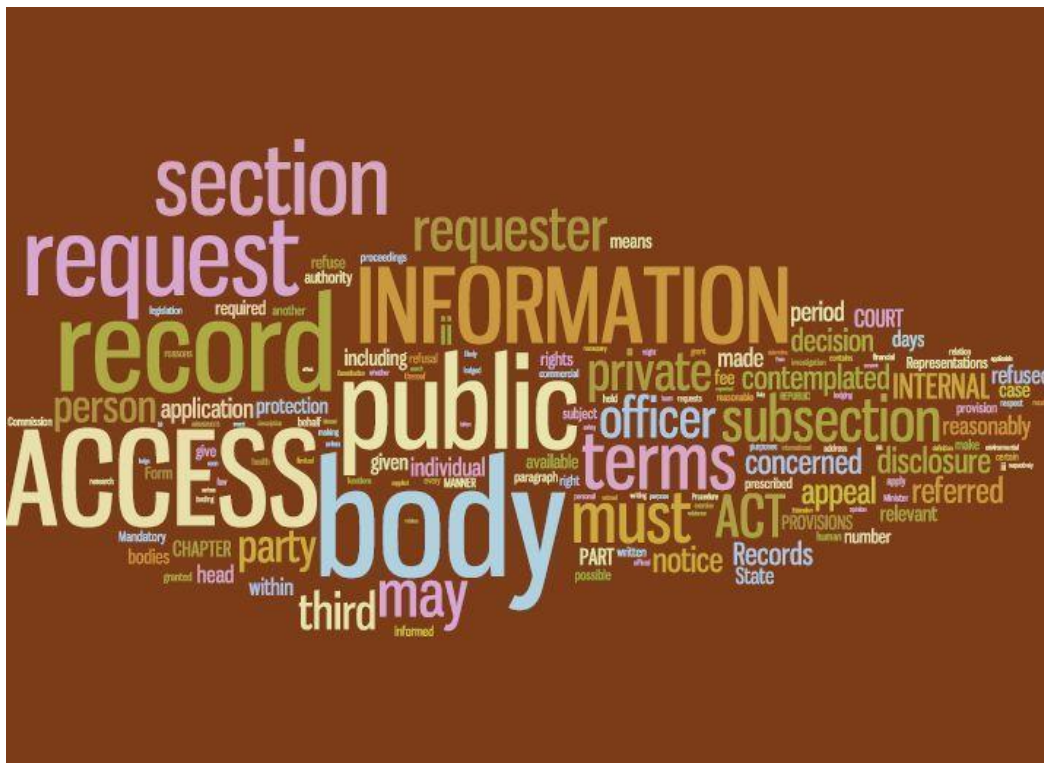




cooperative governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

## NAWU WA NKONDLATELO WA MFIKELELO EKA VUXOKOXOKO: XIBUKWANA XA XIYENGE XA 14



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## 1. MANGHENELO

Nawu wa Vumbiwa bya Rhiphabuliki ya Afrika-Dzonga, 1996 (Nawu wa vu108 wa 1996), xiyenge xa 32 wu vula leswaku munhu wun'wana na wun'wana u na mfanelo ya mfikelelo eka vuxokoxoko byihi kumbe byihi lebyi hlayisiweke hi Ndzawulo kumbe munhu wihi kumbe wihi wun'wana ntsena loko vuxokoxoko lebyi byi lavekaka eka ku tirhisiwa kumbe ku sirheleriwa ka timfanelo tihi kumbe tihi. Nawu lowu wu ya emahlweni wu vula leswaku milawu ya rixaka yi fanele ku vekiwa ku humelerisa mfanelo leyi.

Nawu wa Nkondletelo wa Mfikelelo eka Vuxokoxoko, 2000 (Nawu wa vu2 wa 2000) endzhaku ka swona lowu wu vuriwaka "Nawu lowu" wu humelerisa mfanelo ya vumbiwa ya mfikelelo eka vuxokoxoko lebyi byi hlayisiweke hi nhlango wa vaaki kumbe lowu nga riki wa mfumo naswona lowu wu lavekaka eka ku tirhisiwa kumbe ku sirheleriwa ka timfanelo tihi kumbe tihi. Nawu lowu wu koxometa maendlelo lama ya faneleke ku landzeleriwa loko ku endliwa xikombelo xolexo xa vuxokoxoko lebyi byi hlayisiweke hi nhlango wa vaaki kumbe nhlango lowu nga riki wa mfumo.

Hambiswiritano, xiyenge xa 9 xa Nawu lowu, xi tekela enhlokweni leswaku mfanelo yaleyo ya mfikelelo eka vuxokoxoko yi lawuriwa hi swipimelo swo karhi leswi hlamuselekaka swo tanihi sweswo ku katsa na, kambe swi nga heleli ntsena eka:

- Nsirhelelo lowu nga na swivangelo wa xihundla;
- Xihundla xa xibindzu; na
- Mafumelo yo tisa ku antswa, yo vuyerisa na ku va kahle.

Xiyenge xa 14 xa Nawu lowu xi bohelela mihlango ya vaaki ku hlengeleta xibukwana ku pfuna munhu ku kuma mfikelelo eka vuxokoxoko lebyi byi hlayisiweke hi nhlango wa vaaki. Nawu lowu wu tlhela wu vula swilaveko swa masungulo leswi xibukwana xolexo xi faneleke ku swi landzelela.

Hikokwalaho, xikongomelo xa xibukwana lexi i ku tivisa munhu hilaha a nga kumaka hakona mfikelo eka tirhekodo leti ti hlayisiweke hi Ndzawulo ya Timhaka ta Ndhavuko (DTA), endzhaku ka leswi yi vuriwaka tanihi "Ndzawulo" ku endlela ku humelerisa xiyenge xa 14 xa Nawu lowu.

## 2. XIKONGOMELO

Xibukwana lexi xi tiyisisa ku nyika mukomberi, hi ku tirhisa “Nawu lowu”, vuxokoxoko lebyi faneleke bya vutihlanganisi na maendlelo ku kuma vuxokoxoko byo karhi ku suka eka Ndzawulo.

Xibukwana lexi xi tlhela xi ringeta ku nyika mukomberi hi nkatsakanyo lowu nga erivaleni wa xivumbeko, mitirho, vukorhokeri na xikombo xa vuxokoxoko bya Ndzawulo ku kotisa mukomberi ku kuma ndhawu leyi ku nga tshukaka ku va na vuxokoxoko lebyi lavekaka.

Xibukwana lexi xi tlhela xi nyika tifomo leti lavekaka na tihakelo leti khumbekaka eka xikombelo xa kona.

## 3. LESWI NGA KATSIWIKI

Xibukwana lexi xi lulamisela ntsena tirhekodo ta Ndzawulo naswona ku nga ri tihi kumbe tihi ta tiejensi ta yona kumbe mihlangano leyi nga na vuxaka na yona. Swikombelo swihi kumbe swihi swa mfikelelo eka vuxokoxoko ku suka eka tihi kumbe tihi ta tiejensi ti fanele ku kongomisiwa eka eka Muofisiri wa Vuxokoxoko wa nhlango lowu faneleke.

## 4. SWIAVE NA MITIRHO YA NDZAWULO

### **Xivono xa Ndzawulo**

Sisiteme ya mafumelo leyi hlanganisiweke, leyi angulaka na ku tirha hi ndlela ya xiyimo xa le henhla leyi tisaka ku antswa, ku katsa na vaakindhawu, ku fikelela nhluvukiso lowu yisekaka emahlweni na mphakelo lowu antswisiweke wa vukorhokeri.

### **Mafikelelo ya Ndzawulo**

Mafikelelo ya hina i ku vevukisa mafumelo ya ntirhisano na ku seketela swiyenge hinkwaswo swa mfumo, ku kondletela timhaka ta ndhavuko na ku seketela mihlangano leyi fambelanaka na tona hi ku:

- Hluvukisa tipholisi leti faneleke na milawu ku kondletela vuhlanganisi eka minongonoko ya nhluvukiso ya mfumo na mphakelo wa vukorhokeri;
- Nyika miphalalo ya maqhinga, nseketelo na swinakulobye ku vevukisa masimekelo ya tipholisi eka Mfumo wa Swifundzankulu na miganga; na;
- Tumbuluxa tindlela leti kotisaka vaakindhawu ku teka xiave eka mafumelo.

