

MOTOR VEHICLE REGISTRATION

All vehicles whether or not used on the public road must be registered unless specifically exempted by legislation. Registration for a motor vehicle must be made within 21 days from the date when liability arises.

2.1 REQUIREMENTS FOR MOTOR VEHICLE REGISTRATION

2.1.1 *New Vehicle*

- ✓ Manufacturing Certificate
- ✓ Customs & Excise Documents (imported) [SAD 500, Release Order, (Declarant Receipt if not registered form Import VAT)]
- ✓ Steering Mechanism

2.1.2 *Used Vehicles (second-hand vehicle):*

- ✓ Valid Police Clearance (Namibian)
- ✓ Registration Certificate
- ✓ SARPCCO Clearance (imported)
- ✓ Customs & Excise Documents (imported) [SAD 500, Release Order, (Declarant Receipt if not registered form Import VAT)]
- ✓ Steering Mechanism
- ✓ Document relating to registration (Diplomatic/SADC/UN/SACU)
- ✓ Government vehicles (GRN/NDF/NPS/POL)
 - # Letter from accounting officer (if vehicle not on NaTIS)
 - # Letter of exemption from Ministry of Works & Transport (in case of Donation)

2.1.3 *Built-up: Vehicle build up from Scratch (Not on NaTIS system)*

- ✓ Police Declaration (if receipts are not available → both Buyer & Seller or Donor & Recipient)
- ✓ Affidavit (Affidavit Form)
- ✓ Weighbridge Certificate (tare)
- ✓ Police clearance
- ✓ Steering Mechanism.

2.1.4 *Built-up: Vehicles previously on NaTIS but rebuilt with parts from seller*

- ✓ Receipts
- ✓ Police clearance
- ✓ Weighbridge Certificate (tare)

- ✓ Affidavit (Affidavit Form)
- ✓ Steering Mechanism

2.1.5 Inherited Vehicle (local) not on NaTIS

- ✓ Police Clearance.
- ✓ Registration Certificate of previous manual system (if available).
- ✓ Executor letter / Magistrate Letter in case of customary inheritance (and in case of missing Registration Certificate for local inheritances)

2.1.6 Inherited Vehicle (foreign)

- ✓ Police Clearance / SARPCCO Clearance (foreign inheritance).
- ✓ Executor letter / Magistrate Letter in case of customary inheritance (Confirmation from Operational Support required).
- ✓ Registration Certificate (if available).
- ✓ Customs & Excise Documents (foreign vehicle) [SAD 500, Release Order, (Declarant Receipt if not registered form Import VAT)].
- ✓ Letter of exemption from Ministry of Works & Transport (in case of missing Registration Certificate for foreign inheritance).

2.1.7 Repossessed Vehicle

- ✓ Sold on auction.
- ✓ Police clearance.
- ✓ Court Order (warrant of execution, letter from the deputy sheriff, Notice of execution, Tax Invoice).
- ✓ Affidavit from financial institution.
- ✓ Registration Certificate from manual system (if available).

2.1.8 Recovered Stolen Vehicle

- ✓ Pre-NaTIS Deregistration Certificate (if available).
- ✓ Police Clearance.
- ✓ Letter of exemption from Ministry of Works & Transport (in case of missing Registration Certificate).

2.2 MOTOR VEHICLE LICENSING

Every motor vehicle in Namibia must be licensed whether it is operated on a public road or not, unless exempted in terms of legislation. Licensing for motor vehicle must be done within 21 days from the date when liability arises

Requirements for Licensing of motor Vehicle:

- A certificate of roadworthiness (if applicable)

- Payment of prescribed fees

2.2.1 Requirements when Motor Vehicle Changes Ownership (second hand)

When a motor vehicle changes ownership, the person selling the motor vehicle must do the following:

- Hand over the certificate of registration in respect of that motor vehicle
- Must within 21 days notify the registering authority (NaTIS Office) about the change on the approved form.
- Ensure that s/he receives an acknowledgement of that notice that the motor vehicle is no longer on their name.
- Ensure that the motor vehicle does not have any outstanding licence fees

2.3 If the motor vehicle was stolen, the owner of the motor vehicle must:

- Within 24hours the owner must report the theft to the Police when s/he becomes aware of the theft.
- With seven (7) days s/he must notify the registering authority if the motor vehicle has not been recovered.

2.4 Procedure if the motor vehicle becomes permanently unfit for use as a motor vehicle:

If the motor vehicle becomes permanently unfit for use as a motor vehicle, the owner must:

- Notify the registering authority on the approved form.
- Submit the registration certificate of that motor vehicle to the registering authority, upon which a deregistration certificate will be issued.