

Justice in Adjudication

GENERAL GUIDELINES FOR COMPLETION OF THE AARTO 08 FORM

- Paper forms should be completed in black ink. Do NOT use pencil.
- 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.
- The original infringer (proxy in the case of a juristic person) must sign the form.
- Please keep a copy of your application for your own records.
- This form may only be submitted in infringement notice status (**NOT** enforcement order status).

"KEY FIELDS"



MANNER OF SUBMISSION AND FOLLOW-UP

SUBMISSION:

- Per email (representations@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

form must be completed electronically and submitted in one of the following manners: posted by registered mail to: The Road Traffic Infringement Agency, Private Bag X112, Halfway House, 1685

- emailed to:representations@rtia.co.za on the AARTO website: www.aarto.gov.za
 The completed form must be submitted to and signed before a commissioner of paths on presentation of the original Infringement Notice and, if applicable the original Courtesy Letter that was issued.
- A copy of the completed and signed form and supporting documents must be kept for your own records.
 Receipt of the application will be acknowledged within 21 days, failing which it must be re-submitted by posting it by mail to the address given above. If you were not the driver or person in control of the vehicle please complete form AARTO 07 to nominate the

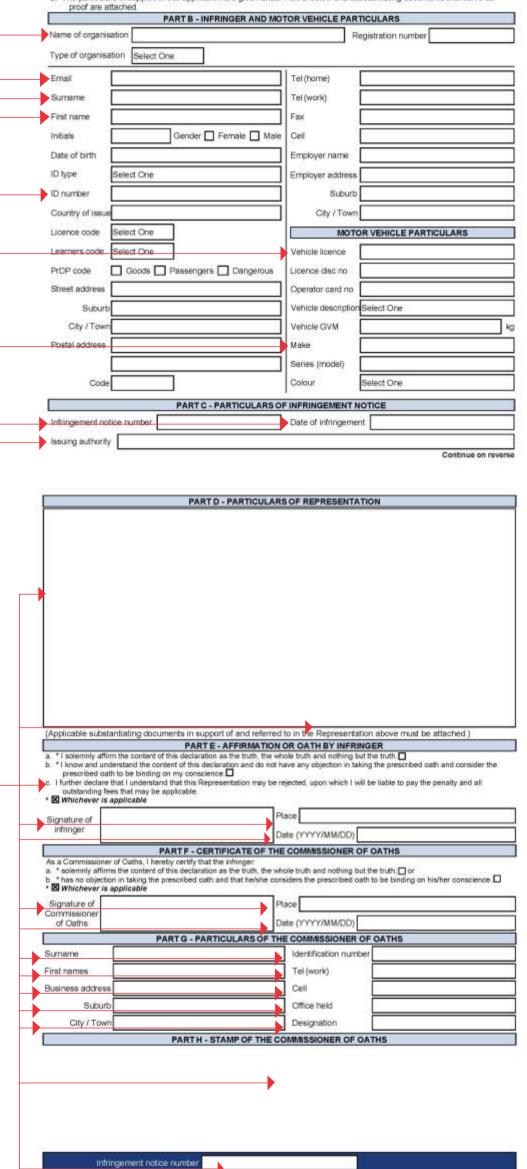
REPRESENTATION - AARTO 08

person in control. Individuals need not complete the first two lines of Part B. Organisations must provide the details of the registration or the organisation (eg CC, company or trust registration number) and details of a representative (Surname, First names, ID number, cell, email, etc.) who must sign the form on its behalf.

te: A Representation fee of R200 will be charged in the case of unsuccessful Representation

- PARTA APPLICATION the particulars of whom are provided under Part B below, hereby apply in terms of sections 18 and 19(2)(b)(i) of Act 46 1998 for Representation to be considered in terms of an Infringement Notice that was issued against me, particulars o
- which are provided under Part C below.

 The particulars in support of this application are given under Part D below and substantiating documents that serve as



FRAUD HOTLINE: 0800 204 473



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+27 861 227 861



RTIA-Aarto











www.aarto.gov.za