

LITAFULA LALOKUCUKETFWE

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1. SINGENISO

Sigaba 32 seMtsetfosisekelo waseNingizimu Afrika, 1996 (Umtsetfo Nom. 108 of 1996) sendlala ngekutsi wonkhe umuntfu unelilungelo lekufinyelela atfole umniningwane longabasetandleni tembuso noma lomunye umuntfu, kuphela nangabe lowo mniningwane udzingelwa kusebentisa noma kuvikela emlungelo tsite. LoMtsetfo uchubeka wendlale ngekutsi kufuna kushatjwe umtsetfo wavelonkhe lotawucalisa lelilungelo.

I-Promotion of Access to Information Act, 2000 (Umtsefo Nom. 2 wanga 2000), lapha lochutjwa ubitwe nga"loMtsetfo" uvumela kusebenta kwelilungelo lesishayamtsetfo lekufinyelela utfole umniningwane lobanjwe ngumtimba wemmango noma umtimba wangasese, lekungumniningwane longadzingelwa kusebentisa noma kuvikela emalungelo tsite. LoMtsetfo wenaba nangemihambo lekufunwa ilandzelwe nakufakwa ticelo letinjalo temniningwane lobanjwe ngumtimba wemmango noma umtimba wangasese.

Noma kunjalo, sigaba 9 soloMtsetfo siyakubuka nekutsi lilungelo lelinjalo lekufinyelela utfole umniningwane lihambisana nemikhawulo tsite lenebulungiswa lefaka ekhatsi kepha ibe ingacini kulelelandzelko:

- Kuvikelwa lokufanele kwemfihlo;
- Kuvikelwa kweteluhwebo; futsi
- Buholi lobusebentako, lobenetisako nalobufanele.

Sigaba 14 SaloMtsetfo sibophela imitimba yemmango kutsi igcogcele ndzawonye imanuwali letawuncedzisa bantfu kutsi bakhone kufinyelela batfole imininingwane lebanjwe nguleyo mitimba yemmango. LoMtsetfo uphindze wendlale nangalokudzingekile lemanuwali lekufuna ikulandzele.

Ngako ke injongo yalemanuwali kwatisa bantfu ngendlela labangafinyelela ngayo batfole emarikhodi lebanjwe Litiko laHulumende weLubambiswano (DCoG) lapha lekuchutjwa libiwe ngekutsi "leLitiko" kanjalo ibuye ivumele nekusebenta kwesigaba 14 saloMtsetfo.

2. INJONGO

Ngekuncika kuloMtsetfo, lemanuwali ihlose kwetfula kumfakisicelo imininingwane lefanele yekuchumana kanye nemihambo yekutfola umniningwane tsite lobanjwe Litiko.

Lemanuwali iphindze izame nekuphakela umfakisicelo ngesakhiwo pheceleti, imisebenti, tinsita kanye nemniningwane weLitiko locuketfwe kwentela kuvumela umfakisicelo kutsi abone lapho angahle atfole khona umniningwane lodzingekile.

Lemanuwali iphindze inikete nmafomu ladzingekile kanye netimali tekufaka sicelo.

3. LOKUSHIYWE NGAPHANDLE

Lemanuwali imisa kuphela ngemarihodi eLitiko hhayi alamanye emagatja noma tikhungo leteyamene nalo. Tonkhe ticelo tekufinyelela utfole umniningwane waletu tikhungo noma emagatja kufuna tiffunyelwe kuNhloko yeLihhovisi leMniningwane wenhlangano lefanele.

4. LUGALELO KANYE NEMISEBENTI YELITIKO

Injongo yeLitiko

Luhlelo lwahulumende lolubumbene, loluphendvulako kanye nalolusebenta ngalokukhulu kutimisela, kufaka ekhatsi imimango kwentela kuzuza intfutfutuko lebonakalako nekuphakelwa kwetinsita kancono.

Inhloso yeLitiko

Inhloso yetfu kuchuba hulumente welubambiswano seseke onkhe emagatja ahulumente, sikhutsate tindzaba temasiko siphindze seseke tikhungo letiyincenye:

- Ngekutfutukisa inchubomgomo kanye nesishayamtsetfo lesifanele kwentela kukhutsata lubumbano etinhlelweni tekutfutuka kwahulumende kanye nekuphakelwa kwetinsita;
- Ngekungenelela lokusecophelweni, kweseka kanye nekusebentisana kwentela kuchuba kucatjwa kwemigomo yetifundza nahulumente wasemakhaya; futsi
- Kwakha luhlelo loluvumela imimango kutsi ifake sandla kuhulumente.

EmagugueLitiko

Emagugu etfu akhutsatwa migomo yetiNsita teMmango eNingizimu Afrika i-Batho Pele (Bantfu Kucala) futsi Litiko linake kakhulu kulolokulandzelako:

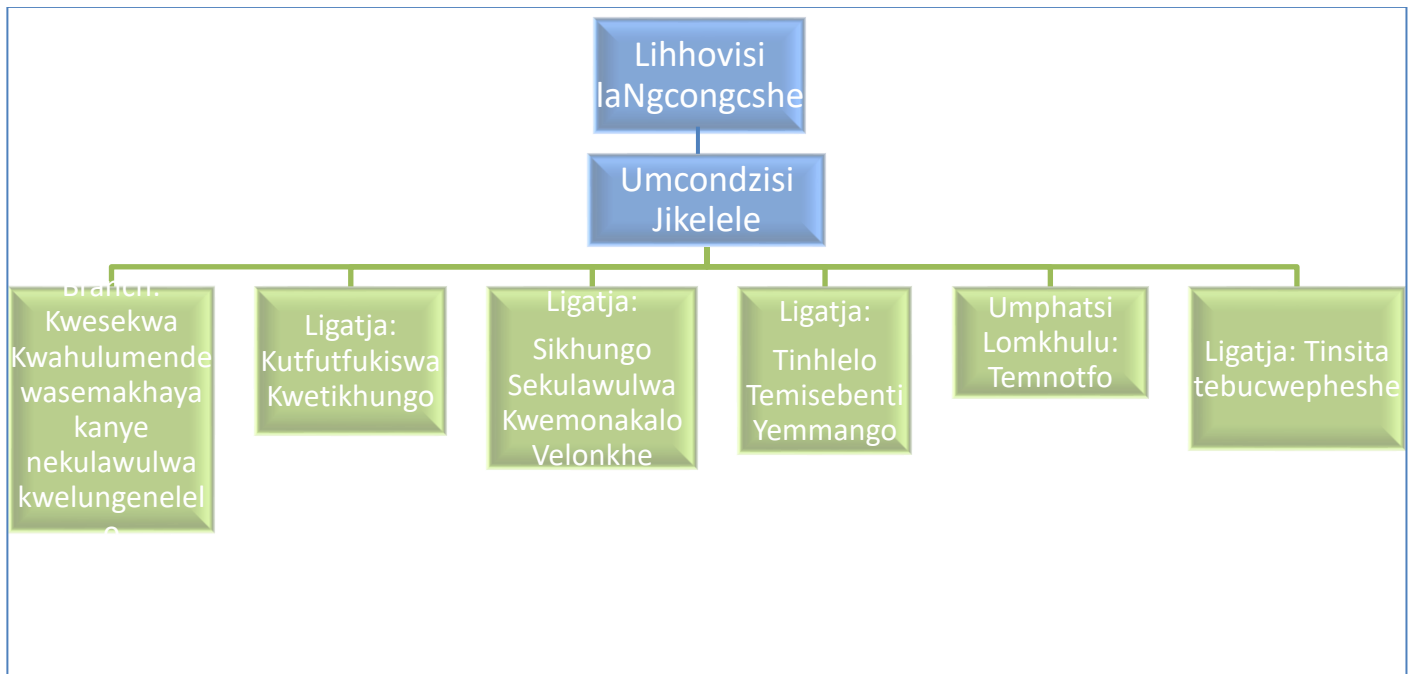
- Bucwepheshe;
- Luhlelo lwekusebenta lolukhutsata ingucuko ;
- Bulingani nelubumbano
- Kuphakelwa kwetinsita lokwetsembekile

