

WHEN THE SUN RISES
WE WORK HARD TO DELIVER

IMANYUWALI ye-PAIA

**Ilungiswe ngekuhambisana nesigaba 14 seMtsetfo
Wekukhutsata Kufinyelela Kulwatiso 2 wa-2000
(njengobe uchitjiyelwe)**



office of the premier
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA



LOKUCUKETFWE

.....	1
1. Luhla Iwema-akhronimi netinshokutsi.....	3
2. Tinhoso temanuwali we-PAIA.....	4
3. Kusungulwa kweli-hhovisi la-ndvunankulu.....	5
3.1. Imigomo/Inhoso	5
4. Sakhiwo selihhovisi la-ndvunankulu kanye nemisebenti.....	6
4.1. Sakhiwo	6
4.2. Imisebenti	7
5. Imininingwane lebalulekile yekuchumana yekufinyelela kulwati Iwelihhovisi laNdvunankhulu	8
6. Inchazelo yato tonkhe tindlela tekwelashwa letitfolakalako mayelana nesento nobe kwehluleka kwelihhovisi landvunankhulu.....	9
7. Incwadzi yekusebentisa i-paia nencwadzi yekufinyetela incwadzi yekusebentisa.....	12
8. Inchazelo yetindaba lokunembandla lowuphatsa katsi tinkhombo tembhalo kanye netigaba temabhuku laphetfwe lihhovisi landvunankhulu	15
9. Tinhlangano temarekhodi ehhovisi landvunankhulu letitfolakanako kungakhatsekiswa ngumuntfu lokufundzekile kufundza kukhona tinhlangano temarekhodi ehhovisi landvunankhulu	16
10. Tinsita letitfolakala kumalunga emphakatsi ehhovisi landvunankhulu kanye nendlela yekutfola letinsita.....	17
11. Kuhlakulwa kwabantfu kukhululwa kwemapholisi kanye nekusetjentiswa kwetigunya kanye nekuchitjelwa kwetibopho lihhovisi landvunankhulu.	18
12. Kusebentisa Iwati Iwemuntfu.....	19
12.1. Inhoso yekweLulwa.....	19
12.2. Inchazelo yetinhlobo temininingwane yebantfu labatsintsekako kanye hemniningwane nobe tinhlobo temininingwane letihlobene nabo	19
12.3. Bantfu nobe tinhlobo tebantfu lokungenteka batfole umniningwane wemuntfu.....	21
12.4. Kuhamba kwemininingwane yebantfu lokuhleliwe lokwendlula imincele	21
12.5. Inchazelo jikelele yetinyatselo tekuphepha kwemniningwane lekumele tentiwe ngulophetse kucinisekisa kutsi umniningwane uyimfiho, uphelele futsi uyatfolakala.....	23
13. Kutsatfola kwemanyuwali.....	23
14. Kulandziswa kwelicwadzi lencwadzi	24
Emafomu labekiwe ekufinyelela emarekhodi eLihhovisi laNdvunankulu.....	25-44

1. Luhla Iwema-akhronimi netinshokutsi

NB: please insert relevant acronyms and abbreviations

- | | |
|-----------------|---|
| 1.1 “DIO” | <i>Lisekela leSikhulu Selwatiso;</i> |
| 1.2 “IO” | <i>Sikhulu Selwatiso;</i> |
| 1.3 “OTP” | <i>Lihhovisi laNdvunankhulu</i> |
| 1.4 “PAIA” | <i>Umtsetfo Wekukhutsata Kufinyelela Kulwatiso Nombolo 2 wanga-2000 (njengobe Uchitjiyelwe;</i> |
| 1.1 “PFMA” | <i>Umtsetfo Wekulawula Timali Tahulumende No.1 wa 1999 njengobe Uchitjiyelwe;</i> |
| 1.2 “POPIA” | <i>Umtsetfo Wekuvikelwa Kwemniningwane Wemuntfu No.4 wanga-2013.</i> |
| 1.3 “MPG” | <i>HulumendeWesifundza saseMpumalanga.</i> |
| 1.4 “Regulator” | <i>Umlawuli Welwatiso.</i> |

2. Tinhoso temanuwali we-PAIA

Lencwajana ye-PAIA ilungele umphakatsi kutsi -

- 2.1. Hlola luhlobo lwemiculu lokungenteka kutsi seyivele ikhona eHhovisini laNdvnankhulu, ngaphandle kwesidzingo sekungenisa sicelo lesisemtsetfweni se-PAIA;
- 2.2. Kumele acondze indlela yekufaka sicelo sekufinyelela etikwelirekhodi lelihovisi laNdvnankhulu;
- 2.3. Atfole yonkhe iminininingwane lebalulekile yekutsintsa bantfu labatawusita umphakatsi ngemarekhodi lafuna kufinyelela kuwo;
- 2.4. Atfole tonkhe tindlela tekulungisa letitfolakala ehhovisi laNdvnankhulu macondzana nesicelo sekufinyelela etikwelirekhodi, ngembi kwekutsintsana nemCondzisi loweNgamele nobe tinkantolo;
- 2.5. Inchazelo yetinsita letitfolakala kumalunga emphakatsi eHhovisi laNdvnankhulu, kanye nendlela yekufinyelela kuletinsita;
- 2.6. Inchazelo yesicondziso sekusebentisa i-PAIA, njengobe sivusetelwe ngumgecinimtsetfo nekutsi ungafinyelela njani kuso;
- 2.7. Uma ngabe lomtimba utawusebenta ngemininingwane yemuntfu, inhoso yekusebenta ngemininingwane yemuntfu kanye nekuniketwa kwemininingwane nobe tinhlobo temininingwane lephatselene nemininingwane yemuntfu;
- 2.8. Utawati kutsi liHhovisi laNdvnankhulu lihlose kwendlulisela nobe kusebentisa umniningwano wemuntfu ngaphandle kweRiphabliki yeNingizimu Afrika kanye nebatfoli nobe tigaba tebazuzi lokungenteka kutsi lomniningwano wemuntfu uniketwe bona; futsi
- 2.9. Wati kutsi liHhovisi leNdvuna linetindlela tekuphepha letifanele yini tekucinisekisa kutsi umniningwane wemuntfu lotawusetjentwa uyimfihlo, uphelele futsi uyatfolakala.

3. Kusungulwa kweli-hhovisi la-ndvunankulu

NB: Veta sigaba kanye nemtsetfo lapho khona kuwunsungulwa lomtimba wemphakatsi.

I-OTP ineliHhovisi leNdunkhulu lesiFundza lelisenhloko dolobha iMbombela.

I-OTP yakhiwe nguNdvunankhulu loyinhloko yelitiko leliHhovisi kanye neMcondzisi Jikelele loyincusa yeLihhovisi laNdvunankhulu, ngalesikhatsi leminye imisebenti ye-OTP yakhiwa tikhundla letehlukene njengobe kubekiwe kuMtsetfo weTemisebenti yaHulumende.

3.1. Imigomo/Inhlosa

Chaza tinhoso kanye/nobe umsebenti wenhlangano njengobe ungaba semtsetfweni wekusungula

Ngekulandzela sigaba 125 seMtsetfosisekelo weRiphabhulikhi yeNingizimu Afrika, 1996 ("umtsetfosisekelo") Ndvunankhulu wesifundza usebentisa ligunya lekwengamela, ngekuhambisana nalamanye emalunga eMkhandlu loweNgamele. Mayelana nendzima kanye nemsebenti welihhovisi laNdvunankhulu, lamandla alandzelako eMtsetfosisekelo aNdvunankhulu kanye neKhabhinethi asebenta kakhulu:

- Kututufukisa indlela yekutiphatsa
- Kulawula lokunemandla
- Kusebenta kahle
- Kwandza kwekwetsembana

Umbono

Sikhungo lesinemakhono laphakeme

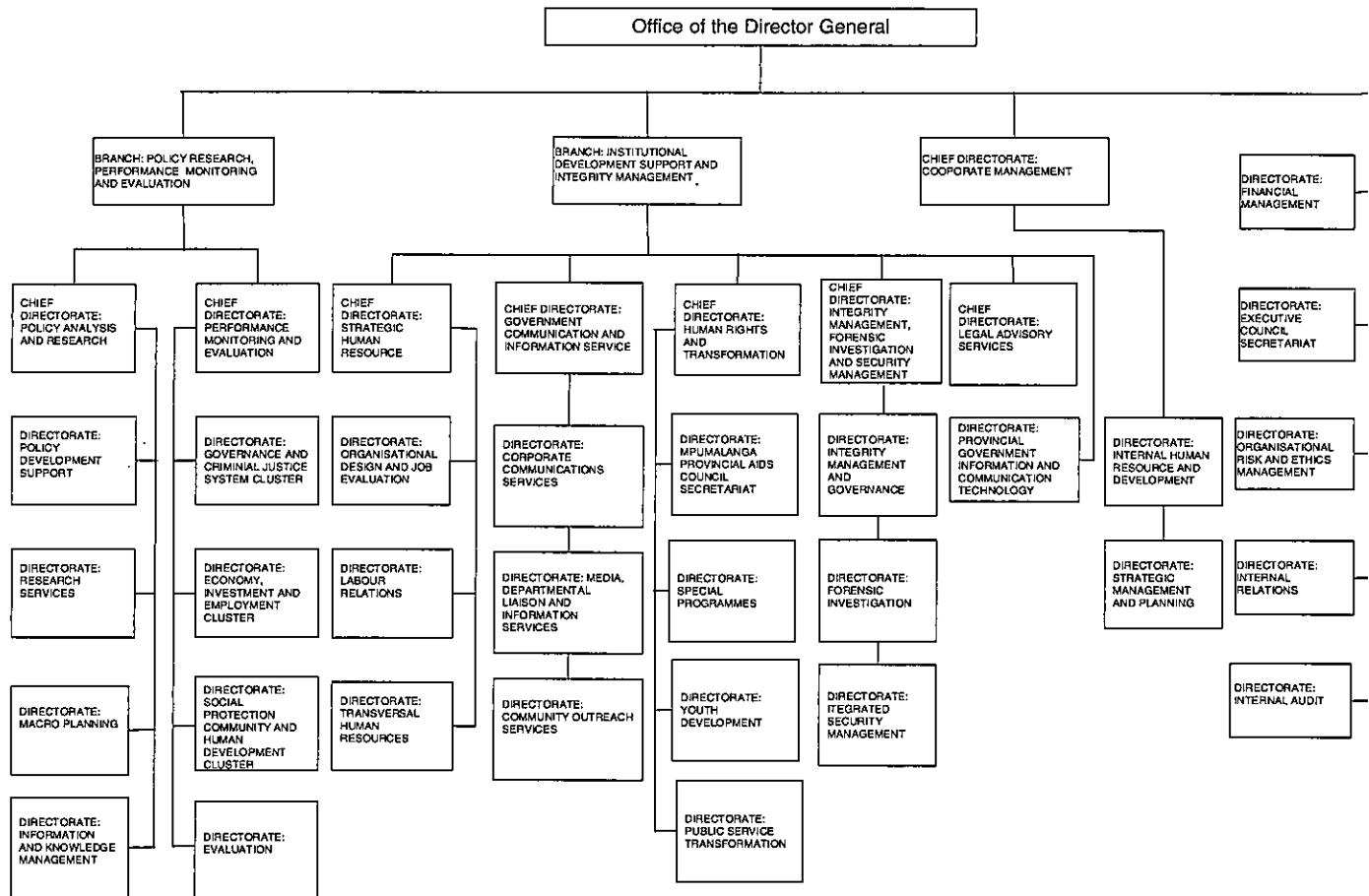
Umgomo wenhlangano

Sikhona kute:

- Kuniketa buholi lobuhlelekile
- Kusekela kututufukiswa kwetikhungo
- Kuhlanganisa tinhelo tahulumende ngekuhlanganisa lucwaningo nekututufukisa, kwatisa, kuhlela, kulandzelela nekulinganisa
- Kuniketa teluleko tebucwépheshe, ngekusekela kutsatsa tincumo ngekusebentisa bufakazi

4. Sakhiwo selihhovisi la-ndvunankulu kanye nemisebenti

4.1. Sakhiwo



4.2. Imisebenti

Li-hhovisi laNdvnankulu litibophelele kubuholi betepolitiki netekuphatsa ngaphakatsi kwePhrovinsi kanye nekuhalnganisa emandla wePhrovinsi, imisebenti nemitfwalo netibpho njengobe kuvetiwe kumTsetfosisekelo. Mayelana naloku imisebenti ye-hhovisi laNdvnankulu ingachazwa ngalendlela lelandzelako;

- Kusekela Ndvunankhulu ekwetfuleni ligunya lekusebenta kwesifundza;
- Kuniketa lusito kuNdvnankhulu;
- Kuniketa tinsita tekweselekela kuNdvnankhulu neMkhandlu Lophetse;
- Kuniketa tinsita tekweselekela uMcondzisi-Jikelele ngekxesikhundla sakhe njenge-Accounting Officer we-OTP, kufaka ekhatsi, emkhatsini walokunye, tinsita tekuphatsa, tinsita tekulawulwa kwemifombolusito yebantfu, tinsita tekweluleka ngetemtsetfo kanye netinsita tekusebenta;
- Kuchuba Inchubomgommo yeMakro kanye Nemisebenti Yekuhlela Sifundza;
- Kucinisekisa kusebenta kahle, kulandzelana kwetintfo kanye nekuchumana; Kuhlola kusetjentiswa kwetinkhombandlela temigomo yemasu macondzana nemacembu lahlosiwe;
- Kuchuba luhlolo Iwangekhatsi kanye neluphenyo lolukhetsekile;
- Kuphatsa tindzaba tetimali te-OTP; kanye
- Kuphatsa kanye nekuhlanganisa kuvikeleka kwekuvikela jikelele esifundzeni.

4.2. Lihhovisi laNdvnankhulu lehlukaniswe ngetinhlelo letimbalwa njengobe tichaziwe ngentasi. Leti (kufaka ekhatsi luhlolo Iwtinsita letiniketwako):

I-PROGRAM 1: KUPHATSISWA KWAKHO

- Lusito Lwekfutfukisa;
- Lusito IweMcondzisi Jikelele;
- Kuhlela nekuphatsa tinhlelo;
- Luhlolo Lwangekhatsi;
- Kulawulwa kwebugebengu nekuhleleka;
- Kuphatfwa kwetekuphepha;
- Lihhovisi lebuNobhala beMkhandlu loweNgamele;
- Budlelwane nemave emhlaba;
- Kucondzisa kwebantfu labatsintsekako
- Kuphatfwa kwetimali.

LIKHAMBI 2: KUSEKELWA KWEKUTfutfukiswa Kwetikhungo KANYE NEKUPHATSISWA KWEKUPHATSISWA KWEKUTIHLANGA

- Umtfombo wemifombolusito yeluntfu;
- Kuphatfwa nekutfutfukiswa kwemifombolusito yeluntfu yangekhatsi;
- Kuhlelwa kweNhlangano nekuhlolwa kwemsebenti;
- Budlelwane Betisebenti;
- Tinsita tebantfu labacashiwe;
- Kuguculwa kwetikhungo tempahakatsi;
- Tinsita teTemtsetfo;
- Tinsita taHulumende tekuChumana neTelwati;
- Tinsita tekuchumana nemabhizinisi;

- Tinsita tekutufukisa umphakatsi;
- Imithombo yetindzaba, Litiko Letekwatisa;
- Lihhovisi le-Information Technology Officer kuHulumende wesiFundza; kanye
- Tinsita te-Protocol

I-PROGRAM 3: LUCWATSELO LWETINCHubomgomo, KULANDZISISA KANYE NEKUHLOLA KUSEBENTA

- Luhlobo IweNchubomgomo nekuCwaninga;
- Tinhlelo Letikhethsekile;
- Budlelwane nemave emhlaba;
- Kuhlela Lokukhulu;
- Kulandzelela nekuhlola; kanye
- Imisebenti yelucwaningo;
- Kuphatfwa kwe-Cluster;
- Kuhlanganiswa kwemikhakha;
- Lihhovisi leNcusa ye-AIDS esiFundzeni saseMpumalanga;
- Kuphatfwa kwebucotfo, luphenyo lwemacala kanye nekuphatfwa kwekuphepha;

5. Imininingwane lebalulekile yekuchumana yekufinyeleta kulwati Iwelihhovisi laNdvunankhulu

5.1. Sikhulu lesibukene netindzaba

Ligama:	Mnu Tsietzie Pieter Nyoni
Inombolo yelucingo:	013 766 2119
Imeyili:	nyonitp@mpg.gov.za
Inombolo yefeksi:	N/A

5.2. LiSekela leliphetse tekwatisa (NB: uma kunebasebenti lababili nobe ngetulu lababekiwe, shano imininingwane yebasebenti lababili nobe ngetulu bemtimba lobekwe ngekxesigaba 17 (1) se-PAIA)

Ligama:	Nkosikazi Ignatia Nonhle Mashinini-Nkosi
Inombolo yelucingo:	013 766 2318
Imeyili:	INMashinini-Nkosi@mpg.gov.za
Inombolo yefeksi:	N/A

Ligama:	Mnu. Peter January Jiyane
Inombolo yelucingo:	013 766 2389
Imeyili:	PJiyane@mpg.gov.za
Inombolo yefeksi:	N/A

Ligama: Adv Lomeus Saayman
Inombolo yelucingo: 013 766 2008
I-meyili: Lomeus@mpg.gov.za
Inomboro yefeksi: N/A

5.3. Kufinyeleleka kwemniningwane

Email: dg@mpg.gov.za

5.4 Indlunkhulu

Likheli leliposi: Private Bag X11291
Likheli: Makhonjwa Building,
No. 7 E-Government Boulevard

Inombolo yelucingo: 013 766 2119
Imeyili: dg@mpg.gov.za
Website: <https://www.mpumalanga.gov.za/otp1>

6. Inchazelo yato tonkhe tindlela tekwelashwa letitfolakalako mayelana nesento nobe kwehluleka kwelihhovisi landvunankhulu

Kulahlwa kweSicelo

- Kuvikelwa lokuyimpoqo kwemfihlo yelwati loluphetfwe liHhovisi laNdvunankhulu, lokungafaka ekhatsi kuvetwa ngalokungakafaneli kwalolwati;
- Kuvikeleka lokudzingekile kwemininingwane yetekuhweba yeLihhovisi laNdvunankhulu, uma lirekhodi lifaka ekhatsi -
 1. timfihlo tekusebenta kwelihhovisi laNdvunankhulu;
 2. Iwati lwetimali, Iwekutsengisa, Iwesayensi nobe Iwati Iwebucwepheshwa, lokungahle kwentiwe kutsi Iwati lolunjalo lutfolakale Iuletse umonakalo etintfweni tetimali nobe tekutsengisa telihhovisi laNdvunankhulu; futsi
 3. Umniningwane lodluliselwe ngekwetsembeka yi-Office of the Premier kulesikhungo, uma ngabe kudalulwa kungenta i-Office of the Premier ibe sesimeni lesingesihle ekubonisaneni nobe ekuncintisaneni ngekwemabhizinisi;

- Kuvikelwa lokuphocelekile kwemininingwane leyimfihlo yeLihhovisi laNdvnankhulu uma ngabe ivikelwe ngekulandzela sivumelwano;
 - Kuvikelwa lokuphocelekile kweKuphepha kwebantfu kanye neKuvikelwa kwemphahla;
 - Kuvikeleka lokuyimpogo kwemarekhodi langatsatfwā njengemfihlo etinkantolo;
 - Imisebenti yetekuhweba yesikhungo, lengafaka ekhatsi -
 1. timfihlo tekusebenta kwelihhovisi laNdvnankhulu;
 2. Iwati lwetimali, Iwekutsengiselana, Iwesayensi nobe Iwati Iwebucwepheshe lokungahle kwentiwe kutsi lutfolakale lolungahle luletse umonakalo etintfweni tetimali nobe tekutsengiselana teLitiko leNdvuna;
 3. umniningwano, uma ngabe uveziwe ungafaka liHhovisi laNdvnankhulu esimeni lesibi ekucocisaneni nobe ekuncintisaneni; futsi
 4. Iuhlelo Iwekhompyutha lolusetandleni teLihhovisi laNdvnankhulu, futsi loluvikelwe ngemalungelo ekushicilela;
- Umniningwane welucwaningo weLihhovisi laNdvnankhulu, uma ngabe kuvulwa kwawo kutawukhombisa kutsi ngubani umcwaningi nobe sihloko salolucwaningo futsi kuvulwa kwaloluhlobo kutawufaka lolucwaningo esimeni lesibi kakhulu.
- Sicelo semniningwane lesibonakala kutsi asikabaluleki nobe sihlukumeta, nobe lesifaka ekhatsi kusettentiswa kwemitfombolusito ngalokungakafaneli, kumele singemukelwa.

Umuntfu lofaka sicelo angafaka sikhalo ngesincumo sesiphatsimandla semniningwane seLihhovisi laNdvnankhulu

- wencabe sicelo sekufinyelela; nobe
- kutsatfwē ngekulandzela sigaba 22, 26 (1) nobe 29 (3) saloMtsetfo,

mayelana naloyo lofake sicelo nesiphatsimandla lesifanele.

Umuntfu wesitsatfu angafaka sikhalo sangekhatsi ngesincumo sesisebenti setekwatisa selihhovisi laNdvnankhulu sekuvumela sicelo sekufinyelela.

