




## 4.1 Print

### 4.1.1 Stationery: The Presidential Seal

#### 4.1.1.1 Letterhead

	20mm	27mm	143mm	20mm
31.5mm				
35mm	PRESIDENT		REPUBLIC OF SOUTH AFRICA	
20mm				
183mm		<p>Addressee,</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.</p> <p>Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.</p>		
Letter ends		<p>Kindest Regards</p> <p><b>Name Surname</b> <b>Designation</b></p>		
35mm				

**Body Copy:**  
**Arial Regular:** 10pt  
**Kerning:** 0pt  
**Leading:** 12pt  
**Colour:** Black  
**Alignment:** Left

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:		Stock colour:	White
Printing:	Single sided	Colours:	Black and Embossed






## 4.1 Print

### 4.1.1 Stationery: The Presidential Seal

#### 4.1.1.2 Continuation sheet

	20mm	27mm	143mm	20mm
31.5mm				
21.5mm				
20mm				
183mm		<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Kindest Regards</p> <p><b>Name Surname</b> <b>Designation</b></p>		
Letter ends				
35mm				

**Body Copy:**  
**Arial Regular:** 10pt  
**Kerning:** 0pt  
**Leading:** 12pt  
**Colour:** Black  
**Alignment:** Left

**Note:** All  
 correspondence to  
 be set in Arial.

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:		Stock colour:	White
Printing:	Single sided	Colours:	Embossed



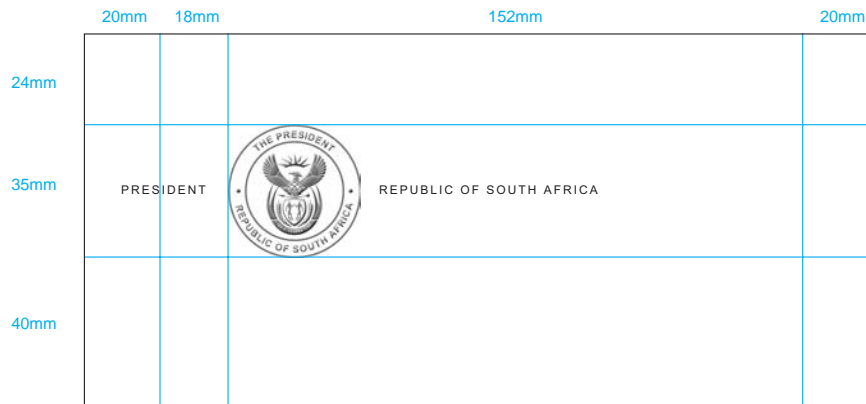


## 4.1 Print

### 4.1.1 Stationery: The Presidential Seal

#### 4.1.1.3 Compliment slip

These specifications will ensure consistency of application on the compliment slip.



The embossed version of the compliment slip only has the Presidential Seal.



#### KEY

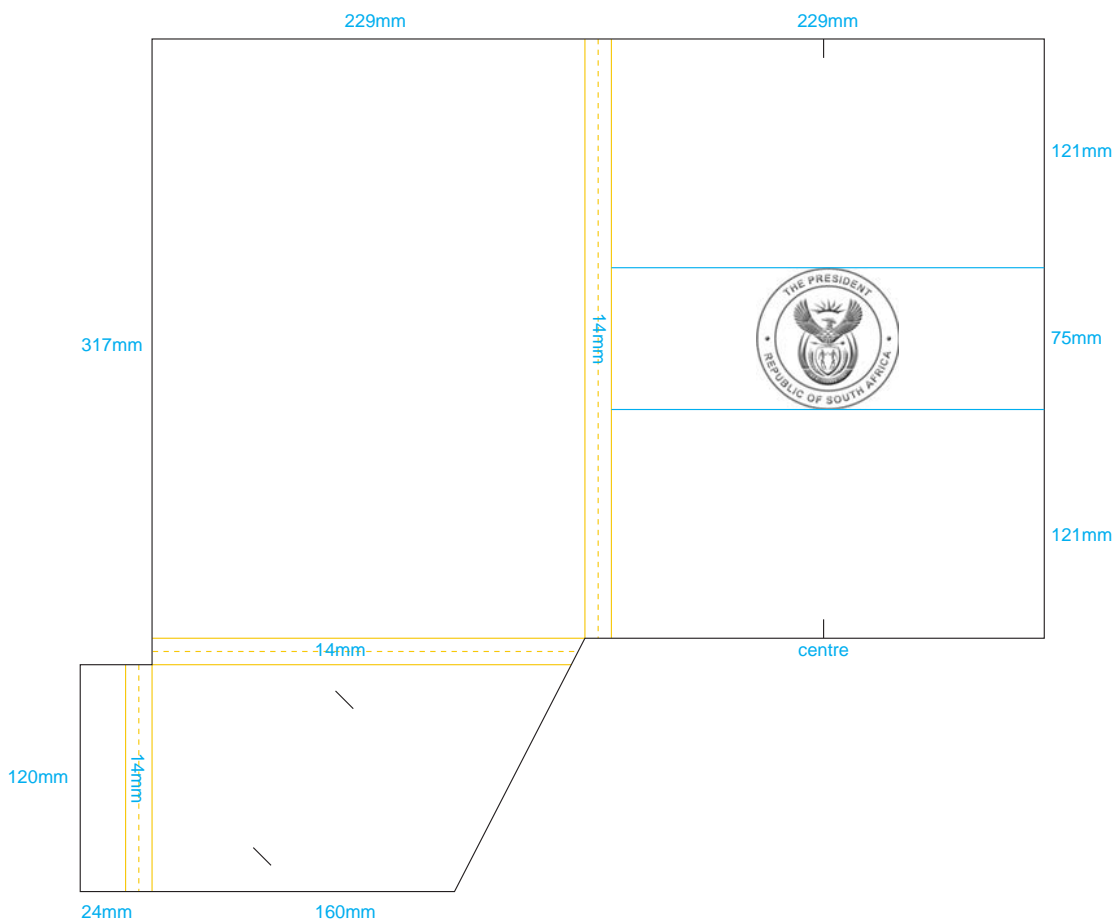
Size:	210 mm X 99 mm (DL)		
Stock:		Stock colour:	White
Printing:	Single sided	Colours:	Black and Embossed



## 4.1 Print

### 4.1.1 Stationery: The Presidential Seal

#### 4.1.1.4 Folder



#### KEY

Die line		Scoring	
Size flat:	510 mm X 451 mm	Size folded:	229 mm X 317 mm
Stock:		Stock colour:	Brilliant White
Printing:	Single sided	Colours:	Embossed and UV varnish



## 4.1 Print

### 4.1.2 Stationery: Deputy President

#### 4.1.2.1 Letterhead

20mm	170mm	20mm	
20mm			<b>Descriptor:</b> Arial Bold Colour: Green
35mm	<b>DEPUTY PRESIDENT REPUBLIC OF SOUTH AFRICA</b>		
40mm			
162mm	<p>Addressee,</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Yours sincerely</p> <p><b>Name Surname Designation</b></p>		<b>Body Copy:</b> Arial Regular: 10pt Kerning: 0pt Leading: 12pt Colour: Black Alignment: Left
letter ends			
40mm			
	centre		

#### KEY

	Gold-foiling (Pantone 873C)		
Size:	210 mm X 297 mm (A4)		
Stock:		Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour and foiling		





## 4.1 Print

### 4.1.2 Stationery: Deputy President 4.1.2.2 Continuation sheet

20mm	170mm	20mm
20mm		
35mm		
40mm		
162mm	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Yours sincerely</p> <p><b>Name, Surname</b> <b>Designation</b></p>	
letter ends		
40mm		
	centre	

**Body Copy:**  
**Arial Regular:** 10pt  
**Kerning:** 0pt  
**Leading:** 12pt  
**Colour:** Black  
**Alignment:** Left

#### KEY

	Gold-foiling (Pantone 873C)		
Size:	210 mm X 297 mm (A4)		
Stock:		Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour and foiling		

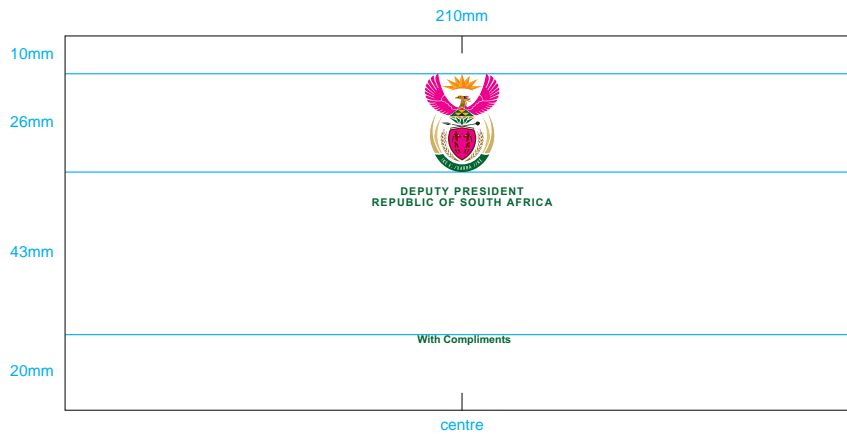




## 4.1 Print

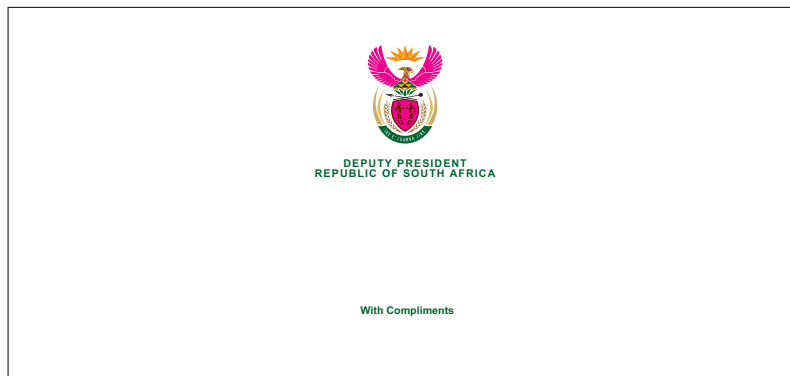
### 4.1.2 Stationery: Deputy President

#### 4.1.2.3 Compliment slip



**Descriptor:**  
Arial Bold  
Colour: Green

**With Compliments:**  
Arial Bold: 8pt  
Kerning: 0pt  
Colour: Green



#### KEY

	Gold-foiling (Pantone 873C)		
Size:	210 mm X 99 mm (DL)		
Stock:		Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour and foiling		

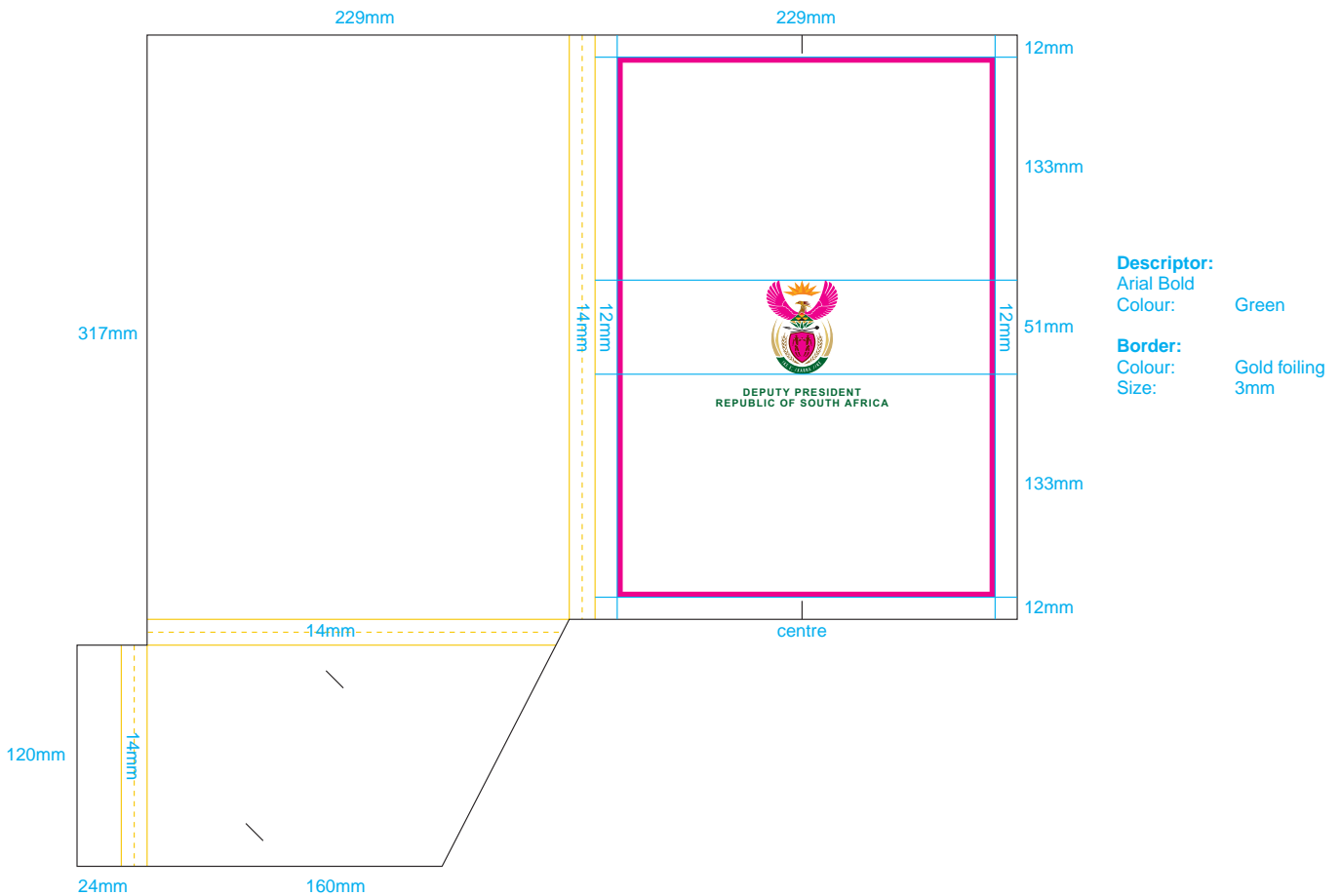




## 4.1 Print

### 4.1.2 Stationery: Deputy President

#### 4.1.2.4 Folder



#### KEY

Gold-foiling (Pantone 873C)		Die line		Scoring	
Size flat:	510 mm X 451 mm	Size folded:	229 mm X 317 mm		
Stock:	Conqueror Contour 300 gsm	Stock colour:	Brilliant White		
Printing:	Single sided	Screen:	133		
Colours:	Full colour and foiling				







