



**URhulumente
weNtshona Koloni**

UNoNdyabo wePhondo

Incwadi yokukhuthazwa koFikelelo kwiiNcukacha, 2017

equlunqwe ngokwemiqathango yecandelo 14 loMthetho iPromotion of
Access to Information Act, 2000 kaNondyabo wePhondo

Okuqulathiweyo

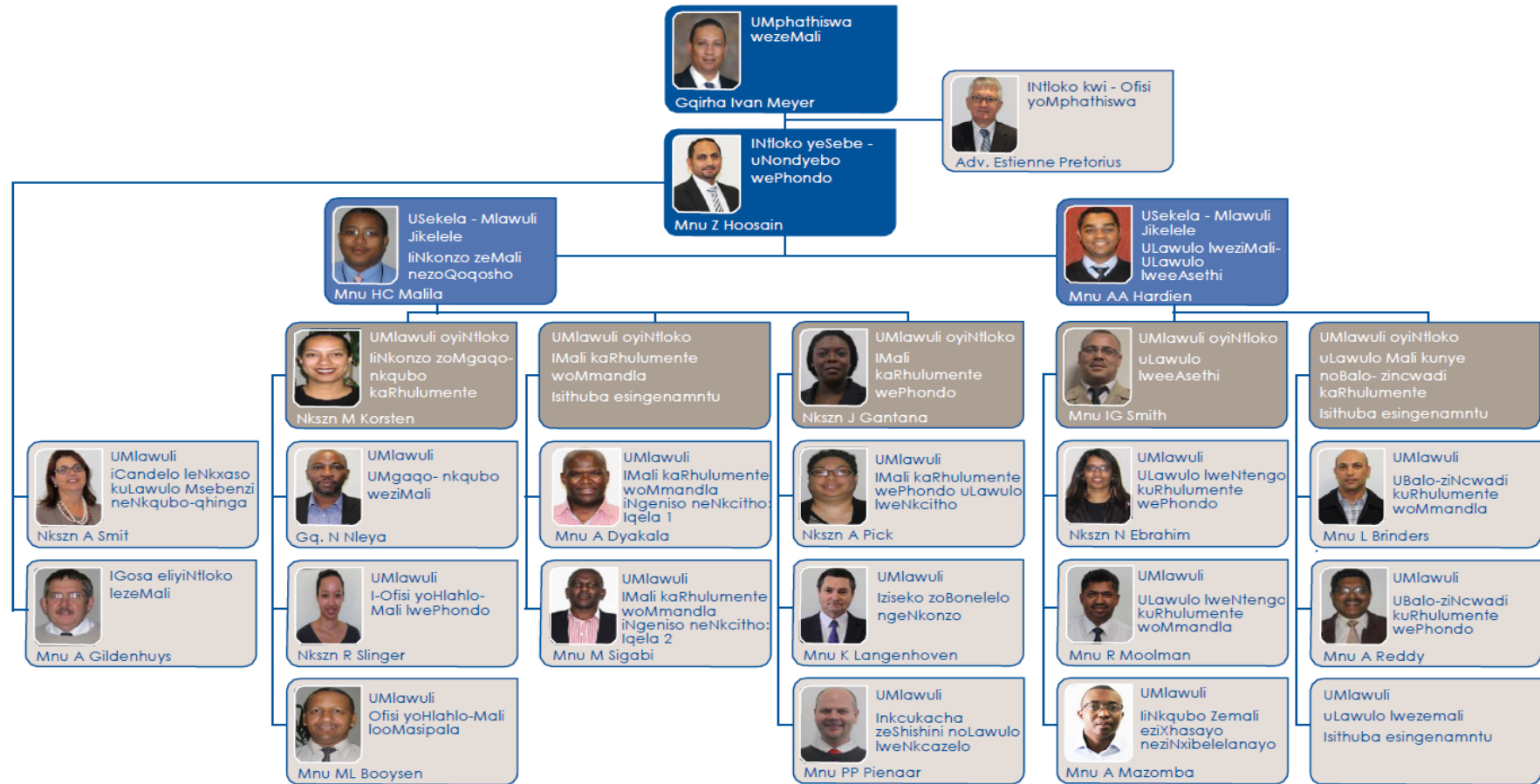
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1. INTSHAYELELO

- 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 okwnza 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 ebeka phantsi ngokucacileyo, phakathi kwezinye izinto, ubume beSebe nemisebenzi, kubandakanya iirekhodi neenkonzzo, nokunika uncedo kwinkqubo emayilandelwe ukuze iirekhodi neenkonzzo zifikeleleke.

2. UBUME BESEBE LIKANONDYEBO WEPHONDO ukususela kumhla wokuQala kweyoKwindla 2017 - icandelo 14 (1)(a)

Umfanekiso 1



3. **IMISEBENZI YESEBE LIKANONDYEBE WEPHONDO – icandelo 14(1)(a)**

ISicwangciso sokuSebenza soNyaka sihambisa umyalezo wokwamkela kweSebe likaNondyebo wePhondo uxanduva lwalo lokuphucula ufezekiso lolwabiwo, ukuqinisekisa ukuba imali yenza izinto ezilifaneleyo ixabiso lazo, nokumenteyinwa kozinzo lwengeniso-mali. Oku kwenziwa ngokwenza imisebenzi engundoqo yokuzifaka zitshone iingcambu zolawulo olulungileyo nohanjiso lweenkonzo oluhlanganyelisiweyo. Umba ophi Oku kubandakanya ulungelelwaniso lomgaqo-nkqubo wephondo noworhulumente wommandla ucwangcison uhlahlo-lwabiwo-mali ulawulo olufanelekileyo nophunyezo. Injongo kukomeleza unxulumano nolungelelwaniso lweziseko zikaRhulumente nabanye abathathi-nxaxheba abaphambili ngexa kuphuculwa uhanjiso lweenkonzo, ngolo hlobo kusenzelwa ukuba iimpembelelo zalo zibonakale kwezentlalo noqoqosho kananjalo kwakhe intsulungeko eluntwini. Ukubonisana nonxulumano namasebe ephondo kunye noomasipala kuza kuxhaswa nangakumbi ziinkqubo ezinjengee-Indaba ezingeSicwangciso soPhuhliso esiHlanganyelisiweyo (IDP) i-Joint Planning Initiative, uPhononongo loLawulo looMasipala neMbonakalo (MGRO) kunye neKomiti yeNkcitho yeSiqingatha soNyaka yoRhulumente woMmand (LG MTEC).

3.1 **Inkqubo1: Ulawulo**

3.1.1 Inkqubo le inenkonzo yobuchule enika inkxaso kuMphathiswa weSebe ngokucwangcisa inkqubo-qhinga nokubonelela iinkonzo zezimali nezinye zenkxaso ezisemgangathweni.

3.1.2 Le misebenzi ilandelayo yenziwa ngokwale nkqubo:

3.1.2.1 Inkqutyana 1.1: IOfisi yoMphathiswa: Ukuncedisa ilungu leKhabhinethi yePhondo okanye iNkulumbuso kuloo misebenzi labelwe yona ngemithetho.

3.1.2.2 Inkqutyana 1.2: **IiNkonzo zoLawulo**: Ukubonelela ngeenkonzo zenkxaso yolawulo lwezobuchule bokusebenza.

Eyona misebenzi iphambili yale nkqutyana yile ilandelayo:

- Ukuququzelela iinkqubo zocwangciso olungelwazimali lokusebenza, ubeko-liso, ukunika iingxelo nokuphonononga

- Ukuqinisekisa ukubonelelwa kweenkonzo zenkxaso yolawulo lwabantu ngokwemiqathango yesivumelwano sokusebenza sabasebenzi kunye neeshedyuli zeenkonzo
- Ukuqinisekisa ukuba indawo ekusetyenzelwa kuzo zikhuselekile yaye azibubeki sichengeni ubomi babasebenzi kunjalonje zihlala zijongiwe
- Ukulawula amaphulo ophuhliso lwabantu abatsha, kubandakanya phakathi kwezinye, iprojekthi yeNkulumbuso yokuphuculwa kolutsha iPremier's Advancement of Youth, ukhuphiswano lokubhalwa kwesincoko, iNKqubo yangaphandle yeebhasari iExternal Bursary Programme.
- Iinkonzo zikanobhala nenkxaso yolawulo
- Iinkonzo zomnxulumanisi wePalamente
- Iinkonzo zangaphakathi nezangaphandle zoxibelelwano.

