



**INCWADI YOKUKHUTHAZA
UKUFIKELELA KULWAZI**

1. INTSHAYELELO

Le Ncwadi ipapashwa ngenjongo yokuthobela icandelo le-14 lePromotion of Access to Information Act, 2000 (umThetho No. 2 ka-2000) (i-“PAIA”), umthetho ekuthiwa umele wenziwe ngokutsho kwecandelo le-32 loMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996, yaye lo mthetho uthi kufuneka onke amaqumrhu karhulumente avelise incwadi eyazisa uluntu ngenkqubo emele ilandelwe xa kucelwa ulwazi kwiqumrhu likarhulumente ngeenjongo zokusebenzisa okanye ukukhusela amalungelo

Injongo yePAIA kukukhuthaza inkqubo yokwenziwa kwezinto elubala nokuphenduliswa kumaqumrhu karhulumente nawabucala ngokusetyenziswa kwelungelo lokufikelela kulwazi, nokuzimisela ukuphakamisa uluntu oluza kwenza ukuba abantu bafikelele kulo lonke ulwazi oluyimfuneko ekusebenziseni nasekukhuselweni ngokupheleleyo nangokufanelekileyo kwamalungelo abo.

Le Ncwadi ilungiselelwe yi-ELIDZ ukuze kwenziwe kube lula ukufikelela kwiirekhodi ezigcinwe yi-ELIDZ yaye phakathi kwezinye izinto iqulethe ulwazi olulandelayo:

- (a) Inkcazelo ngobume nemisebenzi ye-ELIDZ;
- (b) Idilesi yeposi neyendawo ekuyo, inombolo yefowuni neyefeksi, idilesi ye-imeyil yegosa lolwazi kunye nesekele legosa lolwazi;
- (c) Ingcaciso yesiKhokelo esiqulunqwe yiKhomishini yamaLungelo oluNtu yaseMzantsi Afrika nokuba sifikeleleka njani na;
- (d) Ulwazi oluncedayo ekwenzeni kube lula ukufikelela kwirekhodi eginwe yi-ELIDZ, kwakunye nenkcazelo yemibandela eli qumrhu eligcine irekhodi yayo kwakunye neentlobo zeerekhodi ezikhoyo kumbandela ngamnye;
- (e) Iintlobo zeerekhodi zequmrhu ezifumanekayo ngaphandle kokuba umntu ade enze isicelo ngokwemimiselo yePAIA;
- (f) Inkcazelo yeenkonzo ezifunyanwa luluntu kwi-ELIDZ nokuba zifikeleleka njani na ezo nkonzo;
- (g) Inkcazelo yalo naliphi na ilungelo okanye isibonelelo sokuba umntu abonisane, enze iinkcazo okanye ezinye izinto, ukuthatha inxaxheba okanye ekubeni nefuthe ekwenziweni komgaqo-nkqubo; okanye ukusetyenziswa kwamagunya okanye ukwenziwa kwemisebenzi, yi-ELIDZ;
- (h) Amanyathelo amele athathwe xa ngaba ukufikelela kulwazi kwaliwe.

2. IINKCUKACHA ZE-ELIDZ

Igama:	East London Industrial Development Zone SOC Ltd
Inombolo yobhaliso:	2003/012647/30
Idilesi yeNdawo:	Lower Chester Road, Sunnyridge, East London
Idilesi yePosi:	PO Box 5458, Greenfields, East London, 5208
Inombolo yeFowuni:	043 702 8200
Inombolo yeFeksi:	043 702 8251
Iwebhusayithi:	www.elidz.co.za
Idilesi ye-Imeyil:	info@elidz.co.za

