agriculture

Department:
Agriculture
PROVINCE OF THE EASTERN CAPE

ISEBE LWEZOLIMO

Incwadana yoMthetho wokuKhuthaza ukuFikelela kuLwazi (i-PAIA)

Ilungiselelwe ngokweCandelo le-14 loMthetho wokuKhuthaza ukuFikelela kuLwazi, 2000 (uMthetho No.2 ka-2000 (njengoko ulungisiwe)

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1. INKCAZELO

Igama/ isishunqulelo	Ingcaciso
Isebe/ i-DOA	ISebe leMpuma Koloni lwezoLimo
I-IO	IGosa loLwazi
I-DIO	Isekela Gosa loLwazi
Intshayelelo	Isikhokelo se-PAIA soMlawuli woLwazi
I-HOD	Intloko yeSebe
Incwadana	Incwadana ye-DOA
U-MEC	Ilungu leBhunga leSigqeba esiLawulayo elijongene ne-DOA
I-PAIRS	Ukukhuthaza ukuFikelela kuLwazi
Iinkcukacha Zobuqu	iinkcukacha ezinxulumene nomntu obonakalayo, ophilayo, wemvelo njengoko kuchaziwe kwicandelo 1 le-PAIA
I-POPIA	uMthetho wokuKhusela iiNkcukacha zoBuqu, Nomb. 4 ka-2013
Umlawuli	Umlawuli woLwazi
Umfaki-sicelo	Nawuphi na umntu owenza isicelo sokufikelela kwirekhodi lelo ziko likarhulumente okanye umntu osebenza egameni lomntu owenza isicelo sokufikelela kwirekhodi

2. INJONGO YENCWADANA

Incwadana ye-PAIA iphuhliswa njengoxwebhu olukhokelayo kwaye iluncedo kuluntu:

2.1. Ukumisela uhlobo lweerekhodi ezinokufikeleleka kwi-DOA, ngaphandle kwesidingo sesicelo esisemthethweni se-PAIA;

2.2. ukuba baqonde ngendlela yokwenza isicelo sokufikelela kwirekhodi le-DOA;

2.3. ukufikelela kuzo zonke iinkcukacha zoqhagamshelwano ezibandakanyekayo zabantu abaya kuncedisa uluntu ngeerekhodi abazimisele ukufikelela kuzo;

2.4. ukuba lazi zonke izilungiso ezikhoyo ezivela kwi-DOA malunga nezicelo zokufikelela kwiirekhodi, phambi kokuya kuMlawuli okanye kwiiNkundla zaMatyala;

2.5. ukufumana ingcaciso malunga neenkonzo ezifumaneka kuluntu ezivela kwi-DOA, kunye nendlela yokufikelela kwezo nkonzo;

2.6. ukufumana ingcaciso yesikhokelo sendlela yokusebenzisa i-PAIA, njengoko ihlaziywe nguMlawuli kunye nendlela yokufikelela kuso;

2.7. lazi ukuba i-DOA iza kuzijonga nha iinkcukacha zomntu, injongo yokujongwa kweenkcukacha zomntu kunye nengcaciso yeendidi zedatha yomntu kunye nolwazi okanye iindidi zeenkcukacha ezinxulumene noko;

2.8. lazi ukuba i-DOA icwangcise ukudlulisela okanye ukuzijonga na iinkcukacha zomntu ezingaphandle kwiRiphabliki yoMzantsi Afrika kunye nabantu abafumana okanye iindidi zabantu abafumana iinkcukacha zomntu; kwaye

2.9. lazi ukuba i-DOA inamanyathelo afanelekileyo na okhuseleko ukuze kuqinisekiswe ukufihlwa, ukuthembeka kunye nokufumaneka kweenkcukacha zobuqu ekufuneka zijongwe.

3. UKUSEKWA KUNYE NOKUGUNYAZISWA KWE-DOA

Umyalelo wesebe uvela kwicandelo lama-27(1) (b) kunye nele-2 loMgaqo-siseko: "uthatha imithetho efanelekileyo kunye namanye amanyathelo, ngaphakathi kwizibonelelo zalo ezikhoyo, ukufezekisa inkqubela-phambili yelungelo (lomntu wonke) lokufikelela ekutyeni okwaneleyo". ISebe lePhondo leMpuma Koloni lwezoLimo liyinxalenye ebalulekileyo yeeNkonzo zikaRhulumente woMzantsi Afrika ezisekwe ngokwecandelo le-197 loMgaqo-siseko kwaye lifundwa necandelo lesi-7 (1) kunye nele-7 (2) loMthetho weeNkonzo zikaRhulumente ka-1994.

Icandelo loMgaqo-siseko woMzantsi Afrika le-197 (1) libonisa ukuba, kulawulo lukarhulumente kukho iinkonzo zikarhulumente weRiphablikhi ekufuneka zisebenze kwaye zakhiwe. Inyanzela ukuba iinkonzo zikarhulumente ziphumeze imigaqo-nkqubo karhulumente wangoku. UMgaqo-siseko woMzantsi Afrika ufuna ukuba amasebe karhulumente acwangcise iinkqubo zawo zokunikeza ngeenkonzo.

UMgaqo-siseko woMzantsi Afrika wahlula iinkonzo zophuhliso lwentlalo-noqoqosho zibe kwimimandla emithathu karhulumente: ummandla wesizwe, ummandla wephondo kunye nakummandla wengingqi. Umyalelo wooRhulumente bePhondo kukuqinisekisa ukunikezwa kweenkonzo kunye nenkxaso kuMmandla kaRhulumente weNgingqi.

Umyalelo wesebe kukuba:

- Ixhase kwaye ikhuthaze uphuhliso lwamashishini kwiindawo ezisemaphandleni kusetyenziswa i-Arhente yoPhuhliso lwamasePhandleni yeMpuma Koloni (i-ECRDA) njenge-arhente yokuphumeza iiProjekthi zeMpembelelo ePhezulu (i-HIPS) nezibonelela ngembuyekezo ephezulu kutyalo-mali;
- Iququzelele uPhuhliso lwasemaPhandleni olucwangcisa kwaye lulungelelanise imisebenzi yophuhliso lwasemaphandleni, ikhuthaze iindibano zoluntu, iqalise iinkqubo zokwakha izakhono, ixhase amashishini asemaphandleni kunye nemisebenzi yasemaphandleni engeyiyo eyasefama, yandise ukuthatha inxaxheba kwabantu basemaphandleni kunye neendibano kwezentlalo kunye nokutsala utyalo-mali lwasemaphandleni kunye nentsebenziswano, idlulisele abantu, ibeke esweni, ivavanye kwaye inike ingxelo;
- Idale imisebenzi yexesha elifutshane (iziseko zezolimo) ngeSibonelelo esiHlanganisiweyo samaPhondo kwiNkqubo yeMisebenzi yoLuntu eyaNdisiweyo (i-EPWP) kunye nangeNkqubo eXhasa eZolimo (i-CASP) esisibonelelo esinemiqathango;
- Yandise imveliso yezityalo kwaye iphucule imveliso;
- Isebenzise iinkqubo zokuxilonga zetheknoloji, ukuxilonga kunye nokuphanda malunga nezifo ezibalulekileyo zezilwanyana kuqoqosho lwephondo kunye nezifo ze-zoonotic ezinokubangela ubungozi kwimpilo yabantu;
- Kukuxhasa amaphulo ophuhliso lwabantu ukwenzela ukunyusa izakhono kwicandelo lezolimo kweli phondo ngokuphunyezwa kwesiCwangciso-qhinga seCandelo leMfundo kunye noQeqesho kwezoLimo;
- Yandise inkxaso yophando kubalimi bezorhwebo kunye nabasakhulayo ukunyusa iimveliso kunye nokuphucula ukufikelela kwiinkonzo zentengiso; kwaye,

- Ibonelele ngoqeqesho kwezolimo kubalimi bezorhwebo, kumafama asakhulayo, kubafundi bezolimo kunye nakubantu abahlala kwiindawo ezisemaphandleni.

UMBONO

Ezolimo ezizinzileyo kunye nemixokelelwane yexabiso lezolimo, eqhuba ukukhula koqoqosho olubandakanya wonke umntu kunye nokhuseleko lokutya kubo bonke. Imphumelelo ezinzileyo yezoLimo nokusetyenzwa kwezoLimo ngoqhagamishelwano/ imixokelelwano yexabiso eqhuba iquka ezoqoqosho ukukhula nokhuseleko lokutya kubantu bonke.

IINJONGO

Ukuqhuba ezoLimo ne agro-processing equka nentsebenziswano, ezinzileyo ne nobuchule kwizenzo zezoLimo, ukukhuthaza urhwebo lwelizwe kunye namazwe angaphandle acalanye ngorhwebo kumafama asakhasayo.

INDLELA ZOKUZIPHATHA

Ubunkokheli: Sikhokela ngokuhlonipha iinkolelo kunye neendlela zokuziphatha, kwaye sikhokela ngesidima kunye nokuhlonipha amalungelo abanye.

Ukunyaniseka & neNtembeko: Sizibophelele ukuba senze izinto elubala nabo bonke abachaphazelekayo.

Ukwenza izinto ezintsha: Sizibophelele ukugcina uphuhliso olutsha kwiinkalo ezifanelekileyo zobungcali kunye nokwenza izinto ezintsha ukuphumeza igunya leSebe.

