

**STATUTORY INSTRUMENT NO..... OF 2020**

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**The Road Traffic Act**

(Act No. 11 of 2002)

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**The Road Traffic (Registration and Licensing) Regulations, 2020**

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“permit” means the registration plate manufacturing permit.

“personalised registration mark” means a registration mark that is requested by the owner, and assigned to a motor vehicle or trailer in addition to the original registration mark issued by the Agency.

“preferred registration mark” means a registration mark that is -

- (a) within the series of registration marks applicable to the district where the application is made; and
- (b) further ahead in sequence and the applicant does not wish to wait for the mark to be allocated in the normal course of business.

“registration mark” means a motor vehicle or trailer identification mark issued by the Agency made up either of a combination of alpha-numeric characters or alpha characters only.

“specified registration mark” means a registration mark that is currently in use and which the owner wishes to assign whether to another motor vehicle or trailer belonging to that person or to a motor vehicle or trailer belonging to another person.

**PART II**  
PRESCRIBED FEES

Prescribed  
fees

3. (1) The fees for transactions set out in these Regulations are set out in the Road Traffic (Fees) Regulations.

(2) Except that no fee shall be charged for

—

(i) an initial examination pursuant to a prohibition under subsection (1)(f) of Section 212 of the Act; or

(ii) an initial examination ordered under subsection (2) of Section 20 of the Act if no defects are found.

(2) In any case where an appeal to the Director, in accordance with the provisions of subsection (2) of Section 14; subsection (9) of Section 20 or subsection (1) of Section 40 of the Act is successful, the whole of the fee paid, or such other portion of it as the Director may direct, shall be refunded to the appellant.

(3) The whole of every fee payable for an examination or re-examination shall be paid into the general revenues of the Republic if the vehicle examiner is an officer of the Government, and in other cases such part of the fee as the Minister may from time to time direct that shall be retained by

the examiner and the remaining part of such fee shall be paid into the general revenues of the Republic.

(4) In every case where a fee is charged under subregulation (3) a combined receipt and examiner's report, in Form RL.1 shall be issued.

Particulars  
in  
applications

4. The particulars to be entered on or contained in any application, registration certificate, vehicle licence, and other licences and certificates to which these Regulations apply shall, unless otherwise set forth in these Regulations, be such as are necessary from the respective form of such application, registration certificate, vehicle licence and other licences and certificates as is set out in the First Schedule.

### **PART III**

#### **REGISTRATION OF MOTOR VEHICLES AND TRAILERS**

Motor vehicle  
and trailer to  
be registered

5. A person shall not use a motor vehicle or trailer unless such vehicle or trailer is registered in accordance with the provisions of the Act.

Motor  
vehicle and  
trailer  
deemed to  
be  
registered

6. (1) A foreign registered vehicle that has been issued a temporal import permit or customs import permit under the Customs and Exercise Act shall be deemed to be registered in Zambia for the duration of the temporal import permit or customs import permit.



(2) The driver or owner of the motor vehicle in subregulation (1) shall ensure that the temporal import permit or customs import permit whichever is applicable is carried on the vehicle at all times.

(3) A person who contravenes subregulation (2), commits an offence.

Motor  
vehicle and  
trailer  
exempt from  
registration

7. (1) A motor vehicle or trailer –
- (a) which has crawler tracks;
  - (b) which is not operated on a public road;
  - (c) which by reason of its dimensions or the mass thereof or the mass of a part thereof may not be operated on a public road in terms of the Act and which is not so operated; and
  - (d) which is designed exclusively for racing, if such motor vehicle or trailer is not operated on a public road, shall not be required to be registered in accordance with the provisions of this regulation:

Except that the Director may on application by the owner of the vehicle in paragraphs (b) to (d), and on such terms and conditions as the Director deems fit, register a motor vehicle that is exempted from registration in accordance with this regulation.

(2) For purposes of paragraph (b) subregulation (1), the words operated on a public road shall not be so construed to include the presence of such motor vehicle on public road for the purpose of-

- (a) being driven to the premises of the owner in order to take delivery thereof;
- (b) crossing a public road from the premises of the owner to another over a distance of not more than one kilometer; or
- (c) proceeding to or from a place, where repairs are to be or have been effected to such motor vehicle.

(3) Where repairs in paragraph (c) of subregulation (2) cannot be done within the district where the vehicle is kept, the owner of the vehicle or a person authorised by the owner shall apply to the Director to take the vehicle to another district for repair.

(4) Subject to sub-regulation (2), if a motor vehicle exempted in terms of paragraph (b) of subregulation (1) is operated on a public road contrary to the provisions of sub-regulation (2), the owner of such motor vehicle:

- (a) shall be liable for the registration thereof; and
- (b) commits an offence and is liable upon conviction to a fine not exceeding one thousand penalty units.

Date and conditions on which motor vehicle is to be registered

8. (1) Subject to the provisions of sub-regulation (2), a motor vehicle shall be registered within fourteen days of the date:

- (a) when the vehicle is imported into the country;
- (b) of issuance of the customs clearance certificate, for vehicles that are manufactured reconditioned or assembled in Zambia or for a vehicle that was deemed to be registered under Regulation 7;
- (c) when exemption from registration under regulation (8) no longer applies or from the date when an application is made in accordance with the proviso to sub-regulation (1) of regulation eight;
- (d) of recovery or release by Zambia Police of a vehicle that was stolen, deregistered and later recovered.

(2) During the fourteen days referred to in subregulation (1), an owner of a motor vehicle that is in the process of being registered may apply for issuance of a temporary registration card in accordance with Sections 16 to 19 of the Act.

Temporary  
registration  
cards

9. (1) An application for a temporary registration card shall be made in Form RL.2 set out in the First Schedule.

(2) The licencing officer shall upon payment of a fee set out in the Road Traffic (Fees) Regulations and upon being satisfied that the application is otherwise in order issue a temporary registration card in Form RL.3 set out in the First Schedule.

Details on  
temporary  
registration  
cards

10. (1) Temporary registration cards issued under the provisions of Section 16 of the Act and Regulation 9 shall specify -

- (a) in the case of a motor vehicle, the make, model, engine number, chassis number, colour and owner details of the motor vehicle to which they relate;
- (b) in the case of a trailer, the chassis number; and
- (c) the period not exceeding fourteen days for which they are valid.

(2) The particulars to be endorsed by the licensing officer on temporary registration cards shall be –

- (a) the period for which the temporary registration cards are valid; and
- (b) the identification mark and number on the temporary registration cards which the licencing officer has issued.

Application for registration of motor vehicle

11. (1) An application for the registration of a motor vehicle or trailer shall be made to the Director in Form RL.4 set out in the First Schedule.

(2) The application in subregulation (1) shall be accompanied by:

- (a) a copy of the applicant's national registration card or passport;
- (b) a certificate from the manufacturer, assembler or importer of such motor vehicle containing the -
  - (i) chassis number;
  - (ii) engine number;
  - (iii) make;
  - (iv) model;
  - (v) year of manufacture;
  - (vi) net weight in kilograms;
  - (vii) engine capacity in cubic centimeters;

- (viii) gross vehicle mass expressed in kilograms;
- (ix) net engine power to the nearest kilowatt; and
- (x) colour(s) of the motor vehicle.

- (c) physical inspection report of the motor vehicle or trailer issued by the Agency;
- (d) interpol clearance certificate of the motor vehicle or trailer issued by the Zambia Police Service;
- (e) a customs clearance certificate for the motor vehicle or trailer concerned or other proof of compliance with the provisions of the customs and excise legislation; and
- (f) any other documentation required by the Director.

(3) If the requirement for the registration of a motor vehicle or trailer arises due to the sale of such motor vehicle by a motor dealer, the motor dealer concerned shall submit the application referred to in subregulation (1) to the Director.

