



**Western Cape
Government**
Economic Development
and Tourism

**Incwadi yokukhuthazwa koFikelelo kwiiNcukacha, 2019
equlunqwe ngokwemiqathango yecandelo 14
loMthetho iPromotion of Access to Information Act, 2000
yeSebe loPhuhliso loQoqosho noKhenketho**

Iziqulatho

1	INTSHAYELELO	Error! Bookmark not defined.
2	UBUME BESEBE BeSebe loPhuhliso loQoqosho noKhenketho ukususela ngowe-1 Februwari 2017 - icandelo 14 (1)(a)	4
3	IMISEBENZI YESEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO – icandelo 14(1)(a) .	5
3.1	INKQUBO 1: ULAWULO	5
3.2	INKQUBO 2: IINKONZO ZOPHUHLISO LWEZOQOQOSHO EZIHLANGANISIWEYO.....	6
3.3	INKQUBO 3: UPHUHLISO LWECANDELO LEZORHWEBO	6
3.4	INKQUBO 4: IMIGAQO ELAWULA IMICIMBI YOSHISHINO NOLAWULO LWALO	7
3.5	INKQUBO 5: UCWANGCISO LOQOQOSHO	7
3.6	INKQUBO 6: UKHENKETHO, UBUCHULE NOLONWABISO.....	8
3.7	INKQUBO 7: UPHUHLISO LWEZAKHONO NEMIBONO EMITSHA	9
4	IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LEENKCUKACHA NESEKELAGOSA LEENKCUKACHA - icandelo 14 (1) (b)	Error! Bookmark not defined.
5	ISIKHOKELO SEKHOMISHONI YAMALUNGVELO OLUNTU – icandelo 14(1)(c) .	Error! Bookmark not defined.
6	IINKCUKACHA NGE-PROMOTION OF ACCESS TO INFORMATION ACT, 2002	10
6.1	IZIHLOKO NEZINTLU ZEEREKHODI ZESEBE – icandelo 14(1)(d)	Error! Bookmark not defined.
6.2	IIREKHODI ZESEBE EZIFUMANEKA NGOKUZENZEKELA KUNGADANGAKA KWENZIWA SICELI SAZO – icandelo 14 (1)(e)	Error! Bookmark not defined.
6.3	IINKONZO EZIFUMANEKAYO KULUNTU – icandelo 14(1)(f) ..	Error! Bookmark not defined.
6.4	AMALUNGISELELO ENTATHO-NXAXHEBA YOLUNTU NGEENGCEBISO OKANYE NGOKUMELWA KWIMISEBENZI YOKUQULUNQA UMGAQONKQUBO OKANYE YOKUSEBENZA – icandelo 14(1)(g) .	Error! Bookmark not defined.
6.5	IINDLELA EZIKHOYO ZOKULUNGISA IZINTO NGOKWEMITHETHO OKANYE INTSILELO EKWENZENI KWESEBE NGOKUFANELEKILEYO - icandelo 14(1)(h)	Error! Bookmark not defined.
7	UKUFIKELELA NOKUFUMANEKA KWALE NCWADI – Icandelo 14(3)	Error! Bookmark not defined.

ISIHLOMELO A:

ISIKHOKELO NGENDLELA YOKUFIKELELA KWIIREKHODI

NGOKUNGAZENZEKELIYO **Error! Bookmark not defined.**

ISIHLOMELO B: ITSHATHA YEENKONZO **Error! Bookmark not defined.**

ISIHLOMELO C: IFOMU A 20

ISIHLOMELO D: IFOMU B **Error! Bookmark not defined.**

ISIHLOMELO E: ISHEDYULI YEMIRHUMO **Error! Bookmark not defined.**

1 INTSHAYELELO

1.1 UMgaqo-siseko woMzantsi Afrika, 1996 (uMgaqo-siseko) ubonelela ngelungelo lokufikelela kuzo naziphi na iinkcukacha ezigcinwe nguMbuso, elinemida ethile efanelekileyo, elibandakanya ukukhuselwa kweenkcukacha eziyimfihlelo.

1.2 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.

1.3 ICandelo 32(1)(a) nele-(2) loMgaqo-siseko lifundeka ngolu hlobo:

“(1) Wonk’ ubani unelungelo lokufumana –

(a) nayiphi na ingcombolo ekurhulumente; kunye

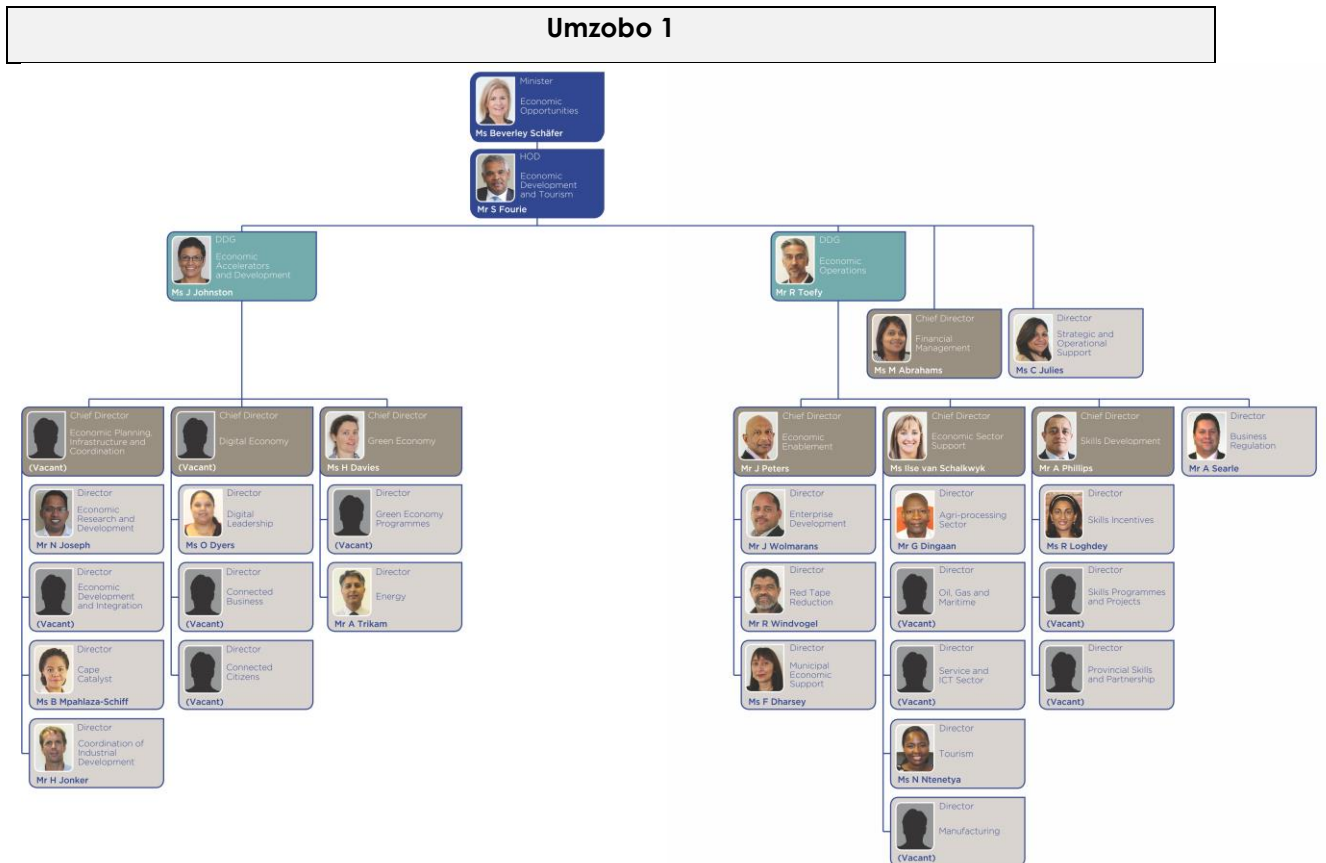
(b) nayo nayiphi na ingcombolo ekomnye umntu, efunekayo ukuze umntu akwazi ukusebenzisa okanye ukhusela amalungelo.

