



# Government Gazette Staatskoerant

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**IMPORTANT NOTICE:**

**THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.**

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

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# Closing times for **ORDINARY WEEKLY** **2018** **GOVERNMENT GAZETTE**

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

- **28 December 2017**, Thursday for the issue of Friday **05 January 2018**
- **05 January**, Friday for the issue of Friday **12 January 2018**
- **12 January**, Friday for the issue of Friday **19 January 2018**
- **19 January**, Friday for the issue of Friday **26 January 2018**
- **26 January**, Friday for the issue of Friday **02 February 2018**
- **02 February**, Friday for the issue of Friday **09 February 2018**
- **09 February**, Friday for the issue of Friday **16 February 2018**
- **16 February**, Friday for the issue of Friday **23 February 2018**
- **23 February**, Friday for the issue of Friday **02 March 2018**
- **02 March**, Friday for the issue of Friday **09 March 2018**
- **09 March**, Friday for the issue of Friday **16 March 2018**
- **15 March**, Thursday for the issue of Friday **23 March 2018**
- **22 March**, Thursday for the issue of Thursday **29 March 2018**
- **28 March**, Wednesday for the issue of Friday **06 April 2018**
- **06 April**, Friday for the issue of Friday **13 April 2018**
- **13 April**, Friday for the issue of Friday **20 April 2018**
- **19 April**, Thursday for the issue of Thursday **26 April 2018**
- **25 April**, Wednesday for the issue of Friday **04 May 2018**
- **04 May**, Friday for the issue of Friday **11 May 2018**
- **11 May**, Friday for the issue of Friday **18 May 2018**
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- **25 May**, Friday for the issue of Friday **01 June 2018**
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- **15 June**, Friday for the issue of Friday **22 June 2018**
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- **20 July**, Friday for the issue of Friday **27 July 2018**
- **27 July**, Friday for the issue of Friday **03 August 2018**
- **02 August**, Thursday for the issue of Friday **10 August 2018**
- **10 August**, Friday for the issue of Friday **17 August 2018**
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## LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

**COMMENCEMENT: 1 APRIL 2016**

### NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1000 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	250.00
Ordinary National, Provincial	2/4 - Half Page	500.00
Ordinary National, Provincial	3/4 - Three Quarter Page	750.00
Ordinary National, Provincial	4/4 - Full Page	1000.00

### EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3000** per page.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

### CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website [www.gpwnonline.co.za](http://www.gpwnonline.co.za)

All re-submissions will be subject to the standard cut-off times.

**All notices received after the closing time will be rejected.**

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00, to be published the following Friday	Tuesday, 15h00 - 3 days prior to publication
Petrol Price Gazette	As required	First Wednesday of the month	One week before publication	3 days prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00, to be published the following Friday	3 days prior to publication
Unclaimed Monies (justice, labour or lawyers)	January / As required 2 per year	Any	15 January / As required	3 days prior to publication
Parliament (acts, white paper, green paper)	As required	Any		3 days prior to publication
Manuals	As required	Any	None	None
State of Budget (National Treasury)	Monthly	Any	7 days prior to publication	3 days prior to publication
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 days prior to publication
North West	Weekly	Tuesday	One week before publication	3 days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 days prior to publication
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
Mpumalanga Liquor License Gazette	2 per month	Second & Fourth Friday	One week before	3 days prior to publication

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****EXTRAORDINARY GAZETTES**

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

**NOTICE SUBMISSION PROCESS**

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website [www.gpwnonline.co.za](http://www.gpwnonline.co.za).
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
  - 8.1. Each of the following documents must be attached to the email as a separate attachment:
    - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
      - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
      - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
    - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice .  
(Please see *Quotation* section below for further details)
    - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
    - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (Please see the *Copy Section* below, for the specifications).
    - 8.1.5. Any additional notice information if applicable.
9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****QUOTATIONS**

13. Quotations are valid until the next tariff change.
  - 13.1. **Take note:** GPW's annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.
  - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
  - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
  - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
  - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
    - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
  - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
  - 19.1. This means that **the quotation number can only be used once to make a payment.**

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03

20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.

The content document should contain only one notice. (You may include the different translations of the same notice in the same document).

20.2. The notice should be set on an A4 page, with margins and fonts set as follows:

Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

**CANCELLATIONS**

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

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

**AMENDMENTS TO NOTICES**

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

**REJECTIONS**

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)). Reasons for rejections include the following:

24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.

24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.

24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.

24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

**GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY**

27. The Government Printer will assume no liability in respect of—
  - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
  - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
  - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

**LIABILITY OF ADVERTISER**

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

**CUSTOMER INQUIRIES**

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

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

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

29. Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

### PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za) before publication.
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## GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

## DEPARTMENT OF BASIC EDUCATION

NO. 36

26 JANUARY 2018

## NATIONAL EDUCATION POLICY ACT, 1996 (ACT NO. 27 OF 1996)

CALL FOR SUBMISSIONS FROM MEMBERS OF THE PUBLIC AND  
STAKEHOLDER BODIES ON THE DRAFT RURAL EDUCATION POLICY TO BE  
PUBLISHED IN THE GOVERNMENT GAZETTE

1. I, Angelina Matsie Motshekga, Minister of Basic Education, hereby, in terms of section 3(4)(l) of the *National Education Policy Act, 1996 (Act No. 27 of 1996)*, and after consultation with the Council of Education Ministers, call for comments on the following draft policy document:

***RURAL EDUCATION POLICY***

## AVAILABILITY OF THE POLICY DOCUMENT

2. The policy document referred to in paragraph 1 is available on the following Departmental websites: [www.education.gov.za](http://www.education.gov.za), Resources, Policies: Curriculum and Assessment

  
MRS AM MOTSHEKGA, MP  
MINISTER OF BASIC EDUCATION  
DATE: 22.10.2017.



## **basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

# **RURAL EDUCATION DRAFT POLICY**

**SEPTEMBER 2017**

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**ACRONYMS**

ASIDI	Accelerated Schools Infrastructure Development Initiative
CRDP	Comprehensive Rural Development Programme
CPD	Continuing Professional Development
CRDP	Comprehensive Rural Development Programme
DBE	Department of Basic Education
DoE	Department of Education
ECD	Early Childhood Development
GET	General Education and Training
FET	Further Education and Training
HEI	Higher Education Institutions
ICT	Information and Communication Technology
ITE	Initial Teacher Education
LOLT	Language of Learning and Teaching
LTSM	Learning and Teaching Support Materials
MCRE	Ministerial Committee on Rural Education
MCRE	Ministerial Committee on Rural Education
NDP	National Development Plan
NEPA	National Education Policy Act
NSNP	National School Nutrition Programme
NSC	National Senior Certificates
NMF	Nelson Mandela Foundation
PED	Provincial Education Department
RE	Rural Education
REAC	Rural Education Advisory Committee
SASA	South African Schools Act
SDG	Sustainable Development Goals
SGB	School Governing Body
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization

## DEFINITIONS

<b>‘Agricultural education’</b>	means the teaching of agriculture, natural resources and land management through hands-on experience and guidance to prepare learners for entry level jobs or to further education to prepare them for advanced agricultural jobs;
<b>‘classification’</b>	means a set of discrete, exhaustive and mutually exclusive categories that can be assigned to one or more variables or items;
<b>‘cluster of schools’</b>	more than one school with their own facilities on the same site. The site name is registered in the same name of one of the schools.
<b>‘communal land’</b>	means land which is occupied or used by members of a community, subject to rules of custom of the community;
<b>‘curriculum’</b>	a statement of intended outcomes to be achieved, what knowledge content is to be acquired, which competencies are to be developed and the levels of performance that are expected from learners in each of the grades;
<b>‘district’</b>	the geographic area within a province that has been demarcated by the MEC for Education as the first level of administration and sub-division within a PED;
<b>‘Early Childhood Development’</b>	an umbrella term that applies to the process by which children from birth to at least nine years grow and thrive, physically, mentally, emotionally, spiritually, morally and socially;
<b>‘education’</b>	education undertaken is an educational Institution established, declared or registered in terms of the <i>Child Care Act</i> , <i>South African Schools Act</i> , <i>Adult Basic Education Act</i> , <i>Further Education and Training Colleges Act</i> , <i>Higher Education Act</i> or provincial law;
<b>‘focus schools’</b>	A school that specializes in an area of the curriculum;

<b>‘foundation phase’</b>	The first phase of a school curriculum applicable in Grades R, 1, 2 and 3;
<b>‘functional school’</b>	means a school where learners and teachers have access to the following basic social services: health, social development, a library, and transport.
<b>‘Further Education and Training’</b>	all learning and training programmes leading to qualifications on level 2, 3 and 4 of the National Qualification Framework;
<b>‘General Education and Training’</b>	all programmes leading to a qualification at level 1 on the National Qualification Framework;
<b>‘Grade R’</b>	the reception year for a learner in a school or and ECD Centre, that is, the grade immediately before Grade 1;
<b>‘Higher Education Institution’</b>	Any institution that provides higher education on a full time, part time or distance basis which is established, deemed to be established or declared as a public higher education Institution, or registered or conditionally registered as a private higher education Institution under the <i>Higher Education Institution Act</i> .
<b>‘home language’</b>	the language that is spoken most frequently at home by a learner;
<b>‘indicators’</b>	a measure designed to assess the performance of a system, policy, programme or project;
<b>‘indigenous languages’</b>	a language that originated in a specified territory or community and was not brought in from elsewhere;
<b>‘intermediate phase’</b>	the second phase of the school curriculum applicable in Grades 4, 5 and 6;
<b>‘learning outcomes’</b>	a description of what knowledge, and skills values learners need to know, demonstrate and be able to do;

<b>'literacy'</b>	ability to read and write with understanding in any language;
<b>'Language of Learning and Teaching'</b>	Is a language medium through which learning and teaching, including assessment occurs
<b>'multilingualism'</b>	ability to speak more than two languages; proficiency in many languages;
<b>'National School Nutrition Programme'</b>	A national programme managed by the Department of Basic Education, targeted at poor communities, whose objectives are to contribute to enhanced learning capacity through school feeding; promote and support the Implementation of food production Initiatives in schools; and strengthen nutrition education for school communities;
<b>'National Senior Certificate'</b>	the NSC is a 130 credit certificate at level 4 on the National Qualification Framework (NQF);
<b>'primary school'</b>	a school that offers all or a selection of grades from Grade R to 7;
<b>'private land'</b>	means a land that is not owned by the state or any organ of state;
<b>'public school'</b>	a school contemplated in <i>Chapter 3 of the South African Schools Act 1996</i> ;
<b>'qualified educator'</b>	a person who is in possession of an approved professional teaching qualification for employment in public education;
<b>'rural areas'</b>	farms and traditional areas characterised by low population densities, low levels of economic activity and low levels of infrastructure;
<b>'School Governing Body'</b>	A statutory body vested in the governance of a public school and it may perform only such functions and obligations and exercise such rights as prescribed by the <i>South African Schools Act, 84 of 1996</i> ;
<b>'secondary school'</b>	a school that offers all or a selection of grades from Grade 8 to Grade 12;

<b>‘self-esteem’</b>	indicates children’s and teachers’ valuing of themselves, an identity and sense of pride in oneself and the place where one lives, learns and works;
<b>‘senior phase’</b>	the third phase of the school curriculum applicable in Grades 7, 8 and 9;
<b>‘social connectedness’</b>	points towards being connected to meaningful others and belonging to a group, that is school communities using partnerships to function as educational units of wellbeing, learning and teaching;
<b>‘subjects’</b>	a specific body of academic knowledge selected and organised as part of a curriculum;
<b>‘teachers’</b>	school-based educators whose core responsibility is that of classroom teaching at a school.

## SCHEDULE

### CHAPTER 1

#### INTRODUCTION TO THE POLICY

##### 1. Purpose of the Policy

- 1) This rural education policy aims to improve access to education, as well as the quality of education for all in rural schools. The policy provides a framework for:
  - a. the development of context-specific, relevant and sustainable strategies to deal with the challenges in rural schools whilst drawing on strengths in rural communities; and
  - b. improving the quality of education in rural schools that will allow the creation of appropriate strategies and practical intervention to improve the quality of education in rural schools.
- 2) A number of pro-poor initiatives aimed at promoting equity and improving the quality of education in previously disadvantaged schools, including rural schools have been implemented since 1994. In spite of these significant interventions, a large number of rural schools are still characterised by inadequate resources, teacher shortages, absenteeism and learners that dropout from school, and above all, poor educational outcomes.
- 3) The policy grapples with the often recognised disadvantage of rural communities and schools (inadequate resources, teacher shortages, absenteeism and learners that dropout from school, and poor educational outcomes) on one hand, and the various assets that exist in rural communities (e.g., indigenous knowledge systems) which can be harnessed to enrich teaching and learning in rural schools.
- 4) The policy recognises the role of the community and sense of belonging (both to the community and the school) and connectedness among stakeholders.

- 5) The policy aims to reflect the realities in rural communities and provide a framework for the development of context-specific and sustainable interventions for rural schools.
- 6) This policy applies uniformly in all provincial departments of education, districts and schools. The provincial education departments can use this policy as a framework for the development of policy, guidelines and strategies for rural education.

## CHAPTER 2

### RATIONALE FOR THE POLICY

#### 2. Policy Context

- 1) South Africa is a signatory to various international protocols. One of the most recent, the Sustainable Development Goals (SDG), addresses extreme poverty in its many dimensions and, in particular, SDG 4: Quality Education, aims to “ensure inclusive and equitable quality education and promote lifelong learning opportunities for all” (UN, 2015, p.21). The Framework for Action (UNESCO, 2015a) further prioritises inclusion and equity in and through education by improving education policies and the way they work together.
- 2) South Africa is committed to achieving these internationally mandated goals through effecting the values underpinning the Constitution of South Africa, 1996 and the Bill of Rights, notably, principles of human dignity, the achievement of equality and the advancement of human rights and freedoms, including the right to education.
- 3) The National Development Plan (NDP, 2011), through its education and training vision, highlights the need for access to quality education for all. In this context, good educational outcomes must be aligned to the interests of all stakeholders and be responsive to local community needs and economic development.
- 4) In line with the above, as stated in the Department of Basic Education’s *Action Plan to 2019: Towards the Realisation of Schooling 2030*, the DBE has implemented varied pro-poor initiatives aimed at promoting equity in access to primary and secondary education and by improving the quality of education in previously disadvantaged schools, including rural schools. Progress towards achieving these goals is uneven, with rural schools continuing to bear the brunt inequality (in human and material resources) and poor performance.
- 5) The policy must be read in with the following policies and legislation:
  - a. The Constitution of South Africa, 1996

- b. The South African Schools Act, 1996 (Act No. 84 of 1996)
- c. Education White Paper 6 on Special Needs Education: Building an Inclusive and Training System (2001)
- d. Employment of Educators Act, 1998 (Act No. 76 of 1998)
- e. National Norms and Standards for School Funding (DoE, 1998)
- f. The National Minimum Uniform Norms and Standards for School Infrastructure
- g. Language in Education Policy

### 3. Sustainable Rural Education and Development

- 1) A report from a study on rural schools commissioned by the Nelson Mandela Foundation (NMF), *Emerging Voices* (2005), argued for a holistic response to the special circumstances facing rural communities. The report was informed by the view that social justice depends on policy and programme responses that provide quality educational environment in all schools, including rural schools, so as to assure children's wellbeing as well as the communities' social progress and political participation. It recommended that state provision of rural schooling should be resourced and organised differently from urban schools as a necessary measure to meet the needs of rural learners.
- 2) The 2005 report of the MCRE made recommendations on the policy environment relating to rural schools. Rural education was to be re-visioned away from a focus on deficits to one that examined opportunities for transformation within rural communities, to promote a participatory and democratic governance and management process.
- 3) At a systemic level, the MCRE report, recommended a special focus on rural education that would recognise the uniqueness of the rural landscape. An outcome was the establishment of a rural directorate at the DBE having provincial counterparts. Its task was to consider policy formulation to address the special needs of rural schools and to oversee implementation. Such a structure is needed to

monitor the implementation of this rural education policy and provide support to provinces.

- 4) The CRDP accepted by Cabinet in 2009 highlights the need for the transformation of the rural economy through programmes that facilitate integrated development and social cohesion through participatory approaches in partnership with all sectors of society.

## CHAPTER 3

### PRINCIPLES OF THE POLICY

#### 4. The Constitution of the Republic of South Africa, 1996 and Bill of Rights

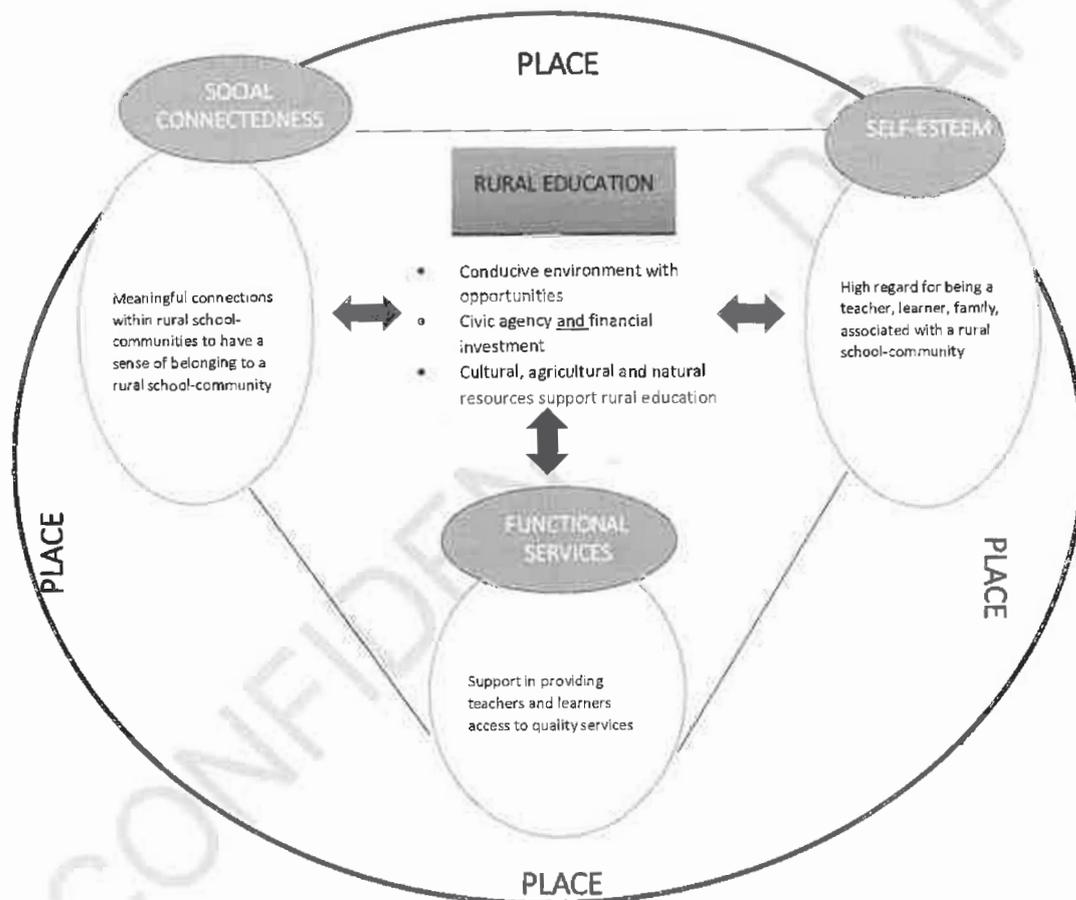
- 1) This rural education policy is informed by the principles enshrined in the Constitution, including the right to basic education, equity and the dignity of learners and teachers.
- 2) The policy further follows the principles outlined in the preamble to the SASA to combat unfair discrimination, to uphold the rights of all learners, and to contribute to the eradication of poverty.
- 3) In order to realize the above imperatives, the policy is premised on the notion that challenges facing rural school communities can be addressed by engaging civic agency where community actions make use of existing rural resources, as well as targeted fiscal investments aimed at addressing the resource shortages experienced by rural schools.

#### 5. Conceptual Framework

- 1) This policy proposes rural education provisioning that capitalises on resources available in rural communities. The provision of quality education in rural schools requires not only targeted fiscal, but also civic agency, with the DBE working in collaboration with rural communities to mobilise resources (including socio-cultural, agricultural and natural resources, as well as indigenous knowledge systems).
- 2) The policy aims to address the isolation, disconnectedness, shame and distrust, as well as the lack of development often associated with rural communities and schools.
- 3) From this perspective, developmental outcomes (learning, wellbeing) are less aligned with economic riches and more aligned with:
  - a. Self-esteem: Children's and teachers' valuing of themselves, an identity and sense of pride in oneself and the place where one lives, learns and works.

- b. Social Connectedness: Being connected to meaningful others and belonging to a group, i.e. school communities using partnerships to function as educational units of wellbeing, learning and teaching.
- c. Functional Services: Learners and teachers must have access to basic development services that includes but not limited to the following: health, social development, and libraries.

Figure 1: Conceptual framework: three interrelated dimensions of “place” influencing rural education.



## CHAPTER 4

### DEVELOPING QUALITY RURAL EDUCATION

#### 6. Classifying rural schools

- 1) In South Africa there is no single definition of 'rural' as rurality is characterised by diverse contexts. 'Rural' refers to areas that consist of the tribal lands controlled by traditional leaders; as well as agricultural areas. While 'rural' usually refers to settings that are sparsely populated and where agriculture is the major means of economic activity, the concept also includes areas of dense settlement created by colonial and apartheid-driven land settlements. Several 'mining' areas where mining is no longer active also fall into this category.
- 2) A lack of a single definition for rural and diversity within these contexts make it difficult to formulate policies and develop programmes that are tailor-made for rural schools. It also hampers efforts to intervene meaningfully in improving the quality of education in rural schools.
- 3) Overcoming this challenge requires a rigorous classification of rural schools. Such a classification could be informed by a set of indicators or filters to be included in a classification index:
  - a. Location: public schools in rural areas may be situated on government land, communal land or private land (primarily on farms and on church land); isolationism and remoteness; and dispersed settlements.
  - b. Other filters could include: School phase; various social and economic deprivation factors; poverty; distance from services/facilities and service delivery; the physical and cultural environment; and the size of the school.
  - c. The analysis must also extend the multi-deprivational indices, developed by Statistics South Africa to categorise public schools in Limpopo and the Eastern Cape, to all public schools in rural domains.

## 7. Reviewing and aligning curriculum policy

- 1) This rural education policy views rurality as a driver of educational reform, not a follower of urban agendas and priorities. Therefore, curriculum development, provisioning, resourcing and subject choice for rural schools should be guided by three key principles which should be incorporated in the implementation of curriculum in rural schools.
  - a. A curriculum that promotes a sense of place, pride and belonging in the school community but at the same time allows for individual mobility.
  - b. A curriculum that recognises resource scarcity in rural areas but that acknowledges and harnesses the resources and knowledge that exists in rural communities. For example, environmental concerns and agriculture are core resources intrinsic to the lived experiences of rural communities.
  - c. A curriculum that reflects the aspirations of the individual learner and the community whilst responding to the well-being and development needs of the community.

## 8. Language

- 2) The language situation in rural communities across South Africa is complex. Most school communities in rural areas are multilingual, although it is often the case that teachers and learners have different home languages. This diversity of home language is increased, given current migration patterns. Despite the limited number of people with English as a home language, English retains the status of the preferred LOLT for many parents and teachers. Poor learning outcomes are a direct result of this decision at SGB level. This requires:
  - a. The development of the skills of teachers to teach effectively given multilingualism in education.
  - b. The development of LSTM in home languages and reflecting rural contexts
  - c. Strengthening SGB capacity with knowledge of the value of literacy development in home language in parallel with English as a subject and not the LOLT.
  - d. Creation of programmes on public and social media that popularise and support the learning of indigenous languages.

## 9. Agriculture

- 3) Agriculture is a key economic sector in South Africa, with a long history of subsistence and agribusiness in rural areas. Agricultural education can play a role in responding to the changing labour markets and environment changes through providing an inclusive and responsive agricultural and environmental curriculum.
- 4) The education system can contribute to further economic, social and human development in rural areas by expanding agricultural education and investing in appropriate LTSMs, teacher training, and partnerships with key role-players and by:
  - a. Formalising agriculture as a teaching subject in GET and FET.
  - b. Establishing focus schools for agriculture in all provinces.

## 10. Arts, Culture and Sports

- 5) The implementation of the curriculum in arts, culture and sports in rural schools is not adequate. Key reasons stem from the limited value placed on indigenous activities and resources inherent to rural spaces that include cultural capital and natural resources that can be used to support across the curricula.
- 6) To strengthen implementation of these subjects in rural context will require:
  - a. Ensuring all rural schools include arts and culture teaching in their formal curriculum.
  - b. Establish focus schools for Arts, Culture and Sports in rural areas at FET level.
  - c. Investing in appropriate LTSMs, teacher training, and partnerships with key role-players.

**CHAPTER 5****RESOURCING RURAL SCHOOLS****11. Mobilising communities to facilitate education and development initiatives**

- 1) Relevant place-based education in rural areas requires the participation of role-players in rural communities to access available resources to enhance teaching and learning. This requires:
  - a. Recruiting young people (matriculants and unemployed graduates) as volunteers in curriculum support (numeracy, literacy, reading, ICT and homework), administrative support, as well as sports and culture. The intention is to recruit and train local young people to enter the teaching profession.
  - b. Mobilising the school community in development initiatives (environmentally specific: agriculture, mining, fishing, wildlife management, nutrition).
  - c. Mobilising elders to share cultural and natural heritage of the community (history, arts and culture, language).
  - d. Establishing partnerships with the local community to support teaching, learning and wellbeing in the school community (businesses, local government, service providers, faith based organisations, traditional councils).

**12. Recruitment, retention and development of teachers**

- 2) It is difficult to recruit, retain and develop qualified teachers in a rural setting due to distances of schools from towns, poor infrastructure and limited service delivery.

Addressing these challenges requires:

- a. Creating a package of teacher incentives that goes beyond finance and includes teacher development, career progression, transport, accommodation, recreation and other essential services.
- b. Offering teachers incentives on the basis of the classification of rural schools described in paragraph 5.1.

- 5) Establishing teacher villages that include teacher development centres as hubs for school development, as well as safe accommodation, recreation and other essential services for teachers employed in a cluster of schools.
- 6) Establishing edu-villages, which could be modelled after and linked to existing agri-villages and/or other programmes, where none exist, new ones could be built. These could form hubs for school development and the provision of services for teachers and other school personnel in a district. These initiatives will not only contribute to improving the quality of education in rural contexts, but will also contribute to sustainable rural development by providing additional job opportunities and services to rural communities and serve as a resource to rural schools.
- 7) Mobilising HEIs to offer programmes and courses relevant to rural education in initial teacher education and continuing professional development. HEIs should offer programmes and courses in rural education in various modes, privileging distance education, onsite ITE, and placement of student teachers for practicums/teaching practice in rural schools.
- 8) Providing various types of support for specialised educators (science, maths, agriculture, technology, language and ECE) so that they can work in a cluster of schools, in particular remote schools.

### **13. Small schools in rural areas**

- 1) The implications of closing small schools in rural areas are far bigger than closing small schools in urban settings. For example, in sparsely populated areas where distances between schools and poor road conditions are not conducive to public transport use, small schools can be the only means of access to education. In such cases it is necessary to prescribe a minimum package for small primary and secondary school to support learning and teaching.
- 2) In a primary school a minimum of 6 teachers is needed, excluding the principal and Grade R practitioner, so that schools do not have multi-grade classes across phases.

- 3) A minimum requirement per primary school is:
  - a. 1 x foundation phase teacher;
  - b. 5 teachers in the intermediate and senior phases: 1 x EFAL; 1 x HL; 1 x Maths/Natural Sciences/Technology; 1 x Social Sciences/Creative Arts/Life Orientation; and 1 x Economic Management Sciences.
- 4) For secondary schools each subject must be taught by a qualified teacher.
- 5) In a secondary school teachers should teach a maximum of 2 subjects at FET level
- 6) Itinerant teachers may be used to serve more than one school where qualified teachers are not available, provided the distance allows this.
- 7) Other requirements for small schools include:
  - a. Support staff including a senior admin clerk, a cleaner and a security guard.
  - b. Until all schools are given the required resources, the district can establish a centre for a cluster of schools. This will allow the school cluster rather than the individual school to become administrative and resource entity. This will ensure a more efficient and effective provisioning to each school. It can also allow the sharing of human and physical resources, including recreational facilities and specialised rooms like libraries, laboratories etc.
  - c. Provision of LTSM: ICT package for small schools to include a server with preloaded content for Grade R, GET and FET Bands, data projector, computer hardware and internet connectivity; Library facilities; and Laboratories.

## CHAPTER 6

### ROLES AND RESPONSIBILITIES

#### 14. National level

- 1) The DBE is responsible for setting guidelines; developing strategies; and monitoring and evaluating the implementation of the rural education policy. It is responsible for ensuring that resources required for the implementation of the policy are available. To do this:
  - a. The Minister will establish a REAC comprising key role players and stakeholders to advise the Minister on the implementation of the rural education policy; funding rural education programmes; and monitoring and evaluating the impact of policies on rural schools.
  - b. The Director-General will establish inter-departmental collaborations to strengthen the support and the delivery of quality education in rural schools.
  - c. The Director-General will establish a national team of key heads of branches that meets to plan, implement and account for the ways in which their branches respond to this rural education policy mandate. Further, this team will report on other programmes and initiatives that target rural schools.
  - d. The Director-General will establish an interprovincial rural education committee that will comprise of officials responsible for rural education in all provinces. This committee will be responsible for the coordination of a multidisciplinary approach to support rural schools in providing quality education.

#### 15 Provincial level

- 2) Each province is responsible for implementing the policy. To do this provinces should:
  - a. Establish a dedicated Directorate or sub-directorate (guided by the number of rural schools) for rural education.
  - b. Establish a provincial rural education committee that interpret national policies, prepare implementation plans and coordinate the activities embracing rural education across the province.

- c. Prepare plans for implementation at individual and school cluster level and plan the placement of edu-villages and teacher development centres.
- d. Secure the required financial, material and human resources to implement the policy.
- e. Monitor and evaluate the implementation of the rural education policy.

#### **16. District level**

- 3). Establish a District Rural Education Committee to oversee and monitor the implementation process and to support the schools in rural areas. To strengthen this Committee:
  - a. Allocate a dedicated person responsible for rural education in all districts;
  - b. Facilitate the training of SGBs in specialised functions arising from the policy.

#### **17. School level**

- 4) The SGB's responsibilities include:
  - a. Mobilising the community to enhance the participation of the broader school community and various stakeholders in school development;
  - b. Identifying and harnessing resources (cultural, natural, material, social) to support teaching and learning.

## CHAPTER 7

### CONCLUSION

- 1) The rural education policy aims to ensure that rural schools provide quality education for all learners, in line with the democratic principles of the Constitution as well as the vision of the NDP. This requires overcoming many challenges of concern to the macro environment as well as school level disparities across the public school system.
- 2) The next step in this policy process is to provide a detailed implementation plan that includes a carefully constructed financial plan. For most recommendations the DBE and the RE Directorate together with their counterparts in the PEDs will spearhead the implementation process, coordinating activities at provincial and local levels of management and governance.
- 3) The DBE is to develop a rural monitoring and evaluation programme to assess whether and in what ways the rural education policy and subsequent programme initiatives are being implemented and what impact on they have on the quality of education in rural schools.
- 4) The improvement of rural education in SA is inextricably linked to effective service delivery in other sectors. These include, among others, health, social development, transport and economic development.
- 5) In addition, educational access and success in one phase are interlinked with similar outcomes across the system – ECD, Basic Education (GET and FET) and Higher Education and Training - and that poor educational outcomes in any one phase hinder access to and performance in the next phase. Consequently, although this report considers the GET and FET phases, it recognises that reform of rural education depends on a holistic view of transformation where education mediates development.

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NO. 37

26 JANUARY 2018

**HIGHER EDUCATION ACT, 1997 (Act No. 101 of 1997)****AMENDED INSTITUTIONAL STATUTE  
UNIVERSITY OF THE FREE STATE**

I, Prof Hlengiwe Mkhize, Minister of Higher Education and Training, in accordance with section 33 (1) of the Higher Education Act, 1997 (Act No. 101 of 1997, as amended), hereby publish the amended Institutional Statute of the University of the Free State set out in the Schedule hereto.

  
**Prof H Mkhize, MP****Minister of Higher Education and Training**

Date: 13/12/2017

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## **AMENDED STATUTE OF THE UNIVERSITY OF THE FREE STATE**

The Council of the University of the Free State, has made the Statute set out in the schedule to this notice, in accordance with section 32 of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, which is, in terms of section 33 of the said Act, hereby published with the approval of the Minister of Higher Education and Training which comes into operation on the date of its publication.

### **SCHEDULE**

To introduce the amended Statute for the University of the Free State to give effect to any law relating to the University of the Free State and to promote the effective and responsible management and governance of the University in respect of matters not expressly prescribed by any law.

**CHAPTER I**  
**DEFINITIONS**

**1. Definitions**

In this Statute, any word or expression to which a meaning has been assigned by the Higher Education Act, 1997 (Act No. 101 of 1997) has the meaning thus assigned to it, unless the context otherwise indicates.

**"Act"** means the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

**"Alumni"** means all former students who obtained a qualification at the University.

**"Campus SRC"** means a substructure of the Central Students' Representative Council that acts for the SRC on a campus of the University.

**"Central SRC"** means the Student Representative Council of the institution contemplated in paragraph 30 of this Statute and section 35 of the Act.

**"Chancellor"** means a person contemplated in paragraphs 4 to 6 of this Statute and section 26 (1) of the Act.

**"Convocation"** means the convocation contemplated in paragraphs 33 to 37 of this Statute and section 26 (2) of the Act.

**"Council"** means the Council contemplated in paragraphs 12 to 20 of this Statute and section 27 of the Act.

**"Executive Committee of Senate"** means a committee contemplated in paragraph 31 of this Statute and section 29 of the Act, which consists of the Rector and Vice-Chancellor, the Vice-Rectors, the Registrars, the Deans and representatives of Senate as determined in the Institutional Rules.

**"Institutional Forum"** means the Institutional Forum contemplated in paragraph 27 of this Statute and section 31 of the Act.

**"Institutional Rules"** means rules made by the University as contemplated in section 32 of the Act.

**“Minister”** means the Minister of Higher Education and Training.

**“Qualification”** means the degree, diploma or certificate received for the successful completion of a formal academic programme, with a minimum of 120 credits at minimum NQF Level 5, as contemplated in paragraph 39 of this Statute.

**“Rector and Vice-Chancellor”** means the person appointed by the Council contemplated in paragraphs 7 and 8 of this Statute, and who is the Principal of the University as contemplated in section 26 (2) of the Act.

**“Registrar”** means the officer contemplated in paragraph 11 of this Statute and section 26 (4)(b) of the Act.

**“Senate”** means the body responsible for academic matters contemplated in paragraphs 21 to 26 of this Statute and section 28 of the Act.

**“Statute”** means the statute of the University framed and in force as contemplated in section 32 of the Act.

**“Student”** means any person registered as a student at a higher education institution.

**“The University”** means the University of the Free State.

**“University Management Committee”** means the Rector and Vice-Chancellor, Vice-Rectors, Registrars and other senior employees designated by the Rector and Vice-Chancellor, as contemplated in paragraph 32 of this Statute and section 29 of the Act.

**“Vice-Rector”** means a person appointed by the Council for the purposes of assisting the Rector and Vice-Chancellor as contemplated in paragraphs 9 and 10 of this Statute.

## CHAPTER II

### THE UNIVERSITY

#### 2. Name, statute, seat and powers of the University

- (1) The name of the University is the “University of the Free State”.
- (2) The official postal address of the University is: “University of the Free State, P.O. Box 339, Bloemfontein, 9300, South Africa” and the physical address is: “University of the Free State, 205 Nelson Mandela Drive, Park West, Bloemfontein”.

- (3) The seat of the University is in the area of the Mangaung Local Municipality, as contemplated in section 65A(1) of the Act.
- (4) The University conducts its academic activities on its campus in Bloemfontein, as well as other campuses under its jurisdiction.
- (5) The University functions in accordance with the Act, the Statute and the Institutional Rules of the University.
- (6) The University may confer qualifications as contemplated in paragraph 40 of this Statute.
- (7) The University may award diplomas and certificates as contemplated in sections 65(B) and 65(C) of the Act and paragraph 40 of this Statute.
- (8) The University respects and is driven by the constitutional rights, including the right to human dignity, equality and non-discrimination, and the right to freedom of conscience, religion, faith, thought, belief and opinion of its staff and students.
- (9) The University is founded on the principles of, and pursues the manifestation of the intrinsic values of a university as a place of scientific practice and scholarship.
- (10) The University is a juristic person and, subject to the Act, is capable of performing such acts as juristic persons may by law perform.
- (11) Notwithstanding subparagraph (10), the University may not, without the concurrence of the Minister, dispose of or alienate in any manner, any immovable property acquired with the financial assistance of the State or grant any person any real right therein or servitude thereon.

### **3. The University consists of:**

- a) the Chancellor;
- b) the Council;
- c) the Senate;
- d) the Rector and Vice-Chancellor;
- e) the Vice-Rectors;
- f) the Registrars, subject to section 26 (4)(b) of the Act;
- g) the Deans;
- h) the Senior Directors;

- i) the Directors
- j) the Heads of Department or Departmental Chairpersons;
- k) the Convocation;
- l) the Alumni;
- m) the Institutional Forum;
- n) the faculties, the schools, and such other academic structures of the University as may be determined by the Council;
- o) the academic employees of the University;
- p) the employees other than academic employees of the University;
- q) the Central SRC and campus SRCs; and
- r) the students of the University.

### CHAPTER III

#### CHANCELLOR, RECTOR AND VICE-CHANCELLOR, AND VICE-RECTORS

##### CHANCELLOR

#### 4. Capacity and term of office

- (1) The Chancellor is the titular head of the University, with no executive powers, and confers all qualifications on behalf of the University.
- (2) The Chancellor is elected for a period to be determined by the Council, but not exceeding five years, unless he or she tenders a resignation in writing to the Council or vacates office for any other reason before the end of his or her term of office. The term of office of the Chancellor may be extended once for another period not exceeding five years.
- (3) The Chancellor's term of office terminates in the event of
  - (a) death or incapacity;
  - (b) resignation; or
  - (c) removal from office by the Council.
- (4) If the Chancellor is absent, or if the office is vacant, the Rector and Vice-Chancellor, or a Vice-Rector nominated by the Rector and Vice-Chancellor, acts for the Chancellor.
- (5) The Chancellor must at all times embody the aspirations and values of the University and actively advance the interests of the University.

## 5. Manner of election

- (1) The Chancellor is elected by the Council at a meeting specially convened for such purpose, by a majority of the total number of members of the Council who actually hold office on the date of the election.
- (2) The election is conducted by means of a secret ballot, and no person may be elected unless nominated with his or her written consent by two members of the Council by means of a written nomination, and this nomination must reach the Registrar, as contemplated in section 26(4)(b) of the Act, at least 14 days before the date of the election.
- (3) Upon receipt of such nomination, the Registrar must immediately inform every member of the Council thereof.
- (4) The criteria for the election of the Chancellor are stipulated in the Institutional Rules.

## 6. Vacancy

If the office of Chancellor becomes vacant, the Registrar must notify every member of the Council of such vacancy and the Council must elect a new Chancellor as soon as possible, as provided for in paragraph 5.

## RECTOR AND VICE-CHANCELLOR

## 7. Functions, term of office and manner of election

- (1) The Rector and Vice-Chancellor is the academic, administrative and management head of the University.
- (2) Subject to paragraph 12, the Council delegates to the Rector and Vice-Chancellor all the powers necessary to perform his or her duties.
- (3) The Rector and Vice-Chancellor may, in turn, delegate duties to other employees or committees.
- (4) The Rector and Vice-Chancellor is accountable to the Council.
- (5) The Rector and Vice-Chancellor is an *ex officio* member of all committees of the Council and Senate.

- (6) The Rector and Vice-Chancellor also serves as Chairperson of the Senate.
- (7) The Council may assign additional functions, and grant additional powers and privileges to the Rector and Vice-Chancellor as contemplated in section 68 (2) of the Act.
- (8) When the Rector and Vice-Chancellor is absent or unable to carry out his or her duties, he or she may delegate any or all of his or her powers and duties to a member of the University Management, as contemplated in paragraph 32 of this Statute and section 68 (3) of the Act.
- (9) An acting Rector and Vice-Chancellor must be appointed by the Rector and Vice-Chancellor for periods of absence of the Rector and Vice-Chancellor, and such acting Rector and Vice-Chancellor has the same functions and powers as the Rector and Vice-Chancellor.
- (10) Subject to section 31(1)(a)(iii) of the Act, the Rector and Vice-Chancellor must be elected by the Council after consultation with the Senate and the Institutional Forum, at a meeting(-s) called specially for that purpose, and by a majority of the total number of members of the Council actually holding office on the date of the election.
- (11) The term of office of the Rector and Vice-Chancellor and the conditions of his or her appointment are stipulated in the Institutional Rules and in his or her contract.
- (12) The following powers cannot be delegated to the Rector and Vice-Chancellor or any other structure of the University:
  - (a) Preside at any meeting of the Finance Committee or the Audit Committee.
  - (b) Borrow or invest any money of the University.
  - (c) Approve the Audit Plan.
  - (d) Approve any contract that falls outside the approved procurement or budgeting processes.
  - (e) Make an institutional statute.
  - (f) Enter into an agreement as contemplated in section 40(2) of the Act.
  - (g) Perform an action contemplated in section 40(2) of the Act.
  - (h) Appoint senior management.

## 8. Vacancy

- (1) If the Office of the Rector and Vice-Chancellor becomes vacant for whatever reason, the Council must appoint an acting Rector and Vice-Chancellor, after consultation with the Senate and the Institutional Forum, to act as Rector and Vice-Chancellor until such time as a new Rector and Vice-Chancellor takes up his or her appointment. A successor must be appointed not later than a year after the vacancy arose.
- (2) If a vacancy arises as a result of a Council resolution to terminate the contract of the Rector and Vice-Chancellor, such resolution must be passed at a meeting of the Council by a majority vote of not less than 75% and after consultation with the Senate and the Institutional Forum.

## VICE-RECTOR

### 9. Capacities and functions

- (1) A Vice-Rector is responsible for assisting the Rector and Vice-Chancellor in the management and administration of the University.
- (2) A Vice-Rector is accountable to the Rector and Vice-Chancellor and the Council.

### 10. Appointment, term of office and vacancy

- (1) Subject to section 31(1)(a)(iii) of the Act, a Vice-Rector must be appointed by the Council after consultation with the Senate and the Institutional Forum.
- (2) The criteria for the selection and appointment of a Vice-Rector are incorporated in the Institutional Rules.
- (3) A Vice-Rector holds office for such periods as determined by his or her contract.
- (4) The provisions of paragraph 8 of this Statute apply, with the necessary changes to the term of office and the filling of a vacancy for a Vice-Rector.

**CHAPTER IV****REGISTRAR****11. Appointment, official duties and term of office**

- (1) As contemplated in section 26 (4) (b) of the Act, the Registrar of the University is appointed by the Council.
- (2) The Council may assign particular responsibilities and duties to the Registrar and the Rector and Vice-Chancellor may entrust specific managerial, administrative and supervisory functions to the Registrar.
- (3) The Registrar holds office for such periods as determined by his or her contract.

**CHAPTER V****COUNCIL****12. Composition**

- (1) Subject to the provisions of this Statute and the Act, the University is governed by the Council.
- (2) The Council, in accordance with paragraph 28 of this Statute, consists of—
  - (a) the Rector and Vice-Chancellor;
  - (b) one Vice-Rector (rotating annually);
  - (c) five persons appointed by the Minister;
  - (d) one person appointed by the Premier of the Free State Province;
  - (e) two members of the Senate elected by the Senate, one of whom represents the human sciences faculties and the other the natural sciences faculties;
  - (f) one person from the religious/faith communities, elected as determined by the Institutional Rules;
  - (g) four representatives of the convocation, elected by the convocation in terms of Institutional Rules, three of whom are external;
  - (h) one person designated by the donors of the University as determined by the Institutional Rules;
  - (i) one academic employee who is not a member of the Senate, elected by the academic employees;
  - (j) one employee other than an academic employee elected by employees other than academic employees;

- (k) two students who are members of the Central SRC, one representing the Bloemfontein Campus and the other the Qwaqwa Campus, appointed by the Central SRC;
  - (l) one person appointed by the South African Local Government Association: Free State;
  - (m) the Chairperson of the Institutional Forum; and
  - (n) eight persons with a broad spectrum of competencies in the fields of finance, physical planning, human resources, auditing, health, information technology and legal matters, appointed as far as possible with consideration for gender and racial equity by the Council.
- (3) The Council may invite persons who are not members to attend meetings of the Council, on the understanding that such persons may be permitted by the chairperson to take part in deliberations but may not vote.
- (4) A person elected or appointed under subparagraph 12(2)(c), (d), (f), (g), (l), or (n) ceases to be a member of the Council as soon as he or she becomes a permanent employee of the University, as contemplated in section 27(6) of the Act.
- (5) At least 60 per cent of the members of the Council must be persons who are neither employees nor students of the University, as contemplated in section 27(6) of the Act.
- (6) Persons who stand to be nominated, elected or designated to serve on the Council –
- (a) may not be un-rehabilitated insolvents;
  - (b) may not be persons declared mentally ill by a court of law; and
  - (c) may not be persons who have been convicted of an offence and sentenced to more than 12 months' imprisonment without the option of a fine; however, a disqualification under this subparagraph ends five years after the sentence has been completed.
- (7) Members of the Council are appointed, elected or designated in accordance with paragraph 14 of this Statute.
- (8) If a member vacates his or her office, the resultant vacancy must be filled by appointment, election or designation in accordance with paragraphs 12(2) and 14 of this Statute.
- (9) Meetings of the Council are held at the times and places determined by the Council.
- (10) The procedure and quorum at meetings of the Council are as determined in paragraph 18 of this Statute.

