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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.

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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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. R. 898

30 SEPTEMBER 2015

ATTORNEYS ACT, 1979 (ACT No. 53 OF 1979): AMENDMENT OF REGULATIONS

The Minister of Justice and Correctional Services has, under section 81(2) of the Attorneys Act, 1979 (Act No. 53 of 1979), with the concurrence of the Chief Justice and after consultation with the presidents of the several societies, made the regulations in the Schedule.

SCHEDULE***Definition***

1. In this Schedule "the Regulations" means the regulations published under Government Notice No. 1581 of 7 November 1941, as amended by Government Notices Nos. 2691 of 31 December 1942, 2144 of 26 November 1943, 1476 of 16 July 1948, 1264 of 25 May 1951, 354 of 25 February 1955, 1785 of 9 September 1955, 731 of 24 May 1957, R. 508 of 30 March 1972, R. 1458 of 13 July 1984, R. 47 of 2 January 1987, R. 347 of 22 February 1991, R. 1708 of 18 November 1994, R. 1746 of 31 December 1997, R. 41 of 19 January 2001, R. 354 of 20 April 2004 and R. 580 of 15 July 2011.

Substitution of Annexure A to the Regulations

2. The following Annexure is hereby substituted for Annexure A to the Regulations:

"ANNEXURE A**APPLICATION FOR FIDELITY FUND CERTIFICATE IN TERMS OF THE
ATTORNEYS ACT, 1979 (ACT No. 53 OF 1979)****FOR THE YEAR ENDING 31 DECEMBER 20__***PLEASE COMPLETE IN BLOCK LETTERS IN BLUE OR BLACK INK***GENERAL INFORMATION**

1. Full names of the applicant: _____
Identity number: _____
2. Name under which practice will be carried on ("the firm"). If the practice is incorporated give the full name and registration number:

Registration number: _____
3. Physical address at which practice will be carried on (i.e. your principle place of practice)

Province: _____
4. Contact details:
Postal address: _____
Residential address: _____
Docex address (if applicable): _____
Telephone (business): _____ (home): _____
(fax): _____ (e-mail): _____
5. (a) Any other physical address at which practice will be carried on, including province:

Province: _____
(b) Name of practitioner in control: _____
6. Full names of partners or co-directors, if any: _____

7. If no Fidelity Fund Certificate was obtained for the current year, state date on which the applicant will begin to practise for own account or in partnership or as a member of an incorporated practice:

8. Name of Law Society of which applicant is a member in terms of section 57 of the Attorneys Act, No. 53 of 1979:

9. If applicant ceased to practise for own account, or in partnership or as member of an incorporated practice and intends to resume practising, state:

(a) Name and address of former practice: _____

_____ Province: _____

(b) When applicant ceased to practise: _____

ADDITIONAL INFORMATION REQUIRED BY THE FUND FOR RISK MANAGEMENT AND ANALYSIS

10. Registration number with the Financial Intelligence Centre (attach proof): _____

11. Appointed auditor: _____ Registration number: _____

Firm name: _____

Physical address: _____

Postal address: _____

Telephone (business): _____ (fax): _____

E-mail address: _____

12. The firm participated / did not participate in the automated monthly transfer system for the period from _____ 20__ to _____ 20__.

13. The firm provides bridging finance to clients: YES / NO.

14. The firm carried on the business of an investment practice during the year: YES / NO.

If yes, the investment practice registration in terms of the Financial Advisory and Intermediary Services Act, No. 37 of 2002, with the Financial Services Board is: _____

15. The practice purchased / did not purchase insurance cover to protect against the possibility of misappropriation of trust money and property to the value of R _____ per annum from _____ (insurance company), policy number _____

FINANCIAL INFORMATION

16. I / We as the practitioner / partner / directors is / are responsible for ensuring that the attorneys' trust accounts are maintained in compliance with the provisions of the Attorneys Act, No. 53 of 1979, and the rules of the Law Society. The practitioner / partner / directors is / are responsible for the design, implementation and monitoring of accounting and internal control systems and the completion of the risk assessment of the firm.

(a) I / We, confirm that I / we have maintained the necessary accounting records as required in terms of sections 78(4) and 78(6) of the Attorneys Act, No. 53 of 1979, and the rules of the Law Society for the accounting period from 1 October 20__ to 30 September 20__.

