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# **INCWADZI LECHAZAKO YELWATI NGE KWESIGABA 14 SE-ACCESS TO INFORMATION ACT, 2000 (UMTSETFO NO. 2 WA 2000**

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## SINGENISO

### 1.1 Inhloso yalencwajana lechazako

**1.1.1** , Litiko Letekubusa Ngekubambisana Netebuholi Bendzabuko LaseMpumalanga (**Litiko**) liyalatisa futsi liyalihlonipha lilungelo lekutfole lwati njengobe libhalwe kuMtsetfosisekelo weRiphabliki yaseNingizimu Afrika. Kutfutukiswa Promotion of Access to Information Act, 2000 (Umtsetfo No. 2 wa 2000) (lobitwa “ngeMtsetfo” lapha) usebentisa lilungelo lelikumtsetfosisekelo lekutfole noma nguluphi lwati lolugcinwe nguhulumende noma ngumtimba lotimele lokufanele ube neligalelo ekuvikeleni kwanoma ngumaphi emalungelo.

**1.1.2** Sigaba 9 seMtsetfo, noma kunjalo, uyacondza kutsi lilungelo lekutfole lwati lilawulwa ngimikhawulo letsite noma imikhawulo yangaleso sikhatsi lehlose;

- Kuvikela bungasese;
- Imfihlo yetekuhweba
- Kubusa kahle nangempumelelo.

**1.2.3** Sigaba 14 seMtsetfo sibophelela tikhungo kutsi tibhale Incwajana Lechazako, lengalekelela umuntfu kutsi atfole lwati lolugcinwe sikhungo sahumende nekusho timfanelo lekufanele Incwajana Lechazako ihambisane nato.

**1.2.4** Ngako-ke inhloso yaleNcwajana Lechazako, kwatisa umuntfu kutsi atfolakala njani emarekhodi lagcinwe **Litiko** ibe isebentisa Sigaba 14 saloMtsetfo.

### 1.2 LITIKO LAKA – COGTA EMPUMALANGA

## **Umbono**

Luhlelo lwekubusa ngekubambisana lolusabelako, lolusebentako, loluphumelelako nalolusimeme.

## **Umgomo**

Luhlelo lwekubusa ngekuhlanganisa, kusekela, kucaphela nekucinisa indlela yekubusa ngekubambisana lehlanganisiwe.

## **Emagugu**

Ngekulawulwa ngumoya we-Batho Pele, emagugu etfu ngulawa:

- i) Silawulwa yimigomo;
- ii) Kwenta umsebenti ngebuchwepheshe;
- iii) Kufundza nekutfufukisa;
- iv) Kusabela;
- v) Bucotfo;
- vi) Kwetsembeka;
- vii) Kwenta umsebenti ngelicophelo lelisetulu.

## **Tinhloso Letimcoka Telitiko**

1. Kuletsa kwesekela ngetetimali netetheknikhi netekuphatsa ngemphumelelo kulelitiko;
2. Kucinisa emandla ekucaphela tekuphatsa nekutiphendvulela kwabomasipala kwenta imisebenti yabo yekutfufukisa netindlela tekuphatfwa kwetimali;
3. Kukhutsata kubusa lokufanele nentsantfoyelinyenti ngekuhlanganyela kubomasipala basekhaya;
4. Kwenta lula kutfolakala kwelwati kuhulumende yimiphakatsi ngekusebentisa ema-Thusong Service Centres;

5. Kusita kuhlangukisa kuhlela loluhlanganisile kute kube nekutfufukiswa kwetakhiwonchanti nekwetfulwa kwetinsita lokusimeme;
6. Kucinisa sikhungo Sebhuhli Bendzabuko kute kukhutsatwe kuphindze kufakwe sandla ekwetfuleni tinsita, ekutfufukiseni tenhlalomnotfo, tekwakha sive, tekuvuselelwa kwesimilo netekongiwa kwemasiko etindzaweni tabo;
7. Kweluleka hulumende macondzana nekwakhiwa kwenchubomgomo nemitsetfo lokutsintsa baholi bendzabuko nemiphakatsi, imihambo, emagugu nemasiko.

