

**LITIKO LETEMASIKO, TEMIDLALO
NETEKUKHIBIKA EMPUMALANGA**



**INCWADZI LECHAZAKO NGEKWE SIGABA
14 SE-PROMOTION OF ACCESS TO
INFORMATION ACT,2000**

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1. SETFULO

1.1. Injongo Yalencwadzi lechazako

Sigaba 32(1) (a) seMtsetfosisekelo weNingizimu Afrika 108 wa 1996 uveta kutsi wonkhe umuntu unalo lilungelo lekutfola “noma ngabe nguluphi lwati lolugcinwe ngumbuso” sigaba 32(2) seMtsetfosisekelo sibophelela umbuso kutsi wakhe umtsetfo wavelonkhe kusebentisa lelilungelo.

Ngekuvumelana nesigaba 32(2) seMtsetfosisekelo i-Promotion of Access to Information Act, 2000 (Act No.2 of 2000) lebitwa ngeMtsetfo ngentasi kute kusetjentiswe lilungelo lwekutfolo lwati lelikuMtsetfosisekelo

Sigaba 14 saloMtsetfo sibeka sibopho kuleto naleto tikhungo tahulumende kwekutsi tilungise incwadzi lechazako letawunika emalunga emphakatsi indlela labangayilandzela nangabe bafuna kutfolo emarekhodi lagcinwe kuto.

Lencwadzi lechazako yentiwengekulandzela sigaba 14 saloMtsetfo kute itewukhona kuniketa umphakatsi indlela lekufanele uyitsatse kute utfole nome ngabe nguluphi lwati lolugcinwe nguLelitiko leTemasiko, Temidlalo nekukhibika (Letawubitwa ngekutsi “liTiko”).

1.2. Ligunya leliTiko

Umbononchanti

Ummango lotsandza live lawo nalohlalisene ngekubumbana

Inhloso

Kukhutsata lubumbano nekwakha sive ngetemasiko, temidlalo nemisebenti yelwati ebantfwini baseMpumalanga.

1.2.1. Tinhloso letihleliwe

- Kwamukela emasiko ngekwehlukahlukana kwawo, emagugu etemasiko nekukhutsata bunye ngekwesekela, kunakekela nekubungata imigubho imihambo yebantfu sibe senta temasiko tibe indlela yekukhulisa umnotfo.
- Kwakha lisiko lekufundza kuhlomisa bantfu kutsi bakhone kwenta tincumo letesekelwe lwati.
- Kutfutukisa lizinga lemphilo ngekutigcina tingcondvo nemitimba lephilile ngekutibandzakanya kutemasiko, temidlalo netekukhibika.

2 Emagugu eLitiko

- **Kunakekela**
- **Kutiphendvulela**
- **Kusebentisana**
- **Bucotfo**

- **Likhono lekuticambela**
- 3 Lokuhamba embili eTiko**
- Kutfutukisa kuphatsa kahle.
- Kwakhiwa kwetakhiwonchani teTemidlalo, Tekukhibika, Tebuciko netemasiko
- Kucinisekisa kuhlanyanyela kwelinyenti, kwakha sive, kubuyisana nekutsandza live letfu
- Kuvuselelwa kwemasiko
- Kugunyata lucwaningo lwetemafilemu netitfombe letinyakatako
- Kugcina, kuvuselela nekulondvolota kwehlukahlukana kwemagugu
- Kwemukela kwehlukahlukana kwemasiko nekukhutsatabunye
-
- 4 KUCHAZWA KWEKWAKHEKA NEMISEBENTI YELITIKO**
- ❖ Litiko (Sikhungo saHulumende) lakhelwe kufeza umsebenzi loshiwo ngenhla: -

4.1 LIHHOVISI LA-MEC

Lihhovisi la-MEC liseNhlakohhovisi. Umsebenzi walokweluleka ngenchubomgomo yelitiko

4.2 LIHHOVISI LENHLOKO YELITIKO

Lihhovisi leNhlalo yeLitiko lentsa imisebenzi yekwesekela kutekuphatsa netenchubomgomo lapha Etiko. Inhloko yeLitiko inguMphatsilwazi weLitiko.

4.3 LUPHIKO LOLUKHULU: TEMASIKO

Kukhutsata kwehlukahlukana kwemasiko kute kutfutukiswe kuphindze kugculwe simonhlalo setemnotfo

4.4 LUPHIKO LOLUKHULU: TEMIDLALO, TEKUKHIBIKA NETEMIDLALO YETIKOLO

Kwelekelela nekuhlanyanisa kuhlanyanyela kwelinyenti kutemidlalo.

4.5 LIHHOVISI LESIKHULU SETEMISEBENTI

Kulawula imisebenzi yekwesekela.

4.6 LUPHIKO LOLUKHULU: KUPHATFWA KWEMICIMBI NEMISEBENTI YETIGODZI

Kuphatsa imicimbi nemisebenzi yekwesekela yetigodzi.

4.7 LUPHIKO: LIHHOVISI LESIKHULU SETETIMALI

Lihhovisi leSikhulu Setetimali libukene nekusetjentiswa kahle kwetimali tesikhungo, kwenta liphakelomali lolufanele tetindlela tekulawula liphakelotimali nekusetjentiswa kwetindlela tekulawula tangekhatsi nekukhishwa kwemibiko yetetimali ngesikhatsi.

4.8 LUPHIKO: TEBUCIKO NETEMASIKO

Kutfutukisa nekukhutsata tebuciko nemasiko

4.9 LUPHIKO: IMISEBENTI YEMISAMO NETEMITFOMBO YETEMAGUGU

Kugcina, kulondvolota, kutfutukisa, kuphatsa nekukhangisa emagugu eSifundza ngekusebentisa imisamo, ematje netindzawo tesikhumbulo kanye nekusita iMpumalanga



Provincial Heritage Resources Authority (MPHRA) ne-Mpumalanga Geographical Name Change committee(MPGNC) Heritage Resources

4.10 LUPHIKO: IMITAPOMABHUKU

Kuphatsa imisebenti yetemitapomabhuku

4.11 LUPHIKO: TEKULONDVOLOTWA KWEMLANDVO

Kucinisekisa kuphatfwa kahle kwetilondvolotimlandvo

4.12 INCENYE YELUPHIKO: TEBUCIKO

Kutfufukisa, kuphakamisa nekuhlanganisa tebuciko

4.13 INCENYE YELUPHIKO: TEMASIKO

Kutfufukisa, kuphakamisa nekwesekela imisebenti yetemasiko.

4.14 INCENYE YELUPHIKO: TELULWIMI

Kuhlanganisa imisebenti yetelulwimi

4.15 INCENYE YELUPHIKO: TEMA FILIMU

Kuphatsa nekuhlanganisa imboni yetemafilimu.

4.16 INCENYE YELUPHIKO: KUPHAKELWA NEKWESEKELA KUPHAKELWA KWETINSITA

Kuhlanganisa kuniketwa nekwesekela kwetinsita Tetewati.

