



PROVINCE OF THE EASTERN CAPE
IPHONDO LEMPUMA KOLONI
PROVINSIE OOS-KAAP

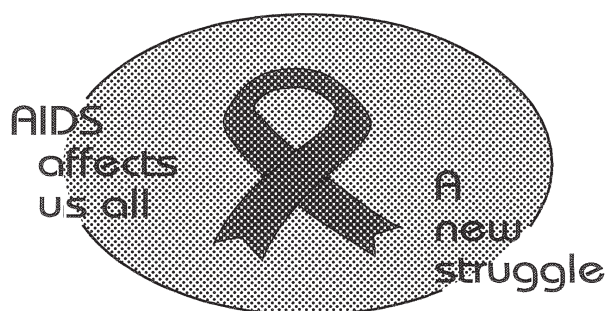
**Provincial Gazette
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(Extraordinary)**

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No. 3513

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

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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.

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

ADVERTISEMENT

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No. *No.*

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 146 OF 2015**Province of the
EASTERN CAPE**

OFFICE OF THE PREMIER**Manual for the Office of the Premier, Province of the Eastern Cape,
in terms of section 14 of the
Promotion of Access to Information Act 2000 (Act No. 2 of 2000)****1 August 2015**

1. Functions of the Office of the Premier (OTP)

The Office of the Premier is the lead Department in the Eastern Cape Provincial Government. It is a department created in terms of the Constitution of the Republic of South Africa, 1996 and the Public Service Act (Act No. 103 of 1994) (Proc. No. 103 of 1994) to enable the Premier to lead the Eastern Cape Government in the service of the public. It is thus mandated to ensure that:

- The Constitution, national and provincial laws, rules and regulations as well as policies, are faithfully and effectively executed;
- Through the Executive Council, the Premier drives the transformation process in the Province;
- The Provincial Government is effectively coordinated; and
- The Office of the Premier strives to be an exemplary and effective center of the Provincial Administration.

Its main purpose is therefore to provide guidance and focus for the Province as a whole through the development and implementation of policies, and the monitoring and evaluation of the performance of departments in effecting service delivery to the people.

The vision of the Office of the Premier is "Leading development with excellence and integrity".

The mission of the Office of the Premier is “Co-ordinating functions of the provincial administration through the provision of strategic leadership in policy development, planning and implementation support”.

The Office of the Premier believes in the following values:

- Excellence;
- Integrity;
- Responsiveness;
- Creativity and innovation;
- Inclusivity;
- Professionalism.

2. Structure of the Office of the Premier

The Office of the Premier is structured into four programmes to fulfill its mandate as outlined above and its key strategic objectives are as follows:

- Improved institutional efficiency and good corporate governance in the Office of the Premier;
- Improved implementation of policy, legislation and government programmes;
- Improved policy co-ordination and integrated planning in the Province.

The four programmes in the Office of the Premier are: 1) Administration, but also referred to as Corporate and Operations Support, 2) Institutional Development and Organisational Support, 3) Policy and Governance, 4) Executive Support Services.

2.1 Administration/Corporate and Operations Support

Purpose:

The main purpose of this programme is to provide efficient and effective support to the Premier, the Director-General and the Department in achieving its mandate.

Functions:

- To ensure effective governance and service delivery to citizens of the Eastern Cape through the provision of executive leadership and oversight.

- To render strategic leadership and co-ordination of services to the OTP and the Provincial Administration.
- To provide strategic management support services to the OTP and to manage its performance, as well as monitor the mainstreaming of transformation programmes within the OTP.
- To provide strategic human resources management support to the OTP.
- To provide financial and supply chain management support services.

2.2 Institutional Development and Organisational Support

Purpose:

The main purpose of this programme is to provide institutional development and organizational support services to ensure that the Provincial Government has sufficient capacity to effectively and efficiently deliver on its mandate.

Functions:

- To provide strategic management, consulting and support services with respect to human capital and talent management.
- To provide strategic organisational development consultancy support services to the Province.
- To co-ordinate the development and implementation of strategic human resource development interventions.
- To provide and co-ordinate the provision of an integrated information and communications technology service.
- To co-ordinate the implementation of the provincial anti-corruption programme of action and security management policies.

2.3 Policy and Governance

Purpose:

The main purpose of this programme is to facilitate the integrated implementation of the electoral mandate of the Provincial Government and oversee governance and

service delivery in the Province.

Functions:

- To lead and co-ordinate effective oversight on governance and service delivery in the Province.
- To co-ordinate and facilitate service delivery intervention.
- To lead the co-ordination of policy, planning and research in the Province.

2.4 Executive Support Services

Purpose:

To render effective and efficient executive support services to the Provincial Government, Office of the Premier (OTP), Executive Council and Provincial executive structures through the provision of seamless administrative assistance and implementation of inter-governmental relations, provincial communications, cabinet support and protocol services and legal support services.

