



Department of Public Works

THE APPOINTMENT OF CONSULTANTS FROM A ROSTER

7 May 2001

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Note: This document sets out the revised policy for the Appointment of Consultants from a Roster, following the first annual review of the operation of the operation of the roster by the Department and the ADP and SABTACO and the formal approval of by the State Tender Board.

**Co-ordinating Department : Department of Public Works
Private Bag X65
Pretoria
0001**

PREAMBLE

The Department of Public works (DPW) has for decades operated a roster system for the appointment of consultants in terms of its delegated authority from the State Tender Board. An investigation in 1994 showed that this system had not resulted in a fair and equitable distribution of DPW's work to private sector consultants.

As part of the transformation and procurement reform policy adopted by DPW, it was decided to initiate a system that would rectify this imbalance and distribute work to consultants more fairly and, also, to target historically disadvantaged firms and individuals in order to develop their experience, capacity and numbers.

DPW invited the Alliance of Development Professionals (ADP) and South African Black Technical and Allied Careers Organisation (SABTACO) to participate in a process which led to the implementation, in 1996, of a dual roster system - the existing roster and the newly introduced Pilot Roster - on a temporary basis.

ADP and SABTACO participated with DPW in the development of the system and in auditing the evaluation of firms which applied for inclusion on the Pilot Roster. The intention was that the Pilot Roster would operate for 18 months from the date of its introduction, after which a permanent system would be introduced. The development of the new roster would draw on the experience gained from the operation of the Pilot Roster.

In June 1997, DPW commissioned a Steering Committee comprising representatives from DPW, ADP and SABTACO, to draw up a policy for the establishment of a permanent Consultants Roster. The new consultants roster became operational on 15 October 1999.

It is intended that the DPW will, at intervals of approximately one year and in conjunction with relevant professional bodies such as ADP and SABTACO assess the operation of the Roster in order to determine whether it is achieving its objectives in a satisfactory manner. If, at any stage, it transpires that the Roster is not functioning satisfactorily, consideration will be given to modifying the system to remedy the shortcomings.

The Roster as set out in this document is consistent with other policies and practices of the Department and embraces the proposals set out in the Green Paper on Public Sector Procurement Reform in South Africa pertaining to professional services, including the duration of an Affirmative Procurement Policy. It furthermore reflects the changes that resulted from the first annual review.

Computer software to operate the Roster satisfactorily has been developed to implement the Roster and is available for use by organs of state.

THE APPOINTMENT OF CONSULTANTS FROM A ROSTER

INDEX	PAGE NO.
1. SCOPE	1
2. DEFINITIONS, INTERPRETATIONS AND ABBREVIATIONS	1
2.1 General	1
2.2 Abbreviations	3
2.3 Types of assignments	3
3. PURPOSES OF THE ROSTER	3
4. PRINCIPLES OF ASSIGNMENT FROM ROSTER	3
4.1 Roster data	3
4.2 Preferential treatment of Preferred Firms	4
4.3 Dealing with different types of assignment	4
4.4 Computerised processing of Routine Assignments	5
4.5 Computer assisted processing of Specialist Appointments	5
4.6 Changes in the position of a Firm on the Roster	6
4.7 Outsourcing to other firms	5
5. REGISTRATION ON THE ROSTER	6
6. INITIAL POSITION ON THE ROSTER	7
7. ASSIGNMENT AWARDS	7
7.1 Joint Ventures	7
7.2 Process of appointment	7
7.3 The brief	8
8. THE PROJECT EXECUTION PLAN	8
9. PROFESSIONAL INDEMNITY INSURANCE	9
10. CONDUCT AND COMPLIANCE	9
10.1 Code of conduct	9
10.2 Non-compliance procedures	10
ANNEX A :	DEFINITIONS ASSOCIATED WITH A PREFERENTIAL PROCUREMENT POLICY
ANNEX B :	APPLICATION FOR REGISTRATION ON THE CONSULTANTS ROSTER
ANNEX C :	APSP DECLARATION AFFIDAVIT / CONFIRMATION OF APSP STATUS
ANNEX D :	TRANSFORMING FIRM DECLARATION AFFIDAVIT/ CONFIRMATION OF TRANSFORMING FIRM STATUS
ANNEX E :	SEARCH REQUEST FOR PROFESSIONAL SERVICES IN RESPECT OF SPECIALIST AND ROUTINE ASSIGNMENTS
ANNEX F :	FIELDS OF COMPETENCE
ANNEX G :	INSTRUCTIONS FOR APPLICATIONS FOR ADMISSION TO THE NEW CONSULTANTS ROSTER
ANNEX H :	STANDARD LIST OF TOWNS USED TO DEFINE THE FOCAL POINT OF A PROJECT
ANNEX I :	PROCESS FLOW DIAGRAMMES

THE APPOINTMENT OF CONSULTANTS FROM A ROSTER

1. SCOPE

This document establishes the general principles and procedures for the establishment and computer-assisted operation of a roster system in support of a Preferential Procurement Policy for statutory tariff appointments of Consultants on projects where fees do not exceed R2,0 million, exclusive of Value Added Tax.

NOTE : Consultants for projects where fees exceed R2,0 million, will be appointed by means of competitive selection, in accordance with the Targeted Procurement Implementation Guideline No. 1 entitled "The selection of consultants on the basis of a balance between price and competence".

2. DEFINITIONS, INTERPRETATIONS AND ABBREVIATIONS

The following words and expressions, commencing with capital letters, shall have the meanings indicated:

2.1 GENERAL

2.1.1 Affirmable Professional Service Provider : A Firm which provides professional services and is owned and controlled by Previously Disadvantaged Individuals (refer to Annex A for full definition).

NOTE: In the context of this policy document, Affirmable Professional Service Providers are further classified on the basis of ownership and control by PDIs who are women and individuals from the priority population group. (Refer to Annex A). The three groups of service providers which are generically described as APSPs are accordingly designated as:

APSP (general)

APSP (priority population)

APSP (women)

2.1.2 Branch Office : An office of a Firm, other than the Head Office, which is under the full-time control of at least a Resident Registered Professional or Resident Registered Principal, employs not less than one other full time staff member and is not located in the same standard town as another office of that Firm or the Head Office itself. (See Appendix H for list of standard towns).

2.1.3 Construction Works: the provision of a combination of goods and services arranged for the development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling or demolition of a fixed asset including building and engineering infrastructure.

2.1.4 Consultant : A Firm, or Office, which has been appointed by the DPW to undertake an assignment for the provision of professional services.

2.1.5 Discipline : The branch of professional services associated with Construction Works as described in Annex F as Architectural, Quantity Surveying, and Civil, Geotechnical, Structural, Electrical, Mechanical and Acoustical Engineering.

2.1.6 Director-General : The Director-General of the Department of Public Works.

2.1.7 Firm : A business entity providing professional services associated with Construction Works which has at least fifty one percent of the number of the Principals who are Registered Principals with South African citizenship.

- 2.1.8 Head Office :** The office nominated by a Firm with multiple offices to be regarded as its sole, main office.
- 2.1.9 Office :** A Head Office, or Branch Office, of a Firm.
- 2.1.10 Participation Parameter :** The fraction of the fees payable to a Joint Venture which represents the value of the contribution made and commercially useful function performed by an APSP partner (refer to resource specification TP3 (APP3): Structured Joint Ventures (Targeted)).
- 2.1.11 Preferred Firms :** A Firm which satisfies criteria relating to ownership and control by Previously Disadvantaged Individuals or criteria relating to the attainment of specified targets in respect of Principals and Registered Professionals who are either women or Previously Disadvantaged Individuals (Refer Annex A)
- Note:** Preferred Enterprises may be categorised as being either Affirmable Professional Service Providers or Transforming Firms. The following subcategories of Preferred Firms are provided for in this policy document:
- APSP**
 - APSP (priority population)**
 - APSP (women)**
 - Transforming Firm (PDI)**
 - Transforming Firm (women)**
- 2.1.12 Previously Disadvantaged Individual :** A South African citizen disadvantaged by the discriminatory laws and policies of the previous political dispensation (refer to Annex A for full definition).
- 2.1.13 Principal :** A person in a Firm who is a partner in a partnership, a sole proprietor, a director in a company established in terms of the Companies Act, or a member of a close corporation registered in terms of the Close Corporation Act.
- Note:** The names of directors in companies established in terms of the Companies Act and the names of members of close corporations registered in terms of the Close Corporation Act are those that are registered with the Registrar of Companies. Persons in such companies whose names are not registered are not Principals.
- 2.1.14 Project Execution Plan :** A statement indicating the means, resources and methodology by which a Firm would undertake and complete an assignment offered to it by the DPW.
- 2.1.15 Registered Principal :** A Principal who is professionally registered by the relevant statutory council in a Discipline associated with Construction Works.
- 2.1.16 Registered Professional :** A full-time employee of a Firm, other than a Principal, who is professionally registered by the relevant statutory council in a Discipline associated with Construction Works.
- 2.1.17 Resident:** the full time presence on the premises of the designated office for the purposes of providing professional services.
- 2.1.18 Roster :** The list of Firms and Offices maintained by the DPW for purposes of commissioning professional services associated with Construction Works
- 2.1.19 Structured Joint Venture :** A Joint Venture which is formed in terms of the resource specification TP3 (APP3): Structured Joint Ventures (Targeted Partners), where the Targeted Partner is an Affirmable Professional Service Provider.

2.2 ABBREVIATIONS

APSP	:	Affirmable Professional Service Provider
DG	:	Director-General
DPW	:	Department of Public Works of the Republic of South Africa
PEP	:	Project Execution Plan
VAT	:	Value Added Tax

2.3 TYPES OF ASSIGNMENTS

There will be three types of assignments with fees for an assignment not exceeding R2 m, these being as follows :-

- 2.3.1 **Routine Assignments** are assignments where the tasks are of a straightforward nature involving, in the main, standard technologies in terms of which inputs are relatively well known and outputs can be readily defined.
- 2.3.2 **Specialist Assignments** are assignments in which the bulk of the service involves technically complex work which calls for considerable innovation, creativity, expertise and/or skills. Such assignments may be characterised by ill-defined inputs and outputs.
- 2.3.3 **Complex Assignments** are assignments other than Routine, or Specialist, assignments and may include policy development, restructuring, strategic planning and research and development.

3. PURPOSES OF THE ROSTER

The purposes of the Roster are to :

- enable the DPW to make appointments efficiently, in terms of power delegated to it by the State Tender Board, for professional services for projects on which the estimated fees for an assignment do not exceed R2 m.
- ensure that the work is carried out in a professional, competent and cost effective manner.
- permit assignments to be allocated in a fair, equitable and transparent manner.
- promote access to assignments by small, and micro enterprises.
- provide accelerated work opportunities for Firms which enjoy Preferred Firm status in support of a Preferential Procurement Policy.
- foster and promote constructive relationships between established Firms and APSP Firms in order to build capacity and experience in the latter.

4. PRINCIPLES OF ASSIGNMENT FROM ROSTER

4.1 ROSTER DATA

The Roster will be a single list of Firms and Offices covering the disciplines associated with Construction Works and will contain, *inter alia*, the following data in respect of the Head Office and each Branch Office of every Firm :-

- 4.1.1 The number of Registered Principals employed at the Office.
- 4.1.2 The disciplines and sub-disciplines in which the Office is competent.

4.1.3 The geographical location of the Office.

4.1.4 The preferred status of the firm.

4.2 PREFERENTIAL TREATMENT OF PREFERRED FIRMS

4.2.1 Firms which qualify for Preferred Firm status will be given accelerated access to work opportunities by DPW and will rotate faster on the Roster than Firms which do not enjoy such status.

4.2.2 An APSP will be permitted to nominate not more than two localities in addition to its registered locality, at which it may wish to open up an office to enable it to work in Structured Joint Ventures with Firms in that locality.

4.2.3 The DPW may require non-APSP Firms to enter into Structured Joint Ventures with APSP Firms in order to develop skills, competency, expertise and capacity in the latter.

4.3 DEALING WITH DIFFERENT TYPES OF ASSIGNMENT

The different types of assignment (see 2.3) will be dealt with as follows :-

4.3.1 Specialist Assignments will be made at the discretion of the Director-General's representative with the assistance of computerised processing of the Roster.

4.3.2 Every assignment, other than a Specialist Assignment, or an assignment for which there is no appropriate category of competence, will, in the first instance, be regarded as a Routine Assignment and dealt with by computerised processing of the Roster.

4.3.3 Where computerised processing of the Roster fails to result in the nomination of a suitable Firm, or Office, for a Routine Assignment or where there is no appropriate category of competence, the assignment will be classified as a Complex Assignment and dealt with in the manner laid down by the Director-General's representative.

4.4 COMPUTERISED PROCESSING OF ROUTINE ASSIGNMENTS

Routine Assignments will be made by computerised processing of the Roster based on the following criteria:

4.4.1 A one principal firm will not be permitted to execute a Routine Assignment if the fee value exceeds R300 000 unless it enters into a Structured Joint Venture with an APSP nominated by computer selection from the Roster within a 200 km radius; failing which a non-APSP within the original search radius will be nominated. The Participation Parameter in such a joint venture shall not be less than 0,5.

4.4.2 The discipline(s) and sub-discipline(s) in which the Office is registered as being competent must be appropriate to the nature of the assignment (See Annex F).

4.4.3 The locality of the office must be within a reasonable distance from the focal point of the assignment. The minimum number of offices for a given fee value, qualified in terms of criteria 4.4.1 and 4.4.2, and located within a prescribed radius for a selection to be made is as follows:

Minimum number of offices	Prescribed radius	Fee value (R)
1	50 kilometre	# R40 000
2	50 kilometre	R40 000 – R300 000
3	100 kilometre	greater than R 300 000

Should less than the requisite number of Offices be located within the prescribed radius, the radius will be increased by increments of 50 km in an effort to meet the criterion. At a radius of 200 km, the criteria will fall away and the selection will proceed irrespective of the number of suitable Offices located within the 200 km radius.

- 4.4.4 The Firm, or Office, nominated by the computerised selection process for a Routine Assignment will be the Firm, or Office, nearest the top of the Roster which complies with the applicable criteria and the assignment will be offered to such Firm, or Office, subject to the procedure set out in Section 7 hereof being followed.
- 4.4.5 If the fee estimate is in excess of R750 000 and the nominated Firm is not an APSP, the APSP which is closest to the top of the Roster and which has indicated that it wishes to open up an Office in the locality, will be invited to enter into a Structured Joint Venture with the nominated Firm in terms of which the Participation Parameter will be not less than 0,35.

4.5 COMPUTER ASSISTED PROCESSING OF SPECIALIST ASSIGNMENTS

Specialist Assignments will be made by computerised processing of the Roster based on the following criteria:

- 4.5.1 The specialist discipline / sub-discipline in which the Office is registered as being competent must be appropriate to the nature of the assignment (See Annex F).
- 4.5.2 The locality of the Office, should the assignment be such as to necessitate an unusually high number of visits to the DPW offices in Pretoria, or to a site.
- 4.5.3 The three Firms, or Offices, nearest the top of the Roster which comply with the applicable criteria will be invited to provide details of their specialist expertise, subject to the procedure set out in Section 7 being followed.

If the search of the Roster fails to nominate three Firms, or Offices, the assignment will be classed as a Complex Assignment.

4.6 CHANGES IN THE STATUS OR POSITION OF A FIRM ON THE ROSTER

- 4.6.1 Preferred Firm status will be reviewed immediately after an assignment is awarded to a Preferred Firm in order to determine where the Firm will subsequently be placed on the Roster. Preferred Firms must confirm their Preferred status by submitting either the Confirmation of ASPS Registration (see Annex C2) or Confirmation of Transforming Firm Registration (see Annex D2) with their letter of acceptance. Failure to submit such confirmation will result in Preferred Firms being treated as non-Preferred Firms
- 4.6.2 When a Firm, or Office, has been awarded an assignment, save as provided for in 4.6.3 below, it will immediately be moved to the bottom of the Roster, provided that, if such a Firm, or Office, is a Preferred Firm, it will be moved to a position calculated as follows:

$$\text{New relative position on roster from top after appointment} = T_{\text{Active}} \times A / 100 \times W_{\text{PF}}$$

Where:

$$A = 100 / (6,01 - 1,18 \times \ln (T_{\text{PF in a province}} / T_{\text{FIRMS in a province}} \times 100))$$

- T_{Active} = subject to A being less than 100 and greater than or equal to 20
total number of active Firms and Offices on the roster
- $T_{\text{PF in a province}}$ = total number of active Preferred Firms (Firms and Offices) in the province within which the Firm or Office which is to be repositioned on the Roster is located

$T_{\text{FIRMS in a province}}$	=	total number of active Preferred Firms and non-Preferred Firms and Offices in the province within which the Firm or Office which is to be repositioned on the Roster is located.
W_{PF}	=	weighting factor in respect of :
	•	APSP = 1,0
	•	APSP(priority population) = 0,75
	•	APSP(women) = 0,67
	•	Transforming Firm (PDI) = 1,3
	•	Transforming Firm (Women)= 1,6

4.6.3 The position of a Firm or Office which obtains a Routine Assignment having an estimated fee value, exclusive of VAT, of less than R40 000, will remain unchanged on the Roster.

4.6.4 The position of a firm which obtains a Specialist Assignment or Complex Assignment will remain unchanged on the Roster if :

- the estimated fee value does not exceed R 40 000; or
- the appointed Firm is required to appoint and co-ordinate a team of industry specialists to satisfy the brief.

Where neither of the above criteria is applicable, the provisions of 4.6.2 shall apply.

4.6.5 The positions of both Firms in a Structured Joint Venture will, except where the Structured Joint Venture was formed voluntarily in terms of Section 7, be dealt with in terms of the provisions of 4.6.2 to 4.6.4 above.

