Isebe loPhuhliso loLuntu
Gavin Miller
Icandelo loLawulo LwezoPhando neeNkcukacha
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ISIKHOKELO SEPAIA SIKA2023

Isikhokelo Sesiphakamiso Sokufikeleleka Kweenkcukacha (iPAIA), sika-2023
Esiqulunqwe ngokwemigaqo yecandelo 14 lomthetho iPromotion of Access to Information Act, ka-2000 (njengoko silungisiwe) seSebe loPhuhliso loLuntu

UMHLA WOKUQULUNQWA: 23 kweyoKwindla ka-2021
UMHLA WOHLAZIYO: 15 kweyeDwarha ka-2021
Umhla wohlaziyo: 25 kweyoKwindla ka-2022
Umhla wohlaziyo: 27 kweyoMdumba 2023

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1. ULUHLU LWEZISHUNQULELO

1.1.	**“DIO”**	iGosa ElilíSekela Leleenkcukacha
1.2.	**“DoTP”**	iSebe LeNkulumbuso
1.3.	**“DSD”**	iSebe Lophuhliso Loluntu
1.4.	**“HOD”**	iNtloko yeSebe
1.5.	**“IO”**	iGosa Leenkcukacha
1.6.	**“MEC”**	Ilungu Lesigqeba Esilawulayo Committee
1.7.	**“PAIA”**	iPromotion of Access to Information Act, ka-2000
1.8.	**“PFMA”**	iPublic Finance Management, ka-1999
1.9.	**“POPIA”**	iProtection of Personal Information Act, ka-2013
1.10.	**“PSA”**	iPublic Service Act, Proclamation 103 ka-1994
1.11.	**“Regulator”**	uMqulunqi Weenkcukacha
1.12.	**“the Constitution”**	uMgaqo-siseko weRiphabliki yoMzantsi Afrika, ka-1996
1.13.	**“WCG”**	uRhulumente weNtshona Koloni

2. INJONGO YESIKHOKELO SEPAIA

Esi Sikhokelo sePAIA silulutho kuluntu ngokubanzi lukwazi ukuqwalasela isimo samarekhodi akhoyo kwiSebe Lopuhliso Loluntu, ngaphandle kwesidingo sokungenisa isicelo sePAIA.

2.2 lube nokuyiqondaka indlela yokwenza isicelo sokufikelela kwirekhodsi eliselugcinweni lweSebe Lophuhliso Loluntu.

2.3 lufumana iinkcukacha zoqhakamshelwano ezichaphazelekayo zabantu abaza kuncedisa uluntu ngamarekhodi abadinga ukufikelela kuwo.

2.4 bazi ngazo zonke izisombululo abanokuzifumana kwiSebe Lophuhliso Loluntu ngokuphathelele kwisicelo sokufikelela kumarekhodi, ngaphambi kokukrweca uMqulunqi okanye iiNkundla.

2.5 bafumane ingcaciso ngeekonnzo ezifikelelekayo kuluntu ngokubanzikwiSebe Lophuhliso Loluntu, kwanokuba zifikeleleka njani na ezo nkonzo.

2.6 bafumane ingcaciso ngesikhokelo sendlela esetyenziswa ngayo iPAIA, njengoko ithe yahlaziywa kwanokuba ubani angafikelela njani na kuyo.

2.7 bazi ukuba iSebe Lophuhliso Loluntu liya kusebenza ngeenkcukacha ezingabo, injongo yoko kusetyenziswa kweenkcukacha ezingabo ndawonye nengcaciso ngamabakala abanini-zinkcukacha kunye neenkcukacha okanye amabakala eenkcukacha eziphathelele apho.

2.8 bazi ukuba iSebe Lophuhliso Loluntu liceba ukudlulisa okanye lisebenzise iinkcukacha ezingabo ngaphandle kwemida yeRiphabliki yoMzantsi Afrika kwanabo baza kuzifumana okanye amabakala abo baza kuzifumana okanye abo ziza kuthunyelwa kubo.

2.9 bazi ukuba iSebe Lophuhliso Loluntu linawo na amacebo angawo okuqinisekisa ukufihlakala, isidima kwakunye nokufikeleleka kweenkcukacha ekuza kusetyenzwa ngazo.

3. UKUSEKWA KWESEBE LOPHUHLISO LOLUNTU

ISebe Lohuhliso Loluntu sisimo sesebe esikwinkqubo karhulumente yona esimiselwe ngokwemigaqo yecandelo 197 soMgaqo-siseko. IPSA yona, enika Amandla icandelo 197 loMgaqo-siseko inika kwicandelo 7 igunya lokumiselwa kwamaasebe ephondo.

3.1 Iinjongo/Isigunyaziso

ICandelo 28 (1) loMgaqo-siseko woMzantsi Afrika (ka-1996) ("uMgaqo-siseko"), udiza amalungelo abantwana kwinkalo yononophelo olufanelekileyo (isondlo esingundoqo, indawo yokuhlala, iinkonzo zononophelo lwempilo) ze ukubanjwa kuvalelwe abantwana ibe yinto yokugqibela. ISebe Lophuhliso Loluntu lizinikele kule misebenzi ingundoqo

ilandelayo:

- Inkonzo Yentlalo-ntle kubantu abahluphekileyo nabasesichengeni ngentsebenziswano namahlakani kwakunye nemibutho yoluntu ngokubanzi; kwakunye
- Nenkonzo Yophuhliso Loluntu Lokuhlala enikezela ngeenkqqubo zophuhliso ezizizo nezinikezela isikhokelo sokuxhotyiswa koluntu lokuhlala.

Iinkonzo zentlalo-ntle yoluntu ziquka:

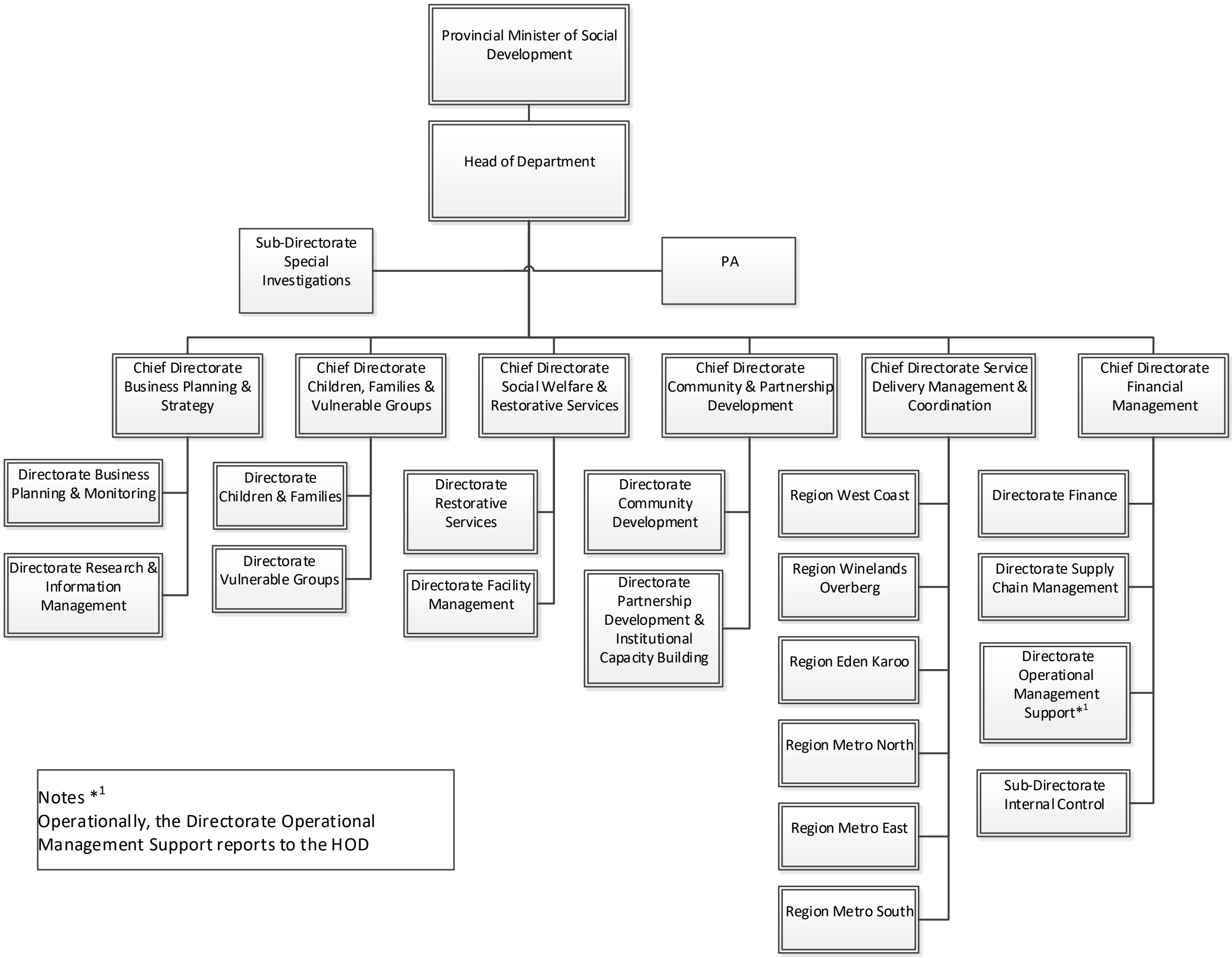
- Ezabantwana Neentsapho
- Iinkonzo zoluleko kubant uabadala kunye nolutsha olukungqquzulwano nomthetho
- Iinkonzo Zononophelo Lwasemva Kwesikolo
- Ezingeenkonde
- Ezingeenkonzo Kubantu Abaphila Nokukhubazekas
- Izigulo Ezingumvuka Wokusetyenziswa Kweziyobisi
- Ezingokuthintelwa Kollwaphulo-mthetho Kuluntu kunye Nenkxaso
- Ezingokuxhotyiswa Kwamaxhoba
- Ezingobundlobongela Obujoliswe Kwisini (iGBV), kunye
- Neenkonzo zoNonophelo kumaZiko kubantwana nolutsha

Iinkonzo Zophuhliso Loluntu Lokuhlala ziquka:

- Ukuziphilisa Ngozinzo okuquka ukupheliswa kwentlupheko nohlangulo ngokokutya
- Ukuxhotyiswa ngezakhono kwecandelo leeNPO
- Uhlangulo Loluntu
- Iinkonzo zolutsha olusemngciphekweni kunye
- Nophuhliso lwamaTyathanga eNtsebenziswano

4. ISIMO SESEBE LOPHUHLISO LOLUNTU KUNYE NEMISEBENZI YALO

4.1 Isimo



4.2 Imisebenzi

Chaza imisebenzi yecandelo ngalinye elidizwe kuluhlu lwamacandelo nabalawuli:

Imisebenzi ephambili:

ISebe lizinikele kule misebenzi mibini ingundoqo:

- **Inkonzo Yentlalontle** kubantu abahlelelekileyo nabasesichengeni ngentsebenziswano namahlakani kwanemibutho yoluntu ngokubanzi; kunye
- Inkonzo **Yophuhliso Loluntu Lokuhlala** enikezela ngeenkqubo zophuhliso oluzinzileyo, ezinikezela isikhokelo zokuxhotyiswa koluntu lokuhlala

Imisebenzi yenkxaso

- Ucwangciso Ngokwesicwangciso-qhinga
- Uthungelwaniso Lomgaqo-nkqubo
- Ezonxibelelwano, Ezeentengo, Nezononophelo Lwabaxhamli
- Uphando Olungoluntu
- Uphuhliso Lwamanani Abemi
- Ulawulo Lwamarekhodi Nolwazi
- Ulawulo Lwezonxibelelwano Lwezobuchwepheshe kunye Nolawulo Lweenkqubo
- Ezohlolo Nokunikezelwa Kweengxelo
- Ezemali
- Ezolawulo Lwetyathanga Leentengo

4.3 ICANDELO LOLAWULO: LEZOCWANGCISO LOSHISHINO NESICWANGCISOQHINGA

- Kukunikezela ngeenkonzo zohlolo lwentsebenzo neenkonzo zonxibelelwano kwezesicwangciso-qhinga nomgaqo-nkqubo kwiSebe
- Kukunikezela neenkonzo zolawulo lwezophando neenkcukacha kwiSebe

4.3.1 ICANDELO LOLAWULO: LEZOCWANGCISO LOSHISHINO NOHLOLO

- Kukuhlanganyela iinkqubo zokuqulunqwa kwesicwangciso-qhinga kunye nocwangciso lwentsebenzo kwiSebe
- Kukuqinisekisa uthungelwano lwemigaqo-nkqubo yeSebe kwakunye nokuxhasa ukuqulunqwa kwemigaqo-nkqubo kwiSebe
- Kukuhlanganyela kwanokwenza luqilima uhlolo, uhlalutyo kunye noqulunqo lweengxelo kwiSebe
- Kukunikezela ngeenkonzo zonxibelelwano loshishino kunye neenkonzo zononophelo lwabaxhamli

4.3.2 ICANDELO LOLAWULO: EZINGOLAWULO LWEZOPHANDO NEENKCUKACHA

- Kukunikezela iinkonzo ezingophuhliso lwamanani abemi ukuze oko kusetyenziswe kucwangciso lwePhondo ngokubanzi kwanolweSebe
- Kukucwangcisa, ukulawula kwanokuhlanganyela uphando olusemgaqweni

nolwezovavanyo

- Kukulawula nokuhlanganyela amarekhodi kunye nabanye oovimba bolwazi lwesicwangciso-qhinga
- Kukulawula nokuhlanganyela iinkqubo zeenkcukacha kwaneenkqubo zolawulo lwezonxibelelwano ngezobuchwepheshe.

