

LIBHUKWANA LELICHAZAKO  
NGEKWESIGABA SELI-14 SEMTSETFO  
WEKUKHUTSATWA KWEKUTFOLAKALA  
KWELWATISO (PAIA), 2000  
UMTSETFO WESI-2 WA-2000

Libhukwana  
Letekufinyelela  
Kutfoia Lwatiso  
Letekuchumana  
KwaHulumende  
(GCIS)  
**2012/13**

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## 1. SENDLALELO

Umtsetfo Wekukhutsatwa Kwekutfolakala Kwelwatiso, 2000, utsi lowo nalowo umtimba kumele ucoke Umphatsilwatiso kanye Nasekela Mphatsilwatiso munye kumbe ngetulu lekutakuba ngumsebenti wakhe kubuka ticelo letifakiwe tekutfofa lwatiso, futsi elekelele bentiticefo kufaka ticelo tabo.

Lelibhukwana lelichazako lentelwa kukhombisa kutsiemalunga emphakatsi angalutfofa njani lwati loluginwe beTekuchumana taHulumende nekuNiketela ngeLwati (GCIS).Lichaza kutsi nguluphi lwatiso lolutfolakalako kulelitiko futsi likutjele indlela longafinyelela ngayo kutfofa lolwatiso. Lelibhukwana licwabisa lilungelo lekutfofa lwatiso lolubonelelwe kuMtsetfosisekelo weRiphabhuliki yaseNingizimu Afrika, 1996.

Ngaphandle kwemarekhodi, labuye atiwe ngekutsi ngemafayili, lelibhukwana libuye licukatse imininingwane yekuchumana neMphatsilwatiso kanye naSekela Mphatsilwatiso base-GCIS.

## 2. UMSEBENTI LETFUNYWE WONA I-GCIS

**Umsebenti Letfunywe Wona** i-GCIS lomkhulu kuniketa emasuebuholi kutekuchumana tahulumende kanye nekuhlembisa luhlelo lwekuchumana lwahulumende lolucinisekisa kutsi ummango uyatiswa ngetinchubomgomo, emacebo netinhlelo tahulumende.

**Umbono:** Kuba ngumtsambo lovelele kutekuchumana tahulumende.

**Lesikusophile:** Kuniketa umsebenti lonebuchwepheshe, kubeka nekugcugcutela kutfotjelwa kwemazinga ekwenta indlela yekuchumana tahulumende lesebentako; nekuhamba embili ekwenteni umlayeto wahulumende lovakalako ebantfwini kanye nekuticalela kwatisa ummango ngetinchubomgomo, emacebo, tinhlelo takhe kanye naloko laphumelele kukufeza hulumende.

## **2.1 EMACADZI E-GCIS**

I-GCIS yakheke ngendlela yokutsi ikwati kufeza umsebenti letfunywe wona njengaloku wendlalwe ngenhla. Inemaphiko kumbe bacondzisinhlalo labali-15:

- 2.1.1 Imikhicito Netinkhundla
- 2.1.2 Kutsengisa Nekusabalalisa
- 2.1.3 Inchubomgomo Nelucwaningo
- 2.1.4 Timali, Kuphatfwa Kwekutsengwa Kwetinsita Nemisebenti Yekwelekelela
- 2.1.5 Tekucashwa Nekunakekelwa Kwebasebenti
- 2.1.6 Kuphatfwa Kwelwatiso Nethetnoloji
- 2.1.7 Kuphatfwa Kwemphahla Netakhiwo
- 2.1.8 Lihhovisi Lekuhlela Ngekwelichinga Nekuphatfwa Kwetinhlelo
- 2.1.9 Kucecesha NeKutfufukisa
- 2.1.10 Kuphatfwa Kwabodlalandzawonye: Umkhakha Wetemnotfo Nekucasha; Kutfufukiswa Kwesakhiwonchanti; Bulungiswa, Kuvimbela Bugebengu Nekuphepha; Kubambisana Kwemave Emhlaba, Kuhweba Nekuphepha
- 2.1.11 Kuphatfwa Kwabodlalandzawonye: Kutfufukiswa Kwebantfu; Kuvikelwa Kwenhlalakahle Nekutfufukiswa Kwemango; Kubusa Nekuphatsa
- 2.1.12 Kuchumanisa Tifundza Nasekhaya
- 2.1.13 Kukhulumisana Nebetindzaba
- 2.1.14 Kukhangisa Nekutsenga Sikhala Kubetindzaba
- 2.1.15 Luhlolomabhuku Lwangekhatsi

## **2.2 INCHAZELO LEYENABILE NGEMISEBENTI**

**2.2.1 Luhlolomabhuku lwangekhatsi** lwentelwe kwenta ncono tinchubo tekucapha lokungahle kube yingoti, tekulawula nekubusa.

### **2.2.1 LIGALA: KUHLEMBISA KANYE NEKUSABALALISA**

Ligala **Lekuhlembisa kanye Nekusabalalisa** lihlembisa kwakhiwa nekusetjentiswa Kwelichinga Lekuchumana Lavelonkhe.

Imisebenti yaleLigala ngulena:

- kwenta lucwaningo lwekubuka kutsi hulumende angawufaka njani umoya lokutidzingo kutekuchumana emmangweni
- kulandzelela indlela betindzaba lababika ngayo tindhlelo tahulumende macondzana netekuchumana
- kuletsa kweluleka ngekwelichinga ngalesikhatsi kuhlolwa futsi kuhlatiywa tindzaba letibhalwe emaphepheni naletikhishwa ngemishini yagezi kutewufaka sandla ekwetfuleni tekuchumana tahulumende lokusezingeni lelisetulu nangesikhatsi lesifanele
- kutfutukisa imikhicito/tinkhundla tekuchumana kanye naloko lokucuketfwe
- kutsenga sikhatsi sekukhangisa kanye/kumbe sikhala lesidzingekeko sekukhangisa imikhankhaso yahulumende leyimphumelelo
- kuniketa lucesho kutekuchumana nasekutfutukisweni kwemakhono kubachumanisi bahulumende.

