

**“THE ADMINISTRATIVE ADJUDICATION  
OF ROAD TRAFFIC OFFENCES ACT,  
1998, (Act No. 46 of 1998) as amended by  
Act No. 22 of 1999, Act No. 24 of 2000, Act  
No. 72 of 2002**

**ADMINISTRATIVE ADJUDICATION OF  
ROAD TRAFFIC OFFENCES**

**ACT**

**To promote road traffic quality by providing for a scheme to discourage road traffic contraventions, to facilitate the adjudication of road traffic infringements, to support the prosecution of offences in terms of the national and provincial laws relating to road traffic, and implement a points demerit system; to provide for the establishment of an agency to administer the scheme; to provide for the establishment of a board to represent the agency; and to provide for matters connected therewith.**

BE IT ENACTED by the Parliament of the Republic of South Africa, as follows:—

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**CHAPTER I**  
**INTERPRETATION OF ACT**

**1. Definitions**

In this Act, unless the context otherwise indicates—

**“acceptable identification”** means—

- (a) a temporary identity certificate or an identity document issued in terms of the Identification Act, 1986 (Act No. 72 of 1986);
- (b) a passport issued in terms of the South African Passports and Travel Documents Act, 1994 (Act No. 4 of 1994);

- (c) in the case of a person not permanently resident in the Republic, an identity document issued by a foreign country or a traffic register number certificate;
- (d) in the case of—
  - (i) a company, a certificate of incorporation or name change issued in terms of the Companies Act, 1973 (Act No. 61 of 1973); or
  - (ii) a close corporation, a founding statement or a certificate of name change issued in terms of the Close Corporations Act, 1984 (Act No. 69 of 1984);
- (dA) a driving licence card issued in terms of the National Road Traffic Act, 1996 (Act No. 93 of 1996); and
- (e) a traffic register number certificate issued in terms of any national or provincial Road Traffic Act, in the case of—
  - (i) a person carrying on a business which, for the purpose of this definition, includes farming activities; or
  - (ii) a body of persons not referred to in paragraph (c); or
- (f) a photocopy of the applicable certificate or document referred to in paragraphs (a) to (e);

**“agency”** means the Road Traffic Infringement Agency, established by section 3;

**“authorised officer”** means—

- (a) a traffic officer or a traffic warden appointed in terms of the laws of any province;
- (b) a member of the service as defined in section 1 of the South African Police Service Act, 1995 (Act No. 68 of 1995);
- (c) a national road transport inspector appointed in terms of section 37 (1) of the Cross-Border Road Transport Act, 1998 (Act No. 4 of 1998), or any duly appointed provincial road transport inspector; or
- (d) a municipal police officer appointed under any law;

**“board”** means the Road Traffic Infringement Agency Board, established by section 6;

**“courtesy letter”** means a courtesy letter contemplated in section 19;

**“date of service”** means the date on which an infringer has signed for the relevant document served on him or her under section 30;

**“demerit points”** means demerit points contemplated in section 24;

**“Director-General”** means the Director-General of the national Department of Transport;

**“disqualification period”** means the period contemplated in section 25 during which a person is disqualified from driving or operating a motor vehicle or applying for a learner’s licence, driving licence, professional driving permit or operator card;

**“enforcement order”** means an enforcement order contemplated in section 20;

**“infringement”** means a major or a minor infringement;

**“infringement notice”** means an infringement notice contemplated in section 17;

**“infringer”** means a person who has allegedly committed an infringement;

**“issuing authority”** means—

- (a) a local authority contemplated in Chapter 7 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), the Local Government Transition Act, 1993 (Act No. 209 of 1993), or any other applicable law;
- (b) a provincial administration; or
- (c) the Road Traffic Management Corporation, established under section 4 of the Road Traffic Management Corporation Act, 1999,

in so far as such authority, administration or Corporation is responsible for traffic matters;

**“major infringement”** means an offence categorised as a major infringement under section 29 (a);

**“MEC”** means a member of an Executive Council of a province appointed in terms of section 132 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), and who is responsible for road traffic matters;

**“Minister”** means the Minister of Transport;

**“minor infringement”** means an offence categorised as a minor infringement under section 29 (a);

**“national contraventions register”** means the National Traffic Information System on which the offence details of every individual are recorded in terms of this Act;

**“offence”** means an offence prescribed under section 29 (a);

**“penalty”** means the administrative penalty payable for an infringement as contemplated in section 31;

**“prescribed”** means prescribed by regulation by the Minister under section 34;

**“representations officer”** means a person contracted by the agency in terms of section 5 or appointed by the Registrar in terms of section 10 to consider representations submitted by any person who, after having committed a minor infringement, elects to make a representation;

**“sheriff”** means a sheriff appointed under section 12; and

**“this Act”** includes any regulation made in terms of section 34.

## **2. Objects of Act**

The objects of this Act are, despite the Criminal Procedure Act, 1977 (Act No. 51 of 1977)—

- (a) to encourage compliance with the national and provincial laws and municipal by-laws relating to road traffic and to promote road traffic safety;
- (b) to encourage the payment of penalties imposed for infringements and to allow alleged minor infringers to make representations;
- (c) to establish a procedure for the effective and expeditious adjudication of infringements;
- (d) to alleviate the burden on the courts of trying offenders for infringements;
- (e) to penalise drivers and operators who are guilty of infringements or offences through the imposition of demerit points leading to the suspension and cancellation of driving licences, professional driving permits or operator cards;
- (f) to reward law-abiding behaviour by reducing demerit points where they have been incurred if infringements or offences are not committed over specified periods;
- (g) to establish an agency to support the law enforcement and judicial authorities and to undertake the administrative adjudication process; and
- (h) to strengthen co-operation between the prosecuting and law enforcement authorities by establishing a board to govern the agency.

