Administrative Adjudication
of Road Traffic Offences

AARTO Act 46 of 1998

Standard Operating Procedures
For Government Motor Fleet

Version 1 of 2018
October 2018

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2. DEFINITIONS

Term	Definition
Government Fleet Operator / Fleer Operator	The Transport Officer responsible for issuing a specific vehicle.
Emergency Vehicles	A fire-fighting vehicle, rescue vehicle, ambulance, a vehicle driven by a traffic officer in the execution of his or her duties, a vehicle driven by a member of the South African Police Service or a member of a municipal police service, both as defined in the South African Police Services Act, 1995 (Act No. 68 of 1995), in the execution of his or her duties, and a vehicle driven by a person responding to a disaster as contemplated in the Disaster Management Act, 2002 (Act No. 57 of 2002)
Proxy	A person carrying on a business or a body of persons, referred to in paragraph (a) (ii), (iii) or (iv) of the definition of "appropriate registering authority" in regulation 1, shall identify one proxy and one representative in respect of each branch of such business or body of persons."
Representative	An official appointed by the Accounting Officer to act on behalf of the department to fulfil specific functions related to the NRTA.
Traffic Register number	A number allocated in terms of regulation 335(2);of the NRTA (The NaTIS number used to register & license vehicles)
Transport Officer	Also referred to as the Departmental Fleet Manager / Transport Control Officer / Departmental Transport Officer/ District Transport Officer / Transport Controller /Local Transport Officer. This is Officials appointed by the accounting officer or his/her delegate at head office, provincial, regional or district levels to manage the fleet functions for the relevant department in line with the structure of the Province/ Department.
Vehicle driver	Any person who drives any vehicle (The Infringer)

3. ABBREVIATIONS

Term	Definition
AARTO	Administrative Adjudication of Road Traffic Offences
BRN	Business Registration Number
CCGMT	Coordinating Committee of Government Motor Transport
CTC	Critical Transaction Centre
NATIS	National Traffic Information System
NCR	National Contravention Register (a Module under NaTIS acting as a database for the capture and recording of offences and infringements)
NLTA	National Transport Act
NLLTA	National Land Transport Transition Act
NOR	National Offences Register
PRDP	Professional Driving Permit
RTIA	Road Traffic Infringement Agency
SAPO	South African Post Office
SOP	Standard Operating Procedures

4. INTRODUCTION

4.1. Standard operating procedures (SOPs) are required to translate the requirements contained in the AARTO Act and Regulations into practical, easy-to-follow procedures in order to manage the total process; and to ensure that the stipulations are interpreted in a standard and uniform manner within the Government Fleet environment.

4.2. The National Offences Register (NOR) based on the National Traffic Information System (NATIS) will be used to administer the AARTO process.

4.3. In order for AARTO to be a success, it is important that all role players in the AARTO process should be aware of their functions, duties, roles and responsibilities. For this reason, standard operating procedures (SOPs) detailing all standard processes have been developed by the RTIA and the Coordinating Committee of Government Motor Transport (CCGMT) All role players making use of this SOP are required to abide by it so that the process can be implemented in an organised and uniform manner.

4.4. Due to the size of government fleet and the number of driver's utilizing government vehicles, the prescribed nomination of driver process makes provision for an online and interface method of pre-directing infringements to drivers.

4.5. This document outlines both the online pre-direction, interface pre-direction, as well as the original prescribed method of nominating a driver.

5. PURPOSE

5.1. The purpose of this document is to outline the SOPs to be followed by Government Fleet users in dealing with redirecting Traffic Infringements. This includes the online pre-direction, interface pre-direction or nominating a driver.

6. APPROVAL AND AMMENDMENTS

6.1. This SOP is prepared between RTIA and CCGMT and approved by the Chief Operating Officer of the RTIA and the Coordinating Committee of Government Motor Transport.

6.2. The following process will be followed in the event that the Standard Operating Procedures needs to be amended:

6.2.1. Notification in writing shall be given by either by the CCGMT or RTIA in the event that one of the parties requires possible amendments to the Standard Operating Procedures as contained herein.

6.2.2. Both parties will agree on whether a task team with representatives from the CCGMT and RTIA will need to be convened or on whether the proposed amendments can be dealt with through existing structures.

6.2.3. Any amendments to this Standard Operating Procedures shall only be effective once both the RTIA and the CCGMT agreed in writing to the amendments.

7. SCOPE

7.1. The document covers the following:

7.1.1. Linking more than one Government Fleet Operator to different Business Registration Numbers / Traffic Register Numbers

7.1.2. Registration process for Government vehicles

7.1.3. The online pre-direction nomination process via the AARTO website

7.1.4. The pre-direction nomination process via an interface

7.1.5. The prescribed nomination process using the AARTO 07 form (manual process)

8. PROXY

8.1. Requirements of a proxy

8.1.1. In terms of the NRTA, Regulation 336: " A person carrying on a business or a body of persons, referred to in paragraph (a)(ii), (iii) or (iv) of the definition of

"appropriate registering authority" in regulation 1 , shall identify one proxy and one representative in respect of each branch of such business or body of persons."

8.2. Appointment of a proxy and changing a proxy

8.2.1. The appointment of a proxy will be done by the Accounting Officer of the departments. The registering of the appointed Proxy or Representative must be done at the appropriate Registering Authority (where your vehicles will be registered and licensed).

8.3. Application for a Business Registration Certificate (BRN – Number) Traffic Register Number

8.3.1. Government Departments get issued with Traffic Register Numbers and not Business Registration Numbers.

8.3.2. The nominated person to be appointed as a Proxy / Representative by the Accounting Officer must bring along the following documents:

8.3.2.1. Identity Document of the Proxy / Representative (If different)
8.3.2.2. Letter on a letterhead of business to nominate the Proxy / Representative
8.3.2.3. Proof of Residence of the business
8.3.2.4. Completed ABR form
8.3.2.5. No cost involved

8.4. Proxy Responsibilities under AARTO

8.4.1. The person nominated to be the Proxy must ensure that the correct election under AARTO is opted for that will ensure the speedy conclusion to the matter.

8.4.2. Out of the following options, the most appropriate option must be elected:

8.4.2.1. Payment in order to qualify for the discounted penalty portion

8.4.2.2. Nominate the driver at the time of the offence.

8.4.2.3. Representation (If compelling reasons exist that requires the infringement notice to be withdrawn such as a material defect in notice, e.g.: vehicle colour incorrect / vehicle description incorrect etc.)

8.4.2.4. Elect to be tried in court (Only advisable if all other options have failed – remember the Proxy will be summonsed in terms of the Criminal Procedure Act to appear in court)

8.4.3. THE Proxy or his/her representative MUST on a weekly basis access www.aarto.gov.za in order to obtain the latest infringement uploads. This will allow for the timeous selection of the most appropriate action to be taken in order to manage the infringement notices.

8.4.4. The electronic nomination interface will allow for the linking of more than one Government Fleet Operator to a specific vehicle.

8.4.5. The proxy of a vehicle is linked to the Traffic Register number.

8.4.6. The proxy of the vehicle is not at all times in a position to redirect the fine to the driver of the vehicle as the vehicle can either be supplied to an end user department by a trading account or may operate in a regional office.

8.4.7. To allow the proxy to reroute the traffic infringement, the vehicle register number will need to be linked to an additional Government Fleet operator. If this link is not established, the next Government Fleet operator will be identified as the driver of the vehicle and will not be in a position to reroute the traffic infringement.

8.4.8. It is the responsibility of each Government Fleet Operator to maintain a database of the regular drivers of government vehicles to assist in the rerouting of traffic infringements.

8.4.9. Each Proxy can be linked to different Business Registration Numbers / Traffic Register Numbers that falls under the direct control of such Proxy.

8.4.10. The proxy will, at the time of being notified of the traffic infringement, reroute the traffic infringement to the Business registration Numbers / Traffic Register Numbers under his control or to the next fleet operator (who had control over the vehicle).

8.4.11. The responsible Proxy / Fleet Operator will then be able to reroute the infringement notice to the relevant identified driver that committed the offence.

