



IMANUWALI YOKUKHUTHAZWA KOKUFINYELELEKA
KOLWAZI

Ireferensi Yombhalo	6
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Umgcini	Umthetho
Igunyazwe yi-	OPSCOM
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***IMANUWALI YONYAKA WE-2025 YOMTHETHO WOKUKHUTHAZWA KOKUFINYELELEKA
KOLWAZI WONYAKA WE-2000***

IMANUWALI NGOKWE-SAHLUKO SE-14 SOMTHETHO
WOKUKHUTHAZWA KOKUFINYELELEKA KOLWAZI WONYAKA WE-
2000

ISANDULELO

IsaHluko sama-32 soMthethosisekelo waseNingizimu Africa sigcine ilungelo lokukufinyeleleka 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 Wokuvikelwa koLwazi lomuntu Siqu wesi-4 wonyaka we-2013 (i-POPIA), ufuna ukufeza ilungelo lobumfihlo kwisahluko se-14 soMthethosisekelo, ikakhulukazi, njengoba sihlobene nolwazi lobuqu. I-POPIA iphinda iqinisekise ilungelo lawo wonke umuntu lobumfihlo bemniningwane nokuthi umniningwane wakhe wobuntu siqu noma ulwazi lwakhe lusetshenziselwa kuphela injongo ethile echaziwe futhi lungeke ladalulwa kwabanye ngaphandle kwemvume noma inhloso esemthethweni.

Ekulinganiseni 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. LoMthetho ubeka izizathu lapho umgwamanda kahulumeni noma wangasese ungavuma ungafinyeleleka olwazini, ngenkathi i-POPIA ibeka izizathu lapho ulwazi lobuqu lungahlanganiswa khona, lusetshenziswe futhi/noma ludluliselwe kwabanye.

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.

Ukwengeza kwisaHluko se-10, lo Mthetho udinga ukuthi yomibili imigwamanda okahulumeni nowangasese ngamunye ukhiqize incwadi yomhlahlandlela enolwazi lokuthi amalungu omphakathi angawusebenzisa kanjani uMthetho ukuthola amarekhodi yawo.

Ngokukhethekile, isaHluko se-14 soMthetho sidinga ukuthi yonke imigwamanda kahulumeni ngamunye ushicilele lomhlanhlandlela okungenani ngezilimi ezintathu ezisemthethweni

ukusiza abacela ulwazi kulowo mgwamanda othintekayo.

IBhodi Elizimele Elilawulayo Labacwaningimabhuku (i-IRBA) liwuhlaka lukahulumeni, njengoba kutholakal esahlukweni se-14 soMthetho, lihlanganise lencwadi yomhlahlandlela ngokuhlonipha leso sahluko futhi njengendlela yokwenza lula ukufinyeleleka komphakathi olwazini/kumarekhodi agcinwe yilo.

Ngaphezu kwalokhu okungenhla, i-IRBA inethemba lokuthi, ngokuzibophezela emgqeni nomoya womthetho, izosiza ekuthuthukisweni kokungafihli lutho nokubeka izibopho obala, kanye nokuphathwa kahle okusebenzayo emkhakheni kahulumeni.

A. IMINININGWANE NGOKWESAHUKO SE-14 SOMTHETHO

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

I-IRBA yaziwa njengomuntu ngokomthetho, yasungulwa ngokwesahluko se-3 soMthetho Wezikhungo Zabacwaningimabhuku wama-26 wonyaka we-2005 (i-APA).

1.1 Imisebenzi jikelele

I-IRBA igunyazwe ukuba:

1.1.1 Ithathe izinyathelo zokukhuthaza ubuqotho emsebenzini wokucwaninga amabhuku, okubandakanya:

1.1.1.1 Ukuphenya ngezinsolo ngokuziphatha okungafanele ;

1.1.1.2 Ibambe imihlangano yokuqondiswa kwezigwegwe;

1.1.1.3 Ukukhipha isijeziso ngokuziphatha okungafanele; futhi

1.1.1.4 Nokwenza ukuhlolwa.

1.1.2 Ukuthatha izinyathelo ezidingekayo ukuvikela umphakathi ekusebenzisane kwayo nabacwaningi-mabhuku ababhalisiwe (ama-RA).

1.1.3 Ukubeka amazinga okusebenza, inkambiso enhle, izimiso nokuziphatha kwabacwaningi-mabhuku ababhalisiwe.

1.1.4 Ukukhuthaz imfundo mayelana, kanye nocwango, kunoma yiluphi udaba oluthinta umsebenzi wokucwaningwa kwamabhuku.

1.1.5 Ukubeka amazinga ocwango-mabhuku.

1.2 Imisebenzi maqondana nokuqinisekiswa kwezinhlangano ezisemthethweni

I-IRBA, ngokuya nge-APA:

- 1.2.1 Inquma izimfuneko eziyisisekelo zokuqinisekiswa kwezinhlangano ezisemthethweni, ngaphezu kwalezo ezinikezwe ku-APA,;
- 1.2.2 Icubungula isicelo sokuqinisekiswa futhi inqume ngokuthi ikeze lokho kuqinisekiswa noma cha;
- 1.2.3 Ibeka isikhathi sokuba semthethweni kokuqinisekisa;
- 1.2.4 Igcina irejista yezinhlangano ezisemthethweni; futhi
- 1.2.5 Iqeda ukuqinisekiswa kwezinhlangano ezisemthethweni ngokwe-APA.

1.3 Imisebenzi maqondana nokubhaliswa kwabacwaningimabhuku

I-IRBA, ngokuya nge-APA:

- 1.3.1 Inquma iziqu zemfundo eziphansi, amazinga okufaneleka kanye nezidingo zokubhaliswa kwabacwaningimabhuku kanye nabangahle babe abacwaningimabhuku, ngaphezu kwalokho okuhlinzekwe ku-APA.
- 1.3.2 Icubungula futhi inqume 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 ngokwemigomo ye-APA.
- 1.3.7 Inquma izimfuneko eziyisisekelo zokuvuselelwa kokubhaliswa nezokubhaliswa kabusha.

1.4 Imisebenzi maqondana nemfundo, ukuqeqeshwa nokuthuthukiswa kobuchwepheshe

I-IRBA:

- 1.4.1 Ngokuphelele noma ngokwengxenye, yamukele futhi/noma ihoxise ukwamukela kwayo iziqu noma kwezinhlelo zemfundo noma kwemfundo eqhubekayo, ukuqeqeshwa kanye nezinhlelo zokuthuthukiswa kobungcweti emsebenzini wokucwaningwa kwamabhuku ezikhungo zemfundo kanye nezinhlangano eziqinisekisiwe ezisemthethweni.

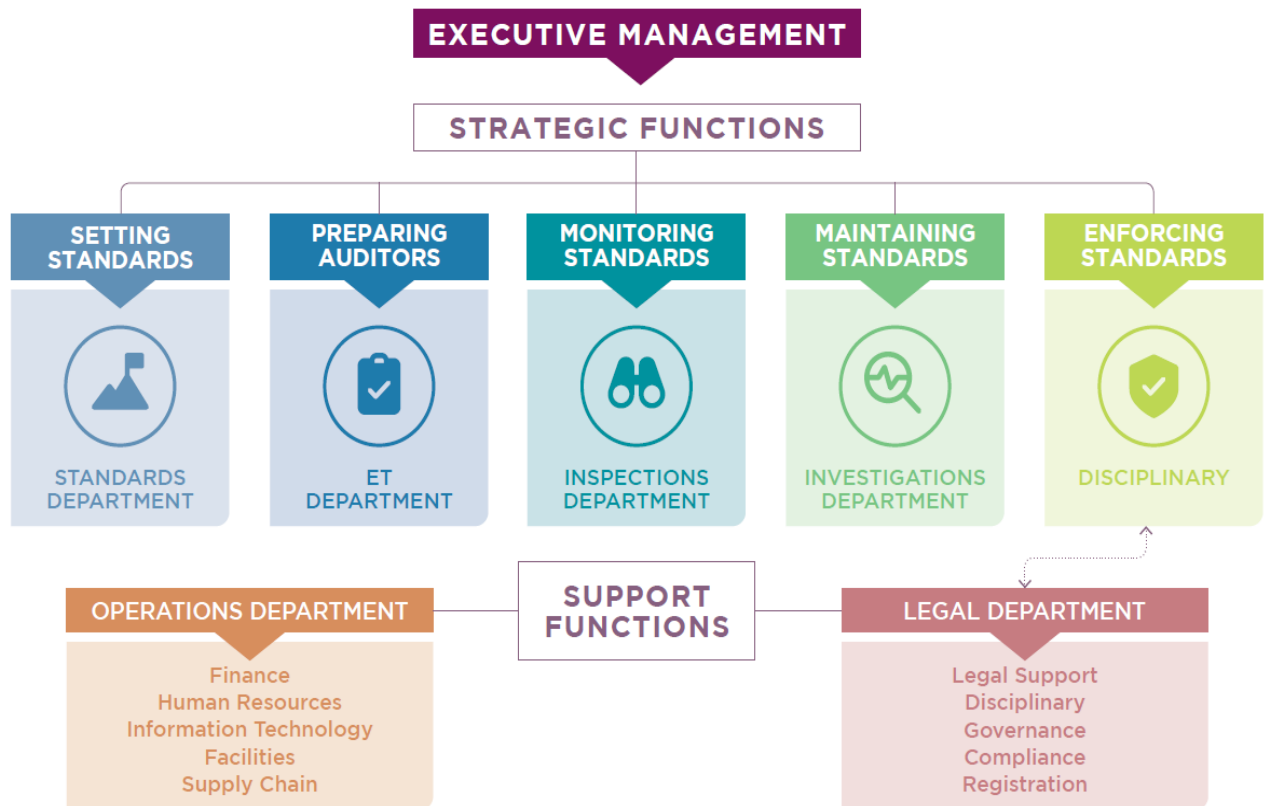
- 1.4.2 Yamukela futhi/noma ihoxise ukwamukelwa kwanoma iyiphi inhlangothi esemthethweni eqinisekisiwe ukwenza nanoma yikuphi ukuhlolwa okufanele okulindelwe kwiSahluko sama-37 se-APA noma kunanoma yikuphi ukuhlola.
- 1.4.3 Ibeka izidingo nezimo eziphathelele nohlobo nobungako bemfundo eqhubekayo, ukuqeqeshwa kanye nokuthuthuka kobungcweti.
- 1.4.4 Inquma izidingo zokuqeqeshwa, kubandakanya, kepha kungapheleli, 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 Yamukela noma ihoxise ukwamukelwa kwama-RA njengezikhulu zokuqeqesha okunemibandela noma ngaphandle kwemibandela.

1.5 Imisebenzi maqondana nezimali nezindleko ezikhokhiswayo

I-IRBA ibeka:

- 1.5.1 Ukuqinisekiswa, ukubhaliswa, ukuvuselelwa kokubhalisa kanye nemali yokubhalisa kabusha.
- 1.5.2 Izimali ezikhokhwa minyaka yonke.
- 1.5.3 Umlamula juqu wkokukhokhwa kwezimali.
- 1.5.4 Isisekelo sezimali ezikhokhwayo ngokwe-APA.
- 1.5.5 Izimali ezikhokhwayo nganoma iluphi olunye usizo olunikezwa yi-IRBA (kubandakanya izimali zokuphatha).
- 1.5.6 I-IRBA inganikeza ithuba lokungakhokhiswa nanoma yiziphi izimali okukhulunywe ngazo ngenhla.

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



3. IMINININGWANE YOKUXHUMANA NABAGCINILWAZI [Isahluko se-14(1)(a)(ii)]

- 3.1 Isikhulu esiphezulu esiphethe e -IRBA singumlawuli onguMggcinilwazi okhethwe ngokoMthetho.
- 3.2 NgokweSahluko se-17, i-IRBA ikhethe uMqondisi Wezomthetho njengeSekela-Mgcinilwazi, ozobhekela izicelo zokufinyeleleka kumarekhodi.
- 3.3 Uma ufisa ukwenza isicelo sokufinyeleleka kumarekhodi e-IRBA, isicelo sakho sifanele sibhekiswe kuSekela-Mgcinilwazi. Ukudluliswa kodaba lwakho kungabhekiswa kuMgcinilwazi.

uMgcinilwazi

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USekela-Mgcinilwazi

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- 3.4 Yonke imibuzo kanye/noma izicelo zifanele zenziwe ngesikhathi sezinsuku zokusebenza futhi nangamahora okusebenza.
- 3.5 UMgcinilwazi/uSekela-Mgcinilwazi we-IRBA basebenzisa ikheli lendawo neleposi elifanayo.

