INCWADANA NGOMTHETHO WOKUKHUTHAZA UFIKELELO KWINKCUKACHA (ISIXHOSA)

Uxwebhu lwenkcukacha: ISIKHOKELO SOMTHETHO-001
UHlaziyo: 6
Umnini Wencwadana:
Umphathi Wesebe lezomthetho
Umphumezi Wencwadana
Igosa Lezomthetho

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 sakhiwo senkampani (ngokwencwangciso lenkampani) – kwiphepha 6, ithatha indawo ye miselo ye IDZ – kwiphepha 7; uhlaziye iirekhodi ezigcinwe ngu-ELDIZ (nje ngefayile) – kwiphepha 10 ukuya kwi 14; hlaziya iinkonzo ezinikezelwayo	Michelle Botha
3	UTshazimpunzi 2022	Incwadi yesandla ihlaziywe ukuqinisekisa ukuthotyelwa kwemfuno zikaPOPIA nohlaziyo luka PAIA. Incwadi yesandla ihlaziywe ngemimiselo yohlaziyo lwanyaka lo.	Michelle Botha & Matthew Bell
4	EyoMsintsi 2023	Incwadi yesandla ihlaziywe kwabandakanywa oku kulandelayo: - Imbandakanyo nolungiso lwe imeyile kwicandelo lwesibini nelwesine ngaxeshanye; - Imbandakanyo nolungiso le imeyile kwi Komishoni yamalungelo abantu kwicandelo lesihlani(5), imbandakanyo yomthetho wokhuselo lwabathengi wamashumi amathandathu anesibhozo(68) ka 2008, Umthetho wedipozitho olusemthethweni ka 1997; ukhuselo nonqando lwezenzo zokurhwaphiliza weshumi elinambini (12) ka 2004; Umthetho wokukhusela izibhengezo wamashumi amabini anesithandathu(26) ka2000, kumhlathana 6.2 - Imbandakanyo yekomishoni yamalungelo abantu ihypalinki kwiphepha leshumi elinesihlanu nelinesithoba;	Michelle Botha & Matthew Bell

		- Imbandakanyo yomrhumo wedipozithi ngomhlathana wamashumi amabini anesibini, kwisine(22)(4) ka PAIA womhlathana wesixhenxe wokuqala(7.1)	
5.	KweyeKhala 2024	- Inguqulelo iye yahlaziywa ukubandakanya amanani amva nje ukuqala kwicandelo lesine (4) ukuya kwelesihlanu kwiqweqwe elingaphambili. Isihloko siye satshintshwa ukuze sibonakalise umhla wotshintsho oyinyanga yeKhala 2024. Ucinyo lwephepha lwesine lusisalathiso kwiKomishoni yamalungelo abantu kubandakanya uMlawuli Wolwazi. Icandelo lesibini (2) umqolo wokuqala kowesine (4.1) iphepha lesihlanu (5) lekhonco leELIDZ luhlaziyiwe. Iphepha lesixhenxe (7) lekhonco leELIDZ luhlaziyiwe. Iphepha lesithoba (9) umqolo wesibini igrama itshintshiwe "yayo". Icandelo lokuqala kumqolo wesine phepha lesithoba kwikhonco leELIDZ luhlaziyiwe. Uluncwadi luhlaziyiwe lubandakanya ulwazi olunxulumene noMlawuli wolwazi no buyiselo lolwazi olunxulumene neKomishoni yamalungelo abantu kwicandelo lesihlanu(5),iphepha leshumi(10). Iphepha leshumi elinanye (11), lubandakanya imigaqo-nkqubo ye ELIDZ SHEQ ne ELIDZ SHEQ ISO Certification kucandelo lokuqala kumqolo wesithandathu. Phambili ikhonco lweELIDZ luhlaziyiwe kwiphepha leshumi elinanye,umqolo wokuqala kwicandelo lesithandathu(6.1). Uphindaphindo lomthetho we Special Economic Zone,kwiphepha leshumi enambini(12) lususiwe. Umqolo wokuqala kwicandelo lesixhenxe (7.1) ifomu B lutshintshiwe lwangu fomu 2 kwiphepha lweshumi elinesithandathu. Indawo yembumbhuli yongeziwe	