LeLigala lakhiwe ngulabacondzisinhlolo labalandzelako:

- Imikhicito Netinkhundla
- Inchubomgomo Nelucwaningo
- Kutsengisa Nekusabalalisa

**A Imikhicito Netinkhundla** ibukene netinkhundla tekuchumana letinyenti letehlukahlukene letakhiwe futsi letisetjentiswa yi-GCIS. Letinkhundla tiyincenye yekutibophelela kwetfu ekwenteni bantfu baseNingizimu Afrika kanye nalabatsintsekako labakuletinye tindzawo bahlale banelwati ngetinchubomgomo nalokunye lakwentako hulumende kanye nematfuba lavelako kuletinhlolo lavela takhamiti, emabhizinisi kanye nalabanye labasebentisana naye.

**B Inchubomgomo Nelucwaningo** kwenta lucwaningo lwekubuka kutsi hulumende angawufaka njani umoya kuloko lokutidzingo kutekuchumana emmangweni kanye nekulandzelela indlela betindzaba lababika ngayo tindhlelo tahulumende macondzana netekuchumana.

**C Kutsengisa Nekusabalalisa** kucinisekisa kutsi i-GCIS inemachinga lashay'emhlohlweni ekutsengisa nekusabalalisa yonkhe imikhicito netinkhundla tayo.

## **2.2.2 LIGALA: KUHLELWA KWEKUSEBENTISANA KUTINHLAKA TAHULUMENDE NEKUPHATFWA KWALABANELIVI**

Ligala **Lekuhlelwa Kwekusebentisana Kutinhlaka Tahulumende Nekuphatfwa Kwalabanelivi** liniketa buholi neteluleko tangekwelichinga etindhlelweni tekuchumana kuhulumende wesifundza newasemakhaya. Inhloso yalo kucinisa luhlelo lwetekuchumana lwahulumende nekwenza kusebente kuchumana lokutfutukisako ngekusebentisa tekuchumana lokungenatihibe ngebudlelwane lobuphilile balabanelivi nebalingani; kanye nekucinisekisa kutsi ummango uyatiswa ngetinchubomgomo nangetindhlelo tahulumende kutewenta ncono timphilo tebantfu.

Imisebenti yaleLigala ngulena:

- kuniketa buholi bangekwelichinga kutekuchumana tahulumende
- kucinisa nekuphatsa luhlelo lwekuchumana tahulumende wonkhe kute tisebente ngekufana nangalokushay' emhloveni
- kwakha bulingani nalabo labanelivi ngalesikhatsi kusetjentelwa kuphumelelisa liphupho le-GCIS

LeLigala lakhiwe ngulabacondzisinhlolo labalandzelako:

- Kuchumanisi Tifundza Nasekhaya
  - Kukhulumisana Nebetindzaba
  - Kuphatfwa Kwabodlelandzawonye: Bodlelandzawonye beMkhakha Wetemnotfo Nekucasha; Kutfutukiswa Kwesakhiwochanti; Tebulungiswa, Kuvimbela Bugebengu Nekuphepha; Kubambisana Kwemave Emhlaba, Kuhweba Nekuphepha
  - Kuphatfwa Kwabodlelandzawonye: Bodlelandzawonye beKutfutukiswa Kwebantfu; Kuvikelwa Kwenhlalakahle Nekutfutukiswa Kwemango; Kubusa Nekuphatsa
- A Kuchumanisa Tifundza Nasekhaya (P&LL)** kuniketa buholi bangekwelichinga lapho kuhlangukhona khona tekuchumana tahulumende wavelonkhe netinhlelo tekuchumana tetifundza. Umcondzisi Lomkhulu uphetse emahhovisi etifundza layimfica kanye neluphiko lwebacondzisi ehovisi lavelonkhe.
- B Kukhulumisana Nebetindzaba** kuhola futsi kucondzise kukhulumisana nekuchumana emkhatsini wahulumende nabetindzaba. Lolobalulekile emsebenzini lebatfunywe wona kugcugcutela nekwenza kutsi betindzaba bevisise injongo yahulumende kwakha simo lesikhutsata kutsi takhamuti letisukumela tintfo naletikhulumako; letinelwati, letihlakaniphile, letitatikotindzaba tepolitiki naletitetsembako ekusukumeleni emalungelo ato ekutfola tinsita letitifanele.
- C Kuphatfwa Kwabodlelandzawonye: Umkhakha Wetemnotfo Nekucasha; Kutfutukiswa Kwesakhiwochanti; Tebulungiswa, Kuvimbela Bugebengu Nekuphepha; Kubambisana Kwemave Emhlaba, Kuhweba neKuphepha** kuniketa teluleko tetekuchumana kubodlelandzawonye nekwesekela kwangekwelichinga ematikweni. Kwenta kutsi kutfutukiswe emasu etekuchumana laphuma kuKhabhinethi. Labodlelandzawonye babuye futsi banikete bachumanisi inkhundla lapho batawuhlela khona bahlanganyele nalapho batakwenza khona ngalokuhlanganyele kutsi kusebente tinhlelo tahulumende.
- D Kuphatfwa Kwabodlelandzawonye: Kutfutukiswa Kwebantfu; Kuvikelwa Kwenhlalakahle Nekutfutukiswa Kwemango; ; Kubusa Nekuphatsa** kuniketa teluleko tetekuchumana kubodlelandzawonye nekwesekela kwangekwelichinga ematikweni. Kwenta kutsi kutfutukiswe emasu etekuchumana laphuma kuKhabhinethi. Labodlelandzawonye babuye futsi banikete bachumanisi inkhundla lapho batawuhlela khona bahlanganyele nalapho batakwenza khona ngalokuhlangene kutsi kusebente tinhlelo tahulumende.

### 2.2.3 LIGALA: IMISEBENTI YEKWELEKELELA KUPHATFWA KWENHLANGANO

Ligala Lemisebenti Yekwelekelela Kuphatfwa Kwenhlangano liphetse leyo misebenti yekusekela leniketwa baphatsi bemsebenti wa-onkhe malanga.