Ikheli Lendawo

Building 2
Greenstone Hill Office Park
Greenstone Hill
1609

Ikheli Leposi

PO Box 8237
Greenstone Hill
1616

Iwebhusayithi: www.irba.co.za

4. UMHLAHLANDLELA NGOKWESAHLUKO SE-10 SOMTHETHO [iSahluko se-14(1)(b)(i)]

- 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 kulendawo elandelayo:

https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf

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

Umlawuli Wolwazi (Ningizimi Afrika)

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

P.O Box 31533, Braamfontein, Johannesburg,

2017 I-imeyili yokukhalaza: [mailto:](mailto:PAIAComplaints@info regulator.org.za)

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5. INKAMBISO YOKUCELA UKUFINYELELEKA KOLWAZI/KWAMAREKHODI [Isahluko se-14(1)]

- 5.1 Nanoma yimuphi umuntu, kungaba owemvelo noma isazimthetho, angafaka isicelo ngokoMthetho sokusokufinyeleleka kolwazi.
- 5.2 Umfakisicelo angafaka isicelo egameni lakhe noma egameni lomunye umuntu.
- 5.3 Umfakisicelo ufanele asebenzise ifomu elimisiwe, elifakwe lapha ngaphansi kweNgxenye C futhi elimakwe

uFomu 2, ukufaka isicelo sokufinyeleleka kolwazi.

- 5.4 Isicelo sifanele sifake phakathi lolu lwazi oluncane olulandelayo:

ULWAZI OLUDINGEKAYO INCAZELO	INCAZELO
Imininingwane yomfakisicelo	Imininingwane eyanele mayelana nomfakisicelo ukuze kuqinisekiswa ukuthi umfakisicelo uphawuleka kalula. Ulwazi lufanele lubandakanye imininingwane yokuxhumana yomfakisicelo, isib. ikheli leposi, ikheli le-imeyili, ifeksi kanye/noma <i>Inombolo yocingo.</i>

Imininingwane yerekhodi elicelwayo	Imininingwane eyanele maqondana 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 lesi sicelo.

- 5.5 Abafakizicelo abangakwazi ukufunda noma ukubhala bangenza izicelo zomlomo kuSekela-Mgcinilwazi, oyogcwalisa iFomu 2 egameni lomfakisicelo.
- 5.6 Isicelo sifanele sibhekiswe kuSekela-Mgcinilwazi, omininingwane yakhe inikeziwe endimeni yesi-3 ngenhla.
- 5.7 Isicelo singathunyelwa ngesandla, sithunyelwe ngeposi, sithunyelwe ngefeksi noma sithunyelwe nge-imeyili.
- 5.8 Izicelo zocingo nezingahlelekile zizokwamukelwa kuphela maqondana namarekhodi abekwe endimeni yesi-7 ngezansi.
- 5.9 Imininingwane esefomini elimisiwe ifanele inikezwe ngendlela eyanelisa uSekela-Mgcinilwazi noma uMgcinilwazi, uma kungenjalo, isicelo sizobambezeleka kuze kufike isikhathi lapho leyo mininingwane iphelele.
- 5.10 Umfakisicelo kudingeka ukuba akhokhe imali emiswe eSahlukweni B, maqondana nesicelo serekhodi.
- 5.11 Yize kunemali yesicelo ekhokhwa ngokwesigaba sesi- 5.10 ngenhla, umfakisicelo angahle, uma enikezwe imvume yokufinyeleleka kwirekhodi eliceliwe, adingeke ukuba akhokhe ezinye izimali ezichazwe eSahlukweni B zokukhiqiza kabusha, ukucinga kanye nokulungiswa kwamarekhodi noma zokusebenza okuhlobene nerekhodi eliceliwe.
- 5.12 USekela-Mgcinilwazi uzokwazisa umfakisicelo ukuthi akhokhe imali emiswe (uma

¹ Ngaphezu kolimi olukhethiwe, i-IRBA izohlinzeka kuphela irekhodi ngolimi oluceliwe, uma irekhodi likhona ngalolo limi.

ikhona) ngaphambi kokuqhubeka nokusetshenzwa kwesicelo.

- 5.13 USekela-Mgcinilwazi uzokwazisa umfakisicelo ngesinqumo se-IRBA zingakapheli izinsuku ezingama-30 ethole isicelo, noma engandisa leso sikhathi, ngesaziso esiya kumfakisicelo, ngesinye isikhathi esingeqi ezinsukwini ezingama-30.
- 5.14 Isikhathi lapho uSekela-Mgcinilwazi efanele azise umfakisicelo ngesinqumo sizokwelulwa ngale ndlela, ngaphezu kwesikhathi esishiwo esigabeni sesi-5.13 ngenhla, njengoba kungadingeka ukuba kunikezwe ingxenye yesithathu ithuba lokwenza izethulo kuSekela-Mgcinilwazi lapho irekhodi eliceliwe liphathelene namarekhodi neminingwane yomunye umuntualeyo ngxenye yesithathu.
- 5.15 Izikhathi ezimiswe nguMthetho ngeke ziqale kuze kufike isikhathi lapho uSekela-Mgcinilwazi kanye/noma noMgcinilwazi benelisekile ukuthi yonke iminingwane efanele inikezwe i-IRBA ngumfakisicelo.
- 5.16 Ngaphandle kwesicelo sokufinyeleleka kunoma yiliphi irekhodi elisohlwini esigabeni sesi-6 ngezansi, ukufinyeleleka kwirekhodi eliceliwe, noma kwingxenye yalo, kungenqatshwa ngezizathu ezibekwe eMthethweni.

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

I-IRBA igcine amarekhodi alandelayo kuyo:

6.1 Abaphathi

IZIHLOKO	IZIGABA ZOLWAZI
IBhodi Nemihlangano Yebhodi	Imininingwane yaMalungu Ebhodi.
	Izincwadi Zokuqokwa Kwamalungu Ebhodi
	Ama-ajenda emihlangano namaqoqo emihlangano.
	Irejista yababekhona.
	Izinqumo ezithathiwe.
	Ukudluliswa Kwamandla.
	Amaminithi emihlangano nezincwadi zamaminithi.
	Imibono itholakele.
	Ukuxhumana ngezincwadi, amamemorandamu, izethulo.
	Imithetho yokuziphatha esayinwe ngaMalaungu Ebhodi.
	Isimemezelo sentshisekelo esisayinwe aMalungu Ebhodi.

IKomidi Locwaningo-mabhuku Nelengozi (i-ARMCO) Nemihlangano ye-ARMCO	Imininingwane yamalungu amakomidi.
	Ama-ajenda emihlangano namaqoqo emihlangano.
	Irejista yababekhona.
	Izinqumo ezithathiwe.
	Amaminithi emihlangano nezincwadi zamaminithi.
	Imibono itholakele.
	Ukuxhumana ngezincwadi, amamemorandamu, izethulo.
IKomidi Lemisebenzi (i-OPSCOM) Nemihlangano ye-OPSCOM	Imininingwane yamalungu amakomidi.
	Ama-ajenda emihlangano namaqoqo emihlangano.
	Irejista yababekhona.
	Amaminithi emihlangano nezincwadi zamaminithi.
	Imibono itholakele.
	Ukuxhumana ngezincwadi, amamemorandamu, izethulo.
Amanyuziletha	Amapheshana ezindaba e-IRBA.
Iwebhusayithi	Ukucinga kwamalungu – indlela yokucinga ama-RA kanye namafemu ocwaningomabhuku abhalisiwe.
	Ezomthetho – i-APA, imithetho yokuqondisa izigwegwe, imithetho maqondana nokuziphatha okungafanele, iNqubomgomo maqondana noKuhlehliswa Kokulalelwa Kwemihlangano Yokuqondiswa Kwezigwegwe Nokuphoqeelwa Kwemibiko
	Uphenyo – ungasifaka kanjani isikhalazo
	Ukubhalisa – ubhalisa kanjani njenge-RA futhi njengefemu, kubandakanya amafomu ezicelo, ungasifaka 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 kanye neMibiko Yokuhlola

	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 olusezingeni Yocwaningomabhuku.
	Imithetho Maqondana Nokuziphatha Okungafanele kanye neMthetho Yokuziphatha Okufanelekile Kwabacwangimabhuku Ababhalisiwe kanye nezimemezelo.
	UMthetho Wocwaningomabhuku Lokuqashiswa, kubandakanya nezimemezelo.
	UMthetho Wocwaningomabhuku Lokujikeleziswa Kwamafemu, kubandakanya nezimemezelo.
	Izinkinga Ezitholiwe Ezibikwayo – Umhlahlandlela Wezinkinga Ezitholiwe Ezibikwayo (2025), imibiko yonyaka, izincwadi zesifanekiso kanye nezimemezelo.
	Izindaba – izinto ezahlukahlukene ezivusa intshisekelo, kubandakanya imibiko yabezindaba namakhophi e- elekhtronikhi yezindaba ze-IRBA.
	Imininingwane yokuxhumana yegatsha.
	Izidingo zemfundo eqhubekayo, ukuqeqeshwa kanye nokuthuthuka kobungcweti – iNqubomgomo Yokuthuthukiswa Kobuchwepheshe Okuqhubekayo (i- CPD) yonyaka we-2020.
	Isizindalwazi soHlelo Lokuthuthukiswa Kocwaningomabhuku (i-ADP), equkethe imininingwane elandelayo: • Indlela yokuba yi-RA;

	• Inqubo ye-ADP; • Imininingwane yokuhlola; kanye • Namafomu okufaka isicelo.
	IManuwali yoMklamo wokuqinisekiswa kwezinhlangano ezisemthethweni.
	Imininingwane yezinhlangano ezisemthethweni eziqinisekisiwe.
	UMthetho i-POPIA – • UMthetho Wokuvikelwa Kolwazi Lobuqu wesi-4 wonyaka we-2013 • Izimso eziphathelele noKuvikelwa Kolwazi Lobuqu • Izaziso Zokucutshungulwa: ISaziso Sokucutshungulwa Yihhovisi Likanobhala Webhodi; iSaziso Sokucutshungulwa yi-HR; iSaziso Sokucutshungulwa Ngabokuthenga Nokuzithengisa; uKucutshungulwa Kwesaziso Sabacwaningimabhuku Nezinhlango ezisemthethweni; iSaziso Sokucutshungulwa Kwezokuphepha • Izivumelwano Zabasebenzisi • Amafomu Abanikazi Bolwazi
Incwadi yokucacisa Ye-elektroniki Yolwazi lwaBacwaningimabhuku Ababhalisiwe ekhishwe yi-IRBA	I-APA
	Izinguquko kuModeli Yokuqinisekisa kanye nezidingo zokuqinisekiswa.
	I-ADP
	Imithetho yokuqondiswa kwezigwegwe.
	INqubomgomo maqondana noKuhlehliswa Kwemihlangano Yokuqondiswa Kwezigwegwe.
	Imithetho Mayelana Nokuziphatha Okungafanele.
	Imithetho Yokuziphatha Okusemthethweni.
	Ukuphenya.
	Amazinga ocwaningomabhuku kanye nemihlahlandlela.
	Umhlahlandlela ngokugunyazwa kokusayina, ukuqamba

	imihlangano nezinto zokubhala.
	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-akhawunti abaqeqeshwayo.
	Impendulo evela kosihlalo bamakomidi asemthethweni.
	Imininingwane ngensebenzo
	Izitatimende zonyaka zezezimali ezinziwe ucwaningomabhuku.
Ezezimali ze-IRBA.	Izabelomali.
	Ulwazi olugciniwe lokuphathwa kwezimali..
	Ukuphathwa kwama-akhawunti.
	Irejista yempahla engaphatheki.
	Imininingwane ye-akhawunti yasebhange.
Ukutholakala kwezinsiza nezentengiselwano	Imibhalo yamabhidi.
	Izicelo zamakhotheshini nezimpendulo zazo.
	Amarejista okuvula ibhidi.
	Amaminithi emihlangano eyehlukene yaMakomidi Okubhida.
	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.

Imitapo Yolwazi Nezingodlamagugu	Imiqulu ehlanganisiwe yamaphephabhuku ahlukahlukene obuchwepheshe.
	Amafayela aqukethe ulwazi olungase lube nomthelela ku-IRBA noma imboni.
	Amafayela okusebenza amaqondana nezichibiyelo ze-APA, uhlu Lwemithetho Yokuziphatha kanye Nemithetho Yokuqondiswa Kwezigwegwe.
	Izithombe ezihlukahlukene zabantu nezindawo ezihambisana nomlando we-IRBA.
	Umqulu ofingqiwe womlando we-IRBA, owashi-cilelwa kugujwa iminyaka engama-50 ye-PAAB..
Ezabasebenzi	Imininingwane yomuntu siqu yamalungu ezisebenzi ewonke,, izicelo zenkokhelo yezokuthutha, amaphrofayili okuqondiswa kwezigwegwe.
	Imithetho yesikhwama sempesheni.