3.1.2.3 Inkqutyana 1.3: Ulawulo lwezimali: Ukuncedisa iGosa eliNika iNgxelo ukuba liqhube ulawulo lwezimali eSebeni.

Imisebenzi ephambili yale nkqutyana yile ilandelayo:

- ULawulo loCwangciso-mali lunoxanduva lokucwangcisa ludibanise uhlahlo-lwabiwo-mali lonyaka olulungelelanisiweyo, ukubeka iliso kwinkcitho ngenkqubo ebizwa ngokuba yi-In-year Monitoring (IYM) nokuqulunqa ingxelo yonyaka yesebe. Nangaphezu icandelo lihleli liluthathele kulo ulawulo lwenkcitho ye IYM kunye nokusetyenziswa kwemali ezinkozo yesebe, kubandakanya uLawulo olubizwa ngokuba yiContract Management. Iimpembelelo zeSistimu entsha yolawulo lwezimali ezimanyanisiweyo i-Integrated Financial Management System (IFMS) nendlela eza kusebenza ngayo iza kuphunyezwa ngoncedo lweSebe likaNondyabo wePhondo kweli candelo
- Icandelwana loCwangciso-mali leSebe lijongene nokumenteyina isistimu yeentlawulo, ukuqulunqa iNkcaso yesimo sezimali yonyaka iAnnual Financial Statement (AFS) nokumenteyina neencwadi zamatyala esebe. Igalelo lale Sistimu intsha i-IFMS nendlela eza kusebenza ngayo iza kuphunyezwa ngoncedo lweSebe likaNondyabo wePhondo kweli candelo.
- ULawulo lweNtengo (SCM) lujongene nokwandisa iinkcukacha ezikuvimba weenkukacha ze-SCM, ngenkxaso yolawulo oluhlahlelayo ngokuphathelene nentengo yempahla neenkonzo kunye nezinye iinkonzo zoncediso

- ULawulo lwangaPhakathi oluqinisekisa ukuba iindlela zolawulo lwangaphakathi zikho kulo lonke iSebe, ngakumbi kwiindawo ezithanda ukuba nomngcipheko omkhulu, ukuthintela ukuba uphicotho-zincwadi lwangaphakathi lungafumani nto igwenxa. Le yunithi nangaphezu koko kufuneka iqinisekise ukuba kumiselwa iindlela zokuphicotha nokuhlahlela ukuqinisekisa ukuba kulandelwa amanyathelo afanelekileyo okurhweba kwangaxeshanye ibe ngunobhala weKomiti yoLawulo loMmngcipheko woShishino (ERMCO) nangokuqulunqa imiqathango yohlolo lwe-CGRO).

3.2 **Inkqutyana 2: ULawulo lweZibonelelo oluZinzileyo**

3.2.1 Inkqubo iqinisekisa ulawulo olufezekileyo nolucikizekileyo lwezibonelelo zezimali zephondo noomasipala.

3.2.2 Le misebenzi ilandelayo yenziwa phantsi kwale miqathango ilandelayo:

3.2.2.1 Inkqutyana 2.1: Inkxaso yeNkqubo: Ukubonelela ngenkxaso kwimicimbi yolawulo. Imisebenzi ephambili yale nkqutyana yile ilandelayo:

- Ukubonelela ngezixhobo zoqeqesho nophuhliso lwabasebenzi abanxulumene nale nkqubo. Oku kubandakanya intloko nabasebenzi abaphantsi kwayo kweli Sebe: iInkonzo zeziMali zikaRhulumente noQoqosho kunye naBalawuli abaziiNtloko neeOfisi zoLawulo oluyiNtloko ezichaphazelekayo – iInkonzo zeMigaqo-nkqubo kaRhulumente, iMali kaRhulumente: URhulumente wePhondo neMali kaRhulumente: uRhulumente woMmandla.

3.2.2.2 Inkqutyana 2.2: UMgaqo-nkqubo weziMali zikaRhulumente: Ukuphanda, ukuhlahlela nokucebisa ngeziphathelene nomgaqo-nkqubp, izicwangciso-qhinga nolawulo lwezibonelelo zezimali zephondo nezoomasipala.

Imisebenzi ephambili yale nkqutyana yile ilandelayo:

- Ukuphanda nokuhlalutya imicimbi yezimali karhulumente weohondo nowommandla eneempembelelo kwisicwangciso sezimali sePhondo ukuze iinkcukacha ezifunyenweyo zisetyenziswe kuqulunqo lwezicwangciso zezimali zorhulumente wephondo nowommandla zesistimu yoweliselo-mali yesizwe (izibonelelo-mali ezilinganayo nezineMiqathango), imithombo ekhoyo nemitsha yemali ekhuthaza ukuzinza kwengeniso yezimali. Ezi ziphumo

zithelela kwisicwangciso-qhinga sezimali sePhondo ngokulungiswa nokukungelelaniswa rhoqo kwemithetho-siseko yezimali nokumenteyinwa kozizono lwezimali.

- Amaphulo enkxaso, iingcebiso nesikhokelo samasebe noomasipala ngemibandela ephathelene nengeniso-mali nolawulo lwemali ezinkozo, oko kusenziwa ngokuhlalutya nokuhlala kunikwa iingxelo zokuhamba kwemali phakathi enyakeni nokusetyenziswa kwemali engenileyo.
- Ukubeka iliso kwiBhodi yokuNgcakaza yeNtshona Koloni (WCGRB).

3.2.2.3 Inkqutyana 2.3: ULawulo loHlahlo-lwabiwo-mali

I-Elementi: IOfisi kaRhulumente wePhondo yoHlahlo-lwabiwo-mali: Ukukhuthaza ulwabiwo lwezimali olufezekileyo ngokwenza uphando ngezentlalo noqoqosho, uhlalutyo nokunika iingcebiso ezincedayo kucwangciso lohlahlo-lwabiwo-mali lwephondo, ngokunjalo nokubeka iliso kuphunyezo lohlahlo-lwabiwo-mali nokusebenza kwalo.

Imisebenzi ephambili yale elementi yile ilandelayo:

- Ukugxila kwiinkqubo zolungelelwaniso lomgaqo-nkqubo, ucwangciso nohlahlo-lwabiwo-mali. Uphando lubandakanya iNkqubo yoPhononongo lwePhondo neMbonakalo (PERO) enceda kwiinkqubo zocwangciso nohlahlo-lwabiwo-mali ePhondweni. Ngokupheleleyo, uphando, uhlalutyo novavanyo ziinkqubo zenkxaso kumasebe kaRhulumente wephondo ngemibandela yomgaqo-nkqubo wohlahlo-lwabiwo-mali yaye inceda ekuqulunqeni umgaqo-nkqubo wohlahlo-lwabiwo-mali wephondo ngokuhambelana nezicwangciso-qhinga zephondo ezingudnoqo ezandlalwe kwiSicwangciso-qhinga sePhondo kunye neminye imigaqo-nkqubo echaphazelekayo kazwelonke. INgxelo yoMgaqo-nkqubo wesiThuba esiPhakathi soHlahlo-lwabiwo-mali lweNtshona Koloni (WC MTBPS) inika ingxelo ngobume bezoqoqosho, bezimali nemigaqo-nkqubo oluqulunqwa kujongwe kulo uhlahlo-lwabiwo-mali lweminyaka ezayo. Inxulumanisa isicwangciso somgaqo-nkqubo wohlahlo-lwabiwo-mali ocetyiweyo esinika inkxaso kunikezo lwemigaqo-nkqubo, iinkqubo neeprojekthi eziqhuba uhanjiso lweenkonzo ePhondweni.

