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National School of Government
REPUBLIC OF SOUTH AFRICA

ISIKOLE SIKAZWELONKE SIKAHULUMENI

ISahluko se-14 seManumawali yoMthetho Wokukhuthaza Ukufinyeleleka Kolwazi wonyaka we-2000

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IMANUWALI YE-PAIA

ISIKOLE SIKAZWELONKE SIKAHULUMENI

IMANUMAWALI NGOKWESAHLUKO SE-14 SOMTHETHO WOKUKHUTHAZA UKUFINYELELEKA KOLWAZI WONYAKA WE-2000 (uMthetho wesi-2 wonyaka we-2000)

1. ISINGENISO

1.1 Kulandelwa imibandela yesahluko sama-32 soMthethosisekelo weRiphabhulikhi YaseNingizimu Afrika wonyaka we-1996 (uMthetho we-108 wonyaka we-1996) ('uMthethosisekelo'), uMthetho Wokukhuthaza Ukufinyeleleka Kolwazi Wonyaka We-2000 (uMthetho wesi-2 wonyaka we-2000) (i-'PAIA') waziswa ukuze kuqiniswe isiko lobusobala nelokuziphendulela emphakathini kanye nakumigwamanda yangasese, ngokunikeza ilungelo lokufinyelelka kolwazi, kanye nangokukhuthaza ngokubonkalayo umphakathi lapho abantu baseNingizimu Afrika benokufinyeleleka okuyimpulelelo kolwazi ukuze bakwazi ukusebenzisa ngokugcwele bavikele onke amalungelo abhalwe phansi kuMthethosisekelo.

1.2 I-PAIA yenza izindlela nezinkambiso ngokuzithandela nangokuthunywa zokwenza ukuba kusebenze ilungelo lomthethosisekelo ngendlela eyenza ukuba abantu bathole amarekhodi ngokushesha ezinhlaka zikahulumeni kanye nezomphakathi ngendlela esheshayom engabizi nengenabunzima ngokukhonekayo, jikelele ukukhuthaza ubusobala, ukuziphendulela kanye nokwengamela ngempumelelo yonke imigwamanda kahulueni nenyangasese, kodwa kungagcini nje, ekuhlomiseni nasekufundiseni bonke abantu ukuba:

1.2.1 baqonde amalungelo abo ngokwe-PAIA, ukuze bakwazi ukusebenzisa amalungelo abo ngokuphathelene nemigwanda kahulumeni neyangasese;

1.2.2 baqonde imisebenzi nokwenziwa imigwanda kahulumeni; futhi

1.2.3 bahlolisise futhi babambe iqhaza ngemumelelo ekuthathweni kwezinqumo ezithinta amalungelo abo imigwamanda kahulumeni.

1.3 Esinye sezidingo ezisemqoka ezichazwe ku-PAIA ukwakhiwa kwemanuwali enikeza ulwazi ngazozombili izinhlobo nenzinhla zamarekhodi agcinwe umgwanda kahulumeni neyangasese.

1.4 Lo mbhalo usebenza njengemanuwali yeSikole Sikazwelonke Sikahulumeni (‘uMnyango’) ngokwe-PAIA, futhi unikeza okubhekwa kukho amarekhodi asezandleni zoMnyango kanye nenqubo okufanele ilandelwe ukucela amarekhodi afana nalwa.

1.5 Uma unenkinga yokusebenzisa le manuwali, ungathandabuzi ukuxhumana noSekela-Mgcinilwazi ofanele, oshiwo kwisigaba sesi-5 lapha ngezansi.

2. IZINCAZELO

2.1 "USekela-Mgcinilwazi “ usho uMqondisi: UMthetho, Ukuphathwa Kwezivumelwano Nokuhlonishwa Komthethetho noma omunye umuntu ogunyazwe nguMgcinilwazi ngokwesahluko se-17 soMthetho we-PAIA;

2.2 **“UMnyango” usho iSikole Sikazwelonke Sikahulumeni;**

2.3 “UMgcinilwazi” usho uMphathi Wesikole Sikazwelonke Sikahulumeni;

2.4 **“I-PAIA” isho uMthetho Wokukhuthaza Ukufinyeleleka Kolwazi wonyaka we-2000 (uMthetho wesi-2 wonyaka we-2000), njengoba uchitshiyelwe, ukanye nezimiso ezishicilelwe ngokwemigomo yazo;**

2.5 **“IManuwali ye-PAIA” noma “imanuwali” isho le manuwali njengoba ikhishwe ngokwesahluko se-14 se-PAIA inazo zonke izixhumelo;**

2.6 **“IRekhodi” lisho irekhodi njengoba lichazwe esahlukweni soku-1 se-PAIA; futhi**

2.7 **““I-SAHRC” isho iKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu.**

3. IMISEBENZI NEZINHLAKA ZOMNYANGO

3.1 Embusweni wethu wentando yeningi lapho ukuphthwa komphakathi kuqondiswe entuthukweni, uMthethosisekelo weRiphabhulikhi YaseNingizimu Afrika (1996) uqinisekisa onke amalungelo ezakhamuzi, afana nokuthola indawo yokuhlala efanele, ukuthola ukunakekelwa kwezempilo, amanzi nokudla okwenele, kanye nezenhlalakahle ezifanele, phakathi kamanye. Ekusekeleni inhlosombono yesikhathi eside kanye nohlelo lwempilo engcono yabo bonke abantu baseNingizimu Afrika, iSikole Sikazwelonke Sikahulumeni sigunyazwe ukuba sisebenze ngezinhlelo zezemfundo kanye nokufunda ukuze kuthuthukiswe abasebenzi bkahulumeni ekwethulweni kwezinsizakalo zikahulumeni zezinga eliphezulu.

