

PROVINCIAL PERSONALISED LICENCE NUMBERS

WARNING: Please take careful note of the following pertaining to the acquisition of a Provincial Personalised Licence Number before signing the attached acknowledgements.

1. **Application for a Provincial Personalised Licence Number**

Application shall be on a first come first serve basis by fax, e-mail, telephonically or in writing between 07h30 and 16h00 Monday to Friday.

2. **Material used for a Provincial Personalised Licence Number**

The successful manufacturer shall use acrylic material only in the manufacture of Provincial Personalised Licence Number plates, as specified in SABS 1116.

3. **Composition and size of a Provincial Personalised Licence Number**

3.1 Composition

The combination of numbers and/or letters shall be followed by a hyphen and the letters ZN with the wording KwaZulu-Natal in small print at the bottom of the plate. A Provincial Personalised Licence Number may consist of any combination of numbers and/or letters up to a maximum of seven characters with the following exceptions:

3.1.1 the number 1 cannot be used to replace the letter I and vice versa.

3.1.2 the number 0 cannot be used to replace the letter O and vice versa.

3.1.3 a Provincial Personalised Licence Number that is offensive in any manner as determined by the Adjudicating Committee.

3.2 Size and Lettering style

3.2.1 Provincial Personalised Licence Number plates being supplied will be of the standard size (440 x 120mm) and the standard lettering style for motor vehicles in terms of SABS 1116 unless otherwise requested on the preferred licence plate size form.

3.2.2 Failure to indicate an alternative size and lettering style if required will result in the successful applicant being responsible for the replacement costs thereof and the return of the standard size plates.

3.2.3 There are two lettering styles available, viz. the standard lettering style and the broader lettering style. The broader lettering style may only be used on the 520 x 113mm plate for combinations of one to six characters, on the 440 x 120mm plate for combinations of one to five characters and on the 250 x 205mm plate for combinations of one to four characters on the top half of the plate and a maximum of one character on the bottom half of the plate, followed by the –ZN.

3.2.4 The broader lettering style may not be used on the 250 x 165mm or the 305 x 165mm plate.

3.3 Display

3.3.1 In instances where 250 x 205mm or 250 x 165mm plates are requested, a minimum of one and a maximum of five characters may be displayed on the top half of the plate and the balance, if any, up to a maximum of two characters displayed on the bottom half of the plate followed by the –ZN.

3.3.2 In instances where the 305 x 165mm plates are requested, a minimum of one and a maximum of six characters may be displayed on the top half of the plate and the balance, if any, up to a maximum of three characters displayed on the bottom half of the plate followed by the –ZN.

3.3.3 In instances where the combination consists of seven characters only the following plate sizes can be accommodated: 520 x 113mm, 305 x 165mm, 250 x 205mm and 250 x 165mm.

4. **Colour of a Provincial Personalised Licence Number**

A Provincial Personalised Licence Number plate shall be green characters on a white background for private motor vehicles and black characters on a white background for public passenger carrying vehicles for reward purposes (taxis).

5. **Cost of a Provincial Personalised Licence Number**

5.1 The prescribed fee to purchase a Provincial Personalised Licence Number shall be determined by the Provincial MEC concerned.

5.2 Where replacement plates are required these will be for the expense of the new owner.

6. **Acknowledgements in respect of a Provincial Personalised Licence Number**

All applicants are required to acknowledge the conditions of ownership of a Provincial Personalised Licence Number and the conditions pertaining to the number plate size and lettering style required.

7. **Manner of appeal regarding the desirability of a Provincial Personalised Licence Number**

The Provincial Administration concerned shall decline an application for a Provincial Personalised Licence Number that is offensive in any manner (i.e. blasphemous, undesirable, gender biased, discriminatory, derogatory or obscene). However, the aggrieved applicant may appeal to the MEC concerned against the refusal of such application. The final decision in terms of the desirability of a Provincial Personalised Licence Number shall rest with the provincial Minister of Transport.

8. **Supply of Provincial Personalised Licence Number Plates**

The Provincial Personalised Licence Number plate shall be available for collection or delivery within three working days from the date of payment. Two Provincial Personalised Licence Number plates shall be manufactured for motor vehicles and only one plate for motorbikes, trailers and caravans.

