



Western Cape
Government

Agriculture

BETTER TOGETHER.

Incwadi ekhuthaza ukufumaneka kolwazi ka-2018

**equlunqwe ngokwemiqathango
yecandelo 14 loMthetho iPromotion of
Access to Information Act, 2000
yeSebe lezoLimo**

PAIA Manual

Western Cape Department of Agriculture

2018

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 nokuthathan uxanduva kwamaqumrhu karhulumente nawabucala ngokunjalo nokuxhobisa nokufundisa abantu baseMzantsi Afrika ngamalungelo abo.
- 1.5 Le ncwadi iqulunqwe ngokwemiqathango yecandelo 14 le-PAIA ethi iSebe loPhuhliso loQoqosho noKhenketho kufuneka libe nayo incwadi eyibeka phantsi ngokucacileyo, phakathi kwezinye izinto, ubume beSebe nemisebenzi, kubandakanya iirekhodi neenkonziso, nokunika uncedo kwinkqubo emayilandelwe ukuze iirekhodi neenkonziso zifikeleleke.

2 UBUME BESEBE LEZOLIMO UKUSUSELA KUMHLA WAMA 31 KWEYOMNGA 2017 -
icandelo 14 (1)(a))



3 IMISEBENZI YESEBE

3.1 ULawulo lweCandelo (INkqubo 1)

3.1.1 I Ofisi yoMphathiswa: Ukumisa imigqaliselo nezikhokelo zezopolitiko ukuze kwaneziswe iimfuno zabaxhamli beenkonzo. (Ukulungiselela ukusebenza kakuhle kwe-ofisi yoMPHATHISWA.)

3.1.2 Abaphathi abaphezulu: Ukuguqula imigaqo-nkqubo nezinto ezingundoqo ukuba zibe ziinkqubo-qhinga zonikezelo lweenkonzo olufezekileyo nokulawula, ukubeka esweni nokuqinisekisa intsebenzo egqibeleleyo.

Ukwenziwa komsebenzi ngobuchule:

Ukulawula imisebenzi yeSebe nokuqinisa ulungelelwano phakathi kwamanyanaba karhulumente omathathu.

3.1.3 Iinkonzo Zolawulo: Ukulungelelanisa okanye ukunika inkxaso efanelekileyo kwezinye iinkqubo eziphathelene nolawulo lwezabasebenzi nophuhliso lwabasebenzi, ukumenteyinwa kwenkxaso yamaziko nezibonelelo, iinkonzo zerejistri kunye nokhuselo nokhuseleko.

Ukwenziwa komsebenzi ngobuchule:

Izibonelelo neendawo zokuhlala ezimenteyinwa ngokugqibeleleyo ukuxhasa uhanjiso lweenkonzo olufezekileyo.

Ukuphumeza isicwangciso-qhinga sophuhliso lwabasebenzi ukuqwalasela umba wezakhono nezakhono ezifunekayo eSebeni nakwezolimo jikelele.

Ukuqinisekisa ukuba umsebenzi uyaqhuba nokuba kuye kwakho uphazamiseko ngenxa yeentlekele okanye ezinye iintlobo zeziphazamiso.

Ufezekiso olugqibeleleyo lolondolozo lwamandla kwiSebe liphela.

3.1.4 ULawulo lweZimali: Ukunika inkxaso efezekileyo (kubandakanya ukubek' esweni nolawulo) ngokuphathelene nohlahlo-lwabiwo-mali, ucwangciso-mali, ii-asethi ezinokufuduswa, inkonzo yezithuthi, ubonelelo nentengo kunye nezekhompuyutha.

Ukwenziwa komsebenzi ngobuchule: 1

Ukuphucula usetyenziso lomhlaba namanzi ngokugqibeleleyo nangokuzinzileyo eNtshona Koloni.

Ukwenziwa komsebenzi ngobuchule: 2

Kukunikela ngeenkono zoBunjineri ukuze kwande iimveliso ze kulinywe/kufuywe ngokulila.

- 3.2.2 Ulondolozo Lomhlaba:** Ukukhuthaza usetyenziso ngokuzinzileyo kunye nolawulo lwemithombo yoncedo ngendalo kwezolimo ngokuphawula kumanyathelo avakaliswe luluntu kulawo axhasa uzunzo (kwintlalo yoluntu, uqoqosho kunye nemvelo esingqongileyo) nekukhokelela kwimveliso eyongezelekileyo, ukufumaneka kokutya, ukudalwa kwamathuma omsebenzi kunye nolwanwabo kuluntu lonke.

Ukwenziwa komsebenzi ngobuchule:

Ukukhuthaza ulondolozo lwemithombo yoncedo ngendalo kwezolimo.

- 3.2.3 ULawulo lokusetyenziswa komhlaba:** Kukukhuthaza ukulondolozwa nozinzo ekusetyenzisweni komhlaba wezolimo ngokusebenzisa uMthetho ongoLawulo lwemihlaba yezolimo (SALA) kwakunye noMthetho ongokuLondolozwa kweMithombo Yoncedo kweZolimo (CARA).

Ukwenziwa komsebenzi ngobuchule:

Ukunika izimvo kwizicelo ezingokwahlulwa kunye nokutshintshwa kwenjongo yokusetyenziswa komhlaba wezolimo.

- 3.2.4 ULawulo Lomngcipheko weeNtlekele:** Ukunika inkxaso kubantu esisebenzisana nabo nakumagama ngolawulo lwentlekele kumngcipheko kwezolimo.

Ukwenziwa komsebenzi ngobuchule:

Ukubonelela ngenkonzo yolawulo lweentlekele kubantu esisebenzisana nabo, phambi nasemva kokwenzeka kwazo.

3.3 Ukuxhaswa nokuphuhliswa kwamafama (Inkqubo 3)

Injongo yeNkqubo kukunika amafama inkxaso ngokumisela iinkqubo zophuhliso kwezolimo.

3.3.1 Ukumiselwa noPhuhliso lwamafama: Kukunika inkxaso kumafama asakhulayo nakulawo sele ekushishino ngophuhliso oluzinzileyo kwezolimo.

Ukwenziwa komsebenzi ngobuchule:

Inkqubo yokubuyiselwa komhlaba ngenkxaso yezolimo.

3.3.2 Iinkonzo zokutyelela nonikelo lweeNgcebiso: Kukutyelela nokunikela ngenkonzo yeengcebiso kumafama.

Ukwenziwa komsebenzi ngobuchule:

Ukuqinisekisa ukuba amafama ayakhula de afikelele kwinqanaba lokushishina ngokuthi kwandiswe iimveliso zezolimo kweli Lizwe nakumanye amazwe.

