INCWADANA NGOMTHETHO WOKUKHUTHAZA UFIKELELO KWINKCUKACHA (ISIXHOSA)

Uxwebhu lwenkcukacha: LEGAL-MANUAL-001
iHlaziyo: 2

Umnini Wencwadana:
Michelle Botha

IMBALI YENCWADANA

UHLAZIYO YEMBALI

Inombolo Uhlazayo	Umhla uhlazayo	Isishwankathelo senguqu	Umbali
2	EyoKwindla 2018	Utshintsho oluncinci elwenziwe kwelixwebhu leli landelayo: Ukufuduka komqulu kwixesha liqhelekileyo, ukuhlaziywa kwe sakhwo senkampani (ngokwencwangciso lenkampani) – kwiphepha 6, ithatha indawo ye miselo ye IDZ – kwiphepha 7; uhlaziye iirekhodi ezigcinwe ngu-ELDIZ (nje ngefayile) – kwiphepha 10 ukuya ky 14; hlaziya iinkonzo ezinikezelwayo	Michelle Botha

UKUSASAZA

Igama	Isihloko
Bonke	Onke amalungu
Bonke	Lonke uluntu

UKUVUNYWA

Olu xwebhu ludinga ukuhlolwa okulandelayo/ukuqinekiswa/ukuviuywa

Igama	Kutyunjwa	Indima	Sayina	Umhla
Vernon Moonieya	Umphathi: SHEQ	Ukhuhlolwa kwakhona		
Nomsa Makhoba	Umphathi olawulayo: i-Corprate affairs	Icetyiswa ngu		
Simphiwe Kondlo	Igosa eliphethe i-ofisi	Kuvunywa ngu		

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1 ISINGENISO

Le ncwadi ipapashwa ngenjongo yokuthobela icandelo le-14 loMthetho Wokukhuthaza Ufikelelo Kwinkcukacha, 2000 (uMthetho wesi-2 ka-2000) (i-"PAIA"), ummiselo ochazwe kwicandelo 32 lwoMgaqo-Siseko weRiphabliki yoMzantsi Afrika, 1996, yaye lo mthetho unyanzelisa onke amaqumrhu karhulumente avelise iincwadi ezazisa uluntu ngenkqubo emele ilandelwe xa kucelwa incukacha kwiqumrhu likarhulumente ngenjongo yokusebenzisa okanye ukukhusela amalungelo.

Injongo ye-PAIA kukukhuthaza inkqubo yokwenziwa kwezinto elubala nokuphendula kumaqumrhu karhulumente nawabucala ngokusetyenziswa lwelungelo lokufikelela kulwazi, nokuzimisela ukuphakamisa uluntu oluza kwenza abantu bafikelelele kulo lonke ulwazi oluyimfuneko ekusebenziseni nasekukhuselweni ngokupheleleyo kwamalungelo abo.

Le ncwadi ilungiselelwe yi-ELIDZ ukulungiselela ukufikelela kwiirekhodi ezigcinwe yi-ELIDZ yaye iqulethe ulwazi olundelayo:

(a) Inkcazo yesakhiwo nemisebenzi ye-ELIDZ;
(b) Idilesi yeposi neyendawo ekuyo, inombolo yefowuni kunye neyefeksi, idilesi ye-imeyli yegosa lolwazi kunye nesekela legosa lolwazi;
(c) Ingcaciso yesiKhokhelo esiqulunqwe yiKhomishini yamaLungelo oluNtu yaseMzansti Africa nokuba sifikeleleka njani na;
(d) Inkcazo yeenkonzo ezifumanekayo kumalungu karhulumente avela kwi-ELIDZ kunye nendlela yokufikelela kuzo ezo nkonzo;
(e) Intlobo zeerekhodi zequmrhu ezifumanekayo ngaphandle kokuba umntu ade enze isicelo ngokwemimiselo ye-PAIA;
(f) Inkcazelo yeenkonzo ezifunyanwa kwi-ELDIZ nokubazifikeleleka njani ezo nkonzo;
(g) Inkcazelo yalo naliphi na ilungelo okanye isibonelo sokuba umntu abonise, enze iinkcazo okanye ezinye izinto, ukuthatha inxaxheba okanye ekubeni nefuthe ekwenzeni komgaqo-nkqubo; okanye ukusetyenziswa kwamangnya okanye ukwenizwa kwemisebenzi, yi-ELIDZ;
(h) Amanyathelo anokuthathwa xa ukufikelela kulwazi laliwe.

