

INCWADI EMHLAHLANDLELA
EKHUTJHWE NGAPHASI KWESIGABA SE-
14 SOMTHETHO OKHUTHAZA
UKUFUMANEKA KWELWAZI (I-PAIA), 2000
(UMTHETHO WESI-2 WONYAKA WEE-
2000)

**INcwadi
eHlathulula
ngokuFumaneka
kweLwazi lePhiko
lezokuThintana
komBuso (GCIS)
2017/18**

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ISENDLALELO

IsiGaba sama-32 somThethosisekelo weRiphabhligi yeSewula Afrika sinikela umuntu woke ilungelo lokuthola ilwazi elisezandleni zombuso namkha elisezandleni zomunye umuntu, elifunelwa ukusetjenzisa namkha ukuvikela ilungelo nanyana kungaba ngiliphi.

UmThetho we-PAIA, ngokulimuka nangomnqopho wokuphumelelisa amalungelo womthethosisekelo la, yenza nakhu okulandelako:

- Uthwesa zoke iinjamiso zombuso ngesibopho sokukghonakalisa nokuvula amathuba wokutholakala kwelwazi/kwamarekhodi angaphasi kwephiko lawo;
- Unikela isakhelelo nekambiso kobanyana umphakathi uzokwazi ukusebenzisa ilungelo lawo lomthethosisekelo lokufumana ilwazi msinyana, ngendlela engabiziko nangaphandle kokusiphalaza khulu ngendlela elungileko ekungakghonakala ngayo;
- Ulayela iindlela iinjamiso zombuso ekufanele zizibeke, kobanyana amalunga womphakathi azokwazi ukufumana ilwazi elinjalo; ube
- Wethula imibandela la ukufumaneka kwelwazi kulinganiselwe khona, ekungabalwa hlangu nakho nelwazi eliphathelene nomuntu ngesiyena, neliphathelene nezamabhizinisi nezeemali, neliphathelene nobuchwephetjhe, nelwazi lesayensi ngomunye umuntu; ilwazi elingahle lithinte ikambiso yekhotho namkha yemapholiseni, isb: amadokhethi wemilandu esemapholiseni la kuphethwe khona indaba yokubheyilisa obotjhiweko kunye namakoro athileko welwazi ngeZiko eliButhelala iNtela leSewula Afrika (i-SARS).

Akunakuzaza ukuthi umphakathi awufumani woke amalungelo njengoba kusitjhiwo esigabeni sama-36 somThethosisekelo nesigaba sama-33 ukuyokufika kesama-45 zomThetho we-PAIA ngokuhlukana kwazo.

Ngokukhambisana neemfuneko zomthetho we-PAIA kunye nokufaka isandla ekukhuthazeni ukwenzelwa kwezinto emkhanyweni komunye nomunye umnyango, ukuqalelela iimbopho zomsebenzi womuntu kunye nokulawula ngendlela ekhambisana nemibandela yomthetho, i-GCIS ikhuphe incwajana ezakuba yindlela yokuvulela umphakathi amathuba wokufikelela ilwazi/amarekhodi angaphasi kwelihlo nephiko layo.

Kwethenjwa ukuthi incwajana le izakusebenza njengekundla namkha njengethulusi lokuphakela umphakathi ilwazi elifaneleko elizawenza ukghone ukusebenzisa amalungelo wawo wokufumana ilwazi ngaphasi kwelihlo nephiko lomnyango lo.

1. ISETHULO

UmThetho w-PAIA uthi esinye nesinye isijamiso kufanele sikhethe isiPhathiswa neSekela lesiPhathiswa sezeLwazi abazakuqalana nomsebenzi wokusebenza iimbawo zokufumana ilwazi, babe basize abafakiimbawo ukufaka iimbawo zabo

Incwajana le itlolelwe yabe yahlanganiselwa ukuthi isebenze njengekombandlela ezakulayela amalunga womphakathi ukuthi angalifunyana bunjani ilwazi eliphethwe yi-GCIS. Incwajana le ihlathulula ukuthi ngiliphi ilwazi elifumaneka kwa-GCIS nokuthi lifumaneka bunjani. Iphumelelisa ilungelo lokufumana ilwazi, njengoba kusitjho umThethosisekelo.

Ngaphandle kwerhelo lamarekhodi woke agcinwe yi-GCIS, amarekhodi abuye abizwe ngokuthi mafayili, incwajana le iphethwe godu neminingwana yesiPhathiswa sezeLwazi sakwa-GCIS kunye neyeSekela lesiPhathiswa sezeLwazi.

2. IGUNYA LOMSEBENZI WE-GCIS

Umsebenzi wokuthoma we-GCIS kutjhayela ihlelo lokukhambisa imilayezo karhulumende ethungeleleneko kunye nokuzithathela amagadango wokukhuluma nomphakathi ngemithethokambiso karhulumende, ngamalungiselelo walokho ekufanele kwenziwe, ngamahlelo kunye nangepumelelo esele ikhona. Emizameni yayo yokubeka nokufaka ummoya wokuthi kusetjenzwe ngokulandela amazinga wemisebenzi abekiweko nalizakukhamba kuhle ihlelo likarhulumende lezokuthintana, i-GCIS, ikhulumisana beyibonisane neminye iminyango karhulumende, neemfunda ngeemfunda, kunye nabomasipala ngokwahlukahluka kwabo kobanyana bazoyisiza ukuthi iyikhambise ngcono imilayezo yayo, ukuqinisekisa ukuthi abantu bayalifunyana ilwazi ekufanele balifunyane bebabe nanamandla wokubeka ilihlo, wokulinganisa ukuthi kuhle kangangani okwenziwako bebafake isandla ngendlela ebonakalako ehlelweni lentando yenengi yekhethu.

3. INEMBOMBONO

Kukuba mthombo wezokuthintana ngezinga eliphezulu embusweni.

4. IKGHONAKALISO YENEMBOMBONO

Kukwenza imisebenzi ngendlela yefundiso yebizelo, ukubeka nokufaka ummoya wokuthi kusetjenzwe ngokulandela amazinga wemisebenzi abekiweko nalizakukhamba kuhle ihlelo likarhulumende lezokuthintana, kutjhayela ihlelo lokukhambisa imilayezo karhulumende ethungeleleneko kunye nokuzithathela amagadango wokukhuluma nomphakathi ngemithethokambiso karhulumende, ngamalungiselelo walokho ekufanele kwenziwe, ngamahlelo kunye nangepumelelo esele ikhona.