4.7 OUTSOURCING TO OTHER FIRMS

No Firm or Office undertaking a Routine Assignment will be permitted to outsource activities which it has the in-house competence and expertise to perform. Structured Joint Ventures between non-APSPs and APSPs will, normally, be acceptable to the DPW (see subsection 7.1).

5. REGISTRATION ON THE ROSTER

Any Firm or Office will qualify for registration on the Roster provided that it meets DPW's requirements regarding Professional Indemnity Insurance, although this requirement can be relaxed in the case of an APSP.

Registration of Firms and Offices on the Roster will be dealt with on the following basis :

- Firms and Offices applying for registration will give details of their Principals, resources, fields of expertise, locations and Professional Indemnity Insurance cover (Annex B). Firms will be required to update their registration particulars whenever a significant change in their above mentioned details occurs and, in any event, at intervals of two years.
- Only Firms and Offices which are registered with DPW as Preferred Firms and have completed the Declaration contained in Annex C1 or D1 or have confirmed their current status in terms of Annex C2 or D2_ will be regarded as Preferred Firms for the purpose of the Roster and shall remain as such until they no longer comply with the definition of a Preferred Firm as given in Annex A.
- Where Firms of the same name exist as different legal entities in different localities, each legal entity may register separately on the Roster.

- No individual may be a Principal of more than one Firm, on the Roster in the same province unless such Firm practices different Disciplines and specialist general competencies as set out in Annex F.
- The information required in terms of Annex B will enable the DPW to determine whether the Firm, or Office, meets the criteria for classification as such.
- A Firm, or Office, which enjoys APSP status may be registered on the Roster without Professional Indemnity Insurance, but will be expected to obtain such insurance upon receipt of an appointment from the DPW.
- A Firm which enjoys APSP status will be permitted to nominate not more than two localities in addition to its registered locality, at which it may wish to open up an office to enable it to work in Structured Joint Ventures with established Firms.

6. POSITION ON THE ROSTER

Firms and Offices added to the Roster after 15 October 1999 will be placed at the bottom of the Roster if they do not enjoy APSP status, or at the position calculated in accordance 4.6.2 should they enjoy Preferred Firm status.

NOTE: The Department, prior to October 1999, called for applications for admission to the roster. Firms and Offices which responded to this call were placed on the Roster in a random, computer-generated order in such a manner that all APSPs were within the upper section of the Roster, commensurate with the percentage of APSP to total Firms and Offices on the Roster.

7. ASSIGNMENT AWARDS

7.1 JOINT VENTURES

Any Firm, or Office, which is offered a Routine or Specialist Assignment, may wish to set-up a Structured Joint Venture whereby the assignment would be undertaken by an APSP working with a non-APSP Firm, or Office. Such a proposal will, normally, be acceptable to DPW provided that the Participation Parameter is not less than 0,5.

Alternatively, the Director-General's representative may, at his discretion, decide that the award of an assignment should be conditional on the establishment of a Structured Joint Venture between an APSP Firm and a non-APSP Firm, one of which would have been nominated by computerised selection from the Roster and the other nominated by the Director-General's representative.

7.2 PROCESS OF APPOINTMENT

The process followed by the DPW in making an appointment to a Firm, or Office, to be nominated from the roster will be as follows :

- Prepare a brief for the project and the services required from the Firm, or Office.
- Prepare estimates of project cost, duration and fees.
- Prepare a search request (Annex E) and obtain a computer-processed nomination(s).

ROUTINE ASSIGNMENTS

- Inform the nominated Firm or Office, giving it the brief and the estimates, and, if the estimated fee for the assignment exceeds R300 000, request a Project Execution Plan within a specific period or, if the estimated fee does not exceed R300 000, request a categorical assurance that the Firm, or Office, possesses adequate, available staff and resources to undertake the assignment within the required period.
- On the basis of the Project Execution Plan, or the resources assurance, decide whether the Firm or Office is to be appointed and, if so, confirm the appointment. If not, the nominated Firm or Office will be informed and the process repeated.

SPECIALIST ASSIGNMENTS

- Invite the nominated Firms and Offices to submit details of their specialist expertise and curriculum vitae of specialists, giving each the brief and a request for a Project Execution Plan within a specified period, if the estimated fee for the assignment exceeds R300 000.
- On the basis of the Project Execution Plan and the expertise available, recommend to the Director-General's representative the most appropriate Firm or Office for the award of an assignment. If no Firm or Office is suitable, the Firms and Offices will be notified and the process repeated.

7.3 THE BRIEF

The following information should be included in the brief handed to a nominated Firm or Office :

- The scope of the project.
- Detailed design parameters.
- Details and timing of the services required from the Firm or Office.
- An estimate of the project cost and programme.
- A description of the objectives of the project.
- Guidelines for the preparation of the Project Execution Plan required from the nominated Firm or Office.
- The Conditions of Engagement to be used for the eventual appointment.
- Details pertaining to Structured Joint Venture arrangements, if any.

8. THE PROJECT EXECUTION PLAN

- 8.1 The Project Execution Plan to be prepared by the nominated Firm or Office is an important factor in the appointment. The Project Execution Plan should be prepared within a stipulated time and be based on the project brief and the Department's Standard Guidelines for preparing a Project Execution Plan.
- 8.2 A Firm, or Office, may decline an appointment only on grounds of insufficient capacity.
- 8.3 The Project Execution Plan will form the basis for monitoring the Consultant's performance on the project and failure to comply with the commitments therein, unless formally condoned by the Department because of circumstances which may arise, may incur penalties in regard to future appointments.

8.4 The Project Execution Plan must respond to the project brief and must furnish the following :

- The names of the Consultant's representative continuously responsible for the project (CV to be included)
- An organogram for the project.
- Details of staff and other resources required for the project, identifying which of these resources are available from within the Consultant's own organisation.
- A breakdown of work between the Firms comprising any Structured Joint Venture, if applicable.
- Joint Venture Participation Goal Implementation Plans and Joint Venture Disclosure forms in respect of Structured Joint Ventures. (Refer to Annexes B and C of the TP3 (APP3) specification).

8.5 Should the Department decline two successive PEPs submitted in respect of the same appointment by a Firm or Office, it will withdraw the offer of an appointment and reposition the Firm or Office on the Roster as if it had received an appointment in terms of 4.6.2.

9. PROFESSIONAL INDEMNITY INSURANCE

9.1 Where the DPW considers professional indemnity insurance cover to be warranted because of the size, or nature, of a particular project, the limit of indemnity and the first amount payable will be indicated to potential appointee Firms prior to appointments being finalised.

10. CONDUCT AND COMPLIANCE

10.1 CODE OF CONDUCT

10.1.1 Consultants applying for inclusion on the Roster must undertake to subscribe to the codes of conduct and ethical behaviour laid down by their respective professional societies and statutory councils, and to the following principles :

- Consultants shall contribute positively to the well being of the community and when involved in any project or application of technology, strive to ensure that the affected parties are identified, properly informed and consulted, subject to the policy of the Department.
- Consultants shall take all reasonable steps to protect life and safeguard people.
- Consultants shall take due cognisance of the environmental impact of their work and give due consideration to the social and economic effects associated with the work subject to the policy of the Department.
- Consultants shall exercise due care and diligence and undertake all their duties with professionalism, competence, integrity and good faith.

10.1.2 Consultants appointed by the Department from the Roster shall operate in accordance with the accepted Project Execution Plan, where applicable, and notify the DPW of any deviation therefrom.

- 10.1.3 Any attempt to exploit or influence the operation of the Roster by misrepresentation of information used in the operation of the Roster will be deemed to constitute unprofessional conduct.
- 10.1.4 Misrepresentation of the Principals, composition , structure , competencies, status, available staff, resources and capacity, professional indemnity insurance and the like of an Office, or Firm, in order to obtain an assignment which would otherwise not be awarded to the Office or Firm, will be regarded as unprofessional conduct.
- 10.1.5 Consultants must respond to correspondence received from the Department in connection with a pending appointment from the Roster within the prescribed time period. Failure to do so will be regarded as professional misconduct.
- 10.1.6 Consultants must update their registration particulars whenever a change in their Principals, competencies and contact particulars occurs or when an Office is no longer eligible to remain on the Roster, within two months of such a change / eligibility status occurring and, in any event, at an intervals of two years.

10.2 NON-COMPLIANCE PROCEDURES

10.2.1 General

10.2.1.1 Alleged non-compliance may be identified by any of the following means :

- formal complaint(s) from the public, other Firms, statutory councils, or professional bodies, associations and societies.
- formal complaint(s) from within the Firm. These could be from employed personnel, co-Principals, bursary holders, etc.
- reports from Departmental officials who learn, or suspect, that transgressions have been committed by a Firm.
- formal complaint(s) by Firm(s) appointed in joint venture with another Firm.

10.2.1.2 Allegations of non-compliance shall be forwarded in the first instance to the Department's Roster Administrator who shall acknowledge in writing receipt of such allegation, categorise allegations of non-compliance and notify the affected Firm or Office of such allegations and the category associated with it. Firms and Offices, as relevant shall be given fourteen days to respond to such allegations, whereupon the Department shall deal with such allegations in terms of 10.2.2, 10.2.3 or 10.2.4, as relevant.

10.1.6 Non-compliance regarding admission to the Roster

10.1.6.1 Firms and Offices which fail to meet the admission criteria for the Roster shall not be admitted to the Roster.

10.2.2.2 Where Firms or Offices are admitted to the Roster on the basis that their application demonstrated that they were eligible for admission to the Roster and are subsequently found not to be eligible for the Roster, the Firm, together with all its Offices, shall be removed from the Roster. The Firm and its associated Offices may reapply for admission to the Roster after a period of twelve months. Such applications shall be treated as new applications.

- 10.2.2.3 Where Preferred Firms are admitted to the Roster on the basis that their application demonstrated that they were eligible for such status on the Roster and are subsequently found not to be eligible for such status, the Firm, together with all its Offices, shall be removed from the Roster. The Firm may after a period of twelve months reapply for admission to the Roster. Such applications shall be treated as new applications.
- 10.2.2.4 Where Firms and Offices fail to update their registration particulars in accordance with the provisions of 10.1.6, the Firm, together with all its Offices, shall be removed from the Roster. The Firm and its associated Offices may immediately reapply for admission to the Roster. Such applications shall be treated as new applications.
- 10.2.2.5 The Department will open up a register of offenders in respect of 10.2.2.2 to 10.2.2.4. Such register shall be open to inspection from representatives of relevant professional bodies such as ADP and SABTACO.
- 10.2.2.6 The Department will notify Firms and Offices of the action taken in respect of any non-compliance.

10.2.3 Non-compliance regarding a nomination

- 10.2.3.1 Firms and Offices which fail to respond within two weeks of receipt of correspondence received from the Department in connection with a pending appointment from the roster shall forfeit the opportunity of an appointment and shall be repositioned on the Roster as if they had received an appointment in terms of 4.6.2.
- 10.2.3.2 Firms and Offices which are offered appointments requiring competencies for which they are registered on the Roster as having, and decline the appointment on the basis that they do not have such competencies shall be removed from the Roster. The Firm or Office may after a period of twelve months reapply for admission to the Roster. Such applications shall be treated as new applications.
- 10.2.3.3 Firms and Offices which decline an appointment other than on grounds of insufficient capacity shall be repositioned on the Roster as if they had received an appointment in terms of 4.6.2.
- 10.2.3.4 Firms and Offices which cannot be contacted in connection with a pending assignment shall be removed from the Roster. Such Firms shall be free to reapply for admission to the Roster. Such applications shall be treated as new applications.
- 10.2.3.5 Firms and Offices which contact the Department and attempt to influence the staff into manipulating the Roster in order to secure an appointment, shall be removed from the Roster. Such Firms shall be free to reapply for admission to the Roster. Such applications shall be treated as new applications.
- 10.2.3.6 The Department will open up a register of offenders in respect of 10.2.3.1 to 10.2.3.5. Such register shall be open to inspection from representatives of relevant professional bodies such as ADP and SABTACO
- 10.2.3.7 The Department shall notify Firms and Offices of the action taken in respect of any non-compliance.

10.2.4 Non-compliance in the performance of the assignment

- 10.2.4.1 Firms and Offices which fail to observe one or more of the following in the performance of their assignments shall be deemed to be in breach of the provisions of the Roster Policy or

the Code of Conduct as set out in this document and shall be disciplined in accordance with the procedures set out in 10.2.3.2:

Category I non-compliance

- i) execute the activities associated with Routine Assignments with inhouse expertise (to supplement competencies) , unless in Structured Joint Venture with one or more APSPs; or
- ii) operate in accordance with the accepted Project Execution Plan, where provided, or notify the Department of any deviation therefrom.
- iii) obtain / maintain the required professional indemnity insurance;
- iv) open up an Office in terms of the concession granted to APSPs in terms of 4.4.5 within 30 days of handing over of the site to the contractor responsible for the execution of the works contract;

Category II non-compliance

- v) strive, when involved in any project or application of technology, to ensure that the affected parties are identified, properly informed and consulted, subject to the policy of the Department;
- vi) contribute positively to the well being of the community;
- vii) give due consideration to the social and economic effects associated with the work;
- viii) take due cognisance of the environmental impact of their work;
- ix) uphold the development objectives of the Department associated with Structured Joint Ventures
- x) uphold the DPWs preferential policy objectives;
- xi) abide by the DPWs norms and standards for Construction Works and the provision of professional services.

Category III non compliance

- xii) exercise due care and diligence;
- xiii) undertake all their duties with professionalism, competence, integrity and good faith;
- xiv) take all reasonable steps to protect life and safeguard people.

10.2.4.2 Where a Firm or Office is found to contravene items listed under Category I non-compliance as set out in 10.2.4.1, the Firm and its associated Offices shall be removed from the Roster. The Firm may after a period of twelve months reapply for admission to the Roster. Such applications shall be treated as new applications.

10.2.4.3 Where the Director General's representative has satisfied himself that a Firm or Office appears to have contravened items listed under Category II non-compliance or Category III non-compliance as set out in 10.2.4.1, the Director General's representative shall set a date for a hearing and chair such a hearing. Such a hearing may be attended by representatives of the Firm or Office alleged to be in non-compliance, the party who raised the issue of non-compliance, representative of professional bodies such as ADP or SABTACO and representatives of the Department. No legal representation for any of the parties will be permitted at such hearings. The Director General's representative shall submit a report of his findings to the Department's Nominations Committee, comprising at least three directors/chief directors, together with a recommended sanction. The Roster Administrator will carry out the sanction once ratified by the Nominations Committee and shall notify the relevant statutory bodies of Category III non-compliances and request that such bodies take action against registered persons as appropriate.

10.2.4.4 The Department will open up a register of offenders in respect of 10.2.4.1 Such register shall be open to inspection from representatives of relevant professional bodies such as ADP and SABTACO

10.2.4.5 The Department shall notify Firms and Offices of the action taken in respect of any non-compliance.

ANNEX A

DEFINITIONS ASSOCIATED WITH A PREFERENTIAL PROCUREMENT POLICY

Words and expressions, commencing with capital initial letters, are used in the resource specifications associated with Targeted Procurement and have the meaning assigned as follows:

1 **Affirmable Professional Service Provider (APSP)** : A partnership, sole trader or legal entity which provides professional services, adheres to statutory labour practices, is registered with South African Revenue Services and is a continuing and **Independent Enterprise** for profit, providing a **Commercially Useful Function** and:

- a) which is at least two thirds **Owned** by one or more **Previously Disadvantaged Individuals**; and
- b) whose management and daily business operations are under the **Control** of and are performed by one or more of the **Previously Disadvantaged Individuals** who effectively **Own** and **Control** it.

Note: PDIs who own equity in the business must not only control the business, but must also assume operational responsibility for the daily management and daily business operations of the business.

2 **Affirmable Professional Service Provider (priority population)** : A partnership, sole trader or legal entity which provides professional services, adheres to statutory labour practices, is registered with South African Revenue Services and is a continuing and **Independent Enterprise** for profit, providing a **Commercially Useful Function** and:

- a) which is solely and, or, wholly **Owned** by one or more **Previously Disadvantaged Individuals** from the **Priority Population Group**; and
- b) whose management and daily business operations are under the **Control** of and are performed by one or more of the **Previously Disadvantaged Individuals** from the **Priority Population Group** who effectively **Own** and **Control** it.

Note: PDIs from the Priority Population Group who own equity in the business must not only control the business, but must also assume operational responsibility for the daily management and daily business operations of the business.

3 **Affirmable Professional Service Provider (women)** : A partnership, sole trader or legal entity which provides professional services, adheres to statutory labour practices, is registered with South African Revenue Services and is a continuing and **Independent Enterprise** for profit, providing a **Commercially Useful Function** and:

- a) which is solely and, or, wholly **Owned** by one or more **Women** who are **Previously Disadvantaged Individuals** ; and
- b) whose management and daily business operations are under the **Control** of and are performed by one or more of the **Women** who are **Previously Disadvantaged Individuals** who effectively **Own** and **Control** it.

Note: Women who are PDIs who own equity in the business must not only control the business, but must also assume operational responsibility for the daily management and daily business operations of the business.

4 **Commercially Useful Function** : The performance of real and actual work, or the provision of services, in the discharge of any contractual obligation which shall include but not be limited to the performance of a distinct element of work which the business has the skill and expertise to undertake and the responsibility for management and supervision.

5. **Control** : The possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of

appropriate managerial authority and power in determining the policies and directing the operations of the business.

- 6 Independent Enterprise :** An enterprise which is free of any significant degree of direct or indirect Ownership, or Control, by any business which engages in similar business activities. Indicators of control shall, without limitation, include interlocking management or Ownership, common Principals, identity of interests among family members, shared facilities and equipment, or common use of employees.

Note: A business will not be considered to be an Independent Enterprise should another business or an Principal of another business which engages in similar business activities owns more than 25% of the equity in that business.

