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Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

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Contents

PROCLAMATION NOTICES • PROKLAMASIE KENNISGEWINGS

government printing
Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

HIGH ALERT: SCAM WARNING!!!

TO ALL SUPPLIERS AND SERVICE PROVIDERS OF THE GOVERNMENT PRINTING WORKS

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

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

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

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

Example of e-mails these fraudsters are using:

PROCUREMENT@GPW-GOV.ORG

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

GPW has an official email with the domain as **@gpw.gov.za**

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

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

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

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

Fake Tenders

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

How tender scams work

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

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

OR

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

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

Protect yourself from being scammed

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

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

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

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

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

Closing times for **ORDINARY WEEKLY** *GOVERNMENT GAZETTE* 2023

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

- **29 December,** Thursday for the issue of Friday **06 January 2023**
- **06 January,** Friday for the issue of Friday **13 January 2023**
- **13 January,** Friday for the issue of Friday **20 January 2023**
- **20 January,** Friday for the issue of Friday **27 January 2023**
- **27 January,** Friday for the issue of Friday **03 February 2023**
- **03 February,** Friday for the issue of Friday **10 February 2023**
- **10 February,** Friday for the issue of Friday **17 February 2023**
- **17 February,** Friday for the issue of Friday **24 February 2023**
- **24 February,** Friday for the issue of Friday **03 March 2023**
- **03 March,** Friday for the issue of Friday **10 March 2023**
- **10 March,** Friday for the issue of Friday **17 March 2023**
- **16 March,** Thursday for the issue of Friday **24 March 2023**
- **24 March,** Friday for the issue of Friday **31 March 2023**
- **30 March,** Thursday for the issue of Thursday **06 April 2023**
- **05 April,** Wednesday for the issue of Friday **14 April 2023**
- **14 April,** Friday for the issue of Friday **21 April 2023**
- **20 April,** Thursday for the issue of Friday **28 April 2023**
- **26 April,** Wednesday for the issue of Friday **05 May 2023**
- **05 May,** Friday for the issue of Friday **12 May 2023**
- **12 May,** Friday for the issue of Friday **19 May 2023**
- **19 May,** Friday for the issue of Friday **26 May 2023**
- **26 May,** Friday for the issue of Friday **02 June 2023**
- **02 June,** Friday for the issue of Friday **09 June 2023**
- **08 June,** Thursday for the issue of Thursday **15 June 2023**
- **15 June,** Thursday for the issue of Friday **23 June 2023**
- **23 June,** Friday for the issue of Friday **30 June 2023**
- **30 June,** Friday for the issue of Friday **07 July 2023**
- **07 July,** Friday for the issue of Friday **14 July 2023**
- **14 July,** Friday for the issue of Friday **21 July 2023**
- **21 July,** Friday for the issue of Friday **28 July 2023**
- **28 July,** Friday for the issue of Friday **04 August 2023**
- **03 August,** Thursday for the issue of Friday **11 August 2023**
- **11 August,** Friday for the issue of Friday **18 August 2023**
- **18 August,** Friday for the issue of Friday **25 August 2023**
- **25 August,** Friday for the issue of Friday **01 September 2023**
- **01 September,** Friday for the issue of Friday **08 September 2023**
- **08 September,** Friday for the issue of Friday **15 September 2023**
- **15 September,** Friday for the issue of Friday **22 September 2023**
- **21 September,** Thursday for the issue of Friday **29 September 2023**
- **29 September,** Friday for the issue of Friday **06 October 2023**
- **06 October,** Friday for the issue of Friday **13 October 2023**
- **13 October,** Friday for the issue of Friday **20 October 2023**
- **20 October,** Friday for the issue of Friday **27 October 2023**
- **27 October,** Friday for the issue of Friday **03 November 2023**
- **03 November,** Friday for the issue of Friday **10 November 2023**
- **10 November,** Friday for the issue of Friday **17 November 2023**
- **17 November,** Friday for the issue of Friday **24 November 2023**
- **24 November,** Friday for the issue of Friday **01 December 2023**
- **01 December,** Friday for the issue of Friday **08 December 2023**
- **08 December,** Friday for the issue of Friday **15 December 2023**
- **15 December,** Friday for the issue of Friday **22 December 2023**
- **20 December,** Wednesday for the issue of Friday **29 December 2023**

LIST OF TARIFF RATES

FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2018

NATIONAL AND PROVINCIAL

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

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

EXTRA-ORDINARY

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

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at R**3026.32** per page.

IMPORTANT NOTICE:

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

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

GOVERNMENT PRINTING WORKS - BUSINESS RULES

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

Closing Times for Acceptance of Notices

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.

2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwonline.co.za

   All re-submissions will be subject to the standard cut-off times.
   All notices received after the closing time will be rejected.

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

GOVERNMENT PRINTING WORKS - BUSINESS RULES

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

Extraordinary Gazettes

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

Notice Submission Process

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.

5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat* / *Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.

6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.

7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.

8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.

   8.1. Each of the following documents must be attached to the email as a separate attachment:

      8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.

         8.1.1.1. For National *Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form

         8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.

      8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. *(Please see Quotation section below for further details)*

      8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order**. Non-Government Printing Works** account customer needs to submit the proof of payment for the notice

      8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. *(Please see the Copy Section below, for the specifications)*.

      8.1.5. Any additional notice information if applicable.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.

10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE.**

11. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.

12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

QUOTATIONS

13. Quotations are valid until the next tariff change.

    13.1. ***Take note:*** **GPW**'s annual tariff increase takes place on ***1 April*** therefore any quotations issued, accepted and submitted for publication up to ***31 March*** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.

14. Each quotation has a unique number.

15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.

    15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.

    15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.

16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS**:

    16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.

    16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.

        16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).

17. **APPLICABLE ONLY TO CASH CUSTOMERS:**

    17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.

18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).

19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.

    19.1. This means that **the quotation number can only be used once to make a payment.**

GOVERNMENT PRINTING WORKS - BUSINESS RULES

COPY (SEPARATE NOTICE CONTENT DOCUMENT)

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03

20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.

The content document should contain only one notice. (You may include the different translations of the same notice in the same document).

20.2. The notice should be set on an A4 page, with margins and fonts set as follows:

Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm; Use font size: Arial or Helvetica 10pt with 11pt line spacing;

Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm; Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

22. Requests for cancellation must be sent by the original sender of the notice and must accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

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

REJECTIONS

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za). Reasons for rejections include the following:

24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.

24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.

24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.

24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

APPROVAL OF NOTICES

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.

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

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

27. The Government Printer will assume no liability in respect of—

27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;

27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;

27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

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

CUSTOMER INQUIRIES

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.
GPW has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.
Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre ONLY.

30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

Payment of cost

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.

32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.

33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.

34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.

35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.

36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.

37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

Proof of publication

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website www.gpwonline.co.za free of charge, should a proof of publication be required.

39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette*(s)

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:	**Postal Address:**	**GPW Banking Details:**
Government Printing Works	Private Bag X85	**Bank:** ABSA Bosman Street
149 Bosman Street	Pretoria	**Account No.:** 405 7114 016
Pretoria	0001	**Branch Code:** 632-005

For Gazette and Notice submissions: Gazette Submissions:	**E-mail:** submit.egazette@gpw.gov.za
For queries and quotations, contact: Gazette Contact Centre:	**E-mail:** info.egazette@gpw.gov.za
	Tel: 012-748 6200
Contact person for subscribers: Mrs M. Toka:	**E-mail:** subscriptions@gpw.gov.za
	Tel: 012-748-6066 / 6060 / 6058
	Fax: 012-323-9574

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

NO. 2937 **20 January 2023**

LAND REFORM (LABOUR TENANTS) ACT, 1996 (ACT NO. 3 OF 1996)

Notice is hereby given, in terms of Section 17 (2) (c) of the Land Reform (Labour Tenants) Act, 1996 (Act No 3 of 1996) ("the LTA"), that an Application for acquisition of land was lodged with the Director General of the Department of Land Affairs by the Applicants, and in respect of the Property set out in the Schedule.

