



INCWADI YE-PAIA

**Ilungiswe ngokwemiqathango yecandelo
14 loMthetho wokuKhuthaza ukuFikelela
kuLwazi uMthetho Nomb. 2 ka-2000
(njengoko ilungisiwe)**

UMHLA WOKUQULUNQA: 23/05/2024
UMHLA WOKUHLAZIYA: 01/06/2025

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1. ULUHLU LWEE-AKHRONIMU NEZIFINYEZO

- 1.1 “**umrhumo wokufikelela**” Umrhumo omiselweyo ngenjongo yeCandelo 22(6) okanye 54(6), njengoko kunokuba njalo.
- 1.2 “**inkundla**” ithetha –
- (a) INkundla yoMgaqo-siseko esebenza ngokwecandelo 167(6) (a) kuMgaqo-siseko weRiphabliki yoMzantsi eAfrika, we-1996; okanye
- (b) (i) INkundla ePhakamileyo okanye enye inkundla enesimo esifanayo; okanye
- (ii) iNkundla kaMantyi, ngokubanzi okanye malunga nodidi oluthile lwezigqibo ngokwemiqathango ye-PAIA, etyunjwe nguMphathiswa, ngesaziso kwiGazethi kwaye echotshelwe ngumantyi okanye umantyi owongezelelweyo/wesibini ochongwe ngokwecandelo lama-91A le-PAIA, ngaphakathi kwindawo yolawulo—
- (aa) isigqibo seGosa loLwazi okanye igunya elifanelekileyo lequmrhu likarhulumente okanye intloko yequmrhu labucala sithathiwe;
- (bb) iqumrhu likarhulumente elichaphazelekayo elinendawo yalo ephambili yolawulo okanye ishishini lalo; okanye
- (cc) umceli okanye umntu wesithathu ohlalayo okanye ongumhlali nje oqhelekileyo;
- 1.3 “**umntu weenkukacha**” umntu iinkukacha zobuqu ezinxulemene naye;
- 1.4 “**Isebe**” Isebe lezeMidlalo, uLonwabo, uBugcisa neNkcubeko, iPhondo leMpuma Koloni
- 1.5 “**I-DIO**” ISekela Gosa loLwazi (eliyiNtloko yeSebe lezeMidlalo, uLonwabo, uBugcisa neNkcubeko, kwiPhondo leMpuma Koloni)
- 1.6 “**I-DSRAC**” Isebe lezeMidlalo, uLonwabo, uBugcisa neNkcubeko, iPhondo leMpuma Koloni
- 1.7 “**Isikhokelo**” Isikhokelo soLawulo loLwazi kwi-PAIA

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- 1.8 **“I-IO”** IGosa loLwazi (onguMlawuli Jikelele kwiOfisi yeNkulumbuso, kwiPhondo leMpuma Koloni)
- 1.9 **“Incwadi yeSikhokelo”** Incwadi yeSikhokelo ye-PAIA ye-DSRAC
- 1.10 **“U-MEC”** ILungu leBhunga lesiGqeba esiLawulayo elijongene nezeMidlalo, uLonwabo, uBugcisa neNkcubeko
- 1.11 **“I-PAIA”** UMthetho wokuKhuthaza koFikelelo kuLwazi Nomb. 2 ka-2000
- 1.12 **“umntu”** Umntu odaliweyo okanye ngokomthetho;
- 1.13 **“linckukacha zomntu”** linkcukacha ezinxulumene nomntu odaliweyo ophawulekayo njengoko kuchaziwe kwicandelo 1 le-PAIA
- 1.14 **“I-PFMA”** UMthetho woLawulo lweziMali zoLuntu Nomb. 1 ka-1999, njengoko ulungisiwe
- 1.15 **“I-POPIA”** UMthetho woKhuseleko loLwazi loBuqu Nomb. 4 ka-2013
- 1.16 **“Imigaqo ye-POPI”** Imigaqo yokhuseleko lweenkcukacha zomntu ikhutshwe ngokwemiqathango yeCandelo 122(2) UMthetho woKhuseleko loLwazi loBuqu Nomb. 4 ka-2013 (UMthetho Nomb. 4 ka-2013);
- 1.17 **“iqumrhu labucala”**
- (a) Umntu odaliweyo ophetheyo okanye oqhube kulo naluphi na urhwebo, ishishini aliqeqeshelweyo, kodwa ekwisikhundla esinjalo kuphela;
 - (b) intsebenziswano eqhubekayo okanye ethe yaqhubeka kulo naluphi na urhwebo, ishishini okanye umsebenzi oqeqeshelweyo;
 - (c) naliphi na iqumrhu elisemthethweni elikhoyo okanye belikho ngaphambili, kodwa alibandakanyi iqumrhu likarhulumente.





1.18 “iqumrhu likarhulumente”

- (a) naliphi na isebe likarhulumente okanye lolawulo lwenqanaba lesizwe okanye lephondo likarhulumente okanye nawuphi na umasipala kwinqanaba lengingqi; okanye
- (b) nawuphi na umsebenzi okanye iziko xa –
 - (i) lisebenzisa igunya okanye lisenza umzebenzi ngokwemiqathango yoMgaqo-siseko; okanye
 - (ii) lisebenzisa igunya likarhulumente okanye lisenza umsebenzi woluntu ngokwemiqathango yawo nawuphi na omnye umthetho;

1.19 “iinkcukacha ezigciniweyo”

naziphi na iinkcukacha ezigciniweyo –

- (a) nokuba luhlobo luni na okanye indlela
- (b) ezigcinwe okanye ezikulawulo lelo qumrhu likarhulumente okanye labucala ngokulandelanayo; kwaye
- (c) nokuba laqulunqwa lelo qumrhu likarhulumente okanye labucala, ngokulandelelanayo;

1.20 “Ummiseli”

UMmiseli woLwazi

1.21 “Umceli”

Nawuphi na umntu owenza isicelo sokufikelela kwiinkcukacha zelo qumrhu likarhulumente okanye umntu omele umntu owenza isicelo sokufikelela kwiinkcukacha.

2. INJONGO YENCWADI YESIKHOKELO YE-PAIA

Le Ncwadi yeSikhokelo ye-PAIA iluncedo eluntwini ukuba lukwazi-

2.1 ukujonga ubume beenkcukacha ezisenokuba sele zikhona kwi-DSRAC, ngaphandle kwesidingo sokungeniswa kwesicelo se-PAIA esisemthethweni;

2.2 ukuqonda malunga nendlela yokwenza isicelo sokufikelela kwiinkcukacha ze-DSRAC;

2.3 ukufikelela kuzo zonke iinkcukacha zoqhagamshelwano ezifanelekileyo zabantu abaza kunceda uluntu ngeenkcukacha olujonge ukufikelela kuzo;

Iphhepha 5 le 60





- 2.4 ukwazi lonke uncedo olukhoyo kwi-DSRAC malunga nezicelo zokufikelela kwiinkcukacha, phambi kokuba luye kuMmiseli woLwazi okanye kwiiNkundla;
- 2.5 ukwazi inkcazo yeenkonzo ezifumanekayo kumalungu oluntu kwi-DSRAC, kunye nendlela yokufikelela kwezo nkonzo;
- 2.6 ukubanenkcazelo yesikhokelo malunga nendlela yokusebenzisa i-PAIA, njengoko ihlaziye nguMmiseli woLwazi, kunye nendlela yokufikelela kuyo;
- 2.7 ukuyazi ukuba ngaba i-DSRAC iyayisebenzisa na inkqubo yokuququzelelwa kweenkcukacha zomntu, injongo yokuququzelelwa kwenkqubo yeenkcukacha zomntu, inkcazo yeendidi zabantu abanikezela ngeenkcukacha okanye iindidi zeenkcukacha ezinxulumene noko;
- 2.8 ukuyazi ukuba ngaba i-DSRAC icwangcise ukudlulisela okanye ukuqwalasela iinkcukacha zabantu ngaphandle kwiRiphabhliki yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zabantu; kwaye
- 2.9 ukuyazi ukuba ngaba i-DSRAC inamanyathelo okhuseleko afanelekileyo okuqinisekisa ubumfihlo, ukunyaniseka, kunye nokufumaneka kweenkcukacha zabantu eziza kuqwalaselwa.

3. UKUSEKWA KWESEBE LEZEMIDLALO, ULONWABO, UBUGCISA NENKCUBEKO I-DSRAC

- 3.1 I-DSRAC lisebe likarhulumente wephondo elisekwe ngokoMgaqo-siseko weRiphabhliki yoMzantsi Afrika, ka-1996 ("uMgaqosiseko") kunye neshedyuli 3 yoMthetho weeNkonzo zoLuntu (siBheng. 103 sika-1994), njengoko ulungisiwe.
- 3.2 Olona gunyaziso lowiso-mthetho lweSebe luvela kuMgaqo-siseko (iSahluko 2 soMqulu wamaLungelo, iCandelo 6, 15 (1), 16 (1) nele-30; kunye neShedyuli 4 neye-5).
- 3.3 I-DSRAC inoxanduva lokukhuthaza, uphuhliso, kunye nokubonelela ngezi nkonzo zilandelayo: -
- 3.3.1 linkalo ekusetyenzwa ngazo ngaxeshanye ngokufanelekileyo zobungcali bowiso-mthetho kuzwelonke nakwiphondo ngokweShedyuli 4, iCandelo A loMgaqosiseko:-





- imiba yenkcubeko; ○ umgaqo-nkqubo weelwimi kunye nolawulo lweelwimi ezisemthethweni kangangokuba imiqathango yecandelo 6 loMgaqosiseko lichaza ngokucacileyo ukufaneleka kowiso-mthetho wephondo;

3.3.2 Imimandla esebenzayo yobungcali bowisomthetho bephondo liphela ngokweShedyuli 5, iCandelo A loMgaqosiseko:-

- oovimba ngaphandle koovimba besizwe;
- amathala eencwadi ngaphandle kwamathala eencwadi esizwe;
- imimyuziyam ngaphandle kwemimyuziyam yesizwe;
- imiba yephondo yenkcubeko;
- ulonwabo nezibonelelo zephondo; kunye nemidlalo yephondo.

3.3.3 Kukho eminye imithetho emininzi ethe yabhengezwa ukuxhasa ngakumbi isigunyaziso se-DSRAC somgaqo-siseko.

UMBONO

IPhondo eliManyeneyo, eliSebenzayo, neliPhumelelayo kwimiba yezeMidlalo, uLonwabo, uBugcisa, iNkcubeko nakwezaMafa.

UMSEBENZI

Ukuphuhlisa, ukuLondoloza, nokuNyusela iMidlalo, uLonwabo, uBugcisa, iNkcubeko, nezaMafa kuPhakamiso lwezoMoya, ngokweNgqiqo, ezentlalo noqoqosho lwabantu baseMpuma Koloni.





