

**WHEN THE SUN RISES
WE WORK HARD TO DELIVER**

IMANUWALI YE-PAIA

**Ilungiselelwe ngokuya kwesigaba 14 somThetho
wokuThuthukiswa kokuFinyelela ekuTholweni kweLwazi 2 ka-
2000 (njengombana utjhugululiwe)**



office of the premier

**MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA**



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1. IRHELO LAMA-AKHRONIMI NEENRHUNYEZO

- 1.1 “DIO” *(ISekela lesiPhathiswa seLwazi);*
- 1.2 “IO“ *(Isikhulu seLwazi);*
- 1.3 “OTP“ *(i-Ofisi kaNdunakulu);*
- 1.4 “PAIA” *UmThetho wokuThuthukiswa kokuFinyelela UkuThola iLwazi iNomboro 2 ka-2000 (njengombana Utjhugululiwe;*
- 1.5 “PFMA” *(UmThetho wokuPhathwa kweMali womBuso No.1 ka-1999 njengombana uTjhugululwe)*
- 1.6 “POPIA” *(UmThetho wokuVikelwa kweLwazi loMuntu Nomboro 4 ka-2013;)*
- 1.7 “MPG” *(URhulumende wesiFunda se-Mpumalanga)*
- 1.8 “Regulator” Information Regulator.
(UmLawuli weLwazi)

2. UMNQOPHO WEMANUWALI YE-PAIA

Imanuwali ye-PAIA izokusetjenziswa mphakathi uku-

- 2.1 Khetha amarekhodi angabakhona e-Ofisini kaNdunakulu ngaphandle kokufaka isibawo sangakomthetho se-PAIA;
- 2.2 Zwisisa bona kufakwa njani isibawo sokuthola amarekhodi e-Ofisini kaNdunakulu;
- 2.3 Thola yoke imininingwana yabantu abazokusiza umphakathi ngamarekhodi abawafunako;
- 2.4 Jayeleka kweensetjenziswa neensombululo ezitholakala e-Ofisini kaNdunakulu mayelana nokutholwa kwamarekhodi ngaphambi kokuya eKhotho namkha kubaLawuli bezoMthetho;

- 2.5 Zwisisa ihlathululo yeensetjenziswa ezitholakala e-Ofisini kaNdunakulu kumalunga womphakathi nokuthi zitholakala kunjani;
- 2.6 Banelwazi lokusebenzisa umhlahlandlela we-PAIA, njengokuphakanyiswa kubaLawuli bezeMthetho nokuthi itholakala njani;
- 2.7 zwisisa nangabe umNyango uzokusebenza ilwazi lomuntu mathupha, umnqopho wokusebenza ilwazi lomuntu mathupha kanye nehlathululo yeenkoro zabantu abaphathelene nedatha kanye nelwazi namkha iinkoro zelwazi ezihlobene nalokho;
- 2.8 ukwazi nange i-Ofisi kaNdunakulu ihlele ukudlulisa namkha ukusebenzisa ilwazi lomuntu mathupha ngaphandle kweRiphabhliki yeSewula Afrika nabamukeli namkha iinkoro zabamukeli ilwazi lomuntu mathupha elinganikelwa kibo; kanye
- 2.9 nokwazi bona i-Ofisi kaNdunakulu inamagadango afaneleko wokuvikeleka ukuqinisekisa ukufihlakala, ukuthembeka nokutholakala kwelwazi lomuntu mathupha elizokusetjenzwa.

3. UKUSUNGULWA KWE-OFFISI KANDUNAKULU

NB: Sibawa utjengise isigaba nomthetho lapho umNyango womphakathi wasungulwa khona.

I-OTP yi-Ofisi eliKhulu lePhrovinsi elisedorobheni elikhulu le-Mbombela.

I-OTP yakhiwe nguNdunakulu oyihloko yezepolotiki ye-Ofisi kanye noMnqophisi-Jikelele onguMphathi wezeeMali we-Ofisi kaNdunakulu, lokha okuseleko okuse-OTP kuqukethe iinkhundla ezihlukahlukene njengombana kuvezwe emThethweni weMisebenzi yomBuso.

3.1. Umnqopho/igunya.

NB: Qondisa iinhloso kanye/nofana igunya lenhlangano njengombana kungaba khona emthethweni wokusingula.

Ngokuya kwesigaba 125 somThethosisekelo weRiphabhliki yeSewula Afrika, 1996 (“umThethosisekelo”) uNdunakulu wesiFunda usebenzisa igunya lokuphatha, kanye namanye amalunga womKhandlu oPhetheko. Malungana nendima negunya le-Ofisi likaNdunakulu, ngokulandela amandla womThethosisekelo kaNdunakulu neKhabinethi afaneleka khulu mayelana :

- Isiko lokuziphatha elithuthukisiweko
- Ukulawula okuphumelelako
- Ukusebenza kuhle
- Ukuthembana okuthuthukisiweko

Umbono

Isikhungo samano sokwenza ngcono

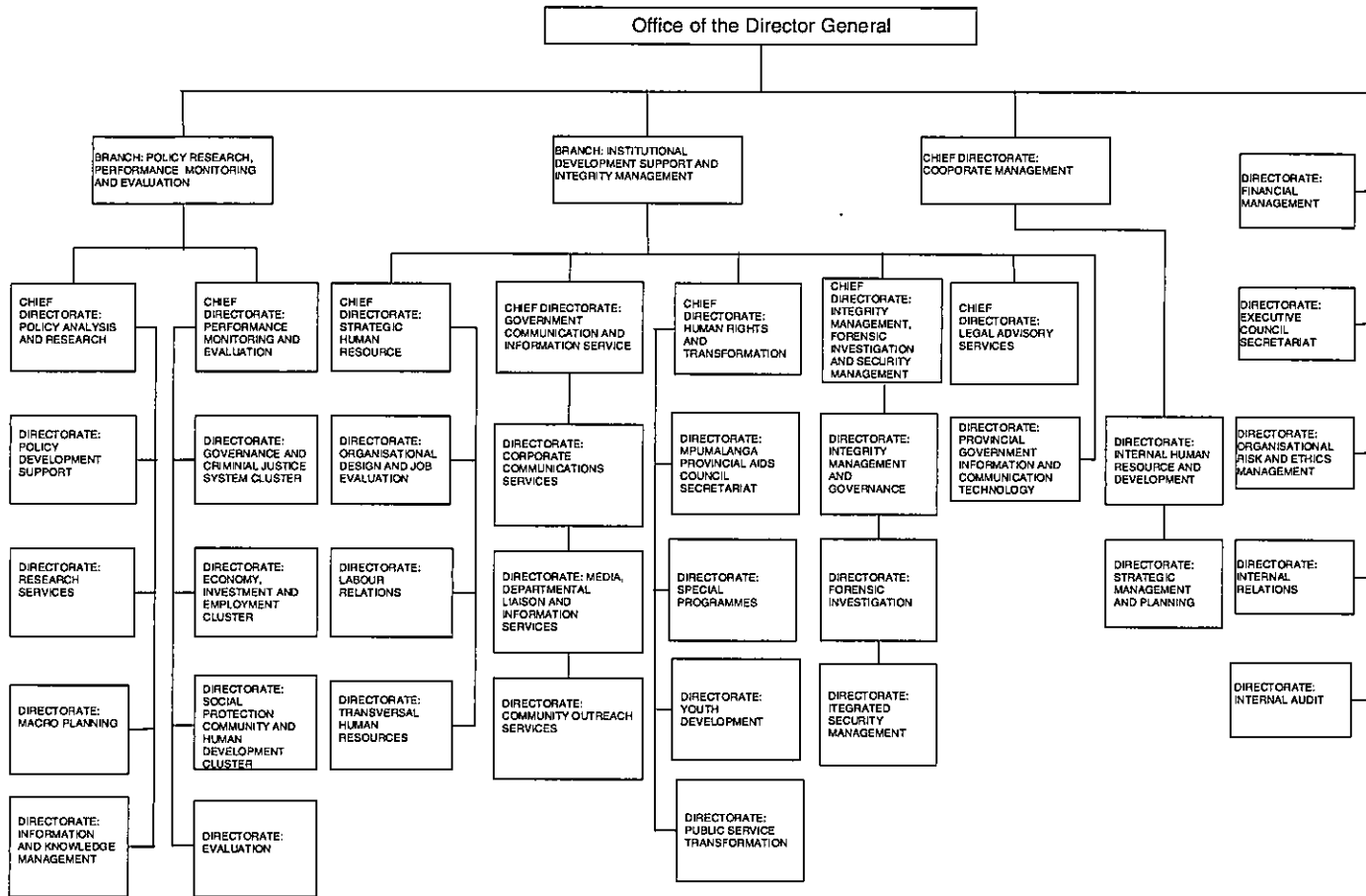
Umsebenzi ngombono

Sikhona ukuze si:

- Nikela ngoburholi obuhlelekileko
- Nikela ngesizo lokuthuthukiswa kwesikhungo
- Ukuhlanganisa amahlelo karhulumente ngokusebenzisa irhubhululo elihlangeneko netuthuko, ilwazi, ukuhlela, ukutjheja kanye nokuhlola
- Nikela ngesiyeliso sezobuchwephetjhe, ngokusebenzisa isekelo lokwenza iinqunto elisekelwe ebufakazini.

4. IHLELO NEMISEBENZI YE-OFFISINI KANDUNAKULU

4.1. Isakhiwo



4.2. Imisebenzi

I-Ofisi kaNdunakulu inesibopho soburholi bezepolotiki nezokuphatha ngaphakathi kwePhrovinsi kanye nokuhlanganisa amandla wePhrovinsi, imisebenzi nemithwalo yeembopho njengoba kuvezwe kumThethosisekelo. Mayelana nalokhu imisebenzi ye-Ofisi kaNdunakulu ingahlathululwa ngalendlela elandelayo:

- Ukusekela uNdunakulu ekusebenziseni iGunya eliPhetheko leSifunda;
- Ukunikela ngemisebenzi yokusekela uNdunakulu;
- Ukunikela ngemisebenzi yokuphatha kaNdunakulu noMkhandlu oPhetheko;
- Ukunikela ngemisebenzi yokusekela uMnqophisi-Jikelele esikhundleni sakhe njengoMphathi we-Akhawundi we-OTP, okufaka hlangana, hlangana nokhunye, imisebenzi yokuphatha, imisebenzi yokulawulwa kwabasebenzi, imisebenzi yezeluleko lezomthetho kanye nemisebenzi yobudlelwano bezabasebenzi;
- Ukunqophisa imiThethomgomo eKulu ebonakalako neMisebenzi yokuHlela yeSifunda;
- Ukuqinisekisa ukusebenza kuhle, ukuthobela nokulandela imithetho yesikhungo nokuthintana.
- Ukutjheja ukusetjenziswa kwemihlahlandlela yomthethokambiso nemigomo malungana neenqhema ezihlosiweko;
- Ukuhlolisiswa kweencwadi zeemali kwangaphakathi kanye namaphenyo akhethekileko;
- Ukuphatha iindaba zeemali ze-OTP; kunye
- Ukulawula nokuhlanganisa ukuvikeleka kwawokewoke ngaphakathi kwePhrovinsi.