- (11) Whenever both the chairperson and vice-chairperson are absent from a meeting of the Council, the members present must elect a person from among external members to preside at that meeting.

### 13. Term of office

- (1) Subject to contrary provisions of this Statute –
- (a) a member of the Council holds office for a period of four years which is renewable once for another period of four years;
  - (b) the chairperson and the vice-chairperson, in accordance with paragraph 17(2) of this statute, also hold office for a period of four years, or for such shorter period during which he or she is a member of the Council. The terms of office of the chairperson and the vice-chairperson are renewable once for another term of four years;
  - (c) the secretary holds office for as long as he or she holds the office of Registrar to which he or she was appointed, and by virtue of which he or she is the secretary to the Council;
- (2) The Rector and Vice-Chancellor and the Vice-Rector remain members of the Council for as long as they hold the offices of Rector and Vice-Chancellor and Vice-Rector.
- (3) A representative of the Senate must resign as soon as he or she ceases to be a member of the Senate.
- (4) Student members of the Council remain members of the Council for the term of office of the Campus SRCs, provided that membership ceases automatically when a student member ceases to be a registered student or ceases to be a member of the SRC.
- (5) The normal term of office of a member of the Council is calculated from the date on which the member or person whom he or she succeeds, vacates his or her office.
- (6) A member of the Council other than the Rector and Vice-Chancellor and the Vice-Rector, must vacate his or her office if he or she –
- (a) is absent without leave from two consecutive ordinary meetings of the Council;
  - (b) is declared insolvent by a court of law;
  - (c) is convicted of an offence and sentenced to imprisonment without the option of a fine; or
  - (d) is declared mentally ill by a court of law.

#### **14. Election method**

Except as provided in paragraphs 17(2) and 17(3) of this Statute, the secretary must give at least three months' written notice before the term of office of a member expires, to the person or body that appointed, elected or designated such member, and thereafter that person or body appoints, elects or designates a successor to fill the vacancy.

#### **15. Vacancies**

If a member dies, resigns, or vacates office for any reason other than effluxion of time, the secretary must notify the person or body that appointed such member of the vacancy, and the said person or body must forthwith appoint a successor who must hold office during the unexpired term of office of his or her predecessor.

#### **16. Vacancies not to affect powers**

- (1) A vacancy in the office of the Chancellor, the Rector and Vice-Chancellor, the Vice-Rectors or in the number of members of the Council, or among the representatives of the Senate and the Institutional Forum on the Council, or in the membership of Senate or the Institutional Forum, does not impair or affect the existence of the University or any powers, rights or privileges conferred by this Statute or the Act upon the University, the Council, the Senate or the Institutional Forum.
- (2) Notwithstanding the provisions of subparagraph (1), a resolution of the Council, the Senate or the Institutional Forum is valid only when passed at a meeting at which a quorum is present and where there has been compliance with all the other applicable provisions of this Statute.

#### **17. Election of chairperson and vice-chairperson**

- (1) At the first meeting of the Council convened in terms of this Statute, the Registrar calls for nominations according to the Institutional Rules and criteria for a chairperson and vice-chairperson from among the external members of the Council, should the Council so decide.
- (2) Whenever a vacancy is about to occur in the office of the chairperson or of the vice-chairperson by effluxion of time, the secretary must give notice thereof in writing to all members of the Council at least 21 days before the last ordinary meeting of the Council held before the expiration of such term of office, and the Council must, at that ordinary meeting, elect a successor.

- (3) If a vacancy occurs in the office of the chairperson or of the vice-chairperson for any reason other than effluxion of time, the secretary must give notice thereof in writing to the members of the Council, and the Council must, at its first ordinary meeting, which must be held at least 21 days after such notification, elect some other external member as the chairperson or the vice-chairperson, as the case may be, who holds office for the unexpired term of office of his or her predecessor.

## **18. Meetings**

- (1) Fifty per cent plus one of the members of the Council constitutes a quorum.
- (2) At least five days prior to the date of an ordinary meeting, the secretary must give notice in writing to all members of the Council at the address given to the secretary in writing for the purpose of such notification, which notice must set forth the matters to be dealt with.
- (3) Notices of matters for consideration at an ordinary meeting must be lodged in writing with the secretary at least nine days before the date of the meeting; however, a member may raise matters of an urgent nature at the meeting without previous notice if he or she procures the consent of two-thirds of the members of the Council present.
- (4) A special meeting may be called by the chairperson whenever he or she deems it necessary, when requested to do so in writing by any five members, the object of the meeting being stated clearly in the request.
- (5) No matters other than the one or ones for which a special meeting was called must be transacted at such meeting, except with the consent of the meeting granted on an unopposed motion.
- (6) The minutes of an ordinary or a special meeting must be read at the next succeeding ordinary meeting and, after approval, must be confirmed by the signature of the chairperson, provided that the meeting may consider the minutes as read if a copy thereof was previously forwarded to every member.
- (7) All matters must be decided by a majority of votes of the members present and voting, except in electing the Chancellor and the Rector and Vice-Chancellor, where the decision must be taken by a majority of the number of members who actually hold office on the date of the election.

- (8) The chairperson or the person presiding at the meeting has a vote on every matter, and in the case of an equality of votes, he or she has a casting vote in addition to his or her ordinary vote.
- (9) The chairperson may allow a person who is not a member of the Council to attend meetings of the Council without the right to vote, which person is not entitled to participate in any discussion of the Council unless he or she has obtained the prior permission of the meeting to do so.
- (10) If the meeting so decides, voting must take place by secret ballot. Ballot papers will be available in hardcopy and electronic format.
- (11) Upon the request of any member, the chairperson must direct that
  - (a) a vote of such member; or
  - (b) the number of votes in favour of or against any motion, or number of members who abstained from voting, must be recorded in the minutes.
- (12) No member of the Council may take part in the discussion on or may vote upon any matter in which he or she has a direct pecuniary or other interest.
- (13) The ruling of the chairperson on any question of order or procedure is binding, unless immediately challenged by a member, in which case it must be submitted without discussion to the meeting, whose decision is final.
- (14) Every motion or amendment must be seconded and, if so directed by the chairperson, must be in writing.
- (15) No motion may be withdrawn without the permission of the meeting.
- (16) No motion to make, amend, or rescind a statute may be submitted unless fourteen days' prior notice was given in writing.
- (17) The motion contemplated in subparagraph 14 must be stated in detail in the notice and, unless it is carried by a three-fourths majority of the members present, it must be confirmed at the next succeeding ordinary meeting by a majority of votes.

## 19. Functions

- (1) In addition to the powers as determined in the Act, or any other applicable law, the Council has a strategy-making, a policy-making and monitoring responsibility in

general, including laying down guidelines in respect of—

- (a) strategic management, including the adoption of the university vision, mission and values and monitoring their realisation;
  - (b) financial management, including the stipulation of tuition fees;
  - (c) personnel matters;
  - (d) creating a positive academic climate;
  - (e) disciplinary matters concerning employees and students; and
  - (f) admission of students.
- (2) The Council must comply with the provisions of section 41 of the Act.
- (3) The Council, after consultation with the SRC, must provide for a suitable structure to advise on the policy for student support services within the University.
- (4) The Council is empowered—
- (a) on the recommendation of the Senate, to establish or dissolve or restructure departments, centres, schools, faculties or institutes and other academic functional units; and
  - (b) to suspend or dismiss any member of the staff in compliance with applicable labour laws.
- (5) Council members must participate in the deliberations of the Council in good faith and with care and skill, in the best interests of the University.
- (6) The Council, with the concurrence of the Senate, determines the language policy of the University, after consultation with the Institutional Forum. In the event that the advice of the Institutional Forum has not been considered, the Council must inform the Institutional Forum in writing of such decision, as well as the reasons why.

## 20. Committees of the Council

- (1) The Council must appoint an executive committee, an audit and risk management committee and such other committees for governance purposes, including joint Council and Senate committees, as are required to fulfil its functions in terms of paragraph 21 of this Statute and section 29 of the Act.
- (2) The composition, election method, functions and procedure at meetings of the committees are determined in the Institutional Rules.

**CHAPTER VI****SENATE AND SENATE STANDING COMMITTEES****21. Functions**

- (1) Subject to the provisions of section 28 of the Act, this Statute and the Institutional Rules, the Senate is responsible for the strategic direction of the academic, research and community service functions of the University and for the determination of policy and rules concerning academic matters.
- (2) The Senate performs any other function delegated or assigned to it by the Council, and is accountable to the Council.
- (3) The Senate must advise the Council on the formation and reconfiguration of faculties of the University in order to ensure administrative and academic coherence, efficiency and sustainable quality.
- (4) Any function of the Senate may, by resolution, be entrusted to any member, the Executive Committee of the Senate or the University Management Committee as contemplated in paragraphs 31 and 32 of this Statute, or a committee of the Senate, including any standing committee established by the Senate as contemplated in section 29 of the Act, with such decisions being reflected in the Institutional Rules.
- (5) Rules with regard to the matters contemplated in subparagraphs (1) and (4) may not be made without the consent of the Senate.

**22. Composition and membership**

- (1) The Senate consists of—
  - (a) the Rector and Vice-Chancellor (Chairperson);
  - (b) the Vice-Rectors;
  - (c) the Registrars;
  - (d) all full professors;
  - (e) one member of the Council, who is not an employee or student of the University, elected by the Council;
  - (f) the deans of faculties;
  - (g) the dean of students;
  - (h) the heads of the Qwaqwa and South campuses;
  - (i) three lecturing staff in the categories of senior lecturer and lecturer per faculty elected from nominations;

- (j) forty two representatives of Heads of Department elected from nominations proportionate to the size of the faculty;
  - (k) other academic employees as provided for by the Institutional Rules;
  - (l) three members of the SRC;
  - (m) one student representative from each faculty (7 in total) elected in terms of the election procedures and criteria;
  - (n) one student representative from each faculty (4 in total) representing the Qwaqwa campus elected in terms of the election procedures and criteria;
  - (o) Director: Student Academic Services.
- (2) All appointments to Senate must be done with due attention to race, gender and qualification of staff members.
  - (3) The membership requirements for persons elected or designated in terms of sub paragraph 1(k) are determined by the Institutional Rules.
  - (4) The majority of members of Senate must be academic employees of the University.
  - (5) The term of office of members, the disqualification of members and the filling of vacancies in the Senate are as determined by the Institutional Rules.
  - (6) Meetings of the Senate are held at the times and places determined by the Senate.
  - (7) Senate shall hold four ordinary meetings per year.
  - (8) With the exception of *ex officio* members, the term of office of Senate members is four years.

### **23. Chairperson, vice-chairperson and secretary**

- (1) The Rector and Vice-Chancellor is the chairperson of the Senate, as contemplated in section 26(4)(a) of the Act.
- (2) The Senate elects a vice-chairperson from among its members at an ordinary meeting, by a majority of votes and for a term of four years.
- (3) The Registrar, as contemplated in section 26(4)(b) of the Act, is the secretary of the Senate.

- (4) Whenever both the chairperson and the vice-chairperson are absent from a meeting of the Senate, the members present must elect a person from among their number to preside at that meeting.

#### **24. Meetings**

- (1) One third of the total membership of the Senate constitutes a quorum.
- (2) A written notice must be issued by the secretary to each member of the Senate three days before the date of an ordinary meeting, setting forth the matters to be dealt with.
- (3) The provisions of paragraph 18 (subparagraphs (3) to (17)) of this Statute apply, with the necessary changes, to the meetings of the Senate.

#### **25. Representatives of the Senate on the Council**

- (1) The Senate members of the Council elected by the Senate hold office for a period of four years.
- (2) The election must take place by secret ballot, and no person may be elected unless he or she has been nominated for the office with his or her consent by two members of the Senate by means of a letter, which letter must reach the secretary at least seven days before the date of the election.
- (3) At least one month before the date of the meeting referred to in subparagraph 24(2), the secretary or the chairperson of the Senate must give notice of the vacancy and the date of the meeting to the members of the Senate, who must elect from amongst their numbers a successor to serve in this office for the unexpired term of the predecessor, provided that a retiring member may be re-elected.

#### **26. Representatives of Central SRC**

- (1) The members of the Central SRC serving on the Senate hold office for the same duration of time for which they are elected as members of the Central SRC.
- (2) If a member of the Senate who was elected by the Central SRC dies or resigns or relinquishes his or her office for any reason other than effluxion of time, the secretary must notify the Central SRC of the vacancy and the Central SRC must forthwith elect a successor, who holds office during the unexpired term of office of his or her predecessor.

- (3) The Central SRC must forthwith notify the secretary in writing of the name and address of its newly elected representative on the Senate.

## CHAPTER VII

### INSTITUTIONAL FORUM (IF)

#### 27. Functions and Composition

- (1) The IF must advise the Council on issues affecting the University as required by the Act, and must perform such other functions as decided by the Council, including:
- (a) the implementation of the Higher Education Act, 1997, and the national policy on higher education;
  - (b) policies on race, gender equity and other aspects of discrimination referred to in relevant legislation;
  - (c) the processes used for the selection of candidates for senior management positions and the suitability of intended appointees for meeting equity targets;
  - (d) codes of conduct, conciliation, mediation and dispute resolution procedures;
  - (e) the fostering of an institutional culture which promotes:
    - (i) tolerance and respect for human dignity and fundamental human rights, and
    - (ii) a positive environment for teaching, research and learning.
- (2) Where the Council does not accept the advice given by the IF, the Council must provide written reasons for not doing so.
- (3) The IF consists of—
- (a) two representatives of the University Management Committee, designated by the University Management Committee;
  - (b) two representatives of the Council designated by the Council;
  - (c) two representatives of the Senate, elected by the Senate;
  - (d) two representatives of the academic employees, other than Senate members, elected by the academic employees;
  - (e) four representatives of employees other than academic employees, elected by employees other than academic employees;
  - (f) two representatives of the Central SRC, designated by the Central SRC;
  - (g) two representatives of the recognised trade unions representing employees of the

- University, designated by the trade unions; and
- (h) one or two designated representatives of other stakeholder groups as identified by the IF and approved by the Council, provided that when such a group ceases to exist the membership of its representative ends.
- (4) The term of office and the manner in which members of the Institutional Forum are elected, are determined by the Institutional Rules.
- (5) The IF elects from among its members a chairperson, a vice- chairperson and a secretary.
- (6) Whenever both the chairperson and the vice-chairperson are absent from a meeting of the IF, the members present must elect a person from among themselves to preside at that meeting.

## CHAPTER VIII

### GENERAL PROVISIONS

#### **28. Representativeness of the Council, Senate, University Management Committee and Institutional Forum**

In the appointment, election and designation of members of the Council, the Senate, the University Management Committee and the Institutional Forum, due attention must be given to representativeness on such relevant grounds as gender, race and disability.

#### **29. Committees of the Council, Senate, University Management Committee and Institutional Forum**

- (1) The Council, the Senate, the University Management Committee and the Institutional Forum may each establish committees to perform any of their functions and may appoint persons, whether or not they are members of the Council or the Senate, or the University Management Committee or the Institutional Forum, as members of such committees.
- (2) The Council, the Senate, the University Management Committee and the Institutional Forum are not divested of responsibility for the performance of any function delegated or assigned to a committee under this paragraph.
- (3) The Council and the Senate must jointly nominate committees, to be known as joint committees, to perform functions that are common to the Council and the Senate.

- (4) The composition, manner of election or appointment, functions, procedure at meetings and dissolution of a committee and a joint committee are determined by the Institutional Rules.

## CHAPTER IX

### CENTRAL SRC AND CAMPUS SRCs

#### 30. Central SRC and Campus SRCs

The establishment and composition, manner of election, term of office, functions and privileges of the Central SRC and Campus SRCs are determined by the Institutional Rules.

## CHAPTER X

### EXECUTIVE COMMITTEE OF SENATE AND THE UNIVERSITY MANAGEMENT COMMITTEE

#### 31. Executive Committee of Senate

- (1) As contemplated in section 29 of the Act and paragraph 20(1) of this Statute, the University has an executive committee of the Senate, which consists of the Rector and Vice-Chancellor, the Vice-Rectors, the Registrars, the Deans and representatives from Senate as determined in the Institutional Rules.
- (2) The functions and powers of the Executive Committee of the Senate are determined by the Institutional Rules, as contemplated in section 29(4) of the Act.

#### 32. University Management Committee

- (1) As contemplated in section 29 of the Act and paragraph 20(1) of this Statute, the University has a university management committee which consists of the Rector and Vice-Chancellor, the Vice-Rectors, the Registrars and other senior employees as determined by the Institutional Rules.
- (2) The functions and powers of the University Management Committee are determined by the Institutional Rules, as contemplated in section 29(4) of the Act.

## CHAPTER XI

### THE CONVOCATION

#### 33. Members

All permanent academic staff from lecturer to professor, all permanent staff other than academic staff from Deputy Director to Rector and Vice-Chancellor by virtue of their respective offices and all students (current and former) who obtained a qualification at the University, are members of the convocation.

#### 34. Meetings

- (1) Meetings of the Convocation must take place in Bloemfontein and must be convened by the Registrar, as contemplated in section 26(4)(b) of the Act, who serves as Secretary to the Convocation and is supported by the Office of Alumni Affairs or another staff member as designated by the Rector and Vice Chancellor.
  - (a) at the request of the president of the convocation at least once every two years, or
  - (b) at any time upon the written request of at least 25 members, provided that they furnish details regarding the matters for consideration in the form of separate motions.
- (2) Notice of a meeting of the convocation must be given at least 14 days before the meeting.
- (3) The initial quorum of a meeting of the Convocation is the members present.
- (4) The procedure at a meeting of the convocation is, with the necessary changes, the same as the procedure applicable to a meeting of the Council, as determined by this Statute.

#### 35. Election of the President and Vice-president of the Convocation

- (1) The convocation elects from among its members a president to act as chairperson of all its meetings, who holds this office for a period of five years from the conclusion of the meeting at which he or she was elected.
- (2) Should the office of president become vacant, the Vice-President of the Convocation acts as president until a successor is elected at the following meeting of the convocation.

**36. Chairperson**

The president is also the chairperson of all meetings of the Convocation and the Executive Committee of Convocation; and in his or her absence, the Vice-President chairs the meetings.

**37. Executive Committee of Convocation**

- (1) There is an Executive Committee of Convocation that takes responsibility for the regular functioning and activities of the Convocation and reporting to Convocation members on its acting on behalf of the Convocation members.
- (2) The composition, manner of election or appointment, functions and procedures at meetings and in the exercising of the interest of the Convocation are determined by the Institutional Rules.

**CHAPTER XII****DONORS****38. Qualifications**

Every person, body or entity who, in the judgement of the Council, made a significant contribution in money or kind to the mission of the University, may be recognised by the Council as a donor. The contribution is stipulated in the Institutional Rules.

**39. Election of a member of Council**

The member of Council elected by the donors is elected in a manner prescribed by the Institutional Rules.

**CHAPTER XIII****DEGREES, DIPLOMAS AND CERTIFICATES****40. Degrees, diplomas and certificates**

The conferring of degrees and honorary degrees, and the awarding of diplomas and certificates are determined by the Institutional Rules.

## CHAPTER XIV EXAMINATIONS

### 41. Examinations

Every student at the University is subject to the stipulations regarding examinations as determined by the Institutional Rules.

## CHAPTER XV ADMISSION AND REGISTRATION OF STUDENTS

### 42. Admission and registration

Upon admission, every student is required to sign the official entry form and such signature is deemed to signify an acceptance of the Institutional Rules of the University.

## CHAPTER XVI CONGREGATION

### 43. Congregation

- (1) A meeting of the members of the University, known as the congregation, is held for the purpose of conferring qualifications.
- (2) A congregation of the University may be held as and when necessary.
- (3) Each congregation is constituted in the manner prescribed by the Council, and is presided over by the Chancellor or R e c t o r a n d Vice-Chancellor, or in his or her absence, the acting R e c t o r and Vice-Chancellor or a Vice-Rector.
- (4) The procedures with regard to the introduction of the graduates, the awarding of qualifications in absentia, academic wear and all other matters affecting the graduates for which provision is not made in this chapter, are determined by the Senate.

### 44. Admission to qualifications

With the exception of honorary degrees, no-one will be admitted to a qualification unless he or she complies with all the requirements prescribed for such qualification.

**CHAPTER XVII****DISCIPLINE****45. Student discipline**

Students at the University are subject to such disciplinary measures and procedures as determined by the Institutional Rules. Such Institutional Rules include provisions governing students admitted to residences of the University.

**46. Staff discipline**

Staff members at the University are subject to such disciplinary measures and procedures as determined by the Institutional Rules.

**CHAPTER XVIII****STATUTES REPEALED****47. Statutes repealed**

- (1) The Statute of the University of the Free State as published in Government Gazette no. 33490 of 27 August 2010 is hereby repealed.
- (2) Any action performed in terms of a provision of a statute repealed by subparagraph (1) is deemed to have been performed in accordance with the provisions of this Statute.
- (3) A provision applicable to any person immediately before the announcement of this Statute, in terms of any statute repealed by subparagraph (1) but not re- included in this Statute, continues to be applicable to the University and such person as if such statute was not repealed.

**48. Transitional provision**

The Council performs its activities and is composed in terms of this Statute from the date of publication of this Statute.

## DEPARTMENT OF HOME AFFAIRS

NO. 38

26 JANUARY 2018

## ALTERATION OF FORENAMES IN TERMS OF SECTION 24 OF THE BIRTHS AND DEATHS REGISTRATION ACT, 1992 (ACT NO. 51 OF 1992)

The Director-General has authorized the following persons to assume the forename printed in *italics*:

1. Mmamorena Confidence Gwala - 811227 0481 083 - 1651 Makapan Street, Moroka, SOWETO, 1818 - *Lerato Mmamorena Confidence*
2. Rinky Antoinette Ngwenya - 730417 0349 087 - 214 Balmorai Van Dalen, ROODEPOORT, 1724 - *Antoinette Rinky*
3. Nomisumzi Thembisa Mahlangu - 621015 0959 087 - Leqeni Location, PEDDIE, 5640 - *Noncedo Thembisa*
4. Auditor Bathandi Godlo - 750611 5304 080 - 28 Windsor Street, Avalon Park, KUILSRIVER, 7580 - *Auditor Bathande*
5. Mziwabantu L Mtengwane - 701015 6098 081 - Amadiba Area, BIZANA, 4800 - *Mziwabantu Learnford*
6. Maloke Thabile Mokalapa - 860309 0514 087 - Thabampšhe Ka Dithabeng, GA-MASEMOLA, 1060 - *Kgaubelwane Thabile*
7. Moroba Jomo Talana - 880708 5800 084 - 4 – 7th Avenue, ALEXANDRA, 2090 - *Morwammabuke Jomo*
8. Lerato Vuyo Titi - 870104 0958 089 - 65 Johan Meyer Street, JOHANNESBURG, 2001 - *Vuyo*
9. Nkamoheleng Lebenya - 861223 1492 087 - 7 Dawer Street, KOKSTAD, 4700 - *Nkamoheleng Itumeleng*
10. Cumani Nini - 891116 5805 086 - 1308 Nu 4, MDANTSANE, 5219 - *Muhammad Reyhaan*
11. Amos Mosotho - 950716 5765 087 - Stand no 826, Kamaphosa, MOTETI, 0477 - *July Kgatabila*
12. Mojalefa Jacob Sphiwe Motau - 941022 5415 084 - Stand no 416, Liberty, MOTETI, 0477 - *Phadishang Aaron*
13. Highman Bvuma - 860326 5923 089 - 6395 Pitso Street, THOKOZA, 1425 - *Thwasana Highman*
14. Kgosimang Petrus Lebeko - 811203 5538 086 - 26 Hibiscus Village, Chumani Street, BLUEDOWNS, 7100 - *Kgosimang*
15. Ntshavheni Chaine Marikosi - 860621 5754 082 - 59 Tuin Street, Geduld, SPRINGS, 1559 - *Ntshavheni China*
16. Phillip Molebatsi - 770219 5480 086 - 3243 Moumong, MMAKAU, 0190 - *Mabiletsa Phillip Rudolph*
17. Kgothatso Mphahlele - 971021 5675 088 - P O Box 721, MPHAHLELE, 0236 - *Kgothatso Morwatshoge*
18. Zondleni Zephania Ngcobo - 640907 5419 082 - B 676 Bumbanani Road, SUNDUMBILI, 4491 - *Sipho Zephania*
19. Portia Jacobs - 830124 0390 082 - Unit 6 Merry Lee Complex, 3 Hope Hudhes Avenue, BEDFORDVIEW, 2008 - *Nombulelo Portia*
20. Mbela Constance Baloyi - 540222 0540 085 - 1533 Noge Stand, WINTERVELDT, 0198 - *Bella Constance*
21. Martha Refilwe Maphelo - 690702 0337 085 - 8336 Section 0, MAMELODI WEST, 0122 - *Martha Rhudzani*
22. Bongani Jobe-ka- Sithole - 750301 5664 085 - 6224 Zone 5, Kgotlhang Street, GA-RANKUWA, 0208 - *Bongani Jobeka*
23. Cynthia Ndabeni - 990423 1350 087 - 8774 Hlola Street, HERMANUS, 7200 - *Nonopha Cynthia*

24. Nsizwa Sibusiso Majola - 990206 5622 084 - 54103 Emvundlweni Location, PIETERMARITZBURG, 3200 - *Sibusiso Nkanyiso*
25. Mzwamandla Mngcongco - 990806 5620 085 - 29273 Kaunda Street, Wallacedene, KRAAIFONTEIN, 7570 - *Avuyile Mzwamandla*
26. Sebastiaan Neville Manuel - 990815 5096 089 - 6 Mint Street, Bardale Village, KUILSRIVER, 7580 - *Sebastian Neville*
27. Kabelo Rathebe - 890220 5337 081 - 2980 A Mapetla, Thobejane Street, CHIAWELO, 1817 - *Kabelo Lionel*
28. Thabani Brendon Mabhena - 960612 6491 088 - 5 Elro Court Garden Street, ROSETTENVILLE, 1686 - *Brendon*
29. Mmamosa Mamosebo - 971108 0045 084 - 3710 Uthemba Street, PHUMULA, 1630 - *Hunadi Mmamosa*
30. Luthando Rayi - 871210 5645 081 - 11147 Umzukuza Street, VOSLOORUS, 1475 - *Clayton*
31. Matome Herbert Bothetele - 780614 5421 080 - 3715 Mopan, EDENVALE, 1610 - *Herbert*
32. Lenox Nqubuka - 800904 5340 083 - 1138 Dlamini i, SOWETO, 1717 - *Lenox Sfiso*
33. Nomachule Madiba - 810917 1117 089 - 524 Marikana West, MARIKANA, 0280 - *Nomachule Nathi*
34. Nkabe Charlotte Motaung - 701030 0359 082 - 1287 Moloi Street, BETHLEHEM, 9700 - *Nkabe Charlotte Sonji*
35. Surprise Mmakgwathetja Nkuna - 960514 5526 080 - P O Box 139, KORINGPUNT, 0632 - *Surprise Mphahlele*
36. Nkateko Khosa - 950611 5175 082 - 406 Gloria Flat, 253 Johann Street, PRETORIA, 0033 - *Kevin Nkateko*
37. Shimanyana David Mogoemang - 971120 5995 080 - 94 Trouw Street, CAPITAL PARK, 0002 - *Shakes David*
38. Keorapetse Kenneth Moseki - 841120 5776 082 - Supingstad Village, ZEERUST, 2880 - *Jason Junior Kenneth*
39. Thabani Sibongakonke Ngcobo - 831028 6037 085 - 5029 Mocke Street, DAVEYTON, 1520 - *Sibongakonke Thabani*
40. Motsamai Solomon Phahla - 700425 5658 085 - 969 Lake Side, EVATON, 1984 - *Teacher Motsamai Solomon*
41. Thulane Mdhului - 980113 6308 089 - 5067 Chief Luthuli, DAVEYTON, 1520 - *Thulani Thabiso*
42. Danie Petrus Tune - 910830 5063 085 - 10 Green Street, Alabama, KLERKSDORP, 2570 - *Desham Gerswin*
43. Mkovhe Ndlela - 911216 0311 084 - 2636 Beechwood Street, Dlamini Extension 2, SOWETO, 1818 - *Phindile*
44. Pertunia Letsoalo - 960618 0780 087 - 5 Riverside Place, Corlett Drive, Corlett Gardens, LYNDHURST, 2092 - *Lerato Pertunia*
45. Gester Mundlovu - 980103 6104 083 - 1375 Matiko Xihaya, LULEKANI, 1392 - *Joster*
46. Laurie Ann Elliott - 921028 0142 080 - 5 Thornburg Road, PLUMSTEAD, 7800 - *Laurie Ann Scarborough*
47. Kevin Elliott - 920208 5166 083 - 5 Thornbury Road, PLUMSTEAD, 7500 - *Kevin Scarborough*
48. Isaac Latane - 951028 5452 081 - 38 Hlahatsi Section, KATLEHONG, 1400 - *Thapelo Isaac*
49. Simon Majavu - 741119 5523 081 - Sizini Admin Area, DUTYWA, 5000 - *Simon Zwelibanzi Mnakwazo*
50. Lizane Prinsloo - 930920 0158 083 - 5 Pierneef Street, SASOLBURG, 1947 - *Lizane Espach*
51. Lufumuni Mulaudzi - 820425 0428 083 - 6323 Dichela Street, NELLMAPIUS, 0122 - *Lufuno*
52. Buyiswa Javu - 841205 0996 080 - Unit 25, Villa Olive Arundo Estate, The Reeds, CENTURION, 0157 - *Mondekazi*
53. Ledumang Laduma Tshabalala - 840121 5339 088 - 24 Daphne Street, CYRILDENE, 2198 - *Laduma Mkhonto*
54. Mahlatse Perpetua Piitso - 751101 0403 086 - Stand no 10134, Mogaladi, MARBLE HALL, 0456 - *Mahlatse Nkakaile*

55. Stephina Mmutle - 850804 0965 083 - E 2005 Majatladi, LEFISO, 0431 - *Mmamokgethi Stephina*
56. Emily Segopotso Motshana - 751011 0777 084 - Stand no 1174, TAFELKOP, 0474 - *Emily Malope*
57. Ntomozoto Jessie Motaung - 810829 0440 083 - 1713 Shaleng Section, Bodibe Village, LICHTENBURG, 2740 - *Ntombizodwa Jessie*
58. Mighty Marutla - 830428 5958 086 - 305 Segoreng Mentz, Next to Nkoshilo High School, POLOKWANE, 0700 - *Disego Isaac*
59. John Benjamin Thys - 470202 5862 084 - 75 Callisto Way, OCEAN VIEW, 7975 - *Benjamin John*
60. Gezephi Hlatshwayo - 790901 0994 080 - St Chads, LADYSMITH, 3370 - *Gezephi Bonisiwe*
61. Goodwill Jabulane Mnisi - 770128 5393 084 - 476 Pride of India Street, CENTURION, 0190 - *Goodwill Jabulane Zweli*
62. Bazamile Buzakuphi Ngcobo - 870405 0712 081 - Maphephetheni Area, INANDA, 4370 - *Bazamile Busisiwe*
63. Happiness Duduzile Nyawose - 801210 0404 083 - P O Box 72836, GAMALAKHE, 4249 - *Happiness Silindile*
64. Michéle Jones - 970406 0121 082 - 7 Athur Blesley Street, GEORGE, 6539 - *Michéle Elvire*
65. Rebone Felicity Tlhole - 920419 0452 085 - 129 Wonderpark Estate, PRETORIA, 0001 - *Bonny Rebone Felicity Mmapaseka*
66. Setagwa Actor Mangena - 911110 6095 082 - 5851 Extension 22, Unoqeza Street, OLIEVENHOUTBOSCH, 0175 - *Setagwa Hector*
67. Matimu Makhubele - 921010 5759 084 - 903 A Monopati Flats, 280 Visagie Street, PRETORIA CENTRAL, 0001 - *Matimu Wade*
68. Puseletso Magampa - 970122 5908 080 - Stand no MA84, Ga-Matsepe, TAFELKOP, 0474 - *Puseletso Desmond*
69. Duduzile Bridget Manyaka - 970704 0327 083 - Stand no 1116, MOTETEMA, 0477 - *Khomotso Bridget Duduzile*
70. James Magaleng Malepe - 961218 5845 081 - Sedawa Village, TZANEEN, 0850 - *James*
71. Nomzukisi Thembisa Tshobodiya - 971123 0790 084 - Mfuneli Area, BIZANA, 4800 - *Thembisa*
72. Nolita Octavia Ntlanga - 770916 0839 089 - 10 Street 10, DE AAR, 7000 - *Nolita Ayabukwa*
73. Matric Mthombeni - 901224 5575 085 - 1062 Block E, HEBRON, 0193 - *Matric Jabulani*
74. Fisani Angel Tholo - 840820 1044 085 - 6027 Extension 3, ORANGE FARM, 1808 - *Zwanefisani Angel*
75. Pauline Motenane Makhajane - 950604 0601 087 - 59 S Gama Road, EVATON, 1984 - *Pauline Matshediso*
76. Dzialwa Ramukhadi - 831007 5457 080 - 25 – 14th Avenue, ALEXANDRA, 2090 - *Dzialwa Bruce*
77. Albert Maponya Matji - 560401 5636 081 - 122 Equater Street, Chief Luthuli Park, BENONI, 1501 - *Nakagolo Johannes*
78. Jankie Daniel Molomo - 770601 6131 083 - 2160 Kanana, Extension 1, HAMMANSKRAAL, 0400 - *Raketsoeng Stephens*
79. Nomakhina Busisiwe Nomachiniso Tsheti - 750507 0781 084 - 1326 Nu 16, MDANTSANE, 5219 - *Busisiwe Nomachina*
80. Mbali Lwane - 980527 1156 088 - Qinabout Location, GA-MALAKHE, 4249 - *Zanele Mbali*
81. Zamekile Hlongwane - 920919 0509 081 - 2424 Imbali Unit AA, PIETERMARITZBURG, 3201 - *Zamekile Nonkululeko*
82. Phahlana Magope Magaseng - 680103 5452 080 - Stand no 1249, Moedimabele Section, APEL, 0739 - *Phahlana Africa Magope*
83. Wilson Khomotso Monama - 640505 5931 088 - Phase 4, MASHING, 0628 - *Kgashane Thaweni Wilson*
84. Reuben Ramuhashi - 640927 5678 081 - 5109 Phase 10, 20th Avenue, ALEXANDRA, 2090 - *Sabelo Reuben*
85. Mboniseni Mziwenkosi Khumalo - 730901 5389 081 - Private Bag X1009, RICHARDS BAY, 3900 - *Mubumbi Mziwenkosi*

86. Sthembiso Mxolisi Sabelo Ndlovu - 940101 6214 083 - 198 Main And Nugget Street, JOHANNESBURG, 2000 - *Sabelo*
87. Malehlohlo Ledwaba - 860423 1040 081 - Ga-Ledwaba, LEBOWAKGOMO, 0737 - *Malehlohonolo Mandy*
88. Maphane Winnie Mositsa - 821115 0753 080 - Stand no 424, Dichoeung, MARBLE HALL, 0450 - *Kogolakae Winnie*
89. Dimpho Makhafola - 990222 5483 088 - 392 Unit F, LEBOWAKGOMO, 0232 - *Dimpho Matsobane*
90. Vuyiseka Sithunzela - 920612 1298 081 - 102 Skateboard Street, WELTEVREDEN PARK, 1709 - *Vuyiseka Lisa*
91. Lerato Sinah Rabothata - 940906 1396 085 - 689 King Dinizulu Street, Extension 2, DIEPSLOOT, 2189 - *Shontelle Lerato*
92. Meliford Dube - 940924 6582 088 - G 27 Eyetgu House, 270 Marshall Street, JOHANNESBURG, 2001 - *Melford Thato*
93. Okuhle Kampi - 980917 5536 080 - 3191 Tyoksville Location, DORDRECHT, 5435 - *Okuhle Siyalakha*
94. Nobaningi Josephine Vilakazi - 781013 0411 080 - 4 Fiskaal Road, CAMPS BAY, 8005 - *Nobaningi lam*
95. Tumeka Vas - 851212 0815 085 - Lujecweni Area, MTHATHA, 5100 - *Tumeka Vanessa*
96. Mandisa Mpaka - 800507 0653 085 - 54 Miriam Makeba, Bellgravia, SOUTHERWOOD, 5201 - *Mandisa Grace*
97. Cordelia Mali - 520922 0614 087 - 91 – 18th Avenue, ALEXANDRA, 2090 - *Lungelwa Cordelia*
98. Phumzile Maselwa - 820115 0387 088 - 221 Dukes Court, 11 Hillary Avenue, ALEXANDRA, 2090 - *Phumzile Vanessa*
99. Tshepo Makgopa - 860826 6095 084 - 174 Zeeland Flat, Unit 22, Kotze Street, SUNNYSIDE, 0002 - *Tshepo Elias*
100. Kelatlhegile Margaret Snyman - 590509 0887 089 - House no 5595, MOGOJANENG, 8460 - *Kelatlhegile Kelebogile Margaret*
101. Ntombizanele Gonono - 811102 0338 080 - 5199 Ekuphumleni Street, Extension 22, Roodekop, GERMISTON, 1401 - *Lakhe*
102. Lejonie Patrick Thamaha - 790402 5633 088 - 3853 Manyatseng Location, LADYBRAND, 9745 - *Morena Patrick*
103. Seiso Geelbooi Malinga - 470707 5203 089 - 674 Serobe Street, KOPPIES, 9540 - *Seiso Godfrey*
104. Thandi Sylvia Free-Xanasi - 890118 1138 083 - 3074 Boyce Nondala, BARKLEY EAST, 9786 - *Thandi Cynthia*
105. Moitheri Monica Tladi - 760804 1015 085 - 2627 Gelukwaarts, KROONSTAD, 9499 - *Winnie Monica*
106. Ntombovuyo Mbalane - 580101 2909 087 - Bongweni Location, MTHATHA, 5090 - *Ntombovuyo Greenah*
107. Maebela Hendrick Matjipa - 820922 5653 087 - House no 41, Driekop, GA-SELALA, 1100 - *Tebogo Hendrick*
108. Mathewhano Maswatie - 990620 5326 084 - 138 Abraham Street, Budutu, OUDTSHOORN, 6625 - *Rowan Mathewhano*
109. Sandile Mwantsu - 941224 1112 083 - Msanselizwe Location, UMTATA, 5100 - *Sandisiwe*
110. Nokwanele Mlahleni - 830328 1240 085 - Godini Area, NGQELENI, 5140 - *Nokwanele Nosibabalo*
111. Koporo Jimmy Makofane - 850827 5637 084 - 76 Tsutsube Street, KWA THEMA, 1575 - *Makwale Jimmy*
112. Mahwiti Johannes Chego - 840403 5694 088 - 644 Tokoloyo, MHLUZI, 1053 - *Thabo Bonoko*
113. Thabile Nonkwelo - 870715 5586 086 - Sibangweni Area, LIBODE, 5099 - *Thabile Alfred*
114. Xhasikaya Xinwa - 860726 5719 082 - Slovo Park, MTHATHA, 5099 - *Xhasikhaya Jason*
115. Vuyo Xhathisa Hlomani Buhlungu - 940613 0405 087 - 60 Punters Way, KENILWORTH PARK, 7208 - *Xhathisa Hlomani*
116. Tude Jack XV Bruins - 970719 5415 089 - 4 Alexander Avenue, HOUT BAY, 7806 - *Tyde Jack XV*
117. Ranthako Ledimo Jack Mofokeng - 941027 5851 089 - 2203 Tshiame C, HARRISMITH, 9880 - *Ranthako Jack*

118. Jerome Van Reenen - 840308 5267 084 - 26 Mitchells Avenue, Woodlands, MITCHELLS PLAIN, 7785 - *Junaid*
119. Colleen Chandley - 740703 0435 085 - 32 Sixteen Avenue, Leonsdale, ELSIES RIVER, 7490 - *Kulsun*
120. Warren Moses - 750416 5572 086 - 37 Solo Street, STEENBERG, 7945 - *Whalleed*
121. Mtutuzeli Makumba - 850619 5834 088 - 9 Omsambeet Street, DELFT, 7100 - *Lucky*
122. Patricia Thabo Galane - 840219 0234 088 - 7 Bergzicht Village, Ga-Maraba, POLOKWANE, 0700 - *Thabo*
123. Vonani Maswanganyi - 941109 5717 088 - P O Box 3508, GIYANI, 0826 - *Tiyani Vonani*
124. Siphosethu Siphokazi Mayile - 940114 1107 087 - 4353 Khankanya Street, Makhoza, KHAYELITSHA, 7784 - *Siphosethu Bridgette*
125. Ziklona Fumbana - 931217 0398 085 - 38 Ravel Street, DELFT SOUTH, 7100 - *Zikhona*
126. Moses Kopung Molefi - 900703 5439 088 - 11880 Relebohile, KROONSTAD, 9499 - *Nosi Moses*
127. Ntombizine Petsenge - 971123 0564 083 - Zimbane Area, UMTATA, 5050 - *Zine*
128. René Johnson - 960325 0021 088 - 18 Fairway Street, PARROW, 7560 - *Nuraan*
129. Senziwe Mpaka - 970901 1145 080 - 54 Mirriam Makeba, Belgravia, SOUTHERNWOOD, 5201 - *Phumelele*
130. Philemon Andries Mtsweni - 970608 5835 083 - Vaalpan Farm, KRIEL, 2271 - *Philemon Andile*
131. Kathlene Hlongoane - 910314 0363 089 - 343/16 Langa Street, Rockville, SOWETO, 1818 - *Kathleen Nonhlanhla*
132. Thamson Geina Shangase - 970906 5754 084 - Wewe Area, OZWATHINI, 3242 - *Thamson Gcina*
133. Thabiso Mashiloane - 921002 0522 088 - Stand No 20206, Krokodil Heuwel, MARBLE HALL, 0450 - *Nthabiseng Magofe*
134. Rhyan Rajkishore - 650123 5031 086 - 7 Laine Lane, Brackenhams, RICHARDS BAY, 3900 - *Abdur Rahim*
135. Ntumeleng Boitumelo Tsotetsi - 990814 0362 083 - 3 De Jager Street, VREDE, 9835 - *Itumeleng Boitumelo*
136. Faniswa Pleasure Malepe - 980226 0453 089 - 1304 – 15th Avenue, Tulabane West, RUSTENBURG, 0299 - *Onalenna Pleasure*
137. Delicious Mapitsi Malapane - 970712 0741 088 - Madibony, JANE FURSE, 1085 - *Delicious Mogantle*
138. Beaula Ann Van Schalkwyk - 591221 0040 086 - 7 Pretorius Street, Geduld Extension 1, SPRINGS, 1560 - *Beulah Ann*
139. Marhanda Kurhula Mgiba - 990626 0998 082 - Cunninmore A, MHALA, 1365 - *Miranda Kurhula*
140. Mfundo Dlamini – 970630 6135 081 - Emagangangozi, BERGVILE, 3350 – *Sipho Mfundo*
141. Kgotlelelo Mashabela - 991109 5913 082 - Ga-Manyaka, BURGERSFORT, 1150 - *Kgotlelelo Makubu*
142. Tshepo Masiu - 910101 7219 087 - 16 Leopard Street, GREENHILLS, 1759 - *Pleasure Tshepo*
143. Obrey Phakula - 890804 5592 082 - Stand No 15, Julesburg, TZANEEN, 0875 - *Mokemane Matimu Pfunekani*
144. Nombulelo Sesethu Mpela - 990315 0235 089 - 1204 Block G, ALIWAL NORTH, 9705 - *Sesethu*
145. Kedibone Patrick Maletle Mangena - 910223 5778 086 - House No 1995, Zone B, NAMAKGALE, 1891 - *Maletle Patrick*
146. Mmantlanyane Mavis Mohlamonyane – 960517 0089 087 – Stand No 10, BOEKENHOUTHOEK, 0458 – *Koketso Mavis*
147. Ogone Anita Mlewana - 920220 0802 083 - 10698 House No, Disaneng Village, MAHIKENG, 2746 - *Vuyiswa Ogone Anita*
148. Koketso Moerane - 921022 1001 080 - 43 Leboeng Section, TEMBISA, 1632 - *Koketso Mmamoleke*

