

INCWADANA EQULETHE AMANQAKU  
NGOKWECANDELO LE-14 LOMTHETHO  
WOKUXHASA UKUFIKELELA KOLUNTU  
KULWAZI NGEZIKARHULUMENTE WAMA-  
2000 (UMTHETHO NOMBOLO 2 WAMA-  
2000)

Incwadana equlethe  
amanqaku wokuxhasa  
ukuFikelela koLuntu  
kuLwazi leeNkqubo  
zezoNxibelelwano  
ngezikaRhulumente.  
(GCIS)  
**2012/13**

**ISIQULATHO**

Intshayelelo .....	3
Igunya le-GCIS.....	3
Amacandelo e-GCIS.....	3
Ingcaciso ethe vetshe ngemisebenzi.....	4
Isakhiwo sabaLawuli be-GCIS.....	7
Iinkcukacha zoqhagamshelwano zeGosa lezoLwazi.....	9
Isikhokelo sokusebenzisa lo Mthetho kwiKomishoni yamaLungelo oLuntu yaseMzantsi Afrika .....	9
Inkcazelo ngemiba i-GCIS egcine iingxelo ngayo .....	10
Iingxelo ezifumaneka ngokuzenzekelayo kwa-GCIS .....	11
Indlela yokucela ukufikelela kwingxelo.....	11
Izisombululo ezifumanekayo ngokuphathelele kwiMithetho okanye ukusilela kwayo .....	12
Imirhumo emiselweyo.....	13
Amaxwebhu amiselweyo okufikelela kwingxelo yequmrhu loluntu .....	14

I

## **1. INTSHAYELELO**

UMthetho wokuXhasa ukuFikelela kuLwazi wama-2000, uchaza ukuba iqumrhu ngalinye kufuneka ligunyazise iGosa lezoLwazi/amaGosa ezoLwazi kunye neSekela leGosa lezoLwazi/namaSekela Gosa ezoLwazi aza kuba nokxanduva lokuchophela izicelo zokufikelela kulwazi, aze ancede abafake izicelo bazise izicelo zabo.

Le ncwadana iqulethe amanqaku malunga nokufikelela kulwazi yaphuhliswa njengesikhokelo sokuba uluntu lungafikelela njani kulwazi olugcinwe kwiiNkqubo zoNxibelelwano noLwazi ngezikaRhulumente (i-GCIS). Ichaza ukuba loluphi ulwazi olufumanekayo kwisebe kwaye ikuxelela nokuba ungafikelela njani kolu lwazi. Le ncwadana iphuhlisa ilungelo lokufikelela kulwazi, lungelo elo liyinxalenye yoMgaqo-siseko weRiphabliki yoMzantsi Afrika, owaphunyezwa ngowe-1996.

Ngaphandle kweengxelo, ezikwabizwa ngokuthi zifayile, le ncwadana iqulethe iinkcukacha zeGosa lezoLwazi kunye noSekela Gosa lezoLwazi le-GCIS.

## **2. IGUNYA LE-GCIS**

Elona gunya lingundoqo le-GCIS kukubonelela ngobuchule bokukhokela kunxibelelwano ngezikaRhulumente kunye nokulungelelanisa inkqubo yonxibelelwano ngezikaRhulumente ukuze iqinisekise ukuba uluntu luyaziswa malunga nemithetho-nkqubo, izicwangciso kunye neenkqubo zikarhulumente.

**Umbono:** Kukuba luluvo olugqwesileyo kwezoxibelelwano kurhulumente.

**Intethonjongo:** Ukubonelela ngeenkono zobungcali, ukumisela nokuphemebelela ukuthotyelwa kwemigangatho ukuze inkqubo yonxibelelwano ngezikaRhulumente ihambe kakuhle, kunye nokuqhubela phambili ukusasazwa kwemiyalezo karhulumente nokuziqqatsa kunxibelelwano noluntu malunga nemigaqo-nkqubo, izicwangciso, iinkqubo kunye nezinto aphumeleleyo ukuzenza urhulumente.

### **2.1 AMACANDELO E-GCIS**

I-GCIS yakhiwe ukuze izalisekise igunya layo njengokuba lichaziwe apha ngasentla. Inala macandelo ali-15 alandelayo:

- 2.1.1 ICandelo leeMveliso kunye namaQonga
- 2.1.2 ICandelo lezoRhwebo kunye nokuSasazwa
- 2.1.3 ICandelo leMigaqo-nkqubo kunye noPhandonzulu
- 2.1.4 ICandelo lezeziMali, iTyathanga lokuThenga iiNkonzo kunye neeNkonzo ezoNgezelelweyo
- 2.1.5 ICandelo lokuQesha nokuKhathalela aBasebenzi
- 2.1.6 ICandelo loLawulo loLwazi noBuchwepheshe
- 2.1.7 ICandelo leMpahla karhulumente kunye noLawulo lweeNdawo zikaRhulumente
- 2.1.8 ICandelo leSicwangciso soBuchule kunye ne-Ofisi yoLawulo lweeNkqubo
- 2.1.9 ICandelo lezoQeqesho kunye noPhuhliso
- 2.1.10 UKongamela amaQela: ICandelwana lezoQoqosho neNgqesho; uPhuhliso lweziSeko ezinguNdoqo; uBulungisa; ukuThintela uLwaphulo-mthetho kunye noKhuseleko; iNtsebenziswano naMazwe ngaMazwe; uRhwebo kunye noKhuseleko
- 2.1.11 UKongamela amaQela: uPhuhliso loLuntu; uKhuselo lweNtlalo kunye noPhuhliso loLuntu; uMbuso noLawulo
- 2.1.12 ICandelo loNxibelelwano lwamaPhondo noRhulumente beenDawo zaseMaphandleni
- 2.1.13 ICandelo leeNtsebenziswano namaJelo eeNdaba
- 2.1.14 ICandelo leNtengiso kunye nokuThenga amaJelo eeNdaba
- 2.1.15 ICandelo loPhicotho-zincwadi lwangaPhakathi

### **2.2 INGCACISO ETHE VETSHE NGEMISEBENZI**

**2.2.1 UPhicotho-zincwadi lwangaPhakathi** luyilelwe ukuphucula ulawulo lomngcipheko, iinkqubo zokulawula nezoMbuso.

#### **2.2.1 ISEBE: UKUCHOPHELA KUNYE NOKUSASAZA**

ISebe **lokuChophela kunye nokuSasaza** lilungelelanisa ukusekwa nokuphunyezwa koBuchule boNxibelelwano beSizwe.

