

**INFORMATION DOCUMENT FOR THE REGISTRATION
OF
MANUFACTURERS, BUILDERS AND IMPORTERS OF MOTOR VEHICLES AND
RELATED PROCESSES**

Head Office

SABS Campus 1 Dr Lategan Road Groenkloof Pretoria

✉ NRCS Private Bag X25, Brooklyn 0075

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@ Web www.nrcs.org.za

ABOUT THE NRCS

The National Regulator for Compulsory Specifications (NRCS) is an entity of the Department of Trade, Industry and Competition responsible for administering of compulsory specifications and other technical regulations with the view to protect human health, safety, the environment and ensure fair trade.

AUTOMOTIVE DEPARTMENT

The Automotive Department is responsible for the administration of compulsory specifications applicable to motor vehicles, after-market components and automotive related products offered for sale in South Africa. In addition, the National Department of Transport in terms of the National Road Traffic Act (NRTA) has appointed Automotive Department as an Inspectorate of Manufacturers, Importers and Builders (MIB) of Motor Vehicles and is mandated to evaluate the suitability of MIB's to be registered and to ensure continuous compliance of their products once registered.

INTRODUCTION

Because of the importance of vehicles and their impact on society, relevant South African safety legislation, standards and specifications applies to their Manufacturers, Importers and Builders. As a result, NRTA regulation 38 requires that any manufacturer, builder or importer who manufactures, builds imports or modifies motor vehicles for the purpose of his or her business of *selling motor vehicles or modifications of motor vehicles*, should register as a manufacturer, builder or importer.

REGISTRATION PROCESS

Application

Any manufacturer, importer or builder (the applicant) who wishes to register should apply for registration at the Provincial Department of Transport (PDoT) in the province they reside in or wish to conduct their business. (*See Annexure B for a list of documents required.*)

Following the application, the PDoT will require NRCS to evaluate the applicant suitability for registration and require the South African Police Service (SAPS) for a report on any prior convictions recorded against the applicant (or their representative) and the nature of such convictions.

Based on the NRCS's recommendation and the SAPS's report (subject to conditions set by either NRCS or SAPS), PDoT will issue a certificate of registration confirming the applicant as a registered manufacture or importer or builder of motor vehicles.

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The certificate of registration allows a registered MIB to:

- a) Apply for the World Manufacturer Identifier code (WMI) for use in compiling a Vehicle Identification Number (VIN) – Manufacturers only;
- b) Apply for the homologation/Approval of the motor vehicle models;
- c) Importers to apply for LOA3/Exemption in terms of NRTA for approval samples;
- d) Apply for the model numbers on notification of vehicle model form (NVM form); and
- e) Register vehicles on the National Traffic Information System (NaTIS).

Evaluation process by the NRCS

On receipt of the formal request from the PDoT, the NRCS will contact the applicant using a standard letter with a list of requirements. The letter also contains the name of the inspector who will be responsible for the evaluation process.

The evaluation process involves the evaluation of the applicant's quality assurance systems, assessment of the applicant premises, technical competency of personnel involved with technical work and compliance of products with the relevant legislation.

Furthermore, the process evaluates the understanding of the applicant in terms of legislation, specification and code of practice applicable to the type and category of motor vehicle the applicant wishes to manufacturer, import or build.

WHAT ARE THE COSTS INVOLVED IN THE REGISTRATION PROCESS

The following cost are involved the application process:

1. *Application fee payable PDoT*, the amount can obtained by contacting the relevant province as per contact details. Alternatively, in the Provincial Government Gazette published by the MEC of Transport.
2. *Administration Fee payable to the NRCS*, the amount can obtained by contacting the NRCS as per contact details.
3. *Costs of procuring the NRTA and SABS standards*, the costs for NRTA can be obtained by contacting Lexus Nexus at (011) 245-6552 or (031) 268 3111 OR Alta Swanepoel at 012 3322186/7/8/9 and SANS standards can be obtained by contacting SABS Standard Sales at (012) 428 6883 or visit www.sabs.co.za

WHOM TO CONTACT

For Provincial Department of Transport and NRCS contact details see *Annexure A*

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ANNEXURE A: TABLE OF CONTACT DETAILS

PROVINCIAL DEPARTMENTS OF TRANSPORT CONTACT DETAILS		
Province (PDoT) and Address	Contact Person	Contact Details
Mpumalanga Provincial Government Department of Community Safety, Security and Liaison Transport Administration No7 Government Boulevard Riverside Park Ext2 Nelspruit	Ms ZA Shabangu	Tel: 013 - 752 2254 Fax: 013 - 755 1102/1322 Email: zashabangu@mpg.gov.za
Limpopo Province Department of Roads & Transport Private Bag x9491 Polokwane 0700 Corner Church and Bodenstein Streets Phamoko Building	Ms Maggie Malatji	Tel: 015 - 295 1000 Fax: 015 - 295 3017 Email: malatjimr@dot.limpopo.gov.za
Gauteng Province Department of Roads and Transport	Ms. Leah Nemavhadwe Mr. BN Mboweni	Tel :011 891 0093 Cell: 0732542341 Fax: 086 5547195 Email: Mulalo.Nemavhadwe@gauteng.gov.za
Kwazulu-Natal Province Motor Transport Services 231 Prince Alfred Street Pietermaritzburg	Mrs. Sandra van Wyk Mr. Stanton Govender Mr. Ebrahim Khan	Tel: 033 – 3951808 Tel: 033 395 1828 Tel: 033 - 395 1835 Fax 033 342 1832 Email: Stanton.govender@kzntransport.gov.za Email: Ebrahim.khan@kzntransport.gov.za
North West Province Department of Community Safety and Transport Management Traffic Law Administration Safety House 31-34 Molopo Road Mafikeng	Ms Seipati Ramathibela	Tel: 018 - 381 9127 Fax: 018 – 381 7620 Email:sramathibela@nwpg.gov.za