## **Mikhuvanene ya Ndzawulo**

Mikhuvanene ya hina yi leteriwa hi misinya ya Batho Pele (Vanhu ku Sungula) ya Vukorhokeri bya Vaaki bya Afrika-Dzonga na nkongomo wa Ndzawulo lowu landzeleka:

- Xiphurofexinalizimi;
- Endlelo ra Mucingiriki;
- Xinakulobye na xinyandza
- Xiyimo xa le henhla xa vukorhokeri

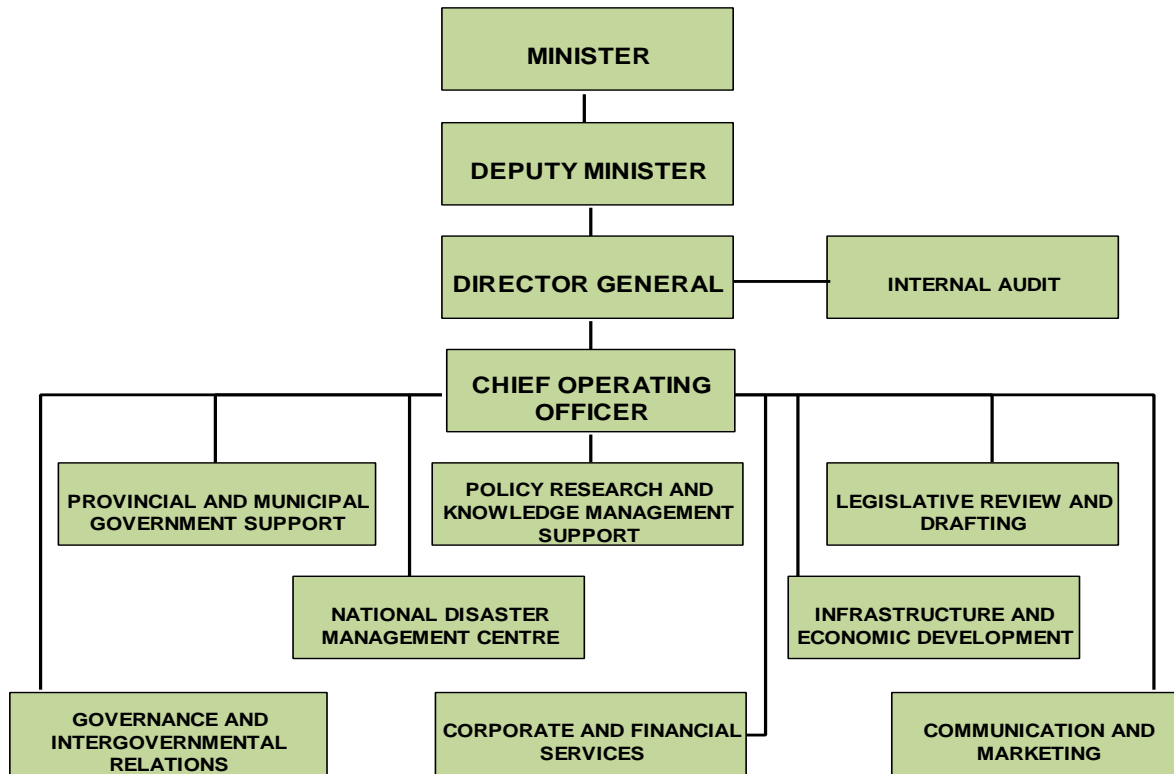
## **Swikongomelo swa Maqhingana ya Ndzawulo**

Ndzawulo yi amukerile swikongomelo leswi landzelaka swa ntlhanu swa maqhingana:

1. Ku hoxa xandla eka ku aka Tiko leri hluvukaka eka Mfumo wa Rixaka, Swifundzankulu na Miganga leswi tirhaka hi ndlela leyi tisaka ku antswa, leyi vuyerisaka na ku angula;
2. Ku Tiyisa Vutihlamuleri na Mfumo lowu nga Basa
3. Ku Hatlisisa Mphakelo wa Vukorhokeri na ku seketela lava nga sirhelelekangiki
4. Ku Kondletela Swinakulobye swa nhluvukiso, ku Khomana ka Vanhu na ku hlohlotela vaakindhawu na
5. Ku tiyisa vuswikoti na matirhelo ya mihlangano ya Ndzawulo ku humelerisa ntirho wa yona

## **Xivumbeko xa Nhlango xa Xiyimo xa le Henhla**

SEE translations of words on text blocks below the FLOW CHART



MINISTER – HOLOBYE

DEPUTY MINISTER – XANDLA XA HOLOBYE

DIRECTOR GENERAL – MULAWURINKULU

INTERNAL AUDIT – ODITI YA NDHAWU YALEYO

CHIEF OPERATING OFFICER – MUOFISIRINKULU WA MATIRHELO

PROVINCIAL AND MUCIPAL GOVERNMENT SUPPORT – NSEKETELO WA MFUMO WA SWIFUNDZANKULU NA TIMASIPALA

POLICY AND RESEARCH AND KNOWLEDGE MANAGEMENT SUPPORT – NSEKETELO WA NDZAVISISO WA TIPHOLISI NA MALAWULELO YA VUTIVI

LEGISLATIVE REVIEW AND DRAFTING – NKAMBISISO NA MPFAPFARHUTO WA MILAWU

NATIONAL DISASTER MANAGEMENT CENTRE – SENTHARA YA MALAWULELO YA MAKHOMBO YA RIXAKA

INFRASTRUCTURE AND ECONOMIC DEVELOPMENT – NHLUVUKISO WA SWITIRHISIWANKULU NA IKHONOMI

GOVERNANCE AND INTERGOVERNMENTAL RELATIONS – MAFUMELO NA VUXAKA BYA LE XIKARHI KA MIFUMO

CORPORATE AND FINANCIAL SERVICES SERVICES – VUKORHOKERI BYA NHLANGANO-XIBINDZU NA TIMALI

COMMUNICATION AND MARKETING – VUHLANGANISI NA VUMAKETI

**Swikongomelo swa Ndzawulo swi landzelerisiwa hi minongonoko leyi landzelaka:**

<b>Nongonoko</b>	<b>Xikongomelo</b>
<b>Mafambiselo</b>	Ku lulamisela malawulelo, vurhangeri na mafambiselo ya Ndzawulo.
<b>Pholisi ya Ndzavisiso na Milawu</b>	Ku nyika vukorhokeri bya nseketelo lebyi lavaka vutivi byo hlawuleka eka Ndzawulo eka tindhawu ta ndzavisiso na malawulelo ya vutivi; ku simeka tipholisi; ku veka tihlo na ku kambela; na tithekinoloji ta vuxokoxoko, vuhlanganisi na swa mabindzu.
<b>Mafumelo na vuxaka bya le xikarhi bya mifumo</b>	Ku antswisa vuhlanganisi na nxaxameto wo thwixamela ehenhla na lowu yaka emathelo exikarhi ka swiyenge leswinharhu swa mfumo. Ku kondletela vutekaxiave bya vaaki eka mafumelo hi ku tirhisa tindlela to lawula xikan'we na vuangameri, miphalalo na minongonoko yo seketela eka swifundzankulu, timasipala na mihlangano leyi fambelanaka na tona.
<b>Nhluvukiso wa Switirhisiwankulu Ikhonomi</b>	Ku seketela minongonoko ya mfumo wa swifundzankulu na miganga na tisisiteme ta nkondletelo wa nhluvukiso wa ikhonomi na switirhisiwankulu.
<b>Nseketelo wa Mfumo wa Swifundzankulu Timasipala</b>	Ku nyika vuangameri, minongonoko ya nseketelo na tindlela leti simekiweke ehenhla ka vumbhoni to lawula ta mfumo wa swifundzankulu na timasipala na mihlangano leyi fambelanaka na yona, na ku vevukisa nhluvukiso lowu tisaka ku antswa na mphakelo wa vukorhokeri.
<b>Senthara Phalala Makhombo ya Rixaka</b>	Ku kondletela sisiteme leyi hlanganisiweke ya malawulelo ya nxungeto wa makhombo hi ku van a tshikelelo wo hlawuleka eka nsivelo, ku hunguta na vutilulamiseri hi marhavi ya mfumo wa rixaka, swifundzankulu na timasipala, vatirhi va swa milawu na vatekaxiave van'wana lava va khumbekaka eka malawulelo ya nxungeto wa makhombo.

## Vukorhokeri lebyi byi phakeriwaka hi Ndzawulo:

Yin'wana na yin'wana ya Tidivhixini ta Ndzawulo yi tumbuluxile pulani ya nkarhinyana leyi yi hlamuselaka ku hoxa xandla ka divhixini yaleyo eka mfikelelo wa swikongomelo swa maqhingana swa Ndzawulo. Tidokhumente leti koxometaka ta maqhingana ta kumeka hi ku komberiswa.