2 IINKCUKACHA ZE-ELIDZ

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

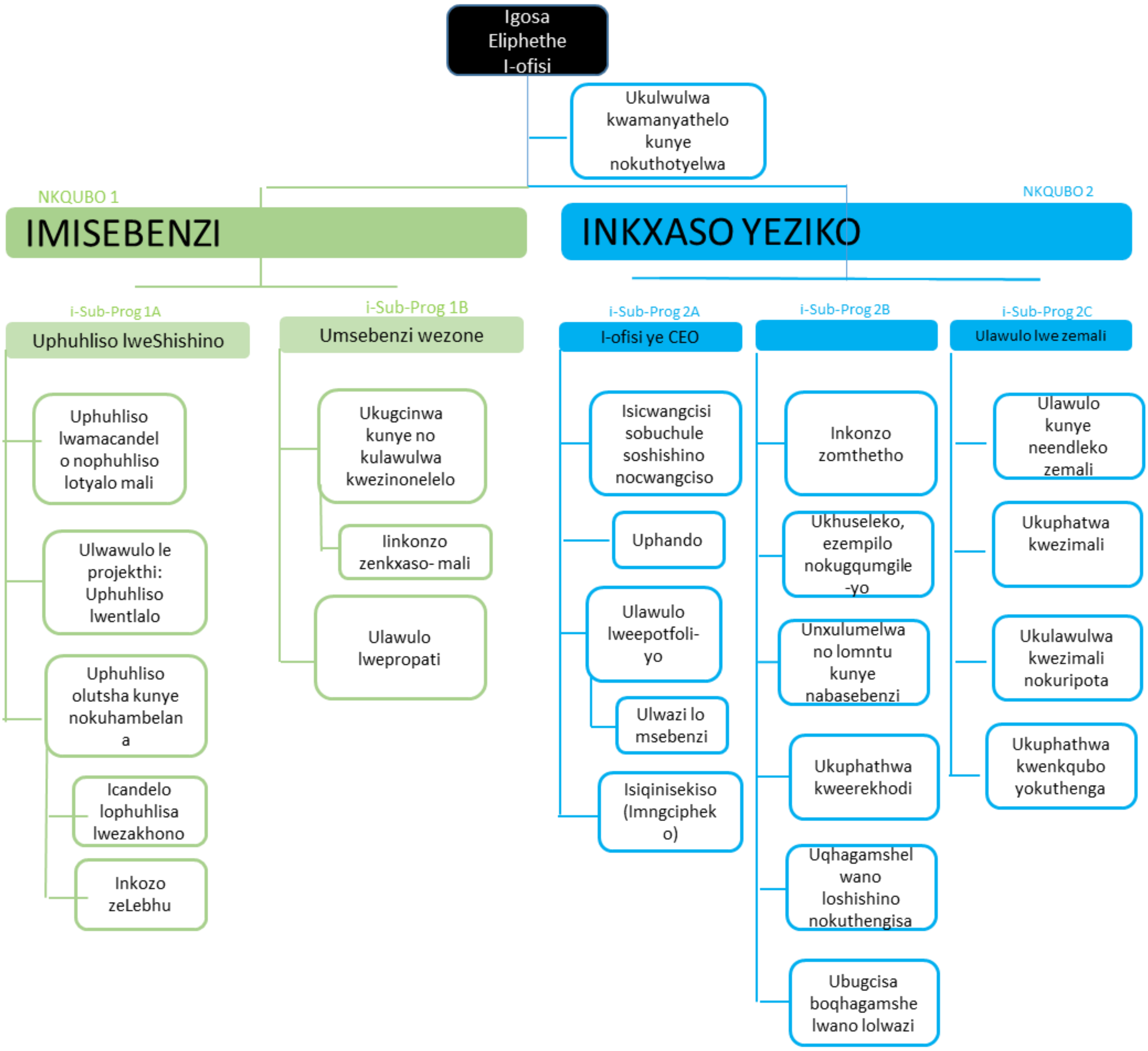
3 INKCAZELO YESAKHIWO NEEMISEBENZI

3.1 Isakhiwo

I-ELIDZ yinkampani karhulumente eyenza ingeniso neyabhaliswa ngokusemthethweni ngonyaka ka-2003. Kanjalo I-ELIDZ yinkampani yoRhulumente yePhondo esekwe ngokweCandelo 3D, ngokuphathelele ubume bayo ngokokutsho.

I-ELIDZ ilawulwa yiBhodi yabaLawuli njengoko kuyimfuneko ngokoMthetho weeNkampani yaye ilawulwa kwimimiselo yoMthetho woLawulo lweMali kaRhulumente, 1999. Ushishino kunye nemicimbi ye-ELIDZ ilawulwa yiBhodi okanye ilawulwa phantsi kolwalathiso lwayo ngokuxhaswa ziikomiti ezisekelayo.

