IMANYWALI YEPAIA KA2023

Ukwaziswa ngokuFikelela kwiManywali yeeNgcombolo (PAIA) , ka2023 equlunqwe ngokwecandelo le14 loMthetho woKwazisa ngokuFikelela kweNgcombolo, ka2000 (njengoko uhlonyelwe) weSebe lezoLimo leNtshona Koloni (WCDoA)

UMHLA WOQULUNQO: KWEYESILIMELA KU2022

UMHLA WOHLAZIYO: KWEYOMNGAKU2022

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1. ULUHLU LWEZISHUNQULELO NEZIFINYEZO

1.1.	**"DIO"**	USekela Gosa weeNgcombolo
1.2.	**"DoTP"**	ISebe leNkulumbuso
1.3.	**"HoD"**	INtloko yeSebe
1.4.	**"IO"**	IGosa leeNgcombolo
1.5.	**"MEC"**	UMphathiswa wePhondo
1.6.	"I-PAIA" kwiiNgcombolo,	UMthetho woKwaziswa ngokuFikelela ka2000
1.7.	**"I-PFMA"** kaRhulumente, 1ka999	UMthetho woLawulo lweMali
1.8.	**"I-POPIA"** zoBuqu, ka2013	UMthetho woKhuselo lweeNgcombolo
1.9.	**"I-PSA"** isiBhengezo se103 ka1994	UMthetho weNkonzo kaRhulumente,
1.10.	**"uMlawuli"**	UMlawuli weeNgcombolo
1.11.	**"uMgaqosiseko"** Afrika,	UMgaqo siseko weRiphabliki yoMzantsi ka1996
1.12.	**"WCDoA"**	ISebe lezoLimo leNtshona Koloni
1.13.	**"WCG"**	URhulumente weNtshona Koloni

2. INJONGO YEMANYWALI YEPAIA

Le Manywali yePAIA iluncedo eluntwini ukuze:

2.1. Iukhangele uhlobo lweerekhodi ezingabe zilungele ukufumaneka kwiSebe lezoLimo leNtshona Koloni (WCDoA) ngaphandle kwemfuno yokufaka isicelo esisesikweni sePAIA.

2.2. Iuqonde indlela yokwenza isicelo sokufikelela kwirekhodi yeWCDoA.

2.3. Iufumane zonke iinkcukacha zoqhagamshelwano ezinxulumeneyo zabantu abazokunceda uluntu ngeerekhodi abanenjongo zokufikelela kuzo..

2.4. Iwazi ngazo zonke iindlela zokulungisa ezikhoyo kwiWCDoA ngokunxulumene nesicelo sokufikelela kwiirekhodi, phambi kokuya kuMlawuli okanye kwiiNkundla zamatyala..

2.5. Iufumane inkcazelo yeenkonzo ezikhoyo kuluntu kwiWCDoA, kunye nendlela yokufikelela kwezo nkonzo.

2.6. Iufumane inkcazelo yesikhokelo sendlela yokusebenzisa iPAIA, njengoko ihlaziyiwe nguMlawuli kunye nendlela yokufikelela kuyo.

2.7. Iwazi ukuba iWCDoA iza kusebenza iingcombolo zobuqu, injongo yokusetyenzwa kweengcombolo zobuqu kunye nenkcazelo yeendidi zedatha yabantu neenkcukacha kunye neendidi zeengcombolo ezinxulumeneyo.

2.8. Iwazi ukuba iWCDoA icwangcisele ukugqithisela okanye isebenze iingcombolo zobuqu ngaphandle kweRiphabhliki yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli abangabonelelwa ngeengcombolo zobuqu.

2.9. Iwazi ukuba iWCDoA inamanyathelo akhuselekileyo afanelekileyo okuqinisekisa ubumfihlo, ukunyaniseka nokufumaneka kweengcombolo zobuqu ezizakusetyenzwa.

3. UKUSUNGULWA KWEWCDOA

I-WCDoA ngumbutho wephondo kwakwinkonzo karhulumente esungulwe ngokwecandelo le197 loMgaqosiseko. I-PSA eyenza icandelo le197 loMgaqosiseko obonelela icandelo le7 lawo kumasebe ephondo.

3.1. Iinjongo/Igunya

I-WCDoA ifumana igunya layo kuMgaqosiseko weRiphabhliki yoMzantsi Afrika. Icandelo 40 loMgaqosiseko weRiphabhliki uhlanganisa urhulumente kwibakala likazwelonke, lamphondo neloomasipala. Ikwanembono yokuba urhulumente kwezi zigaba kufanele ahluke, axhomekeke kwesinye kwaye anxulumane.

Kubalulekile kuqatshelwe ukuba iCandelo 41(1) liqala ngokulawula ubudlelwane Phakathi kwamabakala amathathu karhulumente ayilwayo. Ingakumbi, ligweba ukuba onke amabakala karhulumente kumele:

a) Akhusele intlalontle yabantu beRiphabhliki (iNqaku 41 (b)).
b) Akhusele isimo somgaqosiseko, amaziko, amagunya kunye nemisebenzi karhulumente kwamanye amabakala (iNqaku 41(e)).
c) Angamkeli naliphina igunya okanye umsebenzi ngaphandle kwalawo anikezelwe kuwo ngokoMgaqosiseko (iNqaku 41 (f)).

d) Asebenzise amagunya akhe kwaye enze imisebenzi yakhe engazukungenelela kumda, kumsebenzi okanye kwintembeko yeziko likarhulumente lelinye ibakala(iNqaku 41 (g)).

Ngenxa yokuba umgomo ufakwe kuMgaqosiseko amabakala amathathu karhulumente asungulwe kwaye ngalinye liwongwe ngamagunya athile noxanduva. Ngaphezu koko, isigaba esinye asikho sincinci kuso nasiphina esinye kwaye ngenxa yesi sizathu isalathiso kurhulumente wamabakala amaninzi kwintshayelelo.

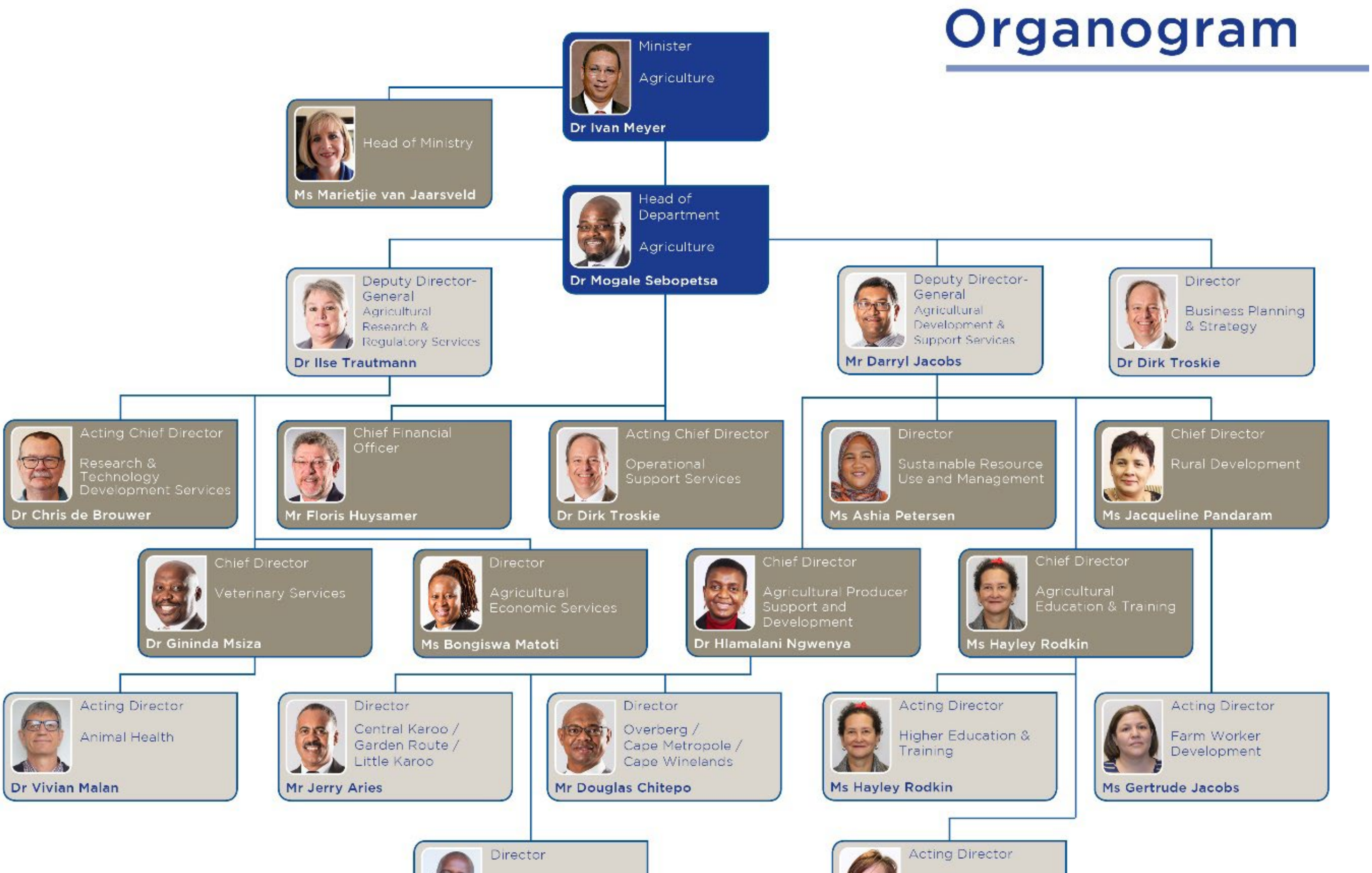
ICandelo 41 (2) loMgaqosiseko ligweba ukuba uMthetho wePalamente kumele ude upasiswe ukuze ulawule obu budlelwane bamabakala amathathu kaRhulumente. Ukusukela kule mbono uMthetho wesiCwangciso qhinga soBudlelwane obuphakathi kooRhulumente wazalwa. Enyanisweni lo Mthetho, owaziwa njengoMthetho weIGR, wenza isibonelelo samaqonga amaninzi apho imiba yokusebenza neququzelela ingaxoxwa Phakathi kwamabakala amaninzi kaRhulumente.

INqaku 104(1)(b) loMgaqosiseko ligqithisa igunya kumaphondo ukuba upasise umthetho onxulumene nawo nawuphina umba wecandelo lomsebenzi odweliswe kwiziCwangciso 4 nesesi5 zoMgaqosiseko.

Kwimeko zemiba ethile yamagunya owisomthetho awongelwa kwisigaba esinye; le misebenzi kuthiwa ihamba kunye.

4. UBUME NEWCDoA KUNYE NEMISEBENZI

4.1. Ubume



4.2. Imisebenzi yesebe

4.2.1. Inkqubo: Ulawulo (Inkqubo 1):

4.2.1.1. I-Ofisi yoMphathiswa:

Ukumisela okuphambili nemiyalelo yezepolitiki ukuze kukhawulelwane neemfuno zeklayenti. (Kwenzelwa ukusebenza ngempumelelo kweofisi kaMEC).

4.2.1.2. ULawulo oluPhezulu:

Ukuguqulela imigaqo nkqubo nokuphambili kwizicwangciso qhinga ukwenzela uhanjiso lwenkonzo olusebenzayo, nokulawula, ukuhlola kunye nokulawula ukusebenza.

IsiCwangciso seNjongo:

Ukujolisa imisebenzi yeSebe nokuqinisa ukuhambelana Phakathi kwamabakala amathathu karhulumente.

4.2.1.3. IiNkonzo zeNtsebenziswano:

Ukubonelela ngentsebenziswano okanye ngeenkonzo zenkxaso njengoko kusebenza kwezinye iinkqubo ngokunxulumene nolawulo lwabasebenzi kunye nophuhliso lwezakhono zabasebenzi, inkxaso yolondolozo lweziko, iinkonzo zendawo ekugcinwa kuyo iirejista okanye iirekhodi, ukhuseleko nokhuselo.

IsiCwangciso seNjongo:

Ukuqinisekisa isibonelelo seenkonzo zenkxaso yokusebenza zesebe, eziquka iinkonzo zenkxaso yezisekelo ezingundoqo, oko kukuthi, ulawulo lolondolozo lwendawo yokuhlala, inkxaso yeofisi yemihla ngemihla, iinkonzo zempilo emsebenzini nokhuseleko, iindawo zolondolozo lweerekhodi kunye neenkonzo zolawulo lwesiqulatho sekhompyutha, iinkonzo zenkqubo yenkxaso, kunye nolawulo lwazo zonke iinkqubo zangaphandle zokuphuhlisa izakhono zabasebenzi.

4.2.1.4. ULawulo lwezeMali:

Ukubonelela ngenkonzo yenkxaso esebenzayo (kuquka uhlolo nolawulo) ngokunxulumene nohlahlo lwabiwomali, ucwangciso lwezimali, iiasethi ezifudusekayo, inkonzo yeemoto, ukubonelela nokuthenga kunye nokukhathalelwa kweengcombolo zobuchwepheshe.

IsiCwangciso seNjongo:

Ulawulo olulungileyo oluqinisekisiweyo ngolawulo olusebenzayo lezimali nolawulo lweenkqubo eziqhushekiweyo ngokweemfuno zokuhanjiswa kweenkonzo zeSebe.

4.2.1.5. IiNkonzo zoNxibelelwano:

Ukuqwalasela kunxibelelwano lwangaphakathi nolwangaphandle ngeenkonzo zokubhala, ezomlomo, ezibonakalayo ezemidiya yekhompyutha, kwakunye nezokwazisa nezokuthengisa zesebe.

IsiCwangciso seNjongo:

Imisebenzi yesebe ekunxibelelenwe ngayo ngempumelelo.

