



South African Reserve Bank



2019 AACB - Official Sector  
Service Providers (OSSP)  
Forum on Central Bank  
Foreign Currency Operations

Administrative Circular

**26-28 June 2019**



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Providers (OSSP) Forum on Central Bank  
Foreign Currency Operations  
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## Meeting details

### Meeting venue

South African Reserve Bank (SARB) Conference Centre  
370 Helen Joseph Street (previously Church Street)  
Pretoria  
South Africa

### Access to SARB Conference Centre

Governors and Deputy Governors, if any, will be accompanied by individual VIP protectors assigned to them for the duration of the meetings. Officials will be met at the SARB Conference Centre entrance and accompanied to the meeting venue.

Participants need to show their passports to obtain access to the venue.

### Interpretation services

Interpretation from English to Portuguese and French, and vice versa, will be provided.

### Internet and Wi-Fi access

A number of computers with Internet and Wi-Fi access will be available for use by participants.

### Medical support

In the event of any medical emergencies, medical support will be available at the SARB Conference Centre.

Major hospitals, Mediclinic Muelmed and Mediclinic Medforum are in close proximity to the hotels and SARB

### Evacuation procedures

Participants will be advised of evacuation procedure prior to commencement of the meetings.



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## Transfers

Transfers will be provided between O R Tambo International Airport and the hotels. A SARB Protection Services Official and SARB Liaison Officer will meet participants at the international arrival gate at O R Tambo International Airport.

Transfers between the hotels the SARB Conference Centre will be provided by the SARB and/or hotel shuttle services.

All departures are to be confirmed the day prior to departure, whereafter participants will be advised of their pick-up time for departure.

## Accommodation

Each central bank will be responsible for the accommodation costs of its delegation. Block bookings have been made at the hotels listed below.

Participants should contact the hotels directly to book their accommodation by 4 June 2019 to obtain the negotiated rates.

1

Hotel	Address and contact details	Distance
<b>Southern Sun Pretoria Hotel</b> (4 star)	Cnr Steve Biko and Pretorius streets, Arcadia +27 12 444 5500 <a href="https://www.tsogosun.com/southern-sun-pretoria/">https://www.tsogosun.com/southern-sun-pretoria/</a>	5 minutes' drive from the SARB building

### Booking process

Reference: 1208SO\_001 SARB AACB Meeting

### Room rates

**Superior room** R1 350.00 per night – single room including breakfast

2

Hotel	Address and contact details	Distance
<b>Pretoria Premier Hotel</b> (4 star)	573 Madiba Street, Arcadia +27 12 441 1400 <a href="http://www.premierhotels.co.za/Premier-Hotel-Pretoria/">http://www.premierhotels.co.za/Premier-Hotel-Pretoria/</a>	5 minutes' drive from the SARB building

### Booking process

Email: [res.pretoria@premierhotels.co.za](mailto:res.pretoria@premierhotels.co.za)  
Reference: SARB AACB Meeting

### Room rates

**Standard room** R1 090.00 per night – single room including breakfast



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## Accommodation

3

Hotel	Address and contact details	Distance
<b>Hotel 224 (3 star)</b>	Cnr Francis Baard and Leyds streets, Arcadia +27 12 440 5281 <a href="http://www.hotel224.com">www.hotel224.com</a>	6 minutes' drive from the SARB building

### Booking process

**Email:** [book@hotel224.com](mailto:book@hotel224.com)  
Reference: SARB AACB Meeting

### Room rates

Participants will receive a quotation from Hotel 224 that needs to be accepted before the booking is confirmed.

**Standard room** R800.00 per night – single room including breakfast

4

Hotel	Address and contact details	Distance
<b>Sheraton Hotel and Towers (5 star)</b>	643 Stanza Bopape Street, Arcadia +27 12 429 9999 <a href="http://www.sheratonpretoria.com/">http://www.sheratonpretoria.com/</a>	5 minutes' drive from the SARB building

### Booking process

**Via the website, with corporate ID 306771**  
**Email:** [Tinus.Byleveld@sheratonpretoria.com](mailto:Tinus.Byleveld@sheratonpretoria.com)  
Reference: 2929264 – SARB AACB Meeting

### Room rates

**Classic King room** R1 500.00 per night – single room including breakfast

5

Hotel	Address and contact details	Distance
<b>Pretoria Hotel</b>	230 Hamilton Street, Arcadia +27 12 341 3474 <a href="http://www.thepretoriahotel.com">www.thepretoriahotel.com</a>	8 minutes' drive from the SARB building

### Booking process

**Email:** [reservations1@courtclassique.co.za](mailto:reservations1@courtclassique.co.za)  
Reference: SARB OSSP-ACCB Forum 034299

### Room rates

**Standard room** R750.00 per night – single room including breakfast



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### Map





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## Visa information



The following link provides information on the documents that are required for your visa application, if necessary, as well as the documents needed upon your arrival in South Africa:

<http://www.dha.gov.za/index.php/immigration-services/apply-for-a-south-african-visa>

The following link provides a list of countries that are exempt from visas – please carefully study the exemption requirements for your specific country:

<http://www.home-affairs.gov.za/index.php/countries-exempt-from-sa-visas>

The following link provides a list of South African missions (embassies, consulates and high commissions) around the world:

<http://www.dirco.gov.za/webmissions/>

If there is no South African mission in your country, you would have to travel to the closest country where there is one to apply for a visa.

## General

### Electricity



The South African electricity supply is 220/230V and 50Hz AC. Most plugs are 15 amp 3-prong or 5 amp 2-prong with round pins.

United States-made appliances may need a transformer.

Most hotel rooms have 110V outlets for electric shavers and appliances. Kindly carry your own adaptor if required. Adaptors can be purchased locally.



### Weather



The average temperature in Pretoria during June is mild at 14°C. Afternoons can be warm with average high temperatures reaching 20°C. Overnight temperatures are generally cool with an average low of 5°C.

An updated weather forecast can be viewed at <http://www.weathersa.co.za>

### Time



South African Standard Time is two hours ahead of Coordinated Universal Time, and is the same as Central Africa Time, with daylight saving time not being observed.



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## Currency Exchange

The official South African currency is the rand (R). The rand is subdivided into 100 cents (c). The currency is available in the following denominations:

Banknotes: R10, R20, R50, R100 and R200.

Coins: 10c, 20c and 50c, and R1, R2 and R5.

Foreign currency can usually be exchanged at bureau de change offices, commercial banks and hotels. It is advised that participants do not exchange currency at OR Tambo International Airport. Automated teller machines (ATMs) (cash machines) are available throughout South Africa. Major credit and debit cards are accepted at ATMs, hotels, restaurants and shops.

Foreign exchange facilities will be available at the SARB Conference Centre from 26-28 June 2019. Delegates who wish to exchange currency are to provide a copy of their passport, together with the currency denomination and the amount to be exchanged, by 10:00 daily.

The exchanged currency can be collected from the reception desk between 12:00 and 14:00 daily from 26-28 June 2019.



## Other transport requirements

Officials who require transport for private engagements should kindly request information from their hotels about the complementary services offered. Alternatively, officials may contact the following service provider:

### **EZ Shuttle**

Tel.: +27 12 861 EZSHUTTLE (397 488)

Email: [info@ezshuttle.co.za](mailto:info@ezshuttle.co.za)

[www.ezshuttle.co.za](http://www.ezshuttle.co.za)

## South African Reserve Bank contacts



### **Francis Selialia (AACB coordinator)**

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## Attractions in Pretoria

**Pretoria (Tshwane)**, in Gauteng Province, is the administrative capital of South Africa. Known as the 'Jacaranda City' for its thousands of Jacaranda trees, it is also home to universities and government buildings.

The following tourist attractions can be enjoyed by visiting participants, but are to be arranged by participants themselves at their own expense.



### Union Buildings

The Union Buildings are home to the office of the President of South Africa as well as the official seat of the government of South Africa. The buildings are beautiful and an architectural feat. The structure is representative of the union of formerly divided people. The spectacular gardens form the perfect surroundings for this architectural feat.

Address: 2 WF Nkomo, Pretoria, South Africa  
Tel.: +27 12 323 5649  
Opening hours: Daily 24 hours



### Freedom Park

Freedom Park is a testimony to the countless sacrifices made by the heroes of South Africa throughout history for South Africa to emerge as a free nation. It is a monument built on the cornerstones of human dignity, rights and freedom. The Wall of Fame at the park is engraved with the heroes of South African history. It is a monument for South Africa to gain closure while at the same time drawing inspiration and courage from its past.

Address: Cnr Frikkie de Beer Street, Glen Manor Avenue, Menlyn, Pretoria, South Africa  
Tel.: +27 79 873 9092  
Opening hours: Daily, free tours at 09:00, 12:00 and 15:00.



### Voortrekker Monument

The Voortrekker Monument is a massive historical structure carved out of granite to commemorate and honour the heroes of the Great Trek. The monument sits atop a hill overlooking the entire city of Pretoria. The historical frieze portrays the warriors of the Great Trek in vivid detail, while also depicting the daily life and beliefs of the Voortrekkers.

Address: Eeufees Road, Pretoria, South Africa  
Tel.: +27 12 326 6770  
Opening hours: 08:00 to 17:00



### Pretoria National Botanical Garden

The Pretoria National Botanical Garden is a must see for the wide variety of fauna and flora as well as just for the pleasure of its soothing atmosphere. It is a rich tapestry woven with native trees of South Africa and other species. The Garden is an indigenous attempt to bridge the gap between scientific research and recreation.

Address: 2 Cussonia Avenue, Brummeria, Pretoria, South Africa  
Tel.: +27 12 843 5194  
Opening hours: 08:00 to 18:00





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## Shopping malls



### **Sancardia shopping centre**

Address: 524 WF Nkomo Street  
Operating hours: 09:00 to 19:00

### **Brooklyn mall**

Address: Cnr Fehrsen and Veal streets  
Operating hours: 09:00 to 19:00

### **Menlyn park shopping centre**

Address: Cnr Atterbury Drive and Lois Avenue, Menlo park  
Operating hours: Monday-Thursday: 09:00 to 20:00  
Friday-Saturday: 09:00 to 21:00  
Sunday: 09:00 to 18:00