I-Elementi: IOfisi yoHlahlo-lwabiwo-mali kaRhulumente woMmandla:

Ukukhuthaza ulwabiwo lwezimali olufezekileyo ngokwenza uphando ngezentlalo noqoqosho, uhlalutyo nokunika iingcebiso ezincedayo kucwangciso lohlahlo-

Iwabiwo-mali lwephondo, ngokunjalo nokubeka iliso kuphunyezo lohlahlo-lwabiwo-mali nokusebenza kwalo.

Imisebenzi yale elementi yile ilandelayo:

- Ukwenza uphando, ukunika iingcebiso nokuhlalutya imiba yommandla nengingqi neentsingiselo ezintsha eziphathelene nohlahlo-lwabiwo-mali lorhulumente wommandla nemibandela yomgaqo-nkqubo wezimali. Uphando nohlalutyo lukhokelela kshicilelo lwezinto ezimbini: UPhononongo lwezoQoqosho looMasipala neMbonakalo (MERO) neeProfayili zeNtlalo noQoqosho zoRhulumente woMmandla. Konke oko kugxile kwiinkqubo zoomasipala zocwangciso nohlahlo-lwabiwo-mali zoomasipala ukukhuthaza uhlahlo-lwabiwo-mali oluhamba ngokwezicwangciso.
- Ukuxhasa inkqubo yohlahlo-lwabiwo-mali yoomasipala ngeziphakamiso nezindululo ukuphucula indlela yokwenza ukuba iimali ezabiweyo zijolise kwiinjongo zentlalo noqoqosho nemigaqo-nkqubo kunye nonxulumaniso lokubandakanyeka kweKomiti yeNkcitho kaRhulumente woMmandla.

3.2.2.4 Inkqutyana 2.4: Imali kaRhulumente

I-Elementi: Imali kaRhulumente wePhondo: Ukuqulunqa uhlahlo-lwabiwo-mali olungundoqo oluthembekileyo noluzinzileyo nolulungelelanisiweyo, kunye nokunika isikhokelo nokubeka iliso kuphunyezo lwayo olufezekileyo.

Imisebenzi yale elementi ephambili yile ilandelayo:

- Uvavanyo iibhajehi zephondo ukuphucula intgembeko nozinzo lwayo.
- Ukubeka iliso nokuhumeza iibhajethi zokuphucula uxanduva lokuphendula, ucikizeko nokugcinwa kweenkcukacha. Ukuhlanganiswa kwezimali yinxalenye yeSicwangciso-qhinga leziMali ngoko ke into ephambili lulawulo lwenkcitho ukuze ingagqithi emdeni obekiweyo nolawulo olungqongqo lweebhajethi zabasebenzi.
- Ukugxila kwiindawo ukuphucula ucikizeko kulawulo lwenkcitho emasebenzi ngokumanyana neyunithi yolawulo lweNtengo yeSebe likaNontybo wePhondo.

I-Elementi: Imali kaRhulumente woMmandla (Iqela 1 neQela 2): Ukuqhuba ufezekiso loMthetho iMunicipal Finance Management Act (MFMA) nokuncedisa nokunika isikhokelo koomasipala ngendlela yokucwangcisa iibhajethi zabo nokubeka iliso kuloo nto bayenzayo.

Imisebenzi ephambili kule elementi yile ilandelayo:

- Ukuququzelela nokuyondelelanisa uphunyezo lwe-MFMAkwiSebe likaNondyebo wePhondo nakoomasipala nokuqinisekisa ukuba iinjongo zoRhulumente woMmandla zenguqu ziyaphumelela. Uphunyezo lwe-MFMA luza kuqhutywa ngokuyondelelanisa ubudlelane phakathi kwanqanaba karhulumente (IGR) phakathi koomasila, amasebe ephondo, amasebe kazwelonke namanye amahlakani achaphazelekayo. Uxanduva oluphambili lubandakanya ukubeka iliso, inkxaso nongenelelo ngokusekeleze ukuphumeza i-MFMA implementation, ingeniso-mali, inkcitho nolawulo lwemali eziinkozo.
- Ukuhlalutya nokunika ingxelo ngengeniso yonyaka, inkcitho nokusetyenziswa kwemali yoomasipala ngeenjongo zokomeleza ulawulo lwezimali zoomasipala neenkqubo zohlahlo-lwabiwo-mali.

I-Elementi: Izixhobo: Ukukhuthaza ubonelelo lwezixhobo ezibonakalayo ezitsha nokumenteyinwa kwezi sezikho.

Imisebenzi ephambili yale elementi yile ilandelayo:

- ISistimu yoLawulo loPhuhliso lweZixhobo yeNtshona Koloni (IDMS) sisicwangciso-qhinga sezixhobo saseNtshona Koloni sokuqinisekisa ukuba iqondo lemfezeko ecikizekileyo liyazuze yaye nexabiso layo liyaqondakala oko kusenziwa ngeeasethi ezisisiseko zephondo. Kwi-IDMS kwendiselizwe isicwangciso esimanyanisiwe kucwangciso nohlahlo-lwabiwo-mali. Okona kungundoqo kule yunithi lumiselo lwe-IDMS yeNtshona Koloni kumasebe ePhondo. Enye injongo yeyunithi kukumisela i-IDMS kwinqanaba likarhulumente loomasipala ngokuhambelana noLawulo loBonelelo neNtengo yeZixhoboeQhelekileyo. Iyunithi le ikwanoxanduva lokubeka esweni inkcitho kwizixhobo zamasebe akhethiweyo nenkxaso yeKomiti yoMphathiswa yoYondelelwaniso lweZixhobo yeNtshona Koloni (WCMiCoCo), phantsi kosihlalo onguMphathiswa weziMali wePhondo, ukuze uhanjise lwezibonelelo ePhondweni lufezekiswe ngokucikizekileyo.
- URhulumente weNtshona Koloni uza kuhlala esomelezwa ngamandla ukuze akwazi ukukhetha, ukucwangcisa, ukuxabisa nokuqala iiprojekthi zezixhobo ngokweSicwangciso seNkcitho yeXesha eliPhakathi sowama-2017 (MTEF). Oku kuza kwenziwa ngeemvavanyo ze-U-AMP, Custodian Asset Management Plans (C-AMPs), nangeeNgxelo zeNgqiqo neziPhakamiso

zeeProjekthi zaMasebe (ngokwemiqathango yeSikhokelo seNkqubo yeSibonelelo esekelwe kwiNdlela yokuSebenza.

I-Elementi: ULawulo lweeNkcukacha zoShishino noVimba weNkcukacha: Ukubonelela ngenkonzo yokuhlanganisa abaxhamli beenkonzo nenkonzo ezo. ukuqokelela iinkcukacha, iinkcukacha nolwazi nolawulo lweerekhodi kwiSebe likaNondyebo wePhondo.