4.4 ICANDELO LEZOLAWULO: KWIINKONZO ZENTLALONTLE NEZOLULEKO

- Kukuqulunqa nokulawula iinkonzo zoluleko ezizezi: ukuxhotyiswa kwamaxhoba, ukuthintelwa kolwaphulomthetho kunye nenkxaso ndawonye neenkqubo zezigulo ezingumvuka wokusetyenziswa kweziyobisi
- Kukuqulunqa nokulawula umsebenzi wolawulo lwamaziko.

4.4.1 ICANDELO: LEENKONZO ZOLULEKO

- Kukuqulunqa nokulawula inkqubo yokuxhotyiswa kwamaxhoba
- Kukuqulunqa nokulawula inkqubo yokuthintelwa kolwaphulo-mthetho nenkxaso
- Kukuqulunqa nokulawula inkqubo yezigulo ezingumvuka wokusetyenziswa gwenxa kweziyobisi
- Lulawulo lwezibhambathiso lwemibutho engajonge ngeniso efumana inkxaso-mali

4.4.2 ICANDELO <u>LOLAWULO LWAMAZIKO</u>

- Kukuqulunqa nokunikezela isikhokelo sokumiselwa kwesicwangciso solawulo lwamaziko kweli sebe kwanokunikezela inkxaso ngokwamakhono kumaziko
- Kukuqinisekisa ulawulo olululo nolusebenzayo lwamaziko alawulwa ngaphakathi nanikezela ngononophelo ngaphakathi
- Kukuqinisekisa umgangatho, ukuhlola kwanokunikezela ingxelo ngamaziko
- Kukunikezela ngenkonzo yezolawulo kweli candela kwanakumaziko
- Lulawulo lwezibhambathiso zemibutho engekho phantsi kolawulo lwaseburhulumenteni efumana inkxasomali

4.5 ICANDELO LOLAWULO: EZINGABANTWANA, IINTSAPHO KWAKUNYE NAMAQELA ASEMNGCIPHEKWENI

- Kukuqulunqa nokulawula inkqubo yemicimbi yabantwana neentsapho
- Kukuqulunqa nokulawula inkqubo ejongene namaqela asemngciphekweni.

4.5.1 ICANDELO LOLAWULO: EZINGABANTWANA NEENTSAPHO

- Kukuqulunqa nokulawula inkwqubo yokhuseleko lwabantwana (kuquka nentsholongwane kaGawulayo/noGawulayo buqu)
- Kukuqulunqa nokulawula iinkonzo ezinikezelwa kwinkqubo yeentsapho
- Lulawulo lwezibhambathiso lwemibutho engekho phantsi kolawulo lukarhulumente efumana inkxaso-mali

4.5.2 ICANDELO: LAMAQELA ASEMNGCIPHEKWENI

- Kukuqulunqa nokulawula inkqubo yezokukhubazeka
- Kukuqulunqa nokulawula inkqubo yeenkonnde
- Lulawulo lwezibhambathiso lwemibutho engekho phantsi kolawulo lukarhulumente efumana inkxasomali

4.6 ICANDELO LOLAWULO: EZINGOPHUHLISO LOLUNTU LOKUHLALA NAMATYATHANGA ENTSEBENZISWANO

- Kukuqulunqa nokulawula iinkqubo zophuhliso loluntu lokuhlala ezizezi, ukuziphilisa okuzinozinzo, uphuhliso lolutsha, uhlangulo loluntu kunye nentlupheko.
- Kukudala nokugcina amatyathanga entsebenziswano asekelwe kwisicwangciso-qhinga kwanokulawula ukuxhotyiswa ngezakhono kwesebe
- Kukulawula inkqubo yolawulo ekunikezelweni kwenkxaso kwimibutho engekho phantsi kolawulo lukarhulumente ngokwemigaqo yezikhokelo zemimiselo

4.6.1 ICANDELO: LEZOPHUHLISO LOLUNTU LOKUHLALA

- Kukuqulunqa nokulawula iinkqubo zokuziphilisa ngozinzo (kuquka i-EPWP)
- Kukuqulunqa nokulawula yiinkqubo zophuhliso lolutsha
- Kukuqulunqa nokulawula iinkqubo zohlangulo loluntu
- Kukuqulunqa nokulawula iinkqubo zentlupheko ngenjongo yokunciphisa intlupheko

nendlala

- Lulawulo lwezibhambathiso zemibutho engekho phantsi kolawulo lwaseburhulumenteni efumana inkxasomali

4.6.2 ICANDELO: LEZOPHUHLISO LWAMATYATHANGA ENTSEBENZISWANO & KWANOKUXHOTYISWA NGEZAKHONO KWESEBE

- Kukuphakamisa ubudlelwane ngaphakathi kwisebe, phakathi koorhulumente kwanangaphakathi kwamahlakani
- Kukunikezela izibonelelo kwanokukhupha isakhono sokumiselwa kwamaphulo ePPP kweli sebe
- Kukuqulunqa nokulawula iinkqubo zokuxhobisa ngezakhono

4.7 ICANDELO LOLAWULO: EZINGOLAWULO NOHLANGANYELO LWENKQUBO YOKUHANJISWA KWEENKONZO

- Kukuqulunqa ukumiselwa kwakunye nomgangatho wenkqubo yentlalo-ntle esekelwe kuphuhliso kwanamalinge ophuhliso loluntu lokuhlala kule mimandla

4.7.1 ICANDELO: LEEOFISI ZEMIMANDLA (x 6)

- Kukulawula nokuhlola ukumiselwa kweenkqubo ezikumaCandelo Okuhanjiswa Kweenkonzo/kwii-Ofisi Zeengingqi
- Kukuhlanganyela nokuxhasa ukumiselwa kweenkqubo kwimimandla
- Kukulawula iinkonzo zezoshishino kummandla ngamnye

4.8 ICANDELO LOLAWULO: EZINGOLAWULO LWEMALI

- Kukuqinisekisa ukuba ulawulo lwemali neenkonzo zee-akhawunti zesebe.
- Kukunikezela nokulawula iinkonzo zetyathanga leentengo
- Kukunikezla ngeenkonzo zenkxaso Yezoshishino
- Kukuqinisekisa ngeenkqubo ezizizo zolawulol wezangaphakathi

4.8.1 ICANDELO: LEZEMALI

- Kukuqinisekisa inkonzo yezogcinoncwadi lwezolawulo kwisebeKukuqinisekisa inkonzo yezogcino-ncwadi lwezemali kwisebe
- Kukuqisekisa inkonzo yogcino-zincwadi zemali yesebe

4.8.2 ICANDELO: LEZOLAWULO LWETYATHANGA LEENTENGO

- Kukunikezela ngenkonzo inkonzo yezolawulo nolawulo lwesidingo
- Kukunikezela ngenkonzo kwinkalo yeentengo, ulawulo lwezibhambathiso nolothutho
- Kukulawula impahla yesebe

4.8.3 ICANDELO: YEZENKXASO YOLAWULO LWEZOSHISHINO *

- Kukuqinisekisa ukunikezelwa kweenkonzo zonxibelelwano ngokwezobuchwepheshe, ndawonye neenkonzo zenkxaso kwezomtetho nezonxibeelwano kwiSebe liCandelo Leenkonzo Zoshishino ngokwemigaqo yezibonelelo zesivumelwano esichaphazelekayo somgangatho weenkonzo
- Kukulawula uphuhliso lwekhono nesakhono sabasebenzi abakwinqanaba le-OSD.
- Kukunikezela ngenkonzo ekwinqanaba eliphezulu kwiNtloko yeSebe.
- Kukuhlanganyela imibsa yolawulo lwezokhuseleko, ezingempilo nokhuseleko emsebenzini kwanaleyo yendawo yokusebenzela

* **Umntu okwesi sikhundla uphantsi kweNtloko yeSebe ngqo**

4.8.4 ICANDELWANA: EZOLAWULO LWANGAPHAKATHI

- Liqinisekisa ulawulo olusemgangathweni
- Linikezele iinkonzo zeengqinisekiso
- Linikezela ngenoknzo esebenzayo nesemgangathweni yolawulo lobuqhopholololo neelahleko

5. IINKCUKACHA ZOQHAKAMSHELWANO EZIPHAMBILI ZEZICELO ZOKUFIKELELA KWIINKCUKACHA ZESEBE LOPHUHLISO LOLUNTU

5.1 Gosa Leenkcukacha

Igama: nguGqirha Robert Macdonald oyiNtloko yeSebe

Umnxeba: 021 483 3083

I-imeyile: Robert.Macdonald@westerncape.gov.za

5.2 Gosa EliliSekela Leleenkcukacha

5.2.1 Igama: nguGqirha. Gavin Miller

Indawo: kuNdlunkulu

Umnxeba: 021 483 4168

I-imeyile: Gavin.Miller@westerncape.gov.za

5.2.2 Igama: nguNkszn. Martha Harris

Indawo: yiOfisi yoMmandla kwiMetro ekwiMpuma

Umnxeba: 021 812 0921

I-imeyile: Martha.Harris@westerncape.gov.za

5.2.3 Igama: nguNkszn. Soraya Abrahams

Icandelo: yiOfisi YoMmandla kwiMetro ekuMantla

Umnxeba: 021 483 7673

I-imeyile: Soraya.Abrahams@westerncape.gov.za

5.2.4 Igama: nguMnu. Quinton Arendse

Indawo: yi-Ofisi YoMmandla kwiMetro ekuMazantsi

Umnxeba: 021 763 6206

I-imeyile: Quinton.Arendse@westerncape.gov.za

5.2.5 Igama: nguNkszn. Maria Arendse (oliBambela)

Indawo: yi-Ofisi YoMmandla weWinelands-Overberg

Umnxeba: 023 348 5300

I-imeyile: Maria.Arendse@westerncape.gov.za

5.2.6 Igama: nguGqirha. Willem Du Toit

Indawo: yi-Ofisi Yommandla kuNxweme olukwiNtshona

Umnxeba: 022 713 2272

I-imeyile: Willem.Dutoit@westerncape.gov.za

5.2.7 Igama: nguNkszn. Marie Hendricks

Indawo: yi-Ofisi yoMmandla we-Eden Karoo

Umnxeba: 044 6141687

I-imeyile: Marie.Hendricks@westerncape.gov.za

5.2.8 Igama: nguNkszn. Marshionette Jonkerman

Indawo: liCandelo loLawulo lwaMaziko

Umnxeba: 021 202 9251

I-imeyile: Marshionette.Jonkerman@westerncape.gov.za

5.2.9 Igama: nguNkszn. Ramula Patel

Indawo: liCandelo lezoLawulo lweNkxaso yeNtsebenzo

Umnxeba: 021 483 3125

I-imeyile: Ramula.Patel@westerncape.gov.za

5.3 UNdlunkulu

Idilesi Yeposi:	Private Bag X9112, eKapa, 8000
Idilesi Yeposi:	kwa-14 kwiSitalato iQueen Victoria, Kumzi Womdibaniso, eKapa, 8001
Umnxeba:	021 483 5045
I-imeyile:	hod.dsd@westerncape.gov.za
Iwebhusayith:	https://www.westerncape.gov.za/dept/social-development

6 INGCACISO NGAZO ZONKE IZISOMBULULO EZIFUMANEKAYO KUMBA WENTSHUKUMO OKANYE WOKUSILELA EKUTHABATHENI INTSHUKUMO YINTLOKO YESEBE LOPHUHLISO LOLUNTU

Imithetho ebhekisele kwiSebe Lophuliso Loluntu inganikezela ngenkqubo yohlalutyo okanye yesibheno sangaphakathi. Ukuba le nkqubo ithi isetyennziswe,okanye ingabikho ngokomthetho, inkundla ingakrwecwa ukuze ikhuphe umyalelo ofanelekileyo ngokwemigaqo yePromotion of Administrative Justice Act, ka-2000.

Imibuzo, izikhalazo okanye izimvo ngokuphathelele nayiphi na inkalo yenkqubo yokuhanjiswa kweenkonzo liSebe Lophuhliso Loluntu ingenziwa ngokolu hlobo lulandelayo:

- Umnxeba: 021483 5045 phakathi kwe-7h30 ne-16h00 phakathi evekini
- I-imeyile: SD.CustomerCare@westerncape.gov.za
- Tyelela iSebe Kumzi Womdibaniso, kwa-14 kwiSitalato iQueen Victoria, eKapa, phakathi evekini phakathi kwe-7h30 ne-16h00

Cofa kweli tyathanga lingezantsi apha ukuze ubone iTshata Yokuhanjiswa Kweenkonzo yeSebe:

https://www.westerncape.gov.za/general-publication/department-social-development-service-delivery-charter

7 ISIKHOKELO SOKUSETYENZISWA KWEPAIA KWANENDLELA YOKUFIKELELA KWESI SIKHOKELO

7.1 UMqulunqi uthe, ngokwemigaqo yecandelo 10(1) lePAIA, wahlaziya ze wakhupha iSikhokelo esihlaziyiweyo esingokusetyenziswa kwePAIA ("iSikhokelo"), ngendlela efundeka nesebenziseka lula, njengoko kuya kudingeka kumntu othi abe nomnqweno wokusebenzisa naliphi na ilungelo elidizwe kwiPAIA nakwiPOPIA.