6.2 Ukuphenya

Izikhazazo	Izikhazazo ngezinsolo zokuziphatha okungafanele kwabacwangimabhuku ababhalisiwe kanye nemibhalo esekelayo.
	Ukuxhumana phakathi kwe-IRBA nabafakizikhazazo.
Ukuphenya	Ukuxhumana phakathi kwe-IRBA nama-RA.
	Amaphepha aphaathelene nophenyo.
	Imibhalo yangaphakathi.
	Uhlu lwamacala.
	Isehlwayo ngokusetshenziwa kwenhlawulo eyimali.
	Ama-invoyisi aya kuma-RA ezinhlawulo ezimali.
Ikomidi Lophenyo	Izincwadi zokuqokwa kwamalungu ekomidi.
	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.
	Amarejista ababekhona..
	Amaminithi emihlangano yekomidi

	Ukuxhumana ngezincwadi, amamemorandamu, izethulo.
	Uhlu lwemithetho yokuziphatha olusayinwe amalungu eKomidi Lophenyo.
	Isifungo sezinzuzo esisayinwe amalungu eKomidi Lophenyo.
Ikomiti Lokuphoqelela Imithetho	
	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.
	Amarejista ababekhona.
	Amaminithi emihlangano yekomidi
	Ukuxhumana ngezincwadi, amamemorandamu, izethulo.

6.3 Ihhovisi Lokubhaliswa/Ukulalelwa Kwemihlangano Yokuqondiswa Kwezigwegwe/Ukungafaneleki Okubikwayo Nomthetho

ISIHLOKO	IZIGABA ZOLWAZI
Izinkampani Ezibhalisiwe	Abacwaningimabhuku ababhalisiwe abaxhumene namafemu.
	Izicelo zokubhaliswa kwezinkampani ezintsha namagatsha.
	Imininingwano yokuxhumana.
	Ukubhalelana.
	Izinombolo zezinkampani.
	Amarejista nezitifiketi zezabelo.
	Ama-COR39.
	Ukuhlukaniswa kwenkampani ngokobuhlanga, ubukhulu kanye nesimo sesiqinisekiso.
	Amagatsha ezinkampani.
	Izifungo Zomsebenzi Wokuqinisekisa.
	Ukuguqulwa kwamagama ezinkampani.
	Ulwazi lwezibalo.
Ama-RA ngokuzimela	Izinkampani lapho ama-RA eqashwe khona kanye/noma abayilunga khona.
	Imininingwano yokuxhumana.

	Izinombolo zokubhaliswa.
	Izicelo zokubhaliswa kanye nokuchitshiyelwa kwesimo sokuqinisekiswa.
	Ukubhalelana.
	Isimo sokuqinisekiswa.
	Izimbuyiselo zonyaka.
	Isicelo sokubekwa kwe-RA yinkampani yangaphandle.
	Iminyaka yobudala, uhlanga, ubulili nolwazi lokuqinisekiswa.
	Ukuguqulwa kwezibongo.
	Ulwazi lwezibalo.
Izinqubo Zokuqondiswa Kwezigwegwe	Uhlu lwamacala.
	Izivumelwano zokuvuma amcala.
	Isaziso semihlangano yokulalelwa kwamacala.
	Amaqoqo obufakazi.
	Ukuxhumana phakathi kwamaqembu.
	Ukuxhumana kwangaphakathi.
	Ukudalula kwamalungu eKomidi Lokuqondisa Izigwegwe.
	Amarejista ababekhona kwimihlangano yokulalela amacala.
	Imiphumela yemihlangano yokulalelwa kwamacala.
	Imibhalo esuselwa emihlanganweni yokulalelwa.
	Izincwadi zamaminithi.
Ikomiti Lokuqondiswa Kwezigwegwe	Izincwadi zokuqokwa kwamalungu ekomidi.
	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.(okungafaki izigcawu).
	Amarejista ababekhona.
	Amaminithi emihlangano yekomidi okungafaki izigcawu.
	Ukubhalelana.
	Uhlu lwemithetho yokuziphatha esayinwe ngaMalungu Ekomiti Lokuqondiswa Kwezigwegwe.
	IsiMemezelo Sokuzibophezela Esisayiniwe aMalungu Ekomiti Lokuqondiswa Kwezigwegwe.

Ukukhohlisa Ngegunya	Imininingwane yabantu okusolwa ukuthi bakhohlisa ngegunya noma abake bakhohlisa ngegunya ukuze baqokwe njengama-RA okungqubuzana neSigaba 41 se-APA, kanye nezincwadi namaphepha aphantelene nalokho.
Izinkinga Ezitholiwe Ezibikwayo	Imininingwane yazo zonke izinkinga ezitholiwe ezibikelwa i-IRBA ama-RA ngokuvumelana neSigaba 45 se-APA kanye nokubhalelana okuphathelele nazo.
	Uhlu lwababambiqhaza.
	Ukuxhumana nababambiqhaza.
Amacala Asenkantolo [amacala avulwe noma avulelwe i-IRBA]	Amaphepha asenkantolo kanye nezinqubo zayo.
	Ukuxhumana kwangaphakathi nokwangaphandle.
	Amaqoqo/nemiqulelo yobufakazi.
	Izinquqo kanye neimiyalelo yenkantolo.
Ezomthetho	Imibono ehlukeneyo yezomthetho kanye namaphepha ocwaningo.
Abakweleta	Izincwadi Zokuyalelwa.
	Ama-invoyisi nezitatimende.
	Ukuxhumana kwangaphakathi nokwangaphandle.

6.4 Ukuthuthukiswa Kwemfundo, Ukuqeqesha kanye Nobuchwepheshe

ISIHLOKO	IZIGABA ZOLWAZI
I-ADP	Umhlahlandlela ngolwazi lomsebenzi ngokuthi ungaba kanjani i-RA.
	Amafomu ezicelo zokubhalisa kwi-ADP.
	Umhlahlandlela nge-ADP.
	Uhlaka Lokufaneleka lwe-ADP.
	Abangahle babe abacwaningimabhuku ababhalisiwe.
	Ukuqaphela abacwaningimabhuku ababhalisiwe.
	Imininingwano yokuxhumana.
	Amafemu lapho abacwaningimabhuku ababhalisiwe begcwalisa i-ADP.
	Ukuxhumana okufanelekile nabacwaningimabhuku ababhalisiwe.
	Izicelo zokubhaliswa.

	Ukuqinisekiswa kokuqeda.
	Imibiko yenqubekelaphambili kanye namaPhothifoliyo yobufakazi (ama-PoE).
	Ukuhlolwa kwama-PoE yiphaneli.
	Imibiko yokuqapha eqinile.
	Umhlahlandlela ngolwazi lomsebenzi ngokuthi ungaba kanjani i-RA/uMgudu we-RA.
Ukuhlolwa Komsebenzi Womphakathi	Imiphumela yabafundi (ukuphasa/ukufeyila).
Ukuqiniswa.	Imodeli Yokugunyazwa, kubandakanya uHlaka Lokusebenza.
	Imininingwane yezinhlangano ezisemthethweni eziqinisekisiwe.
	Ifomu lesicelo sokuqinisekiswa.
	Izicelo zokuqinisekiswa kanye nezethulo zokuqashwa izinhlangano ezisemthethweni.
	Ukuxhumana okufanele nezinhlangano ezisemthethweni.
Ukuqhubeka Nokuthuthukiswa Kochwepheshe	Inqubomgomo ye-CPD (izinqubomgomo zangonyaka we-2014 nezonyaka we-2020, ngokulandelana).
	Umhlahlandlela weNqubomgomo ye-CPD yangonyaka we-2020.
	Ukuxhumana okufanelekile nama-RA akhethelwe ukuqapha i-CPD.
Ukuqeqesha	Imininingwane yabaqeqeshwa abaqedayo, noma labo asebebothule, izinkontileka zabo zokuqeqeshwa.
Amakhono Abalulekile	Izincwadi ezifanele zokubhalelana nabantu bamazwe angaphandle okuhlobene nokuqinisekiswa kwenhloso yabo yokufunda ukuze babe ama-RA, ngezinjongo zokufaka izicelo ze-visa.
IKomidi Lezemfundo Namakomidi awumxhantela	Izincwadi zokuqokwa kwamalungu amakomidi.
	Imininingwane yamalungu amakomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.
	Irejista yababekhona.
	.

	Ukuxhumana ngezincwadi, amamemorandamu, izethulo.
	Amaminithi emihlangano yamakomidi namakomidi awumxhantela.
	Imithetho yokuziphatha esayinwe amalungu eKomidi lezemfundo namakomidi awumxhantela.
	Isimemezelo Sentshisekelo esayinwe amalungu eKomidi Namakomijana Ezemfundo.

6.5 Ukuphenya.

ISIHLOKO	IZIGABA ZOLWAZI
Ama-RA namafemu ngamanye	Izinsuku zokuphenya.
	Amafayela ophenyo.
	Imibiko yophenyo.
	Ulwazi lweNgozi/Ubuhlakani Bomsebenzi.
	Ulwazi lwezinyathelo zokulungisa isimo.
Imihlangano yokucobelelana ngolwazi yoPhenyo Namazinga Ocwaningomabhuku	Amapheshana namaslayidi.
Ikomidi Lophenyo	Izincwadi zokuqokwa kwamalungu amakomidi.
	Imininingwane yamalungu amakomidi.
	Imibhalo namaqoqo emihlangano.
	Irejista yababekhona.
	.
	Imibhalo yemihlangano yamakomidi
	Ukuxhumana ngezincwadi, amamemorandamu, izethulo.
	Imithetho yokuziphatha esayinwe amalungu eKomidi Lophenyo.
	Isimemezelo Sentshisekelo esisayinwe ngamalungu eKomidi Lophenyo.

6.6 Amazinga

ISIHLOKO	IZIGABA ZOLWAZI
Izimemezelo Zocwaningomab huku Ezikhishiwe	Isimo Nokugunyazwa Kwezimemezelo kanye Nenqubomgomo Yenqubo Edingeka Ngayo.
	IKomidi lamasu amazinga Ocwaningomabhuku kanye nobulungu.
	I-IAASB Handbook Yokulawulwa Kwekhwalithi, Yokucwaninga Amabhuku, Yokubuyekeza, Okunye Ukuqinisekisa, kanye Nezinsizakalo Ezihlobene Nakho Izimemezelo – uMqulu I, II kanye no-III.
	Amazinga aseNingizimu Afrika Ngokuhlanganyela Ngesiqiniseko.
	Izitatimende Zenqubo Yokuqinisekisa YaseNingizimu Afrika
	Imihlahlandlela
	Ukuqwashiswa Ngenqubo Yocwaningomabhuku Lwabasebenzi
	Imibiko ekhombisa umcwaningi-mabhuku nemibiko yesiqinisekiso.
	Ukuxhumana.
	Umbhalo weziphakamiso okhishelwe ukuphawula komphakathi kanye nezincwadi zokuphawula komphakathi ezamukeliwe
Izimemezelo Zenkambiso Enhle Ezikhishiwe	IMithetho Mayelana Nokuziphatha Okungafanele.
	Imithetho ye-IRBA Yokuziphatha Komsebenzi Wabacwaningimabhuku Ababhalisiwe.
	IKomidi lobulungu be-Auditor Ethics.
	I-IAASA Handbook Yemithetho Yenkambiso Enhle Yabagcinima-akhawunti Abasemthethweni.
	Ukuxhumana.
	Izincwadi zokudalula ezikhishelwe ukuphawula nezincwadi zokuphawula zamukelwe
Izinkinga Ezitholiwe Ezibikwayo	Umhlahlandlela Wezinkinga Ezitholiwe Ezibikwayo.
	Izincwadi ezingamathempulethi
IKomidi Lamazinga Ocaningomabhuku (i-CFAS) kanye Nekomidi	Izincwadi zokuqokwa kwamalungu amakomidi.
	Imininingwane yamalungu amakomidi.
	Amphuzu emihlangano namaqoqo emihlangano.
	Irejista yababekhona.

Lokuziphatha Kwabacwaningimabhuku (i-CFAE)	.
	Amaminithi emihlangano yamakomidi
	Ukuxhumana ngezincwadi, amamemorandamu, izethulo.
	Imithetho yokuziphatha esayinwe amalungu e-CFAS nawe-CFAE.
	Isifungo sezinzuzo esisayinwe amalungu e-CFAS nawe-CFAE.

6.7 Okunye

ISIHLOKO	IZIGABA ZOLWAZI
Amarekhodi Ahlukahlukene Agcinwe Ngokuvumelana noMthetho Wokulingana Emsebenzini wama-55 wonyaka we-1998, njengoba uchitshiyelwe. Izidingo	UMthetho Womsebenzi Wokucwaningwa Amabhuku wama-26 wonyaka we-2005, njengoba uchitshiyelwe.
	noMthetho Wokuphathwa Kwezimali Zomphakathi woku-1 wonyaka we-1999
	UMthetho Wokulingana Emsebenzini wama-55 wonyaka we-1998, njengoba uchitshiyelwe.
	UMthetho Wezimo Eziyisisekelo Zokusebenza wama-75 wonyaka we-1997, njengoba uchitshiyelwe.
	UMthetho Wokuthuthukiswa Kwamakhono wama-97 wonyaka we-1998, njengoba uchitshiyelwe.
	UMthetho Wesikhwama Somshwalense 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 Kwabamnyama Kwezomnotho Ngokubanzi wama-53 wonyaka we-2003, njengoba uchitshiyelwe.