4.2.1. I-Ofisi kaNdunakulu ihlukaniswe yaba mahlelo amanengi njengombana kutjengisiwe ngenzasi. Ngilawa (okufaka hlangana ubujamo bemisebenzi onikelwako):

IHLELO LOKU-1: UKUPHATHA

- Ukusekelwa nguNdunakulu;
- Ukusekelwa komNqophisi-Jikelele;
- UkuHlela nokuLawulwa kwamaHlelo;
- Ukuhlolwa kwangaphakathi kweencwadi zeemali;
- Ukulawulwa kweHlelo lokuPhenya kwezomthetho nokuDzimelela kwemiThetho ebekiweko;
- Ukulawulwa kwezokuPhepha;
- UbuNobhala bomKhandlu oPhetheko;
- UbuDlelwano beenTjhabatjhaba;
- Ukulawulwa kweNdlela yokuZiphatha nokutjhejwa kobuNgozi behlangano kanye
- Ukulawulwa kwezeeMali.

IHLELO LESI-2: UKUSEKELA UKUTHUTHUKISWA KWESIKHUNGO NOKUPHATHA OKUQINISEKISWEKO

- InSetjenziswa zokuPhathwa kwabaSebenzi;
- UkuLawulwa kwabaSebenzi kwangaPhakathi nokuThuthukiswa;
- UMtamo kweHlangano nokuHlola kwemiSebenzi;
- UbuDlelwano bezabaSebenzi;
- Imisebenzi yabaSebenzi ehlukahlukene;
- UkuTjhuguluka kwemiSebenzi yoMphakathi;
- Imisebenzi yokweLuleka ngokoMthetho;
- Imisebenzi kaRhulumende yokuThintana neLwazi;
- Imisebenzi yokuThintana yesiKhungo;
- Imisebenzi yokuThuthukisa uMphakathi;
- Beendaba, imisebenzi yeLwazi yomNyango;
- I-Ofisi yesiPhathiswa seThekhnoloji yeLwazi kaRhulumende wesiFunda; kanye
- Imisebenzi yePhrothokholi.

IHLELO LESI-3: UKURHUBHULULA IMITHETHO-MGOMO, UKUTJHEJA NOKUHLOLISISA UKUSEBENZA

- Ukuhlaziywa kwemiThethomgomo nokuRhubhulula;
- AmaHlelo aKhethekileko;
- UbuDlelwano beenTjhabatjhaba;
- UkuHlela okuNabileko;
- Ukutjheja nokuHlola; kunye
- Imisebenzi yokuRhubhulula;
- UkuLawulwa kweKlasta;
- UkuHlanganiswa kwamaKlasta;
- I-Mpumalanga Provincial AIDS Council Secretariat; kunye
- UkuLawulwa kokuDzimelela kwemiThetho ebeKiweko, iSayensi yokuPhenya imiLando nokuLawulwa kwezokuPhepha;

5. IMININGWANA EQAKATHEKILEKO YALABO ABANGANIKELA NGELWAZI ELINABILEKO NGE-OFISINI KANDUNAKULU.

5.1. Isikhulu seLwazi

Ibizo: Mnumzana Tsietsie Pieter Nyoni
Inomboro yomrhala: 013 766 2119
I-imeyili: nyonitp@mpg.gov.za
Inomboro yefeksi: N/A

5.2. Isekela lesiPhathiswa seLwazi

(NB: nangabe iSekela lePhathiswa leLwazi likhethiwe, sibawa unikele ngemininingwana yaso yoke amaSekela wePhathiswa leLwazi lehlango ekhethiweko ngokuya kwesigaba 17 (1) se-PAIA)

Ibizo: Nkosikazi Ignatia Nonhle Mashinini-Nkosi
Inomboro yomrhala: 013 766 2318
I-imeyili: INMashinini-Nkosi@mpg.gov.za
Inomboro yefeksi: N/A

Ibizo: Mnumzana Peter January Jiyane
Inomboro yomrhala: 013 766 2389
I-imeyili: PJiyane@mpg.gov.za
Inomboro yefeksi: N/A

Ibizo: Adv Lomeus Saayman
Inomboro: 013 766 2008
I-imeyili: Lomeus@mpg.gov.za
Inomboro yefeksi: N/A

5.3. Ukufikelela ilwazi ebantwini abavamileko

I-imeyili: dg@mpg.gov.za

5.4 I-Ofisi eliKhulu

Isiphande sePosi: Isikhwama sangasese X11291
Isiphande Sendawo: Isakhiwo se-Makhonjwa, Nomboro 7 Government Boulevard
Umtato: 013 766 2119

I-imeyili:

dg@mpg.gov.za

Iwebhusayithi:

<https://www.mpumalanga.gov.za/otp1>

6. IHLATHULULO YEENSOMBULULO EZIKHONA NGOKULAWULWA MTHETHO NOFANA NANGE I-OFIGI KANDUNAKULU LINGAPHUMELELI UKUNIKELA NGELWAZI

UkwaLelwa kwesiBawo

linzathu ezikulu zokuthi i-Ofisi kaNdunakulu lale isibawo sokunikela ngelwazi ziphathelene nokuthi-

- Ukuvikelwa okukatelelweko kwelwazi eliyifihlo eliphethwe yi-Ofisi kaNdunakulu, okuzokufaka hlangana ukuvezwa okungakafaneli kwelwazi elinjalo;
- Ukuvikelwa okukatelelweko kwelwazi lezokuthengisa le-Ofisi kaNdunakulu, nangabe irekhodi liqukethwe -
 1. iimfihlo zokurhweba ze-Ofisi kaNdunakulu;
 2. kunye nelwazi lezeemali, lezebhizinisi, lezesayensi nofana lobuthekhnikhi ukuvezwa okungabangela umonakalo eenrhuluphelweni zezezimali nofana zezokuthengisa ze-Ofisi kaNdunakulu;
 3. Ilwazi elivezwe ngokufihlakeleko yi-Ofisi kaNdunakulu esikhungweni, nangabe ukuvezwa lokho kungabeka i-Ofisi kaNdunakulu engozini emikhulumiswaneni nofana emncintiswaneni wezokurhweba;
- Ukuvikelwa okukatelelweko kwelwazi eliyifihlo le-Ofisi kaNdunakulu nangabe livikelwe ngokwesivumelwano;
- Ukuvikelwa okukatelelweko kokuphepha kwabantu nokuvikelwa kwepahla;
- Ukuvikelwa okukatelelweko kwamarekhodi azokuthathwa njengamalungelo eenkambisweni zomthetho;
- Imisebenzi yesikhungo yezokurhweba, engafaka hlangana -
 1. iimfihlo zokurhweba ze-Ofisi kaNdunakulu;
 2. ilwazi lezeemali, lezebhizinisi, lezesayensi nofana lobuthekhnikhi ukuvezwa okungabangela umonakalo eenrhuluphelweni zezezimali nofana zokuthengisa ze-Ofisi kaNdunakulu;
 3. ilwazi nalingavezwa lingabeka i-Ofisi kaNdunakulu engozini emikhulumiswaneni nofana emncintiswaneni wezokurhweba; kunye
 4. ihlelo lekhomphyutha eliphethwe yi-Ofisi kaNdunakulu, begodu elivikelwe lilungelo lokutlola;

- Ilwazi lokurhubhulula le-Ofisi kaNdunakulu, nangabe ukuvezwa kwalo kuzokuveza ubunikazi bomrhubhululi nofana indaba yerhubhululo begodu ukuvezwa okunjalo kuzokubeka irhubhululo elinjalo ebujameni obumbi khulu.

limbawo zokuthola ilwazi ezibonakala zingakaqakatheki namkha ezingazwisisekiko, namkha ezifaka hlangana ukuphambukiswa kwemithombo ngokungakafaneli zizakwaliwa.

Ukufaka isinghonyoyilo

Umfakisibawo angafaka isililo ngokuphikisana nesiqunto sesikhulu selwazi le-Ofisi kaNdunakulu –

- ukwalelwa ukufaka isibawo sokuthola lwazi; namkha
- kuthathwe ngokuya kwesigaba 22, 26(1) nofana 29(3) somThetho,

malungana nomfakisibawo loyo onegunya elifaneleko.

Umuntu wesithathu angafaka isililo sangaphakathi malungana nesiqunto sesikhulu selwazi se Ofisi kaNdunakulu sokunikela isibawo sokuthola ilwazi.

Indlela yokudlulisa isililo, kanye neemali zokudlulisa isililo

Ukufaka Isililo–

kufanele sifakwe ngendlela ebekiweko –

1. kungakapheli amalanga ama-60;
2. nangabe isaziso somuntu wesithathu siyatlhogeka, kungakapheli amalanga ama-30 ngemva kokuthi isaziso sinikelwe ummangali ngesiqunto esidluliselweko sesililo, ngaso namkha; nangabe isaziso kummangali asitlhogeki, ngemva kokuthi isiqunto sithathwe;
3. kufanele ithunyelwe namkha ithunyelwe esiphathisweni selwazi se-Ofisi kaNdunakulu emtatweni womrhala lakhe, inomboro yefeksi namkha isiphande se-imeyili ebu-lekthronikhi;
4. kufanele aveze isihloko sokudlulisa isililo begodu atjho iinzathu zesililo sakhe begodu angafaka hlangana nanyana ngiliphi elinye ilwazi elifaneleko elaziwako mmangali;
5. nangabe, ngaphezu kwependulo etlolwe phasi, ummangali ufisa ukwaziswa ngesiqunto sokudlulisa isililo nganoma ngiyiphi enye indlela, kufanele atjho indlela leyo begodu anikele ngemininingwana ethogekako ukobana aziswe njalo;
6. nangabe kuyasebenza, kufanele ikhambisane nemali yokudlulisa isililo esibekiweko; kunye

7. kufanele utlole kuhle isiphande seposi, inomboro yefeksi nofana isiphande se-imeyili.