Tinjongo teLitiko letenabile

Litiko lityamanise naletinjongo letilandzelako:

1. Kukhutsata Umbuso wentfufuko velonkhe, ngetifundza kanye nakuHulumende wasemakhaya, lekuyintfufuko leyenele, lebonakalako kanye nalesebentako ;
2. Kucinisa kutiphendvulela naHulumende lohlobile
3. Kusheshisa ekuncedziseni ngetinsita kanye nasekwesekeni labo labangenaluvo
4. Kukhutsata intfufuko yebulingani, lubumbano kanye nekusukumisa ummango
5. Kucinisa Umtsamo wekusebenta kweLitiko kuze likwati kwenta imisebenti lelentiwe yona

Sakhiwo senhlangano lesiphakeme



Tinjongo telitiko tizuzwa ngekwaletinhlelo letilandzelako:

Imisebenti	Inchazelo
kwesekwa kwaHulumende wasemakhaya kanye nebuholi lobungenelelako	Kuhlanganisa kubuyiswe siseko kuHulumende neLitiko kwentela kwacha lushintjo.
Inchubomgomo neSishayamtsetfo	Kuhlathiya kuphindze kwakhiwe nechubomgomo kuze kuletfwe intfutuko kabanti kuHulumende wasemakhaya kanye nasetimeni tekuhlela kanye naHulumende weLubambiswano.
Kutfufukiswa kweSikhungo	Kwakha sikhungo lesicinile ehlelweni lwahulumende wasemakhaya ngekutfufukiswa kwetinhlelo, kuciniswa kwemakhono kanye nemali lengenako.
Inkambu yekulawulwa kwemonakalo Velonkhe	Kwakha Luhlelo lolubumbene naloluchumene lwekuvimbela umonakalo, kunciphisa kanye nekulawulwa tingoti.
tinhlelo temisebenti yemango	Kubuka timiso tematfuba emsebenti kubo bonkhe bomasipala kwentela kucinisekisa kutfufuka kwemimango.
Temnotfo	Kubuka timiso tetinsita tekulawulwa kwetemnotfo lokucacile ngekuhambisana nemitsetfo leshatjiwe.
Tinsita tebucwepheshe	Kubuka tisombululo letichumene naletibuyeketiwe kuvumela Litiko lizuze tinjongo tekusebenta kwalo.

Tinsita letiphakelwa Litiko :

Onkhe emagatja eLitiko akhe tinhlelo tesikhashana letendlala ngeligalelo lalelo nalelo gatja ekuzuzweni kwetinjongo teligatja tebucwephesha. Lemiculu yebucwepheshe leyenabako iyatfolakala ngekuwelwa.

5. IMININGWANE YEKUCHUMANA

5.1 Inhloko yeLihhovisi leMningwane

UMCONDZISI JIKELELE	LUCINGO	IFEKISI	IMEYILA
Ms Avril Williamson	(012) 334 0518	086 558 0479	Avrilw@cogta.gov.za

5.2 BoSekela Nhloko beLihhovisi leMningwane

DIO	LUCINGO	IFEKISI	IMEYILA
Mr Themba Fosi	(012) 334 0800	086 558 0479	ThembaF@cogta.gov.za
Ms Thinavhuyo Skosana	(012) 334 4883	086 558 0479	ThinavhuyoN@cogta.gov.za
Ms Manahano Mokone	(012) 336 5813	086 558 0479	ManahanoM@cogta.gov.za
Dr Mmaphaka Tau	(012) 334 4602	086 558 0479	MmaphakaT@ndmc.gov.za

5.2 Emakheli

LIKHELI LASEPOSINI	LIKHELI LENDZAWO	IWEBHUSAYITHI
<i>The Information Officer Department Cooperative Governance Private Bag x 804 PRETORIA 0001</i>	<i>The Information Officer Department Cooperative Governance 87 Hamilton Street Arcadia PRETORIA</i>	www.cogta.gov.za

6. UMHLAHLANDLELA WESIGABA 10 NGEKUSETJENTISWA KWALOMTSETFO

Sigaba 10 saloMtsetfo sibophela iKhomishana yeMalungelo eLuntfu ngemsebenti wekugcogcela ndzawonye kuto tonkhe tilwimi letisemtsetfweni umhlahlandlela locuketse lwati ngekusetjentiswa kwalomtsetfo ube ngendlela levisiseka kancono, njengobe loko kungadzingwa ngumuntu lofise kusebentisa lilungelo tsite lelendlalwe kuloMtsetfo. Lomhlahlandlela washicilelwa tingu-15 Ingci 2003. Ngetimiso, Ngcongcoshe wagunyata lkhomishana sikhatsi lesengetiwe kuze kuye ku-31 Ingci 2004 kutsi ishicilele lomhlahlandlela.

Yonkhe imibuto lemalungana nalomhlahlandlela kufuna icondziswe ku:-

*The South African Human Rights Commission,
At PAIA Unit (The Research and Documentation Department).
Private Bag X2700, HOUGHTON, 2041;
Inombolo yelucingo: 011 484 8300;
Inombolo yefekisi: 011 484 1360
Iwebhusayithi: www.sahrc.org.za
Likheli lemeyila: paia@sahrc.org.za*

7. KUFINYELELA KUMARIKHODI LABENJWE LITIKO

7.1 Tigaba temarikhodi lobanjwe Litiko

1. Kulawulwa kwemagatja

Lesigaba sibuke kakhulu umniningwane lomalungana nekuLawulwa kanye nemiculu yeLitiko kanye nemagatja alo. Loluhlobo lwemniningwane lolufakwe ngaphasi kwalesigaba tinhlelo tebhizinisi kanye nendlela emagatja asebentisa ngayo imali kanjalo nembiko wenchubekelaphambili, imihambo kanye nenchubomgomo yangekhatsi yeLitiko.

2. kulawulwa kweteluchumano nalabatsintsekako

umniningwane wekulawulwa kweteluchumano ufaka ekhatsi umniningwane lomalungana nabo bonkhe labaneluvo kanye nebatsengi kanjalo nebudlelwano emkhatsini wabo neLitiko kanye nekusebentisana kwabo. Ticelo, ticelo tesimo kanye netikhalo letiphakanyiswa ngulabaneluvo noma batsengi nako kuyogcinwa njengemniningwane wekuchumano.

3. Kulawulwa kwetemnotfo nebasebenti

loku kufaka ekhatsi umniningwane weLitiko ngetemnotfo lokufana neluhlelotimali, kusetjentiswa kwetimali lokucatsaniswa nekuhlelwa kwato, kanjalo nesimo semnitfo kutinzuziso letihlelelwe. Lomniningwane uyamene ngco nemiholo kanye nekutsengwa kwetintfo. Umniningwane ngetisebenti weyamene nemiholo, kutsatfwa kwemalanga, emakhono kanjalo netinhlelo tekutfufuka letentelwe bantfu, kanjalo futsi ngetinjongo tangamunye ngamunye kanye nekusebenta kwabo. .

4. Baphakeli Nemakhono

Lesigaba sifaka ekhatsi umniningwane malungana nebaphakeli bemakhono kanye netinsita kuLitiko kanjalo nesimo seBEE senhlangano noma bantfu labanjalo. Lomniningwane wakha incenye yemniningwane wekutfolwa kwetidzingo teLitoko.

5. kulawulwa kwetinhlelo/phrojekthi

lomniningwane umalungana netinhlelo kanye nemaphrojekthi eLitiko lahlukani kufutfo yesipho sesabelotimali, imicimbi yetinhlelo teLitiko. Loku kufaka ekhatsi kuhlela, luhlelotimali, kulawula, lokungatfolwa kanye nemniningwane yemiphumela..

