INCWADANA ESISIKHOKELO EKHUTSHWE NGOKWECANDELO LE-14 LOMTHETHO OKHUTHAZA UKUFUMANEKA KOLWAZI (I-PAIA) WAMA-2000 (UMTHETHO UNOMBOLO 2 WAMA-2000)

INcwadana esisiKhokelo engokuFumaneka koLwazi yeSebe lezoNxibelelwano lukaRhulumente (i-GCIS)

2017/18

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IMBULA-MBETHE

ICandelo 32 loMgaqo-siseko weRiphablikhi yoMzantsi Afrika linika wonke umntu ilungelo lokufumana naluphi na ulwazi olusezandleni zombuso okanye zomnye umntu olufunekayo ukuze lusetyenziswe ukuxhamla okanye ukukhusela naliphi na ilungelo.
I-PAIA) ukufezekisa la malungelo akumgaqo-siseko:

- inika imiqathango egqalileyo amaqumrhu karhulumente anoxanduva lokuqinisekisa ukuba uluntu luyalufumana ulwazi/iingxelo ezisezandleni zawo.
- inika isicwangciso-sikhokelo kunye neenkqubo zokunceda uluntu ukuba luxhamle ilungelo lalo elikumgaqo-siseko lokufumana ulwazi ngokukhawuleza kangangoko nangaphandle kweentlawulo eninzi futhi nangaphandle kokusokoliswa.
- ichaza iindlela ekufuneka amaqumrhu karhulumente azibeke zokukhuthaza ukufumaneka kolwazi olunjalo luluntu; futhi
- icacisa imiqathango apho ulwazi elikhutshwa kuphela phantsi kweemeko ezithile, kuquka olo lwazi luneenkcukacha zomntu, zorhwebo, zezimali, zobuchwepheshe okanye zobunzululwazi ngomnye umntu okanye iqumrhu; ulwazi olunokuchaphazela uphando lwamapolisa namatyala asezinkundleni, umz., amadokhethi amapolisa ngeengxoxo zebheyile kunye nodidi oluthile lolwazi ngeZiko loMzantsi Afrika lezeRhafu (i-SARS).

Noko kunjalo kukho imiqathango kwindlela uluntu oluluxhamla ngayo olu lwazi njengoko kucacisiwe kwiCandelo 36 loMgaqo-siseko kunye nakwicandelo 33 ukuya kwicandelo 45 loMthetho we-PAIA.
Ngokokuthobela nokuqhuba ngokweemfuneko zomthetho ze-PAIA futhi nokwenza igalelo ekukhuthazeni ukusebenza kwesebe ngendlela eyenza izinto elubala, ekhuthaza ukuphendula ngomsebenzi kunye nolawulo olululo, i-GCIS ipapashe incwadana eza kunceda ukukhuthaza ukuba uluntu lulufumane ulwazi neengxelo ezisezandleni zayo.
Siyathemba ukuba le ncwadana iza kusebenza njengesixhobo esiluncedo sokunika uluntu ulwazi olufanelekileyo ukuze lukwazi ukuxhamla ilungelo lokufumana ulwazi olusezandleni zesebe.

1. INTSHAYELELO

UMthetho we-PAIA uchaza ukuba iqumrhu likarhulumente ngalinye kufuneka lichonge iGosa lezoLwazi kunye neSekela-Gosa lezoLwazi eliza kuba noxanduva lokuchophela izicelo zokufuna ukufumana ulwazi, lize ancede abafake izicelo bafake izicelo zabo.

Le ncwadana ibhalwe njengesikhokelo sokucacisela uluntu ngeendlela olunokufumana ngayo ulwazi olusezandleni ze-GCIS. Ichaza ukuba loluphi ulwazi olufumanekayo kwisebe kwaye ikuxelela nokuba ungalufumana njani olu lwazi. Le ncwadana iphuhlisa ilungelo lokufumaneka kolwazi, elikuMgaqo-siseko.

Ngaphandle koluhlu lamaxwebhu eengxelo ezisezandleni ze-GCIS, abizwa nangokuba zifayile, le ncwadana iqulethe iinkcukacha zeGosa lezoLwazi kunye noSekela-Gosa lezoLwazi le-GCIS.

2. UMSEBENZI NEGUNYA LE-GCIS

Owona msebenzi ungundoqo we-GCIS kukukhokela iinkqubo zokuhambisa imiyalezo karhulumente ngendlela evakalayo futhi nokuxelela uluntu lungakhange lude lubuze ngemigaqo-nkqubo, izicwangciso, iinkqubo kunye nemisebenzi emihle neyimpumelelo karhulumente. Kumalinge ayo okumisela imigangatho nokuqinisekisa ukuba iyathotyelwa ukuze kube nenkqubo karhulumente yonxibelelwano esebenzayo, i-GCIS ifakana imilomo futhi ibonisana namasebe, oorhulumente bamaphondo kunye noomasipala ukubancedisa ukuba banxibelelane ngcono, ukuqinisekisa ukuba abantu bayazi ngokuqhubekayo futhi banolwazi olwaneleyo oluza kubanceda ukuba bakwazi ukuba liliso, bahlole futhi babe negalelo elivakalayo kulo rhulumente wethu ulawulwa ngentando yesininzi.

3. UMBONO

Ukuba ngumthombo wezokunxibelelana ngezinga eliphezulu kurhulumente.

4. INTETHO-NJONGO

Ukubonelela ngeenkonzo ezikumgangatho ophezulu, ukumisela nokuphembelela ukuthotyelwa kwemigangatho ukuze inkqubo yonxibelelwano ngezikarhulumente ihambe kakuhle, kunye nokuqhubela phambili ukusasazwa kwemiyalezo karhulumente nokuxelela uluntu lungakhange lude lubuze ngemigaqo-nkqubo, izicwangciso, iinkqubo kunye nemisebenzi emihle neyimpumelelo karhulumente.