3.3.3 Ukhuseleko lokuFumaneka koKutya: Kukuxhasa, ukucebisa nokuququzelela ukumiselwa koMgaqo Wokhuselo Lokufumaneka koKutya neZondlo kuZwelonke.

Ukwenziwa komsebenzi ngobuchule:

Ukuququzelela ukufumaneka kweentlobo ezahlukeyo zokutya ngamaxabiso afikelelekayo kwabo bahlala kwiindawo ezidingayo.

3.3.4 Casidra SOC Ltd: Ukuxhasa iSebe ngokumisela iiprojekthi kunye nolawulo lweefama zikarhulumente.

Ukwenziwa komsebenzi ngobuchule:

kukuxhasa iSebe ngolawulo lweprojekthi kunye nolawulo lweefama zikarhulumente.

3.4 IiNkonzo Zonyango Lwemfuyo (Inkqubo 4)

Injongo yenkqubo kukubonelela ngeenkonzo zonyango lwemfuyo kubantu esisebenzisana nabo ngelokuqinisekisa ngemfuyo ephilileyo, iimveliso ezikhuselekileyo zemfuyo kunye nokonwaba kubantu boMzantsi Afrika:

3.4.1 Impilo yeMfuyo

Ukwenziwa komsebenzi ngobuchule:

kukuphawulwa, ukuthintelwa nokulawulwa okanye ukutshatyalaliswa kwezifo eziqavileyo kwimfuyo.

3.4.2 Ukuthunyelwa kweMveliso Kumanye Amazwe

Ukwenziwa komsebenzi ngobuchule:

Kukulungiselela imeko evumela ukuqinisekiswa zenyama yemfuyo nezinye iimveliso zemfuyo nezizakuthunyelwa ziphuma kwiPhondo leNtshona Koloni.

3.4.3 Impilo Nonyango Lwemfuyo

Ukwenziwa komsebenzi ngobuchule:

Kukufezekisa indima yogunyaziswa ngumthetho ngokumisela ukusebenza koMthetho oyi Meat Safety Act (uMthetho 40 ka-2000), uMthetho olawula izifo zemfuyo (uMthetho 35 ka-1984) neminye imithetho emalunga noku.

3.4.4 IiNkonzo Zamakgumbo Amachiza Onyango Lwemfuyo

Ukwenziwa komsebenzi ngobuchule:

Kukubonelela ngenkonzo ekhawulezayo nefanelekileyo kuxilongo lwemfuyo.

3.5 Uphando noPhuhliso Lobuchule (Inkqubo 5)

Injongo yeNkqubo kukubonelela ngeenkonzo zophando ngobuchwephesha nezihamba ngokweemfuno, uphuhliso kunye neenkonzo zonaniselwano ngobuchule nezinefuthe ekuphimseni iinjongo.

Ukwenziwa komsebenzi ngobuchule:

Ukunabisa iindlela zokufikelela ekufumaneni ulwazi olulungiselelweyo amafama kunye nabantu esisebenzisana nabo noluphuma kuphando lwethu ngelokuphucula umzamo weSebe kunxibelelwano lwezobugcisa.

Injongo yenkqubo ephantsi yile ingezantsi:

3.5.1 Uphando:

Kukuphucula iimveliso zezolimo ngokwenza, ukulungiselela nokuququzelelwa kophando kwa nolwexesha elide kwakunye nokuphuhliswa kobuchule.

Ukwenziwa komsebenzi ngobuchule:

- Ukwenza uphando ngezolimo kunye nophuhliso lobuchule.
- Ukwandisa iindlela zokuthibaza kunye neendlela zokuqhelanisa neemeko zokutshintsha kwemo yezulu kumafama.
- Ukubonisana nabathathi nxaxheba abanomdla ukuze kuvunyelwano ngezona nkalo ziphambili ekufuneka ziphandwe.

3.5.2 IiNkonzo Zonaniselwano Lobuchule:

Ukusasaza ulwazi olungophando kunye nophuhliso lobuchule kubantu esisebenzisana nabo, esisebenza nabo kunye nabanye abaphandi.

Ukwenziwa komsebenzi ngobuchule:

Kukwandisa iindlela zokufikeleleka kulwazi lobunzulu-lwazi kunye nobugcisa kwimisebenzi yokuvelisa ezolimo kumafama nakubantu esisebenzisana nabo.

3.5.3 INkonzo Yeziseko Zoncedo kuPhando:

Kukulawula nokulondoloza izakhawo zeziseko zoncedo kwimisebenzi eyenza uphando lwabo kunye nemisebenzi engokunaniselana ngobuchule kwiifama zophando ngezifundo.

Ukwenziwa komsebenzi ngobuchule:

Kukwandisa imithshini yokuxhasa izibonelelo zoncedo ezifama kwimizamo kunye neenkonzo zeli Sebe.

3.6 IiNkonzo zoQoqosho kweZolimo (Inkqubo 6)

Injongo yaleNkqubo kukunikezela ngeenkonzo ezifanelekileyo zoqoqosho kwezolimo ngokukhawuleza ngelokuqinisekisa intatho nxaxheba yoluntu lonke kuqoqosho.

Injongo yenkqubo ephantsi yile ilandelayo:

3.6.1 Uqoqosho kwiiMveliso neNkxaso kwiiMarike:

Kukubonelela ngeenkonzo zoqoqosho kwiiMveliso nakwiiMarike koosomashishini ngeemveliso zezolimo.

Ukwenziwa komsebenzi ngobuchule:

Kukubonelela abathathi nxaxheba abanomdla kwezolimo ngeengcebiso ezingoqoqosho kwezolimo.

3.6.2 Inkxaso Kubasongeli beMveliso zezolimo:

Kukulungiselela amanyathelo angokusongelwa kweemveliso ngelokuqinisekisa intatho-nxaxheba kwimisebenzi yokuthengiselana.

Ukwenziwa komsebenzi ngobuchule:

kwenziwe amanyathelo okusongela iimveliso zezolimo ngelokuxhasa ukusongelwa kweemveliso zezolimo.

3.6.3 Ukuxhaswa Okukhulu kuQoqosho:

Kukunika ulwazi olungoqoqosho olukhulu kweli Lizwe liphela kwakunye neenkukacha manani ngempumelelo kumsebenzi wecandelo leemveliso zezolimo ukuze kwenziwe izicwangciso ze kuthathwe nezigqibo.

