Province of the
EASTERN CAPE
COMMUNITY SAFETY

INCWADANA YOMTHETHO WOKUKHUTHAZA UKUFIKELELA KWIINKCUKACHA (I-PAIA)

ILUNGELELANISWE NGOKWECANDELO LAMA-14 LOMTHETHO WOKUKHUTHAZA UKUFIKELELA KWIINKCUKACHA (UMTHETHO NOMBOLO 2 KA-2000 NJENGOKO UFAKELWE IZILUNGISO)

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1. IINKCAZELO

1.1 Ngokwenjongo yale Ncwadana, ngaphandle kokuba umxholo ubonisa nto yimbi:

1.1.1 **"Umrhumo wokuFikelela"** uthetha umrhumo omiselweyo ngokweenjongo zecandelo 22(6) okanye 54(6), njengoko kunokuba njalo;

1.1.2 **"Umntu ochatshazelwa yidatha"** lithetha umntu lowo iinkcukacha zinxulumene naye;

1.1.3 **"ISebe"** lithetha isebe loKhuseleko loLuntu lePhondo;

1.1.4 **"ISekela leGosa leNgcaciso okanye i-DIO"** lithetha umntu ochongiweyo kwiqumrhu likaRhulumente okanye labucala onoxanduva lokunceda iGosa LeNgcaciso ngesicelo se-PAIA;

1.1.5 **"IGosa elinesicelo se-PAIA; 'GAAP'** lithetha iNdlela yoCwangciso-mali eyaMkelwe Jikelele;

1.1.6 **"Isikhokelo"** sithetha isikhokelo sendlela yokusebenzisa i-PAIA nguye nawuphi na umntu onqwenela ukusebenzisa naliphi na ilungelo elikhankanywe kuMthetho wokuKhuthaza ukuFikelela kwiiNkcukacha, Nombolo 2 ka-2000 (PAIA) kunye noMthetho woKhuseleko lweeNkcukacha zoMntu, Nombolo 04 ka-2013, njengoko kukhankanyiwe kwicandelo 1e-10 le-PAIA;

1.1.7 **'IiProgram'** lithetha ulwakhiwo olutsha nolucetywayo leSebe loKhuseleko loLuntu lePhondo olunamasebe amane azimeleyo;

1.1.8 **"IiRekhodi"** okanye ngokunxulumene nequmrhu likarhulumente okanye labucala, lithetha nayiphi na ingcaciso erekhodiweyo- nokuba kungoluphi na uhlobo okanye ulwimi; ekulawulo okanye ephantsi kolawulo lwelo qumrhu likarhulumente okanye labucala, ngokwahlukahlukeneyo; nokuba ingaba yadalwa na okanye hayi lelo qumrhu likarhulumente okanye labucala, ngokwahlukahlukeneyo;

1.1.9 **"UMlawuli weeNkcukacha"** uthetha uMlawuli weeNkcukacha osekwe ngokwemigaqo yecandelo lama-39 loMthetho woKhuseleko lweeNkcukacha zoMntu, ka-2013;

1.1.10 **"Isibheno sangaphakathi"** sithetha isibheno sangaphakathi kugunyaziwe ofanelekileyo ngokwecandelo lama-74;

1.1.11 **"Umntu"** uthetha umntu ngokudalwa okanye umntu onamalungelo ngokomthetho;

1.1.12 **"Iinkcukacha zomntu zobuqu"** lithetha iinkcukacha ezinxulumene nomntu onokwaziwa ukuba ungubani ngokudalwa, kuqukwa, kodwa kungaphelelanga koku–

a) iinkcukacha ezimalunga nohlanga, isini, ukukhulelwa, ubume bomtshato, ubuzwe, uhlanga okanye imvelaphi ngokwentlalo, ibala, isini, ubudala, impilo ngokwasemzimbeni nangokwasengqondweni, impilontle, ukukhubazeka, inkolo, isazela, inkolelo, inkcubeko; ulwimi kunye nokuzalwa komntu;

b) iinkcukacha ezimalunga nezemfundo, ezonyango, ezemali, ezingolwaphulo-mthetho okanye imbali yezengqesho yomntu,

c) nayiphi inombolo eyaziwayo ukuba yekabani na, umqondiso, idilesi ye-imeyili, idilesi yendawo yokuhlala, inombolo yefowuni, ingcaciso ngendawo okuyo, iinkcukacha ezikuchazayo kwi+-intanethi okanye naziphi na ezinye iinkcukacha achazwa ngazo umntu ngokukhethekileyo,

d) iinkcukacha zeebhayometriki zomntu,

e) iimbono zomntu, izimvo okanye izinto ezikhethwa nezithandwa ngumntu,

f) imbalelwano ethunyelwe ngumntu echazwe ngokucacileyo okanye ngendlela ethile neyeyabucala okanye elihlebo okanye imbalelwano engaphezulu enokubonisa ikhontenti yembalelwano eyintsusa; izimvo/iimbono zomnye umntu ngomnye umntu;

g) igama lomntu ukuba libonakala neenkcukacha zomnye umntu ezimalunga nomntu okanye ukuba ukuxelwa kwegama lona ngokwalo kungaveza iinkcukacha ngalo mntu, kodwa akubandakanyi iinkcukacha ezingomntu osweleke ngaphezu kweminyaka engama-20;

1.1.13 **"Iqumrhu likarhulumente"** lithetha –

a) naliphi na isebe likarhulumente okanye lolawulo kwisigaba sesizwe okanye samaphondo sikarhulumente okanye nawuphi na umasipala kwisigaba sikarhulumente wengingqi; okanye

b) naliphi na elinye igosa okanye iqumrhu xa lisebenzisa igunya okanye lisenza umsebenzi ngokoMgaqo-siseko okanye ngokomgaqo-siseko wephondo; okanye

c) ukusebenzisa igunya okanye ukwenza umsebenzi ngokoMgaqo-siseko okanye ngokomgaqo-siseko wephondo; okanye

d) ukusebenzisa igunya likarhulumente okanye ukwenza umsebenzi karhulumente ngokwemigaqo yawo nawuphi na umthetho;

1.1.14 **"Irekhodi"** okanye ngokunxulumene nequmrhu likarhulumente okanye labucala, lithetha naziphi na iinkcukacha ezirekhodiweyo –

a) nokuba kungoluphi na uhlobo okanye ulwimi;

b) ezikulawulo okanye eziphantsi kolawulo lwelo qumrhu likarhulumente okanye labucala,

ngokwahlukahlukeneyo; kunye

c) ingaba yadalwa na okanye hayi lelo qumrhu likarhulumente okanye labucala, ngokwahlukahlkeneyo;

1.1.15 **"Umfaki-sicelo"** lithetha nawuphi na umntu owenza isicelo sokufikelela kwirekhodi zesebe loKhuselo loLuntu lePhondo kwaye kulo meko, i-PAIA yahlula phakathi kweentlobo ezimbini zabafaki-sicelo zokufikelela kwiinkcukacha, o.k.t Umfaki-sicelo woBuqu, (umntu ochatshazelwa yidatha) kunye noMnye Umfaki-sicelo;

1.1.16 **"Isicelo sokufikelela"**, ngokunxulumene -

(a) nequmrhu likarhulumente, lithetha

(i) nawuphi na umntu (ngaphandle kwequmrhu likarhulumente elikhankanywe kumhlathi (a) okanye (b)(i) kwinkcazo 'yequmrhu likarhulumente', okanye igosa lalo) owenza isicelo sokufikelela kwirekhodi yelo qumrhu likarhulumente; okanye;

(ii) umntu omele umntu ekuthethwa ngaye kumhlathana (i);

(b) iqumrhu likarhulumente, lithetha

(i) nawuphi na umntu, kuqukwa, kodwa kungaphelelanga koku, kwiqumrhu likarhulumente okanye igosa lalo, owenza isicelo sokufikelela kwirekhodi yelo qumrhu labucala; okanye

(ii) umntu obambeleyo endaweni yomntu okhankanywe kumhlathana (i);

1.1.17 **"UMthetho"** uthetha uMthetho wokuKhuthaza ukuFikelela kwiiNkcukacha ka-2000 (uMthetho Nombolo 2 ka-2000) njengoko ulungisiwe, kwaye uquka nawuphi na ummiselo owenziweyo nosebenzayo ngokwecandelo lama- 92.

1.1.18 **"Incwadana"** lithetha le ncwadana kunye nazo zonke izihlomelo nezifumanekayo kwisebe loKhuseleko loLuntu lePhondo;

1.1.19 **"Abantu abangabanye abachaphazelekayo"**, ngokunxulumene nesicelo sokufikelela kwi-

(a) irekhodi yequmrhu likarhulumente, lithetha nawuphi na umntu (kuqukwa, kodwa kungaphelelanga koku, kurhulumente welizwe langaphandle, umbutho wamazwe ngamazwe okanye iqumrhu laloo rhulumente okanye loo mbutho) ngaphandle koku

(b) irekhodi yequmrhu likarhulumente, lithetha nawuphi na umntu (kuqukwa, kodwa kungaphelelanga koku, kurhulumente welizwe langaphandle, umbutho wamazwe ngamazwe okanye iqumrhu laloo rhulumente okanye loo mbutho) ngaphandle koku –

(i) umfaki-sicelo ochaphazelekayo; kunye

(ii) nequmrhu likarhulumente; okanye

1.1.20 **"Irekhodi yequmrhu labucala",** lithetha nawuphi na umntu (kuqukwa, kodwa kungaphelelanga koku, iqumrhu likarhulumente) ngaphandle komfaki-sicelo, kodwa, ngokweenjongo zecandelo lama-34 kunye nelama-63, ukubhekiswa 'kumntu' kwimihlathi (a) kunye (b) kufuneka kuthathwe njengokubhekisa 'kumntu ngokwendalo'.

2. UKUTOLIKWA

2.1. nakuphi na okubhekiswe kuwo nawuphi na ummiselo okanye omnye umthetho kuya kuba sisingqinisiso kuloo mmiselo okanye kuloo mthetho ungomnye ngokomhla wokusayinwa, nanjengoko ufakelwe izilungiso okanye nangokutshintshwa kufakwe omnye ngokuhamba kwexesha;

2.2. nakuphi na okubhekiswe kuwo nawuphi na ummiselo okanye omnye umthetho kuya kuba sisingqinisiso kuloo mmiselo okanye kuloo mthetho ungomnye ngokomhla wokusayinwa, nanjengoko ufakelwe izilungiso okanye nangokutshintshwa kufakwe omnye ngokuhamba kwexesha;

2.3. apho naliphi na igama lichaziwe kwigatya elithile elingelilo eli, elo gama liya kuba naloo ntsingiselo imiselwe lona kwelo gatya nanini na xa lisetyenziswa kolu xwebhu;

2.4. apho nakuphi na ukubalwa kweentsuku kuza kubalwa kusuku oluthile, elo nani liya kubalwa ngokungaquki elo suku kwaye kuqalwe ukubalwa kusuku olulandelayo. Ukuba umhla wokugqibela woko kubalwa uwela kusuku olungelulo usuku lokusebenza, usuku lokugqibela luya kuthathwa njengosuku olulandelayo lokusebenza;

2.5. nakuphi na okubhekiswe kwiintsuku (ngaphandle kokubhekiswe kwiintsuku zokusebenza), kwiinyanga okanye kwiminyaka kuya kubhekisa kwiintsuku zekhalenda, kwiinyanga okanye kwiminyaka, njengoko kunokuba njalo;

2.6. ukusetyenziswa kwegama elithi "kuquka" ze kulandelwe ngumzekelo(imizekelo) othile akuyi kuthathwa njengokunciphisa intsingiselo yelo gama gabalala neselisetyenzisiwe ngaphambili kwaye umthetho we-*eiusdem generis* awuyi kusetyenziswa ekutolikweni kwamagama anjalo okanye imizekelo engqalileyo;

2.7. ukuba kukho ungquzulwano ekutolikweni okanye ekusetyenzisweni kwale Ncwadana kunye noMthetho, uMthetho uya kongamela;

2.8. le Ncwadana ayithethi ukuba iphelele okanye ijongene ngokupheleleyo nayo yonke inkqubo echazwe kuMthetho. Umfaki-sicelo ucetyiswa ukuba aziqhelanise namagatya oMthetho phambi kokuba afake nasiphi na isicelo kuMlawuli.

3. ULUHLU LWEZISHUNQULELO NEZIFINYEZO

1.	**"GAAP"** uthetha INkqubo eyemkelekileyo Jikelele yoPhicotho zincwadi;
2.	**"GRAP"** uthetha iNkqubo eyaziwayo Jikelele yoPhicotho zincwadi;
3.	**"MEC"** uthetha iLungu leBhunga elinoLawulo oluPhezulu elijongene neSebe loKhuseleko loLuntu lePhondo;
4.	**"MFM"** uthetha uMthetho woLawulo lweMali kaMasipala, ka-2003 (uMthetho Nombolo 56 ka-2003);
5.	**"MTEF"** uthetha isikhokelo seNkcitho phakathi eNyakeni;
6.	**"PAIA"** uthetha uMthetho wokuKhuthaza ukuFikelela kwiiNkcukacha ka-2000 (uMthetho Nombolo 2 ka-2000);
7.	**"PFMA"** uthetha uMthetho woLawulo lweMali kaRhulumente ka-1999 (UMthetho Nombolo 1 ka-1999);
8.	**"POPIA"** uthetha uMthetho woKhuseleko lweeNkcukacha zoMntu (UMthetho Nombolo 4 ka-2013)

4. INTSHAYELELO

Le Ncwadana iye yaqulunqwa ngokoMthetho wokuKhuthaza ukuFikelela kwiiNkcukacha ka-2000 (uMthetho Nombolo 2 ka-2000) (uMthetho). Lo Mthetho umele ukunika iinkcukacha zeerekhodi zesebe likarhulumente elizigcinileyo ukuze nasiphi na isicelo sibe nokulandelwa.

Le Ncwadana isebenza njegesikhokelo sokuba uluntu lungafikelela njani kwiinkcukacha ezigcinwe kwiirekhodi zesebe loKhuseleko loLuntu lePhondo. Linika indlela yokufikelela kwiinkcukacha njengoko kumiselwe kuMgaqosiseko weRhiphablikhi yoMzantsi Afrika kunye nakuMthetho wokuKhuthaza ukuFikelela kwiiNkcukacha (Umthetho Nombolo 2 ka-2000) (i-PAIA). Oku kunika indlela yokufikela kwiinkcukacha eziselugcinweni lukaRhulumente okanye amaqumrhu kaRhulumente.

Le Ncwadana ikwanika indlela apho iinkcukacha zinokufumaneka ngayo. Apha ngezantsi yinkcazelo yenkqubo malunga nokufaka isicelo sokufikelela kwiinkcukacha ezikwiSebe loKhuseleko loLuntu lePhondo. Le Ncwadana ikwaqulathe iinkcukacha malunga neSekela leGosa leNgcaciso elinoxanduva lokujongana nazo zonke izicelo zokufikelela kwiinkcukacha kunye neProgram nganye kwanemisebenzi engundoqo eyenziwa leli sebe kunye noluhlu lweerekhodi ezigcinwe kweli Sebe loKhuseleko loLuntu lePhondo.

