



**Western Cape
Government**

ISEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO

INCWADI YEPAIA YOWAMA-2025

**Incwadi yokuKhuthazwawa koFikelelo kuLwazi (PAIA),
yowama2025**

**iqulunqwe ngokwecandelo le14 loMthetho wokuKhuthazwa
kokuFikelela kuLwazi, yowama-2000 (njengoko ulungisiwe)
weSebe loPhuhliso loQoqosho noKhenketho**

UMHLA WOKUHLANGANISWA: EyoMnga 2025

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1. ULUHLU LWEZIFINYEZO NEZISHUNQULELO

- | | | |
|-------|--|--|
| 1.1. | “DIO” | ISekela Gosa leeNkcukacha |
| 1.2. | DEDAT
(iSebe) | ISebe loPhuhliso loQoqosho noKhenketho |
| 1.3. | “HOD” | INTloko yeSebe |
| 1.4. | “IO” | IGosa leeNkcukacha |
| 1.5. | “MEC” | ILungu leKomiti yeSigqeba |
| 1.6. | “PAIA”
leeNkcukacha wama2000 | UMthetho wokuKhuthaza uFikeleleko |
| 1.7. | “PFMA”
wowe-1999 | UMthetho woLawulo lweMali kaRhulumente, |
| 1.8. | “POPIA”
wowama-2013 | UMthetho woKhuselo weeNkcukacha zoBuqu, |
| 1.9. | “PSA”
sowe1994 | UMthetho weNkonzo yoLuntu, Isibhengezo se103 |
| 1.10. | “Regulator” | Umlawuli weeNkcukacha |
| 1.11. | “the Constitution”
we-1996 | Umgaqosiseko weRiphabhliki yoMzantsi Afrika, |
| 1.12. | “WCG” | URhulumente waseNtshona Koloni |

2. INJONGO YENCWADANA YEPAIA

Injongo yePAIA kukukhuthaza inkcubeko yokwenziwa kwezinto elubala nokuphendula ngamaqumrhu karhulumente nawabucala kunye nokunceda ekufezekiseni iinjongo zoMzantsi Afrika zedemokhrasi evulelekileyo nenentatho-nxaxheba. I-PAIA ikwanika isiphumo kwilungelo lokufikelela kulwazi kwaye ikhuthaza ngokusebenzayo uluntu apho nawuphi na umntu anofikelelo olusebenzayo kulwazi. Oku kuya kwenza ukuba nawuphi na umntu asebenzise amalungelo akhe ngokupheleleyo.

Le ncwadana ingasetyenziswa ngamalungu-

- 2.1. ukujonga ubume beerekhodi ezisenokuba sele zikhona kwiSebe loPhuhliso loQoqosho noKhenketho, ngaphandle kwesidingo sokungeniswa kwesicelo esisemthethweni sePAIA.
- 2.2. ukuqonda indlela yokwenza isicelo sofikelelo kwiirekhodi zeSebe loPhuhliso loQoqosho noKhenketho.
- 2.3. ukufumana zonke iinkcukacha ezifanelekileyo zoqhagamshelwano zabantu abaza kunceda uluntu ngeerekhodi abajonge ukufikelela kuzo
- 2.4. abe nolwazi ngazo zonke izisombululo ezifumanekayo kwiSebe loPhuhliso loQoqosho noKhenketho malunga nesicelo sokufikelela kwiirekhodi, phambi kokuba uye kuMlawuli okanye kwiiNkundla.
- 2.5. ukufumana inkcazo yeenkonzo ezifumaneka kumalungu oluntu kwiSebe loPhuhliso loQoqosho noKhenketho, kunye nendlela yokufumana ukufikelela kwezo nkonzo.
- 2.6. ukufumana inkcazelo yesikhokelo malunga nendlela yokusebenzisa iPAIA, njengoko ihlaziyiwe nguMlawuli kunye nendlela yokufumana ufikelelo kuyo.
- 2.7. ukuyazi ukuba iSebe loPhuhliso loQoqosho noKhenketho liya kuqhuba iinkcukacha zomntu, injongo yokusetyenzwa kolwazi lomntu kunye nenkcazo yeendidi zezifundo zedatha kunye neenkukacha okanye iindidi zeenkukacha ezinxulumene noko.
- 2.8. ukuyazi ukuba iSebe loPhuhliso loQoqosho noKhenketho licwangcise ukugqithisela okanye ukwenza iinkcukacha zobuqu ngaphandle kweRiphabhlikhi yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zobuqu.

- 2.9. ukuyazi ukuba ingaba iSebe loPhuhliso loQoqosho noKhenketho linawo na amanyathelo okhuseleko afanelekileyo okuqinisekisa imfihlelo, imfezeko kunye nokufumaneka kwenkcukacha zobuqu eziza kuqwalaselwa.

3. UKUMISELWA KWESEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO

ISebe loPhuhliso loQoqosho noKhenketho liqumrhu lephondo kwinkonzo karhulumente emiselwe ngokunxulumene necandelo le197 loMgaqosiseko. I-PSA ephumeza icandelo le197 loMgaqosiseko ibonelelwa kwicandelo lesi7 ngako oko kumasebe amaphondo.

3.1. Iinjongo/Igunya

Isigunyaziso soMgaqo-siseko

Uludwe lwenkqubo lwesi-4 loMgaqo-siseko weRiphabhlikhi yoMzantsi Afrika, wowe-1996 idwelisa imimandla yokusebenza yezakhono zowiso-mthetho zesizwe nezamaphondo. Ezo ndawo zifanelekileyo kuPhuhliso loQoqosho noKhenketho (DEDAT) zezi:

- Ukhuseleko lwabathengi
- Ukukhuthazwa koShishino
- Ukhenketho
- Urhwebo:

Uludwe lwenkqubo lwe4B loMgaqo-siseko ichaza uKhenketho lweNgingqi njengomcimbi worhulumente wasemakhaya onegunya lokuwisa umthetho weSizwe nowePhondo ngaxeshanye, kangangoko kuchazwe kwicandelo le155(6)(a) nelesi(7) loMgaqo-siseko.

Umbono Wethu

UMbono weSebe ngowokuba iNtshona Koloni ikuphumelele ukukhula kwezoqoqosho, nto leyo ekhokelela kuqesho namathuba aneleyo ngokunjalo noqoqosho oluzinzileyo, olomeleleyo, olwahlukeneyo noluphuhlayo - oluvelisa ukuzithemba, ithemba namathuba okuphumelela.

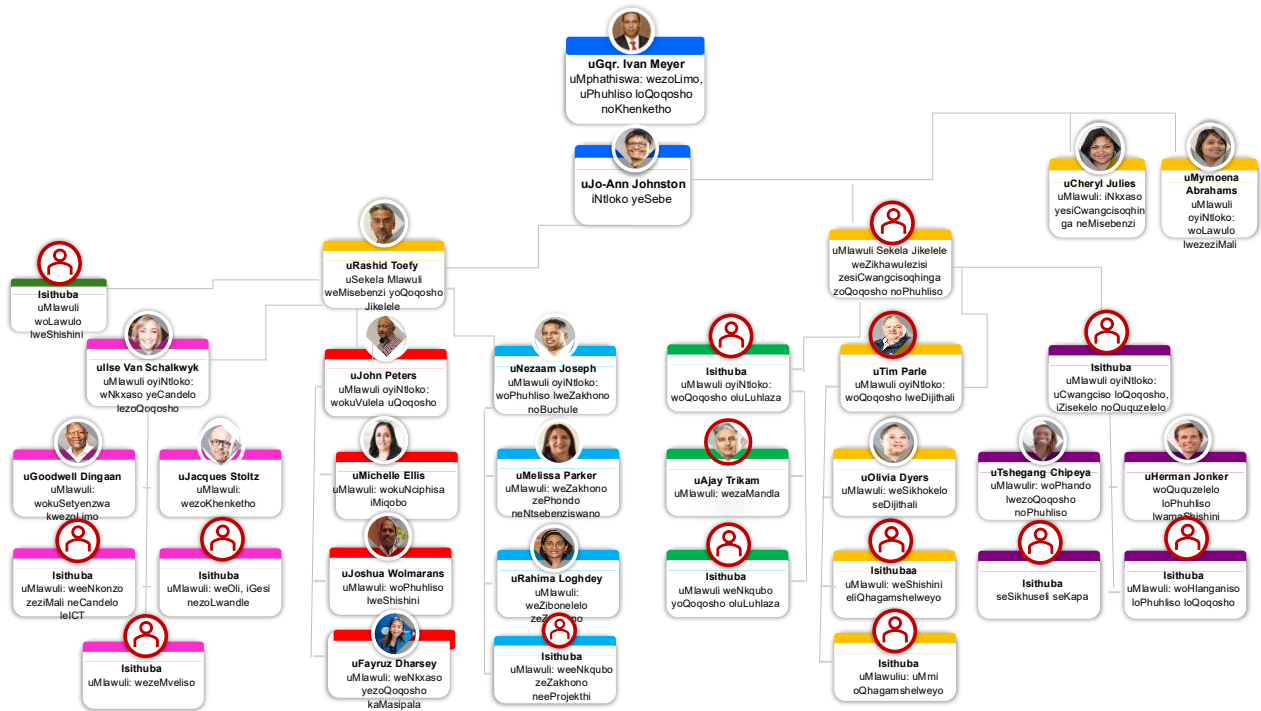
Umnqophiso Wethu

Kukuba yinkokheli kwezoqoqosho, umpembeleli nokuba ngumenzigalelo

ekuqhubeleni ukukhula koqoqosho ukwenzela imisebenzi, okwenza ukuba amashishini aphumelele eNtshona Koloni.

4. UBUME BESEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO NEMISEBENZI

4.1 Ubume



4.2 Imisebenzi

INKQUBO 1: ULAWULO

Inkqubo

Ukubonelela ngobunkokheli, ulawulo olunobuqhinga bokusebenza ngokuhambelana nomthetho, imigaqo, nemigaqonkqubo nokuqinisekisa ngenkonzo yenkxaso efanelekileyo kuzo zonke ezinye iinkqubo. Ukugcina ngempumelelo umsebenzi wolongamelo wegunya kunye nomsebenzi weSebe lonke.

Ubume benkgubo:

Inkqutyana 1.1: I-Ofisi yeNtloko yeSebe

Ukulawula nokukhokela iinkqubo zolawulo eziqamlezileyo zeSebe ezinika ubunkokeli. Ukugcina ngempumelelo umsebenzi wolongamelo wegunya nomsebenzi weSebe liphela.

Inkqutyana 1.2: Ulawulo lwemali

Ukubonelela ngomsebenzi wolawulo lwemali olusebenzayo.

ukuphunyezwa kwePFMA kunye neminye imimiselo nemigaqo-nkqubo yezemali .

Ukubonelela ngenkxaso yocwangciso nohlahlo lwabiwo-mali kwiSebe.

Ukwenza amalungiselelo olondoloza

Inkqutyana 1.3: linkonzo zoShishino

Ukubonelela ngomsebenzi wenkxaso yeqhinga kwiSebe. Lo msebenzi wenziwe luLawulo lwaBasebenzi noPhuhliso, uBudlelwane lwezoMsebenzi, ezoMthetho, i-IT kunye noNxibelelwano lwezoShishino.

INKQUBO YESI-2: IINKONZO ZOPHUHLISO LWEZOQOQOSHO EZIHLANGENEYO

Injongo

Ukukhuthaza nokuxhasa uphuhliso lwezoqoqosho ngokwabelwana ngokusebenzisana..