3.7 Imfundo Ehleliweyo noQeqesho kweZolimo (INKqubo 7)

Injongo yaleNkqubo kukulungiselela nokunikela ngemfundo ehleliweyo noqeqesho kwezolimo noluhambelana neCebo Lokusebenza kwiMfundo noQeqesho kweZolimo, Amahlathi nokuLoba kweli Lizwe liphela (NETSAFF) kwakunye nokuthobela imigangatho yentsulungeko kwiKomiti yeMfundo Ephakamileyo neNtsulungeko ngelokumisela ulwazi, kwakunye necandelo

eliqhakazileyo kwiimveliso zezolimo.

Injongo yenkqubo ephantsi yile ilandelayo:

3.7.1 Imfundo ePhakamileyo noQeqesho (HET):

Kukubonelela ngemfundo ephakamileyo nenomsila kwezolimo noqeqesho kwinqanaba le NQF 5 nakubani na ozifezekisayo iimfuno zokungenela ezi zifundo.

Ukwenziwa komsebenzi ngobuchule:

Kukubonelela ngemfundo ephakamileyo nenomsila kwezolimo noqeqesho NQF inqanaba le NQF 5 nangaphezulu kuye nawuphi na umntu ofezekisa iimfuno zokungenela ezi zifundo.

3.7.2 Uphuhliso Lwezakhono kweZolimo (ASD):

Kukubonelela ngemfundo esesikweni naleyo yamkelekileyo malunga nokukhetha imisebenzi yobizo kwakunye neenkqubo ezikwinqanaba lika NQF 1-4 kubo bonke abanendima abanokuyiphuhlisa kwezolimo.

Ukwenziwa komsebenzi ngobuchule:

Kukuqinisekisa ukuba luyenziwa uqeqesho kuphuhliso lwezakhono kwezolimo nakwiinkqubo zeLearnership.

3.8 UPhuhliso lwaMaphandle (INkqubo 8)

Injongo yaleNkqubo kukuququzelela iinkqubo zophuhliso ngabathathi-nxaxheba abakwiindawo ezisemaphandleni.

linjongo zezi nkqubo ziphantsi zezi zilandelayo:

3.8.1 Uququzelelo kuPhuhliso Lwasemaphandleni:

Injongo:

Ukuyila, ukucwangcisa nokubeka esweni uphuhliso olupheleleyo kwiindawo ezithile ezisemaphandleni (CRDP) kuwo omathathu amanqanaba karhulumente ukuze kuqwalaselwe iimfuno eziphawulweyo.

Ukwenziwa komsebenzi ngobuchule:

Kukuququzelela ngempumelelo ukumiselwa kweNqubo Epholeleyo
Yokuphuhlisa kwamaPhandle ngokuPheleleyo (CRDP) kwiindawo zokuhlala
nezikhethiweyo eNtshona Koloni.

3.8.2 Ukusebenza noLuntu:

Injongo:

Ukubonisana noluntu ngezinto eziphambili ze kumiselwe de kuxhaswe
imibutho yasekuhlaleni (Imibutho Engekho phantsi koRhulumente).

Ukwenziwa komsebenzi ngobuchule:

Ukuqinisekisa ukubandakanywa komntu wonke namalinge ophuhliso,
njengenxalenye ye-CRDP, kwiindawo zokuhlala nezikhethiweyo
emaphandleni seNtshona Koloni.

3.8.3 Ukuphuhlisa koMsebenzi wasefama:

Injongo:

Ukuphucula indlela ababonwa ngayo abasebenzi abakwezolimo kunye
neemeko zokuhla kunye nezozoqosho kwakunye neentsapho zabo,
ngokumiselwa kwamaphulo oqeqesho nophuhliso ngelokuphucula indlela
abaphila ngayo.

Ukwenziwa komsebenzi ngobuchule:

kukwenza ungenelelo ngoqeqesho nophuhliso lwabasebenzi kwezolimo
kunye neentsapho zabo, ngelokuphucula indlela ababonwa ngayo kunye
neemeko zokuhlala noqeqesho.

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

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**IINKCUKACHA ZOQHAGAMSEHWANO ZESEKELA-GOSA LENGCACISO:
ICANDELO 14(1)(B)**

Nksz Joyene Isaacs

INTloko: ISebe lezoLimo leNtshona Koloni

URhulumente weNtshona Koloni

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Iimeyili: joyenei@elsenburg.com

5 ISIKHOKELO SEKHOMISHONI YAMALUNGELO OLUNTU – icandelo 14(1)(c)

5.1.1 Ikhomishoni 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; kunye
- namanyathelo omthetho alandelwayo ukulungisa izinto ukuba kuthe kwakho intsilelo ekulandeleni umthetho ngokwePAIA

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

IOfisi yeKhomishoni yaMalungelo oLuntu	
Inombolo yomnxeba	+27 11 877 3900
Ifeksi	+27 11 403 0684
Idilesi ye-imeyili	PAIA@sahrc.org.za
Idilesi yeposi	Icandelo le PAIA: Promotion of Access to Information Private Bag 2700 Houghton 2041
Isitalato	South African Human Rights Commission 33 Hoofd Street Braamfontein 2017 JOHANNESBURG
Iwebhusayithi	www.sahrc.org.za

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

6 IINKCUKACHA NGOMTHETHO IPROMOTION OF ACCESS TO INFORMATION ACT, 2002

6.1 IZIHLOKO NEENDIDI ZEEREKHODI ZESEBE – icandelo 14(1)(d)

ISEBE IIGCINA IIREKHODI ZEZI ZIHLOKO NEENDIDI ZILANDELAYO:

Iindidi nezihloko	Kufuneka isicelo kule nkqubo
<ul style="list-style-type: none"> • Iiplani zeefayili • Irejista yezinto ezingenayo neziphumayo • Irejista yeefayili • Izivumelwano zenqanaba lenkonzo • Iingxelo zophicotho-zincwadi • Iivawutsha zentlawulo • Ifayili zemivuzo • Irejista yee-asethi • Amabango e-S&T • IiOdolo • Iirisithi • Ii-Invoyisi • Iinkcazo-mali neengxelo • BAS (Basic Accounting Systems) • Iikowuti • Imizuzu yeentlanganiso zekomiti yeethenda • Izivumelwano zethenda • Ukumenteyinwa kweefayili: izibonelelo ze-IT • Uluhlu lwabanikezeli benkonzo • Iingxelo zovavanyo lweethenda • Izicelo: i-imeyili • Ubume beSebe 	<p>Inkqubo 1</p>