Any party who may have an interest in the above-mentioned Application is hereby invited to make written representations to the Director General, within 30 days from the publication of this Notice. The representations must be forwarded to:

The Director General
c/o Deputy Director: Tenure Reform Implementation
Department of Rural Development and Land Reform
Nkangala District Shared Services Centre,
Private Bag X 7261
Witbank
1035,
Fax: (013) 656 03 75 1035,
Tel: (013) 655 1110 Fax: (013) 656 03 752
2nd Floor, Shop no: E8, Saveways Crescent, Cnr OR Tambo & Mandela Street, Die Heuwel.

SCHEDULE

Applicants:

No.	Name and Surname	Identity Number
1.	BAJACILE MBATA	481205 0379 084

Property:

No.	Property Description	Locality (District)	Current Title Deed No	Current Owner	Bonds and Restrictive Conditions (Interdicts)
1	PORTION 0 OF THE FARM PAARDEPLAATS 51 JT,	NKANGALA	T6838/2020	1. CHERRY CREST PTY LTD	

For **DIRECTOR-GENERAL: DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM**
SIGNED BY: Hani Nenatandani
DEPUTY DIRECTOR: TENURE SYSTEMS REFORM, DULY AUTHORISED

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

NO. 2938 **20 January 2023**

GENERAL NOTICE IN TERMS OF THE RESTITUTION OF LAND RIGHTS ACT, 1994 (ACT 22 OF 1994) AS AMENDED

Notice is hereby given in terms of section 11(1) (c) of the Restitution of Land Rights Act, 1994 as amended) that a claim has been lodged for restitution of land rights on:

REF NO	CLAIMANT	PROPERTY DESCRIPTION	CURRENT LANDOWNERS	BONDS / NO BONDS	DEED OF TRANSFER	INTERESTED PARTIES
KK 282	Ms. Sandra Hilda Dyson	Erf No. 327 in the township of Grasmere IQ	Community Development Board	None	T9981/1978	Land Claimant, the current landowners, and the City of Johannesburg Metropolitan Municipality

Take further notice that the Commission on Restitution of Land Rights will investigate the claim in terms of the provisions of Rule 5 of the Rules Regarding Procedure of Commission Established in terms of section 16 of Restitution of Land Rights Act as amended. Any interested party on the claim is hereby invited to submit, representations in terms of section 11A of the Restitution of Land Rights Act 22 of 1994 as amended within 90 (ninety) working days from the publication date of this notice, any comments/information may be send to:

Chief Directorate: Land Restitution Support Gauteng Province
Private Bag X03
ARCADIA
0007
Tel: (012) 310-6500
Fax: (012) 324-5812

MR. L.H MAPHUTHA
REGIONAL LAND CLAIMS COMMISSIONER
DATE: 21-12-2022

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

NO. 2939 **20 January 2023**

FILMS AND PUBLICATIONS ACT, 1996 (ACT NO. 65 OF 1996), AS AMENDED

FILM AND PUBLICATION BOARD

COMPLAINTS HANDLING PROCEDURES

The Council of the Film and Publication Board has determined the procedure to be followed in conducting an investigation regarding the alleged offence as contained in the Films and Publications Act, 1996 (Act No. 65 of 1996), as amended.

CHAPTER 1

PURPOSE OF PROCEDURES

1. Purpose. – (1) The purpose of these Procedures is to determine –

(a) the procedure to be followed for lodging complaints with the FPB;

(b) the procedure to be followed for processing and screening complaints;

(c) the procedure to be followed regarding conclusion of complaints; and

(d) the procedure to be followed regarding the institution of proceedings before the Enforcement Committee.

CHAPTER 2

DEFINITIONS

2. Definitions. – In these Procedures, any word or expression to which a meaning has been assigned in the Act, bears the meaning so assigned and, unless the context otherwise indicates –

"Act" means the Films and Publications Act, 1996 (Act No. 65 of 1996), as amended;

"assessment" means the process of screening a complaint by the FPB to confirm jurisdiction and make an initial finding;

"association" means a group of persons organised for a joint purpose;

"child" means any person under the age of 18 years;

"complainant" means any person, group or class of persons, association, organisation or organ of state as contemplated in clause 6 of these Procedures;

"complaint" means an oral, written or electronic communication alleging conduct or an omission in contravention of the Act addressed to the FPB;

"Constitution" means the Constitution of the Republic of South Africa, 1996;

"day" means any calendar day excluding Saturdays, Sundays and public holidays;

"FPB" means the Film and Publication Board, a body established by section 3 of the Act;

"organisation" means an organised body, including a business, political party, trade union and charity;

"organ of state" bears the meaning assigned to it in section 239 of the Constitution;

"person with a mental disability" means a person aged 18 years or older whose cognitive ability appears to be comparable to that of a child or appears to render such person vulnerable and in need of assistance or protection;

"respondent" means any person, group or class of persons, association, organisation or organ of state who is allegedly in contravention of the Act;

"the Act" means the Films and Publications Act, 1996 (Act No. 65 of 1996), as amended.

CHAPTER 3

LODGING COMPLAINTS

3. Complaints which may be investigated by the FPB. – (1) The FPB has the jurisdiction to conduct or cause to be conducted any investigation –

(a) on receipt of a complaint, into any alleged contravention of the Act;

(b) on its own accord, into any alleged contravention of the Act.

4. Complaints not dealt with by the FPB. – (1) The FPB has no jurisdiction to deal with complaints regarding any contravention of the Act prior to 1 March 2022.

(2) The FPB may reject any complaint, which –

(a) is based on hearsay, rumour or reports disseminated through the media, provided that the FPB may conduct an enquiry to verify any allegation of a contravention of the Act that is reported in the media or obtained from any source and upon verification, such alleged violation must be dealt with in terms of the Act and these Procedures;

(b) is couched in language that is abusive, insulting, rude or disparaging, provided that the FPB may consider a complaint if such language is removed;

(c) is the subject of a dispute before a court of law, tribunal, any statutory body, any entity with internal dispute resolution mechanisms, or settled between the parties, or in which there is a judgment on the issues in the complaint or finding of such court of law, tribunal, statutory body or other body;

(d) is an anonymous complaint, subject to the provisions of clause 8 of these Procedures, provided that the FPB may on its own accord make enquiries to ascertain the alleged contraventions of the Act and, upon verification, the FPB may deal with the complaint in terms of the Act and these Procedures;

(e) is viewed to be frivolous, misconceived, unwarranted, incomprehensible or does not comply with the provisions of the Act and these Procedures; or

(f) is lodged after the expiry of a period of three years from the date upon which an alleged contravention of the Act occurred, subject to the provisions of clause 11 of these Procedures.

5. Place of lodging a complaint. – (1) A complaint must be lodged at the Head Office of the FPB and may be –

(a) Delivered by hand at –

The Film and Publication Board
Eco Glade 2

420 Witch Hazel Street
Eco Park
Centurion
0169

(b) Addressed by post to –

The Film and Publication Board
Private Bag X31
Highveld Park
0169

(c) Transmitted by electronic mail to clientsupport@fpb.org.za.