- Nangabe isililo sifakwa ngemva kokuphela kwesikhathi esikhulunywe ngaso, igunya elifaneleko kufanele, ngesizathu esihle esitjengisiweko, sivumele ukufakwa kwesililo ngemva kwesikhathi.
- Nangabe igunya elifaneleko alivumeli ukufakwa kwesililo ngemva kwesikhathi, kufanele linikele isaziso ngesiqunto lesi kumuntu ofake isililo.
- Umfakisibawo ofaka isililo malungana nokwaliwa kwesibawo sakhe sokuthola ilwazi kufuze abhadele imali yesililo ebekiweko (nangabe ikhona).
- Nangabe imali yokudlulisa isililo ebekiweko iyabhadelwa malungana nokudlulisa isililo, isiqunto sokudlulisa isililo lesi singahlehliswa bekube kulapho imali sele ibhadelwa khona.
- Msinyana, kodwana nanyana kunini kungakapheli amalanga alitjumi (10) wokusebenza ngemva kokwamukelwa kwesililo, isikhulu selwazi se-Ofisi kaNdunakulu kufanele sithumele esiphathisweni esifaneleko –

1. isililo kanye neenzathu zakhe zesiqunto esithintekako; kunye

2. nangabe isililo siphikisana nokwaliwa namkha ukunikela isibawo sokuthola ilwazi, ibizo, isiphande seposi, inomboro yomtato nefeksi kanye nesiphande se-imeyili le-elekthronikhi, nanyana ngiliphi elitholakalako, lanoma ngubani wesithathu okufuze aziswe ngesibawo.

a) *nesililo sangaphakathi,*

b) *ikambiso yokufaka isililo kuMlawuli weLwazi nanyana ngiyiphi ihlangano elawulako; kanye/nofana*

c) *ikambiso yokutjhidelana neKhotho enegunya ukuthola isizo elifaneleko.*

7. UMHLAHLANDLELA WOKUSEBENZISA I-PAIA NOKOBANA UNGATHOLA NJANI UMHLAHLANDLELA.

7.1. UmLawuli, ngokuya kwesigaba 10(1) se-PAIA, njengokuvuselelwa begodu wenza bona kube nomhlahlandlela obuyekeziweko wokuthi i-PAIA ingasetjenziswa njani ("Umhlahlandlela"), ngendlela ezwisiseka lula, njengombana kungatlhogeka ngomuntu ofisa ukusebenzisa nanyana ngiliphi ilungelo eliqalwe ku-PAIA ne-POPIA.

7.2. Umhlahlandlela lo uyatholakala ngelimi ngalinye elisemthethweni lesiFunda.

- 7.3. Umhlahlandlela ekukhulunywa ngawo ngaphambilini unehlathululo ye-
- 7.3.1. izinto ze-PAIA ne-POPIA;
- 7.3.2. Isiphande seposi nesesitrada, inomboro yomtato nefeksi begodu, nangabe ikhona, isiphande seposi ye-imeyili-elektronikhi le-
- 7.3.2.1. isikhulu seLwazi se-Ofisi kaNdunakulu kizo zoke iinkhongo zomphakathi, begodu
- 7.3.2.2. wo ke amaSekela wesiPhathiswa seLwazi le-Ofisi kaNdunakulu zoke inkhongo zomphakathi newazijameleko akhethwe ngokuya kwesigaba 17(1) se-PAIA1 nesigaba 56 se-POPIA2;
- 7.3.3. indlela nesakhiwo lesibawo se-
- 7.3.3.1. ukuthola irekhodi le-Ofisi kaNdunakulu iinkhongo zomphakathi oqalwe esigabeni 113; kunye
- 7.3.3.2. ukufikelela irekhodi le-Ofisi kaNdunakulu okusigungu sehlangothini njengokufezekiswa esigabeni 504;
- 7.3.4. isizo elitholakala kuMphathiswa weLwazi we-Ofisi kaNdunakulu iinkhongo zomphakathi malungana ne-PAIA ne-POPIA;
- 7.3.5. isizo elitholakala kuMlawuli malungana ne-PAIA ne-POPIA;
- 7.3.6. zoke izinto ezitjhejwako zomthetho ezikhona malungana nesenzo namkha ukuhluleka ukwenza malungana nelungelo namkha umsebenzi onikelwe namkha obekwe yi-PAIA ne-POPIA, kufaka hlangana indlela yokufaka isibawo
- 7.3.6.1. isililo sangaphakathi;

1 Isigaba 17(1) se-PAIA- Ngeenhloso ze-PAIA, ihlangano yomphakathi ngayinye kufanele, ngokuya komthetho olawula ukuqatjiswa kwabasebenzi behlangano yomphakathi ethintekako, ikhethe inani labantu njengamasekela weenkulu zelwazi njengombana kutlhogeka ukwenza bona ihlangano yomphakathi ifinyeleleke ngendlela ezwakalako ebantwini ababawa amarekhodi wayo.

2 Isigaba 56(a) se-POPIA- Isigaba 56(a) se-POPIA- Ihlangano ngayinye yomphakathi neyangehlangothini kufanele yenze amalungiselelo, ngendlela ebekiweko esigabeni 17 somThetho wokuThuthukiswa kokuFinyelela eLwazini, ngamatjhuguluko alihogekako, wokukhethwa kwabantu abanengi, nangabe bakhona, njengamasekela weenkulu zelwazi njengombana kutlhogeka ukwenza imisebenzi nemithwalo njengombana kubekwe esigabeni 5(5) se-POPIA.

3 Isigaba 11(1) se-PAIA- Umfakisibawo kufanele anikelwe ithuba lokuthola irekhodi lehlangano yomphakathi nangabe umfakisibawo loyo uthobela zoke iimfuneko zekambiso ku-PAIA eziphathelene nesibawo sokufikelela ukuthola irekhodi lelo; begodu ukufikelela kuleyo rekhodi akwaliwa ngokuya nganoma ngisiphi isizathu sokwala esihlathulwe eSahlukweni 4 seNgcenye le.

4 Isigaba 50(1) se-PAIA- Umfakisibawo kufanele anikelwe ithuba lokuthola nanyana ngiliphi irekhodi lehlangano yangehlangothini nangabe-

- irekhodi lelo liyatlhogeka ekusetjenzisweni nofana ekuvikeleni nanyana ngimaphi amalungelo;
- umuntu loyo uyathobela iimfuneko zekambiso ku-PAIA eziphathelene nesibawo sokufikelela ukuthola irekhodi lelo; kunye
- ukufikelela kulelo rekhodi akwaliwa ngokuya nganoma ngisiphi isizathu sokwala esihlathulwe eSahlukweni 4 seNgcenye le.

7.3.6.2. isililo kuMlawuli; kunye

Ukufaka isiBawo kubaLawuli beLwazi

7.3.6.3 Isibawo nekhotho ngokuphikisana nesiqunto esithethwe baLawuli beMininingwana womnyango othileko, isiqunto sesibawo sangaphakathi nofana isiqunto sabaLawula zoMthetho namkha isiqunto sehloko yehlangano yangeqadi.

7.3.7. Ukuqalelela kweengaba ze-14¹nama-51² kufuneka ihlangano yomphakathi neyangeqadi, ibuthelele ithole umhlahlandlela, nokuthi utholakala bunjani;

7.3.8. Ukuqalelela kweengaba ze-15³nama-52⁴ ngokuzinikela ukuveza tihatjhalazi imikhakha yamarekhodi wehlangano yomphakathi neyangeqadi;

7.3.9. isaziso esikhutjha ngokuya kweengaba zama-22⁵nama-54⁶ mayelana neendleko ekufuze zibhadelwe nakufakwa iimbawo zokuthola ilwazi; begodu

7.3.10. nemithetholawulo eyenzwe ngokwesigaba sama-92⁷.

7.4. Amalunga womphakathi angahlola namkha enze amakhophi womhlahlandlela obuya ema-ofisini womphakathi namkha wezangeqadi, ne-ofisi yezoMthetholawulo, ngesikhathi somsebenzi.

¹ ISigaba 14(1) se-PAIA- iSiphathiswa seMininingwana yehlangano kufuze senze imanuwali engatholakala ngamalimi amathathu anemininingwana esendimeni yesi-4 ngaphezulu.

² ISigaba 51(1) se-PAIA- Ihloko yehlangano yangeqadi kufuze yenze imanuwali itholakale inehlathululo yomniningwana otlolwe endimeni yesi-4 ngaphezulu.

³ ISigaba 15(1) se-PAIA- ISiphathiswa seMininingwana sehlangano yomphakathi, kufuze yenze amarekhodi atholakale ngendlela ehlathulula imikhakha yamarekhodi wehlangano yomphakathi ngaphandle kokufaka isibawo.

⁴ ISigaba 52(1) se-PAIA- Ihloko yehlangano yangeqadi, ngokuzinikela, yenze amarekhodi atholakale ngendlela ehlathulula imikhakha yamarekhodi wehlangano yangeqadi ngaphandle kokufaka isibawo.

⁵ ISigaba 22(1) se-PAIA- ISiphathiswa seMniningwana wehlangano yomphakathi kumele azise ofaka isibawo samarekhodi akhiphe imbadalo (nangbe ikhona), ngaphambi kokukhambisa isibawo.

⁶ ISigaba 54(1) se-PAIA- Ihloko yehlangano yangeqadi kumele azise ofaka isibawo samarekhodi akhiphe imbadalo (nangbe ikhona), ngaphambi kokukhambisa isibawo.

⁷ ISigaba 92(1) se-PAIA inikela bona –“UNgongqotjhe angabeka imithetho ngokwenothisi yeGazede mayelana- (a) nendaba enye nenye efunekako namkha evunyelwa Mthetho obekiweko;

(b) nendaba enye nenye emayelana nembadalo njengokutjho kweengaba 22 nesama-54;

(c) nenothiso ebekwe Mthetho lo;

(d) nokusebenzisa imibandela efanako nakuthatha isiqunto sokusebenzisa amarekhodi athileko ngokuya kweSigaba 15; begodu

(e) enye nenye indaba ethinta ikambiso yokwenziwa koMthetho lo.

Umhlahlandlela ungatholakala-

7.4.1 ngokufaka isibawa kuSiphathiswa seMiningwana;

7.4.2 kuwebhuyasayithi yeLawulo lezoMthetho (<https://www.justice.gov.za/infoereg/>)

8. IHLATHULULO YEENHLOKO EZIBANJWA ZIINHLANGANO NEMIKHAKHA YAMAREKHODI ABANJWE YI-OFFISI KANDUNAKULU

NB: Hlathulula iinhloko (okutjho zeeMali, i-SCM nofana i-HR), lapho iinkhungo ziphethe amarekhodi khona kanye nemikhakha yamarekhodi aphelelwe ngesifundo ngasinye. Ngezansi kunesibonelo sethebula elingasetjenziswa

linkoro zelwazi aphelelwe ngesihloko ngasinye	linkoro zelwazi aphelelwe ngesihloko ngasinye
ImiTlolo yamaQhinga, amaHlelo, limPhakamiso	ImiBiko yoNyaka, iHlelo lamaQhinga, Ihlelo lokuSebenza loNyaka
linSetjenziswa zokuPhathwa kwabaSebenzi	<ul style="list-style-type: none">- Imigomo neenkambiso ze-HR;- Amaphosti akhangisiweko;- Amarekhodi wabasebenzi;- Ukufunda nokuthuthukisa isib.: ukuthuthukisa amakghono namahlelo wokubandula- Ihlelo lokulingana komsebenzi kanye neenbalobalo- Ukuthuthukiswa kweHlangano- Imibiko yokungenelela ekulethweni kwemisebenzi- IsiKhungo sokuBandulwa sePhrovinsi- Ukulawulwa kwemiSebenzi yaBantu- Ukulawula kwamaphosti wemisebenzi- Imibandela yezemiSebenzi- linkhala Zemisebenzi kanye nokuQatjiswa- Ukuquntwa komSebenzi- Iimfundo, ukuBandulwa nokuThuthukiswa kwamaKghono- UkuTjhidiswa kwabaSebenzi- Ukulawulwa kwabasebenzi- Ubudlelwano babasebenzi- Ipilo nokuphila kuhle kwabasebenzi