Ubume benkqubo:

Inkqutyana yesi-2.1: Uphuhliso loShishino

negalelo ekudaleni imeko yoshishino exhobisa amashishini amancinci kunye noosomashishini ukuba bazinze, baphuhle kwaye bakhule.

Inkqutyana 2.2: Uphuhliso loQoqosho kwiNgingqi naseMakhaya

Ukudala amathuba emisebenzi kunye nokukhula okubandakanyayo kuzo zonke izithili noqoqosho lwasemakhaya.

Inkqutyana yesi-2.3: Ukuxhotyiswa ngezoQoqosho

Ukuququzelela inkqubo yokuxhotyiswa kunye nokudalwa kwendawo yoshishino ekwaziyo ukulungiselela iIPDI. Le nkqutyana iye yathathwa kwinkqutyana yesi2.1

Inkqutyana yesi-2.4: UkuNcithiswa kokusetyenziswa kwemithetho nemimiselo ngokugqithiseleyo

Ukuphucula imeko yoshishino ngokunciphisa umthwalo wolawulo kumashishini ngokuphuculwa kwemithetho, iinkqubo nonxibelelwano.

INKQUBO YESI-3: UPHUHLISO LWEZORHWEBO NECANDELO

Injongo

Ukukhuthaza ukukhula kwezoqoqosho ngophuhliso loShishino, urhwebo nangokukhuthaza utyalomali. *Ubume benkqubo:*

Inkqutyana yesi- 3.1: Ukukhuthazwa koRhwebo notyalo-mali

Ukubonelela ngezibonelelo kwiziko likarhulumente lokukhuthaza ukhenketho, urhwebo notyalo-mali ukuze libe nakho ukuphumeza igunya lalo, njengoko

kuchaziwe kuMthetho weArhente yokuKhuthaza uTyalo-mali noRhwebo eNtshona Koloni, wowe-1996 (uMthetho wesi3 wowe-1996), (njengoko ulungisiwe).

Inkqutyana yesi-3.2: Uphuhliso lweCandelo

Ukukhuthaza ukukhula koqoqosho kumacandelo anorhwebo ngeenkqubo ezibonakalayo, amanyathelo enkxaso kushishino nokuphunyezwa kwezicwangciso nezicwangciso-qhinga eziya kukhokelela kuhlumo loqoqosho nokudalwa kwemisebenzi ngokukhula kwemisebenzi yokuthunyelwa kwempahla kumazwe angaphandle kunye nokwandisa utyalo-mali kumacandelo aphambili kuqoqosho lweNtshona Koloni.

INKQUBO YESI-4: UMTHEHO NOLAWULO LWESHISHINI

Injongo

Ukuqinisekisa imo yezoshishino enika uxanduva loluntu evumela uqikelelo. *Ubume benkqubo:*

Inkqutyana yesi-4.1: Ukhuseleko lwabathengi

Ukuphuhlisa, ukuphumeza kunye nokukhuthaza imilinganiselo eqinisekisa amalungelo kunye nomdla wabo bonke abathengi

INKQUBO YESI-5: UCWANGCISO LWEZOQOQOSHO

Injongo

Ukuphuhlisa imigaqonkqubo yezoqoqosho namaqhinga okusebenza ukuphumeza nokulinganisela uphuhliso lwezoqoqosho oluzinzileyo. *Ubume benkqubo:*

Inkqutyana yesi-5.1: Umgaqo-nkqubo woQoqosho noCwangciso

Ukuxhasa uphuhliso lwemigaqo-nkqubo yoqoqosho lwephondo kunye namaqhinga.

Inkqutyana yesi-5.2: Uphando noPhuhliso

Ukwenza uphando lwezoqoqosho.

Inkqutyana yesi-5.3: Ulawulo loLwazi

Ukuququzelela ulungelelwaniso lwenkqubo yendalo yezoqoqosho kunye nenkxaso yoqoqosho.

Inkqutyana yesi-5.4: Ukubeka iliso noVavanyo

Imisebenzi yeNkqutyana yoHlolo noVavanyo ibandakanywe kwiNkqutyana yoPhando noPhuhliso.

*Inkqutyana yesi-5.5: Iziseko zophuhliso ezixhobisayo kunye namaNyathelo (okt
Amanyathelo okuqala)*

Ukuphuhlisa kunye/okanye ukuvuselela imeko yezoqoqosho ngokusetyenziswa kongenelelo ngoncedo neziseko ezingundoqo.

Inkqutyana yesi-5.6: IBroadband kuQoqosho ((ekwaziwa ngokuba luQoqosho lweDijithali)

Ukuxhasa kunye nokuvuselela ukusetyenziswa, ukulungela kunye nokufikeleleka kobuchwepheshe bedijithali ngabemi kunye namashishini.

Inkqutyana yesi-5.7: Uqoqosho lohlaza

Ukuvuselela uphuhliso loqoqosho lohlaza kunye namashishini anxulumeneyo kunye nokuququzelela uphuculo lwezixhobo zokusebenza kunye nozinzo ukwandisa ukhuphiswano kunye nokomelela koqoqosho lonke.

INKQUBO YESI-6: UKHENKETHO, UBUGCISA NOLONWABO

Injongo

Ukunceda uzalisekiso lweqhinga lezokhenketho oluhlanganisiweyo eliza kukhokelela ekukhuleni nasekwenzeni imisebenzi ezinzileyo kushishino lwezokhenketho. *Ubume benkqubo:*

Inkqutyana yesi-6.1: IsiCwangciso soKhenketho

Ukuphuhlisa nokulungelelanisa uthende lwenkqubo lweqhinga.

Inkqutyana yesi-6.2: Ukukhula noPhuhliso koKhenketho

Ukuququzelela ukukhula nophuhliso lweshishini lezokhenketho.

Ukuphucula umgangatho wamava abatyeleli kwindawo ekusingwa kuyo ngokubonelela ngeenkonzo ezisemgangathweni zenkxaso yokhenketho.

Inkqutyana yesi-6.3: Inguqu yeCandelo lezoKhenketho

Ukubonelela ngobhaliso kunye nolawulo lwabakhokeli babakhenkethi.

Ukukhusela isidima sendawo ekuyiwa kuyo ngokhuseleko oluphuculweyo lwabatyeleli.

Inkqutyana yesi-6.4: Ukuthengisa indawo yokhenketho

Ukubonelela ngezibonelelo kwiqumrhu likarhulumente lokukhuthaza ukhenketho, urhwebo notyalo-mali ukuze likwazi ukuphumeza igunya lalo njengoko lichaziwe kuMthetho weArhente yokuKhuthaza uTyalo-mali noRhwebo eNtshona Koloni, yowe-1996 (uMthetho wesi-3 wowe-1996) njengoko ulungisiwe.

INKQUBO YESI-7: UPHUHLISO LWEZAKHONO NOKWENZ' OKUTSHA

Injongo

Ukukhuthaza ukuphuhla kwezakhono zaBantu bokuSebenza nezakhono zoKwenz' okutsha ukuze kuhanjiswa iimfuno eziphathelene noPhuhliso lweZakhono zaBasebenzi baseNtshona Koloni.

Ubume benkqubo:

Inkqutyana yesi-7.1: IZakhono zePhondo kunye neNtsebenziswano

Ukulungelelanisa ubuhlakani kunye nentsebenziswano nabachaphazelekayo, kwinqanaba lesizwe, lephondo nelasemakhaya ukuqhuba utshintsho lwenkqubo ngenjongo yokwandisa ukunikezelwa kwezakhono ezifanelekileyo ezihambelana neemfuno zangoku nezexesha elizayo zecandelo lohlumo oluphambili kwiphondo.

Inkqutyana yesi-7.2: IInkqubo zeZakhono kunye neeProjekthi

Ukuququzelela/ukuxhasa ulutsha olungaphangeliyo okanye olungaphangeliyo ngokwaneleyo ukuze lufikelele kwimisebenzi.

Inkqutyana 7.3: Iinkuthazo zeZakhono

Ukwandisa amathuba enkxaso-mali ngokuhambelana nombhobho wezakhono.

5. IINKCUKACHA ZOQHAGAMSHELWANO EZINGUNDOQO ZOKUFIKELELA KULWAZI LWESEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO

5.1 IGosa loLwazi

Igama : Jo-Ann Johnston
Inombolo yomnxeba : 021 483 3840
Iimeyile : DEDAT.HODOFFICE@westerncape.gov.za

5.2 AmaSekela-Gosa oLwazi

Igama : Cheryl Julies Kayembe Wa Kayembe
Inombolo yomnxeba : 021 483 9000
Iimeyile : Cheryl.Julies@westerncape.gov.za

Igama : Tim Parle
Inombolo yomnxeba : 021 483 – 9406
Iimeyile : Tim.Parle@westerncape.gov.za

5.3 Uqhagamshelwano ngokubanzi lokufikelela kulwazi

I-imeyile : DEDAT.HODOFFICE @westerncape.gov.za

5.4 UNdlunkulu

Idilesi yeposi : PO Box 979, Cape Town 8000

Idilesi yendawo : Umgangatho we-12, 80 St Georges Mall, eKapa

Inombolo yomnxeba : 021 483 3840/ 483 9000

I-imeyile : [DEDAT.HODOFFICE @westerncape.gov.za](mailto:DEDAT.HODOFFICE@westerncape.gov.za)

Iwebbhusayithi : <https://www.westerncape.gov.za/edat/contact-us-0>

6. INGCACISO YALO LONKE ULUNGISO OLUFUMANEKAYO NGOKUNXULUMENE NOMTHETHO OKANYE UKUSILELA UKWENZA LISEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO

Umthetho osebenzayo kwiSebe loPhuhliso loQoqosho noKhenketho unokubonelela ngophononongo lwangaphakathi okanye inkqubo yokubhena. Ukuba le nkqubo ifikelele esiphelweni, okanye kungabikho malungiselelo enziweyo malunga nenkqubo enjalo, kunokudityanwa nenkundla ukuze kufumaneka umyalelo ofanelekileyo ngokoMthetho wokuKhuthazwa koLawulo lobuLungisa, wama-2000.

Imibuzo, izikhalazo, okanye uluvo malunga nalo naluphi na unikezelo lwenkonzo liSebe loPhuhliso loQoqosho noKhenketho lungenziwa ngolu hlobo lulandelayo:

Inombolo yomnxeba: 021 483 9281 – ngoMvulo ukuya ngoLwesihlanu ukusuka ngentsimbi ye07:30 ukuya kweye-16:00.

I-imeyile: DEDAT.HODOFFICE@westerncape.gov.za

<https://www.westerncape.gov.za/edat/our-publications>

Ndwendwela iSebe loPhuhliso loQoqosho noKhenketho kwiSakhiwo iWaldorf, 80 St Georges Mall, eKapa phakathi evekini phakathi kwentsimbi ye07:30 kunye neye-16:00.

