



EXTRAORDINARY

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No. 6370.

GOVERNMENT NOTICES.

DEPARTMENT OF CUSTOMS AND EXCISE.

[19 February 1960.

CUSTOMS ACT, 1955.—AMENDMENT OF THE
FIRST SCHEDULE (No. 1/23).

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting under the powers conferred on me by section *sixty-five* of the Customs Act, 1955, hereby amend the First Schedule to the said Act to the extent set out in the Schedule hereto.

T. E. DÖNGES,
Minister of Finance.

BYLAE.

Tariefitem.	Artikel.	Minimum Reg. £ s. d.	Intermediêre Reg. £ s. d.	Maksimum Reg. £ s. d.
84	Deur subparagrafe (b) en (c) van paragraaf (1) deur die volgende te vervang:— „(b) Ander.	—	10%	—”

SCHEDULE.

<i>Tariff Item.</i>	<i>Article.</i>	<i>Minimum Duty.</i>	<i>Intermediate Duty.</i>	<i>Maximum Duty.</i>
		£ s. d.	£ s. d.	£ s. d.
84	By substituting for sub-paragraphs (b) and (c) of paragraph (1) the following:— “(b) Other.....	—	10%	—”

[19 February 1960.]

CUSTOMS ACT, 1955.—AMENDMENT OF THE
FIRST SCHEDULE (No. 1/24).

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting under the powers conferred on me by section *sixty-five* of the Customs Act, 1955, hereby amend the First Schedule to the said Act to the extent set out in the Schedule hereto.

T. E. DÖNGES,
Minister of Finance.

BYLAE.

<i>Tariefitem.</i>	<i>Artikel.</i>	<i>Minimum Reg. £ s. d.</i>	<i>Intermediêre Reg. £ s. d.</i>	<i>Maksimum Reg. £ s. d.</i>
121	Deur paragraaf (a) deur die volgende te vervang: „(a) Geelkoper, brons, koper en koperalloeie— (i) Plate of plaat, gewoon of geperforeerde, breër as 12 duim— (A) minder as 0·030 duim dik..... per 100 lb. (B) 0·030 duim en meer, maar hoogstens 0·099 duim dik..... per 100 lb. (C) meer as 0·099 duim dik..... per 100 lb. (ii) Sirkels, gewoon of geperforeerd..... per 100 lb. (iii) Repe, gewoon of geperforeerd, hoogstens 12 duim breed..... per 100 lb. (iv) Foelic..... per 100 lb. (v) Uitgedrewe seksies.....	— — — — — — —	3 0 0 2 10 0 2 0 0 1 15 0 1 10 0 1 10 0 Vry.	— — — — — —

SCHEDULE.

Tariff Item.	Article.	Minimum Duty.		Intermediate Duty.		Maximum Duty.	
		£	s. d.	£	s. d.	£	s. d.
121	By substituting for paragraph (a) the following:— “(a) Brass, bronze, copper and copper alloys— (i) Sheets or sheeting, plain or perforated, exceeding 12 inches in width— (A) less than 0.030 inches in thickness.....per 100 lb. (B) 0.030 inches and more, but not exceeding 0.099 inches in thickness.....per 100 lb. (C) exceeding 0.099 inches in thickness.....per 100 lb. (ii) Circles, plain or perforated.....per 100 lb. (iii) Strips, plain or perforated, not exceeding 12 inches in width per 100 lb. (iv) Foil.....per 100 lb. (v) Extruded sections.....	—	—	3	0	0	—
		—	—	2	10	0	—
		—	—	2	0	0	—
		—	—	1	15	0	—
		—	—	1	10	0	—
		—	—	1	10	0	—
		—	—	Free	—	—	—

No. R. 213.]

[19 Februarie 1960.]

DOEANEWET, 1955.—WYSIGING VAN DIE EERSTE BYLAE (No. 1/25).

Ek, THEOPHILUS EBENHAEZER DÖNGES, Minister van Finansies, handelende kragtens die bevoegdheid my verleen by artikel vyf-en-sestig van die Doeane wet, 1955, wysig hierby die Eerste Bylae van genoemde Wet in die mate in die Bylae hiervan aangetoon.

T. E. DÖNGES,
Minister van Finansies.

No. R. 213.]

[19 February 1960.]

CUSTOMS ACT, 1955.—AMENDMENT OF THE FIRST SCHEDULE (No. 1/25).

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting under the powers conferred on me by section sixty-five of the Customs Act, 1955, hereby amend the First Schedule to the said Act to the extent set out in the Schedule hereto.

T. E. DÖNGES,
Minister of Finance.

BYLAE.

Tariefitem.	Artikel.	Minimum Reg.		Intermediêre Reg.		Maksimum Reg.	
		£	s. d.	£	s. d.	£	s. d.
251	Deur die regte in subparagraaf (ii) van paragraaf (a) deur die volgende te vervang:	—	—	15% of	—	30%	—
	per paar	—	—	0	2	0	0
	na gelang van watter reg die hoogste is ”.	—	—	—	—	—	—
	Deur subparagraaf (i) van paragraaf (b) deur die volgende te vervang:	—	—	30% of	—	30%	—
	„ (i) Kinderskoene, nommers 7 tot 1½.....	—	—	0	1	0	0
	per paar	—	—	0	1	0	0
	na gelang van watter reg die hoogste is ”.	—	—	—	—	—	—
	Deur die regte in subparagraaf (ii) van paragraaf (b) deur die volgende te vervang:	—	—	30% of	—	30%	—
	per paar	—	—	0	3	6	0
	na gelang van watter reg die hoogste is ”.	—	—	—	—	—	—
	Deur die regte in subparagraaf (iii) van paragraaf (b) deur die volgende te vervang:	—	—	25% of	—	30%	—
	per paar	—	—	0	5	0	0
	na gelang van watter reg die hoogste is ”.	—	—	—	—	—	—
	Deur die regte in subparagraaf (i) van paragraaf (c) deur die volgende te vervang:	—	—	30% of	—	30%	—
	per paar	0	0	0	1	6	0
	na gelang van watter reg die hoogste is ”.	—	—	—	—	—	—
	Deur subparagraaf (ii) van paragraaf (c) deur die volgende te vervang:	—	—	30% of	—	30%	—
	„ (ii) ander—	—	—	—	—	—	—
	(A) nommers 2 tot 4.....	—	—	30% of	—	30%	—
	per paar	—	—	—	—	0	7
	na gelang van watter reg die hoogste is ”.	—	—	—	—	6	—
	(B) ander nommers.....	—	—	30% of	—	30%	—
	per paar	—	—	—	—	0	2
	na gelang van watter reg die hoogste is ”.	—	—	—	—	6	—
	Deur die regte in subparagraaf (ii) van paragraaf (d) deur die volgende te vervang:	—	—	30% of	—	30%	—
	per paar	—	—	—	—	0	10
	na gelang v. n watter reg die hoogste is ”.	—	—	—	—	0	—

SCHEDULE.

Tariff Item.	Article.	Minimum Duty. £ s. d.	Intermediate Duty. £ s. d.	Maximum Duty. £ s. d.
251	By substituting for the rates of duty in sub-paragraph (ii) of paragraph (a) the following:	—	15% or 0 2 0	30% 0 4 0
	per pair	—	whichever duty shall be the greater.	—
	By substituting for sub-paragraph (i) of paragraph (b) the following:	—	30% or 0 1 0	30% 0 5 0
	"(i) children's, sizes 7 to 1½.....	—	whichever duty shall be the greater.	—
	per pair	—	—	—
	By substituting for the rates of duty in sub-paragraph (ii) of paragraph (b) the following:	—	30% or 0 3 6	30% 0 10 0
	per pair	—	whichever duty shall be the greater.	—
	By substituting for the rates of duty in sub-paragraph (iii) of paragraph (b) the following:	—	25% or 0 5 0	30% 0 7 6
	per pair	—	whichever duty shall be the greater.	—
	By substituting for the rates of duty in sub-paragraph (i) of paragraph (c) the following:	30%	30% or 0 1 6	30% 0 7 6
	per pair	0 0 6	whichever duty shall be the greater.	—
	By substituting for sub-paragraph (ii) of paragraph (c) the following:	—	30% or —	30% 0 7 6
	"(ii) other—	—	whichever duty shall be the greater.	—
	(A) sizes 2 to 4.....	—	30% or —	30% 0 2 6
	per pair	—	whichever duty shall be the greater.	—
	(B) other sizes.....	—	30% or —	30% 0 2 6
	per pair	—	whichever duty shall be the greater.	—
	By substituting for the rates of duty in sub-paragraph (ii) of paragraph (d) the following:	—	30% or —	30% 0 10 0
	per pair	—	whichever duty shall be the greater.	—

No. R. 214.]

[19 Februarie 1960.]

DOEANEWET, 1955.—TOELATING VAN SEKERE
GOEDERE TEEN VERLAAGDE TARIEWE.

Ek, THEOPHILUS EBENHAEZER DÖNGES, Minister van Finansies, handelende kragtens tariefitem 224 (a) van die Eerste Bylae van die Doeane wet, 1955 (Wet No. 55 van 1955), keur hierby die byvoëging na die uitdrukking „Totaquina B.P. 1932” in paragraaf 13 (i) van Goewermentskennisgewing No. 226 van 17 Februarie 1956, van die naam van die volgende preparaat goed:—

„T-40 Broomsaliëlhidroksaamsuurpoeier.”

T. E. DÖNGES,
Minister van Finansies.

OPMERKING.—Die uitwerking van hierdie kennisgewing is dat genoemde preparaat, met ingang van die datum van publikasie hiervan, ingevolge tariefitem 224 (a) vry van reg ingevoer kan word.

No. R. 214.]

[19 February 1960.]

CUSTOMS ACT, 1955.—ADMISSION OF CERTAIN
GOODS AT REDUCED RATES OF DUTY.

I, THEOPHILUS EBENHAEZER DÖNGES, Minister of Finance, acting in terms of tariff item 224 (a) of the First Schedule to the Customs Act, 1955 (Act No. 55 of 1955), hereby approve of the addition after the expression „Totaquina B.P. 1932” in paragraph 13 (i) of Government Notice No. 226 of the 17th February, 1956, of the name of the following preparation:—

“T-40 Bromsalicylhydroxamic Acid Powder.”

T. E. DÖNGES,
Minister of Finance.

NOTE.—The effect of this notice is that, with effect from the date of publication hereof, the preparation mentioned may be imported free of duty under tariff item 224 (a).

DEPARTEMENT VAN BINNELANDSE SAKE

No. R. 215.]

[19 Februarie 1960.]

REGULASIES KRAGTENS ARTIKEL TWAALF VAN DIE WET OP STATISTIEKE, 1957 (WET NO. 73 VAN 1957).

SENSUS VAN VERVERSINGSDIENSTE, 1958-59.

Dit het Sy Eksellensie die Goewerneur-generaal behaag om, kragtens die bepalings van artikel twaalf van die Wet op Statistieke, 1957 (Wet No. 73 van 1957), die volgende regulasies betreffende die opneem van 'n Sensus van Verversingsdienste uit te vaardig.

1. Vir die toepassing van hierdie regulasies bestaan 'n verversingsdiens waar ook al die besigheid van 'n restaurant, teekamer, kafee, kroeg, Bantoe-eetplek, viswinkel, inrykafe, melkkroeg, koffiekroeg, versnaperingskroeg, toebroodjediens, padkafe en ander verversingsdienste gedryf word.

