

Hulumende Wesifundza saseMpumalanga



Litiko Letemphakatsi, Letemigwaco Netekutfutsa

IMANYUWALI YE-PAIA

**Ilungiswe ngekwesigaba 14 seMtsetfo Wekukhutsata Kutfolakala Kwelwatiso, Namba.
2 wa-2000 (njengoba uchitjiyelwe)**

(LIHUMUSHO LESISWATI)

LOKUCUKETFWE

SANDVULELA

1.	TINCHAZELO NETIHUMUSHO.....	4-7
2.	LUHLU LWETIFINYETO NETIFISHANISO.....	7-8
3.	INHLOSO YEMANYUWALI YE-PAIA	8.
4.	KUSUNGULWA KWE-DPWRT	8-9
5.	SAKHIWO SE-DPWRT NEMISEBENTI.....	9
6.	IMINININGWANE YEKUCHUMANA LEBALULEKILE YEKUFINYELELA ELWATISWENI LWE-DPWRT.....	10-11
7.	INCHUBO YEKUFINYELELA KUMAREKHODI LAGCINWE YI-DPWRT.....	11
8.	INCHAZELO YATO TONKHE TICATULULO LETIKHONA MAYELANA NEMTSETFO NOMA KWEHLULEKA KUTSATSA SINYATSELO YI- DPWRT.....	11-12
9.	UMHLAHLANDLELA WENDLELA YEKUSEBENTISA I-PAIA KANYE NEKUTSI UFINYELELA NJANI KUMHLAHLANDLELA	12-13
10.	INCHAZELO YETIHLOKO LAPHO UMTIMBA LOGCINA EMAREKHODI KANYE NETIGABA TEMAREKHODI LEGCINWE YI-DPWRT.....	14
11.	TIGABA TEMAREKHODI E-DPWRT LETITFOLAKALA NGAPHANDLE KWEKUTSI UMUNTFU ACELE IMVUMO YEKUFINYELELA.....	14-15
12.	KUCUBUNGULA LWATISO LWAKHO KANYE/NOMA EMAREKHODI.....	15-17
13.	KUTFOLAKALA KWEMANYUWALI	17
14.	KUBUYEKETWA KWEMANYUWALI	17

KE

SANDVULELA

Sigaba 32(1) seMtsetfosisekelo weRiphabhulikhi yaseNingizimu Afrika seMtsetfo we-108 wanga-1996, siniketa kwekutsi wonkhe umuntfu unelilungelo lekutfola lwatiso kanye/noma emarekhodi laphetfwe ngumbuso kanye nanoma nguluphi lwatiso loluphetfwe ngulomunye umuntfu nalolo loludzingekako ekusetjentisweni noma ekuvikelweni kwanoma nguwaphi emalungelo. UMtsetfo Wekukhutsata Kutfolakala Kwelwatiso wesi-2 wanga-2000 (i-PAIA) wenta kusebente sigaba 32(1) seMtsetfosisekelo. UMtsetfo ubeka tidzingo tenchubo letimayelana neticelo telwatiso, kanye netizatfu tekungavumi kuniketa lwatiso kanye/noma emarekhodi laceliwe. LeManyuwali yatisa labafake ticelo betinchubo kanye naletinye tidzingo letiphatselene neticelo.

Umtsetfo uphindza unake kutsi lilungelo lekufinyelela kulwatiso kufanele lilingane nalamanye emalungelo kantsi futsi kufanele libe libukana nemikhawulo lehlanganisa, kodvwa ingacini nje, imikhawulo lehlose kuvikelwa lokunengcondvo kwebumfihlo kanye nekugcinwa kwetemnotfo lokuyimfihlo.

Sigaba sema-51 se-PAIA sidala lilungelo lemtsetfo lekutfola lwatiso kanye/noma emarekhodi (njengoba kuchazwe esigabeni 1 se-PAIA kanye nesigaba 1 seMtsetfo Wekuvikelwa Kwelwatiso Lwemuntfu Namba4 wanga 2013 (i-POPIA) yemkhakha lotimele.(wemvelo newemtsetfo), nanoma kunjalo, lelilungelo lingase liphikwe ngaphansi kwetimo letibekwe ngaphansi kweSahluko sesi-4 seNcenywe yesi-3 ye-PAIA. Ngetulu kwaloko, ngekuhambisana ne-POPIA, luhlangotsi lolunesibopho lesicubungula lwatiso lwemuntfu kufanele lalise umuntfu lwatiso loluhlotjaniswa naye ("Idatha Subject") ngendlela Idatha Subject ingafinyelela ngayo kulwatiso lwemuntfu lolugcinwe ngumuntfu lonesibopho.



MC MOROLO

INHLOKO: TEMISEBENTI YEMPHAKATSI, TEMIGWACO KANYE NETEKUTFUTSA

LUSUKU 04/04/2024

1. TINCHAZELO NETIHUMUSHO

1.1 Tinchazelo

1.1.1 “**Imali yekufinyelela**” kusho imali lencunyelwe tinhloso tesigaba 22(6) noma 54(6) njengoba kungaba njalo;

1.1.2 “**Idatha subject**” kushiwo lowo muntfu lwatiso loluphatselene naye;

1.1.3 “**Lisekela Lesikhulu Selwatiso**” kushiwo umuntfu lokhetfwe esikhungweni sahumende noma lesitimele lonemtfwalo wekusita Sikhulu Selwatiso ngesicelo se-PAIA;

1.1.4 “**Umhlahlandlela**” usho umhlahlandlela wekukhombisa kutsi isetjentiswa njani **i-PAIA** ngunoma ngumuphi umuntfu lofisa kusebentisa noma nguliphi lilungelo lelihlongotwe kuMtsetfo wesi-2 wanga-2000, Wekukhutsata Kutfolakala Lwelwatiso (**i-PAIA**) kanye nemtsetfo wesi-4 wanga-2013, Wekuvikela Lwatiso Lwemuntfu, njengoba kuhlongotwe esigabeni se-10. se-PAIA;

1.1.5 “**Inhloko**” ye-, noma ngekwe, nhlango letimele isho:

(a) esimeni semuntfu phaca, kuhlangoisa umuntfu lekukhulunywe ngaye endzimeni yenchazelo “yelicembu letepolitiki”, lowo muntfu phaca noma ngabe ngumuphi umuntfu logunyatwe ngalokufanelekile ngulowo muntfu phaca;

(b) esimeni sekusebentisana, noma ngumuphi umlingani wekusebentisana noma ngumuphi umuntfu logunyatwe ngalokufanelekile budlelwano bekusebentisana;

(c) esimeni semuntfu loseemtsetfweni:

(i) Sikhulu lesikusigungu lesisetulu noma sikhulu lesilinganako semuntfu ngekwe mtsetfo noma ngunoma ngumuphi umuntfu logunyatwe ngalokufanelekile nguleso sikhulu ; noma

(ii) umuntfu lolibamba kanjalo noma ngunoma ngumuphi umuntfu logunyatwe ngalokusemtsetfweni ngulowo muntfu lolibamba; noma

(d) uma kulicembu letepolitiki, umholi welicembu letepolitiki noma ngunoma ngumuphi umuntfu logunyatwe ngalokusemtsetfweni ngulowo mholi;

1.1.6 " Sikhulu Selwatiso "

Macondzana nenhlango yemphakatsi -

(a) endzabeni yelitiko lavelonkhe, wekuphatsa wesifundza noma loyincenye yenhlangano:

(i) lokukhulunywe ngaye kuKholamu 1 yeSheduli 1 noma yesi-3 yeMtsetfo Wetemisebenti Yahulumende, ya-1994 (Simemetelo 103 sa-1994), sisho sikhulu lesiphetse sikhundllesinegama lelishiwo kuKholamu 2 waleSheduli 1 noma 3 loluphambene neligama lelitiko lavelonkhe

lelifanele, wekuphatsa wesifundza noma loyincenye yenhlangano noma umuntfu lolibamba; noma

(ii) lekungakashiwo, kusho uMcondzisi-Jikelele, inhloko, umcondzisi lomkhulu noma sikhulu lesifana naye, ngekulandzelana, walelotiko lavelonkhe, wekuphatsa wesifundza noma loyincenye yenhlangano, ngekulandzelana, noma umuntfu lolibamba kanjalo;

(b) esimeni samasipala, kusho imenenja yamasipala lekhetfwe ngekwesigaba 82 seMtsetfo waHulumende Wenzawo: Wetinhlaka Tamasipala, wanga 1998 (uMtsetfo 117 wanga 1998), noma umuntfu lolibamba; noma

(c) endzabeni yanoma nguyiphi inhlangano yemphakatsi, kusho sikhulu lesisetulu, noma sikhulu lesifana naye, noma saleyo nhlangano yemphakatsi noma umuntfu lobambe njalo;

macondzana, nenhlangano letimele -

(d) kushiwo inhloko yenhlangano letimele njengoba kuhlongotwe esigabeni 1, seMtsetfo Wekukhutsata Kutfolakala Kwelwatiso;

1.1.7 **“Umlawuli Welwatiso”** uchaza Umlawuli weLwatiso losungulwe ngekwesigaba 39 seMtsetfo Wekuvikela Lwatiso Lwemuntfu wa-2013;

1.1.8 **“Ukubuyeketwa kwesicelo kwangekhatsi”** kusho sikhalo sangekhatsi sekubuyeketa sincumo lesicondziswe kutiphatsimandla letifanele ngekwesigaba sema-74;

1.1.9 **“MEC”** kushiwo Lilunga Lemkhandlu Lophetse;

1.1.10 **“Umuntfu”** kushiwo umuntfu phaca noma umuntfu ngekwemtsetfo;