Registration  
of motor  
vehicle of  
Zambian  
origin

12. (1) An application for registration of a motor vehicle or trailer of Zambian origin shall, in addition to the requirements and documents referred to in Regulation 11, be accompanied by-

- (a) in the case of a motor vehicle or trailer manufactured or assembled in

Zambia, contemplated in subregulation (1)(b) of Regulation 9, a customs clearance certificate for such motor vehicle or trailer issued by or on behalf of the Commissioner General of Zambia Revenue Authority indicating that the origin of such motor vehicle is Zambia; and

(b) in the case of a motor vehicle that is reconditioned:

(i) an affidavit stating whether the chassis and engine for the vehicle were replaced and attaching evidence of acquisition of the parts, where the parts are replaced;

(ii) if such motor vehicle has been built up from a motor vehicle or trailer which has become permanently unfit for use as a motor vehicle and has been deregistered in terms of regulation 12, the deregistration certificate in respect of such motor vehicle; and

(iii) a Zambia Police Service clearance of the motor vehicle.

Requirements  
for re-  
registration of  
motor vehicle

13. (1) An application for re-registration of a motor vehicle or trailer whose registration was cancelled under Section 25 of the Act, shall, in addition to the requirements and documents referred to in Regulation 11, be accompanied by the deregistration certificate issued in respect of such vehicle or trailer.

(2) An application for re-registration of a motor vehicle or trailer shall be made by the owner in Form RL.4.

(3) The Director shall upon payment of a fee set out in the Road Traffic (Fees) Regulations, and upon being satisfied that the application is in order, re-register the vehicle.

Manner of  
registration

14. (1) The Director shall, subject to the provisions of subregulation (3) and on payment of a fee set out in the Road Traffic (Fees Regulations) and if satisfied that the application is in order-

- (a) register the motor vehicle;
- (b) allocate a registration mark to the motor vehicle;
- (c) record the particulars of the motor vehicle in the register of motor vehicles;
- (d) record the particulars of the owner of the motor vehicle in the register of motor vehicles; and
- (e) issue a vehicle registration certificate.



Registration  
marks

15. (1) A motor vehicle or trailer to be registered shall be allocated a registration mark:

(a) set out in the Second Schedule;

or

(b) a personalised registration mark.

Personalised  
registration  
mark

16. (1) An owner of a motor vehicle may apply to the Licensing Officer in Form RL.4 set out in the First Schedule for issuance of a personalised registration mark.

(2) The licencing officer may on such terms and conditions as the licencing officer deems fit and upon payment of a fee set out in the Road Traffic (Fees) Regulations, issue the requested personalised registration mark to the applicant.

(3) A personalised registration mark shall have a maximum of three alpha characters, and may include numerical characters.

(4) Despite subregulation (3), a person may apply for a personalised registration mark of up to eight alpha characters subject to payment of a fee set out in the Fourth Schedule.

(5) A personalised registration mark with less than eight alpha characters may at the option of the applicant include numerical characters except that the total number of characters on the

registration plate shall not exceed eight excluding the suffix 'ZM'.

(6) Subject to Section 25(3) of the Act, a personalised registration mark is personal property and is transferable either to another person or another vehicle upon payment of a fee set out in the Fourth Schedule and upon meeting such requirements as the Director may determine.

(7) Where a personalised registration mark is reassigned to another person or another vehicle, the vehicle from which the personalised registration mark is extracted, shall retain its original registration mark.

(8) The Director may reject issuance of a personalised registration mark if:

- (a) the registration mark is likely to cause confusion with another registration mark issued to another vehicle;
- (b) it is otherwise undesirable or inimical to the public interest;
- (c) the registration mark denotes the patronage of the State, the President, Government or administration of any foreign state, or of any department or institution of any foreign state;
- (d) the registration mark is calculated to deceive or mislead the public, cause annoyance or

offence to any person or is suggestive of blasphemy or indecency; or

- (e) issuance of the registration mark would suggest or imply a connection with a political party or a leader of a political party.

(9) Where the Director rejects an application made in accordance with this Regulation, the licencing officer shall within fourteen days of the decision notify the applicant of the refusal and give reasons for the refusal.

(10) The Director may change the personalised registration mark allocated to a motor vehicle if, in the opinion of the Director, any of the circumstances set out in subregulation (8) arise.

Requirements  
for personalised  
registration  
mark

17. (1) The Director shall not issue a personalised registration mark for any motor vehicle or trailer unless the owner of such motor vehicle surrenders to the Director the original motor vehicle or trailer registration certificate;

(2) An owner of a motor vehicle shall within seven days of being issued a personalised registration mark, affix the personalised

registration mark on the vehicle or trailer which is specified in the application.

(3) A person who contravenes subregulation (2) and a person who continues to use or uses an original registration mark after the personalised registration mark is issued, commits an offence.

Change of ownership of motor vehicle or trailer

18. (1) An application for change of ownership of a motor vehicle shall be made by the new owner in Form RL.4 set out in the First Schedule.

(2) The application in subregulation (1) shall be made within fourteen days of the sale or transfer of a motor vehicle or trailer.

(3) The licencing officer shall upon payment of a fee set out in the Road Traffic (Fees) Regulations and upon being satisfied that the application is in order, effect change of ownership.

(4) A person who contravenes subregulation (2) this Regulation commits an offence.

Addition or removal of absolute owner on registration certificate

19. (1) An application for addition or removal of absolute owner on a registration certificate shall be made in Form RL.4 set out in the First Schedule.

(2) The Director shall upon payment of a fee set out in the Fourth Schedule and upon being satisfied that the application is otherwise in order,

effect addition or removal of absolute owner from a registration certificate.

Preferred  
registration  
mark

20. (1) An owner of a motor vehicle or trailer may apply to the Director in Form RL.4 for issuance of a preferred registration mark.

(2) The Director shall upon payment of a fee set out in the Road Traffic (Fees) Regulations and upon being satisfied that the application is in order, issue a preferred registration mark to the applicant.

Reservation  
of  
registration  
marks

21. (1) A person may apply for reservation of registration marks.

(2) The Director shall on receipt of the application in subregulation (1), reserve the requested registration marks.

(3) A reserved registration mark shall be within the series of registration marks applicable to the district where the application is made.

Assignment  
of specified  
registration  
mark

22. (1) A person may apply to the licencing officer in Form RL.4 set out in the First Schedule to assign a specified registration mark to another motor vehicle or trailer belonging to that person or to a motor vehicle or trailer belonging to another person.

(2) The licencing officer shall upon payment of a fee set out in the Road Traffic (Fees) Regulations and upon being satisfied that the

application is in order, effect the assignment of the registration mark.

(3) A licensing officer shall not assign a specified mark to a motor vehicle or trailer unless such licencing officer is the licensing officer of the district of registration relating to the letter or letters of such specified mark as set forth in the Third Schedule.

(4) Whenever a licensing officer sees fit to assign a specified mark to another motor vehicle or trailer, the registration of the motor vehicle or trailer from which the specified mark is transferred, shall thereupon be cancelled.

#### **PART IV**

#### **MANUFACTURE OF REGISTRATION PLATES AND EMBOSSING OF REGISTRATIONS MARKS**

Manufacturer of  
registration  
plates and  
embossers to  
obtain permit

23. A person shall not manufacture registration plates or emboss a registration mark on a registration plate unless there is in force a permit authorising such manufacture or embossing.

Registration  
plate  
manufacturing  
permit

24. (1) An application for a permit to manufacture registration plates or emboss a registration marks shall be made to the Director in Form RL.5.

(2) Without limiting the generality of subsection(1), the Director shall not grant a permit to manufacture registration plates or to emboss

registration marks to a person who is not a Zambian citizen unless the applicant is a holder of an investment permit issued in terms of the Investment Act.

(3) A person who makes a false statement in an application for a permit commits an offence.

Inspection of premises

25. (1) The Director shall within fourteen days of receiving an application for a permit cause an inspection of the premises to be undertaken by a licensing officer for the purpose of ascertaining whether the applicant has-

- (a) adequate office space for the undertaking;
- (b) a certificate from Zambia Compulsory Standards Agency certifying that the registration plates and registration marks and numbers to be embossed on the registration plates comply with the applicable standard;
- (c) business and health certification from the local authority;
- (d) customer waiting area; and
- (e) any other requirement requested by the Director.