6. Kulawulwa nebugcwetha
Litiko lilawula luhlu lwemitsetfo, timiso kanye nenchubomgomo. Kwengeta, Litiko linemarikhodi emacala etemtsetfo layamene netindzaba tahulumende welubambiswano.
7. Inchubomgomo
Kuneluhlu lwemigomo lolweyamene netici tahulumende wasemakhaya letihola tento nekungenelela kwelitiko. Lemigomo ibuyeketwa njalo futsi yakha incenye yesakhiwonchanti sekulawulwa kwemningwane. Imigomo yekusebenta nayo iyatfolakala nge-inthanethi kuto tonkhe tisebenti telitiko, kuze batijwayete ngemisebenti yawo onkhe emagatja kanye nelushintjo tsite lolungaba nemtselela tsite emisebentini yabo .
8. Hulumente weTifundza
Lesigaba semarikhodi seyamene nekulawulweni kwetimali kanye nekulinganiswa kwetakhiwo tetifundza, buholi kanye nemisebenti yetimali, kanjalo nekubukwa kulawulwe hulumente wasemakhaya .
9. Kulwa nenkhohlakalo
lolu lwati lolumalungana netimiso kanye nekwesekwa kwekulawulwa kwekulwisana nenkhohlakalo kuba.
10. Kutfutukiswa Kwetakhiwo Nemnotfo
Lamarikhodi amalungana nemfutuko nekubuyeketwa kwesakhiwonchanti setemnotfo kanye netimiso tekweseka kulunganiswe intfutuko yemnotfo wasemakhaya . loku kuphindze kufake ekhatsi emarikhodi ngekuhlela nekwesekwa kwentfutuko yetemnotfo kutigaba tetifundza nasemakhaya.
11. Kulawulwa kwemonakalo Velonkhe
Loluhlobo lwemarikhodi luyamene nekuhlelwa, intfutuko kanye nekucatjwa kwesakhiwonvhanti nekulawulwa kwemonakalo velonkhe .

7.2 Tishicilelo letitfolakalako

Umbiko wangemnyaka
IMitsetfo
IMitsetfosivivinyo
Tinchubomgomo
Tinhlelo Tebucwepheshe
Sakhiwonchanti sebucwepheshe sesikhashana
Sakhiwonchanti sentfutuko lesibumbene (IUDF)
Lisu Lekucalisa i-IUDF
Timphepha temvelaphi ye-IUDF
Umculu Wetinhlelo Tekubuyela Emaswini Lasisekelo
Ingcungcutsela yaHulumente Wasemakhua –Kubuyela kuSisekelo

7.3 Tigaba temarikhodi latfolakala eTikweni ngaphandle kwekufaka sicelo

Wonkhe umniningwane lotfolakala kuwebhusayithi yeLitiko www.cogta.gov.za
[umniningwane njengobe wendlalwe eFomini C laleManuwali](#)

8. INCHUBO YEKUFAKA SICELO

8.1 Umhambo

Kuze kubukwe sicelo semningwane ngekweMtsetfo wekuFinyelela kuMningwane, kucaliswe lemihambo letilandzelako ngekhati kweLitjo :

Sigaba1: Umhambo wekufaka sicelo

Umfakisicelo nakafuna umningwane kufuna agcwalise lifomu lekufaka sicelo (lelingahlolwa ku-Annexure A) abese ulitfumela kulamakheli lalandzelako:

NGELIPOSI	NGESANDLA	NGEFEKISI
<i>The Information Officer Department Cooperative Governance Private Bag x 804 PRETORIA 0001</i>	<i>The Information Officer Department Cooperative Governance 87 Hamilton Street Arcadia PRETORIA</i>	The Information Officer 086 558 0479

Njengokusho kwaloMtsetfo imali lenganga-R35.00 kufuna ihambisane nesicelo semningwane uma ngabe kungesiso sicelo semningwane locondzene nawe.. uma ngabe ufise kuyotibhadalela ngco, kuyawudzingeka uyibhadale ngendlela yelisheke noma uyifake ku-akhawunthi yekubhanga yeLitiko (bufakazi bekutsi ubhadele kufuna buyanyaniswe nelifomu lekufaka seicelo):

Libhange: *South African Reserve Bank*

Ligama le-akhawunthi: *Cooperative Governance and Traditional Affairs*

Inombolo ye-Akhawunthi: 00080332382

Ikhodi yeLigatja: 910145

Luhlobo lwe-akhawunthi: *Paymaster General Account*

Umuntu Longachumana Naye: Josias Moloto

Imeyila: Josiasm@cogta.gov.za

Lucingo: 012 334 0909

Sigaba 2: Kucinisekisa nekuvuma kwemukelwa kwesicelo

INhloko yeLihhovisi leMniningwane yeLitiko uyawemukela ibese icinisekisa sicelo ngekuhlola kutsi lomniningwane lodzingekile ukhona yini kuleLitiko. Kulapho ke sicelo siyawemukelwa khona noma sicitfwe, noma ke sitfunyelwe kubagcini labafanele balowo mniningwane loceliwe. Emuva kwako konkhe loko kuyawubese kutfunyelwa satiso lesivuma kwemukelwa kwesicelo siye kumfakisicelo, lesiyawumendlalela ngemphumela wesicelo sakhe. .

Sigaba3: Kulungiswa kwemniningwane loceliwe

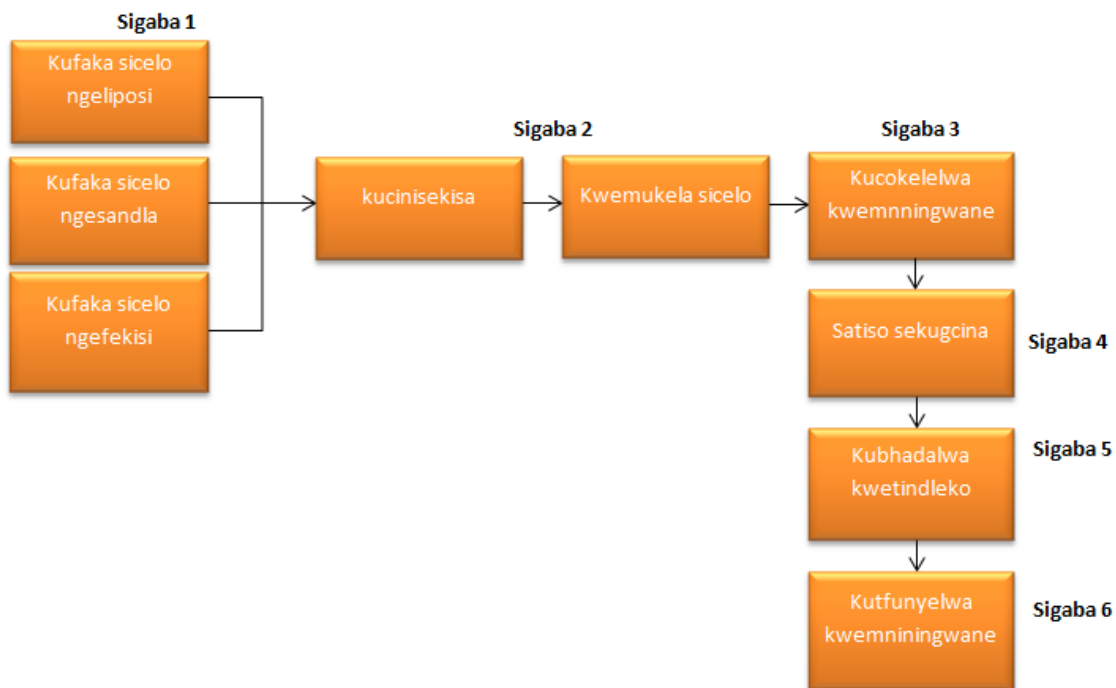
Lapho kwemukelwe sicelo, Litiko liyawuhlanganisa libuye lilungise lowo mniningwane libese libala tonkhe tindleko letifanele taleso sicelo (ungabona indzima 8.2).

Sigaba 4: Satiso sekugcina

Umfakisicelo utawatiswa nasekuphetfwe ngesicelo sakhe, atiswe kanjalo nangemali lesele lekufuna ayibhadale Litiko..

