

<p><b>ISSUED JUNE 2016</b>  <b>APPLICATION</b>  <b>FOR A LETTER OF AUTHORITY 1</b>  <b>TO IMPORT AND REGISTER/LICENSE</b>  <b>ONE MOTOR VEHICLE</b></p>	<p><b>PLEASE COMPLETE THE FORM IN INK AND WITH BLOCKLETTERS</b></p> <p><b>PLEASE PROVIDE CORRECT CONTACT DETAILS FOR UNDELAYED COMMUNICATION</b></p> <p><b>INCORRECT OR MISSING INFORMATION MAY CAUSE DELAYS OR THE CANCELLATION OF THE APPLICATION</b></p> <p><b>A NON-REFUNDABLE FEE OF R 1800 MUST ACCOMPANY THIS FORM</b></p>																		
<p><b>APPLICANT DATA</b></p> <p>1. INDICATE THE PURPOSE FOR IMPORTING THE MOTOR VEHICLE , BY MARKING THE APPLICABLE BUTTON</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> FOR PERSONAL &amp; PRIVATE USE</td> <td style="width: 33%;"><input type="checkbox"/> FOR USE IN OR FOR BUSINESS</td> </tr> <tr> <td><input type="checkbox"/> DIPLOMATIC USE</td> <td><input type="checkbox"/> DONATION OR GIFT</td> </tr> <tr> <td colspan="2" style="text-align: right;"><input type="checkbox"/> OTHERS, SPECIFY</td> </tr> </table> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <p>2. CATEGORY OF APPLICANT</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> BUSINESS / COMPANY</td> <td><input type="checkbox"/> IMMIGRANT</td> <td><input type="checkbox"/> FOREIGN DIPLOMAT</td> <td><input type="checkbox"/> NATIONAL AUTH.</td> </tr> <tr> <td><input type="checkbox"/> RSA-RESIDENT</td> <td><input type="checkbox"/> RSA-DIPLOMAT</td> <td><input type="checkbox"/> SECT. 21-COMPANY</td> <td><input type="checkbox"/> PROVINCIAL AUTH.</td> </tr> <tr> <td><input type="checkbox"/> RETURNING RSA-RESIDENT</td> <td><input type="checkbox"/> ASSOCIATION</td> <td><input type="checkbox"/> INSTITUTION</td> <td><input type="checkbox"/> LOCAL AUTH.</td> </tr> </table> <p>3. NAME OF APPLICANT:          PERSON/COMPANY          ORGANISATION/PROXY</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>4. THE COMPANY-REGISTRATION No. <span style="margin-left: 200px;">5. APPLICANT OR PROXY: ID-No or PASSPORT-No.</span></p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<input type="checkbox"/> FOR PERSONAL & PRIVATE USE	<input type="checkbox"/> FOR USE IN OR FOR BUSINESS	<input type="checkbox"/> DIPLOMATIC USE	<input type="checkbox"/> DONATION OR GIFT	<input type="checkbox"/> OTHERS, SPECIFY		<input type="checkbox"/> BUSINESS / COMPANY	<input type="checkbox"/> IMMIGRANT	<input type="checkbox"/> FOREIGN DIPLOMAT	<input type="checkbox"/> NATIONAL AUTH.	<input type="checkbox"/> RSA-RESIDENT	<input type="checkbox"/> RSA-DIPLOMAT	<input type="checkbox"/> SECT. 21-COMPANY	<input type="checkbox"/> PROVINCIAL AUTH.	<input type="checkbox"/> RETURNING RSA-RESIDENT	<input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INSTITUTION	<input type="checkbox"/> LOCAL AUTH.
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<p><b>NB: APPLICANT MUST SUPPLY A CONTACT ADDRESS &amp; TELEPHONE NUMBER IN SOUTH AFRICA</b></p> <p>6. CONTACT ADDRESS:</p> <p>POSTAL ADDRESS</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; padding-right: 20px;">CODE</div> <p>PHYSICAL/STREET ADDRESS</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; padding-right: 20px;">CODE</div> <p>7. PHONE <span style="margin-left: 100px;">CELL</span>          FAX <span style="margin-left: 100px;">E-MAIL</span></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"><small>CODE</small></td> <td style="width: 30%;"><input style="width: 90%;" type="text"/></td> <td style="width: 20%;"><input style="width: 90%;" type="text"/></td> <td style="width: 30%;"><input style="width: 90%;" type="text"/></td> </tr> <tr> <td><small>CODE</small></td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> </tr> </table>		<small>CODE</small>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<small>CODE</small>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>										
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<p><b>DESCRIPTION OF VEHICLE/MOTORCYCLE</b></p> <p>9.VEHICLE STATUS <input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> VINTAGE <input type="checkbox"/> REBUILT</p> <p>OTHERS, SPECIFY <input style="width: 100%;" type="text"/></p> <p>10. NAME OF MANUFACTURER <span style="margin-left: 200px;">11. SERIES NAME</span></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><small>eg Delta, Toyota, Volkswagen, Renault, etc</small></td> <td><small>eg Golf, Astra, Hilux, etc</small></td> </tr> </table> <p>12.TYPE OF VEHICLE <span style="margin-left: 200px;">13. MODEL NAME</span></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><small>eg 4-Door Sedan, LDV, Trailer, Truck, Motorcycle, etc</small></td> <td><small>eg 150 GTi, TDi 110, etc</small></td> </tr> </table> <p>14. COUNTRY OF MANUFACTURE <span style="margin-left: 200px;">YEAR OF MANUFACTURE</span></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> </tr> </table> <p>15. COUNTRY OF CURRENT/LAST REGISTRATION OF VEHICLE</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<small>eg Delta, Toyota, Volkswagen, Renault, etc</small>	<small>eg Golf, Astra, Hilux, etc</small>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<small>eg 4-Door Sedan, LDV, Trailer, Truck, Motorcycle, etc</small>	<small>eg 150 GTi, TDi 110, etc</small>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>								
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VEHICLE DATA 1 FOR MOTOR CYCLES / QUADRU CYCLES / TRI CYCLES ONLY

