

IMPORTATION OF MOTOR VEHICLES: TEMPORARY RESIDENTS MORE THAN ONE YEAR

Importation of a motor vehicle by temporary residents for more than one year

MOTOR CARS (NEW OR USED)

Import Duty and Tax

- Customs duty = 29 % (motor cars more than 20 years old are subject to 20% customs duty)
- Ad valorem customs duty = based on a sliding scale depending on the value of the vehicle with a minimum of 0.75% and a maximum of 20%
- Value-added tax (VAT) = 14 %

As an example, the cumulative duties and taxes payable on a car with a value of approximately 200 000 South African Rand are \pm 68 % of the market value. All vehicles with a value for ad valorem customs duty purposes of less than 130 000 South African Rand do not pay ad valorem customs duty on importation into South Africa.

These import duties will be used as a deposit and will be refunded as soon as the motor vehicle leaves South Africa. Should the motor vehicle remain in South Africa the import duties will not be refunded.

If the original purchase invoice is not available, three written valuations must be obtained from motorcar dealers in the country of export to assist the customs clearance process in South Africa.

Import Permit

All used motor vehicles are subject to the production of an Import Permit that must be obtained prior to the vehicle being shipped to South Africa. Applications for Import Permits should be addressed to:

The Director of Import and Export Control, Trade and Industry, Private Bag X192, 0001 Pretoria, South Africa.

Tel +27 (0)12 428 77 93 or 428 77 96

Fax +27 (0)12 428 77 99

More info: www.itac.org.za

Please Note – Import Permits are only forwarded to South African addresses.

Letter of Authority

All new and used motor vehicles being imported into South Africa are also subject to the production of an *original* Letter of Authority, applications for which should be addressed to:

The South African Bureau of Standards, Private Bag X191, 0001 Pretoria, South Africa.

Tel. +27 (0)12 428 62 76 +27 (0)12 428 68 91
Fax +27 (0)12 344 15 68 +27 (0)12 344 15 68

More info: www.sabs.co.za

Your attention is drawn to the fact that the importation of left-hand drive vehicles is generally prohibited if registered in the name of an importer on or after 1 January 2000 unless authorised by the SABS.

MOTOR CYCLES (NEW OR USED)

- Above 800 cc = Customs duty free, 7% ad valorem customs duty, plus 14 % value-added tax
- 200 – 800 cc = Customs duty free, 5% ad valorem customs duty, plus 14% value-added tax
Under 200 cc = Customs duty free, ad valorem customs duty free, plus 14 % value-added tax
- An Import Permit is required for all used motor cycles (see above).
- If the original purchase invoice is not available, three written valuations must be obtained from motorcycle dealers in the country of export to assist the customs clearance process in South Africa.

ISSUED 15 MAY 2009

APPLICATION

**FOR A LETTER OF AUTHORITY 1
TO IMPORT AND REGISTER/LICENSE
ONE MOTOR VEHICLE**

- PLEASE COMPLETE THE FORM IN INK AND WITH BLOCKLETTERS
- PLEASE PROVIDE CORRECT CONTACT DETAILS FOR UNDELAYED COMMUNICATION
- INCORRECT OR MISSING INFORMATION MAY CAUSE DELAYS OR THE CANCELLATION OF THE APPLICATION

APPLICANT DATA

1. INDICATE THE PURPOSE FOR IMPORTING THE MOTOR VEHICLE, BY MARKING THE APPLICABLE BUTTON

- FOR PERSONAL & PRIVATE USE FOR USE IN OR FOR BUSINESS
 DIPLOMATIC USE DONATION OR GIFT
 OTHERS, SPECIFY

2. CATEGORY OF OF APPLICANT

- BUSINESS / COMPANY IMMIGRANT FOREIGN DIPLOMAT NATIONAL AUTH.
 RSA-RESIDENT RSA-DIPLOMAT SECT. 21-COMPANY PROVINCIAL AUTH.
 RETURNING RSA-RESIDENT ASSOCIATION INSTITUTION LOCAL AUTH.