5. INJONGO YENCWADANA YE-PAIA

5.1 le Ncwadana ye-PAIA iluncedo kuluntu-

5.1.1 ukukhangela iirekhodi ezinokuthi kanti ziyafumaneka kwi-Sebe loKhuseleko loLuntu ngaphandle kokufaka isicelo esisesikweni se-PAIA;

5.1.2 ukufumana ulwazi lokuba ungasenza njani isicelo sokufikelela kwiirekhodi zesebe loKhuseleko loLuntu;

5.1.3 ukufikelela kuzo zonke iinkcukacha zoqhagamshelwano zabantu abanceda uluntu ngeerekhodi abafuna ufikelela kuzo;

5.1.4 ukwazi ngalo lonke uncedo olufumaneka kwisebe loKhuseleko loLuntu malunga nezicelo zokufikelela kwiirekhodi, phambi kokuba umntu aye kuMlawuli okanye kwiiNkundla zamatyala;

5.1.5 ukufumana inkcazelo ngeenkonzo zoluntu nezifumaneka kwisebe loKhuseleko loLuntu, kunye neendlela zokufikelela kwezo nkonzo;

5.1.6 ukufumana inkcazelo epheleleyo ngendlela yokusebenzisa i-PAIA, njengoko ihlaziywa nguMlawuli kunye nangendlela yokufikelela kuyo;

5.1.7 wazi ukuba iSebe loKhuseleko loLuntu liza kuziphononongа na iinkcukacha zomntu, injongo yokuphononongwa kweenkcukacha zomntu kunye nodidi lwabantu abachatshazelwa yidatha kunye neenkcukacha okanye udidi lweenkcukacha ezinxulumene noko;

5.1.8 wazi ukuba iSebe loKhuseleko loLuntu licwangcise ukudlulisela okanye ukuthumela iinkcukacha zomntu zobuqu ngaphandle kweRiphabhliki yoMzantsi Afrika na, kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zomntu zobuqu; kwaye

5.1.9 wazi ukuba iSebe loKhuseleko loLuntu linamanyathelo okhuseleko afanelekileyo ukuqinisekisa ubumfihlo, intembeko kunye nokufumaneka kweenkcukacha zomntu zobuqu eziza kuqwalaselwa.

6. IINKCUKACHA ZOQHAGAMSHELWANO ZESEKELA LEGOSA LENGCACISO

6.1 IGosa leNgcaciso

Igama : Mnu. Phiko F. Mbambo

Ifowuni : +27 64 850 4074

I-Imeyili : Phiko.Mbambo@safetyec.gov.za

INtloko yeSebe – ISebe loKhuseleko loLuntu

6.2 ISekela leGosa leNgcaciso

Igama : Mnu. Zukile V. Kani

Ifowuni : +27 79 875 1386

I-Imeyi : Zukile.Kani@safetyec.gov.za

UMlawuli oyiNtloko: ISebe loKhuseleko loLuntu

7. UFIKELELA NJANI KWINCWADANA YE-PAIA

Esi Sikhokelo singafumaneka kwii-ofisi zeSebe loKhuseleko loLuntu:

Idilesi yesakhiwo : Corner Independence Avenue and Circular Drive,
Independence Avenue
Eastern Cape
Bhisho, 5605

Idilesi yeposi: Department of Community Safety
Private Bag X0057,
Eastern Cape
Bhisho, 5605

IWebhusayithi: www.safetyec.gov.za

7.1 Izicelo mazingeniswe ngesandla okanye zithunyelwe nge-imeyili kwiSekela leGosa leNgcaciso leSebe loKhuseleko loLuntu, elithe lanikwa amagunya liGosa leNgcaciso lePhondo ukuba liqwalasele zonke izicelo egameni leSebe loKhuseleko loLuntu.

7.2 Abafaki-zicelo bayakhuthazwa ukuba bathumele izicelo zeenkcukacha nge-imeyili apho kunokwenzeka. Xa iinkonzo zeposi zisetyenziswa, kunyanzelekile ukuba kusetyenziswe imeyili ebhalisiweyo. Kubalulekile ukuba ubungqina bemeyili ebhalisiweyo bugcinwe kwaye bunikezwe xa buceliwe.

7.3 Xa iileta zingeniswa ngesandla, kucelwa kuqinisekiswe ukuba iileta zifakwe isitampu kwaye ziyasayinwa kwiSebe loKhuseleko loLuntu njengobungqina bokuyingenisa kunye nomhla wazo.

8. IINJONGO ZOBUCHULE NEENJONGO ZESEBE LOKHUSELEKO LOLUNTU

8.1 UMbono

IMpuma Koloni ekhuselekileyo enabemi abathath' inxaxheba nabamanyeneyo.

8.2 IMishini

Ukukhuthaza ukhuseleko loluntu ngokubekw' esweni okusebenzayo nobungqina obusekelwe eluntwini, ulungelelwaniso lwabachaphazelekayo abaninzi kunye nentsebenziswano.

8.3 Iinqobo

Ekwenzeni umsebenzi walo, iSebe loKhuseleko loLuntu lizibophelela ngezi nqobo zilandelayo:

i. **UkuGqwesa kweNkonzo** –iSebe loKhuseleko loLuntu lizinikele ekuqinisekiseni intsebenzo ngokusebenzisa ezona ndlela zingcono zokusebenza ukunika iinkonzo ezibalaseleyo eluntwini.

ii. **Ukuthatha uxanduva**– ISebe loKhuseleko loLuntu lizinikele ekuthatheni uxanduva lokongamela imibutho kunye noluntu, likwanqwenela ukusebenza kakuhle ekuboneleleni ngeenkonzo kwabo bachaphazelekayo nokusetyenziswa kwezibonelelo ezinikezelweyo. Ukuvuma ukuthatha uxanduva lwezenzo zomntu, ukunika ixesha namandla kwisizathu kunye nokuphendula

iii. **Intembeko**– iSebe loKhuseleko loLuntu lizinikele kwizenzo zoshishino ezinyanisekileyo nezingahambelaniyo nazo zonke iintlobo zorhwaphilizo kunye nokuziphatha kakubi. Iimpawu ezinjengokunyaniseka, ukuthembeka, uqeqesho lophuhliso lobungcali kunye nentlonipho, phakathi kwezinye, ziya kuchaza intembeko.

iv. **Intsebenziswano** – iSebe loKhuseleko loLuntu lizinikele ekusebenziseni ukuthembana, intlonipho, ukuxhotyiswa kunye nentsebenziswano esebenzayo kunye nolungelelwaniso nabachaphazelekayo abafanelekileyo.

v. **Ukusabela ngexesha** – iSebe loKhuseleko loLuntu lizinikele ekuphenduleni ngokufanelekileyo nangempumelelo kwiimfuno zabachaphazelekayo kunye noluntu ekuqinisekiseni ukuba iinkonzo ziyabonelelwa.

vi. **Umanyano** – iSebe loKhuseleko loLuntu lizinikele kulwabelwano ngeminqweno, iinjongo kunye nemigangatho yokuba kwinqanaba elifanayo ngokumanyana

ISebe loKhuseleko loLuntu, likhokelwa ngumyalelo njengoko ebhaliwe kwi-PFMA kunye nakwi-MFMA, liyazibophelela ngobunkokeli obucwangcisiweyo nobunobuchwephesha kulwabiwo, kulawulo kunye nasekusetyenzisweni kwemithombo yemali kuphuhliso lwentlalo noqoqosho kwiphondo.

9. IZITHILI ZESEBE LOKHUSELEKO LOLUNTU

ISebe loKhuseleko loLuntu libandakanya i-Ofisi kaNdlunkulu eseBhisho kunye nee-ofisi zezithili ezisi-8 (ezisibhozo) koomasipala bezithili bephondo abasibhozo, ezizezi:

IZITHILI ZESEBE LOKHUSELEKO LOLUNTU

1 **Amathole**

District Manager: Ms. M. Sinqoto
12 St. Georges Road
Southernwood
East London
5200.

Ifowuni: 043 742 0618

2 **Alfred Nzo**

District Manager: Mr. L. Mqinyana
Alfred Nzo District
1 Ntsiza Street
Mount Ayliff
4735

Ifowuni: 039 254 8004/7

3 **Buffalo City Metro**

District Manager: Ms. T Msimango
12 St. Georges Road
Southernwood
East London
5200.

Ifowuni: 043 742 0618

4 **Chris Hani**

District Manager: Mr. S Sikwebu
11 Zeiler Street
Queenstown
5320

Ifowuni: 045 839 7057/4999

5 **Joe Gqabi**

District Manager: Mr. M. Mathumbu
Old CPA Building
No. 27 Queen Terace Street
Aliwal North
9750

Ifowuni: 051 634 1985

6 **Nelson Mandela Metro**

District Manager: Ms. N. Makapela
2nd Floor ABSA Building
51 Govern Mbeki Avenue
Port Elizabeth
6001

Ifowuni: 041 582 4810

7 **OR Tambo**

Acting District Manager: Mr. F. Hintsa
KD Matanzima Building
Ground Floor
Owen Street
Mthatha
5099

Ifowuni: 047 531 0999

8 **Sarah Batmaarn**

District Manager: Mr. M. Boma
1st Floor ABSA Building
51 Govern Mbeki Road
Port Elizabeth
6001

Ifowuni:: 041 582 2062

10. IMISEBENZI YESEBE LOKHUSELEKO LOLUNTU

ISebe loKhuseleko loLuntu lakhiwe ngokweeProgram ezimbini, ezizezi:

10.1 IProgram 1 - Ulawulo:

Injongo yeProgram

Ukukhuthaza ubunkokeli obugqwesileyo kunye nenkxaso yolawulo kwisebe. IProgram iqulathe iiProgram ezingaphantsi kwayo ezintlanu, ezizezi:

i. **I-Ofisi yoMphathiswa wePhondo** - Ukubonelela ngeenkonzo zolawulo neNkxaso kwiLungu leSigqeba soLawulo;

ii. **I-Ofisi yeNtloko yeSebe -** Ukubonelela ngolawulo nobunkokeli obunobuchule kwisebe;

iii. **Iinkonzo zoShishino -** Ukuphucula ukusebenza kakuhle kweSebe ngokubonelela ngoBuchwepheshe boNxibelelwano loLwazi, uLawulo lwezaBasebenzi, uNxibelelwano lweSebe kunye noLawulo lweSicwangciso;

iv. **Ulawulo lweMali (I-Ofisi ye-CFO)-** Ukuqinisekisa ukuthotyelwa kwezemali lisebe ngokubonelela ngolawulo lwemali kunye nenkonzo yeengcebiso;

10.2 IProgram 2 – I-Ofisi yePhondo yeNkonzo yamaPolisa:

Injongo yeProgram

Ukongamela impumelelo kunye nokusebenza kakuhle kwamapolisa.
IProgram iqulathe iiProgram ezingaphantsi kwayo ezintlanu, ezizezi:

i. **Inkxaso yeProgram-** Inkxaso nolawulo lweProgram lulonke.

ii. **Umgaqo-nkqubo noPhando** - Ukwenza uphando kwimiba yobupolisa neyokhuseleko;

iii. **Ukubeka iliso noVavanyo** – Ukubonelela ngeenkonzo zokubeka iliso novavanyo kwindlela asebenza ngayo amapolisa;

iv. **Ukukhuthazwa kokhuseleko** - Ukuqinisa ukongamela kwi-SAPS nokukhuthaza ukuthatha inxaxheba koluntu kukhuseleko loluntu

v. **UBudlelwane baMapolisa noLuntu** – Ukwandisa intatho-nxaxheba yoluntu kukhuseleko loluntu nokukhuthaza intsebenziswano.

11. ISIKHOKELO SOMLAWULI WEENKCUKACHA

11.1. UMlawuli, ngokweCandelo 10(1) le-PAIA, uhlaziye kwaye wenza ukuba isiKhokelo esihlaziyiweyo sendlela yokusebenzisa i-PAIA ("Isikhokelo") sifumaneke ngendlela eqondakalayo kwaye elula, njengoko kunokufunwa ngumntu onqwenela ukusebenzisa naliphi na ilungelo elichazwe kwi-PAIA kunye nakwi-POPIA.

11.2. Isikhokelo siyafumaneka ngolwimi ngalunye kwiilwimi ezisemthethweni.

11.3. Esi sikhokelo sichazwe ngasentla siqulathe le nkcazelo-

11.1.1 iinjongo ze-PAIA kunye neze-POPIA;

11.1.2 idilesi yeposi kunye neyesitalato, inombolo yefowuni kwaye, ukuba zikhona, idilesi ye-imeyili-

a) yeGosa leNgcaciso lawo onke amaqumrhu oluntu, kunye

b) nawo onke amaSekela amaGosa eNgcaciso amaqumrhu karhulumente kunye nawabucala onyulwe ngokwecandelo 17 (1) le-PAIA[1] kunye necandelo lama-56 le-POPIA[2];

c) indlela kunye nohlobo lwesicelo-

d) ukufikelela kwirekhodi yequmrhu likarhulumente elikhankanywe kwicandelo 11[3]; kunye

e) nokufikelela kwirekhodi yequmrhu labucala elikhankanywe kwicandelo 50[4];

11.1.3 uncedo olufumaneka kwiGosa leNgcaciso lequmrhu likarhulumente ngokwemiqathango ye-PAIA kunye ne-POPIA;

11.1.4 uncedo olufumaneka kuMlawuli ngokwemiqathango ye-PAIA kunye neye-POPIA;

11.1.5 Onke amancedo asemthethweni akhoyo malunga nokwenza okanye nokusilela ukwenza ngokubhekiselele kwilungelo okanye kuxanduva olunikezwe okanye olubekwe kwi-PAIA kunye nakwi-POPIA, kuquka indlela yokufaka-

(a) Isibheno sangaphakathi;

(b) isikhalazo kuMlawuli; kunye nesicelo senkundla esichasene nesigqibo segosa lengcaciso lequmrhu likarhulumente, isigqibo kwisibheno sangaphakathi okanye isigqibo esenziwe nguMlawuli okanye esenziwe yintloko yequmrhu labucala;

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1 *ICandelo 17 (1) le-PAIA- ukulungiselela iinjongo ze-PAIA, iqumrhu ngalinye likarhulumente kufuneka, ngokuxhomekeke kumthetho olawula ukuqeshwa kwabasebenzi bequmrhu likarhulumente elichaphazelekayo, lichonge elo nani labantu abafana nesekela legosa lengcaciso njengoko beyimfuneko ekunikezeleni iqumrhu likarhulumente ukufikeleleka ngokusemandleni abo bacela iirekhodi zalo.*

2 *ICandelo 56(a) le-POPIA —Iqumrhu ngalinye likarhulumente nelabucala kufuneka libonelele, ngohlobo oluchaziweyo kwicandelo 1e-17 loMthetho wokuKhuthazwa kofikelelo kwiinkcukacha, kunye neenguqu eziyimfuneko, ekuchongeni elo nani labantu, ukuba likho, njengamasekela amagosa engcaciso njengoko kufuneka enze imisebenzi noxanduva njengoko kubekiwe kwicandelo 5S (1) le-POPIA*

3 *Icandelo 11 (1) le-PAIA- Umfaki-sicelo kufuneka anikwe ukufikelela kwirekhodi yequmrhu loluntu ukuba umceli uyayithobela yonke imfuneko yenkqubo kwi-PAIA ngokunxulumene nesicelo sokufikelela kuloo rekhodi; kwaye ukufikelela kuloo rekhodi akwaliwanga phantsi kwawo nawuphi na umhlaba wokwala ochatshazelwe kwisahluko se-4 sesi Sahlulo.*

[4] ICandelo-50 (1) le-PAIA- Umfaki-sicelo kufuneka anikwe ilungelo lokufikelela nakweyiphi na ingxelo yequmrhu labucala ukuba-

- *irekhodi iyafuneka ukuze kusetyenziswe okanye kukhuselwe nawaphi na amalungelo*
- *loo mntu uthobela iimfuno zenkqubo kwi-PAIA ngokunxulumene nesicelo sokufikelela kuloo rekhodi; kwaye*
- *ukufikelela kuloo rekhodi akwaliwa ngokwemiqathango yaso nasiphi na isizathu sokwala esikhankanywe kwiSahluko sesi-4 sesi Sahlulo*

a) amasolotya amacandelo 14[5] kunye nelama 51[6] afuna iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo, ukuba lilungelelanise incwadana, kunye nendlela yokufumana ufikelelo kwiNcwadana;

b) amasolotya amacandelo 15[7] nelama 52[8] abonelela ngokubhengezwa ngokuzithandela kweendidi zeerekhodi liqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo;

c) izaziso ezikhutshwe ngokwemiqathango yamacandelo 22[9] kunye nelama 54[10] malunga nemirhumo emayihlawulwe ngokunxulumene nezicelo zokufikelela; kunye

d) nemimiselo eyenziwe ngokwecandelo le-92[11].