UMqulu weNkonzo (oncanyathiselwe njengeSihlomelo B) uyafumaneka:

7. ISIKHOKELO SOKUSEBENZISA I-PAIA, NOFUMANA UFIKELELO KWISIKHOKELO

- 7.1 Umlawuli, ngokwecandelo le-10(1) lePAIA, uye wahlaziya waza wenza ukuba sifumaneke iSikhokelo esihlaziyiweyo sendlela yokusebenzisa iPAIA ("iSikhokelo"), ngendlela eqondakala lula njengoko kunokufunwa ngokufanelekileyo ngumntu. onqwenela ukusebenzisa naliphi na ilungelo elixelwe kwiPAIA nePOPIA.
- 7.2 Esi Sikhokelo sifumaneka ngolwimi ngalunye kwezo zaseburhulumenteni.
- 7.3 Esi siKhokelo sikhankanywe apha ngasentla siqulathe inkcazo -
- 7.3.1 Esi siKhokelo sikhankanywe apha ngasentla siqulathe inkcazo;
- 7.3.2 idilesi yeposi neyesitalato, inombolo yomnxeba neyefeksi kwaye, ukuba ikhona, idilesi ye-imeyile -
- 7.3.2.1 yeGosa loLwazi lwalo lonke iqumrhu loluntu, kunye
- 7.3.2.2 lonke iSekela leGosa leeNkcukacha zalo lonke iqumrhu likarhulumente nelabucala elichongwe ngokwecandelo 17(1) of PAIA¹ kunye necandelo lama-56 lePOPIA ²;
- 7.3.3 indlela kunye nohlobo lwesicelo -
- 7.3.3.1 ukufikelela kwirekhodi yequmrhu loluntu njengoko kuxelwe kwicandelo le11³; kwaye

¹ ICandelo le-17(1) lePAIA- Ngeenjongo zePAIA, iqumrhu ngalinye likarhulumente kufuneka, ngokuxhomekeke kumthetho olawula ukuqeshwa kwabasebenzi bequmrhu likarhulumente elichaphazelekayo, lityumbe elo nani labantu njengamasekela-gosa olwazi njengoko kuyimfuneko ukuze linikezele iqumrhu likarhulumente. ifikeleleka kangangoko kubaceli beerekhodi zayo.

² ICandelo lama-56(a) lePOPIA- Iziko ngalinye likarhulumente nelabucala kufuneka lenze amalungiselelo, ngendlela echazwe kwicandelo le-17 loMthetho wokuKhuthazwa koFikelelo kuLwazi, kunye notshintsho oluyimfuneko, ukwenzela ukutyunjwa kwenani elinjalo labantu, ukuba kukho nabani na. , njengoosekela magosa olwazi njengoko kuyimfuneko ukwenza imisebenzi kunye noxanduva njengoko kuchazwe kwicandelo lama-55(1) lePOPIA.

³ ICandelo le-11(1) lePAIA- Umceli kufuneka anikwe ufikelelo kwirekhodi yequmrhu loluntu ukuba loo mceli uthobela zonke iimfuno zenkqubo kwiPAIA ngokunxulumene nesicelo sokufikelela kuloo rekhodi; kwaye ukufikelela kuloo rekhodi akwaliwa ngokwemiqathango yawo nawuphi na umhlaba wokwala oxelwe kwiSahluko sesi-4 sesi Sahlulo.

- 7.3.3.2 ukufikelela kwirekhodi yequmrhu labucala elikhankanywe kwicandelo lama50⁴;
- 7.3.4 uncedo olufumanekayo kwiGosa loLwazi lombutho woluntu ngokwePAIA nePOPIA;
- 7.3.5 uncedo olufumanekayo kuMlawuli ngokwePAIA nePOPIA;
- 7.3.6 lonke ulungiso olukhoyo emthethweni malunga nesenzo okanye ukusilela ukwenza ngokubhekiselele kwilungelo okanye umsebenzi onikwe okanye obekwe yiPAIA nePOPIA, kubandakanywa nendlela yokufaka -
- 7.3.6.1 isibheni sangaphakathi;
- 7.3.6.2 isikhalazo kuMlawuli; kwaye
- 7.3.6.3 isicelo enkundleni esichasene nesigqibo segosa lolwazi lequmrhu loluntu, isigqibo sesibheni sangaphakathi okanye isigqibo soMlawuli okanye isigqibo sentloko yequmrhu labucala;
- 7.3.7 izibonelelo zecandelo le-14⁵ nelama-51⁶ ezifuna ukuba iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo, liqulunqe incwadana, kunye nendlela yokufikelela kwincwadana yemigaqo;
- 7.3.8 izibonelelo ezibonelela ngokudizwa ngokuzithandela kweendidi zeerekhodi licandelo likarhulumente kunye nequmrhu labucala, ngokulandelelanayo;

⁴ ICandelo lama-50(1) lePAIA- Umceli kufuneka anikwe ufikelelo kuyo nayiphi na irekhodi yequmrhu labucala ukuba

-

a) loo rekhodi iyafuneka ekusebenziseni okanye ekukhuseleni nawaphi na amalungelo;
b) loo mntu uthobela iimfuno zenkqubo kwiPAIA ngokunxulumene nesicelo sokufikelela kuloo rekhodi; kwaye
c) ukufikelela kuloo rekhodi akwaliwa ngokwemiqathango yawo nawuphi na umhlaba wokwala oxelwe kwiSahluko sesi-4 sesi Sahlulo.

⁵ ICandelo le-14(1) lePAIA- Igosa lolwazi lequmrhu likarhulumente kufuneka, ubuncinane ngeelwimi ezintathu ezisemthethweni, lenze kufumanike incwadana eneencukacha ezidweliswe kumhlathi wesi-4 apha ngasentla.

⁶ ICandelo lama-51(1) lePAIA- Intloko yequmrhu labucala kufuneka yenze ukuba kufumanike incwadi yemigaqo equlethe ingcaciso yolu lwazi ludweliswe kumhlathi wesi-4 apha ngasentla.

7.3.9 izaziso ezikhutshwe ngokwemiqathango yamacandelo-22⁷ nelama-54⁸ malunga neentlawulo ezifanele kuhlululwa ngokunxulumene nezicelo zokufikelela; kunye

7.3.10 imigaqo eyenziwe ngokwecandelo lama- 92⁹.

7.4 Uluntu lunokuhlola okanye lwenze iikopi zeSikhokelo kwii-ofisi zikarhumente okanye zabucala, kubandakanywa ne-ofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza. Isikhokelo sinokufumaneka -

7.4.1 ngesicelo kwiGosa loLwazi;

7.4.2 kwiwebhusayithi yoMlawuli (<https://www.inforegulator.org.za>).
linkcukacha zoqhagamshelwano zoMlawuli zikolu ludwe lungezantsi.

IOfisi yoMlawuli woLwazi	
Inombolo yomnxeba	Ayikho
Ifeksi	Ayikho
Idilesi ye-imeyile	Imibuzo ngokubanzi: enquiries@inforegulator.org.za Izikhaziso: PAIAComplaints@inforegulator.org.za POPIAComplaints@inforegulator.org.za
Idilesi yeposi	P O Box 31533 eBraamfontein, eRhawutini, 2017
Idilesi yesitalato	J.D. House 27 Stiemens Street eBraamfontein, eRhawutini, 2001
Iwebhusayithi	https://www.inforegulator.org.za

⁷ ICandelo lama-22(1) lePAIA- Igosa lolwazi lequmrhu likarhulumente ekwenziwa kulo isicelo sofikelelo, kufuneka ngesaziso lifune ukuba umenzi wesicelo ahlawule intlawulo emiselweyo yesicelo (ukuba ikhona), phambi kokuba kuqhutyelwe phambili nesicelo.

⁸ ICandelo lama-54(1) lePAIA- Intloko yequmrhu labucala ekwenziwa kuyo isicelo sofikelelo kufuneka ngesaziso ifune ukuba umenzi wesicelo ahlawule intlawulo emiselweyo yesicelo (ukuba ikhona), phambi kokuba kuqhutyelwe phambili nesicelo.

⁹ ICandelo lama-92(1) lePAIA libonelela ngokuba –“UMphathiswa unokuthi, ngesaziso kwiGazethi, enze imigaqo emalunga -

(a) nawuphi na umcimbi ofunekayo okanye ovunyelwa ngulo Mthetho ukuba umiselwe;
(b) nawuphi na umcimbi onxulumene nemirhumo ekuthethwa ngayo kwicandelo lama-22 nelama-54;
(c) nasiphi na isaziso esifunwa ngulo Mthetho;
(d) imigaqo efanayo emayisetyenziswe ligosa lolwazi lequmrhu likarhulumente xa lisenza isigqibo sokuba zeziphi na iindidi zeerekhodi ekufuneka zenziwe zifumaneke ngokwecandelo le-15; kunye
(e) nawuphi na umcimbi wolawulookanye wenkqubo eyimfuneko ukuze kuphunyezwe izibonelelo zalo Mthetho.”

- 7.5 ISihlomelo (iSihlomelo A) kule ncwadana sibandakanya ulwazi ngendlela yokufikelela kwiirekhodi zeSebe loPhuhliso loQoqosho noKhenketho, inkqubo yalo yangaphakathi yokubhena, ukufakwa kwezikhalazo kuMlawuli woLwazi okanye ukufaka isicelo enkundleni ngokuchasene nezigqibo zeGosa loLwazi. okanye uSekela Gosa okanye uMlawuli woLwazi, njengoko kunokuba njalo.

8. INGCACISO YEZIFUNDO UMBUTHO UGCINE IIREKHODI KUNYE NEENDIDI ZEREKHODI EZIGCINWE LISEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO

ISebe loPhuhliso loQoqosho noKhenketho ligcina iirekhodi kwezi zifundo neendidi zilandelayo:

IINDIDI KUNYE NEENKALO	Inkqubo Ifuna isicelo	Inkqubo Ifumaneka ngokuzenzekelayo (kwiwebhusayithi yesebe)
Umbutho kunye noLawulo Iingxelo zokusebenza Izinto ezicwangcisiweyo Ushicilelo olusemthethweni: • INgxelo yoNyaka • INgxelo yaBemi • Isicwangciso sokuSebenza soNyaka • Isicwangciso soBuchule	Inkqubo yoku-1	✓
ULawulo lwezaBasebenzi Amaxwebhu olawulo lwezaBasebenzi kuquka • Ukufunwa nokuKhethwa • Ukuqeshwa • Impilo noKhuseleko eMsebenzini • Uqeqesho	Inkqubo yoku-1	
ULawulo lwemali Amaxwebhu oLawulo lweMali, kuquka: • Uhlahlo lwabiwo-mali • Iingxelo zenkcitho • Iingxelo zophicotho • ULawulo lwekhonkco lonikezo: • Ukulawula i-asethi • ULawulo lwangaphakathi	Inkqubo yoku-1	
Iinkonzo zoLwazi lwangaPhakathi ULawulo loLwazi: • ULawulo lweerekhodi zangaphakathi • ULawulo lolwazi • Imiba yokhuseleko lwangaphakathi	Inkqubo yoku-1	

Unxibelelwano • Unxibelelwano lwangaphakathi • lintetho • liNkqubo zoKwazisa • Amaphulo • Iziganeko • Upapasho • linkcukacha zoqhagamshelwano	Inkqubo yoku-1	
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9. IINDIDI ZEREKHODI ZOPHUHLISO LOQOQOSHO NOKHENKETHO EZIFUMANEKAYO NGAPHANDLE KOKUBA UMNTU ACELE UFIKELELO

Ezi rekhodi zilandelayo ziyafumaneka ukuze zihlolwe ngokwemiqathango yecandelo le-15(1)(a)(i) kunye nokukhutshelwa ngokwecandelo le-15(1)(a)(ii).

