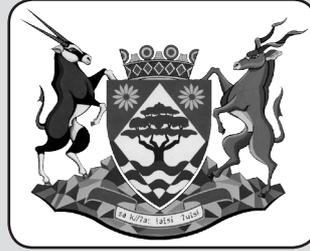


NORTHERN CAPE PROVINCE

PROFENSI YA KAPA-BOKONE



NOORD-KAAP PROVINSIE

IPHONDO LOMNTLA KOLONI

EXTRAORDINARY • BUITENGEWOON

**Provincial Gazette
Kasete ya Profensi**

**iGazethi YePhondo
Provinsiale Koerant**

Vol. 22

KIMBERLEY
4 DECEMBER 2015
4 DESEMBER 2015

No. 1975

We all have the power to prevent AIDS



**AIDS
HELPLINE**

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DEPARTMENT OF HEALTH

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ISSN 1682-4549



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Government Printing Works

Processing and Business Rules for notices

Government Printing Works will become the custodian of the Northern Cape Gazettes from **Monday, 04 January 2016**.

GPW will start accepting notices from Northern Cape (NC) customers with the following conditions:

- Any submissions received from the NCPL (Northern Cape Provincial Legislature) from the 01 January 2016 will be rejected.
- Any submissions received from NC customers where the proof of payment is made to NCPL will also be rejected.
- Over and above these 2 points, the GPW Business rules and Submissions deadlines will apply.

Please refer below for business and processing rules, submission deadlines and other important information related to publishing of notices in the Northern Cape Gazettes.

ORDINARY GAZETTES

Government Gazette Type	Publishing Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Northern Cape	Weekly	Monday	One week before publication	3 days prior to publication
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline

GPW BUSINESS RULES

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

CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above. Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

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

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

PROVINCIAL NOTICES TYPES

Each province has standard notice types that are published in that specific provincial gazette. Please refer to the below table for the notice types applicable for the Northern Cape Provincial Gazette.

Province	Standard Notice Types
Northern Cape	- Proclamation - General - Municipal - Premier's Notice

DISCLAIMER:

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

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

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

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OFFICIAL NOTICES • AMPTELIKE KENNISGEWINGS

OFFICIAL NOTICE 14 OF 2015**SOUTH AFRICAN SCHOOLS ACT, 84 OF 1996****DEPARTMENT OF EDUCATION****CALL FOR COMMENTS ON: NOTICE FOR THE ESTABLISHMENT, ELECTION AND
FUNCTIONING OF REPRESENTATIVE COUNCILS OF LEARNERS IN PUBLIC
SCHOOLS IN THE NORTHERN CAPE**

The Notice for the elections of Representative Councils of Learners in public ordinary and special schools: Amendment is hereby published for comment.

All interested persons and organisations are invited to comment on the Notice in writing and to direct their comments to:

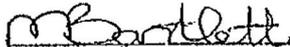
The Head of Department: Education, Private Bag X5029, KIMBERLEY, 8301. OR 156 Barkly Road, Homestead, Kimberley, 8301.

For attention: Dr E. Barnett, Fax no. 086 622 7121, Tel no. 053 839 6803/6809, Email Emalambo@ncpg.gov.za

Kindly provide the name, address, telephone and fax numbers and email address for the person or organisation submitting the comments.

The comments must reach the Department by 20 October 2015.

The Notice may also be obtained on ncdoe.ncpg.gov.za.



Ms. MARTHA BARTLETT, MPL
ACTING MEC: EDUCATION

**THE ESTABLISHMENT, ELECTION AND FUNCTIONING OF REPRESENTATIVE COUNCILS OF
LEARNERS IN PUBLIC SCHOOLS IN THE NORTHERN CAPE**

1. DEFINITIONS

In this Notice any word or expression to which a meaning has been assigned in the Act, shall have the meaning so assigned to it, unless the context indicates otherwise-

“Council” means a representative council of learners referred to in Section 11 of the South African Schools Act, 1996;

“District Manager” means a director of any of the districts of the Northern Cape Department of Education;

“District Electoral Officer” means any employee of the department designated by the District Manager to be the District Electoral Officer;

“Teacher liaison officer” means any teacher in any school designated as such by the District Manager of the district in which the school resorts;

“Learner” mean learners officially enrolled in the eighth grade or higher at a public school.

