



ROYAL  
JOHANNESBURG  
EST. 1890

A female golfer is captured in a side profile, leaning forward in a putting stance on a golf green. She is wearing a bright red long-sleeved shirt, white shorts with a large floral pattern, a white visor, and white sneakers. Her hair is styled in a braid. A golf ball is positioned on the green to her left, and she holds a putter. The background is a blurred green landscape.

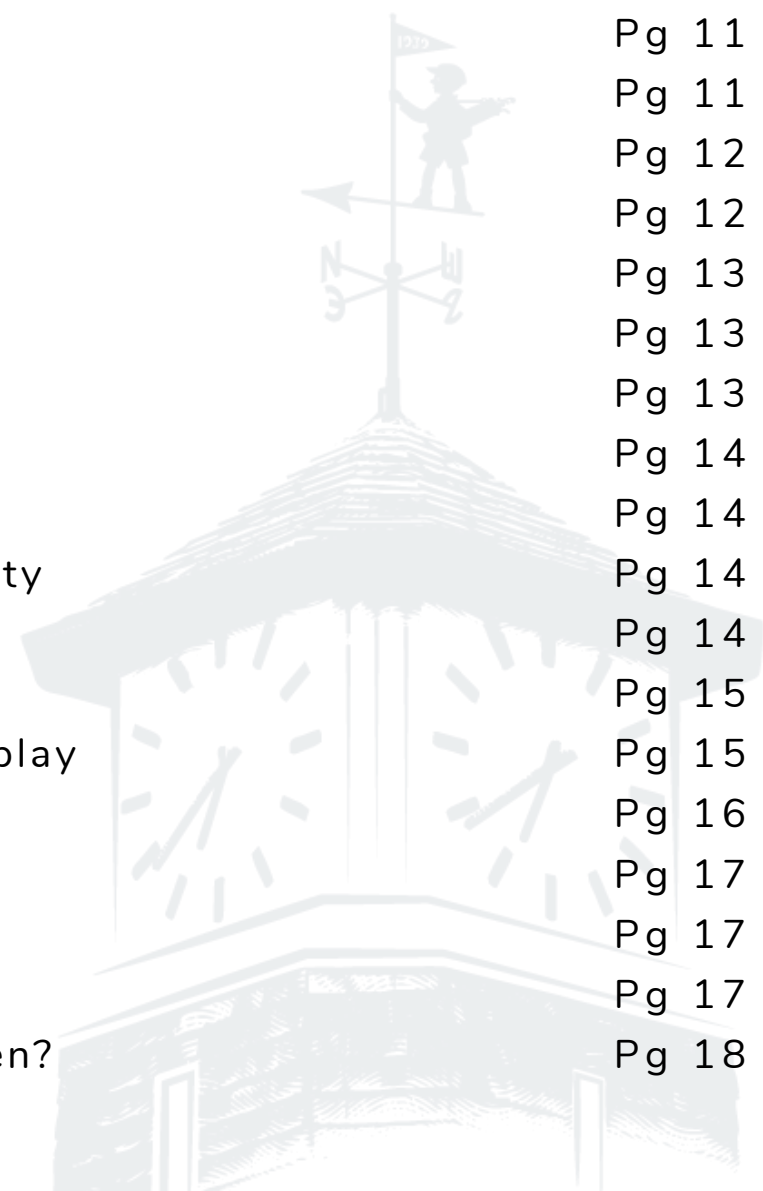
THE ROYAL  
**GOLFER'S**  
GUIDE





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## BOOKING PROCEDURES

Booking for a Saturday and Sunday morning is limited to full golfing members.