- 7. Owned :** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

- 8 Previously Disadvantaged Individuals (PDI) :** A person who satisfies subsection (1) of the definition for Historically Disadvantaged Individual provided for in the regulations to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000).

Note: The definition of an HDI on the basis of race provided for in the regulations to the Preferential Procurement Policy Framework Act states:

“Historically Disadvantaged Individual (HDI) means a South African citizen – who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) (“the Interim Constitution”);”

- 9 Priority Population Group :** Previously Disadvantaged Individuals who fall into population groups that were not offered a franchise in national elections before or after the introduction of the 1984 tricameral parliamentary system and only received the franchise during 1994.

- 10. Professional Service Provider :** Any person or body corporate who provides on a fiduciary basis, labour and knowledge-based expertise which is applied with reasonable skill, care and diligence.

- 11. Transforming Firm (PDI) :** A partnership or legal entity which provides professional services, adheres to statutory labour practices, is registered with the South African Revenue Service and is a continuing and **Independent Enterprise** for profit, providing a **Commercially Useful Function** and:

- a) which is at least thirty percent **Owned** by one or more **Previously Disadvantaged Individuals** ;and
- b) which has at least twenty percent of its **Registered Professionals** who are **Previously Disadvantaged Individuals** and at least one third of its **Principals** who are **Previously Disadvantaged Individuals**

- 12 Transforming Firm (women) :** A partnership or legal entity which provides professional services, adheres to statutory labour practices, is registered with the South African Revenue Service and is a continuing and **Independent Enterprise** for profit, providing a **Commercially Useful Function** and:

- a) which is at least thirty percent **Owned** by one or more **Women** ;and
- b) which has at least twenty percent of its **Registered Professionals** who are **Women** and at least on third of its **Principals** who are **Women**

13

Woman: A person who satisfies subsection (2) of the definition for Historically Disadvantaged Individual provided for in the regulations to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000).

Note: The definition of an HDI on the basis of **gender** provided for in the regulations to the Preferential Procurement Policy Framework Act states:

*"Historically Disadvantaged Individual (HDI) means a South African citizen –
(2) who is a female."*

ANNEX B

DEPARTMENT OF PUBLIC WORKS APPLICATION FOR REGISTRATION ON THE CONSULTANTS ROSTER

- New Application**
 - Updated Application**
- (Tick appropriate box)

DATE :

CAPTURE DATE : (FOR DEPARTMENTAL USE ONLY)

1 PARTICULARS OF FIRM

- 1.1 Name of Firm.....
- 1.2 Name of managing principal.....
- 1.3 Principal's identity number
- 1.4 Date on which firm was first established (i.e. original founding date)
- 1.5 Type of Firm
 - Partnership
 - One person business/sole trader
 - Close corporation registered in terms of the SA Companies Act
 - Company registered in terms of the SA Companies Act
 - Pty Limited registered in terms of the SA Companies Act
 - Other (specify)
(Tick one box)
- 1.6 Company registration number
NOTE : Insert CC number, Companies Act number, etc.
- 1.7 Company / enterprise income tax reference number
NOTE : Insert personal income tax reference number if one-man business and personal income tax reference numbers of all parties if a partnership.
- 1.8 VAT registration number (where registered)
- 1.9 Number of Branch Offices
- 1.10 Is the Firm in any way connected to a commercial firm (i.e. a non-professional firm) ?
Yes / No

If yes, state details :
.....
.....

1.11 Does your firm have any associations with professional practices outside of South Africa?

- Yes No.

If yes, state the following details in respect of one of the firms with which you are associated:
Name of associated firm:

.....
Cities (Countries in brackets) in which they have offices eg London (United Kingdom):
.....
.....

2 CATEGORY OF REGISTRATION ON ROSTER (Tick one box)

- Affirmable Professional Service Provider (see DF15: APSP Declaration Affidavit for definition)
- Affirmable Professional Service Provider (Priority Population) (see DF15: APSP Declaration Affidavit for definition)
- Affirmable Professional Service Provider (Women) (see DF15: APSP Declaration Affidavit for definition)
- Transforming Firm (PDI) (see DF 16 : Transforming Firm Declaration Affidavit for definition)
- Transforming Firm (Women) (see DF 16 : Transforming Firm Declaration Affidavit for definition)
- Non-APSP

THE REMAINDER OF 2 TO BE COMPLETED ONLY IF THE FIRM IS AN ASP/ TRANSFORMING FIRM:

I/We have in support of my/our claim to APSP / Transforming Firm status attached :

- DF 15 : APSP Declaration Affidavit
- DF 16 : Transforming Firm Declaration Affidavit;

I/We, being an APSP, desire to establish an office at :

1.(town / nearest town)
2.(town / nearest town)

NOTE : Complete only if the APSP Firm is prepared to work in Structured Joint Ventures with Firms nominated by the DPW with a view to establishing new offices in these localities.

3 HEAD/SOLE OFFICE

Locality (city/nearest town)

Street address

Postal address

Telephone number Fax number.....

E-mail

Financial institution details:

Name of Bank

Name of Branch

Branch Code

Name of Account Holder

Account Number

Account Type (enter appropriate number)

1 - Cheque 2 - Savings 3 - Transmission 4 - Bond 5 - Not in use 6 - Subscription Share

Permanent staff complement :

PROFESSIONAL AND TECHNICAL STAFF	NUMBER OF # :				
	Architectural	Quantity Surveying	Engineering	Town Planning	Other *
Registered Principals					
Registered Professionals					
Other technically qualified staff					
TOTAL					

Enter each member of staff once only.

• Describe other :

Number of non-registered principals

Number of administrative staff

Fields of competence (see Annex F for codes)

4 BRANCH OFFICE (To be completed in respect of every branch)

Name of branch:

Name of registered professional in charge:

Locality (city/nearest town)

Street address

Postal address

Telephone number Fax number.....

E-mail

Financial institution details:

Name of Bank

Name of Branch

Branch Code

Name of Account Holder

Account Number

Account Type (enter appropriate number)

1 - Cheque 2 - Savings 3 - Transmission 4 - Bond 5 - Not in use 6 - Subscription Share

Permanent staff complement :

PROFESSIONAL AND TECHNICAL STAFF	NUMBER OF # :				
	Architectural	Quantity Surveying	Engineering	Town Planning	Other *
Registered Principals					
Registered Professionals					
Other technically qualified staff					
TOTAL					

Enter each member of staff once only.

• Describe other :

Number of non-registered principals

Number of administrative staff

Fields of competence (see Annex F for codes)

Declaration

By completing this application form, the Firm declares that :

- It agrees to conform to the requirements of the Consultants Roster System as set out in the document entitled the "Appointment of Consultants from a Roster - May 2001" (refer www.pwdprocure.co.za)
- The Firm agrees to abide by Codes of Conduct published by the Department.
- All the information supplied in this application are true and correct.
- The Firm will, without protest, submit itself to procedures instituted by the Department.
- The Firm will, if requested to do so, supply further information and documentary evidence for scrutiny.
- The Firm will update their registration particulars whenever a significant change in their details occur and, in any event, at intervals of two years.

Duly authorised to sign on behalf of

Signature :

Name :

Capacity :

Date :

Declaration for single principal Firms :

(To be signed by all single principal Firms)

I, being the Registered Principal, hereby declare that I am physically able to perform the services in the fields of competence stated in this application including the monitoring of site activities and attendance of site meetings.

Signature :

Name :

Date :

NOTE : Should this application form not be updated and submitted within two years after the date of application, the Firm will be removed from the Roster until such time as the updated information is submitted and captured. On such re-entry, the Firm will be treated as a new applicant.

ANNEX C1

APSP DECLARATION AFFIDAVIT

Name of APSP Firm :

a) Postal Address :
.....
.....
.....

b) Physical Address:
.....
.....
.....

c) Telephone:

d) Fax :

e) Contact person:

f) Company registration number#

g) Company/enterprise income tax reference number*

h) VAT registration number

1. Type of APSP (tick one box)
- Affirmable Professional Service Provider
 - Affirmable Professional Service Provider (Priority Population)
 - Affirmable Professional Service Provider (Women)

2. Type of firm
- Partnership
 - One person business/sole trader
 - Close corporation
 - Company
 - Pty Limited
- (Tick one box)

3. Principal business activities

.....

.....

.....

4. Date on which the enterprise was established?.....

* Insert personal income tax number if a one man business, and personal income tax numbers of all partners if a partnership.
Insert CC number, business license no, companies act number etc., where available.

5. List all partners, proprietors and shareholders by name, identity number, citizenship, PDI status, gender and ownership, as relevant.

NAME	IDENTITY NUMBER	CITIZENSHIP	STATUS (YES/NO)*			DATE OF OWNERSHIP	OWNED%	VOTING%
			PDI	Priority Population	Woman			

• State yes or no.
NOTE : where owners are themselves a company or partnership, identify the ownership of the holding firm.

6. Street addresses of all facilities used by the firm

Address	Facility
6.1
6.2.....
6.3

7. Do you share any facilities? Yes No (tick one box)

If yes; which facilities are shared?
 With whom do you share facilities (name of firm/individuals).....

What are the other firms principal business activities?

- 8 Is the firm registered or does it have a business licence(s)? (Tick one box)

Yes No
 If yes, detail and quote relevant reference numbers and dates.

9. Describe all property agreements relating to facilities used by the firm and the nature of the agreements indicating whether facilities are owned or leased by the firm:

FACILITY	MONTHLY RENTAL AMOUNT	OWNER	AGREEMENT TYPE (VERBAL/WRITTEN)

10. Detail all trade associations/professional bodies in which you have membership:

.....

11. Did the firm exist under a previous name? (Tick one box)

Yes No

If yes:

- what was its previous name?
- why did it change name ?

List the previous owners/partners/directors

.....

12 Complete the following information for each partner, proprietor, shareholder, director and officer of the firm (viz, chairman, secretary, director etc.)

TITLE	NAME	STATUS (YES/NO)*			% OF TIME DEVOTED TO THE FIRM	HOME ADDRESS
		PDI	Priority Population	Women		

- State yes or no.

13. Identify any owner or management office bearer who has an ownership interest in another firm.

OWNER/ MANAGER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OF OWNERSHIP	TYPE OF BUSINESS OF OTHER FIRM

14. Identify any owner or management official who is an employee of or has duties in another business enterprise.

NAME	DUTIES AS EMPLOYEE IN OTHER FIRM	NAME AND ADDRESS OF OTHER FIRM	TYPE OF BUSINESS OF OTHER FIRM

15.1. How many permanent staff members are employed by the firm :

Full time :

Part time:

15.2. How many staff members have joined the firm in the last 6 months:

Full time:

Part time:

16. List the major items of equipment and vehicles owned by the firm.

ITEM	QUANTITY	PRESENT FINANCIAL LIABILITY (Rands)

17. Identify by name, PDI status and length of service, those individuals in the firm (including owners and non-owners) responsible for day-to-day management and business decisions.

	NAME	STATUS (YES/NO)*			LENGTH OF SERVICE (YEARS)
		PDI	Priority Population	Women	
FINANCING DECISIONS					
CHEQUE SIGNING					
SIGNING & CO-SIGNING FOR LOANS					
ACQUISITION OF LINES OF CREDIT					
SURETIES					
MAJOR PURCHASE OR ACQUISITIONS					
SIGNING CONTRACTS					
MANAGEMENT DECISION					
ESTIMATING					
MARKETING AND SALES OPERATIONS					
HIRING AND FIRING OF MANAGEMENT PERSONNEL					
HIRING & FIRING OF NON-MANAGEMENT PERSONNEL					
SUPERVISION OF OFFICE PERSONNEL					
SUPERVISION OF FIELD/PRODUCTION ACTIVITIES					

* State Yes or No

18. List the following personnel or firms who provide the following services :

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

19. Identify any amounts of money loaned to your firm, indicating the loan source, date and amount.

LOAN SOURCE	ADDRESS	DATE OF LOAN	LOAN AMOUNT

20. List a maximum of five contracts which your firm is engaged in and have not yet completed.

CONTRACT DESCRIPTION	LOCATION	EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH AND YEAR)

21. List the four largest assignments completed by your firm in the last three years.

WORK PERFORMED	FOR WHOM	CONTACT PERSON & TELEPHONE NUMBER	CONTRACT/FEE AMOUNT

DECLARATION FOR AFFIRMABLE PROFESSIONAL SERVICE PROVIDER STATUS
(to be signed in the presence of a Commissioner of Oaths)

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, confirms that:

- the firm complies with all requirements for registration as an Affirmable Professional Service Provider as defined, and
- the contents of this Affidavit are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature.....

Duly authorised to sign on behalf of:.....

Address.....

.....

.....

Telephone

Signed and sworn to before me at.....
on this the day of by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of Oaths.....

NOTE: All pages of this Affidavit must be initiated by both the Deponent and the Commissioner of Oaths.

DECLARATION FOR AFFIRMABLE PROFESSIONAL SERVICE PROVIDER (PRIORITY POPULATION) STATUS
(to be signed in the presence of a Commissioner of Oaths)

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, confirms that

- the firm complies with all requirements for registration as an **Affirmable Professional Service Provider (Priority Population)** as defined, and
- the contents of this Affidavit are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature.....

Duly authorised to sign on behalf of:.....

Address.....

.....

.....

Telephone

Signed and sworn to before me at

on this theday of by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his / her knowledge and that he / she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his / her conscience.

Commissioner of oaths

NOTE: All pages of this Affidavit must be initialled by both the Deponent and the Commissioner of Oaths.

**DECLARATION FOR AFFIRMABLE PROFESSIONAL SERVICE PROVIDER (WOMEN) STATUS
(to be signed in the presence of a Commissioner of Oaths)**

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, confirms that

- the firm complies with all requirements for registration as an **Affirmable Professional Service Provider (Women)** as defined, and
- the contents of this Affidavit are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature.....

Duly authorised to sign on behalf of:.....

Address.....

.....

.....

Telephone

Signed and sworn to before me at

on this theday of by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his / her knowledge and that he / she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his / her conscience.

Commissioner of oaths

NOTE: All pages of this Affidavit must be initialled by both the Deponent and the Commissioner of Oaths.

ANNEX C2

CONFIRMATION OF APSP STATUS

DECLARATION (to be signed in the presence of a Commissioner of Oaths)

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, confirms that :

- the firm complies in all respects with the requirements for registration as an Affirmable Professional Service Provider as defined in the Roster policy;
- is / is not * eligible for Affirmable Professional Service Provider (Priority Population) / Affirmable Professional Service Provider (Women)* status as defined in the Roster Policy; and
- the contents of this Affidavit are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

* delete that which is not applicable

Signature.....

Duly authorised to sign on behalf of:.....

Address.....

.....

.....

Telephone

Signed and sworn to before me at on this the day of by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of oaths

**ANNEX D1
TRANSFORMING FIRM DECLARATION AFFIDAVIT**

Name of Transforming Firm:

a) Postal Address :
.....
.....
.....

b) Physical Address:
.....
.....
.....

c) Telephone:

d) Fax :

e) Contact person:

f) Company registration number#

g) Company/enterprise income tax reference number*

h) VAT registration number

1. Type of Transforming Firm (tick one box)
 PDI
 Woman

2. Type of firm
 Partnership
 One person business/sole trader
 Close corporation
 Company
 Pty Limited
(Tick one box)

3. Principal business activities

.....

.....

.....

4. Date on which the enterprise was established?.....

* Insert personal income tax number if a one man business, and personal income tax numbers of all partners if a partnership.
Insert CC number, business license no, companies act number etc., where available.

5. List all partners, proprietors and shareholders by name, identity number, citizenship, PDI status, gender and ownership, as relevant.

NAME	IDENTITY NUMBER	CITIZENSHIP	STATUS (YES/NO)*		DATE OF OWNERSHIP	OWNED%	VOTING %
			PDI	Woman			

• State yes or no.

NOTE : where owners are themselves a company or partnership, identify the ownership of the holding firm.

6. Street addresses of all facilities used by the firm

Address	Facility
6.1
6.2.....
6.3

7. Do you share any facilities? Yes No (tick one box)

If yes; which facilities are shared?

With whom do you share facilities (name of firm/individuals).....

.....

.....

What are the other firms principal business activities?

.....

.....

8 Is the firm registered or does it have a business licence(s)? (Tick one box)

Yes No

If yes, detail and quote relevant reference numbers and dates.

.....

.....

.....

.....

.....

9. Describe all property agreements relating to facilities used by the firm and the nature of the agreements indicating whether facilities are owned or leased by the firm:

FACILITY	MONTHLY RENTAL AMOUNT	OWNER	AGREEMENT TYPE (VERBAL/WRITTEN)

10. Detail all trade associations/professional bodies in which you have membership:

.....

11. Did the firm exist under a previous name? (Tick one box)

Yes No

If yes:

- what was its previous name?
- why did it change name ?

List the previous owners/partners/directors

.....

12 Complete the following information for each partner, proprietor, shareholder, director and officer of the firm (viz, chairman, secretary, director etc.)

TITLE	NAME	STATUS (YES/NO)*		% OF TIME DEVOTED TO THE FIRM	HOME ADDRESS
		PDI	Women		

- State yes or no.

