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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. 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.gpwonline.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.





DO use the new Adobe Forms for your notice request.

These new forms can be found on our website:
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 3rd 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"> Do not type as: 43 Bloubokrand Street Putsonderwater 1923 Text should be entered as: 43 Bloubokrand Street, Putsonderwater, 1923
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> Date fields are verified against format CCYY-MM-DD Time fields are verified against format HH:MM 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"> 0123679089 (012) 3679089 (012)367-9089
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc. Do not include company letterheads, logos, headers, footers, etc. in text block fields.



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> • Font type should remain as Arial • Font size should remain unchanged at 9pt • Line spacing should remain at the default of 1.0 • The following formatting is allowed: <ul style="list-style-type: none"> ○ Bold ○ Italic ○ Underline ○ Superscript ○ Subscript • Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents • Text justification is allowed: <ul style="list-style-type: none"> ○ Left ○ Right ○ Center ○ Full • 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"> ○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph ○ 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.
	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 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

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.

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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GENERAL NOTICE

NOTICE 685 OF 2015

USE OF OFFICIAL LANGUAGES ACT, 2012 (ACT NO. 12 OF 2012) – INDEPENDENT REGULATORY BOARD FOR AUDITORS (IRBA) LANGUAGE POLICY

I Bernard Peter Agulhas, Chief Executive Officer of the IRBA, in terms of section 4(2)(h) of the Use of Official Languages Act, 2012 (Act No. 12 of 2012), hereby publish the IRBA Language Policy as set out in the Schedule hereto.


Bernard Peter Agulhas
Chief Executive Officer



LANGUAGE POLICY

Document Ref:	
Version No:	2 for Board ratification
Custodian:	Board Secretary
Approved by:	MANCO
Effective Date:	2 May 2015

1. PREAMBLE

1.1. The IRBA is a statutory body established in terms of section 3 of the Auditing Profession Act 26 of 2005. The objects as set out in section 2 of the Act are as follows:

- To provide for the establishment of an Independent Regulatory Board for Auditors.
- To protect the public in the Republic by regulating audits performed by registered auditors.
- To approve the development and maintenance of internationally comparable ethics standards and auditing standards for auditors that promote investment and as a consequence employment in South Africa.
- To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession.
- To provide for procedures for disciplinary action in respect of improper conduct.

2. DEFINITIONS

“**Constitution**” means the Constitution of the Republic of South Africa, 1996;

“**Department**” means the national Department of Arts and Culture;

“**Minister**” means the Minister responsible for language matters;

“**National public entity**” means a national public entity defined in section 1 and listed in Schedules 2 and 3 to the Public Finance Management Act 1 of 1999;

“**Official Language**” means an official language contemplated in section 6(1) of the Constitution; and

“**the Act**” means the Use of Official Language Act 12 of 2012.

3. OVERVIEW AND PURPOSE

3.1. The Use of Official Language Act 12 of 2012 (the Act) regulates and monitors the use of official languages by national government for government purposes.

3.2. Section 4(1) of the Act requires that every national public entity must adopt a language policy regarding its use of official languages for government purposes. Section 4(2) of the Act requires that a language policy adopted in terms of subsection (1) must:

- (a) comply with the provisions of section 6(3)(a) of the Constitution;
- (b) identify at least three official languages that the national department, national public entity or national public enterprise will use for government purposes;

- (c) stipulate how official languages will be used, amongst other things, in effectively communicating with the public, official notices, government publications and inter- and intra-government communications;
- (d) describe how the national department, national public entity or national public enterprise will effectively communicate with members of the public whose language of choice is-
 - (i) not an official language contemplated in paragraph (b); or
 - (ii) South African sign language.
- (e) describe how members of the public can access the language policy; and
- (f) provide a complaints mechanism to enable members of the public to lodge complaints regarding the use of official languages by a national department, national public entity or national public enterprise.

4. RELEVANT LEGISLATIVE PROVISIONS

4.1. This policy recognises that the following pieces of legislation (amongst others), take legal precedence over the provisions of this Policy:

- The Constitution of the Republic of South Africa, 1996;
- The Use of Official Language Act 12 of 2012;
- Auditing Profession Act 26 of 2005;
- Promotion of Administrative Justice Act 3 of 2000;
- Regulations in terms of section 13 of the Use of Official Languages Act 12 of 2012;
- Public Finance Management Act 1 of 1999; and
- All other relevant legislation.

5. PRINCIPLES

5.1. The IRBA commits itself to:

- Recognising the constitutional basis towards multilingualism;
- Promoting and understanding that all official languages must be afforded equality;
- Promoting good language management; and
- Preventing the use of any language(s) for the purposes of exploitation, domination and discrimination within the IRBA.

