



**URhulumente
weNtshona Koloni**

**Incwadi ebhekiselele kwicandelo 14 yokuKhuthazwa koFikelelo
kuMthetho weeNkcukacha, 2000**

ISEBE LEZEMPILO

OKUQULATHIWEYO

- 1. Instshayelelo**
- 2. Ubume beSebe**
- 3. Imisebenzi yeSebe**
- 4. Iinkcukacha zoqhagamshelwano zesekela legosa lengcaciso**
- 5. Isikhokelo esinikezelwa yiKhomishoni yamaLungelo aBantu yoMzantsi Afrika ngendlela yokusetyenziswa komthetho**
- 6. IiRekhodi**
 - 6.1 Inkcazelo yezihloko elithe iSebe lagcina iirekhodi zazo**
 - 6.2 IiRekhodi ezifumaneka ngokuzenzekelayo**
 - 6.3 Inkqubo yokwenziwa kwesicelo**
- 7. Iinkozo ezifumanekayo kuluntu lonke**
- 8. Amalungiselelo avumela ukubandakanywa kuqulunqo lomgaqo-nkqubo nemisebenzi yendlela yokwenziwa komsebenzi**
- 9. Uncedo olufumanekayo ngokubhekiselele kwizenzo okanye ukusilela ukwenza**
- 10. Ufikelelo nokufumaneka kwale ncwadi**

1. INTSHAYELELO

Eli xesha lalo mgaqo-siseko wangoku eMzantsi Afrika libonelela ngamalungelo ofikelelo kuzo naziphi na iinkcukacha ezigcinwe nguMbuso (kuxhomekeke kunyino oluthethelekayo) nakwiinkcukacha ezigcinwe licandelo labucala elidingeka ukuba lenze okanye likhusele naliphi na ilungelo.

INkundla yoMgaqo-siseko ayikutoliki ukuba nelungelo lofikelelo kwiinkcukacha njengelungelo lokufumana ufikelelo kwiinkcukacha zokwenza okanye zokukhusela ilungelo kuphela, koko nokuqinisekisa ukuba kukho ulawulo oluvulelekileyo noluthathela kulo uxanduva kuyo yonke imigangatho karhulumente.

ICandelo 32(1)(a) nele-(2) loMgaqo-siseko woMzantsi Afrika, 1996 (uMgaqo-siseko) lifundeka ngolu hlobo:

“(1) Wonke umntu unelungelo lofikelelo –

(a) Kuzo naziphi na iinkcukacha ezigcinwe nguMbuso; nazo

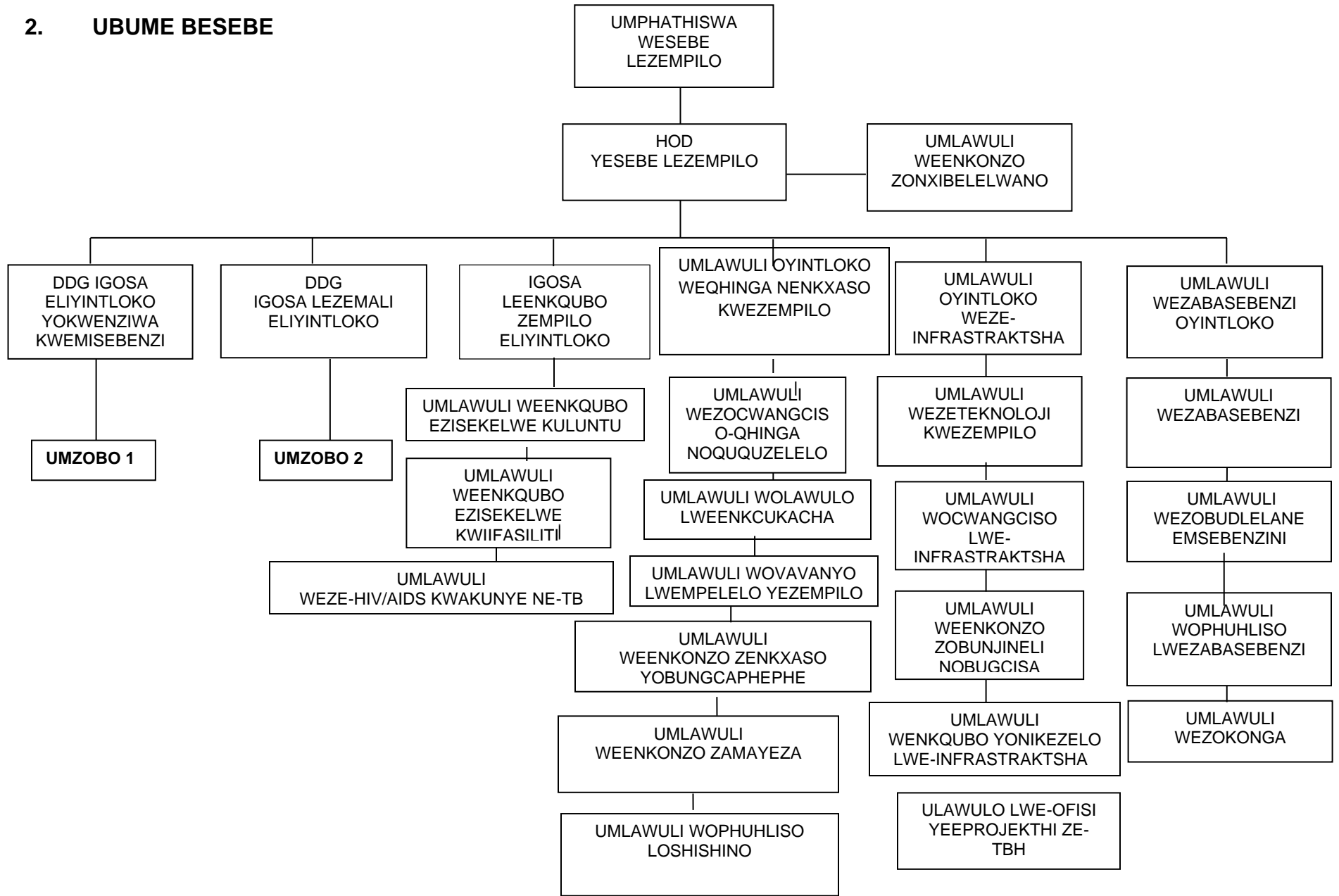
Naziphi na iinkcukacha ezigcinwe ngomnye umntu ezifunekayo ekwenzeni okanye ekukhuseleni nawaphi na amalungelo.

(2) Imithetho kazwelonke imele imiselwe ukuze isebenze kula malungelo, kwaye isengabonelela nangemilinganiselo yengqiqo yokuphelisa umthwalo kwezolawulo nakwezemali embusweni”.

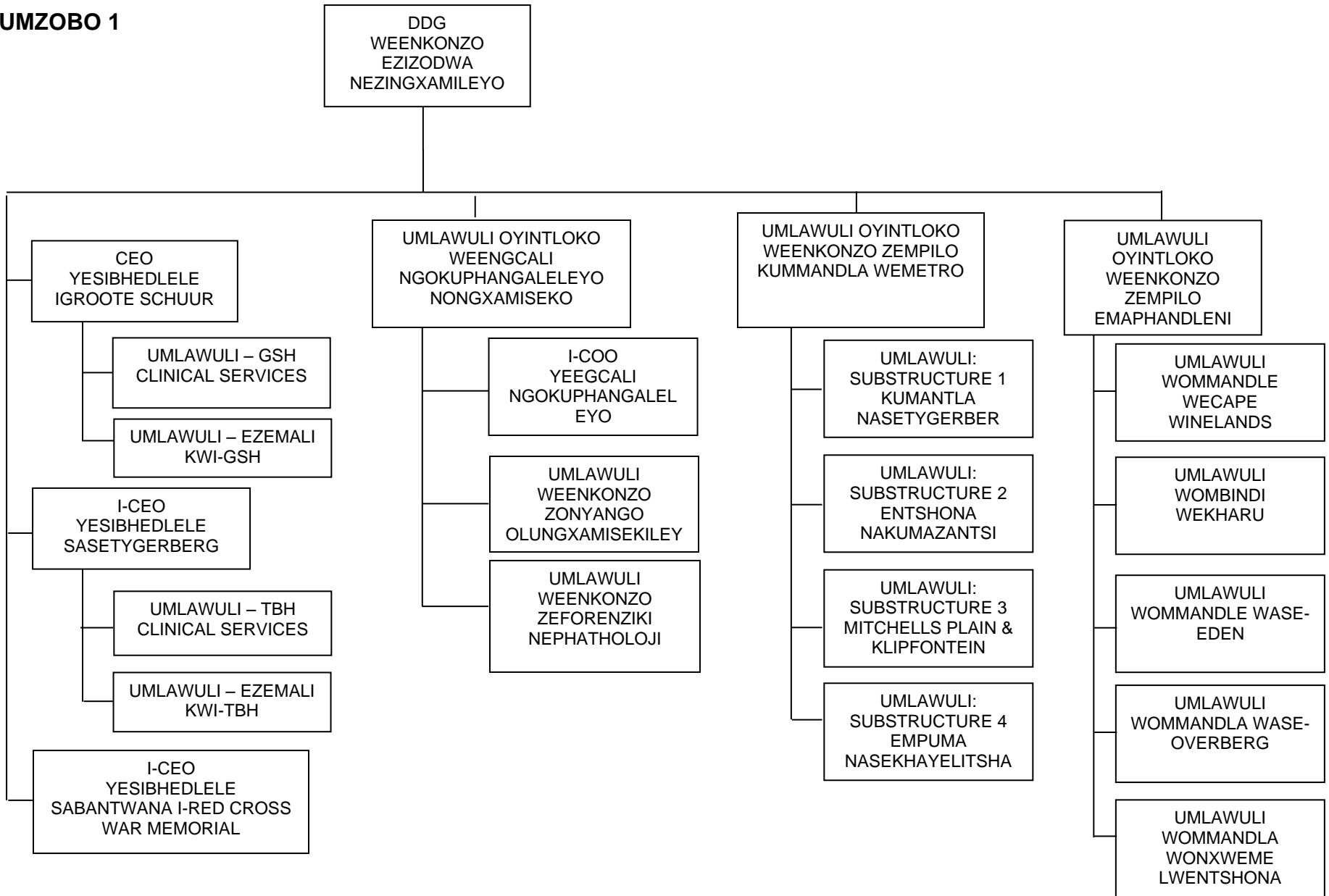
Oku sele kuchaziwe ngaphambili kummiselo woMthetho woKhuthazo loFikelelo kwiiNkcukacha, 2000 (PAIA). Injongo yePAIA kukumilisela inkcubeko yokungabi namfihlelo nokuba noxanduva kumacandelo karhulumente nalawo abucala ngokunjalo nokuxhobisa nokufundisa abantu boMzantsi Afrika ukuze bawaqonde amalungelo abo.

