Umqulu woku-

1

ISEBE LEZOBULUNGISA NOPHUHLISO LOMGAQO-SISEKO

INCWADANA YECANDELO LE-14: UKUKHUTHAZWA KOFIKELELO KULWAZI

Iqulunqwe ngu: *I-Ofisi yooSekela Gosa oLwazi*
Mnxeba : *012 – 357 - 8544 / 012 – 315 - 1730 / 15*
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Ihlaziywe ngowama-31 Agasti 2016

INCWADANA ILUNGISWE NGOKWECANDELO LE-14 LOMTHETHO WOKUKHUTHAZWA KOFIKELELO KULWAZI, 2000

ISALATHISO

Icandelo 1, 2 & 3	3
Iinkcukacha zoqhagamshelwano zeGosa loLwazi	3
OoSekela Gosa oLwazi	4
AmaCandelo kwiSebe lezobuLungisa noPhuhliso loMgaqo-siseko	4
Iirekhodi ezifumaneka ngaphandle kwesicelo ngokwecandelo le-15	6
Indlela yofikelelo kwiirekhodi ezifumaneka ngaphandle kwesicelo	9
Ufikelelo kwiirekhodi ngokwecandelo le-14(1) (d)	9
Inkqubo yesicelo	13
Ukuhlawulwa kwemali ehlawulwayo	13
Indlela yentlawulo	14
Amancedo	14
Ukuhlaziywa kunye nokufumaneka kwencwadana	14
Iimali ezihlawulwayo	15

ICANDELO LOKU-1

UmThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho oyiNombolo yesi- 2 ka-2000) umisela ukuba iSebe likaRhulumente kufuneka linike iirekhodi ezigcinwe liSebe elinjalo ukuze nasiphi na isicelo solwazi olunjalo sifezekiswe.

Iinkcukacha zerekhodi ezigcinwe liSebe likaRhulumente ziqulethwe kwincwadi ngokuqhelekileyo eyaziwa ngokuba yincwadana. incwadana ke ngoko inxulumene neerekhodi ezigcinwa liSebe likaRhulumente. iirekhodi ezigcinwayo ziphathelene nokusebenza/imisebenzi yeyunithi nganye. ukohlula phakathi kokusebenza/imisebenzi yeyunithi nganye, iirekhodi zeyunithi nganye zineenombolo ezahlukeneyo. irekhodi nganye ikwaqulethe umyalelo wokususwa.

Ngaphandle kweerekhodi, ekukwathiwa ziifayile, incwadana ikwaqulethe ulwazi ngeedilesi zeNtloko yeSebe ngokunjalo ne(ama)Gosa lo(o)Lwazi eSebe likaRhulumente kunye kwakhona negama leyunithi nganye kwiSebe likaRhulumente, imisebenzi yayo engundoqo kunye nzzo zonke iirekhodi ezigcinwe liSebe likaRhulumente.

ICANDELO LESI-2

ISIKHOKELO SECANDELO LE-10 SAZO ZONKE IINCWADANA EZIKWIRIPHABLIKI YOMZANTSI AFRIKA

IKomishoni yamaLungelo oluNtu yoMzantsi Afrika ipapashe isikhokelo njengoko kumiselwe liCandelo le-10 lomThetho wokuKhuthazwa koFikelelo kuLwazi. Isikhokelo sifumaneka kwii-ofisi zeKomishoni yamaLungelo oluNtu yoMzantsi Afrika.

IYunithi ye-PAIA (ukuKhuthazwa koFikelelo kuLwazi) kwiKomishoni yamaLungelo oluNtu yoMzantsi Afrika

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ICANDELO LESI-3

IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LOLWAZI KUNYE NO(OO)SEKELA GOSA LO(O)LWAZI BESEBE LEZOBULUNGISA NOPHUHLISO LOMGAQO-SISEKO

GOSA LOLWAZI:

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Inkcazo yemisebenzi:

Ukunika isikhokelo kwiSebe lezobuLungisa noPhuhliso loMgaqo-siseko (Department of Justice and Constitutional Development) (DOJCD) kunye nokuqinisekisa ukungafihli, ukuthatha uxanduva, inkonzo yeeklayenti enobungcaphephe neyaneleyo, equka amaqela abandakanyekayo kwityala, iPalamente kunye noRhulumente.

OOSEKELA GOSA BOLWAZI:
Nks. Marlyn Raswiswi
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Inkcazo yemisebenzi:

Uququzelelo lokuphunyezwa kwe-PAIA ngawo onke amaSebe kaRhulumente kunye nolungiselelo lokukhuthazwa kwe-PAIA kuluntu kunye noqeqesho looSekela Gosa boLwazi ngokuphunyezwa komThetho.

AMASEBE KWISEBE LEZOBULUNGISA NOPHUHLISO LOMGAQO-SISEKO

IINKONZO ZENKUNDLA (Sekela Mlawuli Jikelele)	Ukuqinisekisa iinkonzo zasenkundleni ezingabizi kakhulu kunye nokuququzelela ukohlulwa kwemisebenzi yomthetho, yotshutshiso neyolawulo; ukusonjululwa ngokukhawuleza kwemicimbi yomthetho yosapho . Ukuqhuba uphando; ukuququzelela ukuohunyezwa komthetho ogunyaziswe ngokomgaqo-siseko njengomThetho wokuKhuthaza uLingano nokuThintelwa koCalulo olungaFanelekanga (2000) kunye nomThetho wokuKhuthaza Lawulo kubuLungisa (2000); Ukukhutahza uMgaqo-siseko kunye neenqobno zawo ezisemgangathweni; ukunceda nokukhusela amaziko azimeleyo axhasa idemokrasi yomgao-siseko ukuqiniselksia inkululeko yawo nokusebenza kwawo; kunye nokuququzelela, ukukhuthaza nokuphuhlsia iinkqubo zobulungisa basekuhlaleni nedemokrasi yothabatho nxaxheba. **Icandelwana: UkuSebenza kweNkundla yoMmandla** Ukulawula ukuphuhliswa komgaqo-nkqubo nongenelo/iinkqubo zokuxhasa inkqubo yolawulo lokusebenza; Uhlolo oluqhubayo lokusenenza kweenkundla kunye nokuququzelelizicwangciso zongenelo zokwehlisa intsilelo kumatyala; Ukunika iinkonzo zenkxaso ze-HRP, ukuchonga kunye nokuya kwii-ofisi ezibandakanyekayo ngokuphathelene nemiciimbi ye-HR; Ukuququzelela ukwenziwa lula kweenkqubo zamatyala kunye nezolwaphulo-mthetho; Ukuqinisekisa uphuhliso lweenkqubo kuney nokufakwa kokuseebzna ezinkundleni (iinkqubo zokurekhoda, iimfuno zeevidiyo, iinkqubo zokulawulwa kwamatyala ezihlanganisiweyo); Ukuququzelela nokqwalasela kwakhona iinkqubo zikhokelo zolawulo zesizwe kwiinkonzo zenkundla ukuphucula ukusebenza; Ukuququzelela uhlanganiso lwesizwe lweenzame zamaqabane obulungisa kulawulo kunye nokuphunyezwa kokuza phambili kwecandelo ematyaleni; Ukuphuhlisa imigangatho yeenkonzo kunye nokuququzelela iinkqubo-zikhokelo ze-SLA kulawulo lwemiseebzni yenkundla kunye nokujonga ubambelelo kwimigangatho yenkonzo;