8.4.12. Upon completion of the process, the driver of the vehicle will be issued with a traffic infringement notice.

8.4.13. The following process will need to be followed to appoint or nominate a fleet operator to be linked to a specific business registration numbers /traffic register numbers:

8.4.13.1. The proxy will need to complete and submit to the Agency application for electronic identification of drivers as under Annexure A (For each BRN / TRN to be linked)

8.4.13.2. Once approved, the RTIA will request the NaTIS contractor to link the specific BRN /TRN to the profile of the relevant Proxy
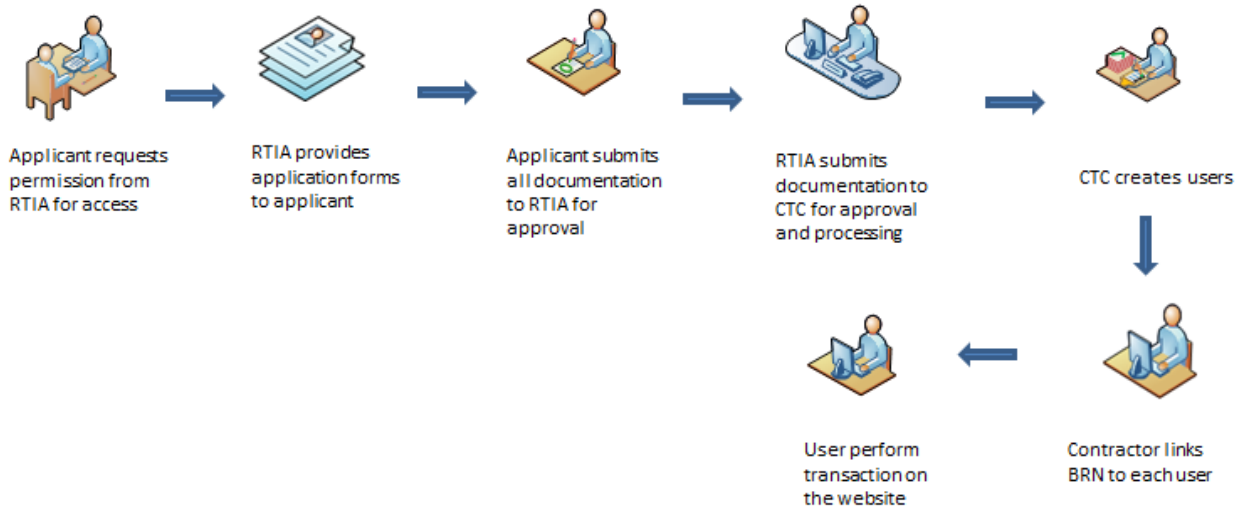
9. REGISTRATION PROCESS FOR GOVERNMENT FLEET OPERATORS

9.1. Registration for Online Pre-Directions through the AARTO Website

9.1.1. Online pre-directions through the AARTO website is recommended for departments that operate small fleets of 50 vehicles or less.

9.1.2. In order to be granted access to the online pre-direction transaction on the AARTO website, a government fleet operator needs to register officials that are duly appointed including Transport Officers to redirect traffic infringements. .

9.1.3. The following diagram depicts the SOP to be followed when registering users to perform the online pre-direction on the AARTO website.

Applicant requests permission from RTIA for access

RTIA provides application forms to applicant

Applicant submits all documentation to RTIA for approval

RTIA submits documentation to CTC for approval and processing

CTC creates users

User perform transaction on the website

Contractor links BRN to each user

Registration process for website users

9.1.4. The following steps will need to be followed for the registration process of website users:

9.1.4.1. The end user department, through the proxy should appoint a representative Fleet Operator in writing to be linked to the Traffic Register Number.

9.1.4.2. The Official requests permission from the RTIA for access to perform pre-directions on the AARTO website.

9.1.5. The RTIA provides the following application forms to the applicant:

9.1.5.1. Electronic Identification of drivers form (**Annexure A**)

9.1.5.2. Each appointed official must complete and sign the NaTIS User Undertaking document (**Annexure B**). Each page must be initialled by the user and both witnesses.

9.1.5.3. Each appointed official complete the Application and Notice in Respect of Registration as NaTIS Officer (NO) form (**Annexure C**).

9.1.5.4. The Declaration Section must be signed by the appointed official and the proxy to sign the Authorisation – Application Section.

9.1.5.5. Each user to complete the Application for NaTIS User Number Maintenance (NUM) form (**Annexure D**).

9.1.5.5.1.   Section B – User Number must be completed as follow:

9.1.5.5.2.   Province: All provinces must be selected

9.1.5.5.3.   Region: National

9.1.5.5.4.   Authority User group code: 4823

9.1.5.5.5.   Office code: A

9.1.5.5.6.   NaTIS User Number: New

9.1.6. The Declaration must be signed by the Applicant and the Authorisation by the proxy/representative.

9.1.7. The following documentation will need to be provided:

9.1.7.1. A copy of the contract / SLA between the Trading entity and the end user department or any appointed third party (third party), indicating that they have been appointed to perform the transaction on their behalf. If applicable.

9.1.7.2. Letter to be drafted by the department on a Departmental letter head by the Accounting Officer or delegated authority authorising a third party to perform nominations on their behalf. Only for departments making use of fleet management companies or trading entities. The letter must list all the Natis Traffic Register Numbers for all the branches on the Natis Traffic Register Numbers for which the transaction will be performed. (Example of the letter Annexure E)

9.1.7.3. Letter to be drafted by the department on a departmental letter head authorising officials to perform nominations on their behalf. All the users' names and identification numbers must be listed in the letter. This letter is only applicable for companies where their own employees will be performing the transaction. The letter must list all the business registration numbers of all the branches for which the transaction will be performed. (Example of the letter Annexure F)

9.1.7.4. Letter to be drafted by a fleet management company on their company letter head authorising employees to perform nominations on behalf of a company (client). All the user names and identification numbers must be listed in this letter. Only applicable for fleet management companies acting as a third party. (Example of the letter Annexure G)

9.1.7.5. The above must be accompanied by a certified copy of each users identification document not older than three months

9.1.7.6. Copy of the Traffic Register Number registration certificate.

9.1.7.7. The applicant submits all the above to the RTIA for approval.

9.1.8. The RTIA submits all the applicable documentation to the Critical Transaction Centre (CTC) for processing.

9.1.9. CTC creates the users and contact each user, providing them with the user name and password
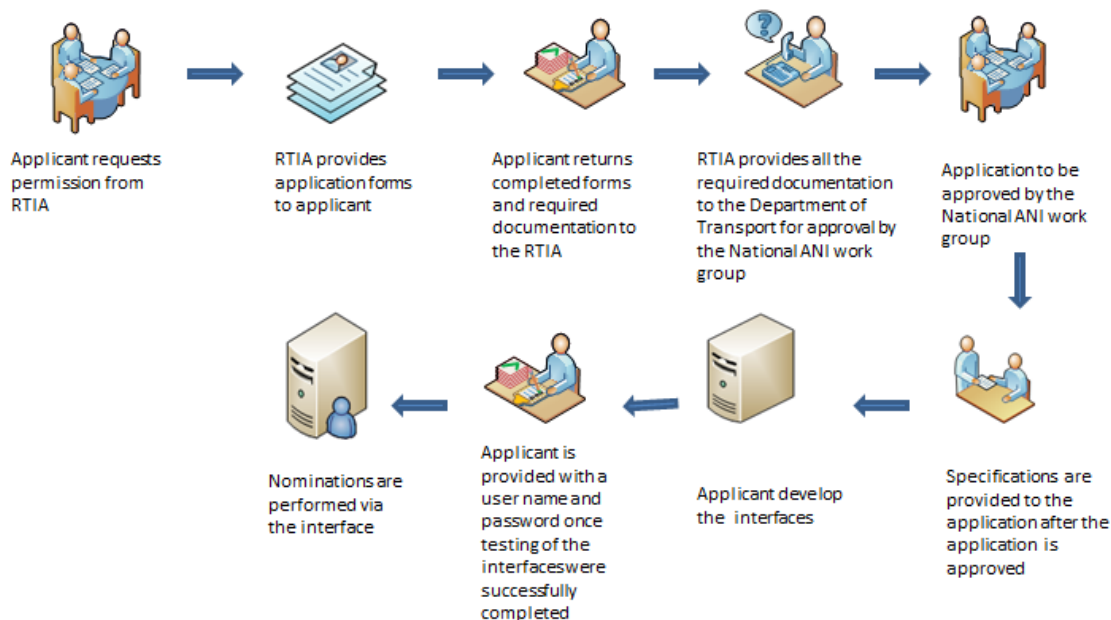
9.1.10. The NaTIS contractor links the Traffic Register numbers to each authorised official allowing them to perform the transaction on the AARTO website.

9.2. REGISTRATION FOR PRE-DIRECTIONS VIA THE INTERFACE

9.2.1. Recommended for any Government Fleet operator that manages 50 or more vehicles

9.2.2. Government Fleet operators needs to register as an interface user with the Department of Transport through the RTIA to be able to perform online pre-direction via the interface.

9.2.3. The following diagram depicts the SOP to be followed when registering as an interface user to perform the online pre-direction via the interfaces.