6.8 Ulwazi Oluhlobene ne-POPIA [Isahluko se-14(1)(c)]

Ngokwe-POPIA i-IRBA kufanele ihlinzeke Abanikazi Bolwazi² ngencazelo yolwazi lomuntu siqu esilucubungulayo, ukuthi kungani lucutshungulwa, nokuthi obani okungabelwana nabo ngalolu lwazi, futhi imininingwane ichazwe ngezansi:

6.8.1 Ulwazi lomuntu siqu olucutshungulwe yi-IRBA

Uhlobo lolwazi lobuqu olucutshungulwa yi-IRBA luzoncika enhlosweni oluqoqelwa yona.

I-IRBA izodalulela izihloko zomningo ukuthi kungani ulwazi lobuqu luqoqwa futhi izocubungula ulwazi lobuqu ngaleyo nhloso kuphela, okwenziwa ngaphansi kwezaziso eziqondile nezilandayo zokucubungula ezifakwe kusizindalwazi se-IRBA.

Ngezansi kunohlu lolwazi lobuqu olucutshungulwa yi-IRBA, kubandakanya nesigaba sezihloko zomningo eziyingxenywe yaso. Ulwazi oluhlinzekwe ngaphansi kwalesi sahluko lubhekisela ezigabeni ezibanzi zolwazi futhi aluphelele.

Abantu abaphilayo	Amagama; imniningwano yokuxhumana; amakheli endawo naweposi; usuku lokuzalwa; inombolo kamazisi (ye-ID); ulwazi oluhlobene nentela; ubuzwe; ubulili; izincwadi eziyimfihlo.
Umuntu ongokomthetho / nezihlangano	Amagama abantu okuxhunanwa nabo; igama leNhlanguano Esemthethweni; ikheli lendawo neleposi kanye nemininingwane yokuxhumana; ulwazi lwezezimali; inombolo yokubhaliswa; imibhalo yokusungula; imininingwane ephathelene nokuphathwa nobunikazi bezinhlangano

² Umuntu noma isigungu esingokomthetho esiwumnikazi wolwazi lomuntu siqu.

Abantu bakwamanye amazwe / izihlangano	Amagama; imininingwane yokuxhumana; ikheli lendawo neleposi, nelolwazi lwezezimali; usuku lokuzalwa; izinombolo zencwadi yokuvakasha; uwazi olumayelana nentela; ubuzwe; ubulili, ukuxhumana okuyimfihlo; izinombolo zokubhaliswa; imibhalo yokusungula; imininingwane ephathelene nokuphathwa nobunikazi bezinhlangano
Ama-RA	Abantu abaphilayo: amagama; imininingwane yokuxhumana; amakheli endawo naweposi; usuku lokuzalwa; inombolo kamazisi (i-ID); ulwazi oluhlobene nentela; ubuzwe; ubulili; izincwadi eziyimfihlo; umlando wokusebenza, iziqu, ukuziphatha kobugebengu kanye/noma amarekhodi obugebengu
Amafemu Abacwaningomabhuku	Amagama abantu okuxhunyanwa nabo; igama leNhlangothi Esemthethweni; ikheli lendawo neleposi kanye nemininingwane yokuxhumana; ulwazi lwezezimali; inombolo yokubhaliswa; imibhalo yokusungula; imininingwane ephathelene nokuphathwa nobunikazi bezinhlangano
Amalungu Ebhodi, Abaphathi, Amalungu Ekomidi, Abasebenzi kanye nezingxeye ezihlobene nakho	Amagama, imininingwane yokuxhumana; amakheli asekuhlaleni naweposi; usuku lokuzalwa, inombolo kamazisi (i-ID); ubulili, ukukhulelwa; isimo somshado; ubuhlanga, iminyaka yobudala, ulimi, ulwazi lwezempilo; ulwazi lwezezimali; umlando wokusebenza; isihlobo; amagama ezingane, ubulili, ubudala, ikheli lendawo kanye neleposi; imibono, ukuziphatha kobugebengu kanye/noma amarekhodi obugebengu; inhlalakahle; izitshisekelo zangaphandle zezohwebo; ulwazi lwezempilo
Abasebenzisi bewebhusayithi/ Abasebenzisi bokugcina bohlelo lokusebanza.	Amagama, isihlonzi se-elethronikhi sedatha: ikheli le-IP, idatha yokungena, amakhukhi, idatha yokwenziwa kwasendaweni ngogesi; imininingwane yeselula, idatha ye-GPS.

6.8.2 Ukwabelana ngolwazi lobuqu

I-IRBA ingahle inikeze ulwazi lobuqu kwabangahle babe abamukeli, uhlu olungaphelele:

- a) Ibhodi Namakomidi e-IRBA;
- b) Abaphathi be-IRBA;
- c) Abasebenzi be-IRBA;
- d) Abasebenzisi be-IRBA;
- e) Ababambiqhaza be-IRBA;
- f) Isiphathimandla Esiphethe se-IRBA;
- g) Abalawuli kanye nezinhlanga zikahulumeni; futhi
- h) Abanye abamukeli bezinkampani zangaphandle

6.8.3 Ukuhwebelana okweqa imingcele yamazwe

I-IRBA ingadalula ulwazi lobuqu olucutshungulwe yiyo kunoma iziphi izinhlangano ezisebenzisana nayo noma kubahlinzeki bosizo bezingxenye zesithathu ezingaphandle kweNingizimu Afrika, ezibandakanya nazo ebhizinisini noma labo osizo lwabo noma imikhiqizo yabo ekhetha ukuyisebenzisa, kubandakanya nezinsizakalo zeklawudi ezisingathwa ezindaweni zamazwe ngamazwe.

Ulwazi lobuqu lungaphinde ludalulwe lapho i-IRBA inomsebenzi osemthethweni noma inelungelo elingokomthetho lokwenza kanjalo.

I-IRBA, mayelana nalokhu, izozama ukungena ezivumelwaneni ezibhaliwe ukuze iqinisekise ukuthi ezinye izinhlangano zithobela i-POPIA kanye nezidingo zobumfihlo nezimfihlo ze-IRBA. Incazelo ejwayelekile yezinyathelo zokuphepha kolwazi I-IRBA isebenzisa izinyathelo ezifanele, ezinengqondo zobuchwepheshe kanye nenhlangano ukuvimbela ukulahleka, ukulimala, noma ukucekelwa phansi okungagunyaziwe kolwazi lomuntu siqu kanye nokufinyelela okungekho emthethweni noma ukucutshungulwa kolwazi lomuntu siqu.

6.8.4 Incazelo ejwayelekile yezinyathelo zokuphepha kolwazi

I-IRBA isebenzisa izinyathelo ezifanele, ezizwakalayo zobuchwepheshe kanye nezenhlangano ukuvimbela ukulahleka, ukulimala, noma ukucekelwa phansi okungagunyaziwe kolwazi lobuqu kanye nokuvimbela ukufinyelela noma ukucutshungulwa kolwazi lobuqu okungekho emthethweni. Lezi zinyathelo

zibandakanya okulandelayo:

- a) Amathuluzi Okuqapha Ukuphepha (amafayawoli);
- b) Uhlelo lokuvikela ubuxhakaxhaka kanye nezinqubo zokuvuselela;
- c) Ukulawula ukufinyelela okunengqondo nokubonakalayo;
- d) Ukuhlelwa okuvikelekile kokusebenza kwengqalasizinda zobuchwepheshe bolwazi ze-IRBA; kanye

Abahlinzeki bosizo bangaphandle abanenkontileka yokusebenzisa izilawuli zokuphepha kanye/noma bahlinzeke ngezindawo ezivikelekile zokugcina amarekhodi.

6.8.5 Isicelo

Izihloko Zomningo zinelungelo lokhu:

- a) ukucela ukulungiswa, ukucishwa noma ukucekelwa phansi kolwazi lwabo lobuqu, efomini elimisiwe, okuyifomu elifakwe lapha ngaphansi kweNgxenye D futhi elimakwe iFomu lesi-2.
- b) Inhloso
- c) ekucutshungulweni kolwazi lwabo lobuqu besebenzisa ifomu elimisiwe, elifakwe lapha ngaphansi kweNgxenye D futhi elimakwe iFomu loku-1.

Nanoma yisiphi isicelo sokufinyeleleka kolwazi lomuntu siqu ngokwezinhlinzeko ze-POPIA, kufanele senziwe ngokuhambisana nemibandela ebekwe ngaphansi kwale Manuwali ye-PAIA. (Bheka isigaba sesi-5 ngenhla)

7. UKUDALULA NGOKUZENZAKALELAYO NGOKWESAHLUKO SE-15 SOMTHETHO

Lezi zigaba zolwazi ezilandelayo zitholakala ngokuzenzakalelayo e-IRBA, ngaphandle kokuthi umuntu afake isicelo ngokusemthethweni ukufinyelela ngokoMthetho.

7.1 Abaphathi

Ulwazi	Izindleko
Incwadi yolwazi (isifanekiso sobuchwepheshe)	Mahhala
Izindaba ze-IRBA	Mahhala
Imibiko Yonyaka	Mahhala

7.2 Ezomthetho

Ulwazi	Izindleko
Amarejista obulungu (acashunwe ku-)	Mahhala
Amarejista amafemu (acashunwe ku-)	Mahhala
Izincwadi zokuqinisekisa ukubhaliswa	Mahhala
Umhlahlandlela wezinkinga Ezitholiwe Ezibikwayo , imibiko yonyaka kanye namafomu ezincwadi	Mahhala
Imibiko Yokuphoqelesa	Mahhala

7.3 Ezemfundo Nokuqeqeshwa

Ulwazi	Izindleko
Imodeli Yokuqinisekiswa	Mahhala
Umhlahlandlela Wabaqokelwe i-ADP nenqubo yomsebenzi wama-RA	Mahhala
Uhlaka Lokufaneleka	Mahhala
Inqubomgomo ye-CPD kanye noMhlahlandlela wokusetshenziswa kweNqubomgomo ye-CPD	Mahhala

7.4 Amazinga

Ulwazi	Izindleko
Ukumenyezela kocwaningomabhuku kanye nokusalungiswa okusobala	Mahhala
Ukumenyezela kwenkambiso enhle kanye nokusalungiswa okusobala	Mahhala

7.5 Ukuhlola.

Ulwazi	Izindleko
Umbiko Wokuhlola Komphakathi .	Mahhala
Amasu Omjikelezo Wokuhlola nenqubo	Mahhala

Umbiko Wezinkomba Zekhwalthi Yokuhlolwa Kwamabhuku (i-AQI)	Mahhala
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8. INCAZELO YEZINSIZAKALO EZITHOLAKALA KUMALUNGU OMPHAKATHI KANYE NOKUTHI UNGAFINYELELEKA KANJANI KULEZO ZINSIZAKALO [isahluko se-14(1)(b)(iv)]

Izinsizakalo ezilandelayo ziyatholakala emphakathini zivela kwi-IRBA:

USIZO LOMNYANGO		UKUTHOLA KANJANI UKUFINYELELEKA KULOLU SIZO
8.1 Ezabaphathi	Usizo kumalungu omphakathi ngendlela yokuthola ukushicilelwa okwehlukene kweBhodi (okungukuthi, uMbiko Wonyaka, uMbiko Odidiyelwe, Izindaba ze-IRBA).	Izicelo zingenziwa ngokubhala; kungenjalo thintana nehhovisi ngokuqondile noma ufinyelela kwisizindalwazi se-IRBA.
8.2 Ezomthetho	Usizo kumalungu omphakathi ngemibuzo ejwayelekile mayelana nesimo sokubhaliswa kwama-RA kanye namaferu e-RA.	Imibuzo ingabuzwa ngomlomo mathupha noma ngocingo. Uma kungenjalo, imibuzo ingathunyelwa ngokubhala noma ulwazi lungatholakala kusizindalwazi se-IRBA.
	Ukushushiswa kwezikhalazo zokuziphatha okungafanele kwama-RA.	Izithangami zokkulalelwa kokuqondiswa kwezigwegwe zivulelekile kumphakathi. Izinsuku zokulalelwa okuhleliwe zingatholakala kusizindalwazi se-IRBA.
	Izikhazazo zokukhohlisa	Izikhazazo zingafakwa yinanoma iyiphi i-RA, ifemu, ilungu lomphakathi, isosesheni noma inhlangano, ngokubhala, isikhazazo uma ikholelwa ukuthi ongabhalisiwe njengomcwani mabhuku wenza lokho.
	Usizo oluya emalungwini omphakathi ngemibuzo ejwayelekile mayelana nokungafaneli okubikwayo.	Imibuzo ingenziwa ngomlomo mathupha noma ngokubhala nge-imeyili.

