



social development

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

UMTHETHO WOKUTHUTHUKISA UKUFUMANA ILWAZI

**ISIGABA 14 SEMANUWALI YOMNYANGO
WOKUTHUTHUKISA ZEHLALAKUHLE,
NGOKWESIGABA 14 SOMTHETHO
WOKUTHUTHUKISA UKUFUMAN A ILWAZI, 2000
(UMTHETHO WESI 2 KA 2000)**

ISINDEBELE







ISIGABA 14 SEMANUWALI YOMNYANGO WOKUTHUTHUKISA ZEHLALAKUHLE, NGOKWESIGABA 14 SOMTHETHO
WOKUTHUTHUKISA UKUFUMAN A ILWAZI, 2000 (UMTHETHO WESI 2 KA 2000)



MPUMALANGA Department of Social Development

ISIGABA 14 SEMANUWALI YOMNYANGO WOKUTHUTHUKISA
ZEHLALAKUHLE, NGOKWESIGABA 14 SOMTHETHO
WOKUTHUTHUKISA UKUFUMAN A ILWAZI, 2000 (UMTHETHO
WESI 2 KA 2000)





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IZITHASISELO

- A. Isibawo sokufumana amarekhodi kaRhulumente
- B. Isaziso Selilo Sangaphakathi
- C. Irhelo lama- Ofisi womNyango



Isingeniso esenziwe yiHloko yomNyango

ISigaba 32 omThetho isekelo uqinisekisa bona woke unelungelo lokufumana ilwazi eliphethwe ngurhulumende nabanye abantu namaziko. umThetho wokuThuthukisa ukuFumana ilwazi, umThetho 2 ka 2000 (i-PAIA) unikela iphahla nekambiso lapho abantu bangasebenzisa ilungelo labo lokuthola ilwazi ngokomThetho isekelo. Njengeline iziko lakarhulumende elilungisa ukungalingani kwangaphambilini ngesikhathi sebandlululo, umNyango oThuthukisa zeHlalakuhle eMpumalanga uzinikele ukuqinisekisa ukusetjenziswa kwePAIA, kungasikulandela ukukhambisana nomthetho kwaphela kodwana ngendlela yokunikela, kodwana yindlela yokuzibophelela emsebenzini esiwenzako wokwakha **umphakathi onakekelako, onobuntu nothuthukako**. Siyathemba bona imanuwali le uzakukhulisa irhuluphelo labantu kobana bazibandakanye kukambiso yokuthuthukisa imisebenzi ethinta amaphilo wabo.

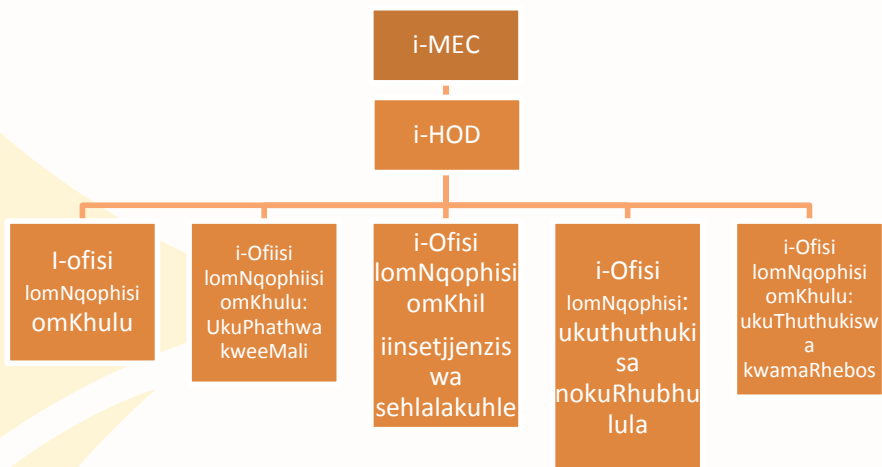
NKS N L. MLANGENI
IHLOKO YOMNYANGO





1. Isakhiwo nemisebenzi yomNyango-iSigaba 14(1)(a)

- 1.1 Imisebenzi eyenziwa mNyango ihlelwe mahlelo amahlanu eku. Ihlelo 1 (Ukulawula), Ihlelo 2(linsetjenziswa zehlalakhule), Ihlelo 3 (Abentwana nemiNdeni), Ihlelo 4(Amahlelo wokuLungisa) neHlelo 5 (ukuThuthukiswa komPhakathi)
- 1.2 Ngokuphathelele nokulawula, umNyango une-Ofisi leHloko yeSifunda eliseNelspruit nama-ofisi amathathu wesiyingi atholakala e-Ermelo, eNelspruit neWitbank.
- 1.3 Isakhiwo esimfanekiso wabaphathi abaphezulu bomNyango sijame ngalendlela:





2. imininingwana yesiPhathiswa seLwazi- Isigaba 14(1)(b)

