

INKHOMBANDLELA
NGEKWEMIBANDZELA YESIGABA SE-14
SEMTSETFO WEKUKHUTSATA
KUTFOLAKALA KWELWATISO (I-PAIA),
YANGA-2000 (UMTSETFO WE-2 WANGA-
2000)

Inkhombandlela
Yekutfola
Lwatiso
Yetekuchumana
Tahulumende (I-
GCIS)
2017/18

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SINGENISO

Sigaba se-32 seMtsetfosisekelo weRiphabhulikhi yaseNingizimu Afrika siniketa wonkhe umuntfu lilungelo lekufinyelela lwatiso lolugcinwe ngumbuso noma ngulomunye umuntfu lolufunela kulusebentisa noma kuvikela nanoma nguliphi lilungelo.

Umtsetfo Wekukhutsata Kufinyelela Lwatiso (i-PAIA) ekuphumeleliseni lamalungelo emtsetfosisekelo wenta loku, ngco:

- unika yonkhe imitimba yahulumende sibopho sekwenta kutsi kufinyelelwe lwatiso/li(e)marekhodi langaphansi kwayo;
- iniketa luhlakamsebenti netinchubo tekutsi ummango usebentise emalungelo awo emtsetfosisekelo ekutfole lwatiso masinyane, ngalokungabiti kakhulu nalokungadzingi tikhwepha kantsi futsi ngalokukahle ngendlela lekungakhonwa ngayo;
- ibeka tindlela letifanele kutsi timiswe ngemumo yimitimba yahulumende, kwenta kutsi emalunga emmango afinyelele lwatiso; ubuye futsi
- ubeka emabalengwe etimo lapho khona kufinyelela lwatiso kutawubekelwa umkhawulo, kufaka ekhatsi lwatiso lolucondzene nemuntfu, tekutsengisa, tetimali, tebucwephe noma lwetesayensi lolumayelana nemuntfu wesitsatfu; lwatiso lolungaba nemtselela lomubi kutinchubo tasenkantolo noma temaphoyisa, sib. emadokhethi emaphoyisa lakutinchubo tebheyili naleminye imikhakha yelwatiso letsite lemayelana neTemisebenti Yetelugcogcomalingena TaseNingizimu Afrika (i-SARS).

Kunemikhawulo lengangabateki yekutsi ummango usebentise emalungelo awo njengoba kubekiwe kusigaba-36 seMtsetfosisekelo nakusigaba-33 kuya kuse-45 seMtsetfo we-PAIA.

Ngekuhambisana netidzingo temtsetfo we-PAIA kanye nekufaka ligalelo ekukhutsateni litiko kutsi libeke tintfo ebaleni, kutiphendvulela nekwengamela ngalokuyimphumelelo, i-GCIS ikhiphe incwadzi yekuchasisa lekunguyona ndlela yekuchuba kufinyelela kwemmago kulwatiso/li(ema)rekhodi lewagcinile.

Kwetsenjwa kutsi lencwadzi itawusebenta njengenkhundla/lithulusi lelinemandla lekuniketa ummango lwatiso lolufanele lwekuwenta kutsi ukwati kusebentisa lilungelo lawo lekutfole lwatiso lolugcinwe ngulelitiko.

1. SENDVULELO

I-PAIA ibeka kutsi umtimba ngamunye ufanele kutsi ubeke Umphatsilwatiso neLi(Ma)sekelamphatsilwatiso lotawubukana nekwendlulisa ticelo tekutfole lwatiso, kanye nekusita bafakiticelo ngekutsi batifaka njani ticelo tabo.

Lencwadzi yekuchasisa yasungulwa njengenkombandlela lemayelana nekutsi emalunga emmango akwati kutfole lwati lolugcinwe yi-GCIS. Ichaza kutsi nguluphi lwatiso lolutfolelaka e-GCIS nekutsi futsi lutfolelwa kanjani. Lencwadzi yenta kutsi kufinyelelwe lwatiso, lolubonelelwe kuMtsetfosisekelo.

Ngaphandle kweluhlu lwawo onkhe emarekhodi lagcinwe yi-GCIS, laphindze futsi abitwe ngekutsi ngemafayela, lencwadzi iphindze futsi ibe neminingwane yekutsintsana yeMphatsilwatiso kanye neLisekelamphatsilwatiso wase-GCIS.

2. LIGUNYA LE-GCIS

Ligunya lelisisekelo le-GCIS kuniketa emasu ebuholi kutekuchumana letibumbene tahulumende kanye nekuchumanisa tindlela tekuchumana tahulumende leticinisekisa kutsi, ummango uyatiswa ngetinchubomgomo, ngemasu, ngetinhlelo kanye netimpumelelo tahulumende. Emitameni yayo yekubeka nekwenza kutsi kulandzelwe emazinga lafanele ekwenza tekuchumana tahulumende kutsi tisebente ngempumelelo, i-GCIS ichumana nematiko, tifundza nabomasipala ibasite kute kutsi kuchunywane kancono, kuciniseka kutsi bantfu bayatiswa futsi bahlonyiswa emakhono ekulandzelela, kuhlola kanye nekufaka ligalelo ngalokwakhako kuntsandvo yetfu yelinyenti.

3. Umbonochanti

Kuba ngumtfofombo wetekuchumana lovelele kutahulumende.

4. Umgomo

Kusebenta ngekwebungcweti, kubeka nekugcugcutela kwenta ngekwetimiso temazinga ekwenza tindlela tekuchumana tahulumende letisebenta ngempumelelo; nekuchuba indlela lebumbene yekuchumana yahulumende kanye nekuchuba kwatisa ummango ngetinchubomgomo, emasu, tindhlelo kanye netimpumelelo tahulumende.