7.2 Isikhokelo esi sifumaneka kulo naluphi na kwezi lwimi zisetyenziswa ngokusesikweni.

7.3 Esi sikhokelo sikhankanywe ngentla apha siqulethe ingcaciso-

7.3.1 ngezinto ezifumaneka kwiPAIA nakwiPOPIA;

7.3.2 Idilesi yeposi kunye nedilesi yesitalato, inombolo yefeksi kunye, ukuba ikho, ne-dilesi ye-imeyile –

7.3.2.1 iGosa Leenkcukacha lalo lonke iqumrhu loluntu, kunye

7.3.2.2 lonke iGosa EliliSekela Leleenkcukacha lalo lonke iqumrhu loluntu kunye nelequmrhu labucala elimiselwe ngokwemigaqo yecandelo 17(1) lePAIA[1] kunye necandelo 56 lePOPIA[2];

7.3.3 indlela nohlobo lwesicelo -

7.3.3.1 sokufikelela kwirekhosi eliselugcinweni lwequmrhu loluntu njengoko kumiselwe kwicandelo 11[3]; kunye

7.3.3.2 nesicelo sokufikelela kwirekhodi eliselugcinweni lwequmrhu labucala

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[1] iCandelo 17(1) lePAIA- ngokweenjono ze*PAIA, iqumrhu loluntu ngalinye kufuneka, ngokuthobela imithetho elawula ingqesho yabasebenzi bequmrhu loluntu elichaphazelekayo, bamisele elo nani labasebenzinjengmagosa angamasekela kwelo leenkcukacha njengoko kunyanzelekile ukuze kube nokuvulwa iqumrhu elo loluntu ukuze lifikeleleke kangangoko kubafaki-zicelo zokufikelela kumarekhodi.*

[2] *iCandelo 56(a) lePOPIA- iqumrhu loluntu ngalinye kufuneka livulele ithuba, njengoko kumiselwe kwicandelo 17 loMthetho iPromotion of Access to Information Act, lokwenziwa kweenguqu ezifanelekileyo, ukuze kumiselwe elo nani labantu, ukuba bakho, njengamagosa angamasekela elo leenkcukacha njengoko kuyimfuneko ukuze benze imisebenzi kunye noxanduva olumiselwe kwicandelo 55(1) lePOPIA.*

[3] *iCandelo 11(1) lePAIA- Umfaki-sicelo kufuneka anikwe ithuba lokufikelela kwirekhodi eliselugcinweni lwequmrhu loluntu ukuba umfaki-sicelo lowo uyithobela yonke imimiselo yeenkqubo zePAIA ezichaphazela isicelo sokufikelela kwelo rekhodi; yaye isicelo sokufikelela kwelo rekhodi singalelwa ngokwayo nayiphi na imigaqo yokwalelwa emiselwe kwiSahluko 4 sesi Sigaba.*

njengoko kumiselwe kwicandelo 50[4];

7.3.4 uncedo olufumanekayo kwiGosa Leenkcukacha ngokwemigaqwo yePAIA neyePOPIA.

7.3.5 Uncedo olufumanekayo kuMqulunqi ngokwemigaqo yePAIA neyePOPIA.

7.3.6 Zonke izismbululo ezikhoyo ngokomthetho ezibhekiselele kwintshukumo okanye ekusileleni ukushukuma kumba welungelo okanye uxanduva olumiselwe okanye oluxwayiswe yiPAIA nePOPIA, kuquka nohlobo lokufaka-

7.3.6.1 Isibheno sangaphakathi;

7.3.6.2 Isikhalazo kuMqulunqi; kunye

7.3.6.3 Isicelo kwinkundla ngakwisigqibo esithatyathwe ligosa leenkcukacha lequmrhu leenkcukacha, isigqibo esithatyathwe nguMqulunqi okanye isigqibo esithatyathwe yintloko yequmrhu labucala;

7.3.7 Imimiselo yecandelo 14[5] no-51[6] ezidinga ukuba iqumrhu loluntu kunye nequmrhu labucala, ngokulandelelana, aqulunqe isikhokelo sokuba kungafikekeleka njani na kwesi sikhokelo;

7.3.8 Imimiselo yecandelo 15[7] no-52[8] avumela ukunikezelwa kwamabakala ngokuzenzela amarekhodi liqumrhu loluntu kunye nequmrhu labucala, ngokulandelelana;

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[4] iCandelo *50(1) lePAIA- Umfaki-sicelo kufuneka avulelwe afikelele kulo naliphi na irekhodi eliselugcinweni lequmrhu labucala ukuba-*
   a) Irekhodi elo lidingelwa ukusetyenziswa okanye ukukhuselwa kwawo nawaphi na amalungelo;
   b) Umntu lowo uyithobele imigaqo yenkqubo emiselwe kwiPAIA echaphazela isicleo sokufikelela kwirekhodi; kwakunye
   c) Isicelo sokufikelelo kwelo rekhodi asikhatywanga ngokwemigaqo yayo nayiphi naimigangatho yokukhatywa kwaso emiselwe kwiSahluko 4 sesi Sigaba.

[5] *iCandelo 14(1) lePAIA- IGosa Leenkcukacha lequmrhu loluntu kufuneka, ubuncinci kwiilwimi ezintathu ezisetyenziswa ngokusesikweni,likhuphe isikhokelo esiqulethe iinkvcukacha ezidweliswe kumhlathi 4 ngentla.*

[6] *iCandelo 51(1) lePAIA- intloko yequmrhu labucala kufuneka likhuphe isikhokelo esiqulethe iinkvcukacha ezidweliswe kumhlathi 4 ngentla.*

[7] *iCandelo 15(1) lePAIA- Igosa leenkcukacha lequmrhu loluntu, kufuneka likhuphe ngendlela emiselweyo ingcaciso yamabakala amarekhodid equmrhu loluntu elo afumaneka ngaphandleni kokuba umntu kufuneke afake iselo sokukhululelwa wona*

[8] *iCandelo 52(1) lePAIA- Intloko yequmrhu ingathi, ngokuzithandela, ikhuphe ngendlela emiselweyo ingcaciso yamabakala amarekhodi equmrhu elo labucala afikeleleka ngaphandleni kufuneke umntu afake awafakele isicelo*

7.3.9 Izaziso ezikhutshwe ngokwemigaqo yamacandelo 22[9] no-54[10] ezimalunga neentlawulo ezimele ukukhutdshwa eziphathelele kwizicelo zokufikelela; kunye

7.3.10 Imimiselo eyenziwe ngokwemigaqo yecandelo 92[11].

7.4 Uluntu ngokubanzi lunakho ukuhlola okanye lenze iikopi zeSikhokelo kwii-ofisi zelo qumrhu loluntu okanye labucala, kuquka nakwi-ofisi yoMqulunqi, ngamaxesha aqhelekileyo okusebenza. Esi Sikhokelo sisengafumaneka-

7.4.1 Ngesicelo kwiGosa Leenkcukacha;

7.4.2 Kwiwebhusayithi yoMqulunqi (https://inforegulator.org.za/contact-us/). Iinkcukacha zoqhakamshelwano zikule theyibhile ingezantsi apha.

I-Ofisi yoMqulunqi Weenkcukacha	
Umnxeba	010 023 5200
Ifeksi	Ayikho
Imibuzo ephangaleleyo:	enquiries@inforegulator.org.za
Izikhalazo	PAIAComplaints@inforegulator.org.za POPIAComplaints@inforegulator.org.za
Ukubhaliswa Kweenkcukacha kunye namGosa Angamasekela elo Leenkcukacha	Registration.IO@inforegulator.org.za
Imiba Yokuthobela Imimiselo	POPIACompliance@inforegulator.org.za PAIACompliance@inforegulator.org.za

[9] *SiCandelo 22(1) lePAIA- Igosa leenkcukacha lequmrhu loluntu apho kwenziwe khona isicelo sokufikelela, kufuneka athi ngesaziso ayalele umfaki-sicelo ukuba enze intlawulo emiselweyo (ukuba ikho), ngaphambi kokuba liqhube nokuqwalasela isicelo sakhe.*

[10] *iCandelo 54(1) lePAIA- intloko yequmrhu labucala apho senziwe khona isicelo sokufikelela kufuneka lithi ngesaziso liyalele umfaki-sicelo ukuba enze intlawulo emiselweyo (ukuba ikho) yesicelo ngaphambi kokuba qqhube nokuqwalasela isicelo sakhet.*

[11] *iCandelo 92(1) lePAIA limisela ukuba– "uMphathiswa angathi, ngokwesaziso kwiGazethi, enze imimiselo echaphazela-*
(a) nawuphi na umba odingekayo okanye ovumelekileyo ngokwemigaqo yalo Mthetho ukuba umiselwe;
(b) nawuphi na umba echaphazela iintlaeulo ezimiselwe kumacandelo 22 no-54;
(c) nasiphi na isaziso esidingekayo ngokwalo Mthetho;
(d) inkqubo efanayo emayisetyenziswe ligosa leenkcukacha lequmrhu loluntu xa lithabatha isigqibo sokuba ngawaphi na amabakala amarekhodi aza kukhutshwa ngokwemigaqo yecandelo 15; kunye
(e)nawuphi na umba wezolawulo okanye wenkqubo enyanzelekileyo ukuze kumiselwe imigaqo yalo Mthetho."

Idilesi Yeposi	P O Box 31533 eBraamfontein, eRhawutini, 2017
Idilesi Yesitalato	eJ.D. House kwa-27 kwiSitalato iStiemens eBraamfontein, eRhawutini, 2001
Iwebhusayithi	https://inforegulator.org.za

8 INGCACISO NGABANTU ELIGCINA AMAREKHODI NAMABAKALA AMAREKHODI ANGABO ELI QUMRHU ASELUGCINWENI LWESEBE LOPHUHLISO LOLUNTU

ISebe Lophuhliso Loluntu ligcina amarekhodi ngaba bantu namabakala alandelayo:

AMABAKALA NEMIBA	**Yinkqubo** **Lidinga ukufakelwa isicelo**	**Yinkqubo** **Lifikeleleka ngaphandle kwesicelo (Ziinkcukacha Ezivulelekileyo)**
Iqumrhu Nolawulo • Ukudluliselwa Kwamagunya • Ucwangciso • Imiyalelo neekhowudi ze-ofisi • Iinkqubo Zentsebenzo Yequmrhu • Imipapasha/iiNgxelo Zonyaka • Umgaqo-nkqubo Nesicwangciso-qhinga	NguMlawuli kwezeNkxaso yoLawulo lweNtsebenzo	
Isikhokelo Sezomthetho Nemimiselo/Imithetho • Imithetho Yesizwe (yoPhuhliso Loluntu) • Imithetho yePhondo leNtshona Koloni (yoPhuhliso Loluntu) • Imigaqo-nkqubo (yoPhuhliso Loluntu)	NguMlawuli kwezeNkxaso yoLawulo lweNtsebenzo	
Ubudlelwane Beenkonzo Zoshishino kunye Nophuhliso Lwamakhono • Ezingophuhliso Lwequmrhu • Iingxelo Ezingendlela Yokuziphatha Ngaphakathi kwiSebe (i); iingxelo ezingeenkqubo zoshishino (ii) kunye (iii)	NguMlawuli kwezeNkxaso yoLawulo lweNtsebenzo	

AMABAKALA NEMIBA	Yinkqubo Lidinga ukufakelwa isicelo	Yinkqubo Lifikeleleka ngaphandle kwesicelo (Ziinkcukacha Ezivulelekileyo)
neengxelo zokuyilwa kwequmrhu • Iingxelo zamacandelo ngamacandelo zelinye ngokungenelela kwinkqubo yokuhanjiswa kweenkonzo • Ulawulo Lwezibonelelo Zabasebenzi • Ulawulo Lwezikhundla • Imiqathango Yengqesho • Izituba zengqesho Nokuqeshwa • Ukupheliswa Kwengqesho • Izidanga, Uqeqesho Nophuhliso Lwezakhono • Uhamba-hambo Lwabasebenzi • Ulawulo Lwabasebenzi		
Ulawulo Lwemali Ngaphakathi • Uhlahlo-lolwabiwo Lwemali • Uxanduva lokunikezelwa kweengxelo • Inkcitho • Amalungiselelo Okubhankisha • Iimali • Ingqinisekiso Yezoshishino • Uphicotho Lwangaphakathi • Ingxelo Yophicotho	Yi-Ofisi yeNgqonyela Ejongene Nezemali	
Ulawulo Lwetyathanga Leentengo • Ezeentengo • Ezezibonelelo • Ezolawulo lwempahla	Yi-Ofisi yeNgqonyela Ejongene Nezemali	
Ulawulo Lwamaziko Angaphakathi • Zizakhiwo Nemihlaba • Izixhobo Nefenitshala • Iinkonzo zonxibelelwano ngeminxeba • Impilo Nokhuseleko Emsebenzini	NguMlawuli kwezeNkxaso yoLawulo lweNtsebenzo	

AMABAKALA NEMIBA	Yinkqubo Lidinga ukufakelwa isicelo	Yinkqubo Lifikeleleka ngaphandle kwesicelo (Ziinkcukacha Ezivulelekileyo)
Iinkonzo Zangaphakathi Zeehambo Nothutho • Ezothutho	Yi-Ofisi yeNgqonyela Ejongene Nezemali	
Iinkonzo Zangaphakathi Zeenkcukacha • Ezolawulo lwamarekhodi angaphakathi • Ezolawulo lweenkcukacha • Ezolawulo lolwazi	nguMlawuli: Kwezophando, Nolawulo lolwazi	
Ezonxibelelwano • Ezonxibelelwano lwangapahathi • Iinkqubo Zokwazisa • Imisitho • Ukuthatyathwa kwenxaxheba emicimbini • Imipapasho • Iinkcukacha zoqhakamshelwano • Unonophelo Lwabaxhamli	nguMlawuli Oyintloko: Kwezocwangciso Loshishino Nesicwangciso-qhinga	
Ezingabantwana, Iintsapho Namaqela Asemngciphekweni • Unonophelo Neenkonzo Kwiintsapho • Unonophelo Nokhuseleko Lwabantwana • Iinkonzo Zononophelo Lwasemva Kwesikolo • Iinkonzo Kwiinkonde • Iinkonzo Kubantu Abaphila Nokukhubazeka	nguMlawuli Oyintloko: Kwezabantwana, Iintsapho Namaqela Asemngciphekweni	
Iinkonzo Zentlalo-ntle Yoluntu Noluleko • Uhlangulo Loluntu • Iinkonzo Ezijoliswe Kubantwana Ezisekelwe Kuluntu Ekuhlaleni • Uthintelo Lolwaphilo-mthetho Nenkxaso – Iinkonzo Zoluleko • Ukuxhotyiswa Kwamaxhoba Neendawo Zokuhlala	nguMlawuli Oyintloko: Kwiinkonzo Zentlalo-ntle Yoluntu Nezoluleko	

AMABAKALA NEMIBA	Yinkqubo Lidinga ukufakelwa isicelo	Yinkqubo Lifikeleleka ngaphandle kwesicelo (Ziinkcukacha Ezivulelekileyo)
• Isigulo esingumvuka wokusetyenziswa Gwenxa Kweziyobisi – Uthintelo, Ukungenelela Kwangethuba, Unyango, Ukubuyiselwa kwisimo sesiqhelo kwakunye Nononophelo lwasemva kwexesha/ Nokubuyiselwa eluntwini • Amaziko Ononophelo Lwabantwana Nolutsha		
Iinkonzo Zophuhliso Loluntu Lokuhlala • Ukuxhotyiswa Kwequmrhu Ngezakhono Nenkxaso Kwimibutho Engajonge Ngeniso • Ukupheliswa Kwentlupheko Nokuziphilisa Ngozinzo • Uphuhliso Lolutsha • Ukuphakanyiswa Kwemigaqo-nkqubo Engamanani Abemi	nguMlawuli Oyintloko: Kwezophuhliso Loluntu Lokuhlala & Nophuhliso Lwamatyathanga Entsebenziswano	

9 AMABAKALA AMAREKHODI AFUMANEKA NGAPHANDLE KWESIDINGO SOKUBA UMNTU AFAKE ISICELO SOKUFIKELELA KUWO

La marekhodi alandelayo ayafumaneka ukuze ahlolwe ngokwemigaqo yecandelo 15(1)(a)(i) kwanokuze benze ikopi ngokwemigaqo yecandelo 15(1)(a)(ii).

