



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID AFRIKA

*Regulation Gazette*

**No. 10500**

*Regulasiekoerant*

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**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

# IMPORTANT

## Information

### from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.



#### GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – [www.gpwonline.co.za](http://www.gpwonline.co.za))
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za))
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za).



**DO** use the new Adobe Forms for your notice request. These new forms can be found on our website: [www.gpwonline.co.za](http://www.gpwonline.co.za) under the Gazette Services page.

**DO** attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3<sup>rd</sup> separate attachment)

**DO** specify your requested publication date.

**DO** send us the electronic Adobe form. (There is no need to print and scan it).

**DON'T** submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

**DON'T** print and scan the electronic Adobe form.

**DON'T** send queries or RFQ's to the submit.egazette mailbox.

**DON'T** send bad quality documents to GPW. (Check that documents are clear and can be read)



**Form Completion Rules**

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> <li><b>Do not</b> type as: 43 Bloubokrand Street Putsonderwater 1923</li> <li><b>Text should be entered</b> as: 43 Bloubokrand Street, Putsonderwater, 1923</li> </ul>
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> <li>Date fields are verified against format CCYY-MM-DD</li> <li>Time fields are verified against format HH:MM</li> <li>Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces                             <ul style="list-style-type: none"> <li>o 0123679089</li> <li>o (012) 3679089</li> <li>o (012)367-9089</li> </ul> </li> </ul>
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> <li>Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc.</li> <li>Do not include company letterheads, logos, headers, footers, etc. in text block fields.</li> </ul>



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> <li>• Font type should remain as Arial</li> <li>• Font size should remain unchanged at 9pt</li> <li>• Line spacing should remain at the default of 1.0</li> <li>• The following formatting is allowed:               <ul style="list-style-type: none"> <li>○ Bold</li> <li>○ Italic</li> <li>○ Underline</li> <li>○ Superscript</li> <li>○ Subscript</li> </ul> </li> <li>• Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents</li> <li>• Text justification is allowed:               <ul style="list-style-type: none"> <li>○ Left</li> <li>○ Right</li> <li>○ Center</li> <li>○ Full</li> </ul> </li> <li>• Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software               <ul style="list-style-type: none"> <li>○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph</li> <li>○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.</li> </ul> </li> </ul>
	<p>e.g.</p> <ol style="list-style-type: none"> <li>1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river.</li> <li>2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river.</li> </ol>	



You can find the **new electronic Adobe Forms** on the website [www.gpwonline.co.za](http://www.gpwonline.co.za) under the Gazette Services page.

For any **queries or quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

## Disclaimer

*Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.*

*GPW will not be held responsible for notices not published due to non-compliance and/or late submission.*

**DISCLAIMER:**

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

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**IMPORTANT ANNOUNCEMENT**

# Closing times **PRIORTOPUBLICHOLIDAYS** for GOVERNMENT NOTICES, GENERAL NOTICES, REGULATION NOTICES AND PROCLAMATIONS

**2015**

The closing time is **15:00** sharp on the following days:

- **26 March**, Thursday, for the issue of Thursday **2 April 2015**
- **31 March**, Tuesday, for the issue of Friday **10 April 2015**
- **22 April**, Wednesday, for the issue of Thursday **30 April 2015**
- **30 April**, Thursday, for the issue of Friday **8 May 2015**
- **11 June**, Thursday, for the issue of Friday **19 June 2015**
- **6 August**, Thursday, for the issue of Friday **14 August 2015**
- **17 September**, Thursday, for the issue of Friday **25 September 2015**
- **10 December**, Thursday, for the issue of Friday **18 December 2015**
- **15 December**, Tuesday, for the issue of Thursday **24 December 2015**
- **22 December**, Tuesday, for the issue of Thursday **31 December 2015**
- **30 December**, Wednesday, for the issue of Friday **8 January 2016**

Late notices will be published in the subsequent issue, if under special circumstances, a late notice is accepted, a double tariff will be charged

