

**REQUIREMENTS FOR APPLICATION FOR LETTER OF AUTHORITY (LOA)**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION**

1. Submit **ONLY** the documentation required.
2. Do not submit **original** documents where certified copies are required. NRCS cannot accept responsibility for lost documents.
3. All documentation must be in English language. A certified translation may be required and must be submitted where applicable.
4. The turnaround time for processing an LOA could take up to **120 calendar days**, depending on the accuracy of the information submitted and payment of the applicable fee.
5. An application must be completed and signed by an applicant, or in case of organizations or companies, by an appointed proxy. In all instances, the name of the applicant or proxy and the identity document or passport number must be specified on the application (Questions 4/5/6).
6. **Delivery of an LOA certificate:**  
If the LOA certificate is not collected at the Pretoria NRCS office, please indicate the method of delivery by clearly specifying the following:
  - Registered mail - postal (e.g. PO Box) OR street address; or
  - Courier - street (physical) address**Note:** courier service cannot deliver to Box numbers.
7. The cost for courier delivery service shall be borne by an applicant as applicable. Applicants from foreign countries must make own arrangements for courier delivery for which documents shall be collected from the NRCS offices.
8. **Applications will only be considered once a non-refundable LOA fee of R 1800. 00 has been received by NRCS.**  
Payment of LOA fees to the bank details listed should be preferably paid to the NRCS bank account via direct bank deposit or electronic transfer.  
Proof of registered bank payment must be submitted to the LOA office for verification.

**Banking Details:**

Name of Account:	NRCS
Name of Bank:	ABSA Bank
Branch:	Brooklyn Branch
Branch code:	335345
Account No:	4072161682
Swift Code:	ABSAZAJJ (for international money transfers)
Our Reference No:	00663437 plus applicant name

**Important notes:**

- Money transfers must be made out to the National Regulator for Compulsory Specifications or NRCS;
- Transfers must be in RSA currency only – Rands (R); and
- When transferring funds into the above account, kindly ensure to quote our reference: 00663437 plus the applicant name.

**9. Certificate of Conformity (item 29 of the application form), shall apply for all motor vehicles not previously licensed or registered in the country.**

Proof of Compliance with the South African Compulsory Vehicle Specifications and Road Traffic Regulations for all vehicles models may be submitted in the following format:

- A letter from the vehicle manufacturer certifying that the vehicle model in question meets the South African requirements or equivalent EEC or ECE regulations or; or
- A certificate of conformity issued in accordance with the South African standards or equivalent EEC or UN ECE regulations.

10. An import permit should be obtained from the International Trade Administration Commission (ITAC) (Department of Trade & Industries). Contact details: Tel: 012 – 394 3610, website: [www.itac.org.za](http://www.itac.org.za).

**11. Submission of LOA applications:**

Applications for LOA 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 Iategan Road  
Groenkloof Pretoria  
0181

## INFORMATION REQUIRED IN RESPECT OF LOA APPLICATIONS SUBMITTED BY INDIVIDUAL/ORGANIZATION OR COMPANY

**NB: This is the minimum documentation required and must be submitted with the application. Additional documentation may be required if deemed necessary. The NRCS may at its own discretion, prescribe that an inspection to be carried on a vehicle.**

### **A. NEW FOREIGN VEHICLES INCLUDING TRAILERS AND MOTORCYCLES AS APPLICABLE**

- Certified copies sent by post /courier or colour scanned documents sent by email may be submitted, faxed copies not accepted;
- Proof of compliance with the South African compulsory specifications or equivalent European EEC Regulations or ECE directives issued by the relevant authority or technical service. Refer to question 29 of the LOA application form;
- Certified copy of an identity document or passport of applicant or proxy;
- Proof of purchase or ownership of the vehicle in a form of commercial Invoice or bill of lading/air weigh-bill;
- Proof of payment to the NRCS bank account of the applicable LOA fee

**NOTE:** Left-hand drive vehicles which were previously not registered in the Republic may not be issued with LOA, unless granted an exemption terms of the relevant legislation.

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### **B. NEW FOREIGN VEHICLES INCLUDING TRAILERS AND MOTORCYCLES AS APPLICABLE**

- Certified copies sent by post /courier or colour scanned documents sent by email may be submitted, faxed copies not accepted;
- Proof of compliance with the South African compulsory specifications or equivalent European EEC Regulations or ECE directives issued by the relevant authority or technical service. Refer to question 29 of the LOA application form;
- Certified copy of an identity document or passport of applicant or proxy;
- Proof of purchase or ownership of the vehicle in a form of commercial Invoice or bill of lading/air weigh-bill;
- Vehicle registration documents in foreign country, officially translated, if not in English **OR** proof of ownership of the vehicle if registered in the applicant's name;
- Request for police clearance where applicable; and
- Proof of payment to the NRCS bank account of the applicable LOA fee

**NOTES:**

- Left-hand drive vehicles which were previously not registered in the Republic may not be issued with LOA, unless granted an exemption in terms of the relevant legislation.
- Vehicle units manufactured after 1 January 1997 shall have a 17 digits vehicle identification number (VIN).