Grant or refusal of permit

26. (1) The Director shall within thirty days of receipt of an application for a permit-

- (a) grant the permit; or
- (b) refuse the application.

(2) The Director shall, where the Director refuses an application for a permit, inform the applicant of the refusal and give reasons for such refusal.

(3) The permit in subregulation (1) shall be granted subject to payment of a fee set out in the Fourth Schedule.

(4) The Director may on such terms and conditions as the Director thinks fit grant a permit to an applicant and may from time to time vary such conditions in such manner as the Director thinks fit.

(5) Compliance with the Act and these regulations shall be implied conditions of the grant of a permit.

Manufacturer of  
registration plates  
registration  
marks to keep  
register

27. (1) A person who manufactures registration plates or embosses registration marks shall-

(a) keep a register in which shall be recorded-

(i) in the case of a manufacturer of blank registration plates-

(A) serial number of each plate;

(B) date of manufacture of each plate;

(C) details of the person buying the plates; and



(D) quantities of registration plates manufactured.

(ii) in the case of an embosser of registration marks, the-

(A) serial number of each plate used;

(B) date of embossing and details of the person to whom the embossed registration plates are issued;

(C) registration mark that is embossed on the registration plates;

(D) chassis number of the motor vehicle or trailer; and

(E) any additional information as may be required by the Director

(2) The register shall be subject to inspections by the licensing officer.

Form and duration of permit

28. (1) A permit to manufacture registration plates or to emboss registration marks shall be in Form RL.6 and shall be in force until the next ensuing 31<sup>st</sup> December.

(2) A holder of a permit may at least one month before its expiry, apply to the licencing officer for renewal.

(3) The licencing officer shall, if the licencing officer is satisfied that the applicant has observed and continues to observe the terms and conditions subject to which the permit was issued and upon payment of a fee set out in the Road Traffic (Fees) Regulations, renew the permit.

Permit to be displayed

29. (1) A holder of a permit in Regulation 28 shall at all times display the permit in a conspicuous place on the premises.

(2) A person who contravenes subregulation (1) commits an offence.

Inspection of registration plate manufacturing premises

30. (1) A licensing officer may where the licensing officer suspects that the requirements of the Act are not being complied with-

- (a) without a search warrant, at any reasonable time enter the premises where registration plates are manufactured or registration marks embossed to check whether the provisions of this Act are being complied with;
- (b) require any person in charge of the premises to give such information as may reasonably be required to enable the road traffic inspector or any person

authorised by the Director to ascertain whether the provisions of the Act are being complied with.

(2) A person who obstructs a road traffic inspector or an authorised person in the execution of their duties under these Regulations, commits an offense.

Suspension,  
revocation of  
permit

31. (1) Subject to the provisions of the Act and these regulations, the Director may suspend or revoke a permit issued under these regulations, if the holder-

- (a) obtained the permit by fraud or submission of false information or statements;
- (b) contravenes the Act;
- (c) abrogates the national standard on retro-reflective number plates;
- (d) fails to comply with the conditions subject to which the permit was issued;
- (e) is declared bankrupt or insolvent; or
- (f) has ceased to fulfil the eligibility criteria under the Act.

(2) The Director shall, before suspending or revoking a permit in accordance with subsection (1), give written notice to the holder of the permit,

of the Director's intention to suspend or revoke the permit and shall-

(a) give reasons for the intended suspension or revocation of the permit; and

(b) require the permit holder to show cause, within a period of fourteen days, why the permit should not be suspended or revoked.

(3) The Director shall not suspend or revoke a permit under this regulation, if the permit holder takes remedial measures to the satisfaction of the Director within the period referred to in sub-regulation (2).

(4) The Director shall, in making a final determination on the suspension or revocation of a permit, consider the submissions made by the permit holder under sub-regulation (2).

(5) The Director may suspend or revoke a permit if the permit holder after being notified under subregulation (2) fails to show cause or does not take remedial measures, to the satisfaction of the Director, within the time specified in that subregulation.

(6) Where a permit is suspended or revoked, the permit holder shall forthwith return the permit to the Director.

(7) A person who fails to comply with subregulation (6) commits an offence.

(8) The Director shall, where the Director suspends or revokes a permit under this Regulation, publish the suspension or revocation, as the case may be, in a daily newspaper of general circulation in Zambia.

## Appeals

32. (1) A person who being-

(a) an applicant for the grant of a permit, is aggrieved by the decision of the Director not to grant the permit or by the variation of any condition subject to which the permit was granted; and

(b) a holder of a permit, is aggrieved by the revocation or suspension of the permit, may appeal to the Road Service Appeals Tribunal.

**PART V**  
**REGISTRATION MARKS**

Distance between registration mark and other symbols, etc.

33. The distance of one hundred and fifty millimetres is hereby prescribed for the purposes of subsection (3) of Section 27 of the Act.

Manner of fixing registration plates

34. (1) The registration plate required by Section 27 of the Act shall be fixed on every motor vehicle and trailer in the following manner:

(a) on auto-cycles and on motor cycles that are carried on two wheels whether with or without a sidecar or similar attachment –

(i) a plate or sticker which complies with these Regulations shall be fixed on the mudguard in front in the same plane as the wheel; and

(ii) a plate which complies with these Regulations shall be fixed on the rear at right angles to the longitudinal axis of the auto-cycle or motor cycle in such a manner that the letter or letters and number are clearly visible from behind the auto-cycle or motor cycle and are illuminated

by its rear lamp during lighting-up time;

(b) on trailers, a plate which complies with these Regulations shall be fixed to the near side or middle of the rear elevation of the trailer;

c) on all motor vehicles other than those in paragraph (a)-

(i) a plate which complies with these Regulations shall be fixed on the front elevation of the motor vehicle in the space provided for affixing the registration plate by the manufacturer in such a manner that the letter or letters and number are clearly visible from the front of the motor vehicle; and

(ii) a plate which complies with these Regulations shall be fixed on the motor vehicle in the space provided for affixing the registration plate by the manufacturer in such a manner that the letter or letters and number are clearly visible from behind the motor vehicle and are illuminated during lighting-up time.

(3) In the case of a motor vehicle or trailer used under the authority of temporary registration card, such card may be suspended on, instead of being fixed to, the said motor vehicle or trailer.

Shape of plates

35. (1) All plates affixed, attached or suspended in accordance with the shape of plates requirements of Regulation 37 shall be rectangular in shape:

(2) Except that, in the case of the front plate or sticker of an auto-cycle or of a motor cycle that is carried on two wheels with or without a sidecar or similar attachment, the said plate need not be rectangular, but may conform to the curvature of the mudguard of the front wheel.

(3) Any person who contravenes the provisions of this Regulation commits an offence.

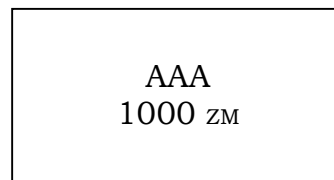
Letters and numbers

36. (1) Each plate shall bear upon it the registration mark of the motor vehicle or trailer:

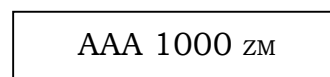
(2) Except that, in the case of an auto-cycle or of a motor cycle that is carried on two wheels with or without a sidecar or similar attachment, the plate or sticker to be fixed on the front mudguard shall bear the registration mark on both sides of it.

(2) The letter or letters and numbers on each plate shall be arranged in conformity with one or other of the following alternative diagrams:

*Diagram No. 1*



*Diagram No. 2*





(3) Where the alternative offered by Diagram No. 1 is chosen no figure of the number shall be on the same line as the letter or letters.

(4) Any person who contravenes the provisions of this regulation commits an offence.

#### Size of letters

37. (1) All letters and numbers on a registration plate shall be not less than 75 millimetres high and every part of such letters and numbers shall be at least 12 millimetres broad and the total width of the space taken by every letter or figure, except in the case of the figure 1, shall be at least 50 millimetres:

(2) Except that, in the case of an auto-cycle or of a motor cycle, the letters and figures shall be not less than half of the above dimensions.