Sigaba 5 Nesigaba 6: Kubhadala nekutfunyelwa

Nasekubhadelwe imali yemukelwa njengobe kwendlalwe esigabeni 4 (ngekulandzelwa kwemhambo wekubhadala loshiwo esigabeni 1), umniningwane uyawubeswe uniketwa umfakisicelo.



Umniningwane Jikelele

Umuntfu lofise kutfola ligunya lekufinyelela atfole likhodi lelibanjwe Litiko kufuna agcwalise lifomu lesicelo lelicuketfwe Lifomu A la annexure B kumtsetfotimiso losatjalaliswe ngaphasi kwaloMtsetfo, uphindze ucuketfwe njenge-Appendix A kulemanuwali. Lomtsetfotimiso (kanye nesigaba 18 saloMtsetfo) kuudzinga kutsi umfakisicelo anikete lomningwane lolandzelako

- Umniningwane wemuntfu locela ligunya lekufinyelela kumarikhodi
- Umniningwane waloyo locelelwa umniningwane
- Umniningwane wemarikhodi kufinyelela lekutawugunyatelwa wona
- Indlela yekufinyelela ledzingekile, sib. Ngekwembhalo noma ngekuphrinta, ngekwendlela lefundzeka ngemishina noma ngangcondvomshina, njll.
- Likheli lemfakisicelo laseposini noma inombolo yakhe yefekisi
- Kushiwo lulwimi emarikhodi ladzingwe ngalo uma ngabe kudzingekile
- Kushiwo indlela umfakisicelo lafuna kwatiswa ngayo malungana nemphumela noma sincume lesitsetfwe ngesicelo sakhe sekufinyelela kumarikhodi latsintsekako .

Sonkhe sicelo lesemukeliwe siyawubukwa ekhatsi kwemalanga langu 30 ekumukelwa kwaso, ngaphandle uma ngabe sinemigomo lekhetsekile lenganetisa Inhlalo yeLihhovisi leMniningwane, leto timo ngito letishoko kutsi lesikhatsi lesingenhla silandzelwe nobe cha. Lesikhatsi semalanga langemashumi lamatsatfu Litiko lekufuna lincume ngaso malungana nekugunyatwa nobe kuncatjelwa kwesicelo singangetwa ngesikhatsi lesingedluli emalangenini lalishumi nakutsatfu uma ngabe lesicelo sisemningwane lobanti longete wakhona kulungiswa ngemalangangemashumi lamatsatfu. Nakwentekile sangetwa sikhatsi lesinjalo Litiko litawatisa umfakisicelo ngesincumo lesinjalo.

Uma ngabe sicelo sifakelwe lomunye umuntfu, loyo lofaka lesicelo kufuna anikete bufakazi lebuyawunetisa Inhlalo yeLihhovisi leMniningwane .

Uma ngabe umuntfu angakhoni kugcwalisa lifomu lelincunyiwe ngoba angakafundzi noma anakukhubateka, loyo muntfu angafaka sicelo sakhe ngenkhulamo yemlomo. Inhlalo yeLihhovisi leMniningwane yeLitiko iyawubese isibhala phasi efomini lelincunyiwe leso sicelo, abese uniketa umfakisicelo ikhophi yaso.

8.2 Timali

LoMtsetfo wendlala ngetinhlobo letimbili tetimali, letibitwa ngekutsi:

- Imali yesicelo, lekuyimali lebekiwe lebhadalwa nguyeye wonke umfakisicelo, kepha hhayi loticelela umniningwane ngaye.
- Imali yekufinyelela lebalwa ngekubuka tindleko tekukhicita, kuphenya kanye nesikhatsi sekulungisa konkhe loko netindleko takhona, kanjalo netindleko teliposi.

Nasekasitfolile sicelo Nhlalo weLihhovisi, ngesatiso:

- Uyawudzinga kutsi umfakisisicelo akhokhe imali yekucela lencunyiwe kuze achubeke netinhlelo tekulungiswa kwaleso sicelo.
- Uma ngabe kuphenywa kwelirikhodi lelidzingekeko sekweniwe kanye nekulungiswa kwekukhishwa kwalo, kufaka ekhatsi emalungiselelo ekutfolakala kwalongelifomu lelincunyiwe kudzinga emahora langetiwe kunalawa lancunyelwe loko kumtsetfotimiso, Inhloko yeLihhovisi leMniningwane kudzingeke yatise umfakisisicelo ngekutsi kufuna abhadale incenye yemali legunyata kufinyelela njengedibhozithi, leyawubhadalwa lapho sicelo sivumyelwe.
- Inhloko yeLihhovisi leMniningwane iyabamba lelo rikhodi kuze kufike sikhatsi lapho khona umfakisisicelo sekabhadale leyo mali njengobe kwendlalwe esigabeni 8.2.1
- Umfakisisicelo logunyatwe kufinyelela kumniningwane kuyawudzingeke abhadlale imali yekufinyelela, yekukihicita, kuphenya kanye kanye nekulungiswa, phindze neyaso sonkhe sikhatsi lesidzinge ngemuva kwekweca emahora labekwelwa kuphenya nekulungiswa kwelirikhodi lekufuna likhishwe, kufaka ekhatsi kwenta emalungiselelo ekulenta litfolakale ngendlela lelifelwe ngayo.
- Lapho idibhozithi seyibhadelwe kepha kufinyelela kuncatjewla, Inhloko yeLihhovisi leMniningwane kudzingeke ibuyisele leyo dibhozithi kumfakisisicelo.

8.2.1 Timali ngekwemitimba yemmango

Kwentela tinjongo tesigaba 22(2) saloMtsetfeto lolokulandzelako kuyasebenta:

INCHAZELO	LINANI (R)
Imali yesicelo lekucondziswe kuye kumtsetfosimiso 7(2) lebhadalwa nguye Wonkhe umfakisisicelo ngaphandle kwalona loticelela umniningwane locondzene naye	35.00
Ikhophi yemanuwali njengobe kubekwe kuMtsetfosimiso 5(c) (yonkhe ikhophi yelikhasi i-A4 noma incenye yalo)	0.60
Imali yekukhucita lekucondziswe kuyo kumtsetfosimiso 7(1) ingalendlela lelandzelako:	
1) Yonkhe ikhophi yelikhasi i-A4 noma incenye yalo	0.60
2) Yonkhe ikhophi lephrintiwe yelikhasi	0.40
3) Yekhophi lengendlela lefundzeka ngangcondvomshina a) Sicophilawati sangcondvomshina b) Sicophilwati lesejwayelekile (CD) (lesingendlela lefundzekako)	5.00 40.00
4) Kukotjwa kwetifombe letibonwako a) Likhasi i-A4 noma incenye yalo b) Ikhophi yetifombe letibonakalako	22.00 60.00
5) Yekukotjwa kwemsindvo locoshiwe a) likhasi i-A4 noma incenye yalo b) Ikhophi yemsindvo locoshiwe	12.00 17.00
Imali yekufinyelela lebhadalwa ngumfakisisicelo lekucondziswe kuye kumtsetfosimiso 7(3) ingalokulandzelako:	
1) Yayo yonkhe ikhophi yeliphepha lelikhasi i-A4 noma incenye yalo	0.60

2) Yonkhe ikhophi leprinyhiwe yelikhasi i-A4 noma incenye yalo lobanjwe kungcondvomshina noma kumishina tsite	0.40
3) Yekhophi lengendlela lefundzeka ngangcondvosmhina ku c) Sicophilwati sangcondvomshina d) Sicophilwati lesejwayelekile(CD) (lesingendlela lefundzekako)	5.00 40.00
4) Yekukotjwa kwetifombe letibonwako, kwelikhasi i-A4 noma incenye yalo	22.00
5) Yekhophi yetitfombe letibonwako	60.00
6) Yekukotjwa kwemsindvo locoshiwe c) Likhasi i-A4 noma incenye yalo d) Ikhophi yemsindvo locoshiwe	12.00 17.00
Kuphenya kulungiswe kukhishwa kwelirikhodi, kungabalwa lihora lekucala lekungulona lentelwa kuphenya nekulungisa lokunjalo	15.00 lihora ngalinye noma incenye yalo
Imali yekuposa lefanele ibhadalwa lapho ikhophi yelirikhodi kudzingeke itfunyelwe kumfakisicelo. Imali yekuposa ihambisa nemtsamo wekuposa lofanele ngekwendzawo lapho liposi liya khona.	imali lefanele

8.2.2 Kukhululwa kanye netincomo kwentela tinjongo tesigaba 22(8)

Labantfu labalandzelako bakhululiwe ekukhokheni imali yelufinyelela njengobe kushiwo esigabeni 22(6) saloMtsetfo:

- Umuntfu longakashadi lohola imali lengephasi kwa R14, 712.00 ngemnyaka ngemuva kwato tonkhe letinye tindleko takhe. .
- Bantfu labashadile labenemholo longedluli R27,192.00 ngemnyaka.