Ngokwecandelo 14 lePAIA icandelo likarhulumente limele libenayo incwadi echaza phandle imisebenzi, phakathi kwezinye izinto kwaye zibe iirekhodi zesalathiso sencwadi leyo zigcinwe ngurhulumente. Le ncwadi ikwenza kusebenze okunikezelwa licandelo 14 lePAIA kwaye ibonelela ngoncedo kwinkqubo emayilandelwe ekuceleni ukufikelela kwirekhodi egcinwe URulumente weNtshona Koloni.

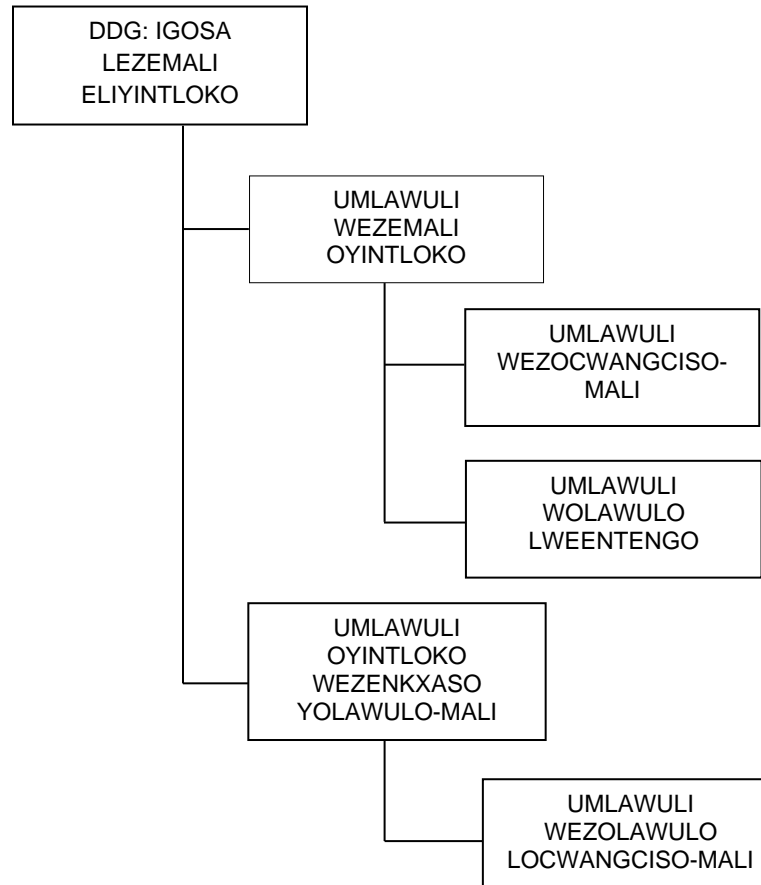
2. UBUME BESEBE



UMZOBO 1



UMZOBO 2



3. IMISEBENZI YESEBE

- Ukuplana iinkonzo zempilo eNtshona Koloni
- Ukubonelela ngeqela leenkonzozempilo yoluntu kubantu bephondo
- Ukunikeza ngezibonelelo neenkonzozenkxaso kwimisebenzi yezempilo
- Ukubonelela ngobungcali kwimiba yezempilo yoluntu, uphando noqeqesho
- Ukuqinisekisa ulawulo olululo lwezimali, abasebenzi neeasethi
- Ukwakha ubudlelwane obululutho obuncedisa kubonelelo lokhathalelo lwempilo nobuphakamisa impilo

ICANDELO: UNXIBELELWANO

- Ukunikezelwa kwenkonzo yonxibelelwano lwangaphakathi nangaphandle
- Ukunikezelwa kweenkonzo zolwimi

ISEBE: OKWENZIWAYO

- Ukubonelela ngeenkonzozephezulu nezineenkukacha eziphandiweyo
- Ukubonelela ngeqonga lokuqeqeshwa kwabasebenzi bezempilo nelokwenza uphando
- Ukubonelela ngeenkonzozezongezelekileyo, ezobungcali, ezamaxesha kaxakeka nezohlolo lwezidumbu
- Ukuqinisekisa ngokuhanjiswa lweenkonzo zeMpilo zeZithili
- Ukuqinisekisa ngokuhanjiswa kweenkqubo zempilo

ICANDELO ELIYINTLOKO: ISIBHEDLELE IGROOTE SCHUUR

- Ukubonelela ngeenkonzoz eziphezulu ezizozodwa nezineenkukacha eziphandiweyo
- Ukubonelela ngeqonga lokuqeqeshwa kwabasebenzi bezempilo nelokwenza uphando

ICANDELO: IINKONZO ZONYANGO

- Ukunikezelwa ngenkonzo yonyango ngokubanzi
- Ukunikezelwa kweenkonzo zoqhaqho
- Ukunikezelwa ngenkonzo yololongo lwabagula kakhulu
- Ukunikezelwa kweenkonzo yokubekisa nezibeleko
- Ukunikezelwa kweenkonzo zeentsana
- Ukunikezelwa kweenkonzo zenkxaso yonyango ngokubanzi
- Ukunikezelwa kweenkonzo yonyango ngemitha
- Ukunikezelwa kweenkonzo yempilo yomlomo, i-OPD noqhaqho olwenziwa ngemini enye
- Ukuqinisekiswa ngenkonzo esebenzayo yokonga

ICANDELO: ELEZEMALI

- Ukunikezelwa kwenkonzo yolawulo lwemali
- Ukunikezelwa kwenkonzo yokuthengwa kwempahla nobuchwepheshe bengcaciso.

ICANDELO ELIYINTLOKO: ISIBHEDLELE TYGERBERG

- Ukubonelela ngeenkonzoz eziphezulu ezizodwa nezineenkukacha eziphandiweyo

- Ukubonelela ngeqonga lokuqeqeshwa kwabasebenzi bezempilo nelokwenza uphando

ICANDELO: IINKONZO ZONYANGO

- Ukunikezelwa ngenkonzo yonyango ngokubanzi
- Ukunikezelwa kweenkonzo zoqhaqho
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- Ukunikezelwa kweenkonzo zenkxaso yonyango ngokubanzi
- Ukunikezelwa kweenkonzo yonyango ngemitha
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- Ukuqinisekiswa ngenkonzo esebenzayo yokonga

ICANDELO LEZEMALI

- Ukunikezelwa kwenkonzo yolawulo lwemali
- Ukunikezelwa kwenkonzo yokuthengwa kwempahla nobuchwepheshe bengcaciso

ICANDELO LAWULO: ULOLONGO OLULODWA NOLWEENKONZO ZONYANGO OLUNGXAMISEKILEYO

- Ukubonelelwa ngenkonzo yesibhedlele ekwinqanaba eliphakathi nelilodwa eNtshona Koloni
- Ukubonelelwa ngenkonzo yesibhedlele sabagula ngengqondo eNtshona Koloni
- Ukubonelelwa ngenkonzo yonyango olungxamileyo eNtshona Koloni

- Ukuqinisekiswa ngenkonzo ebanzi yobunzululwazi bokuhlolwa kwezidumbu eNtshona Koloni