149. Sibongile Ellen Damons - 721227 1089 082 - 27 Bamboesberg Street, Extension 2, ELDORADO PARK, 1811 - *Ellen-Ann Naomi Sibongile*
150. Nozalisile Prestinah Phokiya Mhlwana - 750925 1600 089 - 55 Thembalihle, PIETERMARITZBURG, 3200 - *Nontle*
151. Themba Kortjass - 790923 5838 088 - 197 Matanzima Street, MOTHERWELL, 6211 - *Themba Tshepo*
152. Zusakhe Madliki - 901222 5913 082 - Xugxwala Area, MTHATHA, 5099 - *Felix Zusakhe*
153. Toitoy Mabilu - 650303 5352 084 - 1739 Ceeba Street, Extension 34, Commercia, MIDRAND, 1685 - *Dutoit Maloyi Nthlobogeng*
154. Jeanette Diphofa - 981218 0284 084 - 1030 Nonofa Street, Extension 21, MAMELODI EAST, 0122 - *Jeanette Matshidi*
155. Lorenzo Merrick Titus - 971216 5127 086 - 1808 New Cross Street, BONTEHEUWEL, 7630 - *Merique David*
156. Ramogene Mogau Makgahlela - 990412 0375 088 - Mashite Village, MPHAHELE, 0736 - *Ramongene Mogau*
157. Steve Mutshinyalo Radzuma - 850308 5846 082 - 15 Hibiscus Village, BLUEDOWNS, 7580 - *Dzuma*
158. Mfundo Mthetho - 990414 6178 086 - Khagoe Area, MATATIELE, 4730 - *Mfundo Thuto*
159. Onus Nghonyama - 940915 5555 083 - 6642 Kuilama Street, Protea Glen, SOWETO, 1818 - *Honours Chavani*
160. Deliwe Monama - 900213 0679 084 - 10910 Block M, MABOPANE, 0190 - *Masego Lenah*
161. Sibulele Nqabeni - 911026 0785 082 - 441 Sprigg Street, STUTTERHEIM, 4930 - *Sibulele Tania*
162. Khotso Moganyenge Molamu - 941223 6029 086 - 24634 Holomisa Street, KWA THEMA, 1575 - *Khutso Moganyenge*
163. Senzeni Charmaine Vilakazi - 920312 1047 089 - H302 The Height, PRETORIA WEST, 0183 - *Mimi Charmaine*
164. Johan Mpande - 960817 5567 081 - House No 1146, STEENBOK, 1347 - *Jospalsonm Johan Jay*
165. Unathi Gxothiswa - 850306 5986 080 - Maqhubini Area, QUMBU, 5180 - *Unathi Collen*
166. Manoko Jonny Thantsha - 891118 5489 085 - 39 Mohapi Street, KWA THEMA, 1575 - *Manoko Johannes*
167. Makhudulela Lucky Motlane - 891202 5877 083 - 1151 Thinasonke, Extension 3, ALBERTON, 1421 - *Magudulela Lucky*
168. Bafikile Mahahliso - 961225 6134 084 - Esizityaneni Area, BIZANA, 4800 - *Afikile*
169. Albertina Karabo Mashiane - 910812 0466 083 - 5996 Masalane Street, Kagiso 2, Riverside, MOGALE CITY, 1754 - *Karabo*
170. Melton Samuel Nkuna - 910916 6524 082 - 30 Risik, Theater Gardens, SUNNYSIDE, 0002 - *Samuel*
171. Stranger Malatji - 960105 5716 084 - 565 Nyalelang, Tipeng Mahtushan, PHALABORWA, 1390 - *Thato Stranger*
172. Khutso Masemola - 910919 6537 088 - Phiring, GA-MASEMOLA, 1060 - *Khutso Gabriel*
173. Nomlindo Singqoto - 861205 0863 087 - 20476 Manengele Street, Nomzamo, STRAND, 7140 - *Nomlindo Ayabulela*
174. Bhekumzi Matodlwana - 780501 5854 081 - Baleni Location, BIZANA, 4800 - *Bhekumzi Elias*
175. Nare Jacob Ngwasheng - 960726 5473 085 - P O Box 448, LEPHALALE, 0355 - *Lesiba Mashilo*
176. Willemien Biegenaar - 930102 0211 085 - Bervlei Boerdery, Brandwagh, WORCESTER, 6849 - *Willmien Yolanda*
177. Monnapule Elton Sebelego - 970227 5754 085 - E 15 Rusfontein, KURUMAN, 8460 - *Thabo Elton*
178. Nombuyiselo Gadile Nkwanyana - 961003 0732 082 - D 771 Dube Village, INANDA, 4310 - *Nombuyiselo Zanele*
179. Mmasello Mmola - 980708 0571 085 - Selepe Village, ATOK, 0749 - *Lethabo*

180. Ntombentle Ndlovu - 920812 1014 088 - 19407 Ntanga Street, NOMZAMO, 7140 - *Zintle*
181. Edward Basil Van Der Ross - 671105 5219 089 - 13 A Eltister Road, LAVENDER HILL, 7945 - *Ebrahiem*
182. Lindiwe Beuty Ntamo - 940611 6228 081 - 24 Harier Road, LOTUS RIVER, 7945 - *Vuyolwethu*
183. Emilio John Dominiquo Koopstadt - 950517 5270 080 - 22 Heath Street, Sarepta, KUILSRIVER, 7580 - *Sky Malik*
184. Mmamatompana Lesedi Mokwanyane - 951208 0038 081 - 427 Block D, MABOPANE, 0190 - *Lesedi*
185. Manyabela Sarah Phora - 960115 1417 082 - 1544 Kirkney Village, HERCULES, 0110 - *Ntevhlo Manyabela*
186. Tebogo Blondy Kekana - 810824 0901 085 - 2429 A, Zone 9, MEADOWLANDS, 1852 - *Blondy*
187. Amaresan Chetty - 711020 5172 083 - 16 Starling Street, RYLANDS ESTATE, 7764 - *Alex*
188. Antony Josia Nkosi - 800512 5774 084 - Stand No E668, Fernie A, ELUKWATINI, 1198 - *Antony Josia Mavundla*
189. Ntsae Reginah Mohlamonyane - 880110 0274 086 - Stand No 244, Jabulani Village, DENNILTON, 1030 - *Remolicous Ntsae*
190. Kedibone Calvin Maleka - 950925 6264 087 - Mambolo Village, MPHAHLELE, 0736 - *Malegodl Calvin*
191. Willie Maboda - 680730 5441 083 - 55 Camborne Street, EVANDER, 2280 - *Willie Nyanga*
192. Margaret Sithole - 891204 0434 084 - 19546 Lindi Street, STRAND, 7140 - *Linda Margaret*
193. Khombomuni Mabunda - 650422 0598 085 - 645 Dzumani Village, GIYANI, 0826 - *Khombomuni Magreth*
194. Jafta Motlatsi Lephatoa - 890505 5877 080 - F 2306, Section 6, MADADENI, 2951 - *Eddie Motlatsi*
195. Nokuvela-Nokubekezela Nolubabalo Zulu - 861031 0733 082 - P O Box 159, MAHLABATINI, 3865 - *Nokuvela Nokubekezela Nolubabalo*
196. Helga Themba - 810821 0549 088 - 74 Main Road, Eastleigh, EDENVALE, 1610 - *Palesa Helga*
197. Gerald Richard Mansfield - 460606 5220 089 - 63 Linaria Street, Lentegeur, MITCHELLS PLAIN, 7785 - *Rashaad*
198. John Stemmet - 631129 5074 087 - 27 Goede Hoop, Saxon Sea, ATLANTIS, 7349 - *Riedewaan*
199. Priscilla Nhose - 531130 0244 080 - 4717 Chakane Street, Orlando East, SOWETO, 1804 - *Nosicelo Priscilla*
200. Kichore Praelmal - 720102 5049 088 - P O Box 1196, PORT SHEPSTONE, 4240 - *Kishore Kit*
201. Danile Lawrence Dial - 810427 5934 083 - 3968 Extension 3, Alabama, KLERKSDORP, 2570 - *Richard*
202. Sanele Zondo - 940319 5963 084 - D 608, Ntuzuma, LINDELANI, 4220 - *Sanele Mthobisi*
203. Lisbeth Dudu Nyathi - 870326 0454 088 - P O Box 207, HLUVUKANI, 1363 - *Loveness*
204. Raymond Ubisi - 970803 5664 084 - P O Box 2310, BUSHBUCKRIDGE, 1280 - *Raymond Tumisho*
205. Lindokuhle Rolihlahla Mavundla - 940425 5281 086 - 23 James Henderson Crescent, Glenwood, DURBAN, 4001 - *Lindokuhle Rolihlahla Terry*
206. Tryfina Maswanganyi - 951206 0434 086 - 1429 Joe Makhubu Street, Extension 2, WHITE CITY, 2285 - *Tryfinah Hope*
207. Queen Elizabeth Mthembu - 950718 0354 081 - 19849 Mkhonto Road, AUCKLAND, 3610 - *Ayanda Queen*
208. Loveshin Nadaraja - 950623 5219 083 - 109 Cilla Grove Crescent, PHOENIX, 4065 - *Ziyaad*
209. Neo Mosoeu - 960329 1330 084 - 233 Hlahatsi Section, KATLEHONG, 1431 - *Neo Ivy*

210. Carri Mngenela - 841220 0289 089 - 505 Cascades, TYGERVALLEY, 7530 - *Thuthula Carri*
211. Bonga Manyisane - 890905 1480 089 - Tyinirha Area, NQAMAKWE, 4990 - *Bonga Melody*
212. Elias Motsamai Nduna - 610225 5793 083 - 24 Gardiner Street, PAROW, 7500 - *Motsamai Elias*
213. Glen Daniel Lejoneng Nchabeng - 820330 5716 088 - 1402 Tlale Street, SOMERSET WEST, 7129 - *Daniel Abdurashid*
214. Kevin Gcina - 950908 5103 084 - 2608 Kopano Street, Zone 13, SEBOKENG, 1983 - *Thapelo*
215. Wilmar Mulder Lubbe - 900930 5086 086 - 9 Woodlands Drive, DURBANVILLE, 7530 - *Wilmar Lubbe*
216. Ernest Mofamere - 910524 6030 082 - 1505 N Section, BOTSHABELO, 9787 - *Ernest Mongezi*
217. Sylvia Palesa Malindi - 960110 0441 084 - 2036 Khumalo Street, THOKOZA, 1426 - *Mbali*
218. Wandile Zwelakhe Manganyi - 881128 5889 087 - 1818 Olive Tree Street, TSHEPISONG, 1754 - *Zwelakhe*
219. Moeketsi Lazarus Mohlomi - 861010 5868 085 - 196 A Section, BOTSHABELO, 9781 - *Moeketsi Lazarus Noosi*
220. Azwinndini Lucky Likhade - 991203 0743 089 - P O Box 555, DONKERHOEK, 0817 - *Azwinndini Linky*
221. Husnaahis Zinhle Mohammed - 980712 0948 087 - Wembezi, ESTCOURT, 3310 - *Lungile Zinhle*
222. Theresho Nkotsane Sethebe - 980609 5676 087 - Zone F, LEBOWAKGOMO, 0737 - *Theresho*
223. Makgaung Endycot Thobejane - 840825 6038 081 - Mohlaletsi, SEKHUKHUNE, 1124 - *Seporo Endycort*
224. Refilwe Mokoena - 960914 1024 082 - 404 Soweto, MASHISHIMALE, 1397 - *Refilwe Gift*
225. Mlungisi Walter Dlamini - 860131 5556 081 - 30 Drie Niemandt Street, KEMPTON PARK, 1819 - *Mlungisi Hlanganani Menziwezinto*
226. Ricardo Hendrik Frank - 770924 5144 083 - 9 B St Thomas Street, NEWCASTLE, 2940 - *Ricardo Henry*
227. Steve Chueu Mogopo - 690105 5715 083 - P O Box 86, GLEN COWIE, 1059 - *Mogopo Steve*
228. Tiisetso Moshidi - 990505 5628 086 - P O Box 1412, MASEMOLA, 1060 - *Madilu Tiisetso*
229. Mpho Kgaola Tleane - 781016 5476 081 - 10069 Ditshweneng Village, Ga Maja, POLOKWANE, 0719 - *Mpho Maebela*

## DEPARTMENT OF HOME AFFAIRS

NO. 39

26 JANUARY 2018

## ALTERATION OF SURNAMES IN TERMS OF SECTION 26 OF THE BIRTHS AND DEATHS REGISTRATION ACT, 1992 (ACT NO. 51 OF 1992)

The Director-General has authorized the following persons to assume the surnames printed in *italics*:

1. Thibe Robert Phakane - 880411 5732 080 - P O Box 274, SEKHUKHUNE, 1144 - *Letageng*
2. Sebolai Simon Nhlapo - 830410 5232 084 - 307 Extension 1, HARRISMITH, 9880 - *Mofokeng*
3. Thobela Michael Ngonyozo - 850515 5794 084 - 1356 J Nontulo Street, New Cross Roads, NYANGA, 7525 - *Fefeza*
4. Zamokwakhe Innocent Hlatshwayo - 821010 6341 081 - Stand No 7316, Eziphunzini, PIET RETIEF, 2380 - *Ntshakala*
5. Nthabiseng Martha Matlou - 780912 0860 082 - Private Bag X9040, BURGERSFORT, 1150 - *Mohlala*
6. Siphwiwe Nkutha - 810622 5773 081 - 1504 Morotoa Street, DUBE, 1801 - *Tsuari*
7. Peter Tshikolo - 750310 6413 087 - 1955 Nu 3, MDANTSANE, 5219 - *Nguta*
8. Vusumuzi Leabeman Dladla - 800502 5584 088 - Stand No 226, KWAGGAFONTEIN A, 0458 - *Mphuthi*
9. Lucky Khayaletu Dladla - 870308 6028 082 - Stand No 226, KWAGGAFONTEIN, 0458 - *Mphuthi*
10. Thembeni Caroline Skosana - 650228 0699 082 - Hebe-Hebe, NQAMAKWE, 1472 - *Joya*
11. Pule Cornelius Rakhoabe - 840324 5746 084 - 1664 Uxolo Street, Thabong, WELKOM, 9463 - *Motalingoana*
12. Sibusiso Nhlapho - 770612 5734 082 - 5194 Extension 2, ORANGE FARM, 1841 - *Maseko*
13. Tshitoeng Sophie Qwabe - 571015 0277 084 - C 50 Bendel Village, KURUMAN, 8460 - *Kekwakae*
14. Dakalo Lewis Sithuntsa - 890517 6011 080 - 7622 Extension 5, Bongolo Street, KATLEHONG, 1401 - *Lebabo*
15. Motsewantwa Boy Molo - 870419 5951 081 - 1905 Utlwanang Location, CHRISTIANA, 2680 - *Moreki*
16. Melissa Meagan Jekels - 800915 0123 084 - 15 Cressy Road, Parkside, EAST LONDON, 5201 - *Rensburg*
17. Vusi Emmanuel Nzama - 720220 5681 088 - Lindelani Area, KWA MASHU, 4360 - *Shazi*
18. Vuyo Gerald Mbalo - 611019 5668 083 - 9627 Mbabala Close, Lower Cross Roads, PHILLIPI, 7785 - *Mrawu*
19. Justice Dumisa Makhubela - 860228 6324 087 - Stand No 335, Sandriver Trust, HAZYVIEW, 1242 - *Maseko*
20. Ndumiso Innocent Mafenyane - 820513 5759 089 - 1114 Machaba Drive, Mofolo North, SOWETO, 1717 - *Madubedube*
21. Prince Silindeni Shabangu - 740215 6245 087 - 523 Thomas Street, Ironside, RESIDENSIA, 1984 - *Zulu*
22. Martin Lesiba Masemene - 750606 6967 083 - 259 Thabeng, PHAKE, 0431 - *Lekalakala*
23. Elspeth Saal - 880124 0101 082 - 82 Hoofweg, OKIEP, 8270 - *Bennett*
24. Ngoako Frans Mamantsebe - 720224 5698 084 - 25 Umyezo Drive, Luzuko Park, PHILLIPPI, 7750 - *Mohlabeng*

25. Mapateng Enos Hlangwana - 790619 5534 087 - P O Box 3646, AMBERGATE, 0780 - *Phokobje*
26. Gift Mokgomo - 870205 6031 084 - 5035 Vlakfontein, LENASIA SOUTH, 1829 - *Kwelle*
27. Siyabulela Taroto - 740817 5586 088 - Mhlanga Area, LADY FRERE, 5410 - *Xhego*
28. Sello Raymond Mapoulo - 790901 5463 081 - 947 Moletjie, Ga-Maleka, POLOKWANE, 0700 - *Maleka*
29. Simo Percivale Ngubane - 850617 5454 089 - 8501 Unit 18, Imbali, PIETERMARITZBURG, 3200 - *Mnguni*
30. Yolando Ngono - 931004 1007 083 - 10 Jellico Street, Southern Wood, EAST LONDON, 5200 - *Sigwebela*
31. Nontobeko Thobeka Mngwengwe - 960215 0174 088 - M 584, UMLAZI, 4033 - *Mkhize*
32. Siyabonga Sobethwa - 890625 5603 086 - 51118 Dile Street, Reeston, EAST LONDON, 5200 - *Zweni*
33. Elinah Fikile Dlangamandla - 740815 0437 083 - House No 2522, Sky Village, VOLKSRUST, 2470 - *Nkosi*
34. Goodman Bongani Mbonani - 870203 6166 083 - Stand No 1575, KWA THEMA, 1575 - *Makhonjwa*
35. Sifiso Jan Maseko - 840918 6168 089 - 1 David Street, KRIEL, 2271 - *Mlotswa*
36. Constance Thandekile Nyembezi - 780614 0999 080 - Ntlakwe Location, BIZANA, 4800 - *Njeya*
37. Johannes Happy Mere - 871209 6094 083 - D 1045 Samantha Street, IKAGENG, 0300 - *Malape*
38. Slindile Pretty Ngwenya - 900716 0613 085 - 183 Folweni Township, UMBUMBULU, 4105 - *Mtambo*
39. Khomotso Mosoathupa - 960929 6327 082 - Stand No 2113290, Tafelkop, BOLEU, 0474 - *Sello*
40. Ashley Popeye Mkhawane - 880517 5644 081 - 16 Kennis Street, ELANDSFONTEIN, 1601 - *Malatji*
41. August Vusi Khoza - 640325 5729 089 - 637 Abel Mawana Street, Umthambeka Section, TEMBISA, 1632 - *Moiane*
42. Thabo Peter Mathunjwa - 761222 5475 081 - 1086 Mbolekwa Street, Dlamini I, CHIAWELO, 1818 - *Ntombela*
43. Refilwe Fortunate Sekele - 971223 0308 083 - 134 Kwartel Street, Birch Acres Extension 4, KEMPTON PARK, 1618 - *Ndlovu*
44. Shamsunisa Osman - 430320 0116 089 - 8 Bamboo Avenue, Lansdowne, CAPE TOWN, 7800 - *Essack*
45. Thonny Pelican Lukhele - 910330 5476 080 - 340 Kasane Street, VOSLOORUS, 1475 - *Ntimane*
46. Adrian Pearson - 950218 5257 082 - 5 Snapper Road, KUILSRIVER, 7580 - *Skid*
47. Ntombeningi Mhlengi - 820502 0397 086 - 246 Hospital Hill, LENASIA, 1800 - *Tshabalala*
48. Sello Theu - 930602 6462 087 - 33100 Extension 34, Etwatwa, BARCELONA, 1519 - *Maloma*
49. Thandiwe Gladys Bonani - 920511 0320 088 - 10701 Kolobe Street, DAVEYTON, 1520 - *Gwadiso*
50. Mogammat Thaakir Waggie - 950601 5173 088 - 41 A York Road, WYNBERG, 7800 - *Hoosain*
51. Tshepo Brendan Mereotlhe - 990414 5436 089 - 40 Blesbok Street, BOSHOF, 8340 - *Bezent*
52. Daniel Tebatso Ntshagele - 960504 6037 088 - 2816 Leadwood Street, OLIEVENHOUTBOSCH, 0175 - *Makgai*
53. Mfundo Ntswabu - 940403 6051 089 - Osborn Mission, MT FRERE, 5090 - *Ndudane*
54. Edwin Tlotlego Sekhutleleng - 950712 6233 084 - 1408 Nanana, BATLHAROS, 8476 - *Botsheleng*
55. Frans Oepeng - 960713 5969 080 - 2100 Extension 4, KANANA, 4900 - *Makwale*

56. Ntsikelelo Patric Mpiwa - 740115 5858 080 - 664 Madikane Street, Emdeni North, SOWETO, 1771 - *Pato*
57. Siyanda Innocent Nzuza - 860620 6085 082 - H 741 Khahlamba Street, UMLAZI, 4100 - *Mabika*
58. Junaid Mallum - 920304 5299 089 - 20 Lotus Road, GRASSY PARK, 7941 - *Kippie*
59. Avela Nene - 990820 5794 089 - 3366 Khozi Road, Imbali, PIETERMARITZBURG, 3200 - *Khumalo*
60. Amogelang Sehurutshe - 980221 5080 086 - 10497 Extension 6, Letlaplawe Street, POTCHEFSTROOM, 2520 - *Letuka*
61. Christopher Zamakwakhe Madlala - 740401 6308 089 - Ntaba Road, Zambuza Location, PIETERMARITZBURG, 3200 - *Khumalo*
62. Doctor Mxolisi Sebotsa - 890621 5330 085 - 93 Motsugi Street, Kwa Thema, SPRINGS, 1575 - *Mngadi*
63. Daluxolo Makade - 790424 5844 085 - 9085 Nu 4, MDANTSANE, 5219 - *Dube*
64. Senzo Michael Dlamini - 820429 5724 082 - F 440, UMLAZI, 4031 - *Gumede*
65. Maputing Stemmer Mokwena - 870912 6342 086 - 176 Newtown, MIDDELBURG, 1050 - *Magolego*
66. Joseph Siyabulela Coetzee - 760807 5798 085 - 15 Mpho Street, Ekuphumleni, KHAYELITSHA, 7784 - *Hleko*
67. Tamon Anne Frank - 871211 0081 082 - 208 B Mercury Crescent, MARIANNRIDGE, 3610 - *Lowe*
68. Mahlatsi Mary Mogola - 920708 0317 086 - Unit 16, Grace Court, WITBANK, 1039 - *Nkosi*
69. David Themba Dlamini - 631105 5300 086 - 2629 Phase 4, Doornkop, Thubelisha, JOHANNESBURG, 2000 - *Khumalo*
70. Lungile Egnacia Nene - 871005 1377 089 - 29814 Mnyakeni Street, Tsakane, BRAKPAN, 1550 - *Ntshangase*
71. Kidibone Johannes Sibanyoni - 660912 5655 086 - 10 Witkoppies, Clayville, KEMPTON PARK, 1632 - *Kgomo*
72. Tebogo Ernest Macheke - 850824 6154 086 - Stand No 3788, Extension 5, CULLINAN, 1003 - *Kgaphola*
73. Paulose Samodimo Skosana - 831009 5279 084 - Stand No 1688, Masanieng, SEHLAKWANE, 1047 - *Taba*
74. Pitsi Tebogo Monama - 850115 6379 082 - Stand No 499, LONSDALE, 0710 - *Hlahla*
75. Selloane Albertina Moalusi - 771231 0784 080 - 263 Klipspruit, SOWETO, 1809 - *Mothapo*
76. Doctor Phuti Tolo - 741108 5476 085 - 100 Bekeng Street, Lebileng, MAKWASSIE, 1493 - *Meko*
77. Simosakhe Lionel Khulekani Khanyile - 851030 5591 083 - 3317 New Stand, VRYHEID, 3100 - *Sibiya*
78. Peter Mbsa Zepe - 810810 5774 080 - 24548 Tangkine Street, SOWETO, 1819 - *Sithole*
79. Saviour Teacher Makhubele - 870214 6231 082 - Stand No 04, Mushiyan Village, GIYANI, 0826 - *Hlongwane*
80. Mashego Maggy Komane - 700910 0700 081 - Thoto, GLEN COWIE, 1061 - *Mawela*
81. Pule Isaac Motsabi - 500310 5425 085 - 98 Pellissier Drive, Pellisier, BLOEMFONTEIN, 9300 - *Motshabi*
82. Thobile July - 961224 6152 089 - Cabalana, MT AYLIFF, 4735 - *Gomani*
83. Mosibudi Prudence Malesa - 671019 0387 082 - 1099 Zone 3, SESHEGO, 0742 - *Leopeng*
84. Ntombi Nomusa Sithebe - 790106 0951 086 - 1610 Extension 3, Ezamokuhle, ERMELO, 2350 - *Luthuli*
85. Sathasivan Govindasami - 731026 5099 081 - 48 Clear Grove Road, PHOENIX, 4068 - *Naidoo*
86. Yamkela Nomda - 950126 6231 081 - Mhluzini, MT AYLIFF, 4737 - *Mbangi*

87. Sphiwe Charles Banda - 900310 6282 085 - Stand No 1023, Section D, EKANGALA, 1021 - *Mitchell*
88. Nowell Kabelo Mathibela - 880211 5432 081 - Stand No A46, College View, HAZYVIEW, 1242 - *Mashiloane*
89. Pakiso Jan Tlhapi - 860721 5336 086 - 714 Phahameng, VENTERSBURG, 9450 - *Leeto*
90. Phologa Johannes Mafakane - 890930 5240 081 - 3399 Stoffel Park, MAMELODI EAST, 0122 - *Masalesa*
91. Mandla Victor Gama - 781016 5619 086 - P O Box 2505, PORT SHEPSTONE, 4249 - *Lushaba*
92. Godfrey Vusumuzi Hadebe - 820329 5358 081 - Ward 28, Sigedleni, GAMOLOKHE, 4240 - *Jula*
93. Zamokuhle Ngcobo - 890319 5427 080 - Ward 10, Umthwalume, UMZUMBE, 4186 - *Cele*
94. Norman Thulani Mkhonza - 640929 5388 083 - B 2437 Section 2, MADADENI, 2951 - *Xaba*
95. Mandlenkosi Victus Gama - 781016 5622 080 - P O Box 2505, PORT SHEPSTONE, 4240 - *Lushaba*
96. Eric Mokhomazi - 650724 5721 087 - Stand No 181, ATTERIDGEVILLE, 0008 - *Mahlangu*
97. Khululekani Lipworth Sishange - 870130 5316 080 - 3090 Zola, JOHANNESBURG, 1868 - *Khumalo*
98. Mzwakhe Benjamin Jwara - 591102 5457 089 - 10329 A Ndabezitha Street, ORLANDO WEST, 1804 - *Zwane*
99. Zwelihle Timothy Buthelezi - 660630 5411 082 - 1854 Peter Mokaba Road, Extension 5, CLOORKOP, 1619 - *Dlamini*
100. Khangelani Mbaleki - 840206 6120 080 - House No 30, Road 1104, Bottlbush, CHATSWORTH, 4092 - *Dladla*
101. Thembinkosi Alfred Tunywa - 790314 5306 088 - 5789 Mabhida Street, Asla Park, MOSSELBAY, 6502 - *Magoqwana*
102. Mapula Elizabeth Mehlope - 801128 1115 088 - Lonsdale, MOLETJIE, 0710 - *Mashao*
103. Rofhiwa Ivan Munyai - 850703 5847 082 - P O Box 357, VONGANI, 0930 - *Ngoveni*
104. Eric Matolweni - 620422 5239 088 - Gwaru Location, MIDDLEDRIFT, 5685 - *Gayiza*
105. Samuel Lifa Motau - 850319 5456 087 - 4839 Extension 6, Sakhile, STANDERTON, 2430 - *Radebe*
106. Dibe Abednico Shayi - 830926 5818 085 - Turkey Village, SEKORORO, 0890 - *Mogale*
107. Rosa Tebogo Dimpane - 830630 0712 083 - 21 Sallys Alley, Birnam, RANDBURG, 2125 - *Mokoka*
108. Kenneth Witness Mabhena - 620121 5818 087 - 8103 Zondi Street, DAVEYTON, 1520 - *Ntuli*
109. Zanele Daphney Ngcobo - 680429 0499 085 - Kwaxaba Location, GAMALAKHE, 4249 - *Mpofana*
110. Victor Sabelo Nkosi - 850115 5840 084 - 4140 Bhekuzulu, VRYHEID, 3100 - *Bernard*
111. Daniel Lebogang Moyo - 750506 6343 089 - No 14798, Extension 8A, ORANGE FARM, 1841 - *Nakedi*
112. Aubrey Thabo Teffo - 840917 5808 083 - 1855 Ebony Park, Extension 3, MIDRAND, 1685 - *Madiba*
113. Vhutshilo Lodricah Livhebe - 890323 0557 081 - House No 1435, DZANANI, 0955 - *Sinthumule*
114. Lehlohonolo Justice Mokhethi - 810529 5536 089 - 5644 Rhodes Crescent, Imperial Reserve, MAHIKENG, 2735 - *Motjale*
115. Thokozani Frans Ntshingila - 730608 5920 084 - 4004 Ntambo Street, DAVEYTON, 1520 - *Sibiya*
116. Karabo Solomon Selepe - 860916 5348 087 - 7 Humo Street, LOTUS GARDENS, 0008 - *Mahlomuzi*
117. Sibusiso Paul Sithole - 761119 5614 083 - 119 - 14th Avenue, ALEXANDRA, 2090 - *Nzimande*

118. Busa Ernest Lenyora - 861022 6108 080 - 29 Angelier Street, SWELLENDAM, 6746 - *Tshangela*
119. Apion Bongani Nxumalo - 650221 5551 085 - 1460 A Emndeni South, Thabo Street, SOWETO, 1868 - *Mazibuko*
120. Ichael Sifiso Maluleka - 951122 5296 083 - 19362 Emaphupheni, DAVEYTON, 1500 - *Mabena*
121. Gladwin Sello Motalaute - 760329 5876 084 - 798 Zone 1, GA-RANKUWA, 0208 - *Mahlatsi*
122. Trevor Mahlasele Ramodike - 811218 5528 085 - 3526 Far East Bank, ALEXANDRA, 2090 - *Maponya*
123. Sello Lawrence Molapisi - 600323 5724 083 - 6460 Extension 2, Moleleki, KATLEHONG, 1432 - *Mokoena*
124. Lens Thomas Mokgele - 790525 5289 087 - Private Bag X1012, ATAMELANG, 2732 - *Lwane*
125. Thabo Naphtali Marageloe - 811219 5574 087 - 666 B Sifikile Street, Zone 4, MEADOWLANDS, 1852 - *Motshoane*
126. Bukisiwe Thandephi Dumakude - 760624 1095 089 - D 38 Bhejane Road, MOLWENI, 3650 - *Dlamini*
127. Vusimuzi Ndlovu - 820906 5371 089 - Greengate Area, OZWATINI, 3242 - *Mvubu*
128. Matlaletsa Abel Motaung - 820812 6231 084 - 7 Leeuhof Prison, VEREENIGING, 1939 - *Moisi*
129. Bukiwe Monica Chauke - 660920 0906 081 - 9556 Extension 9, Ditabi Street, IVORY PARK, 1686 - *Manzini*
130. Lineo Ethele Mogotsi - 670817 0288 080 - 4 Dittberner Drive, BEDFORDVIEW, 2007 - *Abraham*
131. Ntombizanele Skeyile - 890615 0529 089 - 388 Msimango Street, Duncan Village, EAST LONDON, 5200 - *Vakaza*
132. Rethabile Ephraim Modimoeng - 881115 6174 080 - 834 Section B, PALM SPRINGS, 1984 - *Gxila*
133. Andrew Thipe Tsotetsi - 761210 5528 082 - 23198 Thuto Street, Zone 13, SEBOKENG, 1983 - *Notsi*
134. Jerry Mmamokato Ngoasheng-Phoshoko - 770416 5414 087 - 340 Paul Kruger Street, CAPITAL PARK, 0084 - *Phoshoko*
135. Radithako Patose - 890719 5413 081 - 1723 Boipatong, VANDERBIJLPARK, 1900 - *Thinane*
136. Sello Elim Shayi - 850917 5935 081 - Turkey 1 Village, GA-SEKORORO, 0890 - *Mogale*
137. Mponeng Reneilwe Shayi - 880425 0855 084 - Turkey 1, GA-SEKORORO, 0890 - *Mogale*
138. Zamubuntu Alfred Xawuka - 660610 6355 082 - Mount Arthor Area, LADY FRERE, 5410 - *Sogiba*
139. Moses Senapa Sibanyoni - 681028 5635 088 - 6349 Extension 3, SOSHANGUVE, 0152 - *Mathebula*
140. Amos Masilela - 790810 5906 082 - 167 Section A, Malele Street, MAMELODI WEST, 0152 - *Mahlangu*
141. James Ngobeni - 800218 5785 084 - 1522 Section E, MAMELODI WEST, 0122 - *Sibiya*
142. Sihle Thabede - 680917 5325 081 - 46 Buckingham Avenue, 8 San Berne Flat, Scottsville, PIETERMARITZBURG, 3200 - *Zuma*
143. Donald Kgaogelo Mokwena - 681026 5533 089 - 2023 Block A, MABOPANE, 0190 - *Nhlapo*
144. Joseph Malope - 730305 5539 085 - 781 A Morena Street, Phiri, SOWETO, 1818 - *Teme*
145. Maphokwane Bessy Mapadimeng - 881008 0880 085 - 1483 Nakedi Street, WINTERVELDT, 0198 - *Mampane*
146. Palesa Masoeu - 781220 0636 083 - 73 Moswana Street, LOTUS GARDENS, 0025 - *Ledwaba*
147. Given Nyiko Maluleke - 830326 5651 083 - 17 C Budd Street, C.E. 1, VANDERBIJLPARK, 1911 - *Ngobeni*
148. Issaia Vimbi Mokabela - 730224 5699 080 - 387 Robertson Street, Clarina Extension 21, AKASIA, 0182 - *Nhlapo*

149. Bongani Innocent Masango - 910814 5427 086 - 622 Shongwe Street, Twala Section, KATLEHONG, 1432 - *Tshabalala*
150. Nkosiyethu Wonderboy Khanyile - 990915 5785 085 - Babanango Area, NQUTU, 3135 - *Buthelezi*
151. Tsholofelo Innocent Skosana - 890125 5923 089 - 2078 Section E, EKANGALA, 1021 - *Modise*
152. Cathy Hope Mathonsi - 951110 0889 085 - 95 Maila Village, ELIM HOSPITAL, 0945 - *Mpfumba*
153. Dumisani Selby Kgosana - 721223 5595 083 - 125 Entshonolanga Section, TEMBISA, 1632 - *Kubeka*
154. Xolane Richard Sithatha - 980628 5439 080 - Aa 9968 Chigaco Street, UMLAZI, 4031 - *Kunene*
155. Senzo Sithole - 910627 5799 084 - Ntshawini Area, KWADUKUZA, 4450 - *Ndlela*
156. Sicelo Maurice Ximba - 660104 5285 086 - 16 Chestertan Street, STILFONTEIN, 2551 - *Madladla*
157. Nkateko Martin Mathosi - 990208 5697 082 - 782 Pirhana Street, Extension 1, KAALFONTEIN, 1685 - *Boloka*
158. Siphesihle Dlamini - 990528 5873 080 - D 90 Georgedale Area, HAMMARSDALE, 3700 - *Mlaba*
159. Ntuthuko Zondi - 990408 6370 081 - Mpunga Location, PIETERMARITZBURG, 3200 - *Dlamini*
160. Nkululeko Freedom Xaba - 990204 6268 080 - 663 Amandawe, SCOTTBURGH, 4180 - *Khumalo*
161. Nora Angela Masello Rusike - 990415 0641 086 - Stand No 1056, Zone A, LULEKANI, 1392 - *Ubisi*
162. Asia Joyce M Gomezulu - 690827 0757 089 - Stand No 17, Sunnyview Section, MMAMETLHALE, 0400 - *Tshabalala*
163. Mothibi Petrus Leeto - 820904 6039 086 - 6465 Tau Street, Rockland, BLOEMFONTEIN, 9323 - *Dintlwane*
164. Khanya Sam - 990625 0426 086 - Cumakala Area, LADY FRERE, 5410 - *Mdukiswa*
165. Minenhle Portia Biyase - 990905 1401 084 - Qoloqolo Ward 15, UMZINTO, 4186 - *Jili*
166. Koketso Matjila - 960712 5271 083 - Tshikovha Village, THOHOYANDOU, 0950 - *Muravha*
167. Tlabo Piet Modiba - 961011 6009 082 - Dantzig, BOCHUM, 0970 - *Taueatsoala*
168. Nompumelelo Msane - 911021 1223 084 - Sthundu Area, MAPHUMULO, 4470 - *Masango*
169. Esther Sizane Mtetwa - 791121 0397 080 - 1258 Extension 2, EMBALENHLE, 2285 - *Mahlangu*
170. Tshepo Anthony Mgiba - 860320 5881 082 - 2615 Mamitwa Street, Extension 2, Chiawelo, SOWETO, 1818 - *Mushiane*
171. Leroy Nkosinathi Sensile Yokwane - 881225 5230 088 - 118 Block Gg, SOSHANGUVE, 0152 - *Thwala*
172. Alfred Makgitle Manasoe - 840427 5565 089 - Stand No 224, Motetema, GROBLERSDAL, 0470 - *Mogafe*
173. Siphwiwe Emmanuel Radebe - 810920 6079 080 - 6014 Sromona Mansions, 15 Koch Street, JOUBERT PARK, 2001 - *Mkhize*
174. Maubrey Siphso Xhongo - 711228 5446 080 - 488 Skhosana Section, Vilakazi Street, KATLEHONG, 1432 - *Zwane*
175. Evens Lebohlang Lewele - 891228 6455 082 - Private Bag X2040, BURGERSFORT, 1150 - *Mohubedu*
176. Xolani Knowledge Nkosi - 850612 6577 087 - Maphaya Area, JOZINI, 3969 - *Mbhamali*
177. Koketso Molvin Makgabo - 960902 5856 088 - P O Box 353, LADANNA, 0704 - *Hamese*
178. Meshack Themba Riba - 740806 5987 081 - 6536 A Tukiso Street, DIEPKLOOF, 1864 - *Bopape*
179. Nkholetshi Frans Rakgotho - 530531 5451 086 - 1890 Vaalbank, MBIBANE, 0449 - *Masenya*

180. Kabelo Gladwin Tsehla - 800221 5383 082 - 392 Pilane Street, TLHABANE, 0309 - *Mokwanyane*
181. Fortune Matli - 940110 0915 082 - 3838 Brouduiker, Dawn Park, BOKSBURG, 1459 - *Masenya*
182. Owen Xolane Thwala - 860404 6084 084 - Stand No 973, Shongwe Mission, SCHOEMANSDAL, 1331 - *Nkosi*
183. Teka Alfred Molaudzi - 890111 6098 089 - Stand No 7453, Extension 11, EMBALENHLE, 2285 - *Rambau*
184. Themba Salim Ngwenya - 660224 5476 087 - 8465 Extension 11, EMBALENHLE, 2285 - *Seedat*
185. Vusi Thomas Lukhele - 880205 6136 089 - Stand No 19755, Extension 18, EMBALENHLE, 2285 - *Pretorius*
186. Mmadhlaba Pearl Mahlatji - 890408 0980 084 - P O Box 1117, NEBO, 1059 - *Teka*
187. Sarah Mavis Malinga - 820628 1126 081 - 436 D Extension 2, Sakhile, STANDERTON, 2430 - *Malindisa*
188. Simon Buttiki Nobela - 780101 7366 083 - Stand No 1224, Leseleseleng Village, SEABE, 0417 - *Monyebodi*
189. Jacobos Molefe Molokela - 910928 5835 088 - 1321 Extension 4, Tlhaboloang, COLIGNY, 2725 - *Mthembu*
190. Duduzile Magdalena Letsoisa - 920606 0922 089 - 25432 Saphepha Street, STRAND, 7140 - *Mrayise*
191. Refilwe Confidence Galogakoe - 930615 1102 086 - 8 Routenbacht Street, DELAREYVILLE, 2770 - *Ndebele*
192. Ntandokazi Julia Letsoisa - 960130 0896 087 - 20234 Koyin Street, STRAND, 7140 - *Mrayise*
193. Senzo Mthandazo Khumalo - 980808 5329 081 - Ramofole, MATATIELE, 4730 - *Gqozo*
194. Thabo Malatse - 841018 5455 089 - 127 Partroge Avenue, KEMPTON PARK, 1618 - *Kupa*
195. Malusi Nogaya - 850611 6008 085 - Ngozi Area, NTABANKULU, 5130 - *Ntlobe*
196. Moses Thabo Monyai - 791210 5959 083 - 101301 Ntswalemetsing, MORULENG, 0318 - *Ramokgadi*
197. Thatayaone Emmanuel Moeng - 811222 5621 080 - House No 11802, Lonely Park, MAFIKENG, 2745 - *Moagi*
198. Thebe Samuel Moeng - 850603 5758 083 - 11785 Lomanyaneng, MAHIKENG, 2745 - *Moagi*
199. Mkhacani Morgan Shihlangu - 790202 5764 085 - Makuleke Village, MALAMULELE, 0982 - *Kovani*
200. Kearabilwe Joy Tisane - 891113 5600 088 - 1819 Mokgothi Street, TLHABANE, 0309 - *Ndlovu*
201. Keletso Mirenda Morema - 940424 1051 080 - A 13 Parktown Place, 118 Franken Drive, PARKTOWN ESTATE, 0084 - *Baloyi*
202. Simeon Zithulele Buthelezi - 670525 5720 086 - Ndaleneni Area, RICHMOND, 3780 - *Mthembu*
203. Sonnyboy Mandlakayise Mahlangu - 730805 5888 085 - E 172 Ithenbele Road, NTUZUMA, 4360 - *Nkosi*
204. Israel Sithole - 450501 5543 089 - 5060 No, Osizweni, NEWCASTLE, 2940 - *Ntombela*
205. Nthabiseng Masamuele Olifant - 810805 1139 080 - 4537 Area B, ALIWAL NORTH, 9750 - *Lebata*
206. Segole Trevor Mathiane - 940516 5152 085 - 301 Rissik Flat, 320 Justice Mohamed Street, SUNNYSIDE, 0132 - *Mashilo*
207. Keabetswe Thandeka Sekatane - 931112 0511 086 - 5306 Extension 2, Kanana, HAMMANSKRAAL, 0400 - *Dibe*
208. Emily Reneilwe Letwala - 880623 0362 081 - 4 Kokkewet, KEMPTON PARK, 1620 - *Raphela*
209. Simphiwe Madonsela - 941018 5245 083 - 336 Khozi Street, SABIE, 1550 - *Nkosi*
210. Chanelle Monique Bernadus - 880807 0072 085 - 20 Japonica Street, MACASSAR, 7130 - *Gordon*