6. Who can lodge a complaint. – (1) Complaints in terms of these Procedures may be lodged by –

(a) any person acting in their own interest;

(b) any person acting on behalf of another person who cannot act in their own name;

(c) any person acting as a member of or in the interests of a group or class of persons;

(d) any person acting in the public interest; or

(e) any association or organisation acting in the interest of its members:

(2) If a child or a person with a mental disability wishes to lodge a complaint, they must be assisted by a parent, an appropriate adult or a guardian who is not the cause of the alleged contraventions of the Act.

7. Information required when lodging a complaint. – (1) In lodging a complaint, the complainant must –

(a) indicate whether the complaint is lodged personally or on behalf of another person, group or class of persons, association, organisation or organ of state and, if so, provide particulars;

(b) provide the following personal information –

(i) full names of the complainant;

(ii) the physical and postal address of the complainant;

(iii) the telephone number of the complainant and their e-mail address, if available; and

(iv) a copy of their identity document, birth certificate or passport, if available, and if the complainant is not a natural person, any document showing the registration number and/or official stamp of the juristic person, if available;

(c) provide the following information regarding the alleged contravention of the Act –

(i) the date and place of occurrence of the alleged contravention;

(ii) the nature of the contravention alleged;

(iii) particulars of any person, group or class of persons, association, organisation or organ of state who or which is allegedly in contravention, if known;

(iv) the names and addresses of any person who may provide information relevant to the complaint;

(v) information regarding other mechanisms which the complainant has employed in an attempt to resolve the complaint, if any;

(vi) particulars of any person who has been involved in an attempt to resolve the complaint, if any;

(vii) any other relevant information or supporting documents that can be used during the investigation; and

(viii) the way in which the alleged contravention should, in the opinion of the complainant, be resolved or the nature of the relief sought.

8. Confidentiality. – (1) A complainant may, when lodging a complaint, or at any stage thereafter, request that their personal particulars be kept confidential and not be disclosed to any person outside the FPB's offices.

(2) If the complainant is a child or a person with a mental disability, the personal information of the complainant must be kept confidential and not be disclosed to any person outside the FPB's office.

(3) Any confidentiality request as contemplated in clause 8 (1) of these Procedures, must be supported by a written statement explaining why the information is confidential.

(4) If a complainant has requested that their particulars be kept confidential and the FPB is of the view that these particulars are necessary in order to resolve the complaint, the FPB must, in writing –

(a) inform the complainant within 7 (seven) days of receipt of such request of the particulars, which in the FPB's view, must be disclosed;

(b) explain to the complainant the reasons therefor; and

(c) request the complainant's written consent to disclose such particulars.

(5) The FPB may, if disclosure of the complainant's particulars is in its view necessary to resolve the complaint, decline to investigate the complaint if the complainant refuses the request as contemplated in clause 8 (4)(c) of these Procedures.

(6) The FPB must, within 7 (seven) days of its decision as contemplated in clause 8 (6) of these Procedures, inform the complainant, in writing, of its decision, giving full reasons and advising the complainant of their right of judicial review.

9. Format of lodging a complaint. – (1) A complaint to the FPB should preferably be in writing but an oral complaint in person or by telephone may be accepted –

(a) if it is not possible for a person who wishes to report a complaint to reduce it to writing;

(b) if it is not possible for a complainant to send a written complaint to the FPB; or

(c) if the complaint concerns an urgent matter making it inadvisable to insist on a written complaint.

(2) An oral complaint must be reduced to writing by the member of staff, as duly designated, on a form which substantially corresponds with the form provided for in Annexure A to these Procedures.

CHAPTER 4

PROCESSING OF COMPLAINTS

10. Procedure followed after lodging a complaint. – (1) The FPB must, within 7 (seven) days from the date of receipt of the complaint, acknowledge receipt of the complaint *via* the post, e-mail, facsimile or cellular phone text message, a record of which shall be held by the FPB.

(2) The notification of acknowledgement of receipt must advise the complainant that their complaint has been registered together with the reference number allocated to the complaint.

(3) If the FPB makes a finding that the complaint should be rejected or referred, the complainant must, within 7 (seven) days of the finding, be notified thereof, in writing, provided that they must be provided with full reasons for the rejection or referral and be advised of their right of judicial review.

(4) If the FPB makes a finding that the complaint does not fall within the jurisdiction of the FPB, or could be dealt with more effectively or expeditiously by another organisation, institution, statutory body or institution created by the Constitution or any applicable legislation, the complainant must, within 7 (seven) days of the finding:

(a) be notified thereof, in writing;

(b) be provided with the contact details of the said organisation, institution or body in order to pursue the alternative option themselves (indirect referral); and

(c) be advised that they may contact the FPB again should they not be provided with a response from the said organisation, institution or body.

(5) If the FPB makes a finding that the complaint constitutes a *prima facie* contravention of the Act, the complainant must, within 7 (seven) days of the finding, be notified that the complaint is accepted, in writing.

(6) The timeframes provided for in this clause must be complied with unless special circumstances warrant an extension of the prescribed timeframes and where special circumstances warrant an extension of the prescribed timeframes, the FPB must, within 3 (three) days of the expiry of the prescribed timeframes, inform the complainant of the extension and the special circumstances warranting a longer period, in any manner they deem fit but by keeping written record thereof.

CHAPTER 5

CONCLUSION OF COMPLAINTS

11. Conclusion of complaints. – (1) A complaint is concluded under the following circumstances –

(a) after conclusion of an assessment if the complaint is rejected or in the case of an indirect referral, if no further action is required;

(b) after conclusion of an investigation where it is found that –

(i) there was no contravention of the Act; or

(ii) there was a contravention of the Act and the said contravention is remedied;

(c) if a complaint is withdrawn by the complainant and the FPB is satisfied that there are no compelling reasons to proceed with the investigation;

(d) after resolution of a matter subsequent to the institution of proceedings before the Enforcement Committee as contemplated in clause 12 of these Procedures.

12. Institution of legal proceedings before the Enforcement Committee. – (1) The FPB may institute proceedings before the Enforcement Committee, as contemplated in section 6B (1)(b) of the Act, in its own name, or on behalf of a person or a group or class of persons at any stage after a complaint contemplated in clause 3 of these Procedures is received.

13. Repeal or amendment of Procedures. – (1) These Procedures remain in force until repealed or amended by the FPB by publication in the *Gazette*.

14. Short title and commencement. – (1) These Procedures are called the Film and Publication Board Complaints Handling Procedures and come into operation on the date of publication hereof in the *Gazette*.

Head Office:
Eco Glades 2, 420 Witch Hazel Avenue, Eco Park, Centurion, 0169
Private Bag X31, Highveld Park, 0169
Tel: +27 12 003 1400 | Fax: +27 12 661 0074
Email: clientsupport@fpb.org.za | Website: www.fpb.org.za

ANNEXURE A

FILM AND PUBLICATION BOARD

COMPLAINT FORM

For office use only					
Province		**City / Town**		**Complaint Reference Number**	

Please write clearly and use CAPITAL LETTERS. If there is not enough space on this form for your answer, please use a separate page and send it to us together with this form.

If there is more than one person who would like to send a complaint to us, each person must complete a separate form.