Imisebenzi ephambili yeli solotya yile ilandelayo:

- Icandelo loLawulo lweeRekhodi ijongene nokulawula isistimu yokufayilisha ngokulandela imiqathango kaVimba weNkcukacha eziBalulekileyo neeRekhodi. Ukugcinwa kwezinto endaweni enye yinkqubo ebonisa abasebenzi beSebe likaNondyebo wePhondo ngeenkcukacha nolwazi olunceda ukuba bathathe izigqibo ezizizo nokuba basebenzele ukuqinisekisa ukuba iinkcukacha ezo zikhuselekile, ziselugcinweni olululo. Icandelo loLawulo lweeRekhodi lukwajongene nemiba yokhuseleko yeSebe likaNondyebo wePhondo.
- Icandelo loLawulo lweeNkcukacha nolwazi lijongene nolawulo lweeseti zeenkcukacha ngaloo ndlela lixhasa iinjongo zesicwangciso-qhinga seSebe likaNondyebo wePhondo. Ukumanyaniswa kweeseti zeenkcukacha kuza kuphuculwa nangakumbi ukukhuthaza uhlangaiso lweenkcukacha phakathi kwamanqanaba karhulumente. Icandelo loLawulo lweeNkcukacha nolwazi lijongene nokuqinisekisa unxibelelwano lwekhompyutha i-Information Communication Technology (ICT) inentsingiselo eyodwa ephambili eSebeni oko ikwenza ngokuphumeza amalungiselelo eSicwangciso soMgaqo-nkqubo weTekhnoloji yoLawulo lweeNkcukacha oluManyanisiweyo lweSebe lweNkonzo kaRhulumente noLawulo (DPSA) nobeko liso kumaphulo eSicwangciso-qhinga se- ICT.
- Ukuhlanganiswa kwabaxhamli neenkonzo abazilungiselelweyo kwenza ulungelelwaniso lweenkqubo ze-MTEC zamasebe noomasipala nokuhamba kwamaxwebhu (eziphathekayo nezisekhompyutheni).
- Icandelo lokuqokelela iinkcukacha lujongene nokulawula kunye nokumenteyina uvimba weenkcukacha ezisekhompyutheni zeSebe likaNondyebo wePhondo kunye nokucokiswa kwezinto ezishicilelweyo zesebe kunye namaphepha ekusetyenzwa ngawo.

3.3 **Inkqubo 3: ULawulo lwee-Asethi**

3.3.1 Ukunika isikhokela somgaqo-nkqubo nokuqinisekisa nokunyanzelisa ulawulo lweesistimu zemali zephondo, ulawulo lwentengo nee-asethi ezinokufuduswa phakathi kwamamanqanaba ephondo noomasipala.

3.3.2 Le misebenzi ilandelayo yenziwa ngokwemiqathango yale nkqubo:

3.3.2.1 Inkqutyana 3.1: Inkxaso yeNkqubo: Ukunika inkqubo inkxaso yolawulo.

Imisebenzi ephambili yake nkqutyana yile ilandelayo:

1. Ubonelelo lwezixhobo zoqeqesho nophuhliso olucwangcisiweyo lwabasebenzi luqhotyoshelwe kule nkqubo. Oku kubandakanya intloko nabasebenzi beSebe: ULawulo noLawulo lwee-Asethi, uMlawuli oyiNtloko ojongene noLawulo lweeAsethi, kunye naBalawuli abaziiNtloko – kuLawulo lweNtengo kuRhulumente wePhondo, uLawulo lweNtengo kuRhulumente woMmandla kunye neeSistimu zeNkxaso nzeNxibeleleneyo zeziMali.

3.3.2.2 Inkqutyana 3.2: ULawulo lweNtengo

Isolotyca: ULawulo lweNtengo kuRhulumente wePhondo: Ukunika isikhokelo somgaqo-nkqubo nokuqinisekisa iinkqubo zolawulo lwentengo nolawulo lwee-asethi.

Imisebenzi ephambili yale elementi yile ilandelayo:

2. Ukuqhubela phambili i-SCM ekhokelwa ngabaphambili kulawulo kunye nolawulo nokusebenza kwee-asethi ezinokufuduswa ePhondweni.
3. Intsingiselo ephambili ekusebenziseni ithekhnoloji njengesixhobo sokuphucula ukusebenza kwe-SCM. Okuphambili apha kuza kubandakanya uphunyezo oluqhubayo lukavimba weenkukacha zabaniki-nkonzo, ufezekiso nolawulo olungcono kwisisombululo seekowuti zekhompyutha nobuchule bokuqhuba umsebenzi ukuxhasa isigqibo senkxaso yeentengo nokwenza ulawulo lweenkcukacha ze-SCM lube nngcono.
4. Intengo enemfezeko nenkcitho enobulumkko kwiintengo ezenziwayo iza kuqfumana inkxaso ngeendlela zokwenza ezimanyanisiweyo kwinkqubo yocwangciso yeentengo ukudala imeko eza kuyenza ziphinda-phindeke iziphumo okanye inzuzom kunyuke nomthamo weenkonzongalinganyuswanga zona iindleko zokwenza oko kusenziwa ngokuthenga kakhulu ngexesha /

ngokunxulumanisa iindlela zokuthenga nokba neekhonthakhthi zorhwebelwano ezikhawulelanayo.

5. Luza kuqwalaselwa uphuhliso lwabasebenzi be-SCM nabaniki-nkonzo. Uphuhliso lwabasebenzi kwizakhono ze-SCM nolwazi emazikweni luza kuququzelelwa kuqinisekiswa ukuba luyenzeka ngokubanika uqeqesho longenelelo olungqalileyo, idesika yoncedo, uncedo nesikhokelo, amaphulo okufundisa nangeForamu ye-SCM. Uphuhliso lwentsingiselo ephambili yoxhotyiso nophuhliso iza kukhokelwa ngamaqela agqaliweyo phantsi kweForam ye-SCM, oko kukuthi, uMgaqo-nkqubo noLawulo lwe-SCM, iTekhnoloji ye-SCM: Amaqela aGqaliweyo oXhotyiso noPhuhliso lwe-SCM noLawulo lweMfuneko. Kuza kusetyenziswa iindlela ezahlukeneyo ukuxoxa nokubonisana nabaniki-nkonzo ukuqinisekisa ukuba baxhotyiswa ngokwaneleyo ukuze bayiqonde imeko ekusetyenzwa phantsi kwayo kwi-SCM yephondo kunye nokufunekayo xa kusetyenziswa noRhulumente wePhondo leNtshona Koloni.

I-Elementi: ULawulo lweNtengo kaRhulumente woMmandla: Ukubonelela ngesikhokelo somgaqo-nkqubo nokuququzelela iinkqubo zolawulo lwentengo nee-asethi.

Imisebenzi yale elementi yile ilandelayo:

6. Ukubonelela ngoncedo nesikhokelo solawulo nokusebenza kwe-SCM nakulawulo lwee-asethi koomasipala abangama-30 bePhondo. Ezi zinto, pkhakathi kwezinye, zibandakanya izikhokelo zendlela yokusebenza echubekileyo neethempleyiti, ukuhlola ukuthotyelwa kwemigaqo-nkqubo nemimiselo yolawulo lwe-SCM nee-asethi, ukuphuhlisa nokubonelela ngezixhobo zoncediso, amaphulo okuxhobisa nawokuqeqesha, kunye nokuququzelela inkqubo yentengo eyenziwa ngokweendawo ezithilini.

3.3.2.3 **Inkqutyana 3.3: IiSistimu zeNkxaso neziNxulumeneyo zeziMali:** Ukubonelela ngophunyezo, ulawulo nobeko esweni lweesisistimu zezimali ezisetyenzisiweyo zephondo notshintshelo kwi-IFMS.

Imisebenzi ephambili yale elementi yile ilandelayo:

- Ukuphucula nangakumbi ulawulo lwesistimu yemali ePhondweni ngoqeqesho lwabasebenzisi besistimu le ngokweeprofayili zesistimu le yabo nolawulo lwee-akhawunti zabasebenzisi bayo.

- Uphuhliso lweenkqubo zoqeqesho ezimanyanisiweyo ukukhuthaza ukusetyenziswa kwesistimu zemali ngendlela eyiyo nangokugqibeleleyo, amanyathelo okuphucula ukufaneleka nokunyaniseka kweenkcukacha okubandakanya ukunikeza iinkonzo kuwo onke amasebe ngolawulo olunentembeko neenkukacha ezinomkhondo, nangokuncedisa kuhlalutyolweenkcukacha.
- Ukugxila ekwenzeni iisistimu zezimali ezisetyenziswayo zephondo zikulungele ukuwelela kwi-IFMS nocwangciso lweenkcukacha ngokunjalo.

3.4 **Inkqubo 4: ULawulo lweMali**

3.4.1 Ukukhuthaza nokuqiniseka ukuba ukho oza kuphendula anike ingxelo nangolawulo lwezimali emasebenzi, emazikweni nakoomasipala.