Ukugunyazwa kususelwa kuSahluko sesi-4 soMthetho Ochitshiyelwe Wezemisebenzi Kahulumeni wonyaka we-1997 njengoba kulandela :

- Kuzakhona isikhungo sokuqeqesha esibalulwe njengomnyango kazwelonke (isheduli yoku-1 yoMthetho)
- Ukuphatha kanye nokuphathwa kwesiKhungo esinjengalesi kuzoba ngaphansi kwesandla sikaNgqongqoshe (woMnyango Wezabasebenzi Bakahulumeni Nokuphathwa Kwayo)

- Isikhungo esinjengalesi-
  - sifanele sihlinzeke ngokuqeqesha okunjengalokhu noma senze ukuthi ukuqeqesha okunjengalokhu kuyahlinzekwa noma sibhalise izivivinyo noma ukuhlolwa okufana nalokhu noma senze ukuthi izivivinyo noma ukuhlolwa okufana nalokhu kwenziwe njengoba iNhloko Yesikhungo inganquma ngemvume kaNgqongqoshe noma njengoba kungamiswa njengokufaneleka kwezemfundo ukuze kuqokwe noma kudluliselwe kwesinye isikhundla abantu kuhulumeni.
  - singakhiph amadiploma noma izitifiketi noma senze ukuba khukhishwe amadiploma noma izitifiketi zikhishelwe abantu abaphumelele izivivinyo ezinjengalezi.

3.2 UMnyango wethulwa ngo-Okthoba 2013, ungena esikhundleni seSikhungo Sobuholi Nokwenganyelwa Kokuphathwa Kukahulumeni (i-PALAMA). Kuhambisana nefilosofi yohlelo lwezifundo kanye nendlela esetshenziswayo, uMnyango wamukela isu elakhelwe ukuqinisekisa ukuqinisekisa uhlelo lonke lwemfundo kanye nokufunda liqondiswe ekwenzeni ngcono ukusebenza, ekukhuthazeni intuthuko kanye nokwandisa umthelela kahulumeni. Ngokusebenzisa inhlanganisela yokungenelela, izinsizakalo kanye nezinqubi, umnyango ubheka ukusebenza kwangaphambilini, ukungeniswa emsebenzini kanye nezidingo zokufunda kube kusetshenzwa kwabasebenzi bakahulumeni.

3.3 UMnyango uyingxenye yepothifolo yezikhungo zokubika kuNgqongqoshe woMnyango Wezabasebenzi Bakahulumeni Nokuphathwa Kwabo. Ezinye izikhungo ngaphakathi kwalepothifolo: uMmnyango Mnyango Wezabasebenzi Bakahulumeni Nokuphathwa Kwabo (iDPSA), iSikhungo Sokuvezwa Kokusha Kuhulumeni (i-CPSI) kanye noHlelo Lwezokwelashwa Labasebenzi Bakahulumeni (i-GEMS). UMnyango uphethwe ySikhulu, esibika kuNgqongqoshe.

3.4 UMnyango unikeza ngokuqeqesha jikelele okuphoqelekile futhi ufuna ukuqeqeshwa okugxile ekwenzeni ngcono amazinga emfundo nokufunda, obuholi, okuphatha kanye nokulawula (kubandakanya nosizo olutholakala ekufikeni) kuhulumeni. Ngaphezu kwalokho, ukusebenzela ukwenza izinto ngolwazi kukahulumeni ,

umnyango uhlinzeka ngokungeniswa emsebenzini okuyimoqo kubo bonke abasebenzi abasanda kuqokwa, kanye nesifundo sokwazisa intsha enamajazi engasebenzi ukuthola ama-internshiphu namalenashiphu kanye namathuba omsebenzi kuhulumeni.

3.5 UMnyango uzofeza amasu owahlosile ngokusebenzisa izinhlelo ezi-2 ezinenhloso nezimpokophelo ezilandelayo:

3.5.1 **Uhlelo loku-1:**

3.5.1.1 Ukuphatha

Inhloso yohlelo loku-001 ngukugqugquzela ukuphatha jikelele koMnyango kanye nokuhlinzeka izinsizakalo zokusekelwa kwenhlangano ekusizeni iSikhulu, iZinhloko Zamagatsha nabo bonke abasebenzi eMnyangweni ukuba benze imisebenzi yabo ohlweni oluyimpumelelo lokwengamela.

