



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Regulation Gazette

No. 11621

Regulasiekoerant

Vol. 699

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IMPORTANT NOTICE:

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

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government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

HIGH ALERT: SCAM WARNING!!!

TO ALL SUPPLIERS AND SERVICE PROVIDERS OF THE GOVERNMENT PRINTING WORKS

It has come to the attention of the *GOVERNMENT PRINTING WORKS* that there are certain unscrupulous companies and individuals who are defrauding unsuspecting businesses disguised as representatives of the *Government Printing Works (GPW)*.

The scam involves the fraudsters using the letterhead of *GPW* to send out fake tender bids to companies and requests to supply equipment and goods.

Although the contact person's name on the letter may be of an existing official, the contact details on the letter are not the same as the *Government Printing Works*. When searching on the Internet for the address of the company that has sent the fake tender document, the address does not exist.

The banking details are in a private name and not company name. Government will never ask you to deposit any funds for any business transaction. *GPW* has alerted the relevant law enforcement authorities to investigate this scam to protect legitimate businesses as well as the name of the organisation.

Example of e-mails these fraudsters are using:

PROCUREMENT@GPW-GOV.ORG

Should you suspect that you are a victim of a scam, you must urgently contact the police and inform the *GPW*.

GPW has an official email with the domain as [@gpw.gov.za](mailto:gpw@gpw.gov.za)

Government e-mails DO NOT have org in their e-mail addresses. All of these fraudsters also use the same or very similar telephone numbers. Although such number with an area code 012 looks like a landline, it is not fixed to any property.

GPW will never send you an e-mail asking you to supply equipment and goods without a purchase/order number. *GPW* does not procure goods for another level of Government. The organisation will not be liable for actions that result in companies or individuals being resultant victims of such a scam.

Government Printing Works gives businesses the opportunity to supply goods and services through RFQ / Tendering process. In order to be eligible to bid to provide goods and services, suppliers must be registered on the National Treasury's Central Supplier Database (CSD). To be registered, they must meet all current legislative requirements (e.g. have a valid tax clearance certificate and be in good standing with the South African Revenue Services - SARS).

The tender process is managed through the Supply Chain Management (SCM) system of the department. SCM is highly regulated to minimise the risk of fraud, and to meet objectives which include value for money, open and effective competition, equitability, accountability, fair dealing, transparency and an ethical approach. Relevant legislation, regulations, policies, guidelines and instructions can be found on the tender's website.

Fake Tenders

National Treasury's CSD has launched the Government Order Scam campaign to combat fraudulent requests for quotes (RFQs). Such fraudulent requests have resulted in innocent companies losing money. We work hard at preventing and fighting fraud, but criminal activity is always a risk.

How tender scams work

There are many types of tender scams. Here are some of the more frequent scenarios:

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to a company to invite it to urgently supply goods. Shortly after the company has submitted its quote, it receives notification that it has won the tender. The company delivers the goods to someone who poses as an official or at a fake site. The Department has no idea of this transaction made in its name. The company is then never paid and suffers a loss.

OR

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to Company A to invite it to urgently supply goods. Typically, the tender specification is so unique that only Company B (a fictitious company created by the fraudster) can supply the goods in question.

Shortly after Company A has submitted its quote it receives notification that it has won the tender. Company A orders the goods and pays a deposit to the fictitious Company B. Once Company B receives the money, it disappears. Company A's money is stolen in the process.

Protect yourself from being scammed

- If you are registered on the supplier databases and you receive a request to tender or quote that seems to be from a government department, contact the department to confirm that the request is legitimate. Do not use the contact details on the tender document as these might be fraudulent.
- Compare tender details with those that appear in the Tender Bulletin, available online at www.gpwonline.co.za
- Make sure you familiarise yourself with how government procures goods and services. Visit the tender website for more information on how to tender.
- If you are uncomfortable about the request received, consider visiting the government department and/or the place of delivery and/or the service provider from whom you will be sourcing the goods.
- In the unlikely event that you are asked for a deposit to make a bid, contact the SCM unit of the department in question to ask whether this is in fact correct.