(2) Makuwiswe umthetho wepalamente wezwelonke ngenjongo yokufezekisa eli lungelo, kwaye loo mthetho unokutsho amanyathelo afanelekileyo amakathatyathwe okwenza lula umthwalo omayela nolawulo nezimali othwelwe ngurhulumente.”

1.4 Isiphumo soku kuchazwe ngentla saba kukumiselwa koMthetho woKhuthazo loFikelelo kwiiNkcukacha, 2000 (PAIA). Injongo yePAIA kukumilisela ukusebenza ngendlela engafihlisiyo nokuthatha uxanduva kwamaqumrhu karhulumente nawabucala ngokunjalo nokuxhobisa nokufundisa abantu baseMzantsi Afrika ngamalungelo abo.

1.5 Le ncwadi iqulunqwe ngokwemiqathango yecandelo 14 le-PAIA ethi iSebe loPhuhliso loQoqosho noKhenketho kufuneka libe nayo incwadi eyibeka phantsi ngokucacileyo, phakathi kwezinye izinto, ubume beSebe nemisebenzi, kubandakanya iirekhodi neenkonzzo, nokunika uncedo kwinkqubo emayilandelwe ukuze iirekhodi neenkonzzo zifikeleleke.

**2 Ubume BeSebe BeSebe loPhuhliso loQoqosho noKhenketho ukususela ngowe-
1 Disemba 2019 - icandelo14 (1)(a)**



3 IMISEBENZI YESEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO – icandelo

14(1)(a)

ISebe loPhuhliso loQoqosho noKhenketho ligxile ekudalweni kwamathuba okhulo nemisebenzi kwiPhondo leNtshona Koloni lisebenzisa ezi Nkqubo zisixhenxe (7) zilandelayo:

3.1 Inkqubo 1: ULAWULO

3.1.1 Injongo

Ukubonelela ngobunkokeli obuluqilima nobuhlala busiza neengcinga ezintsha kunye nokunikezela ngeenkono zeziko ezingenachaphaza, ezisebenzayo, ezonga iindleko, ezingafihlisiyo nezijongene nezidingo kwiSebe.

3.1.2 Ubume beNkqubo

Le nkqubo imi ngolu hlobo:

Inkqutyana 1.1: Iofisi yeNtloko yeSebe

- Ukulawula nokukhokela iinkqubo zolawulo ezisebenza kumasebe ngamasebe ezinikeza ubunkokeli kwiSebe.
- Ukumenteyina ngokukho umsebenzi wokubeka iliso kwimisebenzi yeSebe iyonke.

Inkqutyana 1.2: Ulawulo lweeMali

- Ukunikeza ngolawulo lwezimali olusebenzayo.
- Ukuqinisekisa umiselo lwePFMA neminye imigaqo nemigaqonkqubo yezimali.
- Ukucwangcisa nokunikeza ngenkxaso yokubhajetha kwiSebe.
- Ukunikeza ngobonelelo olungephi lokumenteyina nolwezidingo zendawo.

Inkqutyana 1.3: Iinkonzo zeZiko

- Ukuqinisekisa ngobonelelo lweICT, abasebenzi, iashorensi yeziko neenkono zonxibelelwano kwiSebe.
- To render communication services kwiSebe.
- Ukubeka iliso nokuvavanya ukusebenza kweSebe.
- Ukwenza nokulawula iisistimu zolwazi neenkukacha, iirekhodi nokulungelelanisa i-ICT.

3.2 INKQUBO 2: IINKONZO ZOPHUHLISO LWEZOQOQOSHO EZIHLANGANISIWEYO

3.2.1 Injongo

Ukuphakamisa nokuxhasa imo evumela ukushishina ukuze kudalwe amathuba okukhula nawemisebenzi

3.2.1.1 Ubume beNkqubo

Le nkqubo imi ngolu hlobo:

Inkqutyana 2.1: Uphuhliso lwamashishini

Ukuxhasa nokukhuthaza ukuphuhliswa kwamashishini.

Inkqutyana 2.2: Uphuhliso loQoqosho lweMimandla nolweNgingqi

Ukukhathaza ukukhula koqoqosho kwimimandla nakwiingingqi kusetyenziswana namahlakani angunqodo ngokuthi kulungelelaniswe amaphulo eLED nawakarhulumente.

Inkqutyana 2.3: Uxhotyiswo loqoqosho

Ukuququzelela inkqubo yoxhotyiso nokudala kwemeko evumela ushishino olulungiselelwe amashishini ayehlelekile ngaphambili.

Inkqutyana 2.4: Ukucuthwa kweMithetho eNgqongqo eMininzi

Ukucutha imiqathango echongiweyo esuka kwimigaqo, imithetho nakwimigaqonkqubo.

3.3 INKQUBO 3: UPHUHLISO LWECANDELO LEZORHWEBO

3.3.1 Injongo

Ukuhlupheza ukukhula koqoqosho ngokuphuhliswa kwamashishini, urhwebo nokukhuthazwa kotyalomali.

3.3.1.2 Ubume beNkqubo

Le nkqubo imi ngolu hlobo:

Inkqutyana 3.1: Ukuthazo loRhwebo noTyalomali

Ukuququzelela urhwebo, ukuthengisa izinto kwamanye amazwe angaphandle nokutsala utyalomali

Inkqutyana 3.2: Uphuhliso lweCandelo

Ukumisela izicwangciso ezenzelwa ukuba icandelo loshishino libe lelona lidlala indima ephambili kukhulo nophuhliso loqoqosho.

3.4 INKQUBO 4: IMIGAQO ELAWULA IMICIMBI YOSHISHINO NOLAWULO LWALO

3.4.1 Injongo

Ukuqinisekisa imo yoshishino enobulungisa nekhathalele uluntu eNtshona Koloni – ngeenkqubo zongenelelo kwicandelo loshishino nangeenkqubo zongenelelo ezivela kuMgaqosiseko kunye nakwimithetho nemigaqonkqubo yesizwe neyephondo.

3.4.1.1 Ubume beNkqubo

Inkqutyana 4.1: linkonzo zoSetyenziso-Migaqo

Ukubonelela ngenkqubo eya kuthi ivumele ukuba izindululo zezibheno ngokweBusiness Act zinokuthi zidluliselwe kwiZigqeba eziLawulayo.

Inkqutyana 4.2: Ukhuseleko lwaBasebenzisi-Nkonzo

Ukuphuhlisa, ukumisela nokuphakamisa amanyathelo aqiisekisa amalungelo nezinto zabo bonke abasebenzisi-nkonzo.