Lolu hlelo lwakhiwe izinhledlwana ezilandelayo:

- IHhovisi leSikhulu (elifaka phakathi iHhovisi Lomphathi Omkhulu Wezezimali Nelocwaningo-Mabhuku Lwangaphakathi)
- Ukuphathwa Kwenhlangano

3.5.1.2 Izinhloso Zamsu Zohlelo loku-1:

3.5.1.2.1 Ukusetshenziswa ngempumelelo izinqubomgomo, amasu nezinhlelo unyaka nonyaka ezilandele iqoqomthetho, imigomo yokuphatha okuhle kwenhlangano kanye nokwenziwa ngcono kwamazinga ensebenzo;

3.5.1.2.2 Ezezimali ezingcono nezinempumelelo, ukuphathwa nokuhlelwa kwezingqalabutho nezabasebenzi kuyaqashwa njalo ngekota ukuze kusekelwe ngokuzimele isikhungo;

3.5.1.2.3 Ukuhlela ukusetshenziswa kwemithombo ekhokhelwa abanikelayo kanye nezivumelwano zamazwe ngamazwe ukwenza ngcono amakhono abantu.

3.5.2 **Uhlelo lwesi-2:**

3.5.2.1 Ukuthuthukiswa Kokuhlelwa Kukahulumeni kanye Nabasebenzi

Inhloso yohlelo lwesi-2 ngukuhlinzekela ukudluliswa kwenyanga nenyanga ukuze kukhuliswe i-Akhawunti Yokuhweba Ngokuqeqeshwa. -Akhawunti Yokuhweba Ngokuqeqeshwa ihlinzekela konke okwenziwayo okwenza ngokuqondile ukuqeqesha nnokuthuthukisa uhulumeni.

Lolu hlelo lwakhiwe izinhledlwana ezilandelayo:

- Ukuphathwa Kokuqeqeshwa Nokwethulwa kakho
- Inqubomgomo Yokuqeqesha Nokuhlela
- Izinsizakalo Ezikhethekile

3.5.2.2 Izinhloso Zamasu Ohlelo lwesi-2

3.5.2.2.1 <u>Ukuphathwa Kokuqeqeshwa Nokwethulwa kakho</u>

Lolu hledlwana lubhekele ukwethulwa kokuqeqesha kanye nokwethulwa kokuqeqeshwa ngemuva kokuba abasebenzi sebengenisiwe emsebenzini, ubuholi, ukuphatha kanye nokulawula njengoba kuchaziwe kumayunithi alandelayo; abasebenzi bangeniswa emsebenzini, ubuholi, ukuphatha, ukulawula, uusekela emsebenzini nokuzithengisa.

3.5.2.2.2 Inqubomgomo Yokuqeqesha Nokuhlela

Lolu hledlwana emiphakathi eyacikelwe phansi inesibopho sokusekela ukuthuthukisa amakhono nokuqeqeshwa ngokusebenzisa ucwaningo, ukusungula izidingo zokuqeqeshwa, ukusatshalaliswa kolwazi kanye nokuhlola. Ucwaningo Nokwenziwa Kokusha kanye Nokuqapha amayunithi angaphakathi ohledlwaneni.

3.5.2.2.3 <u>Izinsizakalo Ezikhethekile</u>

Lolu hledlwana lugxile ekukhoneni ukusekela okukhethekile nokunqamulayo nokubalulekile kuMnyango njengoba kuchaziwe ngokusebenzisa imisebenzi yamayunithi okusebenza alandelayo, uKwakhiwa Kohlelo Lwezifundo, ukuQinisekiselwa Kwekhwalithi, uKuqinisekisa kanye ne-E-learning.

4. ISAHLUKO SE-10 SOMHLAHLANDLELA WAWO ONKE AMAMANUWALI ASERIPHABHLIKHI YASENINGIZIMI AFRIKA

4.1 UMhlahlandlela wokuthi isetshenziswa kanjani imanuwali ye-PAIA ushicilelwe yiKhomishani Yamalungelo YaseNingizizmu Afrika futhi uyatholakala ku-website yayo ethi: www.sahrc.org.za.

4.2 Lo mhlahlandlela unikeza ulwazi:

- ngemibandela nenhloso ye-PAIA;
- ngemininingwane yokuxhumana yoMgcinilwazi kanye noSekela-Mgcinilwazi womnyango;
- nezinqubo zokucela ulwazi;
- ngosizo ongalulindela kuMgcinilwazi kanye nakuSekela-Mgcinilwazi kanye nakuKhomishani Yamalungelo YaseNingizizmu Afrika;
- izinkambiso zokukhaza;
- uhlobo lamarekhodi angacelwa; kanye
- nezimali ezikhokhwayo ngolwazi oluceliwe.

4.3 Imibuzo:

Nanoma iyiphi imibuzo emayelana nalo mhlahlandlela ifanele iqondiswe lapha:

Ikheli Laseposini: IKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu
PAIA Unit
Private Bag X2700
Houghton
2041

Ikheli Lendawo: IKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu
PAIA Unit
33 Hoofd Street
Braampark Forum 3
Braamfontein
2198

Ucingo:	(011) 877 3600
Ifeksi:	(011) 403 0625
I-imeyili	paia@sahrc.org.za
Website:	www.sahrc.org.za

5. IMININGWANE YOKUXHUMANA YOMGCINILWAZI KANYE NEKASEKELA-MGCINILWAZI BESIKOLE SIKAZWELONKE SIKAHULUMENI

5.1 UMgcinilwazi

Igama:	USol. Richard M Levin
Isikhundla:	ISikhulu
Ikheli Laseposini:	Private Bag X759 PRETORIA 0001
Ucingo:	(012) 441 6738
Ifeksi:	(012) 441 6046
I-imeyili	Malefeu.masemola@thensg.gov.za