13 Identify any owner or management office bearer who has an ownership interest in another firm.

OWNER/ MANAGER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OF OWNERSHIP	TYPE OF BUSINESS OF OTHER FIRM

14 Identify any owner or management official who is an employee of or has duties in another business enterprise.

NAME	DUTIES AS EMPLOYEE IN OTHER FIRM	NAME AND ADDRESS OF OTHER FIRM	TYPE OF BUSINESS OF OTHER FIRM

15.1. How many permanent staff members are employed by the firm :

Full time :

Part time:

15.2. How many staff members have joined the firm in the last 6 months:

Full time:

Part time:

16. List the major items of equipment and vehicles owned by the firm.

ITEM	QUANTITY	PRESENT FINANCIAL LIABILITY (Rands)

17. List the following personnel or firms who provide the following services :

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

18. Identify any amounts of money loaned to your firm, indicating the loan source, date and amount.

LOAN SOURCE	ADDRESS	DATE OF LOAN	LOAN AMOUNT

19. List a maximum of five contracts which your firm is engaged in and have not yet completed.

CONTRACT DESCRIPTION	LOCATION	EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH AND YEAR)

DECLARATION FOR TRANSFORMING FIRM STATUS

(to be signed in the presence of a Commissioner of Oaths)

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, confirms that:

- the firm complies with all requirements for registration as a Transforming Firm as defined, and
- the contents of this Affidavit are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature.....

Duly authorised to sign on behalf of:.....

Address.....

.....

.....

Telephone

Signed and sworn to before me at.....

on this the day of by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of Oaths.....

NOTE: All pages of this Affidavit must be initiated by both the Deponent and the Commissioner of Oaths.

ANNEX D2

CONFIRMATION OF TRANSFORMING FIRM STATUS

DECLARATION (to be signed in the presence of a Commissioner of Oaths)

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, confirms that :

- the firm complies in all respects with the requirements for registration as a Transforming Firm (PDI/Women) * as defined in the Roster Policy ;
- the contents of this Affidavit are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

* delete that which is not applicable

Signature.....

Duly authorised to sign on behalf of:.....

Address.....

.....

.....

Telephone

Signed and sworn to before me at on this the day of by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of oaths

ANNEX E

SEARCH REQUEST FOR PROFESSIONAL SERVICES IN RESPECT OF SPECIALIST AND ROUTINE ASSIGNMENTS

1.1 Project Title:

.....

1.2 Project Reference Number:

1.3 Reference Number:

1.4 Brief Description of Services Required:

.....

.....

.....

1.5 Project Manager:

Tel No: Fax No:.....

1.6 Region/Department/Office:

1.7 Estimated fee amount, **exclusive** of VAT: R.....

2. FOCAL POINT OF PROJECT:(Name of nearest town)

3. CATEGORIES OF COMPETENCE REQUIRED: (COMPLETE EITHER 3.1 OR 3.2)

3.1 Specialist Assignment

If the professional service required is, for the most part, a specialist service, indicated by a suffix(s) in the standard list of competencies (Form SR2), state:

- (a) The Specialist category applicable
NOTE: Only one category may be entered
- (b) The search radius (if applicable)

3.2 Routine Assignment

If Routine professional services are required, state below **not more than 3** non-Specialist categories of competence, from the standard list (Form SR2), which reflect the services required.

- 1.
- 2.
- 3.

COMPILED BY:			
PROJECT MANAGER:			
	NAME :	SIGNATURE:	DATE:
VERIFIED BY:			
.....			
DESIGNATION	NAME :	SIGNATURE:	DATE:
ADMINISTRATOR	APPROVED / NOT APPROVED
		SIGNATURE:	DATE:

CODE(S) OF FIRM(S) NOMINATED:
INITIALS OF CAPTURER:	DATE:

ANNEX F

FIELDS OF COMPETENCE

- NOTE :** 1 The Roster defines :
- Routine Assignments** as being assignments where the tasks are of a straight forward nature involving in the main, standard technologies in terms of which inputs are relatively well known and outputs can be readily defined.
- Specialist Assignments** as being assignments in which the bulk of the services involves technically complex work which calls for considerable innovation, creativity, expertise and/or skills. Such assignments may be characterised by ill-defined inputs and outputs.
- 2 Suffix(s) denotes specialist category service. All other categories are for Routine Assignments. Headings are for reference only.
- 3 **Specialist assignments** will be made where the category of service is designated as being specialist with the suffix(s); **Routine assignments** will be made in respect of non-specialist categories. Up to three categories of non-specialist services may be taken into consideration when making a computer-based selection for **Routine Assignments**, whereas only one specialist service will be considered for a Specialist Assignment. There is accordingly some overlap in services between those designated as being non-specialist and those designated as being specialist. For example, the brief for a **Routine Assignment** involving structural services for a low rise building may include services in respect of foundation investigations. However, the services for foundation investigations usually form a small part of the overall assignment and may in any event, under certain circumstances, be outsourced to a specialist firm. A **Specialist Assignment** for foundation investigations will only be made where the bulk of the work involves this service.
- 4 Fields of competence for Routine Assignments should not be confused with fields of experience. Applicants should fill in the fields in which they have the necessary competence to provide the service required and the desire to do so.
- 5 Applicants who fill in specialist categories of service must have competence and experience in these fields.

1 General

- G10 Project manager / Principal agent
G20 Project management / Leader of the Professional Team
- G30(s) Community-based projects
G40(s) Corrosion control
G45(s) Ecologically sensitive developments
G50(s) Employment-Intensive construction
G60(s) Environmental Impact studies
G70(s) Procurement documents
G80(s) Project / Programme Management for large or specialised projects
G90(s) Value engineering and management

2 Architectural

- A10 Airport control towers
A20 Aquariums
A30 Auditoriums, opera houses, concert halls and theatres
A40 Basic architectural services
A50 Civic centres, city and town halls
A60 Communications, radio and television, computer buildings
A65 Conference centres
A70 Conservatories
A80 Defense facilities
A90 Domestic facilities
A100 Educational facilities
A110 High rise buildings
A120 Hospitals / Clinics
A130 Justice buildings
A140 Industrial buildings, aircraft hangers, barracks, sheds, warehouses
A150 Laboratories
A160 Low rise buildings
A170 Mortuaries
A180 Police Stations

A190 Museums, monuments and memorials
A200 Prison complexes (maximum security)
A210 Prison complexes other than maximum security
A220 Recreational and leisure facilities
A230 Refurbish / renovate buildings
A240 Security facilities
A250 Workshops

A260(s) Area norms
A270(s) Environmental conservation auditing
A280(s) Historical buildings (restoration)
A290(s) Historical buildings (conservation reports)
A300(s) Historical buildings (special investigations)
A305(s) Interior decoration
A310(s) Landscape Architecture
A320(s) Quality inspections / monitoring
A330(s) Urban design

2 Quantity Surveying

Q10 Building Works
Q20 Valuations
Q30 Alterations, restoration and redecoration
Q40 Basic quantity surveying services
Q50 Civil engineering works
Q60 Electrical engineering works
Q70 Industrial building works
Q80 Mechanical engineering works
Q90 Process engineering works

Q100(s) Quality inspections / monitoring
Q110(s) Treasury cost norms (other than normal for a project)
Q120(s) Viability (feasibility) studies

3 Engineering

(NOTE : Subheadings are for ease of reference only)

Civil

E10 Airports and runways
E20 Basic civil engineering services
E30 Building services (wet services)
E40 Concrete dams
E50 Earth and rockfill dams
E60 Earthworks, roads and stormwater drainage
E70 Freeways
E80 Fuel installations
E90 Irrigation
E100 Marine works
E110 Pumpstations and pipelines
E120 Railways and sidings
E130 Security fences
E140 Sewerage, reticulation and pumpstations
E150 Solid waste disposal
E160 Sporting facilities
E170 Swimming pools
E180 Township services (water, sewer, roads and stormwater)
E190 Tunnels and underground works
E200 Wastewater and sewerage treatment
E210 Water reticulation
E220 Water treatment

E230(s) Quality inspections / monitoring
E240(s) Surveying (engineering)
E250(s) Traffic engineering
E260(s) Water management

Geotechnical

- E270(s) Dolomitic zone designations
- E280(s) Foundation investigation (high rise structures)
- E290(s) Foundation investigation (residential and low rise structures)
- E300(s) Foundation investigation (industrial)
- E310(s) Foundation investigation (roads)
- E320(s) Foundations (design and repair)
- E330(s) Lateral support
- E340(s) Slope stability

Structural

- E350 Basic structural engineering services
- E360 Bridges
- E370 Cooling towers
- E380 Elevated reinforced concrete towers
- E390 Grand stands
- E400 Headgears
- E410 High rise buildings
- E420 Low rise buildings (four storey and less)
- E430 Pre-and post -stressed concrete (general)
- E440 Reinforced concrete (general)
- E450 Silos
- E460 Subsurface structures including tunnels
- E470 Water retaining structures

- E480(s) Lightweight structures
- E490(s) Quality inspection / monitoring
- E500(s) Remedial work (concrete)
- E510(s) Structural masonry (design and repair)
- E520(s) Structural steelwork (design and repair)
- E530(s) Timber structures (design and repair)

Electrical

- E540 Basic electrical engineering services
- E550 Electrical distribution systems and reticulations
- E560 Electrical installations in buildings
- E570 Intercommunication systems
- E580 Power generation
- E585 Radio, telemetry and Scada
- E590 Standby plant and uninterrupted power supply
- E600 Street and area lighting
- E610 Substations and protection systems
- E615 Transmission Lines

- E620(s) Computer hardware and software systems
- E630(s) Energy management and audits
- E640(s) Lightning protection
- E650(s) Quality inspections / monitoring
- E660(s) Security, access control and monitoring systems (including equipment)

Mechanical

- E670 Airconditioning and mechanical ventilation
- E680 Basic mechanical engineering services
- E690 Boiler installations and steam distribution
- E700 Central heating
- E710 Centralised hot water generation
- E720 Compressed air, gas and vacuum installations
- E730 Conveyor and materials handling installations
- E740 Cranes and hoists
- E750 Dust and sawdust extractions
- E760 Fire detection, alarm and evacuation systems
- E770 Fire protection : (general) including sprinkler systems, portable units and the like
- E780 Fire protection : gas systems
- E790 Fire protection : foam systems
- E800 Incinerators
- E810 Kitchen equipment and services
- E820 Laundry equipment and services
- E830 Lift installations and escalators
- E840 Piped services
- E850 Pumping installations

E860 Refrigeration and cold rooms
E870 Waste handling systems (including compactors)
E880(s) Quality inspections / monitoring
E890(s) Sterilising equipment

Acoustical

E900(s) Auditorium acoustics
E910(s) Building acoustics
E920(s) Electro-acoustics (including public address systems)
E930(s) Noise and vibration control of machines
E940(s) Testing of sound absorbing and sound insulating materials
E950(s) Studio and recording room acoustics

Town Planning

T10 Consent use in terms of Statutory requirements (including amendments to title restrictions)
T20 Development Planning
T30 Layout plans, township establishment plans and land development plans.
T40 Local Structure Plans
T50 Project Management
T60 Property development
T70 Site Identification
T80 Urban design

T90(s) Development Co-ordination
T100(s) Land Economics
T110(s) Negotiation and mediation
T120(s) Planning surveys, analysis and or policy formulation
T130(s) Rural Development

ANNEX G

Instructions for Application for admission to the New Consultants Roster

IMPORTANT NOTICE TO :

All applications for the New Consultants Roster need to be submitted using one of two options :

Option 1 : Submission to the Roster in electronic format via the web and forward a signed paper copy of Application and Declaration Affidavit as relevant.

OR

Option 2 : Hand written and signed submission to the Roster by completing the "Application for Registration on the Consultants Roster" (Form DF500) and relevant declaration affidavits.

Applicants are encouraged to use Option 1 as the Web Based Roster Application Programme Software will ensure that the application is correctly completed and firms are not excluded from considerations for assignments due to data capture errors.

Hand written submission on Form DF500, will be accepted. No responsibility, however, will be accepted by the Department for any errors resulting from the capturing of the applicant's data into the Roster System.

Separate applications must be completed for firms, which are **discreet legal entities**. Only one application needs to be completed for a firm which has branches. In other words, branch offices should not make an Application to be registered on the Roster.

Please read the following information before continuing :

1. Familiarise yourself with the document entitled "The appointment of consultants from a roster".
2. If you are an Affirmable Professional Service Provider (APSP) / Transforming Firm, kindly :
 - study the definitions for Preferred Firm status confirm that you meet the criteria for such status.
 - complete the declaration affidavit (DF 15 or DF 17) in order to establish your bonafides.
 - complete the declaration in front of a commissioner of oaths to sign off the declaration (this can be done at your nearest police station).
 - attach your declaration affidavit to your application or if you make use of the web facility, forward your declaration separately .
4. To ensure you are properly registered, the following must be submitted :

Option 1

- an electronic application via the web and a Declaration Affidavit (DF 15 or DF 17), if applicable.

Option 2

- your application on Form DF500.
- a Declaration Affidavit (DF 15 or DF 17), if applicable.

ANNEX H

STANDARD LIST OF TOWNS USED TO DEFINE THE FOCAL POINT OF PROJECT

(New Annex based on Form SR3 added during October 1999)

NOTE : The following towns are used to define the focal point of the project. Officials are to choose the town nearest to the focal point of a project and to record this town on FORM SR1

LOCATIONS FOR USE IN ROSTER SEARCHES

EASTERN CAPE PROVINCE

ABERDEEN	CANNON ROCKS	GRAHAMSTOWN	KUNDONGA	MDANTSANE
ABERDEEN ROAD	CANNONVALE	GREYSTONE	KUNDUNGWANA	MFABANTU
ADDO	CAPE ST. FRANCIS	GROOTFONTEIN	KUNGAVUNGAVU	MGWALI
ADELAIDE	CARLISLE BRIDGE	GUGWENI	KUNGCUKA	MHLANGA
ADENDORP	CATHCART	HAGA-HAGA	KWABITYI	MHLANGANISWENI
AGTER SNEEUBERG	CENTERTON	HALCYON DRIFT	KWAGULWA	MIDDELBURG (EC)
ALEXANDRIA (EC)	CIBENI	HALESOWEN	KWAGUQAZA	MIDDLEDRIFT
ALICE	CINTSA	HALI NO.2	KWAMAGCAKINI	MIDDLETON
ALICEDALE	CLANVILLE	HAMBURG	KWAMCAPATI	MIDDLEWATER
ALIWAL NORTH	CLARKEBURY	HANKEY	KWAMIYA	MILLER
ALOES	CLARKSON	HEALDTOWN	KWAMZOLA	MILTON
AMABELE	CLIFFORD	HECKEL	KWANDANYA	MISGUND
AMSTERDAMHOEK	CLYDESDALE	HERSCHEL	KWANOBUHLE	MITFORD
ANDRIESKRAAL	COEGA	HEYDON	KWAZULU	MKAPUSI
ANN'S VILLA	COERNEY	HOFMEYR	LADY FRERE	MKWEZWENI
ARANMOR	COFIMVABA	HOGSBACK	LADY GREY	MNGAMNYE
ASSEGAIBOS	COGLAN	HOLY CROSS MISSION	LANGHOLM	MOLTENO
ASTON BAY	COLCHESTER	HUMANSDORP	LESSEYTON	MORGAN'S BAY
BAILEY	COLDSTREAM	HUMEWOOD	LIBODE	MORRISTOWN
BALFOUR (EC)	COLEPLAAS	IDA	LIDDLETON	MORTIMER
BARAKKE	CONWAY	IDUTYWA	LOERIE	MOSHESH'S FORD
BARKLY EAST	COOKHOUSE	ILINGE	LOKWENI	MOUNT AYLIFF
BARODA	CRADOCK	INDWE	LONG HOPE	MOUNT FLETCHER
BAROE	CROSS ROADS	JAMESTOWN	LOTANA	MOUNT FRERE
BATHURST	DAGGABOERSNEK	JANSENVILLE	LOUDON	MOUNT STEWART
BEACON BAY	DAWN	JEFFREYS BAY	LOUTERWATER	MOYENI
BEDE	DEMISTKRAAL	JOJWENI	LUBALEKA	MPAFANE
BEDFORD	DESPATCH	JOUBERTINA	LUDEKE	MPETU
BEHULPSAAM	DIMBAZA	KAMMIEBOS	LUGXOGXO	MPUNZANA
BELL	DORDRECHT	KAREDOUW	LUKWETU	MQANDULI
BELLEVUE	DRENNAN	KARRINGMELKSPRUIT	LUSIKISIKI	MTEBELEZI
BERLIN	DUNCAN VILLAGE	KASOUGA	LUTAWENI	MVINVANE
BETHELSDORP	EAST LONDON	KAYSER'S BEACH	LUTOLI	MXHINO
BETHESDAWEG	ELANDS HEIGHT	KEI MOUTH	LUTSHEKO	NCALUKENI
BHETANI	ELANDSDRIF	KEI ROAD	LUXENI	NCAMBEDYANA
BISHO	ELLIOT	KEISKAMMAHOEK	LWANDLANA	NCANAHA
BISI	ELLIOTDALE	KENDREW	MABENTSENI	NDINDIMENI
BIZANA	EMAKWETSHUBEN	KENTANI	MABHELENI	NDWANE
BLUECLIFF	EMATYNLWENI	KENTON ON SEA	MACLEANTOWN	NEW BRIGHTON
BLUEGUMS	ENGCOBO	KIDD'S BEACH	MACLEAR	NEW ENGLAND
BLUEWATER BAY	ENON	KING WILLIAM'S TOWN	MADONELA	NEWTON PARK
BOESMANRIVIERMOND	ENTSIMKENI	KIRKWOOD	MAGCAKENI	NGANGELIZWE
BOKNES	EZIBELENI	KLEINBOS	MAKOBOKENI	NGCUKA
BOLETWA	EZIMPUNGENI	KLEINEMONDE	MAKOTYANA	NGQELENI
BOLO	FLAGSTAFF	KLEINPOORT	MALENGE	NGQUBANE
BONTRUG	FORT BEAUFORT	KLIPFONTEIN (EC)	MANGONDINI	NGQWEQWENI
BONZA BAY	FORT BROWN	KLIPLAAT	MANGWANENI	NGWAKUNQWAKU
BOWKER'S PARK	GADUKA	KNAPDAAR	MANGXONGWENI	NGWEVANA
BREAKFAST VLEI	GCINA	KOFFIEBUS	MAQHINEBENI	NGXABANGU
BREIDBACH	GELVANDALE	KOK'S HILL	MARLOW	NGXANGXASINI
BRIJNTJIESHOOGTE	GENGQE	KOMGA	MARRENBURG	NIEU-BETHESDA
BUFFALO	GLENCONNOR	KOMKHULU	MATOLWENI	NKAWUKAZI
BURGERSDORP	GLENGARRY	KOMMITTEES DRIFT	MATYENENGQINA	NKOHLONBENI
BUTTERWORTH	GLENROCK (EC)	KRAKEELRVIER	MATYHANTYA	NKUMANDENI
CALA	GOLDEN VALLEY	KROONVALE	MAXWELE	NORTH END
CALA ROAD	GONGOLULA	KRUISFONTEIN (EC)	MAYIRENI	NQAMAKWE
CAMBRIA	GONUBIE	KUMAYA	MBENTSA	NQININGANA
CAMBRIDGE	GOUWA	KUMLO	MBUBANE	NTABENI
CAMERON'S GLEN	GRAAFF-REINET	KUNDLUNKULU	MCONCO	NTLANJENI

