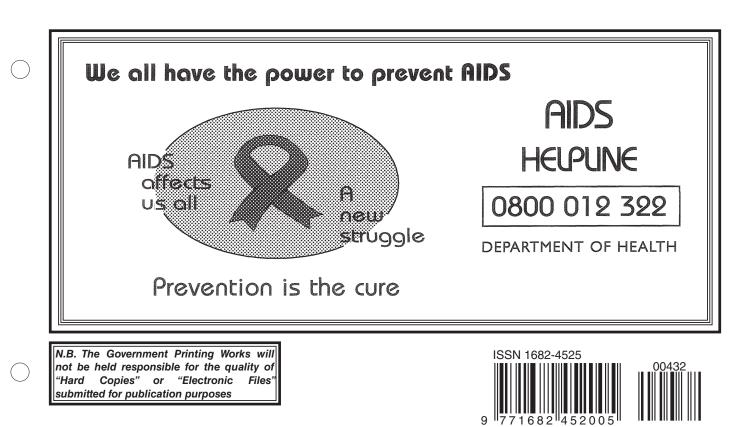
		VINCE OF TENG	UT AT THE TANK	Die Provi Gaut	INSIE VAN ENG
		Provins	cial Gaz siale Ko	erant	
\bigcirc		•	e • Verkoopsprys htries • Buiteland		
	Vol. 21	PRETORIA, 2	OCTOBER 20 ⁻ OKTOBER 20 ⁻	15	No. 432



452005

2 No. 432

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.



- Notices can only be submitted in Adobe electronic form format to the email submission address <u>submit.egazette@gpw.gov.za</u>. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be <u>rejected</u>. 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 <u>rejected</u>. 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 <u>www.gpwonline.co.za</u>)
- 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 <u>info.egazette@gpw.gov.za</u>)
- 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 <u>discontinued</u> from this date and customers will only be able to submit notice requests through the email address <u>submit.egazette@gpw.gov.za</u>.



government printing Department: Government Printing Works REPUBLIC OF SOUTH AFRICA





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.

DISCLAIMER:

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

		Gazette	Page
		No.	No.
	PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS		
256	Hospital Ordinance Act (4/1999): Department of Health: Revision of Uniform Patient FEE Schedule relating to the Classification of and fees payable by patients at Folateng Wards, 2015	432	4

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 256 OF 2015

DEPARTMENT OF HEALTH

HOSPITALS ORDINANCE NO.14 OF 1958 as amended by Hospital Ordinance Act No. 4 of 1999

REVISION OF UNIFORM PATIENT FEE SCHEDULE RELATING TO THE CLASSIFICATION OF AND FEES PAYABLE BY PATIENTS AT FOLATENG WARDS, 2015

The Member of Executive Council responsible for Health and Social Development in the Province has in terms of sections 9, 29, 36, 38, and 76 of the Hospital ordinance, 1958(Ordinance No. 14 of 1958), made the regulations in the Schedule.

SCHEDULE

Definition

 In these regulations, unless the context otherwise indicates, "the Regulations" means the Classification of and Fees Payable by Patients at Differentiated Amenities, published under Administrator's Notice No. 616 of 12 June 1968, as amended by General Notices No 2791of 2009 (PG 196 of 28 August 2009), 1953 of 2010 (PG 141 of 15 July 2010) 1005 of 2011 (PG 64 of 1 April 2011), 835 of 2012 (PG 97 of 2 April 2012), 881 of 2013 (PG 87 of 8 April 2013).