3. INKCAZELO YOBUME NEMISEBENZI

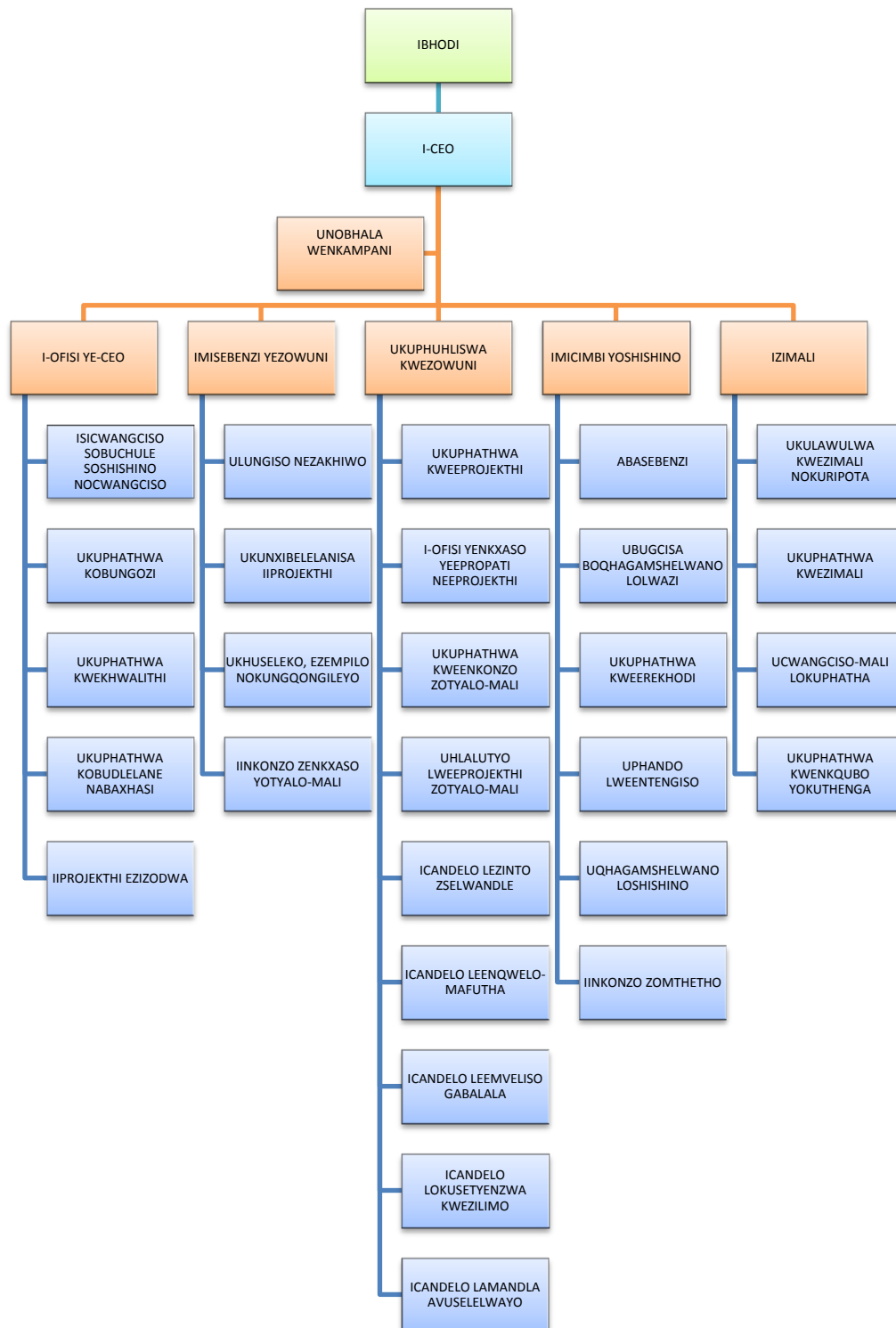
3.1 Ubume

I-ELIDZ yinkampani karhulumente eyenza ingeniso neyabhaliswa ngokusemthethweni ngo-2003. Kanjalo i-ELIDZ yiNkampani yezoShishino yoRhulumente wePhondo esekwe ngokweCandelo 3D, ngokuphathelele

ubume bayo ngokokutsho kwePublic Finance Management Act, 1999.

I-ELIDZ ilawulwa yiBhodi yabaLawuli njengoko kuyimfuneko ngokweCompanies Act yaye ilawulwa ngokwemiyalelo yePublic Finance Management Act, 1999. Ushishino nemicimbi ye-ELIDZ ilawulwa yiBhodi okanye ilawulwa phantsi kolwalathiso lwayo ngokuxhaswa ziikomiti ezisekiweyo.

I-ELIDZ yakhiwe ngolu hlobo lulandelayo:



3.2. Imisebenzi

I-ELIDZ iqhuba ishishini elikwizinga eliphezulu apho iinkampani ezisebenza kwiimveliso zokhuphiswano olukhulu zisebenza ngempumelelo nangeenzuzo ezicwangcisiweyo zoshishino nokuvuselela ukuhluma koqoqosho lwengingqi.

I-ELIDZ ithembisa ukubonelela ngezisombululo kubatyali-zimali kunye nokutsala nokuphuhlisa amashishini anobuchule ukuze kuqiniseke amandla omZantsi Afrika okukwazi ukukhuphisana kushishino lokuthumela iimveliso kwamanye amazwe ngokuphuhliswa nentsebenzo yeziko lemveliso elichumayo, elinikela inkonzo eyodwa kunye nokubonelela ngezisombululo kwiinkampani ukuze zikwazi ukukhuphisana emhlabeni wonke ngokusulungeka kobunjinieli.

I-ELIDZ ineMvume yokuSebenza njengeZowuni yoPhuhliso loRhwebo ekhutshwe nguMphathiswa wezoRhwebo noShishino ngokutsho koMmiselo 57 kwiMimiselo yesiCwangciso seeZowuni zoRhwebo (GN R1224 yomhla woku-1 kaDisemba 2000) (elungisiweyo) ("iMimiselo"). Ke yona le Mimiselo yapasiswa phantsi kweManufacturing Development Act, 1993 (umThetho No. 187 ka-1993).

Ngoko ke imisebenzi ye-ELIDZ kukuphuhlisa nokwenza ukuba i-East London Industrial Development Zone isebenze ukuze —

- kube lula ukuyilwa kwendawo yezorhwebo enenzuzo echuliweyo ngokwezoqoqosho;
- ibonelele ngendawo yokusekwa kotyalo-mali lwesicwangciso sobuchule;
- ukwenza kube nokwenzeka ukuqhutywa kwamashishini avelisa kakhulu amandla;
- ukuxhamla kumandla akhoyo ezoshishino, ukukhuthaza umanyano noshishino lwengingqi kunye nokunyusa imveliso enxabiso elongeziweyo;
- kudalwe ingqesho nezinye iinzuzo zoqoqosho nezentlalo kwingingqi ezinze kuyo i-ELIDZ; kunye
- nokusebenza ngokuvisisanayo nayo nayiphi na imigaqo-nkqubo nomthetho ofanelekileyo kazwelonke, njengoko kumiselwa luhlalutyo olufanelekileyo lwendalo engqongileyo, lwezoqoqosho nobugcisa.

