



GENERAL GUIDELINES FOR COMPLETION OF THE AARTO 4 FORM

It is imperative that an existing email address and existing contact number are provided.

- 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 04 form should be utilized for submission. No affidavit / letter.
- The original infringer must sign the form.
- 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/courtesy letter status. (**NOT** in enforcement order status).

“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.

APPLICATION TO PAY IN INSTALMENTS - AARTO 04

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: **instalments@rtia.co.za**

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

c. 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 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

I, the particulars of whom are provided under Part B below, hereby apply in terms of section 17(1)(f)(iii) of Act 46 of 1996, to pay the penalty, particulars of which are provided under Part C below, in monthly instalments. The options selected to pay such monthly instalments are indicated 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 ID number Employer address

Country of issue Suburb

City / Town

Licence code Licence disc no

Leamers code Operator card no

PrDP code Goods Passengers Dangerous Vehicle description

Street address Vehicle GVM kg

Suburb Make

City / Town Series (model)

Postal address Colour

Code

PART C - PARTICULARS OF INFRINGEMENT NOTICE

Infringement notice number Date of infringement

Issuing authority

PART D - PARTICULARS OF THE PAYMENT OPTIONS REQUESTED

Penalty amount, excluding the discount R0.00 Number of monthly instalments requested (maximum 6)

The method of payment of the monthly instalments will be

Signature of infringer Date

MANNER OF SUBMISSION AND FOLLOW-UP

SUBMISSION:

- Per email (instalments@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

