

Hulumende Wesifundza SaseMpumalanga



Litiko Letemisebenti Yesive, Imigwaco Netekutfutsa IMANYUWALI YEMTSETFO WEKWENYUSA KUFINYELELEKA KUMNININGWANE (I-PAIA) MANUAL

(SWATI VERSION)



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SENDVULELA

Intsandvo yelinyenti, levisiswa kakhulu kutsi ichaza hulumende webantfu, lophetfwe ngebantfu futsi loseentela bantfu, angake iphonyeleliswe ngalokugcwele nangabe labantfu hulumende lamiselwe bona bangeke bahlanganyele ngendlela lefanele etindzabeni tekubusa. Lokuhlanganyele lokudzingekile angeke kuphumelele ngaphandle kwekutsi kwekufinyeleleka ngalokwanele emniningwaneni lophatselene netindzaba tekubusa. Bantfu banelilungelo lekwati tonkhe tinyatselo tahulumende, yonkhe intfo leyentiwa ngendlela yahulumende leyentiwa tiphatsimandla tahulumende.

Sigaba 32(1) seMtsetfosisekelo siniketa "kuwonkhe umuntfu" lilungelo lekutfola "nobe nguwuphi umniningwane losetandleni tembuso; futsi (b) nobe nguwuphi umniningwane losetandleni talomunye umuntfu futsi lodzingelwa kusetjentiselwa nobe kuvikela nobe nguwaphi emalungelo". Umtsetfo Wekwenyusa Kufinyeleleka Kumniningwane (iPAIA) uphumelelisa lelilungelo. Kucinisekisa kutfofjelwa kwaletinkhombandlela, Litiko Letemisebenti Yahulumende, Imigwaco, Netekutfutsa (DPWRT) litfutukise lemanyuwali kute inikete buholi bekutsi emalunga emphakatsi angafinyeleleka njani kumniningwane lophetfwe Litiko.

Luhlelo Lwentfuntfuko Yavelonkhe (iNDP) ikhombisa tinyatselo letitsite letidzinga kutsatfwa kute kwenyuswe emagugu nemigomo yekuphatfwa kwahulumende lecuketfwe kuMtsetfosisekelo. Phakatsi kwaletinyatselo, kwakha umsebeni wahulumende, losebenta ngelikhon, ngemphumelelo futsi logcile emphakatsini njengencye yembuso lokhonako futsi lokhulako. Kufinyeleleka kumniningwane akusiso kuphela sisekelo salomgomo; kuphindze kugcwalise tidzingo tekulawula nekwentancono kuphakelwa kwetinsita. Ngako-ke, kwenta kutsi takhamuti tifynyeleleke kumniningwane losetandleni tembuso kwesekela imitamohulumende yekuhlela kabusha umsebeni wahulumende.

I-PAIA iphindze ichunywe kumigomo yeBatho Pele ledzinga kutsi takhamuti [kumele] titjele kutsi hulumende uphatfwa njani, kubita malini futsi ngubani lophetse. Nganca yaletizatfu, iDPWRT ishicelela umniningwane lophelekile lotsite wekusetjentiswa ngumphatsi ngetikhatsi letibekiwe. Litiko liphindze lakhulisa kuba khona kwalo ku-inthanethi kuleminyaka lesandza kundlula kute likhulise kufinyeleleka kumniningwane. Lokubalulekile kakhulu, kutsi linetinhlelo letikhona tekuphatsa ngemphumelelo emarekhodi futsi litibophelele ekugcineni emarekhodi ngekweni-elektronikhi kufaka ekhatsi kwentiwa samshini kwemarekhodi emaphepha lapho kufanele khona.

Litiko letsemba kwekutsi umtsamo walemanyuwali utawakha takhamuti letikhutsele futsi wentencono kuba selubala lekuyintfo lebaluleke kakhulu kumbuso wentsandvo yelinyenti.

K M MOHLASEDI

INHLOKO: KULITIKO LETEMISEBENTI YAHULUMENDE, IMIGWACO NETEKUTFUTSA LUSUKU



TINCIPHISO

I-DPWRT	Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa
I-DIO	Lisekela Lesiphatsimandla Semningwane
HOD	Inhloko yeLitiko
I-IO	Siphatsimandla Semningwane
I-MEC	Lilunga Lemkhandlusigungu
I-NDP	Luhlelo Lwentfufuko Yavelonkhe
I-PAIA	Umtsetfo Wekwenyusa Kufiniyeleleka Kumningwane

1. INHLOSO

Inhloso yalemanyuwali:

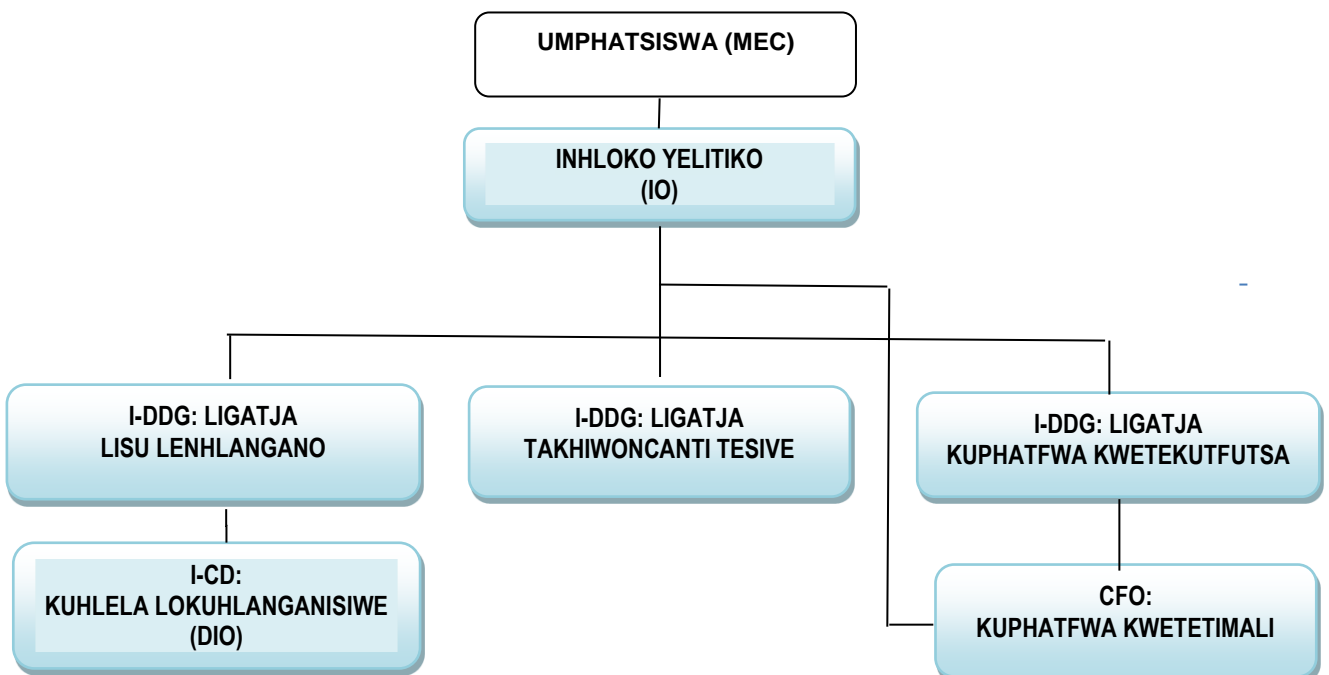
- 1.1 Kuniketa umningwane esiveni ngetinsita letetfulwa Litiko Letemisebenti Yahulumende, Imigwaco Netekutfutsa (DPWRT).
- 1.2 Kwatisa sive ngemarekhodi lakhishwa Litiko nekutsi emalunga emphakatsi angawafinyelela njani lamarekhodi.

2. IMISEBENTI YELITIKO

- 2.1 Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa lineligunya lelindlelambili macondzana Nemisebenti Yesive Netekutfutsa. Imisebenti yeLitiko ingafinyetwa ngalendlela:
 - 2.1.1 Kuphumelelisa luhlelo lwetakhawoncanti tetakhawoncanti egameni laHulumende Wesifundza saseMpumalanga
 - 2.1.2. Kuphatfwa kwetimpahla letingihambi tahulumende
 - 2.1.3 Kuhlolenjiswa weLuhlelo Lwemisebenti Yahulumende Lolukhulusiwe
 - 2.1.4. Kusetjentiswa kwetakhawoncanti tetekutfutsa
 - 2.1.5. Kuphatsa, kusebentisa nekulawula tetekutfutsa

3. IDAYAGRAMU YESITFOMBETIMPHAWU TESAKHIWO SELIZINGA LELISETULU

- 3.1. Sakhiwo lesisetulu sicuketse Umphatsiswa (MEC), Inhloko Yelitiko (HOD), Baphatsi Labasetulu neBaphatsi Betinhlelo.



4. IMINININGWANE YESIPHATSIMANDLA SEMNININGWANE NEYELISEKELA LESIPHATSIMANDLA SEMNININGWANE

4.1 Siphatsimandla Semniningwane: KM Mohlasedi

Inhloko Yelitiko liyinzawo lesemkhatsini yato tonkhe ticelo temniningwane. Imininingwane yekutsintsana yakhe ingalendlela:

Likheli Leliposi: KM Mohlasedi (Mnu)
Private Bag x 11310
MBOMBELA
1200

Likheli lendzawo: Riverside Government Complex
Building No. 7 (Second Floor)
Government Boulevard
Riverside Park, Extension 2
MBOMBELA
1200

Lucingo: (013) 766 6554
Ifeksi: (013) 766 8449
Likheli le-imeyili KMohlasedi@mpg.gov.za

4.2 Lisekela Lesiphatsimandla Semniningwane: SB Mona

Litiko likhetse Lisekela Lesiphatsimandla Semniningwane kantsi imininingwane yakhe yekutsintsana ngulena:

Leliposi: SB Mona (Mnu)
Private Bag x 11310
MBOMBELA
1200

Likheli lendzawo: Riverside Government Complex
Building No. 7 (Second Floor)
Government Boulevard
Riverside Park, Ext. 2
MBOMBELA
1200

Lucingo: (013) 766 6115
Ifeksi: (013) 766 8494
Likheli le-imeyili: BMona@mpg.gov.za

5. IMINININGWANE YEKUTSINTSANA YELIHHOVISI LELIKHULU NEYEMAHHOVISI ETIGODZI

Likheli leliposi: Litiko Letemisebenti Yahulumendee, Imigwaco
Netekutfutsa
Private Bag X 11310
MBOMBELA
1200

Likheli lendzawo: Litiko Letemisebenti Yahulumendee, Imigwaco
Netekutfutsa
Riverside Government Complex
No. 7 (Second Floor)
Government Boulevard
Riverside Park, Ext. 2
MBOMBELA
1200

Lucingo: (013) 766 6696/9995
Ifeksi: (013) 766 8449
Iwebhusayithi: <http://dpwrt.mpg.gov.za>

Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa

<p>Inhloko Yesigodzi: Gert Sibande District Office Corner Joubert and Robertson Street Batho Pele Building Ermelo 2350</p> <p>Private Bag x 9034 Ermelo 2350</p> <p>Lucingo: 017- 801 5600 Ifeksi: 017- 811 5675/27</p>	<p>Inhloko Yesigodzi Lihhovisi Lesigodzi saseBohlabela Garage and Graveyard Private Bag x1313 Thulamahashe 1365</p> <p>P/Bag X1313 Thulamahashi 1365</p> <p>Lucingo: 013) 773 0334 Ifeksi: 013) 773 0760/61</p>
<p>Inhloko Yesigodzi Emahhovisi Esigodzi saseNkangala Kwamhlanga Government Complex Building 7 & 8 Kwamhlanga 1022</p> <p>Private Bag x4018 Kwamhlanga 1022</p> <p>Lucingo: 013-947 2593 Ifeksi: 013-947 3779</p>	<p>Inhloko Yesigodzi Emahhovisi Esigodzi saseEhlanzeni 14 Bester Street EMbombela 1200</p> <p>Private Bag x11226 EMbombela 1200</p> <p>Lucingo: 013 762 5600 Ifeksi: 013 753 2771</p>

6. INSITABHUKU YEKUSETJENTISWA KWEMANYUWALI

Lensitabhuku ihlose kuniketa seluleko sekutsi umphakatsi ungawutfola njani mningwane lohlobene nemisebenti yeLitiko kuto tonkhe tigaba: Ehhovisi Lelikhulu Nasemahhovisi Etigodzi.

6.1 Emarekhodi langacelwa [sigaba 14 (1) (d)]

6.1.1 Emarekhodi latsite, kungafaki emarekhodi langatfolakali malula, ayatfolakala ngaphandle kwekutsi umuntfu awacele ngekulandzela iPAIA (umshwana 6.2 ngaphasi kwalemanyuwali).

6.1.2 Lamanye emarekhodi lagcinwe yi-DPWRT kumele acelwe kuSiphatsimandla semningwane ngekulandzela tinchubo letichazwe kutigaba 17 kuya ku 32 tePAIA.

6.2 latfolakala ngaphandle kwekucela - sigaba 15 (1) (a)

6.2.1 NgekweMtsetfo, emarekhodi latsite angafinyeleleka ngaphandle kwekutsi umuntfu acele kufinyeleleka. Lemiculu/letihloko letilandzelako tiyatfolakala yeLitiko:

<p>INCHAZELO YETIGABA TEMAREKHODI LATFOLAKALA NGAPHANDLE KWEKUCELA NGEKULANDZELA SIGABA 15(1) SEMTSETFO WEKWENYUSA KUFINYELELEKA KUMNININGWANE, 2000</p>	<p>INDLELA YEKUFINYELELEKA KUMAREKHODI (sib. iwebhusayithi) (SIGABA 15(1)(a))</p>
<p>KUTEWUHLOLA NGEKULANDZELA SIGABA 15(1)(a)(i):</p>	
<ul style="list-style-type: none"> • uhlelo Lwekusebenta • inhlelo Tekusebenta Kwemnyaka • mibiko Yemnyaka • mathenda • ikhala temsebenti Netinsita Telitiko • mitsetfo, Imitsetfotimiso Netinchubomgomo Telitiko • mininingwane Yekutsintsana Yelitiko • mibiko Yekulingana Kutekucasha • datha Yetemtfwalo • maphamfulethi • incwadzitindzaba • igumbi Lwekwenyusa Kufinyeleleka Kumningwane - (imanyuwali ye-PAIA) • uhlelo Lwekwentancono Kuphakelwa Kwetinsita • nchubomgomo Netinkhulumo Tebhajethi • mabhidi Laniketive 	<p>Emarekhodi laphawuliwe ayatfolakala kulamakheli lalandzelako:</p> <p>LIKHELI LENDZAWO:</p> <p>Siphatsimandla Semningwane Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa Building No. 7 Riverside Government Complex Government Boulevard MBOMBELA 1200</p> <p>LIKHELI LELIPOS:</p> <p>Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa Private Bag x 11310 MBOMBELA, 1200 Inombolo yelucingo: +27 13 766 8231 Inombolo yefeksi: +27 13 766 8453 Likheli lewebhusayithi: http://dpwrt.mpg.gov.za Likheli le-imeyili: Communicationdpwrt@mpg.gov.za</p>

KUTSENGA NGEKULANDZELA SIGABA 15(1)(a)(ii):

- miculu Yekubhida

Emarekhodi angatsengwa ku:

LIKHELI LENDZAWO:

Lihhovisi Lekuphatsa Kutsenga Nekutsengisa
Lesifundza saseMpumalanga
No. 7 Government Boulevard,
Building No. 9
Riverside Park
Extension 2
MBOMBELA, 1200

LIKHELI LELIPOSI:

Litiko Letemisebenti Yahulumendee, Imigwaco
Netekutfutsa
Private Bag x 11310
MBOMBELA, 1200
Inombolo yelucingo: +27 13 766 8231
Inombolo yefeksi: +27 13 766 8453
Likheli lewebhusayithi: <http://dpwrt.mpg.gov.za>
Likheli le-imeyili:
Communicationdpwrt@mpg.gov.za
Inombolo Yelucingo: 013-766 4572
Inombolo Yefeksi: 013-766 4604
Iwebhusayithi: <http://finance.mpu.gov.za>

EMAHHOVISI ESIGODZI SASEHLANZENI

MBOMBELA

Riverside Government Complex
Building No 9, Government Boulevard,
Mbombela, 1200
Inombolo Yelucingo: 013-766 6339/ 8258
Inombolo Yefeksi: 013 -766 8455

MALELANE

24 Air Street
Malelane
Inombolo Yelucingo: 013-790 0719 / 0723
Inombolo Yefeksi: 013 -790 0514

**EMAHHOVISI ESIFUNDZA SASE-GERT
SIBANDE**

PIET RETIEF

No. 11 Mearsorch Street,
Piet Retief Office
Inombolo Yelucingo: 017- 826 1671
Inombolo Yefeksi: 017-826 0577

