



01
STAGE

Stage 1- Infringement Notice

Elect one of the following within 32 days of service

FIRST OPTION

Pay the discounted amount (50%)

SECOND OPTION

Nominate a driver or person in control

THIRD OPTION

Make a Representation

FOURTH OPTION

Apply to pay in instalments

32 days from date of service of Infringement Notice



Stage 2- Courtesy Letter

One of the following options must be exercised within 32 days of service of the Courtesy Letter

02
STAGE

FIRST OPTION

Pay full amount and admin fee

SECOND OPTION

Make a Representation

THIRD OPTION

Apply to pay in instalments

32 days from date of service of Courtesy Letter



03
STAGE

Stage 3 - Enforcement Order

If no response to either notice, then an Enforcement Order may be served which gives two options

FIRST OPTION

Pay full amount and admin fee

SECOND OPTION

Apply to have an Enforcement Order revoked

At / During any of the stages above



Stage 4 - Appeals Tribunal

If not satisfied with the adjudication outcome at any of the stages above, an appeal may be lodged with the Appeals Tribunal

04
STAGE

After outcome of Appeals Tribunal



05
STAGE

Stage 5 - Magistrates Court

If not satisfied with the outcome of the Appeals Tribunal, an appeal can be lodged with the Magistrate Court

FAQ

X @rtia_aarto



Rtia-aarto



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RTIA

Road Traffic Infringement Authority

Justice in Adjudication



What is AARTO?

It is legislation aimed at providing for administrative management and adjudications of road traffic offences outside the Criminal Justice System. AARTO is an acronym for the Administrative Adjudication of Road Traffic Offences. It is guided by an Act of Parliament (Act No. 46 of 1998) as is currently implemented as a pilot in the Johannesburg and Tshwane Metropolitan areas. The Road Traffic Infringement Agency is responsible for coordinating the implementation of AARTO through-out the country.



Are all traffic fines issued in accordance with the AARTO Act?

Not all traffic fines are issued in accordance with the AARTO Act. In fact, because AARTO has only been rolled out to the jurisdictional areas of the Johannesburg and Tshwane Metropolitan Police Departments, the Criminal Procedures Act is in use in the vast majority of jurisdictions in South Africa. Where an offence has been committed within these pilot sites, such offender will be dealt with in terms of the Criminal Procedure Act.



How are traffic infringements / fines managed in areas where AARTO is not yet operational?

Other parts of the country where AARTO is not yet operational, the Criminal Procedure Act No. 51 of 1977 are used for managing road traffic offences. The AARTO Act decriminalizes minor road traffic offences so that those who commit them may be dealt with outside of the criminal justice system.



What is a traffic violation?

A traffic infringement occur when one contravenes a known road traffic regulation or a road traffic sign as stipulated in the National Road Traffic Act (Act No. 93 of 1996) Regulations and its Amendments. These include but not limited the following:

- Driver of motor vehicle to be licensed. No person shall drive a motor vehicle on a public road –
 - “... Except under the authority and in accordance with the conditions of a license issued to him or her ...
 - ... unless he or she keeps such license or document or any other prescribed authorisation with him or her in the vehicle.
“Chapter IV, Section 12(a) and (b) of the National Road Traffic Act (Act No. 93 of 1996).
- Chapter V (Section 42 (1, 2 and 3) of the National Road Traffic Act (No. 93 of 1996) stipulates that –
 - “No person shall operate a motor vehicle which is not in a roadworthy condition on a public road.
 - No person shall operate a motor vehicle on a public road unless the requirements in respect of a certification of roadworthiness contemplated in subsection (4) in relation to such motor vehicle are complied with, and except in accordance with the conditions of such certification or roadworthiness.
 - No person shall operate a motor vehicle on a public road unless the requirements in respect of a roadworthy certificate contemplated in subsection (4) in relation to such motor vehicle are complied with, and except in accordance with the conditions of such roadworthy certificate”.

For more information on scheduled road traffic offences administered under AARTO please refer to Schedule 3 of the AARTO Regulations.