4. AMAGOSA OLWAZI

4.1. Igosa Lolwazi

Igosa lolwazi le-ELIDZ liGosa eliyiNtloko lesiGqeba soLawulo (i-"CEO"), yaye iinkcukacha zokuqhagamshelana nalo ziboniswe ngezantsi:

Idilesi yeNdawo:	Lower Chester Road, Sunnyridge, East London
Idilesi yePosi:	PO Box 5458, Greenfields, East London, 5208
Inombolo yeFowuni:	043 702 8200
Inombolo yeFeksi:	043 702 8251
Idilesi ye-Imeyil:	info@elidz.co.za

4.2. Isekela Legosa Lolwazi

Isekela leGosa loLwazi le-ELIDZ ngumqeshwa onikwe amagunya nemisebenzi yakhe liGosa loLwazi ngokwemimiselo yePAIA. Oku kuthetha ukuba iSekela leGosa loLwazi liza kwamkela izicelo zolwazi, lenze kube lula ukuqwalaselwa kwesicelo ze lidlulisele uncedo kumenzi-sicelo xa kuyimfuneko egameni leGosa loLwazi. Nakuba kunjalo iGosa loLwazi lilo eliphethe nelilawula iSekela leGosa loLwazi.

Isekela legosa lolwazi le-ELIDZ nguManejala wesiGqeba soLawulo: iMicimbi yoShishino yaye iinkcukacha zokuqhagamshelana nalo zezi zilandelayo:

Idilesi yeNdawo:	Lower Chester Road, Sunnyridge, East London
Idilesi yePosi:	PO Box 5458, Greenfields, East London, 5208
Inombolo yeFowuni:	043 702 8200
Inombolo yeFeksi:	043 702 8251
Idilesi ye-Imeyil:	info@elidz.co.za

5. ISIKHOKELO ESISEMTHETHWENI SEKHOMISHINI YAMALUNGELO OLUNTU YOMZANTSI AFRIKA

Umthetho uthi iKhomishini yamaLungelo oluNtu yoMzantsi Afrika (i-“SAHRC”) kufuneka ipapashe isikhokelo ngazo zonke iilwimi ezisemthethweni esiqulethe ulwazi ekucingeleka ukuba lufunwa ngumntu onqwenela ukusebenzisa okanye ukukhusela naliphi na ilungelo ngokwemimiselo yePAIA. Phakathi kwezinye izinto esi sikhokelo siqulethe ulwazi olulandelayo:

- Inkcazelo yeenjongo zePAIA;
- linkcukacha zokuba senziwa njani isicelo sokufikelela ulwazi;
- Luluphi uncedo olunokufumaneka kwigosa lolwazi;
- Kunini apho ukufikelela kolwazi kunokwaliwa ngokomthetho;
- Luluphi uncedo olungokomthetho olufumanekayo xa ulwazi lufihlwa kungekho sizathu sivakalayo;
- Imirhumo ehlawulwayo ngokuphathelele izicelo zokufikelela; kunye
- Nesalathiso semimiselo epapashiweyo.

Kanjalo eso sikhokelo sidwelisa uluhlu lwamaqumrhu karhulumente ekunokucelwa ulwazi kuwo, kwakunye neenkukacha zoqhagamshelwano zamagosa olwazi aloo maqumrhu.

Uhlelo lwe-elektronikhi lwesiKhokelo luyafumaneka kwiwebhusayithi yeSAHRC. Ikopi eyincwadi yesiKhokelo iyafumaneka kwii-ofisi ze-SAHRC namaziko okusasaza ohlukeneyo adwelisiweyo kwisiKhokelo.

Nceda usebenzise ezi nkukacha zilandelayo zokuqhagamshelana noSAHRC ngokuphathelele isikhokelo kunye/okanye ukufumana nokufikelela kwisiKhokelo:

Idilesi yeNdawo:	Braampark Forum 3, 33 Hoofd Street, Braamfontein
Inombolo yeFowuni:	011 877 3600
Iwebhusayithi:	www.sahrc.org.za
Idilesi ye-Imeyil:	paia@sahrc.org.za

6. IIREKHODI EZIGCINWE YI-ELIDZ

Ukuqukwa kwawo nawuphi na umbandela okanye uhlobo lweerekhodi akumele kuthathwe njengento ebonisa ukuba ezo rekhodi eziphantsi kwaloo mibandela kunye/okanye iintlobo ziya kwenziwa zifumaneke phantsi kwePAIA. Ngokukhethekileyo, izizathu ezithile zokwaliwa njengoko zichazwe kwiPAIA nezichaziweyo kwiNcwadi yeSAHRC zisenokubhekisela kwisicelo seerekhodi ezinjalo.

Ngokuqhelekileyo, i-ELIDZ, igcina iirekhodi zayo yonke imisebenzi yayo. Iifayili ezisengasafunwayo ngabasebenzisi zidluliselwa kwindawo yokugcina izinto ezindala. Iirekhodi ezifike kumhla wokuba zilahlwe ziyatshatyalaliswa ngokuvisisana neeshedyuli zokugcinwa. Iirekhodi zexabiso ezihlalayo zomthetho, zentlalo, zembali okanye zophando zigcinwa ngonaphakade.