## 5. VUXOKOXOKO BYA VUTIHLANGANISI

### 5.1 Muofisiri wa Vuxokoxoko

MULAWURINKULU	RIQINGHO	FEKISI	IMEYILI
Man. Avril Williamson	(012) 334 0518	086 558 0479	<a href="mailto:Avrilw@cogta.gov.za">Avrilw@cogta.gov.za</a>

### 5.2 Xandla xa Muofisiri wa Vuxokoxoko (Nhloko ya Vuhlanganisi)

MULAWURINKULU	RIQINGHO	FEKISI	IMEYILI
Tat. Themba Fosi	(012) 334 0800	086 558 0479	<a href="mailto:ThembaF@cogta.gov.za">ThembaF@cogta.gov.za</a>
Man. Thinavhuyo Skosana	(012) 334 4883	086 558 0479	<a href="mailto:ThinavhuyoN@cogta.gov.za">ThinavhuyoN@cogta.gov.za</a>
Man. Manahano Mokone	(012) 336 5813	086 558 0479	<a href="mailto:ManahanoM@cogta.gov.za">ManahanoM@cogta.gov.za</a>
Dr Mmaphaka Tau	(012) 334 4602	086 558 0479	<a href="mailto:MmaphakaT@ndmc.gov.za">MmaphakaT@ndmc.gov.za</a>

### 5.3 Tiadirese

ADIRESE YA POSO	ADIRESE YA NDHAWU	WEBUSAYITI
Muofisiri wa Vuxokoxoko Ndzawulo ya Mafumelo ya Ntirhisano Private Bag x 804 PRETORIA 0001	Muofisiri wa Vuxokoxoko Ndzawulo ya Mafumelo ya Ntirhisano 87 Hamilton Street Arcadia PRETORIA	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>



## 6. XILETELO XA XIYENGE XA 10 XA HILAHA NAWU LOWU WU TIRHISIWAKA HAKONA

Xiyenge xa 10 xa Nawu lowu xi rhwexa ntirho eka Khomixini ya Timfanelo ta Ximunhu ku “hlengeleta hi ririmi rin’wana na rin’wana ra ximfumo xiletelo lexi nga na vuxokoxoko byolebyo, hi xivumbeko na mukhuva lowu twisisekaka hi ku olova, tanihilaha swi nga lavekaka hi swivangelo hi munhu loyi a navelaka ku tirhisa mfanelo yihi kumbe yihi leyi yi hlamuseriweke eka Nawu lowu. Xiletelo lexi a xi fanele xi kandziyisiwile hi 15 Mhawuri 2003. Hambiswiritano, hi ku tirhisa swinawana, Holobye wa Vululami u nyikile khomixini nkarhi wo engetela ku fikela 31 Mhawuri 2004 ku humesa xiletelo lexi.

Swivutiso swihi kumbe swihi hi mayelana na xiletelo lexi swi fanele ku kongomisiwa eka:

Khomixini ya Timfanelo ta Ximunhu ya Afrika-Dzonga,  
Eka Yuniti ya PAIA (Ndzawulo ya Ndzavisiso na Tidokhumente).  
Private Bag X2700, HOUGHTON, 2041;  
Nomboro ya riqingho: 011 484 8300;  
Nomboro ya fekisi: 011 484 1360  
Webusayiti: [www.sahrc.org.za](http://www.sahrc.org.za)  
Adirese ya imeyili: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## 7. MFIKELELO EKA TIRHEKODO LETI TI HLAYISIWEKE HI NDZAWULO

### 7.1 Mikhetekanyo ya tirhekodo leti ti hlayisiweke hi Ndzawulo

1. Mafambiselo ya Divhixini  
Khetekanyo lowu wu tirhana ngopfungopfu na vuxokoxoko lebyi byi fambelenaka na mafambiselo na tidokhumente ta ndhawu yaleyo ta Ndzawulo na divhixini ya yona. Muxaka lowu wa vuxokoxoko i tipulani ta mabindzu na matirhiselo ya timali ya divhixini na swiviko swa leswi swi fikeleriweke, tiphurosese, maendlelo na tipholisi ta ndhawu yaleyo ta Ndzawulo.
2. Malawulelo ya swa vutihlanganisi na Lava nga na Xiave  
Vuxokoxoko bya malawulelo ya swa vutihlanganisi byi katsa vuxokoxoko hi mayelana na lava nga na swiavenkulu na titlilayente na vuxaka lebyi Ndzawulo yi nga na byona vona ku katsa na ku tirhisana. Swikombelo na swikombelo swa xiyimo xa lomu xikombelo xi nga tirhiwa ku fika kona na swivilelo leswi swi

boxiwaka hi loyi a nga na xiave kumbe tlilayente na swona swi ta hlayisiwa tanihi xiphemu xa vuxokoxoko bya vutihlanganisi.

3. Mafambiselo ya swa Timali na Xiyenge xa Vatirhi

Leswi swi katsa vuxokoxoko bya swa timali bya Ndzawulo byo tanihi hi mipimanyeto, matirhiselo ya timali hi ku fambisana na mipimanyeto, na xiyimo xa timali xa tihakelo to engetela ta mpimanyeto. Vuxokoxoko lebyi byi fambelana hi ku kongoma na havumbirhi bya miholo na migingiriko ya makumelo ya tinhundzu na vukorhokeri. Vuxokoxoko bya xiyenge xa vatirhi byi fambelana na swa miholo, livhi, swikili na tipulani ta nhluvukiso ta vanhu, xikan'we na swikongomelo na matirhelo ya vona hi ku fambelana na leswi.

4. Muphakeri na Swikili

Khetekanyo lowu wu katsa vuxokoxoko hi mayelana na vaphakeri va swikili na vukorhokeri eka Ndzawulo xikan'we na xiyimo xa BEE xa mihlangano yaleyo kumbe vanhu. Vuxokoxoko lebyi byi vumba xiphemu xa vuxokoxoko bya makumelo ya tinhundzu na vukorhokeri.

5. Malawulelo ya Minongonoko/Tiphurojeke

Lebyi i vuxokoxoko lebyi byi fambelanaka na minongonoko ya na tiphurojeke ta Ndzawulo leti ti hambanaka ku suka eka nhluvukiso wa lowu wu hakeleriwaka hi hi vanyikeri. Leswi swi katsa ku pulana, ku pimanyeta, ku veka tihlo, swiphakeriwa na vuxokoxoko bya mivuyelo.

6. Swa Vulawuri na swa Xinawu

Ndzawulo yi fambisa Milawu yo hambanahambana yo yelana, swinawana na tipholisi. Hi ku engetela, Ndzawulo yi na tirhekodo ta milandzu ya xinawu leyi yi fambelanaka na timhaka ta mafumelo ya ntirhisano.

7. Tipholisi

Ku na tipholisi to hlayanyana leti ti fambelanaka na swiphemu swa timhaka ta ndhavuko leswi swi lawulaka swiendlo na miphalalo ya Ndzawulo. Tipholisi leti ta langutisisiwa na ku antswisiwa nkarhi na nkarhi naswona ti vumba rimba ra nkoka ra vuxokoxoko bya vulawuri. Tipholisi ta matirhelo ti tlhela ti kumeka eka hinkwavo vatirhi va Ndzawulo hi ku tirhisa inthiranete, ku va va tinyika vutivi hi matirhelo ya tidivhixini hinkwato na ku cinca kwihi kumbe kwihi loku ku nga vaka na nkucetelo eka mukhuva lowu va tirhaka ntirho wa vona hawona.

8. Mafumelo ya Swifundzankulu

Nkhetekanyo lowu wa tirhekodo wu fambelana na ku veka tihlo eka swa timali na ku kamberiwa ka mafumelo na mitirho ya swa timali ya swiyenge swa swifundzankulu xikan'we na vuangameri na ku veka tihlo ka mfumo wa miganga.

9. Ku lwisana na vukundzwana na vumbabva

Lebyi i vuxokoxoko byi fambelana ku nyikiwa na ku seketeriwa ka malawulelo yo lwisana vukungundzwana na vumbabva eka lava nga na xiave lava nga ehandle.

10. Nhluvukiso wa Switirhisiwankulu na Ikonomi

Tirhekodo leti ti fambelana na nhluvukiso na nkambisiso wa Rimba ra Ikonomi na ku nyikiwa ka nseketelo na vevukiso wa Nhluvukiso wa Ikonomi ya Miganga. Leswi swi tlhela swi katsa na tirhekodo ta le ka makunguhatelo na nseketelo wa nhluvukiso wa ikonomi eka levhele ya miganga na swifundzankulu.

#### 11. Malawulelo ya Makhombo ya Rixaka

Nkhetekanyo lowu wa tirhekodo wu fambelana na makunguhatelo, nhluvukiso na nsimeko wa marimba na malawulelo ya makhombo ya rixaka.

### 7.2 Mikandziyiso leyi kumekaka

Phepha ra Foramu ya Xidoroba ya Misava
Buku ya Mitiyiso ya Mfumo wa Miganga ya 2003/2004
Tindhawunkulu ta Matirhelo ta SDF– Kapa Vuxa
Rimba ra Vutshembeki ra IDP
Khalendara ya IDP
Xiletelo xa Xivumbeko xa IDP
Xiviko xa ntlawa wo Tirha wa swa Mbango
Xibukwana xa LGTAS
Xibukwana xa CWP
TiIDP ta Timasipala (hambanahambana)
Swiviko swa Lembe swa DCOG
Rimba ra Maqhingana ya le Xikarhi ka Lembe
Xibukwana xa Nkondletelo wa Mfikelelo eka Vuxokoxoko

### 7.3 Mikhetekanyo ya tirhekodo yi kumeka xikan'wekanwe ku suka eka Ndzawulo

Vuxokoxoko hinkwabyo bya kumeka eka webusayiti ya Ndzawulo.

[www.coqta.gov.za](http://www.coqta.gov.za)

Tirhekodo tanihilaha ti xaxametiweke hakona eka Fomo ya C ya xibukwana lexi.

