



social development

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

PAIA MANUAL

SIGABA 14 SENKHOMBANDLELA YELITIKO
LETEKUTFUFUKISWA KWETENHLALAKAHLE
EMPUMALANGA, NGEKWESIGABA 14 SEMTSETFO
WEKUTFUFUKISA KUFINYELELA KULWATISO, 2000
(UMTSETFO NOM. 2 WANGA 2000)

Siswati Translation







MPUMALANGA

Department of Social Development

PAIA

Promotion of Access to Information Act

Manual





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Singeniso lesentiwa Yinhloko yeLitiko



Sigaba 32 seMtsetfosisekelo icinisekisa wonkhe umuntfu kutsi unelilungelo lekufinyelela kulwatiso loluphetfwe ngumbuso nalabanye ebantfu noma tikhungo. Umtsetfo Wekutfufukisa Kufinyelela Kulwatiso, Umtsetfo 2 wanga 2000 (i-PAIA) uniketa luhlaka netindlela lapho khona bantfu bangasebentisa lilungelo labo lekutfolelwano lwatiso ngekwemtsetfosisekelo. Njengalesinye setikhungo tahulumende lesifuna kulungisa kungalingani kwangesikhatsi selubandlululo, Litiko Lekutfufukisa Tenhlalakahle eMpumalanga litinikele ekucinisekiseni kusetjentiswa kwe-PAIA, loko abakwenteli kuhambisana nemtsetfo loshayiwe, kodvwa njengendlela yekutinikela kulomsebenti wetfu wekwakha **ummango lonakekelako, lonebuntfu nalotfufukako**. Siyatsemba kwekutsi lenkhombandlela itawukhulisa tinshisekelo tebantfu nekutsi bangenelele kulenchubo yekutfufukisa tinsita letitsintsa timphilo tabo.

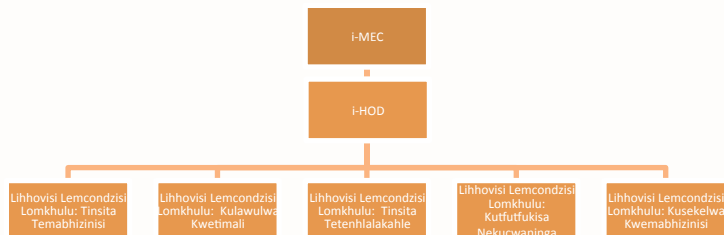
NKS N. L. MLANGENI

INHLOKO YELITIKO



1. Sakiwo nemisebenti yaleLitiko – Sigaba 14(1) (a)

- 1.1 Letinsita letetfulwa nguleLitiko ahlelwe aba tinhlelo letisihlanu, i.e. Luhlelo 1 (Kulawula), Luhlelo 2 (Tinsita Tetenhlalakahle), Luhlelo 3 (Bantfwana Nemindzeni), Luhlelo 4 (Tinhlelo Tekulungisa) neLuhlelo 5 (Kutfufukiswa kweMmango).
- 1.2 Ngelokuphatselele nekulawula, leLitiko lineLihhovisi Lenhloko Yesifundza lelifolakala eNasipoti Kanye nemahhovisi lamatsatfu lasetigodzeni latfolakala e-Ermelo, eNasipoti nase Witbank.
- 1.3 Umdvwebo longumfanekiso webaphatsi labaphakeme baleLitiko ume ngaloluhlobo:



2. Imininingwane yekutsintsana neSisebenti lesiniketa Lwatiso – Sigaba 14(1) (b)

- 2.1 Kute kutsi kusetjentwe ngalokuniketwa kwelwatiso ngekwaloMtsetfo, leLitiko lisungule loluhlaka lolulandzelako:
 - 2.1.1 Loniketa Lwatiso, Nks NL Mlangeni, losesikhundleni sekuba yiNhlalo yeLitiko;

- 2.1.2 Lisekela Laloniketa Lwatiso, Nks KCF Ngalo, losesikhundleni sekuba nguMcondzisi Lomkhulu: Tinsita Temabhizinisi;
- 2.1.3 Lobuke kusetjentiswa kwe-PAIA, Mnu NH Masha, lotawuchumanisa tonkhe ticelo letisemtsetfweni tekufinyelela kulwatiso, ngekungena esikhundleni sesisebenti Lesinika Lwatiso kanye neLisekela Leliniketa Lwatiso, kantsi angatsintfwa kulemininingwane lelandzelako:

Likheli Lasehhovisi	Riverside Boulevard, Sonjoy Building, East Block, 1 st Floor, Riverside, Nelspruit
Likheli Laseposini	Private Bag X11213, Nelspruit, 1200
Lucingo	013 766 3436
I-imeyili	Hosiahm@dsdmpu.gov.za
Iwebhusayithi	www.dsdmpu.gov.za

3. Umhlahlandlela wekutsi Sigaba 10 saloMtsetfo singasetjentiswa njani – Sigaba 14(1) (c)

Lenkhombandlela lekuhlelwa ngayo kuSigaba 10 saloMtsetfo, kutsi ungasetjentiswa njani loMtsetfo Wekutfufukisa Kufinyelela Kulwatiso (2000), iyatfolakala kuKhomishini Yemalungelo Eluntfu eNingizimu Afrika.