LOCATIONS FOR USE IN ROSTER SEARCHES

EASTERN CAPE PROVINCE (CONTD)

NTSIMBA	STEYNSBURG			
NYANDENI	STEYTLERVILLE			
NZWAKAZI	STORMBERG			
OATLANDS	STORMSRIVIER			
OVISTON	STORMSRIVIERMOND			
OYSTER BAY	STUDTIS			
PARADISE BEACH	STUTTERHEIM			
PATENSIE	SUMMERSTRAND			
PATERSON	SUNLAND			
PEARSTON	SUURBERG			
PEDDIE	SWAERSHOEK			
PORT ALFRED	SWARTKOPS			
PORT ELIZABETH	SWEMPOORT			
PORT ST. JOHNS	SYFERGAT			
POST CHALMERS	TABANKULU			
POTSDAM	TAFELBERG			
QAMATA	TAINTON			
QOTA	TARKASTAD			
QUEENSTOWN	TEEBUS			
QUIBA	THALENI			
QUIGNEY	THORNHAM			
QUKO	THORNHILL			
QUMBU	TINA FALLS			
QWAZAKHELE	TSHATSHU			
REDHOUSE	TSOLO			
RHODES	TSOMO			
RIEBEEK-OOS	TUGELA (EC)			
RIETBROM	TWEE RIVIERE			
RIETVLEI	TYLDEN			
RODE	UGIE			
ROSMEAD	UITENHAGE			
ROSS MISSION	UITKEER			
ROSSOUW	UMTATA			
SADA	UMZIMKHULU			
SALEM	UPPER NDONGA			
SANDDRIF	VAN STADENSRIEVIERMOND			
SANDVLAKTE	VENTERSTAD			
SCHOOMBEE	VINEYARD			
SEA VIEW	VOLSTRUISLEEGTE			
SEA VISTA	WALMER			
SEVEN FOUNTAINS	WATERFORD			
SEYMOUR	WESLEY			
SHELDON	WESTERING			
SHERBORNE	WESTON			
SHESHEGU	WHITTLESEA			
SIDBURY	WILLOWMORE			
SIKOBENI	WILLOWVALE			
SKOENMAKERSKOP	WINTERSTRAND			
SLANGRIVIER	WITKOP			
SMITSKRAAL	WOLWEFONTEIN			
SOMERSET EAST	ZITAPALENI			
SOUTHWELL	ZWELITSHA			
SPANDAUVILLE				
SPITSKOPVLEI				
SPRING VALLEY				
ST. GEORGE'S STRAND				
ST. GREGORY'S				
STERKSPRUIT				
STERKSTROOM				

LOCATIONS FOR USE IN ROSTER SEARCHES

FREESTATE PROVINCE

ABERFELDY	HOUTNEK	SEDIBA		
ALLANDALE	JACOBSDAL	SENEKAL		
ALLENRIDGE	JAGERSFONTEIN	SHANNON		
ALMA (FS)	JAMMERSDRIF	SMITHSFIELD		
ARLINGTON	KAFFERRIVIER	SOUTPAN (FS)		
AUSTIN'S POST	KAREE	SPES BONA		
BARCLAVAR	KESTELL	SPITSKOP		
BETHLEHEM	KLIPFONTEIN	SPRINGFONTEIN		
BETHULIE	KOFFIEFONTEIN	STEYNSRUS		
BLOEMFONTEIN	KOMMISSIEDRIF	SWINBURNE		
BLOUDRIF	KOMMISSIEPOORT	TABANE		
BOESMANSKOP	KOPPIES	THABA NCHU		
BOSHOF	KOUKRAAL	THABA PHATSWA		
BOTHAVILLE	KRANSFONTEIN	THERON		
BOTSHABELO	KROONSTAD	THEUNISSEN		
BRANDFORT	KRUGERS	TIERFONTEIN		
BREIPAAL	KUTLOANONG	TIGER RIVER		
BULTFONTEIN	LADYBRAND	TROMPSBURG		
CHARLESVILLE	LIBERTAS	TWEEFONTEIN		
CLARENS	LINDLEY	TWEELING		
CLOCOLAN	LOFTER	TWEESPRUIT		
COALBROOK	LUCKHOFF	VAAL		
COALBROOK COLLIERIES	MARAISDAL	VALSRIVIER		
CORNELIA (FS)	MARQUARD	VAN-REENEN		
DANIELSRUS	MEADOWS	VANSTADENSRUS		
DE BRUG	MEMEL	VENTERSBURG		
DEALESVILLE	MERINO	VERKEERDEVLEI		
DENEYESVILLE	MIRAGE	VERKYKERSKOP		
DEWETSDORP	MODDERPOORT	VIERFONTEIN		
DIPUDUNGWANA	MONT PELAAAN	VILJOENSDRIF		
DONKERPOORT	MORAKGE	VILJOENSKROON		
DOVER	MOROTO	VILLIERS		
EDENBURG	NORVALSPONT	VIRGINIA		
EDENVILLE	ODENDAALSRUS	VREDE		
EENSGEVONDEN	ORANJEKRAAG	VREDEFORT		
EXCELSIOR	ORANJEVILLE	WARDEN		
FAURESMITH	PARADYS	WELGELEE		
FERREIRA	PARYS	WELKOM		
FICKSBURG	PAUL ROUX	WEPENER		
FLORISBAD	PETRUS STEYN	WESSELSBRON		
FOURIESBURG	PETRUSBURG	WESTLEIGH		
FRANKFORT	PHILIPPOLIS	WESTMINSTER		
GARIEP DAM	PHILIPPOLIS ROAD	WHITES		
GENEVA	PHUTHADITJHABA	WINBURG		
GLADSTONE	PRIORS	WINKELPOS		
GLEN	REDDERSBURG	WITSIESHOEK		
GLEN HARMONY	REEBOKRAND	WOLVEPOORT		
GLENROCK (FS)	REITZ	WOLWEHOEK		
GOEDEMOED	RIEBEECKSTAD	WOODRIDGE		
GOMVLEI	RIETFONTEIN (FS)	YOXFORD		
GROOTHOEK	RIETKUIL	ZASTRON		
GUMTREE	RODENBECK			
HARRISMITH	ROOIFONTEIN			
HEILBRON	ROOIPAN			
HENNENMAN	ROSENDAL			
HERTZOGVILE	ROUXVILLE			
HEUNINGSPRUIT	RUSTIG			
HOBHOUSE	SANNASPOS			
HOOPSTAD	SASOLBURG			

LOCATIONS FOR USE IN ROSTER SEARCHES

GAUTENG PROVINCE

AKASIA	KLIPFONTEIN A	VANDEBIJLPARK		
ALBERTON	KRUGERSDORP	VENTERSPOS		
ALEXANDRA (GP)	KWATHEMA	VEREENIGING		
ANCHORVILLE	LEEUKOP	VISCHKUIL		
ATTERIDGEVILLE	LENASIA	VOSLOORUS		
BANK	LENASIA SOUTH EAST	WALKERVILLE		
BAPSFONTEIN	LIBANON	WATTVILLE		
BAVIAANSPOORT	LOCH VAAL	WELGEDAG		
BEDFORDVIEW	LYNDHURST	WELVERDIEND		
BEKKERSDAL	LYTTELTON	WESTDENE		
BENONI	MAANHAARRAND	WESTON AREAS		
BOKSBURG	MAGALIESBERG	WESTONARIA		
BRAKPAN	MAMELODI	ZONKIZISWE		
BRANDVLEI (GP)	MERRIEVALE	ZUURBEKOM		
BRONKHORSTSPRUIT	MEYERTON			
BUCCLEUCH	MIDRAND			
CARLETONVILLE	MIDWAY			
CENTURION	MODDERFONTEIN			
CLAYVILLE	MOHLAKENG			
CULLINAN	MULDERSDRIFT			
DAGGAFONTEIN	NIGEL			
DALESIDE	OBERHOLZER			
DAVEYTON	OES-DRIEFONTEIN			
DEVON	OLIFANTSFONTEIN			
DIEPKLOOF	PALMIETFONTEIN			
DIEPMEADOW	PARKTOWN			
DOBSONVILLE	PELINDABA			
DORINGFONTEIN	PETIT			
DUDUZA	PREMIER MINE			
EAST VILLAGE	PRETORIA			
EDENPARK	PRETORIA-NOORD			
EDENVALE	PRETORIA-WEST			
ELANDIA PROTUM	PUTFONTEIN			
ELDORAIGNE	RANDBURG			
ENNERDALE	RANDFONTEIN			
ERASMIA	RANDFONTEIN SOUTH			
EVATON	RATANDA			
GERMISTON	RAYTON			
GLEN AUTSIN	REFILWE			
GLENHARVIE	RENSBURGDORP			
GRASMERE	RISSIK			
HALFWAY HOUSE	ROODEPOORT			
HAMMANSKRAAL	ROOIWAL			
HEIDELBERG	ROSSLYN			
HEIDELBERG (GP)	SANDTON			
HEKPOORT	SEBOKENG			
HENLEY-ON-KLIP	SHARPEVILLE			
HERCULES	SILVERTON			
HILLSHAVEN	SINOVILLE			
HYDE PARK	SONDERWATER			
IRENE	SOSHANGUVE			
JACKSON'S DRIFT	SOWETO			
JAMESON PARK	SPRINGS			
JOHANNESBURG	TEMBISA			
KAGISO (GP)	THE VILLAGE			
KATLEHONG	TOEKOMSRUS			
KEMPTON PARK	TOKOZA			
KHUTSONG	TSAKANE			

LOCATIONS FOR USE IN ROSTER SEARCHES

KWAZULU – NATAL PROVINCE

ADAMS MISSION	DUNDEE	HOWICK	MAHLANGASI	NKUZE
AHRENS	DURBAN	ICHUBO	MAHLUTSHINI	NKWALINI
ALBERT FALLS	EDENDALE	ILLOVO	MAIDSTONE	NONDWENI
ALPHA	EDGEHILL	IMBALI	MAKHWEZINI	NONGOMA
ALTON	EKUVUKENI	IMPENDLE	MANDINI	NORMANDIEN
AMAMZIMTOTI	ELANDSKRAAL	INANDA	MANGENI	NORTHDALE
AMATIKULU	ELANDSLAAGTE	INCHANGA	MAPUTA	NOTTINGHAM ROAD
ARBORETUM	ELANGENI	INGOGO	MARBURG	NQUTU
BABANANGO	EMANGUSI	INGWAVUMA	MARGATE	NTABAMHLOPE
BALLENGEICH	EMGADLELENI	INKUNZANA	MARINA BEACH	NTABEBOMVU
BALLITO	EMONDLO	INVERNESS	MASOTSHENI	NTAMBANANA
BANNER REST	EMPANGENI	ISIPINGO BEACH	MASSONDALE	NTUMENI
BASHIBISI	ESELENI	IXOPO	MATATIELE	NTUZUMA
BELGOWAN	ESHOWE	IZINGOLWENI	MATSHANA	NYANYADU
BEREA	ESIGODINI	JABAVU	MBAZWANA	NYONI
BERGVILLE	ESIKHAWINI	JOZINI	MELMOTH	OSBORN
BHADENI	ESTCOURT	KANDASPUNT	MELVILLE (A)	OSIZWENI
BHONGWENI	ESTON	KANZAKANE	MELVILLE (B)	OTIMATI
BHOSHI	ETHEMBALIHLE	KEAT'S DRIFT	MERRIVALE	OTTAWA
BIVANE	FASINBA	KILEGETHE	MFOLOZI	PADDOCK
BLOEDRIVIER (KN)	FAWN LEAS	KINGSCOTE	MFUME	PARK RYNIE
BLYTHEDALE BEACH	FELIXTON	KINGSLEY	MID ILLOVO	PAULPIETERSBURG
BONNY RIDGE	FORT MISTAKE	KLIPBANK	MILFORD	PEACE TOWN
BOSTON	FORT MTOMBENI	KLIPHUNYAWO	MKHAZANE	PENNINGTON
BRAEMAR	FORT NOTTINGHAM	KLIPRIVIER	MKONDENI	PEPWORTH
BRUINS HILL	FRANKLIN	KLOOF	MONT-AUX-SOURCES	PEVENSEY
BRUNTVILLE	FRERE	KOKSTAD (KN)	MONTEBELLO	PHOENIX
BULWER	FRIEDENAU	KRANSKOP	MONTESEEL	PIENSRAND
CALVERT	FRISCHGEWAAGD	KUNTANYANA	MOOIRIVIER	PIETERMARITZBURG
CAMPERDOWN	FUNDUKZAMA	KWA CEBELELE	MOUNT ELIAS	PINETOWN
CANDOVER	GAMALAKHE	KWA DWESHULA	MPEMVANA	POLELA
CATHEDRAL PEAK	GELUKSBRUG	KWADABEKA	MPOLWENI	POMEROY
CATHKIN PARK	GINGINDLOVO	KWADLAMINI	MPOPHOMENI	PONGOLA
CATORIDGE	GLEDHOW	KWAMAGODA	MPOSA	PORT EDWARD
CHAMPAGNE CASTLE	GLENCOE	KWAMAHLATHI	MPUMALANGA	PORT SHEPSTONE
CHATSWORTH	GLUCKSTADT	KWAMAKHUTHA	MTONJANENI	QUDENI
CHIEVELEY	GOLELA	KWAMAPUMULU	MTUBATUBA	QUEENSBURGH
CLANSTHAL	GOLOGODO	KWAMASHU	MTUNZINI	RAMSGATE
CLARENDON	GREYTOWN	KWAMBONAMBI	MTWALUME	RANDALHURST
CLARIDGE	GROENVLEI	KWAMKHIZE	MUDEN	REDCLIFFE
CLERMONT	GROOTSPRUIT	KWAMNCANE	MUNGANHLOPHE	RENISHAW
COLEFORD	GROUTVILLE	KWAMSANE	MUNSTER	RICHARDS BAY
COLENZO	HARBURG	KWANDENGEZI	NAIDOOVILLE	RICHMOND NATAL
CRAIGSFORTH	HARDING	KWAPHENYANE	NDALENI	RIVER VIEW
CRAMOND (KN)	HATTINGSPRUIT	LA LUCIA	NDUMO	ROCKMOUNT
CREIGHTON	HEATONVILLE	LA MERCY	NDWEDWE	RORKE'S DRIFT
CUNDYCLEUGH	HELPMEKAAR	LADYSMITH	NEW AMALFI	ROSEBANK
DALTON	HERMANNENSBURG	LIDGETTON	NEW HANOVER	ROSENEATH
DANALL	HIBBERDENE	LIMEHILL	NEWARK	ROSETTA
DANNHAUSER	HIGHFLATS	LOSKOP	NEWCASTLE	RUTLAND
DARGLE	HILLCREST	LOUWSBURG	NEWTOWN	SALT ROCK
DASHI	HILTON	LOWER LOTENI	NGABENI	SCHEEPERSNEK
DICKS	HIMEVILLE	LUNEBURG	NGOBENI	SCHOONSTROOM
DLOLWANA	HLABISA	MADADENI (KN)	NGOME	SCHROEDERS
DONNYBROOK	HLATIKULU (KN)	MADULADULA	NGWELEZANA	SCOTTBURGH
DRIEFONTEIN (KN)	HLOBANE	MAGABENI	NHLAZATSHE	SEDARVILLE
DRUMMOND	HLOLELA	MAGAMPONDO	NINIANS	SEVEOAKS
DSAINAGAR	HLUHLUWE	MAGUDU (KN)	NKANDLA	SEZELA
DUDUDU	HOPEWELL	MAHLABATINI	NKONJANE	SHAKA'S ROCK

LOCATIONS FOR USE IN ROSTER SEARCHES

KWAZULU – NATAL PROVINCE (CONTD)

SHAKASKRAAL	WARNER BEACH			
SHEFFIELD BEACH	WARTBURG			
SIKOKO	WASBANK			
SILUTSHANA	WATERSMEET			
SIMOZOMENI	WEENEN			
SINATHINGI	WEMBESI			
SITHEBE	WESTBROOK			
SOBABILI	WESTVILLE			
SOMKELE	WEZA			
SON HOEK	WINDY HILL			
SOUTH DOWNS	WINKLESPRUIT			
SOUTHBROOM	WINSTON PARK			
SOUTHPORT	WINTERTON			
ST. FAITH'S	WITTEKLIP			
ST. LUCIA ESTUARY	WOOD GRANGE			
ST. MICHAEL'S ON SEA	WYFORD			
STANGER	ZINKWAZI BEACH			
STEILRAND	ZINYOSINI			
SUNDUMBILI	ZITENDE			
SUNWICH PORT	ZUNCKELS			
SWART UMFOLOZI	ZUNGWINI			
SWARTBERG				
SWEET WATERS				
TABLE MOUNTAIN				
TAYLORS				
TENDEKA				
THAKAZELE				
THE BLUFF				
THE RANCH				
THOLENI				
THOLUYWAZI				
THORNVILLE				
TINLEY MANOR				
TONGAAT				
TUGELA (KN)				
TUGELA FERRY				
TUGELA MOUTH				
UBOMBO				
ULUNDI				
UMBOGINTWINI				
UMBUMBULU				
UMDLOTI BEACH				
UMGABABA				
UMHLALI				
UMHLANGA				
UMKOMAAS				
UMLAZI				
UMTENTWENI				
UMZINTO				
UMZUMBE				
UNDERBERG				
UTRECHT				
UVONGO				
VAALKOP				
VAN ROOYEN				
VANT'S DRIFT				
VERULAM				
VRYHEID				

LOCATIONS FOR USE IN ROSTER SEARCHES

MPUMALANGA

AIRLIE	ESTANCIA	MADADENI (MP)	ROOIKRAAL	
AMERSFOORT	EVANDER	MAGOGENI	ROOSSENKAL	
AMSTERDAM	GA MARIA	MAGUDU (MP)	SABIE	
ANYSSPRUIT	GLORIA	MAIZEFIELD	SATARA	
ARBOR	GOEDEWIL	MALELANE	SCHULZENDAL	
ARGENT	GRASKOP	MALEOSKOP	SECUNDA	
ARNOT	GREYLINGSTAD	MANANGA	SELONSRIVIER	
AVOCA	GROBLERSDAL	MAPOCH	SERINGKOP	
BADFONTEIN	GROOTVLEI	MARAMBANE	SHEEPMOOR	
BADPLAAS	HAZYVIEW	MARBLE HALL	SIBAYENI	
BALFOUR (MP)	HECTORSPRUIT	MASOBE	SIYABUSWA	
BALULE	HENDRIKSKRAAL	MATLA	SKOONPLAAS	
BANKKOP	HENDRINA	MATLALA	SKUKUZA	
BARBERTON	HENDRINAKRAG	MATLEREKENG	SPRINGBOKDRAAI	
BELFAST	HEREFORD	MATSHIDING	STANDERTON	
BERBICE	HOLBANK	MAUCHSBERG	STANFIELD HILL	
BERGEN	HOLMERDENE	METSWANAGWANA	STEELPOORT	
BETHAL	ISWEPE	MEYERVILLE	STOFFBERG	
BETHEL EAST	JAMBILA	MGOBODE	SYBRANDSKRAAL	
BETHEL RAND	JEPPE'S REEF	MHLOSHANA	THABAKBUBEDU	
BETTIESDAM	KAALRUG	MIDDELBURG (MP)	THABANA	
BLINKPAN	KAAPMUIDEN	MIDDELPLAAS	THAMBOKHULU	
BLYDE	KAAPSEHOOP	MINNAAR	THE BERG	
BOKENHOUTHOEK	KAFFERSPRUIT	MMAKOLA	TIMBAVATI	
BOSFONTEIN	KALKFONTEIN	MOOLMAN	TRICHARDT	
BRANDDRAAI	KAMEELRIVIER	MORGENZON	TSHOKWANE	
BRAUNSCHWEIG	KAMPERSRUS	MORONE	UITVLUGT	
BREYTON	KARINO	MOSSIESDAL	VAALBANK	
BRONDAL	KA-SIBHEJANE	MOTETI	VAL	
BUFFELSVLEI	KENDAL	MPHELENG	VAN DYKS DRIF	
BURGERSFORT	KGOBOKWANE	MZINTI	VOLKSRUST	
BUTTELSPRUIT	KIEPERSOL	NELSPRUIT	VOORREG	
CAMDEN	KINROSS	NEW LAAGER	WAKKERSTROOM	
CAROLINA	KLEIN-SABIE	NEWINGTON	WARBURTON	
CHARL CIELLIERS	KLIPSKOOL	NGODINI	WATERVAL BOVEN	
CHRISSIESMEER	KOMATIPOORT	NGWENYENI	WILLEMSDAL	
CLEWERE	KRIEL	NOORDKAAP	WINKELHAAK	
COALVILLE	KRUGERSPOS	NTWANE	WITBANK	
COMMONDALE	KWA MATABANE	NUMBI GATE	WITNEK	
DALMANUTHA	KWAGGASKOP	NWANETSI	WITRIVIER	
DAMWAL	KWAMANDULU	NYAMAZANENI	WITTENBERG	
DASVILLE	KWA-PHAKE	OGIES	WONDERFONTEIN	
DAVEL	KWASIPUNU	OHRIGSTAD	WONDERHOEK	
DELMAS	KWAZIBUKWANE	ORPEN		
DENNILTON	LAERSDRIF	PANBULT		
DIKGWALE	LAMMERKOP	PAUL KRUGER GATE		
DIRKIESDORP	LANGELOOP	PAXTON		
DOUGLAS (EC)	LATEMANEK	PERDEKOP		
DRIEFONTEIN (MP)	LEANDRA	PHAKE		
DRIEKOPPIES (MP)	LEFISO	PHIVA		
DULLSTROOM	LESLIE	PIET RETIEF		
EERSTHOEK	LIONELTON	PILGRIM'S REST		
EKANGALA	LOCHIEL	PLASTON		
ELANDSDOORN	LOTHAIR	PLATRAN		
ELANDSHOEK	LYDENBURG	RIVULETS		
EMANGWENI	LYNVILLE	ROBERTS DRIFT		
ERMELO	MAARTENSHOOP	ROODEBANK		
ERTS	MABOKO	ROODEWAL		

LOCATIONS FOR USE IN ROSTER SEARCHES

NORTHERN CAPE PROVINCE

AALWYNSFONTEIN	DWAAL	KOOPAN-SUID	PAMPOENPOORT	VANWYKSVLEI
AANSLUIT	EKSTEENFONTEIN	KOOPMANSFONTEIN	PAPKUIL	VANZYLSRUS
AGETRANG	ESPAGSDRIF	KOOTJIESKOLK	PELLA	VICTORIA-WEST
AGGENEYS	FRANS GROVE	KOTZEHOOP	PETRUSVILLE	VIOOLSDRIF
ALEXANDER BAY	FRANSEBHOFF	KOTZESRUS	PHILIPSTOWN	VOLOP
ALHEIT	FRASERBURG	KRAANKUIL	PITSING	VROEGGEDEEL
ANDRIESVALE	FRIERSDALE	KRAPOHLEILAND	PLATBAKKIES	VROUENSPAN
ASKHAM	GAMOEP	KURUMAN	PLOOYSBURG	WABRAND
AUGRABIES	GANSKAN	LANGKLIP	POFADDER	WAGENAARSKRAAL
BARKLY WEST	GARIES	LEKKERSING	PORT NOLLOTH	WALLEKRAAL
BEACONSFIELD	GELUKSPRUIT	LINE ACRES	POSTMASBURG	WARMSAND
BEESHOEK	GIESENSKRAAL	LOERIESFONTEIN	POTFONTEIN	WARRENTON
BEKKER	GLOSAM	LOHATLHA	POUPAN	WEGDRAAI
BELMONT	GOODHOUSE	LONGLANDS	PRIESKA	WESTERBERG
BERMOLLI	GRANAATBOSKOLK	LOUISVALE	PUTSONDERWATER	WILLISTON
BLADGROND	GRASPAN	LOWER DIKGATLONG	RICHMOND CAPE	WINDSORTON
BLESMAANSPOS	GRIEKWASTAD	LOXTON	RIEMVASMAAK	WINDSORTON ROAD
BLETTERMAN	GROBLERSHOOP	LOXTONVALE	RIETFONTEIN (NC)	WITDRAAI
BLIKFONTEIN	GROENRIVIERSMOND	LOTZPUTS	RITCHIE	WITPUT
BLOEMHOEK	GRONDNEUS	MANGANORE	RIVERTON	WRENCHVILLE
BOEGOEBERG	GROOTDRINK	MARCHAND	RONALD'S VLEI	ZWARTKOP
BOETSAP	GROOTMIS	MARKRAMSDRAAI	ROOILYF	
BOKHARA	GROOT-VAALKOPEILAND	MARTINEILAND	SAAIFONTEIN	
BONEKRAAL	HALFWEG	MARYDALE	SAKRIVIER	
BOSSIEKOM	HANOVER	MATA MATA	SALT LAKE	
BO-WADRIF	HANTAM	MATSAP	SCHMIDTSDRIF	
BRAKPOORT	HARRISDALE	MELTONWOLD	SEVERN	
BRANDKOP	HARTSWATER	MERRIMAN	SIDNEY-ON-VAAL	
BRANDVLEI (NC)	HEUININGNESKLOOF	MESKLIP	SILVER STREAMS	
BRITSTOWN	HIGG'S HOPE	MIDDELPOS	SISHEN	
BUCKLANDS	HONDEFONTEIN	MIDLANDIA	SKERPIOENPUNT	
BUFFELSBANK	HONDEKLIPBAAI	MODDERRIVIER	SODIUM	
BULLETRAP	HOPETOWN	MOESWAL	SOEBATSFONTEIN	
BURGERVILLE	HOTAZEL	MOUNT RUPERT	SONSTRAAL	
CALVINIA	HOUTKRAAL	MYNFONTEIN	SOUTH POINT	
CAMPBELL	HUTCHINSON	NABABEEP	SPOEGRIVIER	
CARLTON	JAN KEMPDORP	NABIES	SPRINGBOK	
CARNARVON	KAKAMAS	NAMIES	SPYTFONTEIN	
CAROLUSBERG	KAKAMAS	NARIEP	STAANSAAM	
COLESBERG	KALKWERF	NEILERSDRIF	STEINKOPF	
CONCORDIA (NC)	KAMIESBERG	NIEKERKSHOOP	STEKAR	
CONTENT	KAMIESKROON	NIEUWOUDTVILLE	STERLING	
COPPERTON	KANONEILAND	NIGRAMOEP	STOFVLEI	
CRAMOND (NC)	KAREEBOSCHKOLK	NIGRAMOP	STRAUSSBURG	
DABENORIS	KAROS	NOENIEPUT	STRYDENBURG	
DAGBREEK	KATHU	NOSSOB CAMP	SULTANAORD	
DANIELSKUIL	KEIMOES	NOUPOORT	SUTHERLAND	
DE AAR	KENHARDT	OBOBOGORAP	SUTTON	
DE KLERK	KENILWORTH	OKIEP	SWARTKOPEILAND	
DEDEBEN	KHUBUS	OLIFANTSHOEK (NC)	SWARTMODDER	
DEELFONTEIN	KIMBERLEY	OMDRAAISVLEI	SWARTPUTS	
DELPORTSHOOP	KLEINBEGIN	ONDERSTEDORINGS	THREE SISTERS	
DIBENG (NC)	KLEINSEE	ONSEEPKANS	TONTELBOS	
DIE BOS	KLIPPUNT	ONTMOETING	TWEE RIVIEREN	
DIEMANSPUTS	KOEGAS	ORANIA	ULCO	
DIEPUT	KOEGRABIE	ORANJERIVIER	UPINGTON	
DOUGLAS (NC)	KOINGNAAS	ORANJEVALLEI	VALSPAN	
DRAGHOENDER	KOMAGGAS	OWENDALE	VANDERKLOOF	

LOCATIONS FOR USE IN ROSTER SEARCHES

NORTHERN PROVINCE

ABBOTTSPOORT	CHLOE	GA MAEPA	GA RADINGWANA	GATAUEATSWALA
ACORNHOEK	CHUNIESPOORT	GA MAETELETSA	GA RAKGWATHA	GAULA
ADDNEY	CORNELIA (NP)	GA MAILA	GA RALENKWANE	GERTRUDSBURG
AFGUNS	COTTAGE	GA MAJA	GA RAMAKARA	GHANDLANANI
ALLDAYS	COTTONDALE	GA MAKHARANKANA	GA RAMETLWANE	GIDIANA
ALLEIN	CRECY	GA MAKIBELO	GA RAMMU	GILEAD
ALMA (NP)	CUMBERLAND	GA MALAKA	GA RAMOKADIKADI	GIYANI
ALVERTON	DALMENY	GA MALAPILE	GA RAMONGWANA	GLADDEKLIPKOP
AMANDELBULT	DAN	GA MALOKA	GA RAMOTLOKANA	GLEN COWIE
ANTJIESDRIFT	DE DROOM	GA MALOPE	GA RAMPURU	GLEN KOWIE
BABANGU	DE GRACHT	GA MAMADILA	GA RANKHUWA	GLEN ROY
BAINES DRIFT	DENDRON	GA MAMOLEKA	GA RANTLAKANE	GLENFURNESS
BAKENBERG	DIANA	GA MAMPANA	GA SAKO	GOMPIES
BAKONE	DIBENG (NP)	GA MANKGODI	GA SEBATI	GOOD HOPE
BALTIMORE	DIKGALAOPENG	GA MANTHATA	GA SEBOTSE	GOULDVILLE
BAMBANI	DIKGALE	GA MAPANGULA	GA SELEKA	GRAVELLOTTE
BAMOKGOKO	DIPHITSHI	GA MAPHOTO	GA SEMENYA	GREGORY
BANANANA	DIPHUTI	GA MARIBANA	GA SETSHABA	GROBLERSBRUG
BANDELIERKOP	DIRETSANENG	GA MARISHANE	GA THABA	GROESBEEK
BANDUR	DISSAPOINTMENT	GA MASEGWANE	GA TSHIPANA	GROOTDRAAI
BANGALONG	DITENTENG	GA MASEMOLA	GA TSHOKWE	GROOTKLIP
BAOBAB	DITHUPANENG	GA MASHASHANE	GA TSHWENE	GUMBANI
BASANI	DOORNFONTEIN	GA MASIPE	GA-ABELE	HA DAVHANA
BATELEUR BUSHVELD CAMP	DRIEKOPPIES (MP)	GA MATABANYANE	GAKGAPANE	HA MASHAMBA
BEAUTY	DROOGEKRAAL	GA MATHEKGA	GA-MABELEBELE	HA RIBUNGWANI
BEITBRIDGE	DROOGTE	GA MATHIBA	GAMABITSELA	HAAKDORING
BEND	DRUMMONDLEA	GA MATLALA	GAMAKGOBA	HAENERTSBURG
BERG EN DAL	DUIWELSKLOOF	GA MATLAPA	GAMAKGOPO	HAMADODONGA
BETHESDA MISSION	DWAALBOOM	GA MATSHATSHA	GAMALEBANE	HAMAGAU
BEWAARKLOOF	EISLEBEN	GA MMABASOTHO	GA-MAMETSA	HA-MAGORO
BLAAUWPAN	ELIM HOSPITAL	GA MMALEPETEKE	GAMANKOPANE	HAMAMPHAGI
BLINKWATER	ELLISRAS	GA MMATHONGWANA	GAMANTHLODI	HAMANAVHELA
BLOEDRIVIER (NP)	ELMESTON	GA MODIKANA	GAMAPELA	HAMANTSHA
BLOUBERG	ENABLE	GA MODIPANA	GA-MARABA	HAMUBUA
BLOUHAAK	ENTERPRISE	GA MOGANO	GAMASEHLONG	HANANI
BOCHUM	EVANGELINA	GA MOGASBOA	GAMATHABATHA	HANTHABALA
BOGWASA	FINALE	GA MOKOBODI	GAMATHULE	HARAMAHANTSHA
BOLAHLAGGOMO	FRIENDSHIP	GA MOLAPO	GAMATSWE	HARDEPAD
BORCHERS	FRIPP	GA MOLEKWA	GA-MODJADI	HARTBEESDRIFT
BORWALATHOTO	GA DIKGALE	GA MOLEPANE	GAMODJADJI	HASANA
BOSBOKRAND	GA HLAHLA	GA MOLEPO	GAMOKABA	HELENE FRANZ HOSPITAL
BOSSCHE DIESCH	GA HLAKO	GA MOLOI	GAMOKGWATHI	HERMANUSDORINGS
BOTHASHOEK	GA KEETSE	GA MOMENE	GAMOLEKANA	HILDRETH RIDGE
BOYNE	GA KGAPANE	GA MOSIDI	GAMONYEKI	HLUVUKANI
BRIDGEWATER	GA KGARE	GA MOTHAPO	GAMOTHAPO	HOEDSPRUIT
BROMBEEK	GA KGOLE	GA MOTHIBA	GAMOTLANA	HOLME PARK
BRUSSELS	GA KGOROSI	GA NKIDIKITLANA	GAMUSI	HONEY
BUFFELHOEK	GA KOBO	GA NONYANE	GANSKUIL	HUNTLEIGH
BUFFELSDOORN	GA KOMAPE	GA PAMADI	GA-PHOOKO	HWELERENG
BUFFELSHOEK	GA LEPADIMA	GA PASHA	GARAMAHLATSHI	HWELESANGENG
BULGE RIVIER	GA MABITSELA	GA PHAGO	GARAMAROKA	HWIBI
BULWINI	GA MABOTHA	GA PHAGODI	GARAMOKGOPA	IMMELMAN
BUYSDORP	GA MABOTSA	GA PHAHLA	GARAMPHERE	IMMERPAN
BYLDRIF	GA MABUSELA	GA PHALA	GARANTOBENG	ITIELENE
BYLSTEEL	GA MADIKANA	GA PHASWANA	GA-SEKORORO	JABULA
CARLOW	GA MADISALEOLO	GA PIET	GASEPHOKA	JAMELA
CELLIERSRUS	GA MADULATHOKA	GA POOPEDI	GASEROKA	JANE FURSE

LOCATIONS FOR USE IN ROSTER SEARCHES

NORTHERN PROVINCE (CONTD.)

JANSEPUT	KITTY	MAHLAHLANDLELA	MAVHULANI	MORIA
JAZZ	KLASERIE	MAHLATHI	MBAULA	MORONGWE
JOBSKOP	KOEDOESKOP	MAHUBAHUBA	MEGORING	MOSIRA
JOKONG	KOELEMANSRUS	MAHWELERENG	MELINDA	MOTETEMA
JUPITER	KOKSTAD (NP)	MAHWIBITSWANE	MELKBOSCH	MOTLOLO
KABEANA	KOKWANENG	MAKATHIANE	MELKRIVIER	MOTSELEOPE
KACHAVANI	KOME	MAKGAUNG	MESSINA	MOTSERERENG
KADINGA	KOPERSPRUIT	MAKGOBANE	METZ	MPHAHLELE
KADITSHWENE	KOPJENG	MAKWARENG	MICA	MPHALONG
KADZUMERI	KRAALINGEN	MAKHOTOPONG	MIDDELFONTEIN	MPHANAMA
KAGUWELA	KROKODILKOP	MAKHOVA	MIDDELWATER	MPHELELO
KAHALAHALA	KROMDRAAI	MAKHUBUNG	MIROGOMA	MTITITI
KAHOMU	KROMELLENBOOG	MAKHUTSO	MISEVHEYAMBWENDA	MUDULUNI
KA-HOMU	KROMHOEK	MAKHWIBIDUNG	MMADIGORONG	MUKHOMI
KAJILONGO	KUDUMAZI	MAKHWIVIRINI	MMAHLOGO	MUKONDENI
KAKHEYI	KWAGGASVLAKTE	MAKOPPA	MMAKGWABE	MUNNIK
KALKBANK	LA COTTE	MAKWENG	MMAKOTSE	MURCHISON
KALKSPRUIT	LAESTE HOOP	MAKWEYA	MMAMATI	MUYEXE
KAMADOBI	LEBOWAKGOMO	MALAITA	MMAMATLAKALA	MY DARLING
KAMAKHUVA	LEEUFFONTEIN	MALAMULELE	MMAMATSHA	NABOOMSPRUIT
KA-MALUBANA	LEEUPOORT	MALEKETLA	MMAPELO	NALEDI
KA-MANDLHAKAZI	LEGKRAAL	MALETSE	MMAPHOKO	NAMAKGALE
KAMAPAYENI	LEGOLANENG	MALOKONG	MMATLADI	NEANDERTAL
KAMATSAKALI	LEGWARENG	MALOPE	MMATSEKE	NEBO
KAMAVA	LEHLOLONG	MAMAHLABE	MMOPYANE	NGWALEMONG
KA-MAVELE	LEKHALAKALA	MAMAILA	MMOTWANENG	NGWANALLELA
KAMBOKORA	LEKHURENG	MAMAALO	MMPHAKANE	NGWARITSI
KAMDABULA	LEKHURUNG	MAMOHLAKANE	MOEHANI	NKOMO
KAMININGINISI	LEMONDOKOP	MAMPHOKGO	MOETAGARE	NKOWAKOWA
KAMKUSI	LENKWENE	MANAILENG	MOGALADI	NKWE
KAMPAKENI	LENYENYE	MANAMANE	MOGALAKWENA	NOKAYAMATLALA
KAMPHAMBO	LERORO	MANGANENG	MOGALAKWENASTROOM	NONG
KA-MSWAZI	LESWANE	MANKGAILE	MOGALATSWANA	NOOITGEDACHT
KA-MUHLABA	LETABA	MANKWENG	MOGANYAKA	NORTHAM
KAMUSHIVANI	LETORA	MANOTOLWANENG	MOGAPENG	NTWELEMUSHI
KANGOVE	LETSITELE	MANTHEDING	MOGOBOYA	NUTFIELD
KANHLANELA	LETSWATLA	MANYPJE	MOGODI	NUWE SMITSDORP
KANKUZANI	LEYDSDORP	MANYII	MOGOLOGOLO	NWAMITWA
KANWADZEKUDZEKU	LHUJWANA	MARA	MOGOTO	NYLSTROOM
KA-NWAMNGOLOLO	LILLIPUT	MARITE	MOHLABANENG	NZHELELE
KAPHAPHAZELA	LIMBURG	MARKEN	MOHLAJENG	OFCOLACO
KARHANGWANI	LIMPOP DRAAI	MARNITZ	MOHLAREKOMA	OLIFANTS
KASABULANE	LORRAINE	MAROWE	MOHLATETSI	OLIFANTSHOEK (NP)
KASIKHUNYANE	LOUIS TRICHARDT	MARTINIQUE	MOHLONONG	OLIPHANTS DRIFT
KAULETSI	LULEKANI	MARULANENG	MOHLOTSHI	OLYFBERG
KAXIKHUMBA	LUVHALANI	MASANTENG	MOHWELERE	ONS HOOP
KAXIKUKWANI	MAAKE	MASEALAMA	MOKHUDUNG	ONVERWACHT
KAYASEPUT	MAASSTROOM	MASEHLANENG	MOKURWANYANE	OOSTERMOED
KENNEDY'S VALE	MABITSI	MASERUMO	MOKWETE	ORANJEFONTEIN
KGAUTSWANE	MABOKOTSWANE	MASITE	MONOTWANE	OVERYSSEL
KGOKONG	MABOTSHA	MASOBOHLENG	MONSTERLUS	PAFURI
KGOPUNG	MABULA	MATEBELENG	MONTE CHRISTO	PALALA
KGOROSHI	MABULADIHLARE	MATIBIDI	MONYWANENG	PALMARYVILLE
KGWARIFE	MABVUKA	MATLABAS	MOOIHOEK	PAPEGAAI
KHAKHALA	MADABANI	MATLAKATLE	MOOIPLAAS (A)	PATANTSWANE
KHANGELA	MADIETANE	MATOME	MOOIPLAAS (B)	PAX INTRANTIBUS
KHURENG	MADIGA	MATSA	MOOKETSI	PENGE
KIESEL	MAGAGAMATALA	MATSHELAPATA	MOPANE	PHALABORWA

LOCATIONS FOR USE IN ROSTER SEARCHES

NORTHERN PROVINCE (CONTD.)

PHARENG	SESESEHU	TSHIKWARANI		
PHATAMETSANE	SESEGO	TSHIOSWI		
PHATSANE	SESWIKANENG	TSHIPISE		
PHATUDI	SETATENG	TSHITUNGULWANE		
PHETOLE	SETLAOLE	TSHIVHUYUNI		
PHETWANE	SETTLERS	TSHOWE		
PHOFU	SETUPHULANE	TSHWENE		
PIENAARSRIEVER	SHAYNDIMA	TSIMANYANE		
PIETERSBURG	SHINGWEDZI	TSWAING		
PKOKWANE	SIBASA	TSWATAGO		
POLITS	SILENT VALLEY	TUINPLAAS		
PONTDRIF	SKELMWATER	TWEE KRANSE		
POTGIETERSRUS	SKUINSRANT	TZANEEN		
PUDIYAKGOPA	SODOMA	UITZICHT		
PUNDA MILIA	SOEKMEKAAR	UNIVERSITEIT VAN DIE NOORDE		
PYLKOP	SOLOMONDALE	USUTU (NP)		
QOGHOEK	SOMERSET	UTSANA		
RADITSHABA	SONDAGSLOOP	VAALWATER		
RAKAKGAPHOLA	SOTONG	VALDEZIA		
RAMORULANA	SPANWERK	VAN DER MERWES KRAAL		
RANKIN'S PASS	STEENBOKPAN	VANALPHENSVLEI		
RAPHAHLELO	STEILLOOPBRUG	VEEKRAAL		
RAPITSI	STEILWATER	VERGELEGEN		
RASKHUTUMA	SUSWE HOSPITAL	VIANEN		
RATOMB	SWARTWATER	VIER-EN-TWINTIG RIVIERE		
RENOSTERFONTEIN	TAAIBOSCHGROET	VIERENTWINTIGRIVIERE		
RESTAURANT	TAFELKOP	VILLA NORA		
RIETFONTEIN	TAKATAKA	VIVO		
RIETKALK	TASEKGOPO	VLAKPLAAS		
RITA	THABAKGONE	VOORTREKKERSPOS		
ROB ROY	THABANAPITSI	VUHEHLI		
ROEDTAN	THABAZIMBI	VYEBOOM		
ROOIBERG	THAKGALANE	WARMBAD		
ROOIBOKKRAAL	THE DOWNS	WATERPOORT		
ROOIBOSBULT	THOHYANDOU	WATERVAL		
ROTTERDAM	THOMO	WELGEDACHT		
RUNNYMEDE	THORNDALE	WITFONTEIN		
RUST DE WINTER	THORNLANDS	WOUDKOP		
SAKOLENG	THOTO	XAWELA		
SCHOEMANSDAL	THUTLANE	ZEBEDIELA		
SEBAYENG	TIEKIEDRAAI	ZION CITY		
SEFAHLANE	TINMYNE			
SEGOLE	TLHOGOYANKU			
SEGWAS	TOLWE			
SEHUSWANE	TOM BURKE			
SEKEKANE	TOMASON			
SEKHUKUNE	TONASH			
SEKURUWE	TOOSENS			
SEKWATI	TOROPONG YE NTCHO			
SENAKWE	TREVES			
SENDING	TRICHARDTSDAL			
SENTRUM	TSATANE			
SEPANAPUDI	TSATSANENG			
SEPHARANE	TSHAHUMA			
SEPOBE	TSHAMAHANZI			
SERAGENG	TSHEBENG			
SERENI	TSHIKHWANI			
SERITENG	TSHIKUWI			

LOCATIONS FOR USE IN ROSTER SEARCHES

NORTHWEST PROVINCE

ALABAMA	DRIEHOEK	KOKOPE	MMANTSERRE	SEODING
ALBERTSHOEK	DUDFIELD	KOOSFONTEIN	MODIMONG	SETLAGOLE
ALETTASRUS	DUPPERSPOS	KOPELA	MOGOHLWANENG	SETUAT
ALGIERS	DWARSBERG	KOPFONTEIN HEK	MOILETSWANA	SHALENG
AMALIA	EGHAM	KOSMOS	MOKASA II	SHIELA
ASSEN	ELANDSPUTTE	KOSTER	MOKGALWANENG	SIBERIA
ATLANTA	ESKDALE	KRAAIPAN	MOKGARENG	SKEERPOORT
AUSTREY	EUREKA	KRUISFONTEIN (NW)	MOLOLEMA	SKUINSDRIF
AVONDSTER	FOCHVILLE	KWARATSIEPANE	MOLOPORIVIER	SLURRY
BAKERVILLE	GA-HABEDI	LANGEHORN	MONNAKATO	SONOP
BALA	GA-KGALE	LAXEY	MOOIPAN	SOUTHEY
BARBERSPAN	GA-LUKA	LEAD MINE	MOROKWENG	SPRINGBOKPAN
BARDEN	GA-MOGOPA	LEBONENG	MOSITA	STAATSDRIF
BATHOBATHO	GA-MOPEDI	LEDIG	MOTSITILE	STEEKDORINGS
BEESTEKRAAL	GA-MOTHIBI	LEEUDORINGSTAD	MOTSWEDING	STELLA
BENDELL	GA-MOTLAILA	LEEUKRAAL	NAAUWPOORT	STHANENG
BETHANIE	GA-MOTLE	LEFARGATLHE	NEW MACHAVIE	STILFONTEIN
BETHEL	GA-MOTLHWARE	LEKGOPHUNG	NIETVERDIEND	STRYDPOORT
BEWLY	GANNALAAGTE	LICHTENBURG	NONCEBA	SUN CITY
BIESIESVLEI	GANYESA	LONGANENG	NOOIGEDACHT	SUPINGSTAD
BLAIRBETH	GA-RAMATALE	LOSMYJTERRIE	NORLIM	SUTULONG
BLOEMHOF	GA-RAMODINGWANA	LOUISDAL	OLVERTON	SWARTBOOIESTAD
BODENSTEIN	GA-RAMOKOKA	LOUWNA	ORANGIA	SWARTDAMSTAD
BOITUMELONG	GARANKUWA	LOWER MAYEAKGORO	ORKNEY	SWARTRUGGENS
BOONS	GA-RANKUWA	LYKSO	OTTOSDAL	TANTANANA
BOSHOEK	GASUPING	MABAALSTAD	OTTOSHOOP	TAUNG
BOSKUIL	GELUK	MABOLOKO	PADSTOW	TEMBA
BOSPOORT	GERDAU	MABOPANE	PAMPIERSTAD	TERRA FIRMA
BOTHITHONG	GEYSDORP	MADIAGAMA	PERTH	THUSONG
BRAKSPRUIT	GOEDGEVONDEN	MADIKWE	PHOKENG	TLADISTAT
BRAY	GOODWOOD (NW)	MADINONYANE	PHOTSANENG	TLAPENG
BRITS	GRASFONTEIN	MADIPELESA	PIET PLESSIS	TLASENG
BRITTEN	GROOT-MARICO	MAFIKENJ	POMFRET	TOSCA
BROEDERSPUT	GROOTPAN	MAGONO	POTCHEFSTROOM	TSETSE
BROOKSBY	HARRISBURG	MAILE	PUDUMONG	TSILWANA
BUFFELSFONTEIN	HARTBEESFONTEIN	MAJANENG	RAMAHLHABA	TSINENG
BURGERREG	HAUPTSRUS	MAKAPAANSTAD	RASHOOP	TSISING
CARDOVILLE	HEBRON	MAKOKSKRAAL	RATSEGAE	TWEELINGSPAN
CARLSONIA	HEYSTEKRAND	MAKOUSPAN	REIVILO	UITKYK
CASSEL	HUHUDI	MAKWASSIE	RENESTERKRAAT	VAAL REEFS
CHRISTIANA	IFAFI	MANONYANE	RENOSTERSPRUIT	VAALBOSHOEK
COETZERSDAM	ITSOENG	MANSFIELD	RENOSTERVLEI	VENTERSDORP
COLIGNY	JOUBERTON	MANTHESTAD	REX	VERDWAAL
DE WILDT	KAGISO (NW)	MAPAPUTLE	RIEKERTSDAM	VERGELEE
DELAREYVILLE	KAHUMA	MAREETSANE	ROOIGROOND	VERMAAS
DEORHEAM	KAMEEL	MARIKANA	ROSTRATAVILLE	VOSTERSHOOP
DERBY	KGANWANE	MAROPENG	RUSTEN	VRYBURG
DERTIG	KGOKGOJANE	MARUBISENG	RUSTENBURG	WELTEVREDEN
DEVONLEA	KGOMO-KGOMO	MASIBI	RUSVERBY	WEVEDEEN
DEWAR	KHUNWANA	MASWEHATSHE	SALPETERPAN	WITKLEIGAT
DILOPYE	KIESERVILLE	MATHOPESTAD	SANNIESHOF	WITPOORT
DINOKANENG	KINGSWOOD	MEERHOF	SAULSPOORT	WOLMARANSSTAD
DINOPENG	KLEIN TSWAING	MERINDOL	SCHOEMANSVILLE	WONDERMERE
DOMINIONVILLE	KLEINFONTEINSTAD	MESA	SCHOONGEZICHT	WOODBINE
DOORNLAAGTE	KLERKSDORP	METSEMANTSI	SCHWEIZER-RENEKE	ZEERUST
DORINGBULT	KLERKSKRAAL	MIGDOL	SEKHING	ZWINGLI
DOVESDALE	KLIPDRIF	MILLVALE	SENDELINGSFONTEIN	
DRIEFONTEIN (NW)	KOKOMENG	MMABATHO	SENLAC	

LOCATIONS FOR USE IN ROSTER SEARCHES

WESTERN PROVINCE

ABBOTSDALE	DASKOP	HET KRUIS	LINDESHOF	PIKETBERG
AGULHAS	DE DOORNS	HILLANDALE	LLANDUDNO	PINELANDS
ALBERTINIA	DE HOEK	HOEKWIL	LUTTIG	PLATBOS
ANYSBERG	DE VLUG	HOPEFIELD	LUTZVILLE	PLATHUIS
ARNISTON	DIE BARAKKE	HORNLEE	MACASSAR	PLETTENBERG BAY
ASHTON	DIE HOEK	HOTAGTERKLIP	MAITLAND	PNIEL
ASKRAAL	DORINGBAAI	HOTTENTOTSKLOOF	MALGAS	POOLS
ATLANTIS	DORINGBOS	HOUHOEK	MALMESBURY	PORT BEAUFORT
AURORA	DRAYTON	HOUT BAY	MAMRE	PORTERVILLE
AVONDRUST	DROERIVIER	INFANTA	MANDALAY	PRINCE ALBERT
AVONTUUR	DROEVLAKTE	JOHNSON'S POST	MATJIESFONTEIN	PRINCE ALBERT ROAD
BAARDSKEERDEBOS	DROEVLAI	KALBASKRAAL	MATJIESRIVIER	PRINCE ALFRED HAMLET
BARRINGTON	DURBANVILLE	KARATARA	MATROOSBERG	PRINGLE BAY
BARRYDALE	DWARSKERSBOS	KEURHOEK	MATROOSFONTEIN	PROTEM
BAVIAAN	DWYKA	KEURSBOOMSTRAND	MBEKWENI	RATELFONTEIN
BEAUFORT WEST	DYSSSELDORP	KHAYELITSA	MCGREGOR	RAWSONVILLE
BELHAR	EENDEKUIJL	KLAARSTROOM	MELKBOSSTRAND	REDLINGHUIS
BELLA VISTA	ELANDSBAAI	KLAWER	MERWEVILLE	REEBOK
BELLVILLE	ELGIN	KLEIN DRAKENSTEIN	MFULENI	RENIESTERKOP
BERGPLAAS	ELIM	KLEIN-BRAKRIVIER	MILNERTON	RESTVALE
BERGRIVIER	ELSIES RIVIER	KLEINMOND	MITCHELLS PLAIN	RETREAT
BERGSIG	FAIRFIELD	KLEINPLAAT	MOLENRIVIER	RIEBECK KASTEEL
BETTYS BAY	FAURE	KLIPDALE	MONTAGU	RIEBECK WES
BIESIESFONTEIN	FIRGROVE	KLIPRAND	MONTIQUE GARDENS	RIETPOEL
BISHOP LAVIS	FISHHOEK	KNYSNA	MOORDKUIJL	RIETPOORT
BITTERFONTEIN	FRANSCHHOEK	KOEKENAAP	MOORREESBURG	RIVERSDALE
BLACKHEATH	FRANSKRAAL	KOMKANS	MOSSEL BAY	RIVIERSONDEREND
BLANCO	GANNAKRAAL	KOMMANDOKRAAL	MUIZENBERG	ROBERTSON
BLOBERGSTRAND	GANSBAAI	KOMMETJIE	MURRAYSBURG	RONDEBOSCH
BLOUBERGSTRAND	GENAELD DAL	KONINGBERG	NAPIER	RONDEVLEI
BLUE DOWNS	GEORGE	KORINGPLAAS	NATURES VALLEY	ROSEDENE
BOERBOONFONTEIN	GLENTANA HILLS	KOUP	NELSPPOORT	ROUXPOS
BOKFONTEIN	GOEDVERWAG	KOUTJIE	NOETZIE	RUITERSBOS
BONNIEVALE	GOODWOOD (WC)	KRAAIBOS	NOLL	RUST
BOTRIVIER	GORDONS BAY	KRAAIFONTEIN	NOORDHOEK	RUYTERWACHT
BRACKEN HILL	GOUDA	KRAALDORINGS	NOORDKUIJL	SALDANHA
BRACKENFELL	GOUNA	KRAANSHOEK	NORTH PINE	SANDBERG
BRAKENFELL	GOURITSMOND	KRIGE	NUWERUS	SAUER
BRANDRIVIER	GRAAFWATER	KRUIDFONTEIN (WC)	NUY	SCARBOROUGH
BRANDWAG	GRABOUW	KRUISRIVIER	NYANGA	SCARBOROUGH
BREDASDORP	GRASSY PARK	KRUISVALLEI	OCEAN VIEW	SCHOEMANSHOEK
BUFFELSBAAI	GREENHAVEN	KUILSRIVIER	ONRUS	SCOTTSDENE
BUFFELSDRIF	GREYTON	KURLAND	OOSGAM	SEDERBERG
BUFFELSJAGSRIVIER	GROOT-BRAKRIVIER	KYLEMORE	OTTERY	SEDFIELD
CALEDON	GROOTDRIF	LAAIPEK	OUDTSHOORN	SEEKOEKAT
CALITZDORP	GROOTJONGENFONTEIN	LADISMITH	OUKRAAL	SEWEWEEKSPOORT
CAMPS BAY	GROOTKRAAL	LAINGSBURG	PAARL	SILVER SANDS
CAPE POINT	HAARLEM	LAINGVILLE	PACALTSDORP	SIMONS TOWN
CAPE TOWN	HAMMANSHOF	LAMBERT'S BAY	PALEISHEUWEL	SINKSABRUG
CERES	HARTENBOS	LANDPLAAS	PAPENDORP	SKIPSKOP
CHURCHHAVEN	HAWSTON	LANGA	PAPIESVLEI	SNEEKRAAL
CITRUSDAL	HEERENLOGEMENT	LANGBERG	PAROW	SOMERSET WEST
CLANWILLIAM	HEIDELBERG (WC)	LANGEBAAAN	PATERNOSTER	SONSKYN
CONCORDIA (WC)	HERBERTSDALE	LANGEBANWEG	PEARLY BEACH	SPEELMANSKRAAL
CONSTANTIA	HERMANUS	LEEU-GAMKA	PELIKAN PARK	SPRUITDRIF
COVIE	HERMON	LEIPOLDTVILLE	PHILADELPHIA	ST.HELENABAAI
DANGER POINT	HEROLD	LEMOENSHOEK	PHILIPPY	STANFORD
DARLING	HEROLDSBAAI	LETJIESBOS	PIETER MEINTJIES	STELLENBOSCH

LOCATIONS FOR USE IN ROSTER SEARCHES

WESTERN PROVINCE (CONTD.)

STILBAAI-OOS				
STILBAAI-WES				
STOMPNEUSBAAI				
STORMSVLEI				
STRAND				
STRANFONTEIN				
STRUISBAAI				
SUNNYDALE				
SUURBRAAK				
SWELLENLAMP				
TERGNIET				
THE CRAGS				
TOUWSRIVIER				
TRAWAL				
TULBAGH				
TUNNEL				
UITSPANKRAAL				
UNIONDALE				
VAN WYKSDORP				
VANRHYNSDORP				
VELDDRIF				
VERMAAKLIKHEID				
VILLIERSDORP				
VLEESBAAI				
VLEILAND				
VOLMOED				
VREDENBURG				
VREDENDAL				
WAAIKRAAL				
WAENHUISKRANS				
WARMWATERBERG				
WELLINGTON				
WELTEVREDEN VALLEY				
WILDERNESS				
WILDERNESS EAST				
WITSAND				
WITTEDRIF				
WITWATER (WC)				
WOLFHUIS				
WOLSELEY				
WOODSTOCK				
WORCESTER				
WUPPERTAL				
WYNBERG				
YZERFONTEIN				
ZAIMANSDAL				
ZEEKOEIVLEI				
ZOAR				
ZWARTS				

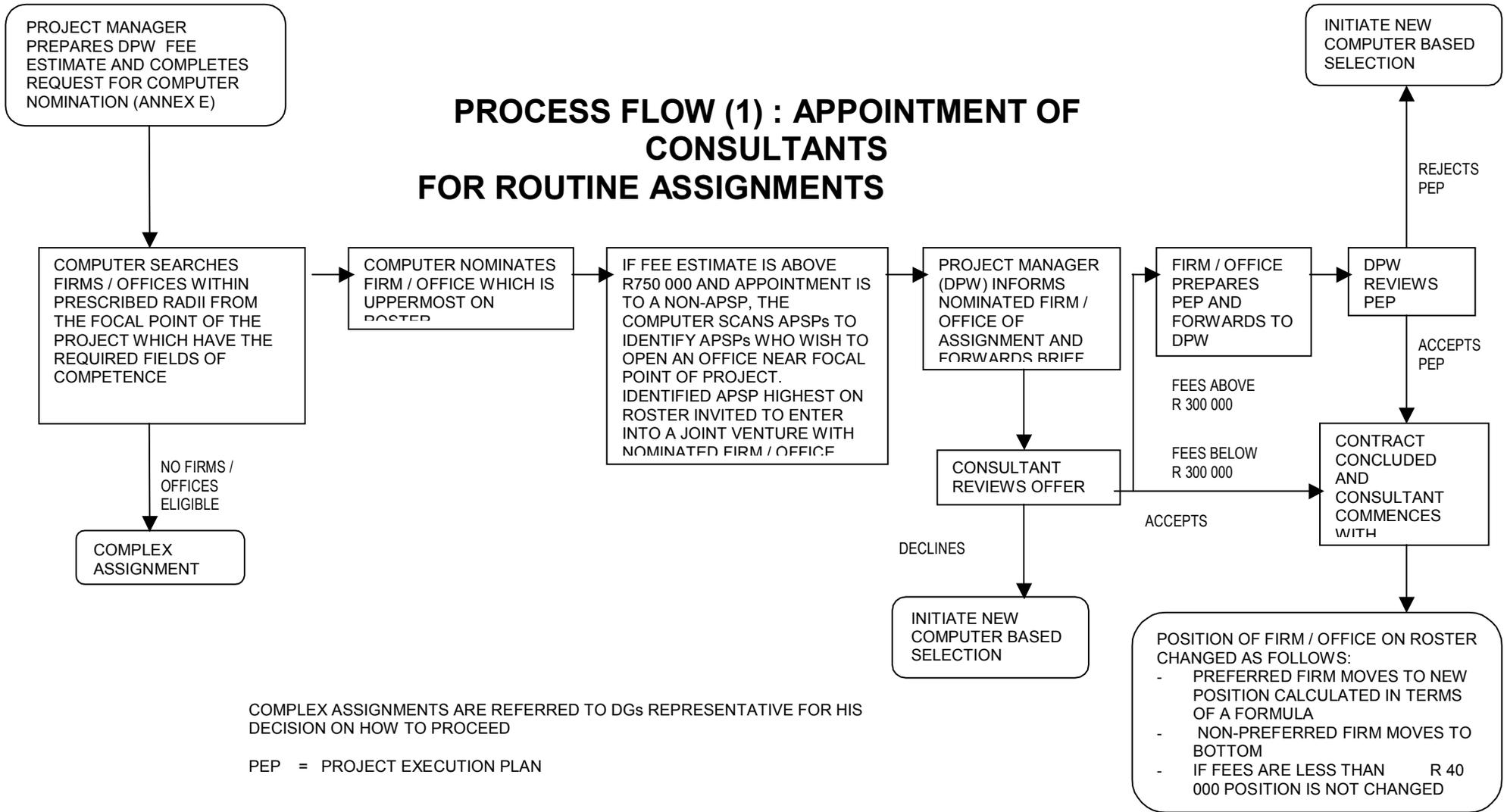
ANNEX J

PROCESS FLOW DIAGRAMMES

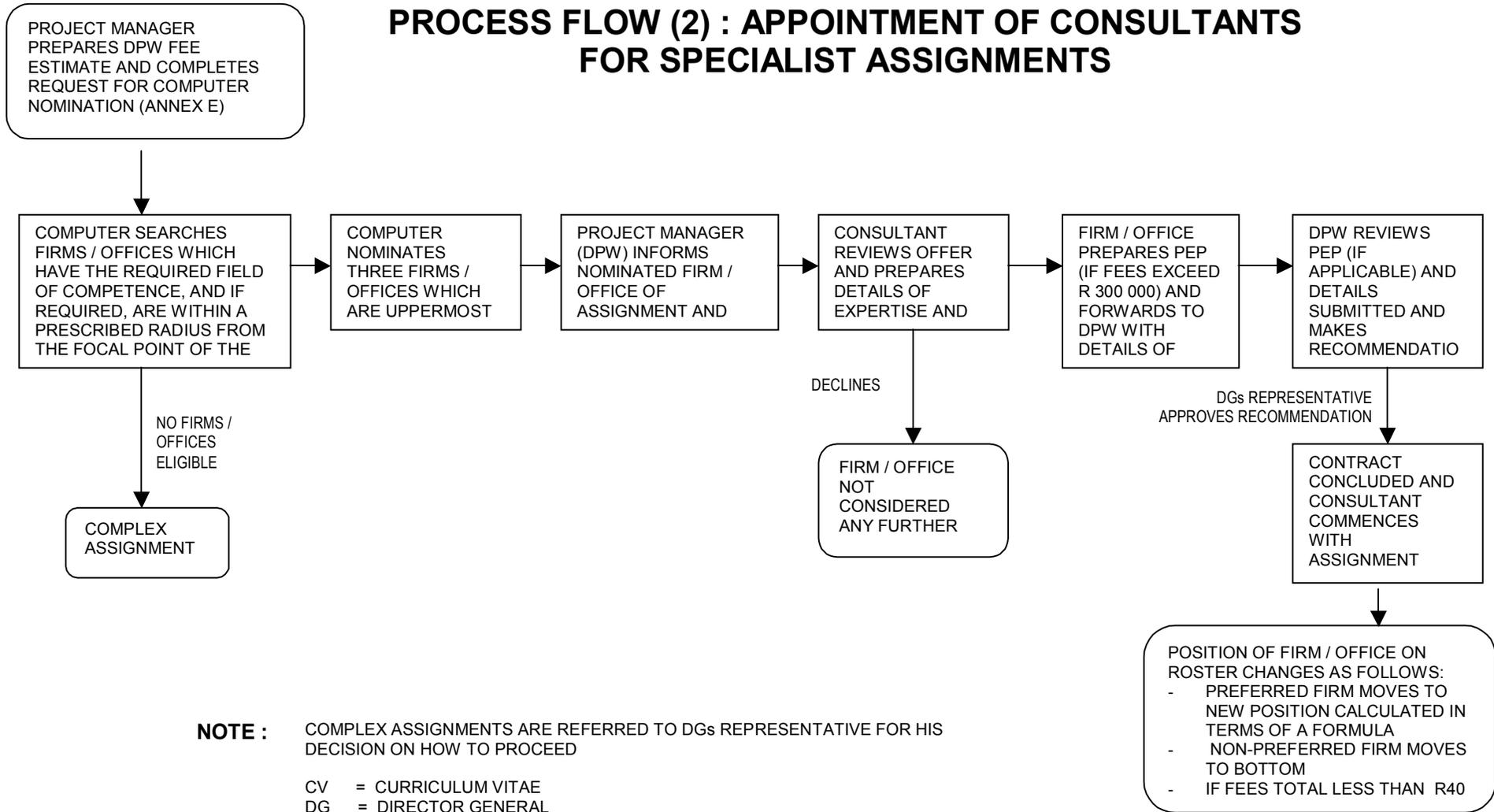
(New Annex added during October 1999)

1. Appointment of consultants for routine assignments.
2. Appointment of consultants for specialist assignments.
3. Appointment of consultants for complex assignments.

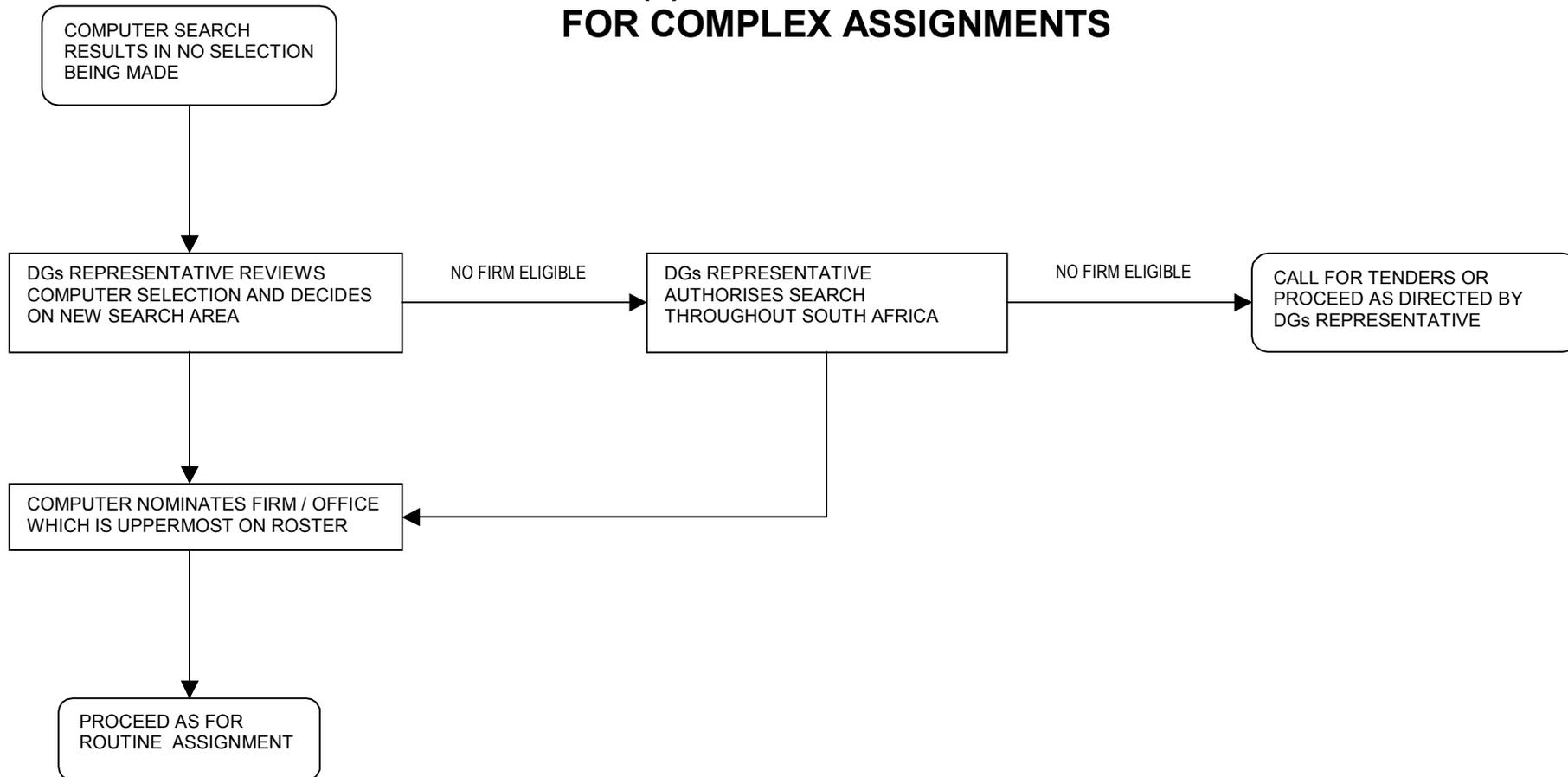
PROCESS FLOW (1) : APPOINTMENT OF CONSULTANTS FOR ROUTINE ASSIGNMENTS



PROCESS FLOW (2) : APPOINTMENT OF CONSULTANTS FOR SPECIALIST ASSIGNMENTS



PROCESS FLOW (3) : APPOINTMENT OF CONSULTANTS FOR COMPLEX ASSIGNMENTS



NOTE : COMPLEX ASSIGNMENTS ARE REFERRED TO DGs REPRESENTATIVE FOR HIS DECISION ON HOW TO PROCEED

DG = DIRECTOR GENERAL