6.1. Ulwazi Olufumaneka Ngokuzenzekelayo

Ulwazi/iirekhodi ezilandelayo zingafumaneka ngaphandle kokwenziwa kwesicelo esisesikweni:

- Iincwadana ezinenkcazelo yeentengiso ze-ELIDZ.
- Umthetho iManufacturing and Development Act kunye neMimiselo yeziCwangciso-nkqubo zee-IDZ ezinxulumene nayo.
- Ulwazi malunga neeThenda ezikhoyo ze-ELIDZ.
- Amathuba akhoyo engqesho e-ELIDZ.
- Ulwazi malunga nobambiswano olunokwenziwa kunye nabaTyali-zimali.
- Iiprojekthi zoTyalo-mali lweNkampani kwezeNtlalo nokuba ubandakanyeka njani na.
- Ingxelo yoNyaka ye-ELIDZ.
- Ulwazi Gabalala.

Zonke iirekhodi ezingasentla ziyafumaneka xa ziceliwe kwi-Ofisi eliKomkhulu ye-ELIDZ, Lower Chester Road, Sunnyridge, East London kunye/okanye kwiwebhusayithi ye-ELIDZ ku-www.elidz.co.za.

6.2. Ulwazi Olufumanekayo ngokutsho kweminye imiThetho

Xa kufanelekile kwimisebenzi yethu, kanjalo ulwazi luyafumaneka ngokutsho kwezibonelelo ezithile zemithetho elandelayo, esenokulungiswa okanye ihlaziye:

- I-Basic Conditions of Employment Act No. 75 ka-1997
- I-Broad-Based Black Economic Empowerment Act No. 53 ka-2003
- I-Companies Act No. 71 ka-2008
- I-Compensation for Occupational Injuries and Diseases Act No. 130 ka-1993
- I-Construction Industry Development Board Act No. 38 ka-2000
- I-Customs and Excise Act No. 91 ka-1964
- I-Eastern Cape: Provincial Archives and Records Service Act No. 7 ka-2003
- I-Electronic Communications and Transactions Act No. 25 ka-2002
- I-Employment Equity Act No. 55 ka-1998
- I-Income Tax Act No. 58 ka-1962
- I-Labour Relations Act No. 66 ka-1995
- I-Manufacturing Development Act No. 187 ka-1993
- I-National Archives and Records Services Act No. 43 ka-1996
- I-National Environmental Management Act No. 107 ka-1998
- I-Occupational Health and Safety Act No. 85 ka-1993
- I-Preferential Procurement Policy Framework Act No. 5 ka-2000
- I-Promotion of Access to Information Act No. 2 ka-2000
- I-Promotion of Administrative Justice Act No. 3 ka-2000
- I-Public Finance Management Act No. 1 ka-1999
- I-Skills Development Act No. 97 ka-1998
- I-Skills Development Levies Act No. 9 ka-1999
- I-Unemployment Insurance Contributions Act No. 4 ka-2002
- I-Value-Added Tax Act No. 89 ka-1991

6.3. Ulwazi Olufumanekayo Ngokohlobo/Umbandela

Ulwazi olufumanekayo e-ELIDZ lubekwe ngokwesiCwangciso esivunyiweyo sokuPhathwa kweeFayili

zeeRekhodi yaye ulwazi oluphathelele iintlobo kunye nemibandela njengoko kuboniswe ngezantsi luza kuxhomekeka kwisicelo esisesikweni:

UHLOBO	UMBANDELA WOLWAZI
1. ISIKHOKELO-NKQUBO SEMITHETHO NEMIMISELO	Umgaqo-nkqubo Imibuzo Imithetho Esebenzayo
2. INKAMPANI NOLAWULO	Umgaqo-nkqubo Imibuzo Ukuphathiswa igunya Uhlolo lwezimvo ukuze kuqinisekwe ngokunatyiswa Oonobhala bequmrhu - Umqulu olawula iBhodi noluhlu lwemithetho yokuziphatha - Ukubekwa kwamalungu eBhodi - Amalungu eBhodi achaza izinto zawo zoshishino - Imiqulu enikwa amalungu eBhodi - lincwadi zemizuzu - Imiqulu yezigqibo - lingxelo zonyaka - Izinto ezirekhodishiweyo - Amaxwebhu okubhaliswa kwenkampani linkqubo nemiyalelo ye-ofisi Ukwenziwa kwezicwangciso zobuchule Ukwenziwa kwezicwangciso zamaseko ezinto ezisetyenziswayo Isixokelelwano sentsebenzo linkqubo neendlela eziqhelekileyo zokusebenza lingxelo zekota nezonyaka
3. UKUPHATHWA KWABASEBENZI	Umgaqo-nkqubo Imibuzo Imiqathango yolwazi lwenkonzo Amaxwebhu ophuhliso lwabasebenzi Amaxwebhu okugaywa kwabasebenzi Uqeqesho Iibhasari Isicwangciso soqeqesho emsebenzini Izicwangciso zokufundiswa umsebenzi Izicwangciso zempilo nentlalontle yabasebenzi Ukuphathwa Kokwahlukana Isicwangciso sobulungisa bengqesho Ubudlelane babasebenzi - Amatyala oluleko - Izikhalazo - Izibheni Ulamlo
4. UKUPHATHWA KWEZIMALI	Umgaqo-nkqubo Imibuzo Ukwenziwa kohlahlo lwabiwo-mali Imfanelo yocwangciso-mali