I-ELIDZ inesakhiwo esilandelayo:



3.2 Imisebenzi

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

I-ELIDZ ithembisa ukubonelela ngezisombululo kubatyali-mali kunye nokutsala nokuphuhlisa amashishini anobucule ukuze kuqiniswe amandla oMzantsi Africa okukwazi ukhuphisana kushishino lokuthumela iimveliso kwamanye amazwe ngokuphuhliswa nentsebenzo yeziko lemveliso elichumayo, elinikela inkonzo eyodwa kunye nokubonelela ngesisombululo kwiinkampani ukuze zikwazi ukukhuphisana emhlabeni wonke ngokusulungeka kobunjineli.

I-ELIDZ ngumqhubi we-East London Industrial Development Zone kwaye ungumnini weMvume yeMvume ngokubhekiselele kuMthetho woMmandla oPhezulu wezoQoqosho, uMthetho wama-16 ka-2014.

Imisebenzi ye-ELIDZ kukuphuhlisa nokwenza i-East London Industrial Development Zone isebenze ukuze –

- kube lula ukuyilwa kwendawo yezorhwebo enenzuzo echuliweyo ngokwezoqoqosho;
- ibonelele ngendawo yokusekwa kotyalo-mali lwesicwangciso sobuchule;
- kunika amandla ukusetyenziswa kakubi kwamashishini asebenza ngamandla;
- sebenzisa inzuzo yamashishini akhona, ukukhuthaza ukuhlanganisana kunye noshishino lendawo kunye nokwandisa ukuveliswa kwexabiso elongezelelweyo;
- ukudala umsebenzi kunye nezinye iinzuzo zezoqoqosho nezentlalo kwimimandla apho i-elidz ikhona khona; kwaye
- zihambelane nazo nayiphi na imigaqo-nkqubo kunye nomthetho kazwelonke, njengoko kuchongwa ngokusingqongileyo, ukuhlaziywa koqoqosho kunye nezobugcisa.

4 AMAGOSA OLWAZI

4.1 Igosa lolwazi

Igosa lolwazi le-ELIDZ liGosa eliLawulayo eliyiNtloko ("i-CEO"), yaye iincukacha zokuqhagamshelana naloziboniswa ngezantsi:

Idilesi yeNdawo:	Lower Chester Road, Sunnyridge, East London
Idilesi yePosi:	PO Box 5458, Greenfields, East London, 5208
Inombolo yeFowuni:	043 702 8200
Inombolo yeFeski:	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 ye-PAIA. Oku kuthetha ukuba iSekela leGosa loLwazi liza kwamkela izicelo zolwazi, lenze kube lula ukuqwalaselwa kwesicelo ze lidlulisele uncedo kumenzi-sicelo xa kuyimfuneko egameni leGosa loLwaziNakuba kunjalo iGosa loLwazi lilo eliphethe nelilawula iSekela leGosa loLwazi.

Isekela legosa lolwazi le-ELIDZ nguManejala wesiGqeba soLawulo: iMicimbi yoShishino yaye iinkcukacha zokuqhakamshelana 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 yeFeski:	043 702 8251
Idilesi ye-Imeyil:	info@elidz.co.za

5 ISIKHOKELO ESISEMTHETHWENI SEKHOMISHINI YAMALUNGELO OLUNTU YOMZANTSI AFRIKA

Umthetho ufuna iKomshini yaMalungelo oLuntu yoMzantsi Afrika (i-"SAHRC") kufuneka ipapashe isikhokelo ngazo zonke ilwimi ezisemthethethwni esiqulethe ulwazi ekucingeleka ukuba lufunwa ngumtu onqwenela ukusebenzisa okanye ukukhusela naliphi na ilungelo ngokwemimiselo yePAIA. Phakathi kwezinye izinto esi siKhokelo siqulethe ulwazi olulandelayo:

- Inkcazo yeenjongo ze-PAIA;
- Iinkcukacha zendlela yokwenza isicelo sokufumana ulwazi;
- Luluphi uncedo olunokufumaneka kwigosa lolwazi;
- Kunini apho ukufikelela kolwazi kunokwaliwa ngokumthetho;
- Luluphi uncedo olungokomthetho olufumanekayo xa ulwazi lufihlwa kungekho sizathu sivakalayo
- Imirhumo ehlawulwa ngokumalunga nezicelo zokufikelela; kunye
- Nesalathiso semimiselo epapashiweyo

Isikhokelo sichaza namacandelo karhulumente apho kufuneka kucelwe ulwazi, kunye neenkcukacha zoqhagamshelwano zamagosa abo olwazi.