211. Ishmael Tinte Modisha - 860928 6381 082 - Stand No 814, Metlerelekeng, MARBLE HALL, 0450 - *Tjaji*
212. Mantapela Agnes Tjale - 710715 0595 086 - P O Box 401, GROOTHOEK, 0628 - *Kekana*
213. Bonginkosi Brian Sibisi - 870813 5909 083 - Stand No 480687, EBUHLENI, 4360 - *Gumede*
214. Sannah Legosha - 601024 0286 081 - 706 Mokweng Street, Ritchie, KIMBERLEY, 8300 - *Louw*
215. Piet Malose Majadibodu - 640113 5384 083 - 20258 Wyk 2, SELEKA, 0609 - *Kekana*
216. Nkosikuphela Mabasa - 731219 5396 082 - 40 E L Capitan, Paul Kruger Street, ELANDSPARK, 2197 - *Mabaso*
217. Kevin Gcina- 950908 5103 084 -2608 Kopano Street, Zone 13, SEBOKENG, 1983 - *Sello*
218. Wilmar Mulder Lubbe- 900930 5086 086 -9 Woodlands Drive, DURBANVILLE, 7530 - *Mulder*
219. Ernest Mofamere- 910524 6030 082 -1505 N Section, BOTSHABELO, 9787 - *Menyela*
220. Sylvia Palesa Malindi- 960110 0441 084 -2036 Khumalo Street, THOKOZA, 1426 - *Khanyile*
221. Wandile Zwelakhe Manganyi- 881128 5889 087 -1818 Olive Tree Street, TSHEPISONG, 1754 - *Hendile*
222. Moeketsi Lazarus Mohlomi- 861010 5868 085 -196 A Section, BOTSHABELO, 9781 - *Mokhethi*
223. Azwinnidini Lucky Likhade- 991203 0743 089 -P O Box 555, DONKERHOEK, 0817 - *Ramavhugela*
224. Husnaahis Zinhle Mohammed- 980712 0948 087 -Wembezi, ESTCOURT, 3310 - *Mngadi*
225. Theresho Nkotsane Sethebe- 980609 5676 087 -Zone F, LEBOWAKGOMO, 0737 - *Mafofo*
226. Makgaung Endycot Thobejane- 840825 6038 081 -Mohlaetsi, SEKHUKHUNE, 1124 - *Tladi*
227. Refilwe Mokoena- 960914 1024 082 -404 Soweto, MASHISHIMALE, 1397 - *Pilusa*
228. Mlungisi Walter Dlamini- 860131 5556 081 -30 Drie Niemandt Street, KEMPTON PARK, 1819 - *Mchunu*
229. Ricardo Hendrik Frank- 770924 5144 083 -9 B St Thomas Street, NEWCASTLE, 2940 - *Fynn*
230. Steve Chueu Mogopo- 690105 5715 083 -P O Box 86, GLEN COWIE, 1059 - *Choeu*
231. Tiisetso Moshidi- 990505 5628 086 -P O Box 1412, MASEMOLA, 1060 - *Nchabeleng*
232. Mpho Kgaola Tleane- 781016 5476 081 -10069 Ditshweneng Village, Ga Maja, POLOKWANE, 0719 – *Thalagakale*
233. Jankie Daniel Molomo - 770601 6131 083 - 2160 Kanana, Extension 1, HAMMANSKRAAL, 0400 - Pitsokane
234. Alfred Norman Mama - 800307 6030 085 – and your wife Chantal Mama – 850129 0232 080 - 08 Sentinel Close, Ocean View, WYNBERG, 7975 - *White*
235. Mmakobo Francinah Mogajane - 890519 1196 080 – and a minor child – Tshepo Mpho Mogajane – 160214 6103 082 - P O Box 201, BOCHUM, 0790 - *Ramahlo*
236. Lekgala Constance Makgwale - 890310 0571 089 – and a minor child – Katlego Thabang Makgwale – 130109 5667 086 - 60 Masakhane Street, LANGAVILLE, 1550 - *Tau*
237. Dimakatjo Yvonne Langa - 921204 0983 084 -and a minor child Matlakala Betty Langa – 100811 1321 081 - P O Box 2913, LEBOWAKGOMO, 0737 - *Themane*
238. Thabiso Clifford Twala - 731106 5323 085 – and a minor child – Thoriso Joy Thato Twala – 040218 5368 089 - 65 Maphanga Section, KAHLEHONG, 1432 - *Phake*

239. Nolvuyo Patricia Kalman - 861115 0018 089 – and a minor child – Ntsika Kalman – 130701 5366 089 - Ny 4 No 44, GUGULETU, 7750 - *Majola*
240. Nkwata Judith Monyamane - 910222 1295 087 – and a minor child Amelia Thandazani Monyamane – 140704 0430 080 - P O Box 69, RAMOKGOPA, 0811 - *Mohale*
241. Nomthandazo Patricia Msibi -770523 0304 088 – and a minor child - Olwethu Msibi – 040718 5297 089 - M364 Mvemvane, KWAMASHU, 4359 - *Makhathini*
242. Whitney Matlou - 940714 0747 088 – and a minor child – Tshegofatso Harriet Matlou – 110226 1240 082 - P O Box 121, TRICHARDTSDAL, 0890 - *Motupa*
243. Bridgette Bjang - 980408 0597 087 – and a minor child – Lebone Reboynner Bjang – 160622 0236 080 - P O Box 361, MOETLADIMO, 0891 - *Malepe*
244. Thulisa Coko - 940818 0530 087 – and a minor child – Onesimilo Qhayiya Coko – 120919 1575 089 - 3505 Hillside Location, FORT BEAUFORT, 5720 - *Dekeda*
245. Martha Tshenolo Galeboe - 890424 0872 080 - and a minor child – Omogolo Trinity Galeboe – 130627 5172 088 - 277 Umzimhlange Street, MUNSIEVILLE, 1735 - *Gewillig*
246. Galaletsang Veronica Modukwe - 800128 1054 080 - and a minor child – Boago Modukwe – 101229 0044 084 - P O Box 131, DANKIESRUS, 8477 - *Bulang*
247. Gugulethu Edith Madyo - 870623 0867 081 – and a minor child – Lindokuhle Madyo – 061024 5782 087 - 434 Mabele Street, Zone 2, KWAXUMA, 1868 - *Sibiya*
248. Thobile Elsie Mndebele - 840216 0956 082 – and a minor child – Esperanca Hope Mndebele – 040205 0249 083 - 307 Rand Center, 4th Street, SPRINGS, 1559 - *Kunene*
249. Isaac Saki Chaane - 630203 6128 084 – and your wife – Lolo Maureen Chaane – 730826 0565 080 - 2449 Block B, MABOPANE, 0190 - *Ntshabeleng*
250. Matome Jacksen Thosago - 750505 7831 084 – and your wife – Mmatsie Saimina Thosago – 861008 0653 080 - P O Box 4106, SOVENGA, 0727 - *Sape*
251. Msawenkosi Rodgers Mseleku - 761213 5639 081 – and your wife – Zamakhoza Fortunate Mseleku – 900830 0605 080 - P O Box 35079, UMBUMBULU, 4105 - *Makanya*
252. Mapaseka Rosalia Tshaela - 710402 0314 087 – and a minor child – Mavis Dikeledi Tshaela – 030529 0647 083 - 11601 Lomanyaneng Village, MAHIKENG, 2745 - *Mokoena*
253. Sydney Mokhele Mntambo – 720120 6046 085 - and your wife – Baleseng Susan Mntambo – 760127 0286 089 - 403 A Klipspruit, Lekhari Street, PIMVILLE, 1809 - *Mokhoena*
254. Edward Themba Tshalalala – 810216 5573 086 – and your wife – Thobile Pretty-Girl Tshalalala – 950912 0962 080 - No E 3564, OSIZWENI, 2952 - *Vilakazi*
255. Nndanduleni Nwepe - 840824 1047 080 – and a minor child – Shonisani Nwepe – 010506 0829 089 - Dopeni Village, NZHELELE, 0993 - *Ratshilindela*
256. Fana Petros Thwala - 651106 5359 085 – and a minor child - Sanele Charles Thwala – 051120 5912 088 - 090451 Siwakhiele Road, KWANDENGEZI, 3607 - *Bhekiswayo*
257. Aubrey Zethi Hadebe - 591127 5727 082 – Zanele Maureen Hadebe- 661018 0256 083 - 735 Phakathi Street, CLAREWATER, 3009 - *Ndlela*
258. Ncumisa Tebeka – 920514 1239 083 – and a minor child – Sanda Lithemba Tebeka – 130120 5364 087 - 7121 Zizamele, BUTTERWORTH, 4960 - *April*

259. Pholani Sakhile Shandu - 830407 6037 082 – and two minor children – Bayanda Amaningi Shandu – 081223 5222 088 – Banele Shandu – 120229 5550 082 - Sidudla Road, INANDA, 4309 - *Mtolo*
260. Boki John Sebonyane - 880420 5378 083 – your wife Mathabo Hendrina Sebonyane – 910521 0623 086 – and a minor child – Thapelo Gift Matsoele – 130215 5671 083 - 5 Wright D Street, De Beers, KIMBERLEY, 8301 - *Nkone*
261. Avishkar Pooran Bhajan - 760110 5106 080 – your wife – Sudeshni Bhajan – 750726 0148 082 – and a minor child – Arian Jude Avishkar Bhajan – 120124 6025 087 - 11 Fig Tree Rise, KA LUCIA, 4052 - *Pooran*
262. Dipuo Vinolia Modukwe - 860119 0898 087 – and two minor children – Rethabile Alecia Modukwe – 090329 0671 085 – Boemo Modukwe – 141011 5620 080 - P O Box 131, DANKIESRUS, 8477 - *Bulang*
263. Edwin Tutu Mahlangu - 691109 5362 085 – your wife Rebecca Mahlangu – 730604 0390 084 - and a minor child – Bongwiwe Sibusisiwe Amahle – 140308 0341 089 - 18293 Lesika Street, Extension25, VOSLOORUS, 1479 - *Mavuso*
264. Mothee Norah Lebeko - 740611 0544 089 – and two minor children – Omolemo Hlonepho Lebeko – 131121 0866 083 – Phemelo Lebeko – 020409 5239 081 - 524 Phaladi Street, KAGISO, 1754 - *Nalane*
265. Raesetje Betty Phalane - 711110 0861 085 – and two minor children – Leago Sinky Phalane – 031023 0208 087 – Ditiro Phalane – 080224 5563 084 - P O Box 175, CHUENESPOORT, 0745 - *Matabane*
266. Bulelwa Nomvula Hlamapy - 890107 0711 081 – and a minor child Melokuhle Hlamapy – 131119 5758 081 - Murchison Area, PORT SHEPSTONE, 4240 - *Shezi*
267. Rosa Manthema Moleya - 820519 0833 084 – and two minor children – Pusheletjo Moraswi Moleya – 100709 5901 082 – Kabelo Clearence Moleya – 010623 5803 082 - P O Box 1580, CHUENESPOORT, 0745 - *Mamabolo*
268. Mohanoe Tsomo - 780128 5335 083 – your wife – Mathomba Feitjie Tsomo – 810703 1087 088 – and three minor children – Moeti Patrick Tsomo – 100702 5706 080 – Lebane Tsomo – 040513 5641 083 – Pinki Evodia Tsomo – 061129 0583 081 - 1526 Tatens Tsentsho, PAUL ROUX, 9800 - *Motaung*
269. Kuphakama Bekinkosi Mswane - 710922 5664 087 – your wife – Virginia Makhosazane Mswane – 750619 0444 082 – and four minor children – Neliswa Xoliswa Mswane – 001228 0573 085 – Fezile Mswane – 050817 0730 081 – Lindelwa Siyamthanda Mswane – 100103 1027 086 – Zethembiso Simingaye Mswane – 121127 5371 088 - P O Box 22435, ESTCOURT, 3310 - *Mabaso*
270. Sarah Moepolai Makuoa - 840318 0116 087 – and four minor children – Lydia Malebo Makuoa – 020711 0859 080 – Patience Mosading Makuoa – 100118 0611 086 – Faith Nkedi Makuoa – 111019 0780 086 – Gift Phetolo Lepono Makuoa -150826 5978 081 - 13C Matsitsi Monsterlus, MPUDULLE, 1057 - *Makua*
271. Neo John Mbatyazwa - 850210 5286 089 – your wife – Kegomoditswe Irene Mbatyazwa – 871223 0707 087 – and three minor children Kgosietse Innocent Tshabile – 030712 5853 084 – Itumeleng Lawrence Tshabile – 160119 5929 082 – Ntswaki Daphney Tshabile – 080711 1127 088 - 25540 Mapetla Mohapi Street, Donkerhoek, KIMBERLEY, 8345 - *Mohale*
272. Kgaugelo Petrus Monini - 780620 5535 084 – your wife – Senaba Lydia Monini – 810417 0560 082 – and three minor children - Masilo Neo Monini – 161211 5626 088 – Moyahabo Judith Monini – 120326 1095 086 – Mmahadima Lethabo Lebopa – 080102 0556 081 - P O Box 56, RADITSHABA, 0718 - *Mothibi*
273. Sidima Hudson Mafusini - 710909 6265 089 – your wife – Maryrose Xatyisiwe Mafusini – 820825 0630 085 – and three minor children – Bathandwa Mafusini – 050206 5440 088 - Sinomhlobo Alive Mafusini – 121014 0354 089 – Minentle Lilitha Mafusini – 070827 5061 081 - Mahlungulu Area, QUMBU, 5150 - *Majeke*
274. Bonginkosi Gila -741107 5761 082 – your wife – Tuliswa Gila – 811023 0678 087 – and four minor children – and four minor children – Lithakazi Gila – 000814 0215 081 – Emihle Gila – 060809 0890 088 – Kwakhanya Gila – 090503 5991 082 – Alunamida Gila – 150816 0490 083 - P O Box 92471, MOUNT FRERE, 5090 - *Sondiyaza*
275. Daniel Sibusiso Magudulela - 721008 5726 089 – your wife – Nosipho Patricia Magudulela- 791210 0833 085 – and three minor children – Sanele Magudulela – 080327 5311 089 - Mzwakhe Linda Magudulela – 050622 5196 084 – Sphiwe Vusi Magudulela – 030726 5463 082 - 213 Ncala Section, KATLEHONG, 1431 - *Mavuso*

276. Michael David Phafudi - 830223 5981 083 – your wife – Roberta Nokwanda Phafudi – 881120 0545 087 – and three minor children – Michail Jordan Phafudi – 090509 5882 080 – Jaden Nathi Phafudi – 110802 5420 084 – Jody Unathi Phafudi – 110802 0452 082 – 23 Zebra Street, MIDDELBURG, 1050 - *Mokobaki*
277. Mandla Michel Mbele - 810203 5953 088 – your wife – Rosellinah Thoko Mbele – 740102 0845 080 – and two minor children – Ndumiso Mbele 081223 6506 083 – Sphokuhle Mbele – 031003 5488 082 - 5257 Extension 6, STANDERTON, 2430 - *Nhlapo*
278. Zweljikile Menemene - 680912 5969 087 – your wife – Jacoline Ntombekhaya Menemene – 711218 0078 087 – and three minor children – Akhululwe Menemene – 041201 5611 087 – Esona Menemene – 090218 0393 081 – Sibulelo Menemene – 000723 0648 086 - 66 Ntakobusi Street, Kwanobuhle, UITENHAGE, 6242 - *Bejetwa*
279. Vincent Botolo - 660313 5808 082 – your wife – Sentlahatso Grace Botolo – 760421 0407 088 – and a minor child - Blessing Sibusiso Botolo - 040803 5126 080 - 08 Losberg Avenue, Eastvale, SPRINGS, 1559 - *Shabangu*
280. Msizi Lloyd Madlala - 730821 5557 083 – your wife – Ncedisile Gloria Madlala – 750420 0351 082 – and two minor children Amanda Hope Madlala – 110420 1204 087 - 7 Normandy Crescent, WESTVILLE, 3629 - *Gumede*
281. Mosebjadi Paulina Mogotlane - 740707 1254 080 – and three minor children – Mogau Mogotlane – 020319 5827 084 – Lerato Mogotlane – 150426 1170 088 – Karabo Mogotlane – 990105 6087 083 - P O Box 537, GOMPIES, 0631 - *Phalane*
282. Ephraim Sonnyboy Serobe 780217 5345 083 – your wife – Sibongile Lucia Serobe – 830615 0771 080 – and three minor children – Kamohelo Njabulo Serobe – 070323 6315 080 – Mpendulo Siyabonga Serobe – 140311 5746 088 - 29368 Khozi Street, TSAKANE, 1550 - *Makhubalo*
283. Busisiwe Gloria Skisazana -880606 0484 088 – Fanele Olothando Skisazana – 090322 0558 089 – Anomsa Hlalanathi Skisazana – 160325 0926 086 - Kamohelo Ngwako Skisazana – 130905 5971 083 - 3594 Eden Park, Phase 2, Extension 5, ALBERTON, 1458 - *Mvimbeli*
284. Siseko Florent Makaka - 720727 5818 080 – your wife Nonzwakazi Patricia Makaka – 730320 0797 083 – and two minor children – Yongama Sikho Didiza – 020628 5255 082 – Akhelethu Didiza – 041217 5621 082 - 1193 Mavuso Location, ALICE, 5700 - *Mavuso*
285. Tumelo Mmatshago Mashamaite - 800207 1118 085 – and three minor children – Tshagofatso Toloki Mashamaite – 040124 1200 088 – Tlou Kgaugelo Mashamaite – 100829 1180 083 – Noko Lesego Mashamaite – 080404 5881 088 - P O Box 335, JUNO, 0742 - *Mabi*
286. Morris Bafana Ngalo – 690606 6031 081 – and three minor children – Olothando Ngalo – 090902 0242 089 – Zukhanye Ngalo – 010508 5693 080 – Luyolo Ngalo – 040827 5204 084 - 17 Eleemon Pine Street, Greenhille, RANDFONTEIN, 1759 - *Dawethi*
287. Mbongeni Ntuli - 860521 5347 087 – your wife – Malehlonono Fortunate Ntuli – 940409 0497 087 – and a minor child - Bayanda Prince Ntuli – 140509 6166 087 - B1123 Hubo Road, KWA MASHU, 4360 - *Ngubane*
288. Jabulani Emmanuel Lehutso - 810627 5620 083 – your wife – Hendriater Andiswa Lehutso – 850401 0439 084 – and two minor children – Lisemi Lehutso – 160428 0512 086 – Keikantse Lehutso – 100109 5331 085 - 1478 Kaallaagte Street, EAST LYNE, 0186 - *Tsotetsi*
289. Murabeli Terence Muronga - 840722 5445 088 – your wife Rofhiwa Phumudzo Muronga – 850716 0880 080 – and two minor children – Ndivhuwo Mulalo Phillipine Muronga – 121208 0282 080 – Ndiwamudzimu Angel Muronga – 100102 0771 082 - 875 Dikule Section, KATLEHONG, 1437 - *Ralinala*
290. Masiyane Constance Maredi - 840822 1069 088 – and three minor children – Tebogo Maredi – 131218 6321 087 – Promise Maredi 070521 6210 082 – Maria Maredi – 040310 0728 084 - P O Box 406, LEFATANE, 0741 - *Marodi*
291. Samuel Thato Moloi - 710504 5804 085 – your wife – Isabel Seriti Moloi – 730824 0445 080 – and a minor child – Omphile Omphemetse Moloi – 150705 5353 083 - 505 Solomon Mahlangu Street, Hospital View, TEMBISA, 1632 - *Mogotsi*
292. Zanele Emily Dlamini - 800510 0605 089 – and two minor children – Mluleki Gumbi – 020108 5274 086 – Lwandle Gumbi – 100208 0693 083 - 150159 Protea Area, EMBO HILLCREST, 3650 - *Msani*
293. Xolani Petros Gumede - 750912 6085 086 – and two minor children – Ayanda Gumede – 060828 0643 081 – Siyanda Gumede – 090331 5987 086 - P O Box 840, MBAZWANA, 3974 - *Zikhali*

294. Sibusiso Mlanjana – 831124 5339 083 – your wife – Balungile Hlengiwe Mlanjana – 830706 0925 089 – and three minor children - Nokubonga Samukelisiwe Mlanjana – 130514 0406 085 - Thamsanqa Luthando Mkhize – 080806 5263 085 - Nqobile Nonhandazo Mkhize – 040417 0659 084 - E67 Zibhebhu Road, KWAMASHU, 4360 - *Dlamini*
295. Mhlupheki Phillimon Ndlovu – 430823 5263 087 – and your wife Masesi Lettia Ndlovu – 561008 0268 080 - 1028 Harola Street, Extension 2, THOKOZA, 1426 - *Motloung*
296. Zama Promise Hadebe – 841101 0451 087 – and three minor children – Uzwiwe Kwandokuhle Hadebe – 150106 6007 085 – Lizwi Siphwokuhe Hadebe – 150106 6006 087 - Kuhlekonke Bancamile Hadebe – 110328 0470 080 - E533 Woodyglen, Mpumalanga Township, HAMMARSDALE, 3699 - *Ngcongo*
297. Khathutshelo Charles Ndwambi – 791113 5585 082 – your wife – Sharol Maboshadi Ndwambi – 800506 0483 089 – and three minor children - Tebello Katologo Victoria Phalane – 040603 0232 085 – Orifha Reginald Ndwambi – 110906 5496 083 Fhulufhelo Monica Ndwambi – 140626 1269 086 - 24 B Pampagra Crescent, Buhle Park, GERMISTON, 1401 - *Mudau*
298. Senzo Wellington Ndwandwe - 810522 5777 084 – your wife – Thandokuhle Faith Ndwandwe – 870221 0482 082 – and a minor child – Khazimula Snakhokonke Ndwandwe – 070906 0288 087 - 60 St Andriews, 93 Kingslynn, DURBAN, 4001 - *Shezi*
299. Siyabonga Mfundo Zwane – 770715 5440 087 - and a minor child – Bradley Luyanda Zwane – 040507 6161 083 - C3128 Madadeni, NEWCASTLE, 2951 - *Makhanya*
300. Molo Johannes Thamane 501116 5444 086 – and your wife – Mashidikane Florah Thamane – 531206 0357 088 - Stand No 2167, Masanteng, SEHLAKWANE, 1047 - *Taba*
301. Phathutshedzo Masindi – 730801 5833 080 - your wife – Ntakadzeni Culphurnia Masindi – 760711 0452 088 – and two minor children – Ndodzo Masindi – 061107 0264 084 – Mukhethwa Masindi – 130115 0366 087 - 10 Jacobus Oppeman Street, Gen Euwil Camp, THABA TSHWANE, 0187 - *Sididzha*
302. Sikolani Simon Mofokeng – 820614 5284 084 - your wife – Dieketseng Philadelphia Mofokeng – 871208 0410 089 – and a minor child – Neo Saule Makibile - 130221 5945 089 - 3646 Namahadi, FRANKFORT, 9850 - *Mokoena*
303. Phumelelo Charles Tshantshana - 461005 5480 083 - and - your wife – Nondzima Elizabeth Tshantshana – 481102 0362 089 – - 1 Madaki Sreet, CRADOCK, 5880 - *Yekani*
304. Mapaki Witness Makhanya - 881005 0298 086 – and two minor children - Kearabetsoe Mahlatsi Makhanya – 141011 0468 089 – Amohelang Makhanya – 080802 5268 083 - 176 Nomzaza Street, Extension 2, VOSLOORUS, 1475 - *Mamba*
305. Tendani Theophilus Maluleke - 830303 7021 086 – your wife – Charmaine Basani Maluleke – 851117 0705 089 – and three minor children - Anzani Magreth Maluleke – 060130 0925 083 - Adivhaho Charmaine Lulama Maluleke – 120522 0591 089 - Arehone Theophilus Maluleke – 151204 5563 080 - 3765/43 Amarula Street, MUSINA, 0900 - *Mugwena*
306. Maredi Joseph Maja - 750909 5611 086 – your wife – Maite Rebecca Maja – 800203 0634 081 - and three minor children – Phodiso Maja – 060907 1075 087 – Matsie Maja – 150805 0977 082 – Lesiba Maja – 090430 5795 083 - P O Box 3068, POLOKWANE, 0200 – *Ramothole*

**NON-GOVERNMENTAL ORGANIZATION**

**NO. 40**

**26 JANUARY 2018**

**REGULATIONS FOR THE REGISTRATION OF  
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016**

**APPLICATION FOR REGISTRATION FORM**

**(Form APX-01)**

Note: Applicants must consult the document: *A Guide for Completing the Application for Registration* (Guide APX-01)

Please submit your completed application form to:

The Director

Private Higher Education Institutions

Department of Higher Education and Training

123 Francis Baard Street

Private Bag X174

Pretoria 0001

Telephone: (012) 312 5614

(012) 312 5531

Facsimile: (012) 324 6343

E-mail: [registrarphei@dhet.gov.za](mailto:registrarphei@dhet.gov.za)

## **A. ADMINISTRATIVE DATA**

**1. Legal name of the applicant**

**2. Particulars of authorised contact person**

**a) Name and Surname**

**b) Title**

**c) Designation of contact person (e.g. MD, Principal, Head of Academic Affairs)**

**d) Telephone number**

**e) Fax number**

**f) E-mail address**

**3. Postal address of the applicant**

**4. Physical address and contact details of head office**

**5. Physical address and contact details of main campus**

**6. Website address**

## **B. COMPANY REGISTRATION AND GOVERNANCE PARTICULARS**

**7. Legal name of the applicant (same as in Item 1)**

8. **Type of juristic person**
9. **Company registration number**
10. **Indicate whether the applicant is a local or foreign juristic person**
11. **If foreign, indicate the country of origin**
12. **Details of the parent institution**

- a) Name of the parent institution
- b) Name and surname of the head of the parent institution
- c) Title
- d) Postal address
- e) Physical address
- f) Telephone number
- g) Fax number
- h) E-mail address
- i) Website address

**13. Particulars of the Management**

- a) Chief Executive Officer or head of the institution
  - i) Name and surname
  - ii) Title
  - iii) Identity number (passport number and citizenship if not South African)
  - iv) Telephone number(s) including cellular phone number, if available
  - v) Fax number
- b) Names and identity numbers of the applicant's current Owners as lodged with and approved by the Companies and Intellectual Property Commission (CIPC).

Name and Surname	Title	Designation	Identity Number	Passport number

- c) Names and identity numbers of the applicant's current Directors as lodged with and approved by the CIPC on the **Certificate of Confirmation (CoR15.2)**.

Name and Surname	Title	Designation	Identity Number	Passport number

**14. Domicilium citandi et executandi and contact details of the applicant**

Code	
Telephone	
Fax	
E-mail address	

**15. Holding company or any other organisation to which the applicant is subordinate.**

**16. Indicate if the juristic person has been established as a result of a merger with another institution. Please provide full names and company registration numbers of the institutions that have entered into the merger.**

Names of Merging Companies	Company Registration numbers of Merging Companies
Name of New Company	Company Registration no

**17. Details of the applicant's auditor**

- a) Name of the applicant's auditor
- b) Registration number issued by IRBA

**18. Tax and business registration details**

- a) VAT Registration Number
- b) Income Tax Number
- c) Proof of Exemption from VAT

 Yes

 No

 N/A

If yes, please provide proof of letter of exemption issued by SARS.

**C. PARTICULARS OF LEARNING PROGRAMMES AND SITES OF DELIVER**

**19. Table 01: Programmes submitted to the HEQC for accreditation**

Title of programme	NQF Field	NQF Level	No of Credits	Mode of delivery		Language of Instruction	Contact with students	
				Contact	Distance		Full-time	Part-time

20. **Table 02: Proposed sites for programme delivery**

Programmes to be delivered	Physical address of site of delivery

21. **Table 03: Proposed joint use of a facility with another institution**

Name	Physical address of Shared Facility	Programmes to be Delivered

**D. STAFF AND STUDENT DATA**

22. **Table: 04:** Total staff expected to be employed and students to be registered for higher education programmes during the first three years of operation. The data should be expressed as **headcount only**.

	Year 1	Year 2	Year 3
<b>Students</b>			
<b>Academic /Research staff</b>			
Full-time			
Part-time			
<b>Support staff</b>			
Full-time			
Part-time			
<b>Service staff</b>			
Full-time			
Part-time			

23. **Table 05:** Higher education programmes for which the applicant provides or proposes to provide support on behalf of another institution.

Title of Programme	NQF Field	NQF Level	Certifying Institution	Student Headcount Enrolment	Nature of Support

**E. DATA ON TVET AND GET PROGRAMMES**

24. a) Do you offer any programmes on the OQSF including the N4-N6?

Yes	
No	
Not Applicable	

- b) If yes, provide proof of accreditation with the QCTO or SETA

- c) Do you offer programmes on the GENFETQSF including the N1 to N3 and the NCV?

Yes	
No	
Not Applicable	

- d) If yes, provide proof of your registration number with the DHET.

- e) Are you operating an independent school?

Yes	
No	
Not Applicable	

- f) If yes, provide proof of accreditation by UMALUSI and proof of registration with the Provincial Department of Education. Include the grade that you teach and proof of their registration.

#### F. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS

25. **ANNEXURE A(1)**: Audited annual financial statements **OR** Audited 3-year financial forecast.
26. **ANNEXURE A(2)**: Business Plan.
27. **ANNEXURE A(3)**: Surety agreement.
28. **ANNEXURE B (1)**: Company registration documents (Memorandum of Incorporation issued by the CIPC indicating owner(s) of the company).
29. **ANNEXURE B (2)**: Certificate of Confirmation (COR15.2) issued by the CIPC indicating list of Directors.
30. **ANNEXURE B (3)**: Proof of exemption from the payment of VAT issued by SARS.
31. **ANNEXURE C**: Occupational health and safety audit report(s) and certificate.

#### G. OFFICIAL DOCUMENTS ON TVET AND GET PROGRAMMES

32. **ANNEXURE D**: Proof of accreditation with the QCTO or SETA.
33. **ANNEXURE E**: Proof of DHET registration number for programmes offered on the GEFETQSF.
34. **ANNEXURE F**: Proof of accreditation by UMALUSI and proof of registration with the Provincial Department of Education for the operation of an Independent School.
35. **ANNEXURE G**: Proof of list of audited programmes and letter of verification by SAQA.

#### H. MONITORING AND EVALUATION

36. **ANNEXURE H**: Declaration on monitoring and evaluation.
37. **ANNEXURE I**: Declaration by students on enrolment on higher education programmes.
38. **ANNEXURE J**: Declaration on audited student data submitted to the HEQCIS and the NLRD.

#### I. INTER-INSTITUTIONAL AGREEMENTS AND MARKETING INFORMATION

39. **ANNEXURE K (1)**: List of inter-institutional/partnership agreements.
40. **ANNEXURE K(2)**: Agreement on joint use of a facility.
41. **ANNEXURE K(3)**: Declaration on joint use of a facility.
42. **ANNEXURE K(4)**: Occupational health and safety compliance certificate for a jointly used facility.
43. **ANNEXURE L**: Student prospectus, calendar or brochure.

**J. ADMISSION INFORMATION AND STUDENT RULES**

44. **ANNEXURE M:** Policy on student enrolment including enrolment forms, student contracts, rules and regulations relating to Students and staff Code of Conduct.
45. **ANNEXURE N:** Policy on institutional language.
46. **ANNEXURE O:** Policy on student fees and charges including the procedure for refunding students in the case of cancellation or withdrawal of registration.
47. **ANNEXURE P:** Policy on student financial aid and student support.
48. **ANNEXURE Q:** Policy and procedures for handling of staff and student complaints and grievances.
49. **ANNEXURE R:** Policy and health and wellness including HIV-AIDS.
50. **ANNEXURE S:** Policy on people living with a disability.

**K. DECLARATION ON NON-DISCRIMINATION**

51. **ANNEXURE T:** Declaration on Non-discrimination.

**L. ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS ONLY**

52. **ANNEXURE U:** Declaration on equality of qualifications.
53. **ANNEXURE V(1):** Proof of recognition in the country of origin.
54. **ANNEXURE V(2):** Proof of accreditation in the country of origin.

**NON-GOVERNMENTAL ORGANIZATION**

**NO. 41**

**26 JANUARY 2018**

**REGULATIONS FOR THE REGISTRATION OF  
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016  
APPLICATION FOR AMENDMENT FORM**

**(Form APX-02)**

*Note: Applicants must consult the document: A Guide for Completing the Application for Amendment (Guide APX-02)*

**A. ADMINISTRATIVE DATA**

1. Legal name of the institution
2. Registration Number issued by the Department of Higher Education and Training (DHET)
3. Attach a copy of the covering letter, on the institution's official letterhead, which provides a summary of the application. The letter must be dated and signed by the CEO and attached as a first page to the application.

**B. TYPES OF AMENDMENT**

4. By means of an (X), indicate the amendment/s for which you wish to apply:



- 4.1 Legal name of the institution
- 4.2 Type of company
- 4.3 Programmes
- 4.4 Mode of delivery
- 4.5 Sites of delivery

**C. AMENDMENT TO THE LEGAL NAME**

5. What is the proposed new legal name of the institution?
6. What is the proposed new abbreviation, acronym or translation of the new name?

**D. AMENDMENT TO THE TYPE OF COMPANY**

7. What is the proposed new type of company?

**E. AMENDMENT TO REGISTERED PROGRAMMES**

**E.1 Addition of programme/s**

8. The name of each programme to be added and its details must be supplied in Table 01 below.

**Table 01: Programme/s to be added**

Title of Programme	NQF details			Mode of delivery		Site/s on which the programme/s will be added
	Field	Level	Credits	Contact	Distance	

Bachelor of Arts	6	7	240	√	Boksburg: 2 Water Street, Boksburg, 3201 [A]

9. In the light of the answer to 8 above, the anticipated effects of the increase in registered programmes on staff and student totals must be indicated in Table 02 below:

**Table 02: Proposed changes to staff and student totals**

	Current totals	Increase	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

**E.2 Discontinuation of programme/s**

10. The details of each programme to be discontinued must be supplied below in Table 03 below.

**Table 03: Programme/s to be discontinued**

Title of Programme	NQF details			Mode of delivery		Site/s on which the programme/s will be discontinued and the date thereof
	Field	Level	Credits	Contact	Distance	
Bachelor of Arts	6	7	240	√		Boksburg: 2 Water Street, Boksburg, 3201 [A]

11. In the light of the answer to 10 above, the anticipated effects of the reduction in registered programmes on staff and student totals must be indicated in Table 04 below:

**Table 04: Proposed changes to staff and student totals**

	Current totals	Decrease	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

**E.3 Change in title of programme/s**

12. The title of each programme to be changed and its details must be supplied in Table 05 below:

**Table 05: Details of programme/s title to undergo name change**

Old Title of Programme	NQF details			Mode of delivery		New title of programme
	Field	Level	Credits	Contact	Distance	
Bachelor of Arts	6	7	240	√		Bachelor of Arts in Graphic Design

## F. AMENDMENT TO MODE OF DELIVERY

### F.1 Addition of mode

13. The name of each programme for which you wish to add a new mode and its details must be supplied in Table 06 below:

**Table 06: Mode to be added**

Title of Programme	NQF details			Current Mode of delivery		Sites on which the programme is currently offered		Mode of delivery to be added	
	Field	Level	Credits	Contact	Distance	Contact	Distance	Contact	Distance
Bachelor of Arts	6	7	240	√				Boksburg: 2 Water Street, Boksburg, 3201 [A]	

14. In the light of the answer to 13 above, the anticipated effects of the addition of mode on staff and student totals must be indicated in Table 07 below:

**Table 07: Proposed changes to staff and student totals**

Current totals	Increase	Decrease	New totals

Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

**F.2 Discontinuation of mode**

15. The name of each programme for which you wish to discontinue a mode and its details must be supplied in Table 08 below.

**Table 08: Mode to be discontinued**

Title of Programme	NQF details			Current Mode of delivery		Sites on which the programme is currently offered	Mode of delivery to be discontinued	
	Field	Level	Credits	Contact	Distance		Contact	Distance
Bachelor of Arts	6	7	240	√	√	Boksburg: 2 Water Street, Boksburg, 3201 [A]		√

16. In the light of the answer to 15 above, the anticipated effects of the discontinuation of mode on staff and student totals must be indicated in Table 09 below:

**Table 09: Proposed changes to staff and student totals**

	Current totals	Decrease	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			

<b>Service staff</b>	
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**G. AMENDMENT TO SITE/S OF DELIVERY**

**G.1 Addition of site/s**

17. The physical address of each site to be added and its details must be supplied in Table 10 below:

**Table 10: Site/s to be added**

Physical address of site	Programme/s to be offered	NQF details			Mode of delivery	
		Field	Level	Credits	Contact	Distance
Boksburg: 2 Water Street, Boksburg, 3201	Bachelor of Arts	6	6	240	√	

18. In the light of the answer to 14 above, the anticipated effects of the addition to sites on staff and student totals must be indicated in Table 11 below:

**Table 11: Proposed changes to staff and student totals**

	Current totals	Increase	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

**G.2 Discontinuation of site/s**

19. The physical address of each site to be discontinued and its details must be supplied in Table 12 below:

**Table 12: Site/s to be discontinued**

Physical address of site	Programme/s currently offered	NQF details			Mode of delivery	
		Field	Level	Credits	Contact	Distance
Boksburg: 2 Water Street, Boksburg, 3201	Bachelor of Arts	6	6	240	√	

20. In the light of the answer to 16 above, the anticipated effects of the reduction to sites on staff and student totals must be indicated in Table 13 below:

**Table 13: Proposed changes to staff and student totals**

	Current totals	Decrease	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

**ANNEXURES**

**ANNEXURE A:** Proof of change of legal name, as issued by CIPC.

**ANNEXURE B:** Proof of change of type of company, as issued by CIPC.

**ANNEXURE C:** Report on programme feasibility.

**ANNEXURE D:** Declaration on application for accreditation.

**ANNEXURE E:** Report on programme discontinuation.

**ANNEXURE F:** Report on addition of mode of delivery.

**ANNEXURE G:** Report on discontinuation of mode of delivery.

- ANNEXURE H: Report on site and programme feasibility.
- ANNEXURE I: Declaration on site control and administration.
- ANNEXURE J: Report/s and certificate on occupational health and safety compliance audit.
- ANNEXURE K: Report on site discontinuation
- ANNEXURE L: Report on accreditation by the CHE.
- ANNEXURE M: Report on registration of the qualification/s on the NQF.

**NON-GOVERNMENTAL ORGANIZATION**

**NO. 42**

**26 JANUARY 2018**

**REGULATIONS FOR THE REGISTRATION OF  
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016**

**ANNUAL REPORTING FORM**

**(Form APX-03)**

Note: Institutions must consult the document: *A Guide for Completing the Annual Report* (Guide APX-03)

**A. REGISTERED NAME AND NUMBER**

1. **Name in which the institution is registered as a private higher education institution**
2. **Registration number issued by the Department of Higher Education and Training**

**B. CHANGES IN ADMINISTRATIVE DATA**

3. **New contact person**

Name	
Title	
Designation	
Telephone number	
Fax number	
Cell number	
E-mail address	

4. **New postal address**

New address:	
Code	

**5. New physical address of the head office**

New address:	
Code	

**6. New contact details of the institution's head office**

	New contact details
Phone	
Fax	
E-mail address	

**7. New physical address of the main campus**

New address:	
Code	

**8. New address used as the institution's domicilium citandi et executandi**

New address :	
Code	

## 9. New website address

## 10. Contact details of the new head or Chief Executive Officer (CEO)

Surname	
Name	
Title	
Designation	
Identity number	
Phone number	
Fax number	
Cell number	
E-mail address	

11. Table 01: New owners of the institution in accordance with the *Articles of Association* (Attach proof as Annexure A)

Surname and initials	Title	Identity number
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12. Table 02: Directors who have resigned

Surname and initials	Title	Designation	Date resigned	Identity number

13. Table 03: Newly appointed directors

Surname and initials	Title	Designation	Date appointed	Identity number

## 14. Details of new holding company or parent institution

	New holding company
Name	
CIPC Registration Number	
Address	

<b>Phone number</b>	
<b>Fax number</b>	
<b>Cell number</b>	
<b>E-mail address</b>	
<b>Website address</b>	
<b>Details of relationship</b>	

15. **Details of institution's auditors**

	<b>New auditors</b>
<b>a) Name of firm</b>	
<b>b) Practice/Registration number</b>	

C. **LOSS OF A PHYSICAL FACILITY OR SUPPORTING SERVICE OR ANY REDUCTION IN FINANCIAL OR PERSONNEL RESOURCES**16. **Indicate the type of loss experienced and state the date on which the loss occurred**

<b>Type of loss</b>	<b>Date of loss</b>	<b>No loss experienced</b>
Loss of a physical facility necessary for the proper conduct of a programme		
Loss of a supporting service and or academic staff to a programme		
Reduction in the financial and/or personnel resources needed to sustain a programme		

17. **Nature of the physical facility lost and impact of the loss on the academic activities of the institution**18. **Nature of supporting service and or academic staff lost and impact of the loss on the academic activities of the institution**19. **Nature of reduction in financial and/or personnel resources and impact of the reduction on the academic activities of the institution**D **AMENDMENTS INITIATED BY THE INSTITUTION AND APPROVED BY THE REGISTRAR**20. **Type of amendment for which the institution applied.**

<b>Type of amendment</b>	<b>Date of amendment</b>	<b>Not applicable</b>
<b>Legal name of the institution</b>		
<b>Change of type of company</b>		
<b>Registered programmes</b>		

Sites of delivery		
Mode of delivery		
Other		

21. Describe the impact that the amendment to the legal name, and/or change in ownership, if applicable, has had on the academic activities of the institution in the year for which the annual report is submitted.
22. Describe the impact that the change in type of company, and /or change in ownership, if applicable has had on the academic activities of the institution in the year for which the annual report is submitted.
23. Describe the impact that the amendment to registered programmes has had on the academic activities of the institution in the year for which the annual report is submitted.
24. Describe the impact that the amendment to sites of delivery has had on the institution in the year for which the annual report is submitted.
25. Describe the impact of the amendment to the mode of delivery on the academic activities of the institution in the year for which the annual report is submitted.

**E. DATA ON GENERAL AND FURTHER EDUCATION QUALIFICATION SUB-FRAMEWORK (GENFETQSF)**

26. Do you offer programmes on the GENFETQSF?

Yes	
No	

27. If yes, provide your accreditation and/or registration number with relevant authorities.

Name of Programme(s)	Accreditation Number issued by UMALUSI	Registration Number by Provincial Department

**F. DATA ON OCCUPATIONAL QUALIFICATION SUB-FRAMEWORK (OQSF)**

28. Do you offer programmes in the OQSF?

Yes	
No	

29. If yes, provide your accreditation and/or registration number with relevant authorities

Name of Programme(s)	Name of Relevant Authority (Accrediting Quality Council)	Accreditation Number issued by UMALUSI or QCTO	Registration Number issued by DHET	Examination Centre Number as issued by DHET

**G. PARTICULARS OF REGISTERED HIGHER EDUCATION PROGRAMME**

**Table 04: Registered higher education Programmes**

Title of programme	NQF Field	NQF Level	Number of credits	Language of instruction	Primary mode of delivery		Interaction with students	
					Contact	Full-time	Part-time	Distance

30.

**31. Changes in the primary language of instruction and impact of these changes on the institution**

Previous language of instruction	Current language of instruction	Programmes affected	Reasons for change	Impact on the activities of the institution

**32. Changes in the primary mode of delivery and impact of these changes on the institution**

Previous mode of delivery	Current mode of delivery	Programmes affected	Reasons for change	Impact on the activities of the institution

**H. STAFF AND STUDENT DATA**  
**33. Table 05: Consolidated staff and student data for the year for which the annual report is submitted**

CATEGORIES OF STAFF/STUDENTS	HIGHER EDUCATION PROGRAMMES	
	Registered programmes certified by the institution	Programmes certified by other institutions
<b>Students</b>		
Headcount		
Full-time equivalent (FTE)		
<b>Academic/Research Staff</b>		
Headcount		
Full-time equivalent (FTE)		
<b>Service Staff</b>		
Full-time (Headcount)		
Part-time (Headcount)		
<b>Support Staff</b>		
Full-time (Headcount)		
Part-time (Headcount)		

34. **Table 06:** Higher education programmes offered on behalf of other institutions in the year for which the annual report is submitted

Title of programme	NQF Field	NQF level	Number of credits	Student enrolment		Certifying institution
				Head-count	FTE	



Number of non-South African citizens - A																						
TITLE OF PROGRAMME	NQF LEVEL	NQF FIELD	ZIM		NAM		SWA		LES		NIG		DRC		BOT	ZAM	KEN		USA		TOTAL	
			M	F	M	F	M	F	M	F	M	F	M	F			M	F	M	F		
<b>TOTAL</b>																						

38. **Table 10:** Headcount data on nationality and gender per registered higher education programme (non-South African Citizens: From Countries Not Mentioned in Table 09) for the year for which the annual report is submitted

Number of non-South African citizens - B									
Title of programme	NQF Field		NQF Level		Country of origin		Male	Female	Sub-total
<b>TOTAL</b>									

39. **Table 11:** Headcount success rates per registered higher education programme in the year for which the annual report is submitted

Title of registered programme	NQF Field	NQF Level	Duration (months)	Year levels	Headcount enrolment		Number of successful students	
					Males	Females	Males	Females
				1 <sup>st</sup>				
				2 <sup>nd</sup>				
				3 <sup>rd</sup>				
				4 <sup>th</sup>				

40. **Table 12:** Total staff and registered students, expressed as headcount, for General Education & Training (GET) and Further Education and Training (FET) programmes in the year for which the annual report is submitted

CATEGORIES OF STAFF/STUDENTS	NUMBER OF STAFF FOR GET AND FET
Students	GENFETQSF
Headcount	OQSF
Academic/Research Staff	
Headcount	
Service Staff	
Headcount	
Support Staff	

Headcount	
<b>TOTAL NUMBER OF STAFF</b>	

## B. CHANGES IN ADMINISTRATION DATA

- ANNEXURE A:** Articles of Association
- ANNEXURE B1:** The disclosure certificate as issued by CIPC for Directors who have resigned
- ANNEXURE B2:** The disclosure certificate as issued by CIPC for Directors who have resigned
- ANNEXURE C:** The letter from the Chairperson of the Board
- F. DATA ON OQSF PROGRAMMES**
- ANNEXURE D:** Registration certificate as a Private College
- H. STAFF AND STUDENT DATA**
- ANNEXURE E:** Auditors report on student data
- ANNEXURE F:** Graduation Booklets
- I. AUDIT OF PROGRAMMES**
- ANNEXURE G:** Auditor's report on programmes
- ANNEXURE H:** SAQA report on programmes
- J. CHANGES IN INTER-INSTITUTIONAL AGREEMENTS**
- ANNEXURE I1:** Termination of agreement with other institutions
- ANNEXURE I2:** Entering into a new agreement (Item 44)
- ANNEXURE I3:** Amendments to existing agreements (Item 4)
- K. CONTINUED FULFILLMENT OF THE REQUIREMENTS FOR REGISTRATION**
- ANNEXURE J:** Compliance with the requirements of the HEQC
- ANNEXURE K:** Compliance with regulations relating to the health and safety of persons
- ANNEXURE L:** Evidence on non-discrimination on the basis of race
- ANNEXURE M:** Proof of maintenance of financial surety or guarantee
- ANNEXURE N:** Audited annual financial statements
- L. DISCHARGING THE RESPONSIBILITIES OF AN INSTITUTION**
- ANNEXURE O:** Record of academic achievement

<b>ANNEXURE P:</b>	Issuance of transcripts of academic records
<b>ANNEXURE Q:</b>	Issuance of certificates
<b>ANNEXURE R:</b>	The National Learner's Records Database (NLRD)
<b>ANNEXURE S:</b>	Sample copy of an enrolment and/or application form
<b>ANNEXURE T:</b>	Institutional prospectus, calendar or brochure
<b>ANNEXURE U:</b>	Official documents, marketing and advertising material
<b>ANNEXURE V:</b>	Register of students' complaints and grievances
<b>ANNEXURE W:</b>	Evidence in respect of the continued fulfillment of the conditions of registration
<b>M. OTHER</b>	
<b>ANNEXURE X:</b>	Risk analysis and management strategy
<b>ANNEXURE Y:</b>	Tax Clearance Certificate
<b>ANNEXURE Z:</b>	Premises not listed on registration certificate

**NON-GOVERNMENTAL ORGANIZATION**

**NO. 43**

**26 JANUARY 2018**

**REGULATIONS FOR THE REGISTRATION OF  
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016**

**A GUIDE FOR COMPLETING THE APPLICATION  
FOR REGISTRATION AS A PRIVATE HIGHER  
EDUCATION INSTITUTION**

**(GUIDE APX-01)**

The Department provides this guide to any company that intends to seek registration as a private higher education institution. This manual is a guideline to interpret the legal framework, which consists of the *Higher Education Act, 1997 (Act No. 101 of 1997)*, the *Regulations for the Registration of Private Higher Education Institutions, 2016* and the Annexures to the Regulations.