5. AMACANDELO E-GCIS

Ukuze yenze umsebenzi wayo, i-GCIS yahlulwe yangamasebe amathathu angala: iiNkonzo zokuXhasa ukuPhathwa kweMisebenzi yeQumrhu, ukuHlalutywa nokuSasazwa koLwazi, ukuQuquzelela uNxibelelwano kuMaqoqo kaRhulumente noLawulo lwamaHlakani. La masebe mathathu akhiwe ngamacandelo amakhulu ali-12 angala:

5.1 ElamaQonga nemiThombo yoLwazi
5.2 Ele-Arhente yeeNkonzo zoNxibelelwano
5.3 EloMgaqo-nkqubo noPhandonzulu
5.4 EleziMali, uLawulo lweeNkqubo zokuThenga iiNkonzo kunye neeNkonzo ezoNgezelelweyo
5.5 ElezabaSebenzi
5.6 ElezoLawulo loLwazi nobuChwepheshe
5.7 Elokuceba ngokuQiqa noLawulo lweeNkqubo
5.8 INtlanganisela yezoNxibelelwano: amacandelo ezoQoqosho, elezeNgqesho kunye noPhuhliso lweziSeko ezinguNdoqo, ezobuLungisa, ezokuLwa uLwaphulo-mthetho kunye noKhuseleko, kunye neNtsebenziswano naMazwe ngaMazwe, uRhwebo noKhuseleko
5.9 INtlanganisela yezoNxibelelwano: uKhuselo lweNtlalo noPhuhliso loLuntu; kunye noLawulo nokuPhatha
5.10 EloNxibelelwano lwamaPhondo nooMasipala
5.11 EleNtsebenziswano namaJelo eeNdaba; kunye
5.12 NeloPhicotho-zincwadi lwangaPhakathi

6. INGCACISO ETHE VETSHE NGEMISEBENZI YALA MACANDELO

6.1 ISEBE: UKUHLALUTYWA NOKUSASAZWA KOLWAZI

ISebe **lokuHlalutywa nokuSasazwa koLwazi** lijongene namaqonga ahlukeneyo ezonxibelelwano asekwe yi-GCIS. La maqonga ezonxibelelwano amiselwe ngurhulumente ukuze anike abemi boMzantsi Afrika namanye amahlakani karhulumente ulwazi ngemigaqo-nkqubo kunye nezinye izinto ezenziwa ngurhulumente, kunye namathuba anokuvela kule misebenzi anokuxhanyulwa ngabemi beli, amashishini kunye namanye amahlakani..

a) <u>ICandelo lamaQonga nemiThombo yoLwazi</u> liqulunqa imiyalezo engundoqo kunye nemixholo yokusasaza lo miyalezo ingundoqo. Linoxanduva lokubhala amaxwebhu olwazi aza kupapashwa yi-GCIS.
b) <u>ICandelo lemiGaqo-nkqubo noPhandonzulu</u> liqhuba uphandonzulu ukuhlola ukuba urhulumente angalwazisa njani uluntu ngeemfuno zalo kunye nokubeka phantsi kweliso iindlela oonondaba abazisasaza ngayo iinkqubo zikarhulumente ngokwemithetho yezonxibelelwano.
c) **I-Arhente yeeNkonzo zoNxibelelwano** ijongene nokulawula ukuthengwa kwezithuba zokubhengeza koonondaba, ukuvelisa ulwazi loonondaba,

ukubhengeza nokusasaza ulwazi loonondaba egameni likaRhulumente woMzantsi Afrika.

6.2 ISEBE: IINKONZO ZOKUXHASA UKUPHATHWA KWEMISEBENZI YEQUMRHU

ISebe **leeNkonzo zokuXhasa ukuPhathwa kweMisebenzi yeQumrhu** lilawula iinkonzo zoncedo olunikwa abaphathi abakwizikhundla eziphakathi. Apha ngezantsi ngamacandelo amakhulu eli sebe kunye nemisebenzi yawo:

a) ICandelo lezabaSebenzi linoxanduva lokukhokela ngobuchule iinkqubo zokuphunyezwa kwesiCwangciso-qhinga soLawulo lwezabaSebenzi zesebe.
b) ICandelo loLawulo loLwazi kunye nobuChwepheshe linomsebenzi wokugcina, ukunika inkxaso nokubonelela i-GCIS ngobuchwepheshe bolwazi nonxibelelwano.
c) ICandelo loCwangciso ngokuQiqa kunye noLawulo lweeNkqubo linoxanduva lokuqulunqa nokuphumeza iinkqubo zolawulo ngobuchule, imiqathango neendlela zokwenza izinto ngokuhambelana nemithetho. Eli Candelo loLawulo liKhulu likwabonelela nangeenkonzo zobungcali zokulawulwa iiprojekthi ukuze zincede ukuphucula umsebenzi wokuzalisekisa izithembiso noxanduvo lwe-GCIS.

6.3 ISEBE LOKUQUQUZELELA UNXIBELELWANO KUMAQOQO KARHULUMENTE NOLAWULO LWAMAHLAKANI

ISebe lokuQuquzelela uNxibelelwano kuMaqoqo kaRhulumente noLawulo lwamaHlakani lidlala indima yokukhokela nokucebisa ngobuchule kwiinkqubo zonxibelelwano zoorhulumente bamaphondo noomasipala. Likwanoxanduva lokuba liliso kwindlela ehambelanayo ekuphunyezwa ngayo imiba ekhokeliswe phambili yezonxibelelwano yesizwe, kunye nezo zikhokeliswe phambili zonxibelelwano lwamaphondo. Apha ngezantsi ngamacandelo amakhulu olawulo eli sebe kunye nemisebenzi yawo:

a) INtlanganiselo yezoNxibelelwano: amacandelo ezoQoqosho, elezeNgqesho kunye noPhuhliso lweziSeko ezinguNdoqo, ezobuLungisa, ezokuLwa uLwaphulo-mthetho kunye noKhuseleko, kunye neNtsebenziswano naMazwe ngaMazwe, uRhwebo noKhuseleko iqulunqa iNkqubo yokuNxibelelana kaRhulumente (i-GCP) ngelinge lokuxhasa imiba engundoqo ekhokeliswe phambili ngokugwadla izicwangciso-qhinga namaphulo eNtlanganisela yamaCandelo ezoQoqosho nezemiSebenzi, eloPhuhliso lweziSeko ezinguNdoqo, elezobuLungisa, ukuLwa ubuNdlobongela kunye noKhuseleko kwakunye neleNtsebenziswano yaMazwe ngaMazwe, uRhwebo nezoKhuselo kusetyenziswana namasebe aphambili afanelekileyo.

