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# **UMNYANGO WEZOBULUNGISWA KANYE NOKUTHUTHUKISWA KOMTHETHOSISEKELO**

## **IMANUWALI YESAHLUKO SE-14: UKUQHUTSHEKISELWA PHAMBILI UKUFINYELELEKA KOLWAZI**

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*Yafakwa ulwazi olusha mhla zi-31 August 2016*

**IMANUWALI ILUNGISWE NGOKWESAHLUKO SE-14 SOMTHETHO WOKUQHUTSHEKISELWA PHAMBILI UKUFINYELELEKA KOLWAZI WONYAKA WE-2000**

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## **ISAHLUKO SOKU-1**

UMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi wonyaka we-2000 (uMthetho wesi-2 we-2000) ubeka ukuthi uHlaka Lukahlumeni kufanele luhlinzeke ngemininingwane yamarekhodi agcinwe uhlaka lukahlumeni olufana nalolu ukuze kwazekwe ukuthi nanoma isiphi isicelo siphendulwe.

IMININGWANE YAMAREKHODI AGCINWE UHLAKA LUKAHLUMENI IGCINWE EBHUKWINI OKUJWAYELE UKUBA LAZIWE NGOKUTHI IMANUWALI. IMANUWALI NGOKUNJALO IMAYELANA NAMAREKHODI AGCINWE UHLAKA LUKAHLUMENI. AMAREKHODI AGCINIWE AMAYELANA NEBHIZINISI/IMISEBENZI YEYUNITHI NEYUNITHI. UKWEHLUKANISA PHAKATHI KWEMISEBENZI/IBHIZINISI LEYUTHI NGAYINYE, AMAREKHODI EYUNITHI NGAYINYE ANIKWA IZINOMBOLO EZEHLUKILE. IREKHODI NGALINYE LIPHINDE LIBE NOMYALO WOKULISEBENZISA

Ngaphandle kwamarekhodi, abuye abizwe ngamafayela, imanuwali iphinde ibe nolwazi ngekhele leNhloko Yomnyango kanye namakheli aBagcinilwazi boHlaka Lukahlumeni kanye namagama enye nanye iyunithi yoHlaka Lukahlumeni, kanye nomsebenzi wayo omkhulu kanye nohlu lwawo onke amarekhodi agcinwe uHlaka Lukahlumeni.

## **ISAHLUKO SESI-2**

### **UMHLAHLANDLELA WESAHLUKO SE-10 WAWO ONKE AMAMANUWALI ERIPHABHLIKHI YASENINGIZIMI AFRIKA**

IKhomishani Yamalungelo EsiNtu YaseNingizimu Afrika ishicilele umhlahlandlela njengoba kubekwe yiSahluko se-10 soMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi. Lo mhlahlandlela utholakala emahhovisi eKhomishani Yamalungelo EsiNtu YaseNingizimu Afrika.

IYunithi ye-PAIA (Ukuqhubekisela Phambili Ukufinyeleleka Kolwazi) kuKhomishani Yamalungelo EsiNtu YaseNingizimu Afrika.

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## **ISAHLUKO SESI-3**

### **IMININGWANE YOKUXHUMANA NOMGCINILWAZI KANYE NAMASEKELA AKHE KUMNYANGO WEZIBULUNGISWA NOKUTHUTHUKISWA KOMTHETHOSISEKELO**

#### **UMGCINILWAZI**

UMqondisi-Jikekele e-DOJCD: Mr. V Madonsela  
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## Ukuchazwa kwemisebenzi

Ngukuhlinzeka ngokuqondiswa kuMnyango Wezobulungiswa Nokuthuthukiswa Komthethosisekelo (i-DOJCD) kanye nokuqinisekisa ubusobala, ukuziphendulela, ukusebenza okunolwazi kanye nokusizwa kwamaklayenti okugcono, okumbandakanya ababophisayo, iPhalamende kanye Nohulumeni.

### OSEKELA-MGCINILWAZI:

UNks Marlyn Raswiswi

UMmeli Witness Ndou

UNks Natalie-Dominique Louw

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## Ukuchazwa kwemisebenzi

Ukuqhutshwa kokusetshenziswa kwe-PAIA yizo zonke iZinhlaka Zikahulumeni kanye nokuhlelelwa ukuqhutshekiselwa Phambili kwe-PAIA emphakathini kanye nokuqeqeshwa koSekela-Mgcinilwazi ngokusetshenziswa koMthetho.

