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# Government Printing Works

## Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website [www.gpwonline.co.za](http://www.gpwonline.co.za) to familiarise yourself with the new deadlines.

### CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

**Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.**

Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

### AMENDMENTS TO NOTICES

take note!

With effect from 01 October, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

### CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

### PROOF OF PAYMENTS



GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za), please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

### REMINDER OF THE GPW BUSINESS RULES

- ☐ Single notice, single email – with proof of payment or purchase order.
- ☐ All documents must be attached separately in your email to GPW.
- ☐ 1 notice = 1 form, i.e. each notice must be on a separate form
- ☐ Please submit your notice **ONLY ONCE**.
- ☐ Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- ☐ The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.



**DISCLAIMER:**

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

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

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

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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

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**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT****NO. 154****05 FEBRUARY 2016****SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)****ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF STEYNSBURG**

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Steynsburg, consisting of the district of Steynsburg;
- (b) determine Steynsburg to be the seat of the said Court; and
- (c) determine Steynsburg to be the place in that area for the holding of sessions of the said Court.



**MR J H JEFFERY, MP**  
**DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 155

05 FEBRUARY 2016

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

## ESTABLISHMENT OF A SMALL CLAIMS COURT FOR THE AREA OF FOCHVILLE

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) establish a Small Claims Court for the adjudication of claims for the area of Fochville, consisting of the district of Fochville;
- (b) determine Fochville to be the seat of the said Court; and
- (c) determine Fochville to be the place in that area for the holding of sessions of the said Court.



MR J. H. JEFFERY, MP

DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 156

05 FEBRUARY 2016

## SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)

## ESTABLISHMENT OF SMALL CLAIMS COURTS FOR THE AREAS OF PARYS AND VREDEFORT AND WITHDRAWAL OF GOVERNMENT NOTICE NO. 1068 OF 2 JUNE 1989

I, John Harold Jeffery, Deputy Minister of Justice and Constitutional Development, acting under the power delegated to me by the Minister of Justice and Correctional Services, under section 2 of the Small Claims Courts Act, 1984 (Act No. 61 of 1984), hereby -

- (a) (i) establish a Small Claims Court for the adjudication of claims for the area of Parys, consisting of the district of Parys;
- (ii) determine Parys to be the seat of the said Court; and
- (iii) determine Parys to be the place in that area for the holding of sessions of the said Court.
- (b) (i) establish a Small Claims Court for the adjudication of claims for the area of Vredefort, consisting of the district of Vredefort;
- (ii) determine Vredefort to be the seat of the said Court; and
- (iii) determine Vredefort to be the place in that area for the holding of sessions of the said Court.
- (c) withdraw Government Notice No. 1068 of 2 June 1989.

Despite the withdrawal of Government Notice No. 1068 of 2 June 1989, any claim emanating from the district of Vredefort which has already been instituted in the Small Claims Court of Parys prior to the publication of this Government Notice, shall be continued and concluded in the Small Claims Court of Parys as if this Government Notice has not been published.



MR J H. JEFFERY, MP

DEPUTY MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

# **WARNING!!!**

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

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

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

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

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 ([Renny.Chetty@gpw.gov.za](mailto:Renny.Chetty@gpw.gov.za)),

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

Siraj Rizvi (012) 748-6380 ([Siraj.Rizvi@gpw.gov.za](mailto:Siraj.Rizvi@gpw.gov.za))

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001  
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