

ISSUED 17 JANUARY 2008

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

SABS

REGULATORY

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. 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.

3. NAME OF APPLICANT:
PERSON/COMPANY
ORGANISATION/PROXY

4. THE COMPANY-REGISTRATION No.

5. APPLICANT OR PROXY: ID-No or PASSPORT-No.

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

6. CONTACT ADDRESS:
POSTAL ADDRESS

CODE

PHYSICAL/STREET
ADDRESS

CODE

7. PHONE
FAX

CELL
E-MAIL

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

8. FOREIGN
CONTACT
ADDRESS

CODE

PHONE
FAX

E-MAIL

DESCRIPTION OF VEHICLE

9. VEHICLE STATUS ☐ NEW ☐ USED ☐ VINTAGE ☐ REBUILT

OTHERS, SPECIFY

10. NAME OF
MANUFACTURER

eg Delta, Toyota, Volkswagen, Renault, etc

11. SERIES
NAME

eg Golf, Astra, Hilux, etc

12. TYPE OF
VEHICLE

eg 4-Door Sedan, LDV, Trailer, Truck, Motorcycle, etc

13. MODEL
NAME

eg 150 GTi, TDi 110, etc

14. COUNTRY OF MANUFACTURE

YEAR OF MANUFACTURE

15. 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 (EMPTY) 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

VEHICLE DATA 3	FOR ALL VEHICLES
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[illegible]

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

OVERSEAS MAIL + R100

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

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PAYMENT RECEIVED ON		AMOUNT	
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C	CH	BT	ET	
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BY _____

PAYMENT RECEIVED ON		AMOUNT	
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C	CH	BT	ET	
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APPLICATION COMPLETE? ☐ YES ☐ NO

APPLICATION PROCESSABLE? ☐ YES ☐ NO

QUALIFY FOR LOA? ☐ YES ☐ NO

VEHICLE CATOGORY	
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LOA DISTRIBUTED ☐ COLLECTED ☐ REG MAIL ☐ COURIER ☐

DATE

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SIGNATURE OF RECIPIENT

PRINT NAME _____

DATE COLLECTED				TIME	
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LOA PROCESSED BY

ADDITIONAL INFORMATION / REMARKS:

DATE _____

RESTRICTIONS/LIMITATIONS:

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 Pretoria SABS office, 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), manufactured 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 REGISTERED IN THE REPUBLIC IN TO HIS/HER NAME BEFORE 1st JANUARY 2000. (REF NATIONAL ROAD TRAFFIC ACT- REGULATION 200 (2B))**
 - **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.za

**ADDRESSES FOR PERSONAL, MAIL & COURIER DELIVERIES TO SABS MAIN RECEPTION:
APPLICANT'S SURNAMES STARTING WITH LETTERS:**

A – B – C – X – Y – Z, DIPLOMAT & DONATIONS

D – E – F – M – O – P – Q – T & U

J – K – L – S & W

G – H & N

I – V & R

**ALL CAPE TOWN APPLICANT'S
Postal Address for Registered Mail
& Postnet overnight service:**

South African Bureau of Standards
Private Bag X191
PRETORIA
0001

CONTACT: **DEWALD HORN** (021) 526 3447 or hornd@sabs.co.za
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

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 vehicles manufactured after 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)

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.
COLLECTORS ITEMS: R2050 INC VAT **(not registered in applicants name)**

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.**