b) INtlanganisela yezoNxibelelwano: uKhuselo lweNtlalo noPhuhliso loLuntu; kunye noLawulo nezokuPhatha linika inkxaso kumsebenzi wokuphunyezwa kwesiCwangciso-sikhokelo sobuChule seXesha eliPhakathi sikarhulumente ngokuqulunqa izicwangciso-qhinga namaphulo entlanganisela yeCandelo lezoKhuselo lweNtlalo nezoPhuhliso loLuntu, kunye nelezoPhuhliso lweNtlalo kwakunye nelokuPhatha nokuLawula kusetyenziswana namasebe aphambili afanelekileyo. Futhi liqinisekisa ukusebenza ngokufanelekileyo kweQumrhu labaNxibelelani bangaPhakathi.

c) ICandelo loNxibelelwano lwamaPhondo nooMasipala likhokela ngobuchule kwindlela eludibana ngayo unxibelelwano lukarhulumente kazwelonke nowamaphondo kunye noomasipala. Ngokusebenzisa ii-ofisi zamaphondo lipheka inkqubo yonxibelelwano karhulumente engenamagingxi-gingxi. Likwalawula amacandelo olawulo asithoba akwii-ofisi zamaphondo kunye namacandelo olawulo kwi-ofisi engundlunkulu.

d) ICandelo leNtsebenziswano namaJelo eeNdaba lijongene neenkonzo eziqhubekekayo zonxibelelwano noonondaba kurhulumente ngokuqinisekisa ukuba ziyalufumana ulwazi lukarhulumente..

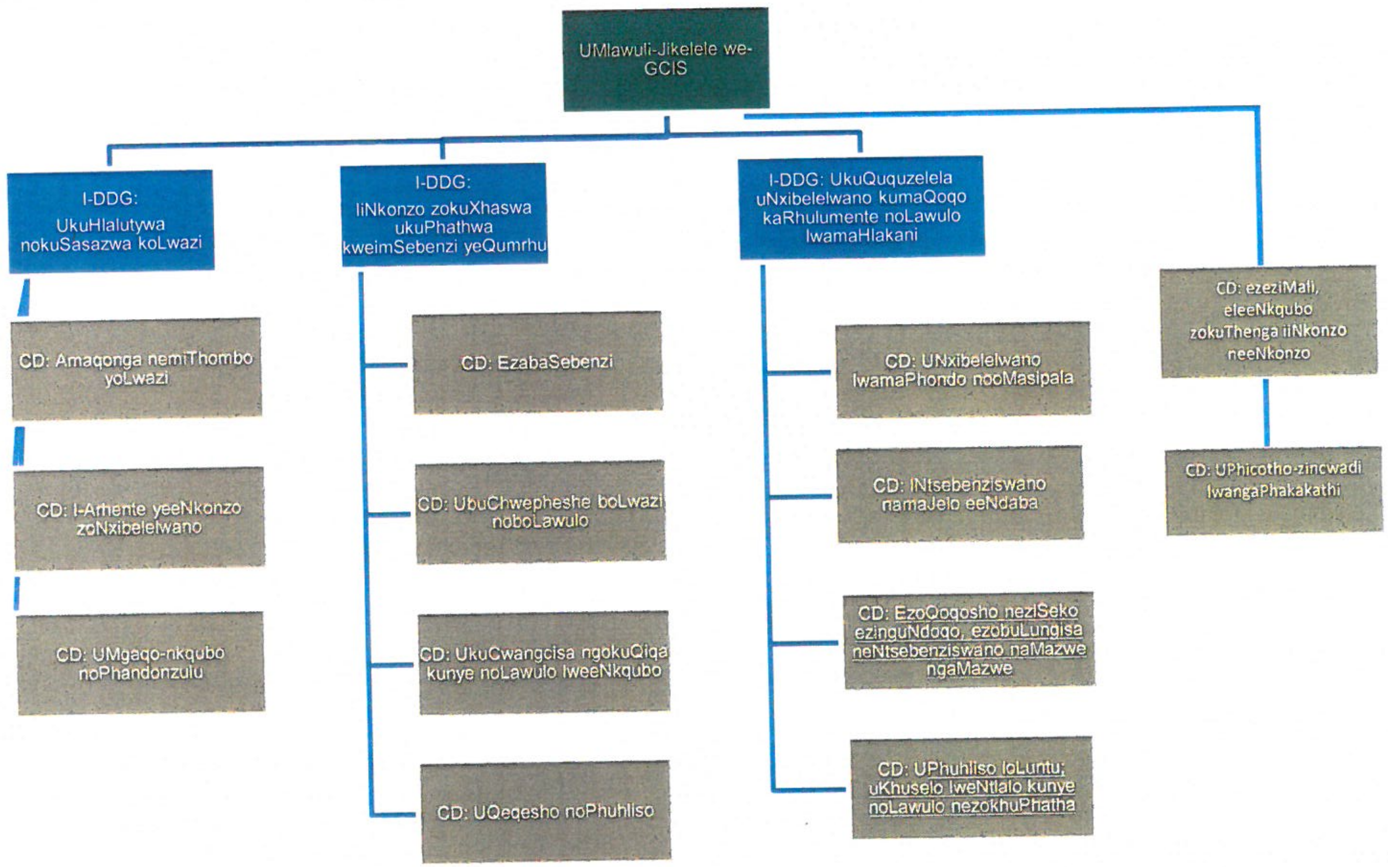
6.4 ICANDELO ELIKHULU: UPHICOTHO-ZINCWADI LWANGAPHAKATHI

a) **ICandelo loPhicotho-zincwadi lwangaPhakathi** libonelela ngeenkonzo ezikumgangatho ophezulu zophicotho-zincwadi lwangaphakathi ukuze kuphuculwe ulawulo namaqhinga okuqhiwulela imingcipheko neengozi.

