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NOTICE

FREE STATE GAMBLING AND

RACING BOARD RULES 1

FREE STATE GAMBLING AND RACING BOARD RULES

HORSERACING AND BETTING RULES

1. The Free State Gambling and Racing Board under section 91 of the Free State Gambling and Racing Act, 1996 (Act No 6 of 1996), hereby wish to publish its rules pertaining to horseracing and betting for public comment.

2. Any comments must be submitted in writing to:

The Free State Gambling and Racing Board
PO Box 9229
BLOEMFONTEIN
9300

Ref: Me E. Grobler
Tel: (051) 4040300

3. Comments may also be faxed to facsimile number (051) 4040322.
4. Comments must be received no later than 1 April 2002.
5. Please provide the name, address, telephone number and fax number of a person who can be contacted regarding written presentations submitted.

RULE 13 – HORSERACING AND BETTING:

PART 1

Definitions

13.1 In these Rules, unless the context otherwise indicates –

“Act” means the Free State Gambling and Racing Act (no. 6 of 1996) as amended;

“betting slip” means a betting slip referred to in rule 13.4.3;

“betting slip book” means a betting slip book referred to in rule 13.4.3;

“bookmaker” means the holder of a bookmaker licence contemplated in section 37 of the Act;

“bookmaker’s stake” in relation to any bet laid by a licensed bookmaker, means the amount of money a bookmaker will forfeit, excluding the punter’s stake, if he loses such bet;

“combination bet” means a bet involving more than one horse or participant;

“cubicle holder” means a licensed bookmaker who is the lawful occupier of a cubicle in any Tattersalls;

“double bet” means a bet on whether or not a specified horse in each of the two legs constituting the designated race of the double pool, will finish as the first;

“dupla bet” means a bet on whether or not two specified horses in dupla designated race will finish as the first two horses in any order;

“exacta bet” means a bet on whether or not two specified horses in an exacta designated race, will finish first and second in that order;

“field book” means a field book as contemplated in rule 13.4.4;

“field sheet” means a field sheet as contemplated in rule 13.4.4.(1);

“forecast bet” means a bet on whether or not two or more specified horses finish in a specified order in a certain race;

“hold” means the total of all punter’s stakes in bets laid by a bookmaker, less the total of all take-back bets placed by him;

"jackpot bet" means a bet whether or not specified horses will finish first in each race of the jackpot designated races;

"lay" in relation to a bet, means the acceptance by any person of a bet placed with him;

"pick 6 bet" means a bet whether or not specified horses will finish first in each of the pick 6 designated races;

"place" in relation to a bet, means the placing of a bet with a licensed bookmaker or on a totalizator and in relation to a race, any one of the first specified number of horses which will finish before the other horses in a certain race;

"place accumulator bet" means a bet whether or not specified horses will run a place in each race of the designated place accumulator races;

"place bet" means a bet on whether or not a specified horse will run a place in a certain race;

"price" means betting odds;

"punter" means the person placing a bet with a licensed bookmaker or on a totalizator;

"punter stake", in relation to any bet placed by a person, means the amount of money such a person, including a bookmaker in respect of a take-back bet, will forfeit to a bookmaker, if such person loses such a bet;

"quartet bet" means a bet on whether or not four specified horses in a race designated as a quartet race will in the order selected, finish first, second, third and fourth;

"regulations" means the Regulations made in terms of section 92 of the Act;

"settling book" means a settling book as contemplated in rule 13.4.6;

"statement of account book" means a statement of account book as contemplated in rule 13.4.8;

"starting price bet" means a bet the price whereof is only determined after the commencement of the race concerned and calculated on the ruling bookmakers' price on the race-course concerned at the time of such commencement;

"superfecta bet" means a bet on whether or not six specified horses in a race designated as a superfecta race will, in the order selected, finish, first, second, third, fourth, fifth and sixth;

"swinger bet" means a bet on whether or not two specified horses in a certain race finish amongst the first three horses in such race in any order;

"take back bet" means a bet placed on a race or other sporting event by a licensed bookmaker with any other licensed bookmaker or on a totalizator, either in or outside this Province;

"take-out" in relation to any bet means the aggregate of the bookmaker's stake and the punter's stake;

"trifecta bet" means a bet on whether or not three specified horses in a race designated as a trifecta race will, in the order selected, finish first, second and third;

"trio bet" means a bet on whether or not three specified horses in a race designated as a trio race will, in any order, finish in the first three places;

"win bet" means a bet on whether or not a specified horse or participant will win a certain race or other sporting event,

and any other word or expression has the meaning assigned thereto in the Act.

PART 2

Bookmakers

13.2 Except where specifically indicated these Rules apply to both On-course and Off-course bookmakers.

Bookmakers-General

Information to be displayed

13.3 The following shall be displayed conspicuously at a bookmaker's licensed premises:

- (1) The name of the licensed bookmaker;
- (2) A board identifying the events on which bets are accepted and the names of the participants competing in such events together with the respective odds for each participant; and
- (3) A notice that all bets are subject to the bookmaker's betting rules which are available on request.