3.5 INKQUBO 5: UCWANGCISO LOQOQOSHO

3.5.1 Injongo

Injongo yale Nkqubo kukubonelela ngenkxaso kwiinkokeli zeSebe – uMphathiswa, iNtloko yeSebe naBalawuli abaPhezulu beSebe ekwenzeni iinkqubo zocwangciso ezinikeza umbono osebenzisanayo neziphumo ezicwangcisiweyo ezisetyenziselwa ukwenza imigaqonkqubo nezicwangciso zesebe ukuze kufunyanwe iinjongo ezibekiweyo.

3.5.1.1 Ubume beNkqubo:

Le nkqubo imi ngolu hlobo:

Inkqutyana 5.1: Umgaqonkqubo woQoqosho noCwangciso

Ukwenza imigaqonkqubo nezicwangciso zoqoqosho zephondo.

Inkqutyana 5.2: Uphando noPhuhliso

Ukwenza uphando lwezoqoqosho.

Inkqutyana 5.3: Ulawulo lolwazi

Ukuba negalelo ekuyilweni koqoqosho lolwazi.

Inkqutyana 5.4: Ubekoliso noVavanyo

Ukugqiba ngentsebenzo nefuthe leenjongo nezicwangciso zemigaqonkqubo yephondo.

Inkqutyana 5.5 Ulawulo

Ukunikeza inkxaso kulawulo lonke lweNkqubo.

Inkqutyana 5.6: Ukudala imeko yoKhulo lweZibonelelo naMaphulo

Ukudala kunye/okanye ukukhuthaza imeko-bume evumela uqoqosho ngokuza neenkqubo zongenelelo.

Inkqutyana 5.7: I-Bhrodibhendi yoQoqosho (Uqoqosho oluSebenza ngeDijithali)

Ukuxhasa nokukhuthaza usetyenziso, ukulungela nokufikelela kwibhrodibhendi kwimimandla.

Inkqutyana 5.8: Uqoqosho loLondolozo-Ndalo

Ukukhuthaza uphuhliso lwamashishini endalo nokuququzelela ukusetyenziswa kwezibonelelo ngempumelelo zisetyenziswa ixesha elide ukuphucula imo yokuba uqoqosho lwephondo lukwazi ukukhuphisana nolunye uqoqosho.

3.6 INKQUBO 6: UKHENKETHO, UBUCHULE NOLONWABISO

3.6.1 Injongo

Ukuququzelela umiselo lwesicwangciso soqoqosho esihlangeneyo esiza kukhokelela kukhulo nodalo lwemisebenzi olukhululileyo noluzinzileyo kwishishini lokhenketho.

3.6.1.1 Ubume beNkqubo

Le nkqubo imi ngolu hlobo:

Inkqutyana 6.1: Ucwangciso loKhenketho

Ukwenza nokuququzelela iajenda ecwangcisiweyo yokhenketho.

Inkqutyana 6.2: Ukhulo noPhuhliso loKhenketho

- Ukuququzelela ukhulo nophuhliso lweshishini lokhenketho.
- Ukuphakamisa umgangatho wemo abadibana nayo abakhenkethi xa beze apha ngokuthi kubonelelwe ngeenkonziso zenkxaso yokhenketho esemgangathweni.

Inkqutyana 6.3: Iinguqu kwiCandelo loKhenketho (Imigaqo eLawula uKhenketho)

Ukubonelela ngobhaliso nolawulo lwabo babonisa abatyeleli iindawo.

Inkqutyana 6.4: Ukumakethwa kweNdawo zokuFikela abaKhenkethi

Ukunikeza ngezibonelelo kwiziko lokhenketho, urhwebo, uphakamiso lotyalomali ukwenzela ukuba likwazi ukwenza umsebenzi walo oxelwe kumthetho iWestern Cape Investment and Trade Promotion Agency Act, 1996 (uMthetho 3 ka-1996) njengoko wenziwe izilungiso.

3.7 INKQUBO 7: UPHUHLISO LWEZAKHONO NEMIBONO EMITSHA

3.7.1 Injongo

Ukuququzelela ubonelelo lwabasebenzi nezakhono ezitsha ukuze kubonelelwe izidingo zoPhuhliso lwaBasebenzi beNtshona Koloni.

3.7.1.1 Ubume beNkqubo

Le nkqubo imi ngolu hlobo:

Inkqutyana 7.1: Izakhono zePhondo noBuhlakani

- Ukuphakamisa uququzelelo ubuhlakani nentsebenziswano ukuze kufikelelwe ngakumbi kwiinkqubo ezijoliswe kwimisebenzi
- Ukwenza iinkqubo zephondo zolawulo lweenkcukacha zezakhono.

Inkqutyana 7.2: Iinkqubo neeProjekthi zeZakhono

Ukuncedisa/ uuxhasa ulutsha olungaqeshwanga okanye olunemisebenzi engaphantsi kwezifundo nezakhono abanazo ukuze bafumane imisebenzi.

Inkqutyana 7.3: Ubonelelo ngeZakhono

Ukuququzelela ukuqeshwa kwiindawo ezidinga abasebebzi namathuba enkxasomali yolutsha ukuze lufumane amava emisebenzi.

4. IINKCUKACHA ZOQHAGAMSHAWANO ZEGOSA LEENKCUKACHA NESEKELA-GOSA NEENKCUKACHA – icandelo 14 (1) (b)

4.1 IGosa leeNkcukacha:

Mnu H Malila
INdlu yoWiso-mthetho
15 Wale Street/ P O Box X659
Cape Town, 8000
Inombolo yomnxeba: 021 467 6032 Ifeksi: 021 467 3300
Iimeyili: Brent.Gerber@westerncape.gov.za

4.2 Isekela-gosa leeNkcukacha:

Mnu. S Fourie
Waldorf Building
80 St Georges Mall/ P O Box 979
Cape Town, 8000
Ifowuni: 021 483 5065 Ifeksi: 021 483 7165
Imeyili: Solly.Fourie@westerncape.gov.za

ISIKHOKELO SEKHOMISHONI YAMALUNGelo OLUNTU – icandelo 14(1)(c)

5.1.1 Ikhomishoni yaMalungelo oLuntu ihlala ihlaziya yaye ikhupha isikhokelo esiqulunqe ngokwemiqathango yecandelo 10 lePAIA elazisa abantu ngezi zinto:

- okuqulethwe nguMthetho iPromotion of Access to Information Act (PAIA) nokuba bangawaxhamla njani amalungelo abo ngokwale mithetho mibini.
- iinkcukacha zoqhagamshelwano zegosa leenkukacha nesekele-gosa leenkukacha (ukuba likho) ngawo onke amaqumru karhulumente alungiselelwe uluntu kunye noncedo abangabanika lona abantu;
- indlela yokufikelela kumaziko oluntu; kunye
- namanyathelo omthetho alandelwayo ukulungisa izinto ukuba kuthe kwakho intsilelo ekulandeleni umthetho ngokwePAIA

5.1.2 Yonke imibuzo malunga nokuba singafumaneka phi nanjani esi sikhokelo mayibhekiswe apha:

IOfisi yeKhomishoni yaMalungelo oLuntu	
Inombolo yomnxeba	+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
Isitalato	South African Human Rights Commission 33 Hoofd Street eBraamfontein 2017 eJOHANNESBURG
Iwebhusayithi	www.sahrc.org.za

5.1.3 **Isihlomelo A** sale ncwadi sikwanazo neenkukacha zendlela yokufikelela kwiirekhodi zeSebe, inkqubo yalo yokubhena, okanye ukwenza isicelo senkundla ukuchasa izigqibo zeGosa leeNkcukacha okanye zeSekela-gosa leeNkcukacha, ngokombandela lowo.

