

ISSUED 25/06/2004

**APPLICATION**

**FOR A LETTER OF AUTHORITY 1  
TO IMPORT AND REGISTER/LICENSE  
ONE MOTOR VEHICLE**

- PLEASE COMPLETE THE FORM IN  
INK AND WITH BLOCKLETTERS
- PLEASE PROVIDE CORRECT CONTACT DETAILS  
FOR UNDELAYED COMMUNICATION
- INCORRECT OR MISSING INFORMATION MAY CAUSE  
DELAYS OR THE CANCELLATION OF THE APPLICATION

**SABS****APPLICANT DATA**

1. INDICATE THE PURPOSE FOR IMPORTING  
THE MOTOR VEHICLE, BY MARKING  
THE APPLICABLE BUTTON

- FOR PERSONAL & PRIVATE USE       FOR USE IN OR FOR BUSINESS
- DIPLOMATIC USE       DONATION OR GIFT
- OTHERS, SPECIFY

2. IMPORTER(CUSTOMS) CODE No (ONLY IF SPECIFICALLY REQUESTED BY SABS)

3. CATEGORY OF APPLICANT
- BUSINESS / COMPANY       IMMIGRANT       FOREIGN DIPLOMAT       NATIONAL AUTH.
- RSA-RESIDENT       RSA-DIPLOMAT       SECT. 21-COMPANY       PROVINCIAL AUTH.
- RETURNING RSA-RESIDENT       ASSOCIATION       INSTITUTION       LOCAL AUTH.

4. NAME OF APPLICANT:  
PERSON/COMPANY  
ORGANISATION PROXY

NAME  ID/PASSPORT NO

5. APPLICANT ID-No or PASSPORT-No.

6. COMPANY-REGISTRATION No.

**NB: APPLICANT MUST SUPPLY A CONTACT ADDRESS & TELEPHONE NUMBERS IN SOUTH AFRIC/**

7. CONTACT ADDRESS:  
POSTAL ADDRESS

CODE

PHYSICAL/STREET  
ADDRESS

CODE

8. PHONE  
FAX

CODE

CODE

CELL  
E-MAIL

**IF THIS FORM IS SUBMITTED FROM A FOREIGN COUNTRY PLEASE SUBMIT FOREIGN CONTACT DETAILS TO ALLOW COMMUNICATION**

9. FOREIGN  
CONTACT  
ADDRESS

CODE

PHONE  
FAX

E-MAIL

**DESCRIPTION OF VEHICLE**

10. VEHICLE STATUS     NEW     USED     VINTAGE     REBUILT     CUSTOMISED OR ALTERED

OTHERS, SPECIFY

11. NAME OF  
MANUFACTURER

eg Delta, Toyota, Volkswagen, Renault, etc

12. SERIES  
NAME

eg Golf, Astra, Hilux, etc

13. TYPE OF  
VEHICLE

eg 4-Door Sedan, LDV, Trailer, Truck, Motorcycle, etc

14. MODEL  
NAME

eg 150 GTi, TDi 110, etc

15. COUNTRY OF MANUFACTURE

YEAR OF MANUFACTURE

16. COUNTRY OF FIRST  
REGISTRATION OF VEHICLE

COUNTRY OF CURRENT/LAST  
REGISTRATION OF VEHICLE

VEHICLE DATA 1 FOR MOTOR CYCLES / QUADRU CYCLES / TRI CYCLES ONLY

17. ENGINE CAPACITY [ ] CUBIC CM / CC

18. TYPE OF CYCLE [ ] ROAD [ ] OFF ROAD

19. SIDE CAR FITTED [ ] NO [ ] YES

20. EXCLUSIVE FOR RACING [ ] ROAD [ ] OFF ROAD

VEHICLE DATA 2 FOR ALL VEHICLES (M2/3, N2/3 & O2/3/4 VEHICLES - LOA WILL NOT BE ISSUED WITHOUT TARE & GVM)