Imisebenzi yeli sebe yile ilandelayo:

- Ukuqhuba uphandonzulu lokuhlola iindlela zokuba urhulumente angazazisa njani iimfuno zoluntu
- Ukongamela usasazo lweenkqubo zikarhulumente ngamajelo eendaba ngokombono wonxibelelwano
- Ukubonelela ngesikhokelo sobuchule kuhlalutyo lwamaphephandaba namajelo eendaba asebenzisa ikhompyutha ukwenza igalelo kunxibelelwano lobungcali kunye nokusasazwa ngexesha elifanelekileyo kwemiba karhulumente
- Ukuphuhlisa iimveliso zonxibelelwano/ amaqonga kunye nokuqulethweyo konxibelelwano
- Ukuthenga ixesha leentengiso kunye/okanye indawo efunekayo ukuze kuqhutywe amaphulo eentengiso zikarhulumente
- Ukuququzelela uqeqesho kwezoxibelelwano kunye nophuhliso lwezakhono zabo bangabanxibelelanisi bakarhulumente.

Eli sebe linala macandelo alandelayo:

- IiMveliso kunye namaQonga
- Umgaqo-nkqubo kunye noPhandonzulu
- URhwebo kunye nokuSasazwa.

**A ICandelo leeMveliso kunye namaQonga** lijongene noxanduva lwamaqonga onxibelelwano ngokubanzi adalwe naqhutywa yi-GCIS. La maqonga ayinxalenye yokuzinikela kwethu ekugcineni abemi boMzantsi Afrika nabachaphazelekayo abakwezinye iindawo besazi ngeemithetho-nkqubo nemisebenzi kunye namathuba avela kwezi nkqubo ajoliswe kubemi, amashishini kunye nabanye abathathi-nxaxheba.

**B ICandelo leMigaqo-nkqubo kunye noPhandonzulu** liqhuba uphandonzulu ukuhlola ukuba urhulumente angalwazisa njani uluntu ngeemfuno zalo kunye nokongamela usasazo lweenkqubo zikarhulumente ngamajelo eendaba ngokombono wonxibelelwano.

**C ICandelo lezoRhwebo kunye nokuSasaza** liqinisekisa ukuba imisebenzi ye-GCIS inobuchule bokuthengisa nokusasaza zonke iimveliso zayo kuwo onke amaqonga.

## **2.2.2 ISEBE: UKULUNGELELANISA OORHULUMENTE KUNYE NOLAWULO LWABACHAPHAZELEKAYO**

Isebe **lokuLungelelanisa oorhulumente kunye noLawulo lwabaChaphazelekayo** libonelela ngobunkokheli kunye neengcebiso zobuchule kwiinkqubo zonxibelelwano nolwazi ngezikarhulumente kumaphondo kunye norhulumente weendawo zasemaphandleni. Injongo yalo kukomeleza inkqubo yonxibelelwano karhulumente kunye nokuphumeza uphuhliso lonxibelelwano kusetyenziswa unxibelelwano ngokuthi kubekho ubudlelwane obuluqilima nabachaphazelekayo namaqabane, kunye nokuqinisekisa ukuba uluntu luyaziswa malunga nemigaqo-nkqubo neenkqubo zokuphucula ubomi babo.

Imisebenzi yeli sebe yile ilandelayo:

- Kukubonelela ngobuchule bobunkokheli kunxibelelwano ngezikarhulumente
- Kukomeleza kunye nokulawula inkqubo yonxibelelwano olubanzi lukarhulumente ukuze isebenze kwaye ilungelelane ngokufanelekileyo
- Kukwakha ubuqabane okanye ubudlelwane nabachaphazelekayo abanjongo zikukulandela umbono we-GCIS.

Eli sebe lenziwe ngala macandelo:

- ICandelo loNxibelelwano lwamaPhondo neeNdawo zaseMaphandleni
- ICandelo leNtsebenziswano yamaJelo eeNdaba
- UKongamela amaQela: iCandelwana lezoQoqosho neNgqesho; uPhuhliso lweziSeko eziNgundoqo; uBulungisa; ukuThintela uLwaphulo-mthetho kunye noKhuseleko; iNtsebenziswano naMazwe ngaMazwe; namaQela ezoRhwebo kunye noKhuseleko
- UKongamela amaQela: uPhuhliso loLuntu; uKhuselo kunye noPhuhliso loLuntu; ezoMbuso noLawulo

**A ICandelo loNxibelelwano lwamaPhondo noRhulumente weeNdawo zaseMaphandleni** lubonelela ngobuchule bobunkokheli kumda wonxibelelwano lukarhulumente kazwelonke kunye neenkqubo zonxibelelwano zamaphondo. Eli sebe lilawula ii-ofisi zamaphondo alithoba kunye nesebe elikwi-ofisi kazwelonke.

**B ICandelo leNtsebenziswano naaJelo eeNdaba** ikhokelela kwaye iqhuba intsebenziswano nonxibelelwano phakathi kukarhulumente kunye namajelo eendaba. Okungundoqo kwigunya lalo kukuxhasa nokuququzelela ukuqondwa kwe-ajenda karhulumente ngamajelo eendaba ukuze kukhuthazwe uluntu lube ngabemi abasebenzayo nabazibandakanyayo; uluntu olwaziyo, olucacelweyo zezopolitiko noluzithembileyo ngokubanga amalungelo alo okuziselwa iinkonzo ngokobulungisa.

