



Western Cape
Government

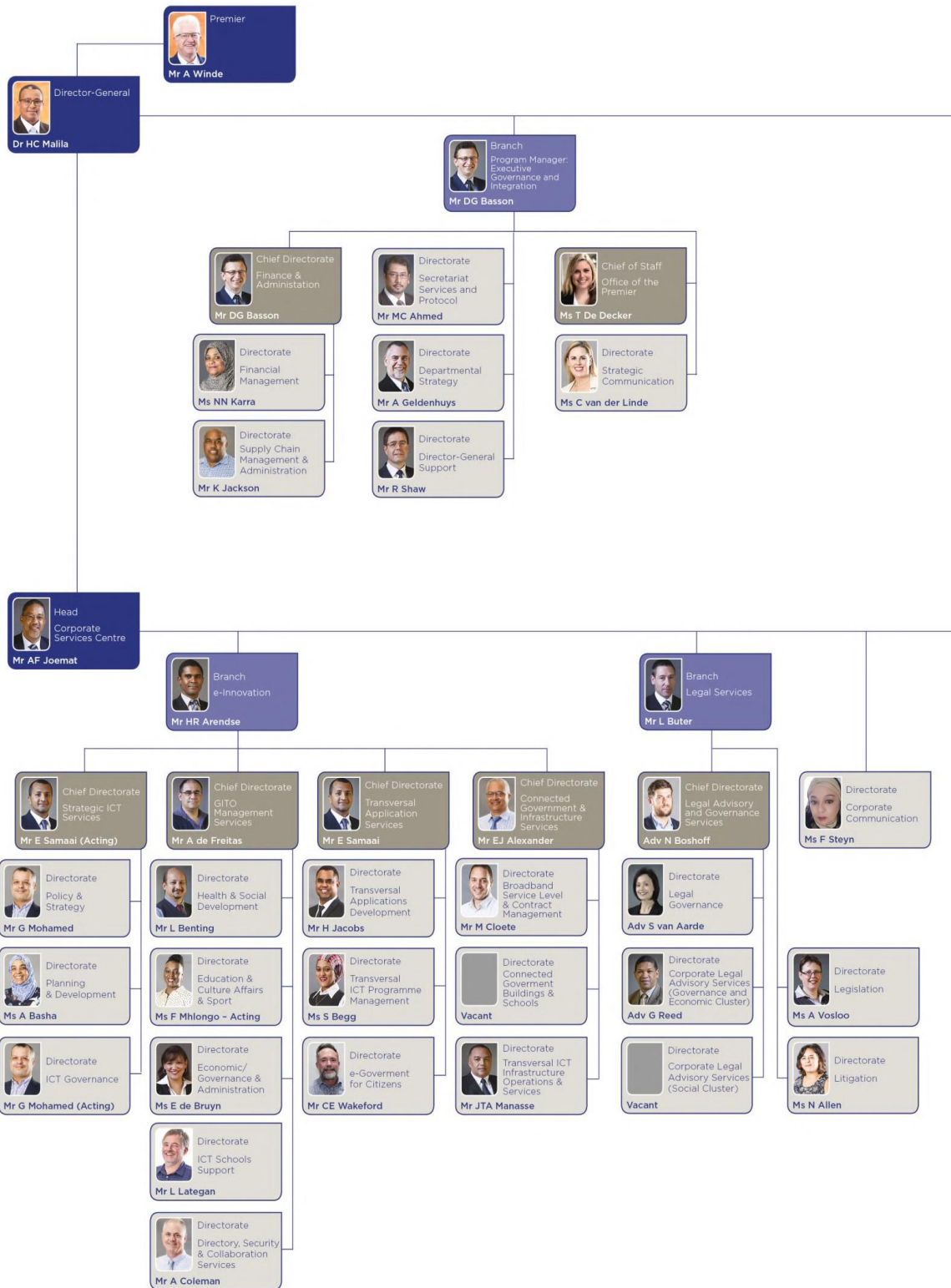
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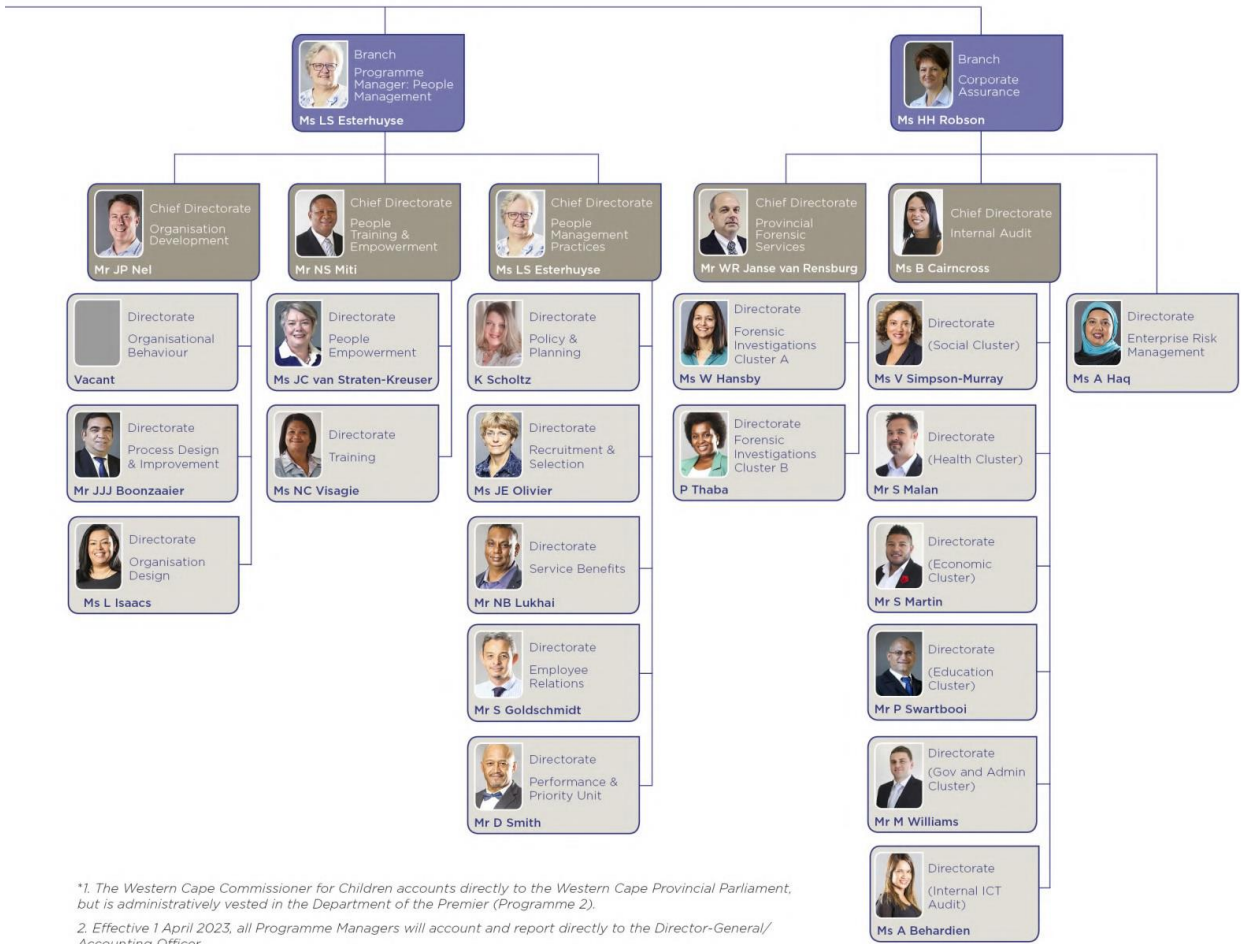
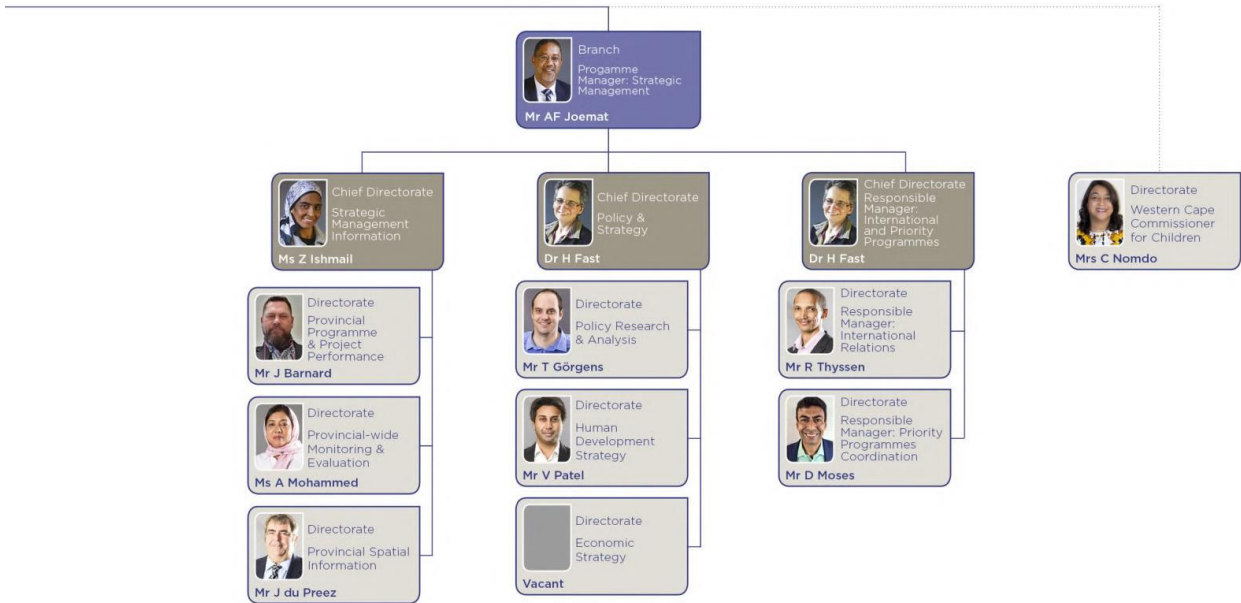
**INcwadana yokuKhuthazwa koFikelelo kwiiNgcombolo, 2023
esungulwe ngokwecandelo 14 loMthetho wokuKhuthazwa
koFikelelo kwiiNgcombolo (i-PAIA), 2000 (njengoko
ulungisiwe) ukwenzela
ISebe leNkulumbuso**

UMHLA WOSUNGULO: kweyeDwarha 2021
UMHLA WOHLAZIYO LOKUQALA: 22 kweyoMnga 2021

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1. ULUHLU LWEEAKHRONIMI NEZISHUNQULELO

“DIO”	ISekela Gosa leeNgcombolo
“DoTP”	ISebe leNkulumbuso
“HOD”	Ntloko yeSebe
“IO”	IGosa leeNgcombolo
“MEC”	ILungu leKomiti yeSigqeba soLawulo
“PAIA”	UMthetho wokuKhuthazwa koFikelelo kwiiNgcombolo, 2000
“PFMA”	UMthetho woLawulo lweMali kaRhulumente, 1999
“POPIA”	UMthetho woKhuseleko lweeNgcombolo zoBuqu, 2013
“PSA”	UMthetho weeNkonzo zikaRhulumente, iSibhengezo 103 of 1994
“Umlawuli”	Umlawuli weeNgcombolo
“UMgaqosiseko”	UMgaqosiseko weRiphabliki yoMzantsi Afrika, 1996
“WCG”	URhulumente weNtshona Koloni

2. INJONGO YENCWADANA yePAIA

Le ncwadana yePAIA iluncedo kuluntu ukuze-

- 2.1 Iujonge ubume beerekhodi ezisenokuba sele zikhona kwiSebe leNkulumbuso, ngaphandle kwesidingo sokungeniswa kwesicelo esisemthethweni sePAIA.
- 2.2 Iuziqonde indlela zokwenza isicelo sofikelelo kwiirekhodi zeSebe leNkulumbuso.
- 2.3 Iuzifumane zonke iinkcukacha ezifanelekileyo zoqhagamshelwano zabantu abaza kunceda uluntu ngeerekhodi abajonge ukufikelela kuzo.
- 2.4 Iube nolwazi ngazo zonke izisombululo ezifumanekayo kwiSebe leNkulumbuso malunga nesicelo sokufikelela kwiirekhodi, phambi kokuya kuMlawuli okanye kwiiNkundla.
- 2.5 Iufumane inkcazelo ngeenkono ezifumanekayo kumalungu oluntu kwiSebe leNkulumbuso nangendlela yokufikelela kwezo nkono.
- 2.6 Iufumane inkcazelo yesikhokelo malunga nendlela yokusebenzisa i-PAIA, njengoko ihlaziye nguMlawuli nangendlela yokufumana ufikelelo kuyo.
- 2.7 Iwazi ukuba ingaba iSebe leNkulumbuso liza kuzisebenzisa iingcombolo zobuqu bomntu, injongo yokusetyenzwa kweengcombolo zobuqu bomntu kunye nenkcazelo yeendidi zemixholo yedatha kunye neengcombolo okanye iindidi zeengcombolo ezinxulumene noko.
- 2.8 Iwazi ukuba iSebe leNkulumbuso licwangcise ukudlulisela okanye ukusebenzisa iinkcukacha zobuqu ngaphandle kweRiphabhliki yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zobuqu..
- 2.9 Iwazi ukuba ingaba iSebe leNkulumbuso linawo na amanyathelo okhuseleko afanelekileyo okuqinisekisa ubumfihlo, intembeko kunye nokufumaneka kweengcombolo zobuqu eziza kusetyenziswa.

3. USUNGULO LWESIBE LENKULUMBUSO

ISebe leNkulumbuso licandelo lephondo elikwinkonzo karhulumente nelimiselwe ngokwecandelo 197 loMgaqosiseko. UMthetho weNkonzo kaRhulumente (i-PSA) ophumeza icandelo 197 loMgaqosiseko ke ngoko ubonelela kwicandelo lesi-7 malunga neeOfisi zeeNkulumbuso.

3.1 liNjongo/iSigunyaziso

Ngokwecandelo 125 loMgaqosiseko weRiphabliki yoMzantsi Afrika, 1996 ("uMgaqosiseko"), iNkulumbuso yephondo isebenzisa igunya lesigqeba, ikunye namanye amalungu eSigqeba soLawulo. Ngokunxulumene nendima kunye nesigunyaziso seSebe leNkulumbuso ngakumbi, la magunya alandelayo eNkulumbuso neKhabhinethi abaluleke kakhulu:

- ukuzalisekisa umthetho wephondo kwiphondo;
- ukuphuhlisa nokuzalisekisa umgaqonkqubo wephondo;
- ukulungelelanisa imisebenzi yolawulo lwephondo kunye namasebe alo; kunye
- nokulungiselela nokuqalisa umthetho wephondo.

UMgaqosiseko weNtshona Koloni, 1997 ("uMgaqosiseko weNtshona Koloni") unika amagunya nemisebenzi ethile kwiNkulumbuso yephondo, kwaye iSebe libonelela ngenkxaso kwiNkulumbuso ekwenzeni la magunya nemisebenzi.

