



IMANUWALI YOKUKHUTHAZA UKUFINYELELEKA KOLWAZI

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UMthetho Wokukhuthazwa Kokufinyeleleka Kolwazi wesi-2 wonyaka we-2000 – IManuwali yonyaka we-2022

IMANUWALI NGOKWESAHUKO SE-14 UMTHETHO WOKUKHUTHAZWA KOKUFINYELELEKA KOLWAZI WONYAKA WE-2000

ISENDLALO

IsaHluko sama-32 soMthethosisekelo sigcine ilungelo lokufinyeleleka olwazini olugcinwe imigwamanda kahulumeni neyangasese. Ngenxa yalokhu, uMthetho Wokukhuthaza Ukufinyeleleka Kolwazi (uMthetho) wenziwa ukuba ube ngumthetho ukuze kuqale ukusebenza ilungelo lokufinyeleleka kolwazi ngokuchaza izindlela ulwazi lwemigwamanda kahulumeni neyangasese olungafinyelelwa ngayo.

Ngakolunye uhlangothi, uMthetho Wokuvila Ulwazi lomuntu Siqu wesi-4 wonyaka we-2013 (i-POPIA), ifuna ukufeza ilungelo lobumfihlo kwisahluko se-14 soMthethosisekelo, ikakhulukazi, njengoba sihlobene nolwazi lomuntu siqu. I-POPIA iphinda iqinisekise ilungelo lawo wonke umuntu lobumfihlo bomniningo nokuthi umniningo wakhe wobuntu siqu noma ulwazi lwakhe lusetshenziselwa kuphela injongo ethile echaziwe futhi ngenjongo ethile echaziwe futhi lungeke ladalulwa kwingxenye yesithathu ngaphandle kwemvume noma injongo esemthethweni.

Ekwenzeni ukulingana kwezidingo zelungelo lobumfihlo nelungelo lokufinyeleleka kolwazi, kunemikhawulo ekufezeni amalungelo omphakathi ashiwo kwisaHluko sama-36 nese-14 soMthethosisekelo nesaHluko sama-33-45 zoMthetho, kanye nalezo ezichazwe kwi-POPIA. Kuze kube manje, lo Mthetho ubeka izizathu lapho umgwamanda kahulumeni noma wangasese ungavuma ungafinyeleleka olwazini, ngenkathi i-POPIA ibeka izizathu lapho ulwazi lomuntu siqu lungahlanganiswa khona, lusetshenziswe futhi/noma ludluliselwe kwingxenye yesithathu.

IsaHluko se-10 soMthetho sidinga ukuthi iKhomishani Yamalungelo EsiNtu YaseNingizimu Afrika (i-SAHRC) yakhe futhi ishicilele umhlahlandlela oqondakala kalula wokusiza abantu ukuba bathole ukufinyeleleka kumarekhodi nemibhalo, futhi basebenzise ilungelo labo lokufinyeleleka kolwazi. Umhlahlandlela, ozofakwa ulwazi olusha okungenani kanye eminyakeni emibili, uhlinzeka abasebenzisi ulwazi oludingekayo lokufinyeleleka kunanoma yimaphi amarekhodi. Uphinde ubhale imininingwane yokuxhumana ye-SAHRC.

Ngaphezu komhlahlandlela wesaHluko se-10, lo Mthetho udinga ukuthi yomibili imigwamanda okahulumeni nowangasese ngamunye ukhiqize imanuwali enolwazi lokuthi amalungu omphakathi angawusebenzisa kanjani uMthetho ukuthola amarekhodi yayo.

Ngokukhethekile, isaHluko se-14 soMthetho sidinga ukuthi yonke imigwamanda kahulumeni ngamunye ushicilele imanuwali okungenani ngezilimi ezintathu ezisemthethweni ukusiza abacela ulwazi kulowo mgwamanda othintekayo.

IBhodi Elilawulayo Elizimele Labacwaningimabhuku (i-IRBA) liwuhlaka lukahulumeni, njengoba lulindelwe esaHlukweni se-14 soMthetho, futhi wakhe le Manuwali ngokuhlonipha lesaHluko futhi njengendlela yokwenza lula ukufinyeleleka komphakathi olwazini/kumarekhodi agcinwe yilo.

Ngaphezu kwalokhu okungenhla, i-IRBA ithemba, ngokuzibophezela kwayo encwadini kanye nomoya woMthetho, ukufaka isandla ekukhuthazeni ukusebenza okusobala, ukuzibophezeleka kanye nokwengamela ngempumelelo ngaphakathi emkhakheni kahulumeni.

A. IMININGWANE NGOKWESAHUKO SE-14 SOMTHETHO

1. IMISEBENZI YE-IRBA [Isahluko se-14(1)(a)]

I-IRBA iyisazimthetho, esasungulwa ngokwesahluko se-3 soMthetho Womsebenzi Wocwaningomabhuku wama-26 wonyaka we-2005 (i-APA).

1.1 Imisebenzi Jikelele

I-IRBA igunyazwe ukuba:

1.1.1 Ithathe izinyathelo zokukhuthaza ukuhlonipheka komsebenzi wokucwaninga amabhuku:

1.1.1.1 Iphenye ngokuziphatha okufanele okusolwayo;

1.1.1.2 Ibambe imihlangano yokuqondiswa kwezigwegwe;

1.1.1.3 Ukubeka unswinyo ngokuziphatha okungafanele; futhi

1.1.1.4 Nokwenza ukuhlolwa.

1.1.2 Ithathe izinyathelo ezibona zidingeka ukuvikela umphakathi ekusebenzisaneni kwayo nabacwaningi-mabhuku ababhalisiwe (ama-RA).

1.1.3 Ibeka amazinga obuchwepheshe obufundelwe, inkambiso enhle zimiso nokuziphatha kwabacwaningi-mabhuku ababhalisiwe.

1.1.4 Ikhuthaza imfundo mayelana, kanye nocwaningo, kunoma yiluphi udaba oluthinta umsebenzi wokucwaningwa kwamabhuku.

1.1.5 Ibeka amazinga ocwaningomabhuku.

1.2 Imisebenzi maqondana nokuqinisekiswa kwezinhlangano ezisemthethweni

I-IRBA, ngokuya nge-APA:

1.2.1 Ibeka izidingo ezincane zokuqinisekiswa kwezinhlangano ezisemthethweni, ngaphezu kwalezo ezinikezwe ku-APA, ngale ndlela elandelayo:

1.2.1.1 Ibheka futhi inqume nganoma yisiphi isicelo sokuqinisekiswa futhi inikeze lokho kuqinisekiswa ngokuphelele noma ingxenye;

1.2.1.2 Ibeka isikhathi sokuba semthethweni kokuqinisekisa;

1.2.1.3 Igcina irejista yezinhlangano ezisemthethweni; futhi

1.2.1.4 Iqeda ukuqinisekiswa kwezinhlangano ezisemthethweni ngokwe-APA.

1.3 Imisebenzi maqondana nokubhaliswa kwabacwaningimabhuku

I-IRBA, ngokuya nge-APA:

1.3.1 Ibeka iziqu ezincane, amazinga okufaneleka kanye nezidingo zokubhaliswa kwabacwaningimabhuku kanye nabangahle babe abacwaningimabhuku, ngaphezu kwalokho okuhlinzekelwe ku-APA.

1.3.2 Uyacabanga futhi anqume nganoma yisiphi isicelo sokubhaliswa kwabacwaningimabhuku kanye nabazoba abacwaningimabhuku.

- 1.3.3 Ibeka isikhathi sokuba semthethweni kokubhaliswa kwabacwaningimabhuku ababhalisiwe kanye nabazoba abacwaningimabhuku ababhalisiwe (ama-RCA).
- 1.3.4 Igcina irejista yama-RA kanye nama-RCA;
- 1.3.5 Iqinisekisa ukuthi irejista yama-RA kanye nama-RCA ngazo zonke izikhathi ezivumelekile ivulelekile ukuthi ihlolwe yinoma yiliphi ilungu lomphakathi.
- 1.3.6 Iqeda ukubhaliswa kwama-RA kanye nama-RCA ngokwe-APA.
- 1.3.7 Ibeka izidingo ezincane zokuvuselelwa kokubhaliswa nokubhaliswa kabusha.

1.4 **Imisebenzi maqondana nemfundo, ukuqeqeshwa nokuthuthukiswa kobuchwepheshe**

I-IRBA:

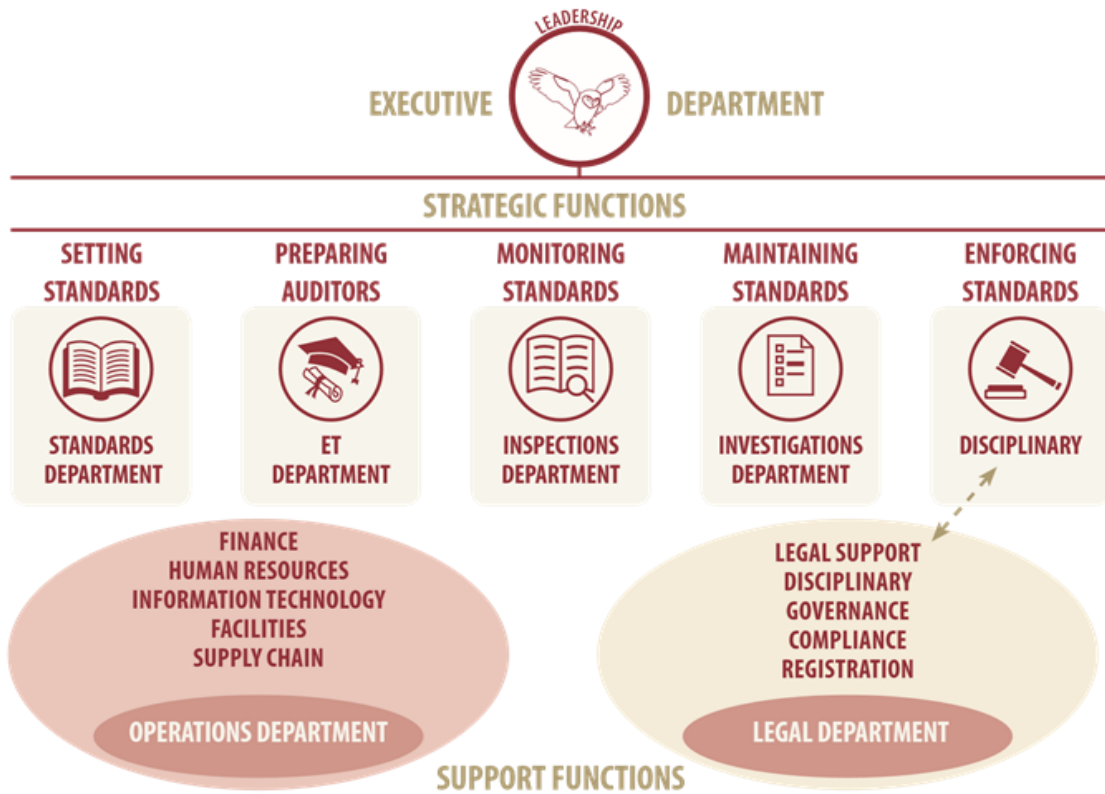
- 1.4.1 Ngokuphelele noma ngokwengxenywe, yazisa futhi/noma ihoxise ukuqashelwa kwayo kweziqhu noma kwezinhlelo zemfundo noma kwemfundo eqhubekayo, ukuqeqesha kanye nezinhlelo zokuthuthukiswa kobungcweti emsebenzini wokucwaningwa kwamabhuku ezikhungo zemfundo kanye nezinhlangano eziqinisekisiwe ezisemthethweni.
- 1.4.2 Yazisa futhi/noma ihoxise ukwamukelwa kwanoma yimuphi iyiphi inhlangano esemthethweni evumelekile ukwenza nanoma yikuphi ukuhlolwa okufanele okulindelwe kwiSahluko sama-37 se-APA noma nanoma yikuphi ukuhlola okunjengalokhu.
- 1.4.3 Ibeka izidingo nezimo eziphathelene nohlobo nobungako bemfundo eqhubekayo, ukuqeqeshwa kanye nokuthuthuka kobungcweti.
- 1.4.4 Inquma izidingo zokuqeqeshwa, zibandakanya, kepha kungagcini, kwisikhathi sokuqeqeshwa kanye nohlobo lwezivumelwano zokuqeqesha.
- 1.4.5 Ivumela futhi ibhalise izivumelwano zokuqeqesha ezenziwa ngabafuna ukuba abacwaningimabhuku ababhalisiwe.
- 1.4.6 Ibeka izidingo zokufaneleka.
- 1.4.7 Noma ngabe kunemibandela noma ngaphandle kwemibandela yamukela noma ihoxise ukwamukelwa kwabacwaningimabhuku ababhalisiwe njengezikhulu zokuqeqesha.

