



# STAATSKOERANT

## VAN DIE REPUBLIEK VAN SUID-AFRIKA

### REPUBLIC OF SOUTH AFRICA

# GOVERNMENT GAZETTE

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### PROKLAMASIES

*van die Staatspresident van die Republiek van Suid-Afrika*

No. R. 182, 1979

DATUM VAN INWERKINGTREDING VAN DIE NASIONALE WELSYNSWET, 1978 (WET 100 VAN 1978)

Kragtens die bevoegdheid my verleen by artikel 24 van die Nasionale Wetsynwet, 1978 (Wet 100 van 1978), verklaar ek hierby dat die bepalings van genoemde Wet op die eerste dag van September 1979 in werking tree.

Gegee onder my Hand en die Seël van die Republiek van Suid-Afrika te Durban, op hede die Negende dag van Augustus Eenduisend Negehoenderd Nege-en-sewentig.

M. VILJOEN, Staatspresident.

Op las van die Staatspresident-in-rade:

S. W. VAN DER MERWE.

No. R. 183, 1979

UITVOERING VAN DIE BEPALINGS VAN DIE NASIONALE WELSYNSWET, 1978

Kragtens die bevoegdheid my verleen by artikel 22 van die Nasionale Wetsynwet, 1978 (Wet 100 van 1978), dra ek hierby met ingang van 1 September 1979 die uitvoering van die bepalings van genoemde Wet op aan die Minister van Volkswelsyn en Pensioene, behalwe dat ek genoemde bepalings, met uitsondering van die bepalings van Hoofstuk 1—

(a) vir sover hulle op Indiërs betrekking het, aan die Minister van Indiërsake opdra;

(b) vir sover hulle op Kleurlinge betrekking het, aan die Minister van Kleurlingbetrekkinge opdra; en

(c) vir sover hulle op Swartes betrekking het, aan die Minister van Samewerking en Ontwikkeling opdra.

By die toepassing van hierdie Proklamasie beteken die uitdrukking—

“Indiër” iemand wat ingevolge die Bevolkings-registrasiewet, 1950 (Wet 30 van 1950), as 'n lid van die Indiërgroep geklassifiseer is;

### PROCLAMATIONS

*by the State President of the Republic of South Africa*

No. R. 182, 1979

DATE OF COMMENCEMENT OF THE NATIONAL WELFARE ACT, 1978 (ACT 100 OF 1978)

By virtue of the powers vested in me by section 24 of the National Welfare Act, 1978 (Act 100 of 1978), I hereby declare that the provisions of the said Act shall come into operation on the first day of September 1979.

Given under my Hand and the Seal of the Republic of South Africa at Durban this Ninth day of August, One thousand Nine hundred and Seventy-nine.

M. VILJOEN, State President.

By Order of the State President-in-Council:

S. W. VAN DER MERWE.

No. R. 183, 1979

ADMINISTRATION OF THE PROVISIONS OF THE NATIONAL WELFARE ACT, 1978

By virtue of the powers vested in me by section 22 of the National Welfare Act, 1978 (Act 100 of 1978), I hereby assign, with effect from the first day of September 1979, the administration of the said Act to the Minister of Social Welfare and Pensions, except that I assign the administration of the said provisions, with the exception of the provisions of Chapter 1—

(a) in so far as they relate to Indians, to the Minister of Indian Affairs;

(b) in so far as they relate to Coloured persons, to the Minister of Coloured Relations; and

(c) in so far as they relate to Blacks, to the Minister of Co-operation and Development.

For the purposes of this Proclamation the expression—

“Indian” means any person classified as a member of the Indian Group in terms of the Population Registration Act, 1950 (Act 30 of 1950);

"Kleurling" iemand wat ingevolge die Bevolkings-registrasiewet, 1950 (Wet 30 van 1950), as 'n lid van die Kaapse Kleurling-, Maleier- of Griekwagroep of die Groep Ander Gekleurdes geklassifiseer is;

"Swarte" iemand wat ingevolge die Bevolkings-registrasiewet, 1950 (Wet 30 van 1950), as 'n Swarte geklassifiseer is.

Gegee onder my Hand en die Seël van die Republiek van Suid-Afrika te Durban, op hede die Negende dag van Augustus Eenduisend Nege-honderd Nege-en-sewentig.

M. VILJOEN, Staatspresident,

Op las van die Staatspresident-in-rade:

S. W. VAN DER MERWE.

No. R. 184, 1979

#### DATUM VAN INWERKINGTREDING VAN DIE WET OP FONDSINSAMELING, 1978 (WET 107 VAN 1978)

Kragtens die bevoegdheid my verleen by artikel 38 van die Wet op Fondsinsameling, 1978 (Wet 107 van 1978), verklaar ek hierby dat die bepalings van genoemde Wet op die eerste dag van September 1979 in werking tree.

Gegee onder my Hand en die Seël van die Republiek van Suid-Afrika te Durban, op hede die Negende dag van Augustus Eenduisend Nege-honderd Nege-en-sewentig.

M. VILJOEN, Staatspresident.

Op las van die Staatspresident-in-rade:

S. W. VAN DER MERWE.

No. R. 185, 1979

#### DATUM VAN INWERKINGTREDING VAN DIE WET OP MAATSKAPLIKE EN GEASSOSIEERDE WERKERS, 1978 (WET 110 VAN 1978)

Kragtens die bevoegdheid my verleen by artikel 30 van die Wet op Maatskaplike en Geassosieerde Werkers, 1978 (Wet 110 van 1978), verklaar ek hierby dat die bepalings van genoemde Wet op die eerste dag van September 1979 in werking tree.

Gegee onder my Hand en die Seël van die Republiek van Suid-Afrika te Durban, op hede die Negende dag van Augustus Eenduisend Nege-honderd Nege-en-sewentig.

M. VILJOEN, Staatspresident.

Op las van die Staatspresident-in-rade:

S. W. VAN DER MERWE.

### GOEWERMENTSKENNISGEWINGS

#### DEPARTEMENT VAN VOLKSWELSYN EN PENSIOENE

No. R. 1863

24 Augustus 1979

#### INSTELLING VAN STREKE

Kragtens die bevoegdheid my verleen by artikel 5 van die Nasionale Welsynswet, 1978 (Wet 100 van 1978), stel ek, Schalk Willem van der Merwe, Minister van Volkswelsyn en Pensioene, hierby streke in wat bekend sal staan onder die name in kolom 1 van die

"Coloured Person" means any person classified as a member of the Cape Coloured, Malay or Griqua Group or the Other Coloured Group in terms of the Population Registration Act, 1950 (Act 30 of 1950); and

"Black" means any person classified as a Black in terms of the Population Registration Act, 1950 (Act 30 of 1950).

Given under my Hand and the Seal of the Republic of South Africa at Durban this Ninth day of August, One thousand Nine hundred and Seventy-nine.

M. VILJOEN, State President.

By Order of the State President-in-Council:

S. W. VAN DER MERWE.

No. R. 184, 1979

#### DATE OF COMMENCEMENT OF THE FUND-RAISING ACT, 1978 (ACT 107 OF 1978)

By virtue of the powers vested in me by section 38 of the Fund-raising Act, 1978 (Act 107 of 1978), I hereby declare that the provisions of the said Act shall come into operation on the first day of September 1979.

Given under my Hand and the Seal of the Republic of South Africa at Durban this Ninth day of August, One thousand Nine hundred and Seventy-nine.

M. VILJOEN, State President.

By Order of the State President-in-Council:

S. W. VAN DER MERWE.

No. R. 185, 1979

#### DATE OF COMMENCEMENT OF THE SOCIAL AND ASSOCIATED WORKERS ACT, 1978 (ACT 110 OF 1978)

By virtue of the powers vested in me by section 30 of the Social and Associated Workers Act, 1978 (Act 110 of 1978), I hereby declare that the provisions of the said Act shall come into operation on the first day of September 1979.

Given under my Hand and the Seal of the Republic of South Africa at Durban this Ninth day of August, One thousand Nine hundred and Seventy-nine.

M. VILJOEN, State President.

By Order of the State President-in-Council:

S. W. VAN DER MERWE.

### GOVERNMENT NOTICES

#### DEPARTMENT OF SOCIAL WELFARE AND PENSIONS

No. R. 1863

24 August 1979

#### ESTABLISHMENT OF REGIONS

By virtue of the powers vested in me by section 5 of the National Welfare Act, 1978 (Act 100 of 1978), I, Schalk Willem van der Merwe, Minister of Social Welfare and Pensions, hereby establish the regions which shall be known under the names referred to in column 1 of the Schedule hereto and which shall

Bylae hierby vermeld, en wat sal bestaan uit die land-drosdistrikte in kolom 2 van genoemde Bylae teenoor die naam van iedere sodanige streek vermeld.

S. W. VAN DER MERWE, Minister van Volkswelsyn en Pensioene.

## BYLAE

Kolom 1 Naam van Streek	Kolom 2 Landdrosdistrik
Johannesburg.....	Johannesburg en Randburg.
Noord-Transvaal....	Brits, Bronkhorstspuit, Cullinan, Groblersdal, Letaba, Messina, Pietersburg, Potgietersrus, Pretoria, Sibasa, Soutpansberg, Thabazimbi, Warmbad, Waterberg en Wonderboom.
Oos-Transvaal.....	Amersfoort, Balfour, Barberton, Belfast, Benoni, Bethal, Brakpan, Carolina, Delmas, Ermelo, Heidelberg (Transvaal), Hoëveldrif, Lydenburg, Middelburg (Transvaal), Nelspruit, Nigel, Pelgrimsrus, Piet Retief, Springs, Standerton, Volksrust, Wakkerstroom, Waterval Boven, Witbank en Witrivier.
Suid-Transvaal.....	Alberton, Boksburg, Germiston, Kempton Park, Sasolburg, Vanderbijlpark en Vereeniging.
Wes-Transvaal.....	Bloemhof, Christiana, Coligny, Delareyville, Klerksdorp, Koster, Krugersdorp, Lichtenburg, Mafeking, Marico, Oberholzer, Potchefstroom, Randfontein, Roodepoort, Rustenburg, Schweizer-Reneke, Swarttruggens, Ventersdorp, Westonaria en Wolmaransstad.
Noord-Kaapland....	Barkly-Wes, Britstown, Carnarvon, De Aar, Gordonia, Hanover, Hartswater, Hay, Herbert, Hopetown, Kenhardt, Kimberley, Kuruman, Noupoot, Postmasburg, Prieska, Richmond, Victoria-Wes, Vryburg en Warrenton.
Oos-Kaapland.....	Aberdeen, Adelaide, Albany, Albert, Aliwal-Noord, Alexandria, Barkly-Oos, Bathurst, Beaufort-Wes, Bedford, Calitzdorp, Cathcart, Cradock, Elliot, Fort Beaufort, George, Graaff-Reinet, Hankey, Hofmeyr, Humansdorp, Indwe, Jansenville, Joubertina, Keiskammahoek, King William's Town, Kirkwood, Knysna, Komga, Lady Grey, Maclear, Middelburg (KP), Middeldrift, Molteno, Mosselbaai, Murraysburg, Oos-Londen, Oudtshoorn, Pearston, Peddie, Port Elizabeth, Prins Albert, Queenstown, Somerset-Oos, Sterkstroom, Steynsburg, Steytlerville, Stockenström, Stutterheim, Tarka, Uitenhage, Uniondale, Victoria-Oos, Willowmore en Wodehouse.
Wes-Kaapland.....	Bellville, Bredasdorp, Caledon, Calvinia, Ceres, Clanwilliam, Die Kaap, Frazerburg, Goodwood, Heidelberg (KP), Hermanus, Hopefield, Kuilsrivier, Ladismith, Laingsburg, Malmesbury, Montagu, Namakwaland, Paarl, Piketberg, Riversdal, Robertson, Simonstad, Somerset-Wes, Stellenbosch, Strand, Sutherland, Swellendam, Tulbagh, Vanrhynsdorp, Vredenburg, Vredendal, Walvisbaai, Wellington, Williston, Worcester en Wynberg.
Natal.....	Alfred, Babanango, Bergville, Camperdown, Dannhauser, Dundee, Durban, Eshowe, Estcourt, Glencoe, Helpmekaar, Hlabisa, Inanda, Ixopo, Kliprivier, Kranskop, Lionsrivier, Lower Tugela, Lower Umfolosi, Mahlabatini, Mapumulo, Mooirivier, Mount Currie, Mpendle, Msinga, Mtonjaneni, Mtunzini, Ndwedwe, Newcastle, New Hanover, Ngotshe, Nkandla, Nongoma, Nqutu, Paulpietersburg, Pietermaritzburg, Pinetown, Polela, Port Shepstone, Richmond, Ubombo, Umlazi, Umvoti, Umzinto, Underberg, Utrecht, Vryheid en Weenen.

consist of the magisterial districts mentioned in column 2 of the said Schedule opposite the name of each region.

S. W. VAN DER MERWE, Minister of Social Welfare and Pensions.

## SCHEDULE

Column 1 Name of Region	Column 2 Magisterial District
Johannesburg.....	Johannesburg and Randburg.
Northern Transvaal.	Brits, Bronkhorstspuit, Cullinan, Groblersdal, Letaba, Messina, Pietersburg, Potgietersrus, Pretoria, Sibasa, Soutpansberg, Thabazimbi, Warmbaths, Waterberg and Wonderboom.
Eastern Transvaal...	Amersfoort, Balfour, Barberton, Belfast, Benoni, Bethal, Brakpan, Carolina, Delmas, Ermelo, Heidelberg (Transvaal), Highveld Ridge, Lydenburg, Middelburg (Transvaal), Nelspruit, Nigel, Pilgrim's Rest, Piet Retief, Springs, Standerton, Volksrust, Wakkerstroom, Waterval Boven, Witbank and White River.
Southern Transvaal.	Alberton, Boksburg, Germiston, Kempton Park, Sasolburg, Vanderbijlpark and Vereeniging.
Western Transvaal...	Bloemhof, Christiana, Coligny, Delareyville, Klerksdorp, Koster, Krugersdorp, Lichtenburg, Mafeking, Marico, Oberholzer, Potchefstroom, Randfontein, Roodepoort, Rustenburg, Schweizer-Reneke, Swarttruggens, Ventersdorp, Westonaria and Wolmaransstad.
Northern Cape.....	Barkly West, Britstown, Carnarvon, De Aar, Gordonia, Hanover, Hartswater, Hay, Herbert, Hopetown, Kenhardt, Kimberley, Kuruman, Noupoot, Postmasburg, Prieska, Richmond, Victoria West, Vryburg and Warrenton.
Eastern Cape.....	Aberdeen, Adelaide, Albany, Albert, Aliwal North, Alexandria, Barkly East, Bathurst, Beaufort West, Bedford, Calitzdorp, Cathcart, Cradock, Elliot, Fort Beaufort, George, Graaff-Reinet, Hankey, Hofmeyr, Humansdorp, Indwe, Jansenville, Joubertina, Keiskammahoek, King William's Town, Kirkwood, Knysna, Komga, Lady Grey, Maclear, Middelburg (CP), Middeldrift, Molteno, Mossel Bay, Murraysburg, East London, Oudtshoorn, Pearston, Peddie, Port Elizabeth, Prince Albert, Queenstown, Somerset East, Sterkstroom, Steynsburg, Steytlerville, Stockenström, Stutterheim, Tarka, Uitenhage, Uniondale, Victoria East, Willowmore and Wodehouse.
Western Cape.....	Bellville, Bredasdorp, Caledon, Calvinia, Ceres, Clanwilliam, The Cape, Frazerburg, Goodwood, Heidelberg (CP), Hermanus, Hopefield, Kuils River, Ladismith, Laingsburg, Malmesbury, Montagu, Namakwaland, Paarl, Piketberg, Riversdale, Robertson, Simonstown, Somerset West, Stellenbosch, Strand, Sutherland, Swellendam, Tulbagh, Vanrhynsdorp, Vredenburg, Vredendal, Walvis Bay, Wellington, Williston, Worcester and Wynberg.
Natal.....	Alfred, Babanango, Bergville, Camperdown, Dannhauser, Dundee, Durban, Eshowe, Estcourt, Glencoe, Helpmekaar, Hlabisa, Inanda, Ixopo, Klip River, Kranskop, Lions River, Lower Tugela, Lower Umfolosi, Mahlabatini, Mapumulo, Mooi River, Mount Currie, Mpendle, Msinga, Mtonjaneni, Mtunzini, Ndwedwe, Newcastle, New Hanover, Ngotshe, Nkandla, Nongoma, Nqutu, Paulpietersburg, Pietermaritzburg, Pinetown, Polela, Port Shepstone, Richmond, Ubombo, Umlazi, Umvoti, Umzinto, Underberg, Utrecht, Vryheid and Weenen.



