

ISSUED OCTOBER 2011  
**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. 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

CODE	<input type="text"/>
CODE	<input type="text"/>

CELL E-MAIL

<input type="text"/>
<input type="text"/>

**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



**NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS  
APPLICATION FOR LETTER OF AUTHORITY – LoA1**

**PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

**NOTE: All proof of purchase (invoice) must have the details of the SELLER, BUY, VIN (chassis) and ENGINE Number.**

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 a 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 NRCS office, please indicate delivery address clearly by
    - Registered Mail - a postal (e.g. 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 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 1<sup>st</sup> January 1997, by production of
    - (a) A letter from the SA Manufacturer, Importer or Builder, certifying the South African origin of the vehicle, or
    - (b) 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/LICENCED IN THE REPUBLIC IN TO HIS/HER NAME BEFORE 23 JULY 2004. (REF NATIONAL ROAD TRAFFIC ACT- REGULATION 200 (2B)**

  - (d) **AGRICULTURAL TRACTORS – NEW OR USED, MUST CONFORM TO THE COMPULSORY SPECIFICATION GAZETTED ON 20<sup>TH</sup> 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 Van Uren/ Ms De Beer Tel: 012 – 394 3610. Web Site [www.itac.org.za](http://www.itac.org.za), Import Control. Email [rvanvuuren@itac.org.za](mailto:rvanvuuren@itac.org.za)

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

**APPLICANT'S SURNAMES STARTING WITH LETTERS:**

**D – E – F – M – O – P – Q – T – U & DONATIONS:** : CONTACT **CHARLOTTE MAKOU** [makouck@nracs.org.za](mailto:makouck@nracs.org.za) or fax 086 676 4253  
**J – K – L – S – W – I – V – R & DIPLOMAT:** : CONTACT **VUYO NGELE** [ngelene@nracs.org.za](mailto:ngelene@nracs.org.za) or fax 086 676 4873  
**A – B – C & G – H – N – X – Y & Z:** : CONTACT **ROSINA MAPONYA** [maponyvm@nracs.org.za](mailto:maponyvm@nracs.org.za) or fax 086 676 4563

**NOTE: LOA PROCESS TAKES 7 TO 21 WORKING DAYS.**

**NOTE:** The LOA document is an original Certificate and cannot be faxed/E-mailed to the applicant.

**AUTOMOTIVE LOA MANAGER** : CONTACT **SIFISO PHAKATHI** [phakatsz@nracs.org.za](mailto:phakatsz@nracs.org.za) or fax 086 676 4602

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

National Regulator for Compulsory Specification (NRCS) or National Regulator for Compulsory Specification (NRSC)  
Private Bag X25  
BROOKLYN  
0075

**Street Address for personal/Courier delivery:**

1 Dr Lategan Road  
Groenkloof  
PRETORIA  
0181

**TELEPHONE & FAX**

Call Center Tel : (012) 428 6314/6891/6276

Loa Office Fax number : (012) 428 6565

[www.nracs.org.za](http://www.nracs.org.za) Click on Vehicle & Component> Letter of Authority>LOA1.

## 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 NRCS may require that any vehicle be inspected, at its sole discretion.

**A. NEW OR USED FOREIGN VEHICLES:**

**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, ECE) or ADR Rules Regulations issued by the original manufacturer of the vehicle. See Question 29 of Application form.
2. All vehicles manufactured after 1 January 1997 must have 17 Character (VIN) or Chassis number.
3. ID or passport of applicant or proxy.
4. Proof of purchase/ ownership of the vehicle- Commercial Invoice and Bill of Lading/Air weigh bill. **(USED VEHICLE)** should be registered in the applicant's name.
5. Vehicle registration documents in foreign country, officially translated, if not in English.
6. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer.

**NOTE: No** new left-hand drive vehicle may BE imported into South Africa.

**NOTE:** Left-hand drive vehicle can be imported if first registered/licensed in the Republic, into his/her name before, 23 JULY 2004. **(See note No:9 c)**

**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 RSA.
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.  
Proof of payment of fee to the NRCS – copy of deposit slip in case of bank transfer.

**C. MOTORCYCLES – USED & NEW:**

**Certified copies sent by post /courier OR color Scanned by email if it is a foreign manufactured motorcycles.**

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 NRCS – copy of deposit slip in case of bank transfer.

**D. SPECIAL VEHICLES NEW/USED (MOBILE CRANES,TRACTORS AND COMBINE HARVESTERS)**

1. Proof of purchase/ ownership of the vehicle- Commercial Invoice and Bill of Lading/Air weigh bill.
2. ID or passport of applicant; or ID of proxy in case if the applicant is a company.
3. Letter of proxy on company's letterhead with copy of ID, where applicable.
4. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer.