Books to be kept

Books to be kept – General

- 13.4 (1) A bookmaker shall in addition to the books and records referred to in Regulations 128 (2)(ii) and set out in Rule 13.4.1(4) below, keep such further books and records as the Board may from time to time determine.
- (2) The books and records referred to in sub-rule (i) shall be kept for a period of at least 5 years from the date of the last entry therein.
- (3) A bookmaker shall preserve all his/her bank statements and paid cheques for a period of at least 2 years from the date to which they relate.
- (4) The following are books to be kept:
- (a) Cashbook;
 - (b) A betting slip book;
 - (c) A field book;
 - (d) A settling book;
 - (e) A debtor-creditor ledger;
 - (f) A log book;
 - (g) A record book reflecting all transactions with other licensed bookmakers;
 - (h) A book reflecting all transactions with credit clients;
 - (i) A bank deposit book; and
 - (j) A cheque book.

Cashbook

- 13.5 (1) The cashbook shall be in the recognised format, which shall be approved by the Board.
- (2) The cashbook shall consists of consecutively numbered pages permanently bound together.
- (3) The name of the licensed premises, the name of the bookmaker, or the names of all bookmakers in the case of a partnership, and the address of the licensed premises shall be recorded on the front cover of each cashbook.

- (4) The cashbook shall provide for a receipts and payments side.
- (5) The receipts side of the cashbook shall provide at least the following columns from left to right, and any other columns as prescribed from time to time by the Board:
- (a) the document number;
 - (b) the date of the transaction;
 - (c) the name of the beneficiary,
 - (d) analysis of the receipts;
 - (e) the folio number;
 - (f) sundries;
 - (g) settling, and
 - (h) the bank.
- (6) The payment side shall provide at least the following columns from left to right, and any other columns as prescribed from time to time by the Board:
- (a) the document number;
 - (b) the date of transaction;
 - (c) name of the beneficiary;
 - (d) an analysis of payment;
 - (e) the folio number;
 - (f) sundries;
 - (g) the betting tax;
 - (h) settling; and
 - (i) the bank.
- (7) The cashbook shall be balanced monthly not later than the 20th of each month for the preceding month.
- (8) The following are transactions to be recorded in the cashbook:

- (a) all the cash, cheques, credit transfers or other forms of payment received by the bookmaker with regard to the bookmaking business; and
 - (b) all the cash, cheques, credit transfers or other forms of payment payable by the bookmaker with regard to the bookmaking business.
- (9) Every entry or alteration in a book shall be made with indelible ink.
- (10) No alteration shall be made in any book in such a manner that the original entry is rendered illegible.
- (11) A spoilt page or betting slip shall be cancelled by writing the word "cancelled" in bold letters across every copy of such page or betting slip, and all copies of such page or slip shall be attached to one another.
- (12) No page or duplicate page shall be removed from any book referred to in these rules except as provided for in these rules.
- (13) In the event of any page or duplicate page accidentally becoming detached from any book referred to in these rules, it shall immediately be replaced in the book and attached thereto in its proper place.
- (14) Separate books shall be used for horseracing, in the one hand and other events or contingencies on the other hand.

Betting slip book

13.6 (1) Betting slip book as referred to in Regulation 128(2)(ii)(bb) shall be in the following format:

- (a) For an off-course bookmaker –
 - (i) The pages of a betting slip book shall consist of consecutively numbered slips permanently bound together, and each page shall at least be in duplicate.
 - (ii) One of the copies of each page of the betting slip book shall not be perforated or weakened in any manner whatsoever.
 - (iii) The other copies of each page shall be perforated in such a manner as to allow for easy detachment.
 - (iv) The original slip and copies thereof shall provide spaces for insertion of the event or contingency venue, the event or contingency number or name, the event or contingency date, and, in the case of credit or take-back bets, the name of the punter or bookmaker.

- (v) The original slip and copies thereof shall provide spaces for the insertion of the subject or subjects, the stake, the bookmaker's commitment and any other particulars relevant to the bet.
 - (vi) The name of the bookmaker concerned and the physical address of the licensed premises shall be pre-printed on the front cover of each book.
 - (vii) The name of the bookmaker and the physical address of the licensed premise shall be printed on the original slip.
 - (viii) The number printed on the original slip shall in like manner be printed on the copies thereof.
- (b) On-Course bookmaker -
- (i) The betting slip book shall be serially numbered, starting with the betting slip book with the lowest slip number, and shall consist of consecutively numbered slips permanently bound together;
 - (ii) The name of the bookmaker, or the names of the bookmakers in the case of partnership, the name of the licensed premises and the address of the licensed premises shall be printed on each slip;
 - (iii) Each slip shall provide spaces for the insertion of the event or contingency venue, the event or contingency number and the event or contingency date, and, in the case of a credit or take-back bet, the name of the punter or bookmaker; and
 - (iv) Each slip shall provide spaces for the insertion of the name or names, or number or numbers of the subject or subjects of the bet, the stake, the bookmaker's commitment and any other particulars relevant to the bet.
- (2) (a) Each slip of each slip book shall be used in numerical sequence commencing from the lowest slip number in such a book.
- (b) Separate slip books shall be used for horse racing on the one hand and other events or contingencies on the other hand.
- (3) When laying any bet on a licensed premises, the bookmaker who lays such a bet shall -
- (a) In respect of a fixed odds bet -
 - (i) Record on the next unused slip in the slip book the date of the bet, the name or number of the subject or subjects of the bet, the punter's stake, bet type, the bookmaker's commitment and

any other relevant information pertaining to the bet;

