



# **Ibhukwana Lomthetho Wokukhuthaza Ukufinyelela Olwazini (PAIA)**

**Febhruwari 2015**

**IBHUKWANA ELIKHISHWE NGOKWESIGABA 14 SOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI, 2000  
(UMTHETHO NOMBOLO 2 KA-2000)**

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## I. ISINGENISO

Ukwenzela izinto obala kanye nokuvuleleka kubalulekile ekufezeni iqhaza le-**sefa** njengomebolekisi nasekufezeni inhlosongqangi yayo yokuqeda ubuphofu. Ukukwazi ukufinyelela nokuthola ulwazi yingxenye ebalulekile yokunikeza amandla. Lokhu kungenza ukuthi ama-SMME akwazi ukuhlaziya isimo sawo ngokwawo nangokubaluleka ngaphambi kokuthi bafake ngisho izicelo zokuxhaswa ngemali.

Ibhukwana le-**Sefa** loMthetho Wokukhuthaza Ukufinyelela Olwazini (PAIA) lizothuthukisa ukubusa okuhle, ukuziphendulela kanye nokusebenza ngempumelelo kwentuthuko ngokwandisa ulwazi lomphakathi lweqhaza le-**sefa** lokuthuthukisa kanye nenhlosongqangi nokwakha kanye nokugcina inkulumo-mpendulwano yomphakathi.

Ibhukwana le-PAIA le-**sefa** lishicilelwe ngokuhambisana nezimiso zomthetho zeSahluko 2, isigaba

**14** se-PAIA. Ibhukwana lifuna ukwenza nokugcina uhlaka lokuhambisana ne-PAIA njengoba kuhlinzekelwe eMthethweni futhi kwabekwa egunyeni le-**sefa**, imikhiqizo nezinsizakalo, kanye nokutholakala kwamarekhodi ayo njengomgwamanda womphakathi. Ibhukwana liyatholakala ngesiNgisi futhi lizohunyushelwa nakwezinye izilimi ezisemthethweni ezimbili. Amakhophi ebhukwana angatholakala kuMsebenzi Wezokwazisa noma kuwebhusayithi ye-**sefa**.

## 2. IZINJONGO ZOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI NOMBULO 2 KA-2000 (UMTHETHO)

Izinjongo ze-PAIA:

- ukwenza ukuthi ilungelo lomthetho lokufinyelela kunanoma yiluphi ulwazi oluphethwe nguHulumeni nalolo oluphethwe ngomunye umuntu nalolo oludingekela ukusebenzisa noma ukuvikela nanoma yimaphi amalungelo ukuthi lusebenze;
- ukusho imikhawulo ethethelelekayo elungelweni lokufinyelela olwazini okuhloswe ngalo ukuvikela ingasese labantu, ulwazi lwezomnotho oluyimfihlo kanye nokuqinisekisa ukubusa okusebenza ngempumelelo, kahle nokulungile;
- ukulinganisa ilungelo lokufinyelela olwazini nawo wonke amanye amalungelo akumthethosisekelo;
- ukukhuthaza isiko lamalungelo abantu kanye nobulungiswa bomphakathi;
- ukwenza izindlela kanye nezinqubo zokwenza ukuthi abantu bakwazi ukuthola ukufinyelela kumarekhodi ngokushesha, nangokungabizi nangaphandle kwamandla kangangoba kungenzeka;
- ukukhuthaza ukwenzela izinto obala, ukuziphendulela nokubusa ngendlela enempumelelo ;
- ukunikeza amandla nokufundisa wonke umuntu:
  - ukuqonda amalungelo abo ngokoMthetho;
  - ukuqonda imisebenzi kanye nokusebenza kwemigwamanda yomphakathi; kanye
  - nokuhlola ngempumelelo nokuhlanganyela ekwenzeni isinqumo esenziwa yimigwamanda yomphakathi ethinta amalungelo abo.

### 3. IMINININGWANE YOMSEBENZI WEZOKWAZISA

Igama: Mnu Thakhani Makhuvha - CEO  
Inombolo yocingo: 012 748 9708  
Inombolo yefeksi: 012 748 9791  
Imeyili: [thakanim@sefa.org.za](mailto:thakanim@sefa.org.za)