Indlēla yekwengcisa licala kanye netimali tekwengcisa licala

- **Kufaka sikhalo -**
kumele ifakwe efomini lelibekiwe –

1. kungakapheli amalanga ama-60;
 2. uma kudzingeka satiso semuntfu wesitsatfu, kungakendluli tinsuku letingu-30 ngemuva kwekutsi satiso siniketwe ummangali ngesincumo lesendlulisiwe, ngaso leso sikhatsi nobe; uma satiso kummangali singadzingeki, ngemuva kwekutsi lesincumo sitsatfwe;
 3. kumele utfunyelwe nobe utfunyelwe ehhovisi leLitiko leTasekhaya ngelucingo, inombolo yefeksi nobe i-imayili;
 5. kumele ashо sihloko sekwendlulisa kwelicala kanye netizatfu tekwendlulisa kwalo, futsi angafaka nobe nguuphi lomunye umniningwano lofanele kutsi uniketwe ummangali;
 6. uma, ngetulu kwemphendvulo lebhalwe phasi, ummangali afisa kwatiswa ngesincumo sekwendlulisa sikhalo nganobe nguyiphi lenye indlela, kumele ashо leyo ndlela futsi anikete nemininingwane ledzingekile kutsi atiswe ngayo;
 7. nangabe kuyasebenta, kumele kuhambisane nemali yekwendlulisa lesicelo lebekiwe; kanye kufanele utfumele imilayeto ngeliposi, inombolo yefeksi nobe i-imayili.
- Uma ngabe sikhalo sifakwe ngemuva kwekuphela kwaleso sikhatsi, siphatsimandla lesitsintsekako kumele, uma kunetizatfu letivakalako, sivumele kufakwa kwesikhalo sekwephuta.
 - Uma ngabe lomtimba lobukene naloludzaba ungakuvumeli kufakwa kwesikhalo sekwephuta, kumele atise lomuntfu lofaka sikhalo ngalesincumo.
 - Umceli lofaka sikhalo mayelana nekwaliwa kwesicelo sakhe sekuvunyelwa kumele akhokhe imali yesikhalo lebekiwe (uma ikhona).
 - Uma imali lebekiwe yekwengcisa licala ikhokhwa mayelana nekwengcisa licala, sincumo sekwengcisa licala singamiswa kuze kube ngulapho sekukhokhiwe imali.
 - Ngekushesha lokungakhonakala, kepha kunoma ngusiphi simo kungakendluli tinsuku letilishumi (10) tekusebenta ngemuva kwekutfola sikhalo, siphatsimandla semniningwane weLihhovisi laNdvanankhulu kumele sitfumele ku-
1. sikhalo kanye netizatfu tesincumo lesitsintsekako; kanye
 2. uma sikhalo simelene nekwencatjelwa nobe kuniketwa kwesicelo sekufinyelela, ligama, likheli leliposi, inombolo yelucingo neyefeksi kanye nelikheli leliposi le-elektroniki, kuye ngekutsi ngukuphi lokukhona, kwanoma ngumuphi umuntfu wesitsatfu lekumele atiswe ngesicelo.
 - a. *sikhalo sangekhatsi,*
 - b. *inchubo yekufaka sicelo kuHulumende wase-Lwazi nobe kunoma nguyiphi inhlangano lelawulako; kanye/nofana*

c. inchubo yekwendululisel a licala eNkantolo leneligunya lekusombulula

7. Incwadzi yekusebentisa i-PAIA nencwadzi yekufinyetela incwadzi yekusebentisa

7.1. Umlawuli, ngekuya kwesigaba 10(1) se-PAIA, uvuselele futsi wenta kutsi utfolakale Umhlahlandiela lobuyeketiwe wekutsi ungayisebentisa kanjani i-PAIA ("Umhlahlandiela"), ngendlela levisiseka kalula nangendlela, njengobe kungadzingeka ngendlela lefanele kumunfu lofisa kusebentisa noma nguliphi lilungelo lelicatshangelwe ku-PAIA nase-POPIA.

7.2. Lencwajana itfolakala ngato tonkhe tilwimi letisemtsetfweni talesifundza.

7.3. Lencwajana lengenhla icuketse inchazelo-

7.3.1. tinhoso te-PAIA ne-POPIA;

7.3.2. likheli leliposi kanye nelikheli lasetitaladini, inombolo yelucingo kanye neyefeksi, kanye nelikheli leliposi le-elektroniki uma likhona-

7.3.2.1. sikhulu sekwatisa selihhovisi laNdvnankhulu nobe ngumuphi umtimba wemphakatsi, futsi

7.3.2.2. nobe nguliphi liSekela leliphetsi tekwatisa lelighovisi laNdvnankhulu nobe ngumuphi umtimba wemphakatsi nobe wangasese lobekwe ngekwesigaba 17 (1) se-PAIA1 kanye nesigaba 56 se-POPIA2;

7.3.3. indlela nefomu yesicelo-

7.3.3.1. kufinyelela etikwelirekhodi leLihhovisi laNdvnankhulu - umtimba wemphakatsi lophawulwe esigabeni 113; futsi

7.3.3.2. kufinyelela etikwelirekhodi leLihhovisi laNdvnankhulu umtimba wangasese lohlongotwa esigabeni 504;

7.3.4. Iusito lolutfolakala ku-Information Officer of the Office of the Premier umtimba wemphakatsi mayelana ne-PAIA ne-POPIA;

7.3.5. Iusito lolutfolakala ku-Regulator mayelana ne-PAIA ne-POPIA;

7.3.6. tonkhe tindlela letisemtsetfweni letitfolakalako mayelana nesento nobe kwehluleka kutsatsa sinyatselo mayelana nelilungelo nobe umsebenti loniketwe nobe lobekwe yi-PAIA ne-POPIA, kufaka ekhatsi indlela yekufaka-

7.3.6.1. sikhalo sangekhatsi;

1 Sigaba 17(1) se-PAIA- Ngetinhoso te-PAIA, umtimba ngamunye wahulumende kumele, ngekuya kwemtsetfo lobusa kucashwa kwetisebenti temtimba wahulumende lotsintsekako, ubeke linani lebantfu njengemasekela etiphatsimandla telwatiso njengobe kudzingeka kwenta umtimba wahulumende kutsi ufinyeleleke ngendlela lefanele yebaceli bemarkhodi.

2 Sigaba 56(a) se-POPIA- Umtimba ngamunye wahulumende newangasese kumele wente luhlelo, ngendlela leshiwo esigaben 17 seMtsetfo Wekuhutsata Kufinyelela Kulwatiso, ngetingucuko letidzingekako, tekubekwa kwelinani lelinjalo lebantfu, uma ngabe likhonq, njengemasekela etiphatsimandla telwatiso njengobe kudzingekile kwenta imisebenti ye5 PHOPIYA.

3 Sigaba 11(1) se-PAIA- Umfakisicelo kumele anikwe lituba lekufinyelela kulelirekhodi lemtimba wahulumende uma ngabe lowo mfakisicelo alandzela tonkhe tidzingo tenchubo ku-PAIA letiphatselene nesicelo sekufinyelela kulelo rekhodi; futsi Kufinyelela kulelo rekhodi akulahlwa ngekuya kwanoma ngusiphi sizatfu sekwala lesichazwe eSehlukweni 4 saleNceny.

4 Sigaba 50(1) se-PAIA- Umfakisicelo kumele anikwe lituba lekufola noma nguliphi lirekhodi lemtimba lotimele uma-
a) lelo rekhodi liyadzingeka ekusebentiseni noma ekuvikeleni noma ngumaphi emalungelo;
b) lowo muntfu uyalandzela tidzingo tenchubo ku-PAIA letiphatselene nesicelo sekufinyelela kulelo rekhodi; futsi
c) Kufinyelela kulelo rekhodi akulahlwa ngekuya kwanoma ngusiphi sizatfu sekwala lesichazwe eSehlukweni 4 saleNceny.

7.3.6.2. kufaka sikhalo kumlawuli; kanye

7.3.6.3. sikhalo enkantolo lesimelene nesincumo sesiphatsimandla semniningwane seLihhovisi laNdvnankhulu nobe sikhungo semphakatsi, sincumo lesimayelana nekwengciswa kwelicala ngekhatsi nobe sincumo lesitsetfwe nguMlawuli nobe sincumo lesitsetfwe ngumholi wesikhungo sangasese;

7.3.7. timiso tetigaba 145 na-516 letidzinga kutsi liHhovisi laNdvnankhulu libe ngumtimba wembuso kanye nemtimba wangasese, ngekulandzelana kwato, kutsi bente incwadzi yeticondziso, kanye nendlela yekufinyelela kuleyo ncwadzi yeticondziso;

7.3.8. timiso tetigaba 157 na-528 letivumela kuvulwa ngekutitsandzela kwetinhlobo temarekhodi liHhovisi laNdvnankhulu, umtimba wembuso kanye nemtimba wangasese, ngekulandzelana;

7.3.9. tatiso letikhishwe ngekulandzela tigaba 229 na-5410 letimayelana nemali lekumele ikhokhwe mayelana neticelo tekutfola imininingwane; kanye

7.3.10. imitsetfomgomo leyentiwe ngekulandzela sigaba 9211.

7.4. Emalunga emphakatsi angahlola nobe ente emakhophi alencwajana ehhovisi leNdvnankhulu nobe emitimba yemphakatsi nobe yangasese, kufaka ekhatsi lihovisi le-Regulator, ngesikhatsi semahora ekusebenta. Lencwajana ingaphindze itfolakale ku:

5 Sigaba 14(1) se-PAIA- Sisebenti selwatiso semtimba wahulumende kumele, lokungenani getilwimi letintsatfu letisemtsetfweni, sente kutsi kube khona incwadzi lecuketse lwatiso lolubalwe endzimeni 4 ngenhla.

6 Sigaba 51(1) se-PAIA- Inhloko yemtimba lotimele kumele yente kutsi kube nemanuwali lecuketse inchazelo yelwati lolubalwe esigabeni 4 ngenhla.

7 Sigaba 15(1) se-PAIA- Sisebenti selwatiso semtimba wahulumende, kumele sente kutsi kufolakale ngendlela lebekiwe inchazelo yetigaba temarekhodi emtimba wahulumende latfolakala ngekutentakalela ngaphandle kwekutsi umuntfu acele kufinyelela .

8 Sigaba 52(1) se-PAIA- Inhloko yemtimba lotimele, ngekutitsandzela, ingakhona kwenta kutsi kufolakale ngendlela lebekiwe inchazelo yetigaba temarekhodi emtimba latfolakala ngekuzenzakalela ngaphandle kwekutsi umuntfu acele kufinyelela .

9 Sigaba 22(1) se-PAIA- Sisebenti selwatiso semtimba wahulumende lapho kwentwa khona sicelo sekufinyelela, kumele ngesatiso sicelo umfakisicelo kutsi akhokhe imali yesicelo lebekiwe (uma ikhona), ngembi kwekutsi achubeke asebente ngalesicelo.

10 Sigaba 54(1) se-PAIA- Inhloko yemtimba lotimele lekwentiwa kuwo sicelo sekufinyelela kumele ngesatiso icele umfakisicelo kutsi akhokhe imali yesicelo lebekiwe (uma ikhona), ngembi kwekutsi achubeke asebente ngalesicelo.

11 Sigaba 92(1) se-PAIA sibeka kutsi –"Indvuna ingahle, ngesatiso kuGazethi, yente imitsetfo lephatselene-

(a) nomu nguyiphi indaba ledzingekako nomu levunyelwe nguloMtsetfo kutsi ibekwe;

(b) nomu ngabe nguluphi ludzaba loluphatselene netimali letichazwe esigabeni 22 na 54;

(c) nomu ngusiphi satiso lesidzingwa nguloMtsetfo;

(d) indela lefanako lekumele isetjentsive siphatsimandla selwatiso semtimba wahulumende uma kuncunywa kutsi ngutiphi tigaba temarekhodi lekumele titfolakale ngekulandzela sigaba 15; futsi

(e) nomu ngabe nguluphi ludzaba lwekuphatsa nomu iwenchubo loludzingekako kute kusebente tinhlinzeko taIoMtsetfo

7.4.1. ngekucelwa yi-Information Officer;

7.4.2. ku-website ye-Regulator (<https://www.justice.gov.za/inforeg/>).