Amaxwebhu afumanekayo ukuba akhutshelwe kwipotali yeWCG ku <https://www.westerncape.gov.za/> simahla ngokwemiqathango yecandelo le-15(1)(a)(iii) aphawulwe inkwenkwezi

Inkcazo yeendidi zeerekhodi ezifumaneka ngokuzenzekelayo ngokwecandelo le-15(1)(a)	Indlela yokufikelela kwiirekhodi kwicandelo le-15(1)(b)
(a) liNngxelo zoNyaka * (b) IziCwangciso zokuSebenza zoNyaka * (c) IziCwangciso-qhinga zeminyaka emi-5* (d) IsiCwangciso sokuPhuculwa koNikezelo lweeNkonzo	Iirekhodi ekubhekiselwe kuzo ku-(a) ukuya ku-(d) ziyafumaneka ukuze zihlolwe, ngokuqeshwa kwiCandelwana loLawulo: iNkxaso yobuChule nokuSebenza, kuMgangatho we-12, kwiSakhiwo saseWaldorf, 80 eSt George's Mall, eKapa. – phakathi kwentsimbi yesi-08:00 kunye neye-15:45. https://westerncape.gov.za/ .
IiNkonzo eziDityanisiweyo zoPhuhliso loQoqosho, uPhuhliso lwezoRhwebo kunye neCandelo, uLawulo lweShishini noLawulo, uCwangciso loQoqosho, uKhenketho, uBugcisa boRhwebo kunye noLonwabo (a) Iincwadana ezinemifanekiso ICandelo lezeMali eliyiNtloko (a) Iingxelo zonyaka ezibandakanya ingxelo yoMphicothi-zincwadi Jikelele,	Iikopi zezi rekhodi zinokufunyanwa kwiCandelwana: iNkxaso yobuChule nokuSebenza, kuMgangatho we-12, kwiSakhiwo saseWaldorf, eSt George's Mall, eKapa – phakathi kwentsimbi ye-08:00 neye-15:45 https://westerncape.gov.za/ . Iikopi zamaxwebhu eZimali zinokufunyanwa kwiCandelo loMlawuli oyiNtloko: wezeMali, kuMgangatho wesi-9, kwiSakhiwo saseWaldorf, eSt George's Mall, eKapa – phakathi kwentsimbi yesi-08:00 neyesi-15:00 okanye kwiwebhusayithi ethi https://www.westerncape.gov.za/

kunye neengxelo zemali eziphicothiweyo zonyaka (b) INtetho yoHlahlo-lwabiwo-mali yeNtshona Koloni (c) Ingxelo yoMgaqo-nkqubo woHlahlo-lwabiwo-mali lweXesha eliPhakathi (d) (Amagqabantshintshi ngeNgeniso neNkcitho yePhondo (e) Uqikelelo oluhlengahlengisiweyo lweNtshona Koloni lweNkcitho yePhondo (f) UMthetho osaYilwayo woLungelelaniso lweNtshona Koloni (g) UMthetho osaYilwayo woLwabiwo lweNtshona Koloni (h) Uhlahlo-lwabiwo mali lweNtshona Koloni: Uqikelelo lweNgeniso yePhondo kunye neNkcitho (i) Umbindi wovimba wabaBoneleli (j) Iziniki-maxabiso ezipapashiweyo noluNikiweyo (k) Isiniki-maxabiso esiYilwayo sifunyenwe (l) Iziniki-maxabiso apapashiweyo kwaye naNikiweyo (m) Indlela yokufakwa kweThenda: Ulwazi ngokubanzi (n) Ulwazi oluchasene norhwaphilizo	
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10. IINKONZO EZIFUMANEKAYO KULUNTU KWISEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO KUNYE NOKUFUMANA UFIKELELO KWEZO NCONZO

ISebe linikezela ngezi nkonzo zilandelayo ngqo kuluntu:

Iinkonzo ezinikezelwa liSebe loPhuhliso loQoqosho noKhenketho	Ufikelela njani kwezi nkonzo
Inkonzo yomnxeba woncedo wokunciphisa ukusetyenziswa kwemithetho nemimiselo ngokugqithisileyo	a) KuNdlunkulu, kuMgangatho we-10, kwiSakhiwo lWaldorf, 80 St. George's Mall, eKapa, NgoMvulo ukuya ngoLwesihlanu, iiyure zokusebenza: 07:30 – 16:00 b) Nge-imeyile: redtape@westerncape.gov.za c) Ngewebhusayithi: https://www.westerncape.gov.za/edat/service/red-tape-reduction
IOfisi yeNtshona Koloni yoMkhuseli wabathengi	a) KuNdlunkulu, kuMgangatho oPhantsi, eWaldorf Arcade, 80 St Georges Mall, eKapa, NgoMvulo ukuya ngoLwesihlanu, iiyure zokusebenza: 07:30 – 16:00 b) Ngokusebenzisa umnxibelelanisi wesithili: i. I-Knysna, inombolo yevenkile yesi-8, iZiko iDemar, isitalato esikhulu, eKnysna c) Ngomnxeba ongahlawulelwayo: 0800 007 081 d) Ngewebhusayithi esemthethweni yesebe: www.westerncape.gov.za/edat
Ukubhaliswa nokubek'esweni komkhokeli wabakhenkethi	KuNdlunkulu, kuMgangatho oPhantsi, eWaldorf Arcade, 80 St George's Mall, eKapa, ngoMvulo ot ngoLwesine, ukususela ngo-08:00 ukuya ku-15:00. Ngeziko lemibuzo likaRhulumente weNtshona Koloni: 0860 142 142 Nge-imeyile: registrar.registrar@westerncape.gov.za

	Ngewebhusayithi esemthethweni yeSebe: https://www.westerncape.gov.za/edat
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11. UKUBANDAKANYEKA KOLUNTU EKWENZIWENI KOMGAQO-NKQUBO OKANYE UKUSETYENZISWA KWAMANDLA OKANYE UKWENZIWA KOMSEBENZI LISEBE LOPHUHLISO LOQOQOSHO NOKHENKETHO

Inkqubo yokuthatha inxaxheba koluntu

Imigaqo-nkqubo yePhondo enefuthe langaphandle iya kufuna uThatho-nxaxheba loLuntu

kwaye nenkqubo eza kulandelwa iya kwamkelwa yiKhabhinethi yePhondo kwimeko ngemeko.

12. UKUSEBENZA KOLWAZI LOBUQU

12.1 Injongo yeNkqubo

12.1.1 Ulwazi loBuqu lusetyenzwe ukuze luhambelane nomgaqo-siseko kunye nezigunyaziso zeSebe lezoQoqosho nezoKhenketho njengoko zibekiwe kwiziCwangciso zeQhinga loNyaka, uShishino kunye neNtsebenzo ezifumaneka ku <https://www.westerncape.gov.za/edat/our-publications>

12.1.2 Ulwazi lomntu siqu lusetyenziselwa:

- Izibonelelo zabasebenzi kunye neenjongo zengqesho ezifana (1) nokugaya, ukukhethwa kunye nokubekwa; (2) ulawulo lwembuyekezo kunye
- Ucwangciso;
- Ukuthengwa kwempahla neenkonzo; kunye neenzuzo; (3) ulawulo lwentsebenzo noqeqesho; kunye (4) nengxelo karhulumente.
- Ulawulo lomngcipheko olubandakanya ukhuseleko olubonakalayo nolwe-elektroniki kunye nolawulo lokufikelela;
- Unikezelo lweenkonzo.

12.2 INkcazelo yeendidi zezifundo zedatha, ingcaciso esetyenzisiweyo kunye nabamkeli bayo

IINKALO ZOVIMBA	IINKCUKACHA	ABAMKELI
Abaza kuba ngabasebenzi, abaqeshwa ngoku, abacebisi, abaqeqeshelwa umsebenzi kunye namavolontiya	- Igama, inombolo yesazisi, iinkcukacha zebhayografi; - Iinkcukacha zoqhakamshelo; - Imfundo, ingqesho kunye nembali yolwaphulo-mthetho; - Ulwazi lwebhayometriki kunye nempilo; - Iimvavanyo zengqondo; kunye - Izalathiso, imvelaphi.	AmaSebe afanelekileyo kaRhulumente wePhondo noweSizwe kunye neearhente zawo.
Abasebenzi bangoku, abacebisi, abaqeqeshwayo	- Ulwazi lweakhawunti; - Iingxelo zokusebenza; kunye - Iingxelo zezakhono/zoqeqesho.	AmaSebe afanelekileyo kaRhulumente wePhondo noweSizwe kunye neearhente zawo
PAbaboneleli ngeenkonzo abalindelekileyo nabakhoyo ngoku, ababoneleli-nkonzo, iikontraka, iikontrakana kunye namahlakani oshishino	- Igama, inombolo yesazisi/inombolo yobhaliso yenkampani; - Inombolo yobhaliso efanelekileyo; - Iinkcukacha zoqhakamshelo; - Imbali yezemali; - Izalathiso, imvelaphi; - Ulwazi lwe-akhawunti; kunye - Iingxelo zokusebenza.	URhulumente wePhondo noweSizwe ofanelekileyo: - AmaSebe; - Amaqumrhu kaRhulumente; - Amashishini oShishino; kunye neearhente zabo.
Abasebenzisi benkonzo (abaxumi / abathengi) kunye neendwendwe	• Igama, inombolo yesazisi, iinkcukacha zebhayografi	URhulumente wePhondo noweSizwe ofanelekileyo: - AmaSebe

	• linkcukacha zoqhakamshelo • Izincomo okanye izikhalazo	- Amaqumrhu kaRhulumente; Aamashishini kaRhulumente; neearhente zawo.
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12.3 Ukuhamba okucwangcisiweyo kokunqumla imida kolwazi lomntu

12.3.1 ISebe alikhange licwangcise ukuhamba okucwangcisiweyo kokuNqumla imida kolwazi lomntu. Noko ke, ukuba kuye kwafuneka ukuba kudluliselwe iinkcukacha zobuqu kwelinye ilizwe ngazo naziphi na iinjongo ezisemthethweni, uMlawuli uya kuqinisekisa ukuba nabani na adlulisela kuye inkcazelo yobuqu uphantsi komthetho, obophelelayo kwimithetho yequmrhu okanye isivumelwano esibophelelayo esibonelela ngenqanaba elaneleyo lokhuseleko kunye nesivumelwano esibophelelayo. iqela lesithathu liyavuma ukuphatha olo lwazi lobuqu ngenqanaba elifanayo lokhuseleko njengoko uMlawuli ebopheleleke phantsi kwePOPIA.

12.3.1 Nakuphi na ukutshintshelwa kolwazi lomntu ukunqumla umda kuya kuba nemvume yenkalo yovimba, nangona kunjalo, ukuba akunakwenzeka ngokufanelekileyo ukufumana imvume yenkalo yovimba, uMlawuli uya kudlulisela ulwazi lomntu ukuba –

12.3.2 iya kuba yinzuzo yomntu wenkcukacha; kwaye

12.3.3 umntu wenkcukacha ebenikezele imvume ukuba bekunokwenzeka ngokufanelekileyo ukufumana loo lahleko yemvume

12.4 INkcazelo ngokuBanzi yamaNyathelo oKhuseleko loLwazi aza kuphunyezwa liSebe loPhuhliso lwezoQoqosho noKhenketho ukuqinisekisa ukuba yimfihlo, imfezeko kunye nokufumaneka kolwazi

12.4.1 Ukuthembeka kunye nokuba yimfihlo kweenkcukacha zobuqu zikhuselwe kwizoyikiso ebezilindelwe kunye nofikelelo olungagunyaziswanga ngokusebenzisa izikhuselo ezisengqiqweni nezifanelekileyo kwimingcipheko echongiweyo kunye nobuntununtunu bolwazi.