<p>Ukulawulwa kweZeemali</p>	<ul style="list-style-type: none"> - Ivawutjha yokubhadela - Isabelo seeMali - Iimbopho Ze-Akhawundi - Ukusetjenziswa kwemali - Amalungiselelo weBulungelo - Iimali - Itjhorensi yeKampani - Ukuhlolwa Kweencwadi ZeeMali kwangaPhakathi - Imibiko yokuhlola - Ukuthenga - Ukunikela - Ukuphathwa kwepahla - IinSetjenziswa neFenitjhara - Imisebenzi yezokuthintana
<p>Ihlangano nokulawula</p>	<ul style="list-style-type: none"> - Ukuhlelwa kabutjha kwemisebenzi - Ukudluliselwa kwamandla - Ukuhlela - Imilayo ye-ofisi namakhawudi - AmaHlelo zokuSebenza kweHlangano - Imibiko - Imibiko yokuhlola ethunyelwe kuKhabinethi ngebhoduluko lokukhulumisana le-MPG - Imibiko esemthethweni ethunyelwe kuMgcinimafa weSifunda - UmThethomgomo neQhinga - Umbiko wokuhlola ukukhambelana / ukungahambisani kwe-APP yomNyango neHlelo leQhinga lePhrovinsi (i-PSP) - Umbiko wetuthuko ethunyelwe kuKhabinethi ngokusetjenziswa kwe-PSP. - Amaphepha womthethokambiso namaqhinga ngokuphendula iimfuneko zamasu weentjhabatjhaba newesifundazwe - Ilwazi lokuPhatha kwamaQhinga - Imibiko ehlanganisiweko ngokusebenzisana okuqakathekileko nokuzibandakanya
<p>Zokuthintana</p>	<ul style="list-style-type: none"> - Ukukhulumisana kwangaphakathi - Amamagazini we-Ungasali - Iinkulumo neemFundo - Amahlelo weLemuko - Iindaba zehlalakuhle - Ukuzibandakanya emicimbini - Iincwadi ezigandangiswako - Imininingwana yokuthintana
<p>Ukulawulwa kobuqotho, amaPhenyo we-Forensiki kanye nokuLawulwa kwezokuPhepha</p>	<ul style="list-style-type: none"> - Ukuhlaziywa kabili emnyakeni kweendaba zokumangalela zesiFunda

9. IMIKHAKHA YAMAREKHODI WELWAZI WE-OFFISINI KANDUNAKULU ATHOLAKALA NGAPHANDLE KOKUFAKA ISIBAWO

NB: Sibawa uqondise imikhakha yamarekhodi womzimba atholakala ngaphandle kokuthi umuntu abawe ukufinyelela ngokuya komThetho lo, umhlobo wemitlolo yangokomthetho nokuthi imitlolo yangokothetho ingafinyelelwa njani. Lokhu kungenzeka bona amarekhodi angatholakala kuwebhusayithi begodu umuntu angazidawuniloda nofana azibawe ngefoni nofana ngokuthumela i-imeyili nofana incwadi. Ngezansi kunethempulethi engasetjenziswa.

Imikhakha	Umhlobo Womtlolo	Ezitholakala kuwebhsayidi	Ezitholakala ngokwenza isibawo
Imitlolo Yamathenda	<ul style="list-style-type: none"> - Amathenda akhangisiweko - Ibizo laloyo othumela isibawo sethenda 	X	
Imithetho Ejanyisweko/Imithetho elawulako	-		
ImiTlolo yeQhinga (amahlelo nombiko)	<ul style="list-style-type: none"> - Iphrofayili yesikhungo (Ihlolisiso, Iminqopho, Imisebenzi, Ukujanyiswa kwemakhiwo) - Imibiko yonyaka; - IHlelo lamaQhinga; - Ihlelo lokuSebenza loNyaka; - Amano namaHlelo wokuSebenza; - Iphetjhana lomhlahlandlela wokubandula - Isakhiwo seHlangano - Ihlelo lokulethwa kwenziwe kweensiza zomphakathi - linhlathululo zemisebenzi 	X	

10. IINSETJENZISWA EZITHOLAKALAKO EZINGASETJENZISWA MALUNGA WOMPHAKATHI NOKUTHI ZINGATHOLWA BUNJANI E-OFFISINI KANDUNAKULU

10.1. Amandla nemiSebenzi.

NB: Sibawa uqondise nemisebenzi namkha imisebenzi enikelwa mphakathi emphakathini, njengombana kuqukethwe emthethweni yokuthoma. Sibawa uhlathulule nokuthi umphakathi ungafikelela njani imisebenzi leyo. Nangabe kunesiqondiso namkha incwajana enikela ilwazi elaneleko ngemisebenzi etholakala esikhungweni, sibawa unikele ngelinki enesiqondiso namkha incwajana etjhiwoko.

Ungayithola njani imisebenzi leyo

Ukuthola ithuba lokuthola imisebenzi e-Ofisini kaNdunakulu, iimbawo kufanele zenziwe kuMnqophisi-Jikelele we-Ofisi kaNdunakulu we-Mpumalanga.

Isikhulu seLwazi:

UNom. TP. Nyoni – UmNqophisi-Jikelele olibambela: I-Ofisi kaNdunakulu we-Mpumalanga

Ilwazi elijayelekileko

Isiphande:

No. 7
Government Boulevard
Riverside Park
Extension 2
Mbombela
1200

Isiphande sePosi:

Private Bag X11291
Mbombela
1200

Umtato:

+27 13 766 2121

Ifeksi:

+27 13 766 2500

Iwebhusayidi:

<http://www.mpumalanga.mpu.gov.za>

11. UKUHLANGANYELA NOMPHEKATHI EKUSUNGULENI IMIGOMO NAMKHA UKUSEBENZISA AMANDLA NOMSEBENZI WE-OFFISINI KANDUNAKULU

NB: Sibawa unqophise bona umphakathi ungahlanganyela njani namkha ube nomthelela njani ukwakhiwa komthethokambiso namkha ukusetjenziswa kwamandla namkha ukwenza imisebenzi, yisikhungo.

E-Ofisini kaNdunakulu amalungiselelo wokuzibandakanya komphakathi azokufaka hlangana-

UmNobhala womKhandlu oPhetheko – amaHlelo wokuTjhugulula umKhandlu oPhetheko avamileko kanye namaForamu wokuHlanganisa kaNdunakulu afaka hlangana ukukhulumisana nemiphakathi

nabantu bezamabhizinisi bendawo eendaweni ezihlukahlukeneke zePhrovinsi.

AmaHlelo aKhethekileko – Ukukhulumisana neenhlango zokuhlonyiswa kwabomma bendawo ukuthuthukisa umnotho wabomma esiFundeni nokusiza amahlelo anomthelela poro ekuthuthukisweni kwepilo nendlela yokuphila yabomma esiFundeni. Ngaphezu kwalokhu iYunithi yenza amasimpoziamu ngeendaba ezifana nokufikelela inarha ngabomma bemakhaya, zepilo eziphathelene nezomseme nokubeletha, ubusomabhizinisi kanye nokubandulwa.

Imisebenzi yokuTjhugulula umPhakathi – Ukusebenzisana nemiphakathi ngaphambi nangemva kokuvakatjhela iHlelo lokuThuthukisa lomKhandlu oPhetheko ukuthola iindingo zemiphakathi.

Imisebenzi yokuThintana nelwazi likaRhulumende – Iyunithi ihlanganisa umsebenzi wezokuthintana wePhrovinsi, ofaka hlangana ubudlelwano beendaba, iminyanya nokuzibandakanya komphakathi kanye nemisebenzi yezokuthintana yamabhizinisi ngokufaka hlangana umsebenzi weminyango yesiFunda, iinhlango zomphakathi zeFunda kanye noMasipala.

Isekelo likaNdunakulu – Iyunithi le ihlanganisa iDayari kaNdunakulu ukwenzela ukuqinisekisa bona ababazibandakanyako abahlukahlukeneko njengabahlonitjha bamazwe ngamazwe, aboNgqongqotjhe beNarha, abarholi bombuso wendawo, amabhizinisi, abasebenzi, ilutjha, abafazi nabadosiphambili bendabuko, kanye nezinye iinhlango ezihlukahlukeneke, banikelwa ithuba lokuhlangana nokucoca ngeendaba eziqakathekileko noNdunakulu.

Abeluleki bomThetho womBuso – Yoke iMithethomlingwa nemiThethomgomo yesiFunda igadangiswa bona umphakathi uphawule kuGazethi yesiFunda ngaphambi kokungeniswa kwayo esiBethweni Mthetho sesiFunda.

ImiHlangano yokuCocisana - Umphakathi ungakhambela begodu wenze iinkulumo emihlanganweni yokucocisana, khulukhulu ukutjheja ukuthuthukiswa kwelutjha, abafazi nabantu abadala.

Izethulo nemibiko - Ikulumo yesiFunda, i-Ofisi leSabelomali neKulumo yomThethomgomo kaNdunakulu, imibiko yenyanga nekota ye-Ofisi, kanye noMbiko womNyaka we-Ofisi kaNdunakulu, ivulekele umphakathi nebeendaba.

Ukuhlela okuKhulu – Iyunithi ikhulumisana nomphakathi jikelele lokha nayithuthukisa imigomo (isib. Umbono we-2030).

12. IKAMBISO YOKUNIKELA NGEMININGWANA YOMUNTU

12.1. Umnqopho wokuSebenza kweKambiso

NB: Hlathulula umnqopho wokucubungula ilwazi lomuntu mathupha ehlanganweni

I-Ofisi kaNdunakulu isebenza ngelwazi lomuntu mathupha kwaphela ngeenhloso ezihlobene nemisebenzi namkha imisebenzi ye-Ofisi kaNdunakulu, hlangana nezinye izinto:

- (ii) iimbopho zesivumelwano nabathengisi nabahlinzeki bemisenzi;
- (iii) iinhloso zeembalo nofana zokurhubhulula;
- (iv) ukuthobela iimbopho ezibekwe mthetho; kunye
- (v) ukuqinisekisa nokuvuselela ilwazi elinalo.

12.2. Ihlathululo yeenkoro zabantu bedatha kanye nelwazi nofana iinkoro zelwazi ezihlobene nalokho

NB: Qongisa iingaba zabantu abasebenzisa idatha malungana nokuthi umzimba usebenza ngabo ilwazi lomuntu mathupha kanye nobujamo nofana iingaba zelwazi lomuntu mathupha elisetjenziswako.

Ngenzasi kunethempulethi engasetjenziswa ukubeka iingaba zabantu abasebenzisa idatha kanye nehlathululo yobujamo nofana iingaba zeminingwana yomuntu mathupha ezakusetjenzwa. Tjheja bona ubujamo belwazi lomuntu mathupha buthembele emnqophweni yesikhungo ekwenzeni imisebenzi namkha imisebenzi yawo.

