

**NEWLY CONSTRUCTED OR MODIFIED VEHICLES  
NOTES AND ADVICE, CONCERNING APPLICATIONS  
FOR A LETTER OF AUTHORITY (ALA)**

**1. GENERAL**

1.1 A **LETTER OF AUTHORITY** must be obtained from the National Regulator for Compulsory Specifications (NRCS) in respect of a built up or modified vehicle not intended for the business of selling motor vehicles. The NRCS will determine compliance with the Applicable South African Compulsory and Vehicle Standards, & Regulations in terms of the Road Traffic Act 93 of 1996 as applicable.

Please note: Only the person in whose name the vehicle will be registered may complete the application. (Not MIB's).

1.2 Enquiries may be made to the NRCS, Tel (012) 482-8700. Web site [www.nrccs.org.za](http://www.nrccs.org.za) .

**2. COMPLETING THE APPLICATION FORM FOR ALA LETTER OF AUTHORITY**

2.1 Please complete the form in ink, in legible block letters and furnish correct, accurate and relevant information.

Illegible, wrong or missing information may cause extensive delays or may result in the cancellation of the application or declining the **LoA**. Ensure accurate contact details especially telephone numbers to enable us to contact you.

2.2 If you have difficulties with technical details, request the assistance of the NRCS.

2.3 Attached are the **Application Forms**. These must be completed fully and submitted to the NRCS LoA Section with supporting documentation.

Faxed documentation will be accepted for local vehicles. LOA certificates will be issued within 120 calendar days after receipt of the **complete** application with **all** required supporting documents, and discretionary inspection.

2.4 This information is supplied in order to assist you to complete the ALA Application. Additional information may be required as individual circumstances differ.

2.5 Please note that a company or individual that imports, constructs or modifies vehicles for trade purposes must register as a Manufacturer or Builder (MIB) with the NRCS and Provincial Government. ALA's will NOT be issued to MIBs.

**3. DOCUMENTATION REQUIRED FOR AN APPLICATION TO OBTAIN AN ALA LETTER OF AUTHORITY**

**NB: This is the minimum documentation required and must be submitted with application.**

3.1 Copy of applicants **ID document**, and a **letter of Proxy** in the case of a company or organization.

3.2 **Affidavit** for built-up vehicle from SAP, including engine and VIN (chassis) numbers, and full details of the work carried out and type and source of major and especially safety-critical components.

- 3.3 Request for Police identification – **RPI** – or **Police Clearance**.
- 3.4 Road Worthy Certificate – **RWC** – and **Inspection Report** from the RWC test station.
- 3.5 Weigh Bridge Certificate-**WBC**.
- 3.6 On trailers above 750 kg and all heavy vehicles a static or dynamic **Brake Report** must be submitted together with the application. The NRCS will advise the applicant if a dynamic test is required, consisting of the following:
- a) Braking capability per wheel
  - b) Difference per wheel
  - c) Speed of roller
- 3.7 At least two (3) photographs of vehicle showing the full rear, side and front views.
- 3.8 **Proof of Payment** as per Government Gazette 13 July 2000. Payment R1800
- NB: Application and ALA must be fully completed and all documentation attached. The LoA will not be processed without this.**
- 3.9 Please find attached the Banking details.
- 3.10 A copy of the **Deposit slip** must be included with the Application.
- 3.11 The ALA document is an original Certificate and cannot be faxed to the applicant.
- 3.12 Issue of an ALA is subject to discretionary inspection by the NRCS, either at NRCS premises or those of the customer.**

### **3.9 Submission of ALA applications:**

Applications for ALA may be submitted to the following NRCS personnel according to the alphabetic allocation. The first letter of the applicant's surname or company name whichever is applicable, denotes the designated NRCS contact person.