Kuphindze kutfolwe nekutsi:

- Lapho tindleko tekucokelela yonkhe imali leshiwo esigabeni 22 saloMtsetfo, tedlula imali lebitiwe, leyo mali ayisebenti.
- Imali yekufinyelela leshiwo esigabeni 22(8) ayisebenti nakulirikhodi lelcondzene nemfakisicelo.
- Imali yekufaka sicelo leshiwo esigabeni 22(1) saloMtsetfo kanye nemali yekufinyelela leshiwo esigabeni 22(6) saloMtsetfo ayisebenti nakulirikhodi lelcelwe Inhloko yeLihhovisi lekunakekela noma umphenyi wekunakekelwa ngetinjongo teluphenyo ngekunakekela ngekwetimiso te-Maintenance Act, 1998 (Umtsetfo Nom. 99 wanga 1998) noma Umtsetfotimiso lowentiwe ngaphasi kwesigaba 44 saloMtsetfo..

9. KUVUNYELWA/KUNCATJELWA KWESICELO

9.1 Kuncatjelwa kwesicelo

Tizatfu lekungutona Litiko lingancabela ngato sicelo semningwane teyamene naloku:

- Sibopho sekuvikelwa kwemfihlo yemuntfu wesitsatfu lekungumuntfu ngco, lapho sicelo sendlala ngalokungacaci tizatfu tekukhishwa kwemningwane lonjalo lomalungana naloyo muntfu wesitsatfu;
Kepha ke, lirikhodi ngete kwancatjwa ngalo uma ngabe licuketse lwati:
 - Malungana nemuntfu wesitsatfu lovume ngembhalo agunyata kukhishwa kwemningwane lonjalo
 - Leniketwe umtimba wemango nguloyo muntfu lomalungana naye, kwatiswa futsi naloyo muntfu ngaphambi kwekukhishwa kwemningwane lonjalo, futsi nangabe lowo mningwane usehlwini lwemningwane lesevele itfolakala emmangweni.
 - losovele watiwa emmangweni.
 - Umalugana nesimo semphilo yaloyo lonakekelwa ngumfakisicelo, futsi longephasi kweminyaka lengu 18 noma longakwati kuvisisa luhlobo lwalesicelo, futsi kukhishwa kwalowo mningwane kutawube kwemtelwa kuncedzisa loyo muntfu.
 - Malungana nemuntfu losashonile futsi loyo lofaka sicelo kube kungulosondzelene nemufi, noma kube kungumuntfu lowenta lesicelo ngemvumo yaloyo losondzelene nemufi
 - Malungana nesisebenti semtimba wemango, futsi lowo mningwane nesikhundla noma imisebenti yaloyo muntfu. .
- Sibopho sekuvikelwa kwemningwane wetekuhweba wemuntfu wesitsatfu, uma ngabe lelirikhodi litfwele: umningwane ngetimfihlo ngekuhweba, ngetemnotfo nangetesayensi, uma ngabe kuvetwa kwelirikhodi lelinjalo kungahle kulimate tinjongo taloyo muntfu wesitsatfu kuteluhwebo. ;
Noko ke lirikhodi ngete kwancatjwa ngalo uma ngabe licuketse umningwane :
 - Losovele watiwa emmangweni.
 - Longemuntfu wesitsatfu lovume ngembhalo wagunyata kutsi likhishelwe loyo lolicelako.
 - Malungana nememphumela wekuhlolwa kwendzawo noma umkhicito tsite noma lolunye luphenyo lolwentiwe noma esikhundleni semuntfu wesitsatfu; lapho kukhishwa kwemningwane lonjalo kuyowuvundvulula kuphepha lokukhulu noma bungoti bendzawo tsite...
- Umniningwane umuntfu wesitsatfu lawuvetele sikhungo njengaloyimfihlo, uma ngabe kukhishwa kwemningwane lonjalo kungahle kucekele phasi loyo muntfu wesitsatfu kumincintiswano yeteluhwebo noma tingogco;
Kepha ke, lirikhodi ngete lancatjelwa uma ngabe litfwele umningwane :
 - Losovele watiwa emmangweni

- Longemuntfu wesitsatfu lovume ngembhalo wagunyata kutsi likhishelwe loyo lolicelako.
- Sibopho sekuvikelwa kwemningwane lomcoka webantfu besitsatfu uma ngabe uvikelwe esivumelwaneni;
- Sibopho sekuvikela kuphepha kwebantfu tsite kanye nekuvikelwa kwemphahla;
- Sibopho sekuvikelwa kwemarikhodi latsatfwa njengalabe mcoka etinchubeni tsite tebugcwetha;
- Tinhlelo teluhwebo teLitiko, letingafaka ekhatsi umningwane ngetimfihlo ngekuhweba, ngetemnotfo kanye nangetesayensi. Uma ngabe kuvetwa kwelirikhodi lelinjalo kungahle kutsikabete tinjongo teLitiko kumincintiswano yetekuhweba noma tingcogco, *Kepha ke, lirikhodi nqete kwancatjwa ngalo uma ngabe letfwele umningwane:*
 - Losovele watiwa emmangweni.
 - Walomunye umtimba wemmango noma lomalungana nawo, kepha kube kungesiwo lona lekweniwe kuwo sicelo, kuohela uma ngabe lowo mmango uvumile ngembhalo wagunyata kukhiswa kwalowo mningwane uniketwe umfakisiselo.
 - Malungana nemiphumela yemkhicito tsite noma kuhlolwa tsite kwenzawo noma timphneyo (ngaphandle kweluhlolo lolusasuka) letiphakelwe kumtimba wemmango, noma leminyane imiphumela yeluhlolo lolunjalo noma luphenyo lolunjalo lolwentelwe egameni lemtimba wemmango, kuvetwa kwawo lokungahle kudzalule bungoti tsite bendzawo ngetekuphepha.
- Luhlelokusebenta lwangcomshina lweLitiko, futsi loluvikelwe ngekwemtsetfo we-Copyright.
- Umniningwane weLucwaningo weLitiko noma wemuntfu wesitsatfu, uma ngabe ufaka ekhatsi kuvetwa kwelitiko, libito lemcraningi noma loku lekucwaningwe ngako futsi nangabe kuvetwa lokunjalo kutawutsikabeta nalolo cwaningo, .
- Ticelo temningwane letingenamsebenti walutfu naletingekho mcoka, noma letifaka ekhatsi kuntjintjwa kwetimo lokungenatizatfu leticinile kufuna tincatjelwe.

Sibopho sekukhipha lesitawuncedzisa ummango

Ngekungatsikanyetwa nguletimiso tekwencaba letishiwo, Inhloko yeLihhovisi leMningwane kufuna ivumele sicelo sekufinyelela erikhodini leLitiko uma ngabe kukhishwa kwelirikhodi lelinjalo kutawudzalula bufakazi:

- Kwephula noma kungahambisani nemtsetfo, noma bungoti bendzawo noma kuphepha kwemmango; kantsi bumcoka bemmango ekukhishweni kwalelirikhodi behlula sisindvo semonakalo loshiwo ngaphasi kwetimiso tekuncaba.

