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IMIYALELO YE-PAIA

**YENZWE NGOKWECANDELO 14 LWEPROMOTION
OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000**

YIFUNDE KUNYE

NE-PROTECTION OF PERSONAL INFORMATION ACT,

UMTHETHO 4


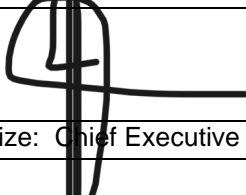
WANGO-2013

NGOKWE-

INSURANCE SECTOR EDUCATION AND TRAINING SETA

(“INSETA”)

Approval:

	
Farzana Safa: Executive Manager - Risk Management	Gugu Mkhize: Chief Executive Officer
Date:	Date:

Related documents

This policy should be read in conjunction with:

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1. **INTSHAYELELO**

Le Miyalelo ipapashwe yi-Insurance Sector Education and Training Authority (“INSETA”).

Ipapashe kulandelwa iCandelo 14 lwe-Promotion of Access to Information Act, Umthetho wesi-2 wango-2000 (“PAIA”). Lo Mthetho ubangela kusebenze iCandelo 32 loMgaqo-siseko waseMzantsi Africa wango-2006 (“uMgaqo-siseko”), *phakathi kwezinye izinto* onika imvume yokufikelela kwiinkcukacha zoluntu ezigcinwe ngurhulumente (Icandelo 32(1)(a)) nakwiinkcukacha ezigcinwe ngomnye umntu nezifunekayo ukuze kuphunyezwe okanye kukhuselwe naliphi ilungelo (Icandelo 32(1)(b)).

Le Miyalelo imele ifundwe kunye nomthetho we-POPI nayo ephantsi kwe-INSETA, nopapashwe kulandelwa umthetho we-Protection of Personal Information Act, Umthetho we-4 wango-2013 (“POPIA”).

Ezinye iinkcukacha ezongezelekileyo nezinganyanzeliswa liCandelo 14 loMthetho, azinakuvumela ubani ukuba afumane ezi nkcukacha zigcinwe ngurhulumente okanye ngomnye umntu, ngaphandle kokuba kulandelwa lo Mthetho.

2. **INJONGO YEMIALELO YE- PAIA**

Le Miyalelo, kunye nemiyalelo ye-POPI ephantsi kwe-INSETA, inceda abantu ukuba:-

- 2.1. babone ukuba kugcinwa inkcazelo enjani kwi-INSETA, ngaphambi kokuba benze isicelo se-PAIA;
- 2.2. babone ukuba senziwa njani isicelo sokubona iinkcukacha ezikwi-INSETA;
- 2.3. babone zonke iinkcukacha zokuqhakamshelana nomntu okanye abantu abaza kubanceda babone ezi nkcukacha bazifunayo;
- 2.4. babone indlela abanokuncedakala ngayo kwi-INSETA ngokuphathelele iinkcukacha ngaphambi kokuba baye kuMhloli okanye eNkundleni;
- 2.5. babone indlela abancedwa ngayo abantu abangamalungu e-INSETA nendlela abanokulufumana ngayo bona olo ncedo;
- 2.6. babone ukuba isetyenziswa njani i-PAIA, nehla ziywe nguMhloli baze babone indlela yokungena kuyo;
- 2.7. bazi ukuba i-INSETA iza kubanika na ezi nkcukacha zobuqu bazifunayo, injongo yokukhupha iinkcukacha zobuqu kunye nendlela ezahlulwe ngayo ngokwezihloko kunye neenkukacha ezingokohlulwa kwazo;
- 2.8. bazi nokuba i-INSETA iceba kusini na ukunikezela ngeenkukacha zobuqu ngaphandle koMzantsi Afrika neendidi zabantu abanelungelo lokunikwa ezi nkcukacha; baze
- 2.9. bazi nokuba i-INSETA inazo kusini na iindlela zokukhusela iinkcukacha eziyimfihlo kunye nokuba zeziphi iinkcukacha zobuqu ezinokoveliswa.

UHLOLISISO LWALO MBUTHO KARHULUMENTE

3. IMBALI NGE-INSETA

I-INSETA ichazwa kwi-PAIA ngokuba ngumbutho karhulumente, obandakanya onke amasebe karhulumente elizweni, okanye ephondweni okanye nawuphi na umbutho ongunya nogunyaziswe nguMgaqo-siseko okanye owenza nawuphi na umsebenzi karhulumente ulandela nawuphi na umthetho.

I-INSETA iye yaveliswa phantsi kokuphunywela kwe-National Skills Development Strategy, njengoko kuboniswa kwi-Skills Development Act, Umthetho 97 wango-1998 nanjengoko kucaciwa ngezantsi.

I-INSETA ilungelo loluntu elisemthethweni lokufumana ulwazi ibe ixhasa ezona zinto ziphambili nezibalulekileyo kurhulumente, ukungafihlisi nokuphendula eluntwini. Sizimisele ukubambelela kuzo zombini i-PAIA ne-POPIA, nokuveza iinkcukacha zethu kulowo uye wazicela njengoko iPAIA nePOPIA zibonisa njalo.

4. INDLELA EYAKHIWE NGAYO I-INSETA [Icandelo 14(1)(a)]

4.1 Indlela esebenza ngayo i-INSETA

I-INSETA nguMbutho weMfundo noQeqesho oveliswe kulandelwa icandelo 9 (1) le-Skills Development Act.

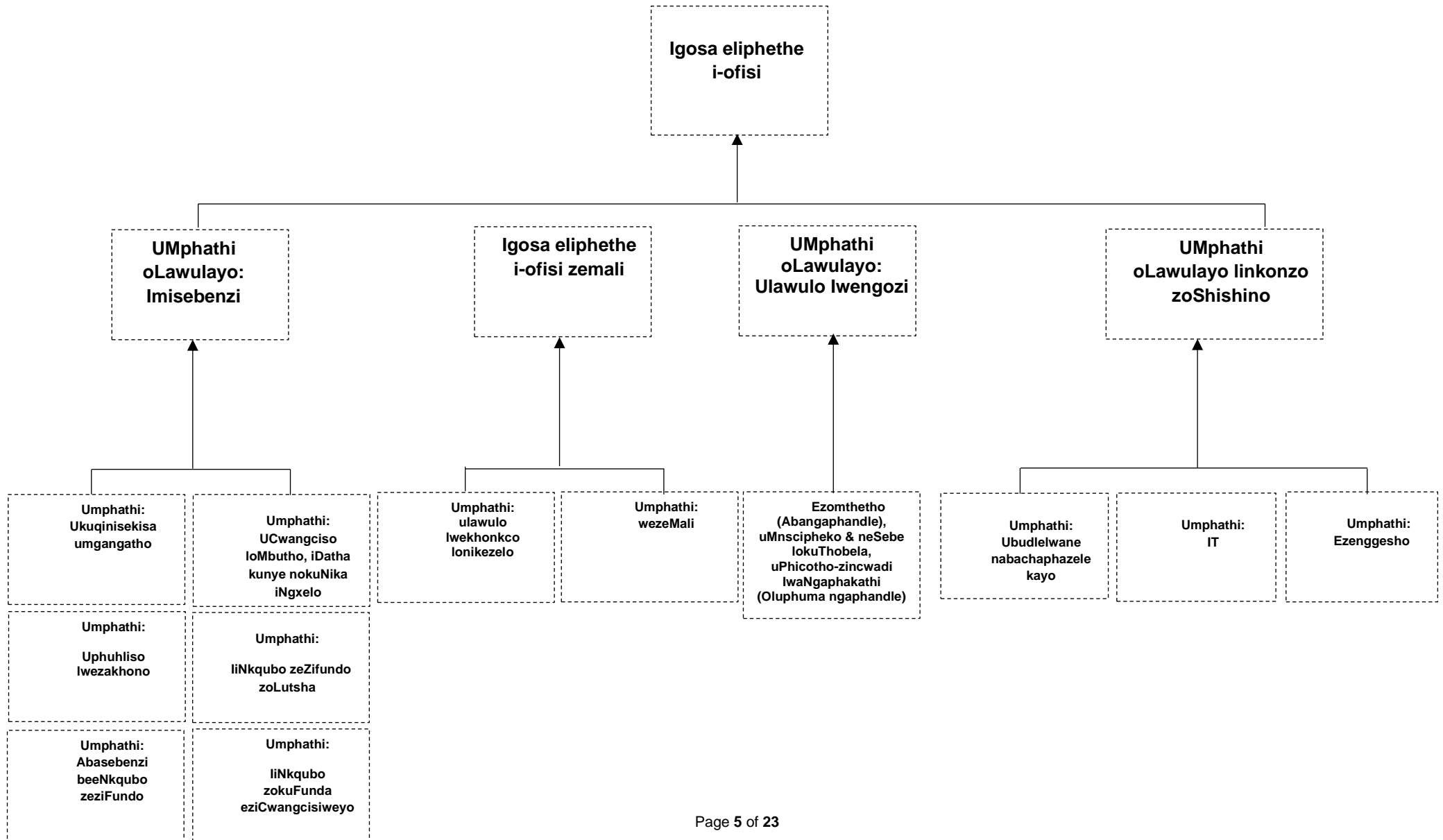
Ezinye zeendlela esebenza ngayo i-INSETA (ngokutsho kwe-Skills Development Act) zezi zilandelayo: -

- 4.1.1 kukuvelisa icebo lokuvelisa izakhona kulandelwa umthetho we-National Skills; Iqhinga Lophuhliso
- 4.1.2 kukwenza izinto ebezicetyiwe ukuze kuveliswe izakhono ngokwenza ii-learnership, ukugunyazisa iindlela zokuphucula izakhono emisebenzini, nokukhupha imali kuze kulandelelwe uqeqesho kwisebe elithile;
- 4.1.3 ukukhuthaza ii-learnership ngokukhetha iindawo zomsebenzi ekunokufundiselwa kuwo ukuze abantu babe namava okusebenza, ukuqinisekisa ukuba zikhona izinto zokufundisa, ukuphucula indawo ekufundiselwa kuyo nokuncedisa xa kusenziwa izivumelwano ze-learnership;
- 4.1.4 ukubhalisa izivumelwano zoqeqesho;
- 4.1.5 ukufumana isigunyaziso esivela kwi-South African Qualifications Authority;
- 4.1.6 ukuqokelela nokubhatala irhafu kwisebe ngalinye;
- 4.1.7 isebenzisane ne-National Skills Authority on the National Skills Development Policy, i-National Skills Development Strategy, kunye ne-Sector Skills Plan;
- 4.1.8 ixelele i-Director-General of Department of Higher Education and Training ("DHET") ngemali engenileyo nephumileyo kumacebo ayo okuqeqesha;
- 4.1.9 iqeshe abantu abathile ukuze benze umsebenzi wokuqeqesha; ize
- 4.1.10 yenze nezinye izinto eziphantsi komthetho we-Skills Development Act nowe-Skills Development Levies Act,

Umthetho 9 wango-1999, uze uqhubeke usenza ngokwenjongo zale mithetho.

I-INSETA inegunya lokwenza zonke ezi zinto zichazwe ngasentla kunye nezinye izinto ezigunyaziwe yi-Skills Development Act.

Abasebenzi be-INSETA



4.2 Indlela Emi Ngayo i-INSETA

Ibhodi yabaphathi be-INSETA iquka: -

- 4.2.1 abasebenzi abalungeleleneyo;
- 4.2.2 abasebenzi kunye neenkampani ezincinci;
- 4.2.3 amasebe athile karhulumente; kunye
- 4.2.4 nabantu abanobuchule obuthile.

5. IMBONO NENJONGO YE-INSETA

5.1. Imbono

- 5.1.1 Sizimisele ukukhuthaza nokwenza uluntu lube nethemba.

5.2 Injongo

- 5.2.2 Ukuqinisa intsebenziswano phakathi kweteknoloji nentsebenziswano kunye nokuphuhlisa izakhono; nokudibanisa imfundo kunye nokusebenza ngokuqaphela ezona zakhono zidingeka kakhulu size senze into ebonakalayo ngalo nto.

5.3 Impawu ezibalulekileyo

- 5.3.1 Ukuhloniphana – Ukohlukana, Ukubandakanyana Nokuthembana;
- 5.3.2 Ukuba Nezisombululo – Ukuza nezisombululo ezikhawulezileyo;
- 5.3.3 Intsebenziswano – Umanyano Nobambiswano;
- 5.3.4 Ukuthath' uxanduva – Ukuziphatha kakuhle;
- 5.3.5 Iinkokheli Ezinesibindi – Ukucingelana Nokomelezana “Abantu Abomeleleleyo Bomeleza Abanye”;
- 5.3.6 Ukonelisa Abathengi – Ukuhoya Nobungcali.

6. INDLELA ELUNCEDO NGAYO ELUNTWINI [Icandelo 14(1)(f)]

6.1 Iinkonzo ze-INSETA

Nazi ezinye zezinto ezenziwa yi-INSETA: -

- 6.1.1 ukuqeqesha uluntu ngokwenza iilearnership, ukugunyazisa iindawo eziza kwenzelwa kuzo baze nokukhupha imali yokuzenza;
- 6.1.2 ukukhuthaza abantu ukuba bangenele uqeqesho, ukulungisa izixhobo zokufundisa nokuququzelela kunye nokuvelela uqeqesho olo;
- 6.1.3 ukubhalisa izivumelwano zoqeqesho;
- 6.1.4 ukuqokelela nokubhatala iirhafu kumasebe ekuphuhliswa kuwo izakhono; kwaye
- 6.1.5 nokuqinisekisa ukuba uqeqesho oluqhutywayo kwisebe ngalinye likumgangatho ophezulu.

Ezi zinto zichazwe ngasentla azenzelwa wonke umntu kodwa zezabasebenzi abenza imisebenzi ephantsi kwe-INSETA.

6.2 Oko ubani anokukwenza ukuze afumane olu qeqesho

Ukuba ubani wenza umsebenzi ophantsi kwesebe le-INSETA (ngendlela ekuchazwe ngayo kwi-Skills Development Act), unokukwazi ukuthatha inxaxheba kuqeqesho lweli sebe ngokufaka isicelo kwiofisi ye-INSETA kule dilesi ingezantsi.

7. UKUMEMA ABANTU UKUBA BATHATHE INXAXHEBA KWELI SEBE [Icandelo 14(1)(g)]

I-Skills Development Act noMgaqo-siseko we-INSETA ivulele ithuba kuye wonke umntu owenza umsebenzi ophantsi kwesebe le-INSETA. Abo bantu banokuya kwiintlanganiso ze-INSETA, banyule abantu abaza kukhokhela baze nabo babe sethubeni lokonyulwa kodwa kulandelwa umgaqo-siseko we-INSETA nowe-Skills Development Act.

8. INDLELO YOKUQHAGAMSHELANA [Icandelo 14(1)(b)]

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Igama Lomsebenzi	Farzana Safla
Imeyile	informationoffice@inseta.org.za
Iposi	PO Box 32035, Braamfontein, 2017
Inombolo Yestrato	18 Fricker Road Illovo, Sandton, 2196
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Iwebhsayithi	www.inseta.org.za

9. IMIYALELO ENGENDLELA YOKUSEBENZISA I-PAIA [Icandelo 14(1)(c)]

9.1. Umhloli, elandela icandelo 10(1) le-PAIA, uye wahlazisa waza wapapasha imiyalelo yokusebenzisa i-PAIA (“Imiyalelo”), ngendlela elula nekulula ukuyisebenzisa, nanjengoko isenokufunwa nangubani na ofuna ukusebenzisa ilungelo lakhe elibhalwe phantsi kwi-PAIA ne-POPIA.

9.2. Le Miyalelo ibhalwe ngazo zonke iilwimi ezisemthethweni.

9.3. Le miyalelo iqulethe oku kulandelayo-

9.3.1. oko kuqulethwe yi-PAIA ne-POPIA;

9.3.2. idilesi yeposi neyestrato, inombolo yefowuni neyefax, nedilesi ye-imeyile ukuba ikhona:-

9.3.2.1. I-Ofisi yemibuzo, kunye

9.3.2.2. nenye i-Ofisi Yemibuzo Eyongezelelekileyo kwiindawo zikarhulumente nezabucala njengoko libonisa icandelo 17(1) le-PAIA¹ necandelo 56 le-POPIA²;

9.3.3. indlela yokwenza ezi zicelo zingezantsi-

9.3.3.1. isicelo sokubona iinkcukacha zikawonke wonke ngokwecandelo 113;

9.3.3.2. isicelo sokubona iinkcukacha zabucala ngokwecandelo 504;

9.3.4. indlela ubani anokuncedakala ngayo kwi-Ofisi Yemibuzo kawonke-wonke kulandelwa imithetho ye-PAIA ne-POPIA;

- 9.3.5. indlela uMhloli anokunceda ngayo ngokwemithetho ye-PAIA ne-POPIA;
- 9.3.6. onke amancedo asemthethweni nafumanekayo mayela nokwenza okanye ukoahlulakala ukwenza oko kubhalwe kwi-PAIA ne-POPIA, kuquka nendlela ekulandelelaniswe ngayo-

-
- ¹ Icandelo 17(1) le-PAIA- *Ngokweenjongo ze-PAIA, mntu ngamnye umele ngokomthetho olawula ukuqeshwa kukawonke-wonke, akhethe inani sabantu abaza kusebenza kwii-ofisi zolwazi ezongezelelekileyo ukuze ancede uluntu lukwazi ukubona iinkcukacha ekufanelekileyo ukuba luzibone.*
- ² Icandelo 56(a) le-POPIA- *Icandelo ngalinye likarhulumente nelabucala limele ngokwecandelo 17 le-Promotion of Access to Information Act likhethe inani sabantu ukuba kunokwenzeka abaza kusebenza kwi-ofisi yemibuzo eyongezelelekileyo baze benze imisebenzi echazwe kwicandelo 55(1) le-POPIA.*
- ³ Icandelo 11(1) le-PAIA- *Umntu ofake isicelo sokubona iinkcukacha zikawonke wonke umele avunyelwe ukuba uyafaneleka ngokwemithetho ye-PAIA ephathelele iinkcukacha zikawonke-wonke; ibe ukukwazi ukubona ezi nkcukacha akuthintelwa ngokutsho kwesahluko 4.*
- ⁴ Icandelo 50(1) le-PAIA- *Umntu ofuna ukubona iinkcukacha zabucala umele avunyelwe ukuba -*
- a) *ezo nkcukacha ziyadingeka ukuze kukhuselwe amalungelo athile;*
 - b) *loo mntu uyilandele imithetho ye-PAIA engokwenza isicelo sokufumana ezo nkcukacha;*
 - c) *ukubona ezo nkcukacha akuthintelwa nangasiphi isizathu kwiSahluko 4 sale nxalenye.*

9.3.6.1. ukubhena kwangaphakathi;

9.3.6.2. isikhalazo esiya kuMhloli;

9.3.6.3. isicelo senkundla esinxamnye nesigqibo esithathwe ngumsebenzi we-ofisi yemibuzo, isigqibo kwisibheni sangaphakathi okanye isigqibo soMhloli okanye umphathi wabucala;

9.3.7. imiyalelo yecandelo 14⁵ no-51⁶ efuna ukuba i-ofisi karhulumente okanye eyabucala, ngokulandelelana kwazo, babhale indlela yokusebenzisa imiyalelo;

9.3.8. imiyalelo yecandelo 15⁷ no-52⁸ elithetha ngokuveza ngokuzithandela iinkcukacha, ibhekisela kurhulumente nakiinkampani zabucala ngokulandelelana kwazo;

9.3.9. izaziso ezikhutshe kulandelwa icandelo 22⁹ no-54¹⁰ neziphathethele imali emele ukuze ubani afumane iinkcukacha azicelileyo

9.3.10. nemithetho eyenziwe kulandelwa icandelo 92¹¹.

9.4. Abantu bangahlola baze benze iikopi zale Miyalelo kwii-ofisi zikathulumente nezabucala, naki-ofisio yoMhloli ngexesha lomsebenzi. Le miyalelo ungayifumana-

9.4.1. Ngokuyicela kwi-Ofisi Yemibuzo;

9.4.2. Kwiwebhsayithi yoMhloli (<https://www.justice.gov.za/inforeg/>).

9.4.3. Nakwi ofisi ze South African Human Rights Commission kwidilesi engezantsie.

⁵ Icandelo 14(1) le-PAIA- *Umntu osebenza kwi-ofisi karhulumente, umele aqinisekise ukuba ubuncinane le miyalelo ifumaneka ngeelwimi ezintathu ezisemthethweni ize ibe neenkcukacha ezibhalwe kwisiqendu 4 esingaphezulu.*

- ⁶ *Icandelo 51(1) le-PAIA- Umphathi we-ofisi yabucala umele aqinisekise ukuba le miyalelo iyafumaneka ize ibe neenkukacha ezikwisiqendu 4.*
- ⁷ *Icandelo 15(1) le-PAIA- Umntu osebenza kwi-ofisi yemibuzo karhulumente umele aqiniseke ukuba iinkukacha ezivela ngokuzenzekelayo zingakhange zicelwe ziyafumaneka ngoko nangoko ngokulandelelana kwazo.*
- ⁸ *Icandelo 52(1) le-PAIA- Umphathi we-ofisi yabucala usenokuzikhethela ukuba akhuphe iinkukacha ezivela ngokuzenzekelayo nangona zingacelwanga ibe naye umele azikhuphe ngokulandelelana kwazo.*
- ⁹ *Icandelo 22(1) le-PAIA- I-ofisi yemibuzo karhulumente imele ibhalele lowo wenza isicelo ileta ethetha ngemali emele ibhatalwe (ukuba ikho) ngaphambi kokuqhubeka nesicelo sakhe.*
- ¹⁰ *Icandelo 54(1) le-PAIA- Umphathi we-ofisi yabucala umele abhalele lowo wenza isicelo ileta ethetha ngemali emele ibhatalwe (ukuba ikho) ngaphambi kokuqhubeka nesicelo sakhe.*
- ¹¹ *Icandelo 92(1) lePAIA libonisa ukuba –“Umphathiswa usenokwenza imithetho ephathelele -*
(a) nayo nantoni na evunyelwa nguMthetho;
(b) nazo naziphi na izinto eziphathelile imali emele ibhatalwe njengoko libonisa icandelo 22 no-54;
(c) naso nasiphi na isaziso esiphathelile lo Mthetho;
(d) imithetho emele yenziwe ngabo bonke abantu abasebenza kwii-ofisi zemibuzo zikarhulumente xa begqiba ekubeni loluphi uhlobo lweenkukacha abamele bazikhuphe belandela icandelo 15
(e) nayo nawuphi umba awubona ufanelekile kulo Mthetho.”

10. INDLELA OLUNCEDO NGAYO LO MTHETHO

10.1 Ukufumaneka kwale Miyalelo [Icandelo 14(3)]

Ikopi yale Miyalelo ifumaneka–

- 10.1.1 kwiwebhsayithi yethu www.inseta.org.za;
- 10.1.2 ngokufaka isicelo sokufumana isicelo sokufumana ikopi kwi-Ofisi Yemibuzo ye-INSETA nge-email, iposi okanye ngefax;
- 10.1.3 Commission (“SAHRC”) kwezi dilesi zingezantsi;
 Akukho mali ibhatalwayo xa umntu ecela ikopi yale Miyalelo kwiwebhsayithi okanye kwii-ofisi zethu. Kodwa ke, sinelungelo lokucela ukubhatalwa kweekopi zale Miyalelo ngemalli elingana nexabiso lwezi ngxelo. La maxabiso **akuCwangciso 1** lwale Miyalelo.

10.2 Ukuhlaziywa kwale Miyalelo [Icandelo 14(2)]

- 10.2.1 Le Miyalelo iza kuhlaziywa ize ipapashwe, ukuba kukho imfuneko, izihlandlo ezingadlulanga kwesinye (1) ngonyanka njengoko iCandelo 14(2) lalo mthetho libonisa.

10.3 Indlela Yokuvula Imiyalelo Ekuthethwa Ngayo KwiCandelo 10 LoMthetho (nakwisahluko 10 esingentla) [Icandelo 14(1)(c)]

- 10.3.1 Le miyalelo ifumaneka kwi-South African Human Rights Commission. Sicela uthumele yonke imibuzo okanye izikhalazo zakho ngezi ndlela zingezantsi:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Idilesi yeposi: Private Bag 2700
Houghton
2041
Inombolo Yefowuni: +27 11 484-8300 / +27 11 877 3600
Inombolo yefax: +27 11 484-0582 / +27 11 403 0684
Iwebhsayithi: www.sahrc.org.za
E-MAIL: paia@sahrc.org.za.

10.3.2 Imibuzo engakumbi ephathelele indlela yokusebenzisa le Miyalelo/okanye izikhalazo eziphathelele i-POPIA zingathunyelwa ngezi ndlela zingezantsi:

The Information Regulator (South Africa)

Physical Idilesi yesitrato: SALU Building
316 Thabo Sehume Street, Pretoria
Inombolo Yefowuni: 012 406 4818
Inombolo yefax: 086 500 3351
Iwebhsayithi: www.justice.gov.za/inforeg.

11. **INDLELA YOKUFAKA IZICELO ZEENKCUKACHA EZIKWI-INSETA** [Icandelo 14(1)(d) neCandelo 18]

11.1 **Iinkcukacha Ezinokucelwa**

Xa sithetha ngeenkukacha ezinokucelwa zithetha ngazo naziphi iinkcukacha ezigciniweyo enoba zigcinwe ngoluphi uhlobo nezilawulwa yi-INSETA, enoba ezo nkcukacha azizange zibhaliswe yi-INSETA.

Zonke izicelo ziza kuhlolwa ukuze kufunyaniswe enoba ezo nkcukacha ziceliweyo zineenkukacha zobuqu ngokomthetho we-POPIA, nto leyo esenokugqiba ekubeni isicelo sivunywe okanye singavunywa.

I-INSETA izimisele ukuba ingakufihleli nto. Kodwa ke, into yokuba isicelo sakho sikwezo sifakwe kudidi lweenkcukacha ekuvumelekileyo ukuzicela akuthethi ukuba i-INSETA inyanzelekile ukuba ikunike ezo nkcukacha. I-INSETA kufuneka ihlolisise awayo amalungelo neembopheleleko kunye nezo zomntu wesithathu ngaphambi kokuba igqibe ekubeni ikunike iinkcukacha ozicelileyo. Kusenokufuneka inxibelelane nomntu okanye umbutho wesithathu abasenokuchaphazeleka sisicelo sazo naziphi na iinkcukacha.

11.2 **Izicelo eziqhelekileyo**

Umntu ofaka isicelo usenokunikwa iinkcukacha ezigcinwe yi-INSETA ukuba ezi zinto zilandelayo nezibekwe yi-PAIA ziyalandelwa. Nazi ezi zinto zifunekayo:

11.2.1 umntu ofaka isicelo umele ayilandele yonke imithetho ye-PAIA;

11.2.2 Ukuze isicelo sokufumana irekhodi singaliwa ngokwayo nayiphi imiqhathango kwimihalaba yokwale ebhalwe kwi PAIA.

I-INSETA ayizukusekela isigqibo sayo sokukhupha iinkcukacha ekubeni loo mntu uzifunela ntoni ezo nkcukacha. Kodwa iza kujonga ukuba loo mntu unalo kusini na ilungelo lokufumana ezo nkcukacha.

Kwakhona, ilungelo lokufumana ezi nkukakaca ngokwalo Mthetho azixhomekekanga kwizizathu ezibekwa ngulowo ufaka isicelo. Ukongezelela, akujongwa izizathu ezibekwa ngumntu osebenza kwi-ofisi yemibuzo nacinga ukuba zizizathu zokuba umntu lowo enze isicelo ngaphambi kokuba isicelo sivunywe.

11.3 Indlela Yokwenza Isicelo

Izicelo zeenkukakaca ezigcinwe yi-INSETA zimele zicelwe kusetyenziswa ifomu ngokutsho kweCandelo 18. Le fomu ifakwe kule Manual ibe ibhale **Schedule 2**. Ungayifumana le fomu nangokubhalela okanye ufownele i-SAHRC kwiinkukakaca ezingentla above (www.sahrc.org.za) okanye Isebe Lezobulungisa Nophuhliso Lomgaqo-siseko (www.doj.gov.za jonga phantsi kwendawo ethi "regulations").

Isicelo sokubona iinkukakaca singenziwa kwi-Ofisi Yemibuzo kwidilesi, inombolo yefax nakwidilesi ye-email engentla. Umntu ofaka isicelo umele anikeze ngeenkukakaca ezaneleyo ukuze umntu osebenza kwi-Ofisi Yemibuzo akwazi ukuzifumana ngokukhawuleza ezi nkukakaca kunye nezalowo ufaka isicelo.

Umntu ofaka isicelo umele achaze nokuba uzifuna ziloluphi uhlobo ezi nkukakaca; umzekelo usenokufuna into eprintiweyo; umfanekiso; amazwi aloo mntu abhaliweyo okanye afune ukumamela ilizwi lakhe elirekhodiweyo; into eprintiweyo okanye ethunyelwe kwikhompyutha yakhe okanye ngenye indlela.

Umntu ofaka isicelo umele atsho ukuba ufuna i-INSETA imphendule njani ngesigqibo sayo (ngeposi, ifax, nge-email, njalo njalo) aze achaze nabanye abantu abamele baziswe. Ukuba ezi nkukakaca azifakwanga, i-INSETA ixs kuphendula ngefax okanye nge-email.

Umntu ofaka isicelo umele akhethe nolwimi afuna ezi nkukakaca zibe lulo.

Ukuba umntu ucela iinkukakaca egameni lomnye umntu, umele eze nobungqina obuza kwanelisa umsebenzi we-Ofisi Yemibuzo.

Umsebenzi we-Ofisi Yemibuzo uza kumazisa lowo ebefake isicelo ngesigqibo sakhe sokuvuma okanye ukungavumi ukunikisa ngeenkukakaca zingekapheli iintsuku ezingamashumi amathathu (30) efake isicelo.

Ukuba kufuneka umntu wesithathu, zisenokwandiswa ezi ntsuku zingamashumi amathathu zichazwe ngasentla kodwa azizukwandiswa ngeentsuku ezingaphezu kweziyi-30 ukuze loo mntu wesithathu abe nexesha elaneleyo lokuphendula.

Ukuba umntu akakwazi ukwenza isicelo kwi-INSETA ngenxa yokungakwazi ukubhala okanye ukukhubazeka, umele asenze isicelo ngomlomo. I-Ofisi Yemibuzo ye-INSETA imele isibhale ize isithumele eso sicelo.

12. IZIZATHU ZOKUNGAMKELWA KWEZICELO

I-Ofisi Yemibuzo isenokungavumi ngamanye amaxesha ukwamkela izicelo zeenkukakaca ngenxa yezi zizathu zilandelayo:

- 12.1 ukukhusela izinto eziyimfihlo zomntu wesithathu, enokuba akasaphili;
- 12.2 ukukhusela iinkukakaca ezithile ze-South African Revenue Services;
- 12.3 ukukhusela iinkukakaca ezingezinto umntu lowo azithengileyo;
- 12.4 ukukhusela izinto eziyimfihlo, nezibhalwe ngokwesivumelwano ukuba ziyimfihlo;
- 12.5 ukhuseleko lomntu lowo kunye nendlu yakhe;
- 12.6 ukukhusela iidokethi zamapolisa ezisalinde ibhuyile nonyanzeliso mthetho kunye nezinye izinto ezisemthethweni ezisaqhubayo;
- 12.7 Ukukhusela irekhodi ezinelungelo kwi mveliso yenqubo zomthetho;
- 12.8 ukukhusela iinkukakaca ezinokuphazamisana nokhuseleko lwelizwe loMzantsi Afrika;
- 12.9 ukukhusela iinkukakaca ezininto yokwenza noqoqosho lwelizwe loMzantsi Afrika nezinto zexabiso zee-ofisi zikarhulumente ze-INSETA;
- 12.10 ukukhusela iinkukakaca zophando zomntu wesithathu kuquka ezikarhulumente ne-INSETA;
- 12.11 Ukukhusela iinkqubo zikarhulumente ne-INSETA;

- 12.12 Abobacacayo ukuba abanamisebenzi okanye benokuxhalaba, bonganemphumelelo enkulu nengekho ngqiqweni, ukuphambukisa izixhobo;
- 12.13 Nezinye izizathu ezibekwa yi- PAIA, POPI okanye amanye amagunya karhulumente.

Ukuba iinkcukacha ezithile azifumaneki okanye azikho kwaphela, umsebenzi we-ofisi yemibuzo umele abhale iafidavithi okanye enze isiqinisekiso ngenye indlela, axelele lowo ebenze isicelo ukuba azifumaneki iinkcukacha ebezicelile aze amxelele ngawo onke amanyathelo azanyiweyo. Isaziso esinjalo siza kuthathwa ngokuba isicelo sokufumana iinkcukacha asamkelwanga. Ukuba ezi nkcukacha ziyafumaneka kamva, lowo ebefake isicelo umele azinikwe, ngaphandle kokuba kuye kwanyanzeleka angazinikwa kuba isicelo sakhe singakhange siphumelele.

13. OKO UNOKUKWENZA XA ISICELO SAKHO SINGAMKELWANGA [Icandelo 25(3)]

Ubani usenokufaka isibheni nxa nxa nesigqibo se-Ofisi Yemibuzo. Loo nto unokuyenza ngokusayina ifomu aza kuyinikwa yi-Accounting Authority neza kuhoya eso sibheni.

Isibheni sangaphakathi:

- 13.1 Oku kwenzi ngokusayino iform ozakuyinikwa:
- (i) Zingaphelanga iintsuku ezingamashumi amathandathu (60);
 - (ii) Ukubua isaziso esiya kumtu wesithathu sizaku dingeka ngokwe candelo 49(1)(b). Zingaphelanga iintsuku ezingamashumi amathathu (30) emveni kokuba isaziso esinikiwe umbheni ngesigqibo ekubhenwa nxa nxa nxa, okanye ukuba isaziso esiya kumbheni asidingeki emveni kokuba isigqibo sithathiwe;
- 13.2 Kufeneka isiwe okanye ithunyelwe kwi ofisi yemibuzo kuledilesi okanye kwi fax okanye I email ebhaliweyo apha;
- 13.3 Kufuneka kubekho umxholo wesibheni nezizathu zesibheni sangaphakathi nengcombholo efanelekileya kumbheni;
- 13.4 Ukongezeleka kwisaziso esibhaliweyo ukuba umbheni unqwenela ukwaziswa ngesigqibo sesibheni sangaphakathi ngolunye uhlobo, kufuneka umbheni alwazise ole hlobo, lwazeke;
- 13.5 Kufeneka unike idilesi yeposi okanye amanani we fax;

Isibheni sangaphakathi esifakwe emveni kwexhesha elimisiweyo elexelwe kwi candelwana (i)(a), kufeneka samkeleke xa kukho unobangela ocacisiweyo. Ukubai igunya elefanelekileyo alisamkeli esi sibheni sifakwe emva kwesxesha, kufuneka amazise umbheningeso sigqibo.

Umbheni ofkaka isicelo sokubhena sangaphakathi nxa nxa nokwalelwa kwakhe kufeneka ehlawule umrumo olimiselweyo wesibheni (ukuba ukhona), yay ukuba kukhownarumo okhoyo;

Wesibheni sangaphakathi ekfuneka uhlawuliwe, isiqibo ngesisibheni sise nokuroxiswa ude uhlawuleke umrumo lowo.

Ngokukhawuleza okwazekayo, kodwa nakwesiphi isiganeko kwintsuku ezilishumi (10) zokuphangela emvene kokufumana isibheni sangaphakathi ngokubhalwe ngentla, I ofisi yemibuzo kufuneka, ingenise oku kwigunya elefanelekileyo.

- 13.6 Isibheni sangaphakathi kunye nezizathu ukeze kufumaneke isigqibo;

- 13.7 Ukuba isibheni sangaphakathi sinxamnye nokwalela imvume , igama, idelesi, umnxeba namanani efax, nedilesi ye email, nayiphi ekhoyo, yomtu wesithathe ekufuneka azisiwe ngokwe candelo 47(1) yesicelo.

Ukuba kuyenzeka ukuba ubheni lwangaphakathi luxhasa i-Ofisi Yemibuzo kwisigqibo sayo sokungazikhuphi ezi nkcukacha, umntu ofake isibheni angafaka isibheni kwi-Accounting Authority, enegunya eliphezulu kwizibheni. Ukuba ne-Accounting Authority ivumelana ne-Ofisi Yemibuzo, angaya enkundleni ukuze anyanzelise i-INSETA ukuba imnike ezo nkcukacha azifunayo.

I-Ofisi Yemibuzo imele ifake ingxelo yekota yonyaka yazo zonke iinkcukacha ezivunyiweyo nezikhatyweyo kwi-Accounting Authority okanye nayiphi na ikhomiti emiselwe yi-Accounting Authority.

14. IINKCUKACHA EZIBAKHO NEKUNOKWENZIWA IIKOPI ZAZO ENOBA AKWENZIWANGA ZICELO ZAZO NGOKWE-PAIA:

- 14.1 Umgaqo-siseko we-INSETA;
- 14.2 lipolisi Ezipapashiweyo Nemiyalelo;
- 14.3 lifomu Zezicelo Zomsebenzi kunye Namathuba Omsebenzi;
- 14.4 Uxwebu Lweenombolo Ezinokufowonelwa;
- 14.5 lincwadi Ezikwi-intanethi;
- 14.6 lincwadi Ezipapashiweyo;
- 14.7 lincwadi Ezipapashiweyo Zeentengiso, Kuquka Ezezinto
- 14.8 Ezithengiswa Ngamasebe
- 14.9 Amaphephandaba neePostaPublished Newsletters, Posters and Pamphlets;
- 14.10 lingxelo Ezipapashiweyo
- 14.11 Izinto ezicetyiweyo;
- 14.12 lingxelo Zonyaka;
- 14.13 lintetho Zohlahlo-lwabiwo Maliudget Speeches;
- 14.14 kcukacha ezikwiifomu zemibutho yabasebenzi.

15. EZINYE IINKCUKACHA EZIKHOYO MALUNGA NALO MTHETHO [Icandelo 14(1)(i)]

Okwangoku ayikho enye ingcombholo ekhoyo esuka ku Mphathiswa we Zobulungisa no Mgaqo-siseko wo Phuhliso ngokwe camdelo 92 ekufuneka ifakiwe.

16. ICANDELO 15(2) ISAZISO [Icandelo 14(1)(e)]

I-INSETA ayikafaki saziwo ngokweCandelo 15(2) loMthetho. Xa esi saziwo sifakiwe, le miyalelo iza kuhlaziywa ukuze iquke esi saziwo.

17. IMALI EBHATALWAYO XA KUFakwa ISICELO SOKUFUMANA IINKCUKACHA [Icandelo 22]

UMthetho ubeke etafileni iintlobo ezimbini zamaxabiso, **imali yesicelo nemali yokuhlola**, mali ezo ezibhatalwa ngaphambi kokub i-INSETA ihoye isicelo sakho sokufumana iinkcukacha ezithile.

Ezi mali kuthethwa ngazo kuCwangciso 1.

17.1 Imali Yesicelo

- 17.1.1 Umntu ofaka isicelo sokubona ezakhe iinkcukacha akamele abhatalwe imali yesicelo. Omnye umntu ofaka isicelo sokubona ezomnye umntu iinkcukacha, umele abhatalwe.
- 17.1.2 Umntu ofaka isicelo (efuna iinkcukacha ezingezozakhe) umele afake isicelo esikhatshwa yimali yesicelo. Ukuba akaqinisekanga ngale mali ibhatalwayo okanye ukhetha ukungayithumeli, usenokuqhubeka asifake isicelo ibe i-Ofisi Yemibuzo imele imxelele ngemali yesicelo. Le nto iza kuyenza isebenzisa iindlela zokuqhagamshelana naye ezibhalwe kwisicelo kwaye isenokuthatha ixesha. Akuzukukhutsha invoyisi.
- 17.1.3 Imali yesicelo (ngaphandle kokuba umntu ucela iinkcukacha zakhe) imele ibhatalwe ngaphambi kokuba i-INSETA ihoye isicelo eso. I-INSETA isenokucela ukuba umntu afake inxalenye yemali kwezinye imeko, mali leyo eza kubuyiswa ukuba isicelo sikhatyiwe.
- 17.1.4 Ukuba awuvumelani ne-Ofisi Yemibuzo malunga nento yokuba kufuneka ubhatalwe okanye awuvumelani nexabiso lemali ebizweyo, usenokuya enkundleni ucele ukuba ususwe lo myalelo wokuba ubhatalwe okanye kutshintshe ixabiso lemali.
- 17.1.5 I-Ofisi Yemibuzo imele imxelele umntu ofaka isicelo ngesigqibo sakhe kwidilesi ebhalwe ngulowo ebesenza isicelo.

17.2 Imali yokuhlola

- 17.2.1 Ukuba i-Ofisi Yemibuzo iyavuma ngeenkcukacha, kukho imali eyongezelekileyo emele ibhatalwe ukuxhasa indleko zokuphanda, ukulungiselela, ukupapasha nangenxa yazo zonke iiyure ezongezelekileyo nezigqithileyo kwixesha ebelibekiwe lokukhangela ezi nkucukacha.
- 17.2.2 Njengakwimali yesicelo, umntu usenokuyibhatala le mali ngaphambi kokuba isigqibo senziwe, ibe ukuba siye sakhatywa isicelo sakhe, uza kubuyiselwa imali yakhe. Ukuba ubani akaqinisekanga ncam ngemali yokuhlola aze agqibe ekubeni angayithumeli, i-Ofisi Yokuhlola imele imcacisele ngokuba yimalini amele ayibhatalwe. Le nto iza kuyenza isebenzisa iindlela zokuqhagamshelana naye nozibhale kwisicelo sakho. Akukho invoyisi eza kukhutshwa.
- 17.2.3 Imali yokuhlola (kunye nemali yesicelo) imele ibhatalwe ngaphambi kokub i-INSETA iphande ize ipapashe iinkcukacha ezikwisicelo.
- 17.2.4 Ukuba awuvumelani ne-Ofisi Yemibuzo malunga nento yokuba kufuneka ubhatalwe okanye awuvumelani nexabiso lemali ebizweyo, usenokuya enkundleni ucele ukuba ususwe lo myalelo wokuba ubhatalwe okanye kutshintshe ixabiso lemali.
- 17.2.5 I-Ofisi Yemibuzo imele imxelele umntu ofaka isicelo ngesigqibo sakhe kwidilesi ebhalwe ngulowo ebesenza isicelo

17.3 Indlela Yokubhatala

17.3.1 Emveni kokuba isicelo sifunyenwe umbheni uyakuniikwa imininigwane ye bank yakwa INSETA.

18. IINKCUKACHA EZIGCINWA YI-INSETA [Icandelo 14(1)(d)]

I-INSETA igcina iinkcukacha ezingezi ndindi zilandelayo. Kodwa ke, sicela uyiqonde into yokuba ukubhalwa kwezi ndidi kule ncwadi yemiyalelo akuthethi ukuba xa ucela iinkcukacha ezikwezi ndidi, isicelo sakho siza kwamkelwa nakanjani. Zonke izicelo zokubona iinkcukacha ziza kuhlolwa ngokuhlola imeko nganye ngokuhambisana noMthetho wesebe.

Ezinye zezi nkcukacha zichazwe ngezantsi ziyafumaneka kwiwebhsayithi ye-INSETA website ibe ukuba uyakwazi ukungena kwiwebsayithi sicebisa ukuba ungene kuyo ngapha*mbi kokuba ufake isicelo.

18.1 lingxelo zangaphakathi

Ezi ngxelo zilandelayo ziphathelele izinto zangaphakathi kwi-INSETA ibe zinokusetyenziswa kuphela ngabantu abangaphandle kwe-INSETA (ngokomzekelo kukho uxwebu lweenombolo zefowni, uxwebhu lweedilesi, izicelo, iicontrakti nezinye izinto) ibe ziquka:

- 18.1.1 Umgaqo-siseko we-INSETA;
- 18.1.2 lingxelo zemali;
- 18.1.3 lingxelo zendlela ekusetyenzwa ngayo;
- 18.1.4 lingxelo zentengiso;
- 18.1.5 Imbalelwano yangaphakathi;
- 18.1.6 lirekhodi zomthetho;
- 18.1.7 lipolisi zangaphakathi nendlela ezimele zilandelwe nguwe;
- 18.1.8 lingxelo ezigcinwe ngamalungu karhulumente.

18.2 lingxelo zabasebenzi

Kukho neengxelo zaye nabani na osebenzela okanye onikeza iinkonzo egameni le-INSETA nobhatalwayo ngulo mbutho kunye neengxelo zabo bancedisayo kumsebenzi owenziwa yi- INSETA. Le nto amalungu akwiBhodi Yabaphathi, abaphathi bamasebe, abaphathi, abasebenzi abasisigxina kunye nabexeshana. Iinkcukacha zabasebenzi ziquka oku kulandelayo:

- 18.2.1 Zonke iinkcukacha zabasebenzi be-INSETA ezivela kubo;
- 18.2.2 Zonke iinkcukacha ezivela komnye umntu okanye inkampani eziphathelele umsebenzi lowo zaza zathunyelwa kwi-INSETA;
- 18.2.3 limeko zengqesho nezinye iinkcukacha ezininto yokwenza nomthetho;
- 18.2.4 lingxelo zohlolisiso lwangaphakathi;
- 18.2.5 Ezinye zeengxelo zangaphakathi nembalelwano.

18.3 lingxelo ezininto yokwenza nomsebenzi

lingxelo ezininto yokwenza nomsebenzi ziquka:

- 18.3.1 Naziphi iingxelo ezivela kwenye iinkampani okanye komnye umntu zaza zathunyelwa kwi-INSETA;
- 18.3.2 lingxelo ezibhalwe yi-INSETA eziphathelele umsebenzi, kuquka iingxelo zemali.

18.4 Ezinye iinkampani

Records are kept in respect of other parties, including without limitation, employers, workers, contractors, suppliers, departments, divisions and service providers. Ngandlel' ithile kunokuthiwa ezi nkampani zineengxelo ze-INSETA. Ezi ntlobo zeengxelo zilandelayo ziwela kolu didi:

18.4.1 Ezabasebenzi, ezomsebenzi nezigcinwe zezinye iinkampani nezingekho kwi-INSETA;

18.4.2 Iingxelo ezigcinwe yi-INSETA ezivela kwezinye iinkampani, kuquka iingxelo zemali, iimbalelwano, iingxelo zekhontrakti, iingxelo zendawo yentsebenzo, iingxelo eziphathalele ukuphathana kakuhle emsebenzini, iingxelo ezivela kwenye inkampani, neengxelo iinkampani zabucala ezizibhalileyo ngabasebenzi babo.

18.5 Ezinye iingxelo

Ezinye iingxelo ezigcinwayo ziquka: -

18.5.1 Iingxelo zophando ezigcinwe yi-INSETA okanye yenye inkampani.

UCWANGCISO 1

IMALI EZA KUBHATALWA

Imali Yokufikelela iza kubhataliswa ngokuhambelana nemali ekuvumelekileyo ukuyibiza ukeze kuphunyezwe izicelo ze-PAIA ngokko umththo

Into Ecelwayo	Ingcaciso	Imali (R)
1	Imaili ebhatalwa ngumfaki sicelo ngamnye	R100.00
2	Ifotokopi eliphepha le-A4 ubukhulu	R1,50 ngephepha okanye inxalenye yalo
3	Ikopi eprintiweyo eliphepha le-A4 ubukhulu	R1,50 ngephepha okanye inxalenye yalo
4	Ikopi enofukundwa kusetyenziswa ikhomputha kwi-	
5	Ukuba ibonelelwa ngumfaki sicelo	R40.00
6	Ukuba ibonelewa kumfaki sicelo	R60,00
7	Xa kubhalwa ingcaciso yemifanekiso, iphepha eliyi-A4 okanye inxalenye yalo	Inkonzo ezifunyanwa kubaboneleli bangaphandle ziza kuxhomekeka kuMboneleli wenkonzo
8	Ikopi yemifanekiso	Inkonzo ezifunyanwa kubaboneleli bangaphandle ziza kuxhomekeka kuMboneleli wenkonzo
9	Xa kubhalwa into eshicelelweyo, iphepha eliyi-A4 okanye inxalenye	R24.00
10	Ikopi yento eshicelelweyo efakwe-	
11	Kwiflesh drayivu (umfaki sicelo uza kubonelela ngeyakhe)	R40,00
12	I-Compact disc (CD)	
13	Ukaba ibonelelwa ngumfaki sicelo	R40,00
	Ukaba ibonelelwa kumfaki sicelo	R60,00

Item	Description	Amount
14	Ukuze kukhangelwe kuze kulugiselelwe ingxelo eza kudizwa, ngeyure nganye okanye inxalenya yayo, ingaqukwanga iyura yokuqala efuneka ngokusengqiqweni ukuze kukhangelwe kuze kulungiselelwe	R100.00
15	Iyonke ingadluli kwi	R300.00
16	Idipozithi: ukaba kukhangelwa ngaphezu kweeyure ezi-6	Isahlulo sesithathu sexabiso ngesicelo ngasinye sibalwe ngokumayela nento yesi-2 ukuya kwesysi 8
17	Ukoopase, ukuthulea nge-imeyile okanye enye indlela yokuthumela nge-eletroniki	Lindleko ezingqalileyo

UCWANGCISO_2

IIFOMU ZOKUFAKA ISICELO SOKUFUMANA IINKCUKACHA

ISICELO SOKUFUMANA IINKCUKACHA EZIGCINWE NGURHULUMENTE

(Icandelo 18(1) le-Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

IMELE ISETYENZISWE LISEBE KUPHELA
Inombolo yereference:
Isicelo sifunyenwe ngu (bhala isikhundla, igama nefani yomsebenzi wase-ofisini/isekelo lomsebenzi wase-ofisini) nge- (umhla) e- (indawo).
Imali yesicelo (ukuba ikhona): R
Idiphozithi (ukuba ikhona): R
Imali yokuhlola: R
UTYOBELO LOMSEBENZI WASEOFISINI OKANYE IBAMBELA LAKHE

A. Iinkcukacha zombutho karhulumente

Igama lombutho	INSETA
Igama lomsebenzi	Farzana Safla
Igama lebambela (ukuba likhona)	Bonginkosi Mthombeni
I-email address yomsebenzi wase-Ofisini okanye ibambela lakhe	InformationOfficer@inseta.org.za
Idilesi yeposi	PO Box 32035, Braamfontein, 2017
Idilesi yesitrato	18 Fricker Road Illovo, Sandton, 2196
Inombolo yefowni	+27 11 381 8900
Iwebhsayithi	www.inseta.org.za

B. Iinkcukacha zomntu owenza isicelo

- (a) *Iinkcukacha zalowo wenza isicelo zimele zibhalwe apha ngezantsi.*
- (b) *Bhala idilesi nenombolo yefax ofuna iinkcukacha zithunyelwe kuyo.*
- (c) *Ubungqina obubambekayo ukuba wenza isicelo egameni lomnye umntu bumele bube khona.*

Amagama Nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefax:

Inombolo yefowuni:

Idilesi ye-email:

Ukuba wenza esi sicelo egameni lomnye umntu chaza apha ngezantsi:

C. Iinkcukacha zomntu owenzelwa isicelo

Le nxalenye mayigcwaliswe kuphela ukuba isicelo senziwa egameni lomnye umntu.

Amagama nefani:

Inombolo yesazisi:

D. Iinkcukacha zengxelo

(a) Chaza iinkcukacha ezipheleleyo zengxelo ofuna iinkcukacha ngazo kuquka i-reference number ukuba uyayazi ukuze ezi nkcukacha zikwazi ukufumaneka.

(b) Ukuba uphelelwe yindawo yokubhala, sicela uqhubeke ubhale kwelinye iphepha uze ulidibanise nale fomu. **Onke amaphepha ongezelelekileyo amele asayinwe ngulowo wenza isicelo.**

1. Inkcaza ngengxelo okanye inxalenye yayo:
2. Ireference number, ukuba ikhona:
3. Ezinye iinkcukacha ezongezelelekileyo:

F. Ifomu yokufumana iingxelo

Ukuba ngenxa yokukhubazeka awukwazi ukufuna, ukubona okanye ukumamela le ngxelo ikule fom ukuqala ku1 ukuya ku-4, chaza indlela okhubazeke ngayo uze uchaze nokuba uzifuna ziloluphi uhlobo ezi ngxelo.

Ukukhubazeka	Uhlobo
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- (a) Ukukhetha ukuba ufuna uhlobo olunjani lwengxelo kuxhomekeka kwiintlobo ezikhoyo.
- (b) Ukufumana uhlobo oluthile lwengxelo kusenokukhatywa kwiimeko ezithile. Kwiimeko ezinjalo, usenokuxelelwa ukuba uza kuyifumana ngoluphi uhlobo.
- (c) Imali oza kuyibhatala, ukuba uza kubhatala, iza kuxhomekeka kuhlobo lwengxelo oza kuyifumana

Faka u"X" kwibhokisi efanelekileyo..

1. Ukuba ingxelo ibhalwe kwiphepha eliprintiweyo-			
	ikopi yengxelo*		ukuhlolwa kwengxelo
2. Ukuba ingxelo inemifanekiso- (oku kuquka iifoto, imifanekiso eshukumayo, imifanekiso eyenziwe ngekhompyutha, imizobo, njalo njalo.)			

	Ingxelo enomfanekiso		Ikopi yemifanekiso*		Imifanekiso nemibhalo*
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3. Ukuba ingxelo inamazwi okanye iinkcukacha -

	yimamele (kwikhasethi)		ukubhalwa kwamazwi arekhodiweyo* (ebhaliweyo okanye eprintiweyo)

4. Ukuba ingxelo irekhodwe ekhompuyutheni okanye kwesinye isixhobo se-elekroniki-

	ikopi eprintiweyo yerekhodi*		ikopi eprintiweyo yengxelo erekhodiweyo*		ikopi ekwicd*
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*Ukuba ucele ikopi erekhodiweyo (ngasentla), ingaba uyalifuna nephapha eliprintiweyo elinoko kurekhodiweyo? Kufuneka ubhatale nemali yeposi.	EWE	HAYI
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Qaphela ukuba, ukuba le ngxelo ayifumaneki ngolwimi olukhethileyo, uza kunikwa eyolwimi olufumanekayo.

Unqwenela le ngxelo ibhalwe ngoluphi ulwimi?

G. Ukwaziswa ngesigqibo esithathiweyo

Uza kwaziswa ngembalelano malunga nesigqibo esithathiweyo. Ukuba ufuna ukwaziswa ngenye indlela, sicela uyichaze apha ngezantsi uze ubhale neenkukacha zolo qhagamshelwano.

Ufuna ukwaziswa ngoluphi uhlobo ngesigqibo esithathiweyo malunga nesicelo sakho?

Isayinwe e _____ nge _____ usuku

lwe _____ 20____

USAYINO LOMNTU OFAKA ISICELO / OLOMNTU OWENZELWA ISICELO

ISHEDYULI 3

UKAFAKA ISICELO SISBHENO SANGAPHAKATHI

INKEUKACA ZECANDELO LOLUNTU				
Igama leli candelo:				
Igama nefani yegosaleli candelo:				
INKCUKACA ZOMMANGALI AFAKA ISIBHENO SANGAPHAKATHI				
Amagama apheleleyo::				
Inombholo Yesazisi::				
Idilesi yeposi::				
Amanani Okuqhakamshelwano:	Umxeba (Shishini):		Ifekisi:	
	Iselula:			
Idilesi ye Imeyili:				
Esisibheno sangar Phakathi sifakelwea omnye umfu?	Ewe		Hayi	
Ukuba impedulo ngu "Ewe" nika iinkcukaca zondufakwa kwesibheno sangaphakathi egameni lomnye umfu: (Ubungqina besinkcukaca zesibheno kufuneka zifakwe okanye ziqhotyoshelwe)				
INCUKACA ZOMTU ESISILOHENO SANGAPHAKATHI ESIFOKELA YENA (UKABA ISIBHENO SIFAKWA NGUMTU WESITHATHU				
Amagama Apheleleyo:				
Inombholo yesazisi:				
Idilesi yeposi:				
Amanani oqhakamshelwano:	Umxeba (Shishini):		Ifeksisi:	
	Iselula:			
Idilesi ye imeyili:				

ISIGQIBUO ESINXAMNYE NOKUFAKWA KWESIBHENO SANGAPHAKATHI (YENZA UNXA (X) KWIBHOKISI EFONELEKILEYO)	
Ukwalelwa isicelo sokufikelela:	
Isigqibo mayelanemali ebhatalwanyo ngokwe candelo 22 lwalo Mthetho:	
Isigqibomayela nokwandise kwesxesha lokuhlolwa kwesicelo ngonwe candelo 26(1) lwalo mthetho.	
Isigqibo ngokwecandelo 29(3) lwalo mthetho ukwala ukunika imvume yokufikelela ngohlobo umceli acela ngalo:	
Isigqibo sokubonelela isicelo sokufikelela:	
IMIHLABA YOKUBHENA <i>(Kwiphepha elisecaleni, onke ukuba indawo yokubhala ayonelangq, qhubelwa ngokubhalo amaphepha asecaleni kufuneka esayiniwe</i>	
Caza ukuba isibheno sangaphakathi sisekelwe phezu kweyiphi imihlaka::	
Caza nayiphi ingcombhola engenye efanelekileyo ukuhlola esisitheno:	

Uyakwaziswa ngembhalelwano ngesigqibo sesicelo sqkho sokubhena. Bonisa uhlobo lwembhalelwano olukhethayo:

Idilesi yeposi	Ifekisi	Unixibelelwano nge-elektroniki

Isayinwe e _____ ngomhla we _____ ku _____ 20 _____

<i>Usayino lomtuofaka isicelo / olomtu awenzelwa isicelo</i>

UKUSETYENZISWA NGOKUSEMTHETHWENI

IREKHODI ESEMTHETHWENI YESIBHENO SANGAPHAKATHI

Isitheno samkelwe ngu: (inqanaba, igama ne fani yegosa kwi ofisi yemibuzo			
Umhla eyamkelwe ngayo:			
Isibheno sikhathshwa zizizathu ukuze isigqibo se ofisi yembuzo, nalapho kuyimfuno, iinkeukaca zomtu wesithathu ekuchazwa ngawye okanye elosebe kuthethwa ngalo, efakwe yi ofisi yemibuzo	Ewe		
	Hayi		
ISIPHUMO SESIBHENO			
Ukwalelua ukufakwa mwesicelo sokufikelela	Ewe		Isigqibo esitsha (uba asiqinisekiswa)
	Hayi		
Imali (Candelo 22) Iqinisekisiwe?	Ewe		Isigqibo esitsha (uba asiqinisekiswa)
	Hayi		
Ulwandiso (Candelo 26(1) iqinisekisiwe?	Ewe		Isigqibo esitsha (uba asiqinisekiswa)
	Hayi		
Ukufikelela (Candelo 29(3) iqinisekisiwe?	Ewe		Isigqibo esitsha (uba asiqinisekiswa)
	Hayi		
Imvume yokufikelela inikiwe iqinisekisiwe?	Ewe		
	Hayi		Isigqibo esitsha (uba asiqinisekiswa)

Isayinwe e _____ ngomhla we _____ ku _____ 20 _____

<i>Ongunya elifanelekileyo</i>