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REPUBLIC OF SOUTH AFRICA
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government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

HIGH ALERT: SCAM WARNING!!!

TO ALL SUPPLIERS AND SERVICE PROVIDERS OF THE GOVERNMENT PRINTING WORKS

It has come to the attention of the *GOVERNMENT PRINTING WORKS* that there are certain unscrupulous companies and individuals who are defrauding unsuspecting businesses disguised as representatives of the *Government Printing Works (GPW)*.

The scam involves the fraudsters using the letterhead of *GPW* to send out fake tender bids to companies and requests to supply equipment and goods.

Although the contact person's name on the letter may be of an existing official, the contact details on the letter are not the same as the *Government Printing Works*. When searching on the Internet for the address of the company that has sent the fake tender document, the address does not exist.

The banking details are in a private name and not company name. Government will never ask you to deposit any funds for any business transaction. *GPW* has alerted the relevant law enforcement authorities to investigate this scam to protect legitimate businesses as well as the name of the organisation.

Example of e-mails these fraudsters are using:

PROCUREMENT@GPW-GOV.ORG

Should you suspect that you are a victim of a scam, you must urgently contact the police and inform the *GPW*.

GPW has an official email with the domain as [@gpw.gov.za](mailto:gpw@gpw.gov.za)

Government e-mails DO NOT have org in their e-mail addresses. All of these fraudsters also use the same or very similar telephone numbers. Although such number with an area code 012 looks like a landline, it is not fixed to any property.

GPW will never send you an e-mail asking you to supply equipment and goods without a purchase/order number. *GPW* does not procure goods for another level of Government. The organisation will not be liable for actions that result in companies or individuals being resultant victims of such a scam.

Government Printing Works gives businesses the opportunity to supply goods and services through RFQ / Tendering process. In order to be eligible to bid to provide goods and services, suppliers must be registered on the National Treasury's Central Supplier Database (CSD). To be registered, they must meet all current legislative requirements (e.g. have a valid tax clearance certificate and be in good standing with the South African Revenue Services - SARS).

The tender process is managed through the Supply Chain Management (SCM) system of the department. SCM is highly regulated to minimise the risk of fraud, and to meet objectives which include value for money, open and effective competition, equitability, accountability, fair dealing, transparency and an ethical approach. Relevant legislation, regulations, policies, guidelines and instructions can be found on the tender's website.

Fake Tenders

National Treasury's CSD has launched the Government Order Scam campaign to combat fraudulent requests for quotes (RFQs). Such fraudulent requests have resulted in innocent companies losing money. We work hard at preventing and fighting fraud, but criminal activity is always a risk.

How tender scams work

There are many types of tender scams. Here are some of the more frequent scenarios:

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to a company to invite it to urgently supply goods. Shortly after the company has submitted its quote, it receives notification that it has won the tender. The company delivers the goods to someone who poses as an official or at a fake site. The Department has no idea of this transaction made in its name. The company is then never paid and suffers a loss.

OR

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to Company A to invite it to urgently supply goods. Typically, the tender specification is so unique that only Company B (a fictitious company created by the fraudster) can supply the goods in question.

Shortly after Company A has submitted its quote it receives notification that it has won the tender. Company A orders the goods and pays a deposit to the fictitious Company B. Once Company B receives the money, it disappears. Company A's money is stolen in the process.

Protect yourself from being scammed

- If you are registered on the supplier databases and you receive a request to tender or quote that seems to be from a government department, contact the department to confirm that the request is legitimate. Do not use the contact details on the tender document as these might be fraudulent.
- Compare tender details with those that appear in the Tender Bulletin, available online at www.gpwonline.co.za
- Make sure you familiarise yourself with how government procures goods and services. Visit the tender website for more information on how to tender.
- If you are uncomfortable about the request received, consider visiting the government department and/or the place of delivery and/or the service provider from whom you will be sourcing the goods.
- In the unlikely event that you are asked for a deposit to make a bid, contact the SCM unit of the department in question to ask whether this is in fact correct.

Any incidents of corruption, fraud, theft and misuse of government property in the *Government Printing Works* can be reported to:

Supply Chain Management: Ms. Anna Marie Du Toit, Tel. (012) 748 6292.
Email: Annamarie.DuToit@gpw.gov.za

Marketing and Stakeholder Relations: Ms Bonakele Mbhele, at Tel. (012) 748 6193.
Email: Bonakele.Mbhele@gpw.gov.za

Security Services: Mr Daniel Legoabe, at tel. (012) 748 6176.
Email: Daniel.Legoabe@gpw.gov.za

Closing times for **ORDINARY WEEKLY** **2021** **GOVERNMENT GAZETTE**

The closing time is **15:00** sharp on the following days:

- **24 December 2020**, Thursday for the issue of Thursday **31 December 2020**
- **31 December 2020**, Thursday for the issue of Friday **08 January 2021**
- **08 January**, Friday for the issue of Friday **15 January 2021**
- **15 January**, Friday for the issue of Friday **22 January 2021**
- **22 January**, Friday for the issue of Friday **29 January 2021**
- **29 January**, Friday for the issue of Friday **05 February 2021**
- **05 February**, Friday for the issue of Friday **12 February 2021**
- **12 February**, Friday for the issue of Friday **19 February 2021**
- **19 February**, Friday for the issue of Friday **26 February 2021**
- **26 February**, Friday for the issue of Friday **05 March 2021**
- **05 March**, Friday for the issue of Friday **12 March 2021**
- **12 March**, Friday for the issue of Friday **19 March 2021**
- **18 March**, Thursday for the issue of Friday **26 March 2021**
- **25 March**, Thursday for the issue of Thursday **01 April 2021**
- **31 March**, Wednesday for the issue of Friday **09 April 2021**
- **09 April**, Friday for the issue of Friday **16 April 2021**
- **16 April**, Friday for the issue of Friday **23 April 2021**
- **22 April**, Thursday for the issue of Friday **30 April 2021**
- **30 April**, Friday for the issue of Friday **07 May 2021**
- **07 May**, Friday for the issue of Friday **14 May 2021**
- **14 May**, Friday for the issue of Friday **21 May 2021**
- **21 May**, Friday for the issue of Friday **28 May 2021**
- **28 May**, Friday for the issue of Friday **04 June 2021**
- **04 June**, Friday for the issue of Friday **11 June 2021**
- **10 June**, Thursday for the issue of Friday **18 June 2021**
- **18 June**, Friday for the issue of Friday **25 June 2021**
- **25 June**, Friday for the issue of Friday **02 July 2021**
- **02 July**, Friday for the issue of Friday **09 July 2021**
- **09 July**, Friday for the issue of Friday **16 July 2021**
- **16 July**, Friday for the issue of Friday **23 July 2021**
- **23 July**, Friday for the issue of Friday **30 July 2021**
- **30 July**, Friday for the issue of Friday **06 August 2021**
- **05 August**, Thursday for the issue of Friday **13 August 2021**
- **13 August**, Friday for the issue of Friday **20 August 2021**
- **20 August**, Friday for the issue of Friday **27 August 2021**
- **27 August**, Friday for the issue of Friday **03 September 2021**
- **03 September**, Friday for the issue of Friday **10 September 2021**
- **10 September**, Friday for the issue of Friday **17 September 2021**
- **16 September**, Thursday for the issue of Thursday **23 September 2021**
- **23 September**, Thursday for the issue of Friday **01 October 2021**
- **01 October**, Friday for the issue of Friday **08 October 2021**
- **08 October**, Friday for the issue of Friday **15 October 2021**
- **15 October**, Friday for the issue of Friday **22 October 2021**
- **22 October**, Friday for the issue of Friday **29 October 2021**
- **29 October**, Friday for the issue of Friday **05 November 2021**
- **05 November**, Friday for the issue of Friday **12 November 2021**
- **12 November**, Friday for the issue of Friday **19 November 2021**
- **19 November**, Friday for the issue of Friday **26 November 2021**
- **26 November**, Friday for the issue of Friday **03 December 2021**
- **03 December**, Friday for the issue of Friday **10 December 2021**
- **09 December**, Thursday for the issue of Friday **17 December 2021**
- **17 December**, Friday for the issue of Friday **24 December 2021**
- **23 December**, Thursday for the issue of Friday **31 December 2021**

LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2018

NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1008.80 per full page, pro-rated based on the above categories.

| Pricing for National, Provincial - Variable Priced Notices | | |
|--|--------------------------|---------------|
| Notice Type | Page Space | New Price (R) |
| Ordinary National, Provincial | 1/4 - Quarter Page | 252.20 |
| Ordinary National, Provincial | 2/4 - Half Page | 504.40 |
| Ordinary National, Provincial | 3/4 - Three Quarter Page | 756.60 |
| Ordinary National, Provincial | 4/4 - Full Page | 1008.80 |

EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3026.32** per page.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwonline.co.za

All re-submissions will be subject to the standard cut-off times.

All notices received after the closing time will be rejected.

| Government Gazette Type | Publication Frequency | Publication Date | Submission Deadline | Cancellations Deadline |
|---|--------------------------------|---|---|--|
| National Gazette | Weekly | Friday | Friday 15h00 for next Friday | Tuesday, 15h00 - 3 working days prior to publication |
| Regulation Gazette | Weekly | Friday | Friday 15h00 for next Friday | Tuesday, 15h00 - 3 working days prior to publication |
| Petrol Price Gazette | Monthly | Tuesday before 1st Wednesday of the month | One day before publication | 1 working day prior to publication |
| Road Carrier Permits | Weekly | Friday | Thursday 15h00 for next Friday | 3 working days prior to publication |
| Unclaimed Monies (Justice, Labour or Lawyers) | January / September 2 per year | Last Friday | One week before publication | 3 working days prior to publication |
| Parliament (Acts, White Paper, Green Paper) | As required | Any day of the week | None | 3 working days prior to publication |
| Manuals | Bi- Monthly | 2nd and last Thursday of the month | One week before publication | 3 working days prior to publication |
| State of Budget (National Treasury) | Monthly | 30th or last Friday of the month | One week before publication | 3 working days prior to publication |
| <i>Extraordinary Gazettes</i> | As required | Any day of the week | <i>Before 10h00 on publication date</i> | <i>Before 10h00 on publication date</i> |
| Legal Gazettes A, B and C | Weekly | Friday | One week before publication | Tuesday, 15h00 - 3 working days prior to publication |
| Tender Bulletin | Weekly | Friday | Friday 15h00 for next Friday | Tuesday, 15h00 - 3 working days prior to publication |
| Gauteng | Weekly | Wednesday | Two weeks before publication | 3 days after submission deadline |
| Eastern Cape | Weekly | Monday | One week before publication | 3 working days prior to publication |
| Northern Cape | Weekly | Monday | One week before publication | 3 working days prior to publication |
| North West | Weekly | Tuesday | One week before publication | 3 working days prior to publication |
| KwaZulu-Natal | Weekly | Thursday | One week before publication | 3 working days prior to publication |
| Limpopo | Weekly | Friday | One week before publication | 3 working days prior to publication |
| Mpumalanga | Weekly | Friday | One week before publication | 3 working days prior to publication |

GOVERNMENT PRINTING WORKS - BUSINESS RULES

| Government Gazette Type | Publication Frequency | Publication Date | Submission Deadline | Cancellations Deadline |
|--------------------------------------|-----------------------|--|------------------------------|---|
| Gauteng Liquor License Gazette | Monthly | Wednesday before the First Friday of the month | Two weeks before publication | 3 working days after submission deadline |
| Northern Cape Liquor License Gazette | Monthly | First Friday of the month | Two weeks before publication | 3 working days after submission deadline |
| National Liquor License Gazette | Monthly | First Friday of the month | Two weeks before publication | 3 working days after submission deadline |
| Mpumalanga Liquor License Gazette | Bi-Monthly | Second & Fourth Friday | One week before publication | 3 working days prior to publication |

EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
 - 8.1. Each of the following documents must be attached to the email as a separate attachment:
 - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
 - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
 - 8.1.5. Any additional notice information if applicable.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by “walk-in” customers on electronic media can only be submitted in *Adobe* electronic form format. All “walk-in” customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

QUOTATIONS

13. Quotations are valid until the next tariff change.
 - 13.1. **Take note:** **GPW**'s annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.
 - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
 - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
 - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
 - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
 - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
 - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
 - 19.1. This means that **the quotation number can only be used once to make a payment.**

GOVERNMENT PRINTING WORKS - BUSINESS RULES**COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

REJECTIONS

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

27. The Government Printer will assume no liability in respect of—
 - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
 - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

CUSTOMER INQUIRIES

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

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

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

29. Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

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

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:
Government Printing Works

149 Bosman Street

Pretoria

Postal Address:

Private Bag X85

Pretoria

0001

GPW Banking Details:
Bank: ABSA Bosman Street

Account No.: 405 7114 016

Branch Code: 632-005

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za
E-mail: info.egazette@gpw.gov.za
Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za
Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

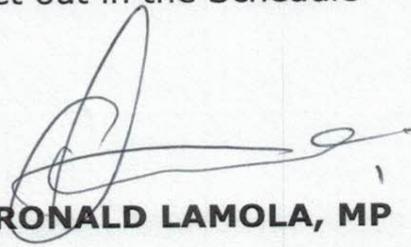
NOTICE 270 OF 2021

PROMOTION OF ACCESS TO INFORMATION ACT, 2000**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

As set out in the Schedule

**MR RONALD LAMOLA, MP****MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
[Regulation 5A]**

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

| DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT , 2000 | MANNER OF ACCESS TO RECORDS |
|--|---|
| FOR INSPECTION IN TERMS OF SECTION 15(1) (a) (i) | |
| <ol style="list-style-type: none"> 1. Departmental Strategic Plans 2. Departmental Annual Reports 3. Departmental Annual Performance Plans 4. Tenders / Bid Documents 5. List of Public Higher Education Institutions 6. List of Public Technical and Vocational Education and Training (TVET) Colleges 7. List of Public Community Education and Training Colleges 8. Legislation administered by the Department 9. Vacancies 10. Promotion of Access to Information manual 11. Register of Private Higher Education Institutions 12. Register of Private TVET Colleges 13. Scarce skills list 14. Budget Speeches 15. Departmental Media Statements and Speeches 16. Departmental Publications 17. Policy documents 18. Forms 19. Parliamentary Questions and Replies | <p>These records are available for inspection at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on www.dhet.gov.za</p> |
| FOR COPYING IN TERMS OF SECTION 15(1) (a) (ii) | |
| <ol style="list-style-type: none"> 1. Departmental Strategic Plans 2. Departmental Annual Reports 3. Departmental Annual Performance Plans 4. Tenders / Bid Documents 5. List of Public Higher Education Institutions | <p>These records are available for copying at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on www.dhet.gov.za</p> |

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| AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii): | |
| <ol style="list-style-type: none"> 1. Departmental Strategic Plans 2. Departmental Annual Reports 3. Departmental Annual Performance Plans 4. Tenders / Bid Documents 5. List of Public Higher Education Institutions 6. List of Public Technical and Vocational Education and Training (TVET) Colleges 7. List of Public Community Education and Training Colleges 8. Legislation administered by the Department 9. Vacancies 10. Promotion of Access to Information manual 11. Register of Private Higher Education Institutions 12. Register of Private TVET Colleges 13. Scarce skills list 14. Budget Speeches 15. Departmental Media Statements and Speeches 16. Departmental Publications 17. Policy documents 18. Forms 19. Parliamentary Questions and Replies | <p>These records are available free of charge at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on www.dhet.gov.za</p> |

DEPARTMENT OF EMPLOYMENT AND LABOUR

NOTICE 271 OF 2021

VARIATION OF SCOPE OF THE SOUTH AFRICAN ROAD PASSENGER BARGAINING COUNCIL (SARPBAC)

I, Mongwadi Mary Ngwetjana, Deputy Registrar of Labour Relations, hereby, give notice in terms of section 109 of the Labour Relations Act, 1995, that, following an application by the above-mentioned Council, its scope has been varied as contained in the Annexure hereto.

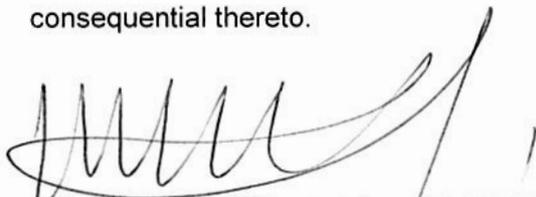
ANNEXURE

The scope of the abovenamed Bargaining Council has in terms of section 58 of the Labour Relations Act, 1995 been varied.

With effect from 3 May 2021 the Council is registered in respect of: -

The Road Passenger Transport Trade, (as defined hereunder) in the Republic of South Africa

“Road Passenger Transport Trade” or “trade” means the trade in which employers and their employees are associated for the purpose of conveying for reward on any public road any person by means of a power-driven vehicle (other than a vehicle in possession and under the control of Transnet) intended to carry more than 16 persons simultaneously including the driver of the vehicle and includes all operations incidental or consequential thereto.



DEPUTY REGISTRAR OF LABOUR RELATIONS

DATE 3 May 2021

DEPARTMENT OF EMPLOYMENT AND LABOUR

NOTICE 272 OF 2021

LABOUR RELATIONS ACT, 1995

CHANGE OF NAME OF A TRADE UNION

I, Mongwadi Mary Ngwetjana, Deputy Registrar of Labour Relations, hereby notify, in terms of section 109(2) of the Labour Relations Act, 1995, that the **Educators Union of South Africa (EUSA) (LR2/6/2/2746)** resolved to change its name.

With effect from 5 May 2021 the trade union is registered as the **Education and Allied Workers Union of South Africa (EUSA)**.

The name of the trade union is entered into the register of trade unions.



DEPUTY REGISTRAR OF LABOUR RELATIONS

DEPARTMENT OF TRANSPORT**NOTICE 273 OF 2021****INTERNATIONAL AIR SERVICE ACT, (ACT NO.60 OF 1993)****GRANT /AMENDMENT OF INTERNATIONAL AIR SERVICE LICENSE**

Pursuant to the provisions of section 17 (12) of Act No.60 of 1993 and Regulation 15 (1) and 15 (2) of the International Air Regulations,1994, it is hereby notified for general information that the applications, detail of which appear in the Schedules hereto, will be considered by the International Air Services Council (Council) Representation in accordance with section 16(3) of the Act No. 60 of 1993 and regulation 25(1) of International Air Services Regulation, 1994, against or in favour of an application, should reach the Chairman of the International Air Services Council at Department of Transport, Private Bag X 193, Pretoria, 0001, within 28 days of the application hereof. It must be stated whether the party or parties making such representation is / are prepared to be represent or represented at the possible hearing of the application.

APPENDIX II

(A) Full name, surname and trade name of the applicant. (B) Full business or residential address of the applicant. (C) Class and number of licence in which the amendment is made. (D) Type of International Air Service in respect which amendment was made. (E) Category or kind of aircraft in respect of which license was made. (F) Airport in respect of which the amendment was made. (G) Area to be served. (H) Frequency of flight of which the amendment was made. (I) Condition under which amendment was made.