2. Schedule B of the Regulations is hereby amended by the addition of the following Annexure:

"ANNEXURE 4 TO SCHEDULE B

UPFS 2015 FEE SCHEDULE FOR FULL PAYING PATIENTS (FOLATENG WARDS)

	DESCRIPTION	BASIS		FACILITY			
CODE				TOTAL FEE IN BOLD			
			PROFESSIONAL FEE	LEVEL 1	LEVEL 2	LEVEL 3	
			R	R	R	R	
01	Anaesthetics						
DA0111	Anaesthetics Cat A – General medical practitioner	Procedure	189.00				
DA0112	Anaesthetics Cat A – Specialist medical practitioner	Procedure	284.00				
DA0121	Anaesthetics Cat B – General medical practitioner	Procedure	322.00				
DA0122	Anaesthetics Cat B – Specialist medical practitioner	Procedure	485.00				
DA0131	Anaesthetics Cat C – General medical practitioner	Procedure	1133.00				
DA0132	Anaesthetics Cat C – Specialist medical practitioner	Procedure	1700.00				
02	Confinement						
DA0210	Natural Birth- Facility Fee	Incident		4474.00	4474.00	4474.00	
DA0211	Natural Birth – General Medical Practitioner	Incident	1896.00				
DA0212	Natural Birth – Specialist Medical Practitioner	Incident	2448.00				
DA0213	Natural Birth – Nursing Practitioner	Incident	2294.00				
DA0220	Caesarean Section – Facility Fee	Incident		7046.00	7046.00	7046.00	
DA0221	Caesarean Section – General Medical Practitioner	Incident	1896.00				
DA0222	Caesarean Section – Specialist Medical Practitioner	Incident	2448.00				
03	Dialysis						
DA0310	Haemo – Facility Fee	Day		1381.00	1381.00	1581.00	
DA0311	Haemo-dialysis – General medical practitioner	Day	238.00				
DA0312	Haemo-dialysis – Specialist medical practitioner	Day	299.00				
DA0313	Haemo-dialysis Nursing Practitioner	Day	192.00				
DA0320	Peritoneal Dialysis – Facility Fee	Session		212.00	212.00	243.00	
DA0321	Peritoneal Dialysis – General medical practitioner	Session	39.00				
DA0322	Peritoneal dialysis-Specialist Medical practitioner	Session	46.00				
DA0323	Peritoneal dialysis-Nursing Practitioner	Session	25.00				

				FACILITY			
CODE	DESCRIPTION	BASIS		TOTAL FEE IN BOLD			
	DESCRIPTION		PROFESSIONAL FEE	LEVEL 1	LEVEL 2	LEVEL 3	
			R	R	R	R	
DA0330	Plasmapheresis-Facility Fee	Session		1381.00	1381.00	1581.00	
DA0331	Plasmapheresis- General medical practitioner	Session	238.00				
DA0332	Plasmapheresis-Specialist Medical Practitioner	Session	299.00				
04	Medical Reports	56551011	277.00				
DA0410	Medical Report – Facility Fee	Report		133.00	133.00	162.00	
DA0411	Medical Report – General medical practitioner	Report	227.00	155.00	155.00	102.00	
DA0412	Medical Report – Specialist medical practitioner	Report	348.00				
DA0421	Copies of Medical Report, Records, X ray, Completion of certificates/Form-General medical practitioner	Copies	113.00				
DA0422	Copies of Medical Report, Records, X ray, Completion of certificates/Form-Specialist medical practitioner	Copies	175.00				
DA0425	Copies of X ray, ultrasounds ect.	Copies	113.00				
05	Imaging						
DA0510	Radiology, Cat A – Facility Fee	Procedure		60.00	60.00	-0.00	
DA0511	Radiology, Cat A – General medical practitioner	Procedure	62.00	69.00	69.00	79.00	
DA0512	Radiology, Cat A – Specialist medical practitioner	Procedure	116.00				
DA0514	Radiology, Cat A – Allied health practitioner	Procedure	61.00				
DA0520	Radiology, Cat B – Facility Fee	Procedure		192.00	192.00	220.00	
DA0521	Radiology, Cat B – General medical practitioner	Procedure	168.00				
DA0522	Radiology, Cat B – Specialist medical practitioner	Procedure	327.00				
DA0524	Radiology, Cat B – Allied health practitioner	Procedure	163.00				
DA0530	Radiology, Cat C – Facility Fee	Procedure		894.00	894.00	1020.00	
DA0531	Radiology, Cat C – General medical practitioner	Procedure	520.00				
DA0532	Radiology, Cat C – Specialist medical practitioner	Procedure	1599.00				
DA0540	Radiology, Cat D – Facility Fee	Procedure		2275.00	2275.00	2598.00	
DA0541	Radiology, Cat D – General medical practitioner	Procedure	1913.00				
DA0542	Radiology, Cat D – Specialist Practitioner	Procedure	3991.00				
06	In-patients						

