



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Regulation Gazette

No. 10488

Regulasiekoerant

Vol. 602

28

August
Augustus

2015

No. 39142

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

ISSN 1682-5843



9 771682 584003

39142



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.



GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



DO use the new Adobe Forms for your notice request. These new forms can be found on our website: www.gpwonline.co.za under the Gazette Services page.

DO attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment)

DO specify your requested publication date.

DO send us the electronic Adobe form. (There is no need to print and scan it).

DON'T submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

DON'T print and scan the electronic Adobe form.

DON'T send queries or RFQ's to the submit.egazette mailbox.

DON'T send bad quality documents to GPW. (Check that documents are clear and can be read)



Form Completion Rules

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> Do not type as: 43 Bloubokrand Street Putsonderwater 1923 Text should be entered as: 43 Bloubokrand Street, Putsonderwater, 1923
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> Date fields are verified against format CCYY-MM-DD Time fields are verified against format HH:MM Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces <ul style="list-style-type: none"> o 0123679089 o (012) 3679089 o (012)367-9089
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc. Do not include company letterheads, logos, headers, footers, etc. in text block fields.



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> • Font type should remain as Arial • Font size should remain unchanged at 9pt • Line spacing should remain at the default of 1.0 • The following formatting is allowed: <ul style="list-style-type: none"> ○ Bold ○ Italic ○ Underline ○ Superscript ○ Subscript • Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents • Text justification is allowed: <ul style="list-style-type: none"> ○ Left ○ Right ○ Center ○ Full • Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software <ul style="list-style-type: none"> ○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph ○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.
	<p>e.g.</p> <ol style="list-style-type: none"> 1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 	



You can find the **new electronic Adobe Forms** on the website www.gpwonline.co.za under the Gazette Services page.

For any **queries or quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email info.egazette@gpw.gov.za

Disclaimer

Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.

GPW will not be held responsible for notices not published due to non-compliance and/or late submission.

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

Contents

<i>No.</i>		<i>Gazette No.</i>	<i>Page No.</i>
GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS			
Energy, Department of/ Energie, Departement van			
764	Petroleum Pipelines Act, 2003: Amendment Of Regulations Made In Terms Of The Petroleum Pipelines Act	39142	7
765	Petroleum Pipelines Act, 2003: Amendment Of The Regulations Made In Terms Of The Petroleum Pipelines Act, 2003.....	39142	7
765	Umthetho Wemigudu Yephethroliyam, 2003: Kuchitshiyelwa Kwemiso Zomthetho Ngokomthetho Wemigudu Yephethroliyam, 2003.....	39142	11
Labour, Department of/ Arbeid, Departement van			
766	Labour Relations Act, 1995: Invitation To Make Representations: Notice In Terms Of Section 32(2) Read With Section 32(5)(C) Of The Labour Relations Act, 1995: Main Collective Agreement Of The Furniture Bargaining Council	39142	15
766	Umthetho Wezobudlelwano Kwezabasebenzi, 1995: Isimemo Sokulethwa Kwezikhalo: Isaziso Ngokweisgaba 32(2) Sifundwa Nesigaba 32(5)(C) Somthetho Wobudlelwano Kwezabasebenzi Ka 1995: Isivumelwano Esiyingqikithi Somkhandlu Wokuxoxisana Phakathi Kwabaqashi Nabasebenzi Embonini Yefenisha	39142	16

IMPORTANT ANNOUNCEMENT

Closing times **PRIORTOPUBLICHOLIDAYS** for GOVERNMENT NOTICES, GENERAL NOTICES, REGULATION NOTICES AND PROCLAMATIONS

2015

The closing time is **15:00** sharp on the following days:

- **26 March**, Thursday, for the issue of Thursday **2 April 2015**
- **31 March**, Tuesday, for the issue of Friday **10 April 2015**
- **22 April**, Wednesday, for the issue of Thursday **30 April 2015**
- **30 April**, Thursday, for the issue of Friday **8 May 2015**
- **11 June**, Thursday, for the issue of Friday **19 June 2015**
- **6 August**, Thursday, for the issue of Friday **14 August 2015**
- **17 September**, Thursday, for the issue of Friday **25 September 2015**
- **10 December**, Thursday, for the issue of Friday **18 December 2015**
- **15 December**, Tuesday, for the issue of Thursday **24 December 2015**
- **22 December**, Tuesday, for the issue of Thursday **31 December 2015**
- **30 December**, Wednesday, for the issue of Friday **8 January 2016**

Late notices will be published in the subsequent issue, if under special circumstances, a late notice is accepted, a double tariff will be charged

The copy for a SEPARATE Government Gazette must be handed in not later than three calendar weeks before date of publication

BELANGRIKE AANKONDIGING

Sluitingstye **VOOR VAKANSIEDAE** vir GOEWERMENTS-, ALGEMENE- & REGULASIE- KENNISGEWINGS ASOOK PROKLAMASIES

2015

Die sluitingstyd is stiptelik **15:00** op die volgende dae:

- **26 Maart**, Donderdag, vir die uitgawe van Donderdag **2 April 2015**
- **31 Maart**, Dinsdag, vir die uitgawe van Vrydag **10 April 2015**
- **22 April**, Wednesday, vir die uitgawe van Donderdag **30 April 2015**
- **30 April**, Donderdag, vir die uitgawe van Vrydag **8 Mei 2015**
- **11 Junie**, Donderdag, vir die uitgawe van Vrydag **19 Junie 2015**
- **6 Augustus**, Donderdag, vir die uitgawe van Vrydag **14 Augustus 2015**
- **17 September**, Donderdag, vir die uitgawe van Vrydag **25 September 2015**
- **10 Desember**, Donderdag, vir die uitgawe van Vrydag **18 Desember 2015**
- **15 Desember**, Dinsdag, vir die uitgawe van Donderdag **24 Desember 2015**
- **22 Desember**, Dinsdag, vir die uitgawe van Donderdag **31 Desember 2015**
- **30 Desember**, Wednesday, vir die uitgawe van Vrydag **8 Januarie 2016**

Laat kennisgewings sal in die daaropvolgende uitgawe geplaas word. Indien 'n laat kennisgewing wel, onder spesiale omstandighede, aanvaar word, sal 'n dubbeltarief gehef word

Wanneer 'n APARTE Staatskoerant verlang word moet die kopie drie kalenderweke voor publikasie ingedien word

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF ENERGY

NO. R. 764

28 AUGUST 2015

PETROLEUM PIPELINES ACT, 2003**AMENDMENT OF REGULATIONS MADE IN TERMS OF THE PETROLEUM PIPELINES ACT, 2003 (ACT NO. 60 OF 2003)**

I, Tina Joemat-Pettersson, Minister of Energy, in terms of section 33(1) read with section 33(2) of the Petroleum Pipelines Act, 2003 hereby make the regulations in the Schedule.



Tina Joemat-Pettersson, MP
MINISTER OF ENERGY

Date:

4/8/2015

DEPARTMENT OF ENERGY

NO. R. 765

28 AUGUST 2015

PETROLEUM PIPELINES ACT, 2003**AMENDMENT OF REGULATIONS MADE IN TERMS OF THE PETROLEUM PIPELINES ACT, 2003 (ACT NO. 60 OF 2003)**

The Minister of Energy has, in terms of section 33(1) read with section 33(2) of the Petroleum Pipelines Act, 2003, made the regulations in the Schedule.

SCHEDULE

Definitions

1. In these regulations “the Regulations” means the regulations published under Government Notice No. R. 342 of 4 April 2008.

Amendment of regulation 1 of the Regulations

2. Regulation 1 of the Regulations is hereby amended by-
 - (a) the deletion of the definition of “**environment**”; and
 - (b) the insertion after the definition of “**environment**” of the following definition:

“**land**” means land on which a licensed petroleum pipeline, storage facility or loading facility is situated or operated;”.