		kumqolo wokuqala kwicandelo lesixhenxe(7.1), umnathazwe we ELIDZ no woMlawuli wolwazi ibandakanyiwe kwiphepha leshumi elinesithandathu(16). Icandelo leshumi elinesibini lwekhonco lweELIDZ luhlaziyiwe kwiphepha lamashumi amabini(20).	
6.	KweyoMsintsi 2025	- Inguqulelo ehlaziyiweyo kwiphepha lokuqala ukusukela ku 5 ukuya ku 6. Uncwadana oluhlaziyiwe ukuqinisekisa ifomu 2 loncwadana ngokwe imeyile esiyifumene kuMlawuli woLwazi. Ifomu 2 ibonakala isemgangathweni kwaye ifana nqwaa ne fomu 2 efumaneka kumnathazwe (https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-form02-Reg7.pdf). Kuye kwengezwa emayela nokubhena kwinkqubo. Ifomu 4 yobheno lwangaphakathi yengeziwe kumaphepha 31 - 33	

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: iCorprate affairs	Icetyiswa ngu		
Tembani Zweni	Igosa eliphethe iofisi	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.

I-ELIDZ iyaluhlonipha ulwazi lomntu lwabucala kwaye ithembisa ngokuqhuba ulwazi loluntu ngendlela ethobekileyo ihambiselana nonomthetho, "Protection of Personal Information Act, 2013 (Act No.4 of 2013)