Any incidents of corruption, fraud, theft and misuse of government property in the *Government Printing Works* can be reported to:

Supply Chain Management: Ms. Anna Marie Du Toit, Tel. (012) 748 6292.
Email: Annamarie.DuToit@gpw.gov.za

Marketing and Stakeholder Relations: Ms Bonakele Mbhele, at Tel. (012) 748 6193.
Email: Bonakele.Mbhele@gpw.gov.za

Security Services: Mr Daniel Legoabe, at tel. (012) 748 6176.
Email: Daniel.Legoabe@gpw.gov.za

Closing times for **ORDINARY WEEKLY** **REGULATION GAZETTE** **2023**

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

- **29 December**, Thursday for the issue of Friday **06 January 2023**
- **06 January**, Friday for the issue of Friday **13 January 2023**
- **13 January**, Friday for the issue of Friday **20 January 2023**
- **20 January**, Friday for the issue of Friday **27 January 2023**
- **27 January**, Friday for the issue of Friday **03 February 2023**
- **03 February**, Friday for the issue of Friday **10 February 2023**
- **10 February**, Friday for the issue of Friday **17 February 2023**
- **17 February**, Friday for the issue of Friday **24 February 2023**
- **24 February**, Friday for the issue of Friday **03 March 2023**
- **03 March**, Friday for the issue of Friday **10 March 2023**
- **10 March**, Friday for the issue of Friday **17 March 2023**
- **16 March**, Thursday for the issue of Friday **24 March 2023**
- **24 March**, Friday for the issue of Friday **31 March 2023**
- **30 March**, Thursday for the issue of Thursday **06 April 2023**
- **05 April**, Wednesday for the issue of Friday **14 April 2023**
- **14 April**, Friday for the issue of Friday **21 April 2023**
- **20 April**, Thursday for the issue of Friday **28 April 2023**
- **26 April**, Wednesday for the issue of Friday **05 May 2023**
- **05 May**, Friday for the issue of Friday **12 May 2023**
- **12 May**, Friday for the issue of Friday **19 May 2023**
- **19 May**, Friday for the issue of Friday **26 May 2023**
- **26 May**, Friday for the issue of Friday **02 June 2023**
- **02 June**, Friday for the issue of Friday **09 June 2023**
- **08 June**, Thursday for the issue of Thursday **15 June 2023**
- **15 June**, Thursday for the issue of Friday **23 June 2023**
- **23 June**, Friday for the issue of Friday **30 June 2023**
- **30 June**, Friday for the issue of Friday **07 July 2023**
- **07 July**, Friday for the issue of Friday **14 July 2023**
- **14 July**, Friday for the issue of Friday **21 July 2023**
- **21 July**, Friday for the issue of Friday **28 July 2023**
- **28 July**, Friday for the issue of Friday **04 August 2023**
- **03 August**, Thursday for the issue of Friday **11 August 2023**
- **11 August**, Friday for the issue of Friday **18 August 2023**
- **18 August**, Friday for the issue of Friday **25 August 2023**
- **25 August**, Friday for the issue of Friday **01 September 2023**
- **01 September**, Friday for the issue of Friday **08 September 2023**
- **08 September**, Friday for the issue of Friday **15 September 2023**
- **15 September**, Friday for the issue of Friday **22 September 2023**
- **21 September**, Thursday for the issue of Friday **29 September 2023**
- **29 September**, Friday for the issue of Friday **06 October 2023**
- **06 October**, Friday for the issue of Friday **13 October 2023**
- **13 October**, Friday for the issue of Friday **20 October 2023**
- **20 October**, Friday for the issue of Friday **27 October 2023**
- **27 October**, Friday for the issue of Friday **03 November 2023**
- **03 November**, Friday for the issue of Friday **10 November 2023**
- **10 November**, Friday for the issue of Friday **17 November 2023**
- **17 November**, Friday for the issue of Friday **24 November 2023**
- **24 November**, Friday for the issue of Friday **01 December 2023**
- **01 December**, Friday for the issue of Friday **08 December 2023**
- **08 December**, Friday for the issue of Friday **15 December 2023**
- **15 December**, Friday for the issue of Friday **22 December 2023**
- **20 December**, Wednesday for the issue of Friday **29 December 2023**

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.gpwnonline.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 after 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 after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after 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.gpwnonline.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. 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). 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 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 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

E-mail: info.egazette@gpw.gov.za

Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za

Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF EMPLOYMENT AND LABOUR

NO. R. 3870

15 September 2023

LABOUR RELATIONS ACT, 1995

NOTICE OF INTENTION TO CANCEL THE REGISTRATION OF AN
EMPLOYERS' ORGANISATION

I, Lehlohonolo Daniel Molefe, Registrar of Labour Relations, hereby, in terms of section 106(2B) of the Act, give notice of my intention to cancel the registration of **South African Reinforced Concrete Engineers' Association (SARCEA) (LR 2/6/3/80)** for the following reasons:

- The organisation has ceased to function in terms of its constitution.
- The organisation has failed to comply with the provisions of sections 98, 99 and 100 of the Act.

