



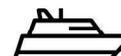
# INCWADANA YE-PAIA

**Ilungelelaniswe ngokwecandelo lama-14  
LoMthetho wokukhuthaza ukufikelela  
kwiinkcukacha (uMthetho nombolo 2 ka-  
2000 njengoko ufakelwe izilungiso)**



## IZIQULATHO

1.	ULUHLU LWEZISHUNQULELO NEZIFINYEZO.....	3
2.	INJONGO YENCWADANA YE-PAIA.....	4
3.	UKWAKHEKA KWESEBE LEZOTHUTHO.....	5
4.	ISITRAKTHA SESEBE LEZOTHUTHO NEMISEBENZI YASO.....	7
5.	IINKCUKACHA ZOQHAGAMSHELWANO ZESEBE LEZOTHUTHO.....	8
6.	IINKCUKACHA ZOQHAGAMSHELWANO EZINGUNDOQO.....	9
7.	USENZA NJANI ISICELO SOKUFIKELELA KWIINKCUKACHA.....	10
8.	UNCEDO OLUFUMANEKAYO.....	13
9.	ISIKHOKELO SOMLAWULI WEENKCUKACHA.....	14
10.	IZIHLOKO APHO ISEBE LEZOTHUTHO LIGCINE IIREKHODI.....	16
11.	IIREKHODI EZIGCINWE LISEBE LEZOTHUTHO EZIFUMANEKA NGAPHANDLE KOKUFAKWA KWESICELO SOKUFIKELELA KUZO NGUMNTU.....	17
12.	IINKONZO EZIFUMANEKAYO EBANTWINI NOKUBA LUFUMANEKA NJANI UFIKELELO KWEZO NKONZO .....	19
13.	UKUTHATHA INXAXHEBA KOLUNTU EKUQULUNQWENI KOMGAQO-NKQUBO OKANYE EKUSEBENZISENI AMAGUNYA OKANYE EKWENZIWENI KWEMISEBENZI LISEBE LEZOTHUTHO.....	19
14.	UKUQWALASELWA KWEENKCUKACHA ZOMNTU ZOBUQU.....	19
15.	UKUFUMANEKA KWENCWADANA.....	23
16.	UKUHLAZIYWA KWENCWADANA .....	24
	SIHLOMELO A – IFOM 2.....	25
	SIHLOMELO.....	29
	B –IFOM 3.....	30
	SIHLOMELO C – UMRHUMO.....	32
	SIHLOMELO D – ISIBHENO SANGAPHAKATHI.....	34
	SIHLOMELO E – ISIKHALAZO.....	37



## 1. ULUHLU LWEZISHUNQULELO NEZIFINYEZO

- 1.1 **“ISEBE”** ISebe lezoThutho leMpuma Koloni
- 1.2 **“INTLOKO YESEBE”** INTloko yeSebe (eliGosa leNgcaciso kwiSebe lezoThutho)
- 1.3 **“DIO”** ISekela leGosa leNgcaciso
- 1.4 **“ISIKHOKELO”** Isikhokelo se-PAIA soMlawuli weeNkcukacha
- 1.5 **“IO”** IGosa leNgcaciso
- 1.6 **“INCWADANA”** INcwadana ye-PAIA yeSebe lezoThutho leMpuma Koloni
- 1.7 **“DOT”** ISebe lezoThutho leMpuma Koloni
- 1.8 **“PAIA”** UMthetho wokukhuthaza ukufikelela kwiinkcukacha (uMthetho nombolo 2 ka-2000)
- 1.9 **“IINKCUKACHA ZOMNTU ZOBUQU”** Iinkcukacha ezinxulumene nomntu onokwaziwa ukuba ungubani ngokudalwa njengoko kuchaziwe kwicandelo loku-1 le-PAIA
- 1.10 **“PFMA”** UMthetho woLawulo lweMali kaRhulumente onguNombolo 1 ka-1999
- 1.11 **“POPIA”** UMthetho woKhuseleko lweeNkcukacha zoMntu onguNombolo 4 ka-2013
- 1.12 **“UMLAWULI”** Umlawuli weeNkcukacha
- 1.13 **“UMFAKI-SICELO”** Nawuphi na umntu owenza isicelo sokufikelela kwirekhodi yelo qumrhu likarhulumente okanye umntu omele umntu owenza isicelo sokufikelela kwirekhodi.

## 2. INJONGO YENCWADANA YE-PAIA

Le Ncwadana ye-PAIA iluncedo kuluntu-

- 2.1 ukukhangela iirekhodi ezinokuba sezifumaneka kwiSebe lezoThutho ngaphandle kokufaka isicelo esisesikweni se-PAIA
- 2.2 ukuqonda ukuba ungasenza njani isicelo sokufikelela kwiirekhodi zeSebe lezoThutho;
- 2.3 ukufikelela kuzo zonke iinkcukacha zoqhagamshelwano zabantu abaza kunceda uluntu ngeerekhodi olujolise ukufikelela kuzo;
- 2.4 ukwazi ngoncedo olufumanekayo kwiSebe lezoThutho ngokuphathelene nesicelo sokufikelela kwiirekhodi, phambi kokuya kuMlawuli okanye kwiiNkundla zamatyala;
- 2.5 ukwazi inkcazelo yeenkonzo ezifumaneka kumalungu oluntu kwiSebe lezoThutho kunye nokuba ukufumana njani ukufikelela kwezo nkonzo;
- 2.6 ukufumana inkcazelo yesikhokelo ekubeni uyisebenzisa njani i-PAIA njengoko ihlaziye nguMlawuli kunye nokufumana ukufikelela kuyo;
- 2.7 ukwazi ukuba iSebe lezoThutho liza kusingatha iinkcukacha zobuqu zomntu, injongo yokusingatha iinkcukacha zobuqu zomntu kunye nenkcazelo yodidi lwabantu abachatshazelwa yidatha kunye kunye neenkukacha okanye udidi lweenkcukacha ezinxulumene noko;
- 2.8 ukwazi ukuba iSebe lezoThutho licwangcise ukudlulisela okanye ukuthumela iinkcukacha zomntu zobuqu ngaphandle kweRiphabhliki yoMzantsi Afrika na, kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zomntu zobuqu; kunye
- 2.9 nokwazi ukuba iSebe lezoThutho linamanyathelo okhuseleko afanelekileyo ukuqinisekisa ubumfihlo, intembeko kunye nokufumaneka kweenkcukacha zomntu zobuqu eziza kuqwalaselwa.

### 3. UKUSEKWA KWESEBE LEZOTHUTHO

ISebe lezoThutho laseMpuma Koloni njengoko kuchaziwe kuMgaqo-siseko weRiphabliki yoMzantsi Afrika uMthetho, ka-1993 (uMthetho wama-200 ka-1993) endaweni yawo nguMthetho ka-1996, (uMthetho we-108 ka-1996), unoxanduva lokwandisa igalelo lezothutho kwiinjongo zophuhliso lwezoqoqosho nezentlalo yoluntu ngokubonelela ngemisebenzi yezothutho ehlangeneyo ngokupheleleyo neziseko ezingundoqo. Ke ngoko igunyaziswe koku kulandelayo phakathi kwezinye:

- UMgaqo-siseko 108 ka-1996: IShedyuli yesi-4: Izikhululo zeenqwelo-moya (ngaphandle kwamazwe ngamazwe nesizwe), iMimiselo yezoThutho eziNdleleni, ukukhutshwa kweelayisenisi zeenqwelo-mafutha kunye noThutho lukaWonke-wonke yimimandla esebenzayo yowiso-mthetho lwesizwe nolwephondo. Izikhululo zeenqwelo-moya zikaMasipala, iZithuthi zikawonke-wonke zikaMasipala, iiPontoni, izikhitshana, ii-pier kunye namazibuko ziindawo ezisebenzayo zobuchule besizwe kunye nephondo bokusebenza koomasipala;
- IShedyuli yesi-5: lindlela zePhondo kunye neZithuthi yimimandla esebenzayo enobuchule obukhethekileyo bowiso-mthetho lwephondo. lindlela zikamasipala, iziThuthi kunye nokuPaka, ukuKhanya kwezitalato kunye noRhwebo lwaseSitalatweni ligunya elikhethekileyo lephondo ekusebenzeni koomasipala.
- UMthetho weSizwe weziThuthi ezihamba eMhlabeni, ka-2009 (uMthetho onguNombolo 5 ka-2009)
- UMthetho wezeNdlela weSizwe (uMthetho onguNombolo 93 ka-1996)
- UMthetho weeNdlela weMpuma Koloni onguNombolo 3 ka-2003
- IsiCwangciso soPhuhliso seSizwe – uMbono wama-2030 (NDP)
- IsiCwangciso soPhuhliso sePhondo sowama-2019 – 2024
- IPhepha leNgcaciso yoMgaqo-nkqubo weSizwe wezoThutho, ka-1996
- INkqubo-sikhokelo yesiCwangciso-Qhinga sezoThutho seNdlela seSizwe, sika-2007
- IsiCwangciso seSizwe sezoThutho (NATMAP), 2005-2050

#### INJONGO

“Inkqubo yezothutho esebenzayo, ekhuselekileyo, ezinzileyo, efikeleleka lula nefikelelekayo”.