5. AMAPHIKO WE-GCIS

Ukuphumelelisa umsebenzi ebekelwe wona, i-GCIS ihlukaniswe ngamagatja amathathu, ngalendlela: IGatja LemiSebenzi yokuSekela ukuPhathwa komNyango, iGatja LokuHlaziywa kweLwazi eliMumethweko nokuSabalalisa, kunye neGatja LokuSebenzisana Hlangana komBuso nokuLawulwa kweeNdaba zaBabelani. Amagatja amathathu la akhiwe ngamaphiko ali-12, kanti-ke wona ngilawa alandelako:

- 5.1 ImiGadangiso yeLwazi neenKundla zokuTlola;
- 5.2 I-Ejensi yezokuThintana;
- 5.3 UmThethokambiso nokuRhubhulula;
- 5.4 ZeeMali, zeRherho lokuSabalalisa nemiSebenzi eSekelako;
- 5.5 ImiSebenzi yokuQatjha nokuTjheja abaSebenzi;
- 5.6 ZeLawulo leLwazi neThekhnoloji;
- 5.7 ZokuHlela ngamaQhinga nezokuLawulwa kwamaHlelo;
- 5.8 ZokuThintana ngamaViyo: UkuQatjha kezomNotho nokwaKhiwa nokuThuthukiswa komThangalasisekelo, uBulungiswa bokuKhandela uBulelesi nezokuPhepha komNotho nezomThangalasisekelo, zoBulungiswa nokuThuthukiswa koBudlelwano bokuRhwebelana kwamaZwe ngamaZwe nezokuVikeleka.
- 5.9 ZokuThintana ngamaViyo: ZokuVikelwa nokuThuthukiswa komPhakathi kunye nokuPhatha nokuLawula.
- 5.10 UbuThintanisi beemFunda nebomBuso weeNdawo zemaKhaya.
- 5.11 ZokuKhulumisana neemBikiindaba; kunye ne-
- 5.12 ZokuHlolwa KweeNcwadi kwangaPhakathi.

6. IHLATHULULO EDEPHILEKO YEMISEBENZI YE-GCIS

6.1 IGATJA: UKUHLAZIYWA KWELWAZI ELIMUMETHWEKO NOKUSABALALISA

IGatja: **UkuHlaziywa kweLwazi eliMumethweko nokuSabalalisa** kuqalene neenkundla zokuthintana nokwazisa ngokwahlukahlukana kwazo, ezivulwe nezisetjenziswa yi-GCIS. Iinkundla zokuthintanezi ziyingcenyane yendlela yokuzibophelela komNyango ekwenzeni ukuthi amaSewula Afrika nababelani kezinye iindawo bahlala bafumana ilwazi ngemithethokambiso nangemisebenzi karhulumente, nangamathuba avela emahlelweni enzelwe izakhamuzi, amabhizinisi kunye nabanye ababelani.

- a) IPhiko lemiGadangiso yeLwazi neenkundla zokuTlola lakha eyona milayezo mbala kunye nommongo wayo ekufanele kudluliswe ngayo imilayezo leyo. Iqalene nokwakha ummongo wemikhiqizo ekufanele uvezwe yi-GCIS.
- b) IPhiko lemiThethokambiso nezokuRhubhulula lenza irhubhululo kobanyana uzokuhlola ulinganise ukuthi urhulumente kufanele awazise njani umphakathi, kanti godu libeka nelihlo ekuthini zibikwa njani iindaba ngamahlelo karhulumente ngehlangothini lezokwazisa.
- c) I-Ejensi yezokuThintana iqalene nokuthenga eembikiniindaba, nekuvezweni kweembikiindaba neendaba ezizisabalalisako, ukumakethela nokusabalalisela uRhulumente weSewula Afrika.

6.2 IGATJA: IMISEBENZI YOKUSEKELA UKUPHATHWA KOMNYANGO

IGatja: **ImiSebenzi yokuSekela ukuPhathwa komNyango.** Lilawula imisebenzi enikelwa ikoro yezokuphatha ezinye iimisebenzi. Ngenzasapha sitjengisa amaphiko aqakathekileko waleligatja nemisebenzi yawo:

- a) ImiSebenzi yokuQatjha nokuTijheja iimisebenzi. Leli ligatja eliqale uburholi obuhle ekuphunyelelisweni kweQhinga lemiSebenzi yokuQatjha abaSebenzi emnyangweni.
- b) ZeLawulo leLwazi neThekhnoloji ziqalene nokulungisa, nokusekela kunye nokunikela ngelwazi lezokuThintana neThekhnoloji kwa-GCIS.
- c) ZokuHlela ngamaQhinga nezokuLawulwa kwamaHlelo ziqalene nokwakha nokuphumelelisa ikambiso yokulawula enamaqhinga, ikambiso namahlelo akhambisana nomthetho ofaneleko. IPhiko libuye godu linikele nangomsebenzi wokulawulwa kwamaphrojekthi ngendlela eyifundiso yebizelo, ukuphakamisa izinga lokusebenza ekuphumeleliseni umsebenzi i-GCIS ethunye wona.

6.3 IGATJA: UKUSEBENZISANA HLANGANA KOMBUSO NOKULAWULWA KWEENDABA ZABABELANI

Igatja: **Igatja Lokusebenzisana Hlangana komBuso nokuLawulwa kweNdaba zaBabelani** lipha uburholi neenluleko zamaqhinga ehlelweni lezokuthintana likarhulumende wesifunda nelikarhulumende wendawo. Liqale godu nokubeka ilihlo ekusebenzisani kokuphuyeleliswa kwamaqaloqangi wezokuthintana welizwe loke, ngokubambisana namaqaloqangi weemfunda ngeemfunda. Naka ngenzasapha amaphiko waleligatja nemisebenzi yawo:

Zokuthintana kweTlasta: UkuQatjha kezomNotho nokwaKhiwa nokuThuthukiswa komThangalasisekelo, uBulungiswa bokuKhandela uBulelesi nezokuPhepha zomNotho nezomThangalasisekelo, zoBulungiswa nokuThuthukiswa koBudlelwano bokuRhwebelana kwamaZwe ngamaZwe nezokuVikeleka, iHlelo lezokuThintana likaRhulumende (i-GCP) ngokusekela amaqaloqangi aqakathekileko ngokutlama aqhinga wezokuthintana namajima wamaKoro wezomNotho nezokuQatjha, zokuThuthukiswa komThangalasisekelo, ukuKhandelwa koBulelesi nezokuPhepha kunye nehlanganisela yokuSebenzisana kwamaZwe ngamaZwe kezeRhwebo nakezokuPhepha, ngokubambisana neminyango efaneleko edosa phambili.

a) ZokuThintana kweTlasta:
ZokuVikelwa nokuThuthukiswa komPhakathi kunye nokuPhatha
nokuLawula kusekela ukuphuyeleliswa kweSakhelelo samaQhinga sesiKhathi esiLingeneko sikarhulumende ngokwakhiwa kwamaqhinga wezokuThintana namajima wezokuThuthukiswa kwesiTjhaba, ukuVikeleka komPhakathi kunye nehlanganyela yezokuBusa nokuPhatha. Kuqinisekisa ukusebenza kuhle kweKundla yezokuThintana yangaPhakathi.

b) UbuThintansi beemFunda nebomBuso weeNdawo zemaKhaya buletha uburholi bamaqhinga ehlelweni lezokuthintana likarhulumende welizwe loke emahlelweni wezokuthintana kiborhulumende beemfunda nakiborhulumende beendawo ngeendawo. Ngama-ofisi weemfunda buletha ihlelo likarhulumende lezokuthintana elinganamkhawulo. Bulawula amaphiko apheleke alithoba aphaelene nama-ofisi weemfunda kunye namaphiko apheleke karhulumende welizwe loke.

c) ZokuKhulumisana Neembikiindaba ziqalene nokuraga imisebenzi yokuthintanisa urhulumende neembikiindaba soke isikhathi, ngokwenza isiqiniseko sokuthi iimbikiindaba ziyazifumana iindaba ezivela embusweni.

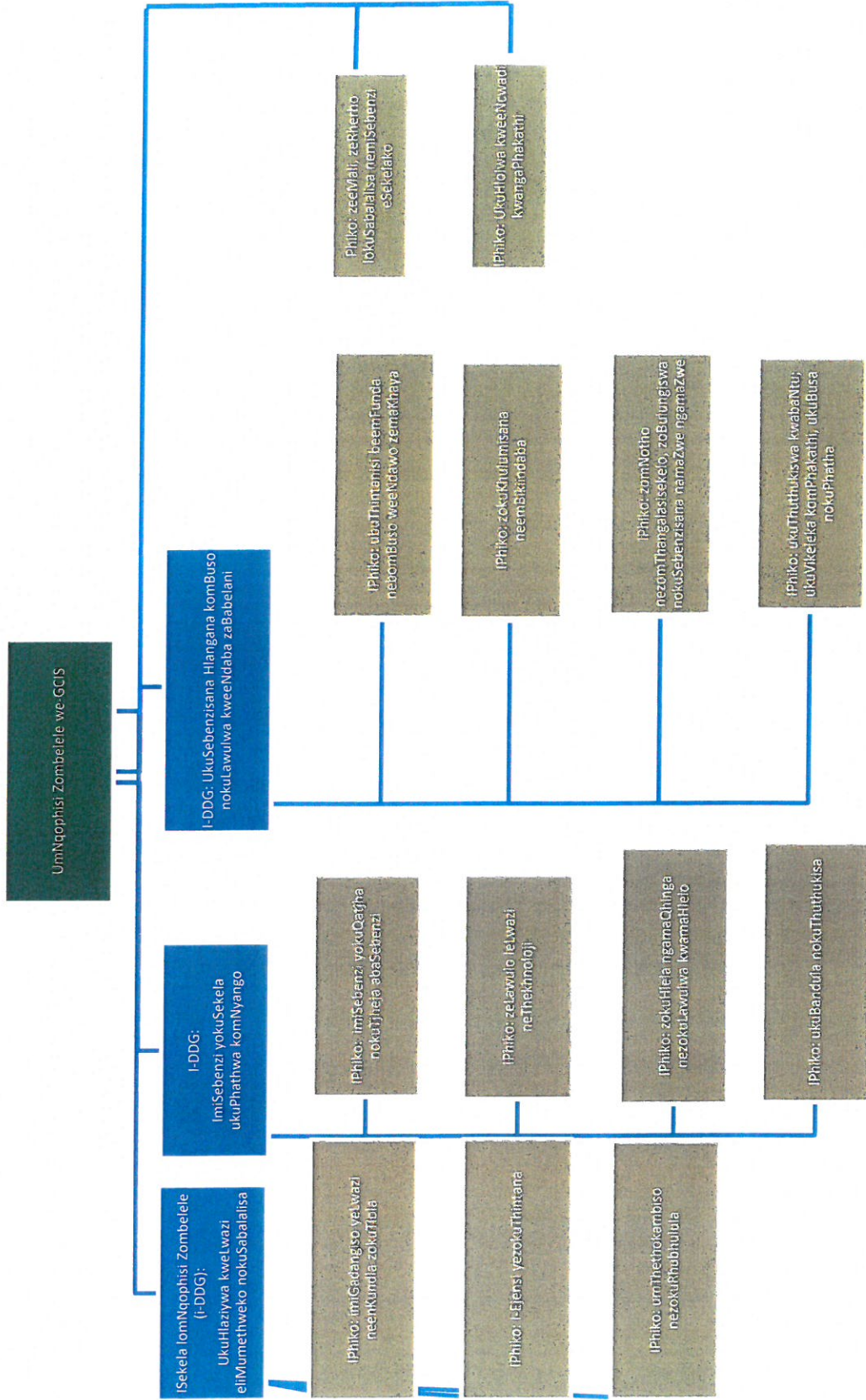
6.4 IPHIKO: UKUHLOLWA KWEENCWADI KWANGAPHAKATHI

a) Ukuhlolwa Kweencwadi Kwangaphakathi kuqalene nomsebenzi wokuhlolwa kweencwadi zangaphakathi komnyango, ngomnqopho wokwenza bona ukuphathwa komsebenzi wokulawulwa kobungozi wenziwe ngcono.