Traffic Charges

Schedule 3 of the AARTO Regulations is divided into several columns and contains short descriptions of road traffic offences, charge codes, penalty amounts, demerit points (where they are applicable), and references to legislation.

Search Schedule 3 of the AARTO Regulations 2008 for charge codes and descriptions, penalties and their documents, and demerit points.



What is the legitimate process that should be followed in handling traffic offences under AARTO?

In accordance with the Administrative Adjudication of Road Traffic Offences Act, No. 46 of 1998 (AARTO), if a person commits a road traffic violation in terms of the National Road Traffic Act, No. 93 of 1996, such violation will be categorised as:

- a traffic offence; or
- infringement.
 - A traffic offence is regarded as a very serious violation of the law, which warrants a major sentence on conviction, such as imprisonment, or a substantial monetary fine, or both.
 - Traffic offences will therefore still be dealt with in terms of the Criminal Procedures Act, 1977 (Act No. 51 of 1977), which means an offender will be arrested, charged and the case will be placed on the roll for a hearing in court. Infringements mean offences categorised as such in terms of section 29(a) of the AARTO Act, detail of which is provided in the AARTO Regulations.
 - Traffic infringements will be dealt with in accordance with the administrative procedures, as prescribed in the AARTO Act. If a person is alleged to have committed an infringement, the traffic officer will issue an Infringement Notice.



What is the legitimate process that should be followed in handling traffic offences under AARTO?

It is the first notification issued after a motorist has been caught committing a traffic violation. The act of transgression can either be captured on camera or by an officer alongside a public road. An infringement notice should be registered on the National Contraventions Register of the NaTIS and be issued to the alleged offender via registered mail in order for it to have been legitimately issued.



What options does an alleged infringer have upon receipt of an infringement notice?

Within 32 days of receipt of an infringement notice, under the AARTO Act, an alleged infringer has the following options to choose from:

- Pay the fine within 32 days of receipt of the notice and receive an automatic 50% discount of the fine amount (payment of fine = admission of guilt); or
- In the event when the infringement notice issued is being disputed for one reason or another, the alleged infringer is allowed to make a representation. RTIA will adjudicate on the merits of the representation submitted. If successful, the issued infringement notice will be cancelled; or
- Upon receipt of an infringement notice via registered mail, the alleged infringer is also allowed to make an arrangement with RTIA for paying their fine in instalments for fines of R750 or more over a period of six months; or
- Elect to be tried in court; or
- If they were not the designated driver of the vehicle at the time the traffic violations was committed, nominate a driver.

If you have an infringement notice with you and want to pay the penalty and it is not captured yet, you can ask for a "fresh payment".

All these options must be considered within the first 32 days of receiving an infringement notice via registered mail or issued on the side of the road.



What happens when an issued infringement notice is not attended to after the first 32 day period?

RTIA will send a letter after 32 days of serving an infringement notice. This letter is called a **Courtesy Letter**. It is meant to remind the alleged infringer about the outstanding fines. It carries a R60.00 penalty fee and the infringer would have lost the discount at this stage.



What happens beyond 64 days with a disregarded infringement notice?

An **Enforcement Order** will be issued if you fail to comply with the requirements of a Courtesy Letter, or have failed to appear in Court, either following a traffic offence, or after specifically electing to be tried in court.

The Enforcement Order will be served by registered mail or physically hand delivered. The demerit points (if applicable) will be automatically allocated.

You will simultaneously be notified of the following:

- The number of demerit points that have been allocated and recorded against your name; and
- The total number of demerit points that have been allocated and recorded against your name; and
- The number of points left before your driving license, professional driving permit or operator card will be suspended or cancelled.

The Enforcement Order served on you will:

- Require payment of the penalty in full, plus Representation fees and the fee of the Courtesy Letter, if any, as well as the prescribed fee of the Enforcement Order within a period of 32 days of the date of service of the Order.
- Until such time as you have paid the penalty and the additional fees as required in terms of an Enforcement Order, no:
 - Driving licence; or
 - Professional driving permit (PrDP); or
 - Vehicle licence disc;

will be issued to you or in respect of a motor vehicle which is registered in your name until such Enforcement Order has been complied with or has been revoked.