## **CHAPTER II ROAD TRAFFIC INFRINGEMENT AGENCY**

### **3. Establishment of agency**

- (1) The Road Traffic Infringement Agency is hereby established as a juristic person responsible to the Minister.

- (2) (a) The agency may do anything that is necessary to perform its functions in terms of any law, or assigned to it by the Minister.
- (b) The Minister may, on request of an issuing authority, assign any function vested in such issuing authority in terms of this Act, to the agency.
- (3) The agency must establish one national office, and may establish suboffices at provincial or municipal level.

#### **4. Objects and functions of agency**

- (1) The objects of the agency are, despite the Criminal Procedure Act, 1977 (Act No. 51 of 1977)—
  - (a) to administer a procedure to discourage the contravention of road traffic laws and to support the adjudication of infringements as set out in subsection (2);
  - (b) to enforce penalties imposed against persons contravening road traffic laws as set out in subsection (3);
  - (c) to provide specialised prosecution support services as set out in subsection (4); and
  - (d) to undertake community education and community awareness programmes in order to ensure that individuals understand their rights and options as set out in subsection (5).
- (2) The agency performs its functions in terms of subsection (1) (a) by—
  - (a) receiving notices from any issuing authority if an infringer has failed to comply with an infringement notice issued in terms of section 17;
  - (b) considering representations from an infringer in terms of section 18 with regard to an infringement notice relating to a minor infringement;
  - (c) issuing a courtesy letter in terms of section 19 to an infringer who has failed to comply with an infringement notice;
  - (d) issuing an enforcement order in terms of section 20 against an infringer who has failed to comply with the requirements of a notification contemplated in section 18 (7) or a courtesy letter contemplated in section 19 (2) (b), or who has failed to appear in court under the circumstances contemplated in section 22 (3);
  - (e) issuing a warrant in terms of section 21 against an infringer who has failed to comply with an enforcement order;
  - (f) revoking an enforcement order in terms of section 20 (9); and

- (g) updating the national contraventions register in the prescribed manner.
- (3) The agency performs its functions in terms of subsection (1) (b) by—
  - (a) serving a courtesy letter in terms of section 19 on an infringer who has failed to comply with an infringement notice;
  - (b) serving an enforcement order in terms of section 20 on an infringer who has failed to comply with the requirements of a notification contemplated in section 18 (7) or a courtesy letter contemplated in section 19 (2) (b), or failed to appear in court under the circumstances contemplated in section 22 (3); and
  - (c) executing a warrant in terms of section 21 against an infringer who has failed to comply with an enforcement order.
- (4) The agency performs its functions in terms of subsection (1) (c) by—
  - (a) assisting the prosecuting authorities to get persons who committed offences before the courts through serving of documents and keeping of records on its database;
  - (b) providing traffic law enforcement equipment and support services to issuing authorities;
  - (c) providing, at the request of the Office of a Director of Public Prosecutions, a person to testify as an expert witness in a trial on a charge relating to an offence; and
  - (d) providing training, where possible, to authorised officers or staff of the prosecuting authority.
- (5) The agency performs its functions in terms of subsection (1) (d) by—
  - (a) disseminating information regarding the role and functions of the agency, and the rights enjoyed by individuals, in terms of this Act;
  - (b) applying efficient and equitable procedures to encourage compliance with this Act and fostering law abiding behaviour by road users; and
  - (c) supporting road safety awareness programmes.
- (6) The agency must, in order to properly perform its functions, establish the prescribed information management system and database which is connected with the national contraventions register, and utilise such database to create, process and maintain records with regard to any action performed by it in terms of this Act.

## **5. Subcontracting**

- (1) The agency may, subject to the business plan approved by the board, appoint agents, or contract with any person, to perform any function vested in it in terms of this Act or any other law.
- (2) The prescribed procedures must be followed in respect of any procurement or contract contemplated in subsection (1).

## **6. Road Traffic Infringement Agency Board**

- (1) A Road Traffic Infringement Agency Board, to represent and control the agency, is hereby established, comprising-
  - (a) five persons appointed by the Minister, who by virtue of their relevant experience and technical expertise are suitably qualified to perform the functions of the Agency under this Act;
  - (b) a Director of Public Prosecutions, nominated by the National Director of Public Prosecutions, in consultation with the Minister; and
  - (c) the registrar of the agency.
- (2) Prior to the appointment of a person to the Board, the Minister must-
  - (a) by notice in the *Gazette*, publish his or her intention to appoint that person and invite public comment or objections within the period specified in the notice; and
  - (b) forward a copy of the notice to the relevant Parliamentary Committees; and
  - (c) take into account any comment or objection received by him or her in accordance with such notice.
- (3) The members of the board contemplated in subsection (1) (a) hold office for a period not exceeding five years, whereafter they may be reappointed.
- (4) A member of the board contemplated in subsection (1) (a), must vacate his or her office—
  - (a) upon expiry of his or her term of appointment;
  - (b) if he or she is incapacitated by physical or mental illness;
  - (c) if his or her estate is sequestered; or
  - (d) if he or she is nominated as a candidate for election as a member of Parliament, a provincial legislature or the council of a local authority.

