



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”

- | | |
|----------------------------------|---|
| • Name of organisation. | • Signature of Commissioner of Oaths. |
| • Email Address. | • Place. |
| • Surname. | • Date. |
| • First Name. | • Particulars of Commissioner of Oaths. |
| • ID Number. | • Surname. |
| • Vehicle Licence. | • Identification number. |
| • Make. | • First names. |
| • Infringement Notice Number. | • Tel (work). |
| • Date of Infringement. | • Business Address. |
| • Issuing Authority. | • Cell. |
| • Particulars of Representation. | • Suburb. |
| • Oath by Infringer. | • Office held. |
| • Signature of Infringer. | • City / Town. |
| • Place. | • Designation. |
| • Date. | • Stamp of Commissioner of Oaths. |
| | • Infringement notice no. |

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

REPRESENTATION - AARTO 08
INSTRUCTIONS FOR COMPLETION OF THE FORM

a. This 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

b. The completed form must be submitted to and signed before a commissioner of oaths on presentation of the original Infringement Notice and, if applicable the original Courtesy Letter that was issued.

c. A copy of the completed and signed form and supporting documents must be kept for your own records.

d. Receipt of the application will be acknowledged within 21 days, failing which it must be re-submitted by posting it by registered mail to the address given above.

e. If you were not the driver or person in control of the vehicle please complete form AARTO 07 to nominate the correct driver or person in control.

f. Individuals need not complete the first two lines of Part B. Organisations must provide the details of the registration number of 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.

Note: A Representation fee of R200 will be charged in the case of unsuccessful Representations.

PART A - APPLICATION

a. I, 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 of 1998 for Representation to be considered in terms of an Infringement Notice that was issued against me, particulars of which are provided under Part C below.

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

PART B - INFRINGER AND MOTOR VEHICLE PARTICULARS

Name of organisation Registration number

Type of organisation

Email Tel (home)

Surname Tel (work)

First name Fax

Initials Gender Female Male Cell

Date of birth Employer name

ID type Employer address

ID number Suburb

Country of issue City / Town

Licence code

Learners code

PrDP code Goods Passengers Dangerous

Street address

Suburb

City / Town

Postal address

Code

MOTOR VEHICLE PARTICULARS

Vehicle licence

Licence disc no

Operator card no

Vehicle description

Vehicle GVM kg

Make

Series (model)

Colour

PART C - PARTICULARS OF INFRINGEMENT NOTICE

Infringement notice number Date of infringement

Issuing authority

Continue on reverse

PART D - PARTICULARS OF REPRESENTATION

(Applicable substantiating documents in support of and referred to in the Representation above must be attached.)

PART E - AFFIRMATION OR OATH BY INFRINGER

a. * I solemnly affirm the content of this declaration as the truth, the whole truth and nothing but the truth or

b. * I know and understand the content of this declaration and do not have any objection in taking the prescribed oath and consider the prescribed oath to be binding on my conscience.

c. I further declare that I understand that this Representation may be rejected, upon which I will be liable to pay the penalty and all outstanding fees that may be applicable.

* **Whichever is applicable**

Signature of infringer Place

Date (YYYY/MM/DD)

PART F - CERTIFICATE OF THE COMMISSIONER OF OATHS

As a Commissioner of Oaths, I hereby certify that the infringer:

a. * solemnly affirms the content of this declaration as the truth, the whole truth and nothing but the truth. or

b. * has no objection in taking the prescribed oath and that he/she considers the prescribed oath to be binding on his/her conscience.

* **Whichever is applicable**

Signature of Commissioner of Oaths Place

Date (YYYY/MM/DD)

PART G - PARTICULARS OF THE COMMISSIONER OF OATHS

Surname Identification number

First names Tel (work)

Business address Cell

Suburb Office held

City / Town Designation

PART H - STAMP OF THE COMMISSIONER OF OATHS

Infringement notice number

FRAUD HOTLINE: 0800 204 473



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+27 861 227 861



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