Part A: Your Details	
Full name(s) and Surname	
Identity Number	
Race	
Gender	
Address where you live	
Address where we can send letters	
Telephone number (work)	
Telephone number (home)	
Cellular number	
Email address	

Part B must only be filled in if you are writing on behalf of somebody else, for an association or organisation.

Part B: Details of Person, Association or Organisation	
Name and surname of person on whose behalf you are completing this form	
Identity Number	
Race	
Gender	
Address where they live	
Address where we can send them letters	
Telephone number (work)	
Telephone number (home)	
Cellular number	
Email address	
Details of association, organisation or organ of state on whose behalf you are completing this form	
Full name of the association, organisation or organ of state	
Registration number	
Person we should speak to at the association, organisation or organ of state	
Position of contact person	
Address	
Telephone number	
Cellular number	
Email address	

Part C: The Complaint	
Date	
Is it still happening?	
Where did it happen?	
If you know, which section/s of the Act was or were contravened	
If you know, the full name(s) and surname(s) of person(s), association, organisation or organ of state who contravened the sections of the Act, please tell us	
If you do not know his / her / its / their names, please tell us anything you do know about him / her / it / them	
Did anybody see or hear what happened (only people who actually saw or heard what happened, not people who heard about it from someone else)?	
In your own words, tell us exactly what happened (include all information but be as brief as possible)	

Have you reported the matter to anyone else? If yes, please tell us who you have reported the contravention to	
Were any steps taken by the person / association / organisation / organ of state to resolve the matter?	
What outcome do you propose or expect from this complaint (tell us what you would like to achieve with this complaint and the relief sought)?	
Do you need an interpreter when attending any investigations at our offices? If yes, please tell us the language you speak	
Can we use your name in news reports or letters we write regarding this matter / complaint?	
Please tell us how you heard about the Film and Publication Board (e.g. radio advert, newspaper, poster, from a friend, etc.)	

_____ _____

Signature / Mark of Complainant **Date**

_____

(on behalf of yourself, another person, association, organisation or organ of state)

If on behalf of another person (including a child or a person with a mental disability), association, organisation or organ of state:

_____

Signature of representative, parent, appropriate adult or guardian

Remember:

(a) To attach a copy of your Identity Document, birth certificate, passport or proof of the registration number of an association, organisation or organ of state, if available.

(b) To attach any copies of documents which can assist in this matter.

DEPARTMENT OF HEALTH

NO. 2940 **20 January 2023**

MEDICINES AND RELATED SUBSTANCES ACT, (ACT NO. 101 OF 1965)

ANNUAL SINGLE EXIT PRICE ADJUSTMENT [SEPA] OF MEDICINES AND SCHEDULED SUBSTANCES FOR THE YEAR 2023

I, DR MJ PHAAHLA, the Minister of Health, has determined on recommendation of the Pricing Committee, in terms of Regulation 8(1) of the Regulations relating to a Transparent Pricing System for Medicines and Scheduled Substances published in terms of the Medicines and Related Substances Act, (Act 101 of 1965), that the Single Exit Price (SEP) of Medicines and Scheduled Substances may be adjusted by not greater than **3.28%** of the SEP of medicines and their related pack sizes that was available as at 23th December 2022 regardless of how that SEP was arrived at in the 2022 cycle. Applications for adjustments of the SEP may only be submitted for the first time in 2023 from 11th January 2023 and by no later than 22nd February 2023.

All medicines and their related pack sizes with SEP approved with an effective date later than 23rd December 2022 are not eligible for SEPA 2023. An applicant may only submit once in the 2023 cycle unless a re-submission is made for eligible medicines that have not been previously approved for an adjustment in 2022 period in which an application was made. The final date for re-submissions will be 17th March 2023

An adjustment in the Single Exit Price in terms of this Notice may only be implemented by the manufacturer or importer of the relevant medicine or scheduled substance, no later than 32 working days after the date that the manufacturer or importer has communicated the information requested by the Director-General in terms of the Notice published in terms of Regulation 21 of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled substances.

DR MJ PHAAHLA, MP
MINISTER OF HEALTH
DATE: 23/12/2022

MEDICINES AND RELATED SUBSTANCES ACT, (ACT NO. 101 OF 1965)

INFORMATION TO BE PROVIDED BY MANUFACTURERS AND OR IMPORTERS OF MEDICINES AND SCHEDULED SUBSTANCES WHEN SUBMITTING FOR THE SINGLE EXIT PRICE ADJUSTMENT FOR 2023

I, DR PM MAHLATI, Acting Director General, have determined in accordance with Regulation 21 of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled Substances published in Government Gazette number 28214 of 11 November 2005, that the information required in the submissions for the 2023 Single Exit Price (SEP) adjustment as determined by the Minister be submitted to the Directorate: Pharmaceutical Economic Evaluation (PEE) within the National Department of Health by a manufacturer or importer of the medicine or scheduled substance, who is the applicant of the medicine, in accordance to the information and instruction document appended to this Notice.

Such information should be submitted electronically to sepupdates@health.gov.za. The submission should include information containing the applicant's entire portfolio; including the medicines for which the applicant is not requesting an adjustment of the SEP.

DR PM MAHLATI
ACTING DIRECTOR-GENERAL: HEALTH
DATE: 22/12/2022

health
Department:
Health
REPUBLIC OF SOUTH AFRICA

2030 NDP

INFORMATION AND INSTRUCTIONS FOR THE 2023 SINGLE EXIT PRICE ADJUSTMENT (SEPA) SUBMISSIONS

ALL SEPA 2023 SUBMISSIONS MUST BE SUBMITTED ELECTRONICALLY VIA EMAIL ADDRESS SEPUPDATES@HEALTH.GOV.ZA WITH ALL SUPPORTING DOCUMENTS SAVED ON A ZIPPED FOLDER

PREAMBLE

This document provides information and instructions on how to present the required information when communicating the 2023 SEP adjustment (SEPA) for medicines prices adjusted in terms of Section 22G of Medicines and Related Substances Act (101 of 1965) as amended, and Regulation 8(1) of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled Substances. The applicants are required to comply with all the requirements and instructions in this document, failure to do so will result in the submission being considered incomplete. Incomplete submissions shall be regarded as ineligible for processing on the basis of non-compliance with the requirements of these guidelines. These guidelines must be read together with the relevant sections of the Medicines Pricing regulations and their implementation guidelines.

1. ACRONYMS

CFO – Chief Financial Officer
DoH – Department of Health
DoP – Database of Single Exit Prices
MCC – Medicines Control Council
MPR – Medicine Pricing Registry
NAPPI – National Pharmaceutical Product Interface
NDOH - National Department of Health
PEE – Pharmaceutical Economic Evaluations
PI – Package Insert
SAHPRA – South African Health Products Regulatory Authority
SEP – Single Exit Price
SEPA – Single Exit Price Adjustment
VAT – Value Added Tax
WHO ATC – World Health Organisation Anatomical Therapeutic Chemical

2. APPLICANT INFORMATION

2.1 APPLICANT REQUIREMENTS

(a) All registered applicants for medicines sold in South Africa (SA), who are eligible in terms of the notice as signed by the Minister of Health, may forward submissions for the Single Exit Price Adjustment (SEPA) for 2023 for all scheduled medicines appearing on the Database of Medicines Prices (DoP) published on 23rd December 2022. The submission should also include;

i. Scheduled medicines for which no adjustment is required,
ii. Scheduled medicines for which no adjustment is applicable and
iii. Discontinued medicines
iv. Medicines registered and allocated a Single Exit Price (SEP) with an effective date which falls after the 23rd of December 2022. These medicines must be added and listed at the bottom of tab 1 of the excel spreadsheet submitted as part of the 2023 SEPA submission.
v. Medicines approved under a medicine details amendment Template G submission where an applicant name change or applicant transfer was approved with an effective date falling after 23 December 2022 but before 11 January 2023.
vi. Medicines described under 2.1 (a) (v) must be submitted by the old applicant if this is the applicant appearing on the database of 23 December 2022. However if the new applicant is listed on the database of 23 December 2022, the applicant must note that this medicine may not be adjusted in terms of the 2023 SEPA notice.