9. **Acquisition of a Provincial Personalised Licence Number**

In order to purchase the approved Provincial Personalised Licence Number the applicant shall be required, within 30 days from the date of the approval letter, to hand the approval letter, the completed application in respect of a Provincial Personalised Licence Number on form PRN1/PLN1, the signed acknowledgements and indemnification in respect of a Provincial Personalised Licence Number, the preferred licence plate size form, the prescribed fee and all supporting documents to the appropriate registering authority.

10. **Indemnification in respect of Provincial Personalised Licence Number**

All applicants are required to indemnify the KZNPA from any negative occurrences or misrepresentations which could result from the acquisition of a Provincial Personalised Licence Number which could be similar in wording or pronunciation to a combination of characters already allocated or which could be allocated in the future, e.g. WILDONE-ZN and WILD 1-ZN or MAYOR-ZN and MAYUR-ZN.

11. **Payment for a Provincial Personalised Licence Number**

Upon receipt of the abovementioned supporting documents (see point 9) and the prescribed fee, the registering authority shall forward the prescribed documents to the Provincial Administration in Pietermaritzburg, which shall in turn process the application, issue the Provincial Personalised Licence Number certificate and mail the certificate to the applicant. The payment for a Provincial Personalised Licence Number is a once off fee.

12. **Desirability of a Provincial Personalised Licence Number**

An Adjudicating Committee shall determine the desirability of a Provincial Personalised Licence Number in terms of such Provincial Personalised Licence Number being blasphemous, undesirable, gender biased, discriminatory, derogatory, or obscene.

13. **Allocation of a Provincial Personalised Licence Number**

A Provincial Personalised Licence Number shall only be allocated to a vehicle licensed in the name of the Provincial Personalised Licence Number certificate holder, e.g. – If application and payment for the Provincial Personalised Licence Number is made in a private capacity, then the Provincial Personalised Licence Number can only be allocated to a vehicle licensed in a private capacity. The appropriate transfer fee is payable should the status of ownership of the motor vehicle change e.g. - from a private name to a company name. Once a Provincial Personalised Licence Number has been allocated, such number will not be changed, **UNLESS** application thereof is made within 6 months of the date of allocation. The application will be subject to consideration and approval. If approved, the owner will be required to pay for the cost of the personalised licence number plates and **NO REFUND** in respect of the personalised licence number plate, in this regard, will be granted.

14. **Period in which to allocate a Provincial Personalised Licence Number**

The successful applicant shall be required, within 12 (twelve) months from the date of issue of the certificate of registration, to allocate the Provincial Personalised Licence Number to a motor vehicle within the Province of KwaZulu-Natal. Should this period lapse without him/ her doing so, the number and monies paid will be forfeited to the Province.

15. **Registration and Licence fees payable**

The successful applicant shall be required to hand the Provincial Personalised Licence Number certificate to the appropriate registering authority together with acceptable identification, the prescribed administration fee for the allocation of the Provincial Personalised Licence Number, and completed RLV and MVR2 forms. Only bank guaranteed or bank/building society drawn cheques will be accepted for payments of R500.00 or more. Cheques are to be made payable to KZN TRANSPORT: REVENUE.

16. **Annual renewal of licence fees**

The successful applicant who has purchased the Provincial Personalised Licence Number and has allocated said number to a motor vehicle is required to renew his/her licence fees annually.

17. **Estate late**

In the event of the death of the owner of the Provincial Personalised Licence Number such number shall be transferred to the surviving spouse only in cases where he or she is the beneficiary in respect of the number. The surviving spouse shall be required to submit an application on form PRN1/PLN1, produce the Provincial Personalised Number certificate (PRN2/PLN2), acceptable identification, a copy of the death certificate, a letter from the executor/executrix of the estate and any adjustment licence fees to the appropriate registering authority. Under these circumstances, only the prescribed licence fee is payable.

18. **Surrender of a Provincial Personalised Licence Number**

Surrendered Provincial Personalised Licence Numbers shall revert to the Province for disposal if:

- 18.1 the successful applicant does not register such Provincial Personalised Licence Number to a motor vehicle within 12 (twelve) months from the date of issue of the Provincial Personalised Licence Number certificate or following any 12 (twelve) month period when not linked to a vehicle.
- 18.2 in the event of the death of the owner of such Provincial Personalised Licence Number there is no surviving spouse and the beneficiary or the executor/executrix of the estate has not requested a transfer.
- 18.3 If a stolen vehicle to which a Provincial Personalised Number has been allocated.
- 18.4 in the event of the transfer of a Provincial Personalised Licence Number not effected within 12 (twelve) months.