5. KWAKHEKHA KWE-GCIS

Kute kutsi iphumelelise ligunya layo, i-GCIS yakheke ngemagala lamatsatfu lekungulawa; Imisebenti Yekusekela Kuphatfwa Nekulawulwa Kwetikhungo, Kucubungula Nekusabalalisa Lwatiso, kanye neKuchumanisa Budlelwane

Bangekhatsi Kuhulumende Nekulawula Labatsintsekako. Lamagala lamatsafu akheke ngetimphiko letinkhulu leti-12 futsi nguleti:

- 5.1 Lwemikhicito neTinkhundla
- 5.2 Lwe-ejensi Yetemisebenti Yetekuchuma
- 5.3 Lwenchubomgomo neTelucwaningo
- 5.4 Lwetimali, Kulawula Kutsenga Tinsita Nemikhicito kanye neTinsita Tekusekela
- 5.5 Lwetekuphatfwa Kwetisebenti
- 5.6 Lwekulawulwa Kwelwatiso neTebucwepheshe
- 5.7 Lwekuhlela Ngebuhlakani kanye neKulawula Luhlelo
- 5.8 Luphiko Lwekuchumanisa: Imikhakha yeTemnotfo neKutfufukiswa Kwesakhiwonchanti, Bulungiswa Betekuvikela Bugebengu neTekuphepha, kanye neKubambisana kuTekuhwebelana neMave Emhlaba neKuvikeleka
- 5.9 Luphiko Lwekuchumanisa: Tekuvikelwa Kwetenhlalakahle neKutfufukiswa Kwebantfu neKuphatsa neKulawula
- 5.10 Lwetekuchumanisa Tifunndza naBomasipala
- 5.11 Lwetekuchumanisa Betindzaba; kanye
- 5.12 neKuhlolwa Kwemabhuku Kwangekhatsi

6. KUHAZWA KABANTI KWEMISEBENTI

6.1 LIGALA: KUCUBUNGULA NEKUSABALALISA LWATISO

Ligala: **IeKucubungula Nekusabalalisa Lwatiso** libukene netinkhundla tekuchumana letinyenti letisungulwe yi-GCIS kantsi futsi tichutjwa ngiyo. Letinkhundla tiyincenye yekutinikela kwematiko ekwatiseni bantfu baseNingizimu Africa nalabanye labatsintsekako labakuletinye tindzawo ngetinchubomgomo nemisebenti yahulumende, kanye nematfuba lavela kuletinhlelo latawuzuzwa titakhamuti, mabhizinisi kanye nalabanye labatsintsekako.

- a) Lemikhicito neTinkhundla lenta imilayeto lebalulekile netingcikitsi letitawuchumanisa ngayo lemilayeto lebalulekile. Umsebenti walo kwakha lokucuketfwe yimikhicito lokukhishwa yi-GCIS.
- b) Lwenchubomgomo neTelucwaningo lwenta lucwaningo lwekuhlela indlela hulumente latisa ngayo ummango kanye nekulandzelela kwetfulwa kwetindzaba tahulumende ngekwetekuchumana.
- c) Lwe-ejensi Yetemisebenti Yetekuchumana -_luphetse kutsengwa kwetikhala tekukhangisa kwabetindzaba, kukhicitwa kwetindzaba, kutsengisa nekusabalalisa egameni laHulumende waseNingizimu Afrika.

6.2 LIGALA: IMISEBENTI YEKUSEKELA KUPHATFWA NEKULAWULWA KWETIKHUNGO

Ligala: **LeMisebenti Yekusekela Kuphatfwa Nekulawulwa Kwetikhungo** lilawula imisebenti yelesekela baphatsi ngco. Ngaphasi timphiko letinkhulu taleligala kanye nemisebenti yato:

- a) LeTekuphatfwa Kwetisebenti lisebenta kuhola ngebuhlakani kuphunyelelisa kweLisu Lekuphatsa Tisebenti talelitiko.
- b) LeteKulawulwa Kwelwatiso neTebucwephephe lisebenta kugcina, kwesekela nekwetfula tebucwephephe belwatiso netekuchumana e-GCIS.
- c) LeKuhlela Ngebuhlakani kanye Nekulawula Luhlelo lenta umsebenti wekutfutukisa nekuphumelelisa tinchubo tekulawula ngekwelisu lebhulakani timiso netindlelancho ngekuhambisana nemtsetfo lofanele. LoLuphiko Lolukhulu luphindze lwente umsebenti wekulawula imiklamo ngebungcweti kute kutsi wetiwe kancono umsebenti we-GCIS.

6.3 LIGALA: LEKUCHUMANISA BUDLELWANE BANGEKHATSI KUHULUMENDE NEKULAWULA LABATSINTSEKAKO

Ligala: **LeKuchumanisa Budlelwane Bangekhatsi Kuhulumende Nekulawula Labatsintsekako** liniketa teluleko tebhuli nemasu kutindlela tekuchumana kuhulumende wesifundza newasemakhaya. Umsebenti walo kwengamela kuhlangua kwukuphumelisa tintfo letibekwa embili tekuchumana kwavelonkhe, kanye nalokubekwa embili kwetekuchumana kwetifundza. Ngaphasi timphiko letinkhulu taleligala kanye nemisebenti yato:

- a) Luphiko Lwekuchumanisa Imikhakha: Imikhakha yeTemnotfo neKutfutukiswa Kwesakhiwonchanti, Bulungiswa Betekuvikela Bugebengu neTekuphepha, kanye neKubambisana kuTekuhwebelana neMave Emhlaba neKuvikeleka lwenta Luhlelo lwaHulumende lweTekuchumana kwesekela tintfo letibalulekile letibekwa embili ngekutsi kwentiwe emasu ekuchumana nemikhankhaso yeMikhakha yeTemnotfo neKucashwa, Kwakhiwa Kwesakhiwonchanti, Kuvikela Bugebengu Betebulungiswa Nekuvikeleka kanye Nekuhweba Ngekubambisana Kwangekhatsi neMacembu Etekuvikela abambisene nematiko lafanele lahola embili.
- b) Luphiko Lwekuchumanisa Imikhakha: LweKuvikelwa Kwetenhlalakahle neKutfutukiswa Kwebantfu, neKwengamela neKulawula lwesekela kuphunyelelisa kweLuhlakamsebenti Lwelisu Lwethemu Lesemkhatsini lwahulumende ngekwenza emasu ekuchumana nemikhankhaso yeKutfutukiswa Kwebantfu, Kuvikelwa Kwetenhlalakahle neKutfutukiswa Kwemango kanye nematicembu eTekwengamela neKulawula ngekubambisana nemikhakha lahola embili. Licinisekisa Inkhundla Lesebentako Yebachumanisi Bangekhatsi. Lucinisekisa kusebenta kweNkhundla lesebentako yeBachumanisi yangeKhatsi.
- c) LweTekuchumanisa Tifundza naBomasipala liniketa emasu ebuholi kumncele wetekuchumana tahulumende wavelonkhe ngetinhlelo

tekuchumana tesifundza. Liniketa kuchumana kwahulumende lokungenatihibe ngekutsi lisebentise emahhovisi esifundza. Lilawula timphiko letiyimfica letichumene nemahhovisi esifundza kanye netimphiko letitehhovisi lavelonkhe.

- d) LeTekuchumana neBetindzaba libukene nemsebenti lochubekako wekuchumana nebetindzaba tahulumende ngekucinisekisa kutsi banikwa lwatiso lwahulumende.

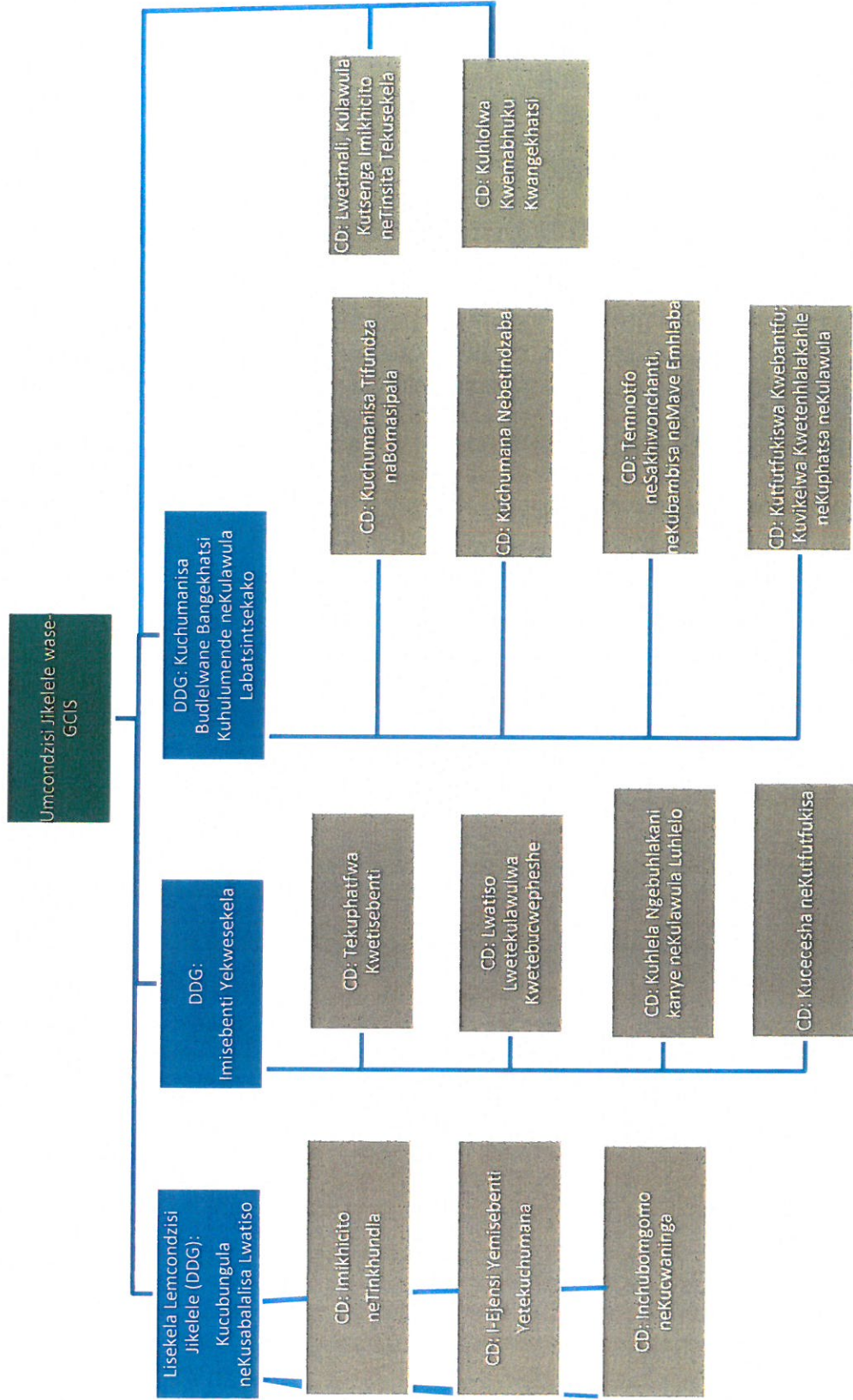
6.4 LUPHIKO LOLUKHULU: LWEKUHLOLWA KWEMABHUKU KWANGEKHATSI

- a) **Luphiko lweKuhlolwa Kwemabhuku Kwangekhatsi** libukene nekuniketa tinsita tebungcweti tekuhlolwa kwemabhuku kwangekhatsi kute kutsi kwentiwe kancono kwengamela nekulawula bungoti.