6. IINKCUKACHA NGOMTHETHO IPROMOTION OF ACCESS TO INFORMATION ACT, 2002

6.1 IZIHLOKO NEZINTLU ZEEREKHODI ZAMASEBE – icandelo 14(1)(d)

Isebe lineerekhodi yale miba nezi zintlu zilandelayo:

IZINTLU NEMIBA	Inkqubo
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		Idinga imvume
6.1.2.	<p>Isikhokelo seMithetho neSokwenziwa kwayo / soWisomithetho</p> <ul style="list-style-type: none"> - Isikhokelo soMgaqosiseko weSizwe - Imithetho yeSizwe - Imithetho yePhondo leNtshona Koloni 	
6.1.3	<p>Ulawulo lweMiba yaBasebenzi</p> <ul style="list-style-type: none"> - Izithuba neNgqesho - Ukupheliswa koMsebenzi - Izifundo, uQeqesho noPhuhliso lweZakhono - Ukutshintsha-tshintsha kwabasebenzi 	Inkqubo 1
6.1.4	<p>Ulawulo lweMali lwaNgaphakathi</p> <ul style="list-style-type: none"> - Ibhajethi - Uxanduva loBalomali - Inkcitho - Amalungiselelo okuBhankisha - Iingxowamali - Iashorensi yeZiko - Uphicotho lwaNgaphakathi - Iingxelo zoPhicotho 	Inkqubo 1
6.1.5	<p>Ulawulo lokuThengwa kweZinto zeZiko</p> <ul style="list-style-type: none"> - Ukuzithenga - Ubonelelo - Ulawulo lweeAsethi 	Inkqubo 1
6.1.6	<p>Unxibelelwano</p> <ul style="list-style-type: none"> - Unxibelelwano lwangaphakathi - Izinto ezipapashiweyo 	Inkqubo 1

– linkcukacha zoqhagamshelwano	
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**6.2 IREKHODI ZESEBE EZIFUMANEKA NGOKUZENZEKELA KUNGADANGA KWENZIWA
SICELO SAZO – icandelo 14 (1)(e)**

Ezi ngxelo zilandelayo ziyafumaneka ukuba ubani angazihlola ngokwemiqathango yecandelo 15(1)(a)(i) yaye ngokwemiqathango yecandelo 15(1)(a)(ii) zingakotshwa.

Ingcaciso ngeendidi zeerekhodi ezifumaneka ngokwemiqathango yecandelo 15(1)(a)	Indlela yokufikelela kwiirekhodi zecandelo icandelo 15(1)(b)
<p><u>Inkxaso yoQoqosho, Inkxaso yeCandelo lezoQoqosho, Imigaqo elawula imicimbi yoshishino nolawulo lwalo, uCwangciso loQoqosho, uKhenketho, uBuchule noLonwabiso, uPhuhliso lweZakhono</u></p> <p>(a) Iingxelo zoNyaka (b) Iingxelo zeMali (c) Iingxelo yeBhajethi</p> <p><u>IiNkonzo eziHlanganisiweyo zoPhuhliso loQoqosho, uPhuhliso lweCandelo lezoRhwebo, iMigaqo eLawula iMicimbi yoShishino noLawulo lwaLo, uCwangciso loQoqosho, uKhenketho, Ubugcisa boShishino noLonwabo</u></p> <p>(a) librowutsha: Uphuhliso lwaMashishini aMancinci</p> <p style="text-align: center;">6.2.1.1.1 <u>INtloko yeSebe</u></p> <p>(a) Isicwangciso sokuSebenza soNyaka: Isishwankathelo soNyaka Izinto eziza kweNziwa kuNyaka oZayo</p> <p>(b) Iingxelo zoNyaka*</p>	<p>Ezi rekhodi ziyafumaneka ukuba zihlolwe kwiCandelwana loLawulo: iStrategic and Operational Support, kuMgangatho we-11, Waldorf Building, St George's Mall, Cape Town – phakathi ko-08:00 no-15:45</p> <p>likopi zezi rekhodi zingafunyanwa kwiCandelwana loLawulo: iStrategic and Operational Support, kuMgangatho we-11, Waldorf Building, St George's Mall, Cape Town – phakathi ko-08:00 no-15:45</p> <p>likopi zezi rekhodi zingafunyanwa kwiCandelwana loLawulo: iStrategic and Operational Support, kuMgangatho we-11, Waldorf Building, St George's Mall, Cape Town – phakathi ko-08:00 no-15:45</p>

<p>(c) Izicwangciso zokuSebenza zoNyaka*</p> <p>(d) Izicwangciso zeMinyaka emi-5*</p> <p>(e) Iplani yomiselo lohanjiso lweenkonzo*</p>	
<p><u>Icandelo loLawulo leZimali</u></p> <p><u>Amaxwebhu ezeMali:</u></p> <p>(a) Iingxelo zonyaka kubandakanywa ingxelo yoMphicothi-ziNcwadi, neengxelo zonyaka eziphicothiweyo</p> <p>(b) Intetho yeBhajethi yeNtshona Koloni</p> <p>(c) Iingxelo yoMgaqonkqubo weBhajethi yaPhakathi eNyakeni</p> <p>(d) Isishwankathelo seNgeniso neNkcitho yePhondo</p> <p>(e) Inkcitho eyiNgqikelelo eHlengahlengisiweyo yePhondo yeNtshona Koloni</p> <p>(f) Umthetho osaYilwayo eHlengahlengisiweyo weNtshona Koloni</p> <p>(g) Ibhajethi yeNtshona Koloni : lingqikelelo zeNgeniso neNkcitho yePhondo</p> <p>(h) Ingeniso neNkcitho yePhondo</p> <p>(i) Idatabase yaBaboneleli-zinkonzo yeSizwe</p> <p>(j) Ithenda eziPapashiweyo neziNikezelweyo</p> <p>(k) Iibhidi ezifunyenweyo</p> <p>(l) Iibhidi eziPapashiweyo neziNikezelweyo</p> <p>(m) Indlela yokufaka ithenda: linkcukacha-Gabalala</p> <p>(n) Ukwazisa uluntu ngezenzo zorhwaphilizo</p>	<p>likopi zamaxwebhu ezeMali zingafunyanwa kwiCandelo loLawulo: leziMali, uMgangatho wesi-9, Waldorf Building, St George's Mall, Cape Town – phakathi ko-08:00 no-15:00pm okanye ku-https://www.westerncape.gov.za/</p>

6.3 IINKONZO EZIFUMANEKAYO KULUNTU – icandelo 14(1)(f)

Isebe linikezela ngeenkonzo ezingephi kuluntu. linkcukacha ezipheleleyo ngezi nkonzo zifumaneka ku-<https://www.westerncape.gov.za/general-publication/service-charter-0>