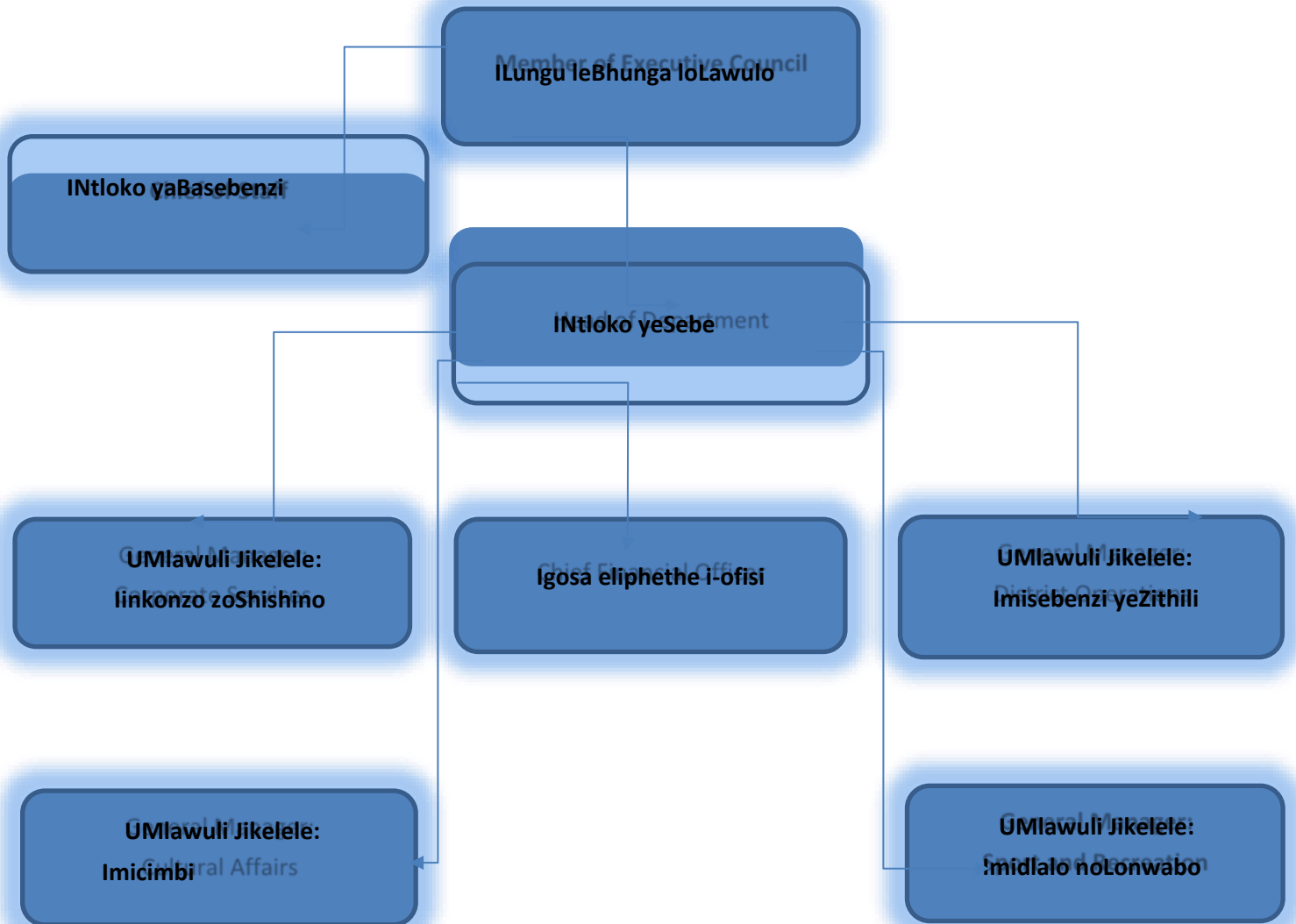
IINQOBO

Inqobo	Ithetha ukuthini kwiSebe
Ubunye beNjongo	Ukusebenza kunye, kusetyenziswa izicwangciso neendlela ezahlukileyo, ukufezekisa iinjongo ezifanayo
Intlonipho	Ukuphatha abathengi, ngendlela ofuna ukuphathwa ngayo
Unxibelelwano	Ukwabelana ngonxibelelwano oluchanekileyo nolucacileyo ngaphakathi nangaphandle ngazo zonke iindlela
Ubulungisa	Unikezelo lweenkonzo olungenamkhethe, olunobulungisa, nolusesikweni kubo bonke abemi baseMpuma Koloni
Uxanduva	Ukuzibophelela ekuphuculeni iinkonzo, ukulandela ukugqwesa, kunye nokuphendula ngezenzo zakho

4. UBUME BE-DSRAC NEMISEBENZI YAKHE

4.1. Ubume

I-DSRAC yakhiwe ngokweenkqubo ezintlanu ukuzalisekisa isigunyaziso sayo njengoko sichaziwe apha ngasentla, ezizezi (1) uLawulo, (2) iMicimbi yezeNkcubeko, (3) iiNkonzo zamaThala eeNcwadi noLondolozo lweeNkcukacha eziBalulekileyo, (4) iMidlalo noLonwabo, kunye (5) neMisebenzi yeZithili.





5. IINKCUKACHA ZOQHAGAMSHELWANO ZE-DSRAC

IOFISI EYINTLOKO	
Idilesi yeposi	<i>ISebe lezeMidlalo, uLonwabo, ubuGcisa neNkcubeko</i> <i>Ingxowa eyodwa X0020</i> <i>Bhisho 5605</i> <i>Mpuma Koloni</i>
Idilesi yendawo	<i>ISebe lezeMidlalo, uLonwabo, ubuGcisa neNkcubeko</i> <i>Nomb. 5 Eales Street</i> <i>Qonce 5600</i> <i>Mpuma Koloni</i>
Idilesi ye-imeyile	paia@ecsrac.gov.za
IWEBHUSAYITHI	www.ecsrac.gov.za

6. IINKCUKACHA ZOQHAGAMSHELWANO EZIPHAMBILI

ISEKELA GOSA LEENKCUKACHA ¹	IINKCUKACHA ZOQHAGAMSHELWANO
Nkskz. Sibongile Mpofu INTloko yeSebe ISebe lezeMidlalo, uLonwabo, uBugcisa neNkcubeko	Wilton Mkwayi Building No. 5 Eales Street Qonce 5600 Umnxeba: 043 492 0231 I-imeyile: sibongile.mpofu@ecsrac.gov.za paia@ecsrac.gov.za

¹ ICandelo 17 (1) le-PAIA lifundeka ngolu hlobo: Ukulungiselela iinjongo zalo Mthetho, iqumrhu ngalinye likarhulumente kufuneka, ngokuxhomekeka kumthetho olawula ukuqeshwa kwabasebenzi belo candelo likarhulumente elichaphazelekayo, lityumbe inani elithile labantu njengamasekela-gosa eenkcukacha njengoko kuyimfuneko ukwenzela ukuba iqumrhu elo lifikeleleke kangangoko kubaceli beenkcukacha zalo.
Iphepha **10** le **60**





Nkskz. Ncumisa Fololo Umlawuli Jikelele: linkonzo zoShishino ISebe lezeMidlalo, uLonwabo, uBugcisa neNkcubeko	Wilton Mkwayi Building No. 5 Eales Street Qonce 5600 Umnxeba: 043 492 0086 I-imeyile: ncumisa.fololo@ecsrac.gov.za paia@ecsrac.gov.za
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- 6.1. Izicelo kufuneka zingeniswe ngesandla okanye zithunyelwe nge-imeyile kwiSekela leGosa leeNkcukacha lesebe, elithe lathunywa liGosa leeNkcukacha lePhondo ukuba lihoze zonke izicelo egameni lesebe.
- 6.2. Abafaki zicelo bayakhuthazwa ukuba bathumele izicelo zeenkukacha nge-imeyile apho kunokwenzeka khona. Kunyanzelekile ukuba kusetyenziswe i-imeyile ebhalisiweyo xa bathe basebenzisa iinkonzo zeposi. Kubalulekile ukuba ubungqina be-imeyile ebhalisiweyo bugcinwe kwaye bunikezelwe xa buceliwe.
- 6.3. Xa iileta zisiwa ngesandla, Nceda uqinisekise ukuba iileta zigximfizwa ngestampu zize zisayinwe kwiSebe njengobungqina bokuziswa kwazo nomhla wazo.

7. SENZIWA NJANI ISICELO SOKUFIKELELA KULWAZI

7.1. Indlela yokwenza isicelo

- 7.1.1. Umfaki sicelo kufuneka agcwalise iFomu 2 eqhotyoshelweyo njengeSihlomelo A, izaliswe ngokufanelekileyo, aze ayingenise kwiSekela leGosa leeNkcukacha elichaphazelekayo kwidilesi enikezelwe kumhlathi 6 apha ngasentla ukwenzela ukuba azokwazi ukuphendula..
- 7.1.2. ISekela leGosa leeNkcukacha kufuneka lincediswe lowo ufaka isicelo ukuba ufuna uncendo ngenkqubo okanye ngokuzalisa iifomu, kuquka nabo bafaka isicelo bangafundanga okanye bakhubazekileyo.⁴

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- 7.1.3. Ifomu engeniswe kwiSekela leGosa leeNkcukacha kufuneka iqulathe zonke iinkcukacha ezifanelekileyo ukuze likwazi ukuchonga iinkcukacha ezithile eziceliweyo.
- 7.1.4. Umceli kufuneka kwakhona abonise ukuba ngaba ufuna ukufumana ikopi yeenkcukacha, ukuzifunda ezi nkcukacha kwi-ofisi yesebe, okanye, kungenjalo, ukuzifumana iinkcukacha ngolunye uhlobo olukhoyo.
- 7.1.5. Isicelo akufuneki sibe seseenkcukacha eziphantsi kwezizathu zokwaliwa njengoko kubonelelwe phantsi kweSahluko sesi-4 se-PAIA².
- 7.1.6. Umrhumo kufuneka ubalwe ngokwendlela ebelucelwe ngayo kuqala ufikelelo, ukuba ngezizathu ezibambekayo, ufikelelo lunikezelwa ngenye indlela.⁶
- 7.1.7. Umceli kufuneka abonise indlela anqwenela ukwaziswa ngayo ngesigqibo sikaSekela-Gosa weeNkcukacha malunga nesicelo seenkcukacha ngendlela ethile (ezinje ngeposi, i-*telex*, i-imeyile), kwaye kufuneka anikeze ngeenkcukacha ezifunekayo ukuze aziswe ngolo hlobo. Nceda ujonge amanqaku abalulekileyo ngokumalunga nokusetyenziswa konxibelelwano lweposi kumhlathi 6 apha ngasentla njengoko kubalulekile ukufunyanwa nokuqwalaselwa kwezicelo.
- 7.1.8. Ukuba umceli ucela ulwazi egameni lomnye umntu, amandla kunye nobungqina begunya esenziwa phantsi kwalo isicelo kufuneka kubonakaliswe ngendlela eyanelisa iSekela leGosa loLwazi, loo myalelo kufuneka ubhalwe kwaye utyikitywe ngokufanelekileyo.

² Ubumfihlo beqela lesithathu elingumntu (icandelo 34 le-PAIA), iinkcukacha zezorhwebo zeqela lesithathu (icandelo 36 le-PAIA), iinkcukacha ezithileezizimfihlo, kunye nokukhuselwa kwezinye iinkcukacha ezizimfihlo zomntu wesithathu (icandelo 37 le-PAIA), ukhuseleko lwabantu, kunye nokukhuselwa kwepropathi (icandelo 38 le-PAIA), ukukhuselwa kweedokethi zamapolisa kwiinkqubo zebheyile, nokukhuselwa konyanzeliso lomthetho kunye neenkqubo zomthetho (icandelo 39 le-PAIA), ukukhuselwa kweerekhodi ezinelungelo elilodwa ekuvelisweni kwiingxoxo zomthetho (icandelo 40 le-PAIA), umdla wezoqoqosho nentlalontle yezemali yeRiphabliki kunye nemisebenzi yorhwebo yamaqumrhu karhulumente (icandelo 42 le-PAIA), ukukhuselwa kweenkcukacha zophando zomnye umntu, kunye nokukhuselwa kweenkcukacha zophando zequmrhu likarhulumente (icandelo 43 le-PAIA), ukusebenza kwamaqumrhu karhulumente (icandelo 44 le-PAIA), izicelo ezibonakala zingenamsebenzi okanye eziyincithaxesha, okanye ukuphambukiswa kwemithombo yezincedisu okukhulu nokungekho ngqiqweni (icandelo 45 le-PAIA). ⁶ Icandelo 29 (4) le-PAIA.