2. (a) Die persoon in die beheer van 'n verversingsinrigting moet op of voor 31 Maart 1960 of op of voor 'n datum wat die Direkteur van Sensus en Statistiek op goeie gronde toelaat, 'n opgawe of opgawes op 'n vorm of vorms verkrygbaar van die Direkteur van Sensus en Statistiek, Pretoria, verstrek wat al die gegewens en inligting wat in regulasie 4 voorgeskryf word ten opsigte van die tydperk in regulasie 3 bepaal, bevat en wat hy moet onderteken en verklaar juis te wees.

(b) Vir die toepassing van hierdie regulasie is die persoon in die beheer van 'n verversingsinrigting—

- (i) enige persoon wat in die tydperk in regulasie 3 bepaal die eienaar van 'n verversingsinrigting was: Met dien verstande dat die opgawe of opgawes in paragraaf (a) genoem, ook aangeneem kan word van 'n persoon wat deur sodanige eienaar met die toesig oor, die beheer oor, of die administrasie, direksie of bestuur van die sake van sodanige inrigting, na gelang van die geval, belas is;
- (ii) 'n kurator of likwidateur of 'n eksekuteur of administrateur van 'n insolvente of bestorwe boedel of 'n likwidateur van 'n maatskappy of koöperatiewe vereniging of koöperatiewe maatskappy wat in likwidasie is of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur aan wie 'n verversingsinrigting gedurende die tydperk in regulasie 3 bepaal, behoort het.

3. Die tydperk wat deur die opgawe of opgawes gedek moet word, is die boekjaar wat op enige datum tussen 1 Julie 1958 en 30 Junie 1959 geëindig het.

4. Die volgende gegewens en inligting moet in die opgawe of opgawes in paragraaf (a) van regulasie 2 genoem, verstrek word:—

- (1) Boekjaar deur opgawe gedek.
- (2) Landdrosdistrik waarin die inrigting geleë is.
- (3) Handels- en geregistreerde naam, adres en posbus (as daar is) van die inrigting.
- (4) Naam van eienaar of bestuurder.
- (5) Of die inrigting 'n eenmansaak, 'n vennootskap, 'n private of 'n publieke maatskappy met beperkte aanspreeklikheid, 'n koöperatiewe vereniging of maatskappy of enige ander liggaam is.
- (6) Indien die inrigting 'n eenmansaak of 'n vennootskap is, moet die ras van die eienaar(s) of, indien dit 'n private maatskappy met beperkte aanspreeklikheid is, die ras van die aandeelhouders wat die finansiële beheer uitoefen, verstrek word.
- (7) Naam en adres van die hoofkantoor waarvan die inrigting 'n tak is. Die hoofkantoor moet 'n staat voorlê waarop die handelsnaam, volle adres en die soort besigheid van elke tak verstrek word.
- (8) Naam, adres en vernaamste bedrywigheede van moeder- of behorende maatskappy.
- (9) Name, adresse en vernaamste bedrywigheede van filiaalmaatskappye.
- (10) Die getal werknemers in diens en die salarisse en lone vir September 1959 aan hulle betaal volgens ras en geslag en beroep, d.i. werkende eienaars en

DEPARTMENT OF THE INTERIOR

No. R. 215.]

[19 February 1960.]

REGULATIONS UNDER SECTION TWELVE OF THE STATISTICS ACT, 1957 (ACT NO. 73 OF 1957).

CENSUS OF CATERING SERVICES, 1958-59.

His Excellency the Governor-General has been pleased under the provisions of section twelve of the Statistics Act, 1957 (Act No. 73 of 1957), to make the regulations hereunder in regard to the taking of a Census of Catering Services.

1. For the purposes of these regulations a catering establishment exists wherever the business of a restaurant, tea room, café, bar, Bantu eating-house, fish and chips shop, doll house, milk bar, coffee bar, sandwich service, snack bar, roadhouse and other catering services is carried on.

2. (a) The person in charge of a catering establishment shall on or before 31st March, 1960, or on or before such later date as the Director of Census and Statistics may for good cause allow, render on a form or forms which may be obtained from the Director of Census and Statistics, Pretoria, a return or returns, which he shall sign and certify as being correct, containing all the particulars and information prescribed in regulation 4 in respect of the period described in regulation 3.

(b) For the purposes of these regulations the person in charge of a catering establishment shall be—

- (i) any person who during the period described in regulation 3 owned a catering establishment: Provided that a return or returns referred to in paragraph (a) may also be accepted from a person who was charged by such owner with the supervision, control, administration, direction or management of the affairs of such an establishment, as the case may be;
- (ii) a trustee or liquidator or an executor or administrator of an insolvent or deceased estate, or a liquidator of a company or co-operative society or co-operative company in liquidation or a judicial manager of a company under judicial management which owned a catering establishment during the period described in regulation 3.

3. The period which shall be covered by the return or returns is the financial period ended on any date between 1st July, 1958 and 30th June, 1959.

4. The following particulars and information shall be furnished in the return or returns referred to in paragraph (a) of regulation 2:—

- (1) Financial year covered by return.
- (2) Magisterial district in which the establishment is situated.
- (3) Trading and registered name, address and post office box (if any) of the establishment.
- (4) Name of proprietor or manager.
- (5) Whether the establishment is individual, partnership, private limited liability company, public limited liability company, co-operative society or company, or any other body.
- (6) If the establishment is individual or a partnership, the race of the owner(s), or, if private limited liability company, the race of the financial controlling shareholders.
- (7) Name and address of the head office of which the establishment is a branch. The head office must supply a schedule reflecting the trading name, full address and the kind of business of each branch.
- (8) Name, address and principal activities of parent or holding company.
- (9) Names, addresses and principal activities of subsidiary companies.
- (10) The number of persons employed and the salaries and wages paid to those employees for the month of September, 1959, by race and sex according to

en nie-besoldigde assistente, uitvoerende en klerklike personeel, winkel- en verkoopassistentes, kroeghouders, kokke, tafelbediendes en kelners, ander werknemers en totale.

- (11) Die getal werknemers volgens ras, insluitende „los-“ en „seisoenwerkers“, maar uitgesonderd „deeltydse“ werkers op 31 Desember 1958, 31 Maart 1959, 30 Junie 1959 en 30 September 1959 in diens.
- (12) Die getal „deeltydse“ werknemers volgens ras op 31 Desember 1958, 31 Maart 1959, 30 Junie 1959 en 30 September 1959 in diens.
- (13) Koste van betalings *in natura* van rantsoene, klerasie, behuising, ens., wat aan werknemers (behalwe werkende eienaars) volgens ras vir die boekjaar 1958-59 toegestaan is.
- (14) Totaal en ontleding van aankope en voorrade voorhande aan die begin en einde van die boekjaar, nl. van eetware, sterckdrank, alkoholvrye drank, sigarette en tabak en ander koopware.
- (15) Totaal en ontleding van inkomste verkry uit: Maaltye, tee, koeldranke, ens. (uitsluitende sterckdrankverkope), sterckdrankverkope (insluitende kroegontvangste) en ander inkomste.
- (16) Totaal en ontleding van uitgawes, naamlik totale salarisse en lonë, volgens ras, aan die personeel vir die boekjaar betaal uitsluitende salarisse aan besturende direkteure, vergoeding aan besturende direkteure en ander direkteursgelde (slegs private maatskappye), waardevermindering van vaste eiendom en meubels, uitrusting en voertuie, huurgeld betaal, herstel en opknapping van vaste eiendom (insluitende onderhoudskoste, maar nie kapitaaluitgawes nie), advertensies, hoofkantooruitgawes, en alle ander uitgawes soos in die wins-en-verliesrekening vervat, maar nie items wat in die wins-en-verliesverdelingsrekening voorkom nie.
- (17) Opsomming van inkomste en uitgawes van die inrigting:—

Debite.—Totale aankope, totale beginvoorraad, totale uitgawes en netto wins.

Kredite.—Totale inkomste, totale eindvoorraad en netto verlies (as daar een is).

- (18) Die totale bates en laste van die inrigting:—
 - (a) *Laste*.—Private kapitaal (slegs eenmansake en vennootskappe), aandeelkapitaal uitgereik, reserwes, balans van winsverdelingsrekening, lenings van moedermaatskappy, langtermynlenings en skuldbriewe, korttermynlenings en bankoortrekkings, handelskrediteure, ander krediteure (belasting, dividende, ens.) en ander laste.
 - (b) *Bates*.—Grond en geboue, meubels, toebehore en vervoeruitrusting, voorraad voorhande, handelsdebiteure, beleggings in filiaalmaatskappye en ander, kontant voorhande en in die bank, bougenootskappe, ens., klandisiewaarde en ander bates.
- (19) Of dit 'n tak is van 'n maatskappy wat buite die Unie geregistreer is; die totale nominale waarde van die totale uitgereikte aandeelkapitaal (gewone en voorkeur-) en die nominale waarde van die aandeelkapitaal wat buite die Unie besit word.
- (20) Die kapitaaluitgawes aan geboue en ander bouwerk, meubels, toebehore en vervoeruitrusting gedurende die jaar.
- (21) Die totale bedrag van rente betaal of opgehoop en die totale bedrag van sodanige rente betaal of betaalbaar buite die Unie van Suid-Afrika.
- (22) Netto wins/verlies vir die jare 1958-59 en 1957-58 (uitgesonderd rente en dividende ontvang en voordat voorsiening vir inkomstebelasting gemaak is).
- (23) Die winsverdeling vir 1958-59 met inbegrip van verklaarde dividende en die voorsiening vir inkomstebelasting. Dit is slegs op geregistreeerde maatskappye van toepassing.

occupation, i.e. working proprietors and non-paid assistants, executive and clerical staff, shop and sales assistants, barmen, cooks, waiters and stewards, other employees and totals.

- (11) The number of employees by race, including “casual” and “seasonal” employees but excluding “part-time” employees, as at 31st December, 1958, 31st March, 1959, 30th June, 1959, and 30th September, 1959.
- (12) The number of “part-time” employees by race as at 31st December, 1958, 31st March, 1959, 30th June, 1959 and 30th September, 1959.
- (13) Cost of payments *in kind*, of rations, clothing, quarters, etc., made to employees by race (excluding working proprietors) for the financial year 1958-59.
- (14) Total and analysis of purchases and stock on hand at the beginning and end of the financial year, of foodstuffs, alcoholic drinks, non-alcoholic drinks, cigarettes and tobacco and other saleable goods.
- (15) Total and analysis of revenue received from: Meals, teas, cool drinks etc. (but excluding liquor served), liquor served (including bar takings) and other revenue.
- (16) Total and analysis of expenditure: Total salaries and wages by race paid to the staff during the financial year, excluding managing directors' salaries, managing directors' remuneration and other directors' fees (private companies only), depreciation on fixed property and furniture, equipment and vehicles, rent paid, repairs and renovations to fixed property (including maintenance but excluding capital expenditure), and advertising, head office charges and all other expenses as per Profit and Loss Account, but not including items appearing in the Profit and Loss Distribution Account.
- (17) Summary of establishment's revenue and expenditure:—

Debits.—Total purchases, total opening stock, total expenses and net profit.

