



**the doj & cd**

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Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

**UMHLAHLANDLELA WESIGABA 14:  
UMTHETHO WOKUTHUTHUKISWA KOKUFUMANEKA  
KWELWAZI WEE-2000 (I-PAIA)**

*Uhlanganiswe: Li-Ofisi leSekela lesiPhathiswa seLwazi*  
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*Ubuyekezwe ngoKhukhulamungu wee-2021*

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## INGCENYE YOKU-1 – ISINGENISO

Umnqopho womThetho wokuThuthukiswa kokuFumaneka kweLwazi wesi-2 womnyaka wee-2000 (ojwayeleke ngokubizwa “nge-PAIA”) kukuthi upha amandla ukusetjenziswa kwelungelo langokomthethosisekelo lokufumana ilwazi eliphethwe mbuso, kanye nelwazi eliphethwe ngomunye umuntu elidingelwa ukusetjenziswa nofana ukuvikelwa kwananyana ngiliphi ilungelo.

Ikuthazo yokupha amandla ukusetjenziswa kwelungelo lokufumana ilwazi kukuthi liqisinisekisa ubukhanyelo kanye nobuziphendulelo eenhlanganweni zikarhulumente kanye neenhlanganweni zangeqadi, begodu nokuthuthukisa umphakathi lapho abantu beSewula Afrika bakghona khona ukufinyelela ilwazi ukwenzela ukubasiza bona balisebenzise begodu bavikele ngokugcweleko woke amalungelwabo.

Isigaba 14 se-PAIA siphakamisa bonyana iHlangano kaRhulumente, efana nomNyango wezoBulungiswa nokuThuthukiswa komThethosisekelo, kufanele ihlanganise umhlahlandlela. Umhlahlandlela kufanele uphe imininingwana yesiPhathiswa seLwazi (kanye neyamaSekela wesiPhathiswa seLwazi, nangabe akhona), isakhiwo, imisebenzi kanye namarekhodi weHlangano leyo.

Umnqopho womhlahlandlela kukupha ilwazi elizakusiza abantu bonyana bazwisise imisebenzi yehlangano karhulumente kanye namarekhodi aphethwe ngiyo. Umuntu nasele ahlonyswe ngelwazelo uzakukghona ukukhomba amarekhodi awafunako kanye nekambiso ekufanele ayilandele nakabawa ilungelo lokufumana amarekhodi lawo.

## INGCENYE YESI-2 – IKOMBANDLELA YEMHHLAHLANDLELA YOKE YERIPHABLIKI

UmLawuli weLwazi ukhuphe ikombandlela ephakanyiswe sigaba 10 se-PAIA.

Ikombandlela iyatholakala ema-ofisini womLawuli weLwazi.

### **Isiphande Somakhiwo**

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### **Isiphande Seposo**

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## INGCENYE YESI-3 – IMINININGWANA YOKUTHINTANA NESIPHATHISWA SELWAZI KANYE NAMASEKELA WESIPHATHISWA SELWAZI

### **Isiphande Somakhiwo**

Momentum Building  
329 Pretorius Street  
Pretoria

### **Isiphande Seposo**

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PRETORIA  
0001

### **ISIPHATHISWA SELWAZI**

UmNqophisi Zombebele: Adv. Doctor Mashabane

**Iposommoya:**

[DocMashabane@justice.gov.za](mailto:DocMashabane@justice.gov.za),

### **ISEKELA LESIPHATHISWA SELWAZI**

Adv. Witness Ndou (umNqophisi – weYunidi ye-PAIA)

**Ufunjathwako:** 082 898 7289

Adv. Daniel Seopa (isiPhathiswa esiKhulu sezokuPhathwa komThetho)

**Ufunjathwako:** 072 995 6417

**Umtato:** +27 12 357 8892/ 8544/ 8961  
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**Ihlathululo yemisebenzi:**

AmaSekela wesiPhathiswa seLwazi, ngokulayelwa kanye nokukhonjiswa indlela siPhathiswa seLwazi, aqinisekisa bonyana umNyango wezoBulungiswa nokuThuthukiswa komThethosisekelo uphumelelisa i-PAIA, begodu ngokwe-PAIA, upha nesizo komunye nomunye umuntu ofuna ukufumana ilwazi lomNyango.

**INGCENYE YESI-4 – ISAKHIWO SOMNYANGO (*sisabuyekezwa*)**

**uNgqongqotjhe**

Nom. Mr. R Lamola

**iSekela likaNgqongqotjhe**

Nom. J Jeffery

**i-Ofisi lomNqophisi Zombebele**

Adv. D Mashabane

**i-Ofisi lesiPhathiswa esiKhulu  
sezemiSebenzi**

Isikhundla asinamuntu

IGATJA

**lokweLulekwa komBuso ngezomThetho**

Ksz. S Masapu (Umjaphethe)

IGATJA

**lokuThuthukiswa komThetho**

Ksz. K Pillay

IGATJA

**lokuThuthukiswa komThethosisekelo**

Adv. O Sewpaul (umjaphethe)

IGATJA

**lomJameli-Zombebele (ngaphambilini  
begade libizwa nge-CLO (isiPhathiswa  
esiKhulu sezomThetho)**

Nom. F Pandelani (umjaphethe)

IGATJA

**lemiSebenzi yamaKhotho**

Adv. JB Skosana

IGATJA

**lomLawulimafa weKhotho ePhakamileko**

Adv. MM Mafojane

IGATJA

**leenSiza zamaBhizinisi**

Ksz. TC Mametja

**INGCENYE YESI-5 – IMISEBENZI YAMAGATJA WOMNYANGO (isabuyekwezwa)**

IGATJA	IMISEBENZI
<p><u>I-Ofisi lomNqophisi-Zombebele</u> umNqophisi-Zombebele</p>	<p><b>IPhiko elikhulu lomNyango: liLungelelanisa abaBambisani</b></p> <ul style="list-style-type: none"> <li>- Litjheje ukuphatha kanye nokulungelelanisa zokuphatha, ukuthintana kanye nesekele likanobhala eliya eenjamisweni/emetlayentini wangaphandle afana namaZiko wesaHluko 9, iButhelelo ye-IRPS, iButhelelo loBulungiswa, iKomidi yomSebenzi othileko.</li> <li>- Linikela begodu likghonakalisa neensiza zesekele enepumelelo kwezokuphatha e-Ofisini lomNqophisi Zombebele.</li> </ul> <p><b>IPhiko elikhulu lomNyango: UkuHlolwa kweNcwadi kwangaPhakathi</b></p> <ul style="list-style-type: none"> <li>- Lirhola ukuhlolwa kweencwadi zeemali kanye nemisebenzi.</li> <li>- Lirhola umsebenzi wokuhlolwa kweencwadi zeemali ngehloso yobufakazi kanye namaphenyo.</li> <li>- Lirhola ukuhlolwa kweencwadi ezimalungana nerherho leTheknolojiwazi (i-IT).</li> <li>- Lirhola umsebenzi wokuhlolwa kweencwadi ezimalungana nokuthotjelwa komthetho.</li> <li>- Lirhola umsebenzi wokuhlolwa kweencwadi ezimalungana nokusebenza.</li> <li>- Ukubikwa kweemphumela yokuhlolwa kweencwadi.</li> <li>- Linikela ngomsebenzi wokuphathwa kwephrojekthi yokuhlolwa kweencwadi okupheleleko.</li> </ul>
<p><u>lokweLulekwa komBuso</u> <u>ngezomThetho</u> umeLuleki omKhulu wezomThetho emBusweni</p>	<p><b>I-Ofisi lomeLuleki omKhulu wezomThetho emBusweni</b></p> <ul style="list-style-type: none"> <li>- Litlama begodu liqinisekise nemithetho.</li> <li>- Litjhugululela imithetho emalimini amanye.</li> <li>- Litlola iimbono yezomthetho.</li> <li>- Lihlolisisa beliqinisekise zoke iimvumelwano zeentjhabatjhaba ekufaka hlangana iimvumelwano zokubuyiswa kwabaphulimthetho.</li> <li>- Lihlolisisa beliqinisekise imitlamo yemithetho emincani.</li> <li>- Libuyekeza beliqinisekise iimthetho yabomasipala.</li> <li>- Lihlolisisa iingwebo zeKhotho ePhakamileko begodu lenzele isiGungu iimphakamiso.</li> <li>- Lisiza abomasipala ngokutlama iimthetho yabomasipala.</li> <li>- Lithwasisela ukutlanywa kwemithetho kwangaphakathi nakweminye iminyango.</li> </ul>
<p><u>lokuThuthukiswa komThetho</u> iSekela lomNqophisi-Zombebele</p>	<p><b>IPhiko elikhulu lomNyango: ukuThuthukiswa kweemThetho</b></p> <ul style="list-style-type: none"> <li>- Liyaphenya begodu lithuthukisa nomthetho oyihloko kanye nomncani.</li> <li>- Liyabuyekeza begodu likhibkelele imithetho emincani kanye nemikhulu esele ikhona.</li> <li>- Liluleka ungqongqotjhe malungana neemphakamiso zomthetho eziphathelene nomsebenzi womnyango.</li> <li>- Ukubuyekwezwa kweendleko kanye namazinga ngokwemibandela yokuphathwa komthetho.</li> <li>- Libikela iinKomidi zePalamende ngokutlanywa komthetho begodu lisiza ikomidi malungana nokukhibelela umtamo womthetho.</li> </ul> <p><b>IPhiko eliKhulu lomnyango: UnoBhala weKomitjhini yeSewula Afrika yokuBuyekwezwa komThetho</b></p>

	<ul style="list-style-type: none"> <li>- Linikela ngesekelo leensiza ze-ofisi likanobhala kanye nokuphatha eKomitjhini yeSewula Afrika yokuBuyekezwa komThetho.</li> <li>- Lirhola irhubhululo lezomthetho, ekufaka hlangana irhubhululo eliqathanisa imithetho, ukwenzela bona likghone ukupha iimphakamiso malungana nokubuyekezwa komthetho.</li> <li>- Linikela ibhodi yemilayo iinsiza ze-ofisi likanobhala.</li> </ul>
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IGATJA	IMISEBENZI
<p><u>umLawulimafa weKhotho ePhakamileko</u> umLawulimafa omKhulu</p>	<p>I-Ofisi lomLawulimafa lihlukaniseke ngemikhakha emihlanu, enqophe ukuvikela iinrhuluphelo zabantu labo ipahlabo nofana iinrhuluphelo zabo zisezandleni zabanye abantu, ngonobangela weenzathu ezihlukahlukeneko.</p> <p><b>Amafa Kamufi</b></p> <ul style="list-style-type: none"> <li>- Libeka ilihlo ukuphathwa kwamafa kamufi ukwenzela ukuqinisekisa bonyana iindaba eziphatelene neemali zikamufi zihleleke kuhle begodu nokuqinisekisa ivikeleko leenrhuluphelo zeemali zeendlalifa.</li> </ul> <p><b>Ukudliwa kwamakhamphani (Isikolodo esidlula ilifa)</b></p> <ul style="list-style-type: none"> <li>- Libeka ilihlo ukuphathwa kwesikolodo esidlula ilifa ukwenzela ukuqinisekisa bonyana koke kulawulwa ngokomThetho otjheje eziphalene neTjhono wama-24 womnyaka we-1936, nanyana kunjalo amafa la kwesinye isikhathi aphanthwa ngabathwasisiweko, labo abayazi kuhle imisebenzi kanye nekambiso yakhona.</li> </ul> <p><b>UkuPhathwa kobuPhathelipahla</b></p> <ul style="list-style-type: none"> <li>- I-Ofisi lomLawulimafa, hlangana nokhunye, litlhogomela imitlole yobuphathelipahla, likhuphela abahlomuli bobuphathelipahla iincwadi eziya ebahlomulenipahla abakhethiweko begodu libeka ilihlo ukuphathwa kobuphathelipahla. Ukuphathwa kobuphathelipahla kulawulwa ziinqalelelo zomThetho wokuLawulwa kwePahla yobuPhathelipahla wama-59 womnyaka we-1988.</li> </ul> <p><b>Abajameli eKhotho nabaPhathelipahla</b></p> <ul style="list-style-type: none"> <li>- Libeka ilihlo ukuphathwa kweendaba zalabo ipahlabo engaphasi kwelawulo lomunye umuntu obizwa ngomjameli ekhotho nofana umphathelipahla, ngokweenzathu ezihlukahlukeneko.</li> </ul> <p><b>IsiKhwama somTjheji</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kwesiKhwama somTjheji, esenzelwe bonyana siphathe iimali ezibhadalwa mLawulimafa esikhundleni sabantu abahlukahlukeneko abaziwako nofana abangaziwako, isib. abentwana, abantu abangakghoniko ukuziphathela iindaba zabo, iindlalifa ezisazokubelethwa, abantu abalahlekileko nofana abangekho nofana abantu abaneenrhuluphelo eemalini zomhlobo welungelo lesikhatjhana lokusetjenziswa kwepahla yomunye umuntu, njengomphathelipahla nofana njengomhlomuli ngaphasi komthetho.</li> </ul>
<p><u>i-Ofisi lomJameli-Zombebele</u> <u>umJameli-Zombebele</u></p>	<p><b>IPhiko lomNyango eliKhulu: <u>umJameli-Zombebele (i-S-G)</u></b></p> <ul style="list-style-type: none"> <li>- Lilungelelanisa woke ama-Ofisi wamaGcwetha womBuso.</li> <li>- Lilungelelanisa begodu lilawule ukumangalelwa ngamacala wombango lapho umBuso ubandakanyeka khona.</li> </ul>

	<ul style="list-style-type: none"> <li>- Lakha begodu liphumelelise imithethomgomo etjheje</li> <li>▪ imibiko yamagcwetha;</li> <li>▪ ukutholakala komsebenzi wezomthetho ovela ngaphandle, ekufaka hlangana umlayelo wamagcwetha anzinze kwenye indawo;</li> <li>▪ ukuthoma, ukuvikela begodu nokubamjameli endabeni eziphikisako, begodu</li> <li>▪ ukuphumelelisa ezinye iindlela zokusombulula imibango yokudoselwa ekhotho komBuso, nekufanele zithotjelwe ngibo boke abantu abaqatjhw e-Ofisini lamaGcwetha womBuso.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: iinSiza zemiThetho</b></p> <ul style="list-style-type: none"> <li>- Ukwakhiwa kwekambiso yomthetho esebenzako.</li> <li>- Ukuthuthukiswa kwebambiswano phakathi kwe-SA kanye namanye amazwe ngombono wokuqinisa umthethohlanganyela wamazwe, ukuphethwa kweemvumelwano zeentjhabatjhaba ezithuthukisa ukuphathwa kobulungiswa ngendlela efanako.</li> </ul> <p><b>IPhiko lomnyango eliKhulu: imiSebenzi</b></p> <ul style="list-style-type: none"> <li>- Ukunikela ngokuphatha okusezingeni eliphezu.</li> <li>- Ukubeka ilihlo nokulawula ukuphunyeelelisa kweqhinga kanye nehlelo lokusebenza.</li> <li>- Ukuhlolisisa kanye nokuphunyeelelisa kwerherho lokulawula ikhwalithi.</li> </ul>
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<b>IGATJA</b>	<b>IMISEBENZI</b>
<p><u>lokuThuthukiswa komThethosisekelo</u> iSekela lomNqophisi Zombebele</p>	<p><b>IPhiko eliKhulu lomNyango: linSiza zamaGcwetha womBuso</b></p> <ul style="list-style-type: none"> <li>- Litlama begodi beliphathe iimbopho egameni lomBuso.</li> <li>- Litjheja amacala wokumangalelwa newemibango avulelwe iinkhulu bomBuso kanye nalawo enziwe ngokwezenzo nofana ngokweqiwa khokhunye lokha nabenza imisebenzabo.</li> <li>- Ukusiwa kwamaforumu weembawo zabantu abalungele ukungamukelwa njengamagcwetha weKhotho ePhakamileko.</li> <li>- Ukuphathwa kweembawo zokwamukelwa njengomjameli osazibandulako.</li> <li>- Umthetholawulo kanye nokubeka ilihlo ukuziphatha kwamagcwetha wangeqadi asebenzela ngaphasi komThetho wamaGcwetha womBuso.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: ukuThuthukiswa komThethosisekelo</b></p> <ul style="list-style-type: none"> <li>- Lirhola irhubhululo lokusetjenziswa komThethosisekelo e-RSA njengokukhambisana negunya lomNyango.</li> <li>- Liqinisa intando yenengi yangokomthethosisekelo kanye nokuhlonitjhw kwamalungelo wobuntu asisekelo naligugu.</li> <li>- Liqinisekisa ukuvikelela kwamalungelo wesiqhema sabantu i-LGBTI, abantu abaphila nokukhubazeka, abongazimbi bokukhukhuthiswa kwabantu kanye nabantu abaphila nomulwana we-HIV/AIDS ngaphakathi kwerherho lezobulungiswa.</li> <li>- Ukulungelelanisa, ukuthuthukisa kanye nokuphumelelisa amahlelo asekelo ubulungiswa obunabileko bezehlalakuhle begodu litjheje khulu ukuqeda ibandlululo, ibandlululo langokobuhlanga kanye nokuninwa kwamaphandle.</li> <li>- Ukulungelelanisa, ukuthuthukisa kanye nokuphumelelisa amahlelo asekelo ukubandakanyeka ngetjisakalo kwezakhamizi kanye nentando yenengi engakhethiko.</li> </ul>

- Ukuphatha kanye nokugcina iimbopho zomthetho zeentjhabatjhaba egameni lomNyango.
- Ukuba yingcenyane kanye nokufaka isandla emaforamini ahlangeneko weentjhabatjhaba ngokukhambisana nomThethosisekelo.
- Ukulungelelanisa ukubikwa kokuthotjelwa komthetho neemvumelwano zamaziko weentjhabatjhaba, ukukghonakalisa kanye nokulungelelanisa ukuthotjelwa kweemvumelwano zokubuyiswa kwabaphulimthetho nokusizana okulinganako kwezomthetho.
- Ukuphumelelisa, ukulungelelanisa, ukubeka ilihlo kanye nokubikela iPalamende malungana neemphakamiso ze-TRC ezivunyiweko zokusiza ukukhuthazwa kwebumbano nokubuyisana kwelizwe.

**IPhiko eliKhulu lomNyango: UBulungiswa bezeHlalakuhle kanye neNtando yenengi engakhethiko**

- Ukuqinisa intando yenengi yangokomthethosisekelo nokuhlonitjiswa kwamalungelo wobuntu asisekela namagugu.
- Ukulungelelanisa, ukuthuthukisa kanye nokuphumelelisa amahlelo asekelo ubulungiswa obunabileko bezehlalakuhle kanye nokuqalana nokulungisa ibandlululo, ibandlulolo langokobuhlanga kanye nokuninwa kwamaphandle.
- Ukulungelelanisa, ukuthuthukisa kanye nokuphumelelisa amahlelo asekelo ukubandakanyeka ngetjisakalo kwezakhamuzi nentando yenengi engakhethiko.

**IPhiko eliKhulu lomNyango: iTjhebiswano lezomThetho leentjhabatjhaba**

- Ukuthintana kanengi namazwe we-SADC.
- Lilungelelanisa iindaba ezithinta iinarha eziziJameleko ngokombono nangebumbano malungana nokuphathwa kobulungiswa.
- Lithintana nezinye iinhlango zeentjhabatjhaba, ezifana ne-UN, iKkonferensi ye-*Hague* kanye neZiko leentjhabatjhaba elitjheje ukuBumbaniswa komThetho wangeQadi.
- Lithintana namazwe wangaphandle kwesiyingi se-SADC.
- Likhulumisana namanye amazwe/ iinhlango zeentjhabatjhaba malungana neemvumelwano zokubuyiswa kwabaphulimthetho kanye nokusizana okulinganako kwezomthetho.
- Lilungiselela iKhabhinedi kanye nemitlolo yePalamende malungana nokuqinisekiswa kweemvumelwano zamalungelo wobuntu, ekufaka hlangana ukutlolwa kombiko.
- Ukusebenza ngeembawo zokubuyiswa kwabaphulimthetho ukusuka kwamanye amazwe, ukusizana okulinganano kwezomthetho malungana namacala, amakomitjhini atjhutjhisako kanye neensiza zekambiso.
- Ukusebenza ngeembawo zesondlo ngokomTheho oKatelela ukuThotjelwa kwemiLayo yeSondlo wama-80 womnyaka we-1963.

**IPhiko eliKhulu lomNyango: UkuPhunyeliswa komThethosisekelo**

- Ukuqinisa intando yenengi yangokomthethosisekelo nokuhlonitjiswa kwamalungelo wobuntu asisekelo, itjhaphuluko namagugu.
- Liqinisekisa ukuvikelela kwamalungelo wesiqhema sabantu i-LGBTI, abantu abaphila nokukhubazeka, abongazimbi bokukhuthiswa kwabantu kanye nabantu abaphila



	<p>nomulwana we-HIV/AIDS ngaphakathi kwerherho lezobulungiswa.</p> <ul style="list-style-type: none"> <li>- Lirhola irhubhululo lokusetjenziswa komThethosisekelo e-RSA njengokukhambisana negunya lomNyango.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: IRhubhululo nokuBuyekeza komThethosisekelo</b></p> <ul style="list-style-type: none"> <li>- Liphatha begodu lenza nerhubhululo elimalungana nomthethosisekelo we-RSA</li> </ul> <p><b>IPhiko eliKhulu lomNyango: i-TRC</b></p> <ul style="list-style-type: none"> <li>- Ukulungelelaniswa kwamaphrokekthi asekelo abongazimbi, ukuvuselelwa kwesimilo, ukulungiswa kanye nangokunikela ngeensiza zomthetho</li> <li>- Ukuthintana neminyango karhulumente, imikhakha yangeqadi kanye neenhlangotho ezikhambisana nekambiso ye-TRC.</li> <li>- Ukunikelwa ngesekelo lezokuphatha mazombe kanye neensiza zeemali emahlelweni we-TRC.</li> </ul>
<p><u>i-Ofisi lesiPhathiswa esiKhulu sezemiSebenzi</u> isiPhathiswa esiKhulu sezemiSebenzi (Isikhundla asinamuntu)</p>	<p><b>IPhiko eliKhulu lomNyango: UkuSekelwa kokuPhatha nokuPhathwa kweHlelo</b></p> <ul style="list-style-type: none"> <li>- Liphatha i-COO isekelo lokubekwa ilihlo nokuhloliswa kwehlelo.</li> <li>- Lihlanganisa ihlelo lomnyango lokuthuthukiswa kokuphakelwa kweensiza.</li> <li>- Lithuthukisa begodu libeke ilihlo ukuphunyelelwa kwamahlelo aphantsi nesombululo se-SCOPA kanye nesomHloboincwadi Zombebele.</li> <li>- Lenza eminye imisebenzi yezokuphatha njengokulayelwa kwalo.</li> <li>- Ukulungelelanisa kanye nokuhlanganisa imininingwana yamaqhinga amalungana namayunidi wamabhizini ahlukahlukene zeemali ze-ITO kanye nokutholwa kwepahla, i-HR, i-ISM.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: UkuHlolisa nokuBeka iLihlo ukuhlela kwamaqhinga</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kokuphunyelelwa kweqhinga kanye nesekelo lezokuphatha.</li> <li>- Ukuphathwa kweensiza zesekelo lesiqunto.</li> <li>- Ukuphathwa kokubekwa ilihlo kanye nokuphunyelelwa okuphambili.</li> <li>- Ukubekwa ilihlo kanye nokuhloliswa kokusebenza kwamakhotho kanye nezinye iinsiza zobulungiswa.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: UkuLawulwa kweNgozi neVikelelo</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kwevikelelo kanye nekhwalithi yomnyango.</li> <li>- Ukunikelwa ngeensiza zokulawula ingozi.</li> <li>- Ukubekwa ilihlo kwephrofayili yoke yomnyango yobungozi.</li> <li>- Ukunikela ngeensiza zokuvikeleka nokulawulwa kwengozi ezisebenzako kanye nezinepumelelo.</li> <li>- Ukuhlolwa kweencwadi zeemali ngehloso yobufakazi kanye namaphenyo.</li> </ul>
<b>IGATJA</b>	<b>IMISEBENZI</b>
<p>imiSebenzi yezamaKhotho iSekela lomNqophisi-Zombebele</p>	<p><b>IPhiko eliKhulu lomNyango: linSiza zeSekelo kanye nokuHlelelwa kweHlelo</b></p> <ul style="list-style-type: none"> <li>- Ukuthuthukiswa kwamaqhinga wokusebenza kanye nemithethokambiso ethinta ukusebenza kwamakhotho.</li> </ul>

- Ukuphathwa kweminingwana yekhotho.
- Ukuhlelelwa kwesabelomali nokulawulwa kwengozi.
- Ukuphathwa kokusungulwa kanye nokuqatjiswa ngokusemthethweni.

**IPhiko eliKhulu lomNyango: UkuKhuthazwa kwamaLungelo weenQhema eziseNgezini**

- Ukuthuthukiswa kwamahlelo nokukhuthazwa kwamalungelo weenqhema ezisengozini begodu nokuqinisekisa iinkambiso zokuphathwa kwamakhastama.
- Ukuphunyeleliswa kwerherho lobulungiswa babentwana ngokukhambisana nemithetho yobulungiswa babentwana.

**IPhiko eliKhulu lomNyango: ukuSebenza kweKhotho**

- Ukuphatha kanye ukulungelelanisa ngepumelelo iinsiza ezisezingeni eliphezulu, ezisebenzako zokusebenza kwekhotho yesiyingi neyesifunda.
- Ukubeka ilihlo nokuhlolisisa ukusebenza kwamakhotho kanye neensiza zobulungiswa.

**IPhiko eliKhulu lomNyango: UkuThuthukiswa komThethokambiso wezoBulungiswa**

- Ukusungulwa, ukulungelelaniswa kanye nokuthuthukiswa komthethokambiso ohlobene nerherho lezobulungiswa.
- Ukubekwa ilihlo kanye nokuhlolisiswa kokusebenza kuhle nangepumelelo kwemithethokambiso ekhona.
- Ukunikelwa kwesekelo lezokuphathwa kobulungiswa.

**IPhiko eliKhulu lomNyango: iGcwetha lomNdeni**

- Ukunikela ngeensiza zokwelukwa ngezomthetho ezimalungana nemiraro yomndeni (isb. ukuthalana, ilungelo lukuthhogomela kanye nesondlo njll)
- Ukwenziwa kwerhubhululo elimalungana neenkambiso ezikhamba phambili zokusekela ukuthuthukiswa kanye nokubuyezwa kwemithethokambiso nemithetho elawula iindaba zomndeni.

**IPhiko eliKhulu lomNyango: ama-Ofisi wesiFunda**

- Ukuthuthukiswa kanye nokuphunyeleliswa kwemithethokambiso yezokusebenza kanye namaqhinga ahlobene namakhotho begodu nokulungelelanisa imikhawulo yababambisani.
- Ukuthuthukiswa kwamazinga wokusebenza kwamakhotho nokubeka ilihlo ukusebenza kwekhotho.
- Ukukhuthazwa komthethosisekelo, ukuthuthukiswa komthethosisekelo nomthetho kanye nokuqinisa intando yenengi engakhethiko.
- Ukunikelwa kwamahlelo kanye namaqhinga wokuphathwa kwamakhotho.
- Ukuthuthukiswa kanye nokubekwa ilihlo kwamahlelo akhethekileko wokukhuthazwa kwamalungelo weenqhema ezisengozini.
- Ukunikelwa kweensiza zegcwetha lomndeni.
- Ukunikelwa kanye nokuphathwa kweendawo zokuphakelwa kweensiza zobulungiswa ezaneleko, eziphephileko nezisebenziseka lula.

IGATJA	IMISEBENZI
<p>iinSiza zamaBhizinisi iSekela lomNqophisi Zombebele</p>	<p><b><u>UkuPhathwa kwamaRherho wezeLwazi (i-ISM)</u></b></p> <p><b>IPhiko eliKhulu lomNyango: UkuPhathwa kanye nokuThuthukiswa kweRherho</b></p> <ul style="list-style-type: none"> <li>- Amarherho weemali anqophileko emnyangweni.</li> <li>- Amarherho wamabhizinisi anqophileko emnyangweni</li> <li>- Amarherho wezethintanonomboro anqophileko emnyangweni.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: UkuPhathwa kwamaQhinga</b></p> <ul style="list-style-type: none"> <li>- Lilawula ukutlanywa nokuthuthukiswa kwamarherho asebenza ngokuzenzakalela emnyangweni kanye nebuthelweni.</li> <li>- Lilawula ukuphathwa kweensiza zehlelo emnyangweni kanye nebuthelweni.</li> </ul> <p><b><u>iZiko labaSebenzi (i-HR)</u></b></p> <p><b>IPhiko eliKhulu lomNyango: IQhinga lomThethokambiso we-HR (iinSiza zamaNani eziNgeziweko)</b></p> <ul style="list-style-type: none"> <li>- Linikela ngendima eliqhinga le-HR kanye neenkambiso eziphuma phambili.</li> <li>- Lilawula begodu lilungelelanise ukuthuthukiswa kwayo yoke imithethokambiso, amaqhinga, iinkambiso kanye neendlela zekambiso ze-HR.</li> <li>- Lilawula, libeka iliho begodu lihlolisisa ukuthotjelwa okupheleleko komthetho amaqhinga, imithethokambiso kanye namaphahla amithetholawulo we-HR.</li> <li>- Lilawula begodu likghonakalise ubudlelwano bangaphandle be-HR.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: iZiko le-HR lokuPhathwa kwamaKhastama</b></p> <ul style="list-style-type: none"> <li>- Ukulawula kanye nokukghonakalisa ukunikelwa kwemisebenzi ye-HR kanye neensiza zesekelo likuphathwa kwemisebenzi yamagatja/ama-ofisi.</li> <li>- Ukulungelelanisa kanye nokubeka ilihlo ukuphunyelelwa kwamaqhinga, imithethokambiso kanye nemithetholawulo ye-HR emisebenzini yamagatja/ama-ofisi.</li> <li>- Ukusungula noligcinwa kokuthembeka kwe-HR ngaphakathi emagatjeni/ema-ofisini.</li> </ul> <p><b><u>IFundo yomPhakathi nokuThintana (i-PEC)</u></b></p> <p><b>IPhiko eliKhulu lomNyango: iinSiza zokuThintana kwamaBhizinisi</b></p> <ul style="list-style-type: none"> <li>- Ukulawulwa kweensiza zangaphakathi zokuthintana kanye nelimi.</li> <li>- Ukunikela ngeensiza zangaphakathi zokuthintana nelimi.</li> <li>- Ukunikela ngefundo yomphakathi kanye neensiza zokuthintana.</li> <li>- Ukunikela ngerhubhululo leembikiinda kanye neensiza zokuthintana.</li> <li>- Ukuthintaniswa kwamahlelo womnyango nababikiindaba.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: iKholiji yezoBulungiswa</b></p> <ul style="list-style-type: none"> <li>- Liqinisekisa ukufinyeleleka kwamathuba wokuFunda nokuThuthukiswa (i-L&amp;D) wezinga lekhwalithi ephezulu, arholela abafundi efundweni kanye nekutholakaleni kwamakghono okuthuthukileko.</li> </ul>

	<ul style="list-style-type: none"> <li>- Lihlomisa abafundi</li> <li>- Litjheje amahlelo wokufunda nokuthuthukiswa, ngomqopho wokuthuthukiswa kwabasebenzi bakarhulumende, abathwasisiweko, abalisizo kwabanye kanye nabawaziko umthetho.</li> <li>- Linikela ngamahlelo asemthethweni we-L&amp;D njengengcenyeyeqhingalethu lokufunda nokuthuthukisa.</li> <li>- Liqinisekisa bonyana amakghono emNyangweni kanye neweminyango ematlayente ayathuthukiswa ukwenzela ukusekela indlela yakarhulumende yokusebenza ngokurholwa phambili miphumela.</li> </ul>
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IGATJA	IMISEBENZI
	<p><b><u>I-Ofisi lomPhathi omKhulu wezeeMali</u></b></p> <p><b>IPhiko eliKhulu lomNyango: UkuSetjenzwa kokuThengiselana kweeMali kanye neenSiza zokuBika</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kanye nokulawulwa kwemirholo neendaba ezihlukahlukeneke eziphathelele nokubhadalwa emnyangweni.</li> <li>- Ukuqinisekisa ukusetjenzwa kokuthengiselana kweemali kanye neensiza zokubika emnyangweni.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: UkuPhathwa kweeMali ezingaphakathi kobuPhathelipahla: IiMali zeLunga lesiThathu (i-TPF)</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kwe- TPF yoBudlelwano bakaRhulumende nobangeQadi (i-PPP).</li> <li>- Ukuphathwa kwemisebenzi ye-TPF (isib. ibheyila, isondlo, ihlawulo, iimali zegcwetha lombuso kanye neembadalo zokuqeda iphenyo njll.)</li> </ul> <p><b>IPhiko eliKhulu lomNyango: ISabelomali, ukuThengwa kanye nokuSekelwa kweeQunto (ukuPhathwa kweSabelomali)</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kwezabelomali, ukusekelwa kweenqunto</li> <li>- Ukunikela ngeensiza ezisebenzako zesekelo lesabelomali.</li> <li>- Ukunikela i-CFO isekelo lokuphathwa ngamaqhinga ukusebenza kweemali.</li> <li>- Ukuphathwa kwesabelomali somnyango, ukupha isiyeliso/isekelo kanye nokulayela begodu nokungamela umsebenzi weensiza zeendleko.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: iiNdleko</b></p> <ul style="list-style-type: none"> <li>- Ukukhetha amathuba aziindleko.</li> <li>- Ihlaziyo lomthelela wokuphatha (i-RIA).</li> <li>- Ukukhetha iindlela namaqhinga aziindleko.</li> <li>- Ukuqinisekisa ukuhlanganiswa kweendleko zeemali nokuphuyeleliswa kwamahlelo.</li> <li>- Ukunikela ngesiyeliso malungana nemiphumela yeendleko.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: IThungelelwano Leemfuno</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kanye nokunikelwa kweensiza zokutholwa neemfuno.</li> <li>- Ukuphathwa kanye nokunikelwa kweensiza zokuthutha okuhlekileko, zokuphakela kanye nepahla.</li> <li>- Ukuphathwa kokusebenza kwethungelelwano leemfuno kanye nokunikela ngesekelo lezomthetho.</li> </ul>

	<p><b>IPhiko eliKhulu lomNyango: UkuPhathwa Kwezenzabulula</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kwemisebenzi emikhulu yamahlelo nomthangalasisekelo.</li> <li>- Ukuphathwa kwepahla.</li> </ul> <p><b>IPhiko eliKhulu lomNyango: UkuPhathwa kokuFumaneka kweLwazi kanye namaRekhodi</b></p> <ul style="list-style-type: none"> <li>- Ukuphathwa kwamarekhodi, iinsiza zebulungelo lamarekhodi kanye nebulungelo leencwadi.</li> <li>- Ukunikela ngeensiza zokusekelwa kwe-Ofisi leLizwe.</li> <li>- UkuPhathwa kanye nokuphuyeleliswa kwe-PAIA yomNyango.</li> <li>- Ukunikelwa komkhombandlela omalungana neendaba ezihlobene nokufumaneka kwelwazi.</li> </ul>
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## INGCENYE YESI-6 – IINSIZA EZITHOLWA MALUNGA WOMPHEKATHI & NENDLELA EZITHOLAKALA NGAYO

<p><b>umLawulimafa weKhotho ePhakamileko</b></p> <ul style="list-style-type: none"> <li>- Amafa Kamufi</li> <li>- IiNcwadi zamafa kanye nokungabi nomtlo welifa</li> <li>- Isikhwama somTjheji</li> <li>- UkuPhathwa kobuPhathathelipahla</li> <li>- Iindaba zeTjhono</li> <li>- AbaJameli eKhotho nabaPhathathelipahla</li> </ul>	<p>Iinsiza ezitholakala e-Ofisini lomLawulimafa eliseduze</p>
<p><b>iGcwetha lomNdeni</b></p> <ul style="list-style-type: none"> <li>- Isondlo</li> </ul>	<p>Iinsizezi zitholakala eKhotho kaMarhastrada eseduze</p>
<p><b>iPhiko lomnyango: Ikambiso yezomThetho</b></p> <ul style="list-style-type: none"> <li>- Ukusulwa/ ukususwa kwerekhodi lobulelesi</li> </ul>	<p>Iinsizesi zitholakala e-Ofisini leLizwe – ngelwazi elinabileko ungabuza kwelinye nelinye i-Ofisi lomNyango nofana uvakatjhele ubunzinzolwazi bomNyango.</p>

## INGCENYE YE-7 – UNGALIBAWA NJANI ILWAZI

### 1. Isibawo

- Isibawo sokufumana ilwazi kufanele sifakwe ngomtlo nangokugcwalisa iforomu (“iForomu 2”) (iforomeli lingatholakala ngesibawo esithunyelwa kuSekela lesiPhathiswa seLwazi nofana kubunzinzolwazi bomNyango ku- ([www.justice.gov.za/paia/paia.htm](http://www.justice.gov.za/paia/paia.htm)).
- isa “iForomu 2” kuSekela lesiPhathiswa seLwazi ngokulithumela ngeposommoya ethi-[paia@justice.gov.za](mailto:paia@justice.gov.za) nofana esiphandeni sesiPhathiswa seLwazi.
- “imbadalo yesibawo” ema-R100-00 kufanele ibhadalwe – malungana neendlela zokubhadala, qala indima yesi-6 (engenyasi).

Tjheja – bona isibawo angekhe satjhejwa ukufikela lapho “imbadalo yokubawa” ibhadalwa khona.

### 2. Iimbawo Zangomlomo

Iimbawo ezingakenziwa ngomtlo azikalelwa, nje-ke

- umbawo ongakghoni ukufunda nofana ukutlola angathula isibawo sakhe ngomlomo begodu isibaweso sizakugadangiswa, sitlolwe phasi begodu sitjhejwe – iSekela lesiPhathiswa seLwazi lizakupha ikombandlela kilokhu.
- isiPhathiswa seLwazi/ iSekela lesiPhathiswa seLwazi likatelelwa mthetho bonyana asisize umbawo ohlangabezana nobudisi bokwenza isibawo sokufumana ilwazi.

### 3. Ukufinyelela Ngokuzithandela

Kunelwazi elithileko umuntu angazifumanela lona ngaphandle kokuthi agcwalise (“iForomu 2”)

- ilwazi elifumaneka ngalesosikhathi lizakufumaneka, ema-ofisini womNyango nofana ngendlela nofana ngomhlobo odingwa mbawo ngawo, isb. ngeposomoya nofana ngeposo njll. (lapho kukghonakala khona)
- indlela nofana umhlobo odingeka ngawo loyo uzakufaka hlangana, ukulifunda, nokwenziwa kwamakhophi werekhodi nofana nokukhutjelwa kwalo (nangabe kuyadingeka).
- imbadalo yeendleko izakudingeka malungana neenbawo zamanye amarekhodi.

Tjheja – bona malungana nerhelo lamarekhodi afumaneka ngalesosikhathi, sibawo uqale **iNgcenywe 9** yomHlahlandlela lo.

### 4. Isiqunto

IsiPhathiswa seLwazi/ iSekela lesiPhathiswa seLwazi lingaphaya isibawo sokufumana ilwazi ngokuvunyelwa yi-PAIA kilokhu.

I-PAIA inikele iinzathu ezithileko (eengabeni 7, 12 kanye nesaHlukweni 4 se-PAIA) lapho isibawo singaphaywa khona begodu iinzathu zokuphayezi zifaka hlangana okulandelako:-

- amarekhodi adingwa malungana nemilandu nofana ikambiso yemibango ngemva kokuthoma kweenkambiswezi;
- ukuvezwa kwerekhodi kungabangela bonyana kuthathwe igadango lokuphula isivumelwano selunga lesithathu ngokuya ngesivumelwano esikhona;
- ukuvezwa kwalo kungabeka ipilo yomuntu engozini nofana kukhinyabeze ukuphepha kwakhe;
- ukuvezwa kwerekhodi kungabanga ukuzindlekelwa evikelekeni, ukuphepha kanye netjhebiswano leentjhabatjhaba lenarha.
- ukuvezwa kwerekhodi kungabangela ukubeka engozini iinrhuluphelo zomnotho kanye nehlala kuhle yenarha kwezemali.
- amarekhodi wombono, wesiluleko, wombiko nofana wesiphakamiso, womkhulumiswano, wokuqoqisana, ekufaka hlangana wamaminithi womhlangano, wokwakhiwa komthethokambiso nofana wokuthathwa kwesiqunto.

IsiPhathiswa seLwazi/ iSekela lesiPhathiswa kudingeka bonyana sazise umbawo ngesiqunto sakhe, sokobana isibawo sivunyelwe nofana siphayiywe, lokhu kufanele kwenzeka emalangenani amatjumi amathathu (30) ngokwekhalenda. Nanyana kunjalo, amalanga la angangezelelwa ngamanye amalanga amatjumi amathathu (30) ngokwekhalenda, begodu nangabe amalanga angezelelwe, umbawo uzakwaziswa.

### 5. Ukuvunyelwa ukufinyelela

- umbawo kufanele atshwaye indlela afuna ukufinyelela ilwazi ngayo.
- umNyango uzakuthatha igadango lokupha ilungelo lokufinyelela ngendlela nofana ngomhlobo obawiweko, ngaphandle kwalapho isenzwesi sizakuthikameza ukwenziwa kwemisebenzawo.
- uzakutjheja nokuqakatheka kokugcinwa kwerekhodi kanye nokuphulwa komthetho welungelo lokukhuphela
- “imbadalo yelungelo lokufinyelela” ibhadalelwa ukuzunywa, ukulungiselelwa kanye nokukhiqizwa godu kwerekhodi elifakelwe isibawo – qala **iNgcenywe ye-9** yomhlahlandlela lo.

Tjheja – bonyana irekhodi angekhe lathunyelwa kumbawo ngaphambi kobana abhadale “imbadalo yelungelo lokufinyelela”, ngaphandle kwalapho alungele ilungelo elikhethekileko lokungabhadali

## 6. Iindlela Zokubhadala

- Ngekhetjhi (nofana ngeKarada – nangabe isenzabulula sekarada sikhona) kwelinye nelinye i-Ofisi lomNyango nofana eKhotho kaMarhastrada; nofana
- Ithunyelwe ngaphakathi kwe-akhawundi yebulungelo lomNyango.

**Igama lebulungelo:** Standard Bank  
**Inomboro ye-akhawundi:** 010147136  
**Ikhawudi yegatja:** 010045  
**Umhlobo we-akhawundi:** Department of Justice & Constitutional Development Vote Account Deposits

**Ireferensi:** 7/6/9 Isibongo kanye Namaledere wokuthoma wamabizo wombawo

## INGCENYE YOBU-8 – IINSOMBULULO EZITHOLWA MBAWI

Nangabe umuntu akakaneliseki ngesiquqo sesiPhathiswa seLwazi / seSekela lesiPhathiswa seLwazi, unelungelo lokuthi:-

- afake isibilayezo sangaphakathi asinqoalise kuNgqongqotjhe; begodu nangabe akakaneliseki ngesiquqo sikaNgqongqotjhe, angakhetha bonyana
- uthumela isinghonyoyilo kumLawuli weLwazi; nofana
- afake isibawo selamulelo ekhotho.

### 1. Isibilayezo Sangaphathi

- Isibilayezo sangaphakathi kufanele siqaliswe kuNgqongqotjhe wezoBulungiswa nokuVuselelwa kwesiMilo, njengesiphathimandla esifaneleko;
- kufanele sithunyelwe emalangeneni ama-60 wesiquqo sesiPhathiswa seLwazi/ seSekela lesiPhathiswa seLwazi;
- umuntu kufanele agcwalise “iForomu 4” – iforomelo lingatholakala ngokulibawa eSekeleni lesiPhathiswa seLwazi nofana kubunzinzolwazi bomNyango ([www.justice.gov.za/paia/paia.htm](http://www.justice.gov.za/paia/paia.htm));
- athumele “iForomu B” kusiPhathiswa seLwazi ngokusebenzisa iposomoya ethi-[DocMashabane@justice.gov.za](mailto:DocMashabane@justice.gov.za) kanye nethi-[paia@justice.gov.za](mailto:paia@justice.gov.za) nofana ngokusebenzisa iposo eqaliswe esiphandeni sesiPhathiswa seLwazi;
- iSekela lesiPhathiswa seLwazi lizakusiza belikukhombise nendlela yekambiso yokufaka isibilayezo.

### 2. Isinghonyoyilo esiya kumLawuli weLwazi

- Isinghonyoyilo kufanele sifakwe ngokugcwalisa “iForomu 5” belithunyelwe kumLawuli weLwazi;
- Lokhu kufanele kwenziwe emalangeneni ema-180 ngemva kwesiquqo sikaNgqongqotjhe; begodu
- NomLawuli weLwazi uzakusiza bekakukhombise nendlela yekambiso yokufaka isinghonyoyilo.

### ngenye indlela

### 3. Ukufaka isibawo ekhotho

- Isibawo kufanele sifakwe emalangeneni ema-180 ngemva kwesiquqo sikaNgqongqotjhe nofana somPhathilawuli weLwazi;
- woke amaKhotho wakaMarhastrada angunya lokusebenzisa umthetho ekulalelweni kwesibawo se-PAIA; begodu
- uMabhalana weKhotho uzakusiza bekakukhombise nendlela yekambiso yokufaka isibawo ekhotho.

## INGCENYE YE-9 – UKUFINYELELA NGOKUZITHANDELA (AMAREKHODI AFUMANEKA NGALESOSIKHATHI)

UNgqongqotjhe ukhuphele ngaphathi *kweGazedi kaRhulumende* isaziso samarekhodi afumaneka ngalesosikhathi, ngokwesigaba 15(2).

Njengombana kuvezwe ngehla (ngaphasi kweNgcenye ye-6, ne-ayithemu yesi-3), amarekhodi la, ngilawo afakelwa isibawo ngaphasi kwezimo ezilandelako:-

- o umbawi akadingi bonyana agcwalise “iForomu 2” kanye nokubhadala imbadalo yokubawa ema-R100.00;
- o amarekhodi la azakutholakala simahla, ngokomnqopho wokuhlolwa, ngokwembadalo ebekwe ngaphambilini nofana njengamakhophi; begodu
- o lapho kwenziwe khona amakhophi (ngananyana ngiyiphi indlela), imbadalo ebekiweko kufanele ibhadalwe – iSekela lesiPhathiswa seLwazi sizakwazisa bonyana ungabhadala nofana awa.

<b>IHLATHULULO YEENGABA ZAMAREKHODI AFUMANEKA NGALESOSIKHATHI NGOKWESIGABA 15(1)(a) SOMTHETHO WOKUTHUTHUKISWA KOKUFUMANEKA KWELWAZI, WOMNYAKA WEE-2000</b>	<b>INDLELA YOKUFINYELELA AMAREKHODI (isb. ngobunzinzolwazi)(ISIGABA 15(1)(a))</b>
<b>NGOMNQOPHO WOKUHLOLWA NGOKWESIGABA 15(1)(a)(i) <u>ASIMAHLA</u></b>	
<b>NGOMNQOPHO WOKUTHENGA NGOKWESIGABA 15(1)(a)(ii) <u>ASIMAHLA</u></b>	
<b>AFUMANEKA SIMAHLA NGOKWESIGABA 15(1)(a)(iii)</b>	
<p><b>Mayelana nathi</b></p> <ul style="list-style-type: none"> <li>- amaPhrofayili waboNgqongqotjhe</li> <li>- zokuPhathwa koBulungiswa</li> <li>- amaGatja namaYunidi</li> <li>- umHlahlandlela we-PAIA</li> </ul> <p><b>Iinsetjenziswa</b></p> <ul style="list-style-type: none"> <li>- iNembombono neMitjhini</li> <li>- iQhinga lomNynago <ul style="list-style-type: none"> <li>• iHlelo leQhinga</li> <li>• iHlelo lokuSebenza lomNyaka</li> </ul> </li> <li>- umTlamo wemiSebenzi</li> <li>- iZaziso zokuSebenza</li> <li>- amaForomu</li> <li>- imiTlolo</li> <li>- amaPhephandaba</li> <li>- imiThethokambiso</li> <li>- ama-Athikhili kanye namaTjhidi wemiNiningwana</li> <li>- iinSiza</li> <li>- amaPhrojekthi</li> </ul> <p><b>AmaLungelo wobuNtu</b></p> <ul style="list-style-type: none"> <li>- umThethosisekelo</li> <li>- umTlolo wamaLungelo wobuNtu</li> <li>- UmThethomlingwa wamaCala weHloyo kanye neKulumo eneHloyo</li> <li>- iimBopho zeenTjhabatjhaba</li> <li>- iinkinga eziphathelene ne-LGBTI <ul style="list-style-type: none"> <li>• Iimbuzo Evamise Ukubuzwa Kanengi</li> </ul> </li> <li>- iHlelo leGadango leNarha</li> <li>- i-TRC</li> <li>- IsiMemezelo somHlaba woke samaLungelo wobuNtu</li> <li>- INturhu yangokoBulili nokuBulawa kwabantu beNgubo kanye nesiMemezelo <ul style="list-style-type: none"> <li>• IHlelo leQhinga leNarha eliphathelene neNturhu yangokoBulili kanye nokuBulawa kwabantu beNgubo</li> <li>• UmBiko wesiQongo saboMengameli – malungana neNturhu yangokoBulili kanye nokuBulawa kwabantu beNgubo</li> <li>• IinKulumo eziphathelene neNturhu yangokoBulili</li> </ul> </li> </ul>	<p>Ilwazeli liyafumaneka kubunzinzolwazi bomNyango (<a href="http://www.justice.gov.za">www.justice.gov.za</a>)</p>



**UmThetho ophathelene namaCala wobuLelesi**

- uBulungiswa bomNtwana
- iNturhu yeKhaya
- Ukusulwa (Ukusula iRekhodi lobulelesi bakho)
- amaCala wezomSeme/ wokuBulawa kwabantu bengubo
  - ama-Athikili kanye nemiTlolo
  - Irhelo lamaKhotho
  - Ihlelo Lukuphepha
  - imiThetho nemiThetholawulo
- i-NRSO
  - imbuzo Evamise Ukubuzwa Kanengi
  - amaForomu we-NRSO
- ukuVikelwa ekuHlukunyezweni
- Umlayo wokuLungisa okonileko
- umTlamo waboNgazimbi be-SA
- Ukukhukhuthiswa kwabantu
- Abofakazi

**UmThetho otjheje zomPhakathi**

- umLawulimafa weKhotho ePhakamileko
  - Amafa Kamufi
  - iiNcwadi zamafa kanye nokungabi nomtlole welifa
  - Isikhwama somTjheji
  - UkuPhathwa kobuPhathathelipahla
  - linsetjenziswa
  - lindaba zeTjhono
  - abaJameli ekhotho nabaPhathathelipahla
  - Amaforomu
  - IiNqophiso zomLawulimafa omKhulu
  - imbuzo Evamise Ukubuzwa Kanengi
  - iPhothali yeThungelelwano lama-ofisi woke womLawulimafa (i-ICMS)
- umLawulimafa: Imininingwana yokuthintana
- umLawulimafa: Amafa
- umLawulimafa: iPhothali yeThungelelwano (i-ICMS)
- umLawulimafa: Itjhono (ukudliwa kwamakhamphani)
- umLawulimafa: ubuPhathathelipahla kanye neeNcwadi zamafa
- Ukulamula
  - linhlanganiso zamsinyana
- amaKhotho wemiBango emiNcani
  - linhlanganiso zamsinyana
- iKhotho yezokuLingana
  - linhlanganiso zamsinyana
- limBalobalo zemiBiko yamaGcwetha woMbuso

**UmThetho otjheje zomNdeni**

- umThetho wabeNtwana
- iimTjhadu yesiNtu
- Ukutlhalana
- iGcwetha lomNdeni
- isikhwama somTjheji
- Isondlo
- Abantu abadala
- umButhana we-*Hague*
- linqhema ezisengozini

**UmThetho**

- umThethosisekelo kanye nomTlolo wamaLungelo wobuNtu
- ImiThetho neemThethomlingwa kanye nemiTlolo yamaPhuzu wamambala

- Izaziso ze-GG
- Isimemlo sokubeka umbono
- UmThethomlingwa wamaCala weHloyo kanye neKulumo eneHloyo
- iimBopho zomThetho zeenTjhabatjhaba
- i-PAIA ne-PAJA
  - umHlahlandlela we-PAIA
  - linhlanganiso zamsinyana
- iBhodi yemiThetho
  - linhlanganoso zamsinyana
- imiThetho nemiLayelo yokuSebenza
- i-SALRC
- AbaLuleki bezomThetho emBusweni
  - linhlanganiso zamsinyana
- Iimbalalo Zeembiko Yamagcwetha Wombuso
- AmaKomitjhini kanye neKhotho eKhethekileko

#### **AmaKhotho**

- amaKhotho e-SA kanye neBandla lamaJaji
- iKhotho yomThethosisekelo
- iKhotho ePhakamileko yeemBilayezo
- IKhotho yezabaSebenzi kanye neKhotho yamaTleyimu weNarha
- izaHlulelo zeKhotho ePhakamileko
- amaKhotho wezokuLingana
- amaKhotho wemiBango emiNcani
- Imininingwana yokuthintana
- iRhelo lamaGcwetha
- Imininingwana yeKhotho kaMarhastrada
- aboMarhastrada beenYingi

#### **Amaforomu**

- Abentwana
  - AmaForomu wemiThetho yabeNtwana
- uKhomitjhinara weemFungo
- iNturhu yeKhaya
- ukusulwa
- ukuHlukunyezwa
- Isondlo
- umLawulimafa
- ukuLamula
- i-NRSO
- i-PAIA
- aboNgazimbi be-TRC
- amaKhotho wemiBango emiNcani
- ukuTloliswa kwabaSabalalisipahla
- ukuKhukhuthiswa kwabaNtu
- amaKhotho wezokuLingana

#### **Amabhidi namaThenda**

- unikelweko / Amukelweko / Akhutjhiweko
- ukuPhathwa kweThungelelwano leemfuno
- ukuTloliswa kwabaSabalalisipahla

#### **Igumbi leendaba**

- intatimende zababiki beendaba
- linkulumo
- Iminyanya
- Imigadangiso yeemgadangisobukelwa kanye neyomdumo
- iTjhaneli yeYutjhubhu yomNyango
- Amahlelo weendaba emrhatjhwani
- Imibuzo neependulo zePalamende
- Imihlangano neemfundobandulo

#### **Imisebenzi / linkhundla zemisebenzi**

- Iforomu lesibawo somsebenzi (i-Z83)
- Ababizelo kwezoBulungiswa

- linkhundla zemisebenzi ezitjha / Amaposo <b>Ikombandlela yokuthi ungazitholala njani iisiza / Ngizithola njani?</b>	
<b>NGOMNQOPHO WOKWENZIWA KWAMAKHOPHI NGOKWESIGABA 15(1)(a)(ii)</b>	
Amarekhodi arhenyiswe ngehla la angafumaneka ngokuthumela isibawo esimtlole esiphandeni seposo nofana ngeposommoya ngendlela elandelako:-  <b>Isiphande:</b> Deputy Information Officer Department of Justice & Constitutional Development Private Bag x81 Pretoria 0001  <b>Iposommoya:</b> <a href="mailto:paia@justice.gov.za">paia@justice.gov.za</a>	limbadalo ezirhenyiswe ngaphasi kweNgcenywe ye-10 yomHlahlandlela lo ziyabhadalwa

### INGCENYE YE-10 – UKUBHADALWA KWEENDLEKO

I-ayithemu	Ihlahlululo	Inani
1.	“Imbadalo yesibawo” ebhadalwa ngibo boke ababawo	<b>R100.00</b>

“Imbadalo yelungelo lokufumana imininingwana” ekhonjwe esigabeni 22(6) somThetho ingendlela elandelako (ngaphandle kwalapho umbawo aphiwe ilungelo elikhethekileko ngaphasi kwesigaba 22(8));-

I-ayithemu	Ihlahlululo	Inani
2.	Ikhophi lekhasi lobukhulu obuyi-A4	<b>R1.50</b> ikhasi ngalinye nofana ingcenywe yalo
3.	Ikhophi lekhasi eliphrintiweko lobukhulu obuyi-A4	<b>R1.50</b> ikhasi ngalinye nofana ingcenywe yalo
4.	Ikhophi elingomhlobo ofundekako ngaphakathi komtjhiningqondo nge: (i) Ifletjhi drayivu (umbawo nakanikele yakhe) (ii) Ngediski • nangabe umbawo inikele lakhe • Nangabe umbawo unikelwe lona	<b>R40.00</b> <b>R40.00</b> <b>R60.00</b>
5.	Ukukhutjhelwa kweenthombe ezibukelwako ngekhasi lobukhulu obuyi-A4	linsiza ezizakutholwa ngaphandle. Zizakulawulwa silinganiso seendleko somphakeli ngensiza.
6.	Ikhophi leenthombe ezibukelwako	
7.	Ukukhutjhelwa irekhodi elimdumo, ngekhasi lobukhulu obuyi-A4 ngalinye	<b>R24.00</b>
8.	Ikhophi lerekhodi elimdumo elinge: (iii) Ifletjhi drayivu (umbawo nakanikele yakhe) (iv) Ngediski • Nangabe umbawo unikele lakhe • Nangabe umbawo unikelwe lona	<b>R40.00</b> <b>R40.00</b> <b>R60.00</b>
9.	Ukuzunywa kwerekhodi kanye nokulilungiselela ngomnqopho wokuvezwa kwalo, ye-awara ngalinye nofana	

	ingcenywe ye-awareelo, lokhu akufaki hlangana i-awara lokuthoma, elidingeka ngokuzwisisakalako bona kuzunywe begodu bekulungiselelwe.	<b>R100.00</b>
	lindleko nasele zipheleleko akukafaneli zeqe inani eli-	<b>R300.00</b>
10	Isibambiso: Nangabe ukuzunywa kuthatha isikhathi esingaphezu kwama-awara asi-6	Ingcenywe yinye kwezintathu zenani lesibawo ngasinye, ibalwa ngokwama-ayithemu 2 kanye neyo-8
11.	Ukuthunyelwa ngeposo, ngeposomoya nofana ngananyana ngiyiphi enye indlela ye-elektroniki	lindleko zamambala, nangabe zikhona

<b>UMUNTU NOFANA ABANTU ABAPHIWE ILUNGelo ELIKHETHEKILEKO LOKUNGABHADELI IMBADALO YELUNGelo LOKUFUMANA IMINININGWANA</b>	
Umuntu ongakatjhadi nangabe umrholwakhe ngomnyaka aweqi inani elizii-	<b>R14,712.00</b>
Abantu abatjhadileko nofana umuntu kanye nomlinganakhe abanomrholo ongeqi inani elizii-	<b>R27,192.00</b>

### **INGCENYE YE-11 – UKUSETJENZWA KWEMINININGWANA YOMUNTU**

*UmThetho we-4 wokuVikelwa kwemiNiningwana yomuNtu womnyaka wee-2013 (“i-POPIA”)*

#### **1. Umnqopho wokusetjenzwa kwemininingwana**

UmNyango ubuthelela bewusebenze imininingwana yomuntu ngeminqopho elandelako, hlangana nokhunye:-

- (a) Ukuphatha umthetho;
- (b) Ukuthobela imilayo yekhotho;
- (c) Ukusebenza ngeembawo zemisebenzi;
- (d) Ukusebenza ngeembawo zabaphakeli beensiza; begodu
- (e) Nokuphathwa kweendaba ezithinta abasebenzi.

#### **2. Iingaba Zeemhloko zeData kanye nemiNiningwanazo yomuNtu**

<b>Iinhloko Zedata</b>	<b>Imininingwana Yomuntu (<i>iimbonelo</i>)</b>
Abasebenzi	<ul style="list-style-type: none"> <li>• Amagama kanye nemininingwana yokuthintana;</li> <li>• linomboro zikamazisi</li> <li>• Umlando wokusebenza</li> <li>• Imininingwana yeBulungelo</li> </ul>
Abantu abazokuqatjiswa	<ul style="list-style-type: none"> <li>• Ama-CV – afaka hlangana, isibonelo</li> <li>• Amagama kanye nemininingwana yokuthintana</li> <li>• linomboro zikamazisi</li> <li>• Umlando wokusebenza</li> </ul>
Amalunga womphakathi	<ul style="list-style-type: none"> <li>• Amagama kanye nemininingwana yokuthintana</li> <li>• limphande zeposo</li> <li>• linomboro zikamazisi</li> </ul>
Abasokotraka kanye nabaphakeli ngeensiza	<ul style="list-style-type: none"> <li>• Amagama kanye nemininingwana yokuthintana;</li> <li>• linomboro zikamazisi</li> <li>• Imininingwana yekhamphani</li> </ul>

### 3. Abamukeli ebangahle banikelwe imiNiningwana yomuNtu siqu sakhe

UmNyango awudluliseli imininingwana yomuntu siqu sakhe komunye umuntu nofana kwamanye amaziko, ngaphandle kwalapho isihloko sedata nofana umthetho upha imvumo yokudlulisokho.

### 4. Ukusiwa kwamanye amazwe kwemininingwana yomuntu nge-elektroniki

UmNyango awudluliseli imininingwana yomuntu siqu sakhe kwelinye ilizwe, ngaphandle kwalapho isihloko sedata nofana umthetho upha imvumo yokudlulisokho.

### 5. Amagadango Wezokuvikeleka Aqinisekisa Ubufihlo, Isithunzi kanye Nokutholakala Kwemininingwana

UmNyango uneendlela zetheknikhali kanye nezehlango zokukhandela ukulahleka, ukonakala nofana ukufinyelelwa okungekho emthethweni/ ukoniwa kwemininingwana yomuntu.

Amagadango la afaka hlangana okulandelako:-

- (a) linkumba ezikhethekileko ezenzelwe ukubulungwa kwamarekhodi;
- (b) limphathiswa ezineLemuko lokuPhatha amaRekhodi kanye neBulugelo lamarejista;
- (c) Umthangalasisekelo we-IT ophethwe siqhema esizinikeleko sabosolwazi;
- (d) IYunidi yezokuVikela ehlala ihlolisisa ukufaneleka kanye nokuvikeleka kwezenzabulula zokulawula amarekhodi;
- (e) Ukufundiswa kwabasebenzi okuragela phambili nokubekwa ilihlo mPhathi wamaRekhodi malungana nokuphathwa kuhle kwamarekhodi;
- (f) Ilwazi elifunyenweko kanye namaRekhodi enziweko begodu aphanwa ngokweenkambisokolelo eziphakanyiswe mthetho ofaneleko zokuphathwa kwamarekhodi;
- (g) Umthethokambiso wokuphathwa kwamarekhodi kanye namakhowudi athintekako begodu nemithetho ekhona begodu ikhambisana nomThetho wamaBulungo namaRekhodi weLizwe weSewula Afrika, womnyaka we-1996 (umThetho wama-43 we-1996), begodu
- (h) Nesiqhema esizinikeleko esinelemuko sabasebenzi ekufakwa kibo iimbawo zokufumana ilwazi ngokukhambisana ne-PAIA.

## INGCENYE YE-12 – UKUBUYEKEZWA NOKUTHOLAKALA KOMHLAHLANDLELA

- Umhlahlandlela lo uzokubuyekezwa qobe mnyaka
- Uzakukhutjwa ngawo woke amaLimi alitjumi nanye; begodu
- Uyatholakala nakubunzinzolwazi bomNyango ([www.justice.gov.za/paia/paia.htm](http://www.justice.gov.za/paia/paia.htm)) begodu nangokufaka isibawo ngokusinqophisa eSekeleleni lesiPhathiswa seLwazi, nofana kuloyo oyiHloko yananyana ngiliphi i-Ofisi lomNyango.