	Ukuququzelela ulwazi kunye nenkqubo yeeNkonzo zeNkundla ngenkxaso yezigqibo; Ukuxhasa umthetho ekuphazamiseni abo kusetyenziswana nabo kwezobulungisa r
ABALAWULI BEENKUNDLA EZIPHAKAMILEYO UMlawuli oyiNtloko	Ukubonelela ngeenkonzo ezifikelelekayo ngokunxulumene nabantu abaswelekileyo kunye namatyala angekahlawulwa, ubugcini kunye neetrasti. Igunya labaLawuli beeNkundla eziPhakamileyo kukongamela ulawulo lomntu oswelekileyo kunye namatyala angekahlawulwa abantu abangabodwa kunye namaqumrhu, iitrasti kunye nobugcini kunye nokukhuthaza ufikelelo kwiiNgxowa-mali zobuGcini ngabantu abanelungelo lokubanga imali kule ngxowa-mali.
UPHUHLISO LOWISO-MTHETHO Deputy Director-General (Sekela Mlawuli Jikelele)	Ukuphanda, ukulungisa kunye nokukhuthaza utshintsho kuMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996. Ukuphanda, ukulungisa kunye nokukhuthaza umthetho omutsha ongundoqo, kuqukwa nomthetho onganeno weSebe.
IINKONZO ZOKUCEBISA NGOMTHETHO UMcebisi ngomThetho oyiNtloko kaRhulumente	Ukunika iinkonzo ezisebenza ngokuphezulu ezinobugcisa, kwaye ezingabiziyo kuRhulumente, ngokugcina iyunithi yomthetho, ukuphuhlisa umthetho kunye nemigaqo-nkqubo ekubolikiseni ngemali ngokungekho mthethweni, ukulungiswa koqulunqo lomthetho kunye nokwenza kufikelelwe kwiinkonzo zomthetho.
IZIMALI IGosa eliyiNtloko leziMali	Ukunika iinkonzo zenkxaso kwimicimbi yezimali neyokufuna nokukhupha iinkonzo.
IINKONZO ZEQUMRHU IMICIMBI YABASEBENZI Sekela Mlawuli Jikelele: IiNkonzo zeSebe	**Icandelwana: I-CDC: Okunxulumene nemicimbi yabasebenzi (Human Resources) (HR)** Ukubonelela ngenkonzo enxulumene nabasebenzi esabelayo. Oku kuquka isikhokelo somgaqo-nkqubo, icebo, uncedo kunye noqeqesho kulawulo ukzue kufunyanwe indawo yokusebenza ezinzileyo nekhuthazekileyo kwiSebe lezobuLungisa noPhuhliso loMgaqo-siseko.
	Icandelwana:IMfundo noNxibelelwano lukaRhulumente (Public Education and Communication) (PEC) Ukubonelela ngeenkonzo zenkxaso ngosasazo lolwazi kunye neenkonzo zokufundisa uluntu, ezingqinelana neNkqubo yoNxibelelwano yeSizwe kunye nokungenisa umxholo wesizwe othi: “ISIZWE ESISEBENZELA UBOMI OBUNGCONO”.
	Icandelwana:ULawulo lweeNkqubo zoLwazi (Information Systems Management) (ISM) Ukuqinisekisa ukuba i-DOJCD isebenzisa obona buchwepheshe bungcono ukufumana iinkqubo zolawulo ezingabizi kakhulu, ukukhuthaza ukuthatha uxanduva koluntu kunye nokujongana neemfuno zeenkqubo zolwazi kunye nolawulo ngendlela efanelekileyo.
UPHUHLISO LOMGAQO-SISEKO Deputy Director-General (Sekela Mlawuli Jikelele)	Ukwandisa idemokrasi yomgaqo-siseko, iinqobo zayo ezisemgangathweni kunye nolawulo lwelizwe egameni lombuso noRhulumente. **Icandelwana: UBudlelwane namaZwe eHlabathi** Ukusebenza ngemicimbi yamazwe ngamazwe kunye neyabantu yolwaphulo-mthetho, ukubuyiselwa kwabantu ababalekela amatyala kumazwe abo, amalungelo oluntu amazwe ngamazwe kunye nomthetho wokuzondelelwa kwamalungelo abantu, uncedo kwezobuchwepheshe kunye nokhenketho lokufunda kunye nokuya kwiintlanganiso ezisemthethweni phesheya.

ICANDELO LESI-4

IIREKHODI EZIKWISEBE, EZIFUMANEKA NGAPHANDLE KWESICELO

INTSHAYELELO

Esi sahluko sisebenza ngamagatya ecandelo le-14(1) (d) lomThetho wokuKhuthazwa koFikelelo kuLwazi, elimisela ukuba isebe kufuneka linike iinkcukacha zeerekhodi ezikulo ukuze kusebenze izicelo zofikelelo kulwazi.

Kubalulekile ukuqaphela ukuba iSebe lezobuLungisa kunye noPhuhliso loMgaqo-siseko lohlulwe ngokweendidi ezimbini ezingundoqo ngokuphathelene nolwazi/iirekhodi ezikulo:

- Amasebe enza imisebenzi engundoqo – liNkundla eziphezulu (masters), iiNkonzo zeeNkundla, njalo njalo.
- Amasebe enza imisebenzi yokuxhasa – HR, PEC, ISM, njalo njalo.