Amendment of regulation 4 of the Regulations

3. Regulation 4 of the Regulations is hereby amended by-
 - (a) the deletion in subregulation (6) of paragraph (c);
 - (b) the substitution in subregulation (6) for paragraph (e) of the following paragraph:

“(e) reasonable real return on the regulatory asset base which should be determined in accordance with section 28(2)(a) of the Act; and”;
 - (c) the insertion in subregulation (7) after paragraph (a) of the following paragraph:

“(aA) fairly reflect the investment in the regulatory asset base;”;
 - (d) the deletion of subregulation (8); and
 - (e) the substitution for subregulation (9) of the following subregulation:

“(9) The Authority must as appropriate-

(a) during the term of the licence; and

(b) at the end of the term of the licence or at any other time if the need arises,

conduct a comprehensive tariff setting exercise in the manner contemplated in subregulation (2).”.

Amendment of regulation 9 of the Regulations

4. The following regulation is hereby substituted for regulation 9 of the Regulations:

“Rehabilitation of land

9. (1) A licensee must inform the Authority in writing when it applies to the relevant environmental authority for an environmental impact assessment for the termination or abandonment of the licensed activity, in accordance with the National Environmental Management Act, 1998.

(2) A licensee must, at least six months prior to the termination or abandonment of a licensed activity, submit to the Authority, proof of the approval of the termination or abandonment of the licensed activity.

(3) The Authority must require the licensee to provide financial security or make arrangements, as may be acceptable to the Authority, for the purposes of rehabilitating the land used in connection with a licensed activity.

(4) The financial security contemplated in subregulation (3) may be in any form acceptable to the Authority and may only be used with the approval of the Authority.

(5) The Authority may, in writing, at any time, require written confirmation from a licensee that the licensee complies with the requirements of the National Environmental Management Act, 1998.

(6) The Authority may require written proof from the licensee that the authority responsible for administering the National Environmental Management Act, 1998 has approved the environmental impact assessment required by that Act.

(7) The Authority may not revoke the licence in respect of a licensed activity, before it is in receipt of a certificate from an independent consultant competent to conduct environmental impact assessments in accordance with the National Environmental Management Act, 1998, which states that the site has been rehabilitated.”.

DEPARTMENT OF ENERGY

NO. R. 765

28 AUGUST 2015

ISAZISO SIKAHULUMENI

UMNYANGO WEZAMANDLA

UMTHETHO WEMIGUDU YEPHETHROLIYAMU, 2003

UKUCHITSHIYELWA KWEZIMISO ZOMTHETHO NGOKOMTHETHO WEMIGUDU YEPHETHROLIYAMU, 2003 (UMTHETHO NOMBOLO 60 KA-2003)

Ungqongqoshe Womnyango Wezamandla wenze izimiso zomthetho kuSheduli ngokwesigaba 33(1) soMthetho Wemigudu Yephethroliyam, 2003.

ISHEDULI

Izincazelo

1. Kulezi zimiso zomthetho "Izimiso Zomthetho" zisho izimiso zomthetho ezishicilelwe ngaphansi kweSaziso SikaHulumeni Nombolo R. 342 somhla ka-4 Ephreli 2008.

Isichibiyelo seSimiso Somthetho 1 seZimiso Zomthetho

2. Isimiso Somthetho 1 seZimiso Zomthetho lapha siyachitshiyelwa-
- (a) ngokucisha incazelo **“yemvelo”**;
 - (b) ngokufaka ngemuva kwencazelo **“yemvelo”** incazelo elandelayo:
““umhlaba” kusho umhlaba lapho umgudu wephethroliyamu enelayisense, indawo yokulondoloza noma indawo yokulayisha ikhona khona noma isebenzela khona;”.