	DESCRIPTION	BASIS		FACILITY			
CODE				TOTAL FEE IN BOLD			
CODE			PROFESSIONAL FEE	LEVEL 1 LEVEL 2		LEVEL 3	
			R	R	R	R	
DA0610	In-patient General ward – Facility Fee	Day		1548.00	1548.00	1548.00	
DA0611	In-patient General Ward – General medical practitioner	Day	133.00				
DA0612	In-patient General Ward – Specialist medical practitioner	Day	233.00				
DA0620	In-patient High care – Facility Fee	12 hours		1785.00	1785.00	1785.00	
DA0621	In-patient High Care – General medical practitioner	12 hours	69.00				
DA0622	In-patient High Care – Specialist medical practitioner	12 hours	132.00				
DA0630	In-patient Intensive care – Facility Fee	12 hours		3913.00	3913.00	3913.00	
DA0631	In-patient Intensive Care – General medical practitioner	12 hours	77.00				
DA0632	In-patient Intensive Care– Specialist medical practitioner	12 hours	147.00				
DA0640	In-patient Chronic care – Facility Fee	Day		377.00	377.00	377.00	
DA0641	In-patient Chronic care – General medical practitioner	Day	43.00				
DA0642	In-patient Chronic care – Specialist medical practitioner	Day	102.00				
DA0643	I In-patient Chronic care – Nursing practitioner	Day	25.00				
DA0650	Day patient – Facility Fee	Day		989.00	989.00	989.00	
DA0651	Day patient – General medical practitioner	Day	133.00				
DA0652	Day patient – Specialist medical practitioner	Day	233.00				
DA0653	Day patient – Nursing practitioner	Day	77.00				
DA0660	In-patient Boarder/Patient companion – Facility Fee	Day		307.00	307.00	307.00	
DA0663	In-patient Boarder/Patient Companion – Nursing practitioner	Day	25.00				
08	Pharmaceutical						
DA0810	Medication Fee – Facility Fee	Prescription		31.00	31.00	38.00	
DA0815	Item Fee	Item	Varies				
DA0816	Pharmaceutical-TTO	Item	Varies				
DA0817	Pharmaceutical- Chronic	Item	Varies				
DA0818	Pharmaceutical- Oncology	Item	Varies				
DA0819	Pharmaceutical- Immune Suppressant Drugs	Item	Varies				
DA0820	Pharmaceutical Flat Fee-OPD	Item	Varies				
DA0825	Pharmaceutical Flat Fee-IP	Item	Varies				
09	Oral Health						

