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[No. 6202

GENERAL NOTICES

NOTICE 887 OF 1978

DEPARTMENT OF SOCIAL WELFARE AND PENSIONS

DRAFT REGULATIONS UNDER THE NATIONAL WELFARE ACT, 1978 (ACT 100 OF 1978); FUND-RAISING ACT, 1978 (ACT 107 OF 1978); SOCIAL AND ASSOCIATED WORKERS ACT, 1978 (ACT 110 OF 1978)

The draft regulations under the above-mentioned Acts are published herewith for general information.

The draft regulations under the Social and Associated Workers Act, 1978, deals only with the procedure for the election of the first Council for Social and Associated Workers. The other regulations and the rules under the said Act will be promulgated after consultation by the Minister with the first Council.

Any person desiring to comment on the contents of the draft regulations, may do so in writing to the Secretary for Social Welfare and Pensions, Private Bag X63, Pretoria, 0001, on or before 31 January 1979.

NOTICE 888 OF 1978

REGULATIONS UNDER THE NATIONAL WELFARE ACT, 1978

DEFINITIONS

1. In these regulations, unless the context otherwise indicates—

“appellant” means any organisation which has noted an appeal in terms of regulation 24 (1);

“chairman”, in relation to a regional welfare board, executive committee or welfare committee, means the person designated in terms of the Act and these regulations as chairman of the said board or of such committee or who presides at any meeting of the said board or such committee in terms of these regulations;

2602—A

ALGEMENE KENNISGEWINGS

KENNISGEWING 887 VAN 1978

DEPARTEMENT VAN VOLKSWELSYN EN PENSIOENE

KONSEPREGULASIES KRAGTENS DIE NASIONALE WELSYNSWET, 1978 (WET 100 VAN 1978); DIE WET OP FONDSINSAMELING, 1978 (WET 107 VAN 1978); DIE WET OP MAATSKAPLIKE EN GEASSOSIEERDE WERKERS, 1978 (WET 110 VAN 1978)

Die konsepregulasies kragtens bogenoemde Wette word hiermee vir algemene inligting gepubliseer.

Die konsepregulasies kragtens die Wet op Maatskaplike en Geassosieerde Werkers, 1978, handel slegs oor die prosedure vir die verkiesing van die eerste Raad vir Maatskaplike en Geassosieerde Werkers. Die ander regulasies en die reëls kragtens die betrokke Wet sal na oorlegpleging deur die Minister met die eerste Raad uitgevaardig word.

Enige persoon wat kommentaar op die inhoud van die konsepregulasies wil lewer, kan dit op of voor 31 Januarie 1979 skriftelik aan die Sekretaris van Volkswelsyn en Pensioene, Privaatsak X63, Pretoria, 0001, rig.

KENNISGEWING 888 VAN 1978

KONSEPREGULASIES KRAGTENS DIE NASIONALE WELSYNSWET, 1978

WOORDOMSKRYWING

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

“appellant” ’n organisasie wat ’n appèl ingevolge regulasie 24 (1) aangeteken het;

“die Wet” die Nasionale Welsynswet, 1978 (Wet 100 van 1978);

“geregistreerde adres”, met betrekking tot ’n welsynsorganisasie, die adres in die Republiek wat by die sekretaris van die streekwelsynsraad waardeur bedoelde organisasie as ’n welsynsorganisasie geregistreer is as

6202—1

"deputy-president" means the deputy-president referred to in section 2 (5) of the Act;

"executive committee" means the executive committee appointed in terms of section 11 (4) (a) of the Act;

"legal representative" means counsel or an attorney;

"president" means the president referred to in section 2 (5) of the Act;

"registered address", in relation to a welfare organisation, the address in the Republic registered with the secretary of the regional welfare board by which the said organisation is registered as a welfare organisation, as the address at which the said organisation will accept service of any notice in terms of the Act or these regulations;

"respondent" means any welfare organisation or other organisation to which a registration certificate has been issued which is the subject of an enquiry in terms of section 14 of the Act;

"the Act" means the National Welfare Act, 1978 (Act 100 of 1978); and

"welfare committee" means a welfare committee appointed in terms of section 11 (5) (a) of the Act;

and every word to which a meaning has been assigned in the Act, shall bear that meaning.

QUORUM FOR AND PROCEDURE AT MEETINGS OF THE SOUTH AFRICAN WELFARE COUNCIL

2. (1) The majority of the members of the council shall constitute a quorum at any meeting of the council.

(2) Subject to the provisions of these regulations, a decision of the majority of the members present at a meeting of the council shall be the decision of the council.

3. (1) The secretary of the council shall notify every member of the council in writing at least 21 days before the date determined for the holding of the meeting of the date and time whereon and the place where a meeting of the council shall be held.

(2) Such notice shall be accompanied by an agenda approved by the president and setting out the matters to be considered at the said meeting of the council.

(3) Every member of the council shall attend every meeting of the council, unless he has been granted leave by the president to be absent from such meeting.

4. (1) The president shall preside at all meetings of the council.

(2) In the absence of the president from a meeting of the council, the deputy-president shall preside at such meeting.

(3) If the president as well as the deputy-president are absent from a meeting of the council the members of the council present at the said meeting shall elect a member of the council who is so present to preside at such meeting.

5. (1) Subject to the provisions of regulation 3 (2), no matter not included in the agenda referred to in that regulation shall be considered at any meeting of the council, unless the majority of the members present at such meeting consents thereto.

(2) Any member of the council may, at least one month before any specified meeting of the council, inform the president of any matter which he desires

die adres geregistreer is waar bedoelde organisasie betekening van enige kennisgewing ingevolge die Wet of hierdie regulasies sal aanvaar;

"respondent" 'n welsynsorganisasie of ander organisasie waaraan 'n registrasiesertifikaat uitgereik is wat die onderwerp van 'n ondersoek ingevolge artikel 14 van die Wet is;

"onderpresident" die onderpresident in artikel 2 (5) van die Wet bedoel;

"president" die president in artikel 2 (5) van die Wet bedoel;

"regsvertegenwoordiger" 'n advokaat of prokureur;

"uitvoerende komitee" 'n uitvoerende komitee ingevolge artikel 11 (4) (a) van die Wet aangestel;

"voorsitter", met betrekking tot 'n streekwelsynsraad, uitvoerende komitee of welsynskomitee die persoon wat ingevolge die Wet of hierdie regulasies as die voorsitter van bedoelde raad of van so 'n komitee aangewys is of wat ingevolge hierdie regulasies by 'n vergadering van bedoelde raad of so 'n komitee voorsit;

"welsynskomitee" 'n welsynskomitee ingevolge artikel 11 (5) (a) van die Wet aangestel;

en het 'n woord waaraan in die Wet 'n betekenis geheg is, daardie betekenis.

KWORUM VIR EN PROSEDURE BY VERGADERINGS VAN DIE SUID-AFRIKAANSE WELSYNS-RAAD

2. (1) Die meerderheid van die lede van die raad vorm 'n kworum by 'n vergadering van die raad.

(2) Behoudens die bepalings van hierdie regulasies, is 'n beslissing van die meerderheid van die lede aanwesig by 'n vergadering van die raad, die beslissing van die raad.

3. (1) Die sekretaris van die raad moet minstens 21 dae voor die datum wat vir die hou van die vergadering bepaal is, elke lid van die raad skriftelik in kennis stel van die datum en tyd waarop en die plek waar 'n vergadering van die raad gehou sal word.

(2) So 'n kennisgewing moet vergesel gaan van 'n sakelys wat deur die president goedgekeur is en wat die sake vermeld wat by die betrokke vergadering van die raad oorweeg sal word.

(3) Iedere lid van die raad moet iedere vergadering van die raad bywoon, tensy hy deur die president verlof verleen is om van sodanige vergadering afwesig te wees.

4. (1) Die president sit voor by alle vergaderings van die raad.

(2) In die afwesigheid van die president van 'n vergadering van die raad, sit die onderpresident op sodanige vergadering voor.

(3) Indien die president sowel as die onderpresident van die raad van 'n vergadering van die raad afwesig is, kies die lede van die raad wat by bedoelde vergadering aanwesig is 'n lid van die raad wat aldus aanwesig is om by die vergadering voor te sit.

5. (1) Behoudens die bepalings van regulasie 3 (2), word geen aangeleentheid wat nie in die sakelys bedoel in daardie regulasie vermeld word nie, by enige vergadering van die raad oorweeg nie, tensy die meerderheid van die lede wat by sodanige vergadering aanwesig is daartoe instem.

(2) 'n Lid van die raad kan minstens een maand voor 'n bepaalde vergadering van die raad die president verwittig van enige aangeleentheid wat hy verlang

to be included in the agenda of that meeting and thereupon such matter shall be included in the agenda of such meeting.

6. (1) The procedure at any meeting of the council shall be determined by the person presiding at such meeting.

(2) If any member objects to any decision given under subregulation (1), the question shall forthwith be put to the vote without any further discussion.

7. (1) Every member of the council, including the president, deputy-president or member presiding at a meeting of the council shall have one vote at any meeting of the council and in the event of an equality of votes the president, deputy-president or member so presiding shall also have a casting vote.

(2) The votes of the members present at a meeting of the council shall be cast in the manner determined by the person presiding at such meeting.

8. (1) The secretary of the council shall keep minutes of the proceedings at all meetings of the council.

(2) Such minutes shall include a statement of the date and place of the meeting and contain a list of the names of all the members present at such meeting.

(3) A copy of such minutes shall as soon as possible be forwarded by the secretary of the council to each member of the council.

(4) The minutes of the proceedings of a meeting of the council shall be presented to the council at the first ensuing meeting of the council and if such minutes are confirmed at such last-mentioned meeting, whether with or without amendments, it shall be signed by the person presiding at such meeting and by the secretary of the council.

QUORUM FOR AND PROCEDURE AT MEETINGS OF REGIONAL WELFARE BOARDS AND OF COMMITTEES

9. (1) The majority of the members of a regional welfare board or of a committee shall constitute a quorum at any meeting of such board or of such committee.

(2) Subject to the provisions of these regulations, the decision of the majority of the members of a regional welfare board or committee present at any meeting of such regional welfare board or committee, as the case may be, shall be the decision of such regional welfare board or committee.

10. (1) The secretary of a regional welfare board shall notify every member of such board and the secretary of a welfare committee shall notify every member of such committee in writing at least 14 days before the date determined for the holding of the meeting of such regional welfare board or committee of the date and time whereon, and the place where such meeting shall be held.

(2) Such notice shall be accompanied by an agenda, approved by the chairman of the regional welfare board, or welfare committee, as the case may be, and setting out the matters to be considered at the said meeting of such board or committee.

(3) The members of an executive committee shall be given such notice of a meeting of the said committee as the chairman of the committee may determine from time to time.

by die sakelys van daardie vergadering ingesluit moet word en daarop word sodanige aangeleentheid in die sakelys van bedoelde vergadering ingesluit.

6. (1) Die prosedure by 'n vergadering van die raad word bepaal deur die persoon wat by bedoelde vergadering voorsit.

(2) Indien 'n lid van die raad beswaar maak teen 'n beslissing gegee ingevolge subregulasie (1) word die vraag onmiddellik sonder verdere bespreking tot stemming gebring.

7. (1) Elke lid van die raad, met inbegrip van die president, onderpresident of 'n lid wat by 'n vergadering van die raad voorsit, het, by 'n vergadering van die raad, een stem en die president, onderpresident of lid wat aldus voorsit, het by 'n staking van stemme ook 'n beslissende stem.

(2) Die stemme van die lede van die raad wat by 'n vergadering aanwesig is, word uitgebring op die wyse bepaal deur die persoon wat by sodanige vergadering voorsit.

8. (1) Die sekretaris van die raad moet notule hou van die verrigtings by alle vergaderings van die raad.

(2) Sodanige notule moet 'n verklaring van die datum en plek van die vergadering en 'n lys van die name van die lede aanwesig by sodanige vergadering, bevat.

(3) 'n Afskrif van sodanige notule moet so spoedig moontlik deur die sekretaris van die raad aan elke lid van die raad gestuur word.

(4) Die notule van 'n vergadering van die raad moet op die eersvolgende vergadering van die raad aan die raad voorgelê word en, indien sodanige notule by sodanige laasgenoemde vergadering goedgekeur word, hetsy met of sonder wysigings, moet dit deur die persoon wat by laasgenoemde vergadering voorsit en die sekretaris van die raad onderteken word.

KWORUM VIR EN PROSEDURE BY VERGADERINGS VAN STREEKWELSYNSRADE EN VAN KOMITEES

9. (1) Die meerderheid van die lede van 'n streekwelsynsraad of van 'n komitee vorm 'n kworum by 'n vergadering van so 'n raad of so 'n komitee.

(2) Behoudens die bepalinge van hierdie regulasies, is die beslissing van die meerderheid van die lede van 'n streekwelsynsraad of komitee by 'n vergadering van sodanige streekwelsynsraad of komitee, na gelang van die geval, die beslissing van sodanige streekwelsynsraad of komitee.

10. (1) Die sekretaris van 'n streekwelsynsraad moet elke lid van so 'n raad en die sekretaris van 'n welsynskomitee moet elke lid van so 'n komitee minstens 14 dae voor die datum wat vir die hou van 'n vergadering van so 'n streekwelsynsraad of komitee bepaal is, skriftelik in kennis stel van die datum en tyd waarop en die plek waar bedoelde vergadering gehou sal word.

(2) So 'n kennisgewing moet vergesel gaan van 'n sakelys wat deur die voorsitter van die streekwelsynsraad, of welsynskomitee, na gelang van die geval, goedgekeur is en wat die sake vermeld wat by die betrokke vergadering van so 'n raad of komitee oorweeg sal word.

(3) Die lede van 'n uitvoerende komitee word sodanige kennisgewing gegee van 'n vergadering van bedoelde komitee as wat die voorsitter van die komitee van tyd tot tyd bepaal.

(4) Every member of a regional welfare board, executive committee or welfare committee shall attend every meeting of such board or committee, as the case may be, unless he has been granted leave by the chairman of the board or committee concerned to be absent from such meeting.

11. (1) Every meeting of a regional welfare board or executive committee shall be held at the place in which the regional office of the Department of Social Welfare and Pensions is situated for the region for which the regional welfare board concerned is established, unless the chairman in consultation with the Secretary determines otherwise.

(2) Every meeting of a welfare committee shall be held at the place which the regional welfare board, which has established such a welfare committee, indicates in consultation with the Secretary.

(3) A regional welfare board, executive committee or welfare committee shall not meet more than six times per annum without the approval of the Secretary.

12. (1) The chairman shall preside at all meetings of the regional welfare board, executive committee or welfare committee, as the case may be.

(2) In the absence of the chairman from a meeting of the regional welfare board or executive committee, the deputy-chairman of such board or committee shall preside at such meeting and if the chairman as well as the deputy-chairman are absent from such meeting, the members present at such meeting of such board or executive committee, as the case may be, shall elect a member of the said board or executive committee who is so present to preside at such meeting.

(3) In the absence of the chairman of a welfare committee from a meeting of such committee the members of such committee shall elect one of the members present at the said meeting to preside at such meeting.

13. The provisions of regulations 5, 6, 7 and 8 shall *mutatis mutandis* apply in the case of a regional welfare board, executive committee and welfare committee: Provided that the provisions of regulation 5 shall not apply in the case of an executive committee.

14. (1) A decision of an executive committee performing the functions conferred upon it under section 11 (4) (b) of the Act, shall be deemed to be a decision of the regional welfare board concerned.

(2) The provisions of subregulation (1) shall not authorise the executive committee to set aside or alter any decisions of a regional welfare board.

15. The administrative work of a welfare committee shall be performed by an officer in the Public Service designated by the Secretary and who shall be called the secretary of the said welfare committee.

WELFARE PROGRAMMES

16. (1) Every regional welfare board shall, with a view to the compilation of its welfare programme, draw up a return in the form of Schedule I in respect of such service or facility which is necessary to provide in every welfare need existing in any particular field of service in its region.

(2) The welfare programme of a region shall be compiled from all the returns drawn up in terms of subregulation (1) in respect of such region.

(4) Iedere lid van 'n streekwelsynsraad, uitvoerende komitee of welsynskomitee moet iedere vergadering van so 'n raad of komitee, na gelang van die geval, bywoon, tensy hy deur die voorsitter van die betrokke raad of komitee verlof verleen is om van sodanige vergadering afwesig te wees.

11. (1) Iedere vergadering van 'n streekwelsynsraad of uitvoerende komitee word gehou op die plek waarin die streekkantoor van die Departement van Volkswel-syn en Pensioene vir die streek waarvoor die betrokke streekwelsynsraad ingestel is, geleë is, tensy die voor-sitter, in oorleg met die Sekretaris, anders bepaal.

(2) Iedere vergadering van 'n welsynskomitee word gehou op die plek wat die streekwelsynsraad wat so 'n welsynskomitee ingestel het, in oorleg met die Sekre-taris, aanwys.

(3) 'n Streekwelsynsraad, uitvoerende komitee of welsynskomitee vergader nie meer as ses keer per jaar sonder die goedkeuring van die Sekretaris nie.

12. (1) Die voorsitter sit by alle vergaderings van die streekwelsynsraad, uitvoerende komitee of welsyns-komitee, na gelang van die geval, voor.

(2) In die afwesigheid van die voorsitter by 'n ver-gadering van die streekwelsynsraad of van 'n uitvoe-rende komitee sit die adjunk-voorsitter van so 'n raad of komitee by sodanige vergadering voor en indien die voorsitter sowel as die adjunk-voorsitter by so 'n ver-gadering afwesig is, kies die lede van sodanige raad of uitvoerende komitee, na gelang van die geval, wat by die vergadering aanwesig is 'n lid van bedoelde raad of uitvoerende komitee wat aldus aanwesig is om by sodanige vergadering voor te sit.

(3) In die afwesigheid van die voorsitter van 'n wel-synskomitee by 'n vergadering van sodanige komitee kies die lede van sodanige komitee een van die lede wat by bedoelde vergadering aanwesig is om by sodanige vergadering voor te sit.

13. Die bepalinge van regulasies 5, 6, 7 en 8 is *mutatis mutandis* van toepassing in die geval van 'n streekwelsynsraad, uitvoerende komitee en welsynsko-mitee: Met dien verstande dat die bepalinge van regu-lasie 5 nie in die geval van 'n uitvoerende komitee geld nie.

14. (1) 'n Beslissing van 'n uitvoerende komitee wat die werksaamhede verrig kragtens artikel 11 (4) (b) van die Wet aan hom opgedra, word geag 'n beslissing van die betrokke streekwelsynsraad te wees.

(2) Die bepalinge van subregulasie (1) magtig nie die uitvoerende komitee om enige besluite van 'n streek-welsynsraad ter syde te stel of te wysig nie.

15. Die administratiewe werksaamhede van 'n wel-synskomitee word verrig deur 'n beampte in die Staats-diens deur die Sekretaris aangewys en wat die sekre-taris van die betrokke welsynskomitee heet.

WELSYNSPROGRAMME

16. (1) Iedere streekwelsynsraad moet met die oog op die samestelling van sy welsynsprogram 'n opgaaf in die vorm van Bylae I opstel ten opsigte van die diens of gerief wat nodig is om te voorsien in iedere welsynsbehoefte wat in 'n bepaalde diensveld in sy streek bestaan.

(2) Die welsynsprogram van 'n streek word saamge-stel uit al die opgawes wat ingevolge subregulasie (1) ten opsigte van sodanige streek opgestel is.

(3) Subject to the provisions of section 12 of the Act, each regional welfare board shall on or before 30 April of each year send its welfare programme referred to in subregulation (2) to the Secretary for consideration by the Minister.

(4) In applying this regulation "field of service" means a field of activity aimed at the rendering or provision of services or facilities in relation to one or the other of the following matters, namely:

- (a) Married life or family and child welfare; or
- (b) the welfare of the aged; or
- (c) the welfare of physically or mentally handicapped persons; or
- (d) the prevention of alcoholism or dependence of dependence producing substances or the treatment of persons who are dependent on alcohol or any other dependence producing substance; or
- (e) the provision of housing to indigent persons or persons in need; or
- (f) corrective services; or
- (g) social relief; or
- (h) the prevention and treatment of any other social-pathological conditions.

REGISTRATION OF WELFARE ORGANISATIONS

17. Any application for the registration of a welfare organisation in terms of section 13 of the Act shall be made to the regional welfare board of the area in which the applicant contemplates to render social welfare services, on a form which is for this purpose obtainable from the secretary of the said board.

18. (1) No fund-raising organisation referred to in section 13 of the Act shall be registered as a welfare organisation in terms of that section, unless the regional welfare board to which application for such registration is made, is satisfied that the said fund-raising organisation will probably be capable to comply with the provisions of any other law relating to the social welfare services which the said fund-raising organisation intends rendering.

(2) It shall be a condition of each registration certificate—

- (a) that such certificate shall not be transferable;
- (b) that the social welfare services rendered by or for or on behalf of the welfare organisation to which it has been issued may be inspected at all reasonable times by an officer in the service of the State;
- (c) that the said organisation shall at the times determined by the regional welfare board concerned, furnish the said board with the reports, returns and statistics relating to the social welfare services rendered by it;
- (d) that the records of such organisation shall be kept at its registered address for a period of at least three years;
- (e) that welfare organisations rendering services referred to in paragraph (a) of the definition of "social welfare services", shall keep the social work records which are kept in accordance with established practice by a social worker in the practice of his profession;

(3) Behoudens die bepalings van artikel 12 van die Wet, moet iedere streekwelsynsraad op of voor 30 April van iedere jaar sy in subregulasie (2) bedoelde welsynsprogram vir oorweging deur die Minister aan die Sekretaris stuur.

(4) By die toepassing van hierdie regulasie, beteken "diensveld" 'n werkkring wat gerig is op die lewering of voorsiening van dienste of geriewe met betrekking tot die een of ander van die volgende aangeleenthede, naamlik:

- (a) Die huwelikslewe of gesins- en kindersorg; of
- (b) die welsyn van bejaardes; of
- (c) die welsyn van liggaamlik of verstandelik gestremde persone; of
- (d) die voorkoming van alkoholisme of afhanklikheid van afhanklikheidsvormende stowwe of die behandeling van persone wat van alkohol of enige ander afhanklikheidsvormende stof afhanklik is; of
- (e) die voorsiening van behuising aan behoeftige of noodlydende persone; of
- (f) korrektiewe dienste; of
- (g) maatskaplike noodleniging; of
- (h) die voorkoming en behandeling van enige ander sosiaal-patologiese toestande.

REGISTRASIE VAN WELSYNSORGANISASIES

17. 'n Aansoek om die registrasie van 'n welsynsorganisasie ingevolge artikel 13 van die Wet word gedoen by die streekwelsynsraad van die gebied waarin die applikant beoog om maatskaplike welsynsdienste te lewer, op 'n vorm wat vir dié doel van die sekretaris van bedoelde raad verkrygbaar is.

18. (1) Geen fondsinsamelingsorganisasie bedoel in artikel 13 van die Wet word as 'n welsynsorganisasie ingevolge daardie artikel geregistreer nie, tensy die streekwelsynsraad waarby aansoek om sodanige registrasie gedoen word, oortuig is dat bedoelde fondsinsamelingsorganisasie waarskynlik in staat sal wees om te voldoen aan die bepalings van enige ander wet wat betrekking het op die maatskaplike welsynsdienste wat bedoelde fondsinsamelingsorganisasie beoog om te lewer.

