

ISSUED 02 April 2007
APPLICATION
FOR A LETTER OF AUTHORITY 1
TO IMPORT AND REGISTER/LICENSE
ONE MOTOR VEHICLE

- PLEASE COMPLETE THE FORM IN INK AND WITH BLOCKLETTERS
- PLEASE PROVIDE CORRECT CONTACT DETAILS FOR UNDELAYED COMMUNICATION
- INCORRECT OR MISSING INFORMATION MAY CAUSE DELAYS OR THE CANCELLATION OF THE APPLICATION



APPLICANT DATA

1. INDICATE THE PURPOSE FOR IMPORTING THE MOTOR VEHICLE, BY MARKING THE APPLICABLE BUTTON

- FOR PERSONAL & PRIVATE USE
- FOR USE IN OR FOR BUSINESS
- DIPLOMATIC USE
- DONATION OR GIFT
- OTHERS, SPECIFY

2. IMPORTER(CUSTOMS)-CODE No _____

3. CATEGORY OF APPLICANT
- BUSINESS / COMPANY
 - IMMIGRANT
 - FOREIGN DIPLOMAT
 - NATIONAL AUTH.
 - RSA-RESIDENT
 - RSA-DIPLOMAT
 - SECT. 21-COMPANY
 - PROVINCIAL AUTH.
 - RETURNING RSA-RESIDENT
 - ASSOCIATION
 - INSTITUTION
 - LOCAL AUTH.

4. NAME OF APPLICANT: PERSON/COMPANY _____
 ORGANISATION/PROXY _____

5. THE COMPANY-REGISTRATION No. _____

6. APPLICANT OR PROXY: ID-No or PASSPORT-No. _____

NB: APPLICANT MUST SUPPLY A CONTACT ADDRESS & TELEPHONE NUMBER IN SOUTH AFRICA

7. CONTACT ADDRESS: POSTAL ADDRESS _____ CODE _____

PHYSICAL/STREET ADDRESS _____ CODE _____

8. PHONE CODE _____ CELL _____
 FAX CODE _____ E-MAIL _____

IF THIS FORM IS SUBMITTED FROM A FOREIGN COUNTRY PLEASE SUBMIT FOREIGN CONTACT DETAILS TO ALLOW COMMUNICATION

9. FOREIGN CONTACT ADDRESS _____ PHONE _____
 _____ FAX _____
 _____ CODE _____ E-MAIL _____

DESCRIPTION OF VEHICLE

10. VEHICLE STATUS NEW USED VINTAGE REBUILT

OTHERS, SPECIFY _____

11. NAME OF MANUFACTURER _____ eg Delta, Toyota, Volkswagen, Renault, etc

12. SERIES NAME _____ eg Golf, Astra, Hilux, etc

13. TYPE OF VEHICLE _____ eg 4-Door Sedan, LDV, Trailer, Truck, Motorcycle, etc

14. MODEL NAME _____ eg 150 GTi, TDi 110, etc

15. COUNTRY OF MANUFACTURE _____ YEAR OF MANUFACTURE _____

16. COUNTRY OF FIRST REGISTRATION OF VEHICLE _____ COUNTRY OF CURRENT/LAST REGISTRATION OF VEHICLE _____

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 (M2/3, N2/3 & O2/3/4 VEHICLES - LOA WILL NOT BE ISSUED WITHOUT TARE & GVM)

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

VEHICLE DATA 3 FOR ALL VEHICLES

27. ENGINE NUMBER

28. VEHICLE IDENTIFICATION NUMBER (VIN) OR CHASSIS NUMBER (ONE CHARACTER PER BLOCK)

29. ALL VEHICLES FROM YEAR MODEL 1997 ONWARDS NOT MANUFACTURED IN RSA:
 PROOF OF COMPLIANCE TO SOUTH AFRICAN COMPULSORY SPECIFICATIONS
 OR EQUIVALENT STANDARDS TO BE SUBMITTED WITH APPLICATION (EEC / ECE)

APPLICANT SIGNATURE

SIGNED AT DATE
YEAR MONTH DAY
 SIGNATURE PRINT NAME

PLEASE INDICATE HOW YOU WISH TO RECEIVE THE LoA-CERTIFICATE: COLLECT AT SABS REGISTERED MAIL COURIER IN RSA + R80 OVERSEAS MAIL + R100

ADDITIONAL COSTS FOR DELIVERY

FOR SABS USE ONLY FOREIGN VEH. FOR. DIPL. SA DIPL. IMMIGR SA.RESIDENT ORGINASATION
 SA-MANUF.VEH. RETURN.SA. RESID. SECT.21 COMP. BUSIN TEMP.RESID.