Applicant requests permission from RTIA → **RTIA provides application forms to applicant** → **Applicant returns completed forms and required documentation to the RTIA** → **RTIA provides all the required documentation to the Department of Transport for approval by the National ANI work group** → **Application to be approved by the National ANI work group**

Nominations are performed via the interface ← **Applicant is provided with a user name and password once testing of the interfaces were successfully completed** ← **Applicant develop the interfaces** ← **Specifications are provided to the application after the application is approved**

Registration process for interface users

9.2.4. The government fleet operator requests permission from the RTIA for access to interface X3039 – Identify new driver and X3050 – Query infringement data for rental company.

9.2.5. The RTIA provides the following application forms to the applicant:

9.2.5.1. Electronic Identification of drivers form (Annexure A)

9.2.5.2. Access to NaTIS Information (ANI) form (Annexure H)

9.2.5.3. Section A to be completed by the RTIA and Section B by the department or the service provider appointed to develop the required interface.

9.2.6. The above forms together with the following documentation are returned to the RTIA for approval:

9.2.6.1. Letter from the department requesting the infringement data for a specific Traffic Register Number

9.2.6.2. Contract between the service provider appointed by each end user department to develop the required interface for the government fleet operator requesting access to NaTIS (If applicable)

9.2.6.3. Copy of Traffic Register Number

9.2.6.4. A letter on a departmental letter head confirming the appointment of the proxy by the Accounting Authority or the delegated official

9.2.6.5. Copy of Identification document of the Proxy/representative

9.2.6.6. Letter to be drafted by the department on a departmental letter head authorising a third party (service provider appointed to develop the required interface) to perform nominations on their behalf. Only for departments making use of service provider appointed to develop the required interface. The letter must list all the Traffic Register Number for all the branches for which the transaction must be performed. (Example of the letter Annexure F)

9.2.7. The RTIA provides all the required documentation to the Department of Transport (DoT) to present the application to the National Access to NaTIS Information for approval.

9.2.8. The application is approved by the Road Traffic Management Corporation.

9.2.9. The specifications for the two interfaces are forwarded to the applicant after the application was approved.

9.2.10. The applicant develops the interfaces.

9.2.11. The applicant tests the interfaces with the contractor.

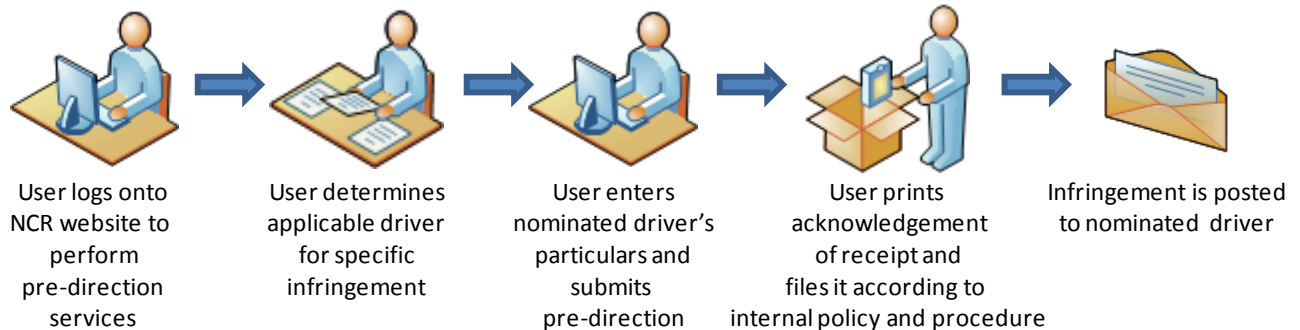9.2.12. The applicant is provided with a user name and password once the testing has been successfully completed.

10. PROCEDURES FOR PRE-DIRECTION OF TRAFFIC INFRINGEMENTS

10.1. Through The Aarto Website

10.1.1. In order to streamline the business process of registered Government Fleet Operators users, a new online pre-direction process has been regulated and developed.

10.1.2. This service allows registered Government Fleet Operators to view all fines captured on their 'account' linked to Traffic Register Number and to pre-direct the infringement to the applicable driver without having to complete the AARTO 07 form and submit it to the applicable issuing authority (IA) for capturing.

10.1.3. This service will eliminate unnecessary postage costs and ensure that fines are submitted to the applicable infringer in a shorter space of time.

10.1.4. The following diagram depicts the SOP to be followed when performing the online pre-direction process. Each step is detailed below.

| User logs onto NCR website to perform pre-direction services | User determines applicable driver for specific infringement | User enters nominated driver's particulars and submits pre-direction | User prints acknowledgement of receipt and files it according to internal policy and procedure | Infringement is posted to nominated driver |

Procedure for performing online pre-direction via NCR website

10.1.5. The registered Government Fleet Operator user logs onto the NCR website: www.aarto.gov.za and accesses the re-direction via the secure services link.

10.1.6. Government Fleet Operators will only be able to do the pre-nomination up to the creation of a Courtesy Letter for a specific infringement notice

10.1.7. It is essential that the user accept the terms and conditions prior to performing any pre-direction activities.

10.1.8. All infringements on the Government Fleet Operators account will be listed. A maximum of 25 infringements are displayed at a time. Parameters are available to select infringements captured for a specific period.

10.1.9. The user determines the applicable driver for a specific infringement.

10.1.10. In order to determine the driver who was driving a certain vehicle at a specific date and time, users will need to ensure that all vehicle records are updated and maintained.

10.1.11. This process will be regulated by Government Fleet Operators the company's internal policies and procedures.

10.1.12. The user enters the applicable driver's particulars for a specific fine and submits the pre-direction. The nominated drivers identification number and drivers licence card number is mandatory.

10.1.13. The user prints the acknowledgement of receipt (AARTO 05b) and files it according to internal policies and procedures.

10.1.14. The infringement is cancelled and the nominated driver's infringements is forwarded to SAPO by the NCR for printing and posting.
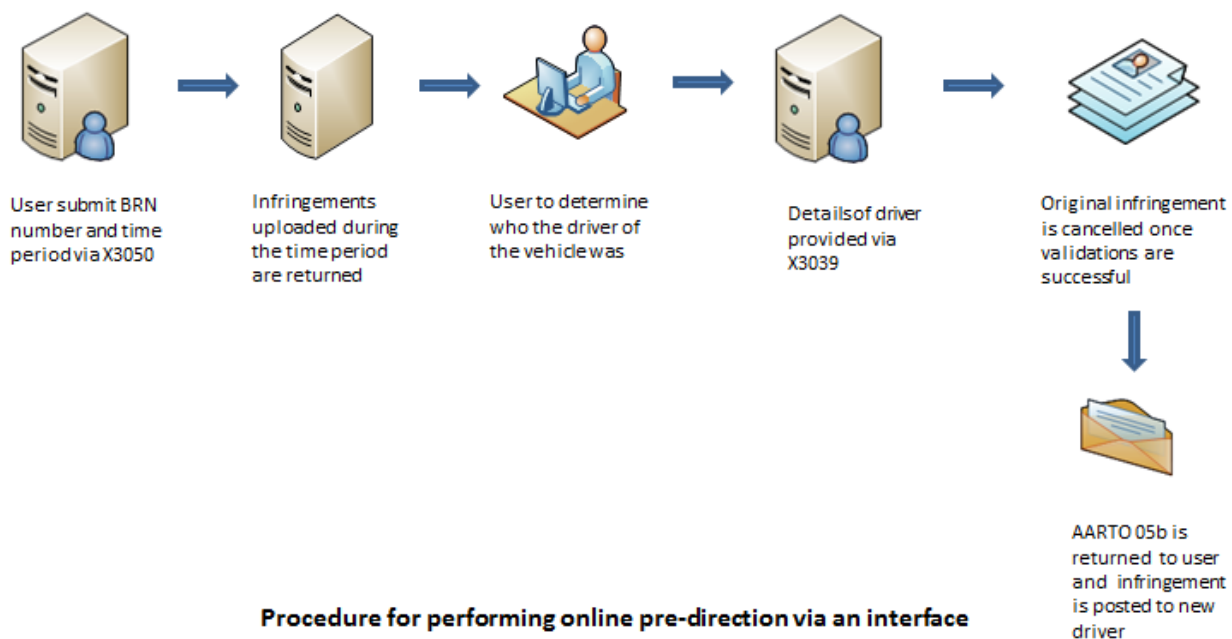
10.2.   Through the Interface

10.2.1. In order to streamline the business process of Government Fleet Operator, a new online pre-direction process via an interface has been regulated and developed.

10.2.2. This service allows registered Government Fleet Operators to view all fines captured on their 'account' and to pre-direct the infringement to the applicable driver without having to complete the AARTO 07 form and submit it to the applicable issuing authority (IA) for capturing.