(A) Airlink (Pty) Ltd; Airlink. (B) #3 Greenstone Hill Office Park, Emerald Boulevard, Greenstone Hill, Modderfontein, 1609. (C) Class I; I/S073. (D) Type S1. (E) Category A1. (F) OR Tambo International Airport & Cape Town International Airport. (G) & (H) Changes to the MP: Mampshika Tjatji Samuel is appointed as the Responsible Person: Aircraft.

DEPARTMENT OF TRANSPORT**NOTICE 274 OF 2021****AIR SERVICE LICENSING ACT, 1990 (ACT NO.115 OF 1990)
APPLICATION FOR THE GRANT OR AMENDMENT OF DOMESTIC AIR
SERVICE LICENCE**

Pursuant to the provisions of section 15 (1) (b) of Act No. 115 of 1990 and Regulation 8 of the Domestic Air Regulations, 1991, it is hereby notified for general information that the application detail of which appear in the appendix, will be considered by the Air Service Licensing Council. Representation in accordance with section 15 (3) of the Act No.115 of 1990 in support of, or in position, an application, should reach the Air Service Licensing Council. Private Box X 193, Pretoria, 0001, within 21 days of date of the publication thereof.

APPENDIX II

(A) Full Name and trade name of the applicant. (B) Full business or residential address of the applicant. (C) The Class and number of license in respect of which the amendment is sought (D) Type of air service and the amendment thereto which is being applied for (E) Category of aircraft and the amendment thereto which is being applied for.

(A) Capital Air (Pty) Ltd. (B) Hangar 3 H, Rand Airport, Germiston, 1419. (C) Class III; G040D. (D) Type G2, G3, G4, G5, G7, G8, G10, G11, G15 & G16 (NVS). (E) A3, A4, H1 & H2. **Addition of (RPAS) operations.**

(A) Garden Route Media (Pty) Ltd. (B) Unit 4b St, George Square, Cnr of Courtenay and 3rd Street. (C) Class III; G1417D. (D) Type G3, G4, G10 & G16 (RPAS). (E) Category H1. **Changes to the MP:** Damian Hennessy is appointed as the Air Service Safety Officer.

DEPARTMENT OF TRANSPORT**NOTICE 275 OF 2021****MERCHANT SHIPPING ACT, 1951****AMENDMENT TO REGULATIONS RELATING TO MERCHANT SHIPPING (COLLISION AND DISTRESS SIGNALS)**

The Minister of Transport, in terms of section 356 of the Merchant Shipping Act, 1951 (Act No. 57 of 1951), hereby publishes for comments the draft Amendments to the Regulations Relating to Merchant Shipping (Collision and Distress Signals)

Interested persons are invited to submit written comments on these draft Amendments to the Regulations Relating to Merchant Shipping (Collision and Distress Signals) to the Director-General, Department of Transport for the attention of Ms G Semenya or Mr Tlou Matlala within 30 days after publication of this notice:

The Department of Transport

Private Bag X193

PRETORIA

0001

E-mail: Semenyag@dot.gov.za or matlalat@dot.gov.za

Tell: 012 309 3499 or 012 309 3799

SCHEDULE

GENERAL EXPLANATORY NOTE:

[] Words in bold typed in square brackets indicate omissions/deletions from existing regulations.

_____ Words underlined with a solid line indicate insertions in existing regulations.

Interpretation

1. In this Schedule, "the Regulations" means the Merchant Shipping (Collision and Distress Signals) Regulations, 2005, published by Government Notice No. R. 566 of 17 June 2005.
2. In this Schedule, "the Annex" means the Annex to the Merchant Shipping (Collision and Distress Signals) Regulations, 2005, published by Government Notice No. R. 566 of 17 June 2005.

Amendment of *Note of the Annex*

3. The *Note of the Annex* is hereby amended –

by the substitution of the following note: "This text incorporates the original text as amended by the following amendments adopted by the indicated IMO Assembly resolutions: 1981 amendments (A.464(XII)), in force 1 June 1983; 1987 amendments (A.626(15)), in force 19 November 1989; 1989 amendments (A.678(16)), in force 19 April 1991; 1993 amendments (A.736(18)), in force 4 November 1995; 2001 amendments (A.910(22)), in force 29 November 2003, 2007 amendments(A.1004(25)), in force 01 December 2009; 2013 amendments (A.1085(28)) in force 01 January 2016.

Insertion of Part F Rule 39, 40 and 41 of the Annex

4. The Annex is inserted by the addition of Part F, Rule 39, 40 and 41 after Part E of the Annex:

“PART F

VERIFICATION OF COMPLIANCE WITH THE PROVISIONS OF THE CONVENTION

Rule 39 Definitions

(a) ‘Audit’ means a systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

(b) ‘Audit Scheme’ means the IMO Member State Audit Scheme established by the Organization and taking into account the guidelines developed by the Organization [*].

[* Refer to the Framework and Procedures for the IMO Member State Audit Scheme, adopted by the Organization by resolution A.1067(28).]

(c) ‘Code for Implementation’ means the IMO Instruments Implementation Code (III Code) adopted by the Organization by resolution A.1070(28).

(d) ‘Audit Standard’ means the Code for Implementation.

Rule 40

Application

Contracting Parties shall use the provisions of the Code for Implementation in the execution of their obligations and responsibilities contained in the present Convention.

Rule 41

Verification of compliance

- (a) Every Contracting Party shall be subjected to periodic audits by the Organization in accordance with the audit standard to verify compliance with and implementation of the present Convention.
- (b) The Secretary-General of the Organization shall have the responsibility for administering the Audit Scheme, based on the guidelines developed by the Organization [*].
- (c) Every Contracting Party shall have responsibility for facilitating the conduct of the audit and implementation of a programme of actions to address the findings, based on the guidelines developed by the Organization [*].
- (d) Audit of all Contracting Parties shall be:
- (i) based on an overall schedule developed by the Secretary-General of the Organization, taking into account the guidelines developed by the Organization[*]; and
 - (ii) conducted at periodic intervals, taking into account the guidelines developed by the Organization[*].”

[* Refer to the Framework and Procedures for the IMO Member State Audit Scheme, adopted by the Organization by resolution A.1067(28).]

Amendment of Annex IV (Distress Signals) of the Annex

5. The following Annex IV (Distress Signals) to the Annex is hereby amended –

(a) by the substitution of the following **[words of]** Annex IV 1 (l) with the following paragraph **[words]**:

“a distress alert by means of digital selective calling (DSC) transmitted on:

- (i) VHF channel 70, or
- (ii) MF/HF on the frequencies 2187.5 kHz, 8414.5 kHz, 4207.5 kHz, 6312 kHz, 12577 kHz or 16804.5 kHz”

(b) by the substitution of the following Annex IV 1 (m) with the following paragraph:

“ship-to-shore distress alert transmitted by the ship’s Inmarsat or other mobile satellite service provider ship earth station”;.

Short title

7 These Regulations are called Regulations Relating to Merchant Shipping (Collision and Distress Signals) Amendment Regulations, 2021 and are published for comments.

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

NO. 416

14 May 2021

AGRICULTURAL PRODUCT STANDARDS ACT, 1990 (ACT No. 119 OF 1990)

STANDARDS AND REQUIREMENTS REGARDING CONTROL OF THE EXPORT OF CITRUS FRUITS: AMENDMENT

I, Billy Malose Makhafola, appointed as Executive Officer in terms of section 2(1) of the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), hereby give notice under section 4(3) (c) of the said Act, that –

- (a) the standards and requirements regarding control of the export of Citrus fruits as stipulated in Government Notice No. R. 1983 of 23 August 1991 and promulgated in Government Notice No. 1209 of 5 May 2000; No. 774 of 24 May 2002; No. 859 of 28 March 2003; No. 271 of 27 February 2004; No. 260 of 24 March 2005; No. 338 of 3 March 2006; No. 193 of 23 February 2007; No. 153 of 1 February 2008; No. 173 of 20 February 2009; No. 199 of 19 March 2010; No. 265 of 29 April 2011; No. 52 of 7 February 2014; No. 132 of 20 February 2015; No. 424 of 15 April 2016; No. 468 of 04 May 2018 are hereby further amended; and
- (b) the standards and requirements mentioned in paragraph (a) –
 - (i) shall be available for inspection at the office of the Executive Officer: Agricultural Product Standards, Harvest house, 30 Hamilton Street, Arcadia, Pretoria;
 - (ii) may be obtained from the Executive Officer: Agriculture Product Standards, Department of Agriculture, Private Bag x343, Pretoria, 0001, Tel. (012) 319 – 6051 or Fax (012) 319 – 6055 or email: Madibaw@Dalrrd.gov.za on payment of the prescribed fees or from <http://www.Dalrrd.gov.za> and
 - (iii) shall come into operation seven days after publication of this notice.

B. M. MAKHAFOLA**Executive Officer: Agricultural Product Standards**

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

NO. 417

14 May 2021



MINISTRY
MINERAL RESOURCES AND ENERGY
REPUBLIC OF SOUTH AFRICA

Private Bag X 59, Arcadia, 0007, Trevenna Campus, Building 2C, C/o Meintjes & Francis Baard Street, Tel: +27 12 406 7612, Fax: +27 12 323 5849
Private Bag X9111 Cape Town 8000, 7th Floor, 120 Plein Street Cape Town, Tel: +27 21 469 6425, Fax: +27 21 465 5980

NATIONAL NUCLEAR REGULATOR ACT, 1999 (ACT NO 47 OF 1999)**Notice in terms of section 28 of the National Nuclear Regulator Act, 1999 (Act No 47 of 1999), on fees for Nuclear Authorisations.**

I Mr. Gwede Mantashe, Minister of Minerals Resources and Energy acting under section 28 of the National Nuclear Regulator Act, 1999 (Act No. 47 of 1999), on the recommendation of the NNR Board and in consultation with the Minister of Finance and by notice in the Government Gazette hereby determine the fees contained in the attached schedule payable to the Regulator in respect of —

- (a) any application for the granting of a nuclear authorisation;
- (b) an annual nuclear authorisation fee for the financial year (2021/22)

The fees shall be payable to the National Nuclear Regulator of South Africa, for the period of 01 April 2021- to 31 March 2022 by the licensed holders concerned.

A handwritten signature in black ink, appearing to read 'SG MANTASHE', written over a horizontal line.

MR. SG MANTASHE, MP
MINISTER OF MINERAL RESOURCES AND ENERGY

DATE: 09/04/2021

The proposed fees payable by new applicants and authorisation holders of Certificate of Exemption, to the Nuclear Regulator, for its regulatory services, would increase from an hourly rate of R2, 120 for 2020-21 financial year to an hourly rate of R2, 205 for the 2021-22 financial year.

Authorisation fees shall be billed annually in advance, and payment of such fees shall be due within thirty (30) days of the issuance of the invoice. Interest shall accrue on the outstanding amount after 30 days of the issuance of the invoice.

Furthermore, interest shall be calculated on the daily balance owing and compounded monthly. The interest rate determined by the Minister of Finance in terms of section 80 of the Public Finance Management Act 1999, (Act No. 1 of 1999) shall be applicable.

| Facilities | Type of Facility | Number of authorisation holders per category | Authorisation fees for the 2020-21 financial year per licenced holder. | Authorisation fees for the 2021-22 financial year per licenced holder. | Total fees for the 2021-22 financial year |
|--------------|--|--|--|--|---|
| Category 1 | Small users, laboratories and refurbishes | 42 | R 65,109 | R 67,713 | R2,843,946 |
| Category 2 | Scrap processors, scrap smelter and service providers | 32 | R 81,387 | R 84,642 | R2,708,544 |
| Category 3 | Fertilizers and other lesser mining and mineral processing facilities | 4 | R 455,767 | R 473,998 | R1,895,992 |
| Category 4 | Medium operators and other lesser mining and mineral processing facilities | 31 | R 520,526 | R 541,347 | R16,781,757 |
| Category 5 | Large operators which include major mining and mineral processing facilities | 10 | R 1,237,081 | R 1,286,565 | R12,865,650 |
| Total | | 119 | R2,359,870 | R2,454,265 | R37,095,889 |

| | | | | |
|--|--|---------------------|---------------------|---------------------|
| Eskom KNPS-normal operation | | R90,194,119 | R93,801,884 | R93,801,884 |
| Eskom KNPS- Steam generator replacement | | R22,030,762 | R22,911,992 | R22,911,992 |
| Eskom-Thyspunt-Nuclear installation site license application | | R18,534,533 | R9,637,957 | R9,637,957 |
| Eskom - Long Term Operation application | | R0.00 | R14,037,957 | R14,037,957 |
| Necsa-Pelindaba | | R47,554,544 | R 49,456,726 | R49,456,726 |
| Necsa- Vaalputs | | R7,324,823 | R7,617,815 | R7,617,815 |
| Total | | R185,638,781 | R197,464,331 | R197,464,331 |
| Accumulated fees | | R187,998,651 | R199,918,596 | R234,560,220 |

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NO. 418

14 May 2021

HIGHER EDUCATION ACT, 1997 (Act No. 101 of 1997)**INSTITUTIONAL STATUTE****UNIVERSITY OF VENDA**

I, Dr Bonginkosi Emmanuel Nzimande, Minister of Higher Education, Science and Innovation, in accordance with section 33 (1) of the Higher Education Act, 1997 (Act No. 101 of 1997, as amended), hereby publish an amended Institutional Statute of the University of Venda set out in the Schedule attached hereto, which comes into operation on the notice.



Dr BE Nzimande, MP

Minister of Higher Education, Science and Innovation

Date: 21/04/2021

STATUTE OF UNIVERSITY OF VENDA

The Council of the University of Venda has made the Statute set out in the schedule hereto, in accordance with section 32 of the Higher Education Act, 1997 (Act No. 101 of 1997), which is, in terms of the provisions of section 33 of the said Act, hereby published with the approval of the Minister of Higher Education, Science and Innovation and which comes into operation on the date of this publication.

SCHEDULE

To introduce an amended Statute for the Comprehensive University of Venda to give effect to any matter not expressly prescribed by the Higher Education Act, 1997 (Act No. 101 of 1997); and to promote the effective management of the University in respect of matters not expressly prescribed by any law

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CHAPTER 1 DEFINITIONS

1. Definitions

In this Statute, unless the context otherwise requires, any word or expression to which a meaning has been assigned by section 1 of the Higher Education Act, 1997 (Act No 101 of 1997) as amended, has the meaning so assigned to it and, unless the context otherwise indicates –

“**act**” means the Higher Education Act, 1997 (Act No 101 of 1997), as amended;

“**academic employee**” means an employee of the university whose primary duties and responsibilities are teaching, research and community services, or any other person who occupies a post designated as such by council of the university.

“**administrative employee**” means an employee of the university whose primary duties and responsibilities are to provide administrative and professional support to the core business of the university;

“**appoint**” means –

- a. to employ;
- b. to assign to; or
- c. to designate an office or duties

“**CFO**” means a person appointed as a chief financial officer by the council with the duties and powers as assigned by council;

“**core business of the university**” means teaching, research, vocation and community service;

“**chancellor**” means the chancellor of the university, referred to in chapter 3 of this statute;

“**convocation**” means the convocation of the university, referred to in chapter 7 of this statute;

“**council**” means the governing body of the University contemplated in section 27 of the Act and composed in accordance with paragraph 16 of this statute;

“**days**” means week days and include Saturdays, Sundays and public holidays;

“**donor**” means a person or body that gives, donates or contributes resources, either in the form of money, movable or immovable property to the University of Venda and whose name is registered in the records of donors in terms of paragraph 83 of this Statute;

“**due notice**” means notice that has been given if a written notification has been dispatched by registered post and other means of communication to the last address registered with the registrar concerned at the commencement of the required period of notice;

“**deputy vice chancellor**” means a person appointed as deputy vice chancellor by the council with the duties and powers as assigned by the council;

“**employee**” means any person employed at the University of Venda in terms of its policies and rules;

“**executive management**” means the vice-chancellor, the deputy vice-chancellors, registrar, the chief financial officer and any other employee appointed and designated as such by the council;

“**faculty**” means a primary cluster of allied academic departments and schools in a major field of knowledge;

“**graduate**” means a person upon whom a degree has been conferred;

“**IF**” means the body contemplated in section 31 of the Act and composed in accordance with chapter 9 of this statute;

“**majority**” means half the total number of members plus one of the voting body concerned (50+1);

“**management**” means executive management and senior management as determined by the council;

“**minister**” means the Minister responsible for Higher Education;

“**months**” means calendar months;

“**qualification**” means any formal qualification registered on the respective sub-framework of the National Qualification Framework, including a degree, diploma or certificate;

“**recognized staff body**” means a body organized by and among staff to represent the staff, or a section of the staff, including a trade union, recognized for this purpose by the council;

“**registrar**” means the university registrar as contemplated in section 26(4)b of the Act and appointed in terms of paragraph 13 of this statute;

“**rules**” means institutional rules of the University contemplated in section 32 of the Act and approved by council;

“**semester**” means the portion of a calendar approved by the council on the recommendation of the senate for the academic activities of the University;

“**senate**” means the body contemplated in section 28 of the Act and composed in accordance with chapter 6 of this statute;

“**senior management**” means for the purpose of section 31(1)(a)(iii) of the Act, the vice-chancellor, the deputy vice-chancellor(s), the registrar, chief financial officer, the executive deans of faculties, the directors of departments/schools and the administrative positions equivalent to the positions of the deans of faculties and directors of administrative departments and schools;

“**SRC**” means the body contemplated in the section 35 of the Act and composed in accordance with paragraph 82 of this statute;

“**student**” means any person registered for any academic programme in a given academic year at the university;

“**university**” in the application of this statute means the University of Venda;

“**university community**” means employees and students of the University of Venda;

“**vice chancellor**” means the chief executive, accounting and academic officer of the university;

“**working day**” means days of the week excluding Saturdays, Sundays and public holidays.

CHAPTER 2 INSTITUTION

2. Name, seat and powers

- (1) The name of the university is University of Venda.
- (2) The University of Venda is a comprehensive university established under the Act
- (3) and statute thereto.
- (4) The seat of the University is at University Road, Mphephu Drive, Thohoyandou, 0950 in the Limpopo Province.
- (5) The University is a juristic person, as contemplated in section 20(4) of the Act.
- (6) Notwithstanding subparagraph (4) the University may not, without the concurrence of the Minister, dispose of or alienate in any manner, any immovable property, in whole or in part, acquired with the financial assistance of the State or grant to any person any real right therein or servitude thereto.
- (7) The University function in accordance with the Act the statute and the rules of the University.
- (8) The University may confer degrees and honorary degrees and award diplomas and certificates in its own name as contemplated in section 65B and 65C of the Act and has the power to withdraw any qualifications.
- (9) The council may, in consultation with the senate, withdraw and revoke any degree, diploma, certificate or other qualification that was awarded as contemplated in section 65BA of the Act.

