

Justice in Adjudication

## GENERAL GUIDELINES FOR COMPLETION OF THE AARTO 07 FORM

- Paper forms should be completed in black ink. Do NOT use
- Complete all required fields but special attention should be given to the "key fields" as listed below.
- Your application submitted cannot be entered into the NCR if the "key fields" are incomplete or incorrect.
- Please note that only the prescribed published AARTO 07 form should be utilized for submission. No affidavit/letter.
- The original infringer (proxy in the case of a juristic person) must sign the form.
- Acceptable identification of the nominated driver MUST be attached in the form of a copy of an identity document or driving licence, passport or traffic register certificate for each application submitted.
- Please keep a copy of your application for your own records.
- This form may only be submitted in infringement notice status (**NOT** in courtesy letter / enforcement order status).

#### "KEY FIELDS"

- Name of organisation.
- **Email Address.**
- Surname.
- First Name.
- ID Number.
- Vehicle Licence. Make.
- Infringement Notice
- Number.
- Surname.
- First Name. ID Number.
- Licence Code.
- Postal Address.
- Suburb.
- Postal Code.
- Signature of owner.
- Place.
- · Date.

- Signature of Commissioner of Oaths.
- · Place.
- Date.
- · Surname.
- First Names.
- Business Address.
- Suburb.
- City / Town.
- Identification No.
- Tel (work).
- Cell No.
- Office held.
- Designation.

# MANNER OF SUBMISSION AND FOLLOW-UP

### **SUBMISSION:**

- Per email (nominations@rtia.co.za).
- Per hand delivery to any issuing authority or RTIA offices.
- Per Registered mail (Private Bag X112, Halfway House, 1685).
- Website submissions are allowed and highly recommended through the website portal (www.aarto.gov.za).

#### **FOLLOW-UP:**

- Visit (www.aarto.gov.za).
- By calling the Call Centre on 086 122 7861

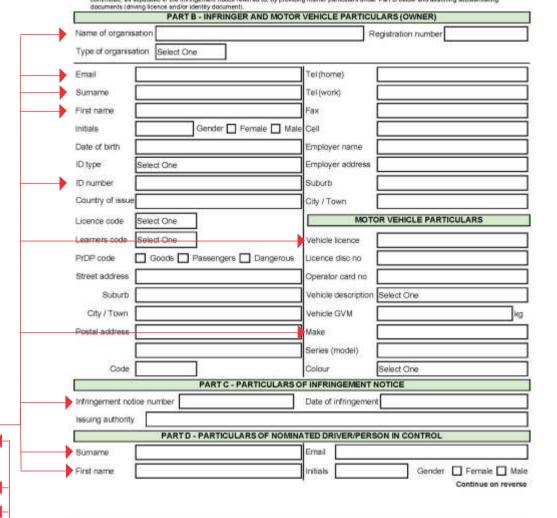
NOMINATION OF DRIVER OR PERSON IN CONTROL - AARTO 07

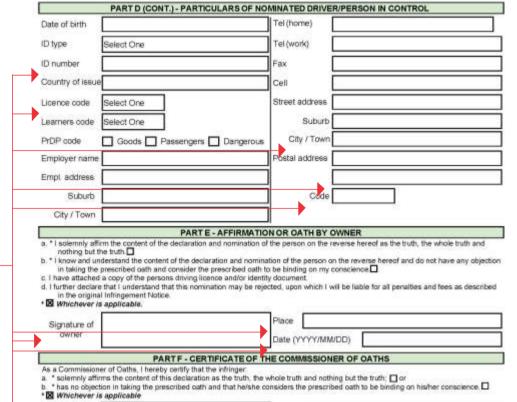
is form must be completed electronically and submitted in one of the following manners:

posted by registered mail to The Road Traffic infilingement Agency, Private Bag X112, Halfway House, 1685
emailed to nominations@rita.co.za - on the AARTO website: www.aarto.gov.za
e completed form must be submitted to and signed before a Commissioner of Oaths on presentation of the original infilingulation to the control of the property of the completed form must be kept for your own records.

cospic of the application will be acknowledged within 21 days, falling which it must be re-submitted by posting it by registed and application will be acknowledged within 21 days, falling which it must be re-submitted by posting it by registers.

The particulars of whom are provided under Part B below, hereby declare in terms of section 17(3)(v) of Act 46 of 1998, that I was not the driver corn'd of the motor vehicle at the time the infringement(s), as stated in the infringement notice issued to me, was committed. Particulars of the infringement are provided under Part C below, hereby further nominate the driver or person who was in control of the identified vehicle at the place on the date and at the time that the infringe committed, as stipulated in the infringement notice retired to, by providing his/her particulars under Part D below and attaching substantiating documents (driving) fectore and of the time that the infringement notice retired to, by providing his/her particulars under Part D below and attaching substantiating documents (driving) fectore and/or identify documents.





Place

PART G - PARTICULARS OF THE COMMISSIONER OF OATHS

PARTH - STAMP OF THE COMMISSIONER OF OATHS

Date (YYYY/MM/DD)

Identification No

Tel (work)

Office held

Infringement notice number

### FRAUD HOTLINE: 0800 204 473







+27 861 227 861



**RTIA-Aarto** 



Signature of

of Oaths

Surname

First names

Bus. address

City / Tow

@rtia\_aarto



www.rtia.co.za



www.aarto.gov.za