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For purposes of reference, all Proclamations, Government Notices, General Notices and Board Notices published are included in the following table of contents which thus forms a weekly index. Let yourself be guided by the gazette numbers in the righthand column:

Alle Proklamasies, Goewermentskennisgewings, Algemene Kennisgewings en Raadskennisgewings gepubliseer, word vir verwysingsdoeleindes in die volgende Inhoudopgawe ingesluit wat dus weeklikse indeks voorstel. Laat yourself deur die Koerantnommers in die regterhandse kolom lei:

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- **19 December**, Wednesday for the issue of Friday **28 December 2018**

## LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

**COMMENCEMENT: 1 APRIL 2018**

### NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1008.80 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	252.20
Ordinary National, Provincial	2/4 - Half Page	504.40
Ordinary National, Provincial	3/4 - Three Quarter Page	756.60
Ordinary National, Provincial	4/4 - Full Page	1008.80

### EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3026.32** per page.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe* Forms. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

### CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website [www.gpwonline.co.za](http://www.gpwonline.co.za)

All re-submissions will be subject to the standard cut-off times.

**All notices received after the closing time will be rejected.**

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any day of the week	None	3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
<i>Extraordinary Gazettes</i>	As required	Any day of the week	<i>Before 10h00 on publication date</i>	<i>Before 10h00 on publication date</i>
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days <b>after</b> submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working days prior to publication

### EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

### NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za).
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
  - 8.1. Each of the following documents must be attached to the email as a separate attachment:
    - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
      - 8.1.1.1. For National *Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
      - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
    - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
    - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
    - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
    - 8.1.5. Any additional notice information if applicable.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES**

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by “walk-in” customers on electronic media can only be submitted in *Adobe* electronic form format. All “walk-in” customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

**QUOTATIONS**

13. Quotations are valid until the next tariff change.
  - 13.1. **Take note:** **GPW's** annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.
  - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
  - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
  - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
  - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
    - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
  - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
  - 19.1. This means that **the quotation number can only be used once to make a payment.**

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

**CANCELLATIONS**

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. 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.
22. 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**

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

**REJECTIONS**

24. All notices not meeting the submission rules 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)). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

**GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY**

27. The Government Printer will assume no liability in respect of—
  - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
  - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
  - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

**LIABILITY OF ADVERTISER**

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

**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.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

### PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za) before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

### PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za) free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette*(s)

## GOVERNMENT PRINTING WORKS CONTACT INFORMATION

**Physical Address:**
**Government Printing Works**

149 Bosman Street

Pretoria

**Postal Address:**

Private Bag X85

Pretoria

0001

**GPW Banking Details:**
**Bank:** ABSA Bosman Street

**Account No.:** 405 7114 016

**Branch Code:** 632-005

**For Gazette and Notice submissions:** Gazette Submissions:

**For queries and quotations, contact:** Gazette Contact Centre:

**E-mail:** [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za)
**E-mail:** [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)
**Tel:** 012-748 6200

**Contact person for subscribers:** Mrs M. Toka:

**E-mail:** [subscriptions@gpw.gov.za](mailto:subscriptions@gpw.gov.za)
**Tel:** 012-748-6066 / 6060 / 6058

**Fax:** 012-323-9574



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GOVERNMENT NOTICES • GOEWERMENSKENNISGEWINGS

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PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

NO. 945

14 SEPTEMBER 2018

OFFICE OF THE PUBLIC PROTECTOR



PUBLIC PROTECTOR  
SOUTH AFRICA

**PUBLIC PROTECTOR ACT NO. 23 OF 1994  
RULES RELATING TO INVESTIGATIONS BY THE PUBLIC PROTECTOR AND MATTERS  
INCIDENTAL THERETO, 2018**

The Public Protector of the Republic of South Africa has, under section 7(11) of the Public Protector Act No. 23 of 1994, made the Rules in the Schedule.

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**CHAPTER 2****PURPOSE OF RULES**

2. Purpose of Rules

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- C. Subpoena
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## CHAPTER 1 DEFINITIONS

### Definitions

1. In these Rules, any word or expression to which a meaning has been given in the Act, shall have that meaning and, unless the context indicates otherwise—

**"complainant"** means—

- (a) any person who lodges a complaint with the Public Protector; and
- (b) a person affected by any act or omission of a state institution that is under investigation by the Public Protector;

**"complaint"** means—

- (a) a matter reported to the Public Protector in terms of section 6(1) of the Act;
- (b) a complaint referred to in section 6(4), (5) and (7) of the Act; and
- (c) a matter reported or referred to the Public Protector in terms of other legislation that regulates the mandate of the Public Protector;

**"Constitution"** means the Constitution of the Republic of South Africa, 1996;

**"day"** means a calendar day, unless the last day of a specified period happens to fall on a Sunday or on any public holiday, in which case the time shall be calculated exclusive of that Sunday or public holiday in accordance with section 4 of the Interpretation Act, 1957 (Act No. 53 of 1957);

**"office hours"**—

- (a) in respect of offices of the Public Protector, means the hours between 08:00 and 16:00 on Monday to Friday, excluding public holidays; and
- (b) in respect of offices designated by the Public Protector, means the hours during which the offices are operating;

**"Parties to a dispute"** means the complainant and the state institution or an official or employee of the state institution involved in the complaint;

**"Public Protector"** means the person appointed as Public Protector in terms of section 193 of The Constitution and, depending on the circumstances, any person to whom the Public Protector has delegated powers in terms of the Act;

**"state institution"** means—

- (a) an institution or person referred to in section 6(4)(a) of the Act; and
- (b) an institution, entity or person referred to in section 6(5)(a) of the Act; and

**"the Act"** means the Public Protector Act No 23 of 1994

## CHAPTER 2 PURPOSE OF RULES

### Purpose of Rules

2. The purpose of these Rules is to promote and enhance access to the Public Protector by all persons who are concerned over conduct in state affairs and to facilitate cooperation by organs of state and other relevant persons to enhance the efficiency and effectiveness of investigations by clarifying—

- (a) procedures for the lodging of complaints in terms of section 6(1) of the Act with the Public Protector;
- (b) procedures for conducting investigations and resolving disputes or rectifying any act or omission in terms of section 6(4)(a) and (b) of the Act;
- (c) service standards applicable to the Public Protector in conducting investigations, resolving disputes or rectifying any act or omission;
- (d) time frames for the taking of actions provided for in these Rules;

- (e) time frames for persons and state institutions to respond to the findings of the Public Protector provided for in section 8(1) of the Act or a report referred to in section 8(2)(b) of the Act; and
- (f) the steps the Public Protector may take if a person or state institution fails to comply or adhere to stipulated time frames.

### CHAPTER 3

#### LOGGING COMPLAINT WITH PUBLIC PROTECTOR

##### Service points where complaint may be lodged

- 3. (1) A person may lodge a complaint at—
  - (a) the national, provincial and regional offices of the Public Protector, but preferably in the area where the incident or conduct complained of, took place;
  - (b) any service point established by the Public Protector, including outreach clinics and outreach events conducted by the Public Protector or any person to whom the Public Protector has delegated powers in terms of the Act; and
  - (c) any other office designated by the Public Protector as a place where complaints may be lodged in terms of section 6 of the Act.
- (2) (a) The Public Protector may transfer a complaint for an investigation from the office where it was lodged to any other office, if he or she deems it fit.
- (b) The Public Protector shall in writing inform the complainant of any transfer in terms of sub-rule (a), within 14 days of the transfer.

##### Manner of lodging complaint

- 4. (1) A person may lodge a complaint with the Public Protector—
  - (a) orally, over the telephone or in person, during office hours, at any of the offices and service points of the Public Protector or any office designated by the Public Protector
  - (b) by completing the complaints form, contained in Annexure A to these Rules, which shall be available during office hours at the offices of the Public Protector and any office designated by the Public Protector;
  - (c) by completing online the complaints form available on the website of the Public Protector; and
  - (d) in writing, by means of a letter or statement addressed to the Public Protector at the contact details contained in Annexure B to these Rules.
- (2) The Public Protector shall, without charging any fee, assist a complainant to reduce an oral complaint to writing and verify the correctness thereof with the complainant.
- (3) (a) A complainant may lodge a complaint in any of the official languages referred to in section 6 of the Constitution.
- (b) The Public Protector shall ensure that a complaint lodged in any other official language is translated into English as the language of record.
- (4) The Public Protector may, if he or she deems it fit, in any particular matter require that a complaint lodged be made under oath or affirmation.

##### Information required when lodging complaint

- 5. (1) A complaint referred to in section 6(1) of the Act shall (subject to the provisions of sub-rule 5(4) and (5)) contain the following personal information in addition to the information required in section 6(1)(a) of the Act:
  - (a) The full names of the complainant;
  - (b) the physical and postal address of the complainant;
  - (c) the telephone and facsimile numbers of the complainant and his or her e-mail address, if available; and

- (d) any other information that identifies the complainant.
- (2) If a complaint is lodged on behalf of another person or organisation, the complaint shall contain the information required in sub-rule (1) in respect of that person or organisation.
- (3) A complaint shall contain the following additional information about the incident or matter concerned:
  - (a) The place and date of the occurrence;
  - (b) particulars of the employees or officials of the state institution involved in the incident or matter concerned, if known;
  - (c) the names and addresses of any person who could provide information relevant to the complaint;
  - (d) information regarding other steps that he or she has taken in an attempt to resolve the complaint with the state institution concerned;
  - (e) an indication whether or not the same complaint was lodged with any other institution or authority and, if so, the outcome thereof;
  - (f) particulars of any person who was involved in an attempt to resolve the complaint;
  - (g) the remedial action sought or the outcome sought to be achieved by the investigation; and
  - (h) any other relevant information or documents that may be used during the investigation.
- (4) If a complaint lodged with the Public Protector contains any disclosure of information deemed to be a protected disclosure in terms of section 8(1)(a) of the Protected Disclosures Act, 2000 (Act No. 26 of 2000), the requirements of the said section and the Protected Disclosures Act, 2000, shall apply.
- (5) A complainant wishing to remain anonymous, does not need to include his/ her personal details as provided in sub-rule (1) above as long as sufficient information is provided about the incident or matter concerned as required in sub-rule (3).
- (6) A complaint lodged after two years from the occurrence of the incident or matter concerned, as provided for in section 6(9) of the Act, shall contain the following additional information:
  - (a) The reasons for the delay in lodging a complaint;
  - (b) the special circumstances that will inform the Public Protector why the complaint must be investigated; and
  - (c) any other information that might assist the Public Protector in determining the availability of evidence, witnesses or records to facilitate the investigation.

### **Manner of submitting complaints to Public Protector**

- 6.** (1) When the complaints form, contained in Annexure A to these Rules, has been completed or where the complaint is contained in a letter or statement, the complaint must be addressed to the Public Protector at the contact details contained in Annexure B to these Rules.
- (2) A written complaint referred to in sub-rule (1) may be submitted to the Public Protector in the following manner:
  - (a) By handing it in during office hours at any of the offices of the Public Protector or any office designated by the Public Protector, in which case the Public Protector shall give to the complainant proof of receipt of the complaint, in any manner the Public Protector deems fit;
  - (b) by faxing it to a designated fax number contained in Annexure B to these Rules, in which case the complainant shall keep proof that the facsimile was successfully dispatched; and
  - (c) by registered post, in which case the complainant shall keep proof that the complaint has been posted.
- (3) The Public Protector shall acknowledge receipt of the complaint within seven days after receipt thereof in any manner he or she deems fit.

### Confidentiality of information

7. (1) The Public Protector shall treat the information received as a result of a complaint lodged or an investigation conducted as confidential and shall take reasonable steps to safeguard confidentiality.
- (2) Subject to sub-rule (3), the Public Protector shall disclose information in his or her possession or under his or her control, only to the extent necessary to—
- (a) carry out an effective investigation;
  - (b) resolve a dispute; or
  - (c) rectify an act or omission.
- (3) The Public Protector shall not disclose information about the identity or personal circumstances of the complainant, or information that could lead to the identification of the complainant, without the written permission of the complainant if—
- (a) the complainant requested that his or her personal particulars be kept confidential;
  - (b) the information is protected by the Protected Disclosures Act, 2000 (Act No. 26 of 2000), or any other legislation; or
  - (c) the Public Protector is of the opinion that confidentiality is required to prevent imminent risk or serious harm to any person.
- (4) The Public Protector shall, when the permission of the complainant is required in terms of sub-rule (3), inform the complainant if there is a risk that the complaint cannot be investigated or resolved without such consent.

## CHAPTER 4

### PROCESSING OF COMPLAINT LODGED WITH PUBLIC PROTECTOR

#### Delivery of documents and notices

8. (1) A notice or document that is required to be delivered in terms of these Rules is deemed to have been delivered on the intended recipient on the date linked to the method in question, as indicated below:
- (a) **Delivered by hand:** delivered by hand, during the normal business hours, shall be rebuttable presumed to have been delivered by a person duly authorised thereto by the Public Protector and received by the intended recipient at the time and date specified on the Public Protector's Return of Service;
  - (b) **Registered post:** shall be rebuttable presumed to have been received by the intended recipient within 14 days after the date of posting.
  - (c) **Transmitted by fax:** shall be rebuttable presumed to have been received by the addressee on the date of transmission as indicated on the facsimile transmission report;
  - (d) **Transmitted by email:** shall be rebuttable presumed to have been received by the intended recipient on the date of transmission as reflected on the sender's sent email records.
- (2) Where the person to be served keeps his residence or place of business closed and thus prevents the delivery by a person authorised thereto by the Public Protector from serving the process, it shall be sufficient service to affix a copy thereof to the outer or principal door or security gate of such residence or place of business or to place such copy in the post box at such residence or place of business.

- (3) Where such service has been effected in the manner prescribed by Rule 8(1)(a) above, a person authorised thereto by the Public Protector to effect service shall indicate in the return of service of the process:-
  - (a) the name of the person to whom it has been delivered; and
  - (b) the capacity in which such person stands in relation to the person, body corporate or institution affected by the process.
- (4) Where such service has been effected in the manner prescribed by Rule 8(3) above, a person authorised thereto by the Public Protector to effect service shall indicate or specify in the return of service of the exact process followed to serve the notices.
- (5) Unless the service of subpoena by email or fax is objected to by the intended recipient within five (5) days of transmission and there is an acknowledgement of receipt by the intended recipient or his/her personal assistant or secretary, the service shall be deemed to have been effected in accordance with Rules 8(1)(c) and 8(d) above.
- (6) A person authorised by the Public Protector to effect service by hand shall, on demand by the person upon or against whom process is served, exhibit to that person the original of the process.

#### **Procedure followed after lodging complaint**

9. (1) The Public Protector shall, within a reasonable period but not later than 30 days after receipt of the complaint, in writing inform the complainant whether or not he or she has accepted the complaint.
- (2) If the Public Protector is unable to comply with the time frame provided in sub-rule (1), he or she shall inform the complainant of the reasons therefore and indicate the period within which the complainant may likely be informed whether or not his or her complaint has been accepted.
- (3) If the Public Protector accepts the complaint, he or she shall within 30 days after receipt of the complaint—
  - (a) decide how the complaint will be dealt with, with reference to the options provided for in section 6 of the Act; and
  - (b) if the matter has been assigned to an investigator, inform the complainant of the investigator's name and contact particulars.
- (4) The Public Protector shall, if a complaint has been lodged against an incorrect state institution—
  - (a) investigate the complaint, if the Public Protector has jurisdiction over the complaint; and
  - (b) inform the complainant of the correct state institution to be investigated.

#### **Decision of Public Protector relating to late lodging of complaint**

10. (1) The Public Protector shall, when making a decision regarding the late lodging of a complaint provided for in section 6(9) of the Act, consider—
  - (a) the information provided by the complainant;
  - (b) the nature of the complaint, the reasons for the complainant's grievance and the redress being sought;
  - (c) the reason given by the complainant for the delay;
  - (d) whether the outcome of an investigation could rectify a systemic problem in the public administration;
  - (e) the likelihood of being able to investigate the matter due to the delay having regard to the nature of the allegations and the availability of information, evidence, witnesses and records; and
  - (f) any other relevant factor that the Public Protector regards as special circumstances.
- (2) The Public Protector shall, if he or she decides not to accept a complaint lodged after two years from the occurrence of the incident or matter concerned, inform the complainant in writing of—
  - (a) the decision;
  - (b) the reasons for the decision; and
  - (c) the remedy available to the complainant in terms of sub-rule (3).



- (3) A complainant who is dissatisfied with the decision of the Public Protector not to accept the late lodging of a complaint may request the Public Protector to reconsider the decision if there is new and relevant information that was not previously available and has a material effect on the decision made.

#### **Refusal of Public Protector to investigate complaint**

11. (1) The Public Protector shall, if he or she refuses to investigate a complaint in terms of section 6(3) of the Act, in writing inform the complainant of—
- (a) the decision;
  - (b) the grounds on which the decision is based; including—
    - (i) the situation where the Public Protector has decided that a matter falls outside his or her mandate and remit;
    - (ii) if in the assessment of the complaint it appears to him/ her that, having regard to all the circumstances of the case, any further investigation is unwarranted or unnecessary;
    - (iii) other discretionary reasons to decline the complaint as provided for in the Act, including complaints older than two years or the availability of alternative legal remedies,
    - (iv) where a matter is being or was dealt with by another public body or dispute resolution forum and an investigation by the Public Protector would lead to a duplication of efforts or resources;
    - (v) where a matter might be more appropriately dealt with by another public body or dispute resolution forum;
    - (vi) where the Public Protector has previously adjudicated the complaint or the issues raised therein to finality; and
    - (vii) where a court of law or similar dispute resolution forum has already adjudicated the complaint, the issues raised therein or the relief sought by the complainant; and
  - (c) the remedy available to the complainant in terms of sub-rule (2).
- (2) A complainant who is dissatisfied with the refusal of the Public Protector to investigate a complaint, may request the Public Protector to reconsider the decision if the complainant is able to submit information indicating that he or she has taken reasonable steps to exhaust the remedies referred to in section 6(3)(a) and (b) of the Act.

#### **Advising complainant about appropriate remedies**

12. The Public Protector shall, when advising the complainant regarding an appropriate remedy in terms of section 6(4)(b)(ii) of the Act, inform the complainant—
- (a) of the appropriate authority or body that he or she may approach to obtain the remedy or outcome being sought; and
  - (b) that he or she may seek further assistance from the Public Protector, within 30 days after receipt of this notice, if the matter remains unresolved and if the Public Protector has jurisdiction to proceed with an investigation.

#### **Referral of complaint to, or by, public bodies or authorities**

13. (1) When the Public Protector refers a matter to an appropriate public body or authority in terms of section 6(4)(c)(ii) of the Act, he or she shall—
- a) in writing inform the complainant thereof and that he or she may seek further assistance from the Public Protector if the matter remains unresolved; and
  - b) request the public body or authority concerned take steps to ensure that the complainant is kept abreast of progress made regarding the complaint.

### **CHAPTER 5**

## GENERAL ASPECTS RELATING TO INVESTIGATION OF COMPLAINT LODGED WITH PUBLIC PROTECTOR

### Format of investigation

14. The format of an investigation is within the discretion of the Public Protector as envisaged in section 7(1)(b)(i) of the Act, but may include the following or any combination thereof:
- (a) Communication by telephone, email or any other form of correspondence;
  - (b) meetings with affected parties or persons reasonably believed to have information relevant to the investigation;
  - (c) appearance of a person before the Public Protector for purposes of obtaining or clarifying information, producing any document or giving evidence in terms of section 7(4)(a) of the Act;
  - (d) obtaining records or documents relevant to the investigation which are in the possession or under control of a state institution; and
  - (e) proceedings before the Public Protector to obtain public input or comments on the subject matter.

### Reporting of state institutions to executive authorities or Parliament, as the case may be

15. In addition to the action envisaged in Rules 25 and 26 below, the Public Protector may, if the state institution has not—
- (a) responded promptly, accurately, fully and within the specified time frame to the enquiries of the Public Protector as envisaged in Rule 24(2) below;
  - (b) complied with the Public Protector's directives issued by means of a subpoena in terms of section 7(5) of the Act; or
  - (c) informed the Public Protector of the reasons for any delay or requested an extension of the specified time frame,

report the matter to the executive authority of the state institution or member of the Provincial Executive Council concerned and, if the matter remains unresolved, to Parliament or the relevant Provincial Legislature to seek an intervention on the matter.

### Legal assistance during investigation

16. (1) The parties to a dispute may obtain legal assistance for the purposes of the investigation to be conducted in terms of section 7 of the Act, but are obliged to personally provide any information, documents or evidence requested from them by the Public Protector.
- (2) Subject to sections 7(8) and (9) of the Act, parties to a dispute may be assisted by his or her legal representative, who may accompany a party to any proceedings of the Public Protector with the permission of the Public Protector and to the extent determined by the Public Protector.
- (3) The Public Protector shall, in exercising his or her discretion in terms of sub-rule (2), take into consideration the following factors:
- (a) The nature of the information or the evidence to be provided to the Public Protector;
  - (b) the complexity of the matter investigated or any specific aspect thereof;
  - (c) the seriousness of the matter investigated;
  - (d) the extent to which allowing legal representation will affect the timeous conclusion of the investigation or any part thereof; and
  - (e) any other factor which is, in the opinion of the Public Protector, relevant to the investigation.
- (4) Any person appearing before the Public Protector or his/her advocate or an attorney assisting during the examination, may be entitled to peruse such of the documents or records of any evidence in the possession of a member of the office of the Public Protector obtained during an investigation as are reasonably necessary to refresh his or her memory.

### Circumstances under which Public Protector will request assistance from state institutions

17. The Public Protector may request assistance with an investigation in terms of section 7 of the Act from a state institution if—
- (a) the mandate of that state institution overlaps with the mandate of the Public Protector in respect of the resolution of the complaint;
  - (b) the Public Protector does not have resources, capacity or in-house expertise to resolve the matter without assistance of that state institution;
  - (c) the nature and the complexity of the matter warrant the assistance of that state institution; or
  - (d) a collaboration agreement exists between the Public Protector and the other state institution and the matter falls within the mandate of both, and that state institution agrees to such assistance.

#### **Request for assistance by Public Protector**

18. The Public Protector shall, if assistance in respect of an investigation is required from another state institution—
- (a) in writing request that institution for assistance; and
  - (b) negotiate with the head of the state institution concerned on the terms and conditions on which assistance is to be rendered.

#### **Informing parties of assistance by state institutions**

19. The Public Protector shall in writing inform the parties to a dispute of—
- (a) the state institution that will render assistance;
  - (b) the nature of the assistance to be rendered; and
  - (c) the reasons for approaching the state institution for assistance, once the Public Protector and the state institution have reached an agreement in this regard.

## **CHAPTER 6**

### **CONDUCTING PRELIMINARY INVESTIGATION**

#### **Deciding on preliminary investigation**

20. (1) The Public Protector shall, in respect of every complaint, decide whether it is necessary to conduct a preliminary investigation for the purposes of determining the merits of the complaint, allegation or information as provided for in section 7(1)(a) of the Act.
- (2) The Public Protector shall, if he or she decides to conduct a preliminary investigation, inform the complainant within 21 days after the decision.

#### **Concluding preliminary investigation**

21. (1) The Public Protector shall conclude a preliminary investigation within 30 days after notification of the complaint in terms of Rule 20(2) above.
- (2) The Public Protector shall, if the preliminary investigation cannot be concluded within the 30 period referred to in sub-rule (1), within 14 days of expiry of this period, in writing—
- (a) inform the complainant of this fact and the reasons for exceeding the timeframe; and
  - (b) of the time that it is likely to take to complete the preliminary investigation.

#### **Procedure after conclusion of preliminary investigation**

22. After the conclusion of a preliminary investigation, the Public Protector may—
- (a) decline to further investigate the complaint;
  - (b) decide to conduct an investigation in terms of section 7 of the Act;
  - (c) endeavour to resolve the dispute or rectify the act or omission in terms of section 6(4)(b) of the Act; or
  - (d) deal with the complaint in terms of section 6(4)(c)(ii) of the Act.

**CHAPTER 7****COMPLIANCE WITH INFORMATION REQUESTS AND TIMELINES OF PUBLIC PROTECTOR****Responsibility of state institutions to co-operate with Public Protector**

- 23.** (1) In accordance with section 181(3) of the Constitution, and for the purposes of dealing with a complaint, assistance by state institutions to ensure the independence, impartiality, dignity and effectiveness of the Public Protector, includes the following:
- (a) Allowing the Public Protector prompt and full access to a state institution or an official or employee of that state institution for purposes of obtaining information;
  - (b) allowing the Public Protector prompt and full access to documents, records, data and material held by a state institution or an official or employee of that state institution;
  - (c) responding in accordance with the timelines, accurately and fully to the enquiries of the Public Protector in every complaint;
  - (d) attending meetings requested by the Public Protector for purposes of an investigation, resolving any dispute, or rectifying any act or omission;
  - (e) complying with a notice or directive issued by the Public Protector in terms of section 7(4) and (5) of the Act and co-operating with any examination by the Public Protector;
  - (f) complying with constitutional responsibilities, particularly section 182(1)(c) of the Constitution, after the Public Protector has made findings and issued a report directing remedial action; and
  - (g) respecting agreements reached through appropriate dispute resolving processes.

**Attaining co-operation during investigations**

- 24.** (1) When the Public Protector requires information from a state institution for purposes of an investigation, he or she shall in writing—
- (a) inform the state institution of the investigation;
  - (b) advise the state institution if the investigation is conducted in terms of legislation other than the Act; and
  - (c) indicate to the state institution what information is required and the format thereof.
- (2) Where a state institution receives correspondence from the Public Protector, including a request for information, a notice in terms of section 7(9) of the Act or a provisional report, it must submit a written reply or written substantive reply, as the case may be, except where the Public Protector specifies otherwise, within the following time limits:
- (a) A written reply, including an acknowledgement of receipt within three days of the receipt of a request for information;
  - (b) a substantive written reply with the requested information, documents or comments relating to investigations conducted in terms of the Executive Members' Ethics Act, 1998 (Act No. 82 of 1998), within 14 days of the receipt of such a request;
  - (c) a substantive written reply with the requested information, documents or comments relating to investigations conducted in terms of the Act, within 30 days of the receipt of such a request; and
  - (d) a substantive written reply on a notice or a provisional report released to the state institution in terms of section 7(9) of the Act, within 10 days of the receipt of such a notice or report.
- (3) Where the state institution has failed to submit a reply within the timeframes referred to in sub-rule (2), the Public Protector may direct the state institution concerned to submit a substantive reply, which reply must be received not later than seven days from the date of the directive.
- (4) The Public Protector shall address a request for information referred to in sub-rule (1) to—
- (a) the executive authority of the state institution as defined in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
  - (b) the head of the state institution; or
  - (c) a person, official or employee designated by the head of the state institution for the purposes of dealing with requests for information from the Public Protector.

**Refusal or failure to co-operate with Public Protector**

25. (1) Where an official or employee of a state institution refuses to co-operate with the Public Protector, or fail to comply with a subpoena issued in terms of section 7(5) of the Act, the Public Protector may invoke the provisions of section 9 of the Act and institute proceedings contemplated in section 11 of the Act.
- (2) Where an official or employee of a state institution fails to comply with a directive issued in term of rule 23(1)(e) or otherwise fails to co-operate with the Public Protector, the Public Protector may request the head of that institution to take such action against that official or employee as he or she considers appropriate, with or without a recommendation for corrective or disciplinary action provided for in the legislation, regulations or code regulating the conduct of such an official or employee.

**Contempt of the Public Protector**

26. (1) If the Public Protector is satisfied that a person has acted in a manner that constitutes contempt of the Public Protector as envisaged in terms of section 9(1) of the Act, he or she may report the matter to the South African Police Service or apply to the High Court, by notice of motion supported by an affidavit in terms of the Uniform Rules of Court—
- (a) for an order that the person(s) be declared in contempt of Court/ the Public Protector; and
  - (b) that the Court deals with him or her in terms of section 9(1)(b) of the Act in any manner in which it could have dealt with him or her if he or she had committed contempt in relation to the High Court.
- (2) The condition is that the person—
- (a) has insulted the Public Protector or the Deputy Public Protector;
  - (b) has done an act in connection with an investigation which, if the said investigation had been proceedings in a court of law, would have constituted contempt of court.
- (3) If the Public Protector lodges an application under sub-rule (1), the proceedings shall commence by—
- (a) a notice in terms of the Uniform Rules of Court served upon the person(s) concerned;
  - (b) containing particulars of conduct alleged to constitute contempt of the Public Protector;
  - (c) calling on the person to appear before the court; and
  - (d) to show just cause why he or she should not be punished summarily for the alleged action as contempt of the Public Protector.

**CHAPTER 8****CONDUCTING OF PROCEEDINGS BEFORE PUBLIC PROTECTOR****Scope of Chapter**

27. This Chapter covers proceedings before the Public Protector which requires the attendance of one or more persons pertaining to any investigation and dispute resolving process.

**Circumstances under which Public Protector conducts proceedings**

28. The Public Protector may decide to conduct proceedings under the circumstances he or she deems fit, including the following:

- (a) When prior attempts at resolving a dispute are not feasible, or have failed and the Public Protector is of the opinion that such proceedings will enable him or her to conclude an investigation or obtain an appropriate resolution of the complaint;
- (b) if the Public Protector deems it in the public interest to hold such proceedings; or
- (c) if in the opinion of the Public Protector the complaint cannot be fairly decided only on the basis of documentary evidence or written statements submitted by the parties to a dispute or any other person having information relevant to the investigation or complaint.

### Notice of proceedings

29. (1) The Public Protector shall give the parties to a dispute and other person whose attendance before the Public Protector is required, notice of the intended proceedings by means of –
- a) a subpoena in terms of section 7(5) of the Act; or
  - b) a notification on a form which substantially corresponds with the form provided for in Annexure E to these Rules.
- (2) The notice referred to in sub-rule (1) shall be issued at least 14 days before the date of such proceedings, unless the parties and persons concerned agree to a shorter period.
- (3) The notice referred to in sub-rule (1) shall contain the following information:
- (a) The place where the proceedings will be held;
  - (b) the date and time of the proceedings;
  - (c) the aspects in respect of which evidence will be required;
  - (d) the names of the other persons who will attend the proceedings and who will give evidence;
  - (e) an invitation to the parties to the dispute to bring any person who has personal knowledge about the issues in respect of which evidence is to be given at the proceedings;
  - (f) an indication whether or not a person who will attend the proceedings shall bring any document to such proceedings; and
  - (g) any other information which the Public Protector deems fit.
- (4) The notice referred to in sub-rule (1) may be submitted to the person concerned in any manner—
- (a) having regard to the date of the proceedings; and
  - (b) ensuring that the person receives the notice or information.
- (5) The Public Protector shall keep proof of receipt of the notice referred to in sub-rule (1).

### Failure to participate in proceedings

30. (1) The Public Protector may, if a party to a dispute is absent at proceedings—
- (a) continue with the proceedings; or
  - (b) postpone the proceedings.
- (2) The Public Protector shall, if a party to a dispute or a person who has been notified to be present at the proceedings, is absent at the proceedings, issue a subpoena in terms of section 7 of the Act, in the form of Annexure C to these Rules, to compel the person to attend such proceedings and to give evidence or to produce a document during the proceedings, if the proceedings cannot be concluded without his or her attendance.
- (3) (a) The Public Protector may dismiss a complaint if the complainant fails to comply with or participate in proceedings in accordance with the provisions of these Rules.
- (b) The Public Protector shall, in writing, notify both parties to a dispute of the dismissal and the reasons therefore.

### Persons allowed to attend proceedings

31. (1) The following persons may attend proceedings conducted in terms of Chapter 8 of these Rules:
- (a) A person who reported a complaint to the Public Protector in terms of section 6(1) of the Act;

- (b) the investigator or any person designated by the Public Protector to lead evidence during the proceedings;
  - (c) a person required to provide assistance to the Public Protector;
  - (d) a person authorised to conduct an investigation on behalf of the Public Protector in terms of section 7(3)(b)(i) of the Act;
  - (e) a person required to give evidence or to produce any document or record to the Public Protector;
  - (f) an advocate or attorney who is legally assisting the person appearing before the Public Protector and
  - (f) a person employed by a state institution and authorised to assist the state institution.
- (2) Any person other than the persons referred in sub-rule (1) may attend proceedings with the permission of the Public Protector.

### **Nature of proceedings**

- 32.** (1) The Public Protector shall conduct proceedings pertaining to an investigation in an inquisitorial manner.
- (2) Subject to section 7(9)(b)(ii) of the Act, a party to a dispute may, with the permission of the Public Protector and through the Public Protector put questions to any witness at proceedings pertaining to an investigation.
- (3) In proceedings not instituted by means of a subpoena issued by the Public Prosecutor in accordance with the Act, the parties to a dispute may, in respect of representations made to the Public Protector during the proceedings, ask questions in order to clarify any uncertainties.
- (4) The Public Protector or any person designated by him or her in terms of section 7(3)(b)(i) of the Act may at any stage of the proceedings—
- (a) put any relevant question to a witness;
  - (b) rephrase a question put to a witness by a person or a party;
  - (c) clarify any uncertainties in respect of any evidence given; or
  - (d) in any other appropriate manner elicit information from a witness.
- (5) The parties to a dispute must act in good faith and refrain from any actions or conduct that might be construed as offensive or defamatory.

### **Procedures before commencement of proceedings**

- 33.** (1) The Public Protector shall explain to the parties and witnesses, before the commencement of the proceedings—
- (a) the purpose of the proceedings;
  - (b) the inquisitorial nature of the proceedings; and
  - (c) the procedures which will be followed at the proceedings.
- (2) The proceedings and any correspondence pertaining to such proceedings are confidential, and none of the parties, nor any other person, may use the contents of any discussions during such proceedings, or such correspondence at any subsequent proceedings unless the Public Protector and all parties so agree in writing.

### **Procedures at commencement of proceedings**

- 34.** (1) At the commencement of the proceedings, the Public Protector shall summarise the complaint and the issues to be decided during such proceedings and determine the order for the leading of evidence.
- (2) The Public Protector shall make a determination about any submission, declaration, explanation, information, statement, and any other evidence to be disclosed at the proceedings.
- (3) (a) The Public Protector may direct that evidence be taken behind closed doors if he or she is of the opinion that it is in the interest of the proceedings to do so, after having allowed both parties a reasonable opportunity to address the Public Protector behind closed doors.

- (b) The Public Protector may give directions in respect of the disclosure or publication of any information or evidence obtained behind closed doors.
- (4) The Public Protector may give directions on any other aspect of the proceedings to facilitate and promote co-operation by the parties and to ensure that the proceedings are conducted in an expeditious manner.

### Procedures during proceedings

35. (1) The Public Protector may hear evidence from any person, in such manner as the Public Protector deems fit, at any office of the Public Protector, the premises of a state institution or any other place determined by the Public Protector.
- (2) The Public Protector may, if he or she deems it necessary, administer an oath or accept an affirmation from any person appearing as a witness.
  - (3) The Public Protector shall take any step he or she deems necessary to establish the truth, correctness and relevance of any submission, declaration, explanation, information, statement or any other evidence.
  - (4) At any time during the proceedings, the Public Protector may postpone or adjourn the proceedings to allow the parties an opportunity to discuss the matter.
  - (5) (a) The parties shall, subject to rule 32, be given a reasonable opportunity to respond to the evidence given at the proceedings.  
(b) A party may, in responding to the evidence given at the proceedings, provide information or an explanation by giving evidence, calling witnesses and handing in documents and submissions.  
(c) The Public Protector may decide whether sufficient evidence has been given to conclude the investigation or resolve the dispute and order that no further evidence shall be given.
  - (6) The parties to the dispute shall be given a reasonable opportunity to make a closing statement and to present, if they so require, further arguments in writing.
  - (7) The Public Protector shall conclude the proceedings by informing the parties to the dispute of further steps to be taken in the investigation or the resolving of the complaint.

### Conditions for joining, substituting or adding parties to proceedings

36. (1) The Public Protector may of own accord or on the request in writing by a party or any other person, join, substitute or add any number of persons or state institutions as parties in the proceedings—
- (a) if the outcome of the complaints depends on substantially the same question of law or fact; or
  - (b) if such parties so joined or substituted have a substantial interest in the subject matter of the proceedings,
- and may give appropriate directions as to further procedures for the proceedings.
- (2) A request to join, substitute or add a person or institution as a party in the proceedings must contain the following:
    - (a) The grounds for the application;
    - (b) full particulars of the person or state institution concerned; and
    - (c) any additional documents determined by the Public Protector.
  - (3) (a) *The Public Protector may, on request of any party to the proceedings, and if it is in her or his opinion necessary, allow that an existing party be substituted for another.*  
(b) The Public Protector may give appropriate directions as to the further procedure in the proceedings.
  - (4) The Public Protector shall on receipt of a request for the joining, substitution or adding of any number of persons or state institutions as parties, in writing inform all affected parties and



persons of the request and give that parties or persons the opportunity to make representations on the issue.

- (5) The joining, substitution or adding of persons or state institutions in the proceedings in terms of these Rules does not affect any steps already taken in these proceedings, except if the Public Protector determines otherwise.

### **Consolidation of complaints**

37. The Public Protector may, of own accord or on a request in writing by a party to a dispute consolidate two or more complaints and deal with these complaints in the same proceedings.

## **CHAPTER 9**

### **GENERAL ASPECTS IN RESOLVING COMPLAINTS**

#### **Complaint resolution processes and techniques**

38. (1) The Public Protector shall endeavour to resolve a complaint in accordance with the manner provided for in section 6 of the Act, by initiating processes and techniques to—
- (a) mediate between the parties and to encourage a dialogue to move the parties towards an understanding of each other's position and a mutually acceptable outcome;
  - (b) act as a conciliator between the parties separately, or in joint sessions or proceedings, in an attempt to reach a mutually acceptable outcome; or
  - (c) negotiate with the parties with a view to clarifying or identifying the issues in a dispute, facts or the law, to provide a neutral evaluation or provisional opinion of the matter, or negotiate issues for potential agreement or remedial action to be taken.
- (2) The Public Protector may resolve a complaint by mediation, conciliation, negotiation or any other means appropriate in the circumstances, or any combination thereof.

#### **Facilitation of resolution**

39. (1) The Public Protector may, in order to expedite and facilitate the achievement of a mutually acceptable outcome—
- (a) express an opinion on the merits of the complaint or aspects thereof; or
  - (b) advise the parties to the dispute on any appropriate course of action.
- (2) Any dispute resolution sessions or proceedings shall be held at the office of the Public Protector in the province where the complaint or matter arose, unless the Public Protector directs otherwise.

#### **Implementation of resolution**

40. (1) Once the parties to a dispute reach an agreement for the resolution of the complaint, the Public Protector shall ensure that such an agreement is reduced to writing and signed by the parties immediately or within seven days after resolving the issue.
- (2) The agreement shall include time frames for compliance and the Public Protector shall monitor the implementation thereof.
- (3) If any of the parties to a dispute fail to honour the agreement or to comply with any of their obligations in terms of the agreement, the Public Protector may—
- (a) proceed with the investigation of the complaint;
  - (b) make a determination on the complaint and report on the matter in terms of section 182(1)(b) of the Constitution; or
  - (c) refuse to deal with the complaint any further.

## CHAPTER 10 CONCLUSION OF COMPLAINT

### Conclusion of complaint

- 41.** A complaint is concluded under the following circumstances:
- (a) If the matter is resolved by means of mediation, conciliation or negotiation provided for in section 6(4)(b)(i) of the Act, and a settlement agreement has been signed by both parties and the terms thereof are implemented;
  - (b) When the Public Protector reports his or her findings, point of view or directions in respect of an investigation to the complainant and the state institution concerned in terms of section 8(1) of the Act; or
  - (c) When the Public Protector submits a report to Parliament on the findings of a particular investigation in terms of section 8(2)(b) of the Act and section 182(1)(c) of the Constitution.

### Affording opportunity to complainant to make representations before finalising complaint

- 42.** (1) When the Public Protector intends concluding a complaint by means of a closing report provided for in rule 41(b), the complainant shall be informed in writing accordingly and be given an opportunity to make representations in connection with the intended closure of the complaint within 14 days of delivery of the notification.
- (2) The Public Protector may, if the complainant has not responded within the prescribed time frame of 14 days, proceed with the closing of the file.

### Adverse findings of Public Protector

- 43.** (1) The Public Protector shall, if it appears that any person or state institution is implicated in a complaint being investigated, before reporting on or publishing any adverse findings pertaining to that person, in writing inform the person or organ of state accordingly and give the person or state institution a reasonable opportunity subject to the timeframes specified in rule 24(2), to bring any evidence or information having the potential to influence the findings of the Public Protector, to her or his attention.
- (2) Where the Public Protector intends to conclude a matter by means of a report to the National Assembly in accordance with rule 41(c), he or she must notify the affected person or state institution of his or her intended findings on issues investigated in order to provide the recipients thereof and any person implicated therein an opportunity to respond to such findings within the timeframes specified in rule 24(2).

### Monitoring of agreement and remedial action to be taken

- 44.** (1) The Public Protector shall, if remedial action has to be taken in terms of section 182(1)(c) of the Constitution by a state institution, determine a time frame within which the state institution must provide him or her with an action plan on how and within what timelines the remedial action will be implemented.
- (2) The Public Protector shall monitor the implementation of—
- (a) any remedial action taken by the state institution involved in accordance with an action plan that was provided in terms of sub-rule (1); or
  - (b) an agreement that was reached between parties to resolve the complaint.
- (3) The Public Protector may, if remedial action is not complied with within the relevant time frame or the terms of an agreement to resolve the matter are not adhered to—
- (a) take the matter up with the relevant Minister or Member of the Executive Council; or

- (b) refer the matter to the National Assembly or Provincial Legislature for assistance in terms of section 8(2)(b)(iii) of the Act, read with sections 181(3), 42(3) and 55(2) of the Constitution; or
- (c) proceed with contempt proceedings against the person who failed and/or refused and/or neglected to comply with the remedial action.

#### **Grounds for requesting internal review for decision to close an investigation or refuse to investigate a complaint**

- 45.** (1) Complainants who are dissatisfied with a decision of any official of the Office of the Public Protector or the Public Protector to close or refuse the investigation of a complaint, may, except where the Public Protector has released a final report in terms of 182(1)(b) of the Constitution, 1996 and Sections 8(1) of the Act, request an internal review of that decision if—
- (a) the complainant is of the opinion that a decision is wrong because it was made based on incomplete or inaccurate evidence or information that contained inaccurate facts, and he or she can show this using readily available information; or
  - (b) there is new and relevant information that was not previously available and has a material effect on the decision made.
- (2) A request for an internal review of a decision must be made in writing on a form that is available from any of the offices of the Public Protector, within ninety (90) days of being informed of the decision.
- (3) The review will be considered by the Public Protector or his/her delegated official.
- (4) The person adjudicating the review application shall consider:
- a) the process adopted by the investigating team and whether it was fair and adequate to address all the complaint issues raised with the Public Protector,
  - b) the merit of the investigating team's conclusions, and
  - c) whether the decision was properly explained to the complainant(s).
- (4) After reviewing the matter the Public Protector may:
- a) uphold the original decision;
  - b) change the original decision; or
  - c) send the matter back to the original or another investigating team for further investigation or a better explanation.
- (5) Should the complainant still not be satisfied with the decision of the Public Protector, he or she may, within thirty (30) days of receipt of the decision, approach any competent court with jurisdiction to review the decision to close the investigation or refuse to investigate a complaint.

## **CHAPTER 11**

### **GENERAL PROVISIONS**

#### **Recording of proceedings and investigation**

- 46.** (1) Any proceedings in terms of this Act and any discussions held, oral submissions made or evidence given as part of an investigation, whether before the Public Protector or any staff member of the Public Protector, shall be recorded by the Public Protector in any manner he or she deems fit.
- (2) The Public Protector shall, before the commencement of any recording, inform the persons present of the fact that a recording will be made and of the manner of recording.

#### **Language used during proceedings and investigation**

47. (1) Investigations and proceedings in terms of the Act and these Rules may be conducted in any of the official languages referred to in section 6 of the Constitution.
- (2) The official language of record for the investigation or the proceedings shall be in English.
- (3) A party who requires the services of an interpreter during any stage of the proceedings in terms of the Act shall give reasonable notice to the Public Protector who shall make the necessary arrangements.

#### **Contact particulars of Public Protector and Customer Care Service**

48. A person who is dissatisfied with the services of the Office of the Public Protector or the manner in which his or her complaint has been handled by the Office of the Public Protector may approach the Customer Care Service at the Head Office of the Public Protector in Pretoria at the addresses provided in Annexure B to these Rules.

#### **Short title and commencement**

49. These Rules are called the *Rules Relating to Investigations by the Public Protector and Matters Incidental thereto, 2018*, and shall come into operation on .....2018.



PUBLIC PROTECTOR  
 MOSIRELETSI WA BATHO ● MOSIRELETSI WA BATHO  
 MUSIRHELELI WA VANHU ● MUTSIRELEDZI WA TSHITSHAVHA  
 OPENBARE BESKERMER ● UMKHUSELI WABANTU ● UMWIKELI WABANTU

—  
 NATIONAL OFFICE  
 PRIVATE BAG X677 PRETORIA 0001 ● HILLCREST OFFICE PARK, 175 LUNNON ROAD, PRETORIA  
 TEL: (012) 366 7000 ● Fax: (012) 366 3473

## Annexure A

### PUBLIC PROTECTOR COMPLAINT FORM

RE: COMPLAINT IN TERMS OF SECTION 6(1)(a) PUBLIC PROTECTOR ACT,  
 1994

FOR OFFICE USE	
File Number.....	Institution(s):.....
BP Number.....	Subject:.....
Date received.....	Jurisdiction: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided
Received by.....	Request for urgency: <input type="checkbox"/> Yes <input type="checkbox"/> No

#### 1. PERSONAL DETAILS

Full Names and Surname:.....

Title.....Gender.....ID  
Number


Pension / Persal Number (if relevant)

Residential Address:

.....

.....

Postal Address: .....

City:.....Province:.....Postal  
Code.....

Telephone Phone No: .....  Home  Work  Cell  
 Other

(include area code)

Alternate Phone No: .....  Home  Work   
Cell  Other

(include area code)

Fax No: ..... Email  
Address:.....  
(include area code)

If this complaint is for someone else, please provide their details:

Name..... ID  
Number.....

Tel No..... Cell No  
.....Gender.....

Address.....  
.....  
.....

**2. YOUR COMPLAINT**

**2.1 How did you hear about the Office of the Public Protector?**

Radio    Newspaper    Poster    Friend    TV    Other

**2.2 When did you first become aware of the problem:**

Date.....Month.....year.....

**If it is more than 2 years since you first became aware of the problem, please give reasons why you did not complain to the Office of Public Protector earlier.**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**2.3 Which government agency is involved? (Please identify by specific name)**

.....

**2.4 Whom have you dealt with at the government agency?**

*(List any names, titles, Tel numbers or addresses and state when last did you contact them)*

.....  
.....  
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**2.7 Please tell us about the steps you have taken to try and resolve this matter**  
*(Please indicate any file or reference numbers and relevant dates)*

.....

.....

.....

.....

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.....

.....

**2.8 Did you report this matter to any other government agency? (E.g. Police, ICD, the Presidential Hotline, etc)  Yes  No**

**If yes, what was the result?**

.....

.....

.....

.....

**2.9. Why do you believe the government agency's actions are unfair or improper?**

.....  
.....  
.....  
.....  
.....

**2.10 Describe how you would like the Office of the Public Protector to help you.**

.....  
.....  
.....  
.....  
.....

**2.11 If you consider the matter urgent, explain why.**

.....  
.....  
.....  
.....

**3. COMMENTS BY THE INVESTIGATOR (IF ANY) (FOR OFFICE USE )**

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.....

**Complainant' signature:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

---

**SEND YOUR COMPLAINT FORM TO: OR HAND DELIVERS TO:**

*The Office of the Public Protector  
Private Bag X677  
Pretoria 0001*

*Public Protector House, Hillcrest Office  
Park  
175 Lunnon Road,  
Hillcrest, Pretoria, 0001*



## Annexure B to the Public Protector Rules

### CONTACT DETAILS OF PUBLIC PROTECTOR SOUTH AFRICA

#### National Office

##### Head Office

Postal Address:	Office of the Public Protector Private Bag X677 Pretoria 0001
Physical Address:	175 Lunnon Street Hillcrest Office Park 0083
Tel:	(012) 366 7000
Fax:	(012) 362 3473
Toll Free:	0800 11 20 40
Fax2email	086 575 3292

#### Provincial and regional offices of the Public Protector

##### Gauteng

Physical Address:	Lara's Place 187 Bree Street Corner Bree and Rissik Street Johannesburg 2000
Postal Address:	P O Box 32738 Braamfontein 2017
Telephone Numbers:	(011) 492 2807 (011) 492 2493 (011) 492 2821 (011) 492 2825 (011) 492 2801 (011) 492 2806
Fax:	(011) 492 2365

##### Mpumalanga

Physical Address:	Pinnacle Building Suite 101 1 Parkin Street Nelspruit
Postal Address:	P O Box 3373 Nelspruit 1200
Tel:	(013) 752 8543
Fax:	(013) 752 7883

**North West**

Physical Address:	Public Protector's Chambers C/o Martin & Robinson Streets Mafikeng
Postal Address:	P O Box 512 Mafikeng 2745
Tel:	(018) 381 1060/1/2
Fax:	(018) 381 2066

**Western Cape**

Physical Address:	4th Floor 51 Wale Street/Bree Street Cape Town
Postal Address:	P.O. Box 712 Cape Town 8000
Tel:	(021) 423 8644
Fax:	(021) 423 8708

**Kwa-Zulu Natal**

Physical Address:	22nd Floor Suite 2114, Commercial City Building Durban
Postal Address:	P O Box 4267 Durban 4000
Tel:	(031) 307 5300/5250/5251
Fax:	(031) 307 2424

**Limpopo**

Physical Address:	Unit 2301, Wyndom Park 23 Rabe Street Polokwane
Postal Address:	P O Box 4533 Polokwane 0070
Tel:	(015) 295 5712 (015) 295 5699 (015) 295 5956
Fax:	(015) 295 2870

**Free State**

Physical Address:	Suit Office 2nd Floor Standard Bank House 15 West Burger Street Bloemfontein
Postal Address:	P O Box 383 Bloemfontein 9300
Tel:	(051) 448 6185 (051) 448 6172
Fax:	(051) 448 6070

**Northern Cape**

Physical Address:	4 Sydney Street Pretmax Building
-------------------	-------------------------------------

	2nd & 3rd Floor Kimberley 8300
Postal Address:	P O Box 1505 Kimberley 8300
Tel:	(053) 831 7766/8325381/2
Fax:	(053) 832 3404

**Eastern Cape**

Physical Address:	Unathi House Independent Avenue, Bisho Behind Pick'n Pay
Postal Address:	P O Box 1400 Bisho 5605
Tel:	(040) 635 1286/7/1145/1126
Fax:	(040) 635 1291

**REGIONAL OFFICES****George**

Physical Address:	1st Floor, South Wing Bataleur Park Cnr of Cathedral and Cradock Street GEORGE 6529
Postal Address:	P O Box 9481 GEORGE 6530
Tel:	(044) 874 2887/904
Fax:	(044) 874 5922

**Kuruman**

Physical Address:	1 Rose Avenue Shop 1 Kuruman 8460
Postal Address:	P O Box 79 Mothibistad 8474
Tel:	(053) 712 1762/2347
Fax:	(040) 712 2417

**Mthatha**

Physical Address:	No. 6 Knorf Street Fortgale Mthatha 5099
Postal Address:	PO Box 7208 Mthatha 5099
Tel:	(047) 531 3773/4/5
Fax:	(047) 531 3776

**Rustenburg**

Physical Address:	Suite No 12 Old SARS Building
-------------------	----------------------------------

	135 Klopper Streets Rustenburg
Postal Address:	P O Box 371 Tlhabane 0309
Tel:	(014) 592 9023/6
Fax:	(014) 592 9031

**Musina**

Physical Address:	Viyas Centre 1 Hans van der Merwe Avenue Musina 0900
Postal Address:	P O Box 1600 Musina 0900
Tel:	(071) 4610483
Fax:	0865352353

**Upington**

Physical Address:	Umbra Building 55-59 Mark Street Upington 8800
Tel:	(054) 338 5740      (054) 338 5740 FREE
Fax:	(053) 331 0036

**Klerksdorp**

Physical Address:	P C Pelsers Building 8 <sup>th</sup> Floor Cnr Anderson and Voortrekker Street Klerksdorp 2571
Tel:	073 5759652

**Phuthaditjhaba**

Physical Address:	Mampoi Street Shop No 1 Naledi Mall PHUTHADITJHABA 9866
Postal Address:	P O Box 5677 PHUTHADITJHABA 9866
Tel:	(058) 713 2974 (058) 713 2975
Fax:	(058) 713 2976

**Pietermaritzburg**

Physical Address:	Assupol Building 1 <sup>st</sup> Floor 221 Pietermaritzburg Street Pietermaritzburg 3200
Tel:	(033) 3460718
Fax:	(033) 346 0802



PUBLIC PROTECTOR  
MOSIRELETSI WA BATHO • MOSIRELETSI WA BATHO  
MUSIRHELELI WA VANHU • MUTSIRELEDZI WA VHATHU  
OPENBARE BESKERMER • UMKHUSELI WABANTU • UMIKELI WABANTU

NATIONAL OFFICE  
PRIVATE BAG X 677 PRETORIA 0001 • HILCREST OFFICE PARK, 175 LUNNON STREET, HILCREST, 0083  
TEL: (012) 366 7000 • FAX: (012) 362 3473

### Annexure C to the Public Protector Rules

Reference: 7/2 –...

**SUBPOENA IN TERMS OF SECTION 7(4) AND (5) OF THE PUBLIC PROTECTOR ACT, 1994, AND THE RULES RELATING TO INVESTIGATIONS BY THE PUBLIC PROTECTOR AND MATTERS INCIDENTAL THERETO, 2018**

TO: [Name]  
[Designation]  
[Address]

The Public Protector is currently conducting an investigation into the complaint of [complainant's name] relating to the alleged [summary of the allegations].

The investigation is conducted in terms of the provisions of Chapter 9 of the Constitution of the RSA, 1996 and the Public Protector Act, 1994.

In terms of section 7(4)(a) of the Public Protector Act, 1994 the Public Protector may direct any person to submit an affidavit or affirmed declaration or to appear before the Public Protector to give evidence or to produce any document in his or her possession or under his or her control which has a bearing on the matter being investigated, and may examine such person.

You are directed to appear before the Public Protector in terms of section 7(4)(a) of the Public Protector Act, 1994 for purposes of the above-mentioned investigation **on [date] at [time]. The venue is: [room], Office of the Public Protector, Hillcrest Office Park, 175 Lunnon Street, Hillcrest, PRETORIA.**

Please note that you will *inter alia* be required to give evidence on the following issues:

[list issues].



Please note further that you will be required to produce supporting documents in your possession or under your control which has a bearing on the matter being investigated, including:

[list documents].

Section 7(8) of the Public Protector Act, 1994 provides that you may be assisted during the examination by an advocate or attorney, with the permission of the Public Protector and to the extent determined by the Public Protector in terms of Rule 16 of the *Rules relating to Investigations by the Public Protector and Matters incidental thereto, 2018*, and that you shall be entitled to peruse such documents or records as are reasonably necessary to refresh your memory.

Should you have any enquiries, you can contact: [name of contact] at telephone number [...] or fax number [...].

---

**PUBLIC PROTECTOR**  
**OF THE REPUBLIC OF SOUTH AFRICA**

**Date:** \_\_\_\_\_

**Warning:**

*Section 11 of the Public Protector Act, 1994 provides that any person that, without just cause, refuses or fails to comply with this direction shall be guilty of an offence and on conviction be liable to a fine not exceeding R40 000 or to imprisonment for a period not exceeding 12 months or to both such a fine and such imprisonment.*



**PUBLIC PROTECTOR**  
**MOSIRELETSI WA BATHO • MOSIRELETSI WA BATHO**  
**MUSIRHELELI WA VANHU • MUTSIRELEDZI WA VHATHU**  
**OPENBARE BESKERMER • UMKHUSELI WABANTU • UMWIKELI WABANTU**

**NATIONAL OFFICE**

PRIVATE BAG X 677 PRETORIA 0001 • HILCREST OFFICE PARK, 175 LUNNON STREET, HILCREST, 0083

TEL: (012) 366 7000 • FAX: (012) 362 3473

## ANNEXURE D to the Public Protector Rules

Reference: 7/2 –...

[name of person authorised]

[address of person authorised]

### **AUTHORISATION TO SERVE A SUBPOENA IN TERMS OF SECTION 7(4) AND (5) OF THE PUBLIC PROTECTOR ACT, 1994**

**TO:** [name of person authorised]

You are hereby authorised to serve a subpoena in terms of section 7(5) of the Public Protector Act, 1994, and commanded to serve the attached subpoena on:

**NAME:** [name]

[designation]

**ADDRESS:** [physical address]

and to direct him/her to appear before the Public Protector in terms of section 7(4)(a) of the Public Protector Act, 1994, **on [date] at [time] at [room], Office of the Public Protector, Hillcrest Office Park, 175 Lunnon Street, Hillcrest, Pretoria** to provide the Public Protector with the information set out in the attached subpoena,

and to provide the Public Protector with a return of service.

**Please inform [name of person being subpoenaed] that** section 11 of the Public Protector Act, 1994 provides that any person that, without just cause, refuses or fails to comply with this direction shall

be guilty of an offence and on conviction be liable to a fine not exceeding R40 000 or to imprisonment for a period not exceeding 12 months or to both such a fine and such imprisonment.

**PUBLIC PROTECTOR  
OF THE REPUBLIC OF SOUTH AFRICA**  
Date: \_\_\_\_\_

**Return of service**

I, the undersigned, certify that I have served this subpoena on the person concerned by delivering the original thereof *to her/him personally or*.....

at: [address of service]

TIME:.....

DATE:.....

.....

**SIGNATURE OF RECIPIENT**

.....

**SIGNATURE OF AUTHORISED PERSON**

[name]

[name]

[designation/capacity]



**Annexure E to**

**7/2 – .....**

Control document

**NOTICE TO PARTIES TO ATTEND A HEARING BY THE PUBLIC PROTECTOR IN TERMS OF THE PUBLIC PROTECTOR ACT, 1994 AND RULES RELATING TO INVESTIGATIONS BY THE PUBLIC PROTECTOR AND MATTERS INCIDENTAL THERETO, 2018**

**ON/ RELATING TO (SUBJECT)**

.....

**NOTICE**

Pursuant to receiving/ identifying allegations or suspicions of ....., notice is hereby given that the Public protector will hold an Investigative Hearing on (date) .....

The Public Protector is issuing this notice in terms of Rule 29 of the *Rules Relating to Investigations by the Public Protector and Matters Incidental thereto, 2018*, .....to inform -

..... (the parties)

.....

.....

that their presence is required in terms of section 7 of the Public Protector Act for the purposes of attending a public hearing on ..... and to give evidence or to produce any document in his or her possession or under his or her control which has a bearing on the matter being investigated.

**The hearing will be conducted in terms of Chapter 8 of the *Rules Relating to Investigations by the Public Protector and Matters Incidental thereto, 2018* (the Public Protector Rules).**

In terms of Rule 31 of the Public Protector Rules the Public Protector has determined that the following parties are allowed to attend the hearing:

.....Complainant

.....Witnesses

- .....Representatives of Institution(s) concerned
- .....Legal representatives of the parties
- ..... Persons directly affected by the matter which is the subject of the hearing

**DATES:**

The hearing will be held on ,,,, , 20..., from..... a.m. to ..... (EST).

**ADDRESSES:**

The hearing will be at the  
 .....  
 .....  
 .....

**FOR FURTHER INFORMATION CONTACT:**

*Details of investigator / contact person*

.....  
 .....  
 .....

**PUBLIC PROTECTOR**

**SOUTH AFRICA**

**Date:**

*Return of service:*

*I (full names)..... confirm receipt of the notice issued by the Public Protector to attend an investigative hearing on..... at .....*

*Signature*

*Date: .....*

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

NO. 946

14 SEPTEMBER 2018

## GENERAL NOTICE IN TERMS OF THE RESTITUTION OF LAND RIGHTS ACT, 1994 (ACT NO. 22 OF 1994)

Notice is hereby given in terms of section 11(1) of the Restitution of Land Rights Act, 1994 (Act No. 22 of 1994 as amended) that a claim for restitution of land rights on:

REF NO.	CLAIMANT	PROPERTY	PORTION	CURRENT LAND OWNER	DEED OF TRANSFER
R0120	Mr. Peter Ramalebo Letlape	Kroondal 304 JQ	47	Georg Amandus Ottermann Trust	T105969 / 2003
			86	Hesse Lydia	T88785/1997
			87	Penzhorn Hendrika Jacoba	T31051/2016
			91	Ruthof Eiendomme PTY LTD	T108436 /1999
			92	Bokenberge Trust	T10999/1980
			93	One Time Busservice Pty Ltd	T3536/2010
			95	Lange Heinrich Friedrich Karl	T17087/1956
			96 & 97	Rudolf Ottermann Family Trust	T27282/ 2005 & T148949/2002
			98	Jordt Siegfried	T51192/1987
			102	Bokenberge Trust	T56059/2001
			108	PILOBUZZ PTY LTD	T101010/2015
			127	Rudolf Ottermann Familie Trust	T148949/2002
			133	Ottermann Paul Egmont	T12107/1975
			140	Rotabrite CC	T49938/2013
			146	Time Busservice PTY LTD	T3148/1969
			147	Rudolf Ottermann Familie Trust	T89671/1999
			149	Aquarius Platinum South Africa Pty Ltd	T112151/2002
			150		T112151/2002
			156	Muhl Mark Ernst	T58593/1981
			162	Glencore Operations South Africa PTY LTD	T15626/1999

165, 166, 168 & 169	Aquarius Platinum South Africa Pty Ltd	T111541/2003, T112152/2002, T111541/2003 & T11541/2003
170	Rustenburg Platinum Mines	T147238/1998
171	Aquarius Platinum South Africa Pty Ltd	T11541/2003
172	Rustenburg Platinum Mines	T147238/1998
173	Aquarius Platinum South Africa Pty Ltd	T11541/2003
174		T11541/2004
175	Sudelektra South African Holdings PTY LTD	T58073/1999
178	Frey Daniel Johannesburg	T6374/2002
205, 206 207 & 213	South African National Roads Agency LTD	T59111/2004, T72024/2011, T133124/2003 & T77896/2003
214, 215 216	Suid-Afrikaanse Nasionale Padagentskap LTD	T140466/2003, T173912/2003 T973/2003
217	NO INFORMATION	
221 & 241	Aquarius Platinum South Africa PTY LTD	T74446/2003 & T5403/2007
242	Rustenburg Platinum Mines	T5405/2007
246, 258 & 277	Not Registered	
278	Glencore Operations South Africa PTY LTD	T25198/2013
279	Not Registered	
289	Rustenburg Platinum Mines	
291	Rustenburg Platinum Mines	T1651923

has been submitted to the Regional Land Claims Commissioner for North West Province and that the Commission on Restitution of Land Rights will investigate the claim in terms of the provisions of the Act in due course. Any person who has an interest in the above-mentioned land is hereby invited to submit, within 30 (Thirty) days from the publication of this notice, any comments/information to:

The Regional Land Claims Commissioner: North-West  
Private Bag X 8  
**MMABATHO**  
2735

Tel: (018) 389 -9600  
Fax: (018) 392-3083

Submissions may also be delivered to Cnr. James Moroka & Sekame Drive, 2<sup>nd</sup> floor West Gallery Mega City Mmabatho



**MR L.H MAPHUTHA**  
**REGIONAL LAND CLAIMS COMMISSIONER: NORTH-WEST**  
DATE: 2018/09/04



**MR V TITIES**  
**DEPUTY DIRECTOR: INFORMATION MANAGEMENT SUPPORT: NORTH- WEST**  
DATE 2018/08/31



## DEPARTMENT OF TRADE AND INDUSTRY

NO. 947

14 SEPTEMBER 2018

**MERCHANDISE MARKS ACT, 1941 (ACT 17 1941)****INVITATION FOR THE PUBLIC TO COMMENT ON THE PROHIBITION ON THE USE OF THE NATIONAL RESEARCH FOUNDATION MZANSI FOR SCIENCE LOGO**

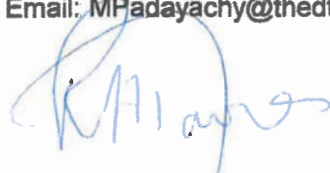
I, Dr Rob Davies, Minister of Trade and Industry, hereby advertise for public comment in terms of section 15(1) of the Merchandise Marks Act 1941 the use of the logo as depicted in Annexure 1 or similar drawings which might cause confusion with any trade, business, profession or occupation or event, or in connection with any trade mark, mark or trade description applied to goods, save where the use thereof is by the authority of the National Research Foundation. Proprietors of identical or similar marks already in use will not be affected by this prohibition. The prohibition of this logo / mark will be perpetual and absolute in nature.

Interested persons may submit written comments on the proposed National Research Foundation Mzansi For Science logo within 30 calendar days from the date of publication of this Notice to the:

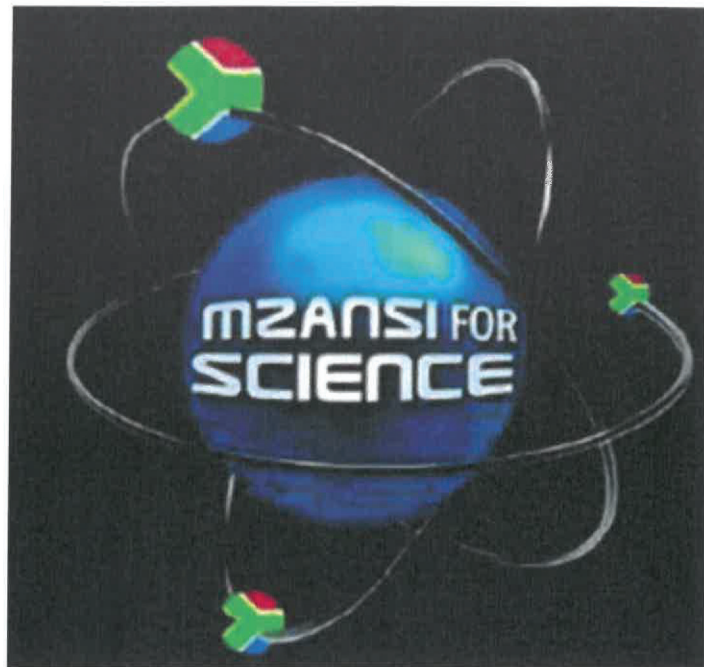
Director-General, Department of Trade and Industry  
For Attention: Meshendri Padayachy  
Private Bag X84  
Pretoria  
0001

Or hand deliver to:

77 Meintjies street  
Block B, 1<sup>st</sup> Floor  
Sunnyside  
Pretoria  
Email: [MPadayachy@thedti.gov.za](mailto:MPadayachy@thedti.gov.za)



**Dr Rob Davies, MP**  
**Minister of Trade and Industry**  
14 August 2018



## DEPARTMENT OF WATER AND SANITATION

NO. 948

14 SEPTEMBER 2018

**MZIMVUBU-TSITSIKAMMA WATER MANAGEMENT AREA (WMA 7) IN THE EASTERN CAPE PROVINCE: LIMITING THE USE OF WATER IN TERMS OF ITEM 6 OF SCHEDULE 3 OF THE NATIONAL WATER ACT OF 1998; FOR URBAN, AGRICULTURAL AND INDUSTRIAL (INCLUDING MINING) PURPOSES**

I, Deborah Mochotlhi, in my capacity as Acting Director-General of the Department of Water and Sanitation, on reasonable grounds believe that a water shortage exists in the Mzimvubu-Tsitsikamma Water Management Area in the Eastern Cape Province, due to insufficient rains in the 2017/18 rainfall season and below average rainfall predictions for the oncoming months, as well as a high water demand, that it is necessary to limit the taking of water from the Algoa Water Supply System (WSS) and other water schemes and dams listed in this gazette.

The Minister of Water and Sanitation may, in terms of item 6 (1) of Schedule 3 of the National Water Act of 1998 (Act 36 of 1998) (The Act) limit the use of water in the area concerned if the Minister, on reasonable grounds, believes that a water shortage exists within the area concerned. This power has been delegated to me in terms of Section 63 (1) (b) of the Act.

Therefore, in my capacity as the Acting Director-General of the Department of Water and Sanitation I hereby under delegated authority in terms of item 6 (1) of Schedule 3 read with section 72(1) of the Act, limit the taking and storing of water in terms of section 21(a) and 21(b) by all users in the geographical areas listed and described below, as follows:

1. The Algoa WSS and associated primary catchments:

- a. Increased curtailment from 25% to 30% on all taking of water from surface or groundwater resources for domestic and industrial water use from the Algoa WSS and the entire relevant primary catchments within which the Algoa WSS occurs.
- b. Increased curtailment from 60% to 80% on all taking of water from surface or groundwater resources for agricultural water use from the Algoa WSS and the entire relevant primary catchments within which the Algoa WSS occurs.
- c. The taking of water from individual sub-systems and dams in the Algoa WSS be limited to the reduced allocations as specified in Table 1.

Table 1: *Dams & sub-systems of the Algoa WSS with restricted allocations for 2018/9, (based on Annual Operating Analysis and Algoa WSS Operating Forum meeting decisions of 14<sup>th</sup> June 2018)*

<b>Scheme / Dam</b>	<b>River catchment</b>	<b>Restricted Allocation Availability</b>
Kouga & Loerie Dams Scheme	Kouga River	7.25 Mm <sup>3</sup> /a for domestic use (NMBM), 12.06 Mm <sup>3</sup> /a for irrigation use, 0.48 Mm <sup>3</sup> /a for domestic use (Kouga LM)

Churchill & Impofu Dams	Kromme River	22.47 Mm <sup>3</sup> /a for domestic use (NMBM, including 2.13 Mm <sup>3</sup> /a for domestic use at Kouga LM) 0.78 Mm <sup>3</sup> / for irrigation use.
Nooitgedagt	Sundays River	50 Mm <sup>3</sup> /a for domestic use (NMBM)
Groendaal Dam	Kwazunga River	6.12 Mm <sup>3</sup> /a for domestic use (NMBM) and 1.7 Mm <sup>3</sup> /a for irrigation use
Van Stardens, Sand & Bulk Dams	various	3.33 Mm <sup>3</sup> /a for domestic use (NMBM)

- d. The Eastern Cape Provincial Head is delegated the power to lift the water restrictions should the Algoa WSS recover to above 65% before the next decision date on 1 June 2019.
- e. I hereby direct the Eastern Cape Provincial Head to cease any further releases from the system dams once an agricultural bulk water user association, irrigation board and /or individual water users have depleted their curtailed annual bulk volumes.
2. Other water schemes / dams and their catchments affected by drought, listed in table 2 below:
- The taking of water from the water schemes/dams listed in Table 2 below for domestic, industrial and irrigation use be restricted by the percentages shown in the corresponding rows,
  - The taking of surface or ground water for domestic, industrial and irrigation water use within the catchments above the schemes/dams listed in table 2 be restricted at the same percentage level (as in Table 2) applicable to the scheme/dam in the corresponding catchment.

*Table 2: Other Water Schemes with restricted use, (based on Dam Operating Rules and risk assessments).*

<b>Scheme / Dam</b>	<b>River catchment</b>	<b>DM / LM</b>	<b>Restriction Required</b>
Nqweba Dam	Sundays River	Dr Beyers Naude LM	10% of allocation for domestic use
Oxkraal Dam	Oxkraal River	CHDM	30% of allocation for irrigation use
Howiesonspoort & Settlers Dams	Palmiet River	Makana LM	10% of allocation for domestic use & 70% of irrigation use
Jameson & Milner Dams	New Years River	Makana LM	10% of allocation for domestic use & 70% of irrigation use

- The curtailments in points (1) and (2) above are measured against the water allocations / water registrations or water demand of the users as per projected annual water use.
- The limitation applies from the date of publication of this gazette.
- All water use sectors groups and individuals taking water from any water resource (surface or groundwater) regardless of their authorisation type, in the geographical areas listed and described above in the Mzimvubu to Tsitsikamma Water Management Area, shall install electronic water recording, monitoring or measuring devices to enable monitoring of abstractions, storage and use of water by existing lawful users and

establish links with any monitoring or management system as well as keeping of records of the water used.

6. Records of metered volumes abstracted shall be provided, with effect from 30 days following the date of publication of this notice, in a format specified by the Department and shall continue such recording and reporting data monthly to the Department by the 5<sup>th</sup> day of each month to [metering.mzitsidws.gov.za](http://metering.mzitsidws.gov.za)

All the affected Water Service Authorities must ensure that all domestic water users, at least, have access to basic water service and that potable water supply to all domestic water users is not completely restricted.

In exercising these powers I have given preference to, the maintenance of the Reserve, treated all water users on a basis, that is fair and reasonable, considered the actual extent of the water shortage, the likely effects of the shortage on the water users, the strategic importance of any water use and any water rationing or water use limitations by a Water Services Institution having jurisdiction in the area concerned, under the Water Services Act 108 of 1997.

Placing limitation on the taking of water use as set out in this notice is an administrative action, affecting the rights of the public as contemplated in section 4 of the Promotion of Administrative Justice Act 3 of 2000 (PAJA). After I have taken into consideration all relevant factors, including those referred in section 4 (4) (b), I have decided that it is reasonable and justifiable in the circumstances to depart from the requirements referred to in section 4 (1)(a) to (e), (2) and (3) and instituted this limitation without allowing the water users affected and other role players to comment on the matter before I institute the limitation.

This Notice overrides any other previous authorization on water use issued by the Department relating to water users from systems, dams and schemes specified in this Notice.

  
ACTING DIRECTOR-GENERAL  
DATE: 03/08/2018

## GENERAL NOTICES • ALGEMENE KENNISGEWINGS

## ECONOMIC DEVELOPMENT DEPARTMENT

## NOTICE 550 OF 2018

## COMPETITION TRIBUNAL

## NOTIFICATION OF DECISION TO APPROVE MERGER

The Competition Tribunal gives notice in terms of rules 34(b)(ii) and 35(5)(b)(ii) of the "Rules for the conduct of proceedings in the Competition Tribunal" as published in Government Gazette No. 22025 of 01 February 2001 that it approved the following mergers:

Case No.	Acquiring Firm	Target Firm	Date of Order	Decision
LM097Jun18	Futuregrowth Asset Management (Pty) Ltd	Citiq Treasury (Pty) Ltd	08/08/2018	Approved
LM319Mar18	Ready Right Now (Pty) Ltd	Glodina, A Division of KAP Homeware (Pty) Ltd	14/08/2018	Approved Subject to Conditions
LM099Jun18	Urban Impact Properties Ltd	Pulse Student Lifestyle (Pty) Ltd	15/08/2018	Approved
LM081Jun18	Unitrans Supply Chain Solutions (Pty) Ltd	Xinergistix (Pty) Ltd	23/08/2018	Approved
LM116Jul18	KAAP AGRIBEDRYT Ltd	Partridge Building Supplies (Pty) Ltd T/A Underberg Forge	24/08/2018	Approved

The Chairperson  
Competition Tribunal

DEPARTMENT OF ENVIRONMENTAL AFFAIRS  
NOTICE 551 OF 2018

**DRAFT BIENNIAL UPDATE REPORT-3 FOR THE REPUBLIC OF SOUTH AFRICA**

I, Bomo Edith Edna Molewa, Minister of Environmental Affairs, hereby publish the draft Third Biennial Update Report (BUR-3) to the United Nations Framework Convention on Climate Change (UNFCCC) for public comments. Members of the public at the may download the draft BUR- from the Department of Environmental Affairs website at [www.environment.gov.za](http://www.environment.gov.za)

Members of the public are invited to submit to the Minister, within 30 days of publication of this notice in the *Gazette*, written representations on or objections to the draft Biennial Update Report-3 to the following addresses:

By post to:       The Director-General: Department of Environmental Affairs  
                  Attention: Ms Sandra Motshwanedi  
                  Department of Environmental Affairs  
                  Private Bag X447  
                  Pretoria  
                  0001

By e-mail to: [SMotshwanedi@environment.gov.za](mailto:SMotshwanedi@environment.gov.za) or [SONxumalo@environment.gov.za](mailto:SONxumalo@environment.gov.za); or

Hand delivered to the Department of Environmental Affairs, Environment House, 473 Steve Biko Road, Arcadia, Pretoria.

Any inquiries in connection with the draft BUR-3 can be directed to Ms Sandra Motshwanedi at (+27 12) 399-9155 or Mr Sibusiso Nxumalo at (+2712) 399 9744.

Kindly note that comments received after the closing date may not be considered.



**BOMO EDITH EDNA MOLEWA, MP  
MINISTER OF ENVIRONMENTAL AFFAIRS**

**DATE:**

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS  
NOTICE 552 OF 2018**

**DRAFT THIRD 6<sup>th</sup> NATIONAL GREENHOUSE GAS INVENTORY REPORT FOR THE  
REPUBLIC OF SOUTH AFRICA**

I, Bomo Edith Edna Molewa, Minister of Environmental Affairs, hereby publish the Draft 6<sup>th</sup> National Greenhouse Gas Inventory Report (NIR) which will form part of the National Communications and Biennial Update Reports to the United Nations Framework Convention on Climate Change (UNFCCC) for public comment. The draft 6<sup>th</sup> GHG inventory report can be downloaded by the members of the public at the following website [www.environment.gov.za](http://www.environment.gov.za).

Members of the public are invited to submit to the Minister, within 30 days of publication of this Notice in the *Government Gazette*. Written inputs or comments to the Draft 6<sup>th</sup> NIR may be sent to the following addresses:

By post to:       The Director-General: Department of Environmental Affairs  
                  Attention: Mr Phindile Mangwana  
                  Department of Environmental Affairs  
                  Private Bag X447  
                  Pretoria  
                  0001

By e-mail to: [pmangwana@environment.gov.za](mailto:pmangwana@environment.gov.za)

Hand delivered at: Environment House, 473 Steve Biko Road, Arcadia, Pretoria, 0083.

Any inquiries in connection with the Draft 6<sup>th</sup> NIR can be directed to Mr Phindile Mangwana at +2712 399 9162.

Kindly note that comments received after the closing date may not be considered.



**BOMO EDITH EDNA MOLEWA, MP  
MINISTER OF ENVIRONMENTAL AFFAIRS**



DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
NOTICE 553 OF 2018

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**LIMPOPO PROVINCIAL TREASURY**

As set out in the Schedule



**TSHILOLO MICHAEL MASUTHA, MP (ADV)**  
**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



## REPUBLIC OF SOUTH AFRICA

## FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**  
 (Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))  
 [Regulation 5A]

## ENGLISH

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
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## FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):

- Organisational Structure
- Departmental contact numbers
- Application Forms for employment and services
- Departmental Policies
- Acts and Regulations governing the department's mandate
- Procedure /Process Manuals
- Citizen's report.
- Service standards.
- Service delivery charter.
- Strategic plan.
- Newsletters.
- Batho-Pele principle pamphlets
- Annual report
- Budget speech
- Citizen guide
- Budget statements
- Budget and expenditure review
- Adjustments estimate of payment and receipts
- Departmental Events Calendar

The Head of Department is the Information Officer in terms of the Act.

Mr. C.G. Pratt  
 Head of Department  
 Tel: 015-298 7000  
 E-mail: [io@treasury.limpopo.gov.za](mailto:io@treasury.limpopo.gov.za)

Ms. N. Ramuntshi  
 Deputy Information Officer  
 Tel: 015-298 7000  
 E-mail: [dio@treasury.limpopo.gov.za](mailto:dio@treasury.limpopo.gov.za)

Fax Number : (015)- 295 7010

[www.limpopo.gov.za](http://www.limpopo.gov.za)

**FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):**

None

None

**FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)**

- Organisational Structure
- Departmental contact numbers
- Application Forms for employment and services
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- Acts and Regulations governing the department's mandate
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- Service standards.
- Service delivery charter.
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**Head of Department**  
**Tel: 015-298 7000**  
**E-mail: [io@treasury.limpopo.gov.za](mailto:io@treasury.limpopo.gov.za)**

**Ms. N. Ramuntshi**  
**Deputy Information Officer**  
**Tel: 015-298 7000**  
**E-mail: [dio@treasury.limpopo.gov.za](mailto:dio@treasury.limpopo.gov.za)**

**Fax Number : (015)- 295 7010**

**[www.limpopo.gov.za](http://www.limpopo.gov.za)**

**AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)**

- Organisational Structure
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- Procedure /Process Manuals
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**Fax Number : (015)- 295 7010**

**[www.limpopo.gov.za](http://www.limpopo.gov.za)**

## DEPARTMENT OF LABOUR

## NOTICE 554 OF 2018

## NOTICE OF AUGUST 2018

PLEASE FIND SET OUT BELOW A LIST OF BARGAINING COUNCILS THAT HAVE BEEN ACCREDITED BY THE CCMA IN TERMS OF THE PROVISIONS OF THE LABOUR RELATIONS ACT 66 OF 1995 (AS AMENDED) FOR CONCILIATION AND/ OR ARBITRATION AND/ OR INQUIRY BY ARBITRATOR, WITH THE TERMS OF ACCREDITATION ATTACHED FOR THE PERIOD 01 AUGUST 2018 TO THE 31 JULY 2019.

**BARGAINING COUNCILS ACCREDITED TO CONDUCT CONCILIATION AND ARBITRATION,  
SUBJECT TO CONDITIONS WHERE APPLICABLE  
(RENEWAL OF ACCREDITATION)**

Name of Council	Accredited Functions
<b><u>PRIVATE SECTOR BARGAINING COUNCILS</u></b>	
<b>Building Bargaining Council for the Grain Industry</b>	Accredited for conciliation and arbitration (including Inquiry by Arbitrator) from <b>01 August 2018</b> until <b>31 July 2019</b> on condition that all sections 198 and 198A to 198C-matters are allocated to only those part-time CCMA Commissioners and Bargaining Council Panellists who have been successfully trained by the CCMA on section 198 and its insertions.

## TERMS OF ACCREDITATION FOR CONCILIATION, ARBITRATION AND INQUIRY BY ARBITRATOR

### **1. SCOPE OF ACCREDITATION:**

Herewith categories of disputes for which Councils are eligible to apply for accreditation.

#### **COUNCILS ARE ACCREDITED TO PERFORM THE FOLLOWING DISPUTE RESOLUTIONS FUNCTIONS:**

<b>Unfair dismissal disputes</b>	<b>- Section 191</b>
<b>Unfair Labour practice</b>	<b>- Section 191</b>
<b>Mutual Interest disputes</b>	<b>- Section 64</b>
<b>Interpretation of Collective Agreement disputes</b>	<b>- Section 24 (1)</b>
<b>Essential Services disputes</b>	<b>- Section 74</b>
<b>Pre-dismissal arbitrations</b>	<b>- Section 188A</b>
<b>Temporary Employment Service</b>	<b>- Section 198, 198A, 198B, 198C and 198D</b>
<b>Disputes about Interpretation and Application of Chapter 2</b>	<b>- Section 9</b>

COUNCILS MAY NOT SEEK ACCREDITATION FOR THE FOLLOWING DISPUTE RESOLUTION FUNCTIONS REGARDING DISPUTES OVER THE FOLLOWING (see FOOTNOTE 11 of SECTION 51):

Organisational rights (sections 16, 21 and 22);

Collective Agreements where the agreement does not provide for a dispute resolution procedure or the procedure is inoperative or any party frustrates the resolution of disputes (section 24(2) to (5));

Agency shops and closed shops (section 24(6) and (7) and section 26(11));

Determinations made by the Minister in respect of proposals made by a Statutory Council (section 45);

The interpretation and application of Collective Agreements of a Council whose registration has been cancelled (section 61(5) to (8));

Demarcation of sectors and areas of Councils (section 62);

The Interpretation or application of Part C (Bargaining Councils), Part D (Bargaining Councils in the Public Service), Part E (Statutory Councils) and Part F (General Provisions concerning Councils) (Section 63);

Picketing (section 69(8) to 10);

Proposals which are the subject of joint-decision making in a workplace forum (section 86);

Disclosure of information to workplace forums (section 89);

Interpretation or Application of the provisions of Chapter 5 of the LRA which deals with workplace forums (section 94);

Enforcement of the Collective Agreements by Bargaining Councils (section 33A) and;

Enforcement of arbitration awards in terms of section 143. Only the Director of the CCMA, unless the power has been delegated to a CCMA Senior Commissioner may certify awards as if it were an order of the Labour Court;

Facilitating mass retrenchment disputes section 189(A).

## **2. POWERS OF ACCREDITATION:**

Only those persons who are accredited by the CCMA, or are part-time Commissioners appointed by the Governing Body of the Commission in the terms of section 117 (2) of the Labour Relations Act, may perform the accreditation functions of the council for the Council.

The following provisions of the LRA, as amended apply to Councils accredited for conciliation and arbitration:

- (a) For the purpose of this paragraph any reference in Part C of Chapter VII of the LRA to:
  - “Commission” must be read as a reference to the Council;
  - “Commissioner” must be read as a reference to a conciliator or arbitrator appointed by the Council.
  - “Director” must be read as a reference to the Secretary of the Council.
  
- (b) The provisions of the sections contained in Part C of Chapter VII (section 127(6)) of the LRA shall apply to the Council in the performance of its accredited functions subject to the Council’s Constitution and/or Collective Agreements. For the purpose of this sub-paragraph the following applies:
  - (i) The provisions of section 133 to 136;
  - (ii) The provisions of section 138 to 142, S142A , S143, S144 and S145;
  - (iii) The provisions of section 146 unless the Collective Agreement of the Council provides that the Arbitration Act, Act 42 of 1965 applies to any arbitration conducted under its accredited function and which Collective Agreement is binding on the parties to the disputes; and
  - (iv) The provisions of section 148.

## **3. EXTENSION OF ACCREDITATION:**

Despite the expiry of the period of accreditation as stated in the Certificate of Accreditation, the Council may continue to perform its accredited functions in respect of any dispute referred to it during the period of accreditation, but not yet resolved by the time the period expires, until the dispute is resolved either through conciliation or arbitration.

## **4. TRANSGRESSION OF TERMS OF ACCREDITATION:**

If the accredited Council fails to comply with the terms of accreditation, the Governing Body of the CCMA may revoke accreditation. In terms of section 130 of the LRA, as amended the Governing Body of the CCMA may withdraw accreditation after having given reasonable notice of withdrawal.

## **5. AMENDMENT OF ACCREDITATION:**

An Accredited Council may apply to the Governing Body of the CCMA in terms of section 129 of the LRA to amend its accreditation.

**DEPARTMENT OF LABOUR**  
**NOTICE 555 OF 2018**  
**LABOUR RELATIONS ACT, 1995**

**REGISTRATION OF A TRADE UNION**

I, Lehlohonolo Daniel Molefe, Registrar of Labour Relations, hereby notify, in terms of section 109(2) of the Labour Relations Act, 1995, that the **Agricultural National and Allied Workers Union (ANA) (LR2/6/2/2759)** has been registered as a trade union with effect from 09 August 2018.....

The name of the union is entered into the register of trade unions.



**REGISTRAR OF LABOUR RELATIONS**



**SOUTH AFRICAN RESERVE BANK****NOTICE 556 OF 2018****Notice and Order of Forfeiture**

Notice of Forfeiture to the State of money in terms of the provisions of Regulation 22B of the Regulations ("the Exchange Control Regulations") made under Section 9 of the Currency and Exchanges Act, 1933 (Act No. 9 of 1933), as amended, as promulgated by Government Notice No. R.1111 of 1961-12-01 in respect of the money of:

**Green Water Shipping Consultants (Pty) Limited (the 'Respondent')**  
**(Registration number: 2015/035791/07)**

of:

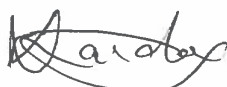
30 Nicol Road  
Bedfordview  
2007

and/or

27 Maccial Street  
Cyrildene  
Johannesburg  
2198

**Be pleased to take notice that:**

1. The Minister of Finance has, by virtue of the provisions of Regulation 22E of the Exchange Control Regulations delegated all the functions and/or powers conferred upon the Treasury by the provisions of the Exchange Control Regulations [with the exception of the functions and/or powers conferred upon the Treasury by Regulations 3(5) and (8), 20 and 22, but which exception does not include the functions and/or powers under Exchange Control Regulations 22A, 22B, 22C and 22D], and assigned the duties imposed thereunder on the Treasury, to, *inter alia*, the Governor or the Deputy Governor of the South African Reserve Bank.
2. By virtue of the functions, powers and/or duties vested in me, in my capacity as the Deputy Governor of the South African Reserve Bank, in terms of the delegation and assignment of the functions, powers and/or duties referred to in 1 above, I hereby give notice of a decision to forfeit to the State the following money and I hereby declare and order forfeit to the State the following money, namely:
  - 2.1 the amount of R3 497.62 being capital standing to the credit of the Respondent, in account number 62579411952, held with FirstRand Bank Limited, together with any interest thereon and/or other accrual thereto.
3. The date upon which the money specified in 2 above is hereby forfeited to the State is the date upon which this Notice of Forfeiture is published in this Gazette.
4. The money specified in 2 above shall be disposed of by deposit thereof to the National Revenue Fund.
5. This Notice also constitutes a written order, as contemplated in Regulation 22B of the Exchange Control Regulations, in terms of which the money specified in 2 above is hereby forfeited to the State.
6. Signed at Pretoria on this 24 day of August 2018.



**K Naidoo**  
**Deputy Governor**  
**South African Reserve Bank**

**SOUTH AFRICAN RESERVE BANK**  
**NOTICE 557 OF 2018**  
**Notice and Order of Forfeiture**

Notice of Forfeiture to the State of money in terms of the provisions of Regulation 22B of the Regulations ("the Exchange Control Regulations") made under Section 9 of the Currency and Exchanges Act, 1933 (Act No. 9 of 1933), as amended, as promulgated by Government Notice No. R.1111 of 1961-12-01 in respect of the money of:

**Weijie Trading (Pty) Limited (the 'Respondent')**  
**(Registration number: 2016/042675/07)**

of:

20A Kloof Road  
Bedfordview  
2007

**Be pleased to take notice that:**

1. The Minister of Finance has, by virtue of the provisions of Regulation 22E of the Exchange Control Regulations delegated all the functions and/or powers conferred upon the Treasury by the provisions of the Exchange Control Regulations [with the exception of the functions and/or powers conferred upon the Treasury by Regulations 3(5) and (8), 20 and 22, but which exception does not include the functions and/or powers under Exchange Control Regulations 22A, 22B, 22C and 22D], and assigned the duties imposed thereunder on the Treasury, to, *inter alia*, the Governor or the Deputy Governor of the South African Reserve Bank.
2. By virtue of the functions, powers and/or duties vested in me, in my capacity as the Deputy Governor of the South African Reserve Bank, in terms of the delegation and assignment of the functions, powers and/or duties referred to in 1 above, I hereby give notice of a decision to forfeit to the State the following money and I hereby declare and order forfeit to the State the following money, namely:
  - 2.1 the amount of R453 703.09 being capital standing to the credit of the Respondent, in account number 62592233151, held with FirstRand Bank Limited, together with any interest thereon and/or other accrual thereto.
3. The date upon which the money specified in 2 above is hereby forfeited to the State is the date upon which this Notice of Forfeiture is published in this Gazette.
4. The money specified in 2 above shall be disposed of by deposit thereof to the National Revenue Fund.
5. This Notice also constitutes a written order, as contemplated in Regulation 22B of the Exchange Control Regulations, in terms of which the money specified in 2 above is hereby forfeited to the State.
6. Signed at Pretoria on this 24 day of August 2018.



**K Naidoo**  
**Deputy Governor**  
**South African Reserve Bank**

**SOUTH AFRICAN RESERVE BANK****NOTICE 558 OF 2018****Notice and Order of Forfeiture**

Notice of Forfeiture to the State of money in terms of the provisions of Regulation 22B of the Regulations ("the Exchange Control Regulations") made under Section 9 of the Currency and Exchanges Act, 1933 (Act No. 9 of 1933), as amended, as promulgated by Government Notice No. R.1111 of 1961-12-01 in respect of the money of:

**JIT Sourcing (Pty) Limited (the 'Respondent')**  
**(Registration number: 2015/025716/07)**

of:

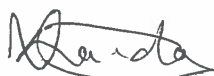
33 Nicol Road  
Bedfordview  
2007

and/or

52 Hilani  
Elnita Avenue  
Northwold  
2055

**Be pleased to take notice that:**

1. The Minister of Finance has, by virtue of the provisions of Regulation 22E of the Exchange Control Regulations delegated all the functions and/or powers conferred upon the Treasury by the provisions of the Exchange Control Regulations [with the exception of the functions and/or powers conferred upon the Treasury by Regulations 3(5) and (8), 20 and 22, but which exception does not include the functions and/or powers under Exchange Control Regulations 22A, 22B, 22C and 22D], and assigned the duties imposed thereunder on the Treasury, to, *inter alia*, the Governor or the Deputy Governor of the South African Reserve Bank.
2. By virtue of the functions, powers and/or duties vested in me, in my capacity as the Deputy Governor of the South African Reserve Bank, in terms of the delegation and assignment of the functions, powers and/or duties referred to in 1 above, I hereby give notice of a decision to forfeit to the State the following money and I hereby declare and order forfeit to the State the following money, namely:
  - 2.1 the amount of R140 270.35 being capital standing to the credit of the Respondent, in account number 62564471185, held with FirstRand Bank Limited, together with any interest thereon and/or other accrual thereto.
3. The date upon which the money specified in 2 above is hereby forfeited to the State is the date upon which this Notice of Forfeiture is published in this Gazette.
4. The money specified in 2 above shall be disposed of by deposit thereof to the National Revenue Fund.
5. This Notice also constitutes a written order, as contemplated in Regulation 22B of the Exchange Control Regulations, in terms of which the money specified in 2 above is hereby forfeited to the State.
6. Signed at Pretoria on this 24 day of August 2018.



**K Naidoo**  
**Deputy Governor**  
**South African Reserve Bank**

**SOUTH AFRICAN RESERVE BANK**  
**NOTICE 559 OF 2018**  
**Notice and Order of Forfeiture**

Notice of Forfeiture to the State of money in terms of the provisions of Regulation 22B of the Regulations ("the Exchange Control Regulations") made under Section 9 of the Currency and Exchanges Act, 1933 (Act No. 9 of 1933), as amended, as promulgated by Government Notice No. R.1111 of 1961-12-01 in respect of the money of:

**Mooiste Dag (Pty) Limited (the 'Respondent')**  
**(Registration number: 2015/086668/07)**

of:

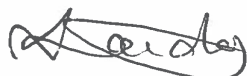
29 Riley Road  
 Bedfordview  
 2007

and/or

23 Marcia Street  
 Cyrildene  
 Johannesburg  
 2198

**Be pleased to take notice that:**

1. The Minister of Finance has, by virtue of the provisions of Regulation 22E of the Exchange Control Regulations delegated all the functions and/or powers conferred upon the Treasury by the provisions of the Exchange Control Regulations [with the exception of the functions and/or powers conferred upon the Treasury by Regulations 3(5) and (8), 20 and 22, but which exception does not include the functions and/or powers under Exchange Control Regulations 22A, 22B, 22C and 22D], and assigned the duties imposed thereunder on the Treasury, to, *inter alia*, the Governor or the Deputy Governor of the South African Reserve Bank.
2. By virtue of the functions, powers and/or duties vested in me, in my capacity as the Deputy Governor of the South African Reserve Bank, in terms of the delegation and assignment of the functions, powers and/or duties referred to in 1 above, I hereby give notice of a decision to forfeit to the State the following money and I hereby declare and order forfeit to the State the following money, namely:
  - 2.1 the amount of R523 657.42 being capital standing to the credit of the Respondent, in account number 62531650671, held with FirstRand Bank Limited, together with any interest thereon and/or other accrual thereto; and
  - 2.2 the amount of R8 924.93 being capital standing to the credit of the Respondent, in account number 62546822174, held with FirstRand Bank Limited, together with any interest thereon and/or other accrual thereto.
3. The date upon which the money specified in 2 above is hereby forfeited to the State is the date upon which this Notice of Forfeiture is published in this Gazette.
4. The money specified in 2 above shall be disposed of by deposit thereof to the National Revenue Fund.
5. This Notice also constitutes a written order, as contemplated in Regulation 22B of the Exchange Control Regulations, in terms of which the money specified in 2 above is hereby forfeited to the State.
6. Signed at Pretoria on this 24 day of August 2018.



**K Naidoo**  
**Deputy Governor**  
**South African Reserve Bank**

**SOUTH AFRICAN RESERVE BANK**  
**NOTICE 560 OF 2018**  
**Notice and Order of Forfeiture**

Notice of Forfeiture to the State of money in terms of the provisions of Regulation 22B of the Regulations ("the Exchange Control Regulations") made under Section 9 of the Currency and Exchanges Act, 1933 (Act No. 9 of 1933), as amended, as promulgated by Government Notice No. R.11111 of 1961-12-01 in respect of the money of:

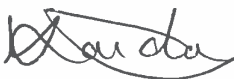
**Sisulala Trading (Pty) Limited (the 'Respondent')**  
**(Registration number: 2016/042667/07)**

of:

20A Kloof Road  
Bedfordview  
2007

**Be pleased to take notice that:**

1. The Minister of Finance has, by virtue of the provisions of Regulation 22E of the Exchange Control Regulations delegated all the functions and/or powers conferred upon the Treasury by the provisions of the Exchange Control Regulations [with the exception of the functions and/or powers conferred upon the Treasury by Regulations 3(5) and (8), 20 and 22, but which exception does not include the functions and/or powers under Exchange Control Regulations 22A, 22B, 22C and 22D], and assigned the duties imposed thereunder on the Treasury, to, *inter alia*, the Governor or the Deputy Governor of the South African Reserve Bank.
2. By virtue of the functions, powers and/or duties vested in me, in my capacity as the Deputy Governor of the South African Reserve Bank, in terms of the delegation and assignment of the functions, powers and/or duties referred to in 1 above, I hereby give notice of a decision to forfeit to the State the following money and I hereby declare and order forfeit to the State the following money, namely:
  - 2.1 the amount of R213 027.10 being capital standing to the credit of the Respondent, in account number 62592332383, held with FirstRand Bank Limited, together with any interest thereon and/or other accrual thereto.
3. The date upon which the money specified in 2 above is hereby forfeited to the State is the date upon which this Notice of Forfeiture is published in this Gazette.
4. The money specified in 2 above shall be disposed of by deposit thereof to the National Revenue Fund.
5. This Notice also constitutes a written order, as contemplated in Regulation 22B of the Exchange Control Regulations, in terms of which the money specified in 2 above is hereby forfeited to the State.
6. Signed at Pretoria on this 24 day of August 2018.