**C. USED SOUTH AFRICAN MANUFACTURED VEHICLES INCLUDING TRAILERS AND MOTORCYCLES AS APPLICABLE**

- Certified copies sent by post /courier or colour scanned documents sent by email may be submitted, faxed copies not accepted;
- 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
- Certified copy of identity document or passport applicant or proxy in case if the applicant is a company;
- Letter of proxy on company's letterhead with copy of identity document, where applicable
- Registration document of country where vehicle was last registered prior to export to South Africa
- Proof of purchase of vehicle, unless registered in applicant's name
- Request for Police identification ( RPI) or Police Clearance **OR** The SARPCO or Interpol clearance from the country from which the vehicle is being exported if RPI or SA Police Clearance cannot be obtained.
- Proof of payment to the NRCS bank account of the applicable LOA fee

## 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.

ISSUED JUNE 2016

**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
- A NON-REFUNDABLE FEE OF R 1800 MUST ACCOMPANY THIS FORM**

**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. CATEGORY OF APPLICANT
- |   |                                       |   |   |
|---|---------------------------------------|---|---|
| <input type="checkbox"/> BUSINESS / COMPANY     | <input type="checkbox"/> IMMIGRANT    | <input type="checkbox"/> FOREIGN DIPLOMAT | <input type="checkbox"/> NATIONAL AUTH.   |
| <input type="checkbox"/> RSA-RESIDENT           | <input type="checkbox"/> RSA-DIPLOMAT | <input type="checkbox"/> SECT. 21-COMPANY | <input type="checkbox"/> PROVINCIAL AUTH. |
| <input type="checkbox"/> RETURNING RSA-RESIDENT | <input type="checkbox"/> ASSOCIATION  | <input type="checkbox"/> INSTITUTION      | <input type="checkbox"/> LOCAL AUTH.      |

3. NAME OF APPLICANT:  
PERSON/COMPANY  
ORGANISATION/PROXY

  


4. THE COMPANY-REGISTRATION No.

5. APPLICANT OR PROXY: ID-No or PASSPORT-No.

**NB: APPLICANT MUST SUPPLY A CONTACT ADDRESS & TELEPHONE NUMBER IN SOUTH AFRICA**

6. CONTACT ADDRESS:  
POSTAL ADDRESS

 CODE 

PHYSICAL/STREET  
ADDRESS

 CODE 

7. PHONE  
FAX

CODE	<input type="text"/>
CODE	<input type="text"/>

  


CELL  
E-MAIL

  


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

8. FOREIGN  
CONTACT  
ADDRESS

  
  
 CODE 

PHONE  
FAX  
E-MAIL

  
  

**DESCRIPTION OF VEHICLE/MOTORCYCLE**

9. VEHICLE STATUS     NEW     USED     VINTAGE     REBUILT

OTHERS, SPECIFY

10. NAME OF  
MANUFACTURER

  
 eg Delta, Toyota, Volkswagen, Renault, etc

11. SERIES  
NAME

  
 eg Golf, Astra, Hilux, etc

12. TYPE OF  
VEHICLE

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

13. MODEL  
NAME

  
 eg 150 GTi, TDi 110, etc

14. COUNTRY OF MANUFACTURE

YEAR OF MANUFACTURE

15. 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 /MOTORCYCLE - 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 the non-compliance report without refund.

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 form to NRCS.

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 as determined by the NRCS.

No exceptions will 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 NRCS  REGISTERED MAIL  COURIER IN RSA + R80  ADDITIONAL COSTS FOR DELIVERY  
 OVERSEAS MAIL + R100

**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   BT  ET   
 BY  PAYMENT RECEIVED ON  AMOUNT   BT  ET   
RECEIPT No  
RECEIPT No

APPLICATION COMPLETE?  YES  NO  
 QUALIFY FOR LOA?  YES  NO

LOA DISTRIBUTED  COLLECTED  REG MAIL  COURIER  
 DATE

**SIGNATURE OF RECIPIENT**

PRINT NAME   
 DATE COLLECTED    TIME   
 LOA PROCESSED BY

**ADDITIONAL INFORMATION / REMARKS:**  **DATE**

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**RESTRICTIONS/LIMITATIONS:**

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**ATTACH OFFICIAL RECEIPTS / SLIPS / DELIVERY DOCUMENTS HERE**