



Republic of Namibia
Annotated Statutes

REGULATIONS

REGULATIONS MADE IN TERMS OF

National Welfare Act 79 of 1965
section 42

**General Regulations in connection with the
Administration of the National Welfare Act, 1965**

RSA Government Notice R.1413 of 1971

[\(RSA GG 3227\)](#)

came into force on date of publication: 13 August 1971

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Definitions

1. In these regulations “the Act” means the National Welfare Act, 1965 (Act 79 of 1965), and unless the context otherwise indicates, any expression to which a meaning has been assigned in this Act has the meaning so assigned thereto.

Meetings of the National Welfare Board

2. (1) The registrar shall notify every member of the time and place of any meeting of the board, specifying the matters to be dealt with at such meeting.

(2) The chairman of the board may at any time with the approval of the Minister and shall, when the Minister so directs, call a special meeting of the board by notifying every member thereof and specifying the matters to be dealt with at such meeting.

Quorum

3. Seven members shall constitute a quorum at any meeting of the board.

Procedure at Meetings of the National Welfare Board

4. (1) The board shall at any meeting deal with those matters of which prior notice has been given and such other matters as may be raised by the chairman or any member with the approval of the meeting or as may be directed by the Minister.

(2) Any resolution of the majority of the members of the board present at any meeting shall constitute a resolution of the board.

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(3) Every member, including the chairman, shall have one vote: Provided that in the event of an equality of votes, the chairman shall also have a casting vote.

(4) The chairman shall decide any question of order or procedure at any meeting of the board: Provided that if any member objects to such decision, the question shall be put to the vote without further discussion and the decision of the meeting shall be final.

(5) (a) The registrar shall as soon as may be after every meeting forward a copy of the draft minutes of the meeting to every member for his information and for comment within 14 days of the date of dispatch.

(b) The draft minutes, together with any objections received, shall be submitted to the board for confirmation at its next meeting.

Submission of Estimates by the National Welfare Board

5. The board shall annually submit to the Secretary not later than 30 June of each year estimates of the expenditure of the board, the commissions and the regional welfare boards for the ensuing financial year.

Absence from Meetings of the National Welfare Board

6. (1) The board may for sound reasons grant any member leave of absence from meetings: Provided that leave of absence for two or more consecutive meetings or absence without leave shall be brought to the notice of the Minister.

(2) Any member whose application for leave of absence from meetings has been refused by the board, may appeal to the Minister who may grant or refuse such leave.

Meetings of the Commissions

7. (1) Meetings of a commission shall be held in the city where the head office of the Department of Social Welfare and Pensions is situated and on such date as may be determined by the chairman of the commission in consultation with the chairman of the board: Provided that any meeting may with the approval of the Secretary be held elsewhere.

(2) A commission shall meet not more than six times a year, except with the approval of the Secretary.

(3) The registrar shall notify every member of the time and place of such meeting, specifying the matters to be dealt with at such meeting.

(4) The chairman may at any time with the approval of the chairman of the board and shall, whenever the chairman of the board so directs, call a special meeting of the commission by notifying every member thereof, specifying the matters to be dealt with at such meeting.

Quorum

8. Four members shall constitute a quorum at any meeting of any commission.

Procedure at Meetings of Commissions

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9. (1) A commission shall at any meeting deal with those matters of which prior notice has been given and with such other matters as may be raised by the chairman or any member with the approval of the meeting or as may be directed by the board.

(2) Any resolution or recommendation of the majority of the members of any commission present at a meeting shall constitute a resolution or recommendation of such commission.

(3) Every member, including the chairman, shall have one vote: Provided that in the event of an equality of votes the chairman shall also have a casting vote.

(4) The chairman shall decide any question of order or procedure at any meeting of a commission: Provided that, if any member raises an objection to such decision, the question shall be put to the vote without discussion and the decision of the meeting shall be final.

(5) (a) The registrar shall as soon as may be after every meeting forward a copy of the draft minutes of the meeting to every member for his information and for comment within 14 days of the date of dispatch.

(b) A copy of the minutes, together with the agenda, shall be forwarded to every member of the board.

(c) The draft minutes, together with any objections received, shall be submitted to the commission for confirmation at its next meeting.