10.2.3. This service will eliminate unnecessary postage costs and ensure that fines are submitted to the applicable infringer in a shorter space of time.

10.2.4. The following diagram depicts the SOP to be followed when performing this online pre-direction process. Each step is detailed below.

User submit BRN number and time period via X3050

Infringements uploaded during the time period are returned

User to determine who the driver of the vehicle was

Details of driver provided via X3039

Original infringement is cancelled once validations are successful

AARTO 05b is returned to user and infringement is posted to new driver

Procedure for performing online pre-direction via an interface

10.2.5. The user provides the Traffic Register Number the time period for which infringements are required and submit it via the X3050 interface.

10.2.6. Government Users will only have 32 calendar days from the time an infringement is captured on the NCR to perform this online pre-direction service.

10.2.7. All infringements uploaded for the period selected for the Government Fleet Operator are returned.

10.2.8. The Government Fleet Operators determines who the driver was at the time the infringement was committed with the specific vehicle.

10.2.9. The company provides the contractor with the identification number and the driving licence card number of the nominated driver with the X3039 interface.

10.2.10. The infringement is cancelled and the nominated driver's infringement is forwarded to SAPO for printing and posting once all the validations was performed.

10.2.11. An acknowledgement of receipt (AARTO 05b) is generated and returned to the company as proof that the nomination was successful.

10.2.12. In the event that a nomination is not successful, the infringement will remain in the name of the offending entity (registered owner of the motor vehicle). The normal posting of the infringement notice through registered mail process will be followed (lost the opportunity to nominate via the electronic nomination interface)

11. PROCEDURE FOR FOLLOWING THE ORIGINAL PRESCRIBED NOMINATION PROCESS

11.1. Recommended to be used for all vehicles that was under the control of a foreigner and in the event of no internet access

11.2. If Government Fleet Operator do not perform the online pre-direction process stipulated above within the prescribed time frame the normal nomination process will continue. (32 calendar days from the time an infringement is uploaded to the NOR), the infringement will be removed from the online service and an AARTO 03, AARTO 03a, AARTO 03b or AARTO 33 will be printed and posted via SAPO.

11.3. Once the original notice is received, corporate users will need to follow the original prescribed method of nominating a driver, which entails completing the AARTO 07 form and submitting it along with all supporting documentation to the IA by performing the nominate the driver transaction on the AARTO website or posting it to the RTIA or relevant IA concerned.

11.4. The SOP for this procedure is depicted below.
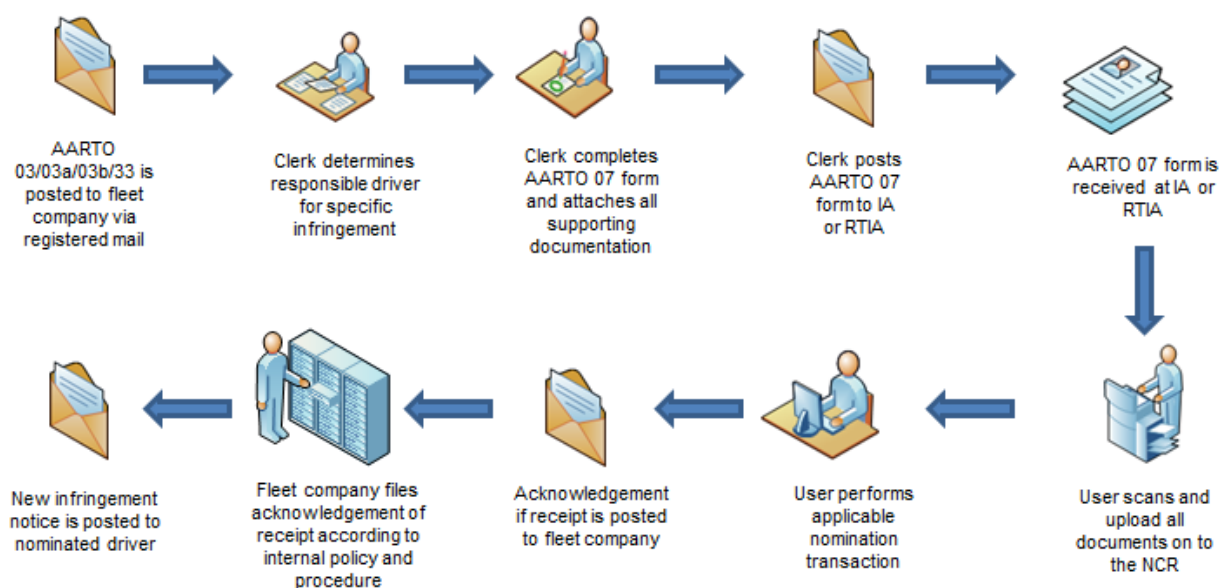
Procedure for original prescribed nomination process

11.5.   Note: This process will apply to Government Fleet Operators that do not register/qualify as 'registered' corporate users.

11.6.   The AARTO 03 or AARTO 03a or AARTO 03b or AARTO 33 is posted to the Government Fleet Operators via registered mail.

11.7.   Once received by the Government Fleet Operators, the nomination clerk determines the applicable driver for a specific infringement.

11.8.   In order to determine the driver who was driving a certain vehicle at a specific date/time, users will need to ensure that all vehicle records are updated and maintained.

11.9.   This process will be regulated by the company's internal policies and procedures

11.10. The clerk completes the AARTO 07 form and attaches a copy of the driver's driving licence and any other applicable supporting documentation.

11.11. The clerk can either posts the AARTO 07 form to the RTIA or applicable IA or attach the form to nominate the driver transaction on the website.

11.12. All applications submitted on the website are available for approval by the IA on transaction 915B – Record Drive Nomination Outcome. The attached documentation is also viewable on this transaction.

11.13. The forms and documents posted are received at the RTIA/IA.

11.14. The RTIA/IA user scans and uploads the AARTO 07 form and all supporting documentation to the NOR.

11.15. NOR transaction to be used:
   11.15.1.   915D – Upload Infringement Documentation
   11.15.2.   The RTIA/IA user performs the applicable nomination transaction

11.16. NOR transactions to be used:
   11.16.1.   915A – Apply for Driver Nomination
   11.16.2.   915B – Record Driver Nomination Outcome

11.17. The acknowledgement of receipt is posted to the corporate company via SAPO.

11.18. The corporate company files acknowledgement of receipt as per its internal policies and procedures.

11.19. If the transaction is recorded as successful, the original infringement is cancelled and a new infringement is generated and posted to the nominated driver.

11.20. In the event that the Issuing Authority does not approve the nomination application made, the infringement notice will remain in the name of the entity (registered owner of the motor vehicle. The application must be rectified according to the omitted detail required by the Issuing Authority. An application for the redirection of an infringement notice may only be submitted twice.

12. PROCEDURE FOR SUBMITTING REPRESENTATIONS/ ELECTIONS TO BE TRIED IN COURT / REVOCATION OF ENFORCEMENT ORDERS

12.1. Representations

12.1.1. This option may be exercised before the Issuing of an Enforcement Order

12.1.2. Representations need to be submitted by Proxies for those infringements for which he/she has direct knowledge regarding the circumstances surrounding the infringement. Examples: The colour of the vehicle in the photographic evidence presented does not match the record on NaTIS , the vehicle license is invalid , vehicle description is not correct (make) etc.

12.1.3. Representations to be submitted either online at www.aarto.gov.za (by downloading the prescribed AARTO 08 form, completing it in full and uploading it through the website portal or by means of hand delivery of the AARTO 08 form to the Agency, posting it to the Agency, faxing it to the Agency or emailing it to the Agency.

12.1.4. Results of representations made can also be obtained from the www.aarto.gov.za by querying either the specific infringement notice number or BRN /TRN

12.1.5. Proxies may not submit representations for handwritten notices issued to drivers utilising government fleet vehicles. The driver of such vehicle has been charged in his personal capacity and therefore must exercise his/ her options under AARTO, even if the charge may relate to utilising a vehicle whilst unlicensed.

12.1.6. Proxies may make representations for emergency vehicles, but must provide acceptable evidence in the form of an affidavit from the driver at the time of the offence that he/she was exceeding the prescribed speed limit due to a medical emergency. In support of this statement a log sheet may be attached in addition to proving that the vehicle was allocated to him /her, and a letter from the supervisor / manager confirming the medical emergency and that the driver was actually on duty

12.1.7. If the representation made by the Proxy was adjudicated as unsuccessful, then the Proxy may complete AARTO 10 (election to be tried in court) in order to defend the matter in court.