**C UkoNgamela amaQela: iCandelwana lezoQoqosho neNgqesho; uPhuhliso lweziSeko ezingundoqo; uBulungisa; ukuThintela uLwaphulo-mthetho kunye noKhuseleko; iNtsebenziswano naMazwe ngaMazwe, uRhwebo kunye noKhuseleko** libonelela ngobuchule beengcebiso ngonxibelelwano lwamaqela kunye nenkxaso kumasebe. Livumela uphuhliso lwezicwangciso zonxibelelwano ezivela kwiKhabhinethi.

---

Amaqela asekwabonelela ngeqonga lokwenza izicwangciso ngokuhlangeneyo kunye nokuphumeza iinkqubo zabanxibelelanisi bakarhulumente.

- D UKongamela amaQela: uPhuhliso loLuntu; uKhuselo lweNtlo kunye noPhuhliso loLuntu; ezoMbuso noLawulo** libonelela ngobuchule beengcebiso ngonxibelelwano lwamaqela kunye nenkxaso kumasebe. Livumela uphuhliso lwezicwangciso zonxibelelwano ezivela kwiKhabhinethi. Amaqela asekwabonelela ngeqonga lokwenza izicwangciso ngokuhlangeneyo kunye nokuphumeza iinkqubo zabanxibelelanisi bakarhulumente.

### **2.2.3 ISEBE: IINKONZO ZOKUXHASA UKUPHATHWA KWEMISEBENZI**

ISebe leeNkonzo zokuXhasa ukuPhathwa KweMisebenzi lilawula iinkonzo zokuxhasa ekubonelelwa ngazo abalawuli ngokulandelelana kwabo.

Eli sebe linala macandelo alandelayo:

- ICandelo lezeziMali, iTyathanga lokuThenga iiNkonzo kunye neeNkonzo ezoNgezelelweyo
  - ICandelo lokuQesha nokuKhathalela aBasebenzi
  - ICandelo loLawulo loLwazi kunye noBuchwepheshe
  - ICandelo lempahla kaRhulumente kunye noLawulo lweeNdawo zikaRhulumente
  - ICandelo leSicwangciso soBuchule kunye noLawulo lweeNkqubo
  - ICandelo lezoQeqesho kunye noPhuhliso.
- A ICandelo lezeziMali, iTyathanga lokuThenga iiNkonzo kunye neeNkonzo ezoNgezelelweyo** libonelela ngobuchule bobunkokheli kulawulo lwezezimali kunye nolawulo lokuthenga iinkonzo kumashishini.
- B ICandelo lokuQesha nokuKhathalela aBasebenzi** libonelela ngobuchule bobunkokheli ekuphuhliseni ubuchule bolawulo lwezabasebenzi besebe.
- C ICandelo loLawulo loLwazi kunye noBuchwepheshe** libonelela ngesikhokelo esenziwe ngobuchule ngokubhekiselele kulawulo lolwazi kunye nobuchwepheshe kwa-GCIS
- D ICandelo leMpahla kaRhulumente kunye noLawulo lweeNdawo zikaRhulumente** lijongene nokufumana indawo ukuze kusekwe ii-ofisi ze-GCIS.
- E ICandelo loBuchule bokuCwangcisa kunye noLawulo lweeNkqubo** libonelela ngobuchule beenkonzo zolawulo embuthweni ngokuhambelana noMthetho woLawulo LweziMali zikaRhulumente (i-PFMA) kunye neminye imithetho echaphazelekayo. Isekwajongene noxanduva lokubonelela ngeenkonzo zolawulo lweeprojekthi zobungcali ukomeleza ukusebenza ekuziseni iinkonzo ezigunyaziswe yi-GCIS.
- F ICandelo lezoQeqesho kunye noPhuhliso** lichonga iimfuno zoqeqesho nophuhliso lwabanxibelelanisi bakarhulumente ngokusekelezwe kubuchule bonxibelelwano besizwe, imigaqo-nkqubo karhulumente kunye neenjongo zonxibelelwano lukarhulumente ngokubanzi. Eli candelo lisekwaphuhlisa umthamo wangaphakathi kwakunye nentlalontle yabasebenzi, ukulingana ngokwesini, ulawulo lokukhubazeka kunye neenkqubo zolutsha.

