HJ BOSCH & SONS

Family-owned panel beaters since 1969 · SAMBRA accredited

SAPS Pound Release — Document Checklist

Bring these to the SAPS pound on collection day. Missing any one item is the most common reason pound staff turn vehicles away — print this page and tick as you go.

Owner identity & address

	Document	Why it's required
☐	**ID document (original + copy)**	SAPS will not release without the original. Bring a clear A4 copy too.
☐	**Proof of residence (< 3 months)**	Municipal bill, bank statement or signed affidavit. Must match your ID address.

Vehicle ownership

	Document	Why it's required
☐	**NaTIS / vehicle registration certificate**	Proves you own the vehicle. Originals only — copies are rejected.
☐	**Bank-stamped settlement letter**	Only if the vehicle is financed. Bank must confirm consent to release.
☐	**Spare keys (if available)**	Pound staff will note this on the release form.

SAPS paperwork

	Document	Why it's required
☐	**SAPS case number (CAS)**	Issued at the police station where you reported the theft.
☐	**SAPS 522 vehicle release authority**	Signed by the investigating officer. Without it, the pound will not release.

If we collect on your behalf

	Document	Why it's required
☐	**Signed Power of Attorney**	Template available on our site. Must be witnessed by a Commissioner of Oaths.
☐	**Copy of collector's ID**	We supply this from our side once the PoA is signed.

Quick tips from our team

• Storage fees apply per day — the sooner you collect, the lower the bill.
• Take photos at the pound before the vehicle is loaded — protects you and us on damage disputes.
• If the investigating officer is unreachable, ask the station commander for help signing the SAPS 522.

• If documents are missing, call us before driving to the pound — we may be able to assist on the phone.