2. Composition

- (1) A representative council of learners of a public school shall comprise learners who are enrolled in the eighth grade or higher, and who are nominated and elected by the learners of such a school in accordance with paragraph 8 and paragraph 10.
- (2) Each register class in a grade referred to in paragraph (1) shall elect two learners, a boy and a girl where applicable.
- (3) Notwithstanding paragraph (2), schools enrolling only boys or only girls must elect two boys or girls per registered class.
- (4) Where reasonably practicable the composition of the Representative Council of Learners (RCL) must reflect the demographics of the learners enrolled at the school.

3. Eligibility

A learner shall be eligible to be a member of a council if he or she:

- (1) is enrolled at the school; and
- (2) does not have any disciplinary record that resulted in his or her suspension or expulsion in the preceding six (6) months.

4. Term of office

- (1) The term of office of a member of a council may not exceed one year.
- (2) A member of a council may be re-elected after the expiry of his or her term of office.

5. Electoral Officer

- (1) The Teacher Liaison Officer (TLO) referred to in paragraph 9 or any other educator of the school, who is nominated by the District Manager, must:
 - (a) act as an electoral officer;
 - (b) preside at any meeting held for the purpose of an election of members of a council in the school;
- (2) The electoral officer may be delegated in accordance with paragraph 8 and paragraph 10 to conduct the electoral processes in different grades or classes.
- (3) The electoral officer shall determine the date, time and place of a nomination. The election meeting for each of the categories of members referred to in paragraph 2.
- (4) The electoral officer shall at least seven days prior to the nomination and election meeting referred to in paragraph 8 and paragraph 10, as set out in 'Annexure "A"', give written notice of such nomination and election and display such notice in a prominent place on the premises of the school, as well as in each classroom.

6. Monitoring

The District Electoral Officer shall appoint any number of persons to monitor all process during the election.

7. Voters roll

A voters' roll must be available containing the names of all eligible learners based on the school admission register.

The Teacher Liaison Officer must at least fourteen (14) days prior to the date of election place the register containing the names of learners of the school concerned at the disposal of class educators and learners.

8. Nominations

- (1) A candidate for election to the council may be nominated as set out in "Annexure B" and such nomination supported in writing in the prescribed form by the learners who are enrolled in the same class in which the candidate is enrolled.
- (2) The electoral officer or the class teacher delegated by the electoral officer shall ascertain whether or not the nominated candidate consents to the nomination.
- (3) The electoral officer or the class teacher delegated by the electoral officer shall announce the names of the candidates whose nominations have been accepted.
- (4) If the total number of candidates whose nominations have been accepted:
 - (a) is less than the number of candidates referred to in paragraph 2(2), a new meeting must be convened in accordance with the provision of this Notice;

- (b) is equal to the number of members determined in terms of paragraph 2(2) in respect of the category concerned, the electoral officer or the class teacher delegated by the electoral officers hall declare every nominated candidate to be a duly elected member of the council; or
- (c) is more than the number of members determined in terms of paragraph 2(2) in respect of the category concerned, an election shall be held in accordance with paragraph 10.

9. Election period

- (1) The election of a council must take place annually during the first four (4) weeks of the first term.
- (2) An educator who has been designated by the school as the teacher liaison officer shall, after consultation with the District Manager of the district concerned, determine the date on which the newly elected council shall assume its duties.
- (3) The deputy principal must supervise or advise the Representative Council of Learners.

10. Elections

- (1) The election referred to in paragraph 9(1) shall be held on a date, time and place determined in accordance with paragraph 10.
- (2) Where elections take place in the register classes, the electoral officer must inform the class teachers of the processes to follow.
- (3) The electoral officer or the class teacher delegated by the electoral officer shall issue to every learner with a right to vote a ballot paper on which an official mark or stamp appears.
- (4) Each learner in the grade or class concerned:
 - (a) shall in secrecy cast his or her vote on the ballot paper, an
 - (b) shall have one vote in respect of each candidate with a maximum number of votes equal to the number of representatives to be elected to the council.
- (5) The electoral officer shall reject a ballot paper:
 - (a) on which more votes are recorded than the number of members to be elected in accordance with paragraph 2(2);
 - (b) which is completed in such a way that it is in the opinion of the electoral officer uncertain for which candidate of candidates a vote was recorded; or
 - (c) on which the official mark or stamp does not appear.
- (6) After the rejection of the ballot papers referred to in paragraph 10 (4), the electoral officer must:
 - (a) in the presence of every candidate who wishes to be present, count the votes recorded for every candidate, as set out in "Annexure D1 and D2";

- (b) declare the number of learner's determined in terms of paragraph 2 (2) in respect of the council, for whom the greatest number of votes have been recorded, to be duly elected members of the council and state the number of votes recorded for each candidate.
- (7) Where a class teacher presided over an election, the results must be submitted to the electoral officer within twenty (24) hours after the completion of the election.
- (8) Where there is a tie in the number of votes obtained by two or more candidates and this affects the results of the election, the school electoral officer shall draw lots to ascertain a result or use some other method that allows for a random selection between the tie nominees. This must be done openly and by an agreement of the candidates.

11. Franchise

Any learner who belongs to a specific category of learners referred to in paragraph 2, shall have one vote in respect of each candidate in such category with a maximum number of votes equal to the number of members to be elected under paragraph 2.

12. Decision of the Electoral Officer

- (1) The school electoral officer shall decide on all matters connected with the nomination and election of candidates completing "Annexure E".
- (2) The school electoral officer is authorised to attempt to resolve all disputes and, as far as possible, ensure that the elections are free and fair.
- (3) Should the school electoral officer, for any reason, be unable to resolve a grievance, he or she must allow the election to be completed and thereafter refer the dispute to the district electoral officer within seven (7) days of the election.
- (4) If a complainant is not satisfied with the decision of the school electoral decision he or she may refer a dispute to the district electoral officers seven (7) days of the election.
- (5) All decisions must be made within five (5) working days of the receipt of referral.

13. Procedure after the election

After the election of a council the Teacher Liaison Officer must:

- (1) place all documents, including ballot papers, used at such election in envelopes and seal the envelopes;
- (2) keep those envelopes in safe custody for a period of at least one month from the date of the election of the council;
- (3) Notify each elected member or each member contemplated in paragraph 10 (6)(b), in writing of his or her election, and

- (4) Announce the names of the members of the council to all relevant stakeholders at schools.

14. Election of officer-bearers

- (1) The Teacher Liaison Officer shall convene the first meeting of the council within seven school days after the announcement referred to in paragraph 13 (4).
- (2) At the first meeting of the council such body shall from among its members elect office bearers, who must include at least a chairperson, treasurer and secretary by completing "Annexure A and B2".
- (3) When for any reason the office of any office-bearer becomes vacant, the council shall subject to the provisions of paragraph 10, at the first meeting after the vacancy has occurred elect one of its members to fill that vacancy for the unexpired term of his or her predecessor.
- (4) The Teacher Liaison Officer shall preside at an election referred to in paragraph 10 if both the offices of chairperson and vice chairperson are vacant.
- (5) The Teacher Liaison Officer, shall at meeting at which any office-bearer has been elected in accordance with this measure, notify all stakeholders at the school of the date of the meeting as well as the names, grade or class and office of the learners elected.
- (6) No members of a council may hold more than one office at the same time.
- (7) Elected RCL members must elect representatives, according to SGB Regulations to serve on the SGB by completing "Annexure B2".

15. By-elections

Whenever a vacancy occurs in regard to the one of the categories of members contemplated in paragraph 14, by-elections in accordance with paragraph 10 must be held on a date and the time agreed upon in a meeting of the council.

16. Casual Vacancies

- (1) A casual vacancy shall occur in a council if a member :
 - (a) resigns;
 - (b) dies;
 - (c) when he/she is de-registered;
 - (d) absents himself or herself from three consecutive meetings of the council without reasonable explanation;
 - (e) if found guilty of a serious offence and is suspended or recommended for expulsion

- (2) When a casual vacancy occurs, a by-election must be held in accordance with paragraph 10.
- (3) A member, elected in accordance with paragraph 2, shall remain in office for the unexpired term of office of his or her predecessor.

17. Role of the Teacher Liaison Officer (TLO)

- (1) The Teacher Liaison Officer shall be entrusted with the guardianship of the council of the school.
- (2) The responsibility of such a guardianship shall be to :
 - (a) Create a sincere and trusting relationship with the council;
 - (b) promote spontaneous communication between him or her, the staff members of the school and the council;
 - (c) support and guide the council;
 - (d) cultivate a sense of democratic leadership amongst the members of the council and;
 - (e) assist the council in all relevant matters.

18. Function and responsibilities

Subject to the provisions of this Notice, a council of a public school must:

- (1) In collaboration with the governing body of the school, adopt a constitution which provides for :
 - (a) the frequency and procedures of meetings;
 - (b) at least one meeting per term of the council with the learners;
 - (c) the recording and the keeping of the minutes of the council's meetings;
 - (d) rendering a report on its activities to the school governing body and learners at least once per school term, and
 - (e) the submission of a copy of the constitution to the school governing body within thirty (30) days of its election.
- (2) promote a culture of learning, teaching and service at the school to achieve academic excellence and devotion on duty.
- (3) promotes the best interest of the school.
- (4) promotes a spirit of loyalty towards educators, the school and the Education Department.
- (5) promotes a spirit of mutual respect, good manners and high standard of morality amongst learners.