6.5. IGOSA ELIPHEZULU LEZIMALI:

a. ICandelo lezeziMali, elokuLawula lweeNkqubo zokuThenga iiNkonzo kunye neeNkonzo ezoNgezelelweyo lidlala indima yokukhokela ulawulo lwezimali zesebe.

ULUHLU LWEZIKHUNDLA ZABALAWULI BE-GCIS



8. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LEZOLWAZI

UMlawuli-Jikelele liGosa lezoLwazi ngokoMthetho we-PAIA, wowama-2000. I-GCIS ineSekela-Gosa lezoLwazi elinye:

IGosa lezoLwazi: UNksz Phumla Williams

Idilesi yeposi:	Private Bag X745 PRETORIA 0001
Idilesi yesakhiwo:	1035 Frances Baard Street Tshedimosetso House Hatfield PRETORIA
Idilesi ye-imeyili:	rivaash@gcis.gov.za
Umnxeba:	+27 12 473 0260
Iselula:	+27 72 781 2200

ISekela-Gosa lezoLwazi: Mnu Tshegofatso Kgarabjang

Umnxeba:	+27 12 473 0478
Iselula:	+27 73 815 1178
Idilesi ye-imeyili:	**tshegofatso@doc.gov.za**

9. ISIKHOKELO SEKOMISHINI YAMALUNGELO OLUNTU YASEMZANTSI AFRIKA (I-SAHRC) SOKUSEBENZISA I-PAIA YOWAMA-2000 [ICANDELO 14 (1) (C)]

I-SAHRC, ngokwecandelo le-10 loMthetho we-PAIA, iza kubhala isikhokelo sokusetyenziswa kwalo Mthetho. Esi sikhokelo siza kufumaneka kwii-ofisi ze-SAHRC kwezi dilesi zilandelayo:

SAHRC: ICandelo le-PAIA
ISebe loPhandonzulu nokuGcinwa kwamaXwebhu

Idilesi yeSakhiwo:
Braampark Forum 3
33 Hoofd Street
BRAAMFONTEIN

Idilesi yePosi:
Private Bag X2700
Houghton
2041

Umnxeba:	+27 11 877 3600
Ifeksi:	+27 11 403-0625
Idilesi ye-imeyili:	PAIA@sahrc.org.za
Iwebhusayithi:	www.sahrc.org.za

10. INKCAZELO NGEMIBA I-GCIS EGCINE IINGXELO NGAYO – ICANDELO 14 (1) (D)

10.1 Ngeenjongo zokuququzelela isicelo ngokoMthetho, izinto ezigcinwe kwi-GCIS neentlobo zengxelo ezigciniweyo zezi zilandelayo:

A AmaQonga nemiThombo yoLwazi

a) iingxelo
b) iimagazini
c) amaxwebhu emigaqo-nkqubo kunye nezikhokelo
d) I-*South Africa Yearbook* kunye ne-*Pocket Guide to South Africa.*

B I-Arhente yeeNkonzo zoNxibelelwano

a) iingxelo
b) incwadana yezentengiso
c) amaxwebhu apapashiweyo (aprintiweyo)
d) izibhengezo neenkqubo ezisasaziweyo
e) imisetyenzana yokuthengisa nosasazo
f) iingxelo zokuthengwa kwezithuba zokubhengeza koonondaba
g) iingxelo
h) iifoto kunye neevidiyo

C UMgaqo-nkqubo kunye noPhandonzulu

a) iingxelo neenkcazelo
b) iziphakamiso zophando neenkcukacha ezithe gca
c) iintlobo zoovimba beenkcukacha, iingxelo kunye neentlobo zentetho
d) Iincwadi ezisisiKhokelo soLwazi neeNkcukacha (ii-*South African Government Directory, Directory of Contacts, Media Directory and Profiles*)
e) Iingxelo zeendaba ebezisasazwe kumamajelo eendaba alapha ekhaya nawehlabathi
f) Amanqaku apheleleyo amajelo eendaba alapha ekhaya nawehlabathi
g) Iindaba ezisasazwayo kunye nemiyalezo engundoqo.

D EzeziMali, ezoLawulo lweeNkqubo zokuThenga iiNkonzo kunye neeNkonzo ezoNgezelelweyo

a) uvimba weenkcukacha zabaniki-zinkonzo
b) iingxelo ngezezimali kunye neenkcazelo zengeniso nezenkcitho
c) imigaqo-nkqubo kunye neenkqubo ezilandelwayo
d) iingxelo.

E UkuQesha nokuKhathalela aBasebenzi

a) imigaqo-nkqubo, iinkqubo ezilandelwayo kunye neencwadana zamanqaku
b) izigidimi noolindixesha bangaphakathi
c) isicwangciso-qhinga solawulo lokuqesha nokukhathalela abasebenzi
d) uluhlu lweenkcukacha zoqhagamshelwano zamagosa ezolwazi kurhulumente.

F ULawulo lwezoLwazi nobuChwepheshe

a) imigaqo-nkqubo kunye namaxwebhu ezikhokelo.
b) iincwadana eziqulethe amanqaku
c) iingxelo.

G UkuCwangciso ngokuQiqa kunye noLawulo lweeNkqubo

a) amaxwebhu eeprojekthi
b) iingxelo.
c) I-*Project Management Manual*
d) amaxwebhu ezicwangciso-qhinga.