9.2 Sikhalo sekubuyeketa

Umfakisiselo angafaka sikhalo sekubuyeketwa kwangekhatsi malungana nesincumo seNhloko yeLihhovisi leMniningwane

- Lesencabela sicelo lesigunyata kufinyelela;
- Lesimalungana nemali yesicelo, idibhozithi kumali yesicelo, noma imali yekufinyelela
- Malungana nekwengetwa kwesikhatsi sekubukwa kwesicelo
- Malungana nekufinyelela lekuniketwa ngaleny indlela ngaphandle kwalena leceliwe.

Umuntfu wesitsatfu angafaka sikhalo sekubuyeketwa kwangekhatsi malungana nesincummo seNhloko yeLihhovisi leMniningwane kutsi imvumele ligunya lekufaka sicelo sekufinyelela.

Indlela yesikhalo sekubuyeketa, kanye netimali tesikhalo sekubuyeketa

Sikhalo kufuna sifakwe ngelifomu lelincumyiwe (hlola *Appendix B*) ekhatsi kwemalanga langu-60; uma ngabe kudzingeke satiso lesiya kumuntfu wesitsatfu leso satiso sesikhalo kufuna sitfunyelwe ekhelini leNhloko yeLihhovisi leMniningwane weLitiko ngekwefekisi noma ngemeyila ekhatsi kwemalanga langu 30ngemuva kwekuniketwa kwemfakisikhalo incwadzi ngesincumo lakhala ngaso; noma lapho satiso singakadzingeki kumfakisikhalo.

Kufuna sendlale ngesihloko sekubuyeketa kanye netizatfu takhona, ingangeta futsi nalomunye umniningwane lofanele lowatiwa ngumfakisikhalo;

Kwengeta emphendvulweni lebhaliwe, uma ngabe umfakisikhalo afise kwatiswa ngaleny indlela malungana nesincumo ngesikhalo sakhe, kuyawudzingeka kutsi ayisho leyo ndlela abese uniketa neminingwane yayo lefanele kuze atiswe ngalokunjalo.

lapho kudzingeke khona sikhalo kufuna sihambisane nemali yesikhalo lencunyiwe, futsi kufuna sichaze likheli leliposi noma inombolo yefekisi.

uma ngabe sikhalo sekubuyeketa sifakwe sekudlule sikhatsi lesishiwo, Ngcongcoshe waHulumende weLubambiswanonoma umuntfu locokwe nguNgcongcoshe ngekwembhalo kudzingeke avumele leso sikhalo sekubuyeketa ngemuva kwekutfola tizatfu letenetisako. Uma ngabe Ngcongcoshe asencabelo leso sicelo lesesedlulelwe sikhatsi; kudzingeke atise loyo muntfu lofake sicelo ngesincumo sakhe. .

Umfakisiselo lofaka sicele sekubuyeketa ngekuncatjelwa ligunya lekucela kufinyelela kufuna abhadale imali yekufaka sicelo sekufinyelela lencunyiwe. Sincumo ngesikhalo sekubuyeketa singahleliswa kuze kubhadalwe imali yesicelo lesinjalo lapho uma ngabe kudzingekile kutsi ibhadalwe.

Masinyane ngemuva kwekwemukelwa kwesikhalo, ekhatsi kwemalanga lalishumi (10) ekusebenta Inhloko yeLihhovisi leMniningwane kufuna itfumele kungcongcoshe noma kumuntfu locokwe nguNgcongcoshe ngembhalo, leso sikhalo sihambisane netizatfu takhe malungana nesincumo lesitsintsekako; futsi lapho sikhalo simelana nekuncatjelwa noma kugunyatwa kwesicelo sekufinyelela, kkuniketwe futsi neligama, Likheli laseposini, Inombolo yelucingo neyefekisi kanjalo nemeyila, njll kwemuntfu wesitsatfu lekufuna atiswe malungana nesicelo.

10. LITAFULA LELENDLALAKO

LIFOMU A

SICELO SEKUFINYELELA UTFOLE LIRIKHODI LEMTIMBA WEMMANGO

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

(Umtsetfo Nom. 2 wanga 2000)

[Umtsetfotimiso 6]

KUGCWALISA LITIKO

Inombolo yekucondzisa:

Sicelo semukelwe ngu(sikhundla kumbuso, Ligama nesibongo seNhloko yeLihhovisi leMniningwane noma Sekela Nhloko weLihhovisi leMniningwane) tingu (lusuku) enszaweni yase(indzawo).

Imali yesicelo (nayikhona) R

Idibhozithi (nayikhona) R

Imali yokufinyelela R

KUSAYINA INHLOKO YELIHHOVISI LEMNININGWANE NOMA SEKELA NHLOKO WELIHHOVISI LEMNININGWANE

A. Umniningwane wemtimba wemmango

Inhloko yeLihhovisi leMniningwane/Sekela Nhloko weLihhovisi leMniningwane:

B. Umniningwane wemuntfu locela kufinyelela atfole lirikhodi

- Umniningwane wemuntfu lofise kufinyelela atfole lirikhodi kufuna uniketwa lapha ngentasi*
- Likheli kanye/noma inombolo yefekisi yalapho umniningwane kufuna utfunyelwe khona kufuna kuniketwe.*
- Kuyanyaniswe nebufakazi betizatfu letigunyata kwentiwa kwalesicelo nabukhona.*

Emagama onkhe nesibongo: _____

Inombolo yamatisi: _____

Likheli laseposini: _____

Inombolo yefekisi: _____

Inombolo yelucingo: _____

Likheli lemeyila: _____

Umtsamo nesizatfu lesigunyata kwentiwa kwalesicelo, uma ngabe sentelwa lomunye umuntfu:

C. Iminingwane yemuntfu lofakelwa sicelo

Lenzawo igcwaliswa KUPHELA uma ngabe kucelwa kwemningwane kwentelwa lomunye umuntfu.

Emagama onkhe nesibongo: _____

Inombolo yamatisi: _____

D. Umniningwane welirikhodi

- a) *Niketa ngalokuphelele umningwane welirikhodi lelifelwako, kufaka ekhatsi inombolo yalo yekucondzisa uma ngabe uyati khona litotfolwa malula.*
- b) *Uma ngabe sikhala lesiniketive singaneli, ungacedzela kulelanye liphepha ubese uliyamanisa nalelifomu. **Onkhe emaphapha langetiwe kudzingeke asayindwe ngumfakisicelo.***

1. Kuchazwa kwelirikhodi noma incenye yalo lebalulekile:

2. Inombolo yekucondzisa nayikhona: _____

3. Lomunye umningwane welirikhodi nawukhona:

E. Timali

- a) *Sicelo sekufinyelela utfole lirikhodi siyawunakwa kuphela ngemuva kwekubhadalwa kwemali yesicelo, ngaphandle nangabe kulirikhodi lelicuketse umningwane ngco malungana netikhungo.*
- b) *Utawatiswa ngemali yesicelo lekufuna ibhadalwe.*
- c) *Tindleko tekufinyelela utfole lirikhodi tehluka ngekwendlela lofise kufinyelela ngayo utfole lelo rikhodi, kanjalo nangesikhatsi lesidzingelwe kuphenya nekulungiselelwa kwelirikhodi lelinjalo.*
- d) *Uma ngabe ukhululiwe ekubhadaleni imali tsite, shano tizatfu lokhululwe ngato.*

Sizatfu lesikukhulula ekukhokheni tindleko:

F. Indlela yekufinyelela utfole lirikhodi

Uma ngabe kukhubateka tsite kukuvimbela ekutseni ukhone kubona noma ulalele lirikhodi ngendlela yekufinyelela lemiswe ku-1 na-4 ngentasi, chaza kukhubateka kwakho ubese usho indlela lofise kutfola ngayo lirikhodi.

Kukhubateka: _____ Indlela lirikhodi lelidzingeke ngayo: _____

<i>Faka luphawu X ebhokisini lelifanele</i>				
Tatiso:				
a) Kufezwa kwendlela lofise kutfola ngayo lirikhodi kweyame ekutsenini lona lingayiphi indlela.				
b) Kufinyelela utfole lirikhodi ngendlela loyifisile kungancatjelwa kuletinye sikhatsi. Nakwenteke njalo utawatiswa ngendlela lenye longafinyelela ngayo.				
c) Imali lebhadalelwakufinyelela utfole lirikhodi, nayikhona, incunyuwa yindlela lirikhodi lelidzingeke ngayo.				
1. Uma ngabe lirikhodi lingendlela yembhalo noma liphrintiwe:				
	Ikhophi yelirikhodi		Kuhlolwa kwelirikhodi	
2. Uma ngabe lirikhodi linetitfombe letibonwako: (loku kufaka ekhatsi titfombe, lwati loluhlelwe ngendlela yekuntjintjana, titfombe letidlalako leticoshiwe, titfombe letakhiwe ngangcondvomshina, imidvwebo, njil):				
	Buka titfombe letibonwako		Ikhophi yetitfombe	
	Kukotjwa kwetitfombe			
3. Uma ngabe lelirikhodi linemagama lacoshiwe noma umningwane longaphindze ukhicitwe njengemsindvo:				
	Lalela umsindvo		Kukotjwa kwemsindvo	
4. Uma ngabe lirikhodi ligcinwe kungcondvomshina noma ngemishina leminy noma ngendlela lefundzeka ngemishina:				
	Ikhophi lephrintiwe yelirikhodi		Ikhophi lephrintiwe yemningwane losuselwa erekhodini	
	Ikhophi lengendlela lefundzeka ngangcondvomshina			
Uma ngabe ucele ikhophi noma kukotjwa kwelirikhodi (ngenhla), ungafisa yini kutfunyelelwa ngeliposi leyo khophi noma loko kukotjwa na? Imali yeliposi iyabhadalwa.			YEBO	CHA
<i>Yati kutsi uma ngabe lelirikhodi lingekho ngelulwimi lolifisile, ungahle uniketwe lona ngelulwini lolutfolakala ngalo.</i>				
Lirikhodi ufuna lube ngaluphi lulwimi?				

G. Satiso ngesincumo malungana nesicelo sekufinyelela

Utawatiswa ngembhalo malungana neumphumela wesicelo sakho. Uma ngabe ufise kwatiswa ngaleny indlela, sicela uchaze leyo ndlela ubese uniketa nemningwane lofanele kwentela kutsi sifeze sifiso sakho.

Nguyiphi indlela lofise kwatiswa ngayo malungana nesincumo ngesicelo sakho sekufinyelela utfole lirikhodi? _____

Isayindwe tingu _____ Lusuku lwanga _____ 20 _____

KUSAYINA UMFAKISICELO/UMUNTFU LOFAKELWA SICELO

LIFOMU B

SATISO NGESIKHALO SEKUBUYEKETA KWANGEKHATSI

(Sigaba 75 se-Promotion of Access to Information Act, 2000, Umtsetfo Nom wanga 2000)

[Umtsetfotimiso 8]

BHALA INOMBOLO YAKHO YEKUCONDZISA:

A. Umniningwane weMtimba weMmango

Inhloko yeLihhovisi leMniningwane noma Sekela Nhloko weLihhovisi leMniningwane:

B. Umniningwane wemfakisicelo/umuntfu wesitsatfu lofaka sikhalo sekubuyeketa kwangekhatsi

- a) *Umniningwane wumuntfu lofaka sikhalo sekubuyeketa kwangekhatsi kufuna uniketwe lapha ngentasi.*
- b) *Bufakazi nemtsamo lekufakwa ngawo sikhalo kufuna buyanyaniswe nesikhalo nakukhona.*
- c) *Uma ngabe umfakisikhalo kungumuntfu wesitsatfu hhayi umnikati wesicelo sekucala, umniningwane wemnikati wesicelo sekucala kufuna uniketwe ku-C ngentasi.*

Emagama onkhe nesibongo: _____

Inombolo yamatisi: _____

Likheli laseposini: _____

Inombolo yefekisi: _____

Inombolo yelucingo: _____

Likheli lemeyila: _____

Umtsamo nesizatfu lekufakelwa ngaso lomunye umuntfu sikhalo sekubuyeketwa kwangekhatsi:

C. Umniningwane wemfakisicelo

Lenzawo ingagcwaliswa KUPHELA uma ngabe sikhalo sekubuyeketwa kwangekhatsi sentelwa lomunye umuntfu (ngaphandle kwalona lofake sicelo sekucala).

Emagama onkhe nesibongo: _____

Inombolo yamatisi: _____

D. Sincumo lesimelana nekufakwa kwesikhalo sekubuyeketwa kwangekhatsi

<i>Ebhokisini lelifanele faka luphawu X macondzana nesincumo lesimelana nekuncatjelwa kwesikhalo sekubuyeketwa kwangekhatsi:</i>	
	Kuncatjelwa kwesicelo sekufinyelela
	Sincumo malungana netimali letincunywe ngekwesigaba 22 saloMtsetfo
	Sincumo ngekwesigaba 29(3) saloMtsetfo, lesencabela kufinyelela ngendlela lefiswe ngumfakisicelo
	Sincumo sekuniketa ligunya lekufinyelela

E. Tizatfu lekufakwa ngato sikhalo

*Uma ngabe sikhalo lesiniketive singaneli, ungacedzela kulelinye liphepha ubese uliyamanisa nalelifomu. **Kusayindwe onkhe emaphepha langetiwe.***

Beka tizatfu sikhalo sakho lese yame kuto. Niketa nawo wonkhe lomunye umniningwane lofanele longabukwa ngalesikhalo:

F. Satiso ngesincumo sesikhalo

Utawatiswa ngembhalo malungana nemphumela wesikhalo sakho, uma ngabe ufise kwatiswa ngaleny indlela, sicela uchaze leyo ndlela ubese uniketa nemniningwane lofanele kwentela kutsi sifeze sicelo sakho

Chaza indlela lofuna kwatiswa ngayo:

Umniningwane wendlela lofuna kwatiswa ngayo:

Isayindwe tingu _____ lusuku lwanga _____ 20 _____

KUSAYINA UMFAKISIKHALO

KUGCWALISA LITIKO:

LIRIKHODI LELISEMTSETFWENI LESIKHALO SEKUBUYEKETWA KWANGEKHATSI

Sikhalo semukelwe tingu _____ (lusuku) semukelwa ngu _____ (sikhundla kumbuso, Ligama nesibongo seNhloko yeLihhovisi leMniningwane noma Sekela Nhloko weLihhovisi leMniningwane)

Sikhalo sihambisane netizatfu tesincumo seNhloko yeLihhovisi leMniningwane noma Sekela Nhloko weLihhovisi leMniningwane, futsi lapho kufanele khona kufkwe nemniningwane yemuntfu wesitsatfu lelirikhodi lelimalungana naye, kumikiswe kuNgcongcoshe yiNhloko yeLihhovisi leMniningwane nge (lusuku).