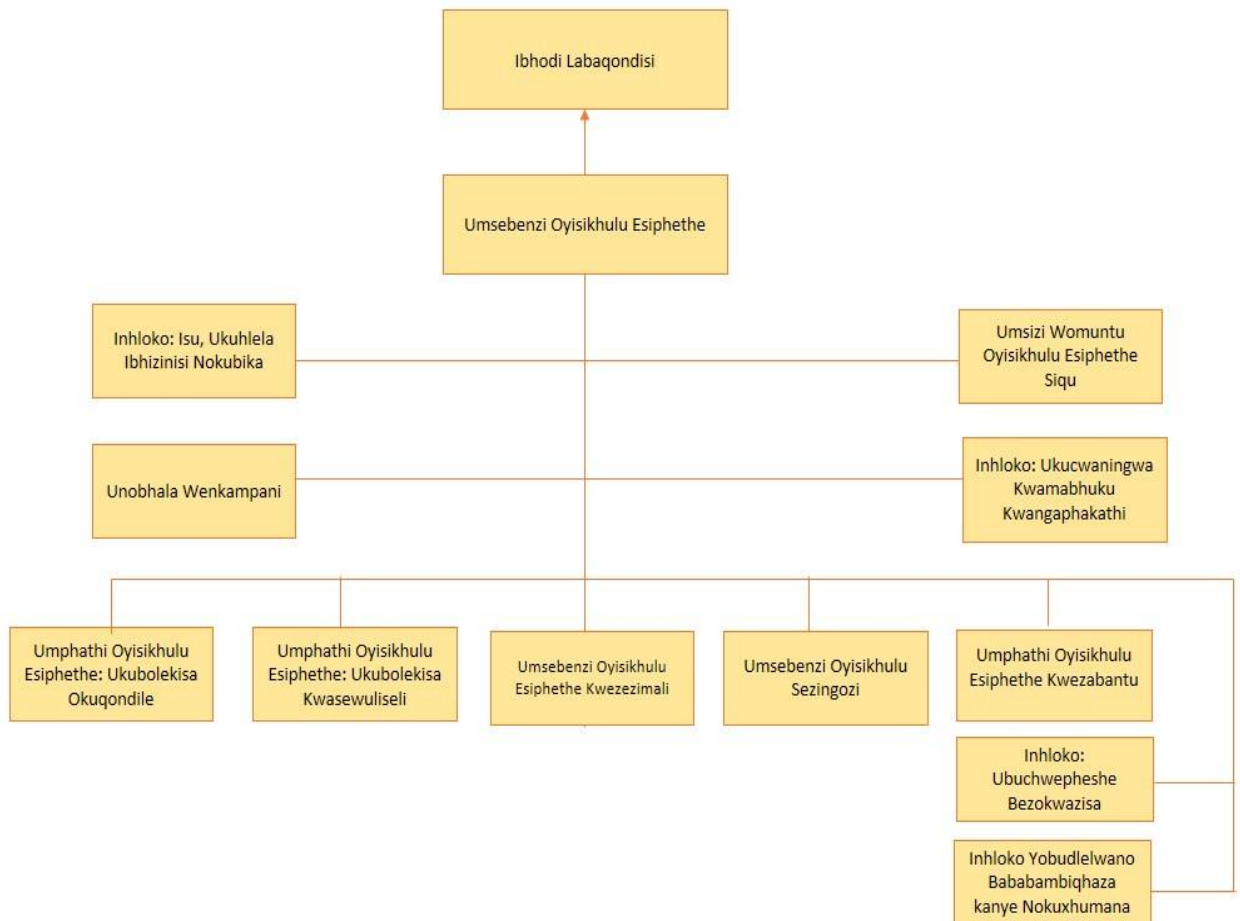
### 4. IMINININGWANE YEPHINI LOMSEBENZI WEZOKWAZISA

Igama: Nk Nthabiseng Mongali - uNobhala Wenkampani  
Inombolo yocingo: 012 748 9708  
Inombolo yefeksi: 012 748 9791  
E-meyili: [nthabisengm@sefa.org.za](mailto:nthabisengm@sefa.org.za)

ZONKE izicelo zokufinyelela kumarekhodi e-**sefa**, kanye nanoma yikuphi ukudluliswa kwesicelo kwangaphakathi ngokwesigaba se-PAIA, kufanele kuhanjiswa kuNobhala Wenkampani ngokusebenzisa nanoma iyiphi eyodwa yalezi zindlela ezilandelayo:

A. Imininingwane Small Enterprises Finance Agency SOC Ltd  
yomgwamanda  
womphakathi:  
Ikheli Lendawo: Eco Fusion 5, Building D,  
1004 Witch - Hazel Avenue and Teak Close  
Eco Park  
Centurion  
0157  
Ikheli Leposi: PO Box 11011  
Zwartkop  
00  
Inombolo yocingo: 012 748 9600  
Inombolo yefeksi: 012 748 9791  
Iwebhusayithi: [www.sefa.org.za](http://www.sefa.org.za)  
E-meyili: [paia@sefa.org.za](mailto:paia@sefa.org.za)

## 5. ISAKHIWO SOKUBUSA kwe-sefa



**6. IZINGXENYE ZE-sefa KANYE NOLWAZI LWESIGABA**

IZINGXENYE	AMAYUNITHI EBHIZINISI	Izigaba zolwazi
<p><b>Ukubolekisa Okuqondile:</b> Lo mkhakha ubhekene nokuphathwa kokubolekisa okuqondile. Lokhu kuzobandakanya izicelo, ukuvunywa kanye nokukhokhwa kwezimali</p>	<ul style="list-style-type: none"> <li>• Ukubolekisa Okuqondile</li> <li>• Ngemuva Kokutshalwa Kwezimali kanye Nokuqapha</li> </ul>	<ul style="list-style-type: none"> <li>• Isicelo seklayenti kanye nohlelo lwebhizinisi</li> <li>• Isheduli yokukhokha</li> <li>• Inkontilaki yeklayenti (isivumelwano esisemthethweni)</li> <li>• Ulwazi lweklayenti lwe-FICA</li> </ul>
<p><b>Ukubolekisa Kwasewuliseli</b> Lo mkhakha ubhekene nokuphatha ukwebolekisa endaweni yewuliseli. Lokhu kuzobandakanya izicelo, ukuvunywa kanye nokukhokhwa kwezimali</p>	<ul style="list-style-type: none"> <li>• Amabhizinisi Amancane naPhakathi Nendawo</li> <li>• Ezezimali ezincane</li> <li>• Amadlelandawonye</li> <li>• Imizamo Ehlanganyelwe</li> <li>• Izinguquko Zomhlaba</li> <li>• Ngemuva Kokutshalwa Kwezimali kanye Nokuqapha</li> </ul>	<ul style="list-style-type: none"> <li>• Isicelo seklayenti</li> <li>• Imemorandamu Yesivumelwano</li> <li>• Isivumelwano Sokungadaluli</li> <li>• Isheduli yokukhokha</li> <li>• Inkontilaki yeklayenti (isivumelwano esisemthethweni)</li> <li>• Ulwazi lweklayenti lwe-FICA</li> </ul>
<p><b>Ingozi Yebhizinisi</b> Lo mkhakha ubhekene nokunakekela iphrofayili yengozi eyamukelekile lapho yeseka ukwamukelwa kwezemali okufanele kanye nezimbuyiselo zentuthuko ngokusebenzisa izinqubomgomo zokubhekela ingozi, izinhlelo kanye nezinhlaka</p>	<ul style="list-style-type: none"> <li>• Ukubhekela Ingozi</li> <li>• Ukubhekela Ukuhambisana</li> <li>• Ukubhekela Ingozi Yesikweletu</li> <li>• Ukusebenza Nokuhlela kabusha</li> </ul>	<ul style="list-style-type: none"> <li>• Uhlelo lokubhekela ingozi yebhizinisi</li> <li>• Uhlelo lokubhekela ukuqhubeka kwebhizinisi lenkampani</li> <li>• Uhlelo lokubhekela ingozi yebhizinisi</li> <li>• Ukuhlolwa kwengozi yesikweletu</li> <li>• Ulwazi lokubhekela iminikelo</li> </ul>
<p><b>Uphiko Lomabhalane Benkampani</b> Lona ngumkhakha obhekele ukuqinisekisa ukuphathwa kwenkampani ngaphakathi e-sefa.</p>	<ul style="list-style-type: none"> <li>• Ukuphathwa Kwemibhalo Namarekhodi</li> <li>• Uphiko Lomabhalane Benkampani</li> </ul>	<ul style="list-style-type: none"> <li>• Isakhiwo senhlangano</li> <li>• Imemorandamu yokuhlanganyela</li> <li>• Isivumelwano sabanikazi bamasheya</li> <li>• Amaminithi amakomiti abaphathi</li> <li>• Inqubomgomo kanye nezinqubo ze-DRM</li> <li>• Uhlelo lwamafayili</li> <li>• Irejista yokushabalalisa</li> <li>• Amasheduli okugcina</li> <li>• Izicelo zokufinyelela olwazini</li> <li>• Imibiko ye-PAIA</li> </ul>