(b) I / We certify that:

- I. The accounting records, to the best of my / our knowledge and belief, are in accordance with the terms of the Attorneys Act, No. 53 of 1979, and the Law Society rules.
- II. Any trust deficit was reported to the Law Society.
- III. The interest earned annually up to the last day of February in each year on section 78(1) and section 78(2)(a) were paid to the Law Society before the 31st May __.
- IV. The annual membership fees are fully paid up.

(c) State the amount (as per the bank statement) standing to the credit of the firm's trust banking account(s) and the amount of trust monies invested by the applicant's firm at the end of each quarter of this year, per financial institution:

Balance standing to the credit of the firm's trust banking account(s)	(A) Section 78(1)	(B) Section 78(2)(a)	(C) Section 78(2A)	(D) Investments	(E) Estates	(F) Property	Total
Currency							
31 December 20__							
31 March 20__							
30 June 20__							
30 September 20__							
TOTAL TRUST FUNDS							

Trust banking account details	(A) Section 78(1)	(B) Section 78(2)(a)	(C) Section 78(2A)	(D) Investments	(E) Estates
Bank:					
Branch:					
Branch code:					
Account number:					
Credit interest rate:					
- at 31 March					
- at 30 Sept					

Balance standing to the credit of the firm's trust banking account(s)	(A) Section 78(1)	(B) Section 78(2)(a)	(C) Section 78(2A)	(D) Investments	(E) Estates	(F) Property	Total
Bank service fee formula:							

(d) Analysis of section 78(2A) investments by category at 30 September 20__:

Category	Distribution	Duration (average number of months)
Conveyancing	%	months
Commercial	%	months
Litigation	%	months
Road Accident Fund	%	months
Investments	%	months
Estates	%	months
Other: (Specify)		
	%	months
	%	months
	%	months
	%	months
TOTAL	100 %	

(e) I hereby authorise the above bank/s to provide the Attorneys Fidelity Fund with changes and to certify the above information, from time to time, as requested by the Fund.

(f) I hereby authorise the Attorneys Fidelity Fund to negotiate with my bankers the terms relating to interest accruing on, and bank charges levied against, my trust current banking account(s).

SIGNED ON THIS ____ DAY OF _____ 20__ AT _____,

IN THE PRESENCE OF THE UNDERSIGNED WITNESSES:

AS WITNESSES:

1. _____

2. _____

SIGNATURE OF APPLICANT

GUIDELINES FOR COMPLETING THIS FORM

This form must be completed in advance for the coming year.

The form should be submitted by 15 October of each year for a certificate in respect of the following year.

If commencing practice for the first time the application will be in respect of the current year.

The information requested in this application form will, inter alia, be used by the Attorneys Fidelity Fund to provide statistics for risk management, risk profiling and reinsurance programmes.

Item 16(c): The amount (as per bank statements) standing to the credit of the firm's trust banking account, the amount of trust moneys invested by the applicant's firm, estate accounts and other entrusted property.

A – Insert the balance standing to the credit of the trust current banking account as per the bank statement as at the end of each quarter. If there is more than one trust current account, add the balances together and enter the result in A for each quarter.

B – Insert the total of the amounts invested in terms of section 78(2)(a) in B for each quarter.

C – Insert the total of the amounts invested in terms of section 78(2A) in C for each quarter. On this type of investment the interest generated is payable to the practitioner's client(s).

D – Insert the total of the amounts invested in terms of the Law Societies investment rules in D for each of quarter.

E – Insert the total amount held in respect of estates in terms of section 78(6)(c) of the Act in E for each quarter.

F – Insert the value of any other entrusted property in terms of section 26 of the Act, in F for each quarter.

Use annexures if there is more than one account and financial institution.

For trust funds denominated in any foreign currency, provide a separate annexure in the same format noting the currency.

Trust current banking account details:

- I. Enter name of bank.
- II. Enter name of branch.
- III. Enter branch code.
- IV. Enter bank account number.
- V. Enter the credit interest rate applied to the account as at the dates specified. These dates relate to the current year. If the rates are not shown on the bank statements, practitioners should contact their bank managers to get the correct information. If the rate fluctuates depending on the size of the balance in the account, indicate the rate on balances in excess of R 100,000.
- VI. The bank service fee formula must be entered as at 30 September of the current year. The service fee formula is normally printed on the bank statement in the following way:

--- / --- / ---

The first 3 digits are the charge for the first R100 of each cheque issued, expressed in cents.