Kolom 1 Naam van distrik	Kolom 2 Landdrostdistrik
Oranje-Vrystaat....	Bethlehem, Bethulie, Bloemfontein, Boshof, Bothaville, Brandfort, Bultfontein, Clocolan, Colesberg, Dewetsdorp, Edenburg, Excelsior, Fauresmith, Ficksburg, Fouriesburg, Frankfort, Harrismith, Heilbron, Hennenman, Hoopstad, Jacobsdal, Jagersfontein, Koffiefontein, Koppies, Kroonstad, Ladybrand, Lindley, Marquard, Odendaalsrus, Parys, Petrusburg, Philippolis, Phillipstown, Reddersburg, Reitz, Rouxville, Senekal, Smithfield, Theunissen, Trompsburg, Ventersburg, Venterstad, Viljoenskroon, Virginia, Vrede, Vredefort, Welkom, Wepener, Wesselsbron, Winburg en Zastron.

No. R. 1864 24 Augustus 1979  
**INSTELLING VAN STREEKWELSYNSRADE**

Kragtens die bevoegdheid my verleen by artikel 6 van die Nasionale Welsynswet, 1978 (Wet 100 van 1978), stel ek, Schalk Willem van der Merwe, Minister van Volkswelsyn en Pensioene, hierby 'n streekwelsynsraad in vir elke streek by Goewermentskennisgewing R. 1863 van 24 Augustus 1979 ingestel.

S. W. VAN DER MERWE, Minister van Volkswelsyn en Pensioene.

No. R. 1865 24 Augustus 1979  
**REGULASIES UITGEVAARDIG KRAGTENS DIE WET OP FONDSINSAMELING, 1978**

Kragtens die bevoegdheid my verleen by artikel 36 van die Wet op Fondsinsameling, 1978 (Wet 107 van 1978), vaardig ek, Schalk Willem van der Merwe, Minister van Volkswelsyn en Pensioene, hierby die regulasies uit soos in die Bylae hiervan uiteengesit.

S. W. VAN DER MERWE, Minister van Volkswelsyn en Pensioene.

**BYLAE**  
**WOORDOMSKRYWING**

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

“amptelike tale” die amptelike tale van die Republiek;

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

“billike waarde”, met betrekking tot onroerende eiendom en ander bates, die prys wat redelikerwys verpag kan word wat sodanige eiendom of bates in ’n bona fide-verkoping op die ope mark op die betrokke dag sal behaal;

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

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

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

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

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

Column 1 Name of Region	Column 2 Magisterial District
Orange Free State...	Bethlehem, Bethulie, Bloemfontein, Boshof, Bothaville, Brandfort, Bultfontein, Clocolan, Colesberg, Dewetsdorp, Edenburg, Excelsior, Fauresmith, Ficksburg, Fouriesburg, Frankfort, Harrismith, Heilbron, Hennenman, Hoopstad, Jacobsdal, Jagersfontein, Koffiefontein, Koppies, Kroonstad, Ladybrand, Lindley, Marquard, Odendaalsrus, Parys, Petrusburg, Philippolis, Phillipstown, Reddersburg, Reitz, Rouxville, Senekal, Smithfield, Theunissen, Trompsburg, Ventersburg, Venterstad, Viljoenskroon, Virginia, Vrede, Vredefort, Welkom, Wepener, Wesselsbron, Winburg and Zastron.

No. R. 1864 24 August 1979  
**ESTABLISHMENT OF REGIONAL WELFARE BOARDS**

By virtue of the powers vested in me by section 6 of the National Welfare Act, 1978 (Act 100 of 1978), I, Schalk Willem van der Merwe, Minister of Social Welfare and Pensions, hereby establish a regional welfare board for each region established under Government Notice R. 1863 of 24 August 1979.

S. W. VAN DER MERWE, Minister of Social Welfare and Pensions.

No. R. 1865 24 August 1979  
**REGULATIONS MADE UNDER THE FUND-RAISING ACT, 1978**

By virtue of the powers vested in me by section 36 of the Fund-Raising Act, 1978 (Act 107 of 1978), I, Schalk Willem van der Merwe, Minister of Social Welfare and Pensions, do hereby make the regulations set out in the Schedule hereto.

S. W. VAN DER MERWE, Minister of Social Welfare and Pensions.

**SCHEDULE**  
**DEFINITIONS**

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

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

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

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

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

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

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

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

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



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

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

"kontrakterende party" enigiemand met wie 'n fondsinsamelingsorganisasie, geregistreerde tak of houër 'n ooreenkoms soos in artikel 7 (3) van die Wet bedoel, aangegaan het;

"plaaslike komitee", met betrekking tot 'n raad, 'n komitee wat kragtens artikel 19 van die Wet aangestel is en waaraan sodanige raad enige van sy bevoegdhede of werksaamhede ingevolge die Wet gedelegeer het;

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

"regsvertegenwoordiger" 'n advokaat of 'n prokureur;

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

"streek" 'n streek wat kragtens artikel 5 van die Nasionale Welsynwet, 1978 (Wet 100 van 1978), ingestel is;

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

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

#### AANSOEK OM 'N MAGTIGING OF TYDELIKE MAGTIGING OF OM DIE REGISTRASIE VAN 'N TAK VAN 'N FONDSINAMELINGSORGANISASIE

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

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

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

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

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

"legal representative" means counsel or an attorney;

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

"official languages" means the official languages of the Republic;

"Post Office Savings Bank" means the savings bank referred to in section 52 of the Post Office Act, 1958 (Act 44 of 1958);

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

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

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

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

"the Act" means the Fund-Raising Act, 1978 (Act 107 of 1978);

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

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

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

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

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

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

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

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

(5) Die aansoeker word skriftelik in kennis gestel van enige aansoek wat kragtens hierdie regulasie van die hand gewys is.

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

#### KENNISGEWING VAN VOORNEME OM AANSOEK OM 'N MAGTIGING TE DOEN

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

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

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

(c) in een van die amptelike tale gepubliseer word in 'n nuusblad wat hoofsaaklik in daardie taal verskyn en in die ander amptelike taal in 'n nuusblad wat hoofsaaklik in laasgenoemde taal verskyn en wat in die geval van elk van die bedoelde nuusblaaie sirkuleer in die gebied waarin beoog word om die bydraes in te samel, of moet, indien afsonderlike nuusblaaie in elk van die amptelike tale nie aldus sirkuleer nie, gepubliseer word in beide amptelike tale in 'n nuusblad wat aldus sirkuleer.

(2) Indien publikasie van die kennisgewing in subregulasie (1) bedoel op verskillende datums in verskillende nuusblaaie geskied, word die datum waarop sodanige kennisgewing laaste gepubliseer is, vir die doel van berekening van die tydperk van 21 dae in genoemde subregulasie bedoel, geag die datum te wees waarop sodanige kennisgewing gepubliseer is, mits laasgenoemde datum nie 'n datum is wat meer as 14 dae later is as die datum waarop sodanige kennisgewing die eerste keer aldus gepubliseer is nie.

#### BESWARE TEEN DIE VERLENING VAN 'N MAGTIGING

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

(a) binne 21 dae vanaf die datum van die publikasie van die kennisgewing bedoel in regulasie 3 skriftelik by die Direkteur ingedien word;

(b) die redes vir sodanige beswaar volledig vermeld;

(c) die volledige naam en adres bevat van die persoon of persone wat die beswaar indien;

(d) onderteken wees deur die persoon of persone wat die beswaar indien.

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

(5) The applicant shall be informed in writing of any application rejected under this regulation.

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

#### NOTICE OF INTENTION TO APPLY FOR AN AUTHORITY

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

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

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

(c) be published in one of the official languages in a newspaper substantially appearing in that language and in the other official language in a newspaper substantially appearing in the last-mentioned language and which, in the case of each of the said newspapers, circulates in the area in which it is intended to collect contributions or, if separate newspapers in each of the official languages are not so circulating, be published in both official languages in a newspaper so circulating.

(2) If publication of the notice referred to in subregulation (1) is effected on different dates in different newspapers, the date on which such notice was last published shall, for the purposes of calculating the period of 21 days referred to in the said subregulation, be deemed to be the date on which such notice was published, provided that the last-mentioned date shall be a date not more than 14 days later than the date on which such notice was first so published.

#### OBJECTIONS TO THE GRANTING OF AN AUTHORITY

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

(a) be lodged with the Director, in writing, within 21 days of the date of the publication of the notice referred to in regulation 3;

(b) fully state the grounds for such objection;

(c) contain the full name and address of the person or persons lodging the objection;

(d) be signed by the person or persons lodging the objection.



# VOORWAARDES VAN MAGTIGINGS, TYDE- LIKE MAGTIGINGS EN TAKSERTIFIKATE KRAGTENS DIE WET VERLEEN OF UITGEREIK

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

(a) dat sodanige magtiging, tydelike magtiging of registrasiesertifikaat nie oordraagbaar is nie;

(b) dat bydraes daarkragtens slegs ingesamel mag word vir die doel en in die gebied en in die naam van die fondsinsamelingsorganisasie, geregistreerde tak of houer wat in die magtiging, tydelike magtiging of registrasiesertifikaat vermeld word;

(c) dat die fondsinsamelingsorganisasie, geregistreerde tak of houer waaraan of aan wie dit verleen of uitgereik is—

(i) onverwyld alle geld, insluitende enigiets wat in geld verwissel of omgesit kan word, wat hy ontvang tot die kredit van sodanige fondsinsamelingsorganisasie, geregistreerde tak of houer in 'n rekening deponeer wat hy by 'n bankinstelling of bougenootskap in die Republiek of die Posspaarbank moet open;

(ii) behalwe in die geval van 'n houer wat nie 'n organisasie is nie, notule hou van die verrigtings van 'n vergadering wat deur sodanige fondsinsamelingsorganisasie, geregistreerde tak of houer gehou word;

(iii) betekening van 'n kennisgewing ingevolge die Wet of hierdie regulasies by sy geregistreerde adres sal aanvaar;

(d) dat die verwysingsnommer wat deur of namens die Direkteur toegewys is aan en wat geëndosseer is op sodanige magtiging, tydelike magtiging of registrasiesertifikaat, in 'n opvallende plek vertoon word op elke dokument wat op die insameling van bydraes betrekking het, met inbegrip van 'n advertensie, wat afkomstig is van of voorgee om afkomstig te wees van die fondsinsamelingsorganisasie, geregistreerde tak of houer waaraan of aan wie sodanige magtiging, tydelike magtiging of registrasiesertifikaat verleen of uitgereik is, of van 'n organisasie of persoon wat voorgee om vir of namens sodanige fondsinsamelingsorganisasie, geregistreerde tak of houer op te tree;

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

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

## VERGUNNING OF SPESIALE VERGUNNING OM BYDRAES IN TE SAMEL

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

7. Iedere fondsinsamelingsorganisasie, geregistreerde tak, raad, gemagtigde organisasie, gemagtigde persoon of houer moet 'n afskrif hou van elke vergunning

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

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

(a) that such authority, temporary authority or registration certificate shall not be transferable;

(b) that contributions shall be collected under or by virtue thereof only for the purposes and in the area and in the name of the fund-raising organisation, registered branch or holder specified in such authority, temporary authority or registration certificate;

(c) that the fund-raising organisation, registered branch or holder to which or to whom it has been granted or issued shall—

(i) forthwith deposit to the credit of such fund-raising organisation, registered branch or holder in an account which it or he shall open with a banking institution or building society in the Republic or the Post Office Savings Bank, all moneys, including anything that can be exchanged for or converted into money, received by it;

(ii) except in the case of a holder who is not an organisation, keep minutes of the proceedings of any meeting held by such fund-raising organisation, registered branch or holder;

(iii) accept service of any notice in terms of the Act or these regulations at its or his registered address;

(d) that the reference number assigned to and endorsed on such authority, temporary authority or registration certificate by or on behalf of the Director shall be displayed in a prominent position on every document relating to the collection of contributions, including any advertisement, emanating or purporting to emanate from the fund-raising organisation, registered branch or holder to which or to whom such authority, temporary authority or registration certificate has been granted or issued or from any organisation or person purporting to act for or on behalf of such fund-raising organisation, registered branch or holder;

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

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

## PERMISSION OR SPECIAL PERMISSION TO COLLECT CONTRIBUTIONS

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

7. Every fund-raising organisation, registered branch, board, authorised organisation, authorised person or holder shall keep a copy of every permission or special



of spesiale vergunning deur hom verleen en moet sodanige afskrif vir 'n tydperk van minstens drie jaar bewaar vanaf die datum waarop die geldigheid van sodanige vergunning of spesiale vergunning verstryk het.

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

#### OOREENKOMS OM BYDRAES TEEN VERGOEDING IN TE SAMEL

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

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

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

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

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

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

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

(iii) die fondsinsamelingsorganisasie, geregistreerde tak of houer in die ooreenkoms bedoel op of voor die datum in die ooreenkoms vermeld, sal voorsien van die in artikel 12 (1) van die Wet beoogde finansiële state wat geouditeer is deur 'n rekenmeester en ouditeur wat ingevolge die Wet op Openbare Rekenmeesters en Ouditers, 1951 (Wet 51 van 1951), geregistreer is;

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

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

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

10. (1) Indien die Direkteur van oordeel is dat daar redelike gronde bestaan om 'n ondersoek kragtens artikel 8 (3) van die Wet in te stel, moet hy 'n kennisgewing aan die betrokke fondsinsamelingsorganisasie of houer beteken waarin hy aangesê word om op 'n tyd en

permission granted by it or him and shall preserve such copy for a period of not less than three years from the date on which the validity of such permission or special permission expired.