1.5 **Imisebenzi maqondana nezimali nezindleko**

I-IRBA ibeka:

- 1.5.1 Ukuqinisekiswa, ukubhaliswa, ukuvuselelwa kokubhalisa kanye nemali yokubhalisa kabusha.
- 1.5.2 Izimali ezikhokhwa minyaka yonke.
- 1.5.3 Usuku okuzokhokhwa ngalo nanoma iyiphi imali.
- 1.5.4 Isisekelo semali yokuqinisekisa ukukhokha ngokwe-APA.
- 1.5.5 Izimali ezikhokhwa nganoma iluphi olunye usizo enikezwa yi-IRBA (kubandakanya izimali zokuphatha).
- 1.5.6 I-IRBA inganikeza ithuba lokungakhokhi nanoma yiziphi izimali okukhulunywe ngazo ngenhla.

2. ISAKHIWO SE-IRBA [Isahluko sama-14(1)(a)]



3. IMININGWANE YOKUXHUMANA NABAGCINILWAZI [Isahluko se-14(1)(b)]

U-CEO we-IRBA unguMgcinilwazi, ngokoMthetho.

NgokweSahluko se-17, i-IRBA iqoke uNobhala Webhodi njengoSekela-Mgcinilwazi, ozobhekela izicelo zokufinyeleleka kwamarekhodi.

Ngokwesigaba 17, i-IRBA iqoke uMqondisi wayo Wezomthetho njengePhini Lesikhulu Esibhekele Ulwazi, esizobhekela izicelo zokutholakala kwamarekhodi.

Uma ufisa ukwenza isicelo sokufinyeleleka kumarekhodi e-IRBA, isicelo sakho kufanele sibhekiswe kuSekela- Mgcinilwazi. Ukukhuphuka kodaba kungabhekiswa kuMgcinilwazi.

UMgcinilwazi

Igama: Imre Nagy

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I-imeyili: board@irba.co.za

USekela-Mgcinilwazi

Igama: R Motsepe

Ucingo: 087 940 8803

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UMgcinilwazi we-IRBA kanye Sekela-Mgcinilwazi basebenzisa ikheli lendawo nelokuposa elifanayo.

Ikheli Lendawo

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Greenstone Hill Office Park

Greenstone Hill

1609

Ikheli Leposi

PO Box 8237

Greenstone Hill

1616

Website: www.irba.co.za**4. UMHLAHLANDLELA NGOKWESAHUKO SE-10 SOMTHETHO [iSahluko se-14(1)(c)]**

- 4.1 UMhlahlandlela oqukethe ulwazi lokukusiza ekuqondeni ukuthi uwasebenzisa kanjani amalungelo akho ngokwe-PAIA (“uMhlahlandlela”) uyatholakala ngazo zonke izilimi ezisemthethweni zaseNingizimu Afrika. UMhlahlandlela okwamanje uyatholakala kusayithi elandelayo: www.irba.co.za

UMhlahlandlela ngokuthi Kusetshenziswa Kanjani Ukukhuthazwa Kokufinyeleleka Kolwazi

- 4.2 Uma unanoma imiphi imibuzo, noma udinga ikhophi yalo Mhlahlandlela, sicela uxhumane noMlawuli Wolwazi ngqo lapha:

UMlawuli Wolwazi (eNingizimu Afrika)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

PO Box 31533, Braamfontein, Johannesburg, 2017

I-imeyili yezikhalazo: complaints.IR@justice.gov.za**I-imeyili yemibuzo Jikelele:** inforeg@justice.gov.za.**5. INKAMBISO YOKUCELA UKUFINYELELEKA KOLWAZI/KWAMAREKHODI [Isahluko se-14(1)(d)]**

- 5.1 Nanoma yimuphi umuntu, kungaba owemvelo noma isazimthetho, angenza isicelo ngokoMthetho sokuthola ulwazi.
- 5.2 Umfakisisicelo angenza isicelo egameni lakhe noma egameni lomunye umuntu.
- 5.3 Umfakisisicelo ufanele asebenzise ifomu elimisiwe, elifakwe lapha futhi elimakwe uFomu A, ukwenza isicelo sokuthola ulwazi.
- 5.4 Isicelo simele sifake phakathi lolu lwazi oluncane olulandelayo:

IMINININGWANE EDINGEKAYO	INCAZELO
Imininingwane yomfakisicelo	Imininingwane eyanele mayelana nomfakisicelo ukuze kuqinisekiswa ukuthi umfakisicelo uphawuleka kalula. Ulwazi lufanele lufake imininingwane yokuxhumana yomfakisicelo, isib. ikheli leposi, ikheli le-imeyili, ifeksi kanye/noma inombolo yocingo.
Imininingwane yerekhodi eliceliwe	Imininingwane eyanele mayelana nerekhodi ukwenza kube lula ukuliphawula.
Indlela yokufinyeleleka kwirekhodi	Incazelo yohlobo noma indlela irekhodi okufanele linikezwe noma lenziwe lifinyeleleke ngayo.
Indlela yokwazisa umfakisicelo ngokufinyeleleka	Indlela umfakisicelo afisa ngayo ukwaziswa ngesinqumo se-IRBA maqondana nesicelo.
Ukukhethwa kolimi	Ulimi umfakisicelo afisa ukuthola ngalo irekhodi eliceliwe. ¹
Isikhundla somuntu ogunyaziwe owenza isicelo	Uma isicelo senzela omunye umuntu, ubufakazi besikhundla isicelo esenziwa ngaso kanye/noma igunya lokwenza leso sicelo.

- 5.5 Abafakisicelo abangakwazi ukufunda noma ukubhala bangenza izicelo zomlomo kuSekela-Mgciniwazi, oyogcwalisa iFomu A egameni lomfakisicelo.
- 5.6 Isicelo sifanele sibhekiswe kuSekela-Mgciniwazi, omininingwane yakhe inikeziwe endimeni yesi-3 ngenhla.
- 5.7 Isicelo singathunyelwa ngesandla, sithunyelwe ngeposi, sithunyelwe ngefeksi noma sithunyelwe nge-imeyili.
- 5.8 Izicelo zocingo nezingakahleleki zizokwamukelwa kuphela maqondana namarekhodi abekwe endimeni yesi-7 ngezansi.
- 5.9 Imininingwane esefomini elimisiwe ifanele inikezwe ngendlela eyanelisa uSekela-Mgciniwazi noma uMgciniwazi, uma kungenjalo, isicelo sizobambezeleka kuze kufike isikhathi lapho leyo mininingwane iphelele.
- 5.10 Umfakisicelo kudingeka ukuba akhokhe imali ebekwe esiGabeni B, mayelana nesicelo serekhodi.
- 5.11 Yize kunemali yesicelo ekhokhwa ngokwesigaba sesi- 5.10 ngenhla, umfakisicelo angase, uma enikezwe imvume yokufinyeleleka kwirekhodi eliceliwe, adingeke ukuba akhokhe ezinye izimali ezichazwe esiGabeni B zokukhiqiza kabusha, ukucinga kanye nokulungiswa kwamarekhodi noma zokusebenza okuhlobene nerekhodi eliceliwe.
- 5.12 USekela-Mgciniwazi uzokwazisa umfakisicelo ukuthi akhokhe imali ebekiwe (uma ikhona) ngaphambi kokuqhubeka nokusetshenzwa kwesicelo.

¹ Ngaphandle kolimi oluthandwayo okukhonjisiwe, i-IRBA izonikeza kuphela irekhodi ngolimi oluceliwe, uma irekhodi likhona ngalolo limi.

- 5.13 USeKela-Mgcinilwazi uzokwazisa umfakisicelo ngesinqumo se-IRBA zingakapheli izinsuku ezingama-30 etholile isicelo; noma engandisa lesi sikhathi, ngesaziso esiya kumfakisicelo, ngesinye isikhathi esingeqi ezinsukwini ezingama-30.
- 5.14 Isikhathi lapho uSeKela-Mgcinilwazi afanele azise umfakisicelo ngesinqumo sizongelulwa ngale ndlela, ngaphezu kwesikhathi esishiwo esigabeni sesi--5.13 ngenhla, njengoba kungadingeka ukunikeza ingxenye yesithathu ithuba lokwenza izethulo kuSeKela-Mgcinilwazi lapho irekhodi eliceliwe liphathelene namarekhodi aleyo ngxenye yesithathu.
- 5.15 Izikhathi ezimiswe nguMthetho ngeke ziqale kuze kufike isikhathi lapho uSeKela-Mgcinilwazi kanye noMgcinilwazi benelisekile ukuthi yonke imininingwane efanele inikezwe i-IRBA ngumfakisicelo.
- 5.16 Ngaphandle kwesicelo sokufinyelela kunoma yiliphi irekhodi elisohlwini esigabeni sesi-6 ngezansi, uMgcinilwazi angenqaba ukufinyeleleka kwirekhodi eliceliwe, noma kwenye ingxenye yalo, ngezizathu ezibekwe eMthethweni.

6. IZIHLOKO OKUGCINWE NGAZO I-IRBA AMAREKHODI NEZINHLOBO ZAMAREKHODI ASEGCINIWE [Isahluko se-14(1)(d)]

I-IRBA igcine amarekhodi alandelayo:

6.1 Eyokuphatha

IZIHLOKO	IZINHLOBO ZOLWAZI
IBhodi Eliphethe Nemihlangano yeBhodi	Imininingwane yamalungu eBhodi.
	Ama-ajenda.
	Amarejista ababekhona.
	Izinqumo ezithathiwe
	Amaminithi emihlangano.
	Imibono itholakele.
	Ukuxhumana ngezincwadi, amamemorandamu, izethulo
Amakomidi eBhodi Nemihlangano Yamakomidi	Imininingwane yamalungu amakomidi.
	Ama-ajenda.
	Amarejista ababekhona.
	Izinqumo ezithathiwe.
	Amaminithi emihlangano.
	Imibono itholakele.
	Ukuxhumana ngezincwadi, amamemorandamu, izethulo
Amapheshana zezindaba	Amapheshana ezindaba e-IRBA.
I-website	Ukucinga ilungu - ungawacinga kanjani ama-RA kanye namaferu ocwaningomabhuku abhalisiwe.

Ezomthetho - i-APA, imithetho yokuqondisa izigwegwe, imithetho maqondana nokuziphatha okungafanele, iNqubomgomo maqondana noKuhlehliswa Kokulalelwa Kwemihlangano Yokuqondiswa Kwezigwegwe.
Uphenyo - ungasifaka kanjani isikhalazo
Ukubhalisa - ubhalisa kanjani njenge-RA futhi njengefemu, kubandakanya amafomu ezicelo, ungasifaka kanjani isicelo somsebenzi wentela ukuze wamukelwe, ungasiguqula kanjani isimo sibe isiqinisekiso.
Imfundo Noguquko - Ulwazi olujwayelekile endleleni yokuba yi-RA kanye nokuthi ungabhalisa kanjani njenge-RCA, kubandakanya imininingwane nemithetho yokuhlola.
Uphenyo - imininingwane ngezici ezahlukahlukene zophenyo, kubandakanya imidanti yokuphatha, yezokuxhumana kanye neMibiko Yokuhlolwa komphakathi.
Izimemezelo Zocwaningomabhuku - Isimo Nokugunyazwa Okumenyezelwa Kocwaningomabhuku. INqubomgomo Yenqubo elindelekile ye-CFAS, ezinye izimemezelo zocwaningomabhuku, okusalungiswa kokubekeka, izinsuku zemihlangano, imibiko ekhombisa ukulawula, ukuxhumana kanye nesu, imihlahlandlela ethile yezimboni, izexwayiso zokwenza kanye nolwazi lweZinkomba Zekwalithi Yocwaningomabhuku.
Imithetho Mayelana Nokuziphatha Okungafanele kanye neMithetho Yokuziphatha Okufanelekile Kwabacwangimabhuku Ababhalisiwe (Kubukeziwe ngonyaka we-2014) kanye nokuxhumana.
UMthetho Wokuhlala, kubandakanya ukuxhumana.
UMthetho Ogunyazayo Wamafemu Ocwaningomabhuku, kubandakanya ukuxhumana.
Ukungafaneli Okungabikwa - Ithempulethi yezincwadi nokuxhumana yoMhlahlandlela Wokungafanele Okungabikwa (2006), izinhlamvu zesifanekiso kanye nemiphakathi.
Izindaba - izinto ezahlukahlukene ezithakazelisayo, kubandakanya imibiko yabezindaba namakhophi e-elektroniki e-IRBA News.
Imininingwane yokuxhumana yegatsha.
Izidingo zemfundo eqhubekayo, ukuqeqeshwa kanye nokuthuthuka kobungcweti - INqubomgomo Yokuthuthukiswa Kobuchwepheshe Okuqhubekayo (i-CPD) yonyaka we-2014 kanye neNqubomgomo entsha ye-CPD.

