

(11 June 1999 – to date)

## **SOUTH AFRICAN POLICE SERVICE ACT 68 OF 1995**

*Government Notice 1527 in Government Gazette 16731 dated 4 October 1995. Commencement date:  
15 October 1995 [Proc. No. R.91 in Gazette No. 16758 dated 13 October 1995]*

## **REGULATIONS FOR MUNICIPAL POLICE SERVICES**

*Government Notice R710 in Government Gazette 20142 dated 11 June 1999.  
Commencement date: 11 June 1999*

**as amended by:**

*Government Notice R854 (correction notice) in Government Gazette 20267 dated 9 July 1999.*

The Minister for Safety and Security has, under section 64P of the South African Police Service Act, 1995 (Act No. 68 of 1995), made the regulations in the Schedule.

**F S MUFAMADI,**  
**Minister for Safety and Security.**

## **ARRANGEMENT OF REGULATIONS**

1. Application for the establishment of a municipal police service
2. Application procedure
3. Publication of notice of establishment
4. Notification to National Commissioner
5. Rendering of a 24-hour municipal police service
6. Annual plan of the municipal police service
7. Reports by the Executive Head
8. Certificate of appointment
9. Provisions of this Act applicable to municipal police services
10. Powers of a municipal police service
11. Requirements for appointment as a member of a municipal police service
12. Establishment and composition of policing co-ordinating committees
13. Functions and duties of policing co-ordinating committees

Annexures

## SCHEDULE

### 1. Application for the establishment of a municipal police service

- (1) An application in terms of section 64A(1) of this Act must be made on the form contained in Annexure 1.
- (2) An application referred to in subregulation (1) must be signed by the Chief Executive Officer of the municipality concerned and must be accompanied by a certified extract of the minutes of a meeting of the municipal council in which the council has resolved to apply for the establishment of a municipal police service and adopted resolutions which approved the following:
  - (a) the name of the municipal police service which is to be established which is so clearly distinguishable from that of the Service that it will prevent confusion;
  - (b) the ranking structure that will apply in the said municipal police service which is so clearly distinguishable from that of the Service that it will prevent confusion: Provided that the municipal police service may utilize the ranks of constable, sergeant, inspector, superintendent, senior superintendent and director;
  - (c) a proposal containing graphically depicted uniforms and insignia of the said municipal police service which are so clearly distinguishable from that of the Service that it will prevent confusion: Provided that the uniform must display the coat of arms of the municipality concerned;
  - (d) a business plan consistent with its Integrated Development Plan covering a period of not less than five years from the contemplated date of establishment of the municipal police service, which contains an exposition of the resources at the disposal of the municipal council concerned and how these resources will be affected by the establishment and maintenance of the municipal police service, which contains sufficient information so as to enable the member of the Executive Council to satisfy himself or herself that the municipal council has the financial and other resources at its disposal to establish and maintain a municipal police service complying with the national standards determined by the National Commissioner;
  - (e) a detailed description of the composition of the committee contemplated in section 64J(1) and which indicates how that composition will ensure proper civilian oversight over the said municipal police service;
  - (f) a detailed exposition of the organisational structure of the said municipal police service, indicating the number of persons which the municipal council contemplates to appoint as members thereof and setting out the number of such members who will primarily be utilized to –

- (i) render traffic policing services;
  - (ii) enforce municipal by-laws and regulations; and
  - (iii) render crime prevention services; and
- (g) a detailed report setting out the traffic policing services which will be rendered by the said municipal police service and how it is contemplated to ensure that traffic policing services will not be prejudicially affected by the establishment of the said municipal police service.