17. ENGINE CAPACITY [ ] CUBIC CM / CC 18. TYPE OF CYCLE [ ] ROAD [ ] OFF ROAD
19. SIDE CAR FITTED [ ] NO [ ] YES 20. EXCLUSIVE FOR RACING [ ] ROAD [ ] OFF ROAD

VEHICLE DATA 2 FOR ALL VEHICLES /MOTORCYCLE - LOA WILL NOT BE ISSUED WITHOUT TARE & GVM

21. TARE MASS [ ] KG 22. GROSS VEHICLE MASS - FULLY LOADED [ ]
23. MAX PERMISSIBLE OCCUPANTS [ ] SEATED [ ] STANDING 24. NUMBER OF AXLES [ ] 25. NO OF WHEELS [ ]
26. STEERING WHEEL POSITION [ ] RIGHT [ ] CENTRE [ ] LEFT [ ] NOT APPLICABLE

VEHICLE DATA 3 FOR ALL VEHICLES

27. ENGINE NUMBER [ ]
28. VEHICLE IDENTIFICATION NUMBER (VIN) OR CHASSIS NUMBER (ONE CHARACTER PER BLOCK) [ ]
29. ALL VEHICLES NOT PREVIOUSLY LICENSED OR REGISTERED IN RSA: PROOF OF COMPLIANCE TO SOUTH AFRICAN COMPULSORY SPECIFICATIONS OR EQUIVALENT STANDARDS TO BE SUBMITTED WITH APPLICATION (EEC / ECE) [ ]

Terms and conditions:

The NRCS reserves the right to cancel an application should the applicant fail to submit corrective action within 60 calendar days, from the date of notice of the non-compliance report.

Written notice must be given by the applicant should they wish to cancel the application, this notice must be given not later than seven days from the date of submission of an application form to NRCS.

Upon signing this application form, the applicant undertakes to abide by the terms and conditions stipulated hereto. The applicant agrees that the application is subject to the above terms and conditions as determined by the NRCS.

No exceptions will be allowed.

APPLICANT SIGNATURE

SIGNED AT [ ] DATE [ ] YEAR [ ] MONTH [ ] DAY [ ]
SIGNATURE [ ] PRINT NAME [ ]

PLEASE INDICATE HOW YOU WISH TO RECEIVE THE LOA-CERTIFICATE:
COLLECT AT NRCS [ ] REGISTERED MAIL [ ] COURIER IN RSA + R80 [ ]
ADDITIONAL COSTS FOR DELIVERY
OVERSEAS MAIL + R100 [ ]

FOR NRCS USE ONLY [ ] FOREIGN VEH. [ ] FOR. DIPL. [ ] SA DIPL. [ ] IMMIGR [ ] SA.RESIDENT [ ] ORGNASATION
[ ] SA-MANUF.VEH. [ ] RETURN.SA. RESID. [ ] SECT.21 COMP. [ ] BUSIN [ ] TEMP.RESID.
APPLICATION RECEIVED ON [ ] PAYMENT RECEIVED ON [ ] AMOUNT [ ] [ ] BT [ ] ET [ ] RECEIPT No [ ]
BY [ ] PAYMENT RECEIVED ON [ ] AMOUNT [ ] [ ] BT [ ] ET [ ] RECEIPT No [ ]