Amaxwebhu afumanekayo ukuze atsalwe kwiphothali yeDSD apha www.westerncape.gov.za/dept/social-development/documents simhla ngokwemigaqo yecandelo 15(1)(a)(iii) aphawulwe nge-astarikhi

IINGCACISO NGAMABAKALA	**UHLOBO LOKUFIKELELA kumarekhodi ngokwemigaqo yecandelo 15(1)(b)**
iCandelo: Lezentsebenzo Nenkxaso kwezoLawulo • Ayikho	
iCandelo: Ezocwangciso Nohlolo Loshishino • Isicwangciso-qhinga seminyaka emihlanu seSebe * • Isicwangciso Sentsebenzo Yonyaka * • Ingxelo Yonyaka* • Amaxwebhu emigaqo-nkqubno aphunyeziweyo • Imigawo nemigangatho efanayo yeenkonzo zentlalo-ntle yoluntu	Iikopi zalamarekhodi zingafumaneka ngentlawulo emiselweyo kwiCandelo: Lezocwangciso Loshishino Nohlolo, kwa14 kwiSitalato iVictoria, Private Bag X9112, eKapa, 8000. Ikwafumaneka kwi-intanethi apha http://www.westerncape.gov.za/dept/social-development/documents
iCandelo: Lezophando Nolawulo Lweenkcukacha • Iingxelo zophando ngemicimbi yoluntu * • Ingxelo Ezingabemi Nemicimbi Eyayamene Nabemi	Iikopi zalamarekhodi zingafumaneka ngentlawulo emiselweyo kwiCandelo: EzingoPhando Nolwazi, kwa14 kwiSitalato iVictoria, Private Bag X9112, eKapa, 8000
iCandelo: Lezabantwana & Neentsapho Imigangatho yeenkonxo zemithetho	Iikopi zalamarekhodi zingafumaneka ngentlawulo emiselweyo kwiCandelo: Lezabantwana & Neentsapho, kwa-14 kwiSitalato iVictoria, Private Bag X9112, eKapa, 8000
iCandelo: Lamaqela Asemngciphekweni Inkonzo ejolise kwezemithetho neenkqubo ezizodwa (ukusetyenziswa gwenxa kweziyobisi; iinkonzo nabantu abaphila nokukhubazeka)	Iikopi zalamarekhodi zingafumaneka ngentlawulo emiselweyo kwiCandelo: Lamaqela Asemngciphekweni, kwa14 kwiSitalato iVictoria, Private Bag X9112, eKapa, 8000
iCandelo: Kwezeenkonzo Zoluleko Imigangatho yeenkonzo yezomthetho neenkqubo ezizodwa	Iikopi zalamarekhodi zingafumaneka ngentlawulo emiselweyo kwiCandelo: Lezeenkonzo Zoluleko, kwa14 kwiSitalato iVictoria, Private Bag X9112, eKapa, 8000

10 IINKONZO EZIFIKELELEKAYO KULUNTU NGOKUBANZI KWISEBE LOPHUHLISO LOLUNTU KWANENDLELA YOKUFIKELELA KWEZI IINKONZO

Eli Qumrhu Loluntu linikezela ngezi nkonzo zilandelayo eluntwini ngqo:

Iinkonzo ezinikezelwa leli Sebe	Indlela yokufikelela kwezi nkonzo
10.1 Inkonzo Yentlalo-ntle Yoluntu (kwiNkqubo 2) Eli Sebe liunoxanduva lokunikezela inkono ehoanganyelweyo yentlalo-ntle yoluntu esekelwe kuphuhliso kubantu abahlelelekileyo ngentsebenziswano namahlakani kwanemibutho yoluntu ngokubanzi. Injongo yezi nkonzo: • Kukuyila nokumisela iinkonzo ezihlanganyelweyo ukuze kunonotshelwe, kuxhaswe ze kukhuselwe iinkonde • Kukuyila nokumisela iinkqubo ezihanganyelweyo ze kunikezelwe iinkonzo ezinikezela isikhokelo sokuphakanyiswa kwentlalo-ntle kwanokuxhotyiswa koluntu oluphila nokukhubazeka ngokoqoqosho • Kukusabela kwizidingo ezigxamisekileyo ezithe zabhaqwa kwiingingqi zokuhlala ezichatshazelwa ziintlekele ezithe zamiselwa kunye/okanye ezingamiselwanga okanye ke naziphi na iinzima ezimandla	Le nombolo ilandelayo kungaqhakamshelwana kuyo apho kunokufumaneka le nkonzo Umnxeba: **0800 220 250**
10.2 Abantwana Neentsapho (Inkqubo 3) Kukunikezela uthotho lweenkonzo ezigqibeleleyo zononophelo nenkxaso kubantwana neentsapho kuluntu lokuhlala ngentsebenziswano namahlakani kwakunye nemibutho yoluntu ngokubanzi. Iinjongo zezi nkonzo: • Kukunikezela iinkonzo neenkqubo ezihlanganyelweyo nezigxilileyo ezijolise ekuphakamiseni iintsapho eziphilileuo kwanokuthintela ukuhleleka kweentsapho • Kukuyila nokumisela iinkqubo neenkonzo ezihlanganyelweyo ezinikezela ngophuhliso,	Le nombolo ilandelayo kungaqhakamshelwana kuyo apho kunokufumaneka le nkonzo Umnxeba: **0800 220 250**

Iinkonzo ezinikezelwa leli Sebe	Indlela yokufikelela kwezi nkonzo
unonophelo kunye nokhudrlo lwamalungelo abantwana • Kukuyila uthotho lweenkonzo ezigqibeleleyo zononophelo lwasemva kwesikolo • Kukunikezela unonophelo olulolunye kwakunye nenkxaso kubantwana abahlelelekileyo	
10.3 Iinkonzo Zoluleko (Inkqubo 4) Kukunikezela uthotho lweenkonzo ezihlanganyelweyo ezisekelwe kuphuhliso zokuthintelwa kuolwaphulo-mthetho eluntwini ndawonye neenkonzo zokulwisana nezigulo ezingumvuka wokusetyenziswa gwenxa kweziyobisi kwabona bantu bahlelelekileyo eluntwini ngentsebenziswano namahlakani kwakunye nemibutho yoluntu ngokubanzi. Iinjongo zezi nkonzo: • Kukuphuhlisa nokumisela iinkqubo zokuthintelwa kolwaphulo-mthetho eluntwini kwanokunikezela ngeenkonzo zoluleko ezijolise kubantwana, ulutsha kunye nabantu abadala abangabophuli bemithetho kunye namaxhoba akwinkqubo yobulungisa kwezolwaphulo-mthetho • Kukuyila nokunmisela uthotho lweenkqon neenkonzo zokunikezela inkxaso, unonophelo kwanokuxhobisa amaxhoba obundlobongela ingakumbi amanina nabantwana • Kukuyila nokumisela iinkonzo ezihlanganyelweyo zokulwisana nezigulo ezingumvuka wokusetyenziswa gwenxa kweziyobisi, uthintelo, ukungenelela kwangethuba, unyango ukubuyiselwa kwisimo sesiqhelo ndawonye nononophelo lwasemva koko/nokubuyiselwa eluntwini.	Le nombolo ilandelayo kungaqhakamshelwana kuyo apho kunokufumaneka le nkonzo Umnxeba: **0800 220 250**
10.4 Ezingophuhliso Nophando (Inkqubo 5) Kukunikezela ngeenkqubo zophuhliso oluzinzileyo, ezinikezela isikhokelo sokuxhotyiswa koluntu lokuhlala, ngokusekelwe kwiziphumo zophando olunobungqina kwanakwiinkcukacha ezingemicimbi yabemi. Iinjongo	Le nombolo ilandelayo kungaqhakamshelwana kuyo apho kunokufumaneka le nkonzo Umnxeba: **0800 220 250**

Iinkonzo ezinikezelwa leli Sebe	Indlela yokufikelela kwezi nkonzo
zezi nkonzo: • Kukuxhasa iiNPO ngokubhalisa nokuthobrela imigaqo yohlolo, ukunxibelelana kweeNPO namahlakani, ukuxhotyiswa ngezakhono, izakhono zolawulo lokugaya inkxaso-mali kwii kwanokudala imeko yokusebenza kweeNPO ezivumelayo ukuba ziqhakaze, ziphumelele. • Kukulawula inkqubo Yesikhokelo Soluntu kwakunye Neyentlupheko Yokuziphilisa Ngozinzo (kuquka i-EPWP) • Kukudala imeko apho kuncedakala khona ulutsha ngenjongo yokuphuhlisa ubudlelwane obakhayo, obuphuhlisayo nobuzinzileyo ukuze kube nokusetyenziswana njengamahlakani ekuphuhlisweni kwawo kwanasekuphuhlisweni kweengingqi ezisebenza kuzo • Kukuphakamisa ukumiselwa koMgaqo-nkqubo Wemicimbi Yabemi kuwo onke amanqanaba karhulumente kwanawemibuthoyoluntu ngokuqulunqwa kophando olungabemi, iintethelelo, ukuxhotyiswa ngezakhono kwanokuvavanywa kwenkquboyo kumiselwa komgaqo-nkqubo	

11 UKUBANDAKANYEKA KOLUNTU NGOKUBANZI EKUQULUNQWENI KOMGAQO-NKQUBO OKANYE EKUSETYENZISWENI KWAMAGUNYA OKANYE YOKWENZIWA KOXANDUVA LISEBE LOPHUHLISO LOLUNTU

Imigaqo-nkqubo yePhondo enefuthe langaphandle iya kudinga Ukuthatyathwa Kwenxaxheba Luluntu Ngokubanzi ze inkqubno eya kulandelwa iphunyezwe yiKhabhinethi yePhondo kwimeko nganye

12 UKUSETYENZIWA KWEENKCUKACHA EZINGOMNTU

12.1 Injongo Yokusetyenziswa

12.1.1 Iinkcukacha Ezingomntu zosetyenziselwa injongo yokuthobela izigunyaziso zomgaqo-siseko nezemithetho zeQumrhu Loluntu njengoko kumiselwe kwiZicwangciso zalo Zesicwangciso-qhinga, Ezoshishino Nezentsebenzo Yonyaka ezifumaneka apha https://www.westerncape.gov.za/dept/social-development/documents

12.1.2 Iinkcukacha Ezingomntu zisetyenziselwa:

- Ukunikezela ngeenkonzo zentlalo-ntle yoluntu nezophuhliso loluntu lokuhlalaezifana neenkonzo kubantwana neentsapho, iinkonde; uthintelo lolwaphulo-mthetho, izigulo ezingumvika wokusetyenziswa gwenxa kweziyonbisi kwakunye nezolutsha
- Izibonelelo zabasebenzi kunye neenjongo zengqesho ezifana (1) nokugaya, ukuchonga nokufaka; (2) ulawul onokubuyekezwa kwakunye neenzuzo; (3) ulawulo lwentsebenzo noqeqesho; kunye (4) nokunikezela iingxelo kurhulumente.
- Ulawulo lomngcipheko oluquka ukhuseleko lomzimba nolwezobuchwepheshe ndawonye nolawulo lokungena ngaphakathi;
- Ucwangciso; kunye
- Nokuthengwa kweemveliso neenkonzo.

12.2 Ingcaciso ngamabakala Abanini Beenkcukacha, iinkcukacha ezithi zisetyenziswe kunye nabo bazifumanayo

ABANINI-ZINKCUKACHA	IINKCUKACHA	ABAZINIKWAYO
Abo baseza kuba ngabaqeshi, abaqeshi, iingcalii, abasafundayo kunye namavolontiya	• Igama, inombolo yesazisi, neenkcukacha ezingomntu; • Iinkcukacha zoqhakamshelwano; • Imbali yezemfundo, eyengqesho neyolwaphulo-mthetho; • Iinkcukacha ezingemizila yezitho	Ngamasebebe achaphazelekayo kaRhulumente Wesizwe Nawephondo kwanee—arhente nazo.