(2) Dit is 'n voorwaarde van iedere registrasiesertifikaat—

- (a) dat sodanige sertifikaat nie oordraagbaar is nie;
- (b) dat die maatskaplike welsynsdienste wat gelewer word deur of vir of namens die welsynsorganisasie waaraan dit uitgereik is te alle redelike tye deur 'n beamppte in die diens van die Staat geïnspekteer kan word;
- (c) dat bedoelde organisasie op die tye wat die betrokke streekwelsynsraad bepaal die verslae, opgawes en statistieke met betrekking tot die maatskaplike welsynsdienste wat hy lewer aan bedoelde raad sal verstrek;
- (d) dat die rekords van so 'n organisasie by sy geregistreerde adres vir 'n tydperk van minstens drie jaar bewaar word;
- (e) dat welsynsorganisasies wat dienste lewer soos in paragraaf (a) van die omskrywing van "maatskaplike welsynsdienste" bedoel, die maatskaplike werk-rekords in stand hou wat ingevolge gevestigde praktyk deur 'n maatskaplike werker in die uitoefening van sy beroep in stand gehou word;

(f) that minutes shall be kept of the proceedings at any meeting of the said organisation;

(g) that the said organisation shall accept service of any notice in terms of the Act or the regulations at its registered address.

19. (1) Any registration certificate issued in terms of section 13 of the Act, shall contain the following particulars, namely:

(a) The reference number allocated by the secretary of the regional welfare board concerned;

(b) the date of registration;

(c) the name of the organisation to which it is being issued;

(d) the registered address of the organisation;

(e) a statement that the organisation specified in the registration certificate is registered as a welfare organisation;

(f) the name and address of any branch of the organisation by which social welfare services are or will be rendered in the region.

(2) Any registration certificate shall be signed by the chairman and secretary of the regional welfare board by which the welfare organisation concerned, is registered.

20. The secretary of a regional welfare board may on application of a welfare organisation and, if he is satisfied that the registration certificate issued to such organisation in terms of section 13 of the Act has been destroyed or lost and cannot be found, issue a copy of the said registration certificate to such organisation which he shall certify as a true copy of the original registration certificate.

21. The secretary of a regional welfare board shall keep a register of welfare organisations registered by such regional welfare board in terms of section 13 of the Act, in which he shall record or cause to be recorded in respect of each such organisation—

(a) all the particulars that shall be recorded on the registration certificate referred to in regulation 19;

(b) particulars of any amendment, suspension or withdrawal of such registration certificate in terms of section 14 of the Act specifying the date on which such an amendment, suspension or withdrawal shall come into force and, in the case of any suspension of such registration certificate, also the period of such suspension.

AMENDMENT, SUSPENSION OR WITHDRAWAL OF REGISTRATION CERTIFICATE

22. (1) If the regional welfare board is of the opinion that there are reasonable grounds for conducting an enquiry under section 14 of the Act, the secretary of such regional welfare board shall cause a notice to be served on the welfare organisation concerned calling upon it to show cause at a place and time specified in the notice why the registration certificate granted to it shall not be amended, replaced or withdrawn.

(2) Such notice shall set forth such particulars as are reasonably sufficient to inform such welfare organisation of the grounds on which the amendment,

(f) dat notule gehou word van die verrigtings by enige vergadering van bedoelde organisasie;

(g) dat bedoelde organisasie betekening van enige kennisgewing ingevolge die Wet of the regulasies by sy geregistreerde adres sal aanvaar.

19. (1) 'n Registrasiesertifikaat ingevolge artikel 13 van die Wet uitgereik, bevat die volgende besonderhede, naamlik:

(a) Die verwysingsnommer toegewys deur die sekretaris van die betrokke streekwelsynsraad;

(b) die datum van registrasie;

(c) die naam van die organisasie waaraan dit uitgereik word;

(d) die geregistreerde adres van die organisasie;

(e) 'n verklaring dat die organisasie in die registrasiesertifikaat vermeld as 'n welsynsorganisasie geregistreer is;

(f) die naam en adres van enige tak van die organisasie waardeur maatskaplike welsynsdienste in die streek gelewer word of sal word.

(2) 'n Registrasiesertifikaat word deur die voorsitter en sekretaris van die streekwelsynsraad waardeur die betrokke welsynsorganisasie geregistreer is, onderteken.

20. Die sekretaris van 'n streekwelsynsraad kan op aansoek van 'n welsynsorganisasie en, indien hy oortuig is dat die registrasiesertifikaat wat aan sodanige organisasie ingevolge artikel 13 van die Wet uitgereik is, vernietig is of verlore geraak het en nie gevind kan word nie, aan sodanige organisasie 'n afskrif van bedoelde registrasiesertifikaat uitreik wat hy as 'n ware afskrif van die oorspronklike registrasiesertifikaat sertifiseer.

21. Die sekretaris van 'n streekwelsynsraad hou 'n register van welsynsorganisasies wat ingevolge artikel 13 van die Wet deur so 'n streekwelsynsraad geregistreer is waarin hy ten opsigte van iedere sodanige organisasie aanteken of laat aanteken—

(a) al die besonderhede wat op die registrasiesertifikaat in regulasie 19 bedoel aangeteken moet word;

(b) besonderhede van enige wysiging, opskorting of intrekking van so 'n registrasiesertifikaat ingevolge artikel 14 van die Wet met vermelding van die datum waarop so 'n wysiging, opskorting of intrekking van krag word en, in die geval van enige opskorting van so 'n registrasiesertifikaat, ook die tydperk van sodanige opskorting.

WYSIGING, OPSKORTING OF INTREKKING VAN REGISTRASIESERTIFIKAAT

22. (1) Indien 'n streekwelsynsraad van oordeel is dat daar redelike gronde bestaan om 'n ondersoek ingevolge artikel 14 van die Wet in te stel, laat die sekretaris van so 'n streekwelsynsraad 'n kennisgewing aan die betrokke welsynsorganisasie beteken waarin so 'n organisasie aangesê word om op die plek en tyd in die kennisgewing vermeld redes aan te voer waarom die registrasiesertifikaat wat aan hom uitgereik is nie gewysig, vervang of ingetrek moet word nie.

(2) Sodanige kennisgewing moet die besonderhede uiteensit wat redelikerwys voldoende is om sodanige welsynsorganisasie van die gronde te verwittig waarop

replacement or withdrawal of the registration certificate is contemplated and shall be signed by the secretary of the regional welfare board concerned and served on the welfare organisation concerned not less than 21 days before the date specified in such notice for the holding of the enquiry.

(3) The respondent may be represented at the enquiry by its legal representative or by a member of its management or may submit statements or arguments for consideration by the regional welfare board concerned at the enquiry.

23. (1) On the appearance of the respondent at the enquiry or if the respondent is not present at the enquiry and the regional welfare board holding the enquiry is satisfied that the notice has been duly served on the respondent, the said regional welfare board shall conduct an enquiry into the matters referred to in the notice and may examine or cross-examine any person present at the enquiry and shall hear such evidence as may be adduced by or on behalf of the respondent at the enquiry.

(2) The respondent or his legal representative may at the enquiry examine any witness called for on behalf of the respondent and may cross-examine any other witness giving evidence at the enquiry.

(3) (a) The regional welfare board may direct any person to give his evidence at the enquiry on oath or on affirmation.

(b) The chairman of the regional welfare board or the member of the regional welfare board presiding at the meeting may administer an oath to, or accept an affirmation from any person appearing before him to give evidence or to produce any book, document or thing.

(4) In connection with the giving of evidence or the production of any book, document or thing at such enquiry, the law relating to privilege as applicable to a witness giving evidence or summoned to produce a book, document or thing in criminal proceedings in a magistrate's court shall apply.

(5) The regional welfare board may, in its discretion, from time to time postpone or adjourn the enquiry for such periods as it may deem fit.

(6) The provisions of section 9 (3) of the Act and regulations 6, 7, 9 and 12 (1) and (2) shall *mutatis mutandis* apply to any enquiry held by the regional welfare board in terms of section 14 of the Act.

(7) The chairman or the member of the regional welfare board presiding at the enquiry shall cause minutes to be kept of the proceedings at the enquiry in such manner as he may determine.

(8) Such minutes shall lie for inspection and copies thereof may be made by the respondent or its legal representative during normal office hours on such conditions as to time and place as the secretary of the regional welfare board concerned may determine.

(9) The minutes of the enquiry shall be preserved by the secretary of the regional welfare board concerned at the places and for the periods as the Secretary may determine.

die wysiging, vervanging of intrekking van die registrasiesertifikaat beoog word en moet deur die sekretaris van die betrokke streekwelsynsraad onderteken word en aan die betrokke welsynsorganisasie beteken word minstens 21 dae voor die datum wat in sodanige kennisgewing vir die hou van die ondersoek bepaal is.

(3) Die respondent kan by die ondersoek deur sy regsverteenvoordiger of deur 'n lid van sy bestuur verteenwoordig word of kan verklarings of argumente vir oorweging by die ondersoek deur die betrokke streekwelsynsraad voorlê.

23. (1) By die verskyning van die respondent by die ondersoek of, indien die respondent nie by die ondersoek aanwesig is nie en die streekwelsynsraad wat die ondersoek hou oortuig is dat die kennisgewing behoorlik aan die respondent beteken is, moet bedoelde streekwelsynsraad 'n ondersoek hou na die aangeleenthede in die kennisgewing vermeld en kan enigiemand wat by die ondersoek aanwesig is, onder- of onder kruisverhoor neem en moet die getuienis wat deur of ten behoeve van die respondent by die ondersoek aangevoer word, aanhoor.

(2) Die respondent of sy regsverteenvoordiger kan by die ondersoek enige getuie wat vir of ten behoeve van die respondent geroep is, ondervra en kan enige ander getuie wat by die ondersoek getuienis aflê, onder kruisverhoor neem.

(3) (a) Die streekwelsynsraad kan enigiemand gelas om sy getuienis by die ondersoek onder eed of onder bevestiging af te lê.

(b) Die voorsitter van die streekwelsynsraad of die lid van die streekwelsynsraad, wat by die ondersoek voorsit, kan aan enigiemand wat voor die streekwelsynsraad verskyn om getuienis af te lê of om 'n boek, dokument of saak voor te lê, 'n eed oplê of van hom 'n bevestiging aanneem.

(4) In verband met die aflê van getuienis of die voorlegging van 'n boek, dokument of saak by sodanige ondersoek, is die reg op privilegie van toepassing wat van toepassing is op 'n getuie wat in 'n strafsak in 'n landdroshof getuienis aflê of gedagvaar is om 'n boek, dokument of saak in sodanige strafsak voor te lê.

(5) Die streekwelsynsraad kan na goedgevond, die ondersoek van tyd tot tyd uitstel of verdaag vir sodanige tydperke as wat hy goedvind.

(6) Die bepalings van artikel 9 (3) van die Wet en regulasies 6, 7, 9 en 12 (1) en (2) is *mutatis mutandis* van toepassing op enige ondersoek wat deur 'n streekwelsynsraad ingevolge artikel 14 van die Wet gehou word.

(7) Die voorsitter of die lid van die streekwelsynsraad wat by die ondersoek voorsit, moet notule van die verrigtings by die ondersoek laat hou op die wyse wat hy bepaal.

(8) Sodanige notule lê ter insae van en afskrifte daarvan kan gedurende gewone kantoorure deur die respondent of sy regsverteenvoordiger gemaak word op sodanige voorwaardes met betrekking tot tyd en plek as wat die sekretaris van die betrokke streekwelsynsraad mag bepaal.

(9) Die notule van die ondersoek word deur die sekretaris van die betrokke streekwelsynsraad bewaar by die plekke en vir die tydperke wat die Sekretaris bepaal.

(10) The notice referred to in section 14 (6) (b) of the Act shall contain a statement to the effect that the registration certificate issued to the welfare organisation specified in the notice has, with effect from the date of the publication of such notice, been withdrawn or amended as mentioned therein or that it has been suspended for the period referred to in the notice, as the case may be, and shall request such welfare organisation to return such registration certificate to the secretary of the regional welfare board concerned within a period of 14 days from the date of such publication.

APPEAL

24. (1) An appeal against a decision referred to in section 13 of the Act, shall be noted by the delivery to the secretary of the regional welfare board which gave such decision, for submission to the Minister, of a notice setting out distinctly and succinctly the grounds, whether of fact or law on which the appeal is based.

(2) The said secretary shall submit such notice to the Minister immediately on receipt thereof and shall transmit a copy of the record of the proceedings concerned, including a transcript thereof if it was taken down in shorthand or recorded by mechanical means, to the chairman or member of the regional welfare board who presided at the meeting where the decision appealed against was taken, and such chairman or member shall within 14 days thereafter supply the secretary with a statement in writing setting out—

(a) the facts the regional welfare board found to be proved at such meeting;

(b) the regional welfare board's reasons for any finding of fact specified in the appellant's notice of appeal as a finding of fact appealed against; and

(c) the regional welfare board's reasons for any ruling on any question of law or as to the admission or rejection of evidence so specified as a ruling appealed against.

(3) Every notice of appeal and statement submitted to the said secretary in terms of subregulation (2) shall become part of the record of the proceedings concerned.

(4) The said secretary shall, within 14 days from the date of the appointment of the appeal committee appointed to hear the appeal—

(a) transmit to the chairman of the appeal committee the record of the proceedings together with a copy or transcript thereof if it was taken down in shorthand or recorded by mechanical means;

(b) transmit to the other members of the said appeal committee a copy of the record of the proceedings or a transcript thereof if it was taken down in shorthand or recorded by mechanical means;

(c) supply the appellant with a copy of the statement submitted to the said secretary in terms of subregulation (2).

(5) (a) The said secretary shall notify the appellant in writing of the date and place determined by the appeal committee for the hearing of the appeal.

(b) Such notification shall be served on the appellant in the manner provided in regulation 28.

(10) Die kennisgewing ingevolge artikel 14 (6) (b) van die Wet moet 'n verklaring bevat te dien effekte dat die registrasiesertifikaat uitgereik aan die welsynsorganisasie in die kennisgewing vermeld met ingang van die datum van die publikasie van sodanige kennisgewing ingetrek of gewysig is soos daarin vermeld of dat dit vir die tydperk in die kennisgewing vermeld, opgeskort is na gelang van die geval, en moet sodanige welsynsorganisasie versoek om sodanige registrasiesertifikaat binne 14 dae vanaf die datum van sodanige publikasie aan die sekretaris van die betrokke streekwelsynsraad terug te stuur.

APPEL

24. (1) 'n Appèl teen 'n beslissing in artikel 13 van die Wet bedoel, word aangeteken deur die aflewering aan die sekretaris van die streekwelsynsraad wat sodanige beslissing gegee het, vir voorlegging aan die Minister, van 'n kennisgewing waarin die gronde, hetsy feitlike of regsgronde, waarop die appèl berus, duidelik en saaklik uiteengesit word.

(2) Bedoelde sekretaris moet sodanige kennisgewing onverwyld by ontvangs daarvan aan die Minister voorlê en 'n afskrif daarvan tesame met 'n afskrif van die notule van die onderhawige verrigtings, met inbegrip van 'n transkripsie daarvan, indien dit in snelskrif of op meganiese wyse afgeneem is, aan die voorsitter of lid van die streekwelsynsraad wat by die vergadering voorgesit het waar die beslissing waarteen geappelleer word, geneem is stuur en sodanige voorsitter of lid moet die sekretaris binne 14 dae daarna van 'n skriftelike verklaring voorsien waarin uiteengesit word—

(a) die feite wat die streekwelsynsraad bevind het by sodanige vergadering bewys te wees;

(b) die streekwelsynsraad se redes vir enige feitlike bevinding wat in die appellant se kennisgewing van appèl vermeld word as 'n feitlike bevinding waarteen geappelleer word;

(c) die streekwelsynsraad se redes vir enige beslissing oor 'n regsvraag of ten opsigte van die toelating of verwerping van getuienis wat aldus vermeld is as 'n beslissing waarteen geappelleer word.

(3) Iedere kennisgewing van appèl en verklaring wat ingevolge subregulasie (2) aan bedoelde sekretaris verstrekk is, maak deel uit van die notule van die betrokke verrigtings.

(4) Bedoelde sekretaris moet binne 14 dae na die aanstelling van die appèlkomitee wat aangestel is om die appèl te verhoor—

(a) die notule van die verrigtings tesame met 'n afskrif of transkripsie daarvan, indien dit in snelskrif of op meganiese wyse afgeneem is, aan die voorsitter van die appèlkomitee stuur;

(b) 'n afskrif van die notule van die verrigtings of transkripsie daarvan, indien dit in snelskrif of op meganiese wyse afgeneem is, aan elkeen van die ander lede van genoemde appèlkomitee stuur;

(c) die appellant voorsien van 'n afskrif van die verklaring wat ingevolge subregulasie (2) aan bedoelde sekretaris verstrekk is.

(5) (a) Bedoelde sekretaris stel die appellant skriftelik in kennis van die datum en plek wat deur die appèlkomitee vir die verhoor van die appèl bepaal is.

(b) Sodanige kennisgewing moet op die wyse in regulasie 28 bepaal, aan die appellant beteken word.

(6) Subject to the provisions of section 15 (4) of the Act, the appeal committee shall decide the appeal on the record of the proceedings concerned.

(7) No person whose presence is not necessary shall, except by leave of the appeal committee, be present at the hearing of any appeal under section 15 of the Act.

(8) The decision of the majority of the members of the appeal committee shall be the decision of the committee.

(9) The secretary of the regional welfare board concerned shall, by direction of the chairman of the appeal committee, notify the appellant in writing of the decision of the appeal committee.

FINANCIAL GRANTS

25. A grant in terms of section 20 (1) of the Act shall be payable monthly and be subject to the condition—

(a) that it shall only be used for the purpose for which it has been made;

(b) that every organisation employing social workers as defined in section 1 of the Social and Associated Workers Act, 1978 (Act 110 of 1978), shall cause a diary to be kept in respect of every such worker who performs social work as defined in the said section and shall monthly submit to the Secretary a return on the forms which are obtainable from the Secretary for this purpose;

(c) that the activities of the organisation to which or in respect of which the grant is made, may be inspected at any time by an officer in the service of the State, designated for this purpose by the Secretary, and that all documents or information reasonably required for the purpose of the inspection shall be supplied to or placed at the disposal of the said officer;

(d) that every organisation shall submit to the Secretary an estimate of its revenue and expenditure in the manner and at the times determined by the Secretary; and

(e) that the organisation shall submit to the Secretary such returns, reports or statistics at the times and in the manner determined by the Secretary from time to time.

ESTIMATES

26. (1) The council and every regional welfare board shall annually submit not later than 30 April to the Secretary an estimate of expected expenditure of the council or regional welfare board for the ensuing financial year.

(2) A welfare committee shall annually submit not later than 31 January, to the regional welfare board concerned, an estimate of its expected expenditure for the financial year referred to in subregulation (1).

PRESERVATION OF RECORDS OF THE SOUTH AFRICAN WELFARE COUNCIL AND OF REGIONAL WELFARE BOARDS

27. For the purposes of the Archives Act, 1962 (Act 6 of 1962), the office of the South African Welfare Council and every regional welfare board shall be deemed to be a Government office as defined in that Act.

SERVICE OF DOCUMENTS

28. Whenever any notice is in terms of the Act or these regulations required to be served, given or sent to any person or organisation, such notice shall be deemed to have been so served, given or sent if it has been posted to such person or organisation by registered post.

(6) Behoudens die bepalings van artikel 15 (4) van die Wet, moet die appèlkomitee die appèl aan die hand van die nótule van die betrokke verrigtings beslis.

(7) Geen persoon wie se aanwesigheid nie nodig is nie, mag by die verhoor van 'n appèl ingevolge artikel 15 van die Wet aanwesig wees nie, behalwe met verlof van die appèlkomitee.

(8) Die beslissing van die meerderheid van die lede van die appèlkomitee is die beslissing van dié komitee.

(9) Die sekretaris van die betrokke streekwelsynsraad moet in opdrag van die voorsitter van die appèlkomitee die appellant skriftelik van die appèlkomitee se beslissing in kennis stel.

GELDELIKE TOEKENNINGS

25. 'n Toekenning ingevolge artikel 20 (1) van die Wet is maandeliks betaalbaar en onderworpe aan die voorwaarde—

(a) dat dit gebruik word slegs vir die doel waarvoor dit gedoen is;

(b) dat iedere organisasie wat maatskaplike werkers soos omskryf in artikel 1 van die Wet op Maatskaplike en Geassosieerde Werkers, 1978 (Wet 110 van 1978), in diens het ten opsigte van iedere sodanige werker wat maatskaplike werk soos in genoemde artikel omskryf, verrig 'n dagboek laat byhou en maandeliks 'n opgawe aan die Sekretaris verstrek op die vorms wat vir dié doel van die Sekretaris verkrygbaar is;

(c) dat die werksaamhede van die organisasie waarvan aan of ten opsigte waarvan die toekenning gemaak word, deur 'n beampte in diens van die Staat wat deur die Sekretaris vir dié doel aangewys word te eniger tyd geïnspekteer kan word en dat alle dokumente of inligting wat redelikerwys vir die doel van die inspeksie nodig is aan bedoelde beampte verstrek of beskikbaar gestel word;

(d) dat iedere organisasie 'n begroting van sy inkomste en uitgawes aan die Sekretaris verstrek op die wyse en op die tye wat die Sekretaris bepaal;

(e) dat die organisasie die opgawes, verslae of statistieke aan die Sekretaris verstrek op die tye en op die wyse wat die Sekretaris van tyd tot tyd bepaal.

BEGROTING

26. (1) Die raad en iedere streekwelsynsraad dien jaarliks nie later nie as 30 April by die Sekretaris 'n begroting in van die verwagte uitgawes van die raad of streekwelsynsraad vir die eersvolgende boekjaar.

(2) 'n Welsynskomitee dien jaarliks nie later nie as 31 Januarie 'n begroting by die betrokke streekwelsynsraad in van sy verwagte uitgawes vir die boekjaar in subregulasie (1) bedoel.

BEWARING VAN DIE REKORDS VAN DIE SUID-AFRIKAANSE WELSYNSRAAD EN VAN STREEKWELSYNSRADE

27. By die toepassing van die Argiefwet, 1962 (Wet 6 van 1962), word die kantoor van die Suid-Afrikaanse Welsynsraad en van iedere streekwelsynsraad geag 'n staatskantoor te wees soos in daardie Wet omskryf.

BETEKENING VAN STUKKE

28. Wanneer 'n kennisgewing ingevolge die Wet of die regulasies aan enigiemand of organisasie beteken, gegee of gestuur moet word, word sodanige kennisgewing geag aldus beteken, gegee of gestuur te wees indien dit per aangetekende pos aan sodanige persoon of organisasie gestuur is.

L.W.—Hierdie vorm word ingevul ooreenkomstig voorskrifte soos deur die Sekretaris van Volkswelsyn en Pensioene uitgereik.
N.B.—This form is to be completed according to instructions issued by the Secretary for Social Welfare and Pensions.