5.2 USekela-Mgcinilwazi

Igama:	UNks. Bernadetta Tabane
Isikhundla:	UMqondisi: Ezomthetho, Ukuphathwa kwezivumelwano Nokuhlonishwa Komthetho
Ikheli Laseposini:	Private Bag X759 PRETORIA 0001
Ucingo:	(012) 441 6003
Ifeksi:	(012) 441 6037
I-imeyili	bernadetta.tabane@thensg.gov.za

6. INKAMBISO YOKWENZA ISICELO

6.1 Izicelo zocingo

Izicelo ezingahleliwe (zocingo) zivunyelwe yi-PAIA. Nanoma yisiphi isicelo esifana nalesi senziwa ukuMgcinilwazi/kuSekela-Mgcinilwazi ezinombolweni zocingo eznikeziwe kule manuwali zizosetshenzwa ngaphandle uma uMgcinilwazi/uSekela-Mgcinilwazi ekhombisa ukuthi imibandela ye-PAIA ifanele ilandelwe, esimweni esifana nalesi, iFomu A lifanele ligcwaliswe .

6.2 Ukufinyeleleka Ngokuzithandela

Ulwazi olutholakala ngokuzenzakalelayo luzokwenziwa ukuba litholakale emhahhovisi omnyango noma ngendlela yohlobo oluceliwe, lokhu kufanele kube ngokukhonekayo. Indlela yokufinyeleleka izofaka phakathi ukubhekwa kanye nokukopishwa kwento uma kudingeka futhi ngenani lezimali ezimisiwe zokukopisha.

6.3 ISainiso lesahluko se-14(1)(d)

- Umfakisicelo ufanele asagcwalise ifomu elinanyathiselwe lapho njengo Fomu A eliphinde litholakale emahhovisi omnyango kanye nakuwebhusayithi ethi: www.thensg.gov.za;

- Umfakisicelo ufanele iasho uhlobo noma indlela ukufinyeleleka okudingeka ngayo njengoba kumiswe yisahluko sama-29;

- Umnyango uzovuma ukwamukelwa kwesicelo, ngokubhala phansi, kungakapheli izinsuku eziyi-14 (ishumi nane) zokwamulwa kwaso, futhi weluleke zingakapheli izinsuku ezingama-30 (ashumi amathathu) ngokuthi lolo lwazi luyafinyeleleka nokuthi kanjani futhi ungalulanda kuphi. Uma umfakisicelo engatholanga nanona yikuphi ukuvunywa kokwamukelwa ngokubhalwe phansi kungakapheli izinsuku ezi-14, umfakisicelo ufanele axhumane noSekela-Mgcinilwazi ukuze aqinisekisa ukuthi isicelo sakhe sitholiwe;

- Ekunikezeni ukufinyeleleka, umnyango uzocubungulisisa ukulondolozeka kwezinto, ukwephulwa kwelungelo lokushicilelwe futhi imali emisiwe izokhokhwa ngaphambi kokuba isicelo sisetshenzwe futhi ukufinyeleleka kunikezwe; futhi

- Uma ecela ulwazi egameni lomunye umuntu, sicela ukhombise ukuthi isikhundla sosobuhlobo onabo nalowo muntu noma inhlangano, futhi usinike imvume

yalowo muntu yokuba ukwazi ukucela ulwwazi. Lokhu kwenzelwa ukuqinisekisa ukuthi asikuqabeli ukufinyeleleka ngesizathu sokuthi ulwazi luyimfihlo. Sicela uqinisekise ukuthi usho uhlobo lwerekhodi olicelayo ngenkathi wenza isicelo, ukuze sikwazi ukuba usizo olukhulu kuwe. Uma unokukhubazeka noma uma ungakwazi ukufunda noma ukubhala, xhumana noSekela-Mgcinilwazi wethu ukuze akusize ukugcwalisa isicelo sakho, futhi nangokukuthumela ikopi yesicelo sakho.

7. AMAREKHODI AGCINWE NGUMNYANGO ATHOLAKALI NGOKUZENZAKALELAYO

7.1 Lesi sahluko sisebenza ngemibandela yesahluko se-14(1)(e) se-PAIA, esimisa ukuthi uhlaka lukahulumeni lufanele lunikeze amarekhodi atholakala ngokuzenzakaleleyo eliwagcinile ukuze kusebenze izicelo zokufinyeleleka olwazini.

7.2 Ukufinyeleleka kumarekhodi ngokwesahluka se-14(1)(e).

UNgqongqoshe ufanele ngokwesahluko se-15(2) ashicilele kuGazethi Kahulumeni isaziso samarekhodi atholakala ngokuzenzakalelayo. Ithebula elingezansi lichaza ngokwejwayelekile jikelele amarekhodi atholakala ngokuzenzakalelayo.