- The timesheets will be open at 09h00 via the Club electronic booking system on the Club website or Clubmaster App – 28 days prior for weekdays, Saturday bookings open 8 days in advance at 09h00, Sunday bookings open 2 weeks prior.
- Bookings in person or telephonically can be made at reception from 07h00 to 17h30, Monday to Sunday. The reception telephone number is 011 640 3021 and the Club WhatsApp line is 076 392 2495.
- Time sheets may reflect block bookings for member groups or corporate golf days.
- The standard timesheets for summer fields are scheduled off the 1<sup>st</sup> and 10<sup>th</sup> tees as follows and are in operation from 1<sup>st</sup> September to 31<sup>st</sup> March:

18 holes: 07h00 to 08h28 and 11h30 to 12h58

Twilight golf 9 holes PM field: 15h30 to 16h00 (golf carts returned by 18h00)

Sunrise golf 9 holes AM field: 06h00 to 06h45 (Tues, Wed, Thurs & Fri)

- The timesheet for winter fields is scheduled off the 1<sup>st</sup> and 10<sup>th</sup> tees as follows and are in operation from 1<sup>st</sup> April to 31<sup>st</sup> August.

18 holes: 07h00 to 08h28 and 11h30 to 12h28

Twilight golf 9 holes PM field: 15h15 to 15h40 (golf carts returned by 17h30)

Sunrise golf 9 holes AM field: No sunrise golf in winter.

Depending on weather, the changeover from summer to winter timesheets may be gradually adjusted.



## **CORRECT BOOKING METHODS AND RESTRICTIONS OF THE TIMESHEETS**

All details of the player must be entered onto the electronic booking sheet, which includes:

- Full name
- Contact numbers and if possible
- An email address

The Club electronic booking system recognises either membership numbers or surnames. On completion of entering the players details and selecting the tee time, the Club system will automatically forward a confirmation email to all players. This confirmation will include details of:

- Tee time
- Date
- Number of players

The entering of PTN, ANO or guest is not permitted on the timesheet, unless authorised by the golf department and names must be sent within 24 hours.

No guests are permitted on Saturday mornings due to the high demand for tee off times from members – unless approved by the golf director or assistant golf director.

Guests are permitted during the week. Guests need to be accompanied by a member on Sunday mornings. The same guest may only be invited to the Club, a maximum of twice per month, regardless of which member invites the guest.

## **BUNKERS**

Club members and their guests are responsible for ensuring all bunkers are raked after completing their shots out of them. Bunker rakes are provided at each bunker and should be placed outside the bunker after use, for rules purposes.

## **CADDIES**

The Club offers the independent services of the Club authorised caddies to Club members and their guests. Caddies must be engaged through the golf registration desk and player assistant. Golfers are required to pay for a caddie ticket at the golf registration point which will include the caddie's halfway meal and drink. The minimum caddy fee payable directly by the Club member/guest to the caddy, will be posted on the Club's local rules board. Other benefits covered by the caddie ticket include:

- Funeral policy for the caddy and immediate family
- Uniforms
- Training
- Tea/coffee station



## CANCELLATION PROCEDURE

The cancellation procedure for all bookings will be strictly monitored and all booking cancellations must be made no later than 48 hours in advance of the tee off time booked. Cancellations made within 48 hours of the booked tee-off time will be charged at the applicable member/guest rate, whether or not the member has a playing card.

To accommodate members wishing to play during peak times and where there are full timesheets, a waiting list will be created on the Club booking system. Individuals placed on the top of the list will have preference. Members will be contacted telephonically to confirm their placement on the tee sheet.

Members are always requested to place their name on the waitlist as this assists the Club in continually assessing demand. To be placed on the waiting list, please contact the golf office or email [bookings@royaljhb.co.za](mailto:bookings@royaljhb.co.za) or [reception@royaljhb.co.za](mailto:reception@royaljhb.co.za)



# CLUB KNOCKOUTS

Knockouts are a fantastic opportunity to meet other club members; annual knockouts are scheduled for both the men's and ladies golf sections. Entry forms for the knockouts are released at the beginning of each year and include both singles, betterball, greensomes and mixed knockouts.

A draw for each knockout is completed with the matchups and dates posted on the respective Club noticeboard. The format for the knockouts is matchplay and the winning match proceeds to the next round until the winner is determined.

Rules governing the knockouts are placed on the Club noticeboard. Any guidelines or challenges must be discussed and agreed in advance with the golf director.