- (5) The Minister may remove a member of the board contemplated in subsection (1) (a) from office if such member—
  - (a) fails to perform his or her duties diligently or efficiently;
  - (b) is unable to perform his or her duties because of mental illness or disability; or
  - (c) has been absent without the permission of the chairperson from two consecutive meetings of the board, without good reason.
- (6) The members of the board contemplated in subsection (1) (a) may resign on one month's written notice to the Minister.
- (7) The Minister appoints a member of the board contemplated in subsection (1) (a) or (b) as the chairperson.
- (8) The board meets at least twice per year or as often as may be required.
- (9) The board determines its own procedures for meetings and decisions and may, in the absence of a chairperson, elect a member contemplated in subsection (1) (a) or (b) as acting chairperson.
- (10) Members of the board who are not in the full-time employment of the State may be paid such remuneration and allowances as may be determined by the Minister in consultation with the Minister of Finance.

## **7. Functions of board**

- (1) The functions of the board are—
  - (a) to approve the business plan prepared by the registrar in terms of section 8 (2), and monitor the efficient and effective operation of the agency;
  - (b) to monitor the success achieved by the agency in promoting compliance with road traffic laws;
  - (c) to receive annual reports contemplated in section 8 (4), and to advise the registrar on measures to be taken to improve the agency's effectiveness;
  - (d) to advise the Minister regarding amendments to this Act or any other road traffic legislation in order to improve the effectiveness of the agency;
  - (e) to identify and recommend institutional, technical and logistical support which the agency may provide to assist the prosecution of road traffic offenders and the adjudication of offences by the courts; and
  - (f) to consider any other matter which the board deems advisable in order to achieve the objects of this Act.

- (2) The board must annually submit a report on the activities of the agency to the Minister for tabling in Parliament.

## **8. Appointment of registrar**

- (1) The members of the board referred to in section 6 (1) (a) and (b) must appoint a person with the qualifications and experience determined by the Minister by notice in the *Government Gazette* as the registrar of the agency.
- (2) The registrar oversees the functions of the agency in accordance with a business plan prepared by the registrar and approved by the board, and in particular—
  - (a) the efficiency of penalty collection and supporting administrative procedures;
  - (b) the operational and organisational functioning of the agency; and
  - (c) the introduction of managerial and operational improvements to facilitate the implementation of this Act.
- (3) The registrar may, in writing, assign a function contemplated in subsection (2) to a deputy registrar or deputy registrars.
- (4) The registrar must annually submit a report concerning the activities and operations of the agency to the board.

## **9. Appointment of deputy registrars**

- (1) The board may appoint not more than 25 persons as deputy registrars.
- (2) A person may not be appointed as a deputy registrar unless that person—
  - (a) has the qualifications and experience determined by the Minister by notice in the *Government Gazette*.

## **10. Appointment of representations officers**

- (1) The registrar may, subject to the business plan approved by the board, appoint such persons as representations officers as may be necessary.
- (2) A person may not be appointed as a representations officer unless that person—
  - (a) has the qualifications and experience determined by the Minister by notice in the *Government Gazette*.

## **11. Administrative staff and remuneration**

- (1) The registrar must, subject to the business plan approved by the board, establish the administration of the agency and may appoint such administrative staff members as may be necessary.

- (2) The agency may pay to the persons in its employ such remuneration and allowances, and may provide them with such pensions and other benefits, as the board may determine with the approval of the Minister acting in consultation with the Minister of Finance.

## **12. Appointment of sheriffs**

The Minister, after consultation with the registrar, may recommend to the Minister of Justice that such sheriffs or deputy sheriffs, as may be necessary to ensure the proper performance of the agency's functions, be appointed in terms of the Sheriffs Act, 1986 (Act No. 90 of 1986).

## **13. Financing of agency**

- (1) The agency is financed from—
  - (a) fees paid to the agency in terms of this Act;
  - (b) deductions from penalties collected by the agency as contemplated in section 32;
  - (c) money appropriated by Parliament for that purpose;
  - (d) donations received, which must be declared in the annual report contemplated in section 7(2);
  - (e) money received from any other source.
- (2) The agency must utilise any money contemplated in subsection (1) in accordance with the statement of estimated expenditure referred to in subsection (3).
- (3) The registrar—
  - (a) must, subject to the business plan approved by the board, in each financial year, at a time determined by the board, submit a statement of estimated income and expenditure for the following financial year to the board for approval by the Minister acting in consultation with the Minister of Finance; and
  - (b) may in any financial year submit adjusted statements of estimated income and expenditure to the board for approval by the Minister acting in consultation with the Minister of Finance.
- (4) The financial year of the agency is determined by the Minister.
- (5) At the end of each financial year, the registrar must invest such amounts of any surplus funds of the agency, as may be determined by the Minister in consultation with the Minister of Finance, in a separate account, from which payments may be made to any authority or body for the purpose of road safety or road traffic law enforcement.

- (6) Subject to subsection (5), any surplus funds of the agency not invested for the purpose contemplated in that subsection, must be invested in the National Revenue Account.