Incazelo yezinhla zamarekhodi atholakala ngokuzenzakalelayo iyatholakala ngokwesahluko se-15(1) se-PAIA

- Ulwazi Jikelele Ngomnyango
- Ikhalenda yemicimbi
- Izinombolo zokuxhumana
- Izinhlelo zamazu
- Imibiko yonyaka
- Izinhelo Zokusebenza Zonyaka
- Iqoqomthetho
- Amakhalenda okuqeqeshwa
- Izinhlelo zokuqeqesha okunikezwayo kubandakanya izinhlelo ze-e-learning
- Uhlu lamanani entengo
- Izimo Nemibandela
- Ukuchazwa Kwezifundo
- IManuwali Yomthetho Wokukhuthaza Ukufinyeleleka Kolwazi

8. INDLELA YOKUFINYELELEKA KUMAREKHODI ATHOLAKALA NGOKUZENZEKELAYO

Isahluko se-15 se-PAIA simisa ukuthi uMnyango ufanele ngokwesahluko se-15 ushicilele kuGazethi Kahulumeni isheduli yamarekhodi atholakala ngokuzenzakalelayo. Izicelo zala marekhodi azenziwa ngokugcwalisa iFomu A elimisiwe, okufanele lisetshenziswe ukucela ulwazi. Azikho izimali zesicelo ezikhokhelwa la marekhodi. Izimali zikhokhwa kuphela lapho amakopi amarekhodi enziwa, kungakhathaliseki ingabe awyhlobo lwephepha, ikhompekhthi-diskhi, isitifi-diskhi, amakhasethi, okuqoshiwe, njll.

Ezimweni zamarekhodi avele asebekwe kwiNgcinamagugu Kazwelonke YaseNingizimu Afrika, lawo marekhodi azokwenziwa ukuba atholakala ngokulandela imithetho ekhona esetshenziselwa amarekhodi afana nalawa, kubandakanya:

- I-PAIA
- UMthetho Wokuvikelwa Kolwazi wonyaka we-1982 (uMthetho wama-84 wonyaka we-1982)
- UMthetho Kazwelonke Wezigcinamagugu Namarekhodi WaseNingizimu Afrika wonyaka we-1996 ((uMthetho wama-43 wonyaka we-1996).

9. AMAREKHODI ANGATHOLAKALI NGOKUZENZAKALELAYO, ANGACELWA NGOKWESAHLOKA SE-14(1)(D)

9.1 AMAREKHODI EZABASEBENZI

La mafayela anamarekhodi ngezinqubomgomo, ngabasebenzi, ngezimo zokusebenza, ukuqashwa kwabasebenzi, ngesikhathi esisetshenziwe, ngokumiswa, ngokuqeqeshwa nokuthuthukiswa, ngokuhlonyeliswa nokwaziswa, ngamalungiselelo okubanjelwa, ngoguquko nokuphathwa koshintsho, ngokuhlelwa kwezabasebenzi, ngezinhlelo zenhlakahle nezempilo yabasebenzi, ngezobudlelwano emsebenzini, ukuhlolwa komsebenzi.

9.2 UKUPHATHWA KWEZIMALI

Amafayela okukuphatha ezezimali anamrekhodi ngokuphathwa kwesabelozimali, ukuphathwa kwezimal ezingukheshi, amarikhonsileshini, amaresidi kanye nokuphathwa kwezikweletu zempahla.

9.3 UKUPHATHWA KWEKETANGA LOKUTHENGA

Amafayela anamarekhodi aphathelene nezinqubomgomo, ukutholakala kwempahla nezinsizakalo, ukubalwa kwesitokwe kanye nokulawulwa kohlu lwempahla, amathenda kanye nokuphathwa kwempahla.

9.4 UKUPHATHWA KWEZIKHUNGO

Amafayela anamarekhodi aphathelene nezinqubomgomo, indawo yamahhovisi, indawo yokupaka, kanye nokuphathwa kwamarekhodi.

9.5 UCWANINGOMABHUKU LWANGAPHAKATHI

Amafayela aqukethe imibiko, izinqubomgomo kanye nezinhlelo ezihlobene noCwaningomabhuku Lwangaphakathi lomnyango.

9.6 UKUPHATHWA KWENGOZI

Amafayela aqukethe amarekhodi ngemibiko yokulandelwa komthetho, imibiko ngokuphathwa komsebenzi nezingozi nezinqubomgomo zokuphathwa kwengozi.

9.7 IZINSIZO ZOMTHETHO:

Amafayela aqukethe amarekhodi aphathelene nezivumelwano, imibono yezomthetho kanye nemidanti yamacala.

9.8 I-ICT

Amarekhodi aphathelene noBuchwepheshe Bamakhompyutha Nolwazi (i-"IT") oluhlobene nezinsizakalo.

9.9 UKUQEQESHWA

Amarekhodi aphathelene nenqubomgomo yokuhlela, imikhuba namazinga, iskhiwo sokuqapha nokuhlola, ucwaningo nokusha, isakhiwo sohlelo lwezifundo, ukuqinisekiswa kwekhwalithi, ukuphathwa kwemicikilisho yokuqeqeshwa, ukuthuthukiswa nokugcinwa kohlelo lokuphathwa kokuqeqeshwa, ukuhlola kanye nemithelela, imihlahlandlela.

10. UKUKHOKHWA KWEZIMALI NGOKWE-PAIA

Umfakisicelo ozicelela yena

Umfakisicelo ozicelela yena, umfakisicelo ocela ukufinyeleleka kwirekhodi eliqukethe ulwazi ngaye uqobo, akudingekile ukuba akhokhe imali yesicelo. Noma yimuphi omunye umfakisicelo uzodingeka ukuba akhokhe imali efana nalena, njengoba kushiwo kusiXhumelo B.

Umfakisicelo

Imali yesicelo ekhokhwa kunanoma iluphi uhlaka lukahulumeni ama-R35.00 njengoba imisiwe kuZimiso ze-PAIA. Ngaphezu kwalokho, uma kudingeka amakopi, lezi zimali zizokhokhiswa ngendlela efana naleyo yohlu lwezimali ezikhokhwayo njengoba kumisiwe kuZimiso, futhi uMgcinilwazi kanye noSekela-Mgcinilwazi bangahle bakhokhise imali ngesikhathi esisetshenziswe kusetshenzwa isicelo.

11. UKUKHALAZA NGESINQUMO

Uma umfakisicelo enganelisiwe isinqumo sikaSekela-Mgcinilwazi noma ngukwenqatshelwa okulandelela isicelo, umfakaisicelo unelungelo lokuba afake isikhalazo sangaphakathi mayelana naleso sinqumo noma nkunqatshwa kwesinqumo noma lokho okuthathwa njengokunqatshwaukunikwa leso sinqumo noma ngokulandelela.

Ukukhalaza kwangaphakathi kufanele kuqoshe phansi kusetshenziswa ifomu elimakiwe ngokuthi ISAZISO SESIKHALAZO KWANGAPHAKATHI, iFomu B (IsiXhumelo C), elingafinyelelelka kuwebhusayithi yomnyango ethi: website: www.thensg.gov.za

Umfakisicelo ufanele abeke izizathu zokukhalaza okumaqondana nerekhodi ngalinye elidingekayo. Ukukhalaza kwangaphakathi kufanele ngokujwayelekile kufakwe kungakapheli izinsuku ezingamashumi ayisithupha zesinqumo sikaSekela-Mgcinilwazi noma kusukela ngesikhatha sokwenqatshwa okubonwayo ngokwesahluko sama-75 se-PAIA.

Isikhalazo sangaphakathi sifanele sifakwe ngesandla ngokhalazayo, nge-imeyili noma ngeposi kuSekela-Mgcinilwazi, omininingwane inikeziwe esigabeni sesi-5 ngenhla. USekela-Mgcinilwazi wobe esedlulisela phambili isikhalazo sakho, sikanye nezizathu zesinqumo sakhe, tkusiphathimandla esifanele ukuze sithathe isinqumo.

Uma umfakisicelo enganelisiwe isinqumo saleso siphathimandla esifanele, umfakaisicelo ungafaka isicelo eNkantolo efanele ukuze athole ukulungiselelwa.

12. UKUTHOLAKALA KWEMANUWALI

Le manuwali izotholakala ezindaweni ezimisiwe ngoMthethO Wokugcinwa Ngokusemthethweni wonyaka we-1997 9uMthetho wama-57 wonyaka we-19997) kanye naseMahhovisi Ekhomishane YaseNingizimu Afrika Yamalungelo EsiNtu njengoba eshiwo ngenhla futhi nasemahhovisi naku-webhusayithi yomnyango.

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ISIXHUMELO "A"

IFOMU A

ISICELO SOKUFINYELELEKA KUMAREKHODI OHLAKA LUKAHULUMENI

Isahluko se-18 (1) soMthetho Wokukhuthazwa Kokufinyeleleka Kolwazi wonyaka we-2000 (uMthetho wesi-2 wonyaka we-2000)

[ISimiso sesi-6]

A. Imininingwane yohlaka lukahulumeni

Iqondiswe ku-
_____

Umgcinilwazi/uSekela-Mgcinilwazi:

_____
_____
_____
_____
_____
_____
_____

B. imininingwane yomuntu ofaka isicelo sokufinyeleleka kwirekhodi

(a)	Imininingwane yomuntu ocela ukufinyeleleka kwirekhodi ifanele inikezwe ngezansi.
(b)	Ikheli kanye/noma inombolo yefeksi yaseRiphabhlikhi lapho ulwazi luzothunyelwa khona lifanele linikezwe
(c)	Ubufakazi bokuthi isicelo senziwa njengobani ngokwesikhundla, uma bukhona, bufanele bufakwe.

Amagama aphelele nesibongo:
_____

Inombolo kamazisi/ye-ID:
_____

Ikheli leposi: _____

_____

_____

Inombolo yefeksi:_____

Inombolo yocingo: _____ Ikheli le-imeyili:

Isikhundla sokuthi isicelo senziwa njengobani uma senziwela omunye umuntu:

_____

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sahluko kufanele sigcwaliswe KUPHELA uma umfakisicelo eecela ulwazi elucelela omunye umuntu

Amagama aphelele nesibongo:
_____

Inombolo kamazisi/ye-ID: _____

D. Imininingwane yerekhodi

(a) Nikeza imininingwane ephelele yerekhodi okucelwa ukufinyeleleka kulo, kubandakanya inombolo yerefrensi uma uyazi, ukwenzela ukuthi litholakale irekhodi. (b) Uma isikhala osinikiwe singanele, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli fomu. Umfakisicelo ufanele asayinde onke amaphepha angeziwe.

1. Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi:
_____
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2. Inombolo yerefrensi, uma ikhona:
_____

3. Nanoma ngabe imiphi eminye imininingwane yerekhodi:
_____

E. Izimali ezikhokhwayo

(a) Isicelo sokufinyeleleka kwirekhodi ngaphandle kwerekhodi eliphethe ulwazi lomuntu ngqo olumayelana nawe, sizosetshenzwa kuphela ngemuva kokuba imali yesicelo isikhokhelwe.