### **2.2.4 ISEBE: I-ARHENTE YEENKONZO ZONXIBELELWANO**

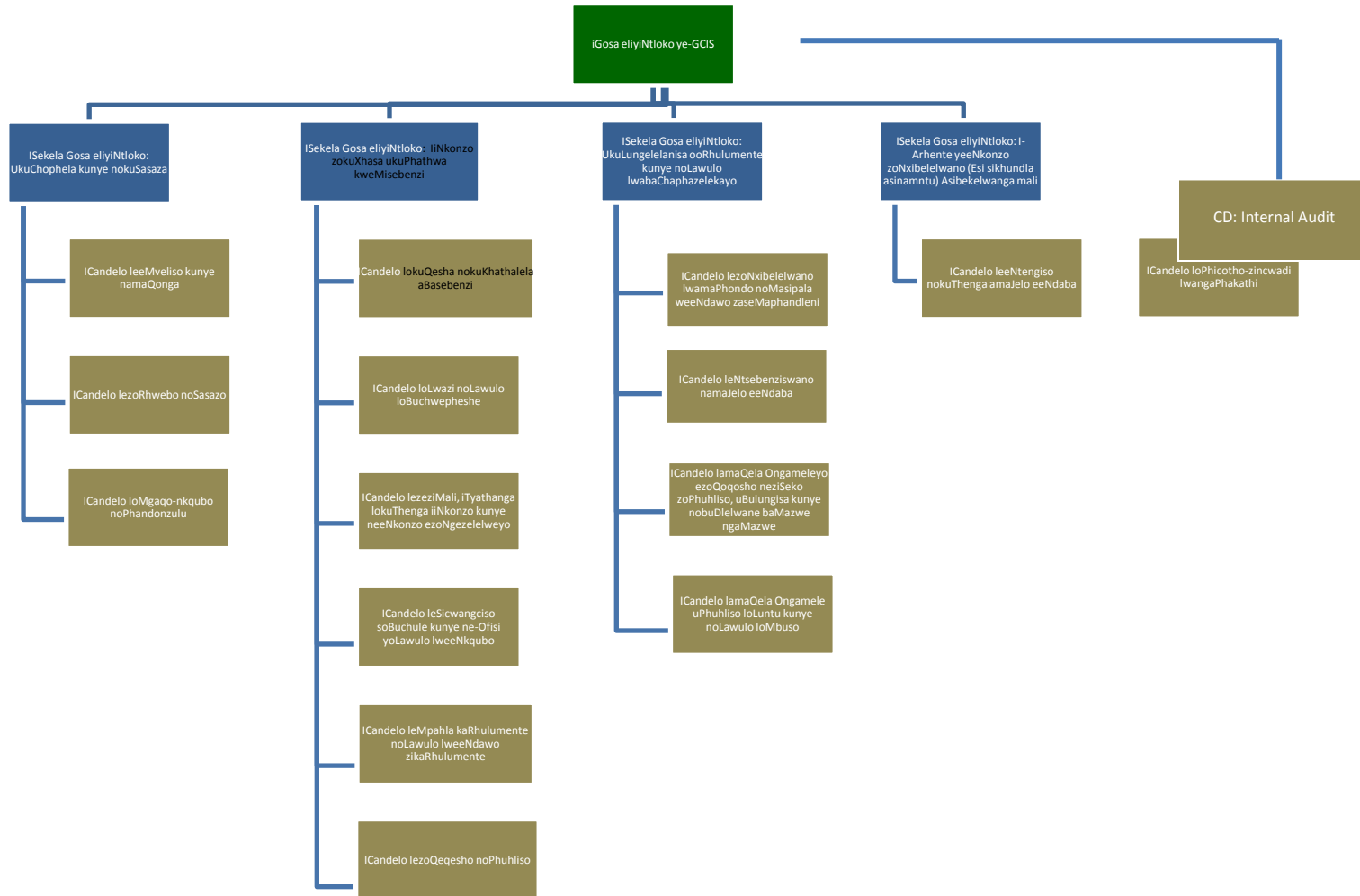
ISebe le-Arhente yeeNkonzo zoNxibelelwano libonelela nge-arhente yezorhwebo kunye neentengiso esebenza kakuhle ethi iququzelele ukufikeleleka kunye nokuthengwa kweenkonzo zonxibelelwano ezikhethiweyo egameni likarhulumente.

- A ICandelo leNtengiso kunye nokuThenga amaJelo eeNdaba** libonelela ngeenkonzo zokuthenga amaJelo eendaba ngokuhlangeneyo kunye neentengiso zemveliso zamajelo eendaba oko zikwenzela wonke urhulumente kazwelonke, ukuqinisekisa unxibelelwano lweenkqubo zikarhulumente olusebenza kakuhle, oluphendulayo nolwamaxabiso aphantsi.

### **2.2.5 ICANDELO: UPHICOTHO-ZINCWADI LWANGAPHAKATHI**

- A ICandelo loPhicotho-zincwadi lwangaphakathi** lenza umsebenzi ozimeleyo wokuqinisekisa nowenziwa ngokubonisana noyilelwe ukuba wongeze ixabiso kwindlela i-GCIS isebenza ngayo.

**ISAKHIWO SABALAWULI BE-GCIS**



### **3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LEZOLWAZI**

IGosa eliyiNtloko liGosa lezoLwazi ngokoMthetho wokuFikelela kuLwazi, wama-2000. I-GCIS ineSekela leGosa lezoLwazi elinye:

#### **IGosa lezoLwazi : Nks. Phumla Williams**

Idilesi yeposi: Private Bag X745  
PRETORIA  
0001

Idilesi yesakhiwo: 1035 Francis Baard Street  
Tshedimosetso House  
Hatfield  
Pretoria  
1028

Idilesi ye-imeyili: [phumla@gcis.gov.za](mailto:phumla@gcis.gov.za)

Umnxeba: 012 473-0236  
Ifeksi: 012 325-3020  
Unomyayi: 083 501 0139

#### **Isekela Gosa lezoLwazi: Mnu. Keitumetse Semakane**

Umnxeba: 012 473-0128  
Ifeksi: 012 326-7447  
Unomyayi: 079 696 1826  
Idilesi ye-imeyili: [keitu@gcis.gov.za](mailto:keitu@gcis.gov.za)

### **4. ISIKHOKELO SOKUSEBENZISA LO MTHETHO KWIKOMISHONI YAMALUNGELO OLUNTU YASEMZANTSI AFRIKA (I-SAHRC) [ICANDELO 14(1) (C)]**

I-SAHRC (emva koku izakubizwa kuthiwe yiKomishoni) iza, ngokwecandelo le-10 loMthetho wokuFikelela koLuntu kuLwazi (PAIA) wama-2000, kuhlangukisa ize ibhale isikhokelo sokusetyenziswa kwalo Mthetho. Esi sikhokelo siza kufumaneka kwiKomishoni. Nayiphi na imibuzo ebhekiselele kwesi sikhokelo mayibhekiswe kwiKomishoni kule dilesi:

SAHRC  
Private Bag X2700  
Houghton  
2041

Umnxeba: 011 877- 3600  
Ifeksi: 011 403-0625  
Idilesi ye-imeyili: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Isikhundla somnathazwe: [www.sahrc.org.za](http://www.sahrc.org.za)

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

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

#### **A Iimveliso kunye namaQonga**

- a) Iingxelo
- b) Iimagazini
- c) ulwazi neenkukacha ezifumaneka kwiwebhusayithi ye-GCIS, kwiwebhusayithi i-*Government Information*, kwiwebhusayithi ye-*Vuk'uzenzele* kunye ne iwebhusayithi i-*Government Services*.
- d) amaxwebhu emigaqo-nkqubo kunye nezikhokelo
- e) I-*South Africa Yearbook kunye ne-Pocket Guide to South Africa*.