**14. Bookkeeping, auditing and reporting**

- (1) The agency must, in accordance with generally accepted accounting practice, keep such accounting and related records as are necessary to represent fairly the state of affairs and business of the agency and to explain its transactions and financial position.
- (2) The registrar is the accounting officer of the agency and is charged with the responsibility of accounting for all monies received and payments made by the agency.
- (3) The accounting and related records of the agency must be audited annually by an auditor registered in terms of section 15 (1) of the Public Accountants' and Auditors' Act, 1991 (Act No. 80 of 1991).
- (4) The Minister must notify the Minister of Finance of the establishment of the agency in terms of this Act for the purposes of section 3 of the Reporting by Public Entities Act, 1992 (Act No. 93 of 1992).

**15. Banking account**

The agency may, with the approval of the Director-General, open and maintain one or more accounts with a bank registered finally as a bank in terms of the Banks Act, 1990 (Act No. 94 of 1990), in which must be deposited the money received by the agency and from which payments by it or on its behalf may be made.

**16. Limitation of liability**

No employee of the agency nor the agency is liable by reason of any act done in good faith by such employee in terms of this Act.

**CHAPTER III  
ADJUDICATION PROCEDURE**

**17. Infringement notice**

- (1) If a person is alleged to have committed an infringement, an authorised officer or a person duly authorised by an issuing authority, must instead of a notice contemplated in section 56 or 341 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), and subject to section 23, serve or cause to be served on that person an infringement notice, which must—

- (a) specify the name and residential and postal address of the infringer, if known, at the time when the infringement was committed;
- (b) state the prescribed particulars of the infringement;
- (c) specify the amount of the prescribed penalty payable in respect of that infringement, the issuing authority to which the penalty is payable and the place where the penalty may be paid;
- (d) specify the prescribed discount which may be obtained if the penalty is paid not later than 32 days after the date of service of the infringement notice;
- (e) inform the infringer that the demerit points position may be ascertained from the national contraventions register at the office of any issuing authority, registering authority or driving licence testing centre;
- (f) inform the infringer that, not later than 32 days after the date of service of the infringement notice, the infringer may—
  - (i) pay the penalty, as reduced by the discount contemplated in paragraph (d), or make representations to the agency, in the case of a minor infringement;
  - (ii) pay the penalty, as so reduced, in the case of a major infringement;
  - (iii) make arrangements with the agency to pay the penalty in instalments in the prescribed manner;
  - (iv) elect in the prescribed manner to be tried in court on a charge of having committed the alleged offence; or
  - (v) provide information, in the prescribed manner, to the satisfaction of the issuing authority that he or she was not the driver of the motor vehicle at the time of the alleged infringement, coupled with the name, acceptable identification and residential and postal address of the alleged driver or person in control of the vehicle,

failing which the matter will be referred to the agency and a courtesy letter will be issued in terms of section 19, whereafter the infringer becomes liable to pay both the penalty and the prescribed fee of the courtesy letter.

- (2) If an infringer fails to comply with an infringement notice within the period contemplated in subsection (1)(f), the issuing authority must give notice of failure, in the prescribed manner, to the agency for further action in terms of section 19.
- (3) If an infringer complies with an infringement notice by arranging to pay the penalty in instalments or by paying the penalty, as

reduced by the discount contemplated in subsection (1)(d), the agency must—

- (a) update the national contraventions register in the prescribed manner;
  - (b) record the demerit points incurred by the infringer in terms of section 24 in the national contraventions register;
  - (c) notify the infringer by registered mail in the prescribed manner that the demerit points have been recorded against his or her name in the national contraventions register in respect of the infringement in question; and
  - (d) provide the infringer with a printout of the demerit points incurred by him or her to date, together with an indication of the amount of points left before his or her driving licence, professional driving permit or operator card is suspended in terms of section 25 or cancelled in terms of section 27.
- (4) If the infringer satisfies the issuing authority that he or she was not the driver of the motor vehicle, the issuing authority must cancel the infringement notice, and may serve or cause to be served on the person identified as the driver an infringement notice in relation to the alleged infringement.
- (5) The owner or operator of a motor vehicle who permits any person to drive such vehicle or otherwise to exercise any control over such vehicle, without having ascertained the full names, acceptable identification and residential and postal address of such person is guilty of an offence and liable upon conviction to a fine or imprisonment for a period not exceeding one year or to both a fine and such imprisonment.

## **REPRESENTATIONS**

### **18. Representations**

- (1) An infringer who has been served with an infringement notice alleging that he or she has committed a minor infringement, may make representations with respect to that notice to the agency.
- (2) Representations under subsection (1) are made by submitting a sworn statement or affirmation to the agency in the prescribed manner, indicating the existence of reasonable grounds why the infringer should not be held liable for the penalty payable in terms of the infringement notice.
- (3) No representations are valid unless the sworn statement or affirmation referred to in subsection (2) is submitted not later than the period specified in section 17 (1) (f) or section 19 (2) (b).