Iinkoro zeenhloko zedatha	Ilwazi lomuntu mathupha elingasetjenziswa
Amagama wabantu wemvelo nesibongo;	imininingwana yokuthintana (inomboro yokuthintana), inomboro yefeksi, isiphande se-imeyili); Isiphande sendawo yokuhlala, yeposi nofana yebhizinisi; ubunikazi obuhlukileko, Inomboro nokutlolelana okuyifihlo
Abantu bezomthetho	Amagama wabantu abathintwako; Ibizo lenhlangano esemthethweni; isiphande seposi; imininingwana yokuthintana (inomboro yokuthintana), inomboro yefeksi, isiphande se-imeyili; inomboro yokutlolisa; zeemali, zezokuthengisa, zesayensi nofana zobuqhwephetjhe ilwazi kanye neemfihlo zokurhweba

Abasebenzi	Ubulili, ubujamo bokuzithwala; ubujamo bomtjhado; Iminyaka yobutjhaba, ilimi, ilwazi lefundo (iimfundo); ilwazi lezeemali; umlando womsebenzi; Inomboro kamazisi; isiphande seposi; imininingwana yokuthintana (inomboro yokuthintana), inomboro yefeksi, isiphande se-imeyili); ukuziphatha kobulelesi; ukuphila kuhle kanye neenhlobo zabo (umndeni amalunga) ubutjhaba, kwezokwelapha, ubulili, ubuzwe, ubuhlanga nofana umphakathi, ikombiso yokuthanda ukuya emsemeni, iminyaka, ipilo yomzimba nofana yengcondo, ukuphila kuhle, ukukhubazeka, ikolo, ubujamo bomzwangedwa, inkolelo, amasiko, ilimi, i-bhayomethriki kanye nelwazi lomuntu bunqophu.
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12.3. Abamukeli namkha iinkoro zabamukeli lapho ilwazi lomuntu mathupha linganikelwa khona.

Isigaba selwazi lomuntu mathupha	AbaMukeli namkha iiNkoro zabaMukeli beLwazi
Inomboro kamazisi namagama, ukuhlolisisa umlando wobulelesi wobulelesi	South African Police Services (Imisebenzi zamaPholisa weSewula Afrika)
Iziqu, ukuthola ikhwalifikheshini Nokuqinisekiswa kwayo	I-South African Qualifications Authority
Umlando wekhredithi nokubhadela, ilwazi lekhredithi	Ama-Credit Bureaus

12.4. Ukukhanjiswa nokutholakala kwelwazi lomuntu mathupha okuhleliweko

12.4.1.

Ukuthembeka nokufihleka kwelwazi lomuntu mathupha kuvikelwe eensongweni ezilindelweko nokufinyelela okungakavunyelwa ngokusebenzisa iindlela zokuvikeleka ezizwakalako nezifanele ubungozi obukhonjiweko nelwazi elingaba buthakathaka.

12.4.2 Iinqabo lezi zifaka hlangana okulandelako:

12.4.2.1 Iinlinganiso zehlangano:

- UmNqophisi-Jikelele uthatha umthwalo wokuvikeleka kwayo yoke imininingwana yomNyango.
- Umphathi wezokuPhepha womNyango ulawula umsebenzi wezokuphepha lo egameni lika-DG asekelwa yi-Ofisi yeKomidi yezokuPhepha kaNdunakulu.
- IsiKhulu seLwazi siqinisekisa bona amagadango afaneleko akhona ukuvikela umthangalasiseko we-ICT, ithungelelwano namahlelo. Lokhu kufaka hlangana ukuthatha umthwalo wabantu besithathu abathuthukisa, abafinyelela nofana abasebenzisa umthangalasiseko we-OTP ICT, ithungelelwano namahlelo.
- Umphathi wezokuPhepha uhlola begodu atlole ubungozi belwazi lebhizinisi begodu ulawula ubungozi malungana nesakhiwo se-ICT, amanethiwekhi namasistimu.
- Imisebenzi yokuphephisa nokuvikeleka ifakwe emisebenzini yabasebenzi abasebenza ngelwazi lomuntu mathupha begodu kufuze balandele imithetho, imigomo, amahlelo neenkambiso

zokuvikeleka kwelwazi.

- Izehlakalo zezokuphepha ziyabuyezwa begodu zibikwa.

2.4.2.2 linlinganiso Eziphathelene Nezinto Ezithintekako:

- Ukufikelela eensetjenzisweni nemitjhini kuyalawulwa begodu kuyahlolwa.
- Iindawo zokungena zilinganiselwe ngokuhlinzekwa kweenlawuli zezokuphepha, ezifana neminyango yezokuphepha. Lapho kutlhogeka khona iindawo zokungena zithuthukiswa ngokusetjenziswa kwamahlelo wokubamba abangeneli, imisebenzi yokugada kanye/nofana ukutjheja umabonwakude wamakhemera okuvaliweko.
- Ukungena kulawulwa begodu kutjhejwa ngokuhlanganiswa kokugada okunabantu, amahlelo wokulawula ukufikelela nge-elektronikhi, amakhadi wokungena kamazisi, amahlelo wokulawula iimvakatjhi, iminyango yokuvula nge-biometric, iminyango ephendukako nokusetjha ukungena nokuphuma.

12.4.2.3 lindlela ezibuthekhniki:

- Amazinga wokuPhepha kweLwazi akhutjhe emisebenzini yomphakathi ayalandelwa.
- Iimvumelwano ezenziwe nabantu besithathu zifaka hlangana ukuvikelwa kobuqotho nokufihleka kwelwazi ngabantu besithathu.
- Ubungozi buhlolwa ngesikhathi sokuthuthukiswa kweensetjenziswa ezitjha namahlelo, lokha nakutjhugululwa amahlelo akhona, lokha nakutjhugululwa iinkambo zebhizinisi nalokha nakukhonjwa iindawo ezisolisako ziyatjhejwa.
- Ubungozi emthangalasiseko we-ICT, ithungelelwano kanye namahlelo bulawulwa ngokuhlolwa nokutjheja ubungozi nokusongelwa, ukulawulwa kwama-odithi, ukulawulwa kwezehlakalo nokubandulwa ngokutjheja ukuphepha.

12.5. Ihlathululo eJwayelekileko yokuVikeleka kweLwazi linJamiso ezizokusetjenziswa ngiloyo onesibopho onesibopho ukuqinisekisa ukufihlakala, ukudzimelela emigomeni ebekiweko nokutholakala kwelwazi

13. UKUTHOLAKALA KWEMANUWALI

13.1. Imanuwali le yenziwa bona itholakale ngamalimi amathathu alandelako asemthethweni-

13.1.1. IsiNgisi;

13.1.2. IsiNdebele

13.1.3. ISiSwati

13.2. Ikhophi yemanuwali le namkha umhlobo omunye wawo ovuselelweko, nayo iyatholakala ngalendlela elandelako-

13.2.1. ku (<https://www.Mpumalanga.gov.za/otp1>), nangabe ikhona, yesikhungo somphakathi;

13.2.2 e-ofisini elikhulu lesikhungo somphakathi ukobana ihlolwe mphakathi ngesikhathi sama-awa wokusebenza;

13.2.3 kunoma ngubani umuntu ngokubawa begodu ngokubhadelwa kwemali ebekiweko; kunye

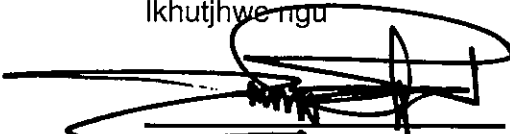
13.2.4 kuMlawuli weLwazi lokha nayibawliweko.

13.3 Imali yekhophi yeManuwali, njengombana kuvezwe ku-Anektjha B seMithethomgomo, izakubhadelwa ngefothokhophi ngayinye yobukhulu be-A4 eyenziweko

14. UKUVUSELELWA KWEMANUWALI

I-Ofisi kaNdunakulu izakuthi, nangabe kuyathogeka, ibuyekeze begodu igadangise iManuwali qobe mnyaka.

Ikhutjhwe ngu



Mnu TP NYONI

(A) UMLAWULI-JIKELELE: I-OFISI KANDUNAKULU WE-MPUMALANGA

ILANGA: 30/10/24

OTPR96a

Amaforomu abekiweko wokufikelela uthole irekhodi le-Ofisi kaNdunakulu.

IFOROMU 1

ISIBAWO SOKUTHOLA IKHOPHI YOMHLAHLANDLELA

[Umthetholawulo 3]

Iya ku: Isikhulu seLwazi

Mina u-

Amagama apheleleko:			
Ngomsebenzi wami njengo (tshwaya ngo "x"):	Isikhulu seLwazi		Okhunye
Ibizo *lehlango yomphakathi/ yangasese (nangabe iyasebenza)			
Isiphande leposi:			
Isiphande lomgwaqo:			
siphande Se-Imeyili:			
Ifeksi:			
Iinomboro zokuthintana:	Tel.(B):		Ufunjathwako:

Ngibawa ikhophi elandelako yomHlahlandlela:

Ilimi (<i>tshaya ngo "X"</i>)	Inani Lamakhophi	Ilimi (<i>tshaya ngo "X"</i>)	Inani Lamakhophi
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		English	
isiNdebele		isiXhosa	
isiZulu			

Indlela YokThola Ikhophi (*tshaya ngo "x"*):

Ukuzithathela bunqophu	Isiphande Seposi	I-Feksi Esa-Imeyili	Ukukhulumisana nge-elekthronikhi (Sibawa uhlathulule)

Itlikitwe e _____ nge _____ langa _____ 20 _____

Umtlikitlo Waloyo Obawako _____

IFOROMU 2

ISIBAWO SOKUTHOLA AMAREKHODI WELWAZI

[Umthetholawulo 7]

TJHEJA:

1. Ubufakazi bokuthi ungubani kufanele bunamathiselwe mfakisibawo.
2. Nangabe iimbawo ezenziwe egameni lomunye umuntu, ubufakazi begunya elinjalo, kufanele bunamathele efomini leli.

Iya Ku: IsiKhulu seLwazi

(Tlola isiPhande)

Isiphande se-Imeyili:

Inomboro yeFeksi:

Tshaya ngo "X"

Isibawo senziwa ngimi

Isibawo ngisenzela omunye umuntu

ILWAZI LOMUNTU MATHUPHA					
Amagama apheleleko					
Inomboro kaMazisi					
Umthamo lapho isibawo senziwa khona (lokha nange kwenziwa isibawo somunye umuntu)					
Isiphande seposi:					
Isiphande sestrada:					
Isiphande Se-Imeyili: Ifeksi:					
Inomboro zokuthintana:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Tel. (B):</td> <td style="width: 50%; padding: 5px;">I-Feksi Esa-Imeyili:</td> </tr> <tr> <td style="padding: 5px;">Ufunjathwako:</td> <td></td> </tr> </table>	Tel. (B):	I-Feksi Esa-Imeyili:	Ufunjathwako:	
Tel. (B):	I-Feksi Esa-Imeyili:				
Ufunjathwako:					
Amagama apheleleko womuntu okwenziwe isibawo egameni lakhe (nangabe kuyasebenza): Inomboro yobunikazi Isiphande sePosi					
Inomboro kaMazisi					

Isiphande seposi:	
-------------------	--

Isiphande sestrada	
--------------------	--

Isiphande se-Imeyili	
----------------------	--

Inomboro zokuThintana	Tel. (B)		I-Feksi Esa- Imeyili:	
	Ufunjathwako			

IMININGWANA YELWAZI LAMAREKHODI ELIBAWIWEKO

Nikela ngemininingwana epheleleko yerekhodi okufunwa ukufikelela kiyo, kufaka hlangana inomboro yereferensi nangabe uyayazi, ukwenzela bona irekhodi litholakale. (Nangabe isikhala esinikelweko asikaneli, sibawa uragele phambili ngekhasi elihlukileko bese ulinamathisela efomini. Woke amakhasi angezelelweko kufanele atlikitliwe.)