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

#### AGREEMENT TO COLLECT CONTRIBUTIONS FOR A REMUNERATION

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

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

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

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

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

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

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

(iii) furnish the fund-raising organisation, registered branch or holder referred to in the agreement, on or before the date specified in the agreement, with the financial statements as contemplated in section 12 (1) of the Act which have been audited by an accountant and auditor registered in terms of the Public Accountants' and Auditors' Act, 1951 (Act 51 of 1951);

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

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

#### AMENDMENT, SUBSTITUTION, SUSPENSION OR WITHDRAWAL OF AUTHORITY OR TEMPORARY AUTHORITY OR REGISTRA- TION CERTIFICATE

10. (1) If the Director is of the opinion that there are reasonable grounds for conducting an enquiry under section 8 (3) of the Act, he shall cause a notice to be served on the fund-raising organisation or holder concerned calling upon it or him to show cause at a

plek in die kennisgewing vermeld redes aan te voer waarom die magtiging of tydelike magtiging aan hom verleen nie ingetrek moet word nie.

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

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

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

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

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

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

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

(8) Die Direkteur kan na goëddunke die ondersoek uitstel of verdaag vir sodanige tydperke as wat hy goëdvind.

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

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

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

(10) Die kennisgewing bedoel in artikel 8 (5) (a) of (b) van die Wet moet 'n verklaring bevat ten effekte dat die magtiging of tydelike magtiging wat aan die fondsinsamelingsorganisasie of houer in die kennisgewing vermeld, verleen is, met ingang van die datum van die kennisgewing of van die publikasie daarvan

place and time specified in the notice why the authority or temporary authority granted to it or to him shall not be withdrawn.

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

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

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

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

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

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

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

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

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

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

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

(10) The notice referred to in section 8 (5) (a) and (b) of the Act shall contain a statement to the effect that the authority or temporary authority granted to the fund-raising organisation or holder specified in the notice, has with effect from the date of the notice or of the publication thereof in terms of section 8 (5)



ingevolge artikel 8 (5) (b), watter datum ook al die laaste datum is, ingetrek of gewysig is soos daarin vermeld, of vir die tydperk aldus vermeld, opgeskort is, na gelang van die geval, en moet sodanige fondsinsamelingsorganisasie of houer versoek om sodanige magtiging of tydelike magtiging binne 'n tydperk van 14 dae vanaf bedoelde datum aan die Direkteur terug te besorg.

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

### APPEL

11. (1) 'n Appèl kragtens artikel 10 (1) van die Wet teen 'n beslissing van die Direkteur word aangeteken binne 42 dae nadat 'n kennisgewing van sodanige beslissing aan die fondsinsamelingsorganisasie of ander organisasie beteken is deur die aflewering aan die Direkteur, vir voorlegging aan die Minister, van 'n kennisgewing waarin die gronde, hetsy feitlike of regsgronde, waarop die appèl berus, duidelik en saaklik uiteengesit word.

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

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

(b) in die geval van 'n ondersoek in artikels 5 (5) (b) en 8 van die Wet bedoel ook—

(i) die feite wat hy bevind het by sodanige ondersoek bewys is;

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

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

(a) aan die voorsitter van die appèlkomitee—

(i) die kennisgewing van appèl en verklaring bedoel in subregulasies (1) en (2) stuur; en

(ii) in die geval van 'n ondersoek in artikels 5 (5) (b) en 8 van die Wet bedoel, ook die rekord van die verrigtings by bedoelde ondersoek tesame met 'n afskrif of transkripsie daarvan as dit in snelskrif of op 'n meganiese wyse afgeneem is, stuur.

(b) 'n afskrif van bedoelde kennisgewing van appèl en verklaring en indien van toepassing, ook 'n afskrif van die rekord van bedoelde verrigtings of 'n transkripsie daarvan as dit in snelskrif of op meganiese wyse afgeneem is, aan elkeen van die ander lede van die betrokke appèlkomitee stuur;

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

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

(b), whichever date is the later date, been withdrawn or amended as mentioned therein or that it has been suspended for the period specified therein, as the case may be, and shall require such fund-raising organisation or holder to return such authority or temporary authority to the Director within a period of 14 days from the said date.

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

### APPEAL

11. (1) An appeal in terms of section 10 (1) of the Act against a decision of the Director shall be noted within 42 days of service of a notice of such decision to the fund-raising organisation or other organisation by the delivery to the Director, for submission to the Minister, of a notice setting out distinctly and succinctly the grounds whether of fact or law, on which the appeal is based.

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

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

(b) in the case of an enquiry or investigation referred to in sections 5 (5) (b) and 8 of the Act, also—

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

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

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

(a) transmit to the chairman of the appeal committee—

(i) the notice of appeal and statement referred to in subregulations (1) and (2); and

(ii) in the case of an enquiry or investigation mentioned in sections 5 (5) (b) and 8 of the Act also the record of the proceedings at such enquiry or investigation together with a copy or transcript thereof if it was taken down in shorthand or recorded by mechanical means;

(b) transmit to each one of the other members of the appeal committee concerned a copy of the said notice of appeal and statement and, if applicable, also a copy of the record of the proceedings or a transcript thereof if it was taken down in shorthand or recorded by mechanical means;

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

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



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

(5) Behoudens die bepalings van artikel 10 (3) van die Wet, moet die appèlkomitee die appèl aan die hand van bedoelde kennisgewing van appèl, verklaring en rekord van bedoelde ondersoek, na gelang van die geval, beslis.

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

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

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

### REKENINGKUNDIGE REKORDS

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

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

(b) 'n rekord van sy bates en laste, met inbegrip van—

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

(ii) die datum van die verkryging van sodanige bates en die prys waarteen sodanige bates verkry is, of in die geval van ander bates as onroerende eiendom verkry voor die inwerkingtreding van die Wet, die billike waarde van sodanige bates soos bepaal op die datum van sodanige inwerkingtreding;

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

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

(v) die bedrag voorsien vir waardevermindering of vervanging van die bates in subparagraaf (i) bedoel;

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

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

(d) in die geval van 'n fondsinsamelingsorganisasie of geregistreerde tak wat 'n besigheid dryf bestaande uit die verkoop van roerende eiendom wat van die publiek ingesamel is, 'n staat van sy jaarlikse voorraadopname.

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

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

(5) Subject to the provisions of section 10 (3) of the Act, the appeal committee shall decide the appeal on the basis of the said notice of appeal, statement and record of the said enquiry or investigation, as the case may be.

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

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

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

### ACCOUNTING RECORDS

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

(a) a record of its income and expenditure;

(b) a record of its assets and liabilities, including—

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

(ii) the date of the acquisition of such assets and the price at which such assets were acquired or in the case of assets other than immovable property acquired before the commencement of the Act, the fair value of such assets as determined at the date of such commencement;

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

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

(v) the amount provided for depreciation or replacement of the assets referred to in subparagraph (i);

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

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

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

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

(3) Die bepalings van subregulasies (1) en (2) is, vir sover dit toepaslik is, *mutatis mutandis* van toepassing op 'n houer.

### FINANSIËLE STATE

13. (1) Behoudens die bepalings van artikel 12 (4) van die Wet moet iedere fondsinsamelingsorganisasie of geregistreerde tak ten aansien van iedere finansiële jaar in een van die amptelike tale laat opstel—

(a) finansiële state waarin die finansiële sake van sodanige fondsinsamelingsorganisasie of geregistreerde tak volledig uiteengesit word en wat bestaan uit—

(i) 'n inkomstestaat in die vorm van Bylae VI;

(ii) 'n staat, in die vorm van Bylae VI (A), wat die toedeling van funksionele uitgawe uiteensit;

(iii) 'n staat van bron en aanwending van fondse in die vorm van Bylae VI (B);

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

(v) die ouditeursverslag bedoel in subregulasie (3);

(b) 'n jaarverslag bevattende—

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

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

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

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

(2) Indien 'n fondsinsamelingsorganisasie of geregistreerde tak een of meer gesubsidieerde dienste bestuur moet die finansiële state in subregulasie (1) (a) (i) en (ii) bedoel afsonderlik in verband met elke sodanige gesubsidieerde diens verstrek word.

(3) (a) Wanneer die ouditeur van 'n fondsinsamelingsorganisasie of geregistreerde tak sy audit sonder enige beperkings uitgevoer het, moet hy verslag doen met die strekking dat hy die finansiële state ondersoek het in soverre hy dit doenlik geag het vir doeleindes van sy audit en dat dit na sy mening die finansiële toestand en die resultate van die bedrywighede van sodanige organisasie of tak op die wyse deur die Wet voorgeskryf redelik weergee.

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

### FINANCIAL STATEMENTS

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

(a) financial statements fully setting out the financial affairs of such fund-raising organisation or registered branch, and consisting of—

(i) an income statement in the form of Schedule VI;

(ii) a statement in the form of Schedule VI (A), setting out the allocation of functional expenditure;

(iii) a statement of source and application of funds in the form of Schedule VI (B);

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

(v) the auditor's report referred to in subregulation (3);

(b) an annual report containing—

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

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

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

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

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

(3) (a) When the auditor of the fund-raising organisation or registered branch has carried out his audit free from any restrictions he shall make a report to the effect that he has examined the financial statements in so far as he deemed it necessary for the purposes of his audit and that in his opinion they fairly represent the financial position and the results of the operations of such organisation or branch in the manner required by the Act.

(b) Ingeval die ouditeur nie in staat is om aldus verslag te doen nie, of om dit sonder kwalifikasie te doen nie, moet hy in sy verslag 'n verklaring insluit met daardie strekking en moet hy die feite en omstandighede uiteensit wat hom verhoed om aldus verslag te doen of om dit sonder kwalifikasie te doen.

(4) Die ouditeur in subregulasie (3) bedoel mag nie 'n lid van die bestuur van die betrokke fondsinsamelingsorganisasie, of geregistreerde tak wees nie.

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

(6) Die bepalings van subregulasie (1) (a) (i) en (ii), (3) en (4) is *mutatis mutandis* van toepassing op 'n houer met betrekking tot die tydperk van geldigheid van 'n tydelike magtiging wat aan hom verleen is.

#### LIKWIDASIE-EN-DISTRIBUSIEREKENING

14. (1) Iedere likwidasië-en-distribusierekening wat aan die Direkteur ingevolge artikel 13 (1) van die Wet voorgelê word, moet in die vorm van Bylae VIII opgestel wees, en moet vergesel wees van die finansiële state bedoel in regulasie 13 met betrekking tot daardie gedeelte van die betrokke finansiële jaar wat die datum onmiddellik voorafgaan wat onmiddellik volg op die datum waarop die magtiging, tydelike magtiging of registrasiesertifikaat wat verleen of uitgereik is, kragtens die Wet verval het of ingetrek is of met ingang waarvan die betrokke fondsinsamelingsorganisasie of geregistreerde tak ontbind is of 'n houer sy bedrywighede gestaak het.

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

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

#### INSAE IN FINANSIËLE STATE EN LIKWIDASIE-EN-DISTRIBUSIEREKENINGS

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

(2) Ondanks andersluidende bepalings van subregulasie (1), kan die Direkteur na goeddunke 'n persoon wat na sy mening 'n wesenlike belang daarby het, toelaat om by sy kantoor enige finansiële staat of likwidasië-en-distribusierekening te eniger tyd binne 'n tydperk van een jaar na die datum in subregulasie (1) bedoel, gratis te ondersoek.

(b) In the event of the auditor being unable to make such a report or to make it without qualification, he shall include in his report a statement to that effect and set forth the facts or circumstances which prevent him from so making his report or from making it without qualification.

(4) The auditor referred to in subregulation (3) shall not be a member of the management of the fund-raising organisation or registered branch concerned.

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

(6) The provisions of subregulations (1) (a) (i) and (ii), (3) and (4) shall *mutatis mutandis* apply to a holder in respect of the period of the validity of a temporary authority granted to him.

#### LIQUIDATION AND DISTRIBUTION ACCOUNT

14. (1) Every liquidation and distribution account submitted to the Director in terms of section 13 (1) of the Act shall be prepared in the form of Schedule VIII and shall be accompanied by the financial statements referred to in regulation 13 in respect of that part of the financial year in question which immediately precedes the date following immediately upon the date on which the authority, temporary authority or registration certificate granted or issued lapsed or was withdrawn in terms of the Act or with effect from which the fund-raising organisation or registered branch concerned was dissolved or the holder discontinued its or his activities.

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

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

#### INSPECTION OF FINANCIAL STATEMENTS AND LIQUIDATION AND DISTRIBUTION ACCOUNTS

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

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



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

#### FINANSIELE JAAR

16. Die finansiële jaar van iedere fondsinsamelings-organisasie en geregistreerde tak eindig op 31 Maart van elke jaar.

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

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

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

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

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

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

(3) So 'n kennisgewing moet, tensy die voorsitter andersins beveel, vergesel gaan van 'n sakelys wat deur die voorsitter goedgekeur is en wat die sake vermeld wat by die betrokke vergadering van sodanige raad oorweeg sal word.

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

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

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

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

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

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

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

#### FINANCIAL YEAR

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

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

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

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

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

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

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

(3) Such notice shall, unless the chairman otherwise directs, be accompanied by an agenda approved by the chairman and setting out the matters to be considered at the said meeting of such board.

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

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

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

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

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

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

22. (1) Die prosedure by 'n vergadering van 'n raad word, behalwe vir sover deur hierdie regulasies anders bepaal, bepaal deur die persoon wat by bedoelde vergadering voorsit.

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

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

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

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

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

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

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

#### KOMITEES VAN RADE

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

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

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

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

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

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

22. (1) The procedure at any meeting of a board shall, except in so far as these regulations provide otherwise, be determined by the person presiding at such meeting.

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

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

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

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

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

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

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

#### COMMITTEES OF BOARDS

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

(2) Subject to the provisions of subregulation (3), the members of any such committee shall be appointed for such periods as the board in question may determine and such appointment shall take place at a properly constituted meeting of such board or, if the appointment of any member at such a meeting is not practicable in the circumstances, such member may be appointed by the chairman.

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

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

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

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

## 26. (1) Iedere plaaslike komitee—

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

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

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

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

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

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

#### KWorum EN VERGADERINGS VAN KOMITEES

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

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

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

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

#### VOORWAARDES VAN SPESIALE MAGTIGINGS Kragtens DIE WET VERLEEN

29. Die bepalings van regulasies 5, 9, 12, 13, 14, 15 en 16 is in soverre dit toepaslik is, *mutatis mutandis* van toepassing op enige persoon of organisasie aan wie 'n spesiale magtiging kragtens artikel 21 van die Wet verleen is: Met dien verstande dat, indien die raad wat so 'n spesiale magtiging verleen, dit beveel—

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

(b) die rekening bedoel in regulasie 5 (c) (i) op naam van sodanige fonds geopen moet word.