## **IMISHINI**

“Ukubonelela, ukuququzelela uphuhliso, ukulawula kwaye kuphuculwe inkqubo edityanisiweyo yezothutho ekhuselekileyo, efikelekayo nethembekileyo edityaniswe nokusetyenziswa komhlaba ukuqinisekisa ukuhamba kakuhle kwabantu neempahla ukuxhasa ukukhula koqoqosho nophuhliso kwiPhondo leMpuma Koloni”

## **IINQOBO**

Iinqobo ezisemgangathweni zeSebe zixhomekeke kwiintsika zoku:

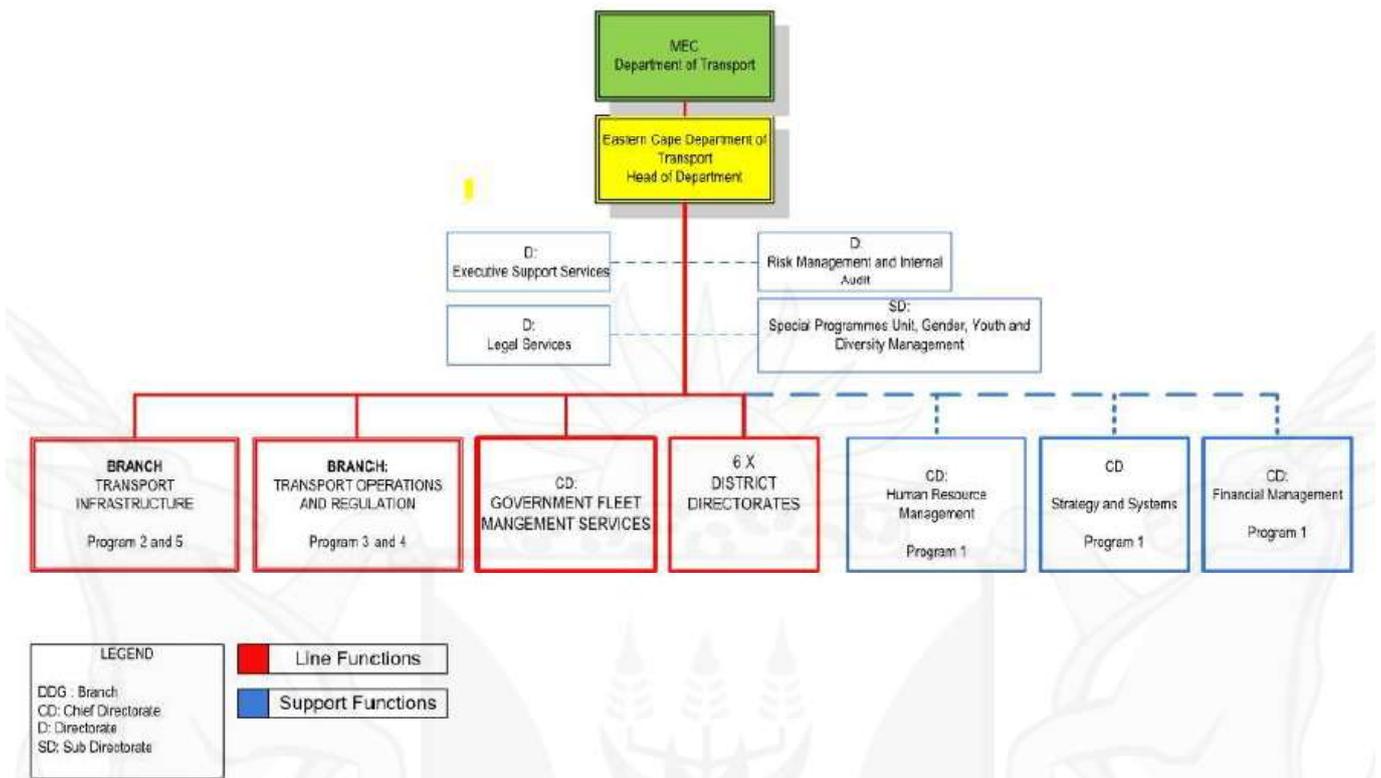
- Ukuzibophelela** ISebe liza kuzama ukugqithisa obekulindlekile ekunikezeleni ngenkqubo yezothutho esebenzayo, ekhuselekileyo, ezinzileyo, efikelekayo nekulula ukufikelela kuyo. ISebe liza kusebenza ngokungxamisekileyo nangokuzibophelela ukuze libe yimpumelelo ngokweembono zabasebenzi nezesebe.
- Ukuphendula** Ngawo onke amaxesha sisebenza ngentemeko, sibonelela ngenkonzo esemgangathweni, sithembekile kwaye sithatha uxanduva.
- Intsebenziswano** Ukusebenzisana kunye nokwenza indawo yethu yokusebenza ibe mnandi kwaye yonwabise. Sisebenzisana nabanye kunye nabathathi-nxaxheba bethu ngenzondelelo nombulelo.
- Ulawulo oluLulo** ISebe likhuthaza ukuthenjwa koluntu kunye nentatho-nxaxheba eyenza ukuba iinkonzo ziphucuke. ISebe liya kuzama ukubambelela kwiinqobo ezintandathu ezingundoqo wolawulo olululo, oko kukuthi:
- Ukujolisa kwinjongo yeSebe nakwiziphumo zabemi kunye nabasebenzisi benkonzo
  - Ukwenza umsebenzi ngokufanelekileyo kwimisebenzi echazwe ngokucacileyo kunye neendima
  - Ukukhuthaza iinqobo ezisemgangathweni kwisebe lonke kunye nokubonisa iinqobo zolawulo olululo ngokuziphatha

- Ukuthatha izigqibo ezinolwazi, ezicacileyo kunye nokulawula umngcipheko  
Ukuphuhlisa amandla kunye nokukwazi ukusebenza ngempumelelo
- Ukubandakanya abachaphazelekayo kunye nokwenza uxanduva lokwenene

#### 4. ISITRAKTHA SESEBE LEZOTHUTHO NEMISEBENZI YASO

##### 4.1. Isitraktsha

ISebe lezoThutho lakhiwe ngokweenkqubo ezintlanu ukuzalisekisa isigunyaziso salo njengoko kuchaziwe apha ngasentla.



5. IINKCUKACHA ZOQHAGAMSHELWANO ZESEBE LEZOTHUTHO

<b>KWANDLUNKULU</b>	
<b>Idilesi yeposi</b>	Eastern Cape Department of Transport Private Bag X0023 <b>BHISHO</b> 5605 Eastern Cape
<b>Idilesi yesakhiwo</b>	Eastern Cape Department of Transport c/o Fleming Street & Cowan Close Stellenbosch Park, Schornville <b>KING WILLIAM'S TOWN</b> 5601 Eastern Cape
<b>Idilesi ye-imeyili</b>	<a href="mailto:reba.nkau@ectransprt.gov.za">reba.nkau@ectransprt.gov.za</a>
<b>IWEBHUSAYITHI</b>	<a href="https://ectransport.gov.za/">https://ectransport.gov.za/</a>

## 6. IINKCUKACHA ZOQHAGAMSHELWANO EZINGUNDOQO

IGOSA LENGCACISO <sup>1</sup>	IINKCUKACHA ZOQHAGAMSHELWANO
Mr A Fani INTLOKO YESEBE ISebe lezoThutho	Office of the HOD Eastern Cape Department of Transport c/o Fleming Street & Cowan Close Stellenbosch Park, Schornville <b>KING WILLIAM'S TOWN</b> 5601 Eastern Cape Tel: 066 485 0870 Email: Andile.Fani@ectransport.gov.za <a href="mailto:reba.nkau@ectransport.gov.za">reba.nkau@ectransport.gov.za</a>

- 6.1. Izicelo mazingeniswe ngesandla okanye zithunyelwe nge-imeyili kwiGosa leNgcaciso leSebe lezoThutho, elithe lanikwa amagunya liGosa leNgcaciso lePhondo ukuba liqwalasele zonke izicelo egameni leSebe lezoThutho.
- 6.2. Abafaki-zicelo bayakhuthazwa ukuba bathumele izicelo zeenkukacha nge-imeyili apho kunokwenzeka. Xa iinkonzo zeposi zisetyenziswa, kunyanzelekile ukuba kusetyenziswe imeyili ebhalisiweyo. Kubalulekile ukuba ubungqina bemeyili ebhalisiweyo bugcinwe kwaye bunikezwe xa buceliwe.
- 6.3. Xa iileta zingeniswa ngesandla, kucelwa kuqinisekiswa ukuba iileta zifakwe isitampu kwaye ziyasayinwa kwiSebe lezoThutho njengobungqina bokuyingenisa kunye nomhla wazo.

## 7. USENZA NJANI ISICELO SOKUFIKELELA KWIINKCUKACHA

### 7.1. Inkqubo

- 7.1.1. Umfaki-sicelo kufuneka agcwalise **iFom 2** eqhotyoshelweyo njenge**Sihlomelo A** aze ayingenise, izaliswe ngokufanelekileyo, kwiSekela leGosa leeNgcaciso elichaphazelekayo kwidilesi enikelwe kumhlathi 6 apha ngasentla ukwenzela ukuba umfaki-sicelo akwazi ukuphenduleka.
-

- 7.1.2. IGosa leNgcaciso kufuneka lincedise umfaki-sicelo ukuba umfaki-sicelo ufuna uncedo ngenkqubo okanye ngokuzalisa iifom, kubandakanywa nabafaki-zicelo abangafundanga okanye abakhubazekileyo.
- 7.1.3. Ifom engeniswe kwiGosa leNgcaciso kufuneka iqulathe zonke iinkcukacha ezifanelekileyo ukuze iSekela leGosa leNgcaciso likwazi ukuchonga iinkcukacha ezithile eziceliweyo.
- 7.1.4. Umfaki-sicelo kufuneka kwakhona abonise ukuba ngaba ufuna ukufumana ikopi yerekhodi, ukufunda irekhodi kwi-ofisi yeSebe lezoThutho okanye, kungenjalo, ukukhusela irekhodi ngolunye uhlobo olukhoyo.
- 7.1.5. Isicelo akufuneki sibe seserekhodi eziphantsi kwezizathu zokwaliwa njengoko kubonelelwe phantsi kweSahluko sesi-4 se-PAIA.
- 7.1.6. Ukuba, ngenxa yezizathu ezibambekayo, ufikelelo alunakunikwa ngendlela efunwayo kodwa lube ngolunye uhlobo, umrhumo kufuneka ubalwe ngokwendlela umfaki-sicelo ebenze ngayo kuqala.
- 7.1.7. Umfaki-sicelo kufuneka abonise indlela anqwenela ukwaziswa ngayo ngesigqibo seGosa leNgcaciso malunga nesicelo seenkcukacha ngendlela ethile (o.k.t. iposi, ifaksi, i-imeyili) kwaye kufuneka ke ngoko anike iinkcukacha eziyimfuneko ukuze aziswe ngolo hlobo. Kucelwa nijonge amanqaku abalulekileyo ngokumalunga nokusetyenziswa konxibelelwano lweposi kumhlathi 6 apha ngasentla njengoko kubaluleke kakhulu ukufumana nokuqwalaselwa kwezicelo.

- 7.1.8. Ukuba umfaki-sicelo ucela iinkcukacha egameni lomnye umntu, amandla kunye nobungqina begunya esenziwa phantsi kwalo isicelo kufuneka lubonakaliswe ngendlela eyanelisa iSekela leGosa leNgcaciso, kwaye loo myalelo kufuneka ubhalwe kwaye usayinwe ngokufanelekileyo.
- 7.1.9. IGosa leNgcaciso kufuneka lenze isigqibo kwiintsuku ezingama-30 emva kokufumana isicelo kwaye lazise umfaki-sicelo ngesigqibo.
- 7.1.10. IGosa leNgcaciso linokwandisa ixesha leentsuku ezingama-30 kube kanye ixesha elingaphezulu elingekho ngaphezulu kweentsuku ezingama-30. ISebe lezoThutho kufuneka lazise umfaki-sicelo ngolo hlobo lolwandiso kunye nezizathu, ke ngoko.