2.1 Ukuze kusetjenzwe ngokunikela iinsetjenziswa ngokuya ngokomThetho, umNyango usungule isakhiwo esilandelako:

2.1.1 IsiPhathiswa seLwazi, uKsz NL Mlangeni, oyiHloko yomNyango.

2.1.2 ISekela lesiPhathiswa seLwazi uKkz KCF Ngalo, omNqophisi omKhulu: Imisebenzi yokuHlanganyela

2.1.3 Oqalelela ukusetjenziswa kwe-PAIA, uMnu NH Masha, ozokuhlanganisa zoke iimbawo ezisemthethweni zokubawa ilwazi, ngokungena esikhundleni sokuba siPhathiswa seLwazi neS ekela lesiPhathiswa seLwazi, kanti angathintwa kilemininingwana elandelako:

Isiphande se-ofisi	Riverside Boulevard, Sonjoy Building, East Block, 1 st Floor, Riverside, Nelspruit
Isiphande seposo	Private Bag X11213, Nelspruit, 1200
Umtato	013 766 3436
I-imeyili	Hosiahm@dsdmpu.gov.za
Isiphande sobunzinzolwazo	www.dsdmpu.gov.za

3. IManuwali yokobana Isigaba 10 somThetholo singasetjenziswa bunjani- Isigaba 14(1) (c)

Imanuwali ekukhulunywa ngayo kuSigaba 10 somThetholo, kobana ungasetjenziswa bunjani





lomThetho wokuThuthukisa ukuFumana iLwazi (2000),
iyatholakala kuKomitjhana yamaLungelo wobuNtu
yeSewula Afrika.

Isiphande se-ofisi	Braampark Forum 3, 33 Hoofd Street, Braamfontein
Umtato	011 877 3810
i-imeyeyili	fadeleke@sahrc.org.za
Isiphande sobunzinzolwazi	www.sahrc.org.za

4. Ukuthola amarekhodi womNyango wezeHlakuhle eMpumalanga – iSigaba 15(1) (e) neSigaba 14(1)(d)

4.1 Ukunikela amarekhodi ngaphandle kwesibawo

Yoke imihlobo yamarekhodi ewela ngaphasi kwalawa anikekelwa ngaphandle kwesibawo ngokwesigaba 14(1) (e) salomThetho ayatholakala ngaphandle kokuthi umuntu afake isibawo ngokwalomThetho:

4.2 (Amarekhodi angabawa- iSigaba (1)(d)

linhloko ezilandelako nemihlobo yamarekhodi engabawa ngokulandela ikambiso ebekwe kilomThetho nakuManuwali.

Isihloko	Imihlobo yemikhakha
linsetjenziswa zehlalakuhle	• Imisebenzi yokusekela ngeemali ama-NGO • Imisebenzi yokusiza abentwana nemindeni • Imisebenzi yokusiza abongazimbi • Imisebenzi mayelana nokusetjenziswa





Isihloko	Imihlobo yemikhakha
	kweendakamizwa • Imisebenzi yokuvikela ubulelesi emphakathini • Imisebenzi yokusiza abantu abaphila nokukhubazeka • Ukwethulwa kwemisebenzi yeHIV/AIDS kwamanye amaziko • Imisebenzi ekhambisana nabezehlakuhle
Imisebenzi yokuthuthukisa umphakathi	• Imisebenzi esekela zokuphila • Imisebenzi yokuthuthukiswa kwama-NPO • Imisebenzi yokuthuthukisa abantu abatjha • Imisebenzi yokufinyelela emphakathini nokuwusekela
Amaqhing, imigomo nokulandelela nokubuyekiza	• Amaqhinga wokuhlela • Ukusebenza komNyango • Amaqhinga wokuhlela
Umsebenzi wokuphathwa kweemali	• Emaregista emphahla newekutimbandzakanya • Imibuko yetekutfutsa nekulungisa • Umthethomgomo weemali namathenda, imitlolo nemibiko • Umthethomgomo yokulawula nokwethula ukutholakala kweensetjenziswa nokuthengwa kwepahla • Amahlelo wokulawula izinto eziphathekako kunye nemibiko • Amahlelo wokwakha





Isihloko	Imihlobo yemikhakha
	• Amarejista wepahla
UkuThintana	• amaphephandaba • Incwajana ezihlathululako / Amaphosta / Amaphamflethi • linkulumo
Ukuthuthukisa zabasebenzi nokubandula	• Ukuthuthukisa zabasebenzi nokubandula
UkuPhatha zabaSebenzi	• Isakhiwo seZiko • ImiBiko yokuQatjha
Ihlelo lokuPhatha iLwazi neThekhnoloji	• Ukulawulwa kwe-IT • ImiSebenzi yeLwazi neThekhnoloji • ukuPhathwa kweLwazi • ukuSebenza kweLwazi neThekhnoloji • UkuPhathwa kweLwazi • linsetjenziswa zeLwazi • UkuPhathwa kwezoBuhlakani • UkuPhathwa kwemiSebenzi yamaRekhodi
OkuPhatheleni e nemiSebenzi	• Indlela yokujezisa neManuwali yeKambiso
UkuThuthukisa umPhakathi	• Imibiko yerhubhululo nehlalo yabantu
Iyunithi yokuSekela zamaRhwebo	• Iphahla lamaLungelo wabeNtwana nabaNtu abaphila nokuKhubazeka

4.3 Ikambiso yokubawa – Isigaba 14(1) (d)

Ukuze uthole amarekhodi emNyangweni wezeHlalakuhle eMpumalanga, isibawo kufanele sifakwe kusiPhathiswa seLwazi nanyana iSekela lesiPhathiswa seLwazi esivezwe kuSigaba 2 seManuwali.





- Nanyana ngubani ofaka isibawo kufanele asebenzise iForomu A njengoba ligadangiswe kuGazethi yeLwazi lakaRhulumente R187 yamhlana amalanga ali-15 kuMhlolanja 2002, ikhophi yakhona iyatholakala ekugcineni njengeSithasiselo 'B', ukufumana amarekhodi.
- Amakhophi walelifomu wesibawo esingehla ayatholakala nangabe uyawabawa kiwo woke ama-ofisi womnyango karhulumente nakubunzinzolwazi bomnyango www.dsdlmpu.gov.za
- Ofuna ilwazi kufanele anikele imininingwana efaneleko kuforomu lesibawo ukwenzela bona isiPhathiswa seLwazi sikhone ukwazi loyo ofuna ilwazi namarekhodi afunwako.
- Ofake isibawo kufanele atjho bona ingabe isibawo sekhophi yerekhodi nanyana loyo ofake isibawo ufuna ukuza azoliqala lelo rekhodi ngaphakathi ema-ofisini womNyango. Okhunye, nangabe irekhodi lelo alisimtlolo lingafuna ngokusebenzisa iforomu lesibawo, lapho kufanele khona (Isigaba 29(2)).
- Ukungezelela mayelana nependulo etloliweko kusibawo sokufuna amarekhodi, loyo ofake isibawo ufuna ukwaziswa mayelana ngesiqunto sesibawo sakhe nanyana ngayiphi indlela, isib ngomtato, lokho kufanele kuvezwe (Isigaba 18(2))





- Nangabe ofuna ilwazi ulifunela omunye umuntu, isikhala sesibawo ngaphasi kwaso kufanele kuvezwe (Isigaba 18(2)(f))
- Nangabe ofaka isibawo akakwazi ukufunda nokubhala, nanyana uphila nokukhubazeka, isibawo samarekhosi bbangasifaka ngokukhuluma. isiPhathiswa seLwani uzakufanele abagcwalisele iforomu bese ubanikela ikhophi.
- Ofaka isibawo angasebenzisa iposi, ifeksi, i-imeyili (qala 1.2 ngehla) nanyana asithumele e-ofisini womNyango (qala Isithasiselo sama-ofisi ekugcineni kwalomtlolo lkuSithasiselo "c").
- Nangabe umtlole ofunwako awukho ema-ofisini womNyango wezeHlalakuhle eMpumalanga, isibawo sizakuthunyelwa ezikweni ekungilo kuthi ofake isibaeo aziswe ngokufaneleko.

Umntu ofuna ilwazi angavunyelwa ukufumana amarekhodi aphethwe mNyango wezeHlalakuhle nangabe ukhambisana nalokhu okulandelayo:

- Ofuna ilwazi ukhambisana nakho koke okufunekako ngokuya ngokomthetho kukhambisana nalokhu okubhalwe kumThetho.
- Ukufumana amarekhodi kukhambisana neemfuneko zokuThuthukiswa komThetho wokuFumana ilwazi wesi2 ka2000





**Kunemihlobo emibili yembadalo ekufuneka bona
ibhadalwe ngokuya ngokomThetho, yimbadalo
yokubawa nembadala yokufumana nanyana
yokufuna**

- Isibawo sokufuma ilwazi, ngaphandle kwerekhodi eliphethe ilwazi eliphathelene naleli lokufaka isibawo, kuzakusetjenzwa ngalo nangabe sekukhitjhwe **imali yembadalo**
- isiPhathiswa selwazi kufanele sazise loyo ofake isibawo (ngaphandle kwaloyo ozibawela ngokwakhe) ngesaziso sokobana loyo ofake isibawo sokufumana ilwazi kufanele abhadaliswe imbadalo ukuze kusetjenzwe ngesibawo sakhe
- Imali yokufaka isibawo le ekhitjhwa maziko karhulumende ibekwe njengemali ekhitjhwa maziko karhulumende. Ofake isibawo selwazi angafaka isililo sangaphakathi , nangabe kufanele, nanyana isibawo ekhotho ngokuphikisana nalethenda nanyana kubhadala imbadalo yesibawo.
- Ngemva kobana isiPhathiswa selwazi sithathe isiqunto ngesibawo sokubawa ilwazi loya ofuna ilwazi kufanele aziswe ngaleso siqunto ngendlela loyo ofake isibawo afuna ukwazwisa ngayo.
- Nangabe loyo ofake isibawo anikelwe ilwazi kuzakufuneka bona abhadale enye imbadalo yokufumana ilwazi , kufunwe, kulungiswe,





nesikhathi esidlula lesi esibekiweko sokufuna nokulungisa amarekhodi wokunikela ilwazi.

- Abantu abalandelako angekhe babhadale imbadalo yokufumana ilwazi ebalwe kusigaba 22(6) salomThetho:
 - (i) Umuntu ongakatjhadi orhola imali yakhe ngonyaka nasele iphelele, ngemva kokukhitjhwa kwemali yoke edoswako, akadluli ku **R14 712.00**
 - (ii) Abantu abatjhadile nanayana umuntu nomlingani wakhe abarhola imali yabo yonyaka nasele iphelele, ngemva kokukhitjhwa kwemali yoke edoswako, bangadluli ku**R27 192.00** ngonyaka

5. linsetjenziswa ezikhona emphakathini- Isigaba 14(1)(f)

5.1 Imihlobo yeensetjenziswa

linsetjenziswa ezinikelwe mNyango zingabekwa ngalendlela:

5.1.1 Ihlelo 1- Ukuphatha kunikela uburholi besikhungo nokuphatha neminye imisebenzi edingekako ukusekela. Zifaka ngaphakathi amahlangothi kaSomkhandlu, ukuPhatha ngokuBambisana kufaka hlangana iHloko yomNyango, ukuPhathwa kwazabaSebenzi, ukuPhathwa kweeMali (kufaka hlangana ukuPhathwa kokuThengwa kwePahla), umSebenzi wezomThetho, ukuLwa nobuKhohlali nokuPhatha zobuNgozi, ukuHlolwa





kweeNcwadi kwangaPhakathi, amaQhinga
wokuHlela, ukuTjheja nokuBuyekeza
nokuThintana

5.1.2 Ihlelo 2- Umsebenzi wezeHlalakuhle kunikela iinsetjenziswa zehlalakuhle zokuthuthukisa ezihlanganiswe kilabo abathlogako nalabo abathintekako kubudlelwano nalabo abathintekako neehlangano zomphakathi . indlelele ifaka hlangana ukuthuthukisa ukunikekwa kwelwazi emphakathini ngalokhu okusiza umphakathi nokwethula amaqhinga wokwehlisa nokuvikela lokhu okungakhambi kuhle emphakathini. Ihlelo leli lihlukaniswe mikhakha elandelako:

- UkuTjheja neensiza ebantwini abadala
- Iinsiza zabantu abaphila nokukhubazeka
- I-HIV ne AIDS
- Ukusekela umphakathi

5.1.3 Ihlelo 3- Iinsiza zokuThhogomela nokuVikela abeNtwana nemiNdeni zihlose ukunikela umphakathi iinsiza zokusekela nokuthhogomela abentwana nemindeni eyihlanganisela nalabo abathintekako neenhlango zomphakathi. Ihlelo leli lihlukaniswe mikhakha elandelako:

- Imisebenzi yokuthhogomela nokuvikela abentwana
- Iinsiza ebantwini abaphila nokukhubazeka
- ECD nokuthhogomela
- Amaziko athhogomela abentwana nelutjha





- Iinsiza zokuthhogomela ezibekelwe abentwana emphakathini

5.1.4 Ihlelo 4- Imisebenzi yokuLungisa zihlose ukunikela iinsiza ahlanganisa ukuthuthukiswa kokuvikelwa kobulelesi emphakathini kunye nokusetjenziswa kweendakamizwa kilabo abathintekako ngokusebenzisana namalunga womphakathi. Ihlelo leli lihlukaniswe mikhakha elandelako:

- Ukuvikela ubulelesi nokusekela
- Ukusekela abongazimbi
- Ukusiza nokuvikela ukusetjenziswa kweendakamizwa nokubuyisa endleleni

5.1.5 Ihlelo 5- ukuThuthukisa nokuRhubhulula kunikele ukuthuthukisa okwenza kubelula ukunikela amandla imindeni nomphakathi, kususelwa erhubhululweni nelwazi ngehlalo yomphakathi eliqaliswe emindeneni enganayo amathuba wokuphila ngcono. Ihlelo leli lihlukaniswe mikhakha elandelako:

- Ukuthuthukisa ilutjha
- Ukutjheja indlela yokuphila
- Ukumikela amaZiko amaNdla
- Ukurhubhulula neHlelo yomPhakathi
- Ukuthuthukisa nokusekela ngokomthetho isitjhaba
- Ukuthuthuthukisa abantu bengubo

5.2 Ukufumana iinsiza ezinikelwa mNyango wezeHlalakuhle eMpumalanga

5.2.1 Imisebenzi ezibalwe ngaphezulu ku 5.1, zinikelwa mNyango eendaweni ezahlukileko kiso soke isiFunda





5.2.2 Thola irhelo lama-ofisi wamadistrigi kuSithasiselo “C”

6. Amahlelo avumela ukuzibandakanya komphakathi- iSigaba 14(1)(g)

UmNyango usebenzisa amahlelo akhona njenge Nkulumiswano nomPhakathi, iinHlangano zomPhakathi, nokuVakatjhela umPhakathi.

6.1 Ukwenza kube lula ukuzibandakanya komphakathi noku

6.2 Nokunikela amalunga womphakathi ithuba loku –

6.2.1 ukufuna nokwethula ilwazi noku

6.2.2 ukusetjenziswa kwamandla nokusebenze
kwabasebenzi
bakarhulumende

7. Iinsombululo ezikhona – iSigaba 14(1)(g)

7.1 UmNyango wokuThuthukisa zeHlalakuhle unendlela yokufaka isililo sangaphakathi ngokuya ngokwesigaba 74 no 75 somThetholo. Lokhu kuzakusetjenziswa kunanyana ngibuphi ubujamo lokha ofuna ilwazi/umuntu wesithathu othintekako bafaka isililo ngesiquanto esithethwe siPhathiswa seLwazi mayelana nembadalo yokubawa ilwazi, ukungezelelwa kwesikhathi, indlela yokuthola ilwazi, kunye nokuphaywa kwesibawo sokufumana ilwazi,

7.2 Lokha ofake isibawo/ umuntu wesithathu othintekako afaka isililo sangaphakathi, iforomu elibekiweko ku (Govt. Notice R187- 15 February 2002 Form B-Annexure “B” kufanele lizaliswel lisiwe kusiPhathiswa seLwazi somNyango wokuThuthukisa zeHlalakuhle,





ozolidlulisela kuSigaba esifaneleko mayelana nokuthatha isiqunto.

- 7.3 UmNyango oThuthukisa zeHlalakuhle eMpumalanga uzakwazisa loyo ofake isibawo sokufuma ilwazi, umuntu wesithathu othintekako uzakwaziswa ngemiphumela yokufaka isililo sangaphakathi. Umuntu ofake isibawo sokufumana ilwazi/ umuntu wesithathu othintekako onganiseliki ngemiphumela angafaka isililo sangaphakathi, emalangenani ama-60, afake isibawo ekhotho ngokuthathwa kwesiqunto samaphelelo. Nangabe isibawo asikafakwa ngalesikhathi, kuzakuthathwa isiqunto sakaSomkhandlu. Nangabe isibawo sifakiwe ekhotho, kuzakulindwa imiphumela yekhotho.

8. Elinye ilwazi elibekiweko ngokuya ngokweSigaba 14 somThetho

Alikho elinye ilwazi elicabangiweko ngokweSigaba 14(1)(1) somThetho.

9. Ukubuyekeza, ukugadangisa nokutholakala kweSigaba 14 seManuwali

- 9.1 Imanuwali ingatholakala ema-ofisini wamaDistrigi nama-Ofisi wesiFunda (qala kuSigaba 1.2 ngaphezulu mayelana nemimingwana yokuthintana) nofana kusiphande sobunzinzolwazi somNyango www.dsdpmpu.gov.za

- 9.2 Imanuwali izakutholakala ngamalimi alandelako:

9.2.1 IsiNgisi

9.2.2 Siswati





9.2.3 IsiNdebe

9.2.4 IsiBhunu

9.3 UmNyango ungabuyekeza, ugadangise imanuwali ngokuya ngokweSigaba 14(2), esikhathini esingadluli iminyaka emithathu

ISITHASISELO C

IRHELO LAMA-OFISI WAMADISRIGI

IDISTRIGI YE GERT SIBANDE

Igama le-ofisi	Isiphande somakhiwo	Isiphande seposo	Inomboro yomtato	Inomboro Yefeksi
I-ofisi ledistrigi yeGert Sibande	102 Wedgewood ne Industrial street, Ermelo	P/Bag X9074, Ermelo	017 819 7672	071 819 7198

IDISTRIGI YEHLANZENI

Ligama lelihhovisi	Isiphande somakhiwo	Isiphande seposo	Inomboro yomtato	Inomboro Yefeksi
I-ofisi ledistrigi yeHlanzeni	No 2 Thekwane South Karino	Private Bag X 11241 Nelspruit 1200	013 - 755 4036	

IDISTRIGI YENKANGALA

Igama le-ofisi	Isiphande somakhiwo	Isiphande seposo	Inomboro yomtato	Inomboro Yefeksi
Lihhovisi lasesigodzini sase Nkangala	Piet Koornhof Building Justice Street Emalahleni	Private Bag X 7213 Witbank 1035	013 - 653 5022 013 - 656 6262	013 - 656 0671





(i) IFOROMU A J750



IRIPHABILI YESEWULA AFRIKA

IFOROMU A

**ISIBAWO SOKUFUMANA AMAREKHODI WEENHLANGANO
ZOMPHAKATHI
(ISigaba se-18(1) somThetho wokuThuthukisa ukuFlumana
ilwazi ka 2000)) [UmThetho 6]**

NGESETJENZISWA MNYANGO

Inomboro yereferensi:

Isibawo samukelwe ngu

.....

... (tloa isikhundla, ibizo nesibongo sesiPhathiswa
seLwazi / Isekela lesiPhathiswa seLwazi mhlana

..... (ilanga) e.....

..... (indawo).

Imali yokufaka isibawo (nangabe ikhona): R

Imali esibambiso (nangabe ikhona): R

Imali yokufumana ilwazi: R

.....

UMTLIKITLO WESIPHATHISWA
SELWA/ ISEKELA LESIPHATHISWA SELWAZI





A. Imininingwana yeenhlango zomphakathi:

isiPhathiswa seLwazi/ iseKela lesiPhathiswa seLwazi:

B. Imininingwane yemuntu ofuna amarekhodi

- a) Imininingwana yomuntu ofuna amarekhodi kufanele inikelwe ngenzasi
- b) Nikela isiphande seposo/ nanyana inomoro yefekksi eRiphabligi lapho ilwazi lakho kufanele lithunyelwe khona
- b) isibawo esenziwe ngaphasi kwaso, nangabe kunjalo kufanele kukhambisane nesibawo.

Amabizo azeleko nesibongo			
Inomoro kamazisi			
Isiphande seposo			
Inomoro yomtato		Nomoro yefekksi	
i-imeyili			
Isikhundla isibawo esenziwe ngaphasi kwaso, nangabe senziwe egameni lomunye umuntu :			





C. Imininingwana yomuntu ofakelwe isibawo

Isigaba lesi kufanele sizaliswe KUPHELA nangabe isibawo senziwe egameni lomunye umuntu.

Amagama pheleleko nesibongo	
Inomboro kamazisi	

D. Imininingwana yerekhodi

- Nikela imininingwana ezeleko yerekhodi olifunako, kufaka hlanguana nenomboro yereferensi nangabe uyayazi
- Nangabe indawo enikelweko ayaneli , uyabawo bona utolele ephepheni eliseqadi bese uhlanganisa nefomeli. Ofake isibawo kufanele atlikitle wo ke amaphepha nalawa angezelelweko

1. Ihlathululo yerekhodi nanyana incenye eqakathekileko yerekhodii:

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.....

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2. Inomboro yereferensi nangabe ikhona:

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.....

.....

3. Nanyana ngyiphi eminye imininingwana yerekhodi:





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.....

E. Imali yembadela

- a) Isibawo sokufumana amarekhodi ngaphandle kwamarekhodi afumbethe ilwazi elimayelana nawe, siyokwenziwa nangabe imali yembadela ikhutjiwe.
- b) Uzakwaziwa ngenani lemali efunekako kobana ibhadalwe njenjemali yesibawo.
- c) Imali ebhadalwako yokufumana amarekhodi izakuya ngendlela ufisa ngayo ukufumana ilwazi begodu nesikhathi sokufuna irekhodi.
- d) Nangabe kufanele ungabhadi ngokubawa irekhodi, sazise unobangela wakho wokungabhadaliswa.

Unobangela wokungabhadaliswa ukufuna irekhodi:

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F. Indlela yokufumana amarekhodi

Nangabe awukwazi ukufunda ngebanga lokuphila nokukhubazeka , nanyana awukwazi ukuqala nanyana ukulalela irekhodi ngendlela yokufumana irekhodi enikelwe ku-1 kufika ku-4 ngenzasi, sitjela indlela okhubazeke ngayo bese uhlathulula bona ulifuna ngayiphi indlela irekhodi.





Ukuphila nokukhubazeka:

Indlela lirekhodi lelo
elifunwa ngayo:

Tshwaya ebhoksini elifaneleko ngeledere "C".

AMANOTHI:

- a) Kungakhambisana nesibawo sokufumana amarekhodi ngendlela ebekiweko kungenzeka ibhale ngendlela irekhodi elitholakala ngayo.
- b) Ukubawa ukufumana ngendlela eyenziwe ngayo kungenzeka ukuthi kungavunyelwa ebujameni obuthileko. Ebujameni obufana nalobo uzakwaziswa bona ukufumana ngaleyo ndlela kungenzeka na begodu unikelwe imvume yokusebenzisa enye indlela.
- c) Imali ebhadalwako ukufumana amarekhodi , nangabe ikhona ebhadalwako, kuzakuba yimali yelinye ihlangothi ekuzaqunta ukufumana ilwazi





1. Nangabe irekhodi lelo lingatlolwa phasi nanyana ligadangiswa		
ikhophi lerekhodi *		ukuhlolwa kwerekhodi
2. Nangabe irekhodi lineethombe ezibukelwako- (lokhu kufaka hlangana iinthombe ezitjjudiweko, ezimanyazelako, amavidiyo atjjudiweko, iinthombe ezenziwe ngekhomphuytha, imigwalo, njll):		
Ukubukela iinthombe	ikhophi yeenthombe*	Imitlolo ehlatulula iinthombe*
3. Nangabe irekhodi akusilo eligadangisiweko elingakwazi ukunikelwa ngamatjhada:		
Ukulalela lowo itjhada (ikhasetsi elilalelwako)		ukutlolwa phasi kwetjhada elilalelwako* (umtlole otloliweko nanyana ogadangisiweko)
4. Nangabe irekhodi lisekhomphuytheni nanyana libu-elektronigi efundekako ngmtjhini othileko:		
ikhophi ephrintiwe yerekhodii *	ikhophi ephrintiwe yemininingw ana etholakeleik h*	ikhophi ngendlela yangcondvomshini lefundzekako (i- stiffy noma i-compact disc) * ikhophi ngendlela yekhomphuytha efundekaka (i-stiffy nanayan l compact disc)*

* Nangabe ubawe ikhophi nanyana irekhodi esele litloliwe phasi (ngehla) ungathanda bona irekhodi esele litloliwe liposwe lize kuwe? Uzokukhitjhiswa imali yokuposa	IYE	AWA
"Sibawa wazi bona irekhodi lingatholakala ngelinye ilimi ofisa bona ulithole ngalo, ukufumana irekhodi kungenzeka linikelwe ngelimi irekhodi lelo elitholakala ngalo"		
Ingabe uthanda bona ulifumane ngaliphi ilimi irekhodi?		





G. Isaziso sesiqunto esimayelana nesibawo sokufumana amarekhodi

Uzakwaziswa ngokutlolelwa bona ingabe isibawo sakho siphumelele/ siphayiwe. Nangabe ufisa ukwaziswa ngenye indlela sibawo uyihlathulule indlela leyo begodu unikele neminingwana ethlogeka kobana kukhanjiswa nesibawo sakho.

Ukhetha bona waziswe ngayi[[phi indlela mayelana ngesiqunto sesibawo sakho okufumana irekhodi?

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.....
.....

Itlikitwe e
mhlana Enyangeni ka
..... emnyakeni ka

UMTLIKITLO WOBAWA ILWAZI/
OWENZELWA ISIBAWO





IFOROMU B

ISAZISO SOKUDLULISELWA KWESIBAWO SANGAPHAKATHI

(IsiGaba 75 somThetho wokuThuthukia ukuFumaneka
kweLwazi wesi 2 ka 2000))

[UmThetho 8]

TLOLA INOMBORO YAKHO
YEREFERENSI:

A. Imininingwana yehlangano yomphakathi

IsiPhathiswa seLwazi/ nanyana iSekela lesiPhathiswa seLwazi:

B. Imininingwana yobawa ilwazi/ ihlangano ebandakanyekako udlulisa ukuphaywa kwesibawo

- Imininingwana yomuntu ofaka isililo sangaphakathi kufanele yenziwe lapha ngenzai.
- Ubufakazi besikhundla sokudlulisela ukulalelwa ngeibawo okufakwa ngaphasi kwaso kufanele kukhambisane naleli foromu
- Nangabe odlulisela ukuphaywa kwesibawo mumuntu oseqadi begodu ukusuye umuntu ogade afake isibawo sokufumana ilwazi ngaphambilini, imininingwane kufane inikelwe lapha ku-C ngenzasi





Amagama apheleleko nesibongo-----

Inomboro kamazisi-----

Isiphande seposo-----

Inomboro yefeksi-----

Inomboro yomtato-----

Isiphande se-imeyili-----

Isikhundla sokwedluliselwa kwesibawo sangaphakathi
okwenziwe ngaphasi kwaso egameni lomununye umuntu:

C. Iminingwana yaloyo ofaka isibawo

Isigaba lesi kufanele sizaliswe KUPHELA nangabe ihlangano
ethintekako ifaka isibawo egameni lomuntu ofaka isibawo.





Amagama apheleleko nesibongo-----

Inomboro kamazisi:-----

D. Isiqunto esiphikisa ukwenziwa kwesibawo sangaphakathi

Tshwaya ngeledere "C" ebhoksini elifaneleko isiqunto
esiphikisa ukwenziwa kwesibawo sangaphakathi

	Lukuphaywa kwesibawo sokufumana (ilwazi elithileko)
	Isiqunto esimayelana neembadela ezibekiweko ngokwesigaba 22 somThetho
	Isiqunto esimayelana nokungezelelwa kwesikhathi sokuqalana nesibawo ngokwesigaba 26 (1) somThetho
	Sincumo ngekwemibandzela yesigaba sema-29 (3) seMtsetfo kwalela kufinyelela ngendlela lecelwe ngumfakisicelo Isiqunto ngokweSigaba 29(1) somThetho sokwala ukufumana ngendlela ebawe ngiloyo obawako.
	Isiqunto sokunikela isibawo sokufumana ilwazi

E. Abonobangela bokudluliswa kwesiqunto esithethweko

Nangabe isikhala esinikelweko asaneli, sibawa bona
usebenzise amanye amakhasi bese uwafaka eforomeni leli.
Kufanele uwatlikitle woke amakhasi angezelelweko.

Nikela iinzathu zeibawo sangaphakathi: -----





Nikela nanyana ngiliphi ilwazi ekungenzeka liqakatheke
nakutjhejwa isibawo sokufaka isililo sangaphakathi:

F. Isaziso esimayelana nesibawo sokufaka isililo sangaphakathi

Uzokwaziswa ngokutolelwa ngeiquinto esimayelana nesibawo
esirhabileko. Nangabe ufia ukwaziswa ngenye indlela, sibawo
uyihlathulule indlela ley begodu unikele neminingwana
efunekako kobana kukhanjiswa nesibawo sakho.

Yitjho indlela-----

Imininingwana yendlela: -----

Itlikitlwe e -----

mhlana----- enyangeni ka-----

----- Unyaka ka -----

UMTLIKITLO WALOYO
OFAKA ISIBAWO





LISETJENZISWA MNYANGO

IREKHODI ELISEMTHWETHWENI LOKUFAKA ISILILO SANGAPHAKATHI

Ukwamukelwa kwesibawo sangaphakathi kwenziwe-----
-(ilanga) kwamukelwe ngu -----(itjho
isikhundla, igama nesibongo sesiPhathiswa seLwazi/ iSekela
lesiPhathiswa seLwazi).

Kwenduliswa kwesincumo kupheleketelwa tizafu tesincumo sesisebenti
lesiniketa lwatiso/kwelisekela lesisebenti lesiniketa ngelwati, bese kutsi
lapho kufanele khona, kube neminingwane yanoma ngumuphi
umuntu wesitsafu lirekhodi lelo lelikhuluma ngaye, kuhanjise sisebenti
lesiniketa lwatiso/Lisekela lesisebenti lesiniketa lwatiso ngamhlaka-----
----- (lusuku) kusigungu lesifanele.

Isibawo sokufaka isililo sangaphakathi asiphekelelwe bonobangela
ngesiqunto sesiPhathiswa seLwazi nanyana iSekela lesiPhathiswa
seLwazi begodu la kutlhogeka khona, imininingwana yananyana
ngiyiphi ihlangano yomphakathi elirekhodi eliphathelene nayo,
esithunyelwe siPhathiswa seLwazi / iSekela lesiPhathiswa seLwazi
mhlana----- (ilanga) ukuya ku Siphathimandla esifaneleko.

UMPHUMELA WESILILO SANGAPHAKATHI:

SINCUMO SESIKHULU LESINIKETA NGELWATI SIYAVUNYWA/SIYACITFWA
KUFakwa LESISHA ISIQUNTO SESIPHATHISWA SELWAZI/ ISEKELA
LESIPHATHISWA SELWAZI ESIGINISEKISIWEKO/ SIJANYISELWE NGESIQUNTO
ESITJHA

ISIQUNTO ESITJHA-----

ISIGUNGU LESIFANELEKO:-----ILANGA

SAMUKELWE SIPHATHISWA SELWAZI/ ISEKELA LESIPHATHISWA SELWAZI
LESINIKETA LWATISO IVELA ESIGUNGWINI LESIFANELE (mhlana):-----





UKUFUMANA AMAREKHODI WAMAZIKO KARHULUMENDE IMBADELA YEENHLANGANO ZOMPHAKATHI

1. Imbadelo yekhophi yemanuwali njengoba ivezwe
kumThetho ojanyisiweko 6© ngo R0.60 kiwo woke
amakhophi ayiayizi ye A-4 ingcanye yayo.
2. Amanani wembadela yokubuyelela umkhiqizo
njengalokha kutjiwo kumthetholawulo 7(1) angendlela
elandelako:
 - (a) Ikhophi ngayinye leyi A4 ngesayizi nanyana eyincenye
R0.60
 - (b) Woke amakhophi agadangisiweko ayi-A4 nanyana
ingcanye aphethwe yikhomphuytha nanyana i-
elektronigi nanyana afundwa mtjhini R0.40
 - (c) Ikhophi efundwa yikhomphyutha
(i) Idiski R40.00
 - (d) (ii) iphepha elineenthombe ezibukelwako zephepha
lobukhulu be-A4 nanyana ingcanye yalo 22,00
(ii) Ikhophi R60.00
 - (e) (i)) iphepha lerekhodi elilalelwako, lobukhulu obuyi-A4
nanyana ingcanye R12.00
(ii) Ikhophi yokugadangiweko ukulalelwako
R17.00
3. (1)(a) Njalo nakwentiwa ikhophi ye A4 noma in
Imbadela yesibawo ebhadelwa mkhombelilwazi
ngamunye, ngaphandle komuntu ozenzela isibawo
ngokwakhe, evezwe kumthetkokambiso yiR35.00





- (b) Woke amakhophi agadangisiweko nanyana ingcenyeyayo asekhompuytheni nanyana abu-eloktronigi nanyana afudeka ngomtjhini R0.40
- (c) Ikhophi efundeka ngekhomphuytha-
(i) idiskii yestiffy R5.00
(ii) Idiski R40.00
- (d) (i) iphepha elineenthombe ezibukelwako zephepha lobukhulu obuyi-A4 nanyana ingcenyeyayo R22.00
(ii) ikhophi yeenthombe ezibukelwako R60.00
- (e) (i) lokukhicitawe lokulalelwako ngoba kurekhodiwe, isayizi ye A4 noma lokunjalo R12.00
(ii) ikhophi yerekhodi elilalelwako R17.00
- (f) Kufuna nokulungisa irekhodi bona lilalelwe, R15.00 i-irilyne kungafakwa ngaphakathi i-iri lokuthoma, elinganela ukufuna nokulungiselela.
- (2) Ngokomnqopho wesiGaba 22(2) somThetho, kufanele kuyelelwe okulandelako:
- (a) Ama-iri asithandathu ekuma-iri ekufanele adlule ngaphambi kokubhadela isibambiso
- (b) Ubunye esithathwini bemali bubhadelwa mkhombelilwazi njengesibambiso.
- (3) lindleko zokuposa zibhadelwa mkhombelilwazi lokha nayibe ikhophi yerekhodi lelwazi ifanele bona iposelwe umkhombelilwazi.









DEPARTMENTAL INFORMATION

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