



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Private Bag X895, Pretoria, 0001. Sol Plaatje House, 222 Struben Street, Pretoria, 0002, South Africa
Tel: (012) 357 3000, Fax: (012) 323 0601, www.education.gov.za

**TO: HEADS OF PROVINCIAL EXAMINATION SERVICES
HEADS OF PROVINCIAL CURRICULUM SECTIONS**

CIRCULAR E3 OF 2015

COMMON TARRIFS FOR CERTIFICATION SERVICES

1. In terms of Section 13(1) (e) of the Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate, the Director-General of the Department of Basic Education may determine fees for examination related functions.
2. Provincial Education Departments must ensure that this fee structure is uniformly applied across the province. This new fee structure comes into effect from 01 April 2015.
3. Specific note must be taken of the introduction of the Verification fee for the Senior Certificate qualification issued prior to 1992, that could be verified by Provincial Education Departments.
4. The approved tariff structure for the Certification Services and other examination related services is attached as **Annexure A**.
5. Also note that a candidate may be exempt by the Head of Department from paying examination related and certification fees, if the candidate can prove that he/she has been exempt from the payment of school fees or attended a no-fee school. Such exemption only applies with the first application.
6. For further enquiries, please contact the Chief Director: National Assessments and Public Examinations, Dr RR Poliah, Tel: (012) 357 3900.



MR SG PADAYACHEE

ACTING DIRECTOR-GENERAL

DATE: 2015/02/15

COMMON TARRIFS FOR CERTIFICATION SERVICES

ANNEXURE A

	Year and Tariff		
	2015/16	2016/17	2017/18
CERTIFICATION			
Replacement of a Senior Certificate/National Senior Certificate	R 80.00	R 88.00	R 97.00
Changes or amendments on certificates (Administrative errors)	R 80.00	R 88.00	R 97.00
Change of personal particulars on the certificate due to legal changes, (e.g. gender; ID numbers)	R 161.00	R 176.00	R 194.00
Confirmation document issued prior to the certificate (system generated document)	R 34.00	R 37.00	R 40.00
Letter to Embassy and authentication of qualifications (work/study abroad)	R 35.00	R 38.00	R 41.00
Re-issue of a Statement of Results (provincial)	R 34.00	R 37.00	R 40.00
Replacement of Standard 6, 7, 8, 9, 10 certificates and Std 10 practical certificates	R 80.00	R 88.00	R 97.00
Verification of Senior Certificate qualification issued prior to 1992 for government organisations	R 34.00	R 37.00	R 40.00
Verification of Senior Certificate qualification issued prior to 1992 for non-government institutions	R 54.00	R 58.00	R 62.00
EXAMINATION FEES			
Re-mark	R 86.00	R 92.00	R 98.00
Re-check	R 19.00	R 21.00	R 23.00
Viewing	R 172.00	R 180.00	R 192.00

B. ...
2015/02/15



Receipt number:	_____
Date:	_____
Amount:	_____
Signature:	_____

CHIEF DIRECTORATE: NATIONAL ASSESSMENT AND PUBLIC EXAMINATIONS
 Private Bag X895, Pretoria, 0001, South Africa, 222 Struben Street, PRETORIA, 0002. Tel: +27 12 357 3256, Fax: 012 323 0603, <http://www.education.gov.za>

APPLICATION FOR A REPLACEMENT CERTIFICATE STD'S 5, 6, 7, 8, 9, 10 or GRADE 12

This application should be submitted/ posted to the Chief Directorate: National Assessment and Public Examination at the postal address listed above.

DULY COMPLETED APPLICATION FORM SHOULD BE ACCOMPANIED BY CHEQUE OR CASH FOR THE AMOUNT OF **R80.00** (MADE OUT TO THE DEPARTMENT OF BASIC EDUCATION) (Application fee is valid from **01 April 2015 – 31 March 2016**).