APPLICATION RECEIVED ON PAYMENT RECEIVED ON AMOUNT C CH BT ET
 BY PAYMENT RECEIVED ON AMOUNT C CH BT ET
RECEIPT No
RECEIPT No

APPLICATION COMPLETE? YES NO
 APPLICATION PROCESSABLE? YES NO
 QUALIFY FOR LOA? YES NO

VEHICLE CATOGORY
 LOA DISTRIBUTED COLLECTED REG MAIL COURIER
 DATE

SIGNATURE OF RECIPIENT

 PRINT NAME

ADDITIONAL INFORMATION / REMARKS: **DATE**

RESTRICTIONS/LIMITATIONS:

DATE COLLECTED TIME
 LOA PROCESSED BY

ATTACH OFFICIAL RECEIPTS / SLIPS / DELIVERY DOCUMENTS HERE



**SOUTH AFRICAN BUREAU OF STANDARDS
APPLICATION FOR LETTER OF AUTHORITY – LoA1**

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. Submit ONLY the documentation required.
2. Do NOT send **original** documents where certified copies are required. We cannot accept responsibility for lost documents.
3. Documentation must be in English. A certified translation must be submitted where applicable.
4. The time required to issue an LoA1 is dependant on the Applicant submitting a fully completed application, together with the correct documentation and payment of the required fee.
5. The application must be completed and signed by the applicant, or for ALL organizations or companies, an appointed proxy. In ALL cases the name of the applicant/proxy and ID/passport number must appear on the application (Questions 4/5/6).
6. Delivery of LoA-Certificate: If the Certificate is not collected at the SABS offices, please indicate delivery address clearly by
 - Registered Mail - a postal (eg PO Box) OR street address
 - Courier - a street (physical) address for delivery (a courier cannot deliver to a PO Box)
7. The SA courier delivery fee is R80,00 incl VAT. The foreign mail delivery fee is R100,00. The applicant should make his/her own arrangements for courier delivery to a foreign country – documents must be collected from the SABS.
8. **Applications will only be considered once the required non-refundable fee has been paid.** Fees are listed in the table below and can be paid in cash, by cheque or bank deposit. Proof of a bank deposit must be submitted to the LoA office to confirm payment.
9. **Certificate of Compliance (Question 29) – passenger & goods vehicles & agricultural tractors**
Proof of Conformity with the South African Compulsory Vehicle Specifications and Road Traffic Regulations for all vehicles (including trailers), first registered on or after 1st January 1997, by production of
 - A letter from the SA Manufacturer, Importer or Builder, certifying the South African origin of the vehicle, or
 - A Certificate of Conformity (issued by the MANUFACTURER) to the SA or equivalent (ie EEC or UN ECE) or ADR Rules Regulations.
 - **NOTE!!! - LEFT HAND DRIVE VEHICLES MAY ONLY BE LEGALLY IMPORTED & OPERATED ON SA ROADS IF IT WAS FIRST REGISTERED & LICENCED IN THE NAME OF THE IMPORTER (OR REGISTERED OWNER) 1st JANUARY 2000.**
 - **AGRICULTURAL TRACTORS – NEW OR USED, MUST CONFORM TO THE COMPULSORY SPECIFICATION GAZETTED ON 20TH FEBRUARY 2004. PROOF TO BE SUPPLIED BY THE IMPORTER.**
10. An Import Permit must be obtained from ITAC (Department of Trade & Industries). Contact persons: Ms R v Vuuren/ Ms De Beer Tel: 012 – 394 3610. Web Site www.itac.org.za, Import Control. Email rvanvuuren@itac.org

ADDRESSES FOR PERSONAL, MAIL & COURIER DELIVERIES TO SABS MAIN RECEPTION:

APPLICANT’S SURNAMES STARTING WITH LETTERS:

- | | | |
|--------------------------------------|--------------------------------|--|
| A – B – C – D – N – X – Y – Z | CONTACT SIFISO PHAKATHI | phakatsz@sabs.co.za |
| D – E – F – M – O – P – Q. | CONTACT CHARLOTTE MAKOU | makouck@sabs.co.za |
| J – K – L – S – W | CONTACT VUYO NGELE | ngelene@sabs.co.za |
| G – H – I – V – R – T – U, | CONTACT ZOLA NGCAPU | ngcapuzh@sabs.co.za |

Postal Address for Registered Mail & Postnet overnight service:

South African Bureau of Standards
Private Bag X191
PRETORIA
0001

Street Address for personal/Courier delivery:

South African Bureau of Standards
1 Dr Lategan Road
GROENKLOOF Pretoria
0181

TELEPHONE & FAX

Call Center Tel : (012) 428 6276/6891/6534
Fax number : (012) 428 6565

**DOCUMENTATION REQUIRED FOR IMPORTING A VEHICLE
FOR OWN USE BY A PRIVATE PERSON/ORGANIZATION/COMPANY**

NB This is the minimum documentation required and must be submitted with the application. Additional documentation may be required if deemed necessary. The SABS may require that any vehicle be inspected, at its sole discretion.

A. NEW VEHICLES – NOT MOTORCYCLES

Certified copies sent by post /courier Or Colour Scanned documents sent by email must be submitted– faxed copies not accepted

1. Proof of compliance with South African or equivalent, (EEC or ECE) Regulations issued by the original manufacturer of the vehicle. See Question 30 of Application form.
2. ID or passport of applicant or proxy
3. Proof of purchase or ownership of the vehicle – Commercial Invoice and Bill of Lading/Air weighbill
4. Proof of payment to the SABS – copy of deposit slip in case of bank transfer

NOTE: No new left-hand drive vehicle may be imported into South Africa

NOTE: ALL new vehicles are not allowed to be sold within 2 years of importation

B. USED VEHICLES – SOUTH AFRICAN MANUFACTURED VEHICLES INCLUDING TRAILERS

Copies of documents must be submitted, **faxed copies** accepted.

1. ID or passport of applicant; or ID of proxy in case if the applicant is a company
2. Letter of proxy on company's letterhead with copy of ID, where applicable
3. Registration document of country where vehicle was last registered prior to export to South Africa
4. 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
5. Proof of purchase of vehicle, unless registered in applicant's name
6. Request for Police identification – RPI (fully completed) or Police Clearance **OR**
7. The SARPCO or Interpol clearance from the country from which the vehicle is being exported if RPI or SA Police Clearance cannot be obtained.
8. Proof of payment of fee to the SABS – copy of deposit slip in case of bank transfer

C. USED VEHICLE – FOREIGN VEHICLES

Certified copies sent by post /courier OR colour scanned by email must be submitted – faxed copies not accepted

1. Proof of Compliance with European Regulations (EEC or ECE) or ADR Rules issued by the original manufacturer. See Question 30 of Application form and note above.

Note: Vehicles manufactured before 1 January 1997 are exempted from producing Proof of Compliance

2. ID or passport of applicant
3. All vehicle manufactured before 1 January 1997 must have 17 Character VIN.
4. Vehicle registration documents in foreign country, officially translated, if not in English **OR**
5. Proof of ownership – the vehicle should be registered in the applicant's name
6. Proof of payment to the SABS – copy of deposit slip in case of bank transfer

NOTE: No left-hand drive vehicle can be imported if first registered on or after 1 January 2000.

(See note No: 9)

D. MOTORCYCLES – USED & NEW

Certified copies sent by post /courier OR colour scanned by email must be submitted– faxed copies not accepted

1. South African ID or passport of applicant
2. Vehicle registration documents of foreign country, officially translated if not in English
3. Proof of purchase (if not registered in applicant's name)
4. Proof of payment to the SABS – copy of deposit slip in case of bank transfer

E. TRAILERS – USED

Certified copies sent by post /courier OR colour Scanned by email if it is a foreign manufactured trailer

1. Applications for trailers manufactured after 1 January 1997 must be accompanied by Proof of Compliance with European Regulations (EEC or ECE) issued by the original manufacturer.
1. ID or passport of applicant
2. Registration document of foreign country officially translated if not in English.
3. Letter and ID of proxy in case of a company
4. Proof of ownership – the trailer should be registered in the applicant's name.
5. Proof of payment to the SABS – copy of deposit slip in case of bank transfer
6. **Note:** Document issued subject to inspection by SABS if deemed necessary