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Free State Province Transport Administration and Licensing Police, Roads and Transport	Ms Conia N Mtimkulu	Tel: 051 - 408 7606 Email:mtimkuluc@freetrans.gov.za
Western Cape Province Transport Administration and Licencing Room 1-04 , 9 Dorp Street Cape Town, 8001	Mr Jonathan McEvoy	Tel: 021 483 2079 Fax: 021 483 2357 Email: Jonathan.McEvoy@westerncape.gov.za
Northern Cape Province Department of Transport, Safety & Liaison Cnr Lennox & Sidney Ocean Echo Building Law Administration	Ms Gloria Nqcobo	Tel: 053 – 8304916 Fax: 053 - 8304916 Email:gngcobo@ncpg.gov.za
Eastern Cape Province Province of the Eastern Cape Department of Transport Traffic and Licencing Services	Ms Xolisa Mekuto	Tel: 043 604 7510 Tel: 043 642 3980/ 5212 Fax: 043 643 5224/9 Email: info@dot.ecprov.gov.za

NRCS CONTACT DETAILS	
Contact Person	Contact Details
Mr. Tumelo Mokolokolo Inspections Manager	Tel: 012 482 8818 Email :Tumelo.Mokolokolo@nrCS.org.za
Mr. Reuben Moloi Inspections Manager	Tel:012 482 8820 Email: Reuben.Moloi@nrCS.org.za
Mr. Simon Legodi Admin Coordinator	Tel:0124828761 Email :Simon.Legodi@nrCS.org.za
Ms Aletta Saal Admin Coordinator	Tel: 0124828874 Email: Aletta.Saal@nrCS.org.za

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ANNEXURE B: GENERAL INFORMATION

List of documents required for application for registration with PDoT.

- ✓ completed application and notice in respect of manufacturer/importer/ builder of motor vehicles (MIB) form;
- ✓ certified copy of the applicant's identity document (ID);
- ✓ certified copy of the proxy's ID (if the applicant is a body of persons);
- ✓ certified copy of the business certificate (if the applicant is a body of persons);
- ✓ letter of proxy if you represent a company;
- ✓ custom code number from the South African Revenue Service (SARS); (In the case of application for registration as an Importer)
- ✓ proof of VAT registration from SARS;
- ✓ the appropriate fees as determined by the MEC of the province concerned.

Other Costs

These costs are applicable post registration as an MIB of motor vehicles

- ✓ Homologation or approval fee
- ✓ WMI code application fee
- ✓ Fees in a form of Levies
- ✓ MIB Annual Fee (Fee to defray expenditure) by NRCS

The Minister of Trade and Industry publishes the above fees by notice in the Government Gazette or the NRCS can be contacted for the details. (See below definitions for the fees)

Definitions

The following definitions are relevant for the purposes of this information document:

"Manufacturer" any person a person who manufactures or assembles new motor vehicles.

"Builder" any person who manufactures or assembles motor vehicles in whole or part from used components or modifies motor vehicles using new or used components.

"Importer" any person who imports new or used motor vehicles into the republic as defined in section 1(1) of the Customs and Excise Act, 1964 (Act No. 91 of 1964).

"Sell" in terms of the NRCS Act includes display, offer or advertise for sale, export from the Republic for or in pursuance of a sale, having in possession for the purposes of sale, trade, manufacture or export from the Republic, exchange, donate, lease, offer, or display for leasing.

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“Compulsory Specification (VC)” means national standards/requirements for products declared to be mandatory requirements by the Department of Trade and industry (the Dti), based on the safety, health and environmental risk associated with the use of such products.

“Motor vehicle” means any self-propelled vehicles, trailer including caravans and vehicle having pedals and engine or an electric motor as an integral part thereof or attached thereto and which is designed or adapted to be propelled by means of such pedals, engine or motor.

“Modify” means fitting a bus body or goods body to any chassis, altering the number of passenger seats on a motor vehicle or altering the dimension of a motor vehicle, altering the wheelbase of a motor vehicle unless the motor vehicle is designed to enable the wheelbase to be altered, altering the axle or axle-unit position or number of axles or altering a motor vehicle in such a manner that the tare of such motor vehicle changes.

“letter of authority certificate (LoA)” means a letter of authority issued to a manufacturer or importer in terms of section 5(2)(f) of NRCS Act which permits commodities or products to be sold or services to be supplied.

“levy” means an prescribed amount paid to the National Regulator by a manufacturer, builder or importer of products covered by a compulsory specification and paid within a prescribed levy period.

“Homologation/ approval” is a process of establishing the compliance of a model of motor vehicle and approval being granted by the National Regulatory, prior to it being introduced for sale.

“MIB Annual Fee” a fee payable to the NRCS in respect of inspections carried payable yearly upon the anniversary of the date of registration of the MIB.

“WMI” means World Manufacturer Identifier code

“VIN” means Vehicle Identification Number

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