

IMPORTANT PUBLIC NOTICE

Motor- Vehicle License renewals by Electronic Transfers of Funds

Step 1: Enquiry

License Fee enquiry- traffic.department@ Stellenbosch.gov.za

Step 2: Complete required forms

- i) If no **MVL 2** form received via post, an ALV form must be downloaded from the following website: www.natis.com and a copy of registered owner's ID
- ii) If the vehicle is registered on a business name, complete **CK1, CK2** or **business registration certificate** and provide copy of proxy's ID document.

Step 3: EFT/Deposits

Account Name : Stellenbosch Municipality
Account Number : 115 227 1679
Bank : Nedbank
Branch Code : 19 87 65

Vehicle License number must be used as reference

(This only applicable to Vehicle License that is still valid and not to vehicle licenses that already expired or are in their grace period) or for prorata licenses.

Step 4: Forward information

To finalise renewal e-mail proof of the following documents to

traffic.department@ Stellenbosch.gov.za

- Deposit Slip or Proof of Payment
- Completed/ signed ALV form by the registered owner and copy of the registered owner's ID document
- Vehicles registered under a business name – CK1,CK2 or business registration certificate and provide copy of the proxy's ID document
- Proof of address as per FICA verification requirements available on municipal website: www.stellenbosch.gov.za
- Contact details and telephone number in case of any additional enquiries

Step 5:

If the above mentioned is not submitted, transaction cannot be processed and funds will be returned.

Step 6: Expired Vehicle License

- License Fee enquiry- traffic. department@stellenbosch.gov.za

(As per Step 1 above)

NB: THIS ONLY EFFECTIVE AS FROM 01 OCTOBER 2017

VERIFICATION OF PERSONAL AND ADDRESS PARTICULARS IN TERMS OF REGULATION 32A OF THE NATIONAL ROAD TRAFFIC REGULATIONS, 2000

PROOF OF FULL NAMES AND IDENTITY OR BUSINESS NUMBER	
NO	VERIFICATION DOCUMENTS
1	Temporary RSA identity certificate
2	RSA identity document
3	RSA identity card
4	Valid RSA passport
5	Foreign country identity document
6	Traffic register number certificate issued by NaTIS in terms of the National Road Traffic Act
7	Certificate of incorporation or name change of a company
8	Founding statement or certificate of name change of a close corporation

PROOF OF ADDRESS		
NO	VERIFICATION DOCUMENTS	VALIDITY PERIOD
1	Utility account (Water, Electricity, Sewerage or Refuse Removal)	Not older than 3 months
2	Bank / Financial statement	
3	Municipal rates and taxes invoice	
4	Telephone account (landline or cell phone account)	
5	Official correspondence from South African Revenue Services (SARS)	
6	Correspondence from a Body Corporate or Share-Block Association	
7	Retail store statement of account / invoice	
8	Letter from the administration department for applicants living in any type of residence (e.g. a hostel or barracks)	
9	Letter with an official date stamp from the educational Institution, or the residence, hostel or boarding house confirming <i>student residence</i>	
10	Letter with an official date stamp from the Ward Councillor or Local Tribal Authority confirming the postal and residential address for an applicant who resides at an <i>informal settlement or rural area</i>	
11	A mortgage statement from a Financial Institution	Not older than 6 months
12	A lease agreement (signed by both parties)	Not older than 1 year
13	An official tax return / tax assessment	
14	A recent short-term or long term insurance policy document or renewal letter	
15	A valid television licence document	