(b) Uzokwaziswa ngesamba semali edingeka ukuba ikhokhwe njengemali ekhokhwayo yesicelo.

(c) Imali ekhokhwayo yokufinyelelka kwirekhodi ilele ohlotsheni ukufinyeleleka okudingeka ngalo futhi nasesikhathini esidingekayo ukucinga nokulungisa irekhodi.

(d) Uma ufanelekile ukuba udedelwa ukuba ukhokhe nanoma ngabe iyiphi imali ekhokhwayo, sicela usho izizathu zokudedelwa.

Isizathu sokudedelwa ukuba ukhokhe izimali::
_____

_____

_____

_____

F. Uhlobo lokufinyeleleka kwirekhodi

Uma uvinjwe ukukhubazeka ukuba ufunde, ubukeze noma ulalele irekhodi ngohlobo ukufinyeleleka okuhlinzekwe ngalo ku-1 ukuya ku-4 ngezansi, shono ukukhubazeka kwakho futhi usho uhlobo irekhodi elidingeka ngalo.

Ukukhubazeka:	Uhlobo irekhodi elidingeka ngalo:

Faka uphawu u-X ebhokisini elifanele.

AMANOTHI:

(a) Ukuhambisana nesicelo sakho sokufinyeleleka olwazini ngohlobo oluphawuliwe kungalala ohlotsheni irekhodi elitholakala ngalo.

(b) Ukufinyeleleka ngohlobo oluceliwe kunganqathswa ezimweni ezithile. Kulezi zimo uzokwaziswa uma ukufinyeleleka kuzotholakala ngolunye uhlobo.

(c) Imali ekhokhwayo yokufinyeleleka kwirekhodi, uma ikhona, izonqunywa kancane ngohlobo lokufinyeleleka oluceliwe.

1. Uma irekhodi linguhlobo olugayiwe:

	ikopi yerekhodi		ukuhlolwa kwerekhodi

2. Uma irekhodi lakhiwe yizinto ezibukwayo:

(lokhu kubandakanya izithombe, amaslayidi, okurekhodiwe kwevido, imifanekiso eyakhiwe ngekhopyutha, imidwebo, njll.)

	ukubuka imifanekiso		ikopi yemifanekiso		okubhaliwe ngemifanekiso

3. Uma irekhodi lenziwe ngamagama noma ngolwazi olungakhiqizwa kabusha ngomsindo:

	Ukulalela umsindo oqoshiwe (ikhasethi lomsindo)		Umbhalo womsindo oqoshiwe (umbhalo obhaliwe noma ogayiwe)

4. Uma irekhodi ligcinwe kwikhompyutha noma ngohlobo olufundeka ngomshini noma ngendlela kagesi:

	Ikopi egayiwe yerekhodi		Ikopi egayiwe yolwazi olususelwa kwirekhodi		Ikopi yohlobo olufundekayo ngekhompyutha (Istifi noma ikhompkhthi diskhi)
Uma ucele ikopi noma umbhalo werokhodi (elingenhla), ingabe uthanda ukuba ikopi noma umbhalo werokhodi uposelwe kuwe? **Imali yokuposa iyakhokhwa.**			YEBO		CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandwayo, ukufinyeleleka kungatholakala ngolimi irekhodi elitholakala ngalo.					
Yiluphi ulimi ongathanda ukuthola ngalo irekhodi?					

G. Isaziso ngesinqumo mayelana nesicelo sokufinyeleleka

Uzokwaziswa ngokubhaliwe ngesinqumo ukuthi isicelo sakho sivunyiwe/senqatshiwe. Uma ufisa ukwaziswa ngananoma iyiphi enye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngemininingwane evumela ukuhambisana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyeleleka kwirekhodi?

_____

Isayindwe e-/o-_____ ngalolu suku lomhla zi-_____ ku-_____ wonyaka we-20

_____

ISIGINESHA YOMFAKSICELO/UMUNTU OWENZELWA ISICELO

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ISIXHUMELO "B"

IZIMALI EZIKHOKHELWA UHLAKA LUKAHULUMENI NJENGOBA ZISHISWO KUZIMISO ZE-PAIA ZAMANJE.

Izimali zokukhiqiza okukhulunywe ngazo kuSimiso sesi-7(1) zinjengoba zilandela:	
(a) Onke amafothokopi ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo.	R0.60
(b) Onke amakopi agayiwe ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo agcinwe kwikhompyutha noma ngendlela kagesi noma anguhlobo olufundeka ngomshini.	R0.40
(c) Ikopi enguhlobo olufundeka ngekhompyutha: (i) kusitifi diskhi. (ii) kukhompekhthi diskhi.	 R5-00 R40-00
(d) (i) Ukubhalwa phansi kwemifanekiso ebukwayo, noma yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo (ii) Ikopi yemifanekiso.	 R22-00 R60-00
(e) (i) Ikopi ebhalwe phansi yemisindo erokhodiwe , yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo (ii) Ikopi yemisindo erekhodiwe	 R12-00 R17-00
Imali yesicelo ekhokhwa yiwo wonke umfakisicelo, ngaphandle kozifakela yena isicelo okukhulunywe ngayo kusahluko sama-22(1) se-PAIA	R35-00