<p>iinkonzo ezibonelelwa liSebe loPhuhliso loQoqosho noKhenketho</p>	<p>Indlela yokufumana ezi nkonzo</p>
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<p>linkonzo zoPhuhliso loQoqosho eziHlanganisiweyo:</p> <ul style="list-style-type: none"> • Ukuphakamisa nokuxhasa imo evumela ukushishina ukuze kudalwe amathuba okukhula nawemisebenzi. • Ukucutha imiqathango echongiweyo esuka kwimigaqo, imithetho nakwimigaqonkqubo. 	<p>Ifowuni : 021 483-9000 Ifeksi: 021 483- 7165 NgoMvulo ukuya kutsho ngeCawe ukusuka ngo-7:30 am ukuya ku-16:00 pm ngeendleko zeminxeba yommandla naphi na eMzantsi Afrika. Imeyili: Ecohead@westerncape.gov.za Okanye Ngokufowunela i: Red Tape Call Centre 0861 888 126 Redtape@westerncape.gov.za</p>
<p>Imigaqo elawula imicimbi yoshishino nolawulo lwalo:</p> <p>Ukuqinisekisa imo yoshishino enobulungisa nekathalele uluntu eNtshona Koloni – ngeenkqubo zongenelelo kwicandelo loshishino nangeenkqubo zongenelelo ezivela kuMgaqosiseko kunye nakwimithetho nemigaqonkqubo yesizwe neyephondo</p>	<p>Ifowuni : 021 483-9000 Ifeksi: 021 483- 7165 NgoMvulo ukuya kutsho ngeCawe ukusuka ngo-7:30 am ukuya ku-16:00 pm ngeendleko zeminxeba yommandla naphi na eMzantsi Afrika.</p>
<p>Ukhenketho, ubuchule nolonwabiso:</p> <p>Ukuququzelela umiselo lwesicwangciso soqoqosho esihlangeneyo esiza kukhokelela kukhulo nodalo lwemisebenzi olukhululileyo noluzinzileyo.</p>	<p>Ifowuni : 021 483-9000 Ifeksi: 021 483- 7165 NgoMvulo ukuya kutsho ngeCawe ukusuka ngo-7:30 am ukuya ku-16:00 pm ngeendleko zeminxeba yommandla naphi na eMzantsi Afrika.</p>

6.4 AMALUNGISELELO ENTATHO-NXAXHEBA YOLUNTU NGEENGCEBISO OKANYE NGOKUMELWA KWIMISEBENZI YOKUQULUNQA UMGAQO-NKQUBO OKANYE YOKUSEBENZA – icandelo 14(1)(g)

Imigaqonkqubo yePhondo enefuthe langaphandle edinga inkqubo yeNtathonxaxheba ukuba mayilandelwe iya kwamkelwa yiKhabhinethi yePhondo kujongwe imeko nganye.

6.5 IINDLELA EZIKHOYO ZOKULUNGISA IZINTO NGOKWEMITHETHO OKANYE INTSILELO EKWENZENI KWESEBE NGOKUFANELEKILEYO - icandelo 14(1)(h)

UMthetho osebenzayo kwiSebe (oxelwe kwiSicwangciso sokuSebenza soNyaka seSebe¹) unako ukunika ingqwalaselo ngokutsha yangaphakathi kwenkqubo okanye umgaqo wokubhena. Ukuba le nkqubo ifikelele esiphelweni, okanye akukho sibonelelo sinokuphinda senzelve inkqubo enjalo, inkundla inakho ukuchwechwelwa kulungiselelwa ukufunyanwa komyalelo.

Imibuzo, izikhalazo okanye imibono malunga nokuhanjiswa kweenkonzo liSebe loPhuhliso loQoqosho ingenziwa ngou hlobo:

Ifowuni: 021 483 9000 - NgoMvulo ukuya kutsho ngeCawe ukusuka ngo-7:30 am ukuya ku-16:00 pm.

Ifeksi: 021 483 7165

Imeyili: ecohead@westerncape.gov.za okanye utyelele ku-

<https://www.westerncape.gov.za/general-publication/service-charter-0>

Tyelela iZiko loNxibelelwano e9 Wale Street, Cape Town – NgoMvulo ukuya kutsho ngoLwesihlanu ukususela ngo-7:30am ukuya kutsho ngo-4pm nangoMgqibelo ukususela ngo-8am ukuya kutsho ngo-12pm.

7. UFIKELELO NOKUFUMANEKA KWALE NCWADI – Icandelo 14(3)

7.1 Incwadi le ifumaneka ngesiNgesi, ngesiBhulu nangesiXhosa yaye nabani na ofunayo angayiphendla phakathi kwentsimbi yesi-7.30 neye-15.00 ngoMvulo ukuya kutsho ngoLwesihlanu (ngaphandle kwangeeholide) e-

- kwiWCG Information Kiosk ekwindawo ephakathi kwe-4 Dorp Street ne-2 Wale Street, eKapa; kunye
- nakwifisi yeSekela-Gosa leeNkcukacha uMnu L Grootboom e:Legislature Building, 15 Wale Street, Cape Town.

7.2 Incwadi le kunye neenguqulelo zayo zeAfrikaans neyesiXhosa ziyafumaneka ngeintanethi kwiWorld Wide Web ngokutyelela kule dilesi yewebhu:

¹ Ifumaneka ku-<https://www.westerncape.gov.za/documents/plans/2016>

ISIHLOMELO A:

ISIHLOMELO A: ISIKHOKELO NGOFIKELELO KWIIREKHODI NGOKUNGAZENZEKELIYO

1 UKUGCWALISWA KWEFOMU YESICELO, INTLAWULO YEMIRHUMO neFOMU YOFIKELELO

– icandelo 18, 19, 22, 29 nelama-31.

1.1 Ifomu yesicelo

- Kufuneka kugcwaliswe ifomu yesicelo efanelekileyo (eqhotyoshelwe njenge**FOMU A**) ngulowo wenza isicelo ze ingeniswe kwiGosa leeNkcukacha/iSekela-gosa leeNkcukacha.
 - Ukuba umfaki-sicelo akakwazi kufunda okanye kubhala okanye kuyigcwalisa ifomu ngenxa yokuba ekhubazekile, angasenza ngomlomo isicelo. IGosa leeNkcukacha/iSekela-gosa leeNkcukacha liya kuyigcwalisa ke egameni lomfaki-sicelo iFomu A, liya kuyigcina ikopi yokuqala ze limnike enye ikopi umfaki-sicelo.
 - Isicelo singakwa ngomnye egameni lomnye kodwa kufuneka oko kubhalwe kuFomu A ukuqondisa.

1.2 Imirhumo

- Imirhumo yezicelo neyokukhangela iirekhodi, ngokunjalo nokwenza iikopi, ibhalwe phantsi kwemigaqo eyenziwe ngokwemiqathango yePAIA. (**ISHEDYULI YEMIRHUMO** iqhotyoshelwe). Yiyo le ngezantsi imirhumo ekhutshwayo:
 - Umrhumo ngama-R35.00 ngesicelo ngasinye;
 - Umrhumo wexesha elithathwayo ukukhangela/ukuphanda nokucwangcisa irekhodi, ukuba lingaphezulu kweyure. Kusengathwa kufuneka kukhutshwe isithathu somrhumo xa uphelele. Kambe, umrhumo lowo kufuneka ukhutshwa phambi kokuba inikwe imvume;
 - Umrhumo xa ufuna ukwenza iikopi.

1.3 Abafaki-zicelo abangazihlawuleliyo izicelo:

- Igosa lolondolozo/umphandi ocela iirekhodi esenza uphando ngolondolozo okanye unemibuzo ethile ngokugunyaziswa yimiqathango yoMthetho iMaintenance Act, 1998 (okanye imigaqo eyenziwe ngokwalo mthetho.)
- Umntu ocela irekhodi eneenkcukacha zakhe.