What happens when one is in dispute of an issued enforcement order?

An Enforcement Order will be revoked if:

- You apply to RTIA in the prescribed manner and submit satisfactory reasons why an Enforcement Order must be revoked; or

If an Enforcement Order is revoked:

- Its consequences will be cancelled;
- The national contraventions register on NaTIS will be updated;
- You will be informed accordingly;
- Your driving licence, professional driving permit or operator's card will be issued or returned, unless you have been disqualified otherwise.



The Point Demerit System (PDS)

It is legislated as part of the AARTO Act No. 46 of 1998. It is important to note that the point demerit system is not yet in operation. Together with the national roll-out of AARTO, the point demerit system is pending the accession of the AARTO Amendment Bill into law by the President of the Republic of South Africa.



Understanding the Point Demerit System

The point demerit system has been introduced to penalise drivers and operators who are habitual offenders. But it also rewards law-abiding road users, as it reduces 1 point every 3 months down to zero demerit points if no further contraventions are incurred.



How are demerit points going to be allocated?

Demerit points will be recorded against your name in the following instances:

- When penalties and fees are paid.
- When you apply to pay in instalments.
- When you are convicted in court.
- When an enforcement order is issued.



How is demerit points allocated?

Every motorist starts with 0 points and the maximum permissible number of points allocated is 15.

In other words, a person is allowed to drive until he/she has 15 points accumulated from contraventions committed.



Suspension of a licence or driver's permit

Every point in excess of 15 points results in a three-month suspension of the licence. One point is reduced every three months if no further contraventions are incurred within a three-month period.



Cancellation of licences/permits

A licence is cancelled when it has been suspended for the third time.



Are drivers and operators demerited the same way under AARTO?

The demerit points in respect of vehicle operators and drivers are recorded separately even if they arise out of the same incident.



Reduction of demerit points

If demerit points have been incurred by an infringer, such total number of points as recorded in the National Contraventions Register on NaTIS against that person will be reduced with one (1) point for every three (3) months during which no demerit points were incurred by that person, except for the time the court found that the court process had been deliberately delayed by that person to obtain a reduction in points.



What if?

If you have committed two or more infringements arising from the same incident, demerit points are recorded only in relation to one such infringement or offence to which the greatest number of demerit points applies.



What if I am a learner driver?

If you have a learner's licence at the time of the infringement, your demerit points will only start to reduce when your licence is issued.



What if I am an unlicensed driver?

If you are an unlicensed driver, you receive no discount and your demerit points will only start to reduce when your licence is issued. If you are caught for the third time as an unlicensed driver you will be arrested.



What about non-operators?

A juristic person who is not an operator receives no demerit points, but pays three times the penalty amount. Proxies cannot get demerit points on behalf of a company.



When I chose to have my issued infringement tried in court

If you elect to be tried in court under AARTO; demerit points are only recorded when you are found guilty.

If you appeal against a conviction by the court for an offence no demerit points are recorded unless of course the appeal is rejected or abandoned.

Nothing prevents you from approaching a court to appeal or review the total amount of demerit points recorded against your name.



Suspension of a driving licence, professional driving permit or operator card

If a person incurs demerit points which, when added to the points previously recorded against that person in the National Contraventions Register on NaTIS, exceeds a total of fifteen (15), that person will be disqualified from driving or operating a motor vehicle. The disqualification period equals in months the number of points by which the total of fifteen (15) is exceeded, multiplied by three (3).



A person who is disqualified:

- Must immediately hand in any driving licence or professional driving permit to the Issuing Authority for retention by such authority during the disqualification period or must remove the prescribed operator card from the vehicle in applicable cases; and
- May not apply for a driving licence, professional driving permit or operator card during the disqualification period.

Any person 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 (1) year or to both a fine and such imprisonment.