The organisation and all interested parties are hereby invited to make written representations as to why the registration should not be cancelled. **Only representations pertaining to this Notice and the following case number: 189 of 2023 will be considered.**

Objections must be lodged to me, c/o the Department of Employment and Labour, Laboria House, 215 Francis Baard Street, PRETORIA. [Postal address: Private Bag X117, PRETORIA, 0001 – Fax No. (012) 309-4156/4848, within 60 days of the date of this notice.



REGISTRAR OF LABOUR RELATIONS

SOUTH AFRICAN REVENUE SERVICE

NO. R. 3871

15 September 2023

GENERAL EXPLANATORY NOTE:

[] Words that are between square brackets and in bold typeface indicate deletions from the existing rules.

_____ Words that are underlined with a solid line indicate insertions in the existing rules.

**CUSTOMS AND EXCISE ACT, 1964
AMENDMENT OF RULES (DAR 250)**

Under sections 47B and 120 of the Customs and Excise Act, 1964 (Act No. 91 of 1964), the rules published in Government Notice R.1874 of 8 December 1995 are hereby amended to the extent set out in the Schedule hereto.

**EDWARD CHRISTIAN KIESWETTER****COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE****SCHEDULE****Amendment of rule 47B.01**

1. Rule 47B.01 is hereby amended by the substitution for paragraph (b) of the following paragraph:

“(b) the employee must within the seventy-two hours **[next]** following the end of his/her flight –”.

Amendment of rule 47B.03

2. Rule 47B.03 is hereby amended by the substitution for subparagraph (ii) of paragraph (d) of the following subparagraph:

“(ii) The certificate number shall be quoted in all correspondence with or any document required to be completed by **[South African Revenue Service (SARS)]**.”.

Amendment of rule 47B.08

3. Rule 47B.08 is hereby amended by the substitution for subparagraph (ii) of paragraph (c) of the following subparagraph:

“(ii) **[in cash]** via eFiling.”.

Amendment of rule 47B.11

4. Rule 47B.11 is hereby amended by the substitution of the following rule:

“Forms APT 101, 102 and 201 are **[obtainable from]** available as published on the SARS website. **[Controller at O.R. Tambo International Airport]**”.

Amendment of forms

5. Item 202.00 of the Schedule to the rules is hereby amended by the insertion of the following forms:

- (a) “APT 101 - AIR PASSENGER TAX: Agent’s application for registration / cancellation or changing of registered particulars”;
- (b) “APT 102 - AIR PASSENGER TAX: Operator’s application for registration / cancellation or changing of registered particulars”; and
- (c) “APT 201 - AIR PASSENGER TAX RETURN”.



South African Revenue Service

AIR PASSENGER TAX

Agent's Application for Registration / Cancellation or Changing of Registered Particulars

APT101

Refer to instructions and information before filling this form

Application purpose: New ☐ Change ☐ Cancel ☐Cancellation Date
(CCYYMMDD)

CCYYMMDD

**Agent's Particulars****Part 1: For Office Use Only**Operator's Agent's
Code
(if applicable)Nature of Agent: Individual ☐ Company / Close Corporation ☐ Trust ☐ Partnership ☐ Estate / Liquidation ☐**Particulars of Individual**

Surname

First two Names

Trading name

Initials

Date of Birth (CCYYMMDD)

(CCYYMMDD)



ID No.

Country where
Passport was issuedPassport/Permit
Issue Date
(CCYYMMDD)

(CCYYMMDD)



Country of Tax Residence

Taxpayer Reference No.*

VAT Registration No.*

SDL Reference No.*

PAYE Reference No.*

Individual Contact Details

Email

Cell No.

Business Tel No.

Physical Address Details	
Unit No.	Complex (if applicable)
Street No.	Street / Farm Name
Suburb / District	
City / Town	
Country Code (eg. South Africa = ZA)	Postal Code

Postal Address Details	
Mark here with an "X" if same as above or complete your Postal Address ☐ Is your Postal Address a Street Address? ☐ Y ☐ N	
Postal Agency or Other Sub-unit (if applicable) (eg. Postnet Suite ID)	
PO Box ☐ Private Bag ☐ Other PO Special Service (specify)	Number
Post Office	Country
	Postal Code

Physical Address Structure	
Unit No.	Complex (if applicable)
Street No.	Street / Farm Name
Suburb / District	
City/Town	Country
	Postal Code

Contact Person - Individual (Particulars of person who can be contacted regarding this registration)

Particulars of Contact Person - Individual

Surname

First two Names

Trading name

Initials

Date of Birth (CCYYMMDD)

ID No.

Passport/Permit No.

Country where Passport was issued

Passport/Permit Issue Date (CCYYMMDD)

Country of Tax Residence

Taxpayer Reference No.*

VAT Registration No.*

SDL Reference No.*

PAYE Reference No.*

Contact Details – Contact Person: Individual

Email

Cell No.