3.4.2 Le misebenzi ilandelayo yenziwa ngokwale nkqubo:

3.4.2.1 Inkqutyana 4.1: Inkxaso yeNkqubo: Ukubonelela ngenkxaso yolawulo kule nkqubo. Imisebenzi ephambili yale nkqutyana yile ilandelayo:

- Ubonelelo lwezixhobo zoqeqesho nophuhliso olucwangcisiweyo labasebenzi abayamene nale nkqubo. Oku kubandakanya intloko nabasebenzi beSebe: ULawulo lwee-Asethi, uMlawuli oyiNtloko ojongene noLawulo oluyiNtloko – ULawulo lweMali noCwangciso-mali lwePhondo, uCwangciso-mali loRhulumente woMmandla noLawulo lweNkonzo eziManyanisiweyo.

3.4.2.2 Inkqutyana 4.2: IiNkonzo zoCwangciso-mali

I-Elementi: UCwangciso-mali loRhulumente wePhondo noThotyelo: Ukuqhubela phambili iinguqu kulawulo lwezimali uphunyezo lweendlela zocwangciso-mali nokulungiswa kweenkcazo-mali ehlanganisiweyo.

Imisebenzi ephambili yale elementi yile ilandelayo:

- Ukuqinisekisa ukubhalwa kweerekhodi neengxelo ezipheleleyo nezichanekileyo zntengiselwano ngendlela ezifuneka ngayo ngokwemiqathango yohlaziyo lwezezimali. Oku kunegalelo ekuthinteleni izinto ezingaqhelekanga, amakhwiniba neempazamo kwiinkcazo-mali ngokocwangciso-mali olusekelezelwe kwingeniso ngelo xesha ingene ngalo nenkcitho ngello xesha ichithwe ngalo imali ngamasebe kunye nocwangciso olujonge iintlawulo ezingenayo neziphumayo kweso sithuba zenzeke ngaso emazikweni.

- Ngokunxulumanisa nokuqhubela phambili imigangatho yokusebenza yezimali, le yuniti ikwahlola inike neengxelo zekota ze-CGRO yeZicwangciso zoLawulo lokuSebenza (GAP) ukwenzela ukuphucula ulawulo lwemali.
- Ukulungiselela ukuphuculwa kolawulo nokusetyenziswa kwenkqubo-sikhokelo yocwangciso-mali, inkqubo yoqeqesho ecwangcisiweyo kunye nokufaka i-e-GAP emasebeni.

I-Elementi: Ucwangciso-mali loRhulumente woMmandla: Ukuphucula ukusetyenziswe kwemigangatho yocwangciso-mali neengxelo zemali koomasipala.

Imisebenzi ephambili kule elemeni yile ilandelayo:

- Ukuqinisekisa ikubhalwa kweengxelo ezichanekileyo nezipheleleyo zentengiselwano ngokwemigaqo yocwangciso-mali iGenerally Recognised Accounting Practices (GRAP) nokuthotyelwa kwemithetho elawula imali, imigaqo nemimiselo kunye neTshathi yocwangciso-mali koomasipala iMunicipal Standard Chart of Accounts (mSCOA). Oku kuya kuba negalelo ekuthinteleni inkcazo-mali ezineempazamo, ezingaqhelekanga nohlalutyolo olunzulu lweenkcazo-mali ezinokukhokela izigqibo eziphambili zomgaqonkqubo.

3.4.2.3 **Inkqutyana 4.3: Ulawulo oluManyanisiweyo:** Ukomeleza ulawulo olumanyanisiweyo ePhondweni ngophunyezo lolawulo lomngcipheko, uphicotho-zincwadi lwangaphakathi nothotyelo ngemigangatho yezimali.

Imisebenzi ephambili yale nkqutyana yile ilandelayo:

- Unxulumaniso lwe-MGRO nokukhuthaza ukwamkelwa kwenkqubo yokujonga ukubhadla kumacandelo ngamacandelo namahlelo ngamahlelo ukuze kusetyenzwe phantsi kolawulo olukwawona manqanaba aphezulu.
- Ukukhuthaza imigangatho yokusebenza, kusetyenziswa iiforamu ezinjengeyeGosa eliyiNtloko loMngcipheko noMphicothi-zincwadi oyiNtloko (CAE) ukuqulunqa uqeqesho olungqalileyo.
- Uphengululom uphononongo, uvavanyo kunye neziphakamiso ngemithetho efanelekileyo kuwo onke amanqanaba karhulumente ukuze, njengesiphumo soko, kuqinisekise ukuba amahlakani entsebenziswano ayaziswa, aqeqeshwe.

4. IINKCUKACHA ZOQAGAMSHELWANO ZEGOSA LEENKCUKACHA NESEKELA-GOSA

LEENKCUKACHA - icandelo 14 (1) (b)

4.1 IGosa leeNkcukacha

Adv. B Gerber

ISakhiwo soWiso-mthetho

15 Wale Street/ P O Box X659

eKapa, 8000

Inombolo yomnxeba: 021 467 6032 Ifeksi: 021 483 3300

I-imeyili: : Brent.Gerber@westerncape.gov.za

4.2 Isekela-gosa leeNkcukacha :

Mnu Z Hoosain

ISakhiwo soWiso-mthetho

7 Wale Street/ Private Bag X9165

eKapa, 8000

Inombolo yomnxeba: 021 483 6267 Ifeksi: 021 483 3855

I-imeyili: Zakariya.Hoosain@westerncape.gov.za

5. ISIKHOKELO SEKHOMISHINI YAMALUNGELO OLUNTU – icandelo 14(1)(c)

5.1 IKhomishini yaMalungelo oLuntu ihlala ihlaziya yaye ikhupha isikhokelo esiqulunqileyo isiqulunqe 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 amaqumrhu karhulumente alungiselelwe uluntu kunye noncedo abangabanika lona abantu;
- Indlela yokufikelela kumaziko oluntu
- Amanathelo omthetho alandelwayo ukulungisa izinto ukuba kuthe kwakho intsilelo ekulandeleni umthetho ngokwePAIA

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

IOfisi yeKhomishini 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 Braamfontein 2017 eJOHANNESBURG
Iwebhusayithi	www.sahrc.org.za

5.3 **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 NEENDIDI ZEEREKHODI ZESEBE – icandelo 14(1)(d)

ISebe ligcina iirekhodi zezi zihloko neendidi zilandelayo:

IZINTLU NEMIBA	Inkqubo yobeko-liso kwiinkukacha
6.1.1 Statutory and Regulatory Framework	

IZINTLU NEMIBA	Inkqubo yobeko-liso kwiinkcukacha
<p>6.1.1 Isicwangciso-nkqubo seMigaqo neMithetho / Imithetho</p> <ul style="list-style-type: none"> • Isicwangciso-nkqubo soMgaqo-siseko weSizwe • Umthetho yeSizwe • Umthetho yeNtshona Koloni 	
<p>6.1.2 Uhlengahlengiso noLawulo</p> <ul style="list-style-type: none"> • Uhlangahlengiso lwemisebenzi • Ukunikwa / ukwabiwa kwamagunya • Ukumiselwa kwamacandelo amatsha neeofisi • Ucwangciso • Imiyalelo yeeofisi neeKhowudi • Iinkqubo zokuSebenza zeSebe • Iingxelo • Umgaqo-nkqubo neSicwangciso-qhinga • Iinkcukacha zoLawulo lweSicwangciso-qhinga • IZiko leeNkonzo eziManyanisiweyo • ULawulo oluManyanisiweyo 	Inkqubo 1
<p>6.1.3 ULawulo lwezabasebenzi</p> <ul style="list-style-type: none"> • UPhuhliso lweSebe • IZiko loQeqesho lePhondo • ULawulo lwezaBasebenzi • ULawulo lweZakhono zaBasebenzi 	Inkqubo 1
<p>6.1.4 ULawulo lweZimali lwangaphakathi</p> <ul style="list-style-type: none"> • Uhlahlo-lwabiwo-malit • Uxanduva lokuphendula • Inkcitho • Amalungiselelo okubhankisha • Iingxowa-mali • ULawulo lwangaPhakathi 	Inkqubo 1
<p>6.1.5 ULawulo lweNtengo</p>	Inkqubo 1