4.2.2. Inkqubo: Ukusetyenziswa kweMithombo okuZinzileyo noLawulo (Inkqubo 2):

IsiCwangciso seNjongo:

INkqubo: I-SRUM ihambisa inkonzo yenkxaso kuwo onke amafama ePhondweni, kwaye ugxininiso olukhulu kukugcina imithombo engundoqo nokuphucula imithombo yendalo ngokufezekiswa kweeprojekthi, ukusetyenziswa kwemigaqo kunye namaphulo onxibelelwano. Kwiinzame zalo zokuqinisekisa uzinzo olupheleleyo kwicandelo lezolimo, ingqwalasela ikungenelelo kwinqanaba lefama. Ifuthe leemeko zokuguquguquka kwemozulu ziza kuviwa yiSRUM kuqala kunye neenguqu kwiindlela zokwenza zokuxhasa amafama ziza kunyanzelisa le Nkqubo ihlale inobuchule.

Injongo:

Injongo yeNkqubo kukubonelela ngeenkonzo zenkxaso zolimo kumafama ukuze kuqinisekiswe uphuhliso oluzinzileyo nolawulo lwemithombo yezolimo.

4.2.2.1. IiNkonzo zobuNjineli:

Ukubonelela inkxaso yobunjineli (ukucwangcisa, uphuhliso, ukubeka esweni nokuhlola) ngokunxulumene nobuchwepheshe bokunkcenkceshela, koomatshini basefama, izisekelo ezingundoqo ezongeza ixabiso, izakhiwo zefama, kunye nolawulo lolondolozo lwemithombo.

IsiCwangciso qhinga seNjongo 1:

Ukukhuthaza kokusetyenziswa okungcono nokuzinzileyo komhlaba weNtshona Koloni nemithombo yamanzi.

IsiCwangciso qhinga seNjongo 2:

Ukunikezela inkonzo yobunjineli ukuze kwandiswe imveliso nokulima okunokwenzeka.

4.2.2.2. UKhathalelo loMhlaba:

Ukukhuthaza ukusetyenziswa kwemithombo ezinzileyo kunye nolawulo lwemithombo yezolimo eqhelekileyo ngokuzibandakanya kumanyathelo asekelwe kuluntu axhasa uzinzo (lokuhlala, loqoqosho nokusingqongileyo), olukhokelela kwimveliso enkulu, ukufumaneka kokutya, ukudalwa kwemisebenzi, nentlalontle yabantu bonke.

IsiCwangciso qhinga seNjongo:

Ukukhuthaza ulondolozo lwemithombo yezolimo eqhelekileyo.

4.2.2.3. ULawulo lokuSetyenziswa koMhlaba:

Ukukhuthaza ukukhuselwa nokusetyenziswa okuzinzileyo komhlaba wezolimo ngolawulo loMthetho wokwaHlulwa loMhlaba wezoLimo (SALA) kunye noMthetho woLondolozo lweMithombo yezoLimo (CARA).

IsiCwangciso qhinga seNjongo:

Ukubonelela izimvo ngokwahlulwa kunye nokucandwa ngokutsha kwezicelo zomhlaba wezolimo.

4.2.2.4. UkuLawula uMngcipheko weNtlekele:

Ukubonelela ngenkonzo yokulawula umngcipheko wentlekele kwiiklayenti/kumafama.

IsiCwangciso qhinga seNjongo:

Ukubonelela ngenkonzo yokulawula intlekele kwiiklayenti zethu, esebenzayo.

4.2.3. Inkqubo: INkxaso yaBavelisi bezoLimo noPhuhliso (Inkqubo 3):

Injongo yeNkqubo kukubonelela ngenkxaso kumafama ngeenkqubo zezolimo zophuhliso.

4.2.3.1. Ukuhlaliswa kwamaFama noPhuhliso Ukubonelela ngenkxaso yamafama aneefama ezincinci kunye namafama alimela ukuthengisa imveliso ngophuhliso lwezolimo.

IsiCwangciso qhinga seNjongo:

Ukuvuselelwa komhlaba okuququzelelwe ngenkxaso yezolimo..

4.2.3.2. IiNkonzo eZandisiweyo nezeNgcebiso:

Ukubonelela ngeenkonzo ezandisiweyo nezengcebiso kumafama.

IsiCwangciso qhinga seNjongo:

Ukuqinisekisa iifama zibangamashishini anempumelelo ngokwandisa imveliso yezolimo yeemarike zasekhaya nezamazwe ngamazwe.

4.2.3.3. Ukufumaneka koKutya:

Ukuxhasa, ukucebisa kunye nokuququzelela ukufezekiswa koMgaqo nkqubo weSizwe kukuFumaneka koKutya neSondlo.

IsiCwangciso qhinga seNjongo:

Ukuququzelela ukufikelela ekutyeni okufikelelayo nokuntlobontlobo kuluntu olungenakutya nolubuthathaka.

4.2.3.4. I-CASIDRA (I-Arhente yeKoloni yoPhuhliso oluZinzileyo noluHlanganisiweyo eMaphandleni) SOC Ltd:

Ukuxhasa iSebe ngokufezekisa iprojekthi nokulawula iifama zikarhulumente.

4.2.4. Inkqubo: IiNkonzo zikaGqirha weZilwanyana (Inkqubo 4):

Injongo yeNkqubo kukubonelela ngeenkonzo zikagqirha wezilwanyana kwiiklayenti ukuze kuqinisekiswe izilwanyana ezisempilweni, iimveliso zezilwanyana ezikhuselekileyo kunye nentlalontle yabantu boMzantsi Afrika.

4.2.4.1. IMpilo yeZilwanyana:

IsiCwangciso qhinga seNjongo:

Ukubhaqwa, ukunqandwa kunye nolawulo okanye ukuncothulwa neengcambu kwezifo ezibalulekileyo zezilwanyana.

4.2.4.2. ULawulo lwezinto eziThunyelwa ngaphandle kwelizwe:

IsiCwangciso qhinga seNjongo:

Ukubonelela ngendawo ebangela ukuba kwenzeke isatifiketi sokuthumela ngaphandle kwelizwe sezilwanyana kunye neemveliso zezilwanyana ezisuka kwiPhondo leNtshona Koloni.

4.2.4.3. Ezempilo zikaWonkewonke zeZilwanyana:

IsiCwangciso qhinga seNjongo:

Ukuzalisekisa igunya lendima yendlu yowisomthetho ngokufezekisa uMthetho wokuKhuseleka kweNyama (uMthetho 40 ka2000), uMthetho weZifo zeZilwanyana (uMthetho35 ka1984) kunye neminye imithetho enxulumeneyo.

4.2.4.4. IiNkonzo zeZilwanyana zaseLabhoratri :

IsiCwangciso seNjongo:

Ukunikezela ngenkonzo esebenzayo nefanelekileyo yokuxilonga izilwanyana.

4.2.5. INkqubo: UPhando kunye neeNkonzo zoBuchwepheshe lophuhliso (Inkqubo 5):

Injongo yeNkqubo kukunikezela ngophando nobungcali obusekwe kwiimfuno, neenkonzo zogqithiselo lobugcisa oluchaphazela iinjogo zophuhliso.

IsiCwangciso qhinga seNjongo:

Ukwandisa kokufikelela kwiinkcukacha zeengcombolo ezidityanisiweyo ezisukela kuphando oluya kumafama neeklayenti kunye nokuphucula kwilinge lokuphucula unxibelelwano lobuchwepheshe leSebe.

Injongo yeenkqubo ezincinci:

4.2.5.1. Uphando:

Ukuphucula imveliso yezolimo ngokuqhuba, ngokuququzelela uphando oluphakathi nolwexesha elide kunye nokuphuhlisa ubuchwepheshe.

IsiCwangciso seNjongo:

Kukuqhuba uphando lezolimo nophuhliso lobuchwepheshe..
Ukwandisa iindlela zokulungisa nokuguqula ngokuchasene nokuguquguquka kwezimo zezulu kumafama.
Ukubandakanya nabantu abadlala indima ebalulekileyo ukuze kumiselwe iimfuno zophando ezinxulumeneyo.

4.2.5.2. IiNkonzo zoGqithiselo loBuchwepheshe:

Ukusasaza iingcombolo ngophando nobuchwepheshe obuphuhlisiweyo kwiiklayenti, iintanga kunye noluntu lwenzululwazi.

IsiCwangciso seNjongo:

Ukwandisa ukufikelela kwiingcombolo zenzululwazi nobuchwepheshe kwiindlela zemveliso zezolimo kumafama nakoogxa.

4.2.5.3. INkonzo yeNkxaso yeSisekelo esingundoqo yoPhando:

Ukulawula nokulondoloza amaziko ezisekelo ezingundoqo ukwenza umsebenzi wabo wophando nemisebenzi yogqithiselo yeteknoloji, oko kukuthi, iifama zokwenza uvavanyo.

IsiCwangciso seNjongo:

Ukwandisa inkxaso yezisekelo ezingundoqo zasefama kwilinge lophando nakwiinkonzo zesebe.

4.2.6. Inkqubo: IiNkonzo zoQoqosho lwezoLimo (Inkqubo 6):

Injongo yeNkqubo kukubonelela ngeenkonzo zoqoqosho lwezolimo ezinxulumeneyo ukuqinisekisa ukuthatha inxaxheba ngokulinganayo kuqoqosho.

Injongo yeenkqutyana ingolu hlobo:

4.2.6.1. IMveliso yezoQoqosho neNkxaso yokuThengisa:

Ukubonelela ngeemveliso zoqoqosho nangeenkonzo zokuthengisa kumashishini ezolimo.

IsiCwangciso seNjongo:

Ukubonelela abantu abadlala indima ebalulekileyo kwezolimo ngengcebiso yoqoqosho lwezolimo.

4.2.6.2. INkxaso yokuSetyenzwa kwezoLimo:

Injongo:

Ukuququzelela amanyathelo okusetyenzwa kwezolimo ukuze kuqinisekiswe ukuthatha inxaxheba kwikhonkco lexabiso.

Isicwangciso senjongo:

Amanyathelo okusetyenzwa kwezolimo enziwa ukuxhasa kokusetyenzwa kwezolimo.

4.2.6.3. INkxaso yoQoqosho olukhulu:

Ukubonelela ngeengcombolo zoqoqosho olukhulu neenkcukacha manani zokusebenza kwecandelo lezolimo ukuze kwenziwe ucwangciso ukuze kuthathwe isigqibo.

IsiCwangciso seNjongo:

Imisebenzi yeengcombolo eyenziweyo yokuxhasa kokwenziwa kwesigqibo esivakalayo.

4.2.7. Inkqubo: IMfundo yezoLimo kunye noQeqesho (Inkqubo 7):

Injongo yeNkqubo kukuququzelela nokubonelela ngemfundo yezolimo kunye noqeqesho oluhambelana nesiCwangciso seSizwe seMfundo kunye nesoQeqesho lezoLimo, lwamaHlathi nelozokuLoba (NETSAFF) kunye nokuthobela ubulunga bemigangatho yeKomiti yoBulunga yeMfundo ePhakamileyo ukuze kusungulwe icandelo lezolimo elinolwazi, elinenkqubela nelinokhuphiswano.

Injongo yeenkqutyana ingolu hlobo:

4.2.7.1. IMfundo ePhakamileyo noQeqesho (HET):

Ukubonelela ngemfundo ephakamileyo yezolimo noqeqesho ukusukela kwinqanaba lesi5 likaNQF nelingaphezulu kuye nabani na ofikelela kwiimfuneko ezincinane.

4.2.7.2. UPhuhliso lweZakhono zoLimo (ASD):

Ukubonelela ngemfundo esesikweni nengekho sesikweni kunye neenkqubo zoqeqesho kumabakala 1-4 eNQF kubantu abadlala indima ebalulekileyo kwezolimo.

IsiCwangciso seNjongo:

Ukuqinisekisa uqeqesho lophuhliso lwezakhono zolimo kunye neenkqubo zokuFundisa umsebenzi ezivunyiweyo ziyabonelelwa.

4.2.8. Inkqubo: uPhuhliso lwamaPhandle (Inkqubo 8):

Injongo yeNkqubo kukuququzelela iinkqubo zophuhliso ngabantu abadlala indima ebalulekileyo emaphandleni.

Iinjongo zeenkqutyana zingolu hlobo:

4.2.8.1. Ququzelelo loPhuhliso lwaMaphandle:

Injongo:

Ukuthatha inyathelo, ukucwangcisa nokuhlola uphuhliso kumaphandle athile (iisayithi zeCRDP) kumabakala omathathu karhulumente ukuze kuhoyhwe iimfuno ezichongiweyo.

IsiCwangciso seNjongo:

Ukuququzelela ngempumelelo ukufezekiswa kweCRDP yesizwe kumaphandle akhethiweyo eNtshona Koloni.

4.2.8.2. Ukuququzelela okwezeNtlalo:

Injongo:

Ukubandakanya uluntu kokuphambili nokusungula imibutho yenkxaso ekuhlaleni (iiNGO njl.njl.)

IsiCwangciso seNjongo:

Ukuququzelela indibaniselwano ngokuhlala nokuphuhlisa iinzame, njengenxalenye yeCRDP, kumaphandle ophuhliso akhethiweyo eNtshona Koloni.

4.2.8.3. UkuPhuhlisa aBasebenzi baseFama:

Injongo:

Ukuqinisa umfanekiso neemeko zentlalo nezoqoqosho zabasebenzi bezolimo kunye nezamalungu eentsapho zabo, ngokuququzelelwa koqeqesho nangamanyathelo ophuhliuso, ukuze kuphuculwe umgangatho wobomi babo.

