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Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

# INCWADANA ENGOKWECANDELO 14:
# I-*PROMOTION OF ACCESS TO INFORMATION ACT* 2 KA-2000 (I-PAIA)

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*Ihlaziywe ngoSeptemba 2021*

**LE NCWADANA IQULUNQWE NGOKWESIQENDU 14 SE*PROMOTION OF ACCESS TO INFORMATION ACT* KA-2000**

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## ICANDELO 1 – INTSHAYELELO

Injongo ye*Promotion of Access to Information Act* 2 ka-200 (eyaziwa ngokuba yiPAIA) kukuphumeza ilungelo elikuMgaqo-siseko lokufumana nayiphi na ingcombolo ekuRhulumente, kwakunye nengcombolo ekomnye umntu efunekayo ukuze umntu asebenzise ilungelo elithile okanye elikhusele.

Intsusa yokuphumeza ilungelo lokufumana ingcombolo kukukhuthaza ukwenza izinto elubala nokuba aphendule amaqumrhu karhulumente nazimeleyo, nokukhuthaza ukuba uluntu lwaseMzantsi-Afrika lukwazi ukuyifumana ingcombolo oluyifunayo ukwenzela ukuba luwasebenzise kwaye luwakhusele ngakumbi amalungelo alo.

Isiqendu 14 sePAIA sithi iqumrhu elilelikarhulumente, njengeSebe loBulungisa noPhuhliso loMgaqo-siseko, kufuneka liqulunqe incwadana. Incwadana leyo kufuneka inike iinkcukacha zeGosa leNgcombolo (nezamasekela alo xa zikho), ixele nobume bequmrhu elo, imisebenzi yalo neerekhodi zalo.

Injongo yencwadana kukunika ingcombolo eza kunceda umntu ayiqonde imisebenzi yequmrhu likarhulumente neerekhodi ezigcinwe lilo. Xa exhobe ngaloo ngcombolo umntu uza kuzazi iirekhodi azifunayo nenkqubo amakayilandele yokucela ukuzifumana ezo rekhodi.

## ICANDELO 2 – ISIKHOKELO SAZO ZONKE IINCWADANA KWIRIPHABLIKHI

UMlawuli-Ngcombolo upapashe esi sikhokelo ngendlela efunwa sisiqendu 10 sePAIA.

Esi sikhokelo sifumaneka kwiiofisi zoMlawuli-Ngcombolo.

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## ICANDELO 3 – IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCOMBOLO NEZAMASEKELA

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**AMASEKELA EGOSA LENGCOMBOLO**

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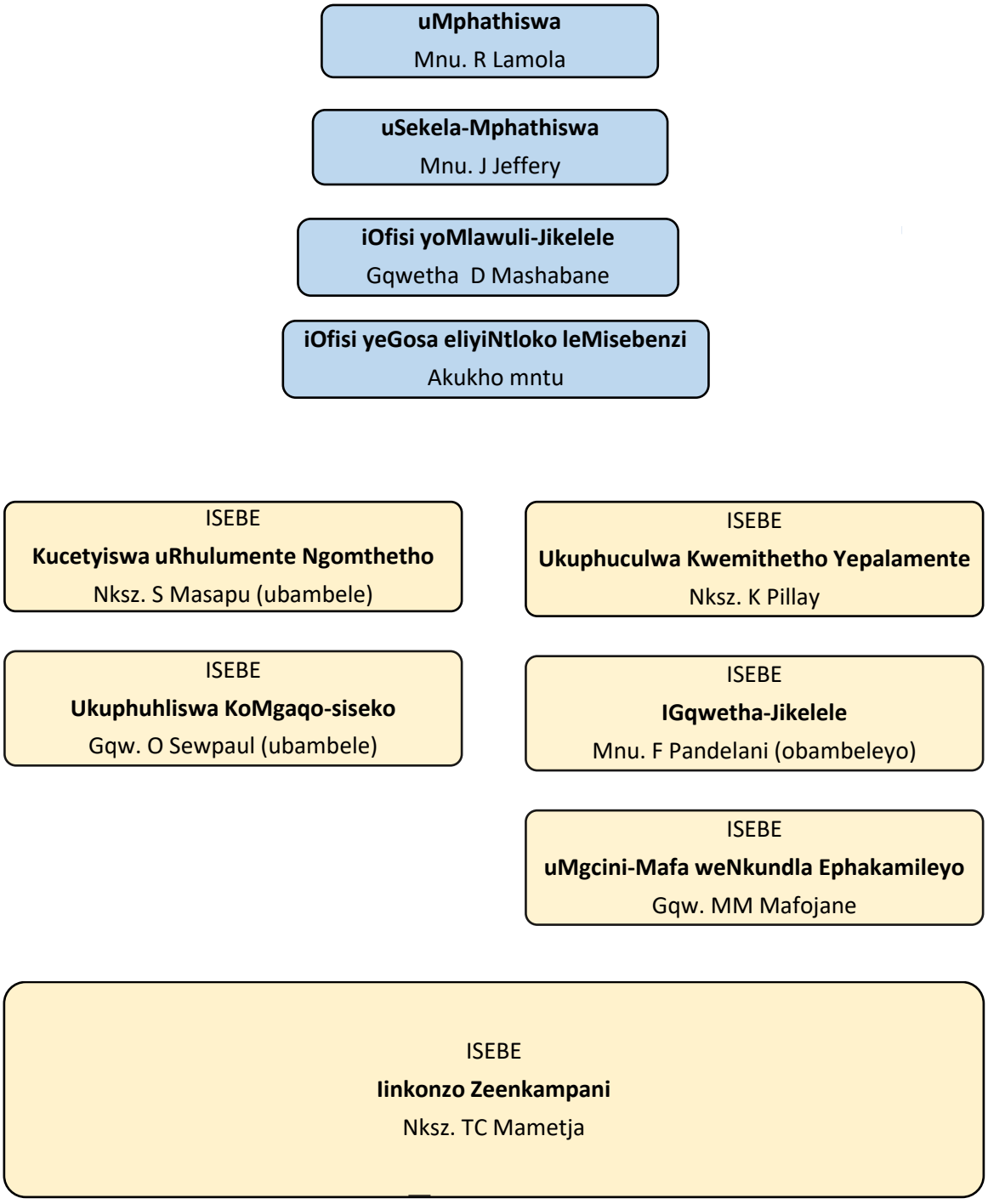
**Ukuchazwa kwemisebenzi:**
AmaSekela eGosa leNgcombolo, esalathiswa liGosa leNgcombolo, aqinisekisa ukuba iyasetyenziswa iPAIA liSebe loBulungisa noPhuhliso loMgaqo-siseko, kwaye anceda nabani na othi, ngokwePAIA, afune ukufumana ingcombolo egcinwe liSebe.