8.3 Ezokuphenya	Usizo olunikezwa amalungu omphakathi anemibuzo ejwayelekile mayelana nokuziphatha kwe-RA.	Imibuzo ingenziwa ngocingo noma nge-imeyili.
	Ukuphenywa kwezikhalazo zokuziphatha okungafanele kwama-RA.	Nanoma iliphi ilungu lomphakathi, noma ifemu ingafaka isikhalazo nge-RA, uma ikholelwa ukuthi i-RA inecala lokuziphatha okungafanele. Lokhu kufanele kube ngendlela yencwadi efungelwe yokuqala. Izikhalo zibe seziphenywa bese zethulwa eKomitini Eliphenyayo, okuyilona elidingidayo bese lincoma imiphumela eKomidini Lokuphoqelela. IKomidi Lokuphoqelela lithatha izinqumo zokugcina ngemiphumela bese isidluliselwa emaqenjini athintekayo.
8.4 Ezokuthuthukiswa kwemfundo, ukuqeqeshwa kanye nobuchwepheshe	Usizo kumalungu omphakathi ngemibuzo ejwayelekile mayelana nemfundo, ukuqeqeshwa kanye nezidingo zokuhlola ukubhaliswa njenge-RCA noma i-RA. Ukuqinisekiswa kwenhloso yokufunda nokubhalisa njenge-RA ngezihloso zezicelo ze-visa (okungebona abahlali).	Imibuzo ingaphendulwa ngocingo, ngokubhala, noma ngokungena kusizindalwazi se-IRBA. Izicelo zingenziwa ngokubhaliwe kuphela ngabantu okungebona abahlali abahlose ukulandela umsebenzi wama-RA ukuze baqinisekise isigaba sohlelo abaluqedile kanye nezidingo ezisele zokubhalisa njenge-RA, ngenhloso yezicelo zabo ze-visa.

8.5 Amazinga	Ukukhishwa Kwezimemezelo Zokuhlolwa Kwamabhuku.	Imibuzo ingathunyelwa ngocingo, ngokubeka isikhathi, ngokubhala, noma ngokungena kusizindlwazi se-IRBA.
	Usizo kumalungu omphakathi ngemibuzo ejwayelekile mayelana namazinga ocwaningomabhuku, izimiso zokuziphatha komcwaningi-mabhuku (imibuzo emayelana neMithetho Yokuziphatha Kochwepheshe).	Imibuzo ingabhekiswa ngocingo, ngokubeka isikhathi, ngokubhala, noma ngokungena kusizindlwazi se-IRBA.
8.6 Ezokuhlola.	Usizo kumalungu omphakathi ngemibuzo ejwayelekile mayelana nenqubo yokuhlola kanye nokubika.	Imibuzo ingenziwa ngokukhuluma mathupha noma ngocingo. Kungenjalo, imibuzo ingenziwa ngokubhala, nge-imeyili noma ulwazi lungatholakala kusizindlwazi se-IRBA.
	Ukuthola izeluleko zokwazisa ukukhethwa kophenyo olusekelwe kwingozi kanye nezindawo okugxilwe kuzo.	Ukuceba okuyimfihlo kungenziwa nge-imeyili futhi ulwazi olwengeziwe lungatholakala kusizindlwazi se-IRBA. Yize ulwazi lutholwa emphakathini, le nqubo ayiholeli ekunikezweni kwezimpendulo.

9. UKUBAMBA IQHAZA EKWAKHIWENI KWENQUBOMGOMO/ UKUSEBENZISA IGUNYA/UKWENZA IMISEBENZI [Isahluko se-14(1)(b)(v)]

- 9.1 I-IRBA, ngokwesekwa amakomiti afanele, yamukela, ithuthukise, ikhiphe, imise futhi ibeke izimemezelo zocwaningomabhuku ezakha amazinga okusebenza ngobungcweti, imithetho ephathelene nokuziphatha okungafanele kanye neMithetho Yokuziphatha Okusemthethweni kwabacwaningi-mabhuku ababhalisiwe. I-IRBA iphinde imisele iMithetho.
- 9.2 Ngaphambi kokugunyazwa kwezimemezelo kanye/noma iMithetho engenhla, i-IRBA ishicilela

imibhalo ehlongozwayo ukuze izingxenye ezinentshisekelo kanye/noma ezithintekayo ziphawulwe ngazo. Kungale nqubo yokushicilelwa lapho abantu abanentshisekelo bengenza izethulo noma babambe iqhaza noma babe nomthelela ekwakhiweni kwenqubomgomo, ukusetshenziswa kwamandla e-IRBA ekwenzeni imisebenzi yayo.

10. INCAZELO NGEZIXAZULULO EZITHOLAKALAYO MAQONDANA NOKWENZA NOMA UKWEHLULEKA UKWENZA KOMNYANGO WEZOKUTHUTHA KWE-IRBA [Isahluko se-14(1)(a)(iii)]

10.1 Umfakisicelo angafaka isikhalazo sangaphakathi kuMgcinilwazi we-IRBA, lapho umfakisicelo enesikhalazo nganoma yisiphi kulezi zinqumo ezilandelayo ezithathwe nguSekela-Mgcinilwazi:

10.1.1 Isinqumo sokwenqaba ukunikeza ukufinyeleleka kwirekhodi;

10.1.2 Isinqumo sokwelula kwesikhathi sokusebenza isicelo;

10.1.3 Izimali ezikhokhwayo;

10.1.4 Ukwenqaba ukunikeza umfakisicelo nanoma iyiphi ingxenye yerekhodi efunwayo; kanye/noma

10.1.5 Ukwenqaba ukunikeza umfakisicelo ukufinyelela kwirekhodi ngendlela eceliwe; futhi

10.2 Ingxenye yesithathu ingafaka isikhalazo sangaphakathi ngoMgcinilwazi we-IRBA, lapho ingxenye yesithathu iphatheke kabi ngesinqumo esithathwe nguSekela-Mgcinilwazi ukuze avumele isicelo sokufinyeleleka kwirekhodi.

10.3 Izinqubo ezilandelayo zizosebenza ezikhalazweni:

10.3.1 Ummangali ufanele agcwalise futhi afake, kungakapheli izinsuku ezingama-60 emukele isinqumo asikhalazelwayo, iFomu lesi-4 lesikhalazo, elifakwe lapha ngaphansi kweNgxenye C.

10.3.2 Ngaphandle kwesigaba se-10.3.1, uma isaziso esiya kwingxenye yesithathu siyadingeka ngokwesahluko sama-49(l)(b), iFomu lesi-4 lesikhalazo eligcwalisiwe lifanele lifakwe kungakapheli izinsuku ezingama-30 ngemuva kokunikezwa kwesaziso kumfakisikhalazo kukhalazelwa isinqumo esiphikiswayo noma, uma isaziso esiya kumfakisikhalazo singadingeki, ngemuva kokuba isinqumo sesithathiwe.

10.3.3 Ummangali angacela ukwaziswa ngomphumela wesikhalazo nganoma iyiphi indlela ngaphandle kwempendulo ebhaliwe, isibonelo, ngocingo.

10.3.4 Ummangali ufanele anikeze imininingwane yakhe yokuxhumana.

10.3.5 UMgcinilwazi uzophendula isikhalazo kungakapheli izinsuku eziyi-15 zokusebenza; futhi uma isikhalazo singaphumeleli, izizathu zizonikezwa ngokoMthetho.

10.4 Umfakisicelo noma ingxenye yesithathu ingakhetha ukufaka isikhalazo kuMlawuli Wolwazi noma ifake isicelo eNkantolo enegunya lokuphatha ukuze ithole isixazululo esifanele, iphikise

isinqumo esithathwe uSekela-Mgcinilwazi noma uMgcinilwazi.

- 10.5 Isikhalo kuMlawuli Wolwazi sifanele senziwe kusetshenziswa ifomu elimisiwe lokufaka isikhalazo, elifakwe lapha ngaphansi kweNgxenywe C njengeFomu lesi-5; futhi sifanele sifakwe ngqo kuMlawuli Wolwazi, kungakapheli izinsuku eziyi-180 kutholwe isinqumo esiyisihloko sesikhalazo.
- 10.6 Esimeni lapho umfakisiselo noma igxenywe yesithathu ikhetha ukuya eNkantolo ukuze ithole usizo olufanele, umfakisiselo noma ingxenywe yesithathu ingenza kanjalo kungakapheli izinsuku eziyi-180 ithole isinqumo sikaSekela-Mgcinilwazi noma uMgcinilwazi, njengoba kunokwenzeka.

11. OLUNYE ULWAZI OLUCHAZIWE NGOKUVUMELANA NOMTHETHO [Isahuko se-14(1)(a)(iv)]

Okwamanje alukho ulwazi olutholakala kuNgqongqoshe Wezobulungiswa Nokuthuthukiswa Komthethosisekelo, ngokweSahluko sama-92 soMthetho, oluzodalulwa lapha ngezansi.

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

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

13. UKUTHOLAKALA KWENCWADI YOKUCACISA [Isahluko se-14(3)]

- 13.1 Le ncwadi yokucacisa itholakala ngezilimi ezintathu ezisemthethweni, okuyisiNgisi, isiBhunu kanye nesiZulu.
- 13.2 Le ncwadi yokucacisa iyatholakala kusizindalwazi se-IRBA nasemahhovisi e-IRBA.

14. UKUKHULULWA KUNOMA YIMUPHI 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 ngenxa yezizathu zokuphepha, ezokuphatha noma zezezimali.

15. INDLELA YOKUKHOKHA

- 15.1 Zonke izinkokhelo kufanele zenziwe ngokufaka imali ku-akhawunti yasebhange ye-IRBA. Imininingwane yasebhange izonikezwa uma kwenziwa isicelo.
- 15.2 Asikho isicelo esingasetshenzwa ngaphandle uma imali yesicelo, lapho kufanele, isikhokhiwe (Isahluko sama-22(1)).

**B. IZIMALI EZIKHOKHWAYO EZIMISIWE ZOLWAZI OLUGCINIWE
YISIGUNGU SIKAHULUMENI, NJENGOBA KUSHIWO IZIMISO ZAMANJE
EMTHETHWENI**

Izimali ezikhokhwayo zokufinyeleleka kulwazi olugciniwe ngokweSimiso sesi-8 se-PAIA seZimiso zonyaka we-2021, zinjengoba zilandela:

Incazelo	Imali
Imali yesicelo ekhokhwa yiwo wonke umfakisiselo	ama-R100.00
Amakhophi ubukhulu bekhasi obungu-A4	i-R1.50 ikhasi ngalinye lawo.
Amakhophi agayiwe ubukhulu bekhasi obungu-A4	i-R1.50 ikhasi ngalinye lawo.
Ikhophi efundeka ngekhompuyutha ku-: (i) I-flash drive (elethwa umfakisiselo)	ama-R40.00
Umbhalo wezithombe ekhasini ngalinye elingu-A4	Usizo lukhishelwe ngaphandle. Luzolala kwikhotheshini evela kuMhlinzeki Wosizo.
Ikhophi yezithombe	
Umbhalo womsindo oqoshiwe, ikhasi ngalinye elingu-A4	ama-R24.00
Ikhophi yomsindo oqoshiwe ku-: (i) I-flash drive (ezohlinzekwa umfakisiselo)	ama-R40.00
Ukucinga nokulungisa ulwazi olugciniwe ukuze lidalulwe, ihora ngalinye noma ingxenye yehora, kushiya ngaphandle ihora lokuqala, ngokwemfanelo elingekayo ekucingeni nasekulungiseni okufana nalokhu.	ama-R100.00
Ukuze kungeqiwa isamba esiphelele sezindleko	ama-R300.00
Idiphozithi: Uma ukucinga kudlula amahora ayi-6	Okukodwa kokuthathu ngesicelo

	ngasinye kubalwe ngokwephuzu lesi-2 ukuya kwelesi-8.
Imali yokuposa, i-imeyili noma nanoma yikuphi okunye ukudlulisa kwe-elekhthronikhi	Izindleko zangempela, uma zikhona.

**Ukwenzela izinhloso zesahluko sama-22 (2) soMthetho, okulandelayo
kuyasetshenziswa:**

UMgcinilwazi we-IRBA noma uSekela-Mgcinilwazi ukholelwa ukuthi ukuqoqwa nokukhiqizwa kabusha kolwazi olugciniwe oluceliwe kuzothatha isikhathi esingaphezu kwamahora ayisithupha, ingxenywe yesithathu yemali yokufinyeleleka ingahle ikhokhiswe phambilini njengediphozithi, futhi umfakisiselo uzokwaziswa ngokufanele.

Uma ulwazi olugciniwe lingatholakali ngendlela elicelwe ngayo ekuqaleni, imali yokufinyelela ekhokhiswayo ngeke yeqe imali ebiyobizwa ukube ukufinyeleleka bekuvunyelwe ngendlela ebicelwe ngayo ekuqaleni.

