemplated in section 34(d) of the Act, are set out in paragraph 5 of Schedule 2.
- (2) An infringer is not liable for the fee which may be charged for—
- (a) a Courtesy Letter, if the infringer provides acceptable proof that he or she complied with the provisions in section 17(1)(f) of the Act before the date of issue of the Courtesy Letter.
- (b) an Enforcement Order, if the infringer provides acceptable proof that he or she paid the penalty and/or outstanding fees where applicable, before the date on which the Enforcement Order was issued.
- (3) Collection fees payable by or to receiving entities or the Authority for receiving and recording of payments, are set out in paragraph 5 of Schedule 2.

Penalties payable by Issuing Authorities and the Authority

17. Penalties payable by Issuing Authorities and the Authority for transfer and disbursement of funds to and from the AARTO bank account outside the prescribed time frames are shown in paragraph 7 of Schedule 2. The payment of such penalties will be the responsibility of the relevant non-compliant issuing authority or the Authority and will be calculated on a percentage basis in accordance with the amount that needs to be transferred or disbursed and the number of days that the prescribed time limit is exceeded.

CHAPTER 5

Demerit points, Disqualification, Cancellations and Rehabilitation programmes

Demerit Points

18. (1) Subject to section 24(3) (a) of the Act, demerit points are incurred by infringers upon –

- (a) making of a payment for a penalty and fees, if any, for an infringement, including partial and dishonoured payments;
 - (b) receipt of an election to pay a penalty in instalments;
 - (c) an infringer found guilty of an offence by a court ; and
 - (d) authorising of an Enforcement Order for an infringer.
- (2) The demerit points to be incurred by an infringer in respect of an infringement or offence committed as indicated in columns 1, 2 and 3 of Schedule 3, are set out in column 6 of that Schedule.
- (3) An infringement or offence committed by an operator in terms of section 49 of the National Road Traffic Act, as indicated in column 9 of Schedule 3—
- (a) will be charged in accordance with the charge code referred to in column 10 of that Schedule and the demerit points to be incurred for such infringement or offence, are indicated in column 6 of the charge code referred to; and
 - (b) in the case of an infringement or offence committed in terms of sections 49(d), 49(e), 49(f) and 49(g) of the National Road Traffic Act, both the operator and the driver of the vehicle at the time will be responsible for the payment of their respective applicable penalties. ; and
 - (c) in the case of a camera captured infringement, should the operator fail to nominate the driver of the vehicle within the prescribed time frame, the operator shall retain liability for such infringement; and
- in which case the demerit points applicable to such an infringement or offence shall be allocated to that specific vehicle.
- (4) In the case of a driver of a vehicle that is registered in the name of any juristic person who is not an operator —
- (a) in the case of a vehicle related infringement or offence both the juristic person who is not an operator and the driver of the vehicle at the time will be responsible for the payment of their respective applicable penalties ; and
 - (b) in the case of a camera captured infringement or offence, should the juristic person who is not an operator fail to nominate the driver of the vehicle at the time within the prescribed time frame, the juristic person who is not an operator shall retain liability for such infringement or offence; and
- in which case the demerit points applicable to such an infringement or offence shall be allocated to that specific vehicle.
- (5) The total number of demerit points which, if exceeded, results in the disqualification of an infringer to drive any motor vehicle, as contemplated in section 29(d) of the Act, is 15 points and in the case of a holder of a

learners license, the total number is 6 points.

- (6) The total number of demerit points in respect of a particular vehicle which, if exceeded, results in the prohibition to operate such vehicle on a public road and the cancellation of —
- (a) the operator card of that motor vehicle in terms of sub-regulation (3);
 - (b) the vehicle licence disc of that motor vehicle in terms of sub-regulation (4); or
 - (c) any other permit, card or licence issued in terms of road traffic and land transport legislation
- as contemplated in section 29(d) of the Act, is 15 points.
- (7) In terms of section 28 of the Act, the demerit points of an infringer shall be reduced by the Authority by-
- (a) one point for every three months; and
 - (b) four points after a successful completion of a rehabilitation programme contemplated in regulation 21.
- (8) The holder of a foreign driving licence shall, subject to regulation 15(2), not incur any demerit points.

Access to Demerit Point Information

19. (1) The manner in which —
- (a) a person referred to in section 34(1) of the Act may apply to ascertain his or her demerit points status or demerit points history ; or
 - (b) a person referred to in section 34(2) of the Act may apply to ascertain demerit points status or demerit points history of an employee who has given written permission ;
- is by submitting a properly completed and signed form similar to AARTO 27 in respect of demerit points status or AARTO 27a in respect of demerit point history as shown in schedule 1 together with a written permission as contemplated in sub-regulation (1)(b) to the Authority in accordance with regulation 34(1), together with the prescribed fee as shown in paragraph 5.3 and 5.4 of Schedule 2, for processing in term of regulation 34(2) .
- (2) An infringer contemplated in section 33(1) of the Act or an employer contemplated in section 33(2) of the Act must be informed by an issuing authority or the Authority of his or her or the employee's demerit points position within 10 days of having made an application in terms of sub-

regulation (1) in the following manner-

- (a) form similar to AARTO 28 as shown in Schedule 1, indicating the demerit points status of the person as a driver; or
- (b) form similar to AARTO 28a as shown in Schedule 1, indicating the demerit points history of the person as a driver; or
- (c) form similar to AARTO 29 as shown in Schedule 1, indicating the demerit points status of the person as an operator; or
- (d) form similar to AARTO 29a as shown in Schedule 1, indicating the demerit points history of the person as an operator.

Disqualification and Cancellation of documents

20. (1) The notice on the disqualification period contemplated in section 26(1) of the Act, by which an infringer must be informed that he or she has incurred more than the number of demerit points referred to in regulations 18(5) and 18(6) as the case may be, must be on a form similar to AARTO 20 as shown in Schedule 1, issued and served by the Authority on the infringer within 10 days of the disqualification date in terms of regulation 34(4)(a) or 34(4)(b) and provide the following information—

- (a) in the case of a holder of a driving licence card or professional driving permit —
 - (i) the length and expiry date of the disqualification period; and
 - (ii) that he or she —
 - (aa) must immediately hand in any driving licence card or professional driving permit in terms of section 25(3)(a) to the issuing authority for retention; and
 - (bb) may not drive or operate any motor vehicle during the disqualification period; and
 - (cc) may be found guilty of an offence and liable on conviction to a fine or imprisonment if found driving or operating a motor vehicle during a disqualification period
 - (dd) may re-apply for and be issued with a driving licence, professional driving permit upon expiry of a disqualification period
 - (ee) may not apply for a driving licence or professional driving permit until the expiry date of the disqualification period.
- (b) In the case of an operator or a juristic person who is not an

- operator—
- (i) the length and expiry date of the disqualification period for the particular vehicle;
 - (ii) that the operator card or vehicle licence disc for such vehicle must immediately be handed to the issuing authority for retention in the prescribed manner;
 - (iii) that such vehicle may not be operated on a public road for the duration of the disqualification period;
 - (iv) that no application for an operator card or vehicle licence disc for such vehicle may be submitted until the expiry date of the disqualification period;
 - (v) that an application may be made for re-issuance of an operator card upon expiry of a disqualification period.
- (b) in the case of holder of a learners licence —
- (i) the length and expiry date of the disqualification period;
 - (ii) that he or she must-
 - (aa) must immediately hand in a learners licence in terms of section 25(3)(a) to the issuing authority for retention;
 - (bb) may not drive or operate any motor vehicle during the disqualification period;
 - (cc) maybe found guilty of an offence and liable on conviction to a fine or imprisonment if found driving or operating a motor vehicle during a disqualification period;
 - (dd) may re-apply for and be issued with a leaners licence, Upon expiry of a disqualification period; and
 - (ee) may not apply for a driving licence or professional driving permit until the expiry date of the disqualification period.
- (2) Upon receipt of the disqualified driving licence card, professional driving permit, operator card, vehicle licence disc or a permit, card or licence issued in terms of the road traffic legislation or transport legislation as the case may be, in terms of sub-regulation (1) by the issuing authority, such issuing authority must—
- (a) capture and process the detail of the infringer and the documents received in terms of regulation 34(6) ; and
 - (b) retain such documents in a secure manner until the expiry date of the disqualification period.
 - (c) Provide an infringer with a copy of a form similar to form AARTO 23a as shown in Schedule 1 in accordance with regulation 33(1)(a) as proof of the documents surrendered.

- (3) Upon expiry of the disqualification period, an application contemplated in section 25(5) of the Act, to return a driving licence card, professional driving permit, operator card or vehicle licence disc or a permit, card or licence issued in terms of the Road Traffic legislation or transport legislation as the case may be, that was handed in, in terms of section 25(3) of the Act, must be—
 - (a) submitted on a form similar to AARTO 23 as shown in Schedule 1, to the issuing authority at which such documents were handed in for retention in terms of sub-regulation (1); and
 - (b) the issuing authority must —
 - (i) return the documents to the holder together with a duly signed and stamped copy of the completed form similar to AARTO 23; and
 - (ii) record the contents of form similar to AARTO 23 as shown in Schedule 1 in a manner contemplated in regulation 34 (2).
- (4) In the event that a person, including the holder of a learners licence, has incurred demerit points resulting in a disqualification to drive or operate a motor vehicle for a third time, the issuing authority contemplated in section 26(2) must inform such person on a form similar to AARTO 21a as shown in schedule 1 within 10 days of disqualification for third time that his or her documents contemplated in section 25(3(a)) have been cancelled and must immediately be handed over to be destroyed in terms of section 27(2).
- (5) Upon receipt of a handed document in terms of sub-regulation (4), the issuing authority contemplated in section 26(2) of the Act, must—
 - (a) capture and process the detail of the infringer and the documents received on the National Traffic information System in terms of regulation 33(2); and
 - (b) destroy a document received in terms of section 27(2) of the Act.
- (5) A document cancelled in terms of sub-regulation (4) shall be considered invalid and non-existent throughout the period of cancellation and the person who wishes to re-apply for it shall initiate a new application process in terms of applicable road traffic laws as a new applicant after the expiry of a disqualification period contemplated in section 25(2)(a).
- (6) Despite the provisions of National Road Traffic Act, 1996(Act No. 93 of 1996), a person who re-applies for a cancelled document in terms of sub-regulation (5) may not be issued with a new document unless such person has completed a compulsory rehabilitation programme as contemplated in regulation 21.

Rehabilitation Programme

- 21 (1) A rehabilitation programme contemplated in section 4(2)(h) shall be made available to habitual infringers whose documents have been cancelled in terms of regulation 20(4) and wish to reapply for them in terms of regulation 20(6) and to any infringer who applies for the programme for a purpose of reduction of incurred demerit points.
- (2) The manner in which a habitual infringer whose documents have been cancelled and re-applies for such documents in terms of regulation 20(5) including a holder of learners license whose learners licence has been cancelled and re-applies for it or a driving licence after expiry of a disqualified period may apply for a compulsory rehabilitation programme is by comprehensively completing and signing a form AARTO 05 as shown in schedule 1 and submitting it together with a proof of payment of fees as shown in paragraph 9 in schedule 2 in terms of regulation 34(1) to the Authority.
- (3) The manner in which an infringer who applies for a voluntary rehabilitation programme for a purpose of reduction of demerit points is by comprehensively completing and signing a form AARTO 11 as shown in schedule 1 and submitting it together with proof of payment of fees as shown in paragraph 9 in schedule 2 in terms of regulation 34(1) to the Authority.
- (4) A rehabilitation programme contemplated in sub-regulations (2) and (3) may include-
- (a) driver interventions programme; or
 - (b) attendance of therapy and counselling sessions approved by the Authority; or
 - (c) any other appropriate rehabilitation measures as approved by the Authority.
- (5) Upon receipt of the application together with proof of payment contemplated in sub-regulations (2) and (3), the Authority shall capture and process the details of the infringer on the National Road Traffic Offences Register in accordance with regulation 34(2) and inform the infringer of the result of the application within 30 days from the receipt of such application in accordance with regulation 34(4) on form similar to AARTO 5a as shown in schedule 1 indicating-
- (a) time and date when such programme will be taking place;
 - (b) venue and the nature of the programme;
 - (c) duration of the programme;
 - (c) details of the service provider who will be administering the programme on behalf of the Authority; and
 - (d) number of demerit points reduced as contemplated in regulation

18(7)(b) after completion of the programme.

- (6) A person who applies for a rehabilitation programme in a manner contemplated in sub-regulation (3) may only do so once after every 12 months.
- (7) Upon completion of the rehabilitation programme contemplated in sub-regulation (2) or (3), the institution conducting the rehabilitation programme must provide the Authority with a certification of the programme attended to the Authority within (5) days after such completion in accordance with regulation 34(6).
- (8) Upon receipt of a certificate contemplated in sub-regulation (7), the Authority shall capture and process the details of the infringer on the National Road Traffic Offences Register in accordance with Regulation 34(2);
- (9) If the rehabilitation programme was successfully completed, the Authority must inform the infringer on a form similar to AARTO 11a in accordance with regulation 34(4)(a) or 34(4)(b) that a rehabilitation programme was successfully completed and that-
 - (a) the number of demerit points have been reduced in accordance with regulation 18(7); and
 - (b) if applicable, a suspension is revoked if the number of demerit reduced based on successful completion of the rehabilitation programme is equal or below the threshold of the number of demerit points which will result to suspension as contemplated in regulation 18.
- (10) If the rehabilitation programme was not successfully completed for whatever the reason, inform the infringer on a form similar to AARTO form 11b in accordance with regulation 34(4)(a) or 34(4)(b) that-
 - (a) a demerit point status will remain intact without any reduction; and
 - (b) An infringer will not be able to re-apply for documents in accordance with Regulation 20(5) until the rehabilitation programme is successfully completed.

CHAPTER 6

Manner of payment

Payment of penalty and fees

23. (1) The manner in which payment of any penalty or fees contemplated in terms of the Act may be made is by providing the infringement notice number and paying the amount due —
- (a) In cash, electronic funds transfer, credit or debit card or a bank guaranteed cheque where applicable at any—
 - (i) branch of a bank indicated on the infringement notice;
 - (ii) South African Post Office;
 - (iii) Receiving entity; or
 - (v) Authority offices.
 - (2) Where payment is made by the infringer as contemplated in sub-regulation (1)a receipt on a form similar to form AARTO 19 as shown in Schedule 1 must be issued to the infringer as a proof of payment so made in accordance with Regulation 34(4)(a) or 34(4)(b)
 - (3) If the infringer provides an incorrect infringement notice number when making payment and such payment is not allocated properly against such infringer, the infringer shall, despite the provision of regulation 16(2), remain liable for payment of a penalty and all subsequent fees.
 - (4) Where an infringer has made an insufficient payment or a payment made in accordance with sub-regulation (1) is dishonoured, the Authority shall issue a notice on a from similar to AARTO 16 in accordance with Regulation 34(4)(a) or 33(4)(b) informing the infringer to comply as contemplated in section 19B(1) of the Act.
 - (5) Any penalty amounts and fees received in accordance with sub-regulation (1)(i)-(iii), must be paid over into the AARTO Bank administered by the Authority within 7 days after a payment has been made in order to be dealt with in accordance with section 32(1)
 - (6) The Authority must pay any penalty amounts and fees received in accordance with sub-regulation (4) directly to the bank account of the issuing authority contemplated in section 32(1) within 21 days after a payment has been made in accordance with sub-regulation (4)
 - (7) The penalties payable by the receiving entities for late transfer of penalties and fees into the AARTO Bank account in accordance with sub-regulation (5) and penalties payable by the Authority for late transfer of penalties and fees in accordance with sub-regulation (6) are as shown in paragraph 6 of Schedule 2

Payment in instalments

24. (1) The manner in which an infringer pays a penalty, or a penalty and fees if applicable, in instalments as contemplated in section 17(1)(f)(iii) or 18(7)(b)(i) of the Act, is by making an application submitting it in accordance with regulation 34(1) to pay in instalments on form similar to AARTO 04 as shown in Schedule 1.
- (2) The application form similar to AARTO 04, submitted in terms of sub-regulation (1) must—
- (a) be comprehensively completed and signed by the infringer; and
 - (b) clearly indicate the number of monthly instalments requested.
- (3) If form AARTO 04 has been submitted to—
- (a) an issuing authority, such authority must process the application in accordance with regulations 34(2) and inform the Authority in accordance with regulation 34(6);
 - (b) the Authority, the Authority must—
 - (i) process the election in accordance with regulations and 34(2); and
 - (ii) notify the infringer of the outcome of the application made in accordance with sub-regulation (1) within 10 days after receipt of such application on a form similar to form AARTO 06 as shown in Schedule 1 and serve it on the infringer in accordance with regulation 34(4) or 34(b); and
 - (iii) inform the infringer that the relevant demerit points have been recorded against his or her name in the National Road Traffic Offences Register in respect of the infringement in question.
- (4) Where payment is made in instalments, each payment must be made on a monthly basis on or before the 1st day of each calendar month in accordance with regulation 23 (1) until full settlement thereof has been made and such payments shall not exceed 10 monthly payments.
- (5) If the infringer fails to pay, or makes an insufficient payment of an instalment or the cheque used for payment of that instalment is dishonoured as contemplated in section 19(B)(2) of the Act, the Authority must notify the infringer in accordance with regulation 34(4) (a) or 34(4) (b), on a form similar to AARTO 17 as shown in Schedule 1, that—
- (a) the outstanding balance of such instalment, including the fee for the notice, must be paid within 7 days of service of the said notice;

- (b) arrangements must be made within 7 days for the payment of the amount contemplated in sub-regulation (a) thereof; and
 - (c) any payment referred to in sub-regulation (b) must be made as arranged and that subsequent instalments must be paid as originally arranged; and
 - (d) failure to comply with the said notice will result in an enforcement order being issued by the Authority, in terms of section 20 of the Act.
- (6) If an arrangement for payment of the penalty and fees in instalments is made, such payment will be made in pre-determined instalments, in which case the infringer, despite the provisions of this regulation, is not entitled to a discount and the full penalty and applicable fees will be payable.