Leligala linalabacondzisinhlolo labalandzelako:

- Tetimali, Kuphakelwa Kwetinsita Nemisebenti Yekwelekelela,
- Tebasebenti
- Kuphatfwa Kwelwatiso Netheknoloji
- Kuphatfwa Kwemphahla NetakhiwoKuhlela Ngekwelichinga Nekuphatfwa Kwetinhlelo
- Kucecesha Nekutfufukisa

**A Tetimali, Kuphakelwa Kwetinsita Nemisebenti Yekwelekelela** kuniketa buholi bangekwelichinga ekuphatfweni kwetimali nasekuphatfweni kwekutsengwa kwetinsita.

**B Tebasebenti** tiniketa buholi bangekwelichinga ekusetjentisweni kwelichinga lekuphatfwa kwetibasebenti kulelitiko .

**C Kuphatfwa Kwelwatiso Netheknoloji** kuniketa kweluleka lokunelichinga lokumayelana nekuphatfwa kwelwatiso netheknoloji e-GCIS.

**D Kuphatfwa Kwemphahla Netakhiwo** kubukene nekutsengelwa kwe-GCIS emahhovisi.

**E Kuhlela Ngekwelichinga Nekuphatsa Kwetinhlelo** kuniketa imisebenti yekuphatfwa ngekwelichinga kwalenhlangano ngekuhambisana neMtsetfo Wekuphatfwa Kwetimali Tahulumende (PFMA) naleminywe imitsetfo lehambisana naloko. Kuphindze kubukane nekuniketa umsebenti wekuphatsa umklamo losezingeni lelisetulu ekwenteni ncono kusebenta ekuphumeleliseni umsebenti letfunywe wona i-GCIS.

**F Kucecesha Nekutfufukisa** kutfolo tidzingo tekuceceshwa nekutfufukiswa tebachumanisi bahulumende ngekulandzela lichinga letekuchumana lavelonkhe, tinchubomgomo tahulumende netinjongo tonkhe tekuchumana tahulumende. Umcondzisi Lomkhulu uphindze atfutukise emakhono ngekhatsi kulelitiko kanye nekuphatseka kahle kwebasebenti, kulingana ngekwelubili, kuphatfwa kwetindzaba talabakhubatekile netinhlelo telusha.

#### **2.2.4 LIGALA: I-EJENSI YEMSEBENTI WETEKUCHUMANA**

Ligala **le-ejensi Yemsebenti Wetekuchumana** liniketa i-ejensi yekutsengisa neyekukhangisa lengabiti imali lesetulu naleshay'emhlohlweni leyenta kutsi kufinyeleleke kuyo futsi kutsengwe tinsita tekuchumana letikhetsiwe egameni lahulumende.

- A Kukhangisa Nekutsenga Sikhala Kubetindzaba** kuniketa imisebenti yekutsenga sikhala kubetindzaba ngalokuhlangene kanye netekukhishelwa kwahulumende wonkhe wavelonkhe kwetikhangiso kubetindzaba, kucinisekisa tekuchumana lokuvakala kahle, lokutsatsela etulu timvo tebantfu nalokungabiti kakhulu etinhlelweni tahulumende.