## 8. MAENDLELO YA XIKOMBELO

### 8.1 Phurosese

Hi xikongomelo xo phurosesa swikombelo swa vuxokoxoko hi ku tirhisa Nawu wa wa Mfikelelo eka Vuxokoxoko, tiphurosese leti landzelaka ti simekiwile eka Ndzawulo:

#### Goza ra 1: Phurosese yo endla xikombelo

Ku kombela vuxokoxoko, mukomberi u fanele ku tatisa fomo ya xikombelo (vona Xiengetelwa xa A) kutani a yi yisa eka:

HI POSO	HI VOKO	HI FEKISI
Muofisiri wa Vuxokoxoko Ndzawulo ya Mafumelo ya Ntirhisano Private Bag x 804 PRETORIA 0001	Muofisiri wa Vuxokoxoko Ndzawulo ya Mafumelo ya Ntirhisano 87 Hamilton Street Arcadia PRETORIA	Muofisiri wa Vuxokoxoko 086 558 0479

Tanihilaha swi lavekaka hakona hi Nawu lowu ntsengo wa R35.00 wu fanele ku fambisana swin'we na xikombelo xa vuxokoxoko loko xi nga humi eka Mukomberi Yena HI Yexe. Wona wa hakeriwa hi cheke, kumbe mali yinene (loko yi tisiwa hi voko) kumbe yi dipozitiwa eka akhawunti ya bangi ya Ndzawulo (xitiyisiso xa dipoziti xi fanele ku fambisana swin'we na fomo ya xikombelo):

Vuxokoxoko bya akhawunti ya bangi:

Bangi: South African Reserve Bank  
Vito ra akhawunti: Cooperative Governance and Traditional Affairs  
Nomboro ya akhawunti: 0008033280  
Khodi ya rhavi: 910145  
Muxaka wa akhawunti: Paymaster General Account

Munhu wa Vutihlanganisi: Josias Moloto  
Imeyili: [Josiasm@coqta.gov.za](mailto:Josiasm@coqta.gov.za)

Nomboro ya riqingho: 012 334 0909

**Goza ra 2: Ku tiyisisa ntiyiso na tivisa ku kumeka**

Muofisiri wa Vuxokoxoko wa Ndzawulo u amukela no tiyisisa ntiyiso wa xikombelo ku vona loko vuxokoxoko lebyi lavekaka byi kumeka eka Ndzawulo. Kutani xikombelo lexi xa amukeriwa, xa bakanyiwa kumbe xi hundzisiwa ku ya eka vahlayisi lava faneleke va vuxokoxoko lebyi lavekaka. Kutani ku kombisa ku kumeka ku rhumeriwa ekas mukomberi ku tiyisisa xiyimo xa xikombelo.

**Goza ra 3: Ku phurosesa vuxokoxoko**

Loko xikombelo xi amukeriwile, Ndzawulo yi ta hlengeleta na ku lulamisa vuxokoxoko kutani yi khakhuleta hakelo leyi faneleke leyi khumbekaka (vona ndzimana ya 8.2)

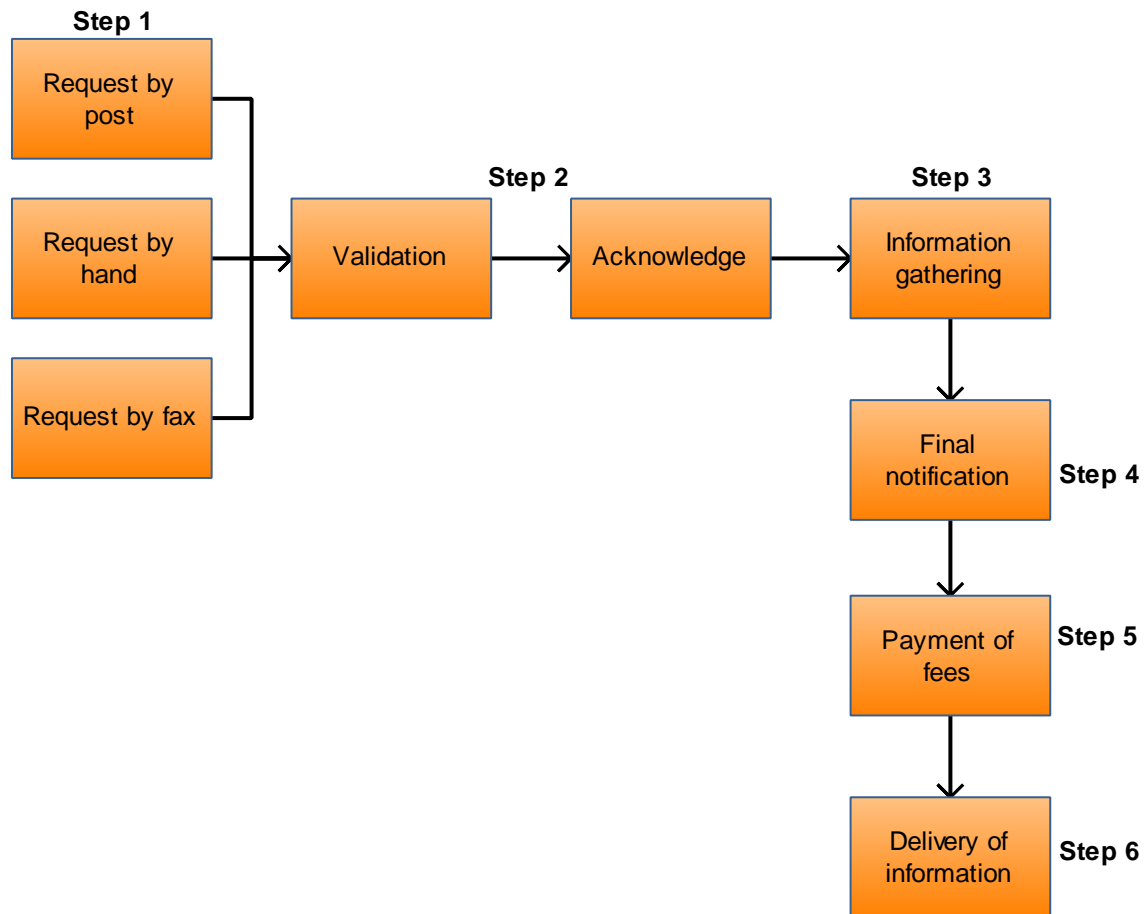
**Goza ra 4: Ku Tivisa ko Hetelela**

Mukomberi u ta tivisiwa hi ku hetiswa ka xikombelo xikan'we na tihakelo leti kayivelaka leti hakeriwaka eka Ndzawulo.

**Goza ra 5 na Goza ra 6: Hakelo na Mafikiselo**

Xikan'wekan'we loko hakelo tanihilaha yi vuriweke eka Goza ra 4 yi amukeriwile (hi ku landza phurosesa yo fana yo hakela tanihilaha yi vuriweke hakona eka Goza ra 1), vuxokoxoko lebyi bya humesiwa ku ya eka mukomberi.

**SEE TRANSLATIONS ON NEXT PAGE**



Step 1 – Goza ra 1

Request by post – Xikombelo hi poso

Request by hand - Xikombelo hi voko

Request by fax - Xikombelo hi fekisi

Step 2 – Goza ra 2

Validation – ku tiyisisa ntiyiso

Acknowledge – ku tivisa ku kumeka

Step 3 – Goza ra 3

Information gathering – Ku hlengeleta vuxokoxoko

Step 4 – Goza ra 4

Final notification – Ku tivisa ko hetelela

Step 5 – Goza ra 5

Payment of fees – Ku hakeriwa ka tihakelo

Step 6 – Goza ra 7

Delivery of information – Ku fikisiwa ka vuxokoxoko

## Vuxokoxoko byo angarhela

Munhu loyi a navelaka ku kuma mfikelelo eka rhekodo leyi yi hlayisiweke hi Ndzawulo u fanele ku tatisa fomo ya xikombelo leyi yi kumekaka eka Fomo ya A ya Xiengetelwa xa B eka swinawana leswi swi tivisiweke ehansi ka Nawu lowu, naswona swi kumekaka eka Xiengetelwa xa A eka xibukwana lexi. Swinawana leswi (na Xiyenge xa 18 xa Nawu lowu), swi lava mukombera ku nyika vuxokoxoko lebyi landzelaka:

- Vuxokoxoko bya munhu loyi a kombelaka mfikelelo eka tirhekodo
- Vuxokoxoko bya munhu loyi hi ku yimela yena xikombelo xi endliwaka
- Vuxokoxoko bya rhekodo leyi kumbe tirhekodo leti mfikelelo wu kombelwaka
- Xivumbeko lexi mfikelelo wu lavekaka haxona, xik. xivumbeko xo tsariwa kumbe xo kandziyisiwa, xivumbeko xo hlayeka hi xielekitironiki kumbe hi khomphyuta, sw.sw.
- Adirese ya ndhawu kumbe nomboro ya fekisi ya mukombera
- Loko kuri rhekodo leyi yi khumbekaka yi fanele ku va hi ririmi ro karhi
- Xikombo xa hilaha mukombera a navelaka ku tivisiwa hakona hi xibo ho hi mayelana na xikombelo xa mfikelelo eka (ti)rhekodo leyi khumbekaka.

