

# SOUTH AFRICAN POLICE SERVICE



Notification on assignment of new responsible  
person for juristic person

<b>INSTRUCTIONS: NOTIFICATION ON ASSIGNMENT OF NEW RESPONSIBLE PERSON FOR JURISTIC PERSON</b>
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**GENERAL INSTRUCTIONS**

- A notification on assignment of new responsible person for juristic person must be completed in black ink that cannot be erased.
- The notification must be stamped with the date 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 of the notification that the system generates for 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 transactions register number**

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

**SECTION C: PARTICULARS OF THE JURISTIC PERSON****1. JURISTIC PERSON'S DETAILS****2. OTHER BODIES****3. Registered company name**

The registered company name of the juristic person must be recorded in paragraph C 3.

**4. Trading as name**

The trading as name of the juristic person must be recorded in paragraph C 4.

**5. FAR number**

The juristic person's FAR number must be recorded in paragraph C 5.

**6. Company registration or CC number**

The company registration or CC number of the juristic person must be recorded in paragraph C 6.

**7. Postal address**

The postal address of the company or juristic person must be recorded in paragraph C 7.

**8. Postal code**

The postal code of the company or juristic person's postal address must be recorded in paragraph C 8.

**9. Business address**

The physical address from where the company or juristic person conducts business must be recorded in paragraph C 9.

**10. Postal code**

The postal code of the company or juristic person's business address must be recorded in paragraph C 10.

**11. Business telephone number**

**11.1 Work:** The company or juristic person's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph C 11.1.

**11.2 Fax**

The company or juristic person's fax number, including the dialling code (for example, (012) 667 1923) must be recorded in paragraph C 11.2.

**12. E-mail address**

The company or juristic person's e-mail address (if applicable) must be recorded in paragraph C 12.

**13. PARTICULARS OF THE NEW RESPONSIBLE PERSON****14. Responsible person (Name and surname)**

The name and surname of the new responsible person must be recorded in paragraph C 14.

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

The type of identity/passport number of the new responsible person must be indicated with an X in paragraph C 15.

**16. Identity number of responsible person**

The identity number of the new responsible person must be recorded in paragraph C 16.

**17. Passport number of responsible person**

The passport number of the new responsible person must be recorded in paragraph C 17.

**18. Cellphone number**

The cellphone number (if applicable) of the new responsible person must be recorded in paragraph C 18.

**19. Physical address**

The physical address where the new responsible person resides, must be recorded in paragraph C 19.

**20. Postal code**

The postal code of the new responsible person's physical address must be recorded in paragraph C 20.

#### 21. Postal address

The postal address of the new responsible person must be recorded in paragraph C 21.

#### 22. Postal code

The postal code of the new responsible person's postal address must be recorded in paragraph C 22.

#### 23. Competency certificate number

The existing competency certificate number of the new responsible person must be recorded in paragraph C 23.

#### 24. Date of issue

The date of issue of the existing competency certificate of the new responsible person must be recorded in paragraph C 24.

#### 25. Expiry date

The expiry date of the existing competency certificate of the new responsible person must be recorded in paragraph C 25.

#### 26. Reason for appointment of a new responsible person for the juristic person

Submit reason(s) for the appointment of a new responsible person for the juristic person in paragraph C 26.

#### 27. PROOF SIGNATURES OF THE NEW RESPONSIBLE PERSON

##### 28. Signature of the new responsible person

The first proof signature of the new responsible person must be recorded in paragraph C 28.

##### 29. Signature of the new responsible person

The second proof signature of the new responsible person must be recorded in paragraph C 29.

#### 30. DECLARATION OF REPORTING PERSON

I am aware that it is an offence in terms of the Firearms Control Act, 2000 (Act No 60 of 2000), to make a false statement in this notification.

#### SECTION D: SIGNATURE OF REPORTING PERSON

(Sign only if applicable)

##### 1. Name of reporting person in block letters

The initials and surname (in block letters) of the person who reports the information to the new responsible person must be recorded in paragraph D 1.

##### 2. Date

The date on which the information of the new responsible person was reported must be recorded in paragraph D 2.

##### 3. Signature of reporting person

The signature of the reporting person must be recorded in paragraph D 3, in the presence of the police official.

##### 4. Place

The city/town where the information of the new responsible person was reported must be recorded in paragraph D 4.

**SECTION E:** (This section must only be completed if the reporting person cannot read or write.)

##### 1. The right index fingerprint of reporting person

The index fingerprint of the reporting person's right hand must be taken by the police official in paragraph E 1, in the presence of a witness and may not exceed the border. If the reporting person does not have a right index fingerprint, the index fingerprint of the left hand must be taken.

##### 2. Fingerprint designation

The designation of the fingerprint (for example, right index fingerprint) must be recorded in paragraph E 2.

