

**ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES
REGULATIONS 2020**

SCHEDULE 2

Monetary value of Penalty Unit, Penalty Amount, Discount, Fees, Payments and Penalties

1	Monetary value of penalty unit	
	The monetary value of a penalty unit contemplated in section 29(b) of the Act and shown in column 6 of Schedule 3 of the AARTO Regulations.	R100
2	Calculation of penalty amount	
	The penalty amount shown in Rand value in column 8 of Schedule 3 of the AARTO Regulations is calculated by multiplying the penalty unit given in column 6 of that Schedule by the monetary value of a penalty unit given in 1 above.	
3.	Infringement penalty Levy	
	The penalty levy contemplated in regulation 36 is payable on every infringement committed and followed up by all the processes prescribed in the Act. This levy shall not be subjected to a discount referred to in column 4 below .	R 100.00
4	Discount	
	The discount contemplated in section 17(1) (d) of the Act to be applied to the penalty amount given in column 8 of Schedule 3, the result of which is given in column 9 of the said schedule.	50%
5	Fees payable by Infringers to the Agency	
	The fees which may be charged for any document, order or action in terms of section 34(d) of the Act, are the following:	Amount
5.1	Courtesy letter (Form AARTO 12 as shown in Schedule 1)	R 100-00
5.2	Enforcement order (Form AARTO 13 as shown in Schedule 1)	R 100-00
5.3	Ascertaining demerit points position in terms of section 33 of the Act (Forms AARTO 27, AARTO 27aa, as shown in Schedule 1) - 1 vehicle / person	Once-off R 60-00 6 months R 120-00 12 months R240-00
5.4	Ascertaining demerit points position in terms of section 33 of the Act (Forms AARTO 27, AARTO 27a, as shown in Schedule 1) (Fleet Companies)-vehicles per fleet	6 Months 12 Months

	2-20	R1200	R2000
	21-40	R2400	R4000
	41-60	R3600	R6000
	61-100	R6000	R9600
	101>	R7000	R11200
5.5	Requests for the following National Traffic Offence Register report: R943 - Outstanding Infringements Report in Delimited Format	R60 per report	
5.6	Notice of failed, insufficient, or dishonoured instalment (Form AARTO 17 as shown in Schedule 1)	R 10-00	
5.7	Notice of failed, insufficient or dishonoured payment of penalty (Forms AARTO 16 as shown in Schedule 1)	R 10-00	
5.8	Receiving Fee for receiving entities	3% of transaction fee	
5.9	Fee for compulsory and voluntary attendance of a rehabilitation programme	Market related fee	

6 Transfer of infringement payments, or part thereof, and fees by receiving entities to the AARTO Bank account				
	Place of payment of penalties and fees	Payments received within 32 days from date of issue of notice	Payments received after 32 days from date of issue of notice	
6.1	Payments made in person at the issuing authority that issued the original infringement notice or at any driving licence testing centre or registering authority under the control of such issuing authority	(i) Calculate and retain the receiving fee as determined in terms of paragraph 4.10 above, on any fees received that are due to the agency, if any; and (ii) Deposit into the AARTO bank account : • the fees received on behalf of the Agency, less the Receiving Fee calculated in terms of (i) above; plus	(i) Calculate and retain 50% of the un-discounted penalty amount received in terms of an infringement notice; and (ii) Calculate and retain the receiving fee as determined in terms of paragraph 4.10 above, on any fees received that are due to the agency, if any; and (iii) Deposit into the AARTO bank account : • 50% of the un-discounted penalty amount plus fees received on behalf of the Agency, less the Receiving Fee calculated in terms of (ii) above; plus	
	Place of payment of penalties and fees	Payments received within 32 days from date of issue of notice	Payments received after 32 days from date of issue of notice	

6.2	Payments made in person at a provincial or municipal issuing authority in terms of infringement notices issued by SAPS officers and that issuing authority is linked with the particular SAPS station that issued the notice	(i) Calculate and retain the receiving fee as determined in terms of paragraph 4.10 above, on any fees received that are due to the agency, if any; and (ii) Deposit into the AARTO bank account : <ul style="list-style-type: none"> • the fees received on behalf of the Agency, less the Receiving Fee calculated in terms of (i) above; plus • 50% of the penalty amount received; plus • . 	(i) Calculate and retain 25% of the un-discounted penalty amount received in terms of an infringement notice; and (ii) Calculate and retain the receiving fee as determined in terms of paragraph 4.10 above, on any fees received that are due to the agency, if any; and (iii) Deposit into the AARTO bank account : <ul style="list-style-type: none"> • 50% of the un-discounted penalty amount plus fees received on behalf of the Agency, less the Receiving Fee calculated in terms of (ii) above; plus • .
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	Place of payment of penalties and fees	Payments received within 32 days as well as after 32 days from date of issue of notice
6.3	Payments made in person at any provincial or municipal issuing authority that is not the issuing authority of the original infringement notice and notices issued by SAPS officers	(i) Upon receiving payment of penalties and fees, calculate and retain the Receiving Fee as determined in terms of paragraph 4.10 above on the amount received in terms of penalties and fees; and (ii) Deposit the penalties and fees received, less the Receiving Fee, into the AARTO bank account.
6.4	The apportionment of payments deposited: (i) in terms of 6.3; (ii) by payment agents; or (iii) other payment procedures; into the AARTO bank account, will be apportioned to the relevant issuing authority by the agency in accordance with the distribution proportions described under 6.1 and 6.2 above.	

7 Time frames and Penalties for late transfer of funds to and from the AARTO bank account

8.1	All payments received by receiving authorities that must be deposited into the AARTO bank account in terms of paragraph 6 above, must be done so within a maximum period not exceeding 7 days after the end of each month.				
8.2	The RTIA will collect, collate, verify, apportion and transfer funds due to issuing authorities which were deposited into the AARTO bank account by payment agents, within a maximum period not exceeding 21 days after the end of each month.				
8.3	The non-compliant party with the above time frames will be liable for the payment of a penalty to the affected party for any late transfer or deposit of such payments to the AARTO account or the account of a receiving authority in terms of a percentage of the amount due to be transferred as shown in the table below :				
Percentage (%) penalty payable by non-compliant authority					
	8-14 days	15-21 days	22-28 days	29-36 days	>36 days

	1,0%	1,5%	2,0%	2,5%	5,0%
In addition to the above: Amounts that are not transferred or deposited to the AARTO bank account by receiving authorities within 60 days after the end of the month in question, will be deducted in full from any monies due to the non-compliant / erring authority, plus 10,0% of the amount that has been collected on behalf of and is due to the non-compliant / erring authority.					
8	<i>Payment of Postage Fees</i>				
	The responsibility for the payment of postage fees for notices and other documents that are required to be posted in accordance with the Regulations shall be payable by the issuing entity at the rates provided for in the Postal Services Act.				
9	<i>Interest earned</i>				
	Interest earned on any credit balances in the AARTO bank account will be retained by the Authority and utilised as part of the payment for services rendered by financial institutions, including but not limited to: bank charges and fees; reimbursement of payment agents; payments for AARTO financial audits; as well as any other payments relating to the financial management of the AARTO account and procedures.				