Likheli Lasehhovisi	Braampark Forum 3, 33 Hoofd Street, Braamfontein
Lucingo	011 877 3810
I-imeyili	fadeleke@sahrc.org.za
Iwebhusayithi	www.sahrc.org.za



4. Kufinyelela kumarekhodi lasatandleni teLitiko Lekutfufukisa Tenhlahakahle eMpumalanga – Sigaba 15(1) (e) neSigaba 14(1)(d)

4.1 Kutivetela Ngekutsandza – Sigaba 15(1) (e)

Tonkhe tinhlobo temarekhodi lawela ngaphansi kwalawa lavetwa ngekutitsandzela ngekwesigaba 14 (1) (e) saloMtsetfo ayatfolakala ngaphandle kwekutsi umuntfu afake sicelo ngekwaloMtsetfo:

4.2 Emarekhodi langacelwa – Sigaba (1) (d)

Letihloko letilandzelako netinhlobo temarekhodi angacelwa ngekulandzela inchubo lebekwe kuloMtsetfo nakuleNkhombandlela:

Sihloko	Luhlobo lwemkhakha
Tinsita Tetenhlalakahle	• Tinsita tekuphakelwa ema-NGO ngetimali • Tinsita Tekunakekela Bantfwana Nemndeni • Tinsita Tekuniketa Emandla Kulabatsintsekako • Tinsita Tetidzakamiva • Tinsita Tekuvikela Bugebengu Emimmangweni • Tinsita Tebantfu Labadzala • Tinsita tebantfu labaphila nekukhubateka • Kwetfulwa Kwetinsita teHIV/AIDS nguletinye tikhungo • Tinsita Letihambisana Nekusebenta kwabosonhlalakahle



Sihloko	Luhlobo lwemkhakha
Tintsita Tekutfufukisa Ummango	- Tintsita letisimeme tekuphila - Tintsita tekuniketa emandla i-NPO nekusekela - Tintsita Tekutfufukisa Lusha - Tintsita Tekufinyelela Kummango nekuwusekela
Lisu, Tinchubomgomo nekulandzelela nekubuyeketa	- Emasu ekuhlela - Kusebenta Kwelitiko
Tintsita tekulawula timali	- Inchubomgomo yetimali nemathenda, imibhalo nemibiko - Inchubomgomo yekulawulwa kwekwetfulwa nekutfolakala kwetinsita nekutsengwa kwemphahla - Tinhlelo tekulawula tintfo letiphatsekako Kanye nemibiko - Tinhlelo tekwakha - Emaregista emphahla newekutimbandzakanya - Imibuko yetekutfutsa nekulungisa
Kuchumana	- Emaphaphandzaba - Tincwajana / Emaphosta / Emaphamflethi - Tingcongco/Tinkhulumo
Kutfufukisa Temisebenti Nekucessha	Kutfufukisa Temisebenti Nekucessha
Kulawulwa Kwemisebenti	- Sakhiwo Senhlangano - Imibiko Yekucasha
Luhlelo Lwekulawula Lwatiso neTheknoloji	- Kulawulwa kwe-IT - Imisebenti Yelwatiso Lwetheknoloji - Kulawulwa kwelwatiso

Sihloko	Luhlobo lwemkhakha
	- Tinhlelo teLwelwatiso - Kuphatfwa kwelwatiso - Tinsita tekulawula emarekhodi
Budlelwa ngeTemisebenti	Indlela Yekucondzisa Tigwegwe
Kutfufukisa Ummango	Imibiko Yelucwaningo Nelinani lebantfu
Iyuniti yeKusekelwa Kwemisebenti	Luhlala Lwemalungelo Ebantfwana Nebantfu Labaphila Nekukhubateka

4.3 Ichubo Yekucela – Sigaba 14(1) (d)

Kute ufinyelele kulamarekhodi lanellitiko Lekutfufukiswa Kwenhlalakahle eMpumalanga, sicelo kutawufanele kutsi sifakwe kuSisebenti Selwatiso noma Lisekela Lesisebenti Selwatiso lesibalwe kuSigaba 2 saleNkhombandlela.

- Noma ngabe ngubani lofaka sicelo kufanele asebentise Lifomu A njengoba liphrintwe kuGazethi yeSatiso saHulumende R187 yangamhlaka 15 Indlovana 2002, njengekhophi ikhophi yakhona iyatfolakala ekugcineni kwaLokucuketfwe Ekugcineni (Aneksha) "B", kute ufinyelele kumarekhodi.
- Emakhophi alelifomu lesicelo lesingenhla ayatfolakala uma uwacela kuwo onkhe emahhovisi ematiko ahulumende nakuwebhusayithi yelifiko ku: www.dsdmpu.gov.za