# CLUB RULES AND REGULATIONS

All Club members and their guests are expected to uphold an exceptional standard of behaviour at the Club. The key regulations governing the behaviour of Club members and their guests at the golf facilities are:

**Respect:** All Club members and guests are expected to always respect one another as well as the management and staff at the Club.

**Dress Code:** The dress code must be adhered to at all times. Notices setting out the dress code are published on the Club noticeboards and the Club website.

**Cell phones:** Cell phones may not be used on the golf course except in the case of an emergency e.g. medical assistance being required. Inside the Clubhouse or halfway house, cell phones may be used for non-verbal, silent communication and in a manner not to disturb others.

**Drinks in the locker room:** Drinks and glasses or bottles are not permitted in the locker room.

**Golf club storage:** Club members may, for an annual fee, store their golf bags, golf clubs and trolleys in the Club storeroom, subject to availability. An additional charge will be allocated to members with electric pull carts, which require electrical charging. The Club is not responsible for any items lost, stolen or mislaid under any circumstances.



**Complaints or suggestions:** All golf-related complaints or suggestions must be submitted in writing directly to the golf director or C.E.O. If the complaint is of a serious nature, the Club golf disciplinary committee will investigate the incident, and the parties involved may be asked to attend a meeting to give their version of the incident. The disciplinary committee's decision is final, and resolution of serious golf related incidents may take the form of:

- Recorded reprimand
- Suspension of handicaps (for a period)
- Suspension of membership from the Club golf section (including the clubhouse and golf courses), for a period of up to three months and/or loss of official handicap
- Serious offences will be referred to the Main Board for further investigation and disciplinary action
- The Club may summon any Club member to a meeting regarding the breach of Club discipline, whether or not a complaint has been laid by a fellow Club member. Such breaches may include improper dress code, use of foul language, misbehaviour on the golf course, abuse of Club staff, including course marshals, conduct unbecoming of a Club member and persistent slow play.

## COURSE MAINTENANCE AND REPAIR

Club members and guests are requested to assist in golf course maintenance and repair. Players are requested, as a courtesy to other fellow players, to kindly repair their pitch marks and rake bunkers after their use.

Players are expected to fill their divots on the fairway and assist where course maintenance is scheduled on a daily basis, however, it may be required to close a course for a period of time for additional green keeping practices e.g. hollow tining. If such procedures are required or scheduled, the Club will send out notices via email and advise members.



## GOLF CARTS

Golf carts may be used for Club competitions. Golfers may hire golf carts from the golf department, subject to availability. All golfers are required to complete and sign an indemnity form confirming that:

- The Club takes no responsibility for any injury
- Golfers are responsible for any damages to the golf cart during their use of the golf cart.
- Golfers are aware of the rules and regulations related to driving a golf cart and are in possession of a valid driver's licence.
- Trail fees are payable for all golf carts brought onto the Club property by members or guests (two seaters and one seater).
- The use of golf carts may be restricted from time to time by the golf director should their use be considered detrimental to the course e.g. wet playing conditions/heavy rains. There may be no more than two occupants for a two-seater golf cart i.e. no overloading or standing on the back of the cart will be permitted.

## GOLF CART ETIQUETTE

To protect the golf course, members using golf carts are requested to adhere to the following guidelines:

- Where possible, cart paths should be followed
- Carts should not be driven near:
  - The sides of the tee boxes (10 metres)
  - The entire front of the green (within 20 metres)
  - The sides of the greens or between the dunkers and greens (10 metres)
  - The tops of mounds alongside the greens
  - Wet or muddy areas after rain or watering
  - Highly worn areas or bare ground
  - The tracks of other golf carts.



