

**SOUTH AFRICAN POLICE SERVICE  
SUID-AFRIKAANSE POLISIEDIENS**

No. 837

16 July 2004

**DIRECTIONS BY THE NATIONAL COMMISSIONER OF THE  
SOUTH AFRICAN POLICE SERVICE IN TERMS OF SECTION  
34 (3)(a) OF THE PREVENTION AND COMBATING OF  
CORRUPT ACTIVITIES ACT, 2004**

I, Jacob Sello Selebi, in my capacity as the National Commissioner of the South African Police Service hereby, in terms of section 34(3)(b) of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), publish the directions contemplated in section 34(3)(a) in the Schedule.

**SCHEDULE**

The manner in which a police official takes down a report contemplated in section 34(1) of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), hereinafter referred to as "the Act", must be as follows:

1. Any police official who receives a report from a person as contemplated in section 34(1) of the Act must -
  - (a) take down the report in the format of the form contained in Annexure A;
  - (b) as soon as possible open an enquiry on the South African Police Service Crime Administration System (CAS); and
  - (c) forthwith provide the person who made the report with an acknowledgement of receipt reflecting the relevant CAS number, in the format of the form contained in Annexure B which will serve as a unique reference number for future enquiries and official purposes.

2. After the report has been taken down as contemplated in paragraph 1(a), it must without delay be faxed to a Central Reporting Office situated at the Commercial Branch, South African Police Service, Detective Service, Head Office; Pretoria.
3. The responsibilities of the Central Reporting Office include the following:
  - (a) To ensure that access to the facsimile machine involved is limited to police officials designated by the Head: Commercial Branch: Head Office, and such designated police officials only, are responsible to deal with reports that have been taken down as contemplated in paragraph 1.
  - (b) To promote the confidentiality and integrity of the reporting system.
4. The Head of the Commercial Branch: Head Office, must ensure that an investigator of the Commercial Branch contacts the person who made the report and takes down a complete affidavit, which could serve as a basis for a police investigation into the report.

**J.S. SELEBI**  
**NATIONAL COMMISSIONER OF THE SOUTH AFRICAN POLICE SERVICE**

Annexure A

**TAKING DOWN OF REPORT CONTEMPLATED IN SECTION 34(3)(a) OF THE PREVENTION AND COMBATING OF CORRUPT ACTIVITIES ACT, 2004**

**TO: THE HEAD OF THE COMMERCIAL BRANCH: HEAD OFFICE, DETECTIVE SERVICE: CENTRAL REPORTING OFFICE**

I, (full names and surname).....

.....

(rank).....,

(service number).....,

stationed at....., a police official in the South African Police Service,

**have received the following report**

*(report attached, if applicable)*

**from a person holding a position of authority as contemplated in section 34(4) of the Act,**

.....  
*(Full names and surname of person making the report)*

.....

**with the following contact particulars:**

Contact address:.....

.....

Telephone Number:.....

Cellular phone  
Number:.....

E-mail  
Address:.....

Business/employment  
address:.....

Business Telephone  
Number:.....

Business E mail  
Address:.....

**The report received entails the following:**

**Description of offence:** (sections 3; 4; 5; 6; 7; 8; 9; 10; 11; 12; 13; 14; 15; 16; 20 or 21 of the Act or theft, fraud, extortion, forgery or uttering of a forged document involving an amount of R100 000,00 or more)

*(Circle the applicable offence/s)*

**1. Description of the nature of the knowledge or suspicion of offence referred to above:**

.....  
.....  
.....  
.....  
.....

**2. Name and contact details of person/s allegedly involved:**

.....  
.....

**3. When did the offence/s occur or is it ongoing?**

.....  
.....

4. Any information to the reporter's knowledge about the standard of living of the person/s allegedly involved

.....  
.....

5. Name and contact details of possible witnesses to the alleged offence/s:

.....  
.....  
.....  
.....

6. Manner in which acknowledgement of receipt is preferred (only applicable in respect of facsimile, telephonic or electronic reports):

.....

Signed at.....on this.....day of .....20....

.....  
**SIGNATURE OF POLICE OFFICIAL TAKING DOWN THE REPORT**

Unique reporting reference number (CAS number)

.....(To be inserted by the police official to whom the report is made. A corresponding number must appear on the acknowledgement of receipt (**Annexure B**).

**Annexure B**

Unique reference Number (CAS number)

.....  
(This receipt is not valid without this number)

**ACKNOWLEDGEMENT OF RECEIPT IN TERMS OF SECTION  
34(3)(a) OF THE PREVENTION AND COMBATING OF  
CORRUPT ACTIVITIES ACT, 2004 (ACT NO. 12 OF 2004)**

I, (full names and surname).....  
.....

(rank).....,

(service number).....;

stationed at....., a police official  
in the South African Police Service, hereby acknowledge receipt of a report

received from  
(Name).....

**The following documentation has been received with the report:**

.....  
.....  
.....

Signed at.....(place), on this.....day of .....20....

.....  
**SIGNATURE OF POLICE OFFICIAL**