6.5 UMPHATSITIMALI LOMKHULU:

- a) **Luphiko Lwetimali, Kulawula Kutsenga Tinsita Nemikhicito kanye neTinsita Tekusekela_lwenta** umsebenti wekuhola ngebuhlakani ekulawulweni kwetimali talelitiko.

LUHLAKA LWETIKHUNDLA TEKULAWULA TASE-GCIS



8. IMININGWANE YEKUCHUMANA NEMPHATSILWATISO

Umcondzisi Jikelele unguMphatsilwati ngekwemibandzela yeMtsetfo we-PAIA. I-GCIS inalinye Lisekelamphatsilwatiso

Umphatsilwatiso: Mk. Phumla Williams

Likheli leliposi: Private Bag X745
PRETORIA
0001

Likheli lendzawo: 1035 Frances Baard Street
Tshedimoseetso House
Hatfield
PRETORIA

Likheli lencwadzigezi: rivaash@gcis.gov.za

Lucingo: +27 12 473 0260

Makhalekhikhini: +27 72 781 2200

Lisekelamphatsilwatiso: Mnu. Tshegofatso Kgarabjang

Lucingo: +27 12 473 0478

Makhalekhikhini: +27 73 815 1178

Incwadzigezi: tshegofatsok@doc.gov.za

9. INKHOMBANDLELA YEKHOMISHINI YEMALUNGELO ELUNTFU YASENINGIZIMU AFRIKA (I-SAHRIC) MAYELANA NEKUSETJENTISWA KWE-PAIA, YANGA-2000 [SIGABA 14 (1) (C)]

I-SAHRIC, ngekwemibandzela yeSigaba se-10 seMtsetfo we-PAIA seyihlanganise inkhombandlela lemayelana nekusetjentiswa kwaloMtsetfo. Lenkhombandlela iyatfolakala emahhovisi e-SAHRIC kulamakheli lalandzelako:

I-SAHRIC: Luphiko lwe-PAIA
Litiko Lemiculu neLucwaningo

Likheli Lenzawo:
Braampark Forum 3
33 Hoofd Street
BRAAMFORTEIN

Likheli Leliposi:
Private Bag X2700
HOUGHTON

2041

Lucingo: + 2711 877 3600
Ifeksi: + 2711 403 0625
Likheli lencwadzigezi: PAIA@sahrc.org.za
Iwebhusayithi: www.sahrc.org.za

10. KUHAZWA KWETINGCİKİTISI I-GCIS LEGCINE NGATO EMAREKHODI – SIGABA 14 (1) (D)

10.1 Mayelana netinhloso tekuchuba sicelo ngekeMtsetfo, tingcikitsi i-GCIS legcine ngato emarekhodi nemikhakha yemarekhodi lagcinwe kungcikitsi ngayinye eme ngalendlela lelandzelako:

Imikhicito neTinkhundla

- a) imibiko
- b) emaphephabhuku
- c) imiculu yenchubomgomo nenkhombandlela
- d) *I-South Africa Yearbook* kanye ne-*Pocket Guide to South Africa*.

B I-ejensi Yetemisebenti Yetekuchuma

- a) imibiko
- b) ibhrosha yekutsengisa
- c) tishicilelwa (letibhaliwe)
- d) tikhango tekusakatwa netinhlelo
- e) imisebenti yekutsengisa nekusabalalisa
- f) imibiko yekutsengisa tikhakhala tekukhangisa kwebetindzaba
- g) imibiko
- h) imifanekiso yetifombe nemavidiyo.

C Inhubomgomo neKucwaninga

- a) imibiko netitatemende
- b) luhlu lwetidingo netiphakamiso
- c) emasethi esilulumininingwane, imibiko netetfulo
- d) tinhlu teminingwane (*iSouth African Government Directory, Directory of Contacts, Media Directory and Profiles*)
- e) imibiko yetindza yemhlaba wonkhe neyakuleli
- f) tincwadzimibhalo lephelele temhlaba wonkhe nema-atikili etindzaba takuleli
- g) lokucuketfwe kwekuchumana nemilayeto lebaluleke kakhulu

D Tmali, Kulawula Kutsengiswa Kwemikhicito neTinsita Tekwesekela

- a) silulumininingwane sebatfulitinsita
- b) emarekhodi etimali netitatemende
- c) tinchubomgomo netindlelanchubo
- d) imibiko.

- E Kuphatfwa Kwetisebenti**
- a) tinchubomgomo, tindlelanchubo netincwadzi tekuchasisa (emamanywali)
 - b) tincwajanatindzaba nemabhulethini angekhatsi
 - c) lisu lekuphatsa tisebenti
 - d) lihlu lwekuchumana lwebaphatsilwatiso kahulumende.
- F Lwekulawulwa Kwelwatiso neTebucwepheshe**
- a) imiculu yenchubomgomo nenkhombandlela.
 - b) tinchwdzi tekuchasisa
 - c) imibiko.
- G Kuhkeka Ngebuhlakani neKulawula Luhlelo**
- a) umculu wemiklamo
 - b) imibiko
 - c) *I-Project Management Manual*
 - d) imiculu yeluhlelolisu.
- H Luphiko Lwekugadza: Temnotfo neSakhiwonchanti, neKubambisana neMave Emhlaba**
- a) emasu ekuchumana
 - b) imilayeto lebalulekile
 - c) *Luhlelo Lwekuchumana Lwahulumende*
- I Luphiko Lwekugadza: Kutfutukiswa Kwebantfu; Kuvikelwa Kwetenhlalakahle neKuphatsa neKulawula**
- a) emasu ekuchumana
 - b) imilayeto lebalulekile
 - c) *Luhlelo Lwekuchumana Lwahulumende*
- J Kuchumanisa Tifundza naBomasipala**
- a) imibiko
 - b) Emasu eThusong Service Centre
 - c) Emasu ekutfutukisa kuchumana netintfo
 - d) tintfo tekukhutsata nekutsengisa
 - e) *iGovernment Communicators' Handbook.*
 - f) tilulumininingwane tebachumanisi
 - g) emasu ekuchumana.
- K Kuchumana Nebetindzaba**
- a) tincwadzi tindzaba
 - b) emasu ekuchumana
 - c) tindlelamasu tebetindzaba netitatimende
 - d) silulumininingwane sebetindzaba