Uhlelo lwe-elektroniki lwesikhokelo luyafumaneka kwiwebhusayithi ye-SAHRC. Ikopi eyincwadi yesiKhokelo iyafumaneka kwii-ofisi ze-SAHRC kunye namaziko ahlukeneyo adwelisiweyo kwiSikhokelo.

Nceda usebenzisa ezi nkcukacha zilandelayo zokuqhagamshelana no-SAHRC

ngokuphathelele isiKhokelo kunye/okanye ukufamana nokufikelela kwisiKhokelo:

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

6 IIREKHODI EZIGCINWE YI-ELIDZ

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

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

6.1 Ulwazi Olufumaneka Ngokuzenzekelayo

Ulwazi / iirekhodi ezilandelayo zingafumaneka ngaphandle kokwenziwa kwesicelo esisesikweni:

- Iincwadana ezinenkcazelo yeentengiso ze-elidz.
- Umthetho wophuhliso kunye neMimiselo yenkqubo ye-idz ngokubhekiselele kuyo.
- Ulwazi malunga neeThenda ezikhoyo ze-ELIDZ.
- Amathuba akhoyo engqesho e-ELIDZ.
- Ulwazi malunga nobambiswano olunokwezinwa kunye nabaTyali-zimali
- Iiprojekti zentlalo zentengiso kunye nendlela yokubandakanya.
- Ingxelo yoNyaka ye-ELIDZ.
- Ulwazi gabalala.

Zonke iirekhodi ezingasentla ziyafumaneka xa ziceliwe kwi-Ofisi eliKomkhulu ye-ELIDZ, e-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 ihlaziywe:

- 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-Special Economic Zones Act, Act 16 ka 2014
- I-Unemployment Insurance Contributions Act No. 4 ka 2002
- I-Value-Added Tax Act No. 89 ka 1991

6.3 Iinkcukacha ezifumaneka kwiCandelo / iSifundo

Ulwazi olufumanekayo e-ELIDZ lubekwe ngokwesiCwangciso esivunyiweyo sokuphathwa kweeFayili zeeRhekhodi yaye ulwazi oluphathelele intlobo kunye nemibandela njengoko kuboniswe ngezantsi luza kuxhomekeka kwiseicelo esisesikweni:

UHLOBO	UMBANDELO WOLWAZI
1. **ISIKHOKELO-NKQUBO SEMITHETHO NEMIMISELO**	Umgaqo-nkqubo Imibuzo Imithetho Esebenzayo
2. **INKAMPANI NOLAWULO**	Umgaqo-nkqubo Imibuzo Ukuphathiswa ingunya Uhlolo lwezimvo ukuze kunqinisekwe ngokunatyiswa

	Ukusekwa kwamaSebe / iiOfisi Unobhala - Umqulu olawula iBhodi noluhlu lwemithetho yokuziphatha - Ukubekwa kwamalungu eBhodi - Amalungu eBhodi achaza izinto zawo zoshishino - Imiqulu enikwa amalungu eBhodi - Iincwadi zemizuzu - Imiqulu yezigqibo - Iingxelo zonyaka - Izinto ezirekhodishiweyo - Amaxwebhu okubhaliswa kwenkampani Ucwangciso lomsebenzi kunye neenkqubo Iinkqubo zeeHhovisi kunye nemiyalelo Ucwangciso lobuchule Ulawulo loLwazi lweNtsebenzo Ulawulo lo mgangatho Ulawulo lwengozi Uphicotho lwangaphakathi Uphicotho lwangaphandle Uphuhliso lo shishino Inkqubo / Iinkqubo zokujonga iliso Impilo, ukhuseleko kunye nokusingqongileyo (ngaphakathi) Ulawulo loKhuseleko (lwangaphakathi)
3. **UKUPHATHWA KWABASEBENZI**	Umgaqo-nkqubo Imibuzo Imiqathango yolwazi lwenkonzo Amaxwembu ophuhliso lwabasebenzi Ukuqeshwa Ukupheliswa komsebenzi Uqeqesho Uphuhliso lwezakhono Iiprogram zempilo kunye neenkqubo zokuphila Ubulungisa bezeNgqesho Ubudlelwane babasebenzi IQumrhu Lokuzibandakanya
4. **UKUPHATHWA KWEZIMALI**	Umgaqo-nkqubo Imibuzo Ukwenziwa kohlahlo lwabiwo-mali Imfanelo yocwangciso-mali Inkcitho Ingeniso Ukugunyaziswa eenkonzo zebhanki Amalungiselelo eenkonzo ebhanki