Isichibiyelo seSimiso Somthetho 4 seZimiso Zomthetho

3. Isimiso Somthetho 4 seZimiso Zomthetho lapha siyachitshiyelwa -
- (a) ngokucisha kusimiso somthetho esincane (6) sendima (c);
 - (b) ngokufaka esikhundleni okwenziwe kusimiso somthetho esincane (6) sendima (e) sendima elandelayo:
“(e) imbuyiselo yangempela ekahle esizindeneni sokulawula impahla okufanele inqunywe ngokuhambisana nesigaba 28(2)(a) soMthetho; kanye”;
 - (b) nokufaka kusimiso somthetho esincane (7) ngemuva kwendima (a) sendima elandelayo:
“(aA) khombisa kahle ukutshalwa kwemali esizindeneni sokulawula impahla;”;
 - (d) ukucishwa kwesimiso somthetho esincane (8); kanye

(e) nokufaka esikhundleni sesimiso somthetho esincane (9) sesimiso somthetho esincane esilandelayo:

“(9) Isiphathimandla njengoba kufanele-

- (a) ngesikhathi sethemu yelayisense; kanye
- (b) nasekupheleni kwethemu eshiwo kusimiso somthetho esincane (a), noma nanoma yisiphi esinye isikhathi uma kuvela isidingo, kufanele senze umsebenzi ophelele wokunquma inani lentengo ngendlela eshiwo kusimiso somthetho esincane (2)”.

Isichibiyelo seSimiso Somthetho 9 seZimiso Zomthetho

4. Isimiso somthetho esilandelayo sikhishelwa ukufaka Isimiso Somthetho 9 seZimiso Zomthetho esikhundleni saso:

"9. (1) Umuntu onelayisense kufanele azise Isiphathimandla ngokusibhalela uma efaka isicelo kusiphathimandla sezemvelo esifanele sokuhlolwa komthelela emvelweni wokumisa noma wokushiya umsebenzi onikezwe ilayisense ngokuhambisana noMthetho Kazwelonke Wokuphathwa Kwezemvelo, 1998.

(2) Umuntu onelayisense kufanele, okungenani izinyanga eziyisithupha ngaphambi kokumisa, kokuyeka noma kokushiya umsebenzi onelayisense, ahambise ubufakazi kuSiphathimandla bemvume eshiwo kusimiso somthetho esincane (1) balokho kumisa, ukuyeka noma ukushiya lowo msebenzi onelayisense.

(3) Isiphathimandla kufanele sifune ukuthi umuntu onelayisense ahlinzeke ukuvikeleka kwezezimali noma enze amalungiselelo njengoba kungemukeleka kuSiphathimandla ngezinhloso zokubuyisela esimeni esilungile umhlaba owasetshenziswa maqondana nomsebenzi onelayisense.

(4) Ukuvikeleka kwezezimali okushiwo kusimiso somthetho esincane (3) kungaba ngananoma yisiphi isimo esamukelekile kuSiphathimandla futhi kungasetshenziswa kuphela ngemvume yaso.

(5) Isiphathimandla, noma nini, ngokubhala, singafuna isiqinisekiso esibhaliwe esivela kumuntu onelayisense sokuthi uyahambisana nezidingo zoMthetho Kazwelonke Wokuphathwa Kwemvelo, 1998.

(6) Isiphathimandla kungenzeka sifune ubufakazi obubhaliwe kumuntu onelayisense bokuthi isiphathimandla esibhekene nomsebenzi wokuphatha Umthetho oshiwo kusimiso somthetho esincane (5) sikugunyazile ukuhlolwa komthelela emvelweni okudingwa nguMthetho okukhulunywa ngawo.

(7) Isiphathimandla singeze sayikhansela ilayisense yomsebenzi oshiwo ku-(1) ngaphambi kokuthi sithole isitifiketi esivela kumeluleki ozimele okwaziyo ukwenza umsebenzi wokuhlola umthelela emvelweni ngokuhambisana nezinto ezihlinzekelwa Umthetho Kazwelonke Wokuphathwa Kwemvelo, 1998 esishoyo ukuthi isayithi seyibuyiselwe esimeni esilungile.”.