1.1.11 **“Lwatiso lwemuntfu”** luchaza lwatiso loluhlobene nemuntfu phaca lobonakalako, kuhlanganisa, kodwa kungacini lapho:

(a) lwatiso loluphathelene nebuhlanga, bulili, bulili, kukhulelwa, simo semshado, buve, buhlanga noma imvelaphi enhlalweni, lubala, kukhetsa bulili, budzala, imphilo yemtimba noma yengcondvo, inhlalakahle, kukhubateka, inkholo, nembeza, inkholelo, lisiko, lulwimi nekutalwa kwemuntfu;

(b) lwatiso lolumayelana nemfundvo noma kwelashwa, tetimali, bugebengu noma kucashwa kwemuntfu;

(c) noma nguyiphi inombolo lekhombako, luphawu, likheli le-imeyili, likheli lendzawo, inombolo yelucingo, imininingwane yenzawo, sikhombisi lesiku-inthanethi noma lokunye lokuniketwe lowo muntfu;

(d) lwatiso lwe-biometric yemuntfu;

(e) imibono yemuntfu imibono noma lokutsandwa ngumuntfu;

(f) tincwadzi letitfunyelwa ngumuntfu letiyimfihlo noma letiselubala noma letinye tincwadzi letingadalula lokucuketfwe yincwadzi yekucala;

- (g) imibono noma imibono yalomunye umuntfu lemayelana nemuntfu; kanye
- (h) neligama lemuntfu uma livela nalelinye lwatiso lwemuntfu loluphatselene nemuntfu noma uma kudzalulwa kweligama ngekwalo kutoveta lwatiso lolumayelana nemuntfu lobekashonile eminyakeni lengema-20;

1.1.12 **Inhlangano letimele**” ichaza:

- (a) umuntfu phaca lochuba noma loke wenta noma nguluphi luhwebo, ibhizinisi noma umsebenti, kodwa ngaleyo ndlela kuphela;
- (b) lubambiswano loluchubekisela phambili noma lolwente noma nguluphi luhwebo, ibhizinisi noma umsebenti ; noma
- (c) nanoma yimuphi umuntfu osemthethweni noma okhona; noma
- (e) licembu letepolitiki kodwa alimbandzakanyi luhlaka lwahulumende;

1.1.13 **“Inhlangano yemphakatsi”** ichaza -

- (a) noma nguluphi litiko lahulumende noma letekuphatsa kumkhakha wahulumende wavelonkhe noma wesifundza noma ngumuphi masipala esigabeni sahumende wenzawo: noma
- (b) ngusiphi lesinye sisebenti noma sikhungo uma:
 - (i) sisebentisa emandla noma senta umsebenti ngekwemsetfosisekelo noma umtsetfosisekelo wesifundza; noma
 - (ii) sisebentisa emandla emphakatsi noma sente umsebenti wemphakatsi ngekwanoma ngumuphi umtsetfo;

1.1.14 **“Lirekhodi ”** le, noma lelihlobene, nenhlangano yemphakatsi noma letimele, lisho noma nguluphi lwatiso lolurekhodiwe:

- (a) kungakhatsalekile kutsi unjani noma ume njani;
- (b) ekuphatseni noma ngaphansi kwekulawulwa kwalelo bandla lemphakatsi noma lelitimele, ngekulandzelana; futsi
- (c) noma ngabe lacanjwa nguilelo bandla lemphakatsi noma lelitimele, ngekulandzelana;

1.1.15 **“Sicelo sekufinyelela elwatisweni ”**, mayelana nekutsi:

- (a) Libandla lemphakatsi, kushiwo sicelo sekufinyelela erekhodini lelibandla lemphakatsi ngekwesigaba 11; noma
- (b) Libandla lemphakatsi, kushiwo sicelo sekutfole lirekhodi lelibandla lelitimele ngekwesigaba 50;

1.1.16 **“Umfakisisicelo”**, macondzana nekutsi:

- (a) libandla lemphakatsi, kusho -

- (i) noma ngumuphi umuntfu [ngaphandle kwelibandla lemphakatsi lelihlongotwe endzimeni (a) noma (b)(i) yenchazelo “yehlangano yemphakatsi”, noma sikhulu salo] lesenta sicelo sekutfole lirekhodi laleyo nhlango yemphakatsi; noma
- (ii) umuntfu lomele umuntfu lekukhulunywe ngaye endzinyaneni (i);

1.1.17 " **Licembu lelitibophelele** " lichaza inhlangano yemphakatsi noma letimele noma ngabe ngumuphi lomunye umuntfu, ayedwa noma ngekuhlanganiswa nalabanye, lincuma inhloso kanye netindlela tekucubungula lwatiso lwakho;

1.1.18 " **Umuntfu wesitsatfu** " , macondzana nesicelo sekufinyelela ku:

(a) lirekhodi lehlangano yemphakatsi, kushiwo noma ngumuphi umuntfu (lokumbandzakanya, kodwa kungagcini kuhulumende welive wembuso wangaphandle, inhlangano yemave ngemave noma luhlaka lwalowo hulumende noma inhlangano) ngaphandle -

- (i) kwemfakisisicelo lotsintsekako; kanye
- (ii) nenhlangano yemphakatsi; noma

(b) lirekhodi lelibandla letimele, lisho noma ngumuphi umuntfu (lokumbandzakanya, kodwa kungagcini, kuluhlaka lwahulumende) ngaphandle kwemfakisisicelo,

kodwa, ngekwetinhloso tetigaba 34 na-63, lokukhombisa 'umuntfu' etindzimeni (a) kanye (b) kufanele kutsatfwe ngekutsi kukhonjiiswa 'kumuntfu phaca';

1.1.19 "UMtsetfo" usho uMtsetfo Wekukhutsata Kutfolakala Kwelwatiso wesi-2 wanga-2000 njengoba uchitjiyelwe, futsi uhlanganisa noma ngumuphi umtsetfonchubo lowentiwe futsi losebentako ngekwesigaba sema-92.

2. LUHLU LWETIFINYETO NETIFISHANISO

2.1	"DPWRT"	Litiko Letemisebenti Yemphakatsi, Temigwaco Netekutfutsa
2.2	"UMTSETFOSISEKELO"	UMtsetfosisekelo weRiphabhulikhi yaseNingizimu Afrika
2.3	"DIO"	Lisekela Lesikhulu Lesibuke Telwatiso
2.4	"HOD"	Inhloko yeLitiko
2.5	"IO"	Sikhulu Selwatiso
2.6	"NGCONGCOSHE"	Ngcongcoshe Wetebulungiswa Netekulungiswa kwetimilo
2.7	"MEC"	Lilungu leMkhandlu LoPhetse
2.8	"PAIA"	Umtsetfo Wekukhutsata Kutfolakala Kwelwati Namba. 2 wanga-2000 (njengoba uchitjiyelwe)

- 2.9 **“PFMA”** Umtsetfo WekuPhatsa teti Mali Umtsetfo Namba. 1 wanga-1999 njengoba (uchitijyelwe)
- 2.10 **“POPIA”** Umtsetfo Wekuvikelwa Kwelwati Lwemuntfu Namba. 4 wanga-2013
- 2.11 **“UMLAWULI WELWATISO”** Umlawuli welwatiso njengoba sisungulwe sigaba sema-39 sePOPIA
- 2.12 **“SAHRC”** IKhomishana Yemalungelo Ebantfu yaseNingizimu Afrika

3. **INHLOSO YEMANYUWALI YE-PAIA**

LeManyuwali ye-PAIA ilusito emphakatsini eku--:

- 3.1 hlozeni luhlobo lwemarekhodi lekungenteka kutsi asavele ayatfolakala ku-DPWRT ngaphandle kwesidzingo sekuhambisa sicelo lesisemtsetfweni se-PAIA;
- 3.2 beni nekucondza kutsi usenta njani sicelo sekutfola lirekhodi le- DPWRT;
- 3.3 tfoleni yonkhe imininingwane yekuchumana lefanele yebantfu labatosita umphakatsi ngemarekhodi lohlose kuwatfola;
- 3.4 kwatini tonkhe ticatululo letitfolakala ku-DPWRT letiyelana nesicelo sekufinyelela kumarekhodi, ngaphambi kwekuya kuMlawuli noma Etinkantolo;
- 3.5 visiseni inchazelo yemhlahlandlela wekutsi isetjentiswa njani i-PAIA, njengoba ibuyeketwa nguMlawuli kanye nendlela yekutfola kufinyelela kuyo;
- 3.6 visiseni kuthi i-DPWRT itocubungula yini lwatiso lwakho, inhloso yekucubungula lwatiso lwemuntfu kanye nenchazelo yetigaba tetihloko tedatha kanye nelwatiso noma tigaba telwatiso letihlobene naloko;
- 3.7 kwatini kutsi i-DPWRT ngabe ihlele kwendlulisa noma kucubungula lwatiso lwemuntfu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nebamukeli noma tigaba tebamukeli lwatso lwemuntfu lolunganiketwa bona; kanye
- 3.8 nasekwatini kutsi i-DPWRT inazo yini tinyatselo tekuphepha letifanele tekucinisekisa kugcinwa kuyimfihlo, bucotfo kanye nekutfolakala kwelwatiso lwemuntfu, lekumele lucutjungulwe.