## 4.1 Print

### 4.1.3 Stationery: Minister / Deputy Minister

#### 4.1.3.1 Letterhead

	20mm	170mm	20mm
20mm			
26mm			
21mm		<b>MINISTER WATER AFFAIRS AND FORESTRY REPUBLIC OF SOUTH AFRICA</b>	
30mm		<small>Private Bag X483, PRETORIA, 0001 • Wachshuis, Thibault Arcade, 7th Floor, 231 Pratorius Street, PRETORIA Tel: (012) 393 2800 Fax: (012) 393 2820 www.waf.gov.za</small>	
160mm		<p>01 November 2004</p> <p>Addressee</p> <p>Subject heading here</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Yours sincerely</p> <p><b>Name Surname</b> <b>Designation</b></p>	
Letter ends			
40mm			
		centre	

**Descriptor:**  
Arial Bold  
Colour: Green

**Address:**  
Arial Regular: 6pt  
Kerning: 0pt  
Leading: 8pt  
Colour: Black  
Alignment: Centre

**Body Copy:**  
Arial Regular: 10pt  
Kerning: 0pt  
Leading: 12pt  
Colour: Black  
Alignment: Left

#### KEY

	Gold-foiling (Pantone 873C)		
Size:	210 mm X 297 mm (A4)		
Stock:		Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour and foiling		






## 4.1 Print

### 4.1.3 Stationery: Minister / Deputy Minister

#### 4.1.3.2 Continuation sheet

	20mm	170mm	20mm
20mm			
26mm			
30mm			
181mm		<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Yours sincerely</p> <p><b>Name Surname</b> <b>Designation</b></p>	
Letter ends			
40mm			
		centre	

**Body copy:**  
**Arial Regular:** 10pt  
**Kerning:** 0pt  
**Leading:** 12pt  
**Colour:** Black  
**Alignment:** Left

#### KEY

	Gold-foiling (Pantone 873C)
Size:	210 mm X 297 mm (A4)
Stock:	Stock colour: White
Printing:	Single sided Screen: 133
Colours:	Full colour and foiling

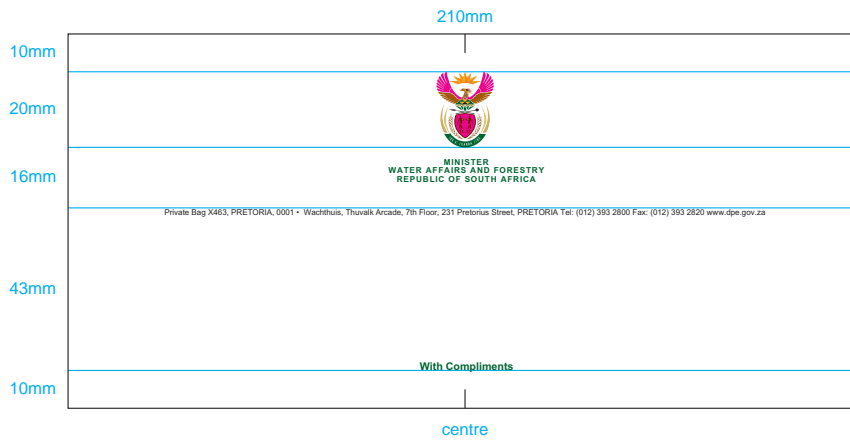




## 4.1 Print

### 4.1.3 Stationery: Minister / Deputy Minister

#### 4.1.3.3 Compliment slip



**Descriptor:**

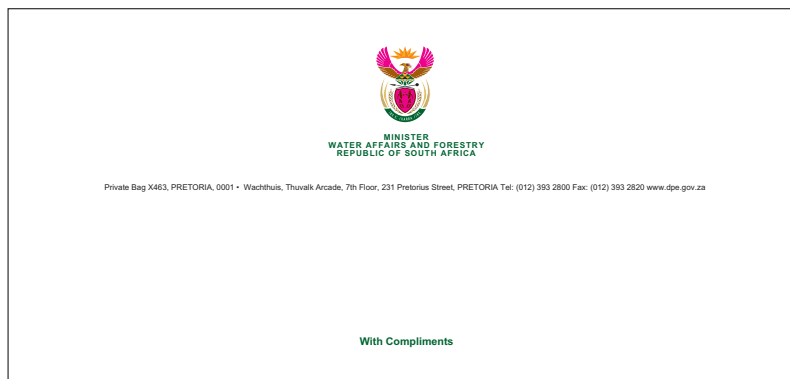
Arial Bold  
Colour: Green

**Address:**

Arial Regular: 6pt  
Kerning: 0pt  
Colour: Black  
Alignment: Centre

**With Compliments:**

Arial Bold: 8pt  
Kerning: 0pt  
Colour: Green  
Alignment: Centre



**KEY**

Gold-foiling (Pantone 873C)			
Size:	210 mm X 99 mm (DL)		
Stock:		Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour and foiling		



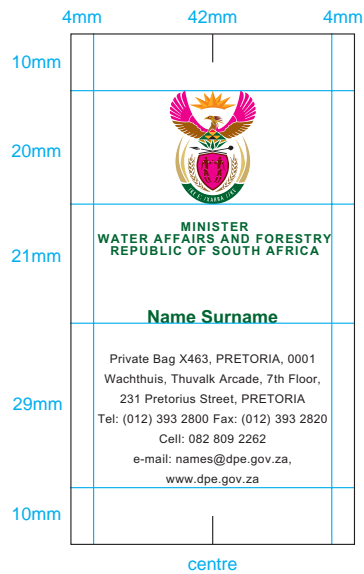


## 4.1 Print

### 4.1.3 Stationery: Minister / Deputy Minister

#### 4.1.3.4 Business cards

These specifications will ensure consistency of application on the business cards.



Ministers' and Deputy Ministers' business cards use the same specifications. Please refer to the Ministers' logo grids.

#### Descriptor:

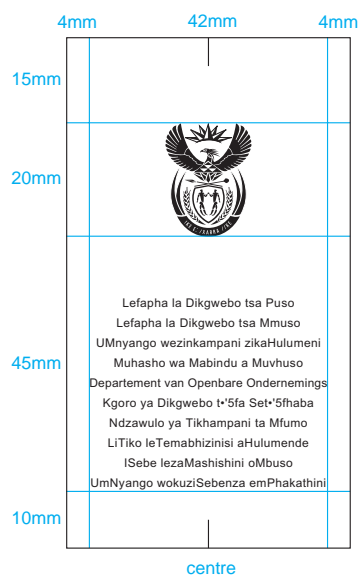
Arial Bold  
Colour: Green

#### Persons Name:

Arial Bold: 9pt  
Kerning: 0pt  
Colour: Green  
Alignment: Centre

#### Address:

Arial Regular: 6pt  
Kerning: 3pt  
Leading: 10pt  
Colour: Black  
Alignment: Centre



**Note:** Should the address become longer than the example, keep the baseline and leading the same and move text up.

#### Translations:

Arial Regular: 6pt  
Kerning: 3pt  
Leading: 8pt  
Colour: Black  
Alignment: Centre

#### KEY

Gold-foiling (Pantone 873C)			
Size:	50 mm X 90 mm (DL)		
Stock:		Stock colour:	White
Printing:	Double sided	Screen:	133
Colours front:	Full colour and foiling	Colours back:	Black





## 4.1 Print

### 4.1.3 Stationery: Minister / Deputy Minister

#### 4.1.3.5 Fax cover sheet

These specifications will ensure consistency of application on facsimiles.

			<p><b>Descriptor:</b> Arial Bold Colour: Black</p> <p><b>Address:</b> Arial Regular: 6pt Kerning: 0pt Leading: 8pt Alignment: Centre</p> <p><b>Fax Cover Title:</b> Arial Bold: 17pt Kerning: 15pt Alignment: Left</p>	<p><b>Note: All printing to be in black.</b></p>
	 MINISTER PUBLIC ENTERPRISES REPUBLIC OF SOUTH AFRICA			
	Private Bag X463, PRETORIA, 0001 • Wachshuis, Thibault Arcade, 7th Floor, 231 Pretorius Street, PRETORIA Tel: (012) 393 2800 Fax: (012) 393 2820 www.dpe.gov.za			
	<p><b>FAX COVER SHEET</b></p> <p style="text-align: right;">ROOM NO: <input type="text"/></p> <p>TO: _____</p> <p>ORGANISATION: _____</p> <p>FAX: _____</p> <p>FROM: _____</p> <p>TEL: _____</p> <p style="text-align: right;">DATE: <input type="text"/></p> <p>FAX: _____</p> <p>NO. PAGES: _____</p> <p>SUBJECT: _____</p> <p>MESSAGE: _____</p>		 DEPUTY MINISTER PUBLIC ENTERPRISES REPUBLIC OF SOUTH AFRICA	Private Bag X463, PRETORIA, 0001 • Wachshuis, Thibault Arcade, 7th Floor, 231 Pretorius Street, PRETORIA Tel: (012) 393 2800 Fax: (012) 393 2820 www.dpe.gov.za
	<p><b>FAX COVER SHEET</b></p> <p style="text-align: right;">ROOM NO: <input type="text"/></p> <p>TO: _____</p> <p>ORGANISATION: _____</p> <p>FAX: _____</p> <p>FROM: _____</p> <p>TEL: _____</p> <p style="text-align: right;">DATE: <input type="text"/></p> <p>FAX: _____</p> <p>NO. PAGES: _____</p> <p>SUBJECT: _____</p> <p>MESSAGE: _____</p>			
	centre			

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:		Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Black		

