SOUTH AFRICAN POLICE SERVICE

Response to infringement notice
GENERAL INSTRUCTIONS

• A response to 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 received.
• The police station where the response to infringement notice was issued must complete Section A.
• The infringer must complete Section B.
• 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 RESPONSE FORM 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 was issued (for example, Brooklyn) must be recorded in paragraph A 3.

4. Component code
The component code of the police station where the notice was issued (for example, 47) must be recorded in paragraph A 4.

5. Address of police station
The address of the police station where the notice was issued must be recorded in paragraph A 5.

6. Telephone number
The telephone number, including the dialling code, of the police station where the notice was received must be recorded in paragraph A 6.

7. Fax number
The fax number, including the dialling code, of the police station must be recorded in paragraph A 7.

8. Infringement notice reference number
The annual serial number allocated to the infringement notice (for example, 135/2002) must be recorded in paragraph A 8.

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 34.

36. Administrative fine payable
The amount of the administrative fine payable must be recorded in paragraph B 36.

37. Infringer’s option
The infringer’s option must be recorded in paragraph B 37.

38. Name and surname of infringer
The initials and surname (in block letters) of the infringer must be recorded in paragraph B 38.

39. Date
The date on which the infringer respond to the infringement notice must be recorded in paragraph B 39.

40. Signature of infringer
The infringer must sign in paragraph B 40.

41. Place
The city/town where the infringer respond to the infringement notice must be recorded in paragraph B 41.

SECTION C: FOR OFFICIAL USE BY THE POLICE OFFICIAL WHO RECEIVES THE RESPONSE TO 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 receives the response to the infringement notice must be recorded in paragraph C 1.

2. Date
The date on which the response to the infringement notice was received must be recorded in paragraph C 2.

3. Rank of police official in block letters
The rank (in block letters) of the police official who receives the response to the infringement notice must be recorded in paragraph C 3.

4. Place
The city/town where the response to the infringement notice was received must be recorded in paragraph C 4.

5. Signature of police station
The signature of the police official who received the response to the infringement notice must be recorded in paragraph C 5.

6. Persal number of the police official
The SAPS Persal number of the police official who received the response to the infringement notice must be recorded in paragraph C 6.