



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

**Provincial Gazette
Igazethi Yephondo
Provinsiale Koerant**

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BISHO/KING WILLIAM'S TOWN
21 MARCH 2016
21 MAART 2016

No. 3628

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

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

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03628



A graphic of a white sticky note with a black border, pinned to a grey background. The word "Important" is written in a black, cursive font. A black pushpin is visible at the top left corner of the note.

A message from Government Printing Works

Notice Submissions Rule: Single notice, single email

Dear Valued Customer,

Over the last six months, GPW has been experiencing problems with many customers that are still not complying with GPW's rule of **single notice, single email** (with proof of payment or purchase order).

You are advised that effective from **18 January 2016**, all notice submissions received that do not comply with this rule will be failed by our system and your notice will not be processed.

In the case where a Z95, Z95Prov or TForm3 Adobe form is submitted with content, there should be a separate Adobe form completed for each notice content which must adhere to the single notice, single email rule.

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

To those customers who are complying with this rule, we say Thank you!

Regards,

Government Printing Works



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 below table to familiarise yourself with the new deadlines.

ORDINARY GAZETTES

Government Gazette Type	Publishing Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 12h00 - 3 days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00, to be published the following Friday	Tuesday, 12h00 - 3 days prior to publication
Petrol Price Gazette	As required	First Wednesday of the month	One week before publication	3 days prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00, to be published the following Friday	3 days prior to publication
Unclaimed Monies (justice, labour or lawyers)	January / As required 2 per year	Any	15 January / As required	3 days prior to publication
Parliament (acts, white paper, green paper)	As required	Any		3 days prior to publication
Manuals	As required	Any	None	None
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 12h00 - 3 days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 12h00 - 3 days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 days prior to publication
North West	Weekly	Tuesday	One week before publication	3 days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 days prior to publication
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
Mpumalanga Liquor License Gazette	2 per month	Second & Fourth Friday	One week before	3 days prior to publication

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.

Your request for cancellation must be accompanied by the relevant notice reference number (N-).



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.

Until then, amendments to notices must be received before the submission deadline.

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



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).

FORMS AND GAZETTES

The electronic Adobe Forms and published gazettes can be found on our website: www.gpwonline.co.za

Should you require assistance with downloading forms or gazettes, please contact the eGazette Contact Centre who will gladly assist you.

eGazette Contact Centre

Email: info.egazette@gpw.gov.za

Telephone: 012-748 6200



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.



eGazette



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Government Printing Works Contact Information

Physical Address:

Government Printing Works
149 Bosman Street
Pretoria

Postal Address:

Private Bag X85
Pretoria
0001

For queries and quotations, contact:

Gazette Contact Centre:**Tel:** 012-748 6200**E-mail:** info.egazette@gpw.gov.za

For gazette submissions:

Gazette Submissions:**E-mail:** submit.egazette@gpw.gov.za

Contact person for subscribers:

Mrs M. Toka:**Tel:** 012-748-6066 / 6060 / 6058**Fax:** 012-323-9574**E-mail:** subscriptions@gpw.gov.za

GPW Banking Details

Bank:	ABSA BOSMAN STREET
Account No.:	405 7114 016
Branch Code:	632-005

LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2016

NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1000 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	250.00
Ordinary National, Provincial	2/4 - Half Page	500.00
Ordinary National, Provincial	3/4 - Three Quarter Page	750.00
Ordinary National, Provincial	4/4 - Full Page	1000.00

EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3000** per page.

GOVERNMENT PRINTING WORKS BUSINESS RULES

Government Printing Works has established rules for submitting notices in line with its electronic notice processing system, which requires the use of **electronic Adobe Forms**. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

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**. All notice submissions not on Adobe electronic forms will be **rejected**.
3. When submitting your notice request, 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 and must be attached separately**. (In other words, your email should have an Adobe Form plus proof of payment/purchase order as 2 separate attachments. Where notice content is applicable, it should also be a 3rd separate attachment).
4. Notices brought to GPW by “walk-in” customers on electronic media can only be submitted in Adobe electronic form format.
5. All “walk-in” customers with notices that are not on electronic Adobe forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.
6. For National or Provincial gazette notices, the following applies:
 - 6.1 These notices must be accompanied by an electronic **Z95** or **Z95Prov** Adobe form
 - 6.2 The notice content (body copy) **MUST** be a separate attachment.
7. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
8. 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**)
9. 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**)
10. All re-submissions will be subject to the standard cut-off times.
11. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
12. The electronic Adobe form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered.
13. Requests for Quotations (RFQs) should be received by the Contact Centre at least 24 hours before the submission deadline for that specific publication.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

14. The Government Printer will assume no liability in respect of any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

15. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

COPY

16. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.

The content document should contain only one notice. (You may include the different translations of the same notice in the same document).

17. The notice should be set on an **A4 page**, with margins and fonts set as follows:

Page size = A4 *Portrait* with page margins: *Top* = 40mm, *LH/RH* = 16mm, *Bottom* = 40mm;
Use font size: *Arial* or *Helvetica* 10pt with 11pt line spacing;

Page size = A4 *Landscape* with page margins: *Top* = 16mm, *LH/RH* = 40mm, *Bottom* = 16mm;
Use font size: *Arial* or *Helvetica* 10pt with 11pt line spacing;

PAYMENT OF COST

18. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
19. Payment should be then made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
20. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the **Gazette Contact Centre, Government Printing Works, Private Bag X85, Pretoria, 0001** email: info.egazette@gpw.gov.za before publication.
21. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the 1. difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash, by cheque or into the banking account.
22. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the Government Printing Works.
23. The Government Printer reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the Word Count Table, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

24. **Copies of the Provincial Gazette which may be required as proof of publication, may be ordered from the Government Printer at the ruling price.** The Government Printer will assume no liability for any failure to post such Provincial Gazette(s) or for any delay in dispatching it/them

OFFICIAL NOTICES • AMPTELIKE KENNISGEWINGS

OFFICIAL NOTICE 18 OF 2016



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
 (Section 15 of the Promotion of Access to Information Act 2000 (Act no. 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 (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Annual Reports • Strategic Plans and Annual Performance Plans • Departmental Speeches • Provincial Government News Headlines • Electronic Documents Library • Events Calendar • Electronic Media Gallery • Provincial Departments • District Municipalities information • Vacancies • Provincial Databases information • Contact details of the Provincial Government • Other government links • Eastern Cape Department of Health Contact Details • Bursaries 	<ul style="list-style-type: none"> • http://www.ehealth.gov.za • www.ecprov.gov.za • Hardcopies inspection • Electronic copies inspection

<ul style="list-style-type: none"> • Hospitals and Healthcare information • Published Policies and Legislation • Summit and Seminars • Diseases and conditions information • Eastern Cape Department of Health Forms 	
<p>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</p>	
<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
<p>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</p>	
<ul style="list-style-type: none"> • Vacancies • Provincial Databases information • Eastern Cape Department of Health Contact Details • Bursaries • Strategic Plans and Annual Performance Plans • Departmental Speeches 	<ul style="list-style-type: none"> • Hardcopies printed on request
<p>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p>	
<ul style="list-style-type: none"> • Eastern Cape Department of Health forms • Diseases and conditions information • Eastern Cape Department of Health Contact Details • Bursaries • Career Opportunities • Hospitals and Healthcare information 	<ul style="list-style-type: none"> • Printed hardcopies

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.