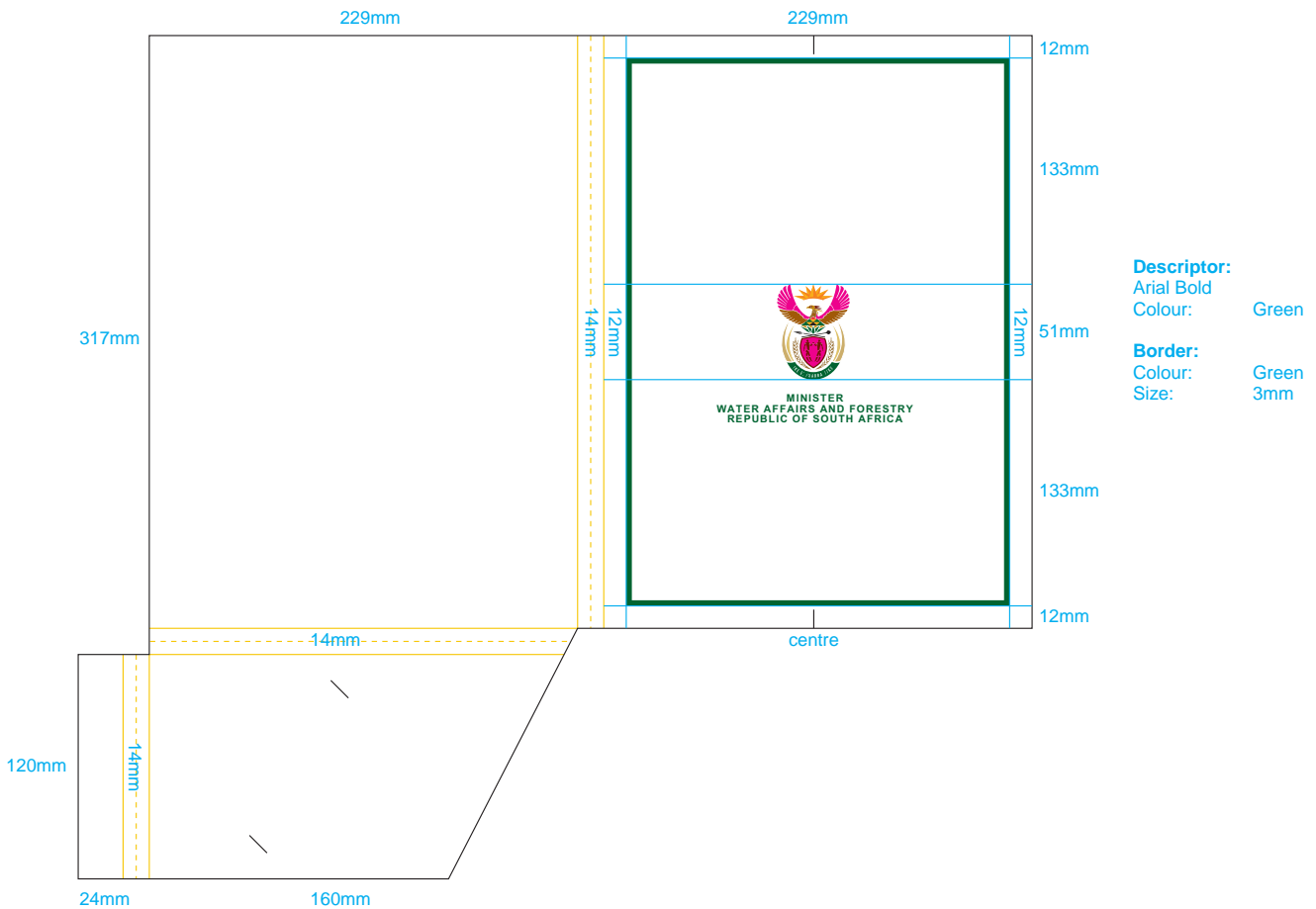




## 4.1 Print

### 4.1.3 Stationery: Minister / Deputy Minister

#### 4.1.3.6 Folder



#### KEY

Gold-foiling (Pantone 873C)		Die line		Scoring	
Size flat:	510 mm X 451 mm	Size folded:	229 mm X 317 mm		
Stock:	Conqueror Contour 300 gsm	Stock colour:	Brilliant White		
Printing:	Single sided	Screen:	133		
Colours:	Full colour and foiling				






## 4.1 Print

### 4.1.4 Stationery: The Presidency

#### 4.1.4.1 Letterhead

	20mm	170mm	20mm	
20mm				<b>Descriptor:</b> Arial Bold Colour: Black
26mm		<b>THE PRESIDENCY</b> <b>REPUBLIC OF SOUTH AFRICA</b>		
21mm		<small>Private Bag X463, PRETORIA, 0001 • Wadhuis, Thuvak Arcade, 7th Floor, 231 Pretorius Street, PRETORIA Tel: (012) 393 2800 Fax: (012) 393 2820 www.wal.gov.za</small>		<b>Address:</b> Arial Regular: 6pt Kerning: 0pt Leading: 8pt Colour: Black Alignment: Centre
30mm		01 November 2004  Addressee  <b>Subject heading here</b>  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit.		
160mm		Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.		<b>Body Copy:</b> Arial Regular: 10pt Kerning: 0pt Leading: 12pt Colour: Black Alignment: Left
Letter ends		Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.		
40mm		Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.		
		Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.		
		Yours sincerely  <b>Name Surname</b> <b>Designation</b>		
		centre		

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour		





## 4.1 Print

### 4.1.4 Stationery: The Presidency

#### 4.1.4.2 Continuation sheet

20mm	170mm	20mm
20mm		
26mm		
30mm		
181mm	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Yours sincerely</p> <p><b>Name Surname</b> <b>Designation</b></p>	
Letter ends		
40mm		
	centre	

**Body Copy:**  
**Arial Regular:** 10pt  
**Kerning:** 0pt  
**Leading:** 12pt  
**Colour:** Black  
**Alignment:** Left

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour		



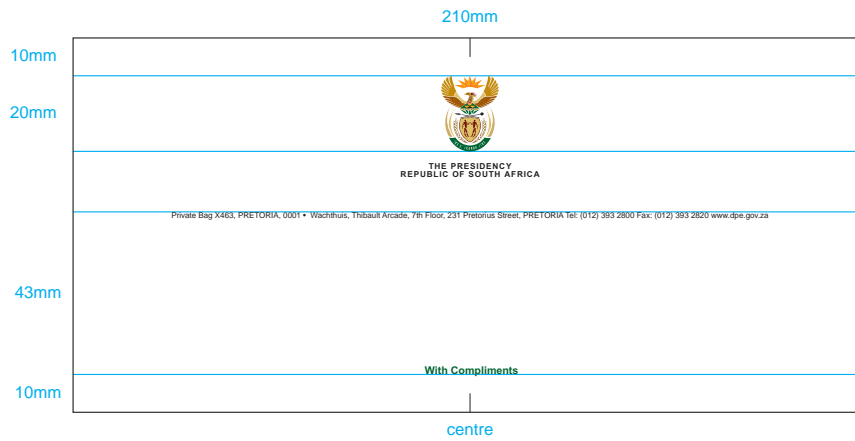




## 4.1 Print

### 4.1.4 Stationery: The Presidency

#### 4.1.4.3 Compliment slip



**Descriptor:**

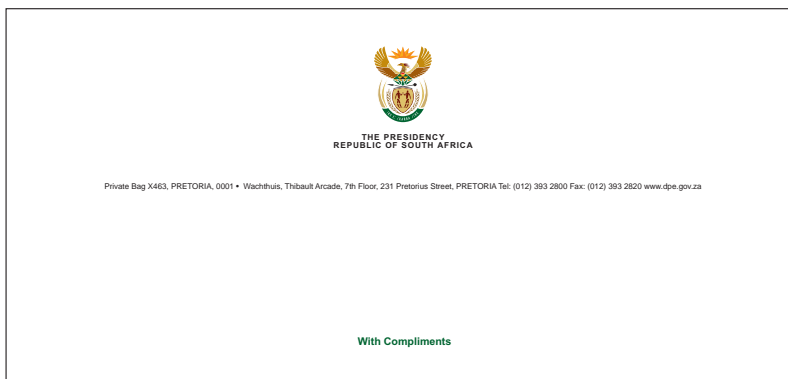
Arial Bold  
Colour: Black

**Address:**

Arial Regular: 6pt  
Kerning: 0pt  
Colour: Black  
Alignment: Centre

**With Compliments:**

Arial Bold: 8pt  
Kerning: 0pt  
Colour: Green  
Alignment: Centre



**KEY**

Size:	210 mm X 99 mm (DL)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour		



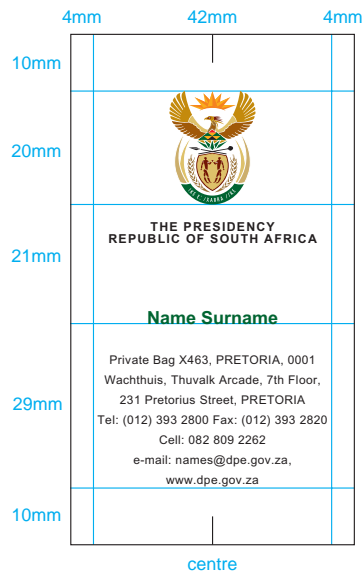


## 4.1 Print

### 4.1.4 Stationery: The Presidency

#### 4.1.4.4 Business cards

These specifications will ensure consistency of application on the business cards.

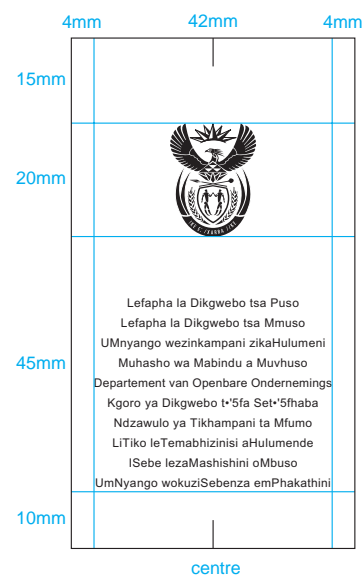


Please refer to the Presidency's logo grids.

**Descriptor:**  
Arial Bold  
Colour: Green

**Persons Name:**  
Arial Bold: 9pt  
Kerning: 0pt  
Colour: Green  
Alignment: Centre

**Address:**  
Arial Regular: 6pt  
Kerning: 3pt  
Leading: 10pt  
Colour: Black  
Alignment: Centre



**Note:** Should the address become longer than the example, keep the baseline and leading the same and move text up.

**Translations:**  
Arial Regular: 6pt  
Kerning: 3pt  
Leading: 8pt  
Colour: Black  
Alignment: Centre

#### KEY

Size:	50 mm X 90 mm		
Stock:	Matt Art 300 gsm	Stock colour:	White
Printing:	Double sided	Screen:	133
Colours front:	Full colour and foiling	Colours back:	Black






## 4.1 Print

### 4.1.4 Stationery: The Presidency

#### 4.1.4.5 Fax cover sheet

These specifications will ensure consistency of application on facsimiles.

	 <b>THE PRESIDENCY</b> <b>REPUBLIC OF SOUTH AFRICA</b>															
	<small>Private Bag X463, PRETORIA, 0001 • Wachthuis, Thibault Arcade, 7th Floor, 231 Pretorius Street, PRETORIA Tel: (012) 393 2800 Fax: (012) 393 2820 www.dpe.gov.za</small>															
	<p><b>FAX COVER SHEET</b></p> <p style="text-align: right;">ROOM NO: <input type="text"/></p> <p>TO:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">ORGANISATION:</td> <td></td> </tr> <tr> <td>FAX:</td> <td></td> </tr> <tr> <td>FROM:</td> <td></td> </tr> <tr> <td>TEL:</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">DATE: <input type="text"/></td> </tr> <tr> <td>FAX:</td> <td></td> </tr> <tr> <td>NO. PAGES:</td> <td></td> </tr> </table> <p>SUBJECT:</p> <p>MESSAGE:</p>	ORGANISATION:		FAX:		FROM:		TEL:			DATE: <input type="text"/>	FAX:		NO. PAGES:		
ORGANISATION:																
FAX:																
FROM:																
TEL:																
	DATE: <input type="text"/>															
FAX:																
NO. PAGES:																
	centre															

**Descriptor:**  
Arial Bold  
Colour: Black

**Address:**  
Arial Regular: 6pt  
Kerning: 0pt  
Leading: 8pt  
Alignment: Centre

**Fax Cover Title:**  
Arial Bold: 17pt  
Kerning: 15pt  
Alignment: Left

**Note:** All printing to be in black.

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Black		

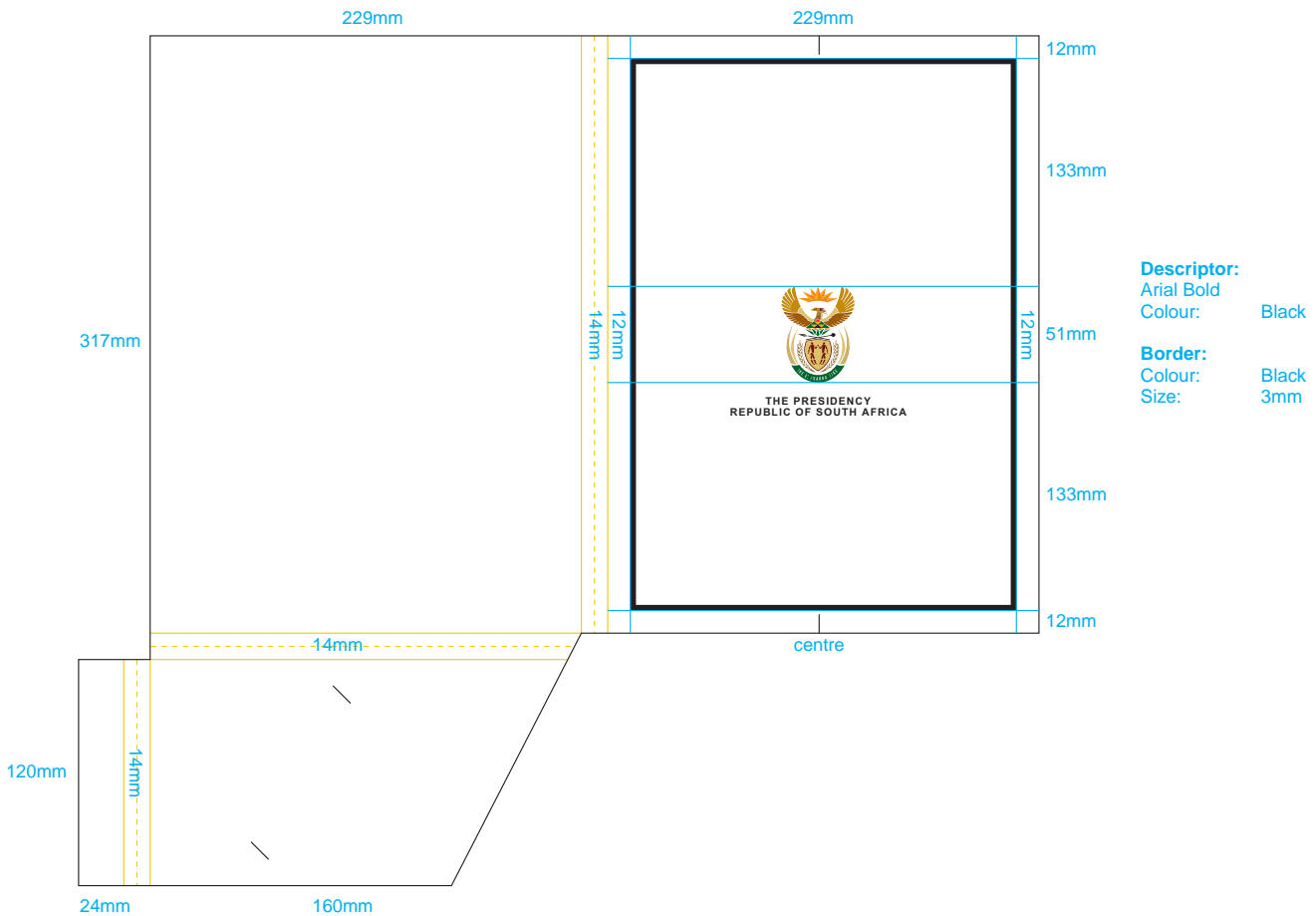




## 4.1 Print

### 4.1.4 Stationery: The Presidency

#### 4.1.4.6 Folder



#### KEY

Die line		Scoring	
Size flat:	510 mm X 451 mm	Size folded:	229 mm X 317 mm
Stock:	Conqueror Contour 300 gsm	Stock colour:	Brilliant White
Printing:	Single sided	Screen:	133
Colours:	Full colour		