- **A. Sifiso:** LOA 2, LOA 3, exemption letters, diplomats & donations

*E-mail:* [phakatsz@nrcs.org.za](mailto:phakatsz@nrcs.org.za);

**B. Charlotte:** D , E , F , M , O , P , Q ,T & U

*Email:* [makouck@nrcs.org.za](mailto:makouck@nrcs.org.za);

**C. Vuyo:** I, J , K , L , R , S, V & W

*E-mail:* [ngelene@nrcs.org.za](mailto:ngelene@nrcs.org.za);

**D. Rosina:** A , B , C , G , H , N , X , Y & Z

*E-mail:* [maponyrm@nrcs.org.za](mailto:maponyrm@nrcs.org.za)

**All LOA general queries contact NRCS call centre at +27 12 482 8700**

Hand delivered, postal and/or courier applications may be delivered to  
Any of the following addresses as applicable:

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

National Regulator for Compulsory Specification  
Private Bag X25  
Brooklyn  
0075

**OR**

**Street address for personal or courier service**

National Regulator for Compulsory Specifications (NRCS)  
1 Dr Itegan Road  
Groenkloof Pretoria  
0181

## **BANK DETAILS**

**A. Payment from within South Africa:**

Applicants may submit the prescribed payment either by

- Money Transfer from any commercial Bank in South Africa
- Internet Transfer from any commercial Bank in South Africa

Transfers payments must please be made out to:  
NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS or NRCS

**B. BANK DETAILS FOR PAYMENT BY BANK OR INTERNET TRANSFER**

|                 |  |
|-----------------|--|
| Name of Account | : NRCS   |
| Name of Bank    | : ABSA Bank  |
| Branch          | : Brooklyn Branch  |
| Branch Code     | : 335345   |
| Account No      | : 4072161682   |
| Swift Code      | : ABSAZAJJ (important for international money transfers) |

Reference / Deposit ID no : 00663437

When depositing funds please quote the reference / no: **00663437** on the deposit slip!

***TRANSFER FUNDS IN RSA CURRENCY ONLY - RAN DS***

## Disclaimer

Whilst every reasonable effort is made to ensure the correctness, completeness and currency of the information on this page, no reliance may be placed on any information on this page for the purposes of creation, evidencing or extinguishing of rights and or liabilities. Should any party wish to place such reliance on information for such purposes, they are required to request the information in writing from the NRCS.

## APPLICATION (ALA)

For a LETTER OF AUTHORITY to register/license one motor vehicle, which has been newly constructed or modified as per Road Traffic Act

**A non-refundable fee of R 1800 shall accompany this application form**

### APPLICANT DATA

NEW VEHICLE DESIGN

ALTERED / MODIFIED

1. INDICATE THE REASON FOR MAKING THE APPLICATION, BY MARKING THE APPLICABLE BUTTON

2. CATEGORY OF APPLICANT

BUSINESS / COMPANY

PRIVATE

OTHER, SPECIFY

3. NAME OF APPLICANT

NAME OF PROXY, IF RELEVANT

4. COMPANY REGISTRATION No, IF APPLICABLE.

ID-NO OF APPLICANT OR PROXY:

5. PHYSICAL

6. POSTAL

ADDRESS

ADDRESS



CODE



CODE

7. PHONE



E-MAIL

8. FAX



CELL NO

### MANUFACTURING DATA

9. VEHICLE DESCRIPTION

(E.G. 4-DOOR SEDAN)

10. MAKE

11. MODEL (eg. 150 GTI)

YEAR MODEL

12. ENGINE NUMBER

13. ENGINE CAPACITY

14. VIN-NUMBER / OR CHASSIS NUMBER

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

### VERIFICATION DETAILS

15. RWC CERTIFIC. ISSUED ON

NUMBER

16. POLICE CLEAR. ISSUED ON

NUMBER

a

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

22. GROSS VEHICLE MASS - FULLY LOADED

23. MAX PERMISSIBLE OCCUPANTS  SEATED  STANDING

24. NUMBER OF AXLES

25. NO OF WHEELS

26. STEERING WHEEL POSITION  RIGHT  CENTRE  LEFT  NOT APPLICABLE

VEHICLE DATA 3 FOR ALL VEHICLES

27. ENGINE NUMBER

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

29. 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)

Terms and conditions:

The NRCS reserves the right to cancel an application should the applicant fail to submit corrective action within 30 calendar days, from the date of notice of a non-compliant report.

