



GENERAL GUIDELINES FOR COMPLETION OF THE AARTO 10 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.
- Please note that only the prescribed published AARTO 10 form should be utilized for submission. No affidavit/ letter.
- 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 / courtesy letter status). (**NOT** in enforcement order status).
- Please note that a physical address and **NOT** a postal address should be furnished for service of a summons in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977). Such summons will be prepared and served by the applicable Issuing Authority.

“KEY FIELDS”

- Name of organisation.
- Email Address.
- Surname.
- First Name.
- Cell.
- ID Number.
- Licence Code.
- Vehicle Licence.
- Make.
- Infringement Notice Number.
- Date of infringement.
- Issuing authority.
- Street Address.
- Suburb.
- City / Town.
- Signature of infringer.
- Date.

NOTICE OF ELECTION TO BE TRIED IN COURT - AARTO 10

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 court@rtia.co.za - on the AARTO website: www.aarto.gov.za

b. A copy of the completed form must be kept for your own records.

c. The Issuing Authority will contact you within 21 days to arrange a court date, failing which this form must be re-submitted as described in (a) above.

d. 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.

PART A - APPLICATION

a. I, the particulars of whom are provided under Part B below, hereby give notice in terms of sections 22(2)(a) of Act 46 of 1998, that I elect to be tried in court on the charge of having committed the alleged infringement on the Infringement Notice that was issued to me, the particulars of which are provided under Part C below.

b. The declaration in support of this election is given under Part D below.

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

Leamers 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

PART D - DECLARATION

I shall accept service of process, notices or documents in respect of this matter at the following residential or business street address:

Street address

Suburb City / Town

I declare that the above particulars are true and correct and realise that a false declaration is punishable by fine or imprisonment or both. I am aware that I must notify the Agency and the appropriate registering authority of any changes of particulars.

Signature of infringer Date (YYYY/MM/DD)

MANNER OF SUBMISSION AND FOLLOW-UP

SUBMISSION:

- Per email (court@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

FRAUD HOTLINE: 0800 204 473



+27 87 285 0500



+27 861 227 861



RTIA-Aarto



@rtia_aarto



www.rtia.co.za



www.aarto.gov.za