

**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

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@ Web [www.nrcs.org.za](http://www.nrcs.org.za)

**"Protecting health, Safety, the Environment and ensuring Fair Trade"**

## 1. INTRODUCTION

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

The Automotive Business Unit of the NRCS 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) section 7, appointed the NRCS as an Inspectorate of Manufacturers, Importers and Builders (MIB) of Motor Vehicles and accordingly, the Automotive Business Unit is mandated to evaluate the suitability of MIB's to be registered and to ensure continuous compliance of their products once registered.

Because of the importance of vehicles and their impact on society, relevant South African safety legislation, compulsory specifications and standards apply to vehicles and their Manufacturers, Importers and Builders. For instance;

- i. Section 4(2) of NRTA states that no person shall operate on a public road any motor vehicle, which is not registered and licensed.
- ii. Regulation 38 of NRTA requires that any manufacturer, builder or importer who manufactures, builds imports or modifies motor vehicles for his or her business of selling motor vehicles or modifications of motor vehicles, should register as a manufacturer, builder or importer.
- iii. Section 5 of NRTA states that every MIB shall in the prescribed manner register every motor vehicle manufactured, built or imported by him or her before he or she distributes or sells such a vehicle.
- iv. Section 14 of the NRCS Act states that no person may import, sell or supply a commodity, product or service to which a compulsory specification applies, except following that specification.
- v. Regulation 216 of the NRTA states that a motor car, minibus, bus or goods vehicle fitted with at least four wheels, or a trailer, operated on a public road, shall comply with the relevant requirements as specified in the Government Notices issued in terms of section 22 of the Standards Act, 1993 (Act No. 29 of 1993) and listed in Annex A to SANS 10047: The testing of motor vehicles for roadworthiness.

**NOTE:** Section 22 of Standards Act 29/1993 is now the NRCS Act 5/2008.

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## 2. KEY DEFINITIONS

In this legislative framework a

“Motor vehicle” means any self-propelled vehicle, 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.

“*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.

“*Manufacturer*” is any person who manufactures or assembles new motor vehicles.

“*Builder*” is 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*” is 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).

“Public road” means any road, street or thoroughfare or any other place (whether a thoroughfare or not) which is commonly used by the public or any section thereof or to which the public or any section thereof has the right of access.

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

**NOTE:** *The definitions above are relevant for the purposes of this information document:*

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### 3. 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 or wish to conduct their business.

#### 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 an application for registration as an Importer)
- ✓ Proof of VAT registration from SARS;
- ✓ The appropriate fees as determined by the MEC of the province concerned.
- ✓ Any other additional information (for example, proof of address or business zoning certificate)

Following the application, the PDoT will require NRCS to evaluate the applicant's 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 manufacturer, importer or builder of motor vehicles.

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 letter(s) of exclusion in terms of NRTA for approval samples;
- d) Apply for the model numbers on the notification of vehicle model form (NVM form);
- e) Register vehicles on the National Traffic Information System (NaTIS).

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## 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 a motor vehicle the applicant wishes to manufacture, import or build.

## What are the costs involved in the registration process

The following fees are involved in the application process:

1. Application fee payable PDoT; the amount can be obtained by contacting the relevant province as per contact details in Annexure A. Alternatively, in the Provincial Government Gazette published by the MEC of Transport.
2. Administration Fee payable to the NRCS; the amount is obtainable by contacting the NRCS as per contact details in Annexure A.
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](http://www.sabs.co.za)

## Time Frame Involved

An applicant will need to budget a minimum of 120 days for the registration process

## Whom to contact at the Provincial Department of Transport and NRCS

NRCS	
Contact Person	Contact Details
NRCS Call Center	Tel:012 482 8700 Email:info@nracs.org.za
Mulalo Mbulaheni Automotive MIB Coordinator	Tel:012 482 8761 / 8774 Email:MIB.Applications@nracs.org.za Mulalo.Mbulaheni@nracs.org.za
Tumelo Mokolokolo Inspections Manager	Tel: 012 482 8818 Email:Tumelo.Mokolokolo@nracs.org.za