Written notice must be given by the applicant should they wish to cancel the application, this notice must be given not later than seven days, from the date of submission of an application.

Upon signing this application form, the applicant undertakes to abide by the terms and conditions stipulated hereto. The applicant agrees that the application is subject to the above terms and conditions determined by the NRCS.

No exceptions shall be allowed.

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

FOR NRCS USE ONLY  FOREIGN VEH.  FOR. DIPL.  SA DIPL.  IMMIGR.  SA.RESIDENT  ORGINASATION

SA-MANUF.VEH.  RETURN.SA. RESID.  SECT.21 COMP.  BUSIN.  TEMP.RESID.

APPLICATION RECEIVED ON

PAYMENT RECEIVED ON  AMOUNT

BY

PAYMENT RECEIVED ON  AMOUNT

RECEIPT No

RECEIPT No

APPLICATION COMPLETE?  YES  NO

APPLICATION PROCESSABLE?  YES  NO

QUALIFY FOR LOA?  YES  NO

VEHICLE CATEGROY

LOA DISTRIBUTED  COLLECTED  REG MAIL  COURIER

DATE

SIGNATURE OF RECIPIENT

PRINT NAME

ADDITIONAL INFORMATION / REMARKS: DATE

| ADDITIONAL INFORMATION / REMARKS: | DATE |
|-----------------------------------|------|
|                                   |      |
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RESTRICTIONS/LIMITATIONS:

| RESTRICTIONS/LIMITATIONS: |
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|                           |
|                           |

DATE COLLECTED  TIME

LOA PROCESSED BY

ALA(1)(00/02)

ALA

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

**AANSOEK OM BRIEF VAN MAGTIGING TEN OPSIGTE VAN MOTORVOERTUIG  
(Nasionale Padverkeerswet, 1996)**

Pers/  
Purple

**APPLICATION FOR LETTER OF AUTHORITY IN RESPECT OF MOTOR VEHICLE  
(National Road Traffic Act, 1996)**

**LET WEL:** Aanvaarbare identifikasie (insluitend die van die gevolgmagtigde of verteenwoordiger)

**NOTE:** Acceptable identification is essential (including that of the proxy or representative)

**BESONDERHEDE VAN TITELHOUER / EIENAAR****PARTICULARS OF TITLE HOLDER / OWNER**

|  |   |                                    |                              |                                      |   |  |
|--|---|------------------------------------|------------------------------|--------------------------------------|---|--|
| Soort identifikasie<br>(Merk met X)          | Verkeersregisternr<br>Traffic register no | RSA Id dokument<br>RSA Id document | Buitelandse ID<br>Foreign ID | Besigheids Reg nr<br>Business Reg no | Type of identification<br>(mark with X) |  |
| Identifikasienommer                          | <input type="text"/>                      |                                    |                              |                                      | Identification number                   |  |
| Land van uitreiking<br>indien buitelandse ID | <input type="text"/>                      |                                    |                              |                                      | Country of issue<br>if foreign ID       |  |
| Van en voorletters /<br>Naam van instelling  | <input type="text"/>                      |                                    |                              | Voorl.<br>Initials                   | <input type="text"/>                    | Surname and initials /<br>Name of organisation |
| Telefoonnommer bedags                        | <input type="text"/>                      | <input type="text"/>               | Telephone number during day  |                                      |   |  |
|  | Kode / Code                               | Nummer / number                    |                              |                                      |   |  |