3. Composition of University

- (1) The University consists of:
 - (a) the chancellor;
 - (b) the vice-chancellor;
 - (c) the deputy vice chancellors;
 - (d) the registrar;
 - (e) the chief financial officer;
 - (f) the council;
 - (g) the senate;

- (h) the institutional forum;
 - (i) the convocation;
 - (j) the student representative council;
 - (k) the employees of the university;
 - (l) the students of the university;
 - (m) faculties as council may establish, after consultation with Senate, and
 - (n) any other office or structures as determined by the council.
- (2) No vacancy in any of the offices contemplated in subparagraph (1) nor any deficiency in the numbers or defect in the composition of the bodies or structures contemplated in subparagraph (1) impairs or affects the existence of the university as a juristic person or any function conferred by the Act or this statute upon the university, provided that no resolution of the council or senate is valid unless passed at a meeting at which a quorum was present and the provisions of the statute relating to any such meeting have in all other respects been complied with.

CHAPTER 3 CHANCELLOR

4. Functions of chancellor

- (1) The chancellor is the titular head of the University and shall exercise no executive powers.
- (2) The chancellor shall confer all degrees, and award all diplomas and certificates on behalf of the university.
- (3) In the absence of the chancellor, the vice-chancellor or in his or her absence, any of the Deputy Vice -Chancellors, confer all degrees and award all diplomas and certificates in the name of the University.
- (4) The Chancellor performs such other functions as are assigned to him or her by council.
- (5) The vice-chancellor exercises the functions of the chancellor in his or her absence.

5. Term of office of chancellor

- (1) The chancellor holds office for a period of five years unless he or she tenders his or her resignation in writing to council or vacates his or her office for any reason before the expiry of the term concerned.
- (2) The position of chancellor is renewable if council deems it fit provided that the chancellor shall not serve more than two consecutive terms.
- (3) The term of office of the chancellor terminates in the event of
 - (a) Death or incapacity,
 - (b) Resignation;
 - (c) Removal from office by council; or
 - (d) Expiry of the term of office.
- (4) The chancellor may only be removed from office by council by means of a resolution passed by at least two-third of the members of council. Without limiting the generality of this, the resolution contemplated may not be passed without prior notice to the chancellor of the pending motion for his or her removal and the reasons therefor, and the chancellor must be provided with a reasonable opportunity to present his or her case.

6. Election of chancellor

- (1) The chairperson of council or in his or her absence the vice-chancellor, determines the date on which a meeting of council must be held for the purpose of electing a chancellor.
- (2) The date contemplated in subparagraph (1) must be within 90 days after the office of the chancellor becomes vacant.
- (3) The secretary to council must, at least two months, but not more than three months prior to the expiry of the term of office of the chancellor, give due notice to every member of council of the date, place and time of the meeting contemplated in subparagraph (1).
- (4) A member may supplement the information of the prescribed form contemplated in subparagraph (3) by the submission of additional information.
- (5) The completed documents for the nomination of candidates must reach the secretary to council at least 21 working days before the date of the meeting contemplated in subparagraph (1).
- (6) The secretary to council must, within three days of receiving a valid nomination, give due notice to every member of council of such nomination.
- (7) In order to be eligible for election, a candidate for the office of chancellor must have been nominated, with his or her written consent, by at least four members of the council.
- (8) The election of the chancellor is by secret ballot.
- (9) A candidate is elected to the office of chancellor by a majority.
- (10) Each member of council has only one vote during each election.
- (11) In the event of a tie the chairperson may use his or her casting vote in favour or against thereof.
- (12) In each successive round of voting, the candidate with the least support in the previous ballot is eliminated as a candidate.
- (13) The name of the newly elected chancellor is announced to the university community after the council meeting by the chairperson of council.

7. Vacancy in the office of chancellor

- (1) If the office of the chancellor becomes vacant, the secretary to council must, within fourteen days of the occurrence of the vacancy, give due notice to each member of council of such vacancy or resignation and call for nominations.
- (2) The council must within 90 days of the occurrence of the vacancy elect a new chancellor in accordance with the provisions of paragraph 6 of this statute.

7A. Re-election of the Chancellor

- (1) At least 7 days before the date of the meeting of Council, the secretary to the Council must give due notice to every member of the Council of the intention to consider the re-election of the Chancellor for a second term.
- (2) The Chancellor must be re-elected to the office of Chancellor at a meeting of Council by a majority of the members of the Council.
- (3) The re-election of the chancellor is by secret ballot.

CHAPTER 4 EXECUTIVE MANAGEMENT

8. Vice-Chancellor

- (1) The vice-chancellor and principal is the chief executive, accounting and academic officer of the university.

9. Appointment of vice-chancellor

- (1) When the post of Vice-Chancellor becomes vacant, the advertising of the post, the invitation for nominations of and applications by candidates, the search for suitable candidates, the applicable criteria for the short-listing of candidates and the interviewing and appointment processes take place in the manner determined by the council, subject to section 30 of the Act.
- (2) The Council, subject to the Rules and section 30 of the Act, appoints the Vice-Chancellor.
- (3) When the term of office of the Vice-Chancellor expires and he or she is available for appointment for a further term of office, the council may on account of the proven sustainable good performance of the incumbent measured against agreed performance outcomes, decide to re-appoint the Vice-Chancellor for a further term of office only after consultation with the Senate and the Institutional Forum.
- (4) Nothing in subparagraphs (1) to (3) above prevents the council from advertising the position of the vice-chancellor. The incumbent may apply for the position.
- (5) The salary and conditions of service of the vice-chancellor are as determined by council from time to time

10. Term of office of vice-chancellor

- (1) The vice-chancellor is appointed by council on a five-year performance based contract renewable subject to performance evaluation if council deems it fit after such consultation as required by the Act, provided that the vice-chancellor shall not serve more than two consecutive terms.
- (2) The vice-chancellor vacates office if he or she -
 - (a) resigns by giving written notice to the chairperson of council;
 - (b) is declared insolvent;
 - (c) is convicted of an offence involving dishonesty or of an offence for which he or she is imprisoned without the option of a fine;
 - (d) is declared unfit by a court of law to attend to his or her personal affairs;
 - (e) is dismissed by the council of the university on account of misconduct; or
 - (f) is incompetent to perform duties required of the post.

11. Absence of vice-chancellor

- (1) The vice-chancellor, after consultation with the chairperson of the council, appoints an acting vice-chancellor for any period of absence of the vice-chancellor not exceeding ten working days.
- (2) If the period of absence of the vice-chancellor exceeds ten working days, the executive committee of the council appoints an acting vice-chancellor for the period concerned.
- (3) If the vice-chancellor is unable to perform his/her duties and has not appointed an acting vice-chancellor in terms of subparagraph (1), the executive committee of the council appoints an acting vice-chancellor for the period of absence of the vice-chancellor.
- (4) If the office of the vice-chancellor becomes vacant, council must appoint an acting vice-chancellor until a successor assumes office, provided that an acting vice-chancellor must not serve for longer than twelve (12) months. An acting vice-chancellor has the powers and functions of the vice-chancellor.

12. Deputy vice chancellors

- (1) The number of deputy vice chancellors is determined by council and are appointed by council on a five-year performance based contract renewable subject to performance evaluation provided that the deputy vice-chancellor shall not serve more than two terms.
- (2) The appointment of deputy vice chancellors is in the manner of paragraph 9 of this statute.
- (3) In the event of absence of the deputy vice-chancellor, an acting deputy-chancellor is appointed in the manner determined in paragraph 11 (1) of this statute.
- (4) The vacancy in the office of the deputy vice chancellor is in the manner of paragraph 11 (4) of this statute.
- (5) The deputy vice-chancellor vacates office in the manner as determined in paragraph 10 (2) of this statute.
- (6) The salary and other conditions of service of the deputy vice chancellors are determined by council.
- (7) The powers and duties of deputy vice chancellor/s are determined by the vice- chancellor in consultation with council.

13. Registrar

- (1) The registrar is the chief administrative officer and compliance officer of the University. The registrar is also a secretary to council, senate, convocation, institutional forum and all committees of council.
- (2) The registrar may participate in the discussion of the council, governance structures and all other committees of council but may not vote.
- (3) The registrar is accountable to the vice-chancellor and council.
- (4) Registrar is the custodian of the records, documents and information pertaining to the matters of academic records, minutes, resolutions of council, committees of council and management committees of the university.
- (5) The appointment of registrar is in the manner of paragraphs 9 and 10 of the statute.
- (6) The absence of the registrar is in the manner of paragraph 11 (1) of this statute.

- (7) The vacancy in the office of the registrar is in the manner of paragraph 11 (4) of this statute.
- (8) Vacation of office by registrar is in the manner of paragraph 10 (2) of this statute.
- (9) The salary and other conditions of service of the registrar are determined by council.
- (10) The powers and duties of a registrar are determined by the vice chancellor in consultation with council.

14. Chief Financial Officer

- (1) The appointment of the chief financial officer is in the manner prescribed in paragraph 9 of this statute.
- (2) In the event of the absence of the chief financial officer, an acting chief financial officer is appointed in the manner determined in paragraph 11 (1) of this statute.
- (3) The vacancy in the office of the chief financial officer is in the manner of paragraph 11 (4) of this statute.
- (4) The chief financial officer vacates office in manner determined in paragraph 10 (2) of this statute.
- (5) The salary and other conditions of service for the chief financial officer are determined by council.
- (6) The powers and duties of the chief financial officer are to oversee the financial affairs of the university and any other function which may be determined by the vice chancellor in consultation with the council.
- (7) The term of office of the chief financial officer is as per paragraph 10 of this statute.

CHAPTER 5 COUNCIL

15. Functions of council

- (1) Subject to the law and this statute, the council governs the institution.
- (2) Without derogating from the generality of subparagraph (1), the council –
 - (a) Determines the vision and mission of the university;
 - (b) Makes rules for the institution;
 - (c) Establishes the council committees, determines the composition and functions of each committee;
 - (d) Establishes, in consultation with the senate, joint committees of the council and the senate to perform functions which are common to the council and the senate;
 - (e) Determines policy on recruitment, selection and placement for all employees of the institution;
 - (f) Determines the students admission policy of the institution, after consultation with the senate;
 - (g) May, with the approval of the senate, refuse readmission to a student who fails to satisfy the minimum requirement for readmission; and
 - (h) Determines and provides student support services after consultation with the SRC.
- (3) Without derogating from the generality of subparagraph (1), the council –
 - (a) makes the institutional statute and any amendments thereto with the concurrence of the Minister;
 - (b) appoints the executive management of the institution;

- (c) determines policies on conditions of services, the disciplinary code and the privileges and functions of its employees;
- (d) determines after consultation with senate-
 - i) What academic structures are required and what the functions of each structure are in order to ensure efficient governance;
 - ii) The appointment of academic employees;
 - iii) The student academic admission policy of the university
- (e) Determines with the approval of senate-
 - i) The entrance requirements for particular higher education programmes, the number of students who may be admitted for a particular higher programme, the way in which to select/place students; the minimum requirements for re-admission to study at the university; and to refuse such re-admission to a student who fails to satisfy such minimum requirements for re-admission.
- (f) determines tuition fees, accommodation fees and any other fees payable by students as well as accommodation fees payable by employees;
- (g) approves the annual budget of the institution;
- (4) Subject to section 68 of the Act, the council may delegate any of the functions referred to in subparagraph (2), but the council may not delegate any of the functions referred to in subparagraph (3).
- (5) The council is not divested of responsibility for the performance of any function delegated or assigned under subparagraph (2).

16. Composition of council

- (1) Council is comprised of the internal and external members and is composed as follows -
 - (a) the vice-chancellor;
 - (b) deputy vice-chancellors;
 - (c) chief financial officer;
 - (d) three members with specific competencies in the fields designated by the council;
 - (e) the chairperson of the institutional forum;
 - (f) five persons appointed by the Minister;
 - (g) one person appointed by the Premier of the Limpopo Province;
 - (h) two persons elected by senate from among its members;
 - (i) two persons elected by convocation;
 - (j) two persons elected by the donors;
 - (k) Two student representative council members elected in accordance with the SRC Constitution;
 - (l) One academic employee of the university other than members of the senate, elected by the academic employees;
 - (m) One member of the administrative employees elected by administrative employees;
 - (n) One member of the service employees of the university elected by the service employees;
- (2) The registrar is the secretary to council and has no voting powers;
- (3) A member of council, other than the vice chancellor and deputy vice chancellors vacates his or her office if he or she -
 - (a) is absent without council's leave for two consecutive ordinary meetings of council;
 - (b) is absent with leave from council for four consecutive meetings of council in a term;

- (c) is declared insolvent by a court of law;
 - (d) is convicted of an offence and sentenced to imprisonment without an option of a fine;
 - (e) is recalled by his or her constituency;
 - (f) is found guilty of an offence that council considers to be of a serious nature.
 - (g) If the council member is found guilty of conduct that in the exclusive opinion of council is of such a nature that the member's ability to exercise his or her fiduciary duties and obligations is compromised, and that continued membership of council is not desirable.
 - (h) If a council member, who is also a member of staff or a student of the University, is found guilty of misconduct in terms of the Disciplinary Code of the University which, in the opinion of council, is of such a serious nature that the member's continued membership of council is not desirable.
 - (i) If the council member is elected or appointed by a particular interest group and the council member's membership of or association with the interest group is terminated.
- (5) Council may by a resolution of the two third majority of its members present at a meeting specifically called for that purpose decide that a member's presence at council is no longer in the best interest of the university and informs the affected member's constituency about the decision.
- (6) A vacancy in council must be filled in the same manner as that in which the member who previously held office was appointed, elected or designated and such a member appointed, elected or designated holds office for the unexpired portion of the term of office of his or her predecessor.
- (7) The allowances payable to external members of council or a committee of council are determined by council subject to the regulations.
- (8) Council elects a chairperson, vice chairperson provided that the chairperson and vice-chairperson must not be employees of the university.
- (9) The chairperson shall not serve more than five years per term and for the maximum of two terms.

17. Manner of election of council members

- (1) Senate, from amongst its members, elects in the manner contemplated in paragraph 37 of this statute, two members to serve as members of council.
- (2) Convocation elects two members to serve as members of council in the manner as determined by the Constitution of Convocation.
- (3) The two members to council designated by persons who are donors, are designated in the manner contemplated in paragraph 81 of this statute.
- (4) The election of structures, students and union is by secret ballot in open general elections conducted by Independent Body coordinated by the registrar where all tiers of employees are allowed to vote across the board for colleagues within their constituencies.
- (5) Two members of student representative council in accordance with the SRC Constitution.
- (6) The designation of persons from the local municipality or body/bodies determined by council is done in accordance with a resolution of such local municipality or body/bodies.
- (7) The three experts designated by council to serve as members of council are appointed in accordance with a resolution of council.

- (8) The name of a person appointed, elected, or designated as a member of council, must be furnished to the secretary to council by the relevant body or person as soon as reasonably practicable after such appointment, election or designation.

18. Term of office of council members

- (1) The members appointed, nominated or designated in terms of the statute, excluding students hold office for five years.
- (2) Members of council may serve a maximum number of two terms.
- (3) The term of office of the members of the student representative council is one year.
- (4) An officer of the university who becomes a member of council by virtue of his or her office, remains a member of council as long as he or she holds the office to which he or she was appointed and by virtue of which he or she is a member of council.

19. Vacancies in council and notification of expiry term of office

If the membership of a member of council terminates for any reason before the expiry of the period for which he or she was appointed, nominated or designated, the secretary to council must inform the body or person that appointed, nominated or designated the member of the vacancy, and that body or person must appoint, nominate or designate a successor as soon as reasonably practicable thereafter. The successor is appointed for the remainder of the term of office for his/her predecessor.

20. Chairperson, vice-chairperson and other office bearers of council

- (1) Nominations for chairperson, vice chairperson of council must be submitted in writing to the secretary to council.
- (2) If more than one candidate is nominated for each portfolio, voting must be by secret ballot.
- (3) The chairperson, vice chairperson of the council must be elected by a majority of the members at a duly constituted meeting of council.
- (4) The council decides, before the elections contemplated in subparagraph (3) on the electoral system to be employed.
- (5) The chairperson, the vice chairperson and other office bearers occupy their respective offices for a term of five years from the date following the day on which the previous chairperson, vice chairperson or other office bearer's term expires, except in a case of removal from office before the expiry period when council deems fit.
- (6) If the chairperson for any reason vacates his or her office prior to the expiry of his or her term of office, the vice-chairperson presides over all council meetings pending the election of a new chairperson.
- (7) If the chairperson and the vice-chairperson are not available for any council meeting, members of council elect one of the external member as chairperson to preside at a particular meeting.

21. Secretary to council

- (1) The registrar is the secretary to council.
- (2) vice-chancellor may assign any other administrative employee to assist the secretary or to act in his or her place.
- (3) The secretary is the electoral officer at all meetings.
- (4) The registrar shall attend all meetings of council.
- (5) Council holds four meeting in a year, one meeting per quarter, however, should there be an urgent matter requiring council attention, a special council meeting may be called to attend to such an urgent matter.

22. Council meetings

- (1) Ordinary meetings
 - (a) Council holds four ordinary meetings per year, which are held quarterly.
 - (b) A quorum consists of fifty per cent plus one of the total number of council members.
- (2) Special meetings
 - (a) Council may call for special meeting in cases of urgency.
 - (b) A quorum consists of fifty per cent plus one of the total number of council members.
- (2) Extraordinary meetings

An extraordinary meeting of council may be convened by the chairperson at any time if he or she deems it necessary, and must convene such meeting at the written request of at least nine members if -

 - (a) the purpose of the meeting is stated in such a request;
 - (b) no business other than that stated in the request is dealt with at the meeting; at least ten days' notice of such meeting must be given.
 - (c) A quorum consists of fifty per cent plus one of the total number of council members.

23. Attendance of council meetings

Council may invite persons who are not members to attend Council meetings on certain agenda items that are relevant to them. Such persons may take part in the discussions provided that they shall not be entitled to vote.

24. Notice of meeting

The secretary to council must, at least seven days before the date set for any meeting, give due notice to each member of all matters to be dealt with at the meeting, stating the time and place of such meeting. However, the seven days' notice period may be dispensed with in cases of emergency or special meetings.

25. Notice of matters to be dealt with at council meeting

- (1) Notice of matters for consideration must be submitted in writing to the secretary to council at least five days prior to the date on which he or she is required to give notice of the meeting.
- (2) Notwithstanding subparagraph (1), matters of an urgent nature may, without prior notice, be placed on the agenda at an ordinary meeting if the majority of members present agree thereto.

26. Minutes

- (1) The secretary to council keeps record of the minutes of each meeting of council and must include such minutes in the notice of the next council meeting.
- (2) An ordinary meeting of council, after being constituted and opened, commences with the reading and confirmation, by signature of the chairperson, of the minutes of the preceding ordinary meeting and the minutes of all subsequent extraordinary meetings.
- (3) Any objection to the minutes must be raised and disposed of before the minutes are confirmed.
- (4) A meeting may consider the minutes as read, if a copy thereof has been sent to each member previously with the notice convening the meeting concerned.
- (5) The secretary to council shall keep a register of council decisions and its committees.