Credits.—Total revenue, total closing stock and net loss (if any).

- (18) The total assets and liabilities of the establishment:—
 - (a) *Liabilities*.—Private capital (individual and partnerships only), share capital issued, reserves, balance on appropriation account, loans from parent company, long-term loans and debentures, short-term loans and bank overdrafts, trade creditors, other creditors (taxation, dividends, etc.) and other liabilities.
 - (b) *Assets*.—Land and buildings, furniture, fittings and transport equipment, stock on hand, trade debtors, investments in subsidiaries and other, cash on hand and at bank, building societies, etc., goodwill and other assets.
- (19) Whether this is a branch of a company registered outside the Union; the total nominal value of all share capital issued (ordinary and preference) and the nominal value of share capital held outside the Union.
- (20) The capital expenditure during the year on buildings and other construction, furniture, fittings and transport equipment.
- (21) The total amount of interest paid or accrued and the total amount of such interest paid or payable outside the Union of South Africa.
- (22) Net profit/loss for the years 1958-59 and 1957-58 (excluding interest and dividends received and before provision for income tax).
- (23) The appropriation for the year 1958-59 showing the dividends declared and the provision for income tax. This applies to registered companies only.

5. Die inligting wat in subparagrafe (18) tot (23) van regulasie 4 genoem word, het slegs op firmas, maar nie op takke betrekking nie.

6. Die persoon in die beheer van 'n verversingsinrigting wat sonder redelike gronde versuim om aan hierdie regulasies te voldoen, begaan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete van hoogstens vyf-en-twintig pond of, as hy voortgaan om te versuim om daaraan te voldoen, met 'n boete van hoogstens een pond vir elke dag waarop die versuim voortgesit word. Die persoon in die beheer van 'n verversingsinrigting word nie van hierdie strafbepalings onthef slegs omdat hy geen vorm of vorms vir die verstrekking van die opgawe of opgawes in paragraaf (a) van regulasie 2 genoem, ontvang het nie; die Direkteur van Sensus en Statistiek kan, as hy dit gerade ag, 'n vorm of vorms aan die persoon in die beheer van 'n verversingsinrigting laat aflewer of per pos laat stuur.

No. R. 217.]

[19 Februarie 1960.]

REGULASIES KRAGTENS ARTIKEL TWAALF VAN DIE WET OP STATISTIEKE, 1957 (WET No. 73 VAN 1957).

SENSUS VAN BESIGHEIDSDIENSINRIGTINGS, 1958-59.

Dit het Sy Eksellensie die Goewerneur-generaal behaag om, kragtens die bepalinge van artikel twaalf van die Wet op Statistieke, 1957 (Wet No. 73 van 1957), die volgende regulasies betreffende die opneem van 'n Sensus van Besigheidsdiensinrigtings uit te vaardig.

1. Vir die toepassing van hierdie regulasies bestaan 'n besigheidsdiensinrigting waar ook al die besigheid van advertensie, marknavorsing, handelskuns, verslag doen oor kredietwaardigheid en kredietreëling, bloudrukke en fotostaatafdrukke, skuldinvordering, afrolwerk, groep aankope deur verbruikers, adresseer en versending van posstukke, stenograafdiens, wagdiens, werkverskaffings-agenskappe en ander algemene besigheidsdiens (uitgesonderd professionele dienste) gedryf word.

2. (a) Die persoon wat in die beheer van 'n besigheidsdiensinrigting is, moet op of voor 31 Maart 1960 of op of voor 'n later datum wat die Direkteur van Sensus en Statistiek op goeie gronde toelaat, 'n opgawe of opgawes op 'n vorm of vorms verkrygbaar van die Direkteur van Sensus en Statistiek, Pretoria, verstrek wat al die gegewens en inligting wat in regulasie 4 voorgeskryf word ten opsigte van die tydperk in regulasie 3 bepaal, bevat en wat hy moet onderteken en verklaar juis te wees.

(b) Vir die toepassing van hierdie regulasie is die persoon in die beheer van 'n besigheidsdiensinrigting—

(i) enige persoon wat in die tydperk in regulasie 3 bepaal die eienaar van 'n besigheidsdiensinrigting was: Met dien verstande dat die opgawe of opgawes in paragraaf (a) genoem, ook aangeneem kan word van 'n persoon wat deur sodanige eienaar met die toesig oor, die beheer oor, of die administrasie, direksie of bestuur van die sake van sodanige diensinrigting, na gelang van die geval, belas is;

(ii) 'n kurator of likwidateur of 'n eksekuteur of administrateur van 'n insolvente of bestorwe boedel of 'n likwidateur van 'n maatskappy of koöperatiewe vereniging of koöperatiewe maatskappy wat in likwidasie is of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur aan wie 'n besigheidsdiensinrigting gedurende die tydperk wat in regulasie 3 bepaal is, behoort het.

3. Die tydperk wat deur die opgawe of opgawes gedek moet word, is die boekjaar wat op enige datum tussen 1 Julie 1958 en 30 Junie 1959 geëindig het.

4. Die volgende gegewens en inligting moet in die opgawe of opgawes in paragraaf (a) van regulasie 2 genoem, verstrek word:—

(1) Boekjaar deur opgawe gedek.

(2) Landdrosdistrik waarin die inrigting geleë is.

5. The information referred to in sub-paragraphs (18) to (23) of regulation 4 shall apply to firms other than branches.

6. The person in charge of a catering establishment who, without reasonable cause, fails to comply with these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding twenty-five pounds, or, in the case of continuing failure to comply therewith, to a fine not exceeding one pound for every day during which such default continues. The person in charge of a catering establishment shall not be relieved of these penalties by reason only of his having received no form or forms for furnishing the return or returns referred to in paragraph (a) of regulation 2; the Director of Census and Statistics may, if he deems it advisable, cause a form or forms to be delivered or sent by post to the person in charge of a catering establishment.

No. R. 217.]

[19 February 1960.]

REGULATIONS UNDER SECTION TWELVE OF THE STATISTICS ACT, 1957 (ACT No. 73 OF 1957).

CENSUS OF BUSINESS SERVICE ESTABLISHMENTS, 1958-59.

His Excellency the Governor-General has been pleased under the provisions of section twelve of the Statistics Act, 1957 (Act No. 73 of 1957), to make the regulations hereunder in regard to the taking of a Census of Business Service Establishments.

1. For the purposes of these regulations a business service establishment exists wherever the business of advertising, market research, commercial art, credit reporting and adjustment, blue printing, photostating, debt collecting, group consumer buying, duplicating, addressing, mailing, and stenographic services, watch patrol, employment agency, and other general business service (excluding professional service) is carried on.

2. (a) The person in charge of a business service establishment shall on or before 31st March, 1960, or on or before such later date as the Director of Census and Statistics may for good cause allow, render on a form or forms which may be obtained from the Director of Census and Statistics, Pretoria, a return or returns, which he shall sign and certify as being correct, containing all the particulars and information prescribed in regulation 4 in respect of the period described in regulation 3.

(b) For the purposes of these regulations the person in charge of a business service establishment shall be—

(i) any person who during the period described in regulation 3 owned a business service establishment: Provided that a return or returns referred to in paragraph (a) may also be accepted from a person who was charged by such owner with the supervision, control, administration, direction or management of the affairs of such a business service establishment, as the case may be;

(ii) a trustee or liquidator or an executor or administrator of an insolvent or deceased estate, or a liquidator of a company or co-operative society or co-operative company in liquidation or a judicial manager of a company under judicial management which owned a business service establishment during the period described in regulation 3.

3. The period which shall be covered by the return or returns is the financial period ended on any date between 1st July, 1958 and 30th June, 1959.

4. The following particulars and information shall be furnished in the return or returns referred to in paragraph (a) of regulation 2:—

(1) Financial year covered by return.

(2) Magisterial district in which the establishment is situated.

- (3) Handels- en geregistreerde naam, adres en posbus (as daar is) van die inrigting.
- (4) Naam van eienaar of bestuurder.
- (5) Of die inrigting 'n eenmansaak, 'n vennootskap, 'n private of 'n publieke maatskappy met beperkte aanspreeklikheid, 'n koöperatiewe vereniging of maatskappy of enige ander liggaam is.
- (6) Indien die inrigting 'n eenmansaak of 'n vennootskap is, moet die ras van die eienaar(s) of, indien dit 'n private maatskappy met beperkte aanspreeklikheid is, die ras van die aandeelhouders wat die finansiële beheer uitoefen, verstrek word.
- (7) Naam en adres van die hoofkantoor waarvan die inrigting 'n tak is. Die hoofkantoor moet 'n staat voorlê waarop die handelsnaam, volle adres en die soort besigheid van elke tak verstrek word.
- (8) Naam, adres en vernaamste bedrywigheide van moeder- of behorende maatskappy.
- (9) Name, adresse en vernaamste bedrywigheide van filiaalmaatskappye.
- (10) Die getal werknemers in diens en die salarisse en lone vir September 1959 aan hulle betaal volgens ras en geslag en beroep, d.i. werkende eienaars en nie-besoldigde assistente, uitvoerende en klerklike personeel, ander werknemers en totale.
- (11) Die getal werknemers volgens ras op 31 Desember 1958, 31 Maart 1959, 30 Junie 1959 en 30 September 1959 in diens, insluitende „los-“ en „seisoenwerkers“ maar uitgesonderd „deeltydse“ werkers.
- (12) Die getal „deeltydse“ werknemers volgens ras op 31 Desember 1958, 31 Maart 1959, 30 Junie 1959 en 30 September 1959 in diens.
- (13) Koste van betalings, *in natura*, van rantsoene, behuising en inwoning wat aan werknemers (behalwe werkende eienaars), volgens ras, vir die boekjaar 1958-59 toegestaan is.
- (14) Totaal en ontleding van inkomste verkry uit: Gelde en kommissie, huurgelde en huur (van kantoor-uitrusting), verkope [sien subparagraaf (16)—voetnota] en alle ander inkomste.
- (15) Totaal en ontleding van uitgawes, naamlik totale salarisse en lone, met inbegrip van kommissie, bonusse, ens., aan die personeel vir die boekjaar betaal, uitsluitende salarisse aan besturende direkteure, vergoeding aan besturende direkteure en ander direkteursgelde (slegs private maatskappye), waardevermindering van vaste eiendom, meubels uitrusting en voertuie, huurgelde betaal, advertensiekoste, koste van materiaal gebruik vir die uitvoering van werk verrig, en alle ander uitgawes, volgens die wins-en-verliesrekening, uitgesonderd items wat in die wins-en-verliesverdelingsrekening voorkom.
- (16) VOETNOTA.—Totale verkope, voorraad aan begin van jaar, voeg by aankope gedurende jaar, totaal, min voorraad aan einde van jaar, koste van goedere verkoop, inkomste (bruto wins) uit verkope van goedere.
- (17) Totale opsomming van inkomste en uitgawes van diensinrigtings:—
Debitte.—Totale aankope, totale beginvoorraad, totale uitgawes en netto wins.
Kreditte.—Totale inkomste, totale eindvoorraad en netto verlies (as daar een is).
- (18) Die totale bates en laste van die inrigting:—
 (a) *Laste*.—Private kapitaal (slegs eenmansake en vennootskappe), aandeelkapitaal uitgereik, reserwes, balans van winsverdelingsrekening, lenings van moedermaatskappy, langtermynlenings en skuldbriewe, korttermynlenings en bankoortrekkings, handelskrediteure, ander krediteure (belasting, dividende, ens.) en ander laste.
 (b) *Bates*.—Grond en geboue, meubels, toebehore en vervoeruitrusting, voorraad voorhande, handelsdebiteure, beleggings in filiaal- en ander maatskappye, kontant voorhande en in die bank, bogenootskappe, ens., klandisie-waarde en ander bates.
- (3) Trading and registered name, address and post office box (if any) of the establishment.
- (4) Name of proprietor or manager.
- (5) Whether the establishment is individual, partnership, private limited liability company, public limited liability company, co-operative society or company or any other body.
- (6) If the establishment is individual or a partnership, the race of the owner(s), or, if private limited liability company, the race of the financial controlling shareholders.
- (7) Name and address of the head office of which the establishment is a branch. The head office must supply a schedule reflecting the trading name, full address and the kind of business of each branch.
- (8) Name, address and principal activities of parent or holding company.
- (9) Names, addresses and principal activities of subsidiary companies.
- (10) The number of persons employed and the salaries and wages paid to these employees for the month of September, 1959, by race and sex according to occupation, i.e. working proprietors and non-paid assistants, executives and clerical staff, other employees and totals.
- (11) The number of employees by race, including “casual” and “seasonal” employees but excluding “part-time” employees, as at 31st December, 1958, 31st March, 1959, 30th June, 1959, and 30th September, 1959.
- (12) The number of “part-time” employees by race as at 31st December, 1958, 31st March, 1959, 30th June, 1959 and 30th September, 1959.
- (13) Cost of payments, *in kind*, of rations, housing and quarters, made to employees by race for the financial year 1958-59.
- (14) Total and analysis of revenue received from: Fees and commissions, rent and hire (of office equipment), sales [see sub-paragraph (16)—footnote], all other revenue.
- (15) Total and analysis of expenditure: Total salaries and wages to include commission, bonuses, etc., paid to staff during the financial year, excluding managing directors' salaries, managing director's remuneration and other director's fees (private companies only), depreciation on fixed property, furniture, equipment and vehicles, rent paid, advertising, cost of materials used in performance of work done, and all other expenses as per profit and loss account but not to include items appearing in the profit and loss distribution account.
- (16) FOOTNOTES.—Total sales, stock at beginning of year, add purchases during year, total, less stock at end of year, cost of goods sold, revenue (gross profit) from sale of goods.
- (17) Summary of establishment's revenue and expenditure:—
Debits.—Total purchases, total opening stock, total expenses and net profit.
Credits.—Total revenue, total closing stock and net loss (if any).
- (18) The total assets and liabilities of the establishment:—
 (a) *Liabilities*.—Private capital (individual and partnerships only), share capital issued, reserves, balance on appropriation account, loans from parent company, long-term loans and debentures and short-term loans and bank overdrafts, trade creditors, other creditors (taxation, dividends, etc.) and other liabilities.
 (b) *Assets*.—Land and buildings, furniture, fittings and transport equipment, trade debtors, investments in subsidiaries and other, cash on hand and at bank, building societies, etc., goodwill and other assets.