12.2. Revocation of Enforcement Order

12.2.1. In the event that an Enforcement Order has been issued against the applicable BRN / TRN (It will never be issued against the personal capacity of the Proxy) then the Proxy has two options:
    12.2.1.1. Either settle the full amount outstanding
    12.2.1.2. Apply for the revocation of the Enforcement Order

12.2.2. You may apply for the Revocation of the Enforcement Order on www.aarto.gov.za as per the similar process described under Representations.

12.2.3. The issuing of an Enforcement Order has nothing to do with the charge as levied, and merely indicates that you as the Proxy failed to exercise your options under AARTO (payment, representation, election to be tried in court). You must proof that you could not attend to the enforcement order due to either you submitted one of the options listed above and such option does not reflect on the system , or any other valid reason that could repudiate the issuing of an Enforcement Order

12.3. Election to be tried in court

12.3.1. This option may be exercised on or before the issuing of an Enforcement Order

12.3.2. The Proxy may elect to be tried in court by completing the prescribed AARTO 10 document and submitting as listed under Representations

12.3.3. If your election to be tried in court has been successful , then the infringement notice will be cancelled on the NCR and the applicable IA will proceed to prepare a summons in terms of Section 54 of the Criminal Procedure Act, 1977(Act No 51 of 1951). The clerk of the court need to approve the issuing of the summons and the IA must then ensure that the summons gets served in person on the relevant Proxy

12.3.4. The Proxy, through his/her employer must then arrange for legal representation in order to defend the matte in court.

13. SUBMISSION DETAILS FOR AARTO ELECTIVE OPTIONS
13.1.   Per email
representations@rtia.co.za
nominations@rtia.co.za
court@rtia.co.za
revocations@rtia.co.za

13.2.   Per fax
011 207- 3210

13.3.   Postal Details
RTIA, P O Box 6341, Halfway House, Midrand, 1685

13.4.   Hand Deliveries
RTIA, Waterfall Office Park, Bekker Road, Midrand.

13.5.   Website Submissions
www.aarto.gov.za

14. OPERATOR RELATED CHARGES

14.1.   The entity will be held responsible to payment of the traffic fine for operator notices and not the proxy.

14.2.   The specific operator related charges that will be levied against the registered owner of the motor vehicle. These notices will not be able to redirected to the responsible driver but will remain the responsibility of the owner to deal with

14.3.   Handwritten notices issued to the driver of a Government vehicle related to the following categories will result in an Operator Infringement Notice being served on the fleet operator:

14.3.1. a goods vehicle, the gross vehicle mass of which exceeds 3 500 kilograms;

14.3.2. a breakdown vehicle;

14.3.3. a bus or a minibus

14.3.4. the gross vehicle mass of which exceeds 3 500 kilograms; or which is designed or adapted for the conveyance of 12 or more persons, including the driver;

14.3.5. a motor vehicle used for the conveyance of persons for reward or is operated in terms of an operating licence issued in accordance with the NLTTA;

14.4.   The Operator Infringement Notice will be served in the event that the driver was charged for infringements related to roadworthiness, registration and licensing of vehicles, driver PrDP / Driving License, overloading or the transporting of dangerous goods

14.5.   The Operator Infringement Notice will be served via registered mail to the owner (operator) of the motor vehicle.

14.6.   Upon receiving this notice the Proxy must exercise the one of the options available under AARTO (Payment/ Representation / Election to be tried in Court)

14.7.   No nomination is possible as this is an Operator related infringement for which the driver cannot be held liable.

14.8.   All Operator Related infringements will, as with ordinary infringements, progress to Courtesy Letter or Enforcement Order status if not attended to

15. REFERENCES

Document title	Document number	Obtainable from
Acknowledgement of receipt – Nomination of driver	AARTO 05b	NCR / website
Nomination of driver or person in control of vehicle	AARTO 07	AARTO website
Infringement notice	AARTO 03	NCR

Document title	Document number	Obtainable from
Operator infringement notice	AARTO 03a	NCR
Infringement notice for unattended vehicle	AARTO 03b	NCR
Notice of summons to be issued	AARTO 33	NCR

16. SUPPORT AND ENQUIRIES

General AARTO enquiries may directed to:

Telephone: 086 122 7861 or 086 1AARTO1

Fax: 011 207 3210

ANNEXURE A

APPLICATION FOR ELECTRONIC IDENTIFICATION OF DRIVERS

APPLICATION FOR ELECTRONIC
IDENTIFICATION OF DRIVERS
(AARTO Act, 1998)

COMPANY NOTE:
Acceptable identification of the applicant is essential. This application must be accompanied by acceptable identification of its proxy and representative and a letter of proxy as well as the annual subscription fees. The identification of employees, who will perform the identification of drivers, must be by means of a letter signed by the proxy or representative of the company, on a company letter head, appointing an employee(s) to perform the duties as indicated in the letter on behalf of the company. However, the applicant (or owner) shall remain liable for all drivers identified on its behalf.

FLEET MANAGEMENT COMPANY IDENTIFICATION NOTE:
Where a fleet management company is identified to perform the identification of drivers on behalf of the applicant, the applicant (or owner) shall remain liable for all drives identified on its behalf.

PART A
APPLICANT (OWNER OF MULTIPLE VEHICLES) PARTICULARS

Type of identification (mark with X)	Traffic register number	Business registration number

Identification number

Name of organisation

E-mail address

Contact telephone number during the day

(Code)   (Number)

Cell phone number

ORGANISATION'S PROXY/ REPRESENTATIVE

Type of identification (mark with X)	Traffic register number	RSA ID	Foreign ID	Business registration number

Identification number

Country of issue if foreign ID

Surname   Initials

PART B
FLEET MANAGEMENT COMPANY

Type of identification (mark with X)	Traffic register number	Business registration number

Identification number

Name of organisation

PART C
DECLARATION

I, the | Organisation's proxy | Organisation's representative

(a) declare that we have appointed the organisation in PART B to act on our behalf to identify drivers of our vehicles (delete if not applicable)

(b) declare that all the particulars furnished by me in this form are true and correct; and

(c) realise that a false declaration is punishable with a fine or one year imprisonment or both

Signature..................................

Place ....

Y Y Y Y M M D D

PART D
FOR OFFICE USE ONLY

Date of application (effective date)   Y Y Y Y M M D D   Approved   or   Not Approved

Name and signature of authorising officer
Name   Signature   Date

Annual subscription fee   R   Payment confirmed   Y N   Payment Date   Y Y Y Y M M D D

Amount in words....................................

Method of payment   Cash   Credit Card   Electronic Funds Transfer

ANNEXURE B

NATIS USER UNDERTAKING

NaTIS USER UNDERTAKING

I, (full names), ...

ID number ...., (hereinafter referred to as "the NaTIS User"),

employed by ....,

as a (supervisor/manager/cashier, etc) ....,

with NaTIS User Number/s...,

agree as follows:

1.   DEFINITIONS

1.1   **Definitions**. In this Undertaking the following expressions and words have the meanings assigned to them below and derivative expressions and words will have a corresponding meaning, unless inconsistent with or otherwise indicated by the context–

1.1.2   **"Confidential Information"** means, subject to the provisions of clause 6, any information or Data relating to the NaTIS, irrespective of the form or medium in which it is stored, and includes, without limitation, the following;

1.1.2.1 information which is provided or disclosed, in confidence by the State to me or by its nature or content is identifiable as confidential to the State and/or any third party,

1.1.2.2 information relating to the State's past, existing or future strategic objectives and planning, or future research and developments, relating to the NaTIS Project;

1.1.2.3 information relating to the State's business activities, secret knowledge, product services, customers and clients, as well as its technical knowledge and trade secrets;

1.1.2.4 financial, commercial, scientific or technical information, other than trade secrets, of the State;

1.1.2.5 the terms and conditions of the Contract;

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1.1.2.6 information which the State or any person acting on its behalf may disclose or provide to me or which may come to my knowledge by whatsoever means;

1.1.2.7 information or Data contained in the State's hardware or software and all updates;

1.1.2.8 enhancements, new releases, additions, modifications or any other alteration to such software including third party products, and associated material Documentation;

1.1.2.9 the State's Data concerning its business relationships, architectural information, demonstrations, processes and machinery;

1.1.2.10 intellectual property rights of the State or that is proprietary to a third party and in respect of which the State has rights of use or possession;

1.1.2.11 the State's plans, designs, drawings, functional and technical requirements and specifications;

1.1.2.12 information concerning faults or defects in the State's systems, hardware and/or software or the incidence of such faults or defects;

1.1.2 **"Contract"** means the any Contract entered, or to be entered, into and between the State and a Contractor to develop, maintain or upgrade the NaTIS;

1.1.3 **"Contractor"** means a Contractor appointed, or to be appointed, by the State, at any time, to develop, maintain or upgrade the NaTIS;

