



# 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 <u>www.gpwonline.co.za</u> to familiarise yourself with the new deadlines.

## CANCELLATIONS

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.

## AMENOMENTS TO NOTICES n



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 <u>2-working day turnaround time for processing notices</u> 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 <u>submit.egazette@gpw.gov.za</u>, 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.
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## **IMPORTANT NOTICE:**

THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.

No future queries will be handled in connection with the above.

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#### PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

#### **PROVINCIAL NOTICE 140 OF 2016**

#### PROVINCE OF THE EASTERN CAPE

### DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

HOUSE OF TRADITIONAL LEADERS ACT, 1995 (ACT NO. 1 OF 1995) AS AMENDED: THE DETERMINATION OF DATES FOR COMMUNITY MEETINGS (IMBIZOS) AND SITTING OF ELECTORAL COLLEGE TO ELECT AND NOMINATE TWO MEMBERS TO THE PROVINCIAL HOUSE OF TRADITIONAL LEADERS (EASTERN CAPE).

It is hereby made known for general information that the dates for the community meetings (Imbizos) to select candidates in all traditional councils falling under Whittlesea and Dutywa constituencies and the sitting of the Electoral College in Whittlesea and Dutywa to nominate one (1) member in each constituency to the Provincial House of Traditional Leaders will be on 22<sup>nd</sup> of June 2016 and 04<sup>th</sup> of July 2016, respectively.

FIKILE XASA MEMBER OF THE EXECUTIVE COUNCIL RESPONSIBLE FOR COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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Also available at the Legal Advisory Services, *Province of the Eastern Cape*, Private Bag X0047, Bisho, 5605. Tel. (040) 635-0052.

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