ICANDELO: IZIBHEDLELEZONYANGO LOBUNGCALI

- Ukubonelela ngeenkonzo zezibhedlele ezifikelekayo, ezifanelekileyo nezisebenzayo
- Ukubonelela ngeenkonzo zobungcali ezizodwa ezibandakanya ukubuyiselwa kwisimo sangaphambili, iinkonzo zonyango lwamazinyo nengqondo
- Ukubonelela ngeqonga lokuqeqesha iingcali zempilo nokwenza uphando

ICANDELO LEENKONZO ZONYANGO OLUNGXAMILEYO

- Ukubonelela ngeenkonzo yaphabi kokungeniswa esibhedlele yonyango olungxamisekileyo
- Ukubonelelangokuba izigulane zisiwe kwezinye izibhedlele nothutho lwazo olucwangcisiweyo
- Ukubonelela ngolawulo lwezonyango nolungelelwaniso lwamayeza onyango olungxamisekileyo

ICANDELO LOKUHLOLWA KWEZIDUMBU

- Ukunikezelwa kweenkonzo zokuhlolwa kwezidumbu kwisiBhedlele iTygerberg
- Ukunikezelwa kwenkonzo yokuhlolwa kwezidumbu kwiZigqeba zeNqila nakwiZithili eziseMaphandleni

ISEBE: IINKONZO ZEMPILO ZESITHILI KWIMIMANDLA ESEMAPHANDLENI

- Ukuqinisekisa ukuhanjiswa kweenkonzo zeMpilo zeSithili kwiZigqeba ezikuMaphandle

ICANDELO LOLAWULO: LONXWEME OLUSENTSHONA

- Ukulawulwa kweeNkonzo zeMpilo zeSithili
- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zenkxaso zobuchule
- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

ICANDELO LOLAWULO: LWESITHILI SASE-OVERBERG

- Ukulawulwa kweeNkonzo zeMpilo zeSithili
- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zenkxaso zobuchule
- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

ICANDELO LOLAWULO: LWESITHILI SASE-EDEN

- Ukulawulwa kweeNkonzo zeMpilo zeSithili
- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zenkxaso zobuchule

- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

ICANDELO LOLAWULO: LWESITHILI SASECAPE WINELANDS

- Ukulawulwa kweeNkonzo zeMpilo zeSithili
- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zenkxaso zobuchule
- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

ICANDELO LOLAWULO: LWESITHILI SOMBINDI WEKAROO

- Ukulawulwa kweeNkonzo zeMpilo zeSithili
- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zenkxaso zobuchule
- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

ICANDELO LOMLAWULI ELIYINTLOKO: IINKONZO ZEMPILO ZESITHILI SOMBINDI WEKAPA

Ukuqinisekisa ukuhanjiswa kweNkonzo zeMpilo zeSithili kwiZigqeba ezikuMbindi weKapa

ICANDELO LOLAWULO: ICANDELWANA ELINGAPHANTSI 1: IZITHILI EZINGAPHANTSI ZOMNTLA NETYGERBERG

- Ukulawulwa koLolongo lweMpilo enguNdoqo neenkonzo zesibhedlele zeNqanaba loku-1
- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

ICANDELO LOLAWULO: ICANDELWANA ELINGAPHANTSI 2: IZITHILI EZINGAPHANTSI ZENTSHONA NOMZANTSI

- Ukulawulwa koLolongo lweMpilo enguNdoqo neenkonzo zesibhedlele zeNqanaba loku-1
- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

**ICANDELO LOLAWULO: ICANDELWANA ELINGAPHANTSI 3: IZITHILI EZINGAPHANTSI
ZASEMITCHELLS PLAIN NASEKLIPFONTEIN SUBDISTRICTS**

- Ukulawulwa kwe-PHC neenkonzozo zesibhedlele ezikwiNqanaba loku-1
- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzozo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

- **ICANDELO LOLAWULO: ICANDELWANA ELINGAPHANTSI 4: IZITHILI EZINGAPHANTSI
ZEMPUMA NEKHAYELITSHA**Ukulawulwa koLolongo lweMpilo enguNdoqo neenkonzozo zesibhedlele zeNqanaba loku-

- Ukulawulwa kokumiliselwa kweenkqubo zempilo
- Ukulawulwa kweenkonzo zamayeza
- Ukulawulwa kwemali neenkonzozo zenkxaso
- Ukulawulwa kwemicimbi yabasebenzi
- Ukulawulwa kweenkonzo zobugcisa

ICANDELO LOMLAWULI ELIYINTLOKO: IINKQUBO ZEZEMPILO

- Ukuqinisekiswa, ukuququzelelwa nokulawulwa kweenkqubo ezandisweyo zempilo.
- Ukuqinisekiswa, ukuququzelelwa nokulawulwa kweenkqubo zempilo yoluntu

- Ukulwenza uluntu ukuba lwazi ngeHIV/AIDS/TB nokusetyenziswa ngokuphelelyo kololongo lwempilo kwabo bachaphazelekayo nabasuleleke yiHIV/AIDS/TB

ICANDELO LOLAWULO: IINKQUBO ZEMPILO EZANDISIWEYO

- Ukuphuhliswa , ukubekwa kweliso, ukuvavanywa nokulungelelaniswa kwenkqubo elandelayo ebanzi-
 - Impilo yobumama, yomntwana neyobufazi
 - Impilo yokuzala
 - Ulawulo lwezifo ezisulelayo (kungabandakanywa iTB)
 - Eyesondlo

ICANDELO LOLAWULO: IINKQUBO ZEMPILO YOLUNTU

- Ukuphuhliswa, ukubekwa kweliso, ukuvavanywa nokulungelelwaniswa kweenkqubo ezilandelayo ezichongiweyo zempilo yoLuntu -
 - Ulolongo olungapheliyo, ulolongo lwabaluphelelyo nokubuyiselwa kwisimo sangaphambili
 - Impilo yengqondo
 - Impilo yokusingqongileyo, yasengqeshweni naselunxwemeni.
 - Impilo yomlomo

ICANDELO LOLAWULO LWE-HIV/AIDS/TB

- Ukuququzelelwa kwemfundiso yoluntu nge-HIV/AIDS/TB
- Ukwandiswa kokunikezelwa kwenkonzo kulungiselelwa unyango lweHIV/AIDS/TB
- Ukuphuhliswa, ukubekwa kweliso, ukuvavanywa nokulungelelaniswa kwenkqubo yeTB
- Ukunikezelwa koqeqesho lwe-AIDS, ingcaciso nokucetyiswa kwiSebe

ICANDELO LOLAWULO ELIYINTLOKO: INKXASO YEQHINGA NEMPILO

- Ukuququzelelwa kwesikhokelo esisemthethweni neqhinga leSebe leMpilo
- Ukuvavanywa kwempembelelo yokunikezelwa kwenkonzo yezempilo.
- Ukulungelelaniswa, ukuhlanganiswa nokunikezelwa kwengcaciso yempilo kwiSebe
- Ukunikezelwa kweenkonzo zenkxaso yobuchule
- Ukunikezelwa nokulawulwa kwenkonzo yenkxaso kwiCandelo eliyiNtloko

ICANDELO LOLAWULO: UCWANGCISO-QHINGA NOLUNGELELWANISO

- Ukuququzelelwa kokuphuhlisa komthetho kuxhaswa imigaqo-nkqubo yempilo
- Ukuququzelelwa kwesikhokelo seqhinga seSebe lezeMpilo
- Ukuqinisekiswa kokulandelwa kwizicwangciso zeqhinga nezokwenziwa komsebenzi

ICANDELO LOLAWULO: UVAVANYO LWEMPEMBELELO KWEZEMPILO

- Ukuqinisekiswa kophuhliso nomiliselo lwenkqubo yokuchongwa kwesifo
- Ukuqinisekiswa kophando lwempilo
- Ukumiselwa kokusebenza kweenkqubo zempilo
- Ukulungelelaniswa nokubekwa kweliso kukulunga kololongo lwempilo

ICANDELO LOLAWULO: ULAWULO LWENGCACISO

- Ukuqinisekiswa kokubonelelwa ngolwazi lwempilo
- Ukuqulunqwa kweengxelo ezisemthethweni nokulawulwa kulungiselelwa ukuthatyathwa kwesigqibo
- Ukuqinisekiswa kophuhliso, nokomiliselo nololongo lweqhinga leICT neMSP
- Ukunikezelwa kwenkonzo yolawulo lweerekhodi

ICANDELO LOLAWULO: IINKONZO ZENKXASO YOBUCHULE

- Ukunikezelwa kwenkonzo yonyango neyomthetho
- Ukubonelelwa ngeenkonzo zaselebhu ezisebenzayo
- Ukulawulwa kwenkqubo yokugweba yezibonelelo zempilo zabucala
- Ukunikezelwa kwenkonzo yengcebiso nolungelelwaniso kwimfundo yobuchule bonyango
- Ukunikezelwa kwenkonzo yengcebiso nolungelelwaniso kwiinkonzo zonyango

ICANDELO LOLAWULO: IINKONZO ZEEKHEMESTI

- Ulawulo nobonelelo lwamachiza onyango namayeza kumaziko ezempilo.