21. TARE MASS [ ] KG (EMPTY)

22. GROSS VEHICLE MASS - FULLY LOADED [ ]

23. MAX PERMISSIBLE [ ] SEATED [ ] STANDING OCCUPANTS

24. NUMBER OF AXLES [ ] 25. NO OF WHEELS [ ]

26. STEERING WHEEL [ ] RIGHT [ ] CENTRE [ ] LEFT [ ] NOT APPLICABLE POSITION

VEHICLE DATA 3 FOR ALL VEHICLES

27. MAX PERMISSIBLE [ ] SEATED OCCUPANTS

28. ENGINE NUMBER [ ]

29. VEHICLE IDENTIFICATION NUMBER (VIN) OR CHASSIS NUMBER (ONE CHARACTER PER BLOCK)

30. ALL VEHICLES FROM YEAR MODEL 1997 ONWARDS NOT MANUFACTURED IN RSA: PROOF OF COMPLIANCE TO SOUTH AFRICAN COMPULSORY SPECIFICATIONS OR EQUIVALENT STANDARDS TO BE SUBMITTED WITH APPLICATION (EEC / ECE)

APPLICANT SIGNATURE

SIGNED AT [ ]

DATE [ ] [ ] [ ] YEAR MONTH DAY

SIGNATURE [ ]

PRINT NAME [ ]

PLEASE INDICATE HOW YOU WISH TO RECEIVE THE LoA-CERTIFICATE:

COLLECT AT SABS [ ] REGISTERED MAIL [ ] COURIER IN RSA + R80 [ ]

ADDITIONAL COSTS FOR DELIVERY

OVERSEAS MAIL + R100 [ ]

FOR SABS USE ONLY [ ] FOREIGN VEH. [ ] FOR. DIPL. [ ] SA DIPL. [ ] IMMIGR [ ] SA.RESIDENT [ ] ORGANISATION [ ] SA-MANUF.VEH. [ ] RETURN.SA. RESID. [ ] SECT.21 COMP. [ ] BUSIN [ ] TEMP.RESID.

APPLICATION RECEIVED ON [ ]

PAYMENT RECEIVED ON [ ] AMOUNT [ ]

[ ] [ ] [ ] [ ] RECEIPT No [ ]

BY [ ]

PAYMENT RECEIVED ON [ ] AMOUNT [ ]

[ ] [ ] [ ] [ ] RECEIPT No [ ]

APPLICATION COMPLETE ? [ ] APPLICATION PROCESSABLE ? [ ] QUALIFY FOR LOA ? [ ] YES [ ] NO

LOA NO ALLOCATED [ ]

VEHICLE CATOGORY [ ]

LOA DISTRIBUTED [ ] COLLECTED [ ] REG MAIL [ ] COURIER

DATE [ ]

SIGNATURE OF RECIPIENT

PRINT NAME [ ]

DATE COLLECTED [ ] [ ] [ ] TIME [ ]

LOA PROCESSED BY [ ]

Table with 2 columns: ADDITIONAL INFORMATION / REMARKS and DATE. Includes sections for RESTRICTIONS/LIMITATIONS and ATTACH OFFICIAL RECEIPTS / SLIPS / DELIVERY DOCUMENTS HERE.