Izimali zokufinyeleleka ezikhokhwa ngumfakisicelo okukhulunywe ngaye kusahluko 22(7) soMthetho, ngaphandle uma udedelwe ngokwesahluko sama-22(8) se-PAIA, zinjengoba zilandela:

(a) Onke amafothokopi ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo.	R0-60
(b) Onke amakopi agayiwe obukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo agcinwe kwikhompyutha noma ngohlobo olufundeka ngomshini:	R0-40
(c) Ikopi enguhlobo olufundeka ngekhompyutha (i) kusitifi diskhi (ii) kukhompekhthi diskhi	 R5-00 R40-00
(d) (i) Ukubhalwa phansi kwemifanekiso ebukwayo, ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo (iii) Ikopi yezinto ezibukwayo	R22-00 R60-00
(e) (i) Ikopi ebhalwe phansi yemisindo erokhodiwe , yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo (ii) Ikopi yemisindo erekhodiwe	 R12-00 R17-00
(f) Ukucinga nokulungisa irekhodi ukuba lidalulwe, ama-R15-00, ihora ngalinye noma ingxenye yehora, kushiywa ngaphandle ihora lokuqala, ngokwemfanelo elingekayo ekucingeni nasekulungiseni okufana nalokhu.	
Ukwenzela izinhloso zesahluko sama-22(2) soMthetho, okulandelayo kuyasebenza: (a) Amahora ayisithupha njengamahora azodlulwa ngaphambu kokuba kukhokhwe idiphozi; kanye (b) Nesithathu sokukodwa semali yokufinyeleleka njengediphozi ekhokhwa ngumfakisicelo.	
Imali yokuposa okuyiyona ekhokhwayo uma ikopi yekhodi kufanele ithunyelwe ngeposi kumfaksicelo.	

Ifomu lesicelo

Isicelo sokufinyeleleka kurekhodi lkufanele senziwe ngoFOMU A omisiwe.

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ISIXHUMELO "C"

IFOMU B
ISAZISO SESIKHALAZO SANGAPHAKATHI

(Isahluko sama-75 soMthetho Wokukhuthazwa Kokufinyeleleka Kolwazi wonyaka we-2000 (uMthetho wesi-2 wonyaka we-2000)

[ISIMISO SESI-8]

SHONO INOMBOLO YAKHO YEREFRENSI:_____

A. Imininingwane yomnyango

Umgcinilwazi/uSekela-Mgcinilwazi:

_____
_____
_____
_____

B. Imininingwane yomfakisicelo/yengxenye yesithathu efaka iSikhalazo Sangaphakathi

(a) Imininingwane yomuntu fofaka isikhalazo sangaphakathi kufanele inikezwe ngezansi.

(b) Ubufakazi bokuthi isicelo senziwa njengobani ngokwesikhundla, uma bukhona, bufanele bufakwe.

(c) Imininingwane yengxenye yesithathu ekhalazayo futhi hhayi umuntu okunguyena yena ofake

isicela solwazi ekuqaleni, imininingwane yomfakisicelo ifanele inikezwe ku-C ngezansi.

(d) Nikeza ngekheli futhi/noma inombolo yefeksi yaseRiphabhlikhi lapho kufanele ulwazi luthunyelwe khona.

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

Ikheli leposi: _____

_____

Inombolo yocingo: _____ Ikheli le-imeyili:

Inombolo yocingo: _____

Isikhundla sothi isikhalazo sangaphakathi senziwa njengobani senziwela omunye umuntu: _____

C. Imininingwane yomfakisicelo

Lesi sahluko sifanele sigxwaliswe KUPHELA uma ingxenye yesithathu ngaphandle komfakisicelo kuyiyona efaka isikhalazo sangaphakathi.

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

D. Isinqumo sesikhalazo sangaphakathi esiphikiswayo

Faka umaka u-X ebhokisini elifanele lesinqumo sesikhalazo sangaphakathi esiphikiswayo:	
	Ukunqaba isicelo sokufinyeleleka
	Isinqumo mayelana nezimali ezimisiwe ngokwesahluko sama-22 se-PAIA
	Isinqumo mayelana nokwelulwa kwesikhathi isicelo okufanele sisetshenzwe ngaso ngokwesahluko sama-26 (1) se-PAIA

	Isinqumo ngokwesahluko sama-29 (3) se-PAIA sokunqaba ukufinyeleleka ngohlobo olucelwe ngumfakaisicelo
	Isinqumo sokuvuma isicelo sokufinyeleleka

E. Izizathu zokukhalaza

Uma isikhala osinikiwe singanele, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli fomu. Ufanele usayinde amaphepha angeziwe.

Shono izizathu ukukhalaza kwangaphakathi okususelwe kuzo_____

_____

_____

_____

Shono nanoma yiluphi olunye ulwazi olungafaneleka mayelana nalesi sikhalazo:

_____

_____

_____

F. Isaziso ngesinqumo ngesikhalazo

Uzokwaziswa ngokubhaliwe ngesinqumo sokukhalaza kwakho kwangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngemininingwane evumela ukuhambisana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho?

_____

_____

_____

Isayindwe e-/o-_____ ngalolu suku lomhla zi-_____ ku-_____ wonyaka we-20

_____

ISIGINESHA YOMKHALAZI