- (4) (a) The representations officer must, in the prescribed manner, inform the issuing authority concerned if representations indicating the existence of reasonable grounds why the infringer should not be held liable for the penalty have been received.
- (b) Any representations contemplated in paragraph (a) must be submitted to the issuing authority concerned, who must reply thereto within the prescribed time.
- (5) A representations officer—
  - (a) must duly consider the representations and any reply thereto;
  - (b) may conduct independent investigations to verify the facts; and
  - (c) may—
    - (i) allow the representations if there are reasonable grounds indicating that the infringer should not be held liable for the penalty payable in terms of the infringement notice; or
    - (ii) reject the representations if there are no such reasonable grounds.
- (6) If the representations are allowed the agency must forthwith cancel the infringement notice, and inform the infringer in the prescribed manner of the decision.
- (7) If the representations are rejected, the representations officer may advise the infringer to elect in the prescribed manner to be tried in court, and must serve or cause to be served on the infringer a prescribed written notification informing him or her—
  - (a) of the reasons for the decision, and provide the issuing authority concerned with a copy thereof;
  - (b) if the infringer does not elect to be tried in court—
    - (i) that the penalty, the prescribed representations fee and the prescribed fee of the courtesy letter, if any, are payable to the agency or that the arrangements are made with the agency in the prescribed manner to pay in instalments, not later than 32 days after the date of service of the notification; and
    - (ii) that failure to pay the penalty and fees or to make arrangements to pay in instalments will result in an enforcement order being served on the infringer and that the infringer will become liable to pay the penalty and fees and the prescribed fee of the enforcement order; and

- (c) if the infringer elects to be tried in court, which may only be done on the advice of the representations officer, that the provisions of section 22 apply;” and
- (8) If an infringer pays the penalty and fee as contemplated in subsection (7)(b)(i), or make arrangements to pay in instalments, the agency must—
  - (a) update the national contraventions register in the prescribed manner;
  - (b) record the demerit points incurred by the infringer in the national contraventions register;
  - (c) notify the infringer by registered mail in the prescribed manner that the demerit points have been recorded against his or her name in the national contraventions register in respect of the infringement in question; and
  - (d) provide the infringer with a printout of the demerit points incurred to date, together with an indication of the number of points left before his or her driving licence, professional driving permit or operator card is suspended in terms of section 25 or cancelled in terms of section 27.

## **19. Courtesy letter**

- (1) If an infringer has failed to comply with an infringement notice as contemplated in section 17 (1) (*f*) and the agency has been notified of the failure in terms of section 17 (2), the agency must issue a courtesy letter and serve it on the infringer.
- (2) A courtesy letter must—
  - (a) inform the infringer that he or she has failed to comply with the infringement notice;
  - (b) give notice that the infringer must, not later than 32 days after the date of service of the courtesy letter—
    - (i) make representations in respect of a minor infringement;
    - (ii) pay the penalty and the prescribed fee of the courtesy letter to the agency; or
    - (iii) notify the agency in the prescribed manner that he or she elects to be tried in court; and
  - (c) state that a failure to comply with the requirements of the courtesy letter within the time permitted, will result in the registrar issuing an enforcement order in terms of section 20.
- (3) If an infringer pays the penalty and fee as contemplated in subsection (2) (*b*), the agency must—

- (a) update the national contraventions register in the prescribed manner;
- (b) record the demerit points incurred by the infringer in the national contraventions register;
- (c) notify the infringer by registered mail in the prescribed manner that the demerit points have been recorded against his or her name in the national contraventions register in respect of the infringement in question; and
- (d) provide the infringer with a printout of the demerit points incurred by him or her to date, together with an indication of the number of points left before his or her driving licence, professional driving permit or operator card is suspended in terms of section 25 or cancelled in terms of section 27.

**19A. Options**

Where an infringer exercises more than one option envisaged in sections 17(1)(f), 18 (7)(b) or 19(2)(b) within 32 days, which options –

- (a) includes the option to pay fines and monies, if any, or to make arrangement to pay in instalments, the matter must be concluded without considering the other options; and
- (b) in any other case including the option to be heard in court, this option must be ignored in order to conclude the matter out of court, corresponding to the administrative process envisaged in this Act.

**19B. Payments**

- (1) If an infringer makes an insufficient payment to the agency in terms of this Act in respect of a fine or the cheque used for payment is dishonoured, a notice as prescribed must be served on the infringer, informing him or her –
  - (a) that the full amount owed, including the prescribed fee for the notice, must be paid within 32 days of service of the notice; and
  - (b) that failure to comply with the notice contemplated in paragraph (a) will lead to a warrant being issued against him or her in terms of section 21.
- (2) If an infringer who has made arrangements to pay a fine or monies, if any, in instalments, fails to pay the instalments or makes an insufficient payment on an instalment or the cheque used for payment of that instalment is dishonoured, a notice as prescribed must be served on the infringer,

informing him or her –

- (a) that the outstanding balance of the instalment, including the fee for the notice, must be paid within seven days of service of the notice or that arrangements must be made within that time for the payment thereof; and
- (b) that any payment referred to in paragraph (a) must be made as arranged and that subsequent instalments must be paid as originally arranged; and
- (c) that failure to comply with the notice will lead to a warrant in respect of the full amount owed being issued against him or her in terms of section 21.