8. Inchazelo yetindaba lokunembandla lowuphatsa katsi tinkhombo tembhalo kanye netigaba temabhuku laphetfwe lihovisi landvunankhulu

NB: Chaza tihloko (sib. Timali, i-SCM nobe i-HR), mayelana naloko lomtimba logcina imiculu kanye netinhlobo temiculu legcinwe endzabeni ngayinye. Lelishadi lelilandzelako lisibonelo selitafula lelingasetjentiswa.

Tiinhloko lapho umtimba. uphetse emarekhodi	Tigaba temarekhodi labanjwe ngesifundvo ngasinye
Imiculu Yemacebo, Emacebo, Tincumo	umtsetfosisekelo, umtsetfosisekelo welulwimi Luhlelo Iwekusebenta.
Tinsita tebantfu	<ul style="list-style-type: none">- Imigomo netinchubo te-HR;- tikhala temsebenti letikhangisiwe;- Emarekhodi ebasebenti;- Kufundza nekutfutfukisa sibonelo: kutfutfukiswa kwemakhono kanye netinhlelo tekucecesha- Luhlelo Iwekulingana kutemisebenti kanye netibalo- Kutfutfukiswa kweNhlangano- Imibiko yekungelela kweuniketwa kwetinsita- Sikhungo Sekucecesha Sesifundza- Kulawulwa kwemifombolusito yebantfu- Kulawulwa Kwtindzawo- Imibandzela Yekusebenta- Tikhala kanye Nekubekwa- Kuphela kwemsebenti- Emakhono, kuceceshw a nekutfutfukiswa kwemakhono- Kuhamba kwebasebenti- Kulawulwa kwebasebenti- Budlelwane nebasebenti- Temphilo kanye nekuphila kahle kwebasebenti
Kuphatfwa kwetimali	<ul style="list-style-type: none">-Sitifiketi sekukhokha- Ibhajethi- Umtfwalo wekubala- Tindleko- Tindlela Tekusebenta Temabhange- Timali- Kucinisekiswa kweBhizinisi- Kuhlola ngekhatsi- Imibiko yekuhlola- Kutsenga- Kulungiselela- Kulawulwa kwemagugu- Tintfo letisetjentiswako kanye nefenisha- Tinsita tekuchumana
-Kuhlela nekulawula	- Kuhlela kabusha kwemisebenti

	<ul style="list-style-type: none"> - Kuniketwa kwemandla - Kuhlela - Tincwadzi tekusebenta kanye nemakhodi - Tinhlelo Tekusebenta Kwetinhlangano - Imibiko - Imibiko yekuhlola letfunyelwe kuKhabhinethi mayelana nendzawo yekuchumana ye-MPG - Imibiko yemtsetfosisekelo letfunyelwa kuLitiko Letimali - Inchubomgomu kanye neLisu - Umbiko wekuhlola mayelana nekuhambisana/kungahambisani kwe-APP yeliTiko neLuhlelo Lwemasu Esifundza (PSP) - Umbiko wenchubekela phambili lowetfulwe kuKhabhinethi mayelana nekusetjentiswa kwe-PSP. - Emaphepha etinchubomgomu nemasu ekuphendvula imibandzela yetinhlelo tavelonkhe netetifundza - Lwati Lwekuphatsa Lwamasu - Imibiko lehlanganisiwe lemayelana nebudlelwano lobubalulekile nekubambisana
Kuchumana	<ul style="list-style-type: none"> - Kuchumana kwangekhatsi - Tincwadzi te-Ungasali - Tinkhulomo netincociswano - Tinhlelo Tekwatisa - Tindzaba tetenhlalakahle - Kuhlanganyela emicimbini - Tincwadzi - Imininingwane yekutsintsana
Kuphatfwa luphenyo kanye kwekuphepha	<ul style="list-style-type: none"> - Kuhlolwa kwetindzaba tekushushisa tifundza kabili ngemnyaka

9. Tinhlangano temarekhodi ehhovisi landvunankhulu letitfolakanako kungakhatsekiswa ngumuntfu lokufundzekile kufundza kukhona tinhlangano temarekhodi ehhovisi landvunankhulu

Caphela: Uyacelwa kutsi uchaze tigaba temarekhodi emtimba letitfolakala ngaphandle kwekutsi umuntfu acele kufinyelela ngekwaloMtsetfo, luhlobo lwemculu kanye nendlela lekungafinyelelwa ngayo kulomculu. Loku kuvame kuba ngemarekhodi latfolakala kuwebhusayithi futsi umuntfu angamane awatsatse nobe acele ngelucingo nobe ngekutfumela i-imeyili nobe incwadzi. Lelishadi lelilandzelako lingasetjentiswa

Sigaba	Luhlobo Lwemculu	Iyatfolakala	Kutfolakala ngekucelwa

		ku-Website	
Incwadzi yekukhishwa kwasimemetelo semsebenti	<ul style="list-style-type: none"> - Simemetelo semsebenti - Ligama lemnikati wencwadzi yekukhokha 	X	
Umtsetfo / ImiTsetfo	<ul style="list-style-type: none"> - 		
Imiculu yelisu (Emasu Nemibiko)	<ul style="list-style-type: none"> - Luhlaka Iwenhlangano (Kuhlola, Imigomo, Imisebenti, Sakhiwo) - Imibiko Yemnyaka; - Luhlelo Lwekuhlela; - Luhlelo Iwekusebenta lwemnyaka; - Luhlelo Lwekusebenta kanye Nemasu; - Ipheshana lekucecesha - Luhlelo Lwekusebenta - Kusetjentiswa kwekwetfulwa kwemisebenti - Iuhlelo - Tinchazelo temsebenti 	X	

10. Tinsita letitfolakala kumalunga emphakatsi ehhovisi landvunankhulu kanye nendlela yekutfola letinsita

10.1 Emandla, Imisebenti Nemisebenti

Cacisa emandla, imisebenti kanye nemisebenti nobe tinsita letiniketwa ngumtimba emphakatsini, njengobe tivetwe kumtsetfo wekusungula kanye nemitsetfomgom. Chaza nekutsi sive singafinyelela njani kuletinsita. Nangabe kunemhlahlandlela nobe incwajana leniketa Iwati lolwenele mayelana netinsita letitfolakala kulomtimba, sicela uphindze unikete likheli lalomhlahlandlela nobe incwajana.

Indlela yekufinyelela kuletinsita

Kute ufinyelele etinsitweni telihhovisi laNdvnankhulu, ticelo kumele tentiwe kuMcondzisi Jikelele welihhovisi laNdvnankhulu waseMpumalanga.

Sikhulu Lesetindzabeni Tekwatisa:

Mnumzane TP. Nyon- Umcondzisi-Jikelele Losebenta: Lihhovisi laNdvnankhulu waseMpumalanga

Ilwazi elijayelekileko

Likheli: Cha. 7
I-Government Boulevard
I-Riverside Park
Kwengeta 2
Mbombela
1200

Likheli leliposi: Private Bag X11291
Mbombela
1200

Ucingo: +27 13 766 2121
Ifeksi: +27 13 766 2500
Website: <http://www.mpumalanga.mpu.gov.za>

11. Kuhlakulwa kwabantfu kukhululwa kwemapholisi kanye nekusetjentiswa kwetigunya kanye nekuchitjelwa kwetibopho lihhovisi landvunankhulu.

Cacisa kutsi umphakatsi ungabamba lichaza njani nobe ungancintisa njani ekwakhiweni kwenchubomgomu nobe ekusetjentisweni kwemandla nobe kwentiwa kwemisebenti ngumtimba.

I-Hofisi kuNdvnankhulu emalungiselelo ekutibandzakanya kwemphakatsi atawufaka ekhatsi –

I-Secretariat yeMkhandlu loweNgamele -Tinhlelo letijwayelekile teMkhandlu loweNgamele kanye nemaForamu ekuHlanganisa aNdvnankhulu lafaka ekhatsi kucocisana nemiphakatsi kanye nebatsengisi bendzawo etigodzini letehlukene tesifundza.

Tinhlelo Letikhetsikile - Kuchumana netakhiwo tendzawo tekuhlomisa labasikati kute kutfutfukiswe umnotfo walabasikati esifundzeni kanye nekuhlelembisa tinhlelo letinemtselela locondzile ekutfutfukiseni timphilo kanye nemphilo yalabasikati esifundzeni. Kwengeta kuloku, Lelitiko lichuba imihlangano yetindzaba letifana nekufinyelela kumhlaba kwabomake basemaphandleni, temphilo ngekwelicensi nangekatalana, temabhizinisi kanye nekucecesha.

Tinsita tekutsintsana nemiphakatsi - Kuhlangana nemiphakatsi ngaphambi nangemuva kwekuvakasha kweLuhlelo Lwekutsintsana Nemiphakatsi IweMkhandlu Lophetse kute kutfolakale tidzingo temiphakatsi.

wekutsintsana wesifundza, lokufaka ekhatsi budlelwano bemitfombo yetindzaba, imicimbi kanye nekuhlanganyela kwemphakatsi kanye nemisebenti yekutsintsana ngekuhlanganisa umsebenti weminyango yesifundza, tinhlangano tempahakatsi wesifundza kanye nabomasipalati.

Luphiko Lwekusekela Ndvunankhulu - LeLuphiko luchuba luhlelo IweNdvunankhulu kute kucinisekiswe kutsi babambimsuka labahlukahlkene njenetiphatsimandla temave emhlaba, tindvuna tavelonkhe, baholi bahulumende basemakhaya, bosomabhizinisi, tisebenti, lusha, bomake kanye nebaholi bendzabuko, kanye naletinye tinhlangano letinhlobonhlobo, baniketwa litfuba lekuhlangana nekuhulumma ngetindzaba letibalulekile naNdvunankhulu.

Beluleki Betemtsetfo Wesifundza- Yonke iMitsetfosivivinyo Yesifundza kanye naleminye imitsetfomgommo ishicilewa kuGazethi Yesifundza kute kutsi sive sikhone kuperhendvula ngayo ngaphambi kwekutsi yetfulwe kusishayamtsetfo sesifundza.

Imihlangano yekusebenta - Umphakatsi ungaba khona futsi ukhulume kumihlangano yekusebenta kanye nemihlangano yekusebenta, ikakhulukati lecondziswe ekutfutfukiseni lusha, bomake kanye nebantu labadzala.

Imibiko nekwetfulwa kwayo - Inkulumo Yesifundza, Ibhajethi yelihhovisi laNdvunankhulu kanye neNkhulumo yeTinchubomgommo, Imibiko yenya yneyetinyanga letine yelihhovisi, kanye neMbiko wemNyaka welihhovisi laNdvunankhulu, ivulekele umphakatsi kanye nemitfombo yetindzaba.

Kuhlela Lokukhulu - LeYuniti ibandzakanyeka nemphakatsi jikelele uma kwakhiwa tinchubomgommo (sib. Umbono 2030).

12. Kusebentisa Iwati Iwemuntfu

12.1. Inhoso yekweLulwa

I-N.B.: Chaza inhoso yekusetjentiswa kwemininingwane yemuntfu enhlanganweni

I-Hovisi kaNdfunankulu icubungula umniningwane wemuntfu kuperhela ngetinjongo letihlobene nemisebenti nobe imisebenti ye-Office of the Premier, kufaka ekhatsi:

- (i) tinjongo tekuphatsa jikelele temabhizinisi njengekucubungula umniningwane wemuntfu ngetinjongo tekukhokha, kucasha, impesheni, lusito lwetekwelashwa, tinyatselo tekucondzisa, kucecesha njll. ;
- (ii) netibopho tetinkontileka nebaphakeli kanye nebaphakeli betinsita;
- (iii) tinjongo tetibalo nobe telucwaningo;
- (iv) kugcina imitfwalo lebekwe ngumtsetfo; kanye
- (v) kucinisekisa nekugucula Iwati lolutfolakalako.