27. Discussion of proposals

- (1) A member may not, except by leave of the chairperson, speak more than once on any motion or amendment thereto, but the proposer of a motion or amendment has the right to reply.
- (2) Despite subparagraph 1, any member may move that the subject under discussion be dealt with in committee, and if seconded, such motion must be put to the vote without further discussion and, if the motion is adopted, council must go into committee forthwith, whereupon any member is entitled to speak more than once on the subject under discussion.

28. Voting procedure at council meeting

- (1) Except where otherwise provided, all matters are decided by a majority of all members present.
- (2) In the event of a tie, the chairperson, in addition to his or her ordinary vote, has also a casting vote.
- (3) Notwithstanding subparagraph (2), The chairperson may have a casting vote even in the event of a tie during a vote by secret ballot.
- (4) A tie in votes means that a motion is rejected, unless the chairperson declares that he or she will use his or her casting vote in favour thereof, in which case the motion is adopted.
- (5) The chairperson may also use his or her casting vote against a motion or may decide not to use his or her casting vote.
- (6) If members present during any vote on a motion abstain from voting, this must be recorded in the minutes.

29. Recording of votes at council meeting

- (1) The number of votes for or against a proposal must be noted in the minutes if a meeting so decides.
- (2) At the request of a member, the chairperson must direct that the vote of such member be recorded.

30. Proposal to be seconded at council meetings

- (1) A proposal or an amendment must be seconded and if the chairperson so directs, must be submitted in writing.
- (2) A proposal may not be withdrawn without the consent of the meeting.

31. Ruling of chairperson

The ruling of the chairperson of the meeting on a point of order or procedure is binding unless a member immediately objects, in which case such ruling must be put to the vote without discussions and the decision of the meeting is final.

32. Motions in connection with drafting or amending of statute

- (1) A motion to initiate a draft, amend, supplement, or repeal the Statute may only be adopted if at least two-thirds of the members of council vote in favour of it.
- (2) If less than two-thirds of the members of council vote for such a motion, the motion may be resubmitted at the next ordinary meeting, where it may only be adopted if at least three-quarters of the members present vote in favour thereof.
- (3) If the motion has not been adopted by at least two-thirds of the members present at the meeting referred to in subparagraph (2), the motion lapses.

33. Financial and other interests of council members

- (1) In accordance with section 27 (7E)(a) of the Act, the council must, after consultation with the institutional forum, adopt a code of conduct to which all the members of council, governance structures, all the members of committee of council, all persons attending meetings of the council and all other persons who exercise functions of the council in terms of the act or in terms of delegated authority must subscribe in writing.
- (2) Any member of council or a committee who has a direct or indirect financial interest in any matter to be discussed at the meeting must declare such an interest before the commencement of such meeting.
- (3) Any member of the university community has the right to inform the chairperson in writing, before any meeting, of any possible conflict of interest in respect of any member of the council or a committee.
- (4) The chairperson is then obliged to place the matter as a first item on the agenda for the council or a committee to discuss.

- (5) The member so affected must be given an opportunity to respond, where after a ruling is made in his or her absence.
- (6) The affected member is thereafter called into the meeting where the decision of the council or a committee must be communicated to him or her.
- (7) After such declaration or in the event of the committee finding that such an interest exists, such member of council or a committee must recuse himself or herself from the meeting before such issue is discussed.
- (8) If the person recusing himself or herself is an officer of the university, the chairperson or the council or a committee may nominate a suitable substitute from the relevant structure or department to attend in the place of the person who has recused himself or herself.
- (9) In the event of the person recusing himself or herself being the chairperson of the meeting, the vice chairperson assumes the duty as chairperson of such meeting.
- (10) In the event of there being no vice chairperson, the council or a committee elects from persons who are not staff or students of the University.

34. Committees of council

- (1) The council may appoints the following committees of the council:-
 - (a) executive committee of council;
 - (b) human resources committee;
 - (c) audit and risk committee;
 - (d) finance committee;
 - (e) student affairs committee; and
 - (f) appeals committee for staff and students' disciplinary cases.
- (2) Council will from time to time decide on the number and nature of Council Committees to assist with the execution of its governance function.
- (3) If the council appoints a committee, the provisions of such an appointment should be in accordance with the terms of reference of such a committee.
- (4) The members of committees other than the executive of council hold office for a maximum period of five years and the powers and duties of such committees are as determined by the council.
- (5) Chairpersons of committees of council shall be external members of council who are not employees or students of the university.

CHAPTER 6 SENATE

35. Composition of senate

- (1) The senate of the university consist of:-
 - (a) the vice-chancellor;
 - (b) the deputy vice chancellors;
 - (c) two members of council, elected by council;
 - (d) all executive deans of faculties;
 - (e) all deputy deans;
 - (f) all directors of schools;
 - (g) professors of the university who are not executive deans or deputy deans or directors;

- (h) twenty five percent senior lecturers of the university who are not deans or deputy deans or directors, elected by the senior lecturers;
 - (i) fifteen percent of lecturers of the university per faculty, elected by the lecturers in the faculty;
 - (j) the director library services of the university;
 - (k) the director or head of a bureau, section or department of the university designated by the senate;
 - (l) one student, other than a first year student, for each faculty, elected by the students of the faculty concerned; and
 - (m) the directors of academic centres and institutes.
 - (n) At least two members of the students' representative council elected by students' representative council.
- (2) The control and regulation of the teaching, learning, research and community engagement at the university is vested in the senate in accordance with the rules framed by the senate for that purpose and approved by the council.
- (3) A vacancy in the senate must be filled in the same manner as that in which the member who previously held the office was appointed, elected or designated.
- (4) A person appointed, elected or designated in terms of subparagraph (3) holds office for the remainder of the term of office of his or her predecessor.
- (5) The senate submits to council -
- (a) reports of its activities;
 - (b) such recommendations as it may deem expedient regarding any matter or interest to the university; and
 - (c) recommendations regarding any matter referred to it by council.
- (6) The registrar is the secretary to the senate and has no voting powers.

36. Joint committees of council and senate

- (1) The council or the senate may assign any of the powers or functions that they have in common to any joint committee, but is not thereby divested of any power or function so assigned and may amend or set aside any decision of such committee.
- (2) The council and the senate may appoint one or more committees which, subject to the directions of council or senate, as the case may be, perform the functions of council or senate that council or senate, as the case may be, determines.
- (3) Such a committee consists of as many members of council or senate, as the case may be, or of such members and other persons as council or senate, as the case may be, may deem necessary and such committee may at any time be dissolved and reconstituted.
- (4) The council or the senate, as the case may be, is not divested of the responsibility for the performance of a function assigned to a committee in terms of subparagraph 1.
- (5) Any decision taken by such a committee in the performance of any function so assigned must be presented for ratification to council or senate, as the case may be, at its first meeting after the decision was taken.
- (6) The council and the senate may, by agreement, establish from among their members one or more joint committees.

37. The manner of election or designation of members of senate

- (1) The elections of the required percentage of senior lecturers and lecturers are by secret ballot in elections conducted by an independent body to be co-ordinated by the registrar.
- (2) Faculties already having the required parentage of qualifying members do not participate in the elections, since their members are duly elected by virtue of being the sole and automatic candidates within their faculties.

38. Term of office of members of senate

- (1) The members of the senate elected by the council and referred to in paragraph 35 (1)(c) of this statute hold office for as long as they are members of council.
- (2) Elected members of the senate in terms of paragraph 35 (1)(g)(h) and (i) of this statute hold office for a period of five years as long as they are employed by the university.
- (3) In the event of a vacancy, the constituency that elected or designated such a member must fill such vacancy, through election or designation in the manner determined by such bodies.
- (4) Elected members of the student representative council will serve a period of one year as long as they remain registered students.

39. Functions of senate

- (1) The senate -
 - (a) makes recommendations to council concerning the creation of new programmes and structures as well as the dissolution of such structures and programmes;
 - (b) makes recommendations to council regarding the creation of new faculties, schools, departments, centres or institutes and any other academic unit;
 - (c) appoints the executive dean of each faculty;
 - (d) appoints the director(s) for departments and schools;
 - (e) recommends to council the functions of executive deans, deputy deans and directors;
 - (f) appoints directors of centres or institutes in the faculties and schools or as approved by faculty boards;
 - (g) monitors and advises on tuition in the various faculties, schools, departments, centres, institutes, lectures and classes subject to the rules approved by council on the recommendation of the senate;
 - (h) appoints all internal and external examiners and moderators;
 - (i) makes recommendations to council concerning degrees, diplomas, and certificates offered by the various faculties and schools, after consultation with the faculty boards;
 - (j) makes recommendations to council on the conditions for the awarding of degrees, diplomas or certificates by the university and monitors the requirements for admission to study for such degrees, diplomas and certificates and the conditions for the granting of equal status to persons who have studied at other institutions or universities;
 - (k) approves the procedure for the awarding of degrees, diplomas and certificates as well as the nature of academic dress;
 - (l) regulates all matters relating to academic meetings for which no provision has been made in the statute;

- (m) makes recommendations to council concerning the appointment of emeritus professors, special category appointments and persons to whom honorary degrees may be awarded;
 - (n) makes recommendations to council concerning the amendment, supplementation or repeal of disciplinary rules in the academic sphere;
 - (o) determines the quorum and procedures of committees of the senate; and
 - (p) ensures that the academic programme of various faculties and schools adhere to the mission of the university.
- (2) The senate may delegate any of its powers to a member or a committee of the senate.
- (3) The senate is not divested of any power, nor relieved of any functions or duty delegated in terms of subparagraph(2), and may amend or set aside any decision of any such persons or committee at the meeting of the senate following such a decision.

40. Chairperson of senate

- (1) The vice-chancellor is the chairperson of senate.
- (2) In the absence of the chairperson, the deputy vice chancellor designated by the chairperson acts as chairperson and in the absence of the deputy vice chancellor, the members of the senate must elect a chairperson from amongst the members present by the majority votes.

41. Secretary to senate

- (1) The registrar is the secretary to senate and he or she may designate any other official to assist him or her to act on his or her behalf as secretary to senate.
- (2) The secretary to senate attends all meetings of the senate and of committees of the senate and may take part in the discussions but may not vote.

42. Meetings of senate

- (1) At least two ordinary meetings of senate must be held during each semester of the academic year.
- (2) Ordinary meetings of senate are held on the dates, and at the times and places, as determined by the senate.

43. Attendance of meeting by non-members

- (1) The senate may invite persons who are not members to attend a meeting.
- (2) The persons contemplated in subparagraph (1) may take part in the discussions but are not allowed to vote.

44. Quorum of senate meetings

A quorum consists of half plus one of the total number of members.

45. Agenda for senate meetings

At least seven days before an ordinary meeting and at least two days before an extraordinary meeting of the senate, the secretary to senate must provide to every member an agenda reflecting, among others, the date, time and venue of the meeting and the matters to be considered.

46. Compilation of agenda

- (1) Submissions must be in writing and must be lodged with the secretary to senate at least fourteen days before the appointed date of an ordinary meeting.
- (2) Notwithstanding subparagraph (1), matters of an urgent nature may, without prior notice, be placed on the agenda at an ordinary meeting if the majority of the members present agree thereto.

47. Representatives of senate on council

- (1) The senate decides before the election on the electoral system to be employed.
- (2) The members are elected by a majority at an ordinary senate meeting.
- (3) Nominations of candidates must be in writing, and must be signed by at least two members of senate and the nominee, and must reach the secretary at least three days before the senate meeting concerned.
- (4) Notice of the expiry of a term of office of a senate member on council must be given by the secretary to senate by including an item on the agenda of the ordinary meeting of the senate preceding the last meeting of council which takes place during the term of office of such a member.
- (5) A member whose term of office expires may be re-elected.
- (6) If a representative of senate on the council vacates his or her office prematurely, the senate elects a successor for the remaining part of his or her term of office at its next meeting.

48. Standing orders of senate

- (1) No proposal to make, amend, or repeal a standing order of senate may be considered unless it is included and set out in detail in the agenda of an ordinary meeting of senate.
- (2) A resolution to make, amend or repeal a rule of senate must be accepted by at least two-thirds of the total number of members of senate.

49. Minutes of senate meetings

- (1) The secretary to senate keeps the minutes of the proceedings at all meetings and forwards a report of all resolutions, as well as the necessary documentation concerning matters for decision by council, to the secretary to council after each meeting.
- (2) The minutes of an ordinary meeting of senate must be provided to all members within three weeks after such meeting.

- (3) At the commencement of an ordinary meeting, after it has been constituted, the minutes of the previous ordinary meeting and of any extraordinary meeting held subsequently must be read and, if adopted, must be confirmed by the signature of the chairperson of senate.
- (4) Any objection to the minutes must be raised and dealt with before the confirmation contemplated in subparagraph 3.
- (5) The meeting may take the minutes as read if a copy thereof has been delivered to every member at least three days before the meeting.

50. Register of resolutions

A complete and accessible register of senate resolutions must be kept available by the secretary to senate.

51. Discussion of proposals

- (1) A member may not, without the permission of the chairperson, speak more than once on a motion or an amendment, but the proposer of a motion or amendment has the right to reply.
- (2) A member may move that the matter under discussion be dealt with in committee and, if his or her motion is seconded, it must be put to the vote without further discussion, and if his or her motion is carried, senate must go immediately into committee, where after a member may speak more than once on the subject under discussion.
- (3) The opinion of a member who cannot attend a meeting personally may be submitted to the meeting if it is in writing, but it is not deemed as a vote by such a member.

52. Voting procedures and recording of resolutions

- (1) Except as otherwise provided in this statute, all matters are decided by a majority vote of all members present.
- (2) The chairperson is a voting member of the meeting and if he or she desires to cast his or her ordinary vote he or she does so simultaneously with the general voting and not thereafter.
- (3) In the event of a tie, the chairperson has, in addition to his or her ordinary vote, a casting vote.
- (4) Despite subparagraph (3), the chairperson may have a casting vote in the case of a vote by secret ballot.
- (5) A tie in a vote means that a motion is rejected unless the chairperson declares that he or she will use his or her casting vote in favour thereof, in which case the motion is adopted.
- (6) The chairperson may also use his or her casting vote against a motion or may decide not to use his or her casting vote.
- (7) The number of votes for a proposal together with all abstentions must be recorded in the minutes.
- (8) At the request of a member, the chairperson may direct that -
 - (a) voting be by secret ballot; or
 - (b) the request of the member in question be recorded in the minutes.

53. Ruling of chairperson of senate

The ruling of the chairperson of the meeting on a point of order or procedure raised by the chairperson or a member of the meeting is binding, unless a member immediately objects, in which event such ruling is subjected to the final decision of the meeting without discussion.

54. Extraordinary meetings

- (1) The chairperson or in his or her absence his or her representative may convene an extraordinary meeting at any time if he or she deems it necessary, and must convene such a meeting if he or she is requested to do so in writing by at least ten members of the senate on condition the purpose of such meeting is stated in such request.
- (2) No matter not stated in such request may be considered at such meeting contemplated in subparagraph (1), except with the consent of the meeting following an uncontested motion.

55. Committees of senate

- (1) Committees of senate including the executive committee of senate may be established, as determined by the senate itself.
- (2) The members of standing committees of senate are elected by electoral system determined by senate.
- (3) Members of committees established for particular purposes hold office for as long as it is deemed necessary by senate.
- (4) Every committee elects a chairperson at its first meeting before transacting any other business, unless the senate at the time of electing the committee appointed a chairperson.
- (5) The chairperson of a committee must, at every ordinary meeting of the senate, submit a report of the activities of the committee concerned.

CHAPTER 7 CONVOCATION OF UNIVERSITY

56. Composition of convocation –

The convocation consists of -

- (1) all the persons, other than the persons referred to in subparagraph (2), who were immediately before the commencement of this statute members of the convocation of the university;
- (2) the vice-chancellor, the deputy vice-chancellors and the registrar;
- (3) the permanent academic employees of the university with five years working experience and retired academic employees designated by council on the recommendation of senate to be members; and
- (4) all graduates of the university, provided that if any person who is a member of convocation by virtue of subparagraphs (1) or (3) gives written notice to council that he or she does not wish to become or remain a member of convocation, he or she does not become such a member, or ceases to be such a member, as the case may be, upon receipt of such notice by council.

57. Constitution of convocation

The council must approve the Constitution of Convocation which provides for all matters relating to the establishment of its own alumni structures and their functions, meetings and meeting procedures, elections and term of office, its representatives on the Institutional Forum (IF) and council together with such other provisions as the council may consider appropriate within the context of the statute and Act.

58. Convocation roll

- (1) The secretary to convocation keeps a convocation roll showing the full names and the addresses of the members of convocation.
- (2) It is the duty of every member to notify the secretary in writing of any change of address and such address is regarded as the member's registered address.
- (3) The fact that the name of a person appears on the convocation roll is sufficient proof of his or her membership of convocation and of the fact that he or she is entitled to vote.

59. Office bearers Election of convocation

- (1) With the exception of ex officio members and members designated by other constituencies, the president, vice president and five additional members of the convocation are elected by convocation through electronic ballot and or a secured online voting system;
- (2) The secretary to convocation is the electoral officer who determines the procedure(s) of elections of convocation.
- (3) He or she must be assisted by two scrutineers appointed by the vice-chancellor.
- (4) No student or staff member may be eligible for election into the executive committee of convocation;
- (5) In order to be eligible for election to serve on the Executive Committee of convocation, a period of at least five years working experience should have lapsed after graduating from the university.

60. President of convocation

- (1) No employee of the university shall be elected president of convocation.
- (2) The president of convocation holds office for a period of five years.
- (3) If the president for any reason vacates his or her office prior to the expiry of his or her term of office, the vice president must act as president until the convocation has elected a new president for the unexpired part of such term of office.
- (4) The president is the chairperson of all meetings of convocation and in his or her absence the vice president must act as chairperson.
- (5) In the absence of both the president and vice president, the members present must, under the guidance of the secretary to convocation, elect a chairperson for that meeting from amongst themselves.

61. Notice of meetings of convocation

Notice of a meeting of the convocation with a statement of the business to be brought before the meeting must be sent to every person who is a member, or who at the time of the meeting, will be eligible to be a member at least fourteen days before such meeting.

62. Meetings of convocation

- (1) All meetings of convocation take place at the venue determined by the convocation.
- (2) A meeting of convocation may be convened by the president at any time if he or she deems it necessary, and must be convened by the secretary when a written request signed by at least twenty members is lodged with him or her, provided that the matters for consideration at such meeting are stated in the form of specific motions and that no matters other than those stated in such request may be discussed at such meeting.
- (3) The meeting contemplated in subparagraph (2) must be convened by the secretary as soon as possible but not later than two months of receipt of such request.

63. Office bearers of convocation

- (1) The executive committee of convocation consists of -
 - (a) the president and the vice president of convocation;
 - (b) one member of council elected by council;
 - (c) five persons elected by the convocation from amongst convocation members;
 - (d) one member of senate appointed by senate;
 - (e) the vice-chancellor;
 - (f) the director of communications and marketing; and
 - (g) registrar or his or her representative is the secretary to convocation and has no voting powers.

64. Duties of the office bearers

- (1) The office bearers of the convocation must -
 - (a) administer the affairs of the convocation; and
 - (b) discuss and on behalf of the convocation state its opinion upon any matters relating to the university or to the convocation, including matters that may be referred to it by council.