## **1. SAKHIWO SELITIKO**

### **1.1 Sakhiwo Selitiko**

Litiko lehlukaniwe tigaba letisihlanu (5) taletinhlelo, letilandzelako:

#### **LUHLELO 1: TEKUPHATSA**

- Lihhovisi la-MEC
- Tekusebenta Ngekubambisana

#### **LUHLELO 2: LUPHIKO LOLUKHULU: KUBUSA KWASEKHAYA**

- Kuphatfwa Kwabomasipala;
- Kubambisana Nemmango;
- Kutfufukiswa Kwemakhono;
- Kubika Nekucaphela Kusebenta Kwamasipala & Nekwenta Luhlo;

#### **LUHLELO 3: LUPHIKO LOLUKHULU: TEKUTFUFUKISA NETEKUHLELA**

- Luhlelo Lwentfufuko Loluhlanganisiwe (IDP)
- Tekuhlelwa Kwenzawo;
- Kuphatfwa Kwetekusetjentiswa Kwemhlaba
- Kutfufukiswa Kwemnotfo Wabomasipala;
- Takhiwonchanti Tabomasipala;
- Imisebenti Yetekuphakelwa Kwemanti;

- Kuphatfwa Kwetinhlekelele

#### **LUHLELO 4: LUPHIKO LOLUKHULU: KUPHATFWA KETIKHUNGO TENDZABUKO**

- Kuphatfwa Kwetikhungo Tendzabuko;
- Kuphatfwa Kwetinsita Tendzabuko;
- Kuchuba Tekutfufukiswa Kwetindzawo Tasemakhaya;
- Kuphatfwa Kwemhlaba Webukhosi.

#### **LUHLELO 5: LUPHIKO LOLUKHULU: INDLU YEBAHOLI BENDZABUKO**

- Kuphatfwa Kwendlu Yebaholi Bendzabuko (Kwelekelela Kutemabhizinisi);
- Emakomiti netiNdlu taSekhaya teBaholi Bendzabuko;

### **3 IMININGWANE YEKUCHUMANA YELITIKOLE - COGTA**

#### **3.1 I- SWITCHBOARD**

Lucingo: (013) 766 6087

Inombolo yefeksi :(013) 766 8252

#### **3.2 UMPHATSILWATI**

##### **Mnu C.M Chunda**

UMphatsilwati

Lucingo: (013) 766 6237

Ino. ye-feksi (013) 766 8425

#### **3.3 LISEKELA LEMPHATSILWATI**

##### **Nks H.G. Shube**

UMcondzisi Lomkhulu: Kusebenta Ngekubambisana

Lucingo: (013) 766 6556

Ino. ye-feksi: (013) 766 8425

##### **Nks R.V. Jones**

UMcondzisi: Imisebenti Yetemtsetfo

Lucingo: (013) 766 6266

Ino. ye-feksi. : (013) 766 8425

#### **4. UMHLAHLANDLELA NGEKUSETJENTISWA KWALOMTSETFO**

Umhlahlandlela lolawula kusetjentiswa kwaloMtsetfo uyatfolakala kuKhomishana Yemalungelo eLunfufu eNingizimu Afrika. Uyacelwa kutsi ucondzise yonkhe imibuto ku:

##### **The South African Human Rights Commission**

PAIA Unit  
 Research and Documentation Department  
 Private Bag 2700  
 Houghton  
 2041

Lucingo: (011) 484 8300  
 Ino. ye-feksi: (011) 484 1360  
 I-website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### **5. EMAREKHODI LAGCINWE LITIKO LE-COGTA**

Litiko ligcine lamarekhodi lalandzelako langacelwa ngekulandzela loMtsetfo:

- 5.1 Emasu eLitiko, Luhlelo Lwekusebenta neMibiko yekusebenta;
- 5.2 Emarekhodi eTetimali eLitiko;
- 5.3 Umbiko-mnyaka weLitiko;
- 5.4. Emarekhodi Ebasebenti beLitiko;
- 5.5 Imibiko yeLitiko lekhuluma ngemibutsano neMihlanganotifundvo;
- 5.6 Tinchubomgomo teLitiko;
- 5.7 Teluleko temtsetfo lesetjentiswa Litiko Letekubusa Ngekubambisana neTebuholi Bendzabuko;
- 5.8 Imibiko yaMasipala ngekweSigaba 47;
- 5.9 Imibhalo yetivumelwano;
- 5.10 Emarekhodi eLikomiti Lesifundza Lemibango Yetebuholi Bendzabuko Neticelo;
- 5.11 Emarekhodi eMalungelo Etekusetjentiswa Kwemhlaba neweLibhodi Lelidolobha.