ISebe leNkulumbuso lisungulwe ngokoMthetho weNkonzo kaRhulumente, 1994, othi, xa ufundwa noMgaqosiseko kunye noMgaqosiseko weNtshona Koloni, uvumele iNkulumbuso ukuba ikhokele iNtshona Koloni ekuhanjiseni kweenkonzo kubemi.

ICandelo 7 loMthetho weNkonzo kaRhulumente linika amagunya nemisebenzi ethile kuMlawuli-Jikelele wolawulo lwephondo, kuquka:

- Unobhala weKhabhinethi;
- ubudlelwane phakathi koorhulumente kumgangatho wolawulo;
- intsebenziswano phakathi koorhulumente, kuquka ulungelelwaniso lwezenzo zamasebe kunye nomthetho; kunye
- nokubonelela ngomkhombandlela weqhinga lokusebenza kwimiba

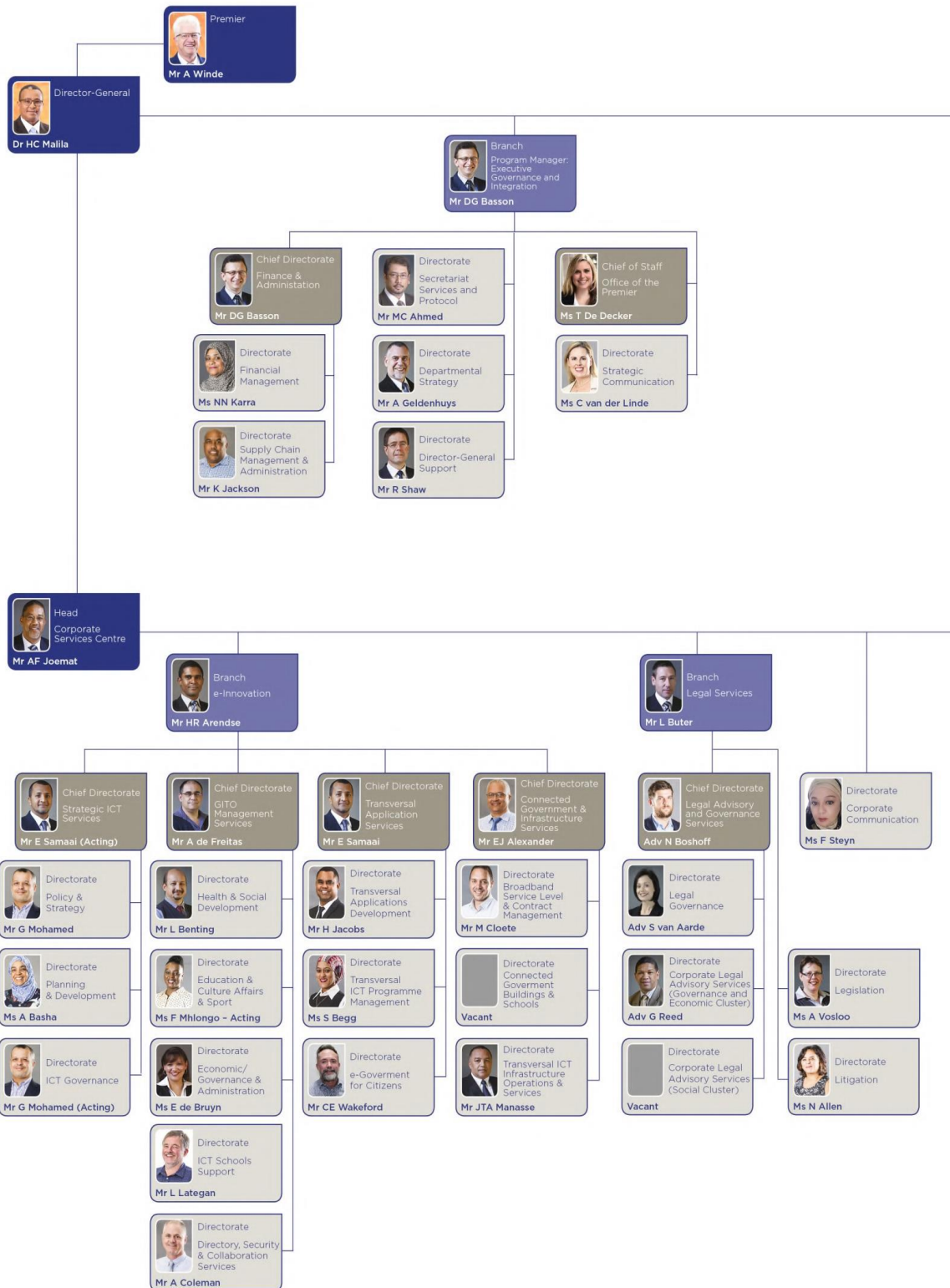
yomgaqonkqubo oxananazileyo.

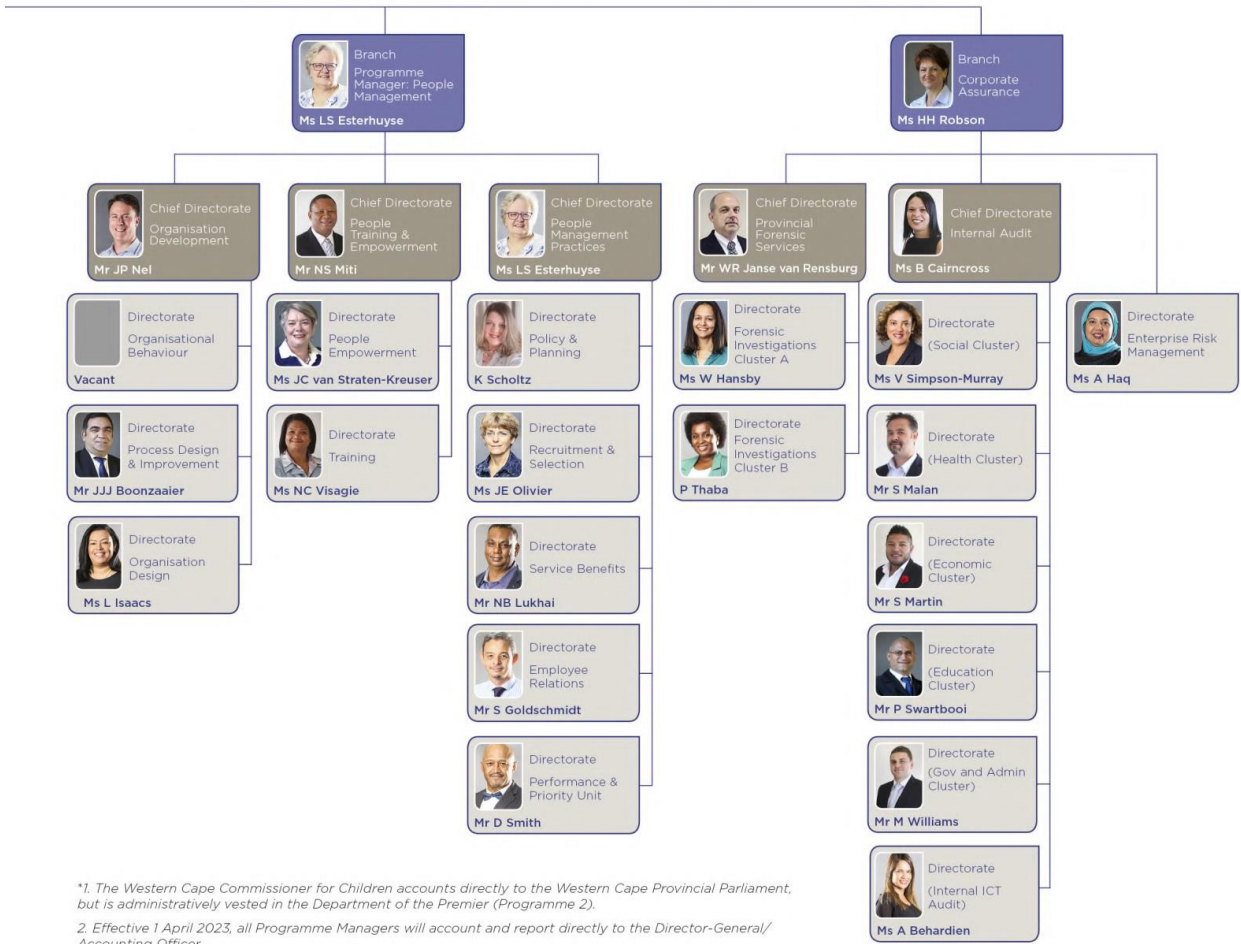
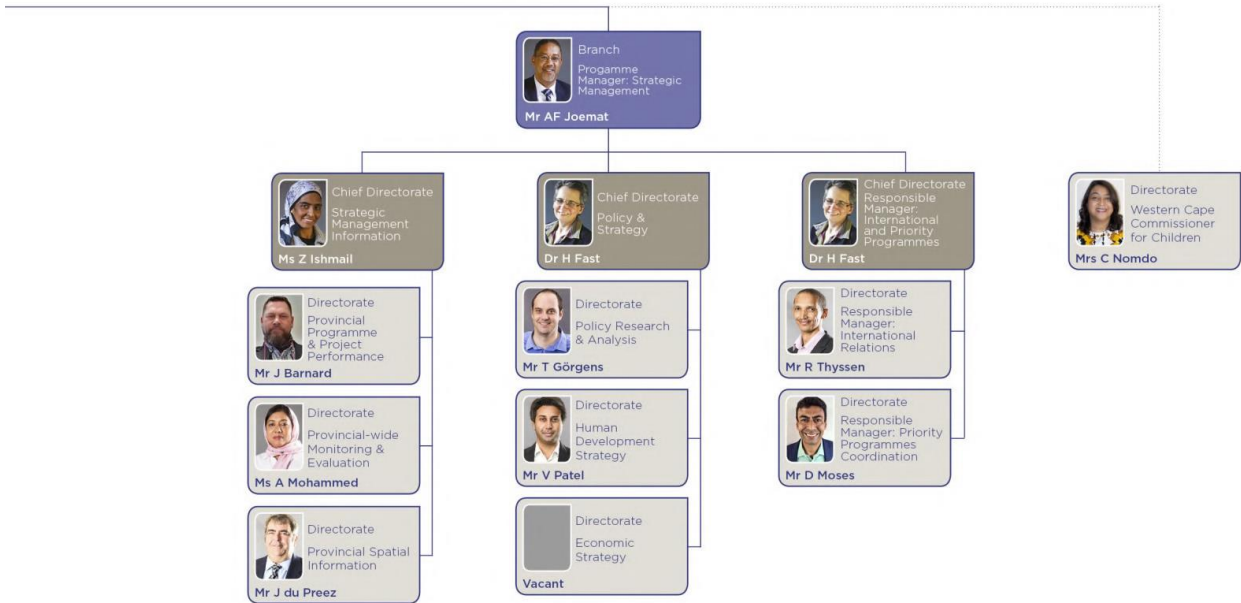
Olona xanduva luphezulu lomgaqosiseko nomthetho weSebe leNkulumbuso ke ngoko kukulungelelanisa izenzo zamasebe kaRhulumente weNtshona Koloni ngokunxulumene nophuhliso lomgaqonkqubo neqhinga lokusebenza, uzalisekiso nokubek' iliso nohlaziyo.

Ngokwesigqibo esithathwe yiKhabhinethi ngo-2010, iSebe leNkulumbuso linoxanduva lokunikezela ngothotho lweenkonzo ezimanyanisiweyo kumasebe kaRhulumente weNtshona Koloni. Oku kudala uxanduva lolawulo olumanyanisiweyo phakathi kweSebe kunye namasebe kaRhulumente weNtshona Koloni. Ngenxa yendima yalo njengomboneleli weenkonzo ezimanyanisiweyo, iSebe libonwa njengomgcini nomkhuseli wolawulo olululo kuRhulumente weNtshona Koloni kunye noNondyabo wePhondo kunye neSebe loRhulumente weNgingqi.

4. UBUME BESEBE LENKULUMBUSO KUNYE NEMISEBENZI

4.1 Ubume ngomhla wama28 kweyoMdumba 2023





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4.2 Imisebenzi

ISEBE leNkulumbuso libangela ukuba amanye amasebe alishumi elinesibini kaRhulumente weNtshona Koloni anikezele ngeenkono kubemi baseNtshona Koloni. Oku likwenza ngokwenza imisebenzi yalo engundoqo yokubonelela ngomgaqonkqubo nangesikhokelo seqhinga lokusebenza ngezi nkqubo zintandathu zilandelayo:

4.2.1 INkqubo 1: ULawulo lweSigqeba kunye noHlanganiso

ULawulo lweSigqeba kunye noHlanganiso lunikezela ngeenkono zeqhinga lolawulo kwiNkulumbuso, kwiKhabhinethi, kuMlawuli-Jikelele, kuBalawuli abaphezulu bePhondo nakwiKomiti yeSigqeba yeSebe leNkulumbuso ngokuqinisekisa ukuthathwa kwezigqibo okusebenzayo nagonxibelelwano olusebenzayo siSigqeba.

Le misebenzi kubonelelwa ngayo ngokwale nkqubo:

INkqutyana 1.2: IOfisi yeNkulumbuso: Ukubonelela ngenkxaso yokusebenza kwiNkulumbuso. Inkxaso yokusebenza ikakhulu ibandakanya ulawulo lweofisi, ulawulo lwembalelwano, unxibelelwano namajelo eendaba, inkxaso yepalamente, ulawulo lwedayari kunye nenkonzo yolwamkelo, ngokunjalo nenkonzo yenkxaso yekhaya kwindawo yokuhlala esemthethweni.

INkqutyana 1.3: INkxaso yeSigqeba soLawulo: Ukulawula ubonelelo lweenkonzo zobunobhala, ulungiselelo nezigqibo zenkxaso kwiKhabhinethi, iiforam zobudlelwane phakathi koorhulumente beNkulumbuso, abaphathi abaphezulu bephondo kunye nekomiti yesigqeba yeSebe leNkulumbuso. Inkqutyana ikwajongana nemiba yeprothokholi yephondo kwaye ilawula imbeko yephondo.

INkqutyana 1.4: IQhinga leSebe: Ukubonelela ngeenkono zenkxaso yolawulo lweqhinga, ulungelelwano nolawulo ngokuququzelela iinkqubo zolawulo lweqhinga, kunye namalungiselelo okhuselo nokhuseleko lwesebe.

INkqutyana 1.5: IOfisi yoMlawuli-Jikelele: Ukubonelela ngenkxaso yokusebenza kuMlawuli-Jikelele. Inkqutyana ibonelela ngeenkono zenkxaso yeqhinga lokusebenza nolawulo kuMlawuli-Jikelele, ilawula iimpendulo zesebe kwimibuzo yasepalamente kwaye incedise ngonxibelelwano phakathi koMlawuli-Jikelele kunye nabachaphazelekayo abafanelekileyo kunye nokumisela uLawulo lweNgcombolo kwisebe.

INkqutyana 1.6: ULawulo lwezeMali: Ukuqinisekisa ulawulo lohlahlomali olusebenzayo, iinkonzo zokunikwa kwengxelo yemali yesebe kunye nokusetyenziswa kwamanyathelo olawulo lwangaphakathi, kunye nolawulo lobonelelo, iiasethi, intengo neerekhodi zesebe kunye neenkonzo zenkxaso jikelele.