5. IINKCUKACHA ZOQHAGAMSHELWANO EZIBALULEKILEYO ZOKUFIKELELA KWIINGCOMBOLO ZEWCDoA

5.1. IGosa leeNgcombolo

Igama:	Gqr. Mogale Sebopetsa
Umnxeba:	021 808 5004
Imeyile:	Mogale.Sebopetsa@westerncape.gov.za
Inombolo yefeksi:	021 808 5000

5.2. USekela Gosa leeNgcombolo

Igama:	Mnu. Darryl Jacobs
Umnxeba:	021 808 5013
Imeyile:	Darryl.Jacobs@westerncape.gov.za
Inombolo yefeksi:	Ayikho

5.3. Ukufikelela kwiingcombolo zoqhagmshelwano ngokubanzi

Imeyile: DOA.Info@westerncape.gov.za

5.4. UNdlunkulu

Idilesi yePosi: Private Bag X1, Elsenburg, 7607

Idilesi: Muldersvlei Road, Elsenburg, 7607

Umnxeba: 021 808 5111

Imeyile: DOA.Info@westerncape.gov.za

Iwebhusayithi: https://www.elsenburg.com

6. INKCAZELO YAZO ZONKE IINDLELA ZOKULUNGISA EZIKHOYO NGOKUMAYELA NENYATHELO OKANYE UKUSILELA EKUTHATHENI INYATHELO YIWCDoA

Umthetho osebenzayo kwiWCDoA ungabonelela ngophononongo lwangaphakathi okanye inkqubo yokubhena. Ukuba nje le nkqubo igqitywe, kungayiwa kwinkundla yamatyala kufunwe umyalelo wenkundla ofanelekileyo ngokoMthetho wokuKhuthazwa koLawulo loBulungisa, ka2000.

Imibuzo, izikhalazo, okanye izimvo ezinxulumene nako nakuphina ukuhanjiswa kwenkonzo yiWCDoA ingenziwa ngolu hlobo:
Sitsalele umnxeba: 021 808 5111; (ngoMvulo - ngoLwesihlanu ukusukela nge08h00 kusasa de ibeyintsimbi ye16h30 emva kwemini)
Imeyile: DOA.Info@westerncape.gov.za
Sindwendwele: Muldersvlei Road, Elsenburg, 7607
(ngoMvulo - ngoLwesihlanu ukusukela nge08h00 kusasa de ibeyintsimbi ye16h30 emva kwemini)

7. ISIKHOKELO SENDLELA YOKUSEBENZISA IPAIA NENDLELA YOKUFIKELELA KWISIKHOKHELO

7.1. UMlawuli ngokwecandelo 1le0(1) lePAIA, uhlaziye waze wenza kwafumaneka iSikhokelo ngendlela yokusebenzisa iPAIA ("iSikhokelo"), ngendlela elula elandelekayo, njengenokufunyanwa ngengqiqo ngumntu onqwenela ukusebenzisa naliphina ilungelo elicingwe kuPAIA kunye nePOPIA.

7.2. ISikhokelo siyafumaneka ngolwimi olusesikweni ngalunye.

7.3. Esi Sikhokelo sikhankanyiweyo siqulethe inkcazelo -

7.3.1. yeenjongo zePAIA nezePOPIA;

7.3.2. idilesi yeposi neyesitalato, inombolo yomnxeba kunye neyefeksi kwaye, ukuba iyafumaneka, idilesi yeimeyile yeelektronikhi-

7.3.2.1. iGosa leeNgcombolo lamaqurho onke karhulumente, kunye

7.3.2.2. nawo onke amaGosa angoSekela Gosa weeNgcombolo amaqumrhu onke karhulumente neyabucala amiselweyo ngokwecandelo le17(1) lePAIA[1] necandelo le56 lePOPIA[2];

7.3.3. indlela nohlobo lesicelo for-

7.3.3.1. sokufikelela kwirekhodi yequmrhu likarhulumente elicingwe kwicandelo le11[3]; kunye

7.3.3.2. nokufikelela kwirekhodi lequmrhu labucala elicingelwa kwicandelo le50[4];

7.3.4. Uncedo olufumaneka kwiGosa leeNgcombolo lequmrhu likarhulumente ngokwePAIA nePOPIA;

7.3.5. uncedo olufumanekayo kuMlawuli ngokwePAIA nePOPIA;

7.3.6. zonke iindlela zokulungisa zomthetho ezikhoyo zokuthatha inyathelo okanye zokusilela ukuthatha inyathelo ngokumayela nelungelo okanye umsebenzi othweliswe okanye inyanzeliswe yiPAIA nePOPIA, kuquka neendlela yokufaka-

7.3.6.1. isibheno sangaphakathi;

7.3.6.2. isimangalo kuMlawuli; kunye

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[1] Icandelo le17(1) lePAIA- Lenzelwe iinjongo *zePAIA, iqumrhu likarhulumente ngalinye kumele, kuxhomekeke kumthetho olawula abasebenzi bequmrhu likarhulumente onxulumeneyo, lityumbe inani labantu abanjalo njengamagosa angoosekela beengcombolo njengoko beyimfuneko ukuze benze iqumrhu likarhulumente lifikeleleke kangangoko kubaceli bamarekhodi abo.*

[2] *Icandelo le56(a) le POPIA- Iqumrhu likarhulumente nelabucala ngalinye kumele lenze amalungiselelo, ngendlela ekuchazwe ngayo kucandelo le17 loMthetho woKwaziswa kokuFikelela kwiiNgcombolo, elineenguqu ezifanelekileyo, ngokutyumbela inani elinjalo labantu, ukuba likhona neliphina, njengamagosa angoosekela beengcombolo njengoko kufanelekile ukuze kwenziwe imisebenzi noxanduva njengoko ibekwe kwicandelo le55(1) lePOPIA.*

[3]*Icandelo le11(1) lePAIA- Umceli kumele anikwe ukufikelela kwirekhodi zequmrhu likarhulumente ukuba lo mfakisicelo uthobela zonke iinkqubo eziyimfuneko kuPAIA enxulumene nesicelo sokufikelela kuloo rekhodi; kwaye ukufikelela kulo rekhodi akwaliwa ngokwesiphina isizathu sokwala esicingelwa kwiSahluko 4 seli Candelo.*

[4] Icandelo *le50(1) lePAIA- Umfakisicelo kumele anikwe ukufikelela kuyo nayiphina irekhodi yequmrhu labucala ukuba-*

a) elo rekhodi liyafuneka ukuze kwenziwe okanye kukhuselwe nawaphina amalungelo;
b) Loo mntu uthobela iimfuneko zenkqubo ekwiPAIA ezinxulumene nesicelo sokufikelela kulo rekhodi; kunye
c) nokufikelela kuloo rekhodi akwaliwa ngosa nasiphina isizathu sokwalwa esicingelwa kwiSahluko 4 seli Candelo.

7.3.6.3. nesicelo nenkundla yamatyala ngakwisigqibo esenziwe liGosa leeNgcombolo lequmrhu likarhulumente, isigqibo sesibheno sangaphakathi okanye isigqibo soMlawuli okanye isigqibo sentloko yombutho wabucala;

7.3.7. izibonelelo zecandelo le14[5] kunye nelama51[6] afuna iqumrhu likarhulumente kunye nequmrhu labucala, ngokwahlukana kwayo, liqulunqe imanywali, kunye nendla yokufumana ukufikelela kwimanywali;

7.3.8. izibonelelo zecandelo le15[7] nele52[8] abonelela ngeekhathagori zokudandalazisa ngokuzithandela kweerekhodi liqumrhu likarhulumente nelabucala ngokwahlukana kwayo;

7.3.9. izaziso ezikhutshwe ngokwecandelo le22[9] nele54[10] ngokumayela nemirhumo emayihlawulwe ngokunxulumene nezicelo zokufikelela; kunye

7.3.10. nemigaqo eyenziwe ngokwecandelo le92[11].

7.4. Uluntu lungahlola okanye lwenze iikopi zeSikhokelo kwiiofisi zamaqurhu karhulumente okanye neyabucala kuquka neofisi yoMlawuli, ngexesha leeyure zokusebenza zesiqhelo. ISikhokelo singafumaneka kananjalo-

7.4.1. ngokucela kwiGosa leeNgcombolo;

7.4.2. Iinkcukacha zoqhagamshelo zoMlawuli zikwitheyibhile engezantsi.

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[5] *Icandelo le14(1) sePAIA-Igosa leengcombolo lequmrhu likarhulumente kumele, ngeelwimi ezintathu ezisesikweni ubuncinane, benze imanywali ifumaneke equlethe iingcombolo ezidweliswe kumhlathi 4 ngentla.*

[6] *Icandelo le51(1) lePAIA- Intloko yequmrhu labucala kumele lenze imanywali equlethe inkcazelo yeengcombolo ezidweliswe kumhlathi ifumaneke 4 ongentla.*

[7] *Icandeloon le15(1) lePAIA- Igosa leengcombolo lequmrhu likarhulumente, kumele lenze kufumaneke ngendlela emiselweyo inkcazelo yeendidi zeerekhodi zequmrhu likarhulumente ezifumaneka ngokuzenzekelayo ngaphandle kokuba zicelwe ngumntu*

[8] *Icandelo le52(1) lePAIA- Intloko yequmrhu labucala, ngokuvolontiya ingenza kufumaneke ngendlela emiselweyo inkcazelo yeendidi zeerekhodi zequmrhu labucala ezifumaneka ngokuzenzekelayo ngaphandle kokuba zicelwe ngumntu*

[9] *Icandelo le22(1) lePAIA- Igosa leengcombolo lequmrhu likarhulumente okwenziwa kuso isicelo sokufikelela, kumele ngendlela yesaziso lifune umfakisicelo ahlawule umrhumo wokucela omiselweyo (ukuba ukhona), ngaphambi kwenziwe okunye ukusetyenzwa kwesicelo.*

[10] *Icandelo le54(1) lePAIA- Intloko yequmrhu likarhulumente okwenziwa isicelo sokufikelela kuwo kumele ngesaziso ifune umfakisicelo ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona), ngaphambi kwenziwe okunye ukusetyenzwa kwesicelo..*

[11] *Icandelo le92(1) lePAIA libonelela ukuba –"uMphathiswa ngesaziso, kwiPhepha likaRhulumente, angenza imimiselo-*
(a) nawuphina umba ofuna okanye ovunyelwe ngulo Mthetho umiselwe;
(b) nawuphina umba onxulumene nemirhumo ecingelwayo kumacandelo22 nele54;
(c) nasiphina isaziso esifunwa ngulo Mthetho;
(d) indlela efanayo emayisetyenziswe ligosa leengcombolo lequmrhu likarhulumente xa kuthathwa isigqibo ngeendidi zeerekhodi emazenziwe zifumaneka ngokwecandelo le15; kwaye
(e) nawuphina umba wezolawulo okanye lenkqubo elifanelekileyo lokwenza izibonelelo zisebenze kulo Mthetho."

I-Ofisi yoMlawuli weeNgcombolo	
Umnxeba	Awukho
Ifeksi	Ayikho
Idilesi yeImeyile	Imibuzo Jikelele: enquiries@inforegulator.org.za Izikhalazo: PAIAcomplaints.@inforegulator.org.za / Izikhalazo: POPIAcomplaints@inforegulator.org.za
Idilesi yePosi	PO Box 31533 Braamfontein, Johannesburg, 2017
Idilesi yeSitalato	J.D. House 27 Stiemens Street Braamfontein, Johannesburg, 2001
Iwebhusayithi	https://www.justice.gov.za/inforeg/

8. INKCAZELO YABANTU IQUMRHU ELIGCINE IIREKHODI ZABO KUNYE NEEKHATHAGORI ZEEREKHODI EZIGCINWE YIWCDoA

I-WCDoA igcina iirekhodi zaba bantu balandelayo kunye neekhathagori:

IIKHATHAGORI NEMIBA YABANTU	Inkqubo Zifuna isicelo	Inkqubo Zifumaneka ngokuzenzekelayo (IDatha eVulelekileyo)
Iqumrhu noLawulo (umz.) – Ukuhlengahlengiswa kwemisebenzi; – Ukwabiwa kwamaGunya; – Ucwangciso; – Imiyalelo yeofisi neekhowudi; – IiNkqubo zokuSebenza koMbutho – Upapasho lonyaka ekulinganiseni iseti yeziphumo kwa (i) kwiindawo ezibalulekileyo ezinxulumene nomgaqo nkqubo; kunye (ii) nezalathisi zolawulo; – Iingxelo; – Iingxelo zokuhlola ezifakwe kwiKhabhinethi kwindawo yonxibelelwano yeWCG; – Iingxelo zomthetho ezifakwe kuNondyebo wePhondo; – Umgaqo nkqubo nesiCwangciso qhinga; – Ingxelo yokuhlola kungqamaniso/engenangqamaniso	Inkqubo 1	

lweAPP yeSebe kwisiCwangciso qhinga sePhondo (PSP); – Ingxelo yenkqubela phambili efakwe kwiKhabhinethi ngofezekiso lwePSP; – Umgaqo nkqubo namaphepha ezicwangciso qhinga ekusabeleni kwizicwangciso qhinga ezibalulekileyo zesizwe nezephondo; – IsiCwangciso qhinga sokuLawula iiNgcombolo ; – Iingxelo ezihlanganisiweyo ezingeentsebenziswano ezibalulekileyo nezothethathethwano.		
ISikhokelo soMthetho noLawulo / uMthetho – IsiKhokelo soMgaqo siseko weSizwe; – UMthetho waMazwe ngamazwe; – UMthetho weSizwe; – UMthetho wePhondo leNtshona Koloni.	Zonke iinkqubo	
ULawulo noQuquzelelo lwaBasebenzi – UPhuhliso loMbutho; – Iingxelo (i) zokuziphatha kwiqumrhu; (ii) iingxelo zoshishino zokusetyenzwa; (iii) iingxelo zoyilo zequmrhu; – Iingxelo zongenelelo zokuHanjiswa kweenkonzo ezinqamlezileyo; – Iziko lePhondo lezoQeqesho ; – ULawulo noQuquzelelo lwaBasebenzi; – ULawulo lweNdaba; – Iimeko zoMsebenzi; – Izithuba zomsebenzi nokuQeshwa; – Ukupheliswa koMsebenzi; – Iziqinisekiso zokufunda, uQeqesho noPhuhliso lweZakhono; – Intshukumo yabasebenzi; – Ulawulo lwabasebenzi; – Ubudlelwane babasebenzi; – Impilo yabasebenzi mpilontle; – IiNdlela zokuZiphatha; – Iziko loMnxeba laBasebenzi;	Inkqubo 1	
ULawulo lwezeMali lwangaPhakathi – Uhlahlo lwabiwomali – Uxanduva lokuphendula – Inkcitho mali – AmaLungiselelo okuBhankisha	Inkqubo 1	