Iindidi nezihloko	Kufuneka isicelo kule nkqubo
<ul style="list-style-type: none"> • Ifayile zeeProjekti zeeNkonzo zoBunjinieli ezinikezelwayo (kuzo zozithandathu izithili) • Ifayile zeprojekti zeprojekti zeLandCare (kwizithili zozithandathu) • Ubungqina (APP) • Ukufunda usengqeshweni • UNcedo lwentlekele olunikezelweyo • Izicelo zolwahlulo kunye/okanye ukucandwa ngokutsha komhlaba wolimo • Ibhidi • Imizuzu yeKomiti yoLungelelwaniso kuManzi ezoLimo • Amacandelo ombutho • Uluhlu lwabasebenzi • Izivumelwano zokusebenza • Iingxelo zovavanyo lomsebenzi • Irejista yeefayile • Irejista yempahla • Amabango eS & T • Iikowuti • Imizuzu yeKomiti yoNxibelelwano lwaManzi yePhondo • IKomiti yeQhinga lokuNikezelwa kwaManzi kwi-WC • Iiprojekti zokufunda ngamanzi 	Inkqubo 2
<ul style="list-style-type: none"> • Ifayile yeeProjekthi zeNkqubo (kuzo zozithandathu izithili) • Ubungqina (APP) • Iintlanganiso zoLwabiwo lweProjekti zeSebe (DPAC) 	Inkqubo 3

Iindidi nezihloko	Kufuneka isicelo kule nkqubo
<ul style="list-style-type: none"> • IiFayile zeMpahla • IiNtlanganiso zeKomiti yoLwabiwo lweMpahla yeProjekti (CPAC) • iSmart Pen / iFayile ye-Xcallibre • iManstrat • INkqubo yeNkxaso eBanzi yezolimo (CASP) • Ukwandiswa kweNkqubo yoVuselelo ngokutsha (ERP) • Ilima Letsema • IKhomishoni yeNkonzo kaRhulumente • Ukwenziwa kwamalinge • Ukuncedwa ngonamava • IQela loMsebenzi lamaSebe ngoKhuseleko loKutya • IKomiti yePhondo yoQuquzelelo lokuBuyiselwa koMhlaba • IKomiti yeMinikelo yePhondo (DRDLR) • Casidra 	
<ul style="list-style-type: none"> • Iinkcukacha zabathengi • Iingxelo zelebhu • Iziphumo zophando • IiNgxelo ze-Ephidemiyo • Ukufayilisha (Ukugcinwa kweerekhodi kubandakanywa iifayile zabasebenzi) • Uluhlu lwezilarha zokuxhela ezibhalisiweyo • Uluhlu lwabahloli abagunyazisiweyo benyama • Uluhlu lwezityalo zeSterilisation • Uluhlu lwezilarha zokuxhela ezamkelweyo zilungiselelwe uthengiso 	Inkqubo 4

Iindidi nezihloko	Kufuneka isicelo kule nkqubo
<p>Iwezikhumba neemfele kumazwe angaphandle</p> <ul style="list-style-type: none"> • Uluhlu lweevenkile ezikwinqanaba eliphakathi lezikhumba neemfele zokuthunyelwa kwamanye amazwe • INgxelo yoNyaka yeMpilo yeZilwanyana • Iingxelo ngokuqhambuka kwezifo zezilwanyana • Ingxelo yokubalwa kwezilwanyana • Izicwangciso zokunokwenzeka kwizifo zezilwanyana noMgangatho neenkqubo • Iingxelo ngezifo zezilwanyana eziboniweyo • Iingxelo ngothintlo lwezifo zezilwanyana nokugonywa • Iinkcukacha zeerekhodi zokuthunyelwa nentengo kwamanye amazwe 	
<ul style="list-style-type: none"> • Iiprojekti zophando • Iziphumo zophando • Ukufayila (ukugcina iirekhodi neefayili zabaqeshwa) • Ubungqina (APP) • Imizuzu yeentlanganiso zabaphathi nabasebenzi • Iirekhodi ngomhlaba, amanzi, izityalo nezilwanyana nokuhlalelwa kokutya kwezilwanyana • Iinkcukacha zeeklayenti • Iingxelo zelebhu • Izicwangciso zokushishina • Izivumelwano zomsebenzi 	Inkqubo 5

Iindidi nezihloko	Kufuneka isicelo kule nkqubo
<ul style="list-style-type: none"> • Iingxelo • Iirejista yeeasethi • Amabango e-S&T • Ifayili yeeinvoyisi namabango • Iintlawulo eziweliswayo • Iintlanganiso zekomiti yophando lweSebe • Izicelo zomsebenzi zokumenteyinwa kweefama • Uluhlu lwezinto ezimenteyinwayo ezingokumiliselwa nokuphunyezwa kweeprojekti liSebe lezoThutho neMisebenzi yoLuntu • Iingxelo, iinkcukacha zamanani 	
<ul style="list-style-type: none"> • Iimvavanyo zoBuyiselo loMhlaba • Ukuthengwa kweenkcukacha zolwazi ezihlawulelwayo rhoqo ngenyanga • Iinkcukacha zeQuantec • Iinkcukacha zeechnofresh • Iinkcukacha zamaxabiso ezivuno • Iinkcukacha zamaxabiso eemveliso zezilwanyana • Iinkcukacha zeefandesi/intengiso yezilwanyana • Iinkcukacha zamaxabiso omhlaba wokulima • Iinkcukacha zeefandesi/intengiso yezilwanyana zasendle 	Inkqubo 6
<ul style="list-style-type: none"> • Iirekhodi zabamkelweyo/ abathweswe izidanga • Ifayile zentlawulo yeLogis • Ifayile zekhefu 	Inkqubo 7

Iindidi nezihloko	Kufuneka isicelo kule nkqubo
<ul style="list-style-type: none"> • lifayile zeebhasari • Amaphepha eemviwo • Amaphepha eempedulo zeemviwo • lifayile zobudlelwane engqeshweni • lifayile zeeHostele • Inkcukacha zamanani abafundi • lifayile zabafundi • lifayile ngemiba enxulumene nabafundi • Izivumelwano zeethenda • Iziphumo zeemviwo • Ingcaciso ngokutyisa • Iingxelo zemali • lifayile zee-invoyisi namabango • lifayile zoLawulo lwamaZiko • Amabango e-S & T • Irejista yee-asethi • Imoto zikarhulumente • Imizuzu yeentlanganiso zabasebenzi • Imizuzu yeeNtlanganiso zooSihlalo bamaSebe • Iintlanganiso zamanqaku • IProspekththasi • Inkqubo yokuzivavanya • Ukuvavanywa kweSifundo • lifayile zezifundo zethuba elifutshane • lifayile zeekowuti • Imidlalo nolonwabo lwabafundi • Ifayile yokwenzakala engqeshweni • Intengiso • IiThusong, imiboniso nemiboniso yeengcaciso ngamakhondo omsebenzi 	