Xikombelo xihhi kumbe xihhi ku ta tirhaniwa na xona eka nkarhi wa 30 wa masiku ku suka loko xi amukeriwa, handle ka loko mukombera a boxile swivangelo swo hlawuleka, leswi swi nga ta enerisa Muofisiri wa Vuxokoxoko, lero swiyimo swi sindzisa leswaku mikarhi leyi nga laha henhla yi nga landzeleriwi. Nkarhi wa makumenharhu wa masiku lowu eka wona Ndzawulo yi faneleke ku boha loko yi ta nyika kumbe yi ala xikombelo kumbe swi nga vi tano, wu nga ha engeteriwa ku ya eka nkarhi wa le mahlweni lowu nga ta ka wu nga hundzi makumenharhu wa masiku loko xikombelo lexi xi ri xa ntsengo lowukulu wa vuxokoxoko, kumbe xikombelo lexi xi lava ku hangunuxiwa ka vuxokoxoko lebyi byi hlayisiweke eka hofisi yin'wana ya nhlango naswona vuxokoxoko lebyi byi nga kumeki hi ndlela yo nyawula eka nkarhi wa makumenharhu wa masiku lamo sungula. Ndzawulo yi ta tivisa mukombera hi ku tsala loko swi lava leswaku ku engeteriwa nkarhi.

Loko xikombelo xi endliwa hi ku yimela munhu wun'wana, mukomberi u fanele ku yisa xitiyisiso xa xiyimo lexi mukomberi a endlaka xikombelo a ri eka xona lexi xi nga ta va na eneriso wo nyawula eka Muofisiri wa Vuxokoxoko.

Loko munhu a nga koti ku tatisa fomo leyi vekiveke hikuva a nga koti ku hlaya na ku tsala kumbe u na vutsoniwa, munhu yaloye a nga ha endla xikombelo hi ku nyika mbulavulo. Kutani Muofisiri wa Vuxokoxoko u ta hunguta xikombelo xa mbulavulo xi va xo tsariwa eka fomo leyi vekiveke, ivi a nyika khopi ya kona eka mukomberi.

## 8.2 Tihakelo

Nawu lowu wu lulamisela mixaka mimbirhi ya tihakelo, ku nga:

- Hakelo ya xikombelo, leyi yi nga ta va hakelo xitandadi leyi yi hakeriwaka ntsena hi vakomberi, naswona ku nga vakomberi vona vinyi.
- Hakelo ya mfikelelo, leyi yi khakhuletiwaka hi ku tekela enhlokweni tihakelo ta humesa nakambe, hakelo yo na nkarhi wo hangunuxa na wo lulamisa, xikan'we na tihakelo ta poso.

Xikan'wekan'we loko Muofisiri wa Vuxokoxoko a amukela xikombelo, u ta, hi xitiviso:

- Lava mukomberi ku hakela hakelo leyi vekiveke ya xikombelo ku nga si phurosesiwa ku ya emahlweni xikombelo.
- Loko ku hangunuxiwa ka rhekodo ku endlwile na ku lulamisiwa ka rhekodo ya mpaluxo, ku katsa na ku lulamisiwa ku va yi kumeka hi xivumbeko lexi komberiveke, swi lava ku tlula tiawara leti ti vekiveke eka swinawana swa xikongomelo lexi, Muofisiri wa Vuxokoxoko u ta tivisa mukomberi ku hakela tanihi dipoziti xiphemu lexi vekiveke xa hakelo ya Mfikelelo leyi yi nga ta hakeriwa loko xikombelo xi pfumeleriwa.
- Muofisiri wa Vuxokoxoko u ta khoma rhekodo leyi ku fikela nkarhi lowu mukomberi a hakelaka tihakelo tanihilaha ti kombiweke hakona eka Xiyenge xa 8.2.1
- Mukomberi, loyi xikombelo xa yena xa mfikelelo xi pfumeleriweke, u fanele ku hakela hakelo ya mfikelelo ya ku humesiwa nakambe na ku hangunuxiwa na ku lulamisiwa, naswona eka nkarhi wihi kumbe wihi lowu lavekaka hi swivangelo wu voniwaka wu tlurile mpimo wa tiawara leti vekiveke ku hangunuxa na ku lulamisa rhekodo leyi ya mpaluxo ku katsa na ku endla malulamiselo ku va yi kota ku kumekaka hi xivumbeko lexi komberiveke.
- Loko dipoziti yi hakeriwile hi mayelana na xikombelo xa mfikelelo, lexi xi ariwaka, kutani Muofisiri wa Vuxokoxoko u ta tlherisela dipoziti eka mukomberi.

### 8.2.1 Tihakelo hi mayelana na mihlangano ya vaaki

Eka swikongomelo swa xiyenge xa 22(2) swa Nawu lowu, leswi landzelaka swi ta tirha:

**NHLAMUSELO**

**NTSENGO (R)**



Hakelo ya xikombelo leyi yi hakeriwaka hi mukomberi wun'wana na wun'wana, handle ka mukomberi yena n'winyi, leyi yi vuriweke eka xinawana xa 7(2)	35.00
Khopi ya xibukwana lexi tanihilaha swi hlamuseriweke hakona eka xinawana xa 5(c) (ya fotokhopi yin'wana na yin'wana ya pheji ra vukulu bya A4 kumbe xiphemu xa kona)	0.60
<b>Tihakelo ta ku humesiwa nakambe leti ti vuriweke eka xinawana xa 7(1) hi leti ti landzelaka:</b>	
1) Ta fotokhopi yin'wana na yin'wana ya pheji ra A4 kumbe xiphemu xa kona	0.60
2) Ta khopi yin'wana na yin'wana leyi pirintiwaka ya pheji ra A4 kumbe xiphemu xa kona leyi yi hlayisiweke eka khomphyuta kumbe divhayisi ya kumbe muchini wa xieleetironiki	0.40
3) Ta khopi leyi nga hi xivumbeko xo hlayeka hi khomphyuta leyi nga eka	
a) Sitifi dirayivhi	5.00
b) Khompheke disiki (xivumbeko xo hlayeka)	40.00
4) Ta ku hundzuriwa ku va tsalwa ka swifaniso leswi voniwaka	
a) Ta pheji ra A4 kumbe xiphemu xa kona	22.00
b) Ta khopi ya swifaniso leswi voniwaka	60.00
5) Ta ku hundzuriwa ku va tsalwa ka rhekodo leyi yingiseriwaka	
a) Ta pheji ra A4 kumbe xiphemu xa kona	12.00
b) Ta khopi ya rhekodo leyi yingiseriwaka	17.00
<b>Tihakelo ta mfikelelo leti ti hakeriwaka hi mukomberi leti ti vuriweke eka xinawana xa 7(3) hi leti ti landzelaka:</b>	
1) Ta fotokhopi yin'wana na yin'wana ya pheji ra A4 kumbe xiphemu xa kona	0.60
2) Ta khopi yin'wana na yin'wana leyi pirintiwaka ya pheji ra A4 kumbe xiphemu xa kona leyi yi hlayisiweke eka khomphyuta kumbe divhayisi ya kumbe muchini wa xieleetironiki	0.40
3) Ta khopi leyi nga hi xivumbeko xo hlayeka hi khomphyuta leyi nga eka	
c) Sitifi dirayivhi	5.00
d) Khompheke disiki (xivumbeko xo hlayeka)	40.00
4) Ta ku hundzuriwa ku va tsalwa ka swifaniso leswi voniwaka, ta pheji ra A4 kumbe xiphemu xa kona	22.00
5) Ta khopi ya swifaniso leswi voniwaka	60.00
6) Ta ku hundzuriwa ku va tsalwa ka rhekodo leyi yingiseriwaka	
c) Ta pheji ra A4 kumbe xiphemu xa kona	12.00
d) Ta khopi ya swifaniso leswi voniwaka	17.00
Ku hangunuxa na ku lulamisa rhekodo ku va yi paluxiwa, swi nga katsi awara yo sungula, leyi lavekaka hi xivangelo xo twala ku va yi hangunuxiwa na ku lulamisiwa tano	15.00 hi awara kumbe xiphemu xa kona
Ku posa ka xiviri ka hakeriwa loko khopi ya rhekodo yi fanele ku ku poseriwa eka mukomberi. Hakelo ya ku posa yi lawuriwa hi	Hakelo ya xiviri

### **8.2.2 Mipfumelelo ya ku nga khumbeki na swiboho swa swikongomelo swa xiyenge xa 22(8)**

Vanhu lava landzelaka va na mpfumelelo wa ku nga khumbeki eka ku hakela mfikelelo lowu wu hlamuseriweke eka xiyenge xa 22(6) xa Nawu lowu:

- Munhu loyi a nga yexe loyi muholo wakwe wa lembe, endzhaku ka ku kokeriwa loku pfumeleriweke loku ku vuriweke eka Xedulu ya xitiviso lexi, wu nga hundziki R14,712.00 hi lembe.
- Vanhu lava tekaneke kumbe munhu na muringani wa yena wa vutomi lava muholo wa vona wa lembe wu nga hundziki R 27,192.00 hi lembe.

