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Government Printing Works

Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwonline.co.za to familiarise yourself with the new deadlines.

CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

take note!

With effect from 01 October, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

PROOF OF PAYMENTS



GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to submit.egazette@gpw.gov.za, please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

IMPORTANT NOTICE:

THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.

No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

ELECTORAL COMMISSION**NO. 569****25 MAY 2016****AMENDMENT TO THE MUNICIPAL ELECTORAL REGULATIONS, 2000**

The Electoral Commission has, in terms of section 89 of the Local Government: Municipal Electoral Act, 2000 (Act No. 27 of 2000), made the regulations set out in the Schedule.

GENERAL EXPLANATORY NOTE

[] Words or phrases in bold type square brackets indicate omissions or deletions from existing enactments; and

_____ Words or phrases underlined with a solid line indicate insertion in existing enactments

SCHEDULE**Contents****Definitions**

1. In this Schedule, unless the context indicates otherwise:
 - 1.1. “the Act” means the Local Government: Municipal Electoral Act, 2000 (Act No. 27 of 2000);
 - 1.2. “the Regulations” means the Municipal Electoral Regulations, 2000, published under GN R817 in Government Gazette No. 21498 of 22 August 2000, as amended by GN R848 published in GG 27957 of 23 August 2005 and GN R152 published in GG 34045 of 23 February 2011; and

1.3. any word or expression to which a meaning has been assigned in the Act and/or the Regulations shall have that meaning.

2. Amendment of Regulation 1

2.1. Regulation 1 is amended by:

2.1.1. deleting the definition of ‘**chief electoral officer**’;

2.1.2. the insertion of the following definition after the definition of ‘**Act**’:

*“‘**CNS system**’ means the candidate nominations system, a secure online business application located on the official website, to be used for the electronic submission of the information and documents contemplated in sections 14(1A)(b) and 17(1A)(b) and accessed through a pin code allocated by the chief electoral officer on written request by a party or a person contemplated in section 16(1)(b) of the Act.”*

2.1.3. the substitution for the definition of ‘**local representative**’ of the following definition:

*“‘**local representative**’, in relation to the Commission, means a local representative of the Commission appointed in terms of section 12 of the Act for the area of jurisdiction of the municipality concerned[.]”*

2.1.4. the insertion of the following definitions after the definition of ‘**local representative**’:

*“‘**official website**’ means the website of the Commission accessible at <http://www.elections.org.za>;*

*‘**SMS**’ means a short message service provided through a telecommunication system, accessed through a number designated by the Commission, to be used for the electronic submission of applications for special votes at voting stations on the date prior to the voting day stated in the election timetable;*

‘special vote system’ means the business application located on the official website to be used for the electronic submission of applications for special votes contemplated in section 55 of the Act; and

‘website’ has the meaning set out in section 1 of the Electronic Communications and Transactions Act, 2002 (Act 25 of 2002).’

Amendment of Regulation 2

3. Regulation 2 is amended by the substitution for sub-regulation (2) of the following sub-regulation:

*“(2) Only an original receipt issued to a person when he or she applied for registration as a voter **[and affixed in that person’s identity document,]** constitutes proof referred to in section 7(2)(b) of the Act, that that person has applied for registration as a voter in the voting district indicated on the receipt and on the date appearing on the receipt.”*

Deletion of Regulation 3

4. Regulation 3 is hereby deleted.

Amendment of Regulation 4

5. Regulation 4 is amended by:

- 5.1. the substitution for sub-regulation (2) of the following sub-regulation:

“(2) The amount of the deposit referred to in section 14(1)(b) of the Act is, in respect of each separate list submitted by a party-

- (a) R3 500.00 (three thousand five hundred rand) **[R4 000.00 (four thousand rand)]** in an election in a metropolitan municipality;*
- (b) R2 000.00 (two thousand rand) **[R2 500.00 (two thousand and five hundred rand)]** in an election in a local municipality with wards; and*

(c) *R1 000.00 (one thousand rand) [R1 500.00 (one thousand and five hundred rand)] in an election in a local municipality without wards and in an election in a district municipality.”*

5.2. inserting the following subregulations after subregulation (2):

“(3) If a party elects to submit the information and documents contemplated in section 14(1)(a) electronically as contemplated in section 14(1A)(b), it must do so by-

(a) completing the electronic forms available for that purpose on the CNS system; and

(b) uploading the annexures referred to in the said electronic forms onto the CNS system.

