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# IMANUWALI YESIGABA SE- 14 YOMNYANGO WEZOBULUNGISWA

## NOKUTHUTHUKISWA KOMTHETHOSISEKELO: UKUTHUTHUKISWA KOKUFUMANEKA KWELWAZI

*Ibuthelolwe li: Li- Ofisi lakaSekela leemPhathiswa zeLwazi:  
Umrhala: 012 357 8544/ 012 315 1730/ 15  
Ifeksi: 012 315 4837*

*Yenziwe yakhambisana nesikhathi ngomhlaka 31 kuRhoboyi 2016*

**IMANUWALI ILUNGISWE NGOKWESIGABA SE- 14 SOMTHETHO we- 2000, WOKUTHUTHUKISWA KOKUFUMANEKA KWELWAZI**

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## **ISIGABA SOKU- 1**

UmThetho we- 2000 (UmThetho wesi- 2 we- 2000) wokuFumaneka kweLwazi, uqinta bona iHlangano kaRhulumende kufanele inikele imininingwana yamarekhodi aphethwe yiHlangano leyo kobana kungeniswe esinye nesinye isibawo selwazi.

IMINININGWANA YAMAREKHODI AGCINWE YIHLANGANO KARHULUMENDE AMUMETHWE NGENCWADINI EYAZIWA NGOKUTHI YIMANUWALI. NGALOKHO- KE IMANUWALI IKHULUMA NGAMAREKHODI AGCINWE YIHLANGANO KARHULUMENDE. AMAREKHODI AGCINIWEKO APHATHELENE NEBHIZIMISI/ IMISEBENZI YEZIKO NGALINYE. AMAREKHODI WEZIKO NGALINYE ANOMBORWE NGOKUHLUKANA KOBANA KUHLUKANISWE HLANGANA NEMISEBENZI/ NEBHIZIMISI LEZIKO NGALINYE. IREKHODI NGALINYE LIPHETHE UMLAYO OMAYELANA NOKUL AHLWA.

Ngaphandle kwamarekhodi, nawo abizwa ngamafayili, imanuwali nayo imumethe ilwazi elimayelana neemphande zeenHloko zomNyango kanye nezeemPhathiswa zeLwazi zeHlangano kaRhulumende kanye namabizo weziko ngalinye eliseHlanganweni kaRhulumende, imisebenzi yalo eqakathekileko kanye nerhelo lawo wo ke amarekhodi agcinwe yiHlangano kaRhulumende.

## **ISIGABA SESI- 2**

### **ISIGABA SE- 10 SEKOMBA YAWO WOKE AMAMANUWALI WERIPHABHLIKI YESEWULA AFRIKA**

IKomitjhini yamaLungelo wobuNtu yeSewula Afrika ikhuphe umhlahlo ngendlela eqintelwe siGaba se- 10 somThetho wokuThuthukiswa kokuFumaneka kweLwazi. Umhlahlo lo ukhona ema- ofisini weKomitjhini yamaLungelo wobuNtu yeSewula Afrika.

Iziko le- PAIA (ukuThuthukiswa kokuFumaneka kweLwazi) eKomitjhaneni yamaLungelo wobuNtu yeSewula Afrika

UmNyango weRhubhululo namaRekhodi  
Private Bag X2700  
HOUGHTON  
kweLwazi

Umrhala  
Iwebhusayidi  
- imeyila

+27 11 877 3600  
[www.sahrc.org.za](http://www.sahrc.org.za)  
[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **ISIGABA SESI- 3**

IMINININGWANA YOKUTHINTANA YESIPHATHISWA SELWAZI KANYE NAMASEKELA WOMNYANGO WEZOBULUNGISWA NOKUTHUTHUKISWA KOMTHETHOSISEKELO

### **ISIPHATHISWA SELWAZI**

UmNqophisi Zombebele: Nom. V Madonsela  
Private Bag X81  
PRETORIA  
0001

Umrhala: +27 12 406 4701/18, 012 406 4704/06  
Ifeksi: +27 12 406 4703

I- imeyila: [VusiMadonsela@justice.gov.za](mailto:VusiMadonsela@justice.gov.za)  
II- [bmusekwa@justice.gov.za](mailto:bmusekwa@justice.gov.za), [ckok@justice.gov.za](mailto:ckok@justice.gov.za)

Ihlathululo yemisebenzi:

Ukunikela umlayo womNyango wezobuLungiswa nokuThuthukiswa komThethosisekelo (DOJCD) kanye nokuqinisekisa umsebenzi opepenene, onukuziphendulela, ohlelekileko nonekghono wamatlayenti, ofaka hlangana nokuthathelwa amagadango womthetho, iPalamende noRhulumende.

**ISEKELA LEEMPHATHISWA ZELWAZI:**

Mma Marlyn Raswiswi  
Adv. Witness Ndoui  
Mma Natalie Dominique Louw

Ilungelo lokuFumana iLwazi nokuPhathwa kwamaRekhodi  
Private Bag X81  
PRETORIA  
0001

Umrhala: +27 12 357 8544, 012 315 1730/ 15  
Imeyila: paia@justice.gov.za  
Ifeksi: +27 12 315 4837

**Ihlathululo yemisebenzi:**

Ukukghonakaliswa kokuphunyelelisa kwe- PAIA ziinHlangano zoke zakaRhulumende kanye nokuhlelwa kokuThuthukiswa kwe- PAIA eya emphakathini nokubandulwa kwamaSekela weemPhathiswa zeLwazi ekuphunyelelisweni komThetho.