	<p>I-webpage yoHlelo Lokuthuthukiswa Kocwaningomabhuku (i-ADP), equkethe imininingwane elandelayo:</p> <ul style="list-style-type: none"> • Indlela yokuba yi-RA; • Inqubo ye-ADP; • Imininingwane yokuhlola; kanye • Amafomu okufaka isicelo. <p>IManuwali yeModeli Yokuqinisekiswa kwezinhlangano ezisemthethweni.</p> <p>Imininingwane yezinhlangano ezisemthethweni eziqinisekisiwe.</p> <p>Ifomu lokufaka isicelo sokuqinisekiswa kwezinhlangano ezisemthethweni.</p>
	<p>UMthetho we-POPI –</p> <ul style="list-style-type: none"> • UMthetho Wokuvikelwa Kolwazi Lomuntu Siqu wesi-4 wonyaka we-2013 • Izimso ezihathelene nokuvikelwa kolwazi lomuntu siqu • Izaziso Zokucutshungulwa: ISaziso Sokucutshungulwa Yihhovisi Kanobhala Webhodi; ISaziso Sokucutshungulwa yi-HR; ISaziso Sokucutshungulwa Ngabokuthenga Nokuzingisa; Ukucutshungulwa Kwesaziso Sabacwaningimabhuku Nemigwamanda Yezingcweti; ISaziso Sokucutshungulwa Kwezokuphepha • Izivumelwano Zabasebenzisi • Amafomu Ezihloko Zomningo.
<p>IManuwali Ye-elekthronikhi Yolwazi laBacwaningimabhuku u Ababhalsiwe ekhishwe yi-IRBA</p>	<p>I-APA</p> <p>Izinguquko kuModeli Yokuqinisekisa kanye nezidingo zokuqinisekiswa.</p> <p>I-ADP</p> <p>Imithetho yokuqondiswa kwezigwegwe.</p> <p>INqubomgomo maqondana noKuhlehliswa Kwemihlangano Yokuqondiswa Kwezigwegwe.</p> <p>IMithetho Mayelana Nokuziphatha Okungafanele.</p> <p>IMithetho Yokuziphatha Okufanele.</p> <p>Ukuphenya.</p> <p>Amazinga ocwaningomabhuku, inkambiso enhle yabacwaningimabhuku kanye nokungafanele okungabikwa.</p> <p>Isiqondiso ekusayinweni kokugunyazwa, ukuqamba imihlangano nezinto zokubhala.</p>

	Amasekhula ajwayelekile.
Imibiko Yonyaka	Amalungu ebhodi Nolwazi Lokuphatha.
	Umlayezo ovela kuNgqongqoshe Wezezimali.
	ISendlalo sikaSihlalo Webhodi.
	Ukukha phezulu kuka-CEO.
	Ukukhiwa phezulu kwamasu.
	Ukwakheka kwenhlangano.
	Izibalo - ama-RA, abagcini bama-akahwunti abaqeqeshwayo.
	Impendulo evela kosihlalo bamakomidi asemthethweni.
	Izitatimende zonyaka zezezimali ezinziwe ucwaningomabhuku.
Imibiko Ebandakanyiwe.	Umsebenzi Webhodi.
	Ukukha phezulu kuka-CEO.
	Ukukhiwa phezulu kwamasu.
	Izinto ezibonakalayo.
	Amalungu ebhodi Nolwazi Lokuphatha.
	Impendulo ngokwenziwa eminyangweni.
	Okuvelele kwezezimali.
	Okwenziwayo kwesikhathi esizayo kwe-IRBA.
Ezezimali ze-IRBA.	Izabelomali.
	Amarekhodi Ama-akhawunti.
	Ukuphathwa Kwama-akhawunti.
	Irejista yempahla engaphatheki.
	Imininingwane ye-akhawunti yasebhange.
Ukuthengwa/lketango Lokuphakela.	Imibhalo yamabhidi.
	Izicelo zamakhotheshini nezimpendulo zazo.
	Amarejista wokuvula ibhidi.
	Amaminithi emihlangano eyehlukene yeKomidi Lokubhida.
	Izincwadi eziya kwababhidayo abangaphumelelanga.
	Izincwadi zokuklonyeliswa ngezivumelwano ezahlukahlukene
Ukuphatha	Amapholisi omshuwalense.
	Izinqubomgomo zenhlangano.
	Izivumelwano zokuqashisa.
	Isimo nezimbuyiselo zentela ze-IRBA.

	Imininingwane yabahlinzeki bezinsizakalo ezihlukahlukene enikeziwe, izinkontileka nezivumelwano zezimvume.
Umtapozincwadi Nezinqolobane Zomlando	Amakhophi ahlanganisiwe amajenali ahlukahlukene obuchwepheshe.
	Amafayela aqukethe ulwazi ngeqoqomthetho elingathinta i-IRBA noma umsebenzi.
	Amafayela okusebenza amaqondana nezichibiyelo ze-APA, iMithetho Yokuziphatha Okufanele kanye Nemithetho Yokuqondiswa Kwezigwegwe.
	Izithombe ezixubile zabantu nezindawo ezihambisana nomlando we-IRBA.
	Umthamo omncane emlandweni we-IRBA, njengoba washicilelwa kusikhumbuzo seminyaka engama-50 se-PAAB.
Ezabasebenzi	Imininingwane yomuntu siqu yabasebenzi, amaholo nemihlomulo ekhokhwayo, amakleyimu okuhamba, amaphrofayili okuqondiswa kwezigwegwe.
	Imithetho yesikhwama sempesheni.

6.2 Upheyo

Izikhazalo	Izikhazalo ezivela kumalungu omphakathi kanye nemibhalo esekelayo.
	Ukuxhumana phakathi kwe-IRBA nabafakizikhazalo.
Upheyo	Ukuxhumana phakathi kwe-IRBA nama-RA.
	Imibhalo efanele yophenyo.
	Imibhalo yangaphakathi.
	Amakhasi amacala.
	Ukuphoqelelwa konsinyo ngokusetshenziwa kwenhlawulo eyimali.
	Ama-invoyisi aya kuma-RA esiwela inhlawulo eyimali.
Ikomidi Lophenyo / Ikomidi Lokuphoqelela	Izinzwadi zokuqokwa kwamalungu amakomidi.
	Imininingwane yamalungu amakomidi.
	Ama-ajenda omhlangano.
	Amarejista ababekhona.
	Amaminithi emihlangano yekomidi.
	Izinqumo ezithathiwe.
IKomidi Eliluleka Ngokuqondiswa kwezigwegwe / Ikomidi	Imininingwane yamalungu amakomidi.
	Ama-ajenda omhlangano.
	Amarejista ababekhona.

Lokuphoqelelwa Komthetho	Amaminithi emihlangano yekomidi.
	Izinqumo ezithathiwe.

6.3 IHhovisi Lemibhalo/Ukuqondiswa kwezigwegwe/Okungafanele Okungabikwa kanye Nezomthetho

ISIHLOKO	IZINHLOBO ZOLWAZI
Amafemu Abhalisiwe	Abacwaningimabhuku ababhalisiwe abaxhunywe kumafemu.
	Izicelo zokubhaliswa kwamafemu namagatsha amasha.
	Imininingwane yokuxhumana.
	Ukubhalelana.
	Izinombolo zokuzijwayeza.
	Amarejista nezitifiketi zezabelo.
	Ama-COR39.
	Ukubekwa ngezinhla amafemu zobuhlanga, ubukhulu kanye nesimo sokuqinisekiswa.
	Amagatsha amafemu.
	IziMemezelo Zokuqinisekisa Umsebenzi.
	Izinguquko zamagama amafemu.
	Imininingwane yezibalo.
I-RA ngayinye	Amafemu lapho ama-RA aqashwe khona futhi/noma angabalingani.
	Imininingwane yokuxhumana.
	Izinombolo zokubhalisa.
	Izicelo zokubhaliswa kanye nokuchitshiyelwa kwesimo ekuqinisekiseni.
	Ukubhalelana.
	Isimo sokuqinisekisa.
	Imbuyiselo yonyaka.
	Isicelo sokuqokwa kwe-RA yimxenye yesithathu.
	Imininingwane yobudala, ubuhlanga, ubulili kanye nokuqinisekiswa.
	Izinguquko zezibongo.
	Imininingwane yezibalo.
Izinqubo zokuqondiswa kwezigwegwe.	Amakhasi amacala.
	Izicelo.
	Isaziso sokulalelwa kwamacala.

	Izingwaba zobufakazi.
	Ukuxhumana phakathi kwezingxenye.
	Ukuxhumana kwangaphakathi.
	Ukudalulwa kwamalungu eKomidi Lokuqondiswa kwezigwegwe.
	Amarejista okuba khona kwabantu ekulalelweni kwamacala.
	Imiphumela yokulalelwa kwamacala.
	Okubhaliwe kokulalelwa kwamacala.
	Izincwadi zamaminithi.
IKomidi Lokuqondiswa Kwezigwegwe	Izincwadi zokuqokwa kwamalungu amakomidi.
	Imininingwane yamalungu amakomidi.
	Ama-ajenda omhlangano (ngaphandle kokulalelwa kwamacala).
	Amaminithi emihlangano yamakomidi ngaphandle kokulalelwa kwamacala.
	Imithetho yokuziphatha esayindwe ngamalungu eKomidi Lokuqondiswa kwezigwegwe.
Ukubambelela	Imininingwane yabantu okusolakala ukuthi bayazibamba noma bazibophezele njengama-RA ngokuphambene neSahluko sama-41 se-APA, kanye nezincwadi nemibhalo ephathelene nalokho.
Okungafanele Okungabikwa	Imininingwane yakho konke okungafanele okubikiwe kwi-IRBA ngama-RA ngokweSahluko sama-45 se-APA kanye nezincwadi eziphathelene nalokho.
	Uhlu lwababambiqaza.
	Ukuxhumana nababambiqhaza.
Ukuthethwa kwamacala [ukumangalelwa okusungulwe yi-IRBA noma okuphikisana nayo]	Amaphepha enkantolo nezinqubo.
	Ukuxhumana kwangaphakathi nokwangaphandle.
	Izingwaba/amarekhodi obufakazi.
	Izinqumo kanye/noma imiyalo yenkantolo.
Ezomthetho	Imibono ehlukehlekene yezomthetho namibhalo yocwaningo.
Abakweletayo	Imemorandamu Yemiyalo.
	Ama-invoyisi nezitatimende.
	Ukuxhumana kwangaphakathi nokwangaphandle.

6.4 Ezemfundo, Ukuqeqesha kanye Nokuthuthukiswa Kwezobuchwepheshe

ISIHLOKO	IZINHLOBO ZOLWAZI
I-ADP	Imininingwane yokuqondiswa kwemisebenzi mayelana nokuthi ungaba kanjani yi-RA.

	Amafomu okufaka isicelo sokubhalisa kwi-ADP.
	Umhlahlandlela nge-ADP.
	Uhlaka Lokufaneleka lwe-ADP.
	Abangaba abacwaningimabhuku ababhalisiwe.
	Ukwengamela abacwaningimabhuku ababhalisiwe.
	Imininingwane yokuxhumana.
	Amafemu lapho abangaba abacwaningimabhuku ababhalisiwe abaqedela khona i-ADP.
	Izincwadi ezifanele zokuxhumana nabacwaningimabhuku ababhalisiwe.
	Izicelo zokubhalisa.
	Ukuqinisekiswa kokuqedwa.
	Imibiko yezinyanga eziyisithupha namaphothifolo obufakazi (ama-PoE).
	Ukuhlolwa kwama-PoE yipaneli.
	Imibiko yokuqapha amafemu.
	Imininingwane yokuqondiswa kwemisebenzi mayelana nokuthi ungaba kanjani yi-RA.
	Amafomu okufaka isicelo sokubhalisa kwi-ADP.
Inqubo Yokuhlolwa Komphakathi	Imiphumela yabafundi (uphumelele/wehlulekile).
Ukuqinisekiswa	Imodeli Yokuqinisekiswa, kubandakanya uHlaka Lokufaneleka.
	Imininingwane yezinhlango ezisemthethweni eziqinisekisiwe.
	Ifomu lesicelo sokuqinisekiswa.
	Izicelo zokuqinisekiswa nokuqashwa kwezethulo yizinhlango ezisemthethweni.
	Izincwadi zokuxhumana ezifanele nezihlango ezisemthethweni.
Ukuthuthukiswa Okuqhubekayo Kwezobuchwepheshe.	INqubomgomo ye-CPD (inqubomgomo yonyaka we-2014 nowe-2020, ngokulandelana).
	Ukuqondiswa Kwinqubomgomo yonyaka we-2020 ye-CPD.
	Izincwadi ezihambisana nama-RA ezikhethelwe ukuqapha i-CPD.
Ukuqeqesha	Imininingwane yabaqedayo abasaqeqeshwa, noma labo asebephothulile, izivumelwano zabo zokuqeqesha.
Amakhono Asemqoka	Izincwadi zokuxhumana nabantu bakwamanye amazwe eziphathelene nokuqinisekiswa kwabo inhloso yokufunda ukuze babe ama-RA, ngenhloso yokufaka izicelo zama-visa.

IKomidi Lezemfundo kanye naMakomidi Amancane	Izincwadi zokuqokwa kwamalungu amakomidi.
	Imininingwane yamalungu amakomidi.
	Ama-ajenda.
	Amarejista ababekhona.
	Izinqumo ezithathiwe.
	Amaminithi emihlangano.