IZINTLU NEMIBA	Inkqubo yobeko-liso kwiinkcukacha
<ul style="list-style-type: none"> • Intengo • Izibonelelo • Ulawulo lwee-asethi 	
6.1.6 ULawulo lwangaphakathi lwamaziko <ul style="list-style-type: none"> • Izakhiwo nemihlaba • Izixhobo nefenitshala • linkonzo zeposi • linkonzo zonxibelelwano lomnxeba • I-Occupational Health and Safety (OHASA) 	Inkqubo 1
6.1.7 linkonzo zangaphakathi zohambo nothutho <ul style="list-style-type: none"> • Ezothutho 	Inkqubo 1
6.1.8 linkonzo zeeNkcukacha zaNgaphakathi <ul style="list-style-type: none"> • Ulawulo lweerekhodi lwangaphakathi • Ulawulo lwamathala eencwadi • Ulawulo lweenkcukacha • Ulawulo lolwazi • Imibandelo yokhuseleko yangaphakathi • Ulawulo nofezekiso lweNkqubo yoFikelelo kwiiNkcukacha (PAIA) • Iziko iCentre for e-Innovation (Ce-I) • Ufezekiso loMthetho i Protection of Administrative Justice Act (PAJA) 	Inkqubo 2
6.1.9 Unxibelelwano <ul style="list-style-type: none"> • Okuveliswe nokushicilelwa kwapapashwa nguRhulumente • linkonzo zeelwimi • Ubeko sweni lwmithombo yeendaba • lingxelo • lintetho nezifundo ezihlohlwayo • Unxibelelwano olumanyanisiweyo 	Inkqubo 1
6.1.10 linkonzo zomthetho <ul style="list-style-type: none"> • Ubonelelo lweengcebiso zomthetho • Izimangalo/amatyala 	

IZINTLU NEMIBA	Inkqubo yobeko-liso kwiinkcukacha
<ul style="list-style-type: none"> • Uthotyelo 	
<p>6.1.11 Ukubamba nokuya ezintlanganisweni nezinye iindibano</p> <ul style="list-style-type: none"> • Imisebenzi encedisayo • Imisebenzi engundoqo 	

6.2 IIREKHODI ZESEBE EZIFUMANEKA NGOKUZENZEKELA KUNGADANGAKA 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.

Amaxwebhu aphawulwe ngeasterikhi afumaneka simahla kwiwebhusayithi ye-WCG ethi www.westerncape.gov.za ngokwecandelo 15(1)(a)(iii).

Ingcaciso ngeendidi zeerekhodi	Icandelo lendlela yofikelelo kwiirekhodi
Ingcaciso ngeendidingokuzerekhodi ezikwenzakathango yecandelo 15(1)(a)	15(1)(b) yokufikelela kwicandelo leerekhodi 15(1)(b)
Ingcaciso ngeendidingokuzerekhodi ezikwenzakathango yecandelo 15(1)(a)	lirekhodi ezichazwe ku-(a) ukuya ku-(n)
(j) Iingcaciso ethenda eziPhando ezilungelelanisiweyo)*	zingafumaneka kwiofisi zeSebe ezikumgangatho wesithathu kwesiya
(k) Iingcaciso ezikwenzakathango yecandelo 15(1)(a)	Sakhiwo soWisomthetho, eKapa okanye
(l) Iingcaciso ezikwenzakathango yecandelo 15(1)(a)	ofunayo angazikhangela azifunde
(m) Iingcaciso ezikwenzakathango yecandelo 15(1)(a)	kwiwebhusayithi yesebe akube ekhuphe
(n) Iingcaciso ezikwenzakathango yecandelo 15(1)(a)	umrhumo omisiweyo – phants kwentsimbi
(a) Iingcaciso zoNyaka yoMgaqo-nkqubo	ye-07:30 kusasa neye-16:00 malanga.
woHlahlo-lwabiwo-mali IweSiqingatha soNyaka yeNtshona Koloni (WC MTBPS)*	
(d) UPhononongo lwezoQoqosho IwePhondo neMbonakalo (PERO)*	
(e) I-Municipal Economic Review and Outlook (MERO)*	
(f) Iingcaciso zeSebe ngalinye ezisisiphumo soMthetho iPublic Finance Management Act (PFMA), 1999 (uMthetho 1 ka-1999) noMthetho iDivision of Revenue Act (DORA)*	
(g) Iisetyhula seSebe likaNonyebo wePhondo namanye amaxwebhu angomgaqo-nkqubo achaphazelekayo *	
(h) Abanikwe umsebenzi woLawulo IweNtengo *	
(i) Abajongene nezimali *	

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

ISEBE alinazinkonzo lizibonelela uluntu. ITshatha yeeNkonzo iqhotyoshelwe apha njengesihlomelo B yaye iyafumaneka kwiwebhusayithi:

https://www.westerncape.gov.za/assets/departments/treasury/Documents/service_charter_2016.pdf.

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

Awekho.

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

Umthetho osebenzayo kweli Sebe (njengoko ubekiwe kwisicwangciso sokuSebenza soNyaka seSebe¹) ungabonelela ngenkqubo yangaphakathi yophononongo okanye yokubhena. Ukuba akukho sisombululo sifumanekayo ngokwale nkqubo okanye akukho malungiselelo wambi enziweyo ngenkqubo le, kungabhenelwa enkundleni ukuba inike umyalelo ofanelekileyo.

Ukuba kukho imibuzo, izikhalazo okanye izimvo malunga nohanjiso lweenkonzo zeSebe loPhuhliso loQoqosho, makulandelwe le ndlela ilandelayo:

UQHAGAMSHELWAN O	IINKCUKACHA ZOQHAGAMSHELWANO	IYURE ZOKUSEBENZA
Tsalela apha:	021 483 6204	Ngomvulo
Ifeksi:	021 483 3855	ukuya
I-imeyili:	Janine.Hendricks@westerncape.gov.za	ngoLwesihlanu ngentsimbi ye-
Uambele phi:	Isakhiwo soWiso-mthetho, 7 Wale Street, eKapa	7:30 kusasa ukuya kweye- 16:00 malanga

¹ Ifumaneka kule dilesi ithi <https://www.westerncape.gov.za/documents/plans/2016>

		(ngaphandle kwangeeholidey i)
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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-16.00 ngeMivulo ukuya kutsho ngoLwesihlanu (ngaphandle kwangeeholide) eofisini yeSekela-gosa leeNkcukacha kwiSakhiwo soWiso-mthetho, 7 Wale Street, eKapa.
- 7.2 Incwadi le ifumaneka ngesiNgesi, isiBhulu nesiXhosa ifumaneka kule webhusayithi ibhlalwe ngezantsi:
<https://www.westerncape.gov.za/general-publication/access-information-provincial-treasury-section-14-manual>.

ISIHLOMELO A: ISIKHOKELO NGOFIKELELO KWIIREKHODI NGOKUNGAZENZEKELIYO

1 UKUZALISWA KWEFOMU YESICELO, INTLAWULO YEMIRHUMO neFOMU YOFIKELELO – amacandelo 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 singafakwa ngomnye egameni lomnye kodwa kufuneka oko kubhalwe kuFomu A ukuqondisa.

1.2 Imirhumo

- Imirhumo yezicelo neyokukhangela iirekhodi, ngokunjalo nokwenza ikopi, 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 ikopi.

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 abangarhumiyo:

- 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.