**SOUTH AFRICAN BUREAU OF STANDARDS  
APPLICATION FOR LETTER OF AUTHORITY – LoA1**

**Web Site: [www.regulatory.co.za](http://www.regulatory.co.za)**

**PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

1. Submit ONLY the documentation required.
2. Do NOT send **original** documents where certified copies are required. We cannot accept responsibility for lost documents.
3. Documentation must be in English. A certified translation must be submitted where applicable.
4. The time required to issue an LoA1 is dependant on the Applicant submitting a fully completed application, together with the correct documentation and payment of the required fee.
5. The application must be completed and signed by the applicant, or for ALL organizations or companies, an appointed proxy. In ALL cases the name of the applicant/proxy and ID/passport number must appear on the application (Questions 4/5/6).
6. Delivery of LoA-Certificate: If the Certificate is not collected at the SABS offices, please indicate delivery address clearly by
  - Registered Mail - a postal (eg PO Box) OR street address
  - Courier - a street (physical) address for delivery (a courier cannot deliver to a PO Box)
7. The SA courier delivery fee is R80,00 incl VAT. The foreign mail delivery fee is R100,00. The applicant should make his/her own arrangements for courier delivery to a foreign country – documents must be collected from the SABS.
8. Applications will only be considered once the required non-refundable fee has been paid. Fees are listed in the table below and can be paid in cash, by cheque or bank deposit. Proof of a bank deposit must be submitted to the LoA office to confirm payment.
9. **Certificate of Compliance (Question 30) – passenger & goods vehicles & agricultural tractors**  
 Proof of Conformity with the South African Compulsory Vehicle Specifications and Road Traffic Regulations for all vehicles (including trailers), first registered on or after 1<sup>st</sup> January 1997, by production of either
  - A letter from the SA Manufacturer, Importer or Builder, certifying the South African origin of the vehicle;
  - Alternatively, a Certificate of Conformity (issued by the MANUFACTURER) to the SA or equivalent (ie EEC or UN ECE) Regulations, that the vehicle is RIGHT HAND DRIVE (see below) and fitted with a metric (ie km/h) speedometer.
  - **NOTE!!! - LEFT HAND DRIVE VEHICLES. EFFECTIVE 23 JULY 2004 A LHD VEHICLE MAY ONLY BE LEGALLY IMPORTED & OPERATED ON SA ROADS IF IT WAS FIRST REGISTERED & LICENCED IN THE NAME OF THE IMPORTER (OR REGISTERED OWNER) BEFORE 1<sup>ST</sup> JANUARY 2000. PLEASE CONTACT THE SABS FOR ADVICE BEFORE ATTEMPTING TO IMPORT ANY LHD VEHICLE.**
  - **PERMISSION TO IMPORT A LHD VEHICLE, IF GRANTED, IS PERSONAL TO THE IMPORTER. THE VEHICLE MUST BE SOLD OR DISPOSED OUTSIDE THE RSA, OR DESTROYED. THIS INCLUDES DONATIONS AND BEQUESTS. DIPLOMATIC VEHICLES THAT ARE LHD OR OTHERWISE NON-COMPLIANT WITH CURRENT REGULATIONS MUST BE EXPORTED AT THE END OF THE TERM OF DUTY IN RSA.**
  - **AGRICULTURAL TRACTORS – NEW OR USED, MUST CONFORM TO THE COMPULSORY SPECIFICATION GAZETTED ON 20<sup>TH</sup> FEBRUARY 2004. PROOF TO BE SUPPLIED BY THE IMPORTER.**
10. An Import Permit must be obtained from ITAC (Department of Trade & Industries). Contact persons: Ms R van Vuuren/ Ms A de Beer. Web Site [www.itac.org.za](http://www.itac.org.za), Import Control. Email [vuuren@thedti.gov.za](mailto:vuuren@thedti.gov.za), Tel +27 (0)12 394 3610

**ADDRESSES FOR PERSONAL, MAIL & COURIER DELIVERIES TO SABS MAIN RECEPTION:**

**Postal Address for Registered Mail & Postnet overnight service:**

South African Bureau of Standards  
 Attention: Mr P Snyman / Z Ngcapu /S Phakathi  
 Private Bag X191  
 PRETORIA  
 0001

**TELEPHONE, FAX & EMAIL ADDRESSES:**

Call Center Telephone: (012) 428 6534  
 Fax number: (012) 428 6565

**Street Address for personal/Courier delivery:**

South African Bureau of Standards  
 Attention: Paul Snyman / Zola Ngcapu  
 1 Dr Lategan Road  
 GROENKLOOF Pretoria  
 0181

E-mail : Sifiso Phakati - [phakatsz@sabs.co.za](mailto:phakatsz@sabs.co.za)  
 E-mail : Paul Snyman - [snymanpj@sabs.co.za](mailto:snymanpj@sabs.co.za)  
 E-mail : Zola Ngcapu - [ngcapuzh@sabs.co.za](mailto:ngcapuzh@sabs.co.za)

**DOCUMENTATION REQUIRED FOR IMPORTING A VEHICLE  
FOR OWN USE BY A PRIVATE PERSON/ORGANIZATION/COMPANY**

**NB** This is the minimum documentation required and must be submitted with the application. Additional documentation may be required if deemed necessary. The SABS may require that any vehicle be inspected, at it's sole discretion.