7.2. **Amaxwebhu amakaqhotyoshelwe afunekayo:**

Umfaki-sicelo kufuneka anikwe ufikelelo kwiirekhodi zeSebe lezoThutho ukuba eso sicelo sihambelana nazo **zonke iimfuno zenkqubo**, ngaphandle kokuba ukufikelela kuloo rekhodi akwaliwa nangayiphi na imihlaba njengoko kubonelelwe kwiSahluko sesi-4 se-PAIA.

7.2.1. **IFom yesi-2** ezaliswe ngokupheleleyo (**iSihlomelo A**).

7.2.2. Ukuba isicelo senziwa egameni lomnye umntu okanye umntu onamalungelo ngokomthetho, ubungqina besikhundla aphi umfaki-sicelo esenza ngaso isicelo, kufuneka buncanyathiselwe kwiFom yesi-2.

7.2.3. Ikopi eqinisekisiweyo yesazisi somfaki-sicelo.

7.2.4. Ubungqina bentlawulo yomrhumo ofunekayo.

### 7.3. Imirhumo

- 7.3.1. Umrhumo wesicelo ongabuyiswayo oyi-**R100.00** (okanye onokuthi ulungiswe kumaxesha ngamaxesha ngesaziso esibhaliweyo) uyahlawulwa ngokusingise kwisicelo ngasinye sokufikelela kwiinkcukacha okanye kwisibheni sangaphakathi esifakwe kwiGosa leNgcaciso.
- 7.3.2. Xa iSebe lezoThutho lifumana isicelo, umfaki-sicelo kufuneka aziswe, kusetyenziswa **iFom 3 (iSihlomelo B)** ukuba isicelo sivunyiwe okanye asivunywanga kwaye ukuba isicelo sivunyiwe, umfaki-sicelo kufuneka aziswe ukuba ahlawule idipozithi yofikelelo emiselweyo (ukuba ikho) njengoko kucacisiwe **kwiSihlomelo C**, phambi kokuba kuqwalaselwe ngakumbi isicelo.
- 7.3.3. Ukuxolelwa ekuhlawuleni kunokuvunywa ngokumalunga nabafaki-zicelo abafikelelayo kwiinkqubo zokuxolelwa ekuhlawuleni njengoko kumiselwe yi-PAIA. Oku kuxolelwa akusebenzi kubantu abamelwe ngokusemthethweni, naphantsi kweemeko apho izivumelwano zentlawulo yokungekehli kuye kwangenwa kuzo ngumfaki-sicelo kunye nokumelwa kwakhe ngumthetho.
- 7.3.4. Ukufikelela kwikopi yeerekhodi kuya kwalelwa de yonke imirhumo efunekayo ibe ihlawulwe ngokupheleleyo. Kukho imo eyahlukileyo Kubafaki-zicelo abaxolelweyo ekuhlawuleni kwangaphambili kulo mba.
- 7.3.5. Umfaki-sicelo ongonelisekanga ngumrhumo ofunwayo unokufaka isibheni sangaphakathi ngokuchasene neso sigqibo, njengoko kuchaziwe kumhlathi 8.1 ngezantsi.
- 7.3.6. Imirhumo kufuneka ihlawulwe kwiakhawunti yebhanki yeSebe lezoThutho. Idiphozithi mayibhalwe ngokuchanekileyo, kwaye ubungqina bentlawulo nganye kufuneka bungeniswe kwiSebe lezoThutho.
- 7.3.7. Iinkcukacha zebhanki ngemirhumo ye-PAIA yeSebe lezoThutho zinokucelwa kwi-ofisi yeNtloko yeSebe.

## 8. UNCEDO OLUFUMANEKAYO

### 8.1. Isibheno sangaphakathi

- 8.1.1. Apho umfaki-sicelo angonelisekanga sisiphumo sesicelo sokufikelela kwiinkcukacha, umfaki-sicelo unokufaka isibheno sangaphakathi ngokuchasene nesigqibo seGosa leNgcaciso ngokuzalisa nokuhambisa **iFom 4 (iSihlomelo D)** kwisithuba seentsuku ezingama-60 kuMphathiswa wePhondo.
- 8.1.2. Isibheno sangaphakathi singafakwa ngokuchasene naso nasiphi na kwezi zigqibo zilandelayo zeGosa leNgcaciso:
- 8.1.2.1. Ukwala isicelo sofikelelo
  - 8.1.2.2. Imirhumo ebizwayo
  - 8.1.2.3. Ukwandiswa kwexesha lokujongana nesicelo; kunye
  - 8.1.2.4. Nokufikelela ngendlela ethile.
- 8.1.3. Umfaki-sicelo kufuneka ahlawule umrhumo omiselweyo wesibheno sangaphakathi oyi-R100 (apho kufanelekileyo) xa efaka isibheno. Isigqibo sesibheno sangaphakathi sinokuthi, nangona kunjalo, sirhoxiswe de umrhumo uhlawulwe.
- 8.1.4. Ngokukhawuleza okunokwenzeka, kodwa zingadlulanga iintsuku zokusebenza ezili-10 emva kokufumana isibheno sangaphakathi, iSekela leGosa leNgcaciso kufuneka lingenise isibheno sangaphakathi kuMphathiswa wePhondo wezoThutho.
- 8.1.5. UMphathiswa wePhondo kufuneka enze isigqibo ngesibheno sangaphakathi kwiintsuku ezingama-30 emva kokuba isibheno sangaphakathi sinikezelwe kwiGosa leNgcaciso.

### 8.2. Isikhalazo kuMlawuli weeNkcukacha

- 8.2.1. Umfaki-sicelo unokufaka isikhalazo kuMlawuli weeNkcukacha ngokuthi agcwalise ngokufanelekileyo kwaye anikezele nge**Fom 5 (isihlomelo E)**, kodwa kuphela emva kokuba umfaki-sicelo esebenzise inkqubo

yangaphakathi yesibheno ngokuchasene nesigqibo seSekela leGosa leNgcaciso leSebe lezoThutho.

### **Ukuya eNkundleni yamaTyala**

8.3.1. Nangona iSebe lezoThutho licinga ukuba abafaki-zicelo bazame ukusombulula iingxabano malunga nokufikelela kwiinkcukacha ngaphandle kokuya kwiinkundla zamatyala, umfaki-sicelo unokuthi, ukuba usenengxaki, aye enkundleni emva kwenkqubo yesibheno sangaphakathi.

## **9. ISIKHOKELO SOMLAWULI WEENKCUKACHA**

9.1. Umlawuli, ngokwecandelo le-10 (1) le-PAIA, uye wahlaziya waza wenza ukuba kufumaneka iSikhokelo esihlaziyiweyo sendlela yokusebenzisa i-PAIA (“IsiKhokelo”), ngendlela eqondakala lula nangendlela eqondakalayo, njengoko kunokufunwa ngokufanelekileyo ngumntu onqwenela ukusebenzisa naliphi na ilungelo elixelwe kwi-PAIA ne-POPIA.

9.2. Isikhokelo sifumaneka ngolwimi ngalunye kwiilwimi ezisemthethweni.

9.3. Esi sikhokelo sikhankanywe ngasentla siqulathe inkcazo-

9.3.1. iinjongo ze-PAIA kunye ne-POPIA;

9.3.2. idilesi yeposi neyesitalato, inombolo yomnxeba neyefeksi kwaye, ukuba ikhona, idilesi ye-imeyili ye-

9.3.2.1. Gosa leNgcaciso lwalo lonke iqumrhu likarhulumente, kunye

9.3.2.2. NeGosa leNgcaciso ngalinye lequmrhu likarhulumente ngalinye nelabucala elimiselwe ngokwecandelo 17(1) le-PAIA kunye necandelo lama-56 lePOPIA;

9.3.3. indlela kunye nohlobo lwesicelo -

9.3.3.1. sokufikelela kwirekhodi yequmrhu loluntu elixelwe kwicandelo 11; kunye

9.3.3.2. nokufikelela kwirekhodi yequmrhu labucala elikhankanywe kwicandelo 50;

9.3.4. uncedo olufumanekayo kwiGosa leNgcaciso lequmrhu likarhulumente ngokwe-PAIA ne-POPIA;

- 9.3.5. uncedo olufumanekayo kuMlawuli ngokwe-PAIA ne-POPIA;
  - 9.3.6. lonke uncedo olukhoyo olusemthethweni malunga nesenzo okanye ukusilela ukwenza ngokubhekiselele kwilungelo okanye umsebenzi onikwe okanye obekwe yi-PAIA ne-POPIA, kubandakanywa nendlela yokufaka-
    - 9.3.6.1. isibheni sangaphakathi;
    - 9.3.6.2. isikhalazo kuMlawuli; kunye
    - 9.3.6.3. nesicelo enkundleni esichasene nesigqibo segosa lengcaciso lequmrhu likarhulumente, isigqibo sesibheni sangaphakathi okanye isigqibo soMlawuli okanye isigqibo sentloko yequmrhu labucala;
  - 9.3.7. amasolotyama amacandelo 14 nelama-51 afuna ukuba iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo, liqulunqe incwadana, nendlela yokufumana ufikelelo kwincwadana;
  - 9.3.8. amasolotyama amacandelo 15 nelama-52 abonelela ngokubhengezwa ngokuzithandela kweendidi zeerekhodi liqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo;
  - 9.3.9. izaziso ezikhutshwe ngokwemigaqo yecandelo lama-22 nelama-54 malunga nemirhumo emayihlawulwe ngokunxulumene nezicelo zokufikelela; kunye
  - 9.3.10. imimiselo eyenziwe ngokwecandelo lama-92. nemimiselo eyenziwe ngokwecandelo lama-92.
- 9.4. Uluntu lunokuhlola okanye lwenze iikopi zesiKhokelo kwii-ofisi zequmrhu likarhulumente okanye zabucala, kubandakanywa ne-ofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza. IsiKhokelo sinokufumaneka-
- 9.4.1. ngokucelwa kwiGosa leNgcaciso;
  - 9.4.2. kwiwebhusayithi yeSebe lezoThutho (<https://ectransport.gov.za/>)