Since it is necessary to have the guides and the forms accessible, the Registrar of Private Higher Education Institutions has decided to re-publish in this format. The original publication in the Government Gazette is the formal publication. This publication is an exact copy of *Government Gazette No. 39880* dated 31 March 2016. Electronic versions of the Act, the Regulations and the Annexures are also available on the website of the Department of Higher Education and Training at address [www.dhet.gov.za](http://www.dhet.gov.za).

In utilizing this publication, it is important to note that it is only applicable to first-time applicants for registration as a private higher education institution. It accompanies an application form titled *Application for Registration as a Private Higher Education Institution (Form APX-01)*. For registered private higher education institutions that seek to amend their registration or submit annual reports similar publications are available on the website. For further assistance, contact the Directorate: Registration of Private Higher Education Institutions at the details provided below.

**Postal Address:**

Department of Higher Education and Training (DHET)

123 Francis Baard Street

Private Bag X174

Pretoria 0001

Telephone: (012) 312 5614

(012) 312 5531

Facsimile: (012) 324 6343

E-mail: [registrarpei@dhet.gov.za](mailto:registrarpei@dhet.gov.za)

Call Centre: 0800 87 22 22

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**ACRONYMS**

CHE	Council on Higher Education
CIPC	Companies and Intellectual Property Commission
FET	Further Education and Training
FTE	Full-time equivalent
GEFETQSF	General and Further Education and Training Qualifications Sub- Framework
HEQC	Higher Education Quality Committee
HEQCIS	Higher Education Quality Committee Information Systems
IFRS	International Financial Reporting Standards
IRBA	Independent Regulatory Board for Auditors
NLRD	National Learner's Records Database
NSC	National Senior Certificate
NQF	National Qualification Framework
OQSF	Occupation Qualifications Framework
QCTO	Quality Council for Trades and Occupations
SARS	South African Revenue Services
SETA	Sector Education and Training Authority
VAT	Value Added Tax

**VISION, MISSION AND MANDATE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

**VISION**

The vision of the Department of Higher Education and Training (DHET) is of a South Africa in which we have a differentiated and fully-inclusive post-school system that allows South Africans to access relevant post-school education and training in order to fulfil the economic and social goals of participation in an inclusive economy and society.

**MISSION**

The mission of the Department is to develop capable, well-educated and skilled citizens who are able to compete in a sustainable, diversified and knowledge-intensive international economy, which meets the development goals of South Africa.

**MANDATE**

The Department derives its mandate from section 29 of the Constitution of the Republic of South Africa, 1996 ("hereafter referred to as "the Constitution") read with schedule 4 which lists the rights of all South Africans with respect to education at all education levels within South Africa. In accordance with the section 29 of the Constitution, the Department thus endeavours to provide quality education to all South Africans at every level of the post-school system. With respect to private higher education institutions specifically, the Department is guided by section 29(3) of the Constitution which states that:

Everyone has the right to establish and maintain, at their own expense, independent institutions that:

- Do not discriminate on the basis of race;
- Are registered with the State; and
- Maintain standards that are not inferior to standards at comparable public educational institutions.

Private higher education thus has an important role to play in the mandate of the Department for delivering on the Constitutional right of South Africans to quality education that provides the intellectual and professional training required to meet the development needs of society and the economy.

**THE LEGAL FRAMEWORK**

In terms of the *National Qualifications Framework Act, 2008 (Act No 67 of 2008 "the NQF Act")*, the *National Qualifications Framework (NQF)*, which is the system into which the South African qualifications and part qualifications are organized and recorded, is divided into three (3) sub-frameworks. The 3 sub-frameworks are: the *Higher Education Qualifications Sub-Framework (HEQSF)*, the *General and Further Education and Training Qualifications Sub-Framework (GEFETQSF)* and the *Occupational Qualifications Sub-Framework (OQSF)*. Each sub-framework is the responsibility of a Quality Council (QC). The three QCs are: the *Council on Higher Education (CHE)* which is responsible for the quality assurance of higher education qualifications which are on levels 5 – 10 of the NQF, *Umalusi* which is responsible for the quality assurance of college programmes and qualifications which are on levels 1 – 4 of the NQF and the *Quality Council for Trades and Occupations (QCTO)* which is responsible for the quality

assurance of qualifications that belong in the trades and occupations which are on levels 1- 8 of the NQF. These QCs are responsible for accreditation of qualifications falling within their sub-frameworks as well as accrediting private institutions that wish to offer their qualifications.

The *South African Qualifications Authority* (SAQA) is responsible for maintaining the NQF. To enable the Registrar to register private institutions in compliance of section 29 of the Constitution of the Republic of South Africa, SAQA makes decisions as to which qualifications sub-framework a qualification belongs to so as to avoid a situation where private institutions may offer qualifications or part qualifications without registration of such qualifications on the NQF. The QCTO may delegate its accreditation functions to a “delegated accrediting authority”, such as a *Sector Education and Training Authority* (SETA), a professional body or another entity but the final endorsement and certification will be issued by the QCTO as the responsible QC.

The *Higher Education Act, 1997 (Act No. 101 of 1997)* (hereafter referred to as “the Act”) requires that private institutions be registered with the DHET in order to operate legally, over and above being accredited by the CHE.

The *Continuing Education and Training Act, 2006 (Act No. 16 of 2006)* (“hereafter referred to as “the CET Act”) requires that private colleges be registered with the DHET in order to operate legally, over and above being accredited by Umalusi.

According to the *Skills Development Act, 1998 (Act No.97 of 1998)* (hereafter referred to as “the SD Act”), private providers that offer qualifications that fall on the sub-framework of the QCTO, which is the OQSF, that is, the sub-framework for trades and occupations must be accredited by the QCTO. For OQSF qualifications that fall on levels 1 to 6 of the NQF, private providers are required to register as private colleges. For OQSF qualifications that fall on levels 7 to 8 of the OQSF, private institutions are required to register as PHEIs. In the likely event that a private provider offers qualifications from the three sub-frameworks, it has to satisfy in respect to a specific qualification, the requirements of the QC that relate to any one of the three Acts: HE Act, CET Act and SD Act.

Therefore, accreditation of qualifications and the ability of the institution to deliver the qualifications for private higher institutions (PHEIs) and private colleges is a means towards registration and it does not represent or replace registration for them.

**The National Qualifications Framework (NQF)**

The following is a representation and explanation of the National Qualifications Framework (NQF).

NATIONAL QUALIFICATIONS FRAMEWORK				
LEVEL		SUB-FRAMEWORK AND QUALIFICATION TYPES		
10	H E Q S F	DOCTORAL DEGREE		O Q S F
9		DOCTORAL DEGREE (PROFESSIONAL)		
8		MASTER'S DEGREE		
8		MASTER'S DEGREE (PROFESSIONAL)		
8		BACHELOR HONOURS DEGREE	OCCUPATIONAL CERTIFICATE (LEVEL 8)	
7		POSTGRADUATE DIPLOMA		
7		BACHELOR'S DEGREE (480 CREDITS)		
7		BACHELOR'S DEGREE (360 CREDITS)	OCCUPATIONAL CERTIFICATE (LEVEL 7)	
6		ADVANCED DIPLOMA		
6		DIPLOMA	OCCUPATIONAL CERTIFICATE (LEVEL 6)	
6		ADVANCED CERTIFICATE		
5		HIGHER CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 5)	
4	G E N E T Q S F	NATIONAL CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 4)	
3		INTERMEDIATE CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 3)	
2		ELEMENTARY CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 2)	
1		GENERAL CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 1)	

Taken from Government Gazette Volume 578, Number 36721, Pretoria, 2 August 2013 and adapted for the Register. The GENETQSF can be found on Page 23 of the Gazette. Qualification types beyond level 6 on the OQSF have not been determined pending further advice.

**Key to sub-frameworks**

Higher Education Qualifications Sub-framework (HEQSF)	General and Further Education and Training Qualifications Sub-framework (GENFETQSF)	Occupational Qualifications Sub-framework (OQSF)
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The following must be noted:

- a) A “Diploma” is pitched on Level 6 of the NQF and it carries either 360 credits or 480 credits.
- b) A “Degree” that is pitched on Level 7 of the NQF carries 360 credits.
- c) A “Degree” that is pitched on Level 8 of the NQF carries 480 credits.
- d) An exception is the *Bachelor of Education* (BEd) degree which is pitched on Level 7 of the NQF with 480 credits.
- e) Other exceptions will be brought to your notice as they arise.

**The National Education Diploma (NATED) Commonly Referred to as N-Diplomas**

- a) The Department offers N-Diplomas on Levels 1 to 6 of the NQF through both public and private providers. For a provider to offer N-Diplomas on levels 1 to 6 of the NQF registration by the DHET as a private college is required.
- b) The N1-N3 "Diplomas" must be accredited by Umalusi and the N4-N6 "Diplomas" must be accredited by the QCTO. The provider must then be registered as a private college with the DHET before the programmes can be offered.

#### SETA-accredited "Diploma" qualifications

A "Diploma" falls on the sub-framework of the HEQSF. However, some "Diplomas" that are accredited by *Sector Education and Training Authorities* (SETAs) will be phased out gradually. A SETA is only a "delegated accrediting authority" of the QCTO. The accreditation of a "Diploma" qualification by a SETA will not qualify it for registration as a PHEI.

#### Transitional Arrangements

The following transitional arrangements need to be noted.

- a) The SETA accredited "Diploma" will be phased out in the transitional period.
- b) On 6 July 2016, Dr BE Nzimande, the Minister of Higher Education and Training announced in Government Gazette No. 40123 that 31 December 2019 is the last enrolment date for first time entering students into non-HEQSF aligned programmes. Therefore, after 31 December 2019, no PHEI may offer any qualification with a title stipulated in the HEQSF that is not aligned to the HEQSF, duly accredited by the CHE, and registered by the DHET and the SAQA.
- c) PHEIs currently purporting to offer non-HEQSF aligned programmes need to plan their phase-out as no new enrolments will be permitted after 31 December 2019.
- d) The Department and SAQA are in the process of regulating the use of nomenclatures for programmes that use the HESF nomenclatures but do not belong to the HEQSF.

#### The registration of private higher education institutions

The Department implements its registration and regulation functions for private higher education institutions in accordance with the requirements of the:

- a) *Higher Education Act, 1997 (Act No. 101 of 1997)* (hereafter "the Act"); and
- b) *Regulations for the Registration of Private Higher Education Institutions*, published in *Government Gazette No. 39880* dated 31 March 2016 (hereafter referred to as "the Regulations"). The Regulations were promulgated on 31 March 2016, and came into effect on 1 April 2016 (Note: The *Regulations for the Registration of Private Higher Education Institutions, 2016* repeals the *Regulations for the Registration of Private Higher Education Institutions, 2002*). The Regulations are an elaboration of the provisions of the Act. They clarify the requirements of the Act.

The requirement to register as a private higher education institution only applies to private institutions offering learning programmes that result in the award of whole qualifications, that is, learning programmes that result in the award of higher certificates, diplomas or degrees as per the HEQSF.

The granting of registration, as contemplated in the Act, means that the Registrar grants an institution the legal authority to offer higher education programmes and award higher education qualifications. The purpose of registering private institutions offering higher education is to ensure that:

- a) Private higher education institutions offer an acceptable quality of education;
- b) Students receive higher education from institutions that have the resources, capacity and/or expertise to deliver quality programmes;
- c) Students enrolled with private higher education institutions obtain qualifications that are aligned with the NQF; and
- d) The education system continues on a path of transformation in accordance with government policy and regulation.

The registration process does not affect public higher education institutions. The regulatory framework sets criteria that define who is eligible for applying for registration and who qualifies for registration. It further outlines the responsibilities of an institution once registered. Registration can, therefore, be seen as a means of protecting the integrity of the higher education system, as well as protecting the interests of the public.

Chapter 7 of the Act deals specifically with private higher education institutions. The Regulations to which this guide and the application form are an attachment, provide the legal framework within which the Registrar of Private Higher Education Institutions is required to regulate the registration of private higher education institutions in terms of the Act.

#### APPLICATION TYPES

Regulations 3 and 4 stipulate the following:

##### 1. Application for registration

Any person intending to establish and maintain a private higher education institution must complete and submit an *Application for Registration as a Private Higher Education (Form APX-01)* at least 18 months before the institution commences its operations.

##### 2. Application for amendment

An institution wishing to amend its registration or provisional registration in terms of section 58 of the Higher Education Act must complete and submit an *Application for Amendment (Form APX-02)* to the Registrar in terms of the Regulations at least (twelve) 12 months before the proposed amendment comes into effect.

#### IMPORTANT CONSIDERATIONS FOR LODGING THE APPLICATION FOR REGISTRATION

This Guide and the accompanying application Form must be used when a private institution applies for registration as a private higher education institution.

Private institutions seeking registration should contact the Department of Higher Education and Training to discuss their eligibility to register in terms of the Higher Education Act. For an application to be considered for registration the applicant must:

- a) Propose to offer higher education as contemplated in section 1 of the Act; and
- b) Have established a juristic person in terms of the *(Companies Act, 2008 (Act No 71 of 2008))* ("the Companies Act").

The requirements for registration are prescribed in the Act and operationalised in Chapter 3 of the Regulations. In terms of the Act, the registration of private higher education institutions is linked to two main criteria:

##### 1. Financial viability

The applicant must provide proof in the application that its income is or will be sufficient to sustain its programmes in an acceptable manner and that it has, or will have, a stable financial position that will enable it to maintain operational continuity.

The applicant must also submit proof that it has established financial surety or guarantee to ensure that it meets its obligations to its enrolled students.

##### 2. Institutional and programme accreditation

The applicant must propose to offer only programmes leading to qualifications that are registered on the NQF and that fall on the sub-framework of the CHE which is the HEQSF. The application to the Department must be supported by an application for institutional and

programme accreditation by the HEQC, a permanent committee of the CHE. On applying for registration, an applicant must provide proof that an application for accreditation has been lodged with the HEQC.

Private institutions wishing to discuss accreditation should contact the CHE directly at:

The Director: Accreditation  
Council on Higher Education (CHE)  
PO BOX 94  
PERSEQUORPARK  
0126  
Telephone: 012 349 3840  
E-mail: [Accreditation@che.ac.za](mailto:Accreditation@che.ac.za)

### 3. Registration of qualifications on the NQF

According to section 13(1)(h)(ii) of the NQF Act, SAQA is responsible for registering higher education qualifications on the NQF. Applicants for registration must therefore submit to the Registrar the official report issued by SAQA as proof that their programmes are registered on the NQF.

Should you wish to contact SAQA in this regard, their contact details are as follows:

The Director: Registration and Recognition  
South African Qualifications Authority  
Postnet Suite 248  
Private Bag X06  
Waterkloof, 0145  
Telephone: 012 431 5000

In determining the application, the Registrar is required to consider, inter alia, the evidence provided in the application, as well as the recommendations of the HEQC on the applicant's application for accreditation. On the basis of these, the Registrar must determine whether, if registered, the applicant will maintain acceptable standards that are not inferior to those of a comparable public higher education institution.

#### IMPORTANT REQUIREMENTS FOR COMPLETING THE APPLICATION FORM

This Guide was developed to assist applicants for registration as private higher education institutions with the Department. It is important to bear in mind that this document is a Guide and additional information may be required to support the application.

An application Form (*Form APX-01*) accompanies this Guide. The Guide is linked to the various sections of the application Form. Applicants are, therefore, strongly urged to read through the Guide carefully before commencing with the completion of the application Form. Applicants are also strongly advised to read the Guide in conjunction with the Act and the Regulations.

When completing the application Form, the following must be borne in mind:

- An application for registration must be lodged with the Department at least 18 months before the applicant proposes to initiate operations.
- All sections of the Form must be completed fully, in the required format, and submitted to the Department. The Registrar of Private Higher Education Institutions will not process an incomplete application or an application that does not address the items as required.
- All application documents must carry the date of submission to the Department.
- The application documents can be accessed electronically on the DHET's website at: <http://www.dhet.gov.za> (Click on *Universities/Private Higher Education Institutions* to view or download the document). All applications must be submitted as hard copies.
- The application fee can be paid by means of a cheque for R500 made out to the Department of Higher Education and Training or by Electronic Transfer (EFT). Applicants wishing to use EFT should contact the Directorate for the account details at 012 312 5614.
- Important supporting documentation in the form of listed Annexures must be provided as part of the application.
- The application consists of the following eight sections:

#### FORM

Section A: Administrative data (Items 1-6)

Section B: Company registration and governance particulars (Items 7-18)

Section C: Particulars of learning programmes and sites of delivery (Items 19-21)

Section D: Projected staff and student data (Items 22-23)

Section E: Data on TVET and GET programmes (Item 24)

#### ANNEXURES

Section F: Financial viability reports and legal documents (Items 25-31)

Section G: Legal documents on TVET and GET programmes (Items 32-35)

Section H: Monitoring and evaluation (Items 36-37)

Section I: Inter-institutional/Partnership agreements and marketing information (Items 38-42)

Section J: Admission information and student rules (Items 43-49)

Section K: Declaration on non-discrimination (Item 50)

Section L: Additional information to be submitted by foreign applicants only (Items 51-54)

An application checklist is provided at the end of this document to assist applicants to determine whether all the required information is included. In the spaces provided in *Form APX-01*, the required information must be provided as explained per item below. Each explanation corresponds to the item on the *Form APX-01*.

#### A. ADMINISTRATIVE DATA

##### ITEM 1

Supply the legal name of the company that is applying for registration as a private higher education institution. Only companies that are registered or recognised as juristic persons in terms of the Companies Act are eligible to apply. Please note that trading names are prohibited.

##### ITEM 2

Fill in the name and surname, title, designation, telephone number, fax number and e-mail address of the authorized contact person for all correspondence to the applicant.

##### ITEM 3

Fill in the postal address to which all correspondence to the applicant should be mailed.

##### ITEM 4

Fill in the physical address and contact details of the applicant's head office. The street, number, suburb, city or town must be clearly indicated.

##### ITEM 5

If the physical address and contact details of the applicant's main campus is different from that of its head office, the physical address of the main campus must be indicated in the space provided.

##### ITEM 6

Fill in the applicant's website address.

**B. COMPANY REGISTRATION AND GOVERNANCE PARTICULARS****ITEM 7**

Supply the legal name in which the applicant was established as a juristic person in terms of the Companies Act. This name should be the same as in Item 1 above.

**ITEM 8**

Indicate the applicant's type of juristic person as per sections 1 and 8 of the Companies Act. Two types of companies may be formed and incorporated under this Act, namely non-profit (NPC) or profit companies.

(1) According to the Act a non-profit company is –

- a) Incorporated for a public benefit or other object as required by item 1(1) of Schedule 1 (See the Companies Act); and
- b) The income and property of which are not distributable to its incorporators, members, directors, officers or persons related to any of them except to the extent permitted by item 1 (3) of Schedule 1.

(2) According to the Companies Act a profit company is company incorporated for the purpose of financial gain for its shareholders consisting of:

- a) A state-owned company; or
- b) A private company if –
  - (i) it is not a state-owned company; and
  - (ii) its Memorandum of Incorporation –
    - prohibits it from offering any of its securities to the public; and
    - restricts the transferability of its securities;
- c) A personal liability company if –
  - (i) it meets the criteria for a private company; and
  - (ii) its Memorandum of Incorporation states that it is a personal liability company; or
- d) A public company in any other case (i.e. a public company means a profit company that is not a state-owned company, a private company or a personal liability company).

**ITEM 9**

Fill in the full company registration number as it appears on the Memorandum of Incorporation.

**ITEM 10**

Indicate whether the applicant is a local or foreign juristic person, as defined in section 1 of the Act.

**ITEM 11**

If the applicant is a foreign juristic person, indicate the country of origin.

**ITEM 12**

If the applicant is a foreign juristic person, please supply in the spaces provided the following details of the parent institution in the country of origin:

- a) Name of the parent institution;
- b) Name and surname of the head of the parent institution;
- c) Title;
- d) Postal address;
- e) Physical address;
- f) Telephone number;
- g) Fax number;
- h) E-mail address; and
- i) Website address.

**ITEM 13**

This item is divided into a), b) and c).

a) In the spaces provided, the following details of the Head or Chief Executive Officer of the applicant must be filled in:

- i) Name and surname;
- ii) Title;
- iii) Identity number (Passport number and citizenship if not South African);
- iv) Telephone numbers (including the cellular phone number if available); and
- v) Fax number.

b) In the spaces provided, the following details of the applicant's owners as indicated in Memorandum of Incorporation issued by the CIPC:

- i) Name and Surname;
- ii) Title;
- iii) Designation in the organization; and
- iv) Identity number (Passport number and citizenship if not South African).

c) In the spaces provided, the following details of the applicant's Directors as indicated on the Certificate of Confirmation (COR15.2) issued by the CIPC:

- v) Name and Surname;
- vi) Title;
- vii) Designation in the organization; and
- viii) Identity number (Passport number and citizenship if not South African).

**ITEM 14**

Fill in the applicant's physical address and contact details to be used as domicilium citandi et executandi for all purposes arising out of, or in connection with the application for registration as a private higher education institution.

**ITEM 15**

If applicable, give the name of the applicant's holding company, or any other organisation to which the applicant is legally, commercially or academically subordinate, or on which it is otherwise dependent, such as a trust or religious body.

**ITEM 16**

In the space provided, fill in the names of the institutions that are merging and the name of the newly merged institution.

**ITEM 17**

Fill in a) the name (of the firm) of the applicant's auditor, appointed in terms of the Companies Act and registered as an auditor with the Independent Regulatory Board For Auditors (IRBA). In

b) the auditor's practice or registration number, as issued by the IRBA should be filled in.

**ITEM 18**

In this item the following details of the applicant must be filled in:

- a) Value-Added Tax registration number;
- b) Income Tax number; and
- c) Proof of Exemption from VAT issued by SARS (Indicate Yes, No or Not Applicable). If Yes, attach letter as Annexure B3.

**C. PARTICULARS OF LEARNING PROGRAMMES AND SITES OF DELIVERY**

The accreditation status of programmes with the HEQC is an important requirement of the Act for the registration of private higher education institutions. The registrar must be satisfied that the institution will provide education of a standard not inferior to a comparable public institution, and that it will comply with the requirements of the HEQC. All learning programmes must adhere to the requirements of the HEQSF.

**ITEM 19**

Details of all programmes submitted to the HEQC for accreditation as higher education programmes must be supplied in **Table 01**.

**NQF FIELDS**

In terms of *Government Gazette No. 20234*, of 25 June 1999, SAQA has determined the following fields and sub-fields for purposes of registering qualifications on the NQF. Qualifications refer to degrees, diplomas and certificates that an applicant proposes to award to students on successful completion of a programme of study. Before completing the form, it is important to check into which field your learning programme falls.

**01 Agriculture and Nature Conservation**

Primary and secondary agriculture, nature conservation, forestry and wood technology, horticulture

**02 Culture and Arts**

Design studies, visual and performing arts, cultural studies, music, sport, film, television and video.

**03 Business, Commerce and Management Studies**

Finance, economics and accounting, generic management, human resources, marketing, procurement, office and public administration, project management, public relations.

**04 Communication Studies and Language**

Communication and information studies, language, literature.

**05 Education, Training and Development**

Schooling, higher education and training, early childhood development, adult learning.

**06 Manufacturing, Engineering and Technology**

Engineering and related design, manufacturing and assembly, fabrication and extraction.

**07 Human and Social Studies**

Environmental relations, general social science, industrial and organisational governance and human resource development, people/human-centred development, public policy, politics and democratic citizenship, religious and ethical foundations of society, rural and agrarian studies, traditions, history and legacies, urban and regional studies.

**08 Law, Military Science and Security**

Safety and justice in society, sovereignty of the state.

**09 Health Sciences and Social Services**

Preventive health, promotive health and development services, curative health, rehabilitative health/services.

**10 Physical, Mathematical, Computer and Life Sciences**

Mathematical, physical, life, information technology and computer, earth and space and environmental science.

**11 Services**

Hospitality, tourism, travel, gaming and leisure, transport, operations and logistics, personal care, wholesale and retail, consumer services.

**12 Physical Planning and Construction**

Physical planning, design and management, building construction, civil engineering construction, electrical infrastructure construction.

**NQF LEVELS**

The following is a guide for purposes of completing *Form APX-01* (See illustration on page 9) and note that these levels are taken from the HEQSF, which is a component of the NQF:

**NQF level 5** broadly refers to Higher Certificates.

**NQF level 6** refers to the Advanced Certificate and Diplomas.

**NQF level 7** refers to the Advanced Diploma and Bachelor's Degrees (360 credits).

**NQF level 8** refers to the Postgraduate Diploma, Bachelor's Degree (480 credits) and the Bachelor Honours Degree.

**NQF level 9** refers to the Master's Degree and the Master's Degree (Professional).

**NQF level 10** refers to the Doctoral Degree and the Doctoral Degree (Professional).

**Mode of Delivery** refers to the delivery of programmes which may be contact or distance as per the criteria for accreditation set by the CHE.

**Contact with students** refers to the attendance of students which may be full-time or part-time.

**ITEM 20**

Site refers to any physical space such as a campus, satellite campus, tuition or learning centre controlled and administered by an applicant or an institution. All learning sites where higher education programmes are delivered must be accredited. Only accredited programmes and sites of delivery for which the applicant assumes legal and financial responsibility will be registered. In the columns provided in **Table 02**, the following details of the proposed sites of delivery must be supplied:

- a) Programmes to be delivered at the site; and
- b) The physical address of the site.

**ITEM 21**

Joint use of a facility between a private higher education institution and another institution means the sharing, hiring or use of another facility not under the administration and control of the hiring institution for the provision of higher education as defined in section 1 of the Act. In the columns provided in **Table 03**, the following details of the facility must be indicated:

- a) The name and physical address of the facility; and
- b) Programmes to be delivered at the facility.

**D. PROJECTED STAFF AND STUDENT DATA****ITEM 22**

In **Table 04**, the head count staff and student totals must be supplied for the first three years of operation. The data must be supplied in the required format and according to the categories supplied. The data must be for programmes that the applicant proposes to offer as higher education programmes in accordance with the Act.

Before responding to this item, the following explanations must be taken into consideration:

**a) Head count student enrolment**

A head count student enrolment is literally a counting of heads. Students are counted as units regardless of whether they are full-time or part-time, and regardless of the number of courses for which they are enrolled. For example, students enrolled for 20%, 50% or 100% of a full-time curriculum will all be counted as units in a head count total.

The head count totals reported in the tables must be **unduplicated** ones. In an unduplicated head count enrolment total a student is counted **once only**. If a student is registered for more than one qualification, then he/she must be counted only for the qualification considered by the applicant to be his/her main qualification.

**b) Head count staff totals**

A head count total of staff is literally a counting of heads. Every applicant should indicate how many of his/her staff are **full-time** and how many are **part-time**.

**c) Academic/Research staff**

These are the academic members of the applicant's staff involved in teaching and research.

**d) Support staff**

These are the members of staff who support, either directly or indirectly, the applicant's instructional activities. To be placed in this category are members of staff who perform functions such as academic support services, student support services, human resource management, financial management and administration.

**e) Service staff**

These are members of staff who perform auxiliary services, such as the operation and maintenance of the physical premises and work on, for example, building maintenance, garden services, custodial and security services.

**ITEM 23**

In **Table 05**, the details of higher education programmes for which the applicant offers support such as tuition on behalf of another institution must be supplied. **Certifying institution** refers to the institution that is responsible for issuing certificates, and awarding degrees and diplomas to successful students at the end of a programme of study.

**E. DATA ON TVET AND GET PROGRAMMES****ITEM 24**

- a) By means of a **Yes** or **No**, indicate whether you offer programmes on the OQSF.
- b) If **Yes**, provide proof of accreditation with the QCTO or SETA.
- c) By means of a **Yes** or **No**, indicate whether you offer programmes on the GENFETQSF.
- d) If **Yes**, provide proof of your UMALUSI accreditation number.
- e) By means of a **Yes** or **No**, indicate whether you offer the National Senior Certificate (NSC).
- f) If **Yes**, provide proof of the number assigned by the Provincial Education Department.
- g) By means of a **Yes** or **No**, indicate whether you are operating an independent school.
- h) If **Yes**, provide proof of your UMALUSI accreditation number and the number assigned to your school by the Provincial Education Department.

**F. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS****ITEM 25****ANNEXURE A(1)****Audited annual financial statements OR Audited 3-year financial forecasts****a) Audited annual financial statements**

An applicant which is already operating in the GET and/or TVET sub-framework or any other business, but wants to extend its operations to higher education, must submit its most recent audited annual financial statements for the existing business and a business plan for the proposed higher education operations. For purposes of applying for registration as a private higher education institution, the applicant's directors must prepare and submit the audited annual financial statements for the previous financial year. The preparation and presentation of the financial statements must comply with the requirements of the Act, the *Companies Act* and the *International Financial Reporting Standards (IFRS)*. The financial statements must include the following:

- Auditor's report;
- Directors' report;
- Balance sheet;
- Income statement;
- Cashflow statement;
- Statement of changes in equity;
- Summary of accounting policies; and
- Notes to the financial statements.

The auditor's report referred to above must comply with requirements as explained in the following section:

**i) The auditor's report**

In terms of the Act, the auditor's report must be issued by a **registered independent auditor**. In terms of form and content, the auditor's report must conform to the *S.A.A.S 700* issued by the SAICA. The auditor's report shall be issued on the auditor's official letterhead. In the report, the auditor shall express his/her opinion on the appropriateness of the management's use of the going concern assumption in their preparation of the applicant's financial statements. In terms of section 56(1)(b) of the Act, the auditor's report shall be available for public scrutiny. Further, the auditor must indicate whether or not he/she concurs with the directors' *Financial Viability Statement* referred to below.

## ii) Directors' report

Any matter not dealt with in the balance sheet, statement(s) of changes in equity, income statement, cash flow statement or notes thereto shall be dealt with in the directors' report. Any post balance sheet event, which is material to the appreciation of the financial position of the applicant, its changes in equity, and the results of its operations and cash-flows shall also be tabled in the directors' report.

In terms of format and content, the **directors' report** must comply section 299 and *Part III of Schedule 4* of the Companies Act. It must, therefore, include, but not be limited to the following aspects:

- *Directors and secretary;*
- *Principal activities/Nature of business;*
- *Directors' responsibilities;*
- *Going concern assessment;*
- *Operating results;*
- *Dividends;*
- *Review of operations;*
  - o *Revenue;*
  - o *Profit before tax;*
  - o *Extraordinary items;*
- *Share capital;*
- *Post-balance sheet events; and*
- *Financial viability statement.*

The following verbatim statement must constitute the *Financial Viability Statement* referred to in the list above:

***I hereby confirm that I have no reason to believe that (name of the applicant) is not financially capable of meeting its obligations to its students as contemplated in section 53(1)(a) of the Higher Education Act, 1997 (Act No. 101 of 1997).***

The Chief Executive Officer, or an official of similar standing, must sign the directors' report.

## b) Audited 3-year financial forecasts

A new applicant, who has not previously operated in any form whatsoever, must submit an audited 3-year financial forecast. The 3-year financial forecast shall consist of the following:

- a) *Auditor's report;*
- b) *Detailed assumptions;*
- c) *Balance sheet;*
- d) *Pro forma income statements for 3 years;*
- e) *Pro forma cash flow statements for 3 years;*
- f) *Explanatory notes to the financial forecasts;*
- g) *Detailed assumption:* These assumptions should serve as the bases for all the figures and calculations done in the pro forma statements;
- h) *Balance Sheet:* This statement must, on analysis, be in a position to provide answers to the following questions:
  - What assets does the applicant own?
  - How much does the applicant intend investing in the proposed operations?
  - What are the applicant's sources of funding?
  - What is the proportion of debt to be incurred vis-à-vis own capital/equity?
- i) *Pro forma income statements:* This statement must, on analysis, be able to show all the sources of the applicant's income and the amounts to be generated from each source. It must further indicate how the applicant is to meet the following funding requirements (start-up expenditure line items):
  - *Capital costs;*
  - *Student accommodation;*
  - *Laboratory and/or workshop equipment;*
  - *Library facility;*
  - *Student support services;*
  - *Student financial aid;*
  - *Research;*
  - *Quality assurance and quality promotion;*
  - *Professional fees (legal, financial, etc);*
  - *Costs for developing operational policies;*
  - *Systems design, purchase and implementation;*
  - *Promotion/ Advertising/ Marketing Costs;*
  - *Furniture;*
  - *Electronic equipment (Teaching and learning);*
  - *Vehicles;*
  - *Staff recruitment;*
  - *Staff salaries;*
  - *Rent;*
  - *Travel;*
  - *Recreation;*
  - *Telecommunication; and*
  - *Office consumables, etc.*
- j) *Pro forma cash flow statement:* This statement must indicate how much, during the first three years of operation, the applicant expects to:
  - *generate for/ from operating activities;*
  - *generate for/ from investing activities; and*
  - *generate for/ from financing activities.*
- k) *Explanatory notes*  
Aspects that have not been dealt with as part of *Assumptions*, should be clearly explained in this section. Where applicable, this section should include, but not be limited to, the explanation of the following:

- Dividend policy (if any);
- Financing terms and conditions; and
- VAT treatment, etc.

**ITEM 26****ANNEXURE A(2) Business plan**

The audited 3-year financial forecast or audited annual financial statements to be submitted to the Registrar of Private Higher Education Institutions shall be accompanied by a detailed 3-year business plan containing the following headings:

1. **Executive Summary of the Business Plan**
2. **Vision, Mission and Organisational Objectives**
  - 2.1 Vision
  - 2.2 Mission
  - 2.3 Objectives
3. **Scope of operations**
  - 3.1 Description of infrastructure to be used and its suitability for the proposed programmes.
  - 3.2 Nature and level of research to be conducted.
  - 3.3 Areas in which expansion is contemplated within the first three years.
4. **Planned structure of the organization**

By means of a comprehensive organogram, the planned structure of the organisation must be indicated. The organogram must depict all the organisational divisions and their management and must indicate the Chief Executive Officer (CEO), Executive Managers as well as Administrative Managers. It must also show the number of academic and support staff in each academic division.
5. **Market Research, Assessment and Feasibility**
  - 5.1 Description of the target market.
  - 5.2 Current and long-term demand of the proposed programme offerings.
  - 5.3 Degree of concentration of similar programme offerings by other public or private providers in the geographical area of the applicant's proposed location.
6. **Risk Analysis and Management Strategies**
  - 6.1 External risks such as market risks and economic risks.
  - 6.2 Internal risks such as:
    - a) Governance/Management/Systems inadequacies/Capacity failure;
    - b) Financial risk;
    - c) Marketing risk;
    - d) Implementation risk.
  - 6.3 Risk management strategies:
    - a) Implementation and phasing;
    - b) Risk monitoring indicators;
    - c) Financial risk indicators; and
    - d) Risk Management approach.
7. **Organisational policies**
  - 7.1 Policy on staffing which must also include the Employment Equity policy as determined by the requirements of the *Employment Equity Act, 1998 (Act No. 55 of 1998)*.
  - 7.2 Policy on institutional governance, management and student welfare including the following, which must be submitted as Annexures M to S:
    - a) Policy on student admission;
    - b) Policy on institutional language;
    - c) Policy on student financial aid;
    - d) Policy on student support services;
    - e) Policy on health and wellness including HIV/AIDS;
    - f) Policy on people living with disability;
    - g) Policy and procedures for handling of staff and student complaints and grievances;
    - h) Policy on student fees and charges, including refund in case of cancellation and withdrawal of registration;
    - i) Policy on rules and regulations relating to student and staff Code of Conduct;
    - j) Policy on the student enrolment contract; and
    - k) List of all partnership agreements.
8. **Implementation framework**

The implementation framework must include the following:

  - a) Implementation time frames;
  - b) The rationale for these time frames; and
  - c) Critical success factors for this projects.

**ITEM 27****ANNEXURE A (3): Surety agreement**

In terms of Regulation 12(1)(c) an applicant is required to set up surety or guarantee to ensure that the applicant is able to meet its obligations to students for as long as it remains a registered private higher education institution. As documentary proof to this effect, a signed certified copy of the Agreement must be submitted to the Registrar in the following format set out in Regulation 12(2).

- a) The official letterhead of the bank or insurance company ("the Surety");
- b) The official name of the applicant ("identity of the Principal Debtor");
- c) The students as beneficiaries ("identity of Creditor");
- d) The main responsibility of the Principal Debtor to the Creditor ("the Principal Obligation");
- e) The amount of money covering the reimbursement of students based on projected income from student fees;
- f) The terms and conditions of the agreement;
- g) A signature of a representative of the applicant;
- h) A signature of a representative of the bank or insurance company; and
- i) The signatures of at least two witnesses.

The surety agreement must be structured in accordance with enrolment projections and the costs incurred for the repayment of student fees should the institution be required to close due to bankruptcy or other forms of business failure.

**ITEM 28****ANNEXURE B (1): Company registration documents**

One of the eligibility criteria for registration as a private higher education institution is that the applicant should be a registered or recognized juristic person established in terms of the Companies Act. As proof thereof, please submit a signed certified copy of your institution's *Memorandum of Incorporation* as issued by CIPC. To be regarded as valid, these documents should bear the official Seal and the signature of the Registrar of Companies.

**ITEM 29****ANNEXURE B (2): Certificate of Confirmation (COR 15.2) issued by the CIPC indicating list of Directors.**

As proof of the details of the Directors of the company, please submit a signed certified copy of the *Certificate of Confirmation* as issued by CIPC. To be regarded as valid, this document should bear the official Seal and the signature of the Registrar of Companies.

**ITEM 30****ANNEXURE B (3): Proof of exemption from the payment of VAT issued by SARS**

In order for your institution to be exempted from providing evidence that it is registered to pay VAT, please submit a signed, certified copy of the letter exempting your institution from paying VAT that it received from SARS.

**ITEM 31****ANNEXURE C: Occupational health and safety audit report(s) and certificate.**

An applicant must submit a certified copy of a compliance certificate issued by a legally competent health and safety professional or organisation accredited in terms of the *Occupational Health and Safety Act, 1993 (Act No 85 of 1993)*. As noted in Regulation 11(2), the compliance certificate must confirm that the premises identified in the application for registration complies with all the relevant health and safety regulations and is safe for the use of all persons should the applicant be granted registration. The certificate must therefore confirm that the premises are safe with respect to the following pieces of legislation:

- a) *Occupational Health and Safety Act;*
- b) *General Administration Regulations;*
- c) *General Safety Regulations;*
- d) *Electrical installation Regulations;*
- e) *General Machinery Regulations (if applicable);*
- f) *Environmental Regulations for Work Places;*
- g) *Lift, escalator and Passenger Conveyor Regulations;*
- h) *Electrical Machinery Regulations (if applicable);*
- i) *Facilities Regulations; and*
- j) *Other*

**G. LEGAL DOCUMENTS ON TVET AND GET PROGRAMMES****ITEM 32****ANNEXURE D: Proof of accreditation with the QCTO and/or SETA**

As proof of that your institution is offering programmes on the OQSF, submit your programme accreditation documents issued by the QCTO or SETA. To be regarded as valid, these documents should be certified copies of the original.

**ITEM 33****ANNEXURE E: Proof of DHET registration number for programmes registered on GEFETQSF**

As proof that your institution is offering programmes on the GEFETQSF, submit the registration number issued by the DHET. To be regarded as valid, the document should be a certified copy of the original.

**ITEM 34****ANNEXURE F: Proof of accreditation by UMALUSI and proof of registration with the Provincial Department of Education for the operation of an Independent School.**

As proof of that your institution is operating an independent school, provide proof of registration with the Provincial Department of Education and proof of accreditation by UMALUSI. To be regarded as valid, the documents should be certified copies of the original.

**ITEM 35****ANNEXURE G: Proof of list of audited programmes and letter of verification by SAQA**

Please submit an audited list of all programmes offered by your institution. The audited list must include full and part qualifications that belong to the HEQSF, GEFETQSF and the OQSF, short courses and other programmes. The list must be audited by an auditor registered with the IRBA. The list must be accompanied by written confirmation from SAQA as to which qualifications sub-framework the "programmes" or "qualifications" belong.

**H. MONITORING AND EVALUATION****ITEM 36**

The declarations contemplated under this section will bind the institution to the requirements of the Act in terms of subjecting itself to the Monitoring and Evaluation mechanisms of the Department.

**ANNEXURE H: Declaration on monitoring and evaluation**

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

*I hereby declare that, if registered, or provisionally registered,.....[legal name of the applicant] shall comply with an evaluation of the institution at intervals to be determined by the Registrar.*

*I further declare that, if registered, or provisionally registered, [legal name of the applicant] shall comply with any other reasonable processes arranged by the registrar after consultation with the institution for the purpose of monitoring compliance with the requirements of the Act and the conditions of registration.*

An original copy of this declaration must be submitted.

**ITEM 37****ANNEXURE I: Declaration by students on enrolment on higher education programmes**

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

*I hereby declare that, if registered, or provisionally registered,.....[legal name of the applicant] shall comply with the requirement of the Registrar to ensure that students enrolled for higher education programmes complete the following declaration on the letterhead of the institution:*

*"I, \_\_\_\_\_ (STUDENT NAME), \_\_\_\_\_ (STUDENT NUMBER), am fully aware that the programme I have enrolled on, that is, the (FULL TITLE OF PROGRAMME/QUALIFICATION) with SAQA ID: \_\_\_\_\_ (SAQA/QUALIFICATION ID), is registered with the Department of Higher Education and Training to \_\_\_\_\_ (NAME OF INSTITUTION), as indicated on the registration certificate dated \_\_\_\_\_ (DATE ON CERTIFICATE).*

*The declaration must be signed by both parties and dated and a copy must be given to the student.*

#### ITEM 38

##### **ANNEXURE J: Declaration on audited student data submitted to the HEQCIS and NLRD**

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

*I hereby declare that, if registered, or provisionally registered,.....[legal name of the applicant] shall comply with the requirement to submit student data to the Higher Education Quality Information Systems (HEQCIS) and the National Learner's Records database (NLRD) that has been audited by an auditor that is registered by IRBA.*

#### I. INTER-INSTITUTIONAL/PARTNERSHIP AGREEMENTS AND MARKETING INFORMATION

##### ITEM 39

##### **ANNEXURE K (1): List of Inter-institutional/Partnership agreements**

In compliance with Regulations 27 (1) (iii) and Regulation 27(2B), institutions must submit certified copies of their partnership agreements with other institutions, whether South African or foreign. Each agreement must reflect the programmes involved, the provision of academic and administrative services and the sharing of staff or facilities. Such agreements prohibit the outsourcing or franchising of higher education and exclude the provision of higher education by a public university on behalf of a private higher education institution. In partnership agreements between public universities and private higher education institutions, the former must accept responsibility for the provision of academic programmes.