12.4.2 Ezi zikhuselo zibandakanya oku kulandelayo:

12.4.3 Amanyathelo ombutho:

- INTloko yeSebe ithatha uxanduva ngokubanzi kukhuseleko lwazo zonke iinkcukacha zeSebe.
- UMphathi woKhuseleko weSebe ulawula lo msebenzi wokhuseleko kwiDEDAT kwaye uxhaswa yiKomiti yoKhuseleko yeDEDAT.
- ISebe leNkulumbuso (BEI) kunye neSebe liqinisekisa ukuba amanyathelo afanelekileyo akhona okukhusela iziseko ezingundoqo zeICT, uthungelwano kunye neenkqubo. Oku kuquka ukuthatha uxanduva kumaqela angaphandle aphuhliso, afikelele okanye asebenzise iziseko zophuhliso zeICT yeWCG, uthungelwano kunye neenkqubo.
- Ukugcinwa ngokukhuselekileyo kunye noxanduva lokhuseleko luxanduva lomsebenzi ngamnye osebenza ngolwazi lomntu kwaye kufuneka babambelele kwimithetho yokhuseleko lolwazi, imigaqo-nkqubo, izicwangciso kunye neenkqubo.
- Iziganeko zokhuseleko (ukwaphulwa) ziyajongwa kwaye kunikwe ingxelo ngazo.

12.4.4 Imilinganiselo ebonakalayo:

- Ukufikelela kumaziko nezixhobo kuyalawuleka kwaye kuyaphicothwa.
- Iindawo zokungena zilinganiselwe ngolawulo lokhuseleko olubonakalayo, olufana nemivalo yeefestile, iigriile, izivalo kunye neengcango zokhuseleko. Ukufikelela kulawulwa yaye kubekwe iliso ngendibaniselwano yokugada abantu, iinkqubo zolawulo lokufikelela kwi-elektroniki, amakhadi ofikelelo ezazisi, iinkqubo zolawulo lwabatyeleli, iingcango ezisebenza ngebhayometriki, amajikijelo kunye nokukhangela ukungena nokuphuma.

12.4.5 Imilinganiselo yobugcisa

- Imigangatho yoKhuseleko loLwazi ekhutshelwe inkonzo yoluntu iyathotyelwa.
- Izivumelwano eziye zagqitywa namaqela esithathu ziya kubandakanya ukukhuselwa kwemfezeko kunye nokugcinwa kwemfihlo kolwazi ngabantu besithathu.
- Imingcipheko ivavanywa ngexesha lophuhliso lwezicelo ezintsha kunye neenkqubo, xa kutshintshwa iinkqubo ezikhoyo, xa kutshintshwa iinkqubo zoshishino naxa iindawo ezixhalabisayo zichongwa.
- Umngcipheko kwiziseko ezingundoqo zeICT, uthungelwano kunye neenkqubo zilawulwa yiCEI ngokuba sesichengeni kunye novavanyo lokusongela nokwazisa, ulawulo lophicotho-zincwadi, ulawulo lweziganeko kunye noqeqesho lokwazisa ngokhuseleko.

- 12.4.6 Izikhuselo ezifanayo ziyafuneka kubaboneleli-nkonzo, ababoneleli-nkonzo kunye namaqabane ezoshishino abafumana iinkcukacha zobuqu okanye egameni leWCG ngexesha lobudlelwane babo neDEDAT

13 UKUFIKELELEKA NOKUFUMANEKA KWALE NCWADI

- 13.3 Le ncwadana yemigaqo iya kufumaneka ukuba ijongwe ngokwemigaqo yeCOVID-19, phakathi kwentsimbi ye-7:30 kunye neyesi-16:00 ngeMivulo ukuya ngooLwezihlanu (ngaphandle kweeholide zikarhulumente)

- iofisi kaSekela Gosa loLwazi uNkszn Cheryl Julies: kwiSakhiwo iWaldorf 80 St Georges Mall, eKapa.

- 13.4 Le ncwadana inokufumaneka kwi-intanethi ngeWebhu yeLizwe Jikelele ngokundwendwela le dilesi yewebhu ilandelayo:
<https://www.westerncape.gov.za/edat>

14 UKUHLAZIYWA KWENCWADI

ISebe loPhuhliso loQoqosho noKhenketho liya kuthi, ukuba kukho imfuneko, lihlaziye kwaye lipapashe le ncwadana rhoqo ngonyaka.

Ikhutshiwe ngu

Jo-Ann Johnston

INTloko yeSebe

ISIHLOMELO A

ISIKHOKELO KUFIKELELO KWIIREKHODI EZINGAFUMANEKIYO NGOKUZENZAKALELAYO

1. UKUZALISWA KWEFOMU YESICELO, INTLAWULO YEMALI NEFOMU YOKUFIKELELA – amacandelo ele-18, ele-19, elama-22, elama-29 nelama-31.

1.1 Ifomu yesicelo

- Ifomu emiselweyo (encanyatheliswe njenge**FOMU yesi-2** kufuneka igcwaliswe ngumceli ize ingeniswe kwiGosa loLwazi/uSekela Gosa loLwazi.
 - Ukuba umceli akakwazi ukufunda okanye ukubhala okanye ukugcwalisa ifomu ngenxa yokukhubazeka, isicelo singenziwa ngomlomo. IGosa loLwazi/iSekela Gosa loLwazi liya kuthi ke lizalise iFomu yesi-2 egameni lomceli, liyigcine eyintsusa ze linike umceli ikopi yalo.
 - Isicelo singenziwa egameni lomnye umntu kodwa ke ngoko igunya esenziwa ngalo isicelo kufuneka libonakaliswe kwiFomu yesi-2. Umceli kufuneka angenise ubungqina besikhundla isicelo esenziwa phantsi kwaso, ukuze kwaneliseke ngokufanelekileyo. IGosa loLwazi/uSekela Gosa loLwazi.
 - Umceli (umnikazi lwazi) ofuna ukuqinisekisa ukuba iinkcukacha zakhe zobuqu zigcinwe liqumrhu likarhulumente okanye iinkcukacha zamaqela esithathu aye afikelela okanye ofuna ukufikelela kulwazi lwakhe lomntu siqu kufuneka anike ubungqina bokuba bangoobani na kwaye kuyafuneka. ukubonelela ngekopi eqinisekisiweyo yesazisi sabo ngeenjongo zokuqinisekisa.

1.2 Imirhumo

- Imirhumo yokucela kunye nokukhangela irekhodi, kunye nokwenza iikopi zerekhodi, imiselwe yimigaqo eyenziwe ngokwePAIA. (Incanyathiselwe **NJENGOLUDWE LWENKQUBO YOMRHUMO**) Le mirhumo ilandelayo iyahlawulwa:
 - Umrhumo wesicelo weR100.00 ngesicelo ngasinye;
 - Umrhumo wokufikelela ngexesha elifanelekileyo elichithwe ukukhangela nokulungisa ingxelo, ukuba kuthatha ngaphezu kweyure ukukhangela nokulungisa ingxelo. Idiphozithi, engekho ngaphezu kwesithathu semali yokufikelela iyonke, ingafuneka. Nangona kunjalo, umrhumo ophелеleyo wofikelelo uyahlawulwa phambi kokuba ufikelelo luvunyiwe; kunye
 - Ukwenza iikopi zerekhodi.

Abafaki-zicelo abakhululekileyo ekuhlawuleni umrhumo wesicelo:

- Igosa lesondlo/umphandi ocela ukufikelela kwirekhodi yophando lwesondlo okanye uphando ngokoMthetho weSondlo, wowe-1998 (okanye imigaqo eyenziwe ngokwemigaqo yawo.)
- Umntu ocela ingxelo eneenkcukacha zakhe zobuqu.

Abafaki-zicelo abakhululekileyo ekuhlawuleni umrhumo wokufikelela:

- Umntu ocela ingxelo eneenkcukacha zakhe zobuqu.
- Umntu ongatshatanga onomvuzo wonyaka ungagqithiyo kwi-R14 712 ngonyaka.
- Abantu abatshatileyo, okanye umntu kunye neqabane lakhe lobomi abanomvuzo wonyaka ungagqithiyo kuma-R27 192.

1.3 Indlela yokufikelela

- Umceli kufuneka abonise kwiFomu yesi-2 ukuba ikopi okanye uhlolo lwengxelo lwerekhodi luyafuneka.
 - Ukuba ikopi iyafuneka, umenzi-sicelo kufuneka abonise uhlobo lwayo (umzekelo, eshicilelweyo okanye e-elekroniki) kunye nolwimi alukhethayo (apho irekhodi ifumaneka ngolwimi olungaphezulu kolunye). ISebe aliziguquleli irekhodi ezifumaneka ngolwimi olunye kuphela.
- Irekhodi iya kunikezelwa ngendlela eceliweyo ngaphandle kokuba ayinakwenzeka, okanye iya kuphazamisana ngokungekho ngqiqweni ekuqhutyweni koshishino lweSebe.

2. ISIGQIBO SOKUNIKEZELA OKANYE UKWALELA UFIKELELO – iCandelo lama-25 nelama-26.

2.1 Ixesha lokuthatha isigqibo

IGosa loLwazi/uSekela-Gosa woLwazi kufuneka ngokukhawuleza kangangoko emva kokufumana i-R100,00 kunye neFomu yesi-2 egcwalisiweyo, kodwa ubuncinane **kwiintsuku ezingama-30** zokufunyanwa kwayo, ligqibe ekubeni liyasivuma okanye liyasikhaba isicelo kwaye lazise umceli ngeso sigqibo.

2.2 Ukwandiswa kwexesha

IGosa loLwazi/uSekela-Gosa loLwazi linokwandisa ixesha leentsuku ezingama-30, **kube kanye kangangeentsuku ezingama-30** kwezi meko zilandelayo:

- isicelo sesenani elikhulu leerekhodi okanye sifuna ukukhangelwa ngenani elikhulu leerekhodi kwaye ukuhoya isicelo kuphazamisana ngokungekho ngqiqweni kwimisebenzi yesebe;
- isicelo sifuna ukukhangelwa kweerekhodi kwi-ofisi engekho kwidolophu enye okanye kwisixeko esinye naleyo yeGosa loLwazi/uSekela Gosa loLwazi;
- uthethwano luyafuneka namanye amasebe eWCG okanye amanye amaqumrhu oluntu ukuze enze isigqibo ngesicelo; okanye
- umceli uvumile ukwandiswa.

3. IIREKHODI EZIQULETHE ULWAZI NGAMAQELA ESITHATHU – amacandelo elama-47, elama-48

3.1 Isaziso:

IGosa loLwazi/uSekela-Gosa loLwazi kufuneka onke amanyathelo afanelekileyo ukwazisa umntu wesithathu ngoko nangoko, kodwa kube phakathi **kweentsuku ezingama-21**, zokufumana nasiphi na isicelo serekhodi ezigcinileyo:

- ulwazi lobuqu lomntu wesithathu;
- imfihlo zorhwebo zomntu wesithathu;
- ulwazi lomntu wesithathu lwezemali, lwezoshishino, lwezenzululwazi okanye ubugcisa kunye nokubhengezwa lungabeka ingozi kwezoshishino nezemali kumntu wesithathu;
- ulwazi olunikwa ngumntu wesithathu ngentembeko kunye nokubhengezwa kungambeka esichengeni umntu wesithathu kwisivumelwano okanye naziphi na ingxoxo okanye ukhuphiswano lwezoshishino
- ulwazi olunikwa ngumntu wesithathu ngentembeko kunye nokubhengezwa lunga (i) lingana nokophulwa kwentembeko etyalwa umntu wesithathu ngokwesivumelwano; okanye (ii) udlelelelo olufanelekileyo lobonelelo oluzayo lolwazi olufanayo olumele ngokomdla woluntu lubonelelwe; okanye
- ulwazi malunga nophando olwenziwe egameni lomntu wesithathu oluya kubeka esichengeni umntu wesithathu, iarhente okanye uphando lwenkalo leyo.