**10. IZIHLOKO APHO ISEBE LEZOTHUTHO LIGCINE IIREKHODI**

Izihloko apho iqumrhu ligcina iirekhodi	Iindidi zeerekhodi ezigcinwe kwisihloko ngasinye
Amaxwebhu eQhinga, iziCwangciso, iiNtetho kunye neeNgxelo ezisemthethweni	<ul style="list-style-type: none"> <li>- IziCwangciso zoBuchule</li> <li>- IsiCwangciso zokuSebenza zoNyaka</li> <li>- IziCwangciso zokuSebenza</li> <li>- iziCwangciso zokuPhuculwa koNikezelo lweeNkonzo</li> <li>- Iingxelo zoNyaka</li> <li>- Iintetho zoMgaqo-nkqubo</li> <li>- IiNtetho zoBume bePhondo;</li> </ul>
UPhando	<ul style="list-style-type: none"> <li>- IziCwangciso zoPhando</li> <li>- Iingxelo zoPhando</li> <li>- IiRekhodi zokuBeka iliso noVavanyo</li> </ul>
Izixhobo zabasebenzi kunye neeNkonzo zokusebenza	<ul style="list-style-type: none"> <li>- IMigaqo-nkqubo kunye neenkqubo ze-HR;</li> <li>- Izithuba ezibhengeziweyo;</li> <li>- Iirekhodi zokuqasha;</li> <li>- Iirekhodi zabasebenzi;</li> <li>- UkuFunda kunye noPhuhliso umz. iziCwangciso zoPhuhliso lweZakhono kunye noQeqesho;</li> <li>- Isicwangciso soBulungisa kwezeNgqesho kunye neeNkcukacha manani;</li> <li>- Iincwadana zeendaba;</li> <li>- Ulwazi lweNkampani;</li> <li>- Iingxelo zemidiya;</li> <li>- Iintetho kunye neMiyalezo;</li> <li>- Iiflanya zeMpilontle kunye neePowusta;</li> <li>- Unxielelwano lokuchasana noBuqhophololo noRhwaphilizo;</li> <li>- Iincwadana;</li> <li>- Amaphetshana</li> <li>- Umboniso wevidiyo wemisitho esemthethweni.</li> </ul>
Uxwebhu ngezeMali	<ul style="list-style-type: none"> <li>- Isiteyithimenti sezemali;</li> <li>- Isiteyithimenti sezemali ezidityanisiweyo;</li> <li>- Iingxelo yoPhicotho-zincwadi;</li> <li>- Uhlahlo-lwabiwo mali;</li> </ul>

Izihloko apho iqumrhu ligcina iirekhodi	Iindidi zeerekhodi ezigcinwe kwisihloko ngasinye
	Uxwebhu loLawulo loKuthengwa kweeMpahla neeNkonzo nolubandakanya iinkcukacha zeethenda, izibhengezo zethenda, iirejista zethenda, ukufakwa kweebhidi, iingxelo zovavanyo lweebhidi, iingxelo zokugweba iithenda, iileta zokuqeshwa, iileta eziya kwabo beethenda abangaphumelelanga, kunye neerekhodi zolawulo lwee-asethi;
Amaxwebhu okusebenza	<ul style="list-style-type: none"> <li>- Amaxwebhu oMgaqo-nkqubo kunye neNkqubo ypkusebenza;</li> <li>- UNxibelelwano kunye neeRekhodi eziphathelele kwiNkqubo yokusebenza yeSebe lezoThutho.</li> </ul>
Amaxwebhu eeNkonzo Zomthetho	<ul style="list-style-type: none"> <li>- Iikhontrakthi</li> <li>- Izimvo zoMthetho;</li> <li>- Iirekhodi ezinxulumene nazo zonke iindlela zokuMangalelwa kunye neNkqubo yokuSombulula iiMbambano;</li> <li>- Iinkcukacha-manani zokuMangalelwa, iiNcwada zeMfundo yokuMangalelwa;</li> <li>- Imizuzu yeeNtlanganiso, ii-Ajenda;</li> <li>- Umthetho;</li> <li>- Amaxwebhu oMgaqo-nkqubo;</li> <li>- IMigaqo yokuSebenza eMiselweyo;</li> <li>- IiMathiriyeli zoqeqesho.</li> </ul>

**11. IIREKHODI EZIGCINWE LISEBE LEZOTHUTHO EZIFUMANEKA NGAPHANDLE KOKUFAKWA KWESICELO SOKUFIKELELA KUZO NGUMNTU**

lirekhodi ezikwiwebhusayithi yeSebe lezoThutho <https://www.ectransport.gov.za> ziyafumaneka ukuze zibonwe okanye zikhutshelwe nokuba umntu akenzanga sicelo ngokwemiqathango yalo Mthetho.

Udidi	Uhlobo loxwebhu	Iyafumaneka kwiWebhusayithi	Iyafumaneka ngesicelo
Iindaba	- Amanqaku eendaba kunye neengxelo	X	
Iinkcukacha jikelele	- IProfayili yoMphathiswa wePhondo - Isigunyaziso - ILogo	X	
IMidiya	- Iingxelo zeMidiya - Iifoto - Upapasho - Iintetho - Iividiyo	X	
Ukuthengwa kwempahla neenkonzelo	- Amaxwebhu ebhidi - Iifom	X	Iyafumaneka
Iselwa lolwazi	- Iingxelo - Izicwangciso - Iifom - Uhlahlo-lwabiwo mali - Imigaqo-nkqubo	X	
Imisebenzi	- I-Internship kunye noQeqesho - Ilibhasari - Izithuba - Isistim i-E-recruitment	X	
Umthetho iMimiselo	- UMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996	X	

Udidi	Uhlobo loxwebhu	Iyafumaneka kwiWebhusayithi	Iyafumaneka ngesicelo
	<ul style="list-style-type: none"> <li>- I-PFMA;</li> <li>- Umthetho ojongene ngqo neSebe</li> </ul>		

**12. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU NOKUBA LUFUMANEKA NJANI UFIKELELO KWEZO NKONZO.**

ISebe lezoThutho linoxanduva lokwakha nokugcina iziseko ezingundoqo zeendlela, ubonelelo lonyanzeliso lomthetho kunye neenkonzco zothutho loluntu. ISebe lezoThutho licebisana ngokubanzi kwaye lisebenzisana nabachaphazelekayo abohlukeneyo kwaye liququzelele kwaye longamele ukuphunyezwa kweprojekthi kunye neenkqubo ezithile ezinxulumene nezothutho.

**13. UKUTHATHA INXAXHEBA KOLUNTU EKUQULUNQWENI KOMGAQO-NKQUBO OKANYE EKUSEBENZISENI AMAGUNYA OKANYE EKWENZIWENI KWEMISEBENZI LISEBE LEZOTHUTHO**

13.1. ISebe lezothutho liyinxalenye yesigqeba sikaRhulumente wePhondo leMpuma Koloni.

13.2. Apho ukuqulunqwa komgaqo-nkqubo kuya kukhokelela kuwiso-mthetho, iSebe lezoThutho licela uluntu ukuba luvakalise izimvo zalo ngalo mgaqo-nkqubo ngokupapashwa kwiGazethi yePhondo ukuze uluntu luhlomle kwaye likwaququzelele ukubanjwa kweendibano zovakaliso-zimvo.

13.3. Amalungu oluntu asenokuthi ngaphezu koko abe nefuthe ngokungangqalanga ekuqulunqweni komgaqo-nkqubo ngokunxibelelana nabameli babo abanyuliweyo nangokuzimasa iiseshoni zeNdlu yoWiso-mthetho yePhondo.

**14. UKUQWALASELWA KWEENKCUKACHA ZOMNTU ZOBUQU**

14.1. Injongo zokuqwalaselwa

ISebe lezoThutho liqwalasela iinkcukacha zomntu zobuqu ezinxulumene nokusebenza kunye nemisebenzi yeSebe lezoThutho, echazwe kumhlathi we-12 apha ngasentla

#### 14.2. Inkcazelo

Inkcazelo yeendidi zabantu abachatshazelwa yidatha kunye neenkukacha okanye iindidi zeenkukacha ezinxulumene nazo zichazwe kwitheyibhile engezantsi:

<b>Iindidi zabantu abachatshazelwa yidatha</b>	<b>Iinkcukacha zomntu zobuqu ezinokuqwalaselwa</b>
Umntu ngokudalwa	Igama kunye nefani; iinkcukacha zoqhagamshelwano (i(ii)nombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyili); indawo yokuhlala, idilesi yeposi kunye/okanye yeshishini; inombolo esisazisi eyenzelwe lo mntu kuphela; iinkcukacha zendawo okuyo; uhlanga; isini; ukukhulelwa; ubume obuxela ukuba utshatile okanye awutshatanga; ubuzwe, ubuhlanga okanye imvelaphi yentlalo; umbala, ukwaziswa ngezeso; ubudala impilo yomzimba okanye yengqondo; ukuphila kakuhle; ukhubazeko; inkolo; isazela; inkolelo; inkubeko; ulwimi; ukuzalwa; imbalelwano eyimfihlo; imfundo; imbali yezonyango, yezemali, yezolwaphulo-mthetho okanye yengqesho kubandakanywa nokunokuthi kufuneka kwiNkqubo yoBhaliso lweZigulane yeSebe lezeMpilo.
Umntu onamalungelo ngokomthetho;	Amagama abantu ekuqhagamshelwana nabo; igama lequmrhu lomthetho; idilesi yendawo kunye neyeposi; iinkcukacha zoqhagamshelwano (i(ii)nombolo yoqhagamshelwano), inombolo yefaksi, idilesi ye-imeyill); inombolo yobhaliso; iinkcukacha ngezemali, ngezorhwebo, ngezenzulwazi okanye ngezobugcisa kunye neemfihlo zorhwebo.

<b>Iindidi zabantu abachatshazelwa yidatha</b>	<b>Iinkcukacha zomntu zobuqu ezinokuqwalaselwa</b>
Abasebenzi	Isini, ukukhulelwa; ubume obuxela ukuba utshatile okanye awutshatanga; uhlanga; ubudala, ulwimi, iinkcukacha ngezemfundo (iziqinisekiso); iinkcukacha ngezemali; imbali yokuqeshwa; inombolo yesazisi; idilesi yendawo kunye neyeposi; iinkcukacha zoqhagamshelwano (i(ii)nombolo yoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyili); ukuziphatha kulwaphulo-mthetho; intlalo-ntle kunye nezalamane zabo (amalungu osapho); uhlanga; ezonyango; isini; ubuzwe; imvelaphi yobuhlanga okanye yentlalo; ukwaziswa ngezesondo; ubudala, impilo yomzimba okanye yengqondo; intlalo-ntle; ukukhubazeka; inkolo; isazela; inkolelo; inkcubeko; ulwimi; iinkcukacha zebhayometriki zomntu njengoko zifuneka kwimimiselo kunye nakwimigaqo- nkqubo yenkonzo karhulumente.