Late payment of a penalty, fee or instalment

- 25.** (1) If payment of a penalty, fee or instalment is received from an infringer after a period of 32 days from the date on which form AARTO 06, AARTO 09b, AARTO 09c, AARTO 12, AARTO 13, AARTO 16, or AARTO 18 as shown in Schedule 1, as applicable, was served on the infringer, the Authority—
- (a) must accept the money as payment of the penalty, fee or instalment if the amount was paid in full; or
 - (b) must, if the money tendered is insufficient for a full settlement of the penalty and fees—
 - (i) accept the payment as partial payment of the penalty and fees;
 - (ii) record the infringement and demerit points on the National Road Traffic Offences Register;
 - (iii) notify the infringer on form AARTO 17 as shown in Schedule 1 in accordance with regulation 34(4)(a) or (b) that—
 - (aa) a Courtesy Letter, notification of the result of representation, notification of dishonoured payment or enforcement order, whichever is applicable, has in the meantime been issued and that the infringer is liable for the balance of the amount due and the fees for issuing the form or forms so served;
 - (bb) no discount will be allowed; and
 - (cc) failure to pay the full amount due will result in an Enforcement Order being issued by the Authority, in terms of section 20 of the Act.

Refunds

26. (1) The manner in which an infringer may apply for a refund of penalties and fees paid is by signing and completing a form similar to AARTO 25 as shown in Schedule 1 and submitting it to the Authority in accordance with regulation 34(1).
- (2) An application for a refund submitted in terms of sub-regulation (1) must—
- (a) be comprehensively completed and signed by the infringer; and
 - (b) provide a fully substantiated motivation, accompanied by supporting documents, each of which must be signed by the infringer..
- (3) If form AARTO 25 has been submitted to —
- (a) an issuing authority, such authority must process the application in accordance with regulations 34(2) and inform the Authority in accordance with regulation 34(6);
 - (b) the Authority, the Authority must process the application in accordance with regulations 34(2) and provide an outcome of such application in accordance with sub-regulation (4);
- (4) The Authority must consider the application and either refund the excess amount or refuse the refund, and must notify the applicant of the result of the application on form AARTO 25a as shown in Schedule 1 within 21 days after receipt of the application in terms of regulation 34(4)(a) or 34(4)(b).

Dishonoured payments

27. (1) If the payment of a penalty made in terms of regulation 21(1) is dishonoured, the receiving entity concerned must notify the Authority in accordance with regulation 34(6).
- (2) The Authority must, after receipt of the notification contemplated in sub-regulation (1), and after becoming aware of the dishonoured payment, notify the infringer in accordance with regulation 23(4).

CHAPTER 7

Record keeping

Information to be recorded

28. (1) An authorised officer who has issued or served an infringement notice or

recorded the particulars of an infringer or offender in terms of the Act, must return the copy of such an infringement notice or the document on which the particulars of an offence have been recorded, with his or her confirmation of service to the issuing authority where the contents of the infringement notice or such document on which the particulars of an offence have been recorded must be recorded on the National Road Traffic Offences Register in the manner and within a time period contemplated in regulation 29 .

- (2) Issuing authorities, registering authorities and driving licence testing centres must, subject to the provisions of regulation 29(4), retain records of all transactions executed by them in terms of the Act and these regulations.
- (3) The Authority must keep record of all documents that are issued, served, received or deemed to have been received or served in terms of the Act and these regulations.
- (4) The Authority must, for the purposes of section 30(2) of the Act, keep all receipts issued by the postal service for the acceptance of documents that are served by postage , and keep records, for purposes of further reference, of all —
 - (a) applications, notifications and submissions furnished or received;
 - (b) payments received and payments in arrears;
 - (c) Courtesy Letters and Enforcement Orders issued and served in terms of the Act; and
 - (d) revoked Enforcement Orders and withdrawn Disqualifications and Cancellations.
- (5) Records of payments received and receipts issued by an issuing authority, registering authority or the driving licence testing centre must be kept in an electronic image until such time of disposal as contemplated in regulation 29(4).

National Road Traffic Offences Register

- 29.** (1) Detailed information regarding infringements and offences must be recorded onto the National Traffic Offences Register as follows—
- (a) All notices on forms AARTO 01, AARTO 31 and AARTO 34, record of particulars of summons on form AARTO 32 and any other

- document served personally in terms of regulation 29 must be captured directly onto the National Road Traffic Offences Register within 10 days from the date of issuing thereof;
- (b) Notices on form AARTO 02, must be uploaded onto the National Offences Register within 4 days from the date of issuing thereof; and
 - (c) In cases where infringements or offences have been captured by means of a camera, including speed and other moving violations contemplated on forms AARTO 03 and AARTO 33, such infringements and offences must be recorded onto the National Road Traffic Offences Register by submitting an electronic data file in accordance with Regulation 34(6) within 20 days from the date on which the offence or infringement was recorded.
- (2) The Authority must keep record on the National Road Traffic Offences Register of all applications referred to the Tribunal for appeal or review, as well as the outcomes of such applications.
- (3) Subject to the written authorisation of the National Archivist as contemplated in section 13(2)(a) of the National Archives and Record Service of South Africa Act, 1996, (Act No. 43 of 1996), the Registrar may dispose of any document contemplated in this Chapter after —
- (a) an electronic image has been made of such document; and
 - (b) the Authority has certified the authenticity of the electronic image.

CHAPTER 8

Service of documents

Personal service

30. (1) Personal service is achieved when any document contemplated in the Regulations is served on an infringer who committed an infringement, at the —
- (a) road side in respect of AARTO 01 and AARTO 02; or
 - (b) address as provided by the infringer as indicated on form AARTO 01, AARTO 02 or AARTO 10a, where applicable as shown in Schedule 1, which he or she has confirmed as correct; or

-
- (c) address of the infringer as indicated in the register of driving licences, or the register of motor vehicles; or
 - (d) address obtainable from any other credible and lawful source.
- (2) The authorised officer who serves a document must explain to the infringer the contents of the document and must —
- (a) certify on the copy of the infringement notice, courtesy letter or enforcement order that the document was served personally, stating the date, time and place of service, and that its contents and the options set out in section 17(1)(f) of the Act, in the case of an Infringement Notice; section 19 of the Act, in the case of a Courtesy Letter; and section 20 in the case of an Enforcement Order, were explained at the time of service; and
 - (b) sign the document and request the infringer to also sign the document where it is provided or in a relevant space for signature. Provided that where the infringer refuses to sign the document, the person serving such document must indicate such refusal on the document, and the fact that the infringer refused to sign the document shall not affect the validity of such service.
- (3) A document referred to in sub-regulation (2), is *prima facie* proof that the Infringement Notice, Courtesy Letter or Enforcement Order concerned was duly served.
- (4) If the infringer cannot be found, the document may be served by delivering it at the infringer's place of residence to a person apparently over the age of 16 years or place of employment or business to the reception of such place of employment or business.
- (5) If a document is to be served on —
- (a) an organisation, company or other corporate body, the document must be delivered to an employee at the reception at its registered office or principal place of business; or
 - (b) a partnership, firm, voluntary association, trust or any other business, the document must be delivered at the registered place of business of such partnership, firm, voluntary association, trust or any other business, to a person at the reception of the said institution as the case may be; or
 - (c) a State institution, the document must be delivered to a person at the reception of the said institution.

- (6) In case of personal service the status of such delivery must be updated on the National Road Traffic Offences Register within 7 days after such service.

Service by postage

31. (1) If an infringement notice or an AARTO notice is to be served by postage, such infringement notice or an AARTO notice must be addressed to the infringer's-
- (a) address as indicated on a form similar to form AARTO 01 or AARTO 02, as shown in Schedule 1, which the infringer has confirmed as correct, or
 - (b) address as indicated by the infringer on the notice of change of address on form NCP as prescribed under the National Road Traffic Act; or
 - (c) last known address of the infringer as indicated in the register of driving licences, or the register of motor vehicles

Electronic service

32. (1) If an infringement notice or an AARTO notices to be served by electronic means, such an infringement notice or an AARTO notice must —
- (a) be addressed to the infringer's electronic communication network the details of which have been indicated by the infringer —
 - (i) on either form AARTO 01 or AARTO 02, as shown in Schedule 1, which he or she has confirmed as correct; or
 - (ii) on the notice of change of address on form NCP as prescribed under the National Road Traffic Act; or
 - (iii) as indicated in the register of driving licences or the register of motor vehicles; or
 - (iv) in registering on the AARTO website

Re-service of documents

- 33 (1) Despite Regulation 2(1) (a), the manner in which an infringement notice or courtesy letter may be re-issued as contemplated in section 18(1)(b) is by issuing and serving such an infringement notice or a courtesy letter on the infringer in accordance with Regulation 34(4)(a) or 34(4) (b).
- (2) In the event that a representation is made on the basis that an infringement notice was not served as contemplated in section 18(1) (b), the Authority shall within 5 days after notifying the infringer of the results of

the representations in accordance with regulation 7, notify the issuing authority that issued the infringement notice in accordance with Regulation 34(6) that an infringement notice must be re-issued and served on the infringer in accordance with Regulation 34(4)(a) or 34(4)(b).

- (3) The Issuing Authority contemplated in sub-regulation (2) must re-issue and serve the infringement notice on the infringer within a period of 40 days as contemplated in section 18(1) (b) of the Act.
- (4) An infringer to whom an infringement notice has been re-issued and served in accordance with sub-regulation (3) shall be entitled to exercise all the elective options contemplated in section 17(1)(f) within a prescribed period of 32 days upon receipt of such an infringement notice.
- (5) In the event that a representation is made on the basis that a courtesy letter was not served as contemplated in section 18(1) (b), the Authority shall simultaneously, upon notifying the infringer of the results of the representations in accordance with regulation 7, also re-issue and serve a courtesy letter on the infringer in a manner contemplated in Regulation 34(4) (a) or 34(4)(b).
- (6) An infringer to whom a courtesy letter has been re-issued in accordance with sub-regulation (5) shall be entitled to exercise all the elective options contemplated in section 19(2) within a prescribed period of 32 days upon receipt of such a courtesy letter.

CHAPTER 9

General

Manner of application, appeal, notification, submission, or enquiry

- 34.** (1) Any application, appeal, notification or submission by an infringer must be on the applicable and properly completed and signed prescribed AARTO form as shown in Schedule 1 which must be, together with attachments, if any—
- (a) handed in, in person, together with a copy of the original form, at any Issuing Authority, local registering authority, driving licence testing centre or the Authority, which must be processed in accordance with sub-regulation (2);
 - (b) posted by registered mail to the postal address of any issuing authority, local registering authority, driving licence testing centre or the Authority as shown on the applicable form; or
 - (c) e-mailed to the e-mail address of any issuing authority, local

- registering authority, driving licence centre or the Authority as shown on the applicable form; or
- (d) faxed to the fax number of any issuing authority, local registering authority, driving licence testing authority or the Authority as shown on the applicable form; or
 - (e) electronic completion of the applicable form on the AARTO website, printing it and submitting it in terms of sub-regulations (1)(a) to (1)(d); or
 - (f) electronic data exchange by individuals, companies and agents that are registered for this purpose with the Authority .
- (2) Any document received from an infringer in terms of sub-regulations (1)(a) to (1)(e) must be processed as follows-
- (a) If original, sign and stamp the copy of the document which must clearly show the name of the issuing authority, local registering authority, driving licence testing authority and the date it was received, and hand it to the infringer as proof of receipt; and
 - (b) recorded, scanned and uploaded to the National Road Traffic Offences Register by an Issuing Authority, local registering authority, driving licence testing authority or the Authority, as the case may be, within 7 days from the date of receipt thereof.
- (3) Any enquiries by infringers to the Authority may be made through any of the means provided on the AARTO website at www.aarto.gov.za and any specific enquiries may be submitted as indicated on the specific forms.
- (4) An infringement notice or AARTO notice required to be served or issued to the infringer must be issued or served by —
- (a) posting it to the address of the infringer as contemplated in regulation 30; or
 - (b) electronic service through electronic communications network the details of which have been provided by the infringer in terms of regulation 32 ; or
 - (c) personal service as contemplated in regulation 29.
- (5) Any notification or application —
- (a) to the Authority from an issuing authority, vehicle registration and licencing authority, driving licence testing centre or any agent contracted by the Authority; or
 - (b) from the Authority to an issuing authority, vehicle registration and licencing authority, driving licence testing centre or any agent contracted by the Authority;
must be made by electronic data exchange or the National Road

Traffic Offences Register.

Suspect Infringement Notices, Inconclusive Postal Addresses, Returned mail and Cancellation of Notices and Submissions

35. (1) In cases where Infringement Notices are captured and/or uploaded on the National Road Traffic Offences Register and certain particulars of the data are in conflict with similar data already contained on the Register, such notices must be dealt with as follows —
- (a) Infringement Notices will be flagged as suspect on the Register and will not be subjected to further processing in terms of the AARTO procedures until the conflicting data has been corrected by the Issuing Authority that issued the notice. Such data conflicts, which could be due to incorrect capturing of data or incorrect recording thereof by an officer at the roadside, include the following —
 - (i) conflicting infringer particulars regarding the name and the identification number of the infringer; or
 - (ii) conflicting vehicle particulars regarding the make of the vehicle and/or the vehicle licence number; or
 - (iii) the vehicle status is marked as deregistered, exported or carries a police mark as stolen; or
 - (iv) the charge code for an infringement does not match the vehicle type description in accordance with Schedule 3; or
 - (v) in the case of speed infringements where the speed reading recorded for the infringer does not fall within the range indicated for the specified charge code as shown in Schedule 3; or
 - (vi) a conflicting penalty amount for a particular charge; or
 - (vii) conflicting particulars of the traffic officer regarding his or her name, infrastructure number or the name of the Issuing Authority at which he or her is employed.
 - (b) The suspect Infringement Notices contemplated in sub-regulation (a) may be cancelled by the Registrar in cases where—
 - (i) after notification of such conflicts the required corrections are not effected within a period of 14 days by the Issuing Authority in the case of wrongly captured data; or
 - (ii) the conflicting data could not be corrected due to incorrect data recorded by an officer on the infringement notice at the roadside.

Infringement penalty levy

- 36 (1) An infringement penalty levy shall be payable on every infringement notice issued and followed up by proper administrative processes by the

Authority in terms of the Act.

- (2) The fee for the infringement penalty levy is as shown in paragraph 3 in Schedule 2 and shall be payable to the Authority in accordance with regulation 23 without a discount contemplated in regulation 15.

South African Police Service

37. Arrangements for the provision of the South African Police Service (SAPS) in the AARTO process; the linking of SAPS stations with specific provincial and municipal issuing authorities and the functions and responsibilities of such authorities are provided in Schedule 5.

Obtaining of AARTO Forms

38. (1) The following printed AARTO forms as shown in Schedule 1 shall be ordered by issuing authorities from the Government Printing Works —
- (a) AARTO 01 : Handwritten infringement notice;
 - (b) AARTO 31 : Handwritten notice in respect of unattended vehicle;
 - (c) AARTO 32 : Record of Particulars of an Offence;
- (2) The following printed AARTO forms, as shown in schedule 1 may be —
- (a) ordered by issuing authorities from the Government Printing Works;
or
 - (b) downloaded from the AARTO website and printed;
- and which must be made available for use by infringers at all issuing authorities, registering authorities and driving licence testing centres.
- (i) AARTO 04 : Notification to pay in instalments;
 - (ii) AARTO 07 : Nomination of driver or person in control;
 - (iii) AARTO 08 : Representation;
 - (iv) AARTO 10 : Appeal or Review;
 - (v) AARTO 14 : Application for revocation of an enforcement order;
 - (vi) AARTO 23 : Application for return of disqualified driving licence, PrDP or operator card;
 - (vii) AARTO 25 : Application for refunding of monies;
 - (viii) AARTO 27 : Permission to access demerit points status; and
 - (ix) AARTO 27A : Permission to access demerit points history
- (3) Form AARTO 02 as shown in Schedule 1, must be obtained from the Authority and installed on electronic equipment used at the roadside for the electronic generation and printing of notices.
- (4) All other forms shown in Schedule 1 and not listed in sub-regulations (1) to (3) shall be electronically generated and processed by the National Road Traffic Offences Register.

Repeal of regulations

39. The following regulations are hereby repealed—

- (1) The Administrative Adjudication of Road Traffic Offences Regulations, 2008, with the exception of Schedule 3, issued under Government Notice No. R.753 in *Government Gazette* No. 31242 on 16 July 2008; and
- (2) The First Amendment to the Administrative Adjudication of Road Traffic Offences Regulations, 2008 issued under Government Notice No. R212 in *Government Gazette* No. 33039 on 19 March 2010; and
- (3) The Second Amendment to the Administrative Adjudication of Road Traffic Offences Regulations, 2008 issued under Government Notice No. R869 in *Government Gazette* No. 37025 on 14 November 2013.

Transitional provisions

40. Any matter, application, notification or submission done, information provided and/or recorded, captured, made or performed in terms of the repealed regulations as contemplated in regulation 39, shall be concluded in terms of the said repealed regulations.

Short title and commencement

41. (1) These regulations are called the Administrative Adjudication of Road Traffic Offences Regulations, 2019 and shall come into operation on the date of publication.

