



File no.: 20/2/1
Reference: 20230523-4577

CLEARANCE CERTIFICATE

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

I,(principal/deputy principal) of (name of school) hereby declare on (date) that all unclaimed certificates of previous years (from 1992 to 2021) have been removed from the safe/strong room and submitted to Directorate: Examinations Administration, 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 and Senior Certificate Examination (amended).

SCHOOL STAMP

.....
PRINT NAME

.....
SIGNATURE OF PRINCIPAL/DEPUTY PRINCIPAL

.....
DATE

Please email the completed clearance certificate to Mr Werner Gordon at Werner.Gordon@westerncape.gov.za.