## **2. Application procedure**

- (1) Six copies of the application contemplated in regulation 1 must be submitted to the member of the Executive Council at least 120 days before the date, mentioned in the application, upon which the municipal council would prefer the municipal police service to be established.
- (2) Within ten days after the receipt of the application, the member of the Executive Council must submit a copy of the application to –
  - (a) each member of the Executive Council referred to in section 64A(3)(c);
  - (b) the National Commissioner; and
  - (c) where applicable, the metropolitan council concerned.
- (3) The National Commissioner and, where applicable, the metropolitan council concerned must, within 60 days after the receipt of the copy of the application, in writing notify the member of the Executive Council whether they support or oppose the application and, in the event that the application is opposed, of the reasons for such opposition.
- (4) Upon receipt of the notices referred to in subregulation (3) and the approval or non-approval in writing of the members of the Executive Council referred to in section 64A(3)(c), the member of the Executive Council must, before the expiry of 120 days from the date of the receipt of the application from the municipal council concerned, in writing notify the said municipal council of the outcome of the application.
- (5) The notice to the municipal council contemplated in subregulation (4), must inform the municipal council concerned that –
  - (a) the application has been approved and upon which date the municipal police service will be established by notice in the *Provincial Gazette*;

- (b) the application has been approved subject to the conditions specified in the notice and that the municipal council may, if it prefers, submit representations concerning these conditions to the member of the Executive Council within 30 days from the date of the notice, failing which, the municipal police service will be established by notice in the *Provincial Gazette*, subject to the said conditions, from a date specified in the notice;
  - (c) the application has not been approved and the reasons for such non-approval and that the municipal council may, if it prefers, submit representations concerning the non-approval to the member of the Executive Council within 30 days from the date of the notice; or
  - (d) the application is under consideration and that such further information as specified in the notice must be furnished before a final decision on the application will be made.
- (6) Within 30 days after the receipt of the representations, if any, referred to in subregulation (5)(b) or (c) or the further information contemplated in subregulation (5)(d), the member of the Executive Council must notify the municipal council concerned that –
- (a) the application has been approved and the date upon which the municipal police service will be established by notice in the *Provincial Gazette*; or
  - (b) the application has not been approved and the reasons for such non-approval.
- (7) Record, in the form set out in Annexure 2, of the procedure followed with regard to an application contemplated in regulation 1, must be kept by the Provincial Secretary for Safety and Security.

### **3. Publication of notice of establishment**

If an application for the establishment of a municipal police service has been approved by the member of the Executive Council, the member of the Executive Council must publish a notice, in the form set out in Annexure 3, in the *Provincial Gazette*, whereby the municipal police service is established.

### **4. Notification to National Commissioner**

After the publication of the notice of establishment of a municipal police service as contemplated in regulation 3, the member of the Executive Council must in writing notify the National Commissioner and the Executive Director of the Independent Complaints Directorate of such establishment.

### **5. Rendering of a 24-hour municipal police service**

Subject to section 64A(2), a municipal council must establish at least one municipal police service office within the area of jurisdiction of the municipal council concerned which will provide a 24-hour police service.

## **6. Annual plan of the municipal police service**

- (1) The annual plan contemplated in section 64C(2)(g) must be developed by the Executive Head of the municipal police service after consultation with the relevant policing co-ordinating committee referred to in section 64K and the relevant community policing forum(s), in so far as the plan relates to the prevention of crime in the area of jurisdiction of the municipal council concerned, the Executive Head must develop the plan in cooperation with the Provincial Commissioner concerned.
- (2) At least 60 days before the end of each financial year of the municipal council concerned, the Executive Head must submit the plan referred to in subsection (1) to the Provincial Commissioner and the member of the Executive Council responsible for transport and traffic matters concerned.
- (3) Within 30 days after the receipt of the plan contemplated in subsection (2), the Provincial Commissioner concerned must –
  - (a) if he or she is satisfied that the implementation of the plan will improve effective policing in that part of the province, submit a certificate to the Executive Head concerned in which he or she confirms that, in so far as the plan relates to the prevention of crime, the plan has been developed in co-operation with the Service and will improve effective policing in that part of the province; or
  - (b) if he or she is not satisfied that, given the resources available to the municipal police service, the implementation of the plan will not improve effective policing in that part of the province, submit a certificate to the Executive Head concerned in which he or she sets out the reasons why he or she is not so satisfied.
- (4) Within 30 days after the receipt of the plan contemplated in subsection (2), the member of the Executive Council responsible for transport and traffic matters, may in writing submit comments concerning the plan, in so far as it affects traffic policing services, to the Executive Head concerned.
- (5) Upon receipt of a certificate contemplated in subsection (3), the Executive Head must submit the plan referred to in section 64C(2)(g), together with the said certificate, to the committee referred to in section 64J.
- (6) Upon the approval by the municipal council concerned of the annual plan contemplated in section 64C(2)(g), a copy of the plan must be forwarded to the member of the Executive Council, the member of the Executive Council responsible for transport and traffic matters, and the Provincial Commissioner concerned.