## 26. (1) Every local committee—

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

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

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

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

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

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

#### QUORUM AND MEETINGS OF COMMITTEES

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

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

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

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

#### CONDITIONS OF SPECIAL AUTHORITIES GRANTED UNDER THE ACT

29. The provisions of regulations 5, 9, 12, 13, 14, 15 and 16 shall, in so far as they may be applicable, *mutatis mutandis* apply to any person or organisation to whom or to which a special authority under section 21 of the Act has been granted: Provided that, if the board granting such special authority so directs—

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

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



## REKENINGKUNDIGE REKORDS EN FINANSIËLE STATE VAN RADE

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

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

### BEWARING VAN REKORDS VAN RADE

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

## KONSTITUSIE VAN ORGANISASIES EN TAKKE

32. 'n Konstitusie van 'n organisasie of tak bedoel in artikel 28 van die Wet moet—

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

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

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

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

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

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

(g) die prosedure vir wysiging van die konstitusie uiteensit.

### BETEKENING VAN DOKUMENTE

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

### OORTREDINGS

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

### DATUM VAN INWERKINGTREDING

35. Hierdie regulasies tree in werking op 1 September 1979.

## ACCOUNTING RECORDS AND FINANCIAL STATEMENTS OF BOARDS

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

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

### PRESERVATION OF RECORDS OF BOARDS

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

## CONSTITUTION OF ORGANISATIONS AND BRANCHES

32. Any constitution of an organisation or branch referred to in section 28 of the Act shall—

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

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

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

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

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

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

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

### SERVICE OF DOCUMENTS

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

### OFFENCES

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

### DATE OF COMMENCEMENT

35. These regulations shall come into operation on 1 September 1979.

WP 996 (a)



## DEPARTEMENT VAN VOLKSWELSYN EN PENSIOENE

Telegrafiese adres WELPEN

Telefoon 3-9311

Privaatsak X63  
PRETORIA  
0001

REPUBLIEK VAN SUID-AFRIKA

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

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

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

## Voorskrifte:

1. Vetdrukblokkies is slegs vir amptelike gebruik.
2. Iedere aansoek om 'n magtiging, tydelike magtiging of die registrasie van 'n tak van 'n fondsinsamelingsorganisasie moet vergesel gaan van 'n gewaarmerkte afskrif van die organisasie of tak se konstitusie wat aan die bepalinge van regulasie 32 moet voldoen.
3. Aansoek om 'n magtiging kragtens artikel 4 (1) (a) van die Wet moet vergesel gaan van bewys dat die kennisgewing bedoel in regulasie 3 gepubliseer is.
4. "Adres" (item 05) beteken die adres in die Republiek waar die fondsinsamelingsorganisasie, geregistreerde tak of houer betekening van enige kennisgewing ingevolge die Wet of die regulasies sal aanvaar.
5. Aansoeke moet in tweevoud ingedien word.

WP 996 (a)

	01 <input type="checkbox"/>	02 <input type="checkbox"/>	
	03 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

04 Naam van organisasie/tak/persoon

05 Adres soos per voorskrif 4

06 In welke gebied beoog u om bydraes in te samel? (Spesifiseer bv. voorstad, munisipale gebied, landdrosdistrik, provinsie ens.)

07 Vir welke tydperk beoog u om bydraes in te samel? (a) Onbepaald ☐ (b) tot  (datum)

08 Hoeveel takke het u onder u beheer? (In die geval van organisasies).....

09 Vir watter doelstellings wil u bydraes insamel?.....

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

10 Word dit ingevolge 'n ander wet vereis dat u oor 'n magtiging moet beskik om u bedrywighede voort te sit? ☐ JA ☐ NEE

Indien "Ja" (i) noem die betrokke wet.....

(ii) beskik u oor die nodige magtiging? ☐ JA ☐ NEE

Indien "Ja" noem die verwysingsnommer.....

11 Beskik u ingevolge enige ander wet oor 'n magtiging om bydraes in te samel? ☐ JA ☐ NEE

Indien "Ja", meld die betrokke wet.....

12 Is 'n magtiging, tydelike magtiging of registrasiesertifikaat kragtens die Wet voorheen aan u verleen of uitgereik? ☐ JA ☐ NEE Is bedoelde magtiging of sertifikaat opgeskort? ☐ JA ☐ NEE

Indien "Ja", verstrek die verwysingsnommer.....

Het bedoelde magtiging of sertifikaat ☐ JA ☐ NEE Is 'n magtiging, tydelike magtiging of registrasiesertifikaat voorheen aan u geweier? ☐ JA ☐ NEE

Is bedoelde magtiging of sertifikaat ingetrek? ☐ JA ☐ NEE Is die organisasie/tak ontbind? ☐ JA ☐ NEE

13 Beoog u om bydraes teen vergoeding vir of namens 'n ander organisasie of persoon in te samel? ☐ JA ☐ NEE

14 Besonderhede van bestuur van organisasie/tak

	VAN EN VOORLETTERS	ADRES	BEROEP
Voorsitter			
Ondervoorsitter			
Eretesourier			
Eresekretaris			
Ander lede			

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

## VERKLARING

Ek.....  
 (volle naam)  
 behoorlik daartoe gemagtig deur die bestuur, doen hierby aansoek om 'n magtiging/tydelike magtiging/registrasiesertifikaat en verklaar dat die inligting in hierdie aansoek na my beste wete waar en juis is.

(Plek)

(Handtekening)

(Datum)

(Hoedanigheid)



WP 996 (e)

**DEPARTMENT OF SOCIAL WELFARE AND PENSIONS**

Telegraphic address WELPEN

Telephone 3-9311

Private Bag X63  
PRETORIA  
0001

REPUBLIC OF SOUTH AFRICA

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

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

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

**Instructions:**

1. Bold-print squares are for official use only.
2. Each application for an authority, temporary authority or for the registration of a branch of a fund-raising organisation must be accompanied by a certified copy of the constitution of the organisation or branch, which constitution must comply with the provisions of regulation 32.
3. Application for an authority in terms of section 4 (1) (a) of the Act must be accompanied by proof that the notice referred to in regulation 3 has been published.
4. "Address" (item 05) means the address in the Republic at which the fund-raising organisation, registered branch or holder will accept service of any notice in terms of the Act or the regulations.
5. Applications must be submitted in duplicate.

WP 996 (e)

01 <input type="text"/>	02 <input type="text"/>
03 <input type="text"/>	<input type="text"/>

04 Name of organisation/branch/person

05 Address as per instruction 4. ....

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

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

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

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

10 Do you require an authority in terms of any other law to carry on with your activities? ☐ YES ☐ NO

If "Yes" (i) state the law concerned.....

(ii) do you possess such authority? ☐ YES ☐ NO

If "Yes", state reference number.....

11 Do you have an authority in terms of any other law to collect contributions? ☐ YES ☐ NO

If "Yes", quote the law concerned.....

12 Has an authority, temporary authority or registration certificate under the Act ever been granted or issued to you? ☐ YES ☐ NO Has the said authority or certificate been suspended? ☐ YES ☐ NO

If "Yes", quote the reference number.....

Has the said authority or certificate expired? ☐ YES ☐ NO Has an authority, temporary authority or registration certificate previously been refused to you? ☐ YES ☐ NO

Has the said authority or certificate been withdrawn? ☐ YES ☐ NO Has the organisation/branch been dissolved? ☐ YES ☐ NO

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

14 Particulars of the management of organisation/branch

	SURNAME AND INITIALS	ADDRESS	PROFESSION
Chairman	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Deputy-chairman	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Honorary Treasurer	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Honorary Secretary	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other members	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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

## DECLARATION

I, .....  
 (full names)

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

.....  
 (Place) .....  
 (Signature)

.....  
 (Date) .....  
 (Capacity)

WP 997

Bylae II  
Schedule IIPrivaatsak X63  
Private Bag

Pretoria

0001

DEPARTEMENT VAN VOLKSWELSYN EN PENSIOENE  
DEPARTMENT OF SOCIAL WELFARE AND PENSIONSTelegrafiese adres WELPEN  
Telegraphic addressTelefoon 3-9311  
TelephoneREPUBLIEK VAN SUID-AFRIKA  
REPUBLIC OF SOUTH AFRICAMAGTIGING OM BYDRAES IN TE SAMEL  
AUTHORITY TO COLLECT CONTRIBUTIONSMagtiging word hierby aan  
Authority is hereby granted to.....kragtens artikel 4 van die Wet op Fondsinsameling, 1978 (Wet 107 van 1978), verleen om, behoudens die bepalinge van die Wet, die  
in terms of section 4 of the Fund-raising Act, 1978 (Act 107 of 1978), subject to the provisions of the Act, the conditions in termsvoorwaardes ingevolge regulasie 5 en die ander voorwaardes hieronder vermeld (indien enige) onder verwysingsnommer  
of regulation 5 and the other conditions specified hereunder (if any) to collect contributions under reference number.....in die gebied  
in the area.....gedurende die tydperk  
during the period.....vir die volgende doelstellings bydraes in te samel  
for the following objects.....Ander voorwaardes  
Other conditions.....Plek  
Place.....Direkteur van Fondsinsameling  
Director of Fund-raisingDatum  
Date.....Hierdie vorm is uitgereik sonder enige  
verandering daarop  
This form has been issued without  
alterationHierdie magtiging is nie oordraagbaar  
nie  
This authority is not transferable



WP 995

Bylae III  
Schedule IIIPrivaatsak X63  
Private Bag

Pretoria

0001

DEPARTEMENT VAN VOLKSWELSYN EN PENSIOENE  
DEPARTMENT OF SOCIAL WELFARE AND PENSIONSTelegrafiese adres WELPEN  
Telegraphic addressTelefoon 3-9311  
TelephoneREPUBLIEK VAN SUID-AFRIKA  
REPUBLIC OF SOUTH AFRICATYDELIKE MAGTIGING OM BYDRAES IN TE SAMEL  
TEMPORARY AUTHORITY TO COLLECT CONTRIBUTIONSTydelike magtiging word hierby aan  
Temporary authority is hereby granted to.....kragtens artikel 6 van die Wet op Fondsinsameling, 1978 (Wet 107 van 1978), verleen om, behoudens die bepalings van die Wet, die  
in terms of section 6 of the Fund-raising Act, 1978 (Act 107 of 1978), subject to the provisions of the Act, the conditions in termsvoorwaardes ingevolge regulasie 5 en die ander voorwaardes hieronder vermeld (indien enige) onder verwysingsnommer  
of regulation 5 and the other conditions specified hereunder (if any) to collect contributions under reference number.....in die gebied  
in the area.....gedurende die tydperk  
during the period.....vir die volgende doelstellings bydraes in te samel  
for the following objects.....Ander voorwaardes  
Other conditions.....Plek  
Place.....Direkteur van Fondsinsameling  
- Director of Fund-raisingDatum  
Date.....Hierdie vorm is uitgereik sonder enige  
verandering daarop  
This form has been issued without  
alterationHierdie magtiging is nie oordraagbaar  
nie  
This authority is not transferable

WP 993

Bylae IV  
Schedule IVREPUBLIEK VAN SUID-AFRIKA  
REPUBLIC OF SOUTH AFRICADEPARTEMENT VAN VOLKSWELSYN EN PENSIOENE  
DEPARTMENT OF SOCIAL WELFARE AND PENSIONSTelegrafiese adres WELPEN  
Telegraphic addressTelefoon 3-9311  
TelephonePrivaatsak X63  
Private Bag

Pretoria

0001

REGISTRASIESERTIFIKAAT  
REGISTRATION CERTIFICATEEk sertifiseer hierby dat  
I hereby certify that.....kragtens artikel 5 van die Wet op Fondsinsameling, 1978 (Wet 107 van 1978), onder verwysingsnommer  
in terms of section 5 of the Fund-raising Act, 1978 (Act 107 of 1978), under reference number.....as 'n tak van  
as a branch of.....waaraan 'n magtiging onder verwysingsnommer  
to whom an authority has been granted under reference number.....kragtens artikel 4 van Wet 107 van 1978 verleen is op  
in terms of section 4 of Act 107 of 1978 on.....geregistreer is om behoudens die bepalinge van die Wet in die gebied  
is registered, subject to the provisions of the Act, to collect contributions in the area.....gedurende die tydperk  
during the period.....bydraes vir die volgende doelstellings in te samel  
for the following objects.....Plek  
Place.....Direkteur van Fondsinsameling  
Director of Fund-raisingDatum  
Date.....Hierdie vorm is uitgereik sonder enige  
verandering daarop  
This form has been issued without  
alterationHierdie registrasiesertifikaat is nie oor-  
draagbaar nie  
This registration certificate is not trans-  
ferable

WP 99

Bylae V

## VERGUNNING/SPEZIALE VERGUNNING

Kragtens artikel 7 van die Wet op Fondsinsameling, 1978  
(Wet 107 van 1978)

Verwysingsnommer

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

REPUBLIEK VAN SUID-AFRIKA

Hierby verleen ek.....

(Naam van persoon)

BEHOORLIK DAARTOE GEMAGTIG DEUR<sup>(1)</sup>

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

VERGUNNING/SPEZIALE VERGUNNING<sup>(1)</sup> AAN

OM BYDRAES IN TE SAMEL IN DIE GEBIED

Gedurende die tydperk

--

tot

--

VIR DIE VOLGENDE DOELSTELLINGS

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

(Adres/se)

Gedurende

--

(Tye)

Plek.....

Datum.....

Handtekening van persoon wat vergunning/  
spesiale vergunning verleen

Hoedanigheid

<sup>(1)</sup> Skrap wat nie van toepassing is nie.



WP 99

Schedule V

## PERMISSION/SPECIAL PERMISSION

In terms of section 7 of the Fund-Raising Act, 1978  
(Act 107 of 1978)

Reference Number

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

REPUBLIC OF SOUTH AFRICA

I.....  
(Name of person)

DULY AUTHORISED THERETO BY<sup>(1)</sup>

--

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

HEREBY GRANT PERMISSION/SPECIAL PERMISSION<sup>(1)</sup> TO

--

TO COLLECT CONTRIBUTIONS IN THE AREA

--

During the period

--

to

--

FOR THE FOLLOWING OBJECTS:

--

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

--

(Address/es)

During

--

(Times)

Place.....

Date.....

Signature of person granting permission/  
special permission

Capacity

<sup>(1)</sup> Delete if not applicable.

WP 102

BYLAE VI

VERWYSINGSNOMMER 01

## INKOMSTESTAAT

TOTAAL

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

## NOTAS:

1. 'n Afsonderlike Inkomstestaat (Bylae VI) en Toedeling van Funksionele Uitgawe (Bylae VI A) moet ten opsigte van elke gesubsidieerde diens aangeheg word.
2. Kwytskelding, byvoorbeeld van munisipale belastinge, moet nie ingesluit word nie.
3. Kapitaalwinste sal hoofsaaklik verkry word van die vervreemding van vaste bates.
4. Uitgawe ten opsigte van advertensiekoste of ander reklame-uitgawe wat verband hou met die insameling van fondse, veral gedurende 'n spesifieke fondsinsamelingsveldtog, moet as uitgawe aan fondsinsameling gewys word.
5. Vorm moet in drievoud ingevul word.







