

Hollard Claims Management Directive – Foreign Driver's Licences

What are South Africa's (SA) requirements in terms of foreign driver's licences?

Permanent SA residents must convert their foreign driving licence to a South African one within 5 (five) years of receiving their permanent resident permit. If not, your foreign driving licence will be regarded as invalid.

Can a foreign driver's licence be converted to a South African one?

People with diplomatic permits, who do not hold permanent residence permits, may apply to convert their driving licence to a South African one. Foreign driver's licences must also be translated into one of the South African official languages by a competent authority.

When may a foreign driver's licence be converted to a South African one?

- If it is valid
- If it is translated into one of the official South African languages
- If it is accompanied by a letter of validity obtained from the relevant embassy and a translation if the licence is not in an official language of South Africa
- If it has your photo and signature.

How to convert a foreign driver's licence into a SA one?

1. Go to the driving licence testing centre (DLTC) in the province where the permanent residence was obtained.
2. Complete the Application for Exchange of a Driving Licence form (DL1) at any driving licence testing centre.
3. Complete the Notification of Change of Address or Particulars of Person or Organisation (NCP) form.

The following must be submitted:

- An acceptable identification as required by South African legislation (e.g. identity document (ID), temporary ID, valid South African passport, or foreign passport with permanent residence permit)
- Four black-and-white ID-sized photographs
- Current foreign driving licence
- Proof of permanent residency in the Republic of South Africa
- Proof that the applicant was not a permanent resident of South Africa at the time the foreign licence was issued (for example, you can produce a passport, permanent residence permit or visa)
- A letter of translation of the licence by a competent authority if the licence is not in one of the official languages of South Africa
- Confirmation from a driving licence issuing authority that the applicant had a valid driving licence (stating the codes and relevant categories of vehicle that the person is permitted to drive) that has not been cancelled or suspended
- In the case of an International Driving Permit (IDP), the applicant must submit the driving licence to the authority from which the permit was issued
- Proof of residential address, for example, utility account. If the utility bill is not in the applicant's name, the owner of the bill must provide an affidavit declaring that the applicant lives at the address and the utility bill must be attached to the affidavit.
- If an applicant stays at an informal settlement, the applicant must bring a letter with an official date stamp from the ward councillor confirming the applicant's residential address.

The driving licence testing centre will issue the driving licence if it is satisfied that:

- The applicant is the owner of a foreign driving licence
- The applicant hands over their foreign driving licence or driving permit when they receive their South African licence.

The applicant will not be required to undergo a driving licence examination, however, an eye test will be conducted on-site before the exchange is finalised.

How long does it take?

The time frame for exchanging the licence varies from one testing centre to another due to internal auditing processes.

Forms to complete

The Application for Driving Licence (DL1) form is available at any driving licence testing centre and on [eNatis](#).

What about dual citizenship?

Umbrella recognition is awarded to dual citizens. People attain citizenship 5 (five) years after acquiring a permanent residence permit. People can attain permanent residence irrespective of whether they are a South African citizen or not.

Who is regarded as a permanent resident in SA?

People who do not leave SA's borders for periods of more than 3 (three) months.

What if the foreign driver's licence expires?

If a converted foreign driver's licence (in other words a South African driver's licence) expires, then applicants have 4 (four) months to reapply for an updated foreign driver's licence conversion.

What do Hollard's policies say?

Generally, Hollard policies require policyholders to be licensed to drive on South African roads.

What if a foreign driver's licence is suspended or cancelled?

Should a converted foreign driver's licence (in other words a South African driver's licence) expire, then the driver is not licensed to drive on South African roads and the claim will be rejected.

What if the policyholder applied for a foreign driver's licence conversion but it has not been issued yet?

Should the policyholder hand over proof of application or a temporary licence, then we will consider the claim.

Conclusion

- 1.1 In general, all claims must be tested for materiality and supporting evidence must be considered, before deciding on a claim.
- 1.2 Specialists, such as assessors and loss adjusters must support their recommendations with formal material evidence.
- 1.3 Claims system records must be kept of all material evidence, should these be required for future litigation purposes.
- 1.4 If a policy condition or exclusion is immaterial to the incident, or the rejection decision cannot be supported with evidence, then the claim must be settled.

- **As a rule, each claim will be considered based on its own merits. Reference must always be made to the latest version of the specific policy wording, that is applicable at the** If it is valid
- If it is translated into one of the official South African languages
- If it is accompanied by a letter of validity obtained from the relevant embassy and a translation if the licence is not in an official language of South Africa

If it has your photo and signature. **claim stage.**