- Lona locelako kufanele anikete imininingwane leyanele kulelifomu lesicelo entele kwekutsi Lesisebenti Lesiniketa Lwatiso sikhone kwati lona locelako kanye nemarekhodi lawacelako.
- Lolofake sicelo kufanele asho kwekutsi ngabe lesicelo sekhophi yalelirekhodi noma lona lofake sicelo ufuna kuta atolibuka lelirekhodi ekhatsi emahhovisi alelitiko. Kulokunye, uma ngabe lelirekhodi lingasiyo idokhumenti lingabukwa ngekusebentisa lelifomu lesicelo, lapho kufanele khona (Sigaba 29(2)).
- Uma ngabe, kungeta kulemphendvulo lebhawle kulesicelo sabo sekucela emarekhodi, lolofake sicelo ufuna kwatiswa ngesincumo salesicelo noma njani, sib. Lucingo, loku kufanele kuvetwe (Sigaba 18 (2) (e)).
- Uma ngabe lofake sicelo acela lwatiso ngekutfunyuwa ngumuntfu lomunye, lesikhundla lesicelo lesifakwa ngaphansi kwaso kufanele sichazwe (Sigaba 18 (2) (f)).
- Uma ngabe lolofake sicelo akakwati kufundza nekubhala, noma uphila nekukhubateka, lesicelo semarekhodi bangasifaka ngekukhuluma. Lesisebenti Lesiniketa Ngelwatiso kutawufanele libagcwalisele lelifomu laleso sicelo bese abanike ikhophi (Sigaba 13).
- Lona lofaka sicelo angasiletsa ngekusebentisa liposi, ifeksi, i-imeyili (buka 1.2 longenhla) noma asitfumele ehhovisi lelitiko (Buka luhla lwemahhovisi ahulumende ekugcineni kwaledokhumenti kuLuhla Lwalokucuketfwe "C").



- Uma ngabe ledokhumenti lecelwako ingekho emahhovisini eLitiko Letekutfufukisa Tenhlalakahle eMpumalanga, lesicelo sitawutfunyelwa kulesikhungo lekungusona kantsi lona lofake sicelo utawatiswa njengalokufanelekile.

Umuntfu lofaka sicelo angavunyelwa kufinyelela kumarekhodi lagcinwe Litiko Letekutfufukisa Tenhlalakahle uma ngabe ahambisane naloku lokulandzelako:

- Lona lofake sicelo ahambisana nako konkhe lokudzingekako uma ngabe ufaka sicelo lokubhalwe kuloMtsetfo lokuhambisana nesicelo sekufinyelela kumarekhodi;
- Kufinyelela kulawo marekhodi kuhambisana netidzingo teMtsetfo Wekutfufukisa Kufinyelela Kulwatiso 2 wanga 2000

Kunetinhlobo letimbili tetimali lekudzingeka kwekutsi tikhokhwe ngekusho kwaloMtsetfo, kutawuba ngulemali yekucela nalena yekufinyelela/yekufuna (Sigaba 22)

- Sicelo sekufinyelela kulwatiso, ngaphandle kwelirekhodi lelicuketse lwatiso loluphatselene nalona lofake sicelo, kutawusetjentwa ngaso uma ngabe sekukhokhwe **imali yekufaka sicelo.**
 - Sisebenti Lesisebenti Ngelwatiso kufanele satise lona lofake sicelo (ngaphandle kwaloticelele ngekwakhe) ngesatiso, kwekutsi lona lofake sicelo kufanele akhokhe lemali lebekiwe (uma kukhona lefanele ikhishwe) ngembi kwekutsi kuchutjekwe kusetjentwe ngalesicelo.



- Imali yekufaka sicelo lekhishwa mitimba yahulumende ibekiwe lapha njengemali lekhokhwa mitimba yahulumende. Lona lofake sicelo angafaka sikhalo ngekhatsi, uma kufanele, noma sicelo enkhantolo ngekumelana nalethenda noma kukhokhwa kwalemali yekufaka sicelo.
- Ngemuva kwekutsi Lesisebenti Lesisebenta Ngelwatiso sesente sincumo ngalesicelo lona lofake sicelo kufanele atiswe ngaleso sincumo ngalendlela lona lofake sicelo afune kwatiswa ngayo.
- Uma ngabe lona lofake sicelo aniketiwe lwatiso kutawufuneka akhokhe lenye imali yekufinyelela yekutsi kufunwe, kulungiselelwe, kubuye kukhicitwe kanye nalesinye sikhatsi lesidlula lesi lebesibekiwe sekufuna nekulungisa emarekhodi ekuveta lwatiso.
- Labantfu labalandzelako angeke bakhokha lemali yekufinyelela lebalwe kusigaba 22(6) saloMtsetfo:
 - (i) Umuntfu longakashadi lekahola imali yakhe yemnyaka naseyiphelele, ngemuva kwekukhishwa kwalokukhishwako, akadluli ku **R 14 712, 00** ngemnyaka; kanye
 - (ii) Bantfu labashadile noma umuntfu nemlingani wakhe lebahola imali yabo yemnyaka naseyiphelele, ngemuva kwekukhishwa kwalokukhishwako, bangadluli ku, **R27 192,00** ngemnyaka.