**K Naidoo**  
**Deputy Governor**  
**South African Reserve Bank**

**SOUTH AFRICAN RESERVE BANK****NOTICE 561 OF 2018****Notice and Order of Forfeiture**

Notice of Forfeiture to the State of money in terms of the provisions of Regulation 22B of the Regulations ("the Exchange Control Regulations") made under Section 9 of the Currency and Exchanges Act, 1933 (Act No. 9 of 1933), as amended, as promulgated by Government Notice No. R.1111 of 1961-12-01 in respect of the money of:

**Pumaddida Sourcing (Pty) Limited (the 'Respondent')**  
**(Registration number: 2015/025694/07)**

of:

20A Kloof Road  
Bedfordview  
2007

and/or

52 Hilani  
Elnita Avenue  
Northwold  
2055

**Be pleased to take notice that:**

1. The Minister of Finance has, by virtue of the provisions of Regulation 22E of the Exchange Control Regulations delegated all the functions and/or powers conferred upon the Treasury by the provisions of the Exchange Control Regulations [with the exception of the functions and/or powers conferred upon the Treasury by Regulations 3(5) and (8), 20 and 22, but which exception does not include the functions and/or powers under Exchange Control Regulations 22A, 22B, 22C and 22D], and assigned the duties imposed thereunder on the Treasury, to, *inter alia*, the Governor or the Deputy Governor of the South African Reserve Bank.
2. By virtue of the functions, powers and/or duties vested in me, in my capacity as the Deputy Governor of the South African Reserve Bank, in terms of the delegation and assignment of the functions, powers and/or duties referred to in 1 above, I hereby give notice of a decision to forfeit to the State the following money and I hereby declare and order forfeit to the State the following money, namely:
  - 2.1 the amount of R221 230.57 being capital standing to the credit of the Respondent, in account number 62564532044, held with FirstRand Bank Limited, together with any interest thereon and/or other accrual thereto.
3. The date upon which the money specified in 2 above is hereby forfeited to the State is the date upon which this Notice of Forfeiture is published in this Gazette.
4. The money specified in 2 above shall be disposed of by deposit thereof to the National Revenue Fund.
5. This Notice also constitutes a written order, as contemplated in Regulation 22B of the Exchange Control Regulations, in terms of which the money specified in 2 above is hereby forfeited to the State.
6. Signed at Pretoria on this 24 day of August 2018.



**K Naidoo**  
**Deputy Governor**  
**South African Reserve Bank**

**SOUTH AFRICAN RESERVE BANK****NOTICE 562 OF 2018****Notice and Order of Forfeiture**

Notice of Forfeiture to the State of money in terms of the provisions of Exchange Control Regulation 22B made under section 9 of the Currency and Exchanges Act, 1933 (Act No. 9 of 1933), as amended, as promulgated by Government Notice No. R.1111 of 1961-12-01 in respect of the money of:

**Vortex Clearing Close Corporation**  
**(Registration number 2008/070668/23)**

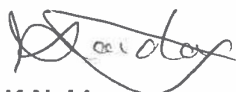
**(hereinafter referred to as the Respondent)**

of:

12 Chestnut Square  
Dowerlake Complex  
Dowerglen Extension 3  
1609

**Be pleased to take notice that:**

1. The Minister of Finance has, by virtue of the provisions of Regulation 22E delegated all the functions and/or powers conferred upon the Treasury by the provisions of the Exchange Control Regulations [with the exception of the functions and/or powers conferred upon the Treasury by Regulations 3(5) and (8), 20 and 22, but which exception does not include the functions and/or powers under Exchange Control Regulations 22A, 22B, 22C and 22D], and assigned the duties imposed thereunder on the Treasury, to, inter alia, the Governor or Deputy Governors of the South African Reserve Bank.
2. By virtue of the functions, powers and/or duties vested in me, in my capacity as a Deputy Governor of the South African Reserve Bank, in terms of the delegation and assignment of the functions, powers and/or duties referred to in 1 above, I hereby give notice of a decision to forfeit to the State the following money and I hereby declare and order forfeit to the State the following money, namely:
  - 2.1 the capital amount of R2 707 665,54 standing to the credit of the Respondent in account number 62456546773 held with FirstRand Bank Limited, together with any interest thereon and/or accrual thereto.
3. The date upon which the money specified in 2 above is hereby forfeited to the State is the date upon which this Notice and order of Forfeiture is published in this Gazette.
4. The money specified in 2 above shall be disposed of by depositing it into the National Revenue Fund.
5. This Notice also constitutes a written order, as contemplated in Exchange Control Regulation 22B, in terms of which the money specified in 2 above is hereby forfeited to the State.
6. Signed at Pretoria on this 31 day of August 2018.



**K Naidoo**  
**Deputy Governor**  
**South African Reserve Bank**

**SOUTH AFRICAN RESERVE BANK****NOTICE 563 OF 2018****Notice and Order of Forfeiture**

Notice of Forfeiture to the State of money in terms of the provisions of Regulation 22B of the Regulations ("the Exchange Control Regulations") made under Section 9 of the Currency and Exchanges Act, 1933 (Act No. 9 of 1933), as amended, as promulgated by Government Notice No. R.1111 of 1961-12-01 in respect of the money of:

**Titilula Trading (Pty) Limited (the 'Respondent')**  
**(Registration number: 2016/048202/07)**

of:

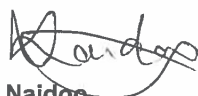
23 Marcial Street  
Cyrildene  
Johannesburg  
2198

and/or

20A Kloof Road  
Bedfordview  
2007

**Be pleased to take notice that:**

1. The Minister of Finance has, by virtue of the provisions of Regulation 22E of the Exchange Control Regulations delegated all the functions and/or powers conferred upon the Treasury by the provisions of the Exchange Control Regulations [with the exception of the functions and/or powers conferred upon the Treasury by Regulations 3(5) and (8), 20 and 22, but which exception does not include the functions and/or powers under Exchange Control Regulations 22A, 22B, 22C and 22D], and assigned the duties imposed thereunder on the Treasury, to, *inter alia*, the Governor or the Deputy Governor of the South African Reserve Bank.
2. By virtue of the functions, powers and/or duties vested in me, in my capacity as the Deputy Governor of the South African Reserve Bank, in terms of the delegation and assignment of the functions, powers and/or duties referred to in 1 above, I hereby give notice of a decision to forfeit to the State the following money and I hereby declare and order forfeit to the State the following money, namely:
  - 2.1 the amount of R499.12 being capital standing to the credit of the Respondent, in account number 62592506871, held with FirstRand Bank Limited, together with any interest thereon and/or other accrual thereto.
3. The date upon which the money specified in 2 above is hereby forfeited to the State is the date upon which this Notice of Forfeiture is published in this Gazette.
4. The money specified in 2 above shall be disposed of by deposit thereof to the National Revenue Fund.
5. This Notice also constitutes a written order, as contemplated in Regulation 22B of the Exchange Control Regulations, in terms of which the money specified in 2 above is hereby forfeited to the State.
6. Signed at Pretoria on this 24 day of August 2018.



**K Naidoo**  
**Deputy Governor**  
**South African Reserve Bank**



**DEPARTMENT OF TRANSPORT  
NOTICE 564 OF 2018**

**AIR SERVICE LICENSING ACT, 1990 (ACT NO.115 OF 1990)  
APPLICATION FOR THE GRANT OR AMENDMENT OF DOMESTIC AIR  
SERVICE LICENCE**

Pursuant to the provisions of section 15 (1) (b) of Act No. 115 of 1990 and Regulation 8 of the Domestic Air Regulations, 1991, it is hereby notified for general information that the application detail of which appear in the appendix, will be considered by the Air Service Licensing Council. Representation in accordance with section 15 (3) of the Act No.115 of 1990 in support of, or in position, an application, should reach the Air Service Licensing Council. Private Box X 193, Pretoria, 0001, within 21 days of date of the publication thereof.

**APPENDIX I**

(A) Full name and trade name of the applicant. (B) Full business or residential address of the applicant. (C) Class of licence applied for. (D) Type of air service to which application applies. (E) Category of aircraft to which application applies.

**(A) GIS Aviation (Pty) Ltd; GIS Aviation (Pty) Ltd.** (B) Hanger 21, Rand Airport, Germiston, 1401. (C) Class III. (D) Type G3, G4 & G16 (RPAS). (E) Category H1.

**(A) Stellar UAV (Pty) Ltd.** (B) D412 Murchison, Paddock, South Coast, KZN, 4244. (C) Class III. Type G2, G3, G4, G5, G10, G13 & G16 (RPAS). (E) Category A4, H1 & H2.

**(A) Martin Alwyn Jooste; Surveying and Resource Management CC.** (B) Shop 12, Etienne Lewis Centre, 978 Veda Road, Montana Park X72. (C) Class III. (D) Type G3, G4 & G16 (RPAS). (E) Category A4, H1 & H2.

**APPENDIX II**

(A) Full Name and trade name of the applicant. (B) Full business or residential address the applicant. (C) The Class and number of license in respect of which the amendment is sought (D) Type of air service and the amendment thereto which is being applied for (E) Category of aircraft and the amendment thereto which is being applied for.

**(A) Dragoncam (Pty) Ltd.** (B) 7 Buitensorg, Edgemoed, Cape Town, 7441. (C) Class III; G1350D. (D) Type G16 (RPAS). (E) Category H1. **Addition of type G3, G4 & G5.**

**(A) Aircraft Systems S. A. (Pty) Ltd; Air-Tech Africa.** (B) Unit 19, Archen House, Eastwood Office Park, 11B Riley Road, Bedfordview. (C) Class II; N1001D. (D) Type N1 & N2. (E) Category A2. **Changes to the Management Plan:** R. G. Langman replaces C. A. Ninneman as the Air Service Safety Officer.

**(A) S. A. Express Airways SOC; SAX.** (B) 2<sup>nd</sup> Floor, E Block Offices, Airways Park, 1 Jones Road, Kempton Park. (C) Class I & II; IS370D & N399D. (D) Type S1, S2, N1 & N2. (E) Category A1 & A2. **Change to the Licensee's Status:** From (Pty) Ltd to SOC Ltd and **changes to the Management Plan:** Siza Mzimela is appointed as the Interim CEO, Iain Findlay as the RP: Flight Operations, Dennis Samlal as the Air Service Safety Officer & Tsietsi Mogotsi as the RP: Aircraft.

**DEPARTMENT OF TRANSPORT****NOTICE 565 OF 2018****INTERNATIONAL AIR SERVICE ACT, (ACT NO.60 OF 1993)****GRANT /AMENDMENT OF INTERNATIONAL AIR SERVICE LICENSE**

Pursuant to the provisions of section 17 (12) of Act No.60 of 1993 and Regulation 15 (1) and 15 (2) of the International Air Regulations,1994, it is hereby notified for general information that the applications, detail of which appear in the Schedules hereto, will be considered by the International Air Services Council (Council) representation in accordance with section 16(3) of the Act No. 60 of 1993 and regulation 25(1) of International Air Services Regulation, 1994, against or in favour of an application, should reach the Chairman of the International Air Services Council at Department of Transport, Private Bag X 193, Pretoria, 0001, within 28 days of the application hereof. It must be stated whether the party or parties making such representation is / are prepared to be represent or represented at the possible hearing of the application.

**APPENDIX II**

(A) Full name, surname and trade name of the applicant. (B) Full business or residential address of the applicant. (C) Class of licence applied for. (D) Type of International Air Service to which application pertains. (E) Category or kind of aircraft to which application pertains. (F) Airport from and the airport to which flights will be undertaken. (G) Area to be served. (H) Frequency of flight.

**(A) Aircraft Systems S. A. (Pty) Ltd; Air-Tech Africa.** (B) Unit 19, Archen House, Eastwood Office Park, 11B Riley Road, Bedfordview. Class II & III; I/N171 & I/G325. (D) Type N1, N4 & G7. (E) Category A1, A2, A3 & A4. (F) O. R. Tambo International Airport. (G) Worldwide. **Changes to the Management Plan:** R. G. Langman replaces C. A. Ninneman as the Air Service Safety Officer.

**(A) S. A. Express Airways SOC; SAX.** (B) 2<sup>nd</sup> Floor, E Block Offices, Airways Park, 1 Jones Road, Kempton Park. (C) Class I & II; I/S001 & I/N002. (D) Type S1, N1 & N4. (E) Category A1 & A2. **Change to the Licensee's Status:** From (Pty) Ltd to SOC Ltd and **changes to the Management Plan:** Siza Mzimela is appointed as the Interim CEO, Iain Findlay as the RP: Flight Operations, Dennis Samlal as the Air Service Safety Officer & Tsietsi Mogotsi as the RP: Aircraft.

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**BOARD NOTICES • RAADSKENNISGEWINGS**

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**BOARD NOTICE 102 OF 2018****INVITATION TO COMMENT ON EXPOSURE DRAFT ISSUED BY THE ACCOUNTING STANDARDS BOARD****Issued: 14 SEPTEMBER 2018**

The Accounting Standards Board (the Board) invites comment on the Exposure Draft issued by the International Public Sector Accounting Standards Board (IPSASB) on *Long-term Interests in Associates and Joint Ventures (Amendments to IPSAS 36) and Prepayment Features with Negative Compensation (Amendments to IPSAS 41)* (ED 170). Comment is due by **15 October 2018**.

Any input received on the proposals in ED 170 will be used in formulating a comment letter to the IPSASB.

All those affected by, or who are interested in the Exposure Draft, are encouraged to provide a written response to the Board.

Responses to the Exposure Draft should be received by the comment deadline, as indicated above.

*Copies of the document*

The document is available electronically on the Board's website – <http://www.asb.co.za>, or can be obtained by contacting the Board's offices on 011 697 0660 (telephone), or 011 697 0666 (fax).

Comment can be emailed to [info@asb.co.za](mailto:info@asb.co.za) or can be submitted in writing to:

Accounting Standards Board

PO Box 7001

Halfway House

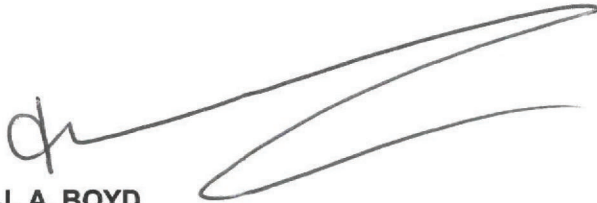
1685

We look forward to receiving your responses.

**BOARD NOTICE 103 OF 2018****FINANCIAL SECTOR CONDUCT AUTHORITY****FINANCIAL MARKETS ACT NO 19 OF 2012****APPROVED AMENDMENTS TO THE JOHANNESBURG STOCK EXCHANGE ("JSE")  
DEBT LISTINGS REQUIREMENTS**

The Financial Sector Conduct Authority ("FSCA") hereby gives notice under section 11(6)(d)(ii) of the Financial Markets Act No. 19 of 2012 that the amendments to the JSE Debt Listings Requirements have been approved. Please be advised that the rules have been published on the official website of the FSCA ([www.fsca.co.za](http://www.fsca.co.za)) and the website of the JSE ([www.jse.co.za](http://www.jse.co.za)).

The amendments come into operation on **Monday, 15 October 2018**.



**J. A. BOYD**

**FINANCIAL SECTOR CONDUCT AUTHORITY**





# **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

Siraj Rizvi (012) 748-6380 ([Siraj.Rizvi@gpw.gov.za](mailto:Siraj.Rizvi@gpw.gov.za))

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