7.1.9. ISekela leGosa loLwazi kufuneka lenze isigqibo kwiintsuku ezingama-30 emva kokufumana isicelo kwaye lazise umceli ngesigqibo.³

7.1.10. ISekela leGosa loLwazi linokwandisa ixesha leentsuku ezingama-30 kube kanye kangangexesha elingekho ngaphezulu kweentsuku ezingama-30. ISebe kufuneka lazise umceli ngelo xesha landisiweyo kunye nezizathu zoko.⁴

7.2. Izihlomelo ezifunekayo:

Umceli kufuneka avunyelwe afikelele kwiinkcukacha ze-DSRAC ukuba eso sicelo siyahambelana nazo zonke iimfuno zenkqubo, ngaphandle kokuba ukufikelela kwezo nkcukacha akwaliwa nangayiphi na imiqathango njengoko kubonelelwe kwiSahluko sesi-4 se-PAIA.⁵

7.2.1. IFomu yesi2 ezaliswe ngokupheleleyo (iSihlomelo A).

7.2.2. Ubungqina besikhundla umfaki sicelo asenza ngaso isicelo kufuneka buncanyathiselwe kwiFomu yesi2, ukuba isicelo senziwe egameni lomnye umntu okanye umntu osemthethweni

7.2.3. Ikopi eqinisekisiweyo yesazisi somceli.

7.2.4. Ubungqina bentlawulo yemali efunekayo.

7.3. Intlawulo

7.3.1. Intlawulo yesicelo engabuyiswayo eyi-R100.00 (okanye enokuthi ilungiswe kumaxesha ngamaxesha ngesaziso esibhaliweyo) iyahlawulwa ngokusingise kwisicelo ngasinye sokufikelela kwiinkcukacha okanye kwisibheni sangaphakathi esingeniswe kwiSekela leGosa leeNkcukacha.

³ ICandelo 25 le-PAIA.

⁴ ICandelo 26 le-PAIA.

⁵ Jonga i-Footnote 6 ngasentla ngezizathu apho i-DSRAC inokwala ukunikezela ngeenkcukacha.





- 7.3.2. Xa i-DSRAC lifumana isicelo, umfaki sicelo kufuneka aziswe, kusetyenziswe iFomu 3 (iSihlomelo B) ukuba isicelo sivunyiwe okanye asivunywanga, kwaye ukuba isicelo sivunyiwe, umfaki sicelo kufuneka aziswe ahlawule idipozithi emiselweyo yofikelelo (ukuba kunjalo) njengoko kucacisiwe kwiSihlomelo C, phambi kokuba kuqwalaselwe ngakumbi isicelo eso.⁶
- 7.3.3. Abaceli abangenayo kwimilinganiselo yokufikelela bangavumeleka ukuba bafikelele kwiinkcukacha njengoko kumiselwe yi-PAIA.⁷ Oku akusebenzi kubantu abamelwe ngokusemthethweni, naphantsi kweemeko apho izivumelwano zentlawulo eziqubulisileyo kuye kwangenwa kuzo ngumceli kunye nokumelwa kwakhe ngumthetho.
- 7.3.4. Ukufikelela kwikopi yeerekhodi kuya kwalelwa de zonke iintlawulo ezifunekayo zibe zihlawulwe ngokupheleleyo. Oku kwahlukile kubaceli abavunyelweyo kwangaphambili kulo mba.
- 7.3.5. Umceli ongonelisekanga yintlawulo efunwayo unokufaka isibheni sangaphakathi ngokuchasene neso sigqibo, njengoko kucacisiwe kumhlathi 8.1 ngezantsi.
- 7.3.6. Imirhumo kufuneka ihlawulwe kwiakhawunti yebhanki ye-DSRAC. Idiphozithi kufuneka ichazwe ngokuchanekileyo, kwaye ubungqina bentlawulo nganye kufuneka bungeniswe e-DSRAC.
- 7.3.7. Iinkcukacha zebhanki zentlawulo ye-PAIA ye-DSRAC:

ABSA BANK

Igama le-akhawunti : Department of Sport, Recreation, Arts and Culture

Inombolo ye-akhawunti : 41-0021-5161

Igama leSebe/Brentshi : ABS EC PUBL SECTOR

⁶ ICandelo 22 (1) le-PAIA.

⁷ GNR.991 ye14 Okthobha 2005 ekhutshwe phantsi kwecandelo 22 (8) le-PAIA.





Ikhawudi yeSebe/Brentshi : 630097

Inombolo yerefrensi : PAIA (Oonobumba bokuqala bamagama & Ifani)

**Ubungqina beNtlawulo : sibongile.mpofu@ecsrac.gov.za
...paia@ecsrac.gov.za**

8. UNCEDO OLUFUMANEKAYO

8.1. Isibheni sangaphakathi

8.1.1. Apho umceli engonelisekanga sisiphumo sesicelo sokufikelela kulwazi, unokufaka isibheni sangaphakathi ngokuchasene nesigqibo seSekela leGosa leNkcukacha ngokuzalisa aze ayihambise **iFomu 4 (iSihlomelo D)** kwisithuba seentsuku ezingama-60 kwiSekela leGosa loLwazi.

8.1.2. Isibheni sangaphakathi singafakwa ngokuchasene naso nasiphi na kwezi sigqibo zilandelayo zeSekela leGosa loLwazi:

8.1.2.1. Ukwala isicelo sofikelelo⁸;

8.1.2.2. Iintlawulo ezibizwayo⁹;

8.1.2.3. Ukwandisa ixesha lokujongana nesicelo; kunye

8.1.2.4. Ukufikelela ngendlela ethile¹⁰.

8.1.3. Umceli kufuneka ahlawule intlawulo emiselweyo yesibheni yangaphakathi (apho

kusebenza khona) xa efaka isibheni.¹¹ Nangona kunjalo, isigqibo sesibheni sangaphakathi sinokuthi, simiswe de kuhlawulwe.¹²

⁸ ICandelo 74 (1) (a) le-PAIA.

⁹ ICandelo 74 (1) (b) lifundeka necandelo 22 le-PAIA.

¹⁰ ICandelo 74 (1) (b) lifundeka necandelo 29 (3) le-PAIA.

¹¹ ICandelo 75 (3) (a) le-PAIA.

¹² ICandelo 75 (3) (b) le-PAIA.





8.1.4. ISekela leGosa loLwazi kufuneka lingenise isibheni sangaphakathi kuMphathiswa ngokukhawuleza okunokwenzeka, kodwa kwiintsuku zokusebenza ezili-10 emva kokufumana isibheni sangaphakathi.¹³

8.1.5. UMphathiswa kufuneka enze isigqibo ngesibheni sangaphakathi kwiintsuku ezingama-30 emva kokuba isibheni sangaphakathi sinikezelwe kwiSekela leGosa loLwazi.

8.2. Isikhalazo esiya kuMmiseli woLwazi

8.2.1. Umceli unokungenisa isikhalazo kuMmiseli woLwazi ngokugcwalisa ngokufanelekileyo aze anikezele **iFomu 5 (iSihlomelo E)**, kodwa emva kokuba umceli esebenzise inkqubo yesibheni sangaphakathi ngokuchasene nesigqibo seSekela leGosa loLwazi le-**DSRAC**.²³

8.3. Ukuya kwiNkundla

8.3.1. Lowo ufaka isicelo unokuthi, ukuba akanangxaki, aye enkundleni emva kwenkqubo yesibheni sangaphakathi nangona i-**DSRAC** icebisa ukuba abaceli bazame ukusombulula impikiswano malunga nokufikelela kwiinkcukacha ngaphandle kokuya kwiinkundla zamatyala

9. ISIKHOKELO SOLAWULO LWEENKCUKACHA

9.1. Umlawuli, ngokwecandelo 10 (1) le-**PAIA**, uye wahlaziya waza wenza ukuba kufumaneka iSikhokelo esihlaziyiweyo sendlela yokusebenzisa i-**PAIA** (“iSikhokelo”), ngendlela eqondakala lula, njengoko

¹³ ICandelo 75 (4) lifundeka necandelo 1 le-**PAIA**.²³
ICandelo 77 A le-**PAIA**.





kunokufunwa ngokufanelekileyo ngumntu onqwenela ukusebenzisa naliphi na ilungelo elixelwe kwi-PAIA nakwi-POPIA.

9.2. Isikhokelo sifumaneka kuzo zonke iilwimi ezisemthethweni.

9.3. Esi sikhokelo sikhankanywe ngasentla siqulathe inkcazo yoku kulandelayo-

9.3.1. iinjongo ze-PAIA neze-POPIA;

9.3.2. idilesi yeposi neyesitalato, inombolo yomnxeba neyefeksi, kunye, ukuba ikhona, idilesi ye-imeyile yaba balandelayo -

9.3.2.1. iGosa leeNkcukacha lalo lonke iqumrhu likarhulumente, kunye

9.3.2.2. onke amaSekela eGosa leeNkcukakha kuwo onke amaqumrhu karhulumente nawabucala atyunjwe ngokwecandelo 17(1) le-PAIA 24 necandelo 56 le-POPIA.²⁵;

9.3.3. indlela kunye nohlobo lwesicelo -

9.3.3.1 ukufikelela kwirekhodi yequmrhu likarhulumente ekuthethwa ngako kwicandelo 11²⁶; kunye

9.3.3.2. ukufikelela kwirekhodi yequmrhu labucala elixelwe kwicandelo 50²⁷;

9.3.4. uncedo olufumanekayo kwiGosa loLwazi lequmrhu likarhulumente ngokwe-PAIA ne-POPIA;

9.3.5. uncedo olufumanekayo kuMlawuli ngokwe-PAIA ne-POPIA;

²⁴ ICandelo 17(1) le-PAIA- Ngeenjongo ze-PAIA, iqumrhu ngalinye likarhulumente kufuneka, ngokuxhomekeke kumthetho olawula ukuqeshwa kwabasebenzi bequmrhu likarhulumente elichaphazelekayo, lityumbe elo nani labantu njengamasekela egosa leenkcukacha njengoko kuyimfuneko ukuze lifikeleleke kangangoko kubaceli beerekhodi zaloo. ICandelo 56(a) le-POPIA- Iqumrhu ngalinye likarhulumente nelabucala kufuneka lenze amalungiselelo, ngendlela echazwe kwicandelo 17 le-Promotion of Access to Information Act, ngotshintsho oluyimfuneko, lokutyunjwa kwelo nani labantu, ukuba likhona, njengamasekela egosa leenkcukacha njengoko kuyimfuneko, ukuze lenze imisebenzi noxanduva ngokuchazwe kwicandelo 55(1) le-POPIA.

²⁵ ICandelo 11(1) le-PAIA- Umceli kufuneka avunyelwe afikelele kwirekhodi yequmrhu likarhulumente ukuba loo mceli uthobela zonke iimfuno zenkqubo ye-PAIA ngokunxulumene nesicelo sokufikelela kuloo rekhodi; kwaye ukufikelela kuloo rekhodi akwaliwa ngokwemiqathango yaso nasiphi na isizathu sokwalwa esixelwe kwiSahluko 4 sesi Sigaba.





²⁶ ICandelo 50(1) le-PAIA- Umceli kufuneka anikwe ufikelelo kuyo nayiphi na irekhodi yequmrhu labucala ukuba-

- a) loo rekhodi iyafuneka ekusebenziseni okanye ekukhuseleni nawaphi na amalungelo;
- b) loo mntu uthobela iimfuno zenkqubo ye-PAIA ngokunxulumene nesicelo sokufikelela kuloo rekhodi; kwaye
- c) ukufikelela kuloo rekhodi akwaliwa ngokwemiqathango saso nasiphi na isizathu sokwala esixelwe kwiSahluko 4 sesi Sigaba.