	DESCRIPTION	BASIS		FACILITY			
CODE				TOTAL FEE IN BOLD			
			PROFESSIONAL FEE	LEVEL 1	LEVEL 2	LEVEL 3	
			R	R	R	R	
DA0910	Oral Care Cat A – Facility Fee	Procedure		26.00	26.00	31.00	
DA0911	Oral Care Cat A – General practitioner	Procedure	42.00				
DA0912	Oral Care Cat A – Specialist practitioner	Procedure	36.00				
DA0914	Oral Care Cat A – Allied health practitioner	Procedure	31.00				
DA0920	Oral Care Cat B – Facility Fee	Procedure		87.00	83.00	93.00	
DA0921	Oral Care Cat B – General practitioner	Procedure	83.00				
DA0922	Oral Health Cat B – Specialist practitioner	Procedure	131.00				
DA0924	Oral Care Cat B – Allied health practitioner	Procedure	67.00				
DA0930	Oral Care Cat C – Facility Fee	Procedure		498.00	498.00	572.00	
DA0931	Oral Care Cat C – General practitioner	Procedure	501.00				
DA0932	Oral Care Cat C – Specialist practitioner	Procedure	860.00				
DA0940	Oral Care Cat D – Facility Fee	Procedure		1960.00	1960.00	2242.00	
DA0941	Oral Care Cat D – General practitioner	Procedure	1538.00				
DA0942	Oral Care Cat D – Specialist practitioner	Procedure	3155.00				
DA0950	Oral Care Cat E – Facility Fee	Procedure		6601.00	6601.00	7544.00	
DA0951	Oral Care Cat E – General practitioner	Procedure	5171.00				
DA0952	Oral Care Cat E – Specialist practitioner	Procedure	10610.00				
10	Consultations						
DA1010	Outpatient Consultation – Facility Fee	Visit		87.00	87.00	107.00	
DA1011	Outpatient Consultation – General medical practitioner	Visit	88.00				
DA1012	Outpatient Consultation – Specialist medical practitioner	Visit	204.00				
DA1013	Outpatient Consultation – Nursing practitioner	Visit	51.00				
DA1014	Outpatient Consultation – Allied health practitioner	Visit	53.00				
DA1020	Emergency Consultation – Facility Fee	Visit		178.00	178.00	211.00	
DA1021	Emergency Consultation – General medical practitioner	Visit	133.00				
DA1022	Emergency Consultation – Specialist medical practitioner	Visit	305.00				

	DESCRIPTION	BASIS		FACILITY			
CODE				TOTAL FEE IN BOLD			
CODE	DESCRIPTION	DIGIS	PROFESSIONAL FEE	LEVEL 1	LEVEL 2	LEVEL 3	
			R	R	R	R	
DA1023	Emergency Consultation – Nursing practitioner	Visit	77.00				
DA1024	Emergency Consultation – Allied health practitioner	Visit	79.00				
11	Minor Theatre Procedu	res					
DA1110	Minor Procedure Cat A – Facility Fee	Procedure		415.00	415.00	497.00	
DA1111	Minor Procedure Cat A – General medical practitioner	Procedure	131.00				
DA1112	Minor Procedure Cat A – Specialist medical practitioner	Procedure	251.00				
DA1120	Minor Procedure Cat B – Facility Fee	Procedure		415.00	415.00	497.00	
DA1121	Minor Procedure Cat B – General medical practitioner	Procedure	193.00				
DA1122	Minor Procedure Cat B – Specialist medical practitioner	Procedure	437.00				
DA1130	Minor Procedure Cat C – Facility Fee	Procedure		415.00	415.00	497.00	
DA1131	Minor Procedure Cat C – General medical practitioner	Procedure	304.00				
DA1132	Minor Procedure Cat C – Specialist medical practitioner	Procedure	683.00				
DA1140	Minor Procedure Cat D – Facility Fee	Procedure		415.00	415.00	497.00	
DA1141	Minor Procedure Cat D – General medical practitioner	Procedure	803.00				
DA1142	Minor Procedure Cat D – Specialist medical practitioner	Procedure	1810.00				
12	Major Theatre Procedu	res					
DA1210	Theatre Procedure Cat A – Facility Fee	Procedure		1339.00	1963.00	2264.00	
DA1211	Theatre Procedure Cat A – General medical practitioner	Procedure	131.00				
DA1212	Theatre Procedure Cat A – Specialist medical practitioner	Procedure	251.00				
DA1220	Theatre Procedure Cat B – Facility Fee	Procedure		2030.00	2976.00	3429.00	
DA1221	Theatre Procedure Cat B – General medical practitioner	Procedure	193.00				
DA1222	Theatre Procedure Cat B – Specialist medical practitioner	Procedure	437.00				
DA1230	Theatre Procedure Cat C – Facility Fee	Procedure		3482.00	5114.00	5902.00	
DA1231	Theatre Procedure Cat C – General medical practitioner	Procedure	304.00				
DA1232	Theatre Procedure Cat C – Specialist medical practitioner	Procedure	683.00				
DA1240	Theatre Procedure Cat D – Facility Fee	Procedure		8936.00	13108.00	15108.00	