Okuqukwe kule ncwadana ziifayile ezinemixholo. Iifayile zizixhobo ezisetyenziselwa ukugcina iirekhodi kwiSebe. Ifayile nganye inenombolo kunye nenkcazo emfutshane yeerekhodi ezigcinwe kwifayile ngokunjalo nomxholo wefayile.

Okubaluleke kakhulu – ifayile nganye inenombolo yayo, imihla yokuvula neyokuvala kunye nomyalelo wokususwa kwalo fayile. Umyalelo wokususwa ubalulekile kuba umisela ukiuba yintoni ekufuneka yenzeke kuloo fayile emva kokuba ithuba elixeliweyo liphelile, umzekelo, i-10 lizakuthetha ukuba ifayile mayithunyelwe e-NASA (National Archives of South Africa) (uVimba weSizwe woMzantsi Afrika) kwiminyaka elishumi esemva komhla wokuvala okwikhava yefayile. ISebe linenkqubo yalo yokugcina iirekhodi, efanayo naleyo kaRhulumente.

UFIKELELO KWIIREKHODI NGOKWECANDELO LE-15(1)

UMphathiswa kufuneka, ngokwecandelo le-15(2), apapashe kwiGazethi kaRhulumente isaziso seerekhodi ezifumaneka ngaphandle kwesicelo.

Esi sahluko sichaza jikelele iirekhodi ezifumaneka ngaphandle kwesicelo. Olu lwazi lukwafumaneka nakwiwebhusayithi yeSebe: www.justice.gov.za.

INKCAZO YEENDIDI ZEEREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO NGOKWECANDELO LE-15(1) LOMTHETHO WOKUKHUTHAZWA KOFIKELELO KULWAZI, 2000 (UMTHETHO OYINOMBOLO YESI- YESI-2 KA-2000)

1. INKCAZO YEENDIDI ZEEREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO UKUBA ZIHLOLWE NGOKWECANDELO LE-15(1)(a)(i)	
liNkonzo zaseNkundleni	• **Branch: Court Services Structure** • Ifom yesicelo yokonyulwa njengoMkomishinala oFungisayo. • Iimfuneko zokufaka isicelo njengoMkomishinala oFungisayo. • Ifom yesicelo yokonyulwa njengesherifu. • Ifom yesicelo yokonyulwa njengombeki xabiso kwipropati. • Ulwazi jikelele kwi-Ofisi yeGqwetha loSapho. • Ulwazi jikelele oluphathelene nokuphunyezwa kweMvumelwano yase-Hague kwiMiba yabaNtu yokuXhwilwa kwabaNtwana kumaZwe ngamaZwe • Iinombolo zoqhagamshelwano zeGqwetha eliyiNtloko loSapho kunye nee-fosi ezinganeno zeGqwetha loSapho. • UmThetho wabaNtwana wama-38 ka-2005 • Imimiselo yeSebe lezobuLungisa kumThetho wabaNtwana • ULamlo kumThetho weMicimbi eThile yoQhawulo Mtshato wama-24 ka-1987 • Iifom ezahlukeneyo ezimiselwe ngumthetho osebenzayo

1. INKCAZO YEENDIDI ZEEREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO UKUBA ZIHLOLWE NGOKWECANDELO LE-15(1)(a)(i)	
	• Ulwazi jikelele ngeeNkundla zoLingano kunye nomThetho. • UmThetho kwiiNkundla zoLingano. • Iifom ezisetyenziswa kwiiNkundla zoLingano. • Amanye amaxwebhu, iincwadana, iibrosha namaphetshana, amaxwebhu jikelele. • Imicimbi kunye namaxwebhu eKomiti eJonga Kwakhona ubuLunga. • Iinombolo zoqhagamshelwano zeeNkonzo zeNkundla. • Isikhokelo esisebenzisekayo – inkundla kunye noLawulo lwamatyala kwiiNkundla zoLwaphulo-mthetho zoMmandla kunye nezeSithili • **Icandelwana: UkuSebenza kweNkundla yoMmandla** • Iinombolo zoqhagamshelwano zeenkundla eziseZantsi kunye nabaphathi beenkundla • Iinombolo zoqhagamshelwano zikaMongameli weNkundla yoMmandla • Uluhlu lweeNkundla zoMmandla-Ulwaphulo-mthetho • Uluhlu lweeNkundla zoMmandla-ezingezizo ezolwaphulo-mthetho • Isikhokelo esisebenzisekayo – inkundla kunye nolawulo lwamatyala kwiiNkundla zoMmandla kunye nezeSithili • Iifom ezenzelwe iiNkundla ezingezizo ezoLwaphulo-mthetho zeMimandla • Uluhlu lweendawo zenkundla apho kusiwe khona i-AVR • Uluhlu lweenkundla apho kusekwe khona iinkundla zentsilelo • Iifom ezahlukeneyo ezimiselwe ngumthetho osebenzayo
Phuhliso loMgaqo-siseko **UPhuhliso lomThetho**	• INcwadana yoMgaqo-siseko weRiphabliki yoMzantsi Afrika (Ngeelwimi ezili-11 ezisemthethweni noMbhalo wamaQhuqhuva) • Ulwazi Jikelele ngeeNkundla zoLingano • UmThetho kwiiNkundla zoLingano • Iifom ezisetyenziswa kwiiNkundla zoLingano • Iincwadana, iibhrosha namaphetshana kwi-PAJA, PAIA ne-PEPUDA • Izigqibo zeentlanganiso zeKomiti yoQwalaselo kwakhona yoLingano • Amaxwebhu adwelisa uliungiso kwiZivumelwano zamaLungelo oluNtu asayinwe yiKhabhinethi nePalamente • Izishwankathelo ngenkqubela yokudibana namaqumrhu angaphakathi afana ne-UN, iMvumelwano ye-The Hague, AmaZiko eHlabathi omanyano lomThetho wabuCala • IiNgxelo zeLizwe kwizixhobo zamaLungelo oluNtu zeHlabathi • ULwazi Jikelele ngophuhliso loYilo lwamaNyathelo eSizwe kuCalulo, ukuBukula aBemi bangaPhandle kunye nokungaNyamezelani okuNxulumeneyo • Umgaqo-siseko ekusebenzeni neMibutho eNgekho kuRhulumente • Izicwangciso ezivunyiweyo zesiPhumo seKhabhinethi 14 • Iingxelo kwiiProjekthi eziKhethekileyo phantsi koMbutho wamaLungelo oluNtu, kuquka ulwazi Jikelele neenkcukacha zoqhagamshelwano • UXwebhu loMgaqo-Nkqubo kuXhatshazo ngokweSondo, LGBTI, HIV ne-AIDS, kunye nokuRhweba ngabaNtu • Ulwazi Jikelele kuPhuhliso lomThetho. • INkqubo yomThetho. • UmThetho olawulwa liSebe.