List of Schedules

Schedule 1 – AARTO Forms

Schedule 2 – Monetary value of Penalty Unit, Penalty Amount, Discount, Fees, Disbursements and Penalties

Schedule 4 – Provision for South African Police Service (SAPS)

**ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES
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SCHEDULE 1

General Forms

The following forms are 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
<i>Infringement Notices</i>			
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	2(1)(a)
AARTO 01a	Electronic duplicate of AARTO 01 notice	17	2(1)(a)
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	2(1)(a)
AARTO 03	Infringement notice for camera and other infringements, served by registered mail or in person other than at the roadside, on the back of which is provided: payment detail, other options that may be exercised and general information	17	2(1)(b)
AARTO 03a	Operator infringement notice	17	2(1)(b)
AARTO 31	Infringement notice in respect of unattended vehicle	17	2(1)(c)
AARTO 34	Infringement notice in respect of unattended vehicle with provision for alternative charge	17	2(1)(c)
<i>Arrangements to pay in instalments</i>			
AARTO 04	Election to pay in instalments	17(1)(f)(iii)	24(1)
<i>Nomination of driver</i>			
AARTO 07	Nomination of driver or person in control	17(1)(f)(v)	21(1)
<i>Representations</i>			
AARTO 08	Representation	17(1)(f)(i); 18(1) and 19(2)(b)(i)	3(1)
<i>Rehabilitation Programme</i>			
AARTO 05	Application for compulsory rehabilitation		21(2)
AARTO 11	Application for voluntary rehabilitation		21(3)

Number of Form	Name and Type of Form	Legislation references	
		Act 46 of 1998 as amended	AARTO Regulations
Appeals Tribunal			
AARTO 10	Application for appeal or review	29B(1) and 18(7);	10(1);)
AARTO 35	Application for condonation		12(1)
Courtesy letter			
AARTO 12	Courtesy letter	19(1)	5
Enforcement order			
AARTO 13	Enforcement order	20(2)	6(1)
AARTO 14	Application for revocation of an enforcement order	20(9)(a)	6(4)
AARTO 15	Notification of result of application for revocation of enforcement order	20(9)(a)	6(5)
Notifications to Infringers			
AARTO 11a	Notification of completion of compulsory or a voluntary rehabilitation		21(7)
AARTO 5a	Notification of results of an application for a compulsory or a voluntary rehabilitation programme		21(2) and (3)
AARTO 06	Notification of results of an application to pay in instalment	17(1)(f)(iii)	24(3)(b)(ii)
AARTO 7a	Notification of a successful nomination		5(3)(b)(ii)
AARTO 7b	Notification of an unsuccessful nomination		5(3)(b)(iii)
AARTO 09a	Notification of a successful representation on all charges		7(1)(a)
AARTO 09b	Notification of an unsuccessful representation on all charges		7(1)(b)
AARTO 09c	Notification of a successful representation on the main charge and unsuccessful on the alternative charge		7(1)(c)
AARTO 10a	Notification of compliance		10(2)
AARTO 10b	Notification of rejection of an appeal or review		10(3)
AARTO 10c	Notification of sitting		11(8)
	Notification of results of appeal or review		13(2)
AARTO 13a	Notification of record of demerit points	20(1)(c)	4(1)(b)
AARTO 16	Notification of dishonoured or insufficient payment of a penalty	19B(1)	23(4)
AARTO 17	Notification of dishonoured or insufficient or a failure to make payment of a penalty in instalment	19B(2)	24(5)
AARTO 18	Notification of recording of road traffic contravention and corresponding demerit points on the National Contraventions Register	17(3), 18(8), 19(3), 20(1)(b) and (c), 20(4)	4(1)(b); 21(5); 21(8); 24(3)(b); 25(1)(b)(ii); 28(1); 29; 30(6); 34(2)(b); 34(6); 35(1) and 41(4)

Number of Form	Name and Type of Form	Legislation references	
		Act 46 of 1998 as amended	AARTO Regulations
AARTO 19	Receipt of payment	17(3)(d)	23 (2)
AARTO 20	Notification in respect of suspensions	26	20(1)
AARTO 21	Notice in respect of cancellation	26(2)	20(4)
		27	23(8)
Refunding of monies			
AARTO 25	Application for refunding of monies		16(1)
AARTO 26	Notification of result of application for refund of monies		16(3)
Applications for re-issue of Driving Licence, Professional Driving Permit and Operator Card(s)			
LL1 **	Application to a driving licence testing centre to be tested for a learner licence in the case of a cancelled driving licence	NRTA : Sec.27 NRTR : Reg, 114	
DL1 **	Application to a driving licence testing centre to be tested for a driving licence and in the case of a cancelled driving licence	NRTA : Sec.27 NRTR : Reg, 114	
PD1 **	Application to a driving licence testing centre for a professional driving permit in the case of a cancelled professional driving permit	NRTA : Sec.36 NRTR : Reg, 115	
ALV **	Application to a registering authority to re-issue an operator card to the operator in the case of a cancelled operator card	NRTA : Sec.50 NRTR : Reg, 271	
Other Forms			
AARTO 23	Application for return of suspended documents		
AARTO 23a	Receipt of documents surrendered		
AARTO 27	Permission to access demerit points status	33	19(1)
AARTO 27A	Permission to access demerit points history	33	19(1)
AARTO 28	Demerit point status in respect of driver	33	19(2) (a)
AARTO 28a	Demerit point history in respect of driver	33	19(2)(b)
AARTO 29	Demerit point status in respect of operator	33	19(2)(c)
AARTO 29a	Demerit point history in respect of operator	33	19(2)(d)
NCP **	Notification of change of address or particulars of person or organisation	NRTR : Reg. 52	
AARTO 05g	Acknowledgement of receipt of notification of change of particulars		
Notices in respect of Offences			
AARTO 32	Record of Particulars of an Offence		2(2)
AARTO 32a	Electronic duplicate of AARTO 32 notice		
AARTO 33	Notice of summons to be issued for a traffic offence		2(3)
AARTO 33a	Notice of summons to be issued to operator		
Ordering of Forms			

Number of Form	Name and Type of Form	Legislation references	
		Act 46 of 1998 as amended	AARTO Regulations
<p>Due to the unique numbering and bar-code requirements associated with infringement notices and to prevent any possible duplication of numbers, the allocation of such numbers will be done on a national basis. In order to ensure full compliance with the specifications and other requirements set for the AARTO forms listed in this Schedule, AARTO forms and books must be ordered only from duly approved printing companies. Approval for the ordering of forms and books must be obtained in writing from the Agency prior to the placing of orders. Payment for orders placed with the appointed printing company will be for the account of the Issuing Authority.</p>			
<p>** These forms are shown in the regulations under the National Road Traffic Act, 1996, and are available on the following internet website : www.aarto.gov.za</p>			

**ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES
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SCHEDULE 2

Monetary value of Penalty Unit, Penalty Amount, Discount, Fees, Payments and Penalties

1	Monetary value of penalty unit		
	The monetary value of a penalty unit contemplated in section 29(b) of the Act and shown in column 6 of Schedule 3 of the AARTO Regulations.		R 50-00
2	Calculation of penalty amount		
	The penalty amount shown in Rand value in column 8 of Schedule 3 of the AARTO Regulations is calculated by multiplying the penalty unit given in column 6 of that Schedule by the monetary value of a penalty unit given in 1 above.		
3. Infringement penalty Levy			
	The penalty levy contemplated in regulation 36 is payable on every infringement committed and followed up by all the processes prescribed in the Act. This levy shall not be subjected to a discount referred to in column 4 below .		R 100.00
4	Discount		
	The discount contemplated in section 17(1) (d) of the Act to be applied to the penalty amount given in column 8 of Schedule 3, the result of which is given in column 9 of the said schedule.		50%
5 Fees payable by Infringers to the Agency			
	The fees which may be charged for any document, order or action in terms of section 34(d) of the Act, are the following:		Amount
5.1	Courtesy letter (Form AARTO 12 as shown in Schedule 1)		R 100-00
5.2	Enforcement order (Form AARTO 13 as shown in Schedule 1)		R 100-00
5.3	Ascertaining demerit points position in terms of section 33 of the Act (Forms AARTO 27, AARTO 27aa, as shown in Schedule 1) - 1 vehicle / person		Once-off R 60-00 6 months R 120-00 12 months R240-00
5.4	Ascertaining demerit points position in terms of section 33 of the Act (Forms AARTO 27, AARTO 27a, as shown in Schedule 1) (Fleet Companies)-vehicles per fleet		6 Months 12 Months

	2-20	R1200	R2000
	21-40	R2400	R4000
	41-60	R3600	R6000
	61-100	R6000	R9600
	101>	R7000	R11200
5.5	Requests for the following National Traffic Offence Register report: R943 - Outstanding Infringements Report in Delimited Format	R60 per report	
5.6	Notice of failed, insufficient, or dishonoured instalment (Form AARTO 17 as shown in Schedule 1)	R 10-00	
5.7	Notice of failed, insufficient or dishonoured payment of penalty (Forms AARTO 16 as shown in Schedule 1)	R 10-00	
5.8	Receiving Fee for receiving entities	3% of transaction fee	
5.9	Fee for compulsory and voluntary attendance of a rehabilitation programme	Market related fee	

6 Transfer of infringement payments, or part thereof, and fees by receiving entities to the AARTO Bank account				
		Place of payment of penalties and fees	Payments received within 32 days from date of issue of notice	Payments received after 32 days from date of issue of notice
	6.1	Payments made in person at the issuing authority that issued the original infringement notice or at any driving licence testing centre or registering authority under the control of such issuing authority	(i) Calculate and retain the receiving fee as determined in terms of paragraph 4.10 above, on any fees received that are due to the agency, if any; and (ii) Deposit into the AARTO bank account : • the fees received on behalf of the Agency, less the Receiving Fee calculated in terms of (i) above; plus	(i) Calculate and retain 50% of the un-discounted penalty amount received in terms of an infringement notice; and (ii) Calculate and retain the receiving fee as determined in terms of paragraph 4.10 above, on any fees received that are due to the agency, if any; and (iii) Deposit into the AARTO bank account : • 50% of the un-discounted penalty amount plus fees received on behalf of the Agency, less the Receiving Fee calculated in terms of (ii) above; plus
		Place of payment of penalties and fees	Payments received within 32 days from date of issue of notice	Payments received after 32 days from date of issue of notice

	6.2	Payments made in person at a provincial or municipal issuing authority in terms of infringement notices issued by SAPS officers and that issuing authority is linked with the particular SAPS station that issued the notice	<p>(i) Calculate and retain the receiving fee as determined in terms of paragraph 4.10 above, on any fees received that are due to the agency, if any; and</p> <p>(ii) Deposit into the AARTO bank account :</p> <ul style="list-style-type: none"> • the fees received on behalf of the Agency, less the Receiving Fee calculated in terms of (i) above; plus • 50% of the penalty amount received; plus • . 	<p>(i) Calculate and retain 25% of the un-discounted penalty amount received in terms of an infringement notice; and</p> <p>(ii) Calculate and retain the receiving fee as determined in terms of paragraph 4.10 above, on any fees received that are due to the agency, if any; and</p> <p>(iii) Deposit into the AARTO bank account :</p> <ul style="list-style-type: none"> • 50% of the un-discounted penalty amount plus fees received on behalf of the Agency, less the Receiving Fee calculated in terms of (ii) above; plus • .
		Place of payment of penalties and fees	Payments received within 32 days as well as after 32 days from date of issue of notice	
	6.3	Payments made in person at any provincial or municipal issuing authority that is not the issuing authority of the original infringement notice and notices issued by SAPS officers	<p>(i) Upon receiving payment of penalties and fees, calculate and retain the Receiving Fee as determined in terms of paragraph 4.10 above on the amount received in terms of penalties and fees; and</p> <p>(ii) Deposit the penalties and fees received, less the Receiving Fee, into the AARTO bank account.</p>	
	6.4	The apportionment of payments deposited: (i) in terms of 6.3; (ii) by payment agents; or (iii) other payment procedures; into the AARTO bank account, will be apportioned to the relevant issuing authority by the agency in accordance with the distribution proportions described under 6.1 and 6.2 above.		
7	<i>Time frames and Penalties for late transfer of funds to and from the AARTO bank account</i>			
	8.1	All payments received by receiving authorities that must be deposited into the AARTO bank account in terms of paragraph 6 above, must be done so within a maximum period not exceeding 7 days after the end of each month.		
	8.2	The RTIA will collect, collate, verify, apportion and transfer funds due to issuing authorities which were deposited into the AARTO bank account by payment agents, within a maximum period not exceeding 21 days after the end of each month.		
	8.3	The non-compliant party with the above time frames will be liable for the payment of a penalty to the affected party for any late transfer or deposit of such payments to the AARTO account or the account of a receiving authority in terms of a percentage of the amount due to be transferred as shown in the table below :		
		Percentage (%) penalty payable by non-compliant authority		
8-14 days	15-21 days	22-28 days	29-36 days	>36 days

	1,0%	1,5%	2,0%	2,5%	5,0%
	In addition to the above: Amounts that are not transferred or deposited to the AARTO bank account by receiving authorities within 60 days after the end of the month in question, will be deducted in full from any monies due to the non-compliant / erring authority, plus 10,0% of the amount that has been collected on behalf of and is due to the non-compliant / erring authority.				
8	<i>Payment of Postage Fees</i>				
	The responsibility for the payment of postage fees for notices and other documents that are required to be posted in accordance with the Regulations shall be payable by the issuing entity at the rates provided for in the Postal Services Act.				
9	<i>Interest earned</i>				
	Interest earned on any credit balances in the AARTO bank account will be retained by the Authority and utilised as part of the payment for services rendered by financial institutions, including but not limited to: bank charges and fees; reimbursement of payment agents; payments for AARTO financial audits; as well as any other payments relating to the financial management of the AARTO account and procedures.				

**ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES
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SCHEDULE 4

South African Police Service

1. The South African Police Service (SAPS) is not defined in section 1 of the AARTO Act as an “issuing authority” and this schedule aims to regulate the administrative services that accompany the full AARTO process following the issuing of notices with regard to infringement notices issued by members of the SAPS in terms of their definition as “authorised officers” in the Act.
2. This schedule therefore establishes co-operation between the Authority , the SAPS and provincial and municipal issuing authorities to ensure that the prescribed and administrative functions relating to an Issuing Authority in respect of infringement notices issued by members of the SAPS are processed as prescribed by the provisions of the AARTO Act.
3. In order to give effect to the above, all SAPS police stations will be linked with its nearest provincial or municipal issuing authority, regardless of provincial and municipal boundaries.
4. The functions of the Authority, the SAPS and provincial and municipal issuing authorities in this regard shall be as follows :
 - 4.1 Functions of the Authority:
 - a) Ensure that the identified members of the SAPS are registered on eNaTIS;
 - 4.2 Functions of the SAPS :
 - a) Provide training to members of the SAPS with regard to the AARTO Act, AARTO regulations, completion of AARTO forms and the processes and procedures relating to the duties of authorised SAPS officers as prescribed in Standard Operating Procedure No. 4.2 : South African Police Service Officers;
 - b) Ensure that all AARTO Notice Books provided by the provincial and municipal issuing authorities to which they are linked, are collected at the time and place as agreed to by the SAPS station and its linked issuing authority;

- c) Ensure that the identified members of SAPS are issued with the required AARTO Notice Books in accordance with the registration detail provided by its linked issuing authority;
- d) Issue the prescribed notices in accordance with the Regulations under the AARTO Act;
- e) Submit the issued notice forms at its linked issuing authority in concurrence with the time frames stipulated in the relevant SOPs; and
- f) To issue, in consultation with the Issuing Authorities, internal directives to its members to regulate and monitor the day-to-day administration of the SAPS functions.

4.3 Functions of linked provincial or municipal issuing authorities :

- a) Supplying the SAPS stations to which they are linked with the prescribed AARTO Notice Books necessary for members of the SAPS to perform their functions as authorised officers; and
- b) The capturing and processing of notices issued by members of the SAPS and all other related issuing authority functions on the NCR.

5. Financial Arrangements

- 5.1 The Authority shall perform its functions as per 4.1 above, at its own cost;
- 5.2 The SAPS shall perform its functions as per 4.2 above, at its own cost;
- 5.3 The linked provincial or municipal issuing authorities shall perform its functions as per 4.3 above, at its own cost; and
- 5.4 All revenue, including payments received for any penalty and or fee, generated in respect of notices issued by members of the SAPS will accrue to the Authority and the linked provincial or municipal issuing authorities and will be shared on a 50:50 basis between the Authority and the linked issuing authority that supplied the notice books and captured the notices issued by SAPS officers.

- 6. A list of the names of SAPS stations linked with specific provincial and municipal issuing authorities will be determined jointly by the Authority, the SAPS and provincial and municipal issuing authorities.

INFRINGEMENT NOTICE NUMBERS

The Infringement Notice number(s) **must** be used as reference number(s) on the deposit slip at the bank, post office, vehicle or driver licensing office, on the internet 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 individual 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 service, the **discounted amount** for each charge, as shown on the front of this notice, must be paid.
- Payments may be made at:
 - Cash Payments**
 - (i) ABSA; or
 - (ii) Post office; or
 - (iii) Motor vehicle registration and licensing office; or
 - (iv) Driving licence testing centre; or
 - (v) Relevant Issuing Authorities; or
 - (vi) Checkers, Shoprite, SPAR and USave
 - Online platforms:**
 - (i) FNB; or
 - (ii) Standard Bank; or
 - (iii) ABSA; or
 - (iv) Nedbank; or www.paycity.co.za
- Please access www.aarto.gov.za / www.rtia.co.za for any additional payment channels not listed above

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
- Only in the case of an **infringement**, submit a Representation for consideration, on form **AARTO 08**, or
- Any elective option must be done on each infringement number individually.

B-2. Obtaining forms

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

B-3. Submission of forms within 32 days

If not completed and submitted on the above Internet website, at any issuing authority the completed forms must be posted by registered mail, within 32 days from date of the Notice, 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 Infringement Notice or the provisions of the AARTO Act may be made:

- By post, to:
AARTO Enquiries, Private Bag X112, Halfway House, 1685.
- By telephone:
Telephone number: 086 122 7861 (0861AARTO1)
- By e-mail : aartoenquiries@rtia.co.za

Enquiries on the Demerit Points Status or Infringement History of Drivers / Operators, for which an additional fee will be payable, may be made:

- On the following website:
www.aarto.gov.za ; or
- By completing forms **AARTO 27** or **27A** in person at any:
 - (i) Vehicle registration and licensing office; or
 - (ii) Driving licence testing centre; or
 - (iii) Issuing Authority.

General information and traffic infringement statuses are available on the following: www.aarto.gov.za

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 (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.

Driver and Operator Demerit Points: The demerit points to be incurred in respect of an operator for infringements or offences indicated in column 10 of Schedule 3 shall be in terms of section 49 of the National Road Traffic Act as indicated in that column, and the demerit points shall be as indicated in Column 10 of Schedule 3.

E. Reduction of Demerit Points

Demerit Points will be reduced by one (1) point every three (3) continuous months during which no additional points are incurred.

