



*Still Strong for over 30 Years – Steeds Sterk vir meer as 30 Jare*

## **HOW TO WRITE A SUBMISSION**

No law is passed without the public having their say. The Constitution ensures that there is public involvement in the law-making process, affording citizens the opportunity to voice their concerns about legislation that affects them.

One way this can be achieved is by making a written submission.

### ***Things to Consider:***

- Make an Argument

Your submission will be judged on how convincing a case you make. Be clear, concise, and logical.

- Be Respectful

Remember that you are trying to get your message across for a reason. Be respectful and refrain from using inappropriate language.

- Double-check

Present your information thoroughly. Be sure to spell-check.

- Be Relevant

Your submission must deal clearly with issues in the draft Bill.

- Conclude

End your submission with a summation of the main points of your argument in a concise paragraph.

### ***Some Important Pointers:***

#### **1. Meet the Deadline:**

The deadline for submissions is **3 July 2021**.

#### **2. Make sure your submission heading clearly states the following:**

**WRITTEN SUBMISSION ON THE DRAFT FIREARMS CONTROL AMENDMENT BILL, 2021**



**3. Contact Information:**

Make sure your submission states your full name, postal address, email address, telephone number and, if applicable, your fax number.

**4. State Your Concerns**

State why the bill is important to you, and how it will affect you or the public. This should be followed by the problems you have with the bill and your proposed solutions or recommendations. Your concerns should constitute the bulk of your submission. Remember to be constructive in your criticism of the bill.

**5. Submit in one of three ways:**

By post to:

Secretary for Police Service

Attention Mr M Ntwana

Civilian Secretariat for Police Service

Private Bag X922, PRETORIA, 0001

By Email to: [comments.fcabill@csp.gov.za](mailto:comments.fcabill@csp.gov.za)

By hand delivery to: The Civilian Secretariat for Police Service at Van Erkom Building, Van Erkom Arcade, 7th Floor, 217 Pretorius Street PRETORIA.

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