1.4 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. IIREKHODI EZINEENKCUKACHA ZABANYE ABANTU – amacandelo 47, 48

3.1 Isaziso:

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

- linkcukacha zomnye umntu ochaphazelekayo;
- limfihlo zokusebenza zomnye umntu;
- linkcukacha zezimali, ushishino, inzululwazi okanye ezitheknikhali nokuvezwa kwazo kungamenzela ingxaki loo mntu ungomnye uchaphazelekayo;
- linkcukacha azinikileyo loo mntu ungomnye uchaphazelekayo yimfihlelo yakhe yaye ukubekwa kwazo elubala kungamfaka engxakini okanye kuzibeke esichengeni izivumelwano zakhe zoshishino, ezinye izivumelwano okanye ukhuphiswano;
- linkcukacha ezinikeziweyo ziyimfihlelo ngomnye umntu 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 ngomnye umntu okanye egameni lakhe zingamsingela phantsi loo mntu ungomnye, iarhente okanye umcimbi lowo uphandwayo.

3.2 Okubekwa ngomnye umntu ochaphazelekayo

Kwiintsuku ezingama-21 zesaziso (3.1 ngasentla) omnye umntu 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 Isiggibo 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 omnye umntu ochaphazelekayo ngokunjalo nomfaki-sicelo ngesigqibo eso.

4. INKQUBO YEZIBHENO YANGAPHAKATHI– icandelo 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 Omnye umntu ochaphazelekayo

Omnye umntu ochaphazelekayo angafaka isibheno zingaphelanga **iintsuku ezingama-30** emva kokuba sikhutshiwe isaziso sesigqibo seGosa leeNkcukacha / iSekela-gosa leeNkcukacha sokunika imvume yokufumana irekhodi eneenkcukacha zaloo mntu ungomnye 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.

6. ISICELO SENKUNDLA

6.1 Umfaki-sicelo okanye omnye umntu ochaphazelekayo angafaka isicelo enkundleni ukuba axolelwe ukuba

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

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

ISHLOMELO B: ITSHATHA YEENKONZO

Itshatha yeenkonzo

UNdonyebo wePhondo uyakujinsekisa ngalawulo, olululo ngokuthatha uxanduva kwezezimali. Injongo yethu kukuphucula ulawulo lwezimali ngokwandisa uxanduva kunye nokungamela, nokwatha kwabiso loluntu, ukukwazi ukuhambisa iinkonzo ezizisa ngokusebenzisa namahlakani kunye nokwatha izakhono kwicandelo lwezimali kurhulumente.

Our Commitment

Sizinkolele ekuqwalaseleni iifundo zabantu nokwanelisa abathengi bethu ngokuthi stise iinkonzo zikurhulumente ngokunika iinkonzo eziphucukileyo nezibonakalayo. Ngokuthi sithwale uxanduva kunye negunya lethu, silawulwa yaye sikhokelwa yimithetho stseko l- Batho Pele (People First) esibhazo. Sizinkolele ekunikezeni iinkonzo ezibonakalisa kwabiso leNkathalo, Ubuchule ngokomsebenzi, Uxanduva, Ukuthembeka, Ukuqala iinto ezintsha eziphendulayo ukuze zikhusele yaye zinyusa iinga lamalungelo akho nokwandisa amathuba okufikelela kwiphumo zokanjalo lweenkonzo zobambiswano Ngamandla. Umsebenzi wethu uvavanywe yaye sikunika iingxelo kwNgiyelo yoNyaka yethu ethi ipapashwe yaye ikhonywe kwi websayithi yethu.

Gqirha Ivan Meyer



Iindlela yokukhawulelana neengxaki

Ukuba unesikhalazo, nceda usazise. Sakuthi siphonde ngesikhalazo sakho zeshendule kwilvelo ezintathu sikumene sikhalazo ukuba kukho iimpazamo ezifumanekileyo, sakubeka izinto ngendlela eyayo nefanelekileyo sikolele. Ukuba ashaka ukuzombulula iimbuzo yakho ngomnye kwangoko siyakufumela umbuzo wakho kwigosa elinxanduva lokukunika iithuba lokuba unqayindlela nini iimpendulo kumbuzo wakho.

IINKONZO ZETHU ZOBUNOBHALA NEMIGANGATHO JIKELELE

- Ukunika iingqubo ezivavanywe ngobungaba ngokwesicelo kuphela kwinkqubo ezinengqondo.
- Sakunikela lonke ulwazi, okubakulelelo, nokusebenzisekayo kunye nempendulo eyakhayo. Sakusiphendula umvavanyo ungalalanga kohlazi.
- Siyakuphendula kwimbalelwano yakho ye imeyile kwinye eziyil 48.
- Xa usibalele siyakufumela ukuba siyakufumela iimbalelwano yakho kwintsuku ezintathu zokusebenza.
- Sakufumela iimpendulo kwintsuku eziyil 15 zokusebenza. Ukuba asikwazi ukunikela iimpendulo kwintsuku eziyil 15 zokusebenza sakufumela ukuba kutheni singatwazi sikunike nesho onokuthanda ngalo impendulo.

Uyamenywa ukuba uthumele iimbongi, izincwadi, izigxeko ezifundisayo okanye iziphakamiso ezinokuphucula iinkonzo zethu okanye imigangatho.

Unelungelo lokuba u:

- Unelungelo lokuphathela kakuhle ngalo
- lonke lisho: Ukufumana
- ngokupheleleyo iinkqubo ocalulelo;
- iinkonzo ezizisa neshawulelelo;
- Ukuqalisa nokukhawulelana ngeenkonzo ezinangikwanga ngokupheleleyo;
- kwabiso lemali kuzo zonke iinkonzo ezinikwayo;
- iinkqubo ngemigangatho yeenkonzo
- onokuyindlela: Ukufikelela kwinkonzo ngokufingana; kunye nokubonisa ngamangqaba einkonzo zikurhulumente.

Siindlele olu kuwe:

- Kufuneka ube nabantu, nenkathalo kunye nembeko kumagosa okunika iinkonzo;
- Ukunyanzela kwilingxoxo ozena nathi;
- Ukunyanzela amawebhu apheleleyo okhawulelana zikopi ezinokufikelelwa nawaphina amawebhu afanelekayo kunye;
- Ukuthabeka neziphiko zivumelano ozena nathi ukubalho kwinkqubo nee ientli.

Customer Rights

Customer Obligations

Zonke izakhiwo namaziko kaNandonyebo wePhondo

- Kufuneka abonakale ngokucacileyo ngeempawu;
- Ibonise ngokucacileyo iinkqubo zezimali kunye namaxesha okusebenza;
- Dwebisa uluhlu lweenkonzo ezintsha kwelodaka;
- Bonisa ngokucacileyo ezempawu kunye neempawu zokhuseleko; kunye
- Nokungeneka kula kubantu abakhubazekileyo,
- Sakuzama kangangoko ukunika iinkonzo zethu, apho kufanelekileyo, ngeelwimi ezintathu ezisetyenziswa apho eNtshona Koloni.

UNdonyebo wePhondo

Indu yoWiso Mithetho,
7 Wale Street
Cape Town
Amaxesha okusebenza ngu
07h30 - 16h00
Umvavanyo: 021 483 4709
Fekisi: 021 483 3855
www.westerncape.gov.za

URhulumente weNtshona Koloni

UBAMBISWANO NGAMANDLA.

ISaziso esikhutshwe sikaGqeba esinguGunyaziwe:
Mna, Ivan Meyer, ndiyabophelela eSebe laseNandonyebo wePhondo ngokweCandelo 11, C.2 lweMithetho kurhulumente, 2001 weDlungu, ezihlabeni leNtshona.

Mphahiswa Ivan Meyer | Umhlobo

ISIHLOMELO C: IFOMU A

IFOMU A

ISICELO SOKUFIKELELA KWIREKHODI ZEQUMRHU LOLUNTU

(ICandelo 18(1) lomthetho iPromotion of Access to Information Act, 2000
(uMthetho Nomb. 2 wama-2000))

[Umgaqo 6]

ILUNGISELELWE ISEBE KUPHELA

Inombolo yesalathisi: _____

Isicelo senziwa ngu-

(xela isikhundla/iwonga, igama nefani yeGosa leeNkcukacha / iSekela-gosa leeNkcukacha) ngalo mhla _____ (xela umhla) kule ndawo

Umrhumo wesicelo (ukuba ukho): R.....