F. Prohibition to drive or operate a vehicle

- An infringer will be disqualified from driving or operating a motor vehicle for the period of months that equals the number of points by which fifteen (15) is exceeded, multiplied by three (3). In the case of a person who is only the holder of a learner's license, the total number of demerit points will be 6.

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.

H. Other important notes

Driving without a driving licence and failure to licence vehicle : Regulation 3(3) : Where an alleged infringer is charged with committing an infringement related to **operating a motor vehicle without a valid driving licence or failure to licence a motor vehicle** and such infringer subsequently, within 32 days from the date of being served with the infringement notice, produces proof of such documents through the submission of an AARTO 08 Representation form to the Authority, the Authority may cancel the main charge and allow payment of the penalty amount on the alternative charge.

2019/09/27

AARTO 01 - INFRINGEMENT NOTICE Issued in terms of section 17(1) of Act No 4 of 2019										Infringement Notice no's: 1 : 12-3456-789012345-6 2 : 12-3456-789012345-6 3 : 12-3456-789012345-6		
INFRINGER AND MOTOR VEHICLE PARTICULARS												
Surname :						Tel (home) : ()						
First names :						Tel (work) : ()						
Initials :			Date of birth:			YYYY / MM / DD			Fax : ()			
ID type :	RSA	Passport	Driving licence	Foreign	Gender:		Male	Female	Cell :			
ID number :						Email :						
Country of issue :						Foreign DL code:			MOTOR VEHICLE PARTICULARS			
Licence code :		A1	A	B	C1	C	EB	EC1	EC	NONE	Vehicle licence no. :	
Learner code :		1	2	3	PrDP code:		Goods	Passengers	Dangerous	Licence disc no. :		
Postal address and code :						Operator card no. :						
Residential address and code :						(code)			Vehicle description (type) :			
Employer name and address and code:						(code)			Vehicle GVM :			
If applicable, drawn vehicle licence numbers:						(code)			Make :			
						(code)			Series (model) :			
						(code)			Colour :			
LOCATION, DATE AND TIME OF INFRINGEMENT												
Province :				City/Town :				Suburb :				
Date : YYYY / MM / DD				Time :				Street name A :				
Route no:				Between (a) :				and (b) :				
Direction travelled:				GPS co-ordinates:				X:		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.												
Main charge code :				Legal Ref:					Vehicle licence number:			
BARCODE		Description:										
1: 12-3456-789012345-6												
Penalty Amount:		R		Discount Amount:		R		Infringement Penalty Levy		R		Demerit Points
Alternative charge code:				Legal Ref:					Description:			
Penalty Amount:		R		Discount Amount:		R		Infringement Penalty Levy		R		Demerit Points
Main charge code :				Legal Ref:					Vehicle licence number:			
BARCODE		Description:										
2: 12-3456-789012345-6												
Penalty Amount:		R		Discount Amount:		R		Infringement Penalty Levy		R		Demerit Points
Alternative charge code:				Legal Ref:					Description:			
Penalty Amount:		R		Discount Amount:		R		Infringement Penalty Levy		R		Demerit Points
Main charge code :				Legal Ref:					Vehicle licence number:			
BARCODE		Description:										
3: 12-3456-789012345-6												
Penalty Amount:		R		Discount Amount:		R		Infringement Penalty Levy		R		Demerit Points
Alternative charge code:				Legal Ref:					Description:			
Penalty Amount:		R		Discount Amount:		R		Infringement Penalty Levy		R		Demerit Points
See reverse side for payments and options												
IA Name and Code :						Applicable Signatures:						
Magisterial District :						Officer signature				Infringer signature		
Officer surname & Initials:												
Infrastructure No. :												

2019/09/27

AARTO 01 - INFRINGEMENT NOTICE Issued in terms of section 17(1) of Act No 4 of 2019										Infringement Notice no's: 1 : 12-3456-789012345-6 2 : 12-3456-789012345-6 3 : 12-3456-789012345-6	
INFRINGER AND MOTOR VEHICLE PARTICULARS											
Surname :						Tel (home) : ()					
First names :						Tel (work) : ()					
Initials :			Date of birth: YYY / MM / DD			Fax : ()					
ID type :	RSA	Passport	Driving licence	Foreign	Gender:	Male	Female	Cell :			
ID number :											Email :
Country of issue :				Foreign DL code:				MOTOR VEHICLE PARTICULARS			
Licence code :	A1	A	B	C1	C	EB	EC1	EC	NONE	Vehicle licence no. :	
Learner code :	1	2	3	PrDP code:	Goods	Passengers	Dangerous		Licence disc no. :		
Postal address and code :						Operator card no. :					
Residential address and code :						Vehicle description (type) :					
Employer name and address and code:						Vehicle GVM :					
If applicable, drawn vehicle licence numbers:						Make :					
						Series (model) :					
						Colour :					
LOCATION, DATE AND TIME OF INFRINGEMENT											
Province :				City/Town :				Suburb :			
Date : YYY / MM / DD				Time :				Street name A :			
Route no:				Between (a) :				and (b) :			
Direction travelled:				GPS co-ordinates:				X:		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.											
Main charge code :				Legal Ref:				Vehicle licence number:			
BARCODE		Description:									
1: 12-3456-789012345-6											
Penalty Amount:	R	Discount Amount:	R	Infringement Penalty Levy	R	Demerit Points					
Alternative charge code:				Legal Ref:				Description:			
:											
Penalty Amount:	R	Discount Amount:	R	Infringement Penalty Levy	R	Demerit Points					
Main charge code :				Legal Ref:				Vehicle licence number:			
BARCODE		Description:									
2: 12-3456-789012345-6											
Penalty Amount:	R	Discount Amount:	R	Infringement Penalty Levy	R	Demerit Points					
Alternative charge code:				Legal Ref:				Description:			
:											
Penalty Amount:	R	Discount Amount:	R	Infringement Penalty Levy	R	Demerit Points					
See reverse side for payments and options											
IA Name and Code :						Applicable Signatures:					
Magisterial District :						Officer signature			Infringer signature		
Officer surname & initials:											
Infrastructure No. :											

NOTES

Vehicle related:

Direction of travel :

Number of passengers :

Odometer reading :

Other :

Description of driver :

Hair :

Glasses :

Build :

Other :

Weather conditions :

Road / Street conditions :

Traffic conditions :

Other notes :

Names and contact details of witnesses :

1	Surname:		First names :	
	ID number :		Tel (home) : ()	Tel (work) : ()
	Cell no.:		Email address:	

Residential address and code :

Postal address and code :

Other detail :

2	Surname:		First names :	
	ID number :		Tel (home) : ()	Tel (work) : ()
	Cell no.:		Email address:	

Residential address and code :

Postal address and code :

Other detail :

CONFIRMATION IN TERMS OF REGULATION 21(5)(a) OF THE ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES REGULATIONS

I, an authorised officer whose details appear below, hereby confirm by my signature that the original AARTO 01 infringement notice hereof was personally served by me on the identified infringer on the date and at the time and place indicated hereunder and that its content and the options set out in section 17(1)(f) of the Act were explained at the time and that such explanation was to the best of my knowledge understood by the infringer.

Date:		Officer Name :		Officer signature
Time:		Infrastructure No.:		
Place:				

INFRINGEMENT NOTICE NUMBERS	
The Infringement Notice number(s) <u>must</u> be used as reference number(s) on the deposit slip at the bank, post office, vehicle or driver licensing office, on the internet 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 individual 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	
<p>A. Payment of penalties within 32 days</p> <ol style="list-style-type: none"> If the penalty is paid within 32 days from the date of service, the discounted amount for each charge, as shown on the front of this notice, must be paid. Payments may be made at: <p>Cash Payments</p> <ul style="list-style-type: none"> (i) ABSA; or (ii) Post office; or (iii) Motor vehicle registration and licensing office; or (iv) Driving licence testing centre; or (v) Relevant Issuing Authorities; or (vi) Checkers, Shoprite, SPAR and USave <p>Online platforms:</p> <ul style="list-style-type: none"> (i) FNB; or (ii) Standard Bank; or (iii) ABSA; or (iv) Nedbank; or www.paycity.co.za Please access www.aarto.gov.za / www.rtia.co.za for any additional payment channels not listed above 	<p>D. Allocation of Demerit Points</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"> On receipt and recording of payments; or On application to pay in instalments; or If found guilty in court (offence) ; or On issuing of an Enforcement Order. <p>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.</p> <p>Driver and Operator Demerit Points: The demerit points to be incurred in respect of an operator for infringements or offences indicated in column 10 of Schedule 3 shall be in terms of section 49 of the National Road Traffic Act as indicated in that column, and the demerit points shall be as indicated in Column 10 of Schedule 3.</p>
<p>B-1. Other options within 32 days</p> <ol style="list-style-type: none"> 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 Only in the case of an infringement, submit a Representation for consideration, on form AARTO 08, or Any elective option must be done on each infringement number individually. 	<p>E. Reduction of Demerit Points</p> <p>Demerit Points will be reduced by one (1) point every three (3) continuous months during which no additional points are incurred.</p>
<p>B-2. Obtaining forms</p> <ol style="list-style-type: none"> The forms listed under B-1 above may be downloaded from, or electronically completed on the following website: www.aarto.gov.za; or Forms are also obtainable from any: <ul style="list-style-type: none"> (a) Motor vehicle registration and licensing office; or (b) Driving licence testing centre; or (c) Issuing Authority. 	<p>F. Prohibition to drive or operate a vehicle</p> <ol style="list-style-type: none"> An infringer will be disqualified from driving or operating a motor vehicle for the period of months that equals the number of points by which (15) is exceeded, multiplied by three (3). In the case of a person who is only the holder of a learner's license, the total number of demerit points will be 6.
<p>B-3. Submission of forms within 32 days</p> <p>If not completed and submitted on the above Internet website, at any issuing authority the completed forms must be posted by registered mail, within 32 days from date of the Notice, to the following address: AARTO Submissions, Private Bag X147, Pretoria, 0001. Retain copies of submitted forms for your own record purposes.</p>	<p>G. Failure to comply with provisions</p> <ol style="list-style-type: none"> 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.
<p>C. Enquiries and information</p> <p>All enquiries regarding this Infringement Notice or the provisions of the AARTO Act may be made:</p> <ol style="list-style-type: none"> By post, to: AARTO Enquiries, Private Bag X112, Halfway House, 1685. By telephone: Telephone number: 086 122 7861 (0861AARTO1) By e-mail : aartoenquiries@rtia.co.za <p>Enquiries on the Demerit Points Status or Infringement History of Drivers / Operators, for which an additional fee will be payable, may be made:</p> <ol style="list-style-type: none"> On the following website: www.aarto.gov.za ; or By completing forms AARTO 27 or 27A in person at any: <ul style="list-style-type: none"> (i) Vehicle registration and licensing office; or (ii) Driving licence testing centre; or (iii) Issuing Authority. <p>General information and traffic infringement statuses are available on the following: www.aarto.gov.za</p>	<p>H. Other important notes</p> <p>Driving without a driving licence and failure to licence vehicle : Regulation 3(3) : Where an alleged infringer is charged with committing an infringement related to operating a motor vehicle without a valid driving licence or failure to licence a motor vehicle and such infringer subsequently, within 32 days from the date of being served with the infringement notice, produces proof of such documents through the submission of an AARTO 08 Representation form to the Authority , the Authority may cancel the main charge and allow payment of the penalty amount on the alternative charge.</p>

2019/09/27

AARTO 03 - INFRINGEMENT NOTICE Issued in terms of section 17(1) of Act No. 4 of 2019		Infringement notice no. 12-3456-789012345-6
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» Vehicle owner: «Owner_name» «Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»		<p style="text-align: center;">MOTOR VEHICLE PARTICULARS</p> «Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM»kg «Make» «Series» «Colour»
LOCATION, DATE AND TIME OF INFRINGEMENT		
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»
Direction travelled:	GPS co-ordinates: X: «GPS_X»	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:		
Main	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 penalty: R «Discount_1»
	Charge type: «Class_1»	Demerit Points: «Points_1» (Demerit points merely informative until enforced)
Alternative	Charge Code: «Alt_charge_code»	
	«Alt_descrip»	
	Penalty: R «Penalty_2»	Discount: R «Deduct_2» Discounted penalty: R «Discount_2»
	Charge type: «Class_2»	Infringement Penalty Levy : «Levy» Demerit Points: «Points_2»
See reverse side for payments and options		
PARTICULARS OF ISSUING AUTHORITY (IA) AND OFFICER		
Issuing Authority: «Issuing_authority»		
Officer Surname & Initials: «Officer_Name»		
Infrastructure no: «Infrastructure_number»		
Magisterial District: «Magisterial_District»		

POSTAGE LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

**AARTO
Private Bag X112
Halfway House
0001**

Date of posting :

IMPORTANT PROVISIONS AND INFORMATION

The Infringement Notice number must be used as reference number for any payments made

A. Payment of penalties within 32 days

1. If the penalty is paid within 32 days from the date of service, the discounted amount, as shown on the front of this notice, must be paid.

2. Payments may be made:

(a) Cash Payments at:

1. ABSA, or
2. Post Office, or
3. Motor vehicle registration and licensing office, or
4. Driving license testing centre, or
5. Relevant Issuing Authority, or
6. Checkers, Shoprite, SPAR and USave

(b) Online platforms at:

1. FNB, or
2. Standard Bank, or
3. ABSA, or
4. Nedbank, or
5. www.paycity.co.za / www.aarto.gov.za / www.rtia.co.za

3. Please access www.aarto.gov.za / www.rtia.co.za for any additional payment channels not listed above

C. Enquiries and information

Enquiries regarding this notice may be made:

1. By post, to: **AARTO Enquiries, Private Bag X112, Halfway House, 1685.**
2. By telephone: **086 122 7861 (0861AARTO1)**
3. By email: aartoenquiries@rtia.co.za

D. Failure to Comply with Provisions within 32 days

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.

B-1. Other options that may be exercised within 32 days

1. Submit an application to pay the full penalty in instalments on form **AARTO 04**, in which case the discounted amount will no longer be applicable; or
2. Nominate the driver or person in control of the vehicle, if it was a person other than yourself, on form **AARTO 07**; or
3. Only in the case of an 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

B-2. Obtaining forms

1. The forms listed above may be downloaded from, or electronically completed on the AARTO website or,
2. May be obtained at any Issuing Authority.

B-3. Submission of forms within 32 days

If not completed on the above internet site, completed forms must be posted by registered mail to the following address:

AARTO Submissions, Private Bag X112, Halfway House, 1685.

Copies of all completed forms must be retained for your own record purposes.

E. 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 15 will be allocated to the infringer as follows:

1. On receipt and recording of payments; or
2. On application to pay in instalments; or
3. If found guilty in court; or
4. On issuing of an enforcement order.

2019/09/25

<p>AARTO 03a- OPERATOR / JURISTIC PERSON INFRINGEMENT NOTICE Issued in terms of section 17(1) of Act No. 4 of 2019</p>		<p>Infringement notice no. 12-3456-789012345-6</p>
<p align="center">INFRINGER AND MOTOR VEHICLE PARTICULARS</p>		
«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» Vehicle owner: «Owner_name» «Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail» Combination vehicle references: «Trailer_licence_numbers»	<p align="center">MOTOR VEHICLE PARTICULARS</p> «Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM»kg «Make» «Series» «Colour»
<p align="center">LOCATION, DATE AND TIME OF INFRINGEMENT</p>		
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»
Direction travelled:	GPS co-ordinates: X: «GPS_X»	Y: «GPS_Y»
<p align="center">INFRINGEMENT PARTICULARS</p>		
The operator as identified , allowed the vehicle as described above, to be operated on a public road at the place and at the time indicated, whilst the driver of the said vehicle committed an infringement for which the Operator is liable as per Sec 49 of the NRTA read with the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, 2008:		
Main	Charge Code: «Main_charge_code» Description: «Main_descrip»	Vehicle : «Vehicle_licence_number»
	Penalty: R «Penalty_1» Charge type: «Class_1»	Discount: R «Deduct_1» Demerit Points: «Points_1»(Demerit points merely informative until enforced)
Driver Infringement Particulars	Driver Infringement notice number : «Inf_notice_nr»	Vehicle licence reference : «Vehicle_licence_number»
	Charge Code: «Main_charge_code» Description: «Main_descrip»	
	Penalty: R «Penalty_1» Charge type: «Class_1»	Discount: R «Deduct_1» Infringement Penalty Levy: «Levy»
		Discounted penalty: R «Discount_1» Demerit Points: «Points_1»
<p align="center">See reverse side for payments and options</p>		
<p align="center">PARTICULARS OF ISSUING AUTHORITY AND OFFICER</p>		
Issuing Authority: «Issuing_authority» Officer name: «Officer_Name» Infrastructure no: «Infrastructure_number» Magisterial District: «Magisterial_District»		

POSTAGE LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»
 «Company_name»
 «Post_address_line_1»
 «Post_address_line_2»
 «Post_address_line_3»
 «Post_address_line_4»
 «Post_address_line_5»
 «Post_address_code»

POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE SEE PAYMENT OPTIONS ON SECTION A BELOW

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO
Private Bag X112
Halfway House
1685

Date of posting :

IMPORTANT PROVISIONS AND INFORMATION

The Infringement Notice number **must** be used as reference number for any payments made

A. Payment of penalties within 32 days

1. If the penalty is paid within 32 days from the date of service, the **discounted amount**, as shown on the front of this notice, must be paid.

2. Payments may be made:

(a) Cash Payments at:

1. ABSA, or
2. Post Office, or
3. Motor vehicle registration and licensing office, or
4. Driving license testing centre, or
5. Relevant Issuing Authority, or
6. Checkers, Shoprite, SPAR and USave

(b) Online platforms at:

1. FNB, or
2. Standard Bank, or
3. ABSA, or
4. Nedbank, or
5. www.paycity.co.za / www.aarto.gov.za / www.rtia.co.za

3. Please access www.aarto.gov.za / www.rtia.co.za for any additional payment channels **not listed above**

C. Enquiries and information

Enquiries regarding this notice may be made:

1. By post, to: **AARTO Enquiries, Private Bag X112, Halfway House, 1685.**
2. By telephone: **086 122 7861 (0861AARTO1)**
3. By email: aartoenquiries@rtia.co.za

D. Failure to Comply with Provisions within 32 days

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.