i.e. the submitting applicant must submit all the medicines that form part of their portfolio even if some of the medicines do not appear on the Database of Prices (DoP) of 23rd December 2022. For these additional items, the applicant must include all the supporting evidence (i.e. the communicated email and excel spreadsheet together with a letter of approval from National Department of Health (NDoH) where the effective date of the approved SEP is indicated) which suggests that the medicines were previously processed and allocated a SEP by NDoH. Applicants must note that medicines with an effective

date prior to and including 23 December 2022 are eligible for SEPA 2023 whereas those with effective dates that fall after 23 December 2022 will not be adjusted in terms of the 2023 SEPA notice.

NB: In cases where the medicine is not available on the 23rd December 2022 database, the manufacturer must submit proof that the medicine was previously allocated an official SEP. The SEP approved for implementation on and before 23rd December 2022 shall be eligible for the 2023 SEPA. Applicants must note that medicines falling in the category of medicines described under 2.1 (a) (iv) are **not eligible for 2023 SEPA** but these medicines should be included under Tab 1 and Tab 2 (where applicable) when the applicant submits their SEPA 2023 documentation for processing by the NDoH.

(b) The information contained in the published notice, guidelines and or gazette with respect to the 2023 SEPA should be read carefully and the contents thereof must be complied with as required.

(c) The dates and timelines contained in the published gazette with respect to the implementation period for 2023 SEPA must be read carefully and complied with as required.

(d) Read carefully the information and instructions contained in this document before completing all the fields of both tabs (Tab 1 and Tab 2) of the latest 2023 excel SEPA template which is available on the website www.mpr.gov.za .

(e) Provide the required information on the cover page (**Annexure A**).

(f) Sign the declaration annexed to this document (**Annexure B**).

(g) To ensure immediate and easy access the signed 2023 SEPA notice, guidelines and excel spreadsheet containing Tab 1 and Tab 2 will be shared via email with all representatives of applicants enlisted on the NDoH sepupdates@health.gov.za email address.

NB: No information appearing on the submission shall be changed post facto if the declaration form is found to be completed and signed by all the relevant officials responsible for lodging the 2023 SEPA submission.

(h) Complete the checklist that is also annexed to this document (**Annexure C**).

(i) Complete **all** sections of all tabs (Tab 1 and Tab 2) of the latest 2023 SEPA template in the fields provided (**Annexure D**).

(j) Include a signed covering letter on a company letterhead, stating the purpose of your submission, with every submission or re-submission where applicable. NB: For re-submissions, applicants must ensure to submit only those medicines and lines which require amendments before an approval can be granted. Medicines included in the re-submission must have been part of the first submission unless the entire first submission was not approved due to not submitting the entire applicant's portfolio of medicines.

(k) A complete submission should include a fully completed latest SEPA template for 2023, Annexure A, B, C and D (A fully completed SEPA template) and a signed covering letter on the applicant's letterhead.

(l) Ensure all the SEPA template fields are completed in full and the base SEP and medicine details used as reference for the 2023 price adjustment are those which were applicable on 23rd December 2022 and that they have an effective date of 23rd December 2022 or earlier. The base SEP's for each submitted medicine must be verified as correct and that it is appropriate for the relevant medicine prior to lodging the submission.

(m) Ensure that all fields have been completed as per DoP of 23rd December 2022.

NB: All the applicants must verify the correctness of the information which appears under the SEPA template excel spreadsheet Tab 1 column titled (Originator or Generic). This column may be corrected where applicable during the SEPA submissions processes. Should this information be declared incorrect after the 2023 SEPA implementation process, the applicant will be required to provide evidence to support their claims i.e. should the column details be changed at a later stage after 17th March 2023.

(n) Wherever the date is required, it should be stated in full (e.g. 14 March 2023).

(o) Applicants are required to submit **ONLY** the electronic version of the entire submission without any hard copies or compact discs (See section 2.4 (a). Each emailed submission must include the following in a zipped folder:

i. Signed cover letter on the official letter head of the applicant;
ii. Completed latest 2023 SEPA template;
iii. Completed annexure A;
iv. Completed annexure B;
v. Completed annexure C (A fully completed latest 2023 SEPA template) and
vi. Supporting documents where applicable

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(p) Applicants must ensure that all relevant documents such as the covering letter and the declaration Form in Annexure B are signed prior to lodging the submission.

(q) The applicant officials responsible for signing the declaration Form (Annexure B) do so to verify and certify that the submission is complete and that the information contained in the submission is true, correct error-free, and every aspect of the 2023 SEPA notice, guidelines or gazette and its guidelines is complied with in totality as prescribed.

(r) The signed declaration Form (Annexure B) also confirms that the submission in its entirety has been checked by all the persons whose signatures are appended under Annexure B, in addition to the person responsible for compiling the submission.

2.2 2023 SEPA SUBMISSION REQUIREMENTS

(a) The submissions lodged in terms of these guidelines are solely for the purpose of 2023 SEPA. For other medicine details amendments, applicants must use Template G of the SEP updates as published either on websites: www.mpr.gov.za or www.doh.gov.za or emailed to applicant representatives via sepupdates@health.gov.za

(b) For a submission to be considered complete, **ALL** sections of the 2023 SEPA template, inclusive of all excel spreadsheet fields, must be fully completed. A fully completed template must have all tabs (Tab 1 and Tab 2) and all the fields of the relevant worksheets completed. Within each tab, all the required fields must be completed for every medicine in the applicant's schedule as published on DoP of 23rd December 2022.

(c) **ALL** scheduled medicines that make up the applicant's portfolio on the date of the submission, **MUST** be presented in the latest SEPA template.

(d) **ALL** the medicines (and their respective prices) that have an SEP update which was approved communicated and effected by the department in 2023, before the date of the applicant's 2023 SEPA submission, including those communicated to the applicant after the 23rd December 2022, must be included in the 2023 SEPA submission. Both the letter and excel schedule received from the directorate Pharmaceutical Economic Evaluations Directorate must be submitted for this category of items.

(e) The information requested under 2.2 (d) will serve as SEPA 2023 supporting documentation and will be used to verify the information that is included as part of the 2023 SEPA submission (on the 2023 SEPA excel templates i.e. Tab 1 and Tab 2) but which may not be appearing on the 23rd December 2022 database. Failure to provide these supporting documents will render the 2023 SEPA submission incomplete. The requirements stated under 2.2 (a) - (d) above also apply to all the re-submissions made by applicants.

(f) Only the rightful applicant as recorded on the DoP of 23rd December 2022 for the medicine as per the SAHPRA (formerly MCC) manufacturing license and MCC / SAHPRA medicines registration certificate must lodge the submission for the medicine(s) concerned.

(g) Only those applicants whose manufacturing licenses have not expired may submit 2023 SEPA submissions.

(h) In cases where an applicant name change occurred after the 23rd of December 2022 but before lodging the 2023 SEPA submission, only the applicant whose applicant name is reflected on the DoP of 23rd December 2022 shall be considered for purposes of the 2023 SEPA submissions.

