



**THE AUTOMOBILE ASSOCIATION OF SOUTH AFRICA NPC**

Denis Paxton House, Kyalami Grand Prix Circuit

Allandale Road, Kyalami

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**PROCEDURES FOR FOREIGN SUBSTITUTION**

- Step 1: Member complete "Substitution" application form and fax back together with a copy of the validated page of carnet (carnet counterfoil showing entry in South Africa) & copy of passport, to (011) 799-1041.
- Step 2: Application will be faxed to SA Customs – they will then inform me via fax if application has been approved or declined.
- Step 3: If approved, fee for substitution is payable immediately – AASA is to send the Issuing Club letter showing confirmation of the carnet extension from SA Customs.
- Step 4: Member needs to contact their issuing club to make arrangements for the issuing of the new carnet.
- Step 5: Once the member has both the old and new carnet, and the substitution approval letter from SARS, the member can go ahead and make an appointment for the carnet endorsement at an SA Customs office-with the vehicle present.

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

Kind regards,

Cleodene Sauls

Foreign Travel Department

Tel: (011) 799-1009

Fax: (011) 799-1041

Email: [cleodenes@aasa.co.za](mailto:cleodenes@aasa.co.za)

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