1.1.4 **"Data"** means data specific to the services, which the Contractor generates, processes, or supplies to the State in the performance of the services in terms of the Contract;

1.1.5 **"Documentation"** means the documentation that the Contractor will provide to the State or any documents provided by the State to the Contractor to perform the services in terms of the Contract;

1.1.6 **"Effective Date"** means the date of signature of this Undertaking;

1.1.7 **"NaTIS"** means the National Traffic Information System, as set out in the Contract to be provided by the Contractor to the State in terms of the Contract;

1.1.8 **"NaTIS Security Policy and Standards"** means the High-level security policy statements of management intent, expectations, and direction and the rules or specifications which defines the requirements that implements the NaTIS security policies as amended from time to time;

1.1.9 **"Notice"** means any notice to be given by me and shall, unless expressly provided otherwise, be made in Writing;

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1.1.10 "**Person**" means an individual, a corporation, a partnership, an association, a trust or any other entity or organization;

1.1.11 "**Road Traffic Legislation**" means the Road Traffic Act, 1989 (Act No. 29 of 1989) and the National Road Traffic Act, 1996 (Act No 93 of 1996);

1.1.12 "**State**" means the Government of the Republic of South Africa acting through its Department of Transport and any reference to State shall also include a reference to its Provincial counterparts;

1.1.13 "**Undertaking**" means the contents of this Undertaking together with the Annexes hereto;

1.1.14 "**Workstation**" means the hardware and other items of equipment or devices or machinery, which forms part of the NaTIS, as specified in the Contract;

1.1.15 "**Writing**" means handwritten, typed-written or printed communication, including telex, telegram, facsimile transmission, electronic transmission or any like communication and "in writing" and "written" shall have corresponding meanings.

2   TITLE TO THE CONFIDENTIAL INFORMATION

All rights of ownership and copyright in all Confidential Information, Data, and Documentation shall vest solely with the State and I shall not obtain any propriety rights in such Confidential Information, Data or Documentation.

3   PERIOD OF CONFIDENTIALITY

I, hereby agree to keep confidential, both during, and after my term as NaTIS User, all Confidential Information that may come to my knowledge, either directly or indirectly, during the course of, or by virtue as a NaTIS User, and the provisions of this Undertaking shall remain in force indefinitely and shall not terminate after my service as NaTIS User has been terminated.

4.   RESTRICTIONS ON DISCLOSURE AND USE

4.1   I undertake–

4.1.1   except as permitted by the State or this Undertaking, not to disclose or publish any Confidential Information in any manner, for any reason or purpose whatsoever to any Person;

4.1.2   not use or disclose, or attempt to use or disclose, the Confidential Information for any

purpose other than performing my official responsibilities as a NaTIS User, to any Person, orally or in writing, without the written authorisation of the State;

4.1.3   that such information shall only be used in accordance with the provisions of the Road Traffic Legislation, the NaTIS Security Policy and Standards and in the performance of my official duties;

4.1.4   to treat and safeguard all Confidential Information and take the necessary steps to prevent that Confidential Information falls into the hands of any unauthorised Person;

4.1.5   not use or attempt to use the Confidential Information in any manner, which will cause or be likely to cause injury or loss to the State or any Person;

4.1.6   not to allow any other Person visual or physical access to the Confidential Information;

4.1.7   to be liable for all transactions or actions conducted under my NaTIS User number;

4.1.8   not to disclose my NaTIS User password to any other Person or allow any other Person access to the system whilst logged on with my NaTIS User number and password;

4.1.9   to activate a screen saver or not to leave my Workstation unsecured or unattended without logging off;

4.1.10   to notify fraudulent activities, unusual occurrences, or suspected breaches of security of the NaTIS to the State and do the necessary NaTIS security breach transaction;

4.1.11   to maintain my security competence and to bring any change of my personal circumstances or work environment which may impact negatively on my current security grading, immediately to the attention of the State and my supervisor or manager;

4.1.12   not to misuse or perform unauthorised functions on the NaTIS;

4.1.13   to ensure that no unauthorised or illegal software is used on any NaTIS Workstation under my authority and/or control and that no unauthorised copies are made of licensed NaTIS software;

4.1.14   to store, at all times, all NaTIS computer hardware and software under my control in accordance with the NaTIS Security Policy and Standards;

4.1.15   to take adequate measures to safeguard NaTIS computer hardware and software under my control against theft, damage and unauthorised access and to notify the State and my supervisor or manager of such theft or damage;

4.1.16   not use any other unauthorised device or computer, except devices and computers

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approved by the State to load or process NaTIS information;

4.1.17 that the NaTIS network to which I have access to is properly safeguarded and that no computer hardware or software or transmission line security is compromised in any way;

4.1.18 to immediately notify the State and my supervisor or manager and do the necessary NaTIS security breach transaction on the suspicion of any action, which possibly poses a security risk;

4.1.19 that all source documents, master copies, documentation and information under my control, classified Data, of whatever nature, are handled in accordance with this Undertaking as well as the NaTIS Security Policy and Standards;

4.1.20 to change the default password provided to me on initial access when I receive my NaTIS User number;

4.1.21 not to disclose, except if authorised by the State, any information regarding any function of the NaTIS concerning the prevention and investigation of crime, the maintenance of law and order and the preservation of the internal security of the Republic;

4.1.22 to take reasonable precautions to preserve the integrity of the Data and Documentation and to prevent any unauthorised access, corruption, or loss of such Confidential Information, Data or Documentation; and

4.1.23 where any Confidential Information is subject to any Legislation, to take such measures as may be required by such Legislation to protect such Confidential Information.

5. STANDARD OF CARE

5.1 I acknowledge–

5.1.1 that I shall have access to the Confidential Information relating to the NaTIS, which the State disclosed to me;

5.1.2 that all Data is of a sensitive nature and classified in accordance with the Road Traffic Legislation and the NaTIS Security Policy and Standards;

5.1.3 it is reasonable for the State to protect its rights to such Confidential Information and that the State may at any time revoke my NaTIS User access and number in the event that I commit any security breach or fail to comply with any provision of this Undertaking;

5.1.4 that I am fully aware of my responsibilities and procedures to be followed in terms of the

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Road Traffic Legislation and the NaTIS;

5.1.5   that I am liable for all transactions conducted on my Workstation or NaTIS User account;

5.1.6   only to use the NaTIS for those functions needed to carry out my official duties;

5.1.7   not to disclose my password to any Person or allow any Person access to the system whilst signed on with my password;

5.1.8   that any material of a confidential nature which comes into my possession, or which is generated by me, after the Effective Date shall be deemed to form part of the Confidential Information and shall be deemed to be the property of the State;

5.1.9   not to leave my Workstation unsecured or unattended without logging off;

5.1.10 to immediately report any unusual occurrences or suspected security breaches to the State or my manager and to do all the necessary security breach transaction;

5.1.11 that my access to the Confidential Information is conditional upon a positive security vetting by the State;

5.1.12 to protect the Confidential Information in the manner as set out in this Undertaking; and

5.1.13 to exercise all reasonable skill, care and diligence in the discharge of my obligations in terms of this Undertaking and shall perform all services with the highest standards consistent with, and applicable to the Road Traffic Legislation and the objectives of the NaTIS Security Policy and Standards.

6.   EXCLUSIONS

6.1   The above undertakings by me relating to the confidentiality shall not apply to information which -

6.1.1   is lawfully in the public domain at the time of disclosure;

6.1.2   subsequently and lawfully becomes part of the public domain by publication or otherwise;

6.1.3   subsequently becomes available to me from a source other than the State, which source is lawfully entitled without any restriction on disclosure to disclose such confidential information;

6.1.4   is disclosed pursuant to a requirement or request by operation of law, regulation court order; or

6.1.5   is required by law to be delivered, in which case I shall give the State and my supervisor or

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manager prior notice of the proposed disclosure and shall limit any disclosure to only such information or documentation as is expressly required by law and in respect of which no lawful reason for non-disclosure exists.

6.2   I acknowledge that the onus of proving the facts necessary to sustain any one of the exceptions listed in clause 6 rests with me.

7. COMPLIANCE WITH LAWS AND REGULATIONS

I acknowledge that I am fully conversant with all relevant statutory requirements having a direct or indirect bearing on this Undertaking, in particular the Road Traffic Legislation, the Protection of Information Act, 1982 (Act No 84 of 1982), and the NaTIS Security Policy and Standards as amended from time to time, and [if employed by the South African Police Services as a NaTIS User,] the South African Police Service Act, 1995 (Act No 68 of 1995),and that I shall comply with all laws and regulations of the Republic of South Africa.