OPGAAF VAN WELSYNSBEHOEFTE/RETURN OF WELFARE NEEDS

Departement van Volkswelsyn en Pensioene
 Department of Social Welfare and Pensions

TRANSAKSIEKODE/TRANSACTION CODE

01

STREEK/REGION

02

GEBIED/AREA

03

DIENSVELD/FIELD OF SERVICE

04

DIENS/GERIEF—SERVICE/FACILITY

05

IDENTIFISERING VAN KLIENTE:
 IDENTIFICATION OF CLIENTS:

Kode/Code

06	07	08	09	10	11	12	13	14	15	16	17

Getal/Number

18

Kode/Code

19	20	21	22	23	24	25	26	27	28	29	30

Getal/Number

31

VERWYSINGSNOMMER/REFERENCE NUMBER

32

NUWE DIENS OF UITBREIDING/NEW SERVICE OR EXTENSION

33

PRIORITEIT— IN HIERDIE DIENSVELD
 PRIORITY — IN THIS FIELD OF SERVICE

34

— IN ALLE DIENSVELDE
 — IN ALL FIELDS OF SERVICE

35

PROMOTOR VAN DIE DIENS/GERIEF—PROMOTOR OF SERVICE/FACILITY

36

BERAAMDE KOSTE:
 ESTIMATED COST:

Boekjaar/Financial year

37

Kapitaal/Capital

38

Subsidie/Subsidy

39

Renteverlies/Loss of interest

40

Staatslenings/Government loans

41

Ander/Other

42 43 44 45 46 47 48

STATUS

49

Voorsitter van Streekwelsynsraad
 Chairman of Regional Welfare Board

Datum/Date

NOTICE 889 OF 1978
DRAFT REGULATIONS UNDER THE
FUND-RAISING ACT, 1978
DEFINITIONS

1. In these regulations, unless the context otherwise indicates—

“appellant” means any fund-raising organisation or other organisation which has noted an appeal in terms of regulation 11 (1);

“banking institution” means a banking institution registered under the Banks Act, 1965 (Act 23 of 1965);

“building society” means a building society registered under the Building Societies Act, 1965 (Act 24 of 1965);

“chairman”, in relation to a board, means the member of such board designated as chairman under section 17 (9) of the Act or the person lawfully presiding at any meeting of such board;

“chief social welfare officer”, in relation to any region, means the officer in charge of the regional office of the Department of Social Welfare and Pensions in such region or any person lawfully acting in his stead;

“contracting party” means any person with whom a fund-raising organisation, registered branch or holder has entered into an agreement as contemplated in section 7 (3) of the Act;

“financial statements” means the financial statements referred to in regulation 13 (1);

“financial year” means the financial year referred to in regulation 16;

“legal representative” means counsel or an attorney;

“local committee”, in relation to any board, means a committee appointed under section 19 of the Act and to which such board has delegated any of its powers or functions under the Act;

“market value”, in relation to immovable property, means the value which such property may reasonably be expected to fetch in the open market in a bona fide sale on the date in question;

“official languages” means the official languages of the Republic;

“Post Office Savings Bank” means the Savings Bank referred to in section 52 of the Post Office Act, 1958 (Act 44 of 1958);

“region” means a region established under section 5 of the National Welfare Act, 1978 (Act 100 of 1978);

“registered address”, in relation to a fund-raising organisation, registered branch or holder, means the address in the Republic registered with the Director as the address at which such fund-raising organisation, registered branch or holder will accept service of any notice in terms of the Act or these regulations;

“respondent” means any fund-raising organisation, registered branch, other organisation or person to which or to whom an authority, registration certificate or temporary authority has been granted or issued which is the subject of an investigation or enquiry under section 5 (5) or 8 of the Act;

“subsidised service” means any independent service rendered or activity carried on by a fund-raising organisation or registered branch to or for the benefit of the public and in respect of which such fund-raising organisation or registered branch is receiving financial assistance from the State;

“the Act” means the Fund-raising Act, 1978 (Act 107 of 1978);

and every word to which a meaning has been assigned in the Act, shall bear that meaning.

KENNISGEWING 889 VAN 1978
KONSEPREGULASIES KRAGTENS DIE WET OP
FONDSINSAMELING, 1978
WOORDOMSKRYWING

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

“amptelike tale” die amptelike tale van die Republiek;

“appellant” iedere fondsinsamelingsorganisasie of ander organisasie wat ’n appèl ingevolge regulasie 11 (1) aangeteken het;

“bankinstelling” ’n bankinstelling geregistreer kragtens die Bankwet, 1965 (Wet 23 van 1965);

“bougenootskap” ’n bougenootskap geregistreer kragtens die Bouverenigingswet, 1965 (Wet 24 van 1965);

“die Wet” die Wet op Fondsinsameling, 1978 (Wet 107 van 1978);

“finansiële jaar” die finansiële jaar in regulasie 16 bedoel;

“finansiële state” die finansiële state in regulasie 13 (1) bedoel;

“geregistreerde adres”, met betrekking tot ’n fondsinsamelingsorganisasie, geregistreerde tak of houer, die adres in die Republiek wat by die Direkteur geregistreer is as die adres waarby sodanige fondsinsamelingsorganisasie, geregistreerde tak of houer betekening van enige kennisgewing ingevolge die Wet of hierdie regulasies sal aanvaar;

“gesubsidieerde diens” enige onafhanklike diens wat gelewer word of aktiwiteit wat deur ’n fondsinsamelingsorganisasie of geregistreerde tak aan of vir die voordeel van die publiek voortgesit word en ten opsigte waarvan sodanige fondsinsamelingsorganisasie of geregistreerde tak finansiële bystand van die Staat ontvang;

“hoofvolkswelsynbeampte”, met betrekking tot ’n streek, die beampte in bevel van die streekkantoor van die Departement van Volkswelsyn en Pensioene in bedoelde streek of enigiemand wat wettiglik in sy plek optree;

“kontrakterende party” enigiemand waarmee ’n fondsinsamelingsorganisasie, geregistreerde tak of houer ’n ooreenkoms soos in artikel 7 (3) van die Wet bedoel, aangegaan het;

“markwaarde”, met betrekking tot vaste eiendom, die waarde wat redelikerwys verwag kan word wat sodanige eiendom in ’n bona fide-verkoping op die ope mark op die betrokke dag sal behaal;

“plaaslike komitee”, met betrekking tot ’n raad, ’n komitee wat kragtens artikel 19 van die Wet aangestel is en waaraan sodanige raad enige van sy magte of funksies onder die Wet gedelegeer het;

“Posspaarbank” die Posspaarbank bedoel in artikel 52 van die Poskantoorwet, 1958 (Wet 44 van 1958);

“regsverteenwoordiger” ’n advokaat of ’n prokureur;

“respondent” ’n fondsinsamelingsorganisasie, geregistreerde tak, ander organisasie of persoon waaraan of aan wie ’n magtiging, registrasiesertifikaat of tydelike magtiging verleen of uitgereik is en wat die onderwerp van ’n ondersoek kragtens artikel 5 (5) of 8 van die Wet is;

“streek” ’n streek wat kragtens artikel 5 van die Nasionale Welsynswet, 1978 (Wet 100 van 1978), ingestel is;

“voorsitter” met betrekking tot ’n raad, die lid van sodanige raad wat kragtens artikel 17 (9) van die Wet as voorsitter aangewys is of die persoon wat wettiglik by ’n vergadering van sodanige raad voorsit;

en het elke woord waaraan in die Wet ’n betekenis geheg is, daardie betekenis.

APPLICATION FOR AN AUTHORITY OR TEMPORARY AUTHORITY OR FOR THE REGISTRATION OF ANY BRANCH OF A FUND-RAISING ORGANISATION

2. (1) Application for any authority or temporary authority or for the registration of any branch of a fund-raising organisation shall, subject to the provisions of sections 4 (1) (c) and 28 (1) of the Act, be made to the Director in form of Schedule I.

(2) Notwithstanding anything to the contrary in subregulation (1) contained, any such application for a temporary authority to collect contributions in the area or any part of the area of one region only, may be made to the chief social welfare officer of the region concerned.

(3) If any authority under section 4 (1) of the Act is granted to any organisation which has simultaneously with the application for such authority applied for the registration of one or more branches of such organisation, the application for such registration shall, for the purposes of section 5 (1) of the Act, be deemed to have been made by a fund-raising organisation.

(4) No application for an authority under subregulation (1) shall be granted—

(a) unless the Director is satisfied that the provisions of regulation 3 have been complied with; and

(b) unless such application has been received by the Director before the expiration of the period referred to in the notice published in terms of the said regulation 3 in respect of such application or unless the late submission of the application is for good cause shown, condoned by the Director.

(5) The Director or chief social welfare officer, as the case may be, shall inform the applicant in writing of any application under this regulation rejected by the Director or chief social welfare officer.

(6) Every authority or temporary authority shall be granted in the form of Schedule II or III respectively, and every registration certificate shall be issued in the form of Schedule IV.

NOTICE OF INTENTION TO APPLY FOR AUTHORITY

3. (1) The notice referred to in section 4 (1) (b) of the Act shall—

(a) state the name and address of the organisation making the application referred to in the said section;

(b) contain a statement to the effect that application will be made to the Director by the said organisation for an authority under section 4 (1) of the Act to collect contributions from the public for the objects and in the area briefly mentioned in the notice and that any person or group of persons may within the period of 21 days immediately following the date of the publication of such notice lodge with the Director, in writing, any objection which he or they may wish to make against the granting of such authority; and

(c) be published in one of the official languages in a newspaper substantially appearing in that language and in the other official language in a newspaper substantially appearing in the last-mentioned language

AANSOEK OM 'N MAGTIGING OF TYDELIKE MAGTIGING OF VIR DIE REGISTRASIE VAN 'N TAK VAN 'N FONDSINSAMELINGSORGANISASIE

2. (1) Behoudens die bepalings van artikels 4 (1) (c) en 28 (1) van die Wet word 'n aansoek om 'n magtiging of tydelike magtiging of die registrasie van 'n tak van 'n fondsinsamelingsorganisasie by die Direkteur gedoen in die vorm van Bylae I.

(2) Ondanks enigiets tot die teendeel in subregulasie (1) vervat, kan sodanige aansoek om 'n tydelike magtiging om bydraes in die gebied of enige gedeelte van die gebied van slegs een streek in te samel, by die hoofvolkswelsynbeampte van die betrokke streek gedoen word.

(3) Indien 'n magtiging kragtens artikel 4 (1) van die Wet verleen word aan 'n organisasie wat gelyktydig met die aansoek om sodanige magtiging aansoek gedoen het om die registrasie van een of meer takke van sodanige organisasie, word die aansoek om sodanige registrasie, vir die doel van artikel 5 (1) van die Wet, geag deur 'n fondsinsamelingsorganisasie gedoen te wees.

(4) Geen aansoek om 'n magtiging kragtens subregulasie (1) word toegestaan nie—

(a) tensy die Direkteur tevrede gestel is dat aan die bepalings van regulasie 3 voldoen is; en

(b) tensy sodanige aansoek deur die Direkteur ontvang is voor die verstryking van die periode bedoel in die kennisgewing wat ingevolge die betrokke regulasie 3 ten opsigte van sodanige aansoek gepubliseer is, of tensy die laat voorlegging van die aansoek om goeie redes deur die Direkteur gekondoneer is.

(5) Die Direkteur of hoofvolkswelsynbeampte, na gelang van die geval, moet die aanseker skriftelik in kennis stel van enige aansoek kragtens hierdie regulasie wat deur die Direkteur of hoofvolkswelsynbeampte van die hand gelys is.

(6) Iedere magtiging of tydelike magtiging word in die vorm van Bylae II of III onderskeidelik verleen en iedere registrasiesertifikaat word in die vorm van Bylae IV uitgereik.

KENNISGEWING VAN VOORNEME OM AAN- SOEK OM 'N MAGTIGING TE DOEN

3. (1) Die kennisgewing in artikel 4 (1) (b) van die Wet bedoel, moet—

(a) die naam en adres vermeld van die organisasie wat die aansoek doen wat in die betrokke artikel bedoel word;

(b) 'n verklaring te dien effekte bevat dat aansoek deur die betrokke organisasie by die Direkteur gedoen sal word om 'n magtiging kragtens artikel 4 (1) van die Wet om bydraes van die publiek in te samel vir die doelstellings en in die gebied wat kortliks in die kennisgewing vermeld is en dat enige persoon of groep persone binne die periode van 21 dae wat onmiddellik op die datum van publikasie van sodanige kennisgewing volg, skriftelik by die Direkteur enige beswaar wat hy of hulle teen die verlening van sodanige magtiging wil maak, kan indien; en

(c) in een van die amptelike tale gepubliseer word in 'n nuusblad wat hoofsaaklik in daardie taal verskyn en in die ander amptelike taal in 'n nuusblad wat hoofsaaklik in die laasgenoemde taal verskyn en wat

and, which is in the case of each of the said newspapers, circulating in the area in which the contributions are intended to be collected, or if separate newspapers in each of the official languages are not so circulating, be published in both official languages in a newspaper so circulating.

(2) If publication of the notice referred to in subregulation (1) is effected on different dates in different newspapers, the date on which such notice is last published shall, for the purposes of calculating the period of 21 days referred to in the said subregulation, be deemed to be the date on which such notice was published provided that the last-mentioned date shall be a date not more than seven days later than the date on which such notice was first so published.

OBJECTIONS AGAINST THE GRANTING OF AN AUTHORITY

4. Every objection under section 4 (2) of the Act shall—

- (a) be lodged with the Director, in writing, within 21 days from the date of the publication of the notice referred to in regulation 3;
- (b) fully state the grounds for such objection;
- (c) contain the full name and address of the person or persons lodging the objection;
- (d) be signed by the person or persons lodging the objection.

CONDITIONS OF AUTHORITIES, TEMPORARY AUTHORITIES AND BRANCH CERTIFICATES GRANTED OR ISSUED UNDER THE ACT

5. It shall be a condition of every authority, temporary authority or registration certificate granted or issued under the Act—

- (a) that such authority, temporary authority or registration certificate shall not be transferable;
- (b) that contributions shall be collected under or by virtue thereof only for the purposes and in the area and in the name of the fund-raising organisation, registered branch or holder specified in such authority, temporary authority or registration certificate;
- (c) that the fund-raising organisation, registered branch or holder to which or to whom it has been granted or issued shall—
 - (i) forthwith deposit to the credit of such organisation, registered branch or holder in an account which it or he shall open with a banking institution, building society in the Republic or the Post Office Savings Bank, all moneys, including anything that can be exchanged for or converted into money, received by it;
 - (ii) except in the case of a holder who is not an organisation, keep minutes of the proceedings of any meeting held by such fund-raising organisation, registered branch or holder;
 - (iii) accept service of any notice in terms of the Act or these regulations at its or his registered address;
- (d) that the reference number assigned to and endorsed on such authority, temporary authority or registration certificate by the Director or chief social welfare officer shall be displayed in a prominent

in die geval van elk van die bedoelde nuusblaaie sirkuleer in die gebied waarin beoog word om die bydraes in te samel, of indien afsonderlike nuusblaaie in elk van die amptelike tale nie aldus sirkuleer nie, gepubliseer word in beide amptelike tale in 'n nuusblad wat aldus sirkuleer.

(2) Indien publikasie van die kennisgewing in subregulasie (1) bedoel op verskillende datums in verskillende nuusblaaie geskied, word die datum waarop sodanige kennisgewing laaste gepubliseer is vir die doel van berekening van die tydperk van 21 dae in die betrokke regulasie bedoel, geag die datum te wees waarop sodanige kennisgewing gepubliseer is, tensy die laasgenoemde datum nie 'n datum is wat meer as sewe dae later is as die datum waarop sodanige kennisgewing eers aldus gepubliseer is nie.

BESWARE TEEN DIE VERLENING VAN 'N MAGTIGING

4. Iedere beswaar kragtens artikel 4 (2) van die Wet moet—

- (a) binne 21 dae vanaf die datum van die publikasie van die kennisgewing bedoel in regulasie 3 skriftelik by die Direkteur ingedien word;
- (b) volledig die redes vir sodanige beswaar vermeld;
- (c) die volledige naam en adres bevat van die persoon of persone wat die beswaar indien;
- (d) onderteken wees deur die persoon of persone wat die beswaar indien.

VOORWAARDES VAN MAGTIGINGS, TYDELIKE MAGTIGINGS EN TAKSERTIFIKATE Kragtens die WET VERLEEN OF UITGEREIK

5. Dit is 'n voorwaarde van iedere magtiging, tydelike magtiging of registrasiesertifikaat wat kragtens die Wet verleen of uitgereik word—

- (a) dat sodanige magtiging, tydelike magtiging of registrasiesertifikaat nie oordraagbaar is nie;
- (b) dat bydraes daarkragtens slegs ingesamel mag word vir die doel en in die gebied en in die naam van die fondsinsamelingsorganisasie, geregistreerde tak of houer wat in die magtiging, tydelike magtiging of registrasie sertifikaat vermeld is;
- (c) dat die fondsinsamelingsorganisasie, geregistreerde tak of houer waaraan of aan wie dit verleen of uitgereik is—
 - (i) onverwyld alle geld, insluitende enigiets wat in geld verwissel of omgesit kan word, wat hy ontvang tot die krediet van sodanige fondsinsamelingsorganisasie, geregistreerde tak of houer in 'n rekening deponeer wat hy by 'n bankinstelling, bougenootskap in die Republiek of die Posspaarbank moet oopmaak;
 - (ii) behalwe in die geval van 'n houer wat nie 'n organisasie is nie, notule hou van die verrigtings van 'n vergadering wat deur sodanige fondsinsamelingsorganisasie, geregistreerde tak of houer gehou word;
 - (iii) betekening van 'n kennisgewing ingevolge die Wet of hierdie regulasies by sy geregistreerde adres sal aanvaar;
- (d) dat die verwysingsnommer wat deur die Direkteur of hoofvolkswelsynsbeamppte toegewys is aan wat geëndoseer is op sodanige magtiging, tydelike magtiging of registrasiesertifikaat, in 'n opvallende

position on every document, including any advertisement, emanating or purporting to emanate from the fund-raising organisation, registered branch or holder to which or to whom such authority, temporary authority or registration certificate has been granted or issued or from any organisation or person purporting to act for or on behalf of such fund-raising organisation, registered branch or holder;

(e) that all records relating to the financial transactions of the fund-raising organisation, registered branch or holder concerned shall be preserved for a period of not less than three years;

(f) that the fund-raising organisation, registered branch or organisation concerned holding the temporary authority, shall keep an up-to-date list of the names and addresses of the members of its management.

PERMISSION OR SPECIAL PERMISSION TO COLLECT CONTRIBUTIONS

6. Any permission or special permission granted under section 7 or 23 of the Act shall be in the form of Schedule V and shall be signed by a person authorised thereto by the management of the fund-raising organisation or registered branch granting it or, in the case of a permission or special permission granted by a holder, by the holder or any person authorised thereto by the holder.

7. Every fund-raising organisation, registered branch or holder shall keep a copy of every permission or special permission granted by it or him and shall preserve such copy for a period of not less than three years from the date on which the validity of such permission or special permission has expired.

8. Every advertisement, notice or writing, referred to in section 7 (6) of the Act shall state the name and address of the person to whom the special permission relating to the collection of contributions contemplated in such advertisement, notice or writing has been granted.

AGREEMENT TO COLLECT CONTRIBUTIONS AT REMUNERATION

9. (1) The agreement referred to in section 7 (3) of the Act shall—

(a) contain the names and addresses of the parties to the agreement;

(b) specify the objects for and the manner in which and the period during and the area in which contributions will be collected in terms thereof;

(c) fully set out the conditions on which the contracting party is to be remunerated;

(d) contain an undertaking to the effect that the contracting party shall—

(i) open and keep a separate account with a banking institution in the Republic in which he shall forthwith deposit all moneys, including anything that can be changed for or converted into money, collected or received by him for or on behalf of the fund-raising organisation, registered branch or holder referred to in the agreement;

(ii) in one of the official languages, keep a complete record of all the moneys received and expended by him and of all the financial transactions entered into by him in connection with the raising of funds in terms of the agreement;

(iii) furnish the fund-raising organisation, registered branch or holder referred to in the agreement on or before the date specified in the agreement,

plek vertoon word op elke dokument, insluitende 'n advertensie, wat afkomstig is van of voorgee om afkomstig te wees van die fondsinsamelingsorganisasie, geregistreerde tak of houer waaraan of aan wie sodanige magtiging, tydelike magtiging of registrasiesertifikaat verleen of uitgereik is of van 'n organisasie of persoon wat voorgee om vir of namens sodanige fondsinsamelingsorganisasie, geregistreerde tak of houer op te tree;

(e) dat alle aantekeninge met betrekking tot die finansiële transaksies van die betrokke fondsinsamelingsorganisasie, geregistreerde tak of houer vir 'n tydperk van minstens drie jaar bewaar word;

(f) dat die betrokke fondsinsamelingsorganisasie, geregistreerde tak of organisasie wat 'n tydelike magtiging hou, 'n lys tot op datum byhou van die name en adresse van die lede van sy bestuur.

VERGUNNING OF SPESIALE VERGUNNING OM BYDRAES IN TE SAMEL

6. 'n Vergunning of spesiale vergunning kragtens artikel 7 of 23 van die Wet verleen, moet in die vorm van Bylae V wees en onderteken wees deur 'n persoon wat deur die bestuur van die fondsinsamelingsorganisasie of geregistreerde tak wat dit verleen gemagtig is of, in die geval van 'n vergunning of spesiale vergunning deur 'n houer, deur die houer of 'n persoon daartoe deur die houer gemagtig.

7. Iedere fondsinsamelingsorganisasie, geregistreerde tak of houer moet 'n afskrif hou van elke vergunning of spesiale vergunning deur hom verleen en moet sodanige afskrif vir 'n tydperk van minstens drie jaar bewaar vanaf die datum waarop die geldigheid van sodanige vergunning of spesiale vergunning verstryk het.

8. Iedere advertensie, kennisgewing of geskrif bedoel in artikel 7 (6) van die Wet moet die naam en adres vermeld van die persoon aan wie die spesiale vergunning verleen is met betrekking tot die insameling van bydraes wat in sodanige advertensie, kennisgewing of geskrif beoog word.

OOREENKOMS OM BYDRAES TEEN VERGOEDING IN TE SAMEL

9. (1) Die ooreenkoms bedoel in artikel 7 (3) van die Wet moet—

(a) die name en adresse van die partye in die ooreenkoms bevat;

(b) die doelstellings waarvoor en die wyse waarop en die tydperk waartydens en die gebied waarin bydraes daarkragtens ingesamel sal word, vermeld;

(c) die voorwaardes waarop die kontrakterende party vergoed sal word, volledig uiteengesit;

(d) 'n onderneming te dien effekte bevat dat die kontrakterende party—

(i) 'n afsonderlike rekening by 'n bankinstelling in die Republiek moet oopmaak en hou waarin hy alle geld, insluitende enigiets wat gewissel of in geld omgesit kan word, wat deur hom vir of namens die fondsinsamelingsorganisasie, geregistreerde tak of houer in die ooreenkoms bedoel moet deponeer;

(ii) volledig aantekeninge in een van die amptelike tale moet hou van alle geld deur hom ontvang en bestee en van alle finansiële transaksies deur hom in verband met die insameling van fondse ingevolge die ooreenkoms aangegaan;

(iii) die fondsinsamelingsorganisasie, geregistreerde tak of houer in die ooreenkoms bedoel op of voor die datum in die ooreenkoms vermeld, moet voor-

with the financial statements as contemplated in section 12 (1) of the Act which has been audited by an accountant and auditor registered in terms of the Public Accountants' and Auditors' Act, 1951 (Act 51 of 1951);

(iv) submit, for inspection, to the fund-raising organisation, registered branch or holder referred to in the agreement at its written request, any records kept by him in terms of the undertaking referred to in subparagraph (ii).