## **20. Enforcement order**

- (1) If an infringer fails to comply with the requirements of a notification contemplated in section 18(7) or a courtesy letter contemplated in section 19(2) (b) or has failed to appear in court as contemplated in section 22(3)(a), as the case may be, the registrar must, subject to subsection (2)—
  - (a) issue an enforcement order, serve it on the infringer and update the national contraventions register accordingly;
  - (b) record the demerit points incurred by the infringer in the national contraventions register;
  - (c) notify the infringer by registered mail in the prescribed manner that the demerit points have been recorded against his or her name in the national contraventions register in respect of the infringement in question; and
  - (d) provide the infringer with a printout of the demerit points incurred by him or her to date, together with an indication of the number of points left before his or her driving licence, professional driving permit or operator card is suspended in terms of section 25 or cancelled in terms of section 27.
- (2) No enforcement order is issued, unless the registrar is satisfied that—
  - (a) a notification contemplated in section 18(7) or a courtesy letter, as the case may be, has been served on the infringer in question;
  - (b) a period of at least 32 days has passed since the date of service of the said notification or courtesy letter, as the case may be;
  - (c) the applicable penalty and fees have not been paid;
  - (d) there are no pending representations in the case of a minor infringement;

- (e) the infringer has not elected to be tried in court, or has elected to be tried in court as has failed to appear; and
  - (f) the infringer was at the time of the alleged infringement either the owner or operator of the motor vehicle or the driver of it.
- (3) An enforcement order must—
  - (a) state that the infringer on whom it is served may, not later than 32 days after the date of service of the order, pay the penalty, representations fee and the fees of the courtesy letter, if any, and the prescribed fee of the enforcement order to the agency at the specified place and in the specified manner, and that the prescribed demerit points will be recorded in the national contraventions register; and
  - (b) state that a failure to comply with the requirements of the enforcement order within the period contemplated in paragraph (a) will result in a warrant being issued to recover the applicable penalty and fees.
- (4) If an infringer pays the penalty and fees as contemplated in subsection (3) (a), the agency must record compliance with the enforcement order and update the national contraventions register in the prescribed manner.
- (5) Subject to subsection (6), no—
  - (a) driving licence;
  - (b) professional driving permit; or
  - (c) licence disc,may be issued to an infringer or in respect of a motor vehicle registered in the name of an infringer, if an enforcement order has been issued in respect of such infringer, until such enforcement order has been complied with or has been revoked.
- (6) The provisions of subsection (5) do not apply in respect of an infringer who provides proof in the prescribed manner that he or she has in the meantime paid the penalty and fees specified in the enforcement order.
- (7) An infringer on whom an enforcement order has been served may comply with it by paying the applicable penalty and fees to the local registering authority or driving licence testing centre.
- (8) A local registering authority or driving licence testing centre must update the national contraventions register and notify the agency in the prescribed manner if it has received any payment contemplated in subsection (7) and must pay over such payment to the agency after deduction of the prescribed collection fee, within the prescribed period after which the agency may charge interest at the prescribed rate.
- (9) An enforcement order must be revoked by the registrar if—

- (a) the infringer applies to the agency in the prescribed manner and submits reasons to the satisfaction of the registrar why an enforcement order must be revoked; or
  - (b) the issuing authority applies in the prescribed manner for a revocation of the enforcement order, and the infringer or the issuing authority, as the case may be, who applied for the revocation of an enforcement order, must be informed in the prescribed manner of the result of such an application.
- (10) If an enforcement order is revoked, its consequences must be cancelled and if it involves the cancellation of a disqualification to drive or use a motor vehicle-
- (a) the national contraventions register must be updated; and
  - (b) the infringer must be informed about it in the prescribed manner and his or her driving licence, professional driving permit or operators card must be returned or the endorsement of a driving licence that is contained in an identity document must be cancelled, unless he or she has been disqualified otherwise.

## **21. Warrant**

- (1) If an infringer on whom a notice contemplated in section 19B (1) or (2) or an enforcement order is served does not comply with the requirements of the notice contemplated in section 19B(1)(a) or (2)(a) or the provisions of the order contemplated in section 20(3)(a), the registrar may, on the prescribed conditions, issue a warrant against the infringer, which is valid until such time it is served by the sheriff or is cancelled by the registrar-
- (a) to seize and sell movable property to defray the penalty and fees due;
  - (b) to seize the driving licence or professional driving permit of the infringer;
  - (c) to deface the licence disc of a motor vehicle of which the infringer is the owner by removing the licence disc;
  - (d) to seize or deface the operator card of a motor vehicle of which the infringer is the registered operator;
  - (e) to immobilise the motor vehicle of which the infringer is the owner or registered operator,
- and the registrar must update the national contraventions register accordingly.
- (2) The registrar may, upon issuance of a warrant in terms of subsection (1), report the infringer to a credit bureau.

- (3) A warrant that has been issued under this section is regarded as process of execution for the purposes of Chapter IX of the Magistrates' Courts Act, 1944 (Act No. 32 of 1944), which applies with the necessary changes and in such application a reference to—
  - (a) the judgement creditor or execution creditor, must be read as a reference to the agency; and
  - (b) the judgement debtor or execution debtor, must be read as a reference to the infringer.
- (4) Subject to the Rules of Court as defined in section 1 of the Magistrates' Courts Act, 1944, a warrant that has been issued under this section must be executed as prescribed.
- (5) If a warrant has been executed, the registrar must record the payment of the penalty and fees from the proceeds of the execution in the national contraventions register.
- (6) An infringer may, at any time prior to the execution of a warrant, comply with an enforcement order through the payment of the penalty and fees, including the prescribed cost of the warrant, and in the case of such compliance the warrant may not be executed.