	<p>EVANDER 10 Cornell Road (lapho khona bekumaHhovisi Etasekhaya e=Evander), Evander, 2280 Inombolo Yelucingo: 017-632 1607/ 1540/ 1549 Inombolo Yefeksi: 017-632 1395</p> <p>ELUKWATINI Emahhovisi Esigodzi Lamancane Tinombolo temahhovisi A49 na A50 (ecele Kwehholo Yemphakatsi wase-Elukwatini) Inombolo Yesitandi 12 Extension A, Elukwatini, 1190. Inombolo Yelucingo: 017-883 1396/7</p> <p><u>EMAHHOVISI ESIGODZI SASENKANGALA</u></p> <p>KWAMHLANGA KwaMhlanga Government Complex Department of Finance, Building No. 12, Computer Centre Inombolo Yelucingo: 013-766 4872/73/74/75 Inombolo Yefeksi: 013-947 2250</p> <p>MIDDELBURG Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa. Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets, Old TPA Building, Upper ground floor, Tinombolo Temahhovisi. A20, 21 na 25 Inombolo Yelucingo: 013-282 8776 / 9151 Inombolo Yefeksi: 013-282 8776</p> <p>SIYABUSWA Old Parliament Building, Building No.1, Job Skhosana Street, Siyabuswa, 0472 Inombolo Yelucingo: 072 215 6839 / 013 766 7961/62</p> <p><u>LIHHOVISI LESIGODZI SASEBOHLABELA</u></p> <p>BUSHBUCKRIDGE Bushbuckridge Advice Centre Department of Finance, Protea Building (Old Telkom Building) Inombolo Yelucingo: 013-799 2125 Inombolo Yefeksi: 013-799 0535</p>
<p>KUKOPA NGEKULANDZELA SIGABA 15(1)(a)(ii)</p>	
<ul style="list-style-type: none"> • uhlu lwemarekhodi ngetulu. 	<p>Lamarekhodi angatfolakala ngencwadzi nangekubhadala inhlawulo lebekwe kuSengeto C seManyuwali yePAIA lecondziswe ku:</p>

	<p>LIKHELI LENDZAWO:</p> <p>Siphatsimandla Semningwane Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa Building No. 7 Riverside Government Complex Government Boulevard MBOMBELA 1200</p> <p>LIKHELI LELIPOS:</p> <p>Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa Private Bag x 11310 MBOMBELA, 1200 Inombolo yelucingo: +27 13 766 8231 Inombolo yefeksi: +27 13 766 8453 Likheli lewebhusayithi: http://dpwrt.mpg.gov.za Likheli le-imeyili: Communicationdpwrt@mpg.gov.za</p>
<p>LATFOLAKALA MAHALA NGAPHANDLE KWEKUBHASALA NGEKULANDZELA SIGABA 15(1)(a)(iii)</p>	
<ul style="list-style-type: none"> • uhlu lwemarekhodi ngetulu. 	<p>Lamarekhodi angatfolakala ngekucela ngenchwadzi lefunyelwa ku:</p> <p>LIKHELI LENDZAWO:</p> <p>Siphatsimandla Semningwane Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa Building No. 7 Riverside Government Complex Government Boulevard MBOMBELA 1200</p> <p>LIKHELI LELIPOS:</p> <p>Litiko Letemisebenti Yahulumende, Imigwaco Netekutfutsa Private Bag x 11310 MBOMBELA, 1200 Inombolo yelucingo: +27 13 766 8231 Inombolo yefeksi: +27 13 766 8453 Likheli lewebhusayithi: http://dpwrt.mpg.gov.za Likheli le-imeyili: Communicationdpwrt@mpg.gov.za</p>

6.3 Imiculu lengatfolakali ngaphandle kwekucela - sigaba 33

Imiculu lengakaphawulwa kumshwana 6.2 atawutfolakala ngekucela kumalunga tinchubo letitsite letidzingwa ngumtsetfo futsi ngetikhatsi letitsite kudzalulwa angeke kuvunyelwe.

7. UNGASIFAKA NJANI SICELO SEMNININGWANE KU-DPWRT

Ticelo tekufinyeleleka kumarekhodi eLitiko tingafakwa eHhovisi Lelikhulu le-DPWRT nobe kunobe nguwaphi emahhovisi etigodzi lakhonjiswe ngetulu. Lifomu lesicelo lingatfundelwa ngaletindlela letilandzelako:

- Ngefeksi
- Nge-imeyili
- Ngeliposi nobe
- Ngesandla

Sicelo kumele sifakwe ngelifomu lelibekiwe. Ikhophi yelifomu inhlanganiswe NJENGESENGETO - A. Tonkhe tincenye letifanele kumele tigwaliswe. Nangabe seligwalisiwe, lifomu kumele litfundelwe kuSiphatsimandla Semniningwane nobe kuLisekela Lesiphatsimandla Semniningwane. Libo, emakheli kanye neminingwane yekutsintsana yeSiphatsimandla Semniningwane neyeLisekela Lesiphatsimandla Semniningwane iphawuliwe ngaphasi kwesihlokwana 4.

Ngekulandzela umtsetfo, lapho khona emarekhodi lacelwako akakacukatsi umningwane locondzene nemuntfu locelako, inhlawulo yekucela ibhadalwa ngumuntfu locelako ngaphandle kwekutsi kusetjentwe ngesicelo. Lenye inhlawulo yekufinyeleleka (buka SENGETO - C) iyabhadalwa ngaphambi kwekutsi kufinyeleleka erekhodini kuniketwe.