- 
- B URhwebo noSasazo**
- a) iingxelo
  - b) incwadana yezorhwebo neentengiso.
- C UMgaqo-nkqubo kunye noPhandonzulu**
- a) iingxelo neenkcazelo
  - b) iziphakamiso zophando neenkukacha ezithe gca
  - c) iiseti zoovimba beenkcukacha, iingxelo kunye nemiboniso
  - d) UMthetho woPhuhliso lwaMajelo eeNdaba kunye ne-Arhente yokwaHlukahlukana (i-MDDA) wama-2002 (uMthetho we-14 wama-2002)
  - e) lincwadi ezisisiKhokelo soLwazi neenkukacha (*South African Government Directory, Directory of Contacts, Media Directory and Profiles*)
  - f) iingxelo zosasazo lwamajelo eendaba zasekhaya nezamazwe ngamazwe
  - g) Amanqaku apheleleyo amajelo eendaba asekhaya nawamazwe ngamazwe
  - h) Okuqulethwe lunxibelelwano kunye nemiyalezo engundoqo.
- D EzeziMali, iTyathanga lokuThenga iiNkonzo kunye neeNkonzo ezoNgezelelweyo**
- a) uvimba weenkukacha 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 zeendaba nolwazi lwangaphakathi
  - c) ubuchule bolawulo lokuqesha nokukhathalela abasebenzi
  - d) uluhlu lweenkcukacha zoqhagamshelwano zamagosa ezolwazi kurhulumente.
- F ULawulo lwezoLwazi noBuchwepheshe**
- a) imigaqo-nkqubo kunye namaxwebhu ezikhokelo.
  - b) incwadana eziqulathe amanqaku.
  - c) iingxelo.
- G Impahla kaRhulumente kunye noLawulo lweeNdawo zikaRhulumente**
- a) iingxelo
- H Isicwangciso soBuchule kunye noLawulo lweeNkqubo**
- a) ukubhalwa phantsi kweprojekthi
  - b) iingxelo.
  - c) *I-Project Management Manual*
  - d) *I-Government Communication Programme*
  - e) amaxwebhu amalunga nobuchule.
- I UQeqesho kunye noPhuhliso**
- a) iingxelo
  - b) ubuchule bophuhliso lokuqesha nokukhathalela abasebenzi.
- J UKongamela amaQela**
- a) ubuchule bonxibelelwano
  - b) Imiyalezo engundoqo.
- K UNxibelelwano lwamaPhondo kunye noRhulumente beeNdawo zaseMaphandleni**
- a) iingxelo
  - b) ubuchule obusetyenziswa kwiZiko leeNkonzo i- *Thusong*
  - c) ubuchule kunye nezixhobo zophuhliso lonxibelelwano
  - d) izixhobo zorhwebo neentengiso
  - e) *i-Government Communicators' Handbook*
  - f) uvimba weenkukacha zabanxibelelanisi
  - g) ubuchule bonxibelelwano.
- L Intsebenziswano namaJelo eeNdaba**
- a) Izigidimi zeendaba
  - b) ubuchule bonxibelelwano
  - c) ubuchule bamajelo eendaba
  - d) uvimba weenkukacha zamajelo eendaba.
- M INTengiso kunye nokuThenga amaJelo eeNdaba**
-



- a) upapasho (olubhaliweyo)
- b) usasazo lweentengiso kunye neenkqubo
- c) imisebenzi yorhwebo nosasazo
- d) iingxelo zokuthenga amajelo eendaba
- e) iingxelo
- f) imifanekiso yevidiyo neefoto.

**N UPhicotho-zincwadi lwangaPhakathi**

- a) iingxelo.

**5.2 IINGXELO EZIFUMANEKA NGOKUZENZEKELAYO – ICANDELO 14 (1) (E)**

Ulwazi olufumaneka kwiwebhusayithi ye-GCIS, [kwa: www.gcis.gov.za](http://www.gcis.gov.za), lwaziswa ngokuzithandela. Ezinye iimveliso zolwazi kunye nezixhobo ezaziswa ngokuzithandela ziquka:

- iingxelo
- incwadana
- izigidimi zeendaba
- izixhobo zorhwebo neentengiso
- iipowusta
- amacwecwana olwazi
- amaphetshana olwazi
- amanqaku eendaba kwiwebhusayithi ethi: [www.info.gov.za](http://www.info.gov.za)
- amanqaku eendaba kwiwebhusayithi ethi: [www.thusong.gov.za](http://www.thusong.gov.za)
- amanqaku eendaba kwiwebhusayithi ethi: [www.sanews.gov.za](http://www.sanews.gov.za)

**5.3 INDLELA YOKWENZA ISICELO**

**a. Ukuvuma okanye ukwala isicelo**

Lowo ucelayo kufuneka efikelele kwingxelo yequmrhu loluntu ukuba:

- lowo ucelayo uyithobele yonke imiqathango neemfuneko zoMthetho ezibhekiselele kwisicelo sokufikelela kuloo ngxelo
- ukufikelela kuloo ngxelo akwaliwanga ngenxa yezizathu zokwaliwa ezichazwe kulo Mthetho.