H ICandelo lokuHlola: ezoQoqosho neziSeko ezinguNdoqo, ezobuLungisa neNtsebenziswano naMazwe ngaMazwe

a) izincwangciso-qhinga zokunxibelelana
b) imiyalezo engundoqo
c) INkqubo kaRhulumente yokuNxibelelana

I ICandelo lokuHlola: uPhuhliso loLuntu; uKhuselo lweNtlalo kunye noLawulo nezokhuPhatha

a) izincwangciso-qhinga zokunxibelelana
b) imiyalezo engundoqo
c) INkqubo kaRhulumente yokuNxibelelana

J UNxibelelwano lwamaPhondo kunye nooMasipala

a) iingxelo
b) izicwangciso-qhinga zee-*Thusong Service Centre*
c) izixhobo nesicwangciso-qhinga zonxibelelwano oluphuhlisayo
d) amaxwebhu nolwazi lokuthengisa nokubabaza
e) i-*Government Communicators' Handbook*
f) uvimba weenkcukacha zabanxibelelanisi
g) izicwangciso-qhinga zonxibelelwano.

K Intsebenziswano namaJelo eeNdaba

a) izigidimi zeendaba
b) izicwangciso-qhinga zonxibelelwano
c) izicwangciso-qhinga neengxelo zamajelo eendaba
d) uvimba weenkcukacha zamajelo eendaba.

L UPhicotho-zincwadi lwangaPhakathi

a) iingxelo.

10.2 IINGXELO EZIFUMANEKA LULA – ICANDELO 14 (1) (E)

Ulwazi olufumaneka kwiwebhusayithi ye-GCIS, i-www.gcis.gov.za, lulwazi olufakwe kuyo ngaphandle kokunyanzeliswa. Eminye imithombo namaxwebhu olwazi afakwe kule webhusayithi ngaphandle kokunyanzeliswa aquka la:

- iingxelo
- iincwadana
- izigidimi zeendaba
- izixhobo zorhwebo neentengiso
- iipowusta
- iiphamflethi
- amaphetshana olwazi
- ulwazi namaxwebhu olwazi ku: www.gov.za
- amanqaku eendaba ku: *www.thusong.gov.za*
- amanqaku eendaba ku: *www.sanews.gov.za*
- amanqaku eendaba ku: *www.vukuzenzele.gov.za*

10.3 INKQUBO YOKUFAKA ISICELO

a. ***Ukuvuma okanye ukwala isicelo***

Lowo ucelayo kufuneka ayinikwe ingxelo yequmrhu likarhulumente ukuba:

- lowo ucelayo uyilandele yonke imiqathango ekulo Mthetho ebhekiselele kwinkqubo yokufaka isicelo sokufumana loo ngxelo.
- ukungavunyelwa ukufumana loo ngxelo akwenzakanga ngenxa yezizathu zokwaliwa ezichazwe kulo Mthetho.

b. ***Indlela yokufumana iingxelo***

- Lowo ucelayo kufuneka asebenzise ifomu (iFomu A) eyayipapashwe kwiPhephandaba likaRhulumente (ISaziso sikaRhulumente esingunombolo R187 somhla we-15 kweyoMdumba wama-2002).
- Lowo ucelayo kufuneka achaze ukuba ufuna ikopi yengxelo, okanye unqwenela ukuyifundela kwii-ofisi zakwa-GCIS ingxelo. Kungenjalo, ukuba ingxelo ayikho ephepheni, ingafundwa ngendlela leyo icelwa ngayo, kwiimeko apho oko kunokwenzeka.
- Ukuba lowo ucelayo ucela ukunikwa ingxelo ngendlela ethile (umzekelo, ikopi eliphepha, ngekhompyutha, njl njl) kufuneka ayinikwe ngaloo ndlela afuna ngayo, ngaphandle kokuba ukwenza oko kuza kuphazamisana nendlela elisebenza ngayo iqumrhu elo lichaphazelekayo, okanye kuyonakalise ingxelo, okanye kophule ilungelo lobunini lombhali elingelilo elikaRhulumente. Ukuba lowo ucelayo akakwazi ukuyifumana ingxelo ngendlela ebecele ngayo ngenxa yezizathu ezithile, umrhumo kufuneka ube ngulo wala ndlela ebeqale wacela ukuba ingxelo ikhutshwe ngayo.

- Ukuba lowo ucela ingxelo, ukongeza kwimpendulo ebhaliweyo yesicelo sengxelo, unqwenela ukwaziswa ngesigqibo ngayo nayiphi na indlela, umzekelo ngomnxeba, oku kufuneka kuchazwe.
- Ukuba lowo ucela ingxelo ucela olo lwazi egameni lomnye umntu, kufuneka kuchazwe ukuba usifake ngamagunya mani eso sicelo.
- Ukuba lowo ucelayo akakwazi ukufunda okanye ukubhala, okanye unokukhubazeka, isicelo eso singenziwa ngomlomo. Igosa lezolwazi kufuneka lizalise uxwebhu egameni lalowo ucela ingxelo lize limnike nekopi yoxwebhu olo luzalisiweyo.

c. ***Imirhumo ehlawulwayo yesicelo kunye nokwaziswa ngesigqibo esithathiweyo ngesicelo sokufumana ingxelo***

- Lowo ucelayo ufuna ukufumana ingxelo equlethe iinkcukacha ezingaye akulindelekanga ukuba ahlawule umrhumo. Abanye abacelayo kufuneka bahlawule umrhumo wesicelo ozirandi ezingama-35.
- Iinkcukacha zokuhlawula zika-GCIS zezi zilandelayo:

Igama le-akhawunti:	Govment Comm & Info Sys Main
Uhlobo lwe-akhawunti:	Business Currect Account
Inombolo ye-akhawunti:	010059962
Ibhanki:	Standard Bank
Isebe:	Pretoria
Ikhowudi yesebe:	01-0045