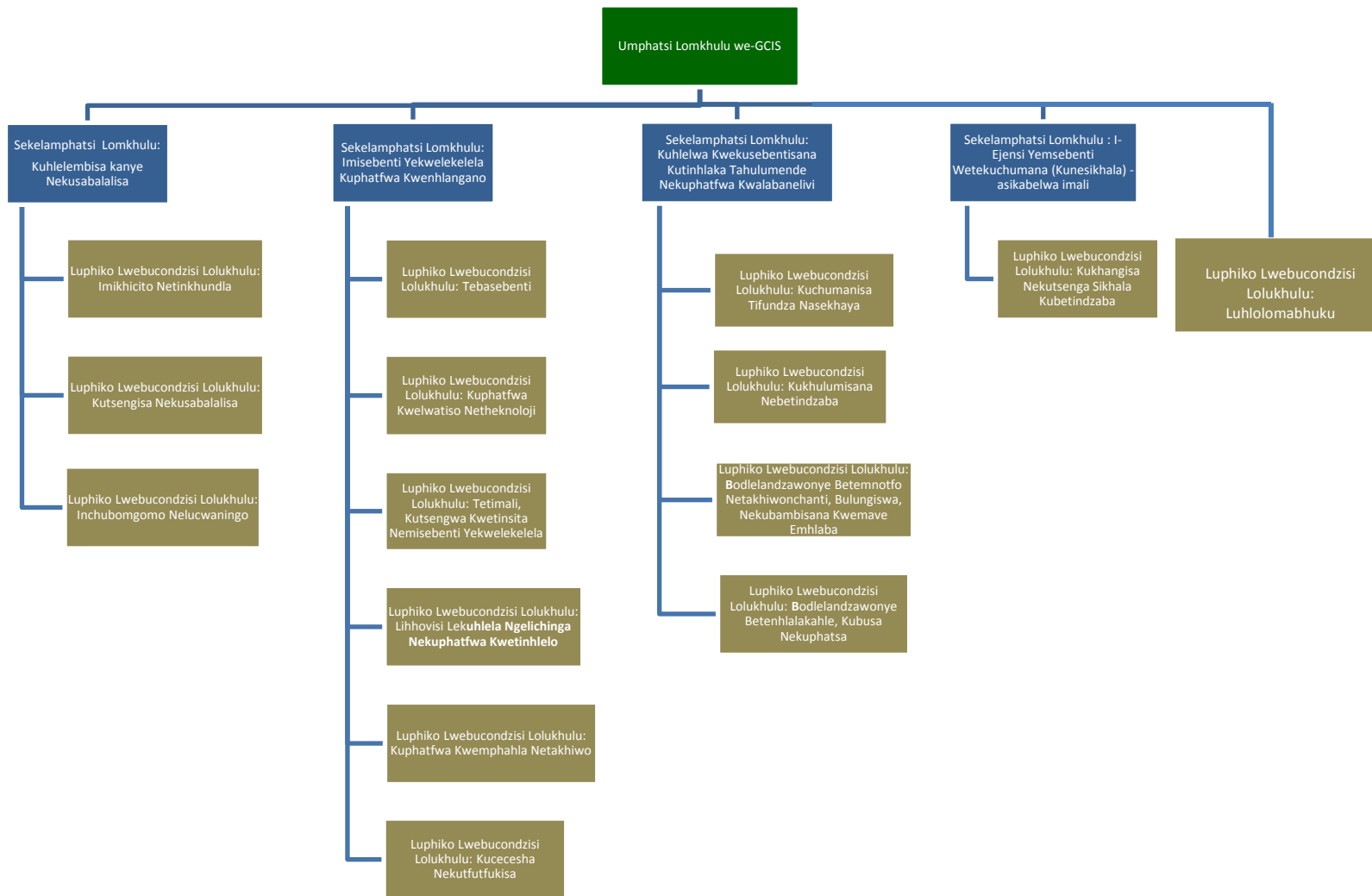
#### **2.2.5 LUPHIKO LWEBUCONDZISI LOLUKHULU: LUHLOLOMABHUKU LWANGEKHATSI**

- A Luhlolomabhuku Lwangekhatsi** sicinisekiso lesitimele nalesingavuni muntfu kanye nemsebenti wekubonisana lowentelwe kwengeta sisindvo nekweneta ncono imisebenti leyentiwa yi-GCIS.

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#### **SAKHIWO SALABAPHETSE E-GCIS**





### **3. IMININGWANE YEMPHATSILWATISO**

Ump hatsi Lomkhulu nguMphatsilwatiso ngekumisa kwe-PAIA, 2000. I-GCIS inamunye Sekela Mphatsilwatiso:

#### **Ump hatsilwatiso: Mk Phumla Williams**

Likheli leliposi: Private Bag X745  
PRETORIA  
0001

Likheli lemgwaco: 1035 Francis Baard Street  
Tshedimosetso House  
Hatfield  
Pretoria  
0028

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

Lucingo: 012 473-0236  
Ifekisi: 012 325-3020  
Makhalekhukhwini: 083 501 0139

#### **Lisekela Mphatsilwatiso: Mnu Keitumetse Semakane**

Lucingo: 012 473-0128  
Ifekisi: 012 326-7447  
Makhalekhukhwini: 079 696 1826  
I-imeyili: [keitu@gcis.gov.za](mailto:keitu@gcis.gov.za)

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**4. LIBHUKWANA LELICHAZAKO LEKHOMISHINI YEMALUNGELO ELUNTFU YASENINGIZIMU AFRIKA (SAHRC) NGEKUSJETJENTISWA KWE-PAIA, 2000 [SIGABA SELI-14 (1) (C)]**

I- SAHRC (emvakwaloku itawubitwa ngekutsi “iKhomishini”) ngekumisa kweSigaba seli-10 se-PAIA, 2000, itawubhala libhukwana lelichazako ngekusetjentiswa kwaloMtsetfo. Lelibhukwana lelichazako litawutfolakala kuKhomishini. Noma ngabe nguyiphi imibuto lehambisana nalelibhukwana kufanele icondziswe kuKhomishini ku-:

SAHRC  
Private Bag X2700  
Houghton  
2041

Lucingo: 011 877-3600  
Ifekisi: 011 403-0625  
I-imeyili: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Iwebsayithi: [www.sahrc.org.za](http://www.sahrc.org.za)

**5. INCHAZELO YETIHLOKO I-GCIS LEBEKA EMAREKHODI ATO – SIGABA SELI-14 (1) (D)**

**5.1** Ngetinjongo tekutsi kukhonakale kufaka sicelo ngekumisa kwaloMtsetfo, tihloko i-GCIS lebeke emarekhodi ato kanye netigaba temarekhodi letibekiwe ngaleso naleso sihloko kungaloluhlobo:

**A Imikhicito Netinkhundla**

- a) imibiko
- b) emaphephabhuku
- c) lwatiso lolutfolakalako kuwebsayithi ye-GCIS, iwebsayithi Yelwatiso Lwahulumende, iwebsayithi ya*Vuk’uzenzele* newebsayithi Yemisebenti Yahulumende
- d) emadokhumenti enchubomgomo nenchubo
- e) *I-South Africa Yearbook* kanye ne-*Pocket Guide to South Africa*.

**B Kutsengisa Nekusabalalisa**

- a) imibiko
- b) ibhrosha yekutsengisa.

**C Inchubomgomo Nelucwaningo**

- a) imibiko netitatimende
  - b) luhlu lwetintfo letidzingakalako netiphakamiso telucwaningo
  - c) emasethi esilulumningwane, imibiko netetfulo
  - d) Umtsetfo We-ejensi Yekutfufukisa Tetindzaba Nekwehluka (MDDA), 2002 (Umtsetfo weli-14 wanga-2002)
  - e) tinhla temakheli netinombolo telucingo (*Luhla Lwemakheli Netinombolo Telucingo Kwahulumende WaseNingizimu Afrika, Luhla Lwemakheli Netinombolo Telucingo Kwalabatsintswako, Luhla Lwemakheli Netinombolo Telucingo Kwebetindzaba Nemilandvomsebenti*)
  - f) imibiko yalokuphume etindzabeni kumave emhlaba nalapha ekhaya
-

- g) tindzaba letiphelele letikhishwe emaphephandzabeni kumave emhlaba nalapha ekhaya
- h) tindzaba letibhalwako tekuchumana nemilayeto lebalulekile.

**D Tetimali, Kutsengwa Kwetinsita Nemisebenti Yekwelekelela**

- a) silulumniningwane sebaniketelitinsita
- b) emarekhodi netitatimende tetimali
- c) tinchubomgomo netinchubo
- d) Imibiko.

**E Tebasebenti**

- a) tinchubomgomo, tinchubo nemabhukwana lachazako
- b) Emaphephandzatjana angekhatsi
- c) Lichinga lekuphatfwa kwebasebenti
- d) luhla lwemininingwane yekuchumana nebaphatsilwatiso bakahulumende.

**F Kuphatfwa Kwelwatiso Netheknoloji**

- a) emadokhumenti enchubomgomo nenchubo.
- b) emabhukwana lachazako.
- c) imibiko.

