

What must I do when my motor vehicle becomes permanently unfit for use (scrap)

- Owner must apply on approved form at the registering authority to deregister motor vehicle.
- Owner must pay all penalties and arrears licence fees if applicable

What must I do, if I did not receive a renewal notice to renew my vehicle licence or driving licence?

- Owner must apply on the approved form to renew motor vehicle licence or driver licence.
- A Certified copy of ID of owner must accompany the application.
- Owner must pay all penalties and arrears if applicable.
- Please note that if you did not receive a renewal notice, you still remain liable to renew your vehicle or driving licence and no penalties or arrear licence fees will be waived if licence is not renewed before the expiry date.

What must I do after I sold my motor vehicle?

- Seller and buyer must complete approved form and the seller must notify the registering authority within 21 days of sale, Failure would result in the registered owner be held liable for penalties and arrear licence fees which might accumulate on the vehicle if the licence have expired and the buyer did not register the vehicle on his/her name.
- After the seller gave notice of sale the buyer has 21 days to register the vehicle on his name. Failure to do so will result in penalties and arrears accumulating on his/her name.
- The seller must hand over certificate of registration i.r.o motor vehicle to the buyer.

What must I do when I buy a second hand motor vehicle?

- Obtain the registration certificate i.r.o the motor vehicle from the owner/seller.
- Obtain police clearance from the Namibian/SADC police regarding the motor vehicle.
- Put motor vehicle through roadworthiness at the vehicle testing station.
- Apply at registering authority to register and license motor vehicle on your name. Please note that after the seller gave notice of sale the buyer has 21 days to register the vehicle on his name. Failure to do so will result in penalties and arrears accumulating on his/her name.

What must I do when I inherit a motor vehicle?

- Obtain letter from the executor that confirms the inheritance of the motor /vehicle. The letter must describe the vehicle positively e.g. indicate the chassis, engine etc number of the motor vehicle.
- Obtain registration certificate i.r.o the motor vehicle or if not available the executor letter will be sufficient.

- Put motor vehicle through roadworthiness. (not applicable if the person is the spouse of the deceased)
- Obtain police clearance from the Namibian police regarding the motor vehicle.
- Apply at registering authority to register and license motor vehicle on your name.

What must I do when I buy a motor from liquidation?

If acquired from judicial attachment in execution, the following documents must be submitted:

- Letter from Messenger of the court;
- Tax invoice containing the full particulars of motor vehicle;
- A copy of the Warrant of Execution
- A copy of the Notice of Sale
 - Obtain police clearance from the Namibian police regarding the motor vehicle.
 - Put motor vehicle through roadworthiness.
 - Apply at registering authority to register and license motor vehicle on your name.

What must I do when I export my motor vehicle?

- Apply on approved form at the registering authority.
- Pay all outstanding penalties and arrears license fees if applicable.
- Obtain notice of export from registering authority.

What must I do when my motor vehicle is stolen?

- Report the theft of the motor vehicle within 24 hours to the police.
- Within seven (7) days s/he must notify the registering authority if the motor vehicle has not been recovered and apply for deregistration of the motor vehicle. A Registration certificate of the motor vehicle must accompany the application.
- Pay all outstanding fees penalty and arrear fees if applicable.

What must I do if my motor vehicle particulars have changed?

- Obtain Police clearance certificate for the motor vehicle.
- Apply on the approved form at the registering authority to have the particulars updated on NaTIS.
- Pay all outstanding penalty and arrear license fees if applicable. Obtain updated documents (registration certificate and clearance disc with new particulars).
- What must I do when I sell my motor vehicle but I want to retain my licence number?
 • The owner must transfer the licence number to the new motor vehicle or to any other vehicle belonging to him/her before selling the motor vehicle, failure to do so will result in losing the number.

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Stop RA related Fraud and Corruption

by calling our anonymous Fraud Hotline 0800 309 231 (TN Mobile and landlines) or contact us via email, ra@tip-offs.com

According to the Roads Authority Act (Act 17 of 1999), the statutory objective of Roads Authority is "To manage the national road network so that it is safe and efficient." Notwithstanding its Statutory Objective, Roads Authority has accepted that in pursuance of Namibia's 2030 Vision, the Authority's Strategy has to go beyond its statutory objective.

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