6.5 ISIKHULU SEZEEMALI:

- a) Iimali, iRherho lokuSabalalisa kunye nemiSebenzi eSekelako neyokuLawulwa kwePahla ngikho okuthwele umsebenzi woburholi obuhle ekuphathweni nekulawulweni kweemali emnyangweni lo.

ISAKHIWOLANDELANO SEENKHUNDLA ZABAPHATHI BE-GCIS



8. IMININGWANA YOKUTHINTANA NESIPHATHISWA SELWAZI

UmNqophisi Zombebele usiPhathiswa seLwazi, ngokugunyazwa mThetho we-PAIA. I-GCIS ineSekela lesiPhathiswa seLwazi linye:

IsiPhathiswa seLwazi: UMma uPhumla Williams

IsiPhande sePoso: Private Bag X745
PRETORIA
0001

IsiPhande seNdawo: 1035 Frances Baard Street
Tshedimosetso House
Hatfield
PRETORIA

IsiPhande seThungelelwanohlanganiso: rivaash@gcis.gov.za

Umtato: +27 12 473 0260

Umaliledinini: +27 72 781 2200

ISekela lesiPhathiswa seLwazi: Nom. Tshegofatso Kgarabjang

Umtato: +27 12 473 0478

Umaliledinini: +27 73 815 1178

IThungelelwanohlanganiso: tshegofatsok@doc.gov.za

9. UMHLAHLANDLELA WOKUSETJENZISWA KOMTHETHO WE-PAIA, WEE-2000 [ISIGABA 14 (1) (C)] YIKOMITJHINI YAMALUNGELO WOBUNTU YESEWULA AFRIKA (I-SAHC)

I-SAHC, ngokweSigaba se-10 somThetho we-PAIA, ihlanganise umhlahlandlela omalungana nokusetjenziswa kwalomThetho. Umhlahlandlela lo ufumaneka ema-ofisini we-SAHC kilesisiphande esilandelako:

The SAHC: PAIA Unit
The Research and Documentation Department

Isiphande seNdawo:

Braampark Forum 3
33 Hoofd Street
BRAAMFONTEIN

IsiPhande sePoso:
Private Bag X2700
HOUGHTON
2041

Umtato: + 2711 877 3600

Ifeksi: + 2711 403 0625
IsiPhande seThungelelwanohlanganiso: PAIA@sahrc.org.za
Ubunzinzolwazi: www.sahrc.org.za

10. IHLATHULULO YEENHLOKO ZELWAZI ELIFUMANEKA KWA-GCIS – ISIGABA 14 (1) D

10.1 Malungana nokusebenza ngesibawo ngokomThetho lo, iindaba i-GCIS enamarekhodi wazo namakoro wamarekhodi ngenye nenge indaba zijame bunje:

A ImiGadangiso yeLwazi neenKundla zokuTlola

- a) Imibiko
- b) Amaphephabhugu
- c) Imitlolo yomthethokambiso nemitlolo emhlahlandlela
- d) *I-South Africa Yearbook and Pocket Guide to South Africa.*

B I-Ejensi yezokuThintana

- a) Imibiko
- b) Iphetjhanamkhangiso
- c) Imitlolo egadangisiweko
- d) linkhangiso ezirhatjhwako namahlelo arhatjhwako
- e) Imisebenzi yokumaketha neyokusabalalisa
- f) Imibiko yokuthengwa kweembikiindaba
- g) Imibiko
- h) linthombe ezifodiweko nezamavidiyo

C UmThethokambiso nokuRhubhulula

- a) Imibiko neentatimende
- b) Iminqophiso neemphakamiso zerhubhululo
- c) Amasede wedatha, imibiko nezethulo
- d) Imilayelo yelwazi (*South African Government Directory, Directory of Contacts, Media Directory and Profiles*)
- e) Imibiko yokwaziswa kweendaba emazweni ngamazwe nakhona lapha ekhetu
- f) Iindaba ezipheleleko zamazwe ngamazwe nezakhona lapha ekhetu
- g) ummongondaba wokusatjalaliswa waziswe kunye nemilayezo eqakathekileko.

D ZeeMali, zeRherho lokuSabalalisa nemiSebenzi eSekelako

- a) ibuthelelo leminingwana yabenzi bemisebenzi
- b) amarekhodi weemali neentatimende
- c) imithethokambiso nekambiso
- d) imibiko.

E ImiSebenzi yokuQatjha nokuTjheja abaSebenzi

- a) imithethokambiso, ikambiso neencwajana ezimhlahlandlela
- b) iincwadi zeememezelo zangaphakathi namaphephandaba wangaphakathi

- c) iqhinga lokulawula nokuphatha legoro eqalelela zeensebenzi
- d) irherho lamabizo weemphathiswa zakwarhulumende ekungathintanwa nazo.

F ZeLawulo leLwazi neThekhnoloji

- a) imitlolo yomthethokambiso neyomhlahlandlela.
- b) iincwajana ezimhlahlandlela
- c) Imibiko.

G ZokuHlela ngamaQhinga nezokuLawulwa kwamaHlelo

- a) ukutlolwa phasi kwemininingwana yamaprojekthi
- b) Imibiko
- c) INcwajana eLayela ngokuLawulwa kwePhrojekthi
- d) Imitlolo yamaqhinga.

H ZokuTjhejwa KweTlasta: ZomNotho nezomThangalasisekelo, zoBulungiswa nokuSebenzisana namaZwe ngamaZwe

- a) amaqhinga wezokuthintana
- b) imilayezo eqakathekileko
- c) IHlelo LezokuThintana LikaRhulumende.

I ZokuTjhejwa KweTlasta: ZokuThuthukiswa KwabaNtu; ZokuVikelwa KomPhakathi NezokuBusa NokuPhatha amaqhinga wezokuthintana

- a) imilayezo eqakathekileko
- b) IHlelo LezokuThintana LikaRhulumende.

J UButhintanisi beemFunda nebomBuso weeNdawo zemaKhaya

- a) Imibiko
- b) amaqhinga we-Thusong Service Centre
- c) ukutlanywa nokwakiwa kwamaqhinga wezokuthintana nemethiriyeli
- d) imethiriyeli yokwazisa nokumaketha
- e) IGovernment Communicators' Handbook.
- f) ibuthelelo lemininingwana yabathintanisi
- g) amaqhinga wezokuthintana.