**b. Ufikelela njani kwingxelo**

- Lowo ucela ukufikelela kwingxelo kufuneka asebenzise olu xwebhu (Uxwebhu A) olwalupapashwe kwi-*Government Gazette* (ISaziso sikaRhulumente esingunombolo R187 somhla we-15 kweyoMdumba wama-2002).
- Lowo ucelayo kufuneka abonakalise ukuba ufuna ikopi yengxelo, okanye unqwenela ukubona ingxelo kwii-ofisi zakwa-GCIS. Okanye, ukuba ingxelo ayikho ephepheni, ingabonwa ngendlela leyo icelwa ngayo, kwiimeko apho oko kunokwenzeka.
- Ukuba ocelayo ucela ukufikelela kwingxelo ngendlela ethile (umzekelo, ikopi eliphepha, ngekhompyutha njalo njalo) kufuneka akwazi ukufikelela ngaloo ndlela afuna ngayo. Oku kungaphandle kokuba ukwenza oko kuza kuphazamisana nokuqhutywa komsebenzi wequmrhu elo lichaphazelekayo, okanye konakalise ingxelo, okanye kophule amalungelo negunya lombhali lokushicilela nokuthengisa umsebenzi wakhe elingelilo elikaRhulumente. Ukuba, ngezizathu zokusebenza, lowo ucelayo akakwazi ukufikelela kwingxelo ngendlela ebecele ngayo kodwa angafikelela kuyo ngolunye uhlobo, umrhumo kufuneka ubalwe ngokwendlela ebeqale wacela ukufikelela ngayo.
- Ukuba, ukongeza kwimpendulo ebhaliweyo yesicelo sengxelo, lowo ucela ingxelo unqwenela ukwaziswa ngesigqibo ngayo nayiphi na indlela, umzekelo ngomnxeba, oku kufuneka kuboniswe.
- Ukuba lowo ucela ingxelo ucela ulwazi egameni lomnye umntu, kufuneka siboniswe isikhundla eso esimgunyazisa ukuba enze 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 esingokufikelela kwingxelo**

- Lowo ucelayo unqwenela ukufikelela kwingxelo equelethe iinkcukacha ezingaye akulindelekanga ukuba ahlawule umrhumo. Abanye abacelayo kufuneka bahlawule umrhumo ongama-R35.
- IGosa lezoLwazi kufuneka lazise lowo ucelayo (ngaphandle kwalowo ucela ingxelo emalunga naye) ngesibhengezo, licela lowo ucelayo ukuba ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona) kunye nediposithi (ukuba iyafuneka) phambi kokuba sichotshelwe ukuya phambili isicelo.
- Lowo ucelayo angafaka isibhenzo 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 ukuze zibe selubala.
- Ukufikelela kwingxelo kuza kwaliwa ide yonke imirhumo emiselweyo ibe ihlawulwe.

## **6. IZISOMBULULO EZIFUMANEKAYO NGOKUPHATHELELE KWIMITHETHO OKANYE UKUSILELA KWAYO**

Ezi nkqubo zilandelayo zikhona ukuze abantu baxele okanye balungise izenzo 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 kwizenzo okanye ukusilela ukwenza ngokoMthetho wokuFikelela koLuntu kuLwazi wama-2000: Igunyabantu lezibheni langaphakathi lalo Mthetho nguMphathiswa. Emva kokuzizama zonke izisombululo zesibheni zangaphakathi, isicelo singafakwa enkundleni (iCandelo lama-78 ukuya kuma-82).
- Umsebenzi karhulumente angafaka isikhalazo ukuze siphandwe yiKomishoni yeeNkonzo zikaRhulumente malunga nesenzo esisemthethweni okanye ukungenziwa kwaso (iCandelo lama-35 loMthetho wokuFikelela koLuntu kuLwazi, lowe-1994 [uMthetho nombolo 103 we-1994]).
- Umntu angasebenzisa izisombululo zabasebenzi malunga nezenzo ezisemthethweni okanye ukungenziwa kwazo, ezifana nokruthakruthano ngamalungelo (uMthetho weeNkonzo zaBasebenzi, we-1994 kunye noMthetho woBudlelwane baBasebenzi, we-1995 [uMthetho nombolo 66 we-1995]).
- Umntu angafaka isikhalazo kumhloli wezabasebenzi malunga nalo naluphi na ulwaphulo lwe-*Basic Conditions of Employment Act*, we-1997 (uMthetho nombolo 75 we-1997) iCandelo 78(1)(a), okanye uMthetho wokuLingana ngokweNgqesho, we-1998 (uMthetho nombolo 55 we-1998) iCandelo 34(e).
- Umntu angafaka isikhalazo kuMkhuseli woLuntu malunga nesenzo arhanela ukuba asikho mthethweni okanye asifanelekanga okanye ukungenziwa kwaso (uMgaqo-siseko kunye noMthetho woMkhuseli woLuntu we-1994 [uMthetho nombolo 23 we-1994]).
- Umntu angafaka isikhalazo kwi-SAHRRC malunga nesenzo esisemthethweni okanye ukungenziwa kwaso ekurhanelwa ukuba sisingele phantsi okanye sinyashe nalo naliphi na ilungelo elingundoqo (uMthetho weKomishoni yamaLungelo oLuntu, we-1994) [uMthetho nombolo 54 we-1994].
- Ukukhuseleka kwimpindezelo ngenxa yokuphumela elubala malunga nokuziphatha ngokungekho mthethweni okanye ngokungafanelekanga komsebenzi okanye kogxa, umntu lowo angalandela iinkqubo zokuphumela elubala ngokoMthetho wokuPhumela eLubala, wama-2000 (uMthetho nombolo 26 wama-2000).
- Umntu angasebenzisa ezinye izisombululo ezisemthethweni ezifana neziko leenkqubo lokuphononongwa kwezomthetho malunga nesenzo solawulo ngokoMthetho wokuXhaswa koBulungisa kuLawulo, wama-2000 (uMthetho nombolo 3 wama-2000).