4.17 INCENYE YELUPHIKO: KULETFWA NEKUTFUTFUKISWA KWEMISEBENTI YETEMITAPOMABHUKUNELWATI

Kuhlanganisa imisebenti yetemtapomabhuku lomkhulu netakhiwonchanti te-MPLIS.

4.18 LIHLANGOTSI: TEMITAPOMABHUKU NETEKUTFUTFUKISWA KWETEKUCHUMANA NGABONGCONDVOMSHINI NGETELWATI

Kwesekela nekuchuba imisebentiye-LIS etinhlelweni tekuchumana ngabongcondvomshini.

4.19 LUPHIKO: TEMIDLALO NETEKUKHIBIKA

Kucinisekisa kuhlanganyelakwelinyenti kutemidlalo netekukhibika.

4.20 LUPHIKO:TEMIDLALO YETIKOLO

Kuhlanganisa temidlalo yetikolo

4.21 INCENYE YELUPHIKO: TEMIDLALO

Kucinisekisa kuhlanganyela kwelinyenti kutemidlalo.

4.22 INCENYE YELUPHIKO: TEKUKHIBIKA

Kucinisekisa kuhlanganyela kwelinyenti kutekukhibika.

4.23 LUPHIKO: TEKUHLELA NEKUPHATFWA KWETINHLELO



Kuhlanganisa tekuhlela netinhlelo

4.24 LUPHIKO: TEKUCHUMANA

Kwetfula imisebenti yetekuchumana kulo lonkhe litiko.

4.25 LUPHIKO: TEKUSEBENTISANA

Kwenta imisebenti yekubambisana

4.26 INCENYE YELUPHIKO: KUPHATFWA KWETEKUPHEPHA

Kwenta imisebenti yekuphatfwa kwetekuphepha

4.27 INCENYE YELUPHIKO: TEKUHLELA

Kuhlanganisa tekuhlela kwelitiko

4.28 INCENYE YELUPHIKO: KUPHATFWA KWETINHLELO

Kuphatsa tnhlelo telitiko.

4.29 INCENYE YELUPHIKO: TEMITSETFO

Kwetfula imisebenti yetemtsetfo Etiko lonkhe lokufaka ekhatsi imitimba yetemtsetfo nemakomiti esikhashana.

4.30 INCENYE YELUPHIKO: TEKUPHATSA KWEBANTFU NETENTFUTFUKO

Kwenta imisebenti yetekuphatfwa nekutfufukiswa kwebasebenti

4.31 INCENYE YELUPHIKO: LUHLELO LOLUTSINTSA TONKHE TINCENYE NETEMPHILONHLE YEBASEBENTI

Kuphatsa imisebenti neluhlelo lolutsintsa tonkhe tincenye nemphilonhle yebasebenti.

4. 32 LUHLANGOTSI: IMISEBENTI YETEKUSITA

Kwenta imisebenti yekusita.

4.33 LUHLANGOTSI: IMISEBENTI YEBANTFU NETEKUPHATSA

Kutfula imisebenti yebasebenti nemisebenti yetekuphatfwa.

4.34 LUHLANGOTSI: EMASU ENHLANGANO NGEBASEBENTI NETEKUHLELA

Kutfufukisa emasu enhlangano ngebasebenti netekuhlela.

4.35 LUHLANGOTSI: KUSETJENTISWA KWEBASEBENTI NEKUTFUTFUKISWA KWELWATI

Kuphatfwa kwekusetjentiswa nekutfufukiswa kwekusebenti 9.

4.36 LUHLANGOTSI : BUDLELWANE BEBASEBENTI NETEKUPHATFWA KWEBANTFU 9

Kuphatfwa kwebudlelwane bebasebenti netekuphatfwa kwebantfu

4.37 INCENYE YELUPHIKO: TEKUBIKA NGETIMALI



Kwetfulwa kwemisebenti yetekubika ngetimali.

4.38 INCENYE YELUPHIKO: TEKUBALWA KWETIMALI LOKULAWULAKO

Kwetfula kuphatfwa kwetimali.

4.39 INCENYE YELUPHIKO: TEKUPHATFWA KWETINSITA TEMSEBENTI

Kwenta imisebenti yetekuphatfwa kwetinsita temsebenti.

4.40 INCENYE YELUPHIKO: TEKUPHATFWA KWEBUNGOTI

Kwenta imisebenti yetekuphatfwa kwebungoti.

4.41 LUHLANGOTSI: KUPHATFWA KWETIDZINGO

Kwenta imisebenti kuphatfwa kwetidzingo.

4.42 LUHLANGOTSI: KUPHATFWA KWEKUTSENGWA KWEMPHAHLA

Kwetfula kwekuphatfwa kwalokubambekako.

Kwenta imisebenti yekuphatfwa kwekutsengwa kwemphahla.

4.43. LUHLANGOTSI: KUSEBENTA KWETEKUPHATFWA KWETINSITA TEMSEBENTI

Kucaphela nekuhlola kusebenta kwetekuphatfwa kwetinsita temsebenti.

4.45 INCENYE YELUPHIKO: TEBUDLELWANE NEMAVE EMHLABA

Kukhutsata, kuhlenganisa nekuphatsa tekuchumana nemave emhlaba, kubambisana, tivumelwano nema – MOU.

Kwakha tindhlelo tekusebentisana nemave emhlaba, kusungula ematfuba nekukhangisa lokwentiwa litiko kuvelonkhe nasemaveni emhlaba.

Kwenta imisebenti yekulandzelwa kwenchubo etiko

5. EMAKHELI NEMININGWANE YEKUCHUMANA YELITIKO / UMPHATSILWATI NELISEKELA LEMPHATSILWATI

LITIKO:

Likheli Lekutfumela

Private bag X11316

Mbombela

1200

Likheli Lesitfolakala Kulo

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Riverside Park, Extension 2

Mbombela



1200

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☒ **DEPUTY INFORMATION OFFICER: MS ST NKOSI**

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6. EMAHHOVISI ETIGODZI ELITIKO

Ehlanzeni Region:

Inombolo Yelucingo: (013) 7782908/9/10

Inombolo Yefeksi : (013) 7782911

Nkangala Region:

Inombolo Yelucingo: (013) 9473674/2880

Inombolo Yefeksi: (013) 9472896

Gert Sibande Region:

Inombolo Yelucingo: (017) 8816196/3255

Inombolo Yefeksi: (017) 8117477

7 UMHLAHLANDLELA WEKUSETJENTISWA KWE-PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO.2 WA 2000.)

- ❖ Umhlahlandlela wekusetjentiswa kweMtsetfo, ifaka kwalokunye ekhatsi:-
- Tinhloso taloMtsetfo
- Likheli lekutfumela nelesitaladi, inombolo yelucingo neyefeksi futsi nangabe likhona likheli le-imeyili le:
- Baphatsilwati betikhungo tonkhe tahulumende
- Emasekela eBaphatsilwati betikhungo tonkhe tahulumende lacashwe ngekwesigaba 17(1).Imininingwane yato tonkhe tikhungo tangasese nangabe kukhonakala;
- Indlela nesimo sesicelo sekutfo la lirekhodi lesikhungo sahumende lokuchazwe

kusigaba 11 ne-

- Kufinyelela kulirekhodi lesikhungo sangasese lokuchazwe kusigaba 50.
- Lusito luyatfolakala Kumphatsilwati wesikhungo sahumumende ngekusho kwalomtsetfo;
- Lusito lolutfolakala kuKhomishana Yemalungelo Eluntfu eNingizimu Afrika (South African Human Rights Commission) ngekusho kwalomtsetfo.
- Bonkhe bulungiswa bemtsetfo lobutfolakalako macondzana esinyatselo noma ngekuhluleka kutsatsa sinyatselo noma umsebenti lofanele noma lohlinzekwe nguloMtsetfo, lokufaka ekhatsi inchubo yekufaka sikhalo sangekhatsi; ne
- Kufaka sicelo enkantolo sekuphikisana nesincumo seMphatsilwati wesikhungo sangasese.
- Imibandzela yesigaba 14 na 51 ledzinga kutsi sikhungo sahumumende nesikhungo sangasese, tibhale incwadzi lechaza kutsi itfolakala njani incwadzi lechazako.
- Imibandzela yesigaba 15 na 52 lebita tikhungo tahulumende netikhungo tangasese kutsi titikhiphele tona ngaphandle kwekutjelwa tihlobo temarekhodi.
- Tatiso letikhishwe ngekwetigaba 22 na 54 mayelana netimali lekufanele tikhokhwe nakwentiwa ticelo.
- Timiso tentiwe ngekwesigaba 92
- Ngekwesigaba 10 saloMtsetfo, Ikhomishana Yemalungelo Eluntfu eNingizimu Afrika (SAHRC) ngumsebenti wayo kubhala Umhlahlandlela lolula kusita umuntfu lofisa kusebentisa lilungelo lakhe njengekusho kwemtsetfo.
- Lomhlahlandlela ukhona futsi utfolakala ngato tonkhe tilwimi letisemtsetfweni futsi ingatfolakala kuwebhusayidi ye- (SAHRC) letsi (www.sahrc.org.za). Nawufuna kwati kabanti ngalomhlahlandlela ungachumana ne-SAHRC ku:-

Likheli lekutfumela:

PAIA Unit: The Research and Document Department

Private Bag X2700

Houghton

2041

Likheli Lesitfolakala kulo: PAIA Unit: The Research & Document Department

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8. KUCHUTJWA KWESICELO SEKUTFOLA LIREKHODI LELITIKO

Sigaba 32 seMtsetfosisekelo weNingizimu Afrika Umtsetfo no. 108 of 1996, wetfula kutsi "Wonkhe umuntfu unelilungelo lekutfola lwati lolugcinwe ngumbuso futsi noma ngabe nguluphi lwati lolugcinwe ngulomunye umuntfu futsi loludzingelwa kuvikeleka nekusebentisa noma nguliphi lilungelo".

Ngaleso sizatfu, ummango noma ngubani lonesifiso sekutfola lwati lolugcinwe Litiko, angalutfola ngekugcwalisa lifomu lelifanele lelitfolakala ku-Government Notice No. R.187 February 2002. Sicelo sekutfola lirekhodi leLitiko kufanele sicondziswe eNhloko yeLitiko.

9. EMAREKHODI LAGCINWE LITIKO (TIHLOKO NETINHLOBO)

❖ Litiko linelwati (Emarekhodi) ngaphasi kwaletihloko netigaba letilandzelako:

9.1 TEMIDLALO NETEKUKHIBIKA

- Kucashwa kwetati/beluleki labakhetsekile
- Tindhlelo tekwakha kabusha nentfutuko
- Tindlelasu tekukhangisa
- Tindzaba tetigodzi
- Kuphatfwa kwesabelotimali tekusita
- Kuphatfwa kweMitsetfo
- i-Dathabheysi
- Imihlobiso
- Lucwaningo ngetemidlalo
- Takhiwo tetemidlalo/ timphahla tekudlala / imisebenti yabolompempe
- Kubheja nekugembula
- Kutfutukiswa kweTemidlalo
- Tekucechesha
- Imincintiswane netekuvakasha
- Tihlangano tetemidlalo
- Imiklomelo
- Tindzaba Letiphatselene nalabasha
- Imikhandlu yeTemidlalo
- Tindzaba letimayelana/ letendluliselwe kuletinye tikhungo/ ematiko
- Kuphatsa imidlalo lemikhulu
- Kusayina Sivumelwano sekusebentisana
- Tekuchumana
- Imihlangano
- Imibiko
- Tekutsenga

9.2 TEBUCIKO NETEMASIKO

- Tekuphatsa
- Lucwaningo
- Tebuciko netemasiko emphakatsini
- Tibhimbi neMicimbi
- Lulwimi neLisiko Lekuphila
- Tenkholo
- Umtimba weTekuvuselelwa Kwesimilo

9.3 EMAGUGU

- Tindzawo temagugu
- Imicimbi yetemagugu
- Imiklamo yetemagugu
- Labanake temagugu
- Ema -NGO etemagugu
- Imisamo
- Tilondvolotimlandvo
- Mpumalanga Provincial Geographic Names Committee

9.4 TEMTAPOMABHUKU NETELWATI

- Tekuphatsa
- Imisebenti yetentfutfuko
- Imisebenti yetekwesekela
- Imisebenti yemitapomabhuku yeTigodzi
- Imitapomabhuku yesive
- Emapulani etakhiwo temitapomabhuku

Tebasebenti

Kulawula kwetikhala temisebenti

Kubekwa kwemibandzela yekusebenta

Tikhala temisebenti nekucasha

Tekuceceshwa neticu

Imali yebasebenti

Kumiswa kwekusebenta

Kuphatfwa kwebasebenti

Kuhlolwa nekuhlelwa kwebasebenti

Tinzuzo netilinganisotibalo

Tebasebenti

Tasemakhaya/ letiphatselena netenhlalo

9.6 TEKUCHUMANA

- Kukhishwa kwemabhuku
- Kwatiswa kwebantfu
- Imibiko netinzuzo
- Lwati

9.7 TEMTSETFO

- Sicinisekiso semtsetfo
- Imibono ngemtsetfo netinchubomgomo
- Kwatisa ngeteluleko temtsetfo
- Emacala
- Tivumelwano
- Imiklamo
- Imihlangano
- Tifundvo

9.8 TEKUHLELA NEKUPHATFWA KWEKWETINHLELO

- Umcombelelo
- Tekuhlela netelucwaningo
- Tekuchumana
- Tebudlelwane nemave emhlaba
- Luhlelo lolutsintsa tonkhe tincenye nemphilonhle yebasebenti

9.9 TETIMALI

- Umsebenti wetekubalwa kwetimali
- Umcombelelo
- Tindleko
- Imali lengenako
- Tiphatsimandla
- Tinhlelo tekubhanga imali
- Kusetjentiswa kabi nekukhwabanisa
- Sicelo sekuboleka imali