4. **KUSUNGULWA KWE-DPWRT**

- i) NgekweSheduli yesi-4 yeMtsetfosisekelo, TeMisebenti yeMphakatsi tiyinzawo yekusebenta legunyatwe ngasikhatsi sinye nesishayamtsetfo saVelonkhe kanye neSifundza “kuphela macondzana netidzingo tematiko ahulumende wavelonkhe/wetifundza ekwenteni tibopho tayo tekuphatsa imisebenti leniketwe yona ngqo ngekwemigomo yeMtsetfosisekelo noma ngumuphi lomunye umtsetfo”. Isebentisa lilungelo layo leMtsetfosisekelo, Ndvunankhulu usungula i- DPWRT kuze inikete futsi ilawule imigwaco yesifundza, umhlaba netakhiwo kanye nekubamba lichaza emgomeni wesifundza wekudala ematfuba emisebenzi kanye nekulwa nebuphuya ngeLuhlelo Lolukhulisiwe Lwetemisebenti Yemphakatsi.

- ii) Ngakulolunye luhlangotsi, tekutfutsa tingumsebenti losemsetfweni futsi lowentiwa kuto tonkhe tigaba tahlumende. Ngekwemculu Wemtsetfo Wenchubomgomo Yavelonkhe Wetekutfutsa, Litiko linemfwalo wekuniketa ngemisebenti yetekutfutsa lephephile, letsembekile, lesebenta ngendlela, lephumelelako, nalehlanganiswe ngalokuphelele lethlangabetana ncono netidzingo temakhasimende etimphahla nebagibeli ekutfufukiseni emazinga ekusebenta kanye netindleko ngendlela lesekelo emasu ahulumede ekutfufukisweni kwemnotfo nenhlalakahle kube ngulapho asimeme kutemnotfo nemvelo.

4.1. TINHLOSO/ UMTSETFO

4.1.1 Umbono

“Luhlelo lwetekutfutsa loluhlanganisiwe kanye nesakhiwonchanti lesikhutsata kutfufukiswa kwenhlalo-mnotfo.”

4.1.2 Injongo

- 4.1.2.1 Kuniketa luhlelo lwetekutfutsa loludidiyelwe, lolutsembekile nalolungabiti loluhlangabetana netidzingo tentfufuko yeSifundza;
- 4.1.2.2 Kuletsa sakhiwonchanti lesikhutsata intfufuko yemnotfo losimeme kanye nekudala ematfuba emisebenti.

4.1.3 Emagugu

- 4.1.3.1 **Kutiphendvulela** : Kulalela, kuvisisa nekusebentela onkhe emakhasimende etfu Noma ngabe umphakathi, izimboni noma iminyango yamakhasimende;
- 4.1.3.2 **Bucotfo** : Kutibophelela emsebentini, bumfihlo, kutiphatsa ngendlela, kungafihli kanye nekungenteleli;
- 4.1.3.3 **Kusebentisana nilicembu** : Bantfu bakitsi basebenta matima kucinisekisa kutsi Litiko liletsa loko lelitfunywe kona
- 4.1.3.4 **Kucamba lokusha** : Kutfola tindlela letinsha tekuletsa emasevisi lasebenta ngemphumelelo, lalungele-inhloso kanye nalangabiti kakhulu; kanye ne
- 4.1.3.5 **Kusebenta ngemphumelelo:** kutfufukisa lisiko netinkambiso tekutiphats lokuluphawu ngekusebenta ngemphumelelo nangebuchwepheshe.

5. SAKHIWO SE-DPWRT NEMISEBENTI

5.1 UMFANEKISOMDVWEBO WESAKHIWO SELIZINGA LELIPHAKEME (Buka Sitsasiselo- B, ekhasini 29.)

5.2 IMISEBENTI YELITIKO (Buka Sitsasiselo C & D, emakhasini 30&31)

6. IMININGWANE YEKUCHUMANA LEBALULEKILE YEKUFINYELELA KULWATISO LWE-DPWRT

INhloko yeLitiko ngiyo indzawo lebalulekile yato tonkhe ticelo telwatiso. Imininingwane yakhe yekuchumana ingalendlela:

6.1 Sikhulu Selwatiso:

Ligama: Mnu Charles Morake Morolo
Lucingo: (013) 766 6663/6554
Imeyili: Morolo@mpg.gov.za

6.2 Lisekela Lesikhulu Selwatiso:

Ligama: Mnu Sikhumbuzo Barnard Mona
Lucingo: (013) 766 6115/6798
Imeyili: Bmona@mpg.gov.za

6.3 Lihhovisi Lelikhulu

Likheli Leliposi: Litiko Letemisebenti Yemphakatsi, Temigwaco Netekutfutsa
Private Bag X11310
MBOMBELA
1200

Likheli Lenzawo Rhino Building
Government Boulevard
I-Riverside Park, Ext. 2
MBOMBELA
1200

Lucingo: 013 766 6554/6115
Imeyili: Bmona@mpg.gov.za
Iwebhusayithi: <http://dpwrt.mpg.gov.za>

6.4 Imininingwane Yekuchumana Yemahhovisi Emagatja

Inhloko Yeligatja : Gert Sibande District Office Likhona i- Joubert kanye nemgwaco i- Robertson I-Batho Pele Building Ermelo 2350 Private Bag x 9034 Ermelo	Inhloko Yeligatja : Bohlabela District Office Umgwaco lomkhulu dvutane neLigalaji LaHulumende kanye nemaNgcwaba Private Bag X1313 Thulamahashi 1365 Inombolo yocingo: 013 773 0334/8300
--	--

2350	I-imeyili: MKhuvutlu@mpg.gov.za
Inombolo yelucingo: 017 801 4000/4600 Imeyili: FSengwayo@mpg.gov.za	
Inhloko Yeligatja : Nkangala District Offices Sakhiwo 7 & 8, Solomon Mahlangu Drive Kwamhlanga Government Complex Kwamhlanga 1022 Private Bag x 4015 Kwamhlanga 1022 Inombolo Yocingo: 013 947 2593/9006/2311 <u>Smam@mpg.gov.za</u>	Inhloko Yeligatja : Ehlanzeni District Office 14 Bester Street Mbombela 1200 Private bag x11226 Mbombela 1200 Inombolo Yocingo: 013 762 5600/04 MLMamaro@mpg.gov.za

7 . INCHUBO YEKUFINYELELA KUMAREKHODI LAGCINWE YI-DPWRT

- 7.1 Kunemarekhodi lafinyeleleka ngekutentakalela kantsi futsi umfakisicelo akukadzingeki nekutsi agcwalise noma nguliphi lifomu kuze alitfole. Loku kushiwo ngaphansi kwe-ayithemu ye-11 lapha ngentasi. Kunoma ngumaphi lamanye emarekhodi langakachazwa ngaphansi kwe-ayithemu ye-11, umfakisicelo kufanele aletse sicelo sakhe asebentisa LIFOMU 2 (linamatsiselwe). Lapho atfola LIFOMU 2 ligcwaliswe kahle, Sikhulu/Lisekela LeLwatiso, Sicelo lesentiwe kuso noma lesidluliselwe kuso, sitophendvula madvute, kodwa **kungakapheli emalanga ekusebenta langema-30**.
- 7.2 Nanoma kunjalo, Sikhulu Selwatiso singacela **kungetelwa sikhatsi semalanga ekusebenta langema-30** , kodwa kuphela uma:
- sicelo singesemarekhodi lamanyenti noma sidzinga kutsi lamarekhodi lamanyenti ahlolwe futsi, ngaphandle kwekungetelwa sikhatsi, lokuhlolwa kungaphazamisa imisebenti levamile yalomtimba lotsintsekako;
 - sicelo sidzinga kuhlolwa kwemarekhodi ehhovisi lalowomtimba lelingekho kudolobhakati noma edolobheni lelifanako kantsi angeke saphotfulwa **angakapheli emalanga lange-30**; kanye/noma
 - Kudzinga lizinga lekubonisana kuze kutsatfwe sinyatselo ngesicelo, lesingekhe sacedvwa angakapheli **emalanga langema-30 ekusebenta**.

8. INCHAZELO YATO TONKHE TICATULULO LETITFOLAKALAKO LETIMAYELANA NEMTSETFO NOMA KWEHLULEK KUTSATSA SINYATSELO NGE-DPWRT.

- Kufaka sikhalo sekubuyeketwa kwangekhatsi**
 - Umfakisicelo noma umuntu wesitsatfu, ngekwesigaba 74, angafaka sikhalo sangekhatsi kuLilunga leMkhandlu LoPhetse (MEC) we-DPWRT uma angavumelani nanoma ngusiphi sincumo/tincumo lesi(ti)tsatfwe Sikhulu seLwatiso/Lisekela leSiKhulu seLwatiso sekwala sicelo kantsi loko kwala lokunjalo akukasekelwa kunoma ngusiphi sizatfu sekwala lesishiwo

nguMtsetfo; noma lokumelene nesicelo kanye netimali tekufinyelela, noma sikhatsi lesinwetjiwe sekubukana nesicelo. Umfakisicelo kumele afake sikhalo ngekugcwalisa “KUFAKA SIKHALO SANGEKHATSI” lesinamatsiselwe lapha njengeLIFOMU 4.

- (ii) Sikhalo sangekhatsi kufanele sifakwe phakatsi kwemalanga ekusebenta langema-60 kusukela ngelilanga sicelo saliwa ngalo futsi kungakapheli emalanga ekusebenta langema-30 ngemva kwekutsi satiso siniketwe lomunye wesitsatfu ngesincumo lesindluliselwe phambili. Sikhalo kufanele siletwe noma sitfunyelwe ekhelini, noma ekhelini le-imeyili leSikhulu Selwatiso.

