

Government Gazette Staatskoerant REPUBLIC OF SOUTH AFRICA

Regulation Gazette

No. 10497

Regulasiekoerant

Vol. 603

11 September September

2015

No. 39202

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes AIDS HELPLINE: 0800-0123-22 Prevention is the cure

IMPORTANT

Information

from Government Printing Works

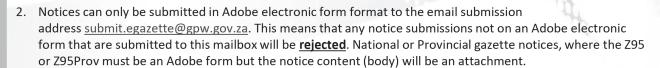
Dear Valued Customers,

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.



- 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 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.

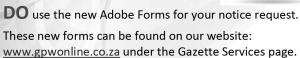
Furthermore, the fax number **012-748 6030** will also be <u>discontinued</u> from this date and customers will only be able to submit notice requests through the email address <u>submit.egazette@gpw.gov.za.</u>











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

No.	Rule Description	Explanation/example				
1.	All forms must be completed in the chosen	GPW does not take responsibility for translation of notice				
	language.	content.				
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all	e.g. "The company is called XYZ Production Works"				
	uppercase.					
3.	No single line text fields should end with any punctuation, unless the last word is an	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.				
	abbreviation.					
4.	Multi line fields should not have additional	This causes unwanted line breaks in the final output, e.g				
	hard returns at the end of lines or the field	• <u>Do not</u> type as:				
	itself.	43 Bloubokrand Street				
		Putsonderwater				
		1923				
		• Text should be entered as:				
-	Cuid fields / Used few dates ID Noveless	43 Bloubokrand Street, Putsonderwater, 1923				
5.	Grid fields (Used for dates, ID Numbers,	Date fields are verified against format CCYY-MM-DD Time fields are verified against format HUMM				
	Telephone No., etc.)	Time fields are verified against format HH:MM Telephone/Fax Numbers are not verified and allow				
		 Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 				
		characters: including brackets, hyphens, and spaces				
		0 0123679089				
		o (012) 3679089				
		o (012)367-9089				
6.	Copy/Paste from other documents/text	Avoid using this option as it carries the original				
	editors into the text blocks on forms.	formatting, i.e. font type, size, line spacing, etc.				
		 Do not include company letterheads, logos, headers, footers, etc. in text block fields. 				

Important!







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: Bold Italic Underline Superscript Subscript Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents Text justification is allowed: 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 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 maintain the standard paragraph styling of the gazette, i.e. first line is indented.



You can find the **new electronic Adobe Forms** on the website

<u>www.gpwonline.co.za</u> 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 <u>info.egazette@gpw.gov.za</u>

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IMPORTANT ANNOUNCEMENT

Closing times PRIORTO PUBLIC HOLIDAYS for

GOVERNMENT NOTICES, GENERAL NOTICES, REGULATION NOTICES AND PROCLAMATIONS

2015

The closing time is 15:00 sharp on the following days:

- 26 March, Thursday, for the issue of Thursday 2 April 2015
- 31 March, Tuesday, for the issue of Friday 10 April 2015
- 22 April, Wednesday, for the issue of Thursday 30 April 2015
- > 30 April, Thursday, for the issue of Friday 8 May 2015
- ➤ 11 June, Thursday, for the issue of Friday 19 June 2015
- 6 August, Thursday, for the issue of Friday 14 August 2015
- > 17 September, Thursday, for the issue of Friday 25 September 2015
- > 10 December, Thursday, for the issue of Friday 18 December 2015
- > 15 December, Tuesday, for the issue of Thursday 24 December 2015
- 22 December, Tuesday, for the issue of Thursday 31 December 2015
- > 30 December, Wednesday, for the issue of Friday 8 January 2016

Late notices will be published in the subsequent issue, if under special circumstances, a late notice is accepted, a double tariff will be charged

The copy for a SEPARATE Government Gazette must be handed in not later than three calendar weeks before date of publication

BELANGRIKE AANKONDIGING

Sluitingstye VOOR VAKANSIEDAE vir

GOEWERMENTS-, ALGEMENE- & REGULASIE-KENNISGEWINGS ASOOK PROKLAMASIES

2015

Die sluitingstyd is stiptelik 15:00 op die volgende dae:

- 26 Maart, Donderdag, vir die uitgawe van Donderdag 2 April 2015
- 31 Maart, Dinsdag, vir die uitgawe van Vrydag 10 April 2015
- 22 April, Wednesday, vir die uitgawe van Donderdag 30 April 2015
- > 30 April, Donderdag, vir die uitgawe van Vrydag 8 Mei 2015
- > 11 Junie, Donderdag, vir die uitgawe van Vrydag 19 Junie 2015
- ➤ 6 Augustus, Donderdag, vir die uitgawe van Vrydag 14 Augustus 2015
- > 17 September, Donderdag, vir die uitgawe van Vrydag 25 September 2015
- > 10 Desember, Donderdag, vir die uitgawe van Vrydag 18 Desember 2015
- > 15 Desember, Dinsdag, vir die uitgawe van Donderdag 24 Desember 2015
- > 22 Desember, Dinsdag, vir die uitgawe van Donderdag 31 Desember 2015
- > 30 Desember, Wednesday, vir die uitgawe van Vrydag 8 Januarie 2016

Laat kennisgewings sal in die daaropvolgende uitgawe geplaas word. Indien 'n laat kennisgewing wel, onder spesiale omstandighede, aanvaar word, sal 'n dubbeltarief gehef word Wanneer 'n APARTE Staatskoerant verlang word moet die kopie drie kalenderweke voor publikasie ingedien word

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF LABOUR

NO. R. 840

11 SEPTEMBER 2015

LABOUR RELATIONS ACT, 1995

REGISTRATION OF AN EMPLOYERS' ORGANISATION

I, Malixole N	tleki, th	e Acting	Registrar of I	Labour Relations,	hereby n	otify, in ter	ms of
section 109(2) of th	ne Labo	ur Relations A	ct, 1995, that the	Further	Education	n and
Training Co	lleges	Employ	yers' organis	ation (FETCEO)	(LR2/6/3	/977) has	been
registered	as	an	employers'	organisation	with	effect	from
140	8 20	15					

The name of the employers' organisation is entered into the register of employers' organisations.

ACTING REGISTRAR OF LABOUR RELATIONS

IMPORTANT

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