L Kuhlolwa Kwemabhuku Kwangekhatsi

a) imibiko.

10.2 EMAREKHODI LATFOLAKALA NGAPHANDLE KWEKUSITWA E-GCIS – SIGABA 14 (1) (E)

Lolwatiso lolutfolakala kuwebhusayithi yase-GCIS, www.gcis.gov.za, lubekwe ebaleni ngekutikhetsela. Leminye imikhicito netintfo letivele nje tabekwa ebaleni tifaka ekhatsi:

- imibiko
- tincwajana
- tincwadzi tindzaba
- tincwajana nemibiko yekukhangisa
- emaphosta
- emaphamflethi
- emapheshana ekukhangisa
- Lwatiso nemikhicito ku: www.gov.za
- ema-athikili etindzaba www.thusong.gov.za
- ema-athikili etindzaba ku: www.sanews.gov.za
- ema-athikili etindzaba ku: www.vukuzenzele.gov.za

10.3 INCHUBO YEKUFAKA SICELO

a. ***Kwemukela noma kwala sicelo***

Umfakisiselo ufanele kutsi avunyelwe kutfole emarekhodi emtimba wahulumende uma ngabe:

- umfakisiselo uhambisana nato tonkhe tidzingo tekufaka sicelo kuloMtsetfo lophatselene nesicelo sekutfole lelo lirekhodi
- akalelwa kutfole marekhodi ngenca yanoma ngutiphi tizatfu leti kuloMtsetfo.

b. ***Ulitfole njani lirekhodi***

- Umfakisiselo kufanele asebantise lifomu (Lifomu A) lelashicilelwa Kugazethi yaHulumende (Satiso Sahulumende R187 samhla ti-15 Indlovana 2002).
- Umfakisiselo kufanele aphindze akhombise kutsi udzinga ikhophi yelirekhodi, noma ufisa kubona lirekhodi kumahhovisi aka-GCIS. Noma ke uma ngabe lelirekhodi alisiwo umculu wemaphepha, lingabukwa ngendlela lelifelwe ngayo, lapho kukhonakala khona.
- Uma ngabe umfakisiselo ucela kutfole lwatiso ngendlela letsite (sib. ikhophi yeliphepha, ye-elektronikhi, njll), ufanele kutsi-ke alutfole ngaleyo ndlela, ngaphandle uma ngabe kwenta njalo kutawuphatamisa ngalokungakafaneli kusebenta kwemtimba lotsintsekako, noma kone lelirekhodi lelifunwako noma kone bunikati belirekhodi bungabi beMbuso. Uma, ngetizatfu letibonakalako, imvume inganiketwa ngendlela lirekhodi

- Ielidzingwa ngayo kodvwa ngalenywe, imali ifanele kutsi ibalwe ngekwendlela umfakisicelo bekalucele ngayo ekucaleni.
- Uma, ngetulu kwemphendvulo lebhaliwe kusicelo sabo selirekhodi, umfakisicelo ufisa kutsi atiswe mayelana nesincumo nganoma ngabe nguyiphi indlela, sib. ngelucingo, loku kufanele kukhonjiswe
- Uma umfakisicelo acela lwatiso egameni lalomunye umuntfu, ligunya sicelo lesentiwa ngalo kufanele kutsi sikhonjiswe.
- Uma ngabe umfakisicelo angakwati kubhala noma kufundza, noma unekukhubateka, angafaka sicelo selirekhodi ngemlomo. Umphatsilwatiso ufanele kutsi agcwalise lifomu egameni lalomfakisicelo bese umnika ikhophi yalelifomu.

c. Timali letikhokhelwa sicelo kanye nekwatiswa mayelana nesincumo sekutfole lwatiso

- Umfakisicelo lofuna kutfole lwatiso lolunemininingwane yakhe akudzingeki kutsi kube nemali layikhokhako. Labanye bafakiticelo bafanele kutsi bakhokhe imali yesicelo. Labanye bafakiticelo bafanele kutsi bakhokhe imali yesicelo lenge-R35.
- Imininingwane yekukhokhela i-GCIS ngulena lelandzelako:

Ligama lemnikati we-akhawunti:	Govment Comm & Info Sys Main
Luhlobo Lwe-akhawunti:	Business Current Account
Inombolo Ye-akhawunti:	010059962
Libhange:	Standard Bank
Ligala:	Pretoria
Ikhodi Yeligala:	01-0045

- Umphatsilwatiso ufanele kutsi atise umfakisicelo (ngaphandle kwemnikati wesicelo) ngesatiso, acele umfakisicelo kutsi akhokhe imali leceliwe (uma ikhona) kanye nesibambiso (uma sikhona) ngembi kwekuchubeka nesicelo.
- Umfakisicelo angafaka sicelo sekwendlulisela embili sangekhatsi, lapho kufanele khona, noma sicelo lesiya enkantolo lesimayelana nekukhokhelwa kwemali yesicelo.
- Ngemuva kwekutsi umphatsilwatiso asatsetse sincumo mayelana nalesicelo umfakisicelo ufanele kutsi atiswe ngaleso sincumo ngendlela umfakisicelo lacele kutsi atiswe ngayo.
- Uma ngabe sicelo siyemukelwa, kufanele kutsi kukhokhwe lenye imali yemvume ikhokhelwe kukhucita kanye nekufuna nekulungiselela, nganoma ngabe ngusiphi sikhatsi ledzingeka ngaso ngebunyenti kumahora labekiwe kufuna nekulungiselela kuvetwa kwelirekhodi.
- Imvume yekutfole lirekhodi itobanjwa udzimate ukhokhe tonkhe timali letifanele.