3.2 Ukumelwa kunye nemvume yomntu wesithathu

Kwisithuba **seentsuku ezingama-21** zesaziso (3.1 ngasentla) umntu wesithathu unako (i) ukwenza ummelo ngembalelwano okanye ngomlomo kwiGosa loLwazi/Sekela

leGosa loLwazi ukuba kutheni isicelo kufuneka sikhatywe; okanye (ii) anike imvume ebhaliweyo yokubhengezwa kwerekhodi.

3.3 Isigqibo sokumelwa ekwaliweni

IGosa loLwazi/Sekela leGosa loLwazi kufuneka ngoko nangoko, kodwa phakathi **kweentsuku ezingama-30** emva kwesaziso (3.1 ngasentla) ligqibe ukuba liyanikeza okanye liyasikhaba isicelo sofikelelo kwaye kufuneka lazise umntu wesithathu obandakanyekayo kunye nomceli wesigqibo.

4. **ISIBHENO SANGAPHAKATHI – amacandelo elama-74 nelama-75**

4.1 Umfaki-sicelo

Umceli unokufaka isibheni sangaphakathi, kwisithuba **seentsuku ezingama-60** emva kokuba isaziso sinikiwe sesigqibo liGosa loLwazi/iSekela leGosa loLwazi ukuba:

- ukwaliwa kwesicelo sofikelelo (jonga kweyesi-2 ngasentla);
- hlawula umrhumo (jonga eyoku-1.2 ngasentla);
- yandisa ixesha lokunika ufikelelo (jonga eyesi-2.2 ngasentla).

4.2 Umntu wesithathu

Umntu wesithathu angafaka isibheni sangaphakathi, **kwiintsuku ezingama-30** emva kokuba isaziso sinikiwe ngesigqibo seGosa lezoLwazi/Sekela leGosa loLwazi ukuze linike imvume yokufikelela kwirekhodi equlethe ulwazi malunga nomntu wesithathu (jonga eyi-3 ngasentla).

4.3 Indlela yesibheni sangaphakathi

Isibheni sangaphakathi sifakwa ngokuzalisa ifomu emiselweyo (**iFomu yesi-4** iqhotyoshelwe) kunye nokunikezela okanye ukuyithumela kwiGosa loLwazi/kwiSekela leGosa loLwazi.

5. **ISIKHALAZO KUMLAWULI WOLWAZI – amacandelo elama-77A nelama-77B**

Kuphela kusemva kokuba kufakwe isibheni sangaphakathi kwaye umenzi-sicelo okanye umntu wesithathu ehlala engonelisekanga sisiphumo sesibheni sangaphakathi, isikhalazo sinokufakwa kuMlawuli woLwazi.

5.1 Umfaki-sicelo

- Umceli angakhalaza kuMlawuli malunga noku:
 - isibheni sangaphakathi esingaphumelelanga;
 - isibheni esingavunywanga esifakwe emva kwexesha;
 - ukwaliwa kwesicelo sokufikelela kulwazi;
 - isigqibo malunga neentlawulo;
 - isigqibo sokwandisa ixesha lokujongana nesicelo; okanye
 - isigqibo sokubonelela ngofikelelo ngohlobo oluthile.

5.2 Umntu wesithathu

- Umntu wesithathu angakhalaza kuMlawuli woLwazi malunga noku:
 - isibheni sangaphakathi esingaphumelelanga,
 - nasiphi na isicelo sokufikelela kulwazi.

5.3 Ifomathi

Isikhalazo kuMlawuli woLwazi kufuneka senziwe ngokubhaliweyo kwifomu emiselweyo (**iFomu yesi-5** iqhotyoshelwe) zingadlulanga **iintsuku ezili-180** zesigqibo esibangele isikhalazo.

6. ISICELO SENKUNDLA – icandelo lama-78

6.1 Umceli okanye umntu wesithathu unokufaka isicelo enkundleni soncedo olufanelekileyo ukuba

- kufakwe isibheni sangaphakathi kwaye umenzi wesicelo uhlala engonelisekanga sisiphumo sesibheni sangaphakathi; okanye
- isikhalazo sifakwe kuMlawuli woLwazi kwaye ummangali uhlala engonelisekanga sisiphumo sesikhalazo.

6.2 Isicelo esiya enkundleni kufuneka senziwe zingaphelanga **iintsuku ezili-180** emva kokwaziswa ngesiphumo sesibheni sangaphakathi okanye isigqibo soMlawuli woLwazi, njengoko kunokuba njalo.

IFOMU YESI-2

ISICELO SOKUFIKELELA KWIREKHODI

[UMgqaliselo wesi-7]

QAPHELA:

- Ubungqina besazisi kufuneka buncanyathiselwe ngumceli.
- Ukuba izicelo zenziwe egameni lomnye umntu, ubungqina besigunyaziso esilolo hlobo, mabuncanyathiselwe kule fomu.

IYA: KwiGosa loLwazi

(Idilesi)

Idilesi yeimeyile:

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Inombolo yefeksi:

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Phawula ngo "X"

☐

Isicelo senziwa egameni lam

☐

Isicelo senziwa egameni lomnye umntu.

INKCUKACHA ZOMNTU			
Amagama Apheleleyo			
Inombolo yesazisi			
Isikhundla esenziwa ngaso isicelo (xa senziwa egameni lomnye umntu)			
Idilesi yeposi			
Idilesi yesitalato			
Idilesi yeimeyile			
Inombolo zoqhagamshelwano	Inombolo yomnxeba. (B):		Ifeksi:
	Unomyayi:		
Amagama apheleleyo omntu isicelo esenziwa egameni lakhe (ukuba sikhona):			
Inombolo yesazisi			
Idilesi yeposi			
Idilesi yesitalato			

Idilesi yeimeyile				
linombolo zoqhagamshelwano	Inombolo yomnxeba. (B)		Ifeksi	
	Unomyayi			
IINKCUKACHA ZEREKHODI ECELIWEYO <i>Nikezela ngeenkcukacha ezipheleleyo zerekhodi ecelwe ukufikelela kuyo, kubandakanywa nenombolo yesalathiso ukuba uyayazi, ukwenzela ukuba irekhodi ifumaneke. (Ukuba isithuba esinikiweyo asanelanga, nceda uqhubeke kwiphepha elahlukileyo uze ulincamathele kule fomu. Onke amaphepha ongezelelweyo makatyikitywe.)</i>				
Inkcazo yerekhodi okanye inxenye efanelekileyo yerekhodi:				
Inombolo yesalathiso, ukuba ikhona				
Neziphi na ezinye iinkcukacha zerekhodi				
UHLOBO LWEREKHODI (Phawula ibhokisi esebenzayo ngo "X")				
Irekhodi ibhalwe okanye ishicilelwe				
Irekhodi iquka imifanekiso ebonakalayo (oku kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.njl)				
Irekhodi iqulathe amagama arekhodiweyo okanye ulwazi olunokuthi luveliswe kwakhona ngesandi				
Irekhodi igcinwe ekhompuyutheni okanye nge-elekroniki, okanye ifomu efundeka ngomatshini				
IFOMU YOKUFIKELELA (Phawula ibhokisi esebenzayo ngo "X")				

<i>Ikopi eprintiweyo yerekhodi (kubandakanywa iikopi zayo nayiphi na imifanekiso ebonakalayo, ushicilelo kunye nolwazi olugcinwe kwikhompyutha okanye kwi-elekroniki okanye kwifomu efundeka ngomatshini)</i>	
<i>Ushicilelo olubhaliweyo okanye olushicilelweyo lwemifanekiso ebonakalayo (oku kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.njl)</i>	
<i>Ukukhutshelwa kwengoma zesandi (uxwebhu olubhaliweyo okanye olushicilelweyo)</i>	
<i>Ikopi yerekhodi kwifleshi (kubandakanywa nemifanekiso ebonakalayo kunye neengoma zesandi)</i>	
<i>Ikopi yerekhodi kwidiski (kubandakanywa nemifanekiso ebonakalayo kunye neengoma zesandi)</i>	
<i>Ikopi yerekhodi egcinwe kwiseva yokugcina iklawudi</i>	

INDLELA YOKUFIKELELA <i>(Phawula ibhokisi esebenzayo ngo "X")</i>	
<i>Ukuhlolwa kwerekhodi kwidilesi ebhalisiweyo yequmrhu likarhulumente/labucala (kubandakanywa ukumamela amagama ashicilelweyo, ulwazi olunokuthi luveliswe kwakhona ngesandi, okanye ulwazi olugcinwe kwikhompyutha okanye ngendlela yombane okanye efundeka ngomatshini)</i>	
<i>linkonzo zeposi kwidilesi yeposi</i>	
<i>linkonzo zeposi kwidilesi yesitalato</i>	
<i>Inkonzo yekhuriya kwidilesi yesitalato</i>	
<i>Ifeksi yolwazi ngefomathi ebhaliweyo okanye eprintiweyo (kubandakanywa nokukhutshelweyo)</i>	
<i>I-imeyile yolwazi (kubandakanywa neengoma ukuba kuyenzeka)</i>	
<i>Isabelo seklawudi/udluliselo lwefayile</i>	
<i>Ulwimi olukhethwayo (Qaphela ukuba irekhodi alifumaneki ngolwimi olukhethayo, ukufikelela kunokunikezelwa ngolwimi ingxelo efumaneka ngalo)</i>	

IINKCUKACHA ZELUNGELO LOKUSEBENZA OKANYE UKUKHUSELELWA <i>Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze ulincamathele kule Fomu. Umceli kufuneka atyikitye onke amaphepha ongezelelweyo.</i>	
Bonisa ukuba leliphilungelo eliza kusetyenziswa okanye likhuselwe	

Cacisa ukuba kutheni irekhodi eliceliweyo lifuneka ekusebenziseni okanye ekukhuseleni eli lungelo likhankanywe ngasentla:	

UMRHUMO	
a)	Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba isicelo siqwalaselwe.
b)	Uya kwaziswa ngesixa somrhumo wofikelelo oza kuhlawulwa.
c)	Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kuhlobo ukufikelela okufunwa ngalo kunye nexesha elifanelekileyo elifunekayo lokukhangela nokulungiselela irekhodi.
d)	Ukuba ukulungele ukukhululwa ekuhlawuleni nayiphi na intlawulo, nceda uchaze isizathu sokukhululwa
Isizathu	

Uya kwaziswa ngembalelwano ukuba isicelo sakho samkelwe okanye saliwe kwaye ukuba sivunyiwe iindleko ezinxulumene nesicelo sakho, ukuba zikhona. Nceda ubonise indlela oyikhethayo yembalelwano:

Idilesi yeposi	Ifeksi	Unxibelelwano nge-elekroniki (Nceda ucacise)

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20

Utyikityo loMceli/umntu esenzelwa yena isicelo

UKUSETYENZISWA NGOKUSEMTHETHWENI

Inombolo yesalathiho:	
Isicelo sifunyenwe ngu: (Isikhundla sikarhulumente, Igama kunye neFani yeGosa loLwazi)	
Umhla wokufunyanwa:	
Imirhumo yokufikelela:	

Idiphozithi (ukuba ikhona):	
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Utyikityo lweGosa loLwazi