- (19) Of dit 'n tak is van 'n maatskappy wat buite die Unie geregistreer is; die totale nominale waarde van die totale uitgereikte aandelekapitaal (gewone en voorkeur-) en die nominale waarde van die aandelekapitaal wat buite die Unie besit word.
- (20) Die kapitaaluitgawes aan geboue en ander bouwerk, meubels, toebehore en vervoeruitrusting gedurende die jaar.
- (21) Die totale bedrag van rente betaal of opgeloopt en die totale bedrag van sodanige rente betaal of betaalbaar buite die Unie van Suid-Afrika.
- (22) Netto wins/verlies vir die jare 1958-59 en 1957-58 (uitgesonderd rente en dividende ontvang en voordat voorsiening vir inkomstebelasting gemaak is).
- (23) Die winsverdeling vir 1958-59 met inbegrip van verklaarde dividende en die voorsiening vir inkomstebelasting. Dit is slegs op geregistreerde maatskappye van toepassing.

5. Die inligting wat in subparagrafe (18) tot (23) van regulasie 4 genoem word, het slegs op firmas, maar nie op takke nie, betrekking.

6. Die persoon in die beheer van 'n besigheidsdiensinrigting wat sonder redelike gronde versuim om aan hierdie regulasies te voldoen, begaan 'n misdryf en is by skuldigbevinding straffbaar met 'n boete van hoogstens vyf-en-twintig pond of, as hy voortgaan om te versuim om daaraan te voldoen, met 'n boete van hoogstens een pond vir elke dag waarop die versuim voortgesit word. Die persoon in die beheer van 'n besigheidsdiensinrigting word nie van hierdie strafbepalings onthef slegs omdat hy geen vorm of vorms vir die verstrekking van die opgawe of opgawes in paragraaf (a) van regulasie 2 genoem, ontvang het nie; die Direkteur van Sensus en Statistiek kan, as hy dit gerade ag, 'n vorm of vorms aan die persoon in die beheer van 'n besigheidsdiensinrigting laat aflewer of per pos laat stuur.

No. R. 216.] [19 Februarie 1960.]

REGULASIES KRAGTENS ARTIKEL TWAALF VAN DIE WET OP STATISTIEKE, 1957 (WET NO. 73 VAN 1957).

SENSUS VAN AKKOMMODASIE-INRIGTINGS, 1958-59.

Dit het Sy Eksellensie die Goewerneur-generaal behaag om, kragtens die bepalings van artikel twaalf van die Wet op Statistieke, 1957 (Wet No. 73 van 1957), die volgende regulasies betreffende die opneem van 'n Sensus van Akkommodasie-inrigtings uit te vaardig.

1. Vir die toepassing van hierdie regulasies bestaan 'n akkommodasie-inrigting waar ook al die besigheid van 'n hotel- of losieshuishouer vir die verskaffing van maaltjies sowel as losies aan ander persone vir wins beoefen word, uitgesonderd die verhuur van woonstelle of kamers en ook losieshuise wat losies uitsluitlik aan skoolgaande kinders, studente en onderwysers verskaf.

2. (a) Die persoon wat in beheer is van 'n akkommodasie-inrigting moet op of voor 31 Maart 1960 of op of voor 'n datum wat die Direkteur van Sensus en Statistiek op goeie rede toelaat, 'n opgawe of opgawes op 'n vorm of vorms verkrygbaar by die Direkteur van Sensus en Statistiek, Pretoria, verstrek wat al die gegewens en inligting wat in regulasie 4 ten opsigte van die tydperk in regulasie 3 bepaal, neergelê is, bevat en wat hy moet teken en as juis sertifiseer.

(b) Vir die toepassing van hierdie regulasies is die persoon in beheer van 'n akkommodasie-inrigting—

- (i) enige persoon wat in die tydperk in regulasie 3 bepaal die eienaar van 'n akkommodasie-inrigting was: Met dien verstande dat die opgawe of opgawes wat in paragraaf (a) genoem word ook van 'n persoon aangeneem kan word wat deur sodanige eienaar met die opsig, beheer, administrasie, direksie of bestuur van die sake van sodanige inrigting, na gelang van die geval, belas is;

(19) Whether this is a branch of a company registered outside the Union; the total nominal value of all share capital issued (ordinary and preference) and the nominal value of share capital held outside the Union.

(20) The capital expenditure during the year on buildings and other construction, furniture, fittings and transport equipment.

(21) The total amount of interest paid or accrued and the total amount of such interest paid or payable outside the Union of South Africa.

(22) Net profit/loss for the years 1958-59 and 1957-58 (excluding interest and dividends received and before provision for income tax).

(23) The appropriation for the year 1958-59 showing the dividends declared and the provision for income tax. This applies to registered companies only.

5. The information referred to in sub-paragraphs (18) to (23) of regulation 4 shall apply to firms other than branches.

6. The person in charge of a business service establishment who, without reasonable cause, fails to comply with these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding twenty-five pounds, or, in the case of continuing failure to comply therewith, to a fine not exceeding one pound for every day during which such default continues. The person in charge of a business service establishment shall not be relieved of these penalties by reason only of his having received no form or forms for furnishing the return or returns referred to in paragraph (a) of regulation 2; the Director of Census and Statistics may, if he deems it advisable, cause a form or forms to be delivered or sent by post to the person in charge of a business service establishment.

No. R. 216.] [19 February 1960.]

REGULATIONS UNDER SECTION TWELVE OF THE STATISTICS ACT, 1957 (ACT NO. 73 OF 1957).

CENSUS OF ACCOMMODATION ESTABLISHMENTS, 1958-59.

His Excellency the Governor-General has been pleased under the provisions of section twelve of the Statistics Act, 1957 (Act No. 73 of 1957), to make the regulations hereunder in regard to the taking of a Census of Accommodation Establishments.

1. For the purposes of these regulations an accommodation establishment exists wherever the business of a hotel-keeper or boarding or lodging house-keeper for supplying meals as well as lodgings to others for gain or not is carried on, but excluding the business of letting residential flats or rooms as well as boarding or lodging houses which are conducted exclusively for school-going children, students and teachers.

2. (a) The person in charge of an accommodation establishment shall on or before 31st March, 1960, or on or before such later date as the Director of Census and Statistics may for good cause allow, render on a form or forms which may be obtained from the Director of Census and Statistics, Pretoria, a return or returns, which he shall sign and certify as being correct, containing all the particulars and information prescribed in regulation 4 in respect of the period described in regulation 3.

(b) For the purposes of these regulations the person in charge of an accommodation establishment shall be—

- (i) any person who during the period described in regulation 3 owned an accommodation establishment: Providing that a return or returns referred to in paragraph (a) may also be accepted from a person who was charged by such owner with the supervision, control, administration, direction or management of the affairs of such an establishment, as the case may be;

(ii) 'n trustee of likwidateur of 'n eksekuteur of administrateur van 'n insolvente of bestorwe boedel of 'n likwidateur van 'n maatskappy of koöperatiewe vereniging of koöperatiewe maatskappy wat in likwidasie is, of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur aan wie 'n akkommodasie-inrigting gedurende die tydperk wat in regulasie 3 omskryf is, behoort het.

3. Die tydperk wat deur die opgawe of opgawes gedek moet word, is die periode waarvan die boekjaar op enige datum tussen 1 Julie 1958 en 30 Junie 1959 geëindig het.