**G Kuphatfwa Kwemphahla Netakhiwo**

- a) imibiko.

**H Kuhlela Ngekwelichinga Nekuphatfwa Kwetinhlelo**

- a) emadokhumenti emiklamo
- b) imibiko.
- c) *Libhswana Lelichazako Lemklamo*
- d) *Luhlelo Lwekuchumana Lwahulumende*
- e) emadokhumenti emachinga.

**I Kucecesha Nekutfufukisa**

- a) imibiko
- b) lichinga lekutfufukisa tisebenti.

**J Kuphatfwa Kwabodlelandzawonye**

- a) emachinga etekuchumana
- b) imilayeto lebalulekile.

**K Kuchumanisa Tifundza Nasekhaya**

- a) imibiko
  - b) Emachinga Etikhungo Tekunakekela i-Thusong
  - c) emachinga netintfomsebenti kwekutfufukisa tekuchumana
  - d) tintfomsebenti tekukhutsata nekutsengisa
  - e) *I-Government Communicators' Handbook.*
  - f) tilulumniningwane tebachumanisi
  - g) emachinga etekuchumana.
-

**L Kukhulumisana Nebetindzaba**

- a) emaphephandzatjana
- b) emachinga etekuchumana
- c) emachinga etetindzaba
- d) silulumininingwane sebetindzaba.

**M Kukhangisa Nekutsenga Sikhala Kubetindzaba**

- a) kukhishwa (lokubhaliwe)
- b) tikhangiso netinhleloletisakatwako
- c) imisebenti yekutsengisa nekusabalalisa
- d) imibiko yetikhala letitsengwa kubetindzaba
- e) imibiko
- f) imifanekiso yetitfombe naletfwetjuliwe.

**N Luhlolomabhuku Lwangekhatsi**

- a) imibiko.

**5.2 EMAREKHODI LATFOLAKALA NGALOKUTENTAKALELAKO – SIGABA SELI-14 (1) (E)**

Lwatiso lolukhona kuwebsayithi ye-GCIS, [www.gcis.gov.za](http://www.gcis.gov.za), luyavetwa ngaphandle kwekulucela. Leminye imikhicito yelwatiso nalokunye lokuvetwa ngaphandle kwekukucela kufaka ekhatsi loku:

- imibiko
- tincwajana
- emaphephandzatjana
- tintfo tekutsengisa
- emaphosta
- emaphamflethi
- emapheshana ekukhangisa
- ema-atikili etindzaba ku: [www.info.gov.za](http://www.info.gov.za)
- ema-atikili etindzaba ku: [www.thusong.gov.za](http://www.thusong.gov.za)
- ema-atikili etindzaba ku: [www.sanews.gov.za](http://www.sanews.gov.za).

**5.3 INCHUBO YEKUFAKA SICELO**

**a. Kuvumela noma kwala sicelo**

Umfakisiselo kufanele avunyelwe kutfolo lirekhodi lemtimba wahulumende uma:

- umfakisiselo ahambisana nako konkhe lafanele kutsi akwente ngekwenchubo lokukuloMtsetfo lokumayelana nesicelo sekutfolo lelo rekhodi
- kutfolo lelo rekhodi kungakalelwa nganoma ngusiphi sizatfu sekwalela lesishiwo kuloMtsetfo.

**b. Ulitfolo njani lirekhodi**

- Umfakisiselo kufanele asebantise lifomu (Lifomu A) lelashicilelwa *Kumculu Wahulumende* (Satiso Sahulumende R187 samhla tili-15 Indlovana 2002).

- Umfakisiselo kufanele aphindze asho uma adzinga ikhophi yelirekhodi, noma afisa kubuka lelirekhodi emahhovisi aka-GCIS. Uma kungenjalo, nangabe lelirekhodi lingasiyo idokhumenti leliphhepha, lingabukwa ingaloluhlobo umfakisiselo latakube ayifune ngalo, uma loko kunekwenteka.
- Nangabe umfakisiselo afuna lirekhodi leliluhlobo lolutsite (sib. Ikhophi yeliphhepha, ikhophi ye-elektroniki, njl), kufanele-ke aniketwe lelo rekhodi lingalolo luhlobo. Loku kutakuba njalo, ngaphandle kwekutsi kwenta njalo kungaphazamisa ngalokungakafaneli ekusebenteni kwalowo mtimba wahulumende lekukhulunywa ngawo, noma kwente umonakalo kulelo rekhodi, noma kunyatsele emalungelo emnikati walelirekhodi nangabe kungesiwo Umbuso. Nangabe, ngetizatfu letivakako, lirekhodi lingatfolakali ngeluhlobo lolufuneka ngalo kodvwa litfolakala ngalolunye luhlobo, imali lekhokhwako kufanele ibe yeluhlobo lwelirekhodi umfakisiselo lalifune ngalo ekucaleni.
- Nangabe, ngetulu kwemphendvulo lebhaliwe yesicelo sekutfolo lirekhodi, umfakisiselo afisa kutsi ngalesincumo nganoma nguyiphi lenye indlela, sib. ngelucingo, loko kufanele kushiwo.
- Nangabe umfakisiselo acela lolwatiso egameni lalomunye muntfu, kumele kushiwo kutsi lolowenta sicelo usenta njengabani.
- Nangabe umfakisiselo angakwati kufundza noma kubhala, noma anekukhubateka, sicelo singentiwa ngemlomo. Umphatsilwatiso kufanele-ke kutsi agcwalise lifomu egameni lalowo mfakisiselo futsi amnike ikhophi yelifomu leligcwalisiwe.

