



a world class African city

City of Johannesburg
Metropolitan Police Department

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To: ALL Motor dealers

DATE 6th Mach 2017

RE: Minimum requirements to register vehicles at Martindale as per Regulation 8

Please note that when registering vehicles all documents needs to be completed in full, no excuse will be accepted.

1.1 The following documents must be present to register used vehicles

- 1 Application form.(RLV)
- 2 Letter of proxy
- 3 Proxy ID. (Clear certified copy)
- 4 Buyers ID.(Clear certified copy)
- 5 Proof of address of the owner.
- 6 Original Registration Certificate.
- 7 In case of Business (BRN)
- 8 NCO

1.2 Reregister from bank to owner.

- 1 Application form. (RLV)
- 2 Change of ownership (NCO)
- 3 Original Registration Certificate.
- 4 Bank Proxy Id. (Clear certified copy)
- 5 Settlement letter from bank to owner
- 6 Owner ID. (Clear certified copy)
- 7 Prof of address of the owner.

1.3 Change of ownership (NCO)

- Application Form (NCO) completed correctly.
- Copy of the buyer ID. (Clear certified copy)
- Copy of the Seller ID. (Clear certified copy)

1.4 Dealer stock

- Application form. (RLV)
- Original Registration Certificate
- Proxy ID. (Clear certified copy)
- Proxy Letter on Letter Head
- Clear Copy of the BRN Certificate.
- Application Form (NCO) completed correctly

JMPD



To ensure a universal sense of safety and security

Brand new vehicles.

- Application form. (RLV)
- Original manufactures Certificate (Stamped and Signed by dealership)
- Proxy ID. (Clear certified copy)
- Proxy Letter on Letter Head
- Clear Copy of the BRN Certificate.

Deregistration/Demolish (Stolen/Scrap).

- Application form. (ADV)
- Original Registration Certificate
- Affidavit/assessor's report
- Clear certified Id copy.
- Photos of Motor Vehicle
- If Stolen Case number (SAPs 21)

Duplicate Registration Certificate.

Application form. (DRC)

Affidavit from SAPs of how the document went missing.

The vehicle's owner must be present before duplicate application will be approved. (In person)

Clear certified Id copy.

Clear certified copy of the Drivers Licence must also be attached to verify signatures.

The titleholder of the vehicle or the proxy will now also sign and put a date on the Supervisor stamp

Temporary permits (Only New Car Dealers)

Application form.

- Proxy ID. (Clear certified copy)
- Proxy Letter on Letter Head
- Clear Copy of the BRN Certificate.
- Letter from the motor dealer.
- Old stubs must be returned before new permits will be issued.
- Payment of permits must be done on application.



C.T VAN DER HEEVER

Designation: Head licensing

Martindale Bulk

011 758 9402

