

AARTO 04 - ARRANGE TO PAY IN INSTALMENTS**INSTRUCTIONS FOR COMPLETION OF THE FORM****PART A**

- a) This option is **not** available after an Enforcement Order has been issued.
- b) The full penalty amount will be payable when making arrangements to pay in instalments. Refer to the amount shown next to **Penalty** on the infringement notice.
- c) This form must be duly completed in black ink.
- d) Individuals need not complete the first two lines of Part C.
- e) Organisations must provide the details of the registration number of the organisation (e.g. CC, company or trust registration number) and the details of the duly authorised representative (Surname, first names, ID number, cell, email, etc.) on the reverse hereof.
- f) The duly completed form and attachments, if any, may:
- Be submitted at the following website: <https://online.aarto.gov.za/#/> or
 - Be handed in at any **Issuing Authority** for capturing; or
 - Be handed in at any **Authority sub-offices** for capturing.
- g) A form that has not been properly completed will not be processed and the infringer shall be liable for any further administrative action.

PART B – PARTICULARS OF INFRINGEMENT NOTICE

Infringement Notice number:				-					-									-		
Date of infringement:	YYYY / MM / DD				Name of Issuing Authority:															
Infringement notice number:				-					-									-		
Date of infringement:	YYYY / MM / DD				Name of Issuing Authority:															
Infringement notice number:				-					-									-		
Date of infringement:	YYYY / MM / DD				Name of Issuing Authority:															

PART C – INFRINGER AND MOTOR VEHICLE PARTICULARS

Name of organisation:				Company number:																
Type of organisation:	Company	CC	Partnership	Other:																
Surname:				Gender:	Female				Male											
First names:				Tel (home): ()																
Initials:		Date of birth:		YYYY / MM / DD				Tel (work): ()												
ID type:	RSA ID	Passport ID	Driving licence ID	Foreign ID	Fax: ()															
ID number:																		Cell:		
Country of issue:										Email:										
Postal address & code:																				
()																				
Residential address & code:																				
()																				
Employer name:																				
Employer address & code:																				
()																				

PART D – REASON ON WHICH THIS ELECTION IS BASED

The reasons(s) on which this election / option is based is indicated in the relevant tick box below:

- | | | | |
|------------------------------|-------------------------|------------------------------|---|
| (a) ☐ | Unemployed | (b) ☐ | Insufficient funds |
| (c) ☐ | Multiple infringements | (d) ☐ | Option provided for / prescribed by the AARTO Act |
| (e) ☐ | Other (provide detail): | | |

PART E - DECLARATIONS

- An Infringement Notice, the particulars of which are provided under Part B below, was issued to me.
- I, the particulars of whom are provided under Part C below, hereby elect in terms of section 17(1)(f)(iii) of the AARTO Act, 1998 (Act 46 of 1998), to pay the penalty in monthly instalments, particulars of which are provided under Part E at the back.
- I note that upon the processing of this election, demerit points will (if applicable) be allocated, as prescribed.

- (iv) In the event that this application is approved, I hereby undertake to make a deposit with an amount equal to the total penalty amount due plus, if applicable, the prescribed courtesy letter fee and/or the prescribed infringement penalty fee, divided by the number of months approved by the Authority, into the designated bank account, on the authorised day of every month until the total amount due is paid in full.
- (v) In the event that the payment day falls on a Saturday, Sunday or recognised South African public holiday, the payment day will be processed on the next ordinary business day.
- (vi) I hereby declare that the information provided herein by me, falls within my own personal knowledge and is to the best of my belief both true and correct.

Full signature
of infringer:

Place:

Date:

YYYY / MM / DD

PART F – PARTICULARS OF THE PAYMENT OPTIONS REQUESTED

The amount payable and the number of monthly instalments requested are as follows:

Number of monthly instalments requested: (maximum period allowed is 6 months)

Penalty amount, excluding the discount:

R

Courtesy Letter Fee: (if applicable)

R

**TOTAL AMOUNT: (including
applicable fees)**

R

Full signature of
account holder:

Place:

Date:

YYYY / MM / DD