Idiphozithi (ukuba ikho): R.....

Umrhumo wokufikelela kulwazi: R.....

UTYIKITYO LWEGOSA LEENKCUKACHA
/ ISEKELA-GOSA LEENKCUKACHA:

A. linkcukacha zequmrhu loluntu

iGosa leeNkcukacha / iSekela-gosa leeNkcukacha:

B. linkcukacha zomntu owenza isicelo sokufikelela kwirekhodi

(a) linkcukacha zomntu ocela ukufikelela kwirekhodi mazibhalwe apha ngasezantsi.

(b) Nika idilesi kunye/okanye inombolo yefeksi kwiRiphabhliki ekufuneka kuthunyelwe kuyo ulwazi olo.

(c) Ubungqina besikhundla esenziwa phantsi kwaso isicelo, ukuba bukho, mabughotyoshelwe kule fomu.

Amagama apheleleyo nefani:

Inamba yesazisi:

Idilesi yePosi:

_____ Inombolo yefeksi:

inombolo yomnxeba: _____ Idilesi ye-imeyili:

Isikhundla esenziwa phantsi kwaso isicelo, ukuba senziwa egameni lomnye umntu:

C. linkcukacha zomntu esenziwa egameni lakhe isicelo

<i>Eli candelo kufuneka ligcwaliswe kuphela xa isicelo seenkcukacha sisenziwa egameni lomnye umntu.</i>	
---	--

Amagama apheleleyo nefani:

Inombolo yesazisi:

D. linkcukacha zerekhodi

- | |
|--|
| <p>(a) Nika iinkcukacha ezipheleleyo zerekhodi efunwayo, kubandakanya inombolo yesalathisi ukuba uyayazi, ukuze ifumaneke lula loo rekhodi.</p> <p>(b) Ukuba isithuba sokubhala asaneli nceda ubhale kwelinye iphepha uze uliqhoboshele kule fomu. Umfaki-sicelo kufuneka awatyikitye onke amaphepha aqhotyoshelweyo.</p> |
|--|

1. Ingcaciso ngerekhodi okanye indawo ethile kwirekhodi leyo:

2. Inombolo yesalathisi, ukuba ikho:

3. Ezinye iinkcukacha zerekhodi:

E. Imirhumo

- (a) Isicelo sokufikelela kwirekhodi, esingesoserekhodi eneenkcukacha zakho, siya kuqwalaselwa kuphela emva kokuhlawulwa **komrhumo wesicelo..**
- (b) Uya kwaziswa ngexabiso lomrhumo wesicelo sakho.
- (c) **Umrhumo ohlawulelwa ukufikelela** kwirekhodi uxhomekeke kuhlobo ofuna ukuyifumana ngayo kwakunye nexesha ekuza kulithatha ukuyikhangela nokuyilungisa irekhodi leyo.
- (d) Xa ufuna ukuxolelwa ungarhumi, nceda uxele isizathu sesicelo soko.

Isizathu sokuxolelwa ekuhlawuleni imirhumo:

F. Uhlobo ekufuneka ibe kulo irekhodi

Ukuba akukwazi kuyifumana iFomu efunekayo ku-1 ukuya ku-4 apha ngezantsi xa ufuna irekhodi ethile ngenxa yokuba ungakwazi ukufunda, ukujonga okanye ukuva kakuhle ngeendlebe, nceda uyichaze ingxaki yakho uxele nokuba uyifuna ikwimo enjani na irekhodi leyo.

Isiphako somzimba:

Uhlobo ekufuneka ibe kulo irekhodi:

Phawula kwibhokisi efanelekileyo ngo "X".

AMANQAKU:

- (a) Ukufumaneka kwerekhodi ngohlobo obonise ukuba uyifuna ngalo kuxhomekeke ekubeni ikho na ngolo hlobo uyifuna ngalo.
- (b) Ukufunyanwa kwayo ikolu hlobo icelwe ngalo kusenokwaliwa kwiimeko ezithile. Kwimeko enjalo uya kwaziswa ukuba unako na kuyinikwa ikolunye uhlobo irekhodi leyo.
- (c) Umrhumo ohlawulwayo ukuze ufikelele kwirekhodi, ukuba ukho, uya kumiselwa kuphela ngokohlobo ocele ukuba ibekulo irekhodi.

1. Xa irekhodi iyinto ebhaliweyo okanye eprintiweyo -

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)		Ukukhutshelwa kwesandi * (uxwebhu olubhaliweyo okanye oluprintiweyo)		

4. Ukuba irekhodi igcinwe ekhompuytheni / ifumaneka nge-elektroniki okanye ifundwa ngomatshini -					
	Ikopi yerekhodi eprintiweyo**		Ikopi yeenkcukacha ezithathwe kwirekhodi eprintiweyo		Ikopi efundeka ngekhompuyutha* (istifi okanye idiski)

*Ukuba ucele ikopi okanye ukukhutshelwa kwerekhodi (ngasentla), ingaba uqwenela ukuba uthunyelwe ikopi okanye ukhutshelo luposwe? Kukho iindleko zeposi.	EWE	HAYI
--	-----	------

Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethileyo, ungayifumana kuphela ngolo lwimi ibhalwe ngalo
Ukhetha ukuba ibe kuluphi ulwimi irekhodi?

G. Isaziso ngesigqibo esiphathelele kwisicelo sokufikelela kulwazi

Uya kwaziswa ngokubhalelwa ukuba isicelo sakho sivunyiwe/saliwe. Ukuba ufuna uqwenela ukwaziswa ngenye indlela, nceda uyichaze indlela leyo, ze usinike neenkcukacha ezifanelekileyo ukuze kuphunyezwe isicelo sakho.

Unqwenela ukuba waziswe njani ngesigqibo esithathiweyo ngesicelo sakho sokufikelela kwiirekhodi?

Ityikitywe _____ ngalo mhla _____ wama-
20

UTYIKITYO LOMFAKI-SICELO / UMNTU
ESENZIWA EGAMENI LAKHE ISICELO

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. linkcukacha zequmrhu loluntu

IGosa leeNkcukacha / iSekela-gosa leeNkcukacha:

**B. linkcukacha zomfaki-sicelo/omnye umntu ochaphazelekayo ofke
isibheni sangaphakathi**

- (a) linkcukacha zomntu ofaka isibheni sangaphakathi mazigcwaliswe apha ngasezantsi.
- (b) Ubungqina besikhundla esifakwa phantsi kwaso isibheni, 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 isibheni 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 yokufikelela 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 neenkukacha ezifanelekileyo ukuze siphunyezwe isicelo sakho.

Xela indlela omawaziswe ngayo:

Iinkukacha zaloo ndlela:

Ityikitywe e _____ umhla _____ 20

UTYIKITYO LOFAKA ISIBHENO

ILUNGISELELWE UKUSETYENZISWA LISEBE :

IINKCUKACHA EZISESIKWENI ZESIBHENO SANGAPHAKATHI:

Isibheno sifunyenwe ngomhla _____ ngu
(xela isikhundla, 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/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 echazwekwiSihlomelo.

ICANDELO I **IMIRHUMO NGEOKWESIKHOKELO**

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-A4okanye 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 esekhompuyutheni, e-elektronikhi okanye efundeka ngomatshini	0,40
(c) Ngekopi efundeka kwikhompuyutha—	
(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
(a) Ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo egcinwe ekhompuyutheni, nge-elektronikhi okanye efundeka ngomatshini	0,40
(c) Ngekopi efundeka ngomatshini—	
kustifi	(i) 5,00
ediskini	(ii) 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 kwenzeka 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.

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

	R
(a) ngefotokopi nganye engu-A4 okanye inxalenye yayo	1,10
(b) ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo egcinwe ekhompuytheni, 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 eprintiweyo okanye inxalenye yayo egcinwe ekhompuytheni, 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 elishesha 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 njegedipozithi ngumfaki-sicelo	

(3) Kukho iindleko zeposi xa kufuneka ikopi yerekhodi iposelwe kumfaki-sicelo.