11. TINDLELA LETIKHONA TEKULUNGISA KWENTA LOKUTSITE NOMA KWEHLULEKA KWENTA LOKUTSITE

Letinchubo letilandzelako tikhona kute kutsi bantfu babike noma balungise kusolwa kwalokungahambi kahle, tento letingakalungi noma letingekho emtsetfweni letentiwa tikhulu noma kweciwa kwalokutsite yi-GCIS noma ngusiphi sisebenti sayo:

a. *Tinchubo tekubika nome kulungisa*

- Tindlela tekulungisa tento noma kwehluleka kwenta ngekwemibandzela ye-PAIA, wanga-2000: Sikhulu sangekhatsi sekukhala ngetinhloso taloMtsetfo yiNdvuna. Nasewuhambe wacedza tonkhe tikhalo tangekhatsi, sicelo ungasingafaka nenkantolo (sigaba 78 – 82).
- Sisebenti sahumumende singafaka sikhalo kutsi siphonywe yiKhomishini Yemisebenti Yahulumende mayelana netento letisemtsetfweni noma kungafakwa (Sigaba 35 seMtsetfo Wemisebenti Yahulumende, wanga-1994 [Umtsetfo 103 wanga-1994]).
- Umuntfu angasebentisa tilungiso tetisebenti mayelana netento tetikhulu noma kungenti lokutsite kwetikhulu kweluhlobo lwemisebenti, lokukungavumelani ngemalungelo (Umtsetfo Wetemisebenti Yahulumende, wanga-1994, neMtsetfo Webudlelwane Betemisebenti, wanga-1995 [Umtsetfo 66 wanga-1995]).
- Umuntfu angafaka sikhalo kumhloli wetemisebenti mayelana netinsolo tekwephulwa kweMtsetfo Wetimonchanti Temisebenti, wanga-1997 (Umtsetfo 75 wanga-1997) Sigaba 78(1)(a), noma Umtsetfo Wekucashwa Ngekulinganisa, wanga-1998 (Umtsetfo 55 wanga-1998) Sigaba 34(e).
- Umuntfu angafaka sikhalo kuMvikelise mayelana nekusola kutsi kunetento letingekho emtsetfweni noma letingafaneli letentiwa sikhulu noma kungenti kwaso lokutsite (Umtsetfosisekelo Kanye neMtsetfo weMvikelise, wanga-1994 [Umtsetfo 23 wanga-1994]).
- Umuntfu angafaka sikhalo ku-SAHRRC mayelana nekusola kutsi kunetento letingekho emtsetfweni noma kungentiwa kwetento letisolwa kutsi tiyatsela noma tiyinkinga kunoma nguliphi lilungelonchanti (Umtsetfo Wekhomishani Yemalungelo Eluntfu, wanga-1994 [Umtsetfo 54 wanga-1994]).
- Kuvikelwa ekuphindziseleni ngesimanga sekuveta ebaleni nekutiphatsa lokungekho emtsetfweni noma lokungasikahle, lomuntfu lokukhulunywa ngaye angalandzela tinchubo tekuveta ebaleni teMtsetfo Wekuveta Ebaleni Ngalokuvikelekile, wanga-2000 (Umtsetfo 26 wanga-2000).
- Umuntfu angasebentisa noma ngabe ngutiphi tisombululo letisemtsetfweni njengenzawo yetinchubo tekubuyeketwa kwebulungiswa kusinyatselo sekulawula ngekwMtsetfo Wekutfutukisa Kuphatsa Kutebulungiswa, wanga-2000 (Umtsetfo 3 wanga-2000).

b. *Letinye tindlela tekwesekela*

- Umuntfu angacela tizatfu ngesinyatselo sekulawula ngekwMtsetfo Wekutfutukiswa Kwekulawulwa Kwebulungiswa, wanga-2000 (Sigaba 5).

- Umuntfu angacela imvumo yekutfole emarekhodi elitiko lahulumende noma lomunye umtimba wahulumende ngekwe-PAIA, yanga-2000 (Sigaba 11).

c. **Umsebenti wekubika**

- Sisebenti lesisebentela hulumente, nasenta imisebenti yaso lesemtsetfweni, siboshelelwe ngekweNdelela Yekutiphatsa kubika kulabafanele labasemtsetfweni, kuntjontja, butulujane, kucashana ngebuhlobo, kungaphatsi kahle umsebenti kanye nanoma ngabe ngusiphi sento lesifaka ekhatsi licala noma lesilimata timfuno tesive. Sisebenti lesehluleka kuhambisana naloku sinelicala lekungatiphatsi kahle. (Umtsetfo B.3 na-C.4.10 we-Sahluko 2 seMitssetfo Yetisebenti Tahulumende, wanga-2001)
- Umtfwalo waso sonkhe sisebenti nemcashu kuveta bugebengu nalokunye kutiphatsa lokungasiko emsebentini nako kusekela Umtsetfo Wekuveta Ebaleni Ngalokuvikelekile, wanga-2000 (Sandvulelo).