B-1. Other options that may be exercised within 32 days

1. Submit an application to pay the **full** penalty in instalments on form **AARTO 04**, in which case the discounted amount will no longer be applicable; or
2. Nominate the driver or person in control of the vehicle, if it was a person other than yourself, on form **AARTO 07**; or
3. Only in the case of an **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

B-2. Obtaining forms

1. The forms listed above may be downloaded from, or electronically completed on the AARTO website or,
2. May be obtained at any Issuing Authority.

B-3. Submission of forms within 32 days

If not completed on the above internet site, completed forms must be posted by registered mail to the following address:
AARTO Submissions, Private Bag X112, Halfway House, 1685.
 Copies of all completed forms must be retained for your own record purposes.

E. 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 15 will be allocated to the infringer as follows:

1. On receipt and recording of payments; or
2. On application to pay in instalments; or
3. If found guilty in court; or
4. On issuing of an enforcement order.

2019/09/27

**AARTO 04 - ELECT TO PAY IN INSTALMENTS
INSTRUCTIONS FOR COMPLETION OF THE FORM**

PART A

- a) An Infringement Notice, the particulars of which are provided under **Part B** below, was issued to me.
- b) I, the particulars of whom are provided under **Part C** below, hereby elect in terms of section 17(1)(f)(iii) of the AARTO Act, 2019 (Act 4 of 2019), to pay the penalty in monthly instalments, particulars of which are provided under **Part E** at the back.
- c) I note that upon the processing of this election, demerit points will (if applicable) be allocated, as prescribed.
- d) This option is **not** available after an Enforcement Order has been issued.
- e) The full penalty amount will be payable when making arrangements to pay in instalments. Refer to the amount shown next to **Penalty** on the infringement notice.
- f) This form must be duly completed in black ink.
- g) Individuals need not complete the first two lines of Part C.
- h) Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of the duly authorised representative (Surname, First names, ID number, cell, email, etc.) on the reverse hereof.
- i) The duly completed form and attachments, if any, may:
 - (i) Be submitted at the following website: **www.aarto.gov.za**; or
 - (ii) A clearly legible scanned copy of the form may be e-mailed to **instalments@rtia.co.za**; or
 - (iii) Be handed in at any **Issuing Authority** for capturing; or
 - (iv) Be posted by **registered mail** to the following address: **AARTO – Elect to Pay Instalments, Road Traffic Infringement Authority, Private Bag X112, Halfway House, 0001.**
- j) A form that has not been properly completed will not be processed and the infringer shall be liable for any further administrative action.

PART B – PARTICULARS OF INFRINGEMENT NOTICE

Infringement Notice number:										-											-										
Date of infringement:					YYYY / /	Name of Issuing Authority:																									
Infringement notice number:										-											-										
Date of infringement:					YYYY / MM / DD	Name of Issuing Authority:																									
Infringement notice number:										-											-										
Date of infringement:					YYYY / MM /	Name of Issuing Authority:																									

PART C – INFRINGER AND MOTOR VEHICLE PARTICULARS

Name of organisation:										Company number:											
Type of organisation:					Company	CC	Partnership	Other:													
Surname:										Gender:					Female	Male					
First names:										Tel (home): ()											
Initials:					Date of birth:					YYYY / MM / DD	Tel (work): ()										
ID type:	RSA ID	Passport ID	Driving licence ID	Foreign ID	Fax: ()																
ID number:										Cell:											
Country of issue:										Email:											
Postal address & code:																					
()																					
Residential address & code:																					
()																					
Employer name:																					
Employer address & code:																					
()																					

PART D – REASON ON WHICH THIS ELECTION IS BASED

The reasons(s) on which this election / option is based is indicated in the relevant tick box below:

(a) <input type="checkbox"/> Unemployed	(b) <input type="checkbox"/> Insufficient funds
(c) <input type="checkbox"/> Multiple infringements	(d) <input type="checkbox"/> Option provided for / prescribed by the AARTO Act
(e) <input type="checkbox"/> Other (provide detail):	

- (i) I, the infringer, hereby undertake/agree to make a deposit with an amount equal to the total penalty amount due plus, if applicable, the prescribed courtesy letter fee and/or the prescribed infringement penalty fee, divided by the number of months approved by the Authority, into the designated bank account, on the authorised day of every month until the total amount due is paid in full.
- (ii) In the event that the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will be processed on the next ordinary business day.
- (iii) I, hereby declare that the information provided herein by me, falls within my own personal knowledge and is to the best of my belief both true and correct.

Full signature of infringer:		Place:		Date:	YYYY / MM / DD
-------------------------------------	--	---------------	--	--------------	----------------

PART E – PARTICULARS OF THE PAYMENT OPTIONS REQUESTED

The amount payable and the number of monthly instalments requested are as follows:

Number of monthly instalments requested: (maximum period allowed is 6 months)

Penalty amount, excluding the discount:	R
Courtesy Letter Fee: (if applicable)	R
Infringement Penalty Levy:	R
TOTAL AMOUNT: (including applicable fees)	R

Signature

A	<p>Monthly deposits: I hereby undertake that on the 1st day of every month I will deposit an amount which is equal to the total penalty amount due, plus any additional prescribed fees that may be applicable, divided by the number of months approved, into the AARTO account, until the total penalty amount due is paid in full.</p>
----------	--

Full signature of account holder:		Place:		Date:	YYYY / MM / DD
--	--	---------------	--	--------------	----------------

AARTO 05- APPLICATION FOR COMPULSORY REHABILITATION					
INSTRUCTIONS FOR COMPLETION OF THE FORM					
PART A					
<p>a) The habitual infringer whose documents have been cancelled and reapplies for such documents in terms of regulation 20(5) including a holder of a learners licence whose learners licence has been cancelled and reapplies for it or a drivers licence after expiry of a disqualification period may apply for a compulsory rehabilitation by completion of this form.</p> <p>b) Proof of payment of fees prescribed in schedule 2 in terms of regulation 34(1) must accompany this application.</p> <p>c) This form must be properly completed in black ink.</p> <p>d) The duly completed form may:</p> <p style="margin-left: 20px;">(i) Be submitted at the following website: www.aarto.gov.za; or</p> <p style="margin-left: 20px;">(ii) A clearly legible scanned copy of the form may be e-mailed to compulsoryrehab@rtia.co.za; or</p> <p style="margin-left: 20px;">(iii) Be handed in at any Issuing Authority for capturing; or</p> <p style="margin-left: 20px;">(iv) Be posted by registered mail to the following address: AARTO – Compulsory Rehabilitation, The Road Traffic Infringement Authority, Private Bag X112, Halfway House, 1685.</p> <p>e) You will be notified of the outcome of your application made within 30 days from date of receipt of this application.</p> <p>f) If your application is successful, the notification referred to in paragraph (e) above, will contain the information regarding the Rehabilitation Programme to be undertaken as contemplated in regulation 21 (5)</p>					
PART B – PARTICULARS OF APPLICANT					
Surname:			Gender:	Female	Male
First names:			Tel (home): ()		
Initials:		Date of birth: YYYY / MM / DD		Tel (work): ()	
ID type:	RSA ID	Passport	Driving licence	Other	Fax: ()
ID number:			Cell:		
Country of issue:			Email:		
Postal address & code:					
			()		
Residential address & code:					
			()		
Employer name:					
Employer address & code:					
			()		
PART C – DECLARATION BY INFRINGER					
I hereby declare that the information provided herein by me, falls within my own personal knowledge and is to the best of my belief both true and correct.					
Signature of infringer:		Place:		Date:	YYYY / MM / DD

2019/09/25

**AARTO 06 – NOTIFICATION OF RESULTS OF AN
APPLICATION FOR INSTALMENT ARRANGEMENT**
Issued in terms of section 17(1)(f)(iii) of Act No 4 of 2019

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»	MOTOR VEHICLE PARTICULARS	
«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»	
Vehicle owner: «Owner_name»	Licence disc no: «veh_lic_disc_no»	
«Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»	«Vehicle_desc»	
	«Vehicle_GVM»kg	
	«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»		
ACKNOWLEDGEMENT OF RECEIPT		Date received:
		«App_Date»
(a) The monthly instalment must be paid into a bank account the e Authority (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, an Enforcement Order will be issued in terms of section 20 of the Act. (c) 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. Use the Infringement Notice number as reference number on all payments	OUTSTANDING PENALTIES AND FEES	
	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»
Monthly method of payment:	«Method»	
DEMERIT POINTS		
In terms of section 24 of the Act, Demerit Points have been recorded against your name for the above infringement.		
Payment platforms		
Payments may be made:		Date of recording
		«Rec_date»
		Total number of Demerit Points incurred to date:
		«Demerit»
		Number of Demerit Points allocated for above infringement(s):
		«Tot_demerit»
		Number of Demerit Points less than the maximum of 15
		«Re_demerit»
		Projected date when accumulated points are reduced to zero
		«DZero_date»
Cash Payments (i) ABSA; or (vi) Checkers, Shoprite, SPAR and USave	Online platforms: (i) FNB; or (ii) Standard Bank; or (iii) ABSA; or (iv) Nedbank; or www.paycity.co.za	

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»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO

Private Bag X112

Halfway House

1685

Date of posting :

()
Residential address & code:
()
Employer name:
Employer address & code:
()

PART E – DECLARATION BY PERSON IN PART C

I, hereby declare that the information provided herein by me, falls within my own personal knowledge and is to the best of my belief both true and correct.

Full signature of person in Part C:	Place:	Date:	/ /
--	---------------	--------------	-----

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.
 - b. *has no objection in taking the prescribed oath and he/she considers the prescribed oath to be binding on his/her conscience.
- *Mark with a X whichever is applicable

Signature of Commissioner of Oaths

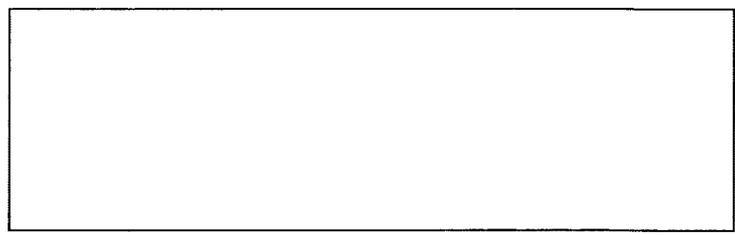
Place

Date

PART G – PARTICULARS OF THE COMMISSIONER OF OATHS

Surname	<input style="width: 90%; height: 20px;" type="text"/>	Identification Number	<input style="width: 90%; height: 20px;" type="text"/>
First Names	<input style="width: 90%; height: 20px;" type="text"/>	Tel (Work)	<input style="width: 90%; height: 20px;" type="text"/>
Business Address	<input style="width: 90%; height: 20px;" type="text"/>	Cell Number	<input style="width: 90%; height: 20px;" type="text"/>
Suburb	<input style="width: 90%; height: 20px;" type="text"/>	Office Held	<input style="width: 90%; height: 20px;" type="text"/>
Town / City	<input style="width: 90%; height: 20px;" type="text"/>	Designation	<input style="width: 90%; height: 20px;" type="text"/>

PART H – STAMP OF THE COMMISSIONER OF OATHS



INFRINGEMENT NOTICE NUMBER

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.
 - b. *has no objection in taking the prescribed oath and he/she considers the prescribed oath to be binding on his/her conscience.
- *Mark with a X whichever is applicable

Signature of Commissioner of Oaths

Place

Date

PART G – PARTICULARS OF THE COMMISSIONER OF OATHS

Surname

Identification Number

First Names

Tel (Work)

Business Address

Cell Number

Suburb

Office Held

Town / City

Designation

PART H – STAMP OF THE COMMISSIONER OF OATHS

INFRINGEMENT NOTICE NUMBER

AARTO 09a - RESULT OF REPRESENTATION
Issued in terms of regulation 7 (1) (a) of the AARTO Regulation 2019

2012/08/10

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»	
Vehicle owner: «Owner_name»	
«Owner_address_line_1» «Owner_address_line_2»	
«Owner_address_line_3» «Owner_address_line_4»	
«Owner_address_line_5» «Owner_address_code»	
MOTOR VEHICLE PARTICULARS	
«Vehicle_lic_number»	
Licence disc no: «veh_lic_disc_no»	
«Vehicle_desc»	
«Vehicle_GVM»kg	
«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»	
REPRESENTATION APPLICATION RESULT	
Date of result: «Res_date»	
Successful	You are not liable to pay the penalty or fees in respect of the above alleged infringement and you will not incur any Demerit Points on the National Traffic Offence Register. The Infringement Notice has been cancelled.
Adjudicator: «Adjudicators_User Number »	

POSTAGE
LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO

Private Bag X147

PRETORIA

0001

Date of posting :

2019/09/29

AARTO 23a – RECEIPT FOR DOCUMENTS SURRENDERED

Issued in terms of regulation 20 (2) (c) of the AARTO Regulations 2019

PERSON 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»	
Vehicle owner:« Owner_name»	
«Owner_address_line_1» «Owner_address_line_2»	
«Owner_address_line_3» «Owner_address_line_4»	
«Owner_address_line_5» «Owner_address_code»	
ACKNOWLEDGMENT OF DOCUMENTS SURRENDERED	
Your document surrendered in terms of Regulation 20 (2) (c) is hereby acknowledged :	
Type of document surrendered :	«Docs_sur»
IMPORTANT PROVISIONS AND INFORMATION	
<p>In terms of section 26(2) 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 17. 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, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation at the Issuing Authority where you reside.</p> <p>Should your driving licence, professional driving permit, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation be disqualified, an application for such a document will be refused during the period stated in this notice. 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.</p> <p>In terms of section 27 of the Act, a person's driving licence, professional driving permit, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation 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, professional driving permit, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation be cancelled, you may re-apply for such documents at either the registering authority, a driving licence testing centre or any other authority that issued such document after the disqualification period has expired</p> <p>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.</p>	
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»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO**Private Bag X112****Halfway House****1685****Date of posting :**

2019/09/25

AARTO 26 - RESULT OF APPLICATION FOR REFUND
Issued in terms of regulation 26 (4) of the AARTO regulations 2019

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»	
Vehicle owner: « Owner_name»	
« Owner_Address_line_1» « Owner_Address_line_2»	
« Owner_Address_line_3» « Owner_Address_line_4»	
« Owner_Address_line_5» « Owner_Address_code»	

MOTOR VEHICLE PARTICULARS

«Vehicle_lic_number»
Licence disc no: «veh_lic_disc_no»
«Vehicle_desc»
«Vehicle_GVM»kg
«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»

REFUND APPLICATION RESULT

Result of application: «Result»
Date: «Res_Date»
Amount of refund: «Refund»
The amount will be :
(a) <input checked="" type="checkbox"/> Electronically transferred to your bank account (details appear below) within seven (7) days of this notification.
You are requested to verify such electronic deposit and notify the Authority should such deposit not have reached your account
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»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO

Private Bag X112

Halfway House

1685

Date of posting :

IMPORTANT PROVISIONS AND INFORMATION

Enquiries and Information

Enquiries regarding this notice may be made:

1. By post, to: **AARTO Enquiries, Private Bag X112, Halfway House, 1685**
2. By telephone: **086 122 7861 (0861AARTO1)**
3. By email: **aartoenquiries@rtia.co.za**

General information is available on the AARTO Internet website **www.aarto.gov.za**. Information on demerit points may be obtained from the above website or any Issuing or Registering Authority or Driving Licence Testing Centre

2019/9/30

AARTO 27 - APPLICATION TO ACCESS DEMERIT POINT STATUS																							
INSTRUCTIONS FOR COMPLETING THE FORM																							
Instructions for completion and processing of this form are given on the back of the form																							
PART A – APPLICATION																							
I, the particulars of whom are provided under Part B , herewith apply in terms of section 33 of Act 4 of 2019, to be provided with my Demerit Point status; or grant permission for the provision thereof to the organisation whose particulars are given under Part D .																							
(Please see important note on the back of this form)																							
PART B – PARTICULARS OF PERSON																							
Name of organisation :										Company number:													
Type of organisation:		Company		CC		Partnership		Other :															
Surname:										Gender:		Female		Male									
First names:										Date of birth: YYYY / MM / DD													
Initials:										Tel (home): ()													
ID type:		RSA ID		Passport ID		Driving licence ID		Foreign ID															
ID number:										Fax: ()													
Country of issue:										Cell:													
Licence code:		A1	A	B	C1	C	EB	EC1	EC	Email 1:													
PrDP code:		Goods		Dangerous		Passengers				Email 2:													
Postal address & code:																							
()																							
Residential address & code:																							
()																							
Employer name, address & code:																							
()																							
PART C – CONSENT																							
I, the person whose particulars appear above, hereby grant permission freely and voluntarily without being influenced unduly thereto, for the particulars in respect of my Demerit Point status recorded on the National Road Traffic Offences Register, to be supplied to me or to the applicant, the particulars of which appear under Part D below.										Period:		Once-off		6 months		12 months							
																				YYYY / MM / DD			
																				Signature:			
PART D – PARTICULARS OF AUTHORISED APPLICANT																							
Name of organisation:																							
Registration number:																							
Organisation type:		Company		CC		Partnership		Other:															
Business address & code:																							
Initials and surname (Representative):																							
Tel (work): ()										Email:													
Fax: ()										Cell:													
ID number:										ID type:		RSA ID	Passport	Driving licence	Foreign ID								
Date of birth: YYYY / MM / DD										Country of issue:													
NOTE: Acceptable identification of the authorised applicant and a representative as shown above must be submitted. Issued without alterations or erasures.										Signature of applicant													
PART E – OFFICE USE																							
Fees paid:		R																					
ID of applicant verified:		Business registration number						ID type:		RSA ID	Passport	Driving licence	Other										
Officer name:								Infrastructure no:															
Officer signature:								Date:		/ /													

AARTO 27 - PERMISSION TO ACCESS DEMERIT POINT STATUS**IMPORTANT NOTES**

- (a) In terms of section 33 of Act 4 of 2019, only a person in his own capacity or the employer of a person can access his/her Demerit Point status after permission has been obtained.
- (b) This form must be used to request your personal Demerit Point status or to grant permission to an authorised applicant to gain access to Demerit Point information of the person whose particulars are provided in **Part B**.
- (c) Individuals may choose to grant permission to an authorised applicant as a once-off consent or for a longer period. In the latter case the driver is added to the authorised applicant's driver data base.