6.5 Ukuphenya

ISIHLOKO	IZINHLOBO ZOLWAZI
Ama-RA namaFemu ngamanye	Izinsuku zokuhlolwa.
	Amafayela okuhlola.
	Imibiko yokuhlola.
	Imininingwane Yobungozi/Yobuhlakani Bebhizinisi.
	Imininingwane yesenzo sokulungisa.
Imihlangano yokucobelelana ngolwazi ngokuhlola naMazinga Ocwaningomabhuku	Ulwazi oluphrintiwe namaslayidi.
Ikomidi Lophenyo	Izincwadi zokuqokwa kwamalungu amakomidi.
	Imininingwane yamalungu amakomidi.
	Ama-ajenda.
	Irejista yabakhona.
	Izinqumo ezithathiwe.
	Amaminithi emihlangano.

6.6 Amazinga

ISIHLOKO	IZINHLOBO ZOLWAZI
Ukukhishwa Kwezimemezelo Zocwangomabhuku	Isimo Negunya Lokumenyezela kanye Nenqubo Yenqubomgomo Efanele.
	IKomidi Lamazinga Ocwaningomabhuku Nobulungu.
	INcwajana ye-AASB Yokulawulwa Kwekhalithi Yamazwe Omhlaba, Ucwaningomabhuku, Ukubuyekeza, Okunye Ukuqinisekiswa, Nezimemezelo Ezihlobene Nezinsizakalo - iVolumu I no-II.
	Amazinga aseNingizimu Afrika Ngokuzibandakanya Ekuqinisekiseni.

	Izitatimende Zokmsebenzi Wocwaningomabhuku Nokuqinisekiso Kwezingxoxiswano zaseNingizimu Afrika.
	Imihlahlandlela.
	Izaziso ZoMsebenzi Wabasebenzi Bocwangomabhuku.
	Imibiko yomcwaningomabhuku yokukhombisa kanye nokuqinisekisa.
	Ukuxhumana.
	Okusasetshenzwa kokuveza okukhishelwe imibono kanye nezincwadi zokuphawula ezitholakele.
Izimemezelo Zenkambiso Enhlo Ezikhishiwe	IMithetho Mayelana Nokuziphatha Okungafanele.
	Imithetho Yokuziphatha Kobuchwepheshe ye-IRBA Yabacwaningimabhuku Ababhaliwe.
	Ikomidi Lokuziphatha Kwamalungu Omncwaningimabhuku.
	INcwajana ye-IESBA yeMithetho Yamazwe Omhlaba Yokuziphatha Okusemthethweni Kwabagcini Bama-Aklawunti.
	Ukuxhumana.
	Okusasetshenzwa kokuveza okukhishelwe imibono kanye nezincwadi zokuphawula ezitholakele.
Okungafanele Okungabikwa	UMhlalaIndlela Wokungafanele Ukungabikwa.
	Amathempulethi Ezincwadi.
IKomidi Lamazinga Ocwaningomabhuku kanye Nekomidi Lokuziphatha Okuhle Kwabacwaningimabhuku.	Izincwadi zokuqokwa kwamalungu amakomidi.
	Imininingwane yamalungu amakomidi.
	Ama-ajenda.
	Irejista yabakhona.
	Izinqumo ezithathiwe.
	Amaminithi emihlangano.

6.7 Okunye

ISIHLOKO	IZINHLOBO ZOLWAZI
Amarekhodi ahlukahlukene Agcinwe Ngokuhambelana Nezidingo Zomthetho	UMthetho Womsebenzi Wocwaningomabhuku wama-26 wonyaka we-2005, njengoba uchtshiyelwe.
	UMthetho Wokulingana Emsebenzini wama-55 wonyaka we-1998, njengoba uchtshiyelwe.
	UMthetho Wezimo Eziyisisekelo Zokusebenza wama-75 wonyaka we-1997, njengoba uchtshiyelwe.
	UMthetho Wokuthuthukiswa Kwamakhono wama-97 wonyaka we-1998, njengoba uchtshiyelwe.

	UMthetho Womshwalense Wabangasebenzi wama-63 wonyaka we-2001, njengoba uchitshiyelwe.
	Umthetho Wemigalelo Yomshwalense Wabangasebenzi wesi-4 wonyaka we-2002, njengoba uchitshiyelwe.
	UMthetho Wezempilo Nokuphepha Emsebenzini wama-85 wonyaka we-1993, njengoba uchitshiyelwe.
	UMthetho Wokuhlonyiswa Kwezomnotho Kwabamnyama wama-53 wonyaka we-2003, njengoba uchitshiyelwe.

6.8 **Ulwazi Olumayelana ne-POPIA**

Ngokwe-POPIA i-IRBA iyadingeka ukuthi ihlinzeke iziHloko Zeminingo ezincazelo yolwazi lomuntu siqu esilucubungulayo, kungani lucutshungulwa, nokuthi lungabelwana nobani lolu lwazi, imininingwane ichaziwe ngezansi:

6.8.1 **Ulwazi Lomuntu Siqu Olucutshungulwa yi-IRBA**

Uhlobo lolwazi lomuntu siqu olucutshungulwa yi-IRBA luzoya ngenhloso eqoqelwa yona.

I-IRBA izodalula kuzihloko zeminingo ukuthi kungani imininingwane yomuntu iqoqwa futhi izocubungula ulwazi lomuntu siqu ngeleyo nhloso kuphela, okwenziwa ngaphansi kwezaziso ezithile zokucubungula okubanzi ezifakwe kuwebhusayithi ye-IRBA.

Ngezansi kunohlu lolwazilomuntu siqu olucutshungulwa yi-IRBA, lubandkanya isigaba sezihloko zeminingo engeyalo. Ulwazi olunikezwe ngezansi kwalesi sahluko lubhekise ezigabeni ezibanzi zolwazi futhi aluphelele lapha

Abantu bemvelo	Amagama; Imininingwane yokuxhumana; amakheli endawo naweposi; usuku lokuzalwa; inombolo kamazisi; imininingwane ephathelene nentela; ubuzwe; ubulili; izincwadi eziyimfihlo.
Izazimthetho/izinhlangano	Amagama abantu okuxhunyanwa nabo; amagama ezinhlangano ezisemthethweni; amakheli endawo naweposi kanye nemininingwane yokuxhumana; imininingwane yezezimali; izinombolo zokubhalisa; imibhalo yokusungula; imininingwane ephathelene nentela; abasayindayo abagunyaziwe; imininingwane ephathelene nokuphathwa nobunikazi bezinhlangano
Abantu/ izinhlangano zakwamanye amazwe	Amagama; imininingwane Yokuxhumana; amakheli endawo naweposi, amakheli olwazi lwezezimali aphaathelene nendawo neposi; usuku lokuzalwa; izinombolo zencwadi yokuvakasha; imininingwane ephathelene nentela; ubuzwe; ubulili; izincwadi eziyimfihlo; izinombolo zokubhalisa; imibhalo yokusungula; abasayindayo abagunyaziwe, imininingwane ephathelene nokuphathwa nobunikazi bezinhlangano
Ama-RA	Abantu bemvelo: amagama; imininingwane yokuxhumana; amakheli endawo naweposi; usuku lokuzalwa; izinombolo zomazisi; imininingwane ehlobene nentela; ubuzwe; ubulili; izincwadi eziyimfihlo, umlando womsebenzi, iziqu, indlela yokuziphatha kobugebengu kanye/noma amarekhodi obugebengu
Amafemu Ocwaningo	Izazimthetho/izinhlangano: amagama abantu okuxhunyanwa nabo; igama lenhlangano esemthethweni; ikheli lendawo neleposi nemininingwane yokuxhumana; imininingwane yezezimali; inombolo yokubhalisa; imibhalo yokusungula; imininingwane ephathelene nentela; abasayindayo abagunyaziwe; imininingwane ephathelene nokuphathwa nobunikazi bezinhlangano
Amalungu Ebhodi, Abaphathi, Amalungu Amakomidi, Abasebenzi kanye amaqembu ahlobene,	imininingwane yokuxhumana; amakheli endawo naweposi; usuku lokuzalwa, inombolo kamazisi, ubulili, ukukhulelwa; isimo sakho somshado; ubuhlanga, ubudala, ulimi, umlando wezemfundo; imininingwane yezezimali; umlando, isihlobo; amagama ezingane, imibono, ukuziphatha kobugebengu kanye/noma amarekhodi obugebengu; inhlalakahle; izintshisekelo zangaphandle zezeohwebo; imininingwane yezokwelapha

Abasebenzisi bokugcina bewebhusayithi/ Abasebenzisi besisetshenziswa	amagama, imininingwane yokuhlonza nge-elekhtronikhi: ikheli le-IP; imininingo yokungena, amakhukhi, imininingo ye-elekhtronikhi yokwenziwa ndawonye; imininingwane yeselula, imininingo ye-GPS
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6.8.2 Ukwabelana ngolwazi lomuntu ziqu

I-IRBA inganikeza ngolwazi lomuntu siqu kulaba abangahle babee abamukeli, uuhlu olungaphelelanga:

- a) Ibhodi namaKomidi e-IRBA;
- b) Abaphathi be-IRBA;
- c) Abasebenzi be-IRBA;
- d) Abasebenza nge-IRBA;
- e) Ababambiqhaza e-IRBA;
- f) Isiphathimandla Esiphethe se-IRBA;
- g) Abalawuli nezinhlaka zikahulumeni; kanye
- h) Nabanye abamukeli abayingxenywe yesithathu

6.8.3 Ukuhwebelana okuwela imingcele yamazwe

I-IRBA ingadalula ulwazi lomuntusiqu elicubungulile kunoma yiziphi izinhlangano ezihlobana nayo noma abahlinzeki abayingxenywe zesithathu abangaphandle kweNingizimu Afrika, ehlanganyela nabo kwezamabhezini noma imisebenzi noma imikhiqizo yabo ekhetha ukuyisebenzisa, kubandakanya izinsizakalo zamafu ezisingethwe ezindaweni zomhlaba.

Ulwazi lomuntu siqu lungabuye ludalulwe lapho i-IRBA inesibopho sezomthetho noma ilungelo elisemthethweni lokwenza lokho.

I-IRBA, izozama, kulokhu, ukungena ezivumelwaneni ezibhalwe phanzi ukuze iqinisekise ukuthi amanye amaqembu athobela i-POPIA kanye nezidingo zobumfihlo nobungasese ze-IRBA.

6.8.4 Incazelo ejwayelekile zezinyathelo zokuphepha kolwazi

I-IRBA isebenzisa izinyathelo ezifanele, ezifanelekile zobuchwepheshe nezenhlangano ukuvimbela ukulahleka, ukulinyazwa, noma ukubhujiswa okungagunyaziwe kolwazi lomuntu siqu kanye nokufinyeleleka noma ukucutshungulwa kolwazi lomuntu siqu okungekho emthethweni. Lezi zinyathelo zifaka:

- a) Izithiyo zokuvimbela;
- b) I-software yokuvikela amavayirasi kanye namaphrothokholi okuvuselela;
- c) Ukulawulwa kokufinyeleleka okunengqondo nokwendawo;
- d) Ukumiswa okuphephile kwe-hardware ne-software okwakha izingqalasisinda zobuchwepheshe be-IRBA; futhi

Abahlinzeki bezinsizakalo abasetshenziwe abanenkontileka yokusebenzisa ukuqashwa kwezokuphepha kanye/noma ukuhlinzeka ngamarekhodi okuphepha kwezindawo zokucina.

6.8.5 Izicelo

Izihloko zemininingo zinelungelo:

- a) lokucela ukulungiswa, ukucishwa noma ukucekelwa phansi kolwazi lomuntu siqu lwazo, ngendlela enqunyiwe, okuyifomu elixhunyiwe lapha ngaphansi kwengxenywe C nehalwe uFomu 2.
- b) yokuphikisa ukucutshungulwa kolwazi lomuntu siqu lazo zisebenzisa ifomu elinqunyiwe, elixhunyiwe lapha ngaphansi kwengxenywe C futhi nehalwe uFomu 2.

Nanoma yisiphi isicelo sokufinyeleleka kolwazi lomuntu siqu njengokwemibandela ye-POPIA, sifanele senziwe ngokuhambisana nemibandela ebekwe ngokwale Manuwali ye-PAIA. (Bheka isigaba 5 ngenhla)

7. UKUDALULA NGOKUZENZAKALELAYO NGOKWESAHLUKO SE-15 SOMTHETHO

Lezi zigaba zolwazi ezilandelayo zitholakala ngokuzenzakalelyo kwi-IRBA, ngaphandle kokuba umuntu azicele ngokusemthethweni ukufinyelela ngokoMthetho.

