



PROVINCE OF KWAZULU – NATAL – ISIFUNDAZWE SAKWAZULU - NATALI

**DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA**

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

**TO: ALL HEADS OF DEPARTMENT
ALL MEMBERS OF THE MOTOR TRANSPORT ADVISORY COMMITTEE
ALL DEPARTMENTAL TRANSPORT OFFICERS**

**PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 14 OF 2007 : FIRST TIME
REGISTRATION OF PROVINCIAL GOVERNMENT VEHICLES**

1. The Department of Transport, as custodian of the Provincial Vehicle Asset Register is responsible for the maintenance of an accurate record of all vehicles purchased by the Department of Transport on behalf of User Departments, and accordingly, the first time registration of these vehicles must be effected by the Motor Transport Services (MTS) Directorate. In this regard the Asset Register component within MTS is tasked with the function of registering these new vehicles, once purchased by the MTS Vehicle Procurement section where after such vehicles are recorded on the Provincial Asset Register. Therefore vehicles such as plant and EMRS vehicles for which orders are not processed by Motor Transport Services are excluded, and such registrations must be effected by the relevant Departments at the appropriate registering authority offices. It must also be borne in mind that the departments concerned must also maintain an appropriate asset register.
2. As you are aware, the licence renewal function was devolved to User Departments in 2001. It is therefore the responsibility of each respective Department to renew vehicle licenses at the appropriate Registering Authority and not at the Provincial Registering Authority, at MTS i.e Choice Numbers. KZN renewals can also be referred to the Pietermaritzburg Registering Authority at Hyslop Road, where bulk work is handled. In the event of a licence renewal not being received, Departmental Transport Officers must approach their appropriate Registering Authority to complete the green ALV form (Application for Licensing of Motor Vehicle).
3. Submitted for your information and necessary attention, please.


For Head: Transport

h: policies/circ/circ 2007/PTM Circular 14 of 2007. First time registration of Provincial Government vehicles

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