4. UKWAKHIWA KWE-DOA

Ukwakhiwa kwe-DOA kuqulethe i-Ofisi eyiNtloko ebekwe eBhisho kunye nee-ofisi zengingqi ezi-6 (ezintandathu) ezibekwe koomasipala bengingqi abathandathu bephondo, kumaZiko oPhando kunye nakwiikholeji zoqeqesho/kumaZiko, amagama wazo angala:

ISithili sikaSarah Baartman

O.R. UDüsseldorf

Isithili saseJoe Gqabi

Isithili sikaChris Hani

Isithili Saseematole

Isithili saseAlfred Nzo

IZiko loPhando laseDohne

Ikholeji yezoLimo yaseTsolo

IZiko loQeqesho laseMpofu

ISebe lineeNkqubo eziPhambili ezi-8 kunye neenkqubo ezincinci ezingama-26 apho ungenelelo lonikezelo lweenkonzo lwenziwa khona

AmaScots • Iophysi ka-MEC • Ulawulo oluPhezulu • Iinkonzo zeNkampani • Ulawulo lwezeMali • Iinkonzo zoNxibelelwano
Ulawulo lweZibonelelo oluZinzileyo • Iinkonzo zobunjineli • Ukunyamekela Umhlaba • Ulawulo lokusetyenziswa komhlaba • Ulawulo loMngcipheko weNtlekele
Inkxaso kunye noPhuhliso loMvelisi wezoLimo • Ukuhlaliswa kwabalimi kunye noPhuhliso • Ulwandiso kunye neeNkonzo zeNgcebiso • Ukhuseleko lokutya
Iinkonzo zezilwanyana • Impilo yezilwanyana • Ulawulo lokuthumela ngaphandle

• Impilo yoLuntu ngakwiZilwanyana • Iinkonzo zeLebhu yeZilwanyana
Iinkonzo zoPhuhliso loPhando kunye nolweTekhnoloji • Uphando • Iinkonzo zokuhanjiswa kweTekhnoloji • Iinkonzo zeNkxaso yeZiseko
iiNkonzo zoQoqosho lwezoLimo • Uqoqosho lweMveliso kunye neNkxaso yeNtengiso • Inkxaso ye-Agro-Processing • Inkxaso ye-Macro-economic (uqoqosho kwinqanaba elincinci)
Imfundo kunye noQeqesho oluCwangcisiweyo kwezoLimo • Imfundo Ephakamileyo kunye noQeqesho • Uphuhliso lweZakhono kwezoLimo
Uphuhliso lwaseMaphandleni • Ukulungelelaniswa koPhuhliso lwaseMaphandleni • Ukuququzelela uluntu

5. IINKCUKACHA ZOQHAGAMSHELWANO ZE-DOA

IOFISI EYINTLOKO	
Idilesi yePosi	Исебе лезоЛи□ Ingxowa yabucala X0040 I-BHISHO 5606
Idilesi Yendawo	Umgangatho we-10 wesakhiwo saseDukumbana I-Independence Avenue I-BHISHO 5606

	I-imeyile: Chera-Lee.Oliver@ecagriculture.gov.za PAIA@ ecagriculture.gov.za POPIA@ ecagriculture.gov.za

6. IINKCUKACHA EZINGUNDOQO ZOQHAGAMSHELWANO

IGOSA LOLWAZI	IINKCUKACHA ZOQHAGAMSHELWANO
UMnu Bongiya Day INtloko yeSebe Isebo lezoM	Umgangatho we-10 wesakhiwo saseDukumbana I-Independence Avenue I-BHISHO 5606 Umnxeba: +27 (0) 40 602 5006/7 I-imeyile: Bongikaya.Dayimani@ecagriculture.gov.za Chera-Lee.Oliver@ ecagriculture.gov.za PAIA@ ecagriculture.gov.za
ISEKELA GOSA LOLWAZI	**IINKCUKACHA ZOQHAGAMSHELWANO**
Ms Sibongile Mzantsi Umcebisi oyiNtloko wezeMali Isebo lezoM	Umgangatho we-10 wesakhiwo saseDukumbana I-Independence Avenue I-BHISHO 5606 Umnxeba: +27 (0) 40 602 5011/2 I-imeyile: Sibongile.Mzantsi@ecagriculture.gov.za

6.1. Izicelo mazifakwe ngesandla okanye zithunyelwe nge-imeyili kwiGosa loLwazi le-DOA nakwiSekela Gosa loLwazi le-DOA elijongene nazo zonke izicelo egameni le-DOA.

6.2. Abafaki-zicelo bayakhuthazwa ukuba bathumele izicelo zolwazi nge-imeyile apho kunokwenzeka. Xa kusetyenziswa iinkonzo zeposi, kunyanzelekile ukuba kusetyenziswe iposi ebhalisiweyo. Kubalulekile ukuba ubungqina beposi ebhalisiweyo bugcinwe kwaye bunikezwe xa bucelwa.

6.3. Xa iileta zihanjiswa ngesandla, nceda uqinisekise ukuba iileta zifakwe isitampu kwaye ziyasayinwa e-DOA njengobungqina bokungeniswa kunye nomhla wazo.

7. INKQUBO YOKUFAKA ISICELO

7.1 Ungasenza njani isicelo sokufikelela kwirekhodi?

- Umfaki-sicelo kufuneka agcwalise ngokufanelekileyo **iFomu 2** neqhotyoshelwe **njengesiHlomelo A** aze ayingenise kwiGosa loLwazi (i-IO) kwidilesi ebhalwe kwiphepha lesi-11 elingentla, ukwenzela ukuba impendulo ithunyelwe kumfaki-sicelo.
- IGosa loLwazi kufuneka lincedise umfaki-sicelo, ukuba umfaki-sicelo ufuna uncedo ngenkqubo okanye ngokugcwalisa ifomu, kubandakanywa nabafaki-sicelo abangafundanga okanye abakhubazekileyo.
- Umfaki-sicelo kufuneka anikeze ngeenkcukacha ezaneleyo zolwazi olucelwayo kwifomu yesicelo ukuze iGosa loLwazi likwazi ukuchonga ulwazi okanye iirekhodi ezo kunye nomfaki-sicelo.
- Umfaki-sicelo kufuneka kwakhona abonise ukuba uyayifuna na ikopi yerekhodi okanye ukuba ufuna ukuza kwaye aphononongе irekhodi kwii-ofisi zeziko likarhulumente. Nangenye indlela, ukuba irekhodi ayilophepha ngoko ke inokujongwa ngendlela ecelwe ngayo, apho kunokwenzeka.
- Ukuba umfaki-sicelo ucela ukufikelela ngendlela ethile (umzekelo: ibe yikopi eliphepha, ikopi e-elektroniki, njl.njl.) ngoko ke umfaki-sicelo kufuneka afumane ukufikelela ngaloo ndlela acele ngayo. Oku kungenziwa, ngaphandle kokuba ukwenza njalo kuya kuphazamisa ngokungekho ngqiqweni ukuqhutywa kweziko

likarhulumente elichaphazelekayo, okanye konakalise irekhodi, okanye kwaphulwe ilungelo lokushicilela nangenalo urhulumente. Ukuba ngenxa yezizathu ezikhoyo ukufikelela akunakwenziwa ngendlela ekucelwe ngayo kodwa kunokwenziwa ngenye indlela, ngoko ke intlawulo kufuneka ibalwe ngokwendlela umfaki-sicelo acele ngayo kuqala.

- Ukuba, ukongeza kwimpendulo ebhaliweyo kwisicelo sabo serekhodi, umfaki-sicelo ufuna ukuxelelwa ngesigqibo nangayiphi na enye indlela, umz. ngomnxeba, oku kufuneka kuboniswe.
- Ukuba umfaki-sicelo ucela ulwazi egameni lomnye umntu, amandla kunye nobungqina begunya elo apho kwenziwe khona isicelo kufuneka buboniswe, kwaye bunikezwe ngendlela efanelekileyo ngokubhaliweyo.
- Umfaki-sicelo kufuneka abonise ukuba unqwenela ukwaziswa na ngesigqibo sesicelo ngendlela ethile kwaye kufuneka anikeze ngeenkcukacha.
- Isicelo masingabi seseerekhodi ezixhomekeke kwizizathu zokwaliwa njengoko kuchaziwe phantsi kweSahluko sesi-4 se-PAIA.
- IGosa loLwazi kufuneka lenze isigqibo kwiintsuku ezingama-30 emva kokufumana isicelo kwaye lazise umfaki-sicelo ngesigqibo.
- IGosa loLwazi linokwandisa ixesha leentsuku ezingama-30 kube kanye kangangeentsuku ezingama-30 ezongezelweyo. ISebe kufuneka lazise umfaki-sicelo ngolwandiso olunjalo kunye nezizathu zako.

7.1.1 ***Iziqhoboshelo ezifunekayo:***

Umfaki-sicelo kufuneka anikwe ukufikelela kwiirekhodi ze-DOA ukuba eso sicelo sihambelana **nazo zonke iimfuno zenkqubo**, ukuba nje ukufikelela kwelo rekhodi akwaliwa nangaziphi na izizathu njengoko kuchaziwe kwiSahluko sesi-4 se-PAIA .

7.1.2 **Ifomu 2** egcwalisiweyo **(Isihlomelo A).**

7.1.3 Ukuba isicelo senziwe egameni lomnye umntu okanye lequmrhu, ngoko ke ubungqina bamandla apho umfaki-sicelo enza eso sicelo, mabuqhotyoshelwe kwiFomu 2.

7.1.4 Ikopi eqinisekisiweyo yesazisi yomfaki-sicelo.

7.1.5 Ubungqina bokuhlawulwa kwemirhumo efunekayo.

7.2 *Imirhumo ehlawulelwa isicelo kunye nesaziso sesigqibo malunga nokufikelela.*

- Wonke umfaki-sicelo ongenguye umfaki-sicelo buqu kufuneka ahlawule umrhumo wesicelo oli-R100 (okanye njengoko unokutshintshwa amaxesha ngamaxesha ngesaziso esibhaliweyo) ngokubhekiselele kwisicelo ngasinye sokufikelela kulwazi okanye kwisibheno sangaphakathi esingeniswe kwiGosa loLwazi.
- IGosa loLwazi kufuneka lazise umfaki-sicelo (ngaphandle komfaki-sicelo buqu) ngesaziso, afune ukuba umfaki-sicelo ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona) phambi kokuqhubela phambili nesicelo.
- Umfaki-sicelo unokufaka isibheno sangaphakathi, apho kufanelekileyo, okanye isicelo enkundleni yamatyala ngokuchasene nethenda okanye nentlawulo yomrhumo.
- Emva kokuba uSekela Gosa woLwazi enze isigqibo ngesicelo, umfaki-sicelo kufuneka aziswe ngeso sigqibo ngendlela umfaki-sicelo awayecele ukwaziswa ngayo.
- Ukuba isicelo sivunyiwe, ngoko ke intlawulo engakumbi yokufikelela kufuneka ihlawulwe ngokuveliswa kwakhona, ngokukhangela kunye nangokulungiselela nalo naliphi na ixesha elifunekayo elingaphezu kweeyure ezimiselweyo zokukhangela kunye nokulungiselela irekhodi ukuze ichazwe.
- Ukufikelela kwirekhodi kuya kugcinwa de yonke imirhumo efanelekileyo ihlawulwe.