(3) The suffix "ZM" shall be-

(a) height, minimum 22 millimetres and maximum 35 millimetres;

(b) width, minimum 13 millimetres and maximum 25 millimetres; and

(c) thickness, 2.5 millimetres and maximum 5 millimetres.

(4) Any person who contravenes the provisions of this regulation commits an offence.

Spacing of letters

38. (1) The space between adjoining letters and adjoining figures of the registration mark shall be 12 millimetres and there shall be a margin between the nearest part of any letter of figure and the top and bottom of the plate at least 12 millimetres, and a margin between the nearest part of any letter or number and the sides of the plate of at least 25 millimetres.

(2) Any person who contravenes the provisions of this regulation commits an offence.

Alternative spacing

39. (1) In the alternative Diagram No. 1 in Regulation 38, the space between the upper and lower line shall be 20 millimetres.

(2) In the alternative Diagram No. 2 in Regulation 38 the space between the letter or letters and the figures shall be 35 millimetres.

(3) Any person who contravenes the provisions of this regulation commits an offence.

Colour and design of registration marks

40. (1) The colour of registration plates and registration marks shall be as set out in the Third Schedule, and shall comply with the following provisions:

- (a) the plate shall be made of metal or other durable non-rusting material; and
- (b) the letters and numbers shall be embossed on the registration plates.

(2) Any person who contravenes the provisions of this regulation commits an offence.

Registration  
letters

41. (1) The licensing officer to whom application is made for registration of a motor vehicle or trailer or for a motor dealer's vehicle licence shall assign to such motor vehicle or trailer or motor dealer's vehicle licence such of the letters set forth in the Second Schedule hereto as are appropriate to indicate, in the case of letters in Part I of the said Schedule, the district of registration or district in which the motor dealer's vehicle licence was granted, or, in the case of the letters in Part II of the said Schedule, the category of the vehicle, as the case may be.

(2) Except that:

- (a) the marks for vehicles for diplomatic missions shall be from 1CD1Z upwards;
- (b) the marks for vehicles for specialized Agencies shall be the code letters representing the Organization, then the number from 101 upwards; and
- (c) the marks for administrative and technical staff shall be 1AT101

upwards; as assigned with the prior approval of the Director.

(2) The letters set forth in the second column of the Third Schedule shall be the appropriate letters to indicate, in the case of Part I of the said Schedule, the district of registration of the motor vehicle or trailer and the district in which the motor dealer's vehicle licence was granted and, in the case of Part II of the said Schedule, the category of the vehicle.

(3) In assigning registration marks to identify all vehicles and trailers to be used under the authority of a motor dealer's vehicle licence, the licensing officer shall assign such of the letters set out in Part I of the Third Schedule as are appropriate to indicate the district in which the licence was granted.

(4) The series of registration marks shall be as follows –

- (a) each letter combination given in Part I of the Third Schedule and ending in A shall be followed by a number from the consecutive series of numbers from 1 to 9999;
- (b) when one such numerical series is exhausted, the last letter A of the letter combination shall be changed to B and the new letter combination thus formed shall likewise be followed by a number from the series 1 to 9999, and each time the series of numbers is exhausted

a new letter combination shall be formed by changing the last letter of the combination to C, D and so forth up to Z;

- (c) after the series of numbers following the letter combination ending in Z is exhausted a new letter combination shall be formed by changing the first letter A of the combination to B or C or D and so forth up to Z and each such combination shall likewise be followed by numbers.
- (d) Each letter combination given in Part II of the Third Schedule shall be followed by a number from the consecutive series of numbers from 1 to 9999.

L plates

42. (1) A person driving a motor vehicle under the authority of a provisional driving licence shall cause to be clearly displayed in a conspicuous position on the front and rear elevations of such motor vehicle a plate or sticker (painting) showing the letter L in red on a white background, and complying with the requirements set forth in sub-regulation (2). If a trailer or trailers are being drawn the rear L mark shall be displayed on the rear elevation of the rearmost trailer.

(2) The dimensions of the plate bearing the letter L shall be a square measuring 175 millimetres by 175 millimeters, and the letter L shall be of the following dimensions:

- (a) Length of perpendicular side .. .. 100 millimetres
- (b) Length of horizontal side .. .. 85 millimetres
- (c) Width of each side .. .. 35 millimetres

(3) Any person who contravenes the provisions of this regulation commits an offence.

#### Other plates

43. (1) The Director may authorise the use of such other distinguishing plates as the Director may think fit on motor vehicles or trailers of such classes, or used by such persons, or for such purposes as the Director may specify.

(2) The plates in subregulation (1) may be used only as authorised by the Director, and no plates other than those specified in these Regulations or those authorised by the Director, shall be used:

(3) Except that the provisions of this regulation shall not apply to-

- (i) the badges of motoring associations, clubs or societies, so long as such badges are displayed on the front of motor vehicles;
- (ii) the carrying on, on a motor vehicle of an international distinguishing plate lawfully displayed in accordance with the

Road Traffic (International Circulation) Regulations.

(2) The Director may authorise the painting or sticking of such matter as he may think fit to be painted or inscribed on motor vehicles or trailers of such classes or used by such persons or for such purposes as he may specify.

(3) Any person who contravenes the provisions of this regulation commits an offence.

Third motor vehicle identifier

44. (1) A motor vehicle shall have in addition to the two registration plates, a third radio frequency identification registration mark which shall be affixed on the inside of the windscreen of the motor vehicle.

(2) The radio frequency identification registration mark shall be in Form RL.7 set out in the First Schedule.

**PART VI**

**VEHICLE, MOTOR VEHICLE AND TRAILER LICENCES**

Motor vehicle and trailer licences

45. (1) A road licence for a motor vehicle or trailer shall be in Form RL.8 set out in the First Schedule.

Application for vehicle licence

46. A person applying for a road licence for a vehicle other than a motor vehicle or trailer under these Regulations, shall furnish to the licensing officer the

vehicle registration certificate and copy of valid minimum third party insurance certificate.

Position of  
licence and  
tokens on  
vehicles,  
motor  
vehicles  
and  
trailers

47. (1) The owner of a vehicle other than a motor vehicle or trailer shall ensure that the road licence issued in respect of such vehicle is firmly affixed in a conspicuous place, on the vehicle.

(2) Every motor vehicle or trailer licence shall be carried on a motor vehicle or trailer –

- (a) in the case of an auto-cycle or of a motor cycle that is carried on two wheels without a sidecar or similar attachment, on the near side of the handlebar of the said auto-cycle or motor cycle, or in such other place as is provided by the manufacturers for the carrying of a licence;
- (b) in the case of a motor cycle with a sidecar or similar attachment, on the near side of the handlebar of the said motor cycle or the near side of the sidecar or similar attachment in front of the seat or in such other place as is provided by the manufacturers for the carrying of a licence;
- (c) in the case of a trailer, on the near side of the trailer or in the space provided by the manufacturer or in or on the motor vehicle towing it at the time;
- (d) in the case of all other motor vehicles, on the near side of the motor vehicle in



front of the driving seat, and facing either forward or to the near side.

(2) Any person who contravenes the provisions of this regulation commits an offence.

Manner of carrying licence on motor vehicles and trailers

48. (1) Every motor vehicle and trailer licence shall be so carried and protected by a weatherproof holder or some other device so that it –

- (a) does not become defaced or not easily distinguishable; and
- (b) is clearly visible at all times.

(2) Any person who contravenes the provisions of this Regulation commits an offence.

Motor dealers' vehicle licence and tokens

49. (1) An application for a motor dealers' vehicle licence shall be made in Form RL.9 set out in the First Schedule.

(2) The licencing officer shall upon payment of a fee set out in the Road Traffic (Fees) Regulations and upon being satisfied that the application is in order, issue the motor dealers vehicle licence.

(3) Upon the issue of a motor dealer's vehicle licence the licensing officer shall issue to the holder thereof tokens, hereinafter referred to as motor dealers' vehicle tokens, in Form RL.10 of the First Schedule equal Motor dealer's vehicle licence and tokens in number to the number of motor vehicles and trailers authorised to be used under the licence.

(2) When a motor vehicle or trailer is being used under the authority of a motor dealer's vehicle licence, one of the motor dealer's vehicle tokens issued to the motor dealer shall be displayed in a conspicuous place on the motor vehicle.