(b) Inchubo yekukhonondza kuMlawuli Welwatiso

- (i) Noma ngumuphi umuntfu angahambisa sikhalo kuMlawuli ngendlela lebekiwe futsi afake tinsolo tekutsikameteka ekuvikelweni kwelwatiso lwakhe lwesihloko sedatha noma uma aphatseke kabi ngesincumo semahluleli.
- (ii) Sikhalo lesiya kuMlawuli kufanele sibhalwe phansi futsi lifomu lesikhalo Kufanele ligcwaliswe, ngesandla noma nge-inthanethi. Lifomu lesikhalo, LIFOMU5, lingadawunilodeka kuwebsayithi yeMlawuli, <https://www.justice.gov.za/inforeg/>
- (iii) Loku kusho kutsi uMlawuli ngeke asamukele sikhalo ngelucingo; nanoma kunjalo, uMlawuli kudzingeka kutsi anikete lusito lolufanele kunoma ngumuphi umuntfu lofisa kufaka sikhalo futsi loku kumbandzakanya lusito lolumayelana nekugcwalisa lifomu lesikhalo.

c) Inchubo yekuya enkantolo

- (i) Uma umfakisicelo noma umuntfu wesitsatfu afisa kuphikisa kucitwa kwesicelo se-PAIA ngemva kwekusetjentiswa kwesicatululo tangekhatsi, angafaka sicelo futsi angakapheli emalanga la-180, afake sicelo eNkantolo Yetimantj kuze atfole lusito lolufanele ngekwesigaba 82 seMtsetfo.

9. UMHLAHLANDLELA WENDLELA YEKUSEBENTISA I-PAIA KANYE NEKUTSI UFINYELELA NJANI KUMHLAHLANDLELA

- 9.1. UMlawuli, ngekwesigaba 10(1) se-PAIA, ubuyeketile futsi wenta kutsi kutfolakale Umhlahlandlela lobuyeketiwe wekutsi isetjentiswa njani i-PAIA (“Umhlahlandlela”), njengoba wahlanganiswa yi-SAHRC ekucaleni futsi kungase ufunwe ngumuntfu lofisa kusebentisa noma nguliphi lilungelo lelihlongotwe ku-PAIA kanye ne-POPIA.
- 9.2 Umhlahlandlela uyatfolakala ngelulwimi ngalunye lolusemtsetfweni.
- 9.3 Umhlahlandlela loshiwo ngenhla ucuketse inchazelo yaloku:
 - 9.3.1 tinhloso te-PAIA kanye ne-POPIA;
 - 9.3.2 likheli leliposi nelemgwaco, lucingo kanye, uma lukhona, likheli le-imeyili le:

- 9.3.2.1 Sikhulu Selwatiso sawo onkhe emagatja ahulumende, kanye
- 9.3.2.2 naye wonkhe loLisekela leSikhulu seLwatiso sawo onkhe emagatja ahulumende nalatimele lakhethwe ngekwesigaba 17(1) se-PAIA kanye nesigaba sema-56 se-POPIA;
- 9.3.3 Indlela nekuma kwesicelo:
 - 9.3.3.1 kufinyelela kurekhodi lelibandla lemphakatsi lelihlongotwe esigabeni 11 se-PAIA; futsi
 - 9.3.3.2 kufinyelela kurekhodi lelibandla lelitimele lelihlongotwe esigabeni 50 se-PAIA;
- 9.3.4 lusito lolutfolakala eSikhulwini Selwatiso senhlangano yemphakatsi ngekwe-PAIA kanye ne-POPIA;
- 9.3.5 lusito lolutfolakala kuMlawuli ngekwe-PAIA kanye ne-POPIA;
- 9.3.6 tonkhe ticatululo letitfolakalako emtsetfweni mayelana nesento noma kwehluleka kwenta lokutsile macondzana nelilungelo noma umsebenzi loniketive noma lobekwe yi-PAIA kanye ne-POPIA, lekuhlanganisa nendlela yekufaka:
 - 9.3.6.1 sikhalo sangekhatsi;
 - 9.3.6.2 sikhalo kuMlawuli; kanye
 - 9.3.6.3 nesicelo lesifakwa enkantolo lesiphikisana nesincumo seSikhulu Lesibukene Nelwatiso lenhlangano yemphakatsi, sincumo sekundlulisa licala kwangekhatsi noma sincumo seMlawuli noma sincumo senhloko yelibandla lelitimele;
- 9.3.7 tinkambiso tetigaba 14 kanye nema-51 letidzinga kutsi inhlangano yahulumende kanye nelibandla lelitimele, ngekulandzelana, yente iManyuwali, kanye nendlela yekutfole imanyuwali;
- 9.3.8 tinkhambiso tetigaba 15 kanye nema-52 e-PAIA letiniketa kudzalula ngekutitsandzela kwetigaba temarekhodi yinhlangano yemphakatsi kanye nelibandla lelitimele, ngekulandzelana;
- 9.3.9 tatiso letikhishwe ngekwetigaba 22 nema-54 e-PAIA mayelana netimali lekufanele tikhokhwe macondzana neticelo tekufinyelela elwatisweni; kanye
- 9.3.10 imitsetfonchubo leyentiwe ngekwesigaba 92 se-PAIA.
- 9.4 Emalunga emphakatsi angahlola noma ente emakhophi eMhlahlandlela emahhovisi etinhlangano tahulumende naletitimele kumbandzakanya nelihhovisi leMlawuli, ngetikhatsi tekusebenta. Umhlahlandlela ungatfolakala :
 - 9.4.1 ngesicelo kuSikhulu seLwatiso;
 - 9.4.2 kuwebsayithi yeMlawuli: (<https://www.justice.gov.za/infomag/>).

10. INCHAZELO YEBANTFU UMTIMBA LOGCINA EMAREKHODI KANYE NETIGABA TEMAREKHODI LEGCINWE YI-DPWRT

10.1 Tihloko netigaba temarekhodi laphetfwe Litiko lihlanganisa loku lokulandzelako:

Tinhloko Litiko leliphetse emarekhodi alo:	Tigaba temarekhodi laphetfwe ngesihloko ngasinye:
Lihhovisi la-MEC	<ul style="list-style-type: none"> • Tinkhulumo tENCHUBOMGOMO kanye neSabelomali
Emasevisi Etekuchumana	<ul style="list-style-type: none"> • Imininingwane Yekuchumana Yelitiko • Emapheshana • Tincwadzi tetindzaba • Kukhishwa kwabetindzaba • Titatimende tabetindzaba • Imibuto Yemphakatsi Yekuletfwa Kwetinsita
Lisu Lebhizinisi	<ul style="list-style-type: none"> • Kukhangiswa kwemisebenti • Imibiko Yekulingana Kwekucashwa • Luhlelo Lekutfufukisa Kuletfwa Kwetinsita • Emarekhodi Ekucashwa • Tinhlelo tekuniketa emandla kanye Netinhlelo Tekutfufukiswa • UMtsetfo Wekukhutsata Kutfolakala Kwelwatiso - imanyuwali (ye-PAIA) • Luhlelo Lelwatiso Lwekusebenta
Kuhlelwa Kwemasu ekusebenta	<ul style="list-style-type: none"> • Tinhlelo Tekusebenta Temnyaka • Tinhlelo temachinga ekusebenta • Tinhlelo tekusebenta
Kucaphela kanye Nekuhlola	<ul style="list-style-type: none"> • Imibiko Yemnyaka • Imibiko Yekota Yekusebenta
Kuphatfwa Kwetimali	<ul style="list-style-type: none"> • Emathenda/kukhangisa/lokumenyetelwe • Emabhidi Laniketive • Emadokhumenti ekutsenga • Tefulo te-MTEF
Kutfufukiswa Kwenchubomgomo	<ul style="list-style-type: none"> • Tinchubomgomo teLitiko
Emasevisi Etemtsetfo	<ul style="list-style-type: none"> • Tincwadzi Telitiko
EPWP	<ul style="list-style-type: none"> • Lucwaningo Lwekuhlola Lwe-EPWP lwanga-2016
Sakhiwonchanti sesitfutsi	<ul style="list-style-type: none"> • Emamephu Emgwaco kanye Nemadizayini

11. TIGABA TEMAREKHODI E-DPWRT LETITFOLAKALA NGAPHANDLE KWEKUTSI UMUNTFU ACELE IMVUMO YEKUFINYELELA KUWO

SIGABA:	LUHLOBO LWEDOKHUMENTI:	Itfolakala kuwebsayithi:
Lokushicilelwe	<ul style="list-style-type: none"> • Imininingwane Yekuchumana Yelitiko • Tincwadzi tetindzaba 	X X
Imibhalo Yemasu	<ul style="list-style-type: none"> • Luhlelo Lwelisu • Luhlelo Lekusebenta Lemnyaka 	X X
Tinhlelo tekusebenta kanye neMibiko	<ul style="list-style-type: none"> • Imibiko Yemnyaka 	X

Tilawuli tangekhatsi	<ul style="list-style-type: none"> • Tinchubomgomo • I-Manyuwali ye-PAIA 	X X
Imiyalelo	<ul style="list-style-type: none"> • Imishetfo yeLitiko, Imitsetfonchubo 	X
Emarekhodi Ethenda	<ul style="list-style-type: none"> • Emathenda lakhangisiwe 	X
Emarekhodi aka-HR	<ul style="list-style-type: none"> • Imisebenti lekhangisiwe 	X
Tabelotimali Netinkhulumo	<ul style="list-style-type: none"> • Tinkhulumo tENCHUBOMGOMO kanye nesabelomali 	X

12. KUCUBUNGULA LWATISO LWAKHO KANYE/NOMA EMAREKHODI

12.1 INHLOSO YEKUCUBUNGULA

12.1.1 I-DPWRT icubungula lwatiso lwemuntfu:

12.1.1.1 Kugcwalisa noma kwenta imisebenti yayo ngekwemtsetfo ngaphansi kwe **I-PAIA** kanye ne **-POPIA**, nge

- (a) kwamukela tikhalo;
- (b) kuphenya tikhalo;
- (c) kucutjungulwa kwesicelo -
 - (i) tindlela tekutiphatsa ;

12.1.1.2 Kuphatfwa kwebasebenti kanye nalabafake ticelo temsebenti ;

12.1.1.3 Kugcinwa kwema-akhawunti nemarekhodi;

12.1.1.4 Inchubo yekutsenga;

12.1.1.5 Kuhambisana naleminyane imitsetfo lefanele, lefana ne-PFMA, Imitsetfonchubo lengaphansi kwayo kanye nemaNothi Emiyalo yeMgcinimafa, uMtsetfo Wetemisebenti Yahulumende, kanye nayo, kodwa kungacini nje ngeMtsetfo Wavelonkhe Wekugcinwa Kwemarekhodi kanye Nemisebenti Yemarekhodi.