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

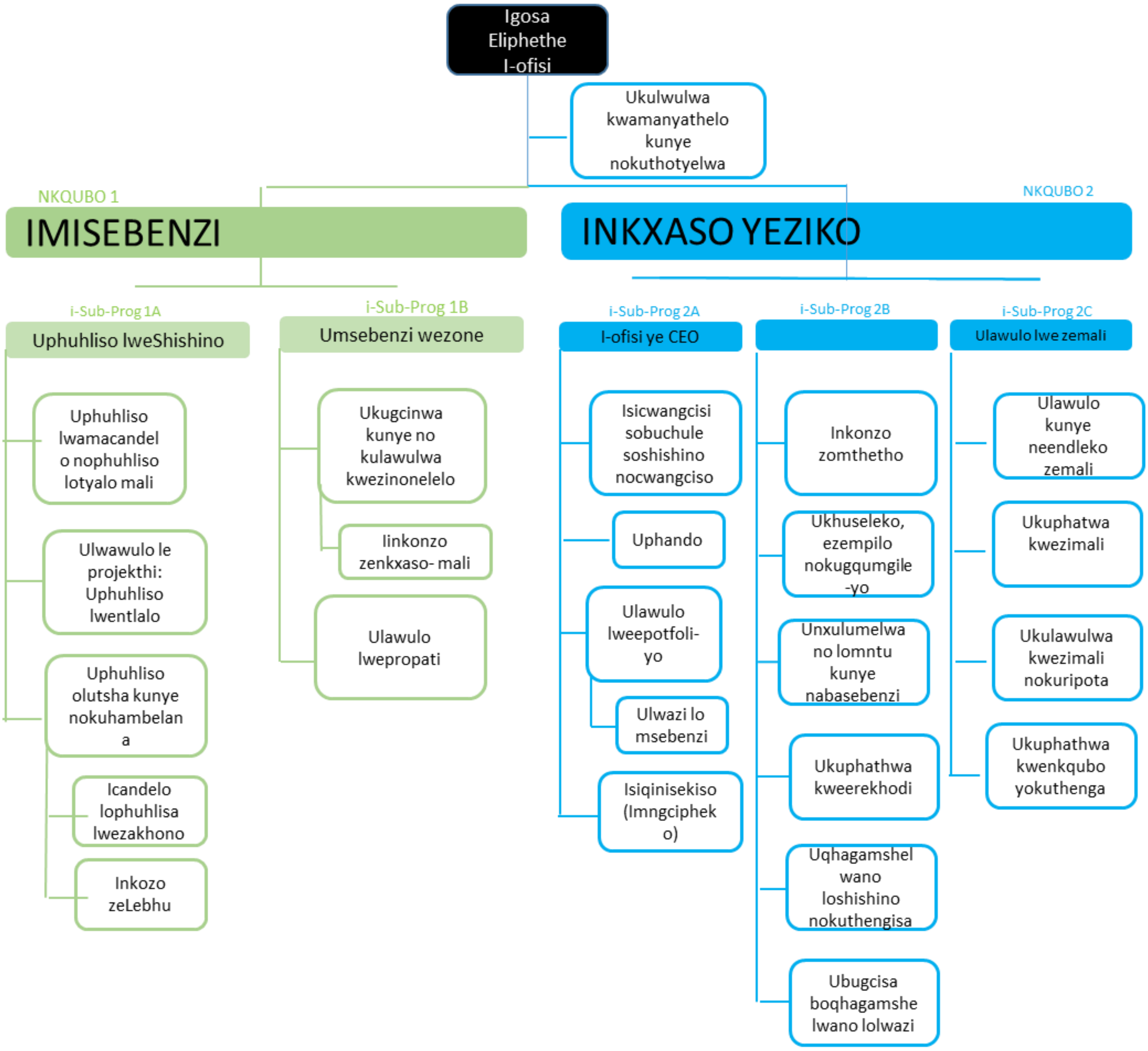
3. INKCAZELO YESAKHIWO NEEMISEBENZI

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 nalo ziboniswa 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 SOMLAWULI WOLWAZI

Umlawuli woLwazi usisiqu esizimeleyo esasekwa phantsi kwecandelo lwamashumi amathathu anesithoba (39), lomthetho wesine (4) wonyaka ka 2013 wokhuselo nkcukacha efihlakeleyo.

Umlawuli woLwazi, Phakathi kwezinye, uxhotyiswe ukuba ubeke esweni, unyanzele uthobela koluntu namaqumrhu abucala ngobonelelo ngomthetho wesibini ka 2000 we PAIA nomthetho wesine ka2013 wokhuselo nkcukacha. Esisikhokhelo siqulathe oku kulandelayo:

- 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

Uhlelo lwe-elektroniki lwesikhokelo luyafumaneka kumnathazwe, https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA – isikhokelo – sesixhosa _20210905.pdf.

Nceda usebenzisa ezi nkcukacha zilandelayo zokuqhagamshelana noMlawuli woLwazi ngokuphathelele isiKhokelo kunye/okanye ukufamana nokufikelela kwisiKhokelo:

Idilesi yeNdawo:	27 Stiemens St, Braamfontein, Johannesburg,2017
Inombolo yeFowuni:	010 023 5200

Umnathazwe :	https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-Xhosa_20210905.pdf
Idilesi ye-Imeyil:	helpdesk@inforegulator.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.
- Imithetho yeELIDZ SHEQ.
- Isiqinisekiso se-ELIDZ SHEQ ISO

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

- UMthetho weMiqathango esisiseko yoMsebenzi uNo. 75 ka-1997
- UMthetho woKhuthazo oluBanzi lwaMandla oQoqosho lwaBathonyama uNo. 53 ka-2003
- UMthetho weeNkampani uNo. 71 ka-2008
- UMthetho weNtlawulo yeMisebenzi neZifo eziPhathelele kuMsebenzi uNo. 130 ka-1993
- UMthetho weBhodi yoPhuhliso loShishino loLwakhiwo uNo. 38 ka-2000
- UMthetho weM customs neExcise uNo. 91 ka-1964
- UMthetho weMpuma Kapa: Iinkonzo zeeRekhodi neZifayile zePhondo uNo. 7 ka-2003
- UMthetho woNxibelelwano nge-Elektroniki neeNtengiselwano uNo. 25 ka-2002
- UMthetho woBulungisa kuMsebenzi uNo. 55 ka-1998
- UMthetho werhafu yeNgeniso uNo. 58 ka-1962
- UMthetho waMandla eMisebenzi uNo. 66 ka-1995

• UMthetho woPhuhliso lweMveliso uNo. 187 ka-1993

• UMthetho weZiko leSizwe leeRekhodi neZifayile uNo. 43 ka-1996

• UMthetho weLawulo lokuSingqongileyo eliSizwe uNo. 107 ka-1998

• UMthetho weMpilo nokuKhuseleka eMsebenzini uNo. 85 ka-1993

• UMthetho weNkqubo yoThengwa koLuntu oluKhethwayo uNo. 5 ka-2000

• UMthetho woKhuthazo lokuFikelela kuLwazi uNo. 2 ka-2000

• UMthetho woKhuthazo loBulungisa boLawulo uNo. 3 ka-2000

• UMthetho woLawulo lweMali kaRhulumente uNo. 1 ka-1999

• UMthetho woPhuhliso lweZakhono uNo. 97 ka-1998

• UMthetho weeNtlawulo zoPhuhliso lweZakhono uNo. 9 ka-1999

• UMthetho weeNdawo zoQoqosho eziKhethekileyo uNo. 16 ka-2014

• UMthetho weeNtlawulo zeNshorensi yoKungaphangeli uNo. 4 ka-2002

• UMthetho werhafu eYongeziweyo uNo. 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 ngokunatyiswa kunqinisekwe