4. Die volgende besonderhede en inligting moet in die opgawe of opgawes in paragraaf (a) van regulasie 2 genoem, verstrekkend word:—

- (1) Boekjaar deur opgawe gedek.
- (2) Landdrosdistrik waarin die inrigting geleë is.
- (3) Handels- en geregistreerde naam, adres en posbus (as daar is) van die inrigting.
- (4) Naam van eienaar of bestuurder.
- (5) Of die inrigting 'n eenmansaak, 'n vennootskap, 'n private of publieke maatskappy met beperkte aanspreeklikheid, 'n koöperatiewe vereniging of maatskappy of enige ander liggaam is.
- (6) Indien die inrigting 'n eenmansaak of 'n vennootskap is, moet die ras van die eienaar(s) of, indien dit 'n private maatskappy met beperkte aanspreeklikheid is, die ras van die beherende aandeelhouders.
- (7) Naam en adres van die hoofkantoor waarvan die inrigting 'n tak is. Die hoofkantoor moet 'n staat voorlê waarop die handelsnaam, volle adres en die soort besigheid van elke tak verstrekkend word.
- (8) Naam, adres en vernaamste bedrywighede van moeder- of kontrolerende maatskappy.
- (9) Name, adresse en vernaamste bedrywighede van filiaalmaatskappye.
- (10) Besonderhede van akkommodasiegeriewe wat die getal beddens en slaapkamers, insluitende stelle kamers maar uitgesonderd dié vir gebruik van die personeel aantoon; die getal enkel en dubbelkamers, enkel- en dubbelbeddens; die getal gastekamers met lopende water en die getal private en publieke badkamers in die inrigting.
- (11) Die totale getal nagte van verblyf maandeliks deur die inrigting verskaf, (a) aan „toeriste of reisigers” van binne die grense van die Unie; (b) aan „toeriste of reisigers” van buite die Unie; (c) aan „permanente besoekers”; (d) totale getal nagte van verblyf maandeliks in die tydperk Julie 1958 tot Junie 1959 verskaf.
- (12) Die getal werknemers in diens en die salarisse en lone aan hulle vir Septembermaand 1959 uitbetaal volgens ras en geslag en volgens beroep, d.i. werkende eienaars en nie-betaalde assistente, uitvoerende en klerklike personeel, kroegbedienendes, koks, tafelbedienendes en kelners, ander werknemers en totale.
- (13) Die getal werknemers volgens ras, insluitende „los werknemers” en „seisoenswerknemers” maar uitgesonderd „deeltydse” werknemers soos op 31 Desember 1958, 31 Maart 1959, 30 Junie 1959 en 30 September 1959.
- (14) Die getal „deeltydse” werknemers volgens ras soos op 31 Desember 1958, 31 Maart 1959, 30 Junie 1959 en 30 September 1959.
- (15) Koste van betalings *in natura* van rantsoene, behuising en inwoning wat aan werknemers volgens ras (behalwe werkende eienaars) vir die boekjaar 1958-59 toegewys is.
- (16) Totaal en ontleding van aankope en voorrade voorhande aan die begin en einde van die boekjaar, nl. van eetware, sterkdrank, nie-alkoholiese drank, sigarette en tabak en ander koopware.
- (17) Totaal en ontleding van inkomste verkry uit: Akkommodasie (hotelkamerhuur en maaltye), slegs los maaltye, kroegontvangste (sigarette en tabak uitgesonderd), sigarette en tabak, drankverkope in bottels vir buiterverbruik, drankwinkelverkope (moet uitgesluit word indien deur 'n aparte inrigting verkoop), huurgelde uit die verhuur van winkels en kantore en ander inkomste.

(ii) a trustee or liquidator or an executor or administrator of an insolvent or deceased estate, or a liquidator of a company or co-operative society or co-operative company in liquidation or a judicial manager of a company under judicial management which owned an accommodation establishment during the period described in regulation 3.

3. The period which shall be covered by the return or returns is the financial period ended on any date between 1st July, 1958 and 30th June, 1959.

4. The following particulars and information shall be furnished in the return or returns referred to in paragraph (a) of regulation 2:—

- (1) Financial year covered by return.
- (2) Magisterial district in which the establishment is situated.
- (3) Trading and registered name, address and post office box (if any) of the establishment.
- (4) Name of proprietor or manager.
- (5) Whether the establishment is individual, partnership, private limited liability company, public limited company, co-operative society or company, or any other body.
- (6) If the establishment is individual or a partnership, the race of the owner(s), or, if private limited liability company, the race of the financial controlling shareholders.
- (7) Name and address of the head office of which the establishment is a branch. The head office must supply a schedule reflecting the trading name, full address and the kind of business of each branch.
- (8) Name, address and principal activities of parent or holding company.
- (9) Names, addresses and principal activities of subsidiary companies.
- (10) Particulars of accommodation amenities showing: The number of beds and bedrooms, including suites but excluding those for the use of the staff; number of single rooms, double rooms, number of single beds and double beds; the number of guest rooms which have running water and private bathrooms and the number of public bathrooms in the establishment.
- (11) The total number of guest nights sold by the establishment each month: (a) to „tourists” or „travellers” from within the borders of the Union; (b) to „tourists” or „travellers” from outside the Union; (c) to „permanent boarders”; and (d) the total number of guest nights sold monthly during the period July, 1958, to June, 1959.
- (12) The number of persons employed and the salaries and wages paid to those employees for the month of September, 1959, by race and sex according to occupation i.e. working proprietors and non-paid assistants, executive and clerical personnel, barman, cooks, waiters and stewards, other employees and totals.
- (13) The number of employees by race, including „casual” and „seasonal” employees but excluding „part-time” employees as at 31st December, 1958, 31st March, 1959, 30th June, 1959, and 30th September, 1959.
- (14) The number of „part-time” employees by race as at 31st December, 1958, 31st March, 1959, 30th June, 1959 and 30th September, 1959.
- (15) Cost of payments *in kind*, of rations, housing and quarters, made to employees by race (excluding working proprietors) for the financial year 1958-59.
- (16) Total and analysis of purchases and stock on hand at the beginning and end of the financial year, of foodstuffs, liquor, non-alkoholic drinks, cigarettes and tobacco and other saleable goods.
- (17) Total and analysis of revenue received from: Accommodation (hotel room charges and meals), casual meals only, bar takings (excluding cigarettes and tobacco), cigarettes and tobacco, off-consumption bottle sales, bottle store sales (to be excluded if sold by a separate establishment), rent received from the letting of shops and offices, and other revenue.

(18) Totaal en ontleding van uitgawes, naamlik totale salarisse en lone volgens ras, insluitende kommissie, bonusse aan die personeel vir die boekjaar uitbetaal, uitsluitende salarisse aan besturende direkteure, vergoeding aan besturende direkteure en ander direkteursgelde (slegs private maatskappye), waardevermindering van vaste eiendom en meubels, uitrusting en voertuie, huurgeld betaal, reparasie en opknapping van vaste eiendom (insluitende onderhoudskoste maar nie kapitaaluitgawes nie), advertensies, hoofkantooruitgawes, alle ander uitgawes soos in wins-en-verliesrekening vervat maar nie items wat in die wins-en-verliesverdelingsrekening voorkom nie.

(19) Opsomming van inkomste en uitgawes van inrigtinge:—

Debet.—Totale aankope, totale beginvoorraad, totale uitgawes en netto wins.

Kredite.—Totale inkomste, totale eindvoorraad en netto verlies (as daar is).

(20) Die totale bates en laste van die inrigting:—

(a) *Laste.*—Private kapitaal (slegs eenmansake en vennootskappe), aandeelkapitaal uitgereik, reserwes, balans op winsverdelingsrekening, lenings van moedermaatskappy, langtermynlenings en skuldbriewe, korttermynlenings en bankoortrekkings, handelskrediteure, ander krediteure (belasting, dividende, ens.) en ander laste.

(b) *Bates.*—Grond en geboue, meubels, toebehore en vervoeruitrusting, voorraad voorhande, handelsdebiteure, beleggings in filiale en ander, kontant voorhande en in bank, bougenootskappe, ens., klandisiewaarde en ander bates.

(21) Of dit 'n tak is van 'n maatskappy wat buite die Unie geregistreer is; die totale nominale waarde van die totale uitgereikte aandeelkapitaal (gewone en voorkeur-) en die nominale waarde van die aandeelkapitaal wat buite die Unie besit word.

(22) Die kapitale uitgawes op geboue en ander bouwerk en meubels, toebehore en vervoeruitrusting gedurende die jaar.

(23) Die totale bedrag aan rente uitbetaal of opgeloopt en die totale bedrag van sodanige rente buite die Unie van Suid-Afrika betaalbaar.

(24) Netto wins/verlies vir die jare 1958-59 en 1957-58 (uitgesonderd rente en dividende ontvang en voordat voorsiening vir inkomstebelasting gemaak is).

(25) Die winsverdeling vir 1958-59 wat die verklaarde dividende en voorsiening vir inkomstebelasting aantoon. Dit is van toepassing slegs op geregistreerde maatskappye.

5. Die inligting wat in subparagrafe (20) tot (25) van regulasie 4 genoem word, het slegs op ander firmas as takke betrekking.

6. Die persoon in beheer van 'n akkommodasie-inrigting wat sonder redelike grond versuim om aan hierdie regulasies te voldoen, is skuldig aan 'n oortreding en by skuldigbevinding strafbaar met 'n boete van hoogstens vyf-en-twintig pond of by voortdurende versuim om daaraan te voldoen aan 'n boete van hoogstens een pond vir elke dag waarop die versuim voortduur. Die persoon in beheer van 'n akkommodasie-inrigting word nie van hierdie strafbepalings onthef slegs omdat hy geen vorm of vorms, om die opgawe of opgawes te verstrek in paragraaf (a) van regulasie 2 genoem, ontvang het nie; die Direkteur van Sensus en Statistiek kan, as hy dit gerade ag, 'n vorm of vorms aan die persoon in beheer van 'n akkommodasie-inrigting laat aflewer op per pos aanstuur.

(18) Total and analysis of expenditure: Total salaries and wages by race, including commission, bonuses paid to the staff during the financial year, excluding managing directors' salaries, managing directors' remuneration and other directors' fees (private companies only), depreciation on fixed property and furniture, equipment and vehicles, rent paid, repairs and renovations to fixed property (including maintenance but excluding capital expenditure), advertising, head office charges, and all other expenses as per profit and loss account, but not to include items appearing in the profit and loss distribution account.

(19) Summary of establishment's revenue and expenditure:—

Debits.—Total purchases, total opening stock, total expenses and net profit.

Credits.—Total revenue, total closing stock and net loss (if any).

(20) The total assets and liabilities of the establishment:—

(a) *Liabilities.*—Private capital (individual and partnerships only), share capital issued, reserves, balance on appropriation account, loans from parent company, long-term loans and debentures and short-term loans and bank overdrafts, trade creditors, other creditors (taxation, dividends, etc.) and other liabilities.

(b) *Assets.*—Land and buildings, furniture, fittings and transport equipment, stock on hand, trade debtors, investments in subsidiaries and other, cash on hand and at bank, building societies, etc., goodwill and other assets.

(21) Whether this is a branch of a company registered outside the Union; the total nominal value of all share capital issued (ordinary and preference) and the nominal value of share capital held outside the Union.

(22) The capital expenditure during the year on buildings and other construction, furniture, fittings and transport equipment.

(23) The total amount of interest paid or accrued and the total amount of such interest paid or payable outside the Union of South Africa.

(24) Net profit/loss for the years 1958-59 and 1957-58 (excluding interest and dividends received and before provision for income tax).

(25) The appropriation for the year 1958-59 showing the dividends declared and the provision for income tax. This is applicable to registered companies only.

5. The information referred to in sub-paragraphs (20) to (25) of regulation 4 shall apply only to firms other than branches.

6. The person in charge of an accommodation establishment who, without reasonable cause, fails to comply with these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding twenty-five pounds, or, in the case of continuing failure to comply therewith, to a fine not exceeding one pound for every day during which such default continues. The person in charge of an accommodation establishment shall not be relieved of these penalties by reason only of his having received no form or forms to furnish the return or returns referred to in paragraph (a) of regulation 2; the Director of Census and Statistics may, if he deems it advisable, cause a form or forms to be delivered or sent by post to the person in charge of an accommodation establishment.