ICANDELO LOMLAWULI ELIYINTLOKO: UKULAWULWA KWEZIBONELELO

- Ukunikeza ngenkonzo yeNkxaso yokuHlanjwa kweeMpahla neyobuNjineli kwimisebenzi yezempilo
- Ukubonelela ngeenkonzo zempilo ezintsha
- Ukubonelela ngokuvuselelwa, ukuhlaziywa nokumenteyinwa kwezibonelelo zempilo ezikhoyo
- Ukubonelela ngeteknoloji yezempilo

ICANDELO LOLAWULO: ITEKNOLOJI YEZEMPILO

- Ukunikezwa kweteknoloji yezempilo nezixhobo zonyango ngokuhambelana nezinga lonakekelo kunye nezicwangciso zeenkonzo zempilo ezizodwa

ICANDELO LOLAWULO: UKWENZIWA KWEZICWANGCISO EZINGEZIBONELELO

- Ukwenza iinkqubo zezibonelelo ezixhasa iinjongo zempilo zesebe
- Ukubonelela ngenkxaso yezibonelelo eneziqhamo ezibonakalayo

ICANDELO LOLAWULO: UKUNIKEZELWA KWEZIBONELELO

- Ukulawulwa komiliselo lweeprojekti zeemali ezinkulu
- Ukubeka iliso nokulawula ukuqala kweenkqubo neeprojekthi zezibonelelo
- Ukunikezelwa kwenkxaso yocwangciso olusebenzayo lwezibonelelo
- Ukunxibelelana neSebe lezoThutho neMisebenzi kaRhulumente ngokubhekiselele ekufunyanweni nasekulahlweni kweepropati.
- Ukuqinisekiswa kokubekwa kweliso nokunikwa kwengxelo ngenkqubo yolawulo lwezibonelelo

ICANDELO LOLAWULO: IOFISI YEPROJEKTHI YE-TBH

- Ukubonelela ngeenkono zolawulo lweeprojekthi ezibandakanya ukuphononongwa kokuba nakho ukwenzeka kwazo de ziye kugqitywa kunye nokumenteyinwa kwezibhedlele ezinkulu eziye zongezelelwa izakhiwo

ICANDELO LOLAWULO: IINKONZO ZENKXASO ZOBUNJINELI NOBUCHWEPHESHE

- Ukunikezelwa kweenkonzo zenkxaso zobunjinieli kwisibhedlele

- Ukunikezelwa kweenkonzo zenkxaso zobunjinieli bonyango
- Ukumiliselwa kwezibonelelo zoMthetho weMpilo noKhuseleko eNgqeshweni neenkono zokhuselo lwezixhobo
- Ukunikezelwa kweenkonzo zokuhlanjwa kwempahla namashiti neengubo

ISEBE LEZEMALI

- Ukunikezelwa kolawulo oluzinzileyo lohlahlo lwabiwo-mali nolawulo lwemali kwiSebe
- Ukukhuthazwa kolawulo lohlahlo lwabiwo-mali neenkono zophuhliso lweshishini

ICANDELO LOMLAWULI ELIYINTLOKO: ULAWULO LWEZIMALI

- Ukuqinisekiswa kweenkonzo ezisebenzayo zokunikwa kwengxelo yemali
- Ukuqhutywa kweenkonzo zolawulo lwesixokelelwano sonikezelo

ICANDELO LOLAWULO: INGXELO YEZIMALI

- Ukuqinisekiswa kweenkonzo ezisebenzayo zolawulo lwemali
- Ukuqinisekiswa ngento yokuba imiqathango yoLawulo lweMali kuyahanjelwana nayo

ICANDELO LOLAWULO: UKULAWULWA KWESIXOKELELWANO SONIKEZELO

- Ukuqinisekiswa ngeenkqubo ezisebenzayo zokunikezelwa kwamaxabiso neenkono zolawulo lwezivumelwano
- Ukunikezelwa kweenkonzo ezisebenzayo zolawulo lolungselelo

ICANDELO LOMLAWULI ELIYINTLOKO: INKXASO YOLAWULO LWEMALI

- Ukunikezelwa kweenkonzo zolawulo lokunikwa kwengxelo
- Ukulawulwa kweenkonzo zangasese zempilo nokusekwa kothelwano lwezempilo kumashishini karhulumente nawangasese
- Ukuchongwa nokulawulwa kwengozi

ICANDELO LOLAWULO : ULAWULO LOCWANGCISO-MALI

- Ukuqulunqwa kweMTEF noQikelelo oluLungelelanisiweyo
- Iziboniso nokumiliselwa kwemiqathango yoLawulo lweNkcitho
- Ukwandiswa kolawulo lwengeniso
- Ukuqinisekiswa kwento yokuba iiNkqubo zokuNikwa kwamaxabiso okuSebenza kunye neemfuno zemirhumo yesibhedlele

ICANDELO LOMLAWULI ELIYINTLOKO: IMICIMBI YABASEBENZI

- Ukunikezelwa kwenkonzo esebenzayo yolawulo lwemicimbi yabasebenzi
- Ukukhuthazwa kobudlelwane obububo engqeshweni kwisebe
- Ukuphuhliswa nokulolongwa kophuhliso olusebenzayo lwemicimbi yabasebenzi, uqeqesho nolwakhiwo lwamakhono kulungiselelwa abasebenzi noluntu
- Ukuqinisekiswa ngenkonzo esebenzayo yokonga

ICANDELO LOLAWULO: ULAWULO LWEMICIMBI YABASEBENZI

- Ukuqinisekiswa kwemigaqo-nkqubo/iindlela zokusebenza ezisebenzayo zemimbi yezabasebenzi nomsebenzi wombutho

- Ukusetyenziswa ngokupheleleyo kolawulo lwemicimbi yezabasebenzi
- Ukunikezelwa kwenkonzo yoomabhalane

ICANDELO LOLAWULO: UBUDLELWANE EMSEBENZINI

- Ukuphuhliswa kwemigaqo-nkqubo neenkqubo zobudlelwane emsebenzini nokulawulwa kwenkqubo yothethwano ngokuhlanganyela
- Ukuncedwa nokunikezelwa kwengcebiso ejongene nongqubano, ukululekwa nemiba enxulumene nengqesho
- Ukunikezelwa kwenkonzo yenkxaso yolawulo

ICANDELO LOLAWULO: UKUPHUHLISWA KWEMICIMBI YABASEBENZI

- Ukudala amathuba oqeqesho nawophuhliso ukulungiselela abo banokuba ngabasebenzi beSebe leZempilo laseNtshona Koloni

ICANDELO LOLAWULO: IINKONZO ZOKONGA

- Ukuqinisekiswa kwemilinganiselo nemigangatho ngokubhekiselele kwimfundo noqeqesho
- Ukuqinisekiswa kwemilinganiselo nemigangatho ngokubhekiselele kukusebenza esibhedlele
- Ukufundiswa kwabantu kumacandelo awahlukeneyo okonga

4. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LEENGCOMBOLO

ICANDELO 14 (1)(b)

Igosa leNgcaciso: Adv B Gerber
Legislature Building / P O Box X659
15 Wale Street
Cape Town, 8000
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E-mail: Brent.Gerber@westerncape.gov.za

**INKCUKACHA ZOQHAGAMSHELWANO ZESEKELA LEGOSA LENGCACISO
ICANDELO 14 (1)(b)**

a) Gqr. B Engelbrecht

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b) Mnu E Reynolds

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Fax No: (021) 483 3277

Email: Eugene.Reynolds@westerncape.gov.za

**5. ISIKHOKELO ESIVELA KWIKHOMISHONI YAMALUNGELO ABANTU YOMZANTSI AFRIKA (SAHRC)
NGENDLELA YOKUSETYENZISWA KOMTHETHO
ICANDELO 14(1)(c)**

Luxanduva lwe-SAHRC ukuqulunqa isikhokelo ngokuhambelana necandelo le-10 lePAIA, ngendlela ebanzi nangemo, njengoko kunokudingwa ngumntu ongathanda ukusebenzisa naliphi na ilungelo eliquathe eMthethweni.