Business Tel No.

Particulars of Company / Close Corporation

Registered Name		Trading Name		Company / CC Registration No.	
Public Officer's Name		Taxpayer Reference No.*			

Company / Close Corporation Contact Details

Email		Cell No.	
Business Tel No.			

Physical Address Details

Unit No.		Complex (if applicable)	
Street No.		Street / Farm Name	
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	

Postal Address Details

Mark here with an "X" if same as above or complete your Postal Address ☐ Is your Postal Address a Street Address? Y ☐ N ☐

Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)

PO Box ☐ Private Bag ☐ Other PO Special Service (specify)

Post Office Country Number Postal Code

Postal Address Structure

Unit No.

Complex (if applicable)

Street No.

Street / Farm Name

Suburb / District

City/Town

Country

Postal Code

Physical Address Structure

Company Contact Person (Particulars of person who can be contacted regarding this registration)			
Particulars of Contact Person – Company / Close Corporation			
Surname	First two Names	Trading name	
Initials	Date of Birth (CCYYMMDD)  (CCYYMMDD)	Passport/Permit No.	
Country where Passport was issued	Passport/Permit Issue Date (CCYYMMDD) ▼	Country of Tax Residence	Taxpayer Reference No.*
VAT Registration No.*		SDL Reference No.*	
PAYE Reference No.*			
Contact Details – Contact Person (For Company / Close Corporation)			
Email		Cell No.	
Business Tel No.			

Particulars of Trust			
Registered Name	Trading Name	Trust Registration No.	
Public Officer's Name	Taxpayer Reference No.*		

Trust Contact Details	
Email	Cell No.
Business Tel No.	

Physical Address Details	
Unit No.	Complex (if applicable)
Street No.	Street / Farm Name
Suburb / District	
City / Town	
Country Code (e.g. South Africa = ZA)	Postal Code

Postal Address Details	
Mark here with an "X" if same as above or complete your Postal Address ☐ Is your Postal Address a Street Address? ☐ Y ☐ N	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)	
PO Box ☐ Private Bag ☐ Other PO Special Service (specify)	Number
Post Office	Postal Code
	Country

Physical Address Structure	
Unit No.	Complex (if applicable)
Street No.	Street / Farm Name
Suburb / District	
City / Town	Country
	Postal Code

Trust Contact Person (Particulars of person who can be contacted regarding this registration)

Particulars of Contact Person – Trust

Surname

First two Names

Trading name

Initials

Date of Birth (CCYYMMDD)

(CCYYMMDD)

ID No.

Passport/Permit No.

Country where Passport was issued

Passport/Permit Issue Date (CCYYMMDD)

(CCYYMMDD)

Country of Tax Residence

Taxpayer Reference No.*

VAT Registration No.*

SDL Reference No.*

PAYE Reference No.*

Contact Details – Contact Person (For Trust)

Email

Cell No.

Business Tel No.

Particulars of Partnership			
Registered Name	Trading Name	Partnership Registration No.	
Public Officer's Name	Taxpayer Reference No.*		
Partnership Contact Details			
Email		Cell No.	
Business Tel No.			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address		Is your Postal Address a Street Address? Y ☐ N ☐	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
PO Box ☐	Private Bag ☐	Other PO Special Service (specify)	Number
Post Office	Country		Postal Code
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City/Town	Country		Postal Code

Partnership Contact Person (Particulars of person who can be contacted regarding this registration)			
Particulars of Contact Person – Partnership			
Surname	First two Names	Trading name	
Initials	Date of Birth (CCYYMMDD)  (CCYYMMDD)	Passport/Permit No.	
Country where Passport was issued	Passport/Permit Issue Date (CCYYMMDD)  (CCYYMMDD)	Taxpayer Reference No.*	
	Country of Tax Residence		
VAT Registration No.*		SDL Reference No.*	
PAYE Reference No.*			
Contact Details – Contact Person (For Partnership)			
Email		Cell No.	
Business Tel No.			

Particulars of Estate / Liquidation			
Registered Name	Trading Name	Estate / Liquidation Registration No.	
Public Officer's Name	Taxpayer Reference No. *		
Estate / Liquidation Contact Details			
Email		Cell No.	
Business Tel No.			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address		Is your Postal Address a Street Address? Y ☐ N ☐	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
PO Box ☐	Private Bag ☐	Other PO Special Service (specify)	Number
Post Office	Country		Postal Code
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City/Town	Country		Postal Code

