Government Gazette
Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Regulation Gazette **No. 11915** *Regulasiekoerant*

Vol. 726 **5 December / Desember 2025** **No. 53775**

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

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AIDS HELPLINE: 0800-0123-22 Prevention is the cure

IMPORTANT NOTICE:

THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.

NO FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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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**

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** *REGULATION GAZETTE* 2025

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

- **24 December,** Wednesday for the issue of Friday **03 January 2025**
- **03 January,** Friday for the issue of Friday **10 January 2025**
- **10 January,** Friday for the issue of Friday **17 January 2025**
- **17 January,** Friday for the issue of Friday **24 January 2025**
- **24 January,** Friday for the issue of Friday **31 January 2025**
- **31 January,** Friday for the issue of Friday **07 February 2025**
- **07 February,** Friday for the issue of Friday **14 February 2025**
- **14 February,** Friday for the issue of Friday **21 February 2025**
- **21 February,** Friday for the issue of Friday **28 February 2025**
- **28 February,** Friday for the issue of Friday **07 March 2025**
- **07 March,** Friday for the issue of Friday **14 March 2025**
- **13 March,** Thursday for the issue of Thursday **20 March 2025**
- **20 March,** Thursday for the issue of Friday **28 March 2025**
- **28 March,** Friday for the issue of Friday **04 April 2025**
- **04 April,** Friday for the issue of Friday **11 April 2025**
- **10 April,** Thursday for the issue of Thursday **17 April 2025**
- **16 April,** Wednesday for the issue of Friday **25 April 2025**
- **23 April,** Wednesday for the issue of Friday **02 May 2025**
- **02 May,** Friday for the issue of Friday **09 May 2025**
- **09 May,** Friday for the issue of Friday **16 May 2025**
- **16 May,** Friday for the issue of Friday **23 May 2025**
- **23 May,** Friday for the issue of Friday **30 May 2025**
- **30 May,** Friday for the issue of Friday **06 June 2025**
- **06 June,** Friday for the issue of Friday **13 June 2025**
- **12 June,** Thursday for the issue of Friday **20 June 2025**
- **20 June,** Friday for the issue of Friday **27 June 2025**
- **27 June,** Friday for the issue of Friday **04 July 2025**
- **04 July,** Friday for the issue of Friday **11 July 2025**
- **11 July,** Friday for the issue of Friday **18 July 2025**
- **18 July,** Friday for the issue of Friday **25 July 2025**
- **25 July,** Friday for the issue of Friday **01 August 2025**
- **01 August,** Friday for the issue of Friday **08 August 2025**
- **08 August,** Friday for the issue of Friday **15 August 2025**
- **15 August,** Friday for the issue of Friday **22 August 2025**
- **22 August,** Friday for the issue of Friday **29 August 2025**
- **29 August,** Friday for the issue of Friday **05 September 2025**
- **05 September,** Friday for the issue of Friday **12 September 2025**
- **12 September,** Friday for the issue of Friday **19 September 2025**
- **18 September,** Thursday for the issue of Friday **26 September 2025**
- **26 September,** Friday for the issue of Friday **03 October 2025**
- **03 October,** Friday for the issue of Friday **10 October 2025**
- **10 October,** Friday for the issue of Friday **17 October 2025**
- **17 October,** Friday for the issue of Friday **24 October 2025**
- **24 October,** Friday for the issue of Friday **31 October 2025**
- **31 October,** Friday for the issue of Friday **07 November 2025**
- **07 November,** Friday for the issue of Friday **14 November 2025**
- **14 November,** Friday for the issue of Friday **21 November 2025**
- **21 November,** Friday for the issue of Friday **28 November 2025**
- **28 November,** Friday for the issue of Friday **5 December 2025**
- **05 December,** Friday for the issue of Friday **12 December 2025**
- **11 December,** Thursday for the issue of Friday **19 December 2025**
- **17 December,** Wednesday for the issue of Wednesday **24 December 2025**

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 R**3026.32** 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
Extraordinary Gazettes	As required	Any day of the week	*Before 10h00 on publication date*	*Before 10h00 on publication date*
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 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:	**Postal Address:**	**GPW Banking Details:**
Government Printing Works	Private Bag X85	**Bank:** ABSA Bosman Street
149 Bosman Street	Pretoria	**Account No.:** 405 7114 016
Pretoria	0001	**Branch Code:** 632-005

For Gazette and Notice submissions: Gazette Submissions:	**E-mail:** submit.egazette@gpw.gov.za
For queries and quotations, contact: Gazette Contact Centre:	**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

DEPARTMENT OF HOME AFFAIRS

NO. R. 6900 **5 December 2025**

STANDING COMMITTEE FOR REFUGEE AFFAIRS (SCRA) RULES, 2018

THE REFUGEES ACT, 1998 (ACT NO. 130 OF 1998) & AMENDMENTS

In the exercise of the powers conferred by Regulation 5(1) of the Regulations made under the Refugees Act, the Standing Committee for Refugee Affairs (Hereinafter referred to as SCRA) has made the Rules in the Schedule.