**IINKORO ZEMNYANGWENI WEZOBULUNGISWA NOKUTHUTHUKISWA KOMTHETHOSISEKELO**

<p><b><u>IMISEBENZI YEKHOTHO</u></b> Isekela lakamNqophisi Zombebele</p>	<p>Ukuqinisekisa imisebenzi engabizi khulu kanye nokukghonakalisa ukwehlukani kwemisebenzi yomthetho, yokutjuthjisa nokuphatha; ukusonjululwa kwamsinya kweendaba zomthetho ophathelene nomndeni</p>
<p><b><u>IINHLOKO ZAMAKHOTHO</u></b> <b><u>APHAKEMEKO</u></b> Ihloko eKulu</p>	<p>Ukunikela imisebenzi efumanekako mayelana nabafi nepahla esikolodo, ukutjheja namathrasti. Igunya leenHloko zamaKhotso aPhakemeko kutjheja ukuphathwa kwabafi nepahla esikolodo yabantu nabantu bangokomthetho, amathrasti abatjheji kanye nokwenza ngcono ilungelo lokufumana isikhwama semali yomTihogomeli wabantu abanelungelo lokutleyima imali esikhwameni lesi semali.</p>
<p><b><u>UKUTHUTHUKISWA</u></b> <b><u>KOMTHETHO</u></b> Isekela lakamNqophisi Zombebele</p>	<p>Ukuphenya, ukulungisa nokwenza ngcono iinkhabelelo zomThethosisekelo we- 1996 weRiphabhliki yeSewula Afrika. Ukuphenya, ukulungisa nokwenza kabutjha ngcono namkha ukukhabelela umthetho wokuthoma ukufaka hlangana imithetjhwana yomNyango. Ukuqalana neendaba eziphathelene nobulelesi nezakhamizi zeentjhabatjhabeni, indlela yekambiso yangokomthetho lapho inarha ithumela khona isilelesi enarheni esenze kiyo ubulelesi, amalungelo wobuntu weentjhabatjhabeni kanye nomthetho wezehlalakuhle yabantu, isizo elibuthekhniki nekhambo ngomnqopho wokufunda kanye nokukhambela imihlangano yangokomthetho ngaphatjheya.</p>
<p><b><u>IMISEBENZI YOKWELULEKA</u></b> <b><u>NGOKOMTHETHO</u></b> Umeluleki wezomThetho omKhulu womBuso</p>	<p>Ukunikela uRhulumende imisebenzi yobukghoni yomthetho, engabizi khulu nehleleke kuhle ngokugcina iziko lomthetho, ukutlama umthetho nemigomo emayelana nokwetjiwa ngefihlo kwemali, ukwenza ukutlanywa komthetho kukhambisane nesikhathi sagadesi kanye nokuhlanganisa imisebenzi yomthetho.</p>
<p><b><u>ZEEMALI</u></b> IsiPhathiswa esiKhulu seeMali</p>	<p>Ukunikela isekelo eendabeni eziphathelene neemali.</p>

<p><b><u>IMISEBENZI YOMNYANGO</u></b> Isekela lakamNqophisi Zombebele</p>	<p>Iphiko: Iphiko lezabaSebenzi (HR)</p> <p>Ukunikela imisebenzi efumanekako yephikweni lezabasebenzi. Lokhu kufaka hlangana umhlahlandlela mayelana nomgomo, iseluleko, isizo ngezokuphatha nokubandulwa kobana kuzuzwe abasebenzi abanzinzileko nabakhuthazekileko bomNyango wezobuLungiswa nokuThuthukiswa komThethosisekelo.</p>
	<p>Iphiko: Ifundo kaRhulumende nokuThintana (PEC)</p> <p>imisebenzi yokukhulumisana ngokusatjalaliswa kwelwazi nemisebenzi yefundo karhulumende, ehlelwe ngendlela yeHlelo lesiTjhaba lokuKhulumisana bese kungeniswa ummongo wesitjhaba: "ISITJHABA ESISEBENZELA IPILO ENGCONO".</p>
	<p>Iphiko: UkuPhathwa kwamaRherho weLwazi (ISM)</p> <p>Ukuqinisekisa bona i- DOJCD isebenzisa itheknoloji ephuma phambili kobana izuze amarherho angabizi khulu wokuphatha, ukwenza ngcono ukuziphendulela emphakathini kanye nokuqalana nelwazi neendingo zamarherho wokuphatha ngendlela eyipumelelo</p>
<p><b><u>UKUTHUTHUKISWA</u></b> <b><u>KOMTHETHOSISEKELO</u></b> Isekela lakamNqophisi Zombebele</p>	<p>Ukusungula intando yenengi yangokomthethosisekelo, ikambisolawulo yawo nokubusa kwawo enarheni ngokujamela umbuso noRhulumende.</p> <p>Iphiko: Itjhebiswano leentjhabatjhabeni</p> <p>Ukuqalana namatshwenyeko aphaathelene nobulelesi beentjhabatjhabeni nezakhamizi, ukuthunyelwa kwesilelesi ngenarheni esenze kiyo ubulelesi, amalungelo wobuntu weentjhabatjhaba nomthetho wezehlalakuhle yabantu, isizo lezobuthekniki nelemuko lezamavakatjho Kanye nokukhambela imihlangano yangokomthetho ngaphetjheya..</p>

## **ISIGABA SESI- 4**

### **AMAREKHODI APHETHWE MNYANGO AKHONA NGOKUZENZAKALELA**

#### **ISINGENISO**

Isahluko lesi simumethe amalungiselelo wesigaba se- 14(1) (d) somThetho wokuThuthukiswa kokuFumaneka kweLwazi oqinta bona ihlangano kufanele inikele imininingwana yamarekhodi enawo kobana kwenziwe bona iimbawo zokufumana ilwazi zisebenze.

Kuqakathekile ukuyelela bona umNyango wezobuLungiswa nokuThuthukiswa komThethosisekelo uhlukaniseke ngeengaba ezimbili eziqakathekileko mayelana nelwazi/amarekhodi onawo.

- linkoro ezenza umsebenzi oqakathekileko – Ama- Ofisi weenHloko, imiSebenzi yamaKhotho, njll.
- linkoro ezenza imisebenzi yokusekela – HR, PEC, ISM, njll.

Okufakwe emanuwalini le sihloko samafayili. Amafayili asisetjenziswa sokubulunga amarekhodi womNyango. Ifayili ngalinye linenomboro nehlathululo efithani yamarekhodi agcinwe ngefayilini kanye nesihloko sefayili. [REDACTED] – ifayili ngalinye linenomborwayo, amalanga elivulwe belavalwa ngawo kanye nomlayo walo ophathelene nokulilahla. Umlayo ophathelene nokulilahla uqakathekile ngombana uveza lokho ekufanele kwenzeka ngefayili ngemva kobana isikhathi esithileko sele sidlulile, isib. A10 uhlathulula bona ifayili kufanele lithunyelwe e- NASA (iZiko leSewula Afrika lokuGcina AmaFayili wesiTjhaba) eminyakeni elitjumi ngemva kwelanga lokuvala elingaphezu kwekhava yefayili. I- ofisi kaNgqongqotjhe inerherho layo elifana nelomNyango lokugcina amarekhodi.

#### **UKUFUNYANWA KWAMAREKHODI NGOKWESIGABA SE- 14(1) (e)**

Ngokwesigaba se- 15(2) uNgqongqotjhe kufanele akhuphe isaziso samarekhodi akhona ngokuzenzakalela kuGazethi.

Isahluko lesi sihlathulula ngamagama ajayelekileko amarekhodi akhona ngokuzenzakalela. Ilwazi leli likhona nakuwebhusayidi yomNyango: [www.justice.gov.za](http://www.justice.gov.za).