ABANINI-ZINKCUKACHA	IINKCUKACHA	ABAZINIKWAYO
	zomzimba; • Iimvavanyo zesimo sengqondo; kunye • Neereferensi, kunye nophando ngemvelaphi.	
Abaqeshwa, iingcali kunye nee-intheni	• Iinkcukacha ezingee-akhawunti; • Iingxelo ezingentsebenzo; kunye • Neengxelo ezingezakhono noqeqesho.	Ngamasebe achaphazelekayo kaRhulumente Wesizwe Nawephondo kwanee—arhente nazo.
Iinkampani eziseza kunikezela iinkonzo kwanezo sezinikezela iinkonzo, iikontraka, ezingaphantsi kweekontraka kunye namahlakani oshishino	• Igama, inombolo yesazisi/inombolo yokubhaliswa kwenkampani; • Inombolo echaphazelekayo yokubhalisa; • Iinkcukacha zoqhakamshelwano; • Imbali yemali; • Iireferensi, nophando ngemvelaphi; • Iinkcukacha ezingee-akhawunti; kunye • Iingxelo ezingeentsebenzo.	- Ngamasebe; - Amaqumrhu Oluntu; - Amaqumrhu Oshishino; kunye nee-arhente zawo. Ezichaphazelekayo zikaRhulumente Wesizwe Nezephondo
Abasebenzisi beenkonzo (abaxhamli/abathengi) kunye nabatyeleli.	• Igama, inombolo yesazisi, iinkcukacha ezingomntu • Iinkcukacha zoqhakamshelwano • Izincomo okanye izikhalazo	- Ngamasebe; - Amaqumrhu Oluntu; - Amaqumrhu Oshishino; kunye nee-arhente zawo. - Ezichaphazelekayo zikaRhulumente Wesizwe Nezephondo
Eyeenkonzo Zentlalo-ntle Yoluntu Namaqela Asemngciphekweni	• Igama, inombolo yesazisi, • Iinkcukacha zoqhakamshelwano • Uphando ngemvelaphi; • Iinkcukacha zonyango	Ngmasebe achaphazelekayo kaRhulumente Wesizwe Nawephondo kwanee—arhente nazo.
Inkqubo Yabantwana	• Igama, inombolo yesazisi,	Ngmasebe achaphazelekayo

ABANINI-ZINKCUKACHA	IINKCUKACHA	ABAZINIKWAYO
Neentsapho neyeeNkquo Ezizodwa	• Iinkcukacha zoqhakamshelwano • Uphando ngemvelaphi; • Iinkcukacha zonyango	kaRhulumente Wesizwe Nawephondo kwanee—arhente nazo.
Eyeenkonzo Zophuhliso Zoluntu Lokuhlala	• Igama, inombolo yesazisi, • Iinkcukacha zoqhakamshelwano Uphando ngemvelaphi	Ngmasebe achaphazelekayo kaRhulumente Wesizwe Nawephondo kwanee—arhente nazo.

12.3 Ukunikezelwa kweenkcukacha ezingomntu ngaphaya kwemida yelizwe okucetyiweyo

Akukho kusacetyiweyo**.**

12.4 Ingcaciso Ephangaleleyo Engamalinge Okukhuselwa Kweenkcukacha aza kumiselwa leli Sebe ngenjongo tokuqinisekisa imfihlakalo, isidima kwanokufikeleleka kweenkcukacha

12.4.1 Isidima nemfihlakalo yeenkcukacha ezingomntu ikhuselwe kwizigrogriso ezinokuthi zivele kwanokufileleleka kwazo kubantu namaqumrhu angagunyaziswanga ngokuthi kuqashwe amalinge okuzikhusela asemgangathweni nafanelekileyo kwezo zigrogriso zithe zarhaneleka kwanangokobuzaza beenkcukacha ezo.

12.4.2 La malinge okhuseleko aquka oku kulandelayo:

12.4.2.1 Amalinge esebe:

- INtloko yeSebe yiyo ethabatha uxanduva lwazo zonke iinkcukacha zeSebe.
- UMlawuli Wezokhuseleko kwiSebe ulawula umsebenzi wokhuseleko kwiDSD egameni leNtloko yeSebe exhaswa yiKomiti Yezokhuseleko.
- UMlawuli Wezokhusele kwiSebe ekunye noMlawuli Wezophando Nolawulo Lweenkcukacha ekunye noMlawuli Wezophando Nolawulo Lolwazi neCel-DGITO neCel-DGITO uqinisekisa akho amanyathelo okukhusela iziseko zophuhliso kwinkalo yonxibelelwano

lwezobuchwepheshe, amatyathanga onxibelelwano kunye neenkqubo zoko. Oku ke kuquka ukuthabathela uxanduva angawo ngamaqumrhu angamanye nje athi aqulunqe, afikelele okanye asebenzise iziseko zophuhliso lwezobuchwepheshe, amatyathanga kunye neenkqubo.

- UMlawuli Wezokhuseleko kwiSebe ekunye noMlawuli Wezophando Nolawulo Lolwazi neCel-DGITO bavavanya ze bagcine iinkcukacha ezingamacandelo nomngcipheko weenkcukacha ze balawule oko kwinkalo yezonxibelelwano lwezobuchwephese, amatyathanga onxibelelwano kunye neenkqubo.
- Ukugcinwa ngokukhuselekileyo kwanoxanduva lokhuseleko aqulethwe kuxanduva lwabasebenzi abasebenzi ngeenkcukacha ezingabantu yaye ke kufuneka bathobele imimiselo yemithetho elawula ukhuseleko lweenkcukacha, imigaqo-nkqubo, izicwangciso kunye neenkqubo.
- Izehlo zezokhuseleko ziyahlalutywa ze kuqulunqwe iingxelo ngazo.

12.4.2.2 Amalinge abonakalayo:

- Ukufikeleleka kwamaziko nezixhobo kuphantsi kolawulo yaye kuyaphicothwa.
- Iindawo zokungena zimbalwa yaye kukho izixhobo zokulawula ukungena nokuphuma, ezigana nezikhuseli zeefestile, iigrili, iishatha kunye neengcango zokhuseleko. Apho kuyimfuneko khona, ukhuseleko kwiiindawo zokungena lwenziwa luqilima ngokuthu kubekho izixhobo eziza kuba nakho ukujoja umntu ongenasigunyaziso sakungena kuzo, iinkonzo zoonogada kunye/okanye oomabonakude abaveza imifanekiso ebhanya-bhanya.
- Ukungena kuyalawulwa yaye kukho noonogada, kukho iinkqubo zokungena ngezixhobo zobuchwepheshe, amakhadi azizazisi, inkqubo yolawulo lwabatyeleli, iingcsngo ezivulwa ngemizila yeminwe, iithenstayili kunye nokusetshwa xa uphuma.

12.4.2.3 Amalinge obugcisa

- Imigangatho Yokhuseleko Lweenkcukacha ekhutshelwe uluntu ngokubanzi iyathotyelwa.
- Izivumelwano eziqoshelisiweyo namaqumrhu angamahlakani ziquka ukukhuselwa kwesidima kwakunye neemfihlo zeenkcukacha

ngamahlakani lawo.

- Imigcipheko iyavavanywa ngethuba lokuqulunqwa kweenkqubo ezintsha, xa kutshintshwa iinkqubo ebekusoloko kusetyenziswa zona, xa kutshintshwa iinkqubo zoshishino naxa kuthe kwafunyaniswa iinkalo zeenkxalabo.
- Umngcipheko kwiziseko zonxibelelwano lwezobucisa, amatyathanga onxibelelwano kunye neenkqubo ziyalawulwa ukuze kuqwalaselwe loo mngcipheko ze kuvavanywe izigroriso ze kusasazwe nolwazi, ulawulo lophicotho, ulawulo lwezehlo kwakunye noqeqesho lolwazi ngemicimbi yokhuseleko.

12.4.2.4 Zikwadingeka ke izikhuselo ezikwanje kwiinkampani ezinikezela iinkonzo, esishishina nazo kwakunye namahlakani oshishino afumana iinkcukacha ezingabantu kuthi okanye egameni leWCG ngethuba lobudlelwane bawo neDSD.

13 UKUFIKELELEKA KWANOKUFUMANEKA KWESI SIKHOKELO

13.1 Esi sikhokelo siyafumaneka ngesiNgesi, isiBhulu nesiXhosa ukuze sifundwe phakathi kwe- 7.30 ne-16.00 ngeMivulo ukuya ngooLwezihlanu (ngaphandle kweeholide zikawonkewonke)

- kuNdlunkulu weSebe okuMzi Womdibaniso, kwa-14 kwiSitalato iQueen Victoria, eKapa.
- I-ofisi yeGosa Eliliseleke Leleenkcukacha nguMnu. Gavin Miller: kwiSakhiwo Esisisikhumbuzo samaHuguenot, kwa-48 kwiSitalato Queen Victoria, eKapa.

13.2 Esi sikhokelo kunye neengqulelo zesiBhulu neyesiXhosa zaso, zingafikeleleka kwiqonga lobuchwepheshe le-intanethi ngokuthi utyelele le dilesi ilandelayo:
https://www.westerncape.gov.za/dept/social-development/documents

14 UKUHLAZIYWA KWESI SIKHOKELO

ISebe liya kusihlaziya rhoqo ngonyaka esi sikhokelo ze, sakuvela isidingo, sihlaziywe ze sipapashwe.

Ikhutshwe

Robert Macdonald Digitally signed by Robert Macdonald Date: 2023.09.11 15:13:59 +02'00'

nguGqir. Robert Macdonald

INTLOKO YESEBE

ISIHLOMELO A:
ISIKHOKELO SOKUFIKELELEKA KWAMAREKHODI ANGAFIKELELEKI NJE NANJANI NA

1 UKUGCWALISWA KWEFOMU YESICELO, UKUKHUTSHWA KWEENTLAWULO ZESICELO SOKUFIKELELEKA – ngokwamacandelo18, 19, 22, 29 no-31.

1.1 Ifomu yesicelo

- Ifomu emiselweyo (eqhotyoshelwe njengo**FOMU 2)** kufuneka igcwaliswe ngumfaki-sicelo ze ingeniswe kwiGosa Leenkcukacha/kwiGosa Elilisekela Leleenkcukacha.
  - Ukuba umfaki-sicelo akakwazi kufunda okanye kubhala okanye akakwazi kuyigcwalisa ifomu mhlawumbi ngenxa yokukhubazeka, isicelo eso singenziwa ngomlomo. IGosa Leenkcukacha/iSekela lalo liya kuthi ke ngoko ligcwalise uFomu 2 egameni lomfaki-sicelo, ligcine leyo beliyigcwsalisa ze linike umfaki-sicelo ikopi.
  - Isicelo singenziwa egameni lomnye umntu kodwa ke kufuneka sichazwe isimo somntu owenza oko kula Fomu 2. Umfaki-sicelo kufuneka naye afake ubungqina besigunyaziso apho senziwa khona isicelo, de licacelwe, likholiseke iGosa Leenkcukacha/iGosa Elilisekela Leleenkcukacha.
  - Umfaki-sicelo (umnini-zinkcukacha) Odinga ukuqinisekisa ukuba ziselugcinweni leli qumrhu loluntu na iinkcukacha ezingaye okanye iinkcukacha ezingabantu abangabanye ababekhe bafikelela okanye abadinga ukufikelela kwiinkcukacha zabo kufuneka banikezele ubungqina obubachazayo yaye kudingeka ukuba banikezele iikopi eziqinisekisiweyo zeencwadana zabo zezazisi ukuze kuqondwe ukuba eneneni ngabo.

1.2 Iintlawulo

- Iintlawulo zesicelo nezokukhangelwa kwerekhodi, ndawonye nezokwenziwa kweekopi zerekhodi, zimiselwe yimigaqo eyenziwa ngokwemiqathango yePAIA. (iqhotyoshelwe njenge**SHEDYULI YEENTLAWULO**). Ezi ntlawulo zilandelayo kufuneka zikhutshiwe:
  - Intlawulo yesicelo eliR100.00 kwisicelo ngasinye;
  - Intlawulo yexesha eliqingqiweyo elichithwe kukhangelwa de kwalungiselelwa irekhodi elo, ukuba kuthabatha ngaphezu kweyure ukukhangela nokulungiselela irekhodi. Idipozithi, engadlulanga kwisithathu eshumini lentlaeulo epheleleyo yesicelo sokufikelela kuxwebhu olo, ingadingeka. Noxa kunjalo ke, isadingeka yona intlawulo epheleleyo yokufikelela kulo ngaphambi kokuba ulinikwe; kwanokuze
  - Kwenziwe iikopi zerekhodi.

1.3 Abafaki-zicelo abaxolelekileyo ekukhutshweni kwentlawulo yesicelo:

- Igosa lesondlo/umphandi ofaka isicelo sokufikelela kwirekhodi ngenjongo yokwenza uphando olubandakanya imiba yesondlo okanye uphando ngokwemigaqo yomthetho

iMaintenance Act, ka-1998 (okanye imimiselo eyenziwe ngokwemigaqo yawo.)

- Umntu ofaka isicelo serekhodi eliqulethe iinkcukacha eingaye.

1.3 Abafaki-zicelo abaxolelekileyo ekukhupheni intlawulo yesicelo sokufikeleleka:

- Umntu ofaka isicelo serekhodi eliqulethe iinkcukacha ezingaye buqu.
- Umntu ongatshatanga ongeniso yonyaka ingadluliyo kwiR14 712 ngonyaka.
- Abantu abatshatileyo, okanye umntu nondofa-naye wakhe abangeniso yonyaka ingadlulanga kumaR27 192.

1.4 Uhlobo lokufikelela

- Umfaki-sicelo kufuneka adize kuFomu 2 ukuba udinga ikopi okanye ukulihlola nje irekhodi.
    - Ukuba yikopi ayidingayo, umfaki-sicelo kufuneka aludize uhlobo adinga ukufikelela ngalo (umzekelo, eprintiweyo okanye ekwiqonga lobuchwepheshe na) ndawonye nolwimi elifunwa ngalo (apho irekhodi lifumaneka ngeelwimi ezingaphaya kolunye). ISebe aliwaguquleli amarekhodi afumaneka kulwimi olunye kuphela.
- Irekhodi liya kunikezelwa ngohlobo elicelwe ngalo ngaphandle kokuba akukwazeki oko, okanye oko kuya kuphazamisana nomsebenzi weSebe

2 ISIGQIBO SOKUNIKEZELWA OKANYE SOKUKHATYWA KWESICELO SOKUFIKELELEKA – ngokwamaCandelo 25 no-26

2.1 Ixesha elithatyathwayo ukufikelela kwisigqibo

IGosa Leenkcukacha/iGosa Elilisekela Leleenkcukacha kufuneka ngokukhawuleza okudibe nokungxama emva kokufumana irisithi yeR100,00 noFomu 2 ogcwalisiweyo, kodwa ke kwisithuba **seentsuku ezingama-30** sokufumaneka kwazo, lifikelel kwisigqibo sokwamkela okanye sokukhaba isicelo eso ze lazise umfaki-sicelo ngeso sigqibo.