	Ungqinelwaniso Ijenali Isiteyithimenti sezemali Iingxelo zemali Ikxaso-mali
5. **UKUPHATHWA KWENKQUBO YOKUTHENGA**	Umgaqo-nkqubo Imibuzo Ukuthenga - Uvimba weeNkcukacha zababoneleli ngeenkonzo - Izicelo - Ii-odolo zokuThenga - Iithenda - Izivumelwano / izivumelwano zamazinga enkonzo Ukupathwa kwesitokhwe Ukuphathwa kweziNto zeXabiso Uphuhliso lwamaShishini amaNcinci aPhakathi nasaKhasayo (ii-SMME)
6. **UKUPHATHWA KWEZAKHIWO**	Umgaqo-nkqubo Imibuzo Ukugcinwa nokulungiswa kwezakhiwo Iinkonzo zokuCoca Ukuphathwa kwezakhiwo
7. **IINKONZO ZOHAMBO NEZOTHUTHO**	Umgaqo-nkqubo Imibuzo I-zithuthi
8. **UKUPHATHWA KOLWAZI**	Umgaqo-nkqubo Imibuzo Ulawulo lwamalungelo oluntu Inkxaso yolawulo lwenkonzo Ulawulo lwezakhiwo Ukulawula impahla Ulawulo lweziphumo zolwazi Ulwazi lobunkokheli Ulawulo lweeRekhodi
9. **UQHAGAMSHELWANO**	Umgaqo-nkqubo Imibuzo Ukupapashwa Ushicilelo Ukuprinta Ukuthengisa UkuBhanisa Ulawulo lweZenzo Imibukiso Iiprogram zokufikelela zoluntu

	Iileta Imemorandam Izibhengezo Izipho zomsebenzi
10. IINKONZO ZOMTHETHO	Umgaqo-nkqubo Imibuzo Izimvo zomthetho Ukwazisa kwangoku Izivumelwano Imithetho yezowuni Imvume zoshishino zezowuni Ukuphathwa kweziVumelwano Izimangalo Amabango Ukuthotyelwa komthetho Ukukhuthaza ukufikelela kulwazi Ukuchaza izinto zomdla weshishino – abasebenzi Iqela lezomthetho Uqeqesho nocweyo Iingxelo
11. **UKUZIMASA NOKUSINDLEKA IINTLANGANISO**	Umgaqo-nkqubo Imibuzo Iintlanganiso (iBhodi, iKomidi yeBhodi kunye neeKomiti zoLawulo eziLawulayo, iiNtlangano - Agenda - Imizuzu - Izigqibo
12. **ULAWULO LOMSEBENZI**	Umgaqo-nkqubo Imibuzo Ukunyuswa koTyalo-mali Utyalo-mali Ngokuzimisela okukhulu Ukuphuhliswa kwecandelo Ulawulo lweprokjekthi Ulwabiwo-mali lweenkonzo Ulwalamano lwabaxhasi Ukudibanisa nababoneleli ngeenkonzo Iinkonzo Ukubonelela ngeengcebiso Abatyalomali Iindawo ezilawulwa yimizi Iingxelo Prototype development Inkqubo ze Incubator Ulawulo lweLebhu Iinkqubo zophuhliso lwezakhono

	Lawulo lwe zakhiwo Ukugcinwa kunye nokuphathwa kwezibonelelo
13. **UKUPHATHWA KOKHUSELEKPO, EZEMPILO NOMMANDLA ONGQONGILEYO**	Umgaqo-nkqubo Imibuzo Iinkxaso zenkxaso-mali Isicwangciso sokuNciphisa Ukuthotyelwa koVavanyo Iingxelo Uphando Ulawulo lweNkunkuma Uhlolo Ulawulo lwendalo Ukujonga iliso kunye nomhlaba Uphando lwendalo Uphando lokukhanyisa Ergonomics Ulawulo lwezityalo Ulawulo loKhuseleko

7 UKUFIKELELA KWIIREHODI

Nakuba kukho le nkcazelo iqulethwe kweli candela, umenzi-sicelo umele athobele iinkqubo ezichazwe kwiPAIA, nayiphi na iMimiselo eyenziwe ngokokutsho kwaloo mThetho kunye nesiKhokhelo seSAHRC wakunye nayo nayiphi na imiqathango ebekwe yi-ELIDZ ngaphandlekokuba ayivumelani nomThetho, iMimiselo nesiKhokhelo ekubhekiselwe kuzo kweli candela.