Absence from Meetings of Commissions

10. (1) A commission may for sound reasons grant any member leave of absence from meetings: Provided that leave of absence from two or more consecutive meetings or absence without leave shall be brought to the notice of the chairman of the board who shall report the matter to the Minister.

(2) Any member whose application for leave of absence from meetings has been refused by such commission may appeal to the Minister who may grant or refuse such leave.

Secretarial Duties

11. The registrar or any officer in the Public Service designated by him shall perform the secretarial duties assigned to commissions or to the registrar in respect of commissions in terms of these regulations.

Meetings of Regional Welfare Boards

12. (1) Meetings of a regional welfare board shall be held in the place where the relative regional office of the Department of Social Welfare and Pensions is situated and on such date as may be determined by the regional welfare board.

(2) A regional welfare board shall meet not more than four times a year, except with the approval of the Secretary

(3) The secretary shall notify every member of the time and place of such meeting, specifying the matters which are to be dealt with at such meeting.

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(4) The chairman shall whenever the chairman of the board or the Minister so directs call a special meeting of the regional welfare board by notifying every member thereof, specifying the matters that are to be dealt with at such meeting.

Quorum at a Meeting of a Regional Welfare Board

13. No fewer than one-third of the members shall constitute a quorum at any meeting of any regional welfare board.

Procedure at Meetings of Regional Welfare Boards

14. (1) A regional welfare board shall at any meeting deal with those matters of which prior notice has been given and with such other matters as may be raised by the chairman or any member with the approval of the meeting or as the Minister or chairman of the board may direct.

(2) Any resolution or recommendation of the majority of the members of any regional welfare board present at a meeting shall constitute a resolution or recommendation of such regional welfare board.

(3) Every member, including the chairman, shall have one vote: Provided that in the event of an equality of votes, the chairman shall also have a casting vote.

(4) The chairman shall decide any question of order or procedure at any meeting of a regional welfare board: Provided that if any member raises an objection to such decision the question shall be put to the vote without discussion and the decision of the meeting shall be final.

- (5) (a) The secretary shall as soon as may be after every meeting forward a copy of the draft minutes of the meeting to every member for his information and for comment within 14 days of the date of dispatch.
- (b) Sufficient copies of the minutes and the agenda shall be forwarded by the secretary to the registrar to be made available to the members of the board.
- (c) The draft minutes together with any objections received, shall be submitted to the regional welfare board for confirmation at its next meeting.

Absence from Meetings of Regional Welfare Boards

15. (1) A regional welfare board may for sound reasons grant any member leave of absence from meetings: Provided that leave of absence from two or more consecutive meetings or absence without leave shall be brought to the notice of the chairman of the board who shall report the matter to the Minister.

(2) Any member whose application for leave of absence from meetings has been refused by the regional welfare board may appeal to the Minister who may grant or refuse such leave.

Executive Committees of Regional Welfare Boards

- 16.** (a) Two of the other members of an executive committee of any regional welfare board and the *ex officio* member shall constitute a quorum at any meeting of such executive committee.

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- (b) Any decision of any executive committee performing any function assigned to it in terms of section 12(3)(b) of the Act, shall be deemed to be a decision of the regional welfare board.

Application for Registration as a Welfare Organization

17. (1) Any application for the registration of a welfare organization in terms of section 19 of the Act shall be submitted to the regional welfare board of the area in which such organization is carrying on its activities or proposes to carry on its activities, in the form of Form W.1, together with a certified copy of the constitution of the organization.

(2) The registrar shall in the manner directed by the board notify such welfare organization of the board's decision on the application for registration. If the application has been granted, the registrar shall issue a certificate of registration in the form of Form W.2.

(3) The constitution of any welfare organization shall, in addition to the requirements of section 26 of the Act, set out -

- (a) the name of the welfare organization
- (b) the objects of the welfare organization;
- (c) the area or areas in which the welfare organization proposes to render its services;
- (d) how the managing committee is constituted and how vacancies on the committee are filled;
- (e) how the branch and subsidiary organizations, if any, are controlled and managed;
- (f) how the assets of the welfare organization are to be disposed of on the dissolution of the organization;
- (g) the procedure for amending the constitution;
- (h) membership.

(4) The applicant welfare organization shall furnish the secretary of the regional welfare board concerned with the address of its head office and shall advise him of any change of address.