## TOEDELING VAN FUNKSIONELE UITGAWES

## REPUBLIEK VAN SUID-AFRIKA

- Let Wel: 1. Alle syfers (tot die naaste rand) moet in die laaste blokkie aan die regterkant eindig, byvoorbeeld R457 226 moet soos volg aangetoon word 

4	5	7	2	2	6
---	---	---	---	---	---
2. Alle uitgawes in verband met (a) navorsing, en (b) openbare betrekkinge moet onderskeidelik by items 6 (i) en 6 (ii) aangetoon word en moet by geen van die ander items, byvoorbeeld personeel-uitgawe, aangegee word nie.
3. Alle vetdrukblokkies is slegs vir amptelike gebruik.
4. Fondsinsamelingsorganisasies/geregistreerde takke wat van die Departement van Volkswelsyn en Pensioene 'n subsidie ontvang of daarom wil aansoek doen, moet ook die volgende verstrek:
- (a) 'n Ten volle gespesifiseerde staat ten opsigte van items 1 en 6 moet hierdie TOEDELING VAN FUNKSIONELE UITGAWES vergesel (ten opsigte van salarisse moet die pos beklee, salarisskaal en salariskerf aangedui word)
- (b) Ten opsigte van dienssentrums moet die volgende inligting op 'n aparte staat verstrek word: (i) Gemiddelde getal ingeskrewe lede, bejaardes in gesubsidieerde ouetehuse uitgesonderd; (ii) getal dae en ure wat die sentrum gefunksioneer het; (iii) gemiddelde getal teenwoordig per byeenkoms; (iv) tipe diens gelewer.
- (c) Hostels vir blindes moet die Departement van Volkswelsyn en Pensioene verwittig van die bedrag vir losies gevorder. Indien dit nagelaat word, sal die uitgawe vir subsidiedoeleindes buite rekening gelaat word.

VERWYSINGSNOMMER 01

NAAM VAN INSTELLING 02

	UITGAWES VIR DIE FINANSIËLE JAAR.....TEN OPSIGTE VAN—				Begroting vir die jaar 19.....	Vir amptelike gebruik
	A Dienste	B Algemene administrasie	C Insameling van bydraes	Totaal alle uitgawes A, B en C		
<b>1. PERSONEELUITGAWES</b>						
(i) Salarisse en lone:						
(a) Professionele personeel 03						
(b) Ander personeel 04						
(ii) Bonusse 05						
(iii) Honoraria 06						
(iv) Bydraes 07						
<b>2. VERVOER- EN KANTOORUITGAWE</b>						
(i) Vervoer 08						
(ii) Reis- en verblyfkoste:						
(a) In die R.S.A. 09						
(b) Buite die R.S.A. 10						
(iii) Advertensies 11						
(iv) Telefoon, posgeld en posbus-huur 12						
(v) Heffings/Registrasie 13						
(vi) Drukwerk en skryfbehoeftes 14						
(vii) Boeke en tydskrifte 15						
(viii) Assuransie (Geboue, toerusting en voertuie) 16						
(ix) Onderhoud van uitrusting en voertuie 17						
(x) Affiliatiegelde 18						

<b>3. LAND AND BUILDINGS</b>							
(i) Rent	19						
(ii) Interest on loans	20						
(iii) Maintenance	21						
(iv) Municipal services	22						
<b>4. DOMESTIC EXPENDITURE</b>							
(i) Domestic fuel, laundry and cleaning services	23						
(ii) Food and groceries	24						
(iii) Linen, blankets, etc.*	25						
(iv) Medical	26						
(v) Education and recreation	27						
(vi) Pocket money and functions	28						
<b>5. PROFESSIONAL AND SPECIAL SERVICES</b>							
(i) Audit cost	29						
(ii) Bank charges	30						
(iii) Other professional services	31						
<b>6. SUNDRIES</b>							
(i) Research	32						
(ii) Public relations	33						
(iii) Depreciation	34						
(iv) Write-offs	35						
(v) Other	36						
<b>SUBTOTAL</b>	37						
<b>7. EQUIPMENT AND VEHICLES</b>							
(i) Purchases	38						
(ii) Replacements	39						
<b>8. CAPITAL REDEMPTION (land and building)</b>							
<b>GRAND TOTAL</b>	41						
*Linen, blankets, clothing, material, shoes, kitchenware and crockery	42						
	43						
	44						
	45						
	46						

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

FOR OFFICIAL USE

Chairman

Date

Secretary

Date

 COMPILED BY .....  
 CHECKED BY .....  
 DATE .....



## ALLOCATION OF FUNCTIONAL EXPENDITURE

## REPUBLIC OF SOUTH AFRICA

Please Note: 1. All figures (to the nearest rand) must end in the last square on the right, e.g. R457 226 must be shown as

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

2. All expenditure in respect of (a) research and (b) public relations must be shown against items 6 (i) and 6 (ii), respectively, and must not be included in any of the other items, e.g. staff expenditure.
3. All bold-face squares are for official use only.
4. Fund-raising organisations/registered branches receiving or intending to apply for a subsidy from the Department of Social Welfare and Pensions must also submit the following:
- (a) A fully specified statement in respect of items 1 and 6 must accompany this ALLOCATION OF FUNCTIONAL EXPENDITURE (in respect of salaries the position held, salary scale and salary notch must be indicated).
- (b) In respect of service centres, the following information must be submitted on a separate sheet: (i) Average number of members for the year, excluding aged persons in subsidised homes for the aged; (ii) number of days and hours the centre has functioned; (iii) average number present per meeting; (iv) type of service rendered.
- (c) Hostels for the blind must notify the Department of Social Welfare and Pensions as to the amount collected in respect of board and lodging. If this is not done, expenditure will be disregarded for subsidy purposes.

REFERENCE NUMBER 01 

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NAME OF INSTITUTION 02 

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

		EXPENDITURE FOR THE FINANCIAL YEAR.....IN RESPECT OF—				Estimates for the year 19.....	For official use only
		A Services	B General administration	C Collection of contributions	Total all expen- diture A, B en C		
1. STAFF EXPENDITURE							
(i) Salaries and wages:							
(a) Professional staff	03						
(b) Other staff	04						
(ii) Bonuses	05						
(iii) Honorarium	06						
(iv) Contributions	07						
2. TRANSPORT AND OFFICE EXPENDITURE							
(i) Transport	08						
(ii) Subsistence and travel expenses							
(a) In the R.S.A.	09						
(b) Outside the R.S.A.	10						
(iii) Advertisements	11						
(iv) Telephone, postage and post office box rental	12						
(v) Levies/Registration	13						
(iv) Printing and stationery	14						
(vii) Books and periodicals	15						
(viii) Insurance (Buildings, equip- ment and vehicles)	16						
(ix) Maintenance of equipment and vehicles	17						
(x) Affilisation fees	18						



<b>3. GROND EN GEBOUE</b>							
(i) Huurgeld	19						
(ii) Rente op lenings	20						
(iii) Instandhouding	21						
(iv) Munisipale dienste	22						
<b>4. HUISHOUDELIKE UITGAWES</b>							
(i) Huishoudelike brandstof, was- sery- en skoonmaakdienste	23						
(ii) Voedsel en kruideniersware	24						
(iii) Linne, komberse, ens.*	25						
(iv) Medies	26						
(v) Onderwys en ontspanning	27						
(vi) Sakgeld en funksies	28						
<b>5. PROFESSIONELE EN SPESIALE DIENSTE</b>							
(i) Ouditkoste	29						
(ii) Bankkoste	30						
(iii) Ander professionele dienste	31						
<b>6. DIVERSE</b>							
(i) Navorsing	32						
(ii) Openbare betrekkings	33						
(iii) Waardevermindering	34						
(iv) Afskrywings	35						
(v) Ander	36						
<b>SUBTOTAAL</b>	37						
<b>7. UITRUSTING EN VOERTUIG</b>							
(i) Aankope	38						
(ii) Vervanging	39						
<b>8. KAPITAALDELGING (Grond en geboue)</b>							
<b>GROOTTOTAAL</b>	41						
*Linne, komberse, klerasie, materiaal en skoetsel, kombuisgereedskap en breekware	42						
	43						
	44						
	45						
	46						

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

Voorsitter

Datum

Sekretaris

Datum

VIR AMPTELIKE GEBRUIK

OPGESTEL DEUR.....

NAGESIEN DEUR.....

DATUM.....

WP 103

Bylae VIB  
Schedule VIBVerwysingsnommer  
Reference Number

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

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

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

Notas:

Notes:

- (1) 'n Netto tekort is 'n aanwending van fondse, en word vir doeleindes van die fondsestaat verminder deur interne voorsienings.  
A net deficit is an application of funds and, for the purposes of the statement of funds, is reduced by internal provisions.
- (2) Oorplasinge na of uit ander fondse word buite rekening gelaat.  
Transfers to or from other funds are left out of account here.
- (3) 'n Toename in netto bedryfsbates is 'n aanwending van fondse. Netto bedryfsbates = bedryfsbates – bedryfslaste (soos per Bylae VII).  
An increase in net current assets is an application of funds. Net current assets = current assets – current liabilities (as per Schedule VII).

WP 107

BYLAE VII



VERWYSINGSNOMMER 01

## BALANSSTAAT

REPUBLIEK VAN SUID-AFRIKA

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

## FONDSE AANGEWEND (1)

		R											
OPGEHOOPTE BESTEDE KAPITAALFONDSE.....02													
SPESIALE TRUSTFONDSE (SPESIFISEER).....03													
RESERWES (SPESIFISEER).....04													
ANDER ONBESTEDE INGESAMELDE FONDSE.....05													
		06											
AANWENDING VAN FONDSE													
VASTE BATES (2)		Kosprys of waardasie				Waardevermindering				Netto boekwaarde			
Vaste eiendom.....07													
Motorvoertuie.....08													
Meubels en uitrusting...09													
Ander (spesifiseer).....10													
	11												
MINUS LANGTERMYN-LASTE (VERBANDLENINGS ENS.—SPESIFISEER).....12													
BELEGGINGS.....13													
Genoteerde aandele (vermeld markwaarde).....14													
Ongenoteerde aandele (vermeld waardasie).....15													
Obligasies en verbandlenings.....16													
Ander (spesifiseer).....17													
BEDRYFSBATES													
Voorraad.....18													
Skuldenaars (Debiteure).....19													
Fondse op aanvraag en op deposito.....20													
Banksaldo's, kontant ens.....21													
22													
MINUS BEDRYFSLASTE													
Krediteure.....23													
Bankoortrekking, ens.....24													
25													
TOTALE AANWENDING VAN FONDSE.....26													

- (1) Alle *wesenlike* bewegings in die verskillende fondse en reserwes gedurende 'n finansiële jaar moet in die balansstaat getoon word (ver kieslik in die vorm van 'n nota), tensy die *volledige* inligting in die inkomtestaat verskyn. Toon aan: (a) die bron en die bedrag van enige oorplasings *na* fondse en reserwes, en (b) die bedrag en aanwending van enige oorplasings vanuit fondse en reserwes.
- (2) Netto boekwaarde word slegs verstrek soos aan einde van die vorige finansiële jaar.
- (3) Vorm moet in drievoud ingevul word.



[illegible]

## BALANCE SHEET

REPUBLIC OF SOUTH AFRICA:

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

**FUNDS EMPLOYED (1)**

**R**

[illegible]

### EMPLOYMENT OF FUNDS

## FIXED ASSETS (2)

FIXED ASSETS (2)	Cost price or valuation	Depreciation	Net book value
Fixed property. .... 07			
Motor vehicles. .... 08			
Furniture and equipment. . 09			
Other (specify). .... 10			
11			

**LESS LONG-TERM LIABILITIES (MORTGAGE LOANS,  
ETC.—SPECIFY).....12**

## INVESTMENTS

[illegible]

## CURRENT ASSETS

Stock, .....	18								
Debtors, .....	19								
Funds on call and on deposit, .....	20								
Bank balances, cash, etc. ....	21								
	22								

**LESS CURRENT LIABILITIES**[illegible][illegible]

- (1) All *material* movements in the various funds and reserves during a financial year must be shown in the balance sheet (preferably in the form of a note), unless the *full* information appears in the income statement. Show (a) the source and the amount of any transfers *to* funds and reserves and (b) the amount and the application of any transfers *from* funds and reserves.
- (2) Net book value only to be given as at end of previous financial year.
- (3) This form must be completed in triplicate.

Verwysingsnommer

[illegible]

**Voorskrifte:**

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

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

.....

.....

.....

Naam en adres van tesourier.....

.....

.....

.....

Likwidasierekening							
Ontvangste				Uitgawes			
Datum	Beskrywing van ontvangste	Nommer van bewysstuk	Bedrag R      c	Datum	Beskrywing van uitgawe	Nommer van bewysstuk	Bedrag R      c
		Balans				Balans	
		R				R	

Rekonsiliasiestaat	
	R c
Totale ontvangste.....	.....
Totale uitgaves.....	.....
Balans.....	.....
Balans ooreenkomstig bankstaat op datum van die Likwidasierekening.....	.....

WP 105

Bylae VIII

Gedetailleerde lys van bates wat nie te geld gemaak is nie	
Beskrywing van bates	Geraamde waarde

Distribusierekening		
Aan wie betaal	Adres	Bedrag
		R c

.....  
*Vorsitter*

Datum.....

.....  
*Tesourier*

Datum.....



WP 106

Schedule VIII

Reference Number

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--	--	--	--

## LIQUIDATION AND DISTRIBUTION ACCOUNT

## Instructions:

1. The accounts must be lodged on A4-standard paper.

2. A detailed account of receipts and payments in respect of the fund-raising organisation, branch, holder, authorised organisation or authorised person must be submitted. The account of receipts must contain a record of all receipts derived from the realisation of assets existing at the date of the winding-up resolution, including any balance in the bank, book debts and calls collected, property sold, etc. The account of payments must contain a record of all payments made in respect of costs and charges and of payments. Where property has been realised the gross proceeds of the sale must be entered as a receipt and the necessary payments incidental to the sale must be entered as a payment. This account must not include payments into or withdrawals from the bank, which must be shown separately by means of a bank statement.

3. Receipts and payments must be supported by satisfactory vouchers numbered consecutively in the top right-hand corner by reference to the number appearing in the account opposite the relative item.

4. Each receipt and payment, and the date thereof, must be entered in the account in such a manner as sufficiently to explain its nature. Receipts and payments must be numbered consecutively with reference to the number of the relative vouchers and must be added up separately at the foot of each sheet.

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

Name and address of treasurer.....

Liquidation Account							
Receipts				Payments			
Date	Description of receipts	Number of voucher	Amount R c	Date	Description of payments	Number of voucher	Amount R c
		Balance				Balance	
		R				R	

Reconciliation		R c
Total receipts.....		
Total payments.....		
Balance.....		
Balance as per bank statement at the date of the Liquidation Account.....		

WP 106

Schedule VIII

Detailed list of assets not realised	
Description of assets	Estimated value

Distribution Account		
To whom paid	Address	Amount
		R c

.....  
*Chairman*

Date.....

.....  
*Treasurer*

Date.....

No. R. 1866

24 Augustus 1979

# REGULASIES UITGEVAARDIG KRAGTENS DIE NASIONALE WELSYNSWET, 1978

Kragtens die bevoegdheid my verleen by artikel 21 van die Nasionale Wetsynswet, 1978 (Wet 100 van 1978), vaardig ek, Schalk Willem van der Merwe, Minister van Volkswelsyn en Pensioene, hierby die regulasies uit soos in die Bylae hiervan uiteengesit.