APPLICATION COMPLETE? [ ] YES [ ] NO
QUALIFY FOR LOA? [ ] YES [ ] NO
LOA DISTRIBUTED [ ] COLLECTED [ ] REG MAIL [ ] COURIER
DATE [ ]

ADDITIONAL INFORMATION / REMARKS:
DATE
RESTRICTIONS/LIMITATIONS:

SIGNATURE OF RECIPIENT
PRINT NAME

DATE COLLECTED [ ] [ ] [ ] TIME [ ]
LOA PROCESSED BY [ ]

ATTACH OFFICIAL RECEIPTS / SLIPS / DELIVERY DOCUMENTS HERE

**VEHICLE DATA 1 FOR MOTOR CYCLES / QUADRU CYCLES / TRI CYCLES ONLY**

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SIGNED AT       DATE     
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**FOR NRCS USE ONLY**

FOREIGN VEH.     FOR. DIPL.     SA DIPL.     IMMIGR     SA.RESIDENT     ORGINASATION  
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APPLICATION RECEIVED ON     PAYMENT RECEIVED ON  AMOUNT   BT  ET   
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RECEIPT No

APPLICATION COMPLETE?     YES     NO  
 QUALIFY FOR LOA?     YES     NO

LOA DISTRIBUTED     COLLECTED     REG MAIL     COURIER  
 DATE

**SIGNATURE OF RECIPIENT**

PRINT NAME

**ADDITIONAL INFORMATION / REMARKS:**     DATE

**RESTRICTIONS/LIMITATIONS:**

DATE COLLECTED       TIME   
 LOA PROCESSED BY

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## REQUIREMENTS FOR APPLICATION FOR LETTER OF AUTHORITY (LOA)

### PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

1. Submit **ONLY** the documentation required.
2. Do not submit **original** documents where certified copies are required. NRCS cannot accept responsibility for lost documents.
3. All documentation must be in English language. A certified translation may be required and must be submitted where applicable.
4. The turnaround time for processing an LOA could take up to **120 calendar days**, depending on the accuracy of the information submitted and payment of the applicable fee.
5. An application must be completed and signed by an applicant, or in case of organizations or companies, by an appointed proxy. In all instances, the name of the applicant or proxy and the identity document or passport number must be specified on the application (Questions 4/5/6).
6. **Delivery of an LOA certificate:**  
If the LOA certificate is not collected at the Pretoria NRCS office, please indicate the method of delivery by clearly specifying the following:
  - Registered mail - postal (e.g. PO Box) OR street address; or
  - Courier - street (physical) address**Note:** courier service cannot deliver to Box numbers.
7. The cost for courier delivery service shall be borne by an applicant as applicable. Applicants from foreign countries must make own arrangements for courier delivery for which documents shall be collected from the NRCS offices.
8. **Applications will only be considered once a non-refundable LOA fee of R 1800. 00 has been received by NRCS.**  
Payment of LOA fees to the bank details listed should be preferably paid to the NRCS bank account via direct bank deposit or electronic transfer. Proof of registered bank payment must be submitted to the LOA office for verification.

**Banking Details:**

Name of Account:	NRCS
Name of Bank:	ABSA Bank
Branch:	Brooklyn Branch
Branch code:	335345
Account No:	4072161682
Swift Code:	ABSAZAJJ (for international money transfers)
Our Reference No:	00663437 plus applicant name

**Important notes:**

- Money transfers must be made out to the National Regulator for Compulsory Specifications or NRCS;
- Transfers must be in RSA currency only – Rands (R); and
- When transferring funds into the above account, kindly ensure to quote our reference: 00663437 plus the applicant name.

**9. Certificate of Conformity (item 29 of the application form), shall apply for all motor vehicles not previously licensed or registered in the country.**

Proof of Compliance with the South African Compulsory Vehicle Specifications and Road Traffic Regulations for all vehicles models may be submitted in the following format:

- A letter from the vehicle manufacturer certifying that the vehicle model in question meets the South African requirements or equivalent EEC or ECE regulations or; or
- A certificate of conformity issued in accordance with the South African standards or equivalent EEC or UN ECE regulations.

**10. An import permit should be obtained from the International Trade Administration Commission (ITAC) (Department of Trade & Industries). Contact details: Tel: 012 – 394 3610, website: [www.itac.org.za](http://www.itac.org.za).**

**11. Submission of LOA applications:**

Applications for LOA may be submitted to the following NRCS personnel according to the alphabetic allocation. The first letter of the applicant`s surname or company name whichever is applicable, denotes the designated NRCS contact person.