IZINGXENYE	AMAYUNITHI EBHIZINISI	Izigaba Zolwazi
<p><b>Imisebenzi Yomthetho</b> Lo mkhakha uhlinzeka ngezixazululo zomthetho eziphelele (kubandakanya ukwenziwa kwezivumelwano, imiyalelo yokuxoxisana kanye nokwenza izindlela zokudliwa kwempahla) okuhlangabezana nezidingo zamaklayenti <b>e-sefa</b> futhi kwenze ukuthi <b>i-sefa</b> ukuthi ifeze igunya layo ngendlela eqinisekisa ukuhambisana nomthetho lapho inciphisa izingozi futhi ivikela izintshisekelo <b>ze-sefa</b></p>	<ul style="list-style-type: none"> <li>• Imisebenzi Yomthetho</li> </ul>	<ul style="list-style-type: none"> <li>• Iziqubomgomo kanye neziqubo zomthetho</li> <li>• Izivumelwano</li> <li>• Ukukhokha komphakathi kanye nezivumelwano</li> </ul>
<p><b>Ukucwaningwa Kwamabhuku Kwangaphakathi</b> Lo mkhakha usebenza njengesiqiniseko esizimele esinenhloso kanye nomsebenzi wokubonisana owenzelwe ukwengeza ukubaluleka nokwenza ngcono imisebenzi <b>ye-sefa</b>. Kusiza <b>i-sefa</b> ukuthi ifeze izinjongo zayo ngokuletha indlela ehlelekile nelawulekayo yokuhlola nokwenza ngcono ukusebenza ngempumelelo kwezinhlelo zokulawula nezokubusa.</p>	<ul style="list-style-type: none"> <li>• Ukucwaningwa Kwamabhuku Kwangaphakathi</li> </ul>	<ul style="list-style-type: none"> <li>• Umqulu Wokucwaningwa Kwamabhuku Kwangaphakathi</li> <li>• Iziqubo</li> <li>• Izinhlelo zokucwaningwa kwamabhuku</li> <li>• Imibiko Yokucwaningwa kwamabhuku</li> </ul>
<p><b>Umcebo Ongabantu</b> Lo mkhakha ubhekene nomsebenzi wokwenza, ukusebenzisa kanye nokuqapha amasu okuphatha abantu. Inhloso yoMcebo Ongabantu wukuqinisekisa ukuthi <b>i-sefa</b> inokungenelela, izinqubomgomo kanye nemikhuba yokuphatha abantu eqhubekela phambili ukuyakha ukuthi ibe yinhlangano esebenza ngempumelelo nakahle.</p>	<ul style="list-style-type: none"> <li>• Ukuphathwa Komcebo Ongabantu</li> <li>• Ukufunda Nentuthuko</li> <li>• Ubudlelwano Babasebenzi</li> <li>• Ukuphathwa Kwezindawo Zokusiza</li> </ul>	<ul style="list-style-type: none"> <li>• Iziqubomgomo kanye neziqubo</li> <li>• Ukurekhodwa kokufunwa kwabasebenzi nokukhetha</li> <li>• Imiyalelo yeGanishi</li> <li>• Iziqubo zokuqondisa izigwegwe</li> <li>• Isivumelwano sokuhlonishwa kweZinyunyana Zohwebo</li> <li>• Umbiko wobulungiswa emsebenzini</li> <li>• Umbiko wokuthuthukiswa kwamakhono</li> </ul>
<p><b>Ezezimali</b> Lo mkhakha ubhekene nomsebenzi wokuphathwa kwezimali jikelele <b>e-sefa</b>, kubandakanya ukusetshenziswa kwamathranzekshini ezezimali nokubika.</p>	<ul style="list-style-type: none"> <li>• Ukuphathwa Kwamabhuku Ezezimali</li> <li>• Ukuphathwa Kwezezimali</li> <li>• Ukuphathwa Kochunge Lokuthola Impahla</li> <li>• Ukuphathwa Kwempahla</li> </ul>	<ul style="list-style-type: none"> <li>• Iziqubomgomo kanye neziqubo</li> <li>• Umbiko wokukhokha</li> <li>• Izitatimende Zomuntu okweletayo</li> <li>• Izitatimende Zomuntu okweletwayo</li> <li>• Izitatimende zezezimali</li> <li>• Ama-invoyisi omnikezeli wempahla</li> <li>• Izivumelwano zezinga lomsebenzi lomnikezeli wempahla</li> <li>• Ubufakazi bokukhokha</li> <li>• Ulwazi lomnikezeli wempahla</li> <li>• Ukubhalwa kokuthengwa kwempahla</li> <li>• Ulwazi lokuphatha impahla</li> </ul>
<p><b>Ubuchwepheshe Bezokwazisa</b> Lo mkhakha ubhekela umsebenzi wokuqinisekisa ukuthi imiphambo yokuxhumana kanye nobuchwepheshe be-sefa kusebenza ngempumelelo.</p>	<ul style="list-style-type: none"> <li>• Izicelo Zebhizinisi</li> <li>• Ukuthuthukiswa Kwezinhlelo</li> <li>• Ukuphathwa Kwezinhlelo</li> </ul>	<ul style="list-style-type: none"> <li>• Iziqubomgomo kanye neziqubo</li> <li>• Izivumelwano Zezinga Lesevisi</li> <li>• Amarekhodi ezingcingo</li> <li>• Imibiko yokulandela imikhondo yokucwaningwa kwamabhuku</li> </ul>

IZINGXENYE	AMAYUNITHI EBHIZINISI	Izigaba Zolwazi
<b>Isu, Ukuhlela Ibhizinisi Nokubika</b> Lo mkhakha ubhekene nomsebenzi wokuqondisa, ukuthuthukisa kanye nokuqapha isu <b>le-sefa</b> .	<ul style="list-style-type: none"> <li>• Ukuhlela kanye Nokubika Kwenkampani</li> <li>• Ukuphathwa Kwamaphrojekthi</li> <li>• Ukuphathwa Kocwaningo kanye Nolwazi</li> </ul>	<ul style="list-style-type: none"> <li>• Izinqubomgomo kanye nezinqubo</li> <li>• Uhlelo Lwenkampani</li> <li>• Imibiko yokwenza umsebenzi</li> <li>• Isu lokukala ukuhambisana kwemisebenzi nezinhloso zebhizinisi (Balanced Score Card)</li> <li>• Amaphepha ocwaningo</li> </ul>
<b>Ubudlelwano Bababambiqhaza kanye Nokuxhumana</b>	<ul style="list-style-type: none"> <li>• Ukwenza uphawu kanye Nokwehluka Kwenkampani</li> <li>• Ukuxhasa kanye Nemibukiso</li> <li>• Izehlakalo zokumaketha ngokuya emphakathini</li> </ul>	<ul style="list-style-type: none"> <li>• Izinqubomgomo kanye nezinqubo</li> <li>• Isitatimende sazezindaba</li> <li>• Ukuxhasa</li> <li>• Umsebenzi obhekene nenkampani emphakathini</li> <li>• Umbiko wonyaka</li> <li>• Izinkulumo ezenziwa ngabaphathi</li> </ul>

## 7. INCWADI ESEMTHETHWENI YEKHOMISHINI YAMALUNGelo ABANTU YASENINGIZIMU AFRIKA

Ulwazi olukuleli bhukwana lungatholakala kuKhomishini Yamalungelo Abantu BaseNingizimu Afrika (South African Human Rights Commission-SAHRC). Isigaba 10 soMthetho sidinga ukuthi i-SAHRC ukuthi ishicilele Incwadi enolwazi oludingwa ngumuntu ngokuzwakalayo ofuna ukusebenzisa noma ukuvikela nanoma yiliphi ilungelo ngokwalo Mthetho. Incwadi inolwazi olulandelayo:

### Izinto zoMthetho

- Imininingwane yabasebenzi bezokwazisa bomgwamanda womphakathi;
- Imininingwane yomgwamanda womphakathi;
- Indlela nesimo sezicelo zokufinyelela olwazini oluphethwe ngumgwamanda womphakathi;
- Usizo okufanele luhlinzekwe ngabasebenzi bezokwazisa kanye neKhomishini Yamalungelo Abantu ngokoMthetho;
- Amakhambi asemthethweni maqondana namalungelo kanye nezibopho, izenzo kanye nokweqiwa kubandakanya ukudluliswa kwezicelo kwangaphakathi kanye nezinhlelo zasenkantolo;
- Isheduli yezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela olwazini; kanye neZimiso Zomthetho ngokoMthetho;



## Imibuzo emaqondana nencwadi ingabhekiswa ku-SAHRC, imininingwane yokuxhumana yilena:

Ikheli Leposi: South African Human Rights Commission  
Promotion of Access to Information Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Ucingo: Ifeksi: (011)484-8300 (011)484-

Iwebhusayithi 0582

E-meyili: [www.sahrc.org.za](http://www.sahrc.org.za)  
[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### 8. ULWAZI OLUTHOLAKALA NGOKUZENZEKELAYO - ISIGABA 15 (I) (A) ISIMISO SOMTHETHO 5 A

Lonke ulwazi olutholakala kuwebhusayithi yethu <http://www.sefa.org.za> ludalulwe ngokuzithandela. Ulwazi/amarekhodi alandelayo angatholakala ngokuzenzakalela ngaphandle kwesicelo esisemthethweni:

- amabhrosha okumaketha **e-sefa**;
- Isakhiwo senhlangano, inhlosongqangi, umbono kanye nemisebenzi yeminyango ehlukahlukene ye-**sefa**; kanye
- neMibiko Yonyaka

### 9. ULWAZI OLUNGATHOLAKALI NGOKUZENZEKELAYO

**I-sefa** kungenzeka, kwezinye izikhathi, yenqabe ukuthi kufinyelelwe kumarekhodi ngananoma yiziphi izizathu ezishiwo kuSahluko 4 seNgxenye 3 yoMthetho kanje:

- ukufinyelela kungaholela ekudalulweni okungenamqondo kolwazi lomuntu siqu ngomunye umuntu;
- isidingo sokuvikela ulwazi lokuhweba lomunye umuntu noma lwe-**sefa**;
- isidingo sokuvikela ulwazi lomunye umuntu oluyimfihlo;
- isidingo sokuvikela ukuphepha kwabantu ngabanye kanye nokuvikela impahla;
- ukuthi irekhodi linolwazi oluyimfihlo lenhloso yezinqubo zomthetho; kanye
- nesidingo sokuvikela ulwazi locwaningo lomunye umuntu noma lwe-**sefa**;

## **10. ULWAZI OLUTHOLAKALA NGOKWEZINYE IZIMISO ZOMTHETHO**

Lapho kusebenza khona emisebenzini yethu, ulwazi luyatholakala futhi ngokuhlinzeka okuthize kwemithetho elandelayo:

- Imibandela Eyisisekelo Yomthetho Womsebenzi Nombolo 75 ka-1997 (Basic Conditions of Employment Act No. 75 of 1997)
- Umthetho Wezinkampani Wokuthuthukiswa Kwezimboni 22 ka-1940 (Industrial Development Corporation Act 22 of 1940)
- Umthetho Wokuxhumana Nge-elektronikhi kanye Namathranzekshini Nombolo 25 ka-2002 (Electronic Communications and Transactions Act No.25 of 2002)
- Umthetho Wesikhungo Sempahla Eyimali Nombolo 32 ka-2001 (Financial Intelligence Centre Act No. 32 of 2001)
- Umthetho Wezempilo Nokuphepha Emsebenzini Nombolo 85 ka-1993 (Occupational Health and Safety Act No. 85 of 1993)
- Umthetho Wokulimala Nezifo Ezitholakala Emsebenzini Nombolo 130 ka-1993 (Occupational Injuries and Diseases Act No. 85 of 1993)
- Umthetho Wesinxephezelo Sokulimala Nezifo Ezitholakala Emsebenzini Nombolo 130 ka-1993 (Compensation of Occupational Injuries and Diseases Act No. 130 of 1993)
- Umthetho Wemibhalo Eyoqoqwe Nesevisi Yamarekhodi Kazwelonke WaseNingizimu Afrika Nombolo 43 ka-1996 (National Archives and Records Service of South Africa Act No. 43 of 1996)
- Umthetho Wokuphathwa Kwezimali Zikahulumeni Nombolo 1 ka-1999 (Public Finance Management Act No. 1 of 1999)
- Umthetho Wokukhuthaza Ukufinyelela Olwazini Nombolo 2 ka-2000 (Promotion of Access to Information Act No. 2 of 2000)
- Umthetho Wokuvikela Ukubusa Ngokwentando Yeningi Komthethosisekelo okulwa Nemisebenzi Yobuphekula Nehambisana nayo
- Nombolo 33 ka-2004 (Protection of Constitutional Democracy against Terrorist and Related Activities Act No. 33 of 2004) kanye
- Umthetho Wokuvimbela Ubugebengu Obuhleliwe Nombolo 121 ka-1998 (Prevention of Organised Crime Act No. 121 of 1998)
- Umthetho Wentuthuko Nombolo 22 ka-1940 (Development Act No. 22 of 1940)
- Umthetho Wobudlelwano Emsebenzini Nombolo 66 ka-1995 (Labour Relations Act No. 66 of 1995)
- Umthetho Wobulungiswa Emsebenzini Nombolo 55 ka-1998 (Employment Equity Act No. 55 of 1998)
- Umthetho Wentela Ngemali Engenayo Nombolo 58 ka-1962 (Income Tax act No. 58 of 1962)
- Umthetho Wokuthuthukisa Amakhono Nombolo 9 ka-1999 (Skills Development Act No. 9 of 1999)
- Umthetho Wentela Eyengezwa Enanini Lentengo Nombolo 89 ka-1991 (Value Added Tax Act No. 89 of 1991)

## **11. ULWAZI OLUTHOLAKALA NGOKOMTHETHO NGESIHLOKO/NGEBHIZINISI**

NgokoMthetho ulwazi oluthize kufanele lutholakale ngesicelo esivela kumalungu omphakathi kulandelwa izinqubo ezithize ezidingwa nguMthetho futhi kungenzeka kwaliwe ukudalula ngezikhathi ezithize. Ulwazi olulandelayo lungatholakala kuphela ngokusebenzisa isicelo esisemthethweni:

**Izimali kanye namarekhodi okuphathwa kwezimali okuphathelene nezigaba ezilandelayo: -**

- Ukukhokhwa Kokubika Ngama-Akhawunti Okuphathwa Kokheshe Okubika Ngezimali
- Izindleko Zokuphathwa Kwezimali
- Ukukhokhiswa intela.