The next 3 digits are the charge for each additional R100 of each cheque issued.

The last 3 or 4 digits are the maximum charge per cheque issued.

Use annexures if space is insufficient and for information on multiple accounts.

Item 16(d): You are required to provide your own assessment of the nature of section 78(2A) trust investments at 30 September, expressed as a percentage, and the average duration of each type of investment.

Insert percentages to indicate the nature of section 78(2A) trust investments.

Also insert the average duration of each investment type."

DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING

NO. R. 898

30 SEPTEMBER 2015

**WET OP PROKUREURS, 1979 (WET No. 53 VAN 1979): WYSIGING VAN
REGULASIES**

Die Minister van Justisie en Korrektiewe Dienste het kragtens artikel 81(2) van die Wet op Prokureurs, 1979 (Wet No. 53 van 1979), met die instemming van die Hoofregter en na konsultasie met die presidente van die verskeie verenigings, die regulasies in die Bylae uitgevaardig.

BYLAE***Definisie***

1. In hierdie Bylae beteken "die Regulasies" die regulasies gepubliseer kragtens Goewermentskennisgewing No. 1581 van 7 November 1941, soos gewysig deur Goewermentskennisgewings Nos. 2691 van 31 Desember 1942, 2144 van 26 November 1943, 1476 van 16 Julie 1948, 1264 van 25 Mei 1951, 354 van 25 Februarie 1955, 1785 van 9 September 1955, 731 van 24 Mei 1957, R. 508 van 30 Maart 1972, R. 1458 van 13 Julie 1984, R. 47 van 2 Januarie 1987, R. 347 van 22 Februarie 1991, R. 1708 van 18 November 1994, R. 1746 van 31 Desember 1997, R. 41 van 19 Januarie 2001, R. 354 van 20 April 2004 en R. 580 van 15 Julie 2011.

Vervangling van Bylae A van die Regulasies

2. Die volgende Bylae vervang hierby Bylae A van die Regulasies:

“BYLAE A**AANSOEK OM GETROUHEIDSFONDSSERTIFIKAAT INGEVOLGE DIE WET OP
PROKUREURS, 1979 (WET No. 53 VAN 1979)****VIR DIE JAAR GEËINDIG 31 DESEMBER 20__****VOLTOOI ASSEBLIEF IN BLOKLETTERS MET BLOU OF SWART INK****ALGEMENE INLIGTING**

1. Volle name van die applikant: _____
Identiteitsnommer: _____
2. Naam waaronder praktyk bedryf sal word ("die firma"). Indien die praktyk ingelyf is, voorsien die volle naam en registrasienommer:

Registrasienommer: _____
3. Fisiese adres waar praktyk bedryf sal word (m.a.w. u hoofplek van besigheid)

Provinsie: _____
4. Kontakbesonderhede:
Posadres: _____
Woonadres: _____
Docex adres (indien van toepassing): _____
Telefoon (besigheid): _____ (tuis): _____
(faks): _____ (epos): _____
5. (a) Enige ander fisiese adres waar die praktyk bedryf sal word, insluitend provinsie:

Provinsie: _____
(b) Naam van praktisyn in beheer: _____
6. Volle name van vennote of mede-direkteure, indien enige: _____

7. Indien daar geen Getrouheidsfondssertifikaat bekom was vir die huidige jaar nie, meld datum waarop die applikant sal begin om praktyk te bedryf vir eie gewin of in vennootskap of as 'n lid van 'n ingelyfde praktyk:

8. Naam van Prokureursorde waarvan applikant 'n lid is ingevolge artikel 57 van die Wet op Prokureurs, No. 53 van 1979:

9. Indien applikant opgehou het om vir sy eie gewin, of in vennootskap of as lid van 'n ingelyfde praktyk te praktiseer en beoog om praktyk te hervat, noem die volgende:

(a) Naam en adres van vorige praktyk: _____

Provinsie: _____

(b) Wanneer applikant opgehou praktiseer het: _____

ADDISIONELE INLIGTING BENODIG DEUR DIE FONDS VIR RISIKOBESTUUR EN ANALISE

10. Registrasienommer by die Finansiële Intelligensiesentrum (heg bewyse aan): _____

11. Ouditeur aangestel : _____ Registrasienommer: _____

Firma naam: _____

Fisiesadres: _____

Posadres: _____

Telefoon(besigheid): _____ (faks): _____

Eposadres: _____

12. Die firma het deelgeneem aan / het nie deelgeneem aan nie, die outomatiese maandelikse oordragstelsel vir die tydperk vanaf _____ 20__ tot _____ 20__.