S. W. VAN DER MERWE, Minister van Volkswelsyn en Pensioene.

## BYLAE

### WOORDOMSKRYWING

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

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

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

“geregisteerde adres”, met betrekking tot ’n welsynsorganisasie, die plek in die Republiek wat by die sekretaris van die streekwelsynsraad waardeur bedoelde organisasie as ’n welsynsorganisasie geregistreer is, as die adres geregistreer is waar bedoelde organisasie betekening van enige kennisgewing ingevolge die Wet of hierdie regulasies sal aanvaar;

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

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

“regsvertegenwoordiger” ’n advokaat of prokureur;

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

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

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

### KWORUM VIR EN PROSEDURE BY VERGADERINGS VAN DIE SUID-AFRIKAANSE WELSYNSRAAD

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

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

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

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

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

No. R. 1866

24 August 1979

# REGULATIONS MADE UNDER THE NATIONAL WELFARE ACT, 1978

By virtue of the powers vested in me by section 21 of the National Welfare Act, 1978 (Act 100 of 1978), I, Schalk Willem van der Merwe, Minister of Social Welfare and Pensions, do hereby make the regulations set out in the Schedule hereto.

S. W. VAN DER MERWE, Minister of Social Welfare and Pensions.

## SCHEDULE

### DEFINITIONS

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

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

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

“deputy president” means the deputy president referred to in section 2 (5) of the Act;

“legal representative” means counsel or an attorney;

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

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

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

“the Act” means the National Welfare Act, 1978 (Act 100 of 1978);

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

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

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

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

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

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

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



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

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

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

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

(2) 'n Lid van die raad kan minstens een maand voor 'n bepaalde vergadering van die raad die president verwittig van enige aangeleentheid wat hy verlang by die sakelys van daardie vergadering ingesluit moet word en daarop word sodanige aangeleentheid in die sakelys van bedoelde vergadering ingesluit.

6. (1) Die prosedure by 'n vergadering van die raad word, behalwe vir sover deur hierdie regulasies anders bepaal, bepaal deur die persoon wat by bedoelde vergadering voorsit.

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

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

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

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

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

(3) 'n Afskrif van sodanige notule moet so spoedig moontlik na afloop van die betrokke vergadering deur die sekretaris van die raad aan elke lid van die raad gestuur word wat sodanige kommentaar as wat hy daarop wens te lewer binne 21 dae daarna aan bedoelde sekretaris moet voorsien.

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

#### KWORUM VIR EN PROSEDURE BY VERGADERINGS VAN STREEKWELSYNSRADE EN VAN KOMITEES

9. (1) Die meerderheid van die lede van 'n streekwelsynsraad of 'n uitvoerende komitee of welsynskomitee vorm 'n kworum by 'n vergadering van sodanige raad of komitee, na gelang van die geval.

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

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

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

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

(2) Any member of the council may, at least one month before any specified meeting of the council, inform the president of any matter which he desires to be included in the agenda of that meeting and thereupon such matter shall be included in the agenda of such meeting.

6. (1) The procedure at any meeting of the council shall, except in so far as these regulations provide otherwise, be determined by the person presiding at such meeting.

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

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

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

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

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

(3) A copy of such minutes shall as soon as possible after every such meeting be forwarded by the secretary of the council to each member of the council, who shall submit, within 21 days thereof, such comments as he may wish to make, to the said secretary.

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

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

9. (1) The majority of the members of a regional welfare board or an executive committee or welfare committee shall constitute a quorum at any meeting of such board or such committee, as the case may be.

(2) Behoudens die bepalings van hierdie regulasies, is die beslissing van die meerderheid van die lede van 'n streekwelsynsraad of 'n komitee bedoel in subregulasie (1) by 'n vergadering van sodanige streekwelsynsraad of komitee, na gelang van die geval, die beslissing van sodanige streekwelsynsraad of komitee.

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

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

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

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

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

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

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

12. (1) In die afwesigheid van die voorsitter sowel as die adjunk-voorsitter by 'n vergadering van die streekwelsynsraad of van 'n uitvoerende komitee kies die lede van sodanige raad of uitvoerende komitee, na gelang van die geval, wat by die vergadering aanwesig is 'n lid van bedoelde raad of uitvoerende komitee wat aldus aanwesig is om by sodanige vergadering voor te sit.

(2) Die voorsitter sit by alle vergaderings van die welsynskomitee voor en in die afwesigheid van die voorsitter van 'n welsynskomitee by 'n vergadering van sodanige komitee kies die lede van sodanige komitee een van die lede wat by bedoelde vergadering aanwesig is om by sodanige vergadering voor te sit.

13. Die bepalings van regulasies 5, 6, 7 en 8 is *mutatis mutandis* van toepassing in die geval van 'n streekwelsynsraad, uitvoerende komitee en welsynskomitee: Met dien verstande dat die bepalings van regulasie 5 nie in die geval van 'n uitvoerende komitee geld nie.

(2) Subject to the provisions of these regulations, the decision of the majority of the members of a regional welfare board or a committee referred to in subregulation (1) present at any meeting of such regional welfare board or such committee, as the case may be, shall be the decision of such regional welfare board or such committee.

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

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

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

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

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

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

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

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

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

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



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

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

15. Die administratiewe werksaamhede van 'n welsynskomitee word verrig deur 'n beampte in die Staatsdiens wat deur die Sekretaris aangewys is en wat die sekretaris van die betrokke welsynskomitee heet.

### WELSYNSPROGRAMME

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

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

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

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

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

### REGISTRASIE EN KLASSIFIKASIE VAN WELSYNSORGANISASIES

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

18. (1) Geen fondsinsamelingsorganisasie bedoel in artikel 13 van die Wet word as 'n welsynsorganisasie ingevolge daardie artikel geregistreer nie, tensy die

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

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

15. The administrative work of a welfare committee shall be performed by an officer of the Public Service designated by the Secretary, which officer shall be known as the secretary of the said welfare committee.

### WELFARE PROGRAMMES

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

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

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

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

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

### REGISTRATION AND CLASSIFICATION OF WELFARE ORGANISATIONS

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

18. (1) No fund-raising organisation referred to in section 13 of the Act shall be registered as a welfare organisation in terms of that section, unless the regional

streekwelsynsraad waarby aansoek om sodanige registrasie gedoen word, oortuig is dat bedoelde fondsinsamelingsorganisasie waarskynlik in staat sal wees om te voldoen aan die bepalings van enige ander wet wat betrekking het op die maatskaplike welsynsdienste wat bedoelde fondsinsamelingsorganisasie beoog om te lewer.

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

(a) dat sodanige sertifikaat nie oordraagbaar is nie;

(b) dat die maatskaplike welsynsdienste wat gelewer word deur of vir of namens die welsynsorganisasie waaraan dit uitgereik is te alle redelike tye deur 'n beampte in die diens van die Staat geïnspekteer kan word;

(c) dat die betrokke organisasie op die tye wat die betrokke streekwelsynsraad bepaal die verslae, opgewes en statistieke met betrekking tot die maatskaplike welsynsdienste wat hy lewer aan bedoelde raad verstrek;

(d) dat die rekords van die betrokke organisasie by sy geregistreerde adres vir 'n tydperk van minstens drie jaar bewaar word;

(e) dat 'n welsynsorganisasie wat dienste lewer soos in paragraaf (a) van die omskrywing van "maatskaplike welsynsdienste" bedoel, die maatskaplike-werk-rekords in stand hou wat gewoonlik ingevolge gevestigde praktyk deur 'n maatskaplike werker in die uitoefening van sy beroep in stand gehou word;

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

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

(3) 'n Streekwelsynsraad wat 'n welsynsorganisasie of geregistreerde tak ingevolge artikel 13 (2) van die Wet klassifiseer, doen dit ooreenkomstig een of meer van die diensvelde (a) tot (h) bedoel in regulasie 16 (4).

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

(a) Die datum van registrasie;

(b) die naam en doelstellings van die organisasie waaraan dit uitgereik word;

(c) die gebied waarin die organisasie sy dienste lewer;

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

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

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

20. Die sekretaris van 'n streekwelsynsraad kan op aansoek van 'n welsynsorganisasie en, indien hy oortuig is dat die registrasiesertifikaat wat aan sodanige

welfare board to which application for such registration is made is satisfied that the said fund-raising organisation will probably be capable of complying with the provisions of any other law relating to the social welfare services which the said fund-raising organisation intends rendering.

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

(a) that such certificate shall not be transferable;

(b) that the social welfare services rendered by or for or on behalf of the welfare organisation to which it has been issued may be inspected at all reasonable times by an officer in the service of the State;

(c) that the said organisation shall at the times determined by the regional welfare board concerned, furnish the said board with the reports, returns and statistics relating to the social welfare services rendered by it;

(d) that the records of such organisation shall be kept at its registered address for a period of at least three years;

(e) that a welfare organisation rendering services referred to in paragraph (a) of the definition of "social welfare services" shall keep the social work records which are normally kept in accordance with established practice by a social worker in the practice of his profession;

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

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

(3) A regional welfare board which classifies a welfare organisation or registered branch in terms of section 13 (2) of the Act shall do so according to one or more of the fields of service (a) to (h) referred to in regulation 16 (4).

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

(a) The date of registration;

(b) the name and objects of the organisation to which it is being issued;

(c) the area in which the organisation renders its services;

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

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

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

20. The secretary of a regional welfare board may, on application by a welfare organisation and if he is satisfied that the registration certificate issued to such



organisasie ingevolge artikel 13 van die Wet uitgereik is, vernietig is of verlore geraak het en nie gevind kan word nie, aan sodanige organisasie 'n afskrif van bedoelde registrasiesertifikaat uitreik wat hy as 'n ware afskrif van die oorspronklike registrasiesertifikaat sertifiseer.

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

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

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

#### WYSIGING, OPSKORTING OF INTREKking VAN REGISTRASIESERTIFIKAAT

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

(2) Sodanige kennisgewing moet die besonderhede uiteensit wat redelikerwys voldoende is om sodanige welsynsorganisasie van die gronde te verwittig waarop die wysiging, vervanging of intrekking van die registrasiesertifikaat beoog word en moet deur die sekretaris van die betrokke streekwelsynsraad onderteken word en aan die betrokke welsynsorganisasie beteken word minstens 21 dae voor die datum wat in sodanige kennisgewing vir die hou van die ondersoek bepaal is.

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

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

organisation in terms of section 13 of the Act has been destroyed or lost and cannot be found, issue a copy of the said registration certificate to such organisation which he shall certify as a true copy of the original registration certificate.

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

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

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

#### AMENDMENT, SUSPENSION OR WITHDRAWAL OF REGISTRATION CERTIFICATE

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

(2) Such notice shall set forth such particulars as are reasonably sufficient to inform such welfare organisation of the grounds on which the amendment, replacement or withdrawal of the registration certificate is contemplated and shall be signed by the secretary of the regional welfare board concerned and served on the welfare organisation concerned not less than 21 days before the date specified in such notice for the holding of the enquiry.

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

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

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

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

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

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

(5) Die streekwelsynsraad kan na goeë dinge die ondersoek uitstel of verdaag vir sodanige tydperke as wat hy goeë vind.

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

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

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

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

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

#### APPÈL

24. (1) 'n Appèl kragtens artikel 15 (1) van die Wet teen 'n beslissing van 'n streekwelsynsraad word aangeteken binne 42 dae nadat 'n kennisgewing van sodanige beslissing aan die welsynsorganisasie of ander organisasie beteken is, deur die aflewering aan die

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

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

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

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

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

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

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

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

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

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

#### APPEAL

24. (1) An appeal in terms of section 15 (1) of the Act against a decision of a regional welfare board shall be noted within 42 days of service of a notice of such decision to the welfare organisation or other organisation by the delivery to the secretary of the



sekretaris van die streekwelsynsraad wat sodanige beslissing gegee het, vir voorlegging aan die Minister, van 'n kennisgewing waarin die gronde, hetsy feitlike of regsgronde, waarop die appèl berus, duidelik en saaklik uiteengesit word.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

regional welfare board which gave such decision, for submission to the Minister, of a notice setting out clearly and succinctly the grounds, whether of fact or of law, on which the appeal is based.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**GELDELIKE TOEKENNINGS**

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

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

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

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

(d) dat iedere welsynsorganisasie, geregistreerde tak of nasionale raad 'n begroting van sy inkomste en uitgawes aan die Sekretaris verstrek op die wyse en op die tye wat die Sekretaris bepaal;

(e) dat die welsynsorganisasie, geregistreerde tak of nasionale raad die opgawes, verslae of statistieke aan die Sekretaris verstrek op die tye en op die wyse wat die Sekretaris van tyd tot tyd bepaal.

**BEGROTING**

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

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

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

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

**BETEKENING VAN STUKKE**

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

**DATUM VAN INWERKINGTREDING**

29. Hierdie regulasies tree in werking op 1 September 1979.

**FINANCIAL GRANTS**

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

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

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

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

(d) that every welfare organisation, registered branch or national council shall submit to the Secretary an estimate of its revenue and expenditure in the manner and at the times determined by the Secretary; and

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

**ESTIMATES**

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

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

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

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

**SERVICE OF DOCUMENTS**

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

**DATE OF COMMENCEMENT**

29. These regulations shall come into operation on 1 September 1979.



WP 68



REPUBLIEK VAN SUID-AFRIKA  
REPUBLIC OF SOUTH AFRICA

DEPARTEMENT VAN VOLKSWELSYN EN PENSIOENE  
DEPARTMENT OF SOCIAL WELFARE AND PENSIONS

Telegrafiese adres WELPEN Telephone 3-9311  
Telegraphic address Telephone

BYLAEI  
SCHEDULE I

Privaatsak X63  
Private Bag  
PRETORIA  
0001

OPGAWE VAN WELSYNSBEHOEFTE  
RETURN OF WELFARE NEEDS

Transaksiekode 02  Streek 03  Dokumentnommer 01   
Transaction code Document Number  
Diensveld 04  Diens/Gerief 05   
Field of service Service/Facility

IDENTIFISERING VAN KLIËNTE  
CLIENT IDENTIFICATION

	Kode Code	Getal Number	Kode Code	Getal Number
Geslag Sex	06	<input type="text"/>	<input type="text"/>	<input type="text"/>
Taal Language	07	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kerkverband Church denomination	08	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subsidiëring Subsidisation	09	<input type="text"/>	<input type="text"/>	<input type="text"/>
Opname van kinders Admission of children	10	<input type="text"/>	<input type="text"/>	<input type="text"/>
Opname van volwassenes Admission of adults	11	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inkomstegroep Income group	12	<input type="text"/>	<input type="text"/>	<input type="text"/>
Soort kind Type of child	13	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ouderdom vir opname Age for admission	14	<input type="text"/>		
Ouderdom vir aanhouding Age for retention	15	<input type="text"/>		
Klassifikasie van bejaardes Classification of aged persons	16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Klassifikasie van gestremdes Classification of the handicapped	17	<input type="text"/>	<input type="text"/>	<input type="text"/>
Klassifikasie: Wet 41 van 1971 Classification: Act 41 of 1971	18	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gebied 19

Promotor van diens/gerief 21   
Promotor of service/facility

Beraamde koste van projek:  
Estimated cost of project:

Streekwelsynsraad Verwysingsnommer 20   
Regional Welfare Board Reference Number

Prioriteit in hierdie diensveld 22   
Priority in this field of service

Prioriteit in alle diensvelde 23   
Priority in all fields of service

Boekjaar 24   
Financial year

Privaatfondse 25   
Private funds

Staatsfondse 26   
Government funds

Sekretaris: Streekwelsynsraad  
Secretary: Regional Welfare Board

Datum/Date

Dokumentnommer 27   
Document Number

Hoofkantoor Verw. No. 28   
Head Office Ref. No.