9.10 TEKUPHATFWA KWETINSITA TEMSEBENTI

- Indzawo yekuhlala
- Timphahla
- Imisebenti
- Kukhishwa kwemphahla lendzala

- Kuphatfwa kwemphahla
- Tinchubo tekutsenga
- Kubhalisa
- Tekucecesha

9.11 TIGITJELWA NELUHAMBO

- Tigitjelwa
- Teluhambo
- Kutfutwa nobe kugcinwa

10. TINHLOBO TEMAREKHODI LETITFOLAKALA NGAPHANDLE KWEKUCELWA KWELWATI NGEKWESIGABA 15 SALOMTSETFO

- Siculo salamarekhodi sivunyelwa ngaphandle kwekulandzela tinchubo letidzingwa nguloMtsetfo, njengekutsi Umfakisicelo akudzingeki kutsi agcwalise (Lifomu A) lelisetjentiselwa kucela lirekhodi.
- Lamarekhodi lawa awakhokhelwa imali. Imali ingakhokhwa kuphela nakwentiwa emakhophi, elirekhodi kungakhetfwa kutsi hloboluni (leliphepha, ikhompakthi diskhi, sitifi noma likhasethe)

❖ **INDLELA LEKUTFOLAKALA NGAYO:**(lyatfolakala ku: www.mpumalanga.gov.za/dcsr)

❖ TINHLOBO TEMAREKHODI LASHIWO NGETULU

- INkhulumo yeNchubomgomo neBhajethi / neMcombhelelo
- Umbiko weMnyaka
- Imitsetfo leyehlukahlukene
- Libhukwana Letimpawu Tavelonkhe
- Sichazamagama seSiswati
- Libhayibheli lesiNdebele
- Tinkhulumo
- Imibiko yebetindzaba
- Libhukwana lekuntjintjwa kwemagama
- Emafomu lahlukahlukene
- Emabhrosha
- Emaphephandzaba
- Inchubomgomo (Tinchubomgomo teLitiko)
- Tiphakamisomitsetfo neluvomtsetfo
- Kukhangiswa kwemisebenti

11. KUFakwa KWESICelo SEKUTFOLA LWATI/ LIREKHODI

11.1 Sicelo sekutfoLa lirekhodi leligcinwe Litiko kumele sihlangebetane naletimfanelo:-

- Lesicelo kumele siletfwe ngelifomu lelifanele (lelifakwe kule incwadzi lechazako) lelingu **Fomu Aku (sengetelo 1)**.
- Lesicelo kufanele siletfwe kuMphatsilwati noma Lisekela leMphatsilwati weLitiiko ngekusebentisa imininingwane yakhe lebhale esigabeni 5 salencwadzi lechazako.
- Umfakisicelo Kumele afake yonkhe imininingwane letakwenta kutsi sikhulu seLitiko sikwati kubona lirekhodi noma emarekhodi laceliwe nekutsi ngubani lomfakisicelo.
- Umfakisicelo kumele asho nangabe lirekhodi lalcelako alifuna ngelulwimi lolutsite.
- Likheli lekutfumela noma inombolo yefeksi kwemfakisicelo kumele kubekhona.
- Nangabe ngetulu kwemphendvulo lebhaliwe, umfakisicelo afisa kwatiswa ngandlela tsite ngesincumo, kumele ayisho leyondlela bese ufaka nemininingwane lefanele ibekhona.
- Nangabe sicelo sentelwa lomunye umuntfu, umfakisicelo kumele abenebufakazi lobuveta emagunya lamenta kutsi afake lesicelo kuze Umphatsilwati aneliseke.

11.2. Ump hatsilwati utawucinisekisa kutsi lesicelo lesentiwe ngumfakisicelo siyahambisana naletimfanelo letishiwo ngenhla nge:-

- Kubhala ticelo letifakwe ngemlomo nangabe umfakisicelo longakwati kubhala nekufundza noma lokhubatekile, angakwati kutibhalela ticelo ngetindlela letibekiwe.
- Kunika umfakisicelo imininingwane letamenta kutsi afake sicelo lesivakalako.
- Kusita umfakisicelo kutsi afake kahle sicelo sakhe, nesikhungo sahumende lesifanele nangabe uMphatsilwati abona kutsi sicelo kufanele sifakwe kulesinye sikhungo sahumende noma kulenye incenye yeLitiko.

11.3. Kucinisekisa nekuvuma

Nangabe Ump hatsilwati eneliseka kutsi lesicelo sihlangebetane netidzingo letishiwo ngenhla, ngesikhashana lesemukelekile, utakwatisa umfakisicelo kutsi usitfolile siceLosakhe futsi asho kutsi umfakisicelo utawukhokha letimali letilandzelako letibekiwe:-

- a. Mali yesicelo lengu R35,00 (imali lebekiwe lekhokhwa nguwo wonkhe muntfu lowenta sicelo selwati noma selirekhodi leligcinwe nguhulumende, kungenteka angayikhiphi nangabe lirekhodi lelcelwako lingaye umfakisicelo kanye ne;
- b. Imali yekutfoLa lirekhodi (imali lefaka kukhicitwa kabusha nekuphatfwa kwalelirekhodi. Samba lesikhokhelwa kutfoLa lirekhodi, sitawushiyashiyana kuye ngebungako belirekhodi lelceliwe nesikhatsi lesitsetfwe nakulungiswa lolwati noma lelirekhodi. Uyacelwa kutsi ubuke (**Sengetelo 3**) kutfoLa luhla lwetimali letibekiwe)

11.4. Kulungiswa kweticelo

- Ngemva kwesatiso lesishiwo kusihlokwana 11.3 ngetulu. Ump hatsilwati

utawucedzela kulungiswa kwesicelo ngesikhatsi lesanele kodvwa kungakendluli emalanga langemashumi lamatsatfu (30) sicelo sitfoliwe. Umphatsilwati ngekuya ngetimo taleso naleso sicelo-

- a. angadlulisela lesicelo kulesinye sikhungo sahumende
- b. -hlehlisa kutfolakala kwelirekhodi
- c. -ngeta sikhatsi sekusebenta ngelirekhodi
- d. -bita tetfulo kubantfu bangaphandle.
- e. -vumela kutfolakala
- f. angakwalelakutfolwa kwalololwati

11.4.1. Kundluliswa kwesicelo siyiswe kulesinye sikhungo sahumende

Sicelo sekutfolakala lwati nobe lirekhodi lesilelwa kuMphatsilwati singadluliselwa kulesinye sikhungo sahumende nangabe kunye nobe kunyenti kwanaku kuvela:

- a. Nangabe lolwati kumbe lirekhodi lelilelwe alikho etandleni teLitiko kodvwa kusetandleni talelinye Litiko lahulumende noma umtimba wahulumende;
- b. Nangabe lolwati noma lirekhodi lelilelwe lisondzelene kakhulu nemisebenti yalelinye Litiko lahulumende kwendlula imisebenti yaleLitiko leli.
 - Nangabe lelirekhodi nobe lwati loluceliwe lingena kulesihlokwana lesivetiwe ngenhla ,Umpahsilwati -
- a. utawundlulisa lesicelo etiko lahulumende lelifanele ngekushesha kungendluli emalanga langu 14 ngemuva kwekuba sicelo sifikile futsi
- b. Utawundlulisa lesicelo selwati nobe lirekhodi etiko lelifanele, nangabe Umpahsilwati analo lelirekhodi lelilelwe, futsi abona kutsi kwenta njalo kutawuba lusito.
 - Nakandlulisa lesicelo uMphatsilwati weLitiko, utakwatisa umfakisisicelo ngekushesha-
- a. Kundluliswa,lokufaka ligama neminingwane yekuchumana yeMphatsilwati walapho sicelo sendluliselwe khona;
- b. Tizatfu tekwedluliswa kwesicelo; kanye ne-
- c. Sikhatsi lesitawutsatfwa nakusetjentwa lesicelo

11.4.2. Kuhlehliswa kwekutfolo Lirekhodi

- Umphatsilwati angahlehlisa kutfolakala kwelirekhodi nangabe:
 - a. Lelo rekhodi kufanele likhishwe kungakendluli emalanga langu 90 ngemuva kwekutfolo nobe kwendlulisa sicelo nobe lesi sikhatsi lesengetiwe sekuligaya nekulihumusha.
 - b. Kutfolo lirekhodi kungaphindze kuhlehliswe nangabe umtsetfo utsi lisakatwe libe libelisengakasakatwa.
 - c. Kutfolo lirekhodi kungaphindze kuhlehliswe nangabe lilungiselelwe kutsi limikiswe kuSishayamtsetfo nobe kumuntfu libe lisengekamikiswa.
 - d. Sicelo singahlehliswa kuletimo letibalwe ngenhla ngesikhatsi lesemukelekile.
 - e. Umphatsilwati kumele atise umfakisicelo kungakendluli emalanga langu 30 ngemuva kwekulehliswa kwesicelo, kutsi umfakisicelo angabeka tizatfu kuMphatsilwati, asho kutsi kungani lelirekhodi alifuna ngembikwekutsu likhishwe nomaliyiswe kuSishayamtsetfo nangesikhatsi sekulehlisa lesibekiwe.
 - f. Nangabe leto tizatfu setibekiwe, Umphatsilwati kumele avumele umfakisicelo kutsi alitfole lirekhodi nangabe kunetizatfu letivakalako letikhombisa kutsi kuhlehlisa kungabeka umfakisicelo esimeni lesibi.

11.4.3. Kwengeta sikhatsi sekusebenta sicelo

Umphatsilwati angangeta lesikhatsi lesibekiwe lesingemalanga lange- 30 ekusebenta ngesicelo ngalamanye emalanga angedluli kulange- 30 , nangabe letimo letilandzelako tiva:-

- a. Nangabe kucelwa emarekhodi lamanyenti noma kutawudzingeka kutsi kufunwe kumarekhodi lamanyenti futsi nangabe kuhambisana nesikhatsi lesibekiwe kutawuphazamisa umsebenzi weLitiko.
- b. Nangabe lesicelo semarekhodi sidzinga kufunwa nobe kulandvwa kwawo kulinye lihho visi lelitiko lelingekho kulelidolobha nobe lapho kunelihho visi, leMphatsilwati lokungeke kuphele ngesikhatsi lesibekiwe.
- c. Nangabe kudzingeka kubonisana emkhatsini kwetinhlangotsi telitiko noma nalelinye litiko lahulumende kuze kutsatfwe sincumo ngesicelo, kungeke kuphele ngesikhatsi lesibekiwe;
- d. Nangabe kuvela timo letingetulu kwasinye kuleto letishiwo ngenhla, letenta kungakhonakali kusibamba sikhatsi lesibekiwe noma
- e. Umfakisicelo avuma kutsi sikhatsi sengetwe.

- Nangabe lesinye saletimo letivetwe ngenhla sivala; lokubangela kube nesidzingo sekwengeta kulamalanga la-30 labekiwe, Umphatsilwati utawukhipha satiso lesiya kumfakisicelo ngekushesha kungakendluli emalanga langu-30 sifikile lesicelo, amatise:-

- a. Ngalesikhatsi lesengetiwe
- b. Ngetizatfu letinetisako talokwengetwa ne,;
- c. Kwekutsi umfakisicelo angafaka sikhalo sangekhatsi noma asifake nenkantolo, nangabe angavumelani nekwengetwa kwesikhatsi nangenchubo yekufaka sikhalo sangekhatsi noma sicelo.

11.4.4. Kubita tetfulo kubantfu bangaphandle

- Umphatsilwati nakabona sicelo sekutfole lirekhodi lekungaba lirekhodi lelucuketse;
- a. Timfihlo tebantfu bangaphandle
- b. Emarekhodi latsite e-South African Revenue Services
- c. Imininingwane yetekuhweba yebantfu bangaphandle
- d. Lwati loluyimfihlo ngebantfu bangaphandle noma
- e. Lucwaningo ngelwati lwebantfu bangaphandle noma sikhungo sahumende, utakwatisa lomuntfu wangaphandle lwati lolungaye kungapheli emalanga la- 21 njengekusho kweMtsetfo futsi utawucela lomuntfu wangaphandle kutsi abhalele Umphatsilwati njengekusho kwesigaba 48 seMtsetfo, ngalokunye kwaloku lokundzelako:
 - Kungani lesicelo kufanele singemukelwa; noma
 - Kunika imvumo lebhaliwe ekukhipha lirekhodi kungakendluli emalanga la- 21, ngemuva kwekwatiswa ngesicelo.
 - Nasesihloliwe setfulo semuntfu wangaphandle, Umphatsilwati kumele ancume kutsi umfakisicelo uyavunyelwa kuitfole lirekhodi noma cha.
- f. Kungavumi kwemuntfu wangaphandle akusho kutsi lwati lutawugodlwa.

11.5. Kuvunyelwa ne/ noma kucitfwa kwesicelo

11.5.1. Nangabe umfakisicelo avunyelwa kutfole lirekhodi utakwatiswa:-

- a. Kutsi sicelo sakhe siphumelele
- b. Ngetimali letisilele lekufanele tikhokhwe
- c. Ngesimo lelitawutfolakala ngaso lirekhodi ne
- d. Kutsi afake sikhalo sangekhatsi aphikisane nemali lekufanele ayikhokhele lirekhodi

noma simo lelitawutfolakala ngaso lirekhodi nenchubo nesikhatsi sekufaka lesi sikhalo.

- e. Sikhalo sangekhatsi singafakwa kungakendluli emalanga la- 60 sifikile sincumo seMphatsilwati.

Umfakisiselo kumele agcwalise **Lifomu B (buka Sengetelo 2)** kufaka sikhalo sangekhatsi esikhulwini lesifanele sesikhungo sahumende.