## 4.1 Print

### 4.1.5 Stationery: Ministry

#### 4.1.5.1 Letterhead

	20mm	
20mm		
26mm	<p>MINISTRY PUBLIC ENTERPRISES REPUBLIC OF SOUTH AFRICA</p>	
21mm	<p>Private Bag X463, PRETORIA, 0001 • Wachshuis, Thibault Arcade, 7th Floor, 231 Pretorius Street, PRETORIA Tel: (012) 393 2800 Fax: (012) 393 2820 www.waf.gov.za</p>	
30mm	<p>01 November 2004</p> <p>Addressee</p> <p><b>Subject heading here</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Yours sincerely</p> <p><b>Name Surname</b> <b>Designation</b></p>	
160mm		
Letter ends		
40mm		

centre

**Descriptor:**  
Arial Bold  
Colour: Green

**Address:**  
Arial Regular: 6pt  
Kerning: 0pt  
Leading: 8pt  
Colour: Black  
Alignment: Centre

**Body Copy:**  
Arial Regular: 10pt  
Kerning: 0pt  
Leading: 12pt  
Colour: Black  
Alignment: Left

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour		





## 4.1 Print

### 4.1.5 Stationery: Ministry

#### 4.1.5.2 Continuation sheet

	20mm	170mm	20mm
20mm			
26mm			
30mm			
181mm		<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p> <p>Yours sincerely</p> <p><b>Name Surname</b> <b>Designation</b></p>	
Letter ends			
40mm			
		centre	

**Body Copy:**  
**Arial Regular:** 10pt  
**Kerning:** 0pt  
**Leading:** 12pt  
**Colour:** Black  
**Alignment:** Left

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour		





## 4.1 Print

### 4.1.5 Stationery: Ministry

#### 4.1.5.3 Internal Memo

210mm


18mm

40mm

37mm

202mm

centre



**MINISTRY: MINERALS AND ENERGY  
REPUBLIC OF SOUTH AFRICA**

Tel: (27-12) 322 8695 • (27-12) 462 2310  
Fax: (27-12) 322 8699 • (27-12) 461 0859

**INTERNAL MEMO**

DATE:		FILE NR:	
TO:		FROM:	

SUBJECT:

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:		Stock colour:	White
Printing:	Single sided	Colours:	Black

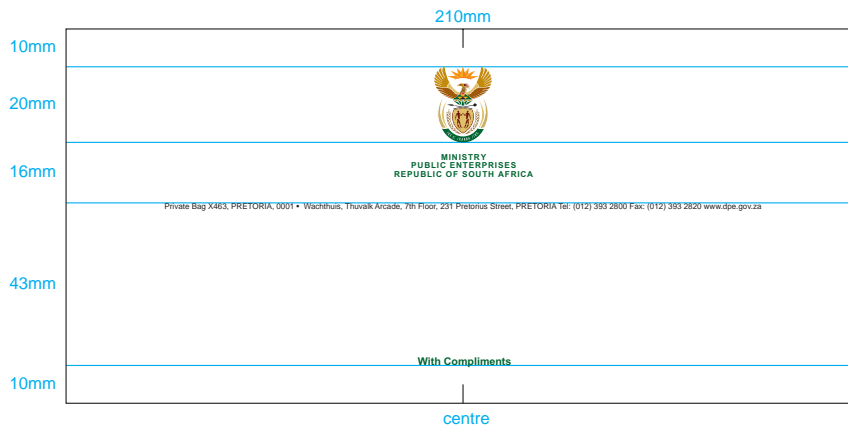




## 4.1 Print

### 4.1.5 Stationery: Ministry

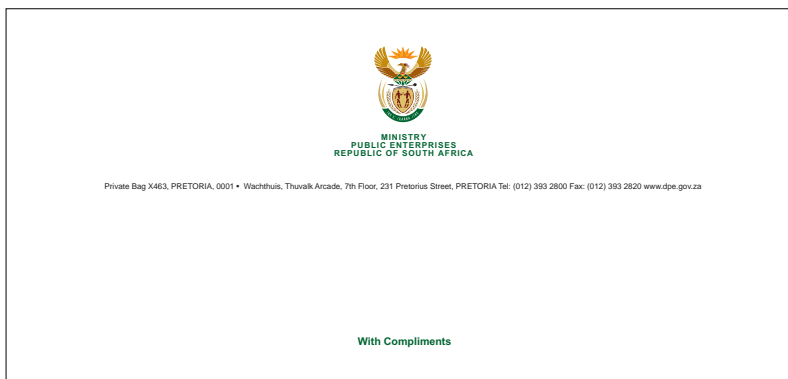
#### 4.1.5.4 Compliment slip



**Descriptor:**  
Arial Bold  
Colour: Green

**Address:**  
Arial Plain 6pt  
Kerning: 0pt  
Colour: Black  
Alignment: Centre

**With Compliments:**  
Arial Bold 8pt  
Kerning: 0pt  
Colour: Green  
Alignment: Centre



#### KEY

Size:	210 mm X 99 mm (DL)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour		





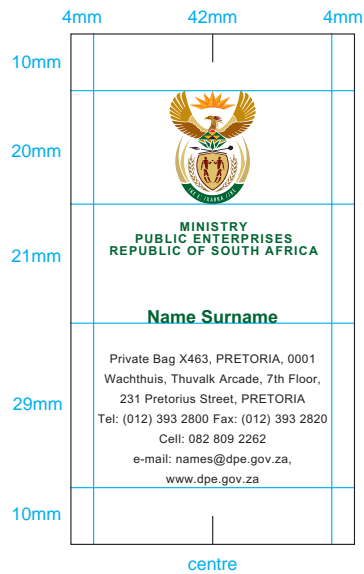


## 4.1 Print

### 4.1.5 Stationery: Ministry

#### 4.1.5.5 Business cards

These specifications will ensure consistency of application on the business cards.

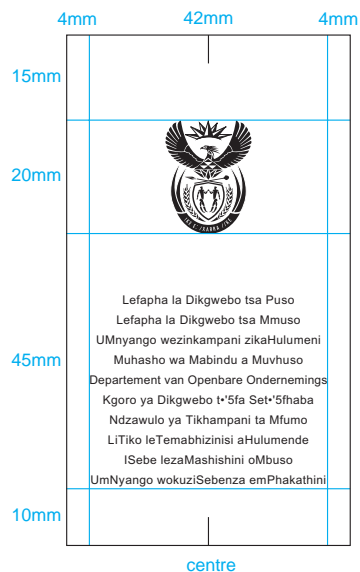


Please refer to the Ministry's logo grids.

**Descriptor:**  
Arial Bold  
Colour: Green

**Persons Name:**  
Arial Bold: 9pt  
Kerning: 0pt  
Colour: Green  
Alignment: Centre

**Address:**  
Arial Regular: 6pt  
Kerning: 3pt  
Leading: 10pt  
Colour: Black  
Alignment: Centre



**Note:** Should the address become longer than the example, keep the baseline and leading the same and move text up.

**Translations:**  
Arial Regular: 6pt  
Kerning: 3pt  
Leading: 8pt  
Colour: Black  
Alignment: Centre

#### KEY

Size:	50 mm X 90 mm		
Stock:	Matt Art 300 gsm	Stock colour:	White
Printing:	Double sided	Screen:	133
Colours front:	Full colour and foiling	Colours back:	Black






## 4.1 Print

### 4.1.5 Stationery: Ministry

#### 4.1.5.6 Fax cover sheet

These specifications will ensure consistency of application on facsimiles.

	 <p>MINISTRY PUBLIC ENTERPRISES REPUBLIC OF SOUTH AFRICA</p> <p><small>Private Bag X463, PRETORIA, 0001 • Wachthuis, Thibault Arcade, 7th Floor, 231 Pretorius Street, PRETORIA Tel: (012) 393 2800 Fax: (012) 393 2820 www.dpe.gov.za</small></p>	
	<p><b>FAX COVER SHEET</b></p> <p>ROOM NO: <input type="text"/></p> <p>TO: _____</p> <p>ORGANISATION: _____</p> <p>FAX: _____</p> <p>FROM: _____</p> <p>TEL: _____</p> <p>DATE: _____</p> <p>FAX: _____</p> <p>NO. PAGES: _____</p> <p>SUBJECT: _____</p> <p>MESSAGE: _____</p>	
	<p>centre</p>	

**Descriptor:**  
Arial Bold  
Colour: Black

**Address:**  
Arial Regular: 6pt  
Kerning: 0pt  
Leading: 8pt  
Alignment: Centre

**Fax Cover Title:**  
Arial Bold: 17pt  
Kerning: 15pt  
Alignment: Left

**Note:** All printing to be in black.

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Bond 80 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Black		

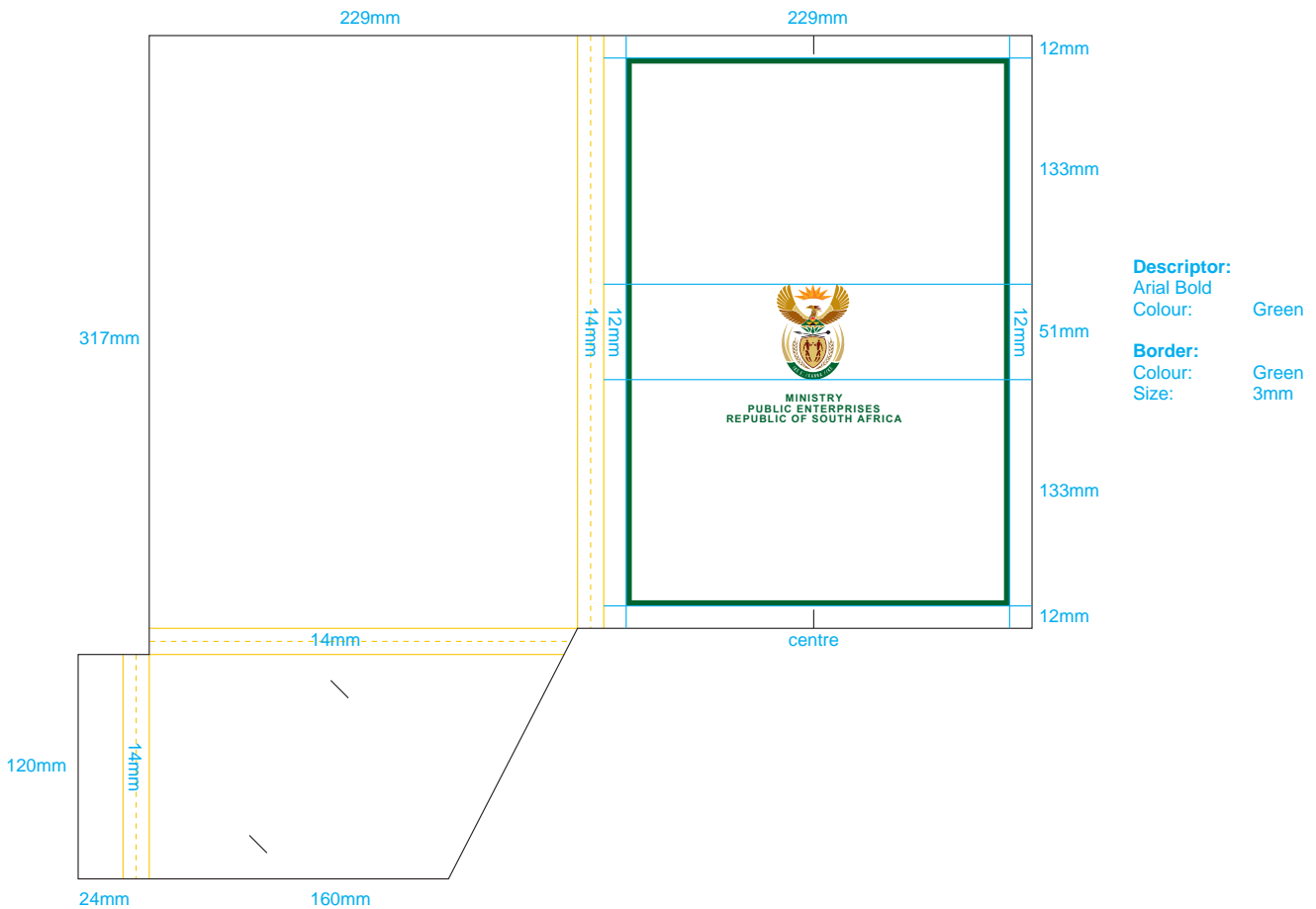




## 4.1 Print

### 4.1.5 Stationery: Ministry

#### 4.1.5.7 Folder



#### KEY

Die line		Scoring	
Size flat:	510 mm X 451 mm	Size folded:	229 mm X 317 mm
Stock:	Conqueror Contour 300 gsm	Stock colour:	Brilliant White
Printing:	Single sided	Screen:	133
Colours:	Full colour		





## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.1 Letterhead

Stationery plays an essential role in our communication. These specifications will ensure consistency of application of the national Coat of Arms on letterheads.