	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 KWEZAK IIWO**	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 Uphuhliso lwePrototayipu 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 KWIIREKHODI

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 2 encanyatheliswe apha. Kanjalo le fomu iyafumaneka:

- KwiSikela leGosa loLwazi le-ELIDZ
- Kumnathazwe we ELIDZ
- Kumnathazwe we Information Regulator (https://inforegualtor.org.za/wp-content/uploads/2020/07/PAIA-Guide-Xhosa_20210905.pdf and https://eservices.inforegulator.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.

Ulwazi lungabanjwa lungakhutshwa kude kubhataleke imali ngokupheleleyo. Xa kungenzeka umenzi-sicelo ahlawule ngokupheleleyo kodwa isicelo sakhe saliwe, uELIDZ uyakunyanzeleka ayibuyise inhlawulo. Ukubuyiswa kwenhlawulo kuyakuthatha kangangentsuku ezingamashumi amathathu ukusukela kusuku locelo mbuyiselo.

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 2 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 2 ayinelisekanga, umceli angaqhubeka kwifayile enye kwaye ayifake kwifom yesicelo. Nawaphi na amaphepha ongezelelekileyo 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 phantsi kweemeko ezithile , eziquka oku kulandelayo:

- 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,
- Ababandakanyekayo bayavumelana nalonaluphina uhlobo lwentsuku ezengeziweyo.

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.

Xa ngaba isicelo eso saliwe, umenzi Sicelo uza kinikwa isaziso esichaza izizathu zokwaliwa kwesicelo eso. Isaziso eso sibe simchazela umenzi-sicelo ngamanyathelo anowathatha okubhena achaziweyo kwicandelo 75 lomthetho, emvakoko umenzi Sicelo angathabatha amane amanyathelo okubhena enkundleni ngokwecandelo 78 lomthetho.

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

7.6. ULWAZI LEQELA LESITHATHU

Ukuba imvume iceliwe kwi rekhodi equlathe inkcukacha malunga neqela lesithathu, i-ELIDZ inyanzelekile ilixelele eloqela lesithathu ngesisisicelo. Oku kunika iqela lesithathu ithuba lokuphendula mhlawumbi ngokwemvume kwesosicelo okanye linike izizathu zokuba kutheni esisicelo kufuneka singavunywanga.

Xa eliqela lesithathu lizise izizathu, i-Elidz lingazihlola ezozizathu ekugqibeni ukuba esosicelo sokufumana inkcukatha singavunywa na**.**

8.UKUFIKELELA KWIIREKHODI KWALIWE

Umenzi-sicelo uyakukwaziswa ukuba ingaba isicelo sakhe sivunyiwe okanye saliwe.

Xana ngaba isicelo saliwe, umenzi-sicelo uyakunikwa izizathu zokwaliwa kwsicel eso.

Xa umenzi-sicelo ekhathazwe 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-60 zesigqibo yaye ngokuthi enze isicelo, angabhenela enkundleni ukuze afumane uncendo olufanelekileyo.

Xa umenzi-sicelo ekhathazwe sisigqibo seGosa eliphezulu loLwazi malunga nesigqibo sesibheno sangaphakathi, umenzi-sicelo uyakuthi zingaphelanga iintsuku eziyi-30 zesigqibo , afake isicelo esibhaliweyo eNkundleni ukuze afumane uncendo olufanelekileyo, okanye afake isikhalazo esibhaliweyo kuMlawuli woLwazi(Information Regulator).

Apho inkcukacha eziselugcinweni zingafumaneki and kukholeleka ukuba lenkcukacha ayikho okanye ayifumaneki, umenzi-sicelo uyakuthi aziswe. Olulwaziso luya kuthi luquke nemigama ehanjiweyo ukuzameni ukufumana ezinkcukacha.

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
- Inkantini
- 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
- ITeknoloji 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 nomGaqonkqubo 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.