Estate / Liquidation Contact Person (Particulars of person who can be contacted regarding this registration)									
Particulars of Contact Person – Estate / Liquidation									
Surname		First two Names		Trading name					
Initials		Date of Birth (CCYYMMDD)	(CCYYMMDD)	ID No.		Passport/Permit No.			
Country where Passport was issued	▼	Passport/Permit Issue Date (CCYYMMDD)	(CCYYMMDD)	Country of Tax Residence		Taxpayer Reference No.*			
VAT Registration No.*				SDL Reference No.*					
PAYE Reference No.*									
Contact Details – Contact Person (For Estate / Liquidation)									
Email				Cell No.					
Business Tel No.				Fax No.					
Part 3: Particulars of Bank Account of Agent for Refund Purposes Only (Must be a South African Bank)									
Particulars of Account Holder - Individual									
Surname		First two Names		Trading name					
Name of Bank									
Type of Account:	Current	○	Savings	○	Transmission	○			
Branch number				Account number					

Part 4: Particulars of Three Main Partners / Shareholders / Members / Trustees (Not to be supplied in case of listed companies)**Particulars of Main Partner / Shareholder / Member / Trustee** (Not to be supplied in case of listed companies)

Surname		First two Names		Trading name	
Initials		Date of Birth (CCYYMMDD)		ID No.	



(CCYYMMDD)

Physical Address Details

Unit No.		Complex (if applicable)		Postal Code	
Street No.		Street / Farm Name			
Suburb / District					
City / Town					
Country Code (e.g. South Africa = ZA)					

Postal Address DetailsMark here with an "X" if same as above or complete your Postal Address ☐ Is your Postal Address a Street Address? ☐ Y ☐ N

Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)		Number		Postal Code	
PO Box ☐ Private Bag ☐ Other PO Special Service (specify)					
Post Office		Country			

Postal Address Structure

Unit No.		Complex (if applicable)		Postal Code	
Street No.		Street / Farm Name			
Suburb / District					
City / Town		Country			

Physical Address Structure

Particulars of Main Partner / Shareholder / Member / Trustee (Not to be supplied in case of listed companies)			
Surname	First two Names	Trading name	
Initials	Date of Birth (CCYYMMDD)	ID No.	
 (CCYYMMDD)			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address ☐ Is your Postal Address a Street Address? ☐ Y ☐ N			
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID) PO Box Private Bag Other PO Special Service (specify) Number Postal Code			
Post Office Country Postal Code			
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City/Town	Country	Postal Code	

Particulars of Main Partner / Shareholder / Member / Trustee (Not to be supplied in case of listed companies)			
Surname	First two Names	Trading name	
Initials	Date of Birth (CCYYMMDD)	ID No.	
 (CCYYMMDD)			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)			Postal Code
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address		Is your Postal Address a Street Address? Y ☐ N ☐	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
PO Box ☐	Private Bag ☐	Other PO Special Service (specify)	Number
Post Office	Country		Postal Code
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town	Country		Postal Code

Declaration by Registrant

I declare that:

I am a person duly authorised to make this application and that all information supplied, including all annexures, is true and correct.

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Please ensure you sign over
the 2 lines of 'X's above

Date

Year

Month

Day

For enquiries go to www.sars.gov.za or
call 0800 00 7277

NOTES**General**

1. Use capital letters and where applicable mark with an X
2. The enterprise's current Agent's code must be utilised.
3. The Agent's code must always be quoted in all correspondence and interviews.
4. If the enterprise does not currently have a Agent's code, such number will be allocated upon registration for Air Passenger Tax.
5. The declaration part of this form must always be completed and signed by the registrant.
6. Air Passenger Tax is levied in terms of section 47B of the Customs and Excise Act, no 91 of 1964 as amended. The Commissioner of SARS through the branch office, OR Tambo International Airport, will administer this tax. Any enquiries regarding this application and/ or Air Passenger Tax must be addressed to this office.
7. In terms of the Air Passenger Tax legislation an operator may register for Air Passenger Tax or can appoint an agent to act on his behalf.

New registration

1. If an agent applies for registration this application APT101 must be filled in.
2. If an agent applies for registration in respect of more than one operator, separate APT102 forms must be filled in, in respect of each operator.
3. Photocopies of APT102 forms are acceptable for additional operator registrations.

Changing of registered particulars

1. The Commissioner must be notified of any changes to the registered particulars within 7 days by completing form APT101 (for agents) or APT102 (for operators).
2. Only the particulars that have changed must be completed in the applicable fields.

Cancellation

1. When applying for cancellation of an agent the Agent's code and name of the agent must be supplied on An APT101 form.
2. When applying for cancellation of an operator the Operator's code and name of the operator must be supplied on an APT102 form.
3. The cancellation date is the date on which the agent / operator ceases to trade.
4. A notice of cancellation will be issued once an agent / operator is cancelled.