(2) Any person collecting contributions by virtue of a special permission or for or on behalf of any person to whom a special permission has been granted shall, on a request being made to him in terms of section 7 (5) of the Act, furnish the person or persons contemplated in the said section, verbally or, if requested to do so, in writing, with the conditions referred to in subregulation (1) (c) which are applicable to the collection of contributions under such special permission.

AMENDMENT, SUBSTITUTION, SUSPENSION OR WITHDRAWAL OF AUTHORITY OR TEMPORARY AUTHORITY OR REGISTRATION CERTIFICATE

10. (1) If the Director is of the opinion that there are reasonable grounds for conducting an enquiry under section 8 (3) of the Act, he may cause a notice to be served on the fund-raising organisation or holder concerned calling upon it or him to show cause at a place and time specified in the notice why the authority or temporary authority granted to it or to him shall not be withdrawn.

(2) Such notice shall set forth such particulars as are reasonably sufficient to inform such fund-raising organisation or holder of the grounds on which the withdrawal of the authority or temporary authority is contemplated and shall be signed by the Director and served on the fund-raising organisation or holder concerned not less than 21 days before the date specified in such notice for the holding of the enquiry.

(3) The respondent may appear at the enquiry in person or through his legal representative or, if it is a fund-raising organisation or any other organisation, through a member of its management, or may submit statements or arguments for consideration by the Director at the enquiry.

(4) On the appearance of the respondent at the enquiry or if the respondent is not present at the enquiry and the Director is satisfied that the notice referred to in regulation 10 (1) has been duly served on the respondent, the Director shall conduct an enquiry into the matters referred to in the notice and may call and examine or re-examine any person present at the enquiry and shall hear such evidence as may be adduced by or on behalf of the respondent and may cross-examine any person giving evidence for or on behalf of the respondent.

(5) The respondent or his legal representative may at the enquiry examine any witness called for or on behalf of the respondent and may cross-examine any other witness giving evidence at the enquiry.

(6) (a) The Director may direct any person to give his evidence at the enquiry on oath or on affirmation.

(b) The Director may administer an oath to, or accept an affirmation from, any person appearing before him to give evidence or to produce any book, document or thing.

sien van die in artikel 12 (1) van die Wet beoogde finansiële state wat geouditeer is deur 'n rekenmeester en ouditeur wat ingevolge die Wet op Openbare Rekenmeesters en Ouditeurs, 1951 (Wet 51 van 1951), geregistreer is;

(iv) enige aantekeninge wat ingevolge die onderneming in subparagraaf (ii) bedoel deur hom bygehou word vir insae aan die fondsinsamelingsorganisasie, geregistreeerde tak of houer op sy skriftelike versoek moet voorlê.

(2) Enigiemand wat bydraes insamel kragtens 'n spesiale vergunning of vir of namens enigiemand aan wie 'n spesiale vergunning verleen is, moet op 'n versoek wat aan hom ingevolge artikel 7 (5) van die Wet gerig word, aan die persoon of persone in die betrokke artikel bedoel mondelings of skriftelik, indien so versoek, die voorwaardes bedoel in subregulasie (1) (c) verstrek wat van toepassing is op die insameling van bydraes kragtens sodanige spesiale vergunning.

WYSIGING, VERVANGING, OPSKORTING OF INTREKKING VAN MAGTIGING OF TYDELIKE MAGTIGING OF REGISTRASIESERTIFIKAAT

10. (1) Indien die Direkteur van oordeel is dat daar redelike gronde bestaan om 'n ondersoek kragtens artikel 8 (3) van die Wet in te stel, laat hy 'n kennisgewing op die betrokke fondsinsamelingsorganisasie of houer beteken waarin hy aangesê word om op 'n tyd en plek in die kennisgewing vermeld redes aan te voer waarom die magtiging of tydelike magtiging aan hom verleen nie ingetrek moet word nie.

(2) So 'n kennisgewing moet sodanige besonderhede uiteensit wat redelikerwys voldoende is om sodanige fondsinsamelingsorganisasie of houer van die gronde te verwittig waarop die intrekking van die magtiging of tydelike magtiging beoog word, en moet deur die Direkteur onderteken word en aan die betrokke fondsinsamelingsorganisasie of houer beteken word minstens 21 dae voor die datum wat in sodanige kennisgewing vir die hou van die ondersoek vermeld is.

(3) Die respondent kan by die ondersoek persoonlik verskyn of deur sy regsverteenvoerder of, as dit 'n fondsinsamelingsorganisasie of enige ander organisasie is, deur 'n lid van sy bestuur verteenwoordig word of kan verklarings of argumente vir oorweging aan die Direkteur by die ondersoek voorlê.

(4) By verskyning van die respondent by die ondersoek of indien die respondent nie by die ondersoek aanwesig is nie en die Direkteur oortuig is dat die kennisgewing bedoel in regulasie 10 (1) behoorlik op die verweerder beteken is, moet die Direkteur 'n ondersoek hou na die aangeleenthede in die kennisgewing vermeld en kan enigiemand wat by die ondersoek aanwesig is, roep en ondervra of herondervra en moet sodanige getuienis aanhoor as wat deur of ten behoeve van die respondent aangevoer mag word en kan hy enigiemand wat vir of namens die respondent getuienis aflê, onder kruisverhoor neem.

(5) Die respondent of sy regsverteenvoerder kan by die ondersoek enige getuie wat vir of ten behoeve van die respondent geroep is, ondervra en enige ander getuie wat by die ondersoek getuienis aflê, onder kruisverhoor neem.

(6) (a) Die Direkteur kan enigiemand gelas om sy getuienis by die ondersoek onder eed of onder bevestiging af te lê.

(b) Die Direkteur kan aan enigiemand wat voor hom verskyn om getuienis af te lê of om 'n boek, dokument of saak voor te lê 'n eed oplê of van hom 'n bevestiging aanneem.

(7) In connection with the giving of evidence or the production of any book, document or thing at such enquiry, the law relating to privilege as applicable to a witness giving evidence or summoned to produce a book, document or thing in criminal proceedings in a magistrate's court shall apply.

(8) The Director may, in his discretion, from time to time postpone or adjourn the enquiry for such periods as he may deem fit.

(9) (a) The Director shall cause a record to be kept of the proceedings at the enquiry in such manner as he may determine.

(b) Such record shall be accessible to and copies may be made thereof by the respondent or his legal representative on such conditions as to time and place as the Director may determine.

(c) The records of the enquiry shall be preserved by the Director at such places and for such periods as the Secretary may determine.

(10) The notice referred to in section 8 (5) of the Act shall contain a statement to the effect that the authority or temporary authority granted to the fund-raising organisation or holder specified in the notice has, with effect from the date of the publication of such notice, been withdrawn or amended as mentioned therein or that it has been suspended for the period referred to in the notice, as the case may be, and shall require such fund-raising organisation or holder to return such authority or temporary authority to the Director within a period of 14 days from the date of such publication.

(11) The provisions of this regulation shall *mutatis mutandis* apply to or in respect of any investigation referred to in sections 5 (5) (b) or 8 (1) of the Act.

APPEAL

11. (1) An appeal against a decision of the Director in terms of section 10 (1) of the Act shall be noted by the delivery to the Director, for submission to the Minister, of a notice setting out distinctly and succinctly the grounds, whether of fact or law or both a fact and law, on which the appeal is based.

(2) The Director shall submit such notice to the Minister immediately on receipt thereof and shall within 14 days thereafter prepare a statement in writing setting out—

(a) the facts he found to be proved at such enquiry or investigation;

(b) his reasons for any finding of fact specified in the appellant's notice of appeal as a finding of fact appealed against;

(c) his reasons for any ruling on any question of law or as to the admission or rejection of evidence so specified as a ruling appealed against.

(3) Every notice of appeal and statement referred to in subregulations (1) and (2) shall become part of the record of the proceedings concerned.

(4) The Director shall, within 14 days from the date of the appointment of the appeal committee appointed to hear the appeal—

(a) transmit to the chairman of the appeal committee the record of the proceedings together with a copy or transcript thereof if it was taken down in shorthand or recorded by mechanical means;

(b) transmit to the other members of the said appeal committee a copy of the record of the proceedings or a transcript thereof if it was taken down in shorthand or recorded by mechanical means;

(7) In verband met die aflê van getuienis of die voorlegging van 'n boek, dokument of saak by sodanige ondersoek is die reg op privilegie van toepassing wat van toepassing is op 'n getuie wat in 'n strafsaak in 'n landdroshof getuienis aflê of gedagvaar is om 'n boek, dokument of saak voor te lê.

(8) Die Direkteur kan na goeddunke, die ondersoek van tyd tot tyd uitstel of verdaag vir sodanige tydperke as wat hy goedvind.

(9) (a) Die Direkteur moet notule van die verrigtings by die ondersoek laat hou op die wyse wat hy bepaal.

(b) Sodanige notule is toeganklik vir en afskrifte daarvan kan deur die respondent of sy regsvertegenwoordiger gemaak word op sodanige voorwaardes met betrekking tot tyd en plek as wat die Direkteur mag bepaal.

(c) Die notule van die ondersoek word deur die Direkteur bewaar op sodanige plekke en vir die tydperke wat die Sekretaris bepaal.

(10) Die kennisgewing bedoel in artikel 8 (5) van die Wet moet 'n verklaring bevat te dien effekte dat die magtiging of tydelike magtiging wat aan die fondsin-samelingsorganisasie of houer in die kennisgewing vermeld, verleen is met ingang van die datum van die publikasie van sodanige kennisgewing ingetrek of gewysig is soos daarin vermeld of vir die tydperk in die kennisgewing vermeld, opgeskort is, na gelang van die geval, en moet sodanige fondsin-samelingsorganisasie of houer versoek om sodanige magtiging of tydelike magtiging binne 'n tydperk van 14 dae vanaf die datum van sodanige publikasie aan die Direkteur terug te stuur.

(11) Die bepalings van hierdie regulasie is *mutatis mutandis* van toepassing op 'n ondersoek bedoel in artikels 5 (5) (b) en 8 (1) van die Wet.

APPÈL

11. (1) 'n Appèl ingevolge artikel 10 (1) van die Wet teen 'n beslissing van die Direkteur word aangeteken deur die aflewering aan die Direkteur, vir voorlegging aan die Minister, van 'n kennisgewing waarin die gronde, hetsy feitlike of regsgronde, waarop die appèl berus, duidelik en saaklik uiteengesit word.

(2) Die Direkteur moet sodanige kennisgewing onverwyld by ontvangs daarvan aan die Minister voorlê en binne 14 dae daarna 'n skriftelike verklaring opstel waarin uiteengesit word—

(a) die feite wat hy gevind het by sodanige ondersoek bewys is;

(b) sy redes vir enige feitlike bevinding wat in die appellant se kennisgewing van appèl vermeld word as 'n feitlike bevinding waarteen geappelleer word;

(c) sy redes vir enige beslissing oor 'n regsvraag of ten opsigte van die toelating of verwerping van getuienis wat aldus vermeld is as 'n beslissing waarteen geappeller word.

(3) Iedere kennisgewing van appèl en verklaring bedoel in subregulasies (1) en (2) maak deel uit van die notule van die betrokke verrigtings.

(4) Die Direkteur moet binne 14 dae na die aanstelling van die appèlkomitee om die appèl te verhoor—

(a) die notule van die verrigtings tesame met 'n afskrif of transkripsie daarvan as dit in snelskrif of op meganiese wyse afgeneem is, aan die voorsitter van die appèlkomitee stuur;

(b) 'n afskrif van die notule van die verrigtings of 'n transkripsie daarvan as dit in snelskrif of op meganiese wyse afgeneem is, aan die ander lede van die betrokke appèlkomitee stuur;

(c) supply the appellant with a copy of the statement referred to in subregulation (2).

(5) (a) The Director shall notify the appellant in writing of the date, time and place fixed by the appeal committee for the hearing of the appeal.

(b) Such notification shall be served on the appellant in the manner provided in regulation 33.

(6) Subject to the provisions of section 10 (3) of the Act, the appeal committee shall decide the appeal on the record of the proceedings concerned.

(7) No person whose presence is not necessary shall, except by leave of the appeal committee, be present at the hearing of any appeal under section 10 of the Act.

(8) The decision of the majority members of the appeal committee shall be the decision of the committee.

(9) The Director shall by direction of the chairman of the appeal committee notify the appellant in writing of the decision of the appeal committee.

ACCOUNTING RECORDS

12. (1) Every fund-raising organisation and every registered branch shall, at its registered address, keep in one of the official languages such accounting records as may be necessary fully to disclose the nature and extent of its financial transactions and the state of its affairs and which shall include—

(a) a record of its income and expenditure;

(b) a record of its assets and liabilities, comprising in the case of its fixed assets—

(i) a brief description of the situation of any immovable property and in the case of other assets sufficient details to identify such assets;

(ii) the date and cost of the acquisition of such assets or in the case of assets other than immovable property acquired before the commencement of the Act, the real value thereof at the date of such commencement;

(iii) the amount of any registered mortgage bond registered in respect of any such immovable property;

(iv) the market value of any immovable property at the end of each financial year;

(v) the amount of any depreciation written off at the end of each financial year against the cost or value of any such assets;

(vi) in the case of any asset alienated after the aforesaid commencement, the date of such alienation and the consideration received or to be received in respect thereof;

(c) a daily record of all moneys received and of all amounts paid out, properly supported by documentary evidence of the receipt or payment of such moneys or amounts;

(d) in the case of a fund-raising organisation or registered branch carrying on the business of selling movable property collected from the public, a statement of its annual stocktaking.

(2) The records referred to in subregulation (1) shall be kept by means of entries made in bound books, unless the Director otherwise approves.

(3) The provisions of subregulations (1) and (2) shall as far as may be appropriate, *mutatis mutandis* apply to a holder.

FINANCIAL STATEMENTS

13. (1) Subject to the provisions of section 12 (4) of the Act, every fund-raising organisation or registered branch shall in respect of every financial year, cause

(c) die appellant voorsien van 'n afskrif van die verklaring in subregulasie (2) bedoel.

(5) (a) Die Direkteur stel die appellant skriftelik in kennis van die datum, tyd en plek wat deur die appèl-komitee vir die verhoor van die appèl bepaal is.

(b) Sodanige kennisgewing moet op die wyse in regulasie 33 bepaal, aan die appellant beteken word.

(6) Behoudens die bepalings van artikel 10 (3) van die Wet, moet die appèlkomitee die appèl aan die hand van die notule van die betrokke verrigtings besluit.

(7) Geen persoon wie se aanwesigheid nie nodig is nie, mag by die verhoor van 'n appèl kragtens artikel 10 van die Wet aanwesig wees nie, behalwe met die verlof van die appèlkomitee.

(8) Die beslissing van die meerderheid van die lede van die appèlkomitee, is die beslissing van die komitee.

(9) Die Direkteur moet in opdrag van die voorsitter van die appèlkomitee die appellant skriftelik van die appèlkomitee se beslissing in kennis stel.

REKENINGKUNDIGE REKORDS

12. (1) Iedere fondsinsamelingsorganisasie en iedere geregistreerde tak moet by sy geregistreerde adres in een van die amptelike tale sodanige rekeningkundige rekords hou as wat nodig mag wees om volledig die aard en omvang van sy finansiële transaksies in die stand van sy sake te openbaar en moet insluit—

(a) 'n rekord van sy inkomste en uitgawe;

(b) 'n rekord van sy bates en laste, en in die geval van sy vaste bates—

(i) 'n kort beskrywing van die ligging van enige onroerende eiendom en in die geval van ander bates voldoende besonderhede om sodanige bates te identifiseer;

(ii) die datum en prys van die verkryging van sodanige bates of in die geval van bates ander as onroerende eiendom wat voor die inwerkingtreding van die Wet verkry is, die werklike waarde daarvan op die datum van sodanige inwerkingtreding;

(iii) die bedrag van enige geregistreerde verbandakte wat ten aansien van sodanige onroerende eiendom geregistreer is;

(iv) die markwaarde van enige onroerende eiendom aan die einde van elke finansiële jaar;

(v) die bedrag van enige waardevermindering wat aan die einde van elke finansiële jaar teen die prys of waarde van sodanige bates afgeskryf is;

(vi) in die geval van enige bate wat na die voorgenoemde inwerkingtreding vervreem is, die datum van sodanige vervreemding en die vergoeding wat daarvoor ontvang is of ontvang staan te word;

(c) 'n daaglikse rekord van alle gelde wat ontvang is en alle bedrae wat uitbetaal is, behoorlik gestaaf deur dokumentêre getuienis van die ontvangs of betaling van sodanige gelde of bedrae;

(d) in die geval van 'n fondsinsamelingsorganisasie of geregistreerde tak wat die besigheid bedryf om roerende eiendom wat van die publiek ingesamel is te verkoop, 'n staat van sy jaarlikse vooraadopname.

(2) Die rekords bedoel in subregulasie (1) moet by wyse van inskrywings in ingebinde boeke gehou word, tensy die Direkteur andersins goedkeur.

(3) Die bepalings van subregulasies (1) en (2) is, sover dit ter sake is, van toepassing op 'n houder.

FINANSIËLE STATE

13. (1) Behoudens die bepalings van artikel 12 (4) van die Wet moet iedere fondsinsamelingsorganisasie of geregistreerde tak ten aansien van iedere finansiële

to be prepared in one of the official languages financial statements fully setting out the financial affairs of such fund-raising organisation or registered branch consisting of—

(a) a statement of its income and expenditure in the form of Schedule VI;

(b) an analysis of its expenditure in the form of Schedule VI (A);

(c) a statement setting out the sources and application of its funds in the form of Schedule VI (B);

(d) a balance sheet in the form of Schedule VII;

(e) an annual report containing—

(i) such information as may reasonably be necessary to supplement and elucidate the information furnished in its financial statements;

(ii) an estimate of income and expenditure for the ensuing financial year;

(iii) the names and addresses of the persons who have collected contributions for or on behalf of such organisation or registered branch in terms of an agreement referred to in section 7 (3) of the Act and a statement showing the total amount of the contributions so collected by each such person, the total amount of remuneration paid to him and full particulars of any other expenses incurred in connection with such collection of contributions;

(iv) the names and addresses of the members of its management, the names of any such members who have died, resigned or retired during the year or whose term of office has otherwise been terminated and the names and addresses of the persons elected or re-elected or appointed or re-appointed in the vacancies which have thus occurred.

(2) If a fund-raising organisation or registered branch is conducting one or more subsidised services the information required in the financial statements referred to in subregulation 1 (a) and (b) shall be furnished separately in respect of each such subsidised service.

(3) The financial statements referred to in subregulation (1) shall be certified by the auditor who carried out an audit of such statements to the effect that such an audit has been carried out by him and that he is, with due regard to the provisions of section 26 of the Public Accountants' and Auditors' Act, 1951 (Act 51 of 1951), satisfied that such statements present fairly or give a true and fair view of or reflect correctly the affairs of the fund-raising organisation or registered branch concerned and the results of its operations or, if he is unable to give such a certificate, he shall, with or without any qualification, certify that he is unable to give such a certificate.

(4) The auditor referred to in subregulation (1) shall not be a member of the management of the fund-raising organisation or registered branch concerned.

(5) The financial statements and annual report referred to in this regulation shall be submitted to the Director within the period of four months immediately following upon the close of the financial year to which it refers.

(6) The provisions of subregulation (1) (a) and (b) shall *mutatis mutandis* apply to a holder in respect of the period of the validity of the temporary authority granted to him.

LIQUIDATION AND DISTRIBUTION ACCOUNT

14. (1) Every liquidation and distribution account submitted to the Director in terms of section 13 (1) of the Act shall be prepared in the form of Schedule

jaar in een van die amptelike tale finansiële state laat opstel waarin die finansiële sake van sodanige fonds-insamelingsorganisasie of geregistreerde tak volledig uiteengesit word, bestaande uit—

(a) 'n staat van sy inkomste en uitgawe in die vorm van Bylae VI;

(b) 'n ontleding van sy uitgawe in die vorm van Bylae VI (A);

(c) 'n staat wat die bronne en aanwending van sy fondse uiteengesit in die vorm van Bylae VI (B);

(d) 'n balansstaat in die vorm van Bylae VII;

(e) 'n jaarverslag bevattende—

(i) sodanige inligting as wat redelikerwys noodsaaklik is om die inligting in sy finansiële state verstrekkend, aan te vul en toe te lig;

(ii) 'n begroting van inkomste en uitgawe vir die daaropvolgende finansiële jaar;

(iii) die name en adresse van persone wat bydraes vir of namens sodanige organisasie of geregistreerde tak ingesamel het ingevolge 'n ooreenkoms bedoel in artikel 7 (3) van die Wet en 'n staat wat die totale bedrag aandui van die bydraes wat aldus deur iedere sodanige persoon ingesamel is, die totale bedrag van vergoeding aan hom betaal en volle besonderhede van enige ander uitgawe wat in verband met die sodanige insameling van bydraes aangegaan is;

(iv) die name en adresse van die lede van die bestuur, die name van enige sodanige lede wat gedurende die jaar gesterf, bedank of afgetree het of wie se ampstermyn andersins beëindig is en die name en adresse van die persone wat verkies of herkies of aangestel of heraangestel is in vakatures wat aldus voorgekom het.

(2) Indien 'n fondsinsamelingsorganisasie of geregistreerde tak een of meer gesubsidieerde dienste bestuur moet die inligting wat in die finansiële state wat in subregulasie (1) (a) en (b) voorgeskryf word afsonderlik in verband met elke sodanige gesubsidieerde diens verstrekkend word.

(3) Die finansiële state in subregulasie (1) bedoel moet deur die ouditeur wat 'n audit van sodanige state uitgevoer het, gesertifiseer word te dien effekte dat sodanige audit deur hom uitgevoer is en dat hy, met behoorlike inagneming van die bepalings van artikel 26 van die Wet op Openbare Rekenmeesters en Ouditers, 1951 (Wet 51 van 1951), oortuig is dat sodanige state 'n redelike voorstelling of 'n ware en eerlike oorsig of 'n korrekte weergawe van die sake van die fonds-insamelingsorganisasie of geregistreerde tak en die resultate van sy ondernemings is, of as hy nie in staat is om sodanige sertifikaat te verleen nie, met of sonder enige kwalifikasie sertifiseer dat hy nie in staat is om sodanige sertifikaat te verleen nie.

(4) Die ouditeur in subregulasie (1) bedoel mag nie 'n lid van die bestuur van die betrokke fondsinsamelingsorganisasie of geregistreerde tak wees nie.

(5) Die finansiële state en jaarverslag in hierdie regulasie bedoel moet aan die Direkteur voorgelê word binne 'n tydperk van vier maande wat onmiddellik volg op die end van die finansiële jaar waarop dit betrekking het.

(6) Die bepalings van subregulasie (1) (a) en (b) is *mutatis mutandis* van toepassing op 'n houër met betrekking tot die tydperk van geldigheid van 'n tydelike magtiging wat aan hom verleen is.

LIKWIDASIE- EN DISTRIBUSIEREKENING

14. (1) Iedere likwidasië- en distribusierekening wat aan die Direkteur ingevolge artikel 13 (1) van die Wet voorgelê word, moet in die vorm van Bylae VIII

VIII and shall be accompanied by the financial statements referred to in regulation 13 in respect of that part of the financial year in question which immediately precedes the date following immediately upon the date on which the authority, temporary authority or registration certificate granted or issued has lapsed or has been withdrawn in terms of the Act or with effect from which the fund-raising organisation or registered branch concerned has been dissolved or the holder has discontinued its or his activities.