1.4 Abafaki-zicelo abangarhumayo:

- Umntu ocela irekhodi eneenkcukacha zakhe.

- Umntu onomvuzo ongekho ngaphezu kwe-R14 712 ngonyaka.
- Abatshatileyo, okanye umntu kunye neqabane lakhe abamvuzo ungaphezulu kwama-R27 192 ngonyaka.

1.5 Indlela yokufikelela

- Umfaki-sicelo kufuneka axele phaya kuFomu A ukuba ufuna ikopi na okanye ufuna ukujonga indgxelo ethile.
 - Ukuba kufuneka ikopi, umfaki-sicelo kufuneka axele apho efomini (umz. iprintwe okanye ithunyelwe ngekhompyutha na) kunye nolwimi afuna ukuba ibe ikulo (ukuba ifomu leyo iyafumaneka nangezinye iilwimi). ISebe alulwenzi uguqulelo lweerekhodi ezibhalwe ngolwimi olunye.
- Ingxelo iya kubonelelwa ngaloo ndlela kucelwe ukuba ibe ngalo ngaphandle kokuba akunakwenzeka kwaphela oko okanye ukwenjenjalo kungaphazamisana nendlela yokusebenza yeSebe.

2 **ISIGQIBO SOKUNIKA IMVUME OKANYE UKWALA UFIKELELO – Icandelo lama-25 nelama-26**

2.1 Ixesha elithathwayo ukwenza isigqibo

IGosa leeNkcukacha / iSekela-gosa leeNkcukacha kufuneka lingaphozisi Maseko emva kokuba yenziwe intlawulo yama-R35 layifumana neFomu A, zingadanga zaphela noko iintsuku ezingama-**30**, lithathe isigqibo malunga nokuba liyayinika na imvume okanye aliyiniki, lakugqiba limazise lowo obenze isicelo ngesigqibo eso.

2.2 Ukwanda kwexesha

IGosa leeNkcukacha / iSekela-gosa leeNkcukacha lingazandisa iintsuku ezingama-30 **ngezinye ezingama-30** phantsi kwezi meko zilandelayo:

- isicelo sisicelo seerekhodi ezininzi okanye kufuneka kufundwe iirekhodi ezininzi yaye ukujongana nezo rekhodi zingako kuphazamisa ukusebenz kwesebe;
- isicelo eso seseerekhodi ezingekho dolophini inye okanye sixekweni sinye nesi likuso iGosa leeNkcukacha / iSekela-gosa leeNkcukacha;
- kufuneka kuboniswene namanye amasebe e-WCG okanye amanye amaqumrhu karhulumente ukuze kuthathwe isigqibo ngeso sicelo; okanye
- umfaki-sicelo uvumile ukuba landiswe ixesha.

3. IINGXELO EZINEENKCUKACHA ZABANTU ABANGABANYE ABACHAPHAZELEKAYO – amacandelo 47, 48

3.1 Isaziso:

IGosa leeNkcukacha / iSekela-gosa leeNkcukacha kufuneka lithathe amanyathelo afanelekileyo okwazisa owesithathu ochaphazelekayo lingachithanga xesha, kodwa oko likwenze kwisithuba **seentsuku ezingama-21**, sokungena kwesiceloserekhodi equlethe oku kulandelayo:

- linkcukacha zowesithathu ochaphazelekayo;
- limfihlo zokusebenza zowesithathu;
- linkcukacha zezimali, ushishino, inzululwazi okanye ezitheknikhali nokuvezwa kwazo kungamenzela ingxaki lowo wesithathu uchaphazelekayo;
- linkcukacha azinikileyo lowo wesithathu uchaphazelekayo yimfihlelo yakhe yaye ukubekwa kwazo elubala kungamfaka engxaki okanye kuzibeke esichengeni izivumelwano zakhe zoshishino, ezinye izivumelwano okanye ukhuphiswano;
- linkcukacha ezinikeziweyo ziyimfihlelo ngowesithathu ochaphazelekayo nokubekwa kwazo elubala kubalwa ngokuba (i) kukwaphula isivumelwano semfihlo ebekungenwe kuso nalo wesithathu; okanye (ii) kuyibeka esichengeni imeko yakhe yokusebenza kwixesha elizayo ukuba iinkcukacha ezo zingathiwa pahaha, nebekufanele ukuba luyazifumana uluntu; okanye
- linkcukacha zophando olwenziwayo ngowesithathu okanye egameni lakhe zingamsingela phantsi lowo wesithathu, iarhente okanye umcimbi lowo uphandwayo.

3.2 Okubekwa ngowesithathu ochaphazelekayo

Kwiintsuku ezingama-21 zesaziso (3.1 ngasentla) owesithathu kufuneka (i) angenise okubhaliweyo okanye aye kubonana neGosa leeNkcukacha / iSekela-gosa leeNkcukacha anike izizathu zokuba isicelo sikhatywe; okanye (ii) anike imvume ebhaliweyo yokuba irekhodi ibekwe elubala.

3.3 Isigqibo sokwala

IGosa leeNkcukacha / iSekela-gosa leeNkcukacha kufuneka lithi kwangoko, kodwa kwisithuba seentsuku ezingama-**30 emva kokukhutshwa kwesaziso** (3.1 ngasentla) lithathe isigqibo sokusamkela okanye ukusikhaba isicelo yaye kufuneka simazise owesithathu ochaphazelekayo ngokunjalo nomfaki-sicelo ngesigqibo eso.

4. INKQUBO YEZIBHENO YANGAPHAKATHI– icabelo lama-74 nelama-75

Umfaki-sicelo

Umfaki-sicelo angafaka isibheno, kwisithuba **seentsuku ezingama-60** emva kokuba kukhutshwe isaziso ngesigqibo seGosa leeNkcukacha / iSekela-gosa leeNkcukacha:

- ukuba kwaliwe ukuba afikelele (jonga ku-2 ngentla);
- ukuba arhume (jonga ku-1.2 ngentla);
- ukuba landisiwe ixesha lokufikelela (jonga ku-2.2 ngentla).

4.2 Owesithathu ochaphazelekayo

Owesithathu ochaphazelekayo angafaka isibheno zingaphelanga **iintsuku ezingama-30** emva kokuba sikhutshiwe isaziso sesigqibo seGosa leeNkcukacha / iSekela-gosa leeNkcukacha sokunika imvume yokufumana irekhodi eneenkcukacha zalowo wesithathu uchaphazelekayo (jonga ku-3 ngentla).

4.3 Inkqubo yokubhena

Inkqubo yokubhena yangaphakathi ifuna ukuba ugcwalise ifomu emiselweyo (**iFomu B** eqhotyoshelweyo) uyise okanye uyithumele kwiGosa leeNkcukacha / kwiSekela-gosa leeNkcukacha.

5. ISICELO SENKUNDLA

5.1 Umfaki-sicelo okanye owesithathu ochaphazelekayo angafaka isicelo enkundleni ukuba axolelwe ukuba

- isibheno besifakiwe ngaphakathi nto kuyo umbheni lowo akanelisekanga sisiphumo sesibheno sakhe sangaphakathi; okanye

5.2 Isicelo esiya enkundleni kufuneka senziwe kwisithuba esiphakathi **kweentsuku ezili-180** emva kokuba lowo ubhenileyo esifumene isiphumo sesibheno sakhe.