11.1.6 Uluntu lunokuhlola okanye lenze iikopi zesiKhokelo kwii-ofisi zikarhulumente okanye zabucala, kubandakanywa ne-ofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza. IsiKhokelo sinokufumaneka

a) ngesicelo kwiSekela leGosa leNgcaciso;

b) Kwiwebhusayithi yoMlawuli weeNkcukacha" (https://inforegulator.org.za/ paia- guidelines).

12. AMANCEDO AKHOYO UKUBA AMASOLOTYA E-PAIA AKATHOTYELWA KUNYE OKANYE NGOKUNXULUMENE NOMTHETHO OKANYE UKUSILELA UKWENZA KWESEBE LOKHUSELEKO LOLUNTU.

12.1. Ukuba iSebe loKhuseleko loLuntu liyasilela ukuthobela amasolotya e-PAIA, umfaki-sicelo okanye nawuphi na umntu onesikhalazo unokuthi, ngokuhambelana necandelo lama-78[12] le-PAIA kunye nangoMthetho wokuKhuthaza uBulungisa kwezoLawulo Nombolo 3 ka-2000 (i-PAJA), aye kwiNkundla enegunya lokufumana uncedo olufanelekileyo.

12.2. ukuba umfaki-sicelo okanye umntu ongomnye ochaphazelekayo akanelisekanga sisigqibo seSekela leGosa leNgcaciso, unokuthi, ngendlela yesicelo kwaye zingaphelanga iintsuku ezili-180, enze isicelo soncedo olufanelekileyo enkundleni ngokwecandelo lama-82 loMthetho.

5 ICandelo 1e-14 (1) le-PAIA- Igosa lengcaciso lequmrhu likarhulumente kufuneka, ngeelwimi ezintathu zaseburhulumenteni ubuncinane, lenze ukuba kufumaneke incwadana edweliswe kumhlathi we-4 apha ngasentla.

6 ICandelo le-51 (1) le-PAIA- Intloko yequmrhu labucala kufuneka yenze kufumaneke incwadana enenkcazo yengcaciso edweliswe kumhlathi 4 apha ngasentla.

7 ICandelo 1e-15 (1) le-PAIA- Igosa lengcaciso lequmrhu likarhulumente, kufuneka lenze ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu likarhulumente ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela kuzo

8 ICandelo 52 (1) le-PAIA- Intloko yequmrhu labucala linokuthi, ngokuzithandela, lenze ukuba kufumaneke ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu labucala ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela kuzo

9 ICandelo lama-22 (1) le-PAIA- Igosa lengcaciso lequmrhu likarhulumente ekwenziwa kulo isicelo, kufuneka ngesaziso lifune umfaki-sicelo ukuba ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona), phambi kokuba isicelo eso siqwalaselwe

10 ICandelo-54 (1) le-PAIA- Intloko yequmrhu labucala ekwenziwe kulo isicelo kufuneka ngesaziso ifune ukuba umfaki-sicelo ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona), phambi kokuba isicelo eso siqwalaselwe

11 ICandelo lama-92(1) le-PAIA libonelela ngokuba –"Umphathiswa wePhondo unokuthi, ngesaziso kwiGazethi.

12.3. Amancedo angaphakathi

12.3.1 Isibheno sangaphakathi singafakwa, ngokwecandelo lama-74[13] le-PAIA kuphela, kuMphathiswa wePhondo.

12.3.2 Nangona kunjalo, iimfuno zecandelo lama-74(1) kunye nele-(2) le-PAIA azikhethekanga (oku kungenxa yokusetyenziswa kwegama elithi "kungenzeka" kwicandelo lama-74(1) le-PAIA) ngoko ke iSebe loKhuseleko loLuntu lenze isigqibo sokuba nenkqubo yesibheno sangaphakathi, ukuze kuqinisekiswe inkqubo yolawulo enoxanduva, ephendulayo kunye neselubala ngaphakathi kwiSebe loKhuseleko loLuntu.

12.3.3 Nangona kunjalo, umfaki-sicelo unokufaka isibheno sangaphakathi ngokuchasene nesigqibo seSekela leGosa leNgcaciso ngezi zizathu zilandelayo-

12.3.3.1 ukwala ukuvumela ukufikelela kwiirekhodi;

12.3.3.2 ithenda okanye intlawulo yomrhumo wesicelo ngokwecandelo lama-22(1) le-PAIA; okanye

12.3.3.3 umrhumo wokufikelela oza kuhlawulwa ugqithise kakhulu; okanye

12.3.3.4 ithenda okanye intlawulo yedipozithi ngokwecandelo lama-22(2) le-PAIA; okanye

12.3.3.5 isigqibo seSekela leGosa leNgcaciso lokwamkela isicelo sofikelelo; okanye

12.3.3.6 ukongezwa kwexesha ngokwecandelo lama-26(1) ie-PAIA; okanye

12.3.3.7 ukwala ukunika ufikelelo kwiirekhodi ngohlobo oluthile oluceliweyo, ngokwecandelo lama-29 (3) le- PAIA;

12.3.3.8 ukusilela ukuveza iirekhodi; okanye

12.3.3.9 ukwala ukwamkela isicelo sokurhoxisa imirhumo.

12.3.4 Umntu ongomnye ochaphazelekayo unokufaka isibheno sangaphakathi ngokuchasene nesigqibo seSekela leGosa leNgcaciso sokwamkela isicelo sokufikelela kwirekhodi.

12.3.5 Ukuze ubhene kuso nasiphi na isigqibo (izigqibo) esenziwe liSekela leGosa leNgcaciso, ekubhekiswe kuso kumhlathi 13.3.1 kunye no-13.3.2 apha ngasentla, umfaki-sicelo kufuneka afake isibheno sangaphakathi ngokugcwalisa iFom 4, eqhotyoshelwe apha, kufuneka ifakwe kwakwelo Sekela leGosa leNgcaciso lenze isigqibo sokuqala, nefuneka ke emva koko lisidlulisele kuMphathiswa wePhondo kwisithuba seentsuku ezilishumi (10) zokusebenza emva kokuba efumene isibheno sangaphakathi[14].

12.4 Ixesha lokufaka isibheno

12.4.1 Ifom yesibheno sangaphakathi kufuneka isiwe okanye ithunyelwe kwidilesi yeSekela leGosa leNgcaciso okanye kwidilesi ye-imeyili[15], iinkcukacha zayo zifumaneka kumhlathi wesi-6 apha ngasentla —

a) kwiintsuku ezingama-60[16] emva kokuba isigqibo sithathiwe;

b) kwiintsuku ezingama-30[17] emva kokuba isaziso sesigqibo eso sibhenelwayo sinikwe umntu ongomnye ochaphazelekayo.

12.5. UMphathiswa wePhondo okanye igosa elonyuliweyo, ngesizathu esibambekayo, linokuvumela ukufakwa kade kwesibheno sangaphakathi. Ukuba uMphathiswa wePhondo okanye Onikwe amagunya nguMphathiswa wePhondo akanelisekanga zizizathu zokufakwa kade kwesibheno, isicelo asiyi kuvunyelwa kwisaziso esibhaliweyo esiya kumntu ofake isibheno sangaphakathi.

12.6. Umfaki-sicelo ofaka isibheno sangaphakathi ngokuchasene nokwaliwa kwesicelo sakhe sokufikelela angahlawula umrhumo omiselweyo wesibheno (ukuba ukhona okanye ngaphandle kokuba uxolelwe ekuhlawuleni umrhumo). Ukuba umrhumo omiselweyo wesibheno uyahlawulwa malunga nesibheno sangaphakathi, isigqibo sesibheno sangaphakathi sinokurhoxiswa de umrhumo uhlawulwe.

12.7. UMphathiswa wePhondo okanye igosa elonyuliweyo kufuneka liqhube kwaye lithathe isigqibo ngesibheno sangaphakathi kwiintsuku ezingamashumi amathathu (30) ukususela kumhla esifunyenwe ngawo isibheno sangaphakathi liSekela leGosa leNgcaciso.

12.8. Isikhalazo kuMlawuli weeNkcukacha

12.8.1. Umfaki-sicelo unokufaka isikhalazo kuMlawuli weeNkcukacha ngokuthi agcwalise ngokufanelekileyo kwaye anikezele ngeFom 5 (isihlomelo E), kodwa kuphela emva kokuba umfaki-sicelo esebenzise inkqubo yangaphakathi yesibheno ngokuchasene nesigqibo seSekela leGosa leNgcaciso leSebe loKhuseleko loLuntu.

12.9. Ukuya eNkundleni yamaTyala

12.9.1. Nangona iSebe loKhuseleko loLuntu licebisa ukuba abafaki-zicelo bazame ukusombulula iingxabano malunga nokufikelela kwiinkcukacha ngaphandle kokuya kwiinkundla zamatyala, umfaki-sicelo unokuthi, ukuba usenengxaki, aye enkundleni emva kwenkqubo yesibheno sangaphakathi.

[12] *Icandelo 78(1) le-PAIA- Umfaki-sicelo okanye umntu ongomnye ochaphazelekayo ekubhekiswa kuye kwicandelo 74 unokufaka isicelo kuphela enkundleni sokufumana isiqabu esifanelekileyo ngokwemigaqo yecandelo lama-82 emva kokuba loo mfaki-sicelo okanye umntu ongomnye ochaphazelekayo esebenzise inkqubo yesibheno yangaphakathi ngokuchasene nesigqibo segosa lengcaciso lequmrhu likarhulumente elichazwe kwicandelo lama-74.*

[13] *Icandelo 74(1) le-PAIA- 1) Umfaki-sicelo unokufaka isibheno sangaphakathi ngokuchasene nesigqibo segosa lengcaciso lequmrhu likarhulumente ekubhekiswa kulo kumhlathi (a) wenkcazo 'yequmrhu likarhulumente' kwicandelo -1.*

[14] *Icandelo lama-75(4) le-PAIA- Ngokukhawuleza kangangoko kunokwenzeka, kodwa kuyo nayiphi na imeko phakathi*

kweentsuku ezili-10 zokusebenza emva kokufumana ingxelo yangaphakathi.

isibheno ngokungqinelana necandelwana (1), igosa lengcaciso lequmrhu likarhulumente elichaphazelekayo malisingenise kwabasemagunyeni abachaphazelekayo.

15 Icandelo 75(1)(b) le-PAIA- Isibheno sangaphakathi kufuneka sinikezelwe okanye sithunyelwe kwigosa lengcaciso lequmrhu likarhulumente elichaphazelekayo kwidilesi yakhe, inombolo yefaksi okanye idilesi ye-imeyili ye-elektroniki;

16 Icandelo 75(1)(a)(i) lePAIA- Isibheno sangaphakathi kufuneka sifakwe kwifom emiselweyo, zingadlulanga iintsuku ezingama-60.

17 Icandelo 75(1)(a)(ii) lePAIA- Isibheno sangaphakathi kufuneka sifakwe kwifom emiselweyo, ukuba isaziso esiya kumntu wesithathu sifunwa licandelo 49.

(1) (b)zingadlulanga iintsuku ezingama-30 emva kokuba isaziso sinikezelwe kumntu ofake isibheno sesigqibo esibhenelwayo okanye, ukuba isaziso kumntu owenze isibheno asikho. efunekayo, emva kokuba isigqibo sithathiwe.

13. IZIHLOKO APHO ISEBE LOKHUSELEKO LOLUNTU LIGCINE IIREKHODI

Izihloko apho iqumrhu ligcina iirekhodi	**Iindidi zeerekhodi ezigcinwe kwisihloko ngasinye**
Amaxwebhu eQhinga, iziCwangciso, iiNtetho kunye neeNgxelo ezisemthethweni	**-IziCwangciso zoBuchule** **- IsiCwangciso zokuSebenza zoNyaka** **-IziCwangciso zokuSebenza** **- iziCwangciso zokuPhuculwa koNikezelo lweeNkonzo** **- Iingxelo zoNyaka** **-Iintetho zoMgaqo-nkqubo**
Izixhobo zabasebenzi kunye neeNkonzo zokusebenza	**- IMigaqo-nkqubo kunye neenkqubo ze-HR;** **- Izithuba ezibhengeziweyo;** **- Iirekhodi zokuqasha;** **- Iirekhodi zabasebenzi;** **- UkuFunda kunye noPhuhliso umz. iziCwangciso zoPhuhliso lweZakhono kunye noQeqesho;** **- Isicwangciso soBulungisa kwezeNgqesho kunye neeNkcukacha manani;** **- Iincwadana zeendaba;**
Uxwebhu ngezeMali	**- Isiteyithimenti sezemali;** **- Isiteyithimenti sezemali ezidityanisiweyo;** **- Ingxelo yoPhicotho-zincwadi;** **- Uhlahlo-lwabiwo mali;** **- Uxwebhu loLawulo loKuthengwa kweeMpahla neeNkonzo nolubandakanya iinkcukacha zeethenda, izibhengezo zethenda, iirejista zethenda, ukufakwa kweebhidi, iingxelo zovavanyo lweebhidi, iingxelo zokugweba iithenda, iileta zokuqeshwa, iileta eziya kwabo beethenda abangaphumelelanga, kunye neerekhodi zolawulo lwee-asethi;**

Amaxwebhu eeNkonzo Zomthetho	– Ikhontrakthi; – Izimvo zoMthetho; – Iirekhodi ezinxulumene nako konke ukuMangalelwa; – Izivumelwano ezisemthethweni – Umthetho; – Imigaqo-nkqubo yesebe loKhuseleko loLuntu – Ulwazi loShishino; – IiNgxelo zeendaba; – Iintetho neMiyalezo; – Iiflaya zezempilo kunye neePowusta.