(2) Such liquidation and distribution account and such final statements shall be submitted to the Director within a period of four months from the date first mentioned in subregulation (1).

(3) The provisions of regulation 13 (3) and (4) shall *mutatis mutandis* apply in respect of every liquidation and distribution account referred to in this regulation.

INSPECTION OF FINANCIAL STATEMENTS AND LIQUIDATION AND DISTRIBUTION ACCOUNTS

15. (1) A true copy of every financial statement and liquidation or distribution account submitted to the Director in terms of regulation 13 or 14 shall, during normal office hours, lie for inspection, free of charge, by any member of the public at the registered address of the fund-raising organisation, registered branch or holder by which or by whom it has so been submitted or at the office of the Director for a period of three months from the date on which it has been so submitted.

(2) Notwithstanding anything to the contrary in subregulation (1) contained, the Director may, in his discretion, allow any person who in his opinion has a substantial interest therein, to inspect at his office free of charge any financial statement or liquidation and distribution account at any time within a period of one year after the date referred to in subregulation (1).

(3) Any person may obtain from the Director a copy of any financial statement or liquidation or distribution account on prepayment of a fee of R1 which shall be payable by means of uncanceled revenue stamps affixed to his application for such copy.

FINANCIAL YEAR

16. The financial year of every fund-raising organisation and registered branch shall terminate on 31 December of every year.

QUORUM FOR AND PROCEDURE AT MEETINGS OF THE BOARDS REFERRED TO IN SECTION 17 OF THE ACT

17. (1) A majority of the members of a board shall constitute a quorum at any meeting of such board.

(2) The decision of the majority of the members present at a meeting of a board shall be the decision of such board.

18. The Secretary may from time to time designate an officer in the public service as secretary of a board who shall also perform the administrative work of such board.

19. (1) A board shall meet at least once per annum at such times and places as may, with the concurrence of the Secretary, be determined by the chairman of such board.

(2) The secretary of a board shall, unless the chairman otherwise directs, notify every member of such board in writing of the date and time whereon and the place where a meeting of such board, shall be held.

(3) Such notice shall, unless the chairman otherwise directs, be accompanied by an agenda approved by

opgestel wees, en moet vergesel wees van die finansiële state bedoel in regulasie 13 met betrekking tot daardie gedeelte van die betrokke finansiële jaar wat die datum onmiddellik voorafgaan wat volg onmiddellik op die datum waarop die magtiging, tydelike magtiging of registrasiesertifikaat wat verleen of uitgereik is, kragtens die Wet verval het of ingetrek is of met ingang waarvan die betrokke fondsinsamelingsorganisasie of geregistreerde tak ontbind is of 'n houer sy bedrywighede gestaak het.

(2) Sodanige likwidasië- en distribusiërekening en sodanige finansiële state moet aan die Direkteur voorgelê word binne 'n tydperk van vier maande vanaf die eerste datum in subregulasie (1) genoem.

(3) Die bepalinge van regulasie 13 (3) en (4) is *mutatis mutandis* van toepassing met betrekking tot iedere likwidasië- en distribusiërekening in hierdie regulasie bedoel.

INSAE IN FINANSIËLE STATE EN LIKWIDASIE- EN DISTRIBUSIEREKENING

15. (1) 'n Ware kopie van iedere finansiële staat en likwidasië- of distribusiërekening wat ingevolge regulasie 13 of 14 aan die Direkteur voorgelê is, moet vir 'n periode van drie maande vanaf die datum waarop dit aldus voorgelê is gedurende gewone kantoorure gratis ter insae van enige lid van die publiek lê by die geregistreerde adres van die fondsinsamelingsorganisasie, geregistreerde tak of houer waardeur of deur wie dit aldus voorgelê is of by die kantoor van die Direkteur.

(2) Ondanks enigiets tot die teendeel in subregulasie (1) vervat, kan die Direkteur na sy oordeel 'n persoon wat na sy mening 'n wesenlike belang daarin het, toelaat om gratis by sy kantoor enige finansiële staat of likwidasië- en distribusiërekening te eniger tyd binne 'n tydperk van een jaar na die datum in subregulasie (1) bedoel te ondersoek.

(3) Enigiemand kan 'n kopie van enige finansiële staat of likwidasië- en distribusiërekening van die Direkteur verkry deur vooruitbetaling van 'n bedrag van R1 wat betaalbaar is by wyse van ongekanselleerde inkomsteseëls wat op sy aansoek vir sodanige kopie geplaak is.

FINANSIËLE JAAR

16. Die finansiële jaar van iedere fondsinsamelingsorganisasie en geregistreerde tak eindig op 31 Desember van elke jaar.

KWORUM VIR EN PROSEDURE BY VERGADERINGS VAN DIE RADE IN ARTIKEL 17 VAN DIE WET BEDOEL

17. (1) Die meerderheid van die lede van 'n raad vorm 'n kworum by 'n vergadering van so 'n raad.

(2) Die beslissing van die meerderheid van die lede aanwesig by 'n vergadering van 'n raad is die beslissing van so 'n raad.

18. Die Sekretaris kan van tyd tot tyd 'n beampte in die Staatsdiens aanwys as sekretaris van 'n raad wat die administratiewe werk van so 'n raad moet verrig.

19. (1) 'n Raad vergader minstens eenmaal per jaar op sodanige tye en plekke as wat die voorsitter van so 'n raad, met die instemming van die Sekretaris, bepaal.

(2) Die sekretaris van 'n raad moet, tensy die voorsitter andersins beveel, elke lid van so 'n raad skriftelik in kennis stel van die datum en tyd waarop en die plek waar 'n vergadering van so 'n raad gehou sal word.

(3) So 'n kennisgewing moet, tensy die voorsitter andersins beveel, vergesel gaan van 'n sakelys wat deur

the chairman and setting out the matters to be considered at the said meeting of such board.

(4) Every member of a board shall attend every meeting of the board, unless he has been granted leave by the chairman to be absent from such meeting.

20. (1) The chairman shall preside at all meetings of a board.

(2) In the absence of the chairman from a meeting of the board, the deputy-chairman shall preside at such meeting.

(3) If the chairman as well as the deputy chairman are absent from a meeting of a board the members present at such meeting shall elect a member of such board who is so present to preside at such meeting.

21. (1) Subject to the provisions of regulation 19 (3), no matter not included in the agenda referred to in that regulation shall be considered at any meeting of a board, unless the majority of the members present at such meeting consents thereto.

(2) Any member of a board may, at least 14 days before any specified meeting of such board, inform the chairman of any matter which he desires to be included in the agenda of that meeting and thereupon such matter shall be included in the agenda of such meeting.

22. (1) The procedure at any meeting of a board shall be as determined by the person presiding at such meeting.

(2) If any member objects to any decision given under subregulation (1), the question shall forthwith be put to the vote without any further discussion.

23. (1) Every member of a board shall have one vote at any meeting of such board and in the event of an equality of votes the person presiding at such meeting shall have a casting vote.

(2) The votes of the members present at a meeting of a board shall be cast in the manner determined by the person presiding at such meeting.

24. (1) The chairman shall cause minutes to be kept of the proceedings at all meetings of the board.

(2) Such minutes shall include a statement of the date and place of the meeting concerned and contain a list of the names of all the members present at such meeting.

(3) A copy of such minutes shall as soon as possible be forwarded by the secretary of the board to each member of the board.

(4) The minutes of the proceedings of a meeting of a board shall be presented to the board at the first ensuing meeting of such board and, if such minutes are confirmed at such last-mentioned meeting, whether with or without amendments, it shall be signed by the person presiding at such meeting and by the secretary of such board.

COMMITTEES OF BOARDS

25. (1) Any committee appointed under section 19 of the Act shall consist of not more than 10 members.

(2) Subject to the provisions of subregulation (3), the members of any such committee shall be appointed for such periods as the board in question may determine and such appointment shall take place at a properly constituted meeting of such board or, if the appointment of any member at such a meeting is inexpedient in the circumstances of the case, such member may be appointed by the chairman.

die voorsitter goedgekeur is en wat die sake vermeld wat by die betrokke vergadering van so 'n raad oorweeg sal word.

(4) Iedere lid van 'n raad moet iedere vergadering van die raad bywoon, tensy hy deur die voorsitter verlof verleen is om van sodanige vergadering afwesig te wees.

20. (1) Die voorsitter sit voor by al die vergaderings van 'n raad.

(2) In afwesigheid van die voorsitter van 'n vergadering van die raad, sit die adjunk-voorsitter op sodanige vergadering voor.

(3) Indien die voorsitter sowel as die adjunk-voorsitter van 'n vergadering van 'n raad afwesig is, kies die lede wat by bedoelde vergadering aanwesig is 'n lid van so 'n raad wat aldus aanwesig is om by die vergadering voor te sit.

21. (1) Behoudens die bepalings van regulasie 19 (3), word geen aangeleentheid wat nie in die sakelys in daardie regulasie bedoel vermeld word nie by enige vergadering van 'n raad oorweeg nie, tensy die meerderheid van die lede wat by sodanige vergadering aanwesig is daartoe instem.

(2) 'n Lid van 'n raad kan minstens 14 dae voor 'n bepaalde vergadering van so 'n raad die voorsitter verwittig van enige aangeleentheid wat hy verlang in die sakelys van daardie vergadering ingesluit moet word en daarop word sodanige aangeleentheid in die sakelys van bedoelde vergadering ingesluit.

22. (1) Die prosedure by 'n vergadering van 'n raad word bepaal deur die persoon wat by bedoelde vergadering voorsit.

(2) Indien 'n lid beswaar maak teen 'n beslissing gegee ingevolge subregulasie (1) word die vraag onmiddellik sonder verdere bespreking tot stemming gebring.

23. (1) Elke lid van 'n raad het een stem by 'n vergadering van so 'n raad en by 'n staking van stemme het die persoon wat by sodanige vergadering voorsit ook 'n beslissende stem.

(2) Die stemme van die lede wat by 'n vergadering van 'n raad aanwesig is, word uitgebring op die wyse bepaal deur die persoon wat by sodanige vergadering voorsit.

24. (1) Die voorsitter moet notule van die verrigtings by al die vergaderings van die raad laat hou.

(2) Sodanige notule moet 'n aantekening insluit van die datum en plek van die betrokke vergadering en 'n lys van die name bevat van al die lede by sodanige vergadering aanwesig.

(3) 'n Kopie van sodanige notule moet so spoedig moontlik deur die sekretaris van die raad aan elke lid van die raad gestuur word.

(4) Die notule van die verrigtings van 'n vergadering van 'n raad moet op die eersvolgende vergadering van die raad aan die raad voorgelê word en, indien sodanige notule by sodanige laasgenoemde vergadering goedgekeur word, hetsy met of sonder wysigings, moet dit deur die persoon wat by laasgenoemde vergadering voorsit en die sekretaris van so 'n raad onderteken word.

KOMITEES VAN RADE

25. (1) 'n Komitee wat kragtens artikel 19 van die Wet aangestel is, bestaan uit hoogstens 10 lede.

(2) Behoudens die bepalings van subregulasie (3), moet die lede van enige sodanige komitee aangestel word vir sodanige tydperke as wat die betrokke raad mag bepaal en sodanige aanstelling moet by 'n behoorlik saamgestelde vergadering van so 'n raad plaasvind of, indien die aanstelling van 'n lid by sodanige vergadering nie in die bepaalde omstandighede doenlik is nie, kan sodanige lid deur die voorsitter aangestel word.

(3) No appointment made by the chairman in terms of subregulation (2) shall be valid for a longer period than 30 days, unless the appointment is confirmed by the board concerned at a properly constituted meeting of the board.

(4) The board making an appointment in terms of this regulation may at any time terminate any appointment so made if in its opinion there are good reasons for doing so.

(5) A member of a committee whose period of office has expired shall be eligible for reappointment.

(6) A committee member who is not a member of the board by which he has been appointed and who is not a member of the public service may be paid such allowances from the fund managed by such board as such board may, with the concurrence of the Minister and the Minister of Finance, determine.

26. (1) Every local committee—

(a) shall deposit all moneys received by it for or on behalf of the board by which it has been appointed or for or on behalf of the fund managed by such board or for or in respect of any of the objects of such board, in an account which it shall open in the name of such fund with a banking institution designated by such board;

(b) may, subject to the directions of the board, apply the amounts standing to the credit of such account only in furtherance of the objects of the board and shall transfer to the fund so much of such amounts as the board may from time to time direct or which might be standing to the credit of such account immediately before the dissolution of such committee or the conclusion of its functions;

(c) shall keep such accounting records, including a complete record of its income and expenditure, and such other records as the board may direct;

(d) shall furnish the board with such reports, returns, financial statements or information which the board may from time to time require;

(e) shall keep minutes of the proceedings at all meetings of such committee.

(2) All records kept by a local committee in terms of these regulations shall, on the dissolution of such committee or at the conclusion of its business be transferred to the board concerned.

QUORUM AND MEETINGS OF COMMITTEES

27. The provisions of regulation 17 shall *mutatis mutandis* apply to all meetings of every committee.

28. (1) A committee shall, subject to the directions of the board, meet at such times and such places as the chairman of the committee may determine.

(2) The chairman of a committee shall preside at all meetings of such committee and in his absence from such meeting the members present at that meeting shall elect one of such members to preside at such meeting.

(3) The chairman of a committee shall cause minutes to be kept of the proceedings at any meeting of such committee.

CONDITIONS OF SPECIAL AUTHORITIES GRANTED UNDER THE ACT

29. (1) The provisions of regulations 5, 9, 12, 13, 14, 15 and 16 shall, in so far as they may be appropriate and can be applied, *mutatis mutandis* apply to any person or organisation to whom or to which a special

(3) Geen aanstelling wat deur die voorsitter ingevolge subregulasie (2) gemaak is, is vir 'n langer tydperk as 30 dae geldig nie, tensy die aanstelling deur die betrokke raad by 'n behoorlik saamgestelde vergadering van die raad bevestig is.

(4) Die raad wat 'n aanstelling ingevolge hierdie regulasie doen, kan te eniger tyd 'n aanstelling wat aldus gedoen is, beëindig indien daar na sy oordeel goeie redes bestaan om dit te doen.

(5) 'n Lid van 'n komitee wie se ampstydperk verstryk het, kan heraanstelling word.

(6) 'n Komiteelid wat nie 'n lid van die raad is wat hom aangestel het nie en wat nie 'n lid van die Staatsdiens is nie, kan sodanige toelae betaal word uit die fonds wat deur sodanige raad bestuur word as wat sodanige raad, met die instemming van die Minister van Finansies, mag bepaal.

26. (1) Iedere plaaslike komitee—

(a) moet al die gelde wat hy ontvang vir of ten behoewe van die raad wat hom aangestel het of vir of ten behoewe van die fonds wat deur so 'n raad bestuur word of vir of in verband met die oogmerke van so 'n raad, deponeer in 'n rekening wat hy moet oopmaak by 'n bankinstelling wat deur so 'n raad aangewys is;

(b) kan, behoudens die voorskrifte van die raad, die bedrae wat tot die krediet van sodanige rekening staan, slegs ter bevordering van die oogmerke van die raad aanwend en moet sodanige bedrae aan die raad oordra as wat die raad van tyd tot tyd beveel of wat onmiddellik voor die ontbinding van so 'n komitee of die afsluiting van sy funksies tot die krediet van so 'n rekening mag staan.

(c) moet rekeningkundige rekords hou, insluitende volledige rekords van sy inkomste en uitgawe en sodanige ander rekords as wat die raad mag beveel;

(d) moet sodanige verslae, opgawes, finansiële state of ander inligting aan die raad verstrek as wat die raad van tyd tot tyd mag verlang;

(e) moet notule hou van die verrigtings by alle vergaderings van sodanige komitee.

(2) Alle rekords wat 'n plaaslike komitee ingevolge hierdie regulasies hou, word by ontbinding van so 'n komitee of by die afsluiting van sy sake aan die betrokke raad oorgedra.

KWORUM EN VERGADERINGS VAN KOMITEES

27. Die bepalinge van regulasie 17 is *mutatis mutandis* van toepassing op alle vergaderings van 'n komitee.

28. (1) Behoudens die voorskrifte van die raad, vergader 'n komitee op sodanige tye en plekke as wat die voorsitter van die komitee mag bepaal.

(2) Die voorsitter van 'n komitee sit voor by al die vergaderings van sodanige komitee en in sy afwesigheid van sodanige vergadering, verkies die lede wat by daardie vergadering aanwesig is een van sy lede om by so 'n vergadering voor te sit.

(3) Die voorsitter van 'n komitee moet notule laat hou van die verrigtings by 'n vergadering van so 'n komitee.

VOORWAARDES VAN SPESIALE MAGTIGINGS KRAGTENS DIE WET VERLEEN

29. (1) Die bepalinge van regulasies 5, 9, 12, 13, 14, 15 en 16 is in soverre dit toepaslik is, *mutatis mutandis* van toepassing op enige persoon of organisasie aan wie 'n spesiale magtiging kragtens artikel 21 van die Wet

authority under section 21 of the Act has been granted: Provided that, if the board granting such special authority so directs—

(a) contributions shall be collected under such special authority only in the name of the fund managed by such board;

(b) the account referred to in regulation 5 (c) (i) shall be opened in the name of such fund.

ACCOUNTING RECORDS AND FINANCIAL STATEMENTS OF BOARDS

30. (1) The provisions of regulations 12 (1), 13 (1) and 16 shall *mutatis mutandis* apply to a board.

(2) The financial statements and annual report prepared by a board in terms of regulation 13 (1), as read with subregulation (1), shall be submitted to the Minister within seven days after the Auditor-General has submitted his report to the Minister in terms of section 46 of the Exchequer and Audit Act, 1975 (Act 66 of 1975).

PRESERVATION OF RECORDS OF BOARDS

31. For the purposes of the Archives Act, 1962 (Act 6 of 1962), the office of a board shall be deemed to be a Government office as defined in that Act.

CONSTITUTION OF ORGANISATIONS AND BRANCHES

32. The constitution of any organisation or branch referred to in section 4 or 5 of the Act shall—

(a) set forth the name of such organisation or branch;

(b) exactly, succinctly and unambiguously set forth the objects or such organisation or branch;

(c) lay down the qualifications for membership of such organisation or branch and define the powers and privileges of its members;

(d) provide for the management of its affairs by a committee consisting of not less than five of its members and define the powers and functions of such committee and set forth the procedure for the appointment or election of the members of such committee;

(e) define the area in which contributions will be collected by or for or on behalf of such organisation or branch and in which its business will be carried on;

(f) state the manner in which the assets of such organisation or branch shall, on its dissolution, be disposed of;

(g) set out the procedure for amending the constitution.

SERVICE OF DOCUMENTS

33. Whenever any notice is in terms of the Act or these regulations required to be served, given or sent to any person or organisation such notice shall be deemed to have been so served, given or sent if it has been posted to such person or organisation by registered post.

OFFENCES

34. Any person who, without the authority of the auditor who has certified any financial statement or liquidation account, wilfully destroys, mutilates or alters such statement or account lying for inspection or submitted to the Director or who wilfully removes any such statement or account from any place where it is lying for inspection or where it is lawfully kept shall be guilty of an offence and liable on conviction to a fine not exceeding R200 or imprisonment for a period not exceeding three months.

verleen is: Met dien verstande dat, indien die raad wat so 'n spesiale magtiging verleen, aldus beveel—

(a) bydraes kragtens sodanige spesiale magtiging ingesamel moet word slegs in die naam van die fonds wat deur sodanige raad bestuur word;

(b) die rekening bedoel in regulasies 5 (c) (i) in die naam van sodanige fonds oopgemaak moet word.

REKENINGKUNDIGE REKORDS EN FINANSIËLE STATE VAN RADE

30. (1) Die bepalings van regulasies 12 (1), 13 (1), en 16 is *mutatis mutandis* van toepassing op 'n raad.

(2) Die finansiële state en jaarverslag wat deur 'n raad ingevolge regulasie 13 (1) saamgelees met subregulasie (1) opgestel is, moet aan die Minister voorgelê word binne sewe dae nadat die Ouditeur-generaal sy verslag ingevolge artikel 46 van die Skatkis- en Ouditwet, 1975 (Wet 66 van 1975), aan die Minister voorgelê het.

BEWARING VAN REKORDS VAN RADE

31. Vir die doeleindes van die Argiefwet, 1962 (Wet 6 van 1962), word die kantoor van 'n raad 'n Staatskantoor soos in daardie Wet omskryf, geag te wees.

KONSTITUSIE VAN ORGANISASIE EN TAKKE

32. Die konstitusie van 'n organisasie of tak bedoel in artikel 4 of 5 van die Wet moet—

(a) die naam van sodanige organisasie of tak weergee;

(b) die doelstellings van sodanige organisasie of tak noukeurig, bondig en ondubbelsinnig weergee;

(c) die kwalifikasies vir lidmaatskap van sodanige organisasie of tak neerlê en die magte en voorregte van sy lede omskryf;

(d) vir die bestuur van sy sake deur 'n komitee wat uit minstens vyf lede bestaan, voorsiening maak en die magte en werksaamhede van sodanige komitee omskryf en die prosedure by aanstelling of verkiesing van die lede van so 'n komitee weergee;

(e) die gebied omskryf waarin beoog word om bydraes deur of vir of ten behoeve van sodanige organisasie of tak in te samel en waarin beoog word om sy sake voort te sit;

(f) die wyse vermeld waarop oor die bates van sodanige organisasie of tak by sy ontbinding beskik sal word;

(g) die prosedure vir wysiging van die konstitusie.

BETEKENING VAN DOKUMENTE

33. Wanneer ook al dit ingevolge die Wet of hierdie regulasies vereis word dat 'n kennisgewing aan 'n persoon of organisasie beteken, gegee of gestuur word, word dit geag dat sodanige kennisgewing aldus beteken, gegee of gestuur is indien dit per aangetekende pos aan sodanige persoon of organisasie gepos is.

OORTREDINGS

34. Enigiemand wat, sonder die magtiging van die ouditeur wat 'n finansiële staat of likwidasierekening gesertifiseer het, wetens sodanige staat of rekening wat vir insae lê of aan die Direkteur voorgelê is, vernietig, skend of wysig, of wetens enige sodanige staat of rekening verwyder van enige plek waar dit ter insae lê of waar dit wettiglik gehou word, is aan 'n misdryf skuldig en, by skuldigbevinding, strafbaar met 'n boete van hoogstens R200 of gevangenisstraf vir 'n tydperk van hoogstens drie maande.

SCHEDULE I

DEPARTMENT OF SOCIAL WELFARE AND PENSIONS

Private Bag X63
PRETORIA
0001

Republic of South Africa

APPLICATION IN TERMS OF THE FUND-RAISING ACT, 1978 (ACT 107 OF 1978) FOR—

(Indicate the nature of the application by means of a cross in the appropriate block).

- ☐ AUTHORITY IN TERMS OF SECTION 4 (1) (a).
☐ THE REGISTRATION OF A BRANCH IN TERMS OF SECTION 5.
☐ TEMPORARY AUTHORITY IN TERMS OF SECTION 6.