				FACILITY			
CODE	DESCRIPTION	BASIS		ТОТ	AL FEE IN B	OLD	
			PROFESSIONAL FEE	LEVEL 1	LEVEL 2	LEVEL 3	
			R	R	R	R	
DA1241	Theatre Procedure Cat D – General medical practitioner	Procedure	803.00				
DA1242	Theatre Procedure Cat D – Specialist medical practitioner	Procedure	1810.00				
13	Treatments						
DA1310	Supplementary Health Treatment – Facility Fee	Contact		59.00	59.00	66.00	
DA1313	Supplementary health treatment-Nursing Practitioner	Contact	44.00				
DA1314	Supplementary Health Treatment – Allied health practitioner	Contact	44.00				
DA1320	Supplementary Health Group Treatment – Facility Fee	Contact		43.00	43.00	47.00	
DA1324	Supplementary Health Group Treatment – Allied practitioner	Contact	31.00				
15	Assistive Devices & Pros	sthesis					
DA1510	Assistive Devices-Item Fee	Item	Varies				
DA1520	Prosthetic Devices-Item Fee	Item	Varies				
DA1530	Dental Items -Item Fee	Item	Varies				
DA1540	Repairs of devices items	Item	Varies				
16	Cosmetic Surgery						
DA1610	Cosmetic Surgery Cat A – Facility Fee	Procedure		2819.00	2819.00	3220.00	
DA1611	Cosmetic Surgery Cat A – General practitioner	Procedure	1478.00				
DA1612	Cosmetic Surgery Cat A – Specialist practitioner	Procedure	2214.00				
DA1620	Cosmetic Surgery Cat B – Facility Fee	Procedure		6343.00	6343.00	7250.00	
DA1621	Cosmetic Surgery Cat B – General practitioner	Procedure	1752.00				
DA1622	Cosmetic Surgery Cat B – Specialist practitioner	Procedure	2627.00				
DA1630	Cosmetic Surgery – Cat C – Facility Fee	Procedure		10245.00	10245.00	11708.00	
DA1631	Cosmetic Surgery Cat C – General practitioner	Procedure	2961.00				
DA1632	Cosmetic Surgery Cat C – Specialist practitioner	Procedure	4441.00				
DA1640	Cosmetic Surgery Cat D – Facility Fee	Procedure		17302.00	17302.00	19774.00	
DA1641	Cosmetic Surgery Cat D – General practitioner	Procedure	3322.00				
DA1642	Cosmetic Surgery Cat D – Specialist practitioner	Procedure	4888.00				
	Laboratory Services						
17	• • •						
17 DA1700	Drawing of Blood	Contact		36.00	36.00	36.00	

	DESCRIPTION	DAGIG		FACILITY			
CODE				ТОТА	AL FEE IN F	BOLD	
CODE	DESCRIPTION	BASIS	PROFESSIONAL FEE	LEVEL 1	LEVEL 2	LEVEL 3	
			R	R	R	R	
18	Radiation Oncology						
	Radiation Oncology(NHRPL						
DA1800	less VAT)	Item					
19	Nuclear Medicines	1		1			
DA1900	Itemisation of Isotopes Nuclear Medicines Cat A-	Item					
DA1910	Facility Fee	Procedure		632.00	632.00	632.00	
DA1912	Nuclear medicine Cat A- Specialist Practitioner	Procedure	286.00				
DA1920	Nuclear Medicines Cat B- Facility Fee	Procedure		632.00	632.00	632.00	
	Nuclear medicine Cat B-						
DA1922	Specialist Practitioner Nuclear Medicines Cat C-	Procedure	861.00				
DA1930	Facility Fee	Procedure		632.00	632.00	632.00	
DA1932	Nuclear medicine Cat C- Specialist Practitioner	Procedure	1722.00				
DA1932	Nuclear Medicines Cat D-	riocedure	1722.00				
DA1940	Facility Fee	Procedure		632.00	632.00	632.00	
DA1942	Nuclear medicine Cat D- Specialist Practitioner	Procedure	2583.00				
DITI)42	Positron Emission	Tiocedure	2305.00				
DA1950	Tomography(PET) Cat E- facility Fee	Procedure		6144.00	6144.00	6144.00	
	Positron Emission						
DA1952	Tomography(PET) Cat E- Specialist Practitioner	Procedure	2793.00				
20	Ambulatory Procedures		2770.000				
	Ambulatory Procedures Cat						
DA2010	A-Facility Fee Ambulatory Procedure Cat A-	Procedure		133.00	133.00	162.00	
DA2011	General Medical Practitioner	Procedure	43.00				
	Ambulatory Procedure Cat A-						
DA2012	Specialist Medical Practitioner Ambulatory Procedure Cat A-	Procedure	87.00				
DA2013	Nursing Practitioner	Procedure	25.00				
D 4 2014	Ambulatory Procedure Cat A-	D 1	25.00				
DA2014	Allied Health Worker Ambulatory Procedures Cat	Procedure	25.00				
DA2020	B-Facility Fee	Procedure		133.00	133.00	162.00	
DA 2021	Ambulatory Procedure Cat B-	Drogoduro	62.00				
DA2021	General Medical Practitioner Ambulatory Procedure Cat B-	Procedure	62.00				
DA2022	Specialist Medical Practitioner	Procedure	95.00				
DA2023	Ambulatory Procedure Cat B- Nursing Practitioner	Procedure	36.00				
172023	Ambulatory Procedure Cat B-	Tioccuite	50.00				
DA2024	Allied Health Worker	Procedure	36.00				
21	Blood and Blood Produ	cts					
DA2100	Blood and Blood Products	Varies					
22	Hyperbaric Oxygen The	erapy					
	Hyperbaric Oxygen Therapy-						
DA2210	Facility Fee	Session		1389.00	1389.00	1389.00	
0112210	Hunorbario Ovugan Tharasy						
DA2211	Hyperbaric Oxygen Therapy- General Medical Practitioner Hyperbaric Oxygen Therapy-	Session	534.00				

				FACILITY			
CODE	DESCRIPTION	BASIS		TOTAL FEE IN BOLD			
CODE		Diffold	PROFESSIONAL FEE	LEVEL 1	LEVEL 2	LEVEL 3	
			R	R	R	R	
	Emergency Hyperbaric						
DA2220	Oxygen Therapy-Facility Fee	Session		1402.00	1402.00	1402.00	
	Emergency Hyperbaric Oxygen Therapy-General Medical						
DA2221	Practitioner	Session	778.00				
	Emergency Hyperbaric Oxygen Therapy-Specialist Medical						
DA2222	Practitioner	Session	778.00				
	Consumables(Not						
23	included in Facility Fee)						
	Consumables(Not included in						
DA2300	Facility Fee)	Item	Varies				
24	Autopsies						
DA2410	Autopsy-Facility Fee	Per Case		87.00	87.00	107.00	
IDA2411	Autopsy-General Practitioner	Per Case	88.00				
DA2412	Autopsy-Specialist Practitioner	Per Case	204.00				

Application of regulations

- 3. The provisions of these regulations shall not apply to a person
 - a) Who is an in-patient on the day that precedes the implementation of the revised tariffs; or
 - b) Whose admission and classification as an in-patient had been approved before the implementation of the revised tariffs.

Short title

4. These regulations are called the Revision of Uniform Patient Fee Schedule relating to the classification of and fees payable by patients at Provincial Hospitals (Folateng wards).

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

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.



- Notices can only be submitted in Adobe electronic form format to the email submission address <u>submit.egazette@gpw.gov.za</u>. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be <u>rejected</u>. 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 <u>rejected</u>. 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.
- The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – <u>www.gpwonline.co.za</u>)
- 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 <u>info.egazette@gpw.gov.za</u>)
- 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 <u>discontinued</u> from this date and customers will only be able to submit notice requests through the email address <u>submit.egazette@gpw.gov.za</u>.







Printed by the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001, for the *Gauteng Provincial Administration*, Johannesburg. Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za