**NOTE:** Agricultural tractors New/Used **(See note No:9 d)**

**E. TRAILERS – USED & NEW:**

**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.
2. ID or passport of applicant.
3. Registration document of foreign country officially translated if not in English or Proof of Purchase.
4. Letter and ID of proxy in case of a company.
5. Proof of ownership – the trailer should be registered in the applicant's name.
6. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer.

**NOTE:** Document issued subject to inspection by NRCS if deemed necessary.

**F. VINTAGE (before 1965), COLLECTORS ITEM VEHICLE:**

1. Proof of purchase/ ownership of the vehicle- Commercial Invoice and Bill of Lading/Air weigh bill.
2. ID or passport of applicant.
3. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer.

**NOTE:** Collectors item -Import Permit from ITAC (Department of Trade & Industries)

**G. RACING VEHICLE USED & NEW:**

1. Proof of purchase/ ownership of the vehicle- Commercial Invoice and Bill of Lading/Air weigh bill.
2. Racing licence in RSA.
3. ID or passport of applicant.
4. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer.

**H. DONATIONS AND INHERITANCE:**

**DONATIONS CAN ONLY BE MADE BY A REGISTERED OWNER OF A VEHICLE TO THE REGISTERED N.G.O IN RSA.**

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

**NOTE:** No Private donations.

**I. DOCUMENTATION REQUIRED BY FOREIGN DIPLOMATS NEW & USED:**

1. Diplomatic ID and/or Note Verbal.
2. Proof of purchase/ ownership of the vehicle- Commercial Invoice and Bill of Lading/Air weigh bill.
3. Proof of Compliance as above.
4. Vehicle registration documents in foreign country, officially translated, if not in English.
5. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer.

**(USED VEHICLE)** should be registered in the applicant's name for 6 months.

**NOTE: NO** new left-hand drive vehicle may BE imported into Republic of South Africa.

**NOTE:** Left-hand drive vehicle can be imported if first registered/licensed in the Republic, into his/her name before, 23 JULY 2004. **(See note No:9 c)**

**NRCS COSTS OF LETTERS OF AUTHORITY 1:**

**R.S.A VEHICLES (PASSENGER, GOODS AND TRAILERS):**

YEAR OF MANUFACTURE 1997 & LATER: R500.00  
 YEAR OF MANUFACTURE 1996 - OLDER VEHICLES: R300.00

**FOREIGN VEHICLES (PASSENGER, GOODS VEHICLES AND TRAILERS):** (Registered under your\_name)

YEAR OF MANUFACTURE 1997 & LATER: R1800.00  
 YEAR OF MANUFACTURE 1990 – 1996: R1000.00  
 YEAR OF MANUFACTURE 1980 – 1989: R500.00  
 OLDER VEHICLES: R300.00  
 COLLECTORS ITEMS & VINTAGE: R1800.00 (not registered in applicant's name)

**SA MOTOR CYCLES:**

SA MANUFACTURED OR PREVIOUSLY REGISTERED IN SA: R300.00

**FOREIGN MOTOR CYCLES:**

ENGINE CAPACITY UP TO 250cc: R400.00  
 ABOVE 250cc: R750.00

**SPECIAL VEHICLES:**

AGRICULTURAL TRACTORS & COMBINE HARVESTERS: R300.00  
 MOBILE CRANES: R300.00

**ALL REPRINTS: R50.00**  
**ALL LETTERS: R100.00**

**NRCS (LOA) BANKING & PAYMENT DETAILS:**

**NOTE: THERE WILL BE NO CASH OR CHEQUE PAYMENT THAT WILL BE ACCEPTED AT NRCS. ALL CASH OR CHEQUE PAYMENT MUST BE MADE INTO NRCS BANK ACCOUNT.**

**A. PAYMENT FROM WITHIN SOUTH AFRICA:**

Applicants may submit the prescribed payment either by:

- **MONEY TRANSFER** from any commercial Bank
- **INTERNET TRANSFER**

**B. FOREIGN PAYMENTS BY BANK OR INTERNET TRANSFER**

**PLEASE TRANSFER FUNDS IN RSA CURRENCY ONLY – SA RANDS**

**Our Banking Details:**

Name of Account:	<b>NRCS</b>
Name of Bank:	<b>ABSA BANK</b>
Branch:	<b>BROOKLYN BRANCH</b>
Branch Code:	<b>335345</b>
Account No:	<b>4072161682</b>
NRCS LOA Reference / Deposit No:	<b>00663437</b>
SWIFT CODE:	<b>ABSAZAJJ</b> (for international money transfer)

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

**NOTE: 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 NRCS at FAX No 012-428 6565 or International +27 12 428 6565, marked clearly with the name of the applicant for the LOA.