- Igosa lezolwazi kufuneka lazise lowo ucelayo (ngaphandle kwalowo ucela ingxelo emalunga naye) ngokumthumela isaziso, licela lowo ucelayo ukuba ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona) kunye nedipozithi (ukuba iyafuneka) phambi kokuba siqwalaselwe isicelo.
- Lowo ucelayo angafaka isibheno sangaphakathi, apho kufanelekileyo, okanye isicelo enkundleni sokwala ukuhlawula umrhumo.
- Emva kokuba igosa lezolwazi lithathe isigqibo ngesicelo eso, lowo ucelayo kufuneka aziswe ngeso sigqibo ngokwendlela acele ukwaziswa ngayo.
- Ukuba isicelo sivunyiwe, umrhumo owongezelelweyo kufuneka uhlawulwe uhlawulelwa ukwenza ingxelo leyo, uphando kunye nokulungiselela, ngalo naliphi na ixesha elidlulileyo kwiiyure ezisikelweyo zokwenza uphando kunye nokulungiselela ingxelo ukuba inikwe lowo uyicelileyo.
- Ingxelo ayizikukhutshwa ide yonke imirhumo emiselweyo ibe ihlawulwe.

11. IZISOMBULULO EZIKHOYO NGOKUPHATHELENE NAMANYATHELO OKANYE UKUSILELA UKUTHATHA INYATHELO

Ezi nkqubo zilandelayo zikhona ukuze abantu baxele okanye balungise amanyathelo nezenzo ezingekho mthethweni nekutyholwa ukuba azifanelekanga okanye izenzo zabasemagunyeni ezingekho mthethweni okanye ezingenziwanga ngabo nabaphi na abasebenzi bakwa-GCIS:

a. ***Inkqubo yokuxela okanye yokulungisa***

- Izisombululo ngokubhekiselele kumanyathelo okanye ukusilela ukuthatha amanyathelo ngokwe-PAIA yowama-2000: Isikhulu esinegunya lezibheno sangaphakathi salo Mthetho nguMphathiswa. Emva kokuzizama zonke izisombululo zesibheno zangaphakathi, isicelo singafakwa enkundleni (iCandelo lama-78 ukuya kwelama-82).
- Umsebenzi karhulumente angafaka isikhalazo ukuze siphandwe yiKomishoni yeeNkonzo zikaRhulumente malunga nokuthathwa kwamanyathelo asemthethweni okanye ukungathathwa kwawo (iCandelo lama-35 loMthetho weeNkonzo zikaRhulumente, wowe-1994 [uMthetho uNombolo 103 we-1994]).
- Umntu angasebenzisa izisombululo zabasebenzi malunga nezenzo ezisemthethweni okanye ukungenziwa kwazo, ezifana nokruthakruthwano nokuphikisana ngamalungelo (uMthetho weeNkonzo zikaRhulumente, we-1994 kunye noMthetho wezoBudlelwane naBasebenzi, we-1995 [uMthetho uNombolo 66 we-1995].
- Umntu angafaka isikhalazo kumhloli wezabasebenzi malunga naziphi na izenzo zokwaphulwa koMthetho weeMeko ezisiSeko zokuQeshwa, we-1997 (uMthetho nombolo 75 we-1997) iCandelo 78(1)(a), okanye uMthetho wokuLingana ngokweNgqesho, we-1998 (uMthetho uNombolo 55 we-1998) iCandelo 34(e).
- Umntu angafaka isikhalazo kuMkhuseli woLuntu malunga nenyathelo elisisenzo arhanela ukuba asikho mthethweni okanye asifanelekanga okanye ukungathathwa kwenyathelo (uMgaqo-siseko kunye noMthetho woMkhuseli woLuntu we-1994 [uMthetho uNombolo 23 we-1994]).
- Umntu angafaka isikhalazo kwi-SAHRC malunga nenyathelo elisisenzo esisemthethweni okanye ukungathathwa kwenyathelo ekurhanelwa ukuba kusingele phantsi okanye kunyhashe nalo naliphi na ilungelo elingundoqo (uMthetho weKomishoni yamaLungelo oLuntu, we-1994 [uMthetho uNombolo 54 we-1994]).
- Ukuze ukhuselwe ekubeni ungohlwaywa kuba udize izenzo zokuziphatha ngokungekho mthethweni okanye ngokungafanelekanga komsebenzi okanye kogxa, umntu lowo angalandela iinkqubo zokudiza ngokoMthetho wokuDiza ngokuKhuselekileyo, wama-2000 (uMthetho uNombolo 26 wama-2000).
- Umntu angasebenzisa ezinye izisombululo ezisemthethweni ezifana neziko leenkqubo lokuphononongwa kwezomthetho malunga nesenzo solawulo ngokoMthetho wokuXhaswa koBulungisa kuLawulo, wama-2000 (uMthetho uNombolo 3 wama-2000).

b. ***Ezinye izisombululo ezixhasayo***

- Umntu angacela izizathu zesenzo solawulo ngokoMthetho wokuXhaswa koBulungisa kuLawulo, wama-2000 (iCandelo lesi-5).
- Umntu angacela ukufumana iingxelo zesebe likarhulumente okanye elinye iqumrhu ngokwe-PAIA, yowama-2000 (iCandelo le-11).

c. ***Uxanduva lokudiza***

- Umsebenzi karhulumente, ekwenzeni kwakhe umsebenzi wakhe osesikweni, ufanele ngokwemiQathango yokuziPhatha axele kwabasemagunyeni abafanelekileyo, ubuqhetseba, urhwaphilizo, izenzo zokwenzelana idolo, ulawulo olugwenxa kunye naso nasiphi na isenzo esingekho mthethweni okanye esidlela indlala uluntu. Umsebenzi osilelayo ukuthobela lo mthetho unetyala lokungaziphathi ngokufanelekileyo. (uMmiselo B.3 kunye no-C.4.10 weSahluko se-2 seMimiselo yeeNkonzo zikaRhulumente, wama-2001)
- Uxanduva lomqeshi wonke kunye nabasebenzi lokudiza izenzo zolwaphulo-mthetho kunye naso nasiphi na isenzo sokuziphatha ngokungafanelekanga emsebenzini luxhasa uMthetho wokuDiza ngokuKhuselekileyo, wama-2000 (iNtshayelelo).