		<p>Inkcitho Ingeniso Ukugunyaziswa Amalungiselelo eenkonzo zebhanki Ungqinelwaniso Ijenali lingxelo zemali Inkxaso-mali</p>
5. UKUPHATHWA YOKUTHENGA	KWENKQUBO	<p>Umgaqo-nkqubo Imibuzo Ukuthenga - Uvimba weeNkcukacha zabaBoneleli ngeeNkonzo - Izicelo - li-odolo zokuThenga - lithenda - Izivumelwano/izivumelwano zamazinga enkonzo Ukuphathwa kwesitokhwe Ukuphathwa kweziNto zeXabiso Uphuhliso lwamaShishini amaNcinci aPhakathi nasaKhasayo (ii-SMME)</p>
6. UKUPHATHWA KWEZAKHIWO		<p>Umgaqo-nkqubo Imibuzo Ukugcinwa nokulungiswa kwezakhiwo linkonzo zokuCoca Ukuphathwa kwezakhiwo</p>
7. IINKONZO ZOHAMBO NEZOTHUTHO		<p>Umgaqo-nkqubo Imibuzo Amalungiselelo</p>
8. UKUPHATHWA KOLWAZI		<p>Umgaqo-nkqubo Imibuzo Ukuphathwa kwezixokelelwano zolwazi Ukuphathwa kweeRekhodi</p>
9. UQHAGAMSHELWANO		<p>Umgaqo-nkqubo Imibuzo Ubhengezo nopapasho Imicimbi Izicwangciso zeenkonzo zokunceda uluntu lileta Izaziso Izibhengezo zeentengiso Izipho zoshishino</p>
10. IINKONZO ZOMTHETHO		<p>Umgaqo-nkqubo Imibuzo Izimvo ezingokomthetho</p>

		<p>Izivumelwano Imithetho yezowuni Iimvume zoshishino zezowuni Ukuphathwa kweziVumelwano Izimangalo Amabango Ukuthotyelwa komthetho Ukukhuthaza ukufikelela kulwazi Ukuchaza izinto zomdla woshishino – abaqeshwa Iqela lezomthetho Uqeqesho nocweyo Iingxelo</p>
11. UKUZIMASA IINTLANGANISO	NOKUSINDLEKA	<p>Umgaqo-nkqubo Imibuzo Iintlanganiso (iBhodi, iKomiti yeBhodi neeKomiti zesiGqeba soLawulo, iiManyano - I-ajenda - Imizuzu - Izigqibo</p>
12. UKUPHUHLISWA KWEZOWUNI		<p>Umgaqo-nkqubo Imibuzo Utyalo-mali Amaseko ezinto ezisetyenziswayo kunye Nophuhliso lwamaCandelo Ukuphathwa kweepropati - Uphuhliso nolawulo lweepropati - Ukuphathwa kwezivumelwano zengqeshiso - Iingqeshiso Ukucandwa ngokutsha Iimfanelo Iingxelo</p>
13. IMISEBENZI YEZOWUNI		<p>Umgaqo-nkqubo Imibuzo Iinkonzo zokuxhaswa kwabatyali-zimali Ukuphathwa kokhuseleko, ezempilo nommandla ongqongileyo Ukuphathwa kokhuseleko Izicwangciso zophuhliso lwezakhono Iindawo ezilawulwayo zabaxhasi Unxibelelwano nababoneleli beenkonzo Izicwangciso-nkqubo Iinkonzo Iingxelo</p>
14. IIPROJEKTHI EZIZODWA		<p>Umgaqo-nkqubo Imibuzo Izicwangciso-nkqubo Amaphulo Ubambiswano</p>

	Ukuphathwa kwabaQeshi/abaTyali-zimali
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7. UKUFIKELELA KWIIREKHODI

Nakuba kukho le nkcazelo iqulethwe kweli candelo, umenzi-sicelo umele athobele iinkqubo ezichazwe kwiPAIA, nayiphi na iMimiselo eyenziwe ngokokutsho kwaloo mThetho kunye nesiKhokelo seSAHRC, kwakunye nayo nayiphi na imiqathango ebekwe yi-ELIDZ ngaphandle kokuba ayivumelani nomThetho, iMimiselo nesiKhokelo ekubhekiselwe kuzo kweli candelo.

7.1. Inkqubo Yokwenza Isicelo Sokufikelela Kulwazi

Isicelo sokufikelela kulwazi simele senziwe ngokugcwalisa ifomu yesicelo ebizwa ngokuba yiFomu A encanyatheliswe apha. Kanjalo le fomu iyafumaneka:

- KwiSekela leGosa loLwazi le-ELIDZ
- Kwiwebhusayithi kaSAHRC (www.sahrc.org.za)

Ifomu yokwenza isicelo imele igcwaliswe ze ithunyelwe kwiSekela leGosa loLwazi. Ifomu ingathunyelwa ngefeksi, nge-imeyil okanye isiwe ngesandla.

Umenzi-sicelo kuza kufuneka ahlawule umrhumo ochaziweyo (uhlawulwa kwangaphambili) wokwenza isicelo nokufikelela kulwazi ngokwemimiselo yePAIA.

Umenzi-sicelo kusengathiwa makahlawule eminye imirhumo echaziweyo ngokwemimiselo ukwenzela ukuphanda nokudibanisa ulwazi, kuquka neendleko zokukhuphela ngomatshini.

7.2. Ilungelo Lokufikelela

Umenzi-sicelo unelungelo lokwenza isicelo sokufikelela kwirekhodi yaye umele akwazi ukufikelela kwirekhodi xa ngaba kuye kwathotyelwa le nkqubo ilandelayo:

- Isicelo senziwe ngeFomu A yesicelo eqhelekileyo;
- Isicelo esigcwalisiweyo sithunyelwe ngefeksi okanye nge-imeyi okanye sisiwe ngesandla kwiSekela leGosa loLwazi;
- Imirhumo echaziweyo ihlawuliwe; yaye
- Isicelo sokufikelela kwirekhodi asikhatywanga ngenxa yazo naziphi na izingathu zokwala eziphantsi kwePAIA.