- (ii) In the case of a take-back bet, record on the slip the name of the bookmaker with whom the bet was placed and, in the case of a credit bet, or bet made by way of telephone, telefax, internet transmission or electronic mail, record on the slip the name of the punter or bookmaker with whom the bet was laid;
- (iii) Issue the original slip to the punter who placed the bet, unless the bet was placed by telephone, telefax, internet transmission or electronic mail, in which case the original slip shall remain in the slip book; and
- (iv) Enter each bet in the relevant field book as hereinafter prescribed; and

(b) In respect of an open-bet -

- (i) Record on the next unused slip in the slip book the date of the bet, the event or contingency venue, the event or contingency number, the name or names or the number or numbers of the subject or subjects of the bet, the punter's stake, the bet type and any other relevant details pertaining to the bet;
 - (ii) In the case of a take-back bet, record on the slip the name of the bookmaker with whom the bet was placed and, in the case of a credit bet or bet made by way of a telephone, telefax, internet transmission or electronic mail, record on the slip the name of the punter or bookmaker with whom the bet was laid;
 - (iii) Issue the original slip to the punter who placed the bet, unless the bet was placed by telephone, telefax, internet transmission or electronic mail, in which case the original slip shall remain in the slip book; and
 - (iv) Enter each bet on a page designated for open bets in the relevant field book.
- (4) At the end of the day the bookmaker shall clearly mark all winning bets as (W) or (L) for losing bets, and circle the progressive takeout on the slip issued in respect of all winning bets.
- (5) In the case of a bet laid off-course, which was cancelled, the bookmaker shall clearly mark the slip in question as cancelled and attach the original slip and all copies thereof to the corresponding slip book copy.
- (6) In the case of a bet laid on-course, which has been cancelled, the bookmaker shall clearly mark the slip in question as cancelled and attach the original slip to the page of the field book on which such bet was recorded.

(7) In the case of a winning bet laid on-course, the bookmaker shall -

- (a) Collect all original slips upon payout;
- (b) Sort winning slips together into numerical sequence; and
- (c) Attach the winning slips to the page of the field book on which such winning bet was recorded.

Field books

13.7 (1) Each page of field book, herein also referred to as a field sheet, shall indicate the name of the bookmaker concerned and shall have spaces wherein the race for which it is used, the venue of the race and the date such race is run can be entered.

(2) The field book shall be in the following format:

- (a) A field books shall be permanently bound together;
- (b) A field book shall be at least in duplicate;
- (c) A field book shall be numbered consecutively and every field sheet and its duplicate shall bear the same number, and
- (d) The name of the bookmaker and the physical address of the licensed premises shall be recorded on the front cover of each field book.

(3) The original field sheets shall not be perforated or weakened in any manner whatsoever but duplicate field sheets shall be perforated to allow easy detachment.

(4) A field book shall provide spaces on every page thereof for the insertion of the following:

- (a) The event or contingency venue;
- (b) The event or contingency name and/or number; and
- (c) The event or contingency date.

(5) Separate field books shall be issued for:

- (a) Horse racing; and
- (b) Other events or contingencies.

(6) Every bookmaker shall, in the manner hereinafter prescribed, enter in the field book the particulars of -

(a) All bets laid on the licensed premises on a particular day; and

(b) All take-back bets placed by the bookmaker in order to cover a commitment reflected in such book, as finally determined upon that day.

(7) No page of the field book shall relate to more than one event or contingency: Provided that any page may be horizontally subdivided to form two or more shorter pages, the one below the other, each of which shall be clearly demarcated and shall relate to a separate event or contingency.

(8) (a) No column on any page of a field book shall, in respect of fixed odds bets, relate to more than one subject: Provided that any column may be horizontally subdivided to form two or more shorter columns, the one below the other, each of which shall be clearly demarcated and shall be a separate column.

(b) The name of any subject taking part in an event or a contingency in respect of which fixed odds bets have been laid on the licensed premises shall be entered at the top of a column before any entry is made therein.

(c) Each column referred to in paragraph (a) shall be divided vertically into no fewer than five sub-columns.

(9) The following entries shall be made in a field book:

(a) In respect of all fixed odds bets:

- (i) The name or number which identifies the event or contingency concerned;
- (ii) The venue where and the date when such event or contingency takes place;
- (iii) At the head of each separate column referred to in sub-rule 8(a), the name or names of the subject or subjects taking part in such event or contingency in respect of which fixed odds bets were laid or placed by the bookmaker concerned; and
- (iv) In the sub-columns referred to in sub-rule 8(c), the following particulars, from left to right and on the same horizontal line, pertaining to such bet:

(aa) The progressive take-out in respect of the subject

concerned;

(bb) The bookmaker's commitment in respect of each individual bet;

(cc) The punter's stake in respect of each individual bet;

(dd) The progressive total of punters' stakes in respect of the subject concerned; and

(ee) The number of the slip issued in terms of rule 13.4.3(3)(b)(iii).

(v) The winning take-out, the winning stake and the total stake in respect of all bets for each event or contingency, next to the last subject; and

(vi) Once the outcome of the race, event or contingency is known, a mark "(W)", identifying a winning bet and circle that bet; and

(b) In respect of all open bets:

(i) The place at which and the date on which the outcome of the bet or bets concerned is finally determined;

(ii) The total payout, total winning stake and total stake in respect of all bets for each day;

(iii) In the columns referred to in sub-rule 8(c), the following particulars, each from left to right and on the same horizontal line, pertaining to each such bet in the following sequence:

(iv) (aa) the progressive payout in respect of each bet;

(bb) the bookmaker's commitment in respect of each bet;

(cc) the punters stake in respect of each bet;

(dd) the progressive total of punters' stakes in respect of each bet; and

(ff) the number of the slips issued in terms of rule 13.4.3.(3)(b)(iii), and

(c) In respect of take-back bets, the record prescribed by rule 13.4.5: provided that where any such bet is won by the bookmaker concerned, it shall not be

necessary to complete sub-columns (aa) and (bb) contemplated in sub-paragraph (b)(iii).

Recording of take-back bets

13.8 (1) Take-back bets shall be recorded as prescribed in this rule.

(2) Every bookmaker who places a take-back bet on any subject in order to cover the commitment or expected commitment reflected in:

(a) A field book in respect of such subject, shall record such bet, where such commitment exists or is anticipated in respect of fixed odds-bets, by entering the following from left to right and on the same horizontal line in the sub-columns referred to in rule 13.4.4(8)(c), of the column in respect of such subject:

(i) A figure arrived at by deducting from the progressive take-out in respect of such subject at the time of taking such bet –

- (aa) the sum of the commitment of the bookmaker who lays such bet and the amount staked by the bookmaker which places such bet; or
- (bb) the amount paid by the holder of a totalisator licence, as the case may be;

(ii) The commitment of the bookmaker which lays such bet, or a figure arrived at by deducting from the amount paid by the holder of a totalisator operator licence the amount staked by the licensed bookmaker who places such bet, as the case may be, which figure shall be circled in ink,

(iii) The amount staked by the bookmaker who places such bet, which figure shall be circled in ink;

(iv) A figure arrived at by deducting from the progressive total of punters' stakes on such subject the amount staked by the bookmaker who places such bet, and

(v) The number of the slip, or the number of the betting slip, where such bet is a totalisator bet; and

(b) A fieldbook in respect of such subject, shall record such bet, where such commitment exists or is anticipated in respect of open bets, by entering the following from left to right and on the same horizontal line in the columns, referred to in rule 13.4.4. (8)(c), of the page of such book relating to open bets:

(i) A figure arrived at by deducting the following from the progressive take-out in respect of open bets:

- (aa) the payout by the bookmaker who lays such bet; or

- (bb) the amount paid by the holder of a totalisator operator licence, as the case may be;
 - (ii) The payout by the bookmaker who lays such bet, or a figure arrived at by deducting from the amount paid by the holder of a totalisator operator licence the amount staked by the bookmaker which places such bet, as the case may be, which pay-out figure shall be circled in ink;
 - (iii) The amount staked by the bookmaker who places such bet, which amount shall be circled in ink,
 - (iv) A figure arrived at by deducting from the progressive total of players' stakes on such open bets the amount staked by the bookmaker who places such bets; and
 - (v) The number of the betting ticket, or the number of the slip where such bet is a totalisator bet.
- (3) When a bookmaker places a take-back in respect of an expected commitment and –
- (a) The commitment does not materialise, the take-back bet shall be considered a bet and shall not be deductible for betting tax purposes; or
 - (b) The commitment only materialise partially, the bookmaker shall only deduct so much of the take-back bet as pertains to the commitment in so far as it so materialises, the rest being considered a bet, which shall not be deductible for betting tax purposes.

Settling Books

13.9 (1) The settling books shall be in the following format:

- (a) The settling book shall be serially numbered;
- (b) The name of the bookmaker, or the names of bookmakers in the case of a partnership and the name and physical address of the licensed premises shall be recorded on the front cover of each settling book;
- (c) A settling book shall consist of consecutively numbered pages permanently bound together;
- (d) A settling book shall, subject to paragraph (e), provide columns for at least the following particulars:
 - (i) the date of the transaction;

- (ii) the slip/ticket number;
- (iii) the name of the punter or bookmaker;
- (iv) payment details;
- (v) the amount paid;
- (vi) the amount received; and
- (vii) any outstanding payment, and

(e) Each page thereof shall contain spaces for the insertion of the following:

- (i) the date of settling;
- (ii) the number of any outstanding slip/ticket in respect of which no payout has been made;
- (iii) the date when such slip/ticket was issued; and
- (iv) the payout in respect of such slip/ticket.

(2) Every bookmaker shall, not later than the first working day after the day on which bets were laid or placed, record in a settling book particulars of all outstanding bets payable to or by him or her in respect of any bets, and use such book only for that purpose and the other purposes contemplated in this rule.

(3) Every bookmaker shall record the payment of any outstanding bets contemplated in sub-rule (2), in the settling book.

Debtor-Creditor Ledger

13.9 (1) The debtor-Creditor ledgers shall be in the following format:

- (a) Debtors-Creditors ledger shall be serially numbered;
- (b) The name of the bookmaker, or the names of the bookmakers in case of partnership, and the name and physical address of the licensed premises shall be recorded on the front cover of each debtor-creditor book;
- (c) A debtor-creditor ledger shall consist of consecutively pre-numbered pages permanently bound together;
- (d) A debtor-creditor ledger shall have an alphabetic index;

(e) Each page thereof shall, subject to paragraph (f), provide spaces for the insertion of the following minimum information:

- (i) the account number;
- (ii) the name of the punter or bookmaker in respect of whom the debit or credit has arisen;
- (iii) any codes or abbreviations used for such account; and
- (iv) the address and telephone number of the punter or bookmaker; and

(f) Each page thereof shall provide at least the following columns:

- (i) the transaction date;
- (ii) transaction details;
- (iii) the transaction reference;
- (iv) the amount payable by the bookmaker; and
- (v) the amount payable to the bookmaker.