### 14.3. Abamkeli

Abamkeli okanye iindidi zabamkeli apho iinkcukacha zomntu zobuqu zinokunikezwa kubo zidweliswe kwitheyibhile engezantsi:

<b>Udidi lweenkcukacha zomntu zobuqu</b>	<b>Abamkeli okanye iindidi zabamkeli</b>
Iinombolo zezazisi, amagama, iidilesi, imbali yengqesho kunye neyemfundo ukuhlola ulwaphulo-mthetho	IiNkonzo zamaPolisa oMzantsi Afrika kunye nezinye ii-arhente zogcino-mthetho

<b>Udidi lweenkcukacha zomntu zobuqu</b>	<b>Abamkeli okanye lindidi zabamkeli</b>
Iziqinisekiso zemfundo, ukuqinisekisa iziqinisekiso zemfundo	UGunyaziwe weziQinisekiso zoQeqesho waseMzantsi Afrika
linombolo zezazisi, amagama kunye needilesi	Abanikezeli kunye nababoneleli ngenkonzo (kubandakanywa abameli bomthetho kwimiba yokumangalelwa) apho iSebe lezoThutho linobudlelwane bekhontrakthi ukuze babe nokufikelela kwiinkcukacha zomntu zobuqu.
Iinkcukacha zezonyango	Amaqela ezomthetho asebenza egameni leSebe lezoThutho eMpuma Koloni
Iinkcukacha zabasebenzi	Iibhanki kunye namanye amaqumrhu ezemali, abalawuli bengxowa-mali yomhlalaphantsi, imibutho yabasebenzi

#### 14.4. Ukufundiswa ziye kwelinye ilizwe

14.4.1. ISebe lezoThutho alikacwangcisi nakuphi na ukufundiswa kweenkcukacha zomntu zobuqu ziye kwelinye ilizwe. Nangona kunjalo, ukuba kuye kwafuneka ukuba kudluliselwe iinkcukacha zomntu zobuqu kwelinye ilizwe ngazo naziphi na izizathu ezisemthethweni, iSebe lezoThutho liya kuqinisekisa ukuba nabani na elidlulisela kuye iinkcukacha zomntu zobuqu kugqamane nomthetho, imithetho ebophelelayo yequmrhu okanye isivumelwano esibophelelayo nesinika inqanaba elaneleyo lokhuseleko, kwaye umntu ongomnye ochaphazeekayo uyavuma ukuphatha ezonkcukacha ngenqanaba elifanayo lokhuseleko njengelo leSebe lezoThutho nelinyanzelwa yi-POPIA ngalo.

14.4.2. Nakuphi na ukudluliselwa kwelinye ilizwe kweenkcukacha zomntu zobuqu kuya kuba nemvume yomntu ochatshazelwa yidatha okanye ukuba ukudluliselwa kuyimfuneko ekuqunyelweni okanye ekusebenzeni kwekhontrakthi egqitywe phakathi kweSebe lezoThutho kunye nomntu ongomnye ochaphazelekayo kwintshisekelo yomntu ochatshazelwa yidatha. Nangona kunjalo, ukuba akunakwenzeka ngokufanelekileyo ukufumana imvume yomntu ochatshazelwa yidatha, iSebe lezoThutho liya kudlulisela iinkcukacha zomntu zobuqu ukuba

ukudluliselwa kuya kuba luncedo kumntu ochatshazelwa yidatha kwaye umntu ochatshazelwa yidatha uya kunika imvume ukuba bekunokwenzeka ngokufanelekileyo ukufumana. imvume enjalo.

#### **14.5. Amanyathelo oKhuseleko lweenkcukacha**

14.5.1. ISebe lezoThutho lithe gqolo ukuseka kunye nokugcina amanyathelo afanelekileyo, obugcisa kunye nawequmrhu ngokuthatha amanyathelo okuthintela:

14.5.1.1. ukulahlekelwa, ukonakalelwa okanye ukutshatyalaliswa okungagunyaziswanga kweenkcukacha zomntu zobuqu; kunye

14.5.1.2. ukufikelela okanye ukuqwalaselwa kweenkcukacha zomntu zobuqu ngokungekho semthethweni.

14.5.2. ISebe lezoThutho lithathe amanyathelo afanelekileyo, njengoko kukhankanyiwe kwimihlathi 14.5.3 no-14.5.3, ukuze:

14.5.2.1. kuchongwe yonke imingcipheko yangaphakathi kunye neyangaphandle enokubakho kwiinkcukacha zomntu zobuqu ezikulo okanye eziphantsi kolawulo lwalo;

14.5.2.2. kusekwe kwaye kugcinwe iindlela zokhuseleko ezifanelekileyo ngokuchasene nemingcipheko echongiweyo;

14.5.2.3. kuqinisekiswa rhoqo ukuba iindlela zokhuseleko ziphunyezwa ngokufanelekileyo; kwaye;

14.5.2.4. kuqinisekiswa ukuba iindlela zokhuseleko zihlaziywa rhoqo ukumelana nemingcipheko emitsha kukhuseleko oluphunyezwe ngaphambili

14.5.3. Amanyathelo athathwe liSebe lezoThutho aquka:

14.5.3.1. Ulawulo lokuFikelela;

14.5.3.2. Ufihlo lweDatha;

14.5.3.3. Amanyathelo okuziKhušela;

14.5.3.4. Ukubeka iliso okuliqilima, ukuPhicotha kunye nokuNika iNgxelo ngezakhono;

14.5.3.5. Ugcino lweDatha;

14.5.3.6. Izisombululo ze-Anti-virus kunye ne-Anti-malware;

14.5.3.7. Ukuqonda kunye nokuQaphela; kunye

14.5.3.8. Nezivumelwano ezigqityiweyo nabasebenzisi ukuphumeza ulawulo lokhuseleko.

## **15. UKUFUMANEKA KWENCWADANA**

15.1. Le Ncwadana iza kufumaneka ngeelwimi ezintathu ezisemthethweni ezizezi:

15.1.1. IsiNgesi;

15.1.2. isiXhosa; kunye

15.1.3. nesiBhulu

15.2. Inguqulelo yesiXhosa nesiBhulu yale ncwadana iyaguqulelwa kwaye kulindeleke ukuba ifumaneka ngo-2026, kwaye iya kupapashwa kwiwebhusayithi yeSebe lezoThutho.

15.3. Inguqulelo yesiNgesi yale Ncwadana ifumaneka ngokukhawuleza ngolu hlobo lulandelayo-

15.2.1. kwiwebhusayithi: <https://ectransport.gov.za>;

15.2.2. kwi-ofisi kandlunkulu ukuze ihlolwe luluntu ngeeyure eziqhelekileyo zokusebenza;

15.2.3. kuye nawuphi na umntu ngesicelo nangentlawulo yomrhumo omiselweyo ofanelekileyo; kunye

15.2.4. nakuMlawuli weeNkcukacha ngesicelo

15.4. Umrhumo wekopi yeNcwadana, njengoko kuchaziwe **kwisiHlomelo C** uya kuhlawulwa ngefotokopi nganye eyenziweyo eyi-A4.

## 16. UKUHLAZIYWA KWENCWADANA

ISebe lezoThutho liya kuthi, ukuba kukho imfuneko, lihlaziye kwaye lipapashe le Ncwadana rhoqo ngonyaka.

**Ikhutshwe ngu:**

Andile Fani  
  
Signed by Andile Fani, Andile.Fani@ectransport.gov.za  
05/02/2026 11:56:53(UTC+02:00) 

---

**A FANI (MNU)**  
**INTLOKO YESEBE**  
**ISEBE LEZOTHUTHO LEMPUMA KOLONI**

---

**UMHLA**

**ISIHLOMELO A- IFOM 2**

**ISICELO SOKUFIKELELA KWIREKHODI**

Qaphela:

[Ummiselo 7.]

1. *Ubungqina besazisi kufuneka buqhotyoshelwe ngumfaki-sicelo.*
2. *Ukuba izicelo zenziwe egameni lomnye umntu, ubungqina belo gunya, mabuqhotyoshelwe kule fom.*

IYA: KwiSekela leGosa leNgcaciso

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Idilesi)

Idilesi ye-imeyili:

Inombolo yefeksi:

\_\_\_\_\_  
\_\_\_\_\_

Phawula ngo- "X"

Isicelo senziwa egameni lam.

Isicelo senziwa egameni lomnye umntu.

IINKCUKACHA ZOMNTU ZOBUQU			
Amagama apheleleyo:			
Inombolo yesazisi:			
Isikhundla osenza kuso isicelo (xa sisenziwa egameni lomnye umntu):			
Idilesi yeposi:			
Idilesi yesitalato:			
Idilesi ye-imeyili:			
Inombolo zoqhagamshelwano:	Ifowuni:		Ifaksi:
	Iselula:		

Amagama apheleleyo alowo ufakelwa isicelo (ukuba ukhona):	
Inombolo yesazisi:	
Idilesi yeposi:	

Idilesi yesitalato:			
Idilesi ye-imeyili:			
Iinombolo zozhagamshelwano:	Ifowuni:		Ifaksi
	Iselula:		
<b>IINKCUKACHA ZEREKHODI ECELWAYO</b>			
<i>Nika iinkcukacha ezipheleleyo zerekhodi ocela ukuba ufikelele kuyo, kubandakanya nenombolo yerefrensi ukuba uyayazi, ukwenzela ukuba irekhodi leyo ifumaneka. (Ukuba isithuba osinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze uliqhoboshele kule fom. Onke amaphepha ongezelelweyo makasayinwe).</i>			
Inkcazelo yerekhodi okanye yendawo efanelekileyo ekwirekhodi:			
Inombolo yerefrensi, ukuba iyafumaneka:			
Naziphi ezinye iinkcukacha zerekhodi:			
<b>UHLOBO LWEREKHODI</b>			
<i>(Phawula ibhokisi efanelekileyo ngo "X")</i>			
Irekhodi ikwifom ebhaliweyo okanye eprintiweyo			
Irekhodi inemifanekiso ebonakalayo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe yikhompyuter, imizobo, njl).			
Irekhodi inamagama arekhodiweyo okanye iinkcukacha ezinokuphinda ziveliswe kwakhona ngesandi			

Irekhodi igcinwe kwikhompyutha okanye kwi-elektroniki, okanye Ikwifom efundeka ngomatshini	
--	--

**IFOM YOKUFIKELELA**  
(Phawula ibhokisi efanelekileyo ngo "X")

Ikopi eprintiweyo yerekhodi (kubandakanya iikopi zayo nayiphi na imifanekiso, ukukhutshelwa kunye neenkukacha ezigcinwe kwikhompyutha okanye ngendlela ye-elektroniki okanye efundeka ngomatshini)	
Imifanekiso ebonakalayo ebhaliweyo okanye eprintiweyo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe yikhompyutha, imizobo, njl. )	
Ukukhutshelwa kwengoma (ebhaliweyo okanye eprintiweyo)	
Ikopi yerekhodi kwi-flash drive (kubandakanya imifanekiso ebonakalayo kunye neengoma ezivakalayo)	
Ikopi yerekhodi kwi-compact disc drive (kubandakanya imifanekiso ebonakalayo kunye	

