

SUID-AFRIKAANSE POLISIEDIENS



SOUTH AFRICAN POLICE SERVICE

Private Bag X540, PRETORIA, 0001

Verwysing Reference	: 27/5/2/1
Navrae Enquiries	: Major General MJ Mamotheti : Brigadier LJ Mabule
Telefoon Telephone	: 012 393 9077 : 012 353 6104
Faksnommer Fax number	: 012 393 9302
E-pos Email	: <a href="mailto:MamothetiMJ@saps.gov.za">MamothetiMJ@saps.gov.za</a> : <a href="mailto:MabuleLJ@saps.gov.za">MabuleLJ@saps.gov.za</a>

**DIVISIONAL COMMISSIONER  
VISIBLE POLICING  
HEAD OFFICE**

All Provincial Commissioners  
**SOUTH AFRICAN POLICE SERVICE**

**FURTHER ADDITIONAL GUIDELINES: 2020/2021 FIREARM AMNESTY:  
SURRENDERING OF FIREARMS, AMMUNITION AND/OR FIREARM PARTS BY  
ENTITIES (FIREARM DEALERS AND OTHERS) IN UNLAWFUL POSSESSION  
THEREOF**

1. The guidelines regarding the above subject matter, with reference 27/5/2/1, dated 2020-07-31, 2020-11-02 and 2020-12-08, respectively, bears reference.
2. Processes outlined in the guidelines already issued (paragraph 1 *supra*) must still be complied with during the entire process of the physical surrendering of the firearms by an entity (such as firearm dealer) to the Designated Amnesty Official or the Community Service Centre Commander.
3. The following further additional processes and procedures must be implemented in the event a **licenced firearm dealer or other entities** surrenders a firearm/s during the amnesty period and elects to submit an application for the possession of such a firearm.
  - 3.1 **FIREARMS ON THE FIREARMS STOCK REGISTER**
    - 3.1.1 **In respect of firearms surrendered that appears on the dealer's Firearms Stock Register, the following process applies:**
      - In the event a licenced firearm dealer indicates that he/she intends applying for the transfer of the firearm to the Firearms Stock Register of the dealership, the **responsible person** of the licenced dealer must complete Surrendering form (SAPS 522 (a)) and the Amnesty form (SAPS 548 form) and must indicate on the amnesty form that he/she intends to submit an application to transfer the specific firearm to the Firearms Stock Register of the dealership.

**FURTHER ADDITIONAL GUIDELINES: 2020/2021 FIREARM AMNESTY: SURRENDERING OF FIREARMS, AMMUNITION AND/OR FIREARM PARTS BY ENTITIES (FIREARM DEALERS AND OTHERS) IN UNLAWFUL POSSESSION THEREOF**

- The registered responsible person must within the stipulated period of fourteen (14) days after the firearm has been surrendered, submit the following documentation to the relevant Designated Firearms Officer:
  - (a) certified copy of a valid dealer's licence, or documentary proof of the timeous submission of the renewal of the dealer's licence.
  - (b) A certified copy of the identity document of the registered responsible person who surrender the firearm.
  - (c) A newly completed SAPS 350 (a) form (Dealer's return: stock received) for each and every firearm surrendered.
  - (d) A fully completed SAPS 534 form (Transfer of firearm ownership duly signed by the registered owner/ appointed executor/ curator, etc. whichever is applicable) for each and every firearm surrendered.
  - (e) A comprehensive statement under oath or affirmation by the registered responsible person must accompany each and every SAPS 350(a), which must contain details of the origin of the surrendered firearm inclusive of documentary proof, i.e. a copy of the licence, permit or authorisation or any other evidence or information to substantiate the origin and existence of the firearm.
  - (f) In the event that the details of the firearm as described on any licence, permit or authorisation in possession of the responsible person is incorrect, it must be addressed in the aforesaid statement and submitted with a completed SAPS 521(g) together with a certificate issued by an independent licensed gunsmith, annexed to the statement.
- 4. **In respect of firearms surrendered that is in the safe custody of the dealer, the following process applies:**
  - 4.1 In the event the licenced firearm dealer indicates that he/she intends applying for the transfer of the firearm to the Firearms Stock Register of the dealership, the registered responsible person of the licenced dealer must complete Surrendering form (SAPS 522 (a)) and the Amnesty form (SAPS 548 form) and must indicate on the amnesty form that he/she intends to submit an application to transfer the specific firearm to the Firearms Stock Register of the dealership.
  - 4.2 The registered responsible person must within the stipulated period of fourteen (14) days after the firearm has been surrendered, submit the following documentation to the relevant Designated Firearms Officer:
    - (a) A certified copy of a valid dealer's licence, or documentary proof of the timeous submission of the renewal of the dealer's licence.

