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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](http://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](mailto: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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**BOARD NOTICES • RAADSKENNISGEWINGS**

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**BOARD NOTICE 86 OF 2016****THE SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION**

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**REQUIREMENTS FOR RECOGNITION AND MAINTENANCE OF RECOGNITION OF A VOLUNTARY ASSOCIATION IN TERMS OF SECTION 25, READ WITH SECTION 14(d), OF THE ARCHITECTURAL PROFESSION ACT, 2000 (ACT NO. 44 OF 2000) (THE ACT)**

*RECOGNISING that SACAP's Vision is People-Centred Architecture for South Africa and that it's Mission is to transform and promote the architectural profession in a spirit of collaborative engagement in order to achieve professional excellence:*

Notice is hereby given that, as provided in this Schedule, the South African Council for the Architectural Profession intends, in terms of section 14(d) read with section 25 of the Act, to implement the following rules for the recognition of an association as a voluntary association in terms of Section 25 of the Act and the maintenance of that recognition.

**SCHEDULE**

1. In this Schedule, unless the context indicates the contrary, a word or term as defined in section 1 of the Act, shall have that same meaning: provided that, for purposes of this Schedule, the following words shall have the following meanings:
  - (i) "the Act" means the Architectural Profession Act, 2000 (Act No. 44 of 2000), as amended from time to time;
  - (ii) "association" means an association of natural persons which has:
    - (a) an identity separate from its individual members;
    - (b) as the majority of its members, persons who have been registered in one of the categories provided for in section 18 of the Act: provided that, in this definition,

majority shall mean 50% of the members plus one additional person who is registered in terms of one of the categories provided for in section 18(1) of the Act;

(c) as the majority of its members, persons who are in good standing and who are certified annually by the association in the manner specified in this Notice; and

(d) as its objects, the promotion and transformation of the architectural profession in South Africa and the promotion of the professional interests of its members;

(iii) "Council" means the South African Council for the Architectural Profession as constituted in terms of section 3 of the Act;

(iv) "registered person" means a person who is registered in one of the categories in terms of section 18(1) of the Act;

(v) "Rules" shall mean the rules contained in this Schedule; and

(vi) "voluntary association" means any voluntary association recognised by the Council in terms of Section 25, read with section 14(d) of the Act and "VA" shall have a corresponding meaning.

2. To qualify for recognition as a voluntary association, an association shall comply with the following:

2.1 the association shall have a constitution that provides for:

2.1.1 a management structure, nomination procedure and requirements with which members nominated for office shall comply;

2.1.2 the association's powers in general and for the enrolment of members, termination of membership and associated matters;

2.1.3 the requirements for membership in different categories and rules for cancellation and re-instatement thereof; and

2.1.4 a code of professional conduct for its members which aligns with the Council's Code of Conduct as per Board Notice 154 of 2009, or such other Notice as may be applicable from time to time, and which provides for disciplinary procedures which observe the rules of natural justice and which provide for appropriate sanctions for contraventions of the code;

- 2.1.5 the submission to the Council of all validated courses to be offered under the auspices of the association for CPD purposes to enable SACAP to upload the information on the SACAP website;
- 2.1.5.1 the annual reporting to the Council, for statistical and related purposes, of a report certifying and signed by a designated office bearer, detailing:
- (a) records of attendance of persons who have attended any validated CPD courses or any other activities offered under the auspices of the association and which are intended to count towards compliance with CPD requirements of persons registered in terms of section 18(1) of the Act;
  - (b) information about the annual paid up members of the association; and
  - (c) continuing compliance with the conditions of recognition for voluntary associations in terms of these Rules:
- provided that the Council shall have the right to audit the information submitted to it by voluntary associations.
3. A voluntary association shall further submit its annual report to Council by no later than 31 March each year in order to maintain the validity of its certificate of recognition.
4. A certificate of recognition of a voluntary association shall be valid for a period of five years from date of issue, as provided for in Section 25 read with Section 14(d) of the Act: provided that a voluntary association shall at all times remain in compliance with the provisions of this Board Notice.

### **REPEAL OF PREVIOUS RULES**

The Rules published under Board Notice 153 of 2009 are hereby repealed.

# **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](mailto:Renny.Chetty@gpw.gov.za)),

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

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