- 18.5 in the event of the export of a vehicle the owner does not allocate the Provincial Personalised Licence Number to a vehicle within 12 (twelve) months thereafter.

There shall be no reimbursement of funds in cases of surrendered numbers and the original number plates are to be returned to the Choice Numbers Section of the Motor Transport Services in Pietermaritzburg.

19. **Stolen vehicle bearing Provincial Personalised Licence Number**

- 19.1 The re-issuing of licence numbers of stolen vehicles is a cause for concern, through the Province as the, re-issuing has resulted, and will result in wrongful arrests and related problems. The South African Police Services shall block the circulation of all stolen licence number, thus resulting in that the holder may never regain his/her number unless the vehicle is **RECOVERED** and following thereto the under-mentioned requirements apply.
- 19.2 If a stolen vehicle, to which a Provincial Personalised Licence Number has been allocated, is recovered, the holder may regain the number. To regain the number the holder is required to furnish the KZNPA with:
- 19.2.1 an indemnity in the form of a sworn affidavit in which the holder indemnifies the KZNPA from any negative occurrence which could result from the premature reallocation of the number;
 - 19.2.2 a letter from the SAPS (SAP form CCL) stating that the Provincial Personalised Licence Number has been recovered and removed from its stolen vehicle register;
 - 19.2.3 the prescribed administration fee and any adjustment licence fees.

20. **Sale/Transfer of a Provincial Personalised Licence Number**

- 20.1 Transfer of a Provincial Personalised Licence Number from one branch of a company to another shall be at no additional costs provided that sufficient proof is presented to that effect.
- 20.2 In the event of a sale or transfer of ownership of a Provincial Personalised Licence Number **the holder** must advise the Choice Numbers Section in writing thereof and ensure that the application in respect of a Provincial Personalised Licence Number is made on form PRN1/PLN1 and is completed by him/her and the new owner.
- 20.3 In the event of a change in the status of ownership of a motor vehicle e.g. - from a person's private name to their company name, the appropriate transfer fees become payable and the required process in respect of the transfer of a Provincial Personalised Licence Number must be complied with.
- 20.4 The application must be submitted to the Choice Numbers Section together with:
- 20.4.1 acceptable identification of the holder and the new owner;
 - 20.4.2 the original Provincial Personalised Licence Number certificate (PRN2/PLN2);
 - 20.4.3 the signed acknowledgements and indemnification in respect of a Provincial Personalised Licence Number; and
 - 20.4.4 the prescribed fee for the transfer of the number to the new owner.
- 20.5 The new owner shall be required to, within 12 (twelve) months from the date of issue of the PRN2/PLN2, register the Provincial Personalised Licence Number to a motor vehicle, but should this period lapse without him/her doing so the number and monies paid shall be forfeited to the Province.
- 20.6 The cost of replacement plates for the Provincial Personalised Licence Number will be for the new owners expense.

21. **Sale of vehicle bearing Provincial Personalised Licence Number**

21.1 The vehicle bearing the Provincial Personalised Licence Number must be issued with a NaTIS generated licence number prior to the sale/transfer of the motor vehicle.

21.2 The Provincial Personalised Licence Number holder must provide the registering authority with the following:

21.2.1 the Provincial Personalised Licence Number certificate (PRN2/PLN2);

21.2.2 acceptable identification;

21.2.3 the prescribed administration fee for the allocation of the NaTIS generated licence number;

21.2.4 any adjustment licence fees; and

21.2.5 a completed RLV and MVR2 form which will provide for the allocation of the NaTIS generated licence number to the motor vehicle.

22. **Provincial MEC may change allocated Provincial Personalised Licence Number**

In terms of the National Road Traffic Act, 1996 (Act 93 of 1996) Regulation 29(1), the MEC concerned may, upon the conditions he/she determines, change the licence number allocated to a motor vehicle.

23. **Application for duplicate Provincial Personalised Licence Number plates**

The onus rests on the owner of a Provincial Personalised Licence Number to submit an application in writing to order additional plates at his or her own cost and to return the damaged plates to the manufacturer (Uniplate), the appropriate registering authority or the Choice Numbers Section.

24. **Retention and/or Reallocation of a Provincial Personalised Licence Number**

If the owner of a Provincial Personalised Licence Number wishes to sell the vehicle to which the Provincial Personalised Licence Number is allocated, but retain said Provincial Personalised Licence Number and allocate it to another vehicle, he/she shall provide the registering authority with:

24.1.1 the Provincial Personalised Licence Number certificate (PRN2/PLN2);

24.1.2 acceptable identification;

24.1.3 completed normal retention documents; and

24.1.4 the prescribed retention fee.

