SOUTH AFRICAN POLICE SERVICE

Infringement notice
INSTRUCTIONS: INFRINGEMENT NOTICE

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.