- Ukutshalwa Kwezimali Kuzimakethe Zemali
- Ukuhamba - ukuphendula ngezindaba zonke eziphathelene nokuhamba
- Ukubika NgeLeja Ejwayelekile
- Ukubika Komthetho

### **Amarekhodi Ezidingongqangi Ezingabantu okuphathelene nezigaba ezilandelayo-**

- Ukufunwa Kwamathalente
- Ukuphathwa Kwamathalente Ukufunda Nentuthuko (Kugxilwe Ngaphakathi)
- Ukwenziwa Komsebenzi Wokufunda Nokuthuthukisa Amaklayenti Amathuluzi Okuphatha Ukwenziwa Komsebenzi Ukuphathwa Kolwazi
- Imisebenzi Eshiyelwanayo Yomcebo Ongabantu kanye noKudiliva
- Ubudlelwano Babasebenzi
- Iholo Nezinzuzo
- Ubulungiswa Emsebenzini kanye Nokuphatha Ukwehlukahlukana
- Ipholisi yesikhwama somhlalaphansi

### **Izindaba Zokumaketha Nezenkampani**

- Ukuxhasa, Imibukiso kanye Nezehlakalo Zokumaketha Kokuya Ebantwini
- Ukwenza uphawu kanye nomazisi wenkampani
- Impahla yokukhuthaza, kubandakanya amabhrosha

### **Amarekhodi Omshuwalense**

- Amapholisi omshuwalense athathelwe ukusiza i-**sefa** nabasebenzi bayo

### **Impahla Enganyakazi Nenyakazayo**

- Amatayitela ayo yonke impahla enganyakazi okungeye-**sefa**;
- Izivumelwano zelisi noma ukuthengiswa komhlaba noma izimpahla ezinganyakazi yi-**sefa**;
- Izivumelwano zelisi yempahla enyakazayo yi-**sefa**;
- Amabhondi ezindlu, ilungelo lokugcina impahla yomunye umuntu aze aqede ukukhokha isikweletu, amabhondi okuvikela noma inzalo yokuvikela empahleni;
- Izivumelwano zokuthengengisa ngesikweletu kanye nezivumelwano zokuthenga ngokuthenga kokuqasha; kanye
- Nezinye izivumelwano zokuthenga, ukuthengisa okujwayelekile, ukuthengisa okunemibandela, kanye nokuqashwa kwezimpahla.

### **Izinhlelo Zekhompuyutha kanye naMaphrogremu Ekhompuyutha**

- Izivumelwano eziphathelene nezinhlelo zekhompuyutha kanye namaphrogremu ekhompuyutha; kanye
- Neminye imibhalo ephathelene nezinhlelo zekhompuyutha kanye namaphrogremu ekhompuyutha ephethwe yi-**sefa**.

### **Ezinye Izivumelwano ze-sefa**

- Izimalimboleko ezivela kwabanye abantu (kubandakanya amabhange); Izimalimboleko eziya kwabanye abantu;
- Izivumelwano zokuqinisekisa;
- Izivumelwano zokuvikela, iziqinisekiso kanye nokuvikeleka;

- Izivumelwano ezibeka ingcindezi emisebenzi yokuhweba ye-**sefa**;
- Izivumelwano ze-ejensi, zabaphathi nokuhambisa;
- Izivumelwano zokumaketha;
- Imibandela ejwayelekile yebhizinisi kanye nezinkontileka zesimo esejwayelekile;
- Izivumelwano lapho i-**sefa** ihlanganyela emizameni ehlanganyelwe, kumakhonsothiyamu, ekubambisaneni, ezinhlangothini ezihlanganisiwe kanye nezingahlanganyelwe;
- Izivumelwano nabanikezeli bempahla be-**sefa**;
- Izivumelwano namakhasimende e-**sefa**; Izivumelwano zemfihlo kanye nokungadaluli; Ezinye izinzalo kanye nokutshalwa kwezimali kwe-**sefa**; Izivumelwano nezinhlangano zamazwe angaphandle; kanye
- Nemibhalo ephathelene nezintshisekelo zamazwe angaphesheya kwezilwandle kanye nokutshalwa kwezimali ze-**sefa**.

### Izincwadi Zokuxhumana kanye Nemibiko Yangaphakathi

- Izincwadi zokuxhumana kanye nemibiko yangaphakathi ye-**sefa**.

### Ulwazi Oluphathelene Nezinqubo Zomthetho

- Amarekhodi aphathelene nezinqubo zomthetho ezibandakanya i-**sefa**.

### Ucwaningo, Ulwazi Lwesayensi Nobuchwepheshe lwe-Sefa

- Imibhalo ephathelene nocwaningo olwenziwa yi-**sefa**;
- Imibiko yocwaningo elungiswe yi-**sefa**; kanye
- noLwazi lwesayensi kanye/noma lobuchwepheshe oluphethwe yi-**sefa**.
- Umtapo wolwazi **we-sefa**uneqoqo lezinqwadi, amajenali e-inthanethi, uhlu lwamagama oluku-elektroniki, ama-CD-ROM kanye nempahla ephathelene nebhizinisi le- **sefa**.

## 12. INQUBO YOKUCELA UKUFINYELELA OLWAZINI

Uma ufuna ukufinyelela kunanoma yisiphi sezigaba ezingenhla zolwazi, kudingeka ugqwalise ifomu lesicelo njengoba lishiwo kusithasiselo A lapha. La mafomu ayatholakala:

- **ku-sefa** Umsebenzi Wezokwazisa (imininingwane yakhe *isesigabeni 3* saleli bhukwana);
- Iwebhusayithi ye-SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za))
- Iwebhusayithi yoMnyango Wezobulungiswa Nentuthuko Yomthethosisekelo ([www.doj.gov.za](http://www.doj.gov.za)).

Uma seligqwalisiwe, ifomu kufanele lidluliselwe ePhinini Lomsebenzi Wezokwazisa. Igama, ikheli kanye nemininingwane yokuxhumana nePhini Lomsebenzi Wezokwazisa kufakiwe kusigaba 4 saleli bhukwana

Izimali ezishiwo ngokomthetho ziyasebenza ekuceleni nasekufinyeleleni olwazini ngokoMthetho futhi ikhokhwa ngaphambi kwesikhathi. Imininingwane yalezi zimali *isesigabeni 19* saleli bhukwana.

Izimali ezengeziwe zingashiwo yisimiso somthetho sokuhlenganisa ulwazi kanye nanoma yiziphi ezinye izinhlawulo zokuphatha.

Ukufinyelela olwazini ngokwe-PAIA akusikhona okuzenzelayo; ilungelo okufanele umuntu ocelayo afune ukulisebenzisa noma ukuvikela kufanele likhonjwe futhi kunikezwe izizathu zaleso sicelo.

Umuntu ofake isicelo uzokwaziswa ngendlela ekhonjiswe kufomu yesicelo ngemiphumela yesicelo, **i-sefa** kungenzeka isivume noma isale isicelo.

### 13. UMUNTU OCELA ULWAZI LWAKHE SIQU

Umuntu ocela ulwazi lwakhe siqu ngumuntu ofuna ukufinyelela erekhodini olinolwazi lomuntu ocelayo siqu.

**I-sefa** ngokuzithandela izonikeza ulwazi oluceliwe, noma inikeze ukufinyelela kunanoma yiliphi irekhodi elimaqondana nolwazi lomuntu ocelayo siqu. Kuzokhokhiswa imali eshiwo ngokuphinde kukhiqizwe ulwazi oluceliwe.