<b>INDLELA YOKUFIKELELA</b> <i>(Phawula ibhokisi efanelekileyo ngo "X")</i>	
<i>Ukuhlolwa kwerekhodi kwidilesi ebhalisiweyo yequmrhu likarhulumente (kubandakanya ukumamela amagama arekhodiweyo, iinkukacha zesandi ezinokuphinda ziveliswe, okanye ezigcinwe kwikhompyutha okanye ngendlela ye-elektroniki okanye efundeka ngomatshini)</i>	
Iinkonzo zeposi kwidilesi yeposi	
Iinkonzo zeposi kwidilesi yesitalato	
Iinkonzo yekhoriya kwidilesi yesitalato	
Ikopi yeenkcukacha kwifomathi ebhaliweyo okanye eprintiweyo (kubandakanya imibhalo ekhutshelweyo)	
I-imeyili yeenkcukacha (kubandakanya iingoma xa kunokwenzeka)	
Ukusherwa kwe-cloud / ukuhanjiswa kwefayili	
<i>Ulwimi olukhethiweyo: (Qaphela ukuba irekhodi egciniweyo ayifumaneki ngolwimi olukhethayo, ukufikelela kunganikezwa ngolwimi irekhodi efumaneka ngalo)</i>	

<b>IINKCUKACHA ZELUNGELO OZA KULISEBENZISA OKANYE OZA KULIKHUSELA</b> <i>Ukuba indawo yokubhala enikiweyo ayonelanga, nceda uqhubeke kwiphepha elahlukileyo uze uliqhoboshele kule Fom. Umfaki-sicelo kufuneka asayine onke amaphepha ongezelelweyo.</i>	
Chaza ukuba leliphi ilungelo ekufuneka lisetyenziswe okanye likhuselwe:	
Cacisa ukuba kutheni irekhodi eceliweyo ifuneka ekusebenziseni okanye ekukhuseleni eli lungelo lingentla:	

- a) Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba isicelo siqwalaselwe.
- b) Uya kwaziswa ngesixa mali sokufikelela ekufuneka usihlawule.
- c) Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kuhlobo ufikelelo olufunwa ngalo kunye nexesha elifunekayo lokuphanda nokulungisa irekhodi.
- d) Ukuba unelungelo lokungahlawuliswa nawuphi na umrhumo, nceda uchaze isizathu soko.

Isizathu:	

Uya kwaziswa ngokubhalelwa ukuba isicelo sakho sivunyiwe okanye asivunywanga, kwaye ukuba ngaba sivunyiwe uyakwaziswa kwangeendleko ezinxulumene nesicelo sakho, ukuba zikhona. Nceda ubonise indlela oyikhethayo yembalelwano:

Idilesi yeposi	IFaksi	Unxibelelwano nge-eletronikhi (Nceda ucacise)

Isayinelwe \_\_\_\_\_ ngomhla \_\_\_\_\_ nyanga \_\_\_\_\_ 20 \_\_\_\_\_

Isignitsha yomfaki-sicelo / yomntu owenzelwa isicelo

**UKUSETYENZISWA NGOKUSESIKWENI**

Inombolo yerefrensi:	
Isicelo samkelwe ngu: (chaza isikhundla, igama nefani yeSekela leGosa leNgcaciso)	
Umhla wokufunyanwa:	
Imirhumo yokufikelela:	
Idiphozithi (ukuba ikhona)	

.....

*Isignitsha yeSekela leGosa leNgcaciso*

# ISIHLOMELO B – IFOM 3

## ISIPHUMO SESICELO NEMIRHUMO EHLAWULWAYO

[Ummiselo 8.]

Qaphela:

1. Ukuba isicelo sakho samkelwe--
  - (a) isixa sedipozithi, (ukuba sikhona), sihlawulwa ngaphambi kokuba isicelo sakho siqwalaselwe; kwaye
  - (b) irekhodi eceliweyo / ingxenye yerekhodi iya kukhutshwa kuphela xa kufunyenwe ubungqina bentlawulo ngokupheleleyo.
2. Kucelwa usebenzise inombolo yerefrensi engezantsi kuzo zonke imbalelwano zexa elizayo

IYA:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Isicelo sakho, somhla \_\_\_\_\_, sibhekisa.

### 1. Ucele oku:

Ukuhlola iinkcukacha kwidilesi ebhalisiweyo yoluntu (kubandakanya ukumamela amagama arekhodiweyo, iinkcukacha zesandi ezinokuphinda ziveliswe, okanye ezigcinwe kwikhompyutha okanye ngendlela ye-elektroniki okanye efundeka ngomatshini) isimahla. Uya kuba noxanduva lokuhlawula umrhumo ochazwe kwisiHlomelelo B seMigaqo.

### OKANYE

### 2. Ucele oku:

Iikopi eziprintiweyo zeenkukacha (kubandakanya iikopi zayo nayiphi na imifanekiso, ukukhutshelwa kunye neenkukacha ezigcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini)

Imifanekiso ebonakalayo ebhaliweyo okanye eprintiweyo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe yikhompyutha, imizobo, njl. )

Ukukhutshelwa kwengoma (ebhaliweyo okanye eprintiweyo)

Ikopi yerekhodi kwi-flash drive (kubandakanya imifanekiso ebonakalayo kunye neengoma ezivakalayo)

Ikopi yerekhodi kwi-compact disc drive (kubandakanya imifanekiso ebonakalayo kunye

### 3. Makungeniswe:

Iinkonzo zeposi kwidilesi yeposi

Iinkonzo zeposi kwidilesi yesitalato

Ikopi yeenkcukacha kwifomathi ebhaliweyo okanye eprintiweyo (kubandakanya imibhalo ekhutshelweyo)

I-imeyili yeenkcukacha (kubandakanya iingoma xa kunokwenzeka)

Ukusherwa kwe-cloud / ukuhanjiswa kwefayili

Ulwimi olukhethiweyo:

*(Qaphela ukuba irekhodi egciniweyo ayifumaneki ngolwimi olukhethayo, ukufikelela kunganikezwa ngolwimi irekhodi efumaneka ngalo)*

Nceda qaphele ukuba isicelo sakho:

Sivunyiwe

Asivunywanga, ngenxa yezi zizathu zilandelayo:


**4. Imirhumo ehlawulwayo malunga nesicelo sakho:**

<b>I-ayithem</b>
Ifotokopi
Ikopi eprintiweyo
Ngekopi nganye efundeka kwifom ekwikhompyutha: (i) I-Flash Drive Iya kukhutshwa ngumfaki-sicelo (ii) I-Compact Disc Ukuba ikhutshwa ngumfaki-sicelo Ukuba inikwe lowo ufaka isicelo
Ngokukhutshelwa kwemifanekiso ebonakalayo kwiphepha elingu-A4 kwiphepha ngalinye
Ikopi yemifanekiso ebonakalayo
Ngokukhutshelwa kwesandi esivakalayo kwiphepha elingu-A4 kwiphepha ngalinye
Ngekopi nganye yengxelo erekhodiweyo (i)I-Flash Drive Iya kukhutshwa ngumfaki-sicelo (ii)I-Compact Disc Iya kukhutshwa ngumfaki-sicelo Ukuba inikwe lowo ufaka isicelo
Iposi, i-imeyili okanye naluphi na uhambiso nge-elektroniki:
<b>ITOTALI:</b>

**5. Idipozithi ehlawulwayo (ukuba ukukhangela kungaphezu kweeyure ezintandathu):**

Ewe

Iiyure zokukhangela	
------------------------	--

Imali kufuneka ihlawulwe kule akhawunti yeBhanki ilandelayo: Igama leBhanki:

Igama lomnini-akhawunti: :

Igama lebhanki : ABSA BANK

Igama le-akhawunti : Department of Community Safety

Inombolo ye-akhawunti : 41-0021-5187

IBrantshi : ABS EC PUBLIC SECTOR

Ikhawudi yeBrantshi: : 632005

Inombolo yerefransi : PAIA (Igama nefani)

Ngenisa ubungqina bentlawulo ku: [nomfundo.mahonga@ectreasury.gov.za](mailto:nomfundo.mahonga@ectreasury.gov.za)

Isayinelwe \_\_\_\_\_ ngomhla \_\_\_\_\_ nyanga \_\_\_\_\_ 20 \_\_\_\_\_

---

*ISekela leGosa leNgcaciso*

# ISIHLOMELO C – IMIRHUMO

[Imirhumo]

## Imirhumo kumaQumrhu kaRhulumente

Ayithem	Inkcazo	Isixa
1.	Umrhumo wesicelo ohlawulwa ngumfaki-sicelo ngamnye	R100.00
2.	Ifotokopi yephepha eliyi-A4 ubukhulu	R1.50 ngephepha ngalinye okanye inxalenye yalo.
3.	Ikopi eprintiweyo yephepha eliyi- A4 ubukhulu	R1.50 ngephepha ngalinye okanye inxalenye yalo
4.	Ngekopi nganye efundeka kwifom ekwikhompyutha: (i) Kwi-Flash drive (eza kukhutshwa ngulowo ufaka isicelo) (ii) Kwi-Compact disc • Ukuba likhutshwe ngumfaki-sicelo • Ukuba inikwe umfaki-sicelo	R40.00  R40.00 R60.00
5.	Ngokukhutshelwa kwemifanekiso ebonakalayo kwiphepha le-A4	Le Nkonzo iza kukhangelwa kumboneleli nkonzo wangaphandle. Iya kuxhomekeka kwikoteyishini yoMboneleli Nkonzo.
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ukukhutshelwa kwerekhodi esisandi esivakalayo, kwiphepha eliyi-A4	R24.00
8.	Ikopi yerekhodi esisandi esivakalayo : (i) Kwi-Flash drive (eza kukhutshwa ngumfaki- sicelo) (ii) Kwi-Compact disc • Ukuba likhutshwe ngumfaki-sicelo • Ukuba inikwe umfaki- sicelo	R40.00  R40.00 R60.00
9.	Ukukhangela nokulungiselela irekhodi eza kutyhilwa ngeyure nganye okanye ingxenye yeyure, ingabalwanga iyure yokuqala, efunekayo ngokufanelekileyo kukhangelo olunjalo nolungiselelo.  Ingagqithi kwixabiso elingange	R100.00  R300.00
10.	Idiphozithi: ukuba ukukhangela kudlula iiyure ezi-6	Isinye kwisithathu semali ngesicelo ngasinye kubalwa ngokwee-ayithem ezi-2 ukuya ku-8.
11.	Ukuposa, i-imeyili okanye naluphi na olunye uhambiso nge-elektroniki	Eyona nkitho, ukuba ikho.