	20mm	170mm	20mm
15mm			
26mm		<b>government communications</b> Department: Government Communication and Information System <b>REPUBLIC OF SOUTH AFRICA</b>	
10mm			
20mm		Private Bag x 174, PRETORIA, 0001 Midtown Building, C/O Prinsloo and Vermeulen Street, PRETORIA Tel (012) 314 2900, Fax (012) 314 2344	
186mm		01 November 2004  Addressee  <b>Subject heading here</b>  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.  Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.  Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.  Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.  Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, nisl ut aliquip ex ea commodo consequat.  Yours sincerely  <b>Name, Surname</b> <b>Designation</b>	
Letter ends			
20mm		<small>Kommunikasie - en -liggingstelsel • Difaletano tsa Puso • Takuchumana bhukumende • Ezokuhumana koMbuso • Digoqhano tsa Mmuso          Vhudothidzani ha Mvuthuso • Digoqagano tsa Mmuso • Inkonzo zaNobethelwano kaRithulumente • Vhangangeni bya Mmuso • UkuThimisa koMbuso</small>	
10mm		<b>Botho Pele - putting people first</b>	
10mm			

**Descriptor:**  
Gill Sans  
Colour: Departmental

**Secondary and Tertiary Descriptor:**  
Arial Regular  
Colour: Black

**Country Descriptor:**  
Arial Bold Caps  
Colour: Black

**Address:**  
Arial Regular: 8pt  
Kerning: 0pt  
Leading: 10pt  
Colour: Black  
Alignment: Centre

**Body Copy:**  
Arial Regular: 10pt  
Kerning: 0pt  
Leading: 12pt  
Colour: Black  
Alignment: Left

**Translations**  
Arial Regular: 6pt  
Kerning: 0pt  
Leading: 12pt  
Alignment: Left

**Departmental, transversal or other campaign**  
Gillsans Bold Italic: 10pt  
Gillsans Plain: 10pt  
Kerning: 0pt  
Leading: 12pt  
Alignment: Left

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour		





## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.2 Continuation sheet

50mm		
207mm	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.</p> <p>Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.</p> <p>Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.</p> <p>Yours sincerely</p> <p><b>Name Surname</b> <b>Designation</b></p>	
Letter ends		
40mm		

**Body Copy:**  
**Arial Regular:** 10pt  
**Kerning:** 0pt  
**Leading:** 12pt  
**Colour:** Black  
**Alignment:** Left

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Black		





## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.3 Internal Memo

210mm

26mm

29mm

23mm

219mm

**government  
communications**

---

Department:  
Government Communication and Information System  
**REPUBLIC OF SOUTH AFRICA**

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**INTERNAL MEMO**

DATE:		FILE NR:	
TO:		FROM:	

SUBJECT: \_\_\_\_\_

#### KEY


Size:	210 mm X 297 mm (A4)		
Stock:		Stock colour:	White
Printing:	Single sided	Colours:	Black



## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.4 Fax cover sheet

15mm	 <p><b>government communications</b> Department: Government Communication and Information System REPUBLIC OF SOUTH AFRICA</p>															
26mm																
10mm																
20mm	Private Bag x 174, PRETORIA, 0001 Midtown Building, C/O Prinsloo and Vermeulen Street, PRETORIA Tel (012) 314 2900, Fax (012) 314 2344															
206mm	<p style="text-align: center;"><b>FAX COVER SHEET</b></p> <p style="text-align: right;">ROOM NO: <input type="text"/></p> <table border="1" style="width: 100%;"> <tr> <td>TO:</td> <td></td> </tr> <tr> <td>ORGANISATION:</td> <td></td> </tr> <tr> <td>FAX:</td> <td></td> </tr> <tr> <td>FROM:</td> <td></td> </tr> <tr> <td>TEL:</td> <td>DATE: <input type="text"/></td> </tr> <tr> <td>FAX:</td> <td></td> </tr> <tr> <td>NO. PAGES:</td> <td></td> </tr> </table> <p>SUBJECT: _____</p> <p>MESSAGE: _____</p> <p>_____</p> <p>_____</p> <p style="font-size: small; text-align: center;">Kommunikasie - en -inligingstelsel • Diitshaleletsano tsa Puso • Tekuchumana tefihulumende • EzokuXhumana koMbuso • Dikgokahano tsa Immuso Vhudozhidzani ha Muvhuso • Dikgokaganano tsa Immu • Inkonzo zoNobelelwano lakaRhulumente • Vuhlanganisi bya Mlomo • UkuThintanisa koMbuso</p>	TO:		ORGANISATION:		FAX:		FROM:		TEL:	DATE: <input type="text"/>	FAX:		NO. PAGES:		
TO:																
ORGANISATION:																
FAX:																
FROM:																
TEL:	DATE: <input type="text"/>															
FAX:																
NO. PAGES:																
10mm																
10mm	<b>Batho Pele</b> - putting people first															

**Descriptor:**  
Gill Sans  
Colour: Black

**Secondary and Tertiary Descriptor:**  
Arial Regular  
Colour: Black

**Country Descriptor:**  
Arial Bold Caps  
Colour: Black

**Address:**  
Arial Regular: 8pt  
Kerning: 0pt  
Leading: 10pt  
Alignment: Left

**Fax Cover Title:**  
Arial Bold: 17pt  
Kerning: 15pt  
Alignment: Left

**Translations:**  
Arial Regular: 6pt  
Kerning: 0pt  
Leading: 6pt  
Alignment: Left

**Departmental, transversal or other campaign**  
Gillsans Bold Italic: 10pt  
Gillsans Plain: 10pt  
Kerning: 0pt  
Leading: 12pt  
Alignment: Left

#### KEY

Size:	210 mm X 297 mm (A4)		
Stock:	Bond 80 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Black		






## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.5 Compliment slip

	20mm	170mm	20mm
10mm	 <b>government communications</b> Department: Government Communication and Information System REPUBLIC OF SOUTH AFRICA		
22.6mm			
7mm	Private Bag x 174, PRETORIA, 0001 Midtown Building, C/O Prinsloo and Vermeulen Street, PRETORIA Tel (012) 314 2900, Fax (012) 314 2344		
6mm			
10mm	<b>with compliments</b>		

**Descriptor:**

Gill Sans  
Colour: Departmental

**Secondary and Tertiary Descriptor:**

Arial Regular  
Colour: Black

**Country Descriptor:**

Arial Bold Caps  
Colour: Black

**Address:**

Arial Regular: 8pt  
Kerning: 0pt  
Leading: 10pt  
Alignment: Left

**With Compliments:**

Arial Bold: 11pt - Lowercase  
Kerning: 0pt  
Colour: Departmental  
Alignment: Left



**KEY**

Size:	210 mm X 99 mm (DL)		
Stock:	Cartridge 100-115 gsm	Stock colour:	White
Printing:	Single sided	Screen:	133
Colours:	Full colour		







## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.6 Business cards

These specifications will ensure consistency of application on the business cards.



**Descriptor - functional:**  
Gill Sans  
Colour: Departmental

**Descriptor - acronym:**  
Gill Sans  
Regular and Bold  
Colour: Departmental

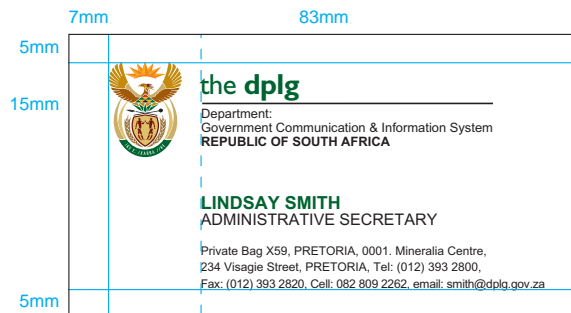
**Secondary and Tertiary Descriptor:**  
Arial Regular  
Colour: Black

**Country Descriptor:**  
Arial Bold Caps  
Colour: Black

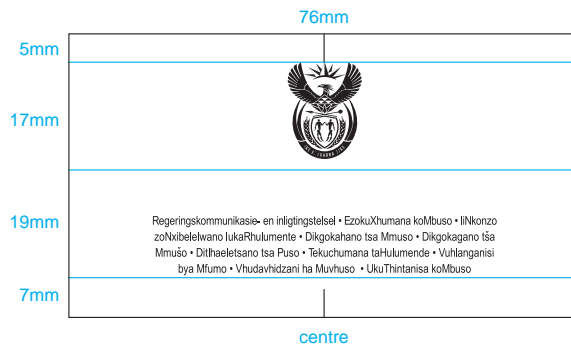
**Name:**  
Arial Bold: 9pt  
Colour: Departmental  
Leading: 9pt  
Alignment: Left

**Position:**  
Arial Regular: 8pt  
Colour: Black  
Leading: 8pt  
Alignment: Left

**Address:**  
Arial Regular: 6pt  
Colour: Black  
Leading: 8pt  
Alignment: Left



**Note:** Should the address become longer than the example, keep the baseline and leading the same and move text up.



**Translations:**  
Arial Regular: 6pt  
Colour: Black  
Kerning: 0pt  
Leading: 8pt  
Alignment: Centre

#### KEY

Size:	50 mm X 90 mm		
Stock:	Matt Art 300 gsm	Stock colour:	White
Printing:	Double sided	Screen:	133
Colours front:	Full colour	Colours back:	Black





## 4.1 Print

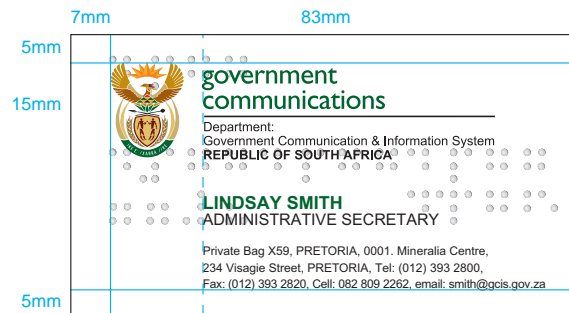
### 4.1.6 Stationery: Departmental

#### 4.1.6.7 Braille Business cards

Braille only appears in one standard size. Braille can only have 13 characters in one line.

The stock used for Braille business cards must not to exceed 240 gsm in thickness.

The A4 stock must be untrimmed.