12.2. Inchazeloyetinhlobo temininingwane yebantfu labatsintsekako kanye nemniningwane nobe tinhlobo temininingwane letihlobene nabo

I-N.B.: Cacisa tigaba tebantfu labaphatselene nemininingwane lecondzene nabo lesiphatsimandla lesicubungula umniningwane wemuntfu kanye neluhlobo nobe tigaba temininingwane yemuntfu lecutjungulwako.

Lencwajana lelandzelako ingasetjentiswa kute kubekwe tigaba tebantfu labaphatselene nemininingwane kanye nenchazelo yaloluhlobo nobe tigaba temininingwane yemuntfu lemayelana nemuntfu lotawusetjentiswa. Caphela kutsi luhlobo lwemniningwane wemuntfu utsintfwa yinhoso yalomtimba wekwenta imisebenti yaho nobe imisebenti.

Tigaba Tebantfu Labatsintsekako	Lwati Lwemuntfu Lolungasetjentiswa
Bantfu bemvelo	Emagama netibongo; imininingwane yekuchumana (tinombolo tekuchumana), inombolo yefeksi, likheli le-imeyili; likheli lendzawo yekuhlala, leliposi nobe lebhizinisi; i-Unique Identifier/Identity Inombolo nekubhalelana ngekwemfihlo
Bantfu labangemtsetfo	Emagama ebantfu lekfanele batsintsane nabo; Ligama lemuntfu losemtsetfweni; likheli lendzawo neliposi; imininingwane yekuchumana (tinombolo tekutsintsana, tinombolo tefeksi, likheli le-e-mail); inombolo yekubhalisa; timali, tekutsengisa, tesayensi nobe tebuchwepheshe Iwati nemfihlo yekuhweba
Tisebenti	Bulili, kukhulelwa; simo semshado; buhlanga, lulwimi, Iwati lwemfundvo (ticu); Iwati Iwetimali; umlandvo wekusebenta; inombolo yamatisi; likheli leliposi; imininingwane yekuchumana (inombolo yekubonana), inombolo yefeksi, likheli le-imeyili); kutiphatsa kabi; imphilo lenhle kanye netihlobo tabo (umndeni) emalunga) luhlanga, imphilo, bulili, bulili, buve,

Tigaba Labatsintsekako	Tebantfu	Lwati Lwemuntfu Lolungasetjentiswa
		Buve nobe imvelaphi yetenhlalakahle, inkholelo yebulili, budzala, umtimba nobe ingcondvo, inhlalakahle, kukhubateka, inkholo, nembeza, tinkholelo, emasiko, lulwimi, ema-biometric umniningwane wemuntfu

12.3. Bantfu nobe tinhlobo tebantfu lokungenteka batfole umniningwane wemuntfu

Luhlobo Iwemininingwane yemuntfu	Batfoli nobe Tigaba Tebatfol
Inombolo yebunguye kanye nemagama	South African Police Services Emaphoyisa aseNingizimu Afrika
Emakhono ekufaneleka ema-verifications kanye ema-Criminal checks	South African Qualifications Authority (Umkhandlu weTicu waseNingizimu Afrika)
Umlandvo wetikweleti netinhlawulo Iwati Iwetikweleti	Ema-Credit Bureau

12.4. Kuhamba kwemininingwane yebantfu lokuhleliwe lokwendlula imincele

12.4.1.

Kuhleleka nekutetsemba kwemniningwane wemuntfu kuvikelwe etingotini letetsenjwako kanye nekufinyelela lokungakavumeleki ngekusebentisa tindlela tekuvikela letibonakala tifanelekile futsi letifanelekile ngekunaka bungoti lobutfolakele kanye nekuvisisa kwemniningwane.

12.4.2. Letindlela tekuvikela tifaka ekhatsi loku lokulandzelako:

12.4.2.1. Tindlela tekuhlela:

- Umcondzisi-Jikelele utsatsa umtfwalo wonkhe wekuphepha kwawo wonkhe umniningwano weliTiko.
- Umphatsi weTekuphepha weLitiko uphatsa lomsebenti wetekuphepha egameni le-DG lesekela liHhovisi leKomiti yeTekuphepha yeNdvuna.
- Indvuna yetekwatisa icinisekisa kutsi tinyatselo letifanele tiyasebenta kuvikela sakhiwonchanti se-ICT, tinhlelo kanye netinhlelo. Loku kufaka ekhatsi kutsatsa umtfwalo webantfu besitsatfu labatfutfukisa, bafinyelele nobe basebentise sakhiwonchanti se-ICT, tinethiwekhi netinhlelo te-OTP.
- Umphatsi wetekuphepha uhlola abuye abhale ngephasi tingoti temininingwane yemabhizinisi aphindze ahatse tingoti letiphatselene netakhiwonchanti te-ICT, tinethiwekhi kanye netinhlelo.
- Imisebenti yekugcina nekuphepha ifakiwe emisebentini yebasebenti labasebenta ngemininingwane yemuntfu futsi kumele bagcine imitsetfo yekuphepha kwemininingwane, tinchubomgomo, tinhlelo kanye netinchubo.
- Kufinyelela etikhungweni netintfo tekusebenta kulawulwa futsi kuyahlolwa.

12.4.2.2. Tindzawo tekungena

- tibekelwe umkhawulo ngekuniketela ngetindlela tekuphepha letifana neminyango yekuphepha. Lapho kudzingeka khona, tindzawo tekungena tiyatfutfukiswa ngekusebentisa tinhlelo tekutfola bangeneleli, tinsita tekugadza kanye/nobe kuhlolwa kwe-TV lokuvaliwe.
- Kufinyelela kulawulwa futsi kulandzelwe ngekuhlanganiswa kwebalindzi, tinhlelo tekulawula kufinyelela ngekwe-elektroniki, emakhadi ekufinyelela e-ID, tinhlelo tekulawulwa kwetivakashi, iminyango yekusebenta kwe-biometric, ema-turntiles kanye nekungena nekuphuma kwekusesha.

12.4.2.3. Tindlela tekusebenta:

- Kuhlonishwa kwemigomo yekuvikeleka kwemniningwane leshicilelwe kutsi ise bente emphakatsini.

- Tivumelwano letentiwe nebantfu besitsatfu tifaka ekhatsi kuvikelwa kwebucotfo kanye nekutetsema kwemininingwane yebantfu besitsatfu.
- Tinkinga tiyahlolwa ngesikhatsi sekutfutfukiswa kwetinhlelo letinsha kanye netinhlelo, ngesikhatsi sekuguculwa kwetinhlelo letikhona, ngesikhatsi sekuguculwa kwetinchubo temabhzinisi kanye nalapho kutfolakala tindzawo letinenkinga.
- Bungoti lobubhekiswe kutakhiwonchanti te-ICT, tinhlelo kanye netinethiwekhi kulawulwa ngekuvivinya kwekuhlaselwa kanye nekwefusa kanye nekwatisa, kulawulwa kwekuhlola, kuphatfwa kwetigameko kanye nekuceceshwa ekwatiseni ngekuphepha.

12.5. Inchazelo jikelele yetinyatselo tekuphepha kwemniningwane lekumele tentiwe ngulophetse kucinisekisa kutsi umniningwane uyimfihlo, uphelele futsi uyatfolakala

13. Kutsatfola kwemanyuwali.

13.1. Lencwajana itfolakala ngaletilwimi letintsatfu letisemtsetfweni letilandzelako:

13.1.1. siNgisi;

13.1.2. IsiNdebele

13.1.3. SiSwati

13.2. Ikhophi yalemanuwali nobe lihumusho layo lelibuketiwe liyatfolakala ngalendlela lelandzelako: Ku= (<https://www.Mpumalanga.gov.za/otp1>), uma ikhona, yemtimba wembuso;

13.2.1. Ehhovisi lelikhulu lemtimba wemphakatsi lekuhlolwa kwemphakatsi ngesikhatsi semahora avamile ekusebenta;

13.2.2. kunobe ngumuphi umuntfu locelako futsi lokhokhela imali lefanele; futsi

13.2.3. ku-Information Regulator ngekulcelwa.

13.3. Imali lekhokhwako ngekukhokhelwa ikhophi yaleManuwali, njengobe ibekiwe kuSitsekeletelo B saleMitsetfo, ikhokhelwa ikhophi ngayinye ye-A4 leyentiwe.

14. Kulandziswa kwelicwadzi lencwadzi

Lihhovisi laNdvunankhulu litawu, uma kunesidzingo, libuyekete futsi lishicilele leManuwali njalo ngemnyaka.

Ekhishwe ngu



Mr TP NYONI
(A) UMCONDZISI JKELE: LIHHOVISI LANDVUNDUKHULU WEMPUMALANGA
ILANGA: 30/10/54
OTPR96a

**Emafomu labekiwe ekufinyelela emarekhodi eLihhovisi
laNdvunankulu. 24**

I-FORM 1 (lifomu lekucala)

Sicelo sekutfola ikhophi yeticondziso

[Imitsetfomgomo 3]

Ku: Sikhulu lesibukene netindzaba

Mine,

Emagama laphelele:			
Njengemuntfu (makha nge "x"):	Sikhulu lesibukene netindzaba	Lokunye	
Ligama *lenhlangano yahulumende/yemphakatsi (uma ikhona)			
Likheli leliposi:			
Likheli:			
Likheli le-E-mail:			
Faksimili:			
Tinombolo tekuchumana:	Tel.(B):		Selula:

Lifomu lekufaka sicelo lelilandzelako leMcondzisi:

Lulwimi (luphawulwe nga- "X")		Inombolo yemakhophi	Lulwimi ((khombisa nge "X"))		Inombolo yemakhophi
Sepedi			Sesotho		
Setswana			siSwati		
Tshivenda			Xitsonga		
Afrikaans			English		
isiNdebele			isiXhosa		
isiZulu					

Indlela yekubutsa (iphawulwe nga "x"):

Kucocwa kwemuntfu ngamunye	Likheli leliposi	Faksimili:	Kuchumana nge-elektroniki (Cacisa)

Kusayinwe ku _____ nge _____ lusuku _____ 20 _____
Kusayinwa kwemuntfu lofake Sicelo _____

I-FORM 2 (lifomu lesibili) Sicelo sekufinyelela etikwelirekhodi

[Imitsetfomgomo 7]

QAPHELA:

1.1. Umuntfu lofaka sicelo kumele anikete bufakazi bekutsi ungubani.

2.2. Uma ticelo tentiwa egameni lalomunye umuntfu, bufakazi baloko kufanele bufakwe kulelifomu.

Ku: Sikhulu lesibukene netindzaba

(Likheli)

Likheli le-E-mail:

Inombolo yefeksi:

Makha nge "X"

Sicelo sentiwa egameni lami

Sicelo sentiwa egameni lalomunye umuntfu.