[18] *ICandelo 77A le-P*

14. IIREKHODI EZIGCINWE LISEBE LOKHUSELEKO LOLUNTU EZIFUMANEKA NGAPHANDLE KOKUFAKWA KWESICELO SOKUFIKELELA KUZO NGUMNTU

14.5. NgokweCandelo le-15(1)(a) loMthetho, isebe loKhuseleko loLuntu kufuneka lidwelise ezo rekhodi zifumaneka ngokuzenzekelayo. Iirekhodi ezinjalo amaxesha amaninzi azinazinkcukacha ekunokuthiwa zinobuzaza. Ukuze ukwazi ukufikelela kwezi rekhodi, akuyomfuneko ukuba ugcwalise iFOM 2 nemiselweyo. Kananjalo akuyomfuneko ukuba umfaki-sicelo ahlawule ngaphandle kokuba kufuneka kwenziwe iikopi ezininzi zalo rekhodi. I-ofisi nganye yesebe loKhuseleko loLuntu kufuneka ibonelele ngeendlela zokufikelela kwiirekhodi ezifumaneka ngokuzenzekelayo.

14.6. Iirekhodi ezikwiwebhusayithi yesebe loKhuseleko loLuntu: www.safetyec.gov.za ziyafumaneka ukuze zibonwe okanye zikhutshelwe nokuba umntu akenzanga sicelo ngokwemiqathango yalo Mthetho.

Udidi	Uhlobo loxwebhu	Iyafumaneka kwiWebhusayithi	Iyafumaneka ngesicelo
Ukuthengwa kwempahla	- Amaxwebhu ebhidi - Iifom	X	**Iyafumaneka**
Umthetho / iMimiselo	- Umthetho osebenzayo kwisebe loKhuselo loLuntu - Imigaqo-nkqubo kunye namaXwebhu eNkqubo	X	**Iyafumaneka**
Amaxwebhu oBuchule (Izicwangciso kunye neNgxelo)	- I-Oganogram evunyiweyo - Iingxelo zoNyaka - IziCwangciso zoBuchule kunye nokusebenza - IsiCwangciso sokusebenza soNyaka - Iingxelo zonyaka - Iingxelo zokusebenza - IziCwangciso zoBuchule kunye neNtsebenzo	X	
IMidiya	- Iintetho zoMgaqo-nkqubo kunye noHlahlo lwabiwo-mali - Ushicilelo - Izaziso - Iingxelo zeMidiya	X	

Uluhlu olubanzi lwamaxwebhu luyafumaneka kwiwebhusayithi yeSebe loKhuseleko loLuntu: www.safetyec.gov.za kwaye ayifuni nkqubo isesikweni yokufikelela kuwo.

14.7. ***Udidi lweerekhodi ezingafumaneki ngokuzenzekelayo*** *(ezi rekhodi kumele kufakwe isicelo esisesikweni kwifom yoko ukucelayo *jonga ifom kwiphepha le-16 apha ngezantsi)*

- Imbhalelwano yangaphakathi
- Imbhalelwano yangaphakathi enobuzaza yesigqeba solawulo
- Iinkcukacha ezimayelana noKhuseleko
- Iirekhodi ezigcinwe liSebe leeNkonzo zoMthetho
- Inkcukacha eziyimfihlo ezithe zakhona ngenxa yeengxoxo zoluleko kunye neenkcukacha zomntu ongomnye ochaphazelekayo
- Iinkcukacha zeCandelo lwabaSebenzi kuqukwe iifayili ezimayela novavanyo lwendlela yokuziphatha, iinkcukacha ngezempilo njl njl.
- Ukuveza elubala ii-asethi kunye neenkqubo zokhuseleko lwee-asethi
- Izivumelwano zexesha lokusebenza kunye neekhontrakthi zokuqeshwa
- Amaxwebhu ethenda
- Ii-ajenda kunye nemizuzu yeentlanganiso kunye nembhalelwano
- Iingxelo eziyidrafti, imigaqo-nkqubo kunye namaxwebhu eengxoxo
- Ii-invoyisi kunye nobungqina bentlawulo

**Ezi rekhodi zidweliswe kolu didi lungentla kumele zicelwe ngokusesikweni, kodwa ukufumaneka kwenxalenye yazo okanye ziphelele kungangavunywa ngenxa yemiqathango yomthetho.*

ISebe loKhuseleko loLuntu linelungelo lokwala ukufikelela kwiirekhodi ukuba ukuqwalaselwa kwerekhodi kuya kubangela ukwenziwa kwezibophelelo ezininzi kwaye ezingenangqiqo ngokwemisebenzi yayo. Kananjalo, ukufikelala kuya kwaliwa xa isicelo eso siyinkcitha xesha kwaye/ okanye esikruqulayo.

15. INKQUBO YOKUFIKELELA KWIIREKHODI EZIGCINWE LISEBE LOKHUSELEKO LOLUNTU.

15.5. ICandelo le-18 le-PAIA lichaza inkqubo emayilandelwe xa kufakwa isicelo sokufikelela kwiinkcukacha ezigcinwe liSebe loKhuseleko loLuntu. Icandelo 23(1) le-POPIA[19] likwabonelela ngenkqubo yokufikelela kwiinkcukacha zomntu zobuqu. Indlela yokufikelela kwiinkcukacha zomntu zobuqu ngokwecandelo lama-23 le-POPIA ifanele ihambelane necandelo le-18 le-PAIA.

15.6. Umfaki-sicelo okanye umntu ochatshazelwa yidatha kufuneka asebenzise ifom emiselweyo, iFOM 2, xa kucelwa ukufikelela kwirekhodi okanye kwiinkcukacha zomntu zobuqu. IFom 2 ihlonyelwe apha.,

15.6.1. Umntu ochatshazelwa yidatha ngumfaki-sicelo othi, akube enike ubungqina obaneleyo besazisi, afune ukufikelela kwirekhodi eneenkcukacha zomntu zobuqu malunga nomxholo wedatha. Ngokuxhomekeke kumasolotya e-PAIA kunye nawe-POPIA, isebe loKhuseleko loLuntu liya kubonelela ngeenkcukacha eziceliweyo, okanye linike ufikelelo kuyo nayiphi na irekhodi emalunga nomntu ochatshazelwa yidatha ngeenkcukacha zomntu zobuqu ngexesha elifanelekileyo, (ngomrhumo omiselweyo, ukuba ukhona) ngendlela kunye nangefomathi efanelekileyo kunye nangemo eqondakalayo ngokubanzi. Umrhumo omiselweyo wokuveliswa kwakhona kweenkcukacha zomntu zobuqu eziceliweyo uya kubizwa liSebe loKhuseleko loLuntu;

15.6.2. Umntu ofumaneka kudidi loMnye uMfaki-sicelo unelungelo lokucela ukufikelela kwiinkcukacha ezimalunga nabanye abantu abachaphazelekayo. Nangona kunjalo, isebe loKhuseleko loLuntu alinyanzelekanga ukuba linikezele ngofikelelo phambi kokuba umfaki-sicelo afezekise iimfuno zokufikelela kwiinkcukacha ngokwe-PAIA kunye nangokwe-POPIA.

15.7. IFom 2 kufuneka ibhekiswe kwaye ingeniswe kwiSekela leGosa leNgcaciso ngesandla, ngeposi okanye nge-imeyili, nelineenkcukacha ezichazwe kumhlathi wesi-6 apha ngasentla.

15.8. Umfaki-sicelo kufuneka anikeze ngeenkcukacha ezaneleyo zerekhodi (iirekhodi) ecelwayo ukuze iSekela leGosa leNgcaciso, ukuba likhona, achonge loo(ezo) rekhodi. Ifom emiselweyo kufuneka igcwaliswe ngeenkcukacha ezaneleyo ukuze iSekela leGosa leNgcaciso likwazi ukuchonga:

15.8.1. isazisi somfaki-sicelo;

15.8.2. iinkcukacha zerekhodi ecelwayo;

15.8.3. uhlobo lwerekhodi;

15.8.4. uhlobo lofikelelo; kunye

15.8.5. indlela yokufikelela.

15.9. Amanye amanqaku abalulekileyo ekufuneka uwakhumbule xa ugcwalisa ifom yesicelo:

15.9.1. icandelo ngalinye lefom linemiyalelo ekufuneka ilandelwe ukuze kuphuculwe amathuba okuba isicelo samkelwe kwaye kungabikho kulibaziseka okungako;

15.9.2. ukuba iirekhodi zicelwa egameni lomnye umntu, nceda unikeze ngekopi yesigunyaziso esigunyazisa ukuba wenze eso sicelo egameni lomnye umntu;

15.9.3. makunikezwe ngenkcazelo ebanzi yeerekhodi ezicelwayo ukwenzela ukuba iSekela leGosa leNgcaciso likwazi ukuzichonga ngokuchanekileyo.

15.9.4. kufuneka abonise, ngokwecandelo lama-29(2) le-PAIA[22], uhlobo lofikelelo olufunekayo.

15.9.5. Umfaki-sicelo kufuneka abonise ukuba ngaba i(ii)rekhodi eziceliweyo zifunwa ngolwimi oluthile na.

15.9.6. Umfaki-sicelo kufuneka abonise indlela anqwenela ukwaziswa ngayo ngesigqibo sesicelo kunye neenkcukacha eziyimfuneko ukuze aziswe ngokufanelekileyo.

15.10. Umfaki-sicelo uya kufumana iinkcukacha ngendlela ebonisiweyo. ICandelo lama-29(3) le-PAIA libonisa ukuba ukufumaneka kweenkcukacha kuya kuxhomekeka ekubeni isicelo eso asiyi kuphazamisana ngokungekho ngqiqweni nolawulo lwesebe loKhuseleko loLuntu, sibe yingozi ekugcinweni kwerekhodi okanye sophule naliphi na ilungelo lokushicilela uRhulumente angengomnikazi walo.

15.11. Isicelo esenziwe ngomlomo sokufikelela kwiirekhodi sinokwenziwa, ukuba umfaki-sicelo lowo akafundanga okanye unokukhubazeka. Isekela leGosa leNgcaciso liya kumnceda umfaki-sicelo ukuba agcwalise ifom emiselweyo egameni lalowo ucelayo kwaye limnike ikopi yefom egcwalisiweyo.

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[19]*ICandelo lama-23(1) le-POPIA libonelela ngento yokuba umntu ochatshazelwa yidatha, emva kokunikezela ngobungqina obaneleyo besazisi, unelungelo loku -*

a) cela iqela elinoxanduva ukuba liqinisekise, ngaphandle kwentlawulo, ukuba ngaba elo qela linoxanduva linolwazi lobuqu malunga nalo mxholo wedatha; kunye

b) nokucela kwiqela elinoxanduva irekhodi okanye ingcaciso yeenkcukacha zomntu zobuqu malunga nomxholo wedatha egcinwe liqela elinoxanduva, kubandakanywa iinkcukacha malunga nokuba ngoobani na abantu abangabanye abachaphazelekayo, okanye iindidi zabantu abangabanye abachaphazelekayo, anazo, okanye awakhe afikelela kwiinkcukacha

20 ICandelo *le-25 le-POPIA*

21 ICandelo le- *23(1)(b)(ii) le-POPIA*

15.12. Umfaki-sicelo uya kwaziswa ngomrhumo omiselweyo ohlawulwayo, ukuba ukhona, ngendlela yokuhlawula kunye ne-ofisi anokuthi enze kuyo loo ntlawulo okanye angenise ubungqina bentlawulo phambi kokuba isicelo seenkcukacha siqwalaselwe ukubheka phambili. Ncedani niqaphele ukuba umfaki-sicelo uyaxolelwa ekubeni ahlawule umrhumo wokufikelela kwiSebe loKhuseleko loLuntu, ukuba:

15.12.1. Umfaki-sicelo ngumntu ongatshatanga onomvuzo wakhe wonyaka, emva kotsalo-mali oluvumelekileyo, olufana ne-PAYE kunye ne-UIF, ongaphantsi kwe-**R14 712** ngonyaka, okanye umfaki-sicelo utshatile kunye nomvuzo wakhe odibeneyo, emva kokutsalwa okuvumelekileyo, okufana ne-PAYE. kunye ne-UIF, ungaphantsi kwama-**R27 192** ngonyaka.

15.13. Isicelo seenkcukacha siya kuthi, ngokweCandelo lama-25 le-PAIA, siqhutywe liSekela leGosa leNgcaciso kwiintsuku ezingama-30 emva kokufunyanwa kwesicelo okanye ngokukhawuleza kangangoko kunokwenzeka, emva koko iSekela leGosa leNgcaciso liya kwazisa umfaki-sicelo ngesigqibo sakhe, nokuba sesokunikeza okanye sesokukhaba isicelo sofikelelo kwiirekhodi. Isigqibo kufuneka, ukuba kunokwenzeka, sichazwe ngendlela ecelwe ngumfaki-sicelo. Icandelo lama-26 le-PAIA[25] lichaza iimeko apho ixesha leentsuku ezingamashumi amathathu (30) ezichazwe kwiCandelo lama-25 le-PAIA[26],

15.14. ICandelo lama-26 le-PAIA[25] lichaza iimeko apho ixesha leentsuku ezingamashumi amathathu (30) ezichazwe kwiCandelo lama-25 le-PAIA[26], linokwandiswa kube kanye ngezinye iintsuku ezingama-30. Ithuba leentsuku ezingama-30 linokwandiswa kube kanye kangangexesha elingaphezulu elingekho ngaphezulu kweentsuku ezingama-30, ukuba –

15.14.1. Isicelo sesenani elikhulu leerekhodi okanye sifuna ukukhangelwa ngenani elikhulu leerekhodi kwaye ukuthotyelwa kwexesha langaphambili kuya kuphazamisana ngokungekho ngqiqweni kwimisebenzi yeSebe loKhuseleko loLuntu;

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22 *ICandelo lama-29(2)(a) le-PAIA libonelela ngokuba "irekhodi kufuneka zinikezelwe ngefom ebhaliweyo okanye eprintiweyo okanye imifanekiso ebonwayo okanye eprintiweyo, ngokunikezela ngekopi yerekhodi okanye ngokwenza amalungiselelo okuhlolwa kwerekhodi.*

ICandelo lama-29(3) le-PAIA libonelela ukuba- Ukuba umfaki-sicelo ucele ufikelelo ngohlobo oluthile, ukufikelela kufuneka, ngokuxhomekeke kwicandelo lama-28, kunikezelwe ngolo hlobo, ngaphandle kokuba ukwenza njalo kuya ku.