Nakambe swi bohiwile leswaku:

- Laha hakelo ya ku hakerisa hakelo yihi kumbe yihi leyi yi hlamuseriweke eka xiyenge xa 22 xa Nawu lowu, yi hundzaka ntsengo lowu wu koxiweke, hakelo yaleyo a yi nga tirhi.
- Hakelo ya mfikelelo leyi yi hlamuseriweke eka xiyenge xa 22(8) xa Nawu lowu a yi tirhi eka rhekodo ya yena n'winyi ya mukomberi.
- Hakelo ya xikombelo leyi yi hlamuseriweke eka xiyenge xa 22(l) xa Nawu lowu na hakelo ya mfikelelo leyi yi hlamuseriweke eka xiyenge xa 22(6) xa Nawu lowu a ti tirhi eka rhekodo leyi yi komberiweke hi muofisiri wa sapota kumbe mulavisisi wa sapota hi swikongomelo swa vulavisisi bya kumbe vukonanisi bya sapota hi ku landza swipimelo swa Nawu wa Sapota, 1998 (Nawu wa vu99 wa 1998) kumbe swinawana leswi swi endliweke ehansi ka xiyenge xa 44 xa Nawu wolowo.

## 9. KU PFUMELERIWA / KU ARIWA KA SWIKOMBELO

### 9.1 Ku ariwa ka xikombelo

Swivangelonkulu leswi Ndzawulo yi nga alaka haswona xikombelo xa vuxokoxoko swi fambelana na:

- Nsirhelelo lowu bohaka wa xiphiri xa munhu loyi a khumbekaka eka ntwanano loyi a nga munhu wa ntumbuluko, loko xikombelo xi khumba mpaluxo lowu nga riki na xivangelo xo twala wa vuxokoxoko bya munhu hi mayelana na munhu loyi a khumbekaka eka ntwanano;  
*Hambiswiritano, rhekodo yi nga ka yi nga ariwi loko yi ri na vuxokoxoko:*
  - Hi mayelana na munhu loyi a khumbekaka eka ntwanano loyi a pfumeleleke hi ku tsala mpaluxo wa vuxokoxoko lebyi.
  - Lebyi byi nyikiwaka nhlango wa vaaki hi munhu loyi byi fambelanaka na yena, na leswaku munhu loyi wa tivisiwa hi nhlango wa vaaki, byi nga si paluxiwa, naswona vuxokoxoko lebyi byi wela eka ntlawa wa vuxokoxoko lebyi se byi nga vaka byi kumeka eka mani na mani.
  - Lebyi se byi kumekaka eka mani na mani.
  - Lebyi byi fambelanaka na rihanyo ra mirhi kumbe ra miehleketo ra munhu loyi, kumbe ku hanya kahle, loyi a nga ehansi ka nhlango wa mukomberi, naswona loyi a nga ehansi ka 18 wa malembe kumbe a swi koti ku twisisa muxaka wa xikombelo lexi, naswona mpaluxo wu ta van a ku navela lokunene ka munhu loyi.
  - Hi mayelana na munhu loyi a nga lova naswona mukomberi a ri xaka ra lekusuhi ra munhu loyi, kumbe u le ku endleni ka xikombelo a ri na mpfumelelo wo tsariwa wa xaka ra le kusuhi ra munhu loyi.
  - Hi mayelana na munhu loyi a nga kumbe a a ri ofixiyali ya nhlango wa vaaki, naswona vuxokoxoko lebyi byi fambelana na xiyimo kumbe mitirho ya munhu loyi.
- Nsirhelelo lowu bohaka wa vuxokoxoko bya xibindzu bya munhu loyi a khumbekaka eka ntwanano, loko rhekodo yi ri na: swiphiri swa nxaviselano wa munhu loyi a khumbekaka eka ntwanano; vuxokoxoko bya swa timali, bya xibindzu, bya xisayense kumbe xithekiniki, loko mpaluxo wu tikomba wu ta vanga ku onhaka eka mitswalo ya swa timali kumbe ya xibindzu ya munhu loyi a khumbekaka eka ntwanano;  
*Hambiswiritano, rhekodo yi nga ka yi nga ariwi loko yi ri na vuxokoxoko:*
  - Lebyi se byi kumekaka eka mani na mani.
  - Hi mayelana na munhu loyi a khumbekaka eka ntwanano loyi a pfumeleleke hi ku tsala mpaluxo wa byona eka mukomberi loyi a khumbekaka.
  - Hi mayelana na mivuyelo ya ximakiwa xihhi kumbe xihhi kumbe ku kamberiswa ka mbango (ku nga ri ku kamberiswa ka masungulo) kumbe vulavisisi byin'wana lebyi byi endluweke kumbe hi ku yimela munhu loyi a khumbekaka eka ntwanano; laha mpaluxo wa kona wu nga ta humesa nxungeto wo nyawula wa vuhlayiseki bya vaaki kumbe mbango.

- Vuxokoxoko lebyi byi paluxiweke exihundleni hi munhu loyi a khumbekaka eka ntwanano eka nhlango, loko mpaluxo wolowo wu ta veka munhu loyi a khumbekaka eka ntwanano eka xiyimo lexi nga vuyerisiki eka mikanerisano kumbe mphikizano wa xibindzu;
  - Hambiswiritano, rhekodo yi nga ka yi nga ariwi loko yi ri na vuxokoxoko:
  - Lebyi se byi kumekaka eka mani na mani.
  - Hi mayelana na munhu loyi a khumbekaka eka ntwanano naswona munhu loyi a khumbekaka eka ntwanano se a pfumelerile hi ku tsala, mpaluxo wa byona eka mukomberi.
- Nsirhelelo lowu bohaka wa vuxokoxoko bya xihundla bya vanhu lava khumbekaka eka ntwanano loko byi sirheleriwile hi ku landza ntwanano wihi kumbe wihi;
- Nsirhelelo lowu bohaka wa vuhlayiseki bya vanhu na nsirhelelo wa nhundzu;
- Nsirhelelo lowu bohaka wa tirhekodo lowu wu nga voniwaka tanihi nkateko eka mafambiselo ya swa nawu;
- Migingiriko ya xibindzu ya Ndzawulo, yi nga ha katsa swiphiri swa nxaviselano swa vuxokoxoko bya swa timali bya, bya xibindzu bya, bya xisayense kumbe xithekixiki bya Ndzawulo; mpaluxo lowu wu tikombaka wu ta vanga ku onhaka eka ku navela ka swa timali kumbe xibindzu ka Ndzawulo naswona vuxokoxoko lebyi, loko byi paluxiwa byi nga vekaka Ndzawulo eka xiyimo lexi nga vuyerisiki eka mikanerisano kumbe mphikizano wa xibindzu.
  - Hambiswiritano, rhekodo yi nga ka yi nga ariwi loko rhekodo yaleyo yi ri na vuxokoxoko:
  - Lebyi se byi kumekaka eka mani na mani.
  - Hi mayelana na kumbe lebyi byi nga bya nhlango wa vaaki, ku nga ri nhlango wa vaaki lowu xikombelo xi endliwaka eka wona, naswona nhlango lowu wa vaaki wu pfumelerile mpaluxo wa byona eka mukomberi.
  - Hi mayelana na mivuyelo ya ximakiwa xihi kumbe xihi kumbe ku kamberwa ka mbango kumbe vulavisi byin'wana (ku nga katsiwi ku kamberwa ka masungulo) leyi yi nyiweke nhlango wa vaaki, kumbe mivuyelo ya ku kamberwa kwihi kumbe kwihi koloko kumbe vulavisi lebyi byi endliweke hi kumbe hi ku yimela nhlango wa vaaki, naswona mpaluxo wa kona wu nga ta humesa nxungeto wo nyawula wa vuhlayiseki bya vaaki kumbe mbango.
- Nongonoko wa khomphyuta lowu nga wa Ndzawulo, naswona lowu wu sirheleriweke hi mfanelo ya vun'wini.
- Vuxokoxoko bya ndzavisiso bya Ndzawulo kumbe loyi a khumbekaka eka ntwanano, loko swi khumba mpaluxo wa vutitivisi bya Ndzawulo, mulavisi kumbe mhaka leyi kongomisiwaka ya ndzavisiso naswona swi ta hetelela swi veke ndzavisiso lowu eka xiyimo lexi nga vuyerisiki.

- Swikombelo swa vuxokoxoko leswi nga nyawuliki kumbe swi nga na vuntswaka, kumbe leswi swi khumbaka hambukisiwa ko pfumala xivangelo xo twala ka swipfuno swi ta ariwa.

### Mpaluxo lowu bohaka eka ku navela ka vaaki

Hambiloko ku ri na swivangelo leswi xaxametiweke laha henhla, Muofisiri wa Vuxokoxoko u fanele ku amukela xikombelo xa mfikelelo eka rhekodo ya Ndzawulo loko, mpaluxo wa kona wu ta humesa vumbhoni bya:

- Ku tluriwa ko khomeka ka, kumbe ku tsandzeka ku landzelela nawu; kumbe nxungeto lowu vonakaka kumbe wo nyawula wa vuhlayiseki bya vaaki kumbe mbango; naswona ku navela ka vaaki eka mpaluxo wolowo wa tirhekodo wu tikela ku tlula ku onhaka loku hlamuseriweke ehansi ka swivangelo swa ku ariwa.