(5) The applicant welfare organization shall inform the secretary of the local regional welfare board of the names, addresses and occupations of the members of the managing committee and of any change in such committee.

Notice of and Objection to Application for Registration

18. (1) The notice referred to in section 19(2)(a) of the Act shall be published in the *Gazette* and not less than one local newspaper, or, if there is no local newspaper, in not less than one newspaper circulating in the area in which the organization will function.

(2) Any objection under section 19(2)(b) of the Act shall be lodged within 21 days of the date of the notice in the *Gazette* in terms of subregulation (1).

Change of Address and of Office-bearers

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19. A registered welfare organization shall advise the registrar and the local regional welfare board of any change of address of its head office, and of any change in the incumbency of the office of chairman, vice-chairman, secretary, treasurer or auditor.

Exemption from Provisions of the Act

20. (1) Any application in terms of section 17(1) of the Act for exemption from any of the provisions of the Act, shall be lodged with the local regional welfare board in the form of Form W.3 for transmission and recommendation to the board and shall -

- (a) state the provisions of the Act from which the welfare organisation desires exemption; and
- (b) the reasons for desiring such exemption.

(2) A certificate of exemption granted under section 17(1) of the Act shall be issued by the registrar to the welfare organization in the form of Form W.4.

Board's Decisions

21. Any decision of the board relating to the rejection, wholly or in part, of any application for registration or exemption or to the amendment, surrender or cancellation of any certificate of registration or exemption: shall forthwith be transmitted in writing by the registrar to the welfare organization concerned.

Temporary Authority to collect Contributions

22. (1) An authority granted in terms of section 18(1) of the Act shall be subject to the following conditions:

- (a) That the contributions collected shall be used for the purpose for which the authority has been granted and shall be disposed of within 90 days of the date of expiry of the authority;
- (b) that all the moneys collected in terms of the authority shall be paid into a bank account (for this purpose "bank" includes the post office savings bank, any commercial bank, or any building society);
- (c) that the person, group of persons or welfare organization to whom or to which the authority has been granted, shall keep proper books of account of the contributions collected and of the manner in which they have been spent and that such books and supporting documents may at any time be inspected by the officer who granted the authority or an officer designated by him;
- (d) that unless a welfare organization has been formed and registered for the purpose of the collection, the person, group of persons or organization to whom or to which the authority has been granted, shall, within 120 days of the date of expiry of the authority, submit to the officer who granted the authority, for transmission to the board, a final audited statement of income and expenditure, together with the lists, if any, which have been used for the purpose of the collection.

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(2) Any authority intended in subregulation (1) shall be issued in the form of Form W.8 and shall be accompanied by the conditions stated in the said subregulation as well as by such other conditions as may be imposed by the officer granting the authority.

Appeal against Decisions of the Board

23. (1) Any appeal under section 25(1) of the Act shall be lodged in writing with the registrar within 90 days of the welfare organization being notified of the board's decision and shall set forth the grounds of appeal.

(2) After the appeal has been lodged, the registrar shall as soon as may be transmit to the Minister a copy thereof. The Minister shall thereupon constitute an appeal committee in terms of section 25 of the Act and shall determine the time, date and place of the hearing of the appeal.

(3) After the Minister has notified the registrar of the constitution of the appeal committee and of the time, date and place of appeal, the registrar shall as soon as may be -

- (a) transmit the following to each member of the appeal committee -
 - (i) a copy of the appellant organization's appeal and grounds of appeal;
 - (ii) a copy of the board's reasons for the decisions against which the appeal is being lodged;
 - (iii) a notice stating the time, date and place of appeal; and
- (b) transmit to the appellant organization copies of the documents referred to in paragraph (a)(ii) and (iii).
- (4) The appeal committee shall -
 - (a) at its own discretion sit *in camera* or permit the public (including the press) to have access to the proceedings of the appeal, the hearing of which may from time to time be postponed;
 - (b) base its decision on the information before it, without calling for evidence; and
 - (c) convey its decision to the registrar who shall notify the board and the appellant organisation.