PERSONAL INFORMATION			
Emagama Laphelele			
Inombolo yekwatisa			
Emandla ekuphatsa lapho sicelo sentiwa khona (uma kwentiwa egameni lalomunye umuntfu)			
Likheli leliposi			
Likheli Lendzawo			
Likheli le-E-mail:			
Tinombolo tekuchumana:	Tel. (B):		Faksimili:
	Selula:		
Ligama leliphelele lemuntfu lofake sicelo egameni lakhe (uma kufanele):			

Inombolo yekwatisa	
Likheli Lendzawo	

Likheli Lendzawo			
Likheli le-E-mail:			
Tinombolo tekuchumana:	Tel. (B)		Faksimili:
	Selula		

TINCWADZI TEMAREKHodi LETIFUNDVWAKO

Niketa imininingwane legcwele yelirekhodi lekucelwe kufinyeleleka kulo, kufaka ekhatsi inombolo yekucaphuna uma uyati, kute likhone kutfolwa. (Uma ngabe sikhala lesiniketiwe singaseneli, chubekela ekhasini lelhlukile bese uhlanganisa kulelifomu. Onkhe emakhasi langetiwe kufanele asayinwe.)

Inchazelo yelirekhodi nobe incenye lefanele yelirekhodi:	
Inombolo yekucaphuna, uma ikhona	
Nobe ngabe nguyiphi imininingwane leyengetiwe yekubhalisa	
Luhlobo LWEKUBHALA (Beka lumphawu lolutsi "X" ebhokisini lefanele)	
Emarekhodi abhalwe phasi nobe ayashicilelw	

Lirekhodi lifaka ekhatsi titfombe letingemaciniso (loku kufaka ekhatsi titfombe, ema-slide, ema-video, titfombe letentiwe ngcondvomshini, imidwebo, njll.)	
Lirekhodi lifaka ekhatsi emagama latsetjuliwe nobe umniningwane longakhicitwa kabusha ngemisindvo	
Kugcinwa kwelirekhodi kungcondvomshini nobe kungendlela ye-elektronikhi nobe ifundzeka ngemshini	
INDLELA YEKUFINYETWA KWAKHO (Beka lumphawu lolutsi "X" ebhokisini lelifanele)	
Ikhophi lephirintiwe yelirekhodi (kufaka ekhatsi emakhophi etitfombe letitfolakalako, imibhalo kanye nemniningwane logcinwe kungcondvomshini nobe ngendlela ye-elektroniki nobe ifundzeka ngemshini)	
Kubhalwa nobe kushicilelwu kwetitfombe letibonakalako (loku kufaka ekhatsi titfombe, ema-slide, ema-video, titfombe letentiwe ngcondvomshini, imidwebo, njll.)	
Kubhalwa kwe-soundtrack (umbhalo nobe umculu lodvwetjelwe)	
Ikhophi yelirekhodi ku-flash drive (kufaka ekhatsi titfombe letitfolakalako kanye nemisindvo)	
Ikhophi yelirekhodi ku-compact disc drive (kufaka ekhatsi titfombe letitfolakalako kanye nemisindvo)	
Ikhophi yelirekhodi leligcinwe kuseva yekulondvolota ifu	

Indlela Yekufinyelela (Beka lumphawu lolutsi "X" ebhokisini lelifanele)	
Kuhlola ngekwakho lirekhodi lelisendzaweni yekubhalisa yesikhungo semphakatsi/sangasese (kufaka ekhatsi kulalela emagama labhaliwe, umniningwane longakhicitwa kabusha ngemisindvo, nobe umniningwane logcinwe ngekhompyutha nobe ngendlela ye-elektroniki nobe ifundzeka ngemshini)	
Tinsita temaposi kumakheli eposi	
Tinsita temaposi kumakheli	
Tinsita tekutfumela imilayeto emgwacweni	
Ifeksi yemniningwane lobhaliwe nobe lothicilelwu (kufaka ekhatsi emarekhodi)	
I-e-mail lenemniningwane (kufaka ekhatsi ema-soundtracks uma kwenteka)	
Kwabelana ngelifu/kudluliswa kwemafayela	
Lulwimi lolutsandvwako (Capheka kutsi uma lirekhodi lingatfolakali ngelulwimi lolufunako, kufinyelela kungavunyelwa ngelulwimi lirekhodi lelitfolakala ngalo)	

Imininingwane lemayelana nelilungelo lekusetjentiswa nobe kuvikelwa

Uma ngabe sikhala lesiniketiwe singaseneli, chubekela ehasini lelihlukile bese uhlanganisa kulelifomu. Lomfaki sicelo kumele asayne onkhe emakhasi langetiwe.

Shano kutsi nguliphi lilungelo lekufanele lisetjentiswe nobe levikelekile	
Chaza kutsi kungani lirekhodi lelifunwako lidzingeka kusetjentiswa nobe kuvikelwa kwelilungelo lelipawulwe ngenhla:	

TINKHOMBO TETIMALI

- a) a) *Imali yesicelo kumele ikhokhwe ngaphambi kwekutsi sicelo sicutjungulwe.*
b) b) *Utawatiswa ngelinani lekubhadalwa ngalo imali yekufinyelela.*
c) c) *Imali lekhokhwako yekufinyelela etikwelirekhodi kuya ngendlela lekufunwa ngayo kufinyelela kanye nesikhatsi lesidzingekile sekusesha nekulungiselela lirekhodi.*
d) d) *Uma ngabe ufaneleka kutsi ungakhokhi nobe nguyiphi imali, shano sizatfu sekukhokhelwa*

Tizatfu	

Utawatiswa ngekubhala kutsi ngabe sicelo sakho sivuniwe nobe sicitsiwe, futsi uma sivuniwe, utawatiswa ngetindleko letihlobene nesicelo sakho, uma tikhona. Sicela usho indlela lofuna kubhalwa ngayo:

Likheli leliposi	Faksimili:	Kuchumana nge-elektroniki (Cacisa)

Kusayinwe ku _____ nge _____ lusuku _____ 20

Kusayinwa kwemuntfu lofaka Sicelo _____

Kusayinwa kwemuntfu lofaka sicelo / umuntfu lofaka sicelo egameni lakhe-----

FOR OFFICIAL USE (Indzawo lesetjentiswa ngulosemagunyeni)

<i>Inombolo yekubhekisa:</i>	
<i>Sicelo lesitfolwe ngu: (Sikhundla, Ligama Kanye Ligama nesibongo sesiphatsimandla semniningwane)</i>	
<i>Lusuku lekutfola:</i>	
<i>Imali yekungena:</i>	
<i>Idiphozithi (uma ikhona):</i>	

Kusayinwa kweLiphoysa leLwati

FORM 3 I-FORM 3 (lifomu lesitsatfu)
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Imitsetfomgomo 8]

QAPHELA:

1. *Nangabe sicelo sakho samukelwe-*

(a) *linani lediphozi (uma likhona) likhokhwa ngaphambi kwekutsi sicelo sakho sicutjungulwe; futsi*

(b) *lirekhodi leliceliwe/incenye yelirekhodi itawukhishwa kuphela ngemuva kwekutfola bufakazi bekukhokhwa ngalokuphelele.*

2. *Uyacelwa kutsi usebentise lenombolo lengentasi kuyo yonkhe imibhalo yesikhatsi lesitako*

Inombolo yekubhekisa: _____

TO: _____

Sicelo sakho lesinelusuku lwa-_____, sisho kutsi:

1. Wacela kutsi:

Kuhlolwa kwemininingwane ngekwakho endzaweni yekubhalisa yesikhungo semphakatsi/sangasese (kufaka ekhatsi kulalela emagama latsetfwe, umniningwane longakhicitwa kabusha ngemisindvo, nobe umniningwane logcinwe ngekhompyutha nobe ngendlela ye-elektroniki nobe ifundze ka ngemshini) kumahhala. Udzinge kile kutsi ubambe sikhatsi sekubuka lemininingwane futsi uletse nalelifomu. Uma ngabe ufuna lolwati luhindze luvetwe ngalenyne indlela, utawukhokhiswa imali lebekiwe kuSandzisanchazo B.

Nome

2. Wacela kutsi:

Emakhophi laphirintiwe emniningwano (kufaka ekhatsi emakhophi etifombe letibonwako, imibhalo kanye nemniningwano logcinwe ngcondvomshini nobe ngendlela ye-elektroniki nobe umshini lofundzekako).	
Kubhalwa nobe kushicilelwa kwetitfombe letibonakalako (loku kufaka ekhatsi titfombe, ema-slide, ema-video, titfombe letentiwe ngcondvomshini, imidwebo, njll.)	
Kubhalwa kwe-soundtrack (umbhalo nobe umculu lodvwetjelwe)	
Ikhophi yemniningwane ku-flash drive (kufaka ekhatsi titfombe letitfolakalako kanye nemisindvo)	
Ikhophi yemniningwane we-compact disc drive (kufaka ekhatsi titfombe lettingabonakali kanye nemisindvo)	
Ikhophi yelirekhodi leligcinwe kuseva yekulondvolota ifu	

3. Lokumele kuletfwe:

Tinsita teliposi letiya ekhelini leliposi	
Tinsita temaposi kumakheli	
Tinsita tekutfumela imilayeto emgwacweni	
Ifeksi yemniningwane lobhaliwe nobe lothicilelwe (kufaka ekhatsi imibhalo)	
I-e-mail lenemniningwane (kufaka ekhatsi ema-soundtracks uma kwenteka)	
Kwabelana ngelifu/kudluliswa kwemafayela	

Lulwimi lolufunwako:
 (Caphele kutsi uma lirekhodi lingatfolakali ngelulwimi lolufunako, kufinyelela kungavunyelwa ngelulwimi lirekhodi lelitfolakala ngalo)

Uyacelwa kutsi ucaphile kutsi sicelo sakho besitsi:

Kuvumelekile

Kwaliwe, ngaletizatfu letilandzelako:

4. 4. Imali lekumele ikhokhwe mayelana nesicelo sakho:

Indzawo	Tindleko ngelikhasi le-A4 nobe incenye yalo/liphosta	Inombolo yemakhasi/tincenye	SAMBA
Fothokhophi			
Ikhophi			
Kute utole ikhophi lefundzeka ngcondvomshini kip (i) Flash drive • Kumele kuniketwe ngumceli (ii) Ema-compact disc • Uma uniketwe ngumceli • Uma uniketwe lona lofake sicelo	R40.00 R40.00 R60.00		
Kubhalwa kwetitombé temehlo ngelikhasi le-A4	Tinsita titawukhishelwa ngaphandle.		
Ikhophi yetitombé letibonwako	Kutawuncika kuloko lokushiw ngumnikeli wetinsita		
Kubhalwa kwemlaveto we-A4	R24.00		
Ikhophi yelirekhodi (i) Flash drive/Flashidriyivi • Kumele kuniketwe ngumceli (ii) Ema-compact disc • Uma uniketwe ngulocelako • Uma uniketwe lona lofake sicelo	R40.00 R40.00 R60.00		
I-poskhadi, i-e-mail nobe lokunye kutfunyelwa nge-elektroniki:	Tindleko letikhona mbamba		
SAMBA:			

**5. Siciniseko lesikhokhelwako (uma kuseshwa kutsatsa sikhatsi
lesingetulu kwemahora lasitfupha):**

Yebo

Cha

Ema-awa ekusesha		Linani lesibambiso (kubalwa ngekwesitsatfu semali lengenako ngesicelo ngasinye)	
---------------------	--	---	--

Lemali kufanele ifakwe ku-akhawunti yeliBhange lelandzelako:

Ligama leliBhange: _____

Ligama lemnikati we-akhawunti: _____

Luhlobo lwe-akhawunti: _____

Inombolo ye-akhawunti: _____

Ikhodi yeligatja: _____

Inombolo yekucaphuna: _____

Ngenisa bufakazi bekukhokha ku: _____

Kusayinwa e- _____, mhla tingu- _____, lusuku- _____,

unyaka wa-20 _____

Sikhulu lesibukene netindzaba

Lifomu lekufaka sikhalo sangekhatsi

I-FORM 4 (lifomu lesitsatfu)

[Imitsetfomgomo 9]

Inombolo yekubhekisa:

IMINININGWANE YEMBUTFO WESIGUNGU (PARTICULARS OF PUBLIC BODY)				
Ligama lemtimba wembuso				
Ligama nesibongo semniningwane Sikhulu:				
Imininingwane yeMfakisikhalo lofake sikhalo sangekhatsi				
Emagama Laphelele				
Inombolo yamatisi				
Likheli leliposi				
Tinombolo Tekutsintsana	Tel. (B)		I-Facsimile	
	Inombolo yamakhalekhiihini			
Likheli le-E-mail:				
Ngabe sikhalo sangekhatsi sifakwe egameni lalomunye umuntfu?	Yebo		Cha	
Uma ngabe imphendvulo ingu-yebo, likhono lekufaka sikhalo sangekhatsi egameni lalomunye umuntfu: (Bufakazi bekutsi likhono lekufaka sikhalo lingekhatsi, uma bukhona, kumele bufakelwe.)				
Imininingwane yebantfu labatsatselwe sikhalo sangekhatsi (Nangabe kufakwe ngumuntfu wesitsatfu)				
Emagama Laphelele				
Inombolo yamatisi				
Likheli leliposi				
Tinombolo Tekutsintsana	Tel. (B)		I-Fasimile	
	Inombolo yamakhalekhiihini			
Likheli le-E-mail:				

**SINCUMETELO LESIFIWA NGULOKUFUNDZISWA KUNKHULUMENTI YENKHULUMENTI
YENKHULUMENTI**

(Khombisa libhokisi lelifanele nga- "X")

Kulahlwa kwestio sekufinyelela

Sincumo macondzana netimali letibekiwe ngekwasigaba 22 seMtsetfo

Sincumo lesimayelana nekwandzisa kwesikhatsi lekufanele sicelo sisetjentwe ngaso ngekwasigaba 26 (1) seMtsetfo

Sincumo ngekulandzela sigaba 29 (3) seMtsetfo wekwencaba kufinyelela ngendlela lefunwa ngumceli

Sincumo sekuniketa sicelo sekufinyelela

Tizatfu Tekufaka Sicelo Sekwengcisa Licala

(Uma ngabe sikhala lesiniketiwe singaseneli, chubekela ekhasini lelihlukile bese ulifaka kulelifomu.lamakhasi langetiwe kumele asayinwe)

Shano tizatfu tesikhalo sangekhatsi:

Shano nobe nguyiphi leminye imininingwane lengahle isebente ekucubunguleni sikhalo:

Utawatiswa ngencwadzi ngesincumo lesitsetfwe mayelana nekwengcisa kwakho licala. Sicela usho indlela lofisa kutsi sitatimende sakho sitfunyelwe ngayo:

Inombolo yesitaladi	Tinombolo Tekutsintsana	Electronic communication <i>(Please specify)</i>

Kusayinwa e- _____, mhla tingu- _____, lusuku- _____, unyaka wa-20 _____,

Kusayinwa kwemBhalisi/Umuntu wesitsatfu

Page 2 of 3

**ISENTJETISWA KULABASEMAGUNYENI
LIREKHODI LELISEMTSETFWENI LETIKHALATO**

Sikhalo lesefulwe ngu: (Cacisa sikhundla, ligama nesibongo semBhalisi Sikhulu)			
Lusuku lekutfola:			
Sicelo lesifakiwe lesihambisana netizatfu tesincumo sesiphatsimandla semniningwane kanye, lapho kufanele khona, nemininingwane yalowo muntfu wesitsatfu lokukhulunywa ngaye nobe lokukhulunywa ngaye, lesiletfwe siphatsimandla semniningwane:	Yebo		

UMPHUMELA WESIKHALATO

Kulahlwa kwesicelo sekufinyelela. Kucinisekisiwe?	Yebo		Sincumo lesisha (uma kungenjalo kucinisekisiwe)	
	Cha			
Tindleko (Sigaba 22). Kucinisekisiwe?	Yebo		Sincumo lesisha (uma kungenjalo kucinisekisiwe)	
	Cha			
Kwengeta (Sigaba 26 (1)). Kucinisekisiwe?	Yebo		Sincumo lesisha (uma kungenjalo kucinisekisiwe)	
	Cha			
Kufinyelela (Sigaba 29 (3)). Kucinisekisiwe?	Yebo		Sincumo lesisha (uma kungenjalo kucinisekisiwe)	
	Cha			
Sicelo sekuvunyelwa kufinyelela siniketwe. Kucinisekisiwe?	Yebo		Sincumo lesisha (uma kungenjalo kucinisekisiwe)	
	Cha			

Kusayinwa e- _____, mhla tingu- _____, lusuku- _____, unyaka wa-20 _____

Umtimba lofanele

Lifomu lekufaka sikhalo

I-FORM- 5 (lifomu leshlanu)

[Imitsetfomgomo 9]

CAPHELA:

1. Lelifomu lentiwe kutsi lisite lofake sicelo nobe umuntfu wesitsatfu (ngemuva kwaloku lotawubitwa ngekutsi? ngumfaki sicelo?) kutsi acele kubuyeketwa kwemphendvulo nobe kungaphendvulwa kwesikhungo semphakatsi nobe sangasese esicelweni sekufinyelela etikwelirekhodi ngaphasi kweMtsetfo wekuFinyeleleka kwemNiningwane, 2000 (uMtsetfo No. 2 wanga-2000) (PAIA). Gcwalisa lifomu lelilandzelako bese ulithumela kulelikheli le-imeyili lelilandzelako: PAIAComplaints@justice.gov.za nobe gcwalisa lifomu lekufaka sikhalo lelitfolakala ku-internet ku-<https://www.justice.gov.za/inforeg/>.
 2. I-PAIA iniketa lilunga lemphakatsi lilungelo lekufaka sikhalo ku-Information Regulator mayelana nanobe ngutiphi tikhalo letichazwe encenyeni F yalelifomu lekukhalaza.
 3. Kuyinchubomgomo ye-Information Regulator kutsi ihlehlise luppenyo nobe ilahle sikhalo uma uMfaki sikhalo angakacali anikete umtimba wembuso nobe wangasese (lokutawubitwa ngekutsi? Umtimba?) litfuba lekuphendvula nekwetama kusombulula lenkinga. Kute usite i-Ejensi ikwati kubukana netinkinga takho ngaphambi kwekutsi ukhulume ne-Information Regulator, udzingeka kutsi ugcwalise lifomu le-PAIA 2 lelimisiwe bese ultifumela ku-Ejensi.
 4. Ikhophi yalelifomu itawuniketwa lomtimba lofake sikhalo. Leminingwane loyiniketa kulelifomu, lehlangene nalelifomu nobe lotayiniketa kamuva, itawusetjentiswa kuphela uma ngabe wetama kusombulula kungcubutana kwakho, ngaphandle nangabe kuchazwe ngalenyen idlela.
 5. I-Information Regulator itawemukela sikhalo sakho uma ucinisekisa kutsi uhangabetene nalemibandzela lengentasi.
- 6. Sicela ufake emakhophi alomculu lolandzelako, nangabe unayo:**
- a. Tincwadzi Ikhophi yelifomu lelifikwa kumtimba locela kufinyelela etikwelirekhodi;

- b. Imphendvulo yemtimba esikhungweni sakho sesikhalo nobe sicelo sekufinyelela;
- c. Nobe ngabe nguyiphi lenye incwadzisikhalo emkhatsini wakho ne-Ejensi mayelana nesicelo sakho;
- d. Ikhophi yelifomu lekufaka sikhalo, uma ummangali ahlobene nesikhungo semphakatsi;
- e. Tintfo letibalulekile Imphendvulo yeMkhandlu kulesicelo sakho;
- f. emagama Nobe ngukuphi lokunye kuchumana emkhatsini wakho kanye ne-Ejensi mayelana nesikhalo sakho;
- g Umniningwano lofanele we-ID nobe i-IDL yakho
- h. Umyalelo weNkantolo nobe imiculu yeNkantolo lehlobene nesikhalo sakho, uma ikhona.

Uma ngabe sikhala lesiniketiwe kulelifomu singeneli, tfumela umniningwano njengesichibiyelo kulelifomu bese usayina likhasi ngalinye.

	INDLELA YEKUKHONA KWALOMUNTU/LIPHATSI LEKWENTA KUNCUNTZISA (Phawula nge "X")
--	---

Umuntfu lowenta sikhalo

Ummeleli Wemmangali

Umuntfu wesitsatfu

TINTSEKELELO LETIFANEKELEKILE				
--------------------------------------	--	--	--	--

Ngabe ufake sicelo (lifomu le-PAIA) sekufinyelela etikwelirekhodi lemtimba wembuso/wetikhungo tangasese?	Yebo	Cha	
Ngabe ufake sicelo (lifomu le-PAIA) sekufinyelela etikwelirekhodi lemtimba wembuso/wetikhungo tangasese?	Yebo	Cha	
Uyisebentisile yonkhe inchubo yangekhatsi yekwengcisa licala lesincumo sesiphatsimandla semniningwane semtimba wemphakatsi?	Yebo	Cha	

Sewufake sicelo eNkantolo yini kute utfole lusito	Yebo		Cha	
loludzingekako kulenzaba?				

KUSETKWETFWETELWENI KUPHELA KUSETjentiswa BANKHULUMELI

Emagama Laphelele			
Sikhundla Lakuso			
Kusayinwa			
Sikhalo semukelwe	Yebo		Cha
Inombolo yekubhekisa/inombolo legunyatiwe			
Sitembu sesikhatsi			

Likheli leliposi	I-Facsimile	Lokunye kuchumana nge- elekhthonikhi (Cacisa)		
Emagama Laphelele				
Inombolo yamatisi				
Likheli leliposi				
Tinombolo yesitaladi				
Likheli le-E-mail:				
	Tel. (B)		I- Fasimile	
I-Fasimile	Inombolo yamakhalekhhini			

INCENYE A

Imininingwane YEMuntfu WEMBEKISI

Emagama Laphelele				
Inombolo yamatisi				
Likheli leliposi				
Tinombolo yesitaladi				
Likheli le-E-mail:				
	Tel. (B)		I- Fasimile	
I-Fasimile	Inombolo yamakhalekhhini			

INCENYE B

Lwati lolumelele

(Gwalisa lelifomu nangabe utawuba nemmeli. Uma ummangali amelwe, kufanele kunanyatseliswe i-Power of Attorney, ngaphandle kwaloko sikhalo sitawucitfwa.