**Descriptor - functional:**

Gill Sans  
Colour: Departmental

**Secondary and Tertiary Descriptor:**

Arial Regular  
Colour: Black

**Country Descriptor:**

Arial Bold Caps  
Colour: Black

**Name:**

Arial Bold: 9pt  
Colour: Departmental  
Leading: 9pt  
Alignment: Left

**Position:**

Arial Regular: 8pt  
Colour: Black  
Leading: 8pt  
Alignment: Left

**Address:**

Arial Regular: 6pt  
Colour: Black  
Leading: 8pt  
Alignment: Left

**Note:** Should the address become longer than the example, keep the baseline and leading the same and move text up.

**Note:** The stock used for Braille business cards must not to exceed 240 gsm in thickness.

**KEY**

Size:	50 mm X 90 mm		
Stock:	Matt Art 240 gsm	Stock colour:	White
Printing:	Double sided	Screen:	133
Colours front:	Full colour	Colours back:	Black

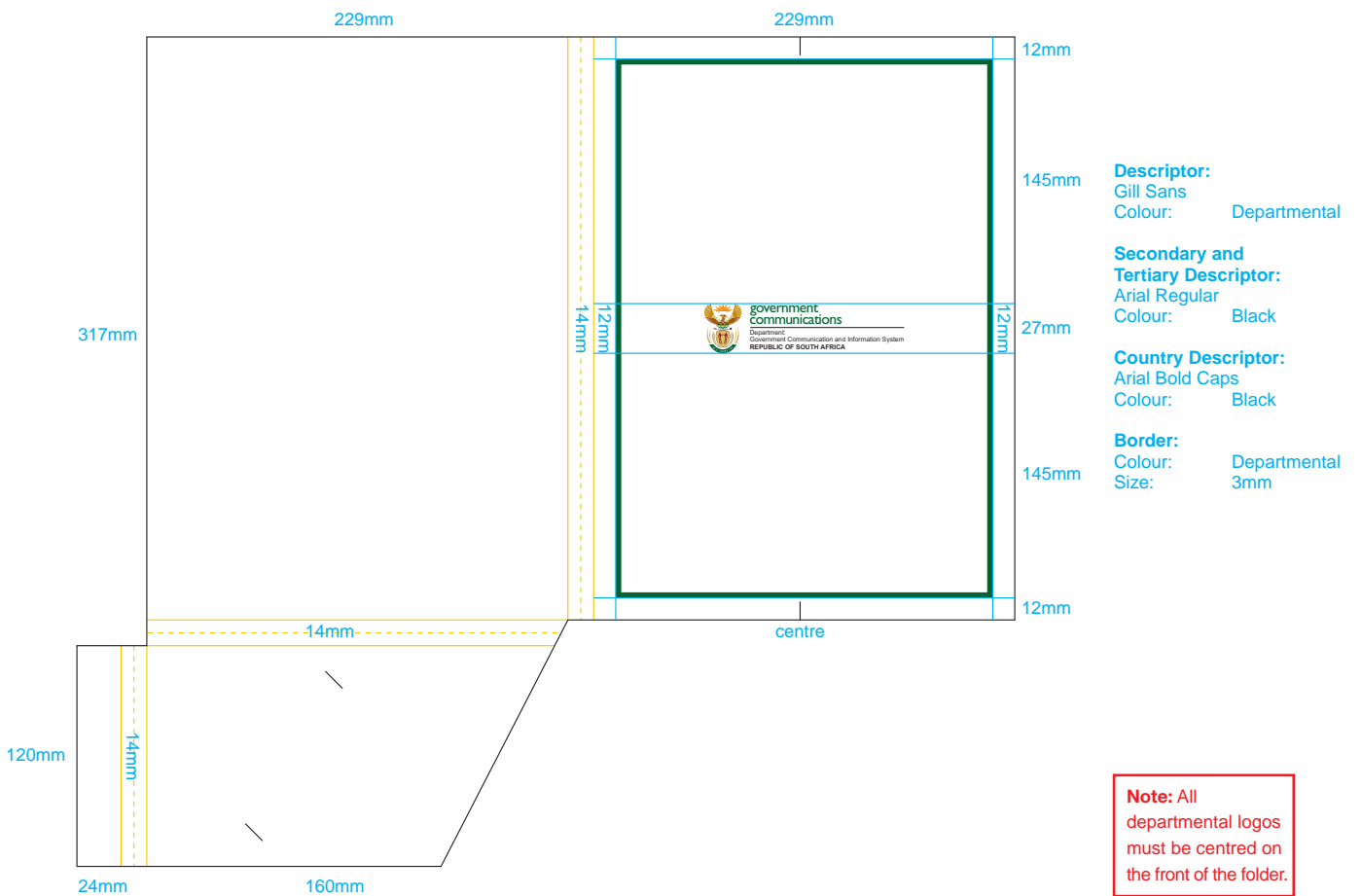




## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.8 Folder



#### KEY

Die line		Scoring	
Size flat:	510 mm X 451 mm	Size folded:	229 mm X 317 mm
Stock:	Conqueror Contour 300 gsm	Stock colour:	Brilliant White
Printing:	Single sided	Screen:	133
Colours:	Full colour		

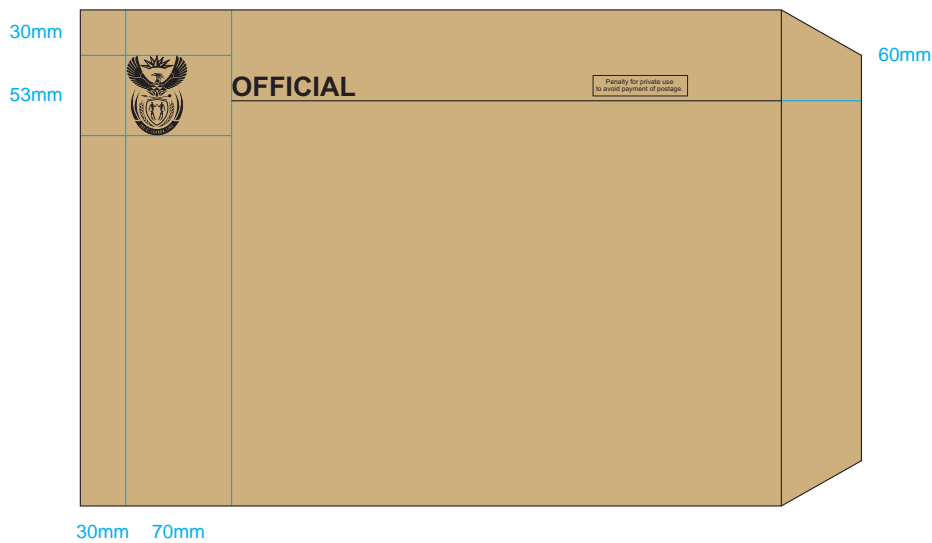




## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.9 Official and Manila envelopes



**C3 Envelope:**  
324mm X 458mm

**Official font:**  
Arial Bold: 50pt

**Note:** All printing to  
be in black.



**C4 Envelope:**  
229mm X 324mm

**Official font:**  
Arial Bold: 40pt

#### KEY

C3 Envelope:	328 mm X 458 mm
Stock:	
Screen:	133
Colours:	Black

#### KEY

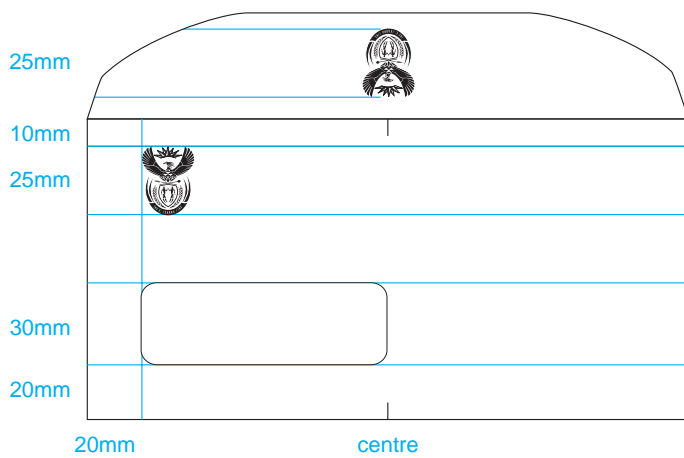
C4 Envelope:	229 mm X 324 mm
Stock:	
Screen:	133
Colours:	Black



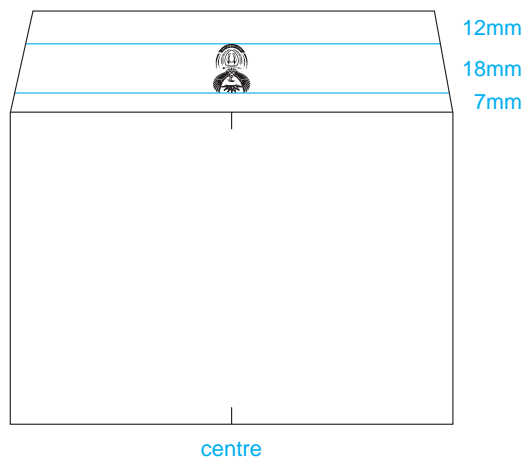
## 4.1 Print

### 4.1.6 Stationery: Departmental

#### 4.1.6.10 White envelopes



**DL Envelope:**  
110mm X 220mm



**Note:** All printing to  
be in black.

**C6 Envelope:**  
114mm X 162mm

#### KEY

DL Envelope:	110 mm X 220 mm
Stock:	
Screen:	133
Colours:	Black

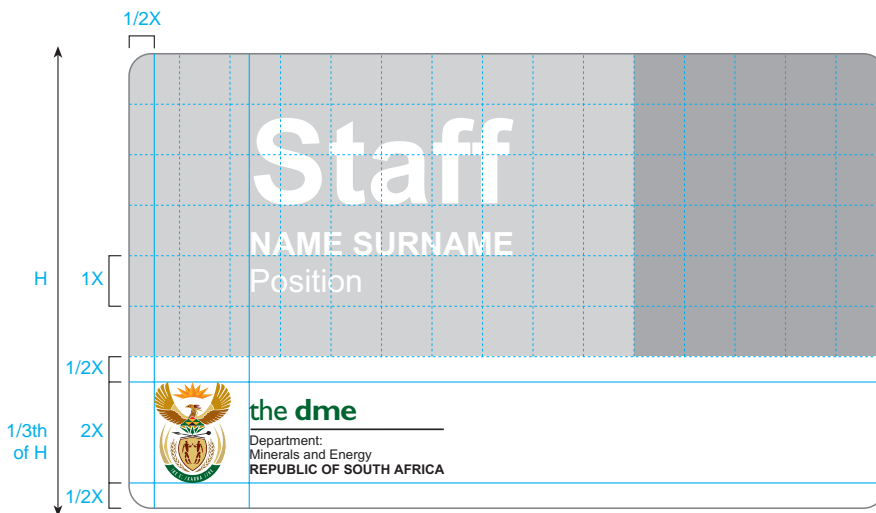
#### KEY

C6 Envelope:	114 mm X 162 mm
Stock:	
Screen:	133
Colours:	Black



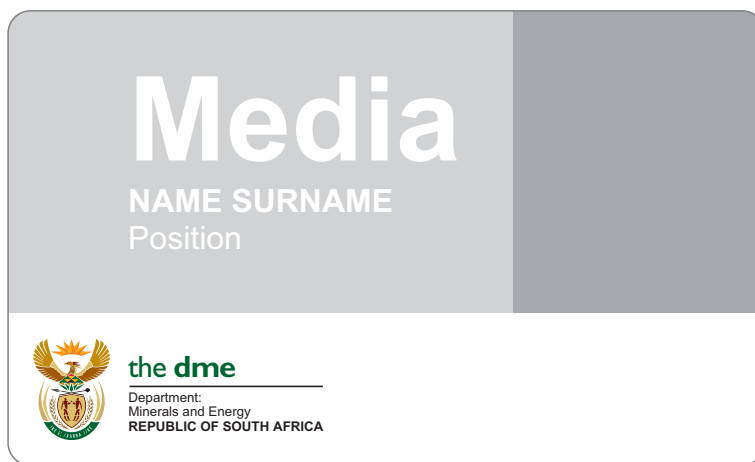
## 4.1 Print

### 4.1.7 Name tags



**Staff:**  
Arial Bold: 44pt

**Name and Position:**  
Arial Bold: 12pt  
Leading: 14pt





### 4.1 Print

### 4.1.8 Forms

Many forms exist within government departments. For practical purposes, consistent size position and placing are dedicated for the departmental signature.

26mm

26mm

26mm

26mm

home affairs  
Department: Home Affairs  
REPUBLIC OF SOUTH AFRICA

G.P.S. 017-0039

home affairs  
Department: Home Affairs  
REPUBLIC OF SOUTH AFRICA

*Please consult page 3 regarding instructions*

**APPLICATION FOR** (mark which is applicable with an X)

Passport  1 DoS  
Crew Member Certificate  2 EmE  
Disk

The document must be forwarded to my address indicated below

**A. PARTICULARS OF APPLICANT**

Surname \_\_\_\_\_  
Forenames in full \_\_\_\_\_  
Previous surname(s) \_\_\_\_\_

Marital status:  Unmarried  Married

Date of birth   
Country of birth \_\_\_\_\_  
Place of birth \_\_\_\_\_  
Postal address \_\_\_\_\_  
\_\_\_\_\_ (C.I.)

**B. FOR OFFICIAL USE—CERTIFICATION OF**

I, (surname and forenames in full) \_\_\_\_\_  
designation (rank) \_\_\_\_\_  
(a) the applicant appeared before me and produced  
(b) the accompanying photos are a true image of the  
(c) the transcript below has been taken by me on  
\_\_\_\_\_ (16 years and older)

Date  Sign \_\_\_\_\_  
(Off)

Address \_\_\_\_\_

Signature of the applicant \_\_\_\_\_

G.P.S. 017-0042

REPUBLIC OF SOUTH AFRICA

B-44

Failure to complete this application form in full may result in the visa being delayed or refused.  
Please use block letters and black ink only.