AIR PASSENGER TAX

Operator's Application for Registration / Cancellation or Changing of Registered Particulars

APT102

Refer to instructions and information before filling this form

Application purpose: ☐ New ☐ Change ☐ Cancel

Cancellation Date
(CCYY/MM/DD)

CCYY/MM/DD

Operator's Particulars

Part 1: For Office Use Only

Operator's Code
(if applicable)

Application for Liability Certificate ☐ Non-Liability Certificate ☐

Date of Liability of Operator (CCYYMMDD)

Expected date for carrying chargeable passengers on / or after 2000/1/01

CCYY/MM/DD

Date of Change in Liability (CCYYMMDD)

Only to be completed if there is a change in liability / non liability certificate

CCYY/MM/DD

Date of Appointment of Agent (CCYYMMDD)

CCYY/MM/DD

Estimated number of chargeable passengers per month during peak season

Estimated number of chargeable passengers per month during normal season

Local Establishment Indicator: ☐ Yes ☐ No

Part 2

Nature of Person: ☐ Individual ☐ Company / Close Corporation ☐ Trust ☐ Partnership ☐ Estate / Liquidation ☐

Particulars of Individual

Surname

First two Names

Trading name

Initials

Date of Birth (CCYYMMDD)

ID No.

Passport/Permit No.

Country where
Passport was issued

Passport/Permit
Issue Date
(CCYYMMDD)

(CCYYMMDD)

Country of Tax Residence

Taxpayer Reference No.*

VAT Registration No.*

SDL Reference No.*

PAYE Reference No.*

Individual Contact Details	
Email	
Business Tel No.	
Cell No.	

Physical Address Details	
Unit No.	
Complex (if applicable)	
Street No.	
Street / Farm Name	
Suburb / District	
City / Town	
Country Code (e.g. South Africa = ZA)	
Postal Code	

Postal Address Details	
Mark here with an "X" if same as above or complete your Postal Address	☐
Is your Postal Address a Street Address?	Y ☐ N ☐
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)	
PO Box ☐ Private Bag ☐ Other PO Special Service (specify)	
Number	
Post Office	
Country	
Postal Code	

Physical Address Structure	
Unit No.	
Complex (if applicable)	
Street No.	
Street / Farm Name	
Suburb / District	
City/Town	
Country	
Postal Code	

Contact Person - Individual (Particulars of person who can be contacted regarding this registration)									
Particulars of Contact Person - Individual									
Surname	First two Names		Trading name						
Initials	Date of Birth (CCYYMMDD)	(CCYYMMDD)	ID No.	Passport/Permit No.					
Country where Passport was issued	Passport/Permit Issue Date (CCYYMMDD)	(CCYYMMDD)	Country of Tax Residence	Taxpayer Reference No.*					
VAT Registration No.*			SDL Reference No.*						
PAYE Reference No.*									
Contact Details - Contact Person: Individual									
Email				Cell No.					
Business Tel No.									

Particulars of Company / Close Corporation			
Registered Name	Trading Name	Company / CC Registration No.	
Public Officer's Name	Taxpayer Reference No. *		
Company / Close Corporation Contact Details			
Email		Cell No.	
Business Tel No.			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address		Is your Postal Address a Street Address? Y ☐ N ☐	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
PO Box ☐ Private Bag ☐ Other PO Special Service (specify)	Number		
Post Office	Country	Postal Code	
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City/Town	Country	Postal Code	

Company Contact Person (Particulars of person who can be contacted regarding this registration)									
Particulars of Contact Person – Company / Close Corporation									
Surname		First two Names		Trading name					
Initials		Date of Birth (CCYYMMDD)	(CCYYMMDD)	ID No.		Passport/Permit No.			
Country where Passport was issued		Passport/Permit Issue Date (CCYYMMDD)	(CCYYMMDD)	Country of Tax Residence		Taxpayer Reference No.*			
VAT Registration No.*				SDL Reference No.*					
PAYE Reference No.*									
Contact Details – Contact Person (For Company / Close Corporation)									
Email				Cell No.					
Business Tel No.									

Particulars of Trust			
Registered Name	Trading Name	Trust Registration No.	
Public Officer's Name	Taxpayer Reference No.*		
Trust Contact Details			
Email		Cell No.	
Business Tel No.			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address ☐ Is your Postal Address a Street Address? ☐ Y ☐ N			
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
PO Box ☐ Private Bag ☐ Other PO Special Service (specify)	Number		
Post Office	Country	Postal Code	
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City/Town	Country	Postal Code	

Trust Contact Person (Particulars of person who can be contacted regarding this registration)									
Particulars of Contact Person – Trust									
Surname		First two Names		Trading name					
Initials		Date of Birth (CCYYMMDD)	(CCYYMMDD)	ID No.		Passport/Permit No.			
Country where Passport was issued	▼	Passport/Permit Issue Date (CCYYMMDD)	(CCYYMMDD)	Country of Tax Residence		Taxpayer Reference No.*			
VAT Registration No.*				SDL Reference No.*					
PAYE Reference No.*									
Contact Details – Contact Person (For Trust)									
Email				Cell No.					
Business Tel No.				Fax No.					