## **7. Reports by the Executive Head**

- (1) The Executive Head must, at the end of each quarter of the financial year of the municipal council concerned, in writing submit a report concerning the functioning of the municipal police service and the implementation of the plan contemplated in section 64C(2)(g) to the committee referred to in section 64J.
- (2) A copy of the report contemplated in subregulation (1) must be forwarded to the member of the Executive Council and the Provincial Commissioner concerned.

## **8. Certificate of appointment**

For the purposes of section 64G a certificate of appointment, in the form contained in Annexure 4 and with the photograph of the member of the municipal police service affixed thereto, must be issued by the Executive Head to every member of a municipal police service, and such certificate may be replaced as often as the Executive Head may deem necessary: Provided that the Executive Head may, in his or her discretion, withhold the issue of such certificate to such a member taking into account the rights of the affected member.

## **9. Provisions of this Act applicable to municipal police services**

The provisions of this Act which are set out in Column 1 of Annexure 5 are applicable to a municipal police service to the extent set out in Column 2 of that Annexure.

## **10. Powers of a municipal police service**

The powers conferred upon a member of the Service by the legislative provisions referred to in Column 1 of Annexure 6, may, to the extent set out in Column 2 of that Annexure, be exercised by a member of a municipal police service.

## **11. Requirements for appointment as a member of a municipal police service**

- (1) Subject to the provisions of sections 64D and 64Q, a person may be appointed as a member of a municipal police service, if such person –
  - (a) is registered as a traffic officer in terms of the Road Traffic Act, 1989 (Act No. 29 of 1989);
  - (b) applied in the form set out in Annexure 7 and affirms under oath or by way of solemn declaration that the particulars furnished in the application, are the truth;
  - (c) has permanent residence in the Republic of South Africa;
  - (d) is at least eighteen (18) years old of which documentary proof must be furnished;

- (e) submits himself or herself to a medical examination as determined by the Executive Head and is found to be physically and mentally fit for appointment as a member of a municipal police service;
  - (f) is in possession of at least a senior certificate or equivalent qualification, of which documentary proof must be furnished;
  - (g) has no previous criminal convictions (excluding previous convictions relating to political activities in the previous dispensation) and such a person shall allow his or her fingerprints to be taken;
  - (h) has successfully completed the training determined by the National Commissioner;
  - (i) is proficient in English;
  - (j) takes the Oath of Office determined by the municipal council concerned; and
  - (k) complies with the requirements determined by the municipal council concerned in addition to the requirements set out in subregulations (a)-(j).
- (2) Notwithstanding the provisions of subregulation (1), the National Commissioner may, having due regard to the requirements of sections 64A(2), 64L(1) and 64P(1) of the Act, upon a recommendation of the Executive Head made in conformity with parameters in an agreement reached at the National Bargaining Council for Local Government, waive any of the requirements set out in subregulations (a)-(i) in the interest of the effective functioning of a municipal police service.