ISIHLOMELO B: ITSHATHA YEENKONZO

SERVICE CHARTER

The Department of Economic Development and Tourism is committed through this Service Charter to provide services to you. Let's make service delivery **BETTER TOGETHER**

WHO WE ARE

The Department of Economic Development and Tourism aims to promote a vibrant, innovative and sustainable economy, characterised by growth, employment and equitable opportunities, and built on the full potential of all.

OUR PURPOSE

To provide qualitative leadership to the Western Cape economy through the Department's understanding of the economy, its ability to identify economic opportunities and potential and its contribution to government economic priorities.

To act as a catalyst for the transformation of the economy and respond to the challenges and opportunities of its economic citizens, in order to support the government's goal of creation of opportunities for businesses and citizens to grow the economy and employment.

Contribute to the provision of predictable, competitive, equitable and responsible environment for investment, enterprise and trade.



OUR COMMITMENT

We commit ourselves to a citizen-centric and customer satisfaction approach in providing a public sector economic development service. In carrying out our mandate and responsibilities, we will be guided by and uphold the eight BATHO PELE (People First) Principles. We are committed to provide our services based on our values of Care, Competence, Accountability, Integrity and Responsiveness in order to protect and promote your rights and expand opportunities to achieve Better Together service delivery outcomes.

Our performance will be assessed and reported on within the Annual Report and Citizen's Report, which will be published and posted on our website.



OUR RESPONSIBILITY TO YOU

- We will endeavour to respond to all our e-mails within 48 hours.
- We will seek to answer telephone calls within two rings.
- When you write to us we will acknowledge receipt of your letter within 3 working days. We will send a reply within 10 working days. If we cannot give a reply within 10 working days we will explain why and tell you when you can expect a reply.
- When you send in an application or request, we will provide a fair and objective assessment based on the information submitted. We will give you informed, useful, usable and constructive feedback.
- All complaints and correspondence directed to the Minister of Economic Opportunities by clients or potential clients will be responded to in an efficient manner within 2 weeks after receipt thereof.

YOUR RESPONSIBILITY TO US

- We expect you to:**
- Be civil, courteous and respect the dignity of our officials who render the service to you.
 - Be honest in your deliberations with us.
 - Submit full and accurate information accompanied by recently certified copies of documentation needed or requested.
 - Make yourself available as well as be willing to undergo empowerment programmes agreed upon.
 - Emphasise creative application and implementation of plans, initiatives and advice received from the Department of Economic Development & Tourism.

CUSTOMER RIGHTS

- You have the rights to Batho Pele Principles especially the following:
- To be treated with courtesy and respect and in a dignified manner at all times.
- To be consulted about your service needs and the level and quality of service expectations.
- Full information upon request in an open and transparent manner.
- Access to prompt and efficient service in accordance with the service delivery standards.
- An apology for and redress should any service issues occur.

WE VALUE BEING ACCESSIBLE

That's why our buildings are accessible to people with disabilities.

Our Access booklet, which consists of our Top Management and business unit contact details as well as the Department's Service Standards – Schedule 6 – available from ecodev@westerncape.gov.za

We will endeavour to render our services where possible in all 3 official languages of the Western Cape.

Office Hours: 07:30 – 16:00



BETTER TOGETHER.

EXECUTIVE AUTHORITY DECLARATION:
I, Alan Winda, commit the Department Economic Development and Tourism in terms of Part 1(1) 2.2 of the Public Regulators Act, 2001 as amended, to adhere to this charter.

Alan Winda
p.p. Alan Winda

ISIHLOMELO C: IFOMU A

ISICELO SOKUFIKELELA KWIREKHODI ZEQUMRHU LOLUNTU

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

[Ummiselo 6]

<p>ILUNGISELELWE ISEBE KUPHELA</p> <p>Inamba yokwaLathisa: _____</p> <p>Isicelo senziwa ngu _____ (xela isikhundla/iwonga, igama nefani yegosa lolwazi/isekela-gosa lolwazi) ngomhla (xela umhla) e _____ (indawo).</p> <p>Umrhumo wesicelo (ukuba ukho): R</p> <p>Idiphozithi (ukuba ikho): R</p> <p>Umrhumo wokufikelela kulwazi: R</p> <p style="text-align: right;"><u>UTYIKITYO</u> LWEGOSA LOLWAZI/ISEKELA-GOSA LOLWAZI</p>

A. Iinkcukacha zequmrhu loluntu

IGosa loLwazi/ISekela-gosa loLwazi:

B. Iinkcukacha 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 mabunamatheliswe.*

Amagama apheleleyo nefani:

Inamba yesazisi:

Idilesi yePosi:

Inamba yeFeksi: Inamba yomnxeba:

Idilesi ye-Imeyili :

Isikhundla/iwonga ekwenziwa phantsi kwalo isicelo, xa sisenziwa egameni 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 yesalathisi , 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
------------------	----------------------

2. Xa irekhodi inemifanekiso ebonwayo -

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

Ukujonga imifanekiso	Ikopi zemifanekiso*	Ukukhuphela imifanekiso*
----------------------	---------------------	--------------------------

3. Xa irekhodi inamagama arekhodiweyo okanye ulwazi olunokunikezelwa ngesandi -			
	Ukumamela isandi eso (ikhasethi emanyelwayo)		Ukukhutshelwa kwesandi * (uxwebhu olubhaliweyo okanye olushicilelweyo)

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

7. ISIHLOMELO D: IFOMU B

ISAZISO SESIBHENO SANGAPHAKATHI

(ICandelo 75 loMthetho iPromotion of Access to Information Act, 2000 (uMthetho 2 ka-2000))

[Ummiselo 8]

**XELA INOMBOLO YAKHO
YESALATHISI:**

A. Iinkcukacha zequmrhu loluntu

IGosa leeNkcukacha / iSekela-gosa leeNkcukacha:

B. Iinkcukacha zomfaki-sicelo/omnye ochaphazelekayo ofake isibheno sangaphakathi

- (a) *Iinkcukacha zomntu ofaka isibheno sangaphakathi mazigcwaliswe apha ngasezantsi.*
- (b) *Ubungqina besikhundla esifakwa phantsi kwaso isibheno, ukuba bukhona mabuqhotyoshelwe.*
- (c) *Xa umbheni ngumntu wesithathu yaye ainguye laa mntu ebecele iinkcukacha, iinkcukacha zomfaki-sicelo wakuqala mazixelwe apha ku-C ngezantsi.*

Amagama apheleleyo nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombo yomnxeba: _____ Idilesi ye-imeyili:

isikhundla salowo ufaka isibheno egameni lomnye umntu:

C. Iinkcukacha zomfaki-sicelo

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

Amagama apheleleyo nefani:

Inombolo yesazisi:

D. Isizathu sokufakwa kwesibheno sangaphakathi

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

	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 yokufikelelela kulwazi.

E. Iimeko esifakwa phantsi kwazo isibheno

Ukuba ayanelanga indawo yokubhala, nceda ubhale kwelinye iphepha ze uliqhoboshele kule fomu. Kufuneka uwasayine onke amaphepha owaqhobosheleyo

Xela imeko osifaka phantsi kwayo isibheno sangaphakathi:

Nika naziphi na ezinye iinkcukacha ezongezelekileyo ezifanalekileyo ezinokuqwalaselwa xa kujongwe isibheno sakho:

F. Isaziso ngesigqibo sesibheno

Uya kwaziswa ngembalelwano ngesiphumo sesibheno sakho. Ukuba unqwenela ukwaziswa ngenye indlela, nceda uyichaze, unike neenkcukacha ezifanelekileyo ukuze siphunyezwe isicelo sakho.

