



Enquiries : Mrs G Orsmond  
Extension : 2231  
Reference : T6/17/P

TO: ALL HEADS OF DEPARTMENTS  
ALL MTAC MEMBERS  
ALL DEPARTMENTAL TRANSPORT OFFICERS

24 JUN 2004

MTS CIRCULAR NO. 26 OF 2004

**CONTINUATION TO CIRCULAR NO 12 OF 2004: CHANGE IN RESPONSIBILITY FOR THE CANCELLATION AND REPLACEMENT OF WESBANK AUTO CARDS**

1. Following the Motor Transport Services Circular No. 12 of 2004, there still seems to be confusion with regard to the new process of administration of the Wesbank Auto cards. It would appear that the new process of administration has not been communicated to transport officers within Departments.
2. In terms of the Fleet Management Contract, the Fleet Management Service Provider, Wesbank Auto shall issue a card on commencement of the contract, or a replacement card, only to the Responsibility Manager, on a written instruction contained in an agreed form from that Responsibility Manager. In view thereof, Departmental Transport Officers must address their requests for replacement card(s) with Wesbank Auto.
3. The cancellation of the card has, in the past also been processed by the former Provincial Motor Transport Directorate. This was not the best practice, as there was no accountability for the card to be cancelled thus causing delays in the process. It was resolved at the Departmental Transport Officers Forum held on 17 February 2004, for the Departmental Transport Officers to liaise directly with Wesbank Auto in this respect.
4. The copies of the forms for the cancellation of cards and replacement of cards may be obtained from Wesbank Auto. Samples of the forms to be completed in respect of the replacement and cancellation of the cards are however attached as Annexures C, Card Replacement, Cost Centre Change, Cards Returned For Cancellation, Re-Registration Of Vehicles and Lost/Stolen Notification, for ease of reference. Proof of the destruction of cards must be submitted together with the relevant forms.
5. Wesbank Auto will distribute cards from their Durban and Pietermaritzburg Offices. Distribution from their Ulundi Office will only be made on request. The Departmental Transport Officer must nominate an official to collect the cards from Wesbank Auto. Wesbank Auto will only release the card(s) to an official bearing a letter signed by the Departmental Transport Officer authorising such release.

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6. In addition to the above, Wesbank Auto has advised that they have not received specimen signatures from certain Departments and it would be appreciated if such could be forwarded to Ms D Pillay at Wesbank Auto as a matter of urgency. Ms Pillay's fax no. is, 033-3422668. It is important to note that without the specimen signature, Wesbank Auto would not be able to process requests for cancellation or replacement of cards. Furthermore, it is advisable for Departmental Transport Officers to appoint one or two delegates to sign the relevant forms in the event of the Departmental Transport Officer not being available. Should you require assistance or clarity on any of the above issues, please contact Mrs D Pillay, at, Wesbank Auto on telephone no. 033-3948293.
7. Your co-operation in this matter would be appreciated.

*Dr.*  
2/6/2004

**ROB ABRAMSON**

**FOR HEAD: TRANSPORT**

***MOTOR TRANSPORT SERVICES DIRECTORATE***

Street Address: 230 Prince Alfred Street, Pietermaritzburg, 3201, Republic of South Africa  
Postal Address: Private Bag X9013, Pietermaritzburg, 3200, Republic of South Africa  
Tel: (27) (33) 345-3321 – Fax: (27) (33) 345 2796