– Iingxowa mali – ISiqinisekiso seNtsebinziswano – UPhicotho zincwadi lwangaPhakathilingxelo zoPhicothi zincwadi		
ULawulo lweTyathanga lweeNtengo – Intengo – Ukubonelela – Ulawulo lweeasethi	Inkqubo 1	
ULawulo lwamaZiko angaPhakathi – Izakhiwo namaBala – IziXhobo neFenitshala – Iinkonzo zonxibelelwano – Ezempilo eMsebenzini noKhuseleko	Inkqubo 1	
Uhambo lwangaPhakathi neeNkonzo zoThutho – Ezothutho	Inkqubo 1	
IiNkonzo zeeNgcombolo zangaPhakathi – Ulawulo lwamarekhodi langaphakathi – Ulawulo lwamathala eencwadi – Ulawulo lweengcombolo – Ulawulo lolwazi – Imiba yangaphakathi yokhuseleko – IZiko leE-Innovation	Inkqubo1	
Unxibelelwano – Unxibelelwano lwangaphakathi – Iimagazini zeBetter Together – Iintetho neziFundo – IiNkqubo zokwaZisa – Imiba yezentlalo – Ukuthatha inxaxheba kwimisitho – Upapasho – Iinkcukacha zoqhagamshelwano	Inkqubo 1	
UBudlelwane bangaPhandle – Uthungelwano – INkxaso yamaZiko oMthetho Phakathi koorhulumente – IZivumelwano zeNtsebenziswano zamaZwe ngamazwe	Inkqubo 1	

– Iingxelo zekota kwiingxoxo zezicwangciso qhinga zamazwe ngamazwe – Imiba yoMgaqo wePhondo		
INkxaso yeNtloko yeSebe – Inkxaso yokusebenza – Imiba yepalamente – Ukukhutshwa kweNkqubo yoLawulo – IiNkqubo eziKhethekileyo neeProjekthi	Inkqubo 1	
INkxaso yamaLungelo oluNtu – Umgaqo nkqubo – Iingxelo	Inkqubo 1	
UkuSetyenziswa kweMithombo okuZinzileyo kunye noLawulo – IiFayile zeProjekthi zeeNkonzo zoBunjineli ezibonelelweyo (zonke izithili ezi6) – Iifayile zeProjekthi zeeprojekthi zeLandCare (zonke izithili ezi6) – ISiqinisekiso soBungqina (APP) – Ukufundiswa umsebenzi – UNcedo lweNtlekele lubonelelwe – Izicelo zokwahlula kunye/ okanye zokucandwa ngokutsha komhlaba wezolimo – Ukufunyanwa kweeBID – IKomiti eQuquzelela ezoLimo – Imizuzu yamanzi – Irejista yeefayile – Irejista yeeasethi – Amabango eS & T – Iziniki maxabiso – Imizuzu yeKomiti yoNxibelelwano yaManzi yePhondo – IsiCwangciso qhinga seWC sokuBonelela ngaManzi – Ikomiti – Iiprojekthi ezininzi zophando lwamanzi	Inkqubo 2	
Inkxaso yoMvelisi wezoLimo noPhuhliso – IiFayile zeNkqubo yeProjekthi (izithili ezi-6 zonke) – Isiqinisekiso soBungqina (APP) – IKomiti yoLwabiwo lweeProjekthi yeSebe		

– (DPAC) Iintlanganiso – Iifayile zeMveliso – IKomiti yoLwabiwo lweMveliso yeProjekthi – Iintlanganiso (CPAC) – Ifayile yeSmart Pen / Xcallibre – IManstrat – INkqubo yeNkxaso ePheleleyo yezoLimo – (CASP) – Ukwandiswa kweNkqubo yokuVuselela (ERP) – Ilima Letsema – IKomishini yeNkonzo kaRhulumente – Ukusebenzisa Amandla oomatshiniUkufundiswa umsebenzi – IQela eliSebenza Phakathi kwamasebe ekuFumaneni uKutya – IKomiti eKhokeleyo yokuVuselela yePhondo – IKomiti yeZibonelele zePhondo (DRDLR) – I-CASIDRA	Inkqubo 3	
IiNkonzo zeZilwanyana – Iingcombolo zouqu zomxhasi – Iingxelo zaselabhoratri – Iziphumo zophando – IiNgxelo zeEpidemiology – Ukufayilisha (Ukugcina amaRekhodi kuquka neefayile zabasebenzi) – Uluhlu lwezilarha ezibhalisiweyo – Uluhlu lwabahloli benyama abagunyazisiweyo/abaxilongi – Uluhlu lwezityalo zokuvala inzala – Uluhlu lwezilarha ezivunyiweyo zokuthengisa ihides nokuthumela kumazwe angaphandle izikhumba – Uluhlu lweevenkile eziphakathi zeehide nokuthengiswa kwezikhumba kwamanye amazwe – Ingxelo yoNyaka yezeMpilo yeziLwanyana eneMpembelelolingxelo ngokuqhambuka kwezifo zezilwanyanaIngxelo yobalo lwezilwanyana – IziCwangciso sesehlo esingaziwayo sezifo zezilwanyana neeNkqubo zokuSebenza eziQhelekileyo – Iingxelo ngokubeka esweni kwezifo zezilwanyana	Inkqubo 4	

– Iingxelo ngothintelo lwezifo zezilwanyana kunye namanyathelo okutofwa – Iinkcukacha ezithe vetshe zeerekhodi eziphumela ngaphandle nokusungulwa kokuphumela ngaphandle		
UPhando neeNkonzo zoPhuhliso loBuchwepheshe – Iiprojekthi zophando – Iziphumo zophando – Ukufayilisha (Ukugcina kwerekhodi kuquka iifayile zobuqu) – Isiqinisekiso sobungqina (APP) – Imizuzu yeentlanganiso zolawulo nabasebenzi – Iirekhodi ezingomhlaba, amanzi, izityalo kunye nezingohlalutyo lokondliwa kwezilwanyana – Iingcombolo zobuqu zomxumi – Iingxelo zaselabhoratri – Iingcombolo zobuqu zomxumi – Izicwangciso zoshishino – ISivumelwano sokuSebenza – Iingxelo – Iintlawulo – Irejista yeeasethi – AmaBango eS & T – Ifayile yeeinvoyisi neyamabango – Iintlawulo ezigqithiselweyo – Iintlanganiso zophando zekomiti yesebe – Izicelo zomsebenzi wolondolozo lwasefama – Uluhlu lolondolozo lweeprojekthi ezenziwa liSebe leMisebenzi kaRhulumente nelozoThutho – Iingxelo, iiNkcukacha manani	Inkqubo 5	
IiNkonzo zoQoqosho lwezoLimo – Iingcombolo zokucandwa ngokutsha kobuyiselo mhlaba – Idatha yomrhumo ethengiweyo – Idatha yeQuantec – Idatha yeTechnofresh – Idatha yexabiso lezityalo – Idatha yexabiso lemveliso yemfuyo – Idatha yohlobo lwemfuyo iswa efandesini	Inkqubo 6	

– Iingcombolo zexabiso lomhlaba wezolimo – Idatha yokuthengiswa kwempahla yasendle efandesini		
IMfundo yezoLimo noQeqesho – Iirekhodi zokuadmithwa/zokuThweswa – Iifayile zentlawulo kalogis – Iifayile zeBhasari – Amaphepha eemviwo – Amaphepha okuphendula eemviwo – Iifayile ezinxulumene nezomsebenzi – IiFayile zeHostele – Iinkcukacha manani zaBafundi – IiFayile zaBafundi – Iifayile kwimiba echaphazela abafundi. – Iikhontrakthi zeziniki maxabiso – Iziphumo zeemviwo – Iingcombolo zokupheka nokutyisa – Iingxelo zezimali – Iifayile zeeinvoyisi namabango – Iifayile zoLawulo lwaMaziko – Amabango eS&T – Irejista yeeasethi – IiMoto zikaRhulumente – Imizuzu yeentlanganiso zabasebenzi. – Imizuzu yeeNtlanganiso zoSihlalo beSebe – IiNtlanganiso zamaNqaku – Iprospectus – INkqubo yokuziHlola – UHlolo lweSifundo – Iifayile zeZifundo eziMfutshane – Iifayile zeziniki maxabiso – Imidlalo nezoLonwabo labafundi – Iifayile zokwenzakala emsebenzi – Ukuthengisa – IiThusong, iMiboniso, iMiboniso yamaKhondo)	Inkqubo 7	
UPhuhliso lwaMaphandle – IiFayile zeNkqubo yeProjekthi (zonke iimbasa zeCRDP ezisebenzayo) – ISiqinisekiso soBungqina (APP) – IiNtlanganiso zeKomiti yoLwabiwo lweeProjekthi zeSebe (DPAC) – Iintlanganiso zeKomiti yaMasebe eKhokeleyo		

– PSO 11: IiNtlanganiso zeqela 4 elisebenzayo – I-Casidra – Iingcombolo zobuqu zomxumi – Izicwangciso zeshishini – ISivumelwano sokuSebenza – Ingxelo – Iintlawulo – Irejista yeeasethi – AmaBango eS & T – Ifayile yeeinvoyisi kunye namabango – Iintlawulo zogqithiselo – UKhuphiswano loMsebenzi waseFama woNyaka – Iingqungquthela zaBasebenzi baseFama (kuZwelonke nasePhondweni) – IRejista yokuThumela yaBasebenzi baseFama – Imizuzu yeentlanganiso zabasebenzi – IiFayile zeNkqubo yeProjekthi (zonke izithili ezi6) – Isiqinisekiso soBungqina (APP) – IKomiti yeeNtlanganiso yoLwabiwo lweeProjekthi zeSebe (DPAC) – Iifayile zeentlawulo zeLogis – Iifayile ezinxulumene nezemisebenzi – Iingcombolo zokukupheka nokutyisa – Iingxelo zemali – Iingxelo zonyaka – Iingxelo zekota – Iifayile zeeinvoysi namabango – Iifayile zoLawulo lwamaZiko – Amabango eS&T – Irejista yeeasethi – IiMoto zikaRhulumente		

9. IINDIDI ZAMAREKHODI ZEWCDoA AFUMANEKA NGAPHANDLE KOKUBA UMNTU ADE ACELE UKUFIKELELA

La marekhodi alandelayo ayafumaneka ukuze ahlolwe ngokwecandelo le15(1)(a)(i) kwaye akotshwe ngokwecandelo le15(1)(a)(ii).

Amaxwebhu afumanekayo ukuze adawunlowudwe kwiphothali yeWCG ku www.elsenburg.com simahla ngokwecandelo le15(1)(a)(iii), aphawulwe ngenkwenkwezi.

Inkcazelo yeendidi zamarekhodi afumana ngokuzenzekelayo ngokwecandelo le15(1)(a)	**Indlela yokufikelela kwiirekhodi icandelo le15(1)(b)**
a) IiNgxelo zoNyaka* b) IziCwangciso zokuSebenza zoNyaka* c) IziCwangciso qhinga zeMinyaka emi-5* d) Isimo soMbutho* e) INgxelo zabeMmi* f) Uhlahlo lwabiwomali: Iingqikelelo neNgeniso kunye neNkcitho yemali. UBume boMbutho g) Isicwangciso sokufezekisa ukuhanjiswa kweenkonzo h) UMqulu weNkonzo* i) IMigangatho yeNkonzo* Ezi ngcombolo zilandelayo ziyafumaneka kwiwebhusayitho (www.elsenburg.com) j) Malunga neSebe k) Iminyhadala l) Oonondaba m) IRediyo Elsenburg n) IKhalenda yeMinyhadala o) Iinkonzo p) UPhando noPhuhliso q) AmaZiko oPhuhliso ezoLimo r) AmaPhepha eeNgcombolo s) IKholeji iElsenburg	Iikopi zala marekhodi ziyafumaneka simahla kwiSebe lezoLimo, Private Bag X1, Muldersvlei Road, Elsenburg
t) AmaPhepha kaRhulumente weNtshona Koloni	https://www.westerncape.gov.za/general-publication/provincial-gazettes-2016

10. IINKONZO EZIFUMANEKAYO KULUNTU KWIWCDoA NENDLELA YOKUZUZA EZO NKONZO

IQumrhu likaRhulumente linikezela ngezi nkonzo zilandelayo ngqo kuluntu:

Iinkonzo ezinikezelwa yiWCDoA	**Indlela yokufikelela kwezi nkonzo**
I-WCDoA ineeklayenti zangaphakathi nezangaphandle. Iiklayenti zangaphakathi zequmrhu ziquka iOfisi kaMphathiswa neWCDoA, ulawulo oluphezulo	Fikelela kwiphepha lewebhu leWCDoA ku https://www.westerncape.gov.za

lwequmrhu, olunye ulawulo kunye nolawulo olungaphantsi kwakumbutho (umz. abaphandi, amagosa okwandisa kunye nabasebenzi abaqeqeshayo). Iiklayenti zangaphandle ziquka amafama (abavelisi bezolimo kunye namaqumrhu abo), uluntu lwasemaphandleni, abasebenzisi beembeliso zolimo, amanye amasebe kazwelonke nawephondo, abasebenzi, abathengisi nababoneleli bezixhobo zolimo, amaziko ezemali, amaqabane abangabarhwebi baphesheya kweelwandle, imibutho engekho phantsi kukarhulumente, amaziko oqeqesho lwemfundo ephakamileyo, abanye abalimi, abacwangcisi besixeko, abafakani milomo, abasebenzi basefama, abalimi abasebenzisa ilothi ukuze balime ukutya, oogqirha bezilwanyana babucala, imibutho yolondolozo lwendalo, iitrasti zophando, iibhodi ezisekwe ngokomthetho, abafundi kunye noomasipala. Iqumrhu linikezela ngeenkonzo xa ziceliwe kwiiklayenti okanye ngokuthengiswa kweenkonzo ngexesha loqhagamshelo lobuqu, ngeentsuku zamafama, ngeeseshoni zokwandiswa, kwanye nangeengcombolo zobuchwephesha (iintanethi). Izicwangciso qhinga zokuthengisa ngokusungulwai nasekunikezeleni kweenkonzo kumele zisasazwe kangangoko ukuze kufanele iimfuno zabathengi kodwa kwenziwe kananjalo ngokufumaneka kwezimali nabasebenzi. Kukho ubudlelwane obahlukileyo obukhoyo ngokunxulumene neenkonzo Phakathi kwababoneleli nomsebenzisi, neklayenti exhomekeke kumboneleli ngengcebiso, iklayenti ikhetha uqhagamshelo oluthe ngqo kunye nothethathethwano neli qumrhu.. Ikopi yoMqulu wokuSebenza yeSebe iqhotyoshelwe ngokweSihlomelo B kwaye ingafumaneka onlayini ngale linki ilandelayo: http://www.elsenburg.com/resource-library/official-publications	Fikelela kwiphothali yeWCDoA https://www.elsenburg.com Zonke iinkonzo zingafunyanwa ngokuqhagamshelana neSebe ku: Inombolo yoMnxeba: 021-808 5111 IFAKSI: 021- 808 5000 Iwebhusayithi: https://www.elsenburg.com