### 14. UMUNTU OCELAYO

Umuntu ocelayo (ngaphandle komuntu ocela ulwazi lwakhe siqu) unelungelo lokucela ukufinyelela olwazini lwabanye abantu. Kodwa-ke, **i-sefa** ayinaso isibopho sokuthi inikeze ukufinyelela ngokuzenzekelayo kulolo lwazi. Umuntu ocelayo kufanele agcwalise ifomu elishiwo lokufinyelela ngokoMthetho, kubandakanya inkokhelo yesicelo kanye nemali yokufinyelela.

### 15. ISICELO

Isicelo sokufinyelela erekhodini kufanele senziwe efomini elishiwo ngokusemthethweni (elifakwe lapha njengeSithasiselo A) kuMsebenzi Wezokwazisa ekhelini lakhe, enombolweni yefeksi noma ekhelini le-imeyili ngokweSigaba 18 soMthetho, njengoba kushiwo kuleli bhukwana. Umuntu ofaka isicelo kufanele anikeze imininingwane eyanele efomini lokufaka isicelo ukuze umsebenzi we-**sefa** ezokwazi ukukhomba irekhodi eliceliwe kanye nomuntu ocelayo.

Lapho egcwalisa ifomu ebekiwe, umuntu ocelayo kufanele akhombise futhi:-

- ulimi lwerekhodi olufunwayo, uma lukhona; kanye
- nenombolo yefeksi noma ikheli leposi noma ikheli le-imeyili.
- Uma isicelo senziwe egameni lomunye umuntu, umuntu ocelayo kufanele alethe ubufakazi besikhundla umuntu ocelayo enza ngaso isicelo ukuthi anelise Umsebenzi Wezokwazisa.
- Uma umuntu ngamunye engakwazi ukugcwalisa ifomu elibekiwe ngenxa yokuthi akakwazi ukufunda nokubhala noma yokukhubazeka, lowo muntu angenza isicelo ngomlomo.

Ifomu kufanele ligcwaliswe ngokwanele, libe nemininingwane eyanele ukuze umsebenzi we-**sefa** ezokhomba okulandelayo:

- igama nekheli lomuntu ocelayo;
- incazelo yerekhodi elicelwayo (yamarekhodi acelwayo); kanye
- nemali yokufinyelela esebenzayo uma kwenzeka ukufinyelela kunikezwa.

Ifomu elibekiwe eligcwalisiwe kufanele likhelwe liye kuMsebenzi Wezokwazisa bese lithunyelwa ku-**sefa** nge-imeyili, ngefeksi. Umuntu ocelayo kufanele akhokhe imali ebekiwe, ngaphambi kokuthi kwenziwe nanoma yikuphi kokunye ukusetshenzwa.

### 16. IZIMALI

Umthetho uhlinzekela izinhlobo ezimbili zezimali, okuyilezi:

- imali yesicelo, okuzoba imali elinganisiwe; kanye
- nemali yokufinyelela, okufanele ibalwe kuthathelwa ezindlekweni zokuphinda kukhiqizwe, izindleko zokufuna kanye nokulungisa, kanjalo nezindleko zokuposa.

Uma isicelo sesitholwe nguMsebenzi Wezokwazisa, ngenothisi, uzodinga ukuthi umuntu ocelayo, ngaphandle komuntu ocela ulwazi lwakhe qobo, akhokhe imali yesicelo ebekiwe (uma ikhona), ngaphambi kokuqhutshekwa nokusetshenzwa kwesicelo.

Uma ukufunwa kwerekhodi sekwenziwe kanye nokulungiselelwa kwerekhodi ukuthi lidalulwe, kubandakanya ukwenza amalungiselelo okulenza ukuthi litholakale ngesimo elicelwe ngaso, kudinga amahora angaphezu kwamahora abekiwe kuzimiso zomthetho ngale nhloso, Umsebenzi Wezokwazisa kufanele azise umuntu ocelayo ukuthi akhokhe njengediphozithi ingxenye ebekiwe yemali yokufinyelela ezokhokhwa uma isicelo sivunyiwe.

Umsebenzi Wezokwazisa kufanele alibambe irekhodi umuntu ocelayo aze azikhokhe izimali.

Umuntu ocelayo isicelo sakhe sokufinyelela erekhodini sivunyiwe, kufanele akhokhe izimali zokufinyelela zokuphinde kukhiqizwe nezokufuna kanye nezokulungisa, kanye nanoma yisiphi isikhathi esidingekayo esibonakalayo esingaphezulu kwamahora abekiwe okufuna nokulungisa irekhodi ukuze lidalulwe kubandakanya ukwenza amalungiselelo okwenza ukuthi litholakale ngesimo elicelwe ngaso.

Uma idiphozithi ikhokhiwe maqondana nesicelo sokufinyelela, esaliwe, kufanele-ke ukuthi Umsebenzi Wezokwazisa oqondene nalokhu abuyisele idiphozithi kumuntu ocelayo.

## 17. ISINQUMO

**I-sefa** ezinsukwini ezingama-30 zokwamukela isicelo, izonquma ukuthi ingabe iyasivuma yini noma iyasala isicelo bese inikeza isaziso esinezizathu ngalokho.

Yisikhathi esiyizinsuku ezingama-30 okufanele **i-sefa** inqume ngazo ukuthi ingabe iyasivuma yini noma iyasala isicelo, kungenzeka selulelwe kwesinye isikhathi esingekwe sibe ngaphezu kwezinsuku ezingama-30 uma isicelo kungesenani lolwazi elikhulu, noma isicelo sidinga ukufunwa kolwazi oluphethwe kwelinye ihhovisi le-**sefa** futhi ulwazi lungeke lukwazi ukuthi lutholakale ngokuzwakalayo esikhathini esiyizinsuku ezingama-30 zasekuqaleni, **i-sefa** izokwazisa umuntu ocelayo ngokumbhalela uma kuba nesidingo sokwelula isikhathi.

## 18. AMAKHAMBI OKUNGAHAMBISANI NOMTHETHO

Nanoma yimuphi umuntu ocelayo ongenelisekile ngananoma yisiphi isinqumo se-**sefa** maqondana nesicelo sokufinyelela erekhodini le-**sefa** angafaka ukudluliswa kwangaphakathi kwesicelo se-**sefa** noma aye eNkantolo Ephakeme noma enye inkantolo yesikhundla esifanayo ayofuna ukuthi kulungiswe. Uma umuntu ocelayo efuna ukuthi kufakwe ukudluliswa kwesicelo kwangaphakathi kufanele kufakwe ezinsukwini ezingama-60 zokuthola isaziso sokuthi isicelo sakhe asivunywanga noma ezinsukwini ezingama-30 uma kudingeka ukuthi isaziso siye komunye umuntu. Ukudluliswa kwesicelo kwangaphakathi kufanele kufakwe ngeFomu B elibekiwe kusithasiselo B.

## 19. IZIMALI EZIKHOKHWAYO NJENGOBA ZIBEKWE NGUMTHETHO

Imali yekhophi yebhukwana njengoba ishiwo kusigaba somthetho 5 (c) soMthetho u-R0.60 ngekhophi ngayinye yephepha eliwubukhulu obuwu-A4 noma ingxenye.