11.5.2. Sicelo sekutfo lwati lolugcinwe Litiko singacitfwa nangabe lolwati loluceliwe lwela ngaphasi kweluhlobo lwelwati loluyimfihlo ngekwasigaba 34(1), 35(1), 36(1), 37(1), 38(1), 39(1), 40(1), 41(1) ne sigaba 45 seMtsetfo

- Nangabe lesicelo sicitfwa, Umphatsilwati utamatisi umfakisiselo kutsi:-
 - a. Sicelo sicitsiwe netizatfu tekucitfwa kwaso; nekutsi
 - b. Umfakisiselo angafaka sikhalo sangekhatsi asibhekise esikhulwini lesifanele noma angaya enkantolo kuze asitakale.

11.5.3 Nangabe Umphatsilwati angasiphendvuli sicelo kungakendluli emalanga la- 30 asitfolile sicelo, kumele kutsatfwe ngekutsi sicelo asikemukelwa, lesento singamuvumela kutsi umfakisiselo afake sikhalo sangekhatsi noma asebentise tinchubo tenkantolo, nakufanele.

11.5.4. Nangabe setentiwe tonkhe tinyatselo tekutfo lirekhodi leluceliwe futsi kunetizatfu letivakalako tekukholwa kutsi lirekhodi ligcinwe Litiko kodvwa alitfolakali noma alikho, Umphatsilwati utawubhala i-afidavithi atise umfakisiselo kutsi alitfolakali lirekhodi laluceliwe ngetizatfu seMtsetfo, lesi satso sitawutsatfwa njengesincumo sekungavumi nelirekhodi. Nasekwenteka litfolakala lirekhodi, lowo mfakisiselo utawunikwa imvumo yekutfo lelirekhodi ngaphandle nangabe alelwa nguMtsetfo.

11.6 Kuncutfo kwelirekhodi

- Kuncutfo kwelirekhodi kusho kwehlukana, kucisha noma kuvimba lwati lolucuketfwe lirekhodi.
- Umphatsilwati angahlukanisa, acishe noma avale lwati lolugcinwe lirekhodi.
- Loko kwenteka nangabe kunelwati lolutsite lolugcinwe kulelirekhodi lekungakafaneli kutsi lunikwe umuntfu.
- Umphatsilwati angatincutsa tincenye telirekhodi bese ugodla lolo lolungavunyelwa ngekulandzela Umtsetfo.
- Ngekuncutsa lirekhodi nalokwamukelekile, Umphatsilwati kumele acinisekise kutsi bumcoka belelirekhodi abudzacatelwa phasi bese lilahlekelwa yinchazelo yalo.

11.7 Lulwimi lelifolakala ngalo

- Nangabe sicelo selirekhodi sivunyelwe, umfakisiselo kumele alitfole ngelulwimi lalifunako, nangabe likhona.

- Nangabe lelirekhodi lingekho ngelulwimi lalifunako noma umfakisicelo angakalisho lulwimi lalufunako, lelirekhodi kumele liniketwe nganoma nguluphi lulwimi lolukhona.

11.8 Indlela lirekhodi lelifolakala

- Nangabe kuvunyelwa kutfole lirekhodi ngemuva kwekukhokha imali yekutfole lirekhodi, Umfakisicelo angalitfole lirekhodi ngetindlela letilandzelako:-
- Nangabe lelirekhodi libhaliwe noma liphrintiwe, ngekutfole ikhophi noma ngekulibuka.
- Nangabe lelirekhodi lititfombe noma kuguculwe titfombe taba ngemagama, kufanele kwentiwe tindlela tekutsi umfakisicelo akhone kutibona titfombe nobe entelwe emakhophi emagama letiguculelwe kuwo,
- Nangabe lwati lurekhodiwe futsi lube lingakhishwa njengemsindvo, kungentiwa emalungiselelo kutsi umfakisicelo awulalele lomsindvo. Nangabe kungakhonakala kutsi lombhalo ubhalwe ngemagama nobe uphrintwe, leyo mibhalo ayiniketwe. Lomtimba wahulumende ungakhipha ngalendlela kuphela uma unaletinsita letihlala tisetjentiselwa loko.
- Nangabe lirekhodi ligcinwe kungcondvomshini nobe lingafundzeka ngemshini yalo, ikhophi yalo kufanele inikwe umfakisicelo.
- Nangabe umfakisicelo akhubatekile kube lokukhubateka kumenta angakhoni kufundza, kubuka nobe kulalele lelirekhodi lalifunako, Umphatsilwati kufanele ente taba tekutsi lelirekhodi litfolakale ngendlela umfakisicelo latawukhona kulifundza, alibuke nobe alive.
- Umfakisicelo akangakhokhiswa imali yekutfole lirekhodi, lengetulu kwemali lebekufanele ayikhokhe kube abengakakhubateki.
- Nangabe umfakisicelo afuna lirekhodi ngekulihlola, kulibuka noma kulilalele, umfakisicelo angenta emakhophi noma atsatse lenkhulumo ngekusebentisa emathulusi akhe.

11.9 Imisebenti leyentelwa ummango

- Lemisebenti lelandzelako yentelwa emalunga emmango esifundzeni saseMpumalanga:-
- Lusito loluphatselene nelusitotimali letibukene nemisebenti yetemidlalo, tekukhibika, tebuciko netemasiko;
- Teluleko ngemitsetfo yetemidlalo, tekukhibika, tebuciko netemasiko (ImitsetfoyaVelonkhe neyeSifundza)
- Teluleko mayelana netinchubomgomo kutemidlalo, tekukhibika, tebuciko netemasiko (Tinchubomgomo taVelonkhe neteSifundza)

11.10 Emalungiselelo ngekubonisana, tetfulo tekuhlanganyela nobe kubeka luvo nakwakiwa tinchubomgomo nobe kusebentisa emandla nobe kwenta imisebenti yelitiko.

11.10.1 Kwakhiwa kwenchubomgomo

Nomangubani (ngaphandle kwemtimba wahulumende lovetwe endzimeni (a) nobe (b) (i) yenchazelo yemtimba wahulumende kusigaba 1 seMtsetfo) angahlanyela ekwakhiweni kwemtsetfo wemtimba wahulumende ngekutfo luvo lwemango ngetintfo letingaba nemtselela kuloyo muntfu, noma ngekutfo kwemibono ngemtsetfosivinywa, tinchubomgomo netimiso letihlongotwa Litiko kugazethi yesifundza, ngetikhatsi letitsite.

Timemo temihlangano yeluhlololuvo lwemphakatsi lwanoma nguluphi lwemtsetfosivinywa nekuchibiyelwa kwetinchubomgomo nemitsetfo kuvamise kwentiwa ngetatiso emisakatweni, kumabonakudze nakumaphepha. Lwati lungatfolakala eHhhoisini leTekuchumana leLitiko noma kuNhloko yeLitiko.

11.10.2 Kusetjentiswa kwemandla nekwentiwa kwemisebenti

Njalo ngemnyaka Litiko libamba imihlangano yetemidlalo, tekukhibika, tebuciko netemasiko laphe kumenywa bonkhe labatsintsekako kutsi bente tiphakamiso / imibono ngekusetjentiswa kwemandla nekwentiwa kwemisebenti yeLitiko.

Ngentinhlelo tekuya ebantwini, MEC uvakashela imiphakatsi yesifundza nekubatisa ngetindzaba tetemidlalo, tekukhibika, tebuciko netemasiko.

11.10.3 Tindlela tekulungisa kungasebenti kahle kweLitiko

Noma ngubani longakaphatseki kahle ngendlela Litiko lente ngayo noma kungenti kweLitiko imisebenti yalo njengoba kufanele, angafaka sikhalo kuletkhungo letilandzelako kepha kungesito kuphela;-

UMcondzisijikelele: Lihhovisi laNdvunankhulu

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KUSAYINA:



MR GS NTOMBELA

HEAD: CULTURE, SPORT AND RECREATION

LUSUKU 01/04/2018

SENGETELO: 1

LIFOMU A

SICELO SEKUTFOLA LIREKHODI LEMTIMBA WAHULUMENDE

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

[Simiso 6] KWELITIKO

Inombolo yeriferensi:

Sicelo semukelwe ngu _____ ligama nesibongo
kwemphatsilwati / lisekela lempahatsilwati mhlaka:-

(lusuku) e (indzawo)

Imali yekufaka sicelo (nangabe ikhona) R.....

Imali yesibambiso (nangabe ikhona): R.....

Imali yekutfolo lirekhodi: R.....

.....Kusayina Kwemphatsilwati / Lisekela Lemphatsilwati

B. Imininingwane yemuntfu lowenta sicelo sekutfolo lirekhodi

- | |
|--|
| <p>(a) Imininingwane yemuntfu locela kutfolo lirekhodi ayibhalwengentasi.</p> <p>(b) Nika likheli ne/nobe inombolo yefeksi yaseNingizimu Afrika lapho lwati kumele lutfunyelwe khona</p> <p>(c) Akufakwe bufakazi beligunya lekufaka sicelo, uma kunesidzingo.</p> |
|--|

Emagama laphhelele
nesibongo.....

Inombolo yamatasi:

Likheli lekuposa: .

Inombolo yefeksi:

Inombolo yelucingo :

Likheli le- imeyili

Ligunya lekwenza sicelo nangabe sicelo sentelwa lomunye umuntfu:

Lencenye kumele igcwaliswe **KUPHELA** nangabe sicelo sentelwa lomunye umuntfu.

Emagama laphелеle nesibongo:

Inombolo yamatasi:

D. Imininingwane yelirekhodi

- (a) Nika imininingwane lephelele yelirekhodi lelicelwako, lokufaka emkhatsini inombolo ye-reference nangabe uyayati, kwentela kutsi lirekhodi litfolakale.
- (b) Nangabe sikhala lesinikiwe sisincane chubekela ephepheni leliseceleni bese ulihlanganisa nalelifomu. **Umfakisicelo asayine onkhe emaphepha langetiwe.**

1. Kuchazwa kwelirekhodi noma incenye ledzingekako yelirekhodi:

2 Inombolo yereferensi, nayikhona:

3 Leminye imininingwane leyengetiwe ye-lirekhodi

E. Imali lebhadalwako

- a). Sicelo sekutfoli li-rekhodi , ngaphandle kwelirekhodi lelinelwati loluphatselele nawe, sitawucutjungulwa kuphela emva kwekubhadalwa **kwemali yesicelo**
- (b) Utakwatiswa ngemali lekufanele uyibhadale **njengemali yesicelo.**
- (c) Imali lebhadalelwa kutfoli li-rekhodi iya ngindlela lwati loludzingeka ngayo kanye nesikhatsi lesidzingekako sekufuna kanye nekulungisa lirekhodi
- (d) Nangabe unelilungelo lekungayibhadali imali ledzingekako, sicela unike sizatfu salelo lungelo

E Sizatfu selilungelo lekungayibhadali imali:

F. Simolirekhodi lelifolakala ngaso

Nangabe uvinjelwa kukhubateka lokutsi ungakhononi kufundza, kubona nekutalela lirekhodi ngendlela lelifolakala ngayo kuletindlela letibhalwe ngetansi kusuka kunombolo-1 kuya kunombolo 4, chaza kukhubateka kwakho usho nekutsi lirekhodi ulifuna ngayiphi indlela

Kukhubateka:	Simo lirekhodi lelidzengeka ngaso:
Faka "X" ebhokisini lelifanele.	
EMANOTHI:	
(a) Kufezekiswa kwesicelo sakho sekutfoli lirekhodi ngendlela loyibhale esicelweni sakho kutawuya ngekutsi luyatfolakala yini ngaleyo ndlela loyicelile.	

(b) Kutfola lirekhodi ngendlela leceliwe kungalelwa kuletinye timo. Esimeni lesinjalo utakwatiswa nangabe lirekhodi litawutfolakala ngalenywe indlela

c) Imali lebhadaletwa kutfola lirekhodi kumele ibhadalwe, itawuya ngendlela lokutfolakala ngayo lirekhodi.

1. Nangabe lirekhodi libhaliwe

ikhophi yelirekhodi *	kuhlola lirekhodi
-----------------------	-------------------

2. Nangabe lirekhodi linemifanekiso lebonwako
(loku kufaka titfombe, ema-slides, imifanekiso letfwetjuliwe ye-video, imifanekiso leyakhiwe ngekhompiyutha, imidvwebo)

kubuka imifanekiso	ikhophi yemifanekiso *	imibhalo lechaza imifanekiso *
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3. Nangabe lirekhodi linemagama nobe lwati lolutfwetjuliwe lolungakhiciteka lube ngumsindvo

kulalela umsindvo lotfwetjuliwe (likhasethi lelilalelwako)	Umbhalo lochaza umsindvo lotsetjuliwe (i-document lebhaliwe)
--	--

4. Nangabe lirekhodi ligcinwe kukhompiyutha nobe ligcinwe ngeluhlobo lwe-elektronikhi nobe ngeluhlobo loludzinga kufundvwa ngemshini:

ikhophi yelirekhodi lebhaliwe	ikhophi lebhaliwe yelwati lolutsetfwe ku-rekhodi *	ikhophi yeluhlobo lolufundzeka kukhompiyutha
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Nangabe ucele ikhophi nobe umbhalo welirekhodi (lelingenhla), ufisa kuposelwa lekhophi nobe lombhalo? YEBO NO

Utawubhadala imali yekuposa.

Caphela kutsi nangabe lirekhodi lingatfolakali ngelulwimi lolufunako, ungatitfolakala ngelulwimi lolutfolakala ngalo.

Ufisa kulfola ngaluphi lulwimi lelirekhodi? _____

G. SATISO YESINCUMO LESIMACONDZANA NESICELO SEKUFINYELELA KUMNININGWANE

Utawubhalelwa watiswe kutsi sicelo sakho semukelwe /sicitsiwe. Nawufisa kwatiswa ngalenywe indlela, sicela usho lendlela bese unika imininingane ledzingekako kute sifeze sicelo sakho.