1 2.2 INCHAZELO YETIGABA TEBANTFU KANYE NETELWATISO NOMA TIGABA TELWATISO LETIPHATSELENE NATO.

12.2.1 I-DPWRT ingacubungula imininingwane yedatha ngale ndlela lelandzelako:

Tigaba Tebantfu:	Lwati lwemuntfu lolungase Lucutjungulwe:
Umniketi Lonenkontileka	Tinsita Emagama ebantfu lokuchunyanwa nabo; ligama lebhizinisi; imininingwane yasebhange nenombolo yebaphakelitinsita, emagama ebacondzisi nebaninimasheya, likheli lendzawo neleliposi kanye nemininingwane yekuchumana [i(tinombolo

	tekuchumana), inombolo yefeksi, likheli lemeyili]; inombolo yekubhalisa yenkampani; imibhalo yekusungula; lwatiso loluhlobene nentsela; basayini labagunyatiwe, simo sekufukulwa kwalabamnyama kutemnotfo lokukhulisiwe (B-BBEE), tinhlaka letibhalisiwe, emasu ebhizinisi/iphrofayili yenkampani.
Basebenti	Bulili, simo semshado; buhlanga, budzala, lulwimi, lwatiso lwetemfundvo (ticu); Umlandvo Wekusebenta; Tinombolo tamatisi; likheli lendzawo kanye neleliposi; imininingwane yekuchumana [(tinombolo tekuchumana), inombolo yefeksi, likheli le-imeyili]; lirekhodi lebugebengu; buve, kukhubateka, umlandvo wekucashwa, emareferensi.
Tinhlango tematekisi	Imininingwane yema-Taxi Operators langena ngaphansi kweNhlango Yema-Taxi letsite.

12.3 BEMUKELI NOMA TIGABA TEBAMUKELI LEKUNGANIKETWA BONA LWATISO LWEMUNTFU

Sigaba selwatiso lwemuntfu:	Bemukeli:
Inombolo yamatisi, tingcivito teminwe kanye nekugunyatwa bumsulwa kutekuphepha	Temaphoyisa taseNingizimu Afrika
Inombolo yamatisi nemagama ebasebenti labaphenywayo	Luphiko lema-Hawks/ Iyunithi Yeluphenyo Lwembuso, temaphoyisa taseNingizimu Afrika

12.4 KUWELISWA NGALE KWEMNCELE LOKUHLELIWE KWELWATISO LWEMUNTFU

12.4.1 I-DPWRT ayizange ikuhlele kuweliswa ngale kwemincele lwatiso lwemuntfu. Nanoma kunjalo, uma kuba nesidzingo sekundlulisela imininingwane yemuntfu kulelinye live nganoma ngutiphi tinjongo letisemtsetfweni, lofake sicelo kufanele atfobele yonkhe imitsetfo yelive.

12.5. INCHAZELO YETINDLELA TEKUVIKELA LWATISO LETIJWAYELEKILE

12.5.1 I-DPWRT ihlala isungula futsi ibuye igcine tinyatselo tenhlangano ngendlela lenebuchwepheshe, levakalako nalefanelekile, kuvimbela :

12.5.1.1 kulahlekelwa kwe, kulimala noma kudzicilelwa phansi lokungakagunyatwa kwelwatiso lwemuntfu ; futsi

12.5.1.2 kufinyelela ngalokungekho emtsetfweni noma kucutjungulwa kwelwatiso lwemuntfu.

12.5.2 I-DPWRT itsatse tinyatselo letifanele, njengoba ticuketfwe endzimeni 12.5.3 ngentasi, kuze:

12.5.2.1 kubona tonkhe tinkinga tangaphakatsi netangaphandle letingabonakala ngalokuvakalako kulwatiso lwemuntfu loluluphetse noma lolulawulwa ngiyo;

1 2.5.2.2 kusungula nekugcina tivikelo letifanele etingotini lesetiboniwe;

12.5.2.3 cinisekisa njalo kutsi tivikelo tisetjentiswa ngemphumelelo; futsi

12.5.2.4 acinisekise kutsi tivikelo tivuselelwa njalo kuze kubukwane netingoti letinsha noma kushiyeka kwetivikelo letasetjentiswa ngaphambilini.

12.5.3 Tinyatselo letitsatfwe yi-DPWRT tihlanganisa, phakatsi kwalokunye -

- 12.5.3.1 Kulawulwa kwekungena;
- 12.5.3.2 kuvalela idatha ibe yikhodi;
- 12.5.3.3 kugadza, kucwaningwa kwemabhuku kanye nekubika;
- 12.5.3.4 Idatha lefanako legcinwe kuletinye tilulu;
- 12.5.3.5 I-Anti-Virus kanye ne-
- 12.5.3.6 Tikhatsi tekucaphelisa.

13. KUTFOLAKALA KWEMANYUWALI

13.1 LeManyuwali itofolakala ngetilwimi letintsatfu letisemtsetfweni letilandzelako -

13.1.1 SiNgisi;

13.1.2 SiSwati; ne-

13.1.3 SiNdebele

13.2 Ikhophi yaleManyuwali noma lihumusho layo lelibuyeketiwe, liyatfolakala futsi ngalendlela lelandzelako:

13.2.1 Ku: <http://dpwrt.mpg.gov.za> ;

13.2.2 ehhovisi lelikhulu le-DPWRT kuze ihlolwe ngumphakatsi ngemahora ekusebenta lajwayelekile;

13.2.3 kunoma ngumuphi umuntfu ngesicelo futsi

13.2.4 kuMlawuli Welwatiso uma ucela.

13.3 Imali yekhophi yeManyuwali, njengoba kuhlontotwe kusitsasiselo A, iyokhokhwa ngekhophi lefothokhophiwe yesayizi ye-A4 ngayinye leyentiwe.

14. KUBUYEKETWA KWEMANYUWALI

I- DPWRT, uma kunesidzingo, itobuyeketa futsi ishicilele leManyuwali minyaka yonkhe.

LIFOMU 1

SICELO SEKHOPHI YEMHLAHLANDLELA

KU: Sikhulu Lesibukene neLwatiso Likheli le-imeyili: Morolo@mpg.gov.za

Litiko letemisebenti Yemphakatsi Temigwaco kanye neTekutfutsa Inombolo Yelucingo:
0137666554

Private Bag x11310

Mbombela, 1200

Emagama laphela:			
Esikhundleni sami njenge (makha nga-"x"):	Sikhulu selwatiso		Lokunye
Ligama lalomele hulumnde/lotimele (<i>Uma kukhona</i>)			
Likheli Leliposi:			
Likheli Lesitaladi :			
Imeyili:			
Ifeksi:			
Tinombolo tekuchumana:	Luc.(B):		Iselula:

Ngicela i-(ema) khophi yem- (Em-) hlahlandlela le-(la) landzelako:

Lulwimi (<i>makha nga "X"</i>)	Linani lemakhophi	Lulwimi (<i>makha nga "X"</i>)	Linani lemakhophi
Sipedi		SiSuthu	
Sitswana		SiSwati	
SiVenda		SiTsonga	
SiBhunu		SiNgisi	
SiNdebele		SiChosa	
SiZulu			

Indlela yekuwalandza (*makha nga "x"*):

kutilandzela	Likheli leliposi	Ifeksi	Kuchumana nge-elektronikhi (Sicela ucacise)

Kusayinwe e _____ nga mhlaka _____ 20 _____

Isignesha yemfakisicelo

LIFOMU 2

SICELO SEKUFINYELELA KUREKHODI

[Umtsetfonchubo 7]

CAPHELA:

1. *Bufakazi bekutsi ungubani kumele bunanyatsiselwe ngumfakisicelo.*
2. *Uma ticelo tentiwe egameni lalomunye umuntfu, bufakazi baloko kugunyatwa, kufanele bufakwe kulelifomu.*

KU: *Sikhulu Selwatiso Imeyili:

.....

Makha nga- "X"

Sicelo sentiwa egameni lami

Sicelo sentiwa egameni lalomunye umuntfu.

LWATISO LWAKHO			
Emagama Lapehelele			
Inombolo yamatisi			
Sikhundla Sicelo lesentiwe ngaso (<i>uma sentiwa egameni lalomunye umuntfu</i>)			
Likheli Leliposi			
Lkheli Lesitaladi			
Imeyili			
Tinombolo Tekuchumana	Ucingo. (W):		Iseli:
Emagama lapehelele emuntfu sicelo lesentiwa egameni lakhe (<i>uma akhona</i>):			
Inombolo yamatisi			
Likheli Leliposi			
Likheli Lesitaladi			
Imeyili			
Tinombolo Tekuchumana	Luc. (W)		Iselula:

IMININGWANE YELIREKHODI LECELIWE

Niketa imininingwane legcwele yelirekhodi locela kufinyelela kulo, lokuhlanganisa nenombolo yereferensi uma uyati, kuze lirekhodi litfolakale. (Uma sikhala lesiniketiwe singaneli, sicela uchubekele kulelinye likhasi bese ulinamatsisela kulelifomu. Onkhe emakhasi langetiwe kufanele asayinwe.)