Surrender of Certificate of Registration

24. The surrender of any certificate of registration in terms of section 23 of the Act shall be published by the board for general information in the *Gazette* and the board may, in addition to any other conditions which it may deem fit to lay down in accepting the surrender, impose one or more of the following conditions on the organization concerned:

- (a) It shall within a period to be determined by the board, submit to the board a final audited balance sheet and audited statement of revenue and expenditure.
- (b) It shall not destroy or dispose of its records unless the prior approval of the board has been obtained.

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- (c) It shall by notice in a local newspaper or, if there is no local newspaper, in not less than one newspaper circulating in the area in which the organization is functioning, make known to the public that it has discontinued its functions or that it intends to discontinue its functions.

Conditions regarding Management of a Welfare Organization

25. Every managing committee shall, in addition to the duties imposed on it by section 26(2) of the Act -

- (a) keep minutes of the meetings of the managing committee, in which shall be recorded the names of the members of the committee attending such meeting;
- (b) pay all moneys received for the welfare organization into a bank account, kept in the registered name of the welfare organization (for this purpose "bank" includes the post office savings bank, any commercial bank or any building society);
- (c) keep such books of account as will accurately reflect the financial activities of the welfare organization, including particulars of all property acquired or disposed of;
- (d) furnish the registrar with all such particulars as may be necessary for the proper understanding of the documents referred to in (a) and (c);
- (e) ensure that all accounts, books, records and minutes of meetings are at any time open to inspection by any inspecting officer specially authorised thereto in terms of section 30(1) of the Act, by the Secretary or the registrar;
- (f) submit to the local regional welfare board, for transmission to the registrar, an audited balance sheet and audited statement of revenue and expenditure not audited by a member of the managing committee, together with the annual report for the corresponding period, within a period of six months of the close of the welfare organization's financial year: Provided that the registrar, after consultation with the local regional welfare board, may grant the welfare organization an extension of this period;
- (g) ensure that all cheques drawn on the welfare organization are in terms of the constitution duly signed by not less than two persons;
- (h) ensure that no contributions are raised by the welfare organization for any purpose not stated in the constitution, as approved by the board, and that no money or property of the welfare organization is applied to any other purpose; and
- (i) ensure that all books of account and supporting documents are retained for not less than three years, unless such documents shall be kept for a longer period in terms of some other Act.

Duties of Managing Committee

26. (1) When a registered welfare organization carries on its activities wholly or in part by means of branches functioning under the control and guidance of the managing committee, the managing committee shall grant each branch committee a letter of delegation in the form of Form W.5 and the managing committee shall ensure -

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- (a) that such branch committee complies with the provisions of regulation 25;
- (b) that a record of the name and address of each branch committee and of the chairman, secretary and treasurer of each branch committee is kept in the head office of the registered welfare organization.

(2) Before amending a certificate of registration in terms of section 22, the board shall direct the managing committee concerned to -

- (a) publish a notice in the *Gazette* and at least one local newspaper or, if there is no local newspaper, in at least one newspaper circulating in the area in which the organization is functioning in which notice the proposed change of name and object shall be stated; and
- (b) by means of such notice request all interested persons wishing to raise objections thereto, to lodge with the registrar the representations they wish to make, within a period of 21 days.

(3) When, with the consent of the managing committee of a registered welfare organization, any person or group of persons undertakes to collect funds from the public in aid of such organization, the managing committee shall grant such person or group of persons a certificate of authority in the form of Form W.6 and/or in the form of Form W.7, and it shall be the duty of the managing committee to ensure that -

- (a) the organization receives the full amount of the net proceeds of such an effort to collect funds;
- (b) if the organization is to receive only a percentage of the proceeds of such an effort to collect funds the true facts shall be made known to the public before the collection of funds is commenced; and
- (c) the certificate of authority issued in terms of section 29 of the Act to the person or group of persons undertaking the collection is returned to the organization as soon as may be after the date on which it expires. but not later than 21 days thereafter.

Penalties

27. Failure to comply with the provisions of regulations 22, 24, 25 and 26 shall be an offence and any person found guilty of such offence shall be liable to a fine not exceeding one hundred rand.

Application of Regulations in the Territory

28. These regulations shall also apply in the territory, including the Eastern Caprivi Zipfel.

Repeal of Regulations

29. The regulations promulgated in Government Notice R.1055, dated 1 July 1966, Government Notice R.397, dated 23 March 1967, and Government Notice 183, dated 22 October 1965, of the territory, are hereby repealed.