### AMAGATSHA AKUMNYANGO WEZOBULUNGISWA KANYE NOKUTHUTHUKISWA KOMTHETHOSISEKELO

<p><u>IZINSIZO ZENKANTOLO KANYE NOKUTHUTHUKISWA KWENQUBOMGOMO</u> USekela Mqondisi-Jikelele</p>	<p>Ukuqinisekisa izinsizo zenkantolo ezingabizi kanye nokukhuthaza ukuhlukaniswa kwemisebenzi yokwahlulela, ukushushiswa nokuphatha; ukuxazululwa ngokushesha kwemidanti yomthetho wemindeni Ukwenza ucwaningo; ukuhlelela ukusetshenziswa kweqoqomthetho eligunyazwe ngumthethosisekelo ofana noMthetho Wokukhuthazwa Kokulingana kanye Nokunqandwa Kobandlululo Olwenzelelayo wonyaka we-2000) kanye noMthetho Wobulungiswa Bokuphatha wonyaka we-2000; ukukhuthazwa koMthethosisekelo kanye namagugu awo; kanye nokusiza nokuvikela izikhungo ezizimele ezisekela intando yeningi yomthethosisekelo ukuze kuqinisekiswa ukuzimela kwazo kanye nempumelelo yazo; futhi nokuhlelela, ukukhuthaza nokusungula izinhlelo ekusekeleni ubulungiswa basemphakathini, kanye nentando yeningi okubanjwa kuyo iqhaza.</p> <p><b>Uphiko: Ukusebenza Kangcono Kwenkantolo Yesifunda</b> Ukuphatha ukuthuthukiswa kwenqubomgomo kanye nokungenelela/nezinhlelo zokusekela uhlelo lokuphathwa kokuhamba kwamacala; Ukuhlola okuqhubekayo kwensebenzo yezinkantolo kanye futhinokuphumelelisa amasu okungenelela ukuze kwehliswe ukusilela kwamacala; Ukuhlinzeka izinsizakalo zokusekela ze-HRP; ukuphawula nokuya kumahhovisi afanele emidanti yezabasebenzi; Ukuphatha izinqubo nezinkambiso zamacala omphakathi nawobugebengu; Ukuqinisekisa ukuthuthukiswa nokubandakanywa kwezinhlelo zokusebenza kangcono kwezinkantolo (izinhlelo zokurekhoda, ukuhlelwa kwamavido, izinhlelo ezibandakanyayo zokuphathwa kwamacala); Ukuhlelela kanye nokubuyekeza izinhlaka zikazwelonke zokulawula kuzinsizakalo zezinkantolo ukuze kuthuthukiswe ukusebenza kwezinkantolo; Ukuhlela ukukudidiyelwa kukazwelonke kwemimizamo yabalingani bobulungiswa ngokuphathwa kwamacala kanye nokusetshenziswa</p>
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	<p>kwezihlosongqangi zoqoqo; Ukwenza amazanga ezinsizakalo futhi nokuphumelelisa izinhlaka ze-SLA ngokuphathwa komsebenzi ezinkantolo kanye nokuqapha ukuhlonishwa kwamazinga ezinsizakalo; Ukuhlelela ulwazi ngezinsizo zezinkantolo kanye nokusebenza ukusekelwa kwezinqumo; Ukweseka amaJaji enkantolo nokusetshenziswa nabo.</p>
<p><u>ABAPHATHI BENKANTOLO ENKULU</u> UMphathi Omkhulu</p>	<p>Ukuhlinzeka ngokufinyeleleka kuzinsizo ezimayelana nempahla yoshonile kanye nengakwazi ukukhokha izikweletu, ukubhekela namathrasti. Ukugunyazwa kwaBaphathi Bezinkantolo Ezinkulu ngokubheka ukuphathwa kwezimpahla zabashonile nabangakhoni ukukhokha izikweletu kanye nokuba isazimthetho, amathrasti nababhekeli kanye nokwenza ngcono ukufinyeleleka kusiKhwama Sabaqaphi kwabantu abafanele ukufaka ikleyimu kulesi sikhwama.</p>
<p><u>UKUTHUTHUKISWA KOMTHETHO</u> USekela Mqondisi-Jikelele</p>	<p>Uphenya, alungise aphinde aqhubekisele phambili izichibiyelo kuMthethosisekelo waseRiphabhlikhi YaseNingizimi Afrika wonyaka we-1996. Uphenya, alungise aphinde aqhubekisele phambili umthetho zichibiyelo omusha noma ukuchibiyelwa komthetho oyisisekelo, kumbandakanya nemithetho emncane, woMnyango.</p>
<p><u>IZINSIZO ZOKWELULEKWA NGOMTHETHO</u> UMeluleki Omkhulu Wombuso Wezomthetho</p>	<p>Uhlinzeka ngezinsizo zomthetho zolwazi, ezingabizi nezisebenza kangcono kuHulumeni, ngokusekela iyunithi yezomthetho, ngokwakha imithetho nezinqubomgomo ngokushushumbiswa kwemali, ukwenza umthetho uhambelane nesikhathi samanje ngokubhala nokubeka izinsizo zomthetho ndawonye.</p>
<p><u>EZEZIMALI UMPHATHI OMKHULU WEZEZIMALI</u></p>	<p>Ukunikeza ngezinsizakalo zokusekela ngemidanti yezezimali nokutholakala kwezinto.</p>
<p><u>IZINSIZA ZENHLANGANO EZABASEBENZI</u> USekela Mqondisi-jikelele: Izinsizo Zangaphakathi Enhlanganweni</p>	<p><b>Igatsh: Ezabasebenzi (i-HR)</b> Ukuhlinzeka ngosizo oluphendulayo lwezabasebenzi. Lokhu kumbandakanya umhlahlandlela wenqubomgomo, ukweluleka, usizo lokuphatha nokuqeqesha ukuze kube nabasebenzi abazinzile nabakhuthazekile boMnyango Wezibulungiswa Nokuthuthukiswa Komthethosisekelo.</p> <p><b>Igatsha:Ukufundiswa Komphakathi Nokuxhumana (i-PEC)</b> Ukuhlinzeka ngezinsizo zokuxhumana ngokusatshalaliswa kolwazi nangezinsizo zokufundisa umphakathi, ezenziwe zahambisana noHlelo Lukazwelonke Lokuxhumana kanye nokugxilisa ngaphakathi isiqubulo: "ISIZWE EZISEBENZELA IMPILO ENGCONO".</p> <p><b>Igatsha: Ukuphathwa Kwezinhlelo Zolwazi (i-ISM)</b> Ukuqinisekisa ukuthi i-DOJCD isebenzisa ubuchwepheshe obungcono kakhulu ukuze ibe nezinhlelo zokuphatha ezingabizi, iqhubekisela phambili ukuziphendulela futhi ibhekana nezidingo zezinhlelo zolwazi nokuphatha ngendlela eyimpumelelo.</p>
<p><u>UKUTHUTHUKISWA KOMTHETHOSISEKELO</u> USekela Mqondisi-Jikelele</p>	<p>Ukugxilisa intando yeningi yomthethosisekelo, amagugu nokwengamela ezweni egameni lombuso nohulumeni.</p> <p><b>Igatsha: Ubudlelwane Namazwe Omhlaba</b> Ukubhekana nemidanti yezaphulamthetho zakwamanye amazwe nezasekuhlaleni, amalungelo esintu amazwe omhlaba nomthetho wobudlelwane babantu, usizo lomsebenzi nokuvakasha kufundwa kanye nokuya emihlanganweni phesheya kwezilwandle.</p>

## **ISAHLUKO SESI-4**

### **AMAREKHODI AGCINWE UMNANGO, ATHOLAKALA NGOKUZENZAKALELAYO**

#### **ISINGENISO**

Lesi siqephu sesebenza ngemibandela yesahluko se-14(1) (d) soMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi, obeka ukuthi uhlaka lukahulumeni lufanele luhlinzeke ngamarekhodu eliwagcinile ukuze lufeze isicelo sokufinyeleleka kolwazi.

Kubalulekile ukuqaphela ukuthi uMnyango Wezobulungiswa Nokuthuthukiswa Komthethosisekelo wehlukaniswe izinhloko ezimbili mayelana nolwazi/amarekhodi owagcinile:

- Amagatsha enza imisebenzi emkhulu - Abaphathi Bezinkantolo, Izinsizakalo Zezinkantolo, njll.
- Amagatsha enza imisebenzi yokusekela - i-HR, i-PEC, i-ISM, njll.

