

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

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 organisations 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 properly to which address it must be sent by:
 - Registered Mail – a postal (e.g., PO Box) address
 - Courier Mail – a street (physical) address for delivery
7. The fee for the Certificate to be couriered is R80.00. Delivery to foreign countries will be by Registered mail only at an additional cost of R100.00.
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, 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) (excluding all motorcycles): no vehicle (including trailers), first registered on or after 1st January 1997, may be imported unless the applicant supplies Proof of Compliance with the South African Compulsory Vehicle Specifications, by production of:
 - A letter from a registered SA Manufacturer, Importer or Builder, certifying the South African origin of the vehicle, or
 - A Certificate of Compliance issued by the MANUFACTURER, certifying compliance with the SA or equivalent (i.e., EEC or ECE) Regulations; also that the vehicle is RIGHT-HAND DRIVE and fitted with a metric (i.e., km / h) speedometer.
10. An Import Permit must be obtained from Department of Trade & Industry. Contact persons:
Ms R van Vuuren / Ms De Beer – Tel no: (012) 428 7793 / 7788.

The following addresses should be used to send / deliver documentation to the LoA-section:

Postal Address (Registered Mail):

South African Bureau of Standards
Attention: Mr P Snyman / A Cohen
Private Bag X191
PRETORIA
0001

Street Address (personal / courier delivery):

South African Bureau of Standards
Attention: Mr P Snyman / A Cohen
1 Dr Lategan Road
GROENKLOOF Pretoria
0181

Tel number : (012) 428 6276 / 6891 / 6534

Fax number : (012) 428 6565

E-mail: A Cohen – cohenag@sabs.co.za

E-mail: P Snyman – snymanpj@sabs.co.za

Please contact the SABS LoA-Office if further information is required.

DOCUMENTATION REQUIRED FOR IMPORTING A VEHICLE – IMPORT FOR OWN USE / ORGANISATION / COMPANY –

NB: This is the minimum documentation required and must be submitted with the application. Additional documentation may be required if deemed necessary.

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 of vehicle.
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 proxy in case of 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 vehicle South African origin: certificate from original manufacturer or previous SA license document.
5. Proof of purchase of vehicle, if not registered in applicant's name.
6. The SARPCO or Interpol clearance from the country that the vehicle is being exported from.
7. Request for Police identification – RPI (fully completed) or Police Clearance in SARPCO / Interpol clearance cannot be obtained.
8. Proof of payment 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. Proof of uninterrupted / continuous ownership and use for at least six months prior to export to South Africa.
3. ID or passport of applicant
4. Proof of applicant's permanent residence in South Africa if not in possession of a South African ID or passport.
5. Vehicle registration documents in foreign country, officially translated, if not in English.
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.
2. ID or passport of applicant.
3. Registration document of foreign country officially translated if not in English.
4. Letter and ID of proxy in case of a company.
5. Proof of ownership – the trailer should be registered in the applicant's name for at least 6 months.
6. Proof of payment to the SABS – copy of deposit slip in case of bank transfer.
7. **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 & 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 vehicles can be imported if first registered on or after 1 Jan 2000.

PAYMENT SCALE

<p style="text-align: center;">FOREIGN VEHICLES</p> <ol style="list-style-type: none"> 1. 1997 and later: R2,050 2. 1990 TO 1996: R1,000 3. 1980 TO 1989: R 500 4. 1979 and older: R 300 5. *Vintage models: R2,050 <p style="text-align: center;"><i>* Contact SABS for more info on payment</i></p>	<p style="text-align: center;">SOUTH AFRICAN VEHICLES</p> <ol style="list-style-type: none"> 1. 1997 and later: R 500 2. 1990 TO 1996: R 300 3. 1980 TO 1989: R 300 4. 1979 and older: R 300 5. *Vintage models: R2,050 <p style="text-align: center;"><i>* Contact SABS for more info on payment</i></p>												
<p style="text-align: center;">FOREIGN MOTORCYCLES</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Engine Capacity (CC)</th> <th style="text-align: left;">Fee</th> </tr> </thead> <tbody> <tr> <td>1. 0-100:</td> <td>R 350</td> </tr> <tr> <td>2. 101-250:</td> <td>R 400</td> </tr> <tr> <td>3. 251-500:</td> <td>R 650</td> </tr> <tr> <td>4. 501-750:</td> <td>R 800</td> </tr> <tr> <td>5. 751 & over:</td> <td>R1,000</td> </tr> </tbody> </table>	Engine Capacity (CC)	Fee	1. 0-100:	R 350	2. 101-250:	R 400	3. 251-500:	R 650	4. 501-750:	R 800	5. 751 & over:	R1,000	<p style="text-align: center;">MOTORCYCLES FROM RSA</p> <p>South African motorcycle: R350</p> <p>Import of a motorcycle previously registered in RSA: R350</p>
Engine Capacity (CC)	Fee												
1. 0-100:	R 350												
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<p>ALA – MODIFICATIONS / NEW DESIGNS</p> <p>Modifications as defined in the Act and / or Newly designed vehicles</p>	<p style="text-align: center;">MODIFICATIONS / NEW DESIGNS</p> <p>Modifications / new designs Including inspection: R2 050</p>												

BANK 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 in South Africa

Cheque or money transfer payments must please be made out to
THE SOUTH AFRICAN BUREAU OF STANDARDS or THE SABS.

B. Bank Details for payment by Bank Or Internet Transfer:

The option of MONEY TRANSFER from within South Africa or from a foreign
country and Bank:

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 (important for international money transfers)
Reference / Deposit ID no:	00663437

When depositing funds ensure to quote the reference / deposit no.: **00663437**
on the deposit slip! **TRANSFER FUNDS IN RSA CURRENCY ONLY (RANDS).**

C. Proof of Payment:

When making payment by means of LOCAL or INTERNATIONAL MONEY
TRANSFER, it is essential to fax the DEPOSIT to the SABS at fax no. (012)
428 6565 or International 27+12+428 6565

ISSUED 1/10/2003

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



APPLICANT DATA

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

<input type="checkbox"/> PERSONAL & PRIVATE USE	<input type="checkbox"/> USE IN OR FOR BUSINESS
<input type="checkbox"/> DIPLOMATIC USE	<input type="checkbox"/> DONATION OR GIFT
<input type="checkbox"/> OTHER (SPECIFY) _____	

2. IMPORTER (CUSTOMS) CODE NO. _____

3. 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"/> SECTION 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.

4. NAME OF APPLICANT: PERSON/COMPANY _____
ORGANISATION/PROXY _____

5. COMPANY REGISTRATION NO. _____

6. APPLICANT OR PROXY ID OR PASSPORT NO. _____

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

7. CONTACT ADDRESS

POSTAL _____ CODE _____

STREET _____ CODE _____

8. CONTACT NUMBERS

PHONE _____	CELL _____
FAX _____	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

<input type="checkbox"/> NEW	<input type="checkbox"/> USED	<input type="checkbox"/> VINTAGE	<input type="checkbox"/> REBUILT	<input type="checkbox"/> CUSTOMISED OR ALTERED
<input type="checkbox"/> OTHER (SPECIFY) _____				

11. NAME OF MANUFACTURER _____
E.G. DELTA, TOYOTA, VOLKSWAGEN, RENAULT, ETC.

12. SERIES NAME _____
E.G. GOLF, ASTRA, HILUX, ETC.

13. TYPE OF VEHICLE _____
E.G. 4-DOOR SEDAN, LDV, TRAILER, TRUCK, MOTORCYCLE, ETC.

14. MODEL NAME _____
E.G. 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 _____