TIMALI LETINCUNYIWE TEMITIMBA YAHULUMENDE		
INCENYE II YEGAZETHI YAHULUMENDE YAMHLA TI- 15		
INDLOVANA 2002		
1.	Imali yekhophi yencwadzi yekuchasisa njengoba kubekiwe kuMtsetfo 5(c) ngu-R0, 60 wako konkhe kufothokhophu liphepha i-A4 noma incenye yaloku.	
2.	Timali tekukhicita kabusha lekukhulunywe ngato kuMtsetfosimiso 7(1) time ngalendlela lelandzelako: a) a) lonkhe liphepha leliyi-A4 lelifothokhophiwako noma incenye yalo b) b) lonkhe liphepha leliyi-A4 lelishicilelwe noma incenye yalo ibekwe kungcondvomshini noma kulomunye umshini loyi-elekthroniki noma umshini loneluhlelo lolufundzekako c) c) ikhophi lekuluhlelo lolufundzekako ngengcondvomshini: (i) kudiskhi d) (i) imifanekiso lebhaliwe lebukwako, ngeliphepha le-A4 noma incenye yaloko (ii) ngekhophi yetitfombe letibukwako e) (i) lirekhodi lelilalelwe labhalwa phasi, leliphepha le-A4 noma incenye yaloko (ii) ngekhophi yelirekhodi lelilalelwako	R0, 60 R0, 40 R40, 00 R22, 00 R60, 00 R12, 00 R17, 00
3.	Imali yekucela lekhokhelwa nguye wonkhe lofake sicelo, ngaphandle kwaloticelelako, lekukhulunywe ngaye Kumtsetfosimiso 7(2) ingu-	R35, 00
4.	Timali tekukhicita kabusha letikhokhwa ngumfakisicelo lekukhulunywe ngato kuMtsetfosimiso 7(3) time ngalendlela lelandzelako: 1) a. lonkhe liphepha leliyi-A4 noma incenye yalo	R0, 60 R0, 40

<p>b. lonkhe liphepha lelyi-A4 lelibhaliwe noma incenye yalo leligcinwe kungcondvomshini noma kulomunye umshini loyi- elekhthroniki noma umshini loneluhlelo lolufundzekako</p> <p>c. ikhophi lekuluhlelo lolufundzekako ngengcondvomshini: (i) kudiskhi</p> <p>d. (i) imifanekiso lebhaliwe lebukwako, ngeliphepha le-A4 noma incenye yaloko (ii) ngekhophi yetitfombe letibukwako</p> <p>e. (i) lirekhodi lelilalelwe labhalwa phasi, leliphepha le-A4 noma incenye yaloko (ii) ngekhophi yelirekhodi lelilalelwako</p> <p>Kufuna nekulungisa lirekhodi kutsi livetwe ebaleni, R15,00 lihora ngalinye noma incenye yelihora, ngaphandle kwelihora lekucala, kudzingeka ngalokufanelekile kulokufuna nekulungiselela.</p> <p>2) Mayelana netinhloso teSigaba 22(2) seMtsetfo, loku lokulandzelako kuyasebenta: a. emahora lasitfupha njengemahora lekufanele andluliswe ngembi kwekukhokha sibambiso</p> <p>b. kunye kulokutsatfu kwemali yemvumo kukhokhelwa njengesibambiso ngumfakisicelo.</p> <p>3) Imali sibili yekuposa ikhokhelwa uma ikhophi yelirekhodi kufanele iposelwe kumfakisicelo</p>	<p>R40, 00</p> <p>R22, 00</p> <p>R60, 00</p> <p>R12, 00</p> <p>R17, 00</p>
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12. EMAFOMU LANCUNYIWE EKUTFOLA LIREKHODI LEMTIMBA WAHULUMENDE

SELEKO B SESATISO SE-187 KUGAZETHI YAHULUMENDE YAMHLA TI- 15
INDLOVANA 2002

LIFOMU A

SICELO SEKUTFOLA LIREKHODI LEMTIMBA WAHULUMENDE
Sigaba 18(1) se-PAIA, yanga-2000

[Umtsetfosimiso 2]

KUGCWALISA I-GCIS

Inombolo yeriferensi :

Sicelo sitfolwe ngu:

Sicelo sitfolwe mhla:.....

Inombolo yeriferensi (uma ngabe ikhona):.....

Imali yesicelo (uma ngabe ikhona): R.....

Sibambiso (uma ngabe sikhona): R.....

Imali yekufinyelela: R.....

Sincumo:

UMSAYINO WEMPHATSILWATISO/

WELISEKELAMPHATSILWATISO:

A. Iminingwane yemtimba wahulumende

Umphatsilwatiso/Lisekelamphatsilwatiso:

B. Iminingwane yemuntfu locela kutfole lirekhodi lelwatiso

- (a) Imininingwane yemuntfu locela kutfofa lirekhodi kufanele ibhalwe ngentasi.
- (b) Niketa likheli, incwadzigezi noma nenombolo yefeksi yaseNingizimu Afrika lapho lwatiso lutofunyelwa khona.
- (c) Bufakazi beligunya sicelo lesentiwe ngalo, uma kwenteka, kufanele bufakwe.

Emagama laphelile nesibongo:

Inombolo yamatisi:

Likheli leliposi:

Inombolo yefeksi:

Inombolo yelucingo:

Likheli lencwadzigezi:

Ligunya sicelo lesentiwe ngalo, uma ngabe sentiwa egameni lalomunye umuntfu:

C. Imininingwane yemuntfu sicelo lesentiwa egameni lakhe

Lesigaba kufanele sigwaliswe kuphela uma sicelo selwatiso sentiwe egameni lalomunye umuntfu.