7.3 *Ukuvunywa okanye ukwaliwa kwesicelo*

Umfaki-sicelo kufuneka anikwe ithuba lokufikelela kwirekhodi leziko likarhulumente ukuba umfaki-sicelo uhambelana noku kulandelayo:

- Umfaki-sicelo uthobela zonke iimfuno zenkqubo ezikuMthetho onxulumene nesicelo sokufikelela kwelo rekhodi; kwaye
- Ukufikelela kwelo rekhodi akwaliwa ngazo naziphi na izizathu zokwala ezikhankanywe kuMthetho.

7.4 Izicelo ezenziwa ngomnxeba

Izicelo ezenziwa ngomnxeba zivumelekile ngokwalo Mthetho. Umfaki-sicelo, ongakwaziyo ukufunda okanye ukubhala okanye okhubazekileyo, unokwenza isicelo esinjalo kwiGosa loLwazi kwinombolo yomnxeba ebhalwe kule ncwadana. IGosa loLwazi

luya kuyigcwalisa le fomu egameni lomfaki-sicelo onjalo kwaye anike umfaki-sicelo loo fomu ayigcwalisileyo.

7.5 Irekhodi ezingenakufunyanwa okanye ezingekhoyo

Ukuba onke amanyathelo afanelekileyo athatyathiwe ukufumana irekhodi eliceliweyo kwaye kukho izizathu ezifanelekileyo zokukholelwa ukuba irekhodi lisezandleni ze-DOA kodwa lilahlekile okanye lonakele okanye alisekho, ngoko ke iGosa loLwazi kufuneka ngendlela yengxelo efungelweyo axelele umfaki-sicelo ukuba ukufikelela kwelo rekhodi akunakwenzeka.

Ingxelo efungelweyo kufuneka inike ingxelo epheleleyo yawo onke amanyathelo athatyathiweyo ukufumana irekhodi ekuthethwa ngalo okanye ukufumanisa ukuba ngaba irekhodi ikhona na, kuquka nokunxibelelana nomntu ngamnye othathe inxaxheba ekukhangeleni egameni leSekela Gosa loLwazi.

7.6 Ukulahlwa kweRekhodi

ISekela Gosa loLwazi linelungelo lokulahla ngokusemthethweni iirekhodi ezithile ngokwamagunya afunyenwe kwii-Archives and Records.

Igunya lokulahla: Eli ligunya elibhaliweyo elikhutshwe yi-Archivist yePhondo elichaza ukuba zeziphi iirekhodi ekufuneka zidluliselwe kwindawo yokugcina okanye elicacisa ukuba zeziphi iirekhodi ekufuneka zitshatyalaliswe/zicinywe okanye zilahlwe ngenye indlela.

Abafaki-zicelo baya kucetyiswa ukuba ngaba irekhodi elithile lilahliwe na xa oku kungena kwiirekhodi eziceliweyo.

Ngokokuhambelana necandelo lama-24(1) le-POPIA, iGosa loLwazi linokuthi, xa lifumene isicelo esivela kumntu wedatha –

lilungise okanye licime iinkcukacha zobuqu ezimalunga nomntu kwidatha ekuyo okanye ephantsi kolawulo lwayo engachanekanga, engafanelekanga, ephelelweyo, engaphelelanga, elahlekisayo okanye efunyenwe ngokungekho semthethweni; okanye

litshabalalise okanye licime irekhodi leenkcukacha zobuqu ezimalunga nomntu wedatha ukuba uMlawuli akasagunyaziswanga ukuba azigcine ngokwecandelo le-14 le-POPIA.

8. IZILUNGISO EZIKHOYO NGOKUBHEKISELELE KWIZENZO

8.1. Isibheno sangaphakathi

8.1.1. Apho umfaki-sicelo enganelisekanga sisiphumo sesicelo sokufikelela kulwazi, umfaki-sicelo angafaka isibheno sangaphakathi ngokuchasene nesigqibo seGosa loLwazi ngokuthi agcwalise kwaye angenise **iFomu 4 (isiHlomelo D)** zingaphelanga iintsuku ezingama-60 kwiGosa loLwazi.

8.1.2. Isibheno sangaphakathi singafakwa ngokuchasene naziphi na ezi zigqibo zilandelayo zeGosa loLwazi:

8.1.2.1. Ukwala isicelo sokufikelela;
8.1.2.2. Imirhumo ebizwayo;
8.1.2.3. Ukwandiswa kwexesha lokujongana nesicelo; kunye
8.1.2.4. Ukufikelela ngendlela ethile.

8.1.3. Umfaki-sicelo makahlawule umrhumo wesibheno sangaphakathi omiselweyo (apho ufunekayo) xa efaka isibheno. Isigqibo kwisibheno sangaphakathi sinokuthi, nangona kunjalo, sihlehliswe de umrhumo uhlawulwe.

8.1.4. Ngokukhawuleza kangangoko kunokwenzeka, kodwa kwiintsuku ezili-10 zokusebenza emva kokufumana isibheno sangaphakathi, iGosa loLwazi malingenise isibheno sangaphakathi kwiLungu leBhunga leSigqeba eliLawulayo (MEC) lesebe.

8.1.5. U-MEC makenze isigqibo ngesibheno sangaphakathi kwiintsuku ezingama-30 emva kokuba isibheno sangaphakathi sisiwe kwiGosa loLwazi.

8.2. Isikhalazo kuMlawuli woLwazi

Umfaki-sicelo angafaka isikhalazo kuMlawuli woLwazi ngokuthi agcwalise ngokufanelekileyo kwaye angenise **iFomu 5 (isiHlomelo E),** kodwa akwenze oko kuphela emva kokuba elandele zonke iinkqubo zesibheno zangaphakathi ngokuchasene nesigqibo seGosa loLwazi lwe-DOA.

8.3. Ukuya kwinkundla yamatyala

Nangona i-DOA icebisa ukuba abafaki-zicelo bazame ukusombulula iingxabano malunga nokufikelela kulwazi ngaphandle kokuya kwiinkundla zamatyala, umfaki-sicelo unokuthi, ukuba usakhathazekile, aye enkundleni yamatyala emva kwenkqubo yesibheno yangaphakathi.

9. ISIKHOKELO SOMLAWULI WOLWAZI

9.1. UMlawuli, ngokwecandelo 10(1) le-PAIA, njengoko silungisiwe, uye wahlaziya kwaye wenza ukuba sifumaneke isiKhokelo esihlaziyiweyo esimalunga nendlela yokusebenzisa i-PAIA (Isikhokelo, njengoko saqulunqwa ekuqaleni yi-SAHRC).

9.2. Injongo yeSikhokelo esikhankanywe ngasentla kukubonelela ngolwazi oludingekayo kuye nawuphi na umntu onqwenela ukusebenzisa naliphi na ilungelo elichazwe kwi-PAIA kunye nakwi-POPIA.

9.3. Esi Sikhokelo siya kunceda ngokukodwa umntu, okwabizwa ngokuba ngumntu wedatha, malunga nendlela yokufikelela kwiinkcukacha zakhe zobuqu ngokwecandelo lama-23 le-POPIA.

Isikhokelo esikhankanywe ngasentla siqulethe inkcazo

9.3.1. ngezinto ze-PAIA kunye neze-POPIA;

9.3.2. idilesi yeposi kunye nesitalato, inombolo yefowuni kunye nefeksi kwaye, ukuba ikhona,

9.3.3. I-imeyile yeGosa loLwazi yawo onke amaziko karhulumente, kunye

9.3.4. nendlela kunye nefomu yesicelo sokufikelela kwirekhodi le-DOA echazwe kwicandelo le-11 le-PAIA;

9.3.5. uncedo olukhoyo oluvela kwi-IO ye-DOA ngokwe-PAIA kunye nangokwe-POPIA;

9.3.6. uncedo olukhoyo oluvela kuMlawuli ngokwe-PAIA kunye nangokwe-POPIA;

9.3.7. onke amancedo akhoyo kumthetho malunga nokwenza okanye nokungaphumeleli ukwenza ngokubhekiselele kwilungelo okanye kumsebenzi onikezwe okanye obekwe yi-PAIA kunye ne-POPIA, kuquka nendlela yokufaka

a) isibheno sangaphakathi;
b) isikhalazo kuMlawuli;
c) isicelo enkundleni ngokuchasene nesigqibo esenziwe liGosa loLwazi
d) Igosa leziko likarhulumente, isigqibo malunga nesibheno sangaphakathi okanye isigqibo esenziwe nguMlawuli okanye isigqibo sentloko leziko labucala.

9.3.8. Isikhokelo siyafumaneka kwiwebhusayithi ye-DOA ku-www.ecagriculture.gov.za/documents/policy/paia guide or inforegulator.org.za

9.3.9. Amalungu oluntu anokuhlola okanye enze iikopi zeSikhokelo kwi-Ofisi eyiNtloko kunye nakuyo nayiphi na i-ofisi yeNgingqi ye-DOA.