Okufakiwe futhi kule manuwali izihloko zamafayela. Amafayela ayithuluzi elisetshenziselwa ukugcina amarekhodi kuMnyango. Ifayela ngalinye linenombolo kanye nencazelo emfushane yerekhodi ekhona efayilini kanye nesihloko sefayela. Okubaluleke kakhulu ukuthi – ifayela ngalinye linenombolo yalo, usuku lokuvulwa nokuvalwa kanye nomyalo wokusetshenziswa kwalelo fayela. Ukusetshenziswa komyalo kubalulekile ngenxa yokuthi kunquma ukuthi yini okufanele yenziwe ngefayela ngemuva kokuba isikhathi siphelile, isib. u-A10 usho ukuthi ifayela elifanele lithunyelwe ku-NASA (iNgodlamagugu Kazwelonke YaseNingizimu Afrika) eminyakeni elishumi ngemuva kwesikhathi sokuvalwa esikukhava yefayela. IGatsha Likangqongqoshe loMnyango linohlelo lwalo lokugcina amarekhodi, olufana nalelo loMnyango.

#### **UKUFINYELELA KUMAREKHODI NGOKWESAHLUKO SE-15(1)**

UNgqongqoshe, ngokwesahluko se-15(2), ufanele ashicilele kwiGazethi Kahulumeni isaziso samarekhodi atholakala ngokuzenzakalelayo.

Lesi siqephu sichaza jikelele imibandela yamarekhodi atholala ngokuzenzakalelayo. Ulwazi lwekheli luyatholakala futhi ku-website yoMnyango ethi: [www.justice.gov.za](http://www.justice.gov.za)

#### **UKUCHAZWA KWEZINHLAKA ZAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO NGOKWESAHLUKO SE-15(1) SOMTHETHO WOKUFINYELELEKA KOLWAZI WE-2000 (UMTHETHO WONYAKA WESI-2 WONYAKA WE-2000)**

##### **1. UKUCHAZWA KWEZINHLAKA ZAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO UKUZE AHLOLWE NGOKWESAHLUKO SE-15(1)(a)(i)**

###### **Izinsizo Zezinkantolo**

- **Igatsha: Ukuma Kwezinsizakalo Zezinkantolo**
- Ifomu lokufaka isicelo sokuqokwa njengoKhomishani Wezifungo
- Izidingo zokufaka isicelo njengoKhomishani Wezifungo
- Ifomu lokufaka isicelo sokuqokwa njengePhoyisa Lenkantolo
- Ifomu lokufaka isicelo sokuqokwa njengomahluleli.
- Ulwazi jikelele ngeHhovisi Lommeli Wemindeni.
- Ulwazi jikelele mayelana nokusetshenziswa kwe-Hague Convention ngeMidanti Yomphakathi Ngokuthunjwa kwezingane Emhlabeni
- Izinombolo zokuxhumana zoMmeli Omkhulu Wemindeni kanye nezamahhovisana Ommeli Wemindeni.
- UMthetho Wezingane wama-38 wonyaka we-2005
- Izimiso zoMnyango Wezobulungiswa kuMthetho Wezingane
- UMthetho Wokulamula Kweminye Yemidanti Yezehlakano wama-24 wonyaka we-1987
- Amafomu ahluhlukeni abekwe yiqoqomthetho elisetshenziswayo
- Ulwazi jikelele ngeZinkantolo Zokulingana Neqoqomthetho.
- Iqoqomthetho ngeZinkantolo Zokulingana.
- Amafomu asetshenziswa Ezinkantolo Zokulingana.
- Eminye imibhalo, izincwajana, amabhrosha namaphamfulethi,

**1. UKUCHAZWA KWEZINHLAKA ZAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO UKUZE AHLOLWE NGOKWESAHLUKO SE-15(1)(a)(i)**

imibhalo jikelele.

- Imidanti nemibhalo yeKomidi Lokubukezwa Kokulingana.
- Izinombolo zokuxhumana zeziNsizo Zekantolo.
- Umhlahandlela osetshenziswayo – ukuPhathwa kwenkantolo nokugeleza kwamacala eZinkantolo Zobugebengu Zezifunda nezezigodi
- **Uphiko: Ukusebenza Kangcono Kwenkantolo Yesifunda**
- Izinombolo zokuxhumana zeziNkantolo Ezincane kanye nabaphathi bezinkantolo
- Izinombolo zokuxhumana zoMongameli Bezinkantolo.
- Uhlu lwezinkantolo lzezifunda – Zobugebengu
- Uhlu lwezinkantolo lzezifunda – Zomphakathi
- Umhlahandlela osetshenziswayo – ukuphathwa nokugeleza kwamacala eZinkantolo Zezifunda Nezigodi
- Amafomu olwazi eZinkantolo Zezifunda Zobugebengu
- Uhlu lwezinkantolo lapho kusetshenziswa i-AVR
- Uhlu lwezinkantolo lapho kutholakele ukusilela emuva
- Amafomu ahluhlukeni abekwe yiqoqomthetho elisetshenziswayo

**Ukuthuthukiswa  
Komthethosisekelo**

- Incwajana Yomthethosisekelo WaseNingizimu Afrika (ngezilimi eziyi-11 ezisemthethweni neNhreyili)
- Ulwazi jikelele ngeZinkantolo Zokulingana
- Iqoqomthetho Ngezinkantolo Zokulingana.
- Amafomu asetshenziswa Ezinkantolo Zokulingana
- Izincwajana, amabhroshe namaphamfulethi nge-PAJA, i-PAIA ne-PEPUDA

- Izinqumo ngemihlangano yoMakomidi Abuyekeza Ukulingana

- Imibhalo esho Izinguquko Zezivumelwano Zamalungelo Esintu esayindwe yiKhabhinethi nePhalamende
- Ukwazisa kafushane ngokuxoxisana nemigwamanda yangaphakathi efana ne-UN, i-Hague Convention, Izikhungo Zamazwe Ngamazwe Zokuhlenganiswa Komthetho Wangasese
- Imibiko Yezwe Ngamathuluzi Amalungelo Esintu Amazwe Omhlaba
- Ulwazi jikelele ngokuthuthukisa koHlelo Lukazwelonke lokuzokwenziwa Ukulwa Nobandlululo, Ukucwaswa Kwabokufika Kanye Nokunye uKungabekezelani Okuhlobene Nakhointolerances
- INqubomgqomngokusebenza Kwezinhlangano Ezingafaki Uhulumeni
- Izinhlelo ezamukelwelwe ngoMphumela We-14 Wekhabhinethi
- Imibiko ngaMaphrojekthi Akhethekile angaphansi kwe-Foundation for Human Rights kubandakanya ulwazi Jikelele neminingwane yokuxhumana
- Umbhalo Wenqubomgomo Ngokuhlukunyezwa Ngokocansi, i-LGBTI, i-HIV ne-AIDS kanye Nokushushumbiswa kwabantu