(a) ukuphazamisana ngokungafanelekanga nolawulo olusebenzayo lwequmrhu likarulumenete elichaphazelekayo;

(b) ibe yingozi ekugcinweni kwerekhodi; okanye

(c) isixa sokwaphulwa kwelungelo lokurekhodа elingelilo elikarhulumente okanye iqumrhu likarhulumente elichaphazelekayo.

24 *ngokweSaziso sikaRhulumente R991 somhla we-14 kweyeDwarha 2005*

15.14.2. isicelo sifuna ukukhangelwa kweerekhodi, okanye kweengqokelela zazo, kwi-ofisi yesebe loKhuseleko loLuntu elingekho kwidolophu enye okanye kwisixeko esinye ne-ofisi yeSekela leGosa leNgcaciso kwaye akunakugqitywa ngokufanelekileyo ngexesha elibekwe kuqala;

15.14.3. uthetha-thethwano phakathi kwamacandelo esebe loKhuseleko loLuntu okanye nelinye iqumrhu likarhulumente kuyimfuneko okanye kuyanqweneleka ukwenza isigqibo ngesicelo kwaye inkqubo enjalo yokwenziwa kwezigqibo ayinakugqitywa ngokufanelekileyo kwixesha elibekwe kuqala;

15.14.4. zingaphezu kwemeko enye nezichatshazelwe kwimihlathi 16.17.1, 16.17.2 kunye no-16.17.3 ezikhoyo ngokumalunga nesicelo esenza ukuthotyelwa kwethuba elibekwe kuqala kungenzeki ngokufanelekileyo; okanye

15.14.5. umfaki-sicelo uvuma ngokubhaliweyo ukwandiswa okunjalo.

15.15. Ukuba ixesha landisiwe, igosa lengcaciso kufuneka ngokukhawuleza kangangoko kwaye zingaphelanga iintsuku ezingama-30 zokufumana isicelo okokuqala lazise umfaki-sicelo ngelo xesha landisiweyo.

15.16. Ukuba isicelo sokufikelela kwirekhodi saliwe, salibaziseka okanye samkelwa ngokuxhomekeke kwimirhumo engafanelekanga okanye sivunyiwe ngendlela engamkelekanga, umfaki-sicelo angafaka isibheno sangaphakathi ngokweCandelo lama-74 le-PAIA.

15.17. ICandelo lama-74 le-PAIA livumela izibheno ezichasene nesigqibo seGosa leNgcaciso sesebe loKhuseleko loLuntu kunye neenkqubo zesibheno (nezingeso sinyanzelo) zichazwe kumhlathi we-13.3 apha ngasentla.

15.18. NgokweCandelo lama-78 le-PAIA, umfaki-sicelo okanye umntu ongomnye ochaphazelekayo ekubhekiswa kuye kwiCandelo lama-74, unokufaka isicelo sokufumana isiqabu esifanelekileyo ngokwemigaqo yeCandelo lama-82 loMthetho kwiNkundla yamatyala kuphela, emva kokuba ezigqibe zonke iinkqubo zangaphakathi zesibheno ngesigqibo seSekela leGosa leNgcaciso. Njengoko kubonisiwe kumhlathi we-13.3 apha ngasentla, iinkqubo zesibheno azinyanzelekanga kwaye umfaki-sicelo okanye umntu ongomnye ochaphazelekayo unokuthi, nangaliphi na ixesha, zingaphelanga iintsuku ezili-180, liye enkundleni yamatyala ukuze afumane isiqabu esifanelekileyo.

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[25] *ICandelo 26(1) - Igosa lengcaciso ekwenziwe kulo isicelo sokufikelela okanye esidluliselwe kulo, linokwandisa ixesha leentsuku ezingama-30 ekubhekiswe kuzo kwicandelo 25 (1) (kweli candelo kubhekiswe kuzo 'njengexesha lokuqala') kube kanye ixesha elingekho ngaphezu kweentsuku ezingama-30, ukuba —*

(a) isicelo sesenani elikhulu leerekhodi okanye sifuna ukukhangelwa kwiirekhodi ezininzi kwaye ukuthobela ixesha lokuqala kungaphazamisa ngokungafanelekanga imisebenzi yequmrhu likarhulumente elichaphazelekayo;

(b) isicelo sifuna ukukhangelwa kweerekhodi, okanye ukuqokelelwa kwazo, kwi-ofisi yequmrhu likarhulumente elingekho

kwidolophu okanye kwisixeko esinye njenge-ofisi yegosa lengcaciso nengenakho ukugqitywa ngokufanelekileyo ngexesha lokuqala;

(c) uthethwano phakathi kwezahlulo zequmrhu likarhulumente okanye nelinye iqumrhu likarhulumente luyimfuneko okanye luyanqweneleka ukwenza isigqibo ngesicelo esingenakho ukugqitywa ngokufanelekileyo kwixesha lokuqala;

(d) kukho ngaphezu kwemeko enye nezichazwe kwimihlathi (a), (b) kunye no-(c) malunga nesicelo nezenza ukuba ukuthotyelwa kwexesha lokuqala kungenzeki ngokufanelekileyo; okanye

(e) umfaki-sicelo uvuma ngokubhaliweyo oko kongezelelwa.

[26] *ICandelo lama-25 le-PAIA lijongene nemfuneko yesigqibo ngesicelo ekufuneka sithatyathwe kwisithuba seentsuku* ezingama-30 kunye nemfuneko yokwazisa umfaki-sicelo ngesigqibo sesicelo sakhe.

15.19. Umfaki-sicelo, onganelisekanga sisigqibo segosa lengcaciso leSebe loKhuseleko loLuntu phantsi kwe-PAIA, akanakufaka isikhalazo kwiSebe loKhuseleko loLuntu kwaye kufuneka aqhubele phambili ngokuhambelana nomhlathi we-13.3.10 olapha ngasentla.

15.20. Umrhumo

15.20.1. Umrhumo wesicelo ongabuyiswayo we-R100.00 (okanye njengoko unokulungiswa ukuhamba kwamaxesha ngesaziso esibhaliweyo) uyahlawulwa ngesicelo ngasinye sokufikelela kwiinkcukacha okanye ngesibheno sangaphakathi esifakwe kwiSekela leGosa leNgcaciso.

15.20.2. Xa isebe loKhuseleko loLuntu lifumana isicelo, umfaki-sicelo kufuneka aziswe, kusetyenziswa iFom 3 (isihlomelo B) ukuba isicelo sivunyiwe okanye asivunywanga kwaye ukuba isicelo sivunyiwe, umfaki-sicelo kufuneka aziswe ukuba ahlawule idipozithi emiselweyo yofikelelo (ukuba ikhona) njengoko kuchaziwe kwisihlomelo C13, phambi kokuba kuqwalaselwe ngakumbi isicelo.

15.21. Indlela yentlawulo

15.21.1. Wonke umfaki-sicelo ongafakeli yena buqu isicelo makahlawule intlawulo efunekayo yesicelo. Umfaki-sicelo kufuneka adipozithe intlawulo yesicelo kwi-akhawunti yebhanki yesebe loKhuseleko loLuntu (iinkcukacha zingezantsi). Kubalulekile ukuqaphela amasolotya ecandelo lama-22(1) loMthetho kangangokuba akukho sicelo sinokuqwalaselwa ngaphandle kokuba umrhumo wesicelo uhlawulwe.

15.21.2. Ukuxolelwa ekuhlawuleni kunokuvunyelwa kubafaki-zicelo abafikelela kwikhrayitheriya yokuxolelwa njengoko kumiselwe yi-PAIA[28] . Oku kuxolelwa akusebenzi kubantu abamelwe ngokusemthethweni, nokuba kungenwe ngaphantsi kweemeko apho izivumelwano zentlawulo yoko kunokwenzeka ngumfaki-sicelo kunye nalowo ummeleyo ngokwasemthethweni.

15.21.3. Ukufikelela kwikopi yeerekhodi kuya kubanjwa de yonke imirhumo efunekayo ibe ihlawulwe ngokupheleleyo. Kukho imo eyahlukileyo kubafaki-zicelo abaxolelwe kwangaphambili kulo mba.

15.21.4. A Umfaki-sicelo onganelisekanga yintlawulo efunwayo unokufaka isibheno sangaphakathi ngokuchasene neso sigqibo, njengoko kuchaziwe kumhlathi we-13.3 apha ngasentla.

15.21.5. Iintlawulo kufuneka zihlawulwe kwi-akhawunti yebhanki yeSebe loKhuseleko loLuntu. Ubungqina besiliphu sedipozithi kufuneka buthunyelwe kwidilesi ye-imeyili efanelekileyo phambi kokuba nasiphi na isicelo siqwalaselwe. Idiphozithi kufuneka ibhalwe isalathiso (irefrensi) ngokuchanekileyo.

15.21.6. Iinkcukacha zebhanki zesebe loKhuseleko loLuntu zomrhumo we-PAIA:

Igama leBhanki	: **ABSA BANK**
Igama le-Akhawunti	: **DEPARTMENT OF COMMUNITY SAFETY**
Inombolo ye-Akhawunti	: **41-0021-5187**
IBrantshi	: **ABS EC PUBLIC SECTOR**
IKhowudi yeBrantshi	: **632005**
Inombolo yeRefrensi:	: **PAIA (Igama nefani)**

Ubungqina bentlawulo mabuthunyelwe kule imeyili: Nomfundo.Mahonga@safetyec.gov.za

16. IIREKHODI EZINGAFUMANEKIYO OKANYE EZINGEKHOYO

16.5. Abafaki-zicelo banelungelo lokufumana impendulo ngohlobo lwengxelo efungelweyo okanye ngesiqinisekiso apho iirekhodi zingenako ukufumaneka ngokufanelekileyo, kodwa apho umceli ebenokufikelela kuyo ukuba irekhodi leyo ibikho.

16.6. Ukuba onke amanyathelo afanelekileyo athatyathiwe ukufumana irekhodi eceliweyo kwaye kukho izizathu ezibambekayo zokukholelwa ukuba irekhodi leyo ikwiSebe loKhuseleko loLuntu kodwa ilahlekile okanye yonakele okanye ayikho, ngoko ke iSekela leGosa leNgcaciso kufuneka ngendlela yengxelo efungelweyo lazise umfaki-sicelo ukuba akunakwenzeka ukunika ufikelelo kuloo rekhodi.

16.7. Ingxelo efungelweyo mayinikezele ngengxelo epheleleyo yawo onke amanyathelo athathiweyo okufumana irekhodi ekuthethwa ngayo okanye ukugqiba ukuba ngaba ikhona na irekhodi leyo, kuqukwa ukunxibelelana naye wonke umntu okhangeleyo egameni leSekela leGosa leNgcaciso.

17. UKULAHLWA KWEEREKHODI

17.5. ISekela Gosa leNgcaciso linelungelo lokulahla ngokusemthethweni iirekhodi ezithile ngokwemiqathango yabasemagunyeni efunyenwe kooVimba kunye neeRekhodi zePhondo.

17.6. Abafaki-zicelo baya kucetyiswa ukuba ngaba irekhodi ezithile zalahlwa na, xa oku kubandakanya iirekhodi ezo ziceliweyo.

17.7. Ngokuhambelana necandelo lama-24(1) le-POPIA, iSekela leGosa leNgcaciso lisenokuthi, lisakufumana isicelo kumntu ochatshazelwa yidatha-

17.7.1. lilungise okanye licime iinkcukacha zomntu zobuqu ezimalunga nomntu ochatshazelwa yidatha enaso okanye esiphantsi kolawulo lwayo

esingachanekanga, esingenamsebenzi, esigqithisileyo, esiphelelwe lixesha, esingaphelelanga, esilahlekisayo okanye esifunyenwe ngokungekho semthethweni; okanye

17.7.2. iitshabalalise okanye licime irekhodi yeenkcukacha zomntu zobuqu ezimalunga nomntu ochatshazelwa yidatha apho uMlawuli engasagunyaziswanga ukuba ayigcine ngokwecandelo 1e-14 le-POPIA .

27 *ICandelo lama-22(1) le-PAIA*

28 *I-GNR.991 yomhla we-14 kweyeDwarha 2005 ikhutshwe phantsi kwecandelo lama-22 (8) lePAIA*

29 *ICandelo lama-23(1) le-PAIA*

30 *ICandelo 14 (1) le-POPIA- Ngokuxhomekeke kumacandelwana (2) kunye ne-(3), iirekhodi zeenkcukacha zomntu kufuneka zingagcinwa ixesha elide kunokuba kuyimfuneko ukuze kuphunyezwe injongo yeenkcukacha eziqokelelwe okanye eziye emva koko zisetyenzwe.*

18. UKUTHATHA INXAXHEBA KOLUNTU EKUQULUNQWENI KOMGAQO-NKQUBO OKANYE EKUSEBENZISENI AMAGUNYA OKANYE EKWENZIWENI KWEMISEBENZI LISEBE LOKHUSELEKO LOLUNTU

18.5. Xa kuza kwenziwa umgaqo-nkqubo ovela kumthetho, isebe loKhuseleko loLuntu liye licele izimvo zoluntu mayelana naloo mgaqo-nkqubo ngokuthi upapashwe kwiGazethi yePhondo ukuze uluntu luhlomle kwaye linokuququzelela ukuba kubekho iindibano zovakaliso-zimvo.

18.6. Amalungu oluntu angathi abe nempembelelo ekuqulunqeni umgaqo-nkqubo ngokuthi athethe nabameli babo kwaye aye kwiiseshini ezo kwiNdlu yoWiso-mthetho yePhondo.

19. IINKONZO EZIFUMANEKAYO EBANTWINI NOKUBA LUFUMANEKA NJANI UFIKELELO KWEZO NKONZO

Azikho.

20. UKUQWALASELWA KWEENKCUKACHA ZOMNTU ZOMNTU

20.5. Injongo yokuqwalaselwa

20.5.1. ISebe loKhuseleko loLuntu lisebenza iinkcukacha zomntu zobuqu ezimalunga nokusebenza kunye nemisebenzi yeSebe loKhuseleko loLuntu, nezidweliswe kumhlathi we-11 apha ngasentla.