	IMIRHUMO EMISELWEYO YAMAQUMRHU KARHULUMENTE *ICANDELO II LESAZISO ESINGUNOMBOLO 187 KWIPHEPHANDABA LIKARHULUMENTE NGOMHLA WE-15 KWEYOMDUMBA WAMA-2002*	
1.	Umrhumo wekopi yale ncwadana njengokuba ucingelwa kuMmiselo we-5(c) ngama-R0, 60 ngekopi nganye yephepha eliyi-A4 okanye inxalenye yoko.	
2.	Imirhumo yokukotshelwa ekuthethwa ngayo kuMmiselo 7(1) ihamba ngolu hlobo: a) Ngekopi nganye yephepha eliyi-A4 okanye inxalenye yoko b) Ngekopi nganye eprintiweyo yephepha eliyi-A4 okanye inxalenye yoko egcinwe kwikhompyutha okanye komnye umatshini wekhompyutha okanye umatshini onokufunda kuwo c) Ngekopi ekuhlobo olunokufundwa ngekhompyutha: (i) icwecwe (i-CD) d) (i) ukubhalelwa imifanekiso, ngekopi eliphepha eliyi-A4 okanye inxalenye yoko (ii) ikopi yemifanekiso e) (i) ukubhalelwa ingxelo eshicilelwe ngesandi, kwiphepha elibukhulu buyi-A4 okanye inxalenye yoko (ii) ikopi yengxelo eshicilelwe ngesandi.	R0,60 R0,40 R40,00 R22,00 R60,00 R12,00 R17,00
3.	Umrhumo wokucela ohlawulwa nguye ngamnye ocela ingxelo, ingenguye ocela ingxelo emalunga naye, ekuthethwa ngawo kuMmiselo we-7(2)	R35,00
4.	Imirhumo yokufumana ingxelo ngulowo ucelayo ekuthethwa ngaye kuMmiselo we7(3) ihamba ngolu hlobo: 1) a. ikopi nganye eliphepha eliyi-A4 okanye inxalenye yoko	R0,60 R0,40

	b. ikopi nganye eliphepha eliyi-A4 okanye inxalenye yoko egcinwe kwikhompyutha okanye komnye umatshini wekhompyutha okanye umatshini onokuyifunda kuwo c. ikopi ekuhlobo olunokufundwa kwikhompyutha: (i) icwecwe d. (i) ukubhalelwa imifanekiso, ngekopi eliphepha eliyi-A4 okanye inxalenye yoko, (ii) ikopi yemifanekiso e. (i) ukubhalelwa ingxelo eshicilelwe ngesandi, kwiphepha elibukhulu buyi-A4 okanye inxalenye yoko (ii) ikopi yengxelo eshicilelwe ngesandi f. Ukukhangela nokulungiselela ingxelo yokudiza, li-R15,00 ngeyure okanye inxalenye yayo, ngaphandle kweyure yokuqala efunekayo yokukhangela nokulungiselela okunjalo. 2) Ngeenjongo zeCandelo lama-22(2) loMthetho, kuza kusetyenzwa ngolu hlobo: a. iiyure ezintandathu njengeeyure ekunokudlulwa kuzo phambi kokuba kuhlawulwe idipozithi b. isinye kwisithathu somrhumo wokufumana ulwazi sihlawulwa njengedipozithi ngulowo ucelayo. 3) Imali yokuposa iyahlawulwa xa ikopi yengxelo kufuneka ithunyelwe ngeposi kulowo ucela ingxelo.	R40,00 R22,00 R60,00 R12,00 R17,00

12. IIFOMU EZIMISELWEYO ZOKUFUMANA INGXELO YEQUMRHU LIKARHULUMENTE

ISIHLOMELO B SESAZISO UNOMBOLO 187 *KWIPHEPHANDABA LIKARHULUMENTE* NGOMHLA WE-15 KWEYOMDUMBA WAMA-2002.

IFOMU A
ISICELO SOKUFUMANA INGXELO YEQUMRHU LIKARHULUMENTE
ICandelo 18(1) le-PAIA, yowama-2000

[UMmiselo 2]

IGCWALISWA NGABAKWA-GCIS KUPHELA
Inombolo yesicelo:
Isicelo samkelwe ngu: ....
Isicelo samkelwe ngomhla we: ....

Inombolo yesicelo (ukuba ikhona): ....

Umrhumo wesicelo (ukuba ukhona): R ....

Idipozithi (ukuba ikhona): R ....

Umrhumo wokufumana ulwazi: R..

Isigqibo: ....

....

....

UTYIKITYO LWEGOSA LEZOLWAZI/

UTYIKITYO LWESEKELA-GOSA LEZOLWAZI

A. Iinkcukacha zequmrhu likarhulumente

IGosa lezoLwazi/iSekela-Gosa lezoLwazi:

B. Iinkcukacha zomntu ocela ukufumana ingxelo

(a) Iinkcukacha zomntu ocela ukufumana ingxelo kufuneka zibhalwe apha ngezantsi.

(b) Bhala idilesi, idilesi ye-imeyile okanye nenombolo yefeksi yaseMzantsi Afrika apho kufuneka ingxelo ithunyelwe khona.

(c) Ubungqina obucacisa ukuba isicelo eso senziwa ngamagunya athini, ukuba buyafuneka, kufuneka bukhaphe isicelo.

Amagama apheleleyo nefani: ....

....

Inombolo yencwadi-sazisi: ....