**FOR OFFICIAL USE ONLY**

**BLOK**  YES  NO

Officer's signature \_\_\_\_\_  
Officer's signature \_\_\_\_\_  
Temp/Emergency PPT No.   
Date of issue \_\_\_\_\_  
Date of expiry \_\_\_\_\_

**PERSONAL PARTICULARS**

1. Surname \_\_\_\_\_  
2. First names (in full) \_\_\_\_\_  
3. Maiden name \_\_\_\_\_  
4. Date of birth  5. City of birth \_\_\_\_\_  
6. Country of birth \_\_\_\_\_  
7. Gender  Male  Female \_\_\_\_\_  
8. Nationality \_\_\_\_\_ 9. If acquired by naturalisation state original nationality and where and when present nationality was obtained \_\_\_\_\_  
10. Details of passport (a) Number \_\_\_\_\_ (b) Issuing authority \_\_\_\_\_  
(c) Date of expiry \_\_\_\_\_ (d) Type of document \_\_\_\_\_  
11. Present address \_\_\_\_\_  
12. Period resident at this address \_\_\_\_\_ 13. Telephone number \_\_\_\_\_  
14. Country of present residence \_\_\_\_\_ 15. Period resident in that country \_\_\_\_\_  
16. Occupation/Profession \_\_\_\_\_  
17. Name and address of employer, university, organisation(s) to which you are attached, attend or which you represent: \_\_\_\_\_  
18. If self-employed, state name and nature of business: \_\_\_\_\_  
19. Marital status  Never married  Married  Widower  Separated  Divorced \_\_\_\_\_  
20. Full names of husband/wife \_\_\_\_\_  
21. Maiden name of wife   
22. Birth date of spouse  23. Husband's nationality \_\_\_\_\_

**NB: SEPARATE FORMS MUST BE COMPLETED IN RESPECT OF PERSONS OVER THE AGE OF 16 AND CHILDREN UNDER THE AGE OF 18 TRAVELLING ON THEIR OWN PASSPORTS.**

24. Particulars of children accompanying you and those on your passport

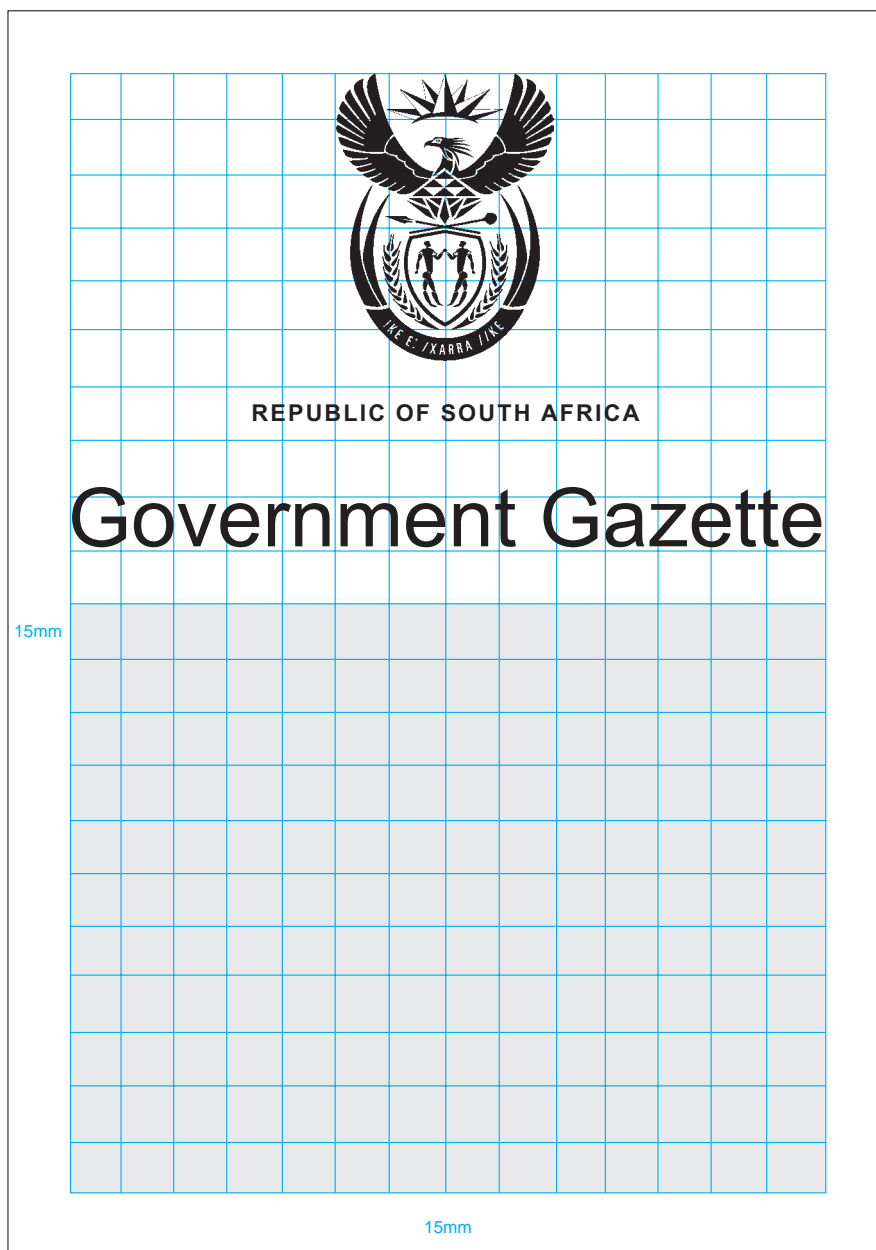
Surname	First names	Date of birth	Place of birth
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____





## 4.1 Print

### 4.1.9 Government Gazette



15mm

297mm

15mm

210mm





## 4.1 Print

### 4.1.10 Newsletters and magazines

#### 4.1.10.1 Front cover

**1/2X**

1/2X  
2X  
1/2X  
1X

1/8th of H

**H**

**Example**

**H**

1/2X  
2X  
1/2X

1/5th of H

**H**

**Note:** Every government magazine or newsletter must contain the South African national Coat of Arms on the front or back cover.

The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

Headline, subhead and body copy should align left, in line with the the text on the right-hand side of the national Coat of Arms.

The organization of the magazine cover must follow the specifications. Pictures must be adapted and cropped to suit the typographic format for size, position and placing.

**Masthead:**  
If the national Coat of Arms forms part of the Masthead the name of the magazine must be Arial.

Mastheads may have own visual identity.





## 4.1 Print

### 4.1.10 Newsletters and magazines 4.1.10.1 Front cover

1/2X

H

1X

1/2X

2X

1/2X

1/8th of H

Example

**Note:** Every government magazine or newsletter must contain the South African national Coat of Arms on the front or back cover.

The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

Headline, subhead and body copy should align left, in line with the the text on the right-hand side of the national Coat of Arms.

The organization of the magazine cover must follow the specifications. Pictures must be adapted and cropped to suit the typographic format for size, position and placing.

**Masthead:** If the national Coat of Arms forms part of the Masthead the name of the magazine must be Arial.

Mastheads may have own visual identity.





## 4.1 Print

### 4.1.10 Newsletters and magazines

#### 4.1.10.2 Back cover

Example

**Note:** Every government magazine or newsletter must contain the South African national Coat of Arms on the front or back cover.

The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

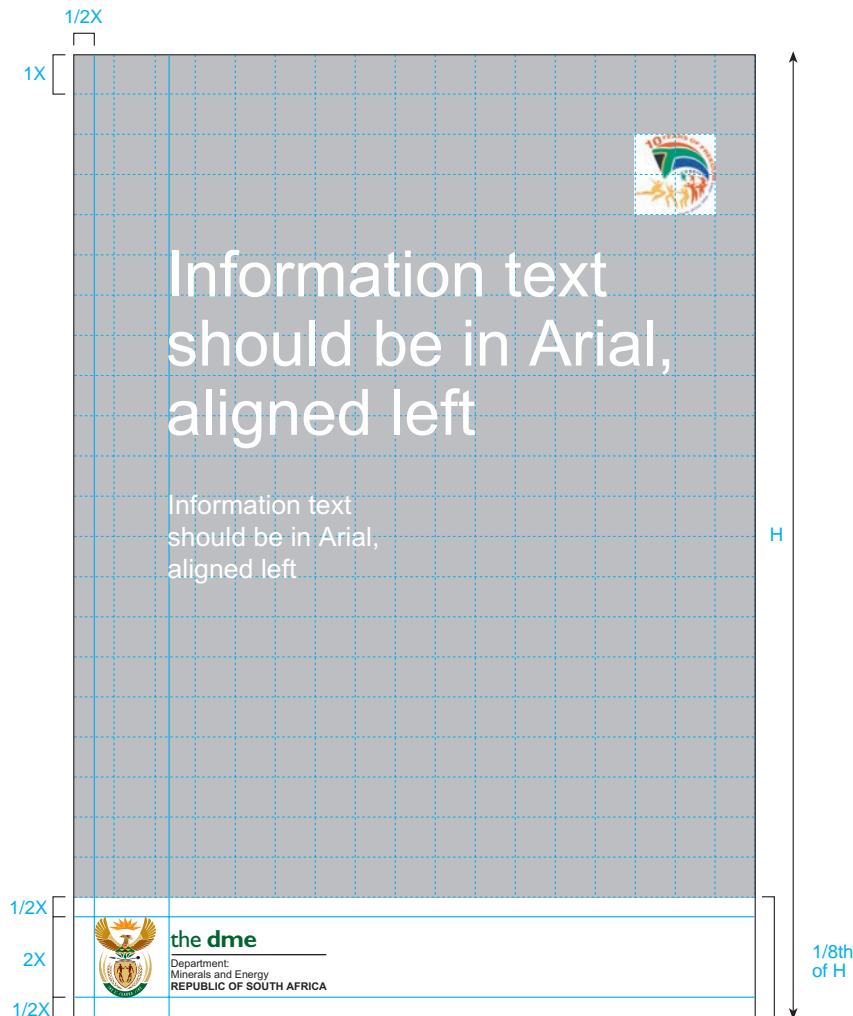
Headline, subhead and body copy should align left, in line with the text on the right-hand side of the national Coat of Arms.

The organization of the magazine cover must follow the specifications. Pictures must be adapted and cropped to suit the typographic format for size, position and placing.



## 4.1 Print

### 4.1.11 Posters



Posters come in different sizes, ranging from A4, A3, A2, A1, A0. Here we have illustrated a basic look.

The branding strip placement must be 1/8th of your poster height and the national Coat of Arms must always be on the left-hand side.

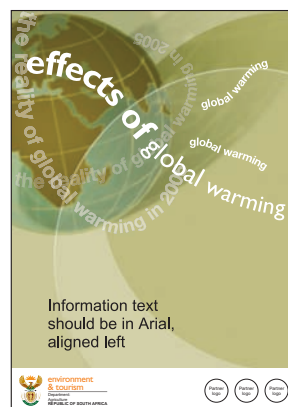
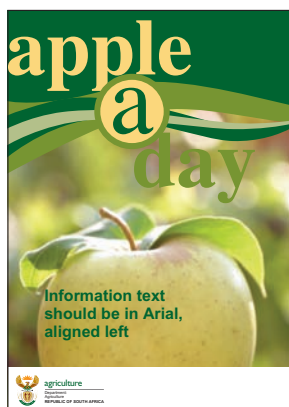
If co-branded, look at the co-branding section, but the national Coat of Arms must always take the first preference in the group.

**Note:** The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

Headline, subhead, body copy and information text should align left, in line with the the text on the right-hand side of the national Coat of Arms.

Headline, subhead, body copy and information text may move up and down the vertical axis.

Pictures must be adapted and cropped to suit the typographic format for size, position and placing.

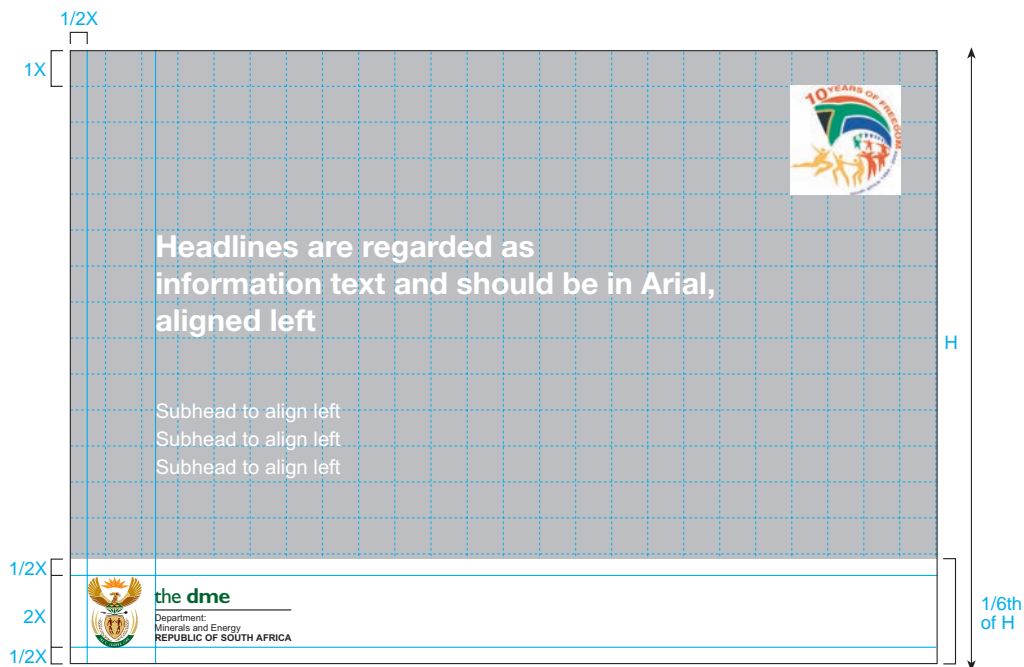




## 4.1 Print

### 4.1.12 Brochures

#### 4.1.12.1 A4 Horizontal brochure



On brochures, the branding strip placement must be 1/6th of your brochure height and the national Coat of Arms must always be on the left-hand side.

