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**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

# 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](mailto: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](http://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](mailto: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](mailto:submit.egazette@gpw.gov.za).





**DO** use the new Adobe Forms for your notice request.

These new forms can be found on our website:  
[www.gpwonline.co.za](http://www.gpwonline.co.za) under the Gazette Services page.

**DO** attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3<sup>rd</sup> separate attachment)

**DO** specify your requested publication date.

**DO** send us the electronic Adobe form. (There is no need to print and scan it).

**DON'T** submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

**DON'T** print and scan the electronic Adobe form.

**DON'T** send queries or RFQ's to the submit.egazette mailbox.

**DON'T** send bad quality documents to GPW. (Check that documents are clear and can be read)

### Form Completion Rules

**Important!**

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> <li><b>Do not</b> type as: 43 Bloubokrand Street Putsonderwater 1923</li> <li><b>Text should be entered</b> as: 43 Bloubokrand Street, Putsonderwater, 1923</li> </ul>
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> <li>Date fields are verified against format CCYY-MM-DD</li> <li>Time fields are verified against format HH:MM</li> <li>Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces <ul style="list-style-type: none"> <li>0123679089</li> <li>(012) 3679089</li> <li>(012)367-9089</li> </ul> </li> </ul>
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> <li>Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc.</li> <li>Do not include company letterheads, logos, headers, footers, etc. in text block fields.</li> </ul>



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> <li>• Font type should remain as Arial</li> <li>• Font size should remain unchanged at 9pt</li> <li>• Line spacing should remain at the default of 1.0</li> <li>• The following formatting is allowed:               <ul style="list-style-type: none"> <li>○ Bold</li> <li>○ Italic</li> <li>○ Underline</li> <li>○ Superscript</li> <li>○ Subscript</li> </ul> </li> <li>• Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents</li> <li>• Text justification is allowed:               <ul style="list-style-type: none"> <li>○ Left</li> <li>○ Right</li> <li>○ Center</li> <li>○ Full</li> </ul> </li> <li>• Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software               <ul style="list-style-type: none"> <li>○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph</li> <li>○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.</li> </ul> </li> </ul>
	e.g. 1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river.	



You can find the **new electronic Adobe Forms** on the website [www.gpwonline.co.za](http://www.gpwonline.co.za) under the Gazette Services page.

For any **queries or quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

## Disclaimer

*Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.*

*GPW will not be held responsible for notices not published due to non-compliance and/or late submission.*



**IMPORTANT NOTICE**

The Government Printing Works will not be held responsible for faxed documents not received due to errors on the fax machine or faxes received which are unclear or incomplete. Please be advised that an "OK" slip, received from a fax machine, will not be accepted as proof that documents were received by the GPW for printing. If documents are faxed to the GPW it will be the sender's responsibility to phone and confirm that the documents were received in good order.

Furthermore the Government Printing Works will also not be held responsible for cancellations and amendments which have not been done on original documents received from clients.

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## GOVERNMENT NOTICES

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### DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. 399

15 May 2015

#### SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

#### ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF BABANANGO

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Babanango, consisting of the district of Babanango;
- (b) determine Babanango to be the seat of the said Court; and
- (c) determine Babanango to be the place in that area for the holding of sessions of the said Court.



MR J H JEFFERY, MP

DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. 400

15 May 2015

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

## ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF LIBODE

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Libode, consisting of the district of Libode;
- (b) determine Libode to be the seat of the said Court; and
- (c) determine Libode to be the place in that area for the holding of sessions of the said Court.



MR J H JEFFERY, MP  
DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. 401

15 May 2015

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

**ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF TABANKULU**

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Tabankulu, consisting of the district of Tabankulu;
- (b) determine Tabankulu to be the seat of the said Court; and
- (c) determine Tabankulu to be the place in that area for the holding of sessions of the said Court.

**MR J H JEFFERY, MP****DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

No. 402

15 May 2015

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

**ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF WODEHOUSE**

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Wodehouse, consisting of the district of Wodehouse;
- (b) determine Dordrecht to be the seat of the said Court; and
- (c) determine Dordrecht to be the place in that area for the holding of sessions of the said Court.



MR J H JEFFERY, MP

DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. 403

15 May 2015

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

**ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF INDWE**

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Indwe, consisting of the district of Indwe;
- (b) determine Indwe to be the seat of the said Court; and
- (c) determine Indwe to be the place in that area for the holding of sessions of the said Court.



MR J H JEFFERY, MP

DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. 404

15 May 2015

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

## ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF TSOLO

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Tsolo, consisting of the district of Tsolo;
- (b) determine Tsolo to be the seat of the said Court; and
- (c) determine Tsolo to be the place in that area for the holding of sessions of the said Court.



**MR J H JEFFERY, MP**  
**DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

No. 405

15 May 2015

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

**ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF QUMBU**

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Qumbu, consisting of the district of Qumbu;
- (b) determine Qumbu to be the seat of the said Court; and
- (c) determine Qumbu to be the place in that area for the holding of sessions of the said Court.

**MR J H JEFFERY, MP****DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

No. 406

15 May 2015

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

**ESTABLISHMENT OF SMALL CLAIMS COURTS FOR THE AREAS OF WYNBERG, MITCHELLS PLAIN AND SIMON'S TOWN AND WITHDRAWAL OF GOVERNMENT NOTICE NO. 320 OF 25 APRIL 2014**

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) (i) establish a Small Claims Court for the adjudication of claims for the area of Wynberg, consisting of the district of Wynberg;
  - (ii) determine Wynberg to be the seat of the said Court; and
  - (iii) determine Wynberg to be the place in that area for the holding of sessions of the said Court.
- (b) (i) establish a Small Claims Court for the adjudication of claims for the area of Mitchells Plain, consisting of the district of Mitchells Plain;
  - (ii) determine Mitchells Plain to be the seat of the said Court; and
  - (iii) determine Mitchells Plain to be the place in that area for the holding of sessions of the said Court.
- (c) (i) establish a Small Claims Court for the adjudication of claims for the area of Simon's Town, consisting of the district of Simon's Town;
  - (ii) determine Simon's Town to be the seat of the said Court; and
  - (iii) determine Simon's Town to be the place in that area for the holding of sessions of the said Court.
- (c) withdraw Government Notice No. 320 of 25 April 2014.

Despite the withdrawal of Government Notice No. 320 of 25 April 2014, any claim emanating from the district of Simon's Town which has already been instituted in the Small Claims Court of Wynberg prior to the publication of this Government Notice, shall be continued and concluded in the Small Claims Court of Wynberg as if this Government Notice has not been published.



MR J H JEFFERY, MP

DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. 407

15 May 2015

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

**ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF  
MIDDELBURG**

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Middelburg, consisting of the district of Middelburg;
- (b) determine Middelburg to be the seat of the said Court; and
- (c) determine Middelburg to be the place in that area for the holding of sessions of the said Court.



**MR J H JEFFERY, MP**  
**DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

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