



OFFICE OF THE DIRECTOR: FACILITY, SECURITY & KNOWLEDGE MANAGEMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: Ms S Nieuwenhuys. Cell: 060 523 6605 Email: sanet.nieuwenhuys@ecdoe.gov.za Website: www.ecdoe.gov.za

MEMORANDUM

TO : ALL STAFF

FROM : A/DIRECTOR: SECURITY MANAGEMENT

SUBJECT : PROVISION OF CLARITY REGARDING WHICH CATAGORIES OF OFFICIALS SHOULD SUBMIT SECURITY CLEARANCE FORMS (Z204) AS COMPLIANCE CRITERIA

DATE : 26 SEPTEMBER 2024

Security Management has been inundated with enquiries regarding the memorandum issued dated 12 September 2024 seeking clarity of who (which officials) should submit security clearance forms (Z204).

Security Management wishes to clarify that all officials within the following categories must submit security clearance forms:

- a) SMS members
- b) All Finance officials in Head Office and Districts
- c) All Supply Chain officials in Head Office and Districts
- d) All Human Resources officials in Head Office and Districts

It is expected that **the District Director's office** ensures that all the above officials within their respective offices submit accurate and complete security Clearance Form (Z204) to Security Management in Provincial Office, Zwelitsha.

Furthermore, please note that extension on the due date of submission of completed forms is **31 October 2024**.

Forms can be submitted to Mr. S Bunguza (Cell no: 0605304529) or Mr. L Matshoba (Cell no 08334003848).

Yours in quality education

MS. S NIEUWENHUYS

26 September 2024

DATE

A/DIRECTOR: FACILITY, SECURITY & KNOWLEDGE MANAGEMENT