7.3. Isicelo

Umenzi-sicelo umele abhale le nkcazelo ilandelayo kwisicelo sakhe:

- linkcukacha ezaneleyo zokwenza igosa le-ELIDZ likwazi ukuqonda umenzi-sicelo;
- linkcukacha ezaneleyo zokwenza igosa le-ELIDZ likwazi ukuqonda irekhodi, kuquka inombolo yesalathiso xa ngaba ikhona yaye iyaziwa;
- Abonise ngokucacileyo uhlobo lokufikelela okanye imo yerekhodi emele ifumaneke ngalo irekhodi;
- Ulwimi olukhethwayo lwerekhodi xa ngaba kufanelekile;

- Idilesi yeposi, inombolo yefeksi okanye idilesi ye-imeyil yomenzi-sicelo kwiRiphabliki;
- Indlela umenzi-sicelo angathanda ukwaziswa ngayo ngesigqibo malunga nesicelo;
- Ubungqina begunya lokuba umenzi-sicelo enze isicelo xa ngaba isicelo senziwa egameni lomnye umntu;

Qaphela:

- (a) Xa ngaba nasiphi na isithuba esikwifomu yesicelo iFomu A asanelanga, umenzi-sicelo angaqhubeka kwiphepha elahlukileyo ze alidibanise kwifomu yesicelo. Nawaphi na amaphepha ongezelekileyo amele asayinwe ngumenzi-sicelo.
- (b) Abenzi-zicelo abangakwaziyo ukufunda okanye ukubhala bangenza isicelo ngomlomo kwiSekela leGosa loLwazi eliza kugcwalisela umenzi-sicelo ifomu.

7.4. Imirhumo

I-PAIA ithi makubekho iintlobo ezimbini zemirhumo, oko kukuthi:-

- umRhumo weSicelo, oza kuba ngumrhumo ofanayo; kunye
- nomRhumo wokuFikelela, omele ubalwe kucingwa ngeendleko zokuvelisa ngokutsha, uphando nexesha nendleko yokulungiselela irekhodi, kwakunye neendleko zokuposa.

Xa isicelo sifunyenwe liSekela leGosa loLwazi, liza kwazisa umenzi-sicelo, ngaphandle kokuba sisicelo senkcazelo yobuqu, ukuba omele ahlawule umrhumo wesicelo ochaziweyo (ukuba ukhona), ngaphambi kokuba kusetyenzwe ngokuqhubekayo ngesicelo.

Ilungelo lokufikelela kwirekhodi liza kubanjwa de umenzi-sicelo ahlawule imirhumo efunekayo.

Umenzi-sicelo esivunyiweyo isicelo sakhe sokufikelela kwirekhodi, omele ahlawule umRhumo wokuFikelela ukwenzela ukuveliswa ngokutsha nophando kunye nokulungiselelwa, kwakunye nalo naliphi na ixesha elifanelekileyo elifunekayo ngaphezu kweeyure ezichaziweyo zokuphanda nokulungiselela ukuba irekhodi ivezwe kuquka ukwenza amalungiselelo okuba yenziwe ifumaneka ngohlobo oluceliweyo. ISekela leGosa loLwazi liza kwazisa umenzi-sicelo ukuba ahlawule idiphozithi eyinxalenye echaziweyo yomRhumo wokuFikelela obuzwa kuhlawulwa xa ngaba isicelo sivunyiwe.

Xa ngaba kuhlawulwe idiphozithi yesicelo sokufikelela, saza isicelo sakhatywa, ngoko iSekela leGosa loLwazi limele limbuyisele umenzi-sicelo imali yediphozithi.

Yonke imirhumo ehlawulwayo ichaziwe ngemimiselo yePAIA.

7.5. Isigqibo

I-ELIDZ iza kwazisa, zingekapheli iintsuku eziyi-30 zokufunyanwa kwesicelo ukuba iyavuma na okanye iyasikhaba isicelo. Ixesha leentsuku eziyi-30 linokwandiswa libe ngaphezu kweentsuku eziyi-30 phantsi kweemeko ezithile, eziquka into yokuba isicelo sesokufikelela ulwazi oluninzi kakhulu, isicelo sithetha ukuba ulwazi olufunekayo alunakuqokelelwa kakuhle lingekapheli ixesha lokuqala leentsuku eziyi-30, kuyimfuneko ukuba kubonswane phakathi kweeyunithi ze-ELIDZ yaye umenzi-sicelo ubhalile evuma ukuba kwenziwe oko.

Xa ngaba isicelo sivunyiwe umenzi-sicelo uza kunikwa isaziso esichaza umrhumo wokufikelela (ukuba ukhona) omele uhlawulwe nokuba ukufikelela kuza kuba luhlobo luni na. Kanjalo isaziso siza kuchaza ukuba umenzi-sicelo angafaka isicelo enkundleni nxamnye nomrhumo wokufikelela okanye uhlobo lokufikelela oluchaziweyo nexesha lokwenza oko.

Xa ngaba isicelo sokufikelela siyaliwa umenzi-sicelo uza kunikwa isaziso esichaza izizathu ezaneleyo zokuba saliwe. Kanjalo isaziso siza kuchaza ukuba umenzi-sicelo angafaka isicelo enkundleni nexesha lokwenza oko.