**C. *Timali letikhokhwako tesicelo nekwatisa ngesincumo sekutfolo lwatiso***

- Umfakisiselo lofuna imvumo yelirekhodi lelinelwatiso lolumayelana naye matfupha asikho sidzingo sekutsi akhokhe imali yesicelo. Labanye bafakisiselo kumele bakhokhe imali yesicelo lengema-R35.
- Umphatsilwatiso kufanele atise umfakisiselo (lomunye ngaphandle kwalotentela yena matfupha sicelo) ngesatiso, acele umfakisiselo kutsi akhokhele imali yisicelo lemisiwe (nangabe ikhona) kanye nesibambiso (nangabe sikhona) ngembi kwekuchubeka nekusebenta sicelo.
- Umfakisiselo angafaka sikhalo sangekhatsi, lapho kufanele khona, noma sicelo enkantolo sekuphikisana nekumikiswa noma kukhokhelwa kwalemali.
- Emva kwekuba umphatsilwatiso asasentile sincumo ngesicelo, umfakisiselo kufanele atiswe ngalesincumo ngekwendlela umfakisiselo lacele kutsi atiswe ngayo.
- Nangabe sicelo sivunyiwe, umfakisiselo kufanele akhokhe lenye imali ngetulu yekukhucita kabusha nekufuna kanye nekulungisa lolo lwatiso, ikhokhelwe noma ngusiphi sikhatsi ledzingekalako lesingetulu kwemahora labekiwe ekufuna nekulungiselela lirekhodi kutsi livetwe ebaleni.
- Kutfolakala kwelirekhodi kutawugodlwa kudzimate kukhokhwe tonkhe timali lekufuneka tikhokhwe.

**6. EMAKHAMBI LAKHONA EKULUNGISA NANGABE KWENTEKE TENTO LETITSITE NOMA KWEHLULEKIWE KWENTA TENTO LETITSITE**

Letinchubo letilandzelako tikhona kutsi bantfu babike noma balungise tento letingahambi kahle, letingetinhle noma letingekho emtsetfweni noma tintfo letingakentiwa yi-GCIS noma ngutiphi tisebenti tayo:

**a. *Tinchubo tekubika noma tekulungisa***

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- Emakhambi ekulungisa mayelana netento noma kwehluleka kwenta tento letitsite ngekumisa kwe-PAIA, 2000: Umtimba wetikhalo wangekhatsi ngetinjongo taloMtsetfo yiNdvuna. Nasewuwahambe wawacedza onkhe emakhambi etikhalo angekhatsi waze wagabeka, ungafaka sicelo enkantolo (sigaba sema-78 – 82).
- Sisebenti sahumende singafaka sikhalo sekuphatfwa kabi noma sikhalo kutsi siphenywe yiKhomishini Yemisebenti Yahulumende mayelana nesento noma intfo lengakentiwa (Sigaba sema-35 seMtsetfo Wemisebenti Yahulumende, 1994 [Umtsetfo 103 wanga-1994]).
- Umuntfu angasebentisa emakhambi asemsebentini mayelana netento noma tintfo letingakentiwa kwasemsebentini, njengekuphikisana ngemalungelo (Umtsetfo Wemisebenti Yahulumende, 1994, neMtsetfo Webudlelwane Betemsebenti, 1995 [Umtsetfo 66 wanga 1995]).
- Umuntfu angafaka sikhalo kumhloli wetemsebenti mayelana nanoma ngukuphi kwephulwa kweMtsetfo Wetimeko Letisisekelo Tekucashwa, 1997 (Umtsetfo 75 wanga-1997) Sigaba 78(1)(a), noma Umtsetfo Wekucashwa Ngalokulinganako, 1998 (Umtsetfo 55 wanga-1998) Sigaba 34(e) lokutsiwa kwentekile.
- Umuntfu angafaka sikhalo kuMvikeli Wesive mayelana nesento lesingekho emtsetfweni noma sento noma intfo lengakentiwa (Umtsetfosisekelo neMtsetfo Wemvikeli Wesive, 1994 [Umtsetfo 23 wanga 1994]) lokusolelwako.
- Umuntfu angafaka sikhalo Ku-SAHRC mayelana nesento noma lokusolwa kutsi kwephula noma kufaka engotini noma nguliphi lilungelo lelisisekelo (Umtsetfo Wekhomishini Yemalungelo Eluntfu, 1994 [Umtsetfo 54 wanga-1994]).
- Kuze uvikeleke ekutiphindziseleni ngesimanga sekuvetwa ebaleni lokumayelana nekutiphatsa ngalokungekho emtsetfweni noma lokungahambi kahle kwemcashini noma umuntfu losebenta naye, lomuntfu lokukhulunywa ngaye angalandzela tinchubo tekuveta ebaleni letikuMtsetfo Wekuveta Ebaleni Ngalokuvikelekile, 2000 (Umtsetfo 26 wanga-2000).
- Umuntfu angasebentisa lamanye emakhambi lasemtsetfweni lanjengekutsatsa tinyatselo tekubuyeketwa betemajaji kwesinyatselo lesitsetfwe ngumbuso ngekumisa kweMtsetfo Wekukhutsata Kuphatsa Lokunebulungiswa, 2000 (Umtsetfo 3 wanga-2000).

**b. Lamanye emakhambi lasekelako**

- Umuntfu angacela tizatfu ngesinyatselo lesitsetfwe ngumbuso ngekumisa kweMtsetfo Wekukhutsata Kuphatsa Lokunebulungiswa, 2000 (Sigaba sesi-5).
- Umuntfu angacela kutfolo emarekhodi elitiko lahumende noma lomunye umtimba wahulumende ngekumisa kwe-PAIA, 2000 (Sigaba seli-11).

**c. Sibopho sekubika**

Sisebenti sahumende, nasenta imisebenti yaso lesemsetfweni, siboshelelwe ngekumisa kweNdelela Yekutiphatsa kubika kulabasemtsetfweni labafanele, kukhwanisa, inkohlakalo, kucashana ngebuhlobo, kuphatsa ngendlela lengasiyo kanye nanoma ngusiphi lesinye sento lesisephulomtsetfo noma lesicekela phansi intfo lenhle emphakatsini. Sisebenti lesehluleka kutfobela loku sinelicala lekungatiphatsi kahle. (Simiso B.3 na-C.4.10 seSahluko 2 seTimiso Temsebenti Wahulumende, 2001)

- Ngumtfwalo walowo nalowo mchashi nesisebenti kuveta ebaleni bugebengu nalokunye kutiphatsa lokungahambi kahle emsebenzini nako kusekela Umtsetfo Wekuveta Ebaleni Ngalokuvikelekile, 2000 (Sendlalelo).

<b>TIMALI LETIMISIWE LETIKHOKHELWA IMITIMBA YAHULUMENDE</b>		
INCENYE YESI-II YESATISO SELI-187 KUGAZETHI YAHULUMENDE MHLA TILI-15 INDLOVANA 2002		
1.	Imali lekhokhelwa ikhophi yelibhukwana lelichazako njengaloku kubukelelwe kuSimiso 5(c) ngu-R0,60 leyo naleyo fothokhophi yelikhasi le-A4 bukhulu noma incenye yaloko.	
2.	Timali letikhokhelwa kukhucita kabusha lekukhulunywe ngato kuSimiso 7(1) tingaloluhlobo:	
	a) leyo naleyo fothokhophi yelikhasi le-A4 bukhulu noma incenye yaloko	R0,60
	b) oleyo naleyo khophi leshicilelwe yelikhasi le-A4 bukhulu noma incenye yaloko legcinwe kungcondvomshini noma lengalolunye luhlobo lolufundzeka ngekwe-elekhtroniki noma ngemshini	R0,40
	c) ikhophi yeluhlobo lolufundzeka ngangcondvomshini ku:	
	(i) lucwecwana lolungcivitiwe (CD)	
	d) (i) imifanekiso lebukwako lebhaliwe ngemshini, likhasi le-A4 bukhulu noma incenye yaloko	R40,00
	(ii) ikhophi yetitfombe letibukwako	
	e) (i) bhalwa ngemshini kwelirekhodi lelilalelwako, likhasi le-A4 bukhulu noma incenye yaloko	R22,00
	(ii) ikhophi yelirekhodi lelilalelwako	R60,00
		R12,00
		R17,00
3.	Imali yesicelo lekhokhwa ngulowo nalowo umfakisicelo, lomunye ngaphandle kwalotentela yena matfupha sicelo, lekukhulunywe ngaye Kusimiso 7(2) ngu	R35,00
4.	Timali tekutfolo lwatiso letikhokhwa ngumfakisicelo lekukhulunywe ngaye Kusimiso 7(3) tingaloluhlobo:1) a. leyo naleyo fothokhophi yelikhasi le-A4 bukhulu noma incenye yaloko	



b. leyo naleyo khophi yelikhasi le-A4 bukhulu lelishicilelwe noma incenye yaloko legcinwe kungcondvomshini noma ngalolunye luhlobo lolufundzeka ngekwe-elekhtroniki noma ngemshini -	R0,60
c. ikhophi lengeluhlobo lolufundzeka ngangcondvomshini ku: (i) lucwecwana lolungcivitiwe (CD)	R0,40
d. (i) imifanekiso lebukwako lebhalwe phansi , likhasi le-A4 bukhulu noma incenye yaloko (ii) ikhophi yemifanekiso lebukwako	R40,00
e. (i) lirekhodi lelilalelwako lelibhalwe ngemshini, likhasi le-A4 bukhulu noma incenye yaloko(ii) ikhophi yelirekhodi lelilalelwako	R22,00
f. Kufuna nekulungiselela lirekhodi kutsi livetwe ebaleni, R15,00 lelo nalelo lihora noma incenye yelihora, kungafaki lihora lekucala, lokudzingakaleka ngalokwetayelekile loko kufuna nekulungiselela.	R60,00
2) Ngetinjongo teSigaba 22(2) saloMtsetfo, kutawusebenta loku lokulandzelako: a. emahora lasitfupha kutakuba ngemahora latakube kwendlulwe wona ngembikwekutsi kufanele kutsi kukhokhwela sibambiso b. ngukunye kulokutsatfu kwemali yekutfolo lwatiso lekufanele kukhokhwe ngumfakisicelo njengesibambiso.	R12,00
3) Yimali yekuposa yona lekufanele ikhokhwe ngalesikhatsi kumele kuposelwe umfakisicelo ikhophi yelirekhodi.	R17,00

**5. EMAFOMU LAMISIWE EKUTFOLA LIREKHODI LEMTIMBA WAHULUMENDE**

SETSEKELETELO B SESATISO 187 KUGAZETHI YAHULUMENDE MHLA TILI-15 INDLOVANA 2002

**LIFOMU- A**

SICELO SEKUTFOLA LIREKHODI LEMTIMBA WAHULUMENDE

Sigaba seli-18(1) se-PAIA, 2000

**[Simiso sesi-2]**

**KWEKUSETJENTISWA YI-GCIS**

Inombolo yekubekisa:

Sicelo semukelwe ngu: .....

Sicelo sitfolwe mhla ti: .....

Inombolo yekubekisa (nangabe ikhona): .....  
.....

Imali yesicelo (nangabe ikhona): R .....  
.....

sibambiso (nangabe sikhona): R .....

imali yekutfola lwatiso: R.....  
.....

Sincumo: .....  
.....  
.....

KUSAYINA KWEMPHATSILWATISO/SEKELA MPHATSILWATISO



**A. Imininingwane yemtimba wahulumende**

Umphatsilwatiso/Sekela Mphatsilwatiso:

**B. Imininingwane yemuntfu locela kutfolo lirekhodi**

- (a) Imininingwane yemuntfu locela kutfolo lirekhodi kufanele irekhodwe ngentasi.*
- (b) Niketa likheli, i-imeyili ne-/noma inombolo yefekisi eNingizimu Afrika lapho lwatiso kufanele lutfunyelwe khona.*
- (c) Bufakazi besikhundla salowenta sicelo, nangabe kunjalo, kufanele bufakwe.*

Emagama laphellele nesibongo: .....

.....

Inombolo yamatisi: .....

Likheli leliposi: .....

.....

Inombolo yefekisi: .....

Inombolo yelucingo: .....

Likheli le-imeyili: .....

Sikhundla salowenta sicelo, nangabe sentiwe egameni lalomunye umuntfu:

.....

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**C. Imininingwane yemuntfu sicelo lesentiwa egameni lakhe**

*Lesigaba kufanele sigcwaliswe kuphela nangabe sicelo selwatiso sentiwe egameni lalomunye umuntfu.*

Emagama laphela nesibongo: .....

Inombolo yamatisi: .....

**D. Imininingwane yelirekhodi**

*(a) Niketa imininingwane laphela yelirekhodi lelcelwako, kufake ekhatsi inombolo yekubekisa nangabe uyayati, kwentela kutsi lirekhodi litfolakale lula.*

*(b) Nangabe lesikhala lesiniketiwe singakaneli, sita uchubekele kulenye ifoliyo bese uyetsekeletela kulelifomu. **Umfakisisicelo kufanele asayine onkhe emafoliyo langetiwe.***

1. Inchazelo yelirekhodi noma incenye lengumacondzana yelirekhodi: .....

.....

.....

.....

.....

.....

.....

2. Inombolo yekubekisa, nangabe ikhona: .....

3. Nobe nguyiphi leminywe imininingwane yelirekhodi: .....

.....

.....

.....

.....

**E. Timali letikhokhwako**

(a) Sicelo sekutfole lirekhodi, lelinye lekungesilo lelicuketse lwatiso lolumayelana nawe matfupha, sitasetjentwa kuphela ngemuva kwekukhokhwa **kwemali yesicelo**.

(b) Utawatiswa ngelinani lemali lekudzingeka kutsi likhokhwe njengemali yesicelo.

(c) **Lemali lekufanele ikhokhelwe kutfole** lirekhodi iya ngeluhlobo lekudzingeka itfolakale ngalo nesikhatsi lesetayelekile lesidzingekalela kufuna nekulungiselela lirekhodi.

(d) Nangabe ufanelekile kucolelwa kutsi ukhokhe nobe nguyiphi imali lekhokhwako, sita usho sizatfu saloko.

Sizatfu sekucolelwa kutsi ukhokhe timali letikhokhwako: .....

.....

.....

.....

.....

.....

**F. Luhlobo lotalitfole ngalo lirekhodi**

Nangabe uvinjelwa kukhubateka kufundza, kubuka noma kulalela lelirekhodi ngaloluhlobo lelitfolakala ngalo lolubonelelwe ku-1 kufika ku-4 la ngentasi, yisho kukhubateka lonako bese uyasho kutsi lelirekhodi lifuneka lingaluphi luhlobo.

Kukhubateka: ..... ..... .....	Luhlobo lelidzingeka lingiko lirekhodi: ..... .....
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Phawula libhokisi lekungilo nga-X.

EMAGAMA EKUPHAWULA:

(a) Kusho kwakho kutsi lirekhodi ulidzinga lungaluphi luhlobo kuya ngekutsi lelirekhodi litfolakala lungaluphi luhlobo.

(b) Kutfolo lirekhodi neluhlobo lolicele ngalo kungaliwa ngaphansi kwetimeko letitsite. Nakunjalo, utawatiswa nangabe utawunikwa lirekhodi lingalolunye luhlobo.

(c) Imali lekhokhwako kutfolo lirekhodi, nangabe ikhona, itawutfolakala kutsi ingumalini nganhlanye nguloluhlobo lecelwe kutsi alibe ngalo.

**1.Nangabe lirekhodi lingeluhlobo lolubhaliwe noma lolushicilelwe**

Ikhophi yelirekhodi\*

Kuhlola lirekhodi

**2.Nangabe lirekhodi linemifanekiso lebukwako**

(Loku kufaka ekhatsi titfombe, emaslayidi, emavidiyo larekhodiwe, imifanekiso leyentiwe ngungcondvomshini, imidvwebo, njl.)

Buka imifanekiso

Ikhophi yemifanekiso\*

Kubhalwa ngemshini kwemifanekiso\*

**3.Nangabe lirekhodi linemagama noma lwatiso lokubhaliwe, lolungakhicitwa kabusha lube ngumsindvo**

Lalela umsidvo locoshiwe (CD)

Kubhalwa ngemshini kwemsindvo locoshiwe \*  
(idokhumenti lebhaliwe noma leshicilelwe)

**4. Nangabe lirekhodi ligcinwe kungcondvomshini noma lolunye luhlobo lolufundzeka ngekwe-elektroniki noma ngemshini**

Ikhophi yelirekhodi leshicilelwe\*

Ikhophi yelwatiso lolutsetfwe kurekhodi\*

Ikhophi lengeluhlobo lelifundzeka ngangcondvomshini\*  
  
(lucwecwana lolungcivitiwe)

<p>*Nangabe ucele ikhophi yalo noma lirekhodi lelibhalwe phansi(ngenhla), ufisa kutsi lekhophi noma lolokubhalwe phansi kutfunyelwe kuwe?</p> <p><b>Kukhokhwa imali yekuposa.</b></p>	YEBO	CHA
<p><i>Caphela kwekutsi nangabe lelirekhodi lingatfolakali ngelulwimi lolufunako, ungasalitfole ngelulwimi lirekhodi lelitfolakala ngalo.</i></p>		
<p>Nguluphi lulwimi lebewungalifuna ngalo lirekhodi?</p>		

**G. Satiso sesincumo mayelana nesicelo sekutfole lirekhodi**

<p><i>Utawubhalelwa watiswe kwekutsi sicelo sakho sivunyiwe/saliwe. Nangabe ufisa kwatiswa ngalenywe indlela, sita uyigagule leyo ndlela ubuye unikete imininingwane ledzingekako kwentela kutsi kutfoletjelwe sicelo sakho.</i></p>
--

Bewungatsandza kwatiswa njani sincumo lesimayelana nesicelo sakho sekutfole lirekhodi? .....

.....

Kusayinwe mhla ti- (lusuku).....

.....

KUSAYINA KWEMFAKISICELO / UMUNTFU SICELO LESENTIWA EGAMENI LAKHE

Kusayinwe ngesandla futsi kwavunywa nguSekela Mphatsilwatiso waka-GCIS, Mnu. Keitumetse Semakane.

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**Sekela Mphatsilwatiso: GCIS**

**Mnu. Keitumetse S. Semakane**

**LUSUKU:**