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:

• KwiSikela leGosa loLwazi le-ELIDZ
• Kwiwebhusayithi ye-SAHRC (www.sahrc.org.za)

Ifomu yokwenza isicelo kufuneka igqitywe ize ithunyelwe kwiSekela leNgcaciso yeGosa. Le fomu inokuthunyelwa ngefeksi, ngeposi okanye ngeposi.

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

Umenzi-sicelo kusengathiwa makahlawule eminye imirhumo echaziweyo ngokwemimiselo ukwenzela ukuphanda nokudibanisa ulwazi, kuquka neendleko zokuphela 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 sithunyelwa ngefeksi okanye nge-maeyil okanye sisiwe ngesandla kwiSekela leGosa loLwazi;
• Imirhumo chaziweyo ihlawulwe; yaye
• Isicelo sokufikelela kwiirekhodi asikhatywanga ngenxa yazo naziphi na izizathu zokwala eziphantsi kwePAIA.

7.3 Isicelo

Umenzi-sicelo kufuneka anike ulwazi olulandelayo kwisicelo sakhe:

- Iinkcukacha ezaneleyo ukwenzela ukuba igosa lika-ELIDZ lichonge umceli;
- Iinkcukacha ezaneleyo ukwenzela ukuba igosa le-ELIDZ lichonge irekhodi, kuquka inombolo yesalathiso xa ngaba ikhona yaye iyaziwa;
- Abonise ngokucacileyo uhlobo lokufikelela okanye imo yerrkhodi emele ifumaneka ngalo iirekhodi
- Ulwimi olukhethwayo lwerekhodi xa ngaba kufanekile;
- Idilesi yeposi, inombolo yefeksi okanye idilesi ye-imeyil yomenzi-sicelo kwiRiphablikhi;
- indlela umenzi-sicelo angathanda ngayo ukwaziswa ngesigqibo malunga ngesicelo;
- ubungqina besikhundla apho umceli enza isicelo xa isicelo senziwe egameni lomnye umntu;

Qaphela:
(a) Ukuba nayiphi na indawo kwisicelo seFom A ayinelisekanga, umceli angaqhubeka kwifayile enye kwaye ayifake kwifom yesicelo. Nawaphi na amaphephaongezelelekileyo amele asayinwe ngumenzi-sicelo.
(b) Abenzi-sicelo abangakwaziyo ukufunda okanye ukubhala bangenza izicelo ngomlomo kwiSekela leGosa loLwazi eliza kugcwalisela umenzi-sicelo ifomu.

7.4 Imirhumo

I-PAIA ithi makubekho iintlobo ezimbini zemirhumo, oko kukuthi: -
• umRhumo weSicelo, eya kuba ngumrhumo oqhelekileyo; kunye
• nomRhumo wokuFikelela, omele ubalwe kucinga ngeendleko zokuvelisa ngokutsha, uphando nexesha nendleko yokulungiselela, kwakunye needleko zokuposa.

Xa isicelo sifunyenwe liSekela leGosa loLwazi, liza kwazisa umsenzi-sicelo, ngaphandla kokuba sisicelo senkcazelo yobuqu, ukuba umele ahlawule umrhumo wesicelo ochaziweyo (ukuba ukhona), ngaphambi kokuba kusetyenzwe ngokuqhubekekayo ngesicelo.

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

Umenzi-sicelo esivunyiweyo isicelo sakhe sokufikelela kwirekhodi, umele ahlawule umRhumo wokuFikelela senkcazelo yobuqu, ukuba umele ahlawule umrhumo wesicelo ochaziweyo (ukuba ukhona), ngaphambi kokuba kusetyenzwe ngokuqhubekekayo ngesicelo.

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

Yonke imirhumo ehlawulwayo ichaze ngemimiselo yePAIA.

7.5 Isigqibo

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

Ukuba isicelo sinikezwe umceli uya kunikwa isaziso esichaza umrhumo wokufikelela (ukuba kukho) ukuhlawulwa kunye nefom apho kufumaneka khona imvume. Isaziso siya kuthi kwakhona ukuba umceli angafaka isicelo enkundleni ngokumelene nemirhumo yokufikelela okanye ifomu yokufikelela enikeziwe kunye nexesha lokukwenza oko.