10.IIREKHODI EZIGCINWE YI-DOA

Ngeenjongo zokuququzelela isicelo ngokwemiqathango yoMthetho, imixholo apho i-DOA ibambe iirekhodi kunye neendidi zeerekhodi ezigcinwe kumxholo ngamnye zezi zilandelayo:

Iophysi ka-MEC

- Iirekhodi kwimiyalelo yezopolitiko enikezwe ngohlobo lweNtetho yoMgaqo-nkqubo

Isigqeba esiPhezulu kuLawulo

- Iirekhodi malunga nemigaqo-nkqubo kunye nezinto eziphambili eziye zaguqulelwa zabazizitratheji

Iinkonzo ze-Corporate

- Iirekhodi kuLawulo lwaBasebenzi, ulawulo lwesicwangciso-qhinga, iirekhodi zokuSebenza kweSebe umz. iMemorandam, iMizuzu yeSetyhula, amaXwebhu Gabalala kunye noLwazi ngeTekhnoloji

Ulawulo lwezemali

- Iirekhodi malunga nokucwangciswa kwemali & nolawulo, ukubalwa kwemali, ulawulo lwee-asethi kunye nolawulo lokuthobela umngcipheko

Iinkonzo zoNxibelelwano

- Iirekhodi kwiinkcukacha zentengiso zesebe

Iinkonzo zobunjineli

- Iirekhodi malunga nezatifikethi ezikhutshwe kwiziseko zezolimo

Unakekelo loMhlaba

- Iirekhodi malunga nokuphunyezwa kweeprojekthi zokunakekelwa komhlaba ukwenzela ukuphucula ulawulo oluzinzileyo lwezibonelelo zendalo - amaphulo okwazisa naqhutywa malunga nokunakekelwa komhlaba

Ulawulo lokusetyenziswa komhlaba

- Iirekhodi malunga nezicwangciso zokusetyenziswa komhlaba kunye nokungenelela kwiintlekele

Ukubala kwabalimi kunye noPhuhliso

- Iirekhodi ezinikezelweyo ngeziseko zezolimo ezifanelekileyo

Iinkonzo zoLwandiso kunye nezeeNgcebiso

- Iirekhodi malunga neenkonzo zokwandiswa kunye neengcebiso ezinikezwa kumafama

Ukhuseleko loKutya

- Iirekhodi malunga nokungenelela kukhuseleko lokutya

Iinkonzo zezilwanyana

- Iirekhodi kwiingcebiso zobugcisa, inkxaso kunye nokungenelela kuphuhliso lwemfuyo

Iinkonzo zoPhando kunye noPhuhliso lweTekhnoloji

- Iirekhodi kuphando lwetekhnoloji yezolimo

Ezoqoqosho kweZolimo

- Iirekhodi malunga namaqumrhu asebenzisanayo kwezolimo amiselweyo kunye nenkxaso enikeziweyo

Ezoqoqosho kwinqanaba elincinci kunye neeNkcukacha-manani

- Iirekhodi malunga nenkxaso enikezwe kuphuhliso lwezicwangciso zoshishino kunye nokufikelela kwiimarike

Imfundo kunye noQeqesho kwezoLimo eCwangcisiweyo

- Iirekhodi malunga nemfundo yezolimo kunye nenkxaso yoqeqesho enikwa amafama kunye nabanye abachaphazelekayo

Uphuhliso lwaseMaphandleni

- Iirekhodi malunga nokungenelela kuphuhliso lwasemaphandleni

Kwiwebhusayithi ye-DOA, www.ecagriculture.gov.za, iirekhodi ziyafumaneka ukuze zijongwe okanye zidawunlowdwe ngaphandle kwesidingo sokuba umntu enze isicelo ngokoMthetho okhankanyileyo.

11. IIREKHODI ZE-DOA EZIFUMANEKA NGAPHANDLE KOKUBA UMNTU AFAKE ISICELO SOKUFIKELELA

Iirekhodi ezikwiwebhusayithi yePhondo leMpuma Koloni https://www.ecprov.gov.za ziyafumaneka ukuze zijongwe okanye zidawunlowdwe ngaphandle kwesidingo sokuba umntu enze isicelo ngokoMthetho okhankanyileyo.

Ukuphulaphula	Uhlobo Loxwebhu	Iyafumaneka kwiWebhusaythi	Ifumaneka ngesicelo
Iindaba	- Iincwadi zeendaba kunye neengxelo	X	
Ulwazi ngokubanzi	- Iprofayile kunye ne-MEC - Iprofayile kunye ne-HOD - Ulwazi malunga neeprojekthi zeSebe - Isigunyaziso - Izithili kwiPhondo leMpuma Koloni	X	
Amajelo eendaba	- Iingxelo zeMidiya - Iifoto - Upapasho - Iintetho - Iividiyo	X	
Ukuthengwa kwempahla	- Amaxwebhu ebhidi - Iifom	X	X
Umthombo woLwazi	- Iingxelo - Izicwangciso	X	

Ukuphulaphula	Uhlobo Loxwebhu	Iyafumaneka kwiWebhusaythi	Ifumaneka ngesicelo
	- Iifom - Imigaqo-nkqubo		
Imisebenzi	- I-Internship kunye noQeqesho - Iibhasari - Izithuba	X	

12. UKUJONGWA KWEENKCUKACHA ZOBUQU

12.1. Injongo yokuJongwa

I-DOA isebenzisa iiNkcukacha zoBuqu eziphantsi konakekelo lwazo, ngokuhambelana nemimiselo ngezi ndlela zilandelayo:

- Ukujongwa kwereferensi kunye nokuhlolwa kwababoneleli beenkonzo kunye nabasebenzi abanokubakho.
- Ulawulo lwezivumelwano.
- Ukunikezela ngeenkonzo kubaxhamli bayo.
- Ukufumanisa kunye nokuthintela ubuqhetseba, ulwaphulo-mthetho, ukusetyenziswa kwemali ngokungekho semthethweni kunye nokunye ukungasebenzi kakuhle.
- Ukwenza uphando lweemarike okanye ukwaneliseka kwabathengi.
- Ulawulo lwabasebenzi.
- Ukugcinwa kwee-akhawunti kunye neerekhodi.
- Ukuthobela iimfuno zomthetho kunye nezolawulo.

12.2. Iindidi zeDatha yoMntu kunye neeNkcukacha zabo zoBuqu

Igama elithi idatha yoMntu libhekisa kumntu apho iinkcukacha zobuqu zinxulumene naye, oko kukuthi ababoneleli ngeenkonzo, abasebenzi, kunye nabalimi / abaxhamli, abasebenzi abanokubakho, zinokuba kwiirekhodi ezigcinwe yi-DOA:

Udidi lweDatha yoMntu	Iinkcukacha zoBuqu Ezijongwayo
Amafama: Umntu Wendalo	Amagama; iinkcukacha zoqhagamshelwano; iidilesi yendawo kunye neyeposi; umhla wokuzalwa; Inombolo ye-ID; ubuzwe; isini; imbalelwano eyimfihlo,
Amaqumrhu	Amagama abantu ekuqhagamshelwana nabo; igama lequmrhu elisemthethweni; idilesi yendawo kunye neyeposi kunye neenkcukacha zoqhagamshelwano; iinkcukacha ngezemali; inombolo yobhaliso; amaxwebhu okusekwa; iinkcukacha ezinxulumene nerhafu; abatyikityi abagunyazisiweyo; abaxhamli; abanini abaxhamla ekugqibeleni; iinkcukacha zezabelo; iinkcukacha ze-BBBEE
Ababoneleli Beenkonzo Abanesivumelwano	Amagama abantu ekuqhagamshelwana nabo; igama lequmrhu elisemthethweni; idilesi yendawo kunye neyeposi kunye neenkcukacha zoqhagamshelwano; iinkcukacha ngezemali; inombolo yobhaliso; amaxwebhu okusekwa; iinkcukacha ezinxulumene nerhafu; abatyikityi abagunyazisiweyo; abaxhamli; abanini abaxhamla ekugqibeleni; iinkcukacha zezabelo; iinkcukacha ze-BBBEE
Azisebenzi	Isini; ukukhulelwa; ubume bomtshato; uhlanga; iminyaka yobudala; ulwimi; iinkcukacha ngezemfundo; iinkcukacha ngezemali; imbali yengqesho; inombolo ye-ID; idilesi yendawo kunye neyeposi; iinkcukacha zoqhagamshelwano; izimvo; ingxelo yolwaphulo-mthetho; intlalo-ntle, abaxhamli/ abaxhomekeke kubo.
Abafaki-sicelo/Abasebenzi abanokubakho	Isini; ubume bomtshato; uhlanga; iminyaka yobudala; ulwimi; iinkcukacha ngezemfundo; imbali yengqesho; inombolo ye-ID; idilesi yendawo kunye neyeposi; iinkcukacha zoqhagamshelwano; izimvo; ingxelo yolwaphulo-mthetho; intlalo-ntle.

12.3. Iindidi zabamkeli bokuJonga iiNkcukacha zoMntu

I-DOA inokwabelana ngeeNkcukacha zoMntu nabathathi-nxaxheba bayo kunye nemibutho esebenza nayo, abanokuzisebenzisa ukungenisa iDatha yoMntu kunye neenkcukacha zeenkonzo. I-DOA inokuchaza iinkcukacha zomntu kuye nabani na ethe yamgunyazisa okanye yadlulisela nawaphi na amalungelo okanye izibophelelo zayo kuye phantsi kwawo nawaphi na amalungiselelo/isivumelwano, kunye nakubaboneleli beenkonzo abanikeza ngezi nkonzo zilandelayo:

- Ukuqokelela kunye nokuququzelela idatha;
- Ukugcina idatha;
- Ukuthumela ii-imeyile kunye nezinye imbalelwano kubathengi;
- Ukujonga izinto ezifanelekileyo umz. i-vetting, ukuhlolwa kwangaphambili kweziqinisekiso zemfundo;
- Ulawulo lweMedikhali Eyidi kunye nezoMhlala-phantsi.
- Ulawulo leenkcukacha zerhafu.
- Amatyala aya enkundleni.

12.4. Ukudluliswa kweeNkcukacha zoMntu ziye kwamanye amaZwe

Iinkcukacha zoMntu azinokuthunyelwa okanye zigcinwe kwelinye ilizwe kubathathi-nxaxheba abagunyazisiweyo be-DOA kunye nakubathengisi abakwamanye amazwe, ngaphandle kokuba oko kuhambelana neSahluko 9 soMthetho i-POPI (2013).

12.5. Amanyathelo okuKhuselwa kweeNkcukacha

Ukuqinisekisa ukufihlwa, ukuthembeka, kunye nokufumaneka kweenkcukacha zomntu eziphantsi kolawulo lwayo, i-DOA isebenzisa itekhnoloji ephambili. Amanyathelo okukhuselwa kweenkcukacha aquka:

- I-Firewalls
- Isofthiwe yokukhusela i-virus kunye ne-spyware kwaye kuhlaziywe iiprothokholi
- Ulawulo lokufikelela ngokomzimba kwaye olunengqiqo;
- Ababoneleli beeNkonzo abangaphandle abajonga iiNkcukacha zoMntu egameni le-DOA banesivumelwano sokuphumeza ulawulo lwezokhuseleko;
- Amanyathelo okubuyisela intlekele.