Schedule of Prescribed Forms

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- 30.** Form W.1 - Application for registration of a welfare organization - Annexure A.
Form W.2 - Certificate of registration - Annexure B.
Form W.3 - Application for exemption from the operation of any of the provisions of the Act - Annexure C.
Form W.4 - Certificate of exemption - Annexure D.
Form W.5 - Letter of Delegation - Annexure E.
Form W.6 - Certificate of authority for organizing a function - Annexure F.
Form W.7 - Certificate of authority for raising contributions in cash or in kind - Annexure G.
Form W.8 - Temporary authority for the collection of contributions - Annexure H.
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ANNEXURES

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Annexures A-H

**REGULATIONS
National Welfare Act 79 of 1965**

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REPUBLIC OF SOUTH AFRICA

W.1. ANNEXURE A

APPLICATION FOR REGISTRATION OF A WELFARE ORGANIZATION

in terms of section 19 (1) of the National Welfare Act, 1965 (Act 79 of 1965)

PARTICULARS OF THE ORGANIZATION APPLYING FOR REGISTRATION

1. (a) Name _____
Address of administrative Head Office _____
Telegraphic address _____
- (b) Affiliation
 - (i) State name of body to which affiliated _____
 - (ii) State names of organizations affiliated to your organization _____
- (c) Date of establishment _____
- (d) Area in which organization operates or proposes to operate _____
- (e) Number of subsidiary branches of your organization _____
- (f) Objects _____
(NOTE.—Give short description of the activities and objects of the organization for insertion in the registration certificate and publication in the *Gazette*.)

PARTICULARS OF THE MANAGING COMMITTEE

2. (a) Number of members serving on Managing Committee _____
- (b) Full name, address and occupation of the:
 - (i) Chairman _____
 - (ii) Vice-Chairman _____
 - (iii) Honorary Treasurer (if any) _____
 - (iv) Honorary Secretary (if any) _____
 - (v) Other members _____
- (c) Remuneration of chief executive officers—
 - (i) Honoraria (if any) of:
 - Honorary Treasurer _____
 - Honorary Secretary _____
 - Other members of the management _____
 - (ii) Salary of—

Treasurer	R _____	per annum.
Secretary	R _____	per annum.

- (d) Auditor—
 - (i) Name, address and qualifications of auditor _____
 - (ii) Is he/she registered under the Public Accountants' and Auditors' Act, 1951 (Act 51 of 1951)? _____
- (e) Name and address of bank at which the central banking account is kept? _____
- (f) Date on which financial year ends _____
- (g) The Head Office Managing Committee meets _____ times per annum/month.

CONTROL OF BRANCHES (IF ANY)

3. (a) To what extent are the branches subject to the control of the Head Office Managing Committee? _____
- (b) To what extent do the branches control their own finances? _____
- (c) Do the branches have their own constitutions and managing committees? _____
- (d) Are members of the managing committees of the branches receiving any remuneration? _____

SOURCES OF INCOME

4. NOTE.—Describe briefly the sources of income, stating by what means funds are raised and whether the organization receives financial assistance from the Government (state name of department), provincial administration and/or local authorities. _____
5. I, the undersigned, being the Secretary of the above-mentioned organization and duly authorised by the _____

(Managing Committee, Board, Council, etc.)

hereby apply to have the said Organization registered under the provisions of the National Welfare Act, 1965 (Act 79 of 1965), and declare that the information supplied above is true and correct to the best of my knowledge. *A certified true copy of the constitution, audited balance sheet and audited statement of revenue and expenditure are enclosed. (These statements must be signed by the Chairman and the Treasurer or Secretary as well as the auditor.)*

Place _____ Secretary
Date _____

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REPUBLIC OF SOUTH AFRICA

W.2.

ANNEXURE B

CERTIFICATE OF REGISTRATION

NATIONAL WELFARE BOARD

I hereby certify that the _____

has been registered as a welfare organization in terms of section 19 of the National Welfare Act, 1965 (Act 79 of 1965).