## **12. Establishment and composition of policing co-ordinating committees**

- (1) The Provincial Commissioner concerned must, in terms of section 64K(1), establish at least one policing co-ordinating committee in the area of jurisdiction of a municipal police service.
- (2) An operational co-ordinating committee, established to co-ordinate law enforcement operations in terms of the National Crime Prevention Strategy and which functions in respect of an area in which a policing co-ordinating committee is established in terms of subregulation (1), will cease to exist with effect from the date of the establishment of the committee referred to in subregulation (1).
- (3) A committee established in terms of subregulation (1) comprises of at least one representative each from the Service, the South African National Defence Force, the Departments of Correctional Services, Justice and Welfare, the municipal police service and the provincial traffic service.
- (4) The committee may, from time to time, co-opt any person or a representative from any institution as a member of the committee, whether for a specific period or purpose or indefinitely.

### **13. Functions and duties of policing co-ordinating committees**

- (1) The committee must determine operational policy and procedures to co-ordinate policing in the area in respect of which the committee has been established.
- (2) In determining the said policy and procedures the committee must give due regard to the working procedures as may from time to time be applicable to the National Crime Prevention Strategy's Law Enforcement Operational Co-ordinating Mechanism.
- (3) The committee may plan operations to be jointly executed by the personnel of more than one agency or institution represented on the committee.
- (4) Personnel of each agency or institution taking part in the execution of a joint operation, as contemplated in subregulation (3), shall, in the execution of such operation, function under the command and control of the agency or institution by which they are employed.
- (5) The committee may plan and implement joint training exercises in which personnel of more than one agency or institution represented on the committee, are involved.
- (6) The committee shall meet at least once every month.
- (7) The committee shall designate a secretariat and monitoring centre to oversee the day to day operations of the committee.
- (8) The committee is responsible to establish liaison with the intelligence community in accordance with the working procedures referred to in subregulation (2).



(Section 64A(1) of the South African Police Service Act (Act No. 68 of 1995))

## PART A

Area code &amp; tel nr

**PART B****1. CERTIFIED EXTRACT OF THE MINUTES OF THE MEETING OF MUNICIPAL COUNCIL**

A certified extract of the minutes of the meeting of the municipal council, in which the council has resolved to apply for the establishment of a municipal police service, must be attached hereto as Annexure A.

Take note: See regulation 1(2).

**2. PROPOSED NAME FOR THE MUNICIPAL POLICE SERVICE**

.....  
 .....  
 .....  
 .....

Take note: See regulation 1(2)(a).

**3. PROPOSED RANKING STRUCTURE OF THE MUNICIPAL POLICE SERVICE**

The proposed ranking structure of the municipal police service must be attached hereto as Annexure B.

Take note: See regulation 1(2)(b).

**4. PROPOSED UNIFORM AND INSIGNIA OF THE MUNICIPAL POLICE SERVICE**

The graphically depicted proposed uniform and insignia of the municipal police service must be attached hereto as Annexure C.

Take note: See regulation 1(2)(c).

**5. BUSINESS PLAN**

The business plan of the municipal police service must be attached hereto as Annexure D.

Take note: See section 64C(2)(g) and regulation 1(2)(d).

**6. CERTIFICATE CERTIFYING FINANCIAL VIABILITY**

A certificate issued by the City Treasurer, certifying that the municipality has the financial and other resources at its disposal to establish and maintain a municipal police service complying with the national standards, must be attached hereto as Annexure E.

Take note: See regulation 1(2)(d).

**7. COMMITTEE CONTEMPLATED TO ENSURE CIVILIAN OVERSIGHT**

The committee contemplated to ensure civilian oversight must be attached hereto as Annexure F.

Take note: See section 64J and regulation 1(2)(e).

**8. ORGANISATIONAL STRUCTURE**

The organisational structure must be attached hereto as Annexure G.

Take note: See regulation 1(2)(f).

**9. DETAILED REPORT SETTING OUT TRAFFIC POLICING SERVICES**

The detailed report setting out traffic policing services must be attached hereto as Annexure H.

Take note: See regulation 1(2)(g).

**10. PROPOSED DATE UPON WHICH THE MUNICIPAL COUNCIL WOULD PREFER THE MUNICIPAL POLICE SERVICE TO BE ESTABLISHED**

.....  
.....  
.....  
.....