20.6. Inkcazelo

20.6.1. Inkcazelo yeendidi zabantu abachatshazelwa yidatha kunye neenkcukacha okanye iindidi zeenkcukacha ezinxulumene nazo zichazwe kwitheyibhile engezantsi:

Iindidi zabantu abachatshazelwa yidatha	Iinkcukacha zomntu zobuqu ezinokuqwalaselwa
umntu ngokudalwa	**Igama kunye nefani; iinkcukacha zoqhagamshelwano (i(ii)nombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyili); indawo yokuhlala, idilesi yeposi kunye/okanye yeshishini; inombolo esisazisi eyenzelwe lo mntu kuphela; iinkcukacha zendawo okuyo; uhlanga; isini; ukukhulelwa; ubume obuxela ukuba utshatile okanye awutshatanga; ubuzwe,**

	ubuhlanga okanye imvelaphi yentlalo; umbala, ukwaziswa ngezesondo; ubudala impilo yomzimba okanye yengqondo; ukuphila kakuhle; ukhubazeko; inkolo; isazela; inkolelo; inkcubeko; ulwimi; ukuzalwa; imbalelwano eyimfihlo; imfundo; imbali yezonyango, yezemali, yezolwaphulo-mthetho okanye yengqesho.
Umntu onamalungelo ngokomthetho;	Amagama abantu ekuqhagamshelwana nabo; igama legumrhu lomthetho; idilesi yendawo kunye neyeposi; iinkcukacha zoqhagamshelwano (i(ii)nombolo yoqhagamshelwano), inombolo yefaksi, idilesi ye-imeyill); inombolo yobhaliso; iinkcukacha ngezemali, ngezorhwebo, ngezenzululwazi okanye ngezobugcisa kunye neemfihlo zorhwebo.
Abasebenzi	Isini, ukukhulelwa; ubume obuxela ukuba utshatile okanye awutshatanga; uhlanga; ubudala, ulwimi, iinkcukacha ngezemfundo (iziqinisekiso); iinkcukacha ngezemali; imbali yokuqeshwa; inombolo yesazisi; idilesi yendawo kunye neyeposi; iinkcukacha zoqhagamshelwano (i(ii)nombolo yoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyili); ukuziphatha kulwaphulo-mthetho; intlalo-ntle kunye nezalamane zabo (amalungu osapho); uhlanga; ezonyango; isini; ubuzwe; imvelaphi yobuhlanga okanye yentlalo; ukwaziswa ngezesondo; ubudala, impilo yomzimba okanye yengqondo; intlalo- ntle; ukukhubazeka; inkolo; isazela; inkolelo; inkcubeko; ulwimi; iinkcukacha zebhayometriki zomntu njengoko zifuneka kwimimiselo kunye nakwimigaqo- nkqubo yenkonzo karhulumente.

20.7. Umamkeli

20.7.1. Abamkeli okanye iindidi zabamkeli apho iinkcukacha zomntu zobuqu zinokunikezwa kubo zidweliswe kwitheyibhile engezantsi:

Udidi lweenkcukacha zomntu zobuqu	Abamkeli okanye iindidi zabamkeli
Iinombolo zezazisi, amagama, iidilesi, imbali yengqesho kunye neyemfundo ukuhlola ulwaphulo-mthetho	IiNkonzo zamaPolisa oMzantsi Afrika kunye nezinye ii-arhente zogcino-mthetho
Iziqinisekiso zemfundo, ukuqinisekisa iziqinisekiso zemfundo	UGunyaziwe weziQinisekiso zoQeqesho waseMzantsi Afrika
Iinombolo zezazisi, amagama kunye needilesi	Abanikezeli kunye nababoneleli ngenkonzo (kubandakanywa abameli bomthetho kwimiba yokumangalelwa) apho iSebe loKhuseleko loLuntu linobudlelwane bekhontrakthi ukuze babe nokufikelela kwiinkcukacha zomntu zobuqu.
Iinkcukacha zabasebenzi	Iibhanki kunye namanye amaqumrhu ezemali, abalawuli bengxowa-mali yomhlalaphantsi, imibutho yabasebenzi

20.8. Ukuhanjiswa ziye kwelinye ilizwe

20.8.1. ISebe loKhuseleko loLuntu alikacwangcisi nakuphi na ukuhanjiswa kweenkcukacha zomntu zobuqu ziye kwelinye ilizwe. Nangona kunjalo, ukuba kuye kwafuneka ukuba kudluliselwe iinkcukacha zomntu zobuqu kwelinye ilizwe ngazo naziphi na izizathu ezisemthethweni, iSebe loKhuseleko loLuntu liya kuqinisekisa ukuba nabani na elidlulisela kuye iinkcukacha zomntu zobuqu kugqamane nomthetho, imithetho ebophelelayo yequmrhu okanye isivumelwano esibophelelayo nesinika inqanaba elaneleyo lokhuseleko, kwaye umntu ongomnye ochaphazeekayo uyavuma ukuphatha ezonkcukacha ngenqanaba elifanayo lokhuseleko njengelo leSebe loKhuseleko loLuntu nelinyanzelwa yi-POPIA ngalo.

20.8.2. Nakuphi na ukudluliselwa kwelinye ilizwe kweenkcukacha zomntu zobuqu kuya kuba nemvume yomntu ochatshazelwa yidatha okanye ukuba ukudluliselwa kuyimfuneko ekuqukunjelweni okanye ekusebenzeni kwekhontrakthi eqqitywe phakathi kwe- Ofisi kaNondyebo wePhondo kunye nomntu ongomye ochaphazelekayo kwintshisekelo yomntu ochatshazelwa yidatha. Nangona kunjalo, ukuba akunakwenzeka ngokufanelekileyo ukufumana imvume yomntu

ochatshazelwa yidatha, iSebe loKhuseleko loLuntu liya kudlulisela iinkcukacha zomntu zobuqu ukuba ukudluliselwa kuya kuba luncedo kumntu ochatshazelwa yidatha kwaye umntu ochatshazelwa yidatha uya kunika imvume ukuba bekunokwenzeka ngokufanelekileyo ukufumana. imvume enjalo.

20.9. Amanyathelo oKhuseleko lweenkcukacha

20.9.1. ISebe loKhuseleko loLuntu lithe gqolo ukuseka kunye nokugcina amanyathelo afanelekileyo, obugcisa kunye nawequmrhu ngokuthatha amanyathelo okuthintela:

- ukulahlekelwa, ukonakalelwa okanye ukutshatyalaliswa okungagunyaziswanga kweenkcukacha zomntu zobuqu; kunye
- ukufikelela okanye ukuqwalaselwa kweenkcukacha zomntu zobuqu ngokungekho semthethweni.

20.9.2. ISebe loKhuseleko loLuntu lithathe amanyathelo afanelekileyo, njengoko kukhankanyiwe kwimihlathi 15.5.1 kunye nele-15.5.3, ukuze:

- kuchongwe yonke imingcipheko yangaphakathi kunye neyangaphandle enokubakho kwiinkcukacha zomntu zobuqu ezikulo okanye eziphantsi kolawulo lwalo;
- kusekwe kwaye kugcinwe iindlela zokhuseleko ezifanelekileyo ngokuchasene nemingcipheko echongiweyo;
- kuqinisekiswe rhoqo ukuba iindlela zokhuseleko ziphunyezwa ngokufanelekileyo; kwaye;
- kuqinisekiswe ukuba iindlela zokhuseleko zihlaziywa rhoqo ukumelana nemingcipheko emitsha kukhuseleko oluphunyezwe ngaphambili

20.9.3. Amanyathelo athathwe liSebe loKhuseleko loLuntu aquka:

20.9.3.1. Ulawulo lokuFikelela;

20.9.3.2. Ufihlo lweDatha;

20.9.3.3. Amanyathelo okuziKhušela;

20.9.3.4. Ukubeka iliso okuliqilima, ukuPhicotha kunye nokuNika iNgxelo ngezakhono;

20.9.3.5. Ugcino lweDatha;

20.9.3.6. Izisombululo ze-Anti-virus kunye ne-Anti-malware;

20.9.3.7. Ukuqonda kunye nokuQaphela; kunye

20.9.3.8. Nezivumelwano ezigqityiweyo nabasebenzisi ukuphumeza ulawulo lokhuseleko.

21. UKUFUMANEKA KWENCWADANA

21.5. Ikopi yale Ncwadana ifumaneka ngeelwimi ezintathu ezisemthethweni ezizezi: -

21.5.1. IsiNgesi;

21.5.2. IsiXhosa; kunye

21.5.3. nesiBhulu

21.6. Le Ncwadana iyafumaneka ngazo zontathu iilwimi ezisemthethweni ngolu hlobo lulandelayo-

21.6.1. kwiwebhusayithi yeSebe loKhuseleko loLuntu : https://www.safetyec.gov.za

21.6.2. kwi-ofisi kandlunkulu ukuze ihlolwe luluntu ngeeyure eziqhelekileyo zokusebenza;

21.6.3. kuye nawuphi na umntu ngesicelo nangentlawulo yomrhumo omiselweyo ofanelekileyo; kunye

21.6.4. nakuMlawuli weeNkcukacha.

21.7. Umrhumo wekopi yeNcwadana, njengoko kuchaziwe kwisiHlomelo C uya kuhlawulwa ngefotokopi nganye eyenziweyo eyi-A4.

22. UKUHLAZIYWA KWENCWADANA

22.1. ISebe loKhuselo loLuntu liya kuthi, ukuba kukho imfuneko, lihlaziye kwaye lipapashe le Ncwadana rhoqo ngonyaka.

Ikhutshwe ngu:

MNU. P. F MBAMBO
INTLOKO YESEBE
ISEBE LOKHUSELEKO LOLUNTU

2/11/2025

UMHLA

Qaphela:

ISIHLOMELO A- IFOM 2

ISICELO SOKUFIKELELA KWIREKHODI

[Ummiselo 7.]

1. *Ubungqina besazisi kufuneka buqhotyoshelwe ngumfaki-sicelo.*
2. *Ukuba izicelo zenziwe egameni lomnye umntu, ubungqina belo gunya, mabuqhotyoshelwe kule fom.*

IYA: KwiSekela leGosa leNgcaciso

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____

(Idilesi)

Idilesi ye-imeyili: ______________________________

Inombolo yefeksi: ______________________________

Phawula ngo- "X"

☐ Isicelo senziwa egameni lam. ☐ Isicelo senziwa egameni lomnye umntu.

IINKCUKACHA ZOMNTU ZOBUQU				
Amagama apheleleyo:				
Inombolo yesazisi:				
Isikhundla osenza kuso isicelo (xa sisenziwa egameni lomnye umntu):				
Idilesi yeposi:				
Idilesi yesitalato:				
Idilesi ye-imeyili:				
Iinombolo zoqhagamshelwano:	Ifowuni:		Ifaksi:	
	Iselula:			

Amagama apheleleyo alowo ufakelwa isicelo (ukuba ukhona):	
Inombolo yesazisi:	
Idilesi yeposi:	

Idilesi yesitalato:				
Idilesi ye-imeyili:				
Iinombolo zoqhagamshelwano:	Ifowuni:		Ifaksi	
	Iselula:			

IINKCUKACHA ZEREKHODI ECELWAYO *Nika iinkcukacha ezipheleleyo zerekhodi ocela ukuba ufikelele kuyo, kubandakanya nenombolo yerefrensi ukuba uyayazi, ukwenzela ukuba irekhodi leyo ifumaneke. (Ukuba isithuba osinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze uliqhoboshele kule fom. Onke amaphepha ongezelelweyo makasayinwe).*	
Inkcazelo yerekhodi okanye yendawo efanelekileyo ekwirekhodi:	
Inombolo yerefrensi, ukuba iyafumaneka:	
Naziphi ezinye iinkcukacha zerekhodi:	

UHLOBO LWEREKHODI *(Phawula ibhokisi efanelekileyo ngo "X")*	
Irekhodi ikwifom ebhaliweyo okanye eprintiweyo	
Irekhodi inemifanekiso ebonakalayo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe yikhompyuter, imizobo, njl).	
Irekhodi inamagama arekhodiweyo okanye iinkcukacha ezinokuphinda ziveliswe kwakhona ngesandi	
Irekhodi igcinwe kwikhompyutha okanye kwi-elektroniki, okanye Ikwifom efundeka ngomatshini	
IFOM YOKUFIKELELA (Phawula ibhokisi efanelekileyo ngo "X")	

Ikopi eprintiweyo yerekhodi (kubandakanya iikopi zayo nayiphi na imifanekiso, ukukhutshelwa kunye neenkcukacha ezigcinwe kwikhompyutha okanye ngendlela ye-elektroniki okanye efundeka ngomatshini)	
Imifanekiso ebonakalayo ebhaliweyo okanye eprintiweyo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe yikhompyutha, imizobo, njl.)	
Ukukhutshelwa kwengoma (ebhaliweyo okanye eprintiweyo)	
Ikopi yerekhodi kwi-flash drive (kubandakanya imifanekiso ebonakalayo kunye neengoma	
ezivakalayo)	
Ikopi yerekhodi kwi-compact disc drive (kubandakanya imifanekiso ebonakalayo kunye	

INDLELA YOKUFIKELELA *(Phawula ibhokisi efanelekileyo ngo "X")*	
Ukuhlolwa kwerekhodi kwidilesi ebhalisiweyo yequmrhu likarhulumente (kubandakanya ukumamela amagama arekhodiweyo, iinkcukacha zesandi ezinokuphinda ziveliswe, okanye ezigcinwe kwikhompyutha okanye ngendlela ye-elektroniki okanye efundeka ngomatshini)	
Iinkonzo zeposi kwidilesi yeposi	
Iinkonzo zeposi kwidilesi yesitalato	
Inkonzo yekhoriya kwidilesi yesitalato	
Ikopi yeenkcukacha kwifomathi ebhaliweyo okanye eprintiweyo (kubandakanya imibhalo ekhutshelweyo)	
I-imeyili yeenkcukacha (kubandakanya iingoma xa kunokwenzeka)	
Ukusherwa kwe-cloud / ukuhanjiswa kwefayili	
Ulwimi olukhethiweyo: *(Qaphela ukuba irekhodi egciniweyo ayifumaneki ngolwimi olukhethayo, ukufikelela kunganikezwa ngolwimi irekhodi efumaneka ngalo)*	

IINKCUKACHA ZELUNGELO OZA KULISEBENZISA OKANYE OZA KULIKHUSELA *Ukuba indawo yokubhala enikiweyo ayonelanga, nceda uqhubeke kwiphepha elahlukileyo uze uliqhoboshele kule Fom. Umfaki-sicelo kufuneka asayine onke amaphepha ongezelelweyo.*	
Chaza ukuba leliphi ilungelo ekufuneka lisetyenziswe okanye likhuselwe:	
Cacisa ukuba kutheni irekhodi eceliweyo ifuneka ekusebenziseni okanye ekukhuseleni eli lungelo lingentla:	

UMRHUMO

a) Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba isicelo siqwalaselwe. *b)* Uya kwaziswa ngesixa mali sokufikelela ekufuneka usihlawule. *c)* Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kuhlobo ufikelelo olufunwa ngalo kunye nexesha elifunekayo lokuphanda nokulungisa irekhodi. *d)* Ukuba unelungelo lokungahlawuliswa nawuphi na umrhumo, nceda uchaze isizathu soko.