13. UKUFUMANEKA KWENCWADANA

Le Ncwadana iza kufumaneka kungekudala ngezi lwimi zisemthethweni zintathu zilandelayo, oko kukuthi isiNgesi, isiXhosa kunye nesiBhulu. Inguqulelo yesiXhosa kunye neyesiBhulu yale ncwadana zisenziwa kwaye kulindeleke ukuba zifumaneke ngoSeptemba 2024, xa iya kupapashwa kwiwebhusayithi ye-DOA.

Ihlelo lesiNgesi lale Ncwadana liyafumaneka ngokukhawuleza kwiwebhusayithi ye-DOA ku- www.DOA.gov.za.

14. UKUHLAZIYWA KWENCWADANA

I-DOA iya kuthi, ukuba kuyimfuneko, ihlaziye kwaye ipapashe le Ncwadana qho ngonyaka.

Ikhutshwe ngu:

MNU B. DAYIMANI
INTLOKO YESEBE
I-DOA

30 JUNI 2025
UMHLA

15. ISHLOMELO

15.1. ISIHLOMELO A - IFOM 2

Iphondo laseMpuma Koloni

ISELF LEZOLIMO

Ingxowa yabucala X0040, BISHO, 5605

E-MZANSI AFRIKA

ISICELO SOKUFIKELELA KWIREKHODI

ISIHLOMELO A - IFOM 2

IFOM 2

ISICELO SOKUFIKELELA KWIREKHODI

[Ummiselo 7.]

Qaphela:

1. *Ubungqina besazisi kufuneka buqhotyoshelwe ngumenzi-sicelo.*
2. *Ukuba isicelo senziwe egameni lomnye umntu, ubungqina bokugunyaziswa okunjalo kufuneka bube Iqhotyoshelwe kule fomu.*

KU: Igosa LeNgcaciso

_____

_____

_____

_____

(Idyllé)

Idilesi ye-imeyile: _____

I-Synonyms ye-Yeffeksi: _____

Bambi Bambi X'

☐ Isicelo senziwa egameni lam ☐ Isicelo senziwa egameni lomnye umntu.

ULWAZI LOMNTU	
Amagama apheleleyo:	

Inombolo yesazisi:				
Isikhundla esenziwa ngaso isicelo (*xa senziwa egameni lomnye umntu*):				
Idilesi yeposi:				
Idyllic Yisrael:				
Idilesi ye-imeyile:				
Iinombolo zoqhagamshelwano:	Ifowuni (B):		I-Ifaccimile:	
	Iselfowuni:			
Amagama apheleleyo omntu ofake isicelo egameni lakhe (*ukuba kukhona*):				
Inombolo yesazisi:				
Idilesi yeposi:				
Idyllic Yisrael:				
Idilesi ye-imeyile:				
Iinombolo zoqhagamshelwano:	Ifowuni (B):		Ifeksi	
	Iselfowuni:			

IINKCUKACHA ZEREKHODI EZICELIWEYO

Nika iinkcukacha eziphelelelyo zerekhodi ekucelwa ukuba ufikelele kuyo, kuquka inombolo yesalathiso ukuba uyayazi, ukuze irekhodi ifumaneke. (Ukuba isithuba esinikiweyo asinelanga, nceda uqhubeke kwiphepha elahlukileyo kwaye uliqhoboshele kule fomu. Onke amaphepha ongezelelweyo kufuneka asayinwe.)

Inkcazo yerekhodi okanye inxalenye echaphazelekayo yerekhodi:	
Inombolo yesalathiso, ukuba iyafumaneka:	
Naziphi na iinkcukacha ezongezelelweyo zerekhodi:	

UHLOBO LWEREKHODI *(Phawula ibhokisi esebenzayo nge "X")*	
Irekhodi libhalwe phantsi okanye lishicilelwe.	
Irekhodi liquka imifanekiso ebonakalayo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe ngekhompyuter, imizobo, njl.)	
Irekhodi liquka amagama arekhodiweyo okanye ulwazi olunokuveliswa kwakhona ngesandi	
Irekhodi ligcinwe kwikhompyutha okanye kwifom ye-elektroniki, okanye efundeka ngomatshini	
UHLOBO LOKUFIKELELA *(Phawula ibhokisi esebenzayo nge "X")*	
Ikopi eprintiweyo yerekhodi (kubandakanywa iikopi zayo nayiphi na imifanekiso ebonakalayo, umbhalo kunye nolwazi olugcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini)	
Ukubhalwa okubhaliweyo okanye okushicilelweyo kwemifanekiso ebonakalayo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe ngekhompyuter, imizobo, njl.)	
Ukubhalwa kwengoma yesandi (uxwebhu olubhaliweyo okanye olushicilelweyo)	
Ikopi yerekhodi kwi-flash drive (kubandakanya imifanekiso ebonakalayo kunye neengoma zesandi)	
Ikopi yerekhodi kwi-compact disc drive (kubandakanywa imifanekiso eyeneneyo kunye neengoma zesandi)	
Ikopi yerekhodi egcinwe kwiseva yokugcina ilifu	

INDLELA YOKUFIKELELA *(Phawula ibhokisi esebenzayo nge "X")*	
Ukuhlolwa kobuqu kwerekhodi kwidilesi ebhalisiweyo yequmrhu loluntu *(kubandakanywa ukuphulaphula amagama arekhodiweyo, ulwazi olunokuphinda luveliswe ngesandi, okanye ulwazi olugcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini)*	
Iinkonzo zeposi kwidilesi yeposi	
Iinkonzo zeposi kwidilesi yesitalato	
Inkonzo yekhuriya kwidilesi yesitalato	
Ifeksi yolwazi olubhalwe phantsi okanye olushicilelweyo *(kubandakanywa ukhuphilelo)*	
I-imeyile ye-imeyile (*kubandakanya iingoma zesandi ukuba kunokwenzeka*)	
Isabelo selifu / ukuhanjiswa kwefayile	
Ulwimi olukhethiweyo: *(Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethayo, ukufikelela kunokunikwa ngolwimi olukhoyo irekhodi)*	

IINKCUKACHA ZELUNGELO LOKUSETYENZISWA OKANYE UKUKHUSELWA *Ukuba isithuba esinikiweyo asinelanga, nceda uqhubeke kwiphepha elahlukileyo kwaye uliqhoboshele kule Fomu. Umfaki-sicelo kufuneka asayine onke amaphepha ongezelelweyo.*	
Chaza ukuba leliphi ilungelo ekufuneka lisetyenziswe okanye likhuselwe:	
Cacisa ukuba kutheni irekhodi eliceliweyo liyimfuneko ukuze kusetyenziswe okanye kukhuselwe eli lungelo likhankanywe apha ngasentla:	

IMRHUMO	
(a) Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba isicelo siqwalaselwe. *(b) Uya kwaziswa ngesixa semali yokufikelela ekufuneka ihlawulwe.* *c Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kwindlela efunwa ngayo ukufikelela kuyo kunye nexesha elifanelekileyo elifunekayo ukukhangela nokulungisa ingxelo.* *d) Ukuba uyakufanelekela ukuxolelwa kwintlawulo yayo nayiphi na intlawulo, nceda uchaze isizathu sokuxolelwa*	
Isizathu:	

Uya kwaziswa ngembalelwano enoba isicelo sakho sivunyiwe okanye saliwe kwaye, ukuba sivunyiwe, iindleko ezinxulumene nesicelo sakho, ukuba zikhona. Nceda ubonise indlela oyithandayo yembalelwano:

Idilesi yeposi	Ifeksi	Unxibelelwano lwe-elektroniki (nceda ucacise)

Ityikitywe ngo-_____this _____day we-_____ 20 _____

_____

Utyikityo lomceli/umntu ofake isicelo egameni lakhe

UKUSETYENZISWA NGOKUSEMTHETHWENI

Inombolo yesalathiso:	
Isicelo esifunyenwe ngu: (*isikhundla sikarhulumente, igama nefani yeSekela-Gosa loLwazi)*	
Umhla ofunyenweyo:	
Imirhumo yokufikelela:	
Idiphozithi (ukuba ikhona):	

.....

Utyikityo lweGosa loLwazi

15.2. ISIHLOMELO B - IFOM 3

Iphondo laseMpuma Koloni

ISELF LEZOLIMO

Ingxowa yabucala X0040, BISHO, 5605

E-MZANSI AFRIKA

IZIPHUMO ZESICELO NEMIRHUMO EHLAWULWAYO

ISIHLOMELO B - IFOM 3

I-IFOM 3

IZIPHUMO ZESICELO NEMIRHUMO EHLAWULWAYO

[Ummiselo 8.]

Qaphela:

1. *Ukuba isicelo sakho samkelwe -*

   (a) isixa sedipozithi, (ukuba sikhona), sihlawulwe phambi kokuba isicelo sakho siqwalaselwe; kwaye

   (b) Irekhodi eliceliweyo / isahlulo serekhodi siya kukhutshwa kuphela xa ubungqina bentlawulo epheleleyo bufunyenwe.

2. *Nceda usebenzise inombolo yesalathiso apha ngezantsi kuyo yonke imbalelwano yexesha elizayo.*

KU: _____

_____

Isicelo sakho, esibhalwe ngo-_____, sibhekisa.

1. Iintaka:

Ukuhlolwa kolwazi lomntu kwidilesi ebhalisiweyo yoluntu (*kubandakanya ukuphulaphula amagama arekhodiweyo, ulwazi olunokuphinda luveliswe ngesandi, okanye ulwazi olugcinwe kwikhompyuter okanye kwifom ye-elektroniki okanye efundeka ngomatshini*) simahla. Uyacelwa ukuba wenze idinga lokuhlola ulwazi kwaye uze nale fomu. Ukuba ufuna naluphi na uhlobo lokuveliswa kwakhona kolwazi, uya kuba noxanduva lwemirhumo emiselwe kwisiHlomelo B seMigaqo.