Iindidi nezihloko	Kufuneka isicelo kule nkqubo
<ul style="list-style-type: none"> • IiFayile zeNkqubo yeProjekti (onke amawodi eCRDP asebenzayo) • Ubungqina (APP) • IiNtlanganiso zoLwabiwo lweProjekti yeSebe (DPAC) • Iintlanganiso zeKomiti yoQuquzelelo lwamaSebe • PSO 11: Iintlanganiso zeqela lokuSebenza lesi-4 • Casidra • Iinkcukacha zeeklayenti • Izicwangciso zoshishino • Isivumelwano senqanaba lenkonzo • Iingxelo • Iintlawulo • Irejista yempahla S & T Claims • Ifayile ye-invoyisi namabango • Uweliselo lweentlawulo • Ukhuphiswano lomsebenzi wasefama wonyaka • Indibano yengxoxo yabasebenzi basefama (kwiSizwe nakwiPhondo) • Irejista yokuthunyelwa komsebenzi wasefama • Transfer payments • Farm Worker of the Year Competitions • Farm Worker Summits (National and Provincial) 	<p>Inkqubo 8</p>

Iindidi nezihloko	Kufuneka isicelo kule nkqubo
<ul style="list-style-type: none"> • Farm Worker Referral Register • Imizuzu yeentlanganiso zabasebenzi • Ifayile zeprojekti yeNkqubo (kuzo zozi-6 izithili) • Ubungqina (APP) • IiNtlanganiso zoLwabiwo lweProjekti yeSebe (DPAC) • Ifayile zeentlawulo zeLogis • Ifayile zobudlelwane engqeshweni • Ingcaciso yokutyisa • Iingxelo zemali • Iingxelo zenyanga • Ingxelo zekota • Ifayile ye-invoyisi namabango • Ifayile zoLawulo lweZibonelelo • Amabango e-S&T • Irejista yee-asethi • Izithuthi zikarhulumente 	

6.2 IREKHODI ZESEBE EZIFUMANEKA NGOKUZENZEKELAYO KUNGADANGA KWAFakwa SICELO – icandelo 14 (1)(e)

INGCACISO NGEENDIDI ZEEREKHODI EZIFUMANEKA NGOKUZENZEKELA NGOKWEMIQATHANGO 15(1)(A)(III)	
<p>(a) Incwadana yesikhokelo kwimiba engezolimo</p> <p>(b) Upapasho, amapheke-pheke, Amaphetshana eendaba, iiphowusta</p> <p>(c) Yonke ingcaciso ikwi-webhusayiti</p>	<p>Iikopi zezi rekhodi zifumaneka simahla kule dilesi: Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg</p> <p>Le ngcaciso ilandelayo iyafumaneka kwiwebhusayiti (www.elsenburg.com):</p> <ul style="list-style-type: none"> – Malunga neSebe – Imisitho – Amajelo eendaba – iRediyo Elsenburg

INGCACISO NGEENDIDI ZEEREKHODI EZIFUMANEKA NGOKUZENZEKELA NGOKWEMIQATHANGO 15(1)(A)(III)	
	<ul style="list-style-type: none"> - Ikhhalenda yemisitho - linkonzo - Uphando nophuhliso - Amaziko ophuhliso lwezolimo - Amaphepha okunika ulwazi - Ikholeji yase iElsenburg

Olu shicilelo lulandelayo luyafumaneka ukuba ubani angaluhlola ngokwesebe 15(1)(a)(i) na ngokwemiqathango yecandelo 15(1)(a)(ii) zingakotshwa. Ngokwesebe 15(1)(a)(iii) ungawafumana amaxwebhu ngokuwakhuphela kwi kwiwebhusayithi ethi: www.elsenburg.com, ngaphandle kokuhlawula.

Ingcaciso ngeendidi zeerekhodi ezifumaneka ngokuzenzekela ngokwemiqathango 15(1)(a)	Indlela ekufikelelwa ngayo kwicandelo leerekhodi zecandelo 15(1)(b)
(a) liNgxelo zoNyaka * (b) IZicwangciso-qhinga zeMinyaka emihlanu (5) * (c) Ubume beSeme * (d) liNgxelo eziya kubemi * (e) (e) ITshatha yoHanjiso lweeNkonzo *	Iyafumaneka kwiwebhusayithi yeSebe: www.elsenburg.com

6.3 IINKONZO EZIBONELELWA ULUNTU LISEBE – icandelo 14(1)(f)

ISebe lezoLimo lineeklayenti zangaphakathi nezangaphandle. Iiklayenti zangaphakathi zibandakanya iNkonzo neSebe lezoLimo, abaphathi abakhulu beSebe, amanye amacandelo namacandelwana olawulo eSebe (umz. abaphandi-lwazi, amagosa axandileyo nabasebenzi abangabaqeqeshi).

liklayenti zangaphandle zibandakanya amafama (abalimi namanye amaqumrhu), abahlali basemaphandleni, abathengi beemveliso zolimo, amanye amasebe karhulumente, iiprosesa, abarhwebi nabathengisi bezinto bezilimo nemfuyo, amaziko ezimali, abarhwebi abangamahlakani baphesheya, imibutho/amaqumrhu angekho phantsi kolawulo lukarhulumene, amaziko oqeqesho emfundo ephakamileyo, abanye abalimi, abacwangcisi bedolophu, abacebisi, abasebenzi basezifama, abalimi bemimandla yeedolophu, oogqirha bezilwanyana abazimeleyo, amaqumrhu olondolozo lwendalo, iithrasti zophando, iibhodi zomthetho, abafundi noomasipala.

ISebe libonelela ngeenkonzelo ezicelwe ziiklayenti okanye ngokuzithengisa ebantwini ngqo, ngeemini zeendibano zamafama, iiseshini zolwandiso nange-intanethi. Kufuneka zisetyenziswe ngokugqibeleleyo iindlela-ndlela zokulithengisa iSebe nokuhambisa iinkonzelo ngokufezekileyo ukwanezisa iimfuno zabathengi kodwa ke oko kwenziwe kugqaliwe ukuba imali iyavuma na yaye bakho na nabantu bokuwenza umsebenzi lowo. Kambe kufuneka kugqalwe ukuba kwisithuba seenkonzo kusetyenzwa ngokwahlukileyo – phakathi komthengisi nomthengi, iklayenti ithembele kwiingcebiso zomthengisi, yona iklayenti ibe ikhetha unxibelelwano ngqo nesebe.

