



File no.: 20/2/1
Reference: 20240513-3783

CLEARANCE CERTIFICATE

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

I, _____ (principal/deputy principal) of
_____ (name of school) hereby
declares on _____ (date) that all unclaimed certificates of
previous years (1992 to 2022) 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).

PRINT NAME

SIGNATURE OF PRINCIPAL/DEPUTY PRINCIPAL

DATE

SCHOOL STAMP

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