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File no.: 13/16/1/2
Enquiries: W Gordon

CLEARANCE CERTIFICATE

DECLARATION FOR THE SUBMISSION OF UNCLAIMED CERTIFICATES OF PREVIOUS YEARS TO HEAD OFFICE

I,.....(Principal/Deputy Principal)
of.....(school)
hereby declare on(date) that all unclaimed certificates of previous years (from 1992 to 2018) have been removed from the safe/strong room and have been submitted to the Examinations Directorate: Head Office for archiving or shredding as per the norms and standards of the Department of Basic Education in its National Management Plan for both the National Senior Examination (NSC) and Senior Examination (Amended) [SC(A)].

.....
PRINT NAME

SCHOOL STAMP

.....
SIGNATURE OF PRINCIPAL/DEPUTY PRINCIPAL

DATE.....

PLEASE FAX OR EMAIL THE COMPLETED CLEARANCE CERTIFICATE TO MR WERNER GORDON AT FAX NO.: 021 461 5637 OR Werner.Gordon@westerncape.gov.za.