#### **6. EMAREKHODI LATFOLAKALA K ALULA**

- 6.1 Luhlelo Lweminyaka Lekwetfula Umsebenti lweLitiko
- 6.2 Lisu leLitiko

- 6.3 Umculu wetekusebenta kweLitiko neMacophelo eMisebenti
- 6.4 Imibhalo yeLuhlelo Lwekutfufukisa Loluhlanganisiwe (IDP)
- 6.5 Lisu Lekugucula Hulumende Wasekhaya
- 6.6 Luhlelo Lekusekela Bomasipala Loluhlanganisiwe (IMSP)
- 6.7 Tatiso Letekhishwe Litiko Kumagazethi Esifundza
- 6.8 Emafomu Ahulumende
- 6.9 Tikhangiso Temathenda
- 6.10 Titatimende Tekusakata Netimemo
- 6.11 Tinkhulumo

## 7. INDLELA YEKUFAKA SICELO

- a. UMfakisicelo lofisa kutfola lwati lolugcinwe **Litiko** kumele agcwalise lifomu lekufaka sicelo bese ulitfumela kuMphatsilwati ekhelini lelingenhla (Lifomu Lekufaka Sicelo lifakwe njengesitsekeleto “A”)
- b. Lifomu lelimisiwe kumele ligcwaliswe ngemininingwane leyanele kute Umphatsilwati akwati kutfola lirekhodi/emarekhodi laceliwe, imininingwane yemfakisicelo, iyadzingeka kanye nelikheli leliposi noma inombolo ye-feksi, kwemfakisicelo.
- c. Nangabe umfakisicelo angakwati kufundza noma kubhala, sicelo sekutfola lirekhodi singentiwa ngemlomo ngumfakisicelo. UMphatsilwati kumele agcwalise lifomu esikhundleni semfakisicelo bese upha umfakisicelo ikhopi.
- d. Ngemuva kwekutsi sesentiwe sicelo kuMphatsilwati, lesicelo sitawusetjentwa kungakapheli emalanga la-30.
- e. Nangabe umfakisicelo acela lwati ngeluhlobo lolutsite (sib. ikhophi yeliphepha, ikhophi ye-elektronikhi njll) umfakisicelo kufanele alutfole ngalolo luhlobo lwekhophi, ngaphandle nangabe kwenta njalo kutawuphambana nenchubo yaleso sikhungo sahumende noma kulimate lirekhodi noma kuphule emalungelo ebuniyo bembuso.
- f. Nangabe umfakisicelo acelela lomunye umuntfu lolwati, kumele kushiwo ligunya lakulo lona lofaka sicelo.



## **7.1 Timali letikhokhwako nakufakwa sicelo**

7.1.1 Umtsetfo usinika tinhlobo letimbili tetimali:

- a. Imali yekufaka sicelo, lokutawuba yimali letayelekile; kanye
- b. Nemali yekutfole lwati, lekumele ibalwe ngekwetindleko tekukhucita, tekufuna nesikhatsi sekulungisa lirekhodi, nemali yekuposa.

7.1.2 Umfakisicelo lofuna kutfole lirekhodi lelicuketse lwati lolungaye kufanele angayibhadali imali yekufaka sicelo. Bonkhe labanye bafakisicelo kumele bayikhokhe imali yekufaka sicelo, ngaphandle, kwebafakisicelo labahlelwe ngekwesigaba 22 (8) seMtsetfo.

7.1.3 UMphatsilwati kumele atise umfakisicelo ngesatso, acele umfakisicelo kutsi akhokhe imali lekufanele ayikhokhe nemali yesibambiso (nayikhona) ngembi kwekutsi kuphendvulwe sicelo.

7.1.4 Nangabe sicelo semukelwe lenye imali yekutfole lwati kufanele ibhadalelwe kulungisela kufunwa, kwentiwa nesikhatsi lesengetiwe sekusebenta lesisetjentiwe kufuna nekulungisa lirekhodi.