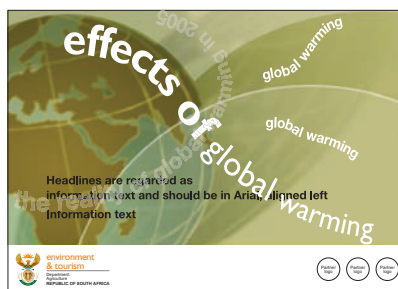
When co-branding with a special project, the special project logo must be placed in the upper or lower right hand corners.

**Note:** The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

Headline, subhead, body copy and information text should align left, in line with the text on the right-hand side of the national Coat of Arms.

Headline, subhead, body copy and information text may move up and down the vertical axis.

Pictures must be adapted and cropped to suit the typographic format for size, position and placing.







## 4.1 Print

### 4.1.12 Brochures

#### 4.1.12.2 A4 Portrait brochure

1/2X

1X

1/2X

2X

1/2X

H

1/8th of H

the dme  
Department:  
Minerals and Energy  
REPUBLIC OF SOUTH AFRICA

Headlines are regarded as information text and should be in Arial, aligned left

Subhead to align left  
Subhead to align left  
Subhead to align left

On brochures, the branding strip placement must be 1/8th of your brochure height and the national Coat of Arms must always be on the left-hand side.

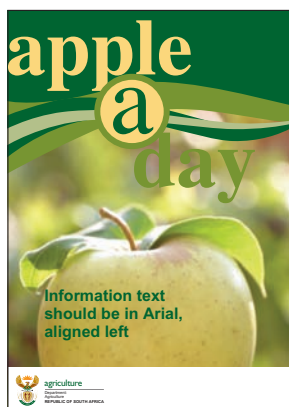
If co-branded, look at the co-branding section, but the national Coat of Arms must always take the first preference in the group.

**Note:** The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

Headline, subhead, body copy and information text should align left, in line with the the text on the right-hand side of the national Coat of Arms.

Headline, subhead, body copy and information text may move up and down the vertical axis.

Pictures must be adapted and cropped to suit the typographic format for size, position and placing.

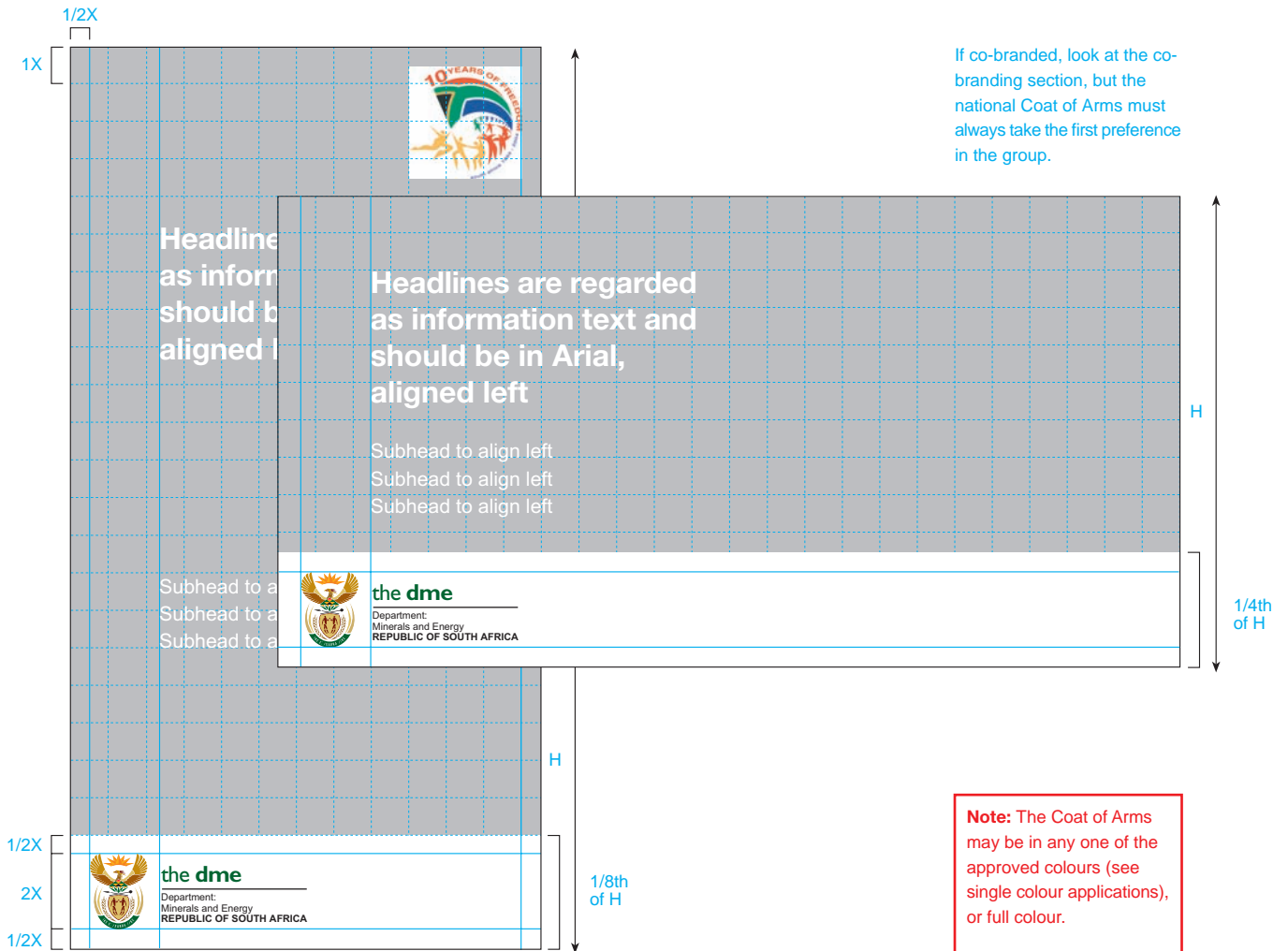




## 4.1 Print

### 4.1.12 Brochures

#### 4.1.12.3 DL brochure



If co-branded, look at the co-branding section, but the national Coat of Arms must always take the first preference in the group.

**Note:** The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

Headline, subhead, body copy and information text should align left, in line with the text on the right-hand side of the national Coat of Arms.

Headline, subhead, body copy and information text may move up and down the vertical axis.

Pictures must be adapted and cropped to suit the typographic format for size, position and placing.









## 4.1 Print

### 4.1.13 Project advertisements 4.1.13.2 15X3 (150x110mm)

The grid shows two examples of advertisement layouts. The top example has a headline in Arial bold, aligned left, followed by three paragraphs of Lorem Ipsum text. The bottom example has a headline in Arial bold, aligned left, followed by three paragraphs of Lorem Ipsum text. Both examples include a branding strip at the bottom with the water & forestry logo, department name, and partner logos. The grid is labeled with dimensions: 1/2X, 1X, 1/2X, 2X, 1/2X, and 1/5th of H.

**Headline to be placed here in Arial bold, aligned left**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

**Duis autem vel eum iriure**  
Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

**Ut wisi enim ad minim veniam**  
Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla

**water & forestry**  
Department: Water Affairs and Forestry  
REPUBLIC OF SOUTH AFRICA

Partner logo Partner logo

**Headline to be placed here in Arial bold, aligned left**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

**Duis autem vel eum iriure**  
Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

**Ut wisi enim ad minim veniam**  
Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in

**water & forestry**  
Department: Water Affairs and Forestry  
REPUBLIC OF SOUTH AFRICA

Partner logo Partner logo

Press advertisements come in different sizes, here we have illustrated a few basic looks.

The branding strip placement must be 1/5th of your press advertisement height and the national Coat of Arms must always be on the left-hand side.

If co-branded, look at the co-branding section, but the national Coat of Arms must always take the first preference in the group.

**Note:** The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

Headline, subhead, body copy and information text may be aligned left, in line with the text on the right-hand side of the national Coat of Arms. If space does not allow, left in line with the national Coat of Arms.

Headline, subhead, body copy and information text may move up and down the vertical axis.

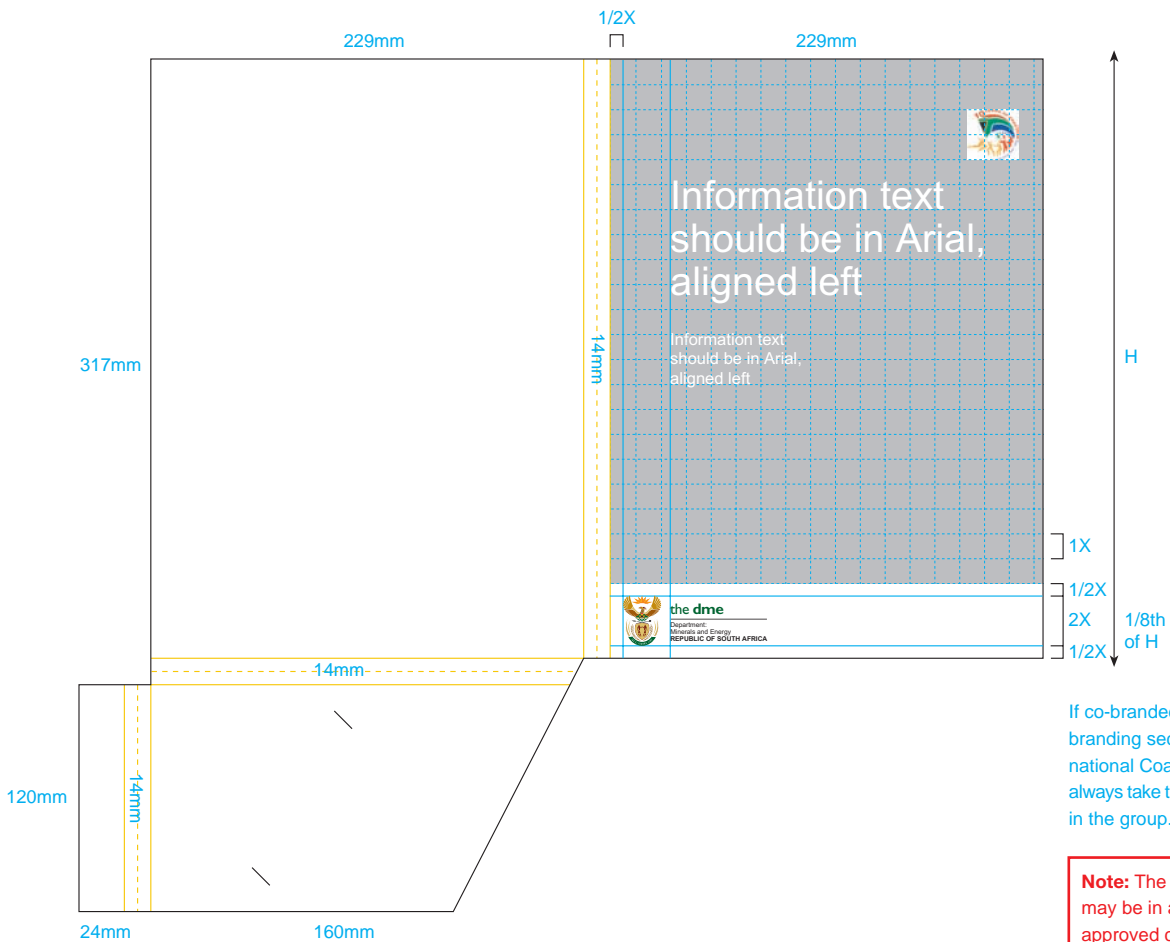
Pictures must be adapted and cropped to suit the typographic format for size, position and placing.





## 4.1 Print

### 4.1.14 Project folders



If co-branded, look at the co-branding section, but the national Coat of Arms must always take the first preference in the group.

**Note:** The Coat of Arms may be in any one of the approved colours (see single colour applications), or full colour.

Headline, subhead, body copy and information text may be aligned left, in line with the the text on the right-hand side of the national Coat of Arms.

Headline, subhead, body copy and information text may move up and down the vertical axis.

Pictures must be adapted and cropped to suit the typographic format for size, position and placing.