8. SINCUMO MACONDZANA NEKUFINYELELEKA

8.1 Ngemuva kwekutsi Siphatsimandla Semniningwane sesente sincumo ngesicelo, umuntfu locelako utawatiswa ngesincumo ngekutsi kwemalanga langu-30 ngemuva kwekutfola sicelo ngendlela umceli lacele kwatiswa ngayo.

8.2 Siphatsimandla Semniningwane singangeta sikhatsi ngalesinye sikhatsi lesingandluli emalangeneni langu-30 nangabe sidzinga kuphenya emiculwini leminyenti kakhulu, kuphenya kulamanye emahhovisi. Umuntfu locelako kumele anikete imvumo lebhaliwe ngalokwengetwa nobe angafaka sikhalo sangekhatsi.

8.3 Uma ngabe umuntfu locelako anganiketwa sincumo ngekutsi kwemalanga langu-30 esicelo sekucala, a kutawutsatfwa njengekutsi sicelo asikavunywa.

9. EMAKHAMBI LAKHONA UMA KUNGALANDZELWA IMIBANDZELA YEMTSETFO - SIGABA (1) (H)

9.1 Sikhalo sangekhatsi

9.1.1 Umuntfu locelako angafaka sikhalo sangekhatsi neMphatsiswa (MEC) Wetemisebenti Yesive, Imigwaco Netekutfutsa ngesincumo seSiphatsimandla Semniningwane nobe seLisekela leSiphatsimandla seMningwane sekwencabela sicelo futsi kwala lokunjalo akukho kunobe ngutiphi tizatfu letiphawulwe kuMtsetfo; , nobe kukhala ngesicelo nangetinhlawulo tekufinyeleleka, kumbe ngesikhatsi lesengetiwe



sekusebenta ngalesicelo. Lifomu "LESATISO SEKUKHALA NGEKHATSI" lihlanganiswe njengeSENGETO - B.

9.1.2 Sikhalo kumele sentiwe ngekhatsi kwemalanga langu-60 kusukela ngelusuku lekuncatjelwe ngalo sicelo nobe ngemuva kwekutsi satiso sesiniketwe licembu lesitsatfu ngesincumo seLisekela Lesiphatsimandla Semniningwane. Sikhalo kumele simikiswe nobe sitfunyelwe ekhelini, kunombolo yefeksi nobe kulikheli le-imeyili Lesiphatsimandla Selisekela Lemniningwane.

9.1.3 Nangabe umuntfu locelako afisa kufaka incabhayi ngalokwencatjelwa kwesicelo sePAIA ngemuva kwekusebentisa onkhe emakhambi angekhatsi, angatsintsa Inkantolo Yamantji kutfolakala kutakulwa lokufanele ngekhatsi kwemalanga langu-180 ngemuva kwekwatiswa ngesincumo sesikhalo sangekhatsi sekuncatjwa kwemniningwane.

10. KUTFOLAKALA KWEMANYUWALI

9.1 Lemanyuwali iyatfolakala ngeSingisi kuLitiko Letemisebenti Yahulumende, Imigwaco Netekutfutsa

9.2. Futsi iyatfolakala kuwebhusayithi yeLitiko Letemisebenti Yahulumende, Imigwaco Netekutfutsa : www.dpwrt@mpg.gov.za

9.2. Imibhalo lehunyushiwe yemanyuwali nayo iyatfolakala ngetilwimi letisemtsetfweni letintsatfu.



LIFOMU A

SICELO SEKUFINYELELEKA EREKHODINI LEMTIMBA WESIVE (Sigaba 18(1) seMtsetfo Wekwenyusa Kufinyeleleka Kumniningwane, 2000 (Umtsetfo nombolo 2 wanga-2000)) [Umtsetfotimiso 6]

<p>KWEKUSETJENTISWA LITIKO</p> <p>Inombolo yerefurensi _____</p> <p>Sicelo sitfolwe ngu _____ (libito nesibongo Sesiphatsimandla Semniningwane/</p> <p>Selisekela Lesiphatsimandla Semniningwane (lusuku) e _____ (indzawo)</p> <p>Inhlawulo yesicelo (uma ikhona): _____</p> <p>Idiphozi (uma ikhona): _____</p> <p>Inhlawulo yekufileleka: _____</p> <p>Isayini yeSiphatsimandla Semniningwane/Lisekela Lesiphatsimandla Semniningwane _____</p>

A. IMININGWANE YEMTIMBA WESIVE

SIPHATSIMANDLA SEMNININGWANE:	LIKHELI LELIPOSI:
MNU KM MOHLASEDI	Private Bag x 11310 MBOMBELA 200
Lucingo:	(013) 766 6554
Ifeksi:	(013) 766 8449
Likheli le-imeyili:	KMohlasedi@mpg.gov.za
LISEKELA LESIPHATSIMANDLA SEMNININGWANE:	LIKHELI LELIPOSI:
MNU SB MONA	Private Bag x 11310 MBOMBELA 1200
UMNININGWANE JIKELELE:	LIKHELI LENDZAWO:
	No. 7 Government Boulevard Riverside Park Ext. 2 MBOMBELA 1200

	LIKHELI LELIPOSI:
	Private Bag x 11310 MBOMBELA 1200
Lucingo:	(013) 766 6696/ 9995
Ifeksi:	(013) 766 8453
Iwebhusayithi:	pwrt.mpg.gov.za

B. IMININGWANE YEMUNTFU LOCELA KUFINYELELEKA KULIREKHODI

SICELO SEKUFINYELELEKA KUMNININGWANE

Emabito laphellele nesibongo: _____

Inombolo yamatisi: _____

Likheli leliposi: _____

—
Inombolo yefeksi: _____

Inombolo yelucingo: _____

Inombolo ye-imeyili: _____

Sikhundla lekucelwa ngaso, uma kucelelwa lomunye umuntfu (Faka ikhophi nangabe ikhona):

C. IMININGWANE YEMUNTFU LEKUCELELWA YENA LIREKHODI

Lesigaba kumele sigcwaliswe kuphela uma kucelelwa lomunye umuntfu umningwane egameli lalomunye.