(3) The validity of all motor dealers' vehicle tokens issued with a motor dealer's vehicle licence shall expire on the same day as the licence.

(4) A person shall not use a motor dealer's vehicle token after the date of its expiry.

(5) Any person who contravenes the provisions of sub-regulation (2) or (3) commits an offence.

Inspection of  
motor dealers  
premises

50. (1) A licensing officer may where the licensing officer suspects that the requirements of the Act are not being complied with-

(c) without a search warrant, at any reasonable time enter the premises of the motor dealer to check whether the provisions of this Act are being complied with;

(d) require any person in charge of the premises to give such information as may reasonably be required to enable the road traffic inspector or any person authorised by the Director to ascertain whether the provisions of the Act are being complied with.

(2) A person who obstructs a road traffic inspector or an authorised person in the execution

of their duties under these Regulations, commits an offense.

Use of motor  
dealer's  
vehicle  
licence

51. (1) The holder of a motor dealer's vehicle licence may not use a motor vehicle or trailer under such a licence otherwise than, in addition to those authorised by the Act, for:

- (a) proceeding to or from any place for registration or for examination by a vehicle examiner;
- (b) delivery to or from another maker, dealer or repairer;
- (c) proceeding to or from a workshop for work thereon;
- (d) proceeding to or from a railway station, wharf or other place for loading prior to being conveyed to some other place; and
- (e) proceeding to or from a storage place or saleroom.

(2) Any person who contravenes this Regulation commits an offence.

Farm vehicle  
licences

52. (1) An application for farm vehicle licence and the farm vehicle licence shall be in Form RL.11 and RL.12 respectively, set out in the First Schedule.

(2) A motor vehicle or trailer to which Section 52 of the Act applies shall not be used on a road in accordance with that section unless the farm vehicle licence is attached thereto.

(3) The licence shall be so carried and protected by a weatherproof holder or some other device that it does not become defaced or not easily distinguishable and so that it is clearly visible at all times.

(4) Any person who contravenes the provisions of subregulation (2) commits an offence.

Vehicles  
exempted  
from  
obtaining  
road licence

53. (1) Subject to Regulation 7 the provisions in the Act and these Regulations relating to licencing of motor vehicles and trailers shall not apply to motor vehicles and trailers that are not used on public roads:

(2) If a motor vehicle exempted in terms of subregulation (1) is used on a public road contrary to the provisions of subregulation (2) of Regulation 7, the driver or owner of such motor vehicle commits an offence and is liable upon conviction to a fine not exceeding one thousand penalty units.

(4) A person owning a vehicle that is exempted from road licencing, and who wishes to use the motor vehicle on a public road, shall obtain a road licence applicable to such vehicle.

## **PART VII**

### MISCELLANEOUS

Exemptions

54. (1) Any person who has in their possession a valid road licence issued to that person in any territory in Africa entitling that person to use a motor vehicle or trailer in such territory shall be entitled to use

such motor vehicle or trailer within Zambia during the currency of such licence, without being required to register or procure a licence in Zambia in respect of the same so long as such person otherwise complies with the provisions of the Act and of the Regulations made thereunder.

(2) Subregulation (1) shall not apply in the case of a person to whom such a licence as aforesaid was issued in another territory in Africa while he was resident in Zambia.

(3) Subregulation (1) shall not apply to the use of any vehicle as a public service vehicle in Zambia except when the public service vehicle is carrying tourists as provided for in the Road Traffic (Public Service Vehicles, Licensing and Use) Regulations.

#### Penalties

55. (1) A person who is convicted of an offence under these regulations for which no special penalty is provided is liable upon conviction, to a fine not exceeding one thousand penalty units, or to imprisonment for a period not exceeding three months.

(2) Where the person convicted is a body corporate, the Directors may in addition to the fine paid by the body corporate, be sentenced to pay a fine or to imprisonment or to both as provided in these regulations.

Revocation  
of  
Statutory  
Instrument  
No. 23 of  
1964

56. The Roads and Road Traffic (Registration and Licensing) Regulations, are hereby revoked.

**FIRST SCHEDULE**

Form RL.1  
(Regulation 3)

THE ROAD TRAFFIC ACT  
THE ROAD TRAFFIC (CERTIFICATES OF FITNESS) REGULATIONS  
COMBINED RECEIPT AND EXAMINER'S REPORT

No.....

Received from.....

the sum of kwacha (in words).....

ngwee (in words).....

(in figures) K

on account of

the \*examination of motor vehicle/trailer of the following  
registration \_\_\_\_\_ re-examination mark.....

In the case of a re-examination quote the number of the Form C.F.3  
issued after the examination at which this re-examination was  
ordered.

Date .....

.....

**Vehicle Examiner**

**EXAMINER'S REPORT**

(Delete as applicable)

A. \*The above motor vehicle/trailer was examined at the request of the licensing officer/police according to section 20 or 212 (1) (f) of the Act and was found fit/unfit.(Delete and initial.)

\*No fee was charged because the examination was either an initial one according to section 20 (2) of the Act and no defects were discovered, or an initial one pursuant to a prohibition under section 212 (1) (f).

B. \*The above motor vehicle/trailer was examined at the request of the licensing office according to section 126 of the Act.

\*No defects were discovered, and accordingly no fee was charged.\*The vehicle was found unfit.

C. \*The examination was for a certificate of fitness.

\*The motor vehicle/trailer was found unfit.

\*The motor vehicle/trailer was found fit, and certificate of fitness No. ....valid until..... was issued.

D. \*The motor vehicle/trailer is to be produced for re-examination to.....on or before (notified date) .....

Date .....

*Vehicle Examiner*

\* Delete as applicable.

Original-To vehicle owner.

Duplicate-To Road Traffic Director.

Triplicate-Remains in book.

GOVERNMENT OF ZAMBIA

THE ROAD TRAFFIC ACT THE ROAD TRAFFIC (REGISTRATION AND LICENSING)  
REGULATIONS APPLICATION FOR TEMPORARY REGISTRATION CARDS

Full name of owner of motor vehicle or trailer.....  
Postal address of owner.....  
Residential address of owner.....  
Make and model of motor vehicle/trailer.....  
Type of body..... Colour .....

Chassis No. (or in the case of a trailer, other distinguishing plate).....  
Engine No.....  
Name and address of supplier of the motor vehicle/trailer.....  
District in which it is proposed to obtain permanent registration.....  
Date.....

*Applicant*

*For use by the Licensing Officer*

Identification plate on temporary registration cards issued.....  
Expiry date.....

*Date and place of issue Licensing Officer*

NOTE.-This application form should be filled in original only. It should be retained for one month by the Licensing Officer who issues the temporary registration cards. At the end of a month it may be destroyed.



Form RL.3  
(Regulation 9)

GOVERNMENT OF ZAMBIA  
THE ROAD TRAFFIC ACT  
THE ROAD TRAFFIC (REGISTRATION AND LICENSING) REGULATIONS  
TEMPORARY REGISTRATION CARD

Engine No..... Chassis No. (or in the case of a trailer  
other permanent distinguishing plate)..... Expiry date  
Identification Plate-  
TR 123 (*Example only*)  
District in which permanent registration will be obtained.....  
Date and place of issue.....  
Licensing Officer.....