##### ITEM 40

##### **ANNEXURE K (2): Agreement on joint-use of a facility**

In compliance with the Regulations, an agreement for the joint-use of a facility with another public or private institution or provider must be submitted.

##### ITEM 41

##### **ANNEXURE (K) 3: Declaration on joint-use of a facility**

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

*I hereby declare that, if registered, or provisionally registered,.....[legal name of the applicant] shall comply with the Act and the Regulations with respect to the provision of academic or administrative services, the sharing of staff and facilities and will not outsource or franchise the provision of higher education at a jointly used facility.*

##### ITEM 42

##### **ANNEXURE (K) 4: Occupational health and safety compliance certificate for a jointly used facility**

Applicants must submit a certified copy of the Occupational Health and Safety Compliance Certificate for the shared facility as contemplated in Regulation 12.

##### ITEM 43

##### **ANNEXURE L: Student prospectus, calendar or brochure**

A draft copy of your student prospectus, calendar or brochure must be submitted.

#### J. ADMISSION INFORMATION AND STUDENT RULES

##### ITEM 44

##### **ANNEXURE M: Policy on student enrolment including enrolment forms, student contracts, rules and regulations relating to student and staff Code of Conduct**

Sample copies of your enrolment form, contract or written agreement with your students and, if applicable, student rules and regulations must be submitted. An indication of admission criteria and a proposed schedule of fees must be attached.

##### ITEM 45

##### **ANNEXURE N: Policy on institutional language**

Submit a language policy for your institution indicating how you have considered sections 6; 29(2); 30; and 31(1)(a) of the Constitution. Please also indicate how you have considered the *Education White Paper Three: A Programme for the Transformation of Higher Education, 1997* and the *Language Policy for Higher Education* issued by the Department in 2002. These documents are available of the Department's website at [www.dhet.gov.za](http://www.dhet.gov.za).

##### ITEM 46

##### **ANNEXURE O: Policy on student fees and charges, including the procedure for refunding students in the case of cancellation and withdrawal of registration**

Submit a policy document that explains the operation of contracts for student fees, the procedures for the cancellation of fees, the withdrawal of registration, and the refunding of fees. The policy document should provide a mechanism for dispute resolution between a student and the institution and must provide for the fair and just administration of disputes for all parties concerned as per sections 33(1) and (2) of the Constitution.

##### ITEM 47

##### **ANNEXURE P: Policy on student financial aid and student support**

Submit a policy document indicating how your institution plans to support students who require financial assistance. This should describe the strategies that your institution has developed to obtain bursaries or the relationships it plans to enter into with registered service providers that are willing to provide loans with affordable interest rates that suit the income of students or their sponsors.

##### ITEM 48

##### **ANNEXURE Q: Policy and procedures for handling staff and student complaints and grievances**

Submit a policy document that comprehensively covers the administrative procedures for the handling of student complaints. The document should provide details of the rights of students with respect to submitting complaints and the role of the designated institutional officials responsible for handling complaints. The document should include a dispute resolution mechanism and should allow for an appeal process. The

document should also indicate that an official record of all dispute proceedings will be kept and safely stored by your institution in recognition of sections 33(1) and (2) of the Constitution which pertains to the rights of the individual with respect to fair administrative procedures and the issuing of written reasons for any administrative action that has adverse effects.

**ITEM 49**

**ANNEXURE R: Policy on health and wellness including HIV-AIDS**

Submit a policy document that is informed by section 27(a) of the Constitution which declares that everyone has the right to have access to health care services. The health and wellness policy developed by your institution should be holistic with respect to the physical, emotional and psychological well-being of students and staff. It should provide access for students and staff to educational workshops and disease screenings that help to identify preventable illness and other health related matters. Students and staff should also be provided with access to professional medical and counselling services to deal with mental health issues as well as the management of physical illness. In general, the wellness policy of an institution should be proactive and aim to promote a wellness culture that recognises the importance of access to professional health care services for all students and staff.

**ITEM 50**

**ANNEXURE S: Policy on people living with a disability**

Submit a policy document that is in line with *Education White Paper 3: A Programme for the Transformation of Higher Education, 1997*, which stipulates that all forms of discrimination must be eradicated in higher education institutions which include discrimination against students and people with living with disabilities. It is also important for your policy document to take into consideration that the *White Paper for Post-School Education and Training, 2013* (White Paper - 2013) has recognised that access and support for people with disabilities remains limited in the post-school sector as a whole. The policy developed by your institution should place awareness on teaching and learning methodologies and accommodation for students with disabilities as well as on the capacity of your institution to address disability at all levels, including lecturers, support staff and management.

**K. DECLARATION ON NON-DISCRIMINATION**

**ITEM 51**

**ANNEXURE T: Declaration on Non-discrimination**

The following verbatim declaration must be submitted by the applicant on its official letterhead and it must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation.

*I hereby declare that [legal name of the applicant] does not discriminate on the basis of race and that, if registered, [legal name of the applicant] will comply with the provisions of section 9(4) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).*

*I accept that the Registrar of Private Higher Education Institutions may, in terms of section 29(3) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) and section 62(1) of the Higher Education Act, 1997 (Act No. 101 of 1997), cancel this institution's registration or provisional registration should it be proven otherwise.*

An original copy of this declaration must be submitted.

**L. ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS ONLY**

**ITEM 52**

**ANNEXURE U: Declaration on equality of qualifications**

Proof that the home institution will accredit the applicable local qualifications is required. The following verbatim equality of qualifications statement, signed by the head of the foreign institution on the foreign institution's official letterhead, and addressed to the Registrar, is to be provided:

*I hereby declare that [legal name of the applicant] will, subject only to the availability of places, allow successful students from its registered South African institution to enrol unconditionally, without any further course work, for further years of study in the same qualification at ..... or any of its other sites.*

**ITEM 53**

**ANNEXURE V(1): Proof of recognition in the country of origin**

A foreign applicant wishing to be registered must provide proof that in its country of origin it is recognised by official authorities as a higher education institution in terms of the statutes.

**ITEM 54**

**ANNEXURE V(2): Proof of accreditation in the country of origin**

A foreign applicant wishing to be registered must also provide proof that in its country of origin it is accredited as a higher education institution in terms of the statutes.

Please make sure that you have submitted *Form APX-01* and attached all documents listed below. Fill in this form and submit it with your application.

REQUIRED INFORMATION	SUBMITTED YES/NO	INSTITUTION'S COMMENTS	FOR OFFICE USE ONLY
<b>Form APX-01:</b> <i>Application Form</i>			
<b>Annexure A(1):</b> <i>Audited annual financial statements or Audited 3-year financial forecast</i>			
<b>Annexure A(2):</b> <i>Business plan</i>			
<b>Annexure A(3):</b> <i>Surety agreement</i>			
<b>Annexure B(1):</b> <i>Company registration documents</i>			
<b>Annexure B(2):</b> <i>Certificate of Confirmation issued by the CIPC indicating list of Directors</i>			
<b>Annexure B(3):</b> <i>Proof of exemption from the payment of VAT issued by SARS</i>			

**CONTINUES ON PAGE 130 - PART 2**



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

<b>Annexure C:</b> <i>Occupational health and safety audit report(s) and certificates</i>			
<b>Annexure D:</b> <i>Proof of accreditation with the QCTO and/or SETA</i>			
<b>Annexure E:</b> <i>Proof of DHET registration number for programmes registered on GEFET/JSF</i>			
<b>Annexure F:</b> <i>Proof of accreditation by UMALUSI and proof of registration with the Provincial Department of Education for the operation of an Independent School</i>			
<b>Annexure G</b> <i>Proof of list of audited programmes and letter of verification by SAQA</i>			
<b>Annexure H</b> <i>Declaration on monitoring and evaluation</i>			
<b>Annexure I</b> <i>Declaration by students on enrolment on higher education programmes</i>			
<b>Annexure J</b> <i>Declaration on audited student data submitted to the HEQCIS and NLRD</i>			
<b>Annexure (K)(1)</b> <i>List of inter-institutional/partnership agreements.</i>			
<b>Annexure (K)(2)</b> <i>Agreement on joint-use of a facility</i>			
<b>Annexure (K)(3)</b> <i>Declaration on joint-use of a facility</i>			
<b>Annexure (K)(4)</b> <i>Occupational health and safety compliance certificate for a jointly used facility</i>			
<b>Annexure (L)</b> <i>Student prospectus, calendar or brochure</i>			
<b>Annexure (M)</b> <i>Policy on student enrolment including enrolment forms, student contracts, rules and regulations relating to student and staff Code of Conduct</i>			
<b>Annexure (N)</b> <i>Policy on institutional language</i>			
<b>Annexure (O)</b> <i>Policy on student fees and charges including procedure for refunding students in the case of cancellation or withdrawal of registration.</i>			
<b>Annexure (P)</b> <i>Policy on student financial aid and student support</i>			
<b>Annexure (Q)</b> <i>Policy and procedure for handling of staff and student complaints and grievances</i>			
<b>Annexure (R)</b> <i>Policy on health and wellness including HIV-AIDS</i>			
<b>Annexure (S)</b> <i>Policy on people living with a disability</i>			
<b>Annexure (T)</b> <i>Declaration on Non-Discrimination</i>			
<b>Annexure (U)</b> <i>Declaration on equality of qualifications</i>			
<b>Annexure V (1):</b> <i>Proof of recognition in the country of origin</i>			
<b>Annexure V (2):</b> <i>Proof of accreditation in the country of origin</i>			

**NON-GOVERNMENTAL ORGANIZATION**

**NO. 44**

**26 JANUARY 2018**

**REGULATIONS FOR THE REGISTRATION OF  
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016**

**A GUIDE FOR COMPLETING THE APPLICATION  
FOR AMENDMENT AS A PRIVATE HIGHER  
EDUCATION INSTITUTION**

**(GUIDE APX-02)**

The Department provides this guide to any institution that intends to amend its registration as a private higher education institution. This manual is a guideline to interpret the legal framework, which consists of the *Higher Education Act, 1997 (Act No. 101 of 1997)*, the *Regulations for the Registration of Private Higher Education Institutions, 2016* and the Annexures to the Regulations.

Since it is necessary to have the guides and the forms accessible, the Registrar of Private Higher Education Institutions has decided to re-publish in this format. The original publication in the Government Gazette is the formal publication. This publication is an exact copy of *Government Gazette No. 39880* dated 31 March 2016. Electronic versions of the Act, the Regulations and the Annexures are also available on the website of the Department of Higher Education and Training at address [www.dhet.gov.za](http://www.dhet.gov.za).

In utilizing this publication, it is important to note that it is only applicable to registered private higher education institution. It accompanies an application form titled *Application for Amendment as a Private Higher Education Institution (Form APX-02)*. For registered private higher education institutions that seek to submit annual reports similar publications are available on the website. For further assistance, contact the Directorate: Registration of Private Higher Education Institutions at the details provided below.

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Call Centre: 0800 87 22 22

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#### ACRONYMS USED IN THE GUIDE AND FORM

CHE	Council on Higher Education
CIPC	Companies and Intellectual Property Commission
FET	Further Education and Training
FTE	Full-time equivalent
GEFETQSF	General and Further Education and Training Qualifications Sub- Framework
HEQC	Higher Education Quality Committee
HEQCIS	Higher Education Quality Committee Information Systems
IFRS	International Financial Reporting Standards
IRBA	Independent Regulatory Board for Auditors

NLRD	National Learner's Records Database
NSC	National Senior Certificate
NQF	National Qualification Framework
OQSF	Occupation Qualifications Framework
QCTO	Quality Council for Trades and Occupations
SARS	South African Revenue Services
SETA	Sector Education and Training Authority
VAT	Value Added Tax

## VISION, MISSION AND MANDATE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

### VISION

The vision of the Department of Higher Education and Training (DHET) is of a South Africa in which we have a differentiated and fully-inclusive post-school system that allows South Africans to access relevant post-school education and training in order to fulfil the economic and social goals of participation in an inclusive economy and society.

### MISSION

The mission of the Department is to develop capable, well-educated and skilled citizens who are able to compete in a sustainable, diversified and knowledge-intensive international economy, which meets the development goals of South Africa.

### MANDATE

The Department derives its mandate from section 29 of the Constitution of the Republic of South Africa, 1996 ("hereafter referred to as "the Constitution") read with schedule 4 which lists the rights of all South Africans with respect to education at all education levels within South Africa. In accordance with the section 29 of the Constitution, the Department thus endeavours to provide quality education to all South Africans at every level of the post-school system. With respect to private higher education institutions specifically, the Department is guided by section 29(3) of the Constitution which states that:

Everyone has the right to establish and maintain, at their own expense, independent institutions that:

- (a) Do not discriminate on the basis of race;
- (b) Are registered with the State; and
- (c) Maintain standards that are not inferior to standards at comparable public educational institutions.

Private higher education thus has an important role to play in the mandate of the Department for delivering on the Constitutional right of South Africans to quality education that provides the intellectual and professional training required to meet the development needs of society and the economy.

### THE LEGAL FRAMEWORK

In terms of the *National Qualifications Framework Act, 2008 (Act. No 67 of 2008* "the NQF Act"), the *National Qualifications Framework (NQF)*, which is the system into which the South African qualifications and part qualifications are organized and recorded, is divided into three (3) sub-frameworks. The 3 sub-frameworks are: the *Higher Education Qualifications Sub-Framework (HEQSF)*, the *General and Further Education and Training Qualifications Sub-Framework (GEFETQSF)* and the *Occupational Qualifications Sub-Framework (OQSF)*. Each sub-framework is the responsibility of a Quality Council (QC). The three QCs are: the *Council on Higher Education (CHE)* which is responsible for the quality assurance of higher education qualifications which are on levels 5 – 10 of the NQF, *Umalusi* which is responsible for the quality assurance of college

programmes and qualifications which are on levels 1 – 4 of the NQF and the *Quality Council for Trades and Occupations* (QCTO) which is responsible for the quality assurance of qualifications that belong in the trades and occupations which are on levels 1- 8 of the NQF. These QCs are responsible for accreditation of qualifications falling within their sub-frameworks as well as accrediting private institutions that wish to offer their qualifications.

The *South African Qualifications Authority* (SAQA) is responsible for maintaining the NQF. To enable the Registrar to register private institutions in compliance of section 29 of the Constitution of the Republic of South Africa, SAQA makes decisions as to which qualifications sub-framework a qualification belongs to so as to avoid a situation where private institutions may offer qualifications or part qualifications without registration of such qualifications on the NQF. The QCTO may delegate its accreditation functions to a **“delegated accrediting authority”**, such as a *Sector Education and Training Authority* (SETA), a professional body or another entity but the final endorsement and certification will be issued by the QCTO as the responsible QC.

The *Higher Education Act, 1997 (Act No. 101 of 1997)* (hereafter referred to as “the Act”) requires that private institutions be registered with the DHET in order to operate legally, over and above being accredited by the CHE.

The *Continuing Education and Training Act, 2006 (Act. No. 16 of 2006)* (hereafter referred to as “the CET Act”) requires that private colleges be registered with the DHET in order to operate legally, over and above being accredited by Umalusi.

According to the *Skills Development Act, 1998 (Act No.97 of 1998)* (hereafter referred to as “the SD Act”), private providers that offer qualifications that fall on the sub-framework of the QCTO, which is the OQSF, that is, the sub-framework for trades and occupations must be accredited by the QCTO. For OQSF qualifications that fall on levels 1 to 6 of the NQF, private providers are required to register as private colleges. For OQSF qualifications that fall on levels 7 to 8 of the OQSF, private institutions are required to register as PHEIs. In the likely event that a private provider offers qualifications from the three sub-frameworks, it has to satisfy in respect to a specific qualification, the requirements of the QC that relate to any one of the three Acts: HE Act, CET Act and SD Act.

Therefore, accreditation of qualifications and the ability of the institution to deliver the qualifications for private higher institutions (PHEIs) and private colleges is a means towards registration and it does not represent or replace registration for them.

### The National Qualifications Framework (NQF)

The following is a representation and explanation of the National Qualifications Framework (NQF).

NATIONAL QUALIFICATIONS FRAMEWORK				
LEVEL		SUB-FRAMEWORK AND QUALIFICATION TYPES		
10	H E Q S F	DOCTORAL DEGREE		
		DOCTORAL DEGREE (PROFESSIONAL)		
9		MASTER'S DEGREE		
		MASTER'S DEGREE (PROFESSIONAL)		
8		BACHELOR HONOURS DEGREE		OCCUPATIONAL CERTIFICATE (LEVEL 8)
		POSTGRADUATE DIPLOMA		
	BACHELOR'S DEGREE (480 CREDITS)			
			O	

7	G E N E R A L E D U C A T I O N A L Q U A L I F I C A T I O N A R Y F R A M E W O R K	BACHELOR'S DEGREE (360 CREDITS) ADVANCED DIPLOMA	OCCUPATIONAL CERTIFICATE (LEVEL 7)	Q S F
6		DIPLOMA ADVANCED CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 6)	
5		HIGHER CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 5)	
4		NATIONAL CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 4)	
3		INTERMEDIATE CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 3)	
2		ELEMENTARY CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 2)	
1		GENERAL CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 1)	

Taken from Government Gazette Volume 578, Number 36721, Pretoria, 2 August 2013 and adapted for the Register. The GENETQSF can be found on Page 23 of the Gazette. Qualification types beyond level 6 on the OQSF have not been determined pending further advice.

### Key to sub-frameworks

Higher Education Qualifications Sub-framework (HEQSF)	General and Further Education and Training Qualifications Sub-framework (GENFETQSF)	Occupational Qualifications Sub-framework (OQSF)
---	---	--

The following must be noted:

- A "Diploma" is pitched on Level 6 of the NQF and it carries either 360 credits or 480 credits.
- A "Degree" that is pitched on Level 7 of the NQF carries 360 credits.
- A "Degree" that is pitched on Level 8 of the NQF carries 480 credits.
- An exception is the *Bachelor of Education* (BED) degree which is pitched on Level 7 of the NQF with 480 credits.
- Other exceptions will be brought to your notice as they arise.

### The National Education Diploma (NATED) Commonly Referred to as N-Diplomas

- The Department offers N-Diplomas on Levels 1 to 6 of the NQF through both public and private providers. For a provider to offer N-Diplomas on levels 1 to 6 of the NQF registration by the DHET as a private college is required.
- The N1-N3 "Diplomas" must be accredited by Umalusi and the N4-N6 "Diplomas" must be accredited by the QCTO. The provider must then be registered as a private college with the DHET before the programmes can be offered.

### SETA-accredited "Diploma" qualifications

A "Diploma" falls on the sub-framework of the HEQSF. However, some "Diplomas" that are accredited by *Sector Education and Training Authorities* (SETAs) will be phased out gradually. A

SETA is only a “delegated accrediting authority” of the QCTO. The accreditation of a “Diploma” qualification by a SETA will not qualify it for registration as a PHEI.

#### **Transitional Arrangements**

The following transitional arrangements need to be noted.

- a) The SETA accredited “Diploma” will be phased out in the transitional period.
- b) On 6 July 2016, Dr BE Nzimande, the Minister of Higher Education and Training announced in Government Gazette No. 40123 that 31 December 2019 is the last enrolment date for first time entering students into non-HEQSF aligned programmes. Therefore, after 31 December 2019, no PHEI may offer any qualification with a title stipulated in the HEQSF that is not aligned to the HEQSF, duly accredited by the CHE, and registered by the DHET and the SAQA.
- c) PHEIs currently purporting to offer non-HEQSF aligned programmes need to plan their phase-out as no new enrolments will be permitted after 31 December 2019.
- d) The Department and SAQA are in the process of regulating the use of nomenclatures for programmes that use the HESF nomenclatures but do not belong to the HEQSF.

#### **The registration of private higher education institutions**

The Department implements its registration and regulation functions for private higher education institutions in accordance with the requirements of the:

- a) *Higher Education Act, 1997 (Act No. 101 of 1997)* (hereafter “the Act”); and
- b) *Regulations for the Registration of Private Higher Education Institutions*, published in *Government Gazette No.39880* dated 31 March 2016 (hereafter referred to as “the Regulations”). The Regulations were promulgated on 31 March 2016, and came into effect on 1 April 2016 (Note: The *Regulations for the Registration of Private Higher Education Institutions, 2016* repeals the *Regulations for the Registration of Private Higher Education Institutions, 2002*). The Regulations are an elaboration of the provisions of the Act. They clarify the requirements of the Act.

The requirement to register as a private higher education institution only applies to private institutions offering learning programmes that result in the award of whole qualifications, that is, learning programmes that result in the award of higher certificates, diplomas or degrees as per the HEQSF.

The granting of registration, as contemplated in the Act, means that the Registrar grants an institution the legal authority to offer higher education programmes and award higher education qualifications. The purpose of registering private institutions offering higher education is to ensure that:

- a) Private higher education institutions offer an acceptable quality of education;
- b) Students receive higher education from institutions that have the resources, capacity and/or expertise to deliver quality programmes;
- c) Students enrolled with private higher education institutions obtain qualifications that are aligned with the NQF; and
- d) The education system continues on a path of transformation in accordance with government policy and regulation.

The registration process does not affect public higher education institutions. The regulatory framework sets criteria that define who is eligible for applying for registration and who qualifies for registration. It further outlines the responsibilities of an institution once registered. Registration can, therefore, be seen as a means of protecting the integrity of the higher education system, as well as protecting the interests of the public.

Chapter 7 of the Act deals specifically with private higher education institutions. The Regulations to which this guide and the application form are an attachment, provide the legal framework within which the Registrar of Private Higher Education Institutions is required to regulate the registration of private higher education institutions in terms of the Act.

#### **APPLICATION TYPES**

Regulations 3 and 4 stipulate the following:

### 1. Application for registration

Any person intending to establish and maintain a private higher education institution must complete and submit an *Application for Registration as a Private Higher Education (Form APX-01)* at least 18 months before the institution commences its operations.

### 2. Application for amendment

An institution wishing to amend its registration or provisional registration in terms of section 58 of the Higher Education Act must complete and submit an *Application for Amendment (Form APX-02)* to the Registrar in terms of the Regulations at least (twelve) 12 months before the proposed amendment comes into effect.

### IMPORTANT CONSIDERATIONS FOR COMPLETING THE APPLICATION FOR AMENDMENT

This guide and the accompanying application form must be used when an institution applies for an amendment of its registration or provisional registration. It is important to bear in mind that this document is only a guide and that additional information may be required to support the application.

This guide accompanies an application form (Form APX-02), which must be submitted when applying for an amendment. This guide is linked to the various sections of the application form. Institutions are, therefore, strongly urged to read through the guide carefully before commencing with the completion of the application form. Institutions are also strongly advised to read the guide in conjunction with the Act and the Regulations.

When completing the application form, the following must be borne in mind:

- a) An application for amendment must be lodged with the DHET at least 12 (twelve) months before the date on which the amendment is proposed to come into effect.
- b) The application must be accompanied by a letter, on the institution's letterhead, that must provide a summary of the request. The letter must be dated and signed by the CEO or a delegated authority.
- c) The application form consists of the following sections:
  - Section A: Administrative data (Items 1 and 3)
  - Section B: Type/s of amendment/s (Item 4)
  - Section C: Amendment to the legal name (Items 5 and 6)
  - Section D: Amendment to the type of company (Item 7)
  - Section E: Amendment to registered programmes (Item 8-12)
  - Section F: Amendment to the mode of delivery (Item 13-16)
  - Section G: Amendment to the sites of delivery (Items 17-20)
  - Section H: Annexures
- d) All relevant sections of the application form must be completed. In all instances sections A and B must be completed.
- e) In section B, the type/s of desired amendment/s must be indicated. An institution can apply for any of the following five (5) types of amendment/s, as reflected in the table below:

**Table 01: Types of Amendments**

Type of Amendment	Sub-Type	Annexure/s Required
1. Legal name of the	Not applicable	A only

institution		
2. Change in type of company	Not applicable	B only
3. Programmes	a. Addition of a programme	C, D, L and M only
	b. Discontinuation of a programme	E only
	c. Changes to the title of the programme	L and M only
4. Mode of delivery	a. Addition of a mode	F only
	b. Discontinuation of a mode	G only
5. Sites of delivery	a. Addition of a site	H, I, J and L only
	b. Discontinuation of a site	K only

- f) An application for a particular type of amendment must be accompanied by the relevant Annexure/s as indicated in the table in (d) above. A brief description of each Annexure is provided below:

Annexure A:	Proof of change of legal name, as issued by CIPC.
Annexure B:	Proof of change of type of company, as issued by CIPC.
Annexure C:	Report on programme feasibility.
Annexure D:	Declaration on application for accreditation.
Annexure E:	Report on programme discontinuation.
Annexure F:	Report on addition of mode of delivery.
Annexure G:	Report on discontinuation of mode of delivery.
Annexure H:	Report on site and programme feasibility.
Annexure I:	Declaration on site control and administration.
Annexure J:	Report/s and certificate on occupational health and safety compliance audit.
Annexure K:	Report on site discontinuation.
Annexure L:	Report on accreditation by the CHE.
Annexure M:	Report on registration of the qualification/s on the NQF.

A detailed explanation of the content of each Annexure is provided later in this guide.

- g) An institution wishing to apply for amendment of its registered programme/s, mode of delivery and/or site/s of delivery must also apply to the CHE for accreditation of the new programme and/or site. Whilst the CHE will forward the accreditation report directly to the Department, the institution remains responsible for checking the progress on the application.
- h) An institution that wishes to discontinue a programme, mode of delivery and/or a site of delivery must also inform the CHE.
- i) The Registrar of Private Higher Education Institutions will not process an incomplete application or an application that does not address the items as required.
- j) All applications must carry the date of submission to the DHET.
- k) The application documents can be accessed electronically in Microsoft Word for Windows on the DHET website at [http://www.dhet.gov.za/Universities/Private Higher Education Resources](http://www.dhet.gov.za/Universities/Private%20Higher%20Education%20Resources). However, all applications must be submitted as hard copies.

- l) The application fee can be paid by cheque, at the cashier's office at DHET or by EFT. The EFT payment details are also available on the DHET website indicated above.
- m) Important supporting documents in the form of listed Annexures must be provided as part of the application, as indicated in Table 01 in (d) above.
- n) An application checklist is provided at the end of this document to help institutions determine whether all the required information is included.

#### **A. ADMINISTRATIVE DATA**

In the spaces provided on Form APX-02 the required information must be provided as explained per item below. Each explanation corresponds to the Item on Form APX-02.

##### **ITEM 1**

Supply the legal name of the institution that is applying for amendment/s.

##### **ITEM 2**

Fill in the registration number that appears on your certificate of registration as a private higher education institution, as issued to your institution by the DHET.

##### **ITEM 3**

Attach a copy of the covering letter, on the institution's official letterhead, which provides a summary of the application. The letter must be dated and signed by the CEO and attached as a first page to the application.

#### **B. TYPE/S OF AMENDMENT/S**

##### **ITEM 4**

By means of an (X), an institution contemplating the amendment of its registration or provisional registration must indicate which amendment/s on the list below it wishes to effect:

- a) Amendment to the legal name;
- b) Amendment to the type of company;
- c) Amendment to registered programmes;
- d) Amendment to mode of delivery; and
- e) Amendment to sites of delivery.

#### **C. AMENDMENT TO THE LEGAL NAME**

##### **ITEM 5**

If the institution is applying for an amendment to its legal name, the proposed new name must be supplied.

##### **ITEM 6**

If the institution's abbreviation or acronym or the translation of its name is to change, the new abbreviation, acronym or translation must be filled in.

#### **D. AMENDMENT TO THE TYPE OF COMPANY**

##### **ITEM 7**

The proposed new type of company must be filled in. The conversion from one type of company to another must comply with the requirements of the *Companies Act, 2008 (Act No. 71 of 2008)*.

## E. AMENDMENT TO PROGRAMMES

### E.1 Addition of a programme

#### ITEM 8

In **Table 01**, the details of a programme which the institution proposes to add, and offer, as a higher education programme in accordance with the Act, must be supplied. The following explanation must be taken into account before responding to this item:

#### NQF FIELDS

In terms of *Government Gazette No. 20234*, of 25 June 1999, SAQA has determined the following fields and sub-fields for purposes of registering qualifications on the NQF. Qualifications refer to degrees, diplomas and certificates that an applicant proposes to award to students on successful completion of a programme of study. Before completing the form, it is important to check into which field your learning programme falls.

#### **01 Agriculture and Nature Conservation**

Primary and secondary agriculture, nature conservation, forestry and wood technology, horticulture.

#### **02 Culture and Arts**

Design studies, visual and performing arts, cultural studies, music, sport, film, television and video.

#### **03 Business, Commerce and Management Studies**

Finance, economics and accounting, generic management, human resources, marketing, procurement, office and public administration, project management, public relations.

#### **04 Communication Studies and Language**

Communication and information studies, language, literature.

#### **05 Education, Training and Development**

Schooling, higher education and training, early childhood development, adult learning.

#### **06 Manufacturing, Engineering and Technology**

Engineering and related design, manufacturing and assembly, fabrication and extraction.

#### **07 Human and Social Studies**

Environmental relations, general social science, industrial and organisational governance and human resource development, people/human-centred development, public policy, politics and democratic citizenship, religious and ethical foundations of society, rural and agrarian studies, traditions, history and legacies, urban and regional studies.

#### **08 Law, Military Science and Security**

Safety and justice in society, sovereignty of the state.

#### **09 Health Sciences and Social Services**

Preventive health, promotive health and development services, curative health, rehabilitative health/services.

#### **10 Physical, Mathematical, Computer and Life Sciences**

Mathematical, physical, life, information technology and computer, earth and space and environmental sciences.

#### **11 Services**

Hospitality, tourism, travel, gaming and leisure, transport, operations and logistics, personal care, wholesale and retail, consumer services.

#### **12 Physical Planning and Construction**

Physical planning, design and management, building construction, civil engineering construction, electrical infrastructure construction.

#### NQF LEVELS

The following is a guide for purposes of completing *Form APX-02* (See illustration on page 8).

**NQF level 5** broadly refers to Higher Certificates.

**NQF level 6** refers to the Advanced Certificate and Diplomas.

**NQF level 7** refers to the Advanced Diploma and Bachelor's Degrees.

**NQF level 8** refers to the Postgraduate Diploma, Bachelor's Degree and the Bachelor Honours Degree.

**NQF level 9** refers to the Master's Degree and the Master's Degree (Professional).

**NQF level 10** refers to the Doctoral Degree and the Doctoral Degree (Professional).

**Mode of Delivery** refers to the delivery of programmes which may be contact or distance as per the criteria for accreditation set by the CHE.

**Contact with students** refers to the attendance of students which may be full-time or part-time. In **Table 01**, the following details of the programme/s to be added must be supplied:

- a) Title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Mode of delivery; and
- f) Sites on which the programmes will be offered.

#### **ITEM 9**

In **Table 02**, the details of the anticipated effects of the increase in the number of registered programmes on staff and student headcount totals must be indicated. Before responding to this item, the following explanation should be taken into account:

##### **a) Headcount student enrolment**

A headcount student enrolment is literally a counting of heads. Students are counted as units, regardless of whether they are full-time or part-time, and regardless of the number of courses for which they are enrolled. For example, students enrolled for 20%, 50% or 100% of a full-time curriculum will all be counted as units in a headcount total.

The headcount totals reported in the tables must be unduplicated ones. In an unduplicated headcount enrolment total a student is counted once only. If a student is registered for more than one qualification, s/he must be counted only for the qualification considered by the institution to be his/her main qualification.

##### **b) Headcount staff totals**

A headcount total of staff is literally of heads. Every institution should indicate how many of its staff are full-time and how many are part-time.

##### **c) Academic/research staff**

These are the academic members of the institution's staff involved in teaching and research.

##### **d) Support staff**

These are the members of staff who, either directly or indirectly, support the institution's instructional activities. To be placed in this category are members of staff who perform functions such as academic support services, student support services, human resource management, financial management and administration.

##### **e) Service staff**

These are members of staff who perform auxiliary services, such as the operation and maintenance of the physical premises, e.g., building maintenance, garden services, custodial services and security services.

**E.2 Discontinuation of programme/s****ITEM 10**

In **Table 03**, the following details of the programme that is to be discontinued must be supplied:

- a) Title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Mode of delivery; and
- f) Sites on which the programmes will be discontinued.

**ITEM 11**

In **Table 04**, the proposed changes in staff and student data in relation to the reduction in the number of programmes must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- a) What is the current total?
- b) What is the difference between the current and the new total?

**E.3 Change in title of programme/s****ITEM 12**

In **Table 05**, the details of the programme that is to undergo a name change must be supplied.

- a) Old title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Mode of delivery; and
- f) New title of programme.

**F. AMENDMENT TO MODE OF DELIVERY****F.1 Addition of mode****ITEM 13**

In **Table 06**, the name of each programme for which you wish to add a mode must be supplied.

- a) Title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Site on which the programme is currently offered; and
- f) Mode of delivery.

**ITEM 14**

In **Table 07**, the proposed changes in staff and student data in relation to the addition of the new mode must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- c) What is the current total?
- d) What is the difference between the current and the new total?
- e) What will be the new total if and when the proposed amendment takes effect?

## **F.2 Discontinuation of mode**

### **ITEM 15**

In **Table 08**, the name of each programme for which you wish to discontinue a mode must be supplied.

- a) Title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Sites on which the programmes will be offered; and
- f) Mode of delivery.

### **ITEM 16**

In **Table 09**, the proposed changes in staff and student data in relation to the discontinuation of a mode must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- a) What is the current total?
- b) What is the difference between the current and the new total?
- c) What will be the new total if and when the proposed amendment takes effect?

## **G. AMENDMENT TO SITE/S OF DELIVERY**

### **G.1 Addition of site/s**

#### **ITEM 17**

In **Table 10**, details of a site to be added must be supplied. "Site" means any physical space, such as a campus, satellite campus, tuition centre or controlled and administered by an institution. All learning sites where registered higher education programmes are to be delivered must be accredited by the HEQC (CHE). Only accredited programmes and sites for which the institution assumes legal and financial responsibility will be registered.

- a) Physical address of the site;
- b) Title of programme/s to be offered;
- c) NQF field;
- d) NQF level;
- e) Number of credits; and
- f) Mode of delivery.

#### **ITEM 18**

In **Table 11**, the proposed changes in staff and student data in relation to the proposed increase in the number of sites must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- a) What is the current total?
- b) What is the difference between the current and the new total?
- c) What will be the new total if and when the proposed amendment takes effect?

### **G.2 Discontinuation of site/s**

#### **ITEM 19**

In **Table 12**, details of sites to be discontinued must be supplied.

- a) Physical address of the site;
- b) Title of programme/s to be offered;
- c) NQF field;
- d) NQF level;
- e) Number of credits; and
- f) Mode of delivery.

#### ITEM 20

In **Table 13**, the proposed changes in staff and student data in relation to the proposed decrease in the number of sites must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- a) What is the current total?
- b) What is the difference between the current and the new total?
- c) What will be the new total if and when the proposed amendment takes effect?

#### ANNEXURES

##### **ANNEXURE A: Proof of change of legal name as issued by the CIPC.**

An institution wishing to change its name must lodge an application for amendment. Certified copies of proof of change of name, as issued by the CIPC of the Department of Trade and Industry, must be attached.

##### **ANNEXURE B: Proof of change of company, as issued by the CIPC.**

An institution wishing to amend its type of company must lodge an application for amendment. Certified copies of official proof of change of type of company, as issued by the CIPC of the DTI, must be attached to the application.

##### **ANNEXURE C: Report on programme feasibility.**

An institution wishing to apply for the registration of an additional programme must submit an application for amendment and a report on programme feasibility. In terms of format and content, the report must address the following:

- a) Rationale and proposed date of implementation;
- b) Description of the target market;
- c) Current and long-term demand for the proposed programme offerings;
- d) Degree of concentration of similar programme offerings at other providers;
- e) Rationale for the chosen mode of delivery;
- f) Fees to be charged;
- g) Affordability of the programme in the target market; and
- h) How the institution has prepared itself structurally and financially for this expansion.

This report must be dated and signed by the CEO or an official of similar standing in the institution.

##### **ANNEXURE D: Declaration on application for accreditation.**

An institution wishing to apply for the registration of an additional programme must submit the following verbatim declaration on its official letterhead and the declaration must be dated and signed by the CEO of the institution or an official of similar standing in the organisation.

I hereby declare that.....[legal name of the institution] has applied to the *Higher Education Quality Committee (HEQC)* for the accreditation of the following additional programme/s:

a).....

- b).....
- c).....

I further declare that, if registered or provisionally registered, [legal name of the institution] shall comply with the requirements of the HEQC as contemplated in section 53(1)(b)(ii) of the *Higher Education Act, 1997 (Act No. 101 of 1997)*.

**ANNEXURE E: Report on programme discontinuation.**

An institution wishing to discontinue a programme must submit an application for amendment to which a report on programme discontinuation must be attached. The report must deal with, but not be limited to, the following:

- a) Rationale and proposed date of implementation;
- b) Programmes to be affected;
- c) Anticipated impact of programme discontinuation on institution;
- d) Arrangements made for affected students and staff; and
- e) Disputes (if any) arising out of these arrangements and how they are to be resolved.

The report must be dated and signed by the CEO of the institution or an official of similar standing in the organisation.

**ANNEXURE F: Report on addition of mode of delivery.**

An institution wishing to apply for the registration of a new mode of delivery must submit an application for amendment and a feasibility report. In terms of format and content, the report must address the following:

- a) Rationale and proposed date of implementation;
- b) Description of the target market;
- c) Current and long-term demand for the proposed mode;
- d) Degree of concentration of similar programme offerings on this mode at other institutions; and
- e) How the institution has prepared itself structurally and financially for this amendment.

This report must be dated and signed by the CEO or an official of similar standing in the institution.

**ANNEXURE G: Report on discontinuation of mode of delivery.**

An institution wishing to apply for the discontinuation of a mode of delivery must submit an application for amendment and a report on feasibility. In terms of format and content, the report must address the following:

- a) Rationale and proposed date of implementation;
- b) Reason/s for discontinuation; and
- c) Arrangements made for affected and pipe-line students.

This report must be dated and signed by the CEO or an official of similar standing in the institution.

**ANNEXURE H: Report on site and programme feasibility.**

An institution wishing to apply for the registration of an additional site of delivery must submit an application for amendment to which a site and programme feasibility report must be attached. In terms of format and content, the report must address the following:

- a) Rationale and proposed date of implementation;
- b) Description of the target market in the proposed location of the site;
- c) Current and long-term demand for the proposed programme offerings;
- d) Degree of concentration of similar programme offerings at other institutions in the geographical area of the institution's proposed site;
- e) Fees to be charged;
- f) Affordability of the programme in the target market; and
- g) How the institution has prepared itself structurally and financially for this expansion.

This report must be dated and signed by the CEO or an official of similar standing in the institution.

**ANNEXURE I: Declaration on site control and administration.**

The following verbatim declaration must be submitted by the institution on its official letterhead and must be dated and signed by the CEO of the institution or an official of a similar standing:

*I declare that the additional site/s of delivery listed in this application is/are administered and controlled by [legal name of the institution].*

The original version of this declaration must be submitted.

**ANNEXURE J: Report/s and certificate on occupational health and safety compliance audit.**

The occupational health and safety compliance certificate and report for each additional site of delivery must be submitted. The report must be issued on the auditor's official letterheads, must indicate the physical address of the site of delivery, must be dated and signed by the auditor on behalf of the auditing firm and it must indicate the level to which the site complies with the following pieces of legislation:

- a) General Administrative Regulations;
- b) General Safety Regulations;
- c) Electrical Installation Regulations;
- d) General Machinery Regulations (if applicable);
- e) Environmental Regulations for Work Places (if applicable);
- f) Lift, Escalator and Passenger Conveyor Regulations (if applicable);
- g) Electrical Machinery Regulations (if applicable);
- h) Facilities Regulations; and
- i) Other Regulations.

The report must include proof that the auditor is a member of a professional body recognized by SAQA.

**ANNEXURE K: Report on site discontinuation.**

An institution wishing to discontinue a site must submit an application for amendment to which a report on sites to be discontinued should be attached. The report must deal with, but not be limited to, the following:

- a) Rationale and proposed date of implementation;
- b) Anticipated impact of site discontinuation on institution;
- c) Arrangements made for the affected students and staff;
- d) Disputes (if any) arising out of these arrangements and how they are to be resolved; and
- e) Proposed date of implementation.

**ANNEXURE L: Report on accreditation by the CHE.**

An institution wishing to add a programme must submit the accreditation report issued by the CHE.

**ANNEXURE M: Report on registration of the qualification/s on the NQF.**

An institution wishing to add a programme must submit proof of registration of the qualification on the NQF as issued by SAQA.

**CHECKLIST**

Please make sure that you have submitted Form APX-02 and attached all the relevant documents listed below. Fill in this form and submit it with your application.

Required Information	Submitted		Comments	For Office Use Only
	Yes	No		
Form APX-02				
<b>Annexure A:</b>				

<i>Proof of change of legal name, as issued by CIPC.</i>				
<b>Annexure B:</b> <i>Proof of change of type of company, as issued by CIPC.</i>				
<b>Annexure C:</b> <i>Report on programme feasibility.</i>				
<b>Annexure D:</b> <i>Declaration on application for accreditation.</i>				
<b>Annexure E:</b> <i>Report on programme discontinuation.</i>				
<b>Annexure F:</b> <i>Report on addition of mode of delivery.</i>				
<b>Annexure G:</b> <i>Report on discontinuation of mode of delivery.</i>				
<b>Annexure H:</b> <i>Report on site and programme feasibility.</i>				
<b>Annexure I:</b> <i>Declaration on site control and administration.</i>				
<b>Annexure J:</b> <i>Report/s and certificate on occupational health and safety compliance audit.</i>				
<b>Annexure K:</b> <i>Report on site discontinuation.</i>				
<b>Annexure L:</b> <i>Report on accreditation by the CHE.</i>				
<b>Annexure M:</b> <i>Report on registration of the qualification/s on the NQF.</i>				

- ANNEXURE A:** Proof of change of legal name as issued by the CIPC.  
**ANNEXURE B:** Proof of change of company, as issued by the CIPC.  
**ANNEXURE C:** Programme feasibility report.  
**ANNEXURE D:** Declaration on application for accreditation.  
**ANNEXURE E:** Report on programme discontinuation.  
**ANNEXURE F:** Report on addition of mode of delivery.  
**ANNEXURE G:** Report on discontinuation of mode of delivery.  
**ANNEXURE H:** Report on site and programme feasibility.  
**ANNEXURE I:** Declaration on site control and administration.  
**ANNEXURE J:** Report/s and certificate on occupational health and safety compliance audit.  
**ANNEXURE K:** Report on site discontinuation.  
**ANNEXURE L:** Report on accreditation by the CHE.  
**ANNEXURE M:** Report on registration of the qualification/s on the NQF.

**NON-GOVERNMENTAL ORGANIZATION**

**NO. 45**

**26 JANUARY 2018**

**REGULATIONS FOR THE REGISTRATION OF  
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016**

**A GUIDE FOR COMPLETING THE ANNUAL REPORT**

**(GUIDE APX-03)**

The Department of Higher Education and Training (DHET) provides this guide to any registered private higher education institution that seeks to submit an annual report. This manual is a guideline to interpret the legal framework, which consists of the *Higher Education Act, 1997 (Act No. 101 of 1997)*, the *Regulations for the Registration of Private Higher Education Institutions, 2016* and the Annexures to the Regulations.

Since it is necessary to have the guides and the forms accessible, the Registrar of Private Higher Education Institutions has decided to re-publish in this format. The original publication in the Government Gazette is the formal publication. This publication is an exact copy of *Government Gazette No. 39880* dated 31 March 2016. Electronic versions of the Act, the Regulations and the Annexures are also available on the website of the Department of Higher Education and Training at address [www.dhet.gov.za](http://www.dhet.gov.za).

In utilizing this publication, it is important to note that it is only applicable to registered private higher education institution. It accompanies an application form titled *Application for Amendment as a Private Higher Education Institution (Form APX-02)*. For registered private higher education institutions that seek to submit annual reports similar publications are available on the website. For further assistance, contact the Directorate: Registration of Private Higher Education Institutions at the details provided below.