K ZokuKhulumisana neMbikiindaba

- a) iincwadi zezaziso neendaba
- b) amaqhinga wezokuthintana
- c) amaqhinga wezokuthintana neentatimende
- d) ibuthelelo lemininingwana yeembikiindaba.

L UkuHlolwa kweNcwadi kwangaPhakathi

- a) imibiko.

10.2 ILWAZI ELIFUMANEKA LULA – ISIGABA 14 (1) (E)

Lelilwazi lifumaneka kubunzinzolwazi bakwa-GCIS ku-www.gcis.gov.za, linikelwa ngokuzithandela. Okhunye okuphathelene nelwazi nezinto ezinikelwa ngokuzithandela ngilokhu okulandelako:

- imibiko
- iincwajana
- iincwadi zezaziso
- imethiriyeli yokumaketha
- amaphowusta
- amaphetjhana amaphamflethi
- amaphetjhanazaziso
- ilwazi nemigadangiso ku: www.gov.za
- ama-athikhili weendaba ku: www.thusong.gov.za
- iindaba ku: www.sanews.gov.za
- ama-athikhili weendaba ku-www.vukuzenzele.gov.za

10.3 IKAMBISO YOKUKHOMBELA ILWAZI

a. **Ukuvumela namkha ukwaliwa kwesibawo**

Umfakisibawo kufanele avulelwe indlela yokufumana irekhodi lesijamiso somphakathi, nayibe:

- umfakisibawo uzalisa yoke imibandela yeemfuneko zekambiso yomThetho malungana nesibawo sokufumana irekhodelo.
- ukufumaneka kwerekhodelo akwalelwa nanyana ngabe ngasiphi isizathu sokwala esisemThethweni.

b. **Lifumaneka bunjani irekhodi**

- Umfakisibawo kufanele asebenzise iforomo (iForomo A) elimenyezwe eGazedeni yomBuso (iSaziso somBuso R187 samhlana ali-15 kuMhlolanja wee-2002).
- Umfakisibawo kufanele aveze godu nokuthi ufuna ikhophi yerekhodi namkha uthanda ukubona irekhodelo khona ema-ofisini wakwa-GCIS. Nakungasinjalo, nayibe irekhodi alisimtlole oluphepha, lingaqalwa ngendlela alikhombele ngayo, la kukghonakala khona.
- Nayibe umfakisibawo ukhombela ukufumana irekhodi ngendlela ethileko (isb. ikhophi etlolwe ephepheni, ikhophi ekhamba ngekhomphyutha namkha ngenye indlela yomtjhini, njll.), kufanele bona anikelwe ngaleyondlela akhombela ngayo, ngaphandle kokuthi-ke ukwenza njalo kungaliyana nokusebenza kwesijamiso somphakatheso, namkha nakube mhlambe lokho kungalona (kungalilimaza) irekhodi, namkha nakube kungephula ilungelo lobunikazi elingasilo lomBuso. Nakufumaniseka ukuthi akukghonakali ukuthi umfakisibawo anikelwe irekhodi ngendlela akhombela ngayo, imali ayibhadeliswako kufanele ibalwe ngendlela abekakhombele ukufumana ngayo irekhodi kwekuthomeni.

- Nayibe umfakisibawo uthanda ukwaziswa ngesiqunto sesibawo sakhe ngenye indlela ngaphandle kwependulo etloliweko yesibawo sakhe serekhodi, isb. ngomtato, kufanele ukuthi kuvezwe lokho.
- Nayiube umfakisibawo ukhombelela omunye ilwazi, kufanele kuvezwe isizathu sokuthi umkhombelela ngaliphi loyo amkhombelako
- Nayibe umfakisibawo akakwazi ukufunda nokutlola, namkha nayibe ukhubazekile, isibawo singenziwa ngokuzikhulumela ngomlomo. Isiphathiswa selwazi kuzakufuneka ukuthi simzalisele iforomo loyo umfakisibawo bese simnikela ikhophi yeforomo.

c. Imbadela yokwenza isibawo nesaziso sesiqunto ngokutholakala kwelwazi

- Umfakisibawo ofuna ukufumana irekhodi eliphethe imininingwana yakhe ngesiyena akabhadeliswa imali yesibawo. Abanye abafaki beembawo kufanele babhadele imali yesibawo eyi-R35.
- Nasi imininingwana emalungana nokubhadela kwa-GCIS:

Ibizo Lomnini Akhawundi:	Govment Comm & Info Sys Main
Umhlobo we-Akhawundi:	Business Current Account
Inomboro ye-Akhawundi:	010059962
IBhanga:	Standard Bank
Igatja:	Pretoria
Ikhawundi yegatja:	01-0045

- Isiphathiswa selwazi kufanele sazise umfakisibawo (ngaphandle kobana umfakisibawo amumuntu ozifunela imininingwana yakhe mathupha) ngesaziso esiqunta bona umfakisibawo kumele abhadele imali yesibawo ebekiweko (nayibe ikhona), kunye nediphozithi (nayi ikhona), ngaphambi kobana isibawo sakhe singasetjenzwa ukuya phambili.
- Umfakisibawo angadlulisela isinghonyayo sakhe phambili khona ngaphakathi, la kufuneka khona, namkha adlulisele isinghonyayo sakhe ekhotho ngethenda namkha ngokubhadeliswa kwakhe imali.
- Emveni kobana isiphathiswa selwazi sele sithethe isiqunto ngesibawo esithileko, umfakisibawo kufanele aziswe ngesiquntweso ngendlela umfakisibawo akhombele ukwaziswa ngayo.
- Nayibe isibawo siphumelele, kufanele kubhadelwe enye imali yokufumana ilwazi, ezakusetjenziselwa ukugaya ilwazi elifunekakwelo, nokulifuna kunye nokulilungiselela ukunikelwa umfakisibawo nayi kuthatha isikhathi esidlula ama-iri abekiweko wokufuna nokulungisa irekhodi elifanele ukunikelwa umfakisibawo.
- Umuntu akazunikelwa irekhodi lelwazi alifunako angakayibhadeli yoke imali efunekako.