## ICANDELO 4 – UBUME BESEBE *(busaqwalaselwa)*



## ICANDELO 5 – IMISEBENZI YAMACANDELO AMASEBE *(isaqwalaselwa)*

| ICANDELO | IMISEBENZI |
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| I-Ofisi yoMlawuli-Jikelele<br>uMlawuli-Jikelele | **ICandelo eliyiNtloko: Ukunxibelelana nabachaphazelekayo**<br>– Ukuphathwa nokunxibelelaniswa kwemisebenzi yolawulo, unxibelelwano nabasebenzi baseofisini ukuya kumaqumrhu angaphandle/abaxumi abanjengamaqumrhu eSahluko 9, iNdibaniselwano yeIRPS, iNdibaniselwano yoBulungisa, iKomiti yePalamente.<br>– Ukunika iinkonzo zokuncedisa kulawulo kwiOfisi yoMlawuli-Jikelele.<br><br>**ICandelo eliyiNtloko: Ukuphicothwa kwangaphakathi**<br>– Ukuphicothwa kwezimali nemisebenzi.<br>– Ukuphicothwa kweziphumo zophicotho nophando<br>– Ukuphicothwa kweekhompyutha<br>– Ukuphicothwa kokwenziwa kwezinto ngendlela yomthetho.<br>– Ukuphicothwa kokuba wenziwe kusini na umsebenzi.<br>– Ukwenziwa kwengxelo ngeziphumo zophicotho.<br>– Ukuphathwa okupheleleyo kwephulo lokuphicotha. |
| Ukucebisa uRhulumente ngoMthetho<br>UMcebisi kaRhulumente oyiNtloko kwezoMthetho | **I-Ofisi yoMcebisi oyiNtloko kaRhulumente kwezoMthetho**<br>– Ukubhalwa kwemithetho yepalamente nokukhutshelwa kwayo isiqinisekiso sokufaneleka.<br>– Ukuguqulelwa kwemithetho yepalamenete kwezinye iilwimi.<br>– Ukubhalwa kwamacebiso omthetho.<br>– Ukuphicothwa .<br>– Ukuphicothwa nokukhutshelwa isiqinisekiso kwemimiselo eseluvavanyo.<br>– Ukuqwalaselwa nokuqinisekiswa kwemithetho yoomasipala.<br>– Ukucubungulwa kwezigqibo zeNkundla yoMgaqo-siseko nokwenziwa kwezindululo ezibhekiswa kuRhulumente.<br>– Ukuncedisa oomasipala ekubhaleni imithetho yabo.<br>– Ukuqeqeshelwa ukubhala imithetho yepalamente kwabangaphakathi nakwabangaphandle. |
| Ukuphuculwa kweMithetho yePalamente<br>iSekela loMlawuli-Jikelele | **iCandelo eliyiNtloko: Ukuphuculwa kweMithetho yePalamente**<br>– Ukuphanda ngemithetho yepalamente nangemimiselo ize iphuculwe.<br>– Ukuqwalasela ngokutsha imithetho yepalamente ekhoyo nemimiselo nokwenza utshintsho kuyo.<br>– Ukucebisa uMphathiswa malunga nemithetho yepalamente ephathelene nomsebenzi wesebe.<br>– Ukuqwalaselwa ngokutsha kwemirhumo malunga nokusingathwa kwemithetho.<br>– Ukwazisa iiKomiti zePalamente ngemithetho yepalamente ecetywayo nokuzincedisa iikomiti ekwenzeni utshintsho kwimithetho ecetywayo.<br><br>**iCandelo eliyiNtloko: Abasebenzi beKomishoni yoMzantsi-Afrika Yokwenza iiNguqu kwiMithetho**<br>– Ukuyinceda ngabasebenzi iKomishoni yoMzantsi-Afrika Yokwenza iiNguqu kwiMithetho |

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| | – Ukwenza uphando ngemithetho, nokuthelekisa nemithetho yamanye amazwe, ngenjongo yokwenza izindululo ngenguqu emayenziwe emithethweni.<br>– Ukuncedisa iBhodi yeMithetho ngabasebenzi. |

| ISEBE | IMISEBENZI |
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| uMgcini-Mafa weNkundla Ephakamileyo<br>uMgcini-Mafa oyiNtloko | **Amafa abantu abaswelekileyo**<br>- Uliliso ekusingathweni kwamafa abantu abaswelekileyo ukuqinisekisa ukuba iqosheliswa ngendlela eyiyo imicimbi yemali yabangasekhoyo nokuthi ayakhuseleka amalungelo abo basaphilayo abamele baxhamle.<br><br>**Ukuthengiswa kwempahla yenkampani etshonileyo (Impahla yenkampani etshonileyo)**<br>- Uliliso ekusingathweni kwamafa eenkampani ezihlwempuzekileyo ukuqinisekisa ukuba aphathwa ngokwe*Insolvency Act* 24 ka-1936, nangona loo mafa edla ngokusingathwa ziingcaphephe eziyaziyo imisebenzi emayenziwe neenkqubo emazilandelwe.<br><br>**Ukusingathwa kwempahla yokuphathiswa**<br>- Omnye wemisebenzi eyenziwa yiOfisi yoMgcini-Mafa kukugcina amaxwebhu empahla yokuphathiswa, ukukhupha iileta izinike abachongelwe ukuphathiswa impahla yomntu, kwaye yongamela ukusingathwa kwempahla yokuphathiswa. Ukusingathwa kwempahla yokupathiswa kulawulwa koko kutshiwo yi*Trust Property Control Act* 57 ka-1988.<br><br>**Abanonopheli bempahla yomnye umntu**<br>- Uliliso ekusingathweni kwemicimbi yabantu abampahla yabo iphantsi kolawulo lomnye umntu, ngezizathu ngezizathu.<br><br>**iNgxowa-Mali Yabangafumanekiyo**<br>- Ukusingathwa kweNgxowa-Mali Yabangafumanekiyo, eyadalelwa ukugcina iimali ezisiwa kuMgcini-Mafa egameni labantu ngabantu abaziwayo okanye abangaziwayo, umzekelo, abantwana, abantu abangakwaziyo ukuzisingathela imicimbi yabo, iindlalifa ezingekazalwa, abantu abalahlekileyo okanye abangekhoyo okanye abantu abachaphazelekayo kwiimali zelungelo lokusetyenziswa komhlaba womnye umntu. |
| I-Ofisi yeGqwetha-Jikelele<br>IGqwetha-Jikelele | **iCandelo eliyiNtloko: iGqwetha-Jikelele**<br>– Unxibelelanisa zonke iiOfisi zamaGqwetha kaRhulumente.<br>– Ukunxibelelaniswa nokusingathwa kwawo onke amatyala ekumangalelwe kuwo uRhulumente.<br>– Ukuqulunqwa nokusetyenziswa kwemigaqo-nkqubo emalunga—<br><br>▪ nokunikwa kwamagqwetha eejaji umsebenzi;<br>▪ ukukhutshelwa ngaphandle komsebenzi omalunga nomthetho, kuquka nokucelwa kwamagqwetha akomnye ummandla okude.<br>▪ Ukuqaliswa kokumangala, ukuzithethelela ekumangalelweni, nokuchaswa kwamanyathelo omthetho.<br>▪ Ukusetyenziswa kweendlela ezizezinye zokusombulula imbambano ezingekuko ukuya enkundleni xa kumangalelwa uRhulumente, emazithotyelwe ngabo bonke abantu abaqeshwe kwiOfisi yamaGqwetha kaRhulumente. |

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| | **iCandelo eliyiNtloko: iiNkonzo zoMthetho**<br>– Ukudalwa kwendlela ephumelelayo yokwenza izinto emthethweni.<br>– Ukukhuthaza intsebenziswano phakathi kweRiphablikhi yaseMzantsi-Afrika namanye amazwe ngenjongo yokuphucula imithetho yepalamente yokwenzelana izinto, ukuqulunqwa kwezivumelwano zamazwe ngamazwe okuya kwenza ukuba kuqhutywe ngendlela efanayo ekusebenziseni ubulungisa.<br><br>**iCandelo eliyiNtloko: iMisebenzi**<br>– Ukuphatha ngendlela esemgangathweni neyolawulo.<br>– Ukubeka esweni nokulawula ukusetyenziswa kwesicwangciso sokusebenza esichuliweyo.<br><br>– Ukuhlolwa nokusetyenziswa kwenkqubo yokuphatha esemgangathweni. |

| ICANDELO | IMISEBENZI |
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| <u>Ukuphuculwa koMgaqo-siseko</u><br>ISekela loMlawuli-Jikelele | **iCandelo eliyiNtloko: iiNkonzo zamaGqwetha kaRhulumente**<br><br>– Ukubhalwa kwezivumelwano nokusingathwa kwazo egameni likaRhulumente.<br>– Ukusingathwa kwamatyala olwaphulo-mthetho nawembambano apho kumangalelwe amagosa kaRhulumente<br>– Ukusingathwa kwezicelo zabantu abafanelekayo ukuba bamkelwe njengamagqwetha asezijajini kwiNkundla Ephakamileyo.<br>– Ukusingathwa kwezicelo zokwamkelwa njengamagqwetha.<br>– Ukulawulwa nokubekwa esweni kokuziphatha kwamagqwetha azimeleyo asebenza ngokwe*State Attorney Act*.<br><br>**iCandelo eliyiNtloko: Ukuphuhliswa koMgaqo-siseko**<br><br>– Ukwenza uphando ngokusetyenziswa koMgaqo-siseko waseMzantsi-Afrika njengofanelekileyo koko iSebe elimele likwenze.<br>– Ukomeleza intando yesininzi esekelwe kuMgaqo-siseko nokuhlonelwa kwamalungelo asisiseko oluntu nemigaqo yokuphila.<br>– Ukuqinisekisa ukukhuselwa kwamalungelo abantu beLGBTI, abantu abaneziphene, amaxhoba okuthengiswa kwabantu kunye nabantu abaphila neHIV/AIDS ngaphakathi kwinkqubo yobulungisa.<br>– Ukunxibelelanisa, ukukhuthaza nokusebenzisa amaphulo okuxhasa ubulungisa basentlalweni ngokubanzi, ingakumbi kuqubiswana nocalulo, ubuhlanga nokucatshukelwa kwabemi bamanye amazwe.<br>– Ukunxibelelanisa, ukukhuthaza nokusebenzisa amaphulo ukuxhasa ukuba ngabemi abakhutheleyo nokuthabatha inxaxheba kwimicimbi yentando yesininzi.<br>– Ukusingatha nokufeza iimbopheleleko ezingokomthetho zamazwe ngamazwe egameni leSebe.<br>– Ukuba nenxaxheba nokuba negalelo kumaqonga amazwe amaninzi amazwe ngamazwe ngokuvumelana noMgaqo-siseko.<br>– Ukunxibelelanisa ukwenziwa kwengxelo ngokwenza okufunwa ngamaqumrhu ezivumelwano zamazwe ngamazwe, ukwenza |

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| | lula nokunxibelelanisa ukwenza okufunwa kukuthunyelwa kweli lizwe kwabarhanelwa abakwamanye amazwe nazizivumelwano zokuncedana kwimicimbi yomthetho.<br>– Ukusebenzisa, ukunxibelelanisa, ukubeka esweni nokwenza ingxelo ngezindululo zeTRC ezivunywe yiPalamente zokuba negalelo ekukhuthazeni ubunye besizwe nokuxolelana.<br><br>**iCandelo eliyiNtloko: Ubulungisa basentlalweni nentando yesininzi yokuthabatha inxaxheba**<br><br>– Ukomeleza intando yesininzi esekelwe kuMgaqo-siseko nokuhlonelwa kwamalungelo oluntu asisiseko nemigaqo yokuphila.<br>– Ukunxibelelanisa, ukukhuthaza nokusebenzisa amaphulo okuxhasa ubulungisa basentlalweni ngokubanzi, ngakumbi ukuqubisana nocalulo, ubuhlanga nokucatshukelwa kwabantu bamanye amazwe.<br>– Ukunxibelelanisa, ukukhuthaza nokusebenzisa amaphulo okuxhasa ukuba ngabemi abakhutheleyo nokuthabatha inxaxheba kwintando yesininzi.<br><br>**iCandelo eliyiNtloko: Ubudlelwane obungokomthetho namazwe ngamazwe**<br><br>– Ukuqhagamshelana okuthe rhoqo namazwe akumazantsi eAfrika.<br>– Ukunxibelelanisa imicimbi yamazwe eCommonwealth malunga nokusingathwa kobulungisa.<br>– Ukusebenzelana namanye amaqumrhu amazwe ngamazwe anjengeZizwe Ezimanyeneyo, iNkomfa yaseHague neInternational Institutte for the Unification of Private Law.<br>– Ukusebenzelana namanye amazwe angaphandle kommandla wamazantsi eAfrika .<br>– Ukuthetha-thethana namanye amazwe okanye namaqumrhu ehlabathi ngezivumelwano zokuthunyelwa kwabarhanelwa kweli nokuncedana kwiingxaki zomthetho.<br>– Ukulungisa amaxwebhu eKhabhinethi nawePalamente okwamkelwa kwezivumelwano zamalungelo oluntu, kuquka ukubhalwa kwengxelo.<br>– Ukusebenza izicelo zokuthunyelwa kwabarhanelwa kweli, ezokuncedana kwiingxaki zomthetho kumatyala olwaphulo-mthetho, kwizicelo zokunikwa kobungqina komntu ekude nokusiwa kwamaxwebhu omthetho ebantwini.<br>– Ukusebenza izicelo zesondlo ngokwe*Reciprocal Enforcement of Maintenance Orders Act* 80 ka-1963.<br><br>**iCandelo eliyiNtloko: Ukusetyenziswa koMgaqo-siseko**<br>– Ukomeleza intando yesininzi engokoMgaqo-siseko nokuhlonelwa kwamalungelo oluntu asisiseko, iinkululeko nemigaqo ekuphilwa ngayo.<br>– Ukuqinisekisa ukukhuselwa kwamalungelo abantu beLGBTI, abantu abaneziphene, amaxhoba okuthengiswa kwabantu nabantu abaphila neHIV/AIDS ngaphakathi kwinkqubo yobulungisa.<br>– Ukwenza uphando ngokusetyenziswa koMgaqo-siseko waseMzantsi-Afrika njengofanelekileyo kumsebenzi omawenziwe liSebe.<br><br>**iCandelo eliyiNtloko: Ukwenziwa kophando ngoMgaqo-siseko nokuqwalaselwa kwawo ngokutsha**<br>– Ukwenza uphando ngoMgaqo-siseko waseMzantsi-Afrika |

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| | **iCandelo eliyiNtloko:**<br>– Ukunxibelelaniswa kokuncedwa kwamaxhoba, ukulungiswa kwezimilo, amaphulo embuyekezo nokunikwa kweenkonzo zomthetho.<br>– Ukuqhagamshelana namasebe karhulumente, icandelo lamashishini azimeleyo namamye amaqumrhu achaphazelekayo kwinkqubo yeTRC.<br>– Ukunikwa kweenkonzo zolawulo jikelele nokuncediswa ngemali kumaphulo eTRC. |
| I-Ofisi yeGosa eliyiNtloko leMisebenzi<br>iGosa eliyiNtloko leMisebenzi (akukho mntu) | **iCandelo eliyiNtloko: Ukusingathwa kwamaphulo nokuncediswa ngolawulo**<br>– Ukubeka esweni amaphulo nokuncedisa iGosa eliyiNtloko leMisebenzi ngophononongo .<br>– Ukuqulunqela isebe isicwangciso sokuphucula ukuhanjiswa kwenkonzo.<br>– Ukuthi gqi nezicwangciso nokubeka esweni ukusetyenziswa kwazo malunga nezindululo zeSCOPA nezoMphicothi-zimali-Jikelele.<br>– Ukwenza neminye imisebenzi yolawulo ngokwendlela eliphathiswe ngayo.<br>– Ukunxibelelanisa nokuqulunqa ingcombolo echuliweyo yamashishini ngamashishini ngokwemigaqo yemali nokuthengwa kwezinto, necandelo lokuqeshwa kwabasebenzi.<br><br>**iCandelo eliyiNtloko: Ukubekwa esweni nokuhlolwa kwesicwangciso esichuliweyo**<br>– Ukuphathwa kokusetyenziswa kwesicwangciso nokuncediswa kwabaphathi.<br>– Ukuphathwa kweenkonzo zokuxhaswa kwezigqibo.<br>– Ukuphathwa kokusetyenziswa nokubekwa esweni ngomgangatho ophezulu.<br>– Ukubekwa esweni nokuhlolwa kokwenziwa komsebenzi ziinkundla nezinye iinkonzo zobulungisa.<br><br>**iCandelo eliyiNtloko: Ukulawulwa kwemeko enobungozi nokhuseleko**<br>– Ukulawulwa kokukhuseleka kwesebe nokulingana.<br>– Ukubekwa esweni kwendlela yesebe yokuqokelela izakhono.<br><br>– Ukunika iinkonzo eziphumelelayo zokulawula imeko enobungozi.<br>– Ukuphicotha nokuphanda. |

| ICANDELO | IMISEBENZI |
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| Iinkonzo zeeNkundla<br>ISekela-Mlawuli-Jikelele | **iCandelo eliyiNtloko: Iinkonzo zocwangciso nokuncedisa.**<br><br>– Ukuthi gqi namacebo okusebenza nemigaqo-nkqubo echaphazela ukusebenza kweenkundla.<br>– Ukusingathwa kwengcombolo emalunga neenkundla.<br>– Ukucwangciswa kolwabiwo-mali nokulawulwa kwemeko enobungozi.<br>– Ukulawulwa kokumiselwa ngokuvumelana nomthetho wepalamente. |

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| | **iCandelo eliyiNtloko: Ukukhuthaza ukukhuselwa kwamalungelo abantu abazizisulu**<br><br>– Ukuthi namaphulo okukhuthaza ukukhuselwa kwamalungelo abantu abazizisulu ukuqinisekisa ukulawulwa kwabasebenzisi beenkonzo.<br>– Ukusetyenziswa kwenkqubo yobulungisa yabantwana ngokuvumelana nemithetho yepalamente emalunga nobulungisa kubantwana.<br><br>**iCandelo eliyiNtloko: Ukusebenza kweenkundla**<br><br>– Ukukulawula ngempumelelo ukusebenza ngokutyibilikayo kweenkundla eziphakamileyo, ezengingqi nezesithili<br>– Ukukubeka esweni nokukuphonononga ukusebenza kweenkundla neenkonzo zobulungisa.<br><br>**iCandelo eliyiNtloko: Ukuphuculwa komgaqo-nkqubo wokuchotshelwa kwamatyala**<br><br>– Ukuqaliswa, ukulungelelaniswa nokuphuculwa komgaqo-nkqubo omalunga nendlela achotshelwa ngayo amatyala<br>– Ukukubeka esweni nokukuphonononga ukusebenza kakuhle kwemigaqo-nkqubo ekhoyo.<br>– Ukunika uncedo lokuncedisa ekuchotshelweni kwamatyala.<br><br>**iCandelo eliyiNtloko: iGqwetha leeNtsapho**<br><br>– Ukunika iinkonzo zokucebisa ngomthetho kwimicimbi yeentsapho (umz, kuqhawulo-mtshato, ukuthi abantwana mababe kubani emva koqhawulo-mtshato, nokondliwa kwabo, njl).<br>– Ukwenziwa kophando ngezona ndlela zizizo zokunceda xa kusenziwa isigqibo ngokuphuculwa nokuhlaziywa kwemigaqo-nkqubo nemithetho yepalamente engemicimbi yeentsapho.<br><br>**iCandelo eliyiNtloko: iiofisi zeengingqi**<br><br>– Ukuthi gqi nemigaqo-nkqubo yokusebenza namacebo nokuwasebenzisa ezinkundleni nokunxibelelaniswa kwabachaphazelekayo.<br>– Ukuthi gqi nemilinganiselo yokusebenza yeenkundla nokubekwa esweni kokusebenza kwenkundla.<br>– Ukubalaseliswa komgaqo-siseko, ukuphuculwa komgaqo-siseko nemithetho yepalamente nokomelezwa kokuthabatha inxaxheba kwiinkqubo zentando yesininzi.<br>– Ukunika iinkundla izicwangciso nolawulo olululo.<br>– Ukuthi gqi namaphulo akhethekileyo nokuwabeka esweni ngenjongo yokubalaselisa amalungelo abantu abazizisulu.<br>– Ukunika iinkonzo zamagqwetha eentsapho.<br>– Ukunika iinkonzo ezaneleyo, ngokukhuselekileyo nekulula ukuzisebenzisa. |

| ISEBE | IMISEBENZI |
|---|---|
| Iinkonzo zeeNkampani | **Ukulawulwa kweenkqubo zokwazisa** |

| | |
|---|---|
| ISekela-Mlawuli-Jikelele | **iCandelo eliyiNtloko: Ukulawulwa kwenkqubo nokuphuculwa kwako**<br>– Iinkqubo zemali ezingqalileyo kwiSebe.<br>– Iinkqubo zoshishino ezingqalileyo kwiSebe.<br>– Unxibelelwano olungqalileyo lwezi mini kwiSebe.<br><br>**iCandelo eliyiNtloko: Ukulawulwa okuchuliweyo**<br>– Ukulawula ukuyilwa nokuphuculwa kweenkqubo ezizisebenzelayo kwiSebe nakwamanye ahlobene nalo.<br>– Ukulawula ukulawulwa kweenkqubo kwiSebe nakumasebe ahlobene nalo.<br><br>**<u>Icandelo eliphethe imicimbi yabasebenzi</u>**<br><br>**iCandelo eliyiNtloko: iMigaqo-nkqubo yokuphathwa kwemicimbi yabasebenzi**<br>– Ukunika ezona ndlela zokusebenza zizizo<br>– Ukulawula nokunxibelelanisa ukuphuculwa kwayo yonke imigaqo-nkqubo yemicimbi yabasebenzi, iinkqubo neendlela zokusebenza<br>– Ukulawula, ukubeka esweni nokuphononongo ukulandelwa kwemigaqo yokuphathwa kwemicimbi yabasebenzi .<br>– Ukulawula nokwenza lula ubudlelwane besebe labasebenzi nabantu bangaphandle.<br><br>**iCandelo eliyiNtloko: iZiko Lokuphathwa Kwemicimbi Yabasebenzi**<br>– Ukulawula nokwenza lula ukunikwa kweenkonzo zokuncedisa icandelo labasebenzi ukuya ekusebenzeni kwamasebe/iiofisi.<br>– Ukunxibelelanisa nokubeka esweni ukusetyenziswa kwamacebo ecandelo labasebenzi.<br>– Ukwenza icandelo labasebenzi likholeleke kumasebe/kwiiofisi.<br><br>**<u>Imfundo nonxibelelwano noluntu</u>**<br><br>**iCandelo eliyiNtloko: iinkonzo zonxibelelwano neenkampani**<br>– Ukulawulwa kweenkonzo zangaphakathi zonxibelelwano neelwimi<br>– Ukunikwa kweenkonzo zangaphakathi zonxibelelwano neelwimi<br>– Ukunikwa kweenkonzo zokufundiswa koluntu nonxibelelwano.<br>– Ukunikwa kophando lwamajelo eendaba neenkonzo zonxibelelwano.<br>– Ukunxibelelwaniswa kweenkqubo zamasebe kumajelo eendaba.<br><br>**iCandelo eliyiNtloko: iJustice College**<br>– Iqinisekisa ukufumana iMfundo Nokuphuculwa komgangatho ophezulu.<br>– Ukuxhobisa abafundayo.<br>– Ivelisa izifundo ngenjongo yokuphucula abasebenzi basebenze ngendlela esemgangathweni.<br>– Inika izifundo zomthetho ezifanelekileyo njengenxalenye yecebo lokuphucula.<br>– Iqinisekisa ukuba izakhono zabasebenzi beSebe ziyaphuculwa ukuxhasa iindlela zokusebenza kweSebe. |

| ICANDELO | IMISEBENZI |
|---|---|
| | **<u>i-Ofisi yeGosa leZimali eliyiNtloko</u>**<br><br>**iCandelo eliyiNtloko: Iinkonzo zonaniselwano ngemali nengxelo ngayo**<br>– Ukulawulwa kwemivuzo nokuhlawulwa kwezinto-yinto kwisebe.<br>– Ukuqinisekisa ukwenziwa konaniselwano ngemali nokwenza ingxelo.<br><br>**iCandelo eliyiNtloko: Ukuphathwa kwezimali zokuphathiswa**<br>– Ukulawulwa kwezimali zokuphathiswa<br>– Ukulawulwa kwemisebenzi yokuphathwa kwezimali zokuphathiswa (umz, ibheyile, isondlo, iifayini, iimali zamagqwetha karhulumente neentlawulo ezenziwa luluntu, njl).<br><br>**iCandelo eliyiNtloko: Ulwabiwo-mali, ukuthengwa kwezinto nokuncediswa kwizigqibo**<br>– Ukulawulwa kolwabiwo-mali, ukuncediswa kwizigqibo.<br>– Ukunikwa iinkonzo eziphumelelayo zokuncedisa kulwabiwo-mali.<br>– Ukuncedisa iGosa eliyiNtloko leZimali ekusingatheni umsebenzi wezimali.<br>– Ukusingathwa kolwabiwo-mali lwangaphakathi, ukunika amacebiso nokwalathisa nokongamela umsebenzi wokubala iindleko.<br><br>**iCandelo eliyiNtloko: Ukubala iindleko**<br>– Ukwenza isigqibo ngamathuba okubala iindleko.<br>– Ukuphicotha ifuthe lemimiselo elawula izinto.<br>– Ukwenza isigqibo ngeendlela namacebo okubala iindleko.<br>– Ukuqinisekisa ukudityaniswa kokubalwa kweendleko zemali neendlela zokukusebenzisa.<br>– Ukunika icebiso ngokufunyaniswe kubalo-zindleko.<br><br>**iCandelo eliyiNtloko: Unikezelwano**<br>– Ukulawulwa nokunikwa kweenkonzo zokuthenga nokufuna.<br>– Ukusingathwa kwamalungiselelo, neenkonzo zokuxhobisa nempahla yesebe.<br>– Ukulawulwa kokwenziwa komsebenzi wonikezelwano nokunikwa koncedo lomthetho.<br><br>**iCandelo loMthetho: Ukulawulwa kwezinto zomsebenzi**<br>– Ukulawulwa kwesicwangciso semisebenzi emikhulu neziseko.<br>– Ukulawulwa kwepropathi.<br><br>**iCandelo eliyiNtloko: Ukufumana ingcombolo nokugcinwa kweerekhodi**<br>– Ukugcinwa kweerekhodi, oovimba neenkonzo zamathala eencwadi.<br>– Ukunikwa kweenkonzo zokuncedisa iiofisi kwiOfisi yeZwelonke.<br>– Ukusingathwa nokusetyenziswa kwePAIA liSebe.<br>– Ukunika isikhokelo kwimicimbi emalunga nokufumana ingcombolo. |

## ICANDELO 6 – IINKONZO EZINOKUFUNYANWA LULUNTU NENDLELA YOKUZIFUMANA

| | |
|---|---|
| **uMgcini-mafa weNkundla Ephakamileyo**<br><br>– Amafa ashiywe ngabaswelekileyo<br>– Imiyolelo ebhaliweyo yelifa / ulwabiwo-mafa lwabangashiyanga myolelo<br>– uVimba Wamafa Angenamnini<br>– Ukusingathwa kwempahla yokuphathiswa<br>– Imicimbi yabangakwaziyo ukuhlawula amatyala<br>– Abacelwe ukuba basingathe imicimbi yabanye | Iinkonzo ziyafumaneka kwiOfisi yoMgcini-mafa okufuphi |
| **iGqwetha Lemicimbi Yemizi**<br><br>– Isondlo | Iinkonzo ziyafumaneka kwiNkundla kaMantyi ekufuphi |
| **iCandelo: Inkqubo yomthetho**<br><br>– Ukucinywa kwerekhodi yolwaphulo-mthetho | Iinkonzo ziyafumaneka kwiOfisi yeZwelonke – ukufumana ingcombolo ebhekele phaya ungabuzisa nakuyiphi na iOfisi yeSebe okanye uye kwiwebsayithi yeSebe |

## ICANDELO 7 – INDLELA YOKUCELA INGCOMBOLO

### 1. Isicelo

- Isicelo sokufumana ingcombolo masenziwe ngokubhala ngokuzalisa ifom yesicelo (“iFom 2”) (ifom leyo iyafumaneka usakuyicela kwiSekela leGosa leNgcombolo okanye kwiwebsayithi yeSebe ethi www.justice.gov.za/paia/paia.htm.
- Ngenisa i-“Fom 2” kwiSekela leGosa leNgcombolo ngokuyithumela nge-imeyile ethi paia@justice.gov.za okanye ngedilesi yeGosa leNgcombolo.
- Kuhlawulwa “umrhumo wokucela” oli-R100 – malunga nokuhlawula, jonga isiqendu 6 ngezantsi.

Qaphela – isicelo asiyi kusetyenzwa xa “umrhumo wokucela” ungekahlawulwa.

### 2. Izicelo zomlomo

Izicelo ezingenziwanga ngokubhala azichaswanga; ngoko ke

- Umceli ongakwaziyo ukufunda okanye ukubhala angasenza isicelo ngomlomo; siya kuthi ke eso sicelo sibhalwe size sisetyenzwe – iSekela leGosa leNgcombolo liza kuncedisa.
- iGosa leNgcombolo okanye iSekela leGosa leNgcombolo linyanzelekile ukuba lincede nawuphi na umceli othi abe nobunzima ekwenzeni isicelo sokufumana sokufumana ingcombolo.

### 3. Ukufumana ingcombolo ngokwakho

Kukho ingcombolo anokuthi umntu ayifumane engazalisanga fom yesicelo (engu-“Fom 2”) konke-konke.

- Ingcombolo efumaneka ngokuzenzekelayo iza kwenziwa ifumaneke kwiiofisi zeSebe okanye ngohlobo okanye ikubume obufunwa ngumceli, umzekelo, nge-imeyile okanye ngeposi, njl (apho kunokwenzeka khona).
- Indlela yokuyifumana iquka ukuyifunda, ukwenza ikopi yerekhodi okanye ukukhutshelwa kwayo ephepheni (ukuba kufuneka ngolo hlobo).
- Kusengafuneka kuhlawulwe umrhumo ngezinye iirekhodi eziceliweyo.

Qaphela – ukuze ufumane uludwe lweerekhodi ezifumaneka ngokuzenzekelayo, jonga kwi**Candelo 9** lale ncwadana.

**4. Isigqibo**

IGosa leNgcombolo okanye iSekela leGosa leNgcombolo lisengasikhaba isicelo sokufumana ingcombolo xa iPAIA imvumela ukuba enze njalo.
I-PAIA ibeke izizathu ezithile (kwisiqendu 7, 12 nakwiSahluko 4 sePAIA) ekunokuthi ngazo isicelo sikhatywe, ezo zizathu ke ziquka ezi:

- Iirekhodi ezicelelwe ukuxoxwa kwetyala lolwaphulo-mthetho okanye elembambano emva kokuba liqalile ityala;
- Ukuthiwa pahaha kwerekhodi kuya kubangela ukumangalelwa ngenxa yokudandalaziswa kweemfihlo zomnye umntu kusaphulwa isivumelwano ebesenziwe naye;
- Ukuyithi pahaha kungabeka esichengeni ubomi okanye ukukhuseleka komntu;
- Ukuthiwa pahaha kwerekhodi kungabeka esichengeni ukuzithethelela, nokukhuseleka kwelizwe nobudlelwane balo namanye amazwe;
- Ukuthiwa pahaha kwerekhodi kungenzeka kubeke esichengeni kanobom uqoqosho nemeko yemali yelizwe;
- Iirekhodi zoluvo, icebiso, ingxelo okanye isiphakamiso, ukubonisana, ingxoxo, kuquka namanqaku entlanganiso, ngenjongo yokuqulunqa umgaqo-nkqubo okanye isigqibo.

IGosa leNgcombolo okanye iSekela leGosa leNgcombolo kufuneka limazise umculi ngesigqibo zingekapheli iintsuku ezingama-30 zekhalenda, limazisa nokuba siphumelele kusini na isicelo okanye asiphumelelanga.

**5. Ukunika imvume yokuyifumana**

- Umceli kufuneka abonise ukuba ufuna ukuyifumana ikweyphi imeko okanye ubume.
- ISebe liza kuzama ukumnika umntu ingcombolo ikubume abucelileyo ngaphandle kokuba oku kuza kuphazamisa ukusebenza kwalo ngokutyibilikayo.
- Kananjalo liza kucinga ngokulondolozwa kwerekhodi nangokwaphulwa komthetho wokukopisha.
- Kuhlawulwa “umrhumo wokuyifumana” wokuyikhangela, ukuyilungisa, nokuyivelisa irekhodi eceliweyo – jonga kwi**Candelo 9** lale ncwadana.

  Qaphela – ngaphandle kokuba umntu uyafaneleka ukuba angahlawuliswa, irekhodi ayiyi kuthunyelwa kumceli engekahlawuli “umrhumo wokuyifumana”.

**6. Iindlela zokuhlawula**

- Kuhlawulwa ngemali iyimali (okanye ngekhadi ukuba umatshini wekhadi uyafumaneka) kuyo nayiphi na iOfisi yeSebe okanye kwiNkundla kaMantyi; okanye
- Ifakwe kwiakhawunti yebhanki yeSebe.
  **iBhanki:** Standard Bank
  **iNombolo yeAkhawunti:** 010147136
  **Ikhowudi yeSebe:** 010045
  **Uhlobo lweakhawunti:** Department of Justice & Constitutional Development Vote Account Deposits

  **Imbekiselo:** 7/6/9 Ifani kunye noonobumba bokuqala bomceli

## ICANDELO 8 – IINDLELA ZONCEDO EZINOKUFUNYANWA NGUMCELI

Ukuba umntu akanelisekanga sisigqibo seGosa leNgcombolo okanye seSekela leGosa leNgcombolo, umntu unelungelo—

- lokufaka isibheno sangaphakathi kuMphathiswa; aze ukuba akanelisekanga sisigqibo soMphathiswa, unokukhetha phakathi kokuba
- akhalaze kwiGosa leNgcombolo; okanye
- acele uncedo enkundleni.

**1. Isibheno sangaphakathi**

- Isibheno sangaphakathi masifakwe kwigunya elifanelekileyo, elinguMphathiswa woBulungisa neeNkonzo zoLungiso-similo;
- Masifakwe zingekapheli iintsuku ezingama-60 senziwe isigqibo seGosa leNgcombolo okanye seSekela leGosa leNgcombolo;
- Umntu makazalise "iFom 4" – ifom leyo efumaneka xa umntu eyicela kwiSekela leGosa leNgcombolo okanye kwiwebsayithi yeSebe ethi www.justice.gov.za/paia/paia.htm;
- Makangenise iFom B kwiGosa leNgcombolo ngokuyithulmela nge-imeyile ethi DocMashabane@justice.gov.za nethi paia@justice.gov.za okanye ngeposi kwidilesi yeGosa leNgcombolo;
- iSekela leNgcosa leNgcombolo liza kukunceda kuyo yonke imigudu yokufaka isibheno.

**2. Ukukhalaza kwiGosa leNgcombolo**

- Kufakwa isikhalazo ngokuzalisa ifom enguFom 5 uze uyithumele kwiQumrhu Elilawula iNgcombolo; liya kuthi ke
- iQumrhu Elilawula iNgcombolo likuncedise kuyo yonke imigudu yokufaka isikhalazo.

**kungenjalo**

**3. Isicelo esibhekiswa enkundleni.**

- Isicelo masifakwe zingekapheli iintsuku ezili-180 senziwe isigqibo nguMphathiswa okanye liQumrhu Elilawula iNgcombolo;
- Zonke iinkundla zeeMantyi zinalo igunya lokuphulaphuula isicelo sePAIA; kwaye
- uMabhalane weNkundla uza kukuncedisa kuyo yonke imigudu yokufaka isicelo enkundleni.

## ICANDELO 9 – IIREKHODI EZIFUMANEKA NGOKUZENZEKELAYO

Ngokwesiqendu 15(2) uMphathiswa upapashe kuShicilelo-Mithetho isihlokomiso seerekhodi ezifumaneka ngokuzenzekelayo.

Njengoko kuboniswe ngentla (kwiCandelo 6, isiqendu 3) ziirekhodi ezicelwa kwezi meko zilandelayo:
- akukho mfuneko yokuba umceli azalise ifom enguFom 2 nokuba ahlawule umrhumo wokucela oli-R100;
- iirekhodi zisengafumaneka simahla ukuba zihlolwe, ngomrhumo oqingqiweyo okanye njengeekopi; nalapho
- kwenziwa iikopi (nokuba zikwimo enjani), kufuneka umrhumo omiselweyo – iSekele leGosa leNgcombolo liza kukwazisa ukuba uyafuneka kusini na umrhumo.

| **UKUCHAZWA KODIDI LWEEREKHODI EZIFUMANEKA NGOKUZENZEKELAYO NGOKWESIQENDU 15(1)(a) LE-PAIA** | **INDLELA YOKUFUMANA IIREKHODI (umz kwiwebsayithi)(ISIQENDU 15(1)(a))** |
|---|---|
| **NGENJONGO YOKUYIHLOLA NGOKWESIQENDU 15(1)(a)(i)**<br>**AKUKHO** | |
| **NGENJONGO YOKUYITHENGA NGOKWESIQENDU 15(1)(a)(ii)**<br>**AKUKHO** | |
| **EFUMANEKA SIMAHLA NGOKWECANDELO 15(1)(a)(iii)** | |
| **Malunga nathi**<br>- Ingcombolo emalunga nesebe<br>- Ukusingathwa kobulungisa<br>- Amasebe namacandelo<br>- Incwadana yePAIA<br>**Ubuncwane**<br>- Umbono wethu nenjongo yethu<br>- Icebo leSebe<br>• Isicwangciso esichuliweyo | Le ngcombolo iyafumaneka kwiwebsayithi yeSebe ethi www.justice.gov.za |

| | |
|---|---|
| • Isicwangciso sokufeziweyo ngonyaka<br>- Umgaqo-sisekwana wenkonzo<br>- Izaziso zokusebenza<br>- Iifom<br>- amaxwebhu<br>- oolindixesha<br>- imigaqo-nkqubo<br>- amanqaku ashicilelweyo<br>- iinkonzo<br>- amaphulo<br>**Amalungelo oluntu**<br>- uMgaqo-siseko<br>- uMqulu wamaLungelo<br>- Umthetho oyilwayo wolwaphulo-mthetho lwentiyo nentetho yentiyo<br>- Iimbopheleleko zamazwe ngamazwe<br>- Iingxaki zabeLGBTI<br>• Imibuzo edla ngokubuzwa<br>- Isicwangciso Sezwelonke Samanyathelo<br>- iTRC<br>- iUniversal Declaration of Human Rights<br>- Isibhengezo Ngokubulawa Kwabesini Ngabesinye Isini Nokubulawa Kwamalungo oSapho<br>• Isicwangciso Sokwenzakaliswa Kwabesini Ngabesinye Isini Nokubulawa Kwamalungu oSapho<br>• Ingxelo Ngenkomfa KaMongameli Nxamnye Nokwenzakaliswa Kwabesini Ngabesinye Isini<br>• Iintetho Ezimalunga Nokwenzakaliswa Kwabesini Ngabesinye Isini<br><br>**Umthetho wolwaphulo-mthetho**<br>- Ubulungisa obulingene abantwana<br>- Ukubethwa ekhayeni<br>- Ukucinywa kwerekhodi yakho yokwaphula umthetho<br>- Izenzo zokona zesondo / ukubulawa kwamalungu osapho<br>• Amanqaku namaxwebhu<br>• Uludwe lweenkundla<br>• Isicwangciso sokukhuseleka<br>• Imithetho yepalamente nemimiselo<br>- Iifom zeNRSO<br>• Imibuzo ebuzwa qho<br>• Iifom eziyiNRSO<br>- Ukukhuselwa ekwenziweni intlondi<br>- Ubulungisa bembuyiselo<br>- Umgaqo-sisekwana wamaxhoba aseMzantsi-Afrika<br>- Ukuthengisa ngabantu<br>- Amangqina<br><br>**uMthetho wamatyala embambano**<br>- uMgcini-mafa weNkundla Ephakamileyo<br>• Amafa ashiywe ngabangasekhoyo<br>• Ukudla ilifa elishiywe ngomyolelo obhaliweyo nelingenamyolelo<br>• Uvimba Wamafa Angenabanini<br>• Ukusingathwa kwempahla yokuphathiswa<br>• Ubuncwane<br>• Imicimbi yabavakaliswe yinkundla njengabangakwaziyo ukuhlawul amatyala | |

- Abamiselwe yinkundla ukuba basingathe imicimbi yabanye
- Iifom
- Imiyalelo evela kuMgcini-mafa oyiNtloko

- Imibuzo ebuzwa qho
- I-ICMS Master Web Portal

- uMgcini-mafa: ukuqhagamshelana naye
- uMgcini-mafa: amafa
- uMgcini-mafa: ICMS Web Portal
- uMgcini-mafa: Ukuthengiswa kwempahla yeshishini elitshonileyo
- uMgcini-mafa: Impahla yokuphathiswa nemiyolelo yamafa
- ukulamla
  - Amaqhagamshela akhawulezayo
- iNkundla Yamabango Amancinane
  - Amaqhagamshela akhawulezayo
- iNkundla Yokulingana
  - Uqhagamshelwano olukhawulezileyo
- Amanani abonisa ukunikwa kwamagqwetha umsebenzi wokumela urhulumente ematyaleni

**Umthetho wezomzi**

- uMthetho Wabantwana
- Imitshayo yesintu
- Uqhawulo-mtshato
- IGqwetha Lezomzi
- uVimba Wamafa Angenabanini
- Isondlo
- Abantu abakhulileyo
- ISivumelwano SaseHague
- Abantu abazizisulu

**Imithetho yepalamente**

- uMgaqo-siseko noMqulu wamaLungelo
- Uxwebhu oluchaza ngeMithetho nangemithetho eyilwayo
- Izihlokomiso kuShicilelo-Mithetho
- Ukumenyelwa ukuvakalisa izimvo
- Umthetho oyilwayo wolwaphulo-mthetho lwentiyo nentetho yentiyo
- Iimbopheleleko ezingokomthetho zamazwe ngamazwe
- iPAIA nePAJA
  - incwadana yePAIA
  - amaqhagamshela akhawulezayo
- IBhodi yemiGaqo
  - Amaqhagamshela akhawulezayo
- Imiyalelo ngendlela yokusebenza kwamagqwetha ezinkundleni
- iKomishoni Yokwenza Inguqu Kwimithetho Yeli Lizwe
- Abacebisi BakaRhulumente Ngomthetho
  - Amaqhagamshela akhawulezayo
- Amanani abonisa ukunikwa kwamagqwetha umsebenzi wokumela urhulumente ematyaleni
- Iikomishoni nabachopheli-matyala abakhethekileyo

**Iinkundla**

- Iinkundla eMzantsi-Afrika neejaji neemantyi
- iNkundla yoMgaqo-siseko
- iNkundla Ephakamileyo Yezibheno
- Iinkunda Zabasebenzi Namabango oMhlaba
- Izigqibo zeeNkundla Eziphakamilyo
- IiNkundla Zokulingana
- iiNkundla Zamabango Amancinane

| | |
|---|---|
| - Uqhagamshelwano<br>- uMqulu WamaGqwetha Asezijajini<br>- Inkcazelo ngeeNkundla zeeMantyi<br>- Izithili zeeMantyi<br>**Iifom**<br>- Ezimalunga nabantwana<br>• Iifom ezimalunga noMthetho Wabantwana<br>- iGosa Elifungisayo<br>- Ukubethwa ekhayeni<br>- Ukucinywa kwerekhodi yamatyala okwaphula umthetho<br>- Ukwenziwa intlondi<br>- Isondlo<br>- uMgcini-mafa<br>- Ukulamla<br>- iNRSO<br>- iPAIA<br>- Amaxhoba eTRC<br>- iNkundla Yamabango Amancinane<br>- Ukubhaliswa kwabaniki-nkonzo<br>- Ukuthengisa abantu<br>- Iinkundla Zokulingana<br>**Ukubhida neethenda**<br>- ukunikwa / ukufumana / ukupapashwa<br>- Ukulawulwa kwezigaba zonikezelwano<br>- Ukubhaliswa kwabaniki-nkonzo<br>**Igumbi leendaba**<br>- Ukwaziswa kwamajelo eendaba<br>- Iintetho<br>- Iziganeko<br>- Izicatshulwa zevidiyo nezesandi<br>- Itshaneli yeSebe yeYoutube<br>- Iingxoxo kunomathotholo<br>- Imibuzo neempendulo ePalamente<br>- Iinkomfa neentlanganiso zokuncazelana ulwazi<br>**Imisebenzi/Izithuba**<br>- I-Z83 (iFom Yesicelo Somsebenzi)<br>- Imisebenzi efumaneka kwisebe lobulungisa<br>- Izithuba ezitsha<br><br>**Isikhokelo sendlela yokufumana iinkonzo / <u>Ndenze njani</u>?** | |
| **XA UFUNA UKUKOPISHA NGOKWESIQENDU 15(1)(a)(ii)** | |
| Iirekhodi ezidweliswe ngentla zinokufunyanwa ngokuthumela isicelo esibhaliweyo ngeposi okanye nge-imeyile kule dilesi:<br><br>**Idilesi:** ISekela leGosa leNgcombolo<br>Department of Justice & Constitutional Development<br>Private Bag x81<br>Pretoria<br>0001<br><br>**I-imeyile:** paia@justice.gov.za | Uza kuhlawula imirhumo edweliswe phantsi kweCandelo 10 lale Ncwadana |

## ICANDELO 10 – UKUHLAWULWA KWEMIRHUMO

| Inombolo yento | Ukuchazwa kwayo | Imali |
|---|---|---|
| 1. | **"Umrhumo wokucela"** omawuhlawulwe ngumntu ngamnye ocelayo | **R100.00** |

**"Imirhumo yokucela"** ekuthethwe ngayo kwisiqendu 22(6) salo Mthetho (ngaphandle kokuba ocelayo ukhululwe ekuhlawuleni ngokwesiqendu 22(8)) imi ngale ndlela:

| | **Ukuchazwa kwayo** | **Imali** |
|---|---|---|
| 2. | Ukukopishwa kwephepha eliyi-A4 | **R1.50** ngephepha ngalinye okanye inxalenye yalo |
| 3. | Ikopi eprintiweyo ebukhulu buyi-A4 | **R1.50** ngephepha ngalinye okanye inxalenye yalo |
| 4. | Ikopi ikwimo efundeka kwikhompyutha<br>(i) Kwifleshdrayivi (emayivele kocelayo)<br>(ii) ikhompakthidiski<br>• xa ivele kocelayo<br>• xa ivela kuthi | **R40.00**<br><br>**R40.00**<br>**R60.00** |
| 5. | Xa ufuna kukhutshelwe imifanekiso ebonakalayo ngephepha ngalinye eliyi-A4 | Siza kucela mntu wumbi asenzele le nkonzo. Kuza kuxhomekeka kwixabiso esilinikwe ngulowo oza kusenzela |
| 6. | Ikopi yemifanekiso ebonakalayo | |
| 7. | Ukukhutshelwa kwerekhodi esisandi, ngephepha ngalinye eliyi-A4 | **R24.00** |
| 8. | Ngekopi nganye yerekhodi esisandi:<br>(iii) ekwifleshdrayivi (mayivele kocelayo)<br>(iv) ekwikhompakthdiski<br>• xa ivele kocelayo<br>• xa ivele kuthi | **R40.00**<br><br>**R40.00**<br>**R60.00** |
| 9. | Ukukhangela irekhodi nokuyilungisa iyeyokudandalaziswa ngeyure nganye okanye inxalenye yeyure, ingabalwa iyure yokuqala, efunekela ukuyikhangela nokuyilungisa<br><br>Ingagqithi kwindleko epheleleyo eyi- | **R100.00**<br><br>**R300.00** |
| 10 | Idiphozithi: ukuba ukukhangela kuyadlula kwiiyure ezi-6 | Isinye kwisithathu sexabiso ngesicelo ngasinye, elibalwe ngokwenombolo 2 ukuya kwisi-8 |
| 11. | Indleko yokuposa, i-imeyile okanye enye indlela yokuthumela eye-elektroniki | Eyona mali ekudlekwe yona, ukuba ikho |

| **UMNTU OKANYE ABANTU ABANGANYANZELEKANGA UKUBA BAHLAWULE IMIRHUMO YOKUFUMANA INGCOMBOLO** | |
|---|---|
| Umntu ongatshatanga ongeniso yakhe yonyaka ingagqithiyo kwi- | **R14,712.00** |
| Abantu abatshatileyo okanye abantu abanamaqabane abangeniso yabo yonyaka ingagqithiyo kwi- | **R27,192.00** |

## ICANDELO 11 – UKUSETYENZWA KWENGCOMBOLO YOBUQU

*uMthetho Wokukhuselwa Kwengcombolo Yobuqu* 4 ka-2013 *("uMthetho Wengcombolo")*

### 1. Injongo yokuyisebenza

ISebe liqokelela ingcombolo yobuqu lize liyisebenze ngezi njongo zilandelayo, phakathi kwezinye:

(a) Ukwenza okufunwa ngumthetho wepalamente;
(b) Ukwenza okufunwa yimiyalelo yenkundla;
(c) Ukusebenza izicelo zomsebenzi;
(d) Ukusebenza izicelo zabaniki-nkonzo;
(e) Ukusebenza imicimbi emalunga nabaqeshwa.

### 2. Iindidi zabantu engabo ingcombolo nengcombolo yabo yobuqu

| Abantu engabo ingcombolo | Ingcombolo yobuqu *(imizekelo)* |
|---|---|
| Abaqeshwa | • Amagama neenkcukacha zoqhagamshelwano;<br>• Iinombolo zofaniso<br>• Iindawo akhe waphangela kuzo<br>• Iinkcukacha zasebhankini |
| Abantu abaseza kuqeshwa | • iiCV – kuzo makubekho, phakathi kwezinye izinto:<br>• Amagama neenkcukacha zoqhagamshelwano<br>• Inombolo yofaniso<br>• Iindawo akhe waphangela kuzo umntu |
| Uluntu | • Amagama neenkcukacha zoqhagamshelwano<br>• Idilesi yeposi<br>• Iinombolo zofaniso |
| Abantu bezivumelwano nabaniki-nkonzo | • Amagama neenkcukacha zoqhagamshelwano<br>• Iinombolo zofaniso<br>• Iinkcukacha zenkampani |

### 3. Abantu enokunikwa bona ingcombolo yobuqu

ISebe aliyidluliseli komnye umntu ingcombolo yobuqu ngaphandle kokuba umntu engaye loo ngcmbolo uyavuma okanye kuvuma umthetho wepalamente.

### 4. Ukuwelela kwengcombolo ngaphaya kwemida

ISebe aliyidluliseli ingcombolo yobuqu kwelinye ilizwe ngaphandle kokuba kuvuma umntu engaye loo ngcombolo okanye kuvuma umthetho wepalamente.

### 5. Amacebo okhuseleko okuqinisekisa ukugcinwa kwemfihlo, ukuthembeka nokufumaneka kwengcombolo

ISebe linamacebo obuchwephetshe nawentlangano okuthintela ukulahleka kwengcombolo, ukonakaliswa kwayo, okanye ukufunyanwa kwayo okungagunyazwanga okanye ukutshatyalaliswa kwayo.

La macebo aquka:
(a) Amagumbi okugcinwa kweerekhodi alondolozelwe loo njongo;
(b) Umphathi weerekhodi onamava namagosa okugcina amaxwebhu;
(c) Unxibelelwano lweekhompyutha oluphethwe liqela leengcali elizinikeleyo;
(d) Icandelo lokhuseleko elihlola qho ukufaneleka nokukhuseleka kweendawo zokugcinwa kweerekhodi;
(e) Ukufundiswa nokubekwa esweni okuqhubekayo kwawo onke amagosa efundiswa kwaye ebekwa esweni nguMphathi-zirekhodi ebafundisa ngokuphathwa kweerekhodi

(f) Ingcombolo efunyenweyo neerekhodi ezenziweyo zaza zaphathwa ngokwemigaqo yokuphathwa kweerekhodi equlunqwe ngumthetho wepalamente osebenza kuloo meko.

(g) Kukho umgaqo-nkqubo wokuphathwa kweerekhodi nemigaqo ngokuvumelana ne*National Archives and Records Services Act* 43 ka-1996; kunye

(h) Neqela elizinikeleyo nelinamava lamagosa ekunokucelwa kuwo ukufumana ingcombolo ngokuvumelana nePAIA.

## ICANDELO 12 – UKUHLAZIYWA KWENCWADANA NOKUFUMANEKA KWAYO

- Le ncwadana iza kumana ihlaziywa qho ngonyaka;
- Iza kupapashwa ngeelwimi ezilishumi elinanye ezivunyiweyo; kwaye
- Ifumaneka kwiwebsayithi yeSebe ethi www.justice.gov.za/paia/paia.htm naxa uyicela kwiSekela leGosa leNgcombolo okanye kwiNtloko yayo nayiphi na iOfisi yeSebe.