13. Die firma bied oorbruggingsfinansiering aan kliënte: JA / NEE.

14. Die firma het die besigheid van 'n beleggingspraktijkbedryf gedurende die jaar: JA / NEE.

Indien ja, die beleggingspraktyk registrasie ingevolge die Wet op Finansiële Advies- en Tussengangersdienste, No. 37 van 2002, by die Raad op Finansiële Dienste is: _____

15. Die praktyk het / het nie versekeringsdekking gekoop vir beskerming teen die moontlikheid van diefstal van trustgeld en eiendom ter waarde van R _____ per jaar by _____ (versekeringsmaatskappy), polisnommer _____

FINANSIELE INLIGTING

16. Ek / Ons as die praktisyn / vennoot / direkteur is verantwoordelik om te verseker dat die prokureur se trustrekening gehou word in ooreenstemming met die bepalinge van die Wet op Prokureurs, No. 53 van 1979, en die reëls van die Prokureursorde. Die praktisyn / vennoot / direkteur is verantwoordelik is vir die ontwerp,

implementering en monitering van rekeningkundige en interne beheerstelsels en die voltooiing van die risiko-assessering van die firma.

(a) Ek / Ons bevestig dat ek / ons die nodige rekeningkundige rekords in stand gehou het, soos vereis ingevolge artikels 78(4) en 78(6) van die Wet op Prokureurs, No. 53 van 1979, en die reëls van die Prokureursorde vir die rekenkundige tydperk vanaf 1 Oktober 20__ tot 30 September 20__.

(b) Ek / Ons sertifiseer dat:

- I. Die rekeningkundige rekords, na die beste van my / ons kennis en geloof, in ooreenstemming is met die bepalings van die Wet op Prokureurs, No. 53 van 1979, en die Prokureursorde reëls.
- II. Enige trusttekort by die Prokureursorde aangemeld is.
- III. Die jaarlikse rente verdien tot op die laaste dag van Februarie in elke jaar ingevolge artikel 78(1) en artikel 78(2)(a) aan die Prokureursorde oorbetaal is voor 31 Mei __.
- IV. Die jaarlikse ledegeld ten volle betaal is.

(c) Noem die bedrag (soos per bankstaat) tot die krediet van die firma se trustbankrekening(e) en die bedrag trustgelde belê deur die applikant se firma aan die einde van elke kwartaal van hierdie jaar, per finansiële instelling:

Balans tot die krediet van die firma se trust bank rekening(e)	(A) Artikel 78(1)	(B) Artikel 78(2)(a)	(C) Artikel 78(2A)	(D) Beleg- gings	(E) Boedels	(F) Eiendom	Totaal
Geldeenheid							
31 Desember 20__							
31 Maart 20__							
30 Junie 20__							
30 September 20__							
TOTALE TRUST FONDSE							

Trust bank- rekening besonderhede	(A) Artikel 78(1)	(B) Artikel 78(2)(a)	(C) Artikel 78(2A)	(D) Beleg- gings	(E) Boedels

Bank:					
Tak:					
Takkode:					
Rekening- nommer:					
Krediet rente- koers:					
- op 31 Maart					
- op 30 Sept					
Bank diensfooi formule:					

(d) Ontleding van artikel 78(2A) beleggings per kategorie op 30 September 20__:

Kategorie	Verspreiding	Tydsduur (gemiddelde aantal maande)
Aktebesorging	%	maande
Kommersiëel	%	maande
Litigasie	%	maande
Padongelukfonds	%	maande
Beleggings	%	maande
Boedels	%	maande
Ander: (Spesifiseer)		
	%	maande
	%	maande
	%	maande
	%	maande
TOTAAL	100%	

- (e) Hiermee magtig ek die bogenoemde bank/e om die Getrouheidsfonds vir Prokureurs te voorsien van veranderinge en om bogenoemde inligting van tyd tot tyd te sertifiseer, soos deur die Fonds versoek.
- (f) Ek magtig hiermee die Getrouheidsfonds vir Prokureurs om die voorwaardes met betrekking tot rente wat aanwas, en bankkoste gehef, op my trustbankrekening(e) met my bankiers te onderhandel.