OKANYE

2. Iintaka:

Iikopi ezishicilelweyo zolwazi (*kubandakanywa iikopi zayo nayiphi na imifanekiso ebonakalayo, umbhalo kunye nolwazi olugcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini*)
Ukubhalwa okubhaliweyo okanye okushicilelweyo kwemifanekiso ebonakalayo (*oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe ngekhompyuter, imizobo, njl.*)
Ukubhalwa kwengoma yesandi (*uxwebhu olubhaliweyo okanye olushicilelweyo*)
Ikopi yolwazi kwi-flash drive (*kubandakanya imifanekiso ebonakalayo kunye neengoma* zesandi)
Ikopi yolwazi kwi-compact disc drive (*kubandakanya imifanekiso ebonakalayo kunye neengoma* zesandi)
Ikopi yerekhodi egcinwe kwiseva yokugcina ilifu

3. Kufuneka kungeniswe:

Iinkonzo zeposi kwidilesi yeposi
Iinkonzo zeposi kwidilesi yesitalato Inkonzo yekhuriya kwidilesi yesitalato
Ifeksi yolwazi olubhalwe phantsi okanye olushicilelweyo (*kubandakanywa ukhuphilelo*)
I-imeyile ye-imeyile (*kubandakanya iingoma zesandi ukuba kunokwenzeka*)
Isabelo selifu / ukuhanjiswa kwefayile

Ulwimi olukhethiweyo: *ayifumaneki ngolwimi olukhethayo, ukufikelela kunokunikwa ngolwimi olukhoyo irekhodi)* *(Qaphela ukuba ukuba irekhodi*

Nceda uqaphele ukuba isicelo sakho senziwe:

☐ Ivunyiwe

☐ Ukungavunyelwa, ngenxa yezi zizathu zilandelayo:

4. Imirhumo ehlawulwayo ngokubhekiselele kwisicelo sakho:

Kwi
I-Ikopi
Ikopi eshicilelweyo
Ikopi yefom efundekayo kwikhompyuter kwi: (i) I-Flash Drive Ukubonelelwa ngumfaki-sicelo (ii) Compact Disc Ukuba inikezelwe ngumfaki-sicelo Ukuba unikezelwe kumfaki-sicelo
Ukubhalwa kwemifanekiso ebonakalayo kwiphepha ngalinye elinobungakanani be-A4
Ikopi yemifanekiso ebonakalayo

Khuphishlo lwerekhodi enesandi, ngobungakanani obu-A4
Ikopi yerekhodi yerekhodi (i) I-Flash Drive Ukubonelelwa ngumfaki-sicelo (ii) Compact Disc Ukuba inikezelwe ngumfaki-sicelo Ukuba unikezelwe kumfaki-sicelo
I-imeyile, i-imeyile okanye nayiphi na enye i-imeyile:
IYONKE:

5. Idiphozithi ehlawulwayo (ukuba ukukhangela kudlula iiyure ezintandathu):

☐ Ewe

Iiyure zokukhangela	

Imali kufuneka ihlawulwe kule akhawunti yebhanki ilandelayo:

Igama lomnini-akhawunti: ISebe lezoLimo eMpuma Koloni

IBHANKI YE-ABSA

Inombolo ye-akhawunti: 4100215137

Ikhowudi yesebe: 632005

Isebe : ABS EC PUBL SECTOR

Reference No: PAIA (Igama kunye neFani)

Faka ubungqina bentlawulo:
Cheralee.oliver@ecagriculture.gov.za

Ityikitywe _____ _____ _____ 20 _____

_____

Igosa lolwazi

15.3. ISIHLOMELO C - IMIRHUMO

Iphondo laseMpuma Koloni

ISELF LEZOLIMO

Ingxowa yabucala X0040, BISHO, 5605

E-MZANSI AFRIKA

IMRHUMO

ISIHLOMELO C - IMIRHUMO

IMIRHUMO YESIHLOMELO B

Imirhumo yamaqumrhu karhulumente

Kwi	I-Inkcazo	Isixa
1.	Umrhumo wesicelo ohlawulelwa ngumceli ngamnye	R100.00
2.	Photocopy of A4-size page	R1.50 kwiphepha ngalinye okanye inxenye yalo.
3.	Ikopi eshicilelweyo yephepha le-A4	R1.50 kwiphepha ngalinye okanye inxenye yalo.
4.	Ikopi kwifom efundeka kwikhompyuter kwi: (i) I-flash drive (iya kubonelelwa ngumceli) (ii) Idiski ye-compact • Ukuba inikezelwe ngumfaki-sicelo • Ukuba unikezelwe kumfaki-sicelo	 R40.00 R40.00 R60.00
5.	Ukubhalwa kwemifanekiso ebonakalayo kwiphepha ngalinye elinobungakanani be-A4	Inkonzo eya kukhutshwa ngaphandle. Oku kuya kuxhomekeka kwisicatshulwa esivela kumnikezeli wenkonzo.
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ukubhalwa kwerekhodi enesandi, ngokwephepha elinobungakanani obungu-A4	R24.00
8.	Ikopi yerekhodi yesandi kwi: (i) I-Flash drive (iya kunikwa ngumceli) (ii) Idiski edibeneyo • Ukuba inikezelwe ngumfaki-sicelo • Ukuba unikezelwe kumfaki-sicelo	 R40.00 R40.00 R60.00
9.	Ukukhangela nokulungisa irekhodi ukuze ibhengezwe iyure nganye okanye inxalenye yeyure, kungabandakanywa iyure yokuqala, efunekayo ngokufanelekileyo ukuze kukhangelwe nasekulungiseleleni okunjalo. Ukungadluli kweendleko eziphelelelyo	R100.00 I-R300.00

10.	Idiphozithi: Ukuba ukukhangela kudlula iiyure ezi-6	Isinye kwisithathu semali yesicelo ngasinye sibalwa ngokwemibandela yesi-2 ukuya kweyesi-8.
11.	I-imeyile, i-imeyile okanye nayiphi na enye i-imeyile	Iindleko zokwenyani, ukuba zikhona.

Imirhumo yamaqumrhu abucala

Kwi	I-Inkcazo	Isixa
1.	Umrhumo wesicelo ohlawulelwa ngumceli ngamnye	R140.00
2.	Photocopy / Printa Black & White Copy of A4-size	I-R2.00 ngephepha ngalinye okanye inxalenye yalo.
3.	Ikopi eshicilelweyo yephepha le-A4	I-R2.00 ngephepha ngalinye okanye inxalenye yalo.
4.	Ikopi kwifom efundeka kwikhompyuter kwi: (iii) I-Flash drive (iya kunikwa ngumceli) (iv) Idiski edibeneyo • Ukuba inikezelwe ngumfaki-sicelo • Ukuba unikezelwe kumfaki-sicelo	 R40.00 R40.00 R60.00
5.	Ukubhalwa kwemifanekiso ebonakalayo kwiphepha ngalinye elinobungakanani be-A4	Inkonzo eya kukhutshwa ngaphandle. Oku kuya kuxhomekeka kwisicatshulwa esivela kumnikezeli wenkonzo.
6.	Ikopi yemifanekiso ebonakalayo	
7.	Ukubhalwa kwerekhodi enesandi, ngokwephepha elinobungakanani obungu-A4	R24.00
8.	Ikopi yerekhodi yesandi kwi: (v) I-Flash drive (iya kunikwa ngumceli) (vi) Idiski edibeneyo • Ukuba inikezelwe ngumfaki-sicelo • Ukuba unikezelwe kumfaki-sicelo	 R40.00 R40.00 R60.00
9.	Ukukhangela nokulungisa irekhodi ukuze ibhengezwe iyure nganye okanye inxalenye yeyure, kungabandakanywa iyure yokuqala, efunekayo ngokufanelekileyo ukuze kukhangelwe nasekulungiseleleni okunjalo.	R145.00
	Ukungadluli kweendleko eziphelelelyo	R435.00
10.	Idiphozithi: Ukuba ukukhangela kudlula iiyure ezi-6	Isinye kwisithathu semali yesicelo ngasinye sibalwa ngokwemibandela yesi-2 ukuya kweyesi-8.
11.	I-imeyile, i-imeyile okanye nayiphi na enye i-imeyile	Iindleko zokwenyani, ukuba zikhona.

15.4. ISIHLOMELO D - IFOM YESIBHENO YANGAPHAKATHI

Iphondo laseMpuma Koloni

ISELF LEZOLIMO

Ingxowa yabucala X0040, BISHO, 5605

E-MZANSI AFRIKA

UKUFAKWA KWESIBHENO SANGAPHAKATHI

ISIHLOMELO D - ISIBHENO SANGAPHAKATHI

IFOM 4

UKUFAKWA KWESIBHENO SANGAPHAKATHI

[Ummiselo 9.]

