

# SOUTH AFRICAN POLICE SERVICE



Notice of appeal

<b>INSTRUCTIONS: NOTICE OF APPEAL</b>
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**GENERAL INSTRUCTIONS**

- The notice of appeal form must be completed in black ink that cannot be erased.
- The notice must be stamped with the official date stamp when it is received at the Appeal Board.
- The applicant must complete Section B, C, D, E, F and H.
- If an interpreter was used, he/she must complete Section I.
- The applicant/authorized person/representative must complete Section G.
- 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.

**SECTION A: FOR OFFICIAL USE BY THE APPEAL BOARD****1. Outstanding/Additional information required**

When the Appeal Board requests outstanding or additional information from the police station or applicant, the required information must be recorded in paragraph A 1.

**2. Date**

The date on which the Appeal Board requested the outstanding or additional information must be recorded in paragraph A 2.

**3. Signature of the Secretary: Appeal Board**

The signature of the Secretary of the Appeal Board who requested the outstanding or additional information must be recorded in paragraph A 3.

**4. Name in block letters**

The initials and surname (in block letters) of the member of the Appeal Board who requested the outstanding or additional information must be recorded in paragraph A 4.

**5. Appeal upheld** (Indicate with an X)

If the appeal is upheld, the Appeal Board must mark paragraph A 5 with an X.

**6. Conditions**

The conditions for the appeal must be recorded in paragraph A 6.

**7. Date**

The date on which the appeal was upheld must be recorded in paragraph A 7.

**8. Signature of the Chairperson: Appeal Board**

The signature of the Chairperson of the Appeal Board who upholds the appeal must be recorded in paragraph A 8.

**9. Name in block letters**

The initials and surname (in block letters) of the member of the Appeal Board who upholds the appeal must be recorded in paragraph A 9.

**10. Appeal not upheld** (Indicate with an X)

If the appeal is not upheld, the member of the Appeal Board who did not uphold the appeal must mark paragraph A 10 with an X.

**11. Comments**

If an appeal is not upheld, the member of the Appeal Board who did not uphold the appeal must record the reason(s) for not upheld in paragraph A 11.

**12. Date**

The date on which the notice is not upheld must be recorded in paragraph A 12.

**13. Signature of the Chairperson: Appeal Board**

The signature of the Chairperson of the Appeal Board who did not uphold the appeal must be recorded in paragraph A 13.

**14. Name in block letters**

The initials and surname (in block letters) of the member of the Appeal Board who did not uphold the notice must be recorded in paragraph A 14.

**SECTION B: PARTICULARS OF APPLICANT****1. NATURAL PERSON'S DETAILS****2. SA ID/Passport number****3. Identity number**

The applicant's identity number must be recorded in paragraph B 3.

**4. Passport number**

The applicant's passport number must be recorded in paragraph B 4.

**5. Surname**

The applicant's surname must be recorded in paragraph B 5.

**6. Initials**

The applicant's initials must be recorded in paragraph B 6.

**7. Residential address**

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

**8. Postal code**

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

**9. Postal address**

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

**10. Postal code**

The postal code of the postal address of the applicant must be recorded in paragraph B 10.

**11. Telephone numbers**

**11.1 Home:** The applicant'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 applicant'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 applicant's cellphone number (if applicable) must be recorded in paragraph B 11.3.

**12. Fax**

The applicant's fax number must be recorded in paragraph B 12.

**13. E-mail address**

The applicant's e-mail address 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 applicant (for example, Boshoff Printers (PTY) LTD) must be recorded in paragraph B 16.

**17. Trading as name**

The trading as name of the applicant (for example, Boshoff Printers trading as Tol Printers) must be recorded in paragraph B 17.

**18. FAR number**

The applicant's FAR number (Institution registration number) must be recorded in paragraph B 18.

**19. Postal address**

The applicant's postal address must be recorded in paragraph B 19.

**20. Postal code**

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

**21. Business address**

The physical address where the applicant conducts business from, must be recorded in paragraph B 21.

**22. Postal code**

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

**23. Business telephone number**

**23.1 Work:** The applicant'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 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 applicant must be recorded in paragraph B 24.

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

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

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

The type of identification must be indicated with 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. REPRESENTATIVE'S DETAILS****36. Full name and surname**

The representative's full name and surname must be recorded in paragraph B 36.

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

The representative's type of identification must be indicated with an X in paragraph B 37.

**38. Identity number of representative**

The representative's identity number must be recorded in paragraph B 38.

**39. Passport number of representative**

The representative's passport number must be recorded in paragraph B 39.

**40. Cellphone number**

The representative's cellphone number (if applicable) must be recorded in paragraph B 40.

**41. Physical address**

The physical address where the representative resides, must be recorded in paragraph B 41.

**42. Postal code**

The postal code of the representative's physical address must be recorded in paragraph B 42.

**43. Postal address**

The postal address of the representative must be recorded in paragraph B 43.

**44. Postal code**

The postal code of the representative's postal address must be recorded in paragraph B 44.

**45. E-mail address**

The representative's e-mail address must be recorded in paragraph B 45.

**SECTION C: TYPE OF APPEAL** (Indicate with an X)

The applicable type of appeal must be indicated with an X in paragraph C 1, 2, 3 and 4, for example:

An administrative decision	X
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**5. Reference number(s)**

The reference number(s) of the type of appeal must be recorded in paragraph C 5.

**6. Licence, permit, certificate or authorization application number(s)**

The licence, permit, certificate or authorization application number(s) of the appeal must be recorded in paragraph C 6.

**7. Licence, permit, certificate or authorization number(s)**

The licence, permit, certificate or authorization number(s) of the appeal must be recorded in paragraph C 7.