I-ELIDZ iza kumbhalela umenzi-sicelo imazisa xa ngaba kufuneka kwandiswe ixesha.

8. UKUFIKELELA KWIIREKHODI KWALIWE

Xa umenzi-sicelo ekhathazwe sisigqibo seSekela leGosa loLwazi sokwala isicelo sokufikelela kwiirekhodi okanye ngokuphathelele isigqibo seSekela leGosa loLwazi malunga nemirhumo, ukwandiswa kwexesha lokusebenza ngesicelo, ukufikelela neentlobo zokufikelela, ngoko umenzi-sicelo zingaphelanga iintsuku eziyi-30 zesigqibo yaye ngokuthi enze isicelo, angabhenela enkundleni ukuze afumane uncedo olufanelekileyo.

9. IINKONZO EZIFUMANEKAYO ZOLUNTU

9.1. Iinkonzo Ekubonelelwa Ngazo

I-ELIDZ ibonelela ngeenkonzo kumashishini afanelekayo ukuba ngamashishini e-IDZ kunye/okanye lawo aqhutyelwa kwiipropati ze-ELIDZ. Ezi nkonzo ziquka –

- Ukubek' esweni ukuqhubeka kweshishini
- Inkantinin
- Umbane (izibane ezikhanyisa ezitalatweni, isitishi esincinane sombane nokulungiswa kwezinto ezingahambi kakuhle)
- Ukhuseleko lomhlaba nezakhiwo
- Ukulawulwa kweendawo
- Ukubek' esweni amasango neengcingo
- Ubume bomhlaba (ukulungiswa, ukucheba ingca nokwenza amabala okuthintela imililo yamadlelo)
- Iindawo zonyango
- Ukucocwa kweendlela, ukuzigcina zikwimeko entle
- Ukubekw' esweni kommandla ongqongileyo kwiindawo zamashishini
- Iindawo zokuqhuba iintlanganiso neenkomfa
- Iinkonzo zikaMasipala (Amanzi aphantsi, ugutyulo, ukuqokelelwa kwenkukuma)
- Ukwahlukaniswa kwamanzi olwandle
- Ubugcisa boQhagamshelwano loLwazi

Kanjalo i-ELIDZ inikezela ngezi nkonzo zilandelayo kumaqumrhu karhulumente nawabucala, kuxhomekeka kwimirhumo emiselweyo:

- Iindawo zokuqhuba iintlanganiso neenkomfa

9.2. Ukufikelela Kwiinkonzo

Ukufikelela kuzo naziphi na iinkonzo ezifumanekayo kwi-ELIDZ kungenzeka ngokufaka isicelo, esibhaliweyo, kwiSekela leGosa loLwazi.

10. UKUBANDAKANYEKA KOLUNTU XA KUSENZIWA UMGAQO-NKQUBO OKANYE KUSETYENZISWA AMAGUNYA

Abo kungenzeka babe ngabatyali-zimali nabanye abanebango bakhululekile ukuza kuthetha ne-ELIDZ ukuze kuxoxwe ngeendlela i-East London Industrial Development Zone kwakunye nemigaqo-nkqubo ehlobene nayo enokuphuculwa ngayo.

11. OLUNYE ULWAZI

Ukusetyenziswa kwale Ncwadi kuza kuvisisaniswa kangangoko kunokwenzeka nomGaqa-nkqubo we-ELIDZ wokuqhagamshelana.

12. UKUFUMANEKA KWALE NCWADI

likopi zale ncwadi, ngesiNgesi, ngesiXhosa okanye nge-Afrikaans, zisenokufumaneka e-ELIDZ okanye zifikeleleke kwiwebhusayithi ye-ELIDZ ku-www.elidz.co.za.

IFOMU A

ISICELO SOKUFIKELELA KWIREKHODI YEQUMRHU LIKARHULUMENTE

(ICandelo 18(1) lePromotion of Access to Information Act, 2000

(Umthetho No. 2 ka-2000)

[UMmiselo 6]

KUGCWALISA I-OFISI

Isicelo samkelwe ngu

(chaza isikhundla, igama nefani yegosa lolwazi/yesekela legosa lolwazi) nge
(umhla) e(indawo)

Umrhumo wesicelo (ukuba ukhona): R

Idiphozithi (ukuba ikhona): R

Umrhumo wokufikelela: R

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ISANDLA SEGOSA LOLWAZI/
ISEKELA LEGOSA LOLWAZI

A linkcukacha zequmrhu likarhulumente

IGosa loLwazi/iSekela leGosa loLwazi:

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B linkcukacha zomntu owenza isicelo sokufikelela kwirekhodi

- (a) *linkcukacha zomntu owenza isicelo sokufikelela kwirekhodi zimele zibhalwe ngezantsi.*
 (b) *Kumele kubhalwe idilesi kunye/okanye inombolo yefeksi kwiRiphabliki ekumele kuthunyelwe kuyo ulwazi.*
 (c) *Kumele kufakwe ubungqina begunya lokwenziwa kwesicelo, xa ngaba kufanelekile.*

Amagama apheleleyo nefani:

Inombolo yeSazisi:

Idilesi yeposi:

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Inombolo yefeksi:

Inombolo yefowuni:

Idilesi ye-imeyil:

Igunya lokwenziwa kwesicelo, xa sisenziwa egameni lomnye umntu:

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C. linkcukacha zomntu esenziwa egameni lakhe isicelo

Eli candelo limele ligcwaliswe KUPHELA xa ngaba isicelo solwazi senziwa egameni lomnye umntu.