SINCUMO NGESIKHALO:

seNhloko yeLihhovisi leMniningwane noma Sekela Nhloko weLihhovisi leMniningwane

SICINISEKISIWE/ SINCUMO LESISHA SIFAKIWE

SINCUMO

LESISHA _____

LUSUKU (Ngcongcoshe):

LEMUKELEWE KUNGCONGCOSHE YINHLOKO YELIHHOVISI LEMNININGWANE NOMA
SEKELA NHLOKO WELIHHOVISI LEMNININGWANE NGAMHLA (date lusku):

LIFOMU D

**EMARIKHODI LATFOLAKALA NGAPHANDLE KWESICELO KANYE NENDLELA
YEKUFINYELELA KUWO**

(Sigaba 15 se-Promotion of Access to Information Act, Umtsetfo Nom. 2 wanga 2000)

[Umtsetfosimiso 5A]

KUCHAZWA KWETIGABATEMARIKHODI LATFOLAKALA NGEKWESIGABA 15(1)(a) SE-THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 NGAPHANDLE KWESICELO	INDLELA YEKUFINYELELA UTFOLE EMARIKHODI (sib. iwebhusayithi) (SIGABA 15(1)(b)
LANGAHLOLWA NGEKWESIGABA 15(1)(a)(i):	
Emarikhodi njengobe endlalwe ngentasi	Lamarikhodi angacelwa atfolakale ngekubhalelela Inhloko yeLihhovisi leMniningwane njengobe kuchazwe endzimeni 8. Kungabhadalwa nemali yemakhophi
LANGATSENGWA NGEKWESIGABA 15 (1)(a)(ii):	
Emarikhodi njengobe endlalwe ngentasi	Lamarikhodi angacelwa atfolakale ngekubhalelela Inhloko yeLihhovisi leMniningwane njengobe kuchazwe endzimeni 8. Kungabhadalwa nemali yemakhophi
LANGENTELWA EMAKHOPHI NGEKWESIGABA 15(1)(a)(ii):	
Emarikhodi njengobe endlalwe ngentasi	Lamarikhodi angacelwa atfolakale ngekubhalelela Inhloko yeLihhovisi leMniningwane njengobe kuchazwe endzimeni 8. Kungabhadalwa nemali yemakhophi
LATFOLAKALA MAHHALA NGEKWESIGABA 15(1)(a)(iii):	
<i>Revised National Capacity Building Framework draft 4, 2012-2016</i>	www.cogta.gov.za
<i>Section 54A and 56 Managers Skills Audit, 2008</i>	www.cogta.gov.za
<i>Tatiso Jikelele/Umtsetfotimiso/Tatiso Tawonkhewonkhe</i>	www.cogta.gov.za
<i>Municipal Property Rates Act basic information, 2006</i>	www.cogta.gov.za
<i>Basic Information for Ratepayers, 2006</i>	www.cogta.gov.za
<i>Regulations concerning financial reporting by municipalities, 2006</i>	www.cogta.gov.za

<i>Amendment of Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006</i>	www.cogta.gov.za
<i>Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006</i>	www.cogta.gov.za
<i>Regulations regarding the calling of tenders, 2007</i>	www.cogta.gov.za
<i>Local Government Municipal Performance Regulations, 2006</i>	www.cogta.gov.za
<i>Remuneration of Public Office Bearers Act (20/1998), 2008</i>	www.cogta.gov.za
<i>Cross-boundary Municipalities Laws Repeal and Related Matters Amendment Act (2007), 2008</i>	www.cogta.gov.za
<i>Local Government Performance Regulations (2006), 2008</i>	www.cogta.gov.za
<i>Councillor Remuneration Final Notice, 8 December 2008</i>	www.cogta.gov.za
<i>Formulae for determination of number of councillors, 15 July 2009</i>	www.cogta.gov.za
<i>Participation of municipal staff in elections, 10 March 2011</i>	www.cogta.gov.za
<i>Circular on Transitional arrangement before and after the 18 May 2011 Local Government election</i>	www.cogta.gov.za
<i>Regulations on Municipal Staff – LG Elections 2011</i>	www.cogta.gov.za
<i>Payment of Gratuity to qualifying ex-councillors, 2012</i>	www.cogta.gov.za
Imibiko	www.cogta.gov.za
<i>Development Planning Indaba 2004 Report, 2006</i>	www.cogta.gov.za
<i>2003 Municipalities Study Tour Report by Portfolio Committee on Provincial and Local Government, 2006</i>	www.cogta.gov.za
<i>IDP Reports, 2008 – 2011</i>	www.cogta.gov.za
<i>Annual Reports, 1997– 2011</i>	www.cogta.gov.za
Takhiwonchanti Tahulumende Wasemakhaya	www.cogta.gov.za
<i>Local Economic Development Guidelines, 2006</i>	www.cogta.gov.za
<i>A Guideline Document on Provincial Local Intergovernmental Relations, 2006</i>	www.cogta.gov.za
<i>Local Government Anti-corruption Strategy, 2006</i>	www.cogta.gov.za
<i>Local Government Gender Policy Framework, 2007, 2008</i>	www.cogta.gov.za
<i>Municipal Systems Improvement Grant Framework, 2010</i>	www.cogta.gov.za
<i>Draft Youth Development Framework for Local Government, 2008</i>	www.cogta.gov.za
<i>Framework for Integrated LG Response to HIV and AIDS, 2008</i>	www.cogta.gov.za
<i>IDP Format Guide, 2008</i>	www.cogta.gov.za
<i>IDP Analysis Framework 2008, 2009</i>	www.cogta.gov.za
<i>Local Economic Development KPA 3 analysis, 2009</i>	www.cogta.gov.za
<i>Community-based Workbook and Guide Planning Programme, 2009</i>	www.cogta.gov.za
<i>Communication Facilitation Workbook and Guide and Dealing with Conflict, 2009</i>	www.cogta.gov.za
<i>Core Municipal Processes Workbook and Guide and Service Delivery, 2009</i>	www.cogta.gov.za
<i>Gender, Equity Workbook and Guide and Diversity, 2009</i>	www.cogta.gov.za
<i>Meeting Procedures and Guide and Reporting, 2009</i>	www.cogta.gov.za
<i>National Framework and Ward Funding Model, 2009</i>	www.cogta.gov.za
<i>Public Participation Workbook and Guide in Local Governance, 2009</i>	www.cogta.gov.za

<i>Industry Guide – Infrastructure Service Delivery Level and unit cost, 2012</i>	www.cogta.gov.za
<i>Revised National Capacity Building Framework, 2012-2016</i>	www.cogta.gov.za
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<i>Business Adopt-a-Municipality: FAQ's for the 2014 Flagship Projects, 2011</i>	www.cogta.gov.za
<i>Clean Cities and Towns Programme: Strategy Framework, 2011</i>	www.cogta.gov.za
<i>Clean Cities and Towns Programme: Operations, 2011</i>	www.cogta.gov.za
<i>Operation Clean Audit: Booklet, 2010</i>	www.cogta.gov.za
<i>Guideline for Establishment of Municipal Public Accounts Committees, 2011</i>	www.cogta.gov.za
<i>Outcome 9: Technical Implementation Forum (28 June 2010) Delivery Agreement, 2010</i>	www.cogta.gov.za
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<i>Cabinet LG TAS Final (9 November 2009), 2010</i>	www.cogta.gov.za
<i>Implementation of MTAS, 22 June 2010</i>	www.cogta.gov.za
<i>LG TAS Booklet, 2010</i>	www.cogta.gov.za
<i>MinMEC Media Briefing, 4 March 2010</i>	www.cogta.gov.za
<i>Municipal Guidelines, 2010</i>	
<i>Phase 3 Guidelines Final, 2010</i>	www.cogta.gov.za
<i>State of LG Overview Report (16 November 2009), 2010</i>	www.cogta.gov.za
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<i>COGTA Strategic Plans, 2004-2014</i>	www.cogta.gov.za
<i>COGTA Business Plan, 2010-2011</i>	www.cogta.gov.za
Sishayamtsetfo	
<i>Municipal Property Rates Act and Implementing Tool</i>	www.cogta.gov.za
<i>Step-by –Step Guide on Valuation and Rating, 2007</i>	www.cogta.gov.za
<i>Generic Rates Policy Format, 2007</i>	www.cogta.gov.za
<i>General Guidelines, 2007</i>	www.cogta.gov.za
<i>Guidelines on Valuations for Municipalities, 2007</i>	www.cogta.gov.za
<i>Municipal Property Rates Amendment Act, 2009</i>	www.cogta.gov.za
<i>Draft Municipal Property Rates Amendment Bill, 2011</i>	www.cogta.gov.za
imicudlwana lefundzisako	www.cogta.gov.za
<i>HIV and AIDS Brochure, 2008</i>	www.cogta.gov.za
<i>Youth Brochure, 2008</i>	www.cogta.gov.za
<i>HIV and AIDS Local Government Network, 2010</i>	www.cogta.gov.za
<i>Annexure B – CWP-Communities at Work Publication, 2011</i>	www.cogta.gov.za