11. UKUBANDAKANYWA KOLUNTU KUQULUNQO LOMGAQO NKQUBO OKANYE KUSETYENZISO LWAMAGUNYA OKANYE KUKWENZIWA KWEMISEBENZI YIWCDoA

UMzantsi Afrika unamabakala amathathu awohlukeneyo karhulumente. Urhulumente kazwelonke uqulethe inani lamasebe kunye nemibutho yezomthetho. Ngaxesha linye, amaphondo, alibakala elohlukileyo likarhulumente, aneendidi zemibutho yawo karhulumente (amasebe

nemibutho yezomthetho) ephendula kuphela kwiPalamente yePhondo. Kwinqanaba lengingqi, kwalapha kwiindawo zephondo, iindidi ezintathu zoomasipala (owengengqi, owesithili kunye nomasipala wesixeko esimbaxa) banemisebenzi yabo, uxanduva nalapho baphendula khona.

Ngoku kukho imibutho emithathu emele amafama athengisa ngemiyinge emincinci ePhondweni. Owokuqala liSebe eliseNtshona Koloni leManyano yamaFama angamaAfrika kaZwelonke (NAFU) owesibini yiManyano yamaFama oMzantsi Afrika (AFASA). Kukwakho iindidi zeminye imibutho enjengeManyano yamaFama amaNyama oMzantsi Afrika (BAFASA) kunye neManyano yezoLimo yoMzantsi Afrika oManyeneyo (USAAA).

Uninzi lwamafama athengisela urhwebo akwiimanyano zamafama okanye kumbutho woshishino odibanisa kunye iAgri Western Cape ekugqibeleni neAgri South Africa.

12. UKUSETYENZWA KWEENGCOMBOLO ZOBUQU

12.1. Injongo yokuSetyenzwa

12.1.1. Iingcombolo zobuqu zisetyenzwa ukuthobelana namagunya omgaqosiseko omthetho eQumrhu likaRhulumente njengoko ibekwe kwisiCwangciso qhinga sawo, iShishini kunye neziCwangciso zokuSebenza ku www.elsenburg.com

12.1.2. IiNgcombolo zoBuqu zisetyenziselwa:

- iiNjongo zemithombo yabantu nezengqesho ezifana noku (1) gaya, khetha kunye nokuvala isikhundla; (2) ulawulo lwembuyekezo neenzuzo; (3) ulawulo lokusebenza noqeqesho; kunye (4) nokunika ingxelo kurhulumente.
- Ulawulo lomngcipheko oquka ukhuseleko olubonakalayo nolwekhompyutha nokulawula ufikelelo;
- Ukucwangcisa;
- Ukuthengwa kweempahla neenkonzo; kunye
- Nokunikezela iinkonzo.

12.2. Inkcazelo yeendidi zaBanini beeNgcombolo, iingcombolo ezisetyenziweyo nabamkeli bazo

ABANINI BEENGCOMBOLO	IINGCOMBOLO	ABAMKELI
Abantu ekunokwenzeka ibengabasebenzi, abasebenzi bangoku, abacebisi, abafundiswa umsebenzi kunye namavolontiya	- Igama, inombolo yesazisi, iinkcukacha ngemvelaphi; - Iinkcukacha zoqhagamshelwano; - Imbali yezemfundo, yengqesho neyolwaphulo mthetho;	AmaSebe anxulumeneyo ePhondo nakaRhulumente kaZwelonke kunye neearhente zakhe.

	- Iinkcukacha zendalo zokuchonga nezempilo; - Iimvavanyo zengqondo; kunye - Nezalathiso, kukhangelwe imvelaphi.	
Abasebenzi bangoku, abacebisi, abafundiswa umsebenzi	- Iingcombolo zeakhawunti; - Iingxelo zokusebenza; kunye - Neengxelo zezakhono/noqeqesho.	URhulumente onxulumeneyo wePhondo nokaZwelonke Amasebe kunye neearhente zawo
Ababoneleli bexesha elizayo nabangoku, ababoneleli beenkonzo bangokuoosokhontraka, , oosokhontraka abangaphantsi namaqabane entsebenziswano kwishishini	- Igama, inombolo yesazisi/inombolo yobhaliso lwenkampani; - Inombolo yobhaliso enxulumeneyo; - Iinkcukacha zoqhagamshelwano; - Imbali yezemali; - Izalalathiso, ukuqinisekiswa kwemvelaphi; - Iingcombolo zeakhawunti; kunye - neeNgxelo zokusebenza.	URhulumente oluNxulumeneyo wePhondo kunye noweSizwe: - Amasebe; - AmaQumrhu kaRhulumente; - IQumrhu loShishino kunye neearhente zawo.
Abasebenzi benkonzo (iiklayenti / abaxumi) kunye neendwendwe.	• Igama, inombolo yesazisi, iingcombolo ezingemvelaphi yomntu • Iinkcukacha zoqhagamshelwano • Izincomo okanye izikhalazo	URhulumente oluNxulumeneyo wePhondo kunye noweSizwe: - Amasebe - AmaQumrhu kaRhulumente; AmaShishini kaRhulumente; kunye neearhente zawo.

12.3. Ukuthutyeleziswa okucwangcisiweyo kweengcombolo zobuqu ngaphaya kwemida

- Ilungu lamaZwe eNgingqi amabini eQonga leeNkokheli zeNgingqi: iBavaria Germany, Burgundy France, Georgia USA, Maharashtra India, Quebec Canada, Sao Paulo Brazil, Shandong China, Upper Austria
- INkqubo yexesha elifutshane yeeNgcali zoLimo: eUSA
- Imiboniso yorhwebelwano

12.4. INkcazelo ngokuBanzi yamaNyathelo oKhuseleko lweeNgcombolo azakufezekiswa yiWCDoA ukuze kuqinisekiswe ubumfihlo, isithozela nokufumaneka kweengcombolo

12.4.1. Isithozela nobumfihlo beengcombolo zobuqu sikhuselwe ngakwizoyikiso ezicingelwayo nakufikelelo olungagunyaziswanga ngokusebenzisa iindlela zokhuseleko ezifanelekileyo kwimingcipheko echongiweyo yobuthathaka beengcombolo.

12.4.2. Ezi ndlela zokukhuselwa ziquka oku kulandelayo:

12.4.2.1. Amanyathelo equmrhu:

- INtloko yeSebe ithatha uxanduva lonke lokhuseleko lweengcombolo zeSebe.
- UMphathi woKhuseleko lweSebe uphatha lomsebenzi wokhuseleko kwiWCDoA egameni leHoD.
- IGosa eliyiNtloko leeNgcombolo (CIO) leSebe leNkulumbuso (DoTP) liqinisekisa ukuba amanyathelo afanelekileyo akhona ukuze kukhuselwe izisekelo ezingundoqo zeICT , uthungelwano kunye neenkqubo. Oku kuquka ukuthatha uxanduva, ukufikelela okanye ukusebenzisa izisekelo ezingundoqo zeICT kaWCG, uthungelwano neenkqubo.
- IGosa eliyiNtloko loKhuseleko lweeNgcombolo (CISO) leDoTP lihlola lize lenze amaxwebhu eengcombolo omngcipheko woshishino kwaye ulawula umngcipheko onxulumene nezisekelo ezingundoqo zeICT, uthungelwano neenkqubo.
- Ulondolozo noxanduva lokhuseleko luqukiwe kuxanduva lwabamsebenzi abasebenza ngeengcombolo zobuqu kwaye kufuneka bathobele imithetho yokhuseleko yeengcombolo, imigaqo, izicwangciso kunye neenkqubo.
- Iziganeko zokhuseleko ziyaphononongwa kwaye ziyachazwa.

12.4.2.2. Amanyathelo abonakalayo:

- Ukufikelela kumaziko nakwizixhobo kuyalawulwa kwaye zinokuphicothwa.
- Iindawo ezifikelelwayo zinyinwe ngesibonelelo solawulo lokhuseleko olubonakalayo, njengeentsimbi ezisezifestileni, iigqrili, iishata kunye namacango okhuseleko. Apho kuyimfuneko iindawo ezifikelelwayo zixhotyiswa ngokusetyenziswa kweenkqubo zokubhaqa abangeneleli, iinkonzo zokukhusela kunye/okanye nomabonakude wokuhlola .
- Ukufikelela kulawulwa kwaye luhlolwa ngendibanisela yokugadwa ngabantu, iinkqubo ezilawula ukufikelela ngekhompyutha, amakhadi okufikelela eID, iinkqubo

zokulawula iindwendwe, iingcango ezivulwa ngemizila yeminwe, iigeyithi ezijikelezayo xa ungena naxa uphuma kunye nokuphuma.

12.4.2.3 Amanyathelo obuchwepheshe

- Imigangatho yoKhuseleko lweeNgcombolo ekhutshelwe inkonzo karhulumente iyathotyelwa.
- Izivumelwano eziqukunjelweyo nabaye abantu ziquka ukukhuselwa kokunyaniseka nobumfihlelo beengcombolo ngabanye abantu.
- Imingcipheko iyahlolwa ngexesha lokuphuhliswa kwezicelo neenkqubo ezintsha xa kutshintshwa iinkqubo ezikhoyo, xa kutshintshwa iinkqubo zoshishino naxa iindawo ezixhalabisayo zichongiwe.
- Umngcipheko kwisisekelo esingundoqo seICT , iinetwekhi neenkqubo zilawulwa ngobuthathaka nokuvavanya kwesoyikiso nokwazisa, ulawulo lophicotho zincwadi, ukulawulwa kwesehlo noqeqesho lokhuseleko.

12.4.2.4 Ukhuseleko olufanayo luyafuneka kubaboneleli beenkonzo, ababoneleli kunye namaqabane oshishino afumana iingcombolo zobuqu kwiWCG okanye egameni layo ngexesha lobudlelwane neWCDoA.

13. UKUFIKELELA NOKUFUMANEKA KWALE MANYWALI

13.1. Imanywali ifumaneka ngesiNgesi, ngesiBhulu nangesiXhosa ukuze iphononongwe Phakathi kwentsimbi yesi8.00 neye16.30 ngeMivulo ukuya ngoLweesihlanu (ngaphandle kweeholide) kwi:

INTLOKO YESEBE – IGOSA LEENGCOMBOLO
Gqr. Mogale Sebopetsa
umnxeba: +27 21 808 5005
Ifeksi: +27 21 808 5000
Imeyile: Mogale.Sebopetsa@westerncape.gov.za

USEKELA MLAWULI JIKELELE – IGOSA ELINGUSEKELA WEENGCOMBOLO
Mnu. Darryl Jacobs
Umnxeba: +27 21 808 5013
Ifeksi: +27 21 808 7622
Imeyile: Darryl.Jacobs@westerncape.gov.za

Idilesi: ISebe lezoLimo leNtshona, Muldersvlei Road, Elsenburg.

13.2. Imanywali neenguqulelo zayo zesiBhulu nesiXhosa, zingafunyanwa onlayni ngeWorld Wide Web ngokundwendwela le dilesi yewebhu ilandelayo:
https://www.elsenburg.com/paia-manuals/

14. UKUHLAZIYWA KWEMANYWALI

ISebe lezoLimo leNtshona Koloni, ukuba kuyimfuneko, liyakuhlaziya lize lipapashe le manywali rhoqo ngonyaka.

Ikhutshwe ngu

____

Gqr. MP Sebopetsa
INtloko yeSebe: ISebe lezoLimo leNtshona Koloni

ISIHLOMELO A:

ISIKHOKELO SOKUFIKELELA KWIIREKHODI EZINGAFUMANEKI NGOKUZENZEKELAYO

1 UKUGCWALISWA KWEFOMU, UKUHLAWULWA KWEMIRHUMO kunye NEFOMU YOKUFIKELELA – amacandelo 18, 19, 22, 29 nelama31.

1.1 <u>Ifomu yesicelo</u>

- Ifomu emiselweyo (eqhotyoshelwe njenge**FOMU 2** mayigcwaliswe ngumfakisicelo ize ifakwe kwiGosa leeNgcombolo/kwiGosa elinguSekela weeNgcombolo.
  - o Ukuba umfakisicelo akakwazi kufunda okanye kubhala okanye ukugcwalisa ifomu ngenxa yokukhubazeka, isicelo singenziwa ngomlomo. IGosa leeNgcombolo/iGosa elinguSekela weeNgcombolo emva koko liya kuthi ligcwalise iFomu 2 egameni lomfakisicelo ligcine eyoqobo lize linike umfakisicelo ikopi yayo.
  - o Isicelo singenziwa egameni lomnye umntu kodwa isikhundla esenziwa egameni laso isicelo kumele sibonakaliswe kwi Fomu 2. Umfakisicelo kananjalo kumele afake ubungqina besikhundla asenza phantsi kwaso isicelo, kukwaneliseka okunengqiqo kwiGosa leeNgcombolo/kwiGosa elinguSekela weeNgcombolo.
  - o Umfakisicelo (umnini wedatha) ofuna ukuqinisekisa ukuba ingaba iingcombolo zakhe zobuqu zigcinwe ngumbutho karhulumente okanye oomazisi babanye abantu abafikelele okanye abafuna ukufikelela kwiingcombolo zabo zobuqu zigcinwa liqumrhu likarhulumente okanye oomazisi babanye abantu ababefikelela okanye abafuna ukufikelela kwiingcombolo zabo zobuqu kumele babonelele ngobungqina boomazisi babo kwaye kufuneka babonelele ngekopi eqinisekisiweyo yoomazisi babo ukuze zingqinisiswe.