F. TRAILERS – NEW

Certified copies sent by post /courier OR colour Scanned by email if it is a foreign manufactured trailer

1. Proof of Compliance with European Regulations (EEC or ECE) issued by the original manufacturer.
2. ID or passport of applicant
3. Proof of purchase
4. Letter and ID of proxy in case of a company
5. Proof of payment to the SABS – copy of deposit slip in case of bank transfer
6. **Note:** Document issued subject to inspection by SABS if deemed necessary

G. DONATIONS AND INHERITANCE

DONATIONS CAN ONLY BE MADE BY A REGISTERED OWNER OF A VEHICLE.

All applicable documentation is required, plus a letter from the Donor to confirm donation or a copy of the will.

NB: No Private donations.

H. DOCUMENTATION REQUIRED BY FOREIGN DIPLOMATS

1. Diplomatic ID and/or Note Verbal.
2. Proof of ownership or previous registration in the name of the applicant.
3. Proof of Compliance as above.
4. Payment to SABS.

NOTE: No left-hand drive vehicle may be imported unless first registered in the name of the importer before 1st Jan 2000. (See note No:9)

COSTS OF LETTERS OF AUTHORITY

LETTER OF AUTHORITY 1 – SA VEHICLES (PASSENGER & GOODS VEHICLES, TRAILERS):

YEAR OF MANUFACTURE 1997 & LATER: R500 INCL VAT; OLDER VEHICLES R300 INCL
YEAR OF MANUFACTURE 1996 – OLDER VEHICLES R300 INCL VAT

FOREIGN VEHICLES (PASSENGER & GOODS VEHICLES, TRAILERS, COLLECTORS ITEMS):

YEAR OF MANUFACTURE 1997 & LATER: R2050 INCL VAT;
YEAR OF MANUFACTURE 1990 – 1996: R1000 INCL VAT;
YEAR OF MANUFACTURE 1980 – 1989: R500 INCL VAT;
OLDER VEHICLES: R300 INCL VAT.

SA MOTOR CYCLES:

SA MANUFACTURED OR PREVIOUSLY REGISTERED IN SA: R300 INCL VAT

FOREIGN MOTOR CYCLES:

ENGINE CAPACITY UP TO 250cc – R400 INCL VAT
ABOVE 250cc: - R750 INCL VAT

SPECIAL VEHICLES:

AGRICULTURAL TRACTORS & COMBINE HARVESTERS: R300 INCL VAT
MOBILE CRANES:

PAYMENT DETAILSP

A. PAYMENT FROM WITHIN SOUTH AFRICA:

Applicants may submit the prescribed payment either by

- CHEQUE issued by any South African commercial bank or
- CASH personal payment only or
- MONEY TRANSFER from any commercial Bank
- INTERNET TRANSFER

CHEQUE OR MONEY TRANSFER PAYMENTS MUST PLEASE BE MADE OUT TO
THE SOUTH AFRICAN BUREAU OF STANDARDS or THE SABS

B. FOREIGN PAYMENTS BY BANK OR INTERNET TRANSFER

PLEASE TRANSFER FUNDS IN RSA CURRENCY ONLY – SA RANDS

Our Banking Details:

Name of Account: **SABS – South African Bureau of Standards**
Name of Bank: **ABSA BANK**
Branch: **BROOKLYN BRANCH**
Branch Code: **632-005**
Account No: **40-5322-4774**
Swift Code: **ABSAZAJJ** (for international money transfers)
Our Reference / Deposit ID No: 00663437

**WHEN DEPOSITING FUNDS INTO THE ABOVE ACCOUNT, PLEASE ENSURE TO QUOTE OUR REFERENCE /
DEPOSIT No: 00663437 ON THE DEPOSIT SLIP !**

C. PROOF OF PAYMENT :

When making payment by means of BANK OR ELECTRONIC MONEY TRANSFER it is essential to send a copy of the
deposit receipt with your application & documents, or fax it to the SABS at FAX No 012-428 6565 or International +27 12
428 6565, **marked clearly with the name of the applicant for the LOA.**