2.2 Ukwandiswa kwexesha elimiselweyo

IGosa Leenkcukacha/iGosa Elilisekela Leleenkcukacha lingathi lilandise ixesha eliziintsuku ezingama-30, **okokuqala** ngezinye **iintsuku ezingama-**30 phantsi kwezi meko zilandelayo:

- Isicelo sesenani elikhulu lamarekhodi okanye sidinga ukukhangelwa kwalo phakathi kothotho lwamanye yaye ukuqwalasela eso sicelo kuphazamisana nomsebenzi wesebe;
- Isicelo sidinga ukukhangelwa kwamarekhodi kwi-ofisi engekho kwisixeko esikulo iGosa Leenkcukacha/iGosa Elilisekela Leleenkcukacha;
- Kudingeka khe kuboniswane namanye amasebe eWCG okanye namanye amaqumrhu oluntu ukuze kufikelelwe kwisigqibo ngesicelo eso; okanye
- Umfaki-sicelo ukuvumile ukwandiswa.

3. AMAREKHODI AQULETHE IINKCUKACHA ZAMANYE AMAQUMRHU – kumacandelo 47, 48

3.1 Isaziso:

IGosa Leenkcukacha/iGosa Elilisekela Leleenkcukacha kufuneka lithaathe onke amanyathelo alindelekileyo okwazisa umntu ongomnye ngokungxama okukhawulezileyo, kodwa ke kwisithuba seentsuku ezingama-**21** emva kokufika kwesicelo serekhodi eliqulethe:

- Iinkcukacha ezingomntu onmnye lowo;
- Iimfihlelo zomntu ongomnye zoshishino;
- Okanye ukudizwa kweenkcukschs zemali, zoshishino okanye zobunzululwazi okanye zobugcisa kungadala ukubetheka ngokoshishino okanye ngokwemali kumntu okanye kwiqumrhu elo;
- Iinkcukacha zithe zanikezelwa ngumntu ongomnye njengemfihlo futhi oko kudiza kungadala ukuba axhaphazeke okanye abe kwimeko emaxongo umntu ongomnye lowo kwiingxoxo zezibhambathiso okanye kwezizezinye okanye ngokwezokhuphiswano lwezoshishino;
- Iinkcukacha zithe zanikezelwa njengemfihlo ngumntu ongomnye futhi oko kudiza kuya (i) kuthetha ukuba akuthotyelwanga izivumelwano zemfihlo ngokwesivumelwano; okanye (ii) kuya kubeka ukunikezelwa kweenkcukacha ezikumila kunjalo kwixesha elizayo zibeke kwimeko emaxongo nto leyo iya kuthi, ngokwemeko yoluntu ngokubanzi, zinikezelwe; okanye
- Iinkcukacha eingophando olwenziwe okanye egameni lelinye iqumrhu okanye umntu noluya kubeka ngokumandla umntu lowo ungomnye kwimeko emaxongo, umthunywa okanye umongo lowo bekuphandwa ngawo.

3.2 Ukumelwa komntu ongomnye kwanemvume

Kwisithuba seentsuku ezingama-**21** sokwaziswa (3.1 ngentla) umntu ongomnye angathi (i) abhalele apho okanye eze ngokwakhe athethe neGosa Leenkcukacha/neGosa Elilisekela Leleenkcukacha ngokuba kutheni kufuneka sikhatyiwe nje isicelo; okanye (ii) anikezele imvume ebhalwe phantsi ethi lingakhutshwa irekhodi elo.

3.3 Isigqibo sokumelwa xa sikhatyiwe isicelo

IGosa Leenkcukacha/iGosa Elilisekela Leleenkcukacha kufuneka lithi ngoko nangoko, kodwa ke kwisithuba seentsuku ezingama-**30** emva kwesaziso (3.1 ngentla) lithabathe isigqino sokuba liyasamkela okanye liyasikhaba na isicelo sokufikeleleka ze lazise umntu lowo ungomnye ndawonye nomfaki-sicelo ngesigqibo.

4. ISIBHENO SANGAPHAKATHI – kumacandelo 74 no-75

4.1 Umfaki-sicelo

Umfaki-sicelo angathi afake isibheno sangaphakathi kwisithuba seentsuku ezingama-**60** emva kokufumana isaziso ngesigqibo seGosa Leenkckacha/seGosa Elilisekela Leleenkcukacha:

- Esikhaba isicelo sokufileleleka (jonga u-2 ngentla);
- Sokumhlawulisa intlawulo (jonga u-1.2 ngentla);
- Sokwangeza ixesha lokuqwalasela isicelo sokufikeleleka (jonga u-2.2 ngentla).

4.2 Umntu ongomnye

Umntu ongomnye angasifaka isibheno sangaphakahi, kwisithubaa seentsuku ezingama-**30 emva** kokunikezelwa kwesasaziso liGosa Leenkcukacha/liGosa Elilisekela Leleenkcukacha esimvumela ukuba afikelele kwirekhodi eliqulethe iinkcukacha ezingaye (jonga u-3 ngentla).

4.3 Uhlobo lwesibheno sangaphakathi

Isibheno sangaphakahi sifakwa ngokuthi ugcwalise ifomu emiselweyo (u**Fomu 4** oqhotyoshelweyo) ze isiwe okanye ithunyelwe kwiGosa Leenkcukacha/kwiGosa Elilisekela Leleenkcukacha.

5. ISIKHALAZO ESISIWA KUMQULUNQI WEENKCUKACHA – kumacandelo 77A no-77B

Kuya kuba semva kwenkqubo yesibheno sangaphakathi kuphela apho umfaki-sicelo okanye umntu ongomye aya kusala engekakholiseki sisiphumo sesibheno sangaphakathi apho angafaka khona isikhakazo kuMqukunqi Weenkcukacha.

5.1 Umfaki-sicelo

- Umfaki-sicelo angasifaka isikhalazo kuMqulunqi Weenkcukacha kwimeko:
  - Yokungaphumeleli kwesibheno sangaphakathi;
  - Yesibheno esikhatywe kubasifike emva kwexesha elimiselweyo;
  - Yokukhatywa kwesicelo sokufikelela kwiinkcukacha;
  - engesigqibo ezingeentlawulo;
  - yesigqibo sokwandiwa kwexesha ukuze kuqwalaselwe isicelo eso; okanye
  - yesigqibo sokunikezela ngemvume yokufikeleleka ngokwesimo esithile.

5.2 Umntu ongomnye

- Umntu ongomnye angasifaka isikhalazo kuMqulunqi Weenkcukacha kwimeko:
  - Yokungaphumeleli kwesibheno sangaphakathi,
  - Yayo nayiphi na imeko yokuvunywa kwesicelo sokufikelela kwiinkcukacha.

5.3 Isimo

Isikhalazo esisiwa kuMqulunqi Weenkcukacha kufuneka senziwe ngembalelwano kwifomu emiselweyo (u**Fomu 5** oqhotyoshelweyo) kwisithuba seentsuku ezingama-**180** sithatyathiwe isigqibo esikhokelele kwesi sikhalazo.

6. ISICELO SENKUNDLA – kwicandelo 78

6.1 Umfaki-sicelo okanye umntu ongomnye angasifaka isicelo enkundleni ukuba imsombululele ngokulindelekileyo ukuba

- Besikhe safakwa isibheno sangaphakathi ze umfaki-sicelo akoneliseka nalapho ngesiphumo senkqubo yangaphakathi yokubhena; okanye
- Isikhalazo safakwa kuMqulunqi Weenkcukacha ze umfaki-sikhalazo akoneliseka nalapho ngesiphumo sesikhalazo.

6.2 Isicelo esisiwa enkundleni kufuneka senziwe kwisithuba seentsuku ezili-**180** emva kokwaziswa ngesiphumo sesibheno sangaphakathi ngesigqibo soMqulunqi Weenkcukacha, njengoko iya kube isitsho imeko.

IFOMU 2

ISICELO SOKUFIKELELA KWIIREKHODI

[Ummiselo 7]

QWALASELA:

1. *Ubungqina besaziso kufuneka buqhotyoshelwe apha ngumfaki-sicelo.*
2. *Ukuba izicelo zenziwa egameni lomnye umntu, ubungqina besigunyaziso esitshoyo kufuneka buqhotyoshelwe kule fomu.*

IYA: kwiGosa Leenkcukacha

____

____

____

________________________ *(Idilesi)*

Idilesi ye-imeyile: ____

Inombolo yefeksi: ____

*Phawula ngo-**"X"***

☐ Isicelo senziwa egameni lam ☐ Isicelo senziwa egameni lomnye umntu.

IINKCUKACHA ZOMNTU				
Amagama apheleleyo				
Inombolo yesazisi				
Senziwa ngabuni esi sicelo *(xa sisenziwa egameni lomntu umntu)*				
Idilesi yePosi				
Idilesi Yesitalato				
Idilesi Ye-imeyile				
Iinkcukacha zoqhakamshelwano	Umnxeba (**B**):		Ifeksi:	
	Owesinqe:			
Amagama apheleleyo omntu alowo sifakwa egameni lakhe isicelo *(ukuba kunjalo)*				
Inombolo yesazisi				
Idilesi yeposi				
Idilesi Yesitalato				

<table>
<tr><td>Idilesi ye-imeyile</td><td colspan="4"></td></tr>
<tr><td rowspan="2">Iinombolo zoqhakamshelwano</td><td>Umnxeba (B)</td><td></td><td>Ifeksi</td><td></td></tr>
<tr><td>Owesinqe</td><td colspan="3"></td></tr>
<tr><td colspan="5">IINKCUKACHA ZEREKHODI ELICELWAYO
Nikezela ngeenkcukacha zerekhosi ekucelwa ukufikelelwa kulo, kuquka nenombolo yerefrensi yalo ukuba uyayazi, ukuze likwazeke ukufumaneka irekhodi elo. (IUkuba iphepha elinikezelweyo alanelanga, nceda uqhubeke kwelinye iphepha ze uliqhoboshele kule fomu. Onke amaphepha angamanye kufuneka etyikityiwe.)</td></tr>
<tr><td rowspan="5">Ingcaciso ngerekhodi okanye ingxenye echaphazelekayo yelo rekhodi:</td><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td>Inombolo yereferensi, ukuba ikho</td><td colspan="4"></td></tr>
<tr><td rowspan="5">Naziphi na ezinye iinkcukacha zerekhodi</td><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="5">UHLOBO LWEREKHODI
(Phawula ibhokisi eyiyo ngo-“X”)</td></tr>
<tr><td colspan="4">Ingaba irekhodi elo liluhlobo olubhaliweyo okanye oluprintiweyo na</td><td></td></tr>
<tr><td colspan="4">Irekhodi iliqulethe imifanekiso ekwiqonga lezobuchwepheshe (ok uke kuquka iifoto, izilayidi, amarekhodi emiboniso ebhanyabhanya, imifanekiso eveliswe yikhonmpyutha, izikhetshi, njalo-njalo)</td><td></td></tr>
<tr><td colspan="4">Irekhodi liqulathe amagama arekhodiweyo okanye iinkcukacha ezinokuveliswa ngelizwi</td><td></td></tr>
<tr><td colspan="4">Irekhodi ligcinwe ekhompyutheni okanye ngokohlobo lwezobuchwepheshe okanye ngokohlobo olufundeka ngomatshini</td><td></td></tr>
<tr><td colspan="5">UHLOBO LOKUFIKELELA
(Phawula ngo-“X” ofanelekileyo)</td></tr>
<tr><td colspan="4">Ikopi yerekhodi eliprintiweyo (kuquka neekopi zayo nayiphi na imifanekiso ekwiqonga lezobuchwepheshe, ezikhutshelwe kwisimo sokubhala kunye neenkcukacha ezigcinwe kwikhompyutha okanye ngokwesimo sezobuchwepheshe okanye ngokwesimo esifundeka ngomatshini)</td><td></td></tr>
</table>

Ukukhutshelelwa kuxwebhu oluprintiweyo lwemifanekiso ekwiqonga lezobuchwepheshe *(ok uke kuquka nefoto, izilayidi, amarekhodi emiboniso ebhanyabhanya, imifanekiso eveliswe yikhompyutha, izikhetshi, njalo-njalo)*	
Ukukhutshelwa kwezandi *(zibe kuxwebhu olubhaliweyo okanye oluprintiweyo)*	
Ikopi yerekhodi elikwiflash drive *(kuquka nemifanekiso yezobuchwepheshe kunye neengoma)*	
Ikopi lerekhodi elikwiqonga lecwecwe *(kuquka nemifanekiso yezobuchwepheshe kunye neengoma)*	
Ikopi lerekhodi eligcinwe kwisimo seqonga lokugcina elisemafini	