Warning: Upon expiry of his or her disqualification period, a person may re-apply for and be issued with a driving licence, professional driving permit or operator card in terms of the applicable road traffic laws.



Cancelation of a driving licence, professional driving permit or operator card

A person who incurs demerit points resulting in a disqualification to drive or operate a motor vehicle for a third (3) time, must immediately hand in his or her driving licence, professional driving permit or operator card issued in respect of that vehicle to the issuing authority. Upon receipt of such a driving licence, professional driving permit or operator card, as the case may be, the authority will take the necessary steps to destroy such licence, permit or card.



01 LAW ENFORCEMENT

Infringement Notice

Hand written notice, issued & served on the roadside.
(AARTO 01)

Infringement Notice

Handheld gadget, issued & served on the roadside.
(AARTO 02)

Infringement Notice

Camera and Parking Notices
(AARTO 03)

The 32 days start immediately when the infringement notice was issued & served to the infringer.

→ Infringement date.
40-Days Issuing Authority and SAPO admin process.
Transmitted electronically to SAPO for postage.
40-Days from infringement date to be served to the infringer.
32-Days start on the day the infringement was served or *presumed served to the infringer.
(* The infringement notice is presumed served, 10 days after the postage date).

02

INFRINGEMENT NOTICE

- The Courtesy Letter process starts after 32-days of presumption of service or service of an Infringement Notice.
- The Issuing Authority to notify the RTIA
- Once notified, the RTIA issue a Courtesy Letter

Pay the penalty discounted amount (50%)

Nominate a driver or person in control of the vehicle at the time the Infringement Notice was issued. **EXCLUDING AARTO 01 & AARTO 02**

Make a Representation.

Arrange to pay in installments if the infringement penalty is R750 or more, over a period of six months

Elect to be tried in court.

03 COURTESY LETTER

Pay the full penalty amount plus Courtesy Letter fee

Make a Representation.

Arrange to pay in installments if the infringement penalty is R750 or more, up to six months

Elect to be tried in court.

04

ENFORCEMENT ORDER

After 32-days of presumption of service or service of Courtesy Letter



Pay the full penalty amount plus Courtesy Letter and Enforcement Order fee

Apply to have an Enforcement Order revoked.

KNOW YOUR POINT DEMERIT SYSTEM

Infringements, penalty amounts and demerit points

Infringement	Undiscounted penalty amount	Discounted penalty amount if paid within 32 days	Demerit points allocated
Driving an unregistered vehicle	R500	R250	1
Driving an unlicensed vehicle	R500	R250	1
Driving a vehicle with licence plate not clearly visible or legible	R500	R250	1
Driving without a driving licence	R1 250	R625	4
Driving without a seatbelt	R250	R125	0
Driving while holding and using a cell phone	R500	R250	1
Skipping a stop sign – light vehicles	R500	R250	1
Skipping a stop sign – buses, minibus taxi's and trucks	R750	R375	2
Skipping a red traffic signal – light vehicles	R500	R250	1

Infringement	Undiscounted penalty amount	Discounted penalty amount if paid within 32 days	Demerit points allocated
Skiping a red traffic signal – buses, minibus taxi's and trucks	R750	R375	2
Failing to yield to a pedestrian	R500	R250	1
Overtaking across a barrier line – light vehicles	R500	R250	1
Overtaking across a barrier line – buses, minibus taxi's and trucks	R750	R375	2
Overloading a vehicle with a maximum of 56 000kg combination mass in excess of 12.00% - 13.99%	R1 500	R750	5
Driving at 81-85km/h on road with a 60km/h restriction	R750	R375	2
Driving at 106-110km/h on road with a 80km/h restriction	R1 000	R500	3
Driving at 121-125km/h on road with a 100km/h restriction	R750	R375	2
Driving at 131-135km/h on road with a 100km/h restriction	R1 250	R625	4