13. UHLAZIYO LWENCWADI YESANDLA

Incwadi yesandla kufuneka ihlaziywe qhooo kwiminyaka emithathu nengaphansi xa kunyanzelekile ukuze kufakelwe ezozilungiso.

IFOMU 2

ISICELO SOKUFUMANA INKCUKACHA ZEREKHODI

[UMthetho Siseko 7]

Qaphela:

1. Isiqinisekiso sesazisi masifakwe nguMenzi-sicelo.
2. Ukuba wenzela omnye umntu, isiqinisekiso esigunyazisa oko masifakwe.

Umlawuli woLwazi:
____
____
____
____
(Idilesi)
Idilesi ye Imeyile: ______________________________
Manani efekisi: ______________________________

Faka u "X"

- Isicelo senziwe ngegama lam

- Isicelo senzelwa omunye umntu.

ULWAZI LOBUQU	
Amagama nefani:	
Inombolo yesazisi:	
Isigaba isiceli senziwa phantsi kwaso(*ukuba senzelwa omnye umntu)*	
Idilesi yeposi:	
Idilesi yesitalato:	
Idilesi ye Imeyile:	
Inombolo zoqhakamishelwano:	Inombolo yomnxeba yomsebenzi: Inombolo kamakalekukwini: Inombolo yefekisi:
Amagama neFani omntu owenzelwa isicelo:	
Inombolo yesazisi:	
Idilesi yeposi:	
Idilesi yomgaqo-wenyawo:	
Idilesi ye-Imeyile	
Inombolo zoqhakamishelwano:	Inombolo yomnxeba yomsebenzi: Inombolo kamakalekukwini: Inombolo yefekisi
INKCUKHACHA ZEREKHODI ELICELWAYO Nikeza ngenkcukhacha ezipheleleyo zerekhodi oludingayo, kunye nenombolo yereferensi ukuba unayo, ukwenzela ifumaneke kwamsinya. (*ukuba iphepha elingezantsi olinikiweyo aloneli, zama ukubhala kwelinye iphepha, ozothi ulincamathelise kuloxwebhu.)*	

Ingcaciso lwerekhodi, okanye ingcaciso efanelekileyo yerekhodi	
Inombolo yereferensi,ukuba ikhona	
Ezinye iinkcukhacha zerekhodi	

UDIDI LWEREKHODI (*Faka u "X" kwindawo efanelekileyo*)	
Yirekhodi ebhaliweyo kanye eshicelelweyo:	
Irekhodi iqulathe imiboniso enembonakalo yenyani	
Irekhodi iqulathe amazwi eshicelelweyo of inkcukhacha ezinokuphindwa-phindwa ngesandi esivakalayo	
Irekhodi igcinwe kwikhompyutha okanye kwimbalelwano yombane,okanye ifomu efundeka ngomatshini	

INDLELA YOKUFUMANEKA KWEREKHODI ***(Faka u"X" apho kufaneleke khona)***	
Ikopi eshicelelweyo *(ibandakanya iikopi zemiboniso enembonakalo yenyani, nenguqulelo zoncwadi kunye nenkcukhacha eziselugcinweni lwekhompyutha okanye kwimbalelo yombane or ifomu efundeka ngomatshini).*	
Ukubhalwa okanye okushicelelwe kwimiboniso enembonakalo (*oku kubandakanya iimifanekiso, izilayidi, iirekhodi zevidiyo, imifanekiso ekuyilwe ngekhompyutha, imizobo, njalo njalo).”*	
Ukubhalwa/ukushicelelwa kwesicatshulwa somsindo *(uxwebhu olubhaliweyo okanye olushicelelweyo).*	

Ikopi yerekhodi kwisixhobo sokugcina inkcukhacha *(kubandakanywa imiboniso enembonakalo yenyani kunye neerekhodi zomsindo).”*	
Ikopi yerekhodi kwisixhobo sokugcina inkcukhacha esifinyeziweyo(compact disc) okanye kumatshini wokuqhuba ulwazi *(kubandakanywa imiboniso enembonakalo kunye neerekhodi zomsindo).”*	
Ikopi yerekhodi egcinwe kwiseva yokugcina inkcukhacha ye-cloud.”	