7.1.5 Kutfole lirekhodi kutawugodlwa tidzimate tikhokhwe tonkhe timali letifunekako.

7.1.6 Nangabe imali yesibambiso ibhadalelwe kodwa lirekhodi lingatfolakali, Litiko kumele libuyisele kumfakisicelo imali yesibambiso layibhadele.

## **7.2 Timali Tetikhungo Tahulumende ngekusho kwesigaba 22 (2) seMtsetfo**

Buka Sitsekeleto "B"

## **8. EMALUNGISELELO LAKUVUMELA KUTSI UBE YINCENYE EKWAKHIWENI KWETINCHUBOMGOMO NEKWENTIWA KWEMISEBENTI**

Litiko linelizinga leliphakeme lekusebentisana nemmango nekuchumana nalabatsintsekako ngekubacela kutsi basho luvo lwabo ngemtsetfo lohlongotwako.

## 9. TISOMBULULO NANGABE SICELO SEKUTFOLA LWATI SICITSIWE

### 9.1 Kucitfwa Kwesicelo

Tizatfu letingenta **Litiko** lingavumi kunika umfakisicelo lwati kungaba ngueti:

- Kuvikelwa lokugunyatiwe kwebungasese bemuntfu wesitsatfu longumutfu lophilako, lokufaka ekhatsi sizatfu lesingavakali sekukhipha lwati ngemuntfu lophilako.
- Kuvikelwa lokugunyatiwe kwelwati lwetekuhweba lwemuntfu wesitsatfu, nangabe lirekhodi licuketse:
  - a. Timfihlo tekuhweba temuntfu wesitsatfu;
  - b. Tetimali, tekuhweba, leticondzene naye noma lwati lwetethekniki kuvetwa kwayo lokungalimata simo semuntfu wesitsatfu kutetimali noma kutekuhweba;
  - c. Lwati lolwembulelwa hulumende ngumuntfu wesitsatfu njengemfihlo lengeke idalulwe, nangabe lokwembulwa kungabeka lomuntfu wesitsatfu kulelitiko esimeni lesibi ekucocisaneni ngetekuhweba noma kuchudzelana.
- Kuvikelwa lokugunyatiwe kwelwati loluyimfihlo lwemuntfu wesitsatfu nangabe luvikelwe ngekwesivumelano;
- Kuvikelwa lokugunyatiwe kwukuphepha kwemuntfu nekuvikeleka kwemphahla;
- Kuvikelwa lokugunyatiwe kwemarekhodi langatsatfwa njengalabalulekile ekuchubeni umtsetfo;
- Kusebenta kweLitiko;
- Imisebenti yetekuhweba yeLitiko, lengafaka ekhatsi:
  - a. Timfihlo tetekuhweba teLitiko;
  - b. Lwati lwetetimali, tekuhweba, lwesayensi noma lwethekniki kwembulwa kwalo lokungaholela ekulimaleni kwesimo setetimali netekuhweba teLitiko;
  - c. Lwati lokungatsi, nalwembulwa lubeke Litiko esimeni lesibi ekucocisaneni nobe ekuchudzelaneni ngetekuhweba;
  - d. Iprogremu yekhompuyutha yeLitiko, futsi levikelwe ngemalungelo ebuniyo;

- Lwati lwelucwaningo leLitiko noma lemuntfu wesitsatfu, nangabe kwembulwa kwelirekhodi kutawuveta bunjalo **beLitiko**, umcwaningi noma loku lokukhulunywa ngako kulolucwaningo kutawuba sesimeni lesibi.

Ticelo tekutfole lwati letinganasisindvo noma letinganangcondvo, noma letitawubangela kuphambukiswa kwetinsita, lokungenasidzingo.

## 9.2 Tikhalo

9.2.1 Umfakisicelo angafaka sikhalo sangekhatsi kuleLitiko kuphikisana nesincumo seMphatsilwati **weLitiko** –

- sekucitsa sicelo sekutfole lwati; noma
- lesitsetfwe ngekwesigaba 22, 26(1) or 29(3), macondzana nalowo mfakisicelo, nguloyo losemagunyeni.