**A. NEW VEHICLES – NOT MOTORCYCLES**

**Certified copies of documents must be submitted – faxed copies not accepted**

1. Proof of compliance with South African or equivalent, (EEC or ECE) Regulations issued by the original manufacturer of the vehicle. See Question 30 of Application form.
2. ID or passport of applicant or proxy
3. Proof of purchase or ownership of the vehicle – Commercial Invoice and Bill of Lading/Air weighbill
4. Proof of payment to the SABS – copy of deposit slip in case of bank transfer
5. Proof of applicant's residence in South Africa

**NOTE: No** new left-hand drive vehicle may be imported into South Africa

**B. USED VEHICLES – SOUTH AFRICAN MANUFACTURED VEHICLES INCLUDING TRAILERS**

**Copies of documents** must be submitted, **faxed copies** accepted.

1. ID or passport of applicant; or ID of proxy in case if the applicant is a company
2. Letter of proxy on company's letterhead with copy of ID, where applicable
3. Registration document of country where vehicle was last registered prior to export to South Africa
4. Confirmation of the South African origin of the vehicle: certificate from the original manufacturer or importer; or previous SA license document; or Bill of Entry for Export / Police Clearance when the vehicle was exported from SA
5. Proof of purchase of vehicle, unless registered in applicant's name
6. Request for Police identification – RPI (fully completed) or Police Clearance **OR**
7. The SARPCO or Interpol clearance from the country from which the vehicle is being exported if RPI or SA Police Clearance cannot be obtained.
8. Proof of payment of fee to the SABS – copy of deposit slip in case of bank transfer

**C. USED VEHICLE – FOREIGN VEHICLES**

**Certified copies of documents must be submitted – faxed copies not accepted**

1. Proof of Compliance with European Regulations (EEC or ECE) issued by the original manufacturer. See Question 30 of Application form and note above.

**Note:** Vehicles manufactured before 1 January 1997 are exempted from producing Proof of Compliance

2. ID or passport of applicant
3. Vehicle registration documents in foreign country, officially translated, if not in English **OR**
4. Proof of uninterrupted/continuous ownership and use for at least six months prior to export to South Africa, or return to SA
5. Proof of applicant's permanent residence in South Africa if not in possession of a South African ID or passport
6. Proof of payment to the SABS – copy of deposit slip in case of bank transfer

**NOTE: No** left-hand drive vehicle can be imported if first registered on or after 1 January 2000.

**D. MOTORCYCLES – USED**

**Certified copies of documents must be submitted – faxed copies not accepted**

1. South African ID or passport of applicant
2. Vehicle registration documents of foreign country, officially translated if not in English
3. Proof of purchase (if not registered in applicant's name)
4. Proof of payment to the SABS – copy of deposit slip in case of bank transfer

**E. MOTORCYCLES – NEW**

**Certified copies of documents must be submitted – faxed copies not accepted**

1. ID or passport of applicant
2. Proof of purchase of motorcycle
3. Proof of payment to the SABS – copy of deposit slip in case of bank transfer

**F. TRAILERS – USED**

**Certified copies of documents must be submitted if it is a foreign manufactured trailer**

1. Applications for trailers manufactured after 1 January 1997 must be accompanied by Proof of Compliance with European Regulations (EEC or ECE) issued by the original manufacturer.
1. ID or passport of applicant
2. Registration document of foreign country officially translated if not in English.
3. Letter and ID of proxy in case of a company
4. Proof of ownership – the trailer should be registered in the applicant's name for at least 6 months.
5. Proof of payment to the SABS – copy of deposit slip in case of bank transfer
6. **Note:** Document issued subject to inspection by SABS if deemed necessary

**G. TRAILERS – NEW**

**Certified copies of documents must be submitted if it is a foreign manufactured trailer**

1. Proof of Compliance with European Regulations (EEC or ECE) issued by the original manufacturer.
2. ID or passport of applicant
3. Proof of purchase
4. Letter and ID of proxy in case of a company
5. Proof of payment to the SABS – copy of deposit slip in case of bank transfer
6. **Note:** Document issued subject to inspection by SABS if deemed necessary

**H. DONATIONS AND INHERITANCE**

DONATIONS CAN ONLY BE MADE BY A REGISTERED OWNER OF A VEHICLE.