C: AMAFOMU E-PAIA

IFOMU LESI-2 - ISICELO SOKUFINYELELEKA KWIREKHODI

IFOMU LESI-3 - UMPHUMELA WESICELO KANYE NEZIMALI EZIKHOKHWAYO

IFOMU LESI-4 - UKUFAKA ISIKHALAZO SANGAPHAKATHI

IFOMU LESI-5 - UKUFAKA ISIKHALAZO

IFOMU LESI-2 - ISICELO SOKUFINYELELEKA KWIREKHODI

[ISimiso sesi-7]

Qaphela:			
1. Ubufakazi bokuthi ungubani bufanele bufakwe ngumfakisicelo.			
2. Uma izingicelo zenziwe egameni lomunye umuntu, ubufakazi bokugunyazwa okunjengalokhu, bufanele bufakwe kuleli fomu.			
LIYA KU-:			
Mgcinilwazi			
(Ikheli)			
Ikheli Le-imeyili:			
Inombolo yesikhahlamazi:			
Faka uphawu u-"X"			
☐ Isicelo senziwa egameni lami	☐ Isicelo senziwa egameni lomunye umuntu.		
ULWAZI LOBUQU			
Amagama aphelele:			
Inombolo kamazisi (ye-ID):			
Isikhundla sokwenza isicelo (<i>uma senziwe egameni lomunye umuntu</i>):			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli Le-imeyili:			
Izinombolo zoxhumana:	Ucingo. (B):	Isikhahlamazi:	
	Umakhal ekhukhweni:		

Amagama aphelele omuntu owenzelwa isicelo (uma ekhona):			
Inombolo kamazisi (ye-ID):			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli Le-imeyili:			
Izinombolo zoxhumana:	Ucingo. (B):		Isikhahlam ezi:
	Umakhal ekhukhwi ni:		

[illegible]

(Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli fomu. Onke amakhasi engeziwe kufanele asayinwe.)

Inombolo yerefrensi, uma ikhona:

Nanoma ngabe imiphi eminye imininingwane yolwazi olugciniwe:

UHLOBO LWEREKHODI (Faka uphawu u-"X" ebhokisini elifanele)	
Ulwazi olugciniwe noma olugayiwe	
Ulwazi olugciniwe olunezithombe zokwenziwa (lokhu kubandakanya izithombe, amaphepha, okuqoshiwe kumabonakude, imifanekiso eyakhiwe ngobuchwepheshe, imidwebo, njll.)	
Ulwazi olugciniwe olunamagama aqoshiwe noma ulwazi olungashicilelwa ngomsindo	
Ulwazi olugciniwe ngobuxhakaxhaka bobuchwepheshe, noma lifundeka ngomshini	

UHLOBO LOKUFINYELELEKA (Faka uphawu u-"X" ebhokisini elifanele)	
Isifanekiso esicindezelwe solwazi (<i>kubandakanye izifanekiso noma yiziphi izithombe zokwenziwa, imibhalo elotshiwe nolwazi olugcinwe ngobuchwepheshe</i>)	
Umbhalo olotshiwe noma ocindezelwe wezithombe zokwenziwa (<i>lo-khu kufaka izithombe, amaslayidi, izithombe eziqoshiwe, izithombe ezikubuchwepheshe, imidwebo, njll</i>)	
Umbhalo olotshiwe womsindo oqoshiwe (<i>idokhumenti ebhaliwe noma ephrintiwe</i>)	
Umfanekiso werekhodi yolwazi olugcinwe ku-flash drive (<i>kubandakanye izithombe zokwenziwa nomsindo oqoshiwe</i>)	
Umfanekiso werekhodi elondolozwe kwizinqolobane ezisemoyeni (cloud)	

INDLELA YOKUFINYELELEKA (Faka uphawu u-"X" ebhokisini elifanele)	
Ukuhlolwa kolwazi olugciniwe mathupha ekhelini elibhalisiwe lohlaka lukahulumeni/lwangasese(kubandakanywa ukulalela amagama aqoshiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma nge-elekhtronikhi noma ngohlobo olufundeka ngomshini)	
Izinsizakalo zeposi ekhelini leposi	
Izinsizakalo zeposi ekhelini lomgwaqo	
Izinsizakalo zokuhanjiswa kwamaphasele ekhelini lomgwaqo	
Ngesikahlamezi, ulwazi ngohlobo olubhaliwe noma olugayiwe (kubandakanya okulotshiwe kususelwa kokukhulunywe)	
I-imeyili yolwazi (kubandakanya imisindo eqoshiwe emibukisweni uma kungenzeka)	
Ngokwabelana ngokomoya (cloud)/ukudlulisa kwefayela	
Ulimi oluthandwayo: (Qaphela ukuthi uma <i>ulwazi olugciniwe</i> lingatholakali ngolimi oluthandayo, ukufinyeleleka kungatholakala ngolimi <i>ulwazi olugciniwe</i> olitholakala ngalo)	

IMININGWANE YELUNGELO ELIZOKUSETSHENZISWA NOMA LIVIKELWE <i>Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli Fomu.</i> <i>Umfakisiselo kufanele asayinde onke amaphepha angeziwe.</i>	
Bonisa ukuthi iliphi ilungelo okufanele lisetshenziswe noma livikelwe:	
Chaza ukuthi kungani ulwazi olugciniwe oluceliwe lifuneka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:	

IZIMALI EZIKHOKHWAYO EZIMISIWE

- a) Imali yesicelo ifanele ikhokhwe ngaphambi kokuthi isicelo sicutshungulwe.
- b) Uzokwaziswa ngenani lemali yokufinyeleleka okufanele ikhokhwe.
- c) Imali ekhokhwayo yokufinyeleleka kwirekhodi ilele ohlotsheni ukufinyeleleka okudingeka ngalo futhi nasesikhathini esifanele esidingekayo ukucinga nokulungisa irekhodi.
- d) Uma ufanelekela ukungakhokhi noma iyiphi inkokhelo, sicela usho isizathu sokukhululwa enkokhelweni.

Isizathu:	

Uzokwaziswa ngokubhaliwe ngesinqumo kwisicelo sakho uma sivunyiwe noma senqatshiwe nezindleko ezimayelana naleso sicelo sakho, uma zikhona. Sicela ukhombise indlela oyithandayo yokuxhumana:

Ikheli leposi	Isikhahla mezi:	Ukuxhumana ngokobuxhakaxhaka bobuchwepheshe (Sicela ucacise)

Isayindwe e-/o- ngalolu suku lo mhla zi- ku- 20

.....

Uyasayina umfakisicelo/noma umuntu owenzelwa isicelo

.....

LE NGXENYE ISETSHENZISWA NGUMNYANGO KUPHELA

Inombolo yereferensi:	
Isicelo samukelwe ngu-: (shono isikhundla ngokomsebenzi, igama nesibongo soMgcinilwazi)	
Usuku Lokwamukelwa:	
Imali yokufinyeleleka:	
Idiphozi (uma ikhona):	

.....

Ukusayina komgcinilwazi

u

IFOMU LESI-3 - UMPHUMELA WESICELO KANYE NEZIMALI EZIKHOKHWAYO

[ISimiso sesi-8]

Qaphela:

1. Uma isicelo sakho samukelwe—

(a) inani lemali yediphozithi, (uma ikhona), ifanele ikhokhwe ngaphambi kokuthi isicelo sakho sicutshungulwe; futhi

(b) ulwazi olugciniwe eliceliwe/ingxenye yolwazi olugciniwe izokhishwa kuphela uma ubufakazi benkokhelo ephelele sebutholakele.

2. Sicela usebenzise inombolo yereferensi engezansi kukho konke ukuxhumana kwesikhathi esizayo.

Inombolo Yereferensi:

LIYA KU:-

.....
.....
.....
.....

Isicelo sakho sangomhla zi-..... , sibhekisa ekuthini:

1.Ucele:	
Ukuhlolwa kolwazi lobuqu ekhelini elibhalisiwe lohlaka lukahulumeni/lwangesese (kubandakanywa ukulalela amagama aqoshiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kubuxhakaxhaka noma ngobuchwepheshe noma ngohlobo olufundeka ngomshini) kumahhala. Kudingeka ukuthi wenze isikhathi sokuhlolwa kolwazi futhi uze naleli fomu. Uma usudinga nanoma yiluphi uhlobo lokukhiqizwa kabusha kolwazi, uzoba nesibopho sezimali ezimisiwe kuSijobelelo B.	

NOMA

2. Ucelwe:

Amakhophi agayiwe olwazi (kubandakanya namakhophi anoma yiziphi izithombe ezibonwa ku-buxhakaxhaka bobuchwepheshe, okulotshiweyo kususelwa kokulalelwe kanye nolwazi olugcinwe kwizingqolobane noma ngendlela yobuxhakaxhaka nobuchwepheshe noma efundeka ngomshini)	
Okubhaliwe noma okugayiwe kususelwa kwizithombe zekhomyutha (lokhu kubandakanya izithombe, amaslayidi, okuqoshiwe kumabonakude, imifanekiso eyakhiwe ngemshini, imidwebo, njll.)	
Umbhalo womsindo oqoshiwe (umbhalo obhaliwe noma ogayiwe)	
Ikhophi yolwazi olugciniwe ku-flash drive (kubandakanya izithombe ezisemshinini namaculo emibukiso yamafilimu)	
Ikhophi yolwazi olugciniwe olulondolozwe kwizingqolobane zomoya (cloud)	

3. Izothunyelwa nge-:

Izinsizakalo zeposi eziya ekhelini leposi	
Izinsizakalo zeposi eziya ekhelini lomgwaqo	
Izinsizakalo zokuhanjiswa kwamaphasele eziya ekhelini lomgwaqo	
Kwisikhahlamezi, ulwazi ngohlobo olubhaliwe noma olugayiwe (kubandakanya okulotshiwe kususelwa kokukhulunyiwe)	
I-imeyili yolwazi (kubandakanya amaculo emibukisweni uma kungenzeka)	
Ngokwabelana ngobuxhakaxhaka nobuchwepheshe/ukudlulisa kwefayela	
Ulimi oluthandwayo: (Qaphela ukuthi uma <i>ulwazi olugciniwe lungatholakali</i> ngolimi oluthandayo, ukufinyeleleka kungatholakala ngolimi <i>ulwazi olugciniwe</i> elitholakala ngalo)	

Sicela wazi ukuthi isicelo sakho:

Sigunyaziwe

Sivunyiwe/sengatshiwe:

4. Izimali ezikhokhwayo mayelana nesicelo sakho:

	Into	Izindleko zekhasi lobukhulu bekhasi obungu-A4 noma ingxenye yalo	Inani lamakhasi/iz into	Isamba
1.	Imali yesicelo ekhokhwa yiwo wonke umfakisicelo	ama-R100.00		
2.	Amakhophi agayiwe yekhasi elingu-A4	I-R1.50 ikhasi ngalinye lawo.		
3.	Ikhophi egayiwe yekhasi elingu-A4	I-R1.50 ikhasi ngalinye lawo.		
4.	Ikhophi enguhlobo olufundeka ngomshini eku- (i) I-flash drive • Izohlinzekwa ngumfakisicelo	ama-R40.00		
5.	Umbhalo olotshiwe wezithombe ekhasini ngalinye elingu-A4	Usizo lukhishelwe ngaphandle. Luzolala kwikhotheshini evela kumhlinzeki wosizo		
6.	Ikhophi yezithombe			
7.	Umbhalo olotshiwe womsindo oqoshiwe, ikhasi ngalinye elingu-A4	ama-R24.00		
8.	Ikhophi yomsindo oqoshiwe (i) I-flash drive • Izohlinzekwa ngumfakisicelo	ama-R40.00		

9.	Ukufuna noku- lungiselela ulwazi olugciniwe oluzodalulwa ihora ngalinye noma ingxenywe yehora, ngaphandle kwehora lokuqala, elidingekayo ukuze kwe- nziwe lokhu kucinga no- kulungiselela ngeke kweqe isamba sezindleko esingu- R300.00	ama-R100.00		
10.	Idiphozi: Uma ukucinga kungaphezu kwamahora ayi-6	Okukodwa kokuthathu ngesicelo ngasinye kubalwe ngokwephuzu lesi-2 ukuya kwelesi-8.		
11.	Imali yokuposa, i- imeyili noma nanoma yikuphi okunye ukudlulisa ngobuchwepheshe	Imali yesicelo, uma ikhona		
	ISAMBA:			

5.Idiphozithi ekhokhwayo (uma ukucinga kudlula amahora ayisithupha):

☐ Yebo ☐ Cha

Amahora okucinga		Inani lemali yediphozi (Ibalwa ngokukodwa kokuthathu kwesamba semali esiphelele yesicelo ngasinye)	
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Imali yesicelo ifanele ikhokhwe kwi-akhawunti yaseBhange elandelayo: Igama Lebhange:

Igama lomnini-akhawunti:

Uhlobo lwe-akhawunti:

Inombolo Ye-akhawunti:

Ikhodi Yegatsha::

Inombolo yereferensi:

Thumela ubufakazi bakho bokukhokha ku:-

Isayindwe e-/o- ngalolu suku lo mhla zi- ku- 20
.....