Xela indlela omawaziswe ngayo:

Iinkcukacha zaloo ndlela:

Ityikitywe e _____ umhla _____ 20

ILUNGISELELWE UKUSETYENZISWA LISEBE :

IINKCUKACHA EZISESIKWENI ZESIBHENO SANGAPHAKATHI:

Isibheni sifunyenwe ngomhla _____ ngu

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

Isibheni sikhathshwa zizizathu ezilungiselelwe igosa lolwazi/isekela-gosa lolwazi, kunye, apho kufanelekileyo, neenkukacha zakhe nawuphi na omnye umntu ochaphazelekayo zifakwe ligosa lolwazi/isekela-gosa lolwazi (ngomhla othile) kugunyaziwe ofanelekileyo.

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LEENKCUKACHA / SESEKELA-GOSA LEENKCUKACHA

SIQINISEKISIWE / SITHATHWE SESINYE

ISIGQIBO ESITSHA:

UMHLA

UGUNYAZIWE OFANELEKILEYO

UMHLA ESIFUNYENWE NGAWO LIGOSA LOLWAZI/LISEKELA-GOSA LOLWAZI
KUGUNYAZIWE OFANELEKILEYO:

ISIHLOMELO E: ISHEDYULI YEMIRHUMO

Isihlomelo A GABALALA: IRHAFU

Amaqumrhu oluntu nawabucala abhaliswe phantsi koMthetho iValue-Added Tax Act, 1991 (uMthetho Nomb. 89 ka-1991), njengabathengisi bangafakela irhafu-ntengo kuyo yonke imirhumo echazwe kwiSihlomelo.

ICANDELO I IMIRHUMO NGOKWESIKHOKELO

1. Umrhumo wekopi yesikhokelo echazwe ngokwemiqathango yemigaqo 2 (3) (b) nowe-3 (4) (c) ngama-R0,60 ngefotokopi nganye engu-A4 pkanye inxalenye yayo.

ICANDELO II IMIRHUMO YAMAQUMRHU KARHULUMENTE

1. Umrhumo wekopi yencwadi njengoko ichaziwe kumgaqo 5 (c) ngama-R0,60 ngefotokopi nganye ye-A4 okanye inxalenye yayo.

2. Imirhumo yokwenziwa kwakhona ekubhekiswa kuyo kumgaqo 7 (1) imi ngolu hlobo:

	R
(a) Ngefotokopi nganye engu-A4okanye inxalenye yayo	0,60
(b) Ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo esekhompnyutheni, e-elektronikhi okanye efundeka ngomatshini	0,40
(c) Ngekopi efundeka kwikhompnyutha—	
(i) ekustifi	5,00
(ii) esediskini	40,00
(d) (i) Ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo	22,00
(ii) Ngekopi yemifanekiso	60,00
(e) (i) Ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	12,00
(ii) ngekopi yerekhodi ephulaphulwayo	17,00

3. Umrhumo wesicelo esifakwe ngumfaki-sicelo ngamnye, ngaphandle komfaki-sicelo ngokwakhe, ekubhekiswa kuso kumgaqo 7 (2) ngama-R35,00.

4. Imirhumo eyabafaki-sicelo ekubhekiswa kubo kumgaqo 7 (3) imi ngolu hlobo:

	R
(1) (a) Ngefotokopi nganye engu-A4 okanye inxalenye yayo	0,60
(b) Ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo egcinwe ekhompnyutheni, nge-elektronikhi okanye efundeka ngomatshini	0,40
(c) Ngekopi efundeka ngomatshini—	
(i) kwistifi	5,00
(ii) ediskini	40,00
(d)(i) Ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo	22,00
(ii) ngekopi yemifanekiso	60,00
(e)(i) Ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	12,00
(ii) Ngekopi yerekhodi ephulaphulwayo	17,00

- (f) Ukukhangela nokucwangcisa irekhodi ukuba ixelwe, li-R15,00 ngeyure okanye inxalenye yeyure, ingabalwanga iyure yokuqala elixesha elifanelekileyo lokwenza uphando nokulucwangcisa.
- (2) ngeenjongo zecandelo 22 (2) loMthetho, kufuneka kwenzeke oku:
- (a) iiyure ezintandathu njengeeyure ekufuneka zigqithiwe njengedipozithi efuneka; ngokunjalo
- (b) isithathu somrhumo wofikelelo njengedipozithi yomfaki-sicelo.
- (3) Kukho iindleko zeposi ezikhutshwayo xa kufuneka iposiwe ikopi yerekhodi efunwa ngumfaki-sicelo.

**ICANDELO III
IMIRHUMO YAMAQUMRHU ABUCALA / IINKAMPANI**

1. Umrhumo wekopi yencwadi njengoko ichaziwe kumgaqo 9 (2) (c) li-R1,10 ngefotokopi nganye engu-A4 okanye inxalenye yayo.

2. Imirhumo yokuveliswa kwayo ngokomgaqo (1) imi ngolu hlobo:

	R
(a) ngefotokopi nganye engu-A4 okanye inxalenye yayo	1,10
(b) ngekopi nganye eptintweyo engu-A4 okanye inxalenye yayo egcinwe ekhompuyutheni, nge-elektronikhi okanye efundeka ngomatshini	0,75
(c) ngekopi nganye efundeka ngomatshini—	
(i)kwistifi	7,50
(ii) ediskini	70,00
(d)(i) ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo	40,00
(ii) ngekopi yemifanekiso	60,00
(e)(i) ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	20,00
(ii) ngekopi yerekhodi ephulaphulwayo	30,00

3. Umrhumo wesicelo okhutshwa ngumfaki-sicelo, ingengunye umfaki-sicelo qobo, ekubhekiswa kuwo kumgaqo 11 (2) ngama-R50,00.

4. Imirhumo ekhutshelwa ukufikelela ngumfaki-sicelo ekubhekiswa kuyo kumgaqo 11 (3) imi ngolu hlobo:

	R
(1)(a) ngefotokopi nganye engu-A4 okanye inxalenye yayo	1,10
(b) ngekopi nganye eprintweyo okanye inxalenye yayo egcinwe ekhompuyutheni, nge-elektronikhi okanye efundeka ngomatshini	0,75
(c) ngekopi efundeka ngomatshini—	
(i)kwistifi	7,50
(ii) ediskini	70,00
(d)(i) ngetranskriphshini yemifanekiso engu-A4 okanye inxalenye yayo	40,00
(ii) Ngekopi yemifanekiso	60,00
(e)(i) Ngetranskriphshini yerekhodi ephulaphulwayo engu-A4 okanye inxalenye yayo	20,00
(ii) Ngekopi yerekhodi ephulaphulwayo	30,00

- (f) Ukukhangela nokucwangcisa irekhodi eza kuxelwa ngama-R30,00 ngeyure nganye okanye inxalenye yeyure elixesha elifanelekileyo ukwenza uphando nokucwangcisa.
- (2) Ngeenjongo zecandelo 54 (2) loMthetho, kufuneka kwenzeke oku:
- (a) iiyure ezintandathu njengeeyure ekufuneka zigqithile phambi kokuba kukhutshwe idipozithi; yaye
- (b) Isithathu somrhumo sikhutshwa njengedipozithi ngumfaki-sicelo
- (3) Kukho iindleko zeposi xa kufuneka ikopi yerekhodi iposelwe kumfaki-sicelo.