65. Funds of convocation

All monies pertaining to the business of the convocation are administered by the finance department of the university according to the university's financial policies.

66. Quorum and procedure at meetings of convocation

- (1) 100 (one hundred) members constitute a quorum for the purposes of convocation meetings and five members constitute a quorum for purposes of executive committee meetings.
- (2) The procedure at a meeting of the council, with the changes required by the context, applies to meetings of the convocation.
- (3) A copy of all resolutions of the convocation and declarations concerning all other matters on which the convocation may decide, duly certified by the president and the secretary, must be sent to the secretary to the council and the secretary to the senate for the information of the council and the senate respectively.

67. Representatives of convocation on council

The election of members of the convocation on the council is in a manner as determined by the Constitution of Convocation.

**CHAPTER 8
FACULTIES****68. Faculties**

- (1) The council may, after consultation with the senate and in line with higher education policies, establish faculties or schools, departments, programmes and courses at the university.
- (2) The university may, upon the recommendation of the senate, provide tuition for a degree, a diploma or certificate or a module or a course in a subject.

69. Faculties board

- (1) A faculty board is established for each faculty.
- (2) A faculty board consists of -
 - (a) the executive dean of the faculty who serves as chairperson;
 - (b) the deputy dean of the faculty;
 - (c) directors of departments and schools;
 - (d) the professors of the faculty;
 - (e) all lecturers of that faculty;
 - (f) such other persons as the faculty board itself may from time to time determine; and
 - (g) the chairpersons of the students in a faculty;
- (3) Persons invited to a meeting of the faculty board who are not members of the faculty may take part in the discussions but shall not vote.
- (4) A faculty board meets once a term at such time and place as may be determined by the faculty board itself.
- (5) The dates of such meetings contemplated in subparagraph (4) must be reflected in the university calendar.
- (6) A special meeting of a faculty board, of which not less than 24 hours' notice must be given to all members, may be convened by the dean at any time, if the reason for convening such a meeting is clearly stated.
- (7) Subject to the provisions of subparagraph (6), a special meeting of the faculty board may also be convened by the executive dean or deputy dean at the written request of at least one third of the members of the faculty board if the purpose of such meeting is clearly stated in such a request and no other matter is dealt with at such a meeting, except the one stated in the request.
- (8) The date, time and venue of all special meetings are determined by the executive dean and no elections or nominations of persons into offices within the faculty may be conducted at such special meetings.
- (9) A quorum comprises one half plus one member of the total voting membership of the board.

70. Functions of faculty board

A faculty board must present to the senate, for the senate's consideration and recommendation to the council, all matters relating to the curricula, syllabi, courses, research and examinations to the extent that the departments, on such matters as may be referred to it by the senate and on other matters affecting the interest of the faculties.

71. Executive Deans

- (1) The executive dean is appointed by the university on a performance-based five year contract subject to renewal if the council deems it fit, provided that the dean shall not serve for more than two terms.
- (2) The executive deans are the chief accounting officers of the faculties and chair all meetings of the faculties and administer the budget and all resources of the faculties and report the proceedings of the meetings to senate.
- (3) The executive dean reports to the deputy vice-chancellor: academic.
- (4) The executive dean is the chairperson of the faculty board and a member of the committees of the faculty board by virtue of his or her office.
- (5) The executive dean must ensure that the registration of students in the faculty or school is carried out according to regulations.
- (6) The executive dean must ensure that the work of the departments, centres, institutes and the programmes in the faculty is effective and well organised.
- (7) The executive dean presents reports to the senate in respect of the activities of the faculty.
- (8) The executive dean vacates office if he or she -
 - (a) resigns by giving written notice to the vice-chancellor and principal;
 - (b) is declared insolvent, or is convicted of an offence involving dishonesty or of an offence for which he or she is imprisoned without the option of a fine;
 - (c) is declared unfit to attend to his or her personal affairs by a court of law;
 - (d) is found guilty of misconduct and demoted or dismissed; or
 - (e) is incompetent.

72. Deputy deans

- (1) The deputy dean is elected by the faculty for a period of five years subject to renewal if the faculty deems it fit.
- (2) The deputy dean is the deputy chief administrative officer of the faculty and performs any duty given to him or her by the executive dean.
- (3) The deputy dean reports to the executive dean of the faculty.
- (4) The deputy dean vacates office if he or she:-
 - (a) resigns by giving notice to the deputy vice-chancellor academic and copies to the dean;
 - (b) is declared insolvent, or is convicted of an offence involving dishonesty or of an offence for which he or she is imprisoned without the option of a fine;
 - (c) is declared unfit to attend to his or her personal affairs by a court of law;
 - (d) is found guilty of misconduct and demoted or dismissed; or
 - (e) is incompetent.

73. Academic department

- (1) There is for every faculty or school an academic department.
- (2) Academic department consists of all lecturing members of the faculty or school.
- (3) Persons invited to meetings of an academic department who are not members of the academic of such academic department may take part in discussions but are not entitled to vote.
- (4) An academic department meets regularly to discuss departmental matters.
- (5) A quorum at a meeting of an academic department comprises one half plus one of the total numbers of voting members.

74. Functions of academic department

- (1) An academic department and schools recommend to the faculty board for recommendation to senate, all matters relating to curricula, syllabi, courses, research, and examinations.
- (2) All rules concerning curricula, syllabi, courses, modules, research or examinations of a particular department or school must be adopted by the faculty board after they have been formally approved by the academic department or school.

CHAPTER 9 INSTITUTIONAL FORUM

75. Institutional forum (IF)

- (1) The IF is an advisory body to council and is accountable to council.
- (2) In the event of the IF holding a view that is at variance with council's opinion on a particular matter, the opinion of council prevails.

76. Composition of IF

- (1) The IF consists of two representatives from each of the following designations-
 - (a) the management;
 - (b) the council;
 - (c) the senate;
 - (d) the academic employees;
 - (e) the administrative employees;
 - (f) the service employees;
 - (g) the students;
 - (h) the convocation; and
 - (i) any other bodies at the university that are recognised by council.
- (2) Nomination of representatives must be transparent and democratic and each constituency must follow the procedure within its own constituency and submit the names of its representatives to the secretary to the IF.
- (3) The term of office of members of IF is five years co-incident with the five-year term of office of the council.
- (4) The term of office of the members designated in terms of paragraph 76 (1)(g) of this statute is one year in line with the term of office of the students representative council.

- (5) A member vacates his or her seat on the IF if he or she ceases to be a member of the constituency which nominated or elected him or her, provided that the membership of a student contemplated in paragraph 82 (1) of this statute ceases automatically when he or she ceases to be a registered student.

77. Executive committee of IF

- (1) The executive committee of the IF consists of -
- (a) the chairperson;
 - (b) the deputy chairperson;
 - (c) the secretary to the IF; and
 - (d) three additional members.
- (2) The institutional forum must elect a Chairperson and a Deputy Chairperson from its ranks, provided that the Chairperson and the Deputy Chairperson may not be from the same constituency.
- (3) The Chairperson of the Institutional Forum is an ex officio member of Council. The Chairperson of the Institutional Forum may participate in the discussion in council but cannot vote.
- (4) The term of office of the Chairperson and the Deputy Chairperson will be five years or of a lesser duration depending on their membership with their constituencies.
- (5) If the office of the Chairperson or the Deputy Chairperson becomes vacant, the institutional Forum will elect a successor at its next meeting.
- (6) The chairperson of the Institutional Forum reports to the Institutional Forum the decision of Council on the advice submitted by the Institutional Forum to the Council.

78. Functions of IF

The functions of the IF are to -

- (1) advise council on issues affecting the institution, including -
- (a) the implementation of the Act and the national policy on higher education;
 - (b) race and gender equity policies;
 - (c) the selection of candidates for senior management positions;
 - (d) code of conduct, mediation and dispute resolution procedures; and
 - (e) the fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and the creation of an appropriate environment for teaching, research and learning.
- (2) The advice given by the Institutional Forum must be submitted in writing by the Chairperson of the IF to the Council through the office of the Registrar, who thereafter must provide a copy to the Vice Chancellor.

79. Secretary of IF

The office of the registrar shall provide secretariat service to the IF.

80. Meetings of IF

- (1) The meetings of the IF must be convened and held in the manner, at the time and places and for the purposes prescribed by its standing orders which must be submitted to council for approval.
 - (a) The Chairperson must convene a meeting of the Institutional Forum at least twice in each semester. The date for meetings is set out in the University Calendar.
 - (b) Subject to the provisions of the statute and the Rules, the Institutional Forum must determine its meeting procedures with due observance of generally accepted norms and practices of fair administrative process.
 - (c) The quorum consists of fifty percent plus one of the total numbers of serving members (excluding vacancies) of the Institutional Forum.
 - (d) In the absence of the Chairperson, the Deputy Chairperson acts as the Chairperson, and in the absence of both the Chairperson and the Deputy Chairperson, the members present at the meeting of the Institutional Forum with the assistance of the secretary elect a member to chair the meeting.
 - (e) A written notice must be issued by the Secretary to each member of the Institutional Forum at least seven days before an ordinary meeting, indicating the time, date and place of such meeting. Such notice must be accompanied by an agenda and supporting documentation as appropriate.
 - (f) Members who wish to place additional matters on the agenda must send a written request in this regard to the Secretary at least five days before the date of the meeting, and must provide the Secretary with the documentation the member wishes to submit to the Institutional Forum.
 - (g) The Registrar must keep the minutes of the meetings and a register of the decisions of the Institutional Forum and all members of the Institutional Forum must have access to the register.
 - (h) The Chairperson or the Vice-Chancellor may convene an ordinary meeting with four days notice stating the reason for the urgent meeting and the matter(s) for discussion.
 - (i) When requested by at least one-fifth of the members of the Institutional forum, the Chairperson must convene an extraordinary meeting, provided that the request is in writing and the matters for discussion are stated. Not less than 24 hours notice must be given of such a meeting.
 - (j) No matter other than that of which notice has been given can be discussed at a meeting.
 - (k) The chairperson has a deliberative vote on every matter and, in a case of an equality of votes, also a casting vote, and
 - (l) Whenever the Chairperson so rules, voting must take place by means of a secret ballot.

CHAPTER 10 DONORS

81. Donors

- (1) Any person or organisation who has donated to the university an amount which is deemed as substantial by the council during the two years preceding his or her designation to the council, is deemed a donor.
- (2) The secretary to council keeps a list of names of donors and each donor may register his or her address with the secretary and inform him or her of any change of address or name.
- (3) The list of names of donors is conclusive proof that a person or body, whose name appears therein at the time of the election by the donors, is entitled to vote and that a person or body whose name does not appear on the list is not entitled to vote.
- (4) Whenever it is necessary for donors to elect a member of the council, the secretary to the council must direct that an election be held, the procedure of which is as decided by the council from time to time.

CHAPTER 11 STUDENTS

82. Student's representative council (SRC)

- (1) A student's representative council for the university is elected by the registered students of the university in line with the SRC constitution.
- (2) The manner of election, term of office, functions and privileges of the student's representative council are determined by the SRC Constitution.
- (3) The SRC Constitution or any amendment thereof must be approved by Council, after consultation with the SRC, and such be submitted through the Secretary of Council.

83. Registration of students

- (1) Every person registered as a student at the university must sign the official registration form, thereby binding himself or herself to such conditions, rules and regulations for the students and the SRC constitution as the council may determine.
- (2) A person registered as a student of the university is registered for the ensuing academic year or semester or for such shorter period as may be determined by the council after consultation with senate generally or in any particular case.
- (3) No person is enrolled for a course for any degree or diploma or certificate unless he or she has satisfied all the pre-requisites laid down in the rules concerned.

84. Student discipline

- (1) A student of the university is subject to the disciplinary provisions contained in the rules in respect of disciplinary action as determined by the council. The vice chancellor may cancel or for a specified period suspend registration of a student or admission to an academic programme and accommodation in any student hostel or residence of the university or his or her right or entitlement to utilise any other university facilities if, at any time after due

inquiry, the vice chancellor is satisfied that such disciplinary measures are in the best interest of the university.

- (2) Any disciplinary action taken by the vice chancellor in terms of (1) above may be confirmed or reversed by the council upon appeal.
- (3) Should a student for any reason institute legal proceedings against the university and have costs awarded against him/her, such costs will be debited into the student's fee account.

85. Registration of and fees payable by students

- (1) The council may, with the approval of the senate, prescribe the minimum requirements of study with which any person must comply before he or she may be permitted -
 - (a) to register as a student of the university;
 - (b) to renew his or her registration as a student; or
 - (c) if he or she is registered as a student of the university, to attend or to continue to attend the university as a student.
- (2) The fees payable by a student to the university are determined by the council.
- (3) The council may refuse to renew the registration of a student applying therefore if such student fails to comply with the minimum study requirements contemplated in subparagraph (1).
- (4) Notwithstanding anything to the contrary contained in this statute, the council may cancel the registration of a student if it considers such cancellation to be in the best interest of the university, provided that such cancellation is final and the council is obliged to furnish reasons therefore.
- (5) The council may, after consultation with the senate, limit the number of persons who may be permitted to register for any specific course of study and, where the number of applicants for the admission to such a course of study exceed the number so limited, the senate may select from the number of applicants those who are to be admitted to register for such course.
- (6) The rules relating to study programmes and syllabuses in regard to full-time and part-time studies are determined by the council on the recommendation of the senate.
- (7) The council may refuse to admit or re-admit as a student of the university any person who applies for any such admission or re-admission if the council considers it in the best interest of the university to do so and the council must furnish reasons for any such refusal.

CHAPTER 12 PENSION / PROVIDENT FUND

86. Pension/Provident fund

Membership of the University of Venda Pension/ Provident Fund and Group Life is compulsory for all permanent and contract employees subject to the rules and regulations of the fund.

CHAPTER 13 DEGREES, DIPLOMAS AND CERTIFICATES

87. Degrees, diplomas and certificates

Subject to the NQF Act and paragraph 90 of this statute, the university may confer a degree, diploma and award a certificate upon any person who has attained the standard of proficiency determined by the university in assessment and evaluation.

88. Honorary degrees

- (1) The university may, by resolution of council, passed on the recommendation of the senate and without examination, confer an honorary degree of master or doctor in any faculty upon any person whom the university may deem worthy of such honour.
- (2) The holder of honorary degree is not, by reason of such conferral, entitled to practise that profession.
- (3) A proposal for an honorary degree, doctor or magister, to be conferred must be submitted to the vice-chancellor in writing by a member of the senate or the council.
- (4) The proposal contemplated in subparagraph (3) must be seconded by three other members of the body concerned, and must set out clearly why the degree should be conferred, taking into account the guidelines set out in the policy documents in this respect.
- (5) The vice-chancellor must refer any such proposals to the university's honorary degrees committee which must consist of the -
 - (a) the vice-chancellor as chairperson;
 - (b) the chairperson of council;
 - (c) two members of council;
 - (d) two members of senate;
 - (e) two members of the relevant faculty board;
 - (f) the chairperson of convocation; and
 - (g) the president of the students representative council.
- (6) The honorary degrees committee must make a recommendation concerning the candidate or candidates and the degree or degrees which are to be conferred, and must submit it, with detailed reasons, to a special senate meeting called for this purpose.
- (7) In the event of the honorary degrees committee deciding not to make such recommendations, this decision must be conveyed to the proposer by the vice-chancellor.
- (8) Any proposal must be treated as confidential, and all documentation in respect of any proposals for conferring honorary degrees must be retrieved by the secretary after every meeting.
- (9) The senate, at the meeting called for this purpose as contemplated in subparagraph (6), must be provided with documentation in respect of the proposal or proposals.
- (10) There must be discussions at the special senate meeting and members of the senate must vote by secret ballot on the recommendation submitted to it.
- (11) If a two-thirds majority of the members present at the special senate meeting vote in favour thereof, the recommendation must be submitted to the council.
- (12) The council must at its meeting after the special senate meeting, be provided with documentation in respect of the proposal(s) and be addressed by the proposer or proposers.
- (13) There must be no discussion at the council meeting and the council must vote by

- secret ballot on the recommendation submitted to it.
- (14) The honorary degree may only be conferred if a two-thirds majority of the members present vote in favour of the recommendation.
- (15) Honorary degrees may be conferred on persons who:-
- (a) have made an outstanding contribution to scholarship and research;
 - (b) have made an outstanding contribution to economic and industrial development in South Africa or the region;
 - (c) have an outstanding record in leadership in their professions; or
 - (d) have made an outstanding contribution to community health, welfare or the cultural well-being of the community which the university serves.
- (16) Honorary degrees may not be conferred on any current employee of the university, or anybody serving on a statutory body of the university.
- (17) On council recommending that a degree be conferred, the vice-chancellor must approach the candidate or candidates to ascertain whether they are willing to accept such a degree.

89. Examinations and tests

- (1) The assessment and evaluation of students are conducted under the control of the senate.
- (2) The university may, for the purpose of any examination or test determined by the council on the recommendation of the senate, make use of external examiners or moderators appointed by the council on the recommendation of the senate.

90. Congregation and conferring or awarding of degrees, diplomas or Certificates

- (1) No degree, diploma or certificate, other than an honorary degree, may be conferred upon any person unless the registrar certifies that such person has satisfied all the requirements prescribed for such degree, diploma or certificate.
- (2) For the purpose of conferring degrees or awarding of diplomas or certificates, a meeting to be called "Congregation of the University" is held, to which are invited members of the council, academic employees, persons upon whom degrees, diplomas or certificates are to be conferred and such other persons as the vice-chancellor may determine.
- (3) No person is entitled to any privileges attached to a degree, diploma or certificate until such time as such degree, diploma or certificate has been conferred upon or awarded to him or her at a congregation.
- (4) The congregation of the university is held at least once a year at such time as determined by the council, and is presided over by the chancellor or the vice-chancellor in the absence of the chancellor.
- (5) The procedure relating to the conferment of degrees and the academic dress to be worn are as determined by the council, and all other matters concerning the congregation are as determined by senate.

CHAPTER 15 EMERITUS PROFESSORS AND SPECIAL CATEGORY ACADEMICS

91. *Emeritus professors*

- (1) The council may, on the recommendation of the senate and subject to the statute, bestow the status of emeritus professor on retired professors of the university with such rights and privileges as may be determined by the senate.
- (2) The council may, on the recommendation of the senate, engage the services and expertise of individuals as within a specific area of teaching and research for a specified period, which academics may not enjoy voting rights in anybody or committee of the university.
- (3) Persons who retire from the university having served as vice-chancellor or as deputy vice-chancellor or persons who retire after five (5) years of service as full professors, may be appointed as *emeritus professors* of the university.
- (4) Such appointment does not take place automatically but follows a recommendation to senate from the faculty board concerned, and is based on a significant contribution made in respect of academic and administration leadership.
- (5) Persons who retire from the university, but who have not served as full professors for five (5) years with proven record of sound graduates supervision, publications plus community service in the institution and outside may be appointed *professors emeritus* of the university on a written and substantiated recommendation made to the senate by the faculty board after being requested to do so by the vice chancellor and principal.
- (6) The privileges and the duties of an emeritus professor may include the following:
 - (a) referring to himself or herself as an emeritus professor of the university;
 - (b) being invited to all graduation ceremonies and related functions of the university, and to take part in any academic ceremony of the university, being placed immediately behind members of the council of the university.
 - (c) having free membership of the University Library;
 - (d) supervising post-graduate research if requested to do so by the senate;
 - (e) undertaking and publishing research approved by senate, and having access to funding to make this possible;
 - (f) having office or laboratory space allocated when available and if approved by senate; and
 - (g) qualifying for fee remission benefits as approved by council on a recommendation by senate.
- (7) Besides administrative functions contemplated in subparagraph 7(d), an emeritus professor may exercise no management or executive duties at the university, and may not be a member of the senate of the university.

