## SOUTH AFRICAN POLICE SERVICE



Response to infringement notice

#### INSTRUCTIONS: 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.

#### 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  $\boldsymbol{X}$  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.

#### 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 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.

## 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 alleged offence

The particulars of the alleged offence must be recorded in paragraph B 35.

#### 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 BD 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.