- (6) Encourage learners to uphold and respect the code of conduct of learners as adopted by the school governing body.
- (7) promote participation in school activities.
- (8) encourage learners to render voluntary services to the school.
- (9) as the representatives of the learners of the school foster the well-being of the learners as its primary task, and
- (10) promotes good relations between all persons concerned at the school.

19. Committees

- (1) A council may :
 - (a) establish committees, including an executive committee, and
 - (b) co-opt learners who are not members of the council to such committees on grounds of their expertise: Provided that only an elected member of the council may chair the committee.
- (2) the executive committee shall meet at least once per month.
- (3) the decision of the executive committee will have to be ratified by the council.

20. Voting in council meetings

- (1) A member of a council must recuse himself or herself from a meeting for the duration of the decision making on any issue in which the member has personal interest.
- (2) Co-opted members shall not have voting rights.

ANNEXURES	TEMPLATE NOTATION
A1	Notice of RCL Elections
B1	Nomination Form
B2	Election of Executive Members of the Representative Council of Learners' Nomination Form
C 1	Ballot Paper - For RCL Members
C2	Ballot Paper- For RCL Executive Members
D1	Counted Ballot Papers And Number of Counted Votes of Class Representatives
D2	Election of Executive Members of the Representative Council of Learners – Counted Ballot Papers And Number of Counted Votes
E	Data Form



Northern Cape Department of Education

Annexure A

ELECTION OF REPRESENTATIVE COUNCIL OF LEARNERS NOTICE OF RCL ELECTIONS

To serve as: (Please tick with an (X), in the appropriate box)

Class Representatives

Executive Members

SGB Representative

NAME OF SCHOOL: _____ EMIS No. _____

Notice is hereby given that the nomination/election meeting of learners to serve as members of the Representative Council of Learners of the above named school, will be held as follows:

Date: _____

Time: _____

Place: _____

Candidates (who must be officially enrolled learners in grade 8 or higher at the school) may be nominated by lodging with the electoral officer/class teacher a nomination form duly completed by the candidate and his/her proposer and seconder. Both proposer and seconder must be illegible voters (who must be elected RCL members) at the school.

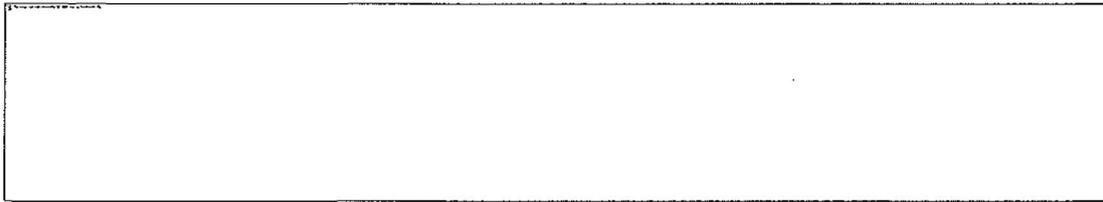
Nominations will also be accepted at the nomination and election meeting. The proposer, seconder and candidates MUST be present in the nomination meeting

An election meeting will be held on the same day as the nomination meeting mentioned above.

Electoral Officer/Class Teacher (Name)

Signature

Date



Annexure B1

**ELECTION OF REPRESENTATIVE COUNCIL OF LEARNER
NOMINATION FORM**

To serve as: (Please tick with an (X), in the appropriate box)

Class Representatives

SGB Representative

NAME OF SCHOOL: _____ EMIS No. _____

Proposer:

I, _____
(FULL NAME AND SURNAME)

of _____
(RESIDENTIAL ADDRESS)

being a registered learner at the above named school, hereby propose:

(FULL NAME AND SURNAME OF CANDIDATE)

as a **Class Representatives**

SGB Representative

member of the Representative Council of Learners (RCL) of the above named school

SIGNATURE OF THE PROPOSER

DATE

Seconder:

I, _____
(FULL NAME AND SURNAME)

of _____
(RESIDENTIAL ADDRESS)

being a registered learner at the above named school, hereby second:

(FULL NAME AND SURNAME OF CANDIDATE)

as a

Class Representatives

SGB Representative

member of the Representative Council of Learners (RCL) of the above named school

SIGNATURE OF THE SECONDER

DATE

NOMINEE:

I,

(FULL NAME AND SURNAME)

of

(RESIDENTIAL ADDRESS)

being a registered learner at the above named school, hereby accept the nomination and declare that I am not / have not:

SIGNATURE OF THE NOMINEE

DATE

ELECTORAL OFFICER/CLASS TEACHER (NAME AND SURNAME)

SIGNATURE

DATE



Annexure B2

**ELECTION OF THE REPRESENTATIVE COUNCIL OF LEARNER
EXECUTIVE MEMBERS
NOMINATION FORM**

(Please tick with an (X), in the appropriate box)

NAME OF SCHOOL: _____ EMIS No. _____

Proposer:

I, _____
(FULL NAME AND SURNAME)

of _____
(RESIDENTIAL ADDRESS)

being a registered learner at the above named school, hereby propose:

(FULL NAME AND SURNAME OF CANDIDATE)

as a:

CHAIRPERSON DEPUTY CHAIRPERSON SECRETARY
DEPUTY SECRETARY TREASURER

member of the Representative Council of Learners (RCL) of the above named school

SIGNATURE OF THE PROPOSER DATE _____

Secunder:

I, _____
(FULL NAME AND SURNAME)

of _____
(RESIDENTIAL ADDRESS)

being a registered learner at the above named school, hereby second:

(FULL NAME AND SURNAME OF CANDIDATE)

As a Chairperson / deputy Chairperson / Secretary / Deputy Secretary / Treasurer of the Representative Council of Learners (RCL) of the above named school

SIGNATURE OF THE SECONDER

DATE

NOMINEE:

I, _____
(FULL NAME AND SURNAME)

of _____
(RESIDENTIAL ADDRESS)

being a registered learner at the above named school, hereby accept the nomination and declare that I am not / have not:

SIGNATURE OF THE NOMINEE

DATE

ELECTORAL OFFICER/CLASS TEACHER (NAME AND SURNAME)

SIGNATURE

DATE



Northern Cape Department of Education

Annexure C1

**ELECTION OF MEMBERS OF THE REPRESENTATIVE COUNCIL OF LEARNERS
BALLOT PAPER**

Ballot paper for: (Please tick with an (X), in the appropriate box)

Class Representatives

SGB Representative

NAME OF DISTRICT: _____

SCHOOL: _____ EMIS No. _____

**CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE
CANDIDATE(S) OF YOUR CHOICE**

Example:

Nr	Name and Surname of Candidate	Place (x) next to preferred candidate
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

ELECTORAL OFFICER/CLASS TEACHER (NAME AND SURNAME)

ELECTORAL OFFICER/CLASS TEACHER (SIGNATURE)

DATE



Northern Cape Department of Education

Annexure C2

ELECTION OF EXECUTIVE MEMBERS OF THE REPRESENTATIVE COUNCIL OF LEARNERS

BALLOT PAPER

Ballot paper for: (Please tick with an (X), in the appropriate box)

CHAIRPERSON DEPUTY CHAIRPERSON SECRETARY

DEPUTY SECRETARY TREASURER

NAME OF DISTRICT: _____

SCHOOL: _____ EMIS No. _____

CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE

Example:

Nr	Name and Surname of Candidate	Place (x) next to preferred candidate
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

ELECTORAL OFFICER/CLASS TEACHER (NAME AND SURNAME)

ELECTORAL OFFICER/CLASS TEACHER (SIGNATURE)

DATE



Northern Cape Department of Education

Annexure D1

**ELECTION OF REPRESENTATIVE COUNCIL OF LEARNERS
COUNTED BALLOT PAPERS AND NUMBER OF COUNTED VOTES**

COUNTED BALLOT PAPERS AND NUMBER OF COUNTED VOTES FOR:
(Please tick with an (X), in the appropriate box)

Class Representatives

SGB Representative

NAME OF DISTRICT: _____

SCHOOL: _____ EMIS No. _____

**CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE
CANDIDATE(S) OF YOUR CHOICE**

Example:

Nr	Names of candidates (Most to least votes)	Total nr of votes
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

TOTAL NUMBER OF ELIGIBLE VOTERS:

TOTAL NUMBER OF VOTES CAST:

SPOILED BALLOT PAPERS:

IMPORTANT Information from Government Printing Works

Dear Valued Customers,

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

Please take note of these guidelines when completing your form.

GPW Business Rules

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

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

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



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Kimberley, 8301. Tel. : (053) 839-8073. Fax: (053) 839-8094.