**8. Grounds for appeal**

The grounds for appeal must be recorded in paragraph C 8.

**SECTION D: FIREARM DETAILS**

(Complete only if the appeal involve a firearm)

**1. Type**

The type of the firearm must be recorded in paragraph D 1.

**2. Calibre**

The calibre of the firearm must be recorded in paragraph D 2.

**3. Make**

The make of the firearm must be recorded in paragraph D 3.

**4. Model**

The model of the firearm must be recorded in paragraph D 4.

**5. Barrel serial number**

The barrel serial number of the firearm must be recorded in paragraph D 5.

**6. Frame serial number**

The frame serial number of the firearm must be recorded in paragraph D 6.

**7. Receiver serial number**

The receiver serial number of the firearm must be recorded in paragraph D 7.

**SECTION E: DETAILS OF THE CURRENT OWNER OF THE FIREARM****1. SA ID/Passport number**

The current owner's identity number must be recorded in paragraph E 2.

**3. Passport number**

The current owner's passport number must be recorded in paragraph E 3.

**4. Surname**

The current owner's surname must be recorded in paragraph E 4.

**5. Initials**

The current owner's initials must be recorded in paragraph E 5.

**6. Residential address**

The physical address where the current owner resides, must be recorded in paragraph E 6.

**7. Postal code**

The postal code of the current owner's residential address must be recorded in paragraph E 7.

**8. Postal address**

The postal address of the current owner must be recorded in paragraph E 8.

**9. Postal code**

The postal code of the current owner's postal address must be recorded in paragraph E 9.

**10. Telephone numbers**

**10.1 Home:** The current owner's home telephone number, including the dialling code, for example, (012) 667 1923) must be recorded in paragraph E 10.1.

**10.2 Work:** The current owner's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph E 10.2.

**10.3 Cellphone number**

The current owner's cellphone number (if applicable) must be recorded in paragraph E 10.3.

**11. Fax**

The current owner's fax number must be recorded in paragraph E 11.

**12. E-mail address**

The current owner's e-mail address must be recorded in paragraph E 12.

**13. DECLARATION BY APPLICANT/AUTHORIZED PERSON/REPRESENTATIVE**

I am aware that it is an offence in terms of section 120 (9)(f) of the Firearms Control Act, 2000 (Act No 60 of 2000) to make a false statement in this notice.

**SECTION F: SIGNATURE OF APPLICANT** (Sign only if applicable)**1. Name of applicant in block letters**

The name of applicant (in block letters) must be recorded in paragraph F 1.

**2. Date**

The date on which the applicant signs the notice must be recorded in paragraph F 2.

**3. Signature**

The signature of the applicant must be recorded in paragraph F 3.

**4. Place**

The place where the applicant signs the notice must be recorded in paragraph F 4.

## SECTION G: SIGNATURE OF AUTHORIZED PERSON/ REPRESENTATIVE

### 1. Name and surname of authorized person/representative

The name and surname of the authorized person/representative must be recorded in paragraph G 1.

### 2. Designation

The title of the person who represents the applicant (for example, attorney) must be recorded in paragraph G 2.

### 3. Date

The date of signature must be recorded in paragraph G 3.

### 4. Signature of authorized person/representative

The signature of the authorized person/representative must be recorded in paragraph G 4.

### 5. Place

The city/town where the authorized person/representative signed the application must be recorded in paragraph G 5.

**SECTION H:** (This section must be completed only if the applicant cannot read or write.)

### 1. The right index fingerprint of applicant

The index fingerprint of the applicant's right hand must be taken by the police official in paragraph H 1, in the presence of a witness and may not exceed the border. If the applicant 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 hand thumb print) must be recorded in paragraph H 2.

### 3. Date

The date on which the applicant's fingerprint was taken must be recorded in paragraph H 3.

### 4. Name of applicant in block letters

The initials and surname (in block letters) of the applicant who applies must be recorded in paragraph H 4.

### 5. Place

The city/town where the applicant applies must be recorded in paragraph H 5.

## 6. PARTICULARS OF POLICE OFFICIAL DEALING WITH THE NOTICE

### 6.1 Name of police official in block letters

The initials and surname (in block letters) of the police official who deals with the notice must be recorded in paragraph H 6.1.

### 6.2 Persal number of police official

The SAPS Persal number of the police official who deals with the notice must be recorded in paragraph H 6.2.

### 6.3 Rank of police official in block letters

The rank (in block letters) of police official who deals with the notice must be recorded in paragraph H 6.3.

### 6.4 Signature of police official

The signature of the police official who deals with the notice must be recorded in paragraph H 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 H 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 H 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 H 7.3.

### 7.4 Signature of witness

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

## SECTION I: PARTICULARS OF INTERPRETER

(This section must be completed only if the applicant 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 notice form for the applicant must be recorded in paragraph I 1.

### 2. Identity/Passport number of interpreter

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

### 3. Residential address

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

### 4. Postal code

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

### 5. Postal address

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

### 6. Postal code

The postal code of the interpreter's postal address must be recorded in paragraph I 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 I 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 I 7.2.

### 8. Cellphone number

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

### 9. Fax

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

### 10. E-mail address

The interpreter's e-mail address (if applicable) must be recorded in paragraph I 10.

**11. Interpreted from (language)**

The language from which the notice form was interpreted and the language to which it was interpreted and which is understandable to the applicant (for example, English to Zulu) must be recorded in paragraph I 11.

**12. Date**

The date on which the interpreter assists the applicant must be recorded in paragraph I 12.

**13. Signature of interpreter**

The signature of the interpreter who assists the applicant that cannot read or write or does not understand this form must be recorded in paragraph I 13.

**14. Place**

The place where the interpreter assists the applicant must be recorded in paragraph I 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 I 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 I 16.