.....
UMgcinilwazi

IFOMU LESI-4 - UKUFAKA ISIKHALAZO SANGAPHAKATHI

[ISimiso sesi-9]

Inombolo yereferensi:

IMININGWANE YOHLAKA LUKAHULUMENI				
Igama lohlaka lukahulumeni:				
Igama nesibongo somgcinilwazi:				
IMININGWANE YOMFAKISISCELO OFAKA ISIKHALAZO SANGAPHAKATHI				
Amagama aphelele:				
Inombolo kamazisi (ye-ID):				
Ikheli leposi:				
Izinombolo zoxhumana:	Ucingo. (B):		Isikhahlam ezi:	
	Umakhalekhukhwini:			
Ikheli Le-imeyili:				
Ingabe isikhalazo sangaphakathi sifakwe egameni lomunye umuntu?			Yeb o	Ch a
Uma impendulo ithi "yebo", isikhundla esifakwe ngaso isikhalazo sangaphakathi egameni lomunye umuntu: (Ubufakazi besikhundla okufakwa ngaso isikhalazo, uma bukhona, bufanele bufakwe.)				
IMININGWANE YOMUNTU OFAKELWA ISIKHALAZO SANGAPHAKATHI (Uma sifakwa yingxenywe yesithathu)				
Amagama aphelele:				
Inombolo kamazisi (ye-ID):				
Ikheli leposi:				
Izinombolo zoxhumana:	Ucingo. (B):		Isikhahlam ezi:	
	Umakhalekhukhwini:			
Ikheli Le-imeyili:				
ISINQUMO ESIFANELE SIFAKELWE ISIKHALAZO SANGAPHAKATHI (faka uphawu u-"X" ebhokisini elifanele)				
Ukwenqaba ukunikeza ukufinyeleleka kwirekhodi:				
Isinqumo mayelana nezimali ezikhokhwayo ezimisiwe 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 ngumfakisisicelo.				
Ukwenqaba ukunikeza umfakisisicelo nanoma iyiphi ingxenywe yerekhodi elifunwayo;				
Isinqumo sokunikeza isicelo sokufinyeleleka				

IZIZATHU ZOKUFAKA ISIKHALAZO (Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli fomu, onke amakhasi angeziwe afanele asayinwe.)	
Shono izizathu isikhalazo sangaphakathi esisekelwe kuzo:	
Shono nanoma yiluphi olunye ulwazi olungahle lube wusizo ekucutshungulweni kwesikhalazo:	

Uzokwaziswa ngokubhaliwe ngesinqumo ngesikhalazo sakho sangaphakathi. Sicela usho indlela oyithandayo yokwaziswa:

Ikheli leposi	Isikhahlemez i:	Ukuxhumana kwe-elekhtronikhi (Sicela ucacise)

Isayindwe e-/o- ngalolu suku lo mhla zi- ku- 20

.....

Ukusayina Komfakisikhalazo/Yengxenye yesithathu

.....

LE NGXENYE ISETSHENZISWA NGUMNYANGO IREKHODI ELISEMTHETHWENI LESIKHALAZO SANGAPHAKATHI			
Isikhalazo sitholwe ngu:- (Igama nesibongo)			
Usuku Lokwamukelwa:			
Isikhalazo siphelezwe izizathu zesinqumo soMgcinilwazi kanye, nalapho kufanele, neminingwane yanoma yimuphi ingxenye yesithathu irekhodi elihlobene nayo, ethunyelwe uMgcinilwazi:		Yebo	
		Cha	
UMPHUMELA WESIKHALAZO			
Ukwenqaba ukunikeza ukufinyeleleka kwirekhodi. Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe)	
	Cha		
Izimali ezikhokhwayo (isahluko sama-22). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe)	
	Cha		
Ukwelulwa (isahluko sama-26(1)). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe)	
	Cha		
Ukufinyeleleka (isahluko sama-29(3)). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe)	
	Cha		
Ukwenqaba ukunikeza nanoma iyiphi ingxenye yolwazi olugciniwe elifunwayo. Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma singaqinisekisiwe)	
	Cha		
Isinqumo sokunikeza isicelo sokufinyeleleka	Yebo	Isinqumo esisha (uma singaqinisekisiwe)	
	Cha		

Isayindwe e-/o- ngalolu suku lo mhla zi- ku- 20

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uMgcinilwazi

IFOMU LESI-5 - UKUFAKA ISIKHALAZO

[ISimiso sesi-10.]

<i>Qaphela:</i>
1. Leli fomu lenzelwe ukusiza uMfakisicelo (lapha kamuva ebizwa ngokuthi “umfakisicelo”) ekuceleni ukubuyezwa kwempendulo yoHlaka Lomphakathi noma Oluzimele noma ukungaphenduli esicelweni sokufinyeleleka kumarekhodi ngokoMthetho Wokukhuthaza Ukufinyeleleleka Kolwazi wonyaka we-2000 (uMthetho we-2 sonyaka we-2000) (“i-PAIA”). Sicela ugcwalise leli fomu bese ulithumela kuMlawuli Wolwazi noma noma ugcwalise ifomu lesikhalazo nge-inthanethi elitholakala ku-https://www.justice.gov.za/infocoreg/https://www.justice.gov.za/infocoreg/
2. I-PAIA inika ilungu lomphakathi ilungelo lokufaka isikhalazo kuMlawuli Wolwazi mayelana nanoma yiluphi uhlobo lwezikhalazo oluchazwe engxenyeni E yaleli fomu lezikhalazo.
3. Kuyinqubomgomo yoMlawuli Wolwazi ukuhlehlisa ukuphenya noma ukwenqatshwa kwesikhalazo uma umfakisikhalazo engazange aqale anike uhlaka lomphakathi noma oluzimele (lapha ngemuva kokubizwa “ngoHlaka”) ithuba lokuphendula nokuzama ukuxazulula udaba. Ukusiza uHlaka lubhekane nokukukhathazayo ngaphambi kokuba uye kuMlawuli Wolwazi, kudingeka ukuthi ugcwalise iFomu le-PAA elimisiwe bese ulithumela oHlakeni.
4. Ikhophi yaleli fomu izonikezwa uHlaka olusihloko sesikhalazo sakho. Ulwazi olunikezayo kuleli fomu, olufakwe kuleli fomu noma ozolinikeza leli fomu, luzosetshenziswa kuphela ukuzama ukuxazulula ingxabano yakho, ngaphandle uma kushwo genye indlela lapha.
5. Umlawuli Wolwazi uzokwamukela kuphela isikhalazo sakho uma usuqinisekisile ukuthi uthobele lezi zidingo ezingezansi.

6. Sicela ufake amakhophi emibhalo elandelayo, uma unawo:

- Ikhophi yefomu eliya oHlakeni ecela ukufinyeleleka kumarekhodi;
- Impendulo yoHlaka esikhalazweni sakho noma esicelweni sokufinyeleleka;
- Nanoma yikuphi okunye ukuxhumana phakathi kwakho noHlaka mayelana nesicelo sakho;
- Ikhophi yefomu lesikhalazo, uma ukuthotshelwa kumayelana nohlaka lomphakathi;
- Impendulo yoHlaka esikhalazweni sakho;
- Nanoma yikuphi okunye ukuxhumana phakathi kwakho noHlaka mayelana nesikhalazo sakho;
- Umbhalo okugunyaza ukuba wenze wenzele omunye umuntu (uma ukhona);
- Umyalelo wenkantolo noma imibhalo yenkantolo eqondene nesikhalazo sakho, uma ikhona.

7. Uma isikhala esinikeziwe kuleli fomu singanele, thumela ulwazi njengeSixhumelo saleli fomu bese usayina ikhasi ngalinye.

LIYA KU-:

Mlawuli Wolwazi
P.O Box 31533
Braamfontein,
2017

I-imeyili:

infoereg@justice.gov.za Inombolo

yocingo: +27 (0) 10 023

5200 <mailto:infoereg@justice.gov.za>

**ISIKHUNDLA SOMUNTU/SENGXENYE EFAKA
ISIKHALAZO**

(Faka uphawu u-"X")

Umuntu ozifakela yena izikhalazo

Ommele Okhalazayo

Ingxenye Yesithathu

IZIMFUNeko

Ingabe usifakile isicelo (ifomu le-PAIA) sokufinyeleleka kwirekhodi lohlaka lomphakathi/oluzimele?

Yeb
o

Ch
a

Ingabe izinsuku ezingama-30 seziphelile kusukela ngosuku owathumela ngalo ifomu lakho le-PAIA?

Yeb
o

Ch
a

Ingabe uye wasebenzisa yonke inqubo yangaphakathi yokukhalaza ngesinqumo soMgcini lwazi wohlaka lomphakathi?	Yebo		Cha	
Ingabe ususifakile isicelo eNkantolo ukuze uthole usizo olufanele mayelana nalolu daba?	Yebo		Cha	

ISETSHENZISWA UMLAWULI WOLWAZI KUPHELA				
Yamukelwe ngu:- (Amagama aphelele)				
Isikhundla:				
Isiginesha:				
Isikhalazo samukelwe:		Yebo		Cha
Inombolo yereferensi:				
<i>Isitembu sosuku</i>				

Ikheli leposi	Isikhahla mezi:	Okunye ukuxhumana kwe- elekhthronikhi (Sicela ucacise)

INGXENYE A Okunye ukuxhumana ngobuchwepheshe (Sicela ucacise) ULWAZI LOBUQU LOMFAKISIKHALAZO				
Amagama aphelele:				
Inombolo kamazisi (ye-ID):				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zoxhumana:	Ucingo. (B):		Isikhahlamezi:	
	Umakhalekhukhwini:			
INGXENYE B ULWAZI LOMMELELI (Gcwalisa kuphela uma uzomelwa. Amandla Ommeli afanele afakwe uma umfakisicelo emelwe, uma kungenjalo isikhalazo siyonqatshwa)				
Amagama aphelele ommeleli:				
Uhlobo lokumelwa:				
Inombolo kamazisi (ye-ID):// Inombolo yokubhaliswa:				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zoxhumana:	Ucingo. (B):		Isikhahlamezi:	
	Umakhalekhukhwini:			
INGXENYE C ULWAZI LOMUNTU YESITHATHU (Sicela ufake incwadi ekugunyazayo)				
Uhlobo lohlaka:	Oluzimele		Lomphakathi	
Igama lohlaka lukahulumeni/oluzimele:				
Inombolo yokubhaliswa (uma ikhona):				
Igama, isibongo kanye nesibizo somuntu ogunyazwe ukufaka isikhalazo:				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zoxhumana:	Ucingo. (B):		Isikhahlamezi:	

	Umakha lekhukh wini:	
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INGXENYE D				
ISIGUNGU ESIFAKELWE ISIKHALAZO				
Uhlobo lohlaka:	Oluzimele		Lomphakathi	
Igama lohlaka lukahulumeni/oluzimele:				
Inombolo yokubhaliswa (uma ikhona):				
Igama, isibongo kanye nesibuzo somuntu osebenze naye ohlakeni lukahulumeni noma oluzimele ukuze uxazulule isikhalazo sakho noma isicelo sokufinyeleleka kolwazi:				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zoxhumana:	Ucingo. (B):		Isikhahlamezi:	
	Umakhalekhukhwini:			
Inombolo Yereferensi enikeziwe (uma ikhona):				
INGXENYE E				
ISIKHALAZO				
O				
<i>Sitshele ngezinyathelo ozithathile ukuzama ukuxazulula isikhalazo sakho (Izikhhalazo zifanele ziqale zihanjiswe ngokuqondile ohlakeni lukahulumeni ukuze luphendule futhi luxazulule isikhalazo)</i>				
Usuku okufakwe ngalo isicelo sokufinyelela kulwazi olugciniwe:				
Sicela ucacise uhlobo lwamalungelo okufanele asetshenziswe noma avikelwe, uma ukuthotshelwa komthetho kuphikisana nohlaka oluzimele:				
Uke wazama ukuxazulula lolu daba nenhlangano?			Yeb o	Ch a
Uma kunjalo, ukuthole nini? (Sicela ufake incwadi kulesi sicelo.)				
Ingabe usifakile isikhalazo sangaphakathi ukhalaza ngesinqumo soMgcini lwazi wohlaka lukahulumeni?			Yeb o	Ch a
Uma kunjalo, usifake nini isikhalazo?				