DEPARTMENT OF LABOUR

NO. R. 766

28 AUGUST 2015

LABOUR RELATIONS ACT, 1995

INVITATION TO MAKE REPRESENTATIONS

NOTICE IN TERMS OF SECTION 32(2) READ WITH SECTION 32(5)(c) OF THE LABOUR RELATIONS ACT, 1995: THE MAIN COLLECTIVE AGREEMENT OF THE FURNITURE BARGAINING COUNCIL

- 1 I, **Mildred Nelisiwe Oliphant**, Minister of Labour, do hereby in terms of section 32(2) read with section 32(5)(c) of the Labour Relations Act, 1995, publish a notice in accordance with the provisions of subsection 32(5)(c) inviting representations from the public in response to the Furniture Bargaining Council's application for extension to non parties regarding its Main Collective Agreement which was submitted to the Department of Labour on **28 July 2015**.
- 2 Representations must reach the Department of Labour not later than 21 days from the date of publication of this Notice.
- 3 A copy of this Application may be inspected or obtained c/o the Department of Labour, Laboria House, 215 Francis Baard Street, PRETORIA
- 4 Representations should be submitted to the following addresses:

By Post or Fax:

Department of Labour
Directorate: Collective Bargaining
Attention: Ms MM Ngwetjana
Postal Address: Private Bag X117
PRETORIA, 0001
Fax: 012 309 4156/4848


Hand Deliveries:

Department of Labour
Laboria House
Room 122/133
215 Francis Baard Street
PRETORIA, 2001

By e-mail:

mary.ngwetjana@labour.gov.za

tabogelo.mahlangu@labour.gov.za


.....
MN OLIPHANT, MP
MINISTER OF LABOUR

12/08/2015

DEPARTEMENT VAN ARBEID

NO. R. 766

28 AUGUSTUS 2015

UMNYANGO WEZABASEBENZI

UMTHETHO WEZOBUDLELWANO KWEZABASEBENZI ,

1995 ISIMEMO SOKULETHWA KWEZIKHALO

ISAZISO NGOKWESIGABA 32(2) SIFUNDWA NESIGABA 32(5)(c)
SOMTHETHO WOBUDLELWANO KWEZABASEBENZI KA 1995:
ISIVUMELWANO ESIYINGQIKITHI SOMKHANDLU WOKUXOXISANA PHAKATHI
KWABAQASHI NABASEBENZI EMBONINI YEFENISHA

- 1 Mina, MILDRED NELISIWE OLIPHANT, uNgqongqoshe WezabaSebenzi ,Iapha Japha ngokwesigaba-32(2) sifundwa nesigaba 32(5)(c) soMthetho Wezobudlelwano Kwezabasebenzi , ka 1995, ngikhipha isaziso ngokwezihlinzeko zesigatshana 32(5)(c) sokumema izikhalo zomphakathi mayelana nesicelo soMkhandlu Wokuxoxisana Phakathi Kwabaqashi Nabasebenzi Embonini Yefenisha sokwelulwa kwesivumelwano sabaqashi nabasebenzi esiyingqikithi selulelwa kulabo abangeyona ingxenye yaso esalethwa eMnyangweni Wezabasebenzi mhlaka 28 kuNtulikazi 2015.
- 2 Jzikhalo kumele zifike eMnyangweni Wezabasebenz i zingakapheli izinsuku ezingu 21 kusukela osukwini lokukhiswa kwalesiSaziso.
- 3 Ikhophi yalesisicelo ingahlolwa noma itholakale ku c/o Department of Labour, Laboria House, 215 Francis Baard Street, PRETORIA
- 4 Izikhalo kanye/noma imibuzo mayelana namakhopi alesisicelo kumele zilethwe kulelikhelielilandelayo :

Ngeposi noma ngefeksi:

Umnyango Wezabasebenzi

Umqondisi: Wezokuxoxisana kwabaqashi nabasebenzi

Iqondiswe ku: Mary Ngwetjana

Postal address: Private Bag X117

PRETORIA, 0001

Fax 012 309 4156/4848

mary.ngwetjana@labour.gov.zatabogelo.mahlangu@labour.gov.za**Okulethwa ngezandla:**

Ihhovisi 122/133

Laboria House

215 Francis Baard Street

PRETORIA



.....
MN OLIPHANT, MP
UNGQONGOSHE WEZABASEBENZI

12/08/2015

IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