##### 3. Date

The date on which the reporting persons' s fingerprint was taken must be recorded in paragraph E 3.

##### 4. Name of reporting person in block letters

The initials and surname (in block letters) of the person who reports the information of the new responsible person must be recorded in paragraph E 4.

##### 5. Place

The city/town where the information of the new responsible person was reported must be recorded in paragraph E 5.

#### 6. PARTICULARS OF POLICE OFFICIAL DEALING WITH NOTIFICATION

##### 6.1 Name of police official in block letters

The initials and surname (in block letters) of the police official who takes the fingerprint of the reporting person must be recorded in paragraph E 6.1.

##### 6.2 Persal number of police official

The SAPS Persal number of the police official who takes the fingerprint of the reporting person must be recorded in paragraph E 6.2.

##### 6.3 Rank of police official in block letters

The rank (in block letters) of the police official who takes the fingerprint of the reporting person must be recorded in paragraph E 6.3.

##### 6.4 Signature of police official

The signature of the police official who takes the fingerprint of the reporting person must be recorded in paragraph E 6.4.

#### 7. PARTICULARS OF WITNESS

##### 7.1 Name of witness in block letters

The initials and surname (in block letters) of the police official who acts as the witness must be recorded in paragraph E 7.1.

##### 7.2 Persal number of witness

The SAPS Persal number of the police official who acts as the witness must be recorded in paragraph E 7.2.

##### 7.3 Rank of witness in block letters

The rank (in block letters) of the police official who acts as the witness must be recorded in paragraph E 7.3.

**7.4 Signature of witness**

The signature of the police official who acts as the witness must be recorded in paragraph E. 7.4.

**SECTION F: PARTICULARS OF INTERPRETER**

(This section must only be completed if the reporting person cannot read or write or does not understand the contents of this form.)

**1. Name and surname of interpreter**

The name and surname of the person who interprets the contents of the notification for the reporting person must be recorded in paragraph F 1.

**2. Identity/Passport number of interpreter**

The identity/passport number of the interpreter must be recorded in paragraph F 2.

**3. Residential address**

The physical address of the interpreter must be recorded in paragraph F 3.

**4. Postal code**

The postal code of the interpreter's residential address must be recorded in paragraph F 4.

**5. Postal address**

The postal address of the interpreter must be recorded in paragraph F 5.

**6. Postal code**

The postal code of the interpreter's postal address must be recorded in paragraph F 6.

**7. Telephone number**

**7.1 Home:** The interpreter's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph F 7.1

**7.2 Work:** The interpreter's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph F 7.2 .

**8. Cellphone number**

The interpreter's cellphone number (if applicable) must be recorded in paragraph F 8.

**9. Fax**

The interpreter's fax number, including the area dialling code, must be recorded in paragraph F 9.

**10. E-mail address**

The e-mail address (if applicable) of the interpreter must be recorded in paragraph F 10.

**11. Interpreted from (language)**

The language from which the notification form was interpreted and the language to which it was interpreted and which is understandable to the reporting person (for example, English to Zulu) must be recorded in paragraph F 11.

**12. Date**

The date on which the interpreter assists the reporting person must be recorded in paragraph F 12.

**13. Signature of interpreter**

The signature of the interpreter who assists the reporting person

who cannot read or write or does not understand the document must be recorded in paragraph F 13.

**14. Place**

The place where the interpreter assists the reporting person must be recorded in paragraph F 14.

**15. Rank of police official in block letters (if applicable)**

If the interpreter is a police official, his/her rank (in block letters) must be recorded in paragraph F 15.

**16. Persal number of police official (if applicable)**

If the interpreter is a police official, his/her SAPS Persal number must be recorded in paragraph F 16.

**SECTION G: PARTICULARS OF THE DESIGNATED FIREARMS OFFICER/STATION COMMISSIONER****1. Name of Designated Firearms Officer/Station Commissioner in block letters**

The initials and surname (in block letters) of the Designated Firearms Officer/Station Commissioner who deals with the notification must be recorded in paragraph H 1.

**2. Date**

The date on which the Designated Firearms Officer/Station Commissioner deals with the notification must be recorded in paragraph H 2.

**3. Rank of Designated Firearms Officer/Station Commissioner in block letters**

The rank (in block letters) of the Designated Firearms Officer/Station Commissioner who deals with the notification must be recorded in paragraph H 3.

**4. Place**

The city/town where the Designated Firearms Officer/Station Commissioner deals with the notification must be recorded in paragraph H 4.

**5. Signature of Designated Firearms Officer/Station Commissioner**

The signature of the Designated Firearms Officer/Station Commissioner who deals with the notification must be recorded in paragraph H 5.

**6. Persal number of the Designated Firearms Officer/Station Commissioner**

The SAPS Persal number of the Designated Firearms Officer/Station Commissioner who deals with the notification must be recorded in paragraph H 6.