Ihlathululo lelwazi lerekhodi nofana irekhodi elifaneleko:	

Inomboro yereferensi, nangabe uyayazi	
---------------------------------------	--

Eminye imininingwana ezeleko oyifunako	

UMHLOBO WEREKHODI <i>(Tshaya ibhokisi elifaneleko ngo-"X")</i>	
Irekhodi libhalwe phasi namkha ngeligangisiweko	
Irekhodi lifaka hlangana iinthombe ezibonakalako (lokhu kufaka hlangana iinthombe, amaslayidi, amarekhodi wevidiyo, iinthombe ezenziwe yikhomphyutha, imidwebo, njll)	
Irekhodi liqukethe amagama arekhodiweko nofana ilwazi elingakhiqizwa kabutjha ngomdumo	
Irekhodi libekwe ekhomphyutheni nofana ngefomu ye-elektronikhi, nofana efundeka mtjhini	
INDLELA YOKUTHOLA <i>(Tshaya ibhokisi elifaneleko ngo-"X")</i>	
Ikhophi egadangisiweko yerekhodi (okufaka hlangana amakhophi wanoma ngiziphi iinthombe ezibonakalako, ukutloliswa kanye nelwazi eliphethwe kukhomphyutha nofana ngefomu ye-elektronikhi nofana efundeka ngomtjhini)	
Ukutloliswa okutlolweko nofana okugadangisiweko kweenthombe ezibonakalako (lokhu kufaka hlangana iinthombe, amaslayidi, ukurekhodwa kwevidiyo, iinthombe ezenziwe yikhomphyutha, imidwebo, njll)	
Ukutloliswa komvumo (umtlo otlolwe phasi nofana ogadangisiweko)	
Ikhophi yerekhodi ku-flash drive (okufaka hlangana iinthombe ezibonakalako nama-soundtrack)	
Ikhophi yerekhodi ku-compact disc drive (okufaka hlangana iinthombe ezibonakalako nama-soundtrack)	
Ikhophi yerekhodi elondolozwe kuseva lyeitoreji	

INDLELA YOKUTHOLA <i>(Tshaya ibhokisi elifaneleko ngo-"X")</i>	
Ukuhlolwa komuntu mathupha kwerekhodi lesiphande elitlolisiweko lesikhungo somphakathi/yangehlangothini (okufaka hlangana ukulalela amagama arekhodiweko, ilwazi elingakhiqizwa kabutjha ngomdumo, nofana ilwazi eliphethwe kukhomphyutha nofana ngefomu ye-elektronikhi nofana efundeka ngomtjhini)	
Postal services to Isiphande Seposi Imisebenzi yokuposa eya esiphandeni seposi	
Imisebenzi yokuposa eya esiphandeni sestrada	
Umsebenzi wokuposa oya esiphandeni sestrada	
I-Feksi Esa-Imeyili: yelwazi elitloliweko nofana eligadangisiweko (okufaka hlangana ukutloliswa)	
I-imeyili yelwazi (okufaka hlangana ama-soundtrack nangabe kungenzeka)	

Ikhophi yerekhodi elondolozwe kuseva lyeitoreji	
Ilimi elikhethwako (Tjheja bona nangabe irekhodi alitholakali ngelimi olikhethako, ukukghona ukulithola kungavunyelwa ngelimi irekhodi elitholakala ngalo)	

IMININGWANA YELUNGELO LOKUSEBENZISWA NOFANA LOKUVIKELWA	
<i>Nangabe isikhala esinikelweko asikaneli, sibawa uragele phambili ngekhasi elihlukileko bese ulinamathisela eForomini leli. Umfakisibawo kufanele atlikitle woke amakhasi angezelelweko.</i>	
Tjengisa bona ngiliphi ilungelo ekufuze lisetjenziswe namkha livikelwe	
Hlathulula bona kubayini irekhodi elibawiweko litlhogeka ukusetjenziswa nofana ukuvikelwa kwelungelo elikhulunywe ngaphambilini:	

IIMBADELO	
<p>a) Imali lyeibawo kufanele ibhadelwe ngaphambi kobana isibawo siqalwe.</p> <p>b) Uzokwaziswa ngenani lemali yokuthola ilwazi ekufanele ibhadelwe.</p> <p>c) Imali ekhokhelwa yokuthola ilwazi lerekhodi iya ngefomu lapho ukufikelela kutlhogeka khona kanye nesikhathi esizwakalako esitlhogekako sokufuna nokulungiselela irekhodi.</p> <p>d) Nangabe ufaneleka ukukhululwa ekubhadeleni nanyana ngiyiphi imali, sibawa utjho isizathu sokukhululwa</p>	
Isizathu	

Uzokwaziswa ngokutlola bona isibawo sakho sivunyiwe namkha siphikisiwe begodu nangabe sivunyiwe iindleko ezihlobene nesibawo sakho, nangabe zikhona. Sibawa utjengise indlela oyithandako yokuthintana:

Isiphande Seposi	I-Feksi Esa-Imeyili:	Ukukhulumisana nge- elektroniki (Sibawa uhlathulule)

**Umtlikitlo womfakisibawo / umuntu okwenziwe isibawo egameni lakhe
LOKHU KUZALISWA YI-OFFISI KWAPHELA**

Inomboro yereferensi:	
Isibawo sitholwe ngu: (Izinga lombuso, ibizo kanye Isibongo sesiPhathiswa seLwazi)	
Ilanga Eyamukelwe ngalo:	
Imali ebhadelwako yokuthola ilwazi:	
Isibambiso sediphosidi (nangabe sikhona)	

Umtlikitlo weSikhulu seLwazi

IFORUMU 3 UMPHUMELA WESIBAWO KANYE NEMBADALO

[Umthetholawulo 8]

Yeleva:

1. Nangabe isibawo sakho sivunyelwe—

(a) inani lediphozithi, (nangabe likhona), liyabhadelwa ngaphambi kobana isibawo sakho sisetjenzwe; kunye

(b) irekhodi/ingcenywe yerekhodi ebabiwako izokukhutjwa kwaphela lokha ubufakazi bokubhadelwa okupheleleko nabuthunyelweko.

2. Sibawo usebenzise inomboro yokukhomba lapha kiko koke ukutlolelana kwesikhathi esizako.

Inomboro yereferensi: _____

IYA KU: _____

Isibawo sakho osithumele nge _____, siyatjhejwa.

1. Wenze isibawo :

Ukuhlolwa komuntu mathupha kwelwazi kwisiphande esitlolisweko lehlango yomphakathi/yangacedai (okufaka hlangana ukulalela amagama arekhodiweko, ilwazi elingakhiqizwa kabutjha ngomdumo, nofana ilwazi eligcinwe ekhomphyutheni nofana ngefomu ye-elektronikhi nofana efundeka ngomtjhini) kusimahla. Kuthogeka bona wenze isivumelwano sokuhlolwa kwelwazi begodu uze neForomu leli. Nangabe ufuna nanyana ngiyiphi indlela yokukhiqiza kabutjha ilwazi, uzokubhadela iindleko ezibekwe ku-Anektjha B.	
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NOFANA

2. Wenze isibawo:

Amakhophi agadangisiweko welwazi (okufaka hlangana amakhophi wanoma ngiziphi iinthombe ezibonakalako, ukutloliswa kanye nelwazi eliphethwe kukhomphyutha nofana ngefomu ye-elektronikhi nofana efundeka ngomtjhini).	
Ukutloliswa okutlolweko nofana okugadangisiweko kweenthombe ezibonakalako (lokhu kufaka hlangana iinthombe, amaslayidi, ukurekhodwa kwevidiyo, iinthombe ezenziwe yikhomphyutha, imidwebo, njll).	
Ukutloliswa komvumo (umtlo otlolwe phasi nofana ogadangisiweko)	
Ikhophi yelwazi ku-flash drive (okufaka hlangana iinthombe ezibonakalako nama-soundtrack)	
Ikhophi yelwazi ku-compact disc drive (okufaka hlangana iinthombe ezibonakalako nama-soundtrack)	
Ikhophi yerekhodi ebekwe kuseva lyeitoreji samafu	

3. Ekufanele Kuthunyelwe:

Imisebenzi yeposi iya kusiphande Seposi	
Imisebenzi yeposi iya kusiphande sestrada	
Isevisi ye-courier iya kusiphande sestrada	
I-Feksi Esa-Imeyili: yelwazi elitlolweko nofana eligadangisiweko (okufaka hlangana ukutloliswa)	

I-imeyili yolwazi (okufaka hlangana ama-soundtrack nangabe kungenzeka)	
Ukwabelana cloud/ukudluliselwa kwefayela	
Ilimi elikhethwako: (Tjheja bona nangabe irekhodi alitholakali ngelimi olikhethako, ukukghona ukulithola kungavunyelwa ngelimi irekhodi elitholakala ngalo)	

Sibawa uyelele imiphumela le ngesibawo sakho:

- Sivunyelwe
- Asikavunyelwa, ngeenzathu ezilandelako

4. Imali ezokubhadalwa emayelana nesibawo sakho:

Isihlokwana	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Ikhophi			
Ikhophi egadangisiweko			
Ukuthola ikhophi ngendlela efundeka ngekhomphyutha ku:			
(i) Idrayivu yefilethi	R40.00		
• Kuzokunikelwa mfakisibawo			
(ii) Idiski encani	R40.00		
• Nangabe kunikelwe mfakisibawo	R60.00		
• Nangabe kunikelwe umfakisibawo			
Ukutholwa kweentombi ezibonwako ngekhasi eliyi-A4	Isevisi izokunikelwa ngaphandle. Kuzokuya ngesilinganiso somhlinzeki wesevisir		
Ikhophi yeenombi ezibonwako			
Ukukhuphelwa kwerekhodi lomdumo ngobukhulu be-A4	R24.00		
Ikhophi yerekhodi letjhada			
(i) Idrayivu yefleshi	R40.00		
• Kuzokunikelwa mfakisibawo			
(ii) Idiski encani	R40.00		
• Nangabe kunikelwe mfakisibawo	R60.00		
• Nangabe kunikelwe umfakisibawo			
Imali yokuposa, i-imeyili nanyana ngikuphi ukudluliselwa kwe-elektroniki:	Iindleko zamambala		
INANI LOKE:			

