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

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

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

Please take note of these guidelines when completing your form.



GPW Business Rules

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

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

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

DISCLAIMER:

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

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

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

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GENERAL NOTICES • ALGEMENE KENNISGEWINGS

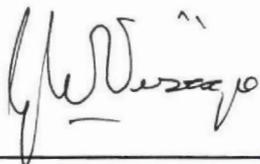
**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 807 OF 2015****THE SPECIAL INVESTIGATING UNIT****USE OF OFFICIAL LANGUAGES ACT (ACT NO.12 OF 2012)****DRAFT LANGUAGE POLICY OF THE SPECIAL INVESTIGATING UNIT**

I, Gerhard Visagie, Acting Head of the Special Investigating Unit, in terms of Section 4(2)(h) of the use of Official Languages Act, 2012 (Act No. 12 of 2012), hereby publish for public comment the Draft Language Policy of the Special Investigating Unit.

Interested persons may submit their written comments, on or before 31 August 2015 to the Communications Manager of the Special Investigating Unit,

- By hand to the Communications Manager , 74 Watermeyer Street, Rentmeester Building, Meyerspark, Pretoria;
- By registered post to Postnet Suite 271, Private Bag X 844, Pretoria 0184;
- By email info@siu.org.za

Kindly provide the name of the person(s) submitting comments and their full contact details.



Adv. G VISAGIE
Acting Head: SIU

Special Investigating Unit

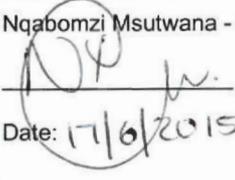
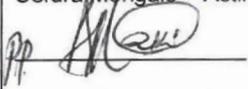
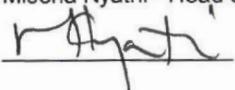
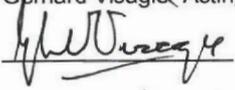
Special Investigating Unit	
Established by Proclamation No. 118 of 31 July 2001 in terms of the Special Investigating Units and Special Tribunals Act No. 74 of 1996	
Policy :	Language Policy 001
Effective date:	Upon the approval by the Acting Head of the Unit
Prepared by:	Nqabomzi Msutwana - Communications Department  Date: 17/6/2015
Verified by:	Sefura Mongalo - Acting Communications Manager  Date: 18.06.2015
Recommended by:	Miseria Nyathi - Head of Business Support  Date: 18.06.2015
Approved by:	Gerhard Visagie - Acting Head of Unit  Date: 18/06/2015
Purpose:	As reflected in Section 3
Scope:	All employees of the Unit
Implementation:	Upon the approval by the Acting Head of the Unit

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1. Definitions

Term	Definition
Act	The Use of Official Languages Act, 2012 (Act No. 12 of 2012)
Constitution	The Constitution of the Republic of South Africa, 1996
SIU Act	The SIU was established by Proclamation R118 of 2001 in terms of Act 74 of 1996
SIU	Special Investigating Unit
HOU	Head of the Unit
DAC	Department of Arts and Culture
Minister	Minister of Department of Arts and Culture
Policy	The Language Policy of the SIU
Regulations	The Regulations in terms of the Act
Republic	The Republic of South Africa

2. Legislative Instruments

- 2.1 The Constitution of the Republic of South Africa
- 2.2 The Use of Official Languages Act, 2012
- 2.3 Regulations in terms of section 13 of the Use of Official Languages Act, 2012

3. Purpose and regulatory context of this Policy

- 3.1 This Policy is required by section 4 of the Act:
 - 3.1.1 section 4(1) directs that every national department, national public entity and national public enterprise must adopt a language policy on its use of official languages; and
 - 3.1.2 section 4(2) reads that a language policy adopted in terms of subsection (1) must
 - 3.1.2.1 identify at least three official languages that the national department, national public entity or public enterprise will use for government purposes,
 - 3.1.2.2 stipulate how official languages will be used in effectively communicating with the public, official notices, government publications and inter and intra government communication,
 - 3.1.2.3 describe how the national department, national public entity or national public enterprise will effectively communicate with members of the public whose language of choice is not one of its chosen official languages, or South African Sign Language,
 - 3.1.2.4 describe how members of the public can access the language policy, and
 - 3.1.2.5 provide a complaints mechanism to enable members of the public to lodge complaints regarding the use of official languages by a national department, national public entity or national public enterprise.

4. Principles

- 4.1 The principles underpinning this Policy are:
 - 4.1.1 commitment to the promotion of all languages in the Republic in order to ensure constitutional language equity and language rights as required by a democratic dispensation;

- 4.1.2 recognition of multilingualism as a resource to maximize collaborative partnerships in nation building, economic development and social cohesion;
- 4.1.3 promotion of good language management by SIU to ensure efficient public service administration that meets the needs of the public and ensures equitable access to the services and information of the SIU;
- 4.1.4 prevention of the use of any language(s) for the purpose of exploitation, domination and discrimination within the SIU.