### **b. Ezinye izisombululo ezixhasayo**

- Umntu angacela izizathu zesenzo solawulo ngokoMthetho wokuXhaswa koBulungisa kuLawulo, wama-2000 (iCandelo lesi-5)
- Umntu angacela ukufikelela kwingxelo zesebe likarhulumente okanye elinye iqumru ngokoMthetho wokuFikelela koLuntu kuLwazi wama-2000 (iCandelo le-11).

### **c. Uxanduva lokunika ingxelo**

- Umsebenzi karhulumente, ekwenzeni kwakhe umsebenzi wakhe, ufanele ngokwemiQathango yokuziPhatha axele kwiGunyabantu elisemagunyeni, ubuqhetseba, urhwaphilizo, ukuqeshwa ngokuzalana, ulawulo olugwenxa kunye naso nasiphi na isenzo esikhokelela ekubeni sibe lityala okanye esingesiso esobulungisa kumdlu woluntu. 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 lokuphumela elubala ngezenzo zolwaphulo-mthetho kunye nako nakuphi na ukuziphatha ngokungafanelekanga emsebenzini lilitye lembombo lalo Mthetho wokuPhumela eLubala, wama-2000 (INTshayelelo).

<b>IMIRHUMO EMISELWEYO YAMAQUMRHU OLUNTU</b>		
INXALENYE II YESAZISO ESINGUNOMBOLO 187 KWI-GOVERNMENT GAZETTE YOMHLA WE-15 KWEYOMDUMBA WAMA-2002		
1.	Umrhumo wekopi yale ncwadana iqulethe amanqaku njengokuba ucingelwa kuMmiselo we-5(c) ngama-R0,60 ngekopi nganye yephepha elibukhulu bungu-A4 okanye inxalenye yoko.	
2.	Imirhumo yokukotshelwa ekuthethwa ngayo kuMmiselo 7(1) ihamba ngolu hlobo:  a) Ngekopi nganye ebukhulu bungu-A4 okanye inxalenye yoko b) Ngekopi nganye ebhaliweyo ebukhulu bungu-A4 okanye inxalenye yoko egcinwe kwikhompyutha okanye komnye umatshini wekhompyutha okanye umatshini onokufunda kuwo c) Ngekopi ekuhlobo lwekhompyutha onokuyifunda (i) icwecwe d) (i) ukubhalelwa imifanekiso, ngekopi ebukhulu bungu-A4 okanye inxalenye yoko (ii) ikopi yemifanekiso e) (i) ukubhalelwa ingxelo eshicilelwe ngesandi, kwiphepha elibukhulu bungu-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 ohlawulwa ngocela ingxelo ngamnye, ingenguye ocela ingxelo emalunga naye, ekuthethwa ngawo kuMmiselo we-7(2) ngama-	R35,00
4.	Imirhumo yokufikelela kwingxelo ngulowo ucelayo ekuthethwa ngaye kuMmiselo we7(3) ihamba ngolu hlobo: 1) a. ikopi nganye ebukhulu bungu-A4 okanye inxalenye yoko b. ikopi nganye ebukhulu bungu-A4 okanye inxalenye yoko egcinwe kwikhompyutha okanye komnye umatshini wekhompyutha okanye umatshini onokuyifunda kuwo c. ikopi onokuyifunda kwikhompyutha: (i) icwecwe d. (i) ukubhalelwa imifanekiso, ngekopi ebukhulu bungu-A4 okanye inxalenye yoko, (ii) ikopi yemifanekiso e. (i) ukubhalelwa ingxelo eshicilelwe ngesandi, kwiphepha elibukhulu bungu-A4 okanye inxalenye yoko (ii) ikopi yengxelo eshicilelwe ngesandi f. Ukukhangela nokulungiselela ingxelo yokuphumela elubala, li-R15,00 ngeyure nganye okanye inxalenye yayo, ngaphandle kweyure yokuqala efunekayo yokukhangela nokulungiselela okunjalo. 2) Ngeenjongo zeCandelo lama-22(2) loMthetho, oku kuya kusebenza: a. liyure ezintandathu njegeeyure ekunokudlulwa kuzo phambi kokuba kuhlawulwe idiposithi b. isinye kwisithathu somrhumo wokufikelela kulwazi sihlawulwa njengediposithi ngulowo ucelayo. 3) Imali yokuposa iyahlawulwa xa ikopi yengxelo kufuneka iposelwe lowo ucela ingxelo.	R0,60  R0,40  R40,00 R22,00 R60,00  R12,00 R17,00

**5. AMAXWEBHU AMISELWEYO OKUFIKELELA KWINGXELO YEQUMRHU LOLUNTU**

ISIHLOMELO B SESAZISO NOMBOLO 187 KWI-GOVERNMENT GAZETTE YOMHLA WE-15 KWEYOMDUMBA WAMA-2002.

**UXWEBHU A**

ISICELO SOKUFIKELELA KWINGXELO YEQUMRHU LOLUNTU  
ICandelo 18(1) loMthetho wokuFikelela koLuntu kuLwazi, wama-2000

[UMmiselo 2]

**ISETYENZISWA NGABAKWA-GCIS KUPHELA**

Inombolo yesicelo:

Isicelo samukelwe ngu: .....

Isicelo samukelwe ngomhla we: .....

Inombolo yesicelo (ukuba ikhona): .....

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

Idiposithi (ukuba ikhona): R .....

Umrhumo wokufikelela kulwazi: R .....

Isigqibo: .....

.....

.....

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

**UTYIKITYO LWEGOSA LEZOLWAZI/UTYIKITYO LWESEKELA GOSA LEZOLWAZI**

**A. Iinkcukacha zequmrhu loluntu**

Igosa lezoLwazi/ISekela Gosa lezoLwazi :

**B. Iinkcukacha zomntu ocela ukufikelela kwiingxelo**

*(a) Iinkcukacha zomntu ocela ukufikelela kwiingxelo kufuneka zibhalwe apha ngezantsi.*

*(b) Bhala idilesi, idilesi ye-imeyile kunye/okanye inombolo yefeksi yaseMzantsi Afrika apho kufuneka ingxelo ithunyelwe khona.*

*(c) Isiqinisekiso sesikhundla sokwenza isicelo, ukuba kufanelekile, kufuneka siqhotyoshelwe.*

---

Amagama kunye nefani ngokupheleleyo: .....

