



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID AFRIKA

*Regulation Gazette*

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*Regulasiekoerant*

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**Contents**

<i>No.</i>		<i>Gazette No.</i>	<i>Page No.</i>
<b>GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS</b>			
<b>Agriculture, Forestry and Fisheries, Department of/ Landbou, Bosbou en Visserye, Departement van</b>			
R. 711	Marketing of Agricultural Products Act (47/1996): Establishment of Statutory Measure and Determination of Guide-line Prices: Levies relating to Soybeans.....	41767	11
R. 711	Wet op Bemarking van Landbouprodukte (47/1996): Instelling van Statutêre Maatreël en Bepaling van Riglynprys: Heffings betreffende Sojabone.....	41767	15
<b>Trade and Industry, Department of/ Handel en Nywerheid, Departement van</b>			
R. 712	Protection of Investment Act (22/2015): Regulations on Mediation Rules .....	41767	19

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

*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**
- **18 May**, Friday for the issue of Friday **25 May 2018**
- **25 May**, Friday for the issue of Friday **01 June 2018**
- **01 June**, Friday for the issue of Friday **08 June 2018**
- **08 June**, Friday for the issue of Friday **15 June 2018**
- **15 June**, Friday for the issue of Friday **22 June 2018**
- **22 June**, Friday for the issue of Friday **29 June 2018**
- **29 June**, Friday for the issue of Friday **06 July 2018**
- **06 July**, Friday for the issue of Friday **13 July 2018**
- **13 July**, Friday for the issue of Friday **20 July 2018**
- **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**
- **17 August**, Friday for the issue of Friday **24 August 2018**
- **24 August**, Friday for the issue of Friday **31 August 2018**
- **31 August**, Friday for the issue of Friday **07 September 2018**
- **07 September**, Friday for the issue of Friday **14 September 2018**
- **14 September**, Friday for the issue of Friday **21 September 2018**
- **20 September**, Thursday for the issue of Friday **28 September 2018**
- **28 September**, Friday for the issue of Friday **05 October 2018**
- **05 October**, Friday for the issue of Friday **12 October 2018**
- **12 October**, Friday for the issue of Friday **19 October 2018**
- **19 October**, Friday for the issue of Friday **26 October 2018**
- **26 October**, Friday for the issue of Friday **02 November 2018**
- **02 November**, Friday for the issue of Friday **09 November 2018**
- **09 November**, Friday for the issue of Friday **16 November 2018**
- **16 November**, Friday for the issue of Friday **23 November 2018**
- **23 November**, Friday for the issue of Friday **30 November 2018**
- **30 November**, Friday for the issue of Friday **07 December 2018**
- **07 December**, Friday for the issue of Friday **14 December 2018**
- **13 December**, Thursday for the issue of Friday **21 December 2018**
- **19 December**, Wednesday for the issue of Friday **28 December 2018**

## LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

**COMMENCEMENT: 1 APRIL 2018**

### 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 R1008.80 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	252.20
Ordinary National, Provincial	2/4 - Half Page	504.40
Ordinary National, Provincial	3/4 - Three Quarter Page	756.60
Ordinary National, Provincial	4/4 - Full Page	1008.80

### 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 **R3026.32** 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.gpwonline.co.za](http://www.gpwonline.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 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any		3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days <b>after</b> submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working 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.gpwonline.co.za](http://www.gpwonline.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 be 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.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

### PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za) free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette(s)*.

## GOVERNMENT PRINTING WORKS CONTACT INFORMATION

#### Physical Address:

**Government Printing Works**

149 Bosman Street

Pretoria

#### Postal Address:

Private Bag X85

Pretoria

0001

#### GPW Banking Details:

**Bank:** ABSA Bosman Street

**Account No.:** 405 7114 016

**Branch Code:** 632-005

**For Gazette and Notice submissions:** Gazette Submissions:

**For queries and quotations, contact:** Gazette Contact Centre:

**E-mail:** [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za)

**E-mail:** [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

**Tel:** 012-748 6200

**Contact person for subscribers:** Mrs M. Toka:

**E-mail:** [subscriptions@gpw.gov.za](mailto:subscriptions@gpw.gov.za)

**Tel:** 012-748-6066 / 6060 / 6058

**Fax:** 012-323-9574

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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

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**DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES****NO. R. 711****13 JULY 2018****MARKETING OF AGRICULTURAL PRODUCTS ACT, 1996 (ACT NO. 47 OF 1996)****ESTABLISHMENT OF STATUTORY MEASURE AND DETERMINATION OF GUIDELINE  
PRICES: LEVIES RELATING TO SOYBEANS**

I, Senzeni Zokwana, Minister of Agriculture, Forestry and Fisheries, acting under sections 13 and 15 of the Marketing of Agricultural Products Act, 1996 (Act No. 47 of 1996), hereby –

- (a) establish the statutory measure set out in the Schedule hereto; and
- (b) determine the guideline price, per metric ton, for soybeans as R5 496.

**SENZENI ZOKWANA,**  
Minister of Agriculture, Forestry and Fisheries.

## SCHEDULE

### Definitions

1. In this Schedule any word or expression to which a meaning has been assigned in the Act shall have that meaning, and unless the context otherwise indicates –
  - “**producer**” means a person who produces soybeans or a person on whose behalf soybeans is produced;
  - “**soybeans**” means grain of the species *Glycine max*;
  - “**the Act**” means the Marketing of Agricultural Products Act, 1996 (Act No. 47 of 1996); and
  - “**SACTA**” means the SA Cultivar and Technology Agency NPC.

### Purpose and aim of statutory measure and the relation thereof to the objectives of the Act

2. The purpose and aim of this statutory measure are to compensate breeders of soybean varieties for their contribution towards obtaining and utilising improved international agriculture related intellectual property to the benefit of the soybean industry in the Republic of South Africa.

The agricultural sector is expected to ensure food security, strengthen the economy and create job opportunities. This can be reconciled with the provisions of Section 2(3) of the Act. In order to achieve these aims and to further the competitive position of the soybean industry in the Republic of South Africa cultivation of high yielding crops from seed varieties that are most suited for particular regions is essential.

For the optimisation of possible export earnings it is essential that South African products conform to international quality standards and that South African producers of soybeans are competitive on the international markets.

A portion of the funds (20%) collected by means of the levy will be focussed on small-scale farmers and transformation in the soybean industry in the Republic of South Africa.

The statutory measure shall be administered by the SA Cultivar and Technology Agency NPC (SACTA). The levies collected shall be administered in separate accounts for soybeans. SACTA shall be audited in accordance with generally accepted accounting practices.

### Product to which statutory measure applies

3. This statutory measure shall apply to soybeans.

### Area in which statutory measure applies

4. This statutory measure shall apply within the geographical area of the Republic of South Africa.

### Imposition of levy

5. A levy is hereby imposed on all soybeans –
  - (a) sold by or on behalf of the producer thereof;

- (b) processed or converted or caused to be processed or converted into a soybean product, by or on behalf of the producer thereof, if the soybean product is intended to be disposed of;
- (c) in respect of which a silo receipt has been issued, if the levy in respect of such soybeans has not already been paid in terms of paragraph (a) or (b); and
- (d) exported from the Republic of South Africa, and in respect of which a levy has not previously been paid in terms of paragraphs (a), (b) or (c).

### Amount of levy

6. The amounts of the levies (excluding Value Added Tax) will be as follows:

Commodity	Period	Amount (Excluding Value Added Tax)
Soybeans	1/03/2019 to 28/02/2020	R65 per metric ton
	1/03/2020 to 28/02/2021	R80 per metric ton

### Persons by whom levies are payable

7. (1) The levy payable in terms of clause 5 shall –
- (a) in the case of a levy contemplated in clause 5(a), be payable by the buyer of the soybeans;
  - (b) in the case of a levy contemplated in clause 5(b), be payable by the processor or converter of the soybeans;
  - (c) in the case of a levy contemplated in clause 5(c), be payable by the person issuing such silo receipt; and
  - (d) in the case of a levy implied in clause 5(d), be payable by the exporter of the soybeans.
- (2) The amount of the levy payable by the buyer in terms of sub-clause (1)(a) and sub-clause (1)(b) may be recovered from the producer.
- (3) The amount of the levy payable by the person issuing the silo receipt in terms of sub-clause 1(c) may be recovered from the person to whom such silo receipt is issued.
- (4) Persons contemplated in sub-clause (1)(a), (1)(b) and sub-clause (1)(c) may claim 2,5% commission on levies paid over to SACTA.

### Payment of levy

8. (1) Payment of a levy imposed in terms of clause 5 shall be made by the persons contemplated in clause 7 not later than the last day of the month following the month in which the soybeans have been sold, processed or converted, exported or a silo receipt issued.

- (2) Payment shall be made in favour of the SA Cultivar and Technology Agency NPC.
- (3) Payment shall –
  - (a) when forwarded by post, be addressed to –

The SA Cultivar and Technology Agency NPC  
P O Box 74087  
LYNNWOOD RIDGE  
0040
  - (b) when delivered by hand, be delivered to –

The SA Cultivar and Technology Agency NPC  
Alenti Office Park (Block C)  
457 Witherite Street  
THE WILLOWS  
Pretoria  
0184

### **Conditions of approval**

- 9. This statutory measure is subject to the following conditions:
  - (a) That the Board of Directors of SACTA be extended to include two Directors representing the Minister, to be nominated by the NAMC;
  - (b) That 70% of levy income be spent on breeding and technology, at least 20% on transformation, in line with the NAMC's new guidelines, and less than 10% on administration;
  - (c) That levies be accounted for, in a manner and to the extent acceptable to the Auditor General, separately from any other funds or assets under the control of SACTA, and be audited by the Auditor General;
  - (d) That after the lapsing of the levy, any surplus funds only be utilised after the approval of the Minister was obtained; and
  - (e) That the NAMC has observer status on the meetings of SACTA to ensure compliance with the original intent of the application.

### **Commencement and period of validity**

- 10.
  - (1) This statutory measure shall come into operation on 1 March 2019 and shall lapse on 28 February 2021.
  - (2) Notwithstanding the provisions of sub-clause (1), the Minister may, after evaluation and review of the measure under section 9(1)(f) of the Act, by notice in the Government Gazette determine that the measure shall lapse on a date specified in that notice: Provided that such date shall not be later than the date determined under sub-clause (1).

## DEPARTEMENT VAN LANDBOU, BOSBOU EN VISSERYE

NO. R. 711

13 JULIE 2018

## WET OP BEMARKING VAN LANDBOUPRODUKTE, 1996 (WET NO. 47 VAN 1996)

**INSTELLING VAN STATUTÊRE MAATREËL EN BEPALING VAN RIGLYNPRYS:  
HEFFINGS BETREFFENDE SOJABONE**

Ek, Senzeni Zokwana, Minister van Landbou, Bosbou en Visserye, handelende kragtens artikels 13 en 15 van die Wet op die Bemarking van Landbouprodukte, 1996 (Wet No. 47 van 1996) –

- (a) stel hierby die statutêre maatreël in die Bylae uiteengesit in; en
- (b) bepaal hierby die riglynprys, per metrieke ton, vir sojabone as R5 496.

**SENZENI ZOKWANA,**

Minister van Landbou, Bosbou en Visserye.

## BYLAE

### Woordomskrywing

1. In hierdie Bylae het enige woord of uitdrukking waaraan 'n betekenis in die Wet geheg is, daardie betekenis en tensy uit die samehang anders blyk, beteken —
  - “**die Wet**” die Wet op die Bemarking van Landbouprodukte, 1996 (Wet No. 47 van 1996);
  - “**produsent**” 'n persoon wat sojabone produseer of 'n persoon in wie se belang sojabone geproduseer word;
  - “**SACTA**” die SA Cultivar and Technology Agency NPC; en
  - “**sojabone**” graan van die spesie *Glycine max*.

### Oogmerk en doelwit van die statutêre maatreël en verband daarvan met die Wet

2. Die oogmerk en doelwit van hierdie statutêre maatreël is om telers van sojaboonvarieteite te vergoed vir hul bydrae tot die verkryging en benutting van verbeterde internasionale agri-verwante intellektuele eiendom tot voordeel van die sojaboonbedryf in die Republiek van Suid-Afrika.

Dit word van die landbousektor verwag om voedselsekerheid te verseker, die ekonomie te versterk en werkseleenthede te skep. Hierdie doelwitte is in ooreenstemming met die bepalings van artikel 2(3) van die Wet. Om hierdie doelwitte te bereik en die sojaboonbedryf in die Republiek van Suid-Afrika se mededingende posisie te bevorder, is produksie van hoë-opbrengs oeste van saadvarieteite wat optimaal geskik is vir bepaalde streke noodsaaklik.

Om die opbrengs uit moontlike uitvoere te optimaliseer, is dit noodsaaklik dat Suid-Afrikaanse produkte voldoen aan internasionale kwaliteitstandaarde en dat Suid-Afrikaanse produsente van sojabone kompetend is op die internasionale markte.

'n Deel van die fondse (20%) wat by wyse van die heffing ingevorder word, sal toegespits word op kleinskaalse boere en transformasie in die sojaboonbedryf in die Republiek van Suid-Afrika.

Hierdie statutêre maatreël sal deur die SA Cultivar and Technology Agency NPC (SACTA) geadministreer word. Die heffings wat gevorder word, sal in 'n afsonderlike rekening vir sojabone geadministreer word. SACTA sal geouditeer word volgens algemeen aanvaarde rekenkundige praktyk.

### Produk waarop statutêre maatreël van toepassing is

3. Hierdie statutêre maatreël is op sojabone van toepassing.

### Gebied waarin statutêre maatreël van toepassing is

4. Hierdie statutêre maatreël is in die geografiese gebied van die Republiek van Suid-Afrika van toepassing.

### Instelling van heffing

5. 'n Heffing word hierby opgelê op alle sojabone –
  - (a) wat deur of namens die produsent daarvan verkoop word;



- (b) wat verwerk of omskep word of laat verwerk of omskep word in 'n sojaboonprodukt, indien die sojaboonprodukt bestem is om van die hand gesit te word;
- (c) ten opsigte waarvan 'n silo-ontvangsbewys uitgereik word, indien die heffing ten opsigte van sodanige sojabone nog nie ingevolge paragraaf (a) of (b) betaal is nie; en
- (d) wat uitgevoer word uit the Republiek van Suid Afrika, indien die heffing ten opsigte van sodanige sojabone nog nie ingevolge paragraaf (a), (b) of (c) betaal is nie.

### Bedrag van heffing

6. Die bedrag van die heffing (Belasting op Toegevoegde Waarde uitgesluit) is soos volg:

Kommoditeit	Periode	Bedrag (BTW uitgesluit)
Sojabone	1/03/2019 tot 28/02/2020	R65 per ton
	1/03/2020 tot 28/02/2021	R80 per ton

### Persone deur wie heffing betaalbaar is

7. (1) 'n Heffing wat in terme van klousule 5 opgelê is, sal betaalbaar wees deur:
- (a) in die geval van 'n heffing in klousule 5(a) bedoel, die koper van die sojabone;
  - (b) in die geval van 'n heffing in klousule 5(b) bedoel, die verwerker of omskepper van die sojabone;
  - (c) in die geval van 'n heffing in klousule 5(c) bedoel, die persoon wat sodanige silo-ontvangsbewys uitreik; en
  - (d) in die geval van 'n heffing in klousule 5(d) bedoel, die persoon wat sodanige sojabone uitvoer.
- (2) Die bedrag van die heffing wat deur die koper in terme van subklousule (1)(a) en subklousule (1)(b) betaalbaar is, kan van die produsent verhaal word.
- (3) Die bedrag van die heffing wat in terme van subklousule (1)(c) deur die uitreiker van die silo-ontvangsbewys betaalbaar is, kan van die persoon aan wie sodanige silo-ontvangsbewys uitgereik word, verhaal word.
- (4) Persone vermeld in subklousule (1)(a), (1)(b) en subklousule (1)(c) mag 2,5% kommissie op heffings wat aan SACTA oorbetal is, eis.

### Betaling van die heffing

8. (1) Betaling van 'n heffing opgelê in terme van klousule 5 sal nie later nie as die laaste dag van die maand volgende op die maand waarin sojabone verkoop, verwerk of omgesit, uitgevoer of waarvoor 'n silo-ontvangsbewys uitgereik is, geskied deur die persone in klousule 7 bedoel.

(2) Betaling moet ten gunste van die SA Cultivar and Technology Agency NPC gemaak word.

(3) Betaling moet –

(a) wanneer per pos gestuur, geadresseer wees aan –

Die SA Cultivar and Technology Agency NPC  
Posbus 74087  
LYNNWOODRIF  
0040

(b) wanneer per hand afgelewer, afgelewer word by –

Die SA Cultivar and Technology Agency NPC  
Alenti Kantoorpark (Blok C)  
Witheritestraat 457  
DIE WILGERS  
Pretoria  
0184

### **Voorwaardes van goedkeuring**

9. Hierdie statutêre heffing is onderworpe aan die volgende voorwaardes:

- (a) Dat die Raad van Direkteure van SACTA uitgebrei word met twee Direkteure wat die Minister verteenwoordig, welke direkteur deur die NLBR genomineer sal word;
- (b) Dat 70% van heffingsinkomste spandeer word aan teling en tegnologie, ten minste 20% op transformasie ooreenkomstig die NLBR se nuwe riglyne, en nie meer as 10% op administrasie;
- (c) Dat die heffings bestuur word op 'n manier aanvaarbaar vir die Ouditeur-Generaal, apart van enige ander bates of fondse van SACTA en geoudit word deur die Ouditeur-Generaal;
- (d) Dat die aanwending van enige surplusfondse wat na die heffingstermyn mag bestaan, onderhewig sal wees aan die goedkeuring van die Minister; en
- (e) Dat die NLBR vergaderings van SACTA bywoon as waarnemer, om toe te sien dat die oorspronklike intensie van die heffingsaansoek uitgevoer word.

### **Inwerkingtreding en tydperk van geldigheid**

10. (1) Hierdie statutêre maatreël tree op 1 Maart 2019 in werking en verval op 28 Februarie 2021.

(2) Nieteenstaande die bepalings van subklousule (1) kan die Minister, na 'n evaluasie en hersiening van die maatreël kragtens artikel 9(1)(f) van die Wet, by kennisgewing in die Staatskoerant bepaal dat die maatreël op 'n datum in daardie kennisgewing uiteengesit, verval: Met dien verstande dat sodanige datum nie later mag wees as die datum kragtens subklousule (1) bepaal nie.

## DEPARTMENT OF TRADE AND INDUSTRY

NO. R. 712

13 JULY 2018

**NOTICE IN TERMS OF SECTION 14 OF THE PROTECTION OF INVESTMENT  
ACT, 2015 (ACT NO. 22 OF 2015)**

By virtue of the powers vested in me in terms of section 14 of the Protection of Investment Act, 2015 (Act No. 22 of 2015) I, Dr Rob Davies, Minister of Trade and Industry, hereby:

- a) Make the Regulations embodied in the schedule hereunder.
- b) Determine that the Regulations will come into effect on the date of commencement of the Protection of Investment Act, 2015, (Act No. 22 of 2015).

A handwritten signature in black ink, appearing to read 'Rob Davies', with a large, stylized initial 'R'.

**Dr Rob Davies, MP**  
**Minister of Trade and Industry**

**SCHEDULE**  
**REGULATIONS ON MEDIATION RULES**  
**TABLE OF CONTENTS**

**CHAPTER 1**  
**INTERPRETATION AND APPLICATION**

1. Definitions
2. Application of Regulations
3. Object of mediation rules

**CHAPTER 2**  
**GENERAL PROVISIONS**

4. Declaration of dispute
5. Service of declaration of dispute
6. Filing of declaration of dispute
7. Mediators
8. Appointment of mediator
9. Notice of mediation proceeding
10. Place of mediation
11. Representation of parties
12. Preliminary meeting
13. Role of mediator
14. Role of parties

15. Challenge of mediator
16. Closure of mediation
17. Termination of mediation
18. Privilege
19. Confidentiality and non-disclosure
20. Liability for acts or omissions
21. Fees and costs
22. Short title and commencement

## CHAPTER 1

### INTERPRETATION AND APPLICATION

#### Definitions

1. In these Regulations any word or expression to which a meaning has been assigned in the Protection of Investment Act, 2015 (Act No. 22 of 2015), has the meaning so assigned and, unless the context otherwise indicates—

**"competent authority"** means the Judge President of one of the divisions of the High Court of South Africa;

**"day"** means a working day and exclude Saturdays, Sundays and public holidays;

**"mediation"** means a process in which the parties to a dispute, with the assistance of a mediator identify the issues in dispute, develop options, consider alternatives and endeavour to reach a settlement;

**“mediation rules”** means the mediation rules made in terms of the Regulations on Mediation Rules, 2017;

**"mediator"** means a neutral third party who has been nominated by the competent authority or mutually agreed to by the parties, and who has accepted such appointment in terms of regulation 8;

**"parties"** means an investor and the government;

**"preliminary meeting"** means an initial meeting convened by the mediator to deal with procedural or administrative matters in connection with the mediation; and

**“Regulations”** means the Regulations on Mediation Rules, 2017.

### **Application of Regulations**

2. (1) These Regulations apply to a dispute between the parties whereby an action by government has breached the protection provided to the investor in terms of the Act, provided that such government action has affected an investment of or in connection with a foreign investor.

(2) A dispute contemplated in subregulation (1) submitted for mediation must be dealt with in accordance with these mediation rules unless otherwise agreed in writing between the parties.

### **Object of mediation rules**

3. (1) The parties must act in accordance with the mediation rules and the reasonable directives of the mediator.

(2) The parties must at all times during mediation conduct themselves in a spirit of cooperation with the view of actively seeking a resolution of the dispute in an amicable and consensus seeking manner.

## **CHAPTER 2**

### **GENERAL PROVISIONS**

#### **Declaration of dispute**

4. (1) An investor may declare a dispute within six months of becoming aware of the dispute by completing the prescribed form contained in Schedule 1 and which is also available on the Department's website.

(2) An investor declaring a dispute must serve a notice of a dispute on the other party to the dispute calling on such party to serve a response on the investor within 30 days of receipt of such notice.

(3) The investor must lodge the declaration of the dispute in triplicate with the Department, who must issue same by affixing a case number thereon and registering the dispute in the registry of pending disputes for resolution and thereafter the issued declaration of the dispute must be returned to the investor.

#### **Service of declaration of dispute**

5. (1) If the other party to the dispute is not the Department, the investor must serve a copy of the declaration of dispute on the other party by—

(a) personally serving a copy of the declaration of dispute on the duly authorised official of the other party, and where applicable the accounting officer;

- (b) emailing, faxing or telexing a copy of the declaration of dispute to the authorised email address, fax or telex of the other party; or
- (c) sending a copy of the declaration of dispute by registered post to the authorised mailing address of the other party.

(2) The other party to the dispute must within 30 days of receipt of the declaration of dispute, acknowledge receipt thereof.

(3) If the other party to the dispute is the Department, the Department must within 30 days of receipt of the declaration of dispute, acknowledge receipt thereof by retaining a copy of the declaration and affixing its stamp detailing the date and the signature of the official who took receipt of the declaration on the original declaration as well as the investor's copy.

### **Filing of declaration of dispute**

6. The investor must after effecting service of the declaration of dispute on the other party, file the original declaration of dispute with the Department confirming that the declaration was served on the other party.

### **Mediators**

7. (1) The Department must maintain a list of suitably qualified mediators, who are willing and able to serve as mediators and such a list may be obtained from the Department's website.



(2) A mediator must be of high moral character, not convicted of a crime, and with demonstrated competence in the fields of law, commerce, industry or finance and upon a request –

(a) from the Department, must disclose any circumstances likely to give rise to justifiable doubts as to his or her impartiality; and

(b) from the parties during his or her appointment or in the course of a mediation proceeding, must without delay disclose any such circumstances contemplated in paragraph (a) to the parties.

(3) A mediator must in the execution of his or her duties, exercise independent discretion.

(4) A person who has accepted a request to become a mediator must be assessed as competent to mediate, and if necessary must be subjected to a 40 hour accredited training course identified by the Department.

### **Appointment of mediator**

8. (1) A mediator may be nominated by agreement between the parties, from the list of mediators contemplated in regulation 7 and must be appointed by the Department subject to the requirements listed in regulation 7 within 10 days after receipt of the other party's response.

(2) In the event where there is no list of mediators as contemplated in regulation 7 (1), the parties may nominate a person who may be appointed by the Department, subject to the requirements contemplated in regulation 7.

(3) Depending on the complexity of the dispute, and with the consent of the parties concerned, more than one mediator may be appointed to assist in facilitating the resolution of the dispute,

(4) The appointed mediators must confirm by way of a signed statement –

- (a) his or her independence;
- (b) any information pertaining to a possible conflict of interest; and
- (c) any financial interest.

(5) If the Department is a party to the dispute, the parties may jointly request the competent authority who has jurisdiction over the matter, to appoint a mediator.

(6) In exercising the discretion to appoint a mediator, the competent authority may appoint a mediator from the list of mediators compiled by the Department and may request parties to make representations relating to any suitable mediators.

(7) The mediator must within 10 days of his or her nomination accept or decline such nomination by filing a notice with the Department to that effect, which notice must be communicated to the parties.

### **Notice of mediation proceeding**

9. (1) The mediator must within 10 days of his or her appointment give notice to the parties of the date on which and the venue where the mediation will take place.

(2) The mediation proceedings must commence after 30 days of the notice contemplated in subregulation (1), unless the mediator and parties agree otherwise.

### **Place of mediation**

10. The mediator may conduct the mediation at a place, which in his or her discretion is appropriate and convenient for the parties to the dispute, taking into account the circumstances and any representation made by the parties.

### **Representation of parties**

11. (1) The parties may in writing furnish the mediator and each other with the names, designations and addresses of the representatives who will be in attendance at the mediation within 10 days after the appointment of the mediator.

(2) The parties are entitled to be represented by a legal practitioner should the parties deem it necessary to do so.

(3) The representative of the government should have the necessary authority and mandate to act on behalf of the government.

### **Preliminary meeting**

12. (1) The mediator may convene a preliminary meeting with the parties, in person or by teleconference unless the parties, with the mediator's concurrence, agree otherwise.

(2) The purpose of the preliminary meeting is to—

- (a) discuss and agree on the issues in dispute;
- (b) formulate a process in terms of which the issues in paragraph (a) can be clarified and agreed to;
- (c) plan and agree on how a negotiated resolution of the dispute should proceed including, where appropriate, a timetable for exchange of information, including position papers and other relevant documents, and the filing of same with the Department and mediator;
- (c) make arrangements, if necessary, for confidentiality undertakings to be signed by all parties to the mediation proceedings; and
- (d) undertake such planning and administrative arrangements as may be required and necessary for the mediation proceedings, including the terms of appointment of the mediator.

### **Role of mediator**

13. (1) At the commencement of the mediation proceedings, the mediator must direct that the parties engage each other with the view—

- (a) of defining the dispute or any ancillary issues;
- (b) to determine whether any agreement could be reached in respect of the issues in dispute; and
- (c) to determine whether agreement could be reached in respect of the most appropriate relief.

(2) The mediator may impose any reasonable condition and request, which in the mediator's view will contribute to the efficient resolution of the dispute.

(3) The mediator must assist the parties to negotiate a mutually acceptable resolution of the dispute by—

- (a) advising the parties to the dispute to attempt a resolution in a spirit of good will, cooperation, while using their best endeavours to maintain good institutional and personal relations with each other;
- (b) assisting the parties to identify and define the issues in dispute;
- (c) implementing a procedure which is aimed at achieving resolution of the dispute expeditiously, fairly and cost-effectively;
- (d) where appropriate, suggesting particular dispute resolution techniques for individual issues aimed at narrowing the issues in dispute expeditiously, fairly and cost-effectively; and
- (e) acting as the facilitator in direct negotiations between the parties.

(4) During the mediation process, the mediator may convene such meetings between the parties as the mediator considers appropriate, for the purpose of—

- (a) identifying and defining the issues in dispute; and
- (b) resolving or narrowing the issues in dispute, on terms acceptable to the parties.

(5) The mediator may decide on the most appropriate way of bringing clarity to the issues in dispute and may—

- (a) direct that meetings between the disputing parties take place;
- (b) consult with the disputing parties jointly or individually;

- (c) seek the assistance of or consult with relevant experts and stakeholders, only after the parties to the dispute agree to seek such assistance; or
- (d) provide any additional support requested by the disputing parties.

(6) The mediator must endeavour to bring the mediation proceedings to a closure within two months from date of appointment as mediator.

### **Role of parties**

**14.** (1) The parties must do all things reasonably necessary to ensure that the mediation is conducted in a proper, expeditious and cost-effective manner.

(2) Without limiting the generality of subregulation (1), each party must—

- (a) participate in good faith in the mediation process;
- (b) comply without delay with any order made by the mediator on procedural matters; and
- (c) appear in person or through an authorised representative at the meeting scheduled by the mediator or agreed to between the parties.

### **Challenge of mediator**

**15.** (1) A party to the dispute may request for the recusal of the mediator, should such party be of the view that such mediator may not be independent or impartial provided that the recusal request is done by way of a notice to the other party and the Department.

(2) The application must be brought within seven days of a party becoming aware of such a circumstance giving rise to such suspicion.

(3) The mediator may require the applicant applying for his or her recusal to set out the basis for the application.

(4) The mediator must recuse himself or herself if cogent and justifiable grounds for recusal are presented by a party to the dispute.

(5) In the event that the mediator does not recuse himself or herself and the other party is aggrieved by such decision pertaining to recusal of the mediator, the other party must within five days notify the mediator and file a recusal application dispute with the Department outlining the reasons thereof.

(6) The Department must within five days of receipt of such dispute request the mediator to provide reasons for his or her non-recusal.

(7) Upon receipt of the reasons for non-recusal by the mediator, the Department must within five days and by agreement with the parties nominate and appoint a mediator to resolve the recusal dispute provided if the Department is the other party, the competent authority may appoint such nominee. .

(8) The outcome facilitated by the mediator appointed to resolve the recusal dispute is final.

(9) This regulation is also applicable in the instance where there is more than one mediator appointed to resolve a particular dispute, where a party is of the view that any such mediator may not be independent or impartial.

**Closure of mediation**

16. (1) The mediator may declare the mediation closed under the following circumstances—

- (a) after being satisfied that the dispute has been successfully facilitated with a resolution being agreed upon;
- (b) if the parties to the dispute are in agreement that the dispute is incapable of being resolved by means of mediation; or
- (c) the mediator is of the view that the dispute is incapable of being productively resolved through the mediation proceedings.

(2) The declaration contemplated in subregulation (1)(a) must through the mutual agreement of the parties concerned be reflected in a settlement agreement.

(3) Closure of the mediation under the circumstances contemplated in subregulations (1)(b) and (c) must be stipulated by way of a declaration emanating from the mediator and signed by the parties concerned.

(4) The Department must be notified in writing of the closure of the mediation except in the instance where the Department is a party to the dispute,

**Termination of mediation**

17. (1) Any party to the dispute may terminate the mediation at any time by written notice to the other party, and the mediator.

(2) Such a written notice must clearly state the reasons for terminating the mediation.



## Privilege

**18.** (1) The mediation process and all documentation relating thereto are privileged and may not be disclosed or relied upon or be subject to any disclosure with the view of proving any fact in any legal proceedings arising out of or in connection with the dispute.

(2) The privilege extends to—

- (a) any view expressed, or admission or concession made, by or on behalf of a party;
- (b) any view expressed, or suggestion made by the mediator; and
- (c) any document created or utilised for the purpose of the mediation.

## Confidentiality and non-disclosure

**19.** (1) The government, the mediator, the parties and all advisors and representatives of the parties must—

- (a) except as provided in these rules, ensure that all information disclosed during and after the mediation proceedings remains confidential;
- (b) only use any information disclosed during the mediation proceedings for the purpose of the mediation;
- (c) not publish or cause the publication of any information relating to the mediation;
- (d) sign a non-disclosure of information and maintain the confidential nature of the proceedings and any information disclosed during such proceedings.

(2) The obligation to maintain the confidential nature of the mediation proceedings and or information disclosed therein may be dispensed with—

- (a) if disclosure is compelled by law;
- (b) to the extent necessary to give effect to any agreement which the parties to the dispute may reach during these proceedings or to enforce any agreement to settle or resolve the whole or any part of the dispute; or
- (c) if the parties to the mediation agree in writing to the disclosure of confidential information.

(3) A party to the proceedings may not record the mediation proceedings or any part thereof, unless the other parties agree to such recording, which form of recording will be decided upon between the parties.

(4) Mediation proceedings may be provided *in camera*.

### **Liability for acts or omissions**

**20.** The parties agree that the mediator may not be liable to any party for or in respect of any act or omission in the discharge or purported discharge of his or her functions under these mediation rules, unless such act or omission has been –

- (a) fraudulently committed; or
- (b) the intention of the mediator.

**Fees and costs**

**21.** (1) The fees and costs of the mediation are, in the absence of an agreement to the contrary, borne jointly by all parties.

(2) The Department may from time to time publish the schedule relating to the fees and costs related to the mediation of disputes.

**Short title and commencement**

**22.** These Regulations is called the Regulations on Mediation Rules, 2018, and will come into operation on the date of commencement of the Protection of Investment Act, 2015 (Act No. 22 of 2015).



### **Schedule I:**

#### **Declaration of dispute of foreign investor**

- NB: 1. Please type or print.  
 2. Please attach copies of all relevant documents (contracts, receipts, etc.) upon which the claim is based.  
 3. Hand this form to the \_\_\_\_\_ (the dti)

#### **A. PARTICULARS OF INVESTOR**

Full Names

.....  
 .....

Business Address

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

Postal Address

.....

Code .....

Telephone Number: (H) ( ..... ) ..... (W) ( ..... )

.....

#### **B. PARTICULARS OF RELEVANT GOVERNMENT DEPARTMENT**

Full Names

.....  
 .....

Business Address

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

Postal Address

.....

Code .....

Telephone Number: (W) ( ..... ) .....

Please indicate the exact nature of your claim and the alleged infringement – this should include the main aspects of your claim with names and dates, where possible and applicable. Also indicate the current state of affairs. Indicate what steps you have taken to resolve the problem.

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\_\_\_\_\_  
**INVESTOR'S SIGNATURE**

\_\_\_\_\_  
**DATE**





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