



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

IMPORTANT PUBLIC NOTICE

Motor Vehicle License renewals by Electronic Transfers of Funds (EFT)

Step 1 Enquiry

- ❖ License Fee enquiry - send email to:
traffic.department@stellenbosch.gov.za

Step 2 Complete required forms

- ❖ If no **MVL 2** form received via post, an ALV form must be downloaded from the following website: www.enatis.com and a copy of registered owner's ID
- ❖ 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: 62869253684
Bank: First National Bank
Branch Code: 210 554

NB! 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 pro-rata 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

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

Step 5 Expired Vehicle License

- ❖ License Fee enquiry - send email to:
traffic.department@stellenbosch.gov.za

A person does not need to stand in the queue if:

- ❖ Collecting forms
- ❖ Collecting a disc
Note: (after approved eft process and received confirmation from the municipality that the discs are ready for collection)
- ❖ Made an EFT or want to deliver forms which cannot be emailed
Note: the process time for drop off documentation is 2 weeks