Emagama Laphelele Ummeleli	
Inhlobo yekumelwa	
Inombolo ye-Identity Inombolo yekubhalisa	

Likheli leliposi	Emagama Laphelele Inombolo yamatisi			
Tinombolo yesitaladi				
Likheli le-E-mail:				
Tinombolo Tekutsintsana	Tel. (B)		I- fasimale Facsimile	
	Inombolo yamakhalekhihini			

INCENYE C

**Imininingwane levela kubantfu labatsatfu
(Condzisa incwadzi yeligunya)**

Luhlobo Lwemtimba/lwesigungu	Ngasese		Umphakatsi	
Ligama lemtimba wemphakatsi wangasese				
Inombolo yekubhalisa (uma ikhona)				
Ligama, Sibongo kanye Ligama lemuntfu loneliguyna lekufaka sikhalo				
Tinombolo yesitaladi				
Tinombolo yesitaladi				
Likheli le-E-mail:				
Tinombolo Tekutsintsana	Tel. (B):		Facsimile	
	Tinombolo yesitaladi			

INCENYE D

**UMBANDZISI LOKHULULWA NGULOKUFUNDZISWA KULESIKHWENKHVENTI
Umphakatsi**

Luhlobo Iwemtimba	Ngasese		Umphakatsi	
Ligama lemtimba wembuso / wangasese				
Inombolo yekubhalisa (uma ikhona)				

Ligama, sibongo kanye nesikhundla semuntfu lokhulume naye kulesikhungo sempakatsi nobe sangasese kutama kusombulula sikhalo sakho nobe sicelo sakho sekufinyelela kumniningwane				
Likheli leliposi				
Tinombolo yesitaladi				
Likheli le-E-mail:				
Tinombolo Tekutsintsana	Tel. (B):		i-Fasimile	
	Inombolo yamakhalelkikhini			
Inombolo yelirekhodi leniketwe (uma ikhona)				
INCENYE E KUKHULUMETEKA				
<i>Sitjele ngetinyatselo lotitsetse kute wetame kucatulula sikhalo sakho (Tikhalo kufanele ticale tiletfwe ngco kumtimba wembuso nobe wangasese kute tiphendvulwe futsi ticatululwe)</i>				
Lusuku lekufakwa kwesicelo sekufinyelela etikwelirekhodi.				
Sicela uchaze iuhlobo lwemalungelo lafanele asetjentiswe nobe avikelwe, uma ngabe umuntfu lofaka sicelo unelicala lelimelene nemtimba wangasese.				
Uke wetama yini kusombulula loludzaba nenhlangano?	Yebo		Cha	
Nangabe kunjalo, wayitfola nini? (Sicela unamatsisele lencwadzi kulesicelo.)				
Usenetisile yini sincumo sesiphatsimandla setemniningwane salomtimba wemphakatsi?	Yebo		Cha	
Nangabe kunjalo, ngabe wafaka nini sikhalo?				
Uke wafaka yini sicelo eNkantolo kute utfole lusito loludgingekako kulenzaba?	Yebo		Cha	
Nangabe kunjalo, chaza kutsi lelicalalalitekwa nini yiNkantolo? Sicela ufake iNkantolo Hlela tintfo, nangabe kukhona.				

INCENYE F**IMINININGWANE YEKUFINYELELA KUMAREKHODI**

(Khetsa munye nobe ngetulu kwaloku lokulandzelako kute uchaze sikhalo sakho kuLuphiko
Lwemininingwane Umlawuli)

Kwehluleka wekweNdululisela licala 77A (a) nobe sigaba 77A (b) (a) se-PAIA)	kwemtsetfo <i>Ngikhokhelile ngesincumo sesikhungo semphakats futsi lesicelo asiphumelelanga.</i>
Kungaphumeleli kweSicelo sekunceshetelwa (tigaba 77A (2) (b) na-75 (2) te-PAIA)	<i>Ngafaka sikhalo ngekwehuta mayelana nesincumo sahulumende futsi ngafaka sicelo sekuvunyelwa. Sicelo sekususa licala salahliwa.</i>
Kulahlwa kwesicelo sekufinyelela (Sigaba 77A (2) (c) (i) nobe (i) nobe (b) ye-PAIA)	<i>Ngacela kufinyelela kumniningwane lobewuphetfwe ngumtimba lotsite futsi leso sicelo salahliwa nobe saphikiswa kancane.</i>
Umtimba ucela kutsi ngikhokhe imali futsi ngicabanga kutsi iyedlulele (Sigaba 22 nobe 54 se-PAIA)	<i>Kwetfula nobe kukhokha imali lebekiwe. Kufaka sicelo nobe kukhokha idiphozithi.</i>
Kubuyiselwa kwemali yediphozi (Sigaba 22 (4) se-PAIA) mayelana nesicelo sekufinyelela lesingavunywa.	<i>Lomphatsi wemniningwane wencaba kubuyisela imali lebhadalwe mayelana nesicelo sekutfolia lwati lesencatjelwe.</i>
Angivumelani nekwandziswa kwsikhatsi (Tigaba 26 nobe 57 te-PAIA)	<i>Lomtimba uncume kwelula lesikhatsi sekuphendvula sicelo sami, futsi angivumelani nekwelula lesikhatsi lesicelwako nobe kwelula lesikhatsi sekuphendvula sicelo sami sekufinyelela.</i>
Lifomu lekungavunyelwa kufinyelela (Sigaba 29 (3) nobe 60 (a) se-PAIA)	<i>Ngacela kufinyelela ngendlela letsite futsi levakalako futsi leyo ndlela yekufinyelela yangala.</i>
Kwehluelwa lokutsiwa kwehluliwe (Sigaba 27 nobe 58 se-PAIA)	<i>Sekuphele emalanga langetulu kwa-30 ngifake sicelo sami kodvwa solo angikasitfoli sincumo. Sikhatsi sekwandzisa lesimisiwe sesiphelile futsi kute imphendvulo letfoliwe.</i>
Kwetfulwa kwelirekhodi ngalokungakafaneli (Tizatfu tekwencatjelwa etikwelirekhodi)	<i>Emarekhodi (lahambisana netizatfu tekwencatjelwa kufinyelela) avele ngalokungakafaneli/ ngalokungakafaneli.</i>
Kute tizatfu letivakalako tekwencatjelwa kufinyelela (Sigaba 56 (3) (a) se-PAIA)	<i>Sicelo sami sekufinyelela sencatjelwe, futsi kute tizatfu letivakalako nobe letenele tekwencatjelwa, lokufaka ekhatsi timiso talomTsetfo lebetisetjentiswe ekwencatjelweni.</i>

Kufinyelela lokuncenyé kwerekhodi (sigaba 28 (2) nobe 59 (2) se-PAIA).	<i>Kufinyeleleka kuyincenyé yemarekhodi laceliwe kuphela lokwaniketwa futsi ngikhola kutsi lamanye emarekhodi bekumele kutsi adalulwe.</i>
Kukhishwa kwemali (Sigaba 22 (8) nobe 54 (8) se-PAIA)	<i>Ngikhokhelwa mahala futsi sicelo sami sekukhokhelwa mahala sencatjelwe.</i>
Emarekhodi langatfolakali nobe langekho (Sigaba 23 nobe 55 se-PAIA)	<i>Lomtimba uncume kunginiketa imvume yekufinyelela kulemiculu lebengiyicelile, kodvwa angikayitfoli.</i>
Kwehluleka kuveta emarekhodi	<i>Lomtimba uncume kunginiketa imvume yekufinyelela kulemiculu lebengiyicelile, kodvwa angikayitfoli.</i>
Kute ligunya (kusebentisa nobe kuvikela nobe nguliphi lilungelo) (Sigaba 50 (1) (a) se-PAIA)	<i>Lomtimba uvete kutsi lemiculu lefunwako ayifakiwe ku-PAIA futsi angivumelani naloko.</i>
Sicelo lesingenamsebenti nobe lesicindzetzetlako (Sigaba 45 se-PAIA)	<i>Lomtimba ukhombe kutsi lesicelo sami sibonakala singakabaluleki nobe sicasula futsi angivumelani naso.</i>
Lokunye (Cacisa)	

INCENYE G

IMIPHUMELA LELENGEKWELEKILE

Ucabanga kutsi i-Information Regulator ingakusita njani? Chaza umphumela nobe umphumela ufunani.

INCENYE YEMSEBENTI

H

Ngiyavuma kutsi i-Information Regulator ingasebentisa umniningwano ioniketwe kulesicelo sami kutsi isite ekucwaningeni tindzaba letiphatselene nekutfutfukiswa kwelilungelo lekufinyelela kumniningwano kanye nekuvikela kwelilungelo lekuba nelingesese eNingizimu Afrika. Ngiyavisisa kutsi uMlawuli wemininingwane angeke afake imininingwane yami nobe lemnye imininingwane lengiyisebentisako kunobe ngabe nguyiphi imibiko yemphakatsi, nekutsi imininingwane yami isavikelwe nguMtsetfo wekuVikelwa kweMininingwane yeBantfu wanga-2013 (uMtsetfo No. 4 wanga-2013). Ngiyavisisa kutsi uma ngingavumelani naloku, i-Information Regulator itawuchubeka nekusebenta ngesikhalo sami.

Ngiyavuma kutsi i-Information Regulator ingasebentisa umniningwano ioniketwe kulesicelo sami kutsi isite ekucwaningeni tindzaba letiphatselene nekutfutfukiswa kwelilungelo lekufinyelela kumniningwano kanye nekuvikela kwelilungelo lekuba nelingesese eNingizimu Afrika. Ngiyavisisa kutsi uMlawuli wemininingwane angeke afake imininingwane yami nobe lemnye imininingwane lengiyisebentisako kunobe ngabe nguyiphi imibiko yemphakatsi, nekutsi imininingwane yami isavikelwe nguMtsetfo wekuVikelwa kweMininingwane yeBantfu wanga-2013 (uMtsetfo No. 4 wanga-2013). Ngiyavisisa kutsi uma ngingavumelani naloku, i-Information Regulator itawuchubeka nekusebenta ngesikhalo sami.



Lwati lolukulelifomu lekufaka sikhalo lucinisile ngekwelwati Iwami kanye nekukholwa kwami.



Ngiyaligunyala li-Information Regulator kutsi libutse umniningwane wami wesikhalo (njengemininingwane lengimayelana nami kulelifomu lesikhalo) bese liyisebentisa kusebenta ngesikhalo sami semalungelo eluntfu lesimayelana nelilungelo lekufinyelela kumniningwane kanye/nobe kuvikelwa kwelilungelo lekuba nelingesese.



Ngincoma nobe ngubani (njengemcashi, umphakeli wetinsita, fakazi) lonemininingwane ledzingekile kutsi acubungule sikhalo sami kutsi ayihlanganye le neMcondzisi weLwati. I-Information Regulator ingalutfola lolwati ngekutsi ikhulume nabofakazi nobe icele imibhalo. Ngekuya ngekubaluleka kwesikhalo, lemiculu ingafaka ekhatsi emafayela ebasebenti nobe umcashi, imiculu yetekwelashwa nobe yesibhdedela, kanye nemininingwane yetetimali nobe yemtselo.



Uma ngabe kukhona lokushintjile kulolwati Iwami Iwekuchumana ngesikhatsi senchubo yekusombulula sikhalo, kungumtfwalo wami kwatisa i-Information Regulator; ngaphandle kwaloko sikhalo sami singahle sibekelwe sikhatsi lesidze nobe sivalwe.

Kusayinwa e- _____, mhla tingu- _____, lusuku- _____,
unyaka wa-20 _____

***Ummangali/Ummeleli/Umuntfu logunyatiwe weLicembu Lesitsatfu
I-OTPR96***