5. Tinsita letikhona kumalunga emmango - Sigaba 14(1) (f)

5.1 Luhlobo lwetinsita

Letinsita letiniketwa ngulelitiko tingabekwa ngalendlela:

5.1.1 Luhlelo 1 – Kulawula ngekwako kuniketa buholi besikhungo kanye nekuphatsa kanye naletinye tinsita letidzingekako tekusekela. Tifaka ekhatsiletindzawo letiphatselene Nemlawuli Lophakeme (MEC), Kuphatsa Temabhizinisi lokufaka ekhatsi Lihhovisi Lenhloko Yelitiko, Kulawula Tekucashwa Kwebasebenti, Kulawula Timali (lokufaka ekhatsi Kulawulwa Kwekutsengwa Kwetintfo), Tinsita Temtsetfo, Kumelana Nekukhohlakala Nekulawula Tingoti, Kuhlolwa Kwemabhuku Ngekhatsi, Emas ekuhlela, Kulandzelela & Kubuyeketa Nekuchumana.

5.1.2 Luhlelo 2 – Tinsita Tetenhlalakahle tentelwe kuniketa Tinsita Tetenhlalakahle tekutfufukisa letihlanganisiwe kulabo labaswelako kanye nalabatsintsekako kubudlelwano emkhatsini walabatsintsekako kanye netinhlangano letisemangweni. Lendlela ifaka ekhatsi kutfufukisa kuniketwa kwelwati emmangweni ngetintfo letitsintsa ummango nekungenisa emasu ekunciphisa nekuvikela lokungahambi kahle emmangweni. Loluhlelo luchubeka luphindze luhlukaniswe kuletindzawo letilandzelako lekugcilwa kuto, k.k.

- Kunakekelwa netinsita letiniketwa bantfu labadzala
- Kuniketwa kwetinsita kulabaphila nekukhubateka



- I-HIV ne AIDS
 - Kusita ummango
- 5.1.3 Luhlelo 3 – Tinsita Tekusekela Nekunakekela Bantfwana neMndeni tihlose kuniketa imimmango tinsita tekusekela nekunakekela bantfwana nemndeni letiyinhlanganisela yako konkhe ngekusebentisana nalabatsintsekako kanye netinhlangano letisebentela kutfufukisa ummango. Loluhlelo luyachubeka luhlukaniswe ngaletindlela letigcile kuloku lokulandzelako, k.k.
- Tinsita tekunakekela nekuvikela bantfwana
 - Tinsita tekunakekela nekusekela imindeni
 - Kunakekela Lokungakapheleli ne ECD
 - Tikhungo tekunakekela Bantfwana neLusha
 - Tinsita tekunakekela Letibekelwe Bantfwana Emmangweni
- 5.1.4 Luhlelo 4 – Tihlelo Tekulungisa tihlose kuniketa tinsita letiyinhlanganisela tekutfufukisa kuvikelwa kwebugebengu emmangweni Kanye nekusetjentiswa kwetidzakamiva kulabo labatsintseka kakhulu ngekusebentisana nalabatsintsekako Kanye nemalunga emmango. Loluhlelo luyachubeka luhlukaniswe kuletindzawo letilandzelako lekugcilwa kuto, kk.
- Kuvikela bugebengu nekusekela
 - Kuniketa labahlukumetekile emandla
 - Kusebentisa tidzakamiva ngalokundlulele, Kuvikela Nekubuyisa endleleni
- 5.1.5 Luhlelo 5 – Kutfufukisa Nelucwaningo kuyincenye yekutfufukisa lokusimeme lokufaka ekhatsi tinsita tekuniketa emandla emakhaya kanye nasemmangweni, loku kususelwa kulucwaningo Kanye nelwatiso ngemindeni



lehlala endzaweni loluhlolse ekwenteni kutsi bantfu labatsintseka kakhulu batfola ematfuba ekuphila ngendlela lesimeme.

5.1.6 Loluhlelo lufaka ekhatsi letinhlelo letilandzelako ngaphansi kwalo, k.k.

- Kutfufukisa lusaha
- Kusimamisa timphilo tebantfu
- Kuniketa Emandla Ekwakheni Tikhungo
- Lucwaningo Nekuhlaliswa Kwebantfu
- Kukhula Kwemanani Ebantfu Nekusekela
- Kutfufukisa Bomake

5.2 Kufinyelela kutinsita letetfulwa Litiko Lekutfufukisa Tenhlalakahle eMpumalanga

5.2.1 Letinsita letibalwe ngaphansi kwa 5.1 ngenhla, tiniketwa etindzaweni tetinsita letihlukene kuso sonkhe leSifundza.

5.2.2 Tfolo loku lokufakwe njenga Aneksha "C" luhla lwawo onkhe emhhovisi lakuleSifundza.

6. Tinhlelo letivumela kungenelela kwebantfu – Sigaba 14(1) (g)

Lelitiko lisebentisa tinsita lesetivele tikhona njengeTingcogco taseMmangweni, emaForamu, Imihlangano Yekufinyelela Kubantfu njll. kwentela –

6.1 Kulandzelela nekubuketa kungenelela kwebantfu; kanye

6.2 Nekuniketa emalunga emmango litfuba leku –

6.2.1 Funa lusito kulabanye nekwetfula lokutfolakele; kanye



6.2.2 Nekungenelela ekusunguleni
inchubomgomo, kusetjentiswa kwemandla
nekweniwa kwemsebenti wentiwa ngulaba
labasebentela Litiko.