11. IINSOMBULULO EZIHLELIWEKO ZOKUTJHEJA OKUNGAKHAMB KUHLE NANYANA UKUBHALELWA KUTHATHA AMAGADANGO WOKULUNGISA

Imihlobo yekambiso elandelako le yenzelelwe ukuthi abantu balandele yona ukubika namkha ukusiza ukuthi kurarululwe umraro walokho okungakhambi ngendlela efaneleko, namkha lokho okuzwakala ukuthi kuphambene nomthetho namkha lokho okuzwakala ukuthi i-GCIS ikweqise amehlo namkha omunye wabasebenzi bayo weqise okuthileko amehlo:

a. Ikambiso yokubika okungakalungi namkha yokulungisa okungakalungi

- Iinsombululo ezihleliweko zokutjheja okungakhambi kuhle nanyana ukubhalelwa kuthatha amagadango wokulungisa ngokomthetho we-PAIA wee-2000: Isiphathiswa ekuthunyelwa kiso isinghonyoyilo sangekhaya ngokwalomThetho, nguNgqongqotjhe. Emveni kobana sekufunwe zoke iindlela zokulungisa zangekhaya, isibawo singadluliselwa ekhotho (iingaba 78- 82).
- Isisebenzi sembusweni singafaka isinghonyoyilo namkha isililo sokuthi iKomitjhini yabaSebenzi bemBusweni kheyiphenye ngomthetho othileko namkha ngokweqiswa amehlo emthethweni (isiGaba 35 somThetho we-1994 wabaSebenzi bemBusweni [umThetho 103 womNyaka we-1994]).
- Umuntu angasebenzisa imithetho yabasebenzi ukulungisa okungakalungi emithethweni namkha ukuzalisa okweqiswe amehlo kezabasebenzi, njengombango wamalungelo (umThetho we-1994 wabaSebenzi bemBusweni nomThetho we-1995 wezobuDlelwano babaSebenzi [umThetho 66 we-1995]).
- Umuntu angafaka isinghonyoyilo namkha isililo asithumele kumhloli wezemisebenzi malungana nezwangobatjho yokwepulwa komThetho we-1997 wemiBandela esiSekelo wezokuQatjhwa kwabaSebenzi (umThetho 75 we-1997) isiGaba 78(1) (a), namkha umThetho we-1998 wokuLunga nokuLingana emSebenzini (umThetho 55 we-1998) isiGaba 34 (e).
- Umuntu angathumela isililo kumVikeli womPhakathi malungana neensolo ngokwenza okuthileko okuphambene nomthetho namkha ukweqiswa amehlo kokuthileko emthethweni (umThethosisekelo nomThetho omalungana nomVikeli womPhakathi we-1994 [umThetho 23 we-1994])
- Umuntu angathumela isililo ku-SAHRC malungana nesenzo semthethweni namkha ukweqiswa amehlo komthetho okusolakala ukuthi kukukwephula ilungelo elisisekelo namkha kungaba yingozi elungelweni elisisekelo (umThetho we-1994 weKomitjhini yamaLungelo wobuNtu [umThetho 54 we-1994]).
- Ukuthi umuntu avikeleke ekusozisweni namkha ekujezisweni ngenca yokuvezwa kokuthileko okuphathelene nokuziphatha komqatjhi namkha komunye enisebenza naye, ngendlela engakalungi, umuntu angalandela ikambiso yokuveza ekufanele kuvezwe emThethweni wee-2000 weemVezo eziVikelekileko (umThetho 26 wee-2000)

- Umuntu angasebenzisa ezinye iindlela zomthetho ukulungisa okungakalungi, njengokuthi nje enze isibawo sokuthi kubuyezwe igadango elithileko ngokomThetho wee-200 wokuKhuthazela ukuSebenza nokuSetjenziswa koBulungiswa womNyaka wee-2000 (umThetho 3 wee-2000).

b. Ezinye iinsombululo ezisekelako

- Umuntu angakhombela iinzathu zokuthi kubayini kuthethwe igadango elithileko eliphathelene noburhiyarhiya bezokuphatha, ngokomThetho wee-2000 wokuKhuthazela ukuSebenza nokuSetjenziswa koBulungiswa (isiGaba 5).
- Umuntu angakhombela ukuthola amarekhodi womnyango karhulumende namkha wananyana ngisiphi esinye isijamiso sombuso, ngokomThetho wee-2000 we-PAIA (isiGaba 11).

c. Isibopho sokubika

- Isisebenzi sembusweni sinesibopho sokubikela iimphathimandla ezifaneleko ngobukirikitjani, ngobukhohlakali, ngomukghwa wokudlisana ngobuhlobo, ngokungaphathi umsebenzi ngendlela elungileko namkha ngesinye nje isenzo esimlandu namkha esikhinyabeza iinrhuluphelo zomphakathi, nasibona lokhu kusenzeka sisemsebenzini. Isisebenzi esibhalelwa kukhambisana nalokhu sizabe sizithwesa umlandu wokuphambana nomthetho (UmThetjhwana B.3 no-C.4 10 yeSahluko 2 semiThetjhwana yomNyaka wee-2001 yeKoro yemBusweni).
- Isibopho somunye nomunye umqatjhi nomunye nomunye umsebenzi sokuveza izenzo zobulelesi nezinye izenzo eziphambene nokulunga emsebenzini sisese yingcenywe esekela umThetho wee-2000 weemVezo eziVikelekileko (Qala iSethulo).