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PROVINCIAL DEPARTMENTS OF TRANSPORT	
Province (PDoT) and Address	Contact Person and Contact Details
<b>Mpumalanga Department of Community Safety, Security &amp; Liaison Transport Administration</b> No7 Government Boulevard Riverside Park Ext2, Nelspruit	ZA Shabangu Tel: 013 - 752 2254 Fax: 013 - 755 1102/1322 <a href="mailto:zashabangu@mpg.gov.za">zashabangu@mpg.gov.za</a>
<b>Limpopo Province Department of Roads &amp; Transport</b> Corner Church & Bodenstein Streets Phamoko Building Polokwane	Molatelo Sebola Tel: 015 - 295 1000 Fax: 015 - 295 3017 <a href="mailto:sebolam@dtcs.limpopo.gov.za">sebolam@dtcs.limpopo.gov.za</a>
<b>Gauteng Province Department of Roads and Transport</b> 45 Commissioner Street, Johannesburg,	BN Mboweni / T Tshabalala Tel :011 891 0168 <a href="mailto:bongani.mboweni@gauteng.gov.za">bongani.mboweni@gauteng.gov.za</a> <a href="mailto:Thami.Tshabalala2@gauteng.gov.za">Thami.Tshabalala2@gauteng.gov.za</a>
<b>Kwazulu-Natal Province Motor Transport Services</b> 231 Prince Alfred Street Pietermaritzburg	Sandra Van Wyk / Davy Mustard Tel: 033 – 395 1816/ 1808 <a href="mailto:Sandra.vanWyk@Kzntransport.gov.za">Sandra.vanWyk@Kzntransport.gov.za</a> <a href="mailto:Davy.Mustard@Kzntransport.gov.za">Davy.Mustard@Kzntransport.gov.za</a>
<b>North West Province Department of Community Safety and Transport Management</b> Traffic Law Administration Safety House,31-34 Molopo Road Mafikeng	Seipati Ramathibela/ Baipidi Setsubi Tel: 018 - 381 9127 Tel: 018 - 381 9168 <a href="mailto:sramathibela@nwpg.gov.za">sramathibela@nwpg.gov.za</a> <a href="mailto:bsetsubi@nwpg.gov.za">bsetsubi@nwpg.gov.za</a>
<b>Free State Province</b> Transport Administration and Licensing Police, Roads and Transport	Andrew Booysen Tel: 051 - 408 7606/066 - 4732419 <a href="mailto:BooyesenA@freetrans.gov.za">BooyesenA@freetrans.gov.za</a>
<b>Western Cape Province</b> Transport Administration and Licensing Room 1-04, 9 Dorp Street Cape Town,	Saadick Daniels/ Sandile Sojiji Tel: 021 483 2406/ 5397 Fax: 021 483 2357 <a href="mailto:Sandile.Sojiji@westerncape.gov.za">Sandile.Sojiji@westerncape.gov.za</a> <a href="mailto:Saadick.Daniels@westerncape.gov.za">Saadick.Daniels@westerncape.gov.za</a>
<b>Northern Cape Province</b> Department of Transport, Safety & Liaison Cnr Lennox & Sidney Ocean Echo Building Law Administration	Gloria Nqco Tel: 053 – 8304916 Fax: 053 - 8304916 <a href="mailto:gngcobo@ncpg.gov.za">gngcobo@ncpg.gov.za</a>
<b>Eastern Cape Province Department of Transport</b> Traffic and Licensing Services Stellenbosch Park, Flemming Street, Schornville, King William's Town,	Esethu Ntlanzi / Nomakolwa Lamani Tel: 043 604 8000 Fax: 043 643 5224/9 <a href="mailto:Esethu.Ntlanzi@ectransport.gov.za">Esethu.Ntlanzi@ectransport.gov.za</a> <a href="mailto:Nomakolwa.Lamani@ectransport.gov.za">Nomakolwa.Lamani@ectransport.gov.za</a>

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## 4. PROCESSES POST THE REGISTRATION PROCESS

### 4.1 World Manufacturer Identifier (WMI) Code for Manufactures of Motor Vehicles Assignment Process

As NRCS is also the national organisation in South Africa designated to assign WMI codes for manufacturers of vehicles to create Vehicle Identification Numbers (VINs) for the vehicles they intend to manufacture, after the registration, the manufacturer will need to apply for the WMI Code.

A VIN is a structured combination of characters assigned to a vehicle by the manufacturer for identification purposes while WMI is the first section of the VIN, designating the manufacturer of the vehicle. The code is assigned to a vehicle manufacturer in order to allow identification of the said manufacturer and, when used in conjunction with the remaining sections of the VIN, ensures the uniqueness of the VIN for all vehicles manufactured in the world.

#### Required documentation

- ✓ Copy of a Valid Manufacturer Certificate
- ✓ Application form indicating the envisaged production volumes and category of vehicles.
- ✓ Proof of payment for the applicable fee.
- ✓ The applicant shall send all required documentation to the email address
- ✓ MIB.Applications@nrccs.org.za

To access the prescribed form and the gazette, the applicant can visit the NRCS website at [www.nrccs.org.za](http://www.nrccs.org.za). Alternatively, contact the NRCS officials below.

Mfundo Ngejane\_ [Mfundo.Ngejane@nrccs.org.za](mailto:Mfundo.Ngejane@nrccs.org.za)

Tumelo Mokolokolo\_ [Tumelo.Mokolokolo@nrccs.org.za](mailto:Tumelo.Mokolokolo@nrccs.org.za)

#### Time Frame Involved

A registered manufacturer of motor vehicles will need to budget a minimum of seven days for the issuance of the WMI code.

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## 4.2 Change of Particulars of Registered MIB Process

Post the registration process, regulation 46 of the NRTA mandates that changes of particulars such as change of company name, street or postal address, proxy, representative or acceptable identification of a MIB, the MIB should notify PDoT and the NRCS and within 21 days after the date of such change to PDoT. The notification shall be sent to the respective PDoT per the contact details in table 1.

On receipt of the notification, PDoT and the NRCS shall evaluate the notification and if satisfied that such is in order, shall update the particulars pertaining to such applicant in the register of manufacturers, builders and importers and notify the manufacturer, builder or importer, accordingly. PDoT may, if not satisfied that the notification is in order, inform the MIB to make a new application as contemplated in regulation 39.

### Documentation required

- ✓ Notification of the change on the prescribed form
- ✓ Supporting evidence of the change.

### Cost Involved

There are no new costs involved in the change process. However, the registered MIB should ensure that all financial obligations such as yearly annual fee, homologation fee, LoA fee and levies, where applicable, are up to date with the NRCS

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

*“Levy”* means a 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”* is the process of establishing the compliance of a model of motor vehicle and approval being granted by the National Regulator prior to it being introduced for sale.

The Minister of Transport determines the annual fee. Other fees mentioned are by the minister of trade, industry and completion and published in the respective gazettes.

### Time Frame Involved

The MIB should budget 60 days for the update of the change in the register of MIBs.