## **22. Trial**

- (1) If—
  - (a) an infringer elects to be tried in court—
    - (i) under section 17 (1) (f) (iv), the issuing authority must cancel the infringement notice; or
    - (ii) under section 18(1)(c) or 19(2)(b)(iii), the agency must inform the issuing authority who must cancel the infringement notice; or
  - (b) the execution of a warrant in terms of section 21(1) produces no movable property to seize and sell or the infringer otherwise fails to comply with the enforcement order after the execution of the warrant, the agency must cancel the infringement notice, and the issuing authority must prepare a summons in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).and the issuing authority must issue a summons in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).
- (2) Once a summons has been prepared in terms of this section, the Criminal Procedure Act, 1977 applies, and-
  - (a) the prosecutor must notify the issuing authority in writing in the prescribed manner of his or her reasons if he or she declines to prosecute;

- (b) the clerk of the court must notify the issuing authority or the agency of the outcome of the case, so that the national contraventions register may be updated; and
  - (c) no admission of guilt may be endorsed on a summons or may be accepted.
- (3) If an infringer has been summoned to appear at criminal proceedings-
- (a) in terms of subsection (1)(a), and fails to appear or attend, the court must not, despite the provisions of section 55 of Criminal Procedure Act, 1977, issue a warrant of his or her arrest, but the clerk of the court must notify the issuing authority which must inform the agency, and the registrar must proceed to issue an enforcement order contemplated in section 20(1); and
  - (b) in terms of subsection (1)(b), the case must be handled in terms of the Criminal Procedure Act, 1997.
- (4) Despite any other law, an infringer who has been dealt with by means of administrative procedures in terms of this Chapter, does not incur previous convictions and may not be prosecuted again on the same facts.

**23. Simultaneous commission of offence and infringement**

If a person is alleged to have committed an offence and an infringement arising out of the same set of facts, such person must, despite the provisions of this Act, be dealt with in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).

**CHAPTER IV  
POINTS DEMERIT SYSTEM**

**24. Points demerit system**

- (1) Any person who has committed an offence or an infringement incurs the number of demerit points prescribed under section 29 (c) in accordance with subsections (2) and (3).
- (2) Subject to subsection (4), demerit points are incurred on the date on which the penalty and fee, if any, imposed for the infringement are paid, including when partial or dishonoured payments, or arrangements to pay in instalments, are made, an enforcement order is issued or the infringer is convicted of the offence, as the case may be.

- (3) (a) If a person has committed two or more infringements or is convicted by a court of two or more offences arising out of the same circumstances, demerit points are recorded, subject to paragraph (b), only in relation to one such infringement or offence, being, in any case where the same number of demerit points does not apply to all those infringements or offences, the infringement or offence to which the greatest number of demerit points applies.
- (b) The demerit points in respect of offences or infringements by operators and drivers are recorded separately even if they arise out of the same circumstances.
- (4) If a person appeals against a conviction by the court for an offence no demerit points are recorded unless the appeal is rejected or abandoned in which case demerit points are incurred in the prescribed manner.
- (4A) For the purpose of recording the demerit points as contemplated in subsection (3) and (4), the clerk of the court must notify the agency of the result of each prosecution and appeal.
- (5) A printout from the national contraventions register which is verified by the agency is on the face of it evidence of the demerit points incurred by a person, but nothing prevents a person from approaching the court on appeal or review in connection with the demerit points recorded against that person in the said register.

## **25. Prohibition on driving or operating motor vehicle**

- (1) If a person incurs demerit points which, when added to the points previously recorded against that person in the national contraventions register and reduced as contemplated in section 28, exceed the total contemplated in section 29(d), that person is disqualified with effect from 32 days after such excess points have been incurred, from driving or operating a motor vehicle.
- (2) (a) The disqualification period equals in months the number of points by which the total referred to in section 29 (d) is exceeded, multiplied by three or such number as may be prescribed by the Minister.
- (b) The Minister may prescribe different numbers under paragraph (a) in respect of a driver and an operator of a motor vehicle.
- (3) A person who is disqualified in terms of this section—
  - (a) must immediately hand in any driving licence card or professional driving permit in the prescribed manner to the issuing authority contemplated in section 26(2) for retention by such issuing authority during the disqualification period, produce any driving licence contained in an identity

document to such issuing authority for endorsement as suspended or must remove the prescribed operator card and deal therewith in the prescribed manner; and

- (b) may not apply for a driving licence, professional driving permit or operator card during the disqualification period.
- (4) Any person who fails to comply with the provisions of subsection (3)(a) or who drives or operates a motor vehicle during his or her disqualification period is guilty of an offence and liable on conviction to a fine or imprisonment for a period not exceeding one year or both a fine and such imprisonment.
- (5) Upon expiry of his or her disqualification period, a person referred to in subsection (3) may apply in the prescribed manner to the issuing authority to return his or her driving licence card or professional driving permit or to reissue an operator card.

## **26. Notification**

- (1) A notice, as prescribed, must forthwith be sent by registered mail to a person who has incurred more than the number of demerit points referred to in section 29 (d), which notice must—
  - (a) inform that person of the number of demerit points incurred by him or her and of the offences or infringements for which those points have been incurred;
  - (b) inform that person that he or she may not drive or operate any motor vehicle during the disqualification period, and specify the length and expiry date of that period; and
  - (c) inform that person of the contents of section 25 (3) and (4) or 27, as the case may be.
- (2) A notice referred to in subsection (1) must be sent by the agency, who must also notify the issuing authority within whose area of jurisdiction the person in question is resident.