Isizathu:	

Uya kwaziswa ngokubhalelwa ukuba isicelo sakho sivunyiwe okanye asivunywanga, kwaye ukuba ngaba sivunyiwe uyakwaziswa kwangeendleko ezinxulumene nesicelo sakho, ukuba zikhona. Nceda ubonise indlela oyikhethayo yembalelwano:

Idilesi yeposi	IFaksi	Unxibelelwano nge-eletronikhi (Nceda ucacise)

Isayinelwe ______________________ngomhla ______nyanga_______________20 _____

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Isignitsha yomfaki-sicelo / yomntu owenzelwa isicelo

UKUSETYENZISWA NGOKUSESIKWENI

Inombolo yerefrensi:	
Isicelo samkelwe ngu: (chaza isikhundla, igama nefani yeSekela leGosa leNgcaciso)	
Umhla wokufunyanwa:	
Imirhumo yokufikelela:	
Idiphozithi (ukuba ikhona)	

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Isignitsha yeSekela leGosa leNgcaciso

ISIHLOMELO B – IFOM 3

ISIPHUMO SESICELO NEMIRHUMO EHLAWULWAYO

[Ummiselo 8.]

Qaphela:

1. *Ukuba isicelo sakho samkelwe–*

   (a) isixa sedipozithi, (ukuba sikhona), sihlawulwa ngaphambi kokuba isicelo sakho siqwalaselwe; kwaye

   (b) irekhodi eceliweyo / ingxenye yerekhodi iya kukhutshwa kuphela xa kufunyenwe ubungqina bentlawulo ngokupheleleyo.

2. *Kucelwa usebenzise inombolo yerefrensi engezantsi kuzo zonke imbalelwano zexa elizayo*

IYA: ______________________

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Isicelo sakho, somhla ______________________, sibhekisa.

1. Ucele oku:

Ukuhlola iinkcukacha kwidilesi ebhalisiweyo yoluntu (kubandakanya ukumamela amagama arekhodiweyo, iinkcukacha zesandi ezinokuphinda zivelis we, okanye ezigcinwe kwikhompyutha okanye ngendlela ye-elektroniki okanye efundeka ngomatshini) isimahla. Uya kuba noxanduva lokuhlawula umrhumo ochazwe kwisiHlomelo B seMigaqo.

OKANYE

2. Ucele oku:

Iikopi eziprintiweyo zeenkcukacha (kubandakanya iikopi zayo nayiphi na imifanekiso, ukukhutshelwa kunye neenkcukacha ezigcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini)
Imifanekiso ebonakalayo ebhaliweyo okanye eprintiweyo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe yikhompyutha, imizobo, njl.)
Ukukhutshelwa kwengoma (ebhaliweyo okanye eprintiweyo)
Ikopi yerekhodi kwi-flash drive (kubandakanya imifanekiso ebonakalayo kunye neengoma
ezivakalayo)
Ikopi yerekhodi kwi-compact disc drive (kubandakanya imifanekiso ebonakalayo kunye

3. Makungeniswe:

Iinkonzo zeposi kwidilesi yeposi
Iinkonzo zeposi kwidilesi yesitalato
Ikopi yeenkcukacha kwifomathi ebhaliweyo okanye eprintiweyo (kubandakanya imibhalo ekhutshelweyo)
I-imeyili yeenkcukacha (kubandakanya iingoma xa kunokwenzeka)
Ukusherwa kwe-cloud / ukuhanjiswa kwefayili

Ulwimi olukhethiweyo: *(Qaphela ukuba irekhodi egciniweyo ayifumaneki ngolwimi olukhethayo, ukufikelela kunganikezwa ngolwimi irekhodi efumaneka ngalo)*

Nceda qaphele ukuba isicelo sakho:

☐ Sivunyiwe

☐ Asivunywanga, ngenxa yezi zizathu zilandelayo:

4. Imirhumo ehlawulwayo malunga nesicelo sakho:

I-ayithem
Ifotokopi
Ikopi eprintiweyo
Ngekopi nganye efundeka kwifom ekwikhompyutha: (i) I-Flash Drive Iya kukhutshwa ngumfaki-sicelo (ii) I-Compact Disc Ukuba ikhutshwa ngumfaki-sicelo Ukuba inikwe lowo ufaka isicelo
Ngokukhutshelwa kwemifanekiso ebonakalayo kwiphepha elingu-A4 kwiphepha ngalinye
Ikopi yemifanekiso ebonakalayo
Ngokukhutshelwa kwesandi esivakalayo kwiphepha elingu-A4 kwiphepha ngalinye
Ngekopi nganye yengxelo erekhodiweyo (i)I-Flash Drive Iya kukhutshwa ngumfaki-sicelo (ii)I-Compact Disc Iya kukhutshwa ngumfaki-sicelo Ukuba inikwe lowo ufaka isicelo
Iposi, i-imeyili okanye naluphi na uhambiso nge- elektroniki:
ITOTALI:

5. Idipozithi ehlawulwayo (ukuba ukukhangela kungaphezu kweeyure ezintandathu):

☐ Ewe

Iiyure zokukhangela	

Imali kufuneka ihlawulwe kule akhawunti yeBhanki ilandelayo: Igama leBhanki:

Igama lomnini-akhawunti:

Igama lebhanki : ABSA BANK
Igama le-akhawunti : Department of Community Safety
Inombolo ye-akhawunti : 41-0021-5187
IBrantshi : ABS EC PUBLIC SECTOR
Ikhowudi yeBrantshi: : 632005
Inombolo yerefrensi : PAIA (Igama nefani)
Ngenisa ubungqina bentlawulo ku: nomfundo.mahonga@ectreasury.gov.za

Isayinelwe________________________________ngomhla ______nyanga ____________________20 ________

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ISekela leGosa leNgcaciso

ISIHLOMELO C – IMIRHUMO

[Imirhumo]

Imirhumo kumaQumrhu kaRhulumente

	Inkcazo	**Isixa**
1.	Umrhumo wesicelo ohlawulwa ngumfaki-sicelo ngamnye	R100.00
2.	Ifotokopi yephepha eliyi-A4 ubukhulu	R1.50 ngephepha ngalinye okanye inxalenye yalo.
3.	Ikopi eprintiweyo yephepha eliyi- A4 ubukhulu	R1.50 ngephepha ngalinye okanye inxalenye yalo
4.	Ngekopi nganye efundeka kwifom ekwikhompyutha: (i) Kwi-Flash drive (eza kukhutshwa ngulowo ufaka isicelo) (ii) Kwi-Compact disc • Ukuba likhutshwe ngumfaki-sicelo • Ukuba inikwe umfaki-sicelo	 R40.00 R40.00 R60.00
5.	Ngokukhutshelwa kwemifanekiso ebonakalayo kwiphepha le-A4	Le Nkonzo iza kukhangelwa kumboneleli nkonzo wangaphandle. Iya kuxhomekeka kwikoteyishini yoMboneleli Nkonzo.
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ukukhutshelwa kwerekhodi esisandi esivakalayo, kwiphepha eliyi-A4	R24.00
8.	Ikopi yerekhodi esisandi esivakalayo : (i) Kwi-Flash drive (eza kukhutshwa ngumfaki- sicelo) (ii) Kwi-Compact disc • Ukuba likhutshwe ngumfaki-sicelo • Ukuba inikwe umfaki- sicelo	 R40.00 R40.00 R60.00
9.	Ukukhangela nokulungiselela irekhodi eza kutyhilwa ngeyure nganye okanye ingxenye yeyure, ingabalwanga iyure yokuqala, efunekayo ngokufanelekileyo kukhangelo olunjalo nolungiselelo. Ingagqithi kwixabiso elingange	R100.00 R300.00
10.	Idiphozithi: ukuba ukukhangela kudlula iiyure ezi-6	Isinye kwisithathu semali ngesicelo ngasinye kubalwa ngokwee-ayithem ezi-2 ukuya ku-8.
11.	Ukuposa, i-imeyili okanye naluphi na olunye uhambiso nge-elektroniki	Eyona nkcitho, ukuba ikho.

Imirhumo ngokubhekisele kumaQumrhu aBucala

	Inkcazo	**Isixa**
1.	Umrhumo wesicelo ohlawulwa ngumfaki-sicelo ngamnye	R140.00
2.	Ifotokopi yephepha eliyi-A4 ubukhulu	R2.00 ngephepha ngalinye okanye inxalenye yalo.
3.	Ikopi eprintiweyo yephepha eliyi- A4 ubukhulu	R2.00 ngephepha ngalinye okanye inxalenye yalo
4.	Ngekopi nganye efundeka ngendlela yekhompyutha: (i) Kwi-Flash drive (eza kukhutshwa ngulowo ufaka isicelo) (ii) Kwi-Compact disc Ukuba likhutshwe ngumfaki-sicelo Ukuba inikwe umfaki-sicelo	R40.00 R40.00 R60.00
5.	Ngokukhutshelwa kwemifanekiso ebonakalayo kwiphepha le-A4	Le Nkonzo iza kukhangelwa kumboneleli

6.	Ikopi yemifanekiso ebonakalayo	nkonzo wangaphandle. Iya kuxhomekeka kwikoteyishini yoMboneleli Nkonzo.
7.	Ukukhutshelwa kwerekhodi esisandi esivakalayo, kwiphepha eliyi-A4	R24.00
8.	Ikopi yerekhodi esisandi esivakalayo : (i) Kwi-Flash drive (eza kukhutshwa ngumfaki- sicelo) (ii) Kwi-Compact disc Ukuba likhutshwe ngumfaki-sicelo Ukuba inikwe umfaki- sicelo	R 40.00 R40.00 R60.00

ISIHLOMELO D – ISIBHENO SANGAPHAKATHI

IFOM 4

UKUFAKWA KWESIBHENO SANGAPHAKATHI

[Ummiselo 9.]

Inombolo yerefrensi:: ______________________

IINKCUKACHA ZEQUMRHU LIKARHULUMENTE				
Igama lequmrhu likarhulumente:				
Igama nefani yeSekela leGosa leNgcaciso:				
IINKCUKACHA ZOMNTU OFAKA ISIBHENO SANGAPHAKATHI				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
Iinombolo zoqhagamshelwano:	Ifowuni:		Ifaksi:	
	Iselula:			
Ingaba isibheno sangaphakathi sifakwa egameni lomnye umntu?			Ewe	Hayi
Ukuba impendulo ngu-"ewe", isikhundla eso ufaka kuso isibheno sangaphakathi egameni lomnye umntu: (Ubungqina besikhundla esifakwa phantsi kwaso isibheno, ukuba sikhona, masiqhotyoshelwe.)				
IINKCUKACHA ZOMNTU OFAKA ISIBHENO SANGAPHAKATHI (*Ukuba sifakwe ngumntu ongomnye ochaphazelekayo*)				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
Iinombolo zoqhagamshelwano:	Ifowuni:		Ifaksi:	
	Iselula:			
ISIGQIBO MALUNGA NESIBHENO SANGAPHAKATHI ESIFAKIWEYO (phawula ibhokisi efanelekileyo ngo "X")				
Ukwaliwa kwesicelo sofikelelo:				
Isigqibo malunga nemirhumo emiselweyo ngokwecandelo lama-22 loMthetho:				
Isigqibo malunga nokwandiswa kwexesha ekufuneka kusetyenzwe ngalo ngokwesicelo ngokwecandelo lama-26 (1) loMthetho:				
Isigqibo ngokwesiqendu 29 (3) soMthetho sokwala ukufikelela ngohlobo olucelwe ngumfaki-sicelo:				
Isigqibo sokuvuma isicelo sokufikelela:				
IZIZATHU ZESIBHENO (*Ukuba isithuba osinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze uliqhoboshele kule fomu, onke amaphepha ongezelelweyo kufuneka atyikitywe.*)				
Chaza izizathu ezisekelwe kuzo esi sibheno sangaphakathi:				

Chaza naluphi na olunye ulwazi olunokuba luncedo ekuqwalaseleni kwesibheno:	

Uya kwaziswa ngembalelwano ngesigqibo sesibheno sakho sangaphakathi. Nceda ubonise indlela oyikhethayo yokwaziswa:

Idilesi yeposi	Ifaksi	Unxibelelwano nge-eletronikhi (Nceda ucacise)

Isayinelwe ______________________________ngomhla ____ngenyanga________________20 _______

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Isignitsha yomntu ofaka isibheno/umntu ongomnye ochaphazelekayo

UKUSETYENZISWA NGOKUSESIKWENI

IREKHODI ESESIKWENI YESIBHENO SANGAPHAKATHI

Isibheno sifunyenwe ngu: *(Chaza isikhundla, igama kunye nefani yeSekela leGosa leNgcaciso)*			
Umhla wokufunyanwa:			
Isibheno sikhatshwa zizizathu zesigqibo seSekela leGosa leNgcaciso kwaye, apho kufanelekileyo, neenkcukacha zalo naliphi na iqela lesithathu elinxulumene nalo okanye ingxelo inxulumene nalo, zingeniswe liSekela leGosa leNgcaciso:	Ewe	
	Hayi	

ISIPHUMO SESIBHENO

Ukwaliwa kwesicelo sofikelelo. Iqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			
Iintlawulo (Icandelo lama-22). Iqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			

Ulwandiso (Icandelo lama-26 (1)). Iqinisekisiwe?	Ewee		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			
Ukufikelela (Icandelo lama-29 (3)). Iqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			
Isicelo sokufikelela sivunyiwe. Iqinisekisiwe?	Ewe		Isigqibo esitsha *(ukuba asiqinisekiswanga)*	
	Hayi			

Isayinelwe ________________________________ngenyanga____ngomhla ______________20 ______

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UGunyaziwe ofanelekileyo

ISIHLOMELO E – ISIKHALAZO

IFOM 5
UKUFAKWA KWESIKHALAZO

[Ummiselo 10.]