### **IHLATHULULO YEENGABA ZAMAREKHODI AKHONA NGOKUZENZAKALELA NGOKWESIGABA SE- 15(1) SOMTHETHO WE- 2000 (UMTHETHO WESI- 2 WE- 2000) WOKUTHUTHUKISWA KOKUFUMANEKA KWELWAZI**

#### **1. IHLATHULULO YEENGABA ZAMAREKHODI AKHONA NGOKUZENZAKALELA KOBANA AHLLOLWE NGOKWESIGABA SE- 15(1)(a)(i)**

##### **Imisebenzi yekhotho**

- Igatja: Isakhiwo semiSebenzi yeKhotho
- Amarekhodi wemilandu yekhotho elalelwe ekhotho evulekileko (isib. eKhotho kaMarhastrada, eKhotho ephathelene nokuLingana, eKhotho yamaTleyimu amaNcani, eKhotho ePhakemeko, eKhotho yeemBilayezo, eKhotho yezemiSebenzi, njll.)
- Iforomu lesibawo sokuqhatjha njengoKomitjhinara weemFungo.
- Imfuneko zesibawo sokuba nguKomitjhinara weemFungo.
- Iforomu lesibawo sokuqhatjha njengomehluleli.
- Iforomu lesibawo sokuqhatjha njengomhloli.
- Ilwazi elidephileko mayelana ne- Ofisi yomJameli womNdeni.
- Ilwazi elidephileko mayelana nokuphunyeliswa kwe- Hague Convention emayelana neeNgcenyane zomPhakathi zokuThunjwa kwabeNtwana beenTjhabatjhabeni
- Imininingwana yokuthintana yema- ofisini womJameli omKhulu womNdeni.
- UmThetho wama- 38 we- 2005 wabeNtwana
- Imithetholawulo yomNyango wezobuLungiswa yomThetho

**1. IHLATHULULO YEENGABA ZAMAREKHODI AKHONA NGOKUZENZAKALELA KOBANA AHLOLWE NGOKWESIGABA SE- 15(1)(a)(i)**

wabeNtwana

- UmThetho wama- 24 we- 1987 wokuLamula kwezinye iiNdaba eziphatelene nokuTihalana
- Imihlobo ehluahlukeneqo eqintelwe mthetho ofaneleko
- Ilwazi elidephileko mayelana namaKhotho aphaathelene nokuLingana kanye nomThetho.
- Umthetho omayelana namaKhotho aphaathelene nokuLingana.
- Iindlela ezisetjenziswa emaKhotho aphaathelene nokuLingana.
- Eminye imitlolo, iincwajana, imitlolo ejayelekileko.
- Iindaba nemitlolo yeKomidi yokuBuyekeza okuphatelene nokuLingana.
- Iinomboro zokuThintana zemiSebenzi yeKhotho.
- Umhlahlo wamambala – ukuPhathwa kwekhotho nemilandu emaKhotho wokuqalana nobuLelesi weenGodi neeYingi
- Irhelo lamaKhotho wamaTleyimu amaNcane asungulweko Kanye neminingwana yokuthintana
- UmThetho wabaNtu abadala
- Iincwajana, amabhrotjha, amaphamfulethi amayelana nomguruguru wangekhaya
- Iincwajana, amabhrotjha, amaphamfulethi amayelana nomThetho wabaNtu abadala

**Iphiko: Ukuhleleka kweKhotho yesiFunda**

- Imininingwana yokuthintana yamakhotho amancane nabaphathi bamakhotho mininingwana yokuthintana kaMengameli weKhotho yesiFunda
- Irhelo lamaKhotho wesiFunda – aphaathelene nobulelesirhelo lamaKhotho wesiFunda - angakaphathelani nobulelesi
- Umhlahlo wamambala – ukuphathwa kwekhotho nemilandu yamakhotho wesiFunda nesiYingi
- Amaforomu wephrofomu yamakhotho angakaphathelani nobulelesi wesiFunda
- Irhelo lamawebhusayidi yamakhotho lawo ekufakwe kiwo ama-AVR
- Irhelo lamakhotho ekusungulwe kiwo amakhotho womsebenzi omnengi
- Amaforomu ahlukahlukeneqo aqintelwe mthetho ofaneleko

**UkuThuthukiswa komThetho**

- Ilwazi elidephileko mayelana nokuThuthukiswa komThetho.
- Iindlela yekambiso yomThetho.
- Umthetho ophethwe mNyango.
- Iinomboro zokuthintana.

***Itjhebiswano leentjhabatjhabeni eliphathelene nomthetho***

- Imihlangano yeentjhabatjhaba ephethwe mNyango
- Imibiko yenarha emayelana neensetjenziswa zamalungelo wobuntu weentjhabatjhabeni lapho umNyango usiphathimandla esiKhulu.

**Ifundo karhulumende nokukhulumisana**

- Ilwazi elidephileko mayelana neFundo karhulumende nokuKhulumisana.

**1. IHLATHULULO YEENGABA ZAMAREKHODI AKHONA NGOKUZENZAKALELA KOBANA AHLLOLWE NGOKWESIGABA SE- 15(1)(a)(i)**

- Izehlakalo zekhalenda.
- linomboro zokuthintana.

**UkuPhathwa kweeMali**

- Ilwazi elidephileko mayelana nemiSebenzi ephathelene neeMali.
- linomboro zokuthintana.

**Imisebenzi yokwEluleka ngokomThetho**

- Ilwazi elidephileko mayelana nemiSebenzi yokwEluleka ngokomThetho.
- Imibiko emayelana nomthetho namahlelo womsebenzi.

**Iphiko lezabaSebenzi**

- Ukukhutjiswa kwemisebenzi yakwaRhulumente nemNyangweni wezobuLungiswa nokuThuthukiswa komThethosisekelo
- Imigomo ye- HR
  - Umgomo wokungathathi ihlangothi emsebenzini
  - Umgomo weTjhebiswano labaSebenzi
  - Umgomo wokuPhathwa kokuSebenza
  - Umgomo wabantu abaRholopheleko
  - Umgomo wesikhathi esisetjenzwe ngokweqileko
  - Umgomo wokuHlaziywa komSebenzi
  - Umgomo we- HIV ne- AIDS
  - Umgomo wezemiDlalo nokuziThabisa
  - Umgomo wokuFumana nokuKhetha kanye neManuwali yeKambiso
  - Umgomo wokuQhatjiswa komJaphethe
  - Imigomo yokwEmbatha
  - Isiqunto ngokuPheliswa komSebenzi
  - Umgomo wezePilo yabaSebenzi
- Umgomo wokuhlukumezwa ngokomseme
- Ilifu
- Umgomo wokuziphatha
- Umgomo wokuSizwa ngokuFunda
- Umgomo wokufuduka

**IinHloko zamaKhotho aPhakemeko**

- Amaforomu (Ipahla kamufi, ukuwa kwebhizimisi, amaforomu wabaTjheji)
- lincwajana zeendaba/imibiko.
- lincwajana.
- lincwajana zeendaba zeenHloko
- ICMS – Isizasithungelelanisi seWebhu

**UkuPhathwa kwamaRherho weLwazi**

- Abadosi phambili.
- Incwajana yeendatjana zezwangobatjho.