The objects of the welfare organization are: _____

The registration of the said welfare organization is subject to the conditions set out in the Act and the Regulations framed thereunder. Attention is drawn to the following:

- (a) The organization shall confine its activities to the area as defined in its constitution.
- (b) No alterations shall be made to the name or objects of the organization without the prior written consent of the National Welfare Board.
- (c) _____

The welfare organization is required to quote its registration No. _____ in all public documents, advertisements, certificates of authority, delegations, etc. In terms of section 21 of the Act this certificate may be amended or cancelled at any time by direction of the Board.

Place _____ Registrar of the National Welfare Board
Date _____

REPUBLIC OF SOUTH AFRICA

W.3.

ANNEXURE C

APPLICATION IN TERMS OF SECTION 17 (1) OF THE NATIONAL WELFARE ACT, 1965 (ACT 79 OF 1965), FOR EXEMPTION FROM THE OPERATION OF ANY OF THE PROVISIONS OF THE SAID ACT

I, _____
Secretary of the _____
(Name and registration number of welfare organization)

hereby make application for the exemption of the said _____
(Name and registration number of welfare organization)

from the operation of the provisions of _____
(Name relative section/s or subsection/s)

of the National Welfare Act, 1965 (Act 79 of 1965), on the grounds set forth in the attached memorandum.

Place _____
Date _____ Secretary of _____

Name and registration number of welfare organization

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REPUBLIC OF SOUTH AFRICA

W. 4.

ANNEXURE D

**CERTIFICATE OF EXEMPTION
NATIONAL WELFARE BOARD**

I hereby certify that in terms of section 17 (1) of the National Welfare Act, 1965 (Act 79 of 1965), the _____
has been exempted from the following provisions of the Act:

This Certificate of Exemption shall be valid as from _____ 19____
to _____ 19____, and is subject to the
following conditions:

In terms of section 17 (2) of the Act this certificate may be cancelled
or amended at any time by direction of the Board.

Place _____
Date _____ Registrar of the National
Welfare Board

REPUBLIC OF SOUTH AFRICA

W. 5.

ANNEXURE E

LETTER OF DELEGATION

In terms of section 27 (1) of the National Welfare Act, 1965 (Act 79
of 1965), and duly authorized by the managing committee controlling

(name and registration number of welfare organization *granting
delegated authority*)

I, _____
do hereby grant to _____
(Name of branch)

_____ this letter of delegation authorising the said _____
(Name of branch)

to collect contributions for and to carry on within its area of operation
the functions and activities of the _____

(name and registration number of welfare organization *granting
delegated authority*)

Place _____
Date _____ Chairman or other person
authorised by the Managing
Committee

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W. 6.

ANNEXURE F

Authority No. _____

CERTIFICATE OF AUTHORITY FOR ORGANIZING A
FUNCTION

In terms of section 29 (1) of the National Welfare Act, 1965 (Act 79 of 1965), authority is hereby granted to:

(Name of person or body)

to raise funds from the public by means of _____
to be held at _____ on the _____
under the authority of the _____

(Name and registration number of welfare organization)

This Certificate of Authority is issued subject to *the provisions of the Act and Regulations framed thereunder and the following additional conditions:*

- (1) That the period of validity be _____
- (2) That posters, dodgers, notices and tickets contain the name or names of the organization(s) for which the appeal is being made.
- (3) That all money collected from the public be properly accounted for on the reverse of this Certificate of Authority.
- (4) That as soon as possible after its expiry date, and not later than 21 days thereafter, this Certificate of Authority be returned to the office of the welfare organization for which the appeal is being made, together with the proceeds.
- (5) That all tickets bear a serial number, and those unsold be returned with this Certificate of Authority.
- (6) That a brief report covering the activity and its result be forwarded to the welfare organization(s) for which the activity was organized.

Chairman or other person authorized by Managing
Committee, Management or Head

Place _____
Date of issue _____
Date of expiry _____

Organizer of Activity

FOR USE BY THE REGISTERED WELFARE ORGANIZATION

This Certificate of Authority for the organizing of a function,
number _____, has been issued to _____
Address _____
Purpose _____
Period of validity _____

If the Certificate of Authority has not been returned as instructed, the welfare organization must take steps to ensure its return.

