

PROCEDURES AND CONDITIONS FOR SPECIFIC LICENCE NUMBERS

Warning: Please take careful note of the following pertaining to the acquisition of a Specific Licence Number before signing the attached acknowledgement

1. APPLICATION FOR A SPECIFIC LICENCE NUMBER

Applications for specific licence numbers shall be on a 1st come 1st serve basis, by fax, e-mail, telephonically or in writing between 7h30 a.m. and 16h00 p.m., Monday to Friday.

2. MATERIAL USED FOR A SPECIFIC LICENCE NUMBER

Manufacturers shall use acrylic or metal material in the manufacture of specific licence number plates – As specified in SABS 1116.

3. BOOKING IN ADVANCE OF SPECIFIC LICENCE NUMBERS

Specific Licence numbers will under no circumstances be booked in advance.

4. COMPOSITION OF A SPECIFIC LICENCE NUMBER

Specific licence numbers shall consist of a minimum of one and a maximum of six numbers, provided that it is available for a particular registering authority within KwaZulu-Natal.

5. COLOUR OF A SPECIFIC LICENCE NUMBER PLATE

A specific licence number shall be blue characters on a white background.

6. COST OF A SPECIFIC LICENCE NUMBER

The prescribed fee to purchase a specific licence number shall be determined by the provincial MEC concerned.

7. ACKNOWLEDGEMENTS IN RESPECT OF A SPECIFIC LICENCE NUMBER

All applicants are required to acknowledge the conditions of ownership of a specific licence number.

8. ACQUISITION OF A SPECIFIC LICENCE NUMBER

In order to purchase the approved specific licence number, the applicant shall be required to, within 30 days from the date of the approval letter, hand the approval letter, the signed acknowledgement of conditions of ownership in respect of a specific licence number, the completed RLV and MVR2 forms, prescribed fee and all supporting documents to the appropriate registering authority.

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 KwaZulu-Natal Provincial Government-Transport or KZN Prov Gov Transport.

9. PAYMENT FOR A SPECIFIC LICENCE NUMBER

The payment for a specific licence number is a once off fee.

10. ALLOCATION OF A SPECIFIC LICENCE NUMBER

A specific licence number shall only be allocated to a vehicle licensed in the name of the specific licence number holder, e.g. – If application and payment for the specific licence number is made in a private capacity, then the specific licence number can only be allocated to a vehicle licensed in a private capacity. Please note that specific licence numbers are not transferable from one holder to another.

11. PERIOD IN WHICH TO ALLOCATE A SPECIFIC LICENCE NUMBER

The successful applicant shall be required, within 30 days from the date of the approval letter, simultaneously pay for and allocate the specific licence number to a motor vehicle within the province of KwaZulu-Natal. Should this period lapse without her/him doing so, the application shall be cancelled.

12. ANNUAL RENEWAL OF LICENCE FEES

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

13. ESTATE LATE

In the event of the death of the owner of a vehicle which has been allocated a specific licence number, such number and vehicle shall be transferred to the surviving spouse only in cases where she/he is the beneficiary in respect of the vehicle which has been allocated a specific licence number. The surviving spouse shall be required to submit the registration certificate, acceptable identification, a copy of the death certificate, a letter from the executrix/executor of the estate and any adjustment licence fees to the appropriate registering authority. Under these circumstances, only the prescribed licence fee is payable.

14. SURRENDER OF A SPECIFIC LICENCE NUMBER

Specific licence numbers shall revert to the Province for disposal if:

- 14.1 The successful applicant does not reallocate their specific licence number to a motor vehicle within 12 months from the date of reissue of the specific licence number.
- 14.2 The successful applicant does not contact the KZNPA within 30 days of losing the number by deregistration or sale of the vehicle requesting the reallocation of the number resulting in the automatic re-allocation of the number by the NaTIS.
- 14.3 In the event of death of the owner where there is no surviving spouse, or if the surviving spouse is not the beneficiary in respect of the number.
- 14.4 The 5 (five) year period in which a vehicle has been stolen, lapses and the specific licence number has not been claimed by the original owner within one month before the 5 year period has lapsed.
- 14.5 In the event of the export of a vehicle the owner does not reallocate the specific licence number to a vehicle within 12 (twelve) months thereafter.
- 14.6 The successful applicant does not retain the specific licence number prior to the sale of the vehicle which was allocated the specific licence number and the new owner registers and licences the vehicle bearing the specific licence number.
- 14.7 There shall be no reimbursement of funds in cases of surrendered numbers.

15. STOLEN VEHICLE BEARING A SPECIFIC LICENCE NUMBER

- 15.1 If a motor vehicle to which a specific licence number has been allocated, is stolen, and the police place a stolen mark against the number, the Province shall hold the number for a period of 5 (five) years before re-allocation to the holder.
- 15.2 If a stolen vehicle to which a specific licence number has been allocated is recovered within the 5 (five) year period, the holder may regain the number. To regain the number the holder is required to furnish the KZNPA with:

- 15.2.1 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 re-allocation of the number,
 - 15.2.2 a letter from the SAPS (SAP form 263C) stating that the specific licence number has been recovered and removed from their stolen vehicle register,
 - 15.2.3 the prescribed admin fee and any adjustment licence fees.
- 15.3 The onus rests with the owner to contact the KZNPA for the reallocation of the number 1 (one) month before the 5 (five)-year period has lapsed. The owner has 1 (one) year from the date of reallocation of the specific licence number, within which to allocate the number to a vehicle.
- 5.4 A new applicant may apply for a specific licence number, which was previously stolen, 1 (one) month after the 5 (five)-year period has lapsed.

16. SALE OF VEHICLE BEARING A SPECIFIC LICENCE NUMBER

- 16.1 The vehicle bearing the specific licence number must be issued with a NaTIS generated number prior to the sale of the motor vehicle.
- 16.2 The specific licence number **holder** must provide the registering authority with the following:
- 16.2.1 acceptable identification,
 - 16.2.2 the prescribed administration fee for the allocation of the NaTIS generated licence number,
 - 16.2.3 any adjustment licence fees, and
 - 16.2.4 a completed RLV and MVR2 form which will provide for the allocation of the NaTIS generated licence number to the motor vehicle.

17. RETENTION OF A SPECIFIC LICENCE NUMBER

- 17.1 If the owner of a specific licence number wishes to sell the vehicle to which the specific licence number is allocated, but retain said specific licence number and allocate it to another vehicle, she/he shall provide the registering authority with:
- 17.1.1 acceptable identification,
 - 17.1.2 completed standard retention documents, and
 - 17.1.3 the prescribed retention fee.

- 17.2 If the owner of a specific licence number wishes to sell the vehicle to which the specific licence number is allocated, but retain said specific licence number without allocating it to another vehicle, she/he shall obtain a new NaTIS generated licence number and follow the procedure as mentioned in paragraph 18.1.

18. REALLOCATION OF A SPECIFIC LICENCE NUMBER

- 18.1 The onus shall rest with the specific licence number holder who has not retained his/her specific licence number, and does not have a vehicle to allocate the number to, to request the reallocation of the said number, which has been sold or deregistered as scrap, within 1 (one) month thereafter, in order that the department place a block on the number. Should the number be automatically allocated due to the owner not contacting the department timeously, the number and monies paid will be forfeited. The owner has in terms of Item 3 of Cabinet Resolution No. 361 dated 25 August 1995, 1 (one) year from the date of approval of the reallocation letter within

which to reallocate the said number to a vehicle. Should this period lapse without her/him doing so the number and monies paid will be forfeited.

18.2 A specific licence number may only be reallocated to a vehicle licensed in the name of the specific licence number holder with the following exception:

18.2.1 from one branch of a company to another and upon documentary proof thereof.

19. REALLOCATION OF A SYSTEM GENERATED LICENCE NUMBER

In instances where a number was not correctly retained, and the applicant made representation to the MLB within 30 days, authorization could be granted for the reallocation of the number to the applicant, subject to the timeous application (30 days) and availability of the number on the NaTIS.

20. CHANGE OF REGISTERING AUTHORITY WITHIN KWAZULU-NATAL

In the event of the owner of a specific licence number moving to another registering authority within KwaZulu-Natal, which would involve a change of registering authority, he/she is required to re-license his/her vehicles at the new registering authority. In this instance, the owner of such number is required to either surrender the number to the Province of KwaZulu-Natal or retain ownership thereof for 12 (twelve) months from the date of removal of the number from the motor vehicle. The onus shall rest with the owner to contact the KZNPA timeously for the reallocation of the number.

21. CHANGE OF PROVINCIAL AUTHORITY

In the event of the owner of a specific licence number moving to another Province, which would involve a change of provincial authority, he/she is required to re-license his/her vehicles at the new provincial authority. In this instance, the owner of such number is required to either surrender the number to the Province of KwaZulu-Natal, or retain ownership thereof for 12 (twelve) months from the date of removal of the number from the motor vehicle. The onus shall rest with the owner to contact the KZNPA timeously for the reallocation of the number.

22. APPLICATION FOR A DUPLICATE REGISTRATION CERTIFICATE

An application for a duplicate registration certificate shall be made to the MEC concerned on forms DCT and CDV and shall be accompanied by the acceptable identification of the current holder and if the current holder is an organisation, that of its proxy and representative and a letter of appointment of proxy and the prescribed fee for a duplicate document. The person or proxy must apply in person.

23. SPECIFIC LICENCE NUMBER PLATES

Specific licence number plates are not included in the price of specific licence numbers. The onus shall rest with the specific licence number holder to purchase number plates at her/his cost from any licensed manufacturer in South Africa.

NB: After a specific number has been allocated, such number will not be changed, UNLESS application therefor is made within 6 months of the date of allocation. This application will be subject to consideration and approval. If approved, the owner will be required to pay for the cost of the licence plates and NO REFUND in respect of licence plate, in this regard, will be granted.