<b>1. IHLATHULULO YEENGABA ZAMAREKHODI AKHONA NGOKUZENZAKALELA KOBANA AHLOLWE NGOKWESIGABA SE- 15(1)(a)(i)</b>	
<ul style="list-style-type: none"> <li>• Umbiko okhethekileko wePhiko lezabaSebenzi.</li> <li>• Ukubuyekwezwa kweenhloko zeendaba.</li> <li>• Umbono wethu.</li> <li>• Amano wesiTjhaba wokuKhandela ubuLelesi.</li> </ul>	
<b>2. IHLATHULULO YEENGABA ZAMAREKHODI AKHONA NGOKUZENZAKALELA KOBANA ATHENGWE NGOKWESIGABA SE- 15(1)(a)(ii)</b>	
(a) Irhelo lamarekhodi angehla	(a) Amarekhodi angafunyanwa ngokubawiwa ngokutlolela: ISekela lesiPhathiswa seLwazi, UmNyango wezobuLungiswa nokuThuthukiswa komThethosisekelo; Private Bag X81; Pretoria; 0001, (inomboro yefeksi 012 315 4837; i- imeyila: paia@justice.gov.za) nangokubhadelwa kwenani lama- R20-00.
<b>3. IHLATHULULO YEENGABA ZAMAREKHODI AKHONA NGOKUZENZAKALELA KOBANA AKOTJULULWE NGOKWESIGABA SE- 15(1)(a)(ii)</b>	
(a) Irhelo lamarekhodi angehla	(a) Amarekhodi angafunyanwa ngokubawiwa ngokutlolela: ISekela lesiPhathiswa seLwazi, UmNyango wezobuLungiswa nokuThuthukiswa komThethosisekelo; Private Bag X81; Pretoria; 0001, (inomboro yefeksi 012 315 4837; 57 8004) i- imeyila: paia@justice.gov.za) nangokubhadelwakweimbadalo eqintelwe esihlokwaneni sesi- 2 seNgcenywe II yesiThasiselo A semithetholawulo ephathelene nokuThuthukiswa kokuFumaneka kweLwazi.
<b>4. IHLATHULULO YEENGABA ZAMAREKHODI AKHONA NGOKUZENZAKALELA SIMAHLA NGOKWESIGABA SE- 15(1)(a)(iii)</b>	
(a) Irhelo lamarekhodi angehla	(a) Amarekhodi angafunyanwa ngokubawiwa ngokutlolela: ISekela lesiPhathiswa seLwazi UmNyango wezobuLungiswa nokuThuthukiswa komThethosisekelo; Private Bag X81; Pretoria; 0001, (inomboro yefeksi 012 315 4837; 57 8004) i- imeyila: paia@justice.gov.za)

## **INDLELA YOKUFUMANA AMAREKHODI AKHONA NGOKUZENZAKALELA**

Isigaba se- 15 somThetho wokuThuthukiswa kokuFumaneka kweLwazi uqinta bona umNyango kufanele ukhuphe kuGazethi kaRhulumente ihlelo (irhelo) lamarekhodi akhona ngokuzenzakalela emNyangweni. Iimbawo zamarekhodi lawa azenziwa ngokuzalisa iForomu A eliqintelweko elisetjenziselwa ukubawa ilwazi. Azikho neembadalo zombawo ezibhadelelwa amarekhodi lawa. Iimbawo ezibhadelwako ngezalokha kufanele bona kwenziwe amakhophi werekhodi, ngaphandle kokutjheja bona ingabe lingendlela yephepha, yediskisigangadelo, yestifu, yekhasede, njll.

Ebujameni bamarekhodi anjalo asele abekwe eZikweni leSewula Afrika lokuGcina amaFayili wesiTjhaba, amarekhodi azokwenziwa bona abekhona ngokukhambisana nemithetho efunekako ekufundweni kwamarekhodi anjalo.

- UmThetho we- 2000 (UmThetho wesi- 2 we- 2000) wokuThuthukiswa kokuFumaneka kweLwazi
- UmThetho we- 1982 (UmThetho wama- 84 we- 1982) wokuVikelwa kweLwazi
- UmThetho we- 1996 (UmThetho wama- 43 we- 1996) weZiko leSewula Afrika lokuGcina amaFayili namaRekhodi wesiTjhaba

## **ISIGABA SESI- 5**

### **UKUFUNYANWA KWAMAREKHODI NGOKWESIGABA SE- 14(1) (d)**

EmNyangweni amarekhodi abulungwa ngokubekwa ngefayilini. Woke amarekhodi ayathiywa bese ngaphambi kwebizo lerekhodi yinomboro, ekuyinomboro yefayili. Ukuhlathulula – nangabe umuntu ufuna ukufumana amarekhodi womNyango aphaathelene nomNyango njengehlangano, inomboro yefayili ekulu izokuba ngu- 1 ukuya phezulu.

#### **1. AMAREKHODI WEHLANGANO**

Iindawo ezivalwe marekhodi: ilwazi limayelana nazo zoke iingcenyane zomNyango ukufaka hlangana ingcenyane ngayinye engasisemNyangweni wamarekhodi womNyango afaka hlangana amakhotho, isiphathimandla sokutjhihisa ne- ofisi yokudlulisa ngokomthetho kwelungelo lepahla. Iindaba ezimumethwe emafayilini lawa zifaka hlangana iindaba eziphathelene nomgomo, amagadango wezokuvikeleka okuphathelene nabantu nepahla yeengcenyane zomNyango, ukubulungwa kwelwazi eliphathelene nokuvikeleka kanye nomgomo wokuthintana kwangaphakathi nangaphandle.

Amarekhodi amayelana namanye amaziko neminyango karhulumente – ilwazi elimumethweko lifaka hlangana umgomo omayelana nokungehla.

#### **Amagadango mayelana nokuvikeleka**

Lokhu kufaka hlangana ukuvikeleka kwemakhiwo nabasebenzi, iinhlontjhiwa, uNgqongqotjhe, amarasidi weminye iminyango kanye neendaba ezingakalungiselelwa.

#### **2. INDAWO YOKUHLALA**

Amafayili lawa ahlathulula umgomo omayelana nendawo ye- ofisi lesikhulu, indawo yokuhlala yesikhulu ezokufaka hlangana amakhotho, ukuvikeleka kwemakhiwo yamakhotho, ukulungiswa, indawo yokuhlala yeenkhulu ezikhutjhiweko kanye namahlelo akhona wemakhiwo kodwana ngokutjhiya ngaphandle ihlelo elimayelana nezindlu zabasebenzi bakarhulumente.

#### **3. OKUBULUNGIWEKO, IINSETJENZISWA NEMILAYEZO EKHUTJHWE NGEEMBIKINDABA**

Amafayili/amarekhodi aphaathelene nemakhiwo nama- ofisi asemthethweni, ukuphathwa kokunikelwa kweentlabagelo okufaka hlangana umgomo okhona wokuthengwa kwepahla. Lokhu kufaka hlangana imigomo emayelana nokunikelwa, ukulawulwa nokulahlwa kweentlabagelo eziphungula umsebenzi, iintlabagelo zokutlola nematheriyali yokuprinta, imilayezo ekhutjhiwe eembikindabeni efaka hlangana imibiko yomthetho, iintlabagelo zebulungelo leencwadi, ukutjhejwa kweencwadi zebulungelo leencwadi, imatheriyali yokupaka nengasafunekiko,

ukwenza bona umsebenzi wenziwe mitjhini nokufakwa kwedatha ekambisweni, ukuthengwa kwefenitjhara nokuyimeda.

#### **4. UKUTHINTANA**

Amafayili/amarekhodi lawa aphaathelene nemigomo yeensetjenziswa zethintaniswanoliqha, imisebenzi yokuposa neyeenthuthi, yezokuthenga, zokusetjenziswa neendaba eziphathelene nakho.

#### **5. ZEEMALI**

Amafayili/amarekhodi aphaathelene nomgomo womNyango wokusetjenziswa kweemali okuphathelene nephahla leenqunto, isilinganiso seendleko, iinkomba zeemali, ukubuthelelwa kweenkolodo, iimali ezingasatholakaliko, amarasidi neembadalo ezihlukahlukene, imithetholawulo yomThetho wokuPhathwa kweeMali zomBuso. Amafayili amumethe ilwazi elimayelana nesilinganiso seendleko zobulungiswa neakhawundi yokudiphozitha.

#### **6. ABASEBENZI**

Ukukhulumisana okuphathelene nesisebenzi ngasinye kuzakuqalanwa nakho ngamafayili aphaathelene nelunga ngalinye labasebenzi. Amanye amafayili wokukhulumisana okujayelekileko mayelana neenhloko ezitjhiweko. Ikhawudi yabasebenzi kuqalenwe nayo elandelanweni elincani le- 7/2. Isihlokwana se- 6/24 siphathelene neKomitjhini kaMarhastrada nabahluleli beKhotho yezokuTleyinywa komHlaba.

Nanyana ezinye iingcenywe zomNyango zizijamele begodu nangendlela ezivezwe ngayo ngehla zizokuba nemanuwali ehlukeleko, i- Ofisi yesiTjhaba isagcina amarekhodi beyihlele nokuqhatjha, umrholo begodu iindaba ezinjalo zizokubonakala njengamarekhodi aphethwe mNyango.

Amafayili lawa anamarekhodi wabasebenzi, ubujamo babo bokusebenza, ukuhlaziywa kwabasebenzi, ukubandulwa, ukukhutjhuwa, imirholo neenrhuhelo, imitlomo, imithetho ephathelene nendawo yokuhlala yabasebenzi, ijinifomu nomgomo wokwembatha, iindaba eziphathelene neenhlango zokubumbana kwabasebenzi, iinhlango zemikhulumiswano yokubumbana, iinhlango neendlela zokurarulula irarano, ukutlolisa nokungena ngaphasi kwezinye iinhlango, ukuzithabisa nokusiza, imigomo yokuphaga nokugcinwa kweemodere egaraji.

Amafayili lawa nawo aqukethe abasebenzi abakukomitjhini nemakhotho, imigomo ephathelene nokulingana emsebenzini kanye nokulingana ngokobulili.

#### **7. UKUPHATHA, UKULAWULA NEMISEBENZI**

Amafayili wokuphatha amumethe amarekhodi amayelana nemisebenzi yePalamende, imilayo kaNgqongqotjhe nehloko yokuphatha, ukuhlaziywa komsebenzi mNyango, ukulawulwa kwamarekhodi, ukuqhatjha kwabasebenzi, amastathistiki, iincwajana ezikhutjhiweko zakarhulumente, imilayo, ihlelo lokusiza abasebenzi, ukukhamba nokutjhida kwamalunga wekhabinethi, imisebenzi yebulungelo leencwadi, ubujamo neenhloko, imisebenzi yezehlalakuhe, iindaba eziphathelene nelimi nokukhulumisana komphakathi.

#### **8. UKUHLELA NGOKOMTHETHO**

Iindaba eziphathelene nomthetho ongakenziwa yiPalamende namkha omunye nomunye umkhakha karhulumente, umThetho otloliweko bewaqinisekiswa mBuso, imiThetho ephathelene nokwabiwa kwelifa lakamufi ongakenzi incwadi yokwaba amafa, umThetho weenTjhabatjhaba nemilandu emayelana neenqunto zalokhu okungehla.

#### **9. UKUPHATHA NEKAMBISO YANGOKOMTHETHO**

Iinkomitjhini, imibono yangokomthetho, ukujanyelwa ngokomthetho, ibhodi ephathelene nomthetho, ukuphunyeleliswa kokuqinisekiswa kwemitlolo, ukunikelwa kwabangaphasi kweminyaka yobudala amalungelo neembopho zabantu abadala, ukuphathwa kwamakhotho, imisebenzi yokusekela ukutjhihisa, ikambiso yemilandu yobulelesi nababanjwa, ibheyili, iingwebo, ubufakazi, isibawo sokubuyiselwa emva kwesiqunto sekhotho, ukubuyekeza neendaba eziphathelene nakho.

## **10. IINDABA EZIPHATHELENE NOKUHLOLISISWA KOMNYANGO**

Imibiko, imigomo namahlelo angaphasi kwekoro yokuhlolisisa yetjhatha yokuhlolisiswa komnyango, umbiko wephrofayili, indawo ephethileko, imanuwali yefundo, iimfundobandulo zokukhomba ingozi ebhizimisini, umbiko okhethekileko weGcwetha maZombe wangomhlaka 31 kuNtaka 1998, imibiko ehlukehlukeneko, i-King report emayelana nokuphathwa kwamabhizimisi, iintatimende zezeemali zaqobe mnyaka, imibiko yaqobe mnyaka, imitlolo yokuhlela isabelo seemali.

## **11. AMASTATHISTIKHI**

## **12. IIMVUMELWANO**

Amarekhodi angakhambisani bunqopha nomsebenzi oqakathekileko womNyango.

## **13. UKUVIKELEKA KWESITJHABA NOMPHEKATHI**

Amafayili lawa afaka hlangana iindaba eziphathelele nabasebenzi bezevikeleko, iinkule nendawo ekugcinwa kuyo iinkhali.

## **14. IZAKHAMIZI NEENDABA EZIPHATHELENE NOMPHEKATHI**

Iminingwana yezakhamizi neyakho uqobo lwakho, amakhetho, ukubelethwa, imitjhado nokuhlongakala, ukuphathwa kwepahla, ukuvikelwa kweenlwana nokuthogonyelwa kwemvelo, iindaba eziphathelele nokubulunga kwesitjhaba, ukuzigedla, zemidlalo nokuzithabisa, iincwajana ezikhutjhiweko zomphakathi, iindaba eziphathelele nesayensi, ukuhlukaniswa ngokobuhlanga, iHlelo lokwAkha kabutjha nokuThuthukisa.

## **15. ZEHLALAKUHLE**

Isizo ngokwematheriyali, zehlalakuphle yabentwana, ukutjhejwa, iindaba eziphathelele nezepilo, ukuhlangahlangu ngokomkhumbulo nemikghwa engakajayekeki yokuziphatha, ukusungulwa nokuphathwa kweenhlangano namaziko.

## **16. UKUTJHIDISWA KWENDAWO NOKULAWULWA KWENDAWO YOKUHLALA**

Ubumnini nokuhlala endaweni kweBhanga yomHlaba, ukutloliswa kobunikazi, ukufudukela nokufuduka, ubulunga belizwe nokunikelwa kobakhamuzi benye inarha, ukubuyiselwa enarheni yendabuko, amapasipoti, iimvumo neendaba eziphathelele nazo, ikomidi yeenluleko ezimayelana neendaba zokungabandlululi ngokobuhlanga.

## **17. IZINDLU EZISEKELWA NGEMALI YOMBUSO ZABANTU ABARHOLA KANCANI**

Izindlu zesitjhaba, iindlela zokulawula irente.

## **18. UKUKHULUMISANA KOMPHEKATHI**

## **19. ZOKULIMA NOKUTHIYA**

## **20. ZAMARHWEBO, ZAMABUBULO, ZEEMAYINI NEZEZENJIWA**

## **21. ZOMSEBENZI**

## **22. IFUNDO**

## **23. ISIKO**

Imigomo, amano namahlelo aqediweko amayelana:

- NokuThuthukiswa kwePhiko lezabaSebenzi nokuPhathwa kweKhotho
- Nabafazi nabentwana
- Nomthetho nokutlanywa kwawo

## **Okhunye ukukhulunywa komlayezo ngeembikiindaba**

- Indlela eya ebulungisweni obusebenzako
- Ukutjhugululwa kwerherho lezobulungiswa
- Amakhawuntara weenluleko zezakhamizi
- Imihlahlandlela emayelana nemilandu ephathelene nezomseme
- Isitatimende somgomo ophathelene nobulili
- Umtlamo wetjhatha yamatlayenti wabasebenzisi bekhotho
- IsiPhathimandla sesiTjhaba sokuTjhutjhisa
- Imitlolo ephathelene nokusungula yamaZiko akhethekileko
- Ihlelo lamalungelo wobuntu
- Irherho elihlangeneko elimayelana nezobulungiswa
- Irherho elibu- elektroniki elimayelana nezobulungiswa
- Imitlolo emayelana nomthethosisekelo wamakhotho neKhotho yomThethosisekelo
- Ikhholiji yezomThethosisekelo
- I- ofisi yomJameli wezomNdeni
- Isizo lezomThetho le- SA
- I- ofisi yomVikeli womPhakathi
- IKomitjhini yezokuLingana kobuLili
- Ikomitjhini yezamaQiniso nokuBuyisana
- I- ofisi yeenHloko – isabelo seemali sama- ofisi ngayinye
- Incwajana emayelana nemisebenzi yomJameli wezomNdeni

## **AMAREKHODI AGCINWE LI- OFISI LAKANGQONGQOTJHE**

### **1. IINDABA EZIPHATHELENE NOMNDENI**

1/P	UMGOMO			
1/1	INDAWO YOKUHLALA			
1/1/2	AMA- OFISI			
1/1/3	INDAWO YOKUHLALA ESEMTHEHWENI			
1/ 2	OKUBULUNGIWEKO NEMISEBENZI			
1/3	UKUKHAMBANA NEENTHUTHI			
1/ 4	AMALUNGISELELO WENDAWO YOKUHLALA			
1/5	ZOKUTHINTANA			
1/6	UKUHLUNGWA	BOSOOMBIKIINDABA,	UKUKHUTJHWA	KWEENDABA
	NEENTATIMENDE			
1/7	UKUPHATHWA KWE- OFISI			

### **2. IINDABA ZEPALAMENDE, IKHABINETHI NAMAKOMIDI**

2/1	IPALAMENDE
2/2	IKHABINETHI
2/3	AMAKOMIDI WEKHABINETHI

Lokhu kufaka hlangana umkhakha womphakathi, umkhakha womnotho, ukusisa nomsebenzi, itjhebiswano lezeentjhabatjhabeni, ukuthula nokuvikeleka, ubulungiswa, ukukhandelwa kobulelesi nebuthelole levikeleko, ukubusa nokuphatha.

### **3. IINDABA EZIPHATHELENE NOMNYANGO**

3/1	I- OFISI YESITJHABA
3/2	AMA- OFISI WEENGODI
3/3	IKHOTHO YOMTHETHOSISEKELO
3/4	IKHOTHO EPHAKEMEKO YESIBAWO SOKUBUYISELWA EMVA KWESIQUANTO
3/5	AMAKHOTHO APHAKEMEKO
3/6	UKUQHATJHWA KWABEHLULELI
3/7	AMAKHOTHO WESIGODI
3/8	AMAKHOTHO WABOMARHASTRADA
3/9	AMAKHOTHO WEMINDENI
3/10	AMAKHOTHO WEZABASEBENZI

- 3/11 IKHOTHYO YOKUTLEYINYWA KOMHLABA  
 3/12 AMAKHOTHYO WAMATLEYIMU AMANCANI  
 3/13 AMAKHOTHYO APHATHELENE NAMAKHETHO  
 3/14 ABAGCINIMAREKHODI  
 3/15 IINHLOKO  
 3/16 UMNQOPHISI WESITJHABA WOKUTJHUTJHISWA KOMPHEKATHI  
 3/17 UMNQOPHISI WEZOMSEBENZI OKHETHEKILEKO  
 3/18 IKORO EPHENYAKO  
 3/19 UMNQOPHISI WOKUTJHUTJHISWA KOMPHEKATHI  
 3/20 ABATJHUTJHISI BOMBUSO  
 3/21 ABOGCWETHA BOMBUSO  
 3/22 ABAJAMELI BEMINDENI  
 3/23 AMAGCWETHA  
 3/24 ABAJAMELI  
 3/25 OKHUNYE UKUQHATJHA OKUPHATHELENE NOMTHETHO, UKUQHATJHA NOKULAWULWA KWAMATJHERIFU, ABAHLAZIYI, UBULUNGISWA BOKUTHULA, ABOKOMITJHINARA BEEMFUNGO  
 3/26 AMAZIYO WOMTHETHO, ISIB. IKOMITJHINI YESEWULA AFRIKA YOKUTJHUGULULWA KOMTHETHO, NJLL.  
 3/27 UKUTHATHELA UMBUSO AMAGADANGO WOMTHETHO  
 3/28 ISENZO SOKUTHUNYELWA KOMUNTU OBEKWE UMLANDU WOBULELESI ENARHENI ENZE KIYO UBULELESI  
 3/29 UMTHEHETHO  
 3/30 IINDABA EZIPHATHELENE NOBULELESI  
 3/31 IINDABA EZIPHATHELENE NOMPHEKATHI  
 3/32 AMAKHAMBO WOKUYA NGAPHETJHEYA  
 3/33 AMALUNGELO WOBUNTU  
 3/34 ITJHEBISWANO LEENTJHABATJHABENI  
 3/35 IFORAMU YABORHULUMENDE ABABILI NAMKHA ABANENGI  
 3/36 IINDABA EKUKHULUNYWA NGAZO/EZIFUNYENWE KWAMANYE AMAZIYO

**4. IINDABA ZEHLANGANO EZIPHATHELENE NEPOLOTIKI**

**5. IINDABA EZIYIFIHLO EZIPHATHELENE NONGQONGQOTJHE**

Zifaka hlangana imitlomelo yokuhlonipha, ubulunga beenhlangano, iindaba zomphakathi, amariseptjhini neendaba eziphathelele nebhizimisi.

## **ISIGABA SESI- 6**

### **IKAMBISO YOKUBAWA**

#### **Iimbawo ezenziwa ngomrhala**

Umtetho awuzikhandeli iimbawo ezingakahleleki (zomrhala). Nanyana ngisiphi isibawo esinjalo ezenziwe esiPhathisweni seLwazi/eSekeleni lesiPhathiswa seLwazi ngenomboro yomrhala enikelwe emanuwalini le sizokutjhejwa ngaphandle kobana isiPhathiswa seLwazi/iSekela lesiPhathiswa seLwazi litjengisa bona amalungiselelo womThetho kufanele enziwe – ebujameni lobu kufanele kuzaliswe iForomu A.

#### **Ukufumaneka ngokuzithandela**

Ilwazi elikhona ngokuzenzakalela lizokwenziwa bona libe khona ema- ofisini womNyango namkha ngendlela ebawiweko, nangabe lokho kuyazwisiseka begodu kuyakhoneka. Indlela yokufumana izokufaka hlangana: ukufundwa nokukotjululwa kwematheriyali nangabe kuyatlhogeka begodu nangembadalo eqintelweko yamakhophi.

Ukufumaneka kwematheriyali ebukelwako, elalelwa beyibukelwe enekhophi lokuthathelwa namkha iindawo zokukopulula nakutlhogekako.

#### **Isigaba se- 14(1) (d) sibawa**

- Umbawo kobana azalise iforomu elifana naleli eliphrintwe kuGazethi kaRhulumente (Isaziso sakaRhulumente R187 – 15 kuMhlolanja 2002 – Iforomu A).

- Umbawi kufanele atjengise iforomu namkha indlela efunekako yokufumana ngendlela eqintelwe ngayo sigaba sama- 29.
- UmNyango uzakuzama ukunikela ilungelo lokufumana ngendlela ebawiweko ngaphandle kobana lokho kuzokuphazamisana nokuphathwa komNyango.
- Ngokunikela ilungelo lokufumana umNyango uzakunikela itjhejo elifaneleko lokubulungwa kwematheriyali, ukwephulwa kwelungelo lokukhuphela begodu nembadalo engendlela eqintelweko izakubhadelwa ngaphambi kobana isibawo sifakwe ekambisweni begodu nangaphambi kobana kunikelwe ilungelo lokufumana.
- Umbawi ojamele omunye kufanele anikele imininingwana yekghono enza ngalo isibawo.
- Umbawi ongakghoni ukufunda namkha ukutlola angenza isibawo ngomlomo begodu isiPhathiswa seLwazi/iSekela lesiPhathiswa seLwazi likatelekile kobana lisize umbawi onjalo.

## **ISIGABA SE- 7**

### **UKUBHADELWA KWEEMBADALO NGOKOMTHETHO**

Umbawi uqobo lwakhe

Nanyana ngubani ofuna ilwazi elimayelana naye ubizwa ngokuthi mbawi uqobo lwakhe begodu akabhadeliswa imbadalo yombawi.

Umbawi

Imbadalo yesibawo ebhadelwa kwenye nenye ihlangano karhulumende ma- R35-00 ngendlela eqintelwe miThetholawulo yomThetho. Ukungezelela, nangabe kubawiswa nanyana ngimaphi amakhophi namkha amakhophi wokuthathela, amakhophi lawo azokubizwa ngokwesakhiwo sembadalo eqintelwe miThetholawulo begodu isiPhathiswa seLwazi/iSekela lesiPhathiswa seLwazi lingabhadelisa isikhathi elisisebenzise nalifaka isibawo ekambisweni.

## **ISIGABA 8**

### **INDLELA YOKUBHADELA**

Zoke iimbadalo zizakwenziwa ngendlela eyikhetjhi ebhadelwa eKhotso kaMarhastrada namkha e- Ofisini yesiGodi namkha ngokuyidiphozithela e- akhawundini yebhanga yomNyango.

Imininingwana yokubhanga yomNyango ingendlela elandelako:

Standard Bank

Account number: 010147136

Branch code: 010045

Umhlobo we- akhawundi: Department of Justice and Constitutional Development Vote

Account Deposits

Ireferensi: 7/6/9 Isibongo namaledere wokuthoma wamabizo kamBawi

**OKUQAKATHEKILEKO: Asikho isibawo ekufanele sifakwe ekambisweni ngaphandle kobana lapho ekuthogeka khona imbadalo yesibawo ibhadelwe – isigaba 22(1) somThetho.**

## **ISIGABA 9**

## **IINSOMBULULO EZIKHONA NANGABE AKUKHANJISANWA NAMALUNGISELELO WOMTHETHO**

UmThetho unikela ikambiso yesibawo esirhabekileko ngokwesigaba sama- 74 nama- 75. UNgqongqotjhe siphathimandla esifaneleko esizokubuyekeza esinye nesinye isiqunto esithathwa esibaweni esirhabekileko.

Ihlangano etshwenyekileko isesenethuba lokuya emakhotho nangabe ayikaneliseki ngesiqunto sesiphathimandla esifaneleko.

### **ISIGABA SE- 10**

#### **UKWENZIWA KWEMANUWALI BONA IKHAMBISANE NESIKHATHI**

Imanuwali izakwenziwa bona ikhambisane nesikhathi eenyangeni ezilitjumi nambili ngemva kokukhutjwa kwemanuwali yokuthoma le.

Imanuwali yomNyango wezoBulungiswa nokuThuthukiswa komThethosisekelo ngokwesigaba se- 14 somThetho (UmThetho wesi- 2 we- 2000) wokuThuthukiswa kokuFumaneka kweLwazi ikhutjwe ngawo wo ke amalimi alitjumi nanye asemthethweni.

### **ISIGABA 11**

#### **UKUBAKHONA KWEMANUWALI**

Imanuwali izakuba seendaweni eziqintelwe mThetho wokuBulunga ngokomThetho kanye nema- ofisini weKomitjhini yamaLungelo wobuNtu yeSewula Afrika ngendlela ekuvezwe ngayo ESIGABENI sesi- 3 ngehla.



**IIMBADALO ZAMAREKHODI WEHLANGANO KARHULUMENDE NGENDLELA EQINTELWE MITHETHOLAWULO YAGADESI YOMTHETHO**

**Iimbadao zokukhupha kabutjha ekukhulunywe ngazo esigabeni se- 15 (3) somThetho zingendlela elandelako**

- (a) Yekhophi enye nanye yekhasi lobukhulu be- A4 namkha ingcenywe yalo ngokunjalo  
0-60
- (b) Yekhophi enye nanye yekhasi lobukhulu be- A4 namkha ingcenywe yalo ngokunjalo  
0-40
- (c) Aphethwe kumtjhiningqondo namkha ngendlela ebu- elekthroniki namkha ngendlela efundwa mtjhini  
Yekhophi engendlela efundwa mtjhiningqondo ku -
- |                       |      |       |
|-----------------------|------|-------|
| (i) diski yestifu     | 5-00 |       |
| (ii) diskisigangadelo |      | 40-00 |
- (d) (i) Yokutlolwa kwemifanekiso ebukelwako, yekhasi lobukhulu be- A4 namkha ingcenywe yalo ngokunjalo  
22-00
- |                                       |       |  |
|---------------------------------------|-------|--|
| (ii) Yekhophi yemifanekiso ebukelwako | 60-00 |  |
|---------------------------------------|-------|--|
- (e) (i) Yokutlolwa kwerekhodi elilalelwako, yekhasi lobukhulu be- A4 namkha ingcenywe yalo ngokunjalo  
12-00
- |                                    |       |  |
|------------------------------------|-------|--|
| (ii) Yekhophi lerekhodi elalelwako | 17-00 |  |
|------------------------------------|-------|--|

Imbadalo yesibawo ebhadelwa ngomunye nomunye umbawi, kunaloyo ozibawela yena uqobo lwakhe ekukhulunywe ngayo esigabeni sama- 22(1) womThetho, ma- 35-00

**Iimbadao zokufumana ezibhadelwa mbawi ekukhulunywe ngazo esigabeni sama- 22 (7) somThetho, ingendlela elandelako:**

- (a) Yekhophi enye nanye yekhasi lobukhulu be- A4 namkha ingcenywe yalo ngokunjalo  
0-60
- (b) Yekhophi enye nanye yekhasi lobukhulu be- A4 namkha ingcenywe yalo ngokunjalo  
0-40  
kumtjhiningqondo namkha ngendlela ebu- elekthroniki namkha ngendlela efundwa mtjhini
- |                       |      |       |
|-----------------------|------|-------|
| (i) diski yestifu     | 5-00 |       |
| (ii) diskisigangadelo |      | 40-00 |
- (c) (i) Yokutlolwa kwemifanekiso ebukelwako, yekhasi lobukhulu be- A4 namkha ingcenywe yalo ngokunjalo  
22-00
- |                                       |       |  |
|---------------------------------------|-------|--|
| (ii) Yekhophi yemifanekiso ebukelwako | 60-00 |  |
|---------------------------------------|-------|--|
- (d) (i) Yokutlolwa kwerekhodi elilalelwako, lephepha lobukhulu be- A4 namkha ingcenywe yalo ngokunjalo  
12-00
- |                                    |       |  |
|------------------------------------|-------|--|
| (ii) Yekhophi lerekhodi elalelwako | 17-00 |  |
|------------------------------------|-------|--|

Ukufuna irekhodi kobana livezwe, [REDACTED] qobe li- iri namkha ingcenywe ye- iri, nakungabalwa i- iri lokuthoma, elifunekako nalifunwako.

Imali yokuposa iyabhadelwa lokha nakufanele ikhophi yerekhodi ithunyelwe kumbawi.

**Ngomnqopho wesigaba sama- 22(2) somThetho okulandelako kuyabandakanyeka:**

- (a) ama- iri asithandathu njengama- iri ekufanele eqiwe ngaphambi kobana kubhadelwe idiphozithi kanye

(b) nesithathu sembadalo yokulifumana sibhadelwa mbawi njengediphozithi.

**Indlela yesibawo**

Isibawo sokufumana irekhodi, ngendlela etjhejwe esigabeni sama- 53(1) somThetho, kufanele senziwe ngendlela yeForomu A lesiThasiselo.