**Ukuthuthukiswa  
Komthetho**

- Ulwazi jikelele ngokuThuthuka Komthetho.
- Inqubo Yomthetho
- Iqoqomthetho elisetshenziswa nguMnyango

**1. UKUCHAZWA KWEZINHLAKA ZAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO UKUZE AHLOLWE NGOKWESAHLUKO SE-15(1)(a)(i)**

	<ul style="list-style-type: none"><li>• Izinombolo Zokuxhumana.</li></ul>
<b><u>Ukufundiswa Komphathi Nokuxhumana</u></b>	<ul style="list-style-type: none"><li>• Ulwazi Jikelele ngoKufundiswa Komphathi Nokuxhumana.</li><li>• Ikhulenda yemicimbi</li><li>• Izinombolo Zokuxhumana.</li></ul>
<b><u>UkuPhathwa Kwezezimali</u></b>	<ul style="list-style-type: none"><li>• Ulwazi Jikelele ngoKuphathwa Kwezezimali</li><li>• Izinombolo Zokuxhumana.</li></ul>
<b><u>Izinsizo Zokwelulekwa Ngomthetho</u></b>	<ul style="list-style-type: none"><li>• Ulwazi Jikelele ngeZinsizo Zokwelulekwa Ngomthetho</li><li>• Imibiko yamaqomthetho kanye namasheduli okusebenza</li></ul>
<b><u>Ezabasebenzi</u></b>	<ul style="list-style-type: none"><li>• Ukushicilelwa kwezikhala zemisebenzi ezikuMisebenzi Kahulumeni nakuMnyango Wezibulungiswa Nokuthuthukiswa Komthethosisekelo</li><li>• Izingqongomane ze-HR<ul style="list-style-type: none"><li>- Inqubomgomo Yokulingana Emsebenzini</li><li>- Inqubomgomo Yobudlelwano Babasebenzi</li><li>- Inqubomgomo Yokuphathwa Kokusebenza</li><li>- Inqubomgomo Yabantu Abanokukhubazeka</li><li>- Inqubomgomo Yokusebenza isikhathi Esengeziwe</li><li>- Inqubomgomo Yohlolwa Komsebenzi</li><li>- Inqubomgomo ye-HIV ne-AIDS</li><li>- Inqubomgomo Yezemidlalo Nokuzijabulisa</li><li>- IManuwali Yenqubomgomo Nenkambiso Esetshenziswayo Ukubutha Nokuqoka Abasebenzi</li><li>- Inqubomgomo Yokuqoka Amabamba</li><li>- Umthetho Wokuqoka</li><li>- Ukuqunywa Kokuqedwa Komsebenzi</li><li>- Inqubomgomo Yempilo Nenhlalakahle Yabasebenzi</li><li>- Inqubomgomo Yokunukubeza Ngokocansi</li><li>- Ilivhu</li><li>- Imithetho Yokuziphatha</li><li>- Inqubomgomo Yokusiza Ekufundeni</li><li>- Inqubomgomo Yokuhlaliswa Kwenye Indawo</li></ul></li></ul>
<b><u>Abaphathi Benkantolo Enkulu</u></b>	<ul style="list-style-type: none"><li>• Amafomu (amafomu Empahla Yoshonile, Okudliwa Kwempahla, Amathrasti, Abaqaphi kanye Nabanakeleli)</li><li>• Amanuziletha/imibiko</li><li>• Amaphamfulethi</li><li>• Amanuziletha abaphathi</li><li>• I-ICMS – Isixhuni namanye ama-website</li></ul>
<b><u>Ubudlelwane Bezomthetho Namazwe Omhlaba</u></b>	<ul style="list-style-type: none"><li>• Izivumelwano zamazwe omhlaba ezilawulwa nguMnyango</li><li>• Imibiko yezwe ngamathuluzi amalungelo esintu oMnyango oyiSiphathimandla Esindawonye sayo</li></ul>



<b>1. UKUCHAZWA KWEZINHLAKA ZAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO UKUZE AHLLOLWE NGOKWESAHLUKO SE-15(1)(a)(i)</b>	
<b>2. UKUCHAZWA KWEZINHLAKA ZAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO UKUZE AHLLOLWE NGOKWESAHLUKO SE-15(1)(a)(i)</b>	
(a) Uhlu lamarekhodi angenhla	(a) La marekhodi angatholakala ngokufaka isicelo esibhaliwe saqondiswa ekhelini elilandelayo: USekela-Mgciniwazi, Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001.  Inombolo yefeksi: 012 – 315 4837; i-imeyili: <a href="mailto:paia@justice.gov.za">paia@justice.gov.za</a>
<b>3. UKUCHAZWA KWEZINHLAKA ZAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO UKUZE AHLLOLWE NGOKWESAHLUKO SE-15(1)(a)(ii)</b>	
(a) Uhlu lamarekhodi angenhla	(a) La marekhodi angatholakala ngokufaka isicelo esibhaliwe saqondiswa ekhelini elilandelayo:  Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001.  Inombolo yefeksi: 012 – 315 4837; i-imeyili: <a href="mailto:paia@justice.gov.za">paia@justice.gov.za</a>
<b>4. UKUCHAZWA KWEZINHLAKA ZAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO UKUZE AHLLOLWE NGOKWESAHLUKO SE-15(1)(a)(iii)</b>	
(a) (a) Uhlu lamarekhodi angenhla futhi lapho irekhodi elicelwayo litholakala mahhala	(a) La marekhodi angatholakala ngokufaka isicelo esibhaliwe saqondiswa ekhelini elilandelayo:  Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001.  Inombolo yefeksi: 012 – 315 4837; i-imeyili: <a href="mailto:paia@justice.gov.za">paia@justice.gov.za</a>

#### **INDLELA YOKUFINYELELEKA KUMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO**

Isahluko se-15 soMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi sibeka ukuthi uMnyango ufanele ushicilele kwiGazethi Kahulumeni isheduli (uhlu) lamarekhodi atholakala ngokuzenzakalelayo kuMnyango. Izicelo zalwa marekhodi azenziwa ngokugcwalisa ufomu A obekiwe osetshenziswa ukucela ulwazi. Akukho mali ekhokhelwa lawa marekhodi. Izimali zikhokhwa kuphela lapho amakopi erekhodi kufanele enziwe, kunganakwa ukuthi ikopi yohlobo lwephepha, ikhophekhthi diskhi, isitifi, noma okurekhodwe ekhasethini, njll.

Ezimweni lapho amarekhodi afana nalawa evele egcinwe kwiNdawo Yokucina Amagugu kazwelonke YaseNingizimu Afrika, amarekhodi azokwenziwa ngokuhambelana nemithetho esetshenziswayo yokufunda amarekhodi afana nalawa:

- UMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi wonyaka we-2000 (uMthetho wesi-2 wonyaka we-2000)
- UMthetho wokuvikelwa Kolwazi wonyaka we-1982 (uMthetho wama-84 wonyaka we-1982)

- UMthetho Wezindawo ZaseNingizimu Afrika Ezigcina Amagugu Namarekhodi wonyaka we-1996 (uMthetho wama-43 wonyaka we-1996)

## **ISAHLUKO SESI-5**

### **UKUFINYELELA KUMAREKHODI NGOKWESAHLUKO SE-14(1) (d)**

Amarekhodi akuMnyango agcinwe ngokuba afakwe kwifayela. Onke amarekhodi anikwa igama futhi ngaphambu kwegama lerekhodi kunezinombolo, okuyizinombolo zefayela. Ukuchaza – uma umuntu engafuna ukufinyeleleka kumarekhodi akuMnyango amayelana noMnyango njengenhlangano, inombolo yefayela elikhulu kuzoba ngu-1 kuqhubeke ukusukela lapho.

#### **1.**

Izinkundla ezithintwa amarekhodi: ulwazi olumayelana nawo onke amagatsha oMnyango kumbandakanya amagatsha ngawodwana, angekho ngaphakathi kuMnyango, amarekhi oMnyango, ambandakanya izinkantolo, isiphathimandla sokushishisa kanye nehhovisi leziza. Imidanti equkethwe kula mafayela imbandakanya imidanti yenqubomgomo, izinyathelo zokuphepha ezimayelana nabantu kanye nempahla yezakhiwo zamagatsha oMnyango, ukubekwa kolwazi lokuphepha kanye nezinqubomgomo zokuxhumana ngaphakathi nangaphandle.

Amarekhodi ezinye izikhungo zikahulumeni neminyango - ulwazi oluqokethwe lumbandakanya inqubomgomo engenhla.

#### **Izinyathelo zokuphepha**

Lokhu kumbandakanya ukuphepha kwezakhiwo nabasebenzi, izitatanyiswa, uNgqongqoshe, ukwamukelwa okuvela kweminye iMnyango neminye imidanti engahlinzekelwanga.

#### **2. INDAWO;**

La mafayela achaza inqubomgomo yendawo yamahhovisi, indawo yokuhlala esemthethweni, ezofaka phakathi izinkantolo, ukuphepha kwezakhiwo zezinantolo, ukulungiswa, izindawo zokuhlala zezikhulu ezisekelayonezinhlalo zokwakha ezikhona kodwa kushiywa ngaphandle uhlelo lwezezindlu labasebenzi bakahumeni.

#### **3. IZINDAWO ZOKUGCINA IMPHALA NAMATHULUZI KANYE NOKUSHICILELWE**

Amafayela/amarekhodi amayelana nezakhiwo namahhovisi, ukuhlinzekwa kokuphathwa, okushiya ngaphandle inqubomgomo yokuthola izinsizo. Lokhu kufaka phakathi inqubomgomo ngokuhlinzeka, ukulawula, ukulahlwa kwamathuluzi onga ukusebenza, izinto zokubhala kanye nezinto zokugaya, ukushicilela okumbandakanya imibiko yomthetho, imithombo yomtapozincwadi, ukulondolozwa kwezincwadi zomtapo, ukupakishwa nokulahlwayo, ukusetshenziiswa kwemishini kanye nokusetshenzwa kwedatha, ukutholakala kwefenisha nokunye okufakwayo.

#### **4.**

La mafayela/amarekhodi asebenza ngezinqubomgomo zamathuluzi okuxhumana ngezincingo, izinsizo zeposi nezokuthutha, ukuthenga, ukusetshenziswa kanye neminye imidanti ehlobene nakho.

#### **5.**

Amafayela/amarekhodi amayelana nenqubomgomo yezezimali zoMnyango ezimayelana nezinqumo zezinhlaka, ama-akawunti amavoti, ukulawulwa kwezezimali, ukuqokelelwa kwezikweletu, izimali ezingabuyiseki, amaresidi nezinkokhelo ezahlukahlukene, iZimiso Zomthetho Wokuphathwa Kwezezimali Zomphakathi. Amafayela aqukethe ulwazi nge-akhawunti yevoti lezobulungiswa kanye ne-akahawunti yokufaka kwezimali kwezobulungiswa.

#### **6.**

Ukuxhumana okumayelana nabasebenzi ngabanye kuzosetshenza ngokwamafayela elungu labasebenzi ngalinye. Amanye amafayela awokuxhumana jikelele ngezihloko ezinamagama. Imithetho yabasebenzi isebenzwa kuchungechungwane le-7/2. Uchungechungwane le-7/2 lusebenza ngeKhomishani Yezimantshi Namajaji Enkantolo Yezemihlaba.

Yize amanye amagatsha oMnyango ezimele njengoba echaziwe ngenhla ezoba namamanuwali awo eceleni, iHhovisi Likazwelonke lisawagcina amarekhodi futhi lihlele ukuqokwa, imiholo futhi imidanti efana nalena izophinde ivele njengamarekhodi agcinwe nguMnyango.

La mafayela anamarekhodi abasebenzi, izimo zabo zokusebenza, ukubukezwa kwabasebenzi, ukuqeqeshwa, imiholo nokuzuzwa, imiklomelo, imithetho emayelana nezindawo zokuhlala zabasbenzi, umfaniselwano kanye nemithetho yokugqoka, imidanti yokukhuluma ngezabasebenzi nabaqashi, izinhloko nezindlela zokuxazulula izinkinga, ukubhaliswa futhi kanye nobulungu kweminye imigwamanda, ukuzijabulisa nokudla, zizinqubomgomo zezindawo zokupaka izimoto namagalaji.

La mafayela futhi afaka abasebenzi abakumakhomishane nasezinkantolo, izinqubomgomo ngokuqashwa ngokulingana nokulingana bobulili.

**7.**

Amafayela okuphatha aqukethe amarekhodi ngezinsizo zePhalamende, imiyalo kaNgqongqoshe kanye noyongololo yezokuphatha, ukuhlolwa kosizo loMnyango, ukulawula kwamarekhodi, ukuqokwa kwabasebenzi, izibalo, okushicilelwe kukahulumeni, ukulawula, izinhlelo zokusiza abasebenzi, ukuhamba kwamalungu ekhabhinethi, izinsizo zomtapomabhuku, amazinga nezikhundla, izinsizo zokupha, ukuxhumana ngezenhlalo kanye nemidanti yezilimi.

**8.**

Imidanti emayelana noMthetho Ojwayelekile, uMthetho Wokumisa Imithetho, uMthetho Wokudluliswa Kwempahla Yoshoonile, uMthetho Wamazwe Omhlaba kanye namacala anqunye ngemidantii engenhla.

**9.**

Amakhomishane, imibono yezomthetho, ukumelwa kwezomthetho, ibhodi lemithetho, ukwenziwa kokuqinisekiswa kwemibhalo, ilungelo elinikwa umuntu omncane ngezizathu ezithile, ukuphathwa kwezinkantolo, izinsizo zokusekela ukushushisa, inkambiso yezobugebengu kanye nabantu ababoshiwe, ibheyili, ukugwetshwa, ubufakazi, izikhalazo, ukubukezwa kanye neminye imidanti ehlobene nakho.

**10.**

Imibiko, izinqubomgomo nezinhlelo ngophiko locwaningomabhuku lwangaphathi, usomqulu wocwaningomabhuku, umbiko wephrofayili, isiqinisekiso sokuphepha, imanuwali yezemfundo, imihlangano yokuphawula ubngozi emabhizinisini, umbiko okhethekile woMmeli Jikelele womhla zi-31 Mashi 1988, imibiko ehluhahlukene, umbiko ka-King ngokwengamelwa kwenhlangano, izitatimende zonyaka zezezimali, imibiko yonyaka, imibhalo yokuhlelwa kwezabelozimali.

**11.**

**12.**

Amarekhodi angahlobene ngqo nomsebenzi omkhulu woMnyango.

**13.**

La mafayela afaka phakathi imidanti emayelana nombutho wezokuvikela, izikhali nengodla yezikhali.

**14.**

Imininingwane yomphakathi neyabantu, ukhetho, ukuzalwa, imishado nokufa, ukuphatha kwempahla, ukuvikelwa kwezilwane kanye nokulondolozwa kwendalo, imidanti kazwelonke yokonga, ukuzijabulisa,

imidlalo, okushicilelwe komphakathi, imidanti yesayensi, ukubekwa ngezinhla zobuhlanga, uHlelo Lokwakha Kabusha Nentuthuko.

**15.**

Usizo olubonakalayo, inhlalakahle yezingane, isondlo, imidanti yezempilo, ukuhlukane kokuziphatha kokungasebenzi kahle kwengqondo, ukusungulwa kanye nokuphathwa kwezinhlangano nezikhungo.

**16.**

OkungokweBhange Lomhlaba nokuphethwe yilo, ukubhaliswa kwamatayitela, ukufudukela kwamanye amazwe nakuleli, ubuzwe kanye nokwenziwa isakhamizi sezwe, ukufudukiswa ngenkani, izincwadi zokuvakashela amanye amazwe, izimvume nemidanti ehlobene nazo, ikomidi eleluleka ngemidanti okungeyona eyobuhlanga.

**17.**

Ukuhlaliswa kuzwelonke, izinyathelo zokulawula irenti

**18.**

**19.**

**20.**

**21.**

**22.**

**23.**

Izinqubomgomo eziphethiwe, amasu kanye nezinhlelo:

- Ukuthuthukiswa Kwezabasebenzi kanye Nokuphathwa Kwezinkantolo
- Ngezabesimame nezingane
- Ngeqoqomthetho nokukubhalwa

## **OKUNYE UKUSHICILELWA**

- Indlela ebheke ebulungisweni obuyimpumelelo
- Uguquko lohlelo lwezobulungiswa
- Itafula lokwelulekwa kwezakhamuzi
- Umhlahlandlela ngamacala ezocansi
- Isitatimende senqubomgomo yezobulili
- Usomqulu osasetshenzwa wamakhasimende abasebenzisi bezinkantolo
- Isiphathimandla Sikazwelonke Sezoshushiso
- Imibhalo Yokusungula Amayuntithi akhethekile
- Uhelelo Lamalungelo EsiNtu
- Ohlelo Olumbandakanyayo lobulungiswa
- Uhlelo i-E-justice
- Imibhalo yomthethosisekelo yezinkantolo neNkantolo Yomthethosisekelo
- Ikolishi Lobulungiswa
- Ihhovisi loMmeli Wemindeni
- Usizo Lezomthetho lase-SA
- IHhovisi Lomshushisi Wophakathi
- IKhomishani Yokulingana Ngokobulili
- IKhomishane Yamaqiniso Nokubuyisana
- IHhovisi Lomphathi – isabelozimali sehhovisi ngalinye
- Ipheshana lolwazi ngosizo loMmeli Wemindeni

## **AMAREKHODI AGCINWE YIHOVISI LIKANQGONGQOSHE**

### **1.**

1/P	INQUBOMGOMO		
1/1	INDAWO;		
1/1/2	AMAHHOVISI		
1/1/3	INDAWO YOKUHLALA ESEMTHETHWENI		
1/ 2	IZISETSHENZISWA NEZINSIZO		
1/3	EZOKUHAMBA NEZOKUTHUTHA		
1/ 4	AMALUNGISELELO ENDAWO YOKUHLALA		
1/5	UKUXHUMANA		
1/6	INKOMFA YABAMAPHEPHANDABA,	IZETHULO	NEZITATIMENDE
	ZABAMAPHEPHANDABA		
1/7	UKUPHATHWA KWEHHOVISI		

### **2. IMIDANTI YEPHALAMENDE, IKHABHINETHI NAMAKOMIDI**

2/1	IPHALAMENDE
2/2	IKHABINETHI
2/3	AMAKOMIDI EKHABHINETHI

Lawa afaka phakathi umkhakha wezenhlakahle, umkhakha wezomnotho, ukungo nokuqhashwa kwabasebenzi, ubudlelwane namazwe omhlaba, uxolo nezokuphepha, ubuungiswa, ukunqandwa kobugebengu kanye neklasta yokuvikela, ukwengamela nokuphatha.

### **3. IMIDANTI YEPHALAMENDE**

3/1	IHOVISI LIKAZWELONKE
3/2	IHOVISI EZIFUNDA
3/3	INKANTOLO YOMTHETHOSISEKELO
3/4	INKANTOLO EPHAKEME YEZIKHALAZA
3/5	INKANTOLO ENKULU
3/6	INKANTOLO KWAMAJAJI
3/7	IZINKANTOLO ZEZIFUNDA
3/8	IZINKANTOLO ZOMANTSHI
3/9	IZinkanto Zemindeni
3/10	IZINKANTOLO ZABASEBENZI
3/11	INANTOLO YEZEMIHLABA
3/12	IZINKANTOLO ZAMACALA AMANCANE
3/13	IZINKANTOLO ZOKHETHO
3/14	OREJISTRA
3/15	ABAPHATHI
3/16	NATIONAL DIRECTOR OF PUBLIC PROSECUTIONS
3/17	UMQONDISI WEMISEBENZI EKHETHEKILE
3/18	AMAGATSHA OPHENYO
3/19	UPHIKO LEZOKUSHUSHISA KOMPHAKATHI
3/20	ABASHUSHISI BOMPHAKATHI
3/21	ABAMELI BOMBUSO
3/22	ABAMMELI BEMINDENI
3/23	ABAMELI
3/24	ABAMMELI EZIKANTOLO EZINKULU
3/25	OKUNYE UKUQOKWA KWEZOMTHETHO, UKUQOKWA NEZIMISO ZAMAPHOYISA ENKANTOLO, ABAHLOLI BABASEBENZI, AMAAJAJI OXOLO, OKHOMISHANE BEZIFUNGO
3/26	IZIKHUNGO ZEZOMTHETHO ISIB. IKHOMISHANE YASENINGIZIMU AFRIKA YEZINGUQUKO ZOMTHETHO, NJLL.
3/27	IZINYATHELO ZOMTHETHO EZILWA NOMBUSO
3/28	UKUBUYISWA KWABANTU ABAKWAMANYE AMAZWE UKUBA BAZOBHEKANA NAMACALO ABO
3/29	IQQOMTHETHO
3/30	IMIDANTI YEZOBUGEBENGU
3/31	IMIDANTI YEZAKHAMIZI

3/32	UKUHAMBA KUYIWE PHESEYA
3/33	AMALUNGELO ESINTU
3/34	UBUDLELWANE NAMAZWE OMHLABA
3/35	INKUNDLA YOKUXOXISANA OKUPHAKATHI KOHULUMENI
3/36	IMIDANTI OKUKHULUNYWE NGAYO/ETHOLWE IVELA KWEZINYE IZIKHUNGO

#### **4. IMIDANTI YAMAQEMBU EZOMBUSAZWE**

#### **5. IMIDANTI YANGASESE YEHHOVISI LIKANGQONGQOSHE**

Lokhu kubandakanya imiklomo yokwaziswa, ubulungu benhlangano, imidanti yasenhlalweni, ukwemukela kanye nemidanti yebhizinisi

### **ISAHLUKO SESI-6**

#### **INKAMBISO YOKWENZA ISICELO**

##### **Izicelo zocingo**

Izicelo (zocingo) ezingekho emthethweni azivinjelwe nguMthetho. Nanoma isiphi isicelo esifana nalesi esiya kuMgcinilwazi/kuSekela-Mgcilwazi kwinombolo yocingo enikezwe lapha kule manuwali sizosetshenzwa ngaphandle uma uMgcinilwazi/uSekela-Mgcinilwazi esho ukuthi imibandela yoMthetho ifanele isetshenziswe – kulesi simo, uFomu A kufanele agcwaliswe.

##### **Ukufinyelela ngokuzithandela**

Ulwazi olutholakala ngokuzenzakalelayo luzokwenziwa ukuba lutholakale emahhovisi oMnyango noma ngendlela noma ngohlobo olucelwe ngalo, uma lokhu kufanele futhi kunokwenzeka. Indlela yokufinyeleleka izofaka: ukubukwa nanye nokopishwa kwento uma idingeka futhi ngokukhokhwa kwemali emisiwe yamakopi. Ukufinyeleleka kuzinto ezibukelwa zibukwe ezibhalwa phansi (transcription, ukudabha kanye futhi/noma akopishe lokho okukhona uma kudingeka.

Isahluko se-14(1) (d) isicelo

- Umfakisisicelo kufanele agcwalise ifomu elifana nalelo eligaywe kuGazethi Kahulumeni(iSaziso Sikahulumeni esingu-R187 – somhla zi-15 Febhuwari 2002 – uFomu A).
- Umfakisisicelo ufanele asho uhlobo noma indela ukufinyeleleka okudingekanjengoba kubekiwe kusahluko sama-29.
- UMnyango uzoza ukunikeza ukufinyeleleka ngohlobo oluceliwe ngaphandle uma lokhu kuzothikameza ukusebenza kahle koMnyango.
- Ukunikeza ukufinyeleleka uMnyango uzicubungula into elondolozwe, ukwepulwa kwamalungelo empahla engubuhlakani, izimali ezikhokhwayo njengoba zibekiwe zizokhikha ngaphambu kokuba usicelo sosetshenzwe futhi nangaphambu kokuba ukufinyeleleka kunikezwe.
- Umfakisisicelo omele omunye umuntu ufanele anikeze imininingwane yesikhundala enza ngaso isicelo.
- Umfakisisicelo ongakwazi ukufunda noma ukubhala angenza isicelo ngomlomo futhi uMgcinilwazi/uSekela-Mgcinilwazi uboshezwele ukuba asize umfakisisicelo.

### **ISAHLUKO SESI-7**

#### **UKUKHOKHWA KWEZIMALI EZIKHOKHWAYO NGOKOMTHETHO**

##### **“Ozicelela yena”**

Nanoma ubani ofuna ulwazi olumayelana naye ubizwa umfakisisicelo osifakela yena futhi udedelwe ekubeni akhokhe imali yesicelo.

## “Ucelayo”

Imali yesicelo ekhokhwelwa nanoma ngabe yimmuphi umgwamanda womphakathi ngama-35 njengoba ibekwe yiZimiso zoMthetho. Ukwengeza uma nanoma imaphi amakopi ecelwa, lawo azokubizwa imali ngokuhambelana nohlaka lwezimali ezikhokhwayo njengoba zibekwe iZimiso futhi uMgcinilwazi/uSekela-Mgcinilwazi angabiza imali yesikhathi esisetshenziswe kusetshenzwa isicelo.

## **ISAHLUKO SESI-8**

### **INDLELA YOKUKHOKHA**

Yonke inkokhelo iyokhokhwa ngendlela engukheshi kunoma iyiphi iNkantolo Kamantshi futhi/ noma iHhovisi Lesifunda noma ngokuba ifakwe ku-akhawunti yasebhangwe loMnyango.

Imininingwane yasebhangwe yoMnyango injenga ilandela:

Standard Bank  
Inombolo ye-akhawunti: 010147136  
Ikhodi yasebhangwe: 010045  
Uhlobo Lwe-akhawunti: Department of Justice and Constitutional Development Vote  
Account Deposits

Ireferensi: 7/6/9 Isibongo Nezifinyezo zaBacelayo (Umfakisicelo)

**OKUBALULEKILE: Asikho isicelo esiyosetshenzwa ngaphandle uma imali yesicelo, lapho ikhona, isikhokhiwe – isahluko sama-22(1) soMthetho.**

## **ISAHLUKO SESI-9**

### **IZIXAZULULO EZIKHONA UMA IMIBANDELA YOMTHETHO INGALANDELWA**

UMthetho uhlinzekela inkambiso yokukhalaza yangaphakathi ngokwesahluko sama-74 nesama-75. UNgqongqoshe uyisiphathimandla esifanele sokubukeza nanoma isiphi isinqumo ngesikhalazo.

Ingxenye engeneme isenalo ithuba lokuya enkantolo uma inganeliswa isinqumo sesiphathimandla esifanele.

## **ISAHLUKO SE-10**

### **UKUFAKWA KOLWAZI OLUSHA KUMANUWALI**

Imanuwali yifakwa ulwazi olusha kungakapheli izinyanga eziyishumi nambili ngemuva kokushicilelwa kwale manuwali yokuqala.

Imanuwali yoMnyango Wezobulungiswa Nokuthuthukiswa Komthethosisekelo ngokwesahluko se-14 soMthetho Wokufinyeleleka Kolwazi wonyaka we-2000 (Umthethwe we- 2 wonyaka wesi-2000) ushicilelwe ngazo zonke izilimi eziyishumi nanye ezisemthweni.

## **ISAHLUKO SE-11**

### **UKUTHOLAKALA KWEMANUWALI**

Le manuwalai izotholakala ezindaweni ezibekwe nguMthetho Wokugcina Ezomthetho, kanye nasemahhovisi eKhomishani Yamalungelo EsiNtu YaseNingizimu Afrika njengoba ishiwo kuSAHLUKO SESI-3 ngenhla.

**IZIMALI EZIKHOKHELWA AMAREKHODI OHLAKA LUKAHULUMENI NJENGOBA ZIBEKWE IZIMISO ZAMANJE EMTHETHWENI**

**Izimali zokukhiqiza, okukhulunywe ngazo kusahluko se-11(3) zinjengoba zilandela:**

- (a) Onke amafothokopi obukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo  
0-60
- (b) Onke amakopi agayiwe obukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo  
0-40
- (c) ngokunjalo agcinwe kwikhompyutha noma ngohlobo lukagesi noma olufundeka ngomshini  
ikopi enguhlobo olufundekayo lwekhompyutha ku-
- (i) isitifi diskhi 5-00
- (ii) ikhompekthi diskhi 40-00
- (d) (i) Ukubhalwa phansi kwemifanekiso ebukwayo,  
yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo  
22-00
- (ii) Ikopi yezinto ezibukwayo 60-00
- (e) (i) Ukubhalwa phansi kwemisindo erekhodiwe  
yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo  
12-00
- (ii) Ikopi yemisindo erekhodiwe 17-00
- Imali yesicelo ekhokhwa yiwo wonke umfakisicelo, ngaphandle kozifakela  
yena okukhulunywe ngaye kusahluko sama- 22(1) soMthetho 35-00

**Izimali zokufinyeleleka ezikhokhwa ngumfakisicelo okukhulunywe ngaye kusahluko sama-22(7) soMthetho, ngaphandle uma ededelwa ngokwesahluko sama-22(8) soMthetho, zinjengoba zilandela:**

- (a) Onke amafothokopi obukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo  
0-60
- (b) Onke amakopi agayiwe obukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo  
0-40  
agcinwe kwikhompyutha noma ngohlobo lukagesi noma olufundeka ngomshini
- (i) isitifi diskhi 5-00
- (ii) ikhompekthi diskhi 40-00
- (c) (i) Ukubhalwa phansi kwemifanekiso ebukwayo,  
yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo  
22-00
- (ii) Ikopi yezinto ezibukwayo 60-00
- (d) (i) Ukubhalwa phansi kwemisindo erekhodiwe, yobukhulu obungu-A4  
ikhasi noma ingxenye ngokunjalo  
12-00
- (ii) Ikopi yemisindo erekhodiwe 17-00

Ukucinga irekhodi uku ze lidalulwe, ama-R15.00 ihora ngalinye noma ingxenye yehora, kushiya ngaphandle  
ihora lokuqala, ngokwemfanelo elingekayo ekucingeni.

Imali yokuposa okuyiyona ekhokhwayo uma ikopi yekhodi kufanele ithunyelwe ngeposi kumfakisicelo.

**Ukwenzela isahluko sama-22 (2) soMthetho, okulandelayo kuyasetshenziswa:**

- (a) amahora ayisithupha njengamahora azodlulwa ngaphambu kokuba kukhokhwe idiphosi; kanye
- (b) nesithathu sokukodwa semali yokufinyeleleka njengediphosi ekhokhwa ngumfakisicelo.



**Ifomu lesicelo**

Isicelo sokufinyeleleka kurekhodi, njengoba kucatshangwa kusahluko sama-53(1) soMthetho kufanele senziwe ngohlobo lweFomu eliseSixhumelweni.