# GOLF ETIQUETTE

Guidance regarding golf etiquette :

- Always play without delay and keep up with the group in front of you
- Do not move, talk or stand too close to a player making a stroke (playing)
- Do not step on another player's line of putt
- Do not play until the group in front of you is out of the way
- Keep up with the fourball in front of you
- Shout a warning if your ball may hit someone – 'fore'
- Repair divots on the fairways and pitch marks on the greens
- Smooth footprints in the bunkers
- Do not drop clubs on the putting surface or lean on your putter
- Replace the flagstick correctly (in an upright position) after completing putting
- Leave the golf course in the condition that you would like to find it
- Scorecards must be handed in immediately after completing the round
- Do not litter – collect any litter you find and use the dustbins found on each tee.
- Golf carts should be driven on cart paths as far as possible and must stay at least 10 metres from all tees and greens.



## GOLFING EVENTS

### Men:

- Summer Club Championships
- Winter Club Championships
- Senior Club Championships
- Weekly Club Competitions
- Festival of Golf, which includes but is not limited to the following events:
  - Teams Championship
  - North vs South
  - 8 Ball Commando
    - Presidents Cup (last Saturday of the month on alternating courses)
    - Finals to take place in October/November of each year
    - Club Knockouts
      - Singles
      - Betterball
      - Greensomes
      - Mixed
  - League
    - Scratch league x 2 teams
    - Betterball league x 2 teams
    - Mid Am league x 2 teams
    - Senior Betterball league x 2 teams



#### Ladies:

- League
  - Weekday league x 2 teams
  - Sunday league x 1 team
- Summer Club Championships (silver and bronze divisions)
- Winter Club Championships (in relevant divisions)
- Trophy events throughout the year:
  - Jean Eustice Trophy – betterball stableford
  - Jubilee Cup – silver division individual stableford
  - Coronation Trophy – bronze division individual stableford
  - Anstey Trophy – 3 Ball individual stableford aggregate
  - Spring Trophy – 4 Ball Alliance
  - Anniversary Bowl – betterball stableford (BG's only)
- Knockouts:
  - BG's Singles
  - BG's Betterball
  - Weekday Singles
  - Weekday Betterball
- Ladies Open Days:
  - Valentines Open Day (February)
  - Masters Open Day (April)
  - Wimbledon Open Day (June/July)
  - Festival Ladies Open Day (October)
  - Christmas Open Day (November)
- Extras:
  - July Fun Day (Tuesday before the Durban July)
  - Tuesday ladies Christmas competition
  - BG's Christmas competition

For any golf related queries, please do not hesitate to contact the golf department.



## GREEN FEE PAYMENT

All Club members and guests are required to register and pay in the Pro Shop. Golfers are to inform the Club staff member of their member number, tee time, Club members are to produce their membership cards confirming membership whilst visitors are to produce their handicap cards from their home clubs in order to open golf rounds.

Reciprocal rates are only available to full members of Clubs who have entered reciprocal arrangements with the Club.

Payment for green fees, golf carts and caddy vouchers may be processed by credit/debit card or charged to the members account if they have funds available.

Players must request a voucher which is required when hiring a caddy or cart.

## GUESTS

Club members are responsible for their guests and their guests' behaviour at all times. Guests must register at the golf registration desk on arrival. No person may play as a guest more than twice a month, regardless of which Club member introduces them.

## HANDICAPS

New members are requested to advise the Club membership secretary should they wish to be handicapped through the Club via the National Handicap Network System (HNA). The Club will register new handicap profiles or transfer current handicap profiles for new Club members. A new handicap card will be ordered, and the Club member will be contacted when the card is available for collection.

Players have the option to enter scores either via swiping their handicap cards at the HNA handicap terminals located at golf clubs or on the HNA website/App. ([www.handicaps.co.za](http://www.handicaps.co.za)). Only full Club members may hold their handicap at the Club. The golf director will also assist members to enter their scores when requested to do so.

All rounds played in South Africa must be recorded. If scores are not entered by midnight on the day of play, the HNA system will automatically record a penalty score. The golf director may review the Club member's handicaps and entries. The handicap committee will present details of any discrepancies viewed on club member handicaps to the Club golf representative on the Board, who will sanction any action which may be required.