- A. Sifiso:** LOA 2, LOA 3, exemption letters, diplomats & donations  
E-mail: [phakatsz@nrcs.org.za](mailto:phakatsz@nrcs.org.za);
- B. Charlotte:** D , E , F , M , O , P , Q ,T & U  
Email: [makouck@nrcs.org.za](mailto:makouck@nrcs.org.za);
- C. Vuyo:** I, J , K , L , R , S, V & W  
E- mail: [ngelene@nrcs.org.za](mailto:ngelene@nrcs.org.za);
- D. Rosina:** A , B , C , G , H , N , X , Y & Z  
E-mail: [maponyrm@nrcs.org.za](mailto:maponyrm@nrcs.org.za)

**All LOA general queries contact NRCS call centre at +27 12 482 8700**

Hand delivered, postal and/or courier applications may be delivered to  
Any of the following addresses as applicable:

**Postal Address for Registered Mail  
& Postnet overnight delivery:**

National Regulator for Compulsory Specification  
Private Bag X25  
Brooklyn  
0075

**OR**

**Street address for personal or courier service**

National Regulator for Compulsory Specifications (NRCS)  
1 Dr Itegan Road  
Groenkloof Pretoria  
0181

## **INFORMATION REQUIRED IN RESPECT OF LOA APPLICATIONS SUBMITTED BY INDIVIDUAL/ORGANIZATION OR COMPANY**

**NB: This is the minimum documentation required and must be submitted with the application. Additional documentation may be required if deemed necessary. The NRCS may at its own discretion, prescribe that an inspection to be carried on a vehicle.**

### **A. NEW FOREIGN VEHICLES INCLUDING TRAILERS AND MOTORCYCLES AS APPLICABLE**

- Certified copies sent by post /courier or colour scanned documents sent by email may be submitted, faxed copies not accepted;
- Proof of compliance with the South African compulsory specifications or equivalent European EEC Regulations or ECE directives issued by the relevant authority or technical service. Refer to question 30 of the LOA application form;
- Certified copy of an identity document or passport of applicant or proxy;
- Proof of purchase or ownership of the vehicle in a form of commercial Invoice or bill of lading/air weigh-bill;
- Proof of payment to the NRCS bank account of the applicable LOA fee

**NOTE:** Left-hand drive vehicles which were previously not registered in the Republic may not be issued with LOA, unless granted an exemption in terms of the relevant legislation.

### **B. USED FOREIGN VEHICLES INCLUDING TRAILERS AND MOTORCYCLES AS APPLICABLE**

- Certified copies sent by post /courier or colour scanned documents sent by email may be submitted, faxed copies not accepted;
- Proof of compliance with the South African compulsory specifications or equivalent European EEC Regulations or ECE directives issued by the relevant authority or technical service. Refer to question 30 of the LOA application form;
- Certified copy of an identity document or passport of applicant or proxy;
- Proof of purchase or ownership of the vehicle in a form of commercial Invoice or bill of lading/air weigh-bill;
- Vehicle registration documents in foreign country, officially translated, if not in English **OR** proof of ownership of the vehicle if registered in the applicant's name;
- Request for police clearance where applicable; and
- Proof of payment to the NRCS bank account of the applicable LOA fee

**NOTES:**

- Left-hand drive vehicles which were previously not registered in the Republic may not be issued with LOA, unless granted an exemption in terms of the relevant legislation.
- Vehicle units manufactured after 1 January 1997 shall have a 17 digits vehicle identification number (VIN).

**C. USED SOUTH AFRICAN MANUFACTURED VEHICLES INCLUDING TRAILERS AND MOTORCYCLES AS APPLICABLE**

- Certified copies sent by post /courier or colour scanned documents sent by email may be submitted, faxed copies not accepted;
- Confirmation of the South African origin of the vehicle - certificate from the original manufacturer or importer; or previous SA license document; or Bill of Entry for Export / Police Clearance when the vehicle was exported from SA
- Certified copy of identity document or passport applicant or proxy in case if the applicant is a company;
- Letter of proxy on company's letterhead with copy of identity document, where applicable
- Registration document of country where vehicle was last registered prior to export to South Africa
- Proof of purchase of vehicle, unless registered in applicant's name
- Request for Police identification ( RPI) or Police Clearance **OR** The SARPCO or Interpol clearance from the country from which the vehicle is being exported if RPI or SA Police Clearance cannot be obtained.
- Proof of payment to the NRCS bank account of the applicable LOA fee

## Disclaimer

Whilst every reasonable effort is made to ensure the correctness, completeness and currency of the information on this page, no reliance may be placed on any information on this page for the purposes of creation, evidencing or extinguishing of rights and or liabilities. Should any party wish to place such reliance on information for such purposes, they are required to request the information in writing from the NRCS.