Inchazelo yelirekhodi noma incenye lefanele yelirekhodi:	
Ireferensinombolo, uma ikhona	
Noma nguyiphi leminywe imininingwane yelirekhodi	

LUHLOBO LWELIREKHODI

(Maka libhokisi lelisebentako nga-"X")

Lirekhodi libhalwe phansi noma liprintiwe	
Lirekhodi lihlanganisa titfombe letibonakalako <i>(loku kuhlanganisa titfombe, emaslayidi, emavidiyo latfwetjuliwe, titfombe letikhicitwe ngekhompuyutha, imidvwebo, njll.)</i>	
Lirekhodi licuketse emagama latfwetjuliwe noma lwatiso lolungaphindze lwentiwe ngomsindvo	
Lirekhodi ligcinwe kukhompuyutha noma nge-elektronikhi, noma ngendlela lefundzeka ngemshini	

LIFOMU LEKUTFOLA LWATISO

(Makha libhokisi lelisebentako nga-"X")

Ikhophi lephrintiwe yelirekhodi <i>(lekuhlanganisa emakhophi anoma ngutiphi titfombe letibonakalako, lekulalelwe kwabhalwa kanye nelwati lolugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma lefundzeka ngemshini)</i>	
Lokulalelwe kwabhalwa noma lokuphrintiwe kwetitfombe letibonakalako <i>(loku kuhlanganisa titfombe, emaslayidi, kurekhodwa kwemavidiyo, titfombe letikhicitwe ngekhompuyutha, imidvwebo, njll.)</i>	
Kulalelwa nekubhalwa kwetingoma <i>(idokhumenti lebhaliwe noma lephrintiwe)</i>	
Ikhophi yelirekhodi ku-flash drive <i>(kuhlanganise netitfombe letibonakalako nemaculo)</i>	
Ikhophi yelirekhodi le-compact disc drive <i>(kuhlanganise netitfombe letibonakalako netingoma)</i>	

Ikhophi yelirekhodi igcinwe kuseva yestorage cloud	
INDLELA YEKULITFOLA (Maka libhokisi lelisebentako nga-"X")	
Kutihlolela lirekhodi ekhelini lelibhalisiwe lenhlangano yemphakatsi/letimele (kuhlanganisa kulalela emagama larekhodiwe, lwatiso lolungaphindza lukhicitwe ngemsindvo, noma lwatiso lolugcinwe kukhomyutha noma ngendlela ye-elekthronikhi noma lefundzeka ngemshini)	
Emasevisi eliposi ekhelini leliposi	
Emasevisi eliposi ekhelini lemgwaco	
Isevisi yekutfwala imikise ekhelini lemgwaco	
Ifeksi yelwatiso ngefomethi lebhaliwe noma lephrintiwe (kuhlanganise nalokulalelwe kwabhalwa)	
Imeyili yelwatiso (kuhlanganisa nemaculo uma kungenteka)	
Kwabelana nge-cloud/kwendlulisa lifayela	
Lulwimi lolunconotekako (Caphela kutsi uma lirekhodi lingatfolakali ngelulwimi lolutsandzako, kufinyeleleka kunganiketwa ngelulwimi lirekhodi lelitfolakala ngalo)	
IMININGWANE YELILUNGELO LEKUFANELE LISETJENTISWE NOMA LIVIKELWE <i>Uma sikhala lesiniketiwe singaneli, sicela uchubekele kulelinye likhasi bese ulinamathisela kuleli fomu. Umfakisicelo kumele asayine onkhe emakhasi langetiwe.</i>	
Khombisa kutsi nguliphi lilungelo lekufanele lisetjentiswe noma livikelwe	
Chaza kutsi kungani lirekhodi lelliceliwe lidzingeka ukuze kusetjentiswe noma kuvikelwe lilungelo lelishiwo ngenhla:	

TIMALI	
a)	<i>Imali yesicelo kufanele ikhokhwe ngaphambi kwekutsi sicelo sicutjungulwe.</i>
b)	<i>Utokwatiswa ngemali yekutfola lirekhodi lekufanele ikhokhwe.</i>
c)	<i>Imali lekhokhwayo yekutfola lirekhodi iyame endleleni lekudzingeka ngayo kutfolakala kwalo kanye nesikhatsi lesidzingekako sekusesha nekulungisa lirekhodi.</i>
d)	<i>Uma ufaneleka kutsi ungakhululwa ekukhokheni noma nguyiphi imali, sicela usho sizatfu sekungakhokhiswa</i>

Sizatfu	

Utokwatiswa ngalokubhaliwe kutsi sicelo sakho sivunyiwe noma sicitsiwe kantsi uma sivunyiwe tindleko letiphatselene nesicelo sakho, uma tikhona. Sicela ubonise indlela loyitsandzako yekuchumana:

Likheli leliposi	Ifeksi	Kuchumana nge-elekhthroniki (Sicela ucacise)

Isayinwe e- _____ nga- _____ mhlaka- _____ 20

Isignesha yeMfakisicelo/umuntfu Sicelo lesentelwa yena

KUSETJENTISWA LIHHOVISI

<i>Inombolo yereferensi:</i>	
<i>Sicelo sitfolwe ngu: (Sikhundla , Ligama Nesibongo Sesikhulu Selwatiso)</i>	
<i>Lusuku letfolwe ngalo:</i>	
<i>Timali letikhokhwako:</i>	
<i>Idiphozithi (uma ikhona):</i>	

Isignesha Yesikhulu Selwatiso

[Timali]

Timali Letikhokhwako Ngalokuphatselene Netinhlaka Temphakatsi

	Inchazelo	samba
1.	Imali yesicelo lekhokhwa nguye wonkhe umfakisisicelo	R100.00
2.	Ikhophi ye-A4-size	R1.50 likhasi ngalinye noma incenye yalo.
3.	Ikhophi lephrintiwe yelikhasi lelingusayizi we-A4	R1.50 likhasi ngalinye noma incenye yalo.
4.	Kuze utfole ikhophi efomini lelifundzeka ngekhompuyutha ku: (i) Flash drive (letoniketwa ngumfakisisicelo) (ii) Compact disc • Uma iniketwe ngumfakisisicelo • Uma iniketwe umfakisisicelo	R40.00 R40.00 R60.00
5.	Lokufundvwe kwabhalwa kwetitfombe letibukwako ekhasini ngalinye lelingusayizi we-A4	Isevisi itoniketwa ngaphandle. Kutoncika kukhotheshini yemniketi wesevisi.
6.	Ikhophi yetitfombe letibonakalako	
7.	Kulalela nekufundza kwelirekhodi lekulalela, ngesayizi ye-A4	R24.00
8.	Ikhophi yelirekhodi lekulalela ku: (i) I-flash drive (letoniketwa ngumfakisisicelo) (ii) I-Compact disc • Uma iniketwe ngumfakisisicelo • Uma iniketwa umfakisisicelo	R40.00 R40.00 R60.00
9.	kusesha nekulungisa lirekhodi lekudzalula ngelihora ngalinye noma incenye yelihora, ngaphandle kwelihora lekucala, lelidzingeakako ngalokufanelekile kuloko kanye nemalungiselelo. kungengci linani leliphelele le-	R300.00
10.	Idiphozithi: Uma kusesha kwengca emahora la-6	Kunye kulokutsatfu kwelinani ngesicelo lesibaliwe ngekwe-ayithemu 2 kuya ku 8.
11.	Liposi, imeyili nanoma ngukuphi lokunye kwendlulisa nge-elekhtroniki:	Tindleko letingito, uma tikhona.

Linani kufanele likhokhelwe ku-akhawunti yaseBhange lelandzelako:

Ligama Lebhange: ABSA

Ligama lemnikati we-akhawunti:

Luhlobo lwe-akhawunti:

Inombolo Ye-akhawunti

Ikhodi Yeligatja:

Inombolo yereferensi:

Litiko Letemisebenti , Letemigwaco neTekutfutsa

Hloa noma okwamanje

4103036510

63005

Inombolo yereferensi uma yatiwa noma Ligama

neSibongo Lemfakisisicelo

Bufakazi be-imeyili bekukhokha ku: Morolo@mpg.gov.za noma

Imali lengukheshi ikhokhwa ku- :

Lihhovisi lelikhulu

Litiko Letemisebenti, leTemigwaco neTekutfutsa

Riverside Government Complex

Rhino Building (First Floor)

No 7, Government Boulevard

Departmental Cashier

MBOMBELA

1200;

Litiko Letemisebenti, leTemigwaco neTekutfutsa

Gert Sibande District Office (Cash Office)

Corner Joubert ne Robertson Street

Batho Pele Building

Ermelo

2350;

Emahhovisi Eligatja laseNkangala (Lihhovisi Lemali)

Building 7 & 8, Solomon Mahlangu Drive

Kwamhlanga Government Complex

Kwamhlanga

1022;

Steve Tshwete Cost Centre (Lihhovisi Lemali)

Cnr. Lillian Ngoyi no Dkt Beyers

Naudé Streets, Old TPA Building,

Sitezi lesingetulu,

Tinombolo telihhovisi. A20, 21 kanye na-25

Middelburg

1050;

Lihhovisi Leligatja lase-Bohlabela (Lihhovisi Lemali)