INDLELA YOKUFIKELELA ***(Faka u"X"apho kufanelekileyo*)**	
Ukuhlola ngokomntu/ngokobuqu kwirekhodi kwidilesi ebhalisiweyo yomzimba woPhathiswa okanye loMsebenzisi *(kubandakanywa ukumamela amagama ashicelelweyo, ulwazi olungabhalwa lube yomsindo, okanye ulwazi olubanjwe kwiikhompyutha okanye kwimowudi yombane okanye ifom yomshini okunokwenzeka ukuba ifundwe).*	
Inkqubo ye-posi kwidilesi yeposi.	
Inkqubo ye-posi kwidilesi yomgaqo-wenyawo.	
Inkqubo yokuhambisa ngenkonzo yomthunywa (courier) kwidilesi yomgaqo-wenyawo.	
Ifekisi (facsimile) yolwazi olubhaliweyo okanye oluprintekileyo (kubandakanywa izicatshulwa).	
I-e-imeyile yolwazi (kubandakanywa iirekhodi zomsindo ukuba kunokwenzeka).	
Ukwabelana ngefayile / ukuthunyelwa kwifayile kusetyenziswa “cloud share”.	
Ulwimi olukhethiweyo*: (Qaphela ukuba ukuba irekhodi ayikho ngolwimi olukhethiweyo, ukufikelela kunganikezwa ngolwimi irekhodi ekhoyo ngalo).*	

IINKCUKHACHA ZELUNGELO EMALISETYENZIWE OKANYE LUKHUSELWE ***"Ukuba indawo enikiweyo ayanele, nceda uqhubeke kwiphepha elihlukeneyo kwaye ulidibanise kweli Fomu. Umfakisicelo kufuneka asayine onke amaphepha ongezelelweyo"***	
Chaza ukuba liphi ilungelo eliza kusebenzelwa okanye ligcinwe:	
Chaza ukuba kutheni irekhodi eceliweyo ifunekayo ukuze kusetyenziswe okanye kugcinwe ilungelo elikhankanyiweyo:	
IMIRHUMO	
(a) *Imirholo yokucela kufuneka ihlawulwe ngaphambi kokuba isicelo sithathelwe ingqalelo.”* (b) *Uyakukwaziswa ukuba kufuneka kuhlawulwe imali yesicelo* *(c)* *Imali efunekayo ukuze ufumane ukufikelela kwirekhodi ixhomekeke kwifom yokufikelela oyicelayo kunye nexesha eliyimfuneko ngokufanelekileyo lokukhangela kunye nokulungiselela irekhodi.* *(d)* *Ukuba kufanele kuqwalaselwe ukuba uxolelwe intlawulo yemali, nceda ucacise isizathu sokuba uxolelwe.*	

Isizathu :	

Uya kwaziswa ngokubhaliweyo ukuba isicelo sakho samkelwe okanye saliwe, yaye ukuba samkelwe, iindleko ezinxulumene nesicelo sakho, ukuba zikhona. Nceda ubonise indlela oyithandayo yokunxibelelana:

Idilesi yeposi	**Ifeksi**	**Unxibelelwano nge-elektroniki (Nceda ucacise)**

Kutyikitywe e .... ngomhla we .... ka .... 20 ....

....
Utyikityo lwomceli / lomntu owenze isicelo egameni lakhe
....

KUSEBENZISELWA EZISEMTHETHWENI KUPHELA

Inombolo yesalathiso:	
Isicelo samkelwe ngu: ***(chaza isikhundla, igama kunye nesibongo sommeli wolwazi)***	
Umhla wokufunyanwa kwesicelo:	
Iintlawulo zokufikelela:	
Idiphozithi (ukuba ikhona):	

IFOMU YESIBHENO SANGAPHAKATHI

IFOMU 4

[Umthetho-siseko 9]