I, the undersigned, hereby state that the information furnished in this application is true and correct.

.....  
**Date**

.....  
**SIGNATURE OF CHIEF EXECUTIVE OFFICER**

.....  
**OFFICIAL STAMP OF MUNICIPAL COUNCIL**

**ANNEXURE 2****OFFICIAL RECORD OF APPLICATION**

1. APPLICATION RECEIVED ON ..... BY .....
2. SUBMISSION OF APPLICATION TO RELEVANT ROLE PLAYERS

| APPLICATION SUBMITTED TO             | SENT BY<br>(SIGNATURE) | DATE SENT |
|--------------------------------------|------------------------|-----------|
| National Commissioner                |                        |           |
| Metropolitan Council (if applicable) |                        |           |
| MEC for Local Government             |                        |           |
| MEC for Finance                      |                        |           |
| MEC for Transport and Traffic        |                        |           |

Take note: Copies of accompanying letters must be attached hereto.

3. Responses from role players

| RESPONSE FROM                        | RECEIVED BY<br>(SIGNATURE) | DATE RECEIVED |
|--------------------------------------|----------------------------|---------------|
| National Commissioner                |                            |               |
| Metropolitan Council (if applicable) |                            |               |
| MEC for Local Government             |                            |               |
| MEC for Finance                      |                            |               |
| MEC for Transport and Traffic        |                            |               |

Take note: Copies of response letters must be attached hereto.

4. APPLICATION APPROVED / NOT APPROVED / APPROVED ON THE CONDITIONS SET OUT IN ANNEXURE (Delete which is not applicable)

.....  
DATE

.....  
SIGNATURE OF MEC FOR SAFETY AND SECURITY

5. DATE ON WHICH RESPONSE WAS SUBMITTED TO APPLICANT MUNICIPALITY:

.....

6. NOTICE PUBLISHED IN PROVINCIAL GAZETTE NO: .....

Dated: .....

**ANNEXURE 3**

**ESTABLISHMENT OF MUNICIPAL POLICE SERVICE  
IN TERMS OF SECTION 64A(4) OF  
THE SOUTH AFRICAN POLICE SERVICE ACT, 1995  
(ACT NO. 68 OF 1995)**

By virtue of the powers vested in me by section 64A(4) of the South African Police Service Act, 1995 (Act No. 68 of 1995), I,

....., MEC for Safety and Security of  
..... (name of province), hereby establish a municipal  
police service to be known as the .....  
(name of municipal police service), for the area of jurisdiction of the  
..... (name of municipal council), subject to the following  
conditions: (if any).

**ANNEXURE 4**

|   |  |
|---|--|
| <p style="text-align: center;"><b>APPOINTMENT CERTIFICATE</b><br/>(Section 64G of Act No. 68 of 1995)</p> <p style="text-align: center;">It is hereby certified that</p> <p>.....</p> <p>Employee No: ..... Infra No: .....</p> <p>ID No: .....</p> <p style="text-align: center;">has been appointed as a member of the</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">(name of municipal police service)</p> <p style="text-align: center;">and holds the rank of</p> <p>..... since .....</p> <p>(Rank) (Date)</p> <p>Signed on ..... at .....</p> <p style="text-align: right;">.....</p> <p style="text-align: right;">Executive Head</p> |  |
|---|--|

**ANNEXURE 5**

**PROVISIONS OF THE SOUTH AFRICAN POLICE SERVICE ACT, 1995 (ACT NO. 68 OF 1995)  
APPLICABLE TO A MUNICIPAL POLICE SERVICE**