Inombolo yesalathiso: _____

IINKCUKACHA ZEQUMRHU LIKARHULUMENTE				
Igama lequmrhu likarhulumente:				
Igama nefani yeGosa loLwazi:				
IINKCUKACHA ZOMKHALAZI OFAKA ISIBHENO SANGAPHAKATHI				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
Iinombolo zoqhagamshelwano:	Ifowuni (B):		I-Ifaccimile:	
	Iselfowuni:			
Idilesi ye-imeyile:				
Ingaba isibheno sangaphakathi sifakwe egameni lomnye umntu?			Ewe	Hayi
Ukuba impendulo ngu-"ewe", isikhundla apho kufakwe khona isibheno sangaphakathi egameni lomnye umntu: (*Ubungqina besikhundla esifakwe ngaso isibheno, ukuba kukhona, makuqhotyoshelwe.*)				
IINKCUKACHA ZOMNTU OFAKE ISIBHENO SANGAPHAKATHI EGAMENI LAKHE (*ukuba sifakwe ngumntu wesithathu*)				
Amagama apheleleyo:				
Inombolo yesazisi:				
Idilesi yeposi:				
Iinombolo zoqhagamshelwano:	Ifowuni (B):		I-Ifaccimile:	
	Iselfowuni:			
Idilesi ye-imeyile:				

ISIGQIBO ESIFAKWE NXAMNYE NESIBHENO SANGAPHAKATHI *(phawula ibhokisi efanelekileyo ngo-"X")*	
Ukwaliwa kwesicelo sokufikelela:	
Isigqibo malunga nemirhumo emiselwe ngokwecandelo 22 loMthetho:	
isigqibo esiphathelele ukongezwa kwexesha ekufuneka isicelo sisingathwe ngalo ngokwesiqendu 26 (1) somThetho:	
Isigqibo ngokwesiqendu 29 (3) soMthetho sokwala ukungena ngendlela ecelwe ngumceli:	
Isigqibo sokunika isicelo sokufikelela:	

IZIZATHU ZESIBHENO *(Ukuba isithuba esinikiweyo asinelanga, nceda uqhubeke kwiphepha elahlukileyo uze uliqhoboshele kule fomu, onke amaphepha ongezelelweyo kufuneka asayinwe.)*	
Cacisa izizathu zokuba isibheno sisekelwe kuso:	
Chaza naluphi na olunye ulwazi olunokuba luncedo ekuqwalaseleni isibheno:	

Uya kwaziswa ngencwadi ebhaliweyo ngesigqibo esiphathelele isibheno sakho sangaphakathi. Nceda ubonise indlela oyikhethayo yokwazisa:

Idilesi yeposi	Ifeksi	Unxibelelwano lwe-elektroniki (*nceda ucacise*)

Ityikitywe ngo-_____ _____ _____-20 _____

_____

Utyikityo lwesibheno / umntu wesithathu

_____

UKUSETYENZISWA NGOKUSEMTHETHWENI

INGXELO ESEMTHETHWENI YESIBHENO SANGAPHAKATHI

Isibheno esifunyenwe ngu: *(isikhundla sikarhulumente, igama nefani yeSekela-Gosa loLwazi)*			
Umhla ofunyenweyo:			
Isibheno sikhatshwa zizizathu zesigqibo seSekela-Gosa loLwazi kwaye, apho kufanelekileyo, iinkcukacha zalo naliphi na iqela lesithathu elinxulumene naye okanye elinxulumene nalo irekhodi, ezingeniswe liSekela-Gosa leeNkcukacha:	Ewe		
	Hayi		

IZIPHUMO ZESIBHENO

Ukwaliwa kwesicelo sokufikelela. Uqinisekisiwe?	Ewe		Isigqibo *esitsha (ukuba asiqinisekiswanga)*	
	Hayi			
Imirhumo (Icandelo 22). Uqinisekisiwe?	Ewe		Isigqibo *esitsha (ukuba asiqinisekiswanga)*	
	Hayi			
Ulwandiso (Icandelo 26 (1)). Uqinisekisiwe?	Ewe		Isigqibo *esitsha (ukuba asiqinisekiswanga)*	
	Hayi			
Ukufikelela (Icandelo 29 (3)). Uqinisekisiwe?	Ewe		Isigqibo *esitsha (ukuba asiqinisekiswanga)*	
	Hayi			
Isicelo sokufikelela sivunyiwe. Uqinisekisiwe?	Ewe		Isigqibo *esitsha (ukuba asiqinisekiswanga)*	
	Hayi			

Ityikitywe ngo-_____ _____ ngomhla we-_____ 20 ____

_____

Igunya elifanelekileyo

15.5. ISIHLOMELO E – IFOM YESIKHALAZO

Iphondo laseMpuma Koloni

ISELF LEZOLIMO

Ingxowa yabucala X0040, BISHO, 5605

E-MZANSI AFRIKA

UKUFAKWA KWESIKHALAZO

ISIHLOMELO E - ISIKHALAZO

IFOM 5: UKUFAKWA KWESIKHALAZO

[Ummiselo 10.]

Qaphela:

1. *Le fomu yenzelwe ukunceda uMceli (emva koku obizwa ngokuba "ngumkhalazi") ekuceleni ukuphononongwa kwempendulo yequmrhu likarhulumente okanye labucala okanye ukungaphenduli kwisicelo sokufikelela kwiirekhodi phantsi koMthetho wokuKhuthaza ukuFikelela kuLwazi, 2000 (uMthetho onguNombolo 2 ka-2000) ("PAIA"). Nceda ugcwalise le fomu uze uyithumele kuMlawuli woLwazi okanye ugcwalise ifom yesikhalazo ekwi-intanethi efumaneka https://www.justice.gov.za/inforeg/.*

2. *I-PAIA inika ilungu loluntu ilungelo lokufaka isikhalazo kuMlawuli woLwazi malunga naluphi na uhlobo lwezikhalazo ezichazwe kwicandelo E lale fomu yesikhalazo.*

3. *Ngumgaqo-nkqubo woMlawuli woLwazi ukulibazisa ukuphanda okanye ukwala isikhalazo ukuba uMkhalazi akakhange anike kuqala iqumrhu loluntu okanye labucala (apha emva kokuba kubizwa ngokuba "liQumrhu") ithuba lokuphendula nokuzama ukusombulula umba. Ukunceda iQumrhu lijongane neenkxalabo zakho ngaphambi kokuya kuMlawuli woLwazi, kufuneka ugcwalise ifom emiselweyo ye-PAIA kwaye uyithumele kwiQumrhu.*

4. *Ikopi yale fomu iya kunikwa iQumrhu elijongene nesikhalazo sakho. Ulwazi olunikezelayo kule fomu, oluqhotyoshelwe kule fomu okanye olubonelela ngalo kamva, luya kusetyenziselwa kuphela ukuzama ukusombulula imbambano yakho, ngaphandle kokuba kuchazwe ngenye indlela apha.*

5. *Umlawuli wolwazi uya kwamkela isikhalazo sakho kuphela xa uqinisekise ukuba uthobele ezi mfuno zingezantsi.*

6. *Nceda uncamathisele iikopi zala maxwebhu alandelayo, ukuba unayo:*
   - *Ikopi yefom eya kwiQumrhu elicela ukufikelela kwiirekhodi;*
   - *Impendulo yeQumrhu kwisikhalazo sakho okanye isicelo sokufikelela;*
   - *Nayiphi na enye imbalelwano phakathi kwakho neQumrhu malunga nesicelo sakho;*
   - *Ikopi yefom yesibheno, ukuba ukuthotyelwa kwakho kunxulumene nequmrhu likarhulumente;*
   - *Impendulo yomzimba kwisibheno sakho;*
   - *Nayiphina enye imbalelwano phakathi kwakho neQumrhu malunga nesibheno sakho;*
   - *Amaxwebhu akunika imvume yokuba usebenze egameni lomnye umntu (ukuba ukhona);*
   - *Umyalelo wenkundla okanye amaxwebhu enkundla anxulumene nesikhalazo sakho, ukuba akhona.*

7. *Ukuba isithuba esibonelelwe kule Fomu asinelanga, ngenisa ulwazi njengesiHlomelo kule Fomu uze usayine iphepha ngalinye.*

KU: The Information Regulator P.O Box 31533 Braamfontein, 2017

Idilesi ye-imeyile:	inforeg@justice.gov.za
Inombolo yefowuni:	+27 (0) 10 023 5200

AMANDLA OMNTU/IQELA ELIFAKA ISIKHALAZO
(Phawula nge-"X")

☐ Umkhalazi ngokobuqu

☐ Igqwetha lommangali

☐ Iqela lesithathu

IZINTO EZIFUNEKAYO				
Ingaba ufake isicelo (ifom ye-PAIA) sokufikelela kwirekhodi yequmrhu likarhulumente / labucala?	Ewe		Hayi	
Ingaba iintsuku ezingama-30 zidlulile ukususela kumhla wokungenisa ngawo ifom yakho ye-PAIA?	Ewe		Hayi	
Ngaba uyigqibile yonke inkqubo yesibheno sangaphakathi ngokuchasene nesigqibo seSekela-Gosa loLwazi lequmrhu likarhulumente?	Ewe		Hayi	
Ingaba uye wafaka isicelo enkundleni ukuze ufumane uncedo olufanelekileyo kulo mbandela?	Ewe		Hayi	

UKUSETYENZISWA KWENKCAZELO YOMLAWULI KUPHELA				
Ifunyenwe ngu: (Amagama apheleleyo)				
Isikhundla:				
Utyiktyö:				
Isikhalazo samkelwe:	Ewe		Hayi	
Iimbekiselo kunye neenkcukacha:				

Isitampu somhla

Idilesi yeposi	Ifeksi	Olunye unxibelelwano lwe-elektroniki (*nceda ucacise*)

ICANDELO LENKCAZELO YOBUQU YOMKHALAZI	
Amagama apheleleyo:	
Inombolo yesazisi:	
Idilesi yeposi:	
Idyllic Yisrael:	
Idilesi ye-imeyile:	

Iinombolo zoqhagamshelwano:	Ifowuni (B):		Ifeksi	
	Iselfowuni			

INKCAZELO YOMMELI WECANDELO B

(Gqibezela kuphela ukuba uya kumelwa. Amandla egqwetha kufuneka aqhotyoshelwe ukuba umkhalazi umelwe, ukusilela apho isikhalazo siya kukhatywa)

Amagama apheleleyo ommeli:				
Uhlobo lokumelwa:				
Inombolo yesazisi / inombolo yobhaliso:				
Idilesi yeposi:				
Idyllic Yisrael:				
Idilesi ye-imeyile:				
Iinombolo zoqhagamshelwano:	Ifowuni (B):		Ifeksi	
	Iselfowuni			

ICANDELO C ULWAZI LOMNTU WESITHATHU

(Nceda ufake ileta yemvume)

Uhlobo lomzimba:	I-Abucala		Uluntu	
Igama lequmrhu likarhulumente / labucala:				
Inombolo yobhaliso *(ukuba ikhona):*				
Igama, ifani kunye nesihloko somntu ogunyazisiweyo ukufaka isikhalazo:				
Idilesi yeposi:				
Idyllic Yisrael:				
Idilesi ye-imeyile:				
Iinombolo zoqhagamshelwano:	Ifowuni (B):		Ifeksi	
	Iselfowuni			