**FURTHER ADDITIONAL GUIDELINES: 2020/2021 FIREARM AMNESTY: SURRENDERING OF FIREARMS, AMMUNITION AND/OR FIREARM PARTS BY ENTITIES (FIREARM DEALERS AND OTHERS) IN UNLAWFUL POSSESSION THEREOF**

- (b) A certified copy of the identity document of a registered responsible person who surrenders the firearm.
- (c) A fully completed SAPS 534 form (Transfer of firearm ownership duly signed by the registered owner/ appointed executor/ curator, etc., whichever is applicable) for each and every firearm surrendered.
- (d) A comprehensive statement under oath or affirmation by the registered responsible person must accompany each and every SAPS 534 form, which must contain the following information:
  - (i) date of receipt of the firearm;
  - (ii) full names, surname, identity number or registration number of the juristic entity, as the case may be, and physical address of the person from whom the firearm was acquired;
  - (iii) make, type and calibre of the firearm, as well as every manufacturer's serial number or additional identification mark contemplated in section 23 (4) of the Firearms Control Act 60 of 2000, that is reflected on the firearm;
  - (iv) number and date of issue of the existing licence, authorisation or permit, as the case may be, and signature of the person from whom the firearm was acquired and appears on the Firearms Safe Custody Register, if any;
  - (v) a copy of the dealer's Firearms Safe Custody Register that reflects entry of the relevant firearm therein;
  - (vi) In the event that the detail of the firearm as described on any licence, permit or authorisation in possession of the responsible person is incorrect, it must be addressed in the aforesaid statement and submitted with a completed SAPS 521(g) together with a certificate issued by an independent licensed gunsmith, annexed to the statement.
- 5. The details of the above firearm surrendered by the licenced firearm dealer must be registered/transferred to the following State Department with code number: 44, on the Enhance Firearm Registration System (EFRS):
- 6. The following documents must be forwarded to the Provincial FLASH office. The Provincial FLASH office must after performing quality check on all documents forward same to the Central Firearms Register:
  - 6.1 All fully completed SAPS 350(a) forms;
  - 6.2 All SAPS 534 forms duly signed by the registered owner/ appointed executor/ curator, etc. whichever is applicable and information mentioned in paragraphs 4.2 and 5.2 above;

**FURTHER ADDITIONAL GUIDELINES: 2020/2021 FIREARM AMNESTY:  
SURRENDERING OF FIREARMS, AMMUNITION AND/OR FIREARM PARTS BY  
ENTITIES (FIREARM DEALERS AND OTHERS) IN UNLAWFUL POSSESSION  
THEREOF**

- 6.3 Proof of IBIS Testing (Not Ballistic Reports) for each firearm; and
- 6.4 A certificate issued by an independent licensed gunsmith wherever necessary.
7. Please be advised that no SAPS 350(a) form must be submitted through the e-Connectivity Solution as all transfers of such firearms will be processed at the Central Firearms Register.
8. The contents of these guidelines **must** urgently be brought to the attention of Station Commanders and Designated Firearm Officers.

  
**LIEUTENANT GENERAL  
DIVISIONAL COMMISSIONER: OPERATIONAL RESPONSE SERVICES  
NS MKWANAZI**

Date: 2020-12-17