1. INKCAZO YEENDIDI ZEEREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO UKUBA ZIHLOLWE NGOKWECANDELO LE-15(1)(a)(i)	
	• Iinombolo zoqhagamshelwano.
IMfundo kaWonke-Wonke noNxibelelwano	• Ulwazi Jikelele kwiMfundo noNxibelelwano lukaRhulumente. • Ikhalenda yemisitho. • Iinombolo zoqhagamshelwano.
ULawulo lweziMali	• Ulwazi Jikelele kwiiNkonzo zeziMali. • Iinombolo zoqhagamshelwano.
IiNkonzo zokuCebisa ngomThetho	• Ulwazi jikelele kwiiNkonzo zokuCebisa ngomThetho. • Iingxelo zomthetho kunye neeshedyuli zomsebenzi.
Human Resources (IMicimbi eNxulumene nabaSebenzi)	• Ukupapashwa kwemisebenzi kwiNkonzo kaRhulumente kunye nakwiSebe lezobuLungisa noPhuhliso loMgaqo-siseko • Imigaqo-nkqubo ye-HR - UMgaqo-Nkqubo wobuLungisa kwiNgqesho - UMgaqo-Nkqubo woNxulumano nabaSebenzi - UMgaqo-Nkqubo woLawulo lokuSebenza - UMgaqo-Nkqubo wabaNtu abaKhubazekileyo - UMgaqo-Nkqubo woLawulo wokuSebenza iXesha eloNgezelelekileyo - UMgaqo-Nkqubo woHlolo loMsebenzi - UMgaqo-Nkqubo we-HIV ne-AIDS - UMgaqo-Nkqubo wezeMidlalo noloNwabo - UMgaqo-Nkqubo wokuFuna abaSebenzi abaTsha noKhetho neNcwadana yeNkqubo - UMgaqo-Nkqubo wokoNyulelwa ukuBambela - INdlela yokuNxiba - UkuMiselwa kokuPheliswa kweNkonzo - UMgaqo-Nkqubo weMpilo nokuPhila kwabaSebenzi - UMgaqo-Nkqubo woDlakathiso ngokweSini - Ikhefu - INdlela yokuziPhatha - UMgaqo-Nkqubo woNcedo lokuFunda - UMgaqo-Nkqubo wokuHlala kwiNdawo eNtsha
AbaLawuli beeNkundla eziPhakamileyo	• Iifom (IMpahla yomNtu oSwelekileyo, Intengiso yempahla, iifom zeeNgxowa-mali zabaGcineli kunye nabaGcini) • Iincwadi ezithunyelelwa amalungu/iingxelo. • Amaphetshana. • Incwadi ethunyelelwa amalungu • I-ICMS – Web Portal
UNxulumano lomThetho lwamaZwe ngamaZwe	• Iingqungquthela zamazwe ngamazwe ezilawulwa liSebe • Iingxelo zelizwe kwizixhobo zamalungelo oluntu zamazwe ngamazwe apho iSsbe lineGunya elinguNdoqo.

1. INKCAZO YEENDIDI ZEEREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO UKUBA ZIHLOLWE NGOKWECANDELO LE-15(1)(a)(i)	
2. INKCAZO YEENDIDI ZEEREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO EZINOKUTHENGWA NGOKWECANDELO LE-15(1)(a)(ii)	
(a) Uluhlu lweerekhodi olungasentla	(a) Iirekhodi zinokufunyanwa ngesicelo ngokubhalwe phantsi ku: Sekela Gosa loLwazi, Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001. (b) inombolo yefeksi 012 – 315 - 4837; imeyile: paia@justice.gov.za kunye nentlawulo yesixa sama-R20-00.
3. INKCAZO YEENDIDI ZEEREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO EZINOKUFOTOKOTSHWA NGOKWECANDELO LE-15(1)(a)(ii)	
(a) Uluhlu lweerekhodi olungasentla	(a) Iirekhodi zinokufunyanwa ngesicelo ngokubhalwe phantsi ku: Sekela Gosa loLwazi,, Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001. inombolo yefeksi: 012 – 315 - 4837; imeyile: paia@justice.gov.za kinye nasekuhlawulweni kwemali ehlawulwayo emiselweyo kwinqaku lesi-2 leSigaba II sesiHlomelo A semimiselo enxulumene nokuKhuthazwa koFikelelo kuLwazi.
4. INKCAZO YEENDIDI ZEEREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO EZIFUMANEKA NGAPHANDLE KWENTLAWULO NGOKWECANDELO LE-15(1)(a)(iil)	
(a) Uluhlu lweerekhodi olungasentla	(a) Iirekhodi zinokufunyanwa ngesicelo ngokubhalwe phantsi ku: Sekela Gosa loLwazi,, Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001. fax number: 012 – 315 - 4837; e-mail: paia@justice.gov.za.

INDLELA YOFIKELELO KWIIREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO

ICandelo le-15 lomThetho wokuKhuthazwa koFikelelo kuLwazi limsiela ukuba iSebe kufuneka lipapashe kwiGazethi kaRhulumente ishedyuli(uluhlu) yeerekhodi ezifumaneka ngaphandle kwesicelo kwiSebe. Izicelo zezi rekhodi ayikokugcwalisa iFom A emiselweyo esetyenziswa ukucela ulwazi. Ayikho nemali ehlawulwa ngumceli kwezi rekhodi. Imali ehlawulwayo ihlawulwa kuphela xa kuzakwenziwa iikopi zeerekhodi, nokuba ingohlobo lwephepha, i-compact disc, i-stiffy drive, ukurekhoda kwikhasethi, njalo njalo.

Kwimeko yeerekhodi ezinjalo esele zibekwe kuVimba weSizwe woMzanti Afrika, iirekhodi ziyakwenziwa zifumaneke kuthotyelwa imithetho esebenzayo ekujongweni kweerekhodi ezinjalo:

- UmThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho oyiNombolo yesi-2 ka-2000)
- UmThetho woKhuselo loLwazi, 1982 (umThetho oyiNombolo yama-84 ka-1982)
- UmThetho wooVimba beSizwe neeRekhodi zoMzantsi Afrika, 1996 (umThetho oyiNombolo yama-43 ka-1996)

ICANDELO LESI-5

UFIKELELO KWIIREKHODI NGOKWECANDELO LE-14(1) (d)

Iirekhodi kwiSebe zigcinwa ngokuzibeka kwifayile. Zonke iirekhodi zinikwa amagama kwaye okwandulela igama lerekhodi linani, eliyinombolo yefayile. Ukucacisa – ukuba ngaba umntu ufuna ukufikelela kwirekhodi kwiSebe rekhodi elo eliphathelene neSebe njengequmrhu, inombolo yefauile engundoqo izakuba sisi-1 kunye nokusuka apho uye phambili.

1. IIREKHODI ZEQUMRHU

Iinkalo ezithathelwa ingqalelo ziirekhodi: ulwazi olunxulumene nawo onke amacandelo eSebe kuqukwa amacandelo angawodwa, angekho kwiSebe, eerekhodi zeSebe, aquka iinkundla, ugunyaziwe wotshutshiso kunye ne-ofisi yeetayitile. Imicimbi equlethwe kwezi fayile iquka imiba yemigaqo-nkqubo, amanyathelo okhuselo enxulumene nabantu kunye nee-asethi zamacandelo eSebe, ukugcinwa kolwazi lokhuselo kunye nomgaqo-nkqubo wonxibelelwano ngaphakathi kunye nangaphandle.

Iirekhodi zamaziko kunye namasebe karhulumente – ulwazi oluqulethweyo luquka umgaqo-nkqubo ngoku kungasentla.

Amanyathelo okhuselo
Oku kuquka ukhuselo lwezakhiwo kunye nabasebenzi, iziphathamandla, uMphathiswa, iirisiti ezivela kwamanye amaSebe kunye nemicimbi engabonelelwanga ngokukhethekileyo.

2. INDAWO YOKUHLALA

Ezi fayile zichaza umgaqo-nkqubo wendawo ye-ofisi yegosa, indawo yokuhlala ekuhlala kuyo igosa, ezakuquka iinkundla, ukhuselo lwezakhiwo zenkundla, ulungiso, indawo yokuhlala amagosa abekwe apho kunye neenkqubo esele zikhona zesakhiwo kodwa kukhutshelwa ngaphandle isikim sezindlu zabasebenzi bakarhulumente.

3. IZITORA, IZIXHOBO KUNYE NOKUSHICILELWEYO

Iifayile/iirekhodi eziphathelene nezakhiwo zikarhulumente kunye nee-ofisi, ulawulo lolungiselelo, eziquka umgaqo-nkqubo osele ukhona wokufumana iinkonzo okanye impahla. Oku kuquka imigaqo-nkqubo kulungiselelo, ulawulo, ukususwa kwezixhobo zolondolozo lwemisebenzi, izinto zokubhala kunye nemathiriyeli yokushicilela, izinto ezipapashiweyo eziquka iingxelo zomthetho, izibonelelo zethala leencwadi, ukulondolozwa kweencwadi zamathala eencwadi, ukupakisha kunye nenkunkuma, oomatshini kunye nokusebenza ngedatha, ukufunyanwa kwefanitshala kunye nokufakwayo.

4. UNXIBELELWANO

Ezi fayile/rekhodi ziphathelene nemigaqo-nkqubo zezixhobo zothungelwano lweengcingo, iinkonzo zeposi kunye nezothutho, iintengo, ukusetyenziswa kunye nemicimbi enxulumene noko.

5. IZIMALI

Iifayile/iirekhodi eziphathelene nomgaqo-nkqubo wezimali zikarhulumente zeSebe ezinxulumene nezigqibo zolwakhiwo, ii-akhawunti zevoti, ulawulo lwezimali, uqokelelo lwamatyala, iimali ezingafumanekiyo, iirisiti kunye neentlawulo ezahlukeneyo, iMimiselo yoLawulo lweMali kaRhulumente. Iifayile ziqulethe ulwazi nge-akhawunti yevoti yezobulungisa kunye ne-akhawunti yediphozithi yezobulungisa.

6. ABASEBENZI

Imbalelwano enxulumene nabasebenzi abangabodwa kuyakusetyenzwa ngalo ngeefayile ezizezabo kwilungu labasebenzi ngalinye. Ezinye iifayile zembalelwano jikelele kwimiba ekhankanyiweyo. Ikhowudi yabasebenzi kusetyenzwa ngayo kuthotho olunganeno lwe-7/2. Uthotho olunganeno lwe-6/24 lusebenza ngeKomishoni yooMantyi kunye nejaji zeNkundla yamaBango oMhlaba.

Nakuba amanye amacandelo eSebe ezimele kwaye njengoko kuchaziwe ngasentla ayakuba nencwadana eyahlukileyo, i-Ofisi kaZwelonke isagcina iirekhodi kwaye iququzelela amaxesha ahleliweyo, imivuzo kwaye imiba enjalo iyakuvela kwakhona kwiirekhodi ezigcinwe liSebe.

Ezi fayile zinamarekhodi abasebenzi, iimeko zawo zengqesho, uhlolo lwabasebenzi, uqeqesho, unyuselo, imivuzo neebhenefithi, amawonga, imithetho enxulumene neendawo zokuhlala zabasebenzi, iyunifom kunye nohlobo lwempahla, iinkonzo zemicimbi yeengxoxo zothetha-thethwano zabasebenzi, amacandelo eengxoxo zothetha-thethwano abasebenzi, amacandelo kunye neendlela zosombululo lweembambano, ubhaliso kunye nokumanyana namanye amaqumrhu, ulonwabo kunye nolungiselelo lokutya, imigaqo-nkqubo yeendawo zokupaka kunye neyeegaraji.

Ezi fayile zikwafaka nabasebenzi kwiikomishoni kunye nasezinkundleni, imigaqo-nkqubo kubulungisa kwingqesho kunye nolingano ngokwesini.

7. ULAWULO, UKUPHATHA NEENKONZO

Iifayile zolawulo ziqulethe iirekhodi ngeenkonzo zasePalamente, imiyalelo eyenziwa nguMphathiswa kunye nentloko yolawulo, uhlolo lwenkonzo liSebe, ukuphathwa kweerekhodi, ukuqeshwa kwabasebenzi, iinkcukacha manani, iincwadi zikarhulumente, uphatho, inkqubo yokuncedisa abasebenzi, ukuhamba kunye nentshukumo yamalungu ekhabhinethi, iinkonzo zamathala eencwadi, isikhundla kunye neetayitile, iinkonzo ekunokunikelwa ngazo, ukudibana ekuhlaleni kunye nemicimbi yeelwimi.

8. UYILO LWEZOMTHETHO

Imicimbi enxulumene nomThetho oWenziwe ziiJaji ngokuNxulumene neziGqibo zeNkundla, imiThetho ekuNgekho Miyolelo, umThetho wamaZwe ngamaZwe kunye namatyala ekugqitywa ngawo kwimicimbi engasentla.

9. ULAWULO KUNYE NENKQUBO YOMTHETHO

Iikomishoni, izimvo zomthetho, umelo lomthetho, ibhodi yemithetho, ukwenziwa kokuqinisekiswa kwamaxwebhu, ilungelo elilodwa elinikwa umntwana, ulawulo lweenkundla, iinkonzo zenkxaso yotshutshiso, inkqubo yolwaphulo-mthetho kunye nabantu ababanjiweyo, ibheyile, izigwebo, ubungqina, izibheno, ukujonga kwakhona kunye nemicimbi enxulumene noko.

10. IMICIMBI YOPHICOTHO-NCWADI LWANGAPHAKATHI

Iingxelo, imigaqo-nkqubo kunye neenkqubo eziphantsi kwetshata yacandelo lophicotho-ncwadi lwangaphakathi, ingxelo yeprofayili, ukhuseleko, incwadana yemfundo, intlanganiso zengxoxo zokuchongwa komngcipheko kwezoshishino, ingxelo ekhethekileyo yeGqwetha Jikelele yowama-31 Matshi 1998, iingxelo ezahlukeneyo, ingxelo ka-King kulawulo lombutho, iingxelo zonyaka zezimali, iingxelo zonyaka, amaxwebhu oyilo lohlahlo lwabiwo-mali.

11. IINKCUKACHA MANANI

12. IIKONTRAKI

Iirekhodi ezinganxulumananga ngqo nomsebenzi ongundoqo weSebe.

13. UKHUSELO LWESIZWE NOLWABANTU KUNYE NEZAKHIWO

Ezi fayile ziquka imiba enxulumene nemikhosi yokhuselo, iimbumbulu neebhombu kunye nendawo yokugcina izixhobo.

14. ABEMI KUNYE NEMICIMBI YOLUNTU

Abemi kunye neenkcukacha zobuqu, unyulo, abazelweyo, imitshato kunye nokusweleka, ulawulo lwempahla, ukhuselo lwezilwanyana kunye nolondolozo lwendalo, imicimbi yolondolozo yesizwe, ezokuzonwabisa, imidlalo nolonwabo, iincwadi zikawonke-wonke, imicimbi yezenzululwazi, ukuhlelwa ngokwentlanga, iNkqubo yoKwakhiwa ngokuTsha noPhuhliso.

15. INTLALONTLE

Ukuncediswa, intlalontle yabantwana, isondlo, imicimbi yempilo, ukuphazamiseka ekuziphatheni ngokwengqondo, ukusekwa kunye nolaulo lwemibutho kunye namaziko.

16. UMMANDLA WENTSHUKUMO KUNYE NOLAWULO LWENDAWO YOKUHLALA

Ubunini kunye nokuzinza kweBhanki yoMhlaba, ukubhaliswa kweetayitile, ukufuduka kunye nokungena elizweni, ubumi kunye nokufumana ubumi belizwe, ukubuyisela umntu elizweni lakhe, iincwadana zokundwendwela, iimvume kunye nemicimbi enxulumene nazo, ikomiti ecebisayo kwimicimbi engeyiyo eyohlanga.

17. IZINDLU ZIKARHULUMENTE

Izindlu kuzwelonke, amanyathelo olawulo lwerente

18. UNXIBELELWANO LUKARHULUMENTE

19. ULIMO KUNYE NOKULOBA

20. URHWEBO, AMASHISHINI, IMIGODI KUNYE NEZEMBIWA

21. EZEMISEBENZI

22. IMFUNDO

23. INKCUBEKO

Ukugqirtywa kwemigaqo-nkqubo, izicwangciso kunye neenkqubo:

- KuPhuhliso lweCandelo leMicimbi eNxulumene nabaSebenzi kunye noLawulo lweNkundla
- Kwabasetyhini kunye nabantwana
- Kumthetho kunye noyilo

OLUNYE UPAPASHO

- Indlela eya kubulungisa obusebenzayo
- Ukutshintshwa kwenkqubo yezobulungisa
- Iidesika zokucebisa zabemi
- Izikhokelo zamatyala anxulumene nezesondo
- Ingxelo yomgaqo-nkqubo wezesini
- Itshata eyilwayo yabaxhasi yabasebenzisi beenkundla
- IGunya baNtu lezoTshutshiso
- Amaxwebhu okuseka iiYunithi ezikhethekileyo
- Inkqubo yamaLungelo oluNtu
- Inkqubo yezobulungisa ehlanganisiweyo
- INkqubo ye-E-justice
- Amaxwebhu okunika amandla eenkundla kunye neNkundla yoMgaqo-siseko
- IKholeji yezobuLungisa
- I-Ofisi yeGqwetha loSapho
- UNcedo ngomThetho loMzantsi Afrika
- i-Ofisi yoMkhuseli woluNtu
- IKomishoni yoLingano ngokweSini
- IKomishoni yeNyani noXolelwaniso
- I-Ofisi yoMlawuli – uhlahlo lwabiwo-mali lwee-ofisi ezingazodwa
- Iphetshana lowazi ngeenkonzo zeGqwetha loLwazi

IIREKHODI EZIGCINWA LISEBE

1. IMICIMBI YASEKHAYA

1/P UMGAQO-NKQUBO WOLAWULO
1/1 INDAWO YOKUHLALA
1/1/2 II-OFISI
1/1/3 INDAWO YOKUHLALA YASEBURHULUMENTENI
1/ 2 IMPAHLA NEENKONZO
1/3 UKUHAMBA NEZITHUTHI
1/ 4 ULUNGISELELO LWENDAWO YOKUHLALA
1/5 UNXIBELELWANO
1/6 IINKOMFA ZABEENDABA, UKUKHUTSHWA KWEENDABA KUNYE NEENGXELO
1/7 ULAWULO LWE-OFISI

2. IMICIMBI YEPALAMENTE, IKHABHINETHI KUNYE NEEKOMITI

2/1 IPALAMENTE
2/2 IKHABHINETHI
2/3 IIKOMITI ZEKHABHINETHI

Oku kuquka icandelo lezentlalo, icandelo loqoqosho, utyalo-mali kunye nengqesho, ubudlelwana bamazwe ngamazwe, uxolo nokhuselo, ubulungisa, uthintelo lolwaphulo-mthetho kunye necandelo lokhuselo, ulawulo kunye nokuphatha.

3. IMICIMBI YESEBE

3/1 I-OFISI KAZWELONKE
3/2 II-OFISI ZEMIMANDLA
3/3 INKUNDLA YOMGAQO-SISEKO
3/4 INKUNDLA EPHAKAMILEYO YEZIBHENO
3/5 IINKUNDLA EZIPHAKAMILEYO
3/6 UKONYULWA KWEEJAJI
3/7 IINKUNDLA ZEMIMANDLA
3/8 IINKUNDLA ZOOMANTYI
3/9 IINKUNDLA ZEENTSAPHO
3/10 IINKUNDLA ZEZEMISEBENZI
3/11 INKUNDLA YAMABANGO OMHLABA
3/12 INKUNDLA YAMABANGO AMANCINANE
3/13 IINKUNDLA ZONYULO
3/14 ABABHALISI
3/15 ABALAWULI
3/16 UMLAWULI WESIZWE WOTSHUTSHISO KURHULUMENTE
3/17 UMLAWULI JIKELELE IMISEBENZI
3/18 AMACANDELWANA OPHANDO
3/19 UMLAWULI WOTSHUTSHISO KURHULUMENTE
3/20 ABATSHUTSHISI BAKARHULUMENTE
3/21 AMAGQWETHA OMBUSO
3/22 AMAGQWETHA OSAPHO
3/23 AMAGQWETHA
3/24 AMAGQWETHA
3/25 EZINYE IINGQESHO ZOMTHETHO, INGQESHO KUNYE NOLAWULO LWEESHERIFU, ABABEKI MAXABISO, ABAGWEBI BOXOLO, ABAKOMISHINALA ABAFUNGISAYO
3/26 AMAZIKO OMTHETHO, umzekelo, IKOMISHONI YOTSHINTSHO LOMTHETHO YOMZANTSI AFRIKANjl. Njl..
3/27 UMANGALELWANO OLUJOLISWE EMBUSWENI
3/28 UKUBUYISELA UMNTU KWILIZWE LAKHE
3/29 UMTHETHO
3/30 IMICIMBI YOLWAPHULO-MTHETHO
3/31 IMICIMBI YABANTU
3/32 IIHAMBO ZAPHESHEYA
3/33 AMALUNGELO OLUNTU
3/34 UBUDLELWANE BAMAZWE NGAMAZWE

3/35 IQUMRHU ELIPHAKATHI KURHULUMENTE
3/36 IMICIMBI EKUBHEKISELWE KUYO/EFUNYENWE KWAMANYE AMAZIKO

4. IMICIMBI YAMAQELA EZOPOLITIKO

5. IMICIMBI YABUCALA YESEBE

Le iquka amawonga okunika imbeko, ubulungu bemibutho, imicimbi yasekuhlaleni, ulwamkelo kunye nemicimbi
yoshishino.

ICANDELO

INKQUBO YESICELO

Izicelo zomnxeba

Izicelo ezingekho sikweni (zomnxeba) azithintelwa ngumThetho. Nasiphi na isicelo esinjalo esiya kwiGosa loLwazi/Sekela Gosa loLwazi kwinombolo yomnxeba enikwe kule ncwadana kuyakusetyenzwa ngaso ngaphandle kokuba iGosa loLwazi/Sekela Gosa loLwazi lixela ukuba amagatya omThetho kufuneka aqhutywe – kule meko, kufuneka kugcwalise iFom A.

Ufikelelo ngokuzithandela

Ulwazi olufumaneka ngaphandle kwesicelo luyakwenziwa ukuba lufumaneke mhlawumbi kwii-ofisi zesebe okanye ngendlela okanye ngohlobo olucelwe ngalo, ukuba oku kufanelekile kwaye kunokwenzeka. Indlela yofikelelo iyakuquka: ukuyijonga nje ungayikhupheli imathiriyeli nukuba iyafuneka kunye nemali ehlawulwayo emiselwe ukwenza iikopi.
Ufikelelo kwimathiriyeli ebonakalayo, evakalayo netranskripshini, ukudabha kunye/okanye izibonelelo zokufotokopa ezifumanekayo ukuba kuyafuneka.

Izicelo zeCandelo le-14(1) (d)

- Umceli kufuneka agcwalise ifom efana naleyo ishicilelwe kwiGazethi kaRhulumente (ISaziso sikaRhulumente R187 – 15 Februwari 2002 – iFom A).
- Umceli kufuneka akhombise uhlobo okanye indlela ufikelelo olufunwa ngayo njengoko kumiselwe licandelo lama-29.
- ISebe liyakuzama ukunika ufikelelo ngohlobo oluceliweyo ngaphandle kokuba oku kuzakuphazamisa ukusebenza kakuhle kweSebe.
- Ukunika ufikelelo iSebe liyakuthathela ingqalelo yangaphambili ekugcinweni kwemathiriyeli, ukophulwa kwelungelo lombhali kwaye imali ehlawulwayo njengoko kumiselwe iyakuhlawulwa phambi kokuba kusetyenzwe ngesicelo kunye naphambi kokuba lunikwe ufikelelo.
- Umceli omele omnye kufuneka anike iinkcukacha zesikhundla akwenza ngaso oko.
- Umceli ongakawaziyo ukubhala kunye nokufunda unokusifaka ngomlomo iscelo kwaye iGosa loLwazi/Sekela Gosda loLwazi linyanzelekile ukuba lincede umceli onjalo.

ICANDELO LESI-7

INTLAWULO YEMALI EHLAWULWAYO NGOKOMTHETHO

“Umceli wobuqu”

Nabani na ofuna ulwazi oluphathelene naye kuthiwa ngumceli wobuqu kwaye uyanyenyiselwa ukuhlawula imali ehlawulwa ngumceli.

“Umceli”

Imali ehlawulelwa isicelo kulo naliphi na isebe likarhulumente ngama-R35-00 njengoko kumiselwe yiMimiselo kumThetho. Ukongeza ukuba ngaba kucelwa iikopi okanye iitranskripshini ezongezelelweyo, ezo

ziyakubizwa imali ngokwesakhiwo semali yazo ehlawulwayo njengoko kumiselwe yiMimiselo kwaye iGosa loLwazi/Sekela Gosa loLwazi linokubiza imali ngexesha elichithwe kulungisa isicelo.

ICANDELO LESI-8

INDLELA YOKUHLAWULA

Zonke iintlawulo ziyakwenziwa ngokohlobo lwekheshi ehlawulwa kuyo nayiphi na iNkundla kaMantyi kunye/okanye kwi-Ofisi yoMmandla okanye ngediphozithi kwi-akhawunti yebhanki yeSebe.

Iinkcukacha zokubhanka zeSebe zingale ndlela ilandelayo:

Standard Bank
Inombolo ye-Akhawunti: 01014713a
Ikhowudi yesebe: 010045
Uhlobo lwe-akhawunti: Department of Justice and Constitutional Development Vote Account Deposits

Ireferensi: 7/6/9 Ifani kunye noonobumba bamagama oMceli (Umfaki sicelo)

OKUBALULEKILEYO: Akukho sicelo kuyakusetyenzwa ngaso ngaphandle kokuba imali ehlawulela ukucela apho kwenzekayo ihlawulwe – icandelo lama-22(1) lomThetho.

ICANDELO LE-9

AMANCEDO AKHOYO UKUBA NGABA AMAGATYA OMTHETHO AWATHOTYELWA

UmThetho ubonelela ngenkqubo yokubhena yangaphakathi ngokwamacandelo elama-74 kunye nama-75. UMphathiswa ngugunyaziwe obandakanyekayo ukuba ajonge kwakhona nasiphi na isigqibo esibhenelwayo.

Iqela elinesikhalazo lisenalo ithuba lokuya ezinkundleni ukuba ngaba aloneliswanga sisigqibo sikagunyaziwe obandakanyekayo.

ICANDELO LE-10

UKUHLAZIYA INCWADANA

Incwadana iyakuhlaziywa kwiinyanga ezilishumi elinambini ezisemva kopapasho lwencwadana yokuqala.

Incwadana yeSebe lezobuLungisa noPhuhliso loMgaqo-siseko ngokwecandelo le-14 lomThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho oyiNombolo yesi- 2 ka-2000) ipapashwa ngazo zolishumi elinanye iilwimi ezisemthethweni.

ICANDELO LE-11

UKUFUMANEKA KWENCWADANA

Incwadana izakufumaneka kwiindawo ezimiselwe ngumThetho weDiphozithi esemThethweni, kunye nakwii-ofisi zeKomishoni yamaLungelo oluNtu yoMzantsi Afrika njengoko kubekiwe KWICANDELO LESI-3 ngasentla.

IMALI EHLAWULELWA IIREKHODI ZESEBE LIKARHULUMENTE NJENGOKO KUXELIWE YIMIMISELO YANGOKU YOMTHETHO

Imali ehlawulelwa ukuvelisa kwakhona, ekubhekiselwe kuyo kwicandelo le-15(3) lomThetho, ingale ndlela ilandelayo

(a) Ngekopi nganye efotokotshiweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko 0-60

(c) Ngekopi nganye eshicilelweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko 0-40

(c) Ekwikhompyutha okanye engeletroniki okanye engohlobo olufundeka kumatshini ikopi engohlobo olufundeka kwikhompyuta ekwi -
- (i) icwecwe lesitifi 5-00
- (ii) icwecwe le-compact 40-00

(d) (i) Ngetranskripshini yemifanekiso ebonwayo, kwi sayizi ye-A4 okanye inxenye yayo ngaphaya koko 22-00
- (ii) Ngekopi yemifanelkiso ebonwayo 60-00

(e) (i) Ngetranskripshini yerekhodi evakalayo, nge phepha lesayizi ye-A4 okanye inxenye yayo ngaphaya koko 12-00
- (ii) Ngekopi yerekhodi evakalayo 17-00

Imali yesicelo ehlawulwayo ngumceli ngamnye, ngaphandle komceli wobuqu ekubhekiselwe kuye kwicandelo lama-22(1) lomThetho, ngama- 35-00

Imali ehlawulelwa ufikelelo ngumceli ekubhekiselwe kuye kwicandelo lama-22(7) lomThetho, ngaphandle kokuba kukho unyenyiso phantsi kwecandelo lama-22(8) lomThetho, ingale ndlela ilandelayo:

(a) Ngekopi nganye efotokotshiweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko 0-60

(b) Ngekopi nganye eshicilelweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko 0-40
kwikhompyutha okanye ngeletroniki okanye ngohlobo olufundeka kumatshini
- (i) icwecwe lesitifi 5-00
- (ii) icwecwe le-compact 40-00

(c) (i) Ngetranskripshini yemifanekiso ebonwayo, kwi phepha lesayizi ye-A4 okanye inxenye yayo ngaphaya koko 22-00
- (ii) Ngekopi yemifanekiso ebonwayo 60-00

(d) (i) Ngetranskripshini yerekhodi evakalayo, ngephepha eliyisayizi ye-A4 okanye inxenye yalo ngaphaya koko 12-00
- (ii) Ngekopi yerekhodi evakalayo 17-00

Ukukhangela iirekhodi ukuze zixelwe, i-R15-00 kwiyure nganye okanye kwinxenye yeyure, kukhutshelwa ngaphandle iyure yokuqala, efuneka ngokufanelekileyo kuphando olunjalo.

Imali yokuqala ehlawulelwa ukuposa xa ikopi yerekhodi kufuneka iposelwe kumceli.

Ngenxa yeenjongo zecandelo lama-22(2) lomThetho, oku kulandelayo kuyasebenza:

(a) iiyure ezintandathu kuba iiyure ekudluliswe ngazo idiphozithi iyahlawulwa; kwaye

(b) isinye sesithathu semali ehlawulelwa ufikelelo sihlawulwa njengediphozithi ngumceli.

Uhlobo lwesicelo

Isicelo sofikelelo kwirekhodi, njengoko kuxeliwe kwicandelo lama-53(1) lomThetho, kufuneka senziwe ngokohlobo lweFom A yeSihlomelo.