Functions:

- To render secretariat support to Cabinet.
- To provide communications support services to the Office of the Premier and Provincial Government.
- To facilitate intergovernmental relations, international relations and stakeholder engagement.
- To ensure compliance with the constitutional and legislation requirements.

3. Contact Details of Information Officers

Information Officer

The Director-General (DG), Mrs Marion Mbina-Mthembu is the information officer in terms of the Promotion of Access to Information Act.

Postal Address : Private Bag X0047, Bhisho, 5605
Physical Address : OTP Building, Independence Avenue, Bhisho
Tel. : (040) 609 6381
Fax. : (040) 636 4255
E-Mail : mandinakhe.baxana@otp.ecprov.gov.za

Deputy Information Officer

The Chief State Law Advisor, Adv. Herlu Smith is the deputy information officer.

Postal Address : Private Bag X0047, Bhisho, 5605
Physical Address : Office of the Chief State Law Advisor
32 Alexandra Road, King William's Town
Tel. : (043) 604 6924
Fax. : 086 242 0334
E-Mail : melanie.koert@otp.ecprov.gov.za

4. Guide of the South African Human Rights Commission on how to use the Act.

The Guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission.

Queries can be made at:

South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal Address : Private Bag X2700, Houghton, 2041
Tel. : (011) 484 8300
Fax. : (011) 484 1360
E-mail : paia@sahrc.org.za

5. Records

5.1 The Office of the Premier holds the following records:

- Legislation;
- Policy and Procedure Documents;
- Annual Reports;
- Annual Performance Plans;
- State of the Province Address;
- Financial Records;
- Operational Records;
- Internal Correspondence;
- Statutory Records; and
- Records held by officials of the public body.

The Office of the Premier also keeps official records which are other than correspondence records and are available for access, namely:

- Ikhwelo Magazine;
- Perspective Newsletter;
- Wellness Flyers and Posters;
- Anti-Fraud and Corruption Stickers;
- Booklets;
- Pamphlets; and
- DVDs of official events

The Office of the Premier has published a notice in terms of Section 15(2) of the Act. A copy thereof is attached herewith as Annexure A.

5.2 Records automatically available

The records on the website of the Province of the Eastern Cape (www.ecprov.gov.za) are available for reviewing or downloading without a person having to make such a request in terms of the said Act (in compliance with Section 15(2)).

6. Arrangement for Public Participation in Policy Formulation

The Office of the Premier is part of the executive arm of the Provincial Government of the Eastern Cape.

Where policy formulation will result in legislation, the Office of the Premier solicits public comment on the policy by publication in the Provincial Gazette for public comment and may also facilitate the holding of public hearings.

Members of the public may furthermore indirectly influence policy formulation by communicating with their elected representatives and attending sessions of the Provincial Legislature.

7. Request Procedure

(a) Granting or refusal of request:

A requester must be given access to a record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record.
- Access to that record is not refused on any ground of refusal mentioned in the Act.

(b) How does one request access to a record:

- A requester must use the form (Form A) that was printed in the Government Gazette (Government Notice R 187 of 15 February 2002), a copy of which is annexed hereto as Annexure B.
- The request for access to information must be made to the Information Officer/Deputy Information Officer at the address, fax number or electronic mail address provided above.
- The requester must provide sufficient detail of the information requested on the request form to enable the Information Officer/Deputy Information Officer to identify the information or records and the requester.
- The requester must also indicate if he/she wants a copy of the record or if he/she wants to come in and peruse the record at the offices of the public body. Alternatively if the record is not a paper document it can then be viewed in the requested form. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe on a copyright not owned by the state. If, for practical reasons, access cannot be given in their required form but in another form, the fee must be calculated according to the way that the requester first asked for it.
- The requester must indicate if he or she wishes to be informed of the decision of the Office of the Premier regarding the request for information in a particular manner (i.e. post, telefax, and electronic mail) and provide the necessary details to be so informed.
- If a requester asks for the information on behalf of somebody else, the capacity and proof of the capacity in which the request is being made must be indicated to the satisfaction of the Information Officer.

- If a requester is unable to read or write or has a disability, the request can be made orally. The Information Officer/Deputy Information Officer will then fill in the form on behalf of such a requester and supply the requester with a copy of the completed form.

(c) Fees payable for a request and notification of decision on access

- A requester who seeks access to record containing personal information about him/herself is not required to pay the request fee. Every other requester must pay the request fee of R35.
- The Information Officer/Deputy Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) and deposit (if any) before further processing the request.
- The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of a fee.
- After the Information Officer/Deputy Information Officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted, then a further access fee must be paid for reproduction and for search and preparation for any time required in excess of stipulated hours to search and prepare the record for disclosure.
- Access to a record will be withheld until all the applicable fees have been paid. The fees are prescribed by legislation. A copy of the current applicable fees payable as per Part II of Notice 187 in the Government Gazette of 15 February 2002 are annexed hereto as Annexure C.