Ngabe ufisa kwatiswa ngayiphi indlela ngesincumo lesiphatselene nesicelo sakho sekutfolakala lirekhodi?

Kusayinwe e.....kulililangalalenyanga..... 20_____

SENGETO 2 ,

LIFOMU B

SATISO NGESIKHALO SANGEKHATSI

(Sigaba 75(1)(a) (se-Promotion of Access to Information Act, 2000) (umtsetfo No. 2 wa - 2000))

[Simiso 8]

**Shano Inombolo Yakho
Yereferensi: _____**

A. Imininingwane yemtimba wahulumende

Umphatsilwati /Lisekela Lemphatsilwati:

B. Imininingwane yemuntfu lofaka sicele/umuntfu wesitsatfu lofaka sikhalo sangekhatsi

- (a) *Imininingwane yemuntfu locela kutfola lirekhodi ayibhalwe ngentasi.*
- (b) *Siciniseko seligunya lekufaka sikhalo, kumele sihambisane nesikhalo nasikhona.*
- (c) *Nangabe umfakisicele angumuntfu wesitsatfu, kungesiye umfakisicele wekucala, imininingwane yemfakisicele ayinikwe ngentasi ku C.*

Emagama laphhelele nesibongo: _____

Inombolo yamatasi: _____

Likheli lekutfumela: _____

Inombolo yefeksi/yelucingo: _____

Likheli le-imeyili: _____

Emagunya lakuvumela kutsi ufakele lomunye umuntfu sikhalo sangekhatsi:

C. Imininingwane yemfakisicelo

Lencenye kumele igcwaliswe **KUPHELA** nangabe umuntu wesitsatfu (ngaphandle kwemfakisicelo) afaka sikhalo sangekhatsi.

Emagama laphela nesibongo: _____

Inombolo yamatasi: _____

D. Sincumo lekufakwa sikhalo sangekhatsi ngaso

Sincumo lesitsetfwe lokufakwa sikhalo sangekhatsi ngaso *sikhombise nga X ebhokisini lokungilo*

	Kucitfwa kwesicelo sekufinyelela kulirekhodi.
	Sincumo lesimayelana netimali letibekiwe ngekusho kwesigaba 22 seMtsetfo.
	Sincumo lesimayelana nesikhatsi lesibekiwe lekutawubukwa ngaso lesicelo ngekwasigaba 26(1) seMtsetfo.
	Sincumo ngekwasigaba 29(3) seMtsetfo lesicitsa lesicelo sekufinyelela kulirekhodi lelingesimo lesicelwe ngumfakisicelo.
	Sincumo sekuvumela umfakisicelo kutsi afinyelele kulirekhodi.

E. Tizatfu tekufaka sikhalo

*Nangabe sikhala lesinikiwe sisincane chubekela ephepheni leliseceleni bese ulihlanganisa nalelifomu. **Umfakisicelo asayine onkhe emaphepha langetiwe***

Shano tizatfu letenta kutsi ufake sikhalo sangekhatsi :

Shano leminy e imininingwane lengadzingeka nawufaka sikhalo

F Satiso ngesincumo lesitsetfwe ngesikhalo

Utakwatswa kutsi sicelo sakho semukelwe noma sicitsiwe. Nawufisa kwatswa ngaleny indlela, sicela usho lendlela bese unika imininingwane ledzingekako kute sifeze sicelo sakho

Shano leyondlela: _____

Imininingwane yalendlela: _____

Kusayinwe e.....kulelilangaInyanga 20_____

.....**KUSAYINA KWEMFAKISICELO**

KWELITIKO:

LIREKHODI LANGEKWEMTSETFO LESIKHALO SANGEKHATSI

Sikhalo semukelwe:

..... (lusuku) ngu (Shano sigaba, ligama nesibongo kweMphatsilwati/
Lisekela leMphatsilwati.

Sikhalo asihambisane netizatfu tesincumo seMphatsilwati/Telisekela leMphatsilwati, natikhona,
imininingwane yemuntfu wesitsatfu noma yalowo lemayelana naye, leletfwe nguMphatsilwati /
Lisekela Lemphatsilwati (lusuku)_____ esikhulwini lesifanele.

UMPHUMELA WESIKHALO:

Sincumo Semphatsilwati / Selisekela Lemphatsilwati sicinisekisiwe/sicumo lesisha sifakiwe

Sincumo lesisha:

Sikhulu lesifanele

Lusuku

Lusuku umphatsilwati/ lisekela lempatsilwati lasmukelengaso esikhulwini lesifanele:

SENGETO 3

IMALI LEMISIWE:

Ngekwetimiso te PAIA, NO.R.187 15 Indlovana 2002

Timali letilandzelako timisiwe ngekwencenye II yesatiso 187 se-Government Gazette yamhlathi-15 Indlovana 2002:

1. Imali yekhophi yalencwadzi lechazako njengobe kuhlontotwe kusimiso 5(c) ngu-R0,60 lenye nenye ikhophi leyi-A4-noma ingcenywe yayo.

2. Timali tekwenta kabusha letishiwo kusimiso 7(1) tingalendlela:

(a) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo	0,60
(b) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo lebekwe kungcondvomshini nobe ngendlela yemishini nobe ngendlela lefundzeka ngemshini	0,40
(c) Ikhophi lefundzeka ngangcondvomshini ku -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) Kugucula titfombe tibe ngemagama, ekhasini le-A4 nobe incenye yalo	22,00
(ii) Kugucula lirekhodi lekulalelwa libe ngemagama , elikhasini le-A4 nobe incenye yalo	60,00
(e) (i) Kugucula lirekhodi lekulalelwa libe ngemagama , elikhasini le-A4 nobe incenye yalo	12,00
(ii) Ikhophi yelirekhodi lekulalelwa	17,00

3 Imali yesicelo lebhadalwa ngulowo nalowo mfakisiselo, ngaphandle kwalocela lirekhodi lelwati lolucondzene naye , lobalwe kusimiso 7(2) ngu- R35, 00.

4 Timali tekutfole lirekhodi letibhadalwa ngumfakisiselo tingalendlela:

1 (a) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo	0,60
(b) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo lebekwe kungcondvomshini	

nobe ngendlela yemishini nobe ngendlela lefundzeka ngemshini
0,40

(c) Ikhophi lefundzeka ngangcondvomshini ku -

(i) stiffy disc

5,00

(ii) compact disc

40,00

(d) (i) Kugucula titfombe tibe ngemagama, ekhasini le-A4 nobe incenye yalo

22,00

(ii) Kugucula lirekhodi lekulalelwa libe ngemagama , elikhasini le-A4 nobe incenye yalo

60,00

(e) (i) Kugucula lirekhodi lekulalelwa libe ngemagama , elikhasini le-A4 Nobeincenye yalo

12,00

(ii) Ikhophi yelirekhodi lekulalelwa

17,00