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

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

8 UKUFIKELELA KWIIREKHODI KWALIWE

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

9 INKONZO EZIFUMANEKAYO ZOLUNTU

9.1 Iinkonzo Ekubonelelwa Ngazo

I-ELIDZ inikezela iinkonzo kuma shishini afanelekileyo njengamashishini e-IDZ kunye/okanye aqhutyelwa kwiipropati ze-ELIDZ. Ezi nkonzo ziquka –

• Ukubek' esweni ukuqhubekeka kweshishini
• Inkantinin
• Umbane (izibane ezikhanyisa ezitalatweni, isitishi esincincane sombane nokulungiswa kwezinto ezingalunganga)
• Ukhuseleko lomhlaba nezakhiwo
• Ukulawulwa kweendawo
• Ukubek' esweni amasango neengcingo
• Ubume bomhlaba (uku)
• Iziko lonyango
• Ukucocwa kwendlela
• Ukujonga iliso kwendalo
• Iintlanganiso kunye neenkomfa
•Iinkonzo zohlobo lweMasipala (amanzi asebenzisekayo, ukuthuthwa kwamanzi, ukuqokelela kweenkunkuma)
• Ukusetyenziswa kwamanzi olwandle
• ITheknoloji yoThutho loLwazi

Kananjalo i-ELIDZ inikezela ngezi nkonzo zilandelayo kumaqumrhu karhulumente nawabucala, kuxhomekeka kwimirhumo emiselweyo:
• Iindawo zokuqhuba iintlanganiso kunye neenkomfa
• Ukuvavanywa kwamanzi

9.2 Ukufikelela kwiiNkonzo

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

10 UKUBANDAKANYEKA KOMPHAKATHI EKU QULUNQWE KOMGAQO

Abo kungenzeka babe ngabatyali-zemali nabanye abenebango bakhululekile ukuza kuthetha ne-ELIDZ ukuze kuxoxwe ngeendlela iELIDZ kwakunye nemigaqo-nkqubo ehlobene nayo enokuphuculwa ngayo.

11 EZINYE IINKCUKACHA

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

12 UKUFAMANEKA KWALE NCWADI

Iikopi zale ncwadana, ngesiNgesi, isiXhosa okanye isiBhulu, inokufumaneka kwi-ELIDZ okanye ifumaneke kwiwebhusayithi ye-ELIDZ kwi-www.elidz.co.za.

IFOMU A

ISICELO SOKUFIKELELA KWIIREKHODI YEQUMRHU LIKARHULUMENTE
(Icandelo 18 (1) loMthetho wokuPhuhlisa uLwazi, 2000

(UMthetho wesibini (2) ka-2000)

UMmiselo 6]

KUGCWALISA I-OFISI

Isicelo samkelwe ngu…………………………………………………………………………………………

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

Umrhumo wesicelo (ukuba ukhona): R ……………………
Idiphozithi (ukuba ikhona): R ……………………
Umrhumo wokufikelela: R ……………………

…………………………………………….

ISANDLA SEGOSA LOLWAZI/
ISEKELA LEGOSA LOLWAZI

A Iinkcukacha zequmrhu likarhulumente

IGosa loLwazi / iSekela leGosa loLwazi:

……

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B Iinkcukacha zomntu owenza isicelo sokufikelela kwirekhodi

(a) Iinkcukacha zomntu owenza isicelo sokufikelela kwirekhodi zimele zibhalwe ngezanstì.
(b) Kumele kubhalwe idilesi kunye/okanye inombolo yefeski kwiRiphablikhi ekumele kuthunyelwe kuyo ulwazi.
(c) Kumele kufakwe ubungqina lokwenziwa kwesicelo, xa ngaba kufanelekile.

Amagama aphelelayo nefani: ……………………………………………………………..........................

Inombolo yeSazisi: ……………………………………………………..........................

Idilesi yeposi: …………………………………………………………………………………..

…………………………………………………………………………………..

……………………………………………………………..........................

Inombolo yefeksi: …………………………………………………………………………………..

Inombolo yefowuni: …………………………………………………………………………………..

Idilesi ye-meyil: …………………………………………………………………………………..

Igunya lokwenziwa kwesicelo, xa senziwa egameni lomnye umntu:

……………………………………………………………..........................

C. Iinkcukacha zomntu esenziwa egamani lakhe isicelo

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

Amagama apheleleyo nefani: ……………………………………………………..........................

Inombolo yeSazisi: ……………………………………………………..........................

D Iinkcukacha zerekhodi

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

E Umenzi-sicelo umele asayine onke amaphepha awangezelelekileyo

1 Inkcazo yerekhodi okanye inxalenye efunwayo yerekhodi: …………………..

2 Inombolo yesalathiso, ukuba ikhona:…………………………………..

3 Isizathu sesicelo: ….………………..……………………………………………………………………..

4 Naziphi na ezinye iinkcukacha zerekhodi: ………………………….......................................

F IMIRHUMO

(a) *Isicelo sokufikelela kwirekhodi, ngaphandle kwerekhodi equlethe ulwazi lwakho malunga nawe, siza kuqwalaselwa kuphela emva kokuba kuhlawukwe umrhumo wesicelo.*
(b) Uza kwaziswa ukuba yimalini na ekufuneka ihlawule njengomrhumo wesicelo.
(c) Umrhumo omelet uhlawule wokufikelela kwiirekhodi uxhomekeka kuhlobo ekufuneka kufikelelwe ngalo iirekhodi kunye nexesha elisengqiqwenu elifunekayo lokuphanda mokulungisa loo rekhodi.
(d) Xa ngaba uyafaneleka ukufumana ilungelo lokungahlawuliswa nawuphi na umrhumo, nceda uchaze isizathu selo lungelo lokungahlawuliswa.