7. Tinsita letikhona - Sigaba 14(1) (g)

- 7.1 Litiko Lekutfufukiswa Kwetenhlahalakahle eMpumalanga inendlela yekufaka sikhalo sangekhatsi njengoba kuvetiwe kuSigaba 74 na 75 saloMtsetfo. Loku kutawusetjentiswa kunoma ngusiphi simo lapho khona lofake sicelo / lofumele kutsi afakelwe sicelo afuna kufaka sikhalo ngesincumo lesentiwe sisebenti lesisebenta ngelwatiso ngalokuphatselene, asitsi, imali lekhokhwako, kwengetwa kwesikhatsi; luhlobo lwekufinyelela; Kanye nekwaliwa kwesicelo sekufinyelela kumarekhodi.
- 7.2 Uma ngabe lona lofake sicelo / lofakelwe sicelo afaka sikhalo sangekhatsi, lelifomu lelibekelwe kufaka sikhalo (Satiso saHulumende. R187 - 15 Februwari 2002 Lifomu B - Aneksha "B") kufanele ligcwaliswe bese liniketwa sisebenti lesisebenta ngelwatiso kuLitiko Letenhlahalakahle eMpumalanga, sona sitawubese silitfumela kuloMkhandlu lofanele lotawutsatsa sincumo.
- 7.3 Litiko Letenhlahalakahle eMpumalanga litamatisa lona lofake sicelo / lofumele kufakelwa sicelo ngemiphumela yalesikhalo sangekhatsi. Lofake sicelo / lofakelwe sicelo longakaneliseki ngalemiphumela yalesikhalo sangekhatsi kufanele, kungakadluli emalanga langema-60, afake sicelo enkhantolo kute atfole sincumo sekugcina. Uma ngabe kungekho sicelo lesifakiwe ngaleso sikhatsi, lesincumo sa MEC sitawulandzelelwa. Uma ngabe sicelo sifakiwe enkhantolo, kutawufanele kutsi kulindzelwe imiphumela yenkhantolo.



8. Lolunye lwato lolubekwe ngekwalomtsetfo 14

Alukho lolunye lwato lolukhona njengoba kuvetwe kusigaba 14(1)(i) salomtsetfo.

9. Kwato, kukhipha nekutfolakala kwaleNkhombandlela yeSigaba 14

9.1 Lenkhombandlela ingatfolakala emahhovisi Asetigodzeni tangakini Kanye nasemahhovisi eSifundza (Buka sigaba 1.2 ngenhla kutfolo imininingwane yekutsintsana); nakungenjalo, lenkhombandlela iyatfolakala kuwebhusayithi yelitiko leti: www.dsdmphu.gov.za

9.2 Lenkhombandlela itawutfolakala ngaletilwimi letilandzelako, k.k.

- 9.2.1 Singisi
- 9.2.2 Siswati
- 9.2.3 Sindebele
- 9.2.4 Sibhunu

9.3 Litiko lingahle, uma kunesidzingo, lingalungisa futsi likhiphe lenkhombandlela yalo lebalwe kusigaba (2), ngemikhawu lengandluli ngetulu kwemnyaka munye.

ANEKSHA C

Luhla lwemahhovisi eLitiko

Ligama lelihhovisi	Likheli Lelihhovisi	Likheli Laseposini	Inombolo Yelucingo	Inombolo Yefeksi
SIGODZI SASE GERT SIBANDE				
Lihhovisi lasesigodzini sase Gert Sibande	102 Wedgewood ne Industrial street, Ermelo	P/Bag X9074, Ermelo	017 819 7672	071 819 7198
SIGODZI SASEHLANZENI				
Lihhovisi lasesigodzini saseHlanzeni	No 2 Thekwane South Karino	P/ Bag X 11241 Nelspruit 1200	013 755 4036	013 753 3795
SIGODZI SASE NKANGALA				
Lihhovisi lasesigodzini sase Nkangala	Piet Koornhof Building Justice Street Emalahleni	P/ Bag X 7213 Witbank 1035	013 653 5022 013 656 6262	013 656 0671

(i) LIFOMU A



J750

IRIPHABHULIKHI YASENINGIZIMU AFRIKA

LIFOMU A

SICELO SEKUFINYELELA KUMAREKHODI ESIKHUNGO SEMMANGO

(Sigaba se-18(1) seMsetfo Wekukhutsata Kufinyelela Kulwatiso wanga 2000))

[Umtsetfo 6]

LOKUCONDZENE NELITIKO

Inombolo yereferensi:.....

Sicelo samukelwe ngu.....
(bhala sikhundla, ligama kanye nesibongo sesisebenti lesiniketa lwatiso/
sekela lesisebenti lesiniketa lwatiso mhlaka(lusuku) e
.....(indtawo)

Imali yesicelo (uma ikhona): R

Idiphozithi (uma ikhona): R

Imali yekufinyelela: R

.....
KUSAYINE SISEBENTI LESINIKETA LWATISO/
LISEKELA LESISEBENTI LESINIKETA LWATISO

A. Imininingwane yesikhungo semmango

Sisebenti lesiniketa lwatiso/Lisekela lesisebenti lesiniketa lwatiso:

B. Imininingwane yemuntfu locela kufinyelela kumarekhodi

- Imininingwane yemuntfu locela kufinyelela kumarekhodi kufanele iniketwe langentasi.
- Niketa ikheli kanye/noma inombolo yefekisi eRiphabhulikhi lwatiso lapho lwati kufanele lufunyelwe khona.
- Bufakazi besikhundla sicelo lesentiwa ngaphansi kwaso, uma kunjalo, kufanele buhambisane nesicelo.

Emagama lagcwele kanye nesibongo			
Inombolo yamatasi			
Likheli leliposi:			
Inombolo yelucingo		Inombolo yefekisi	
Likheli le-imeyili:			
Sikhundla sicelo lesentiwa ngaphansi kwaso, uma sentiwa egameni lalomunye umuntfu			

C. Imininingwane yemuntfu lofakelwa sicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA uma sicelo selwatiso sentiwa egameni lalomunye umuntfu.

Emagama laphhelele kanye nesibongo:		
Inombolo yamatasi:		

D. Imininingwane yelirekhodi

- Niketa imininingwane legcwele yelirekhodi lekucelwa kufinyelwa kulo, kufaka ekhatsi nenombolo yereferensi uma uyati, kuze lilirekhodi likwati kutsi litfolakale.
- Uma indzawo leniketiwe ingakaneli, uyacelwa kutsi ubhale ephepheni leliseceleni bese ulinamatsisela kuleli fomu. Umfakisicelo kufanele awasayine wonkhe lamanye emaphepha laseceleni ekungeta.



1. Kuchazwa kwellirekhodi noma incenye lebalulekile yelirekhodi:

2. Inombolo yereferensi, uma ikhona:

3. Noma miphi leminye futsi imininingwane yelirekhodi:

E. Timali letikhokhwako

- (a) Sicelo sekufinyelela kumarekhodi, ngaphandle kwemarekhodi lacuketse lwatiso lolucondzene nawe ngco, siyokwentiwa kuphela ngemuva kwekutsi imali yesicelo seyikhokhiwe.
- (b) Utakwatiswa ngelinani lemali lelidingekako kutsi likhokhwe njengemali yesicelo.
- (c) Imali lekhokhwako kufinyelela kumarekhodi itawuya ngendlela yekufinyelela loko lokufiswa ngayo kanye nesikhatsi lesicitsiwe sekusesha kanye nekulungisa lirekhodi.
- (d) Uma wena kufanele kutsi ungakhokhiswa timali ngekucela kufinyelela kumarekhodi latsite, uyacelwa kutsi usho sizafu sekufaneleka kwakho ngaloko kungakhokhiswa kwakho.

Sizafu sekungakhokhiswa timali tekucela irekhodi:



F. Indlela yekufinyelela kumarekhodi

Uma ungakwazi kufundza ngenca yekuphila nekukhubateka, kumbe ungakwazi kubuka noma kulalela lirekhodi ngekwendlela yekufinyelela kumarekhodi leniketiwe ku-1 kuya ku-4 lapha ngentasi, sitjele indlela lokhubateke ngayo bese uchaza kutsi ulidzinga ngayiphi indlela lelirekhodi.

Kuphila Nekukhubateka:	Indlela lirekhodi lelo lelidingeka ngayo:

Makha libhokisi lelifanele ngeluphawu "C".

EMANOTSI:

- (a) Kuhambisana nesicelo sakho sekufinyelela kumarekhodi ngendlela lebekiwe kungenteka kuncike kwindlela lirekhodi lelifolakala ngayo.
- (b) Kucela kufinyelela ngendlela lekwenziwe ngayo kungenteka kutsi kungavunyelwa etimweni letitsite. Esimweni lesifute leso-ke utakwatiswa kutsi ngabe kufinyelela loko kungenteka yini niketwe imvume yakho ngalenywe indlela.
- (c) Imali lekhokhwako ngekuufinyelela kumarekhodi, uma ikhona letawukhokhwa, kuyoba yimali ngakulolunye luhlangotsi l etawuncunywa ngenca yeluhlobo lekufinyelela kulwatiso loluyobe luceliwe.

1. Uma lirekhodi lelo lingakabhalwa phansi noma leliphrintiwe:			
	ikhophi yelirekhodi *		kuhlolwa kwelirekhodi
2. Uma lirekhodi kutifombe letibukwako -			
(loku kufaka ekhatsi tiffombe letishutsiwe, letibukhatikhati, emavidiyo lacoshiwe, tiffombe letentiwe ngangcondvomshini, tikeshi, njll):			
	buka tiffombe	ikhophi yetiffombe *	imibhalo lechaza tiffombe*
3. Uma lirekhodi kungemavi lacoshiwe noma imininingwane lengakwazi kutsi ibuye iniketwe ngemsindvo:			
	kulalela lowo msindvo (likhasetsi lelilalelwako)		kubhalwa phansi kwemsindvo lolalelwako * (idokhumenti lebhaliwe noma lephrintiwe)



4. Uma lirekhodi likungcondvomshini noma entfweni leyi-elekthronikhi noma ngendlela lefundzeka ngemshini lotsite:

ikhophi lephrintiwe yelirekhodi *	ikhophi lephrintiwe yemininingwane letfolakele*	ikhophi ngendlela yangcondvomshini lefundzekako (<i>i-stiffy</i> noma <i>i-compact disc</i>) *
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* Uma ngabe bewucele ikhophi noma lirekhodi leselibhalwe phansi (ngenhla), ngabe ungatsanda kutsi ikhophi noma lirekhodi leselibhalwe phansi liposwe lite kuwe?	YEBO	CHA
Uyokhokhiswa imali yekuposa.		
Sicela ucaphela kutsi uma lirekhodi lingatfolakali ngelilimi wena lofisa kutsi ulitfole ngalo, kufinyelela kulirekhodi lelo kungenteka kuniketwe ngelilimi lirekhodi lelo lelifolakala ngalo.		
Ngabe ungatsanda kutsi ulitfole ngaluphi lulimi lirekhodi?		

G. Satiso mayelana nesincumo lesiphatselene nesicelo sekufinyelela kumarekhodi

Utakwatiswa ngalokubhalwe phansi mayelana nekutsi ngabe isicelo sakho sekufinyelela kulwatiso siphumelele yini noma asikaphumeleli. Uma ufisa kwatiswa ngaloko ngalenywe indlela, sicela kutsi uyigagule leyo ndlela lofisa kutsi sikwatise ngayo bese futsi usiniketa imininingwane lebalulekile neyekwenta kutsi sikwati kuhambisana nesicelo sakho.

Ngabe ungakhetsa kutsi watiswe kanjani mayelana nesincumo sesicelo sakho sekufinyelela kumarekhodi?

Isayinwe e ngamhlaka
 enyangeni ya
 emnyakeni wa

KUSAYINE UMFAKISICELO /
 YEMUNTFU



LIFOMU B

SATISO SEKWENDLULISWA KWESIKHALO SANGEKHATS

(Sigaba 75 seMtsetfo Wekukhutsata Kufinyelela Kulwatiso, 2000 (uMtsetfo Nom. 2 wanga 2000))

[Umtsetfo 8]

BHALA INOMBOLO YAKHO
YEREFERENSI:

A. Imininingwane yesikhungo semmango

Sisebenti lesiniketa lwatiso/Lisekela lesisebenti lesiniketa lwatiso:

B. Imininingwane yemfaki sicelo/umuntfu loseceleni lowedlulisa kucitfwa kwesicelo

- (a) Imininingwane yemuntfu lofaka sikhalo sangekhatsi kufanele iniketwe lapha ngetansi.
- (b) Bufakazi besikhundla sekwendluliswa kwekwalelwa kwesicelo lokufakwa ngaphansi kwaso kufanele buhambisane naleli fomu.
- (c) Uma umuntfu lowedlulisa lokungavunywa kwesicelo kungumuntfu loseceleni futsi kungasuye umuntfu lebekafake sicelo sekuniketwa lwatiso phambilini, imininingwane kufanele iniketwe lapha ku-C ngetansi.

Emagama laphhelele nesibongo:

Inombolo Yematisi:lelipo:



Inombolo yefekisi:

Inombolo yelucingo:

Likheli le-imeyili:

Sikhundla sekwendluliswa kwesicelo sangaphakatsi lokwentiwa ngaphansi kwaso egameni lalomunye umuntu:-

C. Imininingwane Yemfakisicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA uma ucela njengemuntu loseceleni ucela egameni lemfakisicelo.

Emagama laphelele

Inomboloyamatisi:-

D. Sincumo lekwendluliswa ngaso ngaphakatsi umphumela wesincumo lesitsetfwe

Makha sincumo lesente kutsi kwendluliswe sincumo lesitsetfwe ngekhati, kantsi uyacelwa kutsi umakhe ngaloluphawu: C ebhokisini lelifanele:

	Kungavunywa kwesicelo sekufinyelela (kulwati lolutsite)
	Sincumo mayelana netimali letibitwako njengalokhu tincunye ngekwesigaba sema-22 seMtsetfo
	Sincumo mayelana nekwelulwa kwesikhatsi sekubukana nesicelo ngekwemibandzela yesigaba sema-26 (1) seMtsetfo
	Sincumo ngekwemibandzela yesigaba sema-29 (3) seMtsetfo kwalela kufinyelela ngendlela lecelwe ngumfakisicelo
	Sincumo sekuvuma kuniketa sicelo sekufinyelela



E. Tizatfu tekwendlulisa sincumo lesitsetfwe

Uma lendzawo lonikwe yona inganeli, uyacelwa kutsi usebentise lamanye emakhasi bese uwanamatsisela kulo leli fomu. Kufanele uwasayine onkhe lamanye emakhasi ekungeta lotobhala kuwo.

Shano tizatfu letenta kutsi wedlulisele kungeneliseki kwakho kwangekhatsi:

Shano noma ngabe ngumiphi leminye imininingwane lekungenteka ibaluleke ekubuketeni kwendluliswa kwakho sincumo sekunganeliseki kwakho:

F. Satiso ngesincumo sekwendlulisela sincumo lesitsetfwe

Utakwatiswa ngalokubhalwe phansi ngesincumo sekwendlulisa kwakho sincumo sangekhatsi. Uma ufisa kwatiswa ngalenywe indlela, uyacelwa kutsi uyisho leyo ndlela bese usiniketa ngemininingwane lefanele kute kwateke kutsi kuhanjiswa nesicelo sakho.

Shano indlela:

Imininingwane yendlela:

Isayinwe e ngamhlaka

..... enyangeni ya

Umnyaka we

KUSAYINE LOWO LOWENDLULISA SICELO



LOKUCONDZENE NELITIKO KUPHELA:

LIREKHODI LELISEMTSETFWENI LEKWENDLULISWA KWESICELO SANGEKHATSI:

Kwendluliswa kwesincumo kwamukelwe ngamhlaka-----
(lusuku) kwemukelwa ngu -----(shano sikhundla,
ligama kanye nesibongo sesisebenti lesiniketa ngelwatiso/kwelisekela lesisebenti
lesiniketa ngelwatiso).

Kwendluliswa kwesincumo kupheleketelwa tizatfu tesincumo sesisebenti lesiniketa
lwatiso/kwelisekela lesisebenti lesiniketa ngelwati, bese kutsi lapho kufanele
khona, kube neminingwane yanoma ngumuphi umuntfu wesitsatfu lirekhodi
lelo lelikhuluma ngaye, kuhanjiswa sisebenti lesiniketa lwatiso/Lisekela lesisebenti
lesiniketa lwatiso ngamhlaka----- (lusuku)
kusigungu lesifanele.

UMPHUMELA WEKWENDLULISWA KWESINCUMO SEKWALELWA:

SINCUMO SESIKHULU LESINIKETA NGELWATI SIYAVUNYWA/SIYACITFWA KUFAKWA
LESISHA

SINCUMO

LESISHA:

SIGUNGU LESIFANELE:----- LUSUKU:-----

YAMUKELWE SISEBENTI LESINIKETA LWATISO/LISEKELA LESISEBENTI LESINIKETA LWATISO
IVELA ESIGUNGWINI LESIFANELE (ngamhlaka):-----

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KUFINYELELA KUMAREKHODI EMTIMBA WAHULUMENDE

TIMALI TEMITIMBA YAHULUMENDE

1. Lemali yekhophi yalengkombandlela njengoba ivetwe kumtsetfo lomisiwe 6(c) nga R0.60 kuwo onkhe emakhophi layisayizi ye-A4 noma incenye yawo.
2. Imali yekuphindze kukhicitwe lebalwe kulomtsetfo lomisiwe 7(1) ungalendlela:
 - (a) Ikhophi ngayinye leyi A4 ngesayizi noma incenye R0.60
 - (b) Onkhe emakhophi laphrintiwe layi A4 noma incenye yawo lagcinwe kungcondvomshini noma i-elektronikhi noma lafundzeka ngemshini R0.40
 - (c) Ikhophi lefundzeka kungcondvomshini
 - (i) Idiskhi R40.00
 - (d) (i) Kukhicitelwa titfombe letibukwako, ngesayizi ye A4 noma lelingana nayo R22.00
 - (i) Ikhophi yetitfombe letibonakalako R60.00
 - (e) (i) Kukhicitelwa lokurekhodiwe bese kuyalalelwa, isayizi ye A4 noma incenye yayo R12.00
 - (ii) Ikhophi yalokurekhodiwe lokulalelwako R17.00
3. Imali yesicelo lekhokhelwako nguwonkhe lofaka sicelo, ngaphandle kwaloticelela yena, lobalwe kumtsetfo lomisiwe ku 7(3) ingaloluhlobo
 - (1)(a) Njalo nakwentiwa ikhophi ye A4 noma incenye yayo R0.60



- (b) Onkhe emakhophi laphrintiwe layi A4 noma incenye yawo lagcinwe kungcondvomshini noma nge-elektronikhi noma afundzeka ngemshini R0.40
- (c) Ikhophi lefundzeka ngangcondvomshini-
- (i) idiskhi yestiffy R5.00
- (ii) Idiskhi R40.00
- (d) (i) lokukhacitiwe lokubukelwa njengetitfombe, isayizi leyi A4 noma lokunjalo R22.00
- (ii) Ikhophi yetitfombe letibukwako R60.00
- (e) (i) lokukhacitiwe lokulalelwako ngoba kurekhodiwe, isayizi ye A4 noma lokunjalo R12.00
- (ii) ikhophi yelirekhodi lelilalelwako R17.00
- (f) Kufuna nekulungisa lelirekhodi kutsi livetwe, R15.00 lihora linye, kungafakwa ekhatsi lelihora lekucala, lelingaba lanele kufuna nekulungiselela.
- (2) Kwentela sigaba 22(2) saloMtsetfo, loku lokulandzelako kuyasebenta:
- (a) Emahora lasitfupha njengemahora lekufanele andlule ngembi kwekutsi kukhokhwe imali yesibambiso, futsi
- (b) Yinye kulokutsatfu walemali kufanele ikhokhwe njengesibambiso ngulona lofake sicelo.
- (3) Lena yekuposa ikhokhwa uma ngabe ikhophi yelirekhodi kufanele iposelwe lona lofake sicelo.





DEPARTMENTAL INFORMATION

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