ICANDELO D LEQUMRHU APHO KUFAKWA KHONA ISIKHALAZO

Uhlobo lomzimba:	I-Abucala		Uluntu	
Igama lequmrhu likarhulumente / labucala:				
Inombolo yobhaliso *(ukuba ikhona):*				
Igama, ifani kunye nesihloko somntu ojongane naye kwiqumrhu labucala / likarhulumente ukuzama ukusombulula isikhalazo sakho okanye isicelo sokufikelela kulwazi.				
Idilesi yeposi:				
Idyllic Yisrael:				

Idilesi ye-imeyile:				
Iinombolo zoqhagamshelwano:	Ifowuni (B):		Ifeksi	
	Iselfowuni			
Inombolo yesalathiso enikiweyo *(ukuba ikhona)*:				

ICANDELO E ISIKHALAZO

Sixelele ngamanyathelo owathathayo ukuzama ukusombulula isikhalazo sakho (Izikhalazo kufuneka ziqale zingeniswe ngqo kwiqumrhu loluntu ukuze ziphendule kwaye zisonjululwe; kukho ukungafani okulinganiselweyo)

Umhla wokungeniswa ngawo isicelo sokufikelela kwiirekhodi:			
Nceda ucacise uhlobo lwelungelo(s) ekufuneka lisetyenziswe okanye likhuselwe, ukuba ukuthotyelwa kuchasene nequmrhu labucala:			
Ngaba ukhe wazama ukusombulula le ngxaki kunye nombutho?	Ewe		Hayi
Ukuba kunjalo, uyifumene nini? (Nceda uncamathisele le leta kwesi sicelo.)			
Ingaba ubhenele kwisigqibo seSekela-Gosa loLwazi lequmrhu likarhulumente?	Ewe		Hayi
Ukuba kunjalo, wafaka nini isibheno?			
Ingaba uye wafaka isicelo enkundleni ukuze ufumane uncedo olufanelekileyo kulo mbandela?	Ewe		Hayi
Ukuba kunjalo, nceda uchaze ukuba umcimbi ugwetywe nini yiNkundla? Nceda ufake umyalelo wenkundla, ukuba ukhona.			

ICANDELO F UHLOBO OLUNEENKCUKACHA ZOKUFIKELELA KWIIREKHODI

(Nceda ukhethe enye okanye ezingaphezulu kwezi zilandelayo ukuchaza isikhalazo sakho kuMlawuli wolwazi)

Isibheno esingaphumelelanga: (Icandelo 77A (2) (a) okanye icandelo 77A (3) (a) le-PAIA)	*Ndibhenele ngokuchasene nesigqibo sequmrhu likarhulumente kwaye isibheno asiphumelelanga.*	
Isicelo esingaphumelelanga sokuxolelwa: (Icandelo 77A (2) (b) kunye ne-75 (2) le-PAIA)	*Ndifake isibheno sam ngokuchasene nesigqibo sequmrhu likarhulumente emva kwexesha kwaye ndafaka isicelo sokuxolelwa. Isicelo sokuxolela sachithwa.*	
Ukwaliwa kwesicelo sokufikelela: 77A (2) (c) (i) okanye 77A (2) (d) (i) okanye 77A (3) (b) ye-PAIA)	*Ndacela ukufikelela kulwazi olugcinwe liqumrhu kwaye eso sicelo sakhatywa okanye sakhatywa ngokuyinxenye.*	
Umzimba ufuna ukuba ndihlawule umrhumo kwaye ndivakalelwa kukuba ugqithisile: (Icandelo 22 okanye 54 le-PAIA)	*Ithenda okanye intlawulo yomrhumo omiselweyo.*	
	Intlawulo okanye intlawulo yediphozithi.	

Ukuhlawulwa kwedipozithi: (Icandelo 22 (4) le-PAIA)	*USekela-Gosa loLwazi walile ukuhlawula idiphozithi ehlawulwe ngokubhekiselele kwisicelo sokufikelela esingavunyelwanga.*	
Ukungavumelani nokwandiswa kwexesha: (Icandelo 26 okanye 57 le-PAIA)	*Umzimba uthathe isigqibo sokwandisa ixesha elimiselweyo lokuphendula kwisicelo sam, kwaye andivumelani nokwandiswa kwexesha eliceliweyo okanye ukongezwa kwexesha elithathiweyo ukuphendula kwisicelo sam sokufikelela.*	
Ifom yokufikelela enqatshelweyo: (Icandelo 29 (3) okanye 60 (a) lePAIA)	*Ndicele ukufikelela kwifom ethile nefanelekileyo kwaye olu hlobo lokufikelela lwakhatywa.*	
Ukwala okuthathwa njengento ebonakalayo: (Icandelo 27 okanye 58 le-PAIA)	*Ngaphezulu kweentsuku ezingama-30 ukusukela oko ndenze isicelo sam kwaye andifumananga sigqibo.*	
	Ixesha elongezelelweyo liphelelwe lixesha kwaye akukho mpendulo ifunyenweyo.	
Ukubhengezwa okungafanelekanga kwerekhodi: (Izizathu ezinyanzelekileyo zokwala ukufikelela kwirekhodi)	*Iirekhodi (ezixhomekeke kwizizathu zokwala ukufikelela) zichazwe ngokungafanelekanga / ngokungafanelekanga.*	
Akukho zizathu zivakalayo zokwala ukufikelela: (Icandelo 56 (3) (a) le-PAIA)	*Isicelo sam sokufikelela siyakhatywa, kwaye akukho zizathu zivakalayo okanye ezaneleyo zokwala ezinikezelweyo, kubandakanywa nemiqathango yalo Mthetho, ezazixhomekeke kuzo ukwala.*	
Ukufikelela ngokuyinxenye kwirekhodi: (Icandelo 28 (2) okanye 59 (2) lePAIA)	*Ukufikelela kwinxalenye kuphela yeerekhodi eziceliweyo kunikwe kwaye ndiyakholelwa ukuba iirekhodi ezininzi bekufanele ukuba zichaziwe.*	
Ukurhoxiswa kwentlawulo: (Icandelo 22 (8) okanye 54 (8) le-PAIA)	Ndikhululekile ekuhlawuleni nayiphi na intlawulo kwaye isicelo sam sokurhoxisa imirhumo saliwe.	
Iirekhodi ezingenakufunyanwa okanye ezingekhoyo: (Icandelo 23 okanye 55 le-PAIA)	Umbutho ubonise ukuba ezinye okanye zonke iirekhodi eziceliweyo azikho kwaye ndiyakholelwa ukuba ezinye iirekhodi zikhona.	
Ukungaphumeleli ukubhengeza iirekhodi:	Umbutho wagqiba kwelokuba undinike ukufikelela kwiirekhodi eziceliwe, kodwa andizange ndizifumane.	
Akukho gunya (ukusetyenziswa okanye ukukhuselwa kwawo nawaphi na amalungelo): (Icandelo 50 (1) (a) le-PAIA)	Umbutho ubonise ukuba iirekhodi eziceliweyo azifakwanga kwi-PAIA, kwaye andivumelani.	
Isicelo esingenangqondo okanye esicaphukisayo: (Icandelo 45 le-PAIA)	Umzimba ubonise ukuba isicelo sam sicacile ukuba asinangqondo okanye sicaphukisa kwaye andivumelani.	
Bambi: (Nceda ucacise):		

ICANDELO G IZIPHUMO EZILINDELEKILEYO

Ucinga ukuba uMlawuli woLwazi angakunceda njani? Chaza isiphumo okanye isiphumo osifunayo.

IZIVUMELWANO ZECANDELO H

Isiseko esisemthethweni sezi zivumelwano zilandelayo sichazwe kwiSaziso sabucala malunga nendlela yokufaka uxwebhu lwakho lwesikhalazo. Ukuze uMlawuli woLwazi akwazi ukucwangcisa isikhalazo sakho, kuya kufuneka ujonge nganye kwezi bhokisi zingezantsi ukubonisa isivumelwano sakho:

☐ Ndiyavuma ukuba uMlawuli wolwazi angasebenzisa ulwazi olunikezwe kwisikhalazo sam ukuyinceda ekuphandeni imiba enxulumene nokukhuthazwa kwelungelo lokufikelela kulwazi kwakunye nokukhuselwa kwelungelo labucala eMzantsi Afrika. Ndiyaqonda ukuba uMlawuli woLwazi akasoze abandakanye ulwazi lwam lobuqu okanye olunye ulwazi oluchongiweyo kuyo nayiphi na ingxelo yoluntu, kwaye ulwazi lwam lomntu lusakhuselwe nguMthetho woKhuseleko lweNkcukacha yobuqu, 2013 (uMthetho onguNombolo 4 ka-2013). Ndiyaqonda ukuba ukuba andivumelani, uMlawuli woLwazi uya kuqhuba isikhalazo sam.

☐ Ulwazi olukule fomu yesikhalazo luyinyani ngokolwazi lwam kunye nenkolelo yam.

☐ Ndigunyazisa uMlawuli woLwazi ukuba aqokelele ulwazi lwam lwesikhalazo sobuqu (njengolwazi malunga nam kule fomu yesikhalazo) kwaye alisebenzise ukucwangcisa isikhalazo sam samalungelo oluntu esinxulumene nelungelo lokufikelela kulwazi kunye / okanye ukukhuselwa kwelungelo labucala.

☐ Ndigunyazisa nabani na (njengomqeshi, umboneleli ngenkonzo, ingqina) onolwazi olufunekayo ukucwangcisa isikhalazo sam ukuba abelane ngaso noMlawuli wolwazi. Umlawuli wolwazi angayifumana le ngcaciso ngokuthetha namangqina okanye ngokucela iirekhodi ezibhaliweyo. Kuxhomekeka kuhlobo lwesikhalazo, ezi rekhodi zinokubandakanya iifayile zabasebenzi okanye idatha yomqeshi, iirekhodi zonyango okanye zesibhedlele, kunye nolwazi lwezezimali okanye urhafu.

☐ Ukuba nayiphi na inkcazelo yam yoqhakamshelwano iyatshintsha ngexesha lenkqubo yesikhalazo, luxanduva lwam ukwazisa uMlawuli wolwazi; Ngaphandle koko, isikhalazo sam sinokulibaziseka okanye sivalwe.

Ityikitywe ngo-_____ _____ _____-20 _____

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Umkhalazi/Ummeli / umntu ogunyazisiweyo womntu wesithathu