Esi sikhokelo siyafumaneka ngokunjalo kuzo zonke iilwimi ezisesikweni kwiSAHRC yaye nayiphi na imibuzo ngalo mba kufuneka ijoliswe kwi:

IKomishini yaMalungelo aBantu yoMzantsi Afrika	
Umnxeba	+27 11 877 3900
Ifeksi	+27 11 403 0684
Idilesi ye-imeyili	PAIA@sahrc.org.za
Idilesi yeposi	PAIA Unit: Promotion of Access to Information Private Bag 2700 Houghton 2041
Idilesi yesitalato	South African Human Rights Commission

	33 Hoofd Street Braamfontein 2017 JOHANNESBURG
iwebhusayiti	www.sahrc.org.za

6. IIREKHODI

6.1 INKCAZELO YEZIHLOKO ELITHI ISEBE LIGCINE IIREKHODI PHANTSI KWAZO ICANDELO 14(1)(d)

- liRekhodi zeSibhedlele
 - liFayili zezigulane
 - INgcaciso yoNyango
 - liX-Reyi
 - liRejista
- ULawulo ngokubanzi
 - OlweMali
 - OlweMicimbi yaBasebenzi
 - ULawulo lweSixokelelwano Sonikezelo
 - ULawulo lweShishini
- liNkqubo zeMpilo
- UMthetho
- Ezinye iiRekhodi
 - Amafoto

- IiFilim/iiVidiyo/ukuRekhodwa kwelizwi
- IMizuzu/iiAjenda
- IiNgxelo
- IiRekhodi ezikwikhompyutha

6.2 IIREKHODI EZIFUMANEKA NGOKUZENZEKELAYO

INKCAZELO YAMACANDELO EEREKHODI EZIFUMANEKA NGOKUZENZEKELA NGOKUHAMBELANA NECANDELO 15(1) LOMTHETHO WOKUKHUTHAZWA KWELUNGELO LOKUFUNYANWA KWENGCACISO, 2000	INDLELA YOKUFUMANA IIREKHODI
INKCAZELO YAMACANDELO EEREKHODI EZIFUMANEKAYO UKUBA ZITHENGWE NGOKWEMIQATHANGO YECANDELO 15(1)(a)(ii)	
(a) Iirekhodi zonyango ngenjongo zololongo lonyango oluqhubekayo (ukuthunyelwa). (Iirekhodi yonyango: eli gama	likopi zeerekhodi zonyango zinakho ukufumaneka ngomrhumo ochaziweyo wokuziyila kwakhona kwoziko

<p>lisetyenziswa kunye nelithi “irekhodi yesibhedlele yaye libhekiselele nakuluphi na uxwebhu okanye irekhodi engaluphi na uhlobo ethi ikhule ngethuba lololongo lwesigulane, kodwa alibandakanyi maxwebhu aqulunqwe kusatyelwa kwityala okanye kwityala elimileyo.) Oku akuzibandakanyi iirekhodi zonyango lwezigulane ezigula ngengqondo (ezifumaneka ngokwemiqathango yecandelo lama-30 loMthetho wePromotion of Access to Information Act).</p> <p>(b) Iirekhodi zonyango kunye namaxwebhu olawulo aya kufumaneka nje lula kwizigulane, abameli bazo abasemthethweni, okanye ummeli otyunjweyo osemthethweni, emva kokuba kuveliswe isingqinisiso semvume ebhaliweyo sasayinwa sisigulane.</p>	<p>lezempilo ezikulo zifumaneka kwiofisi eyintloko yeziko.</p> <p>likopi zamaxwebhu omgaqonkqubo wesebe, izikhokelo neminqophiso inakho ukufunyanwa ngokuhlawulwa komrhumo ochaziweyo kwiziko elikufutshane elifanelekileyo lempilo okanye iziko ngesicelo ezivela kwiOfisi yoMlawuli Jikelele wezeMpilo. (Jonga iinkcukacha zoqhagamshelwano zesekele legosa lengcaciso)</p> <p>IWebhusayiti: http://intrap.pgwc.gov.za/health/</p>
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<p>Akukho ngcaciso iya kunikezelwa nakuwuphi na umntu wesithathu.</p> <p>(c) Lonke ubhengezo olunxulumene nempilo kubandakanywa iincwadana, iiphamflethi, ziyafumaneka kweSebe leMpilo lephondo ngokucelwa kulungiselelwa ukhanjiswa kwazo simahla.</p>	
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6.3 INKQUBO YOKWENZIWA KWESICELO

- Umenzi wesicelo kufuneka asebenzise iFomu A njengoko kuchaziwe kwimithetho epapashwe ngokwemiqathango yoMthetho wokoKhuthazwa kweLungelo lokuFunyanwa kweNgcaciso (iSaziso sikaRhulumente R187 somhla we-15 kweyoMdumba 2002). Ifomu A iqhotyoshelwe apha
- Umrhumo wesicelo okwisambuku sama-R35,00 uhlawulwa ngaphambi kokuba isicelo siqwalaselwe.
- Ukuhlawulwa komrhumo wesicelo akwenzeki kwirekhodi ecelwe ligosa lolongo okanye umphandi wololongo ngenjongo zokuphanda ulolongo okanye uncino ngokwemiqathango yezibonelelo zoMthetho woLolongo, we-1998 okanye imimiselo eyenziwe phantsi kwecandelo lama-44 alo Mthetho uxeliweyo (ngokweSaziso sikaRhulumente R991 womhla we-14 kweyeDwarha 2005).

- Intlawulo yesicelo somrhumo ayihlawuleki ukuba isicelo sofikelelo kwiirekhodi sinxulumene nokufikelela kwiinkcukacha zobuqu (ngokweSaziso sikaRhulumente R991 somhla we-14 Okthobha 2005)
- “Isicelo somrhumo” sithetha intlawulo yama-R35-00 njengoko ichaziwe kummiselo, oqhotyoshelweyo apha.
- Isibonelelo senziwa kwiFomu A ukulungiselela ukuba umenzi wesicelo abonise ukuba ingaba ufuna ikopi yerekhodi okanye ufuna nje ukuyifunda nje.
- IForm A ifuna ngokunjalo ukuba umenzi wesicelo achaze into yokokuba uyifuna ngaluphi na ulwimi irekhodi, nangona isebe linganyanzelekanga ukuba liyiguqulele kulo.
- Umenzi wesicelo unakho ngokunjalo ukuchaza ukuba uyifuna ukuyifumana ngaluphi na uhlobo le rekhodi (umz. ikopi yephepha, ikopioyifumana ngekhompyutha, njl.njl) Oku kuya kulandelwa ngaphandle kokokuba oku kunxamnye nokusebenza kweSebe okanye ngezizathi ezibambekayo ayinakho ukunikezelwa ngolu hlobo lucelwayo.
- IGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ngokwemeko, limele ngokukhawuleza kangangoko kunokwenzeka, kodwa nakwesiphi na isiganeko kwiintsuku ezingama-30, emva kokufumaneka kwesicelo, lithathe isigqibo ngokuhambelana noMthetho sokuba linikezele ngofikelelo okanye limazise ngesiphumo lowo wenza isicelo.
- IGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ekwenziwe kulo isicelo, lingalandisa ixesha leentsuku ezingama-30 ukuze likwazi ukumelana nesicelo, ukwenzela ixesha elandisiweyo njengoko kuchaziwe ngokwecandelo lama-26 lePAIA.
- Ukuba sinxulumene neerhekhodi zomntu wesithathu njengoko kuchaziwe ngokwecandelo 34 (1), 35 (1), 36 (1), 37 (1) or 43 (1) of PAIA, iGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ngokwemeko, limele lithathe onke amanyathelo engqiqo, kodwa nakwesiphi na isiganeko, kwiintsuku ezingama-21 emva kokufumaneka kwesicelo, ukuze lazise umntu wesithathu lowo zinxulumene naye iirekhodi.

- Umntu lowo wesithathu wazisiweyo, angenza imbalelwano okanye athethe neGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha kwiintsuku ezingama-21, ngokwemeko, achaze ukuba kutheni simele saliwe isicelo okanye anganikezela ngemvume ebhaliweyo yokuba zaziswe iirekhodi zakhe.
- IGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ngokwemeko, limele ngokukhawuleza kangangoko kunokwenzeka, kodwa kwisiganeko kwiintsuku ezingama-30 emva kokwaziswa komntu wesithathu ngamnye, lithathe isigqibo sokuba liyanikezela okanye liyasala isicelo zofikelelo kwaye limele limazise umntu wesithathu ngokwecandelo 49 lePAIA, malunga nesigqibo salo.
- Umntu wesithathu uza kuba nelungelo lokufaka isibheni ngaphakathi esichasene nesigqibo kwiintsuku ezingama-30 emva kokunikwa isaziso. Singafakwa isibheni ngokugcwalisa iFomu B, eqhotyoshelweyo apha, kwaye nangokudlulisela kwaoku kwiofisi yeGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha.
- Umenzi-sicelo unelungelo lokufaka isibheni sangaphakathi, kwiintsuku ezingama-60 emva kokukwa isaziso esingesigqibo seGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha, ngokwemeko, ukukhaba isicelo sofikelelo ngokwecandelo 22, 26 (1) okanye 29 (3). Isibheni sangaphakathi simele sifakwe ngokuthumela iFomu B kwidilesi, kwifeksi okanye kwidilesi yeimeyili yeGosa leeNkcukacha okanye igosa eliliSekela leeNkcukacha.
- Kwimeko apho enziwe onke amalinge enkqubo yokwenza isibheni sangaphakathi kwaye umenzi-sicelo okanye umntu wesithathu akonelisekanga sisiphumo, angaya enkundleni ukuze axole, kwiintsuku ezi-180 emva kokwaziswa ngesiphumo sesibheni sangaphakathi.
- Umenzi-sicelo angaya kwiNkundla kaMantyi okanye kwiNkundla ePhakamileyo.
- Kwimeko apho sivunyiweyo khona isicelo, ngaphandle kwesicvelo sobuqu bomntu, umenzi-sicelo angenza intlawulo yomrhumo wofikelelo. 'Umrhumo wofikelelo' uthetha imirhumo ehlawulwa, umzekelo, xa umenzi-sicelo edinga iikopi zeerekhodi eziceliweyo kunye nexesha elithathiweyo ukukhangela ezo rekhodi kunye

nokuzilungiselela. Uhlobo lwemirhumo kunye nesixa-mali esihlawulwayo sichaziwe kwimimiselo kwaye iqhotyoshelwe apha.