Ingabe ususifakile isicelo eNkantolo ukuze uthole usizo olufanele mayelana nalolu daba?		Yeb o		Ch a
Uma kunjalo, sicela usho ukuthi udaba lwahlulelwa nini yiNkantolo? Sicela ufake uMyalelo Wenkantolo, uma ukhona.				
INGXENYE F UHLOBO OLINEMININGWANE LOKUFINYELELEKA K ULWAZI OLUGCINIWE (Sicela ukhethe okukodwa noma ngaphezulu kokulandelayo ukuchaza isikhalazo sakho kuMlawuli Wolwazi)				
Isikhalazo asiphumelelanga: (isahluko sama-77A(2)(a) noma isahluko sama-77A(3)(a) se-PAIA)	<i>Ngifake isikhalazo ngesinqumo sohlaka lukahulumeni futhi isikhalazo asiphumelelanga.</i>			
Isicelo esingaphumelelanga sokuthethelela (Isahluko sama-77A(2)(b) kanye nesama-75(2) se-PAIA)	<i>Ngifake isikhalazo sami sokuphikisa isinqumo sehlaka lukahulumeni sekwephuzile futhi wafaka isicelo sokuthethelelwa. Isicelo sokuthethelelwa sichithiwe.</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 olwazini olugcinwe uhlaka futhi leso sicelo sanqatshwa noma sanqatshwa kancane.</i>			
Uhlaka ludinga ukuthi ngikhokhe imali futhi nginomuzwa wokuthi iningi kakhulu (Isahluko sama-22 noma sama-54 se-PAIA)	<i>Ukukhokhwa kwemali emisiwe.</i>			
	<i>Ukukhokhwa kwemali kwediphozithi.</i>			
Ukukhokhwa kwediphozithi futhi: (Isahluko sama-22(4) se-PAIA)	<i>UMgcinilwazi wenqabile ukukhokha abuyise idiphozithi ekhokhiwe mayelana nesicelo sokufinyeleleka esinqatshiwe.</i>			
Ukwaliwa kokwelulwa kwesikhathi: (Isahluko sama-26 noma sama-57 se-PAIA)	<i>Uhlaka lunqume ukwelula umkhawulo wesikhathi wokuphendula isicelo sami, futhi angivumelani nomkhawulo wesikhathi oceliwe noma isikhathi esithathiwe ukuphendula isicelo sami sokufinyeleleka.</i>			
Uhlobo lokufinyeleleka okwenqatshiwe: (Isahluko sama-29(3) noma sama-60(a) se-PAIA)	<i>Ngicele ukufinyeleleka ngohlob oluthile nolufanee futhi lolu hlobo lokufinyeleleka lwanqatshwa.</i>			
Ukuthathwa njengokwenqatshwa: (Isahluko sama-27 noma sama-58 se-PAIA)	<i>Sekudlule izinsuku ezingaphezu kwezingama-30 ngifake isicelo sami futhi angikasitholi isinqumo.</i>			
	<i>Isikhathi eseluliwe siphelwe yisikhathi futhi ayikho impendulo etholiwe.</i>			
Ukudalulwa okungafanele kwerekhodi: (Izizathu eziphoqelekile zokwenqatshwa kokufinyeleleka kulwazi olugciniwe)	<i>Ulwazi olugciniwe (angaphansi kwezizathu zokwenqatshwa kokufinyeleleka kuwo) adalulwe ngendlela engafanele.</i>			
Azikho izizathu ezanele zokwenqaba ukufinyeleleka: Ukuthathwa njengokwenqatshwa: (Isahluko sama-56(3)(a) se-PAIA)	<i>Isicelo sami sokufinyeleleka senqatshiwe, futhi azikho izizathu ezizwakalayo noma ezanele zokwenqatshwa ezanikezwa, kubandakanya nemibandela yalo Mthetho obekuthenielwe kuyo.</i>			

Ukufinyeleleka okuyingxenywe yolwazi olugciniwe: (Isahluko sama-28(2) noma sama-59(2) se-PAIA).	Ukufinyeleleka engxenyeni kuphela yolwazi olugciniwe oluceliwe kwavunywa futhi ngikholelwa ukuthi luningi ulwazi olugciniwe obekufanele ludalulwe.	
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Ukuyekelwa kwezimali: (Isahluko sama-22(8) noma sama-54(8) se-PAIA)	<i>Ngikhululiwe ekukhokheni kwanoma iyiphi imali futhi isicelo sami sokuhoxisa izimali senqatshiwe.</i>	
Amarekhodi angatholakali noma angekho (Isahluko sama-23 noma sama-55 se-PAIA)	<i>Uhlaka luveze ukuthi amanye noma wonke amarekhodi aceliwe awekho futhi ngikholwa ukuthi maningi amarekhodi akhona.</i>	
Ukwehluleka ukudalula ulwazi olugciniwe:	<i>Uhlaka luthathe isinqumo sokunginika ukufinyeleleka kumarekhodi aceliwe, kodwa angikawatholi.</i>	
Awekho amandla okugunyaza (ukusebenzisa noma ukuvikela nanoma yimaphi amalungelo): (Isahluko sama-50(1)(a) se-PAIA)	<i>Uhlaka luveze ukuthi amarekhodi aceliwe awashiywe ngaphandle ku-PAIA futhi angivumi.</i>	
Isicelo siwubuwula noma siwukuthukuthelisa: (Isahluko sama-45 se-PAIA)	<i>Uhlaka lubonise ukuthi isicelo sami siwubuwula ngokusobala noma senzelwa ukucanula futhi angivumi.</i>	
Okunye (Ngicela uchaze):		
INGXENYE G UMPHUMELA OLINDELEKILE Ucabanga ukuthi uMlawuli Wolwazi angakusiza kanjani? Chaza umphumela noma isiphetho osilangazelelayo.		
INGXENYE H IZIVUMELWAN O		

Isisekelo esingokomthetho sezivumelwano ezilandelayo sichazwe kwiSaziso Sobumfihlo ngokuthi usifaka kanjani isikhalazo sakho. Ukuze uMlawuli Wolwazi acubungule isikhalazo sakho, udinga ukuthi ukhethe ibhokisi ngalinye lokuhlola kulawa angezansi 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. Ngiyaqonda ukuthi uMlawuli Wolwazi ngeke aze afake ulwazi lwami lobuqu noma olunye olungihlonzayo kunoma yimuphi umbiko womphakathi, nokuthi ulwazi lwami lobuqu lusavikelwa uMthetho Wokuvikelwa Kolwazi Lobuqu wonyaka we-2013 (uMthetho wesi-4 wonyaka we-2013). Ngiyaqonda ukuthi uma ngingavumelani, uMlawuli Wolwazi usazocubungula isikhalazo sami.
- ☐ Ulwazi olukuleli Fomu Lesikhalazo luyiqiniso ngokwazi kwami konke kanye nokukholelwa kwami.
- ☐ Ngigunyaza uMlawuli Wolwazi ukuthi aqoqe imininingwane yesikhalazo sami (njengolwazi olumayelana nami kuleli fomu lesikhalazo) futhi alusebenzise ukucubungula isikhalazo sami samalungelo esintu esiphathelene nelungelo lokufinyeleleka kulwazi kanye/noma lokuvikelwa kwelungelo lobumfihlo.

- ☐ Ngigunyaza nanoma ubani (njengomqashi, umhlinzeki wosizo, ufakazi) onolwazi oludingekayo ukuze kucutshungulwe isikhalazo sami ukuze abelane ngaso noMlawuli Wolwazi. Umlawuli Wolwazi angathola lolu lwazi ngokukhuluma nofakazi noma ngokucela ulwazi olugciniwe. Kuye ngohlobo lwesikhalazo, lolu lwazi lungahle lubandakanye amafayela ezisebenzi noma imininingo yomqashi, amarekhodi okwelashwa noma asesibhedlela, kanye nolwazi lwezezimali noma lomkhokhintela.
- ☐ Uma nanoma yiluphi ulwazi lwami lokuxhumana luguquka maphakathi nenqubo yezikhalazo, kuyisibopho sami

ukwazisa uMqondisi Wolwazi; uma kungenjalo isikhalazo sami singahle sibambezeleke noma sivalwe.

Isayindwe e-/o- ngalolu suku lo mhla zi- ku- 20
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Umfakisikhalazo/Ummeli/Umuntu Ogunyazwe wesithathu

D: AMAFOMU AF ANELE E-POPIA

IFOMU LOKU-1 – UKUPHIKISA UKUCUTSHUNGULWA KOLWAZI LOBUQU

IFOMU LESI2 – ISICELO SOKULUNGISWA KOKUCISHWA KOLWAZI LOBUQU

UFOMU LESI-2

UKWENQABA UKUCUTSHUNGULWA KOLWAZI LOBUQU NGOKWESAHLUKO SE-11(3) SOMTHETHO WOKUVIKELWA KOLWAZI LOBUQU WONYAKA WE-2013 (UMTHETHO WESI-4 WONYAKA WE-2013)

IZIMISO EZIPHATHELENE NOKUVIKELWA KOLWAZI LOBUQU WONYAKA WE-2018

[ISimiso sesi-2]

Qaphela:	
1. Ama-afidavithi noma obunye ubufakazi obuyimibhalo obusekela ukuphikisa bufanele bufakwe.	
2. Uma isikhala esinikeziwe kuleli fomu singanele, thumela ulwazi njengeSixhumelo saleli fomu bese usayina ikhasi ngalinye.	
3. Gcwalisa njengoba kufanele.	
IMINININGWANE YESIHLOKO SOMNININGO	
Amagama nesibongo/ igama elibhalisiwe lesihloko somniningo:	
Isihlonzi Esikhethekile/Inombolo kamazisi	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
I(zi)nombolo y(zo)kuxhumana:	
Inombolo yesikhahlamezi / ikheli le-imeyili:	
B	
IMINININGWANE YENGXENYE ETHINTEKAYO	
Amagama kanye nesibongo/Igama elibhalisiwe lengxenywe ethintekayo:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
I(zi)nombolo y(zo)kuxhumana:	
Inombolo yesikhahlamezi / ikheli le-imeyili:	
C	
IZIZATHU ZOKUPHIKISA NGOKWESAHLUKO SE-11(1)(d) ukuya kwese-(f) (Sicela unikeze izizathu ezinemininingwane yokuphikisa)	
Isayindwe e-/o- _____ ngalolu suku lomhla zi- _____ ku- _____ 20	

	<i>Isiginisha yesihloko somniningo / yomuntu oqokiwe</i>
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IFOMU LESI-2

IFOMU LESI2 – ISICELO SOKULUNGISWA KOKUCISHWA KOLWAZI LOBUQU NOMA UKUCISHWA KWEREKHODI LOBUQU NGOKWESAHLUKO SAMA-24(1) SOMTHETHO WOKUVIKELWA KOLWAZI LOBUQU WONYAKA WE-2013 (UMTHETHO WESI-4 WONYAKA WE-2013)

IZIMISO EZIPHATHELENE NOKUVIKELWA KOLWAZI LOBUQU WONYAKA WE-2018

[ISimiso sesi-4.]

Qaphela:

1. Ama-afidavithi noma obunye ubufakazi obuyimibhalo obusekela isicelo bungafakwa.
2. Uma isikhala esinikeziwe kuleli fomu singanele, thumela ulwazi njengeSixhumelo saleli fomu bese usayina ikhasi ngalinye.
3. Gcwalisa njengoba kufanele.

Faka uphawu u-"X" ebhokisini elifanele.

Isicelo:

	Sokulungiswa noma ukucishwa kolwazi lobuqu olumayelana nesihloko somniningo olugcinwe noma olungaphansi kolawulo lwalwengxenywe ethintekayo.
	Sokucekelwa noma ukucishwa kolwazi lobuqu olumayelana nesihloko somniningo olugcinwe noma olungaphansi kolawulo lwalwengxenywe ethintekayo futhi engasagunyaziwe ukugcina irekhodi lolwazi.

	IMINININGWANE YESIHLOKO SOMNININGO
Amagama nesibongo/ igama elibhalisiwe lesihloko somniningo:	
Isihlonzi Esikhethekile/Inombolo Kamazisi:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
I(zi)nombolo y(zu)kuxhumana:	
Inombolo yesikhahlamezi / ikheli le-imeyili:	
B	IMINININGWANE YENGXENYE ETHINTEKAYO
Amagama kanye nesibongo/igama elibhalisiwe lengxenywe ethintekayo:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
I(zi)nombolo y(zu)kuxhumana:	
Inombolo yesikhahlamezi / ikheli le-imeyili:	
C	ULWAZI OLUZOLUNGISWA/KUCISHWE/LULINYAZWE/LUCEKELWE

D	IZIZATHU ZE * ZOKULUNGISWA NOMA ZOKUCISHWA KOLWAZI LOBUQU MAYELANA NESIHLOKO SOMNININGO NGOKWESAHLUKO SAMA-24(1)(a) OLUGCINWE NOMA OLUNGAPHANSI KOLAWULO LWENGXENYE ETHINTEKAYO; futhi/noma IZIZATHU ZOKUCEKELWA NOMA UKUCISHWA KWEREKHODI LOLWAZI LOBUQU OLUMAYELANA NESIHLOKO SOMNININGO NGOKWESAHLUKO SAMA-249b) INGXENYE ETHINTEKAYO ENGASAGUNYAZIWE UKULUGCINA IREKHODI LOLWAZI (Sicela unikeze izizathi ezanele zesicelo sakho)
	Isayindwe e-/o- _____ ngalolu suku lomhla zi- _____ ku- _____ 20
	
	<i>Isiginisha yesihloko somniningo / yomuntu oqokiwe</i>