INSTRUCTIONS FOR COMPLETING THE FORM

- (a) This form must be completed in full and in black ink and the declaration must be properly completed.
- (b) Individuals need not complete the first two lines of **Part B**, or **Part D**.
- (c) Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a duly authorised representative (Surname, First names, ID number, cell, email, etc.).
- (d) A copy of the duly completed form may:
 - (i) Be submitted at the following websites: www.aarto.gov.za; or
 - (ii) Be submitted to the Authority through:
 - Posted to: AARTO 27 – Private Bag x112, Halfway House, 1685
 - Email: aarto27@rtia.co.za
 - Hand delivered to the physical address of the Authority as indicated on www.rtia.co.za
 - By fax: 011 207 3210
- (e) A form that has not been properly completed will not be processed.
- (f) Copies of the completed form your own records.

2011/07/05

AARTO 27A - APPLICATION TO ACCESS DEMERIT POINT HISTORY																						
INSTRUCTIONS FOR COMPLETING THE FORM																						
Instructions for completion and processing of this form are given on the back of the form																						
PART A – APPLICATION																						
I, the particulars of whom are provided under Part B , herewith apply in terms of section 33 of Act 46 of 1998, to be provided with my Demerit Point history; or grant permission for the provision thereof to the organisation whose particulars are given under Part D .																						
(Please see important note on the back of this form)																						
PART B – PARTICULARS OF PERSON																						
Name of organisation :							Company number:															
Type of organisation:			Company		CC		Partnership		Other :													
Surname:							Gender:		Female		Male											
First names:							Date of birth: YYYY / MM / DD															
Initials:							Tel (home): ()															
ID type:		RSA ID		Passport ID		Driving licence ID		Foreign ID														
ID number:							Tel (work): ()															
Country of issue:							Fax: ()															
Licence code:							A1		A		B		C1		C		EB		EC1		EC	
PrDP code:			Goods			Dangerous			Passengers				Email 1:									
Postal address & code:																						
()																						
Residential address & code:																						
()																						
Employer name, address & code:																						
()																						
PART C – CONSENT																						
I, the person whose particulars appear above, hereby grant permission freely and voluntarily without being influenced unduly thereto, for the particulars in respect of my Demerit Point history recorded on the National Road Traffic Offence Register, to be supplied to me or to the applicant, the particulars of which appear under Part D below.							Period:		Once-off		6 months		12 months									
							Signature:						YYYY / MM / DD									
													Date:									
PART D – PARTICULARS OF AUTHORISED APPLICANT																						
Name of organisation:																						
Registration number:																						
Organisation type:			Company		CC		Partnership		Other:													
Business address & code:																						
Initials and surname (Representative):																						
Tel (work): ()							Email:															
Fax: ()							Cell:															
ID number:							ID type:		RSA ID		Passport		Driving licence		Foreign ID							
Date of birth: YYYY / MM / DD							Country of issue:															
NOTE: Acceptable identification of the authorised applicant and a representative as shown above must be submitted. Issued without alterations or erasures.							Signature of applicant															
PART E – OFFICE USE																						
Fees paid:			R																			
ID of applicant verified:			Business registration number			ID type:			RSA ID		Passport		Driving licence		Foreign ID							
Officer name:							Infrastructure no:															
Officer signature:							Date:		YYYY / MM / DD													

AARTO 27A - PERMISSION TO ACCESS DEMERIT POINT HISTORY**IMPORTANT NOTES**

- (a) In terms of section 33 of Act 4 of 2019 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.
- (b) 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 B**.
- (c) Individuals may choose to grant permission to an authorised applicant as a once-off consent or for a longer period. In the latter case the driver is added to the authorised applicant's driver data base.

INSTRUCTIONS FOR COMPLETING THE FORM

- (a) This form must be completed in full and in black ink and the declaration must be properly completed.
- (b) Individuals need not complete the first two lines of **Part B**, or **Part D**.
- (c) Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a duly authorised representative (Surname, First names, ID number, cell, email, etc.).
- (d) A copy of the duly completed form may:
 - (i) Be submitted at the following Internet websites: www.aarto.gov.za; or
 - (ii) Be submitted to the Authority through:
 - Posted to: AARTO 27 – Private Bag x112, Halfway House, 1685
 - Email: aarto27a@rtia.co.za
 - Hand delivered to the physical address of the Authority as indicated on www.rtia.co.za
 - By fax: 011 207 3210
- (e) A form that has not been completed properly will not be processed.
- (f) A copy of the completed form as well as any confirmations or acknowledgements received, must be kept for your own records.

2011/07/05

AARTO 27A - APPLICATION TO ACCESS DEMERIT POINT HISTORY																	
INSTRUCTIONS FOR COMPLETING THE FORM																	
Instructions for completion and processing of this form are given on the back of the form																	
PART A – APPLICATION																	
I, the particulars of whom are provided under Part B , herewith apply in terms of section 33 of Act 46 of 1998, to be provided with my Demerit Point history; or grant permission for the provision thereof to the organisation whose particulars are given under Part D .																	
(Please see important note on the back of this form)																	
PART B – PARTICULARS OF PERSON																	
Name of organisation :						Company number:											
Type of organisation:		Company		CC		Partnership		Other :									
Surname:						Gender:		Female		Male							
First names:						Date of birth: YYYY / MM / DD											
Initials:						Tel (home): ()											
ID type:		RSA ID		Passport ID		Driving licence ID		Foreign ID				Tel (work): ()					
ID number:						Fax: ()											
Country of issue:						Cell:											
Licence code:		A1	A	B	C1	C	EB	EC1	EC				Email 1:				
PrDP code:		Goods		Dangerous		Passengers						Email 2:					
Postal address & code:																	
												()					
Residential address & code:																	
												()					
Employer name, address & code:																	
												()					
PART C – CONSENT																	
I, the person whose particulars appear above, hereby grant permission freely and voluntarily without being influenced unduly thereto, for the particulars in respect of my Demerit Point history recorded on the National Road Traffic Offence Register, to be supplied to me or to the applicant, the particulars of which appear under Part D below.						Period:		Once-off		6 months		12 months					
												YYYY / MM / DD					
						Signature:						Date:					
PART D – PARTICULARS OF AUTHORISED APPLICANT																	
Name of organisation:																	
Registration number:																	
Organisation type:		Company		CC		Partnership		Other:									
Business address & code:																	
Initials and surname (Representative):																	
Tel (work): ()						Email:											
Fax: ()						Cell:											
ID number:		RSA ID		Passport		Driving licence		Foreign ID									
Date of birth: YYYY / MM / DD						Country of issue:											
NOTE: Acceptable identification of the authorised applicant and a representative as shown above must be submitted. Issued without alterations or erasures.						Signature of applicant											
PART E – OFFICE USE																	
Fees paid:		R															
ID of applicant verified:		Business registration number				ID type:		RSA ID	Passport	Driving licence	Foreign ID						
Officer name:						Infrastructure no:											
Officer signature:						Date:		YYYY / MM / DD									

AARTO 27A - PERMISSION TO ACCESS DEMERIT POINT HISTORY	
IMPORTANT NOTES	
(a)	In terms of section 33 of Act 4 of 2019 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.
(b)	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 B .
(c)	Individuals may choose to grant permission to an authorised applicant as a once-off consent or for a longer period. In the latter case the driver is added to the authorised applicant's driver data base.
INSTRUCTIONS FOR COMPLETING THE FORM	
(a)	This form must be completed in full and in black ink and the declaration must be properly completed.
(b)	Individuals need not complete the first two lines of Part B , or Part D .
(c)	Organisations must provide the details of the registration number of the organisation (eg CC, company or trust registration number) and the details of a duly authorised representative (Surname, First names, ID number, cell, email, etc.).
(d)	A copy of the duly completed form may: <ul style="list-style-type: none"> (i) Be submitted at the following Internet websites: www.aarto.gov.za; or (ii) Be submitted to the Authority through: <ul style="list-style-type: none"> • Posted to: AARTO 27 – Private Bag x112, Halfway House, 1685 • Email: aarto27a@rtia.co.za • Hand delivered to the physical address of the Authority as indicated on www.rtia.co.za • By fax: 011 207 3210
(e)	A form that has not been completed properly will not be processed.
(f)	A copy of the completed form as well as any confirmations or acknowledgements received, must be kept for your own records.

2019/09/30

AARTO 28 - ROAD TRAFFIC OFFENCE/INFRINGEMENT DEMERIT POINT STATUS IN RESPECT OF DRIVER
 Issued in terms of regulation 19 (2) (a) of the AARTO Regulations of 2019

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»		
DEMERIT POINT STATUS						
	Demerit Points	Date Demerit Points incurred		Demerit Points Reduction Date		
Accumulated Demerit Points	«Demerit »	«Demerit_Point_Date»				
Projected Demerit Point reduction date				«D_Red_Date»		

AARTO 29 - ROAD TRAFFIC OFFENCE / INFRINGEMENT DEMERIT POINT STATUS IN RESPECT OF OPERATOR
 Issued in terms of regulation 19 (2) (c) of the AARTO Regulations 2019

2019/09/25

PARTICULARS OF OPERATOR		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		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»		
DEMERIT POINT STATUS			
	Demerit Points	Date Demerit Points incurred	Demerit Points Reduction Date
Accumulated Demerit Points	«Demerit »	«Demerit_Point_Date»	
Projected Demerit Point reduction date			«D_Red_Date»

20019/09/2
5Notice Number:
12-3456-789012345-6**BARCODE****AARTO 31 - Notice in respect of unattended vehicle**

In terms of section 17(1) of AARTO Act No 4 of 2019 the following infringement(s) has been committed in respect of the unattended vehicle and the owner will receive an Infringement Notice as prescribed, indicating the penalty to be paid and other options that may be exercised by the owner.

Date: / / Time: _____
 Suburb: _____
 Street A: _____
 Street B: _____
 Gen. Location: _____
 Vehicle Licence No.: _____
 Licence Disc No.: _____
 Vehicle make: _____
 Issuing Authority: _____
 Officer's Infrastructure No: _____
 Magisterial district: _____

– Note that this is not an Infringement Notice –

- 1) Charge code: _____
 Description: _____
 Alternative 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 X112, Halfway House , 1685**
2. Telephone: **086 122 7861 / 086 1AARTO1**
3. Fax: **011 207 3210**
4. By email: **aartoenquiries@rtia.co.za**

General information is available on the following Internet websites:
www.aarto.gov.za / www.rtia.co.za

2019/09025

Notice Number:
12-3456-789012345-6

BARCODE

AARTO 31 - Notice in respect of unattended vehicle

In terms of regulation 2(1) of AARTO Act No 4 of 2019 the following infringement(s) has been committed in respect of the unattended vehicle and the owner will receive an Infringement Notice by postage indicating the penalty to be paid and other options that may be exercised by the owner.

Date: YYYY / MM / DD Time: _____
Suburb: _____
Street A: _____
Street B: _____
Gen. Location: _____
Vehicle Licence No.: _____
Licence Disc No.: _____
Vehicle make: _____
Issuing Authority: _____
Officer's Infrastructure No: _____
Magisterial district: _____

– Note that this is not an Infringement Notice –

1) Charge code: _____
Description: _____

Alternative 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.

2010/09/25

Notice Number:
12-3456-789012345-6

BARCODE

AARTO 31 - Notice in respect of unattended vehicle

In terms of regulation 2(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: YYYY / MM / DD Time: _____
Suburb: _____
Street A: _____
Street B: _____
Gen. Location: _____
Vehicle Licence No.: _____
Licence Disc No.: _____
Vehicle make: _____
Issuing Authority: _____
Officer's Infrastructure No: _____
Magisterial district: _____

– Note that this is not an Infringement Notice –

- 1) Charge code: _____
Description: _____
Alternative 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 X112, Halfway House, 1685**
2. Telephone: **086 122 7861 / 086 1AARTO1**
3. Fax: **011 207 3210**
4. By email: **aartoenquiries@rtia.co.za**
General information is available on the following Internet websites:
www.aarto.gov.za / www.rtia.co.za

2017/12/01

**AARTO 32
RECORD OF PARTICULARS OF
OFFENCE**

Offence Notice no's :
1 : 12-3456-789012345-6
2 : 12-3456-789012345-6
3 : 12-3456-789012345-6

ALLEGED OFFENDER AND MOTOR VEHICLE PARTICULARS

Surname :										Tel (home) : ()														
First names :										Tel (work) : ()														
Initials:					Date of birth :					YYYY / MM / DD					Fax : ()									
ID type:		RSA		Passport		Driving licence		Foreign		Gender :			Male			Female			Cell :					
ID number :										Email :														
Country of issue:										Foreign DL code:					MOTOR VEHICLE PARTICULARS									
Licence code :		A1		A		B		C1		C		EB		EC1		EC		NONE		Vehicle licence no. :				
Learner code :		1		2		3		PrDP code:			Goods		Passengers		Dangerous			Licence disc no. :						
Postal address and code :										Operator card no. :														
(code)										Vehicle description (type) :														
Residential address and code :										Vehicle GVM :														
(code)										Make :														
Summons address:										Series (model) :														
(code)										Colour :														
Combination vehicle reference:																								

LOCATION, DATE AND TIME OF OFFENCE

Province :										City/Town :					Suburb :				
Date : YYYY / MM / DD										Time :					Street name A :				
Route no. :										Between (a) :					and (b) :				
Direction travelled:										GPS co-ordinates:					X: Y:				

ALLEGED OFFENCE PARTICULARS

The offender as identified, while operating the motor vehicle on a public road at the place and at the time as described above, committed the indicated offence(s) as identified by the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, and was arrested or a summons in terms and subject to the provisions of Section 54 of the Criminal Procedure Act 51 of 1977 will be issued and served on the offender as prescribed by that Act.

Main charge code :										SAPS Case number:					Vehicle:				
Description:																			
BARCODE																			
1: 12 -3456-7890142345-6																			
Alternative Charge code:										SAPS Case number:									
Description:																			
Main charge code :										SAPS Case number:					Vehicle:				
Description:																			
BARCODE																			
2: 12 -3456-7890142345-6																			
Alternative Charge code:										SAPS Case number:									
Description:																			
Main charge code :										SAPS Case number:					Vehicle:				
Description:																			
BARCODE																			
3: 12 -3456-7890142345-6																			
Alternative Charge code:										SAPS Case number:									
Description:																			

PARTICULARS OF ISSUING AUTHORITY (IA), AUTHORISED OFFICER AND SIGNATURES

IA Name and Code :										Applicable Signatures									
Magisterial District :										Officer signature					Offender / Infringer signature				
Officer Name :																			
Infrastructure No. :																			

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

By post, to:
AARTO Enquiries, Private Bag X112, Halfway House, 1685
By telephone: Telephone number: **086 122 7861 (0861AARTO1)**
By e-mail : **aartoenquiries@rtia.co.za**

2019/09/30

AARTO 32 RECORD OF PARTICULARS OF OFFENCE										Offence Notice no's : 1 : 12-3456-789012345-6 2 : 12-3456-789012345-6 3 : 12-3456-789012345-6	
ALLEGED OFFENDER AND MOTOR VEHICLE PARTICULARS											
Surname :						Tel (home) : ()					
First names :						Tel (work) : ()					
Initials:			Date of birth :			YYYY / MM / DD			Fax : ()		
ID type:	RSA	Passport	Driving licence	Foreign	Gender :	Male	Female	Cell :			
ID number :						Email :					
Country of issue:				Foreign DL code:				MOTOR VEHICLE PARTICULARS			
Licence code :	A1	A	B	C1	C	EB	EC1	EC	NONE	Vehicle licence no. :	
Learner code :	1	2	3	PrDP code:	Goods	Passengers	Dangerous	Licence disc no. :			
Postal address and code :						Operator card no. :					
(code)						Vehicle description (type) :					
Residential address and code :						Vehicle GVM :					
(code)						Make :					
Summons address:						Series (model) :					
(code)						Colour :					
Combination vehicle reference:											
LOCATION, DATE AND TIME OF OFFENCE											
Province :				City/Town :				Suburb :			
Date : YYYY / MM / DD				Time :				Street name A :			
Route no. :				Between (a) :				and (b) :			
Direction travelled:				GPS co-ordinates:				X:		Y:	
ALLEGED OFFENCE PARTICULARS											
The alleged offender as identified, while operating the motor vehicle on a public road at the place and at the time as described above, committed the indicated offence(s) as identified by the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, and was subsequently arrested.											
Main charge code :			SAPS Case number:			Vehicle:					
BARCODE			Description:								
1: 12 -3456-7890142345-6											
Alternative Charge code:			SAPS Case number:			Vehicle:					
Description:											
Main charge code :			SAPS Case number:			Vehicle:					
BARCODE			Description:								
2: 12 -3456-7890142345-6											
Alternative Charge code:			SAPS Case number:			Vehicle:					
Description:											
Main charge code :			SAPS Case number:			Vehicle:					
BARCODE			Description:								
3: 12 -3456-7890142345-6											
Alternative Charge code:			SAPS Case number:			Vehicle:					
Description:											
PARTICULARS OF ISSUING AUTHORITY (IA), AUTHORISED OFFICER AND SIGNATURES											
IA Name and Code :						Signature					
Magisterial District :						Officer signature					
Officer Name :											
Infrastructure No. :											