(2) A debtor-creditor ledger shall be used in the following manner:

(a) The information referred to in sub-rule (1)(e) shall be entered in the debtor-creditor ledger in respect of the following types of transactions:

- (i) all credit bets laid with punters or bookmakers;
- (ii) all take-back bets placed by the bookmaker;
- (iii) all winning payouts or refunds to punters or bookmakers;
- (iv) all winning payouts received from bookmakers; and
- (v) all payments of accounts to or by punters or bookmakers;

(b) The debtor-creditor ledger shall be written up daily.

(c) The debtor-creditor ledger shall contain a separate account/page for every debtor-creditor.

(d) Should any page be full, a new page may be opened in respect of the punter or bookmaker in question, and both pages and the index shall be cross-referenced accordingly.

(e) Any balance due to a bookmaker and any balance due by a bookmaker shall be reflected in the debtor-creditor ledger.

Statement of account books

13.10 (1) The Statement of account book shall be in the following format:

- (a) Statement of account books shall be serially numbered.
- (b) The name of the bookmaker, or the names of bookmakers in case of a partnership and the name and physical address of the licensed premises shall be recorded on the front cover of each statement of account books.
- (c) The pages thereof shall –
 - (i) Be permanently bound together;
 - (ii) Be at least in duplicate; and
 - (iii) On the original pages thereof, have printed the name of the licensed bookmaker and the name and physical address of the licensed premises;
 - (iv) Subject to the provisions of paragraph (f), contain spaces for the insertion of the following minimum information:
 - (aa) the name of the punter or bookmaker with whom credit bets were laid;
 - (cc) the name of the bookmaker with whom take-back bets were placed; and
 - (dd) the date pertaining to entries made in terms of paragraph (f) of this rule.
- (d) Statements shall be consecutively numbered and every statement and the duplicate thereof shall bear the same number.
- (e) The original pages thereof shall be perforated to allow easy detachment, but the duplicate pages thereof shall not be perforated or weakened in any manner whatsoever and shall be retained in the statement of accounts book.
- (f) A Statement of account book shall contain columns for at least the following

particulars:

- (i) The ticket number;
- (ii) The bookmaker's commitment;
- (iii) The stake;
- (iv) The type of bet;
- (v) The subject's name or number;
- (vi) The tax due;
- (vii) The amount won; and
- (viii) The amount lost.

- (2)(a) The bookmaker shall compile statements of account in respect of credit bets laid or placed on any race and shall complete each such statement of account not later than the first working day following upon the day of such race, and shall use the statement of account book for that purpose only.
- (b) Each statement of account shall reflect all credit bets between the bookmaker and only one credit punter or bookmaker and for only one calendar day of racing.
- (c) The columns referred to in sub-rule(1)(f) shall be used for entering the following particulars respectively:
 - (i) The slip / ticket number in terms of rule 13.4.3(3)(a)(iii) or 13.4.3.(3)(b)(iii).
 - (ii) The bookmaker's commitment in respect of each individual bet;
 - (iii) The punter's stake in respect of each individual bet;
 - (iv) A description of the type of bet;
 - (v) In the case of a win or place bet at fixed odds, the name or number of the subject, and in the case of open and/or combination bets, the numbers of the subjects in question;
 - (vi) In the case of a bet lost by the bookmaker, the tax;
 - (vii) In the case of a bet won by the bookmaker, the stake amount referred to in sub-paragraph (iii); and

- (viii) In the case of a bet lost by the bookmaker, the bookmaker's commitment referred to in sub-paragraph (ii), once the tax referred to in sub-paragraph (vi) has been deducted.
- (d) After the last bet of the day has been entered, the net amount won or lost by the punter or bookmaker shall be calculated and indicated at the bottom of the relevant column referred to in sub-rule 13.4.7(1)(f)(iv) and (v).
- (e) The statement of account shall then be supplied to the punter or bookmaker and the net amount won or lost, referred to in sub-rule 2(d) together with the statement of accounts number referred to in sub-rule 1(d), shall be posted or transferred to the debtors-creditors ledger columns referred to in rule 13.4.7(1)(f)(iv) and (v).

PART 3

Computerised recording of bets on licensed premises: On- and off-course bookmakers.

General

- 13.11 (1) A bookmaker shall only use a computerised record-keeping system approved by the Board for recording betting transactions.
- (2) Within seven (7) days of the implementation of an approved computerised record-keeping system, the bookmaker shall –
- (a) Provide the Board with a list of all passwords to the system;
 - (b) Provide the Board with a list of all hardware and software, including –
 - (i) The type;

- (ii) The make and model; and
 - (iii) The serial number.
- (3) When expanding, upgrading or replacing the hardware or software, the bookmaker shall, within seven (7) days, notify the Board in writing of the changes, which shall include the following:
 - (a) The type of hardware and software;
 - (b) The make and model;
 - (c) The serial number;
 - (d) The date of expansion, upgrading or replacement; and
 - (e) Changes in the previous approved outlay of records.
- (4) A record of all hardware and software on the licensed premises shall be maintained by the bookmaker on the premises in a register containing the following minimum information:
 - (a) The type of hardware and software;
 - (b) The make and model; and
 - (c) The serial number.
- (5) No changes shall be made to passwords without previously notifying the Board in writing of such changes.