.....

Inombolo yesazisi: .....

Idilesi yeposi: .....

.....

Inombolo yefeksi: .....

Inombolo yomnxeba: .....

Idilesi ye-imeyili: .....

Ukuba isicelo senziwa egameni lomnye umntu, chaza isikhundla sakho negunya lokufaka isicelo:

.....

**C. Iinkcukacha zomntu isicelo esenziwa egameni lakhe**

*Le nxalenye kufuneka izaliswe kuphela ukuba isicelo sokufikelela kwingxelo senziwa egameni lomnye umntu.*

Amagama kunye nefani ngokupheleleyo: .....

Inombolo yesazisi: .....

**D. Iinkcukacha zengxelo**

*(a) Faka zonke iinkcukacha zengxelo ofuna ukufikelela kuyo, kuquka inombolo yesicelo ukuba oko uyakwazi, ukuze ingxelo leyo ikwazi ukufumaneka.*

*(b) Ukuba esi sithuba sokufaka iinkcukacha asonelanga, nceda uqhubeke kwelinye iphepha uze uliqhoboshele kolu xwebhu. **Lowo ucelayo kufuneka atyikitye onke amaphepha ongezelelweyo.***

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

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

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

3. Naziphi na iinkcukacha ezongezelelweyo zengxelo: .....

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

**E. Imirhumo**

*(a) Isicelo sokufikelela kwingxelo, ngaphandle kwengxelo eneenkcukacha zakho, siya kuchotshelwa kuphela emva kokuba **umrhumo wesicelo** uhlawulwe*

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

*(c) **Umrhumo ohlawulelwa ukufikelela** kwingxelo uxhomekeke kwindlela leyo kufunwa ukufikelelwa ngayo nexesha elifunekayo lokukhangela nokulungiselela ingxelo.*

*(d) Ukuba ukhululwe ukuba uhlawule nawuphi na umrhumo, nceda uchaze isizathu soko.*

Isizathu sokukhululwa ekhulawulweni kwimirhumo: .....

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

**F. Uhlobo lokufikelela kwingxelo**

*Ukuba ngenxa yokukhubazeka, awukwazi ukufunda, ukubona okanye ukuphulaphula ingxelo ngohlobo ingxelo ibonelelwe ngalo apha ngezantsi kwinombolo yoku-1 ukuya kwi-4, 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 efumaneka ngayo.

(b) Ukufikelela kwingxelo ngendlela oyifuna ngayo kungaliwa kwiimeko ezithile. Kwiimeko ezinjalo, uza kwaziswa ukuba ukufikelela kulwazi kuvunyelwe ngenye indlela.

(c) Umrhumo ohlawulelwa ukufikelela kwingxelo, ukuba ukhona, uza kumiselwa ngokwendlela ekufunwa ukufikelelwa ngayo kwingxelo.

**1. Ukuba ngaba ingxelo ikuhlobo olubhaliweyo okanye olushicilelweyo**

Ikopi yengxelo\*

Ukuhlolwa kwengxelo

**2. Ukuba ingxelo inemifanekiso**

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

Ukubuka imifanekiso

Ikopi yemifanekiso\*

Ukuzotyelwa imifanekiso\*

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

Phulaphula isandi somculu (iCwecwe)

Ukubhalelwa phantsi isandi somculo\*

(Kuxwebhu olubhaliweyo okanye olushicilelweyo)

**4. Ukuba ingxelo igcinwe kwikhompyutha okanye komnye umatshini wekhompyutha okanye umatshini onokuyifunda kuwo**

Ikopi ebhaliweyo yengxelo\*

Ikopi ebhaliweyo yeenkcukacha ezivela kwingxelo\*

Ikopi ekuhlobo olufundeka ngekhompyutha\*

(icwecwe)



<p>Ukuba ucele ikopi okanye ukubhalelwa ingxelo (ngasentla), ingaba ufuna ukuba ikopi okanye oko ukubhalelweyo kuposelwe kuwe?</p> <p><b>Umrhumo wokuposa uyahlawulwa.</b></p>	EWE	HAYI
<p><i>Qaphela: Ukuba ingxelo ayifumaneki ngolwimi olukhethayo, ukufikelela kuyo kungavunyelwa ngolwimi ingxelo efumaneka ngalo.</i></p>		
<p>Loluphi ulwimi okhetha ukuyifumana ngalo ingxelo?</p>		

**G. Isaziso ngesigqibo malunga nokufikelela kwingxelo**

<p><i>Uza kwaziswa ngencwadi ukuba isicelo sakho sivunyiwe okanye saliwe kusini na. Ukuba unqwenela ukwaziswa ngolunye uhlobo, nceda uchaze kwaye unikezele iinkcukacha ezifunekayo ukuze sikwazi ukuthobela nokuchophela isicelo sakho.</i></p>
--

Ukhetha ukuba waziswe njani ngesigqibo malunga nesicelo sakho sokufikelela kwingxelo? .....

Ityikitywe ngomhla we-.....

UTYIKITYO LOMFAKI-SICELO/ UMNTU LOWO ISICELO SENZIWA EGAMENI LAKHE

Le ncwadana equlethe amanqaku ityikitywe yaze yamkelwa nguSekela Gosa lezoLwazi lakwa-GCIS, uMnu Keitumetse Semakane.

USekela Gosa lezoLwazi: IiNkqubo zezoNxibelelwano noLwazi ngezikaRhulumente (GCIS)

Mnu Keitumetse S. Semakane

UMHLA: