

# KWAZULU-NATAL PROVINCIAL PERSONALISED LICENCE NUMBER CONDITIONS

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

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 manufacturer shall use acrylic material only in the manufacture of Provincial Personalised Licence Number plates, as specified in the South African National Standard (SANS 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 six 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

3.2.1 In terms of Regulation 35(10) to the National Road Traffic Act, 1996 (Act No 93 of 1996), with effect from 1 January 2010, only the following size number plates are permitted: 520mm X 113mm, 250mm X 205mm and 250mm X 165mm. Hence, Provincial Personalised Licence Number plates being supplied will only be of the sizes: 520mm X 113mm, 250mm X 205mm and 250mm X 165mm.

3.2.2 Permitted lettering and numeral sizes in terms of the SABS standard specification 1116-4 for number plate sizes:

- 75mm high for 520mm X 113mm and 250mm X 205mm size number plates; and
- 60mm high for 250mm X 205mm and 250mm X 165mm size number plates, which can only be utilised on motorcycles and rear licence plates of motor vehicles.

3.2.3 The applicant must clearly indicate the required Provincial Personalised Licence Number plate size that is suitable to his/her vehicle on the "Preferred Licence plate size" form.

3.3 Display

3.3.1 In instances where 520mm X 113mm size plates are requested, a minimum of one to a maximum of six characters may be displayed followed by the –ZN.

3.3.2 In instances where 250mm X 205mm or 250mm x 165mm size 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 one character displayed on the bottom half of the plate followed by the –ZN.

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.
  
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. **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 prescribed fee and all supporting documents to the appropriate registering authority.
  
9. **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. WILD ONE-ZN and WILD 1-ZN or MAYOR-ZN and MAYUR-ZN.
  
10. **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 Motor Transport Services Directorate, Provincial Registering Authority 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.
  
11. **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.
  
12. **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.
  
13. **Period in which to allocate a Provincial Personalised Licence Number**

The successful applicant shall be required to, from the date of issue of the certificate of registration, allocate the Provincial Personalised Licence Number to a motor vehicle within the Province of KwaZulu-Natal.

14. **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 R1 000.00 or more. Cheques are to be made payable to KZN TRANSPORT: REVENUE.

15. **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.

16. **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.

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

17.1 The South African Police Services has advised that they will block the circulation of all stolen licence numbers, therefore the holder may never regain his/her number unless the vehicle is **RECOVERED** and following thereto the under-mentioned requirements apply.

17.2 If a stolen vehicle, to which a Provincial Personalised Licence Number has been allocated, is recovered, the holder may regain the number, however, to regain the number the holder is required to furnish the KwaZulu-Natal Department of Transport (KZN-DOT) with:

18.2.1 an indemnity in the form of a sworn affidavit in which the holder indemnifies the KZN-DOT from any negative occurrence which could result from the premature reallocation of the number;

18.2.2 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;

18.2.3 the prescribed administration fee and any adjustment licence fees.

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

18.1 Transfer of a Provincial Personalised Licence Number from one branch of a company to another shall be at no additional cost, provided that sufficient proof is presented to that effect.

18.2 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.

18.3 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, **or from a Closed Corporation to a PTY LTD, or if the business registration number changes as a result of a name change of the business, or any other change that constitutes a change of legal persona** 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.

18.4 The application must be submitted to the Choice Numbers Section together with:

- 18.4.1 acceptable identification of the holder and the new owner;
  - 18.4.1 the original Provincial Personalised Licence Number certificate (PRN2/PLN2);
  - 18.4.2 the signed acknowledgements and indemnification in respect of a Provincial Personalised Licence Number; and
  - 18.4.3 the prescribed fee for the transfer of the number to the new owner.
- 18.5 The new owner shall be required to, from the date of issue of the PRN2/PLN2 certificate, register the Provincial Personalised Licence Number to a motor vehicle.
19. **Sale of vehicle bearing Provincial Personalised Licence Number**
- 19.1 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.
- 19.2 The Provincial Personalized Licence Number holder must provide the registering authority with the following:
- 19.2.1 the Provincial Personalised Licence Number certificate (PRN2/PLN2);
  - 19.2.2 acceptable identification;
  - 19.2.3 the prescribed administration fee for the allocation of the NaTIS generated licence number;
  - 19.2.4 any adjustment licence fees; and
  - 19.2.5 a completed RLV and MVR2 form which will provide for the allocation of the NaTIS generated licence number to the motor vehicle.
20. **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.
21. **Retention and/or Reallocation of a Provincial Personalised Licence Number**
- 21.1 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:
- 21.1.1 the Provincial Personalised Licence Number certificate (PRN2/PLN2);
  - 21.1.2 acceptable identification;
  - 21.1.3 completed normal retention documents; and
  - 21.1.4 the prescribed retention fee.
- 21.2 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.
22. **Deregistration as scrap of a vehicle bearing Provincial Personalised Licence Number**
- 24.1 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 obtain a new NaTIS-generated licence number to be allocated to the vehicle prior to the deregistration thereof.
23. **Export of a vehicle bearing a Provincial Personalised Licence Number**
- 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 obtain a new NaTIS-generated licence number to be allocated to the vehicle prior to the export thereof.
24. **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.

25. **Change of Provincial Authority**

25.1 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.

25.2 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.

25.3 There shall be no reimbursement of funds in respect of surrendered numbers.

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

26.1 An application for a duplicate PRN2/PLN2 shall be made to the registering authority on form PRN1/PLN1.

26.2 Acceptable identification of the current owner is required and if the current owner is an organisation, acceptable identification of its proxy and representative and a letter of appointment of proxy are required.

26.3 Payment of the prescribed fee for a duplicate certificate is required.

26.4 The person or proxy must apply in person.