24.2 If the owner of a Provincial Personalised Licence Number wishes to sell the vehicle to which the Provincial Personalised Licence Number is allocated, but retain said Provincial Personalised Licence Number without allocating it to another vehicle, he/she shall obtain a new NaTIS generated licence number to be allocated to the vehicle prior to the sale thereof.

24.3 The current owner of a Provincial Personalised Licence Number has 1 (one) year from the date of removal of a Provincial Personalised Licence Number from a vehicle within which to allocate the Provincial Personalised Licence Number to another vehicle.

24.4 Should the period in subsection 24.3 lapse, the current owner must:

24.4.1 complete a PRN1/PLN1 form requesting a duplicate Provincial Personalised Licence Number certificate;

24.4.2 pay the prescribed fee for a duplicate Provincial Personalised Licence Number certificate which will reflect a new date of issue; thus granting the owner a further 12 (twelve) months in which to allocate the Provincial Personalised Licence Number to a vehicle.

24.5 Should the period in subsection 24.4 lapse, the Provincial Personalised Licence Number and monies paid will be forfeited to the Province.

25. **Deregistration as scrap of a vehicle bearing Provincial Personalised Licence Number**

- 25.1 If the owner of a Provincial Personalised Licence Number wishes to deregister as scrap the vehicle to which the Provincial Personalised Licence Number is allocated, but wishes to retain the Provincial Personalised Licence Number without allocating it to another vehicle, the owner shall within 1 (one) year from the date of removal of said number allocate the number to another vehicle.
- 25.2 Should the period in subsection 25.1 lapse, the current owner must:
- 25.2.1 complete a PRN1/PLN1 form requesting a duplicate Provincial Personalised Licence Number certificate;
- 25.2.1 pay the prescribed fee for a duplicate Provincial Personalised Licence Number certificate which will reflect a new date of issue;
- thus granting the owner a further 12 (twelve) months in which to allocate the Provincial Personalised Licence Number to a vehicle.
- 25.3 Should the period in subsection 25.2 lapse, the Provincial Personalised Licence Number and monies paid will be forfeited to the Province.

26. **Export of a vehicle bearing a Provincial Personalised Licence Number**

- 26.1 If the owner of a Provincial Personalised Licence Number wishes to export the vehicle to which the Provincial Personalised Licence Number is allocated, but wishes to retain the Provincial Personalised Licence Number without allocating it to another vehicle, the owner shall:
- 26.1.1 obtain a new NaTIS generated licence number to be allocated to the vehicle prior to the export thereof; and
- 26.1.2 within 1 (one) year from the date of removal of said number allocate the number to another vehicle.
- 26.2 Should the period in subsection 26.1 lapse, the current owner must:
- 26.2.1 complete a PRN1/PLN1 form requesting a duplicate Provincial Personalised Licence Number certificate;
- 26.2.2 pay the prescribed fee for a duplicate Provincial Personalised Licence Number certificate which will reflect a new date of issue;
- thus granting the owner a further 12 (twelve) months in which to allocate the Provincial Personalised Licence Number to a vehicle.
- 26.3 Should the period in subsection 26.2 lapse, the Provincial Personalised Licence Number and monies paid will be forfeited to the Province.

27. **Change of registering authority within KZN**

If the owner of a Provincial Personalised Licence Number changes registering authority within the Province of KZN, form NCP must be completed reflecting the new address of the owner to ensure that the licence renewal notice reflects the correct registering authority.

28. **Change of Provincial Authority**

- 28.1 If the owner of a Provincial Personalised Licence Number moves to another province, the owner is required to re-license his/her vehicle at the registering authority in that province.
- 28.2 The owner who moves to another province is required to surrender the Provincial Personalised Licence Number to the Province of KZN, sell the Provincial Personalised Licence Number or retain

ownership thereof for 1 (one) year from the date of removal of the Provincial Personalised Licence Number from the vehicle.

29. **Application for a duplicate Provincial Personalised registration certificate**

- 29.1 An application for a duplicate PRN2/PLN2 shall be made to the registering authority on form PRN1/PLN1.
- 29.2 Acceptable identification of the current owner is required and if the current owner is an organization, acceptable identification of its proxy and representative and a letter of appointment of proxy are required.
- 29.3 Payment of the prescribed fee for a duplicate certificate is required.
- 29.4 The person or proxy must apply in person.