5. Isibambiso sediphosithi (iNangabe lokho okufunwako kudlula ama-iri asi-6):

Iye

Awa

Ama-iri asebenziweko wokufuna ilwazi		Imali ediphosithweko (kubalwa ngengcenywe eyodwa kwezintathu yenani eliphelileko ngesibawo ngasinye)	
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Imali kufanele ibhadelwe ku-akhawunti yeBhanga elandelako:

Ibizo leBhanga: _____

Ibizo lomnikazi we-akhawunti: _____

Umhlobo we-akhawunti: _____

Inomboro ye-akhawunti: _____

Ikhawuli yegatja: _____

Ireferensi Nr: _____

Thumela ubufakazi bokubhadela ku: _____

Itlakitliwe e-_____ ngelanga le-_____ le-_____ 20 _____

Isikhulu seLwazi

IFOROMU LOKUTHUMELA IINGHONGHOYILO NGAPHAKATHI

FORM 4 [Umthetholawulo 9]

Inomboro yeReferensi:

IMININGWANA IYEIKHUNGO LOMBUSO				
Igama lesikhungo sombuso				
Igama nesibongo sesiKhulu seLwazi:				
IMININGWANA YOLILAKO OFAKA ISINGHONGHOYILO SANGAPHAKATHI				
Amagama Apheleleko				
Inomboro kaMazisi				
Isiphande Seposi				
Inomboro zokuThintana	Tel. (B)		I-Feksi Esa-Imeyili:	
	Ufunjathwako			
Isiphande se-Imeyili				
Ingabe isinghonyayo sangaphakathi sifakwe egameni lomunye umuntu?	Iye		Awa	
Nangabe ipendulo ngu "IYE", isinghonyayo sangaphakathi esifakwe ngaso egameni lomunye umuntu: (Ubufakazi besinghonyayo esifakwe ngaso, nangabe kuyasebenza, kufanele bufakwe ngokunanyathiselwa.)				
IMININGWANA WOMUNTU OFAKELWE ISINGHONGHOYILO SANGAPHAKATHI (Nangabe ifakwe mumuntu wesithathu)				
Amagama Apheleleko				
Inomboro kaMazisi				
Isiphande Seposi				
Inomboro zokuThintana	Tel. (B)		I-Feksi Esa-Imeyili:	

	Ufunjathwako	
Isiphande se-Imeyili		

**ISIQUNTO ESIMAYELANA NESIBAWO SESINGHONGHOYOLO ESIFAKWA NGAPHAKATHI
(tshwaya ibhokisi elifaneleko ngo-"X")**

Ukwalelwa kwesibawo sokuthola ilwazi	
Isiqunto malungana neemali ezibekiweko ngokuya kwesigaba 22 somThetho	
Isiqunto malungana nokungezelelwa kwesikhathi lapho isibawo kufanele sisetjenzwe khona ngokuya kwesigaba 26(1) somThetho	
Isiqunto ngokuya kwesigaba 29(3) somThetho wokwala ukufikelela ngendlela umfakisibawo abawe ngakhona	
Isiqunto sokunikela isibawo sokuthola ilwazi	

IINZATHU ZOKUFANA ISINGHONGHOYOLO
(Nangabe isikhala esinikelweko asikaneli, sibawa uragele phambili ekhasini elihlukileko bese ulinamathisela efomini leli. koke amakhasi angezelelweko kufanele atlikitliwe)

Veza iinzathu lapho isinghonghoyilo sangaphakathi sisekelwe khona:	
Veza nanyana ngiyiphi enye imininingwana engaba yinto efaneleko ekuqaleleni isinghonghoyilo:	

Uzokwaziswa ngomtlo ngesiqunto sokudlulisa iinghonghoyilo zakho zangaphakathi. Sibawa utjengise indlela oyithandako yokwaziswa:

Isiphande Seposi	I-Feksi Esa-Imeyili:	Ukukhulumisana nge- elektronikhi (Sibawa uhlathulule)

Itlikitliwe e-_____ ngelanga le-_____ le-_____ 20

Umtlikitlo WoMmangali/uMuntu wesiThathu

LOKHU KUZALISWA YI-OFFISI KWAPHELA
OFFICIAL RECORD OF INTERNAL APPEAL

Isinghonyayo samukelwe ngu: (Izinga lombuso, ibizo nesibongo lesiKhulu seLwazi)			
Ilanga esamukelwe ngalo:			
Isinghonyayo esikhambisana neenzathu zesiqunto sesikhulu selwazi begodu, lapho kufanele khona, imininingwana yanoma ngimuphi umuntu wesithathu irekhodi eliphathelene naye, elithunyelwe sikhulu selwazi:	Iye		
	Awa		
OUTCOME OF APPEAL			
Ukwala isibawo sokuthola ilwazi. Kuqinisekisiwe?	Iye		Isiqunto esitjha (nangabe akukaqinisekiswa)
	Awa		
Imbadalo (Sec 22). Iqinisekisiwe?	Iye		Isiqunto esitjha (nangabe akukaqinisekiswa)
	Awa		
Iselulo (Sec 26(1)). Siqinisekisiwe?	Iye		Isiqunto esitjha (nangabe akukaqinisekiswa)
	Awa		
Ukuthola ilwazi (Sec 29(3)). Kuqinisekisiwe?	Iye		Isiqunto esitjha (nangabe akukaqinisekiswa))
	Awa		
Isibawo sokuthola ilwazi. Confirmed?	Iye		Isiqunto esitjha (nangabe akukaqinisekiswa))
	Awa		

Itlikitliwe e-_____ ngelanga le-_____ le-_____ 20_____

Igunya eliFaneleko

IFOROMO LESINGHONGHOYILO

IFOROMU 5

[Umthetholawulo 10]

TJHEJA:

1. Iforomo leli lenzelwe ukusiza uMfakisibawo namkha umuntu wesiThathu (lapha ozokubizwa ngokuthi “Mmangali”) ekufane isibawo sokubuyekezwa kwependulo namkha ukungaphenduli kweHlangano yomBuso namkha yangasese esibaweni sokuthola ilwazi lamarekhodi ngaphasi komThetho wokuThuthukiswa kokuFinyelela eLwazini, 2000 (UmThetho Nomboro 2 ka 2000) (“PAIA”). Sibawa uzalise iforomo leli bese ulithumela esiphandeni se-imeyili elilandelako: PAIAComplaints@justice.gov.za nofana uzalise iforomo lokufaka isinghonyoyilo elitholakala ku-inthanethi ku-<https://www.justice.gov.za/inforeg/>.
2. I-PAIA inikela ilunga lomphakathi ilungelo lokufaka isinghonyoyilo kuMlawuli weLwazi nanyana ngibuphi ubujamo beenghonyoyilo ezivezwe engcenyeni F yeforomo lesinghonyoyilo.
3. Ukusiza isiKhungo ukulungisa ukutshwenyeka kwakho ngaphambi kobana uthintane noMlawuli weLwazi, kutlhogeka bona uzalise iForomu 2 le-PAIA ebekiweko bese ulithumela kusiKhungo.
4. Ikhophi yeForomu le izakunikelwa isiKhungo esiyisihloko yesinghonyoyilo sakho. Ilwazi olinikelako efomini leli, elinamathiselwe efomini leli namkha olinikela ngokukhamba kwesikhathi, lizakusetjenziselwa ukulinga ukurarulula ukungezwani kwakho, ngaphandle kwalokha nakutjiwo ngenye indlela lapha.
5. UmLawuli weLwazi uzakwamukela isinghonyoyilo sakho kwaphela lokha nasele uqinisekisele bona ulandele iimfuneko ezingezasi.
6. Sibawa unamathele amakhophi wamadokhumente alandelako, nangabe unawo:
 - a. Ikhophi yeforomu eya esKhungweni obawa kiso ukuthola amarekhodi;
 - b. Ipendulo yesiKhungo kwisinghonyoyilo sakho nofana isibawo sokuthola ilwazi;
 - c. Nanyana ngikuphi okunye ukutlolelana hlangana nawe nesiKhungo malungana nesibawo sakho;
 - d. Ikhophi yeforomo lokudlulisa isinghonyoyilo, nangabe umlandeli wakho uphathelene nehlangano yomphakathi;
 - e. Ipendulo yosiKhungo esibaweni sakho;
 - f. Nanyana ngikuphi okunye ukubhalelana hlangana nawe noMzimba malungana nesikhalazo sakho;
 - g. Imitlolo ekugunyazako bona wenze egameni lomunye umuntu (nangabe kuyasebenza);
 - h. Umyalo weKhotho nofana imitlolo yeKhotho ephathelene nesinghonyoyilo sakho, nangabe ikhona.
7. Nangabe isikhala esinikelwe kileliForomo asikaneli, thumela ilwazi njenge-Anektjha eForomn leli bese utlikitla ikhasi ngalinye.

ISIKHUNDLA SOMUNTU/IHLANGANO EFAKA ISINGHONGHOYILO

(Tshaya ngo "X")

Onghonghoyilako yena mathupha

Umjameli wonghonyilako

Umuntu wesiThathu

OKUFUNEKAKO			
Ingabe usithumele isibawo (iforomo le-PAIA) sokuthola irekhodi lehlangothi yomphakathi/yangeqadi?	Iye		Awa
Ingabe sele kudlule amalanga ama-30 kusukela ngelanga owathumela ngalo iforomo lakho le-PAIA?	Iye		Awa
Ingabe uqede yoke ikambiso yokudlulisa isinghonyilako sangaphakathi malungana nesiqunto sesiKhulu seLwazi sesikhungo somphakathi?	Iye		Awa
Ingabe ufake isibawo eKhotso sokobana uthole isizo elifaneleko malungana nendaba le?	Iye		Awa

NGOKUSEBENZISWA KOMLAWULI WELWAZI KUPHELA			
Yamukwelwe ngu: (Amagama Apheleleko)			
Isikhunda			
Umtlikitlo			
Isinghonyilako samukelekile	Iye		Awa
Inomboro yeRefensi			
Date stamp			

Isiphande Seposi	I-Feksi Esa-Imeyili:	Ukukhulumisana nge-elektroniki (Sibawa uhlathulule)