5. The work of the SIU

- 5.1 The SIU was established by the President in terms of the Special Investigating Units and Special Tribunal Act, Act No 74 of 1996 (SIU Act). Its primary mandate is to recover and prevent financial losses to the state caused by acts of corruption, fraud and maladministration. The SIU also assists departments with systemic improvements that positively impact on service delivery.

6. The role of Communications Department within SIU

- 6.1 The Communications Department will facilitate and implement this Policy. The functions of the department will be to:
 - 6.1.1 advise the HOU on the development, adoption and implementation of this Policy;
 - 6.1.2 monitor and assess the use of official languages by the SIU
 - 6.1.3 monitor and assess the compliance with this Policy
 - 6.1.4 compile and submit the Implementation of the Use of Official Languages Act Status Report to the Minister of the Department of Arts and Culture
 - 6.1.5 promote parity of esteem and equitable treatment of the official languages of the Republic
 - 6.1.6 facilitate equitable access to the services and information of the SIU; and
 - 6.1.7 promote good language management.

7. Use of official languages by the SIU

- 7.1 The following factors will be taken into account in arriving at the choice of official language(s) the SIU will use in each context/ situation:
 - 7.1.1 Usage
 - 7.1.2 Practicality
 - 7.1.3 Expense
 - 7.1.4 Regional circumstances
 - 7.1.5 The balance of the needs and preferences of the public it serves
- 7.2 The table below indicates how the SIU will use the official languages:

SIU Purpose	Language(s)
Inter and intra- government communication	English
Communicating with members of the public (oral communication)	The official languages of the Republic with due regard to the criteria outline in clause 7.1 above
Official publications intended for public distribution (notices on the SIU website, advertisements, forms and signage on buildings)	The official languages of the Republic with due regard to the criteria outlined in clause 7.1 above
Public exhibitions and other official proceedings	The official languages of the Republic with due regard to the criteria outlined in clause 7.1 above
Communication with the hearing or sight	The SIU Communications department will facilitate South

impaired	African Sign Language interpreting and conversion of text into Braille or alternative audio on request
Internal communication	English

8. Official languages of the SIU

8.1 The SIU recognizes all the eleven (11) official languages of the Republic. The SIU has eight regional offices in various provinces with its Head Office based in Gauteng. The languages selected are geographical to accommodate the most spoken language(s) in each province; English will be used for internal and intra- government communication. The provincial languages are as follows:

- a. Gauteng: Isizulu and Sesotho
- b. Eastern Cape: isiXhosa
- c. North West: SeTswana and Afrikaans
- d. Limpopo: Sepedi, Xitsonga and Tshivenda
- e. Mpumalanga: Siswati and Ndebele
- f. Western Cape: Afrikaans and isiXhosa
- g. Free State: Sesotho
- h. Kwa-Zulu Natal: Isizulu

9. Communication with members of the public whose language of choice is not listed in clause 8.1 or is not one of the official languages of the Republic

- 9.1 A member of the public who wishes to communicate with the SIU in a language that is not listed in clause 8.1 must notify the SIU in advance
- 9.2 A member of the public who wishes to communicate with the SIU in a language that is not one of the official languages of the Republic must notify the SIU in writing
- 9.3 Due consideration of the criteria outlined in 9.1 will be applied to every request
- 9.4 The SIU will arrange for appropriate translation or interpreting within 20 working days from the date on which the request was received by the SIU.

10. Communication with members of the public whose language of choice is South African Sign Language

- 10.1 A member of the public who wishes to communicate with the SIU in South African Sign Language must notify the SIU in writing
- 10.2 The SIU will arrange for appropriate interpreting within 20 working days from the date on which the request has been received by the SIU.

11. Publication of and access to this Policy

- 11.1 This Policy will be published in all the official languages of the Republic listed in clause 8.1
- 11.2 A member of the public who wishes to access the Policy in a language that is not listed on clause 8.1 must notify the SIU in advance
- 11.3 The Policy will be available on the SIU website www.siu.org.za
- 11.4 It will be displayed at all SIU offices in such a manner and place that it can be read by the public.

12. Complaints mechanism

- 12.1 Any person who is dissatisfied with a decision of the SIU regarding its use of official languages may lodge a complaint in writing to the HOU
- 12.2 Any complaint must be lodged:
- 12.2.1 in writing, and
 - 12.2.2 within three months of the complaint arising
- 12.3 Any complaint must state the name, address, and contact information of the person lodging it
- 12.4 Any complaint lodged must provide a full and detailed description of the complaint
- 12.5 The HOU may request a complainant to supply any additional information necessary to consider the complaint and to attend a meeting for the purpose of making an oral enquiry into the complaint
- 12.6 The HOU will consider the complaint and respond in writing, not later than three months after the complaint was lodged, informing the complainant of the decision.

13. Review of Policy

- 13.1 This Policy will be reviewed whenever necessary but at least within 5 years.

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

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from Government Printing Works

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