## ROAD TRANSPORT AND SAFETY AGENCY

**FORM (RL 4)**  
(Regulation  
11,13,16,18,19,  
20, & 22)

Road Traffic Act No. 11 of 2002  
**REGISTRATION & LICENSING REGULATIONS**

BAR CODE

LIST OF TRANSACTIONS	TRANSACTION TO BE PERFORMED (MARK WITH "X")	SECTIONS TO BE COMPLETED
FIRST REGISTRATION		
CHANGE OF OWNERSHIP		
AMENDMENT OR REMOVAL OF ABSOLUTE OWNER		
PREFERRED REGISTRATION MARK AND NUMBER		
RE-REGISTRATION		
DE-REGISTRATION		
CONVERSION		
VANITY (PERSONALISED) RETENTION /RE-ALLOCATION		
CHANGE OF MOTOR VEHICLE & TRAILER PARTICULARS		
REPLACEMENT OF REGISTRATION CERTIFICATE (DUPLICATE)		
EX-GRZ MOTOR VEHICLES OR TRAILERS		
ADDITION OF TITLE HOLDER		
REGISTRATION AND LICENSING (ROAD TAX)		

**\*FOR OFFICIAL USE ONLY\***

Vehicle Control Number  File Number  MV

Registration Number

**A NEW OWNER**

Identification Type	National Registration Card	Government	Foreign Identity Document	Passport	Company
Identification Number	<input style="width: 100%;" type="text"/>				
Nationality	<input style="width: 100%;" type="text"/>				
Ministerial Category	<input style="width: 100%;" type="text"/>				
Reference Letter	<input style="width: 100%;" type="text"/>				
Surname/Name of Organization	<input style="width: 100%;" type="text"/>				
Full Names	<input style="width: 100%;" type="text"/>				
Nature of Owner	Male	Female	Business		
Date of Birth	C:C	Y:Y	M:M	D:D	
Place of Birth	<input style="width: 100%;" type="text"/>				
Postal Address	<input style="width: 90%;" type="text"/>				Postal Code
Physical Address	<input style="width: 100%;" type="text"/>				
Telephone Number	<input style="width: 100%;" type="text"/>				
Mobile Number	<input style="width: 100%;" type="text"/>				

**B ABSOLUTE OWNER (ONLY TO BE COMPLETED IF ABSOLUTE OWNER AND NEW OWNER DIFFERS)**

Identification Type	National Registration Card	Government	Foreign Identity Document	Passport	Company
Identification Number	<input style="width: 100%;" type="text"/>				
Nationality	<input style="width: 100%;" type="text"/>				
Ministerial Category	<input style="width: 100%;" type="text"/>				
Reference Letter	<input style="width: 100%;" type="text"/>				

Surname/Name of Organization																								
Full Names																								
Nature of Owner	Male		Female		Business																			
Date of Birth	C:C		Y:Y		M:M		D:D																	
Place of Birth																								
Postal Address																					Postal Code			
Physical Address																					Postal Code			
Telephone Number																								
Mobile Number																								
<b>C CURRENT OWNER</b>																								
Identification Type	National Registration Card				Government				Foreign Identity Document				Passport				Company							
Identification Number																								
Nationality																								
Ministerial Category																								
Reference Letter																								
Surname/Name of Organization																								
Full Names																								
Nature of Owner	Male		Female		Business																			
Date of Birth	C:C		Y:Y		M:M		D:D																	
Place of Birth																								
Postal Address																					Postal Code			
Physical Address																					Postal Code			
Telephone Number																								
Mobile Number																								
<b>D MOTOR VEHICLE IDENTIFIERS</b>																								
Registration Number	1 Normal		2 Personalised		3 Current		4 Government		5 Diplomatic															
Registration Number																								
Chassis Number																								
Year of Make	C:C		Y:Y																					
Vehicle Make																								
Model (describe in full)																								
Model Number																								
<b>E PARTICULARS OF MOTOR VEHICLE</b>																								
Vehicle Category	3 Light Passenger		4 Heavy Passenger		5 Light Load		6 Heavy Load		Other (Specify)															
Type of Body	7 Saloon (Closed Top)		14 Mini Bus		16 Pick-Up		11 Station Wagon		Other (Specify)															
Driven By	1 Self Propelled		2 Trailer		3 Semi-Trailer																			

Engine Number																											
Engine Capacity					cm <sup>3</sup>																						
Net Power					Kw																						
Transmission	1	Manual	2	Automatic	3	Semi-Automatic																					
Propelled By	1	Petrol	2	Diesel	3	Electricity																					
Tare (T)					Kg																						
Gross Vehicle Mass (GVM)					Kg																						
No. of Axles					Heavy load vehicles only																						
Axle Distance					Heavy load vehicles only																						
Main Colour	1	White	2	Blue	3	Red	4	Black	5	Grey	6	Other (Specify)															
Seating Capacity																											
Steering	1	Right	2	Left																							
<b>F</b>	<b>REASON FOR REGISTRATION</b>																										
Reason for Registration	1	Locally Manufactured	2	Imported	6	Reconditioned	Other (Specify)																				
Class	1	Private	2	Public - Goods	3	Public - Passenger	4	Contract Car	5	Teaching of Driving																	
	6	Government	7	Diplomatic	Other (Specify)																						
Customs Paid Indicator	YES	NO																									
Old Registration Book Number																											
Date of First Registration																											
Current Registration Number																											
Country of Origin																											
Previous Registration Mark (if any)																											
Locally Manufactured	C:C	Y:Y	M:M	D:D																							
<b>G</b>	<b>REASON FOR CHANGE OF OWNERSHIP</b>																										
Reason for Change of	1	Sold	2	Repossessed	3	Auction	4	Others (Specify)																			
Class	1	Private	2	Public - Goods	3	Public - Passenger	4	Contract Car	5	Teaching of Driving																	
	6	Government	7	Diplomatic	Other (Specify)																						
Date	C:C	Y:Y	M:M	D:D																							
<b>H</b>	<b>REASON FOR RE-REGISTRATION</b>																										
Reason for Re-registrat	1	Repossessed (Court order)	2	As enshrined in the Act	3	Others (Specify)																					
Class	1	Private	2	Public - Goods	3	Public - Passenger	4	Contract Car	5	Teaching of Driving																	
	6	Government	7	Diplomatic	Other (Specify)																						
Date of Re-registration	C:C	Y:Y	M:M	D:D																							
<b>I</b>	<b>REASON FOR PERSONALISATION /RETENTION /RE-ALLOCATION /PREFERRED REGISTRYRATON MARK AND NUMBER</b>																										
Choice of Mark	1				2				3																		
Current registration Mark	1																										
Class	1	Private	2	Public - Goods	3	Public - Passenger	4	Contract Car	5	Teaching of Driving																	
	6	Government	7	Diplomatic	Other (Specify)																						
Date	C:C	Y:Y	M:M	D:D																							
<b>J</b>	<b>REASON FOR DE-REGISTRATION</b>																										
Reason for De-Registrati	1	Exported	2	Scrapped	3	Other (Specify)																					

Class	1 Private	2 Public - Goods	3 Public - Passenger	4 Contract Car	5 Teaching of Driving
	6 Government	7 Diplomatic	Other (Specify)		
Date of De-registration	C:C	Y:Y	M:M	D:D	

**K DECLARATION OF THE OWNER/CURRENT OWNER/ABSOLUTE OWNER**

I, the Owner/Current Owner/Absolute Owner

- a. Declare that I have disposed of/or delivered the Motor Vehicle in part D to the New Owner in part A
- b. Declare that all the particulars furnished by me in this form are true and correct; and
- c. Realise that a false declaration is punishable with a fine or one year imprisonment or both

Signature .....

Place .....

Date .....

**L DECLARATION OF THE OWNER/CURRENT OWNER/ABSOLUTE OWNER**

I, the Owner/New Owner/Absolute Owner

- a. Declare that all the particulars furnished by me in this form are true and correct; and
- b. Realise that a false declaration is punishable with a fine or one year imprisonment or both

Signature .....

Place .....

Date .....