8. RETURN OF INFORMATION

8.1   The State may at any time, by notice, request me to–

8.1.1   immediately, or at a time and date specified in the notice, return to the State any Confidential Information; and

8.1.2   furnish the State with a Written statement to the effect that, upon such return, I have not retained in my possession or under my control, either directly or indirectly, any such Confidential Information, pertaining to or relating to such Confidential Information.

8.2   I shall deliver all Confidential Information, Data and Documentation in my possession to the State immediately when my appointment as a NaTIS User is terminated.

9. INDEMNITY

I hereby indemnify and hold the State harmless against any loss, action, expenses, claims, harm or damage of whatsoever nature suffered or sustained by the State pursuant to a breach by me, of the provisions of this Undertaking.

10. NOTICES

Any notice in terms of this Undertaking shall be delivered to the State or my supervisor or manager by hand and shall be deemed to be received on the day of delivery.

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11.   NO VARIATION

No variation or consensual cancellation of this Undertaking, and no addition to this Undertaking, including this clause, shall be of any force or effect unless in Writing and signed by the State and myself.

I, ...,

declare that I have read and am familiar with the provisions of this Undertaking, and hereby agree to be bound by the terms and conditions hereof.

SIGNED at .... on this the .... day of .... 20.... in the presence of the undersigned witnesses.

.... (Full Names)

.... (Signature)

AS WITNESSES:

1.   .... (Full Names)

.... (Signature)

2.   .... (Full Names)

.... (Signature)

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ANNEXURE C

APPLICATION AND NOTICE IN RESPECT OF REGISTRATION AS NATIS OFFICER (NO)

NO(4)(2005/12)   **NO**

REPUBLIEK VAN SUID-AFRIKA

APPLICATION AND NOTICE IN RESPECT OF REGISTRATION AS NaTIS OFFICER (National Road Traffic Act, 1996)	Logo	AANSOEK EN KENNISGEWING TEN OPSIGTE VAN REGISTRASIE AS NaVIS BEAMPTE (Nasionale Padverkeerswet, 1996)

NOTE: For the purpose of the registration of an official, it shall be essential to produce the identity document of the applicant.

LET WEL: Vir die doeleindes van die registrasie van 'n beampte is dit noodsaaklik dat die aansoeker se identiteitsdokument voorgelê word.

LIST OF POSSIBLE TRANSACTIONS	Mark with X Merk met X	Parts of the form to be completed Dele van die vorm om in te vul				LYS VAN MOONTLIKE TRANSAKSIES
APPLICATION FOR:						**AANSOEK OM:**
Registration		A	B	C		Registrasie
Duplicate certificate of registration		A	B	C		Duplikaat sertifikaat van registrasie
NOTICE OF CHANGE OF						**KENNISGEWING VAN VERANDERING VAN**
Particulars of officer		A		C		Besonderhede van beampte

PARTICULARS OF APPLICANT	**A**	BESONDERHEDE VAN AANSOEKER

Type of identification (mark with X)	traffic register no. verkeersregisternr. / RSA ID RSA ID / foreign ID buitelandse ID	Soort identifikasie (merk met X)
Identification number		Identifikasienommer
Nationality/Country of issue if foreign ID*		Nasionaliteit/Land van uitreiking indien buitelandse ID
Gender (mark with X)	male manlik / female vroulik	Geslag (merk met X)
Surname		Van
Initials and first names (not more than 3)	(Initials/voorletters) - (first names/voorname)	Voorletters en voorname (hoogstens 3)
E-mail address		E-pos adres
Telephone number at home	(code/kode) - (number/nommer)	Telefoonnommer by woning
Contact telephone number during day	(code/kode) - (number/nommer)	Kontaktelefoonnommer bedags
Facsimile number	(code/kode) - (number/nommer)	Faksimileenommer
Cellphone number		Selfoonnommer
Postal address		Posadres
Suburb		Voorstad
City/Town	(postal code/poskode)	Stad/Dorp
Street address (if different from postal address)		Straatadres (indien verskil van posadres)
Suburb		Voorstad
City/Town	(postal code/poskode)	Stad/Dorp
Address where notices must be served (mark with X)	postal address posadres / street address straatadres	Adres waar kennisgewings beteken moet word (merk met X)

TURN OVER   BLAAI OM

APPLICATION AS OFFICIAL — B — AANSOEK OM BEAMPTE

Infrastructure number									or of	first registration eerste registrasie	Infrastruktuurnommer

Grade for which application is made (mark with X)	Z	Gradering waarvoor aansoek gedoen word (merk met X)

DECLARATION — C — VERKLARING

I, the applicant

(a) declare that all the particulars furnished by me in this form are true and correct; and

(b) realise that a false declaration is punishable with a fine or one year imprisonment or both.

Signature .... Handtekening

Place .... Plek

Date | 2:0 | : | : | : | Datum

Y/J   M   D

Ek, die aansoeker

(a) verklaar dat alle besonderhede wat deur my op hierdie vorm verstrek is, waar en korrek is; en

(b) besef dat 'n vals verklaring strafbaar is met 'n boete of een jaar gevangenisstraf of beide.

AUTHORISATION - APPLICATION — MAGTIGING - AANSOEK

Fees paid and receipt number   R _____   and en | | | | | | | | | | | | | — Gelde betaal en kwitansienommer

Date of application (effective date) | 2:0 | : | : | : | — Datum van aansoek (effektiewe datum)

Y/J   M   D

Name and signature of counter official

_____ Name/Naam   _____ Signature/Handtekening   _____ Date/Datum

Naam en handtekening van toonbankbeampte

Name and signature of data capturing official

_____ Name/Naam   _____ Signature/Handtekening   _____ Date/Datum

Naam en handtekening van datavasleggingsbeampte

FOR OFFICE USE ONLY - REGISTRATION — NET VIR KANTOORGEBRUIK - REGISTRASIE

Grade | not approved nie goedgekeur nie | or of | Z | Graad

Graded by (surname and initials) | | | | | | | | | | | | | | | | | | and en | | | | | — Gegradeer deur (van en voorletters)

Signature and date | _____ | and en | 2:0 | : | : | : | — Handtekening en datum

Y/J   M   D

Name and signature of authorising official

_____ Name/Naam   _____ Signature/Handtekening   _____ Date/Datum

Naam en handtekening van magtigingsbeampte

Name and signature of data capturing official

_____ Name/Naam   _____ Signature/Handtekening   _____ Date/Datum

Naam en handtekening van datavasleggingsbeampte

Serial number (bottom right-hand corner) of certificate of registration as authorised officer issued | | | | | | | — Reeksnommer (onder regterkantste hoek) van sertifikaat van registrasie as gemagtigde beampte uitgereik

ANNEXURE D

APPLICATION FOR NATIS USER NUMBER MAINTENANCE (NUM)

NUM(6)(2005/05)

NUM

PROVINCE		PROVINSIE
APPLICATION FOR **NaTIS USER NUMBER MAINTENANCE**		**AANSOEK OM** **NaVIS GEBRUIKERNOMMER ONDERHOUD**

NOTE:
For the purposes of the registration of an official, it shall be essential to produce the identity document of the applicant and the registration certificate as NaTIS Officer.

LET WEL:
Vir die doeleindes vir die aanstelling as beampte is dit noodsaaklik dat 'n afskrif van die aansoeker se identiteitsdokument en 'n registrasiesertifikaat as NaVIS Beampte voorgelê word.

LIST OF POSSIBLE TRANSACTIONS	Mark with X Merk met X	Parts of the form to be completed Dele van die vorm om in te vul				LYS VAN MOONTLIKE TRANSAKSIES
APPLICATION FOR:						**APPLICATION FOR:**
User number reset password		A	B		D	Gebruikernommer herstel wagwoord
NOTICE OF CHANGE OF						**KENNISGEWING VAN VERANDERING VAN**
Reset password and other actions		A	B	C	D	Herstel wagwoord en ander aksies
Transaction access		A	B	C	D	Transaksietoegang

PARTICULARS OF APPLICANT	**A**	BESONDERHEDE VAN **AANSOEKER**

Type of identification (mark with X)	traffic register no. verkeersregisternr. | RSA ID RSA ID | foreign ID buitelandse ID	Soort aanvaarbare identifikasie (merk met X)
Identification number		Identifikasienommer
Country of issue if foreign ID		Land van uitreiking indien buitelandse ID
Nature of person (mark with X)	male / manlik | female / vroulik	Aard van persoon (merk met X)
Surname		Van
Initials and first names (not more than 3)	(Initials/voorletters) - (first names/voorname)	Voorletters en voorname (hoogstens 3)
Telephone number at home	(code/kode) - (number/nommer)	Telefoonnommer by woning
Contact telephone number during day	(code/kode) - (number/nommer)	Kontaktelefoonnommer bedags
Facsimile number	(code/kode) - (number/nommer)	Faksimileenommer
Cellphone number		Selfoonnommer
Postal address		Posadres
Suburb		Voorstad
City/Town	(postal code/poskode)	Stad/Dorp
Street address		Straatadres
Suburb		Voorstad
City/Town	(postal code/poskode)	Stad/Dorp
Address where notices must be served (mark with X)	postal address / posadres | street address / straatadres	Adres waar kennisgewings beteken moet word (merk met X)