## Imirhumo ngokubhekisele kumaQumrhu aBucala

Ayithem	Inkcazo	Isixa
1.	Umrhumo wesicelo ohlawulwa ngumfaki-sicelo ngamnye	R140.00
2.	Ifotokopi yephepha eliyi-A4 ubukhulu	R2.00 ngephepha ngalinye okanye inxalenye yalo.
3.	Ikopi eprintiweyo yephepha eliyi- A4 ubukhulu	R2.00 ngephepha ngalinye okanye inxalenye yalo
4.	Ngekopi nganye efundeka ngendlela yekhompyutha: (i) Kwi-Flash drive (eza kukhutshwa ngulowo ufaka isicelo) (ii) Kwi-Compact disc Ukuba likhutshwe ngumfaki-sicelo Ukuba inikwe umfaki-sicelo	R40.00  R40.00 R60.00

5.	Ngokukhutshelwa kwemifanekiso ebonakalayo kwiphepha le-A4	Le Nkonzo iza kukhangelwa kumboneleli nkonzo wangaphandle. Iya kuxhomekeka kwikoteyishini yoMboneleli Nkonzo.
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ukukhutshelwa kwerekhodi esisandi esivakalayo, kwiphepha eliyi-A4	R24.00
8.	Ikopi yerekhodi esisandi esivakalayo : (i) Kwi-Flash drive (eza kukhutshwa ngumfaki- sicelo) (ii) Kwi-Compact disc Ukuba likhutshwe ngumfaki-sicelo Ukuba inikwe umfaki- sicelo	R 40.00  R40.00 R60.00

# ISIHLOMELO D – ISIBHENO SANGAPHAKATHI

## IFOM 4

### UKUFAKWA KWESIBHENO SANGAPHAKATHI

[Ummiselo 9.]

Inombolo yerefrensi: \_\_\_\_\_

IINKCUKACHA ZEQUMRHU LIKARHULUMENTE				
Igama lequmrhu likarhulumente:				
Igama nefani yeSekela leGosa leNgcaciso:				
IINKCUKACHA ZOMNTU OFAKA ISIBHENO SANGAPHAKATHI				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
Iinombolo zoqhagamshelwano:	Ifowuni:		Ifaksi:	
	Iselula:			
Ingaba isibheno sangaphakathi sifakwa egameni lomnye umntu?			Ewe	Hayi
Ukuba impendulo ngu-"ewe", isikhundla eso ufaka kuso isibheno sangaphakathi egameni lomnye umntu: (Ubungqina besikhundla esifakwa phantsi kwaso isibheno, ukuba sikhona, masiqhotyoshelwe.)				
IINKCUKACHA ZOMNTU OFAKA ISIBHENO SANGAPHAKATHI (Ukuba sifakwe ngumntu ongomnye ochaphazelekayo)				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
Iinombolo zoqhagamshelwano:	Ifowuni:		Ifaksi:	
	Iselula:			
ISIGQIBO MALUNGA NESIBHENO SANGAPHAKATHI ESIFAKIWEYO (phawula ibhokisi efanelekileyo ngo "X")				
Ukwaliwa kwesicelo sofikelelo:				
Isigqibo malunga nemirhumo emiselweyo ngokwecandelo lama-22 loMthetho:				
Isigqibo malunga nokwandiswa kwexesha ekufuneka kusetyenzwe ngalo ngokwesicelo ngokwecandelo lama-26 (1) loMthetho:				
Isigqibo ngokwesiqendu 29 (3) soMthetho sokwala ukufikelela ngohlobo olucelwe ngumfaki-sicelo:				
Isigqibo sokuvuma isicelo sokufikelela:				
IZIZATHU ZESIBHENO (Ukuba isithuba osinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze uliqhoboshele kule fomu, onke amaphepha ongezelelweyo kufuneka atyikitywe.)				
Chaza izizathu ezisekelwe kuzo esi sibheno sangaphakathi:				



Iintlawulo (Icandelo lama-22). Iqinisekisiwe?	Hayi		
--	------	--	--

Ulwandiso (Icandelo lama-26 (1)). Iqinisekisiwe?	Ewe		Isigqibo esitsha (ukuba asiqinisekiswa)	
	Hayi			
Ukufikelela (Icandelo lama-29 (3)). Iqinisekisiwe?	Ewe		Isigqibo esitsha (ukuba asiqinisekiswa)	
	Hayi			
Isicelo sokufikelela sivunyiwe. Iqinisekisiwe?	Ewe		Isigqibo esitsha (ukuba asiqinisekiswa)	
	Hayi			

Isayinelwe \_\_\_\_\_ ngenyanga \_\_\_\_\_ ngomhla \_\_\_\_\_ 20 \_\_\_\_\_

~~UGunyaziwe ofanelekileyo~~ \_\_\_\_\_

# ISIHLOMELO E – ISIKHALAZO

## IFOM 5 UKUFAKWA KWESIKHALAZO

[Ummiselo 10.]

Qaphela:

1. Le fom yenzelwe ukunceda uMfaki-sicelo (emva koku obizwa ngokuba " ngulowo ukhalazayo") xa ecela uphononongo lwempendulo yequmrhu likarhulumente okanye labucala okanye xa engaphendulwayo kwisicelo sokufikelela kwiirekhodi phantsi koMthetho wokuKhuthaza ukuFikelela kwiiNkcukacha 2000 (uMthetho Nombolo 2 ka- 2000) ("PAIA"). Nceda ugcalise le fom uyithumele kuMlawuli woLwazi okanye ugcalise ifom yezikhalazo ekwi- intanethi efumanekayo ku-<https://www.justice.gov.za/inforeg/>
2. I-PAIA inika uluntu ilungelo lokufaka isikhalazo kuMlawuli weeNkcukacha malunga nalo naluphi na uhlobo lwezikhalazo ezichazwe kwicandelo E lale fom yezikhalazo.  
  
Ngumgaqo-nkqubo woMlawuli weeNkcukacha ukuhlehlisa ukuphanda okanye ukwala isikhalazo ukuba lowo ukhalazayo akanikanga kuqala iqumrhu likarhulumente okanye labucala (apha emva kokubizwa ngokuba "liQumrhu") ithuba lokuphendula nokuzama ukusombulula umba. Ukunceda iQumrhu ukuba lijongane neenkxalabo zakho ngaphambi kokuya kuMlawuli weeNkcukacha kufuneka ugcalise ifom emiselweyo ye-PAIA kwaye uyingenise kwiQumrhu.
4. Ikopi yale fom iya kunikwa iQumrhu elo ulikhalazelayo. Iinkcukacha ozinika kule fom, eziqhotyoshelwe kule fom  
  
okanye ozinika kamva, ziya kusetyenziselwa ukuzama ukusombulula imbambano yakho, ngaphandle kokuba kuchazwe ngenye indlela apha.
5. Umlawuli weeNkcukacha uyakwamkela isikhalazo sakho wakube uqinisekisile ukuba uyithobele le miqathango ilandelayo.
6. Nceda uqhoboshele la maxwebhu alandelayo, ukuba unawo:
  - Ikopi yefom kwiQumrhu ocela ukufikelela kwiirekhodi zalo;
  - Impendulo yeQumrhu kwisikhalazo sakho okanye isicelo sokufikelela ;
  - Nayiphi na enye imbalelwano phakathi kwakho neQumrhu malunga nesicelo sakho;
  - Ikopi yefom yesibheni, ukuba isikhalazo sakho sijolise kwiqumrhu likarhulumente;
  - Impendulo yeQumrhu kwisibheni sakho;
  - Nayiphi na enye imbalelwano phakathi kwakho neQumrhu malunga nesibheni sakho;
  - Amaxwebhu akugunyazisa ukuba wenza egameni lomnye umntu ( ukuba kuyabandakanyeka);
  - Umyalelo wenkundla okanye amaxwebhu enkundla afanelekileyo kwisikhalazo sakho, ukuba akhona.
7. Ukuba isithuba esibonelelwe kule Fom asonelanga, faka iinkcukacha njengesihlo melo kule Fom uze usayine iphepha ngalinye

IYA: The Information Regulator  
P.O Box 31533  
Braamfontein,  
2017

Idilesi ye-imeyili: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)  
Inombolo +27 (0) 10 023 5200  
yefowuni:

### ISIKHUNDLA SOMNTU / UMNTU ONGOMNYE OCHAPHAZELEKAYO OFAKA ISIKHALAZO

(Phawula ngo "X")

Umntu ofaka  
isikhalazayo

Ummeli womntu ofaka isikhalazayo

Umntu ongomnye ochaphazelekayo

<b>IINKCUKACHA</b>				
Ngaba usingenisile isicelo (ifom ye-PAIA) yokufikelela kwirekhodi yequmrhu loluntu / labucala?	Ewe		Hayi	
Ngaba iintsuku ezingama-30 ziphelile ukususela kumhla owangenisa ngawo ifom yakho ye-PAIA?	Ewe		Hayi	
Ngaba uyigqibile yonke inkqubo yokubhena yangaphakathi ngokuchasene nesigqibo seSekela leGosa leNgcaciso lequmrhu likarhulumente?	Ewe		Hayi	
Ngaba sele ufake isicelo kwinkundla ukufumana uncedo olufanelekileyo malunga nalo mba?	Ewe		Hayi	

<b>IYA KUSETYENZISWA NGUMLAWULI WEENKCUKACHA KUPHELA</b>				
Ifunyenwe ngu: (Amagama apheleleyo)				
Isikhundla:				
Isignitsha:				
Isikhalazo samkelwe:	Ewe		Hayi	
Inombolo yerefrensi:				

*Isitampu somhla*

Idilesi yeposi	IFaksi	Olunye unxibelelwano lwe-elektroniki (nceda ucacise)

<b>ICANDELO A</b>	
<b>IINKCUKACHA ZOBUQU ZOMMANGALI</b>	
Amagama apheleleyo:	
Inombolo yesazisi:	
Idilesi yeposi:	
Idilesi yesitalato:	
Idilesi ye-imeyili:	

Inombolo zoqhagamshelwano:	Umnxeba (B):		IFaksi	
	Iselula			
<b>ICANDELO B</b>				
<b>IINKCUKACHA ZOMMELI</b>				
<i>(Gcwalisa kuphela xa uza kumelwa. Igunya leGqwetha kufuneka liqhotyoshelwe ukuba ummangali umelwe, kungenjalo isikhalazo siyakwaliwa)</i>				
Amagama apheleleyo ommeli:				
Uhlobo lokumelwa:				
Inombolo yesazisi/Inombolo yobhaliso:				
Idilesi yeposi:				
Idilesi yesitalato:				
Idilesi ye-imeyili:				
Inombolo zoqhagamshelwano:	Umnxeba (B):		IFaksi	
	Iselula			

**ICANDELO C****IINKCUKACHA ZOMNTU ONGOMNYE OCHAPHAZELEKAYO***(Nceda uqhoboshele ileta yesigunyaziso)*

Uhlobo leQumrhu:	laBucala		IikaRhulumente	
Igama lequmrhu *labucala/likarhulumente:				
Inombolo yobhaliso (ukuba ikho):				
Igama, ifani kunye nesihloko somntu ogunyazisiweyo ukuba afake isikhalazo:				
Idilesi yeposi:				
Idilesi yesitalato:				
Idilesi ye-imeyili:				
Inombolo zoqhagamshelwano:	Umnxeba (B):		IFaksi	
	Iselula			