Extension of time

- 13.12 The Board may, on good cause shown, approve an application by a bookmaker for an extension of the time in which anything is required to be done in terms of rule 13.5.1.

Printouts

- 13.13 (1)(a) A bookmaker shall produce printouts, which shall include at least the following information:
- (i) the slip / ticket number;
 - (ii) the type of event or contingency;
 - (iii) the date of the event or contingency;

- (iv) the name or identifying number of the event or contingency;
 - (v) the venue of the event or contingency;
 - (vi) the subject in respect of which the bet is laid;
 - (vii) the punter's stake;
 - (viii) the bookmaker's commitment;
 - (ix) the winning bet indicator; and
 - (x) a summary of the tax payable in respect of the day's bets, including –
 - (aa) the total payout in respect of each event or contingency and for all open bets;
 - (bb) the total winning stakes in respect of each event or contingency and for all open bets;
 - (cc) the total stakes in respect of each event or contingency and for all open bets; and
 - (dd) the amount for which the bookmaker has placed take-back bets in excess of liability; and
 - (xi) such other printout as may be prescribed by the Board from time to time.
- (b) Printouts made in terms of (a) shall be retained in date order in a safe place on the licensed premises, or on any other premises approved by the Board, for a minimum period of five (5) years, or for such further period, pending any investigation, as the Board may require.
- (2) Each bookmaker shall make a daily backup in duplicate of all the race files on floppy disc, compact disc or tape, or such other medium as may be prescribed by the Board, one of which shall be retained in a fireproof safe on the licensed premises, or on any other premises approved by the Board, for a period of five (5) years from the date of creation thereof, or such further period, pending any investigation, as the Board may require, and the other one shall be submitted to the Board once a month, before the 15th day of the month, in respect of transactions concluded during the preceding month.
- (3) Each bookmaker shall make a backup in duplicate of debtors' month end files on floppy disc, or some other medium prescribed by the Board, one of these shall be retained in a fireproof safe on the licensed premises, or any other premises approved by the Board, for a period of five (5) years, or such period pending any investigation, and the other shall be submitted to the Board once a month, before the

15th day of the month, in respect of transactions concluded during the preceding month.

Slips / Tickets

13.14 (1) At least the following information shall be printed on any ticket issued to the punter:

- (a) The slips / ticket number;
- (b) The type of event or contingency;
- (c) The date of the event or contingency;
- (a) The name or identifying number of the event or contingency;
- (b) The venue of the event or contingency;
- (c) The subject in respect of which the bet is laid;
- (d) The punter's stake;
- (e) The bookmaker's commitment;
- (f) The specific limit for the type of bet laid;
- (g) The name and address of the licensed premises; and
- (h) The name of the bookmaker.

Manual back-up procedure

13.15 (1) Only the following manual back-up procedure shall be used in the event of a power failure or system failure:

- (a) The use, as prescribed below, of slip / ticket books, which shall be in the following format:
 - (i) The ticket books shall be serially numbered starting with the ticket book with the lowest slip / ticket numbers.
 - (ii) They shall consist of consecutively numbered slip / tickets permanently bound together, at least in duplicate.
 - (iii) The number printed on the original slip / ticket shall in like manner be printed on all copies of such ticket.

- (iv) The name of the bookmaker, the name and physical address of the licensed premises shall be printed on the original ticket as well as on all copies of such slip / ticket.
- (v) All copies of each slip / ticket shall provide spaces for the insertion of the event or contingency venue, the event or contingency number and the event or contingency date.
- (vi) All copies of each slip / ticket shall provide spaces for the insertion of the subject or subjects, the stake and bookmaker's commitment.
- (vii) The slip / tickets of each slip / ticket book shall be used in numerical sequence, commencing from the lowest number in such book.
- (viii) The book copy of each slip / ticket shall not be perforated or weakened in any manner whatsoever.
- (ix) The original slip / ticket shall be perforated in such a manner as to allow easy detachment.
- (x) Separate slip / ticket books shall be used for horse racing on the one hand and sporting events or contingencies on the other hand.

(2) When laying a bet on licensed premises, the bookmaker shall -

- (a) In respect of a fixed odds bet –
 - (i) Record the date of the bet, the event or contingency number and venue, the name of the subject of the bet, the punter's stake, the bookmaker's commitment and any specific agreement pertaining to the bet on the next unused slip / ticket;
 - (ii) issue the original slip / ticket to the person who places a bet; and
 - (iii) enter particulars of such bet in the relevant field book; and
- (b) In respect of an open bet –
 - (i) record the date of the bet, the event or contingency venue and number, the name of the subject of the bet, the punter's stake, the bookmakers commitment and any specific agreement pertaining to the bet on the next unused ticket;
 - (ii) issue the original slip / ticket to the punter who places the bet; and
 - (iii) enter particulars of such bet in the relevant field book.

- (3) Cancelled bets shall be marked clearly as such, and all copies of the relevant tickets shall be attached to the corresponding book copies.
- (4) A register shall be used to record all slip / ticket books on the licensed premises, and such register shall provide for the following columns:
 - (a) The number of the slip / ticket book;
 - (b) The number of the first slip / ticket in the ticket book;
 - (c) The number of the last slip / ticket in the ticket book;
 - (d) The date when the first slip / ticket was issued;
 - (e) The date when the last slip / ticket was issued; and
 - (f) An indication whether the slip / ticket book was used for betting on horse racing on the one hand or other events or contingencies on the other.
- (5) The register referred to in sub-rule (4) shall be used as follows:
 - (a) When the slip / ticket books are received from printers or stationers all such books shall be entered in numerical order in the register.
 - (b) When a slip / ticket book is taken into use, the date when the first slip / ticket was issued and the type of slip / ticket book shall be entered in the register.
 - (c) When the slip / ticket book is full, the date of the last slip / ticket shall be entered in the register.
 - (d) All slip / ticket books recorded in the register shall be available on the licensed premises, or on any other premises approved by the Board, for a minimum of five (5) years from the date of the last entry, or such period pending investigation.
- (6) Once the computerised record-keeping system is functional, all bets for which slip/ tickets were manually issued shall be entered into the system, and the computer-generated slip / tickets shall be attached to the corresponding manual book copies.

PART 4

Computerised recording of bets on licensed totalisator premises.

General Provisions

- 13.16 (1) A totalisator shall only be permitted to use a computerised record keeping system approved by the Board for recording all betting transactions.
- (2) Within seven (7) days of the implementation of an approved computerised record-keeping system, the totalisator shall –
- (a) provide the Board with a list of all passwords to the system;
 - (b) provide a list of all hardware and software, including –
 - (i) the type of hardware and software;
 - (ii) the make and model;
 - (iii) the serial numbers.
- (3) When expanding, upgrading or replacing the hardware or software of an approved system, the holder of a totalisator licence shall, within seven (7) days, notify the Board in writing of the changes, which shall include the following:
- (a) the type of hardware and software;
 - (c) the make and model;
 - (d) the serial number;
 - (e) the date of expansion, upgrading or replacement; and
 - (f) changes in the previous approved outlay of records.
- (4) A record of all hardware and software on the licensed premises shall be maintained by the holder of a totalisator licence on the premises in a register containing the following minimum information:
- (a) the type of hardware and software;
 - (b) the make and model; and
 - (c) the serial numbers.

- (5) No changes shall be made to passwords without notifying the Board in writing of such changes, no less than seven (7) days before the implementation of such proposed changes, or within such shorter period prior to the implementation of such changes as the Board may, on good cause, allow.

Extension of time

- 13.17 The Board may, on good cause shown, approve an application by a totalisator for an extension of time in which anything is required to be done in terms of rule 13.6.1

Computerised Back-ups

- 13.18 (1) The holder of a totalisator licence shall make a daily back-up in duplicate of all race files on floppy, compact disc or tape or some other medium prescribed by the Board; one of which shall be retained in a fireproof safe on the licensed premises, or on any other premises approved by the Board, for a period of five (5) years, or such period pending any investigation, and the other shall be submitted to the Board once a month, before the 15th day of the month, in respect of the transactions of the preceding month and shall include the following minimum information:

- (a) The betting slip number;
- (b) The type of event or contingency;
- (c) The date of the event or contingency;
- (d) The name or identifying number of the event or contingency;
- (e) The venue of the event or contingency;
- (f) The subject in respect of which the bet is laid;
- (g) The punter's stake;
- (h) The tax;
- (i) Fractions;
- (j) Unclaimed dividends; and
- (k) Any other printout as prescribed from time to time by the Board.

- (2) The holder of a totalisator licence shall make a backup in duplicate of debtors' month end files on floppy disc or some other medium prescribed by the Board; one of these shall be retained in a fire-proof safe on the licensed premises, or on any other

premises approved by the Board, for a period of five (5) years, or such period pending any investigation, and the other shall be submitted to the Board once a month, before the 15th day of the month, in respect of the transactions of the preceding month.

Betting slips

- 13.19 (1) The following minimum information shall be printed on the betting slip issued to a punter:
- (a) the betting slip number;
 - (b) the type of event or contingency;
 - (c) the date of the event or contingency;
 - (d) the name or identifying number of the event or contingency;
 - (e) the venue of the event or contingency;
 - (f) the subject in respect of which the bet is laid;
 - (g) the punter's stake;
 - (h) the code of the licensed totalisator; and
 - (i) the code of the totalisator terminal.

RULE 14: GENERAL PROVISIONS

Persons to accept or place bets

14.1 No person shall accept or place bets in or on any licensed premises, except –

- (a) The bookmaker or a key employee in the case of a bookmaker's business, and
- (b) A key employee in the case of a totalisator.

Business carried on

14.2 No registers, ledgers, books and records, or mechanical, electronic or computerised devices and software other than those prescribed in these rules shall be kept in or on premises licensed for a bookmaker or totalisator.

Limits and other conditions

14.3 A bookmaker shall, with regard to open bets, clearly display all limits and conditions pertaining to betting units, the payout centre and the manner of payment on a notice board in or on the licensed premises.

Rules made available

14.4 The rules, as set out in this document, shall, on request, be made available by the bookmaker or totalisator to members of the public.