Instructions:

1. Bold-printed blocks are for official use only.
2. An application for authority to collect contributions, must be accompanied by a copy of the organisation's constitution.
3. Applications for the registration of branches of fund-raising organisations are made by lodging a separate application for each branch and such application must be accompanied by a copy of the constitution of the branch.
4. If application for a temporary authority is made, items 08, 09 and 14 need not be completed.
5. "Address" (item 05) means the address in the Republic at which the fund-raising organisation, registered branch or holder will accept service of any notice in terms of the Act or these regulations.
6. An extract from the minutes of the meeting reflecting the decision of the management of the organisation, whereby the person who signs this application was authorised to do so, shall accompany the application.

	01 ☐	02 ☐	
	03 ☐	☐	☐

04. Name of organisation/branch/person ☐

05. Address ☐

06. In which area do you intend to collect contributions? (Specify e.g. suburb, municipal area, province.) ☐

07. For which period do you intend to collect contributions? (a) Indefinite ☐ (b) to ☐ (date)

08. How many branches do you have under your control? (In the case of organisations) ☐

09. For which objects do you intend to collect contributions? ☐

10. Do you require an authority in terms of any other law to carry on with your activities? ☐ YES ☐ NO
 If "yes" (i) state the act concerned ☐ YES ☐ NO
 (ii) do you possess such authority? ☐ YES ☐ NO
 If "yes" state reference number ☐

11. Do you have an authority in terms of any other act to collect contributions? ☐ YES ☐ NO
 If "yes", quote the act concerned ☐

12. Has an authority under the Act to collect contributions ever been granted to you? ☐ YES ☐ NO Has an authority previously been refused to you? ☐ YES ☐ NO
 If "yes", quote the reference number ☐
 Has the said authority expired? ☐ YES ☐ NO Has the said authority been suspended? ☐ YES ☐ NO
 Has the said authority been withdrawn? ☐ YES ☐ NO Has the organisation/branch been dissolved? ☐ YES ☐ NO

13. Do you intend to collect contributions at remuneration for or on behalf of any organisation or person? ☐ YES ☐ NO

14. Particulars of the management of organisation/branch.

	SURNAME AND INITIALS	ADDRESS	PROFESSION
Chairman			
Deputy-chairman			
Treasurer			
Secretary			
Other members			

(If space is insufficient, furnish details on a separate sheet).

DECLARATION

I,
 (full names)

duly authorised by the management hereby apply for an authority/temporary authority/registration certificate and declare that the information in this application is correct.

.....
 (Place)

.....
 (Signature)

.....
 (Date)

.....
 (Capacity)

DEPARTEMENT VAN VOLKSWELSYN EN PENSIOENE

Privaatsak X63
PRETORIA
0001

Republiek van Suid-Afrika

AANSOEK INGEVOLGE DIE WET OP FONDSINSAMELING 1978 (WET 107 VAN 1978), OM—

(Dui die aard van die aansoek deur middel van 'n kruisie in die betrokke blokkie aan).

- ☐ MAGTIGING INGEVOLGE ARTIKEL 4 (1) (a).
- ☐ DIE REGISTRASIE VAN 'N TAK INGEVOLGE ARTIKEL 5.
- ☐ TYDELIKE MAGTIGING INGEVOLGE ARTIKEL 6.

Voorskrifte:

1. Vetdrukblokkies is slegs vir amptelike gebruik.
2. 'n Aansoek om magtiging om bydraes in te samel, moet vergesel gaan van 'n afskrif van die organisasie se konstitusie.
3. Aansoeke om die registrasie van takke van fondsinsamelingsorganisasies geskied deur die indiening van 'n afsonderlike aansoekvorm vir elke tak en sodanige aansoek moet van 'n afskrif van so 'n tak se konstitusie vergesel wees.
4. Indien aansoek om 'n tydelike magtiging gedoen word, hoef items 08, 09 en 14 nie ingevul te word nie.
5. "Adres" (item 05) bedoel die adres in die Republiek waar die fondsinsamelingsorganisasie, geregistreerde tak of houer, betekening van enige kennisgewing ingevolge die Wet of hierdie regulasies sal aanvaar.
6. 'n Uittreksel uit die notule van die vergadering wat die besluit van die bestuur van die organisasie weergee, waarby die persoon wat hierdie aansoek teken, gemagtig is om dit te doen, moet die aansoek vergesel.

	01 ☐	02 ☐		03 ☐	☐	☐	☐	☐	☐
04. Naam van organisasie/tak/persoon									
05. Adres									
06. In welke gebied beoog u om bydraes in te samel? (Spesifiseer bv. voorstad, munisipale gebied, gebied, provinsie.)									
07. Vir welke tydperk beoog u om bydraes in te samel? (a) Onbepaald ☐ (b) tot (datum)									
08. Hoeveel takke het u onder u beheer? (In die geval van organisasies).....									
09. Vir watter doelstellings wil u bydraes insamel?.....									
10. Word dit ingevolge 'n ander wet vereis dat u oor 'n magtiging moet beskik om u bedrywighede voort te sit? ☐ JA ☐ NEE									
Indien "ja" (i) noem die betrokke wet.....	☐ JA ☐ NEE								
(ii) beskik u oor die nodige magtiging? Indien "ja" noem die verwysingsnommer.....	☐ JA ☐ NEE								
11. Beskik u ingevolge enige ander wet oor 'n magtiging om bydraes in te samel? Indien "ja", meld die betrokke wet.....	☐ JA ☐ NEE								
12. Is 'n magtiging kragtens die wet om bydraes in te samel ooit voorheen aan u verleen? ☐ JA ☐ NEE	Is 'n magtiging voorheen aan u geweier? ☐ JA ☐ NEE								
Indien "ja", verstrek die verwysingsnommer.....									
Het bedoelde magtiging verstryk? ☐ JA ☐ NEE	Is bedoelde magtiging opgeskort? ☐ JA ☐ NEE								
Is bedoelde magtiging ingetrek? ☐ JA ☐ NEE	Is die organisasie/tak ontbind? ☐ JA ☐ NEE								
13. Beoog u om bydraes teen vergoeding vir of namens 'n ander organisasie of persoon in te samel?	☐ JA ☐ NEE								
14. Besonderhede van bestuur van organisasie/tak									
	VAN EN VOORLETTERS			ADRES			BEROEP		
Voorsitter									
Ondervoorsitter									
Tesourier									
Sekretaris									
Ander lede									

(Indien ruimte onvoldoende is, verstrek die gegewens op 'n aparte staat)

VERKLARING

Ek.....
(Volle naam)

behoorlik daartoe gemagtig deur die bestuur doen hiermee aansoek om 'n magtiging/tydelike magtiging/registrasiesertifikaat en verklaar dat die inligting in hierdie aansoek na my beste wete waar en juis is.

.....
(Plek)

.....
(Handtekening)

.....
(Datum)

.....
(Hoedanigheid)

BYLAE II
SCHEDULE IIMAGTIGING OM BYDRAES IN TE SAMEL
AUTHORITY TO COLLECT CONTRIBUTIONSRepubliek van Suid-Afrika
Republic of South AfricaMAGTIGING WORD HIERBY AAN
AUTHORITY IS HEREBY GIVEN TO

.....

kragtens artikel 4 van die Wet op Fondsinsameling, 1978 (Wet 107 van 1978) verleen om,
in terms of section 4 of the Fund-Raising Act, 1978 (Act 107 of 1978) subject to the

onderworpe aan die bepalings van die Wet, die voorwaardes ingevolge regulasie 5 en die ander voorwaardes
provisions of the Act, the conditions in terms of regulation 5 and the other conditions specified hereunder

hieronder vermeld (indien enige) onder verwysingsnommer
(if any) to collect contributions under reference number.....

in die gebied
in the area.....

vir die tydperk
for the period.....

vir die volgende doelstellings bydraes in te samel:
for the following objects:

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

ANDER VOORWAARDES:
OTHER CONDITIONS:

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

.....
Plek
Place

.....
Datum
Date

.....
Direkteur van Fondsinsameling
Director of Fund-Raising

HIERDIE VORM IS UITGEREIK SONDER ENIGE
VERANDERING DAAROP
THIS FORM HAS BEEN ISSUED WITHOUT ANY
ALTERATIONS THEREON

HIERDIE MAGTIGING IS NIE OORDRAAGBAAR
NIE
THIS AUTHORITY IS NOT TRANSFERABLE

**TYDELIKE MAGTIGING OM BYDRAES IN TE SAMEL
TEMPORARY AUTHORITY TO COLLECT CONTRIBUTIONS**

Republiek van Suid-Afrika
Republic of South Africa

**TYDELIKE MAGTIGING WORD HIERBY AAN
TEMPORARY AUTHORITY IS HEREBY GIVEN TO**

.....
kragtens artikel 6 van die Wet op Fondsinsameling, 1978 (Wet 107 van 1978) verleen om,
in terms of section 6 of the Fund-Raising Act, 1978 (Act 107 of 1978) subject to the

onderworpe aan die bepalings van die Wet, die voorwaardes ingevolge regulasie 5 en die ander voorwaardes
provisions of the Act, the conditions in terms of regulation 5 and the other conditions specified hereunder

hieronder vermeld (indien enige) onder verwysingsnommer
(if any) to collect contributions under reference number.....

in die gebied
in the area.....

vir die tydperk
for the period.....

vir die volgende doelstellings bydraes in te samel:
for the following objects:

.....
.....
.....
**ANDER VOORWAARDES:
OTHER CONDITIONS:**

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

.....
Plek
Place

.....
Datum
Date

.....
Direkteur van Fondsinsameling/Hoofvolks-
welsynbeampte
Director of Fund-Raising/Chief Social
Welfare Officer

**HIERDIE VORM IS UITGEREIK SONDER ENIGE
VERANDERINGS DAAROP
THIS FORM HAS BEEN ISSUED WITHOUT ANY
ALTERATIONS THEREON**

**HIERDIE MAGTIGING IS NIE OORDRAAGBAAR
NIE
THIS AUTHORITY IS NOT TRANSFERABLE**

BYLAE IV
SCHEDULE IVREGISTRASIESERTIFIKAAT
REGISTRATION CERTIFICATERepubliek van Suid-Afrika
Republic of South AfricaEK SERTIFISEER HIERMEE DAT
I HEREBY CERTIFY THATkragtens artikel 5 van die Wet op Fondsinsameling, 1978 (Wet 107 van 1978), onder
in terms of section 5 of the Fund-Raising Act, 1978 (Act 107 of 1978),verwysingsnommer
under reference number.....as 'n tak van
as a branch of.....waaraan 'n magtiging onder verwysingsnommer
to whom an authority has been granted under reference number.....kragtens artikel 4 van Wet 107 van 1978 verleen is op
in terms of section 4 of Act 107 of 1978 on.....geregistreer is om onderworpe aan die bepalings van die Wet
is registered, subject to the provisions of the Actin die gebied
to collect contributions in the area.....vir die tydperk
for the period.....bydraes vir die volgende doelstellings in te samel:
for the following objects:Plek
PlaceDatum
DateDirekteur van Fondsinsameling
Director of Fund-RaisingHIERDIE VORM IS UITGEREIK SONDER ENIGE
VERANDERINGS DAAROP
THIS FORM HAS BEEN ISSUED WITHOUT ANY
ALTERATIONS THEREONHIERDIE REGISTRASIESERTIFIKAAT IS NIE
OORDRAAGBAAR NIE
THIS REGISTRATION CERTIFICATE IS NOT
TRANSFERABLE

SCHEDULE V

REFERENCE NUMBER

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Republic of South Africa

I.....
(Name of person)DULY AUTHORISED THERETO BY ⁽¹⁾

(Name and address of fund-raising organisation, registered branch, board, authorised organisation or authorised person granting the permission/special permission)

HEREBY GRANT PERMISSION/SPECIAL PERMISSION ⁽¹⁾ TO

TO COLLECT CONTRIBUTIONS IN THE AREA

FOR THE PERIOD

TO

FOR THE FOLLOWING OBJECTS

If contributions are collected at remuneration (viz. in the case of a special permission) the agreement referred to in section 7 (3) of the Act, lies for inspection at

(Address/es)

DURING

(Times)

PLACE.....

DATE.....

Signature of person granting permission/
special permission

Capacity

⁽¹⁾ Delete if not applicable

BYLAE V

VERWYSINGSNOMMER

Republiek van Suid-Afrika

HIERBY VERLEEN EK.....

(Naam van persoon)

BEHOORLIK DAARTOE GEMAGTIG DEUR ⁽¹⁾

(Naam en adres van fondsinsamelingsorganisasie, geregistreerde tak, raad, gemagtigde organisasie of gemagtigde persoon wat die vergunning/spesiale vergunning verleen)

VERGUNNING/SPESIALE VERGUNNING ⁽¹⁾ AAN

OM BYDRAES IN TE SAMEL IN DIE GEBIED

VIR DIE TYDPERK TOT

VIR DIE VOLGENDE DOELSTELLINGS

Indien bydraes teen vergoeding ingesamel word (d.w.s. in die geval van 'n spesiale vergunning) lê die ooreenkoms, in artikel 7 (3) van die Wet bedoel, ter insae by

(Adres/se)

GEDURENDE

(Tye)

PLEK.....

DATUM.....

Hantekening van persoon wat vergunning/
spesiale vergunning verleen

Hoedanigheid

(1) Skrap wat nie van toepassing is nie.

SCHEDULE VI

REFERENCE NUMBER 01

STATEMENT OF INCOME AND EXPENDITURE

TOTAL

Previous financial year			Financial year 19.....	
	%	REVENUE:		%
	%	Gross current collections (including large <i>ad hoc</i> donations) direct from public..... 02		%
	%	Net balance on subsidised service (1) 03		%
	%	Revenue obtained from other fund-raising organisations..... 04		%
	%	Membership fees..... 05		%
	%	Board and lodging fees..... 06		%
	%	Government subsidy (2)..... 07		%
	%	Income on investments: dividends, interest, net rentals..... 08		%
	%	Bequests..... 09		%
	%	Capital profits (3)..... 10		%
	%	Other local revenue (specify)..... 11		%
	%	All revenue from abroad..... 12		%
	100%	TOTAL REVENUE..... 13		100%
		EXPENDITURE:		
	%	SERVICE EXPENDITURE:		%
	%	Client services..... 14		%
	%	Net deficit on subsidised service (1) 15		%
	%	Research..... 16		%
	%	Information and publicity (4)..... 17		%
		TOTAL SERVICE EXPENDITURE 18		
		EXPENDITURE ON AUXILIARY SERVICES:		
	%	General administration..... 19		%
	%	Fund-raising (4)..... 20		%
		TOTAL EXPENDITURE AUXILIARY SERVICES..... 21		
	100%	TOTAL EXPENDITURE..... 22		100%
		NET SURPLUS (DEFICIT) FOR THE YEAR..... 23		
		FAVOURABLE (ADVERSE) BALANCE BEGINNING OF YEAR..... 24		
		TRANSFERS TO (FROM) RESERVES AND SPECIAL FUNDS (specify).... 25		
		FAVOURABLE (ADVERSE) CLOSING BALANCE ON INCOME STATEMENT..... 26		

NOTES:

1. A separate statement of income and expenditure, Schedule VI, and statement of analysis of expenditure, Schedule VI A, in respect of each subsidised service must be attached.
2. Remissions, for example of municipal rates, must not be included.
3. Capital profits are derived mainly from the alienation of fixed assets.
4. Expenditure on advertisements or other publicity directly relating to the collection of funds, particularly during a special fund-raising campaign, shall be shown as expenditure on the collection of funds.

VERWYSINGSNOMMER

01

STAAT VAN INKOMSTE EN UITGAWE

TOTAAL

Vorige finansiële jaar		INKOMSTE	Finansiële jaar 19.....	
	%	Bruto lopende insamelings (insluitend groot <i>ad hoc</i> skenkings) direk van die publiek..... 02		%
	%	Netto oorskot op gesubsidieerde diens (1)..... 03		%
	%	Inkomste verkry van ander fondsinsamelingsorganisasies..... 04		%
	%	Ledegeld..... 05		%
	%	Losiesgeld..... 06		%
	%	Subsidie van owerheidsweë (2)..... 07		%
	%	Inkomste uit beleggings: Dividende, rente en huur..... 08		%
	%	Bemakings..... 09		%
	%	Kapitaalwins (3)..... 10		%
	%	Ander plaaslike inkomste (spesifiseer) 11		%
	%	Alle inkomste verkry uit die buiteland 12		%
	100%	TOTALE INKOMSTE..... 13		100%
		UITGAWES:		
		DIENTE-UITGAWE:		
	%	Kliëntediens..... 14		%
	%	Netto tekort op gesubsidieerde diens (1)..... 15		%
	%	Navorsing..... 16		%
	%	Voorligting en reklame (4)..... 17		%
		TOTALE DIENTE-UITGAWE.. 18		
		UITGAWE AAN ONDERSTEUNENDE DIENSTE:		
	%	Algemene administrasie..... 19		%
	%	Fondsinsameling (4)..... 20		%
	%	TOTALE UITGAWE: ONDERSTEUNENDE DIENS..... 21		%
	100%	TOTALE UITGAWE..... 22		100%
		NETTO OORSKOT (TEKORT) VIR DIE JAAR..... 23		
		BATIGE (NADELIGE) BALANS BEGIN VAN DIE JAAR..... 24		
		OORDRAGTE NA (VANAF) RESERWES EN SPESIALE FONDSE (SPESIFISEER)..... 25		
		BATIGE (NADELIGE) SLOTSALDO OP INKOMSTESTAAT..... 26		

NOTAS:

1. 'n Afsonderlike staat van inkomste en uitgaawe (Bylae VI) en ontleding van uitgaawe (Bylae VI A) ten opsigte van elke gesubsidieerde diens moet aangeheg word.
2. Kwytstelling, byvoorbeeld van munisipale belastinge, moet nie ingesluit word nie.
3. Kapitaalwinste sal hoofsaaklik verkry word van die vervreemding van vaste bates.
4. Uitgaawe ten opsigte van advertensiekoste of ander reklame-uitgaawe wat verband hou met die insameling van fondse, veral gedurende 'n spesifieke fondsinsamelingsveldtog, sal as uitgaawe aan fondsinsameling gewys word.

WP.

ANALYSIS OF EXPENDITURE

SCHEDULE VI A

Republic of South Africa

PLEASE NOTE: 1. All figures (to the nearest rand) must end in the right hand block, e.g. R457 226 must be shown as

4	5	7	2	2	6
---	---	---	---	---	---

2. All expenditure in respect of (a) research, and (b) public relations must be shown against items 6 (i) and 6 (ii) respectively, and must not be included in any of the other items, e.g. staff expenditure.

3. All bold-faced blocks are for official use only.

4. Fund-raising organisations/registered branches receiving or intending to apply for a subsidy from the Department of Social Welfare and Pensions, must also submit the following:

(a) A fully specified statement in respect of items 1 and 6 must accompany this ANALYSIS OF EXPENDITURE. (In respect of salaries, the position held, salary scale and salary notch must be indicated.)

(b) In respect of service centres, the following information must be submitted on a separate sheet: (i) Average number of members for the year; (ii) number of days and hours the centre has not functioned; (iii) average number present per meeting; (iv) type of service rendered.

(c) Hostels for the blind must notify the Department of Social Welfare and Pensions as to the amount collected in respect of board and lodging. If this is not done, expenditure will be disregarded for subsidy purposes.

INSTITUTION'S NAME		REFERENCE NUMBER		
02		01		
		EXPENDITURE FOR THE FINANCIAL YEAR..... IN RESPECT OF—		
		Services	General Administration	Collection of contributions
		For official use only		
1. STAFF EXPENDITURE:				
(i) Salaries and wages:				
(a) Professional staff.... 03				
(b) Other staff..... 04				
(ii) Bonuses..... 05				
(iii) Honorarium..... 06				
(iv) Contributions in respect of pension fund, medical fund and Unemployment/Workmen's compensation 07				
2. TRANSPORT AND OFFICE EXPENDITURE:				
(i) Transport (Fuel, tyres, licences, third party, repairs)..... 08				
(ii) Subsistence and travel expenditure:				
In the R.S.A. 09				
Outside the R.S.A. 10				
(iii) Advertisements. 11				
(iv) Telephone, postage and post office box rent..... 12				
(v) Levies/Registration. 13				
(vi) Printing and stationery... 14				
(vii) Books and periodicals.... 15				
(viii) Insurance (Buildings equipment and vehicles)..... 16				
(ix) Equipment and vehicles:				
(a) Purchase. 17				
(b) Maintenance. 18				
(c) Replacement. 19				
(x) Affiliation fees. 20				

	For official use only	EXPENDITURE FOR THE FINANCIAL YEAR..... IN RESPECT OF—		
		Services	General Administration	Collection of contributions
3. LAND AND BUILDINGS:				
(i) Rent. 21				
(ii) Capital redemption and interest on loans. 22				
(iii) Maintenance. 23				
(iv) Municipal services. 24				
4. DOMESTIC EXPENDITURE:				
(i) Domestic fuel, laundry and cleaning services. 25				
(ii) Food and groceries. 26				
(iii) Linen, blankets, clothing, material, shoes, kitchen- ware and crockery. 27				
(iv) Medical. 28				
(v) Education and recreation 29				
(vi) Pocket money and func- tions. 30				
5. PROFESSIONAL AND SPECIAL SERVICES:				
(i) Audit cost. 31				
(ii) Bank charges. 32				
(iii) Other professional services 33				
6. SUNDRIES:				
(i) Research. 34				
(ii) Public relations. 35				
(iii) Depreciation. 36				
(iv) Writes off. 37				
(v) Other. 38				
TOTAL. 39				

40

41

42

43

CERTIFICATE

I/WE CERTIFY THAT THE FIGURES SHOWN ABOVE ARE TRUE AND CORRECT

Chairman

Date.....

AUDIT STAMP

Secretary

COMPILED BY.....

CHECKED BY.....

	Vir amptelike gebruik	UITGAWE VIR DIE FINANSIËLE JAAR..... TEN OPSIGTE VAN—		
		Dienste	Algemene administrasie	Insameling van bydraes
3. GROND EN GEBOUE:				
(i) Huurgeld. 21				
(ii) Kapitaaldelging en rente op lenings. 22				
(iii) Instandhouding. 23				
(iv) Munisipale dienste. 24				
4. HUISHOUDELIKE UITGAWES:				
(i) Huishoudelike brandstof, wassery en skoonmaak-dienste. 25				
(ii) Voedsel en kruideniers-ware. 26				
(iii) Linne, komberse, klerasie, materiaal en skoesel, kom-buisgereedskap en breek-ware. 27				
(iv) Medies. 28				
(v) Onderwys en ontspanning 29				
(vi) Sakgeld en funksies. 30				
5. PROFESSIONELE EN SPESIALE DIENSTE:				
(i) Ouditkoste. 31				
(ii) Bankkoste. 32				
(iii) Ander professionele dienste 33				
6. DIVERSE:				
(i) Navorsing. 34				
(ii) Openbare verhoudings. 35				
(iii) Waardevermindering. 36				
(iv) Afskrywings. 37				
(v) Ander. 38				
TOTAAL. 39				

40

41

42

43

SERTIFIKAAT

EK/ONS SERTIFISEER HIERMEE DAT DIE SYFERS HIERBO JUIS EN KORREK IS

Voorsitter

DATUM.....

OUDIT
STEMPEL

Sekretaris

OPGESTEL DEUR.....

NAGESIEN DEUR.....