9.2.2 Umuntfu wesitsatfu angafaka sikhalo sangekhatsi kulelitiko kuloyo losemagunyeni, ngekungavumelani nesincumo seMphatsilwati **weLitiko**, sekucela imvumo yekutfole lwati.

## 9.3 Indlela yekufaka sikhalo netimali tekufaka sikhalo.

9.3.1 Sikhalo sangekhatsi kumele sifakwe ngelifomu lelimisiwe ( **buka Sitsekeleto “C”**)

- Angakengcii emalanga la - 60;
- Nakudzingeka satiso kulomele umfakisikhalo, kungakapheli emalanga la-30 satiso sinikwe umfakisikhalo wesincumo lesiphikiswako nobe, nangabe akudzingeki satiso lesiya kumfakisikhalo, emva kwekutsatfwa kwesincumo;
- Kumele siletfwe noma sitfunyelwe kuMphatsilwati **weLitiko**;
- Asivete sihloko sesikhalo sibeke netizatfu tesikhalo singaphindze sifake nalolunye lwati loluhambisana naso lolwatiwa ngumfakisikhalo;
- Nangabe ngetulu kwemphendvulo lebhaliwe, umfakisicelo afuna kwatiswa ngesincumo sesikhalo nganoma nguyiphi lenye indlela, akavete leyo ndlela anike neminingwane lefanele latakwatiswa kuyo;

9.3.2 Nangabe sikhalo sifakwe sekwengce sikhatsi lesibekiwe, MEC kumele, nakunesizatfu lesivakalako, emukele sicelo lesifakwe sekuwengce sikhatsi;

9.3.3 Nangabe MEC angasemukeli sikhalo lesifakwe sekuwengce sikhatsi, kumele atise lomuntfu lofake sikhalo sizatfu lesente kutsi sikhalo sakhe singemukeleki.

9.3.4 Ngekushesha, kungakengci emalanga lalishumi (10) ekusebenta ngemva kwekutsi sikhalo sesamukelwe, uMphatsilwati **weLitiko** kumele asetfule ku-MEC:

- a. sikhalo kanye netizatfu tesincumo lekukhulunywa ngaso; nekutsi
- b. nangabe silakho siphikisana nekucitfwa kwesicelo noma kunikwa kwesicelo sekutfolalwati, ligama, likheli lekutfumela, lucingo nenombolo ye-feksi ne-imeyili, noma kuphi lokukhona, kwemuntfu wesitsatfu lokumele atiswe ngesicelo.

## **10. KUBUKETWA NEKUTFOLAKALA KWALENCWAJANA LECHAZAKO**

10.1 Litiko liyatibophelela kuvuselela iNcwajana yalo lechazako lekukhulunywe ngayo kuSigaba 14(1), njalo esikhatsini lesingekho ngaphasi kwemnyaka.

10.2 Sigaba 14(1) seMtsetfo, sifundze neMtsetfo No. R. 187 wamhla ti 15 Februwari 2002 utsi leNcwajana Yekwatisa yesikhungo sahumende kumele itfolakale ngaletindlala letilandzelako:

10.2.1 Ikhophi itawutfolakala kuKhomishana Yemalungelo Eluntfu eNingizimu Afrika, nakumahhovisi nakuwo onkhe emahhovisi esigodzi eLitiko,

10.2.2 Lencwadzi Yelwati itawutfolakala kuwebsite yeLitiko ku <http://cgta.mpg.gov.za>.

**IGUNYATWE E \_\_\_\_\_ MHLAKA \_\_\_\_\_ KU \_\_\_\_\_ 2015.**

**MR. C.M CHUNDA  
INHLOKO YELITIKO**

**Sitsekeleto A**

**LIFOMU A**

**SICELO SEKUTFOLA LIREKHODI LESIKHUNGO SAHULUMENDE**

(Sigaba 18(1) se-Promotion of Access to Information Act, 2000

(UMtsetfo No. 2 wa 2000)

[Sicondziso 6]

**LENCENYE IGCWALISWA LITIKO**

Inombolo yereferensi \_\_\_\_\_

Sicelo semukelwe ngu \_\_\_\_\_ ( ligama nesibongo kwemphatsilwati /lisekela lempahatsilwati) ( mhlaka) \_\_\_\_\_ indzawo \_\_\_\_\_

Imali yekufaka sicelo (nayikhona)

Sibambiso (nasikhona): R .....

Imali yekutfola lwati: R.....

.....I-siginesha yelisekela lempahatsilwati /sikhulu lesigunyatiwe

**A. Imininingwane yesikhungo sahumende**

UMphatsilwati / Lisekela leMphatsilwati

**B. Imininingwane yemuntfu lofake sicelo sekutfola lirekhodi**

- a) Imininingwane yemuntfu locela kutfola lirekhodi ayibhalwe ngentasi.
- (b) Nika likheli ne/nobe inombolo yefeksi yaseNingizimu Afrika lapho lwati kumele lutfunyelwe khona
- (c) Akufakwe bufakazi beligunya lekufaka sicelo, uma kunesidzingo.

Emagama laphelwele nesibongo: \_\_\_\_\_

Inombolo yamatasi: \_\_\_\_\_

Likheli lekutfumela: \_\_\_\_\_

Inombolo yefeksi: \_\_\_\_\_

Inombolo yelucingo: \_\_\_\_\_

Likheli le- imeyili : \_\_\_\_\_

Ligunya lekwenza isicelo, nangabe sentiwa esikhundleni salomunye umuntu:  
\_\_\_\_\_

### C. Iminingwane yemuntu lokwenziwa sicelo esikhundleni sakhe

Lencenye kumele igcwaliswe **KUPHELA** nangabe sicelo sentiwa esikhundleni salomunye umuntu.

**Emagama laphelile nesibongo:** \_\_\_\_\_

**Inombolo yamatisi:** \_\_\_\_\_

### D. Iminingwane yelirekhodi

- (a) Nika iminingwane laphelile yelirekhodi lelcelwako, 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 iminingwane leyengetiwe ye-lirekhodi: \_\_\_\_\_

### E. Imali lebhadalwako

- (a). Sicelo sekutfole li-recodi , ngaphandle kwelirekhodi lelindelwani loluphatselele nawe, sitawucutjungulwa kuphela emva kwekubhadalwa **kwemali yesicelo**
- (b) Utakwatiswa ngemali lekufanele uyibhadale **njengemali yesicelo.**
- (c) Imali lebhadalwako kufola li-rekhodi iya ngendlela lwati loludzingeka ngayo kanye nesikhatsi lesidzingekako sekufuna kanye nekulungisa lirekhodi.

(d) Nangabe unelilungelo lekungayibhadali imali ledzingekako, sicela unike sizatfu salelo lungelo

Sizatfu selilungelo lekungayibhadali imali

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## F. Lifomu lekutfole lirekhodi

*Nangabe uvinjelwa kukhubateka kutsi ungakhoni kufundza, kubona nekulalela lirekhodi ngendlela lelitfolakala ngayo kuletindlela letibhalwe ngetansi kusuka kunombolo-1 kuya kunombolo 4, chaza kukhubateka kwakho usho nekutsi lirekhodi ulifuna ngayiphi indlela*

<u>Kukhubateka:</u>	Indlela lirekhodi lelidzengeka ngayo:
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*Faka "X" ebhokisini lelifanele.*

### EMANOTHI:

(a) Kufezekiswa kwesicelo sakho sekutfole lirekhodi ngendlela loyibhale esicelweni sakho kutawuya ngekutsi luyatfolakala yini ngaleyo ndlela loyicelile.

(b) *Kutfole lirekhodi ngendlela leceliwe kungacitfwa kuletinye timo. Esimeni lesinjalo utakwatiswa nangabe lirekhodi litawutfolakala ngalenywe indlela*

(c) *Imali lebhadaelwa kutfole lirekhodi kumele ibhadalwe, itawuya ngendlela lokutfolakala ngayo lirekhodi.*

### 1. Nangabe lirekhodi libhaliwe

	ikhophi yelirekhodi *		kuhlola lirekhodi
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### 2. Nangabe lirekhodi linemifanekiso lebonwako

(loku kufaka titfombe, ema-slides, imifanekiso letfwetjuliwe ye-video, imifanekiso leyakhiwe ngekompuyutha, 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 (likhaseth i leilalelwako)		Umbhalo lochaza umsindvo lotsetjuliwe (i-document lebhaliwe)
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### 4. Nangabe lirekhodi ligcinwe kukompuyutha nobe ligcinwe ngeluhlobo lwe-elektronikhi nobe ngeluhlobo loludzinga kufundvwa ngemshini:

	ikhophi yelirekhodi		ikhophi lebhaliwe yelwati		ikhophi yeluhlobo
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	lebhaliwe		lolutsetfwe ku-rekhodi *		lolufundzeka kukhompuyutha	
Nangabe ucele ikhophi nobe umbhalo welirekhodi (lelingenhla), ufisa kuposelwa lekhophi nobe lombhalo? <b>Utawubhadala imali yekuposa.</b>					YEBO	NO
<i>Caphela kutsi nangabe lirekhodi lingatfolakali ngelulwimi lolufunako, ungalitfolala ngelulwimi lolutfolakala ngalo..</i>						
Ufisa kulitfolala ngaluphi lulwimi lelirekhodi?						

**G. Inothi si yesincumo lesimacondzana nesicelo sekutfolala lwati**

Utakwatiswa kutsi sicelo sakho semukelwe noma sicitsiwe.
<i>Nawufisa kwatiswa ngalenywe indlela, sicela usho lendlela bese unika imininingane ledzingekako kute sifeze sicelo sakho</i>

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

Kusayinwe e.....kulelilanga .....lalenyanga..... 20\_\_\_\_\_

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I-SIGNESHA YEMFAKISICELO/UMUNTFU LEKUFAKWA SICELO ESIKHUNDLENI SAKHE



**IMALI LEBHADALWAKO YEKHOPHI YALENCWADZI YEKUCHAZA NJENGOBA KUSHIWO  
KUSIGABA 22**

<b>KUCHAZWA</b>	<b>LINANI (R)</b>
Imali lebhadalwa nguwo wonkhe umfakisicelo, ngaphandle kwalowo loticelelako.	R 35.00
Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo njengoba kushiwo kusicondziso 5(c) kuleyo naleyo khophi yelikhasi le-A4 nobe incenye yalo.	R 0.60
Imali lebhadalwako yekukhicita sicelo lokushiwo kusicondziso 7(1) ingalokulandzelako	
1) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo.	R 0.60
2) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo lebekwe kungcondvomshini nobe ngendlela ye-elekthroniki nobe ngendlela lefundzeka ngemshini	R 0.40
3) Ikhophi lefundzeka ngangcondvomshini ku - (i) stifi diski (ii) ikhompakthi diski	R 5.00 R 40.00
4) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo lebekwe kungcondvomshini nobe ngendlela ye-elekthroniki i nobe ngendlela lefundzeka ngemshini	R 22.00 R 60.00
<b>Timali tekutfole lirekhodi letibhadalwa ngumfakisicel ngekusho kwesicondziso 7(3) time kanje:</b>	
1) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo	R 0.60
2) Leyo naleyo khophi yelikhasi le-A4 nobe incenye yalo lebekwe kungcondvomshini nobe ngendlela yemishini nobe ngendlela lefundzeka ngemshini	R 0.40
3) Ikhophi lefundzeka ngangcondvomshini ku - (i) memori stiki/stifi diski (ii) khompakthi diski	R 5.00 R 40.00
4) Umculu lokhishiwe welirekhodi lekulalelwa, (i) elikhasini le-A4 nobe incenye yalo (ii) Ikhophi yelirekhodi lekulalelwa	R 12.00 R 17.00
Kufuna nekulungiselela kukhishwa kwelirekhodi kulelo nalelo awa noma incenye yalo, , lingakabalwa li-awa lekucala, lokusikhatsi lesetayelekile lesidzingeka uma kufunwa kuphindze kulungiswa lirekhodi	R 15.00 ngeli – awa noma incenye yalo
Tindleko tekuposa tibhadalwa nangabe lirekhodi kufanele liposelwe umfakisicelo.	Imali lekhokhiwe

## LIFOMU B

## SATISO SESIKHALO SANGAKHATSI

(Sigaba 75 se Promotion of Access to Information Act 2000 (*Umtsetfo No. 2 of 2000*))  
[Regulation 8]

**SHANO INOMBOLO  
YEREFERENSI YAKHO:**

**A. Imininingwane yesikhungo sahumende**

UMphatsilwati / Lisekela leMphatsilwati

**B. Imininingwane yemuntfu lofaka sicelo/umuntfu wesitsatfu lofaka sikhalo sangekhatsi**

(a) *Imininingwane yemuntfu locela kufola lirekhodi ayibhalwe ngentasi.*

(b) *Siciniseko seligunya lekufaka sikhalo, kumele sihambisane nesikhalo nasikhona.*

(c) *Nangabe umfakisicelo angumuntfu wesitsatfu, kungesiye umfakisicelo lofaka sikhalo ekucaleni, imininingwa ne yemfakisicelo ayinikwe ngentasi ku C.*

Emagama laphelile nesibongo: \_\_\_\_\_

Inombolo yamatisi: \_\_\_\_\_

Likheli lekutfumela: \_\_\_\_\_

Inombolo yefeksi: \_\_\_\_\_

Inombolo yelucingo: \_\_\_\_\_

Likheli le-imeyili: \_\_\_\_\_

Emagunya lakuvumela kutsi ufakele lomunye umuntfu sikhalo sangekhatsi:  
\_\_\_\_\_

**C. Imininingwane yemfakisicelo**

Lesigaba lesi kumele sigcwaliswe **KUPHELA** nangabe umuntfu wesitsatfu (ngaphandle kwemfaki sicelo) afaka sikhalo sangekhatsi.

Emagama laphelile nesibongo: \_\_\_\_\_

Inombolo yamatisi: \_\_\_\_\_

**D. Sincumo lesitsetfwe macondzana nesikhalo sangekhatsi lesifakiwe.**

<i>Sincumo lesitsetfwe mayelana nesikhalo sangekhatsi sikhombise nga X ebhokisini lokungilo.</i>	
	Kucitfwa kwesicelo sekufinyelela kulirekhodi.
	Sincumo lesimayelana netimali letibekiwe ngekusho kwesigaba 22 saloMtsetfo
	Sincumo lesimayelana nesikhatsi lesibekiwe lekutawubukwa ngaso lesicelo ngekwesigaba 26(1) saloMtsetfo.
	Sincumo ngekwesigaba 29(3) saloMtsetfo lesicitsa lesicelo sekufinyelela kulirekhodi lelingesimo lesicelwe ngumfakisicelo.
	Sincumo sekuvumela umfakisicelo kutsi atfole lirekhodi.

**E. Tizatfu tekufaka sikhalo**

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

Shono tizatfu letenta kutsi ufake sikhalo sangekhatsi \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Shono leminyane imininingwane lengadzingeka nawufaka sikhalo: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**F. Satisoi ngesincumo lesitsetfwe ngesikhalo**

Utakwatiswa kutsi sicelo sakho semukelwe noma sicitsiwe. Nawufisa kwatiswa ngalenywe indlela, sicela usho lendlela bese unika imininingwane ledzingekako kute sifeze sicelo sakho

Shono leyondlela: \_\_\_\_\_

Imininingwane yalendlela: \_\_\_\_\_

Kusayinwe e.....kulelilanga .....Inyanga ..... 20\_\_\_\_\_

-----**ISIGNESHA YEMEFAKISICELO**

**KWELITIKO:****LIREKHODI LELISEMTSETFWENI LESIKHALO SANGEKHATSI**

Sikhalo semukelwe:

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

Sikhalo asihambisane netizatfu tesincumo seMphatsilwati/ Lisekela Lemphatsilwati, natikhona, imininingwane yemuntfu wesitsatfu noma yalowo lemayelana naye, leletfwe ngumphatsilwati / Lisekela Lemphatsilwati (lusuku)\_\_\_\_\_ kuSomagunya lofanele.

**UMPHUMELA WESIKHALO:**

**SINCUMO SEMPHATSILWATI/ LISEKELA LEMPHATSILWATI / SEMUKELWE/ SINCUMO LESISHA**

**SINCUMO LESISHA:** \_\_\_\_\_

.....**LUSUKU**

**SOMAGUNYA LOFANELE**

**YEMUKELWE LISEKELA LEMPHATSILWATI**

**KUSOMAGUNYA LOFANELE (lusuku):**\_\_\_\_\_