Imali yesicelo ekhokhwa ngumuntu ocelayo wonke, ngaphandle komuntu ocela ulwazi lwakhe siqu, eshiwo kusimiso somthetho 7(2) soMthetho iwu-R35.00.

Izimai zokuphinde kukhiqizwe ezishiwo kusimiso somthetho 7(2) soMthetho zikanje:

<b>Uhlobo lokuphinda ukhiqize</b>	<b>Inani lemali elibekiwe</b>
Ngefothokhophi ngayinye yekhasi eliwubukhulu obuwu-A4 noma ingxenye	R0.60
Ngekhophi ngayinye ephrintiwe yekhasi eliwubukhulu obuwu-A4 noma ingxenye-ke ekukhompuyutha noma eku-elektronikhi noma ifomu elifundekayo ngomshini	R0.40
Ikhophi eyisimo esifundeka ngekompuyutha ku-Compact disc	R40.00
Ukukhishelwa kwemibhalo yemifanekiso ebonakalayo, ngekhasi eliwubukhulu obuwu-A4 noma ingxenye	R22.00
Ngekhophi yemifanekiso ebonakalayo	R60.00
Ukukhishelwa kwemibhalo yerekhodi elilalelwayo, ngekhasi eliwubukhulu obuwu-A4 noma ingxenye	R 12,00
Ngekhophi yerekhodi elilalelwayo	R 17,00

Izimali zokufinyelela ezikhokhwa ngumuntu ofaka isicelo ezishiwo kusimiso somthetho 7(3) soMthetho zikanje:

<b>Uhlobo lokuphinda ukhiqize</b>	<b>Inani lemali elibekiwe</b>
Ngefothokhophi ngayinye yekhasi eliwubukhulu obuwu-A4 noma ingxenye	R0.60
Ngekhophi ngayinye ephrintiwe yekhasi eliwubukhulu obuwu-A4 noma ingxenye-ke ekukhompuyutha noma eku-elektronikhi noma ifomu elifundekayo ngomshini	R0.40
Ikhophi eyisimo esifundeka ngekompuyutha ku-Compact disc	R40.00
Ukukhishelwa kwemibhalo yemifanekiso ebonakalayo, ngekhasi eliwubukhulu obuwu-A4 noma ingxenye	R22.00
Ngekhophi yemifanekiso ebonakalayo	R60.00
Ukukhishelwa kwemibhalo yerekhodi elilalelwayo, ngekhasi eliwubukhulu obuwu-A4 noma ingxenye	R 12,00
Ngekhophi yerekhodi elilalelwayo	R 17,00

Ngananoma yisiphi isicelo esingadinga ngaphezu kwamahora ayisithupha ukufinyelela noma ukulungiselela ukudalula okukodwa kokuthathu kwemali yokufinyelela kukhokhwa njengediphozithi ekhokhwa ngumuntu ocelayo. U-R15,00 wehora ngalinye noma ingxenye yehora, kubandakanya ihora lokuqala, edingeka ngokuzwakalayo yalokho kufuna kanye nokulungiselela.

Kukhokhwa imali yokuposa ngempela uma ikhophi yerekhodi kufanele iposelwe kumuntu ocelayo.

**Isithasiselo A**

**IFOMU A**

**ISICELO SOKUFINYELELA KUREKHODI LOMGWAMANDA WOMPHAKATHI**

(Isigaba 18 (1) soMthetho Wokukhuthaza Ukufinyelela Olwazini, 2000 (Umthetho Nombolo 2 ka-2000)

[Isimiso Somthetho 6]

**OKOKUSETSHENZISWA YIHHOVISI KUPHELA**

Isicelo samukelwe ngu.....

(yisho irenki, igama nesibongo somsebenzi wezokwazisa/iphini lomsebenzi wezokwazisa) ngomhla ka-(usuku) e-  
..... (indawo)

Imali yesicelo (kunanoma yisiphi): .....R .....

Idiphozithi (uma ikhona):R .....

Imali yokufinyelela; R .....

ISIGNESHA  
WEZOKWAZISA/IPHINI  
WEZOKWAZISA

YOMSEBENZI  
LOMSEBENZI

**A. Imininingwane yomgwamanda womphakathi**

Umsebenzi Wezokwazisa/Iphini Lomsebenzi Wezokwazisa:

.....  
.....  
.....  
.....



**B. Imininingwane yomuntu ocela ukufinyelela erekhodini**

- (a) Kufanele imininingwane yomuntu ocela ukufinyelela erekhodini inikezwe ngezansi.
- (b) Kufanele kunikezwe ikheli kanye/noma inombolo yefeksi kuRiphabhliki lapho okufanele ulwazi luthunyelwe khona
- (c) Ubufakazi bamandla okwenziwe ngawo isicelo, uma bukhona, kufanele bufakwe.

Amagama aphelele kanye nesibongo: .....

Inombolo Kamazisi:.....

Ikheli Leposi:.....

Inombolo yefeksi:.....

Inombolo yocingo:.....

Ikheli le-emeyili: .....

Amandla okwenziwa ngawo isicelo, uma senzela omunye umuntu:.....

**C. Imininingwane yomuntu isicelo esenziwa egameni lakhe**

*Lesi sigaba kufanele sigcwaliswe KUPHELA uma isicelo solwazi senziwa egameni lomunye umuntu.*

Amagama aphelele kanye nesibongo:.....

Inombolo Kamazisi:.....

**D. Imininingwane yerekhodi**

*(a) Nikeza imininingwane egcwele yerekhodi okucelwe ukufinyelela kulo, kubandakanya inombolo yereferensi uma uyazi, ukwenza ukuthi irekhodi litholakale.*

1. Incazelo yamarekhodi noma ingxenye efanele yerekhodi:  
.....

2. Inombolo yereferensi, uma itholakala:  
.....

3. Nanoma yimiphi eminye imininingwane yerekhodi:  
.....

**E. Izimali**

- a) Isicelo sokufinyelela erekhodini, ngaphandle kwerekhodi elinolwazi lomuntu qobo olumaqondana*
- b) nawe, luzosetshenzwa kuphela ngemuva kokuba imali yesicelo seyikhokhiwe.*
- c) Uzokwaziswa ngenani lemali elidingekayo ukuthi likhokhwe njengemali yesicelo.*
- d) Imali ekhokhelwa ukufinyelela erekhodini kuncike esimeni ukufinyelela okudingeka ngaso kanye*
- e) nesikhathi esikahle esidingekayo ukuthi kufunwe futhi kulungiswe irekhodi.*
- f) Uma ukulungele ukuxolelwa enkokhelweni yananoma iyiphi imali, sicela usho isizathu sokuxolelwa.*

Izizathu zokuxolelwa zakha inkokhelo yezimali:

.....

.....

.....

.....

**F. Ifomu lokufinyelela  
erekhodini**

Uma uvinjelwa wukukhubazeka ukuthi ufunde, ubuke noma ulalele irekhodi ngesimo sokufinyelela esihlinzekiwe ku-1 ukuya ku-4 ngezansi, yisho ukukhubazeka kwakho futhi ukhombise ukuthi irekhodi lidingeka ngasiphi isimo.