EMABITO LAPHELELE: _____

INOMBOLO YAMATISI: _____



D. IMININGWANE YEMAREKHODI

i. *keta umningwane lophelele welirekhodi lelcelwako, kufaka ekhatsi inombolo yerefurensi uma uyati, kute lirekhodi litfolakale malula.*

ii. *Uma sikhala lesiniketiwe chubeka kulelinye likhasi bese ulihlanganisa lapha kulelifomu. Umuntfu locelako kumele asayinde onkhe lawa lamanye emakhasi.*

INCHAZELO YEMAREKHODI:

INOMBOLO YEREFURENSI:

_____ (Uma ikhona)

LEMINYE IMININGWANE YEMAREKHODI:

E. TINHLAWULO

i. icelo sekufinyeleleka kulirekhodi, ngaphandle kwelirekhodi lelicuketse umningwane ngawe (lifayela lelicala), litawulungiselelwa kuphela uma sekubhadalwe inhlawulo yesicelo.

ii. tawatiswa ngelinani lelidzinga kubhadalwa njengenhlawulo yekucela.

iii. inhlawulo yekufinyeleleka kulirekhodi lebhadalwako ingeluhlobo lwendlela lekucelwa ngayo kanye nesikhatsi lesidzingekele kusesha kanye nekulungiselela lirekhodi.

iv. ma ufaneleka kutsi ungabhadaliswa nobe nguyiphi inhlawulo, uyacelwa kutsi usho sizatfu sekufaneleka.

SIZATFU NOBE TIZATFU TEKUNGABHADALISWA TINHLAWULO:

F. INDLELA YEKUFINYELELEKA KULIREKHODI

Uma uvimbeleka ngenca yekwehluleka kufundza, kubuka nobe kulalela lirekhoda ngendlela yekufinyeleleka leniketiwe kusuka ku-1 uya ku-4 lapha ngaphasi, shano kukhubateka kwakho futsi ukhombise indlela lekudzingakala ngayo lirekhodi.

Kukhubateka:

Indlela lekutfolakala ngayo lirekhodi:

Maka libhokisi lelifanele nga X



EMANOTSI:

- i. Kutfojelwa kwesicelo ngendlela locele ngayo kutawuya ngendlela lekutfolakala ngayo lelirekhodi.
- ii. Kufinyeleleka ngendlela lekucelwe ngayo kungancatjelwa kuletinye tehlakalalo. Kulesehlakalo utawatiswa uma kufinyeleleka kuniketiwa ngaleny indlela.
- iii. Inhlawulo lebhadalwako yekufinyeleleka kulirekhodi, uma ikhona, itawuncunywa ngulendlela lekucelwa ngayo lokufinyeleleka.

1. Uma lirekhodi lingendlela lebhaliwe nobe lephurintiwe:

ikhophi yelirekhodi*	kuhlolwa kwelirekhodi
----------------------	-----------------------

2. ma lirekhodi licuketse tiffombe letibukwako

(loku kufaka ekhatsi emafothografu, emasilayidi, emavidiyo, imifanekiso leyentiwe ngangcondvomshini, tikeshi, njll:

buka imifanekiso	kopa imifanekiso*	kutsatsela imifanekiso*
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3. Uma lirekhodi licuketse emagama larekhodiwe nobe umniningwane longakhicitwa kabusha ngemsindvo:

lalela i-soundtrack (likhasethe lelilalelwako)	Kutsatselwa kwe-soundtrack* (umculu lobhaliwe nobe lophurintiwe)
--	--

4. Uma lirekhodi likungcondvomshini nobe linge-elektroniki nobe ngendlela lefundvwa ngumshini:

ikhophi lephurintiwe yelirekhodi*	ikhophi lephurintiwe yemniningwane lokhishwe erekhodini*	ikhophi kugcondvomshini lefundzekako* (sitifu nobe i-compact disc)
-----------------------------------	--	--

*Uma ucele ikhophi nobe sitsasiselo selirekhodo (ngetulu), ngabe ufuna kwekutsi ikhophi nobe sitsasiselo (transcription) sitfunyelwe kuwe?

YEBO	CHA
------	-----

Imali yeliposi iyabhadalwa.

Khumbula kwekutsi uma lirekhodi lingekho ngelulwimi lolufunako, kufinyeleleka kunganiketwa ngelulwimi lekutfolakala ngalo lirekhodi.

Nguluphi lulwimi longatsandza kufola ngalo lirekhodi?

G. SATISO SESINCUMO MACONDZANA NEKUCELA KUFINYELELEKA

Utawatiswa kutsi ngabe sicelo sakho sivunyiwe/sincatjiwe. Uma ufuna kwatiswa ngaleny indlela, uyacelwa kwekutsi usho lendlela futsi unikete neminingwane ledzingekile kusita kulandzela sicelo sakho.

Ngabe ufuna kwatiswa njani ngesincumo macondzana ngesicelo sakho sekufinyeleleka kulirekhodi?



Kusayindwe e _____ngamhlaka _____enyangeni
ya _____20_____

ISAYINI YEMUNTFU LOCELAKO NOBE YEMUNTFU LEKUCELWA EGAMENI LAKHE



LIFOMU B

SATISO SESIKHALO SANGEKHATSI

(Sigaba 75 seMtsetfo Wekwenyusa Kufinyeleleka Kumningwane 2000 (Umtsetfo nombolo 2 wanga-2000)

[Umtsetfosimiso 8]

SHANO INOMBOLO YAKHO
YEREFURENSI:

Khumbula: Umuntu lofaka sikhalo sangekhatsi angadzingakala kutsi abhadale inhlawulo yekufaka sikhalo.