**ICANDELO D****IQUMRHU ELIFAKELWA ISIKHALAZO**

Uhlobo leQumrhu:	laBucala		IikaRhulumente	
Igama lequmrhu *likarhulumente/labucala:				
Inombolo yobhaliso (ukuba ikho):				
Igama, ifani kunye nesihloko somntu oye wasebenza naye kwiqumrhu labucala / likarhulumente ukuzama ukusombulula isikhalazo sakho okanye isicelo sokufikelela kwiinkcukacha.				
Idilesi yeposi:				
Idilesi yesitalato:				
Idilesi ye-imeyili:				
Inombolo zoqhagamshelwano:	Umnxeba (B):		IFaksi	

	Iselula			
Inombolo yerefrensi oyinikiweyo(Ukuba ikho):				
<b>ICANDELO E</b>				
<b>ISIKHALAZO</b>				
<i>Khawusixelele ngamanyathelo owathathileyo ukuzama ukusombulula isikhalazo sakho (Izikhhalazo kufuneka zingeniswe ngqo kwiqumrhu likarhulumente ukuze lisabele kwaye kubekho isisombululo esinokuba khona;kukho imida emiselweyo)</i>				
Umhla ekwenziwe ngawo isicelo sokufikelela kwiirekhodi:				
Nceda uchaze uhlobo lwamalungelo ekufuneka esetyenzisiwe okanye akhuselwe, ukuba ukuthobela umthetho kujoliswe kwiqumrhu labucala:				
Uzamise ukusombulula imicimbi nequmrhu?		Ewe		Hayi
Ukuba ewe, uyifumene nini? (Nceda uqhoboshele ileta kwesi sicelo.)				
Ukhe wabhena kwisigqibo seSekela leGosa leNgcaciso leQumrhu likarhulumente?		Ewe		Hayi
Ukuba ewe, usifake nini isibheni?				
Ngaba sele ufake isicelo kwinkundla ukufumana uncedo olufanelekileyo malunga nalo mba?		Ewe		Hayi
Ukuba ewe, nceda uchaze ukuba lo mcimbi wagwetywa nini yiNkundla? Nceda uqhoboshele uMyalelo weNkundla, ukuba ukhona.				
<b>ICANDELO F</b>				
<b>UHLOBO OLUCACISIWEYO LOKUFUMANA IIREKHODI</b>				
<i>(Nceda ukhethe enye okanye ezingaphezulu kwezi zilandelayo ukuze uchaze isikhalazo sakho kuMlawuli weeNkcukacha)</i>				
Isibheni asiphumelelanga: (Icandelo 77A(2)(a) okanye icandelo 77A(3)(a) le-PAIA)		Ndibhene kwisigqibo sequmrhu likarhulumente kwaye isibheni asiphumelelanga.		

Iisicelo sokuxolelwa asiphumelelanga: (Icandelo 77A(2)(b) kunye 75(2) le-PAIA)	<i>Ndisifakile isibheni sam ngokuchasene nesigqibo sequmrhu likarhulumente kwaye ndenze isicelo soxolelo. Isicelo soxolelo sakhatywa.</i>	
Ukwaliwa kwesicelo sofikelela: (Icandelo 77A (2) (c) (i) okanye 77A (2) (d) (i) okanye 77A (3) (b) le-PAIA)	<i>Ndicele ukufikelela kwiinkcukacha ezigcinwe kwiqumrhu kwaye eso sicelo asivunywanga.</i>	
Iqumrhu lifuna ukuba ndihlawule umrhumo kwaye ndiziva ngathi ugqithisile: (Icandelo 22 okanye 54 le-PAIA)	<i>Ithenda okanye intlawulo yomrhumo omiselweyo.</i>	
	<i>Ithenda okanye intlawulo yedipozithi.</i>	
Imbuyekezo yedipozithi: (Icandelo 22 (4) le-PAIA)	<i>ISekela leGosa leNgcaciso lalile ukubuyisa idipozithi ehlawulwe ngokubhekisele kwisicelo sofikelelo esingavunywanga.</i>	
Andivumelani nolwandiso lwexesha: (Icandelo 26 okanye 57 le-PAIA)	<i>Iqumrhu lithathe isigqibo sokwandisa ixesha lokuphendula kwisicelo sam, kwaye andivumelani nolwandiso lwamaxesha oluceliweyo okanye ulwandiso lwexesha oluthathiweyo ukuphendula isicelo sam sokufikelela.</i>	
Ifom yokufikelela ayamkelwanga: (Icandelo 29 (3) okanye 60 (a) le-PAIA)	<i>Ndicele ufikelelo ngohlobo oluthile nolufanelekileyo kwaye olo hlobo lokufikelela alwamkelwa.</i>	
Kuthathwa njengokukhatyiweyo: (Icandelo 27 okanye 58 le-PAIA)	<i>Zingaphezulu kweentsuku ezingama-30 ndenza isicelo sam kwaye andikasifumani isigqibo.</i>	
	<i>Ixesha lolwandiso liphelile kwaye akukho mpendulo ifunyenweyo.</i>	
Izizathu ezinyanzelekileyo zokwala ukufikelela kwingxelo	<i>Iirekhodi (eziphantsi kwezizathu zokwala ukufikelela) zichazwe ngokungafanelekanga / ngokungekho ngqiqweni.</i>	
Akukho sizathu saneleyo sokwala ukufikelela: (Icandelo 56 (3) (a) le-PAIA)	<i>Isicelo sam sokufikelela asivunywanga, kwaye akukho sizathu sivakalayo okanye saneleyo sokwala esinikiweyo, kubandakanya amalungiselelo alo Mthetho, ebekuxhomekeke kuwo ngokwala.</i>	
Ukufikelela ngokuyinxenye kwirekhodi: (Icandelo 28 (2) okanye 59 (2) le-PAIA)	<i>Ukufikelela kwinxalenye kuphela yeerekhodi eziceliweyo kuye kwanikezelwa kwaye ndikholelwa ekubeni ezinye iirekhodi bekufanele ukuba zichaziwe.</i>	

Ukuhlawulwa kwentlawulo: (Icandelo 22 (8) okanye 54 (8) le-PAIA)	<i>Ndixolelwe ukuhlawula nayiphi na intlawulo kwaye isicelo sam sokurhoxisa intlawulo asivunywanga.</i>	
Imiqulu eselugcinweni engenakufunyanwa okanye engekho: (Icandelo 23 okanye 55 le-PAIA)	<i>IQumrhu libonisa ukuba ezinye okanye zonke iirekhodi eziceliweyo azikho kwaye ndikholelwa ekubeni zikhona ezinye iirekhodi.</i>	
Ukusilela ukuveza iirekhodi:	<i>IQumrhu liqgibe ekubeni linike ukufikelela kwiirekhodi eziceliweyo, kodwa andikazifumani.</i>	
Akukho lawulo lwezobulungisa (ukusebenzisa okanye ukukhusela nawaphi na amalungelo): (Icandelo 50 (1) (a) le-PAIA)	<i>IQumrhu libonisa ukuba iirekhodi eziceliweyo azifakwanga kwi-MPFL kwaye andivumelani noko.</i>	
Isicelo esiyinkcitha xesha okanye esikruqulayo (Icandelo 45 le-PAIA)	<i>IQumrhu libonise ukuba isicelo sam sibonakala siyinkcitha xesha okanye sikruqula kwaye andivumi.</i>	
Okunye: (Nceda ucacise):		
<b>ICANDELO G</b>		
<b>IZIPHUMO EZILINDELEKILEYO</b>		
<i>Ucinga ukuba uMlawuli weeNkcukacha angakunceda njani? Chaza isiphumo okanye isiphumo osifunayo.</i>		
<b>ICANDELO H</b>		
<b>IZIVUMELWANO</b>		

***Isiseko esisemthethweni sezi zivumelwano zilandelayo sicacisiwe kwiSaziso soBucala malunga nendlela yokufaka uxwebhu lwakho lwesikhalazo. Ukuze uMlawuli weeNkcukacha aqwalasele isikhalazo sakho, kuya kufuneka ujonge ibhokisi nganye engezantsi ukubonisa isivumelwano sakho:***

Ndiyavuma ukuba uMlawuli weeNkcukacha angasebenzisa iinkcukacha azinikiweyo kwisikhalazo sam ukunceda ekuphandeni imiba enxulumene nokuphakanyiswa kwelungelo lokufikelela kwiinkcukacha kunye nokukhuselwa kwelungelo lemfiho eMzantsi Afrika. Ndiyaqonda ukuba uMlawuli weeNkcukacha akasoze aquke iinkcukacha zam okanye ezinye iinkcukacha kwingxelo kawonke-wonke, kwaye iinkcukacha zam zisakhuselwe nguMthetho woKhuseleko lweeNkcukacha zoMntu, ka-2013 (uMthetho Nombolo 4 ka-2013). Ndiyaqonda ukuba andivumi, uMlawuli weeNkcukacha uyakuqhubeka nokufaka isikhalazo sam

Iinkcukacha ezikule Fom yeZikhalazo ziyinyani ngokolwazi kunye nenkolelo yam

Ndiyagunyazisa uMlawuli weeNkcukacha ukuba aqokelele iinkcukacha zam zezikhalazo (ezinje ngeenkcukacha zam kule fom yesikhalazo) kwaye azisebenzise ukuqhubekisa isikhalazo sam ngokunxulumene nelungelo lokufikelela kwiinkcukacha kunye/okanye nokukhuselwa kwelungelo lemfiho

Ndigunyazisa nabani na (onjengomqeshi, umboneleli-nkonzo, ingqina) onolwazi olufunekayo ukuqhubeka nesikhalazo sam ukuze abelane noMlawuli weeNkcukacha. UMlawuli weeNkcukacha unokuzifumana ezi nkcukacha ngokuthetha namangqina okanye ngokucela iirekhodi ezibhaliweyo. Kuxhomekeke kubume besikhalazo, ezi rekhodi zinokubandakanya iifayili zabasebenzi okanye idatha yomqeshi, iirekhodi zonyango okanye zesibhedlele, kunye neenkcukacha zezimali okanye zomrhafi

Ukuba naziphi na iinkcukacha zoqhagamshelwano zam ziyatshintsha ngexesha lenkqubo yesikhalazo, luxanduva lwam ukwazisa uMlawuli weeNkcukacha; kungenjalo isikhalazo sam sinokufumana ukulibaziseka okanye ukuvalwa

Isayinelwe \_\_\_\_\_ ngomhla \_\_\_\_\_ ngenyanga \_\_\_\_\_ 20

---

Umntu ofaka isikhalazo/Umntu ongomnye ochaphazelekayo ogunyazisiweyo