



THE AUTOMOBILE ASSOCIATION OF SOUTH AFRICA NPC

Denis Paxton House

4 Hyperion Road

Barbeque Downs

PO Box 596, Johannesburg, 2000

Tel (011) 799 1000, Fax 086 524 2251

E-mail: aasa@aasa.co.za

“ SUBSTITUTION” Procedures

Step 1: Member to complete the “Substitution” application form and email back to Cleodene cleodenes@aasa.co.za together with the following:

- a copy of the carnet page showing entry into South Africa / Namibia / Botswana
- copy of the carnet holder’s Passport

Step 2: Application will be sent to SARS and we will await confirmation on whether the application has been approved or declined.

Step 3: If approved, a fee of R850 is payable. We will provide the member with our banking details for payment due.

Step 4: Member will be required to contact their issuing club to make arrangements for the issuing of the new carnet.

Step 5: Once the member has the new carnet, they will need to book an appointment with a Customs official at a SARS office, where they will be required to take both carnet booklets (old & new) together with the approval letter and the vehicle to the the customs. The customs official will then stamp both carnets (exit stamp the old carnet and entry stamp the new booklet).

Step 6: Once endorsements are done on the carnets, member will need to email us a copy of both carnets showing the stamps by Customs. Email to Odette on opombo@aasa.co.za This will assist in preventing SARS issuing a claim against the old carnet or provide evidence to withdraw a claim should there be a claim issued against the old carnet.

If the application is declined, AASA will advise the applicant alternative steps to follow.

DIRECTORS: SAH Kajee (Chairman)*, CV Khumalo (Chief Executive Officer), NP Crous (Chief Operating Officer)
L Dixon*†, MP Madi*, S Marutulle*, C Soobramoney*, RA van Wyk* (*Non-executive †British)
EJ Willis (Company Secretary)

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