Payment of bet

14.5 A bet shall be payable immediately after the result thereof is made known.

Bet finally determined

14.6 Any bet shall be deemed to be finally determined when such bet has been finally won or lost.

Recording fixed odds bet in the field book

14.7 A fixed bet in respect of two or more subjects taking part in the same event or contingency shall be deemed to be a bet on one subject and shall be recorded in a separate column in the field book in the same manner as fixed odds bets in respect on one subject: Provided that a consolidated entry may be made in respect of two or more such bets.

Recording open bet in the field book

- 14.8 All open bets laid or deemed to have been laid in or on licensed premises, which have been finally determined during any one week, shall be recorded in the field book as if they were open bets laid in respect of a single subject in a single event or contingency which took place during that week: Provided that a consolidated entry may be made in respect of two or more such bets.

Negative entry

- 14.9 A licensed bookmaker shall, whenever he or she makes an entry representing a negative quantity in a field book in respect of –
- (a) the take-out;
 - (b) the progressive total of punters' stakes on a particular subject; or
 - (c) the progressive total of punters' stakes on all subjects in an event or contingency, circle such entry in red ink.

Duplicate page of fieldbook

- 14.10 Every bookmaker on licensed premises for horse race shall immediately after the commencement of an event or contingency hand to the official or employee designated for the purpose the duplicate page of the field book on which details of bets in respect of such event or contingency have been recorded.

Collection of winning bet

- 14.11 If any winning bet payable by a licensed bookmaker is not collected within ninety (90) days of the date on which the event or contingency concerned took place, such bet shall, notwithstanding any other agreement, lapse, provided that the tax on such a bet shall still be payable.

Penalties

- 14.12 Any person who contravenes these rules shall be liable to a fine not exceeding R10 000,00.

Jobs compendium

- 14.13 Each holder of a bookmaker or totalisator licence shall prepare and maintain a jobs compendium detailing job descriptions and competencies and lines of authority for all employees employed by such licence holder.

PROVINCIAL GAZETTE

(Published every Friday)

All correspondence, advertisements, etc. must be addressed to the Officer in charge of the Provincial Gazette, P.O. Box 517, Bloemfontein. Free Voucher copies of the Provincial Gazette or cuttings of advertisements are NOT supplied. If copies of the Provincial Gazette are required, R4,70 must be sent for each copy.

Subscription Rates (payable in advance)

The subscription fee for the Provincial Gazette (including all Extraordinary Provincial Gazettes) are as follows:

Half-yearly (post free)	R 122,50
Yearly (post free)	R 245,00
Price per single copy (post free)	R 4,70

Stamps are not accepted

Closing time for acceptance of copy

All advertisements must reach the Officer in Charge of the Provincial Gazette **not later than 12:00, seven working days** prior to the publication of the Gazette. Advertisements received after that time will be held over for publication in the issue of the following week, or if desired by the advertiser, will be inserted in the current issue as a "Late Advertisement". In such case the advertisement must be delivered to the Officer in Charge **not later than 10:30 on the Thursday** of the week preceding the publication of the Gazette and double rate will be charged for that advertisement.

A "Late Advertisement" will not be inserted as such without definite instructions from the advertiser.

Advertisement Rates

Notices required by Law to be inserted in the Provincial Gazette: R2,00 per centimeter or portion thereof, single column.

Advertisement fees are payable in advance to the Officer in charge of the Provincial Gazette, P.O. Box 517, Bloemfontein, 9300.

Printed and published by the Free State Provincial Administration

PROVINSIALE KOERANT

(Verskyn elke Vrydag)

Alle korrespondensie, advertensies, ens. moet aan die Beampste Belas met die Provinsiale Koerant, Posbus 517, Bloemfontein, geadresseer word. Gratis eksemplare van die Provinsiale Koerant of uitknipsels van advertensies word NIE verskaf nie. Indien eksemplare van die Provinsiale Koerant verlang word, moet R4,70 vir elke eksemplaar gestuur word.

Intekengeld (vooruitbetaalbaar)

Die intekengeld vir die Provinsiale Koerant (insluitend alle Buitengewone Provinsiale Koerante) is soos volg:

Halfjaarliks (posvry)	R122,50
Jaarliks (posvry)	R 245,00
Prys per los eksemplaar (posvry).....	R 4,70

Seëls word nie aanvaar nie.

Sluitingstyd vir die Aannee van Kopie

Alle advertensies moet die Beampste Belas met die Provinsiale Koerant bereik nie later **nie as 12:00 sewe werksdae** voordat die Koerant uitgegee word. Advertensies wat na daardie tyd ontvang word, word oorgehou vir publikasie in die uitgawe van die volgende week, of as die adverteerder dit verlang, sal dit in die Koerant wat op die pers is as 'n "Laat Advertensie" geplaas word. In sulke gevalle moet die advertensie aan die Beampste oorhandig word **nie later nie as 10:30 op die Donderdag** van die week voordat die Koerant gepubliseer word en dubbeltarief sal vir dié advertensie gevra word.

'n "Laat Advertensie" sal nie sonder definitiewe instruksies van die Adverteerder as sodanige geplaas word nie.

Advertensietariewe

Kennisgewings wat volgens Wet in die Provinsiale Koerant geplaas moet word: R2,00 per sentimeter of deel daarvan, enkelkolom.

Advertensiegelde is vooruitbetaalbaar aan die Beampste belas met die Provinsiale Koerant, Posbus 517, Bloemfontein 9300.

Gedruk en uitgegee deur die Vrystaatse Provinsiale Administrasie

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