

SOUTH AFRICAN POLICE SERVICE



Notification of lost or stolen licences, permits,
certificates and authorizations

INSTRUCTIONS: NOTIFICATION OF LOST OR STOLEN LICENCES, PERMITS, CERTIFICATES AND AUTHORIZATIONS
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GENERAL INSTRUCTIONS

- A notification of lost or stolen licences, permits, certificates and authorizations must be completed in black ink that cannot be erased.
- The notification must be stamped with the stamp of the police station where it is received.
- 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 notification form.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE NOTIFICATION IS CAPTURED**1. Notification reference number**

The reference number that the system generates to the notification after it was captured must be recorded in paragraph A 1.

SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE NOTIFICATION IS RECEIVED**1. Province**

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

2. Area

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

3. Police station

The name of the police station where the notification was received (for example, Brooklyn) must be recorded in paragraph B 3.

4. Component code

The component code of the police station where the notification was received (for example, 47) must be recorded in paragraph B 4.

5. General firearm transaction register number

The annual serial number of the general firearm transaction register allocated to the notification (for example, 135/2002) must be recorded in paragraph B 5.

SECTION C: TYPE OF LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION (Indicate with an X)

The type of licence, permit, certificate or authorization that was lost/stolen must be indicated with an X in paragraph C 1,2,3,4,5 or 6, for example:

7. DETAILS OF ORIGINAL LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION

The applicable licence details, date issued and expiry date must be recorded in paragraph C 7.

8. DETAILS OF FIREARM(S)

In case of a licence or temporary authorization to possess a firearm, submit the details of the firearm(s).

8.1 Type

The type of the firearm must be recorded in paragraph C 8.1.

8.2 Calibre

The calibre of the firearm must be recorded in paragraph C 8.2.

8.3 Make

The make of the firearm must be recorded in paragraph C 8.3.

8.4 Model

The model of the firearm must be recorded in paragraph C 8.4.

8.5 Barrel serial number

The barrel serial number must be recorded in paragraph C 8.5.

8.6 Frame serial number

The frame serial number must be recorded in paragraph C 8.6.

8.7 Receiver serial number

The receiver serial number must be recorded in paragraph C 8.7.

- 9.** It must be indicated with an X in paragraph C 9 whether the licence, permit, certificate or authorization were lost or stolen.

10. Describe incident

A description of the incident in which the licence, permit, certificate or authorization was lost or stolen must be recorded in paragraph C 10.

11. Date on which the loss or theft was discovered

The date on which the loss of theft of the licence, permit, certificate or authorization was discovered must be recorded in paragraph C 11.

12. Notification time

The time on which the loss was reported must be recorded in paragraph C 12.

13. Notification date

The date on which the loss was reported must be recorded in paragraph C 13.

SECTION D: PARTICULARS OF THE HOLDER OF THE LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION**1. NATURAL PERSON'S DETAILS****1.1 SA ID/Passport number**

It must be indicated with an X in paragraph D 1.1 whether the holder of the licence, permit, certificate or authorization has an identity/passport number.

2. Identity number of natural person

The identity number of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 2.

3. Passport number of natural person

The passport number of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 3.

4. Surname

The surname of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 4.

5. Initials

The initials of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 5.

6. Residential address

The physical address where the holder of the licence, permit, certificate or authorization resides, must be recorded in paragraph D 6.

7. Postal code

The postal code of the holder of the licence, permit, certificate or authorization residential address must be recorded in paragraph D 7.

8. Postal address

The postal address of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 8.

9. Postal code

The postal code of the licence, permit, certificate or authorization holder's postal address must be recorded in paragraph D 9.

10. Telephone number

10.1 Home: The licence, permit, certificate or authorization holder's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph D 10.1.

10.2 Work: The licence, permit, certificate or authorization holder's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph D 10.2.

11. Cellphone number

The cellphone number (if applicable) of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 11.

12. Fax

The fax number, including the area dialling code, of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 12.

13. E-mail address

The e-mail address (if applicable) of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 13.

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

The registered company name of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 16.

17. Trading as name

The trading as name of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 17.

18. FAR number

The registration number of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 18.

19. Postal address

The postal address of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 19.

20. Postal code

The postal code licence, permit, certificate or authorization holder's postal address must be recorded in paragraph D 20.

21. Business address

The physical address where the holder of the licence, permit, certificate or authorization conducts business must be recorded in paragraph D 21.

22. Postal code

The postal code of the licence, permit, certificate or authorization holder's business address must be recorded in paragraph D 22.

23. Business telephone number

23.1 Work: The holder of the licence, permit, certificate or authorization work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph D 23.1.

23.2 Fax

The fax number, including the dialling code, of the holder of the licence, permit, certificate or authorization (for example, (012) 667 1923) must be recorded in paragraph D 23.2.

24. E-mail address

The e-mail address (if applicable) of the holder of the licence, permit, certificate or authorization must be recorded in paragraph D 24.

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

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

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

The responsible person's type of identity/passport number must be indicated with an X in paragraph D 27.

28. Identity number of responsible person

The responsible person's identity number must be recorded in paragraph D 28.

29. Passport number of responsible person

The responsible person's passport number must be recorded in paragraph D 29.

30. Cellphone number

The responsible person's cellphone number (if applicable) must be recorded in paragraph D 30.

31. Physical address

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

32. Postal code

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

33. Postal address

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

34. Postal code

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

paragraph F 3.

35. DECLARATION OF REPORTING PERSON

If a licence, permit or authorization is lost or stolen, the holder of the licence, permit or authorization must inform the Registrar of such loss or theft within 24 hours of the discovery of the loss or theft.

36. Signature of reporting person

The signature of the reporting person must be recorded in paragraph D 36.

37. Name in block letters

The initials and surname (in block letters) of the reporting person must be recorded in paragraph D 37.

38. Identity/Passport number of reporting person

The identity/passport number of the reporting person must be recorded in paragraph D 38.

39. If the reporting person is not the holder of the licence, permit, certificate or authorization, state the manner in which the reporting person is related to the holder in paragraph D 39.

SECTION E: FOR OFFICIAL USE BY THE POLICE OFFICIAL WHO COMPLETES THE NOTIFICATION

1. Name of police official in block letters

The initials and surname (in block letters) of the police official who signs the notification must be recorded in paragraph E 1.

2. Date

The date on which the police official signs the notification must be recorded in paragraph E 2.

3. Rank of police official in block letters

The rank (in block letters) of the police official who signs the notification must be recorded in paragraph E 3.

4. Place

The city/town where the police official signs the notification must be recorded in paragraph E 4.

5. Signature of police official

The signature of the police official who signs the notification must be recorded in paragraph E 5.

6. Persal number of the police official

The SAPS Persal number of the police official who signs the notification must be recorded in paragraph E 6.

SECTION F: PARTICULARS OF THE POLICE OFFICIAL WHO CAPTURES THE NOTIFICATION

1. Name of police official in block letters

The initials and surname (in block letters) of the police official who captures the notification on the Firearms Control System must be recorded in paragraph F 1.

2. Date

The date on which the police official captures the notification on the Firearms Control System must be recorded in paragraph F 2.

3. Rank of police official in block letters

The rank (in block letters) of the police official who captures the notification on the Firearms Control System must be recorded in

4. Place

The city/town where the police official captures the notification on the Firearms Control System must be recorded in paragraph F 4.

5. Signature of police station

The signature of the police official who captures the notification on the Firearms Control System must be recorded in paragraph F 5.

6. Persal number of the police official

The SAPS Persal number of the police official who captures the notification on the Firearms Control System must be recorded in paragraph F 6.