Particulars of Partnership			
Registered Name	Trading Name	Partnership Registration No.	
Public Officer's Name	Taxpayer Reference No.*		
Partnership Contact Details			
Email		Cell No.	
Business Tel No.			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address		Is your Postal Address a Street Address? Y ☐ N ☐	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
PO Box ☐ Private Bag ☐ Other PO Special Service (specify)	Number		
Post Office	Country	Postal Code	
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City/Town	Country	Postal Code	

Partnership Contact Person

(Particulars of person who can be contacted regarding this registration)

Particulars of Contact Person – Partnership

Surname

First two Names

Trading name

Initials

Date of Birth (CCYYMMDD)

ID No.

Passport/Permit No.

Country where Passport was issued

Passport/Permit Issue Date (CCYYMMDD)

Country of Tax Residence

Taxpayer Reference No.*

VAT Registration No.*

SDL Reference No.*

PAYE Reference No.*

Contact Details – Contact Person (For Partnership)

Email

Cell No.

Business Tel No.

Particulars of Estate / Liquidation			
Registered Name	Trading Name	Estate / Liquidation Registration No.	
Public Officer's Name	Taxpayer Reference No.*		
Estate / Liquidation Contact Details			
Email		Cell No.	
Business Tel No.			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address		Is your Postal Address a Street Address? Y ☐ N ☐	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
PO Box ☐	Private Bag ☐	Other PO Special Service (specify)	Number
Post Office	Country		Postal Code
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City/Town	Country		Postal Code

Estate / Liquidation Contact Person (Particulars of person who can be contacted regarding this registration)									
Particulars of Contact Person – Estate / Liquidation									
Surname	First two Names		Trading name						
Initials	Date of Birth (CCYYMMDD)	(CCYYMMDD)	ID No.	Passport/Permit No.					
Country where Passport was issued	Passport/Permit Issue Date (CCYYMMDD)	(CCYYMMDD)	Country of Tax Residence	Taxpayer Reference No.*					
VAT Registration No.*			SDL Reference No.*						
PAYE Reference No.*									
Contact Details – Contact Person (For Estate / Liquidation)									
Email				Cell No.					
Business Tel No.									
Part 3: Particulars of Bank Account of Operator for Refund Purposes Only (Must be a South African Bank)									
Particulars of Account Holder - Individual									
Surname	First two Names		Trading name						
Name of Bank									
Type of Account:	Current	☐	Savings	☐	Transmission	☐			
Branch number			Account number						

Part 4: Particulars of Three Main Partners / Shareholders / Members / Trustees (Not to be supplied in case of listed companies)**Particulars of Main Partner / Shareholder / Member / Trustee** (Not to be supplied in case of listed companies)

Surname		First two Names		Trading name	
Initials		Date of Birth (CCYYMMDD)		ID No.	

Physical Address Details

Unit No.		Complex (if applicable)	
Street No.		Street / Farm Name	
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	

Postal Address Details

Mark here with an "X" if same as above or complete your Postal Address ☐ Is your Postal Address a Street Address? ☐ Y ☐ N

Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)

PO Box ☐ Private Bag ☐ Other PO Special Service (specify)

Post Office

Country

Postal Code

Postal Address Structure

Unit No.

Complex (if applicable)

Street No.

Street / Farm Name

Suburb / District

City/Town

Country

Postal Code

Physical Address Structure

Particulars of Main Partner / Shareholder / Member / Trustee (Not to be supplied in case of listed companies)									
Surname		First two Names		Trading name					
Initials		Date of Birth (CCYYMMDD)		ID No.					
Physical Address Details									
Unit No.		Complex (if applicable)							
Street No.		Street / Farm Name							
Suburb / District									
City / Town									
Country Code (e.g. South Africa = ZA)				Postal Code					
Postal Address Details									
Mark here with an "X" if same as above or complete your Postal Address					Is your Postal Address a Street Address?				
					Y ☐ N ☐				
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)									
PO Box	☐	Private Bag	☐	Other PO Special Service (specify)		Number			
Post Office		Country				Postal Code			
Physical Address Structure									
Unit No.		Complex (if applicable)							
Street No.		Street / Farm Name							
Suburb / District									
City/Town		Country				Postal Code			