## **9.2 Aphili**

Mukomberi a nga ha nghenisa aphili ya ndhawu yaleyo ehenhla ka xiboho xa Muofisiri wa Vuxokoxoko

- Xa ku ala xikombelo ku kuma mfikelelo;
- Hi mayelana na hakelo ya xikombelo, dipoziti eka hakelo ya mfikelelo, kumbe hakelo ya mfikelelo
- Hi mayelana na ku engeteriwa ka nkarhi ku tirhana na xikombelo
- Hi mayelana na mfikelelo lowu wu pfumeleriwaka hi muxaka wo hambana eka lowu wu komberiweke.

Munhu loyi a khumbekeka eka ntwanano a nga ha nghenisa aphili ya ndhawu yaleyo ehenhla ka xiboho xa Muofisiri wa Vuxokoxoko ku amukela xikombelo xa mfikelelo.

### **Mukhuva wa aphili, na tihakelo ta aphili**

Aphili yi fanele yi nghenisiwa eka fomo leyi vekiweke (vona Xiengetelwa xa B) eka nkarhi wa 60 wa masiku;

Loko xitiviso xo ya eka munhu loyi a khumbekaka eka ntwanano xi laveka, eka nkarhi wa 30 wa masiku endzhaku ka ku va xitiviso xi nyikiwile muaphili wa xiboho lexi ku aphiliwaka ehenhla ka xona; kumbe loko xitiviso xo ya eka muaphili xi laveka, endzhaku ka ku va xiboho xi tekiwile xitiviso xa aphili xi fanele ku fikisiwa kumbe xi rhumeriwa eka Muofisiri wa Vuxokoxoko wa Ndzawulo eka adirese ya yena, nomboro ya fekisi kumbe adirese ya imeyili.

Yi fanele yi komba mhakankulu ya aphili ku boxa swivangelo swa aphili naswona yi nga ha katsa vuxokoxoko byihi kumbe byihi byin'wana lebyi fambelanaka lebyi byi tiviwaka hi muaphili;

Loko, hi ku engetela eka nhlamulo yo tsariwa, muaphili a navela ku tivisiwa hi xibohi xa aphili hi mukhuva wihi kumbe wihi wun'wana, u fanele ku boxa mukhuva wolowo kutani a nyika vuxokoxoko lebyi faneleke ku va a tivisiwa tano.

Laha swi endlekaka, aphili yi fanele ku fambisana swin'we na hakelo leyi vekiweke ya aphili, naswona yi fanele ku koxometa adirese ya poso kumbe nomboro ya fekisi.

Loko aphili yi ngenisiwa endzhaku ka ku hundza ka nkarhi lowu wu vuriweke, Holobye wa Mafumelo ya Ntirhisano, kumbe munhu loyi a hlawuriweke hi ku tsala hi Holobye, u fanele – eka ku va a komba xivangelo xa kahle – a pfumelela ku ngenisiwa ko hlwela ka aphili. Loko Holobye kumbe munhu loyi a hlawuriweke hi ku tsala hi Holobye a bakanya ku ngenisiwa ko hlwela ka aphili, u fanele ku nyika xitiviso xa xiboho xexo eka munhu loyi a ngeniseke aphili leyi.

Muendli wa xikombelo loyi a ngenisaka aphili ehenhla ka ku ariwa ka xikombelo xa yena xa mfikelelo u fanele ku hakela hakelo leyi vekiweke ya aphili. Loko hakelo leyi vekiweke ya aphili yi hakeriwa hi mayelana na aphili, xiboho eka aphili xi nga ha yimisiwanyana ku fikela loko hakelo yi hakeriwile.

Hi ku hatlisa hilaha swi kotekaka hakona, ku nga ha va eka nkarhi wa khume (10) ra masiku yo tirha endzhaku ka ku amukeriwa ka aphili Muofisiri wa Vuxokoxoko wa Ndzawulo u fanele ku yisa aphili leyi eka Holobye, kumbe munhu loyi a hlawuriweke hi ku tsala hi Holobye, swin'we na swivangelo swa yena swa xiboho lexi xi khumbekaka; naswona loko aphili yi ri ehenhla ka ku ariwa kumbe ku pfumeleriwa ka xikombelo xa mfikelelo, vito, adirese ya poso, riqingho na nomboro ya fekisi na adirese ya imeyili, xihi kumbe xihi lexi xi kumekaka, xa munhu wihi kumbe wihi loyi a khumbekaka eka ntwanano xi fanele ku tivisiwa hi xikombelo lexi.

## 10. SWIENGETELWA

## FOMO YA A

### XIKOMBELO XA MFIKELELO EKA RHEKODO YA NHLANGANO WA VAAKI

(Xiyenge xa 18(1) xa Nawu wa Nkondletelo wa Mfikelelo eka Vuxokoxoko, 2000, Nawu wa vu2 wa 2000)

[Xinawana xa 6]

#### SWA KU TIRHISIWA HI NDZAWULO

Nomboro ya rheferense:

Xikombelo xi amukeriwile hi (xiyimo xa mfumo, vito na xivongo xa Muofisiri wa Vuoxokoxoko /Xandla xa Muofisiri wa Vuxokoxoko) hi ti (siku) e\_ (ndhawu).

Hakelo ya xikombelo (loko yi ri kona) R .....

Dipoziti (loko yi ri kona) R .....

Hakelo ya mfikelelo R .....

NSAYINO WA MUOFISIRI WA VUXOKOXOKO/ XANDLA XA MUOFISIRI WA VUXOKOXOKO

#### A. Vuxokoxoko bya nhlango wa vaaki

Muofisiri wa Vuxokoxoko/Xandla xa Muofisiri wa Vuxokoxoko:

#### B. Vuxokoxoko bya munhu loyi a kombelaka mfikelelo eka rhekodo

- Vuxokoxoko bya munhu loyi a kombelaka mfikelelo eka rhekodo byi fanele ku nyikiwa laha hansi*
- Adirese na/kumbe nomboro ya fekisi eka Rhiphabuliki leyi vuxokoxoko byi fanele ku rhumeriwa eka yona, yi fanele ku nyikiwa.*
- Xitiyisiso xa xiyimo lexi xikombelo xi endliwaka eka xona, loko xi khumbeka, xi fanele ku khomanisiwa.*

Mavito hi xitalo na xivongo:

\_\_\_\_\_

Nomboro ya pasi:

\_\_\_\_\_

Adirese ya ndhawu:

\_\_\_\_\_



Nomboro ya fekisi:

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Nomboro ya riqingho:

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Adirese ya imeyili:

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Xiyimo lexi xikombelo xi endliwaka eka xona, loko xi endliwa hi ku yimela munhu wun'wana:

---

### C. Vuxokoxoko bya munhu loyi hi ku yimela yena xikombelo xi endliwaka

*Xiyenge lexi xi fanele ku tatisiwa NTSENA loko xikombelo xa vuxokoxoko xi endliwa hi ku yimela munhu wun'wana.*

Mavito hi xitalo na xivongo:

---

Nomboro ya pasi:

---

### D. Vuxokoxoko bya rhekodo

- a) *Nyika vuxokoxoko hi xitalo bya rhekodo leyi mfikelelo wu kombeleriweke yona, ku katsa na nomboro ya rheberense loko u yi tiva, ku endlela ku va rhekodo leyi yi kumeka.*
- b) *Loko xivandla lexi nyikiweke xi nga enelangi, u komberiwa ku ya emahlweni eka phepha ro hambana kutani u ri khomanisa eka fomo leyi. **Mukomberi u fanele ku sayina maphepha hinkwawo yo engetela.***

1. Nhlamuselo ya rhekodo kumbe xiphemu lexi fambelanaka xa rhekodo:

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2. Nomboro ya rheberense, loko yi ri kona:

---

3. Vuxokoxoko byihi kumbe byihi byin'wana bya rhekodo:

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### E. Tihakelo

- a) *Xikombelo xa mfikelelo eka rhekodo, handle ka rhekodo leyi yi nga na vuxokoxoko bya munhu yena n'winyi hi mayelana na mihlangano, xi ta phurosesiwa ntsena endzhaku ka ku va **hakelo ya xikombelo** yi hakeriwile.*
- b) *U ta tivisiwa hi ntsengo lowu wu lavekaka ku hakeriwa tanihi hakelo ya xikombelo.*
- c) ***Hakelo leyi hakeriwaka ya mfikelelo** eka rhekodo yi lawuriwa hi xivumbeko lexi mfikelelo wu lavekaka haxona na nkarhi wo nyawula lowu lavekaka ku hangunuxa na ku lulamisa rhekodo leyi.*

---

d) Loko u fikelela ku kuma mpfumelelo wa ku nga khumbeki eka ku hakeriwa ka hakelo yihi kumbe yihi, u komberiwa ku boxa xivangelo xa mpfumelelo wa ku nga khumbeki.