## HOLE IN ONE POLICY

A member achieving a hole-in-one and having entered the Club competition is expected to be present at the prize giving when he/she will be requested to ring the bell in the main bar and offer his fellow golfers a complimentary drink, which will be covered by the Club. The golf director will issue a hole-in-one certificate, and the members name will be added to the hole-in-one board in the clubhouse.

## JUNIOR GOLFERS

Junior Club members over the age of 16 years of age, may participate in regular Club competitions, monthly medals and major Club competitions provided sufficient space is available for full members to reserve a tee time and permission has been granted by the golf director. We have an extensive Junior Golf Program, please see details of this program on our website or contact the golf office.



## LATE ARRIVALS

Players arriving on the tee after their scheduled tee time will, if time permits, play at the back of the field. If this is not suitable, the golf director or golf operations staff will endeavour to find a vacant slot. If this is not possible, the players will not be entitled to play and will be charged for the green fees. If a fourball is capable of teeing off at the back of the field after arriving late for their tee time and cannot turn into the back nine of their game due to the start of the next fields play, they will be required to stop playing and only complete 9 holes. Players are not permitted to wait for a late player or try to delay teeing off.

## LEAGUES

Both the ladies and men's golf sections actively participate in the CGGU league fixtures. League games are scheduled during the week and weekends for the ladies and during the weekends for the men. The golf leagues cater for all levels and ages of golfers. League dates and information can be obtained from the golf director. The Club hosts league fixtures throughout the year.

## LIGHTNING

The Club has a sophisticated computer lightning warning system. When the siren sounds once, play must be suspended immediately and golfers are to mark their golf ball's position and seek shelter, preferably at the Clubhouse. Golfers who remain out on the golf course after the siren has sounded once, do so at their own risk and may be subject to disciplinary action.

The rules of Golf allow a golfer to stop play at any time should they consider the circumstances to be dangerous.

Should play not resume in a reasonable time, golfers who have not teed off or have played 4 holes or less at the time of the siren sounding once, may apply for a refund of the green fee paid. Golfers who have teed off and played more than 9 holes, are not eligible for a 9-hole voucher. The golf director on duty will determine the value of the voucher and his decision is final.

Play may not be resumed until the siren has sounded twice.

The siren will sound twice to indicate that all is clear for the time being and that play may resume from where it was stopped.

The golf director may suspend play during a round for the following reasons:

- Imminent danger from lightning
- Damage to greens or playing surface due to excessive rainfall/hail.

Lightning rule: If there is a lightning delay in the AM field and the delay reaches a point where it may cause the PM field not to finish, the golf director has the discretion to create a cut off time for the AM field to turn and continue their round. Halfway house will be made grab and go, and all will be done to try and get everyone through.



## LITTER

Players are requested to discard all litter in the rubbish bins that can be found on both courses and smokers are requested to throw away all cigarette butts in the litter bins.

## LOCAL RULES

Local rules are printed on the back of the scorecards for both courses. Any additional local rules will be posted on information sheets for major events.

## MEMBERS PRACTICE FACILITY

The practice facility is reserved for Club members only and for guests to utilise before their golf round.

The facility is available on a first come, first serve basis and Club members may, at times, need to wait for an open bay. The practice facility includes the driving range, the clubhouse hitting zone for a full selection of clubs, the chipping green (with bunker) and the putting green. Buckets of balls for use on the driving range are purchased directly at the driving range.

Summer operating times (1<sup>st</sup> September to 30<sup>th</sup> April):

Tuesday to Friday	06h00 to 17h00
Saturday and Sunday	06h00 to 17h00
Monday	10h00 to 17h00

Winter operating times (1<sup>st</sup> May to 30<sup>th</sup> August):

Tuesday to Sunday	07h00 to 17h00
Mondays	10h00 to 17h00

## NO SHOWS

A member who has booked a tee time for themselves (and any partners), and does not arrive, will be held responsible for the green fee charges. If a member has a playing card, they will be charged the full green fee for that day. Any, no charge to the members' account during the weekend fields will include the competition fee. Members must adhere to the cancellation policy.

A no-show letter will be sent to the members and will allow for a 24-hour response detailing any reasons for not showing for the round. The golf director will then consider if any leniency is to be allowed or not. If the member does not reply to the no show letter in 24 hours, the members account will be charged automatically at the Pro Shop. A repeated No Show may be subject to a disciplinary hearing, which could result in suspension from the golf course/ club.



## OTHER PLAYING NOTES

The Club reserves the right to amend the guidelines and rules contained herein under certain conditions e.g., in the best financial interest of the Club, for specific corporate social responsibility events and other Club social events.

Except as laid down in these guidelines and rules, it is never the intention of the Club to deny members the opportunity to play golf at their Club.

## PACE OF PLAY AND SLOW PLAY

- Suggestions to prevent slow play:
- Plan your shot whilst walking up to your ball or whilst others are playing.
- Line up your putt whilst others are putting and be ready to play when it is your turn.
- Walk briskly between shots.
- Walk directly to your ball, don't follow or continue talking to fellow golfers
- Assist in a search for a lost ball briefly then continue to your shot
- Play a provisional ball if uncertain of the whereabouts of your first ball
- Leave your clubs in the quickest position to exit the green after putting and exit promptly after holing out
- Do not leave clubs, golf trolleys or park golf carts in front of the green
- Pick up if you cannot assist in your team's score for the competition.
- Players should always endeavour to keep to the allocated playing times as listed by the Club.
- Players are to keep up with the group ahead of them and always adhere to the course marshals. The course marshals are employed to minimise slow play and ensure the Club and golf etiquette is being upheld.
- Abuse of Club marshals and starters is not acceptable and will not be tolerated.

### **Pace of Play**

The maximum time allotted for the completion of 18 holes at Royal Johannesburg is 04h30 and the following procedure applies if a group is "out of position".

1. The player/group will be warned and given the opportunity to make up the time.
2. The player/group will be put on the clock and if unable to make up the time they may be asked to skip a hole or have halfway house as a grab and go.



## PRIZES

- All entry fees for the Club competitions are collected at the Pro shop.
- Club competitions are hosted on Wednesday afternoons, Saturdays, Sunday mornings and public holidays. Entry into the competition is compulsory on Wednesday afternoon and Saturdays.
- Prizes are announced at the respective prize giving. Pro Shop vouchers or the prize value is credited to the prize-winning Club member's spending account. The Club and Pro Shop will communicate weekly with Club members to ensure that they are aware of any credit balances they have at the Club and Pro Shop. Results of all competitions and pay-outs will be communicated via the golf weekly, sent every week.
- The club encourages attendance at prize giving and winners will be called up to collect their vouchers.
- Details of visitors winning prizes are recorded and these guests may collect their winnings directly from reception if not present at prize-giving.
- The Tuesday ladies golf competitions are organized by the lady's golf manager. The competition fee is collected in the Pro Shop and prizes are allocated to the ladies spending accounts by the lady's golf manager.
- Major Club competitions are hosted by the C.E.O., golf director and the golf department. Competition fees are collected at the Pro Shop. The competition fees collected are allocated at the discretion of the golf director towards prizes.
- Golf functions hosted at the Club by corporate and other societies, organise their own prizes.
- Members and guests are reminded that there is an upper limit to the retail value of prizes which can be awarded or accepted by amateur golfers.



## RECIPROCITY

The Club has established reciprocal agreements with Clubs both locally and internationally and are for the benefit of Club members travelling. The golf director will assist full Club members in good standing to make use of this benefit.

Club members are required to obtain a letter of introduction from the golf director before travelling. An updated list of reciprocal clubs can be obtained on the Club website or member benefits.

## SANDBAGS

The Club will ensure that members and their guests carry and make use of sandbags to assist in the golf course repair and condition.

Club members are required to fill divots on the course. Caddies are required to carry sandbags. Sandbags are available from the Pro Shop; golf directors' office or the starters located on the tees.

## SUNRISE GOLF

Members and their guests (maximum of 3 visitors), may play nine holes on Tuesday, Wednesday, Thursday, and Friday morning teeing off from 06h00 with 8 minutes intervals until 06h45 from the 1<sup>st</sup> of September until the 31<sup>st</sup> of March. Bookings should be made in advance to avoid any disappointment.

There will only be one nine open Tuesday through Thursday, please enquire with the golf department on which 9 will be open on any given day.

Members will be required to sign in at the security access control located at the main Club entrance which must include their membership number, vehicle registration and number of guests.

Members are responsible for their guests and are requested to give the course maintenance staff the right way in preparation for the day's play.



# WHO MAY PLAY AND WHEN

All Club members may play as follows:

## **Mondays**

- One course closed for maintenance unless otherwise notified.
- During December, both courses are open on a Monday.

## **Tuesdays:**

- Members, member guests and guests for the day may play.
- Tuesday school– All members are invited to join the Tuesday school. Tee off is just after 07:00 on Tuesday. Contact the golf office for more information.
- AM Ladies Competition - All ladies are invited to play in the pre-allocated tee-times.

## **Wednesdays:**

- Members, member guests and guests for the day may play.
- Wednesday PM competitions on both courses and the competition to be determined by the golf department on a weekly basis.

## **Thursdays & Fridays**

- Members, member guests and guests for the day may play in the AM field.

## **Saturdays:**

- Saturday mornings and afternoons are reserved for Club members only due to the popularity of the field.

In exceptional circumstances, should there be availability two days before Saturday and no members are on the waiting list, a member may request a guest on a Saturday from the golf director.

## **Sundays:**

- Club members are permitted to invite guests to play golf on Sundays.
- Sundays are popular for nine-hole rounds in the afternoon, so booking is essential.

The golf director may relax these conditions depending on:

- Course Utilisation
- Financial interests of the Club regarding the hosting of corporate/social days.
- Other special occasions such as the Festival of Golf or Charity Events.
- If the course is not available for play to Club members due to corporate bookings or the hosting of a major tournament, the Club will endeavour to ensure tee times are made available at other courses at reciprocity rates for affected Club members.
- Please contact the golf department for assistance.

**For any golf-related queries, please do not hesitate to contact our golf department:**



## CONTACT DETAILS AT THE DRIVING RANGE

### Teaching Academy

Martin Briede

Gavan Levenson

Ricky Dembo

Keagan Beyer

Stacey Burrows

[martinbriede@me.com](mailto:martinbriede@me.com)

[levenson@icon.co.za](mailto:levenson@icon.co.za)

[rickidembo96@gmail.com](mailto:rickidembo96@gmail.com)

[keaganbeyergolf@gmail.com](mailto:keaganbeyergolf@gmail.com)

[Stacey199905@gmail.com](mailto:Stacey199905@gmail.com)



## CONTACT DETAILS

### Golf Office

Robert Larsen

[golfdirector@royaljhb.co.za](mailto:golfdirector@royaljhb.co.za)

Tiaan van Wyk

[assistantgd@royaljhb.co.za](mailto:assistantgd@royaljhb.co.za)

Wendy Huddy (ladies golf) [ladies@royaljhb.co.za](mailto:ladies@royaljhb.co.za)

### Guest Relations

Guest Relations – Tracy

[bookings@royaljhb.co.za](mailto:bookings@royaljhb.co.za)

Guest Relations – Mpho

[reception@royaljhb.co.za](mailto:reception@royaljhb.co.za)

### Pro Shop

Greg Jacobs -

[greg@gregjacobsgolf.co.za](mailto:greg@gregjacobsgolf.co.za)

***The club's property is private, and the right of admission is always reserved to the Club.***

Any person entering the Club's property and/or using the Club's facilities does so entirely at their own risk and neither the Club nor Club management, members or any employee shall be liable in any manner whatsoever for, Any claim for damages arising or suffered either directly or indirectly from any personal injury or harm whatsoever (including death) or, Any damage whether direct or indirect to personal or other property whatsoever, and however caused.





THANK  
YOU



ROYAL  
JOHANNESBURG  
EST. 1890