Umgwaco Lomkhulu dvute kweLigaraji laHulumende kanye nemaThuna

Thulamahashi

1365;

Lihhovisi leligatja lase-Ehlanzeni (Lihhovisi Lemali)

14 Bester Street

Mbombela

1200

Downtown Reduction Works (Lihhovisi Lemali)

Pilgrims Rest

1290

Inchazelo yekubhadala kufanele ifundzeke:**Kutsengisa/Kushicilela (PAIA)**

Ngemva kwekubhadala, ndlulisela satiso se-imeyili ku-:

<p>IO: Imeyili: Morolo@mpg.gov.za Inombolo yelucingo. (013) 766 6663</p> <p>NOMA</p> <p>DIO: Imeyili: Bmona@mpg.gov.za Inombolo yelucingo (013) 766 6115</p>	
<p>6. Ngenhloso yesigaba 22(8) seMtsetfo , labantfu labalandzelako bakhishiwe ekukhokheni imali yekutfole lwatiso lelongotwe esigabeni 22(6) seMtsetfo:</p> <p>(i) Umuntfu longakashadi, umholo wakhe wemnyaka, ngemva kwekubanjwa kwemali lokuvumelekile njenge-PAYE kanye ne-UIF lekungendleli ku- R14 71 2,00 ngemnyaka; kanye ne</p> <p>(ii) Bantfu labashadile noma umuntfu kanye nemlingani wakhe laphilisana naye , imali yabo lengenako ngemnyaka, , ngemva kwekubanjwa kwemali lokuvumelekile lokukhulunywe ngako kuSheduli lesatiso nasentiwa, asedluli R27 192, 00 ngemnyaka.</p>	

LIFOMU 4

LIFOMU LEKUBUYEKETWA KWESICELO KWANGEKHATSI

[Umtsetfo 9]

Inombolo Yereferensi:

(Inombolo yekubhalisa.)

IMININGWANE YETINHLAKA				
Ligama Lenhlangano Yemphakatsi				
Ligama Nesibongo Sesikhulu Selwatiso:				
IMININGWANE YEMFAKISIKHALO LOFAKA SIKHALO SANGAPHAKATSI (uma sifakwe ngumuntfu wesitsatfu)				
Emagama Laphelele				
Inombolo yamatisi				
Likheli Leliposi				
Tiinombolo Tekuchumana	Lucingo. (B)		Ifeksi	
	Iselula			
Imeyili				
Ingabe sikhalo sangaphakatsi sifakwe egameni lalomunye umuntfu?			Yebo	Cha
Uma imphendvulo itisi "yebo", sikhundla lesifakwe ngaso sikhalo sangaphakatsi egameni lalomunye umuntfu: <i>(Bufakazi besikhundla lokufakwa ngaso sikhalo, uma bukhona, kufanele bunanyatsiselwe.)</i>				
IMININGWANE YEMUNTFU LESIFAKWE EGAMENI LAKHE SIKHALO SANGAPHAKATSI (Uma sifakwe ngulomunye umuntfu)				
Emagama Laphelele				
Inombolo yamatisi				
Lkheli Leliposi				
Tinombolo Tekuchumana	Lucingo. (B)		Ifeksi	
	Iselula			
Imeyili				

SINCUMO LESIFANELEKILE SIKHALO SANGAPHAKATSI LEKUFANELE SIFAKWE NGASO <i>(makha libhokisi lelifanele nga-"X")</i>	
Kwaliwa kwesicelo sekutfola lwatiso	
Sincumo mayelana netimali letikhokhwako letibekwe ngekwesigaba sema-22 seMtsetfo	
Sincumo mayelana nekwengetwa kwesikhatsi sicelo lekumele sisetjentwe ngaso ngekwesigaba 26(1) seMtsetfo.	
Sincumo ngekwesigaba 29(3) seMtsetfo sekwala nekutfolakala kwelwatiso ngendlela lecelwe ngumfakisicelo.	
Sincumo sekuniketa sicelo sekutfola lwatiso	
TIZATFU TEKWENTA SIKHALO <i>(Uma sikhala lesiniketiwe singaneli, sicela uchubekele kulelinye likhasi bese ulinamatsisela kulelifomu. Onkhe emakhasi langetiwe kufanele asayinwe)</i>	
Yisho tiizatfu sikhalo sangaphakatsi lesisekelwe kuto:	
Yisho noma nguluphi lolunye lwati lolungase lube lusito ekucubunguleni sikhalo:	

Utokwatiswa ngakubhaliwe ngesincumo sesikhalo sakho sangaphakatsi. Sicela ubonise indlela loyitsanzako yekwatisa:

Likheli leliposi	Ifeksi	Kuchumana elekhthronikhi (nge-Sicela ucacise)

Isayinwe e- _____ nga _____ mhlaka- _____ 20

Isiginesha Yalofake sikhalo/Umntfu wesitsatfu

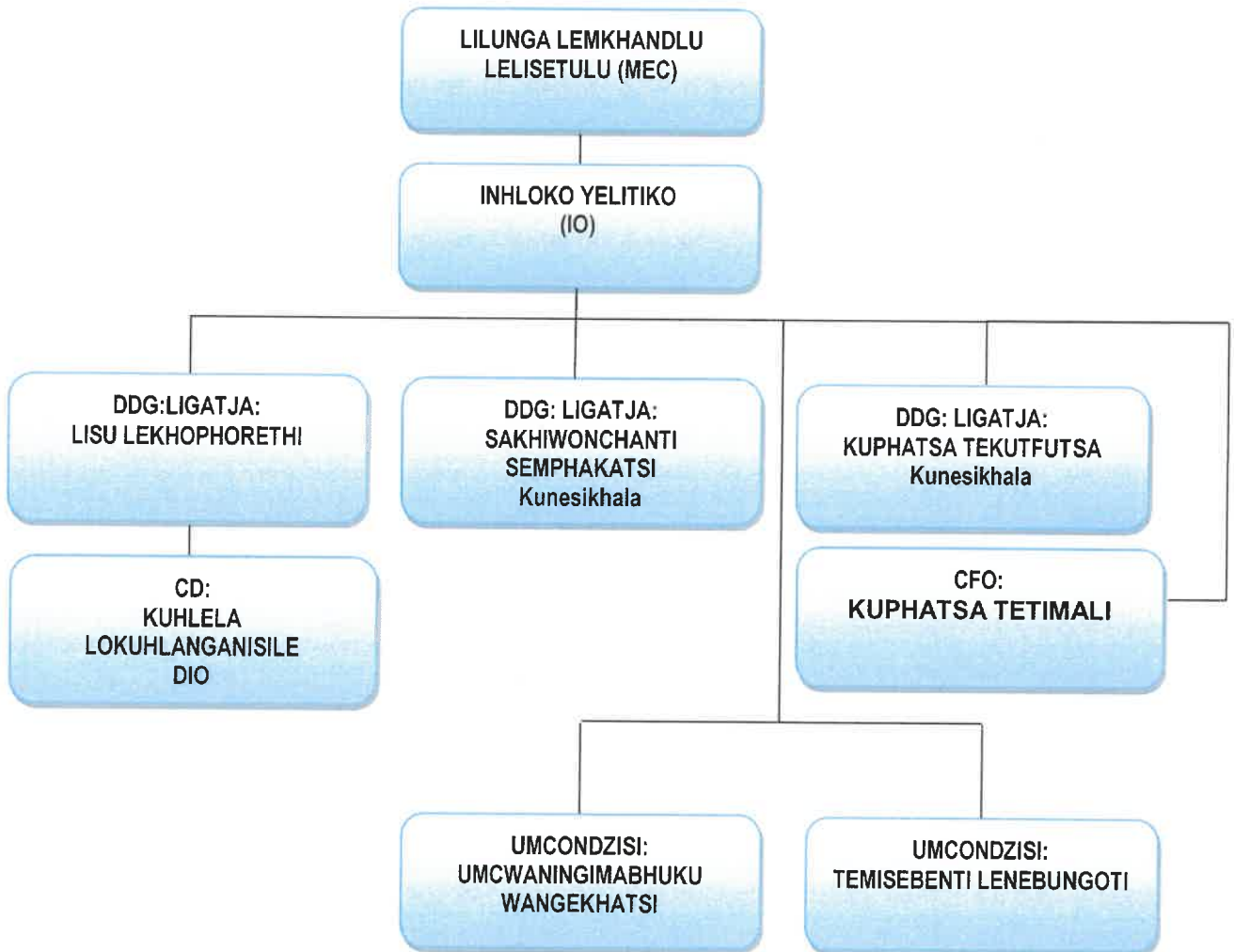
**KUSETJENTISWA LIHHOVISI
LIREKHODI LELISEMTSETFWENI LESIKHALO SANGAPHAKATSI**

Sikhalo sitfolwe ngu: (<i>yisho sikhundla , ligama nesibongo seSikhulu seLwatiso</i>)			
Lusuku lolutfolwe ngalo:			
Sikhalo sipeletelwa tizatfu tesincumo sesikhulu selwatiso kanye, lapho kufanele, imininingwane yanoma ngumuphi umuntfu wesitsatfu lirekhodi lelihlobene naye, lesitfunyelwe sikhulu selwatiso:			Yebo
			Cha
UMPHUMELA WESIKHALO			
Kwaliwa kwesicelo sekutfola lwatiso. Kucinisekisiwe?	Yebo		Sincumo lesisha (<i>uma kungenjalo kucinisekisiwe</i>)
	Cha		
Izimali (Sec 22). Kucinisekisiwe?	Yebo		Sincumo lesisha (<i>uma kungenjalo kucinisekisiwe</i>)
	Cha		
Isandiso (Sek 26(1)). Kucinisekisiwe?	Yebo		Sincumo lesisha (<i>uma kungenjalo kucinisekisiwe</i>)
	Cha		
Ukufinyelela (Sec 29(3)). Kucinisekisiwe?	Yebo		Sincumo lesisha (<i>uma kungenjalo kucinisekisiwe</i>)
	Cha		
Isicelo sokufinyelela sivunyiwe. Kucinisekisiwe?	Yebo		Sincumo lesisha (<i>uma kungenjalo kucinisekisiwe</i>)
	Cha		