WP

BYLAE VI B
SCHEDULE VI BVERWYSINGSNOMMER
REFERENCE NUMBER

--	--	--	--	--	--	--	--

STAAT VAN BRON EN AANWENDING VAN FONDSE
STATEMENT OF SOURCE AND APPLICATION OF FUNDS

	R
BRON VAN FONDSE: SOURCE OF FUNDS:	
Netto oorskot van inkomste bo uitgawe volgens inkomtestaat (Bylae VI) (1) Net surplus of income over expenditure according to income statement (Schedule VI) (1).....	
<i>Tel terug:</i> Voorsienings soos per Bylae VI A <i>Add back:</i> Provisions as per Schedule VI A	
Waardevermindering Depreciation.....	
Ander interne voorsienings (slegs totaal) Other internal provisions (total only).....	
Netto inkomste voor interne voorsiening Net income before internal provisions.....	
Spesiale trustfondse ontvang (2) Special trust funds received (2).....	
Lenings ontvang Loans received.....	
Vaste bates verkoop Fixed assets sold.....	
Vermindering in netto bedryfsbates (3) Decrease in net current assets (3).....	
Ander bronne van fondse (spesifiseer) Other sources of funds (specify).....	
AANWENDING VAN FONDSE: APPLICATION OF FUNDS:	
Spesiale trustfondse <i>bestee</i> (2) Special trust funds <i>expended</i> (2).....	
Vaste bates aangekoop Fixed assets purchased.....	
Beleggings gedoen Investments made.....	
Ander aanwending van fondse (spesifiseer) Other appropriation of funds (specify).....	

Notas:
Notes:

(1) 'n Netto *tekort* is 'n aanwending van fondse, en word vir doeleindes van die fondsestaat verminder deur interne voorsienings.
A net *deficit* is an application of funds and, for the purposes of the statement of funds, is reduced by internal provisions.

(2) Oorplasinge na of uit ander fondse word buite rekening gelaat.
Transfers to or from other funds are left out of account here.

(3) 'n *Toename* in netto bedryfsbates is 'n aanwending van fondse. Netto bedryfsbates = bedryfsbates - bedryfslaste (soos per bylae VII).
An *increase* in net current assets is an application of funds. Net current assets = current assets - current liabilities (as per Schedule VII).

SCHEDULE VII

REFERENCE NUMBER

BALANCE SHEET

Republic of South Africa

The balance sheet must contain at least the following information under the headings shown:

FUNDS EMPLOYED (1):

ACCUMULATED CAPITAL FUNDS EXPENDED.....

SPECIAL TRUST FUNDS (SPECIFY).....

RESERVES (SPECIFY).....

OTHER UNEXPENDED COLLECTED FUNDS.....

R c

EMPLOYMENT OF FUNDS:

FIXED ASSETS (2):

Cost price or valuation

Depreciation

Net book value

Fixed property.....

Motor vehicles.....

Furniture and equipment.....

Other (specify).....

Less: LONG-TERM LIABILITIES (MORTGAGE LOANS
etc.—SPECIFY):

INVESTMENTS.....

Listed shares (state market value).....

Unlisted shares (state valuation).....

Debentures and mortgage loans.....

Other (specify).....

CURRENT ASSETS:

Stock.....

Debtors.....

Funds on call and on deposit.....

Bank balances, cash, etc.....

Less: CURRENT LIABILITIES:

Creditors.....

Bank overdraft, etc.....

TOTAL EMPLOYMENT OF FUNDS.....

--	--	--	--	--	--	--	--	--	--

(1) All material movements in the separate funds and reserves during the financial year shall be shown in the balance sheet (preferably in the form of a note), unless the full information appears in the income statement. Show (a) the source and the amount of any transfers to funds and reserves and (b) the amount and the application of any transfers from funds and reserves.

(2) Net book value only to be given as at end of previous financial year.

VERWYSINGSNOMMER

BALANSSTAAT

Republiek van Suid-Afrika

Die balansstaat moet ten minste die volgende inligting onder die aangeduide hoofde toon:

FONDSE AANGEWEND (1):

OPGEHOOPTE BESTEDE KAPITAALFONDSE

SPESIALE TRUSTFONDSE (SPESIFISEER)

RESERWES (SPESIFISEER)

ANDER ONBESTEDE INGESAMELDE FONDSE

R c

AANWENDING VAN FONDSE:

VASTE BATES (2):

Vaste eiendom.

Motorvoertuie

Meubels en uitrusting.

Ander (spesifiseer)

Kosprijs of waardasie

Waardevermindering

Netto boekwaarde

Minus: LANGTERMYN LASTE (VERBANDLENINGS ens.—
SPESIFISEER):

BELEGGINGS

Genoteerde aandele (vermeld markwaarde)

Ongenoteerde aandele (vermeld waardasie)

Obligasies en verbandlenings

Ander (spesifiseer)

BEDRYFSBATES:

Voorraad

Skuldenaars (Debiteure)

Fondse op aanvraag en op deposito

Banksaldo's, kontant ens.

Minus: BEDRYFSLASTE:

Krediteure

Bankoortrekking, ens.

TOTALE AANWENDING VAN FONDSE

--	--	--	--	--	--	--	--	--	--

(1) Alle *wesenlike* bewegings in die verskillende fondse en reserwes gedurende 'n finansiële jaar moet in die balansstaat getoon word (ver kieslik in die vorm van 'n nota), tensy die *volledige* inligting in die inkomtestaat verskyn. Toon aan: (a) die bron en die bedrag van enige oorplasings na fondse en reserwes, en (b) die bedrag en aanwending van enige oorplasings vanuit fondse en reserwes.

(2) Netto boekwaarde word slegs verstrek soos aan einde van die vorige finansiële jaar.

SCHEDULE VIII

REFERENCE NUMBER

[illegible]

LIQUIDATION AND DISTRIBUTION ACCOUNT

Instructions:

1. The accounts must be lodged on A4 standard paper.
2. A detailed account of receipts and payments in respect of the fund-raising organisation, branch, holder, authorised organisation or authorised person must be given. The account of receipts must contain a record of all receipts derived from the realisation of assets existing at the date of the winding up resolution including any balance in the bank, book debts and calls collected, property sold, etc. The account of payments must contain a record of all payments made in respect of costs and charges and of payments. Where property has been realised the gross proceeds of the sale must be entered as a receipt and the necessary payments incidental to the sale must be entered as a payment. This account must not contain payments into or withdrawals from the bank, which must be shown separately by means of a bank statement.
3. Receipts and payments must be supported by satisfactory vouchers numbered consecutively in the top right-hand corner by reference to the number appearing in the account opposite the relative item.
4. Each receipt and payment, and the date thereof, must be entered in the account in such a manner as sufficiently to explain its nature. Receipts and payments must be numbered consecutively with reference to the number of the relative vouchers and must be added up separately at the foot of each sheet.

Name of fund-raising organisation, branch, holder, or authorised organisation or authorised person.

Name and address of treasurer

LIQUIDATION ACCOUNT

Receipts				Payments			
Date	Description of receipts	Document No. of voucher	Amount R c	Date	Description of payments	Document No. of voucher	Amount R c
Balance				Balance			
			R				R

RECONCILIATION

	R	C
Total receipts		
Total payments		
Balance	R	
Balance as per bank statement of the date of the Liquidation Account.	R	

[illegible][illegible]

Date _____

.....
Date

VERWYSINGSNOMMER

LIKWIDASIE- EN DISTRIBUSIEREKENING

Voorskrifte:

1. Die rekenings moet op A4-standaardpapier ingedien word.
2. 'n Gedetailleerde rekening van die ontvangste en uitbetalings in verband met die fondsinsamelingsorganisasie, tak, houer, gemagtigde organisasie of gemagtigde persoon moet gelewer word. Die rekening van ontvangste moet 'n weergawe bevat van alle ontvangste verkry uit die tegeldemaking van bates wat bestaan het op die datum van die likwidasiëbesluit, insluitende die bankbalans, boekskulde, geïnde opvorderings, verkoopte eiendom, ens. Die rekening van uitbetalings moet 'n weergawe van alle betalings gedoen ten opsigte van koste en vorderings en van betalings bevat. Indien eiendom te geld gemaak is, moet die bruto opbrengs van die verkoop as ontvangste en die nodige betalings verbonde aan die verkoop as 'n betaling aangedui word. Hierdie rekening moet nie inbetalings in en onttrekkings uit die bank, wat afsonderlik deur middel van 'n bankstaat aangedui moet word, bevat nie.
3. Ontvangste en uitbetalings moet gestaaf word deur bevredigende bewysstukke wat in die boonste regterhoek opeenvolgend genommer is met die nommer wat in die rekening teenoor die betrokke item voorkom.
4. Alle ontvangste en uitbetalings en die datum daarvan moet so in die rekening aangedui word dat die aard daarvan duidelik blyk. Ontvangste en uitbetalings moet in volgorde genommer word met verwysing na die betrokke bewysstuknommer en moet afsonderlik onderaan elke vel opgestel word.

Naam van fondsinsamelingsorganisasie, tak, houër, gemagtigde organisasie of gemagtigde persoon.

Naam en adres van tesourier.

[illegible]

REKONSILIASIESTAAT	
	R c
Totale ontvangste	
Totale uitgawes	
Balans	R
Balans ooreenkomstig bankstaat op datum van die likwidasierekening	R

[illegible][illegible]

.....
Datum

Datum

NOTICE 890 OF 1978

DRAFT REGULATIONS FOR THE ELECTION OF MEMBERS OF THE COUNCIL FOR SOCIAL AND ASSOCIATED WORKERS

DEFINITIONS

1. In these regulations, unless the context otherwise indicates—

(i) "agent" means any person designated in writing by a candidate to represent him at an event referred to in regulation 14 (1) or 15 (1);

(ii) "applicant" means any person who makes an application;

(iii) "application" means an application referred to in regulation 11;

(iv) "ballot paper" means the ballot paper referred to in regulation 13;

(v) "ballot paper envelope" means the ballot paper envelope referred to in regulation 12 (4) (b);

(vi) "candidate" means any person nominated in terms of regulation 7;

(vii) "declaration of identity" means the declaration of identity referred to in regulation 12 (4) (c);

(viii) "documents envelope" means the documents envelope referred to in regulation 12 (4) (a);

(ix) "election" means the first election of members of the council in terms of section 5 of the Act;

(x) "returning officer" means the returning officer appointed in terms of regulation 4;

(xi) "official languages" means the official languages of the Republic;

(xii) "polling day" means the day which follows immediately on the expiry of the period mentioned in the notice published in terms of regulation 11;

(xiii) "polling officer" means a polling officer appointed in terms of regulation 18 (1);

(xiv) "registration number" means the registration number appearing on the registration certificate issued in terms of the National Welfare Act, 1965 (Act 79 of 1965), to a social worker as defined in that Act;

(xv) "the Act" means the Social and Associated Workers Act, 1978 (Act 110 of 1978);

(xvi) "vacancy" means a vacancy on the council;

(xvii) "voter" means any person who is entitled to vote at an election in terms of regulations 2 and 3; and every word to which a meaning has been assigned in the Act, shall bear that meaning.

ELECTION OF FIRST COUNCIL

Qualification of voters

2. Subject to the provisions of regulation 3, every social worker is entitled to record one vote at an election in respect of every vacancy which exists.

3. Notwithstanding the provisions of regulation 2, no social worker shall be entitled to vote at an election if, on the day on which he casts his vote, he is—

(a) not resident in the Republic;

(b) mentally ill as referred to in the Mental Health Act, 1973 (Act 18 of 1973); or

(c) detained in prison.

Returning officer

4. The Minister shall, with a view to the election, appoint a returning officer as soon as possible after the commencement of the Act, who shall exercise the powers and perform the functions conferred or imposed upon him under these regulations.

KENNISGEWING 890 VAN 1978

KONSEPREGULASIES VIR DIE VERKIESING VAN LEDE VAN DIE RAAD VIR MAATSKAP-LIKE EN GEASSOSIEERDE WERKERS

WOORDOMSKRYWING

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(i) "aansoek" 'n aansoek in regulasie 11 bedoel;

(ii) "aansoeker" iemand wat 'n aansoek doen;

(iii) "agent" iemand wat skriftelik deur 'n kandidaat aangewys is om hom by 'n geleentheid in regulasie 14 (1) of 15 (1) bedoel te verteenwoordig;

(iv) "amptelike tale" die amptelike tale van die Republiek;

(v) "die Wet" die Wet op Maatskaplike en Geassosieerde Werkers, 1978 (Wet 110 van 1978);

(vi) "dokumentekoevert" die dokumentekoevert in regulasie 12 (4) (a) bedoel;

(vii) "identiteitsverklaring" die identiteitsverklaring in regulasie 12 (4) (c) bedoel;

(viii) "kandidaat" iemand wat ingevolge regulasie 7 genomineer is;

(ix) "kieser" iemand wat ingevolge regulasies 2 en 3 geregtig is om by die verkiesing te stem;

(x) "registrasienuommer" die registrasienuommer wat op die registrasiesertifikaat verskyn wat ingevolge die Nasionale Welsynswet, 1965 (Wet 79 van 1965), aan 'n maatskaplike werker soos in daardie Wet omskryf, uitgereik is;

(xi) "stembeampte" 'n stembeampte ingevolge regulasie 18 (1) aangestel;

(xii) "stembrief" die stembrief in regulasie 13 bedoel;

(xiii) "stembriefkoevert" die stembriefkoevert in regulasie 12 (4) (b) bedoel;

(xiv) "stemdag" die dag wat onmiddellik volg op die verstryking van die tydperk vermeld in die kennisgewing gepubliseer ingevolge regulasie 11;

(xv) "vakature" 'n vakature op die raad;

(xvi) "verkiesing" die eerste verkiesing van lede van die raad ingevolge artikel 5 van die Wet;

(xvii) "verkiesingsbeampte" die verkiesingsbeampte ingevolge regulasie 4 aangestel;

en het 'n woord waaraan daar in die Wet 'n betekenis geheg is, daardie betekenis.

VERKIESING VAN EERSTE RAAD

Kwalifikasies van kiesers

2. Behoudens die bepalings van regulasie 3, is iedere maatskaplike werker geregtig om by 'n verkiesing een stem uit te bring ten opsigte van iedere vakature wat daar bestaan.

3. Ondanks die bepalings van regulasie 2, is geen maatskaplike werker geregtig om by 'n verkiesing te stem nie, indien hy op die dag waarop hy sy stem uitbring—

(a) nie in die Republiek woonagtig is nie;

(b) geestesongesteld is soos in die Wet op Geestesgesondheid, 1973 (Wet 18 van 1973), bedoel;

(c) in 'n gevangenis aangehou word.

Verkiesingsbeampte

4. Die Minister stel, met die oog op die verkiesing, so spoedig moontlik na die inwerkingtreding van die Wet 'n verkiesingsbeampte aan wat die bevoegdhede uitoefen en die werksaamhede verrig wat kragtens hierdie regulasies aan hom verleen of opgedra word.

Notice of election

5. The returning officer shall within 14 days after his appointment as returning officer publish a notice to the effect that nominations of candidates for the election of eight members of the council may be submitted to the returning officer up to the date and hour specified in the notice.

6. The notice referred to in regulation 5 shall be published in the *Gazette* in both official languages at least three weeks before the date specified therein and in one of the official languages in a newspaper substantially appearing in that language and which is distributed throughout the Republic and in the other official language in a newspaper substantially appearing in the language last referred to and which is so distributed.

Nomination of candidates

7. No person shall be accepted as a candidate for election as a member of the council, unless he is nominated in writing as such candidate before the expiry of the time determined in the notice referred to in regulation 5 by two persons who are entitled to vote at such election and he otherwise complies with the requirements of section 6 (1) of the Act and he accepts such nomination in writing.

8. A nomination in terms of regulation 7 shall be invalid, unless it contains the full names and registration number of the person who is nominated in terms of that regulation and of the persons by whom he is so nominated.

9. If not more than eight candidates are nominated in terms of regulation 7, the returning officer shall forthwith declare the candidates who were so nominated to be duly elected members of the council and he shall cause to be published a notice to that effect *mutatis mutandis* in the manner referred to in regulation 6.

10. (1) If a candidate dies before or on the polling day and not more than eight candidates remain, the election shall be stopped immediately and the returning officer shall forthwith declare the said candidates to be duly elected members of the council and he shall cause to be published a notice referred to in regulation 9.

(2) If a candidate dies before or on the polling day and more than eight candidates remain, the election shall be proceeded with as if the candidate who died had not been nominated in terms of regulation 7 and any votes recorded in his favour shall be ignored at the determination of the result of the election.

Election

11. If more than eight candidates are nominated in terms of regulation 7, the returning officer shall within 14 days after the expiration of the period specified in the notice referred to in regulation 5 cause to be published a notice *mutatis mutandis* in the manner referred to in regulation 6 to the effect that during the period of one month before the polling day, referred to in the last mentioned notice, an election of eight members of the council shall be held from amongst the persons so nominated, that such election shall take place by ballot and that a ballot paper shall be obtainable on a written application from the returning officer.

12. (1) The application referred to in regulation 11, shall—

- (a) state the name and residential address and postal address of the applicant and his registration number;

Kennisgewing van verkiesing

5. Die verkiesingsbeampte moet binne 14 dae na sy aanstelling as verkiesingsbeampte 'n kennisgewing publiseer tot dien effekte dat nominasies van kandidate vir die verkiesing van agt lede van die raad tot op die datum en uur in die kennisgewing vermeld by die verkiesingsbeampte ingedien kan word.

6. Die kennisgewing in regulasie 5 bedoel moet minstens drie weke voor die datum daarin vermeld in albei amptelike tale in die *Staatskoerant* en in een van die amptelike tale in 'n nuusblad wat hoofsaaklik in daardie taal verskyn en wat dwarsdeur die Republiek versprei word en in die ander amptelike taal in 'n nuusblad wat hoofsaaklik in laasbedoelde taal verskyn en aldus versprei word, gepubliseer word.

Nominasie van kandidate

7. Niemand word as 'n kandidaat vir verkiesing as 'n lid van die raad aanvaar nie, tensy hy voor die verstryking van die tyd in die regulasie 5 bedoelde kennisgewing bepaal, skriftelik deur twee persone wat geregtig is om by sodanige verkiesing te stem as so 'n kandidaat genomineer word en hy andersins aan die vereistes van artikel 6 (1) van die Wet voldoen en hy skriftelik sodanige nominasie aanvaar.

8. 'n Nominasie ingevolge regulasie 7 is ongeldig, tensy dit die volle name en registrasienommer van die persoon wat ingevolge daardie regulasie genomineer word en van die persone deur wie hy aldus genomineer word, verstrek.

9. Indien nie meer as agt kandidate ingevolge regulasie 7 genomineer word nie, verklaar die verkiesingsbeampte onverwyld die kandidate wat aldus genomineer is tot behoorlik verkose lede van die raad en moet hy 'n kennisgewing tot dien effekte *mutatis mutandis* op die wyse in regulasie 6 vermeld, laat publiseer.

10. (1) Indien 'n kandidaat voor of op die stembag te sterwe kom en nie meer as agt kandidate oorbly, word die verkiesing onmiddellik gestaak en verklaar die kiesbeampte bedoelde kandidate onverwyld tot behoorlik verkose lede van die raad en moet hy 'n kennisgewing soos in regulasie 9 bedoel, laat publiseer.

(2) Indien 'n kandidaat voor of op die stembag te sterwe kom en meer as agt kandidate oorbly, word daar met die verkiesing voortgegaan asof die kandidaat wat gesterf het nie ingevolge regulasie 7 genomineer was nie en word enige stemme wat op hom uitgebring was of word by die bepaling van die uitslag van die verkiesing geignoreer.

Verkiesing

11. Indien meer as agt kandidate ingevolge regulasie 7 genomineer word, moet die kiesbeampte binne 14 dae na die verstryking van die tydperk in die in regulasie 5 bedoelde kennisgewing vermeld, 'n kennisgewing *mutatis mutandis* op die wyse in regulasie 6 vermeld laat publiseer tot dien effekte dat gedurende die tydperk van een maand voor die stembag in laasgenoemde kennisgewing vermeld 'n verkiesing van agt lede vir die raad gehou sal word uit die persone wat aldus genomineer is en dat sodanige verkiesing sal geskied by wyse van geslote stembrief wat op skriftelike aansoek van die verkiesingsbeampte verkrygbaar is.

12. (1) Die aansoek in regulasie 11 bedoel, moet—

- (a) die naam en woonadres en posadres van die aansoeker en sy registrasienommer vermeld;

(b) contain a statement that a ballot paper to vote at the election specified in the application has not previously been issued to him, or if such a ballot paper has been issued to him, the reasons why he again applies for a ballot paper; and

(c) be signed personally by the applicant in the presence of two witnesses above the age of 18 years who shall sign the application as witnesses.

(2) (a) The returning officer shall allocate a serial number to every application received by him in terms of regulation 11 and affix the date on which he has received it thereon.

(b) If more than one application is received from the same applicant, the same serial number shall be allocated to all those applications.

(c) All applications received by the returning officer in terms of regulation 11, shall lie for inspection by the public free of charge during normal office hours up to and including the polling day.

(3) If the returning officer—

(a) is satisfied that an application complies with all the requirements of subregulation (1) and that the reasons, if any, mentioned therein in terms of subregulation (1) (b), justify such a step; and

(b) has no reason to suspect that any information furnished in the application is false or that the application is not signed as referred to in subregulation (1);

he shall approve the application and he shall forthwith send the documents mentioned in subregulation (4) by registered post to the applicant, or hand it over to him or to someone authorised thereto, in writing, by him after he has endorsed the serial number allocated by him to the application in terms of subregulation (2) (a) on the declaration of identity.

(4) The documents which the returning officer shall send to the applicant in terms of subregulation (3), are—

(a) a documents envelope addressed to the returning officer and on which the words "voting documents" appear;

(b) a ballot paper envelope on which only the words "ballot paper" appear;

(c) a declaration of identity which shall be completed and signed by the applicant in the presence of two witnesses above the age of 18 years, who shall countersign it and in which his full names, address and registration number shall be furnished and in which he shall declare that he has not previously voted in the election specified therein and that he was resident in the Republic at the time of the commencement of the Act;

(d) a ballot paper as referred to in regulation 13;

(e) instructions as to how the applicant shall proceed to cast his vote and the procedure to be followed in returning the documents referred to in subregulation (4).

13. (1) A voter shall cast his vote by personally making a mark X in the square appearing on the ballot paper opposite the name of the candidate for whom he wants to vote.

(2) The ballot paper referred to in subregulation (1) shall, subject to the provisions of regulation 10 (2), contain in alphabetical order of family names, the full names of all the candidates nominated in terms of regulation 7 and against each such name an open square

(b) 'n verklaring bevat dat 'n stembrief om by die verkiesing in die aansoek vermeld te stem nie voorheen aan hom uitgereik is nie of, indien so 'n stembrief aan hom uitgereik was, die redes vermeld waarom hy weer om 'n stembrief aansoek doen; en

(c) persoonlik deur die aansoeker in die teenwoordigheid van twee getuies bo die ouderdom van 18 jaar onderteken word wat die aansoek as getuies moet onderteken.

(2) (a) Die verkiesingsbeampte moet aan elke aansoek ingevolge regulasie 11 wat deur hom ontvang word 'n volgnommer toewys en die datum waarop hy dit ontvang het daarop aanbring.

(b) Indien meer as een aansoek van dieselfde aansoeker ontvang word, word dieselfde volgnommer aan al daardie aansoeke toegewys.