ULUDWE LWENKQUBO YOMRHUMO

Imirhumo ngokumalunga namaZiko oLuntu

<u>Umba</u>	<u>Inkcazo</u>	<u>Isixa semali</u>
1.	Umrhumo wesicelo ohlawulwa ngumceli ngamnye	R100.00
2.	Ikopi yephepha elibukhulu buyi-A4	R1.50 ngephepha okanye inxalenye yalo.
3.	Ikopi eprintiweyo yephepha elibukhulu bungu-A4	R1.50 ngephepha okanye inxalenye yalo
4.	Ukufumana ikopi kwifomu efundekayo kwikhompyutha: (i) Ifleshi (iya kubonelelwa ngumceli) (ii) Idiski . Ukuba unikwe ngumceli . Ukuba unikiwe umceli	R40.00 R40.00 R60.00
5.	Ukwenzela ushicilelo lwemifanekiso ebonwayo ngephepha elibukhulu buyi-A4	Inkonzo iza kukhutshwa. Kuya kuxhomekeka kwisiniki-maxabiso yoMboneleli weNkonzo
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ukukhutshelwa kwerekhodi emanyelwayo, ngephepha elibukhulu lingu- A4	R24,00
8.	Ikopi yerekhodi yesandi kwi: (i) Ifleshi (iya kubonelelwa ngumceli) (ii) Idiski . Ukuba unikwe ngumceli . Ukuba unikiwe umceli	R40,00 R40,00 R60,00
9.	Ukukhangela nokulungiselela ingxelo ukuze idizwe ngeyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, efundekayo ngokufanelekileyo olo phando nolungiselelo. Ukungagqithi kwixabiso lilonke	R100,00 R300,00
10.	Idiphozithi: Ukuba uphendlo ludlula iiyure ezi-6	Isinye kwisithathu sesixa semali ngokwesicelo ngasinye esibale ngokwezinto yesi-2 ukuya kweyesi-8.
11.	Iposi, i-imeyile okanye naluphi na ugqithiselo lwe-elektroniki	Iindleko ezizizo, ukuba zikhona

IFOMU YESIBHENO SANGAPHAKATHI

IFOMU YESI-4

[UMgqaliselo wesi-9]

Inombolo yesalathiso:

IINKCUKACHA ZEZIKO LIKARHULUMENTE				
Igama leZiko likaRhulumente				
Igama kunye nefani yeGosa loLwazi:				
IINKCUKACHA ZOMKHALAZI OFAKA ISIBHENO SANGAPHAKATHI				
Amagama Apheleleyo				
Inombolo yesazisi				
Idilesi yeposi				
Inombolo zoqhagamshelwano	Inombolo yomnxeba. (B)		Ifeksi	
	Unomyayi			
Idilesi yeimeyile				
Ingaba isibheno sangaphakathi sifakwa egameni lomnye umntu?		Ewe		Hayi
Ukuba impendulo ngu-“ewe”, amandla ekufakwa ngawo isibheno sangaphakathi egameni lomnye umntu: (Ubungqina besikhundla esifakwe phantsi kwaso isibheno, ukuba bukhona, kufuneka buncanyathiselwe.)				
IINKCUKACHA ZOMNTU ISIBHENO SANGAPHAKATHI ESIFAKWA EGAMENI LAKHE (Ukuba sifakwe ngumntu wesithathu)				
Amagama Apheleleyo				
Inombolo yesazisi				

Idilesi yeposi				
Inombolo zoqhagamshelwano	Inombolo yomnxeba. (B)		Ifeksi	
	Unomyayi			
Idilesi yeimeyile				

ISIGQIBO SOKUFAKWA KWESIBHENO SANGAPHAKATHI <i>(phawula ibhokisi efanelekileyo ngo "X")</i>	
Ukwaliwa kwesicelo sofikelelo	
Isigqibo malunga neentlawulo ezimiseliweyo ngokwecandelo lama-22 loMthetho	
Isigqibo malunga nokwandiswa kwexesha isicelo ekufuneka kusetyenzwe ngaso ngokwecandelo lama-26(1) loMthetho	
Isigqibo ngokwecandelo lama-29(3) loMthetho sokwala ukufikelela ngendlela ecelwe ngumceli	
Isigqibo sokusivuma isicelo sofikelelo	
IZIZATHU ZOKUBHENA <i>(Ukuba isithuba esinikiweyo asanelanga, nceda uqhubeke kwiphepha elahlukileyo uze ulincamathele kule fom u amaphepha ongezelelweyo kufuneka atyikiwe)</i>	
Xela imihlaba esekelwe phezu kwayo isibheni sangaphakathi:	
Xela naluphi na olunye ulwazi olunokuba lufanelekile xa kuqwalaselwa isibheni:	

Uya kwaziswa ngembalelwano ngesigqibo sesibheni sakho sangaphakathi. Nceda ubonise indlela oyikhethayo yokwazisa:

Idilesi yeposi	Ifeksi	Unxibelelwano nge-elekroniki (Nceda ucacise)

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20

Ukutyikitywa koMbhini/Iqela lesithathu

Iphepha lesi-2 lama-3

UKUSETYENZISWA NGOKUSEMTHETHWENI IREKHODI ESEMTHETHWENI YESIBHENO SANGAPHAKATHI

Isibheni sifunyenwe ngu: (inqanaba loburhulumente, igama kunye nefani yeGosa loLwazi)							
Umhla wokufunyanwa:							
Isibheni sikhathiswa zizizathu zesigqibo segosa lolwazi kwaye, apho kufanelekileyo, iinkcukacha zalo naliphi na iqela lesithathu elinxulumene nalo okanye irekhodi enxulumene nalo, zingeniswe ligosa lolwazi:			<table border="1"> <tr> <td>Ewe</td> <td></td> </tr> <tr> <td>Hayi</td> <td></td> </tr> </table>	Ewe		Hayi	
Ewe							
Hayi							
ISIPHUMO SESIBHENO							
Ukwaliwa kwesicelo sofikelelo. Iqinisekisiwe?	Ewe		Isigqibo esitsha (ukuba akuqinisekiswa)				
	Hayi						
Iintlawulo (Icandelo lama-22). Iqinisekisiwe?	Ewe		Isigqibo esitsha (ukuba akuqinisekiswa)				
	Hayi						

Ulwandiso (Icandelo lama-26(1)). Iqinisekisiwe?	Ewe		Isigqibo esitsha (ukuba akuqinisekiswa)	
	Hayi			
Ukufikelela (Icandelo lama-29(3)). Iqinisekisiwe?	Ewe		Isigqibo esitsha (ukuba akuqinisekiswa)	
	Hayi			
Isicelo sokufikelela sivunyiwe. Iqinisekisiwe?	Ewe		Isigqibo esitsha (ukuba akuqinisekiswa)	
	Hayi			

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20

Igunya elifanelekileyo

IFOMU YESIKHALAZO

IFOMU YESI-5

[Umgaqo we-10]

QAPHELA:

1. Le fomu yenzelwe ukunceda uMfaki-sicelo okanye iQela leSithathu (emva koku ekubhekiswa kuye “njengoMmangali”) ekuceleni uqwalaselo ngokutsha lwempendulo yeZiko likaRhulumente okanye leZiko laBucala okanye ukungaphenduli kwesicelo sokufikelela kwiirekhodi phantsi koKhuthazo lokuFikelela. kuMthetho woLwazi, wama-2000 (uMthetho onguNombolo yesi-2 wowama-2000) (“PAIA”). Nceda ugcwalise le fomu kwaye uyithumele kule dilesi ye-imeyile ilandelayo: PAIAComplaints@inforegulator.org.za okanye ugcwalise ifomu yesikhalazo kwi-intanethi efumaneka ku <https://www.justice.gov.za/inforeg/>.
2. I-PAIA inika ilungu loluntu ilungelo lokufaka isikhalazo kuMlawuli woLwazi malunga nalo naluphi na uhlobo lwezikhalazo ezichazwe kwinxalenye F yale fomu yesikhalazo.
3. Ngumgaqo-nkqubo woMlawuli woLwazi ukuhlehlisa ukuphanda okanye ukukhaba isikhalazo ukuba uMmangali akaqalanga wanika iqumrhu likarhulumente okanye labucala (apha emva kokubizwa ngokuba “iZiko”) ithuba lokuphendula kunye nokuzama ukusombulula. umba. Ukunceda iZiko lijongane nezinto ezikuxhalabisayo phambi kokuba uye kuMlawuli woLwazi, kufuneka ugcwalise **iFomu yesi-2 yePAIA** emiselweyo kwaye uyingenise kwiZiko.
4. Ikopi yale Fomu iya kunikezelwa kwiQumrhu elingumxholo wesikhalazo sakho. Ulwazi olunikezelayo kule fomu, luncanyathiselwe kule fomu okanye onikezela ngalo kamva, luya kusetyenziswa kuphela ukuzama ukusombulula ingxabano yakho, ngaphandle kokuba kuchazwe ngenye indlela apha.
5. ThUMlawuli woLwazi uya kusamkela kuphela isikhalazo sakho wakuba uqinisekisiile ukuba uyithobele le mimiselo ingezantsi.
6. **Nceda uqhoboshele iikopi zala maxwebhu alandelayo, ukuba unawo:**
 - a. Ikopi yefomu kwiZiko ecela ukufikelela kwiirekhodi;
 - b. Impendulo yeZiko kwisikhalazo sakho okanye isicelo sofikelelo;
 - c. Nayiphi na enye imbalelwano phakathi kwakho neZiko malunga nesicelo sakho;
 - d. Ikopi yefomu yesibheno, ukuba uthotyelo lwakho lunxulumene nequmrhu likarhulumente;
 - e. Impendulo yeZiko kwisibheno sakho;
 - f. Nayiphi na enye imbalelwano phakathi kwakho neZiko malunga nesibheno sakho;
 - g. Amaxwebhu agunyazisa ukuba wenze egameni lomnye umntu (ukuba kufanelekile);
 - h. UMyalelo weNkundla okanye amaxwebhu eNkundla anxulumene nesikhalazo sakho, ukuba akhona.
7. Ukuba isithuba esibonelelweyo kule Fomu asonelanga, ngenisa ingcaciso njengeSihlomelo kule Fomu uze utyikitye iphepha ngalinye.

ISAKHONO SOMNTU/IQELA ELIFAKA ISIKHALAZO (Phawula ngo "X")

☐

Ummangali ngokobuqu

☐

Ummeli woMkhalazi

☐

Iqela lesithathu

IIMFUNeko

Ingaba usifakile isicelo (ifomu yePAIA) sokufikelela kwiirekhodi yequmrhu likarhulumente/labucala?	Ewe		Hayi	
Ingaba ziphelile iintsuku ezingama-30 ukusuka kumhla ongenise ngawo ifomu yePAIA yakho?	Ewe		Hayi	
Ingaba uye wayisebenzisa yonke inkqubo yangaphakathi yesibheno ngokuchasene nesigqibo seGosa loLwazi lequmrhu likarhulumente?	Ewe		Hayi	
Ingaba usifakile isicelo eNkundleni ukuze ufumane isiqabu esifanelekileyo malunga nalo mba?	Ewe		Hayi	

UKUSETYENZISWA NGUMLAWULI WOLWAZI KUPHELA			
Ifunyenwe ngu: (Amagama apheleleyo)			
Isikhundla			
Utyikityo			
Isikhalazo samkelwe	Ewe		Hayi
Inombolo yesalathiso			
			