Ikopi yeTshatha yeeNkonzo iqhotyoshelwe njengeSihlomelo B yaye oyifunayo angayifumana kule linki ingezantsi:

<http://www.elsenburg.com/resource-library/official-publications>

Iinkonzelo ezibonelelwa liSebe lezoLimo	Ufikelela njani kwezi nkonzo
ISebe lezoLimo lineeklayenti zangaphakathi nezangaphandle. Iiklayenti zangaphakathi zibandakanya iNkonzo neSebe lezoLimo, abaphathi abakhulu beSebe, amanye amacandelo namacandelwana olawulo eSebe (umz. abaphandi-lwazi, amagosa	Nantsi iwebhusayithi weSEBE LEZOLIMO https://www.westerncape.gov.za Lifumane kule phothali iSebe lezoLimo http://www.elsenburg.com

Iinkonzo ezibonelelwa liSebe lezoLimo	Ufikelela njani kwezi nkonzo
<p>axandileyo nabasebenzi abangabaqeqeshi). liklayenti zangaphandle zibandakanya amafama (abalimi namanye amaqumrhu), abahlali basemaphandleni, abathengi beemveliso zolimo, amanye amasebe karhulumente, iiprosesa, abarhwebi nabathengisi bezinto bezilimo nemfuyo, amaziko ezimali, abarhwebi abangamahlakani baphesheya, imibutho/amaqumrhu angekho phantsi kolawulo lukarhulumene, amaziko oqeqesho emfundo ephakamileyo, abanye abalimi, abacwangcisi bedolophu, abacebisi, abasebenzi basezifama, abalimi bemimandla yeedolophu, oogqirha bezilwanyana abazimeleyo, amaqumrhu olondolozo lwendalo, iithrasti zophando, iibhodi zomthetho, abafundi noomasipala.</p> <p>ISebe libonelela ngeenkonzo ezicelwe ziiklayenti okanye ngokuzithengisa ebantwini ngqo, ngeemini zeendibano zamafama, iiseshini zolwandiso nange-intanethi.</p> <p>Kufuneka zisetyenziswe ngokugqibeleleyo iindlela-ndlela zokulithengisa iSebe nokuhambisa iinkonzo ngokufezekileyo ukwanezisa</p>	<p>Zonke iinkonzo zingafumaneka ngokuqhagamshelana neSebe apha:</p> <p>Inombolo yomnxeba: 021-8085111 / 021-8085111 IFEKSI: 021- 8085120</p> <p>Iwebhusayithi: http://www.elsenburg.com</p>

Iinkonzo ezibonelelwa liSebe lezoLimo	Ufikelela njani kwezi nkonzo
<p>iimfuno zabathengi kodwa ke oko kwenziwe kugqaliwe ukuba imali iyavuma na yaye bakho na nabantu bokuwenza umsebenzi lowo. Kambe kufuneka kugqalwe ukuba kwisithuba seenkonzo kusetyenzwa ngokwahlukileyo – phakathi komthengisi nomthengi, iklayenti ithembele kwiingcebiso zomthengisi, yona iklayenti ibe ikhetha unxibelelwano ngqo nesebe.</p>	

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

Imigaqo-nkqubo yePhondo enoempembelelo zangaphandle iza kufuna intatho-nxaxheba yoluntu yaye loo nkqubo iya kuhamba ngokwendlela ecwangcisiweyo yaza yavunywa nguMphathiswa ngokwemeko nemeko.

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 ezenziweyo ngenkqubo le, kungabhenelwa enkundleni ukuba inike umyalelo ofanelekileyo.

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



Ukuba kukho imibuzo, izikhalazo okanye izimvo malunga nohanjiso
lweenkonzo zeSebe lezoLimo makwenziwe ngolu hlobo:

I-imeyili: info@elsenburg.com

Yiza eziofisini zethu : Muldersvlei Rd, Elsenburg, eStellenbosch

Sitsalele apha: 021 808 5111; (ngoMvulo - ngoLwesihlanu 08:00 kusasa – 4.30
malanga

7 UKUFIKELELEKA NOKUFUMANEKA KWALE NCWADI – Icandelo 14(3)

- 7.1 Incwadi le ifumaneka ngesiNgesi yaye phakathi kwentsimbi ye-8 kusasa neye-4.30 malanga ngoMvulo ukuya kutsho ngoLwesihlanu (ngaphandle kwangeeholide) umntu angeza kuyijonga eofisini yeSekela-gosa leNgcaciso uNksz J Isaacs kwiSebe lezoLimo leNtshona Koloni eMuldersvlei Road, e-Elsenburg.
- 7.2 Ubani ofuna ukuzifundela incwadi le angayifumana kule webhusayithi:
<http://www.elsenburg.com>

ISIHLOMELO A:

ISIKHOKELO NGOFIKELELO KWIIREKHODI NGOKUNGAZENZEKELIYO

1 UKUGCWALISWA KWEFOMU YESICELO, INTLAWULO YEMIRHUMO neFOMU YOFIKELELO – icandelo 18, 19, 22, 29 nelama-31.

1.1 Ifomu yesicelo

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

1.2 Imirhumo

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

1.3 Abafaki-zecelo abangazihlawuleliyo izicelo:

- Igosa lolondolozo/umphandi ocela irekhodi 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.

1.5 Indlela yokufikelela

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

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

2.1 Ixesha elithathwayo ukwenza isigqibo

IGosa leNgcaciso / iSekela-gosa leNgcaciso 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 leNgcaciso/iSekela-gosa leNgcaciso 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 ukusebenza kwesebe;
- isicelo eso seseerekhodi ezingekho dolophini inye okanye sixekweni sinye nesi likuso iGosa leNgcaciso/iSekela-gosa leNgcaciso;
- kufuneka kuboniswene namanye amasebe e-WCG okanye amanye amaqumrhu karhulumente ukuze kuthathwe isigqibo ngeso sicelo; okanye
- umfaki-sicelo uvumile ukuba landiswe ixesha.

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

3.1 Isaziso:

IGosa leNgcaciso / iSekela-gosa leNgcaciso 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 lowo ungomnye umntu ochaphazelekayo;
- linkcukacha azinikileyo lowo ungomnye umntu ochaphazelekayo yimfihlelo yakhe yaye ukubekwa kwazo elubala kungamfaka engxaki

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 ungomnye umntu; 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 lowo ungomnye umntu, 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 leNgcaciso/iSekela-gosa leNgcaciso anike izizathu zokuba isicelo sikhatywe; okanye (ii) anike imvume ebhaliweyo yokuba irekhodi ibekwe elubala.

3.3 Isigqibo sokwala

IGosa leNgcaciso / iSekela-gosa leNgcacisokufuneka 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 YANGAPHA-KATHI– icandelo lama-74 nelama-75**

Umfaki-sicelo

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

- 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 isibheni zingaphelanga **iintsuku ezingama-30** emva kokuba sikhutshiwe isaziso sesigqibo seGosa leNgcaciso/iSekela-gosa leNgcaciso sokunika imvume yokufumana irekhodi eneenkcukacha zalowo ungomnye umntu uchaphazelekayo (jonga ku-3 ngentla).

4.3 Inkqubo yokubhena

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

5. **ISICELO SENKUNDLA**

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

- isibheni besifakiwe ngaphakathi nto kuyo umbheni lowo akanelisekanga sisiphumo sesibheni sakhe sangaphakathi; okanye

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

ISHLOMELO B: ITSHATHA YEENKONZO

SERVICE DELIVERY CHARTER

THE DEPARTMENT OF AGRICULTURE IS COMMITTED THROUGH THIS SERVICE CHARTER TO PROVIDE SERVICES TO YOU. LET'S MAKE SERVICE DELIVERY BETTER TOGETHER.

Our Commitment:

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

You are kindly requested to:

- Be civil, courteous and respect the dignity of our official(s) who render the service to you.
- Be honest in your deliberations with us.
- Submit full and accurate information accompanied by recently certified copies of documentation needed or requested.
- Make yourself available as well as be willing to undergo empowerment programmes agreed upon.
- Embark on active application and implementation of plans, initiatives and advice received from the Department.

You have the right to:

- Be treated with courtesy and respect and in a dignified manner at all times.
 - Be consulted about your service needs and the level and quality of service expectations.
 - Full information upon request in an open and transparent manner.
 - Access to prompt and efficient service in accordance with the service delivery standards.
 - An apology for and redress should any service lapses occur.
 - An assurance of value for money in all services provided.
- Report any instances of fraudulent or corrupt activities by contacting the National Anti-Corruption Hotline at: 0800 701 701 or 021 693 0401

Our Service Delivery Standards

Rural Development Coordination:
 All government and other identified services delivered to empower communities in selected rural nodes, will be facilitated and coordinated in a cohesive way for implementation in accordance with the consulted rollout plan for the specific node.
 Development initiatives to enhance the image and socio-economic conditions of farm workers will be coordinated, facilitated or provided through partnerships, funding and the implementation of specific projects in farm worker communities on a demand driven or pre-determined rollout plan.

Farmer Support and Development Services:
 Extension and advisory services will be provided to all farmers within 15 days of receipt of a request or in accordance with a continuous demand driven plan.
 Support to smallholder and commercial farmers through sustainable development within agrarian reform initiatives will be facilitated, coordinated and provided within 30 days after receipt of the request and the correct documentation.
 Applications relating to the implementation of the Integrated Food Security Strategy of South Africa (IFSS) will be responded to in accordance with the consulted and pre-determined rollout plan.

Structured Agricultural Education and Training:
 Structured and accredited agricultural education and training will be facilitated and provided on a continuous and programmed basis to participants in the agricultural sector.

Research and Technology Development Services:
 Cutting edge research to increase agricultural production as well as technology to address challenges of sustainability and climate change, will be provided to all farmers and stakeholders on a continuous demand driven basis.
 Appropriate, new and adapted technology and scientific information in the form of user-friendly information packages, popular and scientific publications, on-farm "walks and talks" and information days, will be presented to the agricultural and agri-business sector on a quarterly basis.

Veterinary Services:
 Regulatory services in accordance with the relevant and applicable legislation to prevent and control animal diseases, facilitate export market access and to ensure the safety of meat and meat products will be provided to communities as well as the agricultural and agri-business sector on a daily basis.

Agricultural Economics Services:
 Marketing and agribusiness support services and intelligence to enhance competitiveness of the agricultural and agribusiness sector will be provided to all farmers and stakeholders within 7 working days after receipt of a request.
 Production economic services to inform planning and business management in support of optimal farming, will be provided to farmers within 7 working days after receipt of a request.

Engineering, LandCare and Land Use Services:
 Recommendations regarding land use to prevent the fragmentation of agricultural land in accordance with applicable legislation will be provided to the relevant authority within 60 days after receipt of the request.
 Sustainable resource management solutions and methodologies through the provision of agricultural engineering and LandCare services as well as technology transfer to 80% of clients and partners, will be provided within 30 days after receipt of a request.

Main Services to Client

- Governance**
 Provide and adhere to good corporate governance principles and practices, including diligent financial management, the application of fair human resource management, the promotion of appropriate communication with clients, other Departments, provinces and African countries, within the context of the BATHO PELE principles and Inter-Governmental Relations requirements.
- Regulatory Function**
 Monitor and minimise animal health risks as well as to ensure food security by means of food safety and to facilitate the export of animals and animal products. Promote the conservation and sustainable use of the environment, especially agricultural natural resources (land and water) and to prevent the fragmentation and zoning of agricultural land.
- Knowledge Transfer**
 Train prospective and current agriculturalists, farmers and farm workers in the agricultural industry and promote career opportunities in agriculture. Deliver a competitive and appropriate farmer support service (including extension) to a broad spectrum of clients, with emphasis on the emerging farming sector on a geographically determined basis. Provide agricultural economic information and services for effective decision making in the agricultural and agribusiness sector. Provide information and services to increase the efficient use of our agricultural water resources especially in view of the possible impact of climate change on our Province.
- Knowledge Development**
 Develop economically accountable and environmentally sustainable cutting-edge technologies in all spheres of agricultural production, processing and marketing with due consideration of current and future needs of all farmers and consumers nationally and internationally in a changing environment, to enhance competitiveness and to expand agricultural production for increased growth and development as well as promoting agricultural job opportunities.
- Financial Support for Agriculture**
 Manage and facilitate financial support for farmers at all levels of production, including CASP, LandCare, land protection subsidies, MAPISA, bursaries for agricultural training and education as well as disaster relief funds as allocated from time to time.

Your voice counts. We want to hear from you. You can tell us how we are performing, or report poor service or misconduct by requesting to see a supervisor. Or you can contact our Communication unit:

Head Office:
 Tel: +27 21 900 031 | Fax: +27 21 908 9200
 Private Bag XI, Elsenburg, 7607
 Muldersville Road, Elsenburg

Ministry of Agriculture:
 Tel: +27 21 483 4700 | Fax: +27 21 483 3880
 Private Bag 30101, Cape Town, 8000
 Protea Assurance Building, Green Market Square, Cape Town

Office hours: 08:00 - 18:30 (weekdays)
www.elsenburg.com | www.westerncape.gov.za
info@elsenburg.com

OUR VISION:

The Department of Agriculture is responsible for the promotion of agriculture in all its rich diversity in the Western Cape. We are striving towards being a united, responsive and prosperous agricultural sector in balance with nature.

An open opportunity society for all

This charter reflects the belief of the Western Cape Department of Agriculture and its implementation partners in Batho Pele: A better life for all South Africans by putting people in agriculture first. It is our commitment to our customers that we will do our utmost to help you and provide you with the quality of service you deserve.