Idilesi yeposi: ....

....

Inombolo yefeksi: ....

Inombolo yomnxeba: ....

Idilesi ye-imeyili: ....

Ukuba isicelo senziwa egameni lomnye umntu, chaza igunya lokufaka isicelo:

....

C. Iinkcukacha zomntu isicelo esenziwa egameni lakhe

Eli candelo kufuneka lizaliswe kuphela ukuba isicelo sokufumana ulwazi senziwa egameni lomnye umntu.

Amagama apheleleyo kunye nefani: ....

Inombolo yencwadi-sazisi: ....

D. Iinkcukacha zengxelo

(a) Faka zonke iinkcukacha zengxelo ofuna ukuyifumana, kuquka inombolo yesicelo ukuba uyayazi, ukuze ingxelo leyo ikwazi ukufumaneka lula. *(b) Ukuba esi sithuba sokufaka iinkcukacha asonelanga, nceda uqhubeke kwelinye iphepha lize nalo lihambe nale fomu.* ***Lowo ucelayo kufuneka atyikitye onke amaphepha ongezelelweyo.***

1. Inkcazelo yengxelo okanye inxalenye efanelekileyo yengxelo: ....

....

....

....

....

2. Inombolo yesicelo, ukuba ikhona: ....

3. Naziphi na ezinye iinkcukacha zengxelo: ....

....

....

....

E. Imirhumo

*(a) Isicelo sokufumana ingxelo, ngaphandle kwengxelo eneenkcukacha zakho, siya kuchotshelwa kuphela emva kokuba **umrhumo wesicelo** uhlawulwe.*

(b) Uza kwaziswa ngesixa-mali ekufuneka sihlawulwe njengomrhumo wesicelo.

*(c) **Umrhumo ohlawulelwa ukufumana** ingxelo uxhomekeke kwindlela leyo ifunwa ngayo nexesha elifunekayo lokukhangela nokulungiselela ingxelo.*

(d) Ukuba unelungelo lokungahlawuli nawuphi na umrhumo, nceda uchaze isizathu soko.

Isizathu sokunikwa imvume yokungahlawuli imirhumo:...

....

....

....

....

F. Uhlobo ingxelo efunwayo ekufuneka ibe lulo

Ukuba awukwazi ukufunda, ukubona okanye ukuphulaphula ingxelo ngohlobo elulo kwezi zingezantsi ku-1 ukuya ku-4 ngenxa yokukhubazeka chaza ukukhubazeka kwakho nendlela ofuna ukuyifumana ngayo ingxelo.

Ukukhubazeka:	Indlela ingxelo efunwa ngayo: ....

Phawula ibhokisi efanelekileyo ngo-X.

AMANQAKU:

(a) Indlela ophawule ukuba isicelo usifuna ngayo ixhomekeke kwindlela ingxelo leyo ifumaneka ngayo.

(b) Ukufumana ingxelo ngendlela oyifuna ngayo kungaliwa kwiimeko ezithile. Kwiimeko ezinjalo, uza kwaziswa ukuba uza kulufumana ulwazi ngenye indlela.

(c) Umrhumo ohlawulelwa ukufumana ingxelo, ukuba ukhona, uza kumiselwa ngokwendlela ekufunwa ingxelo ifumaneke ngayo.

1. Ukuba ngaba ingxelo ikuhlobo olubhaliweyo okanye olushicilelweyo

	Ikopi yengxelo*		Ukuhlolwa kwengxelo

2. Ukuba ingxelo inemifanekiso

(Oku kuquka iifoto, izilayidi, iividiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njalo njalo.)

	Ukubuka imifanekiso		Ikopi yemifanekiso*		Ukutolikwa kwemifanekiso ngenye indlela*

3. Ukuba ingxelo inamagama okanye ulwazi olushicilelweyo, olunokukotshwa lwenziwe lube nesandi

	Phulaphula isandi somculo (i-CD)		Ukukhutshelwa kwesandi somculo ngenye indlela* (Kuxwebhu olubhaliweyo okanye olushicilelweyo)

4. Ukuba ingxelo igcinwe kwikhompyutha okanye komnye umatshini wekhompyutha okanye umatshini onokuyifunda kuwo					
	Ikopi eprintiweyo yengxelo*		Ikopi eprintiweyo yeenkcukacha ezivela kwingxelo*		Ikopi ekuhlobo olufundeka ngekhompyutha* (icwecwe)

Ukuba ucele ikopi okanye ukubhalelwa ingxelo (ngasentla), ingaba ufuna ukuba ikopi okanye oko ukubhalelweyo kuthunyelwe kuwe ngeposi kuwe? **Kukho intlawulo yokuthumela ngeposi.**	EWE	HAYI

Qaphela ukuba ukuba ingxelo ayifumaneki ngolwimi olukhethileyo, ungayifumana ngolwimi ingxelo efumaneka ngalo.
Loluphi ulwimi okhetha ukuyifumana ngalo ingxelo?

G. Isaziso ngesigqibo malunga nokufumana ingxelo

Uza kwaziswa ngokubhalelwa ukuba isicelo sakho sivunyiwe okanye sikhatyiwe kusini na. Ukuba unqwenela ukwaziswa ngolunye uhlobo, nceda uchaze kwaye unikezele iinkcukacha ezifunekayo ukuze sikwazi ukufezekisa isicelo sakho.

Ukhetha ukuba waziswe njani ngesigqibo malunga nesicelo sakho sokufumana ingxelo?...

Ityikitywe (umhla)...

UTYIKITYO LOMFAKI-SICELO/ UMNTU LOWO ISICELO SENZIWA EGAMENI LAKHE

Le ncwadana ityikitywe yaze yamkelwa ISekela-Gosa lezoLwazi: GCIS Mnu Tshegofatso Kgarabjang.

ISekela-Gosa lezoLwazi: GCIS

Mnu Tshegofatso Kgarabjang

UMHLA: 27/11/2017