1.2 <u>Imirhumo</u>

- Imirhumo yokucela nokukhangelelwa irekhodi, kwakunye nokwenza iikopi zerekhodi, miselwe yimigaqo eyenziwe ngokwePAIA. (Iqhotyoshelwe njenge**SHEDYULI YEMIRHUMO**) Le mirhumo ilandelayo iyabhataliswa:
  - o Umrhumo wesicelo weR100.00 wesicelo ngasinye;
  - o Umrhumo wokufikelela wexesha elifanelekileyo elichithwe ekukhangeleni nelokulungisa irekhodi, ukuba kuthatha ngaphezu kweyure ukukhangela nokulungisa irekhodi. Idiposithi, engekho ngaphezu kwesithathu somrhumo uwonke, ingafuneka. Noko kunjalo, umrhumo wokufikelela ngokupheleleyo phambi kokuba kuvunywe ngokufikelela; kunye
  - o Nokwenza iikopi zerekhodi.

1.3 Abafakisicelo abaxolelweyo ekubhataleni umrhumo wesicelo:

- Igosa lesondlo/umphandi ocela ukufikelela kwirekhodi lisenzela uphando lwesondlo okanye imibuzo ngokoMthetho weSondlo, ka1998 (okanye imigaqo eyenziwe ngokokwawo.)
- Umntu ocela irekhodi eliqulethe iingcombolo zakhe zobuqu.

1.3 Abafakisicelo abaxolelweyo ekubhataleni umrhumo wokufikelela:

- Umntu ocela irekhodi equlethe iingcombolo zakhe zobuqu.
- Umntu omnye onomvuzo wonyaka ongagqithiyo kumaR14 712 ngonyaka.
- Abantu abatshatileyo, okanye umntu neqabane lakhe elingundofanaye elinomvuzo ongagqithanga kumaR27 192.

1.4 Ifomu yokufikelela

- Umfakisicelo kumele abonakalise kwiFomu 2 ukuba ikopi okanye uhlolo lwerekhodi lufuyaneka.
    - o Ukuba ikopi iyafuneka, umfakisicelo kumele abonakalise kwifomu leyo (umz., iprintwe okanye eyekhompyutha) nolwimi alukhethayo (apho irekhodi ifumaneka ngaphezu kolwimi olunye). ISebe aliguquleli zirekhodi ezifumaneka kuphela ngolwimi olunye.
- Irekhodi iza kubonelelwa kwifomathi eceliweyo ngaphandle kokuba akwenzeki oko, okanye iza kuphazamisana ngendlela engeyiyo ngendlela eliqhuba ngayo isebe imicimbi yalo

2 ISIGQIBO SOKUNIKA OKANYE SOKWALA UKUFIKELELA – Amacandelo25 nele26

2.1 Ixesha lokuthatha isigqibo

IGosa leeNgcombolo/ uSekela Gosa weeNgcombolo kumele kwamsinya emva kokufumana iR100,00 noFomu 2 ogcwalisiweyo, kodwa zingaphelanga **iintsuku ezingama30 ubuncinane** ezifumene, lithathe isigqibo sokuba livume okanye lale isicelo kwaye lazise umceli ngesigqibo.

2.2 Ukwandiswa kwexesha

IGosa leeNgcombolo / uSekela Gosa weeNgcombolo angandisa ixesha leentsuku eziyi30, **kanye** ngexesha elongezelelweyo **leentsuku ezingama30** kwezi ntsuku zilandelayo:

- isicelo sesamarekhodi amaninzi okanye sifuna kukhangelwe kumarekhodi amaninzi kwaye nokuhoya isicelo kuphazamisana kakubi nemisebenzi yesebe;
- isicelo sifuna kukhangelwe amarekhodi kwiofisi engekho kule dolophu okanye kwisixeko enye nale yeGosa leeNgcombolo/uSekela Gosa weeNgcombolo;
- ufakano milomo luyafuneka kunye namanye amasebe eWCG okanye namanye amaqumrhu karhulumente ukuze kuthathwe isigqibo ngesicelo; okanye

- umfakisicelo uvumile kulwandiso.

3. AMAREKHODI AQULETHE IINGCOMBOLO ZABANYE ABANTU – amacandelo47, 48

3.1 Isaziso:

IGosa leeNgcombolo/iGosa elinguSekela weeNgcombolo kumele lithathe onke amanyathelo afanelekileyo azise omnye umntu ngokukhawuleza, kodwa zingaphelanga **iintsuku eziyi21,** kufunyenwe nasiphina isicelo serekhodi esiqulethe:

- iingcombolo zobuqu zomnye umntu;
- iimfihlo zorhwebo zomnye umntu;
- iingcombolo zemali zomnye umntu, zorhwebo, ezenzululwzi okanye ezobuchwepheshe nokudandalaziswa kungabangela ingozi kurhwebelwano okanye kwizemali zomnye umntu;
- iingcombolo ezibonelelwe ngomnye umntu ngokuthembeka nokudandalazisa kungabeka esichengeni okanye kubeke omnye umntu ebunzimeni kuthethathethwano lesivumelwano okanye olunye okanye kukhuphiswano lorhwebelwano;
- iingcombolo ezibonelelwe ngokuthembekileyo ngomnye umntu nokudandalazisa kunga (i) khokelela kutyeshelo lomsebenzi wentembeko ekufanele inikwe omnye umntu ngokwesi sivumelwano; okanye (ii) ubunzima obufanelekileyo kubonelelo lwexesha elizayo lweengcombolo ezifanayo ekufanele, emdleni wolutu zibonelelwe; okanye
- iingcombolo ngophando oluqhutywayo olwenziwa ngu okanye olwenziwa egameni lomnye umntu eziza okanye egameni lomnye umntu eziza kumbeka esichengeni ngendlela enobuzaza nokuba ngomnye umntu, iarhente okanye umntu okwenziwa ngaye uphando.

3.2 IiNkcazelo mboniso zoMnye umNtu nemvume

Zingaphelanga **iintsuku** eziyi**21** zesaziso (3.1 ngentla) omnye umntu a (i) inkcazelo mboniso ebhaliweyo okanye yomlomo kwiGosa leeNgcombolo/ iGosa elinguSekela weeNgcombolo zokuba kutheni isicelo kufanele sikhatywe; okanye (ii) anikezele ngemvume ebhaliweyo yokudandalazisa irekhodi.

3.3 Isigqibo senkcazelo mboniso sokwalelwa

IGosa leeNgcombolo/ iGosa elinguSekela weeNgcombolo ngokukhawuleza kodwa zingaphelanga **iintsuku** eziyi**30** ubuncinane emva kwesaziso kumele (3.1 ngentla) lithathe isigqibo sokuvuma okanye sokulandula ukufikelela kwaye kumele azise omnye umntu ochaphazelekayo kwakunye nomceli ngesigqibo.

4. ISIBHENO SANGAPHAKATHI – amacandelo74 nele75

4.1 Umfakisicelo

Umfakisicelo angafaka isibheno sangaphakathi, zingaphelanga **iintsuku** eziyi**60** emva kokuba kukhutshwe isaziso sesigqibo liGosa leeNgcombolo/liGosa elinguSekela weeNgcombolo so:

- kwala isicelo sokufikelela (jonga ku2 ngentla);
- kuhlawula umrhumo (jonga ku1.2 ngentla);
- kwandisa ixesha lokunika ukufikelela (jonga ku2.2 ngentla).

4.2 Omnye umntu

Omnye umntu angafaka isibheno sangaphakathi, zingaphelanga **iintsuku** eziyi**30** emva kwesigqibo seGosa leeNgcombolo/iGosa elinguSekela weeNgcombolo sokuvuma ukufikelela seGosa leeNgcombolo/iGosa elinguSekela weeNgcombolosokuvuma ukufikelela kwirekhodi eliqulethe iingcombolo ngomnye umntu (jonga ku3 ngentla).

4.3 Inkqubo yesibheno sangaphakathi

Isibheno sangaphakathi sifakwa ngokugcwalisa ifomu emiselweyo (i**Fomu 4** eqhotyoshelweyo) ize ihanjiswe okanye ithunyelwe kwiGosa leeNgcombolo/kwiGosa elinguSekela weeNgcombolo.

5. ISIMANGALO ESIYA KUMLAWULI WEENGCOMBOLO – amacandelo77A nele77B

Kuphela kusemva kwesibheno sangaphakathi xa sele sifakiwe kwaye umfakisicelo okanye omnye umntu <u>eshiyeke engonelisekanga</u> ngesiphumo sesibheno sangaphakathi isikhalazo singafakwa kuMlawuli weeNgcombolo.

5.1 <u>Umfakisicelo</u>

- Umfakisicelo angakhalaza kuMlawuli ngokumayelana:
  - nesikhalazo sangaphakathi esingaphumelelanga;
  - nesibheno esifakwe emva kwexesha esingavunyelwanga;
  - nokwaliwa kwesicelo esitsha sokufikelela kwiingcombolo;
  - nesigqibo esimayelana nemirhumo;
  - nesigqibo sokwandisa ixesha sokuhoya isicelo; okanye
  - nesigqibo sokubonelela ngofikelelo ngendlela ethile.

5.2 <u>Omnye umntu</u>

- Omnye umntu angakhalaza kuMlawuli weeNgcombolo ngokumayelana:
  - nesibheno sangaphakathi esingaphumelelanga,
  - nako nakuphina ukuvunywa kwesicelo sokufikelela kwiingcombolo.

5.3 <u>Ifomathi</u>

Isimangalo kuMlawuli weeNgcombolokumele sibhalwe kwifomu emiselweyo (i**Fomu 5 eqhotyeshelweyo**) zingaphelanga **iintsuku** eziyi**180** zesigqibo esingunobangela wesimangalo.

6. ISICELO ENKUNDLENI YAMATYALA – icandelo 78

6.1 Umceli okanye omnye umntu angenza isicelo enkundleni sesisombululo esifanelekileyo ukuba

- isibheno sangaphakathi safakwa kwaye ummangali usashiyeke engonelisekanga ngesiphumo sesibheno sangaphakathi; okanye
- isikhalazo safakwa kuMlawuli kwaye ummangali usashiyeke engonelisekanga ngesiphumo sesimangalo.

6.2 Isicelo enkundleni yamatyala kumele senziwe zingaphelanga **iintsuku** eziyi**180** emva kokuba ezisiwe ngesiphumo sesibheno sangaphakathi okanye ngesigqibo soMlawuli weeNgcombolo, leyo iyakuba yiyo.

IFOMU 2

ISICELO SOKUFIKELELA KWIREKHODI

[UMmiselo 7]

QAPHELA:

1. *Ubungqina bobuqu kufuneka buqhotyoshelwe ngumfakisicelo.*
2. *Ukuba izicelo zenziwa egameni lomnye umntu, kufuneka kuqhotyoshelwe ubungqina boko kule fomu.*

IYA: kwiGosa leeNgcombolo

____

____

____

____

(iDilesi)

Idilesi yeimeyile: ____________________

Inombolo yefeksi: ____________________

Phawula ngo ***"X"***

☐ Isicelo senziwa egameni lam ☐ Isicelo senziwa egameni lomnye umntu.