Emagama laphela nesibongo:

Inombolo yamatisi:

D. Imininingwane yelirekhodi

(a) Niketa imininingwane yelirekhodi imvume lecelwa ngalo, kufaka ekhatsi inombolo yekudlulisela uma ngabe uyayati, kwentela kutsi lirekhodi litfolakale lula

*(b) Uma lesikhala lesiniketive singakaneli, sicela uchubekele kulenye ikhasi ulihlanganise nalelifomu. **Umfakisicelo kufanele asayine onkhe emakhasi langetive.***

1. Inchazelo yirekhodi noma incenye lehambisanako yelirekhodi:

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

2. Inombolo yeriferensi, uma ngabe ikhona:

.....

3. Nanoma nguyiphi leminywe imininingwane yelirekhodi:

.....

.....

.....

.....

E. Timali

- (a) Sicelo sekukutfola lirekhodi, ngaphandle kwalelo lelinelwatiso lolumayelana nawe, sitawulungiswa kuphela nasewukhokhile **imali yesicelo**.
- (b) Utawatiswa ngelinani lekudzingeka kutsi likhokhelwe njengemali yesicelo.
- (c) **Lemali lekhokhelwa kutfola** lirekhodi iya ngendlela lelidzingeka ngayo nesikhatsi lesifanele lesidzingekako kuphenya nekulungisa lirekhodi.
- (d) Uma kufanele ungakhokhi noma ngabe nguyiphi imali, sicela unikete sizatfu saloko.

Zizatfu sekungakhokhiswa imali:

.....

.....

.....

.....

F. Lifomu lekutfola lirekhodi

Uma uvinjelwa kukhubateka kufundza, kubuka noma kulalela lelirekhodi ngendlela yekukhona kutfola leniketwe ku-1 kufika ku-4 lengentasi, isho kukhubateka lonako bese ukhombisa kutsi lelirekhodi lifuneka lihlelwe njani.

Kukhubateka:	Indlela lekucelwa kutsi lirekhodi lime ngayo:
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Faka luphawu X ebhokisini lelifanele.

EMANOTSI:

(a) Umbono wakho mayelana nendlela lekucelwa kutsi lirekhodi lime ngayo iya ngendlela lirekhodi lelifolakala ngayo.

(b) Kutfola lirekhodi ngendlela leceliwe kungaliwa etimeni letitsite. Esimeni lesinjalo, utawatiswa uma imvumo kufanele uniketwe kulolunye luhlelo.

(c) Imali lekhokhelwa kutfola lirekhodi, uma ikhona, itawuya ngeluhlelo lelicelwe ngalo lirekhodi.

1. Uma lirekhodi libhaliwe noma lingendlela yekutsi lingaphrintwa

	Ikhophi yelirekhodi*		Kuhlolwa kwelirekhodi
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2. Uma ngabe lirekhodi linemifanekiso lebukwako

(Loku kufaka ekhatsi tifombe, emasilayidi, emavidiyo lacoshiwe, imifanekiso leyentiwe ngangcondvomshini, imidwebo, njll.)

	Buka imifanekiso		Ikhophi yemifanekiso*		Imibhalo yemifanekiso*
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3. Uma lirekhodi linemagama labhaliwe noma lwatiso, lolungakhicitwa lube ngumsindvo

	Lalela lirekhodi lelicoshiwe (i-CD)		Lirekhodi lelicoshiwe lelentiwe umbhalo lobhalwe phasi* (Idokhumenti lebhaliwe noma liphrintiwe)
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4. Uma lirekhodi ligcinwe kungcondvomshini noma kulobunye buchwepheshe noma kuluhlelo lolufundzekako lwemshini.

	Ikhophi yelirekhodi leshicilelwe*		Ikhophi leshicilelwe yelwatiso lolubuya kulirekhodi*		Ikhophi yelifomu lelifundzekako langcondvomshini* idiskhi
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*Uma sicelo sekhophi noma lokubhaliwe kwelirekhodi (ngenhla), ufisa kutsi lekhophi noma lokubhaliwe kutfunyelwe kuwe?

YEBO

CHA

Kukhokhwa imali yekuposa

Yati kutsi uma ngabe lelirekhodi lingatfolakali ngelulwimi lolunconotako, imvume yekulitfole inganiketwa ngelulwimi lirekhodi lelingalo.

Lelirekhodi ulifuna ngaluphi lulwimi?

G. Satiso sesincumo mayelana nesicelo sekutfole lirekhodi

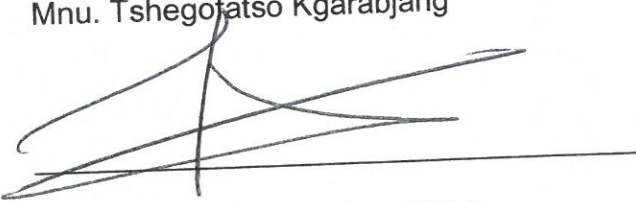
Utawubhalelwa watiswe kwekutsi sicelo sakho sivunyiwe/asikavunyiwa. Uma ufisa kutsi watiswe ngaleny indlela, sicela uchaze indlela ubuye usinikete neminingwane ledzingekako kwentela kuhambisana nesicelo sakho.

Ungatsandza kwatiswa njani mayelana nesincumo lesimayelana nesicelo sakho sekutfole lirekhodi?

Kusayinwe (lusuku):.....

ISAYINI YEMFAKISICELI/UMUNTFU SICELO LESENTIWA EGAMENI LAKHE.

Lencwadzi yekuchasisa isayinwe yabuye yavunywa Lisekelamphatsilwatiso: GCIS
Mnu. Tshogofatso Kgarabjang



Lisekelamphatsilwatiso: GCIS

Mnu. Tshogofatso Kgarabjang

LUSUKU: 27/11/2017

