



NORTH WEST NOORDWES

EXTRAORDINARY • BUITENGEWOON

**PROVINCIAL GAZETTE
PROVINSIALE KOERANT**

Vol. 259

MAHIKENG
5 FEBRUARY 2016
5 FEBRUARIE 2016

No. 7604

We all have the power to prevent AIDS



Prevention is the cure

**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

ISSN 1682-4532



9 771682 453002

07604



Government Printing Works

Notice submission deadlines

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

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

CANCELLATIONS

Don't forget!

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

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

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

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

AMENDMENTS TO NOTICES

take note!

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

CUSTOMER INQUIRIES



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

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

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

PROOF OF PAYMENTS



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

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

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

REMINDER OF THE GPW BUSINESS RULES

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

DISCLAIMER:

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

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

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

ADVERTISEMENT

Gazette *Page*
No. *No.*

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

20	Promotion of Access to Information Act (2/2000): Attorney Esmé Swart	7604	4
----	--	------	---

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 20 OF 2016**ESMÉ SWART PROKUREUR**

PROKUREUR EN BOEDELBEREDDERAAR

POSBUS 370
VOORTREKKERSTRAAT
COLIGNY
2725
TEL/FAKS 018-673 1436
SEL 082 494 0984
DIREKTE FAKS: 086 758 3823
EPOS: eswart.law@gmail.com

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000

INDEX

- a) Introduction
- b) Contact details
- c) Guide in terms of Section 10 of the ACT
- d) Records in terms of other Legislation
- e) Categories of records held by the firm
- f) Form of requests
- g) Prescribed fees
- h) Availability of the Manual

1. INTRODUCTION

Attorney Esmé Swart is a Legal Practice which conducts a general legal practice and has is a sole proprietorship.

2. FIRM CONTACT DETAILS: NAME OF FIRM: ATTORNEY ESMÉ SWART

Request for access to information should be addressed to: ESMÉ SWART

POSTAL ADDRESS: PO BOX 370
COLIGNY 2725

PHYSICAL ADDRESS: 116 VOORTREKKER STREET
COLIGNY 2725

TELEPHONE: +27 18 673 1436

FACSIMILE: +27 18 673 1436

EMAIL: eswart.law@gmail.com

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT:

The Section 10 Guide on how to use the Act is available from the South African Human Rights Commission. Enquiries can be directed to: The South African Human Rights Commission

PAIA Unit

Private Bag 2700

Houghton

2041

Tel: +27 11 484 8300

Fax: +27 11 484 0582

Website: <http://www.sahrc.org.za>

Email: paia@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000. Documents are held in accordance with statutory provisions that include those in the following Acts.

- Attorneys Act, no 53 of 1979
- Basic conditions of Employment Act, 75 of 1997
- Financial Intelligence Centre Act 38 of 2001
- Unemployment Insurance Act 30 of 1966; Act 4 of 2002
- Administration of Estates Act 66 of 1965

5. CATEGORIES OF RECORDS HELD BY THE FIRM:

- Financial Records
- Accounting Records
- Banking Records and bank statements
- Employee Records
- Client Records
- Records relating to movable property
- Commercial contracts
- Insurance contracts
- Debt collection records

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

NOTICE IN TERMS OF SECTION 52(2) OF THE ACT:

No Notice in terms of Section 52(2) of the Act has been published.

6. FORM OF REQUESTS:

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED FEES:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester must pay the required request fee of R50-00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site.

8. AVAILABILITY OF THIS MANUAL:

This manual is available for inspection at the offices of Attorney Esmé Swart at no costs. Copies of the manual may be obtained, subject to the prescribed fees, from these offices.

Copies are also available from the Human Rights Commission.

DATE COMPILED: DECEMBER 2015

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001.
Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za
Publications: Tel: (012) 748 6053, 748 6061, 748 6065
Also available at the **North-West Province**, Private Bag X2036, Mmabatho, 8681. Tel. (0140) 81-0121.