(4) If a party elects to submit the information and documents contemplated in section 14(1)(a) electronically as contemplated in section 14(1A)(b), the deposit referred to in section 14(1)(b) shall be paid into the Commission’s nominated bank account by not later than the date stated in the timetable for the submission of the documents contemplated in section 14(1)(a)-

(a) using a deposit slip containing a payment reference number generated for that purpose by the CNS system; or

(b) by way of electronic funds transfer using the functionality available for that purpose on the CNS system.

(5) If a party elects to submit the information and documents contemplated in section 14(1)(a) in the manner contemplated in section 14(1A)(a), the deposit referred to in section 14(1)(b) shall be paid-

(a) by means of a bank guaranteed cheque in favour of the Commission, submitted to the office of the local representative simultaneously with the documents contemplated in section 14(1)(a); or

(b) into the Commission’s nominated bank account using a deposit slip containing a payment reference number generated for that purpose by

the local representative upon submission of the documents contemplated in section 14(1)(a).

(6) If a party pays the deposit referred to in section 14(1)(b) in the manner contemplated in subregulation 4(a), such party must electronically submit written proof of such payment to the Commission by uploading it onto the CNS system by not later than the date stated in the timetable for the submission of the documents contemplated in section 14(1)(a)."

Amendment of Regulation 5

6. Regulation 5 is amended by the substitution thereof the following regulation:

"5 Acceptance of nomination by party list candidates and ward candidates nominated by party

An acceptance of nomination by a party candidate referred to in section 14(3)(a) of the Act and of a ward candidate nominated by a party referred to in section 17(2)(b) must be in a form substantially similar to Appendix 4."

Amendment of Regulation 8

7. Regulation 8 is amended by the substitution thereof the following regulation:

"(1) The nomination of a ward candidate referred to in section 17(1) of the Act must be submitted in a form substantially similar to Appendix 6 in the case of an independent ward candidate and in a form substantially similar to Appendix 7 in the case of a ward candidate nominated by a party.

(2) Should the person contemplated in section 16(1)(b) wish that a photograph of the nominated independent ward candidate concerned should appear on the ballot paper for the election, the nomination form contemplated in subregulation (1) shall be accompanied by an A5 size colour photograph depicting the head and shoulders picture of the nominated candidate."

Amendment of Regulation 9

8. Regulation 9 is amended by the substitution thereof of the following regulation:

“The form containing the signatures of at least 50 voters referred to in section 17(2)(a) of the Act must be in a form substantially similar to Appendix [8] 6.”

Amendment of Regulation 10

9. Regulation 10 is amended by the substitution thereof of the following regulation:

“The acceptance of nomination to be signed by a ward candidate as required in terms of section 17(2)(b) of the Act must be in a form substantially similar to Appendix [9] 4 in the case of a ward candidate nominated by a party and in a form substantially similar to Appendix 6 in the case of an independent ward candidate.”

Amendment of Regulation 11

10. Regulation 11 is amended by the substitution thereof of the following regulation:

“(1) The amount of the deposit referred to in section 17(2)(d) of the Act, is R1 000.00 (one thousand rand) in respect of an independent ward candidate and for a ward candidate nominated by a party who is not contesting the election of the relevant municipal council by way of a party list.

(2) If a party contemplated in section 16(1)(a) or a person contemplated in section 16(1)(b) elects to submit the information and documents contemplated in section 17(1) and (2) electronically as contemplated in section 17(1A)(b), such party or person must do so by-

(a) completing the electronic forms available for that purpose on the CNS system; and

(b) uploading the annexures referred to in the electronic forms onto the CNS system.

- (3) If a party contemplated in section 16(1)(a) or a person contemplated in section 16(1)(b) submits the information and documents contemplated in section 17(1) and (2) electronically, the deposit referred to in section 17(2)(d) shall be paid into the Commission's nominated bank account-
- (a) using a deposit slip containing a payment reference number generated for that purpose by the CNS system; or
- (b) by way of electronic funds transfer using the functionality available for that purpose on the online elections portal.
- (4) If a party contemplated in section 16(1)(a) or a person contemplated in section 16(1)(b) elects to pay the deposit in the manner contemplated in section 17(1A)(a), the deposit referred to in section 17(2)(d) shall be paid-
- (a) by means of a bank guaranteed cheque in favour of the Commission, submitted to the office of the local representative simultaneously with the documents contemplated in section 17(1) and (2); or
- (b) into the Commission's nominated bank account using a deposit slip containing a payment reference number generated for that purpose by the local representative upon submission of the documents contemplated in section 14(1)(a).
- (5) If a party contemplated in section 16(1)(a) or a person contemplated in section 16(1)(b) pays the deposit referred to in section 17(1)(d) in the manner contemplated in subregulation 3(a), such party must electronically submit written proof of such payment to the Commission by uploading it onto the CNS system by not later than the date stated in the timetable for the submission of the documents contemplated in section 17(1) and (2)."

Insertion of Regulation 13A

11. Part IV is amended by inserting the following regulation after regulation 13:

"13A Notice of disqualification

- (1) The Commission must remove from a ward list the name of a candidate-
- (a) in respect of whom any outstanding document has not been submitted in terms of section 17(2A) or;
- (b) who is not registered as a voter on that municipality's segment of the voters' roll.
- (2) The Commission must notify the party or the nominator in case of an independent candidate of the removal of the name of such candidate by no later than the date contemplated in section 18(1)(d)."

Deletion of Regulation 18B

12. Regulation 18B is hereby deleted.

Insertion of Regulation 23A

13. Part VI is amended by inserting the following regulation immediately before the existing regulation 24:

"23A Number of times that voter may be issued a new ballot paper

The presiding officer may in terms of section 49(3) issue a new ballot paper to a voter contemplated in section 49(1) no more than two times after the issue of the initial ballot paper in terms of section 47(5)(d)."

Amendment of Regulation 28

14. Regulation 28 is amended by the substitution thereof of the following regulation:

"(1) The result of an election must be recorded in terms of section 64(1)(b) of the Act in a form:

(a) substantially similar to Appendix 22A in the case of an election for a metropolitan council or a local council;

(b) in a form substantially similar to Appendix 22B in the case of an election of a district council; and

(c) in a form substantially similar to Appendix 22C in the case of a by election.”

Amendment of Regulation 28B

15. Regulation 28B is amended by:

15.1. the substitution for sub-regulation (1) of the following sub-regulation:

“(1) A voter who is unable to cast his or her vote on voting day at the voting station in the voting district where he or she is registered, may apply in terms of section 55 of the Act to cast a special vote within that voting district prior to voting day by submitting or causing to be submitted by no later than the date stated in the election timetable, a written application:

(a) in a form substantially similar to Appendix 25, by hand during normal office hours at the office or sub-office of the Municipal Electoral Officer for the metropolitan or local municipality within which that voting district falls;

(b) electronically to the chief electoral officer through the special vote system; or

(c) by sending an SMS containing the voter’s identity number to the chief electoral officer: Provided that an application may only be submitted by SMS for purposes of a special vote at the voting station on the date prior to the voting day stated in the election timetable as contemplated in sub-regulation (2)(b).

15.2. the substitution for sub-regulation (4) of the following sub-regulation:

“(4) The chief electoral officer, Municipal Electoral Officer or an officer designated by him or her, as the case may be, must approve the application if-

(a) the applicant is registered as a voter in that voting district; and

(b)(i) *where relevant, the applicant is unable to visit the voting station due to physical infirmity or disability and that his or her place of residence is in that voting district; or*

(ii) *where relevant, the applicant is unable to vote at the voting station on voting day.”*

15.3. the substitution for sub-regulation (5) of the following sub-regulation:

“(5) *The officer who considered the application must **[hand to]** provide the person who submitted it, a written notice of the outcome in the same manner in which the application was submitted.”*

Amendment of Regulation 29

16. Regulation 29 is amended by the substitution thereof for the following regulation:

“(1) ***[Any]** No person **[who]** may make[**s**] a false statement or furnish[**es**] false particulars in any application or other document prescribed by these Regulations **[shall be guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding one year or to both such fine or imprisonment].***

(2) *No person may make a photographic or any other form of image of a ballot paper which has been marked by a voter on election day or on a day on which special votes are cast.*

(3) *Any person who contravenes subregulations (1) or (2) is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding one year or to both such fine or imprisonment.”*

17. **Appendixes**

18. Appendixes 2, 8 and 9 of the Regulations are hereby deleted.

19. Appendixes 3, 4, 6, and 7 of the Regulations are hereby substituted by the corresponding appendixes in Annexures A, B, C and D.
20. Appendix 22C as contained in Annexure E is hereby inserted after Appendix 22B.

Short title and commencement

21. These Regulations are called the Amendment to the Municipal Electoral Regulations, 2016, and shall come into operation on the date of the commencement of the Local Government: Municipal Electoral Amendment Act, 2016 (Act No. 1 of 2016).

Annexure A

APPENDIX 3

Electoral Commission

**NOMINATION OF PARTY LIST CANDIDATES IN TERMS OF s14(1)(a)(i)-(iv) OF
THE LOCAL GOVERNMENT: MUNICIPAL ELECTORAL ACT, 2000**



Election Date: _____

Municipality: _____

Name of Registered Party: _____

I, _____ (Name of Authorised Party Representative)

ID Number

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Hereby:

1. Undertake to bind the party, its candidates/persons holding political or executive office in the party, its representatives, members and supporters to the Electoral Code of Conduct;
2. Declare that none of the candidates on the party list is disqualified from standing for election in terms of the Constitution or any applicable legislation;
3. Submit herewith proof of payment made in favour of the Electoral Commission as prescribed deposit for contesting the election.

Place **Signature** **Date**

Contact # (1) _____ **Contact # (2)** _____

Fax # (Optional) _____

Email Address: _____

Address: _____

PARTY LIST OF CANDIDATES s14(1)(A)(ii) OF THE LOCAL GOVERNMENT: MUNICIPAL ELECTORAL ACT, 2000 (ACT NO. 27 OF 2000)

| Name of Party | | Municipality | | | | | | | | | | Surname |
|---------------|-----------------|--------------|--|--|--|--|--|--|--|--|--|---------|
| Order # | Identity Number | Full Name(s) | | | | | | | | | | |
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**Annexure B
APPENDIX 4
Electoral Commission**



**ACCEPTANCE OF NOMINATION BY CANDIDATE ON A PARTY/ WARD LIST –SECTION 14(3)(a)/
17(2)(b) OF THE LOCAL GOVERNMENT: MUNICIPAL ELECTORAL ACT, 2000**

| | |
|---|--|
| Election Date: | |
| Municipality | |
| Ward No. (in case of ward candidate) | |

Registered party _____

I, _____ (Full names and Surname of Candidate)

| | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Identity Number | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

- hereby, accept my nomination as a candidate and subscribe to and undertake that I will be bound by the Electoral Code of Conduct; and
- declare that I am not disqualified from standing for the election in terms of the Constitution or any applicable legislation.

Place: _____

Date: _____

Signature of Candidate

Annexure C

APPENDIX 6

Electoral Commission

**NOMINATION OF INDEPENDENT WARD CANDIDATE IN TERMS OF s17 (1) AND
ACCEPTANCE OF NOMINATION IN TERMS OF s17 (2) OF THE LOCAL
GOVERNMENT: MUNICIPAL ELECTORAL ACT, 2000 (ACT NO. 27 OF 2000)**



Election Date: _____

Municipality: _____

Ward #: _____

I, _____ (Nominator in case of Independent Candidate)

ID Number

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hereby nominate:

Independent Candidate : _____

Signature: _____

ID Number.

| | | | | | | | | | | | | | | |
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Contact Number

E-mail address

to contest the above-mentioned elections as an independent ward candidate in the above-mentioned ward.

The candidate:

1. Has accepted his/her nomination as independent ward candidate by signature appended above;
2. Undertakes to be bound by the Electoral Code of Conduct,
3. Declares that he/she is not disqualified from standing for election in terms of the Constitution or any applicable legislations,
4. Submits the following:
 - a. a copy of the page of the candidate's identity document on which the candidate's photo, name and identity number appears;
 - b. An A5 sized head and shoulders picture of candidate
 - c. Signatures of voters supporting the nomination of an Independent Candidate (50 signatures);
 - d. Proof of payment made in favour of the Electoral Commission as prescribed deposit for contesting the election

Place

Signature

Date

Contact # (1)

Contact # (2)

Fax (Optional)

Email Address:

Address:

SIGNATURES OF VOTERS CONCERNING THE NOMINATION OF AN INDEPENDENT WARD CANDIDATE IN TERMS OF s17(2)(a) OF THE LOCAL GOVERNMENT: MUNICIPAL ELECTORAL ACT, 2000 (ACT NO. 27 OF 2000)

Election Date _____ Municipality _____
 Name of Candidate _____ Ward # _____

| Identity Number | Full Name(s) | Surname | Signature |
|-----------------|--------------|---------|-----------|
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Annexure D

APPENDIX 7

Electoral Commission



NOMINATION OF WARD CANDIDATE REPRESENTING A PARTY IN TERMS OF s17(1) OF THE LOCAL GOVERNMENT: MUNICIPAL ELECTORAL ACT, 2000

Election Date: _____

Municipality: _____

Name of Registered Party: _____

I, _____ (Name of Authorised Party Representative)

ID Number

| | | | | | | | | | | | | | | | | | | | |
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Hereby:

1. Undertake to bind the party, its candidates persons holding political or executive office in the party, its representatives, members and supporters to the Electoral Code of Conduct;
2. Declare that none of the ward candidates on the list is disqualified from standing for election in terms of the Constitution or any applicable legislation;
3. Submit proof of payment made in favour of the Electoral Commission as prescribed deposit for contesting the election.

| | | |
|--------------|------------------|-------------|
| Place | Signature | Date |
|--------------|------------------|-------------|

Contact # (1) _____ **Contact # (2)** _____

Fax # (Optional) _____

Email Address: _____

Address: _____

PARTY LIST OF WARD CANDIDATES - s17 (1) OF THE LOCAL GOVERNMENT: MUNICIPAL ELECTORAL ACT, 2000 (ACT NO. 27 OF 2000)

| Name of Party | | Municipality | | | | | | | | | | | |
|---------------|-----------------|--------------|--|--|--|--|--|--|--|--|--|---------|--|
| Ward # | Identity Number | Full Name(s) | | | | | | | | | | Surname | |
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APPENDIX 22C
Electoral Commission

**RECORDING OF THE DETERMINATION OF THE RESULTS OF AN ELECTION IN
 TERMS OF SECTION 64 (1) (b) OF THE LOCAL GOVERNMENT: MUNICIPAL
 ELECTORAL ACT, 2000 (ACT 27 OF 2000)**



BY-ELECTION IN METROPOLITAN COUNCILS AND LOCAL COUNCILS

Election Date:

Municipality Name:

| Ward No. | Name of councillor | Party abbreviation or Independent |
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 Signature of local representative of
 Commission determining, recording
 and declaring the results of the election

 Name

 Identity number

 Telephone Contact Number

 After Hours Contact Number

Date: _____

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)

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