The copy for a SEPARATE Government Gazette must be handed in not later than three calendar weeks before date of publication

**BELANGRIKE AANKONDIGING**

# Sluitingstye **VOOR VAKANSIEDAE** vir GOEWERMENTS-, ALGEMENE- & REGULASIE- KENNISGEWINGS ASOOK PROKLAMASIES

**2015**

Die sluitingstyd is stiptelik **15:00** op die volgende dae:

- **26 Maart**, Donderdag, vir die uitgawe van Donderdag **2 April 2015**
- **31 Maart**, Dinsdag, vir die uitgawe van Vrydag **10 April 2015**
- **22 April**, Wednesday, vir die uitgawe van Donderdag **30 April 2015**
- **30 April**, Donderdag, vir die uitgawe van Vrydag **8 Mei 2015**
- **11 Junie**, Donderdag, vir die uitgawe van Vrydag **19 Junie 2015**
- **6 Augustus**, Donderdag, vir die uitgawe van Vrydag **14 Augustus 2015**
- **17 September**, Donderdag, vir die uitgawe van Vrydag **25 September 2015**
- **10 Desember**, Donderdag, vir die uitgawe van Vrydag **18 Desember 2015**
- **15 Desember**, Dinsdag, vir die uitgawe van Donderdag **24 Desember 2015**
- **22 Desember**, Dinsdag, vir die uitgawe van Donderdag **31 Desember 2015**
- **30 Desember**, Wednesday, vir die uitgawe van Vrydag **8 Januarie 2016**

Laat kennisgewings sal in die daaropvolgende uitgawe geplaas word. Indien 'n laat kennisgewing wel, onder spesiale omstandighede, aanvaar word, sal 'n dubbeltarief gehef word

Wanneer 'n APARTE Staatskoerant verlang word moet die kopie drie kalenderweke voor publikasie ingedien word

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**GOVERNMENT NOTICES • GOEWERMENSKENNISGEWINGS**

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**ECONOMIC DEVELOPMENT DEPARTMENT****NO. R. 891****25 SEPTEMBER 2015****INTERNATIONAL TRADE ADMINISTRATION COMMISSION OF SOUTH AFRICA****AMENDMENT NOTICE****Export Control**

Amendment to the Price Preference System (PPS) Policy Guidelines published in Government Gazette No. 37992, Notice R. 714 on 12 September 2014 on the Exportation of Ferrous and Non-Ferrous Waste and Scrap ("the Guidelines").

Paragraph 4 of the Guidelines is hereby amended by the addition of the following paragraph after paragraph 4.7

"4.8 ITAC reserves the right to determine from time to time the appropriate ISRI codes or grades for the scrap metal categories listed under paragraph 3. Herein-above which are not referred to or listed in these Guidelines, and to publish ITAC Price Preference System prices for such ISRI codes or grades in accordance with the approved method of calculation of prices for that particular type or class of waste or scrap metal"

## DEPARTMENT OF TRANSPORT

NO. R. 892

25 SEPTEMBER 2015

**MERCHANT SHIPPING ACT, 1951 (ACT NO. 57 OF 1951)****Draft Merchant Shipping (Seafarer Recruitment and Placement) Amendment Regulations, 2015**

The Minister of Transport intends, in terms of section 356 (1) of the Merchant Shipping Act, 1951 (Act No. 57 of 1951) intends to make the regulations in the Schedule.

Interested persons are invited to submit their written comments on the draft to the Director-General, Department of Transport for the attention of Mr. P. Mbeki or Mr. T Matlala within 30 days from publication thereof at namely:

The Department of Transport

Private Bag x193

Pretoria

0001

Email address: [MbekiP@dot.gov.za](mailto:MbekiP@dot.gov.za)

Tel: (012) 309 3066

Fax: (012) 309 3590/3673

Email address: [MatlalaTM@dot.gov.za](mailto:MatlalaTM@dot.gov.za)

Tel: (012) 309 3799

Fax: (012) 309 3590/3673

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## Schedule

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## Part 1 Preliminary

### 1 Purpose

These regulations give effect to Maritime Labour Convention 2006.

### 2 Definitions

In these regulations, unless the context indicates otherwise, an expression given a meaning by the Act has the given meaning, and—

**"approved"** means approved by the Authority;

**"Maritime Labour Convention"** means the Convention as defined in the Act 2006;

**"seafarer"** means a person as defined in the Act

**"seafarer recruitment and placement service"** means any person, company, institution, Agency or other Organisation, in the public or the private sector, which is engaged in recruiting seafarers on behalf of a shipowners or placing seafarers with shipowners;

**"shipowner"** means the owner of a ship or any person, such as a manager or bareboat charterer, who has assumed the responsibility for the operation of the ship;

**"the Act"** means the *Merchant Shipping Act 1951* (Act No. 57 of 1951).

### 3 Application

These regulations apply to any seafarer recruitment or placement service that recruits or places seafarers on ships to which the Convention applies.

## **Part 2                      Seafarer recruitment and placement services**

### **4                      Recruitment and placement**

- (1) No person may operate a seafarer recruitment and placement service unless that person holds a certificate of accreditation issued by the Authority.
- (2) The authorised representative of a ship must ensure that no person is recruited or placed for work on the ship by seafarer recruitment and placement service unless they hold a certificate of accreditation issued by the Authority.

### **5                      Accreditation of seafarer recruitment and placement services**

- (1) For the purpose of accreditation, the seafarer recruitment and placement service must submit an application, in writing, to the Authority with the following particulars:
  - (a) name and physical address of the seafarer recruitment and placement service;
  - (b) name of each placement agent with a brief description of the agent's relevant expertise;
  - (c) details of any quality assurance system applicable to the activities of the service.
- (2) For accreditation, a seafarer recruitment and placement service must, on receipt of reasonable notice, make available for inspection, by the Authority, the following documentation:
  - (a) the Act;
  - (b) Merchant Shipping (Safe Manning, Training and Certification) Regulations 2013 as amended;
  - (c) the Convention;
  - (d) STCW Convention; and
  - (e) Maritime Labour Certificate; and
  - (f) Declaration of Maritime Labour Compliance: Parts I and II
- (3) If the Authority is satisfied that the seafarer recruitment and placement service complies with (1) and (2) after conducting audit of the service, it will issue the accreditation valid for a period not exceeding five years.

- (4) Every seafarer recruitment and placement service that is accredited must—
  - (a) make available, to the Authority, in reasonable time, all contracts entered into between the service and a shipowner;
  - (b) make available, to the Authority, all contracts entered into with seafarers;
  - (c) for audit purposes, preserve the documents referred to in paragraphs (a) and (b) for a period of at least five years.
- (5) The Authority or any person appointed by the authority may visit a seafarer recruitment and placement service at any reasonable time for the purpose of auditing the operations of the service.
- (6) The Authority may vary or revoke an accreditation granted under subregulation (3) if—
  - (a) the seafarer recruitment and placement service concerned fails to comply with these regulations or any of the conditions of accreditation; or
  - (b) the Authority otherwise has reasonable grounds to vary or revoke such accreditation.
- (7) Where the Authority intends to vary or revoke accreditation under subregulation (6), it shall inform the seafarer recruitment and placement service concerned accordingly, giving it at least 30 days to correct any deficiencies or to furnish reasons why accreditation should not be varied or revoked.
- (8) A list of all accreditations in force under subregulation (3), including the particulars thereof, shall be published from time to time by marine notice.

## **6 Fees and other charges**

No person shall impose, directly or indirectly, any fees or other charges on any seafarer for recruiting, placing or providing employment to the seafarer, other than the cost of obtaining a seafarers record book or passport, or any training required for a particular post.

## **7 Duties of seafarer recruitment and placement service**

- (1) A seafarer recruitment and placement service must—

- (a) maintain an up-to-date register of all seafarers recruited or placed by the service, which is to be kept available for inspection by the Authority;
- (b) ensure that seafarers are informed of their rights and duties under their employment agreements prior to engagement and proper arrangements are made for seafarers to examine their employment agreements before and after they are signed and for them to receive a copy of the agreements;
- (c) verify that seafarers recruited or placed by them are properly qualified and hold the appropriate qualifications for the position;
- (d) ensure that the shipowner has the means to repatriate seafarers;
- (e) examine and respond to any complaint concerning seafarers regarding their placement and recruitment ;
- (f) forward to the Authority all complaints that are received concerning on-board working or living conditions;
- (g) establish a system of protection, by way of insurance or an equivalent system, to compensate seafarers for any monetary loss that they may incur as a result of the failure of the seafarer recruitment and placement service to meet its obligations to them;
- (h) advise the seafarer if the vessel is registered in a country, in which the seafarer is to be placed, has not ratified the Convention and of any possible problems;
- (i) advise the seafarer of any particular conditions applicable to the job, and the shipowner's policies relating to employment;
- (j) ensure that requests for information or advice by the families of seafarers, while at sea, are dealt with promptly and sympathetically at no cost;
- (k) ensure that the shipowner has in place financial protection to cover—
  - (i) medical costs in the event of an accident;
  - (ii) funeral and death benefit cover, including the repatriation of the body;
  - (iii) loss of personal belongings due to an accident to the ship; and
  - (iv) repatriation costs in the event of the seafarer being stranded in any port;
- (l) ensure the confidentiality of documents submitted by a seafarer.

- (2) No seafarer recruitment or placement service shall use any means, mechanisms or lists intended to prevent or deter any person from gaining employment for which they are qualified.

## **Part 3                      Conditions of employment**

### **8                      Articles of agreement**

Where a seafarer is placed on a ship registered in the Republic to which the Convention applies, section 102 of the Act applies.

### **9                      Contracts of employment**

- (1) Where a seafarer is placed on a ship to which either section 102 of the Act does not apply or the ship is not registered in the Republic, a contract of employment is to be entered into and must contain the following information:
- (a) the full names of the contracting parties;
  - (b) the full names, passport and identity numbers of the seafarer;
  - (c) the names and contact details of the seafarer's next of kin;
  - (d) the place and date at which the contract was entered into;
  - (e) the date on which the contract terminates;
  - (f) the capacity in which the seafarer is to be employed;
  - (g) the amount of the crew members wages, including overtime payments and any other financial compensation;
  - (h) the amount of the crew members leave entitlement;
  - (i) any deductions that can be made from wages;
  - (j) the frequency of payment of wages;
  - (k) details of any collective bargaining agreement that may be in place;
  - (l) notice periods by either party;
  - (m) accident and death insurance cover;
  - (n) any other obligations or rights that either party may agree.
- (2) A copy of the contract must be given to the seafarer.

**10 Visas**

The owner of a ship is liable for the cost of any visa required by a seafarer when joining or leaving the ship and, if required, when the ship calls at a port.

**Part 4 Supplementary****11 Offences and penalties**

- (1) Every person commits an offence who, without reasonable excuse, contravenes regulation 5, 6 (4), 7, 8, 10 or 11.
- (2) The offence is punishable on conviction by a fine or by imprisonment for a period not exceeding 12 months.

**12 Title and commencement**

These regulations are called the Merchant Shipping (Seafarer Recruitment and Placement) Regulations 2015 and advertised for comments.

## Explanatory note

*(This note is not part of the regulations)*

1. The purpose of these regulations is to introduce into domestic legislation a regime that gives effect to Article IV (2) and regulation 5.3 (1) of the Convention.
2. To ensure that South African seafarers employed on South African and foreign registered vessels, recruited in the republic, enjoy at least the minimum employment conditions and protection envisaged in the Convention.
3. To ensure that South African employment agencies placing seafarers on foreign flagged vessels can demonstrate compliance with the relevant provisions of the Convention.





# **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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