IINKCUKACHA NGOMBUTHO WOLUNTU					
Igama loMbutho woLuntu					
Igama kunye neSibongo soMphathi woLwazi:					
IINKCUKACHA ZOMMANGALI OFAKA ISIBHENO SANGAPHAKATHI					
Amagama Aphelele					
Inombolo yeSazisi					
Idilesi yePosi					
Inombolo Zoqhakamishelwano	**Inombolo yomnxeba (yeshishini)**		**Ifeksi**		
	Inombolo yomnxeba yeselula				
Idilesi ye Imeyile					
Ngaba isibheno sangaphakathi sithunyelwe egameni lomnye umntu?	**Ewe**		**Hayi**		
Ukuba impendulo ngu-"Ewe", chaza isikhundla okanye amandla onawo okuthumela isibheno sangaphakathi egameni lomnye umntu: ***(Ubungqina besikhundla okanye amandla okuthumela isibheno, ukuba bunokwenzeka, kufuneka buxhaswe apha.)***					
IINKCUKACHA ZOMNTU EGAMENI LAKHE ISIBHENO SANGAPHANDLE SITHUMELWE ***(Ukuba sithunyelwe ngumntu wesithathu)***					
Amagama Apheleleyo					
Inombolo yeSazisi					
Idilesi yeposi					
Inombolo yoqhagamishelwano	**Inombolo yomnxeba (weshishini)**		**Ifeksi**		
	Inombolo yomnceba yeselula				
Idilesi ye-Imeyile					

ISIGQIBO ESIKHETHWE UKUBA KUFAKWE ISIBHENO SANGAPHAKATHI **(Faka u"X"kwibhokisi efanelekileyo)**	
Ukwaliwa kwesicelo sokufikelela kulwazi	
Isigqibo malunga neentlawulo ezichazwe phantsi kweSahluko 22 soMthetho	
Isigqibo malunga nokwandiswa kwexesha apho isicelo kufuneka siphathwe ngalo phantsi kweSahluko 26(1) soMthetho	
Isigqibo phantsi kweSahluko 29(3) soMthetho sokwenqaba ukufikelela ngendlela eceliweyo ngumfaki-sicelo	
Isigqibo sokuvuma isicelo sokufikelela kulwazi	

IZIZATHU ZESIBHENO *(Ukuba indawo enikeziweyo ayanele, nceda uqhubeke kwiphepha elahlukileyo kwaye ulibambe kulo ifomu. Zonke amaphepha ongezelelweyo kufuneka atyikitywe.)*	
Chaza izizathu ezisisekelo zesibheno sangaphakathi:	
Chaza naluphi na olunye ulwazi olunokuthi lube luncedo ekucwangciseni isibheno:	

Uya kwaziswa ngokubhaliweyo ngesigqibo sesibheno sakho sangaphakathi. Nceda ubonise indlela oyithandayo yokwaziswa:

Idilesi yeposi	**Ifeksi**	**Unxibelelwano nge-elektroniki** *(Nceda ucacise):*

Ityikitywe e_____________________ ngomhla we___________ ngenyanga ka________________ ngo-20_________

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Utyikityo loMbheneleli / loMntu wesithathu

<u>KUNYE NOKUSETYENZISWA NGOKUSEMTHETHWENI</u>

<u>IREKHODI YOKUSEMTHETHWENI YESIBHENO SANGAPHAKATHI</u>

Isibheno sifunyenwe ngu: *(chaza isikhundla, igama nesibongo soMphathi woLwazi)*		
Umhla esifunyenwe ngawo:		
Isibheno sihamba nezizathu zesigqibo somphathi wolwazi, kwaye, xa kufuneka, iinkcukacha zomntu wesithathu ophethe irekhodi okanye ohlobene nalo, ezithunyelwe ngumphathi wolwazi:	**Ewe**	
	Hayi	

ISIPHUMO SESIBHENO				
Ukwenqaba isicelo sokufikelela. Kuqinisekisiwe?	**Ewe**		**Isigqibo esitsha** *(ukuba akuqinisekiswanga)*	
	Hayi			
Iintlawulo (Icandelo 22). Kuqinisekisiwe?	**Ewe**		**Isigqibo esitsha** (*ukuba akuqinisekiswanga)*	
	Hayi			
Ukwandiswa kwexesha (Icandelo 26(1)). Kuqinisekisiwe?	**Ewe**		**Isigqibo esitsha** (*ukuba akuqinisekiswanga)*	
	Hayi			
Ukufikelela (Icandelo 29(3)). Kuqinisekisiwe?	**Ewe**		**Isigqibo esitsha** *(ukuba akuqinisekiswanga)*	
	Hayi			
Isicelo sokufikelela sivunyiwe. Kuqinisekisiwe?	**Ewe**		**Isigqibo esitsha** *(ukuba akuqinisekiswanga)*	
	Hayi			

Ityikitywe e_________________________ ngomhla we___________ ngenyanga ka_______________ ngo-20_________

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IGUNYAZISO ELIFANELEKILEYO