7.1 Eyokuphatha

Ulwazi	Izindleko
IManuwali Yolwazi (ikhophi ye-elekhtronikhi)	Mahhala
I-IRBA News	Mahhala
Imibiko Yonyaka Nemibiko Ebandakanyayo	Mahhala

7.2 Ezomthetho

Ulwazi	Izindleko
Amarejista obulungu (isiqeshana esivela kwi-)	Mahhala
Irejista yamafemu (isiqeshana esivela kwi-)	Mahhala
Izincwadi zokuqinisekisa kokubhaliswa	Mahhala
UMhlahlandlela Wokungafanele Okungabikwa kanye nethempulethi yezincwadi	Mahhala

7.3 Ezemfundo Nokuqeqesha

Ulwazi	Izindleko
Imodeli Yokuqinisekiswa	Mahhala
Umhlahlandlela Wabangaba Wendlela Yomsebenzi we-ADP kanye nowe-RA	Mahhala

Uhlaka Lokufaneleka	Mahhala
INqubomgomo Nomhlahlandlela we-CPD ekusetshenzisweni kweNqubomgomo ye-CPD	Mahhala

7.4 Amazinga

Ulwazi	Izindleko
Izimemelo Zocwaningomabhuku kanye nokubasobala kokusalungiswa	Mahhala
Izimemezelo zokuziphatha okuhle kanye nokubasobala kokusalungiswa	Mahhala

8. INCAZELO YEZINSIZAKLO EZITHOLWA AMALUNGU OMPHAKATHI NOKUTHI UNGAZITHOLA KANJANI LABA [isahluko se-14(1)(f)]

Lezi zinsizakalo ezilandelayo ziyatholwa umphakathi zisuka e-IRBA:

UMNYANGO	USIZO	INDLELA YOKUTHOLA USIZO
8.1 Eyokuphatha	Usizo olutholwa amalungu omphakathi ngokuthi angakuthola kanjani okushicilelwe okuhlukahlukene kweBhodi (isib. uMbiko Wonyaka, uMbiko Obandakanyayo, i-IRBA News).	Izicelo zingenziwa ngokubhalwe phansi; noma ungaxhumana ngqo nehhovisi noma ufinyelele lokhu kuwebhusayithi ye-IRBA.
8.2 Ezomthetho	Usizo kumalungu omphakathi ngemibuzo ejwayelekile mayelana nesimo sokubhaliswa kwama-RA kanye namaferu e-RA.	Imibuzo ingenziwa ngomlomo mathupha noma ngocingo. Kokunye, imibuzo ingenziwa ngokubhalwe phansi noma ulwazi lungatholwa kuwebhusayithi ye-IRBA.
	Ukushushiswa kwezikhalazo zokungaziphathi kahle kwama-RA.	Ukulalelwa kwemihlangano yokuqondiswa kwezigwegwe kuvulelekile emphakathini. Izinsuku zokulalelwa okuhleliwe zingatholakala kuwebhusayithi ye-IRBA.
	Ukubamba izikhalazo	Nanoma iyiphi i-RA, ifemu, ilungu lomphakathi, inhlangotho noma usosesheni, ngokubhaliwe, bangafaka isikhalazo uma bekholelwa ukuthi noma ngubani ongabhaliwe

		njengomcwaningimabhuku ubambe kanjalo
	Usizo emalungwini omphakathi ngemibuzo ejwayelekile mayelana nokungafanele okungabikwa.	Imibuzo ingenziwa ngomlomo mathupha noma ngokubhala nge-imeyili.
8.3 Upheyo	Usizo kumalungu omphakathi ngemibuzo ejwayelekile mayelana nokuziphatha kwe-RA.	Imibuzo ingenziwa ngocingo noma nge-imeyili.
	Ukuphenywa kwezikhalazo zokungaziphathi kahle kwama-RA.	Nanoma yiliphi ilungu lomphakathi, inhlango noma inhlango ingafaka isikhalazo nge-RA, uma ikholelwa ukuthi i-RA inecala lokuziphatha okungafanele. Lokhu kumele kwenziwe ngendlela yencwadi efungetwe okuyiyona yona. Izikhalazo ngakho ziyaphenywa bese zilethwa eKomidini Lophenyo, elibhunga futhi lincome imiphumela eKomidini Lokuphoqeelwa Komthetho. IKomidi Lokuphoqeelwa Komthetho lithatha izinqumo zokugcina ngemiphumela ebe seyaziswa izingxenye ezithintekayo.
8.4 Ezemfundo, Ukuqeqesha Nokuthuthukiswa Kobungcweti	Usizo kumalungu omphakathi ngemibuzo ejwayelekile mayelana nezemfundo, ukuqeqeshwa kanye nezidingo zokuhlolwa zokubhaliswa njenge-RCA noma i-RA.	Imibuzo ingabhekiswa ngocingo, ngokubhalwe phansi, noma ngokungena kuwebhusayithi ye-IRBA.
	Ukuqinisekiswa kwenhloso yokufunda nokubhalisa njenge-RA ngezinhloso zokufaka izicelo zama-visa (okungebona abahlali).	Izicelo zingenziwa ngokubhalwe phansi kuphela ngabantu abangebona abahlali abahlose ukulandela umkhondo womsebenzi we-RA wokuqinisekisa isigaba sohlelo abaludedile kanye nezidingo ezisele zokubhalisa njenge-RA, ngenhloso yezicelo zabo ze-visa.
8.5 Amazinga	Khipha Izimemezelo Zokucwaningomabhuku.	Imibuzo ingabhekiswa ngocingo, ngokuqokwa, ngokubhalwe phansi,

		noma ngokungena kuwebhusayithi ye-IRBA.
	Usizo kumalungu omphakathi ngemibuzo ejwayelekile mayelana namazinga ocwaningomabhuku, inkambiso enhle yabacwangingimabhuku (imibuzo ephathelene neMithetho Yokuziphatha Okufanele).	Imibuzo ingabhekiswa ngocingo, ngokuqokwa, ngokubhalwe phansi, noma ngokungena kuwebhusayithi ye-IRBA.

9. UKUBAMBA IQHAZA EKWENZIWENI KWENQUBOMGOMO/EKUSETSENZISWENI KWAMANDLA/EKWENZIWENI KWEMISEBENZI [Isahluko se-14(1)(g)]

- 9.1 I-IRBA, ngokwesekwa ngamakomidi afanele, yamukela, ithuthukise, ikhiphe futhi ibeke izimemezelo zocwaningomabhuku olwaxhiwa amazinga okufaneleka lobungcweti, imithetho ephathelene nokuziphatha okungafanele kanye neMithetho Yokuziphatha Okufanele yabacwangingimabhuku ababhalisiwe. I-IRBA ibuye ibeke iMithetho.
- 9.2 Ngaphambi kokunqunywa kwesimemezelo esingenhla kanye/noma iMithetho, i-IRBA ishicilela imibhalo ehlongozwayo ukuze kuphawule amaqembu anentshisekelo kanye/noma izingxnye ezithintekile. Kungale nqubo yokushicilela lapho abantu abanentshisekelo bengenxa izethulo noma babambe iqhaza noma babe nomthelela ekwaxhiweni kwenqubomgomo, ekusetshenzisweni kwamandla e-IRBA noma kokwenziwa yi-IRBA emisebenzi yayo.

10. INCAZELO YEZIXAZULULO EZIKHONA NGOKUPHATHELENE NESENZO NOMA UKWEHLULEKA UKWENZA KWE-IRBA [Isahluko se-14(1)(h)]

- 10.1 Umfakisiselo angafaka isikhalazo ngaphakathi kuMgcinilwazi we-IRBA, lapho nanoma isiphi isinqumo kwezilandelayo sizothathwa nguSekela-Mgcinilwazi:
- 10.1.1 Isinqumo sokungavumeli ukufinyeleleka kwirekhodi;
- 10.1.2 Isinqumo sokwelula isikhathi sokusebenzana nesicelo;
- 10.1.3 Imali ekhokhiswayo;
- 10.1.4 Ukwenqaba ukunikeza umfakisiselo nanoma iyiphi ingxenye yerekhodi elifunwayo; kanye/noma
- 10.1.5 Ukwenqatshwa kokunikezwa kokufinyeleleka okuceliwe kwirekhodi ngendlela eliceliwe.
- 10.2 Izingqubo ezilandelayo zizosebenza ekudlulisweni kwamacala:
- 10.2.1 Umfakisiselo ufanele agcwalise uFomu C, ofakwe lapha ngaphansi kweNgxenye C, kungakadluli izinsuku ezingama-60 zokuthola isinqumo esikhalazelwayo.
- 10.2.2 Ngemuva kokugcwalisa ifomu, umfakisiselo ufanele alithumele kuMgcinilwazi.
- 10.2.3 Umfakisiselo angacela ukwaziswa ngomphumela wesikhalazo nganoma iyiphi enye

indlela ngaphandle kwempendulo ebhaliwe, isibonelo, ngocingo.

10.2.4 Umfakisikhalazo ufanele anikeze imininingwane yakhe yokuxhumana.

10.2.5 UMgcinilwazi uzophendula isikhalazo kungakapheli izinsuku eziyi-10 zokusebenza; futhi uma isikhalazo sehlulekile, izizathu zizonikezwa ngokoMthetho.

10.3 Uma kwenzeka ukuthi isikhalazo sangaphakathi sehluleke, noma isinquno esichazwe ku-10.1 sithathwe nguMgcinilwazi, umfakisicelo ugcina ilungelo lokuya enkantolo yezazimthetho efanele ukuyothola:

10.3.1 Umyalo wokubuyekeza nokubeka eceleni isinqumo se-IRBA; noma

10.3.2 Esimweni sokungathotshelwa komthetho yi-IRBA, umyalo ophoqa i-IRBA ukuba ithobele imibandela efanele yoMthetho.

11. OLUNYE ULWAZI NJENGOBA LIMISWE NGOKOMTHETHO [Isahluko se-14(1)(I)]

Okwamanje akukho lwazi olutholakala kuNgqongqoshe Wezobulungiswa Nokuthuthukiswa Komthethosisekelo, ngokweSahluko sama-92 soMthetho, oluzodalulwa ngezansi.

12. UKUBUYEKEZWA KWEMANUWALI [Isahluko se-14(2)]

I-IRBA izobuyekeza futhi ishicilele le Manuwali uma kudingeka, kodwa okungenani kanye ngonyaka.

13. UKUTHOLAKALA KWEMANUWALI [Isahluko sama-14 (3)]

13.1 Le manuwali itholakala ngezilimi ezintathu ezisemthethweni, okuyisiNgisi, isiBhunu nesiZulu.

13.2 Ibhukwana lifakwe kwigazethi ngokufanele futhi liyatholakala kwiwebhusayithi ye-IRBA noma emahhovisi e-IRBA.

14. UKUKHULULWA KUNANOMA IMUPHI OMUNYE UMBANDELA WESAHLUKO SE-14 SOMTHETHO [Isahluko se-14(5)]

I-IRBA ayizange ikhululwe nguNgqongqoshe Wezobulungiswa Nokuthuthukiswa Komthethosisekelo ekuthobeleni nanoma yimiphi imibandela yeSahluko se-14 soMthetho ngezizathu zokuphepha, zokuphatha noma zezimali.

15. INDLELA YOKUKHOKHA

15.1 Konke ukukhokha kuzokwenziwa ngokufakwa kwemali kwi-akhawunti yasebhangwe ye-IRBA. Imininingwane yasebhangwe izonikezwa uma icelwa.

15.2 Asikho isicelo esizocutshungulwa ngaphandle kokuthi imali yesicelo, lapho kufanele khona, ikhokhiwe (Isahluko sama-22(1)).

B. IZIMALI EZIMISIWE IZIMALI EZIKHOKHWAYO ZAMAREKHODIAGCINWE YINHLANGANO YOMPHAKATHI NJENGOBA ZISHIWO KUZIMISO ZAMANJE ZOMTHETHO

Izimali ezikhokhwayo zokufinyeleleka kumarekhodi ngokweSimiso sesi-8 seZimiso ze-PAIA zonyaka we-2021, zinjengoba zilandela:

Incazelo	Inani lemali
Imali yesicelo efanele ikhokhwe yiwo wonke umfakisiselo	ama-R100.00
Ikhasi ngalinye lobukhulu obungu-A4 yefothokhophi	ama-R1.50 ikhasi ngalinye noma ingxenye yalo.
Ikhasi ngalinye lobukhulu obungu-A4 yekhophi ephrintiwe	ama-R1.50 ikhasi ngalinye noma ingxenye yalo.
Ukuze uthole ikhophi yohlobo olufundeka ngekompuyutha ku-:	
(i) uma inikezwa ngumfakisiselo	ama-R40.00
(ii)	
• Uma inikezwa ngumfakisiselo	ama-R40.00
• Uma inikezwa ngumfakisiselo	ama-R60.00
Ikhasi ngalinye lobukhulu obungu-A4 lokubhaliwe kususelwa kokulalelelwe kwezithombe ezibonakalayo	Usizo luzonikezwa ngaphandle. Luya ngekhotheshini etholakle kumhlinzeki wosizo.
Ikhophi yemifanekiso ebonakalayo	
Ikhasi ngalinye lobukhulu obungu-A4 lokubhaliwe kususelwa emsindweni oreliwe	ama-R24.00
Ikhophi yerekhodi elinamazwi:	
(i) uma inikezwa ngumfakisiselo	ama-R40.00
(ii)	
• Uma inikezwa ngumfakisiselo	ama-R40.00
• Uma inikezwa ngumfakisiselo	ama-R60.00
Ukuciga nokulungisa irekhodi ukuze lidalulwe ihora ngalinye noma ingxenye yehora, kungabhekwa ihora lokuqala, ngemfanelo okuyilona elidingekayo ukucinga nokulungisa irekhodi.	ama-R100.00
Ngeke kwedlule isamba esiphelele	R300.00
Idiphozi: Uma ukucinga kwedlula amahora ayi-6	Okukodwa kokuthathu kwemali yesicelo ngasinye okubalwa ngokwephuzu 1 ukuya ku 8.
Izindleko okuyizona zona, uma zikhona.	Izindleko okuyizona zona, uma zikhona.