INkqutyana 1.7: UNxibelelwano lweQhinga lokusebenza. Ukulungelelanisa unxibelelwano lwangaphandle kunye nothethathethwano noluntu ukuqinisekisa ukuba uRhulumente weNtshona Koloni uyazichaza iinjongo zakhe zeqhinga kunye neziphumo zonikezelo lweenkonzo kubantu baseNtshona Koloni.

INkqutyana 5.5: UNxibelelwano oluManyanisiweyo: Ilungelelanisa imiyalezo yonxibelelwano ukuqinisekisa ukuba iinjongo zeqhinga lokusebenza loRhulumente weNtshona Koloni ziyachazwa ebantwini baseNtshona Koloni. Ikwabonelela ngeengcebiso zonxibelelwano kunye neenkonzo zenkxaso kumaSebe neSigqeba sePhondo, iqinisekisa umgangatho, ngokufanelekileyo, ngobuchule, nothungelwano lothungelwano olusebenzayo oluxhasa uRhulumente weNtshona Koloni ekuphumezeni iinjongo zeqhinga zakhe zizonke.

4.2.2 INkqubo 2: ULawulo lweQhinga lePhondo

ULawulo lweQhinga lePhondo lukhokela kwaye lulungelelanisa ulawulo lweqhinga lephondo ngomgaqonkqubo nenkxaso yeqhinga, ubuninzi bedatha nobungqina kunye nokumisela iinkqubo zeqhinga kumaziko kuye wonke uRhulumente weNtshona Koloni.

INkqutyana 2.2 UMgaqinkqubo neQhinga lokusebenza: Ukulungelelanisa, ukuxhasa kunye nokukhuthaza umgaqonkqubo osekelwe kubungqina kunye nophuhliso lweqhinga lokusebenza, ucwangciso, uzalisekiso kunye nohlaziyo.

INkqutyana 2.3 liNgcombolo zoLawulo lweQhinga lokusebenza: Kwindima yeOfisi yeDatha yePhondo, inkqubo ikhokelela ekumiseleni amaziko iindlela ezikhokelwa yidatha nezisekelwe kubungqina bokufunda nokwenza izigqibo kunye nokuxhasa nokwenza ukuba amasebe ephondo akwazi ukuphumeza, ukwamkela ezona ndlela zingcono zokusebenza nokuqhuba ukusungula izinto ezintsha. Indlela yeqhinga lophuhliso lwedatha yakha intsebenziswano yeqhinga lokusebenza kunye nababoneleli, abavelisi kunye nabasebenzisi bedatha, abenzi bomgaqonkqubo

netheknoloji yokwandisa ukufikelela kunye nokusetyenziswa kwedatha esemgangathweni kunye nobungqina beziphumo kunye nokungafihli.

INkqutyana 2.4 **liNkqubo zeQhinga lokusebenza:** Ukukhokela nokulungelelanisa ukumiselwa kweenkqubo zeqhinga lokusebenza ukuxhasa imimandla emakuqalwe ngayo yeqhinga lePhondo efana namandl' ombane, ukhuseleko, imisebenzi kunye nempilontle.

4.2.3 INkqubo 3: ULawulo lwaBasebenzi (IZiko leeNkonzo eziManyanisiweyo)

Inkqubo ibonelela ngenkonzo yolawulo lwabantu exananazileyo ebandakanya uphuhliso lombuso, uqeqesho nokuxhotyiswa, kunye nemisebenzi yabasebenzi. Le misebenzi kubonelelwa ngayo ngokwale nkqubo:

INkqutyana 3.2: **UPhuhliso loMbuso:** Ukulungelelanisa uphuhliso lomgangatho ofunekayo wezakhono zombutho ukomeleza unikezelo olugxile kubemi. I-CD OD iququzelela oku ngokuchaza ngokukodwa kunye nokuphuhlisa abantu kunye nezakhono zombuso kuye wonke uRhulumente weNtshona Koloni. Oku kunxulumene nenkcazelo yobuchule nophuhliso, uyilo lombuso (inkqubo kunye nobume) ukuphuculwa, ukwenza inkcubeko egxile kubemi, impilontle yabasebenzi kunye nokwakha isakhono sokuhamba ngenguqu exananazileyo.

INkqutyana 3.3: **UQeqesho lwaBasebenzi noXhotyiso:** Ukubonelela ngoqeqesho lwezakhono ezisabelayo nophuhliso olufanelekileyo.

INkqutyana 3.4: **IMisebenzi yoLawulo lwaBasebenzi:** Ukubonelela ngeendlela zolawulo lwabasebenzi ezisebenzayo, ezanelisayo nezichubekileyo ngokusebenzisa intsebenziswano yoshishino olunobuqhinga nokugqwesa kwentengiselwano.

4.2.4 INkqubo 4: IZiko loKwenz' okutsha iCentre for e-Innovation

IZiko loKwenz' okutsha iCentre for e-Innovation libangela ugqweso lweenkonzo eziya ebantwini baseNtshona Koloni ngokusebenzisa iiTheknoloji zoNxibelelwano lweengcombolo kuquka i-ICT yeQhinga lokusebenza; uLawulo lweGITO; urhulumente oqhagamshlekileyo neziseko ezingundoqo; kunye neenkonzo zosetyenziso ezixananazileyo. Le misebenzi ilandelayo yenziwa ngokwale nkqubo:

INkqutyana 4.2: **liNkonzo zeICT yeQhinga lokusebenza:** Ukunikezela ngeenkonzo zeICT yeqhinga lokusebenza kuRhulumente weNtshona Koloni, kugxininise kucwangciso nakuphuhliso, kulungelelwaniso loLawulo oluManyanisiweyo lweelCT

ngokunjalo nakwajenda yoRhulumente weDijithali equka ukomeleza amaqonga amava abemi.

INkqutyana 4.3: IiNkonzo zoLawulo lweGITO: Ukubonelela ngeenkonzo zeICT ezixananazileyo kuRhulumente weNtshona Koloni, eziquka ulawulo lwedesika yenkonzo yeIT ngokunjalo nagolawulo lwenkonzo yeIT kumasebe angabaxumi beCe-I. Le Nkqutyana ikwanoxanduva lokusasazwa kwemeko yekhompuyutha kunye nezisombululo neenkqubo zeIT ezingqamene nesebe.

INkqutyana 4.4: IiNkonzo zoRhulumente oHlanganisiweyo neziSeko ezinguNdoqo: Ukubonelela ngoqhagamshelwano kwiziza zoRhulumente weNtshona Koloni ngokusebenzisa inyathelo leBroadband; ukubonelela ngoqhagamshelo lweintanethi yasimahla kubemi ngokusebenzisa iiNdawo zeWiFi yoLuntu kunye nokulawula iziseko zoRhulumente weNtshona Koloni zeICT ezixananazileyo.

INkqutyana 4.5: IiNkonzo zoSetyenziso eziXananazileyo: Ukubonelela ngeenkonzo zophuhliso loSetyenziso ezixananazileyo eziquka amaQonga oSetyenziso aHambayo oRhulumenthe weNtshona Koloni.

4.2.5 INkqubo 5: ULwaziso oluManyanisiweyo

UQinisekiso oluManyanisiweyo lubonelela ngemisebenzi yengqinisekiso equka ulawulo lomngcipheko weshishini, uphicothozincwadi lwangaphakathi, iforensikhi yephondo, neenkonzo zonxibelelwano ezimanyanisiweyo.

IiNkonzo zeNkqubo 5 zibonelelwa ngeenkqutyana zayo, ezizezi:

INkqutyana 5.2: ULawulo loMngcipheko woShishino: Ukuphucula ulawulo loRhulumente weNtshona Koloni ngokusebenzisa ulawulo lomngcipheko oluzinzisiweyo. ICandelo loLawulo loMngcipheko woShishino linikezela ngeenkonzo zolawulo lomngcipheko kumasebe kaRhulumente weNtshona Koloni kwaye ekugqibeleni liphumeze uxanduva lwamaGosa oMngcipheko aziNtloko.

INkqutyana 5.3: UPhicothozincwadi lwaNgaphakathi: Ukuphucula ulawulo loRhulumente weNtshona Koloni ngokusebenzisa iinkqubo eziphuculiweyo zoshishino. ICandelo loLawulo eliyiNtloko: UPhicothozincwadi lwangaPhakathi (i-IA) luvavanya ngokuzimeleyo ukufaneleka nokusebenza ngempumelelo kwemisebenzi yolawulo kwimimandla ebandakanyiweyo kwiZicwangciso zoPhicothozincwadi lwangaPhakathi kuwo onke amasebe kaRhulumente weNtshona Koloni ngenjongo yokugqibela yokuphucula iinkqubo ezijongene nabemi..

INkqutyana 5.4: liNkonzo zeForensikhi zePhondo: Ukuphucula ulawulo loRhulumente weNtshona Koloni ngokuthintela nangokusabela kubuqhophololo norhwaphilizo. ICandelo loLawulo eliyiNtloko: liNkonzo zeforensikhi zePhando (i-PFS) libonelela ngeenkonzo zeforensikhi ezisebenzayo kuwo onke amasebe kaRhulumente weNtshona Koloni. Ijolise ekudaleni imekobume engabunyamezeliyo kwaphela ubuqhophololo, ubusela norhwaphilizo ngeenkqubo zayo ezisebenzayo ekuvunyelwene ngazo nesebe ngalinye ngonyaka, ezibandakanya uhlolo lomngcipheko worhwaphilizo, iprojekthi yohlalutyo lwedatha, iiseshoni zokwazisa ngobuqhetseba norhwaphilizo kunye nabasebenzi kunye nothethathethwano nabasebenzi. kawonkewonke, ekhupha iincwadana zeendaba kunye nokuboniswa kolunye unxibelelwano oluchasene nobuqhophololo kubasebenzi nakuluntu. Injongo kukubonisa imathiriyeli yokuchasa ubuqhophololo norhwaphilizo kumaziko eNtshona Koloni iphela ibonakale eluntwini ukuze isebenze njengenyathelo lothintelo nokukhuthaza ukuhlatywa kwekhwelo.

4.2.6 INkqubo 6: liNkonzo zoMthetho

liNkonzo zoMthetho zibonelela ngeenkonzo zomthetho ngokuxananazileyo, ezibandakanya ukuqulunqwa kwemithetho, ukudityaniswa kwezimvo kumthetho kazwelonke oqulunqwayo, ulawulo lwamatyala, unikezelo lwezimvo zomthetho, ukuqulunqwa nokuhlolwa kwezivumelwano kunye nembalelwano yobugcisa bomthetho, ukuqhutywa kovavanyo lolawulo lwezomthetho kunye nokubonelela ngoqeqesho lomthetho.

INkqubo ibonelela ngale misebenzi ilandelayo ukuba inikezelwe:

INkqutyana 6.2: liNkonzo zoLawulo neeNgcebiso zoMthetho: Ukubonelela ngeenkonzo zeengcebiso zomthetho nolawulo kuMalungu esiGqeba soLawulo nakumasebe ephondo. Imisebenzi inxulumene nokubonelelwa kwezimvo zomthetho ezisesikweni kunye neengcebiso zomthetho; ukunikezela ngeengcebiso ngembalelwano yobume bezomthetho; ukubonelela ngegalelo lomthetho kwizingeniso zeKhabhinethi; ukuqinisekisa izivumelwano ezifanelekileyo ngokusemthethweni; kunye nokumela amasebe ephondo kwiiforamu kwimiba yezomthetho.

INkqutyana 6.3: EzoMthetho: Ukubonelela ngeemfuno zoqulunqo lomthetho wesiGqeba soLawulo sePhondo. Imisebenzi ephambili ibandakanya ukuqulunqwa

nokuqinisekiswa komthetho wephondo; ukuqinisekisa indlela ehlangeneyo ngokubhekiselele kumthetho wephondo kunye nefuthe langaphakathi okanye phakathi koorhulumente; ukubonelela ngezimvo kumthetho kazwelonke oqulunqwayo nomthetho ongezantsi; kunye nokubhala umthetho ongezantsi wephondo.

INkqutyana 6.4: Ukumangalela: Ukubonelela ngenkonzo yenkxaso yezomthetho ngokubhekiselele kwisimangalo, ukusebenza ngokubambisana neOfisi yeGqwetha likaRhulumente. Imisebenzi inxulumene nobonelelo lwengcebiso yezomthetho ngokubhekiselele kwisimangalo esifakwe okanye ngokuchasene namaLungu esiGqeba esiLawulayo kunye/okanye namasebe ephondo; ukujongana nokuthunyelwa kwiGqwetha likaRhulumente; ukulawula amalungiselelo eNkundla yoMgaqosiseko, iNkundla ePhakamileyo yeziBheni, iNkundla ePhakamileyo, iNkundla yeziBheni yezaBasebenzi, kunye namatyala eNkundla yezemiSebenzi; ukuncedisa ngokubonisana nabameli; ukugcina uvimba weenkukacha zamatyala nguRhulumente weNtshona Koloni; kunye nokucebisa ngamatyala anokuvela.

5. IINKCUKACHA ZOQHAGAMSHELWANO EZIPHAMBILI UKUFUMANA IINGCOMBOLO ZESEBE LENKULUMBUSO

5.1 IGosa leeNgcombolo

Igama: UGQIR. HARRY CLIFTON MALILA
Umnxeba: 021 483 6032
I-imeyili: Harry.Malila@westerncape.gov.za
Inombolo yefeksi: AKUSEBENZI

5.2 ISekela Gosa leeNgcombolo

Igama: DRIKUS GERHARDUS BASSON
Umnxeba: 021 483 2583
I-imeyili: Drikus.Basson@westerncape.gov.za
Inombolo yefeksi: AKUSEBENZI

5.3 UNdlunkulu

IDilesi yePosi: P.O. Box 659

EKapa

8000

IDilesi yeNdawo: Umgangatho woku¹, kwanombolo 15 kwiSitalato iWale

EKapa

8001

Umnxeba: 021 483 6032

I-imeyili: director-general@westerncape.gov.za

Iwebhusayithi: <https://www.westerncape.gov.za/dept/department-premier>

6. INGCACISO YALO LONKE ULUNGISO OLUFUMANEKAYO NGOKUNXULUMENE NOMTHETHO OKANYE UKUSILELA UKWENZIWA KWENTSHUKUMO LISEBE LENKULUMBUSO.

Umthetho osebenzayo kwiSebe (njengoko kuchaziwe kwiSicwangciso sokuSebenza soNyaka seSebe) unokubonelela ngohlaziyo lwangaphakathi okanye ngenkqubo yokubhena. Ukuba le nkqubo ifikelele esiphelweni, okanye kungabikho malungiselelo enziweyo malunga nenkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumaneke umyalelo ofanelekileyo ngokoMthetho wokuKhuthazwa koBulungisa boLawulo, 2000.

Imibuzo, izikhalazo okanye izimvo malunga naluphi na unikezelo lwenkonzo liSebe leNkulumbuso ingenziwa ngolu hlobo lulandelayo:

Umnxeba: 0860 142 142 - NgoMvulo ukuya ngeCawe ukusukela ngo7 kusasa ukuya ngo7malanga.