	<p>IIMALI EZIBEKIWEKO ZEENHLANGANO ZOMPHAKATHI NAMKHA ZOMBUSO</p> <p>INGCENYE II YESAZISO 187 EGAZEDENI YOMBUSO YAMHLANA ALI-15 KUMHLOLANJA WEE-2002</p>	
1.	<p>Imali ebhadeliselwa ikhophi yencwajana yemilayelo ekukhulunywa ngayo emThetjhwani 5 (c) yi-R0.60 kenye nanye ifothokhophi (yekhasi elibukhulu obuyi-A4 namkha ingceny yalokho.</p>	
2.	<p>limali zokugaywa kwamakhophi njengoba kusitjihiwo emThetjhwani 7(1) zijame bunje:</p> <p>a) Kenye nanye ifothokhophi yekhasi elibukhulu be-A4 namkha ingceny yalo;</p> <p>b) Enye nanye ikhophi egadangisiweko yekhasi lobukhulu obuyi A4 namkha ingceny yalo ebulungwe ekhomyutheni namkha kesinye isisetjenziswa esibulekthronikhi namkha ngenye indlela ekghonwa ukufundwa mtjhini;</p> <p>c) Ikhophi efundeka ngekhomyutha nge:</p> <p>(i) CD d) (i) ukudluliselwa kwemifanekiso kokhonye, ekhasini lobukhulu obuyi A4 namkha ingceny yalo;</p> <p>(ii) ikhophi yeenthombe ezibukelwako; e) R17, 00</p> <p>(i) ukudluliselwa kokhonye kwerekhodi elilalelwako, ekhasini lobukhulu obuyi-A4 namkha ingceny yalo;</p> <p>(ii) ikhophi yerekhodi elilalelwako. R60, 00</p>	<p>R0, 60</p> <p>R0, 40</p> <p>R40, 00</p> <p>R22, 00</p> <p>R60, 00</p> <p>R12, 00</p> <p>R17, 00</p>
3.	<p>Imali yesibawo ebhadelwa ngomunye nomunye umfakisibawo, ngaphandle komfakasibawo okhombela imininingwana yakhe yesiyena, ekukhulunywa ngaye emThetjhwani 7(2), ma-</p>	R35, 00
4.	<p>Imali yokufunyana ilwazi namkha irekhodi ebhadelwa mfakisibawo ekukhulunywa ngaye emThetjhwani 7(3) ijame bunje:</p> <p>1) a) ifothokhophi ngayinye yekhasi elibukhulu be-A4 namkha ingceny yalo;</p> <p>b. enye nanye ikhophi egadangisiweko yekhasi lobukhulu obuyi-A4 namkha ingceny yalo eligcinwe ekhomyutheni namkha kesinye isisetjenziswa esisebenza bulekthronikhi namkha etlolwe ngendlela ekghonwa ukufundwa mtjhini;</p> <p>c. ikhophi ekghona ukufundwa yikhomyutha nge:</p> <p>(i) CD</p> <p>d. (i) ukudluliselwa kokhonye kwemifanekiso ebukelwako, ekhasini lobukhulu obuyi-A4 namkha ingceny yalo</p> <p>(ii) ikhophi yemifanekiso ebukelwako; R60, 00</p> <p>e. (i) ukudluliselwa kokhonye kwerekhodi elilalelwako, ekhasini lobukhulu obuyi-A4 namkha ingceny yalo R12, 00</p> <p>(ii) ikhophi yerekhodi elilalelwako R17, 00</p> <p>f. Ukufuna nokulungiselela irekhodi elifanele linikelwe olifunako, yi-R15.00 nge-iri namkha ingceny ye-iri (noma ingaba ngangani) ngaphandle kwe-iri lokuthoma;</p>	<p>R0, 60</p> <p>R0, 40</p> <p>R40, 00</p> <p>R22, 00</p> <p>R60, 00</p> <p>R12, 00</p> <p>R17, 00</p>

	<p>2) Kusebenza lokhu okulandelako esiGabeni 22(2) somThetho: a). ama-iri asithandathu ekuma-iri ekufanele adlule ngaphambi kobana ungabhadela imali yesibambiso; b). isiquntu sinye kokuthathu semali ebhadeliswa umfakisibawo ukuze afumane ilwazi.</p> <p>3. Imali yokuposa ibhadelwa lokhuya nakunesidingo sokobana umfakisibawo aposelwe ikhophi yerekhodi.</p>	
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12. AMAFOROMO AHLELELWEKO UKWENZA ISIBAWO SELWAZI ELIMAYELANA NEHLANGANO YOMPHAKATHI

ISIHLOMELELO B SESAZISO 187 EGAZEDENI YOMBUSO YAMHLANA ALI-15
KUMHLOLANJA WEE-2002

IFOROMO A

ISIBAWO SOKUFUMANA IREKHODI LESIJAMISO/LEHLANGANO
YOMBUSO/YOMPHAKATHI

Isigaba 18 (1) se-PAIA yomnyaka wee-2000.

[Umthetjhwana 2]

ISIQETJHANESI SISETJENZISWA YI-GCIS KWAPHELA

Inomborolayelo:

Isibawo samukelwe ngu :

Isibawo samukelwe mhlana:

Inomborolayelo (nayikhona) :

Imbadela yesibawo (nayikhona) R :

Imali esibambiso (nayikhona) : R

Imbadela yokunikelwa ilwazi: R

Isiqunto :

.....

.....

.....
UMTLIKITLO WESIPHATHISWA SELWAZI NAMKHA WESEKELA
LESIPHATHISWA SELWAZI

A. Imininingwana yehlangano yomphakathi

IsiPhathiswa seLwazi/iSekela lesiPhathiswa seLwazi:

B. Imininingwana yomuntu okhombela ukunikelwa ilwazi elithileko

- (a) *Imininingwana yomuntu okhombela ukunikelwa ilwazi kufanele irekhodwe ngenzasapha*
- (b) *Nikela isiphande, i-imeyili, namkha/nenomboro yefeksi yeSewula Afrika la kufanele kuthunyelwe khona ilwazi elifunekako.*
- (c) *Kufanele kuthunyelwe ndawonye nobufakazi bokuthi umfakisibawo isibawo sakhesi usifaka ngelithini, uhlobana njani nelwazi alifunakweli, nayibe kuyafuneka enze njalo.*

Amabizo apheleleko nesibongo:

.....

.....

.....

Inomboro kaMazisi:

.....

Isiphande seposo:

.....

.....
.....
Inomboro yefeksi:.....

Inomboro yomtato:.....

Isiphande sethungelelwanohlanganiso/se-imeyili:.....
.....

Amandla isibawo esenziwa ngawo, nakube senzela omunye umuntu:.....
.....

C. Imininingwana yomuntu owenzela isibawo sokunikela ilwazi

Lesisigaba sizaliswa kwaphela nayibe isibawo sokuthola ilwazi senzela omunye umuntu.

Amabizo apheleleko nesibongo:.....
.....

Inomboro kamazisi:.....