IINKCUKACHA ZOMNTU				
Amagama Apheleleyo				
Inombolo yeSazisi				
Imeko esenziwa phantsi kwayo esi sicelo *(xa senziwe egameni lomnye umntu)*				
Idilesi yePosi				
Idilesi yeSitalato				
Idilesi yeimeyile				
Iinkcukacha zoQhagamshelwano	Umnxeba (B):		Ifeksi:	
	Owesinqe:			
Amagama apheleleyo omntu esenziwa egameni lakhe isicelo *(ukuba kunjalo):*				
Inombolo yeSazisi				
Idilesi yePosi				
Idilesi yeSitalato				
Idilesi yeImeyile				
Iinombolo zoQhagamshelwano	Umnxeba (B)		Ifeksi	
	Owesinqe			

IINKCUKACHA ZEREKHODI ELIFAKELWA ISICELO *Nikezela iinkcukacha ezipheleleyo zerekhodi ekufakwa isicelo sokufikelela kulo, kuquka nenombolo yesalathiso ukuba uyayazi, ukwenzela ukuncedisa ekufumanekeni kwerekhodi.* (*Ukuba isithuba sephepha osibonelelweyo asanelanga, nceda uqhubeke kwikhasi elilelinye ze uliqhoboshele kule fomu. Onke amakhasi ongezelelekileyo kufuneka atyikitywe.)*

Ingcaciso ngerekhodi okanye ngenkalo ethile yelo rekhodi:	
Inombolo yesalathiso, ukuba ikho	
Naziphi na ezinye iinkcukacha ezizezinye ngerekhodi elo	

UHLOBO LWEREKHODI *(Phawula ibhokisi efanelekileyo ngo "**X**")*	
Irekhodi lilelibhalwe ngosiba okanye lileliphathekayo okanye lilelichwetheziweyo na	
Irekhodi liqulethe imifanekiso ekwiqonga lwezobuchwepheshe *(oku ke kuquka amafoto, izilayidi, amarekhodi emiboniso bhanyabhanya, imifanekiso ekhutshwe yikhompyutha, izikhetshi, njalo-njalo.)*	
Irekhodi liquka amagama arekhodiweyo okanye iinkcukacha ezinokuphinda ziveliswe ngesandi	
Irekhodi ligcinwe kwikhompyutha okanye ngokohlobo olukwiqonga lezobuchwepheshe, okanye olufundeka ngomatshini	
UHLOBO LOKUFIKELELEKA *(Phawula ibhokisi efanelekileyo ngo "**X**")*	
Ikopi yerekhodi ephathekayo *(kuquka neekopi zayo nayiphi na imifanekiso ekwiqonga lezobuchwepheshe, eziguqulelwe kwizibhalo ndawonye neenkckacha ezigcinwe kwikhompyutha okanye kwiqonga lezobuchwepheshe okanye elikwisimo esifundeka ngomatshini)*	
Imifanekiso ebhaliweyo okanye leyo iprintiweyo ephuma kwiqonga lezobuchwepheshe *(oku ke kuquka amafoto, izilayidi, amarekhodi emiboniso bhanyabhanya, imifanekiso ephuma kwikhompyutha, izikhetshi, njalo-njalo)*	

Ukuguqulwa kwesimo sesandi *(esiluxwebhu olubhaliweyo okanye oluphathekayo)*	
Ikopi yerekhodi elikwidiski ephathekayo *(kuquka nemifanekiso ekwiqongalezobuchwepheshe kunye nezandi)*	
Ikopi yerekhodi elikwidiski ephathekayo *(kuquka nemifanekiso ekwiqonga lezobuchwepheshe kunye nezandi)*	
Ikopi yerekhodi egcinwe kwiseva esemafini	

UHLOBO LOKUFIKELELA *(Phawula ibhokisi echanekileyo ngo"**X**")*	
Ukuhlolwa kwamarekhodi ngumntu kwidilesi ebhaliweyo yequmrhu loluntu/labucala *(kuquka nokuphulaphulwa kwamagama abhalwe phantsi, iinkcukacha ezinokuthi ziveliswe ngokwesandi, okanye iinkcukacha ezigcinwe kwikhompyutha ngokohlobo olufundeka ematshinini)*	
Iinkonzo zeposi eziya kwidilesi yeposi	
Iinkonzo zeposi eziya kwidilesi yesitalato	
Inkonzo yekhuriya eya kwidilesi yesitalato	
Ukufekswa kweenkcukacha ezibhalwe phantsi okanye eziphathekayo *(kuquka ukuguqulwa kwesimo)*	
Ukuthunyelwa ngeimeyile kweenkcukacha *(kuquka isandi xa kukwazeka)*	
Ukwabelana ngelifu/kudluliselwa kwefayile	
Ulwimi olukhethwayo *(Qonda ukuba irekhodi alifikeleleki ngolwimi olukhethileyo, ungalifumana ngolwimi elifumaneka kulo)*	

IINKCUKACHA ZELUNGELO ELINOKUSETYENZISWA OKANYE LIKHUSELWE *Ukuba iphepha elinikezelweyo alanelanga, nceda uqhube kwikhasi elilelinye ze uliqhoboshele kule Fomu. Umfakisicelo kufuneka atyikitye onke amakhasi ongezelelekileyo.*	
Chaza eli Lungelo liza kusetyenziswa okanye likhuselwe	
Cacisa ukuba kutheni eli rekhodi licelwayo lidingelwa ukusetyenziswa okanye ukukhuselwa kwelungelo	

elikhankanywe ngentla apha:	

IINTLAWULO	
a) *Intlawulo yesicelo kufuneka ikhutshwe ngaphambi kokuba siqwalaselwe isicelo.* b) *Uya kwaziswa ngesixa sentlawlo yesicelo sokufikelela ekufuneka usikhuphile.* c) *Intlawulo edingekayo yesicelo sokufikelela ixhomekeke kwisimo okudingeka kuso ukufikelela oko ndawonye nexesha elililo elidingekayo ukuze kukhangelwe ze kwenziwe amalungelo okufikeleleka kwerekhodi elo.* d) *Ukuba uyayinikwa inyhweba yokungahlawuliswa nayiphi na intlawulo, nceda ukuchaze oko*	
Isizathu	

Uya kwaziswa ngembalelwano ukuba siphunyeziwe okanye sikhatyiwe na isicelo sakho ze ukuba sithe saphunyezwa waziswe nangeendleko zawo, ukuba zikho. Nceda chaza indlela ongathanda sinxibelelane nawe ngayo:

Idilesi yeposi	**Ifeksi**	**Unxibelelwano ngezobuchwepheshe *(Nceda uluchaze)***

Ityikitywe ____________________ ngalo ___________ mhla ________________ ka20 _________

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Utyikityo loMfakisicelo / lomntu esenziwa egameni lakhe esi sicelo

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EMAYISETYENZISWE YI-OFISI

Inombolo yeSalathiso:	
Isicelo sifakwe ngu: *(Chaza iSikhundla, iGama kunye neFani yeGosa leeNgcombolo)*	
Usuku lokungena:	
Iintlawulo zokufikeleleka:	
Idipozithi (ukuba ikho):	

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Utyikityo lweGosa leeNgcombolo

IINTLAWULO ZESIHLOMELO B

Imirumo kuMba wamaQumrhu oLuntu

Inkalo	Ingcaciso	Isixa
1.	Intlawulo ekufneka ikhutshwe ngumfakisicelo	R100.00
2.	Ikopi yekhasi elingu-A4	R1.50 ngekhasi okanye ngengxenye yalo.
3.	Ikopi ephathekayo yekhasi elingu-A4	R1.50 ngekhasi okanye ngengxenye yalo
4.	Ikopi ekwisimo esifundeka ngekhompyutha ekwi-: (i) Diski ephathekayo (iza kuvela kumfakisicelo) (ii) Idiski ephathekayo . Ukukba inikezelwe ngumfakisicelo . Ukuba inikezelwe ngumfakisicelo	 R40.00 R40.00 R60.00
5.	Ukuze ufumane imifanekiso eguqulwe isimo nebukhulu bekhasi bungu- A4	Le nkonzo iza kunikwa umntu okanye iqumrhu langaphandle. Kuya kuxhomekeka kwiNkampani leyo
6.	Ikopi yemfanekiso ebonakalayo	
7.	Inguqulelo yerekhodi elisisandi, elingu-A4	R24,00
8.	Ikopi yerekhodi elisisandi eilkwi-: (i) Idiski ephathekayo (iza kuvela kumfakisicelo) (ii) Idisiki ephathekayo . Ukuba inikezelwe ngumfakisicelo . Ukuba inikezelwa ngumfakisicelo	 R40,00 R40,00 R60,00
9.	Kukukhangela nokwenziwa kwamalungiselelo okukhululwa kwerekhodi ngeyure nganye okanye ngenxenye yeyure leyo, ngaphandle kweyure yokuqala, edingeka ukuze kube nokwenziwa olo phengululo nolungiselelo . Kukungadluli kwintlawlo ethi xa iphelele ibe	R100,00 R300,00
10.	Idipozithi: ukuba uphengululo luyadlula kwiiyure ezintandathu	Isithathu sesixa kwisicelo ngasinye esibalwe ngokwemigaqo yamasolotya 2 ukuya ku8.
11.	Kukuposa, ukuthumela ngeimeyile okanye nangaluphi na olunye uhlobo lwezobuchwepheshe	Yiloo ndleko, ukuba ikho

IFOMU YANGAPHAKATHI YESIBHENO

IFOMU 4

[Ummiselo 9]

INombolo yeSalathiso: **………………………………..**

IINKCUKACHA ZOMBUTHO KARHULUMENTE					
Igama loMbutho kaRhulumente					
Igama neFani yeGosa leeNgcombolo:					
IINKCUKACHA ZOMMANGALI OFAKA ISIBHENO SANGAPHAKATHI					
Amagama aPheleleyo					
INombolo yeSazisi					
IDilesi yePosi					
IiNombolo zoQhagamshelwano	Umnxeba (B)		Ifaksi		
	Iselula				
IDilesi yeMeyile					
Ingaba isibheno sangaphakathi sifakwe egameni lomnye umntu?	Ewe		Hayi		
Ukuba impendulo ngu "ewe", isikhundla ekwenziwa egameni laso isibheno sangaphakathi somnye umntu: *(Ubungqina besikhundla bokufakwa kwesibheno, ukuba buyafumaneka, mabuqhotyoshelwe.)*					
IINKCUKACHA ZOMNTU OFAKELWA ISIBHENO SANGAPHAKATHI ***(Ukuba sifakwe ngomnye umntu)***					
AmaGama aPheleleyo					
INombolo yeSazisi					
IDilesi yePosi					
INombolo zoQhagamshelwano	Umnxeba (B)		Ifaksi		
	Owesinqe				

IDilesi yeMeyile	

ISIGQIBO EKWENZIWA ISIBHENO SAPHAKATHI NGAKUSO *(phawula ibhokisi efanelekileyo ngo "X")*	
Ukwaliwa kwesicelo sokufikelela	
Isigqibo malunga nemirhumo emiselweyo ngokwecandelo le22 loMthetho	
Isigqibo malunga nokwandiswa kwexesha emakuhoywe ngaso isicelo ngokwecandelo le26(1) loMthetho	
Isigqibo ngokwecandelo le29(3) loMthetho wokwalelwa ukufikelela kwifomu okucelwe ngumceli	
Isigqibo sokunika isicelo sokufikelela	

IZIZATHU ZOKUBHENA *(Ukuba isithuba esibonelelweyo asanelanga, nceda uqhubeke kwiphepha elilodwa uze uliqhoboshele kule fomu. Onke amaphepha awongezelelweyo kumele atyikitywe)*	
Chaza izizathu esisekelwe kuso isibheno sangaphakathi:	
Chaza naziphina ezinye iinkcukacha ezinganxulumana ekuqwalaseleni isibheno:	

Uza kwaziswa ngokubhalelwa ngesigqibo sesibheno sakho sangaphakathi. Nceda ubonise indlela oyikhethayo omawaziswe ngayo:

Idilesi yeposi	Ifaksi	Unxibelelwano lwekhompyutha *(Nceda cacisa)*

Ityikitywe e ____________________ ngalo ___________ mhla ________________ ka20 _________

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Utyikityo loMbheni/Omnye umntu

Iphepha **2** kwama**3**

YEYEOFISI KUPHELA

IREKHODI ELISESIKWENI LESIBHENO SANGAPHAKATHI

Isibheno sifunyenwe ngu: *(chaza isikhundla, igama kunye nefani yeGosa leeNgcombolo)*				
Umhla esifunyenwe ngawo:				
Isibheno esihamba nezizathu nesigqibo segosa leengcombolo kunye, apho kuyimfuneko, iinkcukacha zakhe nawuphina omnye umntu enxulumene naye irekhodi, ezifakwe ligosa leengcombolo:			Ewe	
			Hayi	
ISIPHUMO SESIBHENO				
Ukwaliwa kwesicelo sokufikelela. Siqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			
Imirhumo (Icandelo le22). Siqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asikaqinisekiswa)*	
	Hayi			
Ulwandiso (Icandelo le26(1)). Siqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			
Ukufikelela (Icandelo le29(3)). Siqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			
Isicelo sokufikelela sivunyiwe. Siqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			

Ityikitywe e _____________________ ngalo ___________ mhla ________________ ka20 _________

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UGunyaziwe oNxulumeneyo

IFOMU YESEKHALAZO

IFOMU 5

[Ummiselo 10]

QAPHELA:

1. Le fomu yenzelwe ukunceda uMceli okanye omNye umNtu (ekubhekiswa kuye emva koku njengo "Mmangali") ekuceleni uphononongo lwempendulo yoMbutho kaRhulumente okanye waBucala okanye ukungaphendulwa kwisicelo sokufikelela kwiirekhodi phantsi koMthetho woKwaziswa kuFikelelo kwiiNgcombolo, ka2000 (uMthetho onguNombolo 2 ka2000) ("PAIA"). Nceda ugcwalise le fomu uyithumele kule dilesi yeimeyile ilandelayo: **PAIAComplaints@justice.gov.za** okanye ugwalise ifomu yesikhalazo kwiintanethi efumaneka ku **https://www.justice.gov.za/inforeg/**.
2. I-PAIA inika ilungu loluntu ilungelo lokufaka isikhalazo kuMlawuli woLwazi malunga naluphi na uhlobo lwezikhalazo esichaziwe kwinxalenyeF yale fomu yezikhalazo.
3. Kumgaqo nkqubo woMlawuli woLwazi ukuhlehlisa ukuphanda isikhalazo ukuba uMmangali akaqalanga wanika iqumrhu likarhulumente okanye labucala (ekubhekiswa apha kuye "okweZiko") ithuba lokuphendula okanye lokuzama ukuukusombulula lo mba. Kunceda iZiko lijongane nezinto ezikuxhalabisayo phambi kokuba uye kuMlawuli woLwazi, kufuneka ugcwalise iPAIA fomu yesi2 emiselweyo kwaye uyingenise kwiZiko.
4. Ikopi yale Fomu iya kunikwa iQumrhu elingumxholo wesikhalazo sakho. Ulwazi olunikezelayo kule fomu, luncanyathiselwe kule fomu okanye olunikezela mva, luyakusetyenziswa kuphela ukuzama ukusombulula ingxabano yakho, ngaphandle kokuba kuchazwe ngenye indlela echaziweyo apha.
5. UMlawuli wezoLwazi uyakusamkela isikhalazo sakho emveni kokuba uqinisekisile ukuba uzithobele ezimfuno zingezantsi.
6. **Nceda uqhoboshele iikopi zala maxwebhu alandelayo, ukuba unawo**:
   a. Ikopy yefomu yeZiko eli elicela ukufikelela kwiirekhodi;
   b. Impendulo yeZiko kwisikhalazo sakho okanye kwisicelo sakho sofikeleleko;
   c. Nayiphi na enye imbalelwano phakathi kwakho neZiko ebandakanya isicelo sakho;
   d. Ikopi yefomu yesibheno, ukuba isikhalazo sakho sinxulumene nequmrhu likarhulumente;
   e. Impendulo yeQumrhu kwisibheno sakho;
   f. Nayiphina enye imbalelwano Phakathi kwakho neQumrhu malunga nesibheno sakho;
   g. Amaxwebhu agunyazisa ukuba uthathe inyathelo egameni lomnye umntu (ukuba ukhona);
   h. Umyalelo weNkundla okanye amaxwebhu eNkundla anxulumene nesikhalazo sakho, ukuba akhona.
7. Ukuba isithuba esibonelelwe kule Fomu asanelanga, Faka iSihlomelo kule Fomu uze utyikitye iphepha ngalinye.