Xivangelo xa mpfumelelo wa ku nga khumbeki eka ku hakeriwa ka tihakelo:

## F. Xivumbeko xa mfikelelo wa rhekodo

**Loko u siveriwa hi vutsoniwa ku hlaya, ku vona kumbe ku yingisela rhekodo leyi nga eka xivumbeko xa mfikelelo lowu wu lulamiseriweke eka 1 ku fika eka 4 laha hansi, boxa vutsoniwa bya wena kutani u komba xivumbeko lexi rhekodo yi lavekaka haxona.**

Vutsoniwa:	Xivumbeko lexi rhekodo yi lavekaka haxona:		
<i>Fungha bokisi leri faneleke hi X</i>			
<i>Tinotsi:</i>			
a) <i>Ku landzelela xikombelo xa wena xa mfikelelo lowu nga hi xivumbeko lexi koxometiweke swi nga ha lawuriwa hi xivumbeko lexi rhekodo leyi yi kumekaka haxona.</i>			
b) <i>Mfikelelo lowu nga hi xivumbeko lexi komberiweke wu nga ariwa eka swiyimo swo karhi. Eka swiyimo swo tano u ta tivisiwa loko mfikelelo wu ta pfumeleriwa hi xivumbeko xin'wana.</i>			
c) <i>Hakelo leyi yi hakeriwaka ya mfikelelo wa rhekodo, loko yi ri kona, yi ta bohiwa hi tlhelo rin'wana hi xivumbeko lexi mfikelelo wu komberiweke haxona.</i>			
<b>1. Loko rhekodo yi ri hi xivumbeko xo tsariwa kumbe xo pirintiwa:</b>			
	Khopi ya rhekodo		Vukamberi bya rhekodo
<b>2. Loko rhekodo yi ri na swifaniso leswi voniwaka:</b> (leswi swi katsa swinepe, swilayidi, mikandziyiso ya vhidiyo, swifaniso leswi swi endliweke hi khomphyuta, swikeche, sw.sw.):			
	Vona swifaniso		Khopi ya swifaniso
Ku hundzuriwa ku va tsalwa ka swifaniso			
<b>3. Loko rhekodo yi ri na marito lama kandziyisiweke kumbe vuxokoxoko lebyi byi nga humesiwaka nakambe hi mpfumawulo:</b>			
	Yingisela risimu		Ku hundzuriwa ku va tsalwa ka risimu
<b>4. Loko rhekodo yi hlayisiwile hi xivumbeko xo hlayeka hi khomphyuta kumbe hi xiekitironiki kumbe hi muchini:</b>			
	Khopi leyi pirintiweke ya rhekodo		Khopi leyi pirintiweke vuxokoxoko lebyi byi humaka eka rhekodo leyi
Khopi leyi yi nga hi xivumbeko xo hlayeka hi khomphyuta			
Loko u komberile khopi kumbe ku hundzuriwa ku va tsalwa ka rhekodo (laha henhla), xana u tsakela ku va khopi kumbe leyi nga hundzuriwa ku va tsalwa yi poseriwa eka wena? <b><i>Ku posa swa hakeriwa.</i></b>			INA
			E-E
<i>Lemuka leswaku rhekodo leyi a yi kumeki hi ririmi leri u ri tsakelaka, mfikelelo u nga ha nyikiwa hi ririmi leri rhekodo yi kumekaka harona.</i>			
Xana u ta tsakela rhekodo ya wena hi ririmi rihi?			

## G. Xitiviso xa xiboho hi mayelana na xikombelo xa mfikelelo

*U ta tivisiwa hi ku tsala loko xikombelo xa wena xi pasisiwile/ariwile. Loko u tsakela ku tivisiwa hi mukhuva wun'wana, u komberiwa ku koxometa mukhuva wa kona na ku nyika vuxokoxoko lebyi faneleke bya ku kota ku landzelela xikombelo xa wena*

Xana u ta tsakela ku tivisiwa njhani hi xibofo hi mayelana na xikombelo xa wena xa mfikelelo eka rhekodo leyi?

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Yi sayisiwile hi ti \_\_\_\_\_ siku ra \_\_\_\_\_ 20 \_\_\_\_\_

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NSAYINO WA MUKOMBERI/MUNHU LOYI HI KU YIMELA YENA XIKOMBELO XI  
ENDLIWAKA

## FOMO YA B

### XITIVISO XA APHILI YA NDHAWU YALEYO

(Xiyenge xa 75 xa Nawu wa Nkondletelo wa Mfikelelo eka Vuxokoxoko, 2000, Nawu wa vu2 wa 2000)

[Xinawana xa 8]

#### BOXA NOMBORO YA WENA RHEFERENSE:

##### A. Vuxokoxoko bya nhlangoane wa vaaki

Muofisiri wa Vuxokoxoko/Xandla xa Muofisiri wa Vuxokoxoko:

##### B. Vuxokoxoko bya mukombero/munhu loyi a khumbekaka eka ntwanano loyi a ngenhisaka aphili ya ndhawu yaleyo

- a) *Vuxokoxoko bya munhu loyi a ngenhisaka aphili ya ndhawu yaleyo byi fanele ku nyikiwa laha hansi.*
- b) *Xityisiso xa xiyimo lexi aphili leyi yi ngenhiswaka haxona, loko swi endleka, xi fanele ku khomanisiwa.*
- c) *Loko muaphili a ri munhu wa vunharhu naswona a nga ri munhu loyi eku sunguleni a kombeleke vuxokoxoko, vuxokoxoko bya mukombero byi fanele ku nyikiwa eka C laha hansi..*

Mavito hi xitalo na xivongo:

---

Nomboro ya pasi:

---

Adirese ya ndhawu:

---

Nomboro ya fekisi:

---

Nomboro ya riqingho:

---

Adirese ya imeyili:

---

Xiyimo lexi aphili ya ndhawu yaleyo hi ku yimela munhu un'wana xi ngenhiswaka haxona:

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### C. Vuxokoxoko bya mukomberi

*Xiyenge lexi xi fanele ku tatisiwa NTSENA loko munhu loyi a khumbekaka eka ntwanano (handle ka mukomberi) a ngenisa aphili ya ndhawu yaleyo.*

Mavito hi xitalo na xivongo:

---

Nomboro ya pasi:

---

### D. Xiboho lexi aphili ya ndhawu yaleyo yi ngenisiwaka ehenhla ka xona

<i>Fungha xiboho lexi aphili ya ndhawu yaleyo yi ngenisiwaka eka xona hi X eka bokisi leri faneleke:</i>	
	Ku ariwa ka xikombelo xa mfikelelo
	Xiboho hi mayelana na tihakelo leti vekiweke hi ku landza xiyenge xa 22 xa Nawu lowu
	Xiboho hi ku landza xiyenge xa 29(3) xa Nawu lowu ku ala mfikelelo hi xivumbeko lexi komberaweke hi mukomberi
	Xiboho ku pfumelela xikombelo xa mfikelelo

### E. Swivangelo swa aphili

*Loko xivandla lexi xi nyikiweke xi nga enelangi, u komberwa ku ya emahlweni eka phepha ro hambana kutani u ri khomanisa eka fomo leyi. **U fanele ku sayina maphepha hinkwawo yo engetela.***

Boxa swivangelo leswi aphili ya ndhawu yaleyo yi ngenisiwaka ehenhla ka swona. Boxa vuxokoxoko byihi kumbe byihi byin'wana lebyi nga fambelanaka eka ku langutisisa aphili leyi:

### F. Xitiviso xa xiboho hi aphili

*U ta tivisiwa hi ku tsala hi xiboho xa aphili ya wena ya ndhawu yaleyo. Loko u tsakela ku tivisiwa hi mukhuva wun'wana, u komberwa ku koxometa mukhuva lowu kutani u nyika vuxokoxoko lebyi faneleke ku kota ku landzelela xikombelo xa wena.*

Boxa mukhuva: \_\_\_\_\_

Vuxokoxoko bya mukhuva:

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Yi sayiniwile hi ti \_\_\_\_\_ siku ra \_\_\_\_\_ 20\_\_\_\_\_

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## NSAYINO WA MUAPHILI

**SWA KU TIRHISIWA HI NDZAWULO:****RHEKODO YA XIMFUMO YA APHILI YA NDHAWU YALEYO:**

Aphili yi amukeriwile hi ti \_\_\_\_\_(siku) hi

\_\_\_\_\_ (boxa xiyimo xa mfumo, vito na xivongo xa Muofisiri wa Vuxokoxoko/ Xandla xa Muofisiri wa Vuxokoxoko)

Aphili yi fambisana swin'we na swivangelo swa xiboho xa Muofisiri wa Vuxokoxoko/ Xandla xa Muofisiri wa Vuxokoxoko na, laha swi endlekaka, vuxokoxoko bya munhu loyi a khumbekaka eka ntwanano loyi rhekodo yi fambelanaka na yena, byi yisiwa eka Muofisiri wa Vuxokoxoko/ Xandla xa Muofisiri wa Vuxokoxoko hi ti (siku) eka Holobyе.

**MBUYELO WA APHILI:**

Xiboho xa Muofisiri wa Vuxokoxoko/ Xandla xa Muofisiri wa Vuxokoxoko

XI TIYISISIWILE/ XIBOHO XINTSHWA XI SIVIWILE

XIBOHO

XINTSHWA \_\_\_\_\_

SIKU (Holobyе):

\_\_\_\_\_

XI AMUKERIWILE HI MUOFISIRI WA VUXOKOXOKO / XANDLA XA MUOFISIRI WA VUXOKOXOKO KU SUKA EKA HOLOBYE HI (siku):

\_\_\_\_\_

**FOMO YA D**  
TIRHEKODO LETI KUMEKAKA XIKAN'WEