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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.gpwonline.co.za](http://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](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).

**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](mailto:info.egazette@gpw.gov.za)

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## GENERAL NOTICES • ALGEMENE KENNISGEWINGS

### ELECTORAL COMMISSION

NOTICE 1157 OF 2015

### ELECTORAL COMMISSION

### MUNICIPAL BY-ELECTIONS – 9 DECEMBER 2015

### OFFICIAL LIST OF VOTING STATIONS

The Electoral Commission hereby gives notice in terms of section 19(5) and 22(1) of the Local Government: Municipal Electoral Act, 2000 (Act 27 of 2000), that copies of a list containing the address of each voting station as well as the route, including the locations and estimated times of each mobile voting station, will be available for inspection during office hours at:

- The office of the relevant Municipal Electoral Officer for each municipality where a By-Election is to take place, as listed below;
- The office of the relevant Provincial Electoral Officer at the designated venues listed below;
- The Head Office of the Commission at Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion.

By-Elections will take place in the following municipal wards:

- KwaZulu-Natal - KZN211 - Vulamehlo [Dududu] – Ward 52101010
- Western Cape - CPT - City of Cape Town [Cape Town] – Ward 19100101
- Western Cape - WC045 - Oudtshoorn [Oudtshoorn] – Ward 10405013

The municipal venues designated for the inspection of the lists are:

Municipality	MEO Name	Address
KZN211 - Vulamehlo [Dududu]	M Zulu	Vulamehlo Municipal Building Office 1 Ground Floor P77 Dududu Main Road Dududu
CPT - City of Cape Town [Cape Town]	C Overmeyer (Ms)	Unit 1 Aden Square 41 Lawrence Road Athlone
WC045 - Oudtshoorn [Oudtshoorn]	D Marco (Acting)	23 High Street Oudtshoorn

The provincial venues designated for the inspection of the lists are:

KwaZulu-Natal	Provincial Office of the Electoral Commission	Westville Civic Centre William Lester Drive Westville
Western Cape	Provincial Office of the Electoral Commission	The Bridge 1 <sup>st</sup> Floor 304 Durban Road Tygervalley Bellville





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# RULES

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