D. Imininingwana yerekhodi

(a) Nikela imininingwana epheleleko yerekhodi ofuna ukukhutjelwa lona, sekubalwa nenomborolayelo nayibe uyayazi, wenzelele bona lizokufumaneka lula irekhodi elifunekakweli.

(b) Nayibe isikhala onikelwe sona siyatlayela, sikhombela bona uragele phambili kelinye ikhasi, bese ulinamathisela kileliforomo. **Umfakisibawo kufanele bona awatlikile wo ke amakhasi angezelelweko.**

1. Ihlathululo yerekhodi namkha ingcinye efaneleko yerekhodelo.....
.....
.....
.....
.....

2. Inomborolayelo, nayikhona:

3 Eminyane imininingwana yerekhodi engaba khona:

E. Imbadela

(a) Isibawo sokufumana ilwazi, ngaphandle kwerekhodi eliphethe imininingwana yakho ngesiwena, sisetjenzwa kwaphela ngemva kobana **imbadela yesibawo** seyenziwe.

(b). Uzakwaziswa ngemali efunekako engeyesibawo sokuthola ilwazi olifunako.

(c). **Imali ebhadelelwa ukufumana ilwazi** iya ngokuthi ilwazelo ulifuna lize kuwe lihlanganiswe ngesijamiso esinjani, iye godu nangobude besikhathi sokulifuna nokulilungiselela wena.

(d). Nawunelungelo lokungabhadeli, sikhombela utjho unobangela walokho.

Unobangela wokungabhadeliswa:

F. Indlela yokufumana ilwazi

Nayibe awukghoni ukufunda, ukubukela nokulalela ilwazi olifunako ngeendlela onikelwe ngazo ilwazi ukusukela ku-1 ukuya ku-4 ngenzasapha ngenca yokuthi ukhubazekile, itjho ukukhubazeka kwakho, bewutjho nokuthi ilwazi olikhombelakweli uthanda lize ngayiphi indlela kuwe.

Umhlobo wokukhubazeka:	Indlela ilwazi elifuneka ngayo:
.....
.....
.....

Tshwaya ngo-X ngebhokisaneni elifaneleko

OKUFANELE KUYELELWE:

(a) Ukuthi ukhetha yiphi indlela ozakuthanda ukufumana ngayo ilwazi olikhombelako, kuya ngokuthi irekhodi lelwazi olifunakweli lifumaneka ngayiphi indlela lona.

(b) Indlela okhombela ukuthola ngayo ilwazi kungenzeka laphakhunye walelwe ukunikelwa ngayo. Nayibe kuyenzeka ukuthi uyalelwa ukunikelwa ilwazi ngendlela obewungathanda ngayo, uzakubikelwa nokho ukuthi uzakunikelwa ilwazi olikhombelako ngenye indlela namkha njani na.

(c) Okhunye okulawula ukuthi ubhadeliswa malini ekuyimali yokufumana ilwazi olikhombelako, nayibe ikhona imali ozayibhadela, yindlela olifuna ngalo ilwazelo.

1. Nayibe irekhodi litloliwe namkha nayibe ligadangiswe ngomtjhini

	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi
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2. Nayibe irekhodi linemifanekiso ebukelwako

(Lapha-ke kubalwa iinthombe, amaslayidi, amavidiyo arekhodiweko, imifanekiso eyenziwe ngekhomphyutha, imigwalo njll.)

	Bukela imifanekiso		Ikhophi yemifanekiso		Ukudluliselwa kokhunye kwemifanekiso
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3. Nayibe irekhodi limagama agadangisiweko namkha lililwazi elethulwe ngamagama angavezwa ngobutjha ngemidumo.

	Lalela ingoma (CD)		Ikhophi yengoma*
			(Umtlolo osephepheni namkha ogadangisiweko)

4. Nakube irekhodi libulungwe ekhompheyutheni namkha kesinye isisetjenziswa esibu-elekhtronikhi namkha lingendlela ekghona ukufundwa mtjhini.

	Ikhophi egadangisiweko yerekhodi*	Ikhophi egadangisiweko yelwazi elithethwe erekhodini*	Ikhophi ngendlela ekghona ukufundwa yikhompheyutha* (i-Compact Disk)
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<p>Nayibe ukhombele ikhophi namkha irekhodi lelwazi elidluliselwe kokhanye (ngehla), ungathanda ukuthi ikhophi leyo namkha irekhodi lelwazi elidluliselwe kokhanye kuposelwe kuwe?</p> <p>Iindleko zokuposa ziyabhadeliswa</p>	IYE	AWA
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Tjheja ukuthi nayibe irekhodi alisingelimi olenyulako, kungenzeka unikelwe irekhodelo ngelimi elikhona ekutlolwe ngalo.

Ungenyula ukuthi ulithole ngaliphi ilimi irekhodi lelwazi olifunako?

G. Isaziso sesiqunto mayelana nesibawo sokufumana ilwazi

Uzakwaziswa ngokutlolwe ukuthi isibawo sakho siphumelele namkha saliwe na. Nayibe ungathanda ukwaziswa ngalokhu ngenye indlela, sikhombela usitjele indlela leyo bese usinikela neminingwana efaneleko kobanyana sizokukghona ukukwenzela njengobanyana ufuna.

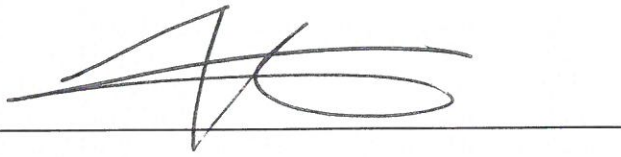
Ungenyula ukwaziswa ngayiphi indlela ngesiqunto esimalungana nesibawo sokufumana ilwazi?

.....

Sitlikitwe (mhlana li-/ama-):

.....
UMTLIKITLO WOMFAKISIBAWO / WOMUNTU OWENZELWA ISIBAWO.

INcwadi emHlahlandlela wokuFumaneka kweLwazi lomBuso le, itlikitlwe beyaphasiswa ISekela lesiPhathiswa seLwazi: Nom. Tshegofatso Kgarabjang: GCIS



ISekela lesiPhathiswa seLwazi: Nom. Tshegofatso Kgarabjang: GCIS

Nom. Tshegofatso Kgarabjang

ILANGA: 27/11/2017