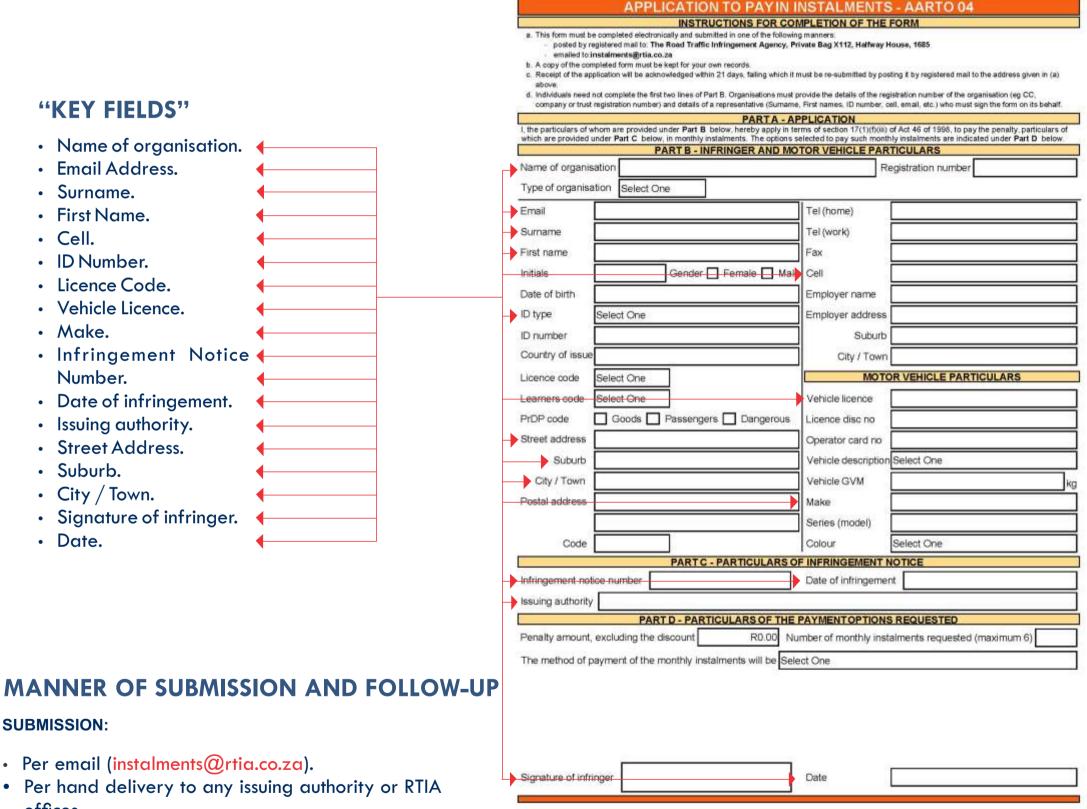


Justice in Adjudication

GENERAL GUIDELINES FOR COMPLETION OF THE AARTO 4 FORM

It is imperative that an existing email address and existing contact number are provided.

- Paper forms should be completed in black ink. Do NOT use pencil.
- Complete all required fields but special attention should be given to the "key fields" as listed below.
- Your application submitted cannot be entered into the NCR if the "key fields" are incomplete or incorrect.
- Please note that only the prescribed published AARTO 04 form should be utilized for submission. No affidavit / letter.
- The original infringer must sign the form.
- The original infringer (proxy in the case of a juristic person) must sign the form.
- Please keep a copy of your application for your own records.
- This form may only be submitted in infringement/courtesy letter status. (**NOT** in enforcement order status).



SUBMISSION:

- Per Registered mail (Private Bag X112, Halfway House, 1685).
- Website submissions are allowed and highly recommended through the website portal (www.aarto.gov.za).

FOLLOW-UP

- Visit (www.aarto.gov.za).
- By calling the Call Centre on 086 122 7861

FRAUD HOTLINE: 0800 204 473



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