## **27. Cancellation of driving licence, professional driving permit and operator card**

- (1) (a) A person who incurs demerit points resulting in a disqualification in terms of section 25 to drive or operate a motor vehicle for a third time, must immediately hand in his or her driving licence card, professional driving permit or operator card in the prescribed manner to the issuing authority or must submit any driving licence contained in his or her identity document to such issuing authority.

- (b) A person who fails to comply with the provisions of paragraph (a), is guilty of an offence and liable on conviction to a fine or an imprisonment for a period not exceeding one year or both a fine and such imprisonment.
- (2) An issuing authority must, upon receipt of a driving licence card, professional driving permit or operator card, as the case may be, take the necessary steps to destroy such licence, permit or card, and must submit any driving licence contained in an identity document to be endorsed as cancelled.
- (3) Upon expiry of his or her disqualification period, a person contemplated in subsection (1) may reapply for and be issued with a driving licence, professional driving permit or operator card in terms of the applicable road traffic laws.

## **28. Reduction of demerit points**

If demerit points have been incurred by any person, the agency must reduce the total number of points recorded in the national contraventions register against that person with one point for every three months, or such other number of points or period as may be prescribed, except for the time that the court has found that the process has been deliberately delayed by that person to obtain a reduction in points.

## **29. Categorisation of offences, infringements and demerit points**

The Minister, acting with the concurrence of the Minister of Justice and the MEC of each province, may for the purpose of this Act—

- (a) prescribe offences, and categorise them into minor infringements, major infringements and other offences;
- (b) prescribe the penalty, expressed as a single unit or multiple units accorded a monetary value, which must be imposed for each infringement, as contemplated in section 31;
- (c) prescribe the demerit points which are incurred for each offence or infringement, as contemplated in section 24; and
- (d) prescribe the total number of demerit points which, if exceeded, disqualifies a person from driving or operating any motor vehicle as contemplated in section 25.

## **CHAPTER V GENERAL MATTERS**

## **30. Service of documents**

- (1) Any document required to be served on an infringer in terms of this Act, must be served on the infringer personally or sent by registered mail to his or her last known address.

- (2) A document which is sent by registered mail in terms of subsection (1), is regarded to have been served on the infringer on the tenth day after the date which is stamped upon the receipt issued by the post office which accepted the document for registration, unless evidence to the contrary is adduced, which may be in the form of an affidavit.

### **31. Penalties**

- (1) The penalty prescribed under section 29 (b) for each infringement must, despite any other law, be imposed administratively in terms of Chapter III, subject to the discount contemplated in section 17 (1) (d).
- (2) The laws on prescription are not applicable to penalties and fees payable in terms of this Act, and may be collected at any time.

### **32. Apportionment of penalties**

- (1) Any penalty received by the agency in terms of this Act must be paid over monthly, after deduction of an amount equal to the discount contemplated in section 17 (1) (d), to the issuing authority under whose authority the infringement notice was issued, and if it was not issued under the authority of such authority, to the issuing authority within whose area of jurisdiction the infringement was committed.
- (2) Any fine received in respect of any conviction under the national laws, provincial laws or municipal laws relating to road traffic, must be paid over monthly to the issuing authority under whose authority the infringement notice was issued, and if it was not issued under the authority of such authority, to the issuing authority within whose area of jurisdiction the infringement was committed.

### **33. Access to information**

- (1) Any person may, in the prescribed manner and upon payment of the prescribed fee, ascertain his or her demerit point's position from the national contraventions register at the office of any local registering authority or driving licence testing centre.
- (2) Any person who employs a person for the purposes of driving a motor vehicle may, with the written permission of such employee granted in the prescribed manner, ascertain the demerit points position of such employee in the manner contemplated in subsection (1).

### **34. Regulations**

The Minister may make regulations, which are not inconsistent with this Act, relating to any matter that may or must be prescribed in terms of this Act, including—

- (a) the manner in which any application, notification or submission is to be made, and the record to be kept of such application, notification or submission;
- (b) the manner in which any information regarding any offence or infringement is to be recorded in the national contraventions register, and the nature of such information;
- (c) the period for which any information or record is to be maintained in the said register;
- (d) the fees which may be charged for any document, order or action required to be issued, made or performed, and the manner in which record is to be kept of any receipt or payment of money;
- (e) the manner in which any payment is required to be made;
- (f) the manner in which any proof is required to be submitted; and
- (g) any other matter that the Minister considers necessary or expedient to prescribe or govern by regulation in order to achieve the objects of this Act.

### **35. Transitional provisions**

- (1) Any notice issued in terms of section 56 or 341 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), before the date of commencement of section 17, may be continued and finalised under that Act, but no such notice may be issued after that date in respect of an offence or infringement.
- (2) Chapter IV only applies in respect of offences or infringements committed on or after the date of commencement of that Chapter.

### **36. Short title and commencement**

- (1) This Act is called the Administrative Adjudication of Road Traffic Offences Act, 1998, and comes into operation on a date determined by the President by proclamation in the *Gazette*.
- (2) Different dates may be determined under subsection (1) in respect of different provisions of this Act and different areas of the Republic.