3. NAME OF APPLICANT:
PERSON/COMPANY
ORGANISATION/PROXY

4. THE COMPANY-REGISTRATION No.

5. APPLICANT OR PROXY: ID-No or PASSPORT-No.

NB: APPLICANT MUST SUPPLY A CONTACT ADDRESS & TELEPHONE NUMBER IN SOUTH AFRICA

6. CONTACT ADDRESS:
POSTAL ADDRESS

PHYSICAL/STREET
ADDRESS

7. PHONE
FAX

CODE	<input type="text"/>
CODE	<input type="text"/>

CELL
E-MAIL

<input type="text"/>
<input type="text"/>

IF THIS FORM IS SUBMITTED FROM A FOREIGN COUNTRY PLEASE SUBMIT FOREIGN CONTACT DETAILS TO ALLOW COMMUNICATION

8. FOREIGN
CONTACT
ADDRESS

PHONE
FAX

E-MAIL

DESCRIPTION OF VEHICLE

9. VEHICLE STATUS NEW USED VINTAGE REBUILT

OTHERS, SPECIFY

10. NAME OF
MANUFACTURER

eg Delta, Toyota, Volkswagen, Renault, etc

11. SERIES
NAME

eg Golf, Astra, Hilux, etc

12. TYPE OF
VEHICLE

eg 4-Door Sedan, LDV, Trailer, Truck, Motorcycle, etc

13. MODEL
NAME

eg 150 GTi, TDi 110, etc

14. COUNTRY OF MANUFACTURE

YEAR OF MANUFACTURE

15. COUNTRY OF CURRENT/LAST
REGISTRATION OF VEHICLE

**NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS
APPLICATION FOR LETTER OF AUTHORITY – LoA1**

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. Submit **ONLY** the documentation required.
2. Do **NOT** send **original** documents where certified copies are required. We cannot accept responsibility for lost documents.
3. Documentation must be in English. A certified translation must be submitted where applicable.
4. The time required to issue a LoA1 is dependant on the Applicant submitting a fully completed application, together with the correct documentation and payment of the required fee.
5. The application must be completed and signed by the applicant, or for ALL organizations or companies, an appointed proxy. In ALL cases the name of the applicant/proxy and ID/passport number must appear on the application (Questions 4/5/6).
6. Delivery of LoA-Certificate: If the Certificate is not collected at the Pretoria NRCS office, please indicate delivery address clearly by
 - Registered Mail - a postal (e.g. PO Box) OR street address
 - Courier - a street (physical) address for delivery (a courier cannot deliver to a PO Box)
7. The SA courier delivery fee is R80, 00 The foreign mail delivery fee is R100, 00. The applicant should make his/her own arrangements for courier delivery to a foreign country – documents must be collected from the SABS.
8. **Applications will only be considered once the required non-refundable fee has been paid.** Fees are listed in the table below and can be paid in cash, by cheque or bank deposit. Proof of a bank deposit must be submitted to the LoA office to confirm payment.
9. **Certificate of Compliance (Question 29) – passenger & goods vehicles & agricultural tractors**
Proof of Conformity with the South African Compulsory Vehicle Specifications and Road Traffic Regulations for all vehicles (including trailers), manufactured 1st January 1997, by production of
 - A letter from the SA Manufacturer, Importer or Builder, certifying the South African origin of the vehicle, or
 - A Certificate of Conformity (issued by the MANUFACTURER) to the SA or equivalent (ie EEC or UN ECE) or ADR Rules Regulations.
 - **NOTE!!! - LEFT HAND DRIVE VEHICLES MAY ONLY BE LEGALLY IMPORTED & OPERATED ON SA ROADS IF IT WAS REGISTERED IN THE REPUBLIC IN TO HIS/HER NAME BEFORE 1st JANUARY 2000. (REF NATIONAL ROAD TRAFFIC ACT- REGULATION 200 (2B))**
 - **AGRICULTURAL TRACTORS – NEW OR USED, MUST CONFORM TO THE COMPULSORY SPECIFICATION GAZETTED ON 20TH FEBRUARY 2004. PROOF TO BE SUPPLIED BY THE IMPORTER.**
10. An Import Permit must be obtained from ITAC (Department of Trade & Industries). Contact persons: Ms R v Vuuren/ Ms De Beer Tel: 012 – 394 3610. Web Site www.itac.org.za, Import Control. Email rvanvuuren@itac.org.za

ADDRESSES FOR PERSONAL, MAIL & COURIER DELIVERIES TO SABS MAIN RECEPTION:

APPLICANT’S SURNAMES STARTING WITH LETTERS:

X –Y – Z, DIPLOMAT & DONATIONS	CONTACT SIFISO PHAKATHI	phakatsz@nrcs.org.za
D – E – F –M –O –P –Q- T & U	CONTACT CHARLOTTE MAKOU	makouck@nrcs.org.za
J – K – L – S & W & I-V-R	CONTACT VUYO NGELE	ngelene@nrcs.org.za
A -B-C & G- H & N	CONTACT ROSINA MAPONYA	maponyrm@nrcs.co.za

Postal Address for Registered Mail & Postnet overnight service:

National Regulator for Compulsory Specification
Private Bag X25
Brooklyn
0075

Street Address for personal/Courier delivery:

National Regulator for Compulsory Specification
1 Dr Lategan Road
GROENKLOOF Pretoria
0181

TELEPHONE & FAX

Call Center Tel : (012) 428 6276/6891/6534
Fax number : (012) 428 6565

**DOCUMENTATION REQUIRED FOR IMPORTING A VEHICLE
FOR OWN USE BY A PRIVATE PERSON/ORGANIZATION/COMPANY**

NB This is the minimum documentation required and must be submitted with the application. Additional documentation may be required if deemed necessary. The NRCS may require that any vehicle be inspected, at its sole discretion.

A. NEW VEHICLES – NOT MOTORCYCLES

Certified copies sent by post /courier Or Colour Scanned documents sent by email must be submitted– faxed copies not accepted

1. Proof of compliance with South African or equivalent, (EEC or ECE) Regulations issued by the original manufacturer of the vehicle. See Question 30 of Application form.
2. ID or passport of applicant or proxy
3. Proof of purchase or ownership of the vehicle – Commercial Invoice and Bill of Lading/Air weighbill
4. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer

NOTE: No new left-hand drive vehicle may be imported into South Africa

NOTE: ALL new vehicles are not allowed to be sold within 2 years of importation

B. USED VEHICLES – SOUTH AFRICAN MANUFACTURED VEHICLES INCLUDING TRAILERS

Copies of documents must be submitted, **faxed copies** accepted.

1. ID or passport of applicant; or ID of proxy in case if the applicant is a company
2. Letter of proxy on company's letterhead with copy of ID, where applicable
3. Registration document of country where vehicle was last registered prior to export to South Africa
4. Confirmation of the South African origin of the vehicle: certificate from the original manufacturer or importer; or previous SA license document; or Bill of Entry for Export / Police Clearance when the vehicle was exported from SA
5. Proof of purchase of vehicle, unless registered in applicant's name
6. Request for Police identification – RPI (fully completed) or Police Clearance **OR**
7. The SARPCO or Interpol clearance from the country from which the vehicle is being exported if RPI or SA Police Clearance cannot be obtained.
8. Proof of payment of fee to the NRCS – copy of deposit slip in case of bank transfer

C. USED VEHICLE – FOREIGN VEHICLES

Certified copies sent by post /courier OR colour scanned by email must be submitted – faxed copies not accepted

1. Proof of Compliance with European Regulations (EEC or ECE) or ADR Rules issued by the original manufacturer. See Question 30 of Application form and note above.

Note: Vehicles manufactured before 1 January 1997 are exempted from producing Proof of Compliance

2. ID or passport of applicant
3. All vehicles manufactured after 1 January 1997 must have 17 Character VIN.
4. Vehicle registration documents in foreign country, officially translated, if not in English **OR**
5. Proof of ownership – the vehicle should be registered in the applicant's name
6. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer

NOTE: No left-hand drive vehicle can be imported if first registered on or after 1 January 2000.

(See note No: 9)

D. MOTORCYCLES – USED & NEW

Certified copies sent by post /courier OR colour scanned by email must be submitted– faxed copies not accepted

1. South African ID or passport of applicant
2. Vehicle registration documents of foreign country, officially translated if not in English
3. Proof of purchase (if not registered in applicant's name)
4. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer

E. TRAILERS – USED

Certified copies sent by post /courier OR colour Scanned by email if it is a foreign manufactured trailer

1. Applications for trailers manufactured after 1 January 1997 must be accompanied by Proof of Compliance with European Regulations (EEC or ECE) issued by the original manufacturer.
1. ID or passport of applicant
2. Registration document of foreign country officially translated if not in English.
3. Letter and ID of proxy in case of a company
4. Proof of ownership – the trailer should be registered in the applicant's name.
5. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer
6. **Note:** Document issued subject to inspection by SABS if deemed necessary

F. TRAILERS – NEW

Certified copies sent by post /courier OR colour Scanned by email if it is a foreign manufactured trailer

1. Proof of Compliance with European Regulations (EEC or ECE) issued by the original manufacturer.
2. ID or passport of applicant
3. Proof of purchase
4. Letter and ID of proxy in case of a company
5. Proof of payment to the NRCS – copy of deposit slip in case of bank transfer
6. **Note:** Document issued subject to inspection by NRCS if deemed necessary

G. DONATIONS AND INHERITANCE

DONATIONS CAN ONLY BE MADE BY A REGISTERED OWNER OF A VEHICLE.

All applicable documentation is required, plus a letter from the Donor to confirm donation or a copy of the will.

NB: No Private donations.

H. DOCUMENTATION REQUIRED BY FOREIGN DIPLOMATS

1. Diplomatic ID and/or Note Verbal.
2. Proof of ownership or previous registration in the name of the applicant.
3. Proof of Compliance as above.
4. Payment to NRCS.

NOTE: No left-hand drive vehicle may be imported unless first registered in the name of the importer before 1st Jan 2000. (See note No:9)

COSTS OF LETTERS OF AUTHORITY

LETTER OF AUTHORITY 1 – SA VEHICLES (PASSENGER & GOODS VEHICLES, TRAILERS):

YEAR OF MANUFACTURE 1997 & LATER: R500; OLDER VEHICLES R300

YEAR OF MANUFACTURE 1996 – OLDER VEHICLES R300

FOREIGN VEHICLES (PASSENGER & GOODS VEHICLES & TRAILERS)

YEAR OF MANUFACTURE 1997 & LATER: R1800;

YEAR OF MANUFACTURE 1990 – 1996: R1000;

YEAR OF MANUFACTURE 1980 – 1989: R500

OLDER VEHICLES: R300

COLLECTORS ITEMS: R1800 (not registered in applicant's name)

SA MOTOR CYCLES:

SA MANUFACTURED OR PREVIOUSLY REGISTERED IN SA: R300

FOREIGN MOTOR CYCLES:

ENGINE CAPACITY UP TO 250cc – R400

ABOVE 250cc: - R750

SPECIAL VEHICLES:

AGRICULTURAL TRACTORS & COMBINE HARVESTERS: R300

MOBILE CRANES:

ALL REPRINTS: R50

ALL LETTERS: R100

PAYMENT DETAILS

A. PAYMENT FROM WITHIN SOUTH AFRICA:

Applicants may submit the prescribed payment either by

- CHEQUE issued by any South African commercial bank or
- CASH personal payment only or
- MONEY TRANSFER from any commercial Bank
- INTERNET TRANSFER

CHEQUE OR MONEY TRANSFER PAYMENTS MUST PLEASE BE MADE OUT TO THE **NATIONAL REGULATOR FOR COMPULSORY SPECIFICATION** or **NRCS**

B. FOREIGN PAYMENTS BY BANK OR INTERNET TRANSFER

PLEASE TRANSFER FUNDS IN RSA CURRENCY ONLY – SA RANDS

Our Banking Details:

Name of Account: **NRCS**
Name of Bank: **ABSA BANK**
Branch: **BROOKLYN BRANCH**
Branch Code: **335345**
Account No: **4072161682**
Swift Code: **ABSAZAJJ** (for international money transfers)
Our Reference / Deposit ID No: **00663437**

WHEN DEPOSITING FUNDS INTO THE ABOVE ACCOUNT, PLEASE ENSURE TO QUOTE OUR REFERENCE / DEPOSIT No: 00663437 ON THE DEPOSIT SLIP!

C. PROOF OF PAYMENT:

When making payment by means of BANK OR ELECTRONIC MONEY TRANSFER it is essential to send a copy of the deposit receipt with your application & documents, or fax it to the NRCS at FAX No 012-428 6565 or International +27 12 428 6565, **marked clearly with the name of the applicant for the LOA.**