



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

**Provincial Gazette
Igazethi Yephondo
Provinsiale Koerant
(Extraordinary)**

Vol. 22

BISHO/KING WILLIAM'S TOWN
22 OCTOBER 2015
22 OKTOBER 2015

No. 3527

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

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ISSN 1682-4556



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Government Printing Works

Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwonline.co.za to familiarise yourself with the new deadlines.

CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above. Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

Requests for cancellation must be sent by the original sender of the notice and must accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

take note!

With effect **from 01 October**, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

PROOF OF PAYMENTS

REMINDER

GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to submit.egazette@gpw.gov.za, please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

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

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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 154 OF 2015**ELECTORAL COMMISSION****ELECTION TIMETABLE**

The Electoral Commission hereby gives notice that it has in terms of section 11 of the Local Government: Municipal Electoral Act, 2000, compiled the election timetable set out below to apply to the municipal by-elections to be held on 11 November 2015 in respect of Ward 8 of the Engcobo [EC137] Municipality as proclaimed by Provincial Notice number 147 of 2015 as published in the Provincial Gazette Extraordinary No 3517 of the Eastern Cape Province, dated 09 October 2015. A reference to "section" in this election timetable is a reference to that section in the Local Government: Municipal Electoral Act, 2000 (Act No. 27 of 2000).

Cut-off time for act to be performed

- 1 An act required in terms of this Act to be performed by not later than a date in the election timetable must be performed before 17:00 on that date, unless otherwise specified.

Certification of the voters' roll

- 2 By 15 October 2015 the chief electoral officer must certify the segments of the voters' roll for the voting districts to be used in the by-elections in terms of section 6(2)(a).

Notice that lists of addresses of voting stations are available for inspection

- 3 By 15 October 2015 the chief electoral officer must give notice that copies of a list of voting stations and their addresses will be available for inspection at the office of the Commission's local representative in terms of section 19(5).

Notice of route of mobile voting stations

- 4 If the Commission decides to use mobile voting stations in the by-elections, the Commission must by 23 October 2015 give notice of the route, including the locations and estimated times of stopping of each mobile voting station in terms of section 22(1).

Cut-off date for nomination of ward candidates to contest an election

- 5 By no later than 19 October 2015 at 17h00, the nomination of a person to contest the by-election in a municipality as a ward candidate must be submitted to the Commission's local representative on a prescribed form and in the prescribed manner in terms of section 17(1).

Cut-off date for compilation and certification of ward candidate lists

- 6 By 26 October 2015 the Commission must compile for each ward a list of ward candidates, certify those lists for that by-election, and keep copies of the lists available at the office of the Commission's local representative in terms of section 18 (1).

Cut-off date for issuing certificates

- 7 By 26 October 2015 the Commission must issue to each ward candidate contesting the by-election, a prescribed certificate in terms of section 18(1)(d).

Application for special vote

- 8 10(1) By no later than 30 October 2015 a voter may apply in terms of Regulation 28B (1) to cast special vote within the voting district where she or he is registered. [Applications for special votes will only be received from 26 October 2015]
- (2) On 10 November 2015 voters who had successfully applied to cast their special votes at the voting station, may visit the voting station between 08h00 and 17h00 to cast their special votes.
- (3) On 10 November 2015 voting officers must visit voters who had successfully applied to cast their special votes at their places of residence, to afford them the opportunity to cast their votes there.

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.gpwnonline.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.



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 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.