6. THE IRBA LANGUAGE UNIT

6.1. Section 7 of the Act requires that every national public entity must establish a language unit.

6.2. In terms of Section 8 of the Act the functions of the language unit are as follows:

- (a) advise the responsible accounting officer or accounting authority on the development, adoption and implementation of the language policy;
- (b) monitor and assess the use of official languages by national public entity;
- (c) monitor and assess compliance with the language policy of the national public entity;
- (d) compile and submit a report to the Minister and to the Pan South African Language Board in terms of section 9 of the Act;
- (e) promote parity of esteem and equitable treatment of official languages of the Republic and facilitate equitable access to services and information of the national public entity;
- (f) promote good language management by the national public entity; and
- (g) perform any other functions that the Minister may prescribe.

Note: Section 12 of the Act provides that the Minister, on application by a national public entity listed in Schedule 3 Parts A to the Public Finance Management Act 1 of 1999, exempt, wholly or in part, such national public entity from the application of section 7 of the Act whereupon that national public entity must assign a senior employee to perform the functions of a language unit. The IRBA has submitted an application to the Minister to be exempted from the application of section 7 of the Act, response to which is still awaited. This Policy is drafted on the premise that the request for exemption will be granted.

7. OFFICIAL LANGUAGES OF THE IRBA

7.1. The IRBA has adopted the following official languages as its official languages:

- English;
- Afrikaans;
- isiZulu;
- isiXhosa; and
- Sesotho.

Although the IRBA is fully cognisant of the constitutional basis towards multilingualism, and has appreciation for the historical and political sensitivity of the language issue in South Africa, the IRBA also has a duty to promote the role of accountancy in advancing social, economic and educational reform.

In the light of the above, the IRBA's language policy is also informed by the fact that English is, indisputably, the language of business in South Africa, and, as such, is the business language of the IRBA.

8. USE OF OFFICIAL LANGUAGES BY THE IRBA

8.1. The IRBA acknowledges that all official languages have equal status however the following factors will be taken into account in the choice of official languages used by the IRBA:

- Practicality;
- Cost; and
- Usage

8.2. The following communications will be in English:

- Inter- and intra-government communications;
- Communicating with members of the public (official written correspondence);
- Communication with members of the public (oral communication);
- Official publications intended for public distribution such as (but not limited to):
 - o Notices on the IRBA website;
 - o Advertisements;
 - o Forms;
 - o Manual of Information;
 - o Candidates Guide;
 - o IRBANews;
 - o Bulk emails; and
 - o Signage on buildings.
- Letterheads and other business stationery;
- Educational Structures; and
- International communication.

8.3. The above communications will be made available in the other official languages identified in clause 7, on written request taking into consideration the criteria outlined in clause 8.1.

8.4. **Communication with the hearing or visually impaired:** The IRBA will arrange for South African Sign Language interpreting and conversion of text into Braille or audio on written request within two months taking into consideration the criteria outlined in clause 8.1.

8.5. **Communication with members of the public whose language of choice is not one of the official languages of the Republic:** The IRBA will arrange for appropriate translation or interpreting on written request within two months taking into consideration the criteria outlined in clause 8.1.

9. PUBLICATION OF AND ACCESS TO THIS POLICY

9.1. This Policy will be:

- Published in English;
- Available in the other four official languages, Braille and audio on written request;
- Available on the IRBA's website <http://www.irba.co.za/>; and
- Displayed at the IRBA's office.

10. COMPLAINTS MECHANISM

10.1. Section 4(2)(f) of the Act provides that in order to enable members of the public to lodge complaints regarding the use of official languages by a national public entity, such entity must provide a complaints mechanism.

10.2. Any complaint must be in writing containing the following:

- Full name, address and contact information of the person lodging the complaint.
- Full details of the complaint with any supporting documentation/ information.

10.3. The complainant can be requested to provide additional information.¹

10.4. The CEO² will respond in writing within two³ months of receiving the complaint.

10.5. Should the complainant be dissatisfied with the CEO's response a further complaint may be lodged with the Minister of Finance.⁴

¹ Section 2(2)(d)(i) of the Use of Official Languages Act 12 of 2012 Regulations.

² Section 2(2)(a)(ii) of the Use of Official Languages Act 12 of 2012 Regulations.

³ Section 2(2)(e)(i) of the Use of Official Languages Act 12 of 2012 Regulations.

⁴ Section 2(3) of the Use of Official Languages Act 12 of 2012 Regulations.