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

☐ **UMmangali Buqu**

☐ **UMmeli woMmangali**

☐ **Omnye umNtu**

IIMFUNEKO				
Ingaba usifakile isicelo (ifomu yePAIA) sokufikelela kwirekhodi yequmrhu likarhulumente/labucala?	Ewe		Hayi	
Ingaba iintsuku eziyi30 ziphelile ukusukela ngomhla owafaka ngawo ifomu yakho yePAIA?	Ewe		Hayi	
Ingaba uzisebenzise zonke iinkqubo zesibheno sangaphakathi ngakwisigqibo segosa leeNgcombolo lequmrhu likarhulumente?	Ewe		Hayi	
Ingaba wenze isicelo eNkundleni yamatyala na ukuze ufumane isisombululo ngalo mba?	Ewe		Hayi	

ISETYENZISWA NGUMLAWULI WEENGCOMBOLO KUPHELA				
Ifunyenwe ngu: (Amagama apheleleyo)				
Isikhundla				
Utyikityo				
Isikhalazo samkelwe	*Ewe*		*Hayi*	
INombolo yeSalathiso				
Umhla wesitampu				

PIdilesi yeposi	Ifeksi	Enye indlela yekhompyutha yonxibelelwano *(Nceda cacisa)*

ICANDELO A IINGCOMBOLO ZOBUQU ZOMMANGALI				
Amagama Apheleleyo				
Inombolo yeSazisi				
Idilesi yePosi				
Idilesi yeSitalato				
Idilesi yeImeyile				
Iinombolo zoqhagamshelwano	Umnxeba (B)		Ifeksi	
	Owesinqe			

ICANDELO B IINGCOMBOLO ZOMMELI *(Gcwalisa kuphela ukuba uza kumelwa. IGunya leGqwetha kumele liqhotyoshelwe ukuba ummangali ummelwe, xa kungenjalo isimangalo siza kukhatywa)*				
Amagama Apheleleyo oMmeli				
Uhlobo lokumela				
INombolo yeSazisi / INombolo yoBhaliso				
Idilesi yePosi				
Idilesi yeSitalato				
Idilesi yeImeyile				
Iinombolo zoQhagamshelwano	Umnxeba (B)		Ifeksi	
	Owesinqe			

ICANDELO C IINGCOMBOLO ZOMNYE UMNTU *(Nceda uqhoboshele ileta egunyazisayo)*				
Uhlobo leQumrhu	lelaBucala		lelikaRhulumente	

Igama leQumrhu likaRhulumente /laBucala				
Inombolo yoBhaliso (ukuba ikhona)				
Igama, iFani neSikhundla somntu ogunyaziswe ukuba afake isimangalo				
Idilesi yePosi				
Idilesi yeSitalato				
Idilesi yeImeyile				
Iinombolo zoQhagamshelwano	Umnxeba (B):		Ifeksi	
	Owesinqe			

ICANDELO D IQUMRHU EKUFAKWA NGAKULO ISIMANGALO				
Uhlobo lequmrhu	lelaBucala		lelikaRhulumente	
Igama lequmrhu likarhulumente / labucala				
Inombolo yobhaliso (ukuba ikhona)				
Igama, ifaninesikhundla somntu ebekuhoya kwiqumrhu likarhulumente okanye elabucalaukuzama ukusombulula isimangalo sakho okanye isicelo sokufikelela kwiingcombolo				
Idilesi yePosi				
Idilesi yeSitalato				
Idilesi yeImeyile				
Iinombolo zoQhagamshelwano	Umnxeba (B):		Ifeksi	
	Owesinqe			
INombolo yeSalathiso enikiweyo *(ukuba ikhona)*				

ICANDELO E ISIMANGALO *Sichazele ngamanyathelo owathathileyo ukuzama ukusombulula isimangalo sakho (Izimangalo kufanele kuqala zifakwe ngqo kwiqumrhu likarhulumente okanye labucala ukuze ziphendulwe kwaye kubenezisombululo ezinokubakho)*				
Umhla okufakwe ngawo isicelo sokufikelela kwiirekhodi..				
Nceda ucacise uhlobo lwe(lwama)Lungelo azakusetyenziswa okanye azakukhuselwa, ukuba isimangalo singakwiqumrhu labucala.				
Ingaba ukhe wazama ukusombulula lo mba nequmrhu?	Ewe		Hayi	
Ukuba impendulo nguewe, usifumene nini? (Nceda uqhoboshele ileta kwesi sicelo.)				
Ingaba ubhenile ngakwisigqibo segosa leengcombolo sequmrhu likarhulumente?	Ewe		Hayi	
Ukuba impendulo nguewe, usifake nini isibheno?				
Ingaba ufake isicelo eNkundleni yamatyala ukufuna isisombululo esifanelekileyo malunga nalo mba?	Ewe		Hayi	

Ukuba impendulo nguewe, nceda ubonise ukuba umba wachotshelwa nini yiNkundla yamatyala? Nceda uqhoboshele uMyalelo weNkundla yamatyala, ukuba ikhona.	

ICANDELO F **UHLOBO LOKUFIKELELA KWIIREKHODI OLUTHE VETSHE** *(Nceda ukhethe enye okanye ngaphezulu kwezi zilandelayo ukuchaza isimangalo sakho kuMlawuli weeNgcombolo)*		
Isibheno esingaphumelelanga(Icandelo le77A(2)*(a)* okanye icandelo le77A(3)*(a)* lePAIA)	*Ndibhenile ngakwisigqibo sequmrhu likarhulumente kwaye isibheno khange siphumelele.*	
Isicelo esingaphumelelanga sokungahoywa (Amacandelo 77A(2)*(b)* nele75(2) lePAIA)	*Ndifake isibheno ngakwisigqibo sequmrhu likarhulumente emva kwexesha ndafaka isicelo sokuxolelwa. Isicelo sokuxolelwa sachithwa.*	
Ukwaliwa kwesicelo sokufikelela (Icandelo le77A(2)*(c)*(i) okanye le77A(2)*(d)*(i) okanye le77A(3)*(b)* lePAIA)	*Ndicele ukufikelela kwiingcombolo ezigcinwe liqumrhu kwaye isicelo sikhatyiwe okanye inxalenye yaso ikhatyiwe.*	
Iqumrhu lifuna ukuba ndihlawule umrhumo kwaye ndibona ingathi ungaphaya kwengqondo (Amacandelo 22 okanye le54 lePAIA)	*Ukunikezela okanye intlawulo yomrhumo omiselweyo.*	
	Ukunikezela okanye intlawulo yedipozithi.	
Ukubuyekezwa kwedipozithi (Icandelo Igosa leengcombolo lalile ukubuyekeza idipozithi ehlawulweyo ngokwecandelo le22(4) lePAIA) ngokumayelana nokufikelela okwaliweyo.	*Igosa leengcombolo lalile ukubuyekeza idipozithi ehlawulelwe ngokumayelana nesicelo esaliweyo.*	
Ukungavumelani kolwandiso lwexesha(Amacandelo26 okanye le57 lePAIA)	*Iqumrhu ligqibe ukuba landise ukunyinwa kwexesha lokuphendula isicelo sam, kwaye andivumelani nokwandiswa kwexesha elinyiniweyo okanye ukwandiswa kwexesha elithathwe ukuphendula isicelo sam sokufikelela.*	
Indlela yokufikelela yaliwe (Icandelo le29(3) okanye le60 *(a) le*PAIA)	*Ndicele ukufikelela ngendlela ethile nefanelekileyo kwaye olo hlobo lofikelelo lwaliwe.*	
Ethatyathwa njengeyaliweyo (Icandelo le27 okanye le58 lePAIA)	*Kungaphezu kweentsuku eziyi30 ukusukela ngomhla endenza ngawo isicelo sam kwaye andikafumani sigqibo.*	
	Ixesha lokwandiswa liphelile kwaye akukho mpendulo ifunyenweyo.	
Ukubhengezwa ngokungekho mthethweni kweerekhodi (Izizathu ezisisinyanzelo zokwaliwa ukufikelela kwiirekhodi) .	*Iirekhodi (eziphantsi kwezizathu zokwaliwa ukufikelela) zichazwe ngendlela engafanelekanga/engekho ngqiqweni.*	
Akukho zizathu zaneleyo zokwala ufikeleloIcandelo le56(3) *(a) le*PAIA)	*Isicelo sam sokufikelela saliwe, kwaye akukho zizathu zivakalayo zokwaliwa okanye zaneleyo ezichaziweyo, kuquka nezibonelelo zalo Mthetho ebekuxhonyekekwe kuzo zokwala.*	
Ukufikelela ngokuyinxenye kwiirekhodi (Icandelo 28(2) okanye 59(2) lePAIA) .	*Ukufikelela kwinxalenye kuphela kweerekhodi eziceliweyo kwavunywa kwaye ndikholelwa ekufanele kuphume ezingaphezulu iirekhodi kunezi zixeliweyo.*	
Urhoxiso kwintlawulo (Icandelo 22(8) okanye 54(8) lePAIA)	*Ndikhululwe ekuhlawuleni nayiphi na imali kwaye isicelo sam sokurhoxisa iintlawulo saliwe.*	
Iirekhodi ezingafumanekiyo okanye ezingekhoyo (Icandelo23 okanye 55 lePAIA)	*Iqumrhu livelise ukuba ezinye okanye zonke iirekhodi eziceliweyo azikho kwaye ndikholelwa ukuba zininzi iirekhodi zikhona.*	
Ukungavumi ukuchaza iirekhodi	*Iqumrhu ligqibe kwelokuba lindinike imvume yokufikelela kwiirekhodi eziceliweyo, kodwa andikazifumani.*	
Akukho gunya (ukusebenzisa okanye ukukhuselwa kwawo nawaphi na amalungelo) (Icandelo 50(1)(a) lePAIA)	*Iqumrhu livelise ukuba iirekhodi eziceliweyo azibandakanywanga kwiPAIA kwaye andivumi.*	

Isicelo esingenasiphelo (Icandelo 45 lePAIA)	*Iqumrhuo lithe isikhalazo sam sibonakala singenamsebenzi okanye siyacapukisa kwaye andivumi.*	
Okunye *(Nceda ucacise)*		

ICANDELO G **ISIPHUMO ESILINDELEKILEYO** Ucinga ukuba uMlawuli weeNgcombolo angakunceda njani? Chaza isiphumo okanye imveliso oyifunayo.
ICANDELO H **IZIVUMELWANO**

Isiseko esisemthethweni sezi zivumelelwano zilandelayo sichazwe kwiSaziso ngezaBucala malunga nendlela yokufaka uxwebhu lakho lwesikhalazo. Ukuze uMlawuli weeNgcombolo aqhube isikhalazo sakho, kufuneka ujonge ibhokisi nganye kwezi zingezantsi ubonisa ukuba uyavuma:

☐ *Ndiyavuma ukuba uMlawuli Ngcombolo inokusebenzisa iinkcukacha ezikhoyo kwisikhalazo sam ukuyinceda ekuphandeni imiba enxulumene nokukhuthazwa kwelungelo lokufikelela kwingcombolo kunye nokukhuselwa kwelungelo lokuba neemfihlo eMzantsi Afrika. Ndiyaqonda ukuba uMlawuli Ngcombolo akasoze asebenzise iinkcukacha zam okanye ezinye iingcombolo zam kuyo nayiphi na ingxelo yoluntu, kwaye iinkcukacha zam zisakhuselwe nguMthetho woKhuseleko weeNgcombolo zoMntu, ka2013 (uMthetho onguNombolo 4 ka2013) Ndiyaqonda ukuba andivumi, uMlwawuli Ngcombolo uza kuqhubeka nesikhalazo sam.*

☐ *IiNgcombolo ezi kule Fomu yesikhalazo ziyinyani ngolwazi lwam nangenkolelo yam.*

☐ *Ndigunyazisa ukuba uMlawuli weeNgcombolo ukuba aqokelele iinkcukacha zam zesikhalazo (ezifana neenkcukacha ngam kule fomu yesikhalazo) kwaye niyisebenzise ngokuqhuba isikhalazo sam samalungelo oluntu esinxulumene nelungelo lokufikelela kwiingcombolo/ okanye ukhuselo lwelungelo lokuba neemfihlo.*

☐ *Ndigunyazisa nabani na (njengomqeshi, umboneleli nkonzo, ingqina) onolwazi olufunekayo ekuqhubeni isikhalazo sam ukuze abelane ngaso noMlawuli weeNgcombolo. UMlawuli unokufumana olu lwazi ngokuthetha namangqina okanye ngokucela iirekhodi ezibhaliweyo. Ngokuxhomekeke kuhlobo lwesikhalazo, ezi rekhodi zibandakanya iifayile zabasebenzi okanye idatha yomqeshi, iirekhodi zonyango okanye zasesibhedlele, kunye nolwazi lwezemali okanye lomrhafi.*

☐ *Ukuba naziphi na iinkcukacha zam zingatshintsha ngexesha lenkqubo yesikhalazo, luxanduva lwam ukwazisa uMlawuli weNgcombolo; kungenjalo isikhalazo sam sinokulibaziseka okanye sivalwe.*

Ityikitywe e ____________________ ngalo ___________ mhla ________________ ka20 _________

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Ummangali/Ummeli/Umntu ogunyazisiweyo Ongomnye umntu