Idilesi yeposi	Ifeksi	Olunye unxibelelwano nge-elekroniki (Nceda ucacise)	
ICANDELO A IINKCUKACHA ZOBUQU ZOMKHALAZI			
Amagama apheleleyo			
Inombolo yesazisi			
Idilesi yeposi			
Idilesi yesitalato			
Idilesi yeimeyile			
Inombolo zoqhagamshelwano	Inombolo yomnxeba. (B)		Ifeksi
	Unomyayi		
ICANDELO B INKCUKACHA YOMMELI <i>(Gcwalisa kuphela ukuba uya kumelwa. Amandla eGqwetha kufuneka ancanyathiselwe ukuba ummangali umelwe, ukuba asiphumelelanga eso sikhalazo siya kukhatywa)</i>			
Amagama apheleleyo ommeli			
Ubume bomelo			
Inombolo yesazisi / Inombolo yoBhaliso			
Idilesi yeposi			
Idilesi yesitalato			
Idilesi yeimeyile			
Inombolo zoqhagamshelwano	Inombolo yomnxeba. (B)		Ifeksi
	Unomyayi		
ICANDELO C INKCUKACHA YEQELA LESITHATHU <i>(Nceda uqhoboshele ileta yesigunyaziso)</i>			
Uhlobo lweZiko	Bucala		Rhulumente
Igama leZiko likaRhulumente / laBucala			
Inombolo yoBhaliso (ukuba ikhona)			

Igama, iFani kunye neSikhundla somntu ogunyazisiweyo ukuba afake isikhalazo				
Idilesi yeposi				
Idilesi yesitalato				
Idilesi yeimeyile				
Inombolo zoqhagamshelwano	Inombolo yomnxeba. (B):		Ifeksi	
	Unomyayi			

ICANDELO D IZIKO ESIFAKELWE LONA ISIKHALAZO				
Ihlobo leziko	Bucala		Rhulumente	
Igama lequmrhu likarhulumente / labucala				
Inombolo yobhaliso (ukuba ikhona)				
Igama, ifani kunye netayitile yomntu osebenza naye kurhulumente okanye kwiqumrhu labucala ukuzama ukusombulula isikhalazo sakho okanye isicelo sokufikelela kulwazi				
Idilesi yeposi				
Isitalato sedilesi				
Idilesi yeimeyile				
Inombolo zoqhagamshelwano	Inombolo yomnxeba . (B):		Ifeksi	
	Unomyayi			
Inombolo yesalathisi inikiweyo (ukuba kukhona enye)				
ICANDELO E ISIKHALAZO				
Sixelele malunga namanyathelo oye wawathatha ukuzama ukusombulula isikhalazo sakho (Izikhhalazo kufuneka ziqale zingeniswe ngqo kwiqumrhu loburhulumente okanye labucala ukuze kuphendulwe kwaye kunokwenzeka ukuba kusionjululwe)				
Umhla esifakwe ngawo isicelo sofikelelo kwiirekhodi.				
Nceda uchaze uhlobo lwelungelo (amalungelo) ekufuneka lisetyenziswe okanye likhuselwe, ukuba uthotyelo luchasene nequmrhu labucala.				
Ingaba ukhe wazama ukusombulula lo mba nombutho?	Ewe		Hayi	

Ukuba ewe, uyifumene nini? (Nceda uqhoboshele ileta kwesi sicelo.)				
Ingaba uye wabhena ngokuchasene nesigqibo segosa lolwazi lequmrhu likarhulumente?	Ewe		Hayi	
Ukuba ewe, usifake nini isibheni?				
Ingaba usifakile isicelo eNkundleni ukuze ufumane isiqabu esifanelekileyo malunga nalo mba?	Ewe		Hayi	
Ukuba ewe, nceda ubonise ukuba umcimbi wagwetywa nini yiNkundla? Nceda uqhoboshele uMyalelo weNkundla, ukuba ukhona.				
ICANDELO F UHLOBO OLUNENKCUKACHA LOKUFIKELELA KWIIREKHODI <i>(Nceda ukhethe enye okanye ngaphezulu kwezi zilandelayo ukuchaza isikhalazo sakho kuMlawuli woLwazi)</i>				
Ukubhena okungaphumelelanga (iCandelo lama-77A(2)(a) okanye icandelo lama-77A(3)(a) le PAIA)	<i>Ndibhenele ngokuchasene nesigqibo sequmrhu likarhulumente kwaye isibheni asiphumelelanga.</i>			
Isicelo esingaphumelelanga soxolelo (Amacandelo elama-77A(2)(b) kunye nelama-75(2) ePAIA)	<i>Ndifake isibheni sam ngokuchasene nesigqibo sequmrhu likarhulumente kade ndaza ndafaka isicelo soxolelo. Isicelo soxolelo siye sachithwa.</i>			
Ukwaliwa kwesicelo sofikelelo (iCandelo lama-77A(2)(c)(i) okanye lama-77A(2)(d)(i) okanye 77A(3)(b) lePAIA)	<i>Ndicele ukufikelela kulwazi olugcinwe liqumrhu kwaye eso sicelo saliwe okanye saliwe ngokuyinxenye.</i>			
Umbutho ufuna ukuba ndihlawule umrhumo kwaye ndivakalelwa kukuba ugqithisile (iCandelo lama-22 okanye lama-54 lePAIA)	<i>Ithenda okanye intlawulo yomrhumo omiselweyo.</i>			
	<i>Ithenda okanye intlawulo yediphozithi.</i>			
Imbuyekezo yediphozithi (iCandelo Igosa lolwazi lalile ukuhlawula idiphozithi ehlawulwe lama-22(4) yePAIA) malunga nesicelo sofikelelo esikhatyiweyo.	<i>Igosa lolwazi lalile ukuhlawula idiphozithi ehlawulweyo malunga nesicelo sofikelelo esithe saliwa.</i>			
Ukungavumelani nokwandiswa kwexesha (iCandelo lama-26 okanye lama-57 ePAIA)	<i>Iqumrhu ligqibe kwelokuba landise umda wexesha lokuphendula isicelo sam, kwaye andivumelani nokongezwa komda wexesha eliceliweyo okanye ukongezwa kwexesha elithathiweyo ukuphendula kwisicelo sam sofikelelo.</i>			
Indlela yokufikelela eyaliwe (iCandelo lama-29(3) okanye lama-60 (a) lePAIA)	<i>Ndicele ufikelelo ngendlela ethile nefanelekileyo kwaye olo hlobo lofikelelo lwaliwe.</i>			
Kuthathwa njengokwaliwa (iCandelo lama-27 okanye lama-58 le PAIA)	<i>Sele ingaphezu kweentsuku ezingama-30 ndenze isicelo sam kwaye andikasifumani isigqibo.</i>			
	<i>Ixesha lokwandiswa liphelile kwaye akukho mpendulo ifunyenweyo.</i>			
Ubhengezo olungafanelekanga lwerekhodi (Izizathu ezinyanzelekileyo zokwala ukufikelela kwirekhodi).	<i>Iirekhodi (eziphantsi kwezizathu zokwalelwa ukufikelela) ziye zabhengezwa ngendlela engafanelekanga/engekho ngqiqweni.</i>			
Akukho zizathu zaneleyo zokwala ukufikelela	<i>Isicelo sam sofikelelo saliwe, kwaye akukho zizathu zibambekayo okanye ezaneleyo zokwaliwa, ezithe</i>			

(Icandelo lama-56(3) (a) lePAIA)	zanikwa, kubandakanywa izibonelelo zalo Mthetho ekuye kwaxhomekeke kuwo ukwaliwa.	
Ukufikelela ngokuyinxenye kwirekhodi (iCandelo lama-28(2) okanye lama-59(2) lePAIA)	Ukufikelela kwinxenye kuphela yeerekhodi eziceliweyo kwavunywa kwaye ndiyakholelwa ukuba iirekhodi ezininzi bekufanele ukuba zixeliwe.	
Uxolelo lwentlawulo (iCandelo lama-22(8) okanye lama-54(8) lePAIA)	Ndikhululekile ekuhlawuleni nayiphi na intlawulo kwaye isicelo sam sokurhoxisa imirhumo saliwe.	
Iirekhodi ezingafumanekiyo okanye ezingekho (iCandelo lama-23 okanye lama-55 lePAIA)	Iqumrhu libonise ukuba ezinye okanye zonke iirekhodi eziceliweyo azikho kwaye ndiyakholelwa ukuba ezinye iirekhodi zikhona.	
Ukusilela ekuvezeni iirekhodi	Iqumrhu ligqibe kwelokuba lindinike ufikelelo kwiirekhodi eziceliweyo, kodwa andikazifumani.	
Akukho gunya (ukusebenzisa okanye ukukhuselwa kwawo nawaphi na amalungelo) (iCandelo lama-50(1)(a) lePAIA)	Iqumrhu libonise ukuba iirekhodi eziceliweyo azibandakanywanga kwiPAIA kwaye andivumi.	
Isicelo esingenanjongo okanye esicaphukisayo (iCandelo lama-45 lePAIA)	Iqumrhu libonise ukuba isicelo sam sibonakala ngathi asinamsebenzi okanye siyacaphukisa kwaye andivumi.	
Okunye (Nceda ucacise)		
ICANDELO G ISIPHUMO ESILINDELEKILEYO Ucinga ukuba uMlawuli woLwazi angakunceda njani? Chaza isiphumo okanye isiphumo osifunayo.		
ICANDELO H IZIVUMELWANO		

Isiseko esisemthethweni sezi zivumelwano zilandelayo sichazwe kwiSaziso saBucala malunga nendlela yokufaka uxwebhu lwakho lwesikhalazo. Ukuze uMlawuli woLwazi aqhube isikhalazo sakho, kufuneka ujonge nganye kwezi bhokisi zingezantsi ukubonisa isivumelwano sakho:

- ☐ Ndiyavuma ukuba uMlawuli woLwazi inokusebenzisa ulwazi olunikiweyo kwisikhalazo sam ukuyinceda ekuphandeni imiba enxulumene nokukhuthazwa kwelungelo lokufikelela kulwazi kunye nokukhuselwa kwelungelo lokuba neemfihlo eMzantsi Afrika. Ndiyaqonda ukuba uMlawuli woLwazi akasoze afake iinkcukacha zam zobuqu okanye ezinye ezichongiweyo kuyo nayiphi na ingxelo yoluntu, kwaye ulwazi lwam lokuqinisekisa lusakhuseleke nguMthetho woKhuseleko loLwazi loBuqu, wowama-2013 (uMthetho onguNombolo wesi-4 wowama-2013). Ndiyaqonda ukuba ukuba andivumi, uMlawuli woLwazi usazakuqhubekisa isikhalazo sam.
- ☐ Ulwazi olukule Fomu yesikhalazo luyinyani ngokolwazi lwam nangenkolelo yam.
- ☐ Ndigunyazisa uMlawuli woLwazi ukuba aqokelele iinkcukacha zam zesikhalazo (ezifana neenkcukacha ngam kule fomu yesikhalazo) kwaye azisebenzise ukujongana nesikhalazo sam samalungelo oluntu esinxulumene nelungelo lokufikelela kulwazi kunye / okanye ukukhuselwa kwelungelo lokuba neemfihlo.
- ☐ Ndigunyazisa nabani na (onjengomqeshi, umnikezeli wenkonzo, ingqina) onolwazi olufunekayo ukuze kuqwalaselwe isikhalazo sam ukuze abelane ngaso noMlawuli woLwazi. Umlawuli woLwazi unokufumana olu lwazi ngokuthetha namangqina okanye ngokucela iirekhodi ezibhaliweyo. Kuxhomekeke kubume besikhalazo, ezi rekhodi zinokubandakanya iifayile

zabasebenzi okanye idatha yomqeshi, iirekhodi zonyango okanye zesibhedlele, kunye nolwazi lwemali okanye lomrhafi.



Ukuba naluphi na ulwazi lwam loqhagamshelwano luyatshintsha ngexesha lenkqubo yesikhalazo, luxanduva lwam ukwazisa uMlawuli woLwazi; kungenjalo isikhalazo sam sinokulibaziseka okanye sivalwe.

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20

Ummangali/uMmeli/Umntu ogunyazisiweyo weqela leSithathu

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