Ukwenzela izinhloso zeSahluko sama-22(2) soMthetho, okulandelayo kuyasebenza:

Uma uMgcinilwazi noma uSekela-Mgcinilwazi we-IRBA ekholelwa ukuthi ukuqoqwa kanye nokukhiqizwa kabusha kwamarekhodi aceliwe kuzothatha isikhathi esingaphezu kwamahora ayisithupha, isithathu semali yokufinyeleleka ingakhokhwa phambili njengediphozithi, futhi umfakisicelo uzokwaziswa ngemfanelo.

Uma irekhodi linganikezwanga ngendlela elicelwe ngayo ekuqaleni, imali yokufinyeleleka ekhokhiswayo ngeke yeqe imali ebiyobizwa uma ukufinyeleleka bekuvunyelwe ngendlela ebekucelwe ngayo ekuqaleni.

C. AMAFOMU E-PAIA

IFOMU 2 – ISICELO SOKUFINYELELEKA KWIREKHODI

IFOMU 3 – UMPHUMELA WESICELO KANYE NEZIMALI EZIKHOKHWAYO

IFOMU 4 – UKUFAKA ISIKHALAZO SANGAPHAKATHI

IFOM 5 – UKUFAKA ISIKHALAZO

IFOMU 2 – ISICELO SOKUFINYELELEKA KWIREKHODI

[Isimiso sesi-7.]

Qaphela:	
1. Ubufakazi bokuthi ungubani bumele bufakwe ngumfakisicelo.	
2. Uma izicelo zenziwe egameni lomunye umuntu, ubufakazi balokho kugunyazwa, bufanele bufakwe kuleli fomu.	
SIYA:	
KuMgcinilwazi	
.....	
.....	
.....	
.....	
(Ikheli)	
Ikheli Le-imeyili:
Inombolo yefeksi
Faka uphawu u- "X"	
<input type="checkbox"/> Isicelo senziwa egameni lami uqobo	<input type="checkbox"/> Isicelo senziwa senziwelwa omunye umuntu.

Ulwazi Lobuntu Siqu	
Amagama aphelele:	
Inombolo kamazisi:	
Isikhundla somsebenzi isicelo esenziwa ngaso (uma senziwa egameni lomunye umuntu):	
Ikheli Leposi:	
Ikheli Lomgwaqo:	
Ikheli Le-imeyili:	

Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksimile:	
	Iselula:			
Amagama aphelele omuntu owenzelwa isicelo (uma ekhona)				
Inombolo kamazisi:				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksimile:	
	Iselula:			

IMININGWANE YEREKHODI ELICELIWE

Nikeza imininingwane ephelele yerekhodi okucelwa ukufinyeleleka kulo, kubandakanya nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale.

(Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. Wonke amanye angeziwe amakhasi afanele asayindwe.)

Incazelo yerekhodi noma ingxenye efanele yerekhodi:	
Inombolo yereferensi, uma ikhona:	
Nanoma yimiphi eminye imininingwane yerekhodi:	

UHLOBO LWEREKHODI <i>(Faka uphawu u- "X" ebhokisini okuyilona)</i>	
Irekhodi liwuhlobo olubhalwe phansi noma oluphrintiwe	
Irekhodi lakhiwe izithombe ezibonakalayo (lokhu kubandakanya izithombe, amaslayidi, amavido aqoshiwe, imifanekiso ekhiqizwe ngekhompuyutha, imidwebo, njll.)	
Irekhodi lenziwe amagama aqoshiwe noma ulwazi olungaphinde lukhiqizwe kabusha ngomsindo	
Irekhodi ligcinwe kwikhompuyutha noma nangohlobo le-elekthronikhi, noma uhlobo olufundeka ngomshini	

UHLOBO LOKUFINYELELEKA <i>(Faka uphawu u- "X" ebhokisini okuyilona)</i>	
Ikhophi ephrintiwe yerekhodi (kubandakanya amakhophi anoma imifanekiso ebonakalayo, <i>okulotshiwe kususelwa kokulalelwe kanye nolwazi olugcinwe kwikhompuyutha noma ngendlela ye-elekthronikhi noma uhlobo olufundeka ngomshini</i>)	
Okubhaliwe noma okuphrintiwe okususelwa ekulaleleni kwezithombe ezibonakalayo (lokhu kubandakanya izithombe, amaslayidi, amavido aqoshiwe, imifanekiso ekhiqizwe ngekhompuyutha, imidwebo, njll.)	
Ukubhaliwe kususelwa ekulaleleni komculo odlalo kumamuvi (umbhalo obhaliwe noma ophrintiwe)	
Ikhophi yerekhodi eku-flash drive (kubandakanya imifanekiso ebonakalayo namaculo akumamuvi)	
Ikhophi yerekhodi eku-compact disk (kubandakanya imifanekiso ebonakalayo namaculo akumamuvi)	
Ikhophi yerekhodi elondolozwe kuseva yesitoreji kwi-cloudd	

INDLELA YOKUFINYELELEKA*(Faka uphawu u- "X" ebhokisini okuyilona)*

Ukuhlolwa ngumuntu kwerekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (okubandakanya ukulalela amagama arekhodiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kwikhompuyutha noma nge-elektronikhi noma ngohlobo olufundeka ngomshini)	
Izinsizakalo zeposi ekhelini leposi	
Izinsizakalo Zeposi ekhelini leposi logwaqo	
Izinsizakalo ze-courier ekhelini lomgwaqo	
Ifeksimeyili yolwazi enguhlobo olubhaliwe noma eprintiwe (kubandakanya (umbhalo obhaliwe noma ophrintiwe)	
I-emeyili yolwazi (kubandakanya kwamaculo)	
Ukwabelna kwi=cloud/ukutransfeya amafayili:	
Ulimi oluthandwayo: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo)	

IMININGWANE YELUNGELO ELIZOKUSETSHENZISWA NOMA ELIZOVIKELELWA

*Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli Fomu.
Umfakisicelo ufanele asayinde onke amakhasi angeziwe.*

Shono ukuthi yiliphi ilungelo elizosetshenziswa noma livikelwe:	
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:	

IZIMALI EZIKHOKHWAYO

- a) *Imali yesicelo ifanele ikhokhwe ngaphambi kokuthi isicelo sicutshungulwe.*
- b) *Uzokwaziswa ngenani lemali yokufinyeleleka okufanele ikhokhwe.*
- c) *Imali ekhokhwayo yokufinyeleleka kwirekhodi incike ohlotsheni okufunwa ukufinyeleleka ngalo kanye nesikhathi esidingekayo sokucinga nokulungisa irekhodi.*
- d) *Uma ufaneleka ukukhululwa ekukhokhweni kwanoma iyiphi imali, sicela usho isizathu sokukhululwa*

Isizathu:	

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma siqatshiwe futhi uma sivunyiwe uzokwaziswa izindleko eziphatelene nesicelo sakho, uma zikhona. Sicela ukhombise indlela oyithandayo yokuxhumana:

Ikheli leposi	Ifeksimile:	Ukuxhumana nge-elkhtronikhi (Sicela ukucacise)

Sisayinwe e-/o-/kwa-..... ngalolu suku lwesi-/lama..... luka- 20

.....

Isiginesha yomfakisicelo /Isiginesha yomuuntu owenzelwa isicelo

.....

LE NGXENYE ISHIYELWE IHHOVISI

Inombolo yereferensi:	
Isicelo samukelwe ngu-: (shono isikhundla, igama kanye nesibongo somgcinilwazi)	
Usuku esitholakele ngalo:	
Izimali zokufinyeleleka	
Idiphozithi (uma ikhona):	

.....

Isiginesha yoMgcinilwazi

IFOMU 3 – UMPHUMELA WESICELO KANYE NEZIMALI EZIKHOKHWAYO

[Isimiso sesi-8.]

Qaphela:

3. *Uma isicelo sakho sivunyiwe —*

(a) imali yediphozithi, (uma likhona), ikhokhwa ngaphambi kokuthi isicelo sakho sicutshungulwe; futhi

(b) irekhodi eliceliwe/ingxenye yerekhodi izokhishwa kuphela uma sekutholakele ubufakazi benkokhelo ephelele.

4. *Sicela usebenzise inombolo yereferensi engezansi kukho konke ukuxhumana kwesikhathi esizayo.*

Inombolo yereferensi:

SIYA:

.....

.....

.....

.....

Isicelo sakho somhla zi-,
sibhekisa.

1. Ucele:	
Ukuhlolwa ngumuntu kwerekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (okubandakanya ukulalela amagama arekhodiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kwikhompyutha noma ngendlela ye-elektronikhi noma ngohlobo olufundeka ngomshini) Kudingeka ukuthi ucele ukubekelwa isikhathi sokuhlola ulwazi futhi uze naleli Fomu. Uma usudinga nanoma yiluphi uhlobo lokukhiqizwa kabusha kolwazi, uzobophezeleka ukukhokha izimali ezibekiwe kusiXhumelo B.	

NOMA

2. Ucele:

Amakhophi aprintiwe olwazi (kubandakanya amakhophi anoma iyiphi imifanekiso ebonakalayo, okubhaliwe okususelwa ekulaloleni kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)	
Okubhaliwe noma okuprintiwe okususelwa ekulaloleni kwezithombe ezibonakalayo (lokhu kubandakanya izithombe, amaslayidi, amavideo aqoshiwe, imifanekiso ekhiqizwe ngekompuyutha, imidwebo, njll.)	
Ukubhaliwe kususelwa ekulaloleni komculo odlalo kumamuvi (umbhalo obhaliwe noma oprintiwe)	
Ikhophi yolwazi eku-flash drive (kubandakanya imifanekiso ebonakalayo namaculo akumamuvi)	
Ikhophi yolwazi eku-compact disk (kubandakanya imifanekiso ebonakalayo namaculo akumamuvi)	
Ikhophi yerekhodi elondolozwe kuseva yesitoreji kwi-cloudd	

3. Sizofakwa:

Izinsizakalo zeposi ekhelini leposi	
Izinsizakalo zeposi ekhelini lomgwaqo Usizo lwezithuthi ezihambisa amaphasela ekhelini lomgwaqo	
Ifeksimeyili yolwazi enguhlobo olubhaliwe noma eprintiwe (kubandakanya (umbhalo obhaliwe noma oprintiwe)	
I-emeyili yolwazi (kubandakanya kwamaculo)	
Ukwabelna kwi=cloud/ukutransfeya amafayili:	
Ulimi oluthandwayo: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo)	

Sicela wazi ukuthi isicelo sakho:

Sivunyiwe

Sinqatshiwe, ngenxa yezizathu ezilandelayo:

4. Izimali ezikhokhwayo mayelana nesicelo sakho:			
Into	Izindleko ngekhasi ngalinye lobukhulu obuwu-A4 noma ingxenye yalo/into	Inani lamakhasi/izinto	Isamba
Ifothokhophi			
Ikhophi ephrintiwe			
Ukuze uthole ikhophi yohlobo olufundeka ngekhompuyutha ku-:			
<ul style="list-style-type: none"> • izonikezwa ngumfakisicelo 	ama-R40.00		
<ul style="list-style-type: none"> • Uma inikezwa ngumfakisicelo 	ama-R40.00		
<ul style="list-style-type: none"> • Uma inikezwa ngumfakisicelo 	ama-R60.00		
Ikhasi ngalinye lobukhulu obungu-A4 lokubhaliwe kususelwa kokulalelwe kwezithombe ezibonakalayo	Usizo luzonikezwa ngaphandle. Kuzoncika kwikhotheshini yomhlinzeki wosizo		
Ikhophi yemifanekiso ebonakalayo			
Ikhasi ngalinye lobukhulu obungu-A4 lokubhaliwe kususelwa kokulalelwe okuwumsindo orekhodiwe	ama-R24.00		
Ikhophi yokuwumsindo orekhodiwe			
<ul style="list-style-type: none"> • izonikezwa ngumfakisicelo 	ama-R40.00		
<ul style="list-style-type: none"> • Uma inikezwa ngumfakisicelo 	ama-R40.00		
<ul style="list-style-type: none"> • Uma inikezwa ngumfakisicelo 	ama-R60.00		

Imali yokuposa, i-imeyili noma nanoma yikuphi okunye ukuthransfeya kwe-elekthronikhi:	Izindleko zangempela		
ISAMBA			
5. Idiphozithi ekhokhwayo (uma ukucinga kudlula amahora ayisithupha):			
	Yebo		Cha
Amahora okucinga	Inali lemali yediphozithi (kubalwe ngokukodwa kokuthathu kwesamba semali ngesicelo ngasinye)		
Imali ifanele ikhokhwe kwi-akhawunti yasebhange elilandelayo: Igama Lebhange:			
Umnikazi we-akhawunti:		
Uhlobo lwe-akhawunti:		
Inombolo ye-akhawunti:		
Ikhodi Yegatsha:		
Inombolo yereferensi:		
Thumela ubufakazi bokukhokha ku:		
Sisayinwe e-/o-/kwa-..... ngalolu suku lwesi-/lama..... luka- 20			
.....			
<i>UMgcinilwazi</i>			

IFOMU 4 – UKUFAKA ISIKHALAZO SANGAPHAKATHI

[Isimiso sesi-9.]

