



**Structure:** \_\_\_\_\_

<b>NATURE / TYPE OF MEETING:</b>			
<b>VENUE:</b>			
<b>DATE:</b>	<b>TIME:</b>	<b>PAGE(s):      of     </b>	
All officials as well as all representatives of organisations are requested to supply their particulars as stipulated.			
<b>NAME</b>	<b>SURNAME</b>	<b>SIGNATURE</b>	<b>ORGANIZATION</b>
			We, the undersigned, with attending an official meeting for a specific purpose where matters of sensitive departmental directives will be discussed.
			Solemnly declare that: We have taken cognisance of the fact that a "security matter" as defined in section 1 of the Protection of Information Act, 1982 (Act 84 of 1982) includes any matter which is dealt with by this meeting, or which relates to the functions of the committee or to the relationship existing between any person and the subjects under discussion:
			1. I am fully aware of the fact that all matters discussed during official meetings, deliberations on matters during such meetings and documentation distributed in regard to such matters, fall under the definition of a "security/confidential matter".
			2. A am therefore fully aware that I am not at liberty to disclose any information in regard such matters, deliberations and/or documentation to any person(s) outside such official meeting(s) unless such disclosure is through official channels authorised by a competent authority and only to/for authorised person(s).
			3. I am also fully aware of the fact that if I in any way act in contradiction to the above paragraph, I could be prosecuted.
			4. In terms of the relevant internal disciplinary prescriptions or even in an open court of law.
			5. I accept and acknowledge that all signatories to this document serve as witness to my signing.
<b>NAME &amp; SIGNATURE OF CHAIRPERSON</b>			
<b>MEETING ADJOURNED Date &amp; Time</b>		<b>NEXT MEETING Date &amp; Time</b>	