2011/09/27

AARTO 32 RECORD OF PARTICULARS OF OFFENCE										Offence Notice no's : 1 : 12-3456-789012345-6 2 : 12-3456-789012345-6 3 : 12-3456-789012345-6	
ALLEGED OFFENDER AND MOTOR VEHICLE PARTICULARS											
Surname :						Tel (home) : ()					
First names :						Tel (work) : ()					
Initials:			Date of birth :			YYYY / MM / DD			Fax : ()		
ID type:	RSA	Passport	Driving licence	Foreign	Gender :	Male	Female	Cell :			
ID number :						Email :					
Country of issue:						Foreign DL code:			MOTOR VEHICLE PARTICULARS		
Licence code :		A1	A	B	C1	C	EB	EC1	EC	NONE	Vehicle licence no. :
Learner code :		1	2	3	PrDP code:	Goods	Passengers	Dangerous		Licence disc no. :	
Postal address and code :						Operator card no. :					
Residential address and code :						(code)					
						Vehicle description (type) :					
Summons address:						(code)					
						Vehicle GVM :					
Combination vehicle reference:						Make :					
						Series (model) :					
						(code)					
						Colour :					
LOCATION, DATE AND TIME OF OFFENCE											
Province :				City/Town :				Suburb :			
Date : YYYY / MM / DD				Time :				Street name A :			
Route no :				Between (a) :				Street name B :			
Direction travelled:				GPS co-ordinates:				X:		Y :	
ALLEGED OFFENCE PARTICULARS											
The offender as identified, while operating the motor vehicle on a public road at the place and at the time as described above, committed the indicated offence(s) as identified by the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, and was arrested or a summons in terms and subject to the provisions of Section 54 of the Criminal Procedure Act 51 of 1977 will be issued and served on the offender as prescribed by that Act.											
Main charge code :				SAPS Case number:				Vehicle:			
BARCODE		Description:									
		1: 12 -3456-7890142345-6									
Alternative Charge code:				SAPS Case number:				Description:			
Main charge code :				SAPS Case number:				Vehicle:			
BARCODE		Description:									
		2: 12 -3456-7890142345-6									
Alternative Charge code:				SAPS Case number:				Description:			
Main charge code :				SAPS Case number:				Vehicle:			
BARCODE		Description:									
		3: 12 -3456-7890142345-6									
Alternative Charge code:				SAPS Case number:				Description:			
PARTICULARS OF ISSUING AUTHORITY (IA), AUTHORISED OFFICER AND SIGNATURES											
IA Name and Code :				The Infringer signed the Notice				Yes		No	
Magisterial District :				Officer signature				Offender / Infringer signature			
Officer Name :											
Infrastructure No. :											
All enquiries regarding this notice or the provisions of the Act may be made to:						By post, to: AARTO Enquiries, Private Bag X112, Halfway House, 1685					
						By telephone: Telephone number: 086 122 7861 (0861AARTO1)					
						By e-mail : aartoenquiries@rtia.co.za					

NOTES

Vehicle related:

Direction of travel :

Number of passengers :

Odometer reading :

Other :

Description of driver :

Hair :

Glasses :

Build :

Other :

Weather conditions :

Road / Street conditions :

Traffic conditions :

Other notes :

Names and contact details of witnesses :

1 Surname: _____ First names : _____

ID number : _____ Tel (home) : _____ Tel (work) : _____

Cell no.: _____ Email address: _____

Street address and code :

Postal address and code :

2 Surname: _____ First names : _____

ID number : _____ Tel (home) : _____ Tel (work) : _____

Cell no.: _____ Email address: _____

Street address and code :

Postal address and code :

3 Surname: _____ First names : _____

ID number : _____ Tel (home) : _____ Tel (work) : _____

Cell no.: _____ Email address: _____

Street address and code :

Postal address and code :

2019/09/27

AARTO 32a - RECORD OF PARTICULARS OF OFFENCE Issued in terms of regulation 2(2) of Act No. 46 of 1998	Notice no: 1: 12-3456-789012345-6 2: 12-3456-789012345-6 3: 12-3456-789012345-6
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OFFENDER 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»	«Gender» «Date_of_birth» Country of issue: «Country_of_issue» Operator card no: «Operator_card_number» PrDP code: «PrDP_codes» Foreign code: «Foreign_lic_codes» Tel (work): «Business_phone» Cell: «Cellular» Combination vehicle references: «Trailer_Licence_numbers» «Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»	MOTOR VEHICLE PARTICULARS
		«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM»kg «Make» «Series» «Colour» Vehicle owner:«Vehicle_Owner» «Own_address_line_1» « Own_address_line_2» « Own_address_line_3» « Own_address_line_4» « Own_address_line_5» « Own_address_code»

LOCATION, DATE AND TIME OF OFFENCE AND 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»
Direction travelled:	GPS co-ordinates: X: «GPS_X»	Y: «GPS_Y»

OFFENCE AND INFRINGEMENT PARTICULARS

The offender as identified, while operating the motor vehicle on a public road at the place and at the time as described above, committed the indicated offence(s) and infringement(s) as identified by the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, and was arrested or a summons in terms and subject to the provisions of Section 54 of the Criminal Procedure Act 51 of 1977 will be issued and served on the offender as prescribed by that Act.

12-3456-789012345-6	Main	Charge Code: «Main_charge_code_1_1» «Main_descrip_1_1»	Vehicle : «Vehicle_licence_number»
	Alternative	Charge type: «Class_1_1»	Demerit Points: «Points_1_1»
12-3456-789012345-6	Main	Charge Code: «Alt_charge_code_1_2» «Alt_descrip_1_2»	
	Alternative	Charge type: «Class_1_2»	Demerit Points: «Points_1_2»
12-3456-789012345-6	Main	Charge Code: «Main_charge_code_2_1» «Main_descrip_2_1»	Vehicle : «Vehicle_licence_number»
	Alternative	Charge type: «Class_2_1»	Demerit Points: «Points_2_1»
12-3456-789012345-6	Main	Charge Code: «Alt_charge_code_2_2» «Alt_descrip_2_2»	
	Alternative	Charge type: «Class_2_2»	Demerit Points: «Points_2_2»
12-3456-789012345-6	Main	Charge Code: «Main_charge_code_3_1» «Main_descrip_3_1»	Vehicle : «Vehicle_licence_number»
	Alternative	Charge type: «Class_3_1»	Demerit Points: «Points_3_1»
12-3456-789012345-6	Main	Charge Code: «Alt_charge_code_3_2» «Alt_descrip_3_2»	
	Alternative	Charge type: «Class_3_2»	Demerit Points: «Points_3_2»

See reverse side for payments and options

PARTICULARS OF ISSUING AUTHORITY (IA), OFFICER AND SIGNATURES

IA name and Code :					
Magisterial District :					
Officer name:					
Infrastructure no:					
			Officer signature		Infringer signature

2019/09/27

AARTO 33 - NOTICE OF SUMMONS TO BE ISSUED		Notice no.
Issued in terms of Section 54 of the Criminal Procedure Act 51 of 1977		12-3456-789012345-6
OFFENDER 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»	MOTOR VEHICLE PARTICULARS	
«Street_address_line_1»		
«Street_address_line_2»		
«Street_address_line_3»		
«Street_address_line_4»		
«Street_address_line_5» «Street_address_code»		
«Vehicle_lic_number»		
Licence disc no: «veh_lic_disc_no»		
«Vehicle_desc»		
«Vehicle_GVM» kg		
«Post_address_line_1»		
«Post_address_line_2»		
«Post_address_line_3»		
«Post_address_line_4»		
«Post_address_line_5» «Post_address_code»		
«Make»		
«Series»		
«Colour»		
Vehicle owner: «Owner_name»		
«Owner_address_line_1» «Owner_address_line_2»		
«Owner_address_line_3» «Owner_address_line_4»		
«Owner_address_line_5» «Owner_address_code»		
LOCATION, DATE AND TIME OF OFFENCE		
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»
OFFENCE PARTICULARS		
Please note that a vehicle that is registered in your name was photographed while its driver was committing an offence		
The driver, while operating the identified vehicle on a public road at the place and at the time as described above, committed an offence as described below and categorised by the Charge Code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations. A summons in terms of Section 54 of the Criminal Procedure Act 51 of 1977 will be issued and served on the offender as prescribed by that Act. If found guilty in a court of law, the demerit points shown below will be allocated to the offending driver.		
Main	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»	
	Charge type: «Class_1» Demerit Points: «Points_1» (Demerit points merely informative until enforced)	
	PARTICULARS OF ISSUING AUTHORITY AND OFFICER	
Issuing Authority: «Issuing_authority»		
Officer name: «Officer_Name»		
Infrastructure no: «Infrastructure_number»		
Magisterial District: «Magisterial_district»		

POSTAGE
LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»
 «Company_name»
 «Post_address_line_1»
 «Post_address_line_2»
 «Post_address_line_3»
 «Post_address_line_4»
 «Post_address_line_5»
 «Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
 SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO
Private Bag X112
Halfway House
0001

Date of posting :

IMPORTANT PROVISIONS AND INFORMATION

A. Enquiries and information

Enquiries regarding this notice may be made:

1. By post, to: **AARTO Enquiries, Private Bag X112, Halfway House, 1685.**
2. By telephone: **086 122 7861 (0861AARTO1)**
3. By email: **aartoenquiries@rtia.co.za**
4. General information is available on the AARTO website **www.aarto.gov.za**.
5. Information on demerit points may be obtained from the above website or any Issuing or Registering Authority or Driving Licence Testing Centre.

B. Allocation of demerit points

Depending on the classification of the offence, or on failure to comply with the provisions of the Act, demerit points ranging from 1 to 6 will be allocated to the offender as follows:

- (a) On receipt and recording of payments; or
- (b) On application to pay in instalments; or
- (c) If found guilty in court; or
- (d) On issuing of an enforcement order

2019/09/27

AARTO 33a– NOTICE OF SUMMONS TO BE ISSUED TO OPERATOR		Infringement notice no. 12-3456-789012345-6
Issued in terms of regulation 2 (4) (b) & 2 (5) (b) regulations 2019		
OFFENDER AND MOTOR VEHICLE PARTICULARS		
«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»	Combination vehicle references: «Trailer_Licence_numbers»	
Operator card number: «Operator_card_number»	MOTOR VEHICLE PARTICULARS	
«Street_address_line_1»	«Vehicle_lic_number»	
«Street_address_line_2»	Licence disc no: «veh_lic_disc_no»	
«Street_address_line_3»	«Vehicle_desc»	
«Street_address_line_4»	«Vehicle_GVM»kg	
«Street_address_line_5» «Street_address_code»	«Make»	
«Post_address_line_1»	«Series»	
«Post_address_line_2»	«Colour»	
«Post_address_line_3»		
«Post_address_line_4»		
«Post_address_line_5» «Post_address_code»		
Vehicle owner: «Owner_name»		
«Owner_address_line_1» «Owner_address_line_2»		
«Owner_address_line_3» «Owner_address_line_4»		
«Owner_address_line_5» «Owner_address_code»		
LOCATION, DATE AND TIME OF OFFENCE		
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»
Direction travelled:	GPS co-ordinates: X: «GPS_X»	Y: «GPS_Y»
OFFENCE PARTICULARS		
The operator as identified, allowed the vehicle as described above, to be operated on a public road at the place and at the time indicated, while the driver of the said vehicle committed an offence for which the operator is liable as per Sec 49 of the NRTA read with the charge code shown in terms of Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations. A summons in terms of Section 54 of the Criminal Procedure Act 51 of 1977 will be issued and served on the operator of the vehicle as prescribed by that Act.		
Main	Charge Code: «Main_charge_code»	Vehicle : «Vehicle_licence_number»
	Description: «Main_descrip»	
	Charge type: «Class_1»	Demerit Points: «Points_1»(Demerit points merely informative until enforced)
Driver Offence Particulars	Driver Offence notice number : «Offence_notice_nr»	Vehicle : «Vehicle_licence_number»
	Charge Code: «Main_charge_code»	
	Description: «Main_descrip»	
	Charge type: «Class_1»	Demerit Points: «Points_1»(Demerit points merely informative until enforced)
PARTICULARS OF ISSUING AUTHORITY (IA) AND OFFICER		
Issuing Authority: «Issuing_authority»		
Officer name: «Officer_Name»		
Infrastructure no: «Infrastructure_number»		
Magisterial District: «Magisterial_District»		

POSTAGE LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

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

AARTO

Private Bag X112

Halfway House

1685

Date of posting :

IMPORTANT PROVISIONS AND INFORMATION**A. Enquiries and information**

Enquiries regarding this notice may be made:

1. By post, to: **AARTO Enquiries, Private Bag X112, Halfway House, 0001.**
2. By telephone: **086 122 7881 (0861AARTO1)**
3. By email: **aartoenquiries@rtia.co.za**

General information is available on the AARTO Internet website **www.aarto.gov.za**.

4. Information on demerit points may be obtained from the above website or any Issuing or Registering Authority or Driving Licence Testing Centre.

E. 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:

1. On receipt and recording of payments; or
2. On application to pay in instalments; or
3. If found guilty in court; or
4. On issuing of an enforcement order.

2019/09/29

AARTO 35a – RECEIPT FOR DOCUMENTS SURRENDERED

Issued in terms of regulation 12 (1) of the AARTO Regulations 2019

PERSON PARTICULARS

<p>«Surname»/«Name of organisation»</p> <p>«First_names»/«Representative name and surname»</p> <p>«Initials»</p> <p>«ID_type»</p> <p>«ID_number»</p> <p>Country of issue: «Country_of_issue»</p> <p>Licence code: «Driving_lic_codes»</p> <p>PrDP code: «PrDP_codes»</p> <p>Operator card number: «Operator_Card_number»</p> <p>«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»</p> <p>«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»</p> <p>Vehicle owner: « Owner_name»</p> <p>«Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»</p>	<p>«Gender»/«Type of organisation»</p> <p>Age: «Age»</p> <p>«Date_of_birth»</p> <p>Tel (home): «Home_phone»</p> <p>Tel (work): «Business_phone»</p> <p>Fax: «Fax_number»</p> <p>Cell: «Cellular»</p> <p>«E_mail»</p>
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ACKNOWLEDGMENT OF DOCUMENTS SURRENDERED

Your documents surrendered in terms of of Regulation 12(1) is hereby acknowledged :

«»	Successful:	You need to submit your appeal or review application within 7 days of issue of this notification
«»	Unsuccessful:	Reason for rejection of condonation: «C_Reason»

Kindly note that if an unsuccessful condonation result has been recorded, An Enforcment Order will be issued in terms of Section 20 the Act within 32 days of the date of this notification.

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»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO**Private Bag X112****Halfway House****1685****Date of posting :**

2019/09/25

**AARTO 05a – NOTIFICATION OF RESULTS OF AN
APPLICATION FOR COMPULSORY OR VOLUNTARY
ATTENDANCE OF A REHABILITATION
PROGRAMME**

Issued in terms of regulation 21 (5) of the AARTO Regulations 2019

PERSON PARTICULARS

<p>«Surname»/«Name of organisation»</p> <p>«First_names»/«Representative name and surname»</p> <p>«Initials»</p> <p>«ID_type»</p> <p>«ID_number»</p> <p>Country of issue: «Country_of_issue»</p> <p>Licence code: «Driving_lic_codes»</p> <p>PrDP code: «PrDP_codes»</p> <p>Operator card number: «Operator_Card_number»</p> <p>«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»</p> <p>«Post_address_line_1» «Post_address_line_2» «Post_address_line_3» «Post_address_line_4» «Post_address_line_5» «Post_address_code»</p> <p>Vehicle owner: «Owner_name»</p> <p>«Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»</p>	<p>«Gender»/«Type of organisation»</p> <p>Age: «Age»</p> <p>«Date_of_birth»</p> <p>Tel (home): «Home_phone»</p> <p>Tel (work): «Business_phone»</p> <p>Fax: «Fax_number»</p> <p>Cell: «Cellular»</p> <p>«E_mail»</p>
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RESULT OF COMPULSORY / VOLUNTARY REHABILITATION PROGRAMME

The result of your application made for a voluntary / compulsory attendance of the prescribed rehabilitation programme, was:

«»	Successful	You are hereby approved to undergo a compulsory prescribed rehabilitation programme as outlined below
«»	Unsuccessful:	Reason for rejection : «C_Reason»
«»	Compulsory :	You are hereby ordered to undergo a compulsory prescribed rehabilitation programme as outlined below
«Rehabilitation Centre Name »	«City»	
«Suburb»	«Telephone Number»	
«Fax Number »	«email adress»	
«Date of Rehabilitation Programme Commencement »	«End Date of Rehabilitation Programme»	
«Fees-payable-for-Rehabilitation Programme»	«Physical Adress of Rehabilitation Centre»	
«Minumum demerit points reduction upon completion of programme»	«Nature of the programme»	

Important Information:

A person who applies to be subjected to a voluntary a rehabilitation programme may only do so once after every 12 months.

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»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO**Private Bag X112****Halfway House****0001**

Date of posting :

2019/09/25

AARTO 20 - NOTIFICATION IN RESPECT OF SUSPENSIONS

Issued in terms of section 26 of Act No 4 of 2019 & regulation 20 (1) of the AARTO Regulations 2019

In terms of the Administrative Adjudication of Road Traffic Offences Act (Act No 4 of 2019), you are informed that the infringement below as described in Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, has been recorded in the National Traffic Offence 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, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation are suspended 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»	
Vehicle owner: «Own_name»	
«Own_address_line_1» «Own_address_line_2»	
«Own_address_line_3» «Own_address_line_4»	
«Own_address_line_5» «Own_address_code»	

MOTOR VEHICLE PARTICULARS

«Vehicle_lic_number»
Licence disc no: «veh_lic_disc_no»
«Vehicle_desc»
«Vehicle_GVM»kg
«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_1» «Demerit»	

DEMERIT POINTS

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

DOCUMENTS SUSPENDED

Documents suspended:	«Docs_dis»
Period of disqualification:	«Per_disq»
Number of previous disqualifications :	«Prev_dis»
Expiry date of disqualification	«Exp_dis»

IMPORTANT PROVISIONS AND INFORMATION

In terms of section 26(2) 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 17. 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, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation at the Issuing Authority where you reside.