PLEASE NOTE: A CERTIFIED COPY OF YOUR ID DOCUMENT/BIRTH CERTIFICATE AND DETAILED AFFIDAVIT SHOULD BE ATTACHED TO YOUR APPLICATION

- | | | |
|--|--|---|
| <input type="checkbox"/> STD 5 certificate | <input type="checkbox"/> STD 6 certificate | <input type="checkbox"/> STD 7 certificate |
| <input type="checkbox"/> STD 8 certificate | <input type="checkbox"/> STD 9 certificate | <input type="checkbox"/> STD 10 certificate |
| <input type="checkbox"/> Subject certificate | | |

Please ensure that your personal particulars are in accordance with your ID document

Surname and Initials	
Full Name	
Maiden Name	
Postal Address	Code:
Tel no (Home)	
Cell no	
ID number	
Email Address	

Please mark with an X to indicate if the certificate should be posted to the address **Collect** as indicated above or kept in the office for collection.

Post

EXAMINATION INFORMATION

Year and Month of examination	Examination number	School attended	Province (If applicable)	Part/Full time

.....
 Signature of Applicant

.....
 Date



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Receipt number:	_____
Date:	_____
Amount:	_____
Signature:	_____

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DULY COMPLETED APPLICATION FORM SHOULD BE ACCOMPANIED BY CASH; CHEQUE OR POSTAL ORDER FOR THE AMOUNT OF **R80.00** (MADE OUT TO THE DEPARTMENT OF BASIC EDUCATION)

(Application fee is valid from **01 April 2015 – 31 March 2016**).

APPLICATION FOR: (Mark with "X")

PLEASE NOTE: A CERTIFIED COPY OF YOUR ID DOCUMENT/BIRTH CERTIFICATE SHOULD BE ATTACHED TO YOUR APPLICATION

(Application fees are valid from 01 April 2015 – 31 March 2016).

Senior Certificate - Combination (Grade 12) NSC	R80.00
Statement of Results / Confirmation document	R34.00
Subject certificate (Umalusi)	R80.00
Letter to Embassy (Authentication of qualifications for studies/work abroad)	R35.00

Please ensure that your personal particulars are in accordance with your ID document

Surname and Initials	
Full Name	
Maiden Name	
Postal Address	Code:
Tel no (Home)	
Cell no	
ID number	
Email Address	

Please mark with an X to indicate if the certificate should be posted to the address as indicated above or kept in the office for collection.

Collect	<input type="checkbox"/>
Post	<input type="checkbox"/>

EXAMINATION INFORMATION

Year and Month of exam	Examination number	School/College attended	Province (If applicable)

.....
Signature of Applicant

.....
Date



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Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Receipt number:	_____
Date:	_____
Amount:	_____
Signature:	_____

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APPLICATION FOR CHANGE/CORRECTION OF PERSONAL PARTICULARS

THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED TO THE APPLICATION:

- Certified copy of ID Document
- The original certificate
- A Home Affairs or certified copies of the old and new ID documents
- Detailed Affidavit from SAPS

THE DULY COMPLETED FORM SHOULD BE ACCOMPANIED BY CASH OR A CHEQUE OF **R80. 00** MADE OUT TO THE DEPARTMENT OF BASIC EDUCATION. **(Application fee is valid from 01 April 2015 – 31 March 2016).**

Please mark with an X to indicate if the certificate should be posted to the address as indicated below or kept in the office for collection

Collect

Posted

DECLARATION

I, residing at
(Names and Surname) (Residential Address)

Declare that:

1.

Personal particulars appearing on my original certificate are as indicated below:

Surname Names(s) Std/Grade

ID No/DoB Exam no Year Passed

Email:

2.

Change/correction(s) on the re-issue of my certificate should be effected as indicated below:

Personal Particulars	From	To
Surname
Names
ID no/DoB
Other

3. Select the correct option

- My original/duplicate/replacement certificate is enclosed herewith for ease of reference.
- OR**
- My original certificate was lost/never received by me

I understand the contents of this declaration and have no objection to the oath. I consider this oath to be binding on my conscience.

Signed at on this day of 20.....

Postal Address

.....
.....

Signature of applicant: Tel