9.3.6. zonke izisombululo ezikhoyo emthethweni malunga nesenzo okanye ukusilela ekwenzeni ngokubhekiselele kwilungelo okanye umsebenzi onikezelwe okanye obekwe yi-PAIA ne-POPIA, kuquka nendlela yokufaka-

9.3.6.1. isibheni sangaphakathi;

9.3.6.2. isikhalazo kuMmiseli woLwazi; kunye

9.3.6.3. isicelo enkundleni ngokuchasene nesigqibo segosa leenkcukacha lequmrhu likarhulumente, isigqibo sesibheni sangaphakathi okanye isigqibo soMlawuli, okanye isigqibo sentloko yequmrhu labucala.;

9.3.7. amalungiselelo amacandelo 14²⁸ ne-51²⁹ afuna ukuba iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo, liqulunqe incwadi yesikhokelo, kunye nendlela yokufikelela kuyo;

9.3.8. amalungiselelo amacandelo 15³⁰ ne- 52³¹ abonelela ngokubhengezwa ngokuzithandela kweendidi zeerekhodi liqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo.

²⁷ ICandelo 14(1) le-PAIA- Igosa leenkcukacha lequmrhu likarhulumente kufuneka lenze kufumanekwe incwadi yesikhokelo eneencukacha ezidweliswe kumhlathi 4 apha ngasentla ngeelwimi ezintathu ubuncinane.

²⁸ ICandelo 51(1) le-PAIA- Kufuneka intloko yequmrhu labucala yenze kufumanekwe incwadi yesikhokelo equlethe ingcaciso yezi nkcukacha zidweliswe kumhlathi 4 apha ngasentla.

²⁹ ICandelo 15(1) le-PAIA- Kufuneka igosa leenkcukacha lequmrhu likarhulumente lenze ukuba kufumanekwe ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu likarhulumente ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela kuzo.

³⁰ ICandelo 52(1) le-PAIA- Intloko yequmrhu labucala inako, ngokuzithandela, ukwenza kufumanekwe ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu labucala ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela kuzo.

³¹ ICandelo 22(1) le-PAIA- Kufuneka igosa lolwazi lequmrhu likarhulumente ekwenziwe kulo isicelo sofikelelo, lenze ngesaziso umenzi wesicelo ahlawule intlawulo emiselweyo yesicelo (ukuba ikhona), phambi kokuba kuqhutyelwe phambili nesicelo eso.

³² ICandelo 54(1) le-PAIA- Kufuneka intloko yequmrhu labucala ekwenziwa kulo isicelo sofikelelo, lenze ngesaziso ukuba umenzi wesicelo ahlawule intlawulo emiselweyo yesicelo (ukuba ikhona), phambi kokuba kuqhutyelwe phambili nesicelo eso.





- ³³ ICandelo 92(1) le-PAIA libonelela ngokuba –“UMphathiswa unokuthi, ngesaziso kwiGazethi, enze imigaqo emalunga- (a) nawo nawuphi na umcimbi ofunekayo okanye ovunyelwe ngulo Mthetho ukuba umiselwe; (b) nawuphi na umcimbi onxulumene nentlawulo ekhankanywe kwicandelo 22 ne-54;

9.3.9. izaziso ezikhutshwe ngokwemiqathango yamacandelo 22³² ne-54³³ malunga nentlawulo emayihlawulwe ngokunxulumene nezicelo zokufikelela; kunye

9.3.10. imimiselo eyenziwe ngokwecandelo 92³⁴.

9.4. Uluntu lunokuhlola okanye lwenze iikopi zeSikhokelo kwii-ofisi zikarhulumente okanye zabucala, kuquka neofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza. Isikhokelo siyafumaneka -

9.4.1. ngesicelo kwiGosa leeNkcukacha;

9.4.2. kwiwebhusayithi yoMlawuli (<https://www.justice.gov.za/infoeq/>).

10. IMIXHOLO I-DSRAC ENEEREKHODI ZAYO

Imixholo eli qumrhu elineerekhodi zayo	Iindidi zeerekhodi ezigcinwe kumxholo ngamnye
Amakhwebhu ezicwangciso, iintetho kunye neengxelo esisemthethweni	Izicwangciso ezicetyiweyo, IziCwangciso zokuSebenza zoNyaka; IziCwangciso zokuSebenza, IziCwangciso zokuPhuculwa koNikezelo lweeNkonzo, Iingxelo zoNyaka, Iintetho zoMgaqo-nkqubo; Iintetho zoBume bePhondo;





Uphando	IziCwangciso zoPhando lingxelo zoPhando IiRekhodi zokuBeka iliso noPhononongo
Ezabasebenzi kunye neenkonzo zoShishino	- Imigaqonkqubo yezaBasebenzi neenkqubo; - Izithuba ezipapashiweyo; - Iirekhodi zokufunwa/zokuqeshwa kwabasebenzi - Iirekhodi zabasebenzi; - Ukufunda noPhuhliso umz: IziCwangciso zoPhuhliso noQeqesho; - Isicwangciso soBulungisa kwezeNgqesho kunye neeNkcukachamanani; - Iincwadana; - Iinkcukacha zoshishino; - Iingxelo zeendaba; - Iintetho neMiyalezo; - Iiflaya zezemo yempilo entle neePowusta; - Unxibelelwano oluchasene noBuhophololo kunye noRhwaphilizo; - Iincwadana; - Iiphamflethi; - Ividiyo yeziganeko ezisemthethweni.





Imixholo eli qumrhu elineerekhodi zayo	Iindidi zeerekhodi ezigcinwe kumxholo ngamnye
Amaxwebhu ezeMali	- Iingxelo zezeMali; - Iingxelo zoPhicotho; - Uhlahlo lwabiwomali; - Amaxwebhu oLawulo lwezeNtengo aquka iinkcukacha zeebhidi, iintengiso zeebhidi, iirejista zeebhidi, ukungeniswa kweebhidi, iingxelo zophononongo lweebhidi, iingxelo zesigwebo seebhidi, iileta zokuqeshwa, iileta eziya kubabhidi abangaphumelelanga, kunye neerekhodi zolawulo lwempahla.





Amaxwebhu okusebenza	- Amaxwebhu oMgaqonkqubo neNkqubo; - UNxibelelwano kunye neeRekhodi eziphathelele kwiMisebenzi ye-DSRAC.
Amaxwebhu eeNkonzo zoMthetho	- Izivumelwano/iikhontrakthi; - Izimvo zoMthetho; - Iirekhodi ezinxulumene nokuMangalelana kunye neenkqubo zokuSombulula iMpikiswano; - Iiinkcukachamanani zokuMangalelana, - Imizuzu yeeNtlanganiso, iiAjenda; - Iincwadi zeZikhokelo zeMfundo yokuMangalelana; - Umthetho; - IiNkqubo zokuSebenza eziseMgangatho; - - Izixhobo zoqeqesho.

11. IIREKHODI ZE-DSRAC EZIFUMANEKAYO NGAPHANDLE KOKUBA UMNTU ACELE UKUFIKELELA KUZO¹⁴

Iirekhodi ezikwiwebhusayithi yePhondo leMpuma Koloni www.ecsrac.gov.za ziyafumaneka ukuze zibonwe okanye zikhutshwe ngaphandle kokuba umntu enze isicelo esinjalo ngokwemiqathango yoMthetho.

¹⁴Ummiselo 4.(4) weMigaqo yePAIA ka27 Agasti 2021 ubonisa ukuba ofake isicelo unokucela ikopi yerekhodi efumaneka ngokuzenzekelayo kwaye kufuneka anikwe ikopi,emva kokuhlululwa komrhumo wokuzaliswa kwakhona.





Udidi	Udidi Loxwebhu	Ifumaneka kwwebhusayithi	Ifumaneka xa icelwa
Iindaba	- Iincwadana zeendaba kunye nokupapashwa - Iipowusta neebhena - Iincwadana nonotsheluzi - Imicimbi esemthethweni kunye neenxaxheba - Inkqubo yeSizwe yoMbhuyo weNkcubeko	X	
Inkcukacha ngobubanzi	- Iprofayile ye-MEC - Iprofayile ye-HoD - Igunya le-DSRAC - Iimbhasa zeSizwe - Iqumrhu likawonke-wonke namaziko omthetho aphantsi DSRAC	X	
Imidiya	- Iinkcazelo yemidiya - Iifoto - Upapasho - Intetho - Iividiyo	X	
Inkqubo yentengo	- Amaxwebhu ebhidi - Iifomu	X	Iya_fumaneka
Imisebenzi	- Ukufunda umsebenzi noqeqesho - Izithuba zomsebenzi	X	

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UMthetho /Imigaqo	- UMgaqosiseko weRiphabhlikhi yoMzantsi Afrika ka1996 - PFMA; - UMthetho ongqale kwi-DSRAC		Uyafumaneka
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12. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU NENDLELA YOKUFIKELELA KUZO

I-DSRAC inoxanduva lokukhuthaza, lokuphuhlisa nokubonelela ngemicimbi yenkcubeko, oovimba, amathala eencwadi, iimyuziyam, ilifa lemveli, imidlalo nolonwabo kunye nokulawulwa kokusetyenziswa kweelwimi zaseburhulumenteni. I-DSRAC ngokubanzi idibana kwaye ibandakanyeka kunye nabachaphazelekayo abahlukeneyo kwaye iququzelela kwaye ijongene nokuphunyezwa kweeprojekthi ezigxile kwiindawo ezithile.

13. UKUBANDAKANYEKA KOLUNTU KUQULUNQO LOMGAQONKQUBO OKANYE UKUSEBENZISA AMAGUNYA OKANYE UKWENZIWA KWEMISEBENZI YI-DSRAC

13.1. I-DSRAC yinxalenye yequmrhu yesigqeba sikaRhulumente sePhondo leMpuma Koloni.

13.2. Apho ukuqulunqwa komgaqo-nkqubo kuya kubangela umthetho, i-DSRAC ifuna izimvo zoluntu kumgaqo-nkqubo ngokupapashwa kwiGazethi yePhondo ukuze uluntu luvakalise izimvo kwaye inokuququzelela ukuquba iindibano zokuva uluvo loluntu.

13.3. Amalungu oluntu angaba negalelo mayane kuqulunqo lomgaqonkqubo ngokunxibelelana nabameli babo abanyuliweyo kunye nokuya kwiiseshoni zeNdlu yoWiso-mthetho yePhondo.

14. UKUQULUNQWA KWEENKCAZELO ZABANTU

14.1. Injongo yoqulunqo

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I-DSRAC iqulunga ulwazi lomntu siqu olunxulumene nemisebenzi kunye neenxaxheba ze-DSRAC, nezichazwe kumhlathi 12 ngasentla.

14.2. Inkcazo

Inkcazelo yeendidi zemiba yedatha kunye nolwazi okanye iindidi zolwazi ezinxulumene nalo zichazwe kule theyibhile ingezantsi:

Iindidi zogcinolwazi Imiba	Iinkcukacha zobuqu ezinokuthi zisetyenziswe
Umntu oqhelekileyo	Igama kunye nefani; iinkcukacha zonxibelelwano (iinombolo zomnxeba, inombolo yefeksi, idilesi ye-imeyile); indawo yokuhlala, iposi kunye/okanye idilesi yeshishini; inombolo eyohlukileyo yokuchonga; ulwazi lwendawo; uhlanga; isini; ukukhulelwa; imeko yomtshato; isizwe, ubuzwe okanye intlalo
Iindidi zogcinolwazi Imiba	Iinkcukacha zobuqu ezinokuthi zisetyenziswe
	imvelaphi; ibala; indlela yokuchaza ngokwesondo; ubudala; impilo ngokusemzimbeni okanye yengqondo; impilo entle; ukukhubazeka; inkolo; isazela; inkolelo; inkcubeko; ulwimi; ukuzalwa; unxibelelwano oluyimfihlo; imfundo; unyango, imali, ulwaphulo-mthetho okanye imbali yengqesho kuquka enokufuneka kwiNkqubo yokuBhaliswa kwesiGulane kwiNkqubo yeSebe lezeMpilo.
Umntu ngokusemthethweni	Amagama abantu aqhagamshelana nabo; igama lequmrhu elisemthethweni; idilesi yokuhlala neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyile); inombolo yobhaliso; ezemali, ezorhwebo, iinkcukacha zenzululwazi okanye zobugcisa kunye neemfihlelo zorhwebo.





Abasebenzi	Isini, ukukhulelwa; imeko yomtshato; uhlanga; ubudala, ulwimi, ulwazi lwezemfundo (iziqinisekiso); ulwazi ngemali; imbali yengqesho; inombolo yesazisi; idilesi yomzimba kunye neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyile); ukuziphatha kolwaphulo mthetho; impilo ntle kunye nezalamane zabo (amalungu osapho); ubuhlanga; unyango; isini; ngokwesondo; ubuzwe; ukuzibandakanya ngokwesizwe okanye ngemvelaphi; indlela yokuziphatha ngokwesini; ubudala; impilo yomzimba okanye yengqondo; impilontle; ukukhubazeka; inkolo; isazela; inkolelo; inkcubeko; ulwimi; iinkcukacha zebhayometri zomntu njengoko zifuneka kwimigaqo nkqubo yenkonzo yoluntu kunye nemigaqo nkqubo.
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14.3. Abamkeli

Abamkeli okanye iindidi zabamkeli abanokunikezelwa kubo ulwazi lomntu siqu zichazwe kule theyibhile ingezantsi:

Udidi lwesiqu	Abamkeli okanye iindidi zaBamkeli
Iinombolo zesazisi, amagama, iidilesi, ingqesho kunye nembali yemfundo yokuhlola ulwaphulo mthetho	Iinkonzo zamaPolisa aseMzantsi Afrika kunye nezinye ii-arhente zokunyanzelisa umthetho
Iziqinisekiso, zokuqinisekisa iziqinisekiso	Ugunyaziwe weziQinisekiso woMzantsi Afrika





Udidi lwesiqu	Abamkeli okanye iindidi zaBamkeli
linombolo zesazisi, amagama needilesi	Ababoneleli kunye nababoneleli ngeenkonzo (kubandakanywa abameli bomthetho kwimiba yokutshutshisa) apho i-DSRAC inobudlelwane besivumelwano ukuba bafikelele kwiinkcukacha zobuqu
linkcukacha zonyango	Amaqela omthetho asebenza egameni le-DSRAC
Inkcazelo yomqeshwa	Iibhanki kunye namanye amaziko emali, abalawuli bengxowa mali yempesheni, imibutho yabasebenzi

14.4. Ukuphuma ngaphaya komda

14.4.1. I-DSRAC ayilungiselelanga naluphi na uhambo oluphuma ngapha komda wolwazi lobuqu. Ukuba, nangona kunjalo, kuyimfuneko ukudlulisela ulwazi lomntu kwelinye ilizwe ngeenjongo ezisemthethweni, i-DSRAC iya kuqinisekisa ukuba nabani na ogqithisa ulwazi lomntu uphantsi komthetho, ukubopha imithetho yequmrhu okanye isivumelwano esibophelelayo esinika inqanaba elaneleyo lokukhuselwa, kwaye umntu wesithathu uyavuma ukuphatha loo nkcazelo yobuqu ngezinga elifanayo lokukhuselwa njengoko i-DSRAC inyanzelekile phantsi kwe-POPIA.

14.4.2. Naluphi na uhambo oluphuma ngaphandle komda wolwazi lomntu siqu kuya kuba kunye nemvume yesifundo sedatha okanye ukuba ukudluliswa kuyimfuneko kwisiphelo okanye ukusebenza kwesivumelwano esenziwe phakathi kwe-DSRAC kunye nomntu wesithathu ngomdla wesifundo sedatha. Nangona kunjalo, ukuba akunakwenziwa ngokufanelekileyo ukufumana imvume yesifundo sedatha, i-DSRAC iya kugqithisa ulwazi lomntu ukuba ukudluliswa kuya kuba ngenxa yenzuzo yesifundo sedatha kwaye isifundo





sedatha siya kunika imvume ukuba bekufanelekile ukufumana loo mvume.

14.5. Imilinganiselo yokhuseleko lolwazi

14.5.1. I-DSRAC isungula ngokuqhubekayo kwaye igcina amanyathelo afanelekileyo, afanelekileyo ezobugcisa kunye nequmrhu ngokuthatha amanyathelo okuthintela:

14.5.1.1. ukulahlekelwa, umonakalo okanye ukutshatyalaliswa okungagunyaziswanga kolwazi lomntu; kunye

14.5.1.2. ukufikelela okungekho mthethweni okanye ukuqhubeka kolwazi lomntu.

14.5.2. I-DSRAC ithathe amanyathelo afanelekileyo, njengoko kubhekiswa kumhlathi 14.5.1 no-14.5.3, ukuba:

14.5.2.1. ukuchonga yonke ingozi ebonakalayo yangaphakathi nangaphandle kwiinkcukacha zobuqu kumnikazi wayo okanye phantsi kolawulo lwayo;

14.5.2.2. ukuseka nokugcina ukhuseleko olufanelekileyo kumngcipheko ochongiweyo;

14.5.2.3. ukuqinisekisa rhoqo ukuba ukhuseleko luphunyezwa ngokufanelekileyo; kwaye

14.5.2.4. ukuqinisekisa ukuba ukhuseleko luhlala luhlaziywa ngokubhekiselele kwimingcipheko emitsha okanye ukunqongophala ekukhuselweni okuchazwe ngaphambili.

14.5.3. Amanyathelo athathwe yi-DSRAC aquka:

14.5.3.1. Ulawulo lokufikelela;

14.5.3.2. Ukukhowuda kogcinolwazi;

14.5.3.3. Imilinganiselo yokuzikhusela;

14.5.3.4. Ukubeka esweni okuzinzileyo, uphicotho-zincwadi kunye nokuNika ingxelo;





- 14.5.3.5. Iikopi zogcinolwazi;
- 14.5.3.6. Izisombululo ze-Antivayirasi kunye ne-Antimalwawe;
- 14.5.3.7. Ukuqaphela nokunyamekela; kwaye
- 14.5.3.8. Izivumelwano ziqqitywe ngabaqhubi ukuphumeza ulawulo lokhuseleko.

15. UKUFUMANEKA KWENCWADI YESIKHOKELO

15.1. Olu xwebhu luza kufumaneka kungekudala ngeelwimi ezine zaseburhulumenteni ezizezi zilandelayo-

15.1.1. IsiNgesi;

15.1.2. IsiXhosa

15.1.3. IsiAfrikansi

15.1.1. IsiSuthu

15.2. Inguqulelo zesiXhosa, isiAfrikansi nesiSuthu zolu xwebhu ziya kuguqulwa kwaye kulindeleke ukuba zifumaneke ngoka-2022, xa ziza kupapashwa kwiwebhusayithi ye-DSRAC.

15.3. Inguqulelo yesiNgesi yolu xwebhu ifumaneka ngoko nangoko ngolu hlobo lulandelayo-

15.2.1. kwiwebhusayithi: <https://ecsrac.gov.za>;

15.2.2. kwiofisi yentloko yokuhlola uluntu ngexesha leeyure zoshishino eziqhelekileyo;

15.2.3. kuye nawuphi na umntu xa eceliwe naxa ehlawula umrhumo omiselweyo; kwaye





15.2.4. kumlawuli wolwazi xa eceliwe.

15.4. Umrhumo wekopi yeManyuwali, njengoko kuchaziwe **kwisiHlomelo C** uya kuhlalulwa ngefotokopi nganye engu-A4.

16. UKUHLAZIYO LWENCWADI YESIKHOKELO

I-DSRAC iya kuthi, ukuba kuyimfuneko, ihlaziye kwaye ipapashe olu Xwebu ngonyaka.

Ikhutshwe ngu:



23/05/2024

SIBONGILE MPOFU (NKSZ)

UMHLA

INTLOKO YESEBE LEZEMIDLALO, ULONWABO, UBUGCISA NENKCUBEKO





ISIHLOMELO A - IFOMU 2

IFOMU 2 ISICELO SOKUFIKELELA KWIREKHODI

[Ummiselo 7.]

Qaphela:

1. *Ubungqina besazisi kufuneka buqhotyoshelwe ngumfakisicelo.*
2. *Ukuba izicelo ezenziwe egameni lomnye umntu, ubungqina obunjalo bokugunyaziswa, kufuneka buqhotyoshelwe kule fomu*

KU: Sekele gosa leeNkcukacha

(Idilesi)

Idilesi yeimeyile:

Inombolo

yefeksi:

Phawula ngo- "X"

Iphepha 31 le 60




☐

Isicelo senziwe ngegama lam

☐

Isicelo senziwa egameni lomnye umntu.

IINKCUKACHA ZOBURU			
Amagama apheleleyo:			
Inombolo yesazisi:			
Isikhundla esenziwe ngaso isicelo (<i>xa senziwe egameni lomnye umntu</i>):			
Idilesi yeposi:			
iDilesi yesiTalato:			
Idilesi yeimeyile:			
Inombolo zoqhagamshelwano:	Umnxeba. (B):		Ifeksi:
	Isifowuni:		

Amagama apheleleyo omntu ofakwe isicelo ngegama lakhe (<i>ukuba kuyasebenza</i>):	
Inombolo yesazisi:	
Idilesi yeposi:	
Idilesi yesiTalato:	
Idilesi yeimeyile:	

Iphepha 32 le 60





Inombolo zoqhagamshelwano:	Umnxeba. (B):		Ifeksi:	
	Isifowuni:			
IINKCUKACHA ZEREKHODI EZICELIWEYO <i>Nika iinkcukacha ezipheleleyo zerekhodi ekucelwe kuyo ukufikelela, kubandakanya inombolo yereferensi ukuba yaziwa kuwe, ukwenza ukuba irekhodi ibekwe. (Ukuba indawo enikiweyo ayanelanga, nceda uqhubeke wedwa iphepha kwaye uliqhoboshele kule fomu. Onke amaphepha ongezelelweyo kufuneka asayinwe.)</i>				
Inkcazo yerekhodi okanye inxalenye efanelekileyo yerekhodi:				
Inombolo yereferensi, ukuba ikhona:				
Naziphi na iinkcukacha ezithe vetshe zerekhodi:				

Iphepha 33 le 60





UHLOBO LWEREKHODI <i>(Phawula ibhokisi esebenzayo ngo "X")</i>	
Irekhodi likwifom ebhaliweyo okanye eprintiweyo	
Irekhodi liquka imifanekiso engabonakaliyo (oku kuquka iifoto, izilayidi, iirekhodi zevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.)	
Irekhodi linagama arekhodiweyo okanye ulwazi olunokuveliswa ngokutsha kwisandi	
Irekhodi libanjwe kwikhompyutha okanye kwifom ye-elektroniki, okanye efundeka ngomatshini	
IFOMU YOKUFIKELELA <i>(Phawula ibhokisi esebenzayo ngo "X")</i>	
Ikopi eprintiweyo yerekhodi (kubandakanya iikopi zayo nayiphi na imifanekiso ebonakalayo, imibhalo kunye nolwazi olugcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini)	
Ukubhalwa okanye ukushicilelwa kwemifanekiso ebonakalayo (oku kubandakanya iifoto, izilayidi, iirekhodi zevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.)	
Ukubhalwa kwesandi (uxwebhu olubhaliweyo okanye oluprintiweyo)	
Ikopi yerekhodi kwifleshi drayivu (kuquka imifanekiso ebonakalayo kunye neengoma zesandi)	
Ikopi yerekhodi kwikhompakthi diski drayvu (kubandakanywa imifanekiso ebonakalayo kunye nezandi zomculo)	
Ikopi yerekhodi egcinwe kwiseva yokugcina i-cloud	

INDLELA YOFIKELELO <i>(Phawula ibhokisi esebenzayo ngo "X")</i>	
Ukuhlolwa komntu siqu kwerekhodi kwidilesi ebhalisiweyo yequmrhu likarhulumente <i>(kubandakanya ukuphulaphula amagama arekhodiweyo, ulwazi olunokuveliswa ngokutsha ngesandi, okanye ulwazi olugcinwe kwikhompyutha okanye kwifom yeelektroniki okanye efundeka ngomatshini)</i>	
Iinkonzo zeposi kwidilesi yeposi	
Iinkonzo zeposi kwidilesi yesitalato	
Inkonzo yekhuriya kwidilesi yesitalato	
Ifasimili yolwazi ngefomathi ebhaliweyo okanye eprintiweyo <i>(kubandakanywa nokurekhodiweyo kwabhalwa)</i>	

Iphepha 34 le 60





I-imeyile yolwazi (<i>kubandakanya izandi zomculo ukuba kunokwenzeka</i>)	
Isabelo sikaCloud/udluliselo lwefayile	
Ulwimi olukhethwayo: (<i>Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethayo, unokufikelela ngokunikwa ngolwimi olufumanekayo lwalo rekhodi</i>)	

IINKCUKACHA ZELUNGELO LOKUSETYENZISWA OKANYE LOKUKHUSELWA <i>Ukuba indawo enikiweyo ayanelanga, nceda uqhubeke kwiphepha elahlukileyo uze uyiqhoboshele kule Fom. Umfaki sicelo kufuneka asayine onke amaphepha ongezelelweyo.</i>	
Bonisa ukuba leliphi ilungelo ekufuneka lisetyenziswe okanye elikhuselweyo:	
Chaza ukuba kutheni irekhodi eceliweyo lifuneka ekusebenziseni okanye ekukhuseleni ilungelo elichazwe ngaphambili:	





INTLAWULO

- a) Kufuneka kuhlawulwe umrhumo wesicelo ngaphambi kokuba kuqwalaselwe isicelo.
b) Uza kwaziswa ngemali yokufikelela kwirekhodi omele uyihlawule.
c) Umrhumo ohlawulwayo wokufikelela kwirekhodi uxhomekeke kwifomu yokufikelela kwirekhodi kunye nexesha elifanelekileyo elifunekayo lokukhangela nokulungisa irekhodi.
d) Ukuba ufanelekile ukuba ukhululwe ekuhlawuleni umrhumo, nceda uchaze isizathu sokukhululwa

Isizathu:

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

Idilesi yeposi	Ifeksi:	Unxibelelwano lwe-elektroniki (Nceda ucacise)

Isayinwe e _____ kulo mhla _____ ka _____ 20 _____

Utyikityo lomfaki sicelo / umntu owenziwe egameni lesicelo _____

Iphepha 36 le 60





KUSETYENZISWA NGOKUSEMTHETHWENI

Inombolo yereferensi yephepha:	
Isicelo esifunyenwe ngu: (<i>isikhundla esisemthethweni, igama kunye nefani yeSekela gosa leeNkcukacha</i>)	
Umhla efunyenwe ngawo:	
Intlawulo yokufikelelo:	
Idipozithi (ukuba ikhona):	

.....

Utyikityo lweSekela gosa loLwazi

Iphepha 37 le 60





ISIHLOMELO B - IFOMU 3

IFOMU 3

ISIPHUMO SESICELO KUNYE NENTLAWULO ENGUMRHUMO

[Ummiselo 8.]

Qaphela:

1. Ukuba isicelo sakho sinikwe -

- (a) isixa sediphozithi , (ukuba sikhona) , sihlawulwa ngaphambi kokuba isicelo sakho siqhutywe
(b) irekhodi/ inxalenye yerekhodi eceliweyo iya kukhutshwa kuphela xa ubungqina bentlawulo ephileleyo bufunyenwe. 2. Nceda usebenzise inombolo yereferensi engezantsi kuzo zonke iileta ezizayo.

IYA KU: _____

Isicelo sakho, esinomhla ochaziweyo, _____, sibhekisela koku.

1. Ucele:

Uvavanyo lolwazi lomntu siqu kwidilesi ebhalisiweyo yoluntu (kubandakanya ukuphulaphula amagama arekhodiweyo , ulwazi olunokuveliswa ngokutsha ngesandi , okanye ulwazi olugcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini) ayihlawulelwa.Uyacelwa ukuba wenze idinga lokuhlolwa kolwazi kwaye uze nale fom uxa usiza. Ukuba ke ufuna naluphi na uhlobo lokuveliswa kwakhona kolwazi, uya kuba noxanduva lweentlawulo ezichazwe kwiSihlomelo B seMigaqo.

OKANYE

2. Ucele:

Iikopi eziprintiweyo zolwazi (kubandakanya iikopi zayo nayiphi na imifanekiso ebonakalayo , imibhalo kunye nolwazi olugcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini)





Ukubhalwa okanye ukushicilelwa kwemifanekiso ebonakalayo (*oku kubandakanya iifoto, izilayidi, iirekhodi zevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.*)

Ukubhalwa kwesandi (*uxwebhu olubhaliweyo okanye oluprintiweyo*)

Ikopi yolwazi kwiflesh drayivui (*kubandakanywa imifanekiso ebonakalayo kunye neengoma zesandi*)

Ikopi yolwazi kwikhompakthi disk drayivu (*kubandakanywa imifanekiso ebonakalayo kunye nezandi*)

Ikopi yerekhodi egcinwe kwiseva yokugcina icloud

3. Kufuneka ingeniswe :

Iinkonzo zeposi ukuya kwidilesi yeposi

Iinkonzo zeposi ukuya kwidilesi yesitrato. Inkonzo yekhuriya ukuya kwidilesi yesitrato

Ulwazi ngefeksi lubhaliwe okanye luprintiwe (*kubandakanywa ukubhalwa kwesandi*)

i-imeyi yolwazi(*ibandakanya izandi zomculo ukuba inakho*)

Isabelo sikaCloud/udluliselo lwefayile

Ulwimi olukhethwayo:

(*Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethayo, ukufikelelo lunokwenziwa ngolwimi olufumanekayo lwalo rekhodi*)

Nceda uqaphele ukuba isicelo sakho:

☐

Sivunyiwe

☐

Iphepha 39 le 60





Asivunywanga, ngenxa yezi zizathu zilandelayo:

4. Imirhumo ehlawulwa ngesicelo sakho :

Umba
Ifotokopi
Ikopi eprintiweyo
Ukufumana ikopi yefomu yekhompuyutha efundekayo kwi: (i) flesh drayivu Iza kubonelelwa ngumfaki sicelo (ii) Ikhompakthi diski Ukuba inikezelwe ngumfaki sicelo Ukuba kubonelelwe kumfaki sicelo
Ukukhutshelwa kwemifanekiso ebonakalayo kwiphepha ngalinye lobukhulu be-A4
Ikopi yemifanekiso ebonakalayo
Ukukhutshelwa kwerekhodi enesandi, ngobungakanani be-A4
Ukufumana ikopi yerekhodi enesandi (i) Flesh drayivu Iza kubonelelwa ngumfaki sicelo (ii) Ikhompakthi diski Ukuba inikezelwe ngumfaki sicelo Ukuba kubonelelwe kumfaki sicelo
Ukuposa, i-imeyile okanye nayiphi na enye indlela yothumelo lwe-elektroniki:

Iphepha 40 le 60





IWONKE:

5. Izipozithi ehlawulwayo (ukuba ukukhangela kudlula iiyure ezintandathu):



Ewe

Iiyure zokukhangela	
------------------------	--

Imali kufuneka ihlawulwe kule akhawunti yeBhanki ilandelayo:

Igama lomnikazi weakhawunti:

ISebe lezeMidlalo,
ezoLonwabo, ubuGcisa neNkcubeko
IPhondo leMpuma Koloni

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iNombolo yeReferensi:

PAIA (Oonobumba bokuqala bamagama & Ifani)

Ngenisa ubungqina bentlawulo ku:
sibongile.mpofu@ecsrac.gov.za
paia@ecsrac.gov.za

Isayinwe _____ kulo mhla _____ ka _____ 20 _____

Iphepha 41 le 60





USekela gosa loLwazi

ISIHLOMELO C IMIRHUMO

ISIHLOMELO C IMIRHUMO

Iphepha 42 le 60





Iintlawulo mayela namaqumrhu oluntu

Umba	Ingcaciso	Isixa mali:
1.	Umrhumo wesicelo ohlawulwa ngumfaki sicelo ngamnye	R100.00
2.	Ifoto yephepha lobukhulu be-A4	R1.50 kwiphepha ngalinye okanye inxalenye yalo.
3.	Ikopi eprintiweyo yephepha lobukhulu be-A4	R1.50 kwiphepha ngalinye okanye inxalenye yalo.
4.	Ukufumana ikopi yefomu yekhompyutha efundekayo kwi: (i) Flesh drayivu (ukuba kubonelelwe ngumfaki sicelo)	R40.00
	(ii) Ikhompakthi diski	
	Ukuba ibonelelwa ngumfaki sicelo	R40.00
	Ukuba kubonelelwe kumfaki sicelo	R60.00
5.	Ukukhutshelwa kwemifanekiso ebonakalayo kwiphepha ngalinye lobukhulu be-A4	Inkonzo emayenziwe ngaphandle kwesebe. Iya kuxhomekeka kwixabiso elivela kumboneleli ngeNkonzo.
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ukukhutshelwa kwerekhodi enesandi, ngobungakanani be-A4	R24.00
8.	Ikopi yerekhodi enesandi kwi:	R40.00
	(i) Flesh drayivu (ukuba kubonelelwe ngumfaki sicelo)	
	(ii) Ikhompakthi diski	
	○ Ukuba ibonelelwe ngumfaki sicelo	R40.00
	○ Ukuba kubonelelwe kumfaki sicelo	R60.00

Iphepha 43 le 60





9.	Ukukhangela nokulungiselela irekhodi lokuchazwa ngeyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, efunekayo ngokufanelekileyo ukukhangela kunye nokulungiselela. Ukungagqithisi kwiindleko zizonke ezinga	R100.00 R300.00
10.	Idipozithi: Ukuba ukukhangela kudlula iiyure eziyi-6	Isithathu semali yesicelo ngasinye sibalwa ngokwemiqathango yezinto ezi-2 ukuya kwezingu-8.
11.	Ukuposa, i-imeyile okanye nayiphi na enye indlela yothumelo lwe-elektroniki:	Inkcitho yokwenene, ukuba ikhona.

Intlawulo **mayela** namaqumrhu abucala

Umba	Ingcaciso	Isixa mali:
1.	Umrhumo wesicelo ohlawulwa ngumfaki sicelo ngamnye	R140.00
2.	Ifoto/ikopi eprintiweyo emnyama nemhlophe yobukhulu be-A4	R2.00 kwiphepha ngalinye okanye inxalenye yalo.
3.	Ikopi eprintiweyo yephepha lobukhulu be-A4	R2.00 kwiphepha ngalinye okanye inxalenye yalo.
4.	Ukufumana ikopi yefomu yekhompyutha efundekayo kwi: (iii) Iflesh drayivu(iza kunikwa ngumfakimsicelo) IKhompakthi (iv) idiski - Ukuba ibonelelwa ngumfaki sicelo - Ukuba kubonelelwe kumfaki sicelo	R40.00 R40.00 R60.00
5.	Ukukhutshelwa kwemifanekiso ebonakalayo kwiphepha ngalinye lobukhulu be-A4	Inkonzo emayifunwe ngaphandle kwesebe. Iya kuxhomekeka kwisiniki maxabiso esivela kumboneleli ngeenkonzo.
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ukukhutshelwa kwerekhodi enesandi, ngobungakanani be-A4	R24.00
8.	Ikopi yerekhodi enesandi kwi: (i) Ifelsh drayivu (iza kunikezelwa ngumfaki sicelo) (ii) IKhompakthi diski Ukuba kubonelelwe ngu	R40.00

Iphepha 44 le 60





	umfaki sicelo	R40.00
	• Ukuba kubonelelwe ngumfaki sicelo	R60.00
9.	Ukukhangela nokulungiselela irekhodi lokuchazwa ngeyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, efunekayo ngokufanelekileyo ukukhangela kunye nokulungiselela.	R145.00
	Ukungagqithisi kwiindleko zizonke ezinga	R435.00
10.	Idipozithi: Ukuba ukukhangela kudlula iiyure ezi 6	Isithathu semali yesicelo ngasinye sibalwa ngokwemiqathango yezinto ezi-2 ukuya kwezingu-8.
11.	Ukuposa, i-imeyile okanye nayiphi na enye indlela yothumelo lwe-elektroniki:	Inkcitho yokwenene, ukuba ikhona.

ISIHLOMELO D – ISIBHENO SANGAPHAKATHI

IFOMU 4

UKUFAKWA KWESIBHENO SANGAPHAKATHI

[[Ummiselo 9.](#)]

Iphepha 45 le 60





Inombolo yereferensi yephepha:

IINKCUKACHA ZEQUMRHU LOLUNTU				
Igama lequmrhu likarhulumente:				
Igama nefani yeSekela gosa leeNkcukacha:				
IINKCUKACHA ZOMMANGALI OFAKE ISIBHENO SANGAPHAKATHI				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
Inombolo zoqhagamshelwano:	Umnxeba. (B):		Ifeksi:	
	Isifowuni:			
Idilesi yeimeyile:				
Ingaba isibheno sangaphakathi sifakwe egameni lomnye umntu?			Ewe	Hayi
Ukuba impendulo ngu "ewe", umthamo apho isibheno sangaphakathi sifakwe egameni lomnye umntu: (<i>Ubungqina</i> besibheno esifakwe kuso, ukuba bukhona, <i>kufuneka</i> buqhotyoshelwe .)				
IINKCUKACHA ZOMNTU EKUFAKWE ISIBHENO SANGAPHAKATHI NGEGAMENI LAKHE (ukuba sifakwe ngumntu wesithathu)				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
	Umnxeba. (B):		Ifeksi:	

Iphepha 46 le 60





Iinombolo zoqhagamshelwano:	Isifowuni:	
Idilesi yeimeyile:		
ISIGQIBO ESIMALUNGA NESIBHENO SANGAPHAKATHI <i>(phawula ibhokisi efanelekileyo ngo "X")</i>		
Ukwala isicelo sokufikelela:		
Isigqibo malunga nemirhumo emiselwe ngokwecandelo lama22 loMthetho:		
Isigqibo malunga nokwandiswa kwexesha apho isicelo kufuneka sihojwe khona ngokwemiqathango yecandelo lama26 (1) loMthetho:		
Isigqibo ngokwecandelo lama29 (3) loMthetho sokwala ukufikelela kwifom ecelwe ngumfaki sicelo:		
Isigqibo sokunikezela ngesicelo sokufikelela:		
IZIZATHU ZESIBHENO <i>Ukuba indawo enikiweyo ayanelanga, nceda uqhubeke kwiphepha elahlukileyo uze uyiqhoboshele kule Fom. kufuneka isayinwe.)</i>		
Chaza izizathu apho isibheno sangaphakathi sisekelwe khona:		
Chaza nayiphi na enye inkcazelo enokuthi ifanelekile ekuqwalaseleni isibheno:		

Iphepha 47 le 60





Uya kwaziswa ngencwadi ebhaliweyo ngesigqibo sesibheni sakho sangaphakathi. Nceda ubonise indlela oyikhethileyo yesaziso:

Idilesi yeposi	Ifeksi:	Unxibelelwano lwe-elektroniki (Nceda ucacise)

Isayinwe _____ kulo mhla _____ ka _____ 20 _____

Utyikityo lombheni /umntu wesithathu





**ISETYENZISWA NGABASEMTHETHWENI
INGXELO ESEMTHETHWENI YESIBHENO SANGAPHAKATHI**

Isibheno esifunyenwe ngu: (isikhundla ngokusemthethweni, igama kunye nefani leSekela gosa leeNkcukacha)			
Umhla efunyenwe ngawo:			
Isibheno sikhathshwa zizizathu zesigqibo seSekela gosa leeNkcukacha zalo naliphi na iqela lesithathu elibhekiselele kulo okanye elibhekiselele kulo irekhodi, elingeniswe liSekela leeNkcukacha Gosa:		kufanelekileyo,	Ewe
			Hayi
ISIPHUMO SESIBHENO			
Ukwala isicelo sokufikelela: Kuqinisekisiwe?	Ewe	☐	Uphawulo olutsha lwesiganeko) esithile: (ukuba akunjalo) iqinisekisiwe
	Hayi	☐	
Imirhumo (iCand 22). kuqinisekisiwe?	Ewe	☐	Uphawulo olutsha lwesiganeko) esithile: (ukuba akunjalo) iqinisekisiwe
	Hayi	☐	
Ulwandiso (iCand 26 (1)). kuqinisekisiwe?	Ewe	☐	Uphawulo olutsha lwesiganeko esithile: (ukuba akunjalo) iqinisekisiwe
	Hayi	☐	
Ukufikelela (iCand 29 (3)). kuqinisekisiwe?	Ewe	☐	Uphawulo olutsha lwesiganeko) esithile: (ukuba akunjalo) iqinisekisiwe
	Hayi	☐	
Isicelo sokufikelela sinikiwe. kuqinisekisiwe?	Ewe	☐	Uphawulo olutsha lwesiganeko) esithile: (ukuba akunjalo) iqinisekisiwe
	Hayi	☐	

Isayinwe _____ kulo mhla _____ ka _____ 20 _____

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Igunya elifanelekileyo

Iphepha 50 le 60



ISIHLOMELO E - ISIKHALAZO

IFOM 5 YOKUFAKA ISIKHALAZO

[Ummiselo 10.]

Qaphela:

Le fomu yenzelwe ukunceda uMfaki sicelo (emva koko kuthiwa "nguMmangali") ekuceleni ukuphononongwa kwempendulo yequmrhu likarhulumente okanye yabucala okanye engaphenduli kwisicelo

1. *nokufikelela kwiirekhodi phantsi koMthetho woKhuthazo kuFikelelo loLwazi, 2000 (uMthetho No. 2 ka-2000) ("PAIA"). Nceda ugcwalise le fomu kwaye uyithumele kuMlawuli weNkcukacha okanye ugcwalise ifomu yesikhalazo esiku-intanethi efumaneka ku <https://www.justice.gov.za/infoereg/>.*

2. *IPaia inika ilungu loluntu ilungelo lokufaka isikhalazo kuMlawuli woLwazi malunga naluphi na uhlobo lwezikhalazo ezichazwe kwicandelo E lale fomu yesikhalazo.*

Kungumgaqo nkqubo woMlawuli weeNkcukacha ukulibazisa ukuphanda okanye ukwala isikhalazo ukuba

3. *Ummangali akazange aqale anike iqumrhu likarhulumente okanye labucala (apha emva kokubizwa ngokuba "liQumrhu EliLawulayo") ithuba lokuphendula kwaye uzame ukusombulula umba. Ukunceda iQumrhu EliLawulayo lijongane nenkxalabo yakho ngaphambi kokusondela kuMlawuli weNkcukacha, kuya kufuneka ugcwalise ifomu ye-PAIA emiselweyo kwaye uyifake kwiQumrhu.*

4. *Ikopi yale fomu iya kunikwa iQumrhu elingumxholo wesikhalazo sakho. Ulwazi onalo kule fomu, oluqhotyoshelweyo kule fomu okanye osinika lona kamva, luya kusetyenziswa kuphela ukuzama ukusombulula impikiswano yakho, ngaphandle kokuba kuchazwe ngenye indlela apha.*

5. *Umlawuli wolwazi uya kwamkela isikhalazo sakho kuphela xa uqinisekisa ukuba uyahambelana neemfuno ezingezantsi.*

6. *Nceda uqhoboshele iikopi zala maxwebhu alandelayo, ukuba unazo:*

- . Ikopi yefomu kwiQumrhu elicela ukufikelela kwiirekhodi*
- . Impendulo yeQumrhu EliLawulayo kwisikhalazo sakho okanye kwisicelo sokufikelela*
- . Nayiphi na enye imbalelwano phakathi kwakho neQumrhu ngokubhekisele kwisicelo sakho*
- . Ikopi yefomu yesibheni, ukuba into oyithethayo inxulumene nequmrhu likarhulumente*
- . Impendulo yeQumrhu kwisibheni sakho*
- . Nayiphi na enye imbalelwano phakathi kwakho neQumrhu ngokubhekisele kwisicelo sakho*
- . Uxwebhu olukugunyazisa ukuba usebenze egameni lomnye umntu (ukuba kuyasebenza)*

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- . Umyalelo wenkundla okanye amaxwebhu enkundla ahambelana nesikhalazo sakho, ukuba akhona.
7. Ukuba indawo ebonelelwe kule Fom ayanelanga, faka ulwazi njengesongezelelo kule Fom uze usayine iphepha ngalinye.

Ku: Umlawuli wolwazi
PO BOX 31533
I-Braamfontein,
2017

Idilesi ye-imeyile: infoereg@justice.gov.za

Inombolo yomnxeba: +27 (0) 10 023 5200

ISIKHUNDLA SOMNTU/IQELA elifaka isikhalazo

(Phawula ngo "X")

☐

Ummangali

buqu

☐

Ummeli wommangali

☐

Umntu wesithathu

Iphepha 52 le 60



IZINTO EZIFUNWE KWIXESHA ELIDLULILEYO				
Ingaba usifakile isicelo (ifomu ye-PAIA) sokufumana ingxelo yequmrhu likarhulumente/labucala?	Ewe		Hayi	
Ngaba iintsuku eziyi-30 ziphelile ukususela kumhla obungenise ngawo ifomu yakho YE-PAIA?	Ewe		Hayi	
Ingaba uyigqibile yonke inkqubo yokubhena yangaphakathi nxamnye nesigqibo seSekela gosa leeNkcukacha lequmrhu likarhulumente?	Ewe		Hayi	
Ngaba ufake isicelo kwiNkundla ukuze ufumane uncendo olufanelekileyo malunga nalo mba?	Ewe		Hayi	

NGOLWAZI NGUMLAWULI		LOKUSETYENZISWA (UPHELA			
Ifunyenwe ngu: (Amagama apheleleyo)					
Isikhundla:					
Utyikityo:					
Isikhalazo samkelwe:	Ewe		Hayi		
Inombolo yereferensi:					

Isitampu somhla

Iphepha 53 le 60





Idilesi yeposi	Ifeksi:	Enye indlela yonxibelelwano (Nceda uchaze)

ICANDELO A IINKCUKACHA ZOMMANGALI	
Amagama apheleleyo:	
Inombolo yesazisi:	
Idilesi yeposi:	
iDilesi yesiTalato:	
Idilesi yeimeyile:	

Inombolo zoqhagamshelwano:	Umnxeba. (B):		Ifeksi:	
	Isifowuni:			

ICANDELO B INKCAZELO EMELE UMNTU <i>(Gcwalisa kuphela ukuba uza kumelwa. Amandla egqwetha kufuneka aqhotyoshelwe ukuba ummangali umelwe, ukuba uyasilela apho isikhalazo siya kukhatywa)</i>				
Amagama apheleleyo ommeli:				
Uhlobo lokumelwa:				
Inombolo yesazisi/Inombolo yokubhalisa:				
Idilesi yeposi:				
iDilesi yesiTalato:				
Idilesi yeimeyile:				
Inombolo zoqhagamshelwano:	Umnxeba. (B):		Ifeksi:	

Iphepha 54 le 60





Isifowuni:				
ICANDELO C IINKCUKACHA ZOMNYE UMNTU <i>(Nceda uqhoboshele ileta yokugunyaziswa)</i>				
Uhlobo lwequmrhu:	Bucala		Uwonkewonke	
Igama * lequmrhu likarhulumente/labucala:				
Inombolo yokubhalisa (ukuba ikhona):				
Igama, ifani kunye isihloko somntu ogunyazisiweyo ukufaka isikhalazo:				
Idilesi yeposi:				
iDilesi yesiTalato:				
Idilesi yeimeyile:				
Inombolo zoqhagamshelwano:	Umnxeba. (B):		Ifeksi:	
	Isifowuni:			
ICANDLEO D IQUMRHU ELIJONGENE NESIKHALAZO ESIFAKIWEYO				
Uhlobo lwequmrhu:	Bucala		Uwonkewonke	
Igama * lequmrhu likarhulumente/labucala:				
Inombolo yokubhalisa (ukuba ikhona):				
Igama, ifani kunye iwonga lomntu ojongene naye kwiqumrhu labucala/loluntu ukuzama ukusombulula isikhalazo sakho okanye isicelo sokufikelela kwiinkcukacha.				
Idilesi yeposi:				
iDilesi yesiTalato:				





Idilesi yeimeyile:					
Inombolo zoqhagamshelwano:	Umnxeba. (B):		Ifeksi:		
	Isifowuni:				
Inombolo inikeziwe (ikhona):	yereferensi (Ukuba)				
ICANDELO E ISIKHALAZO <i>Sixelele ngamanyathelo owathathileyo ukuzama ukusombulula isikhalazo sakho (Izikhhalazo kufuneka kuqala zingeniswe ngqo kwiqumrhu likarhulumente ukuze siphendule kwaye sisombululeke kunokwenzeka - kukho izinto ezilinganiselweyo)</i>					
Umhla apho isicelo sokufikelela kwiirekhodi singeniswe khona:					
Nceda ucacise uhlobo lokusetyenziswa kwelungelo okanye ukukhuselwa, ukuba umntu ofanelekayo uchasene nequmrhu labucala:					
Ingaba uzame ukusombulula lo mbandela kunye nombutho?			Ewe		Hayi
Ukuba ewe, ubuyifumene nini? (Nceda uqhoboshele ileta kwesi sicelo.)					
Ingaba ubhenele kwisigqibo seSekela gosa leeNkcukacha zequmrhu loluntu?			Ewe		Hayi
Ukuba ewe, ufake nini isibheni?					
Ngaba ufake isicelo kwiNkundla ukuze ufumane uncedo olufanelekileyo malunga nalo mba?			Ewe		Hayi
Ukuba ewe, nceda ubonise ukuba lo mbandela wathatyathwa nini yiNkundla? Nceda uqhoboshele uMyalelo weNkundla, ukuba ukhona.					





ICANDELO F UHLOBO OLUNEENKCUKACHA LOKUFIKELELA KWIIREKHODI (Nceda ukhethe enye okanye ngaphezulu kwezi zilandelayo ukuchaza isikhalazo sakho kuMlawuli wolwazi)		
Isibheni esingaphumelelanga: (Icandelo 77A (2) (a) okanye icandelo 77A (3) (a) le-PAIA)	<i>Ndibhenele kwisigqibo sequmrhu loluntu kwaye isibheni asiphumelelanga.</i>	
Akuphumelelanga ukufaka isicelo se sivumelwano: (Icandelo 77A (2) (b) nele-75 (2) le-PAIA)	<i>Ndifake isibheni sam kwisigqibo sequmrhu likarhulumente emva kwexesha kwaye ndafaka isicelo sokuvumelana. Isicelo sokuvumelana sichithiwe.</i>	
Ukwala isicelo sokufikelela: 77A (2) (c) (i) okanye 77A (2) (d) (i) okanye 77A (3) (b) le-PAIA)	<i>Ndacela ukufikelela kwiinkcukacha ezigcinwe liqumrhu kwaye isicelo asamkelwanga okanye asamkelwanga.</i>	
Iqumrhu lifuna ukuba ndihlawule umrhumo kwaye ndivakalelwa kukuba oku kugqithisile: (Amacandelo 22 okanye 54 le-PAIA)	<i>Ithenda okanye intlawulo yomrhumo omiselweyo.</i>	
	<i>Ithenda okanye intlawulo yediphozithi.</i>	
Ukuhlawula idiphozithi: (Icandelo 22 (4) le-PAIA)	<i>ISekela gosa leeNkcukacha walile ukuhlawula idiphozithi ehlawuliweyo malunga nesicelo sokufikelela esingavunywanga.</i>	
Andivumelani nexesha elongeziweyo: (Icandelo 26 okanye 57 le-PAIA)	<i>Iqumrhu ligqibe kwelokuba wandise umda wexesha lokuphendula isicelo sam, kwaye andivumelani nomda wexesha oceliweyo okanye ukongezwa kwexesha elithathiweyo lokuphendula kwisicelo sam sokufikelela.</i>	
Ifomu yokufikelela ayivunywanga: (Icandelo 29 (3) okanye 60 (a) le-PAIA)	<i>Ndacela ukufikelela ngendlela ethile nefanelekileyo kwaye loo ndlela yokufikelela ayivunywanga.</i>	
Ukwala: (Icandelo 27 okanye 58 le-PAIA)	<i>Sekudlule iintsuku ezingaphezu kweziyi-30 ndisenzile isicelo sam ibe andisifumananga isigqibo.</i>	
	<i>Ixesha elongeziweyo liphelile kwaye akukho mpendulo ifunyenweyo.</i>	

Iphepha 57 le 60





Ukuchazwa okungafanelekanga kwerekhodi: (Izizathu ezinyanzelekileyo zokwala ukufikelela kwirekhodi)	<i>Iirekhodi (ziphantsi kwezizathu zokwala ukufikelela) zichazwe ngokungafanelekanga/ngokungafanelekanga.</i>	
Akukho zizathu zaneleyo zokwala ukufikelela: (iCandelo 56 (3) (a) le-PAIA)	<i>Isicelo sam sokufikelela asamkelwanga, kwaye azikho izizathu ezisebenzayo okanye ezaneleyo zokwala ezinikiweyo, kubandakanya namalungiselelo alo Mthetho, ebezithembeke ekwaliweni.</i>	
Ukufikelela kwenxenye yerekhodi: (iCandelo 28 (2) okanye 59 (2) le-PAIA)	<i>Ukufikelela kuphela kwinxalenye yeerekhodi eziceliweyo kunikezelwe kwaye ndikholelwa ukuba iirekhodi ezininzi kufuneka zichazwe.</i>	
Ukurhoxiswa kwemali emele ibhatalwe: (iCandelo 22 (8) okanye lama54 (8) le-PAIA)	Ndikhululwe ekubhataleni nayiphi na imali emele ibhatalwe kwaye isicelo sam sokungayibhatali imali emele ibhatalwe asamkelwanga.	
Iirekhodi ezingafumanekiyo okanye ezingekhoyo: (iCandelo 23 okanye lama-55 Le-PAIA)	IQumrhu libonise ukuba ezinye okanye zonke iirekhodi eziceliweyo azikho kwaye ndikholelwa ukuba iirekhodi ezininzi zikhona.	
Ukungaphumeleli ukuchaza iirekhodi:	IQumrhu Elilawulayo lagqiba ekubeni lindinike imvume yokufikelela kwiirekhodi eziceliweyo, kodwa andizange ndizifumane.	
Akukho gunya (ukusetyenziswa okanye ukukhuselwa kwawo nawaphi na amalungelo): (iCandelo 50 (1) (a) le-PAIA)	IQumrhu elilawulayo libonise ukuba iirekhodi eziceliweyo aziqukwanga kwiPaia, kwaye andivumelani.	
Isicelo esikhohlakeleyo okanye esonakalisayo: (iCandelo 45 le-PAIA)	IQumrhu elilawulayo ubonise ukuba isicelo sam asiyonyani okanye siyaphazamisa kwaye andivumelani naso.	
Okunye: (Nceda ucacise):		
ICANDELO G IZIPHUMO EZILINDELEKILEYO Ucinga ukuba uMlawuli wolwazi unokukunceda njani? Chaza isiphumo okanye isiphumo osifunayo.		





ICANDELO H IZIVUMELWANO

Isiseko esisemthethweni sezi zivumelwano zilandelayo sicacisiwe kwiSaziso seMfihlo malunga nendlela yokufaka uxwebhu lwesikhalazo sakho. Ukuze uMlawuli weNkcukacha aqhube isikhalazo sakho, kufuneka ukhangele ibhokisi nganye zokutshekisha ezingezantsi ukubonisa isivumelwano sakho:

Ndiyavuma ukuba uMlawuli wolwazi angasebenzisa ulwazi olunikeziweyo kwisikhalazo sam ukunceda nokuphanda imiba enxulumene nokukhuthazwa kwelungelo lokufikelela kulwazi kunye nokukhuselwa ilungelo lemfiho eMzantsi Afrika. Ndiyaqonda ukuba uMlawuli weNkcukacha soze aqube ulwazi lomntu okanye olunye oluchongayo kuyo nayiphi na ingxelo yoluntu, kwaye ukuba iinkcukacha zam zisakhuselwa nguMthetho wokuKhuselwa kweNkcukacha zobuqu, 2013 (uMthetho No. 4 ka-2013). Ndiyaqonda ukuba, ukuba andivumi, uMlawuli weNkcukacha uya kuqhubeka nesikhalazo sam.

Ulwazi olukule Fom yezikhalazo luyinyani ngokolwazi lwam kunye nenkolelo yam.

Ndigunyazisa uMlawuli woLwazi ukuqokelela ulwazi lwam lwesikhalazo (njengolwazi malunga nam kule fom yezikhalazo) kwaye ulusebenzise ukuqhuba isikhalazo sam samalungelo oluntu esinxulumene nelungelo lo kufikelela kwiinkcukacha kunye / okanye ukukhuselwa kwelungelo lemfiho.





Ndigunyazisa nabani na (njengomqeshi, umboneleli wenkonzo, ubungqina) onolwazi olufunekayo ukuqhuba isikhalazo sam ukwabelana noMlawuli weNkcukacha. Umlawuli wolwazi unokufumana olu lwazi ngokuthetha namangqina okanye ucele iirekhodi ezibhaliweyo. Kuxhomekeke kwimeko yesikhalazo, ezi ngxelo zingabandakanya iifayile zabasebenzi okanye idatha yomqeshi, iirekhodi zonyango okanye zesibhedlele, kunye nolwazi lwezimali okanye lomrhafi.

Ukuba naluphi na ulwazi lwam loqhagamshelwano lutshintsha ngexesha lenkqubo yesikhalazo, ngumsebenzi wam ukwazisa uMlawuli weNkcukacha - kungenjalo isikhalazo sam sinokulibaziseka okanye sivaliwe.

Isayinwe _____ kulo mhla _____ we-20 _____

Ummangali/Ummeli/Umntu ogunyazisiweyo weSithathu

Iphepha 60 le 60

