

# SOUTH AFRICAN POLICE SERVICE



Infringement notice

<b>INSTRUCTIONS: INFRINGEMENT NOTICE</b>
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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.