Disability – Ukukhubazeka

Disability ..... ..... .....
---------------------------------------

Form in which record is required: ..... ..... .....
--

Form in which record is required –  
Isimo irekhodi elidingeka ngaso

Maka ibhokisi elifanele ngo- X

AMANOTHI:

- (a) Ukuhambisana nesicelo sakho sokufinyelela esimeni esishiwo kungancika esimeni irekhodi elitholakala ngaso.
- (b) Kungenzeka ukuthi ukufinyelela ngesimo esiceliwe kwaliwe kwezinye izimo ezithize. Kuleso simo uyokwaziswa uma ukufinyelela kuzonikwa ngesinye isimo.
- (c) Imali ekhokhelwa ukufinyelela erekhodini, uma ikhona, izonqunywa kancane yisimo ukufinyelela okucelwe ngaso.

**1. Uma irekhodi liyisimo esibhaliwe noma esiphrintiwe:**

Ikhophi  
yerekhodi\*

Ukuhlolwa  
kwerekhodi

**2. Uma amarekhodi enemifanekiso ebonakalayo -**

(Ilokhu kubandakanya izithombe, amasilayidi, ukuqoshwa kwamavidiyo, imifanekiso eyenziwe ngekhompiyutha, izikeshi, njll.)

Bheka  
imifanekiso

Ikhophi  
yemifanekiso'

Ukukhiphela  
imifanekiso\*

**3. Uma irekhodi linamagama arekhodiwe noma ulwazi olungaphinde lukhiqizwe ngomsindo:**

Lalela umucu womsindo  
(ikhasethi elilalelwayo)

Ukukhishelwa phansi komucu\* (umbhalo  
obhaliwe noma ophrintiwe)

**4. Uma irekhodi liphethwe ngekhompiyutha noma nge-elektroniki noma isimo esifundeka ngomshini:**

Ikhophi  
ephrintiwe  
yerekhodi

Ikhophi ephrintiwe yolwazi olutholakale erekhodini\*

YEBO

CHA

Uma ucele ikhophi noma ukukhishelwa phansi irekhodi (ngenhla), ufisa ukuthi ikhophi noma umbhalo okhishiwe uposelwe wona yini?

**Kukhokhwa imali yokuposa**

*Yazi ukuthi uma irekhodi lingatholakali ngolimi olufunayo, ukufinyelela kunganikwa ngolimi irekhodi elitholakala ngalo. Ungathanda ukulithola ngaluphi ulimi irekhodi? .....*

**G. Isaziso ngesinqumo maqondana nesicelo sokufinyelela**

*Uzokwaziswa ngokubhalelwa ukuthi ingabe isicelo sakho sivunyiwe yini/saliwe yini. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise indlela futhi uhlinzeke nangemininingwane edingekayo ukwenza ukuthi kuhanjswane nesicelo sakho.*

Ungathanda ukwaziswa kanjani ngesinqumo maqondana nesicelo sakho sokufinyelela erekhodini?

Kusayinwe e-..... ngalolu .....suku lomhla ka-..... 20.

**ISIGNESHA YOMUNTU OCELAYO/YOMUNTU ISICELO ESEZIWA  
EGAMENI LAKHE**

**Isithasiselo B**

**IFOMU B**

**ISAZISO SOKUDLULISWA KWESICELO KWANGAPHAKATHI**

(Isigaba 75 soMthetho Wokukhuthaza Ukufinyelela Olwazini, 2000 (Umthetho Nombolo 2 ka-2000))

[Isimiso Somthetho 8]

**YISHO INOMBOLO YAKHO YEREFERENSI:**

**QAPHELA:** Umuntu ofaka isicelo sokudluliswa kwesicelo kwangaphakathi kungenzeka ukuthi kudingeke ukuthi akhokhe imali yokudlulisa isicelo

Uma imali yokudlulisa isicelo ikhokhwa, isinqumo sokudluliswa kwesicelo kwangaphakathi kungenzeka kuhleliswe kuze kube imali ikhokhiwe

**A. Imininingwane yomgwamanda womphakathi**

Umsebenzi Wezokwazisa/Iphini Lomsebenzi Wezokwazisa

**B Imininingwane yomuntu ocelayo/yomunye umuntu ofaka ukudluliswa kwesicelo kwangaphakathi**

- (a) *Kufanele imininingwane yomuntu ofake isicelo sokudluliswa kwesicelo inikezwe ngezansi.*
- (b) *Ubufakazi bamandla okufakwe ngaso ukudluliswa kwesicelo, uma sikhona, kufanele bufakwe.*
- (c) *Uma umuntu okhalazayo kungomunye umuntu futhi hhayi umuntu obecele ulwazi ekuqaleni, imininingwane yomuntu ocelayo kufanele inikezwe ku-C ngezansi.*

Amagama aphelele kanye nezibongo:

Inombolo Kamazisi: .....

Ikheli Leposi:.....

Inombolo yefeksi .....

Inombolo yocingo:.....

Ikheli le-imeyili:.....

Amandla okwenziwa ngawo isicelo, uma senzelwa omunye umuntu:.....

**C. Imininingwane yomuntu ocelayo**

*Lesi sigaba kufanele sigcwaliswe KUPHELA uma omunye umuntu (ngaphandle komuntu ocelayo) edlulisa isikhalo ngaphakathi.*

Amagama aphelele kanye nesibongo:

Inombolo Kamazisi:

**D Isinqumo okudluliswe isicelo ngenxa yaso**

<i>Maka isinqumo okudluliswe ngaso isicelo ngenxa yaso ngo-X ebhokisini elifanele:</i>	
	Ukwaliwa kwesicelo sokufinyelela
	Isinqumo ngezimali ezishiwo ngokwesigaba 22 soMthetho
	Isinqumo maqondana nokwelulwa kwesikhathi okufanele kubhekwane ngaso nesicelo ngokwesigaba 26(1) soMthetho
	Isinqumo ngokwesigaba 29 (3) soMthetho sokwala ukufinyelela ngokwesimo esicelwe ngumuntu ocelayo
	Isinqumo sokuvuma isicelo sokufinyelela

**E. Izizathu zokudlulisa isicelo**

*Uma isikhala esihlinzekiwe singenele, sicela uqhubeke ekhasini eliseceleni bese ulifaka kuleli fomu. **Kufanele uwasayine wonke amakhasi engezayo.***

Yisho izizathu okuncikiswe kuzo ukudluliswa kwesicelo kwangaphakathi:

Yisho nanoma yiluphi olunye ulwazi okungenzeka kube ngolufanelekile ekucabangeni ngokudluliswa kwesicelo:

**F. Isaziso ngesinqumo sokudluliswa kwesicelo**

*Uzokwaziswa ngokubhalelwa ngesinqumo ngokudlulisa isicelo sakho kwangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise indlela futhi uhlinzeke nangemininingwane edingekayo ukwenza ukuthi kuhanjiswa nesicelo sakho.*

Yisho indlela: .....

Imininingwane yendlela..

Kusayinwe e- ..... ngalolu ..... suku lomhla ka-..... 20.

**ISIGNESHA YOMUNTU OKHALAZAYO**