Isizathu sokuba nelungelo lokungahlawuliswa *imirhumo:*
………………………………………………………………………………………..…………………………………

………………………………………………………………………………………………………..…………………………

…….…………

G Ifomu yokufikelela kwirekhodi

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

Ukuhubazeka:………………………………………… …………………………………………………………………. …………………………………………………………………	Uhlobo efuneka ngalo iirekhodi:……………………….. ……………………………………………………………………… ……………………………………………………………….……
Phawula ibhokisi elifanelekileyo ngo X AMANQAKWANA:	

<table>
<tr><td colspan="6">(a) Ukuthotyelwa kwesicelo sakho sokufikelela ngohlobo oluchazileyo kuza kuxhomekeka kuhlobo ekhoyo ngalo iirekhodi.
(b) Ukufikelela ngohlobo oluceliweyo kusenokwaliwa kwiimeko ezithile. Kwimeko enjalo uza kwaziswa xa ngaba ukufikelela ngolunye uhlobo.
(c) Umrhumo wokuhlawulela ukufikelela kwiirekhodi, xa ngaba ukhona, ngokuyinxena kuiselwa ngokohlobo lokufikelelwa kwerekhodi.</td></tr>
<tr><td colspan="6">1. Xa ngaba iirekhodi iluhlobo olubhaliweyo okanye oluprintiweyo:</td></tr>
<tr><td></td><td>ikopi ye rekhodi *</td><td></td><td colspan="3">Ukuhlola iirekhodi</td></tr>
<tr><td colspan="6">2. Xa ngaba iirekhodi inemifunanekiso enokubonwa –
le iquka iifoto, izilayidi, izinto ezirekhodishwe ngevidiyo, imifanekiso eveliswe ngekhompyutha, imizobo, njalo njalo</td></tr>
<tr><td></td><td>Ukujonga imifanekiso</td><td></td><td>ikopi yemifanekiso *</td><td></td><td>Ukutshelo lwemifanekiso *</td></tr>
<tr><td colspan="6">3. Xa ngama iirekhodi iquka amagama arekhodishiweyo okanye ulwazi olunokufundeka lwe-elektroniki okanye:</td></tr>
<tr><td></td><td>Ukumamela inkcazelo (ikhasethe yeteyiphu)</td><td></td><td colspan="3">Ukutshelo lwenkcazelo *
(uxwembhu olubhaliweyo okanye oluprintiweyo)</td></tr>
<tr><td colspan="6">4. Xa ngaba iirekhodi igciniwe kwikhompyutha okanye uhlobo olunokufundeka lwe-elektroniki okanye amatshini:</td></tr>
<tr><td></td><td>Ikopi eprintiweyo yerkhodi '</td><td></td><td>Ikopi eprintiweyo yolwazi oluthathwe kwiirekhodi*</td><td></td><td>Ikopi enokundeka kwiikhompyutha *
(i-stiffy okanye i-compact disc)</td></tr>
<tr><td colspan="4">* Xa ngaba ucele ikopi okanye ukhutshelo lwerekhodi (ngasentla), ingaba unqwenela ukuba ikopi okanye ukhutshelo luthunyelwe kuwe ngeposi?</td><td>EWE</td><td>HAYI</td></tr>
<tr><td colspan="6">Qaphela ukuba xa ngaba irekhodi ayikho ngolwimi olukhethayo, ingafikeleleka ngolwimi ekhoyo ngalo</td></tr>
<tr><td colspan="6">Ulukhetha luni ulwimi?……………………………………………………………..…………….</td></tr>
</table>

H Isaziso sesigqibo malunga nesicelo sokufikelela

Uza kubhalelwa waziswe ukuba isicelo sakho sivunywe/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 malunga nesicelo sakho sokufikelela kwirekhodi?
……………………………………………………………………………………….………………

Sisayinwe e …………………………….. ngomhla we ………..ku…………………………… 20 ……

………………………………………………………………………………………

ISANDLA SOMENZI-SICELO/UMNTU
ESENZIWA EGAMENI LAKHE ISICELO