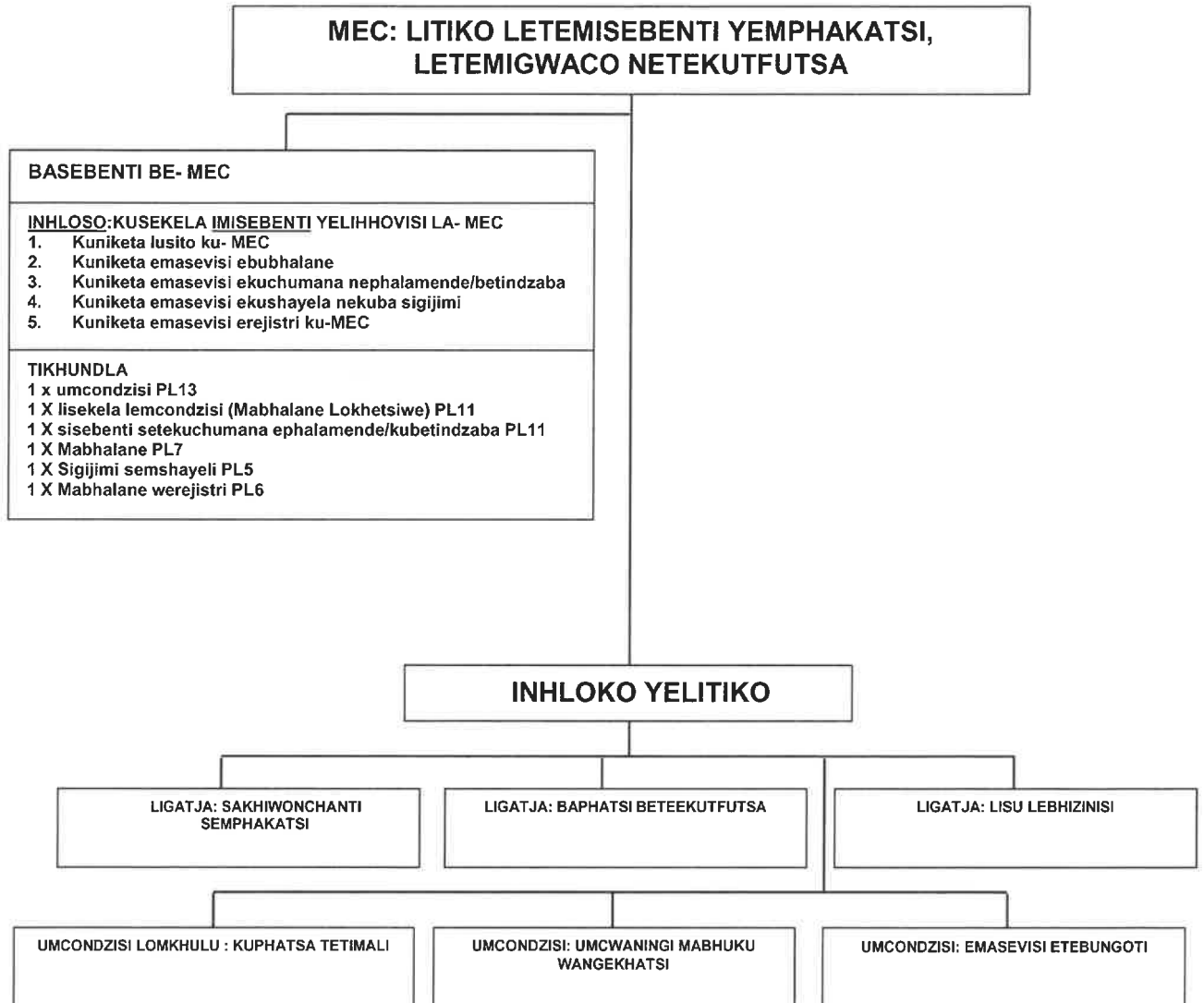
Isayinwe e- _____ nga _____ mhlaka- _____ 20

Umgunyati Lofanele

UMFANEKISOMDVWEBO WESAKHIWO SELIZINGA LELIPHAKEME



IMISEBENTI YELITIKO



LIHHOVISI LENHLOKO YELITIKO LETEMISEBENTI YEMPHAKATSI, LETEMIGWACO NETEKUTFUTSA

INHLOSO: KUSEBENTISA NGENDLELA NANGMPHUMELELO YONKHE IMISEBENTI LEHAMBISANA NETEKUTFUTSA, TEMIGWACO KANYE NESAKHIWONCHANTI SEKWAKHA

- IMISEBENTI:**
1. Kuphatsa emasevisi esakhiwanchanti semphakatsi
 2. Kuphatsa tekutfutsa Manage transport services
 3. Kuphatsa tetimali telitiko
 4. Kuphatsa emasevisi kucwaninga emabhuku angekhatsi
 5. Kuphatsa emasevisi ekuphatsa tebungoti
 6. Kuphatsa lisu lemabhizinisi

TIKHUNDLA: 1 x Supha jikelele PL16
 1 x Umcondzisi PL13
 1 x Lisekela Lemcondzisi PL11
 1 x Lisekela Lemcondzisi PL9
 1 x Mabhalane lobukene netekuphatsa/Welusito lolucondzene ne-MEC PL7
 1 x Mabhalane PL5

LIGATJA: SAKHIWONCHANTI SEMPHAKATSI

INHLOSO: KUGCINA IMISEBENTI YESAKHIWONCHANTI SEMPHAKATSI:

1. Kugcina kuniketwa kwemasevisi ephothfoliyo letheknikhali nesakhiwanchanti sekwakha
2. Kugcina kuniketwa kwesakhiwanchanti setekutfutsa kuphatsa ngendlela kanye nemasevisi ephothfoliyolatheknikhali
3. Kututfukisa nekugcina emasu ekuphatsa timphahla, tinchubomgomo, imitsetfo netinchubo
4. Kugcina kanye nekwenza kube lula kwakhiwa kwematfuba emsebeni kulabaphuyile nalabangasebeni esifundzeni ngekuniketa emasevisi emaphakatsi nahulumende. ovince through delivery of public and community services

POSTS: 1 x Lisekela Lemcondzisi jikelele PL15
 1 x Mabhalane PL5
 1 x Lisekela Lemcondzisi PL9

LIGATJA: KUPHATSA TEKUTFUTSA

INHLOSO: KUPHATSA EMASEVISI ETEKUTFUTSA IMISEBENTI:

1. Kugcina imsebeni yetekutfutsa
2. Kugcina emandla ekulawula sifundza
3. Kugcina emasevisi etekutfutsa ahulumende

SIKHUNDLA: 1 x Lisekela Lemcondzisi Jikelele PL15
 1 x Mabhalane PL5
 1 x Lisekela Lemcondzisi PL9

UMCONDZISI: KUPHATSA TEBUNGOTI

INHLOSO: KUNIKETA EMASEVISI ELIBHIZINISI IMISEBENTI:

1. Kuniketa emasevisi etekuchumana
2. Kuniketa emasevisi emtsetfo yekuphatsa
3. Kuniketa emasevisi ekuphatsa tekuvikela
4. Kuniketa emasevisi ekuhlela lokuhlanganisile
5. Kuniketa emasevisi ekuphatsa nekututfukisa tebasebenti
6. Kugcina emasevisi Eligatja laseHlanzeni
7. Kugcina emasevisi Eligatja laseBohlabelo
8. Kugcina emasevisi Eligatja laseGert Sibande
9. Kugcina emasevisi Eligatja laseNkangala

SIKHUNDLA: 1 x Lisekela Lemcondzisi Jikelele PL15
 1 x Mabhalane PL5
 1 x Lisekela Lemcondzisi PL9

UMCONDZISI LOMKHULU: WETETIMALI

INHLOSO: KUPHATSA TINDZABA TETIMALI TELITIKO

IMISEBENTI:

1. Kuniketa emasevisi ekubala timali
2. Kuniketa emasevisi ekuphatsa kubala
3. Kuphatsa kuphatfwa kwe- supply chain
4. Kuniketa emasevisi ekuphatsa

TIKHUNDLA: 1 x Sikhulu Setimali Lesisetulu PL14
 1 x Lisekela Lemcondzisi PL9
 1 x Secretary PL5

UMCONDZISI: MCWANINGI MABHUKU

INHLOSO: KUNIKETA KUCWANINGA EMABHUKU KWANGEKHATSI

IMISEBENTI:

1. Kubamba emasevisi ekucwaninga emabhuku nekucinisekisa
2. Kubamba emasevisi ekucwaninga kusebenta

SIKHUNDLA: 1 x Umcondzisi PL13
 1 x Mabhalane PL5

UMCONDZISI: KUPHATFWA TEBUNGOTI

INHLOSO: KUNIKETA EMASEVISI EKUPHATSA TEBUNGOTI

IMISEBENTI:

1. Kuhlanganisa kuphatfwa kwetebungoti
2. Kuniketa emasevisi ekucaphelisa ngeku tebungotiisk education awareness services

SIKHUNDLA: 1 x Umcondzisi PL13
 1 x Mabhalane PL5