Ifeksi: 021 483 7216

I-imeyili: service@westerncape.gov.za

Ndwendwela iziko loQhagamshelwano kwanombolo 9 kwiSitalato iWale, eKapa – ngoMvulo ukuya ngoLwesihlanu ukususela ngo8:00 kusasa ukuya ngo3.30 malanga nangoMgqibelo ukususela ngentsimbi yesi8 kusasa ukuya ngo12 emini' emaqanda.

7. ISIKHOKELO SENDLELA YOKUSETYENZISWA KWE-PAIA NANGENDLELA YOKUFUMANA UFIKELELO KWISIKHOKELO

7.1 Umlawuli, ngokwecandelo 10(1) lePAIA, uye wahlaziya waza wenza ukuba kufumaneke iSikhokelo esihlaziyiweyo sendlela yokusebenzisa iPAIA (“iSikhokelo”), ngendlela eqondakala lula nangendlela eqondakala lula, njengoko kunokufunwa ngokufanelekileyo ngumntu unqwenela ukusebenzisa naliphi na ilungelo elixelwe kwiPAIA kunye nePOPIA.

7.2 Esi Sikhokelo sifumaneka ngolwimi ngalunye kwiilwimi ezisemthethweni.

7.3 Esi Sikhokelo sikhankanywe ngasentla siqulathe inkcazelo -

7.3.1 yeenjongo zePAIA nePOPIA;

7.3.2 idilesi yeposi neyesitalato, inombolo yomnxeba neyefeksi kwaye, ukuba ikhona, idilesi yeimeyile ye-elektroniki -

7.3.2.1 yeGosa leeNgcombolo lawo onke amaqumrhu karhulumente, kunye

7.3.2.2 iGosa leeNgcombolo eliliSekela ngalinye lawo onke amaqumrhu karhulumente nawabucala amaselwe ngokwecandelo 17(1) lePAIA¹ kunye necandelo 56 lePOPIA²;

7.3.3 indlela kunye nohlobo lwesicelo -

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

² ICandelo 56(a) lePOPIA - Iziko ngalinye likarhulumente nelabucala kufuneka lenze amalungiselelo, ngendlela echazwe kwicandelo 17 loMthetho wokuKhuthazwa kokuFikelela kwiiNgcombolo, kunye notshintsho oluyimfuneko, ukwenzela ukutyunjwa kwenani elinjalo labantu, ukuba kukho nabani na. , njengamagosa eengcombolo angamasekela njengoko kuyimfuneko ukwenza imisebenzi noxanduva njengoko kuchazwe kwicandelo 55(1) lePOPIA.

- 7.3.3.1 sofikelelo kwirekhodi yequmrhu likarhulumente elichazwe kwicandelo 11³; kunye ne
- 7.3.3.2 sofikelelo kwirekhodi yequmrhu labucala elichazwe kwicandelo 50⁴;
- 7.3.4 uncedo olufumanekayo kwiGosa leeNgcombolo lequmrhu likarhulumente ngokwePAIA neyePOPIA;
- 7.3.5 uncedo olufumanekayo kuMlawuli ngokwePAIA nePOPIA;
- 7.3.6 zonke izisombululo ezikhoyo emthethweni malunga nesenzo okanye ukusilela ukwenza ngokubhekiselele kwilungelo okanye umsebenzi onikwe okanye obekwe yiPAIA nePOPIA, kuquka nendlela yokufaka -
- 7.3.6.1 isibheni sangaphakathi;
- 7.3.6.2 isikhalazo kuMlawuli; kwaye
- 7.3.6.3 isicelo enkundleni esichasene nesigqibo segosa leengcombolo lequmrhu likarhulumente, isigqibo sesibheni sangaphakathi okanye isigqibo soMlawuli okanye isigqibo sentloko yequmrhu labucala.
- 7.3.7 amalungiselelo amacandelo 14⁵ nelama51⁶ afuna ukuba iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo, aqulunqe incwadana, nendlela yokufumana ufikelelo kwincwadana;

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

⁴ Candelo 50(1) lePAIA - Umntu ocelayo kufuneka anikwe ufikelelo kuzo naziphi na iirekhodi zequmrhu labucala ukuba -

a) ezo rekhodi ziyafuneka ekusebenziseni okanye ekukhuseleni nawuphi na amalungelo;

b) loo mntu uthobela iimfuno zenqubo kwiPAIA ngokunxulumene nesicelo sokufikelela kwezo rekhodi; kwaye

c) ukufikelela kwezo rekhodi akwaliwa ngokwako nakuphi na ukwala okuxelwe kwiSahluko 4 sesi Sahlulo.

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

⁶ ICandelo 51(1) lePAIA - Intloko yequmrhu labucala kufuneka lenze kufumanike incwadana yemigaqo equlethe inkcazelo yeengcombolo edweliswe kumhlathi 4 apha ngasentla.

7.3.8 amalungiselelo amacandelo 15⁷ nelama52⁸ abonelela ngokubhengezwa ngokuzithandela kweendidi zeerekhodi liqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo;

7.3.9 izaziso ezikhutshwe ngokwemigaqo yecandelo 22⁹ nelama54¹⁰ malunga nemirhumo emayihlawulwe ngokunxulumene nezicelo zokufikelela; kwaye

7.3.10 imigaqo eyenziwe ngokwecandelo 92¹¹.

7.4 Uluntu lunokuhlola okanye lwenze iikopi zesiKhokelo kwiifisi zikawonkewonke okanye zabucala, kubandakanywa neofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza. ISikhokelo sinokufumaneka

7.4.1 ngesicelo kwiGosa leeNgcombolo;

7.4.2 kwiwebhusayithi yoMlawuli (<https://www.inforegulator.org.za>). IiNkcukacha zoqhagamshelwano zoMlawuli zikule theyibhuli ingezantsi.

IOfisi yoMlawuli weeNgcombolo	
Umnxeba	Akufumaneki
Ifeksi	Akufumaneki

⁷ ICandelo 15(1) lePAIA - Igosa leengcombolo lequmrhu likarhulumente, kufuneka lenze ukuba kufumaneka ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu likarhulumente ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ufikelelo kuzo.

⁸ ICandelo 52(1) lePAIA - Intloko yequmrhu labucala inako, ngokuzithandela, ukwenza kufumaneka ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu labucala ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ufikelelo kuzo.

⁹ ICandelo 22(1) lePAIA - Igosa leengcombolo lequmrhu likarhulumente ekwenziwa kulo isicelo sofikelelo, kufuneka ngesaziso lifune ukuba umenzi wesicelo ahlawule intlawulo emiselweyo yesicelo (ukuba ikhona), phambi kokuba kuqhutyelwe phambili nesicelo.

¹⁰ ICandelo 54(1) lePAIA - Intloko yequmrhu labucala ekwenziwa kuyo isicelo sofikelelo kufuneka ngesaziso ifune ukuba umenzi wesicelo ahlawule intlawulo emiselweyo yesicelo (ukuba ikhona), phambi kokuba kuqwalaselwe ngakumbi isicelo.

¹¹ ICandelo 92(1) lePAIA libonelela ukuba –“UMphathiswa unokuthi, ngesaziso kwiGazethi, enze imigaqo emalunga -
(a) nawuphi na umcimbi ofunekayo okanye ovunyelwe ngulo Mthetho ukuba umiselwe;
(b) nawuphi na umcimbi onxulumene nemirhumo echazwe kwicandelo 22 nelama-54;
(c) nasiphi na isaziso esifunwa ngulo Mthetho;
(d) ikhrayiteriya efanayo iza kusetyenziswa ligosa leengcombolo lequmrhu loluntu xa lisenza isigqibo sokuba zeziphi iindidi zeerekhodi ekufuneka zenziwe zifumaneka ngokwecandelo 15; kwaye
(e) nawuphi na umcimbi wolawulo okanye wenkqubo oyimfuneko ukuze kuphunyezwe amalungiselelo alo Mthetho.”

IDilesi yelmeyili	Imibuzo eqhelekileyo: enquiries@inforegulator.org.za Izikhazazo: PAIAComplaints@inforegulator.org.za POPIAComplaints@inforegulator.org.za
IDilesi yePosi	P O Box 31533 Braamfontein, Johannesburg, 2017
IDilesi yeSitalato	J.D. House kwanombolo 27 kwiSitalato iStiemens eBraamfontein, eRhawutini, 2001
Iwebhusayithi	https://www.inforegulator.org.za

8. INKCAZELO YEZIHLOKO IQUMRHU ELIGCINE IIREKHODI ZAZO NEEREKHODI ZEENDINDI EZIGCINWE LISEBE LENKULUMBUSO

ISebe leNkulumbuso ligcina iirekhodi kwezi zihloko neendidi zilandelayo:

IINDIDI NOMBANDELA WESIHLOKO	INkqubo Ifuna isicelo
UHLangano noLawulo	
– Uhlanganiso kwakhona lwemisebenzi	INkqubo 3
– ULwabiwo lwaMandla	INkqubo 1 & 3
– UCwangciso	INkqubo 1
– IMiyalelo yeofisi neekhowudi	INkqubo 1
– IiNkqubo zokuSebenza zoMbuso	INkqubo 1
– Upapasho lonyaka lokulinganisa iseti yezalathi zeziphumo phakathi (i) kwiinkalo eziphambili zomgaqonkqubo; kunye (ii) nezalathi zolawulo	INkqubo 2
– IiNgxelo	
– Iingxelo zohlolo ezingeniswe kwiKhabhinethi malunga nemeko yonxibelelwano kuRhulumente weNtshona Koloni	INkqubo 1 INkqubo 1
– Iingxelo ezisemthethweni zingenisiwe kuNondyebo wePhondo	INkqubo 2
– UMgaqonkqubo neQhinga lokusebenza	
– Iingxelo yohlolo ngolungelelwaniso/ngokungalungelani	

<p>kweAPP yeSebe kwiSicwangciso seQhinga lokusebenza sePhondo (i-PSP)</p> <ul style="list-style-type: none"> - Ingxelo yenkqubela phambili engenisiwe kwiKhabhinethi malunga nokuphunyezwa kwePSP. - Amaphepha omgaqonkqubo naweqhinga lokusebenza ukuphendula kwizigunyaziso zeqhinga lokusebenza likazwelonke nelephondo - liNkcukacha zoLawulo lweQhinga lokusebenza - Iingxelo ezidityanisiweyo kwintsebenziswano engundoqo kunye neendibano 	
<p>UMgaqosikhokelo oseMthethweni kunye noMthetho</p> <ul style="list-style-type: none"> - ISakhelo soMgaqosiseko weSizwe - UMthetho waMazwengamazwe - UMthetho kaZwelonke - UMthetho wePhondo leNtshona Koloni 	<p>INkqubo 1</p>
<p>ULawulo lweZibenelelo zaBasebenzi</p> <ul style="list-style-type: none"> - UPuhliso loMbuso - Iingxelo (i) zokuziphatha kwesebe; (ii) iingxelo zenkqubo yoshishino; (iii) iingxelo zoyilo lombuso - Iingxelo zongenelelo lonikezelo lweenkonzo oluxananazileyo - IZiko loQeqesho lePhondo - ULawulo lweZibenelelo zaBasebenzi - ULawulo lweZithuba - IiMeko zeNkonzo - IZithuba zomsebenzi kunye nokuQeshwa - UkuPheliswa kweNkonzo - IziQinisekiso zemfundo, uPuhliso loQeqesho neZakhono - Intshukumo yabasebenzi - ULawulo lwabasebenzi - Ubudlelwane babasebenzi 	<p>INkqubo 3</p>

<ul style="list-style-type: none"> - IPilo neMpilontle yaBasebenzi - UkuGuquguquka kokuZiphatha - IZiko loNcedo leZibonelelo zaBasebenzi 	
<p>ULawulo lweMali lwaNgaphakathi</p> <ul style="list-style-type: none"> - UHlahlomali - Uxanduva lokuphendula - Inkcitho - Amalungiselelo eBhanki - Iimali - INgqinisekiso yeNtsebenziswano - UPhicotho lwaNgaphakathi - IiNgxelo zoPhicotho 	INkqubo 1
<p>ULawulo lweNtengo</p> <ul style="list-style-type: none"> - Ukuthengwa kwempahla - Ukubonelela - ULawulo lweeAsethi 	INkqubo 1
<p>ULawulo lwamaZiko aNgaphakathi</p> <ul style="list-style-type: none"> - IZakhiwo neMigangatho - IZixhobo neFenitshala - Iinkonzo zonxibelelwano - IPilo noKhuseleko eMsebenzini 	INkqubo 1
<p>IiNkonzo zoThutho noHambo zaNgaphakathi</p> <ul style="list-style-type: none"> - EzoThutho 	INkqubo 1
<p>IiNkonzo zeeNgcombolo zangaPhakathi</p> <ul style="list-style-type: none"> - ULawulo lweerekhodi zangaphakathi - ULawulo lwamathal' eencwadi - ULawulo lweeNgcombolo - ULawulo loLwazi - Imiba yokhuseleko lwangaphakathi - IZiko i-Centre for E-Innovation 	INkqubo 1
<p>IZiko i-Centre for E-Innovation</p> <ul style="list-style-type: none"> - IZicwangciso zeICT - Amathuba oqeqesho lwezakhono zedijithali oRhulumente weNtshona Koloni afumanekayo kubemi - Izinga lokusombulula izicelo zenkonzo yeIT 	INkqubo 4

<ul style="list-style-type: none"> - Iziza zoRhulumente weNtshona Koloni ziphuculelwe ubuncincinane kwisantya senethiwekhi esili 100 mbps - Iziza zoRhulumente weNtshona Koloni zibonelelwe simahla ngeeHotspots zeWiFi - IiNkonzo ezifumaneka kwiqonga losetyenziso leselula labemi - Iinkonzo zoRhulumente weNtshona Koloni ezijongene nabemi okanye amajelo eenkonzo enziwe adijithali 	
<p>Unxibelelwano</p> <ul style="list-style-type: none"> - Unxibelelwano lwangaphakathi - Iimagazini iiFOR YOU - IiNtetho kunye neeMfundiso - IiNkqubo zoLwaziso - Imiba yezentlalo - Ukuthatha inxaxheba kwimisitho - Ushicilelo/Upapasho - IiNkcukacha zoqhakamshelwano 	INkqubo 1
<p>IiNkonzo zoMthetho</p> <ul style="list-style-type: none"> - Uhlalutyo lwamaxesh' amabini ngonyaka lwemiba yomangalelo yephondo - Inxelo yonyaka ngenkqubo yoqulunqo lomthetho wephondo 	INkqubo 6
<p>Ukuzimasa nokusingatha iintlanganiso nezinye iindibano</p> <ul style="list-style-type: none"> - Imisebenzi encedisayo - Imisebenzi ephambili 	Zonke iinkqubo
<p>IiNkonzo zoBunobhala - INkxaso yoBunobhala</p>	INkqubo 1
<p>UBudlelwane baNgaphandle</p> <ul style="list-style-type: none"> - INetwekhi - INkxaso yoBume obusemthethweni ngaphakathi koorhulumente - Izivumelwano zeNtsebenziswano yaMazwe ngamazwe 	INkqubo 2

<ul style="list-style-type: none"> - lingxelo zekota malunga nothethathethwano lweqhinga lamazwe ngamazwe - Imiba yeProtokholi yePhondo 	
<p>INkxaso yoMlawuli-Jikelele</p> <ul style="list-style-type: none"> - INkxaso yokusebenza - Imiba yePalamente - ULawulo loMxholo woShishino - liNkqubo eziKhethekileyo neeProjekthi 	INkqubo 1
<p>INkxaso yamaLungelo aBantu</p> <ul style="list-style-type: none"> - Umgaqonkqubo - liNgxelo 	INkqubo 2

9. IINDIDI ZEREKHODI ZESEBE LENKULUMBUSO EZIFUMANEKAYO NGAPHANDLE KOKUBA UMNTU ABE NOKWENZA ISICELO SOFIKELELO

Ezi rekhodi zilandelayo ziyafumaneka ukuze zihlolwe ngokwecandelo 15(1)(a)(i) kunye nokukhutshelwa kwazo ngokwecandelo 15(1)(a)(ii).

Amaxwebhu afumanekayo ukuba akhutshelwe kwiportal yoRhulumente weNtshona Koloni ku-<https://www.westerncape.gov.za> simahla ngokwecandelo 15(1)(a)(iii) aphawulwe ngeenkwenkwezi.

Inkcazelo yeendidi zeerekhodi ezifumaneka ngokuzenzekelayo ngokwecandelo 15(1)(a)	Indlela yokufikelela kwiirekhodi kwicandelo 15(1)(b)
<p>(a) Bhalisa ngokomgaqo 7(1) weKhowudi yeeNqobo zokuZiphatha zeSigqeba soLawulo (upapashwe ngokoMpoposho 41 kweyeKhala ka-2000 woMthetho weeNqobo zokuZiphatha ka-1998 (jonga umgaqo 7(5))</p> <p>(b) liNgxelo zoNyaka</p> <p>(c) IZicwangciso zokuSebenza zoNyaka</p>	<p>Inxalenye yoluntu yerejista ekubhekiselwe kuyo ku-(a) iyafumaneka kuNobhala weKhabhinethi. Inxalenye yoluntu yeerekhodi inokujongwa kwiOfisi yoMlawuli-Jikelele, kuMgangatho woku¹, kwanombolo 15 kwiSitalato iWale, eKapa phakathi kwentsimbi yesi08h00 neye15h00, ngoMvulo ukuya kuLwesihlanu.</p>

<p>(d) IZicwangciso zeQhinga lePhondo</p> <p>(e) Iprospektasi yoqeqesho</p> <p>(f) UBume boMbuso</p> <p>(g) ISicwangciso sokuphunyezwa kokunikezelwa kwenkonzo</p> <p>(h) Iinkcazelo zomsebenzi</p>	<p>Iirekhodi ekubhekiselwe kuzo ku-(b) ukuya ku-(d) ziyafumaneka ukuze zihlolwe kwiOfisi yoMlawuli-Jikelele, kwanombolo 15 kwiSitalato iWale, eKapa phakathi kwentsimbi yesi08h00 neye15h00 ngoMvulo ukuya kuLwesihlanu okanye zifumaneka kwiwebhusayithi yeSebe.: https://www.westerncape.gov.za/dept/department-premier</p> <p>Iirekhodi (e) iyafumaneka ukuze ihlolwe kwiZiko loQeqesho lePhondo, eKromme Rhee, eStellenbosch phakathi kwentsimbi yesi08h00 neye15h00 ngoMvulo ukuya kuLwesihlanu okanye kwiwebhusayithi: https://mygov.westerncape.gov.za/files/atoms/files/PTI_Prospectus_April%202022.pdf</p> <p>Iirekhodi ekubhekiselwe kuzo ku-(f) ukuya ku-(h) ziyafumaneka ukuze zihlolwe kwiOfisi yoMlawuli oyiNtloko, kwicandelo loPhuhliso loMbuso, kuMgangatho 9 kwiSakhiwo iGolden Acre, eKapa - phakathi kwentsimbi yesi08h00 neye15h00 ngoMvulo ukuya kuLwesihlanu</p>
<p>(i) IiGazethi zePhondo loRhulumente weNtshona Koloni</p>	<p>iGazethi zePhondo loRhulumente weNtshona Koloni zinokufumaneka kwiwebhusayithi yoRhulumente weNtshona Koloni: https://www.westerncape.gov.za/genera-publication/provincial-gazettes-2023</p>

10. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU KWISEBE LENKULUMBUSO NENDLELA YOKUFUMANA UFIKELELO KWEZO NKONZO

ISebe linikezela ngezi nkonzo zilandelayo ngqo kuluntu:

IiNkonzo ezinikezelwa liSebe leNkulumbuso	Indlela yokufikelela kwezi nkonzo
<p>Iingcombolo ezihlanagnisiweyo ze-e-government neenkonzo zetheknoloji yonxibelelwano ngokusetyenziswa kwamajelo onxibelelwano ngeenkonzo, angala:</p>	<p>Tsalela: 0860 142 142 (8 kusasa ukuya ku4 malanga) Please call me: 0797691207 SMS: 079 769 1207 (kusebenza imilinganiselo yesiqhelo) Ndwendwela: kwanombolo 9 kwiSitalato iWale, eKapa I-imeyili: service@westerncape.gov.za</p>
<p>Iportal yoRhulumente weNtshona Koloni</p>	<p>Fikelela kwiwebhu yeportal yoRhulumente weNtshona Koloni ku- https://www.westerncape.gov.za</p>
<p>IZiko loQhagamshelwano loRhulumente weNtshona Koloni:</p> <ul style="list-style-type: none"> - IZiko leMinxeba; - IZiko loQhagamshelwano: 	<p>Tsalela: 0860 142 142 ngoMvulo ukuya kuLwesihlanu ngo8 kusasa ukuya ngo4 malanga ngexabiso lomnxeba weli lizwe osuka naphi na apha eMzantsi Afrika Ndwendwela kwanombolo 9 kwiSitalato iWale, eKapa, phakathi evekini ngo8 kusasa ukuya ku4 malanga</p>
<p>(i) AmaZiko oFikelelo aseKapa iiCape Access e-Centres: apho abantu abangathathi ntweni nabasemaphandleni banikwa uqeqesho olusisiseko lwekhompyutha nokufikelela: - (a) kwiikhompyutha; (b) kwii-imeyili; (c) kwi-intanethi; (d) kwiingcombolo nakwiinkonzo zikarhulumente; (e) kumsebenzi, kushishino nakwiingcombolo zophando nakushicilelo.</p>	<p>Fikelela kwiWebhusayithi yoFikelelo kwiKapa ku- :https://www.westerncape.gov.za/cap_eaccess/ indawo kunye neeyure zala maziko okanye ufumane iingcombolo kumaZiko oQhagamshelwano kaRhulumente weNtshona Koloni</p>

11. UBANDAKANYO LOLUNTU EKUSUNGULENI UMGAQONKQUBO OKANYE KUSETYENZISO LWAMANDLA OKANYE EKWENZIWENI KOMSEBENZI LISEBE LENKULUMBUSO

IMigaqonkqubo yePhondo enefuthe langaphandle iza kufuna iNthathonxaxheba yoLuntu kwaye inkqubo eza kulandelwa iza kuvunywa yiKhabhinethi yePhondo ngokwemeko nganye.

12. UKULUNGISELELWA KWEENKCUKACHA ZOBUQU

12.1 INjongo yokuLungisela

12.1.1. liNkcukacha zoBuqu zilungiselelelwa ukuthobela umgaqosiseko weSebe kunye nezigunyaziso zowisomthetho njengoko zibekiwe kwiQhinga lalo, nakwiZicwangciso zokuSebenza zoNyaka ezifumanekayo ku- <https://www.westerncape.gov.za/dept/department-premier>

12.1.2. liNkcukacha zoBuqu zisetyenziselwa:

- Izibonelelo zabasebenzi kunye neenjongo zengqesho ezifana (1) nokugaya, ukukhethwa nokubekw' esikhundleni; (2) ulawulo lwembuyekezo neenzuzo; (3) ulawulo lwentsebenzo noqeqesho; kunye (4) nokunik' ingxelo kukarhulumente;
- Ulawulo lomngcipheko oluquka ukhuseleko olubonakalayo nolwe elektronikhi kunye nolawulo lokufikelela;
- UCwangciso;
- Ukuthengwa kwempahla neenkonziso; kunye
- noNikezelo lweenkonzo.

12.2 Inkcazelo yeendidi zeziHloko zeDatha, iingcombolo ezilungiselelelweyo nabamkeli bazo

IZIHLOKO ZEDATHA	IINGCOMBOLO	ABAMKELI
Abaza kuba ngabasebenzi, abasebenzi abakhoyo ngoku,	- Igama, inombolo yesazisi, iinkcukacha zebhayografi;	AmaSebe aFanelekileyo kaRhulumente wePhondo

<p>abacebisi, abaqeqeshwayo kunye namavolontiya</p>	<ul style="list-style-type: none"> - linkcukacha zoqhakamshelo; - Imfundo, ingqesho kunye nembali yolwaphulomthetho; - Ibiometrikhi kunye neenkukacha zempilo; - Uhlolo lwezengqondo; kunye - neeReferensi kunye nokuhlolwa kwemvelaphi. 	<p>nokaZwelonke neearhente zawo.</p>
<p>Abasebenzi abakhoyo ngoku, abacebisi, abaqeqeshwayo</p>	<ul style="list-style-type: none"> - Iinkcukacha zeakhawunti; - Iingxelo zokusebenza; kunye - neeNgxelo zeZakhono/zoqeqesho 	<p>AmaSebe aFanelekileyo kaRhulumente wePhondo nokaZwelonke neearhente zawo</p>
<p>Ababoneleli ngeenkonzobalindelekileyo nabakhoyongoku, ababoneleli ngeenkonzobaniki khontrakthi, abaniki khontrakthi abasezantsi namahlakani oshishino</p>	<ul style="list-style-type: none"> - Igama, inombolo yesazisi/inombolo yobhaliso yenkampani; - Inombolo yobhaliso efanelekileyo; - linkcukacha zoqhakamshelo; - Iembali yezemali; - Iireferensi, uhlolo lwemvelaphi; - Iinkcukacha zeakhawunti; kunye - neNgxelo yokusebenza. 	<p>URhulumente wePhondo nokaZwelonke oFanelekileyo:</p> <ul style="list-style-type: none"> - AmaSebe; - AmaQumrhu kaRhulumente; - Amashishini oShishino; kunye neearhente zawo.
<p>Abasebenzisi benkonzo (abaxumi / abathengi) kunye neendwendwe</p>	<ul style="list-style-type: none"> • Igama, inombolo yesazisi, iinkcukacha zebhayografi • Iinkcukacha zoqhakamshelwano 	<p>URhulumente wePhondo nokaZwelonke oFanelekileyo:</p> <ul style="list-style-type: none"> - AmaSebe - AmaQumrhu kaRhulumente;

	<ul style="list-style-type: none"> • IZincomo okanye iZikhalazo 	amaShishini kaRhulumente; kunye neearhente zawo.
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12.3 Ukuhamba okucwangcisiweyo okunqumla imida kwiinkcukacha zobuqu bomntu

12.3.1 IiNkcukacha zobuqu bomntu ziqokelelwa ku:

12.3.1.1 Ababoneleli: IiCV eziqokelelwe kunye nezininikimaxabiso, iinkcukacha zefomu zezininikimaxabiso, iinkcukacha zabaninizabelo, iikhontrakthi ekungenwe kuzo eziqulethe iinkcukacha zobuqu zababonelelinkonzo, iiSLA;

12.3.1.2 Abasebenzi: Idatha yabasebenzi kunye namaxwebhu eZibhengezo zoMdlal asuka kwiintlanganiso zeKomiti yeZininikimaxabiso aqulethe iinkcukacha zobuqu zabasebenzi;

12.3.1.3 Abemi abaqhagamshelana neziko loQhagamshelwano loRhulumente weNtshona Koloni.

12.3.2 Ukugcinwa kweengcombolo:

12.3.2.1 Iingcombolo ezikhankanywe kwimihlathi 12.3.1.1 no-12.3.1.2 apha ngasentla zigcinwa ngumntu ngokunjalo nangenkqubo yoLawulo loMxholo lweKhompyutha iElectronic Content Management (i-ECM) esekelwe kuvimba wokudibanis' iingcombolo. IiNkcukacha eziphambili zeECM (amaxwebhu/iirekhodi) zigcinwa kwiZiko leDatha laseGeorge (SITA). Eminye imisebenzi eyongezelelweyo ikhona kwiECM, kwaye le datha igcinwe kwindawo yeAzure yoRhulumente weNtshona Koloni. Iintlalo yedata esekelwe kuvimba weMicrosoft Azure igcinwe kwimida yaseMzantsi Afrika kumaziko edatha aseMzantsi Afrika ngokwejografi.

12.3.2.2 Iingcombolo zabemi abaqhagamshelana neziko loQhagamshelwano loRhulumente weNtshona Koloni ezifakwe kwinkqubo yoLawulo loBudlelwane baBemi/babThengi (i-CRM). Idatha ifumaneka

eAmsterdam ehambelana noMgaqo woKhuseleko lweDatha Jikelele weManyano yaseYurophu.

12.3.2.3 Zonke iingcombolo zikhuselekile kwaye zifikeleleka kuphela kubasebenzisi abasemthethweni.

12.4 INkcazelo ngokuBanzi yamaNyathelo oKhuseleko lweeNgcombolo eziza kuzalisekiswa liSebe leNkulumbuso ukuqinisekisa ubumfihlo, intembeko kunye nokufumaneka kweengcombolo.

12.4.1 Intembeko nobumfihlo beenkcukacha zobuqu bomntu ikhuselwe kwizoyikiso ezilindelekileyo nakufikelela olungagunyaziswanga ngokusebenzisa izikhuseli zokhuseleko ezisebenzayo nezifanelekileyo kwimingcipheko ethe yabonwa kunye nobuthathaka beengcombolo.

12.4.2 Ezi zikhuseli ziquka oku kulandelayo:

12.4.2.1 Amanyathelo ombuso:

- UMlawuli-Jikelele (u-DG) uthathela kuye uxanduva ngokubanzi lokhuseleko lwazo zonke iinkcukacha zeSebe.
- UMlawuli woKhuseleko weSebe ulawula lo msebenzi wokhuseleko egameni loMlawuli-Jikelele exhaswa yiKomiti yoKhuseleko yeSebe leNkulumbuso (i-DotP).
- IGosa eliyiNtloko leeNgcombolo (i-CIO) liqinisekisa ukuba kukho amanyathelo afanelekileyo okukhusela iziseko zophuhliso zelCT, iinetwekhi kunye neesistimu. Oku kuquka ukuthatha uxanduva kumaqela angaphandle aphuhlisayo, afikelele okanye asebenzise iziseko zophuhliso zelCT yoRhulumente weNtshona Koloni, iinetwekhi kunye neesistimu.
- IGosa eliyiNtloko loKhuseleko lweeNgcombolo (i-CISO) lihlola lize libhale phantsi imingcipheko yeengcombolo zeshishini kwaye lilawule umngcipheko ngokubhekiselele kwiziseko zophuhliso zelCT, iinetwekhi neesistimu.

- Uxanduva lokugcina kukhuselekile nokhuseleko lubandakanyiwe kuxanduva lwabasebenzi abasebenza ngeenkukacha zobuqu bomntu kwaye kufuneka bathobele imithetho yokhuseleko lweengcombolo, imigaqonkqubo, izicwangciso kunye neenkqubo.
- Iziganeko zokhuseleko ziyahlaziywa kwaye kunikwa ingxelo ngazo.

12.4.2.2 Imilinganiselo kwizinto ezibambekayo:

- Ukufikelela kumaziko nezixhobo kuyalawulwa kwaye kuyaphicothwa.
- Iindawo zokufikelela zimbalwa zibonelelwa ngolawulo lokhuseleko olubambekayo, njengeentsimbi zefestile, iigrile, izivalo kunye neengcango zokhuseleko. Apho kufuneka iindawo zokufikelela ziphuculwe ngokusetyenziswa kweenkqubo zokubona abangeneleli, iinkonzo zokukhusela kunye/okanye isicuphi sevidiyo kamabonakude esivaliweyo.
- Ufikelelo lalawulwa kwaye lubekw' iliso ngendibaniselwano yokukhusela okuqhutywa ngumntu, iinkqubo zolawulo zokufikelela kwi-elektroniki, amakhadi okufikelela weID, iinkqubo zolawulo lwabatyeleli, iingcango ezisebenza ngebhayometriki, amasango ajikelezayo kunye nokusetsha xa kungenwa naxa kuphunywa.

12.4.2.3 Amanyathelo obugcisa:

- Imigangatho yokhuseleko lweengcombolo ekhutshelwe inkonzo zikarhulumente iyathotyelwa.
- Izivumelwano eziye zagqitywa namanye amaqela zibandakanya ukukhuselwa kwentembeko kunye nobumfihlo beengcombolo ngamanye amaqela.
- Imingcipheko ihlolwa ngexesha lokuphuhliswa kosetyenziso neesistimu ezintsha, xa utshintsha iisistimu ezikhoyo, xa

utshintsha iinkqubo zoshishino kwaye naxa ziboniwe iindawo ezixhalabisayo.

- Umngcipheko kwiziseko ezingundoqo zeICT, iinetwekhi neesistimu ulawulwa ngokuba sesichengeni kunye novavanyo lokusongela nokwazisa, ulawulo lophicotho, ulawulo lweziganeko kunye noqeqesho lokwazisa ngokhuseleko.

12.4.3 Izikhuseli ezifanayo ziyafuneka kubanikinkonzo, ababonelelinkonzo kunye namaqabane ezoshishino abafumana iinkcukacha zobuqu egameni okanye kuRhulumente weNtshona Koloni ngexesha lobudlelwane babo neSebe leNkulumbuso.

13. UFIKELELO NOKUFUMANEKA KWALE NCWADANA

13.1 Le ncwadana ifumaneka ngesiNgesi, ngesiBhulu nangesiXhosa ukuze ijongwe phakathi kwentsimbi yesi08h00 neye16h00 ngeMivulo ukuya ngooLwezihlanu (ngaphandle kweeholide zikawonkewonke) kwiOfisi yeGosa eliliSekela leeNgcombolo uMnu Drikus Basson kuMngangatho wokuQala, kwiSakhiwo sezoMthetho sePhondo, kwanombolo 15 kwiSitalato iWale, eKapa

13.2 Ngoko ke, inguqulelo yale ncwadana ngesiBhulu nesiXhosa, inokufumaneka kwi-intanethi ngokundwendwela le dilesi yewebhu ilandelayo:

<https://www.westerncape.gov.za/dept/department-premier/documents/guides/P>

14. UKUHLAZIYWA KWALE NCWADANA

ISebe leNkulumbuso liza kuthi, ukuba kuyimfuneko, lihlaziye lize liyipapashe le ncwadana rhoqo ngonyaka.

Ikhutshwe ngu

**GQIR. HC MALILA
UMLAWULI-JIKELELE
UMHLA:**

ISIHLOMELO A:

ISIKHOKELO KUFIKELELO LWEEREKHODI EZINGAFUMANEKI NGOKUZENZAKALELAYO

1. UKUGCWALISWA KWEFOMU YESICELO, UKUHLAWULWA KWEMRHUMO kunye neFOMU YOKUFIKELELA – icandelo 18, 19, 22, 29 nelama31.

1.1 Ifomu yesicelo

- Ifomu emiselweyo (eqhotyoshelwe njenge**FOMU 2** kufuneka igcwaliswe ngumceli ize ingeniswe kwiGosa leeNgcombolo/kwiGosa leeNgcombolo eliliSekela.
 - Ukuba umceli akakwazi ukufunda okanye ukubhala okanye ukugcwalisa ifomu ngenxa yokukhubazeka, isicelo singenziwa ngomlomo. IGosa leeNgcombolo/kwiGosa leeNgcombolo eliliSekela liza kuthi ke ligcwalise iFomu 2 egameni lomceli, ligcine ikopi engundoqo lize linike umceli ikopi yayo.
 - Isicelo singenziwa egameni lomnye umntu kodwa ke igunya esenziwa ngalo isicelo kufuneka liboniswe kwiFomu 2. Kwakhona umceli kufuneka angenise ubungqina besikhundla isicelo esenziwa phantsi kwaso, ngokwanelisa ngokufanelekileyo kwiGosa leeNgcombolo/kwiGosa leeNgcombolo eliliSekela.
 - Umceli (umntu wedatha) ofuna ukuqinisekisa ukuba ngaba iinkcukacha zakhe zobuqu zigcinwe liqumrhu likarhulumente okanye iinkcukacha zamaqela esithathu afikelele okanye afuna ukufikelela kwiinkcukacha zobuqu kufuneka anikezele ubungqina bokuba ngubani na kwaye kufuneka anikezele ikopi eqinisekisiweyo yesazisi sakhe ngeenjongo zokuqinisekisa.

1.2 Imirhumo

- Imirhumo yokucela kunye nokukhangela irekhodi, ngokunjalo nokwenza iikopi zerekhodi, imiselwe yimigaqo eyenziwe ngokwePAIA. (Eqhotyoshelwe njenge**SHEDYULI YEMIRHUMO**) Le mirhumo ilandelayo iyahlawulwa:
 - Umrhumo wesicelo weR100.00 ngesicelo ngasinye;
 - Umrhumo wokufikelela ngexesha elifanelekileyo elichithwe ukukhangela nokulungiselela ingxelo, ukuba kuthatha ngaphezu kweyure ukukhangela nokulungiselela irekhodi. Idiphozithi, engekho ngaphezu kwesithathu somrhumo wofikelelo uwonke, ingafuneka. Nangona kunjalo, umrhumo ophelileyo wofikelelo uhlawulwa phambi kokuba luvunyelwe ufikelelo; kunye
 - Ukwenzela ukwenza iikopi zerekhodi.

1.3 Abenzicelo abakhululekileyo ekuhlawuleni umrhumo wesicelo:

- Igosa lesondlo/umphandi ocela ukufikelela kwirekhodi yophando lwesondlo okanye kwimibuzo ngokoMthetho weSondlo, 1998 (okanye imigaqo eyenziwe ngokwemigaqo yawo.)
- Umntu ocela irekhodi equlethe iinkcukacha zakhe zobuqu.

1.4 Abenzicelo abakhululekileyo ekuhlawuleni umrhumo wofikelelo:

- Umntu ocela irekhodi equlethe iinkcukacha zakhe zobuqu.
- Umntu ongatshatanga onomvuzo wonyaka ongagqithiyo kwiR14 712 ngonyaka.
- Abantu abatshatileyo, okanye umntu neqabane lakhe lobomi abanomvuzo wonyaka ongagqithiyo kumaR27 192.

1.5 Indlela yokufikelela

- Umceli kufuneka abonise kwiFomu 2 ukuba ikopi okanye uhlobo lwengxelo luyafuneka.
 - Ukuba ikopi iyafuneka, umceli kufuneka abonise ifomu ngaphezulu (umz., eshicilelweyo okanye eyekhompuyutha) kunye nolwimi alukhethayo (apho irekhodi ifumaneka ngeelwimi ezingaphezulu kolunye). ISebe aliziguquleli iirekhodi ezifumaneka ngolwimi olunye kuphela.
- Ingxelo iza kunikezelwa ngendlela eceliweyo ngaphandle kokuba ayinakwenzeka, okanye iza kuphazamisana ngokungekho ngqiqweni ekuqhutyweni kweshishini leSebe.

2. **ISIGQIBO SOKUNIKEZA OKANYE SOKWALELA UFIKELELO – Icandelo 25 nelama26**

2.1 Ixesha lokuthatha isigqibo

IGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela kufuneka ngokukhawuleza kangangoko emva kokufumana iR100,00 kunye neFomu 2 egcwalisiweyo, kodwa ubuncinane **kwiintsuku ezingama30** zokufunyanwa kwayo, ligqibe ekubeni liyasivuma okanye liyasikhaba isicelo kwaye limazise umceli ngesigqibo.

2.2 Ulwandiso lwexesha

IGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela linokwandisa ixesha leentsuku ezingama30, **kube kanye** kangangeentsuku **ezingama30** kwezi meko zilandelayo:

- isicelo sesenani elikhulu leerekhodi okanye sifuna ukukhangelwa ngenani elikhulu leerekhodi kwaye ukuhoya isicelo kuphazamisana ngokungekho ngqiqweni kwimisebenzi yesebe;
- isicelo sifuna ukukhangelwa kweerekhodi kwiofisi engekho kwidolophu enye okanye kwisixeko esinye naleyo yeGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela;

- uthethathethwano luyafuneka namanye amasebe oRhulumenthe weNtshona Koloni okanye amanye amaqumrhu karhulumente ukuze enze isigqibo ngesicelo; okanye
- umceli uvumile ukongezelelwa ixesha.

3. IIREKHODI EZIQUATHE IINGCOMBOLO ZAMANYE AMAQELA – icandelo 47, 48

3.1 Isaziso:

IGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela kufuneka lithathe onke amanyathelo afanelekileyo ukwazisa amanye amaqela ngokukhawuleza, kodwa ubuncinane kwiintsuku **ezingama21, zokufumana nasiphi** na isicelo sengxelo equlethe:

- iingcombolo zobuqu bomntu wesithathu;
- iimfihlo zorhwebo zomntu wesithathu;
- iingcombolo zomntu wesithathu zemali, zorhwebo, zenzululwazi okanye zobugcisa kunye nokubhengezwa kunokubangela ukwenzakala kwezorhwebo okanye kwezemali kumntu wesithathu;
- iingcombolo ezinikezelwe ngumntu wesithathu ngentembeko nangokubhengezwa kuza kudlelelela okanye kubeke umntu wesithathu engxakini kwiikhontrakthi okanye olunye uthethathethwano okanye ukhuphiswano lwezorhwebo;
- iingcombolo ezinikezelwe ngentembeko ngumntu wesithathu nangokubhengezwa kuza (i) kukulingana nokwaphulwa kokxanduva lokuthembeka elutyalwa umntu wesithathu ngokwesivumelwano; okanye (ii) ithintele ngokufanelekileyo unikezelo lwexesha elizayo leengcombolo ezifanayo ekufuneka, ngokulungiselela uluntu, lunikezelwe; okanye
- iingcombolo ezimalunga nophando olwenziwayo okanye egameni lomntu wesithathu ezinokuthi zibe sengozini kakhulu nokuba ngumntu wesithathu, iarhente okanye umxholo wophando.

3.2 UMntu weSithathu umela kwaye uvume

Kwisithuba seentsuku **ezingama21** zesaziso (3.1 ngasentla) umntu wesithathu unokuthi (i) enze izindululo ezibhaliweyo okanye zomlomo kwiGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela ukuba kutheni isicelo kufuneka salawe; okanye (ii) anike imvume ebhaliweyo yokubhengezwa kwerekhodi.

3.3 Isigqibo malunga nokumelwa kokwaliwa

IGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela kufuneka ngokukhawuleza kangangoko kunokwenzeka, kodwa ubuncinane kwiintsuku **ezingama30** emva kwesaziso (3.1 ngasentla) lenze isigqibo sokuba liyasivuma okanye liyasikhaba isicelo sofikelelo kwaye

kufuneka lamazise umntu wesithathu ochaphazelekayo ngokunjalo nomceli malunga nesigqibo.

4. ISIBHENO SANGAPHAKATHI – icandelo 74 nelama75

4.1 Umceli

Umceli unokufaka isibheno sangaphakathi, kwisithuba seentsuku **ezingama60** emva kokuba isaziso sinikezelwe sesigqibo sokuba iGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela ukuba:

- liyasala isicelo sokufikelela (jonga ku2 ngasentla);
- hlawula umrhumo (jonga ku1.2 ngasentla);
- ukwandisa ixesha lokunika ufikelelo (jonga ku2.2 ngasentla).

4.2 Umntu wesithathu

Umntu wesithathu unokusifaka isibheno sangaphakathi, **kwiintsuku ezingama30** emva kokuba isaziso sinikezelwe sesigqibo sokuba iGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela ukuze linike imvume yokufikelela kwirekhodi equlethe iingcombolo malunga nomntu wesithathu (jonga ku3 ngasentla).

4.3 Indlela yesibheno sangaphakathi

Isibheno sangaphakathi sifakwa ngokugcwalisa ifomu emiselweyo (**iFomu 4** eqhotyoshelweyo) uze uyise okanye uyithumele kwiGosa leeNgcombolo/iGosa leeNgcombolo eliliSekela.

5. ISIKHALAZO KUMLAWULI WEENGCOMBOLO – icandelo 77A nelama77B

Kuphela kusemva kokuba kufakwe isibheno sangaphakathi kwaye umceli okanye umntu wesithathu ehlala engonelisekanga sisiphumo sesibheno sangaphakathi, isikhalazo sinokufakwa kuMlawuli weeNgcombolo.

5.1 Umceli

- Umceli angakhalaza kuMlawuli malunga noku:
 - isibheno sangaphakathi esingaphumelelanga;
 - isibheno sasemva kwexesha esingavunyelwanga;
 - ukwaliwa kwesicelo sokufikelela kwiingcombolo;
 - isigqibo malunga nemirhumo;
 - isigqibo sokwandisa ixesha lokuqubisana nesicelo; okanye
 - isigqibo sokubonelela ngofikelelo ngendlela ethile.

5.2 Umntu wesithathu

- Umntu wesithathu angakhalaza kuMlawuli weeNgcombolo malunga noku:
 - isibheno sangaphakathi esingaphumelelanga,
 - nakuphi na ukuvunyelwa kwesicelo sokufikelela kwiingcombolo.

5.3 Ifomathi

Isikhalazo kuMlawuli weeNgcombolo kufuneka senziwe ngokubhaliweyo kwifom emiselweyo (**iFom 5** eqhotyoshelweyo) zingadlulanga iintsuku **ezili180** zesigqibo esibangele isikhalazo eso.

6. **ISICELO KWINKUNDLA YAMATYALA – icandelo 78**

6.1 Umceli okanye umntu wesithathu unokufaka isicelo enkundleni soncedo olufanelekileyo ukuba

- isibheno sangaphakathi sifakwe kwaye umenzi wesicelo uhlala engonelisekanga sisiphumo sesibheno sangaphakathi; okanye
- isikhalazo safakwa kuMlawuli weeNgcombolo kwaye ummangali uhlala engonelisekanga sisiphumo sesikhalazo.

6.2 Isicelo esiya enkundleni kufuneka senziwe **kwiintsuku ezili180** emva kokwaziswa ngesiphumo sesibheno sangaphakathi okanye isigqibo soMlawuli weeNgcombolo, njengoko kunokuba njalo.

IFOMU 2

ISICELO SOKUFIKELELA KWIREKHODI

[UMgaqo 7]

QAPHELA:

1. Ubungqina besazisi kufuneka buncanyatheliswe ngumceli.
2. Ukuba izicelo zenziwe egameni lomnye umntu, ubungqina besigunyaziso esinjalo, kufuneka buqhotyoshelwe kule fomu.

IYA: KwiGosa leeNgcombolo

(Idilesi)

IDilesi yelmeyili:

Inombolo yefeksi:

Phawula ngo- "X"

Isicelo senziwa egameni lam

Isicelo senziwa egameni lomnye umntu.

IINGCOMBOLO ZOBUQU BOMNTU

AmaGama aPheleleyo			
INombolo yeSazisi			
Isikhundla ekwenziwa isicelo phantsi kwaso (xa sisenziwa egameni lomnye umntu)			
IDilesi yePosi			
IDilesi yeSitalato			
IDilesi yelmeyili			
IiNombolo zoNxibelelwano	UMnx. (B):		Fasimeyili: <input type="text"/>
	Iselula:		
Amagama apheleleyo omntu ekwenziwa isicelo egameni lakhe (ukuba akhona):			
INombolo yeSazisi			

IDilesi yePosi			
IDilesi yeSitalato			
IDilesi yelmeyili			
IiNombolo zoNxibelelwano	UMnx. (B)		Fasimeyili
	Iselula		
IINKCUKACHA ZEREKHODI EZICELIWEYO			
<p><i>Nikezela ngeenkukacha ezipheleleyo zerekhodi ekucelwe ukufikelela kuzo, kuquka nenombolo yereferensi ukuba uyayazi, ukuze irekhodi ifumaneke. (Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze ulincamathisele kule fomu. Onke amaphepha ongezelelweyo kufuneka atyikitywe.)</i></p>			
Inkcazo yerekhodi okanye inxalenye efanelekileyo yerekhodi:			
Inombolo yereferensi, ukuba ikhona			
Naziphi na ezinye iinkcukacha zerekhodi			
UHLOBO LWEREKHODI (Phawula ibhokisi esebenzayo ngo-"X")			
Iirekhodi ebhaliweyo okanye eshicilelweyo			
Iirekhodi yenziwa yimifanekiso ebonakalayo (oku kuquka iifoto, izilayidi, iividiyo ezishicilelweyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.njl)			

Irekhodi iqulathe amagama arekhodiweyo okanye iingcombolo ezinokuthi ziveliswe kwakhona ngesandi	
Irekhodi igcinwe ekhomyutheni okanye nge-elektronikhi, okanye ngefomu efundekayo yomatshini	
INDLELA YOKUFIKELELA (Phawula ibhokisi esebenzayo ngo-"X")	
Ikopi eprintiweyo yerekhodi (kuquka ikopi zayo nayiphi na imifanekiso ebonakalayo, ubhalo lwesandi neengcombolo ezigcinwe ekhomyutheni okanye kwifomu ye-elektronikhi okanye ngefomu efundekayo yomatshini)	
Ubhalo lwesandi olubhaliweyo okanye lwemifanekiso ebonakalayo (oku kuquka iifoto, izilayidi, iividiyo ezishicilelweyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.njl)	
Ukubhalwa kwengoma zesandi (uxwebhu oluprintiweyo okanye olubhaliweyo)	
Ikopi yerekhodi kwiflash drive (kuquka nemifanekiso ebonakalayo kunye neengoma zesandi)	
Ikopi yerekhodi kwicompact disc drive (kubandakanywa nemifanekiso ebonakalayo kunye neengoma zesandi)	
Ikopi yerekhodi egcinwe kuvimba weseva yokugcina	

INDLELA YOKUFIKELELA (Phawula ibhokisi esebenzayo ngo-"X")	
Ukuhlolwa kwerekhodi yobuqu bomntu kwidilesi ebhaliweyo yequmrhu likawonkewonke/labucala (kuquka ukumamela amagama ashicilelweyo, iingcombolo ezinokuphinda ziveliswe kwakhona ngesandi, okanye iingcombolo ezigcinwe kwikhompyutha okanye ngendlela e-elektronikhi okanye efundekayo yomatshini)	
linkonzo zeposi eziya kwidilesi yeposi	
linkonzo zeposi eziya kwidilesi yesitalato	
linkonzo zeKhoriya eziya kwidilesi yesitalato	
Ifasimeyili yeengcombolo ngefomathi ebhaliweyo okanye eprintiweyo (kuquka ubhalo lwesandi)	
Iingombolo zelmeyili (kuquka iingoma zesandi ukuba kuyenzeka)	
Ulwabelwano ngovimba/udluliselo lwefayili	

Ulwimi olukhethwayo (Qaphela ukuba irekhodi ayifumaneki ngolwimi olukhethayo, ukufikelela kunokunikezelwa ngolwimi efumaneka ngalo irekhodi)	
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IINKCUKACHA ZELUNGELO LOKUSEBENZA OKANYE LOKUKHUSELELWA

Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze ulincamathisele kule Fomu. Umceli kufuneka awatyikitye onke amaphepha ongezelelweyo.

Abonise ukuba leliphi ilungelo eliza kusetyenziswa okanye elikhuselweyo	
Cacisa ukuba kutheni irekhodi eceliweyo ifuneka ekusebenziseni okanye ekukhuseleni eli lungelo likhankanywe ngasentla:	

IMIRHUMO

<p>a) Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba isicelo siqwalaselwe.</p> <p>b) Uza kwaziswa ngesixamali somrhumo wofikelelo oza kuhlawulwa.</p> <p>c) Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kuhlobo ekufuneka ufikelelo lwalo nakwixesha elifanelekileyo elifunekayo lokukhangela nokulungiselela irekhodi.</p> <p>d) Ukuba ufanelekile ukuba ukhululwe kwintlawulo yayo nayiphi na intlawulo, nceda uchaze isizathu sokukhululwa</p>	
Isizathu	

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

Idilesi yeposi	Fasimeyili	Unxibelelwano lwe-elektronokhi (Nceda ucacise)

Sityikitywe e _____ ngalo mhla _____ 20 _____

Utyikityo loMceli / umntu ekwenziwa isicelo egameni lakhe

KUSETYENZISWA YIOFISI KUPHELA

<i>INombolo yereferensi:</i>	
<i>Isicelo sifunyenwe ngu: (Chaza iSikhundla, Igama Kunye neFani yeGosa leeNgcombolo)</i>	
<i>Umhla esifunyenwe ngawo:</i>	
<i>Imirhumo yofikelelo:</i>	
<i>IDipozithi (ukuba ikhona):</i>	

Utyikityo lweGosa leeNgcombolo)

ISIHLOMELO B IMIRHUMO

IMirhumo ngokuBhekiselele kuMaqumrhu kaRhulumente

<u>Umba</u>	<u>Inkcazelo</u>	<u>Isixamali</u>
1.	Umrhumo wesicelo ohlawulwa ngumceli ngamnye	R100.00
2.	Ifotokopi yephepha elibukhulu bunguA4	I-R1.50 ngephepha okanye inxalenye yalo.
3.	Ikopi eprintiweyo yephepha elibukhulu bunguA4	I-R1.50 ngephepha okanye inxalenye yalo
4.	Ukufumana ikopi ekwifomu efundeka ngekhompyutha: (i) kwiflash drive (iya kubonelelwa ngumceli) (ii) kwiCompact disc . Ukuba inikezelwe ngumceli . Ukuba inikezelwe kumceli	R40.00 R40.00 R60.00
5.	Kubhalo lwesandi lwemifanekiso ebonakalayo ngephepha elibukhulu bunguA4	Inkonzo eza kunikwa abantu bangaphandle. Kuza kuxhomekeka kwikoteyishini yoMboneleli weNkonzo
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ubhalo lwesandi lwerekhodi yesandi, ngephepha elibukhulu bunguA4	R24,00
8.	Ikopi yerekhodi yesandi: (i) kwiflash drive (iya kubonelelwa ngumceli) (ii) kwiCompact disc . Ukuba inikezelwe ngumceli . Ukuba kunikwe umceli	R40,00 R40,00 R60,00
9.	Ukukhangela nokulungiselela irekhodi ukwenzela ukuba idizwe ngeyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, ngokufanelekileyo kuyafuneka kukhangelo nolungiselelo olunjalo. Ukungadluli kwiindleko zizonke ze	R100,00 R300,00
10.	Idiphozithi: Ukuba ukhangelo ludlula iiyure ezi-6	Isinye kwisithathu semali ngesicelo ngasinye esibalwe ngokwento 2 ukuya kweyesi 8.
11.	Iposi, i-imeyili okanye naluphi na olunye udluliselo lwe-elektronikhi	lindleko ezizizo, ukuba zikhona

IFOMU YESIBHENO SANGAPHAKATHI

IFOMU 4

[UMgaqo 9]

INombolo yeReferensi:

IINKCUKACHA ZEQUMRHU LIKARHULUMENTE				
IGama leQumrhu likaRhulumente				
IGama neFani yeGosa leeNgcombolo:				
IINKCUKACHA ZOMMANGALI OFAKA ISIBHENO SANGAPHAKATHI				
AmaGama aPheleleyo				
INombolo yeSazisi				
IDilesi yePosi				
IINombolo zoNxibelelwano	UMnx. (B)		Fasimeyili	
	Iselula			
IDilesi yelmeyili				
Ngaba isibheno sangaphakathi sifakwa egameni lomnye umntu?			Ewe	Hayi
Ukuba impendulo ngu "ewe", isikhundla somntu apho isibheno sangaphakathi sifakwe egameni lomnye umntu: <i>(Ubungqina besikhundla esifakwe phantsi kwesibheno, ukuba bukhona, kufuneka buqhotyoshelwe.)</i>				
IINKCUKACHA ZOMNTU ISIBHENO SANGAPHAKATHI SIFAKWA EGAMENI LAKHE (Ukuba sifakwe ngumntu wesithathu)				
AmaGama aPheleleyo				
INombolo yeSazisi				
IDilesi yePosi				
IINombolo zoNxibelelwano	UMnx. (B)		Fasimeyili	
	Iselula			

Idilesi yelmeyili	
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ISIGQIBO SOKUCHASANA NOKO KUFAKWE PHANTSI KWESIBHENO SANGAPHAKATHI <i>(Phawula ibhokisi efanelekileyo ngo-"X")</i>	
Ukwaliwa kwesicelo sofikelelo	
Isigqibo malunga nemirhumo emiselweyo ngokwecandelo 22 loMthetho	
Isigqibo malunga nokwandiswa kwexesha ekufuneka kuqutyiswane nesicelo ngalo ngokwecandelo 26(1) loMthetho.	
Isigqibo ngokwecandelo 29(3) loMthetho sokwala ukufikelela ngendlela ecelwe ngumceli.	
Isigqibo sokunikezela isicelo sofikelelo	
IZIZATHU ZOKUBHENA <i>(Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze ulincamathisele kule fomu, onke amaphepha ongezelelweyo kufuneka atyikitywe)</i>	
Chaza izizathu esisekelwe phezu kwazo isibheno sangaphakathi:	
Chaza naziphi na iingcombolo ezinokuba zifanelekile xa kuqwalaselwa isibheno:	

Uza kwaziswa ngembalelwano ngesigqibo sesibheno sakho sangaphakathi. Nceda ubonise indlela oyikhethayo yokwaziswa:

Idilesi yeposi	Fasimeyili	Unxibelelwano lwe-elektronokhi (Nceda ucacise)

Sityikitywe e _____ ngalo mhla _____ 20 _____

**KUSETYENZISWA YIOFISI KUPHELA
IREKHODI ESEMTHEHWENI YESIBHENO SANGAPHAKATHI**

Isibheno sifunyenwe ngu: <i>(chaza isikhundla, igama nefani yeGosa leeNgcombo)</i>				
Umhla esifunyenwe ngawo:				
Isibheno esikhatshwa zizathu zesigqibo segosa leengcombolo kwaye, apho kufanelekileyo, iinkcukacha zakhe nawuphi na umntu wesithathu ezinxulumene naye, zingeniswe ligosa leengcombolo:			Ewe	
			Hayi	
ISIPHUMO SESIBHENO				
Ukwaliwa kwesicelo sofikelelo. Siqinisekisiwe?	Ewe		Isigqibo esitsha <i>(ukuba asiqinisekiswa)</i>	
	Hayi			
Imirhumo (Imizuzwana 22). Siqinisekisiwe?	Ewe		Isigqibo esitsha <i>(ukuba asiqinisekiswa)</i>	
	Hayi			
Ulwandiso (Imizuzwana 26(1)). Siqinisekisiwe?	Ewe		Isigqibo esitsha <i>(ukuba asiqinisekiswa)</i>	
	Hayi			
Ufikelelo (Imizuzwana 29(3)). Siqinisekisiwe?	Ewe		Isigqibo esitsha <i>(ukuba asiqinisekiswa)</i>	
	Hayi			
Sivunyiwe isicelo sofikelelo. Siqinisekisiwe?	Ewe		Isigqibo esitsha <i>(ukuba asiqinisekiswa)</i>	
	Hayi			

Sityikitywe e _____ ngalo mhla _____ 20 _____

Igunya elifanelekileyo

IFOMU YESIMANGALO

IFOMU 5

[UMgaqo 10]

QAPHELA:

- Le fomu yenzelwe ukunceda uMceli okanye uMntu wesiThathu (ekubhekiselelwa kuye apha "njengoMmangali") ekuceleni ukuqwalaselwa ngokutsha kwempendulo yeQumrhu likaRhulumente okanye laBucala okanye ukungaphenduli kwisicelo sokufikelela kwiirekhodi phantsi koMthetho wokuKhuthazwa koFikelelo kwiiNgcombolo, 2000 (uMthetho onguNombolo 2 ka-2000) ("i-PAIA"). Nceda ugcwalise le fomu uze uyithumele kule dilesi yeimeyili ilandelayo: PAIAComplaints@justice.gov.za okanye ugcwalise ifomu yesimangalo ekhoyo kwi-intanethi <https://www.justice.gov.za/inforeg/>.
- I-PAIA inika ilungu loluntu ilungelo lokufaka isimangalo kuMlawuli weeNgcombolo malunga nalo naluphi na uhlobo lwezimangalo ezichazwe kwinxalenye yale fomu yesimangalo engu F.
- Kungumgaqonkqubo woMlawuli weeNgcombolo ukuhlehlisa ukuphanda okanye ukukhaba isimangalo ukuba uMmangali akakhange aqale anike iqumrhu loluntu okanye labucala (kubhekiswa kulo apha njenge "Qumrhu") ithuba lokuphendula kunye nokuzama ukusombulula lo mba. Ukunceda iQumrhu liqubisane nezinto ezikuxhalabisayo phambi kokuba uye kuMlawuli weeNgcombolo, kufuneka ugcwalise **iFomu 2 yePAIA** emiselweyo uze uyingenise kwiQumrhu.
- Ikopi yale Form iza kunikezelwa kwiQumrhu elingumphandi wesimangalo sakho. Iingcombolo ozinikezelayo kule fomu, oziqhoboshela kule fomu okanye onikela ngazo kamva, ziza kusetyenziswa kuphela ukuzama ukusombulula ingxabano yakho, ngaphandle kokuba kuchazwe ngenye indlela apha.
- UMlawuli weeNgcombolo uza kusamkela isimangalo sakho kuphela wakuba uqinisekisile ukuba uyithobele le mimiselo ingezantsi.
- Nceda uqhoboshele ikopi zala maxwebhu alandelayo, ukuba unawo:**
 - Ikopi yefomu kwiQumrhu ecela ukufikelela kwiirekhodi;
 - Impendulo yeQumrhu kwisimangalo sakho okanye kwisicelo sofikelelo;
 - Nayiphi na enye imbalelwano phakathi kwakho neQumrhu malunga nesicelo sakho;
 - Ikopi yefomu yesibheni, ukuba isimangalo sakho sinxulumene nequmrhu loluntu;
 - Impendulo yeQumrhu kwisibheni sakho;
 - Nayiphi na enye imbalelwano phakathi kwakho neQumrhu malunga nesibheni sakho;
 - Amaxwebhu akugunyazisa ukuba usebenze egameni lomnye umntu (ukuba akhona);
 - UMyalelo weNkundla okanye amaxwebhu eNkundla anxulumene nesimangalo sakho, ukuba akhona.
- Ukuba asonelanga isithuba esibonelelweyo kule Fomu, ngenisa iingcombolo njengeSihlomelo kule Fomu uze utyikitye iphepha ngalinye.

ISIKHUNDLA SOMNTU/SEQELA ELIFAKA ISIMANGALO (Phawula ngo- "X")

UMmangali uBuqu

UMmeli woMmangali

UMntu wesiThathu

OKUDINGEKAYO

Ngaba usifakile isicelo (ifomu yePAIA) sokufikelela kwiirekhodi yequmrhu loluntu/labucala?	Ewe		Hayi	
Ngaba ziphelile iintsuku ezingama30 ukusuka kumhla ongenise ngawo iPAIA yakho?	Ewe		Hayi	
Ngaba uyisebenzisa yonke inkqubo yangaphakathi yesibheni ngokuchasene nesigqibo segosa leengcombolo lequmrhu loluntu?	Ewe		Hayi	

Ngaba usifakile isicelo eNkundleni ukuze ufumane isiqabu esifanelekileyo malunga nalo mba?	Ewe		Hayi	
--	-----	--	------	--

KUSETYENZISWA NGUMLAWULI WEENGCOMBOLO KUPHELA

Samkelwe ngu: (Amagama apheleleyo)				
Isikhundla				
Utyikityo				
Samkelwe isimangalo	Ewe		Hayi	
INombolo yereferensi				
<i>Isitampu somhla</i>				

Idilesi yeposi	Fasimeyili	Olunye unxibelelwano lwe-elektronokhi (Nceda ucacise)

**ISIGABA A
IINKCUKACHA ZOBUQU ZOMMANGALI**

AmaGama aPheleleyo			
INombolo yeSazisi			
IDilesi yePosi			
IDilesi yeSitalato			
IDilesi yelmeyili			
Iinombolo zonxibelelwano	UMnx. (B)		Fasimeyili
	Iselula		

**ISIGABA B
IINKCUKACHA ZOMMELI**

(Gcwalisa kuphela ukuba uza kumelwa. Amandla eGqwetha kufuneka aqhotyoshelwe ukuba ummangali umelwe, ukuba asiphumelelanga eso simangalo siyakwaliwa)

Amagama Apheleleyo oMmeli			
Uhlobo lwemmeli			
INomolo yeSazisi / INombolo yoBhaliso			
IDilesi yePosi			
IDilesi yeSitalato			
IDilesi yelmeyili			
IiNombolo zoNxibelelwano	UMnx. (B)		Fasimeyili
	Iselula		

**ISIGABA C
IINGCOMBOLO ZOMNTU WESITHATHU**

(Nceda uqhoboshele ileta yogunyaziso)

Uhlobo lwequmrhu	Lelabucala		Lelikarhumente	
Igama lequmrhu likarhulumente / labucala				
INombolo yoBhaliso (ukuba ikhona)				

IGama, iFani neSikhundla somntu ogunyazisiweyo ukuba afake isimangalo			
IDilesi yePosi			
IDilesi yeSitalato			
IDilesi yelmeyili			
IiNombolo zoNxibelelwano	UMnx. (B):		Fasimeyili
	Iselula		

ISIGABA D IQUMRHU EKUFAKWE ISIKHALAZO NGAKULO			
Uhlobo lwequmrhu	Lelabucala		Lelikarhumente
Igama lequmrhu likarhulumente / labucala			
Inombolo yesazisi (ukuba ikhona)			
Igama, ifani kunye netayitile yomntu oqubisene naye kwiqumrhu likarhulumente okanye labucala ukuzama ukusombulula isikhalazo sakho okanye isicelo sokufikelela kulwazi.			
IDilesi yePosi			
IDilesi yeSitalato			
IDilesi yelmeyili			
IiNombolo zoNxibelelwano	UMnx. (B):		Fasimeyili
	Iselula		
INombolo yeReferensi enikiweyo (ukuba ikhona)			

ISIGABA E ISIMANGALO			
<i>Sixelele malunga namanyathelo owathathileyo ukuzama ukusombulula isimangalo sakho (Izimangalo kufuneka ziqale zingeniswe ngqo kwiqumrhu loluntu okanye labucala ukufumana impendulo nesisombululo esinokubakho)</i>			
Umhla esifakwe ngawo isicelo sofikelelo kwiirekhodi.			
Nceda uchaze uhlobo lw(ama)elungelo ekufuneka li(a)setyenziswe okanye li(a)khuselwe, ukuba uthotyelo luchasene nequmrhu labucala.			
Ngaba ukhe wazama ukusombulula lo mba nombuso?	Ewe		Hayi
Ukuba ewe, usifumene nini? (Nceda uqhoboshele ileta kwesi sicelo.)			
Ngaba uye wabhena ngokuchasene nesigqibo segosa leengcombolo lequmrhu loluntu?	Ewe		Hayi

Ukuba ewe, usifake nini isibheni?			
Ngaba usifakile isicelo eNkundleni ukuze ufumane isiqabu esifanelekileyo malunga nalo mba?	Ewe		Hayi
Ukuba ewe, nceda ubonise ukuba wagwetywa nini umcimbi yiNkundla? Nceda uqhoboshele uMyalelo weNkundla, ukuba ukhona.			
ISIGABA F			
UHLOBO OLUCACILEYO LOKUFIKELELA KWIIREKHODI			
<i>(Nceda ukhethe ibenye okanye ngaphezulu kwezi zilandelayo ukuchaza isimangalo sakho kuMlawuli weNgcombolo)</i>			
Isibheni asiphumelelanga (ICandelo 77A(2)(a) okanye icandelo 77A(3)(a) le lePAIA)	<i>Ndibhene ngokuchasene nesigqibo sequmrhu loluntu kwaye isibheni asiphumelelanga.</i>		
Isicelo soxolelo asiphumelelanga (ICandelo 77A(2)(b) nelama75(2) lePAIA)	<i>Ndafaka isibheni sam ngokuchasene nesigqibo sequmrhu loluntu emva kwexesha ndaza ndafaka isicelo soxolelo. Isicelo soxolelo siye sachithwa.</i>		
Ukwaliwa kwesicelo sofikelelo (ICandelo 77A(2)(c)(i) okanye 77A(2)(d)(i) okanye 77A(3)(b) lePAIA)	<i>Ndacela ukufikelela kwiingcombolo ezigcinwe liqumrhu kwaye eso sicelo saliw okanye ixalenye yaso yaliwa.</i>		
Iqumrhu lifuna ukuba ndihlawule umrhumo kwaye ndivakalelwa kukuba oku kugqithisile (ICandelo 22 okanye 54 lePAIA)	<i>Ithenda okanye intlawulo yomrhumo omiselweyo. Ithenda okanye intlawulo yedopozithi.</i>		
Ukubuyiswa kwentlawulo yediphozithi (ICandelo Igosa leengcombolo lalile ukubuyisela intlawulo yediphozithi ehlawuliweyo 22(4) of PAIA) malunga nesicelo sofikelelo esaliweyo.	<i>Igosa leengcombolo lalile ukubuyisela intlawulo yediphozithi ehlawuliweyo malunga nesicelo sofikelelo esithe saliya.</i>		
Ukungavumelani nokwandiswa kwexesha (ICandelo 26 okanye 57 lePAIA)	<i>Iqumrhu ligqibe kwelokuba landise umda wexesha lokuphendula isicelo sam, kwaye andivumelani nokongezwa komda wexesha eliceliweyo okanye ukongezwa kwexesha elithathiweyo ukuphendula kwisicelo sam sofikelelo.</i>		
IFomu yokufikelela yaliwe (ICandelo 29(3) okanye 60 (a) lePAIA)	<i>Ndicele ufikelelo ngefomu ethile nefanelekileyo kwaye lo fomu yofikelelo yaliwa.</i>		
Kuthathwa njengokwaliwa (ICandelo 27 okanye 58 lePAIA)	<i>Sele izintsuku ezingaphezu kwezingama30 ukusukela oko ndenze isicelo sam kwaye andikasifumani isigqibo.</i>		
	<i>Ixesha lokwandiswa liphelile kwaye akukho mpendulo ifunyenweyo.</i>		
Ukubhengezwa ngokungafanelekanga kwerekhodi (Izizathu ezisisinyanzelo zokwaliwa kokufikelela kwirekhodi) .	<i>Iirekhodi (eziphantsi kwezizathu zokwalelwa ukufikelela) ziye zabhengezwa ngendlela engafanelekanga/engekho ngqiqweni.</i>		
Akukho zizathu zaneleyo zokwalelwa ufikelelo (ICandelo 56(3) (a) lePAIA)	<i>Isicelo sam sofikelelo saliw, kwaye akukho zizathu zibambekayo okanye ezaneleyo zoko kwaliwa, ezithe zanikwa, kuquka amagatya alo Mthetho ekuxhomekeke kuwo kwaliwa kwaso.</i>		

Ukufikelela kwinxenywe yerekhodi (ICandelo 28(2) okanye 59(2) lePAIA)	Ukufikelela kwinxalenye kuphela yeerekhodi eziceliweyo kwavunywa kwaye ndiyakholelwa ukuba bekufanele ukuba zixeliwe iirekhodi ezininzi.	
Ukurhoxiswa kwintlawulo (ICandelo 22(8) okanye 54(8) lePAIA)	Ndikhululiwe ekuhlawuleni nawuphi na umrhumo kwaye isicelo sam sokurhoxisa imirhumo saliwe.	
Iirekhodi ezingafumanekiyo okanye ezingekho (ICandelo 23 okanye 55 lePAIA)	Iqumrhu libonise ukuba ezinye okanye zonke iirekhodi eziceliweyo azikho kwaye ndiyakholelwa ukuba azikho iirekhodi ezininzi.	
Ukusilela ukuxela iirekhodi	Iqumrhu ligqibe kwelokuba lindinike ufikelelo kwiirekhodi eziceliweyo, kodwa andikazifumani.	
Akukho gunya (ukusetyenziswa okanye ukukhuselwa kwawo nawaphi na amalungelo) (ICandelo 50(1)(a) lePAIA)	Iqumrhu libonise ukuba iirekhodi eziceliweyo azibandakanywanga kwiPAIA kwaye andivumi.	
Isicelo esingenamsebenzi okanye esicaphukisayo (ICandelo 45 lePAIA)	Iqumrhu libonise ukuba isicelo sam sibonakala singenamsebenzi okanye sicaphukisa kwaye andivumi.	
Okunye (Nceda ucacise)		
ISIGABA G ISIPHUMO ESILINDELEKILEYO		
Ucinga ukuba angakunceda njani uMlawuli weeNgcombolo? Chaza isiphumo osifumeneyo osifunayo.		
ISIGABA H IZIVUMELWANO		

Isiseko esisemthethweni sezi zivumelwano zilandelayo sichazwe kwiSaziso saBucala malunga nendlela yokufaka uxwebhu lwakho lwesimangalo. Ukuze uMlawuli weeNgcombolo asihoye isimangalo sakho, kufuneka uphawule ibhokisi nganye kwezi zingezantsi ukubonisa isivumelwano sakho:

- Ndiyavuma ukuba uMlawuli weeNgcombolo unokusebenzisa iingcumbolo ezinikiweyo kwisimangalo sam ukunceda ekuphandeni imiba enxulumene nokukhuthazwa kwelungelo lokufikelela kwiingcumbolo kunye nokukhuselwa kwelungelo lokuba neemfihlo eMzantsi Afrika. Ndiyakuqonda ukuba uMlawuli weeNgcombolo akasoze azibandakanye iingcumbolo zam zobuqu okanye ezinye iingcumbolo ezindichazayo nakweyiphi na ingxelo yoluntu, kwaye iingcumbolo zam zobuqu zisakhuselwe nguMthetho woKhuseleko lweeNgcombolo zoBuqu, 2013 (uMthetho ongoNombolo 4 ka-2013). Ndiyakuqonda ukuba, ukuba andivumi, uMlawuli weeNgcombolo uza kuqhubeka nokusihoya isimangalo sam.
- IiNgcombolo ezikwiFomu yeSimangalo ziyinyaniso ngokolwazi lwam nangenkolelo yam.
- Ndigunyazisa uMlawuli weeNgcombolo ukuba aziqokelele iingcumbolo zesimangalo sam (ezifana neengcumbolo ezimalunga nam kule fomu yesimangalo) aze azisebenzisele ukuqubisana nesimangalo sam samalungelo oluntu esinxulumene nelungelo lokufikelela kwiingcumbolo kunye / okanye ukukhuselwa kwelungelo lokuba neemfihlo.
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Ndigunyazisa nabani na (njengomqeshi, umboneleli ngeenkonz, ingqina) oneengcombolo ezifunekayo ukuze kuqwalaselwe isimangalo sam ukuze abelane ngazo noMlawuli weeNgcombolo. Umlawuli weeNgcombolo unokuzifumana ezi ngcombolo ngokuthetha namangqina okanye ngokucela iirekhodi ezibhaliweyo. Ngokuxhomekeke kuhlobo lwesimangalo, ezi rekhodi zinokubandakanya iifayile zabasebenzi okanye idatha yomqeshi, iirekhodi zonyango okanye zesibhedlele, kunye neengcombolo zemali okanye zomrhafi.



Ukuba ziyatshintsha naziphi na iingcombolo zam zoqhagamshelwano ngexesha lenkqubo yesimangalo, luxanduva lwam ukwazisa uMlawuli weeNgcombolo; kungenjalo isimangalo sam sinokulibaziseka okanye sivalwe.

Sityikitywe e_____ ngalo mhla _____ 20 _____

Ummangali/ummeli/umntu ogunyazisiweyo weQela leSi thathu