Particulars of Main Partner / Shareholder / Member / Trustee (Not to be supplied in case of listed companies)			
Surname	First two Names	Trading name	
Initials	Date of Birth (CCYYMMDD)	ID No.	
 (CCYYMMDD)			
Physical Address Details			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City / Town			
Country Code (e.g. South Africa = ZA)		Postal Code	
Postal Address Details			
Mark here with an "X" if same as above or complete your Postal Address ☐		Is your Postal Address a Street Address? ☐ Y ☐ N	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
☐ PO Box	☐ Private Bag	☐ Other PO Special Service (specify)	Number
Post Office	Country		Postal Code
Physical Address Structure			
Unit No.	Complex (if applicable)		
Street No.	Street / Farm Name		
Suburb / District			
City/Town	Country		Postal Code

Part 5: Aviation Particulars (This section contains the particulars of the licence issued by the Department of Transport)

Date Of Registration

(CCYYMMDD)

Registration / Licence no.

Declaration by Registrant

I declare that:

I am a person duly authorised to make this application and that all information supplied, including all annexures, is true and correct.

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXPlease ensure you sign over
the 2 lines of 'X's above

Date

Year

Month

Day

For enquiries go to www.sais.gov.za or
call 0800 00 7277

NOTES**General**

1. Use capital letters and where applicable mark with an X
2. The enterprise's current Operator's code must be utilised.
3. The Operator's code must always be quoted in all correspondence and interviews.
4. If the enterprise does not currently have a Operator's code, such number will be allocated upon registration for Air Passenger Tax.
5. The declaration part of this form must always be completed and signed by the registrant.
6. Air Passenger Tax is levied in terms of section 47B of the Customs and Excise Act, no 91 of 1964 as amended. The Commissioner of SARS through the branch office, OR Tambo International Airport, will administer this tax. Any enquiries regarding this application and/ or Air Passenger Tax must be addressed to this office.
7. In terms of the Air Passenger Tax legislation an operator may register for Air Passenger Tax or can appoint an agent to act on his behalf.
8. In this application reference is made to "chargeable passengers". For purposes of the Act, "chargeable passengers" means every paying passenger on a chargeable aircraft departing from an airport in the Republic to a destination in territory outside the Republic, excluding non-chargeable passengers.
"Chargeable aircraft" means an aircraft designed or adapted to carry any person in addition to the flight crew.

New registration

1. If an operator applies for registration this application APT102 must be filled in.
2. If an agent applies for registration in respect of more than one operator, separate APT102 forms must be filled in, in respect of each operator.
3. Photocopies of APT102 forms are acceptable for additional operator registrations.
4. Upon registration as liable for Air Passenger Tax, a notice of registration APT103 will be issued.
5. If an agent applies for registration in respect of more than one operator, an APT103 / APT103a will be issued in respect of each operator. The Air Passenger Tax legislation makes provision for a Certificate of non-liability. If this application is for such a certificate (when an APT102 form is filled in) an APT103a Certificate of non-liability will be issued.
6. If the liability changes from liable to non-labile or vice versa the date of change in liability must be filled in.

Changing of registered

1. The Commissioner must be notified of any changes to the registered particulars within 7 days by completing form APT101 (for agents) or APT102 (for operators).
2. Only the particulars that have changed must be completed in the applicable fields.

Cancellation

1. When applying for cancellation of an agent the Agent's code and name of the agent must be supplied on An APT101 form.
2. When applying for cancellation of an operator the Operator's code and name of the operator must be supplied on an APT102 form.
3. The cancellation date is the date on which the agent / operator ceases to trade.
4. A notice of cancellation will be issued once an agent / operator is cancelled.



South African Revenue Service

AIR PASSENGER TAX RETURN

APT201

Details of Accounting Period

Accounting Period
(CCYYMM)

CCYYMM/DD

Due Date
(CCYYMMDD)

Payment Ref. No. (PRN) Relevant to the Declaration Required
to be Amended

Operator Particulars

Financial Accounting
Number (FAN)

Operator Name

Agent Particulars

Identity Number

Agent Name

NOTE: If Agent/Operator relationship has changed, please follow the registration route to update

APT Passenger and Liability Details

Standard Rate

Standard Rate Departures

Total number of passengers

Crew Member

Staff

In transit passengers

Infants

Total number of non-chargeable passengers

Number of chargeable passengers

X Standard Rate Amount

R

Standard Rate Total

R

Lower Rate

Lower Rate Departures

Total number of passengers

Crew Member

Staff

In transit passengers

Infants

Total number of non-chargeable passengers

Number of chargeable passengers

X

Lower Rate Amount

R

Lower Rate Total

R

Amount Due

Total Amount Due

R

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