SCHEDULE

ARRANGEMENT OF RULES

RULE	SUBJECT
1	Definitions
2	Time Frames
3	SCRA Operating Times
4	Review and monitoring of RSDO decisions
5	Applications in accordance with section 27 (c) of the Act
6	Withdrawals in terms of section 36 of the Act
7	Service of documents or representations
8	Condonations
9	Cancellation of applications
10	Voluntary withdrawal
11	Interviews before SCRA
12	Failure to appear before SCRA
13	Legal representation
14	Interpretation
15	Conduct of proceedings before SCRA

16 **Review of decisions**

17 **Correction of errors**

18 **General**

19 **Citation and commencement**

1. Definitions

In these rules a word or expression to which a meaning has been assigned in the Act shall bear the meaning so assigned to it, unless the context otherwise indicates:

1. "**applicant**" means any refugee who has made any application to SCRA;
2. "**application**" means an application for certification in terms of section *27 (c)* or an application for withdrawal of Refugee Status in terms of section 36 of the Act;
3. "**chairperson**" means a member of SCRA designated by the Minister of Home Affairs as Chairperson of SCRA in terms of section 9B *(a)* of the Act
4. **"claimant"** means an asylum seeker who has made any application to SCRA
5. **"Department"** means the National Department of Home Affairs;
6. "**Member**" means a member of SCRA appointed by the Minister of Home Affairs as a member in terms of section 9B*(b)* of the Act;
7. "**Office Manager"** shall mean the official delegated by the Director General in terms of section 9 *(H)* to fulfill that function;
8. "**Review**" means any review directed to SCRA in terms of Section 24 of the Act;
9. "**RRO**" means the Refugee Reception Office where the asylum application was lodged;
10. **"RSDO"** means the Refugee Status Determination Officer as contemplated in the Act;
11. **"SCRA"** means the Standing committee for Refugee Affairs, established in terms of section 9 of the Act;
12. "**serve**" or "**lodge**" has the same meaning within the context of these rules;
13. "**the Act"** means the Refugees Act 1998 (Act No.130 of 1998) as amended; and
14. Any reference to a rule in these Rules is a reference to a Rule contained herein.

2. **Timeframes**

1. For the purpose of calculating any period of time in terms of these Rules-

(a) day means a calendar day excluding Saturdays, Sundays and Public Holidays; and
(b) the first day is excluded and the last day is included.

3. **SCRA Operating Times**

1. SCRA offices will open on all days except public holidays and weekends
2. Office times: Monday – Friday 7h30 – 16h00
3. SCRA offices are only accessible to members of the public by appointment
4. Any appointment with SCRA in terms of rule 4 (3) must be made to Office Manager or a person designated by him or her for that purpose at EnquiriesSCRA@dha.gov.za
5. Applicants and Claimants may access SCRA offices without making an appointment if the visit is for the purpose of submitting applications of any nature or bring submissions or representations on any already existing application.

4. **Review & Monitoring of RSDO Decisions**

In terms of Section 24A (1) of the Act, SCRA must review any decision taken by a Refugee Status Determination Officer in terms of section 24(3)(b) and may act in terms of section 9C (1) (c) in respect of any decision taken in terms of section 24(3)(a) or (c).

4.1. Review of RSDO decisions

1. A review of the RSDO decision must be determined by a single member or, in particular matters, such number of members of the Standing Committee as the chairperson may consider necessary

2. A review will generally be determined on paper except in certain circumstances under which SCRA may request the applicant to appear before it for an interview. The circumstances referred to will be provided under rule Eleven(11).

3. In order to give effect to fair and reasonable administrative process provided for in PAJA, any applicant whose application for asylum has been rejected as Manifestly Unfounded, Fraudulent and Abusive in terms of Section 24 (3) (b), may file written representations with the SCRA.

4. The written representations referred to under rule 4.1 (3), must be filled within 10 calendar days from the date the applicant received the RSDO decision. The representations must be sent to a dedicated email address, which is sec22representations@dha.gov.za.

4.2. Monitoring RSDO decisions

1. All decisions made in terms of Section 24 (3) *(a)* and *(c)* of the Act must be presented to SCRA by the relevant RRO within 10 days for supervision and monitoring.

2. When submitting a matter to SCRA for monitoring and supervision of RSDO decisions made in terms of section 24 (3) *(a)* and *(c)* of the Act, the full contents of the file/matter accompanied by FORM 8 (similar to BI-1691) must be included.

5. Applications for certification– section 27 *(c)* of the Act

1. All applications for certification in terms of section 27 *(c)* of the Act must be submitted on Form DHA-1754

2. All applications must be accompanied by the following:
   (i) A fully completed Form DHA-1754 for every applicant;

(ii) Reasons why the applicant will remain a refugee indefinitely and will not in the future be able to return to his or her country of origin and also the reasons why he or she fled from his or her country of origin;

(iii) Copy of the first section 27 *(a)* visa issued to the applicant or proof of date of recognition as Refugee.

(iv) Police clearance for all applicants above the age of 10.

(v) Any other supporting documentation that will assist SCRA in making a decision.

3. Applicants who want to include their dependents in their letter of certification must furnish SCRA with certified copies of the following documentation:

(i) The applicant's certification letter;

(ii) Marriage certificate if married to the dependent;

(iii) Full birth certificate if a descendent of the principal applicant;

(iv) All Section 27*(a)* visas issued the dependent; and

(v) Any other documentation and/or information required by SCRA.

4. All applications for certification will be considered on paper except in cases wherein SCRA deems it necessary that *viva voce* or other evidence should be led. In the latter case, SCRA may request such evidence and person with such evidence to appear before it.

6. Withdrawals – S36 of the Act

1. Any interested person or institution including the DHA, may make a submission to SCRA for withdrawal of refugee status in terms of Section 36 of the Act. The SCRA will consider the withdrawal request and will act as required by the law.

2. SCRA may on its own accord apply Section 36 of the Act if it has reasons to believe that there are grounds for withdrawal of refugee status in terms of the Act.

3. A submission for withdrawal must be accompanied by all the necessary supporting documents and evidence to support a withdrawal of refugee status.

4. All representations made by an applicant under Section 36 (2) of the Act must be served on SCRA within 30 days of receiving the notice in terms of Section 36 (2) and shall include:
    (i) Full reasons by the refugee why his or her refugee status should not be withdrawn
    (ii) Any other supporting documentation that will assist SCRA in making a decision.
    (iii) Any other documentation and/or information required by SCRA.
    (iv) The representations may be sent to EnquiriesSCRA@dha.gov.za or maybe hand delivered at the head office of the SCRA.

7. **Service of Documents or Representations**

1. SCRA may accept service of any document or representations as set out in this rule.

2. Documents or representations must be served on SCRA as follows:

    (a) An asylum seeker must within 10 days of receipt of a decision in terms of section 24 (3) *(b)* file his or her representations with SCRA at the dedicated email address provide under rule 4.1 (4) prior to the SCRA review.
    (b) An application for certification in terms of section 27 *(c)* of the Act must be served on SCRA at its Head Office or at the email address provided under rule 6 (4) (iv).
    (c) Documents may be served on SCRA at its Head Office as follows:

(i) personally on the Office Manager of SCRA or his or her designated representative; or

(ii) by email at EnquiriesSCRA@dha.gov.za;

3. SCRA may request proof of service of any document.

8. **Condonations**

1. Where a claimant or applicant files any document outside the prescribed period, he or she must serve a written explanation showing good cause for the delay, supported by documentary evidence where appropriate.

9. **Cancellation of Application**

1. An applicant may request the cancellation of any application he or she has made to SCRA
2. All requests for cancellation must be made in writing.
3. A request for cancellation may be refused by SCRA with reasons.
4. SCRA may request any additional information it may require to reach a decision.

10. **Voluntary Withdrawals**

1. An applicant may request the Voluntary Withdrawal of his or her refugee status to SCRA and in so doing waives whatever rights he or she has in terms of the Act and all amendments thereto as well as the Regulations to the aforementioned Act.

2. All requests for Voluntary Withdrawal must be made in writing at least 5 (five) days prior to it being required for any purpose whatsoever.

3. An application under this rule 13 must include an affidavit containing:

(a) Full reasons why he or she voluntarily requests withdrawal of his or her refugee status
(b) Full details of all dependents, including where necessary, unabridged birth certificates.
(c) Full supporting documents which amongst others should include copies of flight or travel details
(d) If minors are included both parents are required to submit an affidavit.
(e) A waiver to make any representations within the prescribed period.

4. SCRA may request any additional information it may require to reach a decision.

11. Interviews before SCRA

1. The SCRA may when it is in the process of fulfilling its functions in terms of the Act, request certain person to appear before it for interviews that seek to assist SCRA in arriving at a fair and a just decision.
2. The person referred to under sub-rule 1 may be an applicant(s), depandant(s), RSDO, or any other person who can provide the required information.
3. The persons required to provide information may be informed by SCRA in writing of the date and venue for the interview.
4. The circumstances under which SCRA may consider an interview to be necessary may differ and will be determined from case to case.
5. Generally, the following are some of the considerations that may lead to interviews:
    i. Applications in which there are material disputes of facts;
    ii. Applications wherein there are poorly written decisions delaying finality;
    iii. Applications in which no adequate interview was conducted;
    iv. Applications wherein the decision is based on evidence that was never put to the applicant;
    v. Applications characterized by material inconsistencies;
    vi. Applications that lack sufficient and relevant information required for decision making.

6. All SCRA interviews will be recorded for the purpose of evidence and will be under oath.
7. The SCRA may postpone any interview before it on reasonable grounds and for just reasons as it may deem fit, and the next date of the interview will be communicated to the applicant, orally or in writing.

12. **Failure to appear before SCRA**

1. In relation to applicants who have their applications pending before SCRA, should an applicant fail to appear before SCRA for an interview after having received an invitation, only two opportunities will be provided. Failure to appear during the two opportunities, SCRA will make a determination in the matter based on the information available before it.
2. The position provided under sub-rule 1 above will also apply to applicants who has received written requests for information if they fail to provide same within the period prescribed in the communication sent to them.

13. **Legal representation**

1. All applicants before SCRA are allowed to be legally represented in relation to their applications.
2. The legal representation is also allowed during the SCRA interviews.
3. All applicants are allowed legal representation at no expense of the SCRA.
4. All practicing legal representatives including candidate legal representatives with right of appearance may provided legal representation.
5. Any other person, who is duly authorized by the applicant, may represent the applicant after having obtained leave to do so from the SCRA.
6. A signed power of attorney will always be required.

14. **Interpretation**

1. All interviews before the SCRA will be conducted in the applicant's language of choice and proficiency.
2. The SCRA through the DHA, will provide the services of interpreters.
3. Applicants who are able to bring along their own interpreters to an interview are allowed to do so.
4. No one will be allowed to interpret any proceedings before SCRA if they are a close relative of the applicant or they stand to benefit or be affected by the outcome. Close relative means anyone within the first blood relation, eg, a parent, child or sibling. The SCRA retain the authority to decide if an individual should proceed as a translator.
5. All the information gathered through an interpreter during an interview will be taken as the information provided by an applicant.

15. **Conduct of proceedings before SCRA**

1. The SCRA interviews will be conducted in a manner that is appropriate for the purpose of determining the application before SCRA.
2. The SCRA may request anyone appearing before it to give their evidence under oath or affirmation.
3. The chairperson of the SCRA will determine the number of member(s) to sit for an interview.

16. **Review of decisions**

1. SCRA may on application or on its own accord re-open a matter under the following circumstances:

    (i) Where judicial review has been instituted and a settlement agreement has been reached prior to a decision of the High Court.

    (ii) Where representations were made to SCRA and they were not submitted to SCRA prior to SCRA making a decision.

17. **Correction of errors**

Clerical and administrative errors in any decision, or errors arising from any omission, may at any time be corrected and any correction made thereto, or to a record of the decision, shall be deemed to be part of the decision or record and a written notice of it shall be given as soon as practicable to the parties if SCRA deems it necessary.

18. **General**

1. Any request for file contents or copies of documents must be directed to the Department as envisaged in section 18 of the Promotion of Access to information Act of 2000(Act No. 2 of 2000). The SCRA can only provide documents on applications and processes that falls within its exclusive jurisdiction: certification applications and withdrawal considerations or decisions.

2. All enquiries to SCRA must be directed to EnquiriesSCRA@dha.gov.za

19. **Citation and commencement**

These rules replace all previous rules from SCRA and may be cited as SCRA RULES 2018 and shall come into operation on date of promulgation.

Yours Faithfully





JANE MUGWENA

CHAIRPERSON

STANDING COMMITTEE FOR REFUGEE AFFAIRS

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