| <b>Column 1</b> | <b>Column 2</b>  |
|-----------------|--|
| 13              | Only subsections (2), (3), (9) and (13)  |
| 14              | The whole  |
| 42              | The whole - Provided that the reference to the National- or Provincial Commissioner be interpreted as a reference to the Executive Head of the municipal police service  |
| 44              | The whole  |
| 46              | The whole  |
| 53              | The whole - Provided that the reference to the relevant Commissioner be interpreted as a reference to the relevant Executive Head of the municipal police service.   |
| 55              | The whole  |
| 56              | The whole  |
| 61              | The whole  |
| 66              | The whole - Provided that a reference to any uniform, distinctive badge or button, be interpreted as a reference to a uniform, distinctive badge or button worn by the members of the relevant municipal police service, and that the reference to the National- or Provincial Commissioner will be interpreted as a reference to the relevant Executive Head of the municipal police service. |
| 67              | The whole  |
| 68              | The whole  |
| 69              | The whole  |
| 70              | The whole - Provided that the reference to the Service will include a reference to the relevant municipal police service.  |
| 71              | The whole - Provided that the reference to the Service will include a reference to the relevant municipal police service   |



**ANNEXURE 6**

| <b>Column 1</b>   | <b>Column 2</b>  |
|---|--|
| Section 8 of the Stock Theft Act, 1959 (Act No. 57 of 1959)                   | Only the powers referred to in subsection (3) and (7)  |
| Section 9 of the Stock Theft Act, 1959 (Act No. 57 of 1959)                   | The powers referred to in this section   |
| Section 4 of the Tear Gas Act, 1964 (Act No. 16 of 1964)                      | The powers referred to in this section   |
| Section 14 of the Mental Health Act, 1973 (Act No. 18 of 1973)                | Only the powers referred to in subsection (2) -<br>Provided that a member of a municipal police service shall hand such a person over to a member of the Service   |
| Section 70 of the Mental Health Act, 1973 (Act No. 18 of 1973)                | Only the powers referred to in subsection ( 1)   |
| Section 21 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977)           | The power referred to in this section  |
| Section 22 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977)           | The power referred to in this section  |
| Section 26 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977)           | The power referred to in this section  |
| Section 27 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977)           | The power referred to in this section  |
| Section 37 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977)           | The power referred to in this section  |
| Section 72 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977)           | The power referred to in this section for the purposes contemplated in section 55  |
| Section 11 of the Drugs and Drug Trafficking Act, 1992 (Act No. 140 of 1992)  | Only the powers referred to in subsections (1)(a)(b), (d), (g) and 2(a)  |
| Section 13 of the South African Police Service Act, 1995 (Act No. 68 of 1995) | Only the powers referred to in subsections (4), (7)(c), (8) and (11): Provided that the reference to the National- or Provincial Commissioner in subsection 8, be interpreted as a reference to the Executive Head of the municipal police service |
| Section 2 of the Domestic Violence Act, 1998 (Act No. 116 of 1998)            | The powers referred to in section 2, subject to the national instructions issued by the National Commissioner as contemplated in section 18 of the Act   |
| Section 4 of the Domestic Violence Act, 1998 (Act No. 116 of 1998)            | The powers referred to in section 4, subject to the national instructions issued by the National   |

|  |   |
|--|---|
|  | Commissioner as contemplated in section 18 of the Act   |
| Section 8 of the Domestic Violence Act, 1998 (Act No. 116 of 1998) | The powers referred to in section 8, subject to the national instructions issued by the National Commissioner as contemplated in section 18 of the Act. |

**Municipality of (name)**  
**APPLICATION FOR APPOINTMENT TO MUNICIPAL POLICE SERVICE**  
**To be filled in by the his/her own handwriting**

APPLICATION IN RESPONSE TO:

DEPARTMENTAL CIRCULAR No: ..... TO POSITION .....

OR

PUBLIC ADVERTISEMENT DATED ..... GRADE .....

**1. PERSONAL**

Surname (Block letters) ..... State Dr./Mr./Mrs./Miss .....

Maiden Name (if applicable) ..... Telephone Numbers: Bus ..... Res .....

First Name (Block letters) .....

Residential &amp; Post Address .....

(Block letters)

..... Postal Code 0000

Age ..... Years, ..... months. Date of Birth 00-00-00 Place of birth .....

Marital status (state if married, separated, single, widowed or divorced) .....