- Umntu ongatshatanga omvuzo wakhe wonyaka ungalulanga kwi-R14 712,00 ngonyaaka kunye nabantu abatshatileyo, okanye umntu ohlala neqabane elingundofanaye abanomvuzo ungalulanga kuma-R27 192,00 baxolelwe ekubeni bahlawule umrhumo wokufumana le rekhodi (ngokweSaziso sikaRhulumente R991 somhla we-14 kweyeDwarha 2005).
- Intlawulo yomrhumo yokufumana le rekhodi ayichaphazeli irekhodi yomenzi wesicelo ngokweSaziso sikaRhulumente R991 somhla we-14 kweyeDwarha2005).
- Kwiimeko ezithile, umenzi wesicelo unakho ngokunjalo ukucelwa ukuba ahlawule idipozithi.
- Umenzi wesicelo unakho ukufaka isibheni sangaphakathi ngokubhekiselele kwintlawulo yedipozithi kunye / okanye umrhumo wokufumana irekhodi. Ukuba ngaba umenzi wesicelo ufuna ukufaka isibheni sangaphakathi, iFomu C (njengoko ichaziwe kwiSaziso sikaRhulumente R187 somhla we-15 kweyoMdumba 2002) kufuneka izaliswa.
- Kwimeko apho inkqubo yokubhena yangaphakathi ifikelele esiphelweni abe umenzi wesicelo enganelisekanga sisiphumo, unakho ukuya kwinkundla yamatyala ukufumana umyalelo ofanelekileyo.
- Ilungelo lokufumana irekhodi liya kubanjwa de yonke imirhumo efanelekileyo ibe ihlawulwe.
- Ingcaciso inakho ukucelwa egameni lomnye umntu, kodwa kufuneka kuchazwe ukuba ingaba isicelo senziwa kuliphi na ibango.
- Ukuba umenzi wesicelo akakwazi ukufunda okanye ukubhala, okanye akakwazi uyizalisa kuba elimele, isicelo sinokwenziwa ngomlomo. Igosa lengcaciso, okanye umntu ochongiweyo, kufuneka azalise ifomu egameni lomenzi wesicelo lowo ze amnike ikopi yefomu ezalisiweyo

- Umenzi wesicelo unakho ukufaka isibheni sangaphakathi ngokubhekiselele kwintlawulo yedipozithi kunye / okanye umrhumo wokufumana irekhodi. Ukuba ngaba umenzi wesicelo ufuna ukufaka isibheni sangaphakathi, iFomu C (njengoko ichaziwe kwiSaziso sikaRhulumente R187 somhla we-15 kweyoMdumba 2002) kufuneka izaliswa.
- Kwimeko apho inkqubo yokubhena yangaphakathi ifikelele esiphelweni abe umenzi wesicelo enganelisekanga sisiphumo, unakho ukuya kwinkundla yamatyala ukufumana umyalelo ofanelekileyo.
- Ilungelo lokufumana irekhodi liya kubanjwa de yonke imirhumo efanelekileyo ibe ihlawulwe.
- Ingcaciso inakho ukucelwa egameni lomnye umntu, kodwa kufuneka kuchazwe ukuba ingaba isicelo senziwa kuliphi na ibango.

Ukuba umenzi wesicelo akakwazi ukufunda okanye ukubhala, okanye akakwazi uyizalisa kuba elimele, isicelo sinokwenziwa ngomlomo. Igosa lengcaciso, okanye umntu ochongiweyo, kufuneka azalise ifomu egameni lomenzi wesicelo lowo ze amnike ikopi yefomu ezalisiweyo

7. IINKONZO EZIFUMANEKAYO KULUNTU ICANDELO 14(1)(f)

Iinkonzo zeSebe zekliniki nesibhedlele zifumaneka ngezi ndlela zilandelayo -

- Iimeko ezingxamileyo ziqwalaselwa ngeenkonzo zonyango ezingxamileyo. Inkonzo inokufunyanwa kule nombolo yemfonofono 10177. Kwiimeko ezingxamileyo igosa lonyango lenkonzo engxamileyo liya kusithuthela isigulane kwiziko lonyango elifanelekileyo;
- Kwiimeko ezingagxamanga isigulane eso siya kuya kwikliniki ekufutshane. Ukuba ngaba kudingeka unyango olungaphezulu olulodwa, igosa lonyango elinyanga isigulane liya kusinika ileta esithumela kwisithili, kunyango oluphakathi okanye kolukwinqanaba oluphezulu kulungiselelwa unyango olupaphezulu.

linkqubo ezininzi ze-HIV/AIDS kunye nezinye iinkqubo zempilo zinakho ukufumaneka kwiSebe leHIV/AIDS nakwiNkqubo yoPhuhliso lwaMacandelo ngokunjalo.

Ukulungiselela zonke iinkonzo ngokunjalo nemibuzo ngokubanzi, uluntu luthunyelwa kuluhlu olubanzi lweenombolo zoqhagamshelwano kumaphepha amhlophe kwincwadi yoluhlu lweenombolo zemfono-mfono.

8. AMALUNGISELELO AVUMELA UKUBANDAKANYWA KUQULUNQO LOMGAQO-NKQUBO NOKWENZIWA KWEMISEBENZI

ICANDELO 14(1)(g)

Ukubandakanywa koluntu kuqulunqo lomgaqo-nkqubo kwenzeka ngeendlela ezahlukeneyo, kuxhonyekeke kwinqanaba lobandakanyo oludingekayo okanye olufunekayo. Imethodi zolo bandakanyo zibandakanya oku kulandelayo -

- Ukumenywa kusetyenziswa iingxelo zobhengezo ukumema uluntu ukuba lwenze amagqabantshitshi kumaxwebhu engikelelo;
- Unxibelelwano lwabasebenzi kunye nemibutho esekwe kuluntu, eyenkonzonemibutho engekho phantsi kolawulo lukarhulumente enakho ukumela uluntu esebenza kulo;
- Ulwaziso olusemthethweni kupapasho lukarhulumente, nakumaphephadaba esizwe, awephondo nawoluntu;
- Isaziso kupapasho lwe-elektroniki olufana neradiyo nomabonakude;
- KwiiManyuwali nezikhokelo.

9. UNCEDO OLUFUMANEKAYO NGOKUBHEKISELELE KWIZENZO OKANYE KUKUSILELA UKWENZA INTO ICANDELO 14(1) h)

UMthetho osebenzayo kwiSebe unakho ukunikezela ngovavanyo ngokutsha lwangaphakathi okanye inkqubo yokubhena. Ukuba ngaba le nkqubo ifikelele esiphelweni, okanye akukho sibonelelo sinokuphinda senzelwe inkqubo enjalo, inkundla inakho ukuchwechwelwa kulungiselelwa ukufunyanwa komyalelo. Nceda ubhekiselele kumqolo 6.3 ngasentla ochaza phandle isingxengxezo sangaphakathi kunye nenkqubo emayilandelwe yenkundla.

10. UFIKELELO NOKUFUMANEKA KWALE NCWADI

ICANDELO 14 (3)

Inguqulelo yesiXhosa yale ncwadi iyafumaneka ukuze ijongwe kwidilesi yeeNkcukacha zeSekela. Le ncwadi iguqulelwe kulwimi lweSibhulu nakwelesiNgesi kwaye iyafumaneka nakwiwebhusayithi yesebe. Ikhonkco eliya kule webhusayithi limi ngolu hlobo:

<https://www.westerncape.gov.za/dept/health/documents/guides/A/18901>

ISIHLOMELO A

IFOM A

ISICELO SOKUFIKELELA KWIREKHODI ZEQUMRHU LOLUNTU

(iCandelo 18(1) lomthetho iPromotion of Access to information Act, 2000 (uMthetho No. 2 wama 2000))

[Ummiselo 6]

ILUNGISELELWE ISEBE KUPHELA

Inamba yokwaLathisa: _____

Isicelo senziwa ngu _____ (xela isikhundla/iwonga, igama nefani yegosa lolwazi/isekela-gosa lolwazi) ngomhla (xela umhla) e _____ (indawo).