DEPARTEMENT VAN ONDERWYS, KUNS EN WETENSKAP.

No. R. 239.]

[19 Februarie 1960.]

UNIVERSITEITSKOLLEGE, WES-KAAPLAND.

Kragtens die bevoegdheid my verleen by artikel *ses-en-dertig* van die Wet op Uitbreiding van Universiteits-opleiding, 1959 (Wet No. 45 van 1959), en Proklamasie No. 212 van 1959 maak ek, JAN JONATHAN SERFONTEIN, Minister van Onderwys, Kuns en Wetenskap, hierby onderstaande regulasies ten opsigte van die Universiteitskollege Wes-Kaapland, waarvan die instelling kragtens subartikel (2) van artikel *drie* van genoemde Wet by Goewermentskennisgewing No. 1776 van 30 Oktober 1959 afgekondig is.

DEEL V.

VOORWAARDES VIR DIE REGISTRASIE VAN STUDENTE.

1. 'n Student doen aansoek om registrasie op 'n voorgeskrewe vorm wat van die Registrateur van die Universiteitskollege verkrygbaar is.
2. Die Raad bepaal gedurende welke tydperk voor die aanvang van die akademiese jaar studente toegelaat sal word om te registreer.
3. 'n Student kan slegs met spesiale toestemming van die Rektor toegelaat word om na 14 Maart te registreer in welke geval 'n laat registrasiegeld betaalbaar is.
4. 'n Student is nie geregistreer nie voordat sy aansoek formeel goedgekeur is.
5. 'n Student is verder onderworpe aan sodanige registrasievereistes en vir betaling van sodanige gelde wat deur die Universiteit van Suid-Afrika voorgeskryf word.

DEEL VI.

KLAS-, LOSIES EN ANDER GELDE.

1. Die gelde betaalbaar deur 'n student is:—
 - (a) Registrasie: £4 per jaar.
 - (b) Laatreregistrasie: £1 ekstra.
 - (c) Lesingsgelde: £28 per jaar.
 - (d) Ontspanning en sport: £1. 5s. per jaar.
 - (e) Waarborg: £1.
 - (f) Eksamen-, promosie-, en vrystellingsgelde soos deur die Universiteit van Suid-Afrika nêrgele.
2. Geen student sal toegelaat word om te registreer voordat die Registrateur tevrede is dat voorsiening gemaak is vir betaling van die voorgeskrewe gelde nie.

DEEL VII.

TOELATING VAN STUDENTE TOT, BEHEER VAN STUDENTE AAN, EN ONTSLAG VAN STUDENTE UIT DIE UNIVERSITEITSKOLLEGE.

1. 'n Student moet saam met sy aansoek om toelating ook aanneemlike getuigskrifte van goeie gedrag voorle.
2. Voordat 'n student toegelaat word om vir 'n bepaalde kursus in te skryf kan daar van hom verwag word om bevredigende bewys van goeie gesondheid te lewer.
3. 'n Student moet sy Matrikulasiesertifikaat of die Vrystelling daarvan, of enige ander sertifikaat wat as toelatingsvereiste tot 'n besondere studie dien, aan die Registrateur vertoon voor die eerste dag van Mei van die jaar waarin hy vir die eerste maal ten opsigte van daardie studie toegelaat word.

BEHEER VAN STUDENTE.

4. 'n Student onderwerp hom by registrasie aan die regulasies en reëls wat binne en buite die terrein van die Universiteitskollege op studente van toepassing is.
5. 'n Student moet hom op hoogte stel van die regulasies en reëls van die Universiteitskollege.
6. 'n Student moet hom by sy aankoms of so gou doenlik daarna by die Registrateur aanmeld.

DEPARTMENT OF EDUCATION, ARTS AND SCIENCE.

No. R. 239.]

[19 February 1960.]

WESTERN CAPE UNIVERSITY COLLEGE.

By virtue of the powers vested in me by section *thirty-six* of the Extension of University Education Act, 1959 (Act No. 45 of 1959), and Proclamation No. 212 of 1959, I, JAN JONATHAN SERFONTEIN, Minister of Education, Arts and Science, hereby make the following regulations in respect of the Western Cape University College, the establishment of which in terms of sub-section (2) of section *three* of the said Act was promulgated under Government Notice No. 1776, dated 30th October, 1959.

PART V.

CONDITIONS FOR THE REGISTRATION OF STUDENTS.

1. Every student shall apply for registration on a prescribed form obtainable from the Registrar of the University College.
2. The Council shall determine the period before the beginning of the academic year during which students will be allowed to register.
3. Any student may register after the 14th March only with the special permission of the Rector, in which case a late registration fee shall be payable.
4. A student shall not be deemed to be registered before his application has been formally approved.
5. Every student shall further be subject to such registration requirements and liable for the payment of such fees as the University of South Africa may prescribe.

PART VI.

TUITION, BOARDING AND OTHER FEES.

1. The fees payable by any student shall be:—
 - (a) Registration: £4 per annum.
 - (b) Late registration: £1 extra.
 - (c) Lecture fees: £28 per annum.
 - (d) Recreation and sport: £1. 5s. per annum.
 - (e) Security: £1.
 - (f) Examination, graduation and exemption fees as laid down by the University of South Africa.
2. No student shall be allowed to register before the Registrar is satisfied that provision has been made for the payment of the prescribed fees.

PART VII.

THE ADMISSION OF STUDENTS TO, CONTROL OF STUDENTS AT, AND DISCHARGE OF STUDENTS FROM THE UNIVERSITY COLLEGE.

1. Every student shall submit acceptable testimonials of good conduct together with his application for admission.
2. Before any student is allowed to enrol for a particular course he may be required to submit satisfactory proof of good health.
3. Every student shall produce his matriculation certificate or exemption therefrom or any other certificate which serves as an admission requirement for a particular course of study to the Registrar before the first day of May of the year in which he is admitted for the first time in respect of that course of study.

CONTROL OF STUDENTS.

4. Every student shall on registration be subject to the rules and regulations applying to students within and outside the precincts of the University College.
5. Every student shall acquaint himself with the rules and regulations of the University College.
6. Every student shall report to the Registrar on or as soon as possible after his arrival.

7. Geen persoon mag sonder die verlof van die Registrateur lesings bywoon voordat hy geregistreer is nie.

8. 'n Student is verplig om die lesings gereeld by te woon, en die vereiste werk in die laboratoria te verrig. 'n Student sal nie tot die eksamens toegelaat word tensy hy minstens driekwart van die vereiste lesings in enige vak bygewoon het nie. 'n Student wat verlof van afwesigheid wil hê, moet vooraf daarom by die Rektor aansoek doen. In gevalle van afwesigheid, moet die student die rede vir sy afwesigheid so gou moontlik meedeel aan die professor of lektor wie se klas hy nie bygewoon het nie.

9. 'n Student is verplig om hom nie alleen op die terrein van die Universiteitskollege en in die omgewing nie, maar ook op ander plekke van alle gedrag wat nadelig sou kan wees vir die goeie naam van die Universiteitskollege te weerhou.

10. 'n Student mag nie lid word van enige student-organisasie binne of buite die Universiteitskollege wat nie deur die Raad goedgekeur is nie en geen vereniging mag aan die Universiteitskollege gestig word sonder die goedkeuring van die Raad nie.

11. Goedgekeurde studentekomitees mag volgens die bepalings van die betrokke liggaam se konstitusie vergader, en geen ander studentevergadering mag op die terrein van die Universiteitskollege sonder toestemming van die Rektor gehou word nie.

12. 'n Student mag geen alkoholiese drank op die terrein van die Universiteitskollege besit, gebruik of voorsien nie.

13. Geen tydskrif, publikasie of vlugskrif waarvoor studente ten volle of ten dele verantwoordelik is en geen kennisgewing of plakkaat mag sonder goedkeuring van die Rektor versprei of vertoon word nie.

14. Geen persverklaring mag deur of namens die studente of op hul versoek sonder die toestemming van die Rektor uitgereik word nie.

15. 'n Student mag nie sonder die toestemming van die Rektor 'n motorvoertuig op die terrein van die Universiteitskollege bring of aanhou nie.

16. 'n Student wat skade aan die eiendom van die Universiteitskollege veroorsaak, moet sodanige skade vergoed.

17. Op die terrein van die Universiteitskollege mag nie sonder die toestemming van die Rektor gekollekteer word nie.

18. 'n Student is onderhewig aan besondere reëls wat vir 'n bepaalde gedeelte van die terrein of vir geboue van die Universiteitskollege geld.

19. Verblyfsreëlings wat studente vir die duur van die Kollegejaar tref is aan die goedkeuring van die Raad onderhewig.

20. 'n Student moet die Registrateur van enige verandering van posadres en woonplek in kennis stel.

TUG EN ONTSLAG.

21. 'n Student is onderworpe aan die dissiplinêre gesag van die Raad of van die Senaat in ooreenstemming met die aard van die oortreding. Die gesag van die Raad en van die Senaat is soos in hierdie regulasies voorgeskryf.

22. Die beheer en uitvoerende gesag van die Universiteitskollege is in die Raad gevestig, en in ooreenstemming daarmee word die Raad gemagtig om met enige oortreding, behalwe dié in paragrawe 25 en 26 hieronder genoem, te handel.

23. Die Raad kan een of meer van die volgende strawwe opleë:—

- (a) Verbanning;
- (b) tydelike uitsetting;
- (c) geldboete;
- (d) enige ander gepaste straf wat onder die omstandighede geskik geag word.

24. Die Senaat hou toesig en reël die tug en onderrig van studente in die verskillende departemente, voorlesings, klasse, en eksamens van die Universiteitskollege, in ooreenstemming met sodanige reëls wat vir dié doel geformuleer mag word.

25. (1) Die Senaat kan 'n student straf vir 'n oortreding wat die tug of onderrig in die onderskeie departemente,

7. No person shall without the permission of the Registrar attend lectures before he has been registered.

8. Every student shall attend lectures regularly and perform the required work in the laboratories. No student shall be admitted to the examinations unless he has attended not less than three-quarters of the required lectures in any subject. Any student who desires leave of absence, shall apply to the Rector in advance for such leave. In the event of any absence, the student shall as soon as possible inform the professor or lecturer whose class he failed to attend of the reason for his absence.

9. Every student shall, not only within and in the vicinity of the University College precincts, but also in all other places, refrain from all conduct which could be detrimental to the good name of the University College.

10. No student shall become a member of any student's organization within or outside the University College which has not been approved by the Council, and no society or association shall be established at the University College without the approval of the Council.

11. Approved students' committees may meet in terms of the constitution of the body concerned, and no other meeting of students shall be held in the precincts of the University College without the approval of the Rector.

12. No student may be in possession of, consume or supply alcoholic liquor in the precincts of the University College.

13. No periodical, publication or pamphlet for which students are wholly or partly responsible and no notice or placard may be distributed or displayed without the approval of the Rector.

14. No Press statement may be issued by or on behalf of or at the request of the students without the permission of the Rector.

15. No student may without the permission of the Rector bring into or keep within the precincts of the University College any motor vehicle.

16. Any student who causes damage to the property of the University College shall make good such damage.

17. No collections may be held in the precincts of the University College without the approval of the Rector.

18. Every student shall be subject to any special rules pertaining to any particular part of the grounds or to the buildings of the University College.

19. Residential arrangements made by students for the duration of the College year shall be subject to the approval of the Council.

20. Every student shall notify the Registrar of any change of postal and residential address.

DISCIPLINE AND DISCHARGE.

21. Every student shall be subject to the disciplinary authority of the Council or of the Senate according to the nature of the offence. The authority of the Council and of the Senate shall be as prescribed in these regulations.

22. The control and executive authority of the University College shall be vested in the Council and the Council shall accordingly be empowered to deal with any offence, except those referred to in paragraphs 25 and 26 below.

23. The Council may impose any one or more of the following punishments:—

- (a) Expulsion;
- (b) suspension;
- (c) a fine;
- (d) any other appropriate punishment considered fitting under the circumstances.

24. The Senate shall supervise and regulate the discipline and the instruction of students in the various departments, lectures, classes and examinations of the University College in accordance with such rules as may be formulated for this purpose.

25. (1) The Senate may punish any student for any offence affecting the discipline or instruction in the respec-

voorlesings, klasse en eksamens van die Universiteitskollege raak, deur een of meer van die volgende strawwe op te lê:—

- (a) Verbanning;
- (b) tydelike uitsetting;
- (c) skorsing van bywoning van klasse;
- (d) geldboete;
- (e) enige ander gepaste straf wat onder die omstandighede geskik geag word.

(2) In die geval van verbanning of tydelike uitsetting deur die Senaat word die besluit aan die Raad vir bekragtiging voorgelê.

26. Die Senaat kan toestemming tot die bywoning van 'n klas of klasse weier aan 'n student wie se werk of gedrag onbevredigend is.

27. Gewoonteverwaarloosing van werk in enige klas of afwesigheid sonder redelike oorsaak sal as 'n tug-oortreding beskou word.

28. Die Rektor is die hoofugbeampte van die Universiteitskollege en kan namens die Raad of die Senaat optree in die geval van enige tug-oortreding of wangedrag binne of buite die terrein van die Universiteitskollege.

29. In geval van 'n oortreding van 'n regulasie of reël binne of buite die terrein van die Universiteitskollege doen die Rektor sodanige stappe as wat hy nodig ag, en het hy die mag om 'n student te belet om klasse by te woon en/of om aan enige ander aktiwiteite aan die Universiteitskollege deel te neem, hangende 'n finale beslissing.

30. (1) Die Rektor het die mag om namens die Raad en die Senaat self, in die geval van 'n tug-oortreding deur 'n student, 'n besluit te neem, en in die uitoefening van hierdie mag kan hy 'n boete van hoogstens £10 oplê of enige ander toepaslike stappe doen.

(2) 'n Student het die reg om by die Senaat te appelleer indien die oortreding betrekking het op die departemente, voorlesings, klasse of eksamens van die Universiteitskollege, en by die Raad indien die oortreding van 'n ander aard is. Enige sodanige appel moet binne vyf dae na die Rektor se kennisgewing aan die student aangeteken word.

31. Indien die Rektor van oordeel is dat 'n oortreding van 'n ernstige aard is, verwys hy die saak na of die Senaat of die Raad, na gelang van die geval.

32. In geval van 'n oortreding van 'n regulasie of reël binne of buite die terrein van die Universiteitskollege verbeur die betrokke student alle eise om terugbetaling of afslag van gelde wat betaal of betaalbaar is indien daar kragtens hierdie regulasies teen hom opgetree word.

DEEL VIII.

FAKULTEITE EN DEPARTEMENTE.

1. Die volgende fakulteite word aan die Universiteitskollege ingestel:—

- (a) Lettere en Wysbegeerte.
- (b) Wiskunde en Natuurwetenskappe.
- (c) Handel en Administrasie.
- (d) Opvoedkunde.

DEEL IX.

BEVOEGDHEDE, PLIGTE EN WERKSAAMHEDE, TOELAES BETAALBAAR AAN EN AMPSTERMYN VAN LEDE, EN PROSEDURE BY VERGADERINGS, VAN 'N RAAD EN BEVOEGDHEDE, PLIGTE, WERKSAAMHEDE EN SAMESTELLING VAN KOMITEES VAN 'N RAAD.

BEVOEGDHEDE, PLIGTE EN WERKSAAMHEDE VAN 'N RAAD EN KOMITEES VAN 'N RAAD.

1. Behoudens die bepalinge van die Wet—

- (a) adviseer 'n raad die Minister of Sekretaris omtrent 'n aangeleentheid wat die Minister of Sekretaris na die raad verwys;
- (b) verrig 'n raad of die uitvoerende komitee van 'n raad, onderworpe aan die voorwaardes wat die Minister mag bepaal, alle handeling wat nodig is

tive departments, lectures, classes and examinations of the University College, by imposing any one or more of the following punishments:—

- (a) Expulsion;
- (b) suspension;
- (c) suspension from attending classes;
- (d) a fine;
- (e) any other appropriate punishment considered fitting under the circumstances.

(2) In the event of expulsion or suspension by the Senate, the decision shall be submitted to the Council for confirmation.

26. The Senate may refuse any student whose work or conduct is unsatisfactory permission to attend a class or classes.

27. Habitual neglect of work in any class or absence without reasonable cause shall be regarded as a disciplinary offence.

28. The Rector is the chief disciplinary officer of the University College and may act on behalf of the Council or the Senate in the event of any disciplinary offence or misconduct within or outside the precincts of the University College.

29. In the event of any contravention of any rule or regulation within or outside the precincts of the University College, the Rector shall take such steps as he may deem necessary, and shall have the power to forbid any student to attend classes and/or to take part in any other activities at the University College, pending a final decision.

30. (1) The Rector shall have the power to take a decision on behalf of the Council and the Senate itself, in the event of a disciplinary offence by a student, and in the exercise of such power he may impose a fine not exceeding £10 or take any other appropriate steps.

(2) Any student shall have the right to appeal to the Senate, if the offence relates to the departments, lecturers, classes or examinations of the University College, and to the Council, if the offence is of any other nature. Any such appeal shall be lodged within five days after the Rector's notification to the student.

31. If the Rector is of the opinion that an offence is of a serious nature, he shall refer the matter to the Senate or to the Council, as the case may be.

32. In the event of a contravention of a rule or regulation within or outside the precincts of the University College, the student concerned shall forfeit every claim to any refund or remission of fees paid or payable if action has been taken against him in terms of these regulations.

PART VIII.

FACULTIES AND DEPARTMENTS.

1. The following faculties shall be established at the University College:—

- (a) Arts.
- (a) Mathematics and Science.
- (c) Commerce and Administration.
- (d) Education.

PART IX.

POWERS, DUTIES AND FUNCTIONS, ALLOWANCES PAYABLE TO AND TERM OF OFFICE OF MEMBERS, AND PROCEDURE AT MEETINGS OF A COUNCIL, AND THE POWERS, DUTIES, FUNCTIONS AND CONSTITUTION OF COMMITTEES OF A COUNCIL.

POWERS, DUTIES AND FUNCTIONS OF A COUNCIL AND COMMITTEES OF A COUNCIL.

1. Subject to the provisions of the Act—

- (a) a council shall advise the Minister or the Secretary in regard to any matter the Minister or the Secretary may refer to such council;
- (b) and subject to such conditions as the Minister may lay down, a council or the executive committee of a council shall perform all acts necessary for the

vir die uitoefening, uitvoering of verrigting van die regte, pligte, bevoegdhede, magte en werksaamhede wat die Minister kragtens artikel *sewe-en-dertig* (2) van die Wet aan die raad verleen, op lê of toevertrou: Met dien verstande dat 'n handeling van 'n uitvoerende komitee onderhewig is aan bekragting deur die raad by die eersvolgende gewone- of buitengewone vergadering van die raad; en

- (c) tref die raad die maatreëls wat nodig mag wees vir die behoorlike uitoefening van sy bevoegdhede en uitvoering van sy pligte.

SEKRETARIS VAN 'N RAAD.

2. Die Registrateur van die Universiteitskollege wat ingevolge artikel *vyf-en-twintig* van die Wet aangestel is, is die Sekretaris van die Raad van die Universiteitskollege en hy kan 'n ander beamppte van die administratiewe personeel aanwys om hom behulpsaam te wees of om in sy plek op te tree.

SAMESTELLING VAN KOMITEES VAN 'N RAAD.

3. (1) 'n Raad stel van tyd tot tyd uit eie geledere 'n uitvoerende komitee aan.

(2) 'n Uitvoerende komitee bestaan uit—

- (a) die voorsitter van die raad *ex officio*, wat die voorsitter is;
- (b) die rektor van die universiteitskollege *ex officio*; en
- (c) 'n ander raadslid.

TOELAES BETAALBAAR AAN LEDE.

4. 'n Lid wat nie in die voltydse diens van die Staat is nie, is geregtig op—

- (a) 'n toelae van £3. 3s. vir elke dag waarop hy 'n vergadering of vergaderings van een of meer as een raad of uitvoerende komitee bywoon of vir elke dag waarop hy, in opdrag van die voorsitter, noodsaaklikerwys werk in verband met die raad verrig;
- (b) 'n reis- of verblyftoelae, behalwe op 'n dag wanneer 'n toelae ingevolge paragraaf (a) betaal word, teen £3. 3s. per dag (gereken vanaf middernag tot middernag) vir elke voltooide uur (een vier-en-twintigste) van die tyd na en van die vergaderplek van 'n raad of uitvoerende komitee in beslag geneem of terwyl hy noodwendig op 'n ander plek as sy gewone verblyfplek in diens van 'n raad opgehou word, indien hy in die Unie, Suidwes-Afrika, Suid-Rhodesië of die Protektorate reis; en
- (c) 'n eerste-klas-treinkaartjie (met toeslag vir die gebruik van 'n koepee) of 'n lugreiskaartjie vir 'n reis in diens van die raad of om 'n vergadering van 'n raad of uitvoerende komitee op 'n ander sentrum as dié waar hy woonagtig is, by te woon en, indien die reis nie in sy geheel per trein of lug afgelê kan word nie, vergoeding ten opsigte van motorvervoer na en van die plek van aankoms of vertrek: Met dien verstande dat—

(i) indien die reis nie doeltreffend per trein, lug of ander openbare vervoer onderneem kan word nie of dié trein-, lug- of ander openbare vervoer nie beskikbaar is nie, hy 'n vervoer-toelae teen die geldende staatsdienstarief vir die gebruik van sy private motor of vergoeding ten opsigte van gehuurde motorvervoer betaal word; en

(ii) indien die reis doeltreffend per trein-, of ander openbare vervoer, uitgesonderd lugvervoer, onderneem kan word, en die lid verkies om per motor te reis, hy 'n vervoer-toelae gelykstaande aan die koste vir die Staat van 'n rit per spoor (toeslag vir die gebruik van 'n koepee uitgesluit) of ander openbare vervoer betaal word.

AMPSTERMYNE VAN LEDE VAN 'N RAAD.

5. (1) Elke lid van 'n raad beklee sy amp vir 'n tydperk van drie jaar of tot sy bedanking uit sy amp.

(2) 'n Lid van 'n raad kan uit sy amp bedank deur aan die sekretaris van die raad skriftelik kennis te gee.

exercise, carrying out or performance of the rights, duties, powers, authorities and functions conferred on, imposed upon or entrusted to the council by the Minister under section *thirty-seven* (2) of the Act: Provided that any act of an executive committee shall be subject to confirmation by the council at the next succeeding ordinary or special meeting of the council; and

- (c) the council shall take such measures as may be necessary for the proper exercise of its powers and performance of its duties.

SECRETARY OF A COUNCIL.

2. The Registrar of the University College appointed under section *twenty-five* of the Act, shall be the Secretary of the Council of the University College and he may designate any other officer of the administrative staff to assist him or to act in his stead.

CONSTITUTION OF COMMITTEES OF A COUNCIL.

3. (1) A council shall from time to time appoint an executive committee from its members.

(2) An executive committee shall consist of—

- (a) the chairman of the council, *ex officio*, who shall be the chairman;
- (b) the Rector of the University College, *ex officio*;
- (c) another member of the council.

ALLOWANCES PAYABLE TO MEMBERS.

4. A member who is not in the full-time employ of the State, shall be entitled to—

- (a) an allowance of £3. 3s. for every day on which he attends a meeting or meetings of one or more than one council or executive committee or for every day on which he necessarily performs any work in connection with the council on the instructions of the chairman;
- (b) a subsistence and travelling allowance, except on any day when an allowance is payable under paragraph (a), at the rate of £3. 3s. per day (reckoned from midnight to midnight) for every completed hour (one twenty-fourth) of the time spent in travelling to and from the venue of the meeting of a council or executive committee, or while necessarily detained while on duty for a council at any place other than his ordinary place of residence, if travelling in the Union, South West Africa, Southern Rhodesia or the Protectorates; and
- (c) a first-class train ticket (plus surcharge for the use of a coupé) or an air ticket for travelling on duty for the council or for the purpose of attending a meeting of a council or executive committee at any centre other than his place of residence, and, if the journey cannot be undertaken entirely by train or by air, reimbursement of motor transport to and from the point of arrival or departure: Provided that—

(i) if the journey cannot effectively be undertaken by train, air or any other public means of transport, or if such train, air or other public means of transport is not available, he shall be paid a transport allowance at the current Public Service rates for the use of his private motor-car or shall be reimbursed for hired motor transport; and

(ii) if the journey can effectively be undertaken by train or other public means of transport, excluding air transport, and the member prefers to travel by motor-car he shall be paid a transport allowance equal to the cost to the State of a journey by train (excluding the surcharge for the use of a coupé).

TERM OF OFFICE OF MEMBERS OF A COUNCIL.

5. (1) Every member of a council shall hold office for a period of three years or until he resigns his office.

(2) A member of a council may resign his office by giving notice to the Secretary of the Council in writing.

(3) Daar word beskou dat 'n lid van 'n raad uit sy amp bedank het indien hy—

- (a) sonder verlof van die raad van twee agtereenvolgende gewone vergaderings afwesig is;
- (b) insolvent raak; of
- (c) aan 'n misdryf skuldig bevind word en tot tronkstraf sonder die keuse van 'n boete gevonnis word.

VERGADERINGS EN KENNISGEWING VAN 'N VERGADERING VAN 'N RAAD.

6. (1) (a) 'n Gewone vergadering van die raad word gehou op die tyd en plek wat die voorsitter daarvan bepaal.

(b) Minstens tien dae voor die datum wat vir 'n gewone vergadering bepaal is, stel die sekretaris van die raad elke raadslid skriftelik in kennis waar en wanneer die vergadering gehou word en watter sake daarop oorweeg sal word.

(2) (a) Die voorsitter kan uit eie beweging of op versoek van minstens drie lede van die raad, en moet, op versoek van die Sekretaris, 'n buitengewone vergadering belê.

(b) Skriftelike kennis van minstens drie dae word vir 'n buitengewone vergadering aan elke lid gegee en in hierdie kennisgewing meld die sekretaris van die raad die sake waarvoor die vergadering belê word en geen ander sake word op daardie vergadering behandel nie.

AGENDA VAN VERGADERINGS VAN 'N RAAD.

7. (1) Behoudens die voorbehoudsbepalings van sub-paragraaf (2), behandel 'n raad op 'n vergadering alleenlik daardie aangeleenthede wat op die agenda voorkom en waarvan kennis aan die lede gegee is.

(2) Kennisgewing van die sake vir plasing op die agenda geskied skriftelik en word by die registrateur ingedien minstens drie dae voor die datum waarop hy kennis van die vergadering gee. Met dien verstande dat 'n lid met die toestemming van twee-derdes van die aanwesige lede 'n voorstel van dringende aard sonder kennisgewing op 'n gewone vergadering kan indien.

(3) 'n Saak op die agenda mag nie sonder die toestemming van 'n meerderheid van die aanwesige lede teruggetrek of van die agenda geskrap word nie.

PROSEDURE BY VERGADERINGS VAN 'N RAAD.

8. (1) By alle vergaderings van 'n raad vorm sewe lede 'n kworum.

(2) (a) Die eerste taak van 'n gewone vergadering, nadat dit aangestel is, is om die notule van die vorige vergadering, en van 'n buitengewone vergadering wat daarna gehou is, te lees en dit deur die handtekening van die voorsitter te bekragtig.

(b) Die vergadering kan die notule as gelees beskou indien 'n afskrif daarvan vooraf aan elke lid gestuur is.

(c) Besware teen die notule word voor die bekragtiging daarvan geopper en afgehandel.

VOORSTELLE OP EN BESLUITE BY VERGADERINGS VAN 'N RAAD.

9. (1) 'n Voorstel of amendement daarop word gesekondeer en, indien die voorsitter dit gelas, moet dit skriftelik wees, en sonder verlof van die vergadering mag 'n voorstel nie teruggetrek word nie.

(2) 'n Besluit van die meerderheid van die aanwesige lede by 'n vergadering word as 'n besluit van die raad geag. Met dien verstande dat, in die geval van 'n staking van stemme, die voorsitter benewens sy gewone stem 'n beslissende stem het.

(3) Die getal lede wat ten gunste van of teen 'n voorstel stem, word in die notule aangeteken.

(4) Op versoek van 'n lid, gelas die voorsitter dat die stem van daardie lid in die notule aangeteken word.

(5) Die mening van 'n lid wat nie persoonlik die vergadering kan bywoon nie, word aan die vergadering voorgelê, indien dit skriftelik is, maar dit tel nie as 'n stem van daardie lid nie.

(3) A member of a council shall be deemed to have resigned his office if he—

- (a) is absent from two successive ordinary meetings without the permission of the council;
- (b) becomes insolvent; or
- (c) is found guilty of an offence and sentenced to imprisonment without the option of a fine.

MEETINGS AND NOTICE OF A MEETING OF A COUNCIL.

6. (1) (a) An ordinary meeting of the council shall be held at the time and place appointed by its chairman.

(b) Not less than ten days before the date appointed for an ordinary meeting, the secretary of the council shall notify every member of the council in writing of the time and place of the meeting and the matters to be considered thereat.

(2) (a) The chairman may, on his own initiative or at the request of not less than three members of the council and shall, at the request of the secretary, call a special meeting.

(b) Notice of a special meeting of not less than three days shall be given in writing to every member and in such notice the secretary of the council shall state the business for which the meeting is being called, and no other business shall be dealt with at such meeting.

AGENDA OF MEETINGS OF A COUNCIL.

7. (1) Subject to the provisos to sub-paragraph (2), a council shall at any meeting deal only with those matters appearing on the agenda, notice of which has been given to the members.

(2) Notice of the business to be placed on the agenda shall be given in writing and shall be submitted to the Registrar not less than three days before the date on which he gives notice of the meeting: Provided that, with the consent of two-thirds of the members present, any member may at an ordinary meeting submit a motion of an urgent nature without notice.

(3) An item on the agenda shall not be withdrawn or deleted from the agenda without the consent of a majority of the members present.

PROCEDURE AT MEETINGS OF A COUNCIL.

8. (1) At all meetings of a council seven members shall form a quorum.

(2) (a) The first task of an ordinary meeting, after it has been constituted, is to read the minutes of the previous meeting, and of any special meeting held subsequently, and to confirm such minutes by the signature of the chairman.

(b) The meeting may take the minutes as read if a copy of such minutes has been sent to every member in advance.

(c) Objections to the minutes shall be raised and dealt with before the confirmation of the minutes.

MOTIONS AND RESOLUTIONS AT MEETINGS OF A COUNCIL.

9. (1) A motion or an amendment thereto shall be seconded and, if the chairman so directs, shall be in writing, and no motion may be withdrawn without the permission of the meeting.

(2) A resolution of the majority of the members present at a meeting shall be deemed to be a resolution of the council: Provided that, in the event of an equality of votes, the chairman shall have a casting vote as well as a deliberative vote.

(3) The number of members voting in favour of or against a motion shall be recorded in the minutes.

(4) At the request of any member, the chairman shall direct that the vote of such member be recorded in the minutes.

(5) The views of a member who is unable to attend the meeting in person shall be submitted to the meeting, if in writing, but shall not count as a vote of such member.

SPREEKBEURTE BY VERGADERINGS VAN 'N RAAD.

10. Sonder die toestemming van die vergadering, kan 'n lid nie meer as een keer nie oor 'n voorstel of 'n amendement daarop praat, maar die voorsteller van die voorstel of amendement kan antwoord: Met dien verstande dat 'n lid kan voorstel dat die saak onder bespreking in komitee behandel word en, indien so 'n voorstel geskondeer word, dit sonder verdere bespreking gestel word.

ORDEBESLISSINGS BY VERGADERINGS VAN 'N RAAD.

11. Die beslissing van die voorsitter oor enige vraag van orde of prosedure by vergaderings waarvoor nie in die regulasies voorsiening gemaak is nie, is bindend, tensy 'n lid onmiddellik daarteen beswaar maak, en in so 'n geval word die vraag sonder bespreking aan die vergadering voorgelê en is die vergadering se beslissing final.

NOTULE VAN VERGADERINGS VAN 'N RAAD.

12. (1) Die sekretaris van die raad hou notule van verrigtinge op alle vergaderings en stuur na afloop van elke vergadering twee afskrifte van die notule van die verrigtinge aan die sekretaris.

(2) Die raad besluit in watter van die amptelike tale die notule gehou word.

OPPORTUNITIES TO SPEAK AT MEETINGS OF A COUNCIL.

10. Without the consent of the meeting, no member may speak more than once to a motion or any amendment thereto, but the proposer of the motion or amendment may reply: Provided that a member may move that the matter under discussion be dealt with in committee, and if such motion is seconded, it shall be put without further discussion.

RULINGS ON QUESTIONS OF ORDER AT MEETINGS OF A COUNCIL.

11. The ruling of the chairman on any questions of order or procedure at meetings not provided for in the regulations, shall be binding, unless a member immediately objects thereto in which event the question shall be put to the meeting without further discussion and the decision of the meeting shall be final.

MINUTES OF MEETINGS OF A COUNCIL.

12. (1) The secretary of the council shall keep minutes of the proceedings at all meetings and after every meeting shall forward two copies of the minutes of the proceedings to the Secretary.

(2) The council shall decide in which of the official languages the minutes are to be kept.

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