92. **Special category academics**

Academics that have made outstanding contributions and/or are experts in their respective fields may be considered for appointments or promotions to special category academics, researchers and administrators.

CHAPTER 16
REPEAL OF PREVIOUS STATUTE

93. Repeal of previous Statute

- (1) The Statute of the University of Venda promulgated in *Government Gazette No. 40673 Government Notice No.210 of 10 March 2017*.
- (2) Anything done, anybody established and person appointed to an office under a provision of the Statute repealed by subparagraph (1) is deemed to have been done, established or appointed under the corresponding provision of this Statute, provided that such provisions are not inconsistent with any provision of this Statute.

SOUTH AFRICAN REVENUE SERVICE

NO. 419

14 May 2021

RETURNS TO BE SUBMITTED BY A PERSON IN TERMS OF SECTION 25 OF THE TAX ADMINISTRATION ACT, 2011 (ACT NO. 28 OF 2011)

In terms of section 25 of the Tax Administration Act, 2011, I, Edward Christian Kieswetter, Commissioner for the South African Revenue Service, hereby require that the persons specified in the attached Schedule must submit returns for the 2021 year of assessment, as defined in the Schedule, within the periods specified in the Schedule.



E C KIESWETTER
COMMISSIONER: SOUTH AFRICAN REVENUE SERVICE

Schedule

1. General

(1) Any term or expression in this notice to which a meaning has been assigned in a “tax Act” as defined in section 1 of the Tax Administration Act, 2011, has the meaning so assigned, unless the context indicates otherwise and the following terms have the following meaning—

“**2021 year of assessment**” means—

- (a) in the case of a company, the financial year of the company ending during the 2021 calendar year; and
- (b) in the case of any other person, the year of assessment ending during the period of 12 months ending on 28 February 2021; and

“**income tax return**” means a return for the assessment of normal tax in respect of the 2021 year of assessment including a turnover tax return if a person is a registered micro business under the Sixth Schedule to the Income Tax Act.

(2) Notice is hereby given in terms of section 25 of the Tax Administration Act, read with section 66(1) of the Income Tax Act, that a person specified in terms of paragraph 2 is required to submit an income tax return within the period prescribed in paragraph 4.

2. Persons who must submit an income tax return

The following persons must submit an income tax return:

- (a) Every company or other juristic person, which was a resident during the 2021 year of assessment that—
 - (i) derived gross income of more than R1 000;
 - (ii) held assets with a cost of more than R1 000 or had liabilities of more than R1 000 at any time;
 - (iii) derived any capital gain or capital loss of more than R1 000 from the disposal of an asset to which the Eighth Schedule of the Income Tax Act applies; or
 - (iv) had taxable income, taxable turnover, an assessed loss or an assessed capital loss;
- (b) Every trust that was a resident during the 2021 year of assessment;
- (c) Every company, trust or other juristic person, which was not a resident during the 2021 year of assessment, that—
 - (i) carried on a trade through a permanent establishment in the Republic;
 - (ii) derived income from a source in the Republic; or
 - (iii) derived any capital gain or capital loss from the disposal of an asset to which the Eighth Schedule to the Income Tax Act applies;
- (d) Every company incorporated, established or formed in the Republic, but that was not a resident as a result of the application of any agreement entered into with the Government of any other country for the avoidance of double taxation during the 2021 year of assessment;
- (e) Every natural person who during the 2021 year of assessment—
 - (i) was a resident and carried on any trade (other than solely in his or her capacity as an employee); or
 - (ii) was not a resident and carried on any trade (other than solely in his or her capacity as an employee) in the Republic;
- (f) Every natural person who during the 2021 year of assessment—
 - (i) was a resident and had capital gains or capital losses exceeding R40 000;

- (ii) was not a resident and had capital gains or capital losses from the disposal of an asset to which the Eighth Schedule to the Income Tax Act applies;
- (iii) was a resident and held any funds in foreign currency or owned any assets outside the Republic, if the total value of those funds and assets exceeded R250 000 at any stage during the 2021 year of assessment;
- (iv) was a resident and to whom any income or capital gains from funds in foreign currency or assets outside the Republic was attributed in terms of the Income Tax Act;
- (v) was a resident and held any participation rights, as referred to in section 72A of the Income Tax Act, in a controlled foreign company;
- (vi) was a resident and had taxable turnover; or
- (vii) subject to the provisions of paragraph 3, at the end of the 2021 year of assessment—
 - (aa) was under the age of 65 and whose gross income exceeded R83 100;
 - (bb) was 65 years or older (but under the age of 75) and whose gross income exceeded R128 650; or
 - (cc) was 75 years or older and whose gross income exceeded R143 850;
- (g) Subject to the provisions of paragraph 3, every estate of a deceased person that had gross income during the 2021 year of assessment;
- (h) Every non-resident whose gross income during the 2021 year of assessment included interest from a source in the Republic to which the provisions of section 10(1)(h) of the Income Tax Act do not apply;
- (i) Every person that is issued an income tax return form or who is requested by the Commissioner in writing to furnish a return, irrespective of the amount of income or nature of receipts or accruals of the person; and
- (j) Every representative taxpayer of any person referred to in subparagraphs (a) to (i) above.

3. Persons not required to submit an income tax return

- (1) A natural person or estate of a deceased person is not required to submit an income tax return in terms of paragraph 2(f)(vii) or (2)(g) if the gross income of the person during the 2021 year of assessment consisted solely of gross income described in one or more of the following subparagraphs:
 - (a) Remuneration paid or payable from one single source, which does not exceed R500 000 and employees' tax has been deducted or withheld in terms of the deduction tables prescribed by the Commissioner;
 - (b) Interest (other than interest from a tax free investment) from a source in the Republic not exceeding—
 - (i) R23 800 in the case of a natural person below the age of 65 years at the end of the year of assessment;
 - (ii) R34 500 in the case of a natural person aged 65 years or older at the end of the year of assessment; or
 - (iii) R23 800 in the case of the estate of a deceased person;
 - (c) Dividends and the natural person was a non-resident throughout the 2021 year of assessment; and
 - (d) Amounts received or accrued from a tax-free investment.
- (2) Subparagraph (1) does not apply to a natural person—
 - (a) who was paid or granted an allowance or advance as described in section 8(1)(a)(i) of the Income Tax Act other than an amount reimbursed or advanced as described in section 8(1)(a)(ii) or an allowance or advance referred to in section 8(1)(b)(iii) that does not

- exceed the amount determined by applying the rate per kilometre for the simplified method in the notice fixing the rate per kilometre under section 8(1)(b)(ii) and (iii) to the actual distance travelled;
- (b) who was granted a taxable benefit described in paragraph 7 of the Seventh Schedule to the Income Tax Act; or
 - (c) who received any amount or to whom any amount accrued in respect of services rendered outside the Republic.
- (3) A natural person is not required to submit an income tax return in terms of paragraph 2(f)(vii) if—
- (a) the person is notified by the Commissioner in writing that he or she is eligible for automatic assessment; and
 - (b) the person's gross income, exemptions, deductions and rebates reflected in the records of the Commissioner are complete and correct as at the date—
 - (i) of accepting automatic assessment; or
 - (ii) specified in paragraph 4(b)(i) or (ii), if he or she does not respond to the notification by this date.

4. Periods within which income tax returns must be furnished

Income tax returns must be submitted within the following periods:

- (a) in the case of any company, within 12 months from the date on which its financial year ends; or
- (b) in the case of all other persons (which include natural persons, trusts and other juristic persons, such as institutions, boards or bodies)—
 - (i) on or before 23 November 2021 if the return is submitted electronically through the assistance of a SARS official at an office of SARS or manually;
 - (ii) on or before 23 November 2021 if the return does not relate to a provisional taxpayer and is submitted by using the SARS eFiling platform;
 - (iii) on or before 31 January 2022 if the return relates to a provisional taxpayer and is submitted by using the SARS eFiling platform; or
 - (iv) where accounts are accepted by the Commissioner in terms of section 66(13A) of the Income Tax Act in respect of the whole or portion of a taxpayer's income, which are drawn to a date after 28 February 2021 but on or before 30 September 2021, within 6 months from the date to which such accounts are drawn.

5. Form of income tax returns to be submitted

The forms prescribed by the Commissioner for the submission of income tax returns are obtainable on request *via* eFiling at <https://www.sarsefiling.co.za> or downloadable from the SARS website at <https://www.sars.gov.za/list-of-sars-efiling-forms/>.

6. Manner of submission of income tax returns

- (1) Income tax returns must—
 - (a) in the case of a company, be submitted electronically by using the SARS eFiling platform;
 - (b) in the case of natural persons or trusts be submitted electronically—
 - (i) by using the SARS eFiling platform, provided the person is registered for eFiling; or

- (ii) through the assistance of a SARS official at an office of SARS;
- (c) in the case of institutions, boards or bodies be—
 - (i) submitted electronically by using the SARS eFiling platform, provided the person is registered for eFiling;
 - (ii) submitted electronically through the assistance of a SARS official at an office of SARS;
 - (iii) forwarded by post to SARS; or
 - (iv) delivered to an office of SARS, other than an office which deals solely with matters relating to customs and excise.
- (2) Returns for turnover tax must be forwarded by post to SARS or delivered to an office of SARS, other than an office which deals solely with matters relating to customs and excise.
- (3) SARS may agree that a person, who is required to submit a return in the manner prescribed in subparagraph (1) or (2), may submit the return in an alternative manner.

SUID-AFRIKAANSE INKOMSTEDIENS

NO. 419

14 Mei 2021

**OPGAWES INGEVOLGE ARTIKEL 25 VAN DIE WET OP BELASTINGADMINISTRASIE, 2011
(WET NO. 28 VAN 2011), DEUR 'N PERSOON INGEDIEN TE WORD**

Ingevolge artikel 25 van die Wet op Belastingadministrasie, 2011, vereis ek, Edward Christian Kieswetter, Kommissaris vir die Suid-Afrikaanse Inkomstediens, hierby dat die persone in die aangehegte Bylae aangedui opgawes vir die 2021 jaar van aanslag, soos omskryf in die Bylae, moet indien binne die tydperke in die Bylae aangedui.

E C KIESWETTER
KOMMISSARIS: SUID-AFRIKAANSE INKOMSTEDIENS

Bylae

1. Algemeen

(1) Enige woord of uitdrukking in hierdie kennisgewing waaraan 'n betekenis geheg is in 'n "Belastingwet", soos in artikel 1 van die Wet op Belastingadministrasie, 2011, omskryf, dra die betekenis aldus daaraan geheg, tensy die samehang andersins aandui en die volgende uitdrukkings dra die volgende betekenis—

"2021 jaar van aanslag" beteken—

- (a) in die geval van 'n maatskappy, die finansiële jaar van daardie maatskappy wat gedurende die 2021 kalenderjaar eindig; en
- (b) in die geval van enige ander persoon, die jaar van aanslag wat eindig gedurende die tydperk van 12 maande wat op 28 Februarie 2021 eindig; en

"inkomstebelastingopgawe" beteken 'n opgawe vir die aanslaan van normale belasting ten opsigte van die 2021 jaar van aanslag, insluitende 'n omsetbelastingopgawe, indien 'n persoon 'n geregistreerde mikro-besigheid ingevolge die Sesde Bylae by die Inkomstebelastingwet, is.

(2) Kennis word hierby ingevolge artikel 25 van die Wet op Belastingadministrasie, gelees met artikel 66(1) van die Inkomstebelastingwet, gegee dat van 'n persoon ingevolge paragraaf 2 aangedui, vereis word om 'n inkomstebelastingopgawe in te dien binne die tydperk in paragraaf 4 voorgeskryf.

2. Persone wat 'n inkomstebelastingopgawe moet indien

Die volgende persone moet 'n inkomstebelastingopgawe indien:

- (a) Elke maatskappy of ander regspersoon, wat 'n inwoner was gedurende die 2021 jaar van aanslag wat—
 - (i) bruto inkomste van meer as R1 000 verkry het;
 - (ii) bates met 'n koste van meer as R1 000 gehou het of laste van meer as R1 000 op enige tydperk gehad het;
 - (iii) enige kapitaalwins of kapitaalverlies van meer as R1 000 verkry het vanuit die beskikking oor 'n bate waarop die Agtste Bylae by die Inkomstebelastingwet van toepassing is; of
 - (vi) belasbare inkomste, belasbare omset, 'n aangeslane verlies of 'n aangeslane kapitaalverlies gehad het;
- (b) Elke trust wat 'n inwoner gedurende die 2021 jaar van aanslag was;
- (c) Elke maatskappy, trust of ander regspersoon, wat nie 'n inwoner gedurende die 2021 jaar van aanslag was nie, wat—
 - (i) 'n bedryf deur 'n permanente saak in die Republiek beoefen het;
 - (ii) inkomste vanuit 'n bron in die Republiek verkry het; of
 - (iii) 'n kapitaalwins of kapitaalverlies verkry het vanuit die beskikking oor 'n bate waarop die Agtste Bylae by die Inkomstebelastingwet van toepassing is;
- (d) Elke maatskappy ingelyf, opgerig of ingestel in die Republiek, maar wat weens die toepassing van enige ooreenkoms aangegaan met die Regering van enige ander land vir die vermyding van dubbele belasting nie 'n inwoner gedurende die 2021 jaar van aanslag was nie;
- (e) Elke natuurlike persoon wat gedurende die 2021 jaar van aanslag—
 - (i) 'n inwoner was en enige bedryf beoefen het (behalwe uitsluitlik in sy of haar hoedanigheid as 'n werknemer); of
 - (ii) nie 'n inwoner was nie en enige bedryf binne die Republiek beoefen het (behalwe uitsluitlik in sy of haar hoedanigheid as 'n werknemer);

- (f) Elke natuurlike persoon wie gedurende die 2021 jaar van aanslag—
- (i) 'n inwoner was en kapitaalwinste of kapitaalverliese wat R40 000 oorskry, gehad het;
 - (ii) nie 'n inwoner was nie en kapitaalwinste of kapitaalverliese verkry het vanuit die beskikking oor 'n bate waarop die Agtste Bylae by die Inkomstebelastingwet van toepassing is;
 - (iii) 'n inwoner was en enige fondse in buitelandse geldeenheid gehou het of enige bates buite die Republiek besit het, indien die totale waarde van daardie fondse en bates op enige tydstip gedurende die 2021 jaar van aanslag, R250 000 oorskry het;
 - (iv) 'n inwoner was en aan wie enige inkomste of kapitaalwinste uit fondse in buitelandse geldeenheid of bates buite die Republiek ingevolge die Inkomstebelastingwet toegereken kon word;
 - (v) 'n inwoner was en enige deelnemende regte, soos in artikel 72A van die Inkomstebelastingwet bedoel, in 'n beheerde buitelandse maatskappy gehou het;
 - (vi) 'n inwoner was en belasbare omset gehad het; of
 - (vii) behoudens die bepalings van paragraaf 3, aan die einde van die 2021 jaar van aanslag—
 - (aa) jonger as 65 jaar was en wie se bruto inkomste R83 100 oorskry het;
 - (bb) 65 jaar of ouer was (maar jonger as 75) en wie se bruto inkomste R128 650 oorskry het; of
 - (cc) 75 jaar of ouer was en wie se bruto inkomste R143 850 oorskry het;
- (g) Behoudens paragraaf 3, elke boedel van 'n bestorwe persoon wat bruto inkomste gedurende die 2021 jaar van aanslag gehad het;
- (h) Elke nie-inwoner wie se bruto inkomste gedurende die 2021 jaar van aanslag, rente vanuit 'n bron in die Republiek ingesluit het waarop die bepalings van artikel 10(1)(h) van die Inkomstebelastingwet nie van toepassing is nie;
- (i) Enige persoon aan wie 'n inkomstebelastingopgawevorm uitgereik word of wat skriftelik deur die Kommissaris versoek word om 'n opgawe in te dien, ongeag die bedrag van inkomste of die aard van die ontvangste of toevallings van daardie persoon; en
- (j) Elke verteenwoordigende belastingpligtige van enige persoon in subparagrafe (a) tot (i) hierbo bedoel.

3. Persone nie vereis om 'n inkomstebelastingopgawe in te dien nie

- (1) 'n Natuurlike persoon of boedel van 'n bestorwe persoon word nie vereis om 'n inkomstebelastingopgawe ingevolge paragraaf 2(f)(vii) of (2)(g) in te dien nie, indien die bruto inkomste van daardie persoon gedurende die 2021 jaar van aanslag, uitsluitlik bestaan het uit bruto inkomste in een of meer van die volgende subparagrafe beskryf:
- (a) Besoldiging betaal of betaalbaar uit 'n enkele bron, wat nie R500 000 oorskry nie en werknemersbelasting ingevolge die aftrekkingstabelle deur die Kommissaris voorgeskryf, afgetrek of teruggehou is;
 - (b) Rente (anders as rente van 'n belastingvrye belegging) uit 'n bron binne die Republiek wat nie meer is nie as—
 - (i) R23 800 in die geval van 'n natuurlike persoon jonger as 65 jaar op die einde van die 2021 jaar van aanslag;
 - (ii) R34 500 in die geval van 'n natuurlike persoon van 65 jaar of ouer aan die einde van die jaar van aanslag; of
 - (iii) R23 800 in die geval van die boedel van 'n bestorwe persoon;
 - (c) Dividende en die natuurlike persoon was 'n nie-inwoner gedurende die hele 2021 jaar van aanslag; en

- (d) Bedrae uit 'n belastingvrye belegging ontvang of toegeval.
- (2) Subparagraaf (1) is nie van toepassing nie op 'n natuurlik persoon—
- (a) aan wie 'n toelae of voorskot betaal of toegestaan is soos in artikel 8(1)(a)(i) van die Inkomstebelastingwet beskryf behalwe 'n bedrag vergoed of voorgeskiet soos in artikel 8(1)(a)(ii) beskryf of 'n toelae of voorskot in artikel 8(1)(b)(iii) na verwys wat nie die bedrag oorskry nie wat bepaal word deur die skaal per kilometer vir die vereenvoudigde metode in die kennisgewing wat die skaal per kilometer ingevolge artikel 8(1)(b)(ii) en (iii) vasstel, toe te pas op die werklike afstand afgelê; of
- (b) aan wie 'n belasbare voordeel beskryf in paragraaf 7 van die Sewende Bylae by die Inkomstebelastingwet toegestaan is; of
- (c) 'n bedrag ontvang het of aan wie enige bedrag toegeval het ten opsigte van dienste buite die Republiek gelewer.
- (3) 'n Natuurlike persoon word nie vereis om 'n inkomstebelastingopgawe in te dien nie, ingevolge paragraaf 2(f)(vii), indien—
- (a) die persoon skriftelik deur die Kommissaris verwittig is dat hy of sy vir outomatiese aanslag in aanmerking kom; en
- (b) die persoon se bruto inkomste, vrystellings, aftrekkings en kortings vertoon in die rekords van die Kommissaris volledig en korrek is op die datum—
- (i) van aanvaarding van outomatiese aanslag; of
- (ii) in paragraaf 4(b)(i) of (ii) aangedui, indien hy of sy nie op die kennisgewing reageer teen hierdie datum nie.