**\*FOR OFFICIAL USE ONLY\***

Registration Marks Assigned

Customs Clearance Certificate

Interpol Clearance Number

Name of Licensing Office  Signature  Date

**TRANSACTION REQUIREMENTS**

- |   |   |
|---|---|
| <p><b>FIRST REGISTRATION</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Zambia Revenue Authority Customs Clearance Certificate/e-Redbook</li> <li>b. ZRA Receipt</li> <li>c. Customs declaration form CE 20</li> <li>d. Release order</li> <li>e. Interpol clearance certificate</li> <li>f. RTSA Physical inspection report and receipt copy</li> <li>g. Copy of identity of owner or certificate of incorporation/registration</li> </ul> <p><b>CHANGE OF VEHICLE PARTICULARS</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Original motor vehicle or trailer registration certificate</li> <li>b. RTSA Physical inspection report</li> <li>c. Police report from anti-theft of motor vehicle department</li> <li>d. Interpol clearance certificate for imported engine sold by spare parts dealers</li> <li>e. Receipt by spare part dealer</li> <li>f. Copy of identity of owner or certificate of incorporation/registration</li> </ul> <p><b>REPLACEMENT OF REGISTRATION CERTIFICATE (DUPLICATE)</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. RTSA Physical inspection report</li> <li>b. Police report from anti-theft of motor vehicle department</li> <li>c. General affidavit</li> <li>d. Copy of identity of owner or certificate of incorporation/registration</li> </ul> <p><b>EX-GRZ MOTOR VEHICLES OR TRAILERS</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Letter of sale</li> <li>b. General Government receipt</li> <li>c. Physical inspection report by Ministry of Works &amp; Supply (CGT)</li> <li>d. Zambia Revenue Authority Customs Clearance Certificate/e-Redbook</li> <li>e. Interpol clearance certificate</li> <li>f. RTSA Physical inspection report</li> <li>g. Copy of identity of owner or certificate of incorporation/registration</li> <li>h. Release order</li> <li>i. Customs declaration form CE 20</li> </ul> <p><b>CONVERSION</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Original old White or Blue Book</li> <li>b. ZRA Customs Clearance Certificate</li> <li>c. Clearance from the local authority where vehicle or trailer was registered</li> <li>d. Clearance report from Police anti-theft of motor vehicle department</li> </ul> | <p><b>DE-REGISTRATION</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Original motor vehicle or trailer registration certificate</li> <li>b. Physical inspection report</li> <li>c. Interpol clearance certificate (SAPCO) if its export</li> <li>d. Zambia Police clearance if scrap</li> <li>f. Copy of identity of owner or certificate of incorporation/registration</li> </ul> <p><b>CHANGE OF OWNERSHIP</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Letter of sale/Donation/Transfer</li> <li>b. Change of ownership certificate</li> <li>c. ZRA Tax Clearance Certificate for change of ownership</li> <li>d. Copy of identity for both the buyer and the seller</li> <li>e. Original motor vehicle or trailer registration certificate</li> <li>f. RTSA physical inspection report</li> <li>g. Police report from anti-theft of motor vehicle department</li> </ul> <p><b>RE-REGISTRATION</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Original motor vehicle or trailer registration certificate</li> <li>b. RTSA Physical inspection report</li> <li>c. Clearance report from anti-theft of motor vehicle department</li> <li>d. Copy of identity of registered owner or certificate of incorporation/registration</li> </ul> <p><b>ADDITION OF TITLE HOLDER</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Original motor vehicle or trailer registration certificate</li> <li>b. Copy of identity of registered owner or certificate of incorporation</li> <li>c. Copy of identity or certificate of incorporation/registration of owner</li> <li>d. Letter of consent by current &amp; absolute owner</li> <li>e. Letter of interest by Bank/Financial Institution/Interested party</li> </ul> <p><b>AMENDMENT OR REMOVAL OF ABSOLUTE OWNER</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Original motor vehicle or trailer registration certificate</li> <li>b. Identity of registered owner/certificate of incorporation of registered owner</li> <li>c. Copy of identity or certificate of incorporation/registration of owner</li> <li>d. Letter on expiration of interest by Bank/Financial Institution/Interested party</li> </ul> <p><b>VANITY (PERSONALISED) RETENTION/RE-ALLOCATION</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a. Original motor vehicle or trailer registration certificate</li> <li>b. RTSA Physical inspection report</li> </ul> |
|---|---|





**ROAD TRANSPORT AND SAFETY AGENCY**  
**ROAD TRAFFIC ACT No 11 OF 2002**

Application for Registration Plate Manufacturing Permit/Application for Registration Mark  
Embossing Permit

To the Licencing Officer at .....

I (name of applicant).....

(Postal address).....

.....

Hereby apply for grant of a registration plate manufacturing permit/registration mark  
embossing permit.

I hereby certify that I manufacture registration plates/emboss registration marks on  
registration plates

Date..... Sign. of applicant\*.....

\*if the applicant is a corporate entity, a Director of the company should sign the  
application.

The form shall be accompanied by:

- a) Inspection report;
- b) Certificate of  
Incorporation/Registration; and
- c) ZABS Certificate.





**ROAD TRANSPORT AND SAFETY AGENCY**  
**ROAD TRAFFIC ACT No 11 OF 2002**

**REGISTRATION PLATE MANUFACTURING PERMIT/REGISTRATION MARK**  
**EMBOSSING PERMIT**

PERMIT NO. ....  
ISSUED TO.....  
OF (Physical Address) .....  
.....  
.....

POSTAL ADDRESS .....  
.....  
.....

ZABS CERTIFICATE NO. ....  
PHONE NUMBER .....  
DATE OF ISSUE .....  
DATE OF EXPIRY .....

.....(name of applicant) is hereby authorised to  
manufacture registration plates/emboss registration marks on registration plates in  
accordance with section 28 of the Road Traffic Act No. 11 of 2002 and regulation 29 of  
these Regulations.

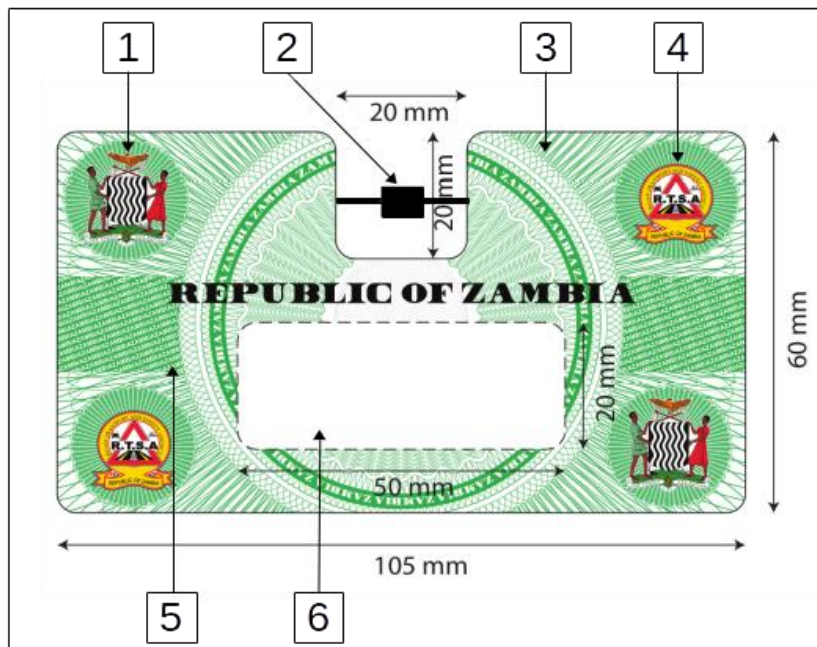
.....  
Director

PROMOTING ROAD SAFETY THROUGH EDUCATION, REGULATION AND LAW ENFORCEMENT

## Radio Frequency Identification

The RFID number plate shall be a validation sticker, affixed inside of the windscreen of a vehicle, and shall have the following features:

- a. Size of 103 mm x 57 mm with a tolerance on actual size of  $\pm 2$ mm;
- b. The Zambian Coat of Arms in full colour;
- c. The Road Transport and Safety Agency's logo in full colour;
- d. An inlayed RFID chip and antenna;
- e. A clear personalization area with an approximate size of 20 mm x 50 mm in which vehicle particulars are printed;
- f. Removal of the third number plate shall result in the destruction of the RFID antenna;
- g. Fine Line Printing: micro lines, micro text and guilloches;
- h. The word ZAMBIA printed in Metalized hologram or OVI image in the personalization area; and
- i. Transparent holographic prints showing the word ZAMBIA in the background.



**Key:**

1. Zambian Coat of Arms;
2. Security Window and RFID Inlay;
3. Micro Lines and Guilloche Prints;
4. Road Transport and Safety Agency logo;
5. Micro text printing; and
6. Personalisation Area.