Postal Address:

Department of Higher Education and Training (DHET)  
123 Francis Baard Street  
Private Bag X174  
Pretoria 0001

Telephone: (012) 312 5614

(012) 312 5531

Facsimile: (012) 324 6343

E-mail: [registrarphei@dhet.gov.za](mailto:registrarphei@dhet.gov.za)

Call Centre: 0800 87 22 22

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**ACRONYMS USED IN THE GUIDE AND FORM**

CHE	Council on Higher Education
CIPC	Companies and Intellectual Property Commission
FET	Further Education and Training
FTE	Full-time equivalent
GEFETQSF	General and Further Education and Training Qualifications Sub-Framework
HEQC	Higher Education Quality Committee
HEQCIS	Higher Education Quality Committee Information Systems
IFRS	International Financial Reporting Standards
IRBA	Independent Regulatory Board for Auditors
NLRD	National Learner's Records Database
NSC	National Senior Certificate
NQF	National Qualification Framework
OQSF	Occupation Qualifications Framework
QCTO	Quality Council for Trades and Occupations
SARS	South African Revenue Services
SETA	Sector Education and Training Authority
VAT	Value Added Tax

**VISION, MISSION AND MANDATE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING****VISION**

The vision of the Department of Higher Education and Training (DHET) is of a South Africa in which we have a differentiated and fully-inclusive post-school system that allows South Africans to access relevant post-school education and training in order to fulfil the economic and social goals of participation in an inclusive economy and society.

**MISSION**

The mission of the Department is to develop capable, well-educated and skilled citizens who are able to compete in a sustainable, diversified and knowledge-intensive international economy, which meets the development goals of South Africa.

**MANDATE**

The Department derives its mandate from section 29 of the Constitution of the Republic of South Africa, 1996 ("hereafter referred to as "the Constitution") read with schedule 4 which lists the rights of all South Africans with respect to education at all education levels within South Africa. In accordance with the section 29 of the Constitution, the Department thus endeavours to provide quality education to all South Africans at every level of the post-school system. With respect to private higher education institutions specifically, the Department is guided by section 29(3) of the Constitution which states that:

Everyone has the right to establish and maintain, at their own expense, independent institutions that:

- (a) Do not discriminate on the basis of race;
- (b) Are registered with the State; and
- (c) Maintain standards that are not inferior to standards at comparable public educational institutions.

Private higher education thus has an important role to play in the mandate of the Department for delivering on the Constitutional right of South Africans to quality education that provides the intellectual and professional training required to meet the development needs of society and the economy.

## THE LEGAL FRAMEWORK

In terms of the *National Qualifications Framework Act, 2008 (Act No 67 of 2008* “the NQF Act”), the *National Qualifications Framework (NQF)*, which is the system into which the South African qualifications and part qualifications are organized and recorded, is divided into three (3) sub-frameworks. The 3 sub-frameworks are: the *Higher Education Qualifications Sub-Framework (HEQSF)*, the *General and Further Education and Training Qualifications Sub-Framework (GENFETQSF)* and the *Occupational Qualifications Sub-Framework (OQSF)*. Each sub-framework is the responsibility of a Quality Council (QC). The three QCs are: the *Council on Higher Education (CHE)* which is responsible for the quality assurance of higher education qualifications which are on levels 5 – 10 of the NQF, *Umalusi* which is responsible for the quality assurance of college programmes and qualifications which are on levels 1 – 4 of the NQF and the *Quality Council for Trades and Occupations (QCTO)* which is responsible for the quality assurance of qualifications that belong in the trades and occupations which are on levels 1- 8 of the NQF. These QCs are responsible for accreditation of qualifications falling within their sub-frameworks as well as accrediting private institutions that wish to offer their qualifications.

The *South African Qualifications Authority (SAQA)* is responsible for maintaining the NQF. To enable the Registrar to register private institutions in compliance of section 29 of the Constitution of the Republic of South Africa, SAQA makes decisions as to which qualifications sub-framework a qualification belongs to so as to avoid a situation where private institutions may offer qualifications or part qualifications without registration of such qualifications on the NQF. The QCTO may delegate its accreditation functions to a “**delegated accrediting authority**”, such as a *Sector Education and Training Authority (SETA)*, a professional body or another entity but the final endorsement and certification will be issued by the QCTO as the responsible QC.

The *Higher Education Act, 1997 (Act No. 101 of 1997)* (hereafter referred to as “the Act”) requires that private institutions be registered with the DHET in order to operate legally, over and above being accredited by the CHE.

The *Continuing Education and Training Act, 2006 (Act No. 16 of 2006)* (hereafter referred to as “the CET Act”) requires that private colleges be registered with the DHET in order to operate legally, over and above being accredited by Umalusi.

According to the *Skills Development Act, 1998 (Act No.97 of 1998)* (hereafter referred to as “the SD Act”), private providers that offer qualifications that fall on the sub-framework of the QCTO, which is the OQSF, that is, the sub-framework for trades and occupations must be accredited by the QCTO. For OQSF qualifications that fall on levels 1 to 6 of the NQF, private providers are required to register as private colleges. For OQSF qualifications that fall on levels 7 to 8 of the OQSF, private institutions are required to register as PHEIs. In the likely event that a private provider offers qualifications from the three sub-frameworks, it has to satisfy in respect to a specific qualification, the requirements of the QC that relate to any one of the three Acts: HE Act, CET Act and SD Act.

Therefore, accreditation of qualifications and the ability of the institution to deliver the qualifications for private higher institutions (PHEIs) and private colleges is a means towards registration and it does not represent or replace registration for them.

### The National Qualifications Framework (NQF)

The following is a representation and explanation of the National Qualifications Framework (NQF).

NATIONAL QUALIFICATIONS FRAMEWORK				
LEVEL	SUB-FRAMEWORK AND QUALIFICATION TYPES			
10	H E Q S F	DOCTORAL DEGREE	O Q S F	
		DOCTORAL DEGREE (PROFESSIONAL)		
9		MASTER'S DEGREE		
		MASTER'S DEGREE (PROFESSIONAL)		
8		BACHELOR HONOURS DEGREE		OCCUPATIONAL CERTIFICATE (LEVEL 8)
		POSTGRADUATE DIPLOMA		
		BACHELOR'S DEGREE (480 CREDITS)		
7		BACHELOR'S DEGREE (360 CREDITS)	OCCUPATIONAL CERTIFICATE (LEVEL 7)	
		ADVANCED DIPLOMA		
6		DIPLOMA	OCCUPATIONAL CERTIFICATE (LEVEL 6)	
		ADVANCED CERTIFICATE		
5		HIGHER CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 5)	
4	G	NATIONAL CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 4)	
3	E	INTERMEDIATE CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 3)	
2	N	ELEMENTARY CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 2)	
1	F	GENERAL CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 1)	

Taken from Government Gazette Volume 578, Number 36721, Pretoria, 2 August 2013 and adapted for the Register. The GENETQSF can be found on Page 23 of the Gazette. Qualification types beyond level 6 on the OQSF have not been determined pending further advice.

#### Key to sub-frameworks

Higher Education Qualifications Sub-framework (HEQSF)	General and Further Education and Training Qualifications Sub-framework (GENFETQSF)	Occupational Qualifications Sub-framework (OQSF)
---	---	--

The following must be noted:

- a) A "Diploma" is pitched on Level 6 of the NQF and it carries either 360 credits or 480 credits.
- b) A "Degree" that is pitched on Level 7 of the NQF carries 360 credits.
- c) A "Degree" that is pitched on Level 8 of the NQF carries 480 credits.
- d) An exception is the *Bachelor of Education* (BED) degree which is pitched on Level 7 of the NQF with 480 credits.
- e) Other exceptions will be brought to your notice as they arise.

#### **The National Education Diploma (NATED) Commonly Referred to as N-Diplomas**

- a) The Department offers N-Diplomas on Levels 1 to 6 of the NQF through both public and private providers. For a provider to offer N-Diplomas on levels 1 to 6 of the NQF registration by the DHET as a private college is required.
- b) The N1-N3 "Diplomas" must be accredited by Umalusi and the N4-N6 "Diplomas" must be accredited by the QCTO. The provider must then be registered as a private college with the DHET before the programmes can be offered.

#### **SETA-accredited "Diploma" qualifications**

A "Diploma" falls on the sub-framework of the HEQSF. However, some "Diplomas" that are accredited by *Sector Education and Training Authorities* (SETAs) will be phased out gradually. A SETA is only a "delegated accrediting authority" of the QCTO. The accreditation of a "Diploma" qualification by a SETA will not qualify it for registration as a PHEI.

#### **Transitional Arrangements**

The following transitional arrangements need to be noted.

- a) The SETA accredited "Diploma" will be phased out in the transitional period.
- b) On 6 July 2016, Dr BE Nzimande, the Minister of Higher Education and Training announced in Government Gazette No. 40123 that 31 December 2019 is the last enrolment date for first time entering students into non-HEQSF aligned programmes. Therefore, after 31 December 2019, no PHEI may offer any qualification with a title stipulated in the HEQSF that is not aligned to the HEQSF, duly accredited by the CHE, and registered by the DHET and the SAQA.
- c) PHEIs currently purporting to offer non-HEQSF aligned programmes need to plan their phase-out as no new enrolments will be permitted after 31 December 2019.
- d) The Department and SAQA are in the process of regulating the use of nomenclatures for programmes that use the HESF nomenclatures but do not belong to the HEQSF.

#### **Legal requirements for the Submission of the Annual Report**

- (1) *Every private higher education institution must, in accordance with generally accepted accounting practice, principles and procedures –*
  - (a) *keep books and records of income, expenditure, assets and liabilities;*
  - (b) *prepare financial statements within three months of the end of the year, including at least:*
    - (i) *a statement of income and expenditure for the previous year;*
    - (ii) *a balance sheet as at the end of the previous year; and*

*(iii) any other information the registrar may reasonably require.*

- (2) *Every private higher education institution must, within the period determined by the registrar -*
- (a) ensure an annual audit of its books, records of account and financial statements by an auditor, who must conduct the audit in accordance with generally accepted auditing standards;*
  - (b) provide to the registrar a certified copy of the auditor's report in respect of the financial statements referred to in subsection (1); and*
  - (c) provide to the registrar any additional information, particulars or documents in the manner determined by the registrar.*

In terms of Regulation 27(1) of Chapter 6 of the Regulations, an institution is required to submit an annual report before 30 April of each year. The Department uses the information submitted in an annual report to achieve the following objectives:

- a) To monitor and evaluate the performance of each institution on an annual basis;
- b) To develop profiles of the private higher education sector as a whole, through analyses of data such as participation rates, throughput rates and staff and student profiles, in a manner and for reasons similar to the manner and reasons in and for which the public higher education system is profiled; and
- c) To foster accountability within the private higher education sector.

Chapter 6 of the Regulations further defines responsibilities that must be executed by an institution in order to maintain its registration. These include:

- a) reporting changes in institutional operations;
- b) displaying the registration status;
- c) responsibilities relating to the offering of higher education programmes, the placing and re-imburement of students in the case of the discontinuation of a programme and the addition, withdrawal or suspension of a programme or site;
- d) publishing a prospectus, calendar or brochure annually for the information of students and the public;
- e) maintaining academic records;
- f) maintaining a register of complains and grievances;
- g) responsibilities relating to marketing and advertising;
- h) submitting a financial audit as part of the annual report and any other information as specified by the registrar; and
- i) responsibilities relating to the lapsing or cancellation of registration.

in summary, therefore, the maintenance of an institution's registration is dependent on -

- a) Discharging the responsibilities of an institution as defined in Chapter 6 of the Regulations;
- b) Continued fulfillment of the requirements for registration as defined in Chapter 3 of the Regulations; and
- c) Compliance with conditions of registration as determined by the Registrar of Private Higher Education Institutions in terms of section 60 of the Act.

The annual report must provide evidence of how the institution has continued to fulfill the above requirements in the year for which the report is issued. Failure to comply can result in the cancellation of registration in accordance with section 62 (1) of the Act

## IMPORTANT CONSIDERATIONS FOR COMPLETING THE ANNUAL REPORT FORM

This guide and the accompanying annual reporting form, *Form APX-03*, must be used when a private institution is preparing its annual report.

The guide is linked to the various sections of the annual reporting form. Institutions are therefore urged to read the guide carefully before commencing with the completion of the annual reporting form. Institutions are also advised to read the guide in conjunction with the Act and the Regulations.

When completing the annual reporting documents, the following should be borne in mind:

- a) Annual reports must be submitted by **30 April** each year, for the previous year.
- b) The financial audit must be issued for the year for which the annual report is submitted.
- c) The annual report, including the financial audit, must be submitted in English.
- d) Important supporting documents in the form of the listed annexures must be provided as part of the annual report. Annual reporting documents to be submitted are the Form *APX-03* and Annexures A – Z.
- e) All sections of the form must be completed in full and in the required format. An institution that submits an incomplete annual report or incorrect information will be considered not to have submitted an annual report.
- f) All annual reports must carry the date of submission to the DHET.
- g) The annual reporting documents can be accessed electronically in Microsoft Word for Windows on the website of the Department of Higher Education and Training at <http://www.dhet.gov.za/SitePages/DocForms.aspx>. However, all forms must be submitted as hard copies.
- h) In order to facilitate the processing of annual reports, the Department is requesting the following:
  - ✓ Submit only the required information and Annexures. Do **not** submit 2 or more copies of the same. Do **not** submit irrelevant information.
  - ✓ Annual reports submitted without Annexures will be considered incomplete and returned to the institution.
  - ✓ Annual reports submitted as a loose collection of papers will also be considered incomplete and returned to the institution.
  - ✓ Annual reports that are incoherent will be returned to the institution.
  - ✓ Documents that are required to be dated and signed must be dated and signed. Unsigned and undated documents will not be considered **valid** documents.
- i) The following documents must be submitted either as an original copy or a certified copy for the 2016 year of reporting:
  - ✓ The audited annual financial statements; and
  - ✓ The occupational health and safety audit report/s.
- j) Duplicate copies may only be certified by the *South African Police Services* (SAPS).
- k) **The Directorate: Private Higher Education no longer accepts nor returns original copies of the financial guarantee and/or surety. Institutions are required to submit copies certified by SAPS.**
- l) Institutions must ensure that their official and marketing documents comply with Regulations 22, 24 and 26. In this regard, please refer to the checklist attached as

**Annexure A** which can be used to check whether your Prospectus complies with the prescripts of Regulation 24.

- m) Annual reports must be submitted in a Plastic Comb Binder as illustrated below. Do not place any pages in plastic pockets. You may bind them in 2 or more volumes.



- n) The annual reporting documents are both divided into the following sections:

#### FORM

- Section A: Registered name and number (Items 1 and 2)  
 Section B: Changes in administrative data (Items 3-15)  
 Section C: Loss of any physical facility or supporting service or any reduction in financial or personnel resources (Items 16-19)  
 Section D: Amendments initiated by the institution and approved by the registrar (Items 20-25)  
 Section E: Data on General and Further Education and Training Qualifications Sub Framework programmes (Items 26-27)  
 Section F: Data on Occupational Qualifications Sub-Framework (Items 28-29)  
 Section G: Particulars of registered higher education programmes (Items 30-32)  
 Section H: Staff and student data (Items 33-40)  
 Section I: Audit of programmes (Item 41)  
 Section J: Changes in inter-institutional agreements (Items 42-45)  
 Section K: Continued fulfillment of the requirements for registration (Items 46-50)  
 Section L: Discharging the responsibility of an institution (Items 51-59)  
 Section M: Other (Items 60-62)

#### ANNEXURES

- Annexure A: Articles of Association  
 Annexure B1: The disclosure certificate as issued by the Companies and Intellectual Property Commission (CIPC) for Directors who have resigned (Item 12)  
 Annexure B2: The disclosure certificate as issued by the CIPC for Directors who have been appointed (Item 13)  
 Annexure C: The letter from the Chairperson of the Board (Item 13)  
 Annexure D: Registration certificate as a Private College (Item 29)  
 Annexure E: Auditors report on student data (Item 35)  
 Annexure F: Graduation Booklets (Item 39)  
 Annexure G: Auditor's report on programmes (Item 40)  
 Annexure H: SAQA report on programmes (Item 40)  
 Annexure I1: Termination of agreement with other institutions (Item 43)  
 Annexure I2: Entering into a new agreement (Item 44)  
 Annexure I3: Amendments to existing agreements (Item 45)  
 Annexure J: Compliance with the requirements of the HEQC (Item 46)  
 Annexure K: Compliance with the regulations relating to the health and safety of persons (Item 47)  
 Annexure L: Evidence on non-discrimination on the basis of race (Item 48)  
 Annexure M: Proof of maintenance of financial surety or guarantee (Item 49)  
 Annexure N: Audited annual financial statements (Item 50)  
 Annexure O: Record of academic achievement (Item 51)

Annexure P:	Issuance of transcripts of academic records (Item 52)
Annexure Q:	Issuance of certificates (Item 53)
Annexure R:	The National Learner's Records Database (NLRD) (Item 54)
Annexure S:	Sample copy of an enrolment form (Item 55)
Annexure T:	Institutional prospectus, calendar or brochure (Item 56)
Annexure U:	Official marketing/advertising material (Item 57)
Annexure V:	Register of students' complains and grievances (Item 58)
Annexure W:	Evidence in respect of the continued fulfilment of the conditions of registration (Item 59)
Annexure X:	Risk analysis and management strategy (Item 60)
Annexure Y:	Tax Clearance Certificate (Item 61)
Annexure Z:	Premises not listed on registration certificate (Item 62)

An annual reporting checklist is provided at the end of this document to help institutions determine whether all the required information is included.

In the spaces provided on *Form APX-03*, the required information must be provided as explained per item below. Each explanation corresponds to the item on *Form APX-03*.

## **A. REGISTERED NAME AND NUMBER**

### **ITEM 1**

Supply the name in which the institution is registered as a private higher education institution.

### **ITEM 2**

Fill in the registration number that appears on your institution's certificate of registration as a private higher education institution, as issued by the Registrar of Private Higher Education Institutions.

## **B. CHANGES IN ADMINISTRATIVE DATA**

In terms of Regulation 21(e), institutions are required to inform the registrar of changes in the information submitted in terms of the Act, and the Regulations for the Registration of Private Higher Education Institutions.

### **ITEM 3**

If the institution has a new contact person, fill in the name, title, designation, telephone number, cell phone number, fax number and e-mail address of the new contact person.

**ITEM 4**

If the postal address for all correspondence to the institution has changed, indicate the new postal address in the spaces provided.

**ITEM 5**

If the physical address of the institution's head office has changed, indicate the new physical address in the spaces provided.

**ITEM 6**

If the contact details of the institution's head office have changed, indicate the new details in the spaces provided.

**ITEM 7**

If the physical address of the institution's main campus has changed, indicate the new details in the spaces provided. *In this regard, please note that a separate application for the relocation of the main campus must be lodged with the Department.*

**ITEM 8**

If the address used as the institution's *domicilium citandi et executandi* has changed, indicate the new details in the spaces provided.

**ITEM 9**

If the institution's website address has changed, indicate the new address in the spaces provided.

**ITEM 10**

If the head or Chief Executive Officer (CEO) of the institution has been replaced, indicate the details of the new incumbent in the spaces provided.

**ITEM 11**

If the owners of the institution have changed, indicate in **Table 01**, the names, titles and identity numbers of the new owners of the institution, as reflected in the *Articles of Association*, as issued by the *Companies and Intellectual Property Commission (CIPC)*, must be attached as **Annexure A**.

**ITEM 12**

Indicate, in the spaces provided in **Table 02**, the names of directors who have resigned in the course of the year for which the annual report is issued. The disclosure certificate as issued by the (CIPC) for the current financial year must be attached as **Annexure B1**.

**ITEM 13**

Indicate, in the spaces provided in **Table 03**, the names of directors who have been appointed in the course of the year for which the annual report is issued. The disclosure certificate as issued by the CIPC for current financial year must be attached as **Annexure B2**. The Chairperson of the Board of Directors must confirm on the official letterhead of the institution, the designation, name and surname of the officials delegated and or legally authorised to act on behalf of the institution. The letter must be attached as **Annexure C**.

**ITEM 14**

If the institution's holding company or parent institution has changed, indicate the details of the new holding company or parent institution in the spaces provided.

**ITEM 15**

If the institution's auditors have changed, indicate the details of the new auditors in the spaces provided. This should include:

- a) The name (of the firm) of auditors registered with *Independent Regulatory Board for Auditors (IRBA)*, in terms of section 15 of the *Public Accountants' and Auditors' Act, 1991 (Act No. 80 of 1991)*; and
- b) The auditor's practice or registration number, as issued by *IRBA*.

**C. LOSS OF ANY PHYSICAL FACILITY OR SUPPORTING SERVICE OR ANY REDUCTION IN FINANCIAL OR PERSONNEL RESOURCES**

In terms of Regulation 21(h), an institution must immediately report to the registrar any changes relating to the loss of any physical facility necessary for the proper conduct of a programme, the loss of any supporting service to a programme and any significant reduction in the financial or personnel resources needed to sustain a programme.

**ITEM 16**

In the spaces provided, indicate the date of occurrence of any loss experienced by your institution in the year for which the annual report is submitted. If no loss was experienced, place a cross in the column marked No Loss Experienced.

**ITEM 17**

If the institution experienced the loss of a physical facility necessary for the proper conduct of a programme, describe, in the space provided, the nature of the loss (equipment, offices, buildings, laboratories, etc.) and its impact on the academic activities of the institution.

**ITEM 18**

If the institution experienced the loss of a supporting service and or academic staff, describe, in the space provided, the nature of the loss and its impact on the academic activities of the institution.

**ITEM 19**

If the institution experienced a significant reduction in its financial or personnel resources needed to sustain registered programme(s), describe, in the space provided, the nature of the reduction and its impact on the academic activities of the institution.

**D. AMENDMENTS INITIATED BY THE INSTITUTION AND APPROVED BY THE REGISTRAR**

In terms of section 58 of the Act and Regulation 4, an institution may apply to the registrar to amend its registration. Regulation 23(3) requires that an institution must submit an application for amendment to the registrar in terms of Regulation 4 if it intends to withdraw, indefinitely suspend or add a programme or site.

This section is applicable to institutions that applied for, and were granted, (an) amendment(s) to their registration by the registrar in the year for which the annual report is submitted.

**ITEM 20**

In the spaces provided, indicate the date of the approval of the amendment by the registrar. If no application for amendment was lodged, place a cross in the column marked Not Applicable.

**ITEM 21**

In the space provided, indicate what impact, if any, the change in legal name, and or the change in ownership if applicable, has had on the academic activities of your institution.

**ITEM 22**

In the space provided, indicate what impact, if any, the change in type of company, and or change in ownership if applicable, has had on the academic activities of your institution.

**ITEM 23**

In the space provided, indicate what impact the amendment to registered programmes has had on the academic activities of your institution.

**ITEM 24**

In the space provided, indicate what impact the amendment to sites of delivery has had on the academic activities of your institution.

**ITEM 25**

In the space provided, indicate what impact the amendment to mode of delivery to student enrolment has had on the academic activities of your institution.

**E. DATA ON GEFETQSF PROGRAMMES****ITEM 26**

By means of a **Yes** or **No**, please indicate whether you offer programmes on the *General and Further Education and Training Qualifications Sub Framework* (GEFETQSF) in the year for which the annual report is submitted.

**ITEM 27**

If you offer programmes on the GEFETQSF in the year for which the annual report is submitted, indicate the name of the programmes(s), the accreditation number and the registration number as an independent school or an ABET centre in the spaces provided. The accreditation number is provided by Umalusi and the Provincial Department of Education assigns the registration number.

**F. DATA ON OQSF PROGRAMMES****ITEM 28**

By means of a **Yes** or **No**, please indicate whether you offer programmes on the Occupational Qualifications Sub Framework (OQSF) in the year for which the annual report is submitted.

**ITEM 29**

If you offer programme on the OQSF in the year for which the annual report is submitted, indicate the name of the programmes(s), the accreditation number(s) and the registration number in the spaces provided. The accreditation number is provided by *Quality Council for Trades and Occupations* (QCTO) and/or its delegated quality assurer such as the *Sector Education and Training Authority* (SETA), *Institute of Certified Bookkeepers* (ICB) and *South African Board for People Practices* (SABPP). The Department assigns the registration number. A copy of a certificate of registration as a private college must be submitted as **Annexure D**.

**G. PARTICULARS OF REGISTERED HIGHER EDUCATION PROGRAMMES**

Regulation 23 requires an institution to offer only such programmes on only such sites as are approved by the registrar and reflected in the registration certificate.

**ITEM 30**

In **Table 04**, list the registered higher education programmes offered by your institution and provide the details required in the spaces provided. The following explanation must be taken into account before responding to this item:

**NQF FIELDS**

In terms of *Government Gazette* No. 20234 of 25 June 1999, the South African Qualifications Authority has determined the following fields and sub-fields for purposes of registering qualifications on the *National Qualifications Framework* (NQF). Before completing the annual reporting forms, check the field in which the institution's learning programme(s) fall(s).

**01 Agriculture and Nature Conservation**

Primary and secondary agriculture, nature conservation, forestry and wood technology, horticulture.

**02 Culture and Arts**

Design studies, visual and performing arts, cultural studies, music, sport, film, television and video.

**03 Business, Commerce and Management Studies**

Finance, economics and accounting, generic management, human resources, marketing, procurement, office and public administration, project management, public relations.

**04 Communication Studies and Language**

Communication and information studies, language, literature.

**05 Education, Training and Development**

Schooling, higher education and training, early childhood development, adult learning.

**06 Manufacturing, Engineering and Technology**

Engineering and related design, manufacturing and assembly, fabrication and extraction.

**07 Human and Social Studies**

Environmental relations, general social science, industrial and organisational governance and human resource development, people-/human-centred development, public policy, politics and democratic citizenship, religious and ethical foundations of society, rural and agrarian studies, traditions, history and legacies, urban and regional studies.

**08 Law, Military Science and Security**

Safety and justice in society, sovereignty of the state.

**09 Health Sciences and Social services**

Preventive health, promotive health and development services, curative health, rehabilitative health services.

**10 Physical, Mathematical, Computer and Life Sciences**

Mathematical, physical, life, information technology and computer, earth and space and environmental sciences.

**11 Services**

Hospitality, tourism, travel, gaming and leisure, transport, operations and logistics, personal care, wholesale and retail, consumer services.

**12 Physical Planning and Construction**

Physical planning, design and management, building construction, civil engineering construction, electrical infrastructure construction.

The *Higher Education Qualifications Sub-Framework* (HEQSF) recognises the following qualification types and is a guide to purposes of completing *Form APX-03*.

**NQF level 5** refers to Higher Certificates.

**NQF level 6** refers to Diplomas and Advanced Certificates.

**NQF level 7** refers to Bachelor's Degrees and Advance

**NQF level 8** refers to Bachelor Honours Degrees, Post Graduate Diplomas and Bachelor's Degrees.

**NQF level 9** refers to Masters Degrees.

**NQF level 10** refers to Doctoral Degrees.

**ITEM 31**

If the primary language of instruction of the programmes listed under Item 30 has changed in the year for which the annual report is submitted, provide details of what programmes have been affected, reasons for the change and how it has impacted on the institution.

**ITEM 32**

If the primary mode of delivery of the programmes listed under Item 30 has changed in the year for which the annual report is submitted, provide details of what programmes have been affected and reasons for the change, and explain how this change has impacted on the institution.

**Mode of delivery**

Refers to the delivery of programmes which can be contact or distance as per the criteria for accreditation set by the CHE.

**H. STAFF AND STUDENT DATA****ITEM 33**

In **Table 05**, supply headcount staff and student totals with respect to higher education programmes offered in the year for which the annual report is issued, in the required format and according to the categories supplied. Before responding to this item, the following explanations must be taken into consideration:

## ENROLMENTS

### Headcount student enrolments

A headcount student enrolment is literally a counting of heads. Students are counted as units, regardless of whether they are full-time, or part-time, and regardless of the number of courses they are taking. For example, students enrolled for 20%, 50% or 100% of a full-time curriculum will all be counted as units in a headcount total. The headcount totals reported in the tables must be **unduplicated** ones. In an unduplicated headcount enrolment total a student is counted **once only**. If a student is registered for more than one qualification, he/she must be counted only for the qualification considered by the institution to be his/her main qualification.

### Full-time equivalent student enrolments

A full-time equivalent (FTE) student enrolment differs fundamentally from a headcount total. In an FTE total the only students who are counted as units are those following **all the courses required for a standard full-time curriculum**. Students following fewer courses have to be counted as fractions of an FTE student. For example, a part-time student who is taking a quarter of a full-time load would be counted as 0,25 of an FTE student, and one taking half of a full-time load would be counted as 0,5 of an FTE student. The FTE student total for most institutions is lower than its headcount student total. In the case of institutions that have mainly full-time students, the FTE total is normally between 80% and 90% of the headcount total. In the case of institutions that register mainly part-time students, the FTE total is normally 50% to 60% of the headcount total. An FTE student total is not calculated by assigning fractions or units to each registered student. A simpler calculation method, using the notions of curriculum, course and minimum time, is employed. This calculation is done in this way:

### Step 1

The **courses** that appear in the curriculum for a specific qualification must be **listed** (Preferably by year of study). A **percentage indicating what proportion of the curriculum it constitutes must be** assigned to each course. Suppose that a qualification has a curriculum consisting of six (6) courses, and suppose further that a number of alternatives appear at certain slots in the curriculum, the listing and the proportions would look like this:

**Table 1: Weighting of courses for Certificate X**

Courses in curriculum	Weighting of courses
Course A or course B	20%
Course C	15%
Course D or course E or course F	10%
Course G	25%
Course H or course I	8%
Course J or course K or course L	22%
<b>TOTAL</b>	<b>100%</b>

### Note

- These tables are set up as examples of how *Annual Report Forms* will be completed when information is sent in electronically.
- These tables are linked in the sense that they contain formulae that are related to one another. For example: The weighting of courses selected in Table 1 is linked to the calculation of the credit values in Table 2.
- These tables are not set up as blueprints, but can be used as such in order to generate

the required information for all the programmes or qualifications and courses. They are, therefore, used as examples to show how the use of formulae can simplify the task of completing these forms.

### Step 2

**Credit values must be calculated for each of the courses for a qualification.** These calculations use the minimum time for a qualification and the weightings assigned to each course in a table such as the one above. Suppose that certificate X of the example above has a minimum time total of 1,5 years. The credit values for X would then be as follows:

**Table 2**

<b>Credit values for certificate X</b>		
<b>Courses in curriculum</b>	<b>Weighting x minimum time</b>	<b>Credit Value</b>
Course A or course B	20% x 1,5 =	0,30
Course C	15% x 1,5 =	0,22
Course D or course E or course F	10% x 1,5 =	0,15
Course G	25% x 1,5 =	0,37
Course H or course I	8% x 1,5 =	0,12
Course J or course K or course L	22% x 1,5 =	0,34
<b>TOTAL</b>	<b>100% x 1,5 =</b>	<b>1,50</b>

### Step 3

The **student enrolments for each course have to be determined as on a specific census day.** This census day should normally be close to the midpoint of the normal time span of the course. The **FTE student total for the course** will then be its enrolment on the census day multiplied by its credit value. The calculations made of the FTE enrolment total for certificate X would normally run along the following lines (the enrolments shown are examples only):

**Table 3**

<b>Certificate X: FTE Successful Students</b>			
<b>Courses in Curriculum</b>	<b>Census day enrolments</b>	<b>Credit value of the course</b>	<b>FTE student Total</b>
Course A	30	0,30	<b>9</b>
Course B	150	0,30	<b>45</b>
Course C	50	0,22	<b>11</b>
Course D	60	0,15	<b>9</b>
Course E	75	0,15	<b>11,25</b>
Course F	120	0,15	<b>18</b>
Course G	40	0,37	<b>14,8</b>
Course H	25	0,12	<b>3</b>
Course I	31	0,12	<b>3,72</b>
Course J	20	0,34	<b>6,8</b>
Course K	22	0,34	<b>7,48</b>
Course L	44	0,34	<b>14,96</b>
<b>TOTAL</b>			<b>154,01</b>

### Calculating success rates

Success rates for a qualification are calculated by dividing the total number of full-time equivalent (FTE) students passing the courses for a qualification by the FTE total of students enrolled for the courses for that qualification. As a first step, a calculation of this kind has to be made (again using the example of certificate X):

**Table 4**

<b>Certificate X: FTE student enrolments</b>			
<b>Courses in Curriculum</b>	<b>Students passing course</b>	<b>Credit value of the course</b>	<b>FTE successful student total</b>
Course A	18	0,30	<b>5,4</b>
Course B	105	0,30	<b>31,5</b>
Course C	40	0,22	<b>8,8</b>
Course D	45	0,15	<b>6,75</b>
Course E	30	0,15	<b>4,5</b>
Course F	90	0,15	<b>13,5</b>
Course G	35	0,37	<b>12,95</b>
Course H	15	0,12	<b>1,8</b>
Course I	23	0,12	<b>2,76</b>
Course J	15	0,34	<b>5,1</b>
Course K	11	0,34	<b>3,74</b>
Course L	35	0,34	<b>11,9</b>
<b>TOTAL</b>			<b>108,7</b>

The weighted average success rate for certificate X would be the FTE successful student total divided by the **FTE enrolled student total = 108,7/154,01 = 70%**.

#### **REPORTING HEADCOUNT AND FULL-TIME EQUIVALENT STAFF TOTALS**

Institutions must report all staff who are engaged in the delivery of educational and support activities and who are paid directly through the institution's payroll.

##### **Headcount total of staff**

A headcount total of staff is literally a counting of heads. Both full-time and part-time staff members are counted as units for this purpose.

##### **Full-time equivalent staff total**

A full-time equivalent (FTE) staff member is defined as someone who is employed in a full-time post for a 12-month period. Anyone who does not fit this criterion is counted as a fraction of an FTE staff member. Some examples follow:

- a) A full-time staff member employed by the institution for six months of the academic year would be  $1 \times 6/12 = 0,5$  of an FTE staff member; and
- b) A full-time staff member employed for 10 months of the academic year would be  $1 \times 10/12 = 0,83$  of an FTE staff member.

In respect of part-time staff, institutions may have to make calculations differently from the examples above. This would normally apply to part-time lecturing staff who would be contracted to offer a certain number of teaching hours during the academic year. The following method is to be used to convert these part-time lecturers to an FTE total:

Suppose that an institution's 100 part-time academic staff members are contracted to offer a total of 6 000 teaching hours during a specific year. Suppose, also, that the institution's norm for a full-time staff member for a full year is 350 hours. The part-time academic staff members could be converted to an FTE total by dividing their contracted total of hours by the norm for a full-time academic staff member. The result would be that these 100 part-time staff members would be converted to 17,14 FTE staff members.

Some other examples follow:

- a) A part-time member holding a post equivalent to 50% of a full time post for eight months of the academic year would be  $0,5 \times 8/12 = 0,33$  of an FTE staff member.
- b) A part-time staff member holding a post equivalent to 33% of a full-time post for nine

months of the academic year would be  $0,33 \times 9/12 = 0,24$  of an FTE staff member.

### STAFF CATEGORIES

Staff must be reported in the following categories:

#### Instruction/Research staff

These are the academic members of the institution's staff. Any member of staff who spends 50% or more of his/her official time on duty at the institution is to be classified as an instruction or research staff member. This 'official time on duty' is to be determined by the contractual relationship that the institution has with the staff member.

#### Support staff

These are the members of staff who, either directly or indirectly, support the institution's instruction activities. To be placed in this category are members of staff must who perform functions such as academic support services and student support services, and such institutional support services as human resource management, financial management and administration.

#### Service staff

These are members of staff who perform auxiliary services, such as the operation and maintenance of plant, e.g., building maintenance, garden services, custodial services and security services.

#### ITEM 34

In **Table 06**, if applicable, provide the required details of higher education programmes offered on behalf of, and certified by, other institutions. "Other institutions", in this instance, refers to institutions for which you also operate as a tuition centre.

#### ITEM 35

Supply student data for each registered higher education programme in the required format and according to the categories supplied in **Table 07**. Refer to Item 32 above for an explanation of modes of delivery as well as the information that appears on the accreditation report/s. The student data must be audited by an auditor registered with IRBA. A copy of auditor's report must be attached as **Annexure E**.

#### ITEM 36

Supply headcount race and gender enrolment data for each higher education programme, in the required format and according to the categories supplied in **Table 08**.

#### ITEM 37

In **Table 9**, supply headcount gender enrolment data for students who are not citizens of South Africa **and are from the countries as listed in the table**. This applies only to foreign students who are physically residing in South Africa. Students enrolled for attendance at sites of delivery located outside the borders of South Africa must be excluded.

Use the keys below in completing **Table 9**.

KEY	COUNTRY	KEY	COUNTRY
ZIM	Zimbabwe	DRC	Democratic Republic of Congo
NAM	Namibia	BOT	Botswana
SWA	Swaziland	ZAM	Zambia
LES	Lesotho	KEN	Kenya
NIG	Nigeria	USA	United States of America

#### ITEM 38

In **Table 10**, supply headcount gender enrolment data for students who are not citizens of South Africa **and are from the countries not listed in the Table 9**. This applies only to foreign students who are physically residing in South Africa. Students enrolled for

attendance at sites of delivery located outside the borders of South Africa must be excluded. Write the country of origin in full in each case.

**ITEM 39**

In **Table 11**, supply information on student success rates in accordance with supplied categories. The information required for this table must be supplied per year level. For example, if a four-year professional qualification such a *Bachelor's Degree in Technology* is offered, the institution must indicate the success rate in this programme for the first, second, third and fourth years individually. A copy of the relevant graduation booklets must be attached as **Annexure F**.

**ITEM 40**

In **Table 12**, if applicable, supply data of students and staff in the required format and according to the categories supplied.

**I. AUDIT OF PROGRAMMES**

**ITEM 41**

An audited list of all programmes offered by the institution including, full qualifications that belong to GENFETQSF, higher education programmes, short courses and other programmes. This list must be audited by an auditor registered with the IRBA. The auditor's report must then be submitted to the *South African Qualifications Authority* (SAQA) for written confirmation as to which qualifications sub-framework the "programmes" or "qualifications" cited in the auditor's report belong to. The auditor's report must be submitted as **Annexure G** and the SAQA report must be submitted as **Annexure H**.

**J. CHANGES IN INTER-INSTITUTIONAL AGREEMENTS**

Regulation 27(1)(iii) requires that a signed, certified copy of any agreement relating to the provision of academic or administrative services or the sharing of staff or facilities between the institution and another institution be submitted to the registrar.

**ITEM 42**

Indicate the type of change(s) that have occurred in agreements with other institutions in respect of termination, new agreements and/or amendments.

**ITEM 43**

**ANNEXURE I1: Termination of agreement with other institutions**

If the institution has terminated any agreement(s) with other institution(s), provide certified copies of the termination of agreement indicating the programmes involved, the date and conditions of termination. Reasons for the termination must be provided.

**ITEM 44**

**ANNEXURE I2: Entering into a new agreement**

If the institution has entered into new agreements with other institutions, provide signed, certified copies of the agreement indicating the programmes involved, the date of signing of the agreement and the conditions of the agreement.

**ITEM 45**

**ANNEXURE I3: Amendments to existing agreements**

If parts of existing agreements have been amended, provide signed, certified copies of the agreement, clearly indicating the programmes involved, the date of amendment and the actual amendments.

**K. CONTINUED FULFILMENT OF THE REQUIREMENTS FOR REGISTRATION**

In accordance with sections 51 and 53 of the Act and Chapter 3 of the Regulations, an institution must continue to fulfil the following requirements in order to ensure their continued registration:

- a) Registration as a company in terms of the *Companies Act, 2008 (Act No.71 of 2008)*;
- b) Non-discrimination on the basis of race;
- c) Registered programmes must lead to qualifications that are registered on levels five to

- ten of the NQF;
- d) Compliance with the requirements of the HEQC/CHE;
  - e) Compliance with regulations relating to the health and safety of persons on its premises;
  - f) Financial sustainability and maintenance of the financial surety or guarantee;
  - g) Foreign institutions must prove that the parent institution operates lawfully in its country of origin, the parent institution recognises qualifications awarded in its name and that awardees will not suffer disadvantage if they wish to enrol at the parent institution;
  - h) Compliance with the periodic evaluation by the registrar, at intervals to be determined by the registrar; and
  - i) Compliance with any other reasonable process arranged by the registrar for the purpose of monitoring compliance with the requirements of the Act and the conditions of registration as imposed by the registrar in terms of section 60 of the Act.

**ITEM 46****ANNEXURE J: Compliance with the requirements of the HEQC**

If the institution had any conditions of accreditation to comply with in the year for which the annual report is submitted, provide a brief report as to how the institution complied with such requirements.

**ITEM 47****ANNEXURE K: Compliance with regulations relating to the health and safety of persons**

An applicant must submit a certified copy of compliance certificate issued by a legally competent health and safety professional or organisation accredited in terms of the *Occupational Health and Safety Act, (Act No 85 of 1993)*. As noted in Regulation 11 (2), the compliance certificate must confirm that the premises identified in the application for registration complies with all the relevant health and safety regulations and is safe for the use of all persons should the applicant be granted registration. The certificate must therefore confirm that the premises are safe with respect to the following pieces of legislation:

- a) *Occupational Health and Safety Act;*
- b) *General Administration Regulations;*
- c) *General Safety Regulations;*
- d) *Electrical Installation Regulations;*
- e) *General Machinery Regulations (if applicable);*
- f) *Environmental Regulations for Work Places;*
- g) *Lift, Escalator and Passenger Conveyor Regulations;*
- h) *Electrical Machinery Regulations (if applicable); and*
- i) *Facilities Regulations.*

**ITEM 48****ANNEXURE L: Evidence of non-discrimination on the basis of race**

Provide evidence as to how the institution has continued to fulfil the requirement on non-discrimination on the basis of race in the year for which the annual report is submitted.

**ITEM 49****ANNEXURE M: Proof of maintenance of financial surety or guarantee**

In terms of Regulation 12(1)(c), an institution is required to maintain its surety or guarantee in the year for which the annual report is submitted. For this purpose a confirmation is required from the financial institution that is registered in terms of the *Banks Act, 1990 (Act No. 94 of 1990)* and falls under the supervision of the *South African Reserve Bank*, or an institution that is registered in terms of the *Short-Term Insurance Act, 1998 (Act No. 53 of 1998)* and falls under the supervision of the *Financial Services Board*. The financial surety or

guarantee must be submitted in the following format as set out in Regulation (12)(2):

- a) *The official letterhead of the bank or insurance company ("the Surety");*
- b) *The official name of the applicant ("identity of the Principal Debtor");*
- c) *The students as beneficiaries ("identity of Creditor");*
- d) *The main responsibility of the Principal Debtor to the Creditor ("the Principal Obligation");*
- e) *The amount of money covering the reimbursement of students based on projected income from student fees;*
- f) *The terms and conditions of the agreement;*
- g) *A signature of a representative of the applicant;*
- h) *A signature of a representative of the bank or insurance company;*
- i) *The signatures of at least two witnesses; and*
- j) *The copy of the financial surety or guarantee must be signed, certified and dated.*

#### **ITEM 50**

#### **ANNEXURE N: Audited annual financial statements**

For purposes of the annual reports of private higher education institutions, only audited annual financial statements of the registered entity will be accepted. Group financial statements are not acceptable for this purpose. To this effect, the institution's directors shall prepare and submit the original audited annual financial statements, or signed and certified copies thereof, for the year for which the annual report is submitted. The preparation and presentation of the financial statements must comply with the requirements of the *Companies Act, 2008 (Act No.71 of 2008)* (hereafter referred to as "the Companies Act") and the *International Financial Reporting Standards (IFRS)*. The audited financial statements must include the following:

- a) *Auditor's report;*
- b) *Director's report;*
- c) *Balance sheet;*
- d) *Income statement;*
- e) *Cash flow statement;*
- f) *Statement of changes in equity;*
- g) *Summary of accounting policies; and*
- h) *Notes to the financial statements*

The annual financial statements of an institution must, in conformity with generally accepted accounting practice, fairly present its financial position, its changes in equity and the results of its operations and cash flows. The audited financial statements must be accompanied by an auditor's report and a director's report, which must comply with the requirements explained in the section below.

#### **a) The auditor's report**

In terms of the Act, a **registered independent auditor** must issue the auditor's report. In terms of form and content, the auditor's report must conform to the statements of SAAS, issued by SAICA. The auditor's report must be issued on the auditor's official letterhead. In the report, the auditor must express his/her opinion on the appropriateness of the management's use of the going concern assumption in their preparation of the institution's financial statements. In accordance with Section 56(1)(b) of the Act, the auditor's report must be available for public scrutiny. Furthermore, the auditor must indicate whether he/she concurs with the directors'

*Financial Viability Statement*, referred to below.

#### **b) Directors' report**

Any matter not dealt with in the balance sheet, statement of changes in equity, income statement, cash flow statement or notes thereto, including any post-balance-sheet event, which is material to the appreciation of the financial position of the institution, its changes in equity and the results of its operations and cash flows, must be dealt with in the

directors' report.

In terms of format and content, the director's report must comply with section (30)(3)(b) of the Companies Act. It must, therefore, include, but not be limited to, the following aspects:

- a) *Directors and secretary;*
- b) *Principal activities/ Nature of business;*
- c) *Director's responsibilities;*
- d) *Going concern assessment;*
- e) *Operating results;*
- f) *Dividends;*
- g) *Review of operations;*
  - *Revenue;*
  - *Profit before tax;*
  - *Extraordinary items;*
- h) *Share capital;*
- i) *Post-balance-sheet events; and*
- j) *Financial viability statement.*

The following verbatim statement must constitute the *Financial Viability Statement* referred to in the list above: "I hereby confirm that I have no reason to believe that (name of the institution) is not financially capable of meeting its obligations to its students as contemplated in section 53(1)(a) of the Higher Education Act, 1997 (Act No. 101 of 1997)."