(d) Any requester who is not satisfied with decision by the Information Officer/Deputy Information Officer can lodge an appeal, in relation to:

- Fees charged
- Extension of period by the Information Officer or Deputy Information Officer
- Provision of information or record in particular form in which it was requested
- Refusal of request for access.

8. Appeal Procedure


An internal appeal in terms of section 74 and 75 of the Act, must be lodged in a prescribed form (see annexure D) within 60 days of the decision.

- The internal appeal in prescribed form must be delivered or sent to the Information Officer/Deputy Information Officer together with an appeal fee.
- The subject of the internal appeal must be identified and reasons for the internal appeal must be stated and may include any other relevant information known to the appellant.
- The Information Officer/Deputy Information Officer must then submit the internal appeal together with his or her reasons for the decisions concerned to the appeal authority who will advise the relevant appellant that the appeal is being considered.
- When deciding the appeal, the appeal authority may confirm the appeal or substitute the decision for a new one.
- Furthermore, the requester may apply to a court for appropriate relief after the internal appeal procedure against the decision of the Information Officer has been exhausted [Section 78(1)].

9. Availability of Manual

A copy of this Manual is made available as prescribed in Section 14 (3) of the Act in the following manner:

- A copy in three official languages being English, Afrikaans and isiXhosa, has been made available to the South African Human Rights Commission;
- The manual is available on the website of the Province of the Eastern Cape at www.ecprov.gov.za.



MRS MARION MBINA-MTHEMBU
INFORMATION OFFICER/DIRECTOR-GENERAL
OFFICE OF THE PREMIER

02/09/2015

Annexure A

STAATSKOERANT, 17 APRIL 2015

No. 36693 7

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING**

No. 321

17 April 2015

PROMOTION OF ACCESS TO INFORMATION ACT, 2000**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the -

**EASTERN CAPE PROVINCIAL GOVERNMENT: OFFICE OF THE
PREMIER**

As set out in the Schedule



**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

This gazette is also available free online at www.gpwonline.co.za



Province of the
EASTERN CAPE
● OFFICE OF THE PREMIER

OFFICE OF THE PREMIER

FORM "D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))

(Regulation 5A)

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
Departmental Strategic Plans Departmental Annual Performance Plan Employment Equity Reports Approved Organizational Structures Departmental file plans Audited financial statements Departmental policies and procedure manuals Promotion of Access to Information Manual Service Standards Service Delivery Charter Departmental Events Calendar Premier's State of the Province Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender Documents News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the Information Officer, Eastern Cape ● Office of the Premier Private Bag X0047, BHISHO, 6005 Tel No: 040 – 609 6382 Fax No: 040 – 639 1419

This gazette is also available free online at www.gpwonline.co.za

FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
Tender documents	Tender Documents are purchased at Supply Chain Management
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
Departmental Strategic Plans Departmental Annual Performance Plan Employment Equity Reports Approved Organizational Structures Departmental file plans Audited financial statements Departmental policies and procedure manuals Promotion of Access to Information Manual Service Standards Service Delivery Charter Departmental Events Calendar Premier's State of the Province Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender Documents News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the Information Officer, Eastern Cape Office of the Premier Private Bag X0047, BHISHO, 5605 Tel No: 040 - 509 6382 Fax No: 040 - 539 1419

Annexure B**Form A**
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18 (1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

[Regulation 6]

FOR DEPARTMENTAL USE		Reference number:
Request received by		
(state rank, name and surname of information officer/deputy information officer) on	(date) at	(place).
Request fee (if any):	R	
Deposit (if any):	R	
Access fee:	R	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER		

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
 (b) *The address and/or fax number in the Republic to which the information is to be sent, must be given.*
 (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
 (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:

2. Reference number, if available:
 3. Any further particulars of record:

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
 (b) You will be notified of the amount required to be paid as the request fee.
 (c) **The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.**
 (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X.
NOTES:
 (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
 (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
 (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1.

If the record is in written or printed form:	
copy of record*	inspection of record

2. If record consists of visual images— (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*if you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available. In which language would you prefer the record?			

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE

Annexure C

**PART II
Government Gazette Notice 187 of 15 February 2002**

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5 (c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulations 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2) For purposes of section 22(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

Annexure D**Form B**
NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

**STATE YOUR
REFERENCE NUMBER:****A. Particulars of public body**

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

- (a) The particulars of the person who lodge the internal appeal must be given below.
 (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
 (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26 (1) of the Act
<input type="checkbox"/>	Decision in terms of section 29 (3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on _____ (date) by _____
 (state rank, name and surname of information officer/deputy information officer).
 Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on _____
 (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW
 DECISION SUBSTITUTED
 NEW DECISION:

DATE

RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE
 RELEVANT AUTHORITY ON (date):

IMPORTANT

Information

from Government Printing Works

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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.



Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001.
 Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za
 Also available at the Legal Advisory Services, **Province of the Eastern Cape**, Private Bag X0047, Bisho, 5605.
 Tel. (040) 635-0052.