TURN OVER

BLAAI OM

USER NUMBER — B — GEBRUIKERNOMMER

Province	Western Cape Wes-Kaap	KwaZulu-Natal	Free State Vrystaat	Gauteng	Northern Cape Noord-Kaap	Provinsie
	Eastern Cape Oos-Kaap	Mpumalanga	Limpopo		North West Noord-Wes	

Region ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Streek

Authority User group code ☐☐☐☐☐ Owerheid Gebruikersgroepkode

Office code ☐ Kantoorkode

Infrastructure number ☐☐☐☐☐☐☐ Infrastruktuurnommer

Type access template code ☐☐☐☐☐ Soort toegangsprofielkode

NaTIS User Number | New Nuut | or of | ☐☐☐☐☐☐☐☐☐ | NaVIS Gebruikernommer

NOTICE OF CHANGE — C — KENNISGEWING VAN VERANDERING

Action (mark with X)	Reset password Herstel wagwoord	Cancel user number Kanselleer gebruikernommer	Reinstate user number Herstel gebruikernommer	Aksie (merk met X)
	Infrastructure number Infrastruktuurnommer	Transaction access Transaksietoegang		

DECLARATION — D — VERKLARING

I, the applicant, declare that:

(a) all the particulars furnished by me in this form are true and correct; and

(b) I realise that a false declaration is punishable with a fine or one year imprisonment or both.

Signature .... Handtekening

Place .... Plek

Date 2:0 ☐ : ☐ : ☐ Datum
       Y/J   M   D

Ek, die aansoeker, verklaar dat:

(a) alle besonderhede wat deur my op hierdie vorm verstrek is, waar en korrek is; en

(b) ek besef dat 'n vals verklaring strafbaar is met 'n boete of een jaar gevangenisstraf of beide.

AUTHORISATION — MAGTIGING

Name of supervising official (surname and initials) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ and en ☐☐☐☐ Naam van toesighoudende beampte (van en voorletters)

Date 2:0 ☐ : ☐ : ☐ Datum
       Y/J   M   D

Signature _____ Handtekening

Name and signature of data capturing official

Name/Naam	Signature/Handtekening	Date/Datum

Naam en handtekening van datavasleggingsbeampte

ANNEXURE E

LETTER BY COMPANY AUTHORISING A THIRD PARTY

Letter to be drafted by a company on a company letter head authorising a third party to perform nominations on their behalf:

I <u>Peter Ramala</u> **(full names of authorised person)** ID number <u>5612125059086</u>**(authorised person)** *registered proxy/representative of* <u>Coca-Cola Pty Ltd</u> <u>9015487458</u> **(Company name and Business registration number (BRN))** *hereby authorise* <u>Mabela Fleet Management</u> **(Fleet management company name)** *to perform the following transactions on behalf of* <u>Coca-Cola Pty Ltd</u> **(Company name):**

- Nomination of driver

<u>Mabela Fleet Management</u> **(Fleet management company name)** *will appoint employees of* <u>Mabela Fleet Management</u> **(Fleet management company name)** *to perform the abovementioned transaction on their behalf.*

I <u>Peter Ramala</u> **(full names of authorised person)** *registered proxy/representative of* <u>Coca-Cola Pty Ltd</u> **(Company name)** *takes full responsibility for any transaction performed on any vehicle registered on* <u>Coca-Cola Pty Ltd</u> **(Company name)** *name by an authorised employee of* <u>Mabela Fleet Management</u> **(Fleet management company name).**

ANNEXURE F

LETTER BY COMPANY AUTHORISING EMPLOYEES

I Peter Ramala (full names of authorised person) ID number 5612125059086 (authorised person) registered proxy/representative of Coca-Cola Pty Ltd 9015487458 (Company name and Business registration number (BRN)) confirm that John Dow (full names of authorised person) ID number 6605145032089 (authorised person) is an employee of Coca-Cola Pty Ltd (Company name).

I hereby authorise John Dow (full names of authorised person) to perform the following transactions on behalf of Coca-Cola Pty Ltd (Company name). List all the Business registration number (BRN) if more than one

- Nomination of driver

ANNEXURE G

LETTER BY FLEET MANGEMENT COMPANY AUTHORING EMPLOYEES

Letter to be drafted by a Fleet management company on their company letter head authorising employees to perform nominations on behalf of a company (client):

*I Ana Baloyi **(full names of authorised person)** ID number 5612125059086 **(authorised person)** employee of Mabela Fleet Management **(Fleet management company name)** and appointed by Checkers Hyper 8514248754 **(Company name and Business registration number (BRN))** to manage their fleet hereby confirm that John Dow **(full names of authorised person)** ID number 6605145032089 **(authorised person)** is an employee of Mabela Fleet Management **(Fleet management company name).***

*I hereby authorise John Dow **(full names of authorised person)** to perform the following transactions on behalf of Mabela Fleet Management **(Fleet management company name)** for Checkers Hyper 8514248754 **(Company name and Business registration number (BRN))** List all the Business registration number (BRN) if more than one:*

- Nomination of driver

ANNEXURE H

ACCESS TO NATIS INFORMATION (ANI)

Contract RT1194KA: NATIONAL TRAFFIC INFORMATION SYSTEM (eNaTIS)

Access to eNaTIS Information (ANI): Application Form

[Blue paragraphs, such as this, guide you in terms of the expected content. Delete them once you are satisfied with the content.]

ACCESS REQUEST FOR

[Please indicate your choice by marking the applicable block with an X:]

APPLICATION FOR	X	COMPLETE THE FOLLOWING SECTIONS
External Road Traffic Register User (ERTRU) (Interface user)	X	Section A, Section B – Questions 1, 2, 4, 6, 7, 8, 9
Extraction of eNaTIS data		Section A, Section B – Questions 1, 2, 3, 5, 6, 7, 8, 9

REQUESTOR DETAILS

[All relevant company details must be supplied as per the table below:]

Section A - DETAILS	INFORMATION
Date	
Company name/Applicant name	
Company registration number	
Full address of company	
Company background	*Provide a brief description of your company and its core business function*

Contact person(s)	Main Contact:	Title:	Contact details
ID number of contact person			
Position of applicant			
Office number(s)			
Email address			
Signature of applicant			
Section B - QUESTIONS	**RESPONSE**		
1. WHAT INFORMATION IS REQUIRED *Provide a detailed explanation as to **what** information contained in the eNaTIS is required. List all the details, e.g. the make, model and series of vehicles. If the information is statistical, provide all the relevant fields of information you will need.*			
2. WHY IS THE INFORMATION REQUIRED *Provide a detailed explanation as to **why** information contained in the eNaTIS is required.*			
3. HOW WILL THE INFORMATION BE REQUIRED *If a data dump/download is needed, stipulate the format it should be provided in, e.g. PDF or CSV.*			

4. INTERFACE WITH ENATIS *The eNaTIS interfaces with other systems under strict rules and protocols. Indicate how such an interface is envisaged; provide details of the technical layout.*	
5. FREQUENCY OF REQUEST *Indicate the frequency of your request, is it a once-off request or periodic, indicate the period.*	
6. DATA ACCESS *Should access or information be provided, how will the information be protected? Provide access policy and security conditions that will be in place.*	
7. AUDITS/ACCOUNTABILITY *Audits of information and access are required. Provide an audit policy that will be in place should access be granted or information provided.*	

8. APPLICATION CONDITIONS

Provide copies of documentation for all answers marked as YES. Please note that the Department of Transport reserves the right to request additional information. Please cross (X) the relevant answer:

8.1   Is your request supported by a provincial or state institution?   (YES) (NO)

8.2   Are you a service provider for a state or provincial institution?   (YES) (NO)

8.3   Do you currently have eNaTIS access?   (YES) (NO)

8.4   Will vetted/screened staff be accessing the information?   (YES) (NO)

8.5   Are you prepared to sign an appropriate contract?   (YES) (NO)

8.6   Will you pay the required fee(s) as may be required?   (YES) (NO)

8.7	Do you agree to a screening process should it be needed?	(YES) (NO)

9. ADDITIONAL REQUIREMENTS

The following documentation should accompany this application form:

- Letter from company requesting the required information
- Contract between service provider and client requesting access to eNaTIS
- Copy of company registration documentation
- Proof of authority of applicant
- Copy of ID of applicant