



Please find below the form to request changes to existing information on the website/intranet or to request new page(s) for your Unit. A completed request form must accompany each request. Requests without this form or forms missing any information will not be processed. Please complete all the fields on the form and email any additional information. All requests must be signed by Head of the Unit.

The proper completion of necessary required information will greatly improve the time and accuracy of the updates. Please read the information below carefully and follow these guidelines to make sure your request is attended to promptly.

- 1. All requests should be submitted by email.** This assures that there is a trail of activity that can be followed if a request is not fulfilled properly. The proper email address to use is webmaster@kznwildlife.com
- 2. Update requests should reference the exact web/intranet address of the page being updated.** This is to ensure that the correct page is updated and to prevent confusion or multiple requests for information to verify which page should be updated.
- 3. If you are requesting a photo/video, please send appropriate link and/or .jpg file.**
- 4. Any requests for page updates should include the exact content changes to be made.** This means that if you wish to replace a section of content on a page, the original content and the exact changes to the content should be included in the email.
- 5. Updating a document on the website/Intranet requires that the complete replacement document be attached in the request email.** Documents that are already placed on the website/intranet cannot be updated. They must be replaced by a completely new document in an appropriate format. All documents on the website must be in a PDF format.
- 6. All changes to the website/Intranet are subject to prior approval.** Some content may need to be approved to verify its accuracy for the website. Content may be altered or permission to publish content may be denied.
- 7. Please proofread all content that is submitted and make sure it is correct before it is submitted.**



Ezemvelo KZN Wildlife

Website Change\Update Request Form

Requested by: Tembisa Jordaan
Department: Stewardship

Phone Number: 0662552885
Email:
Tembisa.jordaan@kznwildlife.com

Date of Submission: 19 October 2023
Date to be removed:

Date Needed: 26 October 2023

Type of Change: Change to existing content
 New Content

Page URL to be updated: <http://www.kznwildlife.com/stewardship.html>

Current content to be changed/removed:

Please remove the other documents and add new content.

New content/text

Draft management plans available to be downloaded and review for public participation process of the notice of intention to declare properties described as a Nature Reserve, as contemplated in terms of section 23(1) of the National Environmental Management: Protected Areas Act, 2003, by the MEC of Economic Development, Tourism and Environmental Affairs:

1) Kindly find the link to the draft management plan for Kiepersol Protected Environment for public comment.

2) Kindly find the link to the draft management plan for Vulture's Nest Nature Reserve for public comment.

Additional comments/request

A handwritten signature in black ink, consisting of a series of connected loops and strokes, positioned below a horizontal line.

MANAGER/SUPERVISOR'S SIGNATURE