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SOUTH AFRICA



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GOVERNMENT NOTICES GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF LABOUR DEPARTEMENT VAN ARBEID

No. R. 561

17 April 1998

ACCREDITATION OF THE NEW TYRE MANUFACTURING INDUSTRY AND EDUCATION AND TRAINING BOARD

It is hereby notified for general information that the Registrar of Manpower Training has in terms of section 12B of the Act, accredited the New Tyre Manufacturing Industry and Education Training Board, P.O. Box 2221, North End, Port Elizabeth, 6056, on 27 March 1998, in respect of the Industry as defined in Government Notice No. R. 1076 of 8 August 1997.

No. R. 562

17 April 1998

MANPOWER TRAINING ACT, 1981

AMENDMENT TO THE TRAINING SCHEME FOR THE AEROSPACE INDUSTRY

I, Tito Titus Mboweni, Minister of Labour, acting in terms of section 39 (3) of the Manpower Training Act, 1981, hereby amend with effect from the date of publication of this notice, the Scheme published in the Schedule to Government Notice No. R. 2942 of 21 December 1990, as amended by Government Notices Nos. R. 7 of 3 January 1992, R. 970 of 4 June 1993 and R. 216 of 17 February 1995, by the substitution in clause 7 (1) (b) of the Scheme for the expression "R21,39 (twenty-one rand thirty-nine cents)" of the expression "R24,60 (twenty-four rand sixty cents)".

T. T. MBOWENI

Minister of Labour

SOUTH AFRICAN REVENUE SERVICE SUID-AFRIKAANSE INKOMSTEDIENS

No. R. 565

17 April 1998

CUSTOMS AND EXCISE ACT, 1964

AMENDMENT OF SCHEDULE No. 3 (No. 3/387)

Under section 75 of the Customs and Excise Act, 1964, Schedule No. 3 to the said Act is hereby amended to the extent set out in the Schedule hereto.

G. MARCUS

Deputy Minister of Finance

SCHEDULE

I				II	III	
Rebate Item	Tariff Heading	Rebate Code	C. D.	Description	Extent of Rebate	Annotations
318.02				By the deletion of tariff heading No. 85.18. By the deletion of tariff heading No. 92.09.		

No. R. 565

17 April 1998

DOEANE- EN AKSYNSWET, 1964

WYSIGING VAN BYLAE No. 3 (No. 3/387)

Kragtens artikel 75 van die Doeane- en Aksynswet, 1964, word Bylae No. 3 by genoemde Wet hiermee gewysig in die mate in die Bylae hierby aangetoon.

G. MARCUS

Adjunkminister van Finansies

BYLAE

I				II	III	
Korting-item	Tarief-pos	Korting-kode	C. D.	Beskrywing	Mate van Korting	Annotasies
318.02				Deur tariefpos No. 85.18 te skrap. Deur tariefpos No. 92.09 te skrap.		

DEPARTMENT OF WELFARE DEPARTEMENT VAN WELSYN

No. R. 568

17 April 1998

REGULATIONS UNDER THE NONPROFIT ORGANISATIONS ACT, 1997

The Minister for Welfare and Population Development intends, under section 26 of the Nonprofit Organisations Act, 1997 (Act No. 71 of 1997), to make the regulations in the Schedule.

Interested parties are invited to submit any substantiated comments on the proposed regulations or representations they wish to make in regard thereto to the Director-General of Welfare, Private Bag X901, Pretoria, 0001 (for the attention of the Director of Non-Governmental Organisations), within 30 days of the date of publication of this notice.

SCHEDULE

CONTENTS

Chapter 1: APPLICATION FOR REGISTRATION

Chapter 2: APPEAL AGAINST DECISION NOT TO REGISTER AND TO CANCEL REGISTRATION

Chapter 3: CERTIFICATE OF REGISTRATION

Chapter 4: REGISTER OF NONPROFIT ORGANISATIONS

Chapter 5: KEEPING CONSTITUTIONS AND COMPILING, SUBMITTING AND KEEPING ACCOUNTING AND OTHER RECORDS, REPORTS AND DOCUMENTS

Chapter 6: COMPLIANCE NOTICES

Chapter 7: PUBLIC ACCESS TO CONSTITUTIONS, REPORTS AND DOCUMENTS

Chapter 8: TERMS AND CONDITIONS OF EMPLOYMENT OF PANEL OF ARBITRATORS

Form 1: APPLICATION FOR REGISTRATION

Form 2: CERTIFICATE OF REGISTRATION

Form 3: COMPLIANCE NOTICE

Form 4: REGISTER OF NONPROFIT ORGANISATIONS

CHAPTER 1

APPLICATION FOR REGISTRATION

1. Whenever an application is contemplated in terms of section 13 (1) of the Act, the application must be made—
 - (a) in the form of Form 1; and
 - (b) subject to any conditions listed on that form.

CHAPTER 2

APPEALS AGAINST DECISION NOT TO REGISTER OR TO CANCEL REGISTRATION

Definitions

2. In this chapter, unless the context indicates otherwise—

“**consider the appeal**” means considering all documents and representations received, making the decision, and submitting a written notice to the parties to the appeal, stating the decision and the reasons for the decision.

Objective of this chapter

3. The objective of this chapter is to specify the procedure in terms of which appeals may be submitted and considered.

Procedure for noting and considering an appeal

4. (1) When submitting the notice of appeal as contemplated in sections 14 (1) and 22 (1) of the Act, the nonprofit organisation—
 - (a) must state the grounds on which the appeal is based; and
 - (b) may request that the appeal be considered by a person with particular expertise or by more than one person from the panel of arbitrators, in which case the reasons for such request must be specified.
- (2) Within two weeks after receipt of all the documents relevant to noting the appeal, the Directorate—
 - (a) must submit the document to the chairperson of the panel of arbitrators; and
 - (b) may—
 - (i) request that the appeal be considered by a person with particular expertise or by more than one person from the panel of arbitrators, in which case the reasons for such request must be specified; or
 - (ii) comment on the request made in terms of subregulation (1) (b).
- (3) Upon receipt of the documents referred to in subregulation (2), the chairperson must appoint a presiding officer(s) to constitute the Arbitration Tribunal from among those members of the panel of arbitrators who are available and able to consider the appeal. In the event that more than one person is appointed to constitute the Arbitration Tribunal, the chairperson must designate one of them as the convening presiding officer.
- (4) Upon being appointed, the presiding officer or convening presiding officer, as the case may be, must send a written notice to the nonprofit organisation and the Directorate. The written notice must specify—
 - (a) the date by which written submissions may be made and on which oral representations may be made by the parties to the appeal. This date must be—
 - (i) no later than two weeks before the expiry of the time period contemplated in sections 14 (2) and 22 (2) of the Act; and
 - (ii) at least one month after sending the written notice;
 - (b) the time and venue at which oral representations will be heard; and
 - (c) the person to whom or place at which written representations may be submitted.

(5) Subject to subregulation (6), the parties to the appeal are not obliged to make oral representations or submit written representations.

- (6) If the nonprofit organisation fails to appear in person or through a representative to make oral representations, or fails to submit written representations on the date contemplated in subregulation (4) (a), the presiding officer or convening presiding officer, as the case may be, may dismiss the appeal for non-prosecution or may make any other appropriate order.
- (7) The Arbitration Tribunal, on good cause shown, may excuse any party from compliance with any procedure specified in this regulation and may give any direction in matters of good practise and procedure that it considers just and expedient.
- (8) Subject to the Act and this regulation, the chairperson of the panel of arbitrators may determine supplementary rules for the proper noting and considering of appeals.

COSTS

- 5. The Arbitration Tribunal may make an order for costs if a party, or person who represented that party in the appeal—
 - (a) acted in a frivolous, vexatious or unreasonable manner—
 - (i) by proceeding with or opposing the appeal; or
 - (ii) in conducting the appeal; or
 - (b) without good cause, fails to attend or remain in attendance during the receipt of oral representations.

CHAPTER 3

CERTIFICATE OF REGISTRATION

- 6. Whenever the issuing of a certificate is contemplated in terms of section 15 (1) (a) of the Act, the certificate must be issued in the form of Form 2.

CHAPTER 4

REGISTER OF NONPROFIT ORGANISATIONS

- 7. The register of nonprofit organisations contemplated in section 24 (1) of the Act must be kept in the form of Form 4.

CHAPTER 5

KEEPING CONSTITUTIONS, COMPILING, SUBMITTING AND KEEPING ACCOUNTING AND OTHER RECORDS, REPORTS AND DOCUMENTS

- 8. For purposes of section 25 (1) (a) and (b) of the Act, the constitutions of all nonprofit organisations that have voluntarily de-registered, have been wound up or dissolved, and all accounting records and reports submitted to the Director of Nonprofit Organisations as contemplated in section 17 (3) of the Act, must be kept by the Director for a period of five years in their original or reproduced form.
- 9. For purposes of section 18 (1) (a) of the Act, the narrative report must—
 - (a) specify the period under review;
 - (b) describe the organisation's major projects, and more particularly—
 - (i) name the projects;
 - (ii) indicate which objects of the organisation's constitution were met by the projects;
 - (iii) indicate which activities were embarked upon to achieve these objects;
 - (iv) indicate how these activities differed from those of previous years;
 - (v) describe the benefits of the projects;
 - (vi) describe the beneficiaries of the projects;
 - (vii) specify the problems experienced in the course of carrying out the projects and how were they overcome;
 - (c) in respect of administrative matters, set out—
 - (i) how many meetings of the office-bearers were held;
 - (ii) indicate whether all these meetings were quorate;
 - (iii) when the annual general meeting was held, whether it was held timeously, if not, why not;
 - (iv) whether special general meetings were held, and if so, in respect of what issues; and
 - (v) whether the organisation's constitution, address or composition of office-bearers has changed and if so, whether the organisation has complied with the provisions of the Act in this regard;
 - (d) in respect of financial matters—
 - (i) state the name of accounting officer who has been appointed in terms of section 17 (2);
 - (ii) provide details of the organisation's accounting policies; and

- (iii) specify whether the financial statements submitted in terms of section 18 (1) (a) having been approved by the office-bearers;
- (e) in respect of fundraising, specify—
 - (i) the types of funding the organisation received;
 - (ii) whether the organisation engaged in any major fund-raising from the general public and companies;
 - (iii) whether the organisation was assisted in its fundraising by a staff member, a member of the organisation or a person outside the organisation, and whether this was done on a voluntary basis or for a fee; and
 - (iv) if a fee was paid, how much it was in relation to the funds raised;
- (f) in respect of staff-related matters, briefly describe—
 - (i) the staffing of the organisation;
 - (ii) any changes during and under the period of review; and
 - (iii) any new skills, knowledge and expertise developed by the organisation during in the period under review.

CHAPTER 6

COMPLIANCE NOTICE

10. Whenever the sending of a compliance notice is contemplated in terms of section 20 (1) (a) of the act, the notice issued in the form of Form 4.

CHAPTER 7

PUBLIC ACCESS TO CONSTITUTIONS, REPORTS AND DOCUMENTS

11. Any person may inspect any constitution, report or document submitted to the Directorate of Nonprofit Organisations in terms of the Act, at the office of the Director of Nonprofit Organisations between the hours of 08:30 and 12:00, and 13:30 and 15:30, from Monday to Friday.

12. The Director of Nonprofit Organisations must charge the fees shown in the table below for the services listed.

TABLE OF INSPECTION AND COPYING FEES

Column 1	Column 2
Service	Fee
Inspecting a constitution, report or document.....	R5
Providing a certified copy or certified extract from a document, constitution or report	R1 per page
Providing a certified copy of a certificate of registration	R10

13. All fees referred to in regulation 12 must be paid in advance in revenue stamps.

CHAPTER 8

TERMS AND CONDITIONS OF APPOINTMENT OF PANEL OF ARBITRATORS

Definitions

14. In this chapter, unless the context indicates otherwise—

“day” means a day calculated from midnight to midnight;

“panellist” means a member of the panel of arbitration established in terms of section 9 of the Act.

Function and responsibilities

15. In addition to any other function or responsibility conferred in terms of the Act—

- (a) the chairperson is responsible for—
 - (i) administering the affairs of the panel of arbitrators;
 - (ii) ensuring that the burden of considering appeals and arbitrations is distributed equitably among the panellists; and
 - (iii) setting adequate standards of performance for panellists and the maintenance thereof;
- (b) all panellists must perform their functions with due regard to—
 - (i) maintaining and raising the standard of integrity of the panel of arbitrators;
 - (ii) respecting the confidentiality of all parties to an appeal or arbitration;
 - (iii) generally accepted standards of professionalism;

- (c) the national department must provide the chairperson and panel of arbitrators with the administrative and human resources reasonably required to enable them to adequately discharge their responsibilities.

Vacancies and removal of office of panellist

16. (1) A vacancy will arise in the Panel of Arbitrators—

- (a) pursuant to an inquiry, the chairperson decides to remove a panellist from office on the grounds that the panellist—
 - (i) has committed misconduct;
 - (ii) has brought the panel of arbitrators into disrepute;
 - (iii) is incapable or has not capably discharged his or her responsibilities;
 - (iv) is no longer of sound mind;
 - (v) is no longer able to discharge his or her responsibilities; or
 - (vi) has not been able or been available to discharge his or her responsibilities for a continuous period of six months; or
 - (b) a panellist resigns.
- (2) A vacancy will be considered to have occurred—**
- (a) upon the chairperson making the decision to remove a panellist; or
 - (b) upon receipt of written notice of resignation, from a panellist.

Remuneration

17. Panellists will be remunerated by the national department at a rate determined by the Minister with the concurrence of the Member of Cabinet responsible for finance, for—

- (a) every appeal or arbitration considered in terms of the Act;
- (b) all awards made in respect of an appeal or arbitration; and
- (c) all administrative work and meetings associated with conducting the affairs of the panel or arbitration, except that panellists will not be remunerated for administrative or preparatory work associated with an appeal or arbitration that they have appointed to consider.

Travel and accommodation

18. (1) In circumstances where panellists are required to conduct an appeal or arbitration hearing in a municipal area other than their usual place of business, employment or residence, panellists must obtain prior approval of their itineraries from the chairperson. For journeys to any foreign country, prior approval must be obtained from the Minister.

(2) The travel and accommodation policy and tariffs of the national department apply to panellists with the changes required by the context.

(3) The requirements of Treasury Instruction K3.2.1 to K3.12.5 apply to subsistence and relevant expenses incurred by the panel and the panellists with the changes required by the context.

Entertainment and other associated expenses incurred by the panel of arbitrators

19. (1) Expenditure on entertainment and other associated expenses incurred by the panel of arbitrators will be paid for by the national department in terms of Treasury instructions K14.1.

(2) Entertainment and other associated expenses will be paid only—

- (a) in respect of expenses reasonably incurred; and
- (b) upon submitting to the national department the relevant supporting vouchers.

Responsibility for payment of expenditure

20. (1) All expenditure incurred in respect of the business of the panel of arbitrators as set out in the Act and regulations must be met by the vote of the controlling department.

(2) Subject to the provisions of Treasury Instruction K3.13.1, the salary and personal allowances of any state official providing services to the panel of arbitrators must be met from the vote of the department/provincial administration in which he or she is normally employed.

(3) The controlling department must maintain separate subsidiary records of all expenditure on the panel of arbitrators so as to ensure that particulars thereof are readily available if required by Parliament or the Auditor-General.

Nonprofit Organisations Act, 1997
Section 13
Form 1
Page 1 of 6

APPLICATION FOR REGISTRATION BY A NONPROFIT ORGANISATION



READ THIS FIRST

WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a Nonprofit Organisation for registration. Registration is voluntary. If the Nonprofit Organisation complies with the requirements for registration then the Director for Nonprofit Organisations will enter its name in a register and send it a certificate of registration.

WHICH ORGANISATIONS MAY APPLY FOR REGISTRATION?

Organisations such as trusts, companies or other associations established for a public purpose whose income and property are not distributable to its members or office-bearers except as reasonable compensation for services rendered.

Nonprofit organisations which were previously authorised or registered in terms of the Fund-raising Act, 1978, are regarded as registered in terms of the Nonprofit Organisations Act, 1997, but are nonetheless required to apply for registration within a specified period after this Act takes effect in order to maintain their registration.

WHO FILLS IN THIS FORM?

The office-bearer responsible for managing the non-profit organisation.

WHERE DOES THIS FORM GO?

To: Directorate for Nonprofit
Organisations
Private Bag
PRETORIA
0001.

OTHER REQUIREMENTS?

Two copies of the nonprofit organisations' constitution must accompany this form.

1. ORGANISATIONAL DETAILS

Name of the organisation

.....

Physical address

.....

.....

.....

..... Code.....

Postal address

.....

.....

.....

..... Code.....

Tel. ()

Fax ()

E-mail

Date of financial year-end.....

2. PARTICULARS OF OFFICE-BEARERS

Name(s)
Surname.....
Address:
Business
Residential
ID Number
Contact details:
(W) () Fax ()
(H) () E-mail.....
Capacity in Organisation.....

Name(s)
Surname.....
Address:
Business
Residential
ID Number
Contact details:
(W) () Fax ()
(H) () E-mail.....
Capacity in Organisation.....

Name(s)
Surname.....
Address:
Business
Residential
ID Number
Contact details:
(W) () Fax ()
(H) () E-mail.....
Capacity in Organisation.....

Name(s)
Surname.....
Address:
Business
Residential
ID Number
Contact details:
(W) () Fax ()
(H) () E-mail.....
Capacity in Organisation.....

Name(s)
Surname.....
Address:
Business
Residential
ID Number
Contact details:
(W) () Fax ()
(H) () E-mail.....
Capacity in Organisation.....

Name(s)
Surname.....
Address:
Business
Residential
ID Number
Contact details:
(W) () Fax ()
(H) () E-mail.....
Capacity in Organisation.....

3. REQUIREMENTS FOR REGISTRATION OF THE ORGANISATION'S CONSTITUTION

(1) **Compulsory requirements for registration in terms of section 12 (2):**

- (a) Each requirement from (a) – (o) must be reflected in the constitution. If the requirements are not satisfied the director will not register the nonprofit organisation.
- (b) Indicate in column 2 where in your organisation's constitution the requirements listed in column 1 are satisfied.

Column 1	Column 2
REQUIREMENTS FOR REGISTRATION	APPLICABLE REFERENCE IN CONSTITUTION
(a) Organisation's name(s)	
(b) Organisation's main and ancillary objectives	
(c) Organisation's income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered	
(d) Provision for the organisation to be a body corporate and have an identity and existence distinct from its members or office-bearers	
(e) Provision for the organisation's continued existence notwithstanding changes in the composition of its membership or office-bearers	
(f) Members or office-bearers have no rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers	
(g) Powers of the organisation	
(h) Organisational structures and mechanisms for its governance	
(i) Rules for convening and conducting meetings, including quorums required for and the minutes to be kept of those meetings	
(j) Manner in which decisions are to be made	
(k) Provision made for the organisation's financial transactions to be conducted by means of a banking account	
(l) Date for the end of the organisation's financial year	
(m) Procedure for changing the constitution	
(n) Procedure by which the organisation may be wound up or dissolved and	
(o) Provision that, when the organisation is wound up or dissolved, any assets remaining after all its liabilities have been met, must be transferred to another non-profit organisation having similar objectives	

(2) **Optional provisions in terms of section 12 (3):**

- (a) These provisions are optional (i.e. not compulsory) but desirable, as they strengthen the governance procedures in the constitution.
- (b) Indicate in column 2 where in your organisation's constitution the provisions are located.

Column 1	Column 2
OPTIONAL PROVISIONS FOR REGISTRATION	Applicable reference in constitution
(a) Qualifications for and admission to membership of the organisation	
(b) Circumstances in which a member will no longer be entitled to the benefits of membership	
(c) Provisions for termination of membership	
(d) Provision for appeals against loss of the benefits of membership or against termination of membership, the procedure for such appeals and the body to which such appeals may be made	

Column 1	Column 2
OPTIONAL PROVISIONS FOR REGISTRATION	Applicable reference in constitution
(e) Provision for membership fees and matters determining membership fees and other payments by members	
(f) Provision that members or office-bearers do not become liable for any of the obligations and liabilities of the organisation solely by virtue of their status as members or office-bearers of the organisation	
(g) Provision for the appointment of office-bearers and tabulation of their respective functions	
(h) Procedure for nominating, electing or appointing office-bearers	
(i) Circumstances and manner in which office-bearers may be removed from office, provision for appeals against such removal, procedures for such appeals the body to which such appeals can be made	
(j) Provision that office-bearers are not personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the organisation	
(k) Provisions for making investments	
(l) Purposes for which the funds of the organisation may be used	
(m) Provision for acquiring and controlling assets	

4. ADDITIONAL INFORMATION REQUIRED

The completion of this part of the application form is not compulsory. The Directorate for Nonprofit Organisations seeks this information for administrative, background and research purposes. Your application will not be prejudiced if this part of the application form is not completed.

Date when organisation was established

Organisation's area of operation:

Geographical

Sector

Is the organisation affiliated to any other body or structure? (If yes, please specify the name and contact details of this body or structure).

.....

5. DECLARATION BY PERSON SUBMITTING THIS APPLICATION

I, the undersigned, declare that I am duly authorised by my organisation to complete and submit this application and that the information contained in this form is to the best of my knowledge correct.

Name(s)

Signature

Capacity

Date

6. DUTIES OF REGISTERED NONPROFIT ORGANISATIONS

Once your organisation has been registered it must—

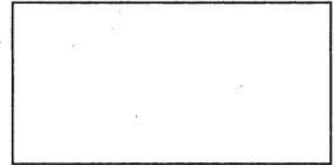
- (a) reflect its registered status or registration number on all its documents—section 16 (3);
- (b) keep accounting records—section 17 (1) (a);
- (c) draw up financial statements—section 17 (1) (b);
- (d) arrange for an accounting officer to prepare a written report—section 17 (2);
- (e) preserve its books of account, supporting vouchers, membership records and financial records and documents—section 17 (3);
- (f) Submit to the Director of Nonprofit Organisations—
 - (i) a narrative report—section 18 (1) (a);
 - (ii) details of any changes of its office-bearers—section 18 (1) (b);
 - (iii) details of any changes of its address at which will receive documents—section 18 (1) (c).
 - (iv) details of any changes in its constitution or its name—section 19.

Nonprofit Organisations Act, 1997

Section 15

Form 2

Page 1 of 1

**CERTIFICATE OF REGISTRATION OF
NONPROFIT ORGANISATION**

In terms of the Nonprofit Organisations Act, 1997, I am satisfied that

.....
(name of the nonprofit organisation)

meets the requirements for registration.

The organisation's name was entered into the register on
(date)

Registration number

.....

Director's signature

.....

Date



Nonprofit Organisations Act, 1997
Section 20 (1) and (2)
Form 3
Page 1 of 2



NON-COMPLIANCE BY REGISTERED NONPROFIT ORGANISATION WITH ITS CONSTITUTION AND ITS STATUTORY OBLIGATIONS

1. To:

.....

.....

.....

.....

2. Your organisation has not complied with (tick the appropriate box)—

- ☐ a material provision of its constitution;
- ☐ a condition or term of any benefit or allowance conferred on it in terms of section 11;
- ☐ its obligations in terms of section 17 (accounting records and reports);
- ☐ its obligations in terms of section 18 (information such as narrative reports and addresses);
- ☐ its obligations in terms of section 19 (changing constitution or name of organisation);
- ☐ its obligations in terms of section

(specify)

3. The details of non-compliance are as follows:

.....

.....

.....

.....

4. You are required to—

.....

.....

.....

.....

5. You have until to comply.
(date)

6. Take note that—

- (a) the Director of Nonprofit Organisations will refer your organisation to the South African Police Service for criminal investigation, at any time, if satisfied that the non-compliance constitutes an offence;
- (b) the Director of Nonprofit Organisations may cancel your organisation's registration if you do not timeously comply with this notice.

Signed

Date

14 No. 18828

GOVERNMENT GAZETTE, 17 APRIL 1998

No. R. 568

17 April 1998

REGULASIES INGEVOLGE DIE WET OP ORGANISASIES SONDER WINSOOGMERK, 1997

Die Minister vir Welsyn en Bevolkingsontwikkeling is voornemens om kragtens artikel 26 van die Wet op Organisasies sonder Winsoogmerk, 1997 (Wet No. 71 van 1997), die regulasies in die Bylae uit te vaardig.

Belanghebbendes word versoek om binne 30 dae na die datum van publikasie van hierdie kennisgewing gemotiveerde kommentaar oor of vertoë in verband met die voorgestelde regulasies in te dien by die Direkteur-generaal van Welsyn, Privaat Sak X901, Pretoria, 0001 (vir die aandag van die Direkteur van Nieregeringsorganisasies).

BYLAE**INHOUD**

- Hoofstuk 1:** AANSOEK OM REGISTRASIE
- Hoofstuk 2:** APPÈL TEEN BESLISSING OM NIE TE REGISTREER NIE EN OM REGISTRASIE TE KANSELEER
- Hoofstuk 3:** REGISTRASIESERTIFIKAAT
- Hoofstuk 4:** REGISTER VAN ORGANISASIES SONDER WINSOOGMERK
- Hoofstuk 5:** DIE HOU VAN KONSTITUSIES EN DIE OPSTEL, VOORLEGGING EN HOU VAN REKENINGKUNDIGE EN ANDER REKORDS, VERSLAE EN DOKUMENTE
- Hoofstuk 6:** NAKOMINGSKENNISGEWINGS
- Hoofstuk 7:** OPENBARE TOEGANG TOT KONSTITUSIES, VERSLAE EN DOKUMENTE
- Hoofstuk 8:** BEDINGE EN VOORWAARDES VIR INDIENSNEMING VAN PANEEL VAN ARBITERS
- Vorm 1:** AANSOEK OM REGISTRASIE
- Vorm 2:** REGISTRASIESERTIFIKAAT
- Form 3:** NAKOMINGSKENNISGEWING
- Vorm 4:** REGISTER VAN ORGANISASIES SONDER WINSOOGMERK

HOOFSTUK 1**AANSOEK OM REGISTRASIE**

1. Wanneer 'n aansoek ook al beoog word ingevolge artikel 13 (1) van die Wet, moet die aansoek gedoen word—
 - (a) in die vorm van Vorm 1; en
 - (b) behoudens enige voorwaardes op daardie vorm gemeld.

HOOFSTUK 2**APPÈLLE TEEN BESLISSING OM NIE TE REGISTREER NIE OF OM DIE REGISTRASIE TE KANSELEER****Woordomskrywing**

2. In hierdie Hoofstuk, tensy uit die samehang anders blyk, beteken—

“oorweeg die appèl” die oorweging van alle dokumente en vertoë ontvang, die neem van die beslissing, en die voorlê van 'n skriftelike kennisgewing aan die partye by die appèl waarin die beslissing en die redes vir die beslissing gemeld word.

Doelstelling van hierdie hoofstuk

3. Die doelstelling van hierdie hoofstuk is om die prosedure ingevolge waarvan appèlle voorgelê en oorweeg kan word, te spesifiseer.

Prosedure vir die kennisgewing en oorweging van 'n appèl

4. (1) By die voorlê van die kennisgewing van appèl soos bedoel in artikels 14 (1) en 22 (1) van die Wet—
 - (a) moet die organisasie sonder winsoogmerk die gronde meld waarop die appèl gebaseer is; en
 - (b) kan die organisasie sonder winsoogmerk versoek dat die appèl oorweeg word deur 'n persoon met spesifieke kundigheid of deur meer as een persoon uit die paneel van arbiters, in welke geval die redes vir sodanige versoek gespesifiseer moet word.
- (2) Binne twee weke na ontvangs van al die dokumente tersake by die kennisgewing van die appèl—
 - (a) moet die Direktooraat die dokument aan die voorsitter van die paneel van arbiters voorlê; en
 - (b) kan die Direktooraat—
 - (i) versoek dat die appèl oorweeg word deur 'n persoon met spesifieke kundigheid of deur meer as een persoon uit die paneel van arbiters, in welke geval die redes vir sodanige versoek gespesifiseer moet word; of
 - (ii) kommentaar lewer oor die versoek gerig ingevolge subregulasie (1) (b).

(3) By ontvangs van die dokumente bedoel in subregulasie (2) moet die voorsitter 'n voorsittende beampte(s) aanstel om die Arbitrasietribunaal saam te stel uit dié lede van die paneel van arbiters wat beskikbaar is en in staat is om die appèl te oorweeg. Ingeval meer as een persoon aangestel word om die Arbitrasietribunaal uit te maak, moet die voorsitter een van hulle as die sameroepende voorsittende beampte aanwys.

(4) By aanstelling moet die voorsittende beampte of sameroepende voorsittende beampte, na gelang van die geval, 'n skriftelike kennisgewing aan die organisasie sonder winsoogmerk en die Direktoraat stuur. Die skriftelike kennisgewing moet die volgende spesifiseer:

(a) Die datum waarteen skriftelike voorleggings gemaak kan word en waarop mondelinge vertoë gerig kan word deur die partye by die appèl. Hierdie datum moet—

(i) nie later wees nie as twee weke voor die verstryking van die tydperk bedoel in artikels 14 (2) en 22 (2) van die Wet; en

(ii) minstens een maand na die afsending van die skriftelike kennisgewing wees.

(b) Die tyd en plek waar die mondelinge vertoë aangehoor sal word.

(c) Die persoon aan wie of die plek waar die skriftelike vertoë voorgelê kan word.

(5) Behoudens subregulasie (6) is die partye by die appèl nie verplig om mondelinge vertoë te rig of skriftelike vertoë voor te lê nie.

(6) Indien die organisasie sonder winsoogmerk versuim om persoonlik of deur 'n verteenwoordiger te verskyn om mondelinge vertoë te rig, of versuim om skriftelike vertoë op die datum bedoel in subregulasie (4) (a) voor te lê, kan die voorsittende beampte of sameroepende voorsittende beampte, na gelang van die geval, die appèl vir nie-ervolging van die hand wys of 'n ander toepaslike bevel gee.

(7) Die Arbitrasietribunaal kan, by aanvoering van gegronde redes, 'n party verskoon van voldoening aan enige prosedure in hierdie regulasie gespesifiseer en kan enige voorskrif betreffende sake van goeie praktyk en prosedure gee wat hy regverdig en dienstig ag.

(8) Behoudens die Wet en hierdie regulasie, kan die voorsitter van die paneel van arbiters aanvullende reëls vir die behoorlike kennisgewing en oorweging van appèlle bepaal.

KOSTE

5. Die Arbitrasietribunaal kan 'n bevel vir koste gee indien 'n party, of persoon wat die party in daardie appèl verteenwoordig—

(a) op 'n beuselagtige, kwelsugtige of onredelike wyse opgetree het—

(i) deur met die appèl voort te gaan of dit teen te staan; of

(ii) met die voer van die appèl; of

(b) sonder goeie grond, versuim om gedurende die aanhoor van mondelinge vertoë aanwesig te wees of aanwesig te bly.

HOOFSTUK 3

REGISTRASIESERTIFIKAAT

6. Wanneer die uitreik van 'n sertifikaat ook al ingevolge artikel 15 (1) (a) van die Wet oorweeg word, moet die sertifikaat in die vorm van Vorm 2 uitgereik word.

HOOFSTUK 4

REGISTER VAN ORGANISASIES SONDER WINSOOGMERK

7. Die register van organisasies sonder winsoogmerk bedoel in artikel 24 (1) van die Wet moet in die vorm van Vorm 4 gehou word.

HOOFSTUK 5

DIE HOU VAN KONSTITUSIES, DIE OPSTEL, VOORLEGGING EN HOU VAN REKENINGKUNDIGE BOEKHOUDING EN ANDER REKORDS, VERSLAE EN DOKUMENTE

8. By die toepassing van artikel 15 (1) (a) en (b) van die Wet moet die konstitusies van alle organisasies sonder winsoogmerk wat vrywillig gederegistreer het of gelikwedeer of ontbind is, en alle rekeningkundige rekords voorgelê aan die Direkteur van Organisasies sonder Winsoogmerk soos bedoel in artikel 17 (3) van die Wet, vir 'n tydperk van vyf jaar deur die Direkteur in hulle oorspronklike of afskrifvorm gehou word.

9. By die toepassing van artikel 18 (1) (a) van die Wet, moet die beskrywende verslag—

(a) die verslagtydperk spesifiseer;

(b) die organisasie se belangrikste projekte beskryf, en moet veral—

(i) die projekte benoem;

(ii) aandui watter doelstellings van die organisasie se konstitusie deur die projekte bereik is;

- (iii) aandui watter bedrywighede in werking gestel is om hierdie doelstellings te bereik;
 - (iv) aandui hoe hierdie bedrywighede van dié van vorige jare verskil het;
 - (v) die voordele van die projekte beskryf;
 - (vi) die begunstigdes van die projekte beskryf;
 - (vii) die probleme spesifiseer wat in die loop van die uitvoering van die projekte ondervind is en hoe dit oorkom is;
- (c) ten opsigte van die administratiewe sake, die volgende uiteensit:
- (i) Hoeveel vergaderings van ampsdraers plaasgevind het;
 - (ii) of daar by hierdie vergaderings kworums teenwoordig was;
 - (iii) wanneer die algemene jaarvergadering gehou is en of dit betyds gehou is en, indien nie, waarom nie;
 - (iv) of spesiale algemene vergaderings gehou is en, indien wel, met betrekking tot watter aangeleenthede;
 - (v) of die organisasie se konstitusie, adres of samestelling van ampsdraers verander het en, indien wel, of die organisasie voldoen het aan die bepalings van die Wet in hierdie verband;
- (d) ten opsigte van finansiële sake—
- (i) die naam van die verantwoordingspligtige beampte wat ingevolge artikel 17 (2) aangestel is, gemeld word;
 - (ii) besonderhede van die organisasie se boekhoudingsbeleide verskaf word; en
 - (iii) gespesifiseer word of die finansiële state ingevolge artikel 18 (1) (a) voorgelê, deur die ampsdraers goedgekeur is;
- (e) ten opsigte van fondsinsameling, die volgende gespesifiseer:
- (i) Die tipes befondsing wat die organisasie ontvang het;
 - (ii) of die organisasie betrokke was by enige groot fondsinsameling van die algemene publiek en maatskappye;
 - (iii) of die organisasie in sy fondsinsameling bygestaan is deur 'n personeellid, 'n lid van die organisasie of 'n persoon buite die organisasie, hetsy dit op 'n vrywillige grondslag of vir gelde gedoen is; en
 - (iv) indien 'n fooi betaal is, hoeveel dit was in verhouding met die ingesamelde fondse;
- (f) ten opsigte van personeelverwante sake, die volgende kortliks beskryf:
- (i) Die personeelvoorsiening van die organisasie;
 - (ii) enige veranderinge gedurende die verslagtydperk, en
 - (iii) enige nuwe vaardighede, kennis en kundigheid wat gedurende die verslagtydperk deur die organisasie ontwikkel is.

HOOFSTUK 6

NAKOMINGSKENNISGEWING

10. Wanneer die stuur van 'n nakomingskennisgewing beoog word ingevolge artikel 20 (1) (a) van die Wet, moet die kennisgewing in die vorm van Vorm 4 uitgereik word.

HOOFSTUK 7

OPENBARE TOEGANG TOT KONSTITUSIES, VERSLAE EN DOKUMENTE

11. Enige persoon kan in 'n konstitusie, verslag of dokument in die Wet bedoel, insae hê by die kantoor van die Direkteur van Organisasies sonder Winsoogmerk, van Maandae tot Vrydae tussen 08:30 en 12:00, en 13:30 en 15:30.

12. Die Direkteur van Organisasies sonder Winsoogmerk moet gelde vir dienste vra soos aangetoon in die tabel hieronder.

TABEL VAN INSAE- EN KOPIËRINGSGELDE

Kolom 1	Kolom 2
Diens	Gelde
Insae in 'n konstitusie, verslag of dokument.....	R5
Verskaffing van 'n gesertifiseerde afskrif of gesertifiseerde uittreksel uit 'n dokument, konstitusie of verslag	R1 per bladsy
Verskaffing van 'n gesertifiseerde afskrif van 'n registrasiesertifikaat	R10

13. Alle gelde bedoel in regulasie 12 moet vooruit in belastingseëls betaal word.

HOOFSTUK 8**BEDINGE EN VOORWAARDES VAN AANSTELLING VAN
PANEEL VAN ARBITERS****Woordomskrywing**

14. In hierdie hoofstuk, tensy uit die samehang anders blyk, beteken—

“dag” ’n dag bereken vanaf middernag tot middernag;

“lid van paneel” ’n lid van die paneel van arbiters ingestel ingevolge artikel 9 van die Wet.

Funksie en verantwoordelikhede

15. Benewens enige ander funksie of verantwoordelikheid toegeken ingevolge die Wet—

(a) is die voorsitter verantwoordelik vir—

(i) die administrering van die sake van die paneel van arbiters;

(ii) die versekering dat die las van oorweging van appèlle en arbitrasies billik onder die lede van die paneel versprei word; en

(iii) die stel van toereikende standaarde van prestasie vir lede van die paneel, en die handhawing daarvan;

(b) moet lede van die paneel hulle funksies uitvoer met behoorlike inagneming van—

(i) die handhawing en verhoging van die standaard van integriteit van die paneel van arbiters;

(ii) die eerbiediging van die vertroulikheid van alle partye by ’n appèl of arbitrasie;

(iii) die algemeen aanvaarde standaarde van professionaliteit;

(c) moet die nasionale departement die voorsitter en paneel van arbiters voorsien van die administratiewe mensehulpbronne wat redelikerwys nodig is sodat hulle hulle verantwoordelikhede toereikend kan nakom.

Vakatures en ontslag uit amp van paneellid

16. (1) ’n Vakature sal in die paneel van arbiters ontstaan indien—

(a) die voorsitter, kragtens ’n ondersoek, besluit om ’n lid van die paneel uit die amp te ontslaan op grond daarvan dat die lid van die paneel—

(i) aan wangedrag skuldig was;

(ii) die paneel van arbiters ’n slegte naam gegee het;

(iii) onbekwaam is, of sy of haar verantwoordelikhede op onbekwame wyse nagekom het;

(iv) nie meer by sy of haar volle verstand is nie;

(v) nie meer daartoe in staat is om sy of haar verantwoordelikhede na te kom nie; of

(vi) nie daartoe in staat was of beskikbaar was om sy of haar verantwoordelikhede vir ’n deurlopende tydperk van ses maande na te kom nie; of

(b) ’n lid van die paneel bedank.

(2) ’n Vakature word geag te ontstaan het—

(a) indien die voorsitter die besluit neem om ’n lid van die paneel te verwyder; of

(b) by ontvangs van ’n skriftelike kennisgewing van bedanking van ’n lid van die paneel.

Vergoeding

17. Lede van die paneel sal deur die nasionale departement vergoed word teen ’n koers wat die Minister met die instemming van die Lid van die Kabinet verantwoordelik vir finansies bepaal, vir—

(a) elke appèl of arbitrasie oorweeg ingevolge die Wet;

(b) elke beslissings gelewer ten opsigte van ’n appèl of arbitrasie; en

(c) alle administratiewe werk en vergaderings in verband met die hantering van die sake van die paneel van arbiters, behalwe dat lede van die paneel nie vergoed sal word nie vir administratiewe of voorbereidende werk in verband met ’n appèl of arbitrasie wat hulle aangestel is om te oorweeg.

Reis en akkommodasie

18. (1) Indien lede van die paneel ’n appèl- of arbitrasieverhoor in ’n ander munisipale gebied as hulle gebruikelike plek van besigheid, werk of wassing moet hanteer, moet lede van die paneel vooraf van die voorsitter goedkeuring vir hulle reis-program verkry. Vir buitelandse reise moet die vooraf goedkeuring van die Minister verkry word.

(2) Die reis- en verblyf beleid en tariewe van die nasionale departement is met die nodige verandering binne teksverband van toepassing op die lede van die paneel.

(3) Die vereistes van Tesourie-instruksie K3.2.1 tot K3.12.5 is met die nodige veranderinge binne teksverband van toepassing op die verblyfs- en relevante uitgewes aangegaan deur die paneel en die lede van die paneel.

Onthaal- en ander geassioeerde uitgawes aangegaan deur die paneel van arbiters

19. (1) Vir uitgawes aan onthaal en ander geassiosieerde uitgawes aangegaan deur die paneel van arbiters sal die nasionale departement betaal in terme van Tesourie-instruksie K14.1.

(2) Daar sal vir onthaal- en ander geassosieerde uitgawes betaal word slegs—

(a) ten opsigte van uitgawes wat redelikerwys aangegaan is; en

(b) by voorlegging aan die nasionale departement van die tersaaklike ondersteunende bewyse.

Verantwoordelikheid vir betaling van uitgawe

20. (1) Alle uitgawes ingevolge die Wet en hierdie regulasies aangegaan ten opsigte van die sake van die paneel van arbiters, moet uit die begrotingspos van die beherende departement betaal word.

(2) Behoudens die bepalings van Tesourie-instruksie K3.13.1, moet die salaris en persoonlike toelaes van enige staatsamptenaar wat dienste aan die paneel van arbiters lewer, betaal word uit die begrotingspos van die departement/provinsiale administrasie in wie se diens hy of sy normaalweg is.

(3) Die beherende departement moet afsonderlike aanvullende rekords hou van al die uitgawes van paneel van arbiters ten einde te verseker dat besonderhede daarvan gereadig beskikbaar is indien die benodig word deur die Parlement of die Ouditeur-generaal.

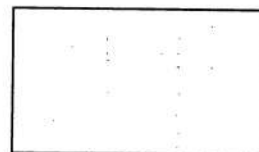
**Wet op Organisasies sonder Wins-
oogmerk, 1997**

Artikel 13

Vorm 1

Bladsy 1 van 6

AANSOEK OM REGISTRASIE DEUR 'N ORGANISASIE SONDER WINSOOGMERK



LEES EERS HIER

WAT IS DIE DOEL VAN HIERDIE VORM?

Hierdie vorm is 'n aansoek om registrasie deur 'n organisasie sonder winsoogmerk. Indien die organisasie sonder winsoogmerk aan die registrasie-vereistes voldoen, sal die Direkteur van Organisasies sonder Winsoogmerk die organisasie se naam in 'n register aanteken en 'n registrasiesertifikaat aan hom stuur.

WATTER ORGANISASIES KAN OM REGISTRASIE AANSOEK DOEN?

Organisasies soos trusts, maatskappye of ander assosiasies vir 'n openbare doel ingestel wie se inkomste en eiendom nie aan hulle lede of ampsdraers verspreibaar is nie behalwe as redelike vergoeding vir dienste gelewer.

Organisasies sonder winsoogmerk wat voorheen ingevolge die Wet op Fondsinsameling, 1978, gemagtig of geregistreer was, word geag geregistreer te wees ingevolge die Wet op Organisasies sonder Winsoogmerk, 1997, maar moet desondanks binne 'n gespesifiseerde tydperk na inwerkingtreding van hierdie Wet om registrasie aansoek doen ten einde hulle registrasie te handhaaf.

WIE VUL HIERDIE VORM IN?

Die ampsdraer verantwoordelik vir die bestuur van die organisasie sonder winsoogmerk.

WAARHEEN GAAN HIERDIE VORM?

Aan: Direkteur vir Organisasies
sonder Winsoogmerk
Privaat Sak
PRETORIA
0001.

ANDER VEREISTES?

Twee afskrifte van die konstitusie van die organisasie sonder winsoogmerk moet hierdie vorm vergesel.

1. BESONDERHEDE VAN DIE ORGANISASIE

Naam van die organisasie

.....

Fisiese adres

.....

.....

.....

..... Kode

Posadres

.....

.....

.....

..... Kode

Tel. ()

Faks ()

E-pos

Datum van boekjaareinde

2. BESONDERHEDE VAN AMPSDRAERS

Naam/Name

Van

Adres:

Besigheid

Huis

ID-nommer

Kontakbesonderhede:

(W) () Faks ()

(H) () E-pos

Hoedanigheid in organisasie

Naam/Name

Van

Adres:

Besigheid

Huis

ID-nommer

Kontakbesonderhede:

(W) () Faks ()

(H) () E-pos

Hoedanigheid in organisasie

Naam/Name

Van

Adres:

Besigheid

Huis

ID-nommer

Kontakbesonderhede:

(W) () Faks ()

(H) () E-pos

Hoedanigheid in organisasie

Naam/Name

Van

Adres:

Besigheid

Huis

ID-nommer

Kontakbesonderhede:

(W) () Faks ()

(H) () E-pos

Hoedanigheid in organisasie

Naam/Name

Van

Adres:

Besigheid

Huis

ID-nommer

Kontakbesonderhede:

(W) () Faks ()

(H) () E-pos

Hoedanigheid in organisasie

Naam/Name

Van

Adres:

Besigheid

Huis

ID-nommer

Kontakbesonderhede:

(W) () Faks ()

(H) () E-pos

Hoedanigheid in organisasie

3. VEREISTES VIR REGISTRASIE VAN DIE KONSTITUSIE VAN DIE ORGANISASIE

(1) Verpligte vereistes vir registrasie ingevolge artikel 12 (2):

- (a) Elke vereiste van (a) – (o) moet in die konstitusie weerspieël word. Indien daar nie aan die vereistes voldoen word nie, sal die Direkteur nie die organisasie sonder winsoogmerk registreer nie.
- (b) Dui in kolom 2 aan waar in u organisasie se konstitusie die vereistes in kolom 1 gelys, nagekom word.

Kolom 1	Kolom 2
VEREISTES VIR REGISTRASIE	TOEPASLIKE VERWYSING IN KONSTITUSIE
(a) Organisasie se naam/name	
(b) Organisasie se hoof- en bykomende doelstellings	
(c) Organisasie se inkomste en eiendom nie aan sy lede of ampsdraers uitkeerbaar is nie, behalwe as redelike vergoeding vir dienste gelewer	
(d) Voorsiening vir die organisasie om 'n regspersoon te word en 'n identiteit en bestaan afsonderlik van dié van sy lede of ampsdraers te hê	
(e) Voorsiening vir die organisasie se voortbestaan ondanks veranderinge in die samestelling van sy lidmaatskap of ampsdraers	
(f) Lede of ampsdraers het geen regte in die eiendom of ander bates van die organisasie bloot uit hoofde van die feit dat hulle lede of ampsdraers is nie	
(g) Bevoegdhede van die organisasie	
(h) Organisatoriese strukture en meganismes vir die bestuur van die organisasie	
(i) Reëls vir die sameroeping en hou van vergaderings, insluitende van die kworums wat vereis word en die notule wat van daardie vergaderings gehou moet word	
(j) Wyse waarop besluite geneem moet word	
(k) Voorsiening dat die organisasie se finansiële transaksies by wyse van 'n bankrekening aangegaan word	
(l) Datum vir die einde van die organisasie se boekjaar	
(m) Prosedure vir die wysiging van die konstitusie	
(n) Prosedure waarvolgens die organisasie gelikwedeer of ontbind kan word	
(o) Voorsiening dat, wanneer die organisasie gelikwedeer of ontbind is, enige bates wat oorbly nadat al sy verpligtinge nagekom is, aan 'n ander organisasie sonder winsoogmerk met soortgelyke doestellings oorgedra moet word	

(2) Opsionele bepalings ingevolge artikel 12 (3)

- (a) Hierdie bepalings is opsioneel (d.w.s. nie verpligtend nie) maar wenslik, omdat hulle die bestuursprosedures in die konstitusie versterk.
- (b) Dui in kolom 2 aan waar in u organisasie se konstitusie die bepalings wat in kolom 1 gelys is, gevind kan word.

Kolom 1

Kolom 2

OPSIONELE BEPALINGS VIR REGISTRASIE	Toepaslike verwysing in konstitusie
(a) Kwalifikasies vir en toegang tot lidmaatskap van die organisasie	
(b) Omstandighede waarin 'n lid nie meer op die voordele van lidmaatskap geregtig sal wees nie	
(c) Voorsiening vir beëindiging van lidmaatskap	
(d) Voorsiening vir appèlle teen verlies van die voordele van lidmaatskap of teen beëindiging van lidmaatskap, die prosedure vir sodanige appèlle en die liggaam na wie sodanige appèlle gerig kan word	
(e) Voorsiening vir ledegelde en sake wat ledegelde en ander betalings deur lede bepaal	
(f) Voorsiening dat lede of ampsdraers nie aanspreeklik word vir enige van die verpligtinge en aanspreeklikhede van die organisasie bloot vanweë hul status as lede of ampsdraers van die organisasie nie	
(g) Voorsiening vir die aanstelling van ampsdraers en omskrywing van hulle onderskeie werksaamhede	
(h) Prosedure vir benoeming, verkiesing of aanstelling van ampsdraers	
(i) Omstandighede waarin en wyse waarop ampsdraers van hulle amp onthef kan word, voorsiening vir appèlle teen sodanige ontheffing, prosedures vir sodanige appèlle en die liggaam na wie sodanige appèlle gerig kan word	
(j) Voorsiening dat ampsdraers nie persoonlik aanspreeklik is nie vir enige verlies gely deur 'n persoon as gevolg van 'n handeling of versuim wat ter goeder trou geskied terwyl die ampsdraer werksaamhede vir of namens die organisasie verrig	
(k) Voorsiening vir die doen van beleggings	
(l) Doeleindes waarvoor die fondse van die organisasie aangewend kan word	
(m) Voorsiening vir die verkryging en beheer van bates	

4. BYKOMENDE INLIGTING VERLANG

Die invul van hierdie deel van die aansoekvorm is nie verpligtend nie. Die Direkoraat vir Organisasies sonder Winsoogmerk verlang hierdie inligting vir administratiewe, agtergrond- en navorsingsdoeleindes. U aansoek sal nie benadeel word indien u nie hierdie deel van die aansoekvorm invul nie.

Datum waarop organisasie ingestel is

Organisasie se bedryfsgebied:

Geografies

Sektor

Is die organisasie by enige ander liggaam of struktuur geaffilieer? (Indien wel, spesifiseer asseblief die naam en kontakbesonderhede van hierdie liggaam of struktuur.)

.....

5. VERKLARING DEUR PERSOON WAT HIERDIE AANSOEK INDIEN

Ek, die ondergetekende, verklaar dat ek behoorlik deur my organisasie daartoe gemagtig is om hierdie aansoek in te vul en in te dien en dat die inligting in hierdie vorm vervat, na die beste van my wete korrek is.

Naam

Handtekening

Hoedanigheid

Datum

6. PLIGTE VAN GEREГИSTREERDE ORGANISASIES SONDER WINSOOGMERK

Sodra u organisasie geregistreer is, moet hy:

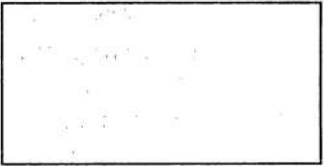
- (a) sy geregistreerde status of registrasienommer op al sy dokumente aandui—artikel 16 (3);
- (b) rekeningkundige aantekeninge hou—artikel 17 (1) (a);
- (c) finansiële state opstel—artikel 17 (1) (b);
- (d) reël vir die opstel van 'n skriftelike verslag deur 'n rekeningkundige beampte—artikel 17 (2);
- (e) sy rekeningboeke, stawende bewysstukke, lidmaatskaprekords en finansiële rekords en dokumente bewaar—artikel 17 (3);
- (f) die volgende aan die Direkteur van Organisasies sonder Winsoogmerk voorlê:
 - (i) 'n beskrywende verslag—artikel 18 (1) (a);
 - (ii) besonderhede oor enige veranderinge van sy ampsdraers—artikel 18 (1) (b);
 - (iii) besonderhede oor enige veranderinge in sy adres waar hy dokumente sal ontvang—artikel 18 (1) (c);
 - (iv) besonderhede van enige veranderinge in sy konstitusie of sy naam—artikel 19.

Wet op Organisasies sonder Winsoogmerk, 1977

Artikel 15

Vorm 2

Bladsy 1 van 1



REGISTRASIESERTIFIKAAT VAN ORGANISASIE SONDER WINSOOGMERK

Ingevolge die Wet op Organisasies sonder Winsoogmerk, 1997, is ek tevrede dat

.....
(naam van die organisasie sonder winsoogmerk)

aan die registrasievereistes voldoen.

Die naam van die organisasie is in die register aangeteken op
(datum)

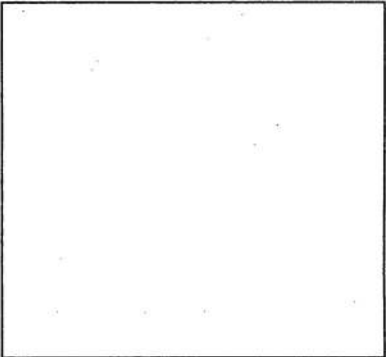
Registrasienuommer

.....

Handtekening van Direkteur

.....

Datum

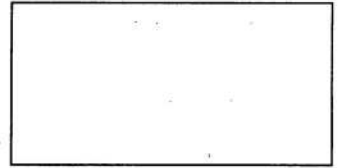


Wet op Organisasie Sonders Winsoogmerk, 1997

Artikel 20 (1) en (2)

Vorm 3

Bladsy 1 van 2



NIE-NAKOMING DEUR GEREĞISTREERDE ORGANISASIE SONDER WINSOOGMERK VAN SY KONSTITUSIE EN SY STATUTÊRE VERPLIGTINGE

1. Aan:

.....

.....

.....

.....

2. U organisasie het die volgende nie nagekom nie (merk die gepaste blokkie)—

- ☐ 'n wesenlike bepaling van sy konstitutsie;
- ☐ 'n voorwaarde of bepaling van enige voordeel of vergunning aan hom verleen ingevolge artikel 11;
- ☐ sy verpligtinge ingevolge artikel 17 (rekeningkundige boekhouding en verslag);
- ☐ sy verpligtinge ingevolge artikel 18 (inligting soos beskrywende verslae en adresse);
- ☐ sy verpligtinge ingevolge artikel 19 (verandering van konstitusie of naam van organisasie);
- ☐ sy verpligtinge ingevolge artikel

(spesifiseer)

3. Die besonderhede van nie-nakoming is soos volg:

.....

.....

.....

.....

4. Van u word verlang om—

.....

.....

.....

.....

5. U het tot tyd om die verpligtinge na te kom.
(datum)

6. Neem daarvan kennis dat—

- (a) die Direkteur van Organisasies sonder Winsoogmerk u organisasie na die Suid-Afrikaanse Polisie diens moet verwys vir kriminele ondersoek, te eniger tyd, indien hy daarvan oortuig is dat die nievoldoening 'n oortreding uitmaak;
- (b) die Direkteur van Organisasies sonder Winsoogmerk die registrasie van u organisasie kan kanselleer indien u nie betyds aan hierdie kennisgewing voldoen nie.

Onderteken

Datum.....

[illegible]

DEPARTMENT OF TRANSPORT

No. R. 581

17 April 1998

CORRECTION NOTICE

Government Notice No. R. 464 published in *Government Gazette* No. 18779 (*Regulation Gazette* No. 6136) of 3 April 1998 is hereby amended by the substitution of the expression "**(Act No. 10 of 1998)**" for the expression "**(Act No. 4 of 1998)**" where it appears in the text as well as the expression "**Sathyandan Ragunanan Maharaj**" for the expression "**Sathyandranath Ragunanan Maharaj**" in the first paragraph of the text.

DEPARTEMENT VAN VERVOER

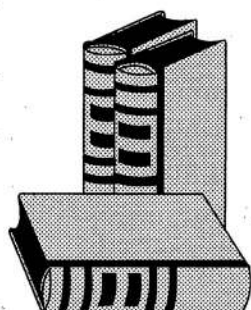
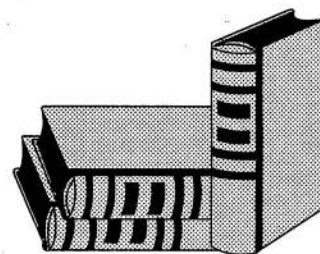
No. R. 581

17 April 1998

VERBETERINGSKENNISGEWING

Goewermentskennisgewing No. R. 464 gepubliseer in *Staatskoerant* No. 18779 (*Regulasiekoerant* No. 6136) van 3 April 1998 word hierby gewysig deur die uitdrukking "**(Wet No. 10 van 1998)**" deur die uitdrukking "**(Wet No. 4 van 1998)**" te vervang waar dit voorkom in die teks asook die uitdrukking "**Sathyandan Ragunanan Maharaj**" deur die uitdrukking "**Sathyandranath Ragunanan Maharaj**" in die eerste paragraaf van die Engelse teks te vervang.

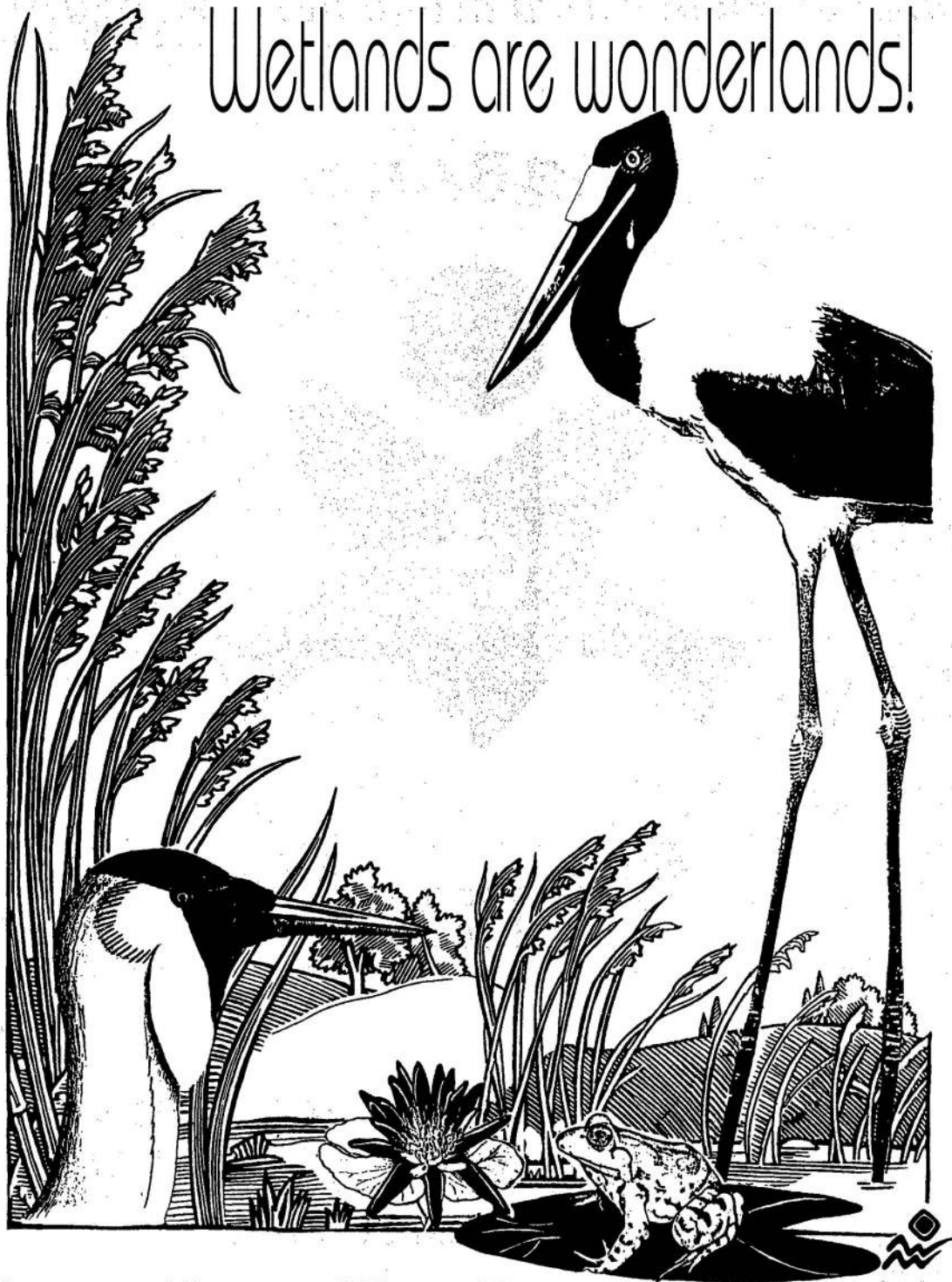
Where is the largest amount of meteorological information in the whole of South Africa available?



Waar is die meeste weerkundige inligting in die hele Suid-Afrika beskikbaar?

Department of Environmental Affairs and Tourism
Departement van Omgewingsake en Toerisme

Wetlands are wonderlands!



Department of Environmental Affairs and Tourism

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