(i) To eliminate any confusion regarding the applicable SEP for a particular medicine, applicants must ensure that only one type of submission is in the system for the same medicine at any one given point in time. The NDoH shall not take any responsibility for any confusion that might arise as a result of multiple or different types of submissions and or applications being submitted in parallel for the same medicine.

2.3 NOTES FOR APPLICANTS

(a) The submission of 2023 SEPA is not obligatory. The eligible applicants are not compelled to compile and submit 2023 SEPA submissions.

(b) The 2023 SEPA is only applicable on the medicines with a Single Exit Price that was already effective on the 23rd of December 2022, regardless of how these Single Exit Prices were arrived at. This includes the SEP approvals granted after a Non-Permanent Price Reduction submission. These non-permanent SEPs shall be regarded as permanent reductions at the point of lodging the 2023 SEPA submission.

(c) Therefore, if the SEP of a medicine that appears on the 23rd December 2022 database was arrived at after the applicant submitted a Template B submission, then such an SEP shall automatically become a permanent SEP at the beginning on the first day of implementation of 2023 SEPA i.e. 11 January 2023.

(d) Applicants must note that in terms of the Medicines Pricing Regulations, there shall only be one Single Exit Price at any given point in time.

(e) Applicants are advised to compile their own list of reference medicine Single Exit Prices to enable the verification of prices during SEPA implementation. The schedule of 23rd December 2022 may be found on www.mpr.gov.za under "Published Documents", click database of medicine prices. Click on the excel spreadsheet titled *database of medicine prices 23rd December 2022*.

(f) There can only be one SEP submission launched at any given point in time. The applicant cannot request for an update on the SEP or lodge a Regulation 9 application, whilst the submission for SEPA is still in process. Similarly, the applicant cannot submit a SEPA or Regulation 9 application whilst the submission for an SEP update is still in process. In an event where the applicant has made a SEPA submission and any other SEP submissions and/or a Regulation 9 application the SEPA will not be considered. Should the applicant wish to re-submit, a new submission may be made once the other outstanding SEP submissions and/or Regulation 9 applications have been concluded.

(g) Each submission should include all the applicant's scheduled medicines, including discontinued medicines. Discontinued medicines should be indicated as such, as per the DoP under the status column. SEPA will not be allowed on officially declared discontinued medicines. **The row order of all the applicant's medicines, as they appear on the DoP of 23rd December 2022 must be maintained.** Any medicines not appearing on the 23rd December 2022 list should appear at the bottom of the 2023 SEPA template in an alphabetical order.

(h) All medicines with related pack sizes that are presented on the template for 2023 SEPA must be unit priced. When computing the unit prices, the resulting SEPs should not exceed the maximum allowable SEP after the adjustment on the SEP that existed on 23rd December 2022 (i.e. SEP applicable as of 23rd December 2022 + maximum allowable SEPA % as per the notice).

(i) All medicines including those with multiple pack sizes are required by law to be unit priced i.e. all same ingredient and dosage form medicines with related pack sizes must have the same unit price. Non-compliance with unit pricing will result in the entire submission not being considered.

(j) Where a new pack size is introduced after 23rd December 2022, it is expected that this will result in a unit price that is no greater than the unit price that existed on pack sizes on 23rd December 2022. (Note that the newly launched medicines and/or pack sizes should be included in the portfolio of medicines in the submission for SEPA and should also be unit priced with their related pack sizes).

(k) All submissions for SEPA will be processed within 32 working days (excluding weekends and holidays) upon receipt of the submission by the PEE Directorate of the Department.

(l) The outcome of each processed submission will be communicated to the applicant within 32 working days of the date of your submission. Applicants are required to take note of this 2023 SEPA implementation time frame prior to following up on a submission status.

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(m) All processes and approved SEPs will be communicated to submitting applicants, price file managers and all the stakeholders that are registered on the department of Health emailing list. The approved prices will be published on the website (www.mpr.gov.za) at a later stage.

(n) All correspondence(s) concerning a submission will only be communicated to the applicant of the medicines applied for.

(o) The electronic version of the submitted 2023 SEPA template (Annexure D) must be in excel (not pdf format) and should be saved with a file name extension "xls". Submissions containing password-protected documents and files in a version that is not accessible when using NDoH systems; such as those with the file extensions xlsx, docx and PDF, will not be considered.

(p) 2023 SEPA can only be submitted on the published latest SEPA template for 2023 including both Tab 1 and Tab 2. **ANY** modification to the template will result in the entire submission not being considered. This also applies to re-submissions.

(q) The final date for all 2023 SEPA submissions will be those as determined in the Minister's 2023 SEPA notice. No submission shall be reviewed outside of the dates that are stipulated in the 2023 SEPA notice.

(r) An applicant may only submit once in the 2023 SEPA cycle. This does not apply to resubmissions (see point (s) below)

(i) Where no adjustment is requested, the existing SEP will be applicable for the 2023 SEPA cycle. The SEPA cycle is the period between two consecutive SEPA announcements by the Minister of Health. The applicant may not at a later stage re-submit a different SEPA request for the same medicine. The SEPA submission and the approval thereof for the 2023 cycle implies that previously approved non-permanent reductions automatically become permanent approvals at the end of the 2023 SEPA implementation cycle.

(ii) An applicant's portfolio may not be divided into multiple submissions.

(iii) The maximum allowable adjustment may not be divided into multiple submissions. Should an applicant request less than the maximum published adjustment, the balance will be forfeited for the 2023 cycle.

(s) Resubmissions;

i. Resubmissions shall only be considered if submitted within the timelines stipulated in the 2023 SEPA notice.

ii. Will only be reviewed for medicines that had SEPs that were previously not adjusted in terms of the 2023 SEPA quantum, as a result of discrepancies identified in the first 2023 SEPA submission.

iii. All the requirements for the SEP submissions as stated in this document shall be applicable to re-submissions.

iv. A resubmission of the not-approved medicines may not be split into multiple re-submissions.

v. MUST contain ALL the medicines listed under the Not-Approved sheet of Annexure E which is communicated to the applicant in response to the initial submission.

vi. Resubmissions must contain only medicines listed in the Not-Approved sheet of Annexure E communicated to the applicant in response to the initial submission.

vii. Re-submissions must only be submitted on the official and latest 2023 SEPA template.

viii. Must only be on the 2023 SEPA template, by the close off date as specified by the Minister of Health and reflected in the 2023 SEPA notice.

2.4 LODGING OF SUBMISSIONS

(a) Submissions must be lodged electronically via the department of health email sepupdates@health.gov.za. No hard copies submissions will be considered.

(b) The cover letter must reflect the following information:

(j) Applicant Name

(ii) 2023 SEPA Submission

(iv) Number of Medicines in TAB 1 of the submission template (e.g. Tab 1 = 50 medicines /75 line items

(v) Number of Medicines in TAB 2 of the submission template (e.g. Tab 2 = 10 medicines /15 line items- Tab 2 is for originator medicines.

(c) Each submission **MUST** be lodged on the latest 2023 SEPA template and must be accompanied by annexure A, B, C and D included in this document as well as the applicant's covering letter on the official letterhead of the applicant. All these documents must be saved on a zipped folder and submitted as such.

(d) Where an applicant is uncertain about the contents of the submission being lodged, clarity must be solicited from the PEE directorate prior to lodging the submission and this

must be done by no later than the closing dates for the lodging of the SEPA submissions. Queries relating to approved submissions that may contain information that was not corrected timeously will not be tolerated.