Umrhumo wesicelo (ukuba ukho): R

Idiphozithi (ukuba ikho): R

Umrhumo wokufikelela kulwazi: R

UTYIKITYO LWEGOSA
LOLWAZI/ISEKELA-GOSA
LOLWAZI

A. Inkcukacha zequmrhu loluntu

IGosa loLwazi/ISekela-gosa loLwazi:

B. Inkcukacha zomntu owenza isicelo sokufikelela kwirekhodi

- (a) *Iinkcukacha zomntu ocela ukufikelela kwirekhodi mazibhalwe apha ngasezantsi.*
- (b) *Nika idilesi kunye/okanye inamba yefeksi kwiRiphabhliki ekufuneka kuthunyelwe kuyo ulwazi olo.*
- (c) *Ubungqina bewonga/besikhundla ekwenziwa phantsi kwalo isicelo, ukuba bukho, nabo mabunamathelise.*

Amagama apheleleyo nefani:

Inamba yesazisi: _____ Idilesi yePosi:

Inamba yeFeksi: Inamba yomnxeba:

idilesi yeE-mail :

Isikhundla/iwonga ekwenziwa phantsi kwalo isicelo, xa sisenziwa egamaeni lomnye umntu:

C. Iinkcukacha zomntu esifakwa egameni lakhe isicelo

Eli candelo kufuneka ligcwaliswe kuphela xa isicelo solwazi sisenziwa egameni lomnye umntu.

Amagama apheleleyo nefani:

Inamba yesazisi:

D. Iinkcukacha zerekhodi

- (a) *Nika iinkcukacha ezipheleleyo zerekhodi ekufunwa ukufikelelwa kuyo, kubandakanya inamba yokwalathisa ukuba uyayazi, ukuze ifumaneke loo rekhodi.*
- (b) *Ukuba isithuba sokubhala asaneli nceda uqhubeke kwelinye iphepha uze ulinamathelise kule fom. **Umenzi-sicelo kufuneka awatyikitye onke amaphepha ongezelelweyo.***

1. Inkcazelo yerekhodi okanye indawo/icandelo elifanelekileyo lerekhodi:
2. Inamba yokwalathisa , xa ikho:
3. Iinkcukacha ezizezinye zerekhodi:

E. Imirhumo

- (a) *Isicelo sokufikelela kwirekhodi, esingesoserekhodi enolwazi ngawe, siya kuqwalaselwa kuphela emva kokuhlawulwa **komrhumo wesicelo**.*
- (b) *Uya kwaziswa ngesixa-mali ekufuneka sihlawulwe njengomrhumo wesicelo.*
- (c) *Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kuhlobo ofuna ukuyifumana ngayo kwakunye nexesha elilingeneyo lokukhangela nokulungisa irekhodi leyo..*
- (d) *Xa ufanelekile ukuba uxolelwe ekuhlawuleni umrhumo lowo, nceda uxele isizathu soko.*

Isizathu sokuxolelwa ekuhlawuleni imirhumo:

F. Uhlobo ekufuneka ibe kulo irekhodi

Xa uthintelwa sisiphako somzimba ukuba ufunde, ujonge okanye umamele irekhodi ngohlobo oyibonelelwe ngalo ku-1 ukuya ku-4 apha ngasezantsi, xela uhlobo lwesiphako eso uze uxele ukuba uyifuna ibe koluphi uhlobo irekhodi leyo.

Isiphako somzimba:	Uhlobo ekufuneka ibe kulo irekhodi:
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Phawula kwibhokisi efanelekileyo ngo "X".

AMANQAKU:

- (a) Ukufumaneka kwerekhodi ngohlobo obonise ukuba uyifuna ngalo kuxhomekeke kubukho bayo kolo hlobo.
- (b) Ukufunyanwa kwayo kuhlobo ecelwe ngalo kusenokwaliwa kwiimeko ezithile. Kwimeko enjalo uya kwaziswa ukuba unako na kuyinikwa ikolunye uhlobo irekhodi leyo.
- (c) Umrhumo ohlawulwayo ukuze ubenokufikelela kwirekhodi, ukuba ukho, uya kumiselwa kuphela ngokohlobo ocele ukuba ibekulo irekhodi.

1. Xa irekhodi iyinto ebhaliweyo okanye eshicilelweyo -

	Ikopi yerekhodi*		Ukuhlolwa kwerekhodi
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2. Xa irekhodi inemifanekiso ebonwayo -

(oku kubandakanya iifoto, izilayidi, iividiyo, imifanekiso eyenziwa ngekhompyutha, iziketshi, njl.)

	Ukujonga imifanekiso		Ikopi zemifanekiso*		Ukukhuphela imifanekiso*
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3. Xa irekhodi inamagama arekhodiweyo okanye ulwazi olunokunikezelwa ngesandi -

	Ukumamela isandi eso (ikhasethi emanyelwayo)		Ukukhutshelwa kwesandi * (uxwebhu olubhaliweyo okanye olushicilelweyo)
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4. Ukuba irekhodi igcinwe kwikhompyutha okanye ngentambula/elektroniki okanye ifundwa ngomatshini -		
Ikopi yerekhodi eshicilelweyo*	Ikopi yolwazi oluphuma kwirekhodi eshicilelweyo*	Ikopi efundeka ngekhompyutha* (istifi okanye idiski)

*Ukuba ucele ikopi okanye ukukhutshelwa kwerekhodi (ngasentla), ingaba uqwenela ukuba ikopi okanye ukhuphelo luposelwe kuwe? Umrhumo wePosi mawuhlawulwe.	EWE	HAYI
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Qaphela, ukuba ngaba irekhodi ayifumaneki ngolwimi olukhethayo, ungayinikwa ngolwimi efumaneka ngalo.

Ingaba ukhetha ukuba irekhodi ibe ngoluphi na ulwimi?

G. Isaziso ngesigqibo esiphathelele kwisicelo sokufikelela kulwazi

Uya kwaziswa ngokubhalelwa ukuba ngaba isicelo sakho sivunyiwe /saliwe. Xa unqwenela ukwaziswa ngenye indlela, nceda ucacise indlela leyo uze ubonelele ngeenkukacha ezifanelekileyo ukuze kuphunyezwe isicelo sakho.

Ukhetha ukuba waziswe kanjani ngesigqibo esiphathelele kwisicelo sakho sokufikelela kwirekhodi?

Ityikitywe e _____ umhla _____ ku _____ wama-20 _____

_____ UTYIKITYO LOMENZI-SICELO /
LOMNTU OWENZA ISICELO EGAMENI LOMNYE

IFOM B

ISAZISO SESIBHENO SANGAPHAKATHI

(ICandelo 75 lomthetho iPromotion of Access to Information Act, 2000 (UMthetho No. 2 wama-2000))

[Ummiselo 8]

**XELA INOMBOLO YAKHO
YOKWALATHISA:**

A. Iinkcukacha zequmrhu loluntu

IGosa loLwazi/iSekela-gosa loLwazi:

B. Iinkcukacha zowenza isicelo/zomnye umntu ofaka isibheno sangaphakathi

- (a) Iinkcukacha zomntu ofaka isibheno sangaphakathi mazigcwaliswe apha ngasezantsi.*
- (b) Ubungqina besikhundla/sewonga esifakwa phantsi kwalo isibheno, ukuba bukhona mabunamatheliswe.*
- (c) Xa ofaka isibheno ingomnye umntu ongenguye lowo wayefake isicelo ngaphambili, iinkcukacha zowenza isicelo mazixelwe apha ku-C ngasezantsi.*

Amagama apheleleyo nefani:

Inamba yesazisi:

Idilesi yePosi:

Inamba yeFeksi:

Inamba yomnxeba:

Idilesi yeE-mail:

Isikhundla/iwonga esifakwa phantsi kwalo isibheno sangaphakathi egameni lomnye umntu:

C. Inkcukacha zowenza isicelo

Eli candelo kufuneka ligcwaliswe KUPHELA xa ingomnye umntu (ngaphandle kowenza isicelo) ofaka isibheno sangaphakathi.

Amagama apheleleyo nefani:

Inamba yesazisi:

D. Isizathu sokufakwa kwesibheno

Phawula ngo "X" esona sizathu sokufakwa kwesibheno sangaphakathi kwibhokisi efanelekileyo:

	Ukwaliwa kwesicelo sokufikelelela kulwazi.
	Isigqibo esiphathelele kwimirhumo emiselwe ngokwecandelo 22 loMthetho.
	Isigqibo esiphathelele ekwandisweni kwexesha ekufanele kuphendulwe ngalo isicelo ngokwecandelo 26(1) loMthetho.
	Isigqibo sokwaliwa kokunikwa kolwazi ngohlobo olucelwe ngalo ngumfaki-sicelo ngokwecandelo 29(3) loMthetho.
	Isigqibo sokunika imvume yokufikelela kulwazi.

E. Iimeko esinokufakwa phantsi kwazo isibheno

*Ukuba isithuba esinikiweyo asanelangan nceda uqhubeke kwiphepha elilelinye uze ulinamathisele kule fom. **Kufuneka uwasayine onke amaphepha ongezelelweyo.***

Xela imeko osifaka phantsi kwayo isibheno sangaphakathi:

Xela naluphi na olunye ulwazi olufanelekileyo ukuze siqwalaselwe isibheno.

F. Isaziso sesigqibo ngesibheno

Uya kwaziswa ngokubhalelwa ngesigqibo sesibheno sakho sangaphakathi. Xa unqwenela ukwaziswa ngenye indlela, nceda ucacise uze ubonelele ngeenkcukacha ukuze kuphunyezwe isicelo sakho.

Xela indlela:

Iinkcukacha zaloo ndlela:

Ityikitywe e _____ umhla _____ 20

ILUNGISELELWE UKUSETYENZISWA LISEBE :

IINKCUKACHA EZISESIKWENI ZESIBHENO SANGAPHAKATHI:

Isibheno sifunyenwe ngomhla _____ ngu

(xela iwonga, igama nefani yegosa lolwazi/isekela-gosa lolwazi).

Isibheno sikhathshwa zizizathu ezilungiselelwe igosa lolwazi/isekela-gosa lolwazi, kunye, apho kufanelekileyo, neenkukacha zakhe nawuphi na omnye umntu ochaphazelekayo zifakwe ligosa lolwazi/lisekela-gosa lolwazi (ngomhla othile) kwigunya-bantu elifanelekileyo.

ISIPHUMO SESIBHENO :

ISIGQIBO SEGOSA LOLWAZI/SESEKELA-GOSA LOLWAZI SINGQINWA

/SIMELWE ENDAWENI YASO SISIGQIBO ESITSHA

ISIGQIBO ESITSHA:

UMHLA

IGUNYA-BANTU

ELIFANELEKILEYO

UMHLA ESIFUNYENWE NGAWO LIGOSA LOLWAZI/LISEKELA-GOSA LOLWAZI
KWIGUNYA-BANTU ELIFANELEKILEYO:

IMIRHUMO

Isihlomelo A

IMIBA GABALALA: IRHAFU-NTENGO

Amaqumrhu karhulumente namashishini abhaliswe phantsi kweValue-Added Tax Act, 1991 (Umthetho Nomb. 89 ka-1991), njengoosomashishini bangafaka irhafu-ntengo kuyo yonke imirhumo ebekwe kwesi Sihlomelo.

ICANDELO I

IMIRHUMO EMALUNGA NESIKHOKELO

1. Umrhumo wekopi yesikhokelo njengoko uchaziwe kumqathango 2 (3) (b) no-3 (4) (c) yiR0,60 ngefotokopi nganye yephepha elingu-A4 okanye inxalenye yalo.

ICANDELO II

IMIRHUMO YAMAQUMRHU KARHULUMENTE

1. Umrhumo wekopi yemanyuwali njengoko uchaziwe kumqathango 5 (c) yiR0,60 ngefotokopi nganye yephepha elingu-A4 okanye inxalenye yakhe.

2. Imirhumo yokwenza uxwebhu kwakhona ekubhekiswe kulo kumqathango 7 (1) imi ngolu hlobo:

R

(a) Ngefotokopi nganye yephepha elingu-A4 okanye inxalenye yalo 0,60

(b) Ngekopi nganye eprintiweyo yephepha elingu-A4 okanye inxalenye yalo elikwikhompyutha okanye elikwimo yokufundeka ngomatshini 0,40

(a) Ikopi ekwimo enokufundeka ngomatshini—	
(i) ekwidiski esistifi	5,00
(ii) ikhompakti diski	40,00
(d) (i) Ukukhutshelwa kwemifanekiso kwiphepha elingu-A4 okanye kwinxalenye yalo	22,00
(ii) Yekopi yemifanekiso	60,00
(e) i) Ukukhutshelwa kwento eteyitshiweyo kwiphepha elingu-A4 okanye kwinxalenye yalo	12,00
(ii) Ikopi yento eteyitshiweyo	17,00

3. Umrhumo wesicelo ohlawulwa ngumceli ngamnye, ngaphandle kwesicelo sabucala, ekubhekiswe kuso kumqathango 7 (2) yiR35,00.

4. Imirhumo yoxwebhu ehlawulwa ngumceli ngamnye ekubhekiswe kuyo kumqathango 7 (3) imi ngolu hlobo:

	R
(1) (a) Ngefotokopi nganye yephepha elingu-A4 okanye inxalenye yakhe	0,60
(b) Ngekopi nganye eprintiweyo yephepha elingu-A4 okanye inxalenye yalo elikwikhompyutha okanye elikwimo yokufundeka ngomatshini	0,40

(c)Ikopi ekwimo enokufundeka ngomatshini—

(i) 5,00
ekwidiski esistifi

(ii) 40,00
ikhompakti diski

(d)(i) Ukukhutshelwa kwento eteyitshiweyo kwiphepha elingu-A4
okanye kwinxalenye yalo 22,00

(ii) Yekopi yemifanekiso 60,00

(e)(i) Ukukhutshelwa kwento eteyitshiweyo kwiphepha elingu-A4
okanye kwinxalenye yalo 12,00

(ii) Ikopi yento eteyitshiweyo 17,00

(f) Ukukhangela nokwenza irekhodi lenkcazo, R15,00 ngeyure nganye
okanye inxalenye yayo, ngaphandle kweyure yokuqala ekufuneka
ichithiwe ukukhangela okanye ukwenza irekhodi elo.

(2) Ukulungiselela icandelo 22 (2) loMthetho, kusetyenziswa le
miqathango ilandelayo:

(a) Kufuneka kube kugqithiwe kwiiyure ezi-6 phambi kokuba
kuthwe makuhlalulwe idiphozithi; yaye

(b) isinye kwisithathu semali yokufumana uxwebhu sihlawulwa
njengediphozithi ngumfaki-sicelo.

(3) Imali yokuposa iyahlawulwa xa ikopi yerekhodi kufuneka iposelwe umfaki-

sicelo.

ICANDELO III
IMIRHUMOYAMAQHUMRHU ABUCALA OKANYE AMASHISHINI

1. Umrhumo wekopi yemanyuwali njengoko uchaziwe kumqathango 9 (2) (c) yiR1,10 ngefotokopi nganye yephepha elingu-A4 okanye inxalenye yakhe.

2. Imirhumo yokwenza uxwebhu kwakhona ekubhekiswe kuyo kumqathango 11 (1) imi ngolu hlobo:

	R
(a)Ngefotokopi nganye yephepha elingu-A4 okanye inxalenye yalo	1,10
(b)Ngekopi nganye eprintiweyo yephepha elingu-A4 okanye inxalenye yalo elikwikhompyutha okanye elikwimo yokufundeka ngomatshini	0,75
(c)Ikopi ekwimo enokufundeka ngomatshini—	
(i)ekwidiski esistifi	7,50
(ii)ikhompakti diski	70,00
(d)(i)Ukukhutshelwa kwemifanekiso kwiphepha elingu-A4 okanye kwinxalenye yalo	40,00
(ii)Yekopi yemifanekiso	60,00
(e)(i)Ukukhutshelwa kwento eteyitshiweyo kwiphepha elingu-A4	

okanye kwinxalenye yalo	20,00
(ii)Ikopi yento eteyitshiweyo	30,00

3. Umrhumo wesicelo ohlawulwa ngumceli ngamnye, ngaphandle kwesicelo sabucala, ekubhekiswe kuso kumaqathango 11 (2) yiR50,00.

4. Imirhumo yoxwebhu ehlawulwa ngumceli ngamnye ekubhekiswe kuyo kumaqathango 11 (3) imi ngolu hlobo:

	R
(1)(a)Ngefotokopi nganye yephepha elingu-A4 okanye inxalenye yalo	1,10
(b)Ngekopi nganye eprintiweyo yephepha elingu-A4 okanye inxalenye yalo elikwikhompyutha okanye elikwimo yokufundeka ngomatshini	0,75
(c)Ikopi ekwimo enokufundeka ngomatshini—	
(i)ekwidiski esistifi	7,50
(ii)ikhompakti disk	70,00
(d)(i)Ukukhutshelwa kwemifanekiso kwiphepha elingu-A4 okanye kwinxalenye yalo	40,00
(ii)Yekopi yemifanekiso	60,00
(e)(i)Ukukhutshelwa kwento eteyitshiweyo kwiphepha elingu-A4	

okanye kwinxalenye yalo	20,00
(ii)Ikopi yento eteyitshiweyo	30,00
(f)Ukukhangela nokwenza irekhodi lenkcazo, R30,00 nganye okanye inxalenye yayo, ngaphandle kweyure yokuqala ekufuneka ichithiwe ukukhangela okanye ukwenza irekhodi elo.	
(2)Ukulungiselela icandelo 54 (2) loMthetho, kusetyenziswa le miqathango ilandelayo:	
(a)Kufuneka kube kugqithiwe kwiiyure ezi-6 phambi kokuba kuthwe makuhlawulwe idiphozithi; yaye	
(b)isinye kwisithathu semali yokufumana uxwebhu sihlawulwa njengediphozithi ngumfaki-sicelo.	
(3)Imali yokuposa iyahlawulwa xa ikopi yerekhodi kufuneka iposelwe umfaki-sicelo.	