Infringement	Undiscounted penalty amount	Discounted penalty amount if paid within 32 days	Demerit points allocated
Driving at 131-135km/h on road with a 120km/h restriction	R250	R125	0
Driving at 141-145km/h on road with a 120km/h restriction	R750	R375	2
Driving at 151-155km/h on road with a 120km/h restriction	R1 250	R625	4
Driving under the influence of alcohol or intoxicating substance	Penalty amount determined by court		6 – if found guilty
Driving at 100+km/h on road with 60km/h restriction	Penalty amount determined by court		6 – if found guilty
Driving at 120+km/h on road with 80km/h restriction	Penalty amount determined by court		6 – if found guilty
Driving at 140+km/h on road with 100km/h restriction	Penalty amount determined by court		6 – if found guilty
Driving at 160+km/h on road with 120km/h restriction	Penalty amount determined by court		6 – if found guilty

Eastern Cape



Komani AARTO Service Outlet

Chris Hani District
Enoch Mgijima Municipality
25-27 Owen Street Central,
KOMANI
5319



King Williams Town AARTO Service Outlet

Buffalo City Metropolitan Municipality
No.2 Grosvenor Lodge Building, Alexander Street
KING WILLIAMS TOWN
5601



Gqeberha AARTO Service Outlet

Nelson Mandela Metropolitan
275 Durban Road, Korsten,
GQEBERHA
6014

AARTO Service Outlets

AARTO Service Outlet Operator

Ms Anelisa Honono

Email: Anelisa.Honono@rtia.co.za

AARTO Service Outlet Operator(s)

Ms Anelisiwe Nomzaza & Ms Tandazwa Moyake

Email: Anelisiwe.Nomzaza@rtia.co.za

Email: Tandazwa.Moyake@rtia.co.za

AARTO Service Outlet Operator(s)

Ms Kim Potgieter and Ms Siphokazi Vusani

Email: Kim.Potgieter@rtia.co.za

Email: Siphokazi.Vusani@rtia.co.za

For all other AARTO related queries, email AARTOQueriesec@rtia.co.za

Free State



Bloemfontein AARTO Service Outlet

Mangaung Metropolitan
Lengau Traffic Department
c/o Gutsche and Church street,
Oliver Tambo Road, Hamilton
BLOEMFONTEIN
9301



Welkom AARTO Service Outlet

74 Koppie Alleen Rd,
Extension 19
WELKOM
9459



Sasolburg AARTO Service Outlet

Zevenfontein Street
SASOLBURG
1947

AARTO Service Outlet Operator(s)

Ms Promice Moloi and Ms Motheo Rathete

Email: Promice.Moloi@rtia.co.za

Cell No: 073 059 9432

Email: Motheo.Rathete@rtia.co.za

AARTO Service Outlet Operator(s)

Mr Frans Lesufi and Ms Itumeleng Thipe

Email: Frans.Lesufi@rtia.co.za

Email: Itumeleng.Thipe@rtia.co.za

AARTO Service Outlet Operator(s)