The Chief Executive Officer, or an official of similar standing, must sign the directors' report.

## L. DISCHARGING THE RESPONSIBILITIES OF AN INSTITUTION

### ITEM 51

#### **ANNEXURE O: Record of academic achievement**

Regulation 25 requires an institution to keep a comprehensive record of the academic achievement of each student enrolled in a registered programme. Furnish an auditor's report issued by an auditor registered with the IRBA on how your institution has discharged its responsibilities with respect to:

- a) Physical and electronic storage of data with respect to all enrolled students;
- b) Accessibility of data (process); and
- c) Security on data storage and retrieval.

### ITEM 52

#### **ANNEXURE P: Issuance of transcripts of academic records**

Regulation 25 (2) requires an institution to make available to an enrolled student or a past student, on request, a transcript of his or her academic record that shows:

- a) Full name;
- b) Identity number or passport number and nationality if not a South African;
- c) Student number;
- d) Courses taken by code number and name for each year in chronological order;
- e) Mark or grade for each course, with an explanatory note on the marking or grading system; and
- f) Qualification awarded.

A sample copy of a transcript of a student's academic record, issued in the year for which the annual report is submitted, must be provided as evidence that the above responsibility is being discharged.

**ITEM 53****ANNEXURE Q: Issuance of certificates**

Regulation 25(3) requires an institution to make available to an enrolled student or past student on request a copy of a certificate awarded. A sample copy of a certificate awarded for each of the registered higher education programmes in the year for which the annual report is submitted, must be provided.

**ITEM 54****ANNEXURE R: The National Learner's Records Database (NLRD)**

Regulation 25(4) requires an institution to submit to SAQA such information from its academic records as SAQA requires for the National Learner's Records Database. Provide evidence as to whether the required information was submitted to SAQA for the academic year for which the annual report is issued. A copy of the auditor's report must be included.

**ITEM 55****ANNEXURE S: Sample copy of an enrolment and application form**

A copy of an original version of the institution's application and enrolment form for the year for which the annual report is issued must be submitted including a copy of the following declaration to be signed by students:

"I, \_\_\_\_\_ (STUDENTNAME), \_\_\_\_\_ (STUDENT NUMBER), am fully aware that the programme I have enrolled on, that is, the Bachelor of Arts (FULL TITLE OF PROGRAMME/QUALIFICATION) with SAQA ID: \_\_\_\_\_ (SAQA/QUALIFICATION ID), is registered with the Department of Higher Education and Training to \_\_\_\_\_ (NAME OF INSTITUTION), as indicated on the registration certificate dated \_\_\_\_\_ (DATE ON CERTIFICATE). The declaration must be signed by both parties and dated.

A sample copy of the declaration signed by students must be attached. Copies signed by students will be requested from the institution if and when the need arises.

**ITEM 56****ANNEXURE T: Institutional prospectus, calendar or brochure**

Regulation 24 requires an institution to publish, at least once a year, a calendar, prospectus or brochure for the information of students and the public. The institution's student prospectus, yearbook and brochure must be submitted for the year for which the annual report is issued. These must be in published format and must feature the year of publication. Loose pages are not acceptable for this purpose.

**ITEM 57****ANNEXURE U: Official documents, marketing and advertising material**

Regulation 26(1) stipulates that: "(1) *With respect to all its official documents, advertising and marketing material, an institution must- (a) comply with regulation 22(a); (b) ensure that all information about its approved programmes and accreditation status is accurate; and (c) make no false or fraudulent or misleading statements.*". The annual report must include the institution's official documents and marketing and advertising material, for the academic year for which the annual report is issued. These must bear the corporate identity/logo of the institution. Any other advertising material that the institution has provided to the public, such as newspaper/magazine articles, videos, audiocassettes, material prepared for television or a summary of workshops held at schools, must also be included.

An original version of the official letterhead used by the institution in the year for which the annual report is submitted must also be attached. Please note that Regulation 26(2), states that an institution ***may not*** display on its letterhead, official documents, marketing or advertising material-

- (a) *the national coat of arms of the Republic of South Africa;*

(b) *the logo of the Department of Higher Education and Training; and*

(c) *the logo of the HEQC or the CHE.*

#### ITEM 58

##### **ANNEXURE V: Register of students' complaints and grievances**

Regulation 26(A)(3) stipulates that all institutions are to keep accurate records of all complaints lodged which can be produced upon request by the Department. A copy of the register of students' complaints and grievances for the year of the submission of the annual report must be submitted as **Annexure V**.

#### ITEM 59

##### **ANNEXURE W: Evidence in respect of the continued fulfilment of the conditions of registration**

Section 60(1) of the Act allows the registrar to impose any reasonable condition on a private higher education institution. The conditions of registration of the institution are outlined in the letter of registration. Provide a brief summary in respect of the institution's continued fulfilment of its conditions of registration in the year for which the annual report is submitted. Where applicable, documentary evidence must be provided.

#### M. OTHER

#### ITEM 60

##### **ANNEXURE X: Risk analysis and management strategy**

Provide an account of how the institution is maintaining its risk analysis and management strategy for the year for which the annual report is submitted.

#### ITEM 61

##### **ANNEXURE Y: Tax Clearance Certificate**

A copy of the tax clearance certificate as issued by *South African Revenue Service* (SARS) for the year of reporting must be submitted as **Annexure Y**.

#### ITEM 62

##### **ANNEXURE Z: Premises not listed on the registration certificate**

A list of every premise, not listed on the institution's certificate of registration, including tuition centres, tutorial support centres, student support centres and satellite campuses on which teaching and learning is provided must be submitted. The list must indicate the physical address of the premise and the programmes offered on the premise.

#### CHECKLIST

Please make sure that you have submitted Form *APX-03* and attached all documents listed below. Fill in this form and submit it with your annual report.

REQUIRED INFORMATION	SUBMITTED YES / NO	INSTITUTION'S COMMENTS	FOR OFFICE USE ONLY
<b><u>Form APX-03:</u></b> <i>Annual Report Form</i>			
<b><u>Annexure A:</u></b> <i>Articles of Association as issued by the Companies and Intellectual Property Commission (CIPC)</i>			
<b><u>Annexure B1:</u></b> <i>The disclosure certificate as issued by the CIPC for Directors who have resigned</i>			
<b><u>Annexure B2:</u></b> <i>The disclosure certificate as issued by the CIPC for Directors who have been appointed</i>			

REQUIRED INFORMATION	SUBMITTED YES / NO	INSTITUTION'S COMMENTS	FOR OFFICE USE ONLY
<b>Annexure C:</b> <i>The letter from the Chairperson of the Board</i>			
<b>Annexure D:</b> <i>Registration certificate as a Private College issued by the Department.</i>			
<b>Annexure E:</b> <i>Auditor's report on student data</i>			
<b>Annexure F:</b> <i>Graduation Booklets</i>			
<b>Annexure G:</b> <i>Auditor's report on programmes</i>			
<b>Annexure H:</b> <i>SAQA report on programmes</i>			
<b>Annexure I1:</b> <i>Termination of agreement with other institutions</i>			
<b>Annexure I2:</b> <i>Entering into a new agreement</i>			
<b>Annexure I3:</b> <i>Amendments to existing agreements</i>			
<b>Annexure J:</b> <i>Compliance with the requirements of the HEQC</i>			
<b>Annexure K:</b> <i>Compliance with the regulations relating to the health and safety of persons</i>			
<b>Annexure L:</b> <i>Evidence on non-discrimination on the basis of race</i>			
<b>Annexure M:</b> <i>Proof of maintenance of financial surety or guarantee</i>			
<b>Annexure N:</b> <i>Audited annual financial statements</i>			
<b>Annexure O:</b> <i>Record of academic achievement</i>			
<b>Annexure P:</b> <i>Issuance of transcripts of academic records</i>			
<b>Annexure Q:</b> <i>Issuance of certificates</i>			
<b>Annexure R:</b> <i>The National Learner's Records Database (NLRD)</i>			
<b>Annexure S:</b> <i>Sample copy of an enrolment and</i>			

REQUIRED INFORMATION	SUBMITTED YES / NO	INSTITUTION'S COMMENTS	FOR OFFICE USE ONLY
<i>application form</i>			
<b>Annexure T:</b> <i>Institutional prospectus, calendar and brochure</i>			
<b>Annexure U:</b> <i>Official documents, marketing and advertising material</i>			
<b>Annexure V:</b> <i>Register of students' complains and grievances</i>			
<b>Annexure W:</b> <i>Evidence in respect of the continued fulfilment of the conditions of registration</i>			
<b>Annexure X:</b> <i>Maintenance of the risk analysis and management strategy</i>			
<b>Annexure Y:</b> <i>Tax Clearance Certificate</i>			
<b>Annexure Z:</b> <i>Premises not listed on registration certificate</i>			

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

NO. 46

26 JANUARY 2018

**GENERAL NOTICE IN TERMS OF THE RESTITUTION OF LAND RIGHTS ACT, 1994 (SCT NO. 22 OF 1994) AS AMENDED**

Notice is hereby given in terms of Section 11(1) of the Restitution of Land Rights Act, 1994 Act No. 22 of 1994) as amended, that a claim for restitution of land rights has been lodged by Mr Pule Silas Mfisa on behalf of the Mfisa Lehuma Community in respect of the farm Bulgerivier 198 KQ, situated within the Lephalale local Municipality, Waterberg District of the Limpopo Province.

FARM	OWNER	TITLE DEED NOTICE	EXTENT (ha)	ENDORSEMENTS	HOLDER	CLAIMANT
Remaining Extent of Bulgerivier 198 KQ	Limpopo Provincial Government	T1714/1903	2115.8242 ha	K939/2004/RM	AFC Prop PTY Ltd	Pule Silas Mfisa
		T26646/2010		K998/1999PC	Rio Tinto Mining & Exploration Ltd	
				VA864/1999		
				VA1779/1995		
				VA2737/2010		
Portion 14 of Bulgerivier 198 KQ	National Government of RSA	T35799/1965 T63887/2014	500.0000.SQM	VA5150/2014	N/A	Pule Silas Mfisa
Portion 15 of Bulgerivier 198 KQ	National Government of RSA	T35799/1965 T63887/2014	2.5696 ha	VA5150/2014	N/A	Pule Silas Mfisa



DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

NO. 47

26 JANUARY 2018



**rural development  
& land reform**

Department:  
Rural Development & Land Reform  
**REPUBLIC OF SOUTH AFRICA**

**OFFICE OF THE REGIONAL LAND CLAIMS COMMISSIONER: LIMPOPO**

Private Bag 9552, Polokwane, 0700, 61 Biccard Street: (015) 284 6300 Fax no: (015) 295 7404/3 96  
kagiso House Cnr. Rissik and Schoeman Street Tel: (015) 287 2600 Andrea building Tel: (015) 287  
9460 Fax: (015) 297 8570

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Department of Rural Development and Land Reform  
Provincial Service Centre Limpopo  
Private Bag X9552  
0700

Account number: **CD240100**

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

NO. 48

26 JANUARY 2018

GENERAL NOTICE IN TERMS OF THE RESTITUTION OF LAND RIGHTS ACT, 1994  
(ACT NO. 22 OF 1994)

Notice is hereby given in terms of Section 11(1) of the Restitution of Land Rights Act, 1994 (Act No. 22 of 1994 as amended); that a claim for restitution of land rights on:

REF NO.	CLAIMANT	PROPERTY	PORTION	CURRENT LAND OWNER	BONDS / NO BONDS	DEED OF TRANSFER
P 0195 & P 0143	Ms. Dibe Carolina Ramallo	Knopjeslaagte 385 JR	Portion 3(RE)	Dullisear Gavin Vincent	None	T84570/1998
XX 099	Mr. Ahmed Moosa	Erf 383 Prinsloo Street Pretoria	Erf 383 Prinsloo Street Pretoria	Centpret Prop PTY LTD	B40105/1976 B27472/1978 B133298/2005	T556688/2016
Z 0124	Mr. Frans Timonye	Trigaardspoort 451 JR	Portion 18	Martin Johannes van Wyk & Gerbrecht Andriesina van Wyk	Standard Bank Van Suid-Afrika Ltd- B53011/2014	T59781/1989
Z 0072	Mr. John Velaphi Mahlangu	Tweefontein 541 JR	Portion 9	ZZ4 Konstruksie CC	GRO Capital Services Purchasing S P V Pty Ltd- B113494/2007 & Landbank- B99029/2003	T146958/2003
P 0217	Mr. Petrus Lucas Mahlangu	Leeuwfontein 299 JR	Portion 30	Quantum Energy CC	B167340/2007	T139465/2007
		Leeuwfontein 299 JR	Portion 31	Luwes Philippus Johannes	N/A	T79551/2009
		Leeuwfontein 299 JR	Portion 46	Dickinson Edelette	B7221/1996	T7017/1996
		Leeuwfontein 299 JR	Portion 48	Roets Abraham Jacobus and Roets Rachel Aleitta Catharina Sophia	B2551/1993 B51450/1989	T13851/1988
		Leeuwfontein 299 JR	Portion 54	Prentice Eric Charles and Prentice Susarah Francinah	N/A	T78803/1996
		Leeuwfontein 299 JR	Portion 60	Jaretha Berinda Jansen van Rensburg	B60341/2005	T55762/2005
		Leeuwfontein 299 JR	Portion 64	National Government of Republic of South Africa	N/A	T64988/2011
		Leeuwfontein 299 JR	Portion 185 (PTN OF PTN 50)	Not yet registered at Deeds Office	N/A	
		Leeuwfontein 299 JR	Portion 186 (PTN OF PTN 50)	Not yet registered at Deeds Office	N/A	
		Leeuwfontein 299 JR	Portion 187	Chairmaine Opperman	B18983/2012	T148710/2003 T53093/2009
		Leeuwfontein 299 JR	Portion 188	Henrico Hanelize	B43045/2013	T71112/2013

	Leeuwfontein 299 JR	Portion 189 (PTN OF PTN 50)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 190 (PTN OF PTN 50)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 191 (RE)	Jacqueline Eksteen	B16453/2014	T27251/2014
	Leeuwfontein 299 JR	Portion 194 (PTN OF PTN 49)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 195 (PTN OF PTN 49)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 196 (PTN OF PTN 49)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 197 (PTN OF PTN 49)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 463 (PTN OF PTN 30)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 464 (PTN OF PTN 30)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 465 (PTN OF PTN 30)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 466 (PTN OF PTN 30)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 467 (PTN OF PTN 30)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 468 (PTN OF PTN 30)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 469 (PTN OF PTN 30)	Not yet registered at Deeds Office	N/A	
	Leeuwfontein 299 JR	Portion 470 (PTN OF PTN 30)	Not yet registered at Deeds Office	N/A	
<b>Interested Parties:</b> Land Claimant, the current landowners and the City of Tshwane Metropolitan Municipality and Department of Public Works.					

have been submitted to the office of the Regional Land Claim Commission. The Commission on Restitution of Land Rights will investigate the claim in terms of the provisions of Rule 5 of the Rules Regarding Procedure of Commission Established in terms of section 16 of Restitution of Land Rights Act as amended. Any interested party on the claim is hereby invited to submit, representations in terms of section 11A of the Restitution of Land Rights Act No. 22 of 1994 as amended within 90 (Ninety) working days from the publication date of this notice, any comments/information may be send to:

MIR. L.H. MAPHUTHA  
The Regional Land Claims Commissioner  
Gauteng Province  
Private Bag X 03  
**ARCADIA**  
0007  
TEL: (012) 310-6500/6620  
FAX: (012) 323-2961

  
Mr. Solomon Maruma  
Deputy Director (IMU)  
Date: 18/01/2018

## DEPARTMENT OF SOCIAL DEVELOPMENT

NO. 49

26 JANUARY 2018



PRESIDENT'S MINUTE NO: 167

**COMMENCEMENT OF THE CHILDREN'S AMENDMENT ACT (NO.17 OF 2016) AND THE CHILDREN'S SECOND AMENDMENT ACT (NO. 18 OF 2016)**

In terms of section 12 of the Children's Amendment Act (Act No. 17 of 2016) and Section 6 of the Children's Second Amendment Act (Act No. 18 of 2016), I hereby determine the date of publication of this proclamation as the date on which the said Acts shall come into operation.

Given under my Hand and the Seal of the Republic of South Africa at Pretoria.....on this 19..... day of October..... Two Thousand and Seventeen.

Handwritten signature of Mr JG Zuma in black ink.

MR JG ZUMA

PRESIDENT OF THE REPUBLIC OF SOUTH AFRICA

Handwritten signature of Ms Bo Dlamini in black ink.

MS BO DLAMINI, MP

MINISTER OF SOCIALDEVELOPMENT

**BY THE PRESIDENT OF THE REPUBLIC OF  
SOUTH AFRICA**

**COMMENCEMENT OF THE CHILDREN'S AMENDMENT ACT (NO.17 OF 2016) AND  
THE CHILDREN'S SECOND AMENDMENT ACT (NO. 18 OF 2016)**

In terms of section 12 of the Children's Amendment Act (Act No. 17 of 2016) and Section 6 of the Children's Second Amendment Act (Act No. 18 of 2016), I hereby determine the date of publication of this proclamation as the date on which the said Acts shall come into operation.

Given under my Hand and the Seal of the Republic of South Africa at  
Pretoria.....on this .....19..... day of .....October..... Two  
Thousand and Seventeen.



MR JG ZUMA

PRESIDENT OF THE REPUBLIC OF SOUTH AFRICA



MS BO DLAMINI, MP

MINISTER OF SOCIALDEVELOPMENT

## DEPARTEMENT VAN MAATSKAPLIKE ONTWIKKELING

NO. 49

26 JANUARIE 2018

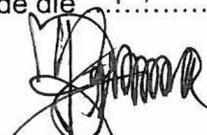
## VAN DIE

## PRESIDENT VAN DIE REPUBLIEK VAN SUID-AFRIKA

**INWERKINGTREDING VAN DIE WYSIGINGSWET OP KINDERS, 2016 (WET NO. 17 VAN 2016) EN DIE TWEDE WYSIGINGSWET OP KINDERS, 2016 (WET NO. 18 VAN 2016)**

Kragtens Artikel 12 van die Wysigingswet op Kinders, 2016 (Wet No. 17 van 2016) en Artikel 6 van die Tweede Wysigingswet op Kinders, 2016 (Wet No. 18 van 2016) bepaal ek hiermee die datum van publikasie van hierdie proklamasie as die datum waarop die genoemde Wette in werking tree.

Gegee onder my Hand en die Sêel van die Republiek van Suid-Afrika te Pretoria op hede die 1<sup>e</sup> dag van Oktober Tweeduisend en Sewentien.

  
MR JG ZUMA

PRESIDENT VAN DIE REPUBLIEK VAN SUID AFRICA

  
MS BO DLAMINI, MP

MINISTER VAN MAATSKAPLIKE ONTWIKKELING

## DEPARTMENT OF TRADE AND INDUSTRY

NO. 50

26 JANUARY 2018

**CO-OPERATIVES TO BE STRUCK FROM THE REGISTER**

1. TENENKO CO-OP LTD
2. SIDANI AGRICULTURAL CO-OP LTD
3. IZINDOPHI CO-OP LTD
4. UNATHINJALO CO-OP LTD
5. SIPHIWOKUHLE CO-OP LTD
6. LUXOLWENI FARMER CO-OP LTD
7. UNAKHO CO-OP LTD
8. NEW CREATION CO-OP LTD
9. SONQOBA CO-OP LTD
10. RAMOHAJANE CO-OP LTD
11. PEGMA 38 CO-OP LTD
12. ITEKENG COMMUNITY VEGETABLE GARDEN CO-OP LTD
13. HLUMANI KEISKAMMAHOEK CATRERING CO-OP LTD
14. NOKUMILA CO-OP LTD
15. TOP STYLE CO-OP LTD
16. MFOHLANE YOUTH SKILL CO OP LTD
17. UTHOLWETHU PHILAKATHE CO-OP LTD
18. UBOBO LEMBOKODO CO-OP LTD
19. SISONKE WELDING AND ALL PURPOSE MAINTENANCE CO-OP LTD
20. SOWETO ARTS CO-OP LTD
21. WAKE UP TRADING CO-OP LTD
22. FUKUZANI CO-OP LTD
23. ABAFAZI CO-OP LTD
24. PHOLA POULTRY AND BROILER CO-OP LTD
25. IKAPESENG DRESS MAKING CO-OP LTD
26. KHULANINANDE CO-OP LTD
27. QHOZANE MULTIPURPOSE CO-OP LTD
28. ISANDLA SETHU SEWING CO-OP LTD
29. GILIMITHI CO-OP LTD
30. MASIQUME CO-OP LTD
31. MANYANO TC. CO OP LTD
32. PHEZUKOMKHONO ZINAMANDLA WOMEN'S CO-OP LTD
33. ITHUBA LOKWENZA CO-OP LTD
34. ISOLOMZI CO-OP LTD
35. RE PHOLOGILE TRANSPORT CO-OP LTD

Notice is hereby given that the names of the abovementioned co-operatives will, after the expiration of sixty days from the date of this notice, be struck off the register in terms of the provisions of section 73(1) of the Co-operatives Act, 2005, and the co-operatives will be dissolved unless proof is furnished to the effect that the co-operatives are carrying on business or are in operation.

Any objections to this procedure, which interested persons may wish to raise, must together with the reasons therefore, be lodged with this office before the expiration of the period of sixty days.

**REGISTRAR OF CO-OPERATIVES**

Office of the Registrar of Co-operatives  
Dti Campus  
77 Meintjies Street  
Pretoria  
0002

Private Bag X237  
Pretoria  
0001

## DEPARTMENT OF TRADE AND INDUSTRY

NO. 51

26 JANUARY 2018

**CO-OPERATIVES TO BE STRUCK FROM THE REGISTER**

1. SOPHAKAMA PHILISANI CO-OP LTD
2. IMISEBE SEWING CO-OP LTD
3. NORTH EASTERN KWA-ZULU NATAL PRINTERS CO-OP LTD
4. MASHONA WORKER CO-OP LTD
5. IMPACT NATIONAL CO-OP LTD
6. ZINONGO CATERING CO-OP LTD
7. SIYANDA BUZANENI CO-OP LTD
8. TLAPENG PIGGERY VEGETABLES CO-OP LTD
9. SIYENZA SIYAKHA CO-OP LTD
10. LETLOTLO CO-OP LTD
11. KULANATHI CO-OP LTD
12. SIYAFUFUSA SEWING CO-OP LTD
13. MALETSHWARA CO-OP LTD
14. MVUMELWANO KULUNGILE CO-OP LTD
15. ATLEHANG CO-OP LTD
16. EYABANTU DRESSMAKERS CO-OP LTD
17. SEKWANELE HOUSING INITIATIVE CO-OP LTD
18. NOKUPHIWA CO-OP LTD
19. INKWENKWEZI CO-OP LTD
20. IMITA PROJECT CO-OP LTD
21. KUPHILWAPHI TRADING CO-OP LTD
22. GREEN BASKET CO-OP LTD
23. IKUSASALETHU AGRICULTURE AND TRADING CO-OP LTD
24. NONKQUBELA COMMUNITY PROJECT CO-OP LTD
25. ILITHA LETHU GENERAL CO-OP LTD
26. GOLD STAR CO-OP LTD
27. YONDLANI MAKANA WARD SIX CO-OP LTD
28. MSOBOMVU CO-OP LTD
29. THUTHIZINTO PRINTING, COURIER AND DISTRIBUTION CO-OP LTD
30. TWO IN ONE CO-OP LTD
31. PHILA MANUFACTURING CO-OP LTD
32. UPHONDO GENERAL TRADING CO-OP LTD
33. ISIDLO SETHU TRADING AND SERVICES CO-OP LTD
34. SINEKHONO GENERAL TRADING CO-OP LTD
35. EKULIMENI AGRICULTURAL CO-OP LTD
36. ZUZA CO-OP LTD

Notice is hereby given that the names of the abovementioned co-operatives will, after the expiration of sixty days from the date of this notice, be struck off the register in terms of the provisions of section 73(1) of the Co-operatives Act, 2005, and the co-operatives will be dissolved unless proof is furnished to the effect that the co-operatives are carrying on business or are in operation.

Any objections to this procedure, which interested persons may wish to raise, must together with the reasons therefore, be lodged with this office before the expiration of the period of sixty days.

**REGISTRAR OF CO-OPERATIVES**

Office of the Registrar of Co-operatives  
Dti Campus  
77 Meintjies Street  
Pretoria  
0002

Private Bag X237  
Pretoria  
0001

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**GENERAL NOTICES • ALGEMENE KENNISGEWINGS**

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**DEPARTMENT OF ARTS AND CULTURE****NOTICE 21 OF 2018****SOUTH AFRICAN HERITAGE RESOURCES AGENCY****NATIONAL HERITAGE RESOURCES ACT, 1999 (ACT NO. 25 OF 1999)****INVITATION TO COMMENT DRAFT REGULATIONS PERTAINING TO THE PROVISIONS OF SECTIONS 9(2), 9(3c), 13(1a), 13(1b), 13(2d), 24(f), 30(4) and 39 OF THE NATIONAL HERITAGE RESOURCES ACT NO 25 OF 1999****DEADLINE FOR COMMENT IS 28 FEBRUARY 2018**

The South African Heritage Resources Agency hereby invites comments on the draft regulations in terms of sections 9(2), 9(3c), 13(1a), 13(1b), 13(2d), 24(f), 30(4) and 39 of the National Heritage Resources Act, Act 25 of 1999.

1. The purpose of these regulations is to provide for the reporting of identified heritage resources and the ceding of databases of heritage information from Heritage Resources Authorities, Organs of State, and State supported bodies to the South African Heritage Resources Agency.
2. The draft Regulations are available on the following website: <http://www.sahra.org.za>
3. The draft Regulations may also be requested by email via the following address:  
sahrisadmin@sahra.org.za
4. Written comments on the draft Regulations should be submitted to  
sahrisadmin@sahra.org.za by close of business on 28 February 2018.

**BOARD / RAAD  
NOTICE 22 OF 2018**



**National Agricultural  
Marketing Council**  
Promoting market access for South African agriculture

**INVITATION TO  
REGISTER AS A DIRECTLY AFFECTED GROUP IN TERMS OF  
THE MARKETING OF AGRICULTURAL PRODUCTS ACT, ACT NO. 47 OF 1996,  
(MAP ACT) AS AMENDED**

The National Agricultural Marketing Council (NAMC) keeps a 'Register of Directly Affected Groups' for each commodity in the agricultural sector. A directly affected group means any group of persons, which is party to the production, sale, purchase, processing or consumption of an agricultural product and includes labour employed in the production or processing of such a product.

The register is, amongst others, being used to bring applications for statutory measures, (interventions in the agricultural sector in terms of the MAP Act) to the attention of directly affected groups and to invite such directly affected groups to lodge any objections or representations relating to such a request to the NAMC within a specified time. The viewpoints of directly affected groups are considered before the NAMC formulates its recommendations to the Minister of Agriculture, Forestry and Fisheries.

In order to register, please fax or e-mail the following information to the NAMC:

- Name of the organisation/ company/ group
- Agricultural products the company would like to register for eg. maize, red meat, citrus etc.
- Group to be registered for eg. producer, trader, importer, etc.
- Contact person
- Postal address, telephone and fax numbers
- E-mail address and website

**All directly affected groups in agriculture that are not yet included in our Register, are kindly requested to register at the NAMC in writing (fax 012 341 1911/ 086 626 4771 or e-mail [lizettem@namc.co.za](mailto:lizettem@namc.co.za)), at any time soon, with the above information.**

Enquiries: Lizette Mellet, tel 012 341 1115/ 012 400 9760

**ECONOMIC DEVELOPMENT DEPARTMENT  
NOTICE 23 OF 2018**

**COMPETITION TRIBUNAL**

**NOTIFICATION OF DECISION TO APPROVE MERGER**

The Competition Tribunal gives notice in terms of rules 34(b)(ii) and 35(5)(b)(ii) of the "Rules for the conduct of proceedings in the Competition Tribunal" as published in Government Gazette No. 22025 of 01 February 2001 that it approved the following mergers:

Case No.	Acquiring Firm	Target Firm	Date of Order	Decision
LM181Sep17	The Prepaid Company (Pty) Ltd	3G Mobile (Pty) Ltd	06/12/2017	Approved
LM215Oct17	Sasol Mining (Pty) Ltd	Anglo American Inyosi Coal (Pty) Ltd	06/12/2017	Approved
LM222Nov17	3 Health HOLDCO Mauritius Ltd	Newsshelf 1273 (Pty) Ltd	06/12/2017	Approved
LM231Nov17	Safety SA HOLDCO (Pty) Ltd	Nosa Investment Holdings (Pty) Ltd	06/12/2017	Approved
LM230Nov17	Trans Hex Group Ltd	West Coast Resources (Pty) Ltd	06/12/2017	Approved
LM223Nov17	Unemployment Insurance Fund Duly Represented By Public Investment Corporation SOC Ltd	Matseke Medical Consultants CC; Matseke Medical Investments (Pty) Ltd; Friedshelf 41 (Pty) Ltd and Clinx Health Group Limited	13/12/2017	Approved
LM197Oct17	SASFIN Bank Ltd	ABSA Technology Finance Solutions (Pty) Ltd	20/12/2017	Approved

**The Chairperson  
Competition Tribunal**

**DEPARTMENT OF TRADE AND INDUSTRY  
NOTICE 24 OF 2018**

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

(SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 ([ACT 2 OF 2000](#))[[REGULATION 5A](#)]

[Form D added by GN R466 of 1 June 2007.]

<b>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))</b>
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
1.1 Marketing Brochures of the ELIDZ	Information may be accessed by visiting the ELIDZ head office situated at: Lower Chester Road, Sunnyridge, East London, Eastern Cape, South Africa WEB: <a href="http://www.elidz.co.za">http://www.elidz.co.za</a>
1.2 The <b>Special Economic Zones</b> Act & Regulations	
1.3 Current ELIDZ Tender Information	
1.4 Information relating to potential partnerships with investors	
1.5 Corporate Social Investment Projects and how to get involved	
1.6 ELIDZ Annual Review	
1.7 General Information	
1.8 Operators Permit	
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
2. Tender Documents	Upon request at the reception of the ELIDZ situated at: Lower Chester Road, Sunnyridge, East London, Eastern Cape, South Africa
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
1.1 Marketing Brochures of the ELIDZ	Information may be accessed by visiting the ELIDZ head office situated at: Lower Chester Road, Sunnyridge, East London, Eastern Cape, South Africa
1.2 ELIDZ Annual Review	
1.3 General Information	
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(ii):</b>	
1.1 Marketing Brochures of the ELIDZ	Information may be accessed by visiting the ELIDZ website: WEB: <a href="http://www.elidz.co.za">http://www.elidz.co.za</a>
1.2 Current ELIDZ Tender Information	
1.3 Information relating to potential partnerships with investors	

1.4 Corporate Social Investment Projects and how to get involved	
1.5 ELIDZ Annual Review	
1.6 General Information	

**DEPARTMENT OF TRANSPORT  
NOTICE 25 OF 2018**

**DETERMINATION OF PERMIT FEES UNDER SECTION 23(2) (a) OF THE  
NATIONAL RAILWAY SAFETY REGULATOR ACT, 2002**

The Minister of Transport, hereby in terms of section 23(2)(a) of the National Railway Safety Regulator Act, 2002 (Act No. 16 of 2002) read together with section 23(2)(b) of the Act publishes for comments the determination of the fees that the Railway Safety Regulator must charge for safety permits as indicated in the Schedule.

Interested persons are invited to submit written comments to the Director-General, Department of Transport, within 30 days after the date of publication of this notice, for the attention of:

Director-General: Transport  
ATT: Mr Diapo Letsoalo  
Department of Transport  
Private Bag X 193  
PRETORIA  
0001

Email: [Letsoald@dot.gov.za](mailto:Letsoald@dot.gov.za) or E-mail: [NgobeniY@dot.gov.za](mailto:NgobeniY@dot.gov.za)  
Tel: (012) 309 3852 Tel: (012) 309 3149

Or

Email: [MokubyaS@dot.gov.za](mailto:MokubyaS@dot.gov.za)  
Tel: (012) 309 3540

**SCHEDULE****DETERMINATION OF PERMIT FEES UNDER SECTION 23(2) (a) OF THE  
NATIONAL RAILWAY SAFETY REGULATOR ACT, 2002****DEFINITIONS****1. For the purpose of calculating fees:**

**“annual passengers”** means the total number of passengers transported aboard railway operator’s passenger or commuter rolling stock between two points (i.e. a station of boarding and of disembarkation) with the exception of a train operator’s personnel, over the period of an operator’s most recently completed financial year;

**“annual tons”** The total sum of the mass of dangerous or general goods loaded onto a locomotive by a train operator in the preceding financial year, and transported along the portion of a rail network for which the train operator has a permit to traverse;

**“cape gauge”** A type of railway track where the distance between the two rails of the track is 1,067 millimetres in length;

**“general freight or passenger operators”** means network, train or station operators (or a combination thereof) whose operations include the transportation of passengers and freight that excludes dangerous or mining goods;

**“mine operations”** means the operations undertaken above surface by train, network, and station operators to support mining activities;

**“non-rail related revenue”** means revenue generated by Train Operators, Network Operators or Station Operators whose railway operation is incidental to its main business;

**“passengers”** means people transported by a train between two points (i.e. a station of boarding and of disembarkation) with the exception of a train operator’s personnel;

**“rail-related revenue”** means the gross inflow of cash arising from all rail operating activities of an operator;

“**relevant risk based fee rate**” means the rand value equivalent of the risks attributable to rail activities. The units of measurement include R/Kilometres (for network operations), R/number of stations (for station operator), R/passenger kilometres (for passenger operations), and R/ton kilometre (for freight operations);

“**standard gauge**” railway track where the distance between the two rails of the railway track is 1,435 millimetres in length; and

“**tourist passengers**” means passengers transported aboard railway operator's rolling stock between two points (i.e. a station of boarding and of disembarkation) for recreational purposes, with the exception of a train operator's personnel and commuter passengers.

### **APPLICATION FEES**

2. A non-refundable application fee must accompany an application for a safety permit. The fees specified in the categories **OPERATOR CATEGORY AND AMOUNT** column of the Schedule shall be payable in respect of the corresponding **APPLICATION FEES FOR GENERAL SAFETY PERMIT** that is applied for as specified in the first column of the Schedule indicated as follows:

<b>APPLICATION FEES FOR GENERAL SAFETY PERMIT</b>	<b>OPERATOR CATEGORY AND AMOUNT (RANDS)</b>		
	Transportation of Mining Goods	Transportation of Dangerous Goods	Transportation of passengers or General Freight
<b>Group A:</b> Train, Network and Station operators Application Fee	R 53 650.00	R 53 650.00	R 53 650.00
<b>Group B:</b> Train, Network and Station Operators Application Fee	R 17 580.00	R 17 580.00	R 3 176.00
<b>Group C:</b> Train, Network and Station Operators Application Fee	R 7 372.50	R 7 372.50	R 3 176.00

### **OTHER SAFETY PERMIT FEES FOR RAILWAY OPERATIONS**

3. The fees specified in the categories OPERATOR CATEGORY AND AMOUNT column of the Schedule shall be payable in respect of the corresponding APPLICATION FEES FOR OTHER SAFETY PERMIT being applied for specified in the first column of the Schedule indicated as follows:

APPLICATION FEES FOR OTHER SAFETY PERMIT	OPERATORS CATEGORY AND AMOUNT		
	GROUP A	GROUP B	GROUP C
Temporary Safety Permit	R 121 929.00	R 97 543.00	R 13 413.00
Construction Train Safety Permit	R 609 646.00	R 79 254.00	R 3 658.00
Test and Commissioning Safety Permit	R 1 219 292.00	R 121 929.00	R 48 772.00

**PERMIT FEE RATES FOR NON RAIL-RELATED REVENUE GENERATING TRAIN OPERATORS, NETWORK OPERATORS AND STATION OPERATORS**

- 4.1 The fees payable shall be calculated by multiplying the unit specified in Column 3 with the relevant risk based fee rate specified in Column 4 in respect of the corresponding activities specified in Column 2 of the Schedule, except where a flat rate has been indicated.

COLUMN 1 Operator Category	COLUMN 2 Rail Activities	COLUMN 3 Unit	COLUMN 4 Relevant Risk Based Fee Rate		
			Mine Operations	Dangerous Goods Operations	Transportation of Passenger Operations
			(a) Train	Running Lines for Tourist / Passengers	Total annual passenger number x Total length of running line (Km)
	Private Siding Lines for General Freight/ Dangerous Goods	Annual Tons x Total length of siding (Km)	Flat Rate: R63 900.00	Flat Rate: R426 000.00	Flat Rate: R9 344.00
	Private Siding Lines for Tourist / Passengers	Total annual passenger number x Total length of siding (Km)	N/A	N/A	Flat Rate: R9 344.00
(b) Network	Running Lines for Cape Gauge	Total length of Cape Gauge running line (Km)	N/A	N/A	N/A
	Siding Lines for Cape Gauge	Total length of Cape Gauge siding (Km)	36.51813528	13504.4742	3380.41692
(c) Station	On and off boarding sites/ zones for passengers	Number of stations	N/A	N/A	Flat Rate: R103 897.00

**PERMIT FEE RATES FOR RAIL-RELATED REVENUE GENERATING TRAIN OPERATORS,  
NETWORK OPERATORS AND STATION OPERATORS**

4.2 The Operators have been grouped as follows:

**(a) Group A: Train Operators, Network Operators and Station Operators**

Railway Operators who transport 500 000 tons or more of general goods, 50 000 tons or more of dangerous goods, or passengers are liable to pay railway safety permit fees determined in accordance with the formula below.

**(b) Group B: Train Operators, Network Operators and Station Operators**

Railway Operators who transport between 200 000 tons and 500 000 tons of general goods, less than 50 000 tons of dangerous goods or tourists are liable to pay railway safety permit fees determined in accordance with the formula below.

**(c) Group C: Train Operators, Network Operators and Station Operators**

Railway Operators who transport less than 200 000 tons of general goods are liable to pay a flat fee of R9 344.00

- 4.3 (a) The formula below is used as a basis to calculate Group A Operators annual safety permit fee:

$$W = (Y - U - V) * X/Z$$

**Where:**

**U** is the total amount of the railway safety permit fees payable by all Group C Operators for the most recently completed and audited financial year; **(R 55 252.89)**

**V** is the total amount of the railway safety permit fees payable by all Group B Operators for the most recently completed and audited financial year; **(R 2 743 749.54)**

**W** is the amount of railway safety fees payable by the relevant Group A Operators. (Use formula to determine contribution);

**X** is the annual rail-related revenue of the relevant Group A Operators for the most recently completed and audited financial year;

**Y** is the total amount of the railway safety permit fees due to the Railway Safety Regulator for the 2018/19 financial year; **(R 161 700 000.00)** and

**Z** is the total annual rail-related revenue of all the Group A Operators for the most recently completed and audited financial year **(R 99 073 899 653.16)**

- (b) Table below is used as a basis to calculate railway Operators annual safety permit fee:

<b>OPERATOR GROUP</b>	<b>BAND</b>	<b>PERMIT FEE PAYABLE</b> (Proportionate revenue distribution)
<b>GROUP A:</b>  Train Station Network	Dangerous goods ≥ 50 000t  General goods ≥ 500 000t  All passengers	          <b>W = (Y-U-V) * X/Z</b>
<b>GROUP B</b>  Train Station Network	Dangerous goods < 50 000t  General goods ≥ 200 000t and < 500 000t  All tourists	0.17% of relevant (with respect to the most recently completed and audited financial year) annual rail-related revenue
<b>GROUP C</b>  Train Station Network	General goods < 200 000t	          <b>Flat Rate: R 9 344.00</b>

### APPLICATION OF NOTICE

- 5.1 The permit fee rates and formulae specified in sections 4.1 and 4.3 of this schedule do not apply to the following legal entities:
- (a) Transnet SOC Ltd.
  - (b) Passenger Rail Agency of South Africa (PRASA)
  - (c) Bombela Operating Company
  - (d) All registered non-South African train operators operating in the Republic of South Africa.

5.2 The permit fee rates determined for the 2017/18 financial year shall apply to the following entities:

- (a) Transnet SOC Ltd: **R 98 935 085.33**
- (b) Passenger Rail Agency of South Africa (PRASA): **R 29 491 461.79**
- (c) Bombela Operating Company: **R 2 500 000.00**
- (d) Non-South African train operators operating in the Republic of South Africa will pay their 2017/18 permit fee amounts plus a **10%** annual increase;
  - CFM Mozambique Railways: **R 3 223 585.76**
  - Swaziland Railways: **R 141 352.57**
  - Botswana Railways: **R 1 171 280.00**

#### **SHORT TITLE AND COMMENCEMENT**

6. This notice is called the Determination of Permits Fees for the 2018/19 financial year, and will come into operation at a date to be determined by the Minister.

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**BOARD NOTICES • RAADSKENNISGEWINGS**

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**BOARD NOTICE 4 OF 2018****ROAD ACCIDENT FUND****ADJUSTMENT OF STATUTORY LIMIT IN RESPECT OF CLAIMS FOR LOSS OF INCOME AND LOSS OF SUPPORT**

The Road Accident Fund hereby, in accordance with section 17(4A)(a) of the Road Accident Fund Act, No. 56 of 1996, as amended, adjusts and makes known that the amounts referred to in subsection 17(4)(c) are hereby adjusted to **R266 200**, with effect from **31 January 2018**, to counter the effects of CPI inflation.

Note: The CPI index based on the new "basket and weights" was used to calculate this adjustment, **effective from 31 January 2018** (with base year December 2016 = 100). The rebased CPI index for May 2008 was 62.63. The CPI index for November 2017 was 104.2. This adjustment was calculated by multiplying the R 160 000 limit by 104.2/62.63.

**RAADSKENNISGEWING 4 VAN 2018****PADONGELUKFONDS****AANPASSING VAN STATUTÊRE LIMIE TEN OPSIGTE VAN EISE VIR VERLIES AAN INKOMSTE EN ONDERHOUD**

Die Padongelukfonds maak ooreenkomstig artikel 17(4A)(a) van die Padongelukfondswet, No. 56 van 1996, soos gewysig, bekend dat, met effek vanaf **31 Januarie 2018**, die bedrae waarna verwys word in subartikel 17(4)(c) aangepas word tot **R266 200**, ten einde die uitwerking van VPI inflasie teen te werk.

Neem kennis: Die VPI indeks gebasseer op die nuwe "mandjie en gewigte" is gebruik om hierdie aanpassing, **effektief vanaf 31 Januarie 2018**, te bereken (met basisjaar Desember 2016 = 100). Die heraangepaste VPI indeks vir Mei 2008 was 62.63. Die VPI indeks vir November 2017 was 104.2. Hierdie aanpassing was bereken deur die R 160 000 limiet te vermenigvuldig met 104.2/62.63

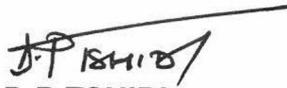
**BOARD NOTICE 5 OF 2018**  
**FINANCIAL SERVICES BOARD**

**FINANCIAL MARKETS ACT, 2012**

**AMENDMENTS TO THE JSE EXCHANGE RULES- BLOCK TRADES AND OFF-  
ORDER BOOK PRINCIPAL TRADES**

I, Dube Phineas Tshidi, Registrar of Securities Services, hereby give notice under section 71(3)(c) of the Financial Markets Act, 2012 (Act No. 19 of 2012) that the amendments to the JSE Exchange Rules have been approved. Please be advised that the Exchange Rules are available on the official website of the Financial Services Board ([www.fsb.co.za](http://www.fsb.co.za)) and that of the exchange ([www.jse.co.za](http://www.jse.co.za)).

The amendments come into operation on the date of publication of this Notice.

  
D P TSHIDI

**REGISTRAR OF SECURITIES SERVICES**

**BOARD NOTICE 6 OF 2018****FINANCIAL SERVICES BOARD****FINANCIAL MARKETS ACT, 2012****AMENDMENTS TO THE JSE DEBT LISTINGS REQUIREMENTS – LISTED  
PROJECT BONDS**

I Dube Phineas Tshidi, Registrar of Securities Services, hereby give notice under section 11(6) (d) of the Financial Markets Act 19 of 2012 that the amendments to the JSE Debt Listings Requirements have been approved. Please be advised that the amendments were published on the official website of the Financial Services Board ([www.fsb.co.za](http://www.fsb.co.za)) and on the official website of the Market Infrastructure ([www.jse.co.za](http://www.jse.co.za)).

**D P TSHIDI****REGISTRAR OF SECURITIES SERVICES**





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