Qaphela:

1. *Le fom yenzelwe ukunceda uMfaki-sicelo (emva koku obizwa ngokuba " ngulowo ukhalazayo") xa ecela uphononongo lwempendulo yequmrhu likarhulumente okanye labucala okanye xa engaphendulwayo kwisicelo sokufikelela kwiirekhodi phantsi koMthetho wokuKhuthaza ukuFikelela kwiiNkcukacha 2000 (uMthetho Nombolo 2 ka- 2000) ("PAIA"). Nceda ugcwalise le fom uyithumele kuMlawuli woLwazi okanye ugcwalise ifom yezikhalazo ekwi- intanethi efumanekayo ku-https: //www.justice.gov.za/inforeg/*

2. *I-PAIA inika uluntu ilungelo lokufaka isikhalazo kuMlawuli weeNkcukacha malunga nalo naluphi na uhlobo lwezikhalazo ezichazwe kwicandelo E lale fom yezikhalazo.*

3. *Ngumgaqo-nkqubo woMlawuli weeNkcukacha ukuhlehlisa ukuphanda okanye ukwala isikhalazo ukuba lowo ukhalazayo akanikanga kuqala iqumrhu likarhulumente okanye labucala (apha emva kokubizwa ngokuba "liQumrhu") ithuba lokuphendula nokuzama ukusombulula umba. Ukunceda iQumrhu ukuba lijongane neenkxalabo zakho ngaphambi kokuya kuMlawuli weeNkcukacha kufuneka ugcwalise ifom emiselweyo ye-PAIA kwaye uyingenise kwiQumrhu.*

4. *Ikopi yale fom iya kunikwa iQumrhu elo ulikhalazelayo. Iinkcukacha ozinika kule fom, eziqhotyoshelwe kule fom okanye ozinika kamva, ziya kusetyenziselwa ukuzama ukusombulula imbambano yakho, ngaphandle kokuba kuchazwe ngenye indlela apha.*

5. *UMlawuli weeNkcukacha uyakwamkela isikhalazo sakho wakube uqinisekisile ukuba uyithobele le miqathango ilandelayo.*

6. *Nceda uqhoboshele la maxwebhu alandelayo, ukuba unawo:*
   - *Ikopi yefom kwiQumrhu ocela ukufikelela kwiirekhodi zalo;*
   - *Impendulo yeQumrhu kwisikhalazo sakho okanye isicelo sokufikelela ;*
   - *Nayiphi na enye imbalelwano phakathi kwakho neQumrhu malunga nesicelo sakho;*
   - *Ikopi yefom yesibheno, ukuba isikhalazo sakho sijolise kwiqumrhu likarhulumente;*
   - *Impendulo yeQumrhu kwisibheno sakho;*
   - *Nayiphi na enye imbalelwano phakathi kwakho neQumrhu malunga nesibheno sakho;*
   - *Amaxwebhu akugunyazisa ukuba wenza egameni lomnye umntu (ukuba kuyabandakanyeka);*
   - *Umyalelo wenkundla okanye amaxwebhu enkundla afanelekileyo kwisikhalazo sakho, ukuba akhona.*

7. *Ukuba isithuba esibonelelwe kule Fom asonelanga, faka iinkcukacha njengesiHlomelo kule Fom uze usayine iphepha ngalinye*

IYA: The Information Regulator
P.O Box 31533
Braamfontein, 2017

Idilesi ye-imeyili: inforeg@justice.gov.za

Inombolo yefowuni: +27 (0) 10 023 5200

ISIKHUNDLA SOMNTU / UMNTU ONGOMNYE OCHAPHAZELEKAYO OFAKA ISIKHALAZO
(Phawula ngo "X")

☐ Umntu ofaka isikhalazayo

☐ Ummeli womntu ofaka isikhalazayo

☐ Umntu ongomnye ochaphazelekayo

IINKCUKACHA				
Ngaba usingenisile isicelo (ifom ye-PAIA) yokufikelela kwirekhodi yequmrhu loluntu / labucala?	Ewe		Hayi	
Ngaba iintsuku ezingama-30 ziphelile ukususela kumhla owangenisa ngawo ifom yakho ye-PAIA?	Ewe		Hayi	
Ngaba uyigqibile yonke inkqubo yokubhena yangaphakathi ngokuchasene nesigqibo seSekela leGosa leNgcaciso lequmrhu likarhulumente?	Ewe		Hayi	
Ngaba sele ufake isicelo kwinkundla ukufumana uncedo olufanelekileyo malunga nalo mba?	Ewe		Hayi	

IYA KUSETYENZISWA NGUMLAWULI WEENKCUKACHA KUPHELA				
Ifunyenwe ngu: (Amagama apheleleyo)				
Isikhundla:				
Isignitsha:				
Isikhalazo samkelwe:	Ewe		Hayi	
Inombolo yerefrensi:				

Idilesi yeposi	IFaksi	Olunye unxibelelwano lwe-elektroniki (nceda ucacise)

ICANDELO A IINKCUKACHA ZOBUQU ZOMMANGALI				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
Idilesi yesitalato:				
Idilesi ye-imeyili:				
Iinombolo zoqhagamshelwano:	Umnxeba (B):		IFaksi	
	Iselula			

ICANDELO B IINKCUKACHA ZOMMELI *(Gcwalisa kuphela xa uza kumelwa. Igunya leGqwetha kufuneka liqhotyoshelwe ukuba ummangali umelwe, kungenjalo isikhalazo siyakwaliwa)*	
Amagama apheleleyo ommeli:	
Uhlobo lokumelwa:	
Inombolo yesazisi/Inombolo yobhaliso:	
Idilesi yeposi:	

Idilesi yesitalato:				
Idilesi ye-imeyili:				
Iinombolo zoqhagamshelwano:	Umnxeba (B):		IFaksi	
	Iselula			

ICANDELO C
IINKCUKACHA ZOMNTU ONGOMNYE OCHAPHAZELEKAYO
(Nceda uqhoboshele ileta yesigunyaziso)

Uhlobo leQumrhu:	laBucala		likaRhulumente	
Igama lequmrhu *labucala/likarhulumente:				
Inombolo yobhaliso (*ukuba ikho*):				
Igama, ifani kunye nesihloko somntu ogunyazisiweyo ukuba afake isikhalazo:				
Idilesi yeposi:				
Idilesi yesitalato:				
Idilesi ye-imeyili:				
Iinombolo zoqhagamshelwano:	Umnxeba (B):		IFaksi	
	Iselula			

ICANDELO D
IQUMRHU ELIFAKELWA ISIKHALAZO

Uhlobo leQumrhu:	laBucala		likaRhulumente	
Igama lequmrhu *likarhulumente/labucala:				
Inombolo yobhaliso (*ukuba ikho*):				
Igama, ifani kunye nesihloko somntu oye wasebenza naye kwiqumrhu labucala / likarhulumente ukuzama ukusombulula isikhalazo sakho okanye isicelo sokufikelela kwiinkcukacha.				
Idilesi yeposi:				
Idilesi yesitalato:				
Idilesi ye-imeyili:				
Iinombolo zoqhagamshelwano:	Umnxeba (B):		IFaksi	
	Iselula			
Inombolo yerefrensi oyinikiweyo(*Ukuba ikho*):				

ICANDELO E
ISIKHALAZO

Khawusixelele ngamanyathelo owathathileyo ukuzama ukusombulula isikhalazo sakho *(Izikhalazo kufuneka zingeniswe ngqo kwiqumrhu likarhulumente ukuze lisabele kwaye kubekho isisombululo esinokuba khona;kukho imida emiselweyo)*

Umhla ekwenziwe ngawo isicelo sokufikelela kwiirekhodi:	

Nceda uchaze uhlobo lwamalungelo ekufuneka esetyenzisiwe okanye akhuselwe, ukuba ukuthobela umthetho kujoliswe kwiqumrhu labucala:				
Uzamile ukusombulula imicimbi nequmrhu?	Ewe		Hayi	
Ukuba ewe, uyifumene nini? (Nceda uqhoboshele ileta kwesi sicelo.)				
Ukhe wabhena kwisigqibo seSekela leGosa leNgcaciso leQumrhu likarhulumente?	Ewe		Hayi	
Ukuba ewe, usifake nini isibheno?				
Ngaba sele ufake isicelo kwinkundla ukufumana uncedo olufanelekileyo malunga nalo mba?	Ewe		Hayi	
Ukuba ewe, nceda uchaze ukuba lo mcimbi wagwetywa nini yiNkundla? Nceda uqhoboshele uMyalelo weNkundla, ukuba ukhona.				

ICANDELO F
UHLOBO OLUCACISIWEYO LOKUFUMANA IIREKHODI
(Nceda ukhethe enye okanye ezingaphezulu kwezi zilandelayo ukuze uchaze isikhalazo sakho kuMlawuli weeNkcukacha)

Isibheno asiphumelelanga: (Icandelo 77A(2)(a) okanye icandel 77A(3)(a) le-PAIA)	*Ndibhene kwisigqibo sequmrhu likarhulumente kwaye isibheno asiphumelelanga.*	
Isicelo sokuxolelwa asiphumelelanga: (Icandelo 77A(2)(b) kunye 75(2) le-PAIA)	*Ndisifakile isibheno sam ngokuchasene nesigqibo sequmrhu likarhulumente kwaye ndenze isicelo soxolelo. Isicelo soxolelo sakhatywa.*	
Ukwaliwa kwesicelo sofikelela: (Icandelo 77A (2) (c) (i) okanye 77A (2) (d) (i) okanye 77A (3) (b) le-PAIA)	*Ndicele ukufikelela kwiinkcukacha ezigcinwe kwiqumrhu kwaye eso sicelo asivunywanga.*	
Iqumrhu lifuna ukuba ndihlawule umrhumo kwaye ndiziva ngathi ugqithisile: (Icandelo 22 okanye 54 le-PAIA)	*Ithenda okanye intlawulo yomrhumo omiselweyo.*	
	Ithenda okanye intlawulo yedipozithi.	
Imbuyekezo yedipozithi: (Icandelo 22 (4) le-PAIA)	*ISekela leGosa leNgcaciso lalile ukubuyisa idipozithi ehlawulwe ngokubhekisele kwisicelo sofikelelo esingavunywanga.*	
Andivumelani nolwandiso lwexesha: (Icandelo 26 okanye 57 le-PAIA)	*IQumrhu lithathe isigqibo sokwandisa ixesha lokuphendula kwisicelo sam, kwaye andivumelani nolwandiso lwamaxesha oluceliweyo okanye ulwandiso lwexesha oluthathiweyo ukuphendula isicelo sam sokufikelela.*	
Ifom yokufikelela ayamkelwanga: (Icandelo 29 (3) okanye 60 (a) le-PAIA)	*Ndicele ufikelelo ngohlobo oluthile nolufanelekileyo kwaye olo hlobo lokufikelela alwamkelwa.*	
Kuthathwa njengokukhatyiweyo: (Icandelo 27 okanye 58 le-PAIA)	*Zingaphezulu kweentsuku ezingama-30 ndenza isicelo sam kwaye andikasifumani isigqibo.*	
	Ixesha lolwandiso liphelile kwaye akukho mpendulo ifunyenweyo.	
Izizathu ezinyanzelekileyo zokwala ukufikelela kwingxelo	*Iirekhodi (eziphantsi kwezizathu zokwala ukufikelela) zichazwe ngokungafanelekanga / ngokungekho ngqiqweni.*	

Akukho sizathu saneleyo sokwala ukufikelela:(Icandelo 56 (3) (a) le-PAIA)	*Isicelo sam sokufikelela asivunywanga, kwaye akukho sizathu sivakalayo okanye saneleyo sokwala esinikiweyo, kubandakanya amalungiselelo alo Mthetho, ebekuxhomekeke kuwo ngokwala.*	
Ukufikelela ngokuyinxenye kwirekhodi: (Icandelo 28 (2) okanye 59 (2) le-PAIA)	*Ukufikelela kwinxalenye kuphela yeerekhodi eziceliweyo kuye kwanikezelwa kwaye ndikholelwa ekubeni ezinye iirekhodi bekufanele ukuba zichaziwe.*	
Ukuhlawulwa kwentlawulo: (Icandelo 22 (8) okanye 54 (8) le-PAIA)	*Ndixolelwe ukuhlawula nayiphi na intlawulo kwaye isicelo sam sokurhoxisa intlawulo asivunywanga.*	
Imiqulu eselugcinweni engenakufunyanwa okanye engekhoyo: (Icandelo 23 okanye 55 le-PAIA)	*IQumrhu libonisa ukuba ezinye okanye zonke iirekhodi eziceliweyo azikho kwaye ndikholelwa ekubeni zikhona ezinye iirekhodi.*	
Ukusilela ukuveza iirekhodi:	*IQumrhu ligqibe ekubeni linike ukufikelela kwiirekhodi eziceliweyo, kodwa andikazifumani.*	
Akukho lawulo lwezobulungisa (ukusebenzisa okanye ukukhusela nawaphi na amalungelo): (Icandelo 50 (1) (a) le-PAIA)	*IQumrhu libonisa ukuba iirekhodi eziceliweyo azifakwanga kwi-MPFL kwaye andivumelani noko.*	
Isicelo esiyinkcitha xesha okanye esikruqulayo (Icandelo 45 le-PAIA)	*IQumrhu libonise ukuba isicelo sam sibonakala siyinkcitha xesha okanye sikruqula kwaye andivumi.*	
Okunye: (Nceda ucacise):		

ICANDELO G **IZIPHUMO EZILINDELEKILEYO** *Ucinga ukuba uMlawuli weeNkcukacha angakunceda njani? Chaza isiphumo okanye isiphumo osifunayo.*
ICANDELO H **IZIVUMELWANO**

Isiseko esisemthethweni sezi zivumelwano zilandelayo sicacisiwe kwiSaziso soBucala malunga nendlela yokufaka uxwebhu lwakho lwesikhalazo. Ukuze uMlawuli weeNkcukacha aqwalasele isikhalazo sakho, kuya kufuneka ujonge ibhokisi nganye engezantsi ukubonisa isivumelwano sakho:

☐ Ndiyavuma ukuba uMlawuli weeNkcukacha angasebenzisa iinkcukacha azinikiweyo kwisikhalazo sam ukunceda ekuphandeni imiba enxulumene nokuphakanyiswa kwelungelo lokufikelela kwiinkcukacha kunye nokukhuselwa kwelungelo lemfihlo eMzantsi Afrika. Ndiyaqonda ukuba uMlawuli weeNkcukacha akasoze aquke iinkcukacha zam okanye ezinye iinkcukacha kwingxelo kawonke-wonke, kwaye iinkcukacha zam zisakhuselwe nguMthetho woKhuseleko lweeNkcukacha zoMntu, ka-2013 (uMthetho Nombolo 4 ka-2013). Ndiyaqonda ukuba andivumi, uMlawuli weeNkcukacha uyakuqhubeka nokufaka isikhalazo sam

☐ Iinkcukacha ezikule Fom yeZikhalazo ziyinyani ngokolwazi kunye nenkolelo yam

☐ Ndiyagunyazisa uMlawuli weeNkcukacha ukuba aqokelele iinkcukacha zam zezikhalazo (ezinje ngeenkcukacha zam kule fom yesikhalazo) kwaye azisebenzise ukuqhubekekisa isikhalazo sam ngokunxulumene nelungelo lokufikelela kwiinkcukacha kunye/okanye nokukhuselwa kwelungelo lemfihlo

☐ Ndigunyazisa nabani na (onjengomqeshi, umboneleli-nkonzo, ingqina) onolwazi olufunekayo ukuqhubekeka nesikhalazo sam ukuze abelane noMlawuli weeNkcukacha. UMlawuli weeNkcukacha unokuzifumana ezi nkcukacha ngokuthetha namangqina okanye ngokucela iirekhodi ezibhaliweyo. Kuxhomekeke kubume besikhalazo, ezi rekhodi zinokubandakanya iifayili zabasebenzi okanye idatha yomqeshi, iirekhodi zonyango okanye zesibhedlele, kunye neenkcukacha zezimali okanye zomrhafi

☐ Ukuba naziphi na iinkcukacha zoqhagamshelwano zam ziyatshintsha ngexesha lenkqubo yesikhalazo, luxanduva lwam ukwazisa uMlawuli weeNkcukacha; kungenjalo isikhalazo sam sinokufumana ukulibaziseka okanye ukuvalwa

Isayinelwe ____________________ ngomhla ________ ngenyanga ____________________ 20

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Umntu ofaka isikhalazo/Umntu ongomnye ochaphazelekayo ogunyazisiweyo