Road Tax Receipt and Tax Disc  
GOVERNMENT OF ZAMBIA  
THE ROAD TRAFFIC ACT  
THE ROAD TRAFFIC (REGISTRATION AND LICENSING) REGULATIONS  
MOTOR VEHICLE OR TRAILER LICENCE

REPUBLIC OF ZAMBIA  
MOTOR VEHICLE LICENCE

Registration Number:  
Make:..... .Model:  
Colour: ..... Type:  
Engine No.:  
Chassis No.:  
Date Issued:..... Disk No.:  
Town: ZAMBIA  
Expiring  
Quarter: YEAR

NOTE: (1) All particulars shall be written in ink that does not fade.  
(2) Tax Class-refer to regulation 20.

GOVERNMENT OF ZAMBIA  
THE ROAD TRAFFIC ACT  
THE ROAD TRAFFIC (REGISTRATION AND LICENSING) REGULATIONS  
APPLICATION FOR MOTOR DEALER'S VEHICLE LICENCE

To the Licensing Officer at.....

I (name of applicant).....

(postal address).....

(residential address).....

Hereby apply for-

\*a motor dealer's vehicle licence to authorise the use of..... motor vehicles/trailers.

\*an additional..... motor vehicles and trailers to be entered on Motor Dealer's Vehicle Licence No..... already held by me.

I hereby certify that I am a \*dealer in/\*manufacturer of \*motor vehicles/ \*trailers.

.....

*Applicant*

Date.....

\* Delete as applicable.

*Original*-To be retained by Licensing Officer.

GOVERNMENT OF ZAMBIA  
THE ROAD TRAFFIC ACT  
THE ROAD TRAFFIC (REGISTRATION AND LICENSING) REGULATIONS  
MOTOR DEALER'S VEHICLE LICENCE

MOTOR DEALER'S VEHICLE LICENCE

No. of licence.....

Name of holder.....

Address.....

Date of expiry: 31st December, 19.....

Registration numbers and token numbers assigned with this licence:

Regn. No. Token No. Regn. No. Token No.

1 ..... 11.....

2 ..... 12.....

3 ..... 13.....

4 ..... 14.....

5 ..... 15.....

6 ..... 16.....

7 ..... 17.....

8 ..... 18.....

9 ..... 19.....

10 ..... 20.....

.....

Date and place Licensing Officer

Registration numbers and token numbers subsequently assigned:

Date Regn. No. Token No. Licensing Officer

.....

.....

.....

.....

.....

Original-To dealer.

No. of motor dealer's vehicle licence.....

.....

Holder of motor dealer's vehicle licence.....  
.....

Date of expiry of this token.....  
.....  
.....

*Signature and date stamp of Licensing Officer*

*Original-To dealer.*

*Duplicate-Remains in book.*

GOVERNMENT OF ZAMBIA  
THE ROAD TRAFFIC ACT  
THE ROAD TRAFFIC (REGISTRATION AND LICENSING) REGULATIONS

FARM VEHICLE LICENCE

Fee units paid: 30 No. of Licence

Name of address is hereby authorised to use the motor vehicles and trailers noted below (or overleaf) in accordance with the provisions of section 106 of the Roads and Road Traffic Act. Each motor vehicle or trailer when so used shall carry attached to it a farm vehicle token.

Registration plates of motor vehicles and trailers covered by this licence:

.....

.....

.....

Date of expiry of licence

.....

*Date and place Licensing Officer*

FARM VEHICLE TOKEN

No..... Name.....is hereby licensed to use on a road at any one time, in accordance with section 106 of the Roads and Road Traffic Act, any one of the motor vehicles or trailers specified in farm vehicle licence of this number.

Date of expiry.....

Date and place.....

*Licensing Officer*

*Original*-To applicant.

*Duplicate*-To Central Motor Registry.

*Triplicate*-Remains in book.

**SECOND SCHEDULE**

(Regulation 15)

REGISTRATION LETTERS

PART I

*Registration*

*Name of District letters*

Greater Lusaka .. . . . .	AAA to AAZ
	ABA to ABZ
	ALA to ALZ
Ndola .. . . . .	ACA to ACZ
Kitwe/Kalulushi .. . . . .	ADA to ADZ
Chirundu.. . . . .	AEA to AEZ
Mufulira .. . . . .	AFA to AFZ
Chingola/Chililabombwe .. . . . .	AGA to AGZ
Kabwe/Mumbwa .. . . . .	AHA to AHZ
Nakonde.. . . . .	AIA to AIZ
Livingstone/Kalomo .. . . . .	AJA to AJZ
Choma/Namwala .. . . . .	AKA to AKZ
Mazabuka .. . . . .	ANA to ANZ
Monze/Gwembe .. . . . .	AMA to AMZ
Luanshya .. . . . .	AOA to AOZ
Kasama/Mbala/Mporokoso/Luwingu/Kaputa.. . .	APA to APZ
Mpika/Isoka/Chinsali .. . . . .	AQA to AQZ
Eastern Province .. . . . .	ARA to ARZ
Luapula Province .. . . . .	ASA to ASZ
North-Western Province .. . . . .	ATA to ATZ
Western Province .. . . . .	AUA to AUZ
Mkushi/Serenje .. . . . .	AVA to AVZ
Petauke .. . . . .	AWA to AWZ



PART II

*Registration*

*Category of Vehicle letters*

Zambia Police .. . . . .	ZP
Zambia Prison Service .. . . . .	PS

PART III

**Motor Dealers Licences**

*(Regulation 41)*

Lusaka..... . . . .	AAA0000LK
Ndola..... . . . .	ACA0000ND
Kitwe/Kalulushi .. . . . .	ADA0000KT
Chirundu.. . . . .	AEA0000CD
Mufulira .. . . . .	AFA0000MF
Chingola/Chililabombwe .. . . . .	AGA0000CN
Kabwe/Mumbwa .. . . . .	AHA0000KB
Nakonde.. . . . .	AIA0000NK
Livingstone/Kalomo .. . . . .	AJA0000LS
Choma/Namwala .. . . . .	AKA0000CM
Mazabuka .. . . . .	ANA0000MB
Monze/Gwembe .. . . . .	AMA0000MZ
Luanshya .. . . . .	AOA0000LY
Kasama/Mbala/Mporokoso/Luwingu/Kaputa.. . .	APA0000KS
Mpika/Isoka/Chinsali .. . . . .	AQA0000MP
Chipata .. . . . .	ARA0000CP
Mansa.. . . . .	ASA0000MS
Solwezi .. . . . .	ATA0000SL
Mongu.. . . . .	AUA0000MN
Mkushi/Serenje .. . . . .	AVA0000SJ
Petauke.. . . . .	AWA0000PT

THIRD SCHEDULE

(Regulation 40)

Description of vehicle	Ground Front Plate	Ground Rear Plate	Letters and Numbers
Public Service Vehicle	White reflective material	White reflective material	Red
Vehicle for diplomat with full diplomatic status	White reflective background	White reflective background	Brown
Vehicle for administrative and technical staff for full diplomatic missions	White reflective background	White reflective background	Green
Vehicle for UN Specialised Agencies and International Organisations	White reflective background	White reflective background	Grey
Vehicles or trailer used under the authority of a motor dealer's licence	Red reflective background	Red reflective background	Black
Any other motor vehicle Or trailer, other than an auto-cycle or motor cycle	White reflective material	White reflective material	Black
Auto cycle or motor cycle	White reflective material	White reflective material	Black

## FOURTH SCHEDULE

(Regulations 16)

<b>SN</b>	<b>Description</b>	<b>Units</b>
1.	Addition or removal of absolute owner	723
2.	Personalised registration mark exceeding three alpha characters	55,556
3.	Assignment of personalised registration mark	3,250
4.	Number plate manufacturing permit	7,000
5.	Renewal of number plate manufacturing permit	7,000
6.	Duplicate number plate manufacturing permit	3,500
7.	Registration mark embossing permit	5,556
8.	Renewal of registration mark embossing permit	5,556
9.	Duplicate number plate manufacturing permit	2,778

LUSAKA

, 2020 Minister of Transport,  
and Communications

(MTC/.../..)