**INSTELLING SE GEVOLGMAGTIGDE/VERTEENWOORDIGER****ORGANISATION'S PROXY/REPRESENTATIVE**

|  |   |                                    |                              |                                      |   |  |
|--|---|------------------------------------|------------------------------|--------------------------------------|---|--|
| Soort identifikasie<br>(Merk met X)          | Verkeersregisternr<br>Traffic register no | RSA Id dokument<br>RSA Id document | Buitelandse ID<br>Foreign ID | Besigheids Reg nr<br>Business Reg no | Type of identification<br>(mark with X) |  |
| Identifikasienommer                          | <input type="text"/>                      |                                    |                              |                                      | Identification number                   |  |
| Land van uitreiking<br>indien buitelandse ID | <input type="text"/>                      |                                    |                              |                                      | Country of issue<br>if foreign ID       |  |
| Van en voorletters /<br>Naam van instelling  | <input type="text"/>                      |                                    |                              | Voorl.<br>Initials                   | <input type="text"/>                    | Surname and initials /<br>Name of organisation |

**BESONDERHEDE VAN MOTORVOERTUIG****PARTICULARS OF MOTOR VEHICLE**

|  |                               |                      |                        |  |  |
|--|-------------------------------|----------------------|------------------------|--|--|
| Lisensienommer   | <input type="text"/>          |                      |                        |  | License number   |
| Voertuigregisternommer<br>(indien beskikbaar)  | <input type="text"/>          |                      |                        |  | Vehicle register number<br>(if available)  |
| Onderstelnummer / VIN  | <input type="text"/>          |                      |                        |  | Chassis number / VIN   |
| Enjinnummer  | <input type="text"/>          | <input type="text"/> | <input type="text"/>   | <input type="text"/>                                     | Engine number  |
|  | Geen enjin                    |                      |                        | No engine  |  |
| Fabrikaat  | <input type="text"/>          |                      |                        |  | Make   |
| reeks naam<br>(beskryf volledig)   | <input type="text"/>          |                      |                        |  | Series name<br>(describe in full)  |
| vervaardiger se<br>modelafleide  | <input type="text"/>          |                      |                        |  | Manufacturer's<br>model derivative   |
| Voertuigkategorie<br>(bv motorfiets, swaar vragvoertuig, ligte passasiers, spesiale voertuig, ens) | <input type="text"/>          |                      |                        |  | Vehicle category<br>(eg motor cycle, heavy load vehicle, light passenger vehicle, etc) |
| Aandrywing<br>(Merk met X)   | Selfgedrewe<br>Self propelled | Sleepwa<br>Trailer   | Leunwa<br>Semi-trailer | Sleepwa deur trekker gesleep<br>Trailer drawn by tractor | Driven<br>(mark with X)  |