UHLOBO LOKUFIKELELA *(Phawula ngo-**"X"** ofanelekileyo)*	
Ukuhlolwa kwerekhodi ngumntu kuloo dilesi libhaliswe kuyo yequmrhu loluntu/labucala *(kuquka nokuphulaphulwa kwamagama arekhodiweyo, iinkcukacha ezinokuthi ziphinde ziveliswe ngokwesandi, okanye iinkcukacha eziselugcinweni lwekhompyutha okanye kwisimo elifundeka kuso ngomatshini)*	
Iinkonzo zeposi kwidilesi yeposi	
Iinkonzo zeposi kwidilesi yesitalato	
Inkonzo yekhuriya kwidilesi yesitalato	
Ifeksi equlethe iinkcukacha ezikuhlob lwesibhalo okanye lweprinti *(kuquka ezo zikhutshelwe ezibhalweni)*	
Iinkcukacha ezikwi-imeyile *(kuquka nomculo ukuba kuyakwazeka)*	
Ukwabelana ngokwelifu/ukudluliselwa kwefayile	
Ulwimi olukhethwayo *(Qwalasela ukuba irekhodi alifumaneki kulwimi ongathanda ukulifumana likulo, ungalinikwa likwelo lwimi lufumaneka kulo.)*	

IINKCUKACHA ZELUNGELO ELINOKUSETYENZISWA OKANYE ELINOKUKHUSELWA *Ukuba iphepha olinikiweyo alanelanga, nceda uqhube kwelinye iphepe ze uliqhoboshele kule fomu. Umfaki-sicelo kufuneka atyikitye onke amaphepha ongezelelweyo.*	
Chaza ukuba leliphi ilungelo elimele ukusetyenziswa okanye likhuselwe	
Cacisa ukuba kutheni irekhodi elicelwayo lidingeka nje ekusetyenzisweni okanye ekukhuselweni kwelungelo elikhankanywe ngentla apha	

IINTLAWULO	
a) *Intlawulo yesicelo kufuneka ihlawulwe ngaphambi kokuba sibe nokuqwalasela isicelo.* b) *Uya kwaziswa ngesixa semali yokufikelela ekuya kufuneka uyihlawule.* c) *Intlawulo edingekayo ukuze ufikelele kwirekhodi ixhomekeke kwisimo oludingeka kuso uxwebhu ndawonye nexesha elililo elidingekayo ukuze kukhangelwe zxe kulungiswe irekhodi elo.* d) *Ukuba unalo ilungelo lokuxoleleka ekungayikhuphini nayiphi na intlawulo, nceda unikezele isizathu soko.*	
Isizathu	

Uya kwaziswa ngembalelwano ukuba sithe saphunyezwa okanye sakhatywa na isicelo sakho yaye ke, ukuba sithe saphunyezwa, nangeendleko ezichaphazela isicelo sakho, ukuba zikho. Nceda uchaze ukuba ungathanda kunxityelelwane njani na nawe:

Idilesi yeposi	**Ifeksi**	***Unxibelelwano eli-elekroniki (Nceda ukhankanye)***

Ityikitywe ____________________ ngalo ___________ mhla________________ ku-20___________

____

Utyikityo lomfaki-sicelo/lomntu esifakwa egameni lakhe esi sicelo

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KWABASEMAGUNYENI

Inombolo yereferensi	
Idsicelo esi samkelwe (Chaza isikhundla, igama nefani yeGosa Leenkcukacha)	
Umhla esifike ngawo	
Iintlawulo zokufikelela	
Idipozithi (ukuba ikho)	

____

Utyikityo lweGosa Leenkcukacha

IINTLAWULO ZESIHLOMELO B

Iintlawulo Kwinkalo Yamaqumrhu Oluntu

Into	Iingcaciso	Isixa
1.	Intlawul oyesicelo edingekayo kumfaki-sicelo ngamnye	R100,00
2.	Ifotokopi yephepha elibukhulu bungu-A4	R1,50 iphepha ngalinye okanye ingxenye yalo
3.	Ikopi eprintiweyo yephepha elibukhulu bungu-A4	R1,50 iphepha ngalinye okanye ingxenye yalo
4.	Kwikopi ekwisimo esifundeka kwikhompyutha esikwi-: (i) Ifleshi ephathekayo (iza kuzphuma kumfaki-sicelo) (ii) Kwicwecwe eliphathekayo . Ukuba inikezelwe ngumfaki-sicelo . Ukuba inikezelwe kumfaki-sicelo	 R40,00 R40,00 R60,00
5.	Imifanekiso ebonakalayo eguqulelwe kwiphepha elibukhulu bungu-A4	Inkonzo iza kunikezelwa kwinkampani yangaphandle. Iya kuxhomekeka kwixabiso elinikezelwa yinkampani yangaphandle
6.	Ikopi yemifanekiso ebhanyabhanya	
7.	Irekhodi eliqulethe isandi nelenziwe lakwiphepha elibukhulu bungu-A4	R24,00
8.	Ikopi yerekhodi elisisandi elikwi-: (i) Ifleshi ephathekayo (iza kuphuma kumfaki-sicelo) (ii) kwicwecwe eliphathekayo . Ukuba linikezelwe ngumfaki-sicelo . Ukuba inikezelwe kumfaki-sicelo	 R40,00 R40,00 R60,00
9.	Ukuze kube nokukhangelwa ze kulungiswe irekhodi elixa kukhutshwa kwiyure nganye okanye kwingxenye yayo, ngaphandle kweyure yokuqala, elidingelwa olo phengululo nolungiso ukuze lungadluli kwindleko ephelele engama-	R100,00 R300,00
10.	Idipozithi: ukuba uphengululo luyadlula kwiiyure ezintandathu	Isithathu eshumini kweso sixa kwisecelo ngasinye sibalwa ngokwee**Zinto** 2 ukuya ku-8
11.	Ukuposa, i-imeyile okanye ukuthumela ngezobuchwepheshe	Eyona ndleko, ukuba ikho

UFOMU 4

IFOMU YESIBHENO SANGAPHAKATHI

[Ummiselo 9]

Inombolo yereferensi: ……………………………….

<table>
<tr><td colspan="6">IINKCUKACHA ZEQUMRHU</td></tr>
<tr><td colspan="2">Igama lequmrhu loluntu</td><td colspan="4"></td></tr>
<tr><td colspan="2">Igama nefani leGosa Leenkcukacha:</td><td colspan="4"></td></tr>
<tr><td colspan="6">IINKCUKACHA ZOMFAKI-SIKHALAZO OFAKA ISIBHENO SANGAPHAKATHI</td></tr>
<tr><td>Amagama apheleleyo</td><td colspan="5"></td></tr>
<tr><td>Inombolo yesazisi</td><td colspan="5"></td></tr>
<tr><td>Idilesi yeposi</td><td colspan="5"></td></tr>
<tr><td rowspan="2">Iinombolo zoqhakamshelwano</td><td>Umnxeba (B)</td><td></td><td>Ifeksi</td><td colspan="2"></td></tr>
<tr><td>Owesinqe</td><td colspan="4"></td></tr>
<tr><td>Idilesi ye-imeyile</td><td colspan="5"></td></tr>
<tr><td colspan="2">Ingaba isibheno sangaphakathi sifakwa egameni lomnye umntu?</td><td>Ewe</td><td></td><td>Hayi</td><td></td></tr>
<tr><td colspan="2">Ukuba impendulo ingu"ewe", isigunyaziso sokufakwa kwesibheno sangaphakathi (ubungqina besigunyaziso sokufakwa kwesibheno, ukuba sikho, masiqhotyoshelwe)</td><td colspan="4"></td></tr>
<tr><td colspan="6">IINKCUKACHA ZOMNTU ESIFAKWA EGAMENI LAKHE ISIBHENO SANGAPHAKATHI
(Ukuba sifakwa ngomnye umntu)</td></tr>
<tr><td>Amagama apheleleyo</td><td colspan="5"></td></tr>
<tr><td>Inombolo yesazisi</td><td colspan="5"></td></tr>
<tr><td>Idilesi yeposi</td><td colspan="5"></td></tr>
</table>

Iinombolo zoqhakamshelwano	Umnxeba (B)		Ifeksi	
	Owesinqe			
Idilesi ye-imeyile				

ISIGQIBO EKUBHENWA KUSO NGAPHAKATHI *(Phawula kwibhokisi efanelekileyo ngo-**"X"**)*	
Ukukhatywa kwesicelo sokufikelela	
Isigqibo esichaphazela iintlawulo ezimiselweyo ngokwemigaqo yecandelo 22 lalo Mthetho	
Isigqibo esicaphazela ukwandiswa kwexesha ekumele ukujongwana naso esi sicelo ngokwemigaqo yecandelo 26(1) lalo Mthetho	
Isigqibo esenziwe ngokwemigaqo yecandelo 29(3) Islo Mthetho wokukhaba isicelo sokufikelela kwifomu efakwe ngumfaki-sicelo	
Isigiqobo sokwamkela isigqibo sokufikelela	

IMIGANGATHO YOKUBHENA *(Ukuba iphepha olinikiweyo alanelanga, nceda uqhube kwelinye iphepha ze uliqhoboshele kule fomu. Onke amaphepha ongezelelweyo kufuneka atyikitywe)*	
Chaza imigangatho tho esisekelwe kuyo esi sibheno sangaphakathi	
Nikezela naziphi na ezinye iinkcukacha ezichaphazelekayo nemaziqwalaselwe kwesi sibhno	

Uya kwaziswa ngembalelwano ngesigqibo kwisibheno sakho sangaphakathi. Nceda udize uhlobo ongathanda ukwaziswa ngalo:

Idilesi yeposi	Ifeksi	Unxibelelwano ngezobuchwepheshe *(Nceda ucacise)*

Ityikitywe ____________________ ngalo ___________ mhla ________________ 20 ________________

____

UMTYIKITYO WOMBHENI/WOMNTU WESITHATHU

KWABASEMAGUNYENI

IREKHODI ELISESIKWENI LESIBHENO SANGAPHAKATHI

Isibheno esifunyenweyo *(chaza isikhundla, igama nefani yeGosa Leenkcukacha)*					
Umhla esifike ngawo					
Isibheno sikhatshwa sisizathu ngesigqibo seGosa Leenkcukacha ze, apho kukwazekayo khona, iinkcukacha zakhe nabani na ongomnye ochaphazelekayo elibhekiselele kuye irekhodi eli, ezingeniswe liGosa Leenkcukacha				Ewe	
				Hayi	
ISIPHUMO SESIBHENO					
Ukukhatywa kwesibheno sokufikelela. Siqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*		
	Hayi				
Iintlawulo (iCandelo 22). Iqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga*		
	Hayi				
Ukwandiswa kwexesha (iCandelo 26(1)). Kuqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga*		
	Hayi				
Ukufikelela (iCandelo 29(3)). Kuqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga*		
	Hayi				
Isicelo sokufikelela siphunyeziwe. Siqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga*		
	Hayi				

Ityikitywe ____________________ ngalo ___________ mhla ________________ ku-20___________

Ewe
Hayi

____

ISIKHULU ESONGAMELEYO

IFOMU YESIKHALAZO

UFOMU 5

[Ummiselo 10]

QWALASELA:

1. Le fomu iyilelwe ukuncedisa umfaki-sicelo okanye umntu ongomnye (othi emva kokuba akhankanywe "njengoMkhalazi") ekufakeni isicelo sokuhlalutywa kwesigqibo sequmrhu loluntu okanye labucala okanye ukungabikho kwempendulo kwisicelo sokufikelela kumarekhodi phantsi kwemigaqo yomthetho iPromotion of Access to Information Act, ka-2000 (Act 2 ka-2000) (iPAIA). Nceda ugcwalise le fomu ze uyithumele kule dilesi ye-imeyile ilandelayo: **PAIAComplaints@justice.gov.za** okanye ugcwalise ifomu yesikhalazo ekwiqonga lobuchwepheshe efumaneka apha: **https://www.justice.gov.za/inforeg/.**
2. iPAIA inika umntu ngamnye ilungelo lokufaka isikhalazo kuMqulunqi Wezikhalazo ngalo naluphu na uhlobo lwezikhalazo ezichazwe kwiSigaba F sale fomu yezikhalazo.
3. Kungumgaqo-nkqubo woMqulunqi Weenkcukacha ukunqumamisa uphando okanye akhabe isikhalazo ukuba uMkhalazi akakhange athi kwasekuqaleni anikrezele kwiqumrhu elo loluntu okanye labucala (elikhankanywa ukususela apha njengokuba "liQumrhu") ithuba lokupendula ze lizame ukusombulula isikhalazo eso. Ukuncedisa iQumrhu ukuze libe nokuba nakho ukusombulula iinkxalabo zakho ngaphambi kokuba uye kuMqulunqi Weenkcukacha, kulindeleke ukuba ugcwalise **uFomu 2 wePAIA** ze uyingenise kweli Qumrhu.
4. Ikopi yale fomu iya kuthi inikwe iQumrhu okhalazela lona. Iinkcukacha othi uzinikezele kule fomu, eziqhotyoshelwe kule fomu okanye othi uzinikezele emva kwexesha,, ziya kuthi zisetyenziselwe ukusombulula imbambano yakho, ngaphandleni kokuba kutshiwo ngolunye uhlobo kwalapha.
5. UMqulunqi Weenkcukacha uya kusamkela kuphela isikhalazo sakho wakuqinisekisa ukuba uzithobele ezizidingo zingezantsi apha.
6. **Nceda uqhoboshele iikopi zala maxwebhu alandelayo, ukuba unawo**:
   a. Ikopi yefomu kwiQumrhu ocela kulo ukufikelela kumarekhodi;
   b. Impendulo yeQumrhu kwisikhalazo sakho okanye kwisicelo sakho sokufikelela;
   c. Nayiphi nae nye imbalelwano ephakathi kwakho neQumrhu elo ngesicelo sakho;
   d. Ikopi yefomu yesibheno, ukuba isikhalazo sakho sichaphazela iqumrhu loluntu;
   e. Impendulo yeQumrhu kwisibheno sakho;
   f. Nayiphi nae nye imbalelwano ephakathi kwakho neQumrhu echaphazela isibheno sakho;
   g. Iimpepha ezikugunyazisa ukuba uphakame egameni lomnye umntu (ukuba zikho);
   h. Umyalelo weNkundla okanye amaxwebhu enkundla achaphazela isikhalazo sakho, ukuba akho.

7. Ukuba iphepha olinikiweyo alanelanga, ngenisa iinkcukacha njengesihlomelo kule fomu ze sityikitye iphepha ngalinye.

ISIGUNYAZISO SOMNTU/SEQUMRHU ELIFAKA ISIKHALAZO (Phawula ngo-"X")

☐ **Ngumfaki-sikhalazo buqu**

☐ **Ngummeli Womfaki-sikhalazo**

☐ **Ngumntu Ongomnye**

IZIDINGO				
Ingaba usifakile isicelo (ifomu yePAI) sokufikelela kwirekhodi eliuselugcinweni lwequmrhu loluntu/labucala?	Ewe		Hayi	
Ingaba sele zidlulile iintsuku ezingama-30 ukususela ngomhla owayifaka ngalo ifomu yakho yePAIA?	Ewe		Hayi	
Ingaba uwasebenzisile onke amazibuko enkqubo yokubhena yangaphakathi kwisigqibo segosa lequmrhu loluntu?	Ewe		Hayi	
Ingaba usifakile isicelo sokusonjululelwa le nyewe yiNkundla?	Ewe		Hayi	

YEYOKUSETYENZISWA NGUMQULUNQI WEENKCUKACHA KUPHELA	
Ifunyenwe: (Amagama	

apheleleyo)				
Isikhundla				
Utyikityo				
Isikhalazo samkelwe	*Ewe*		*Hayi*	
Inombolo Yerefrensi				
Istampu somhla				

Idilesi yeposi		Ifeksi		Olunye unxibelelwano lwezobuchwepheshe *(Nceda ucacise)*
ISIGABA A IINKCUKACHA EZINGOMFAKI-SIKHALAZO				
Amagama Apheleleyo				
Inombolo Yesazisi				
Idilesi Yeposi				
Idilesi Yesitalato				
Idilesi Ye-imeyile				
Iinkcukacha zoqhakamshelwano	Umnxeba (B)		Ifeksi	
	Owesinqe			
ISIGABA B IINKCUKACHA EZINGOMMELI *(Gcwalisa kuphela ukuba uza kube umelwe. Isigunyaziso seGqwetha kufuneka siqhotyoshelwe ukuba umfaki-sikhalazo umelwe, ze kuthi ukuba kuyasilela oku siya kukhatywa)*				
Amagama Apheleleyo Ommeli				
Uhlobo lokumela				
Inombolo Yesazisi/Inombolo Yokubhalisa				
Idilesi Yeposi				
Idilesi Yesitalato				
Idilesi Ye-imeyile				
Iinkcukacha Zoqhakamshelwano	Umnxeba (B)		Ifeksi	
	Owesinqe			
ISIGABA C IINKCUKACHA EZINGOMNTU ONGOMNYE *(Nceda uqhoboshele incwadana yesigunyaziso)*				
Uhlolo lweQumrhu	Elabucala		Eloluntu	
Igama Lequmrhu Loluntu/Labucala				
Inombolo Yokubhalisa (ukuba ikho)				
Igama, Ifani kunye neikhundla somntu ogunyaziselwe ukufaka isikhaazo				
Idilesi Yeposi				
Idilesi Yesitalato				
Idilesi Ye-imeyile				
Iinkcukacha Zoqhakamshelwano	Umnxeba (B):		Ifeksi	

	Owesinqe	

ISIGABA D IQHUMRHU EKUFAKWA ISIKHALAZO NGALO					
Uhlobo Lwequmrhu	Lelabucala		Leloluntu		
Igama lequmrhu loluntu/labucala					
Inombolo yokubhalisa (ukuba ikho)					
Name, surname and title of Igama, ifani osebenze naye kwelo qumrhu loluntu/labucala ukuzama ukusombulula isikhalazo/isicelo sakho sokufikelela kwiinkcukacha					
Idilesi Yeposi					
Idilesi Yesitalato					
Idilesi Ye-imeyile					
Iinkcukacha Zoqhakamshelwano	Umnxeba (B):		Ifeksi		
	Owesinqe				
Inombolo Yerefrensi enikezelweyo *(ukuba ikho)*					

ISIGABA E ISIKHALAZO *(Sixelele ngamanyathelo othe wawathabatha ukusombulula isikhalazo sakho (Izikhalazo kufuneka ziqale zingeniswe ngqo kwiqumrhu loluntu/labucala ukuze liphendule kwanokuze mhlawumbi kufumaneke isisombululo)*					
Umhla esifakwe ngaso isicelo sokufikelela kumarekhodi.					
Nceda ucacise nhohlobo lwelungelo/lwamalungelo anokusetyenziswa okanye akhuselwe, ukuba isikhalazo eso singakwiqumrhu labucala.					
Ukhe wazama ukuyisombulula le nywe nalo mbutho?	Ewe		Hayi		
Ukuba kunjalo, uyifumene nini? (Qhoboshela incwadana kwesi sicelo.)					
Ingaba usifakile isibheno kwisigqibo segosa leenkcukacha lequmrhu loluntu?	Ewe		Hayi		
Ukuba kunjalo, usifake nini isibheno?					
Ingaba usifakile isicelo sokusonjululelwa le nyewe kwiNkundla?	Ewe		Hayi		
Ukuba kunjalo, nceda uchaze ukuba sawiswa nini na isigwebo yiNkundla? Nceda uqhoboshele uMyalelo weNkundla, ukuba ukho.					

ISIGABA F UHLOBO OLUCACISIWLEYO LWESICELO SOKUFIKELELA KUMAREKHODI *(Nceda ukhethe enye okanye ezinye kwezi zilandelayo ukuchaza isikhalazo sakho kuMqulunqi Weenkcukacha)*		
Isibheno esingaphumelelanga (iCandelo 77A(2)*(a)* okanye icandelo 77A(3)*(a)* lePAIA)	*Ndibhenile ngakwesi sigqibo sequmrhu loluntu ze sakhatywa isibheno.*	
Isicelo sokudluliselwa kwabasentla (amaCandelo 77A(2)*(b)* and 75(2) ePAIA)	*Ndisifake emva kwexesha isibheno ngakwesi sigqibo ze isigqibo sequmrhu loluntu ze ndafaka isicelo sokwenyuselwa kwaso kwabaphezulu. Isicelo*	

	sokwenyuselwa sakhatywa.	
Ukukhatywa kwesicelo sokufikelela (iCandelo 77A(2)*(c)*(i) okanye 77A(2)*(d)*(i) okanye 77A(3)*(b)* lePAIA)	*Ndifakile isicelo sokufikelela kwiinkcukacha eziselugcinweni lwequmrhu ze sakhatywa eso sicelo okanye sakhatywa ngokungaphelelanga.*	
Iqumrhu lidinga ukuba ndikhuphe intlawulo yaye ndiyibona inkulu kakhulu (iCandelo 22 okanye 54 lePAIA)	*Isinikezelo okanye intlawulo yemali elindelekileyo.*	
	Isinikezelo okanye intlawulo yedipozithi.	
Ukuhlawulwa kwedipozithi kwakhona (*iGosa Leenkcukacha lalile ukundibuyisela idipozithi endayihlawulayo ngokweCandelo* 22(4) lePAIA) *ikwinkalo yesicelo sokufikelela esithe sakhatywa.*	*Igosa leenkcukacha lalile ukubuyisa idipozithi endayihlawuayo kumba wesicelo sam sokufikelela esakhatywayo.*	
Ukungavumelani nokwandiswa kwexesha (amaCandelo 26 no-57 ePAIA)	*Iqumrhu ligqibe ekubeni landise ixesdhda lokuphendula kwisicelo sam, yaye andivumelani noko kwandiswa kwexesha okanye ixesha elithatyathiweyo ukuphendula kwisicelo sam sokufikelela.*	
Uhlobo lokufikelela olukhatyiweyo (iCandelo 29(3) okanye 60 *(a)* lePAIA)	*Ndifake isicelo sokufikelela kwifomu ethile neyiyo yaye le fomu yokufikelela ithe yakhatywa.*	
Impendulo yokukhatywa kwesicelo efike emva kwexesha (iCandelo 27 okanye 58 lePAIA)	*Sekudlule iintsuku ezingama-30 ndasenzayo isicelo sam yaye andikasifumani isigqibo.*	
	Ixesha elandisiweyo lidlulile yaye akukaveli mpendulo.	
Ukudizwa ngokungekho mgaqweni kwerekhodi (Imigangatho emiselweyo yokukhaba isicelo sokufikelela kwirekhodi)	*Amarekhodi (aneimigangatho yokukhatywa kwesicelo sokufikelela) akhutshwe ngokungalunganga/ngokungekuko.*	
Akukho zizathu zifanelekileyo zokukhatywa kwesicelo sokufikelela (iCandelo 56(3) *(a)* lePAIA)	*Isicelo sam sokufikelela sikhatyiwe, yaye akukho zizathu zifanelekileyo okanye zivakalayo ezithe zanikezelwa, kuquka nezibonelelo zalo Mthetho ekuthe kwayanywa ngazo ekukhatyweni kwaso.*	
Ukufikelela ngokungagqibelelanga kwirekhodi (iCandelo28(2) okanye 59(2) lePAIA) .	*Isicelo sokufikelela kwinxalenye ethile kuphela yamarekhodi aceliweyo sathi saphunyezwa yaye ndikholelwa ekubeni bekufuneka ekhululwe namanye amarekhodi.*	
Ukususwa kwentlawulo (iCandelo 22(8) okanye 54(8) lePAIA)	*Ndinelungelo lokuxoleleka ekuhlawuleni nayiphi na intlawulo yaye isicelo sam sokususwa kweentlawulo siye sakhatywa.*	
Amarekhodi angafumanekiyo okanye angekhoyo (iCandelo 23 okanye 55 lePAIA)	*Iqumrhu livakalise ukuba amarekhodi aceliweyo awekho yaye ndikholelwa ekubeni akho amarekhodi akhoyo.*	
Ukusilela ekukhupheni amarekhodi	*Iqumrhu ligqibe ekubei lindinike inyhweba yokufikelela kumarekhodi endiwacelileyo, kodwa andikawafumani.*	
Akukho sigunyaziso sakukgweba (ukusetyenziswa okanye ukukhuselwa kwawo nawaphi na amalungelo) (iCandelo 50(1)(a) lePAIA)	*Iqumrhu livakalise ukuba amarekhodi endiwacelileyo awabandakanywanga kwiPAIA yaye mna ndiyala.*	
Isicelo esingenannjongo okanye esenzelwe ukudika (iCandelo 45 lePAIA)	*Iqumrhu livakalise ukuba kucacile ukuba isicelo sam asisekelwanga njokweni sifakelwe ukulidika.*	
Ezinye *(Nceda ucacise)*		
ISIGABA G **ISIPHUMO ESILINDELEKILEYO** Ucinga ukuba angakunceda njani uMqulunqi Weenkcukacha? Cacisa ngesiphumo okanye impendulo oyidingayo		

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ISIGABA H **IZIVUMELWANO**

Isiseko sezomthetho ngokwezi zivumelwano zilandelayo sicaciswa kwiSziso Seemfihlo ngendlela yokufaka uxwebhu lwesikhalazo sakho. Ukuze uMqulunqi Weenkcukacha abe nakho ukuqwalasela isikhalazo sakho, kufuneka uqwalasele nganye kwenye yezi bhokisi zingezantsi apha ngenjongo yokubonakalisa imvume yakho:

☐ *Ndiyangqinelana nokuba uMqulunqi Weenkcukacha angazisebenzisa iinkcukacha ezinikezelwe kwisikhalazo sam ngenjongo yokuncedisa ekuphandeni ngemiba echaphazela ukuphakanyiswa kwelungelo lokufikelela kwiinkcukacha ndawonye nokukhuselwa kwelungelo leemfihlo kuMzantsi Afrika. Ndiyayiqonda into yokuba uMqulunqi Weenkcukacha akanakuze abandakanye iinkcukacha ezingam okanye naziphi na iinkcukacha ezinokwalathi kum kuyo nayiphi na ingxelo enokubonwa nguye nabani na, kwanokuba iinkcukacha ezingam zisakhuselekile phantsi kwemiqathango yomthetho iProtection of Personal Information Act, ka-2013 (Act Nombolo 4 ka-2013). Ndiyayiqonda eyokuba ukuba andingqinelani noku, uMqulunqi Weenkcukacha useza kusiqwalasela isikhalazo sam.*

☐ *Iinkcukacha ezikule Fomu Yezikhalazo zichanekile ngokolwazi neenkolelo zam.*

☐ *Ndigunyazisa uMqulunqi Weenkcukacha ukuba aqokelele iinkcukacha zam (ezifana neenkcukacha ezingam ze azisebenzisele ukuqwalasela isikhalazo sam samalungelo oluntu esichaphazela ilungelo lokufikelela kunye/okanye lokukhuselwa kweemfihlo.*

☐ *Ndigunyazisa nabani na (ofana nomqeshi, inkampani enikezela ngeenkonzo, ingqina) oneenkcukacha ezidingekayo ukuze kuqwalaselwe isikhalazo sam ukuba abelane ngazo noMqulunqi Weenkcukacha. UMqulunqi Weenkcukacha angazifumana ezi nkcukacha ngokuthi athethisane namangqina okanye acele amarekhodi abhalwe phantsi. Ngokuxhomekeke kuhlobo lwesikhalazo, la marekhodi angabe aqulethe iifayili ezineenkcukacha zam njengomsebenzi okanye iinkcukacha ezingengqesho, amarekhodi ezonyango nawezibhedlele, ndawonye neenkcukacha zemali nezerhafu.*

☐ *Ukuba enye nayiphi na kwiinkcukacha zam zoqhakamshelwano ithi itshintshe ngethuba lokuqwalaselwa kwesi sikhalazo, kuluxanduva lwam ukwazisa uMqulunqi Weenkcukacha, okanye ke isikhalazo sam singaphela silibaziseka okanye sivale.*

Ityikitywe ____________________ ngalo ___________ mhla ________________ ku-20 _________

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Umfaki-sikhalazo/Ummeli/Umntu ogunyazisiweyo waloo mntu ongomnye