



# RTIA

Road Traffic Infringement Agency

Justice in Adjudication

## GENERAL GUIDELINES FOR COMPLETION OF THE AARTO 14 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 14 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 enforcement order status.

### “KEY FIELDS”

- |                           |                                       |
|---------------------------|---------------------------------------|
| • Name of organisation.   | • Issuing Authority.                  |
| • Registration no.        | • Tick appropriate box in Part D.     |
| • Type of organisation.   | • Affidavit by Infringer.             |
| • Email Address.          | • Tick appropriate box in Part F.     |
| • Tel (home).             | • Signature of Infringer.             |
| • Surname.                | • Place.                              |
| • Tel (work).             | • Date.                               |
| • First Name.             | • Signature of Commissioner of Oaths. |
| • Initials.               | • Place.                              |
| • Cell no.                | • Date.                               |
| • Employer name.          | • Surname.                            |
| • Employer address.       | • First Names.                        |
| • ID Number.              | • Business Address.                   |
| • Suburb.                 | • Suburb.                             |
| • Country of issue.       | • City / Town.                        |
| • City / Town.            | • Identification No.                  |
| • Licence Code.           | • Tel (work).                         |
| • Vehicle licence.        | • Cell No.                            |
| • PrDP code.              | • Office held.                        |
| • Street Address.         | • Designation.                        |
| • Operator Card No.       |                                       |
| • Infringement Notice no. |                                       |
| • Date of Infringement.   |                                       |

### MANNER OF SUBMISSION AND FOLLOW-UP SUBMISSION:

- Per email ([revocation@rtia.co.za](mailto:revocation@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](http://www.aarto.gov.za)).

#### FOLLOW-UP:

- Visit ([www.aarto.gov.za](http://www.aarto.gov.za)).
- By calling the Call Centre on 086 122 7861

**APPLICATION FOR REVOCATION OF ENFORCEMENT ORDER – AARTO 14**

**INSTRUCTIONS FOR COMPLETION OF THE FORM**

- 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 [revocation@rtia.co.za](mailto:revocation@rtia.co.za)
- The completed form must be submitted to and signed before a Commissioner of Oaths or presentation of the original or copies of the following documents: (i) Infringement Notice; (ii) Courtesy Letter; (iii) Enforcement Order and (iv) other substantiating documents as may be applicable.
- 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 registered mail to the address given above.
- 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 Revocation fee of R50 will be charged in the case of unsuccessful applicant.**

**PART A - APPLICATION**

- I, the particulars of whom are provided under Part B below, hereby apply in terms of section 20(5)(a) of Act 46 of 1995, for the revocation of the Enforcement Order that was issued against me for an infringement, particulars of which are provided under Part C below.
- The reason(s) in support of this application are given under Part D which is described in more detail under Part E below and substantiating documents to serve as proof of the grounds for this application are attached hereto.

**PART B - INFRINGER AND MOTOR VEHICLE PARTICULARS**

Name of organisation: \_\_\_\_\_ Registration number: \_\_\_\_\_

Type of organisation:

Email: \_\_\_\_\_

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Initials: \_\_\_\_\_ Gender  Female  Male

Date of birth: \_\_\_\_\_

ID type:

ID number: \_\_\_\_\_

Country of issue: \_\_\_\_\_

Licence code:

Leamers code:

PrDP code:  Goods  Passengers  Dangerous

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_

City / Town: \_\_\_\_\_

Postal address: \_\_\_\_\_

Code: \_\_\_\_\_

Tel (home): \_\_\_\_\_

Tel (work): \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Employer name: \_\_\_\_\_

Employer address: \_\_\_\_\_

Suburb: \_\_\_\_\_

City / Town: \_\_\_\_\_

**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 - REASONS ON WHICH THIS APPLICATION IS BASED**

- I have paid all the applicable penalties and fees due by me in respect of the infringement in question, proof of which is attached hereto.
- I have submitted an application to pay the penalty in instalments and have not yet been notified of the result thereof, proof of the application is attached hereto.
- I have submitted an application for a Representation to be considered and have not yet been notified of the result thereof, proof of the application is attached hereto.
- At the time the infringement was committed I was not the driver, owner or operator of the vehicle as indicated on the Infringement Notice and I have submitted the required notification, proof of which is attached hereto.
- I have submitted a notification that I elected to be tried in court and I have not yet been notified of the result thereof, nor has a summons been served on me; proof of the notification is attached hereto. **Continue on reverse**

**PART D (CONT.) - REASONS ON WHICH THIS APPLICATION IS BASED**

- I have submitted a notification that I elected to be tried in court and I have been served with a summons in this regard. I appeared in the \_\_\_\_\_ court on \_\_\_\_\_ (date YYYY/MM/DD); proof of the notification and court appearance is attached hereto.
- Due to reasons beyond my control I was unable to appear in court on the required date. An affidavit describing the circumstances at the time is provided on the reverse side hereof.
- Other reasons, details of which are provided in the affidavit on the reverse side hereof. (All reasonable effort must be made to attach substantiating documents to this application in support of the affidavit).

**PART E - AFFIDAVIT BY INFRINGER**

\_\_\_\_\_

**PART F - AFFIRMATION OR OATH BY INFRINGER**

- 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.
- 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.
- I have attached a copy of the persons driving licence and/or identity document.
- 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 infringer: \_\_\_\_\_ Place: \_\_\_\_\_

Date (YYYY/MM/DD): \_\_\_\_\_

**PART G - CERTIFICATE OF THE COMMISSIONER OF OATHS**

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

- solemnly affirms the content of this declaration as the truth, the whole truth and nothing but the truth; or
- 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 H - PARTICULARS OF THE COMMISSIONER OF OATHS**

Surname: \_\_\_\_\_ Identification No: \_\_\_\_\_

First names: \_\_\_\_\_ Tel (work): \_\_\_\_\_

Bus. address: \_\_\_\_\_ Cell: \_\_\_\_\_

Suburb: \_\_\_\_\_ Office held: \_\_\_\_\_

City / Town: \_\_\_\_\_ Designation: \_\_\_\_\_

**PART I - STAMP OF THE COMMISSIONER OF OATHS**

Infringement notice number: \_\_\_\_\_

**FRAUD HOTLINE: 0800 204 473**



+27 87 285 0500



+27 861 227 861



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[www.rtia.co.za](http://www.rtia.co.za)



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Waterfall Edge B | 253 Howick Close | Waterfall Office Park | Bekker Road | Midrand