BLAAI OM

TURN OVER

CARRY ON WITH PAGE 2

|   |   |  |                                   |                         |  |
|---|---|--|-----------------------------------|-------------------------|--|
| Voertuigbeskrywing<br>(bv stasiewa, bus, ambulans, ens)         | <input type="text"/>  | Vehicle description<br>(eg station wagon, bus, ambulance, etc) |                                   |                         |  |
| Vervaardiger se modelkode                                       | <input type="text"/>  | Manufacturer's model code                                      |                                   |                         |  |
| Vervaardiger se aangeduide ontwerpsnelheid                      | <input type="text"/> km/h   | Manufacturer's designated design speed                         |                                   |                         |  |
| Transmissie (merk met X)  | <table border="1"> <tr> <td>Hand<br/>Manual</td> <td>Semi-automaties<br/>Semi-automatic</td> <td>Outomaties<br/>Automatic</td> </tr> </table> | Hand<br>Manual   | Semi-automaties<br>Semi-automatic | Outomaties<br>Automatic | Transmission (mark with X)                         |
| Hand<br>Manual  | Semi-automaties<br>Semi-automatic   | Outomaties<br>Automatic  |                                   |                         |  |
| Bruto as-/aseenheid massalas (BA/BAE):<br>- voor (1, 2 en 3) kg | <input type="text"/> en <input type="text"/>  | Gross axle/axle unit massload (GA/GAU)<br>- front (1 and 2) kg |                                   |                         |  |
| - agter (1, 2 en 3) kg  | <input type="text"/> en <input type="text"/>  | - rear (1 and 2) kg  |                                   |                         |  |
| Aantal deure<br>(insluitend agterdeur/luik)                     | <input type="text"/>  | Number of doors<br>(including rear door/hatch)                 |                                   |                         |  |
| Stiplekkapasiteit:<br>staande en sittend                        | <input type="text"/> en <input type="text"/>  | Seating capacity:<br>Seated and standing                       |                                   |                         |  |
| Bruto voertuigmassa (BVM): kg                                   | <input type="text"/>  | Gross vehicle mass (GVM): kg                                   |                                   |                         |  |
| Bruto kombinasie-massa (BKM): kg                                | <input type="text"/>  | Gross combination mass (GCM): kg                               |                                   |                         |  |
| Netto drywing: kW   | <input type="text"/>  | Net power: kW  |                                   |                         |  |
| Enjinkapasiteit: cm <sup>3</sup>                                | <input type="text"/>  | Engine capacity: cm <sup>3</sup>                               |                                   |                         |  |
| Tipe brandstof  | <input type="text"/>  | Fuel type  |                                   |                         |  |
| Totale aantal asse en aantal<br>aandrywende asse                | <input type="text"/> en <input type="text"/>  | Total number of axles and<br>number of driving axles           |                                   |                         |  |
| Algehele breedte: mm  | <input type="text"/>  | Overall width: mm  |                                   |                         |  |
| Algehele Lengte: mm   | <input type="text"/>  | Overall length: mm   |                                   |                         |  |
| Asafstand: mm   | <input type="text"/>  | Wheelbase: mm  |                                   |                         |  |
| Agoorstek: mm   | <input type="text"/>  | Rear overhang: mm  |                                   |                         |  |
| Spoor: mm   | <input type="text"/>  | Track: mm  |                                   |                         |  |
| Ooreenstemmende bandgroottes:<br>- voor                         | <input type="text"/>  | Corresponding tyre size:<br>- front                            |                                   |                         |  |
| - agter   | <input type="text"/>  | - rear   |                                   |                         |  |
| Beoordeel vir nakoming van verpligte<br>voertuigstandaarde      | <table border="1"> <tr> <td>Nie van toepassing<br/>Not applicable</td> <td>Ja<br/>Yes</td> <td>Nee<br/>No</td> </tr> </table>                 | Nie van toepassing<br>Not applicable                           | Ja<br>Yes                         | Nee<br>No               | Assessed for compliance<br>with compulsory vehicle |
| Nie van toepassing<br>Not applicable                            | Ja<br>Yes   | Nee<br>No  |                                   |                         |  |

|   |                      |   |   |  |  |
|---|----------------------|---|---|--|--|
| <b>VERKLARING</b>   |                      |   | <b>DECLARATION</b>  |  |  |
| Ek, die   | <input type="text"/> | <input type="text"/>                                | <input type="text"/>  | I, the   |  |
|   | Title holder / owner | Instelling se gevolmagtigde<br>organisation's proxy | Instelling se verteenwoordiger<br>Organisation's representative |  |  |
| a) Verklaar dat alle besonder hede<br>wat deur my op hierdie vorm verstre-<br>k is, waar en korrek is: en | Handtekening .....   |   |   | Signature  |  |
| b) besef dat 'n vals verklaring<br>strafbaar is met 'n boete of een jaar                                  | Plek .....           |   |   | Place  |  |
|   | Datum .....          |   |   | Date   |  |
|   |                      |   |   | a) Declare that all the particulars<br>furnished by me in this form are true<br>and correct; and<br>b) realise that a false declaration is<br>punishable with a fine or one year |  |