GETEKEN OP HIERDIE ____ DAG VAN _____ 20 ____ TE _____

IN DIE TEENWOORDIGHEID VAN DIE ONDERGETEKENDE GETUIES:

AS GETUIES:

1. _____

2. _____

HANDTEKENING VAN APPLIKANT

RIGLYNE VIR VOLTOOIING VAN HIERDIE AANSOEVORM

Hierdie vorm moet vooruit vir die komende jaar voltooi word.

Die vorm moet teen 15 Oktober van elke jaar ingehandig word vir 'n sertifikaat vir die volgende jaar.

Indien die praktyk vir die eerste keer bedryf word, sal die aansoek vir die huidige jaar wees.

Die inligting wat in hierdie aansoekvorm versoek word sal, onder andere, deur die Getrouheidsfonds vir Prokureurs gebruik word om statistiek vir risikobestuur, risiko profiel en herversekeringprogramme te voorsien.

Deel 16(c): Die balans (soos per bankstaat) wat tot die krediet is van die firma se trustbankrekening, die bedrag van trustgelde belê deur die aansoeker se firma, boedelrekeninge en ander toevertroude eiendom.

A - Voeg die balans in wat tot die krediet van die trust lopende bankrekening is soos per die bankstaat, soos aan die einde van elke kwartaal. As daar meer as een trust lopende rekening is, tel al die balanse bymekaar en voeg die totaal in, in A vir elke kwartaal.

B - Voeg die totaal in van die bedrae wat belê is ingevolge artikel 78(2)(a), in B vir elke kwartaal.

C - Voeg die totaal in van die bedrae wat belê is ingevolge artikel 78(2A), in C vir elke kwartaal. Die renteopbrengs op hierdie soort beleggings word aan die praktisyn se kliënt(e) betaal.

D - Voeg die totaal in van die bedrae wat belê is ingevolge die Prokureursordes se beleggingsreëls, in D vir elke kwartaal.

E - Voeg die totale bedrag in wat ten opsigte van boedels gehou word ingevolge artikel 78(6)(c) van die Wet, in E vir elke kwartaal.

F - Voeg die waarde in van enige ander toevertroude eiendom ingevolge artikel 26 van die Wet, in F vir elke kwartaal.

Gebruik bylaes indien daar meer as een rekening en finansiële instelling is.

Vir trustfondse gedenomineer in enige buitelandse valuta, verskaf 'n afsonderlike bylae in dieselfde formaat en dui die geldeenheid aan.

Trust lopende bankrekening besonderhede:

- I. Voeg naam van bank in.
- II. Voeg naam van tak in.
- III. Voeg takkode in.
- IV. Voeg bankrekeningnommer in.
- V. Voeg die krediet rentekoers van toepassing op die rekening op die gespesifiseerde datums in. Hierdie datums het betrekking op die huidige jaar. Indien die koerse nie aangetoon word op die bankstate nie, moet praktisyns hulle bankbestuurders kontak om die korrekte inligting te bekom. Indien die koers wissel afhangende van die grootte van die balans in die rekening, dui die koers aan op saldos van meer as R100, 000.
- VI. Die bank diensfooi formule moet soos op 30 September van die huidige jaar ingevul word. Die diensfooi formule word gewoonlik soos volg op die bankstaat aangedui:

___/___/___

Die eerste 3 syfers is die fooi vir die eerste R100 van elke tjek uitgereik, uitgedruk in sente.

Die volgende 3 syfers is die fooi vir elke bykomende R100 van elke tjek uitgereik.

Die laaste 3 of 4 syfers is die maksimum fooi per tjek uitgereik.

Gebruik bylae indien spasie onvoldoende is en vir inligting aangaande veelvuldige rekeninge.

Deel 16(d): U moet u eie bepaling maak van die aard van artikel 78(2A) trustbeleggings soos op 30 September, uitgedruk as 'n persentasie, en die gemiddelde tydsduur van elke tipe belegging.

Deel 16(d): U moet u eie bepaling maak van die aard van artikel 78(2A) trustbeleggings soos op 30 September, uitgedruk as 'n persentasie, en die gemiddelde tydsduur van elke tipe belegging.

Voeg persentasies in om die aard van artikel 78(2A) trustbeleggings aan te dui.

Voeg ook die gemiddelde tydsduur van elke tipe belegging in."

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

IMPORTANT

Information

from Government Printing Works

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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.