Inombolo yereferensi:

IMININGWANE YENHLANGANO YOMPHAKATHI					
Igama lenhlangano yohulumeni					
Igama nesibongo:					
IMININGWANE YOMFAKISIKHALAZO OFAKA ISIKHALAZO SANGAPHAKATHI					
Amagama aphelele:					
Inombolo kamazisi:					
Ikheli leposi:					
Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksimile:		
	Iselula:				
Ikheli Le-imeyili:					
Ingabe isikhalazo sangaphakathi sifakelwe omunye umuntu?	Yebo		Cha		
Uma impendulo ithi “yebo”, isikhundla esifakwe ngaso isikhalazo sangaphakathi egameni lomunye umuntu: (Ubufakazi besikhundla okufakwa ngaso isikhalazo, uma bukhona, bufanele bunanyathiselwe.)					
IMININGWANE YOMUNTU ESIFAKWE EGAMENI LAKHE ISIKHALAZO SANGAPHAKATHI (Uma sifakwe omunye umuntu)					
Amagama aphelele:					
Inombolo kamazisi:					
Ikheli leposi:					
Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksimile:		
	Iselula:				
Ikheli Le-imeyili:					
ISINQUMO ESIPHIKISWAYO ESIFAKELWE ISIKHALAZO SANGAPHAKATHI					
(Faka uphawu u- “X” ebhokisini okuyilona)					
Ukwenqatshwa kwesicelo sokufinyeleleka:					

Isinqumo mayelana nezimali ezikhokhwayo ngokwe ngokwesahluko sama-22 soMthetho:	
Isinqumo mayelana nokwelulwa kwesikhathi isicelo okufanele sisetshenzwe ngaso ngokwesahluko sama-26(1) soMthetho:	
Isinqumo ngokwesahluko sama-29(3) soMthetho sokwenqaba ukufinyeleleka ngendlela ecelwe ngumfakisicelo:	
Isinqumo sokuvuma isicelo sokufinyeleleka:	

IZIZATHU ZOKUFAKA ISIKHALAZO

(Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu, wonke amakhasi engeziwe kufanele asayindwe.)

Yisho izizathu esisekelwe kuzo isikhalazo sangaphakathi:

Yisho noma yiluphi olunye ulwazi olungabe lube wusizo ekucubunguleni isikhalazo:

Uzokwaziswa ngokubhaliwe ngesinqumo sesikhalazo sakho sangaphakathi. Sicela usho indlela othanda ukuba bakwazise ngayo:

Ikheli leposi	Ifeksimile:	Ukuxhumana nge-elekhtronikhi (Sicela uyicacise)

Sisayinwe e-/o-/kwa-..... ngalolu suku lwesi-/lama..... luka- 20
.....

.....
Isginesha yokhalazayo/yeNgxenywe Yesithathu
.....

**LE NGXENYE ISHIYELWE IHHOVISI
UKUREKHODWA NGOKUSEMTHETHWENI KWESIKHALAZO SANGAPHA KATHI**

Isikhalazo samukelwe ngu: (shono isikhundla, igama kanye nesibongo somgcinilwazi)					
Usuku esitholakele ngalo:					
Isikhalazo siphelazelwa izizathu zesinqumo somgcinilwazi kanye, lapho kufanele, nemininingwane yanoma iyiphi ingxenye yesithathu irekhodi elihlobene nayo, sithunyelwe yisikhulu solwazi:	<table border="1"> <tr> <td>Yebo</td> <td></td> </tr> <tr> <td>Cha</td> <td></td> </tr> </table>	Yebo		Cha	
Yebo					
Cha					

UMPHUMELA WESIKHALAZO

Ukwengqatshwa kwesicelo sokufinyelela. Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe?)	
	Cha		
Izimali ezikhokhwayo (iSahluko sama-22). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe?)	
	Cha		
Ukwelula (Sec 26 (1)). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe?)	
	Cha		
Ukufinyeleleka (iSahluko sama-29 (3)). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe?)	
	Cha		
Isicelo sokufinyeleleka sivunyiwe Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe?)	
	Cha		

Sisayinwe e-/o-/kwa-..... ngalolu suku lwesi-/lama..... luka- 20
.....

.....
Isiphathimandla esifanle

IFOM 5 – UKUFAKA ISIKHALAZO

[Isimiso se-10.]

<p><i>Qaphela:</i></p>
<p>1. Leli fomu liklanyelwe ukusiza uMfakisicelo (ozobizwa kamuva ngokuthi “uMfakisikhazo”) ekuceleni ukubuyekezwa kwempendulo yenhlangano yomphakathi noma ezimele noma ukungaphenduli esicelweni sokufinyeleleka kumarekhodi ngokoMthetho Wokukhuthaza Ukufinyeleleka Kolwazi wonyaka we-2000 (uMthetho wesi-2 wonyaka we-2000) (i-“PAIA”).</p> <p>Sicela ugcalise leli fomu bese ulithumela kuMlawuli Wolwazi noma ugcalise ifomu lesikhalazo nge-inthanethi elitholakala ku- https://www.justice.gov.za/infocreg/.</p>
<p>2. I-PAIA inika ilungu lomphakathi ilungelo lokufaka isikhalazo kuMlawuli Wolwazi mayelana nanoma yiluphi uhlobo lwezikhalazo oluchazwe engxenyeni E yaleli fomu lesikhalazo.</p>
<p>3. Kuyinqubomgomo yoMlawuli Wolwazi ukuhlehlisa uphenyo noma ukwenqaba isikhalazo uma uMfakisikhalazo engakanikezi inhlangotho yomphakathi noma ezimele (lapha ngemuva ebizwa ngokuthi “iNhlangotho”) ithuba lokuphendula nokuzama ukuxazulula udaba. Ukuze usize iNhlangotho ibhekane nokukukhathazayo ngaphambi kokuya kuMlawuli Wolwazi, kudingeka ukuthi ugcalise ifomu elinqunyiwe le-PAIA bese ulithumela eNhlangothweni.</p>
<p>4. Ikhophi yaleli fomu izonikezwa iNhlangotho eyisihloko sesikhalazo sakho. Ulwazi olunikezayo kuleli fomu, olufakwe kuleli fomu noma ozolinikeza kamuva, luzosetshenziswa kuphela ukuzama ukuxazulula ingxabano yakho, ngaphandle uma kuboniswe ngenye indlela lapha.</p>
<p>5. Umlawuli Wolwazi akezu kwamukela kuphela isikhalazo sakho uma usuqinisekisile ukuthi uthobeke lezi zidingo ezingezansi.</p>
<p>6. Sicela unamathisele amakhophi emibhalo elandelayo, uma unawo:</p>

- Ikhophi yefomu eya eNhlanganweni ecela ukufinyeleleka kumarekhodi;
- Impendulo yeNhlango esikhalazweni sakho noma esicelweni sokufinyeleleka;
- Nanoma yikuphi okunye ukuxhumana okuphakathi kwakho neNhlango mayelana nesicelo sakho;
- Ikhophi yefomu lesikhalazo, uma ukuthobela kwakho umthetho kuhlobene nenhlango yomphakathi;
- Impendulo yeNhlango yesicelo sakho;
- Nanoma yikuphi okunye ukuxhumana okuphakathi kwakho neNhlango mayelana nesikhalazo sakho;
- Umbhalo ogunyaza ukuthi wenzela omunye umuntu (uma kufanele);
- Isinqumo senkantolo noma imibhalo yasekantolo ehambisana nesikhalazo sakho, uma ikhona.

7. Uma isikhala esihlinzekwe kuleli Fomu singenele, thumela imininingwane njengesixhumelo saleli fomu futhi usayinde ikhasi ngalinye.

SIYA:

The Information Regulator

PO Box 31533

Braamfontein

2017

Ikheli le-imeyili: infoereg@justice.gov.za

Inombolo yocingo: +27 (0) 10 023 5200

AMANDLA OMUNTU/ENGXENYE EFAKA ISIKHALAZO

(Faka uphawu u- "X")

UMfakisicalazo nguye uqobo

Omele umfakisikhalazo

Ingxenywe yesithathu

OKUDINGEKAYO

Ingabe usifakile isicelo (ifomu le-PAIA) sokufinyeleleka kwirekhodi lenhlangano yomphakathi/ezimele?	Yebo	Cha
Ingabe izinsuku ezingama-30 seziphelile kusukela ngosuku owathumela ngalo ifomu lakho le-PAIA?	Yebo	Cha
Ingabe uye wasebenzisa yonke inqubo yangaphakathi yesikhalazo ngokumelene nesinqumo seSikhulu Esinolwazi senhlangano yomphakathi?	Yebo	Cha
Ingabe ususifakile isicelo eNkantolo ukuze uthole usizo olufanele mayelana nalolu daba?	Yebo	Cha

LE NGXENYE ISETSHENZISWA NGUMLAWULI WOLWAZI KUPHELA

Sitholwe ngu-: (Amagama aphelele)			
Isikhundla:			
Signature:			
Isikhalazo samukelwe:	Yebo		Cha
Inombolo Yereferensi:			
<i>Isitembu sosuku</i>			

Ikheli leposi	Ifeksimile:	Okunye ukuxhumana nge- elekhtronikhi (Sicela uyicacise)

INGXENYE A ULWAZI LOBUNTU SIQU LOMFAKISIKHALAZO			
Amagama aphelele:			
Inombolo kamazisi:			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli Le-imeyili:			
Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksimile:
	Iselula		
INGXENYE B ULWAZI LOMMELELI (Gcwalisa le ngxenye kuphela uma uzomelwa. Amandla Obumeli afanele afakwe uma umfakisikhalazo emelwe, uma kungenjalo isikhalazo siyonqatshwa)			
Amagama aphelele oqokelwe ukumela omunye:			
Uhlobo lokumelwa			
Inombolo kamazisi/Inombolo yokubhalisa:			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli Le-imeyili:			
Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksimile:
	Iselula		
INGXENYE C IMININGWANE YENGXENYE YESITHATHU (sicela ufake incwadi egunyazayo)			
Uhlobo lwenhlanno:	Eyangasese		Ekahulumeni
Igama lenhlangano kahulumeni/yangasese:			
Inombolo yokubhalisa uma ikhona):			
Igama, isibongo nesibizo somuntu ogunyazwe ukuba afake isikhalazo:			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli Le-imeyili:			

Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksimile:	
	Iselula			
INGXENYE D INHLANGANO ELISWAYO EFAKELWE ISIKHALAZO				
Uhlobo lwenhlanno:	Eyangasese		Ekahulumeni	
Igama lenhlangano kahulumeni/yangasese:				
Inombolo yokubhalisa uma ikhona):				
Igama, isibongo kanye nesibizo somuntu osebenzizane naye enhlanganweni kahulumeni noma ezimele ukuzama ukuxazulula isikhalazo sakho noma isicelo sakho sokufinyeleleka kolwazi:				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksimile:	
	Iselula			
Inombolo yereferensi (uma ikhona):				
INGXENYE E ISIKHALAZO				
<i>Sitshela ngezinyathelo ozithathile ukuzama ukuxazulula isikhalazo sakho (Izikhhalazo zifanele ziqale zithunyelwe ngqo enhlanganweni kahulumeni ukuze ziphenduleke futhi zixazululwe; kukhona okuhlukile okulinganiselwe)</i>				
Usuku isicelo sokufinyeleleka kumarekhodi esithunyelwe ngalo:				
Sicela ucacise uhlobo lwe(lama)lungelo okufanele li(a)setshenziswe noma li(a)vikelwe, uma ukuthobela umthetho kuphikisana nenhlangano yangasese:				

Uke wazama ukuxazulula lolu daba nenhlangano?	Yebo		Cha	
Uma kunjalo, uluthole nini? (Sicela unamathisele incwadi kulesi sicelo.)				
Ingabe usidlulisele phambili isicelo ngesinqumo somgcinilwazi wenhlangano kahulumeni?	Yebo		Cha	
Uma kungenjalo, usifake nini isikhalazo?				
Ingabe ususifakile isicelo eNkantolo ukuze uthole usizo olufanele mayelana nalolu daba?	Yebo		Cha	
Uma kunjalo, sicela usho ukuthi udaba lwahlulelwa nini yiNkantolo? Sicela unamathisele uMyalelo Wenkantolo, uma ukhona.				
INGXENYE F UKUCHAZWA KOHLOBO LOKUFINYELELEKA KUMAREKHODI (Sicela ukhethe okukodwa noma ngaphezulu kokulandelayo ukuze uchaze isikhalazo sakho kuMlawuli Wolwazi)				
Isikhalazo esingaphumelelanga: (Isahluko sama-77A(2) (a) noma isahluko sama-77A(3)(a) se-PAIA)	<i>Ngifake isikhalazo ngesinqumo senhlangano yomphakathi futhi ukukhalazo asiphumelelanga.</i>			
Isicelo esingaphumelelanga sokuxolelwa: (Isahluko sama-77A(2)(b) kanye nesama-75 (2) ze-PAIA)	<i>Ngifake isikhalazo sami sokuphikisa isinqumo senhlangano yomphakathi emuva kwesikhathi futhi ngafaka isicelo sokuxolelwa. Isicelo sokuxolelwa sachithwa.</i>			
Ukwenqatshwa kwesicelo sokufinyeleleka: (Isahluko sama-77A(2)(c)(i) noma sama-77A(2)(d)(i) noma sama-77A(3)(b) se-PAIA)	<i>Ngicele ukufinyeleleka kolwazi olugcinwe inhlango futhi leso sicelo sanqatshwa noma sanqatshwa kancane.</i>			
Inhlangano idinga ukuthi ngikhokhe imali futhi nginomuzwa wokuthi iningi kakhulu: (Isahluko sama-22 noma sama-54 ze-PAIA)	<i>Ithenda noma ukukhokhwa kwemali emisiwe.</i>			
	<i>Ithenda noma ukukhokhwa kwediphozithi.</i>			
Ukukhokhwa kwediphozithi: (Isahluko sama-22(4) se-PAIA).	<i>UMgcinilwazi unqabile ukukhokhwa kabusha kwediphozithi ekhokhwe mayelana nesicelo sokufinyeleleka esinqatshiwe.</i>			
Ukungavumelani nokwelulwa kwesikhathi: (Isahluko sama-26 noma sama-57 se-PAIA)	<i>Inhlangano inqume ukwelula umkhawulo wesikhathi sokuphendula isicelo sami, futhi angivumelani nokwelulwa komkhawulo okuceliwe noma ukwelulwa kwesikhathi esithathiwe ukuphendula isicelo sami sokufinyeleleka.</i>			
Indlela yokufinyeleleka inqatshiwe: (Isahluko sama-29(3) noma sama-60(a) se-PAIA)	<i>Ngicele ukufinyeleleka ngendlela ethile nefanele futhi lolu hlobo lokufinyelela lwanqatshwa.</i>			
Ukunqatshelwa okubhekiwe: (Isahluko sama-27 noma sama-58 se-PAIA)	<i>Sekudlule izinsuku ezingaphezu kwezingama-30 ngenze isicelo sami futhi angikasitholi isinqumo.</i>			

	<i>Ukwelulwa kwesikhathi kuphelelwe yisikhathi futhi akukho mpendulo etholiwe.</i>	
Ukudalulwa okungafanele kwerekhodi: (Izizathu eziyisibopho zokwenqatshwa kokufinyeleleka kwirekhodi)	<i>Amarekhodi (anezizathu zokwenqatshelwa ukufinyeleleka) adalulwe ngokungafanele/okungacabangeli.</i>	
Azikho izizathu ezanele zokwenqatshwa kokufinyeleleka: (Isahluko sama-56(3)(a) se-PAIA)	<i>Isicelo sami sokufinyeleleka senqatshiwe, futhi azikho izizathu ezizwakalayo noma ezanele zokwenqatshelwa, ezanikezwayo, kubandakanya nemibandela yalo Mthetho obekuthenjelwe kuyo ukuze kwenqatshwe.</i>	
Ukufinyeleleka okuncane kwirekhodi: (Isahluko sama-28(2) noma sama-59(2) se-PAIA)	<i>Ukufinyeleleka kwingxenywe kuphela yamarekhodi aceliwe kwavunywa futhi ngikholelwa ukuthi maningi amarekhodi obekufanele adalulwe.</i>	
Ukuyekwa kwenkokhelo: (Isahluko sama-22(8) noma sama-54(8) se-PAIA)	<i>Ngikhululiwe ekukhokheni nanoma iyiphi imali futhi isicelo sami sokuhoxisa izimali sanqatshiwe.</i>	
Amarekhodi angatholakali noma angekho: (Isahluko sama-23 noma sama-55 se-PAIA)	<i>Inhlangano iveze ukuthi amanye noma wonke amarekhodi aceliwe awekho futhi ngikholwa ukuthi amanye amarekhodi akhona.</i>	
Ukuhluleka ukudalula amarekhodi:	<i>Inhlangano inqume ukunginika ukufinyeleleka kumarekhodi aceliwe, kodwa angikakawatholi.</i>	
Awekho amandla (ukusetshenziswa noma ukuvikela nanoma imaphi amalungelo): (Isahluko sama-50(1)(a) se-PAIA)	<i>Inhlangano iveze ukuthi amarekhodi aceliwe awabandakanyiwe kwi-PAIA futhi angivumi.</i>	
Isicelo esingenangqondo noma esicasulayo: (Isahluko sama-45 se-PAIA)	<i>Inhlangano ibonise ukuthi isicelo sami siwubuwula ngokusobala noma siyakhathaza futhi angivumi.</i>	
Okunye: (Sicela uchaze):		
INGXENYE G		
UMPHUMELA OLINDELEKILE		
Ucabanga ukuthi uMlamuli Wolwazi angakusiza kanjani? Chaza umphumela noma isiphetho osifunayo.		

**INGXENYE H
IZIVUMELWANO**

Isisekelo ngokomthetho sezivumelwano ezilandelayo sichazwe kwiSaziso Sobumfihlo sendlela yokufaka umbhalo wesikhalazo sakho. Ukuze uMlawuli Wolwazi acubungule isikhalazo sakho, udinga ukuhlola elinye nelinye lamabhokisi okuhlola ngezansi ukuze ubonise isivumelwano sakho:

Ngiyavuma ukuthi uMlawuli Wolwazi angasebenzisa ulwazi oluhlinzekwe esikhalazweni sami ukuze asisize ekucwaningeni imidanti ephathelene nokukhuthazwa kwelungelo lokufinyeleleka kolwazi kanye nokuvikelwa kwelungelo lobumfihlo eNingizimu Afrika. Nginyaqonda ukuthi uMlawuli Wolwazi angeke afake imininingwane yami yobuntu siqu noma olunye olungihlonzayo kunoma yimuphi umbiko womphakathi, nokuthi umininingwane wami wobuntu siqu usavikelwa uMthetho Wokuvikela Ulwazi Lobuntu Siqu, 2013 (uMthetho wesi-4 wonyaka we-2013). Nginyaqonda ukuthi uma ngingavumi, uMlawuli Wolwazi usazocubungula isikhalazo sami.

Imininingwane ekukuleli Fomu Lokukhalazo luyiqiniso ngokwazi kwami konke kanye nezinkolelo zami.

Ngigunyaza uMlawuli Wolwazi ukuthi aqoqe imininingwane yesikhalazo sami (njengolwazi olumayelana nami kuleli fomu lesikhalazo) futhi alusebenzise ukucubungula isikhalazo sami samalungelo esiNtu ahlobene nelungelo lokufinyeleleka kolwazi kanye/noma nokuvikelwa kwelungelo lobumfihlo.

Ngigunyaza nanoma ubani (njengomqashi, umhlinzeki wezinsizo, ufakazi) onolwazi oludingekayo ukuze kucutshungulwe isikhalazo sami ukuze abelane ngaso noMlawuli Wolwazi. UMLawuli Wolwazi angathola lolu lwazi ngokukhuluma nofakazi noma ngokucela amarekhodi abhaliwe. Kuye ngohlobo lwesikhalazo, lawa marekhodi angahle abandakanye amafayela ezisebenzi noma idatha yomqashi, amarekhodi okwelashwa noma asesibhedlela, kanye nolwazi lwezezimali noma lomkhokhintela.

Uma nanoma yiluphi ulwazi lwami lokuxhumana lushintsha ngesikhathi senqubo yezikhalazo, kuyisibopho sami ukwazisa uMlawuli Wolwazi; uma kungenjalo isikhalazo sami singase sibambezeleke noma sivalwe.

Sisayinwe e-/o-/kwa-..... ngalolu suku lwesi-/lama..... luka- 20
.....

.....

Umfakisikhalazo/uMmeli/uMuntu Ogunyaziwe Wengxenye Yesithathu

AMAFOMU E-POPIA AFANELE

IFOMU 1 – UKUPHIKISA UKuCUTSHUNGULWA KOLWAZI LOBUQU

IFOMU 2 – ISICELO SOKULUNGISWA KOKUSUSWA KOLWAZI LOBUQU

IFOMU 1

UKUPHIKISA UKUCUTSHUNGULWA KOLWAZI LOMUNTU SIQU NGOKWESAHLUKo SE-11(3) SOMTHETHO WOKUVIKELWA KOLWAZI LOBUQU WONYAKA WE-2013 (UMTHETHO WESI-4 WONYAKA WE-2013)

IZIMISO EZIPHATHELENE NOKUVIKELWA KOLWAZI LOBUQU ZONYAKA WE-2017

[Isimiso sesi-2(1)]

Qaphela:

1. *Kufanele ufake incwadi efungelwe noma eminye imininigwane onobufakazi obusekela ukuphikisa.*
2. *Uma isikhala esinikezie kuleli fomu singanele, faka ulwazi njengesixhumelo saleli fomu bese usayinda ikhasi ngalinye.*

Inombolo Yereferensi....

A	IMININIGWANO YESIHLOKO SOMNININGO
Igama nesibongo somnikazi womniningo:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi()
Izinombolo zoxhumana:	
inombolo yefeksi:	
ikheli le imeyili:	
B	IMINININGWANE YENHLANGANO ENEGUNYA
Igama nesibongo senhlangano enegunya (<i>uma ingxenye ebophezelekile kungumuntu ophilayo</i>)::	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi()
Izinombolo zokuxhumana:	
Inombolo yefeksi:	

Ikheli le-imeyili:

Igama lenhlangano
yomphakathi noma
yangasese (*uma ingxenye*
ebophezelekile ingeyena
umuntu ophilayo):

Ikheli lebhizinisi:

Ikhodi()

Izinombolo zoxhumana:

inombolo

ikheli le-imeyili:

C

IZIZATHU ZOKUPHIKISA (Sicela unikeze izizathu ezanele zokuphikisa)

**Isayindwe e-/o- ngalolu suku lomhla zi-..... ku-
.....20.....**

.....
Isiginesha yomnikazi wemningo: (umfakisicelo)

IFOMU 2

ISICELO SOKULUNGISWA NOMA SOKUCISHWA KOLWAZI LOMUNTU SIQU NOMA UKONALISWA NOMA UKUCISHWA KWEREKHODI LOLWAZI LOMUNTU SIQU NGOKWESAHLUKO SAMA-24(1) SOMTHETHO WOKUVIKELWA KOLWAZI LOBUQU SONYAKA WE-2013 (UMTHETHO WESI-4 WONYAKA WE-2013)

IZIMISO EZIPHATHELENE NOKUVIKELWA KOLWAZI LOBUQU ZONYAKA WE-2017 [ISimiso sesi-3(2)]

Qhaphela:

1. Izincwadi ezifungelwe noma eminye imininigwane onobufakazi obusekela isicelo kufanele kufakwe.
2. Uma isikhala esikeziwe kuleli Fomu singanele, faka ulwazi njengesixhumelo saleli fomu bese usayinda ikhasi ngalinye.

Faka uphawu u-x ebhokisini elifanele.

Isicelo:

Inombolo yereferensiSokulungiswa noma ukucishwa kolwazi lomuntu siqu mayelana nesihloko somniningo olugcinwe noma olungaphansi kolawulo lwengxeny e bophezelekile.

Sokonakaliswa noma ukucishwa kwerekhodi lolwazi lobuqu mayelana nesihloko somniningo olugcinwe noma olulawulwa yingxeny e bophezelekile futhi engasagunyaziwe ukugcina lelo rekhodi lolwazi.

A	IMININIGWANE YESIHLOKO SOMNININGO
Isibongo:	
Amagama aphelele:	
Inombolo kamazisi/ye-ID:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zokuxhumana:	
Inombolo yefeksi:	
Ikheli le-imeyili:	
B	IMININIGWANE YENGXENYE EBOPHELEZEKILE
Igama nesibongo sengxeny e bophezelekile (uma ingxeny e bophezelekile kungumuntu ophilayo):	
Ikheli l lendawo yokuhlala, leposi noma	