**INGCENYE A
IMININGWANA YELWAZI LALOYO ONGHONGHOYILAKO**

Amagam azeleko	
Inomboro kaMazisi	
Isiphande Seposi	
Isiphande sestrada	

Isiphande se-Imeyili				
Inomboro zokuThintana	Tel. (B)		I-Feksi Esa- Imeyili:	
	Ufunjathwako			
INGCENYE B ILWAZI LOMJAMELI (Zalisa kwaphela nangabe uzokujanyelwa. Igunya loMmeli kufanele linamathiselwe nangabe umnghonghoyili ujanyelwe, nakuhluleka kilokho , isinghonghoyilo sizokulahlwa)				
Amagama azeleko womJameli				
Ubujamo Bokujanyelwa				
Inomboro kaMazisi / Inomboro Yokutlolisa				
Isiphande Seposi				
Isiphande sestrada				
Isiphande se-Imeyili				
Inomboro zokuThintana	Tel. (B)		I-Feksi Esa- Imeyili:	
	Ufunjathwako			
INGCENYE C ILWAZI LLEHLANGANO YESITHATHU (Sibawa unamathisele incwadi yokugunyaza)				
Umhlobo WeHlangano	Yangedadi		Yomphakathi	
Igama lehlangano yomphakathi / yangecadi				
Inomboro Yokutlolisa (nange ikhona)				
Igama, isibongo kanye Isihloko somuntu ogunyazwe ukufaka isinghonghoyilo				
Isiphande Seposi				
Isiphande sestrada				
Isiphande se-Imeyili				
Inomboro zokuThintana	Tel. (B):		I-Feksi Esa- Imeyili:	
	Ufunjathwako			
INGCENYE D ISIKHUNGO OKUFAKWE ISINGHONGHOYILO KISO				
Umhlobo WeHlangano	Yangedadi		Yomphakathi	

Igama lelangano yomphakathi / yangecadi				
Inomboro Yokutlolisa (nange ikhona)				
Igama, isibongo nesikhundla somuntu osebenze naye esukhungweni somphakathi nofana wangepadi ukulinga ukurarulula isinghonghoyilo sakho nofana isibawo sokuthola ilwazi				
Isiphande Seposi				
Isiphande sestrada				
Isiphande se-Imeyili				
Inomboro zokuThintana	Tel. (B):		I-Feksi Esa- Imeyili:	
	Ufunjathwako			
Inomboro yereferensi (nange ikhona)				
INGCENYE E ISINGHONGHOYILO <i>Sitjela ngamagadango owathetheko ukulinga ukurarulula isinghonghoyilo sakho (linghonghoyilo kufanele zithunyelwe ngqo esihkungweni womphakathi nofana wangepadi ukuze ziphendulwe begodu zirarululwe)</i>				
Ilanga lapho isibawo sokuthola amarekhodi sithunyelwe khona.				
Sibawa uhlathulule ubujamo bamalungelo okufanele asetjenziswe nofana avikelwe, nangabe umuntu othobela umthetho ujamelene nehlangano yangeqadi.				
Ingabe ukhe walinga ukurarulula indaba le nehlangano?	Iye		Awa	
Nayikhisibe uthi iye, wayithola nini? (Sibawa unamathele incwadi esibaweni lesi.)				
Ingabe udlulise isinghonghoyilo ngesiqunto sesikhulu selwazi sehlangano yomphakathi?	Iye		Awa	
Nangabe uthi iye, ufake nini isinghonghoyilo?				
Ingabe ufake isibawo eKhotso sokobana uthole isizo elifaneleko malungana nalokhu?	Iye		Awa	

Nangabe uthe iye, ngibawa utjengise bona indaba le yahlulelwa nini yiKhotho? Sibawa unamathisele i-Oda yeKhotho nangabe ikhona.

INGCENYE F
UMHLOBO OHLATHULULWEKO WOKUTLOLA ILWAZI LAMAMAREKHODI
(Sibawa ukhethhe ynye nofana ngaphezulu kwalokhu okulandelako ukuhlathulula isinghonyoyilo sakho ngoMlawuli weLwazi)

Isinghonyoyilo esingakaphumeleli (Isigaba 77A(2)(a) nofana isigaba 77A(3)(a) se-PAIA)	<i>Ngidlulise isinghonyoyilo ngesinqunto sehlangano yomphakathi begodu isinghonyoyilo asikaphumeleli.</i>	
Isibawo esingakaphumeleli sokukhululwa (lingaba 77A(2)(b) kanye no-75(2) we-PAIA)	<i>Ngifake isinghonyoyilo sami ngesinqunto sehlangano yomphakathi ngemva kwesikhathi begodu ngafaka isibawo sokulibalela. Isibawo sokulibalela silahliwe.</i>	
Ukwala isibawo sokuthola ilwazi (Isigaba 77A(2)(c)(i) nofana 77A(2)(d)(i) nofana 77A(3)(b) ye-PAIA)	<i>Ngibawe ukufikelela ngithole ilwazi eliphethwe sikhungo begodu isibawo lesa saliwa namkha saphikiswa nganhlanye..</i>	
Isikhungo sifuna bona ngibhadale imali begodu ngibona ngasuthi yinengi khulu (lingaba 22 nofana 54 ze-PAIA)	<i>Ithenda nofana ukubhadelwa kwemali ebekiweko.</i>	
	<i>Ithenda nofana ukubhadelwa kwediphozithi.</i>	
Ukubhadelwa kwediphozithi (Isigaba Isiphathiswa selwazi sala ukubuyisela idiphozithi ekhokhelweko 22(4) ye-PAIA) malungana nesibawo sokuthola ilwazi esaliweko.	<i>Isikhulu selwazi sala ukubhadela idiphozithi ebhadelwe malungana nesibawo sokuthola ilwazi esaliweko.</i>	
Angivumelani nokungezelelwa kwesikhathi (lingaba 26 nofana 57 ze-PAIA)	<i>Isikhungo siqunte bonyana sizokuhlehlisa isikhathi sokuphendula isibawo sami, begodu nokungezwa kwesikhathi esihlehlisweko nofana ukungezelelwa kwesikhathi esithathwe ukuphendula isibawo sami sokungena ngithole ilwazi..</i>	
Iforomu lokuthola ilwazi laliwe (Isigaba 29(3) nofana 60 (a) se-PAIA)	<i>Ngabawa ukufikelela ngendlela ethileko nezwakalako begodu indlela leyo yokuthola ilwazi yaliwa.</i>	
Ukwala okubonwako (Isigaba 27 nofana 58 se-PAIA)	<i>Sekudlule amalanga ama-30 solo ngenza isibawo sami begodu angikafumani isinqunto.</i>	
	<i>Isikhathi esihlehlisweko sesiphelile begodu akukho pendulo etholakeleko.</i>	

Ukuvezwa okungakalungi kwerekhodi (Izizathu eziqakathekileko zokwala ukuthola irekhodi) .	<i>Amarekhodi (angaphasi kwezizathu zokwala ukuthola ilwazi) avezwe ngokungakafaneli/ ngokungakafaneli.</i>	
Akunazizathu ezaneleko zokwala ukuthola ilwazi (Isigaba 56(3) (a) se-PAIA)	<i>Isibawo sami sokuthola ilwazi siyaliwa, begodu akukho izizathu esizwakalako namkha ezaneleko zokwala, ezinikelweko, kufaka hlangana imibandela yomThetho lo ebegade ithembele kiyo ngokwala.</i>	
Ukuthola ilwazi okuncani kwerekhodi (Isigaba	Ukufinyelela engcenyeni yamarekhodi abawako kwavunyelwa begodu ngikholelwa bona amarekhodi amanengi bekufanele avezwe.	
28(2) nofana 59(2) ye-PAIA)	Ngikhululiwe ekubhadeleni nanyana ngiyiphi imali begodu isibawo sami sokuyekela iimali saliwe.	
Amarekhodi angatholakaliko nofana angekho (Isigaba 23 nofana 55 se-PAIA)	<i>Isikhungo sitjengise bona amanye nofana woke amarekhodi abawiwako awakho begodu ngikholelwa bona amanye amarekhodi akhona.</i>	
Ukwehluleka ukuveza amarekhodi	<i>Isikhungo sikhetha ukungivumela ukufikelela emarekhodini engiwabawileko, kodwana angikawatholi.</i>	
Akunamandla (ukusebenzisa nofana ukuvikela nanyana ngimaphi amalungelo) (Isigaba 50(1)(a) se-PAIA)	<i>Isikhungo sitjengise bona amarekhodi abawiwako awafakwanga ku-PAIA begodu angivumelani.</i>	
Isibawo esingakaqakatheki namkha esisilingako (Isigaba 45 se-PAIA)	<i>Isikhungo sitjengise bona isibawo sami sibonakala singakaqakatheki namkha siyasilinga begodu angivumelani nalokho.</i>	
Okunye (Sibawa uhlathulule)		
INGCENYE G UMPHUMELA OLINDELEKILEKO Ucabanga bona uMlawuli weLwazi angakusiza njani? Hlathulula umphumela nofana umphumela owulindeleko ngalokhu.		
INGCENYE H ISIVUMELWANO		

Isisekelo somthetho sezivumelwano ezilandelako sichazwe kuSaziso sePhrayivesi sokuthi ungafaka njani idokhumenti yakho yesingonghoyilo. Ukuze uMlawuli weLwazi asebenze isinghonghoyilo sakho, kutlhogeka bona utjheje ngalinye lamabhokisi wokuhlola angenzasi ukutjengisa ukuvuma kwakho:

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Ngiyavuma bona uMlawuli weLwazi angasebenzisa ilwazi elinikelwe kwisinghonghoyilo sami ukumsiza ekurhubhululeni iindaba eziphathelene nokuthuthukiswa kwelungelo lokuthola ilwazi kanye nokuvikelwa kwelungelo lokuba nefihlo eSewula Afrika. Ngiyazwisisa bona uMlawuli weLwazi angeze afaka imininingwana yami yomuntu mathupha namkha eminye imininingwana engikhomba kiyo nanyana ngimuphi umbiko womphakathi, begodu ilwazi lami lomuntu mathupha lisavikelwe mThetho wokuVikelwa kweLwazi loMuntu, 2013 (UmThetho Nomboro 4 ka-2013). Ngiyazwisisa bona nange ngingavumelani, uMlawuli weLwazi uzakusebenza isinghonghoyilo sami.

Ilwazi eliseForomini lesiNghonghoyilo liliqiniso ngokwazi kwami nokukholelwa kwami.

Ngigunyaza uMlawuli weLwazi ukubuthelela ilwazi lami leenghonghoyilo (njengelwazi ngami efomini leenghonghoyilo) begodu alisebenzise ukucubungula iinghonghoyilo zami zamalungelo wobuntu ezihlobene nelungelo lokuthola ilwazi kanye / nofana ukuvikelwa kwelungelo lefihlo.

Ngigunyaza nanyana ngubani (njengomqatji, umnikeli wemisebenzi, ufakazi) onelwazi elitlhogekako ukucubungula isililo sami bona abelane ngalo noMlawuli weLwazi. Umlawuli welwazi angafumana ilwazi leli ngokukhuluma nabofakazi nofana abawe amarekhodi atlolweko. Ngokuya ngobujamo besinghonghoyilo, amarekhodi la angafaka hlangana amafayela wabasebenzi nofana idatha yomqatji, amarekhodi wezokwelapha nofana wesibhedlela, kanye nelwazi lezeemali nofana lomthelisi.

Nangabe enye yemininingwana yami yokuthintana itjhuguluka ngesikhathi kusebenzwa isinghonghoyilo sami, kusibopho sami ukwazisa uMlawuli weLwazi; ngaphandle kwalokho isinghonghoyilo sami singalibaziseka nofana sivalwe.

Itlikitliwe ngo-_____ ngelanga le-_____ le-_____ 20

Ummangali/Ummeli/Umuntu ogunyaziweko womuntu wesithathu

OTPR96ndebele