Do you have any relatives employed in the Council's Service?, .....

Name: ..... Post/s Occupied .....

Number and ages of children under age of 18 years: Number ..... Ages: .....

Nationality ..... Identity No. 000000000000

**2. HEALTH**

Indicate state of health .....

Give details of any serious operation or illness .....

Do you suffer from any physical defect? If so, give details .....

**3. PREVIOUS EXPERIENCE**A. If already in the employment of the Council: Service No. 00000000 Gang No. 000

Present Department ..... Station .....

Present position ..... Grade Ref. .... From R ..... to R.....

Date Appointed to Present Grade 00-00-00 Existing Basic Rate of Pay: R.....

Length of unbroken service with Council ..... years, ..... months. Date entered service 00-00-00

B. If not in the employment of the Council:

Name of present employer ..... Since 00-00-00

Nature of employment .....

Present basic salary and allowances .....

Details of previous positions held. (Attach copies of certificates of service in support, or state if such certificates may be obtained)

Prepared by:

| Employer | Position | From |  |  | To |  |  | Reason for leaving | Held Yes/No |
|----------|----------|------|--|--|----|--|--|--------------------|-------------|
| 1)       |          |      |  |  |    |  |  |                    |             |
| 2)       |          |      |  |  |    |  |  |                    |             |
| 3)       |          |      |  |  |    |  |  |                    |             |
| 4)       |          |      |  |  |    |  |  |                    |             |

- C. Have you previously been employed by this Council? ..... Department .....
- If so, state period from □□-□□-□□ To □□-□□-□□ Service No. □□□□□□□□
- D. If you have been employed by any other Local Authority in South Africa during the past 12 months, were you a member of the Pension Fund? ..... (if so, have you withdrawn your contribution in that Fund? .....)
- E. Are you or any member of your family a member of a close corporation, partnership, company or involved in any other business activity? YES/NO ..... (If yes, please state details)
- .....
- .....

#### 4. QUALIFICATIONS

##### a) Educational

- (i) Last school attended ..... from 19..... to 19 ..... Standard Passed .....
- \* Certified photostat copy or statement listing subjects and marks/symbols to be attached.

- (ii) Details of Degree(s)/Diploma(s)/Certificate(s) held

| Nature of Degree/Diploma/Certificate | Obtained | Where obtained |
|--------------------------------------|----------|----------------|
| .....                                | □□-□□-□□ | .....          |
| .....                                | □□-□□-□□ | .....          |

| b) Proficiency in Languages | Speak | Read | Write | Examinations Passed |
|-----------------------------|-------|------|-------|---------------------|
| 1) English                  |       |      |       |                     |
| 2) Afrikaans                |       |      |       |                     |
| 3) Zulu                     |       |      |       |                     |
| 4) Other                    |       |      |       |                     |

5. Detail your relevant experience for this position as concisely as possible: (If considered necessary, attach a separate statement setting out information in greater detail):

.....

.....

.....

- 6 Have you ever been (a) Convicted of a Criminal Offence? .....  
*(I understand that if records subsequently reveal that I have been convicted of a criminal offence which I have not reported, my application will be unsuccessful/appointment will be terminated)*  
 (b) Dismissed or requested to resign from any employment? .....  
 (c) Insolvent? .....

|    | <u>Type</u>           | <u>Code</u> | <u>Licence No</u> | <u>Is this Licence<br/>Endorsed<br/>(Yes/No)</u> |
|----|-----------------------|-------------|-------------------|--|
| 7. | Drivers Licence ..... | .....       | .....             | .....  |
|    | Held .....            | .....       | .....             | .....  |

I hereby make application for appointment to the position indicated in the service of the Council  
 and certify that my answers to the questions set out above are correct in every detail.

Date ..... 19 ..... Signature .....

DO NOT ATTACH ORIGINAL CERTIFICATES - COPIES ONLY

**FOR USE BY HEAD OF DEPARTMENT ONLY** .....

.....

.....