(c) Alle aansoeke wat ingevolge regulasie 11 deur die verkiesingsbeampte ontvang word, lê kosteloos ter insae van die publiek gedurende normale kantoorure tot en met die stembdag.

(3) Indien die verkiesingsbeampte—

(a) oortuig is dat 'n aansoek aan al die vereistes van subregulasie (1) voldoen en dat die redes, as daar is, wat ingevolge subregulasie (1) (b) daarin vermeld word, so 'n stap regverdig; en

(b) geen rede het om te vermoed dat enige inligting in die aansoek verstrekk onwaar is of dat die aansoek nie onderteken is soos in subregulasie (1) bedoel nie;

keur hy die aansoek goed en moet hy onverwyld die stukke in subregulasie (4) vermeld per aangetekende pos aan die aansoeker stuur of aan hom of aan iemand wat skriftelik deur hom daartoe gemagtig is, oorhandig nadat hy die volgnommer wat hy ingevolge subregulasie (2) (a) aan die aansoek toegewys het op die identiteitsverklaring geëndosseer het.

(4) Die stukke wat die verkiesingsbeampte ingevolge subregulasie (3) aan die aansoeker moet stuur, is—

(a) 'n dokumentekoevert geadresseer aan die verkiesingsbeampte en waarop die woord "stemdokumente" voorkom;

(b) 'n stembriefkoevert waarop slegs die woord "stembrief" voorkom;

(c) 'n identiteitsverklaring wat deur die aansoeker voltooi en onderteken moet word in die teenwoordigheid van twee getuies bo die ouderdom van 18 jaar wat dit moet medeonderteken en waarin sy volle name, adres en registrasienommer verstrekk moet word en waarin hy verklaar dat hy nie voorheen in die verkiesing daarin vermeld, gestem het nie, en dat hy ten tye van die inwerkingtreding van die Wet in die Republiek woonagtig was.

(d) 'n stembrief soos in regulasie 13 bedoel;

(e) voorskrifte oor hoe die aansoeker te werk moet gaan om sy stem uit te bring en die prosedure wat by die terugsending van die in subregulasie (4) bedoelde stukke gevolg moet word.

13. (1) 'n Kieser bring sy stem uit deur persoonlik in die vierkant wat op die stembrief voorkom teenoor die naam van die kandidaat vir wie hy wil stem, 'n X merk aan te bring.

(2) Die stembrief in subartikel (1) bedoel bevat, behoudens die bepalings van regulasie 10 (2), in alfabetiese volgorde van familienaam, die volle name van al die kandidate wat ingevolge regulasie 7 genomineer is en teenoor iedere sodanige naam 'n oop vierkant

in which the mark referred to in subregulation (1) can be made and shall, in conspicuous print, contain a statement in both official languages that the voter is entitled to vote for not more than eight of the candidates mentioned in the ballot paper.

(3) On the other side of the ballot paper than the side on which the particulars referred to in subregulation (2) appear, the number which the returning officer deems fit, shall be affixed.

(4) On the counterfoil of the ballot paper referred to in subregulation (2) only the serial number of the ballot paper concerned and the number affixed on the ballot paper in terms of subregulation (3) shall be specified.

EXAMINATION OF PAPERS RECEIVED BY THE RETURNING OFFICER

14. (1) As soon as the returning officer receives the documents envelope back, he shall—

(a) open the said envelope in the presence of any candidate or agent then present and ascertain if it contains a declaration of identity and a ballot paper envelope or a ballot paper;

(b) examine any declaration of identity contained in the documents envelope or ascertain whether it complies with the requirements of regulation 12 (4) (c) and whether the name, address and registration number of the voter furnished in the declaration of identity correspond with the name, address and registration number mentioned in an application to which he had allocated the same serial number as the one appearing on the declaration of identity.

(2) If the returning officer at an examination under subregulation (1) finds—

(a) that the documents envelope does not contain a declaration of identity and ballot paper envelope or declaration of identity and ballot paper; or

(b) that the declaration of identity contained therein does not comply with all the requirements of regulation 12 (4) (c) or that the name, address and registration number of the voter in the declaration of identity do not correspond as referred to in subregulation (1) (b);

he shall reject any ballot paper which he finds in the documents envelope or which may be in the ballot paper envelope or in the documents envelope and no vote which has been recorded on such ballot paper shall be counted as a vote at the election.

(3) Subject to the provisions of subregulation (4) no vote cast on a ballot paper which is not returned to the returning officer according to the instructions and procedure referred to in regulation 12 (4) (e) shall be taken into account at the counting of the votes recorded at the election.

(4) If the returning officer at an examination in terms of subregulation (1) finds—

(a) that the documents envelope contains a declaration of identity and ballot paper envelope or a declaration of identity and ballot paper; and

(b) that the declaration of identity complies with all the requirements of regulation 12 (4) and that the name, address and registration number of the voter mentioned in the declaration of identity correspond as mentioned in subregulation (1) (b);

he shall place any ballot paper which he has found in the documents envelope in a ballot paper envelope and he shall place the said ballot paper envelope or any ballot paper envelope which he has found in the documents envelope in a ballot box sealed by him whilst it was empty.

waarin die in subregulasie (1) bedoelde merk aangebring kan word en moet in opsigtelike druk 'n verklaring in albei amptelike tale bevat dat die kieser geregtig is om hoogstens vir agt van die kandidate in die stembrief genoem, te stem.

(3) Op die ander kant van die stembrief as die kant waarop die in subregulasie (2) bedoelde besonderhede verskyn word die nommer aangebring wat die verkiesingsbeampte goedvind.

(4) Op die teenblad van die in subregulasie (2) bedoelde stembrief moet slegs die volgnummer van die betrokke stembrief en die nommer wat ingevolge subregulasie (3) op die stembrief aangebring word, vermeld word.

NAGAAN VAN STUKKE WAT DEUR DIE VERKIESINGSBEAMPTTE ONTVANG WORD

14. (1) Sodra die verkiesingsbeampte 'n dokumentekoevert terug ontvang, moet hy—

(a) bedoelde koevert in die aanwesigheid van enige kandidaat of agent wat dan aanwesig is oopmaak en vasstel of dit 'n identiteitsverklaring en 'n stembriefkoevert of stembrief bevat;

(b) enige identiteitsverklaring in die dokumentekoevert bevat, ondersoek of vasstel of dit aan die vereistes van regulasie 12 (4) (c) voldoen en of die naam, adres en registrasienommer van die kieser wat in die identiteitsverklaring verstrek word, ooreenstem met die naam, adres en registrasienommer vermeld in 'n aansoek waaraan hy dieselfde volgnummer toegeken het as wat op die identiteitsverklaring verskyn.

(2) Indien die verkiesingsbeampte by 'n ondersoek in subregulasie (1) bevind—

(a) dat die dokumentekoevert nie 'n identiteitsverklaring en stembriefkoevert of 'n identiteitsverklaring en stembrief bevat nie; of

(b) dat die identiteitsverklaring daarin bevat nie aan al die vereistes van regulasie 12 (4) (c) voldoen nie of dat die naam, adres en registrasienommer van die kieser in die identiteitsverklaring nie ooreenstem soos in subregulasie (1) (b) bedoel nie;

verwerp hy enige stembrief wat hy in die dokumentekoevert vind of wat in die stembriefkoevert of in die dokumentekoevert mag wees en word geen stem wat in so 'n stembrief uitgebring is as 'n stem by die verkiesing getel nie.

(3) Behoudens die bepalings van subregulasie (4) word geen stem uitgebring in 'n stembrief wat nie ooreenkomstig die voorskrifte en prosedure in regulasie 12 (4) (e) bedoel aan die verkiesingsbeampte teruggestuur word nie, by die telling van stemme wat by die verkiesing uitgebring is in aanmerking geneem nie.

(4) Indien die verkiesingsbeampte by 'n ondersoek ingevolge subregulasie (1) bevind—

(a) dat die dokumentekoevert 'n identiteitsverklaring en stembriefkoevert of 'n identiteitsverklaring en stembrief bevat; en

(b) dat die identiteitsverklaring aan al die vereistes van regulasie 12 (4) voldoen en dat die naam, adres en registrasienommer van die kieser in die identiteitsverklaring vermeld, ooreenstem soos in subregulasie (1) (b) bedoel;

plaas hy enige stembrief wat hy in die dokumentekoevert gevind het in 'n stembriefkoevert en plaas hy bedoelde stembriefkoevert of enige stembriefkoevert wat hy in die dokumentekoevert gevind het in 'n stembus wat deur hom verseël is terwyl dit leeg was.

(5) The returning officer shall make such arrangements for the safe-keeping of the ballot box referred to in subregulation (4) as may be reasonably necessary in order to ensure that none other than the returning officer shall have access to the contents thereof until the result of the election has been determined in terms of these regulations.

(6) The documents which have reference to any ballot paper rejected in terms of subregulation (2), shall be preserved by the returning officer until the result of the election has been determined and shall lie for inspection by any candidate or any person authorised in writing by such candidate.

DETERMINATION OF RESULT OF ELECTION

15. (1) The returning officer shall, as soon as possible after polling day but not later than the first working day after polling day, in the presence of the candidates and agents who are then present, commence to determine the result of the election by—

(a) taking out all the ballot papers from the ballot paper envelopes placed in the ballot box in terms of regulation 14 (4);

(b) examining and ascertaining the validity of each ballot paper or vote recorded in such ballot paper;

(c) counting the votes which have been recorded for every candidate and which have not been rejected in terms of these regulations to determine the eight candidates who have in numerical order received the greatest number of such votes.

(2) The returning officer shall reject every ballot paper—

(a) on which the number referred to in regulation 13 (3) does not appear;

(b) which records votes for more than eight candidates;

(c) which he is convinced has been obtained fraudulently or illegally or has been used deceitfully or illegally.

(3) The returning officer shall reject every vote in respect of which he is reasonably uncertain for which candidate it has been recorded or which he is convinced has been recorded illegally.

(4) Notwithstanding the provisions of subregulations (2) and (3) no ballot paper or vote shall be rejected solely on account of the fact that a vote thereon or the vote has been recorded in any other manner than by means of the mark X referred to in regulation 13 (1), unless the returning officer, in so far as it appears from the ballot paper, is of the opinion that a vote for a particular candidate has been changed to a vote for another candidate.

(5) No vote recorded on a ballot paper which has been rejected in terms of these regulations and no vote which has thus been rejected, shall be counted at the determination of the result of the election.

(6) The returning officer shall endorse on every ballot paper which he rejects as invalid that it has been rejected and he shall, against every vote which he thus rejects, endorse in respect of which candidate the said vote has been rejected.

(7) If an objection against the rejection of a ballot paper or vote has been recorded, the returning officer shall endorse on the ballot paper that such objection has been recorded.

(5) Die verkiesingsbeampte moet dié reëlings vir die veilige bewaring van die stembus in subregulasie (4) bedoel totdat die uitslag van die verkiesing ingevolge hierdie regulasies bepaal is, tref as wat redelikerwys nodig mag wees ten einde te verseker dat niemand anders as die verkiesingsbeampte toegang tot die inhoud daarvan het nie.

(6) Die stukke wat betrekking het op enige stembrief wat ingevolge subregulasie (2) verwerp is, moet deur die verkiesingsbeampte bewaar word en lê, totdat die uitslag van die verkiesing ingevolge hierdie regulasies bepaal is, ter insae van enige kandidaat of iemand wat deur so 'n kandidaat skriftelik daartoe gemagtig is.

BEPALING VAN UITSLAG VAN VERKIESING

15. (1) Die verkiesingsbeampte moet so spoedig moontlik na die stembag maar nie later as die eerste werksdag na die stembag nie begin om, in die aanwesigheid van die kandidate en agente wat dan aanwesig is die uitslag van die verkiesing te bepaal deur—

(a) al die stembriewe uit te haal uit die stembrieffoer wat ingevolge regulasie 14 (4) in die stembus geplaas is;

(b) die geldigheid van iedere stembrief of stem wat deur sodanige stembrief uitgebring is te ondersoek en te bepaal;

(c) die stemme wat op elke kandidaat uitgebring is en nie ingevolge hierdie regulasies verwerp is nie, te tel en die agt kandidate te bepaal wat in numerieke orde, die grootste aantal sodanige stemme ontvang het.

(2) Die verkiesingsbeampte verwerp elke stembrief—

(a) waarop die nommer in regulasie 13 (3) bedoel nie verskyn nie;

(b) wat stemme op meer as agt kandidate uitgebring;

(c) wat hy oortuig is deur bedrog of onwettige wyse verkry is of op bedrieglike of onwettige wyse gebruik is.

(3) Die verkiesingsbeampte verwerp elke stem ten opsigte waarvan hy redelikerwys onseker is vir watter kandidaat dit uitgebring is of wat hy oortuig is op 'n onwettige wyse uitgebring is.

(4) Ondanks die bepalings van subregulasies (2) en (3), word geen stembrief of stem verwerp bloot uit hoofde van die feit dat 'n stem daarin of, die stem op 'n ander wyse as by wyse van die X-merk in regulasie 13 (1) bedoel, uitgebring is, tensy die verkiesingsbeampte, vir sover dit uit die stembrief blyk, van oordeel is dat 'n stem vir 'n bepaalde kandidaat verander is na 'n stem vir 'n ander kandidaat.

(5) Geen stem wat uitgebring is in 'n stembrief wat ingevolge hierdie regulasies verwerp is en geen stem wat aldus verwerp word, word by die bepaling van die uitslag van die verkiesing getel nie.

(6) Die verkiesingsbeampte moet op elke stembrief wat hy as ongeldig verwerp, endosseer dat dit verwerp is en hy moet teenoor elke stem wat hy aldus verwerp, endosseer ten opsigte van watter kandidaat bedoelde stem verwerp is.

(7) Indien beswaar teen die verwerping van 'n stembrief of stem aangeteken is, moet die verkiesingsbeampte op die stembrief endosseer dat so 'n beswaar aangeteken is.

(8) If any objection is raised by or on behalf of a candidate against the acceptance of a ballot paper or vote, the returning officer shall endorse on the ballot paper concerned that an objection has thus been recorded.

(9) As soon as all the votes have been counted as laid down by these regulations, the returning officer shall determine the eight candidates on whom, in numerical order, the greatest number of such votes have been recorded and he shall forthwith declare the said candidates as duly elected members of the council with effect from the polling day.

(10) If two or more candidates have received an equal number of votes and as a result thereof it is not possible to determine the eight candidates who in numerical order have received the greatest number of votes, the returning officer shall declare the candidates in respect of whom such a declaration is possible, to be duly elected members of the council with effect from the polling day and that no election in respect of the other candidates has taken place and that a further election in the manner as laid down by the preceding regulations, shall be held as soon as possible thereafter with a view to the filling of any vacancy which remains vacant as a result of the last-mentioned declaration.

(11) The returning officer shall as soon as possible cause the result of the election to be published in both official languages in the *Gazette*.

General provisions

16. (1) As soon as the returning officer has in terms of these regulations declared a candidate to be a duly elected member of the council, he shall furnish the Minister in writing with the name and address of the candidate who has thus been declared elected and, if an election has taken place, he shall in addition report to the Minister on the number of votes recorded on the different candidates and on the number of ballot papers or votes which have been rejected.

(2) If the returning officer has made a declaration in terms of regulation 15 (10) to the effect that no election took place, he shall forthwith report in writing to the Minister on the circumstances which have given rise to that declaration and inform him how many vacancies on the council have not been filled as a result of that declaration.

(3) The provisions of regulation 4 shall *mutatis mutandis* apply as soon as the Minister has received the notification referred to in subregulation (2).

17. (1) The returning officer shall immediately after the result of the election has been determined in terms of these regulations—

(a) seal in a separate parcel all the ballot papers which he has rejected in terms of these regulations together with a list of any votes which he has thus rejected and in which are mentioned the number of the ballot paper concerned and, if it could be ascertained, the names of the candidates affected by such rejection and mark the parcel "rejected ballot papers";

(b) seal in a separate parcel the counterfoils of all ballot papers which have been issued by him and mark the parcel "counterfoils";

(c) seal in a separate parcel all other papers which has reference to the election, including the nomination of candidates and mark the parcel "election papers".

(8) Indien deur of ten behoeve van 'n kandidaat enige beswaar geopper word teen die aanname van 'n stembrief of stem, moet die verkiesingsbeampte op die betrokke stembrief endosseer dat beswaar aldus aangeteken is.

(9) Sodra al die stemme getel is soos in hierdie regulasies bepaal, moet die verkiesingsbeampte die agt kandidate bepaal op wie, in numerieke orde, die grootste aantal sodanige stemme uitgebring is en moet hy bedoelde kandidate onverwyld verklaar as behoorlik lede van die raad met ingang van die stembdag verkies te wees.

(10) Indien twee of meer kandidate 'n gelyke aantal stemme ontvang het en dit as gevolg daarvan nie moontlik is om die agt kandidate te bepaal wat in numerieke orde die grootste aantal stemme ontvang het nie, verklaar die verkiesingsbeampte die kandidate ten opsigte van wie so 'n verklaring moontlik is, met ingang van die stembdag, tot behoorlik verkose lede van die raad en dat geen verkiesing ten opsigte van die ander kandidate plaasgevind het nie en word 'n verdere verkiesing op die wyse soos in die voorafgaande regulasies bepaal, met die oog op die vulling van enige vakature wat as gevolg van laasgenoemde verklaring vakant bly, so spoedig moontlik daarna gehou.

(11) Die verkiesingsbeampte moet die uitslag van die verkiesing so spoedig moontlik in albei amptelike tale in die *Staatskoerant* laat publiseer.

Algemene bepalings

16. (1) Sodra die verkiesingsbeampte 'n kandidaat ingevolge hierdie regulasies tot 'n behoorlik verkose lid van die raad verklaar het, moet hy die Minister skriftelik van die naam en adres van die kandidaat wat aldus verkose verklaar is voorsien en, indien 'n verkiesing plaasgevind het, moet hy daarbenewens aan die Minister verslag doen oor die getal stemme wat op die onderskeie kandidate uitgebring is en oor die getal stembriewe of stemme wat verwerp is.

(2) Indien die verkiesingsbeampte 'n verklaring ingevolge regulasie 15 (10) gedoen het tot dien effekte dat geen verkiesing plaasgevind het nie, moet hy onverwyld skriftelik aan die Minister verslag doen oor die omstandighede wat tot dié verklaring aanleiding gegee het en hom meedeel hoeveel vakatures op die raad as gevolg van dié verklaring nie gevul is nie.

(3) Die bepalings van regulasie 4 is *mutatis mutandis* van toepassing sodra die Minister die mededeling in subregulasie (2) bedoel, ontvang het.

17. (1) Die verkiesingsbeampte moet onmiddellik nadat die uitslag van die verkiesing ingevolge hierdie regulasies bepaal is—

(a) alle stembriewe wat hy ingevolge hierdie regulasies verwerp het tesame met 'n lys van enige stemme wat hy aldus verwerp het en waarin die nommer van die betrokke stembrief en, indien dit vasgestel kon word, die name van die kandidate wat deur sodanige verwerping geraak word, vermeld word, in 'n afsonderlike pakket verseël en die pakket as "verworpe stembriewe" merk;

(b) die teenblaai van alle stembriewe wat deur hom uitgereik is in 'n afsonderlike pakket verseël en die pakket as "teenblaai" merk;

(c) alle ander stukke wat op die verkiesing, met inbegrip van die nominasie van kandidate, betrekking het, in 'n afsonderlike pakket verseël en die pakket as "verkiesingstukke" merk;

(2) The returning officer shall forthwith deliver the parcels referred to in subregulation (1) to the Secretary who shall preserve it unopened for a period of at least three years, unless he is otherwise directed by a competent court.

18. (1) The returning officer may at any time after his appointment, with the approval of the Secretary and on the conditions which the Secretary determines, appoint so many persons as polling officers as may be necessary to assist him in the execution of his functions in terms of these regulations.

(2) The said polling officers shall carry out their functions under the supervision and under the instructions of the returning officer.

(3) No candidate or any person in the service of or under the control of a candidate shall be appointed as polling officer.

19. The returning officer and every polling officer, candidate or agent who are entitled to be present at the examination of papers in terms of regulation 14 (1) or the determination of the result of the election in terms of regulation 15 (1), shall before he assumes his office as returning officer or before he may thus be present as polling officer, candidate or agent, make a declaration of secrecy on oath before a commissioner of oaths in which he shall undertake to maintain and to help maintain the secrecy of the voting at the election and shall, except for some or other lawful reason, disclose no information to any one else who reasonably may be expected to defeat the secrecy of such voting.

(2) Die verkiesingsbeampte moet die pakkette in subregulasie (1) bedoel onverwyld aan die Sekretaris oorhandig wat dit onoopgemaak vir 'n tydperk van minstens drie jaar moet bewaar, tensy hy deur 'n bevoegde hof anders gelas word.

18. (1) Die verkiesingsbeampte kan te eniger tyd na sy aanstelling, met die instemming van die Sekretaris en op die voorwaardes wat die Sekretaris bepaal, soveel persone as stembeamptes aanstel as wat nodig is om hom by die uitvoering van sy werksaamhede ingevolge hierdie regulasies behulpsaam te wees.

(2) Bedoelde stembeamptes verrig hulle wersaamhede onder die toesig en in opdrag van die verkiesingsbeampte.

(3) Geen kandidaat of iemand in die diens van of onder die beheer van 'n kandidaat word as stembeampte aangestel nie.

19. Die verkiesingsbeampte en elke stembeampte, kandidaat of agent wat geregtig is om by die nagaan van stukke ingevolge regulasie 14 (1) of die bepaling van die uitslag van die verkiesing ingevolge regulasie 15 (1) aanwesig te wees moet voor hy sy amp as verkiesingsbeampte aanvaar of voordat hy as stembeampte, kandidaat of agent aldus aanwesig kan wees, 'n beëdigde verklaring van geheimhouding voor 'n kommissaris van ede aflê waarin hy onderneem om die geheimhouding van die stemming by die verkiesing te handhaaf en te help handhaaf en, behalwe weens die een of ander regtens geoorloofde rede, geen inligting aan enigiemand anders sal meedeel wat redelikerwys verwag kan word om die geheimhouding van sodanige stemming te verdel nie.

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CONTENTS

No.		Page No.	Gazette No.
Social Welfare and Pensions, Department of			
<i>General Notices</i>			
887	Draft Regulations under the National Welfare Act (100/1978), Fund-Raising Act (107/1978) and Social and Associated Workers Act (110/1978).....	1	6202
888	Draft Regulations: National Welfare Act (100/1978).....	1	6202
889	do.: Fund-Raising Act (107/1978).....	11	6202
890	do.: Social and Associated Workers Act (110/1978): Election of members.....	45	6202

INHOUD

No.		Bladsy No.	Staats- koerant No.
Volkswelsyn en Pensioene, Departement van			
<i>Algemene Kennisgewings</i>			
887	Konsepregulasies kragtens die Nasionale Welsynswet (100/1978), Wet op Fondsinsameling (107/1978) en Wet op Maatskaplike en Geassosieerde Werkers (110/1978).....	1	6202
888	Konsepregulasies: Nasionale Welsynswet (100/1978).....	1	6202
889	do.: Wet op Fondsinsameling (107/1978) ..	11	6202
890	do.: Wet op Maatskaplike en Geassosieerde Werkers (110/1978): Verkieping van lede.....	45	6202

INHOUD

CONTENTS

Page	Page
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100