Nasiener/Examiner

Datum/Date

No. R. 1867

24 Augustus 1979

**REGULASIES UITGEVAARDIG KRAGTENS  
DIE WET OP MAATSKAPLIKE EN GEASSOSIEERDE  
WERKERS, 1978, VIR DIE VERKIESING  
VAN LEDE VAN DIE EERSTE RAAD VIR  
MAATSKAPLIKE EN GEASSOSIEERDE WER-  
KERS**

Kragtens die bevoegdheid my verleen by artikel 28 van die Wet op Maatskaplike en Geassosieerde Werkers, 1978 (Wet 110 van 1978), vaardig ek, Schalk Willem van der Merwe, Minister van Volkswel-syn en Pensioene, hierby die regulasies uit soos in die Bylae hiervan uiteengesit.

S. W. VAN DER MERWE, Minister van Volkswel-syn en Pensioene.

**BYLAE**

**WOORDOMSKRYWING**

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

“aansoek” ’n aansoek in regulasie 11 bedoel;

“aansoeker” iemand wat ’n aansoek doen;

“agent” iemand wat skriftelik deur ’n kandidaat aangewys is om hom by ’n geleentheid in regulasie 14 of 15 bedoel te verteenwoordig;

“amptelike tale” die amptelike tale van die Republiek;

“die getal lede wat verkies moet word” die getal lede bedoel in die betrokke kennisgewing gepubliseer ingevolge regulasie 5;

“die Wet” die Wet op Maatskaplike en Geassosieerde Werkers, 1978 (Wet 110 van 1978);

“dokumentekoevert” die dokumentekoevert in regulasie 12 (4) (a) bedoel;

“identiteitsverklaring” die identiteitsverklaring in regulasie 12 (4) (c) bedoel;

“kandidaat” iemand wat ingevolge regulasie 7 genoem is;

“kieser” iemand wat ingevolge regulasies 2 en 3 geregtig is om by die verkiesing te stem;

“lid” of “lede” ’n lid of lede van die raad wat ingevolge artikel 5 (1) van die Wet verkies moet word;

“maatskaplike werker” iemand wat ingevolge artikel 17 (4) van die Wet geag word ’n maatskaplike werker te wees;

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

“stembeampte” ’n stembeampte ingevolge regulasie 18 (1) aangestel;

“stembrief” die stembrief in regulasie 13 bedoel;

“stembriefkoevert” die stembriefkoevert in regulasie 12 (4) (b) bedoel;

“stemdag” die dag waarop die tydperk vermeld in die kennisgewing gepubliseer ingevolge regulasie 11, verstryk;

“verkiesing” die verkiesing van die lede van die eerste raad ingevolge artikel 5 van die Wet;

“verkiesingsbeampte” die verkiesingsbeampte ingevolge regulasie 4 aangestel;

No. R. 1867

24 August 1979

**REGULATIONS MADE UNDER THE SOCIAL  
AND ASSOCIATED WORKERS ACT, 1978, FOR  
THE ELECTION OF MEMBERS OF THE FIRST  
COUNCIL FOR SOCIAL AND ASSOCIATED  
WORKERS**

By virtue of the powers vested in me by section 28 of the Social and Associated Workers Act (Act 110 of 1978), I, Schalk Willem van der Merwe, Minister of Social Welfare and Pensions, do hereby make the regulations set out in the Schedule hereto.

S. W. VAN DER MERWE, Minister of Social Welfare and Pensions.

**SCHEDULE**

**DEFINITIONS**

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

“agent” means any person designated in writing by a candidate to represent him at an event referred to in regulation 14 or 15;

“applicant” means any person who makes an application;

“application” means an application referred to in regulation 11;

“ballot paper” means the ballot paper referred to in regulation 13;

“ballot paper envelope” means the ballot paper envelope referred to in regulation 12 (4) (b);

“candidate” means any person nominated in terms of regulation 7;

“declaration of identity” means the declaration of identity referred to in regulation 12 (4) (c);

“documents envelope” means the documents envelope referred to in regulation 12 (4) (a);

“election” means the election of the members of the first council in terms of section 5 of the Act;

“member” or “members” means a member or members of the council who shall be elected in terms of section 5 (1) of the Act;

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

“polling day” means the day on which the period mentioned in the notice published in terms of regulation 11 expires;

“polling officer” means a polling officer appointed in terms of regulation 18 (1);

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

“returning officer” means the returning officer appointed in terms of regulation 4;

“serial number” means the serial number referred to in regulation 12 (2);

“social worker” means any person deemed to be a social worker in terms of section 17 (4) of the Act;

“the Act” means the Social and Associated Workers Act, 1978 (Act 110 of 1978);

“the number of members to be elected” means the number of members referred to in the relative notice published in terms of regulation 5;

"volgnummer" die volgnummer in regulasie 12 (2) bedoel;

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

## VERKIESING VAN EERSTE RAAD

### *Kwalifikasies van kiesers*

2. Behoudens die bepalings van regulasie 3, is iedere maatskaplike werker geregtig om by die verkiesing een stem uit te bring ten opsigte van iedere lid wat verkies moet word.

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

- (a) nie in die Republiek woonagtig is nie;
- (b) geestesongesteld is soos in die Wet op Geestesgesondheid, 1973 (Wet 18 van 1973) bedoel;
- (c) 'n vonnis van gevangenisstraf uitdien.

### *Verkiesingsbeampte*

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

(2) Die Minister kan so 'n aanstelling te eniger tyd intrek en iemand anders as verkiesingsbeampte aanstel.

### *Kennisgewing van verkiesing*

5. Die verkiesingsbeampte moet binne 14 dae na sy aanstelling as verkiesingsbeampte of die publikasie van 'n kennisgewing in regulasie 9 of 10 bedoel, na gelang van die geval, 'n kennisgewing publiseer ten effekte dat nominasies van kandidate vir die verkiesing van die getal lede in laasgenoemde kennisgewing vermeld, tot op die datum en uur aldus vermeld, en wat nie later as 30 dae na die publikasie van laasgenoemde kennisgewing is nie, by die verkiesingsbeampte ingedien kan word.

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

### *Nominasie van kandidate*

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

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

"voter" means any person who is entitled to vote at an election in terms of regulations 2 and 3;

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

## ELECTION OF FIRST COUNCIL

### *Qualification of voters*

2. Subject to the provisions of regulation 3, every social worker is entitled to record one vote at the election in respect of every member to be elected.

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

- (a) not resident in the Republic;
- (b) mentally ill as defined in the Mental Health Act, 1973 (Act 18 of 1973); or
- (c) serving a sentence of imprisonment.

### *Returning officer*

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

(2) The Minister may at any time withdraw such appointment and appoint any other person as returning officer.

### *Notice of election*

5. The returning officer shall within 14 days of his appointment as returning officer or the publication of a notice referred to in regulation 9 or 10, as the case may be, publish a notice to the effect that nominations of candidates for the election of the number of members mentioned in the last-mentioned notice may be submitted to the returning officer up to the date and hour specified therein, which date shall not be later than 30 days after the date of publication of the last-mentioned notice.

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

### *Nomination of candidates*

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

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



9. Indien die getal kandidate wat ingevolge regulasie 7 genomineer word gelykstaan met of minder is as die getal lede wat verkies moet word, verklaar die verkiesingsbeamppte onverwyld die kandidate wat aldus genomineer is tot behoorlik verkose lede en moet hy 'n kennisgewing te dien effekte *mutatis mutandis* op die wyse in regulasie 6 vermeld, laat publiseer.

10. (1) Indien 'n kandidaat voor of op die stembag te sterwe kom en die getal kandidate wat oorbly gelykstaan met of minder is as die getal lede wat verkies moet word, word die verkiesing onmiddellik gestaak en verklaar die verkiesingsbeamppte bedoelde kandidate onverwyld tot behoorlik verkose lede en moet hy 'n kennisgewing soos in regulasie 9 bedoel, laat publiseer.

(2) Indien 'n kandidaat voor of op die stembag te sterwe kom en meer kandidate as die getal lede wat verkies moet word, oorbly, word daar met die verkiesing voortgegaan asof die kandidaat wat gesterf het nie gesterf het nie maar enige stemme wat op hom uitgebring was of word, word by die bepaling van die uitslag van die verkiesing geïgnoreer.

#### Verkiesing

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

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

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

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

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

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

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

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

(3) Indien die verkiesingsbeamppte—

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

9. If the number of candidates nominated in terms of regulation 7 is equal to or less than the number of members to be elected, the returning officer shall forthwith declare the candidates who where so nominated to be duly elected members of the council and he shall cause to be published a notice to that effect *mutatis mutandis* in the manner referred to in regulation 6.

10. (1) If a candidate dies before or on the polling day and the number of candidates who remain is equal to or less than the number of members to be elected, the election shall be stopped immediately and the returning officer shall forthwith declare the said candidates to be duly elected members and he shall cause to be published a notice referred to in regulation 9.

(2) If a candidate dies before or on the polling day and more candidates than the number of members to be elected remain, the election shall be proceeded with as if the candidate who died had not died but any votes recorded or being recorded in his favour shall be ignored at the determination of the result of the election.

#### Election

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

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

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

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

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

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

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

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

(3) If the returning officer—

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



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

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

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

(a) 'n dokumentekoevert geadresseer aan die verkiesingsbeampte en waarop die woord "stemdokumente", die volgnommer en volle naam van die aansoeker voorkom;

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

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

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

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

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

(2) Die stembrief in subartikel (1) bedoel bevat in alfabetiese volgorde van familienaam, die volle name en woonadresse van al die kandidate wat ingevolge regulasie 7 genomineer is en teenoor iedere sodanige naam 'n blanko blokkie waarin die in subregulasie (1) bedoelde merk aangebring kan word en moet in opsigtelike druk 'n verklaring in albei amptelike tale bevat dat die kieser geregtig is om vir hoogstens die getal kandidate in die stembrief genoem, te stem en dat dit 'n stembrief is vir die verkiesing van lede van die Raad vir Maatskaplike en Geassosieerde Werkers.

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

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

#### NAGAAN EN BEWARING VAN STUKKE WAT DEUR DIE VERKIESINGSBEAMPTTE ONTVANG WORD

14. Sodra die verkiesingsbeampte 'n dokumentekoevert ontvang waarop 'n volgnommer en naam verskyn wat ooreenstem met die volgnommer en naam wat voorkom op 'n aansoek wat ingevolge hierdie regulasies deur hom ontvang is, moet hy die datum waarop bedoelde dokumentekoevert deur hom ontvang is op bedoelde aansoek aanteken en plaas by bedoelde

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

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

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

(a) a documents envelope addressed to the returning officer and on which the words "voting documents", the serial number and the full name of the applicant, appear;

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

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

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

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

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

(2) The ballot paper referred to in subregulation (1) shall contain in alphabetical order of family names, the full names and residential addresses of all the candidates nominated in terms of regulation 7 and against each such name an open square in which the mark referred to in subregulation (1) can be made and shall, in conspicuous print, contain a statement in both official languages that the voter is entitled to vote for not more than the number of candidates mentioned in the ballot paper and that such ballot paper is a ballot paper for the election of members of the Council for Social and Associated Workers.

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

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

#### EXAMINATION AND PRESERVATION OF PAPERS RECEIVED BY THE RETURNING OFFICER

14. As soon as the returning officer receives a documents envelope on which a serial number and name appear which correspond to the serial number and name which appear on an application received by him in terms of these regulations, he shall record on such application the date on which the documents envelope was received by him and he shall place such

dokumentekoevert ongeopen in 'n stembus wat vooraf deur hom in die aanwesigheid van 'n kandidaat, agent of stembeamppte verseël is terwyl dit leeg was en wat hy tot en met die stembdag veilig moet bewaar sodat niemand anders as hyself daartoe toegang het nie.

### BEPALING VAN UITSLAG VAN VERKIESING

15. (1) Die verkiesingsbeamppte moet so spoedig moontlik na die stembdag maar nie later as die eerste werksdag na die stembdag nie begin om, in die aanwesigheid van die candidate, agente en stembeampptes wat dan aanwesig is die uitslag van die verkiesing te bepaal en moet—

(a) al die dokumentekoeverte wat hy ingevolge regulasie 14 in die stembus geplaas het, oopmaak en vasstel of dit 'n identiteitsverklaring en 'n stembrieffkoevert of stembrief bevat;

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

(2) Indien die verkiesingsbeamppte by 'n ondersoek ingevolge subregulasie (1) bevind—

(a) dat die dokumentekoevert nie 'n identiteitsverklaring en stembrieffkoevert of 'n identiteitsverklaring en stembrief bevat nie; of

(b) dat die identiteitsverklaring daarin vervat nie aan al die vereistes van regulasie 12 (4) (c) voldoen nie, of dat die naam, adres en registrasienommer van die kieser in die identiteitsverklaring nie ooreenstem soos in subregulasie (1) (b) bedoel nie;

verwerp hy enige stembrief wat hy in die dokumentekoevert vind of wat in die stembrieffkoevert of in die dokumentekoevert mag wees en word geen stem wat in so 'n stembrief uitgebring is as 'n stem by die verkiesing getel nie.

(3) Behoudens die bepalings van subregulasie (4), word geen stem uitgebring in 'n stembrief wat nie ooreenkomstig die voorskrifte en prosedure in regulasie 12 (4) (e) bedoel aan die verkiesingsbeamppte teruggestuur word nie en wat nie deur die verkiesingsbeamppte voor 17h00 op die stembdag terug ontvang is nie by die telling van stemme wat by die verkiesing uitgebring is in aanmerking geneem nie.

(4) Indien die verkiesingsbeamppte by 'n ondersoek ingevolge subregulasie (1) bevind—

(a) dat die dokumentekoevert 'n identiteitsverklaring en stembrieffkoevert of 'n identiteitsverklaring en stembrief bevat; en

(b) dat die identiteitsverklaring aan al die vereistes van regulasie 12 (4) (c) voldoen en dat die naam, adres en registrasienommer van die kieser in die identiteitsverklaring vermeld, ooreenstem soos in subregulasie (1) (b) bedoel;

haal hy die stembrief wat in die stembrieffkoevert of in die dokumentekoevert is uit en plaas dit by die ander stembriewe wat aldus uitgehaal is en ondersoek en bepaal hy die geldigheid van iedere sodanige stembrief of stem wat deur so 'n stembrief uitgebring is.

documents envelope unopened in the ballot box previously sealed by him in the presence of a candidate, agent or polling officer while it was empty and he shall preserve such ballot box so that no person other than himself shall have access to it before or on the polling day.