(e) Only e-mail submissions will be accepted for SEPA 2023.

(f) The 2023 SEPA email must be addressed to:

2023 SEP Adjustment
Director: Pharmaceutical Economic Evaluations (PEE)
ATT: Ms Ntobeko Mpanza
National Department of Health
Room C6-18A Dr Xuma Building
1112 Voortrekker Road, Pretoria Townlands 351 - JR
0001

Email submissions must be lodged made between 09:00 and 12:00 Monday to Friday excluding public holidays. All submissions will be allocated a reference number and no late submissions will be considered. Where the reference number is not received within five working days from the date of lodging the submission, the applicant must resubmit since their submission will not be reflecting on the list of submissions received by the department of Health.
For any enquiries regarding 2023 SEPA implementation, you may contact Ms Mahlogonolo Ledwaba between 13:00 and 15:00 at (012) 395 8186 or by e-mail at mahlogonolo.ledwaba@health.gov.za and Frieda.Seete@heath.gv.za at 012 395 8210 from Monday to Friday excluding public holidays.

All queries must include the reference number provided to the applicant as an acknowledgement of receipt of the SEPA submission

Note that the Department of Health will not be held responsible for submissions that were incorrectly submitted. A reference number reflected on the acknowledgment notice should be quoted in every communication made to NDoH by the applicant.

2.5 DOCUMENTS TO BE SUBMITTED

Applicants are required to submit **all** the following documents to ensure completeness of the submissions:

(a) Signed cover letter on the official letter head of the applicant; (The cover letter should include details of the number of medicines being submitted: see point 2.4 (b) above.
(b) Completed latest 2023 SEPA template with both Tab 1 and Tab 2
(c) Completed annexure A
(d) Completed annexure B
(e) Completed annexure C and
(f) No compact disc containing all of the above information will be required from the applicant.

2.6 ACKNOWLEDGEMENT OF RECEIPT

2.1.1 Upon receipt of a submission, a reference number will be provided via email to the submitting representative of the applicant. The Pharmaceutical Economic Evaluations (PEE) Directorate official will use the email address sepupdates@health.gov.za to communicate the reference number of the application/ submission to the email address of the application sender. This reference number must be used in all correspondences where follow ups are being made on the application. This reference number must be retained, for reference purposes.

3. HOW TO COMPLETE TEMPLATE COLUMNS

The details must be copied from the 23rd December 2022 DoP for all the medicines for the applicant. All details and formatting must remain as it appears on DoP of 23rd December 2022.

Failure to comply with the prescribed requirements under this section 3 below will result in the entire submission not being considered as it will be deemed incomplete and non compliant with the requirements set for 2023 SEPA submissions.

3.1 SEPA 2023 TEMPLATE TAB 1

3.1.1 For the information required under the following listed columns labels (headings) in the Template, applicants are required to copy such information from the DoP published on 23rd December 2022 for all medicines that sought SEPA for 2023. All the information and formats and the order of medicines must remain as they appear on the DoP of 23rd December 2022.

- APPLICANT SAHPRA/MCC LICENCE NUMBER
- APPLICANT NAME AS REGISTERED WITH SAHPRA/MCC
- SAHPRA/MCC MEDICINE REGISTRATION NUMBER
- NAPPI CODE (9-digit)
- ATC 4 CODE (WHO)
- SCHEDULE
- MEDICINE PROPRIETARY NAME
- ACTIVE INGREDIENT
- STRENGTH
- UNIT
- DOSAGE FORM
- PACK SIZE
- QUANTITY
- MANUFACTURER PRICE AS AT 23rd December 2022
- LOGISTICS FEES AS AT 23rd December 2022
- VAT
- SEP AS AT 23rd December 2022
- UNIT PRICE AS AT 23rd December 2022
- EFFECTIVE DATE
- STATUS
- ORIGINATOR OR GENERIC

3.1.2 VOLUME OF SALES

This must be the total quantity of sales of each medicine for the period 01 January 2022 to 31 December 2022. Where the medicine is not being sold this should be indicated in the column. A blank will result in submission not being considered.

3.1.3 REQUESTED MANUFACTURER PRICE

This is the requested VAT exclusive manufacturer price of the medicine in South African Rands. This is a numerical field displayed at 2 decimal places, with no currency symbols. This column should be indented to the right.

3.1.4 REQUESTED LOGISTICS FEE

This is the requested VAT exclusive logistics fee for the medicine in South African Rands. This is a numerical field displayed at 2 decimal places, with no currency symbols. This column should be indented to the right.

3.1.5 VAT ON REQUESTED COMPONENTS

This column is the VAT component of the SEP, calculated at 15% to the sum of the requested manufacturer price and the requested logistics fee. This is a numerical field displayed at 2 decimal places with no currency symbols. This column should be indented to the right.

3.1.6 REQUESTED SEP

This is the requested Single Exit Price for the medicine in South African Rands. It is the sum of the requested ex-manufacturer price, the requested logistics fee and VAT. This is a numerical field displayed at 2 decimal places with no currency symbols. This column should be indented to the right.

3.1.7 REQUESTED UNIT PRICE

This is the resulting unit SEP of the medicine, considering its pack size and quantity of presentation as per the SAHPRA (formerly MCC) approved package insert (PI). The unit price should be obtained by; dividing the requested SEP by the pack size and then further divided by the quantity.

(a) This is the price of a unit of the medicine, e.g. one tablet, capsule, millilitre, gram, etc. The unit price as described in the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled substances (Section 22G of the Medicines and Related Substances Act) is the SEP divided by the number of units of the product. Note that unit pricing applies to all medicines with the same proprietary name, strength and dosage form.

(b) For injections the unit price shall be calculated per ml of reconstituted volume, even where the total volume of the medicine administered to a single patient is less than 1 ml.

(c) For inhalers, where the pack size is described in the SAHPRA (formerly MCC) approved PI as doses or puffs the unit price will be for 1 dose or puff.

(d) The unit price is the SEP divided by the pack size and then further divided by the quantity [the "quantity" represents the multiples in which the medicine is packed/the number of pack sizes e.g. for injections, the "quantity" for 50 vials containing 500mg powder for injection packed in 20ml vial to be reconstituted with 10ml of diluents is 50].

This is a numerical field displayed at decimal places with no currency symbols. This column should be indented to the right.

3.2 SEPA 2022 TAB 2

Any blanks on Tab 2 will result in the submission not being considered. Where the medicine is a generic the applicant must comment. Where there is no price available the applicant must indicate this as well as measures taken to obtain the price. Proof of this communication must be supplied. Only those exchange rats provided under section 3.2.3 4 of these guidelines may be used during completion of details required under Tab 2 of the 2023 SEPA application. All the information required under Tab 2 of the 2023 SEPA excel template must be submitted on the same date of the first submission but where this information is not readily available, applicants must note that the last date for sending international benchmarking information is 17 March 2023.

