

SOUTH AFRICAN POLICE SERVICE



Infringement notice

INSTRUCTIONS: INFRINGEMENT NOTICE
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GENERAL INSTRUCTIONS

- An infringement notice form must be completed in black ink that cannot be erased.
- The notice must be stamped with the official date stamp of the police station where it is issued.
- A person is guilty of an offence in terms of the Firearms Control Act, 2000 (Act No 60 of 2000), if he/she provides information which he/she knows is false on this notice form.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE INFRINGEMENT NOTICE WAS ISSUED**1. Province**

The name of the province where the police station is situated (for example, Gauteng) must be recorded in paragraph A 1.

2. Area

The name of the area where the police station is situated (for example, Pretoria) must be recorded in paragraph A 2.

3. Police station

The name of the police station where the notice is issued (for example, Brooklyn) must be recorded in paragraph A 3.

4. Component code

The component code of the police station where the notice is issued (for example, 47) must be recorded in paragraph A 4.

5. Infringement notice reference number

The annual serial number allocated to the infringement notice (for example, 135/2002) must be recorded in paragraph A 5.

SECTION B: PARTICULARS OF INFRINGER**1. NATURAL PERSON'S DETAILS****2. SA ID/Passport**

The type of identification of the infringer must be indicated with an X in paragraph B 2.

3. Identity number of natural person

The identity number of the infringer must be recorded in paragraph B 3.

4. Passport number of natural person

The passport number of the infringer must be recorded in paragraph B 4.

5. Surname

The surname of the infringer must be recorded in paragraph B 5.

6. Initials

The initials of the infringer must be recorded in paragraph B 6.

7. Residential address

The physical address where the infringer resides must be recorded in paragraph B 7.

8. Postal code

The postal code of the infringer's residential address must be recorded in paragraph B 8.

9. Postal address

The postal address of the infringer must be recorded in paragraph B 9.

10. Postal code

The postal code of the infringer's postal address must be recorded in paragraph B 10.

11. Telephone number

11.1 Home: The infringer's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph B 11.1.

11.2 Work: The infringer's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph B 11.2.

11.3 Cellphone number

The cellphone number (if applicable) of the infringer must be recorded in paragraph B 11.3.

12. Fax

The fax number, including the area dialling code, of the infringer must be recorded in paragraph B 12.

13. E-mail address

The e-mail address (if applicable) of the infringer must be recorded in paragraph B 13.

14. JURISTIC PERSON'S DETAILS**15. OTHER BODIES****16. Registered company name**

The registered company name of the infringer must be recorded in paragraph B 16.

17. Trading as name

The trading as name of the infringer must be recorded in paragraph B 17.

18. FAR number

The registration number of the infringer must be recorded in paragraph B 18.

19. Postal address

The postal address of the infringer must be recorded in paragraph B 19.

20. Postal code

The postal code of the infringer's postal address must be recorded in paragraph B 20.

21. Business address

The physical address where of the infringer conducts business must be recorded in paragraph B 21.

22. Postal code

The postal code of the infringer's business address must be recorded in paragraph B 22.

23. Business telephone number

23.1 Work: The infringer's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph B 23.1.

23.2 Fax

The infringer's fax number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph B 23.2 .

24. E-mail address

The e-mail address (if applicable) of the infringer must be recorded in paragraph B 24.

25. RESPONSIBLE PERSON'S DETAILS**26. Responsible person (Name and surname)**

The responsible person's name and surname must be recorded in paragraph B 26.

**27. Type of identification (Indicate with an X)
SA ID/Passport number**

The responsible person's type of identification must be indicated with an X in paragraph B 27.

28. Identity number of responsible person

The identity number of the responsible person must be recorded in paragraph B 28.

29. Passport number of responsible person

The passport number of the responsible person must be recorded in paragraph B 29.

30. Cellphone number

The cellphone number (if applicable) of the responsible person must be recorded in paragraph B 30.

31. Physical address

The physical address where the responsible person resides must be recorded in paragraph B 31.

32. Postal code

The postal code of the responsible person's physical address must be recorded in paragraph B 32.

33. Postal address

The postal address of the responsible person must be recorded in paragraph B 33.

34. Postal code

The postal code of the responsible person's postal address must be recorded in paragraph B 34.

35. PARTICULARS OF LICENCES, PERMITS, CERTIFICATES OR AUTHORIZATIONS**36. Details of licences, permits, certificates or authorizations**

37. The type, number, date issued and expiry date of the licences, permits, certificates or authorizations issued to the infringer must be recorded in paragraph B 37.

38. Particulars of alleged offence

The particulars of the alleged offence must be recorded in paragraph B 38.

39. Administrative fine payable

The administrative fine payable for the alleged offence must be recorded in paragraph B 39.

40. Infringer's options

The infringer's options are specified in paragraph B 40.

41. Statement of failure to comply

If an infringer fails to comply with the requirements of a notice, the Registrar may file with the clerk or registrar of any competent court a statement certified by him or her as correct, setting forth the amount of the administrative fine payable by the infringer and such statement thereupon has all the affects of a civil judgement lawfully given in that court in favour of the Registrar for a liquid debt in the amount specified in the statement.

42. Response date

The date on which the infringer must respond to the infringement notice must be recorded in paragraph B 42.

43. Place where administrative fine must be paid

The place where the administrative fine is payable (for example, SAPS Silverton, 123 Pretoria Road, Silverton) must be recorded in paragraph B 43.

SECTION C: FOR OFFICIAL USE BY THE POLICE OFFICIAL WHO ISSUES THE INFRINGEMENT NOTICE**1. Name and surname of police official in block letters**

The initials and surname (in block letters) of the police official who issues the infringement notice must be recorded in paragraph C 1.

2. Date served

The date on which the infringement notice was issued must be recorded in paragraph C 2.

3. Rank of police official in block letters

The rank (in block letters) of police official who issues the infringement notice must be recorded in paragraph C 3.

4. Place served

The city/town where the infringement notice was issued must be recorded in paragraph C 4.

5. Signature of police station

The signature of the police official who issues the infringement notice must be recorded in paragraph C 5.

6. Persal number of the police official

The SAPS Persal number of police official who issues the infringement notice must be recorded in paragraph C 6.

SECTION D: FOR OFFICIAL USE BY THE POLICE OFFICIAL WHO SERVES THE INFRINGEMENT NOTICE**1. Name and surname of police official in block letters**

The initials and surname (in block letters) of the police official who serves the infringement notice must be recorded in paragraph D 1.

2. Date served

The date on which the infringement notice was served must be recorded in paragraph D 2.

3. Rank of police official in block letters

The rank (in block letters) of the police official who receives the infringement notice must be recorded in paragraph D 3.

4. Place served

The city/town where the infringement notice was served must be recorded in paragraph D 4.

5. Signature of police official

The signature of the police official who served the infringement notice must be recorded in paragraph D 5.

6 Persal number of the police official

The SAPS Persal number of the police official who served the infringement notice must be recorded in paragraph D 6.

SECTION E: ACKNOWLEDGEMENT OF RECEIPT OF INFRINGEMENT NOTICE BY THE INFRINGER**1. Name and surname of infringer**

The initials and surname (in block letters) of the infringer must be recorded in paragraph E 1.

2. Identity number of infringer

The identity number of the infringer must be recorded in paragraph E 2.

3. Date served

The date on which the infringement notice is received must be recorded in paragraph E 3.

4. Place served

The city/town where the infringement notice is received must be recorded in paragraph E 4.

5. Time served

The time at which the infringement notice is received must be recorded in paragraph E 5.

6. Signature of infringer

The infringer must sign in paragraph E 6.