Amagama apheleleyo nefani:

Inombolo yeSazisi:

D. linkcukacha zerekhodi

- (a) *Bhala iinkcukacha ezipheleleyo zerekhodi ekucelwa ukufikelela kuyo, kuquka nenombolo yesalathiso xa ngaba uyayazi, ukuze ikwazi ukubhaqeka irekhodi.*
- (b) *Xa ngaba isithuba esikhoyo asanelanga, nceda uqhubekeke nokubhala ephepheni elahlukileyo ze ulidibanise kule fomu.*

Umenzi-sicelo umele asayini onke amaphepha awongezelekileyo.

- 1 Inkcazelo yerekhodi okanye inxalenye efunwayo yerekhodi:
- 2 Inombolo yesalathiso, ukuba ikhona:
- 3 Isizathu sesicelo:
- 4 Naziphi na ezinye iinkcukacha zerekhodi:

E. Imirhumo

- (a) *Isicelo sokufikelela kwirekhodi, ngaphandle kwerekhodi equlethe ulwazi olumalunga nawe, siza kuqwalaselwa kuphela emva kokuba kuhlawulwe umrhumo wesicelo.*
- (b) *Uza kwaziswa ukuba yimalini na ekufuneka ihlawulwe njengomrhumo wesicelo.*
- (c) *Umrhumo omele uhlawulwe wokufikelela kwirekhodi uxhomekeka kuhlobo ekufuneka kufikelelwe ngalo irekhodi kunye nexesha elisengqiqweni elifunekayo lokuphanda nokulungisa loo rekhodi.*
- (d) *Xa ngaba uyafaneleka ukufumana ilungelo lokungahlawuliswa nawuphi na umrhumo, nceda uchaze isizathu selo lungelo lokungahlawuliswa.*

Isizathu sokuba nelungelo lokungahlawuliswa imirhumo:

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F. Uhlobo lokufikelela kwirekhodi

Xa ngaba ngenxa yokukhubazeka awukwazi ukufunda, ukujonga okanye ukumamela irekhodi ngohlobo eyenziwe yafumaneka ngalo ku-1 ukuya ku-4 ngezantsi, chaza ukukhubazeka kwakho ze ubonise ukuba loluphi na uhlobo ekufuneka ifumaneke ngalo irekhodi.

<u>Ukukhubazeka:</u>	Uhlobo efuneka ngalo irekhodi:
Phawula ibhokisi efanelekileyo ngo-X. AMANQAKWANA:	

(a) Ukuthotyelwa kwesicelo sakho sokufikelela ngohlobo oluchazileyo kuza kuxhomekeka kuhlobo ekhoyo ngalo irekhodi.				
(b) Ukufikelela ngohlobo oluceliweyo kusenokwaliwa kwiimeko ezithile. Kwimeko enjalo uza kwaziswa xa ngaba ukufikelela kuza kwenzeka ngolunye uhlobo.				
(c) Umrhumo wokuhlawulela ukufikelela kwirekhodi, xa ngaba ukhona, ngokuyinxenye uza kumiselwa ngokohlobo lokufikelelwa kwirekhodi.				
1. Xa ngaba irekhodi iluhlobo olubhaliweyo okanye oluprintiweyo:				
	ikopi yerekhodi*		ukuhlola irekhodi	
2. Xa ngaba irekhodi inemifanekiso enokubonwa - (le iquka iifoto, izilayidi, izinto ezirekhodishwe ngevidiyo, imifanekiso eveliswe ngekhompyutha, imizobo, njalo njalo:				
	ukujonga imifanekiso		ikopi yemifanekiso*	ukhutshelo lwemifanekiso*
3. Xa ngaba irekhodi iquka amagama arekhodishiweyo okanye ulwazi olunokoveliswa ngesandi:				
	ukumamela inkcazelo (ikhasethe yeteyiphu)		ukhutshelo lwenkcazelo* (uxwebhu olubhaliweyo okanye oluprintiweyo)	
4. Xa ngaba irekhodi igcinwe kwikhompyutha okanye uhlobo olunokufundeka lwe-elektroniki okanye umatshini:				
	Ikopi eprintiweyo yerekhodi'		Ikopi eprintiweyo yolwazi oluthathwe kwirekhodi*	ikopi enokundeka kwikhompyutha* (istiffy okanye icompact disc)
*Xa ngaba ucele ikopi okanye ukhutshelo lwerekhodi (ngasentla), ingaba unqwenela ukuba ikopi okanye ukhutshelo luthunyelwe kuwe ngeposi? Isitampu sokuposa siyahlawulelwa.				EWE HAYI
Qaphela ukuba xa ngaba irekhodi ayikho ngolwimi olukhethayo, <i>ingafikeleleka</i> ngolwimi ekhoyo ngalo.				
Loluphi ulwimi ongathanda ukuyifumana ngalo irekhodi?				

G. Ukwaziswa ngesigqibo esiphathelele isicelo sokufikelela

Uza kubhalelwa waziswe ukuba isicelo sakho sivunyiwe/saliwe na. Xa ngaba unqwenela ukwaziswa ngenye indlela, nceda uchaze loo ndlela ze ubhale iinkcukacha eziyimfuneko ukuze kube lula ukuthobela isicelo sakho.

Ungathanda ukwaziswa njani ngesigqibo esiphathelele isicelo sakho sokufikelela irekhodi?

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Sisayinwe e ngomhla weku..... 20