Ms Thabisile Aphone

Email: Thabisile.Aphone@rtia.co.za

For all other AARTO related queries, email AARTOQueriesfs@rtia.co.za

Gauteng



AARTO Service Outlets

-  **City of Tshwane AARTO Service Outlet**
Akasia DLTC
3050 Daan De Wet Nel Drive,
Winternest AH
-  **City of Tshwane AARTO Service Outlet**
Centurion DLTC
Nellmapius Drive, Irene
CENTURION
-  **City of Tshwane AARTO Service Outlet**
Ipeleng DLTC
5204 Mangope Road,
MABOPANE
-  **City of Tshwane AARTO Service Outlet**
Temba Municipal Offices
4244 Molefe Mokinta Road
HAMMANSKRAAL
-  **City of Tshwane AARTO Service Outlet**
Koedoespoort GDoCS
Queenswood
PRETORIA
-  **City of Ekurhuleni AARTO Service Outlet**
Kempton Park Civic Centre (CoJ)
Pretoria Road & CR Swart Road,
Zuurfontein, 33-lr
KEMPTONPARK
-  **RTIA Head Office AARTO Service Outlet**
New Road Office Park,
10 Matuka Close,
Midrand
-  **City of Johannesburg AARTO Service Outlet**
Johannesburg Magistrate's Court (CoJ)
26 Fox Street, Ferreiras Dorp,
JOHANNESBURG
-  **City of Johannesburg AARTO Service Outlet**
Marlboro DLTC (CoJ)
Cnr 8th and 9th Street,
Marlboro Gardens
-  **City of Johannesburg AARTO Service Outlet**
Randburg DLTC
Cnr Bram Fischer Drive & Jan Smuts
RANDBURG
-  **City of Johannesburg AARTO Service Outlet**
SA Taxi (TCoJ)
179 15th Road, Randjespark
MIDRAND
-  **City of Johannesburg AARTO Service Outlet**
Soweto Magistrate's Court (CoJ)
Cnr Ndaba Drive and Kunene street,
PROTEA GLEN NORTH

AARTO Service Outlet Operator
Mr George Nong

Email: George.Nong@rtia.co.za

AARTO Service Outlet Operator
Mr Saule Ramalo

Email: Saule.Ramalo@rtia.co.za

AARTO Service Outlet Operator
Mr John Moabelo

Email: John.Moabelo@rtia.co.za

AARTO Service Outlet Operator
Mr Moses Maboja

Email: Moses.Maboja@rtia.co.za

AARTO Service Outlet Operator
Mr Alfred Monyela

Email: Alfred.Monyela@rtia.co.za

AARTO Service Outlet Operator
Mr Matimba Maluleke

Email: Matimba.Maluleke@rtia.co.za

AARTO Service Outlet Operator
Mr Paul Mbonani

Email: Paul.Mbonani@rtia.co.za

AARTO Service Outlet Operator
Ms Tsakani Ngoveni

Email: Tsakani.Ngoveni@rtia.co.za

AARTO Service Outlet Operator

Email:

AARTO Service Outlet Operator
Ms Mmasehla Maffa

Email: Mmasehla.Maffa@rtia.co.za

AARTO Service Outlet Operator
Ms Torrence Mashaba

Email: Torrence.Mashaba@rtia.co.za

AARTO Service Outlet Operator
Ms Ivy Makola

Email: Ivy.Makola@rtia.co.za

For all other AARTO related queries, email AARTOQueriesgp@rtia.co.za

Gauteng



Westonaria AARTO Service Outlet
West Rand District,
Mogale City Municipality,
1779 Westonaria
GAUTENG

AARTO Service Outlets

AARTO Service Outlet Operator(s)
Ms Thato Shakung

Email: Thato.Shakung@rtia.co.za

For all other AARTO related queries, email AARTOQueriesgp@rtia.co.za

KwaZulu-Natal



Durban AARTO Service Outlet
Rossburgh Testing Ground DLTC
36 Titren Road, Office No. 14
Rossburgh,
DURBAN
4072

AARTO Service Outlet Operator(s)
Ms Samukelisiwe Mthanti and Thobelani Khumalo

Email: Samukelisiwe.Mthanti2@rtia.co.za

Cell No: 065 996 2456

Email: Thobelani.Khumalo@rtia.co.za

Cell No: 071 713 0231

Pietermaritzburg AARTO Service Outlet
Umgungundlovu District,
Mkondeni DLTC
2 Van Eck Place, Mkondeni,
PIETERMARITZBURG
3201

AARTO Service Outlet Operator
Ms Simphiwe Mthembu

Email: Simphiwe.Mthembu@rtia.co.za

Cell No: 061 006 4632

Richards Bay AARTO Service Outlet
King Cetshwayo District
uMhlathuze Municipality
Civic Centre Central Business District, 5 Mark
Strasse,
RICHARDS BAY
3900

AARTO Service Outlet Operator(s)
Ms Nobuhle Myeni

Email: Nobuhle.Shange@rtia.co.za

Cell No: 072 254 2987

For all other AARTO related queries, email AARTOQuerieskzn@rtia.co.za

Limpopo



AARTO Service Outlets



Thulamela AARTO Service Outlet

Vhembe District
Thohoyandou Sibasa Traffic Station
Tshilungoma Phngami next to Magwama Bus Station
THOHOYANDOU
0950

AARTO Service Outlet Operator

Mr Tshimangadzo Maladzhi

Email: Tshimangadzo.Maladzhi@rtia.co.za

Cell No: 081 741 8011



Praktiseer AARTO Service Outlet

Sekhukhune District
Fetakgomo Tubatse Municipality
Praktiseer DLTC
BURGERSFORT
1150

AARTO Service Outlet Operator

Mr Lucas Legoabe

Email: Lucas.Legoabe@rtia.co.za

Cell No: 066 360 3418



Burgersfort AARTO Service Outlet

Sekhukhune District
Fetakgomo Tubatse Municipality
Eddie Sedibe St,
BURGERSFORT
1150

AARTO Service Outlet Operator

Mr Lengeta Lucas Legoabe

Email: Lucas.Legoabe@rtia.co.za

Cell No: 072 271 6160



RTIA Provincial Office (Limpopo Dept. of Transport and Community Safety)

Capricorn District
Polokwane Municipality
No 40 Cnr Bodenstein and Church Street, Phamoko Towers
POLOKWANE
0700

AARTO Service Outlet Operator

Mr Lebogang Lawrence Malebana

Email: Lebogang.Malebana@rtia.co.za

Cell No: 061 466 8517



Polokwane Aganang AARTO Service Outlet

Polokwane Traffic Station
105 Potgieter Avenue
Bendor
POLOKWANE
0699

AARTO Service Outlet Operator

Ms Kwenah Seanego

Email: Kwenah.Seanego@rtia.co.za

Cell No: 078 039 9990



Polokwane Ladanna AARTO Service Outlet

Capricorn District
Polokwane Municipality
43 Vermikuliet St,
Polokwane Ext 8,
POLOKWANE
0700

AARTO Service Outlet Operator

Ms Verily Mashale

Email: Verily.Mashale@rtia.co.za

Cell No: 081 741 8077

For all other AARTO related queries, email AARTOQueriesl@rtia.co.za



Mbombela AARTO Service Outlet

Ehlanzeni District
Mbombela Driving Licence Testing Centre
10 Suikerriet street,
MBOMBELA
1200

AARTO Service Outlet Operator

Ms Zanele Thusi

Email: Zanele.Thusi@rtia.co.za

Cell No: 079 578 0905



White River AARTO Service Outlet

Ehlanzeni District
City of Mbombela Municipality
White River Traffic Department,
2 Indus Rd,
WHITE RIVER
1240

AARTO Service Outlet Operator

Mr Jerold Mashiane

Email: Jerold.Mashiane@rtia.co.za



eMalahleni AARTO Service Outlet

Nkangala District
Emalahleni License Department
4 Hertzog Street
EMALAHLENI
1035

AARTO Service Outlet Operator(s)

Mr Nkosinathi Chawana

Email: Nkosinathi.Chawana@rtia.co.za

Cell No: 061 531 2855



Middelburg AARTO Service Outlet

Nkangala District
Steve Tshwete Municipality
Cnr Walter Sisulu str & Wanderers Avenue,
MIDDELBURG
1050

AARTO Service Outlet Operator

Ms Eunice Hlako

Email: Eunice.Hlako@rtia.co.za

Cell No: 079 798 0217



Siyabuswa AARTO Service Outlet

Nkangala District
Dr JS Moroka Municipality
2601/3 Bongimfundo street,
SIYABUSWA
0472

AARTO Service Outlet Operator

Ms Kelebogile Matsepa

Email: Kelebogile.Matsepa@rtia.co.za

Cell No: 063 254 9143

For all other AARTO related queries, email AARTOQueriesmp@rtia.co.za

Northern Cape



 **Kuruman AARTO Service Outlet**
John Taolo Gaetsewe District
Ga-Sekgonyana Municipality
Cnr Hdson & Voortrekker street,
KURUMAN
8460