3.2.1 For the following columns:

- APPLICANT SAHPRA/MCC LICENCE NUMBER
- APPLICANT NAME AS REGISTERED WITH SAHPRA/MCC
- SAHPRA/MCC MEDICINE REGISTRATION NUMBER
- NAPPI CODE (9-digit)
- ATC 4 CODE (WHO)
- SCHEDULE
- MEDICINE PROPRIETARY NAME
- ACTIVE INGREDIENT
- STRENGTH
- UNIT
- DOSAGE FORM

- PACK SIZE
- QUANTITY
- MANUFACTURER PRICE AS AT 23rd December 2022
- LOGISTICS FEES AS AT 23rd December 2022
- VAT
- SEP AS AT 23rd December 2022
- UNIT PRICE AS AT 23rd December 2022
- EFFECTIVE DATE
- STATUS
- ORIGINATOR OR GENERIC
- IS / WAS THERE A PATIENT ACCESS PROGRAMME FOR THIS MEDICINE (YES/NO)
- HOW MANY PATIENTS ARE / WERE ON A PATIENT ACCESS PROGRAMME FOR THIS MEDICINE

The details must be copied from the 23rd December 2022 DoP for all the medicines for the applicant. All details and formatting must remain as it appears on DoP of 23rd December 2022.

3.2.2 For all medicines that are labelled originator, the following columns must be completed; Closest Australian Pack Size, Related Australia Quantity, Australian Manufacturer Price in AUS Dollars, AUS Dollar Exchange Rates, Australian Price in Rands, Australian matching pack size in Rands, Comment on Australian Price Provided, Closest Canada Pack Size, Related Canada Quantity, Canada Manufacturer Price in CAN Dollars, CAN Dollar Exchange Rates, CAN Price in Rands, Canadian matching pack size in Rands, Comment on Canadian Price Provided, Closest New-Zealand Pack Size, Related NZ Quantity, New-Zealand Manufacturer Price in NZ Dollars, NZ Dollar Exchange Rates, New-Zealand Price in Rands, New Zealand matching pack size in Rands, Comment on New Zealand Price Provided, Closest Spain Pack Size, Related Spain Quantity, Spain Manufacturer Price in EURO, EURO Exchange Rates, Spain Price in Rands, Spanish matching pack size in Rands, Comment on Spanish Price Provided, Closest Alternate Country Pack Size, Related Alternate Country Quantity, Manufacturer Price alternate currency , Alternate Currency Exchange Rates, Alternate Country Price in Rand, Alternate Country matching pack size in Rands, Comment on Alternate Country Price Provided. Where a medicine does not have a comparator product from Australia, Canada, New Zealand & Spain **all** other countries where the medicine is being sold must be listed and provided as alternate countries.

3.2.3 Where the exact pack size does not exist in the international market, the closest pack size will be used e.g. if there is 30 pack size in South Africa and only 28's and 100's in Spain the 28 pack

size will be used as the closest pack to 30's. The related quantity refers to the quantity in which the pack size of the medicine is being sold in that country and allows for a like comparison of the South African medicine.

3.2.4 The exchange rate will be the average over the 12-month period (i.e. 01 November 2021 to 30 November 2022. These values will be published in the template for consistency. The following are the for the conversion to Rands:

AUS$	11,31298348
CAN$	12,51866382
NZD$	10,39435235
EUR €	17,21627759

NOTE: The template with Tab 1 and 2 must always be maintained in the font and format as it appears on DoP. Applicants should only make use of space, dashes or any other characters if these are represented as such in official documentation.

4. ANNEXURES

4.1 ANNEXURE A: COVER PAGE

TO BE COMPLETED BY THE APPLICANT	
APPLICANT NAME *As it appears on the MCC / SAHPRA license*	
CONTACT PERSON Name: E-mail: Fax No: *(Person responsible for this submission)*	
NUMBER OF MEDICINES IN THE SUBMISSION *(Also include medicines for which SEP adjustment is not requested, rows which contain multiple active ingredients should not be counted.)*	

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NUMBER OF ROWS BEING SUBMITTED *(Rows which contain only active ingredients should also be counted.)*	

FOR OFFICE USE ONLY (as per acknowledgement notice)	
Date received: (dd/month/yyyy)	
Received by **(Name and Surname):**	
Signature:	

4.2 ANNEXURE B: DECLARATION

SEPA DECLARATION

I ……, (full name and surname) in my capacity as……..and having the authority to sign and enter into legally binding agreements on behalf of…… (Name of applicant) hereby certify that:

1. I have read and understood the information and instructions contained in the 2023 SEPA information and instruction document.
2. I have followed the instructions contained in the 2023 information and instruction document in completing the SEPA template.
3. I have correctly calculated unit pricing for all medicines in the applicant's portfolio.
4. I have requested only the SEPA and not any other medicine details amendments for the scheduled medicines in the applicant's portfolio.
5. I have enclosed a signed covering letter on the company letterhead, stating the purpose of this submission.
6. The information supplied in this submission is true and correct. (NB: please provide proof of authorization to sign on behalf of the company)

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SIGNATURE (DEPONENT)

1. **.....(CFO Full Names, Surname)**
   .....(CFO Signature)

2. **.....(Responsible Pharmacist Full Names)**
   .....(Responsible Pharmacist Signature)

The Deponent has acknowledged that he/she knows and understands the contents of this affidavit, which was signed and sworn to before me at .....on this the.....day of..... 2023 and that the regulations contained in Government Gazette Notice No. R 1258 of 21 July 1972 (as amended) has been complied with.

COMMISSIONER OF OATHS

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4.3 ANNEXURE C: CHECKLIST

SEPA CHECKLIST

Tick the appropriate box (√)

HAVE YOU:	YES	NO
a) Read and understood the entire instruction document for 2023 SEPA?		
b) Read, understood, and followed all the instructions in Section 2 and Section 3?		
c) Provided a signed covering letter on a company letterhead stating the purpose of the submission?		
d) Correctly completed the SEPA 2023 template?		
e) Completed the required fields of the covering page (Annexure A)?		
f) Signed the declaration as required, indicating that the information supplied with this application is true and correct (Annexure B)?		
g) Answered yes to all questions in this checklist (Annexure C)?		
h) There are no blanks on Tab 1 and Tab 2		

NOTE: *If any of the answer(s) to the question(s) above is **NO**, the submission will not be considered.*

4.4 ANNEXURE D: SEPA 2023 TEMPLATE

See Excel Template Published in www.mpr.gov.za or www.doh.gov.za and emailed to sepupdates@health.gov.za

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TAB 1

2023 SINGLE EXIT PRICE ADJUSTMENT TEMPLATE

Name of Applicant (as it appear on MCC/SAHPRA Licence):
Trade Name of Applicant (i.e. trading as):
Name of Contact Person:
E-mail address of the person above:
Telephone number, cell phone number and fax number of the contact person above

Applicant MCC/SAHPRA Licence No	Applicant Name as Registered with MCC/SAHPRA	MCC/SAHPRA Medicine Registration No	Mappl Code	ATC 4 Code (WHO)	Schedule	Medicine Proprietary Name	Active Ingredients	Strength	Unit	Dosage Form	Pack Size	Quantity	AEP ON 23 DECEMBER 2022 Manufacturer Price	Logistics Fee	VAT	SEP	Unit Price	Effective Date	Status	Originator or Generic	Volume of Sales (1 Jan 2021 to 31 Dec 2022)	RECALIBATED 2023 SEP ADJUSTMENT (Redactions are allowable in this column) Requested Manufacturer Price	Requested Logistics Fee	Requested VAT on Request	Requested SEP	Requested Unit Price	Requested Effective Date	THIS COLUMN IS FOR OFFICE USE ONLY
																					numerical field	numerical field 2 decimal places	numerical field 2 decimal places	numerical field no currency or symbols right indent	numerical field 2 decimal places	numerical field no currency or symbols right indent	numerical field 2 decimal places	
													2 decimal places														
													no currency or symbols right indent