



RTIA

Road Traffic Infringement Agency

Justice in Adjudication

GENERAL GUIDELINES FOR COMPLETION OF THE AARTO 07 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 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. | • Signature of Commissioner of Oaths. |
| • Email Address. | • Place. |
| • Surname. | • Date. |
| • First Name. | • Surname. |
| • ID Number. | • First Names. |
| • Vehicle Licence. | • Business Address. |
| • Make. | • Suburb. |
| • Infringement Notice Number. | • City / Town. |
| • Surname. | • Identification No. |
| • First Name. | • Tel (work). |
| • ID Number. | • Cell No. |
| • Licence Code. | • Office held. |
| • Postal Address. | • Designation. |
| • Suburb. | |
| • Postal Code. | |
| • Signature of owner. | |
| • Place. | |
| • Date. | |

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
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 nominations@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 form 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. 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 declare in terms of section 17(1)(v) of Act 46 of 1998, that I was not the driver or in control 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.

b. I 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 infringement was committed, as stipulated in the infringement notice referred to, by providing his/her particulars under Part D below and attaching substantiating documents (driving licence and/or identity document).

PART B - INFRINGER AND MOTOR VEHICLE PARTICULARS (OWNER)

Name of organisation [] Registration number []

Type of organisation [Select One]

Email [] Tel (home) []

Surname [] Tel (work) []

First name [] Fax []

Initials [] Gender Female Male Cell []

Date of birth [] Employer name []

ID type [Select One] Employer address []

ID number [] Suburb []

Country of issue [] City / Town []

Licence code [Select One]

Learners code [Select One]

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 [Select One]

Vehicle GVM [] kg

Make []

Series (model) []

Colour [Select One]

PART C - PARTICULARS OF INFRINGEMENT NOTICE

Infringement notice number [] Date of infringement []

Issuing authority []

PART D - PARTICULARS OF NOMINATED DRIVER/PERSON IN CONTROL

Surname [] Email []

First name [] Initials [] Gender Female Male

Continue on reverse

PART D (CONT.) - PARTICULARS OF NOMINATED DRIVER/PERSON IN CONTROL

Date of birth [] Tel (home) []

ID type [Select One] Tel (work) []

ID number [] Fax []

Country of issue [] Cell []

Licence code [Select One] Street address []

Learners code [Select One] Suburb []

PrDP code Goods Passengers Dangerous City / Town []

Employer name [] Postal address []

Empl. address []

Suburb [] Code []

City / Town []

PART E - AFFIRMATION OR OATH BY OWNER

a. * I solemnly affirm the content of the declaration and nomination of the person on the reverse hereof as the truth, the whole truth and nothing but the truth

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

c. I have attached a copy of the persons driving licence and/or identity document.

d. I further declare that I understand that this nomination may be rejected, upon which I will be liable for all penalties and fees as described in the original Infringement Notice.

* **Whichever is applicable.**

Signature of owner [] 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 No. []

First names [] Tel (work) []

Bus. 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



RTIA-Aarto



@rtia_aarto



www.rtia.co.za



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