We value being accessible. Our buildings are accessible for people with disabilities. For your nearest agricultural service point, don't hesitate to contact us.

EXECUTIVE AUTHORITY DECLARATION:

I, Joyene Isaacs, commit my Department in terms of Part III, C 2 of the Public Service Regulations, 2001, as amended, to adhere to this Charter.

Joyene Isaacs
 J. Isaacs

1 September 2014

Date:



AGRICULTURE TOGETHER

ISIHLOMELO C: FOMU 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 leNgcaciso/iSekela-gosa leNgcaciso) ngalo mhla _____ (xela umhla) kule ndawo

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

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

Umrhumo wokufikelela kulwazi: R.....

LITYIKITYA APHA-IGOSA LENGCACISO/
ISEKELA-GOSA LENGCACISO:

A. linkcukacha zequmrhu loluntu

iGosa leNgcaciso/iSekela-gosa leNgcaciso:

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, mabuqhotyoshelwe 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. Iinkcukacha zomntu esenziwa egameni lakhe isicelo

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

Amagama apheleleyo nefani: _____

Inombolo yesazisi: _____

D. Iinkcukacha zerekhodi

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

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:
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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 hloboicelwe 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 ekhompyutheni / ifumaneka nge-elektroniki okanye ifundwa ngomatshini -		
Ikopi yerekhodi eprintiweyo**	Ikopi yeenkcukacha ezithathwe kwirekhodi eprintiweyo	Ikopi efundeka ngekhompyutha* (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
unqwenela ukwaziswa ngenye indlela, nceda uyichaze indlela leyo, ze usinike
neenkukacha ezifanelekileyo ukuze kuphunyezwe isicelo sakho.*

Unqwenela ukuba waziswe njani ngesigqibo esithathiweyo ngesicelo sakho
sokufikelela kwiirekhodi?

Ityikitywe _____ ngalo mhla _____ wama- _____ 20

UTYIKITYA APHA UMFAKI-SICELO /
UMNTU ESEZIWA 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 leNgcaciso/ iSekela-gosa leNgcaciso:

B. linkcukacha zomfaki-sicelo/omnye umntu ochaphazelekayo ofake isibheno sangaphakathi

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

Amagama apheleleyo nefani: _____

Inombolo yesazisi: _____

Idilesi yeposi: _____

Inombolo yefeksi: _____ Inombo yomnxeba: _____

Idilesi ye-imeyili: _____

isikhundla salowo ufaka isibheno egameni lomnye umntu:

C. linkcukacha zomfaki-sicelo

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

Amagama apheleleyo nefani: _____

Inombolo yesazisi: _____

D. Isizathu sokufakwa kwesibheni sangaphakathi

<i>Phawula ngo "X" ebhokisini efanelekileyo esona sizathu sokufakwa kwesibheni sangaphakathi:</i>	
	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 ngumfakisicelo ngokwecandelo 29(3) loMthetho.
	Isigqibo sokunika imvume yokufikelelela kulwazi.

E. Iimeko esifakwa phantsi kwazo isibheni

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

Xela imeko osifaka phantsi kwayo isibheni sangaphakathi: _____

Nika naziphi na ezinye iinkcukacha ezongezelekileyo ezifanelekileyo ezinokuqwalaselwa xa kujongwe isibheni sakho:

F. Isaziso ngesigqibo sesibheni

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

Xela indlela: _____

Iinkcukacha zaloo ndlela: _____

Ityikitywe _____ ngalo mhla _____ wama- _____ 20

UTYIKITYA APHA UMBHENI

ILUNGISELELWE UKUSETYENZISWA LISEBE:

IINKCUKACHA EZISESIKWENI ZESIBHENO SANGAPHAKATHI:

Isibheni sifunyenwe ngomhla _____ ngu

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

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

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LENGCACISO/ ISESEKELA-GOSA LENGCACISO

SIQINISEKISIWE / SITHATHWE SESINYE

ISIGQIBO ESITSHA:

UMHLA

UGUNYAZIWE OFANELEKILEYO

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

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 NGOKWESIKHOKELO

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

ICANDELO II

IMIRHUMO YAMAQUMRHU KARHULUMENTE

1. Umrhumo wekopi yencwadi njengoko ichaziwe kumgaqo 5 (c) ngama-R0,60 ngefotokopi nganye ye-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 esekhompuytheni, e-elekhtronikhi 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
(b) Ngekopi nganye eprintiweyo engu-A4 okanye inxalenye yayo egcinwe ekhomyutheni, nge-elektronikhi okanye efundeka ngomatshini	0,40
(c) Ngekopi efundeka ngomatshini—	
(i)kustifi	5,00
(ii)ediskini	40,00
(d) (i) Ngetranskhripshini yemifanekiso engu-A4 okanye inxalenye yayo	22,00
(ii) ngekopi yemifanekiso	60,00
(e) (i) Ngetranskhripshini 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) Imirhumo yokuveliswa kwayo ngokomgaqo (1) imi ngolu hlobo:

	R
(a) ngefotokopi nganye engu-A4 okanye inxalenye yayo	1,10
(b) ngekopi nganye eptintweyo engu-A4 okanye inxalenye yayo egcinwe 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
(iii) 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
(c) ngekopi nganye eprintiweyo okanye inxalenye yayo egcinwe ekhompuytheni, nge-elektronikhi okanye efundeka ngomatshini	0,75
(d) ngekopi efundeka ngomatshini—	
(i) kwistifi	7,50
(ii) ediskini	70,00
(e) (i) ngetranskriphshin yemifanekiso engu-A4 okanye inxalenye yayo	40,00
(iii) Ngekopi yemifanekiso	60,00

- (f) (i) Ngetranskriphshini yerekhodi ephulaphulwayo engu-A4
okanye inxalenye yayo 20,00
- (ii) Ngekopi yerekhodi ephulaphulwayo 30,00
- (g) Ukukhangela nokucwangcisa irekhodi eza kuxelwa ngama-R30,00
ngeyure nganye okanye inxalenye yeyure elixesha elifanelekileyo
ukwenza uphando nokucwangcisa.
- (2) Ngeenjongo zecandelo 54 (2) loMthetho, kufuneka kwenzeke
oku:
- (a) iiyure ezintandathu njengeeyure ekufuneka zigqithile
phambi kokuba kukhutshwe idipozithi; yaye
- (b) Isithathu somrhumo sikhutshwa njegedipozithi ngumfaki-
sicelo
- (3) Kukho iindleko zeposi xa kufuneka ikopi yerekhodi iposelwe kumfaki-sicelo.