 **Kimberley AARTO Service Outlet**
Frances Baard District
Sol Plaatje Municipality
Sol Plaatje drive,
KIMBERLEY
8300

AARTO Service Outlets

AARTO Service Outlet Operator(s)
Mr Lebogang Teme and Ms Busisiwe Sithole

Email: Lebogang.Teme@rtia.co.za
Email: Busisiwe.Sithole@rtia.co.za

AARTO Service Outlet Operator
Mr Gausitswe Manchu

Email: Gausitswe.Manchu@rtia.co.za

For all other AARTO related queries, email AARTOQueriesnc@rtia.co.za

North West



 **Rustenburg AARTO Service Outlet**
Cnr Swartruggens Road & Dr Moroka Str
Tlhabane
RUSTENBURG
2999

 **Mahikeng AARTO Service Outlet**
Mahikeng Traffic Department
Ngaka modiri Molema
Stand NO 2559
MABATHO
2735

 **Klerksdorp AARTO Service Outlet**
Cnr President Kruger Str & Anderson Str
KLERKSDORP
2571

AARTO Service Outlet Operator(s)
Mr Sello Nkoana and Nthabiseng Mokgoko

Email: Sello.Nkoana@rtia.co.za
Cell No: 076 609 7113

Email: Nthabiseng.Mokgoko@rtia.co.za
Cell No: 078 013 9578
For Self Service visit www.online.aarto.gov.za

AARTO Service Outlet Operator(s)
Ms Tebogo Motshudi
Email: Tebogo.Motshudi@rtia.co.za
Cell No: 082 612 8616
For Self Service visit www.online.aarto.gov.za

AARTO Service Outlet Operator(s)

For Self Service visit www.online.aarto.gov.za

For all other AARTO related queries, email AARTOQueriesnw@rtia.co.za

Western Cape



AARTO Service Outlets



Paarl AARTO Service Outlet

Cape Winelands District
Drakenstein Municipality
8 Bergriver Boulevard
PAARL

AARTO Service Outlet Operator(s)

Mr Logan Moses and Ms Stacey Lackay

Email: PaarlAARTOOutlet@rtia.co.za



Cape Town AARTO Service Outlet

AARTO Service Outlet Operator(s)

Ms Claudia Crotz and Ms Nosicelo Zondeki

Email: Claudia.Crotz@rtia.co.za

Email: Nosicelo.Zondeki@rtia.co.za

For all other AARTO related queries, email AARTOQuerieswp@rtia.co.za

Where can I pay my fines?

The RTIA has made the payment of AARTO fines easy and convenient and it can be done using the following options:



Standard Bank

payCity
connected citizens

Paymyfines
best way to pay

Post Office
South Africa

SA Taxi



whoosh
payments made easy



ADDPAY



EMPOWERING BUSINESSES
vevpay



RTIA
Road Traffic Infringement Agency
Justice in Adjudication

RTIA Head Office
(Only card payments accepted)



www.aartopay.co.za

as well as relevant Issuing Authorities, Driving Licence Testing Centres, and Registering Authorities. Use the **16 digit Infringement Notice number as reference.**

For Self Service visit the AARTO website <https://www.online.aarto.gov.za>

Android Operating System: Download the AARTO Mobile App from Google Play Store

The AARTO Mobile Application enables motorists to create an online profile which then allows for the querying of infringements which are in the motorists name.

https://play.google.com/store/apps/details?id=za.co.rtia.aartomobileapp&hl=en_ZA&pli=1



+27 87 285 0500



Rtia-Aarto



+27 861 227 861



@rtia_aarto



rtia_homeofaarto



AARTO Alerts South Africa



www.aarto.gov.za



www.rtia.co.za

Fraud Hotline No: 0800 115 511
rtia@thehotline.co.za



RTIA

Road Traffic Infringement Authority

Justice in Adjudication

**New Road Office Park | 10 Matuka Close
Midrand**