### DETERMINATION OF RESULT OF ELECTION

15. (1) The returning officer shall, as soon as possible after polling day but not later than the first working day after polling day, in the presence of the candidates, agents and polling officers who are then present, commence to determine the result of the election and shall—

(a) open all the documents envelopes which he has placed in the ballot box in terms of regulation 14 and ascertain whether they contain a declaration of identity and a ballot paper envelope or a ballot paper;

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

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

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

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

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

(3) Subject to the provisions of subregulation (4), no vote cast on a ballot paper which is not returned to the returning officer according to the instructions and procedure referred to in regulation 12 (4) (e) and which has not been received by the returning officer before 17h00 on the polling day shall be taken into account at the counting of the votes recorded at the election.

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

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

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

he shall remove the ballot paper which is in the ballot paper envelope or in the documents envelope and place it with the other ballot papers which have been so removed, and examine, and ascertain the validity of, each such ballot paper or vote recorded in such ballot paper.



(5) Die verkiesingsbeampte verwerp elke stembrief—

(a) waarop die nommer in regulasie 13 (3) bedoel nie verskyn nie;

(b) wat stemme uitbring op meer kandidate as die getal lede wat verkies moet word;

(c) wat hy oortuig is deur bedrog of op onwettige wyse verkry is of op bedrieglike of onwettige wyse gebruik is.

(6) Die verkiesingsbeampte verwerp elke stem ten opsigte waarvan hy redelikerwys onseker is vir watter kandidaat dit uitgebring is of wat hy oortuig is op 'n onwettige wyse uitgebring is.

(7) Ondanks die bepalinge van subregulasies (5) en (6), word geen stembrief of stem verwerp bloot uit hoofde van die feit dat 'n stem daarin, of die stem, op 'n ander wyse as by wyse van die X-merk in regulasie 13 (1) bedoel, uitgebring is nie tensy die verkiesingsbeampte, vir sover dit uit die stembrief blyk, van oordeel is dat 'n stem vir 'n bepaalde kandidaat verander is in 'n stem vir 'n ander kandidaat.

(8) Geen stem wat uitgebring is in 'n stembrief wat ingevolge hierdie regulasies verwerp is en geen stem wat aldus verwerp word, word by die bepaling van die uitslag van die verkiesing getel nie.

(9) Die verkiesingsbeampte moet op elke stembrief wat hy as ongeldig verwerp, endosseer dat dit verwerp is, en hy moet teenoor elke stem wat hy aldus verwerp, endosseer ten opsigte van watter kandidaat bedoelde stem verwerp is.

(10) Indien beswaar teen die verwerping van 'n stembrief of stem aangeteken is, moet die verkiesingsbeampte op die stembrief endosseer dat so 'n beswaar aangeteken is.

(11) Indien deur of ten behoeve van 'n kandidaat enige beswaar geopper word teen die aanname van 'n stembrief of stem, moet die verkiesingsbeampte op die betrokke stembrief endosseer dat beswaar aldus aangeteken is.

(12) Sodra die verkiesingsbeampte die geldigheid of andersins van al die stembriewe en van al die stemme daarkragtens uitgebring ingevolge hierdie regulasies bepaal het, moet hy die getal stemme wat op elke kandidaat uitgebring is en nie ingevolge hierdie regulasies verwerp is nie, bepaal en moet hy, behoudens die bepalinge van subregulasie (13) en onderworpe aan die getal lede wat verkies moet word, dié kandidate op wie, in numerieke volgorde, die grootste getal sodanige stemme uitgebring is tot behoorlik verkose lede van die raad, met ingang van die stembag, verklaar.

(13) Indien twee of meer kandidate 'n gelyke getal stemme ontvang het en dit as gevolg daarvan nie moontlik is om ingevolge subregulasie (12) soveel kandidate as wat daar lede is wat verkies moet word tot verkose lede van die raad te verklaar nie, verklaar die verkiesingsbeampte die kandidate ten opsigte van wie so 'n verklaring moontlik is, tot behoorlik verkose lede van die raad met ingang van die stembag en word die verkiesing vir sover dit op die ander kandidate betrekking het geag nietig te wees en is die bepalinge van hierdie regulasies *mutatis mutandis* van toepassing met betrekking tot die verkiesing van die lede van die raad wat dan nog verkies moet word.

(14) Die verkiesingsbeampte moet die uitslag van die verkiesing so spoedig moontlik in albei amptelike tale in die *Staatskoerant* laat publiseer.

(5) The returning officer shall reject every ballot paper—

(a) on which the number referred to in regulation 13 (3) does not appear;

(b) which records votes for more candidates than the number of members to be elected;

(c) which he is convinced has been obtained fraudulently or illegally or has been used deceptively or illegally.

(6) The returning officer shall reject every vote in respect of which he is reasonably uncertain for which candidate it has been recorded or which he is convinced has been recorded illegally.

(7) Notwithstanding the provisions of subregulations (5) and (6), no ballot paper or vote shall be rejected solely on account of the fact that a vote thereon or the vote has been recorded in any other manner than by means of the mark X referred to in regulation 13 (1), unless the returning officer, in so far as it appears from the ballot paper, is of the opinion that a vote for a particular candidate has been changed to a vote for another candidate.

(8) No vote recorded on a ballot paper which has been rejected in terms of these regulations and no vote which has thus been rejected shall be counted at the determination of the result of the election.

(9) The returning officer shall endorse on every ballot paper which he rejects as invalid that it has been rejected and he shall, against every vote which he thus rejects, endorse in respect of which candidate the said vote has been rejected.

(10) If an objection against the rejection of a ballot paper or vote has been recorded, the returning officer shall endorse on the ballot paper that such objection has been recorded.

(11) If any objection is raised by or on behalf of a candidate against the acceptance of a ballot paper or vote, the returning officer shall endorse on the ballot paper concerned that an objection has thus been recorded.

(12) As soon as the returning officer has ascertained the validity or otherwise of all the ballot papers and of all the votes recorded thereby in terms of these regulations, he shall determine the number of votes which have been recorded in respect of each candidate and which have not been rejected in terms of these regulations, and he shall, subject to the provisions of subregulation (13) and subject to the number of members to be elected, declare the candidates for whom, in numerical order, the greatest number of such votes have been recorded to be duly elected members of the council with effect from the polling day.

(13) If two or more candidates have received an equal number of votes and as a result it is not possible in terms of subregulation (12) to declare as many candidates as there are members to be elected as elected members of the council, the returning officer shall declare the candidates in respect of whom such a declaration is possible to be duly elected members of the council with effect from the polling day and the election with regard to the other candidates to be null and void, and the provisions of these regulations shall *mutatis mutandis* be applicable with regard to the election of the members of the council still to be elected.

(14) The returning officer shall as soon as possible cause the result of the election to be published in both official languages in the *Gazette*.

*Algemene bepalinge*

16. (1) Sodra die verkiesingsbeampte 'n kandidaat ingevolge hierdie regulasies tot 'n behoorlik verkose lid van die raad verklaar het, moet hy die Minister skriftelik van die naam en adres van die kandidaat wat aldus verkose verklaar is, voorsien en, indien 'n verkiesing plaasgevind het, moet hy daarbenewens aan die Minister verslag doen oor die getal stemme wat op die onderskeie kandidate uitgebring is en oor die getal stembriewe of stemme wat verwerp is.

(2) Indien die verkiesingsbeampte 'n verklaring ingevolge regulasie 15 (13) gedoen het ten effekte dat geen verkiesing plaasgevind het nie, moet hy onverwyld skriftelik aan die Minister verslag doen oor die omstandighede wat tot dié verklaring aanleiding gegee het en hom mededeel hoeveel vakatures in die raad as gevolg van dié verklaring nie aangevul is nie.

(3) Die bepalinge van regulasie 4 is *mutatis mutandis* van toepassing sodra die Minister die mededeling in subregulasie (2) bedoel, ontvang het.

17. (1) Die verkiesingsbeampte moet onmiddellik nadat die uitslag van die verkiesing ingevolge hierdie regulasies bepaal is—

(a) alle stembriewe wat hy ingevolge hierdie regulasies verwerp het tesame met 'n lys van enige stemme wat hy aldus verwerp het en waarin die nommer van die betrokke stembrief en, indien dit vasgestel kan word, die name van die kandidate wat deur sodanige verwerping geraak word, vermeld word, in 'n afsonderlike pakket verseël en die pakket "verworpe stembriewe" merk;

(b) die teenblaai van alle stembriewe wat deur hom uitgereik is in 'n afsonderlike pakket verseël en die pakket "teenblaai" merk;

(c) alle ander stukke wat op die verkiesing, met inbegrip van die nominasie van kandidate, betrekking het, in 'n afsonderlike pakket verseël en die pakket "verkiesingstukke" merk.

(2) Die verkiesingsbeampte moet die pakkette in subregulasie (1) bedoel onverwyld aan die Sekretaris oorhandig, wat sodanige pakkette onoopgemaak vir 'n tydperk van minstens drie jaar moet bewaar, tensy hy deur 'n bevoegde hof anders gelas word.

18. (1) Die verkiesingsbeampte kan te eniger tyd na sy aanstelling, met die instemming van die Sekretaris en op die voorwaardes wat die Sekretaris bepaal, soveel persone as stembeamptes aanstel as wat nodig is om hom by die uitvoering van sy werksaamhede ingevolge hierdie regulasies behulpsaam te wees.

(2) Bedoelde stembeamptes verrig hulle werksaamhede onder die toesig en in opdrag van die verkiesingsbeampte.

(3) Geen kandidaat of iemand in die diens van of onder die beheer van 'n kandidaat word as stembeampte aangestel nie.

19. Die verkiesingsbeampte en elke stembeampte, kandidaat of agent wat geregtig is om by die nagaan van stukke of die bepaling van die uitslag van die verkiesing ingevolge regulasie 15 aanwesig te wees moet voor hy sy amp as verkiesingsbeampte aanvaar of voordat hy as stembeampte, kandidaat of agent aldus aanwesig kan wees, 'n beëdigde verklaring van geheimhouding voor 'n kommissaris van ede aflê waarin hy onderneem om die geheimhouding van die stemming by die verkiesing te handhaaf en te help handhaaf en om, behalwe weens die een of ander regtens geoorloofde

*General provisions*

16. (1) As soon as the returning officer has in terms of these regulations declared a candidate to be a duly elected member of the council, he shall furnish the Minister in writing with the name and address of the candidate who has thus been declared elected and, if an election has taken place, he shall in addition report to the Minister on the number of votes recorded for the different candidates and on the number of ballot papers or votes which have been rejected.

(2) If the returning officer has made a declaration in terms of regulation 15 (13) to the effect that no election took place, he shall forthwith report in writing to the Minister on the circumstances which have given rise to that declaration and inform him how many vacancies on the council have not been filled as a result of that declaration.

(3) The provisions of regulation 4 shall *mutatis mutandis* apply as soon as the Minister has received the notification referred to in subregulation (2).

17. (1) The returning officer shall immediately after the result of the election has been determined in terms of these regulations—

(a) seal in a separate parcel all the ballot papers which he has rejected in terms of these regulations together with a list of any votes which he has thus rejected and in which are mentioned the number of the ballot paper concerned and, if it could be ascertained, the names of the candidates affected by such rejection and mark the parcel "rejected ballot papers";

(b) seal in a separate parcel the counterfoils of all ballot papers which have been issued by him and mark the parcel "counterfoils";

(c) seal in a separate parcel all other papers relating to the election, or to the nomination of candidates, and mark the parcel "election papers".

(2) The returning officer shall forthwith deliver the parcels referred to in subregulation (1) to the Secretary, who shall preserve such parcels unopened for a period of at least three years, unless he is otherwise directed by a competent court.

18. (1) The returning officer may at any time after his appointment, with the approval of the Secretary and on the conditions which the Secretary determines, appoint as many persons as polling officers as may be necessary to assist him in the execution of his functions in terms of these regulations.

(2) The said polling officers shall carry out their functions under the supervision and under the instructions of the returning officer.

(3) No candidate or any person in the service of or under the control of a candidate shall be appointed polling officer.

19. the returning officer and every polling officer, candidate or agent who is entitled to be present at the examination of papers or the determination of the result of the election in terms of regulation 15 shall before he assumes his office as returning officer or before he may thus be present as polling officer, candidate or agent, make a declaration of secrecy on oath before a commissioner of oaths in which he shall undertake to maintain and to help maintain the secrecy of the voting at the election and, except for



rede, geen inligting mee te deel aan enigiemand anders van wie rederlikerwys verwag kan word dat hy die geheimhouding van sodanige stemming sal verydel nie.

20. Behalwe vir sover deur of ingevolge hierdie regulasies anders bepaal, verrig die verkiesingsbeampte sy werksaamhede ingevolge bedoelde regulasies gedurende die ure tussen 08h00 en 12h30 en 14h00 en 16h00 op elke weksdag wat nie 'n Saterdag, Sondag of openbare vakansiedag soos bedoel in artikel 1 van die Wet op Openbare Feesdae, 1952 (Wet 5 van 1952), is nie.

#### DATUM VAN INWERKINGTREDING

21. Hierdie regulasies tree in werking op 1 September 1979.

some or other lawful reason, not to disclose any information to any one else who reasonably may be expected to defeat the secrecy of such voting.

20. Except in as far as otherwise provided by or in terms of these regulations, the returning officer shall perform his duties in terms of the said regulations during the hours between 08h00 and 12h30 and 14h00 and 16h00 on every day of the week which is not a Saturday, Sunday or a public holiday as referred to in section 1 of the Public Holidays Act, 1952 (Act 5 of 1952).

#### DATE OF COMMENCEMENT

21. These regulations will come into operation on 1 September 1979.

### AGROANIMALIA

Hierdie publikasie is 'n voortsetting van die Suid-Afrikaanse Tydskrif vir Landbouwetenskap Jaargang 1 tot 11, 1958-1968 en bevat artikels oor Diereproduksie en -tegnologie, Diereversorging en -ekologie, Fisiologie, Genetika en Teelt, Suiwelkunde en Voeding. Vier dele van die tydskrif word per jaar gepubliseer.

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## DIE BLOMPLANTE VAN AFRIKA

Hierdie publikasie word uitgegee as 'n geïllustreerde reeks, baie na die aard van Curtis se "Botanical Magazine". Die doel van die werk is om die skoonheid en variasie van vorm van die flora van Afrika aan die leser bekend te stel, om belangstelling in die studie en kweek van die inheemse plante op te wek, en om plantkunde in die algemeen te bevorder.

Die meeste van die illustrasies word deur kunstenaars van die Navorsingsinstituut vir Plantkunde gemaak, dog die redakteur verwelkom geskikte bydraes van 'n wetenskaplike en kunststandaard afkomstig van verwante inrigtings.

Onder huidige omstandighede word twee dele van die werk gelyktydig gepubliseer, maar met onreëlmatige tussenposes; elke deel bevat tien kleurplate. Intekengeld bedra R5 per deel (buitelands R5,25 per deel): Vier dele per band. Vanaf band 27 is die prys per band in linne gebind R30; in moroccoleer gebind R35. (Buitelands, linne gebind R31; moroccoleer R36).

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This publication is issued as an illustrated serial, much on the same lines as Curtis's Botanical Magazine, and for imitating which no apology need be tendered.

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