Nangabe inhlawulo yesikhalo ibhadalwa, sincumo sesikhalo sangekhatsi singabekwa eceleni kuze kubhadalwe lenhlawulo.

A. IMININGWANE YEMTIMBA WESIVE

SIPHATSIMANDLA SEMNININGWANE:	LIKHELI LELIPOSI:
MNU KM MOHLASEDI	Private Bag x 11310 MBOMBELA 200
Lucingo:	(013) 766 6554
Ifeksi:	(013) 766 8449
Likheli le-imeyili:	KMohlasedi@mpg.gov.za
LISEKELA LESIPHATSIMANDLA SEMNININGWANE:	LIKHELI LELIPOSI:
MNU SB MONA	Private Bag x 11310 MBOMBELA 1200
UMNININGWANE JIKELELE:	LIKHELI LENDZAWO:
	No. 7 Government Boulevard Riverside Park Ext. 2 MBOMBELA 1200
	LIKHELI LELIPOSI:
	Private Bag x 11310 MBOMBELA 1200
Lucingo:	(013) 766 6696/ 9995
Ifeksi:	(013) 766 8453
Iwebhusayithi:	pwrt.mpg.gov.za

B. IMINININGWANE YEMUNTFU LOCELAKO / YELICEMBU LESITSATFU LELIFAKA SIKHALO SANGEKHATSI

i. Imininingwane yemuntfu lofaka sikhalo sangekhatsi kumele iniketwe ngaphasi.

Emabito laphellele nesibongo: _____

Inombolo yamatisi: _____

Likheli leliposi: _____

Inombolo yefeksi: _____

Inombolo yelucingo: _____

Inombolo ye-imeyili: _____

ii. Kumele kufakwe bufakazi besikhundla lokufakwa ngabo sikhalo, uma bukhona.

C. IMINININGWANE YEMUNTFU WESITSATFU

Lesigaba kumele sigcwaliswe KUMELE uma licembu lesitsatfu (uma kungesuye umceli) lifaka sikhalo sangekhatsi.

i. nangabe umuntfu londlulisa licala kungumuntfu wesitsatfu futsi hhayi lomuntfu locele kucala umniningwane, imininingwane yemuntfu locelako kumele iniketwe ku C ngaphasi.

Emabito laphellele nesibongo: _____

Inombolo yamatisi: _____

Likheli leliposi: _____

Inombolo yefeksi: _____

Inombolo yelucingo: _____

Likheli le-imeyili: _____

Sikhundla lekufakwa ngaso sikhalo sangekhatsi egameni lalomunye lekente sicelo ekucaleni:

Umniningwane: _____

D. SINCUMO LEKUFAKWA NGASO SIKHALO SANGEKHATSI

Maka sincumo lekufakelwa sona sikhalo nga X ebhokisini lelifanele:	
	Kungavunyelwa kwesicelo sekufinyeleleka
	Sincumo macondzana netinhlawulo letibekwe ngekulandzela sigaba 22 seMtsetfo
	Sincumo macondzana nekuchutjekiswa kwesikhatsi lekumele kusetjentwe ngaso sicelo ngekulandzela sigaba 26(1) seMtsetfo
	Sincumo macondzana nesigaba 29(3) seMtsetfo kuncabela kufinyeleleka ngendlela lecelwe ngumuntfu lochelako
	Sincumo sekuniketa umceli kufinyeleleka

E. TIZATFU TEKUFAKA SIKHALO

Uma sikhala lesiniketive, chubeka kulelinye likhasi bese ulihlanganisa lapha kulelifomu. Kumele usayinde onkhe lawa lamanye emakhasi.

Shano tizatfu lekususelwa kuto sikhalo
sangekhatsi _____

Shano nobe nguwuphi umningwane lotawudzingeka ekubukeni
sikhalo: _____

F. SATISO SESINCUMO SEKUFKA SIKHALO

Utawatiswa ngekubhala ngesincumo sesikhalo sangekhatsi sakho. Uma ufuna kwatiswa ngalenywe indlela, uyacelwa kwekutsi usho lendlela futsi unikete neminingwane ledzingekile kusita kulandzela sicelo sakho.

Shano indlela:

Imininingwane yendlela:

Kusayindwe e _____ ngamhlaka _____

enyangeni ya _____ 20 _____

ISAYINI YEMUNTFU LOFAKA SIKHALO

KWEKUSETJENTISWA LITIKO:

LIREKHODI LELISEMTSETFWENI LESIKHALO SANGEKHATSI

Sikhalo sitfolwe ngamhlaka: _____ (lusuku) ngu:

(shano irenki, ligama nesibongo Sesiphatsimandla Semningwane/seLisekela Lesiphatsimandla Semningwane)

Sikhalo siphelketelwa tizatfu tesincumo sesiphatsimandla semningwane/lisekela lesiphatsimandla semningwane kanye, lapho kufanele khona, iminingwane yelicembu lesitsatfu lelihlobene nemarekhodi, letitifakwe siphatsimandla semningwane/lisekela lesiphatsimandla semningwane ngamhlaka _____ (lusuku) kumtimba lofanele.