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FINANCIAL STATEMENT

Expenditure		Revenue		Particulars regarding tickets
	R c		R c	
Hire of hall.....		Number of tickets sold (state quantity sold at each price)		(1) Tickets printed: No. to No. at c
Hire of band.....				No. to No. at c
Catering.....				No. to No. at c
Advertising.....				No. to No. at c
Printing.....				No. to No. at c
Wages or salaries.....				(2) Tickets sold: No. to No. at c
Other expenses (to be specified in detail).....		Novelties.....		No. to No. at c
		Refreshments/Bar.....		No. to No. at c
		Donations.....		No. to No. at c
		Other revenue.....		(3) Tickets returned: No. to No. at c
				No. to No. at c
				No. to No. at c
				No. to No. at c
Balance to welfare organization(s) . . .				No. to No. at c
1				No. to No. at c
2				
3				
	R		R	

Date

Certified correct:

(Signed) _____
(Organizer)

REGULATIONS
National Welfare Act 79 of 1965

General Regulations in connection with the Administration of the National Welfare Act, 1965

REPUBLIC OF SOUTH AFRICA

W. 7.

ANNEXURE G

Authority No. _____

CERTIFICATE OF AUTHORITY FOR RAISING CONTRIBUTIONS IN CASH OR IN KIND

Permission is hereby granted in terms of section 29 (1) of the National Welfare Act, 1965 (Act 79 of 1965), to

_____ to raise contributions in cash or in kind for _____

_____ (name and registration number of welfare organization)

for a period of _____ from _____ to _____

This Certificate of Authority is issued subject to the provisions of the Act and the Regulations framed thereunder and on condition that the statement on the reverse side hereof is completed and returned to me together with money and goods collected.

_____ Chairman or other person authorised by Managing Committee, Management or Head

Place _____

Date _____

_____ Name and registration number of welfare organization

_____ Collector

FOR USE BY THE REGISTERED WELFARE ORGANIZATION

This Certificate of Authority for raising contributions in cash or in kind, No. _____ has been issued to _____
Address _____
Purpose _____
Period of validity _____

If this Certificate of Authority has not been returned as instructed* the Welfare Organization must take steps to ensure its return.

Name	Amount		Name	Amount	
	R	c		R	c
			<i>Amount brought forward.....</i>		
Total.....R			Total amount collected...R		

Date _____

_____ Collector

REGULATIONS
National Welfare Act 79 of 1965

General Regulations in connection with the Administration of the National Welfare Act, 1965

REPUBLIC OF SOUTH AFRICA

W.8. ANNEXURE H
TEMPORARY AUTHORITY FOR THE COLLECTION OF CONTRIBUTIONS

Whereas _____ (name of applicant) of _____ (postal address) has in terms of section 18 (1) of the National Welfare Act, 1965 (Act 79 of 1965), applied for authority to collect contributions from the public;

Now, therefore, I, the undersigned, duly designated thereto by the Minister of Social Welfare and Pensions in terms of the said section 18 (1), hereby grant to the said applicant the authority applied for to collect in _____ (area) for the period _____ to _____ contributions to the value of not more than R _____, subject to the conditions stated on the reverse side hereof, for the following purpose(s):

Given at _____, this _____ day of _____, 19____

Official Designation

CONDITIONS UNDER WHICH CONTRIBUTIONS MAY BE COLLECTED FROM THE PUBLIC IN TERMS OF SECTION 18 (1) OF THE NATIONAL WELFARE ACT, 1965

(a) That the contributions collected shall be used for the purpose for which the authority has been granted and shall be disposed of within 90 days of the date of expiry of the authority.

(b) That all moneys collected in terms of the authority shall be paid into a bank account. (For this purpose "bank" includes the post office savings bank, any commercial bank or any building society.)

(c) That the person, group of persons or welfare organization to whom or to which the authority has been granted, shall keep proper books of account of the contributions collected and of the manner in which such contributions have been spent and that such books and supporting documents may at any time be inspected by the officer who granted the authority or an officer designated by him.

(d) That, unless a welfare organization has been formed and registered for the purpose of the collection, the person, group of persons or organization to whom or to which the authority has been granted, shall within 120 days of the date of expiry of the authority submit to the officer who granted the authority, for transmission to the National Welfare Board, a final audited statement of income and expenditure, together with the lists, if any, which have been used for the purpose of the collection.

(e) _____

(f) _____