All applicable documentation is required, plus a letter from the Donor to confirm donation or a copy of the will.

**I. DOCUMENTATION REQUIRED BY FOREIGN DIPLOMATS**

1. Diplomatic ID and/or Note Verbale.
2. Proof of ownership or previous registration in the name of the applicant.
3. Proof of Compliance as above.
4. Payment to SABS.

If no Proof of Compliance to the EEC/ECE Regulations can be produced, restrictions will be disposed on the LoA-Certificate indicating that the vehicles must be exported at the end of the work term.

**NOTE:** No left-hand drive vehicle may be imported unless first registered in the name of the importer before 1st Jan 2000.

**COSTS OF LETTERS OF AUTHORITY**

**LETTER OF AUTHORITY 1 – SA VEHICLES (PASSENGER & GOODS VEHICLES, TRAILERS):**

YEAR OF FIRST REGISTRATION 1997 & LATER: R500 INCL VAT; OLDER VEHICLES R300 INCL.

**FOREIGN VEHICLES (PASSENGER & GOODS VEHICLES, TRAILERS, EXCLUDING VINTAGE & COLLECTORS ITEMS):**

FIRST REGISTRATION 1997 & LATER: R2050 INCL VAT;

FIRST REGISTRATION 1990 – 1996: R1000 INCL VAT;

FIRST REGISTRATION 1980 – 1989: R500 INCL VAT;

OLDER VEHICLES: R300 INCL VAT.

**VINTAGE & COLLECTORS ITEMS, IMPORTED AS SUCH:**

R2050 INCL VAT.

**MOTOR CYCLES:**

SA MANUFACTURED OR PREVIOUSLY REGISTERED IN SA: R300 INCL VAT

FOREIGN CYCLES:

ENGINE CAPACITY UP TO 250cc – R400 INCL VAT

ABOVE 250cc: R750 INCL VAT

**SPECIAL VEHICLES:**

**AGRICULTURAL TRACTORS & COMBINE HARVESTERS:** R300 INCL VAT

**MOBILE CRANES:**

R2050 INCL VAT, UNLESS IMPORTED BY A MIB: R300 INCL VAT

**ALA FOR BUILT UP AND MODIFIED VEHICLES (ALL VEHICLES TO BE INSPECTED):**

IF INSPECTED AT THE SABS: R1000, OTHERWISE R2050 INCL VAT.

**PAYMENT DETAILS**

**A. PAYMENT FROM WITHIN SOUTH AFRICA:**

Applicants may submit the prescribed payment either by

- CHEQUE issued by any South African commercial bank or
- CASH personal payment only or
- MONEY TRANSFER from any commercial Bank
- INTERNET TRANSFER

CHEQUE OR MONEY TRANSFER PAYMENTS MUST PLEASE BE MADE OUT TO THE SOUTH AFRICAN BUREAU OF STANDARDS or THE SABS

**B. FOREIGN PAYMENTS BY BANK OR INTERNET TRANSFER**

**PLEASE TRANSFER FUNDS IN RSA CURRENCY ONLY – SA RANDS**

**Our Banking Details:**

Name of Account: **SABS – South African Bureau of Standards**  
Name of Bank: **ABSA BANK**  
Branch: **BROOKLYN BRANCH**  
Branch Code: **632-005**  
Account No: **40-5322-4774**  
**Swift Code:** ABSAZAJJ (for international money transfers)  
Our Reference / Deposit ID No: 00663437

**WHEN DEPOSITING FUNDS INTO THE ABOVE ACCOUNT, PLEASE ENSURE TO QUOTE OUR REFERENCE / DEPOSIT No: 00663437 ON THE DEPOSIT SLIP !**

**C. PROOF OF PAYMENT :**

When making payment by means of BANK OR ELECTRONIC MONEY TRANSFER it is essential to send a copy of the deposit receipt with your application & documents, or fax it to the SABS at FAX No 012-428 6565 or International +27 12 428 6565, marked clearly with the name of the applicant for the LOA.