4. Tydperke waarbinne inkomstebelastingopgawes ingedien moet word

Inkomstebelastingopgawes moet binne die volgende tydperke ingedien word:

- (a) In die geval van enige maatskappy, binne 12 maande vanaf die datum waarop sy finansiële jaar eindig; of
- (b) In die geval van alle ander persone (waarby natuurlike persone, trusts en ander regspersone, soos instellings, rade of liggame ingesluit word)—
- (i) voor of op 23 November 2021 indien die opgawe elektronies met die bystand van 'n SAID-amptenaar by 'n kantoor van SAID of per hand ingedien word;
- (ii) voor of op 23 November 2021 indien die opgawe nie met 'n voorlopige belastingpligtige verband hou nie en ingedien word deur die SAID eFiling platform te gebruik;
- (iii) voor of op 31 Januarie 2022 indien die opgawe met 'n voorlopige belastingpligtige verband hou en ingedien word deur die SAID eFiling platform te gebruik; of
- (iv) waar rekenings kragtens artikel 66(13A) van die Inkomstebelastingwet deur die Kommissaris aanvaar word ten opsigte van die geheel of 'n gedeelte van 'n belastingpligtige se inkomste, wat opgemaak is tot 'n datum na 28 Februarie 2021, maar voor of op 30 September 2021, binne 6 maande vanaf die datum tot wanneer daardie rekenings opgemaak is.

5. Vorm van inkomstebelastingopgawes ingedien te word

Die vorms deur die Kommissaris voorgeskryf vir die indiening van inkomstebelastingopgawes is op versoek verkrygbaar *via* eFiling by www.sarsefiling.co.za of van die SARS webtuiste by <https://www.sars.gov.za/list-of-sars-efiling-forms/> afgelaai word.

6. Wyse van indiening van inkomstebelastingopgawes

- (1) Inkomstebelastingopgawes moet—
 - (a) in die geval van 'n maatskappy, elektronies ingedien word deur van die SAID eFiling platform gebruik te maak;
 - (b) in die geval van natuurlike persone of trusts, elektronies ingedien word—
 - (i) deur van die SAID eFiling platform gebruik te maak op voorwaarde dat die persoon vir eFiling geregistreer is; of
 - (ii) met die bystand van 'n SAID amptenaar by 'n SAID kantoor;
 - (c) in die geval van instellings, rade of liggame—
 - (i) elektronies ingedien word deur van die SAID eFiling platform gebruik te maak op voorwaarde dat die persoon vir eFiling geregistreer is;
 - (ii) elektronies ingedien word met die bystand van 'n SAID amptenaar by 'n SAID kantoor;
 - (iii) per pos aan SAID gestuur word; of
 - (iv) gelewer word aan 'n kantoor van SAID, behalwe 'n kantoor wat uitsluitelik handel met aangeleenthede wat met doeane en aksyns verband hou.
- (2) Opgawes ten opsigte van omsetbelasting moet per pos aan SAID gestuur word of gelewer word aan 'n kantoor van SAID, behalwe 'n kantoor wat uitsluitelik handel met aangeleenthede wat met doeane en aksyns verband hou.
- (3) SAID mag toestem dat 'n persoon wat vereis word 'n opgawe in te dien op die wyse ingevolge subparagrafe (1) of (2) voorgeskryf, die opgawe op 'n alternatiewe wyse mag indien.

UPHIKO LWENGENISOMALI ENINGIZIMU AFRIKA**No.****UNHLABA 2021****AMAFOMU ENTELA OKUFANELE AHANJISWE NGUMUNTU NGOKWESIGABA 25
SOMTHETHO WOKUSINGATHWA KWENTELA, 2011 (UMTHETHO NO. 28 KA-2011)**

Ngokwesigaba 25 soMthetho Wokuphathwa Kwentela, ka-2011, mina, Edward Christian Kieswetter, uKhomishana woPhiko Lwengenisomali eNingizimu Afrika, lapha ngidinga ukuba bonke abantu ababalulwe kwiSheduli efakiwe lapha ukuba bahambise amafomu entela onyaka obuyekezwayo ka-2019, njengalokhu kuchaziwe kule Sheduli, singakashayi isikhathi esibalulwe kuyo iSheduli.

E C KIESWETTER**UKHOMISHANA: UPHIKO LWENGENISOMALI ENINGIZIMU AFRIKA**

Isheduli

1. Okwejwayelekile

(1) Noma yiliphi itemu noma ibinza lamagama elikulesi saziso incazelo yalo inikeziwe “eMthethweni Wentela” njengalokhu kuchaziwe esigabeni 1 soMthetho Wokuphathwa Kwentela, wezi-2011, linaleyo ncazelo eliyinekeziwe, ngaphandle uma uma indlela elisetshenziswe ngayo isho okunye futhi amatemu alandelayo analezi zincazelo ezilandelayo—

“unyaka obuyekwezwayo wezi-2021” usho—

- (a) lapho kuyinkampani, unyaka wezimali waleyo nkampani ophela ngonyaka wekhalenda yonyaka wezi-2021; futhi
- (b) lapho kuyinoma yimuphi omunye umuntu, unyaka obuyekwezwayo ophela esikhathini esiyizinyanga eziyi-12 eziphela mhla zingama-28 kuNhlolanja 2021; futhi

“amafomu entela yengeniso” asho amafomu agcwaliswayo okubuyekwezwa kwentela eyejwayelekile okumaqondana nonyaka obuyekwezwayo wezi-2021 okuhlanganisa namaforamu entela yemali engenile uma umuntu eyibhizinisi elincane elibhalisile ngaphansi kweSheduli yeSithupha yoMthetho Wentela Yengenisomali.

(2) Lapha kukhishwa isaziso ngaphansi kwesigaba 25 soMthetho Wokuphathwa Kwentela, sifundwa nesigaba 66(1) soMthetho Wentela Yengenisomali, ukuba umuntu obalulwe ngokwesigaba sesi-2 kudingeka alethe amafomu entela yengenisomali singakapheli isikhathi esibekwe esigabeni sesi-4.

2. Abantu okufanele bahambise amafomu entela yengenisomali

Laba bantu abalandelayo kufanele bahambise amafomu entela yengenisomali:

- (a) Zonke izinkampani nanoma yimuphi omunye umuntu ngokuchaza komthetho, owayeyisakhamuzi ngesikhathi sonyaka obuyekwezwayo wezi-2021—
 - (i) ingenisomali yakhe isiyonke engaphezulu kwe-R1 000;
 - (ii) obe nempahla ebiza ngaphezu kwe-R1 000 noma obe nezikweletu ezingaphezulu kwe-R1 000 nganoma yisiphi isikhathi;
 - (iii) othole inzuzo ngokudayisa isakhiwo noma ngotshalomali noma olahlekelwe yinzuzo engaphezulu kwe-R 1000 ngokudayisa isakhiwo okusebenza kusona iSheduli yesiShiyagalombili yoMthetho Wentela Yengenisomali; noma
 - (iv) othole ingenisomali ekhokha intela noma olahlekelwe ingenisomali ehlaziyiwe noma olahlekelwe imali ngokudayisa isakhiwo;
- (b) Wonke ama-trust akhona ngesikhathi sonyaka obuyekwezwayo wezi-2021;
- (c) Zonke izinkampani, ama-trust noma umuntu ngokwamehlo omthetho, owayengesona isakhamuzi ngesikhathi sonyaka obuyekwezwayo wezi-2021—
 - (i) Oqhube umsebenzi othile wohwebo esebenzisa isakhiwo eRiphabhlikhi;
 - (ii) Othole ingenisomali ephume emthonjeni waseRiphabhlikhi; kumbe
 - (iii) Othole inzuzomali noma olahlekelwe yimali ngenxa yokudayisa isakhiwo okusebenza kusona iSheduli yesiShiyagalombili yoMthetho Wentela Yengenisomali;
- (d) Leyo naleyo nkampani esunguliwe noma eyakhiwe eRiphabhlikhi, kepha engesona isakhamuzi ngenxa yokusetshenziswa kwanoma yisiphi isivumelwano okungenwe kusona noHulumeni bamanye amazwe ngenhloso yokugwema ukuthela kabili ngesikhathi sonyaka obuyekwezwayo wezi-2021;
- (e) Wonke umuntu ngokwemvelo ngesikhathi sonyaka obuyekwezwayo wezi-2021—

- (i) ongumhlali futhi owenze noma yimuphi umsebenzi (ngale komsebenzi awenze ngoba eqashiwe kuphela); kumbe
- (ii) ongeyena umhlali wakuleli futhi owenze noma yimuphi umsebenzi (ngale komsebenzi awenze ngoba eqashiwe kuphela) lapha eRiphabhliki;
- (f) Wonke umuntu ngokwemvelo okuthe ngesikhathi sonyaka obuyekezwayo wezi-2021—
 - (i) waba engumhlali futhi wathola inzuzo yotshalomali noma yokudayisa isakhiwo eyevile ku-R40 000 noma walahlekelwa yile mali;
 - (ii) obengeyena umhlali futhi wathola inzuzo yotshalomali noma yokudayisa isakhiwo maqondana nayo okusebenza iSheduli Yesishiyagalombili yoMthetho Wentela Yengenisomali;
 - (iii) obengumhlali futhi enezimali ezithile eziyimali yasemazweni angaphandle kumbe enobunikazi banoma iyiphi impahla ngaphandle kweRiphabhliki, uma inani lalezo mali nempahla libe ngaphezulu kuka-R250 000 noma ngasiphi isikhathi ngonyaka obuyekezwayo wezi-2021;
 - (iv) obengumhlali futhi othole noma iyiphi ingenisomali noma inzuzo yotshalomali noma ngokudayisa isakhiwo ayikhokhelwe ngemali yamazwe angaphandle kumbe impahla esemazweni angaphandle kweRiphabhliki ngokoMthetho Wentela Yengenisomali;
 - (v) obengumhlali futhi enanoma imaphi amalungelo okubamba iqhaza, njengokuba kushiwo esigabeni 72A soMthetho Wentela Yengenisomali, enkampanini elawulwa emazweni angaphandle; kumbe
 - (vi) obengumhlali futhi ethola ingenisomali ekhokha intela; noma
 - (vii) ngaphansi kwemibandela yesigatshana 3, ekupheleni konyaka obuyekezwayo wezi-2021—
 - (aa) ubengaphansi kweminyaka yobudala engama-65 futhi ingenisomali yakhe isiyonke ibe ngaphezulu kuka-R83 100;
 - (bb) ubeneminyaka yobudala engama-65 noma ngaphezulu (kepha engaphansi kwengama-75) futhi ingenisomali yakhe isiyonke yevile ku-R128 650; kumbe
 - (cc) ubeneminyaka engama-75 kumbe ngaphezulu futhi ingenisomali yakhe isiyonke yevile ku-R143 850;
- (g) Kweyame emibandeleni yesigaba sesi-3, lonke ifa lomuntu ongasekho elibe nengenisomali ngesikhathi sonyaka obuyekezwayo wezi-2021;
- (h) Wonke umuntu ongeyena umhlali wakuleli ongenisomali yakhe isiyonke ngonyaka obuyekezwayo wezi-2021 ihlanganisa inzalo evela emthonjeni olapha kwiRiphabhliki okungasebenzi kuwona imibandela yesigaba 10(1)(h) soMthetho Wentela Yengenisomali;
- (i) Wonke umuntu onikwe ifomu lentela yengenisomali noma ocelwe nguKhomishana ngokumbhalela ukuthi akagcwalise, alethe amafomu entela, noma ngabe imali yakhe engenayo ingakanani noma amarisidi noma inzalo yaleyo mali eyaluhlobo luni; kanye
- (j) Nawo wonke umuntu omele umkhokhintela okukhulunywe ngaye kusukela endinyaneni (a) kuya ku-(i) ngenhla.

3. Abantu okungadingeki ukuba bagcwalise futhi bahambise amafomu entela yengenisomali

- (1) Umuntu ngokwemvelo kumbe ifa lomuntu ongasekho akudingekile ukuba balethe amafomu entela yengenisomali ngokwendinyana 2(f)(vii) noma (2)(g) uma ingenisomali yalowo muntu ngesikhathi sonyaka obuyekezwayo wezi-2020 yakhiwe kuphela yingenisomali echazwe kwesinye salezi zigatshana ezilandelayo:

- (a) Umholo awutholile noma okufanele ewuthole kumthombomali owodwa futhi ungevile ku-R500 000 futhi intela yabasebenzi isibanjiwe kumbe isidonsiwe ngokwamathebula okubanjelwa intela amiswe nguKhomishana;
 - (b) Inzalo (ngale kwenzalo yotshalomali olungayikhokhi intela) evela emthonjeni olapha kwiRiphabhliki ingevile—
 - (i) ku-R23 800 lapho kungumuntu ngokwemvelo oneminyaka engevile kwengama-65 ubudala ekupheleni konyaka obuyekezwayo;
 - (ii) ku-R34 500 lapho kungumuntu ngokwemvelo oneminyaka engama-65 kumbe eyevile kwengama-65 ubudala ekupheleni konyaka obuyekezwayo; kumbe
 - (iii) ku-R23 800 uma kuyifa lomuntu ongasekho;
 - (c) Izabelo zenzuzo yenkampani ezikhokhelwa abanamashya kuyona futhi lowo muntu ngokwemvelo kade engeyena umhlali unyaka wonke obuyekezwayo wezi-2021; kanye
 - (d) Nemali etholakale kumbe eqongelelwe kutshalomali olungayikhokhi intela.
- (2) Indinyama (1) ayisebenzi kumuntu wemvelo—
- (a) okhokhelwe noma onikwe isibonelelo noma imali ekhokhwa phambi kwesikhathi echazwe esigabeni 8(1)(a)(i) soMthetho Wentela Yengenisomali ngaphandle kwenani alibuyiseliwe noma ayikhokhelwe phambi kwesikhathi njengokuba kuchaziwe esigabeni (8)(a)(ii) noma isibonelelo noma imali ayikhokhelwe phambi kwesikhathi okukhulunywe ngayo esigabeni 8(1)(b)(iii) engadluli enanini elinqunywe ngokusebenzisa izibalo ezifakwayo ngekhilomitha ngalinye esazisweni esinquma inani elikhokhwayo ngekhilomitha ngalinye ngaphansi kwesigaba (8)(1)(ii) kanye no-(iii) ngokwebanga elihanjiwe ngempela;
 - (b) onikwe isibonelelo esikhokhiswa intela esichazwe endimeni 7 kwiSheduli Yesikhombisa yoMthetho Wentela Yengenisomali; noma
 - (c) othole noma yinani elingakanani elitholakale ngenxa yemisebenzi eyenziwe ngaphandle kweRiphabhliki.
- (3) Umuntu wemvelo akudingeki ukuthi ahambise amafomu entela yengenisomali ngokwendima 2(f)(vii) uma—
- (a) lowo muntu aziswe nguKhomishana ngokumbhalela ukuthi uSARS uzomgcwalisela amafomu entela; futhi
 - (b) ingenisomali yakhe isiyonke, ukuxegiselwa, imali ebanjwayo kanye nabuyiselwa yona kuvela ngokuyikho futhi ngokuphelele kumarekhodi kaKhomishana ngosuku—
 - (i) amukela ngalo lokhu kugcwaliselwa amafomu entela; noma
 - (ii) olushiwo endimeni 4(b)(i) noma (ii), uma engaphenduli esazisweni asitholile ngalolu suku.

4. Izikhathi okufanele ukuba alethwe ngazo amafomu entela

Amafomu entela yengenisomali kufanele alethwe zingakadluli lezi zikhathi ezilandelayo:

- (a) maqondana nanoma iyiphi inkampani, zingakapheli izinyanga eziyi-12 kusukela ngosuku okuphela ngazo unyaka wayo wezimali; noma
- (b) maqondana nabo bonke abanye abantu (okuhlanganisa abantu ngokwemvelo, ama-trust noma abantu ngokwamehlo omthetho, njengezikhungo noma izinhlaka ezithile)—
 - (i) mhla zingama-22 kuNovemba 2021 noma ngaphambili kwalolu suku uma ehanjiswa ngobuchwepheshe bamakhompuyutha ngokusizwa yisisebenzi sakwa-SARS noma ngokuzenzela;
 - (ii) mhla zingama-23 kuNovemba 2021 noma ngaphambili kwalolu suku uma lawo mafomu kungewona awomkhokhi wentela yesikhashana futhi ehanjiswa ngokusebenzisa uhlelo lwe-SARS eFiling; noma

- (iii) mhla zingama-31 kuJanuwari 2022 noma ngaphambi kwalolu suku uma kungawomkhokhi wentela yesikhashana futhi ehanjiswa ngokusebenzisa uhlelo lwe-SARS eFiling; noma
- (iv) lapho ama-akhawunti emukelwe nguKhomishana ngaphansi kwesigaba 66(13A) soMthetho weNtela Yemali Engenayo mayelana nayo yonke imali yalowo mkhokhi wentela engenayo noma ingxenye yayo, lawo ma-akhawunti adonswa osukwini olungemuva komhla zingama-28 Febhuwari 2021, kodwa mhla noma ngaphambi kwamhla zingama-30 Septhemba 2021, ezinyangeni eziyisithupha kusukela lapho kwenziwa khona lawo ama-akhawunti.

5. Uhlobo lwamafomu entela okufanele alethwe

Amafomu anqunywe nguKhomishana ukuba asetshenziselwe ukuletha imininingwane edingekayo yentela yengenisomali atholakala ngokuwacela kusetshenziswa uhlelo lwe-*eFiling* kuleli kheli: <https://www.sarsefiling.co.za> futhi ayatholakala nakwi-website yakwaSARS kuleli kheli: <https://www.sars.gov.za/list-of-sars-efiling-forms/>.

6. Izindlela zokuhanjiswa kwamafomu entela yengenisomali

- (1) Amafomu entela kumele—
 - (a) lapho kuyinkampani, ahanjiswe nge-internet ngokusebenzisa uhlelo lwe-SARS eFiling;
 - (b) lapho kungabantu ngokwemvelo noma ama-trust, kumele ahanjiswe nge-internet —
 - (i) ngokusebenzisa uhlelo lwe-SARS eFiling lapho lowo muntu ekubhalisele ukusebenzisa uhlelo lwe-eFiling; noma
 - (ii) ngokusizwa yisisebenzi sakwa-SARS kunoma yiliphi ihhovisi lwakwa-SARS;
 - (c) lapho kuyisikhungo, ibhodi noma uhlaka oluthile—
 - (i) kumele ahanjiswe ngokusebenzisa uhlelo lwe-SARS eFiling uma lowo muntu ekubhalisele ukusebenzisa uhlelo lwe-eFiling;
 - (ii) ngokusizwa yisisebenzi sakwa-SARS kunoma yiliphi ihhovisi lwakwa-SARS;
 - (iii) ngokuwathumela kwa-SARS ngeposi lawo mafomu; noma
 - (iv) ngokuwahambisa ehhovisi lakwa-SARS, ngaphandle kwehhovisi elibhekana nezindaba zentela yezinto ezihanjiswa noma ezibuya kwamanye amazwe kuphela.
- (2) Amafomu entela yamabhizinisi amancane ebalwa ngemali engenayo ebhizinisini kufanele athunyelwe kwa-SARS ngeposi noma ahanjiswe ehhovisi lakwa-SARS, ngaphandle kwehhovisi elibhekana nezindaba zentela yezinto ezihanjiswa noma ezibuya kwamanye amazwe kuphela.
- (3) U-SARS angavuma ukuthi umuntu okudingeka ukuthi alethe amafomu entela ngendlela echazwe endinyaneni (1) noma (2) awaalethe ngenye indlela lawo mafomu entela.

DITSHEBELETSO TSA LEKGETHO AFRIKA BORWA**Palo.****MOTSHEHANONG 2021****DIKGUTLISO TSE LOKELANG HO NEHELWA KE MOTHO HO LATELA DINTLHA TSA KAROLO YA 25 YA MOLAO WA TSAMAISO YA LEKGETHO, 2011 (MOLAO 28 WA 2011)**

Ho latela karolo 25 ya Molao wa Tsamaiso ya Lekgetho, 2011, nna, Edward Christian Kieswetter, Khomeshenara wa Ditshebeletso tsa Lekgetho Afrika Borwa, ke hloka hore batho ba hlwauweng Shejuleng se hoketsweng mona ba nehelane ka dikgutliso tsa selemo sa hlahlobo sa 2021, jwalo ka ha ho hlalositse ka hare ho shejule ha mmoho le dinako tse hlalositsweng.

E C KIESWETTER**KHOMISHENARA: DITSHEBELETSO TSA LEKGETHO AFRIKA BORWA**

Shejule

1. Kakaretso

(1) Lereo lefe kapa lefe kapa polelo e ka hara tsebiso ena eo tlhaloso ya yona e amahanngwang le "Molao wa lekgetho" ho latela tlhaloso ya karolo ya 1 ya Molao wa Tsamaiso ya Lekgetho, 2011, e bolela sona seo ntle feela le ha moelelo o bolela ho hong mme mareo a latelang a bolela sena—

"selemo sa hlahlobo sa 2021" e hlalosa—

- (a) moo ho buuwang ka khampani, selemo sa ditjhelete sa khampani eo se felang ka selemo sa khalendara sa 2021; mme
- (b) moo ho buuwang ka motho ofe kapa ofe, selemo sa hlahlobo se felang nakong ya dikgwedi tse 12 mme se fela ka la 28 Hlakola 2021; mme

"kgutliso ya lekgetho la lekeno" e hlalosa kgutliso ya hlahlobo ya lekgetho le tlwaelehileng le mabapi le selemo sa hlahlobo sa 2021 ho kenyeleditse kgutliso ya lekgetho la tjhelete ya motho e bang a ngodisitse e le kgwebo e nyane ka tlasa Shejule sa Botshelela ho Molao wa Lekgetho la Lekenno.

(2) Tsebiso e nehelwa ho latela karolo ya 25 ya Molao wa Tsamaiso ya Lekgetho, o balwang mmoho le karolo 66(1) ya Molao wa Lekgetho la Lekenno, o hlalolang hore motho ya hlwailweng ho latela dintlha tsa temana 2 o lokela ho nehelana ka kgutliso ya lekgetho la lekeno ka nako e laetsweng temaneng 4.

2. Batho ba tlamehang ho nehelana ka kgutliso ya lekgetho la lekeno

Batho ba latelang ba tlameha ho nehelana ka kgutliso ya lekgetho la lekeno:

- (a) Khampani e nngwe le e nngwe kapa kgonahalo ya ho ka qosa le ho qoswa e, e neng e le ya boahi selemong sa hlahlobo sa 2021 e—
 - (i) fumaneng lekeno le fetang R1 000;
 - (ii) tshwere thepa e fetang boleng ba R1 000 kapa e na le dikoloto tse fetang R1 000 nakong e nngwe le e nngwe;
 - (iii) fumane khapithale kapa e lahlehetswe ke khapitale e fetang R1 000 ho tswa thepeng eo di Shejule tse Robedi tsa Molao wa Lekgetho la Lekenno di sebetsang ho yona; kapa
 - (iv) bile le lekeno le lefellang lekgetho, lekeno le lefellang lekgetho, le hlahlobileng tahlehelo kapa hlahlobile tahlehelo ya khapitale;
- (b) Terasete e nngwe le e nngwe e neng e leng moahi selemong sa hlahlobo sa 2021;
- (c) Khampani e nngwe le e nngwe, terasete kapa kgonahalo ya ho qosa le ho qoswa ho ya ka molao, eo e neng e se moahi ka selemo sa hlahlobo sa 2021, e—
 - (i) tswelletsepele ka kgwebisano ka motheo wa moshwelella ka hara Rephaboliki;
 - (ii) e bileng le lekeno le tswang mohloding o ka hara Rephaboliki; kapa
 - (iii) e bileng le kuno efe kapa efe ya khapitale kapa tahlehelo ya khapitale ho tswa ho tlhelweng ha thepa eo Shejule ya Borobedi ya Molao wa Lekgetho la Lekenno e sebetsang ho yona;
- (d) Khampani e nngwe le e nngwe e hlophisitsweng, e thehilweng kapa e bileng teng ka hara Rephaboliki empa e se moahi ka lebaka la ho kenngwa tshebetsong ha tumellano efe kapa efe e bileng teng le Mmuso wa naha efe kapa efe e nngwe ka sepheo sa ho qoba ho lefa lekgetho habedi selemong sa hlahlobo sa 2021;
- (e) Motho e mong le e mong eo selemong sa hlahlobo sa 2021—

- (i) e neng e leng moahi mme a bile le kgwebisano efe kapa efe (ntle le eo a e entseng ka bo ena jwalo ka mosebetsi); kapa
- (ii) e ne e se moahi mme a bile le kgwebisano efe kapa efe (ntle le eo a e entseng ka bo ena jwalo ka mosebetsi) ka hara Rephaboliki;
- (f) Motho e mong le e mong eo nakong ya selemo sa hlahlobo sa 2021—
 - (i) e ne e le moahi mme a na le dikuno tsa tjehelete kapa ditahlehelo tsa tjehelete tse fetang R40 000;
 - (ii) e ne e se moahi mme a bile le kuno ya tjehelete kapa tahlehelo ya tjehelete ho tswa ho tlohelweng ya thepa eo Shejule ya Borobedi ya Molao wa Lekgetho la Lekeno e sebetsang ho yona;
 - (iii) e ne e le moahi mme a bile le matlole afe kapa afe a mofuteng wa ditjehelete tsa matjhaba kapa e le monga thepa efe kapa efe ka ntle ho Rephaboliki, ebang paloyohle ya boleng ba matlole le thepa eo e fetile R250 000 mokgahlelong ofe kapa ofe ka nako ya selemo sa hlahlobo sa 2021;
 - (iv) e ne e le moahi mme eo lekeno lefe kapa lefe kapa kuno ya tjehelete ho tswa matloleng a mofuteng wa ditjehelete tsa matjhaba kapa thepa e leng ka ntle ho Rephaboliki e ka amahanngwang le yena ho latela dintlha tsa Molao wa Lekgetho la Lekeno;
 - (v) e ne e le moahi mme a na le ditokelo tse ding le tse ding tsa ho ba le seabo jwalo ka ha ho boletswa karolong 72A ya Molao wa Lekgetho la Lekeno, khampaneng e laolwang ke matjhaba;
 - (vi) e ne e le moahi mme a na la lekeno le ka lefellang lekgetho, kapa
 - (vii) ho itshetlehlwe ho temana 3, pheletsong ya selemo sa hlahlobo sa 2021—
 - (aa) o ne a le dilemo tse ka tlase ho 65 mme lekeno la hae ka kakaretso le fetile R83 100;
 - (bb) o ne a le dilemo tse 65 kapa ho feta (empa ka tlasa dilemo tse 75) mme lekeno la hae ka kakaretso le fetile R128 650; kapa
 - (cc) o ne a le dilemo tse 75 kapa ho feta mme lekeno la hae le fetile R143 850;
- (g) Ho itshetlehlwe hodima diphelelo tsa temana sa 3, lefa le leng le le leng la motho ya hlokaletseng le neng le na le lekeno lohle selemong sa hlahlobo sa 2021;
- (h) Molata o mong le o mong oo lekeno lohle la hae le neng le kentse tswala ho tswa mohloding o ka hara Rephaboliki mme diphelelo tsa karolo ya 10(1)(h) ya Molao wa Lekgetho la Lekeno le sa le ameng selemong sa hlahlobo sa 2021; le
- (i) Motho e mong le e mong ya nehelwang foromo ya kgutliso ya lekgetho la lekeno kapa eo Khomishenara e mokopang ka ho mongolla ho ka nehelana ka dintlha tsa hae tsa lekgetho, ho sa natse boholo ba lekeno kapa mokgwa wa phumano kapa keketseho ho motho eo;
- (j) Moemedi e mong le e mong wa molefalekgetho wa motho ofe kapa ofe ya boletsweng diratswaneng tsa (a) ho isa ho (i) ka hodimo.

3. Batho bao ho sa hlokeheng hore ba nehelane ka kgutliso ya lekgetho la lekeno

- (1) Motho kapa lefa la motho ya hlokaletseng ha ho hlokehe ho ka nehelana ka kgutliso ya lekgetho la lekeno ho latela dintlha tsa temana 2(f)(vii) kapa (2)(g) e bang lekeno lohle la motho eo, selemong sa hlahlobo sa 2021, le ne le kentse lekeno lohle ho latela tlhaloso ya e nngwe ya seratswana kapa diratswana tse latelang:
 - (a) Moputso o lefilweng kapa o lokelang ho lefshwa ho tswa mohloding o le mong, mme o sa fete R500 000 mme lekgetho la basebetsi le se le hutswe kapa le tshwerwe ho latela dintlha tsa moralo wa kgulo tse laetsweng ke Khomeshenara;

- (b) Tswala (ntle le tswala e tswang botseteding bo sa lefisweng lekgetho) e tswang mohloding o ka hara Rephaboliki e sa feteng—
- (i) R23 800 mothong ya dilemo tse ka tlase ho tse 65 pheletsong ya selemo sa hlahlobo;
 - (ii) R34 500 mothong ya dilemo tse 65 kapa ho feta pheletsong ya selemo sa hlahlobo; kapa
 - (iii) R23 800 moo ho buuwang ka lefa la motho ya hlokaletseng;
- (c) Tjhelete e itseng e nehelwang motho le motho eo e neng e se moahi wa naha selemong sohle sa hlahlobo sa 2021; le
- (d) Bokalo bo fumanwang kapa bo hlommeng ho tswa botseteding bo sa lefisweng lekgetho.
- (2) Seratswana (1) ha se sebetse ho motho ya—
- (a) lefuweng kapa ya fuweng tjhelete ya tlatsetso kapa e lefelletsweng pele ho latela tlhaloso ya karolo ya 8(1)(a)(i) ya Molao wa Lekgetho la Lekenno ntle le bokalo bo buseditsweng kapa bo lefelletsweng pele ho latela tlhaloso ya karolo ya 8(1)(a)(ii) kapa tjhelete ya tlatsetso kapa e lefelletsweng pele e hlalositsweng karolong 8(1)(b)(iii) e sa feteng palo e hlalositsweng ka ho sebedisa mokgwa wa palo ya kilomita ka nngwe bakeng la mokgwa o nolofaditsweng tsebisong e tlamang palo ya kilomita ka nngwe ka tlasa karolo 8(1)(b)(ii) le (iii) ho sebaka se tsamauweng;
 - (b) ya nehilweng kuno e lefiswang lekgetho e hlalositsweng temaneng 7 sa Shejule ya Bosupa ya Molao wa Lekgetho la Lekenno; kapa
 - (c) ya fumantshitsweng palo e nngwe le e nngwe kapa eo palo e eketsehileng ho latela ditshebeletso tse nehetsweng ka ntle ho Rephaboliki.
- (3) Ha ho hloka hore motho a ka nehelana ka kgutliso ya lekgetho la lekenno ho latela temana 2(f)(vii) e bang—
- (a) motho a tsebisitse ke Khomishenara ka ho mongolla hore o loketse ke hlahlobo; mme
 - (b) lekenno ka kakaretso, tlohelliso, kgulo, le ditlhapiso tse hlahellang direktong tsa Khomishenara difelletse mme dinepahetse ho tloha ka letsatsi—
 - (i) la ho amohela hlahlobo; kapa
 - (ii) totobatso e temaneng 4(b)(i) kapa (ii), e bang a sa arabele tsebiso ka letsatsi lena.

4. Dinako tseo ka tsona dikgutliso tsa lekgetho la lekenno di tlamehang ho etswa

Dikgutliso tsa lekgetho la lekenno di tlameha ho nehelwa dinakong tsena tse latelang:

- (a) moo e leng khampani, dikgweding tse 12 ho tloha ka letsatsi leo selemo sa ditjhelete se felang ka lona; kapa
- (b) moo e leng batho ba bang kaofela (ho akareditwe le batho, diterasete le ho qosa kapa ho qoswa, jwalo ka metheo, makgotla kapa mekgatlo)—
 - (i) ka la kapa pele ho la 23 Pudungwane 2021 e bang kgutliso e nehetswe ka elektroniki ka thuso ya mosebeletsi wa SARS ofising ya SARS kapa ka letsoho;
 - (ii) ka la kapa pele ho la 23 Pudungwane 2021 e bang kgutliso e sa amane le molefa lekgetho mme e nehetswe ka mokgwa wa eFiling ya SARS;
 - (iii) ka la kapa pele ho la 31 Pherekong 2022 e bang kgutliso e amana le molefalekgetho wa nakwana mme e nehetswe ka mokgwa wa SARS eFiling; kapa
 - (iv) moo diakhaonto di ananetsweng ke Khomishenara ho latela dintlha tsa karolo ya 66(13A) ya Molao wa Lekgetho la Lekenno e mabapi le bokaofela kapa karolwana ya lekenno la molefalekgetho, tse hlophisitsweng letsatsi ka mora 28 Hlakola 2021 empa ka la kapa pele ho la 30 Lwetse 2021, le dikgweding tse 6 ho tloha ka letsatsi leo diakhaonto tse jwalo di ileng tsa hlophiswa ka lona.

5. Mokgwa wa dikgutliso tsa lekgetho la lekeno tse tlang ho nehelwa

Diforomo tse laetsweng ke Khomishenara bakeng la ho nehelwa ha dikgutliso tsa lekgetho la lekeno di fumanaha ka ho di kopa ka eFiling ho <https://www.sarsefiling.co.za> kapa setsheng sa inthanete sa SARS ho <https://www.sars.gov.za/list-of-sars-efiling-forms/>

6. Mokgwa wa ho nehelwa ha dikgutliso tsa lekgetho la lekeno

- (1) Dikgutliso tsa lekgetho la lekeno di tlameha—
 - (a) moo e leng khampani, di nehelwe ka mokgwa wa elektroniki ka tshebediso ya mokgwa wa SARS eFiling;
 - (b) moo e leng batho kapa diterasete di nehelwe ka mokgwa wa elektroniki—
 - (i) ka tshebediso ya mokgwa wa SARS eFiling ha feela motho a ingodiseditse eFiling; kapa
 - (ii) ka thuso ya mosebeletsi wa SARS ofising ya SARS;
 - (c) ntlheng ya metheo, makgotla kapa mekgahlo di—
 - (i) romelwe ka elektroniki ka tshebediso ya SARS eFiling, ha feela motho a ingodiseditse eFiling;
 - (ii) romelwe ka elektroniki ka thuso ya mosebeletsi wa SARS ofising ya SARS
 - (iii) romelwe ka poso ho SARS; kapa
 - (iv) romelwe ofising ya SARS, ntle le ofisi e sebetsang le dintlha tse amanang le lekgetho la diromelwante le ditswante.
- (2) Dikgutliso bakeng la lekeno ka kakaretso ditshwanetse ho romelwa ka poso ho SARS kapa romelwa diofising tsa SARS, ntle le ofisi e sebetsanang le dintlha tse amanang le diromelwante le ditswante.
- (3) SARS e ka dumela hore motho, ya hlokanang ho ka nehelana ka mokgwa o hlahositsweng seratswaneng (1) kapa (2), a ka nehelana ka tsa lekgetho ka mokgwa o mong.

BOARD NOTICES • RAADSKENNISGEWINGS

BOARD NOTICE 29 OF 2021**ROAD ACCIDENT FUND****ADJUSTMENT OF STATUTORY LIMIT IN RESPECT OF CLAIMS FOR LOSS OF INCOME AND LOSS OF SUPPORT**

The Road Accident Fund hereby, in accordance with section 17(4A)(a) of the Road Accident Fund Act, No. 56 of 1996, adjusts and makes known that the amounts referred to in subsection 17(4)(c) are hereby adjusted to **R302 731**, with effect from **30 April 2021**, to counter the effects of CPI inflation.

Note: The CPI index based on the new “basket and weights” was used to calculate this adjustment, **effective from 30 April 2021** (with base year December 2016 = 100). The rebased CPI index for May 2008 was 62.63. The CPI index for February 2021 was 118.5. This adjustment was calculated by multiplying the R 160 000 limit by 118.5/62.63.

RAADSKENNISGEWING 29 VAN 2021**PADONGELUKFONDS****AANPASSING VAN STATUTÊRE LIMIET TEN OPSIGTE VAN EISE VIR VERLIES AAN INKOMSTE EN ONDERHOUD**

Die Padongelukfonds maak ooreenkomstig artikel 17(4A)(a) van die Padongelukfondswet, No. 56 van 1996 bekend dat, met effek vanaf **30 April 2021**, die bedrae waarna verwys word in subartikel 17(4)(c) aangepas word tot **R302 731**, ten einde die uitwerking van VPI inflasie teen te werk.

Neem kennis: Die VPI indeks gebaseer op die nuwe “mandjie en gewigte” is gebruik om hierdie aanpassing, **effektief vanaf 30 April 2021**, te bereken (met basisjaar Desember 2016 = 100). Die heraanangepaste VPI indeks vir Mei 2008 was 62.63. Die VPI indeks vir Februarie 2021 was 118.5. Hierdie aanpassing was bereken deur die R 160 000 limiet te vermenigvuldig met 118.5/62.63

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