Should your driving licence, professional driving permit, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation be disqualified, an application for such a document will be refused during the period stated in this notice. 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, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation 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, professional driving permit, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation be cancelled, you may re-apply for such documents at either the registering authority, a driving licence testing centre or any other authority that issued such document 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»

POSTAGE
LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO

Private Bag X112

Halfway House

1685

Date of posting :

IMPORTANT PROVISIONS AND INFORMATION**Enquiries and Information**

Enquiries regarding this notice may be made:

1. By post, to: **AARTO Enquiries, Private Bag X112, Halfway House , 1685**
2. By telephone: **086 122 7861 (0861AARTO1)**
3. By email: **aartoenquiries@rtia.co.za**

General information is available on the AARTO Internet website **www.aarto.gov.za**. Information on demerit points may be obtained from the above website or any Issuing or Registering Authority or Driving Licence Testing Centre

2019/09/25

AARTO 21 - NOTIFICATION OF CANCELLATION

Issued in terms of regulation 20 (4) of the AARTO Regulations 2019

In terms of the Administrative Adjudication of Road Traffic Offences Act (Act No 4 of 2019), you are informed that the infringement below as described in Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, has been recorded in the National Traffic Offence 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, operator card(s) and or vehicle license disc are 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»	
Vehicle owner: «Own_name»	
«Own_address_line_1» «Own_address_line_2»	
«Own_address_line_3» «Own_address_line_4»	
«Own_address_line_5» «Own_address_code»	

MOTOR VEHICLE PARTICULARS
«Vehicle_lic_number»
Licence disc no: «veh_lic_disc_no»
«Vehicle_desc»
«Vehicle_GVM»kg
«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 / non operator :	«Op_dem»
Effective date:	«Eff_date»

DOCUMENTS CANCELLED

Documents cancelled	«Docs_»
Period of disqualification:	«Per_disq»
Number of previous disqualification :	«Prev_dis»
Expiry date of disqualification	«Exp dis»

IMPORTANT PROVISIONS AND INFORMATION

In terms of section 26(2) 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 17. 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, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation at the Issuing Authority where you reside.

Should your driving licence, professional driving permit, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation be disqualified, an application for such a document will be refused during the period stated in this notice. 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, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation 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, professional driving permit, motor vehicle license disc, operator card, or any other permit, card or licence issued in terms of transport or road traffic legislation be cancelled, you may re-apply for such documents at either the registering authority, a driving licence testing centre or any other authority that issued such document 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»

POSTAGE LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

<p>IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:</p> <p>AARTO</p> <p>Private Bag X112</p> <p>Halfway House</p> <p>1685</p> <p>Date of posting :</p>
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IMPORTANT PROVISIONS AND INFORMATION**Enquiries and Information**

Enquiries regarding this notice may be made:

1. By post, to: **AARTO Enquiries, Private Bag X112, Halfway House , 1685**
2. By telephone: **086 122 7861 (0861AARTO1)**
3. By email: **aartoenquiries@rtia.co.za**

General information is available on the AARTO Internet website

www.aarto.gov.za. Information on demerit points may be obtained from the above website or any Issuing or Registering Authority or Driving Licence Testing Centre

2019/09/30

AARTO 23 - APPLICATION FOR RETURN OF SUSPENDED DOCUMENTS													
INSTRUCTIONS FOR COMPLETION OF THE FORM													
(a) This form must be completed and handed in at the Issuing Authority to which the suspended documents were surrendered.													
(b) Individuals need not complete the first two lines of Part B. Organisations must provide the details of a representative (Surname, First names, ID number, cell, email, etc.) who must sign the form on its behalf.													
PART A – APPLICATION													
I, the particulars of whom are provided under Part B below, hereby apply in terms of section 25(5) of Act 4 of 2019 and Regulation 20(7) for the return of my suspended documents, the particulars of which are provided under Part C . I have duly signed the Declaration under Part D below.													
PART B – INFRINGER PARTICULARS													
Name of organisation:						Company Number:							
Type of Organization:		Company		CC		Partnership		Other:					
Surname:						Gender:		Female		Male			
First names:						Tel (home): ()							
Initials:			Date of birth: YYYY / MM / DD				Tel (work): ()						
ID type:	RSA ID		Passport ID		Driver's licence ID		Foreign ID				Fax: ()		
ID number:						Cell:							
Country of issue:						Email:							
Licence code:	A1	A	B	C1	C	EB	EC1	EC	PrDP code:		Goods	Dangerous	Passengers
Postal address & code:													
()													
Residential address & code:													
()													
Employer name :													
Employer address & code:													
()													
PART C – DRIVING LICENCE / PRDP / VEHICLE LICENSE DISC / OPERATOR CARD													
Driving licence / vehicle license disc / Operator card no:													
Other road transport laws documents : Please specify type and card number													
Suspension period: From: YYYY / MM / DD To: YYYY / MM / DD													
Name of Issuing Authority surrendered to:													
Receipt for document surrendered- AARTO 23a :						Attached			Not attached				
PART D – ACKNOWLEDGEMENT OF RECEIPT													
I acknowledge receipt of documents returned						Applicants signature:				Date:		YYYY / MM / DD	
PART E – OFFICE USE													
Documents surrendered and returned as recorded above						Yes		No					
ID verified:	RSA ID		Passport ID		Other		ID number:						
Officer name:													
Infrastructure number:						Date:			YYYY / MM / DD				
I declare that the suspension period has lapsed and that the documents suspended and applied for as mentioned above were returned to the rightful applicant						Signature of officer:			Date:		YYYY / MM / DD		

AARTO 10d - REJECTION OF REVIEW OR APPEAL

Issued in terms of regulation 10 (3) of the AARTO Regulations 2019

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»	MOTOR VEHICLE PARTICULARS
«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»kg
«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»	
Vehicle owner: «Owner_name»	
«Owner_address_line_1» «Owner_address_line_2»	
«Owner_address_line_3» «Owner_address_line_4»	
«Owner_address_line_5» «Owner_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»

REJECTION OF REVIEW OR APPEAL APPLICATION MADE

Date of result: «Res_date»
Rejected Your review or appeal application made has been rejected based on the reasons outlined below :
Grounds of rejection That your AARTO10 review or appeal application form has either not been properly completed or signed

OUTSTANDING PENALTY, AND OR FEES

Penalty: R«Penalty_1»	Online platforms: (i) FNB; or (ii) Standard Bank; or (iii) ABSA; or (iv) Nedbank; or www.paycity.co.
Infringement Penalty Levy : R«Rep_fee»	
Fee for Courtesy Letter: R«courtesy_fee»	
Total amount payable: R«Total_due»	
Payments may be made: Cash payments: (i) ABSA; or (ii) Post office; or (iii) Motor vehicle registration and licensing office; or (iv) Driving licence testing centre; or (v) Relevant Issuing Authorities; or (vi) Checkers, Shoprite, SPAR and USave	The Infringement Notice Number applicable to each of the individual Main Charges must be used as reference with 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»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO

Private Bag X112

Halfway House

1685

Date of posting :

AARTO 10d - RESULT OF REVIEW OR APPEAL
Issued in terms of regulation 13 (2) of the AARTO Regulations 2019

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»	
Vehicle owner: «Owner_name»	
«Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»	

MOTOR VEHICLE PARTICULARS

«Vehicle_lic_number»
Licence disc no: «veh_lic_disc_no»
«Vehicle_desc»
«Vehicle_GVM»kg
«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 merely informative until enforced)

REVIEW OR APPEAL APPLICATION RESULT

Date of result: «Res_date»				
<table border="0"> <tr> <td style="width: 150px;">Overtuned <input type="checkbox"/></td> <td>Your review or appeal application made has been successful and you are therefore not liable for the payment of any penalty and, or fees applicable to the infringement notice issued</td> </tr> <tr> <td>Upheld <input type="checkbox"/></td> <td>The decision made by the Representations Officer is hereby upheld and you stay liable for the payment of all outstanding penalties or fees associated with this particular infringement notice as mentioned below. You are furthermore advised that you may submit an additional review or appeal application to the relevant Magistrates Court in terms of section 29I of the AARTO Act, if you are not satisfied with the outcome of your review or appeal application made to the Appeals Tribunal.</td> </tr> </table>	Overtuned <input type="checkbox"/>	Your review or appeal application made has been successful and you are therefore not liable for the payment of any penalty and, or fees applicable to the infringement notice issued	Upheld <input type="checkbox"/>	The decision made by the Representations Officer is hereby upheld and you stay liable for the payment of all outstanding penalties or fees associated with this particular infringement notice as mentioned below. You are furthermore advised that you may submit an additional review or appeal application to the relevant Magistrates Court in terms of section 29I of the AARTO Act, if you are not satisfied with the outcome of your review or appeal application made to the Appeals Tribunal.
Overtuned <input type="checkbox"/>	Your review or appeal application made has been successful and you are therefore not liable for the payment of any penalty and, or fees applicable to the infringement notice issued			
Upheld <input type="checkbox"/>	The decision made by the Representations Officer is hereby upheld and you stay liable for the payment of all outstanding penalties or fees associated with this particular infringement notice as mentioned below. You are furthermore advised that you may submit an additional review or appeal application to the relevant Magistrates Court in terms of section 29I of the AARTO Act, if you are not satisfied with the outcome of your review or appeal application made to the Appeals Tribunal.			
Grounds of rejection (if applicable): «Grounds_rej»				

OUTSTANDING PENLTY, AND OR FEES

Penalty: R«Penalty_1» Infringement Penalty Levy : R«Rep_fee» Fee for Courtesy Letter: R«courtesy_fee» Total amount payable: R«Total_due»	Online platforms: (i) FNB; or (ii) Standard Bank; or (iii) ABSA; or (iv) Nedbank; or www.paycity.co.
Payments may be made: Cash payments: (i) ABSA; or (ii) Post office; or (iii) Motor vehicle registration and licensing office; or (iv) Driving licence testing centre; or (v) Relevant Issuing Authorities; or (vi) Checkers, Shoprite, SPAR and USave	The Infringement Notice Number applicable to each of the individual Main Charges must be used as reference with 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»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO

Private Bag X112

Halfway House

1685

Date of posting :

AARTO 10a – Notification of Compliance to Lodging of a Review or Appeal

Issued in terms of regulation 10 (2) of the AARTO Regulations 2019

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» Vehicle owner: «Owner_name» «Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»
MOTOR VEHICLE PARTICULARS	
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM»kg «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 merely informative until enforced)	
NOTIFICATION OF COMPLIANCE TO THE LODGING OF AN APPEAL OR REVIEW	
Date of receipt of a Review or Appeal: «Res_date»	
Compliance Notice	Within 10 days of the date of service of this notice you must: (i) resubmit your application for a review or appeal on from AARTO 10 (ii) your original application could not be processed due to the form not being completed and, or signed 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.
OUTSTANDING PENALTY, AND OR FEES	
Penalty: R«Penalty_1» Infringement Penalty Levy : R«Levy» Fee for Courtesy Letter: R«courtesy_fee» Total amount payable: R«Total_due»	Online platforms: (i) FNB; or (ii) Standard Bank; or (iii) ABSA; or (iv) Nedbank; or www.paycity.co .
Payments may be made: Cash payments: (i) ABSA; or (ii) Post office; or (iii) Motor vehicle registration and licensing office; or (iv) Driving licence testing centre; or (v) Relevant Issuing Authorities; or (vi) Checkers, Shoprite, SPAR and USave	The Infringement Notice Number applicable to each of the individual Main Charges must be used as reference with all payments.

«User Group»

Certificate number: «Cert_no»

Creation date: «Cr_Date»

POSTAGE
LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

<p>IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:</p> <p>AARTO</p> <p>Private Bag X112 Halfway House</p> <p>1685</p>
<p>Date of posting :</p>

AARTO 10c– NOTIFICATION OF SITTING OF REVIEW OR APPEAL HEARING

Issued in terms of regulation 11 (8) of the AARTO Regulations 2019

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» Vehicle owner: «Owner_name» «Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»
MOTOR VEHICLE PARTICULARS	
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM»kg «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»	
INFORMATION RELATED TO NOTICE OF SITTING FOR OF A REVIEW OR APPEAL	
Date of receipt of review or appeal: «Res_date»	
<p>You are informed that the Chairperson of the Appeals Tribunal hereby give notice of an appeal hearing or a hearing in relation to a review in terms of sub-regulation 11 (7) and section 29G :</p> (i) The review or appeal hearing date and time is set as:and ..h.. (ii) Address of the review or appeal hearing :..... (iii) Subject of the review :..... <p>Your presence is required on the set date. Should you not be able to attend on the date and time set out above, your timeous written confirmation of non-attendance is required to be received five (5) days prior to the date outlined above, to be forwarded to: emailed to: appeals@rtia.co.za , please quote the 16 infringement notice number in all correspondence.</p>	
OUTSTANDING PENALTY AND , OR FEES	
Penalty: R«Penalty_1» Infringement Penalty Fee: R«Levy» Fee for Courtesy Letter: R«courtesy_fee» Total amount payable: R«Total_due»	Online platforms: (i) FNB; or (ii) Standard Bank; or (iii) ABSA; or (iv) Nedbank; or www.paycity.co.
Payments may be made: Cash payments: (i) ABSA; or (ii) Post office; or (iii) Motor vehicle registration and licensing office; or (iv) Driving licence testing centre; or (v) Relevant Issuing Authorities; or (vi) Checkers, Shoprite, SPAR and USave	The Infringement Notice Number applicable to each of the individual Main Charges must be used as reference with all payments.

«User Group»

Certificate number: «Cert_no»

Creation date: «Cr_Date»

POSTAGE
LOGO

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO
Private Bag X112
Halfway House
1685

Date of posting :

2011/08/30

AARTO 18 - NOTIFICATION OF RECORDING OF ROAD TRAFFIC CONTRAVENTION

Issued in terms sections 17(3), 18(8), 19(3), 21(b) & (c) and 20 (4) of Act No 4 of 2019

INFRINGER AND MOTOR VEHICLE PARTICULARS	
«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»	Combination vehicle references:
Operator card number: «Operator_card_number»	«Trailer_licence_numbers»
«Street_address_line_1» «Street_address_line_2» «Street_address_line_3» «Street_address_line_4» «Street_address_line_5» «Street_address_code»	MOTOR VEHICLE PARTICULARS
«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»
Vehicle owner: «Owner_name»	Licence disc no: «veh_lic_disc_no»
« Owner_address_line_1 » « Owner_address_line_2 » « Owner_address_line_3 » « Owner_address_line_4 » « Owner_address_line_5 » « Owner_address_code »	«Vehicle_desc»
	«Vehicle_GVM»
	«Make»
	«Series»
	«Colour»
INFRINGEMENT PARTICULARS	
In terms of the Administrative Adjudication of Road Traffic Offences Act (Act No 4 of 2019), you are informed that the following offence as described in Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, 2019, has been recorded in the National Road Traffic Offences Register:	
Infringement Notice number: «Inf_notice_nr»	Vehicle: «Vehicle_licence_number»
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	OUTSTANDING PENALTIES AND FEES
In terms of section 24 of the Act, Demerit Points have been recorded against your name for the above infringement.	Penalty amount: R«Penalty_1»
Date of recording: «Rec_date»	Fee for rejected Representation: R«Rep_fee»
Number of Demerit Points allocated for above infringement(s): «Demerit»	Fee for Courtesy Letter: R«Courtesy»
Total number of Demerit Points incurred to date: «Tot_demerit»	Fee for Enforcement Order: R«Enf_fee»
Number of Demerit Points less than the maximum of 12: «Re_demerit»	Infringement Penalty Levy: R«Levy»
Projected date when accumulated points are reduced to zero: «DZero_date»	Other fees R«other_fees»
	Total amount paid: «Other_fees»
	Total amount payable: R«Total»
IMPORTANT PROVISIONS AND INFORMATION	
Unless the above-mentioned amounts have been fully paid, and an enforcement order has been served, no driving licence, operator card, licence disc or roadworthy certificate will be issued to you or in respect of any of your motor vehicles.	
In terms of section 26(1) (b) 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 juristic person:	«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

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

AARTO

Private Bag X112

Halfway House

1685

Date of posting :

2019/09/30

AARTO 19 - RECEIPT OF PAYMENT

Issued in terms Section 17 (3) (d) of Act No 4 of 2019 & regulation 23 of the AARTO Regulations 2019

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» Vehicle owner:«Owner_name» «Owner_address_line_1» «Owner_address_line_2» «Owner_address_line_3» «Owner_address_line_4» «Owner_address_line_5» «Owner_address_code»	«Gender»/«Type of organisation» «Date_of_birth» Tel (home): «Home_phone» Tel (work): «Business_phone» Fax: «Fax_number» Cell: «Cellular» «E_mail»	
MOTOR VEHICLE PARTICULARS		
«Vehicle_lic_number» Licence disc no: «veh_lic_disc_no» «Vehicle_desc» «Vehicle_GVM»kg «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	PAYMENTS RECEIVED	
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 15: «Re_demerit» Projected date when accumulated points are reduced to zero: «DZero_date»	Penalty: R«Penalty_1» Infringement Penalty Levy : R« Levy» Fee for Courtesy Letter: R« Courtesy» Fee for Enforcement Order: R«Enf_fee» Fee for unsuccessful revocation: R«Rev_fee» Other Fees: R«other fee» Discounted granted: R«total» Total amount paid: R«Total» Total amount due: R«Total due»	
IMPORTANT PROVISIONS AND INFORMATION		
In terms of section 20 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 juristic person: «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

REPUBLIC OF SOUTH AFRICA

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

bar code

«Initials» + «Surname»

«Company_name»

«Post_address_line_1»

«Post_address_line_2»

«Post_address_line_3»

«Post_address_line_4»

«Post_address_line_5»

«Post_address_code»

**POSTED CHEQUES AND POSTAL ORDERS ARE NOT ACCEPTABLE
SEE PAYMENT OPTIONS ON SECTION A BELOW**

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AARTO

Private Bag X112

Halfway House

1685

Date of posting :

IMPORTANT PROVISIONS AND INFORMATION

Enquiries and Information

Enquiries regarding this notice may be made:

1. By post, to: **AARTO Enquiries, Private Bag X112, Halfway House, 1685**
2. By telephone: **086 122 7861 (0861AARTO1)**
3. By email: **aartoenquiries@rtia.co.za**

General information is available on the AARTO Internet website **www.aarto.gov.za**. Information on demerit points may be obtained from the above website or any Issuing or Registering Authority or Driving Licence Testing Centre