UMPHUMELA WESIKHALO:

SINCUMO SESIPHATSIMANDLA SEMNININGWANE/SELISEKELA
LESIPHATSIMANDLA SEMNININGWANE SIYACINISEKISWA/SIVALWE NGESINCUMO
LESISHA

SINCUMO LESISHA: _____

_____ (LUSUKU) SITFOLWE SIPHATSIMANDLA
SEMNINGWANE/LISEKELA LESIPHATSIMANDLA SEMNINGWANE SIPHUMA
KUMTIMBA LOFANELE NGAMHLAKA (LUSUKU):



**TINHLAWULO LETIBEKIWE NJENGOBE TIBEKWE NGAPHASI KWESICEPHU 11
SESATISO 187 KUGAZETHI YAHULUMENDE NGAMHLAKA 15 INDLOVANA 2002**

1. Tinhlawulo tekukhucita kabusha lekushiwo kuyo sigaba 15(3) seMtsetfo ingalendlela:	
(a) Onkhe emafothokhophi elikhasi le-A4 nobe incenye yakhona	0.60 wemasenti
(b) Kuyo yonkhe ikhophi lephurintiwe yelikhasi le-A4 nobe incenye yakhona Uma lirekhodi likungcondvomshini nobe linge-elektroniki nobe ngendlela lefundvwa ngumshini	0.40 wemasenti
(c) Ikhophi lefundzeka ngangcondvomshini ku - (i) i-stifi diski	R 5.00
- (ii) ikhompakthi diski	R40.00
(d) (i) Kutsatsiselwa kwemifanekiso lebonwako, yelikhatsi lebukhulu be A4 nobe incenye yakhona	R 22.00
(ii) Ikhophi yemifanekiso lebonwako	R 60.00
(e) (i) kutsatsiselwa kwemifanekiso lelalelwako, yelikhatsi lebukhulu be A4 nobe incenye yakhona	R12.00
(ii) Ikhophi yelirekhodi elilalelwako	R17.00
2. Inhlawulo yekucela lebhadalwa ngumceli, ngaphandle kwemuntfu ngaphandle kwemuntfu loticelelako, lekushiwo kuye kusigaba 22(1) seMtsetfo, ngu:	R35.00
3. Tinhlawulo tekufinyeleleka letibhadalwa ngumceli lekushiwo kuto kusigaba 22(7), ngaphandle nangabe ungabhadaliswa ngaphasi kwesigaba 22(8) seMtsetfo, tingalendlela:	
(a) Onkhe emafothokhophi elikhasi le-A4 nobe incenye yakhona	0.60 wemasenti
(b) Kuyo yonkhe ikhophi lephurintiwe yelikhasi le-A4 nobe incenye yakhona lakungcondvomshini nobe lenge-elektronikisi nobe lengendlela lefundzeka ngemshini.	0.40 wemasenti
(c) For a copy in a computer- readable form on : (i) stiffy disk	R 5.00
: (ii) Ikhompakthi diski	R 40.00
(d) (i) kutsatsiselwa kwemifanekiso lebonwako, yelikhatsi lebukhulu be A4 nobe	R 22.00
(ii) Ikhophi yemifanekiso lebonwako	R 60.00
(e) (i) kutsatsiselwa kwemifanekiso lelalelwako, yelikhatsi lebukhulu be A4 nobe incenye yakhona	R12.00
(ii) Ikhophi yelirekhodi lelilalelwako	R17.00
(f) Kusesha lirekhodi lekudzalulwa, ngeli-awa ngalinye nobe incenye yeli-awa, kungafaki li-awa lekucala, lelidzingekele kuphenya kanye nekulungiselela	R15.00
4. Imali yekuposa mbamba ibhadalwa uma ngabe ikhophi yelirekhodi kumele iposwe kumuntfu locelako.	
5. Ngetinhloso teSigaba 22(2) teMtsetfo, kusebenta loku lokulandzelako:	
(a) Kungandlulwa ema-awa lasitfupha ngaphambi kwekutsi kubhadalwe idiphozi; futsi (b) kubhadalwe inhlawulo yakunye kulokutsatfu njengediphozi ngumuntfu locelako.	
Inhlawulo yesikhalo Kute inhlawulo yekufaka sikhalo lebhadalwako.	Akudzingeki

Tonkhe tinhlawulo tibhadalwa e:

Cash payments:

Kukheshiya weLitiko

Litiko Letemisebenti Yahulumendee, Imigwaco Netekutfutsa

Buidling no 7, Government Boulevard,

Riverside Park,

MBOMBELA

1200

NOBE

Ngekubhadala nge - EFT:

Imininingwane yasebhangi:

Libito le-Akhawunti: Department of Public Works Roads and Transport

Libito Lelibhangi: Standard Bank

Ligatja Lelibhangi: MBOMBELA

Inombolo Yeligatja: 052852

Inombolo ye-Akhawunti: 032891806

Inchazelo yekubhadala kumele ifundzeke ngalendlela: Sale/Publication (PAIA)

Ngemuva kwekubhadala, tfumela satiso se-imeyili ku:

Siphatsimandla Semniningwane:

Likheli le-imeyili: KMohlasedi@mpg.gov.za

Inombolo Nombolo (013) 766 6554

Inombolo Yefeksi (013) 766 8449

NOBE

DIO: Email address: BMona@mpg.gov.za

Inombolo Nombolo (013) 766 6115

Inombolo Yefeksi (013) 766 8449

6. Ngenhloso yesigaba 22(8) seMtsetfo, labantfu labalandzelako:

Bakhululiwe ekubhadaleni inhlawulo yekufinyeleleka lephawuliwe kusigaba 22 (6) seMtsetfo:

- (i) Umuntfu longakashadi lona umholo wakhe, ngemuva kwemali lekhishwako levunyelwe lekushiwo kuyo kuShejuli kulesatiso, ungandluli ku R 14 71 2,00 ngemnyaka; futsi
- (ii) bantfu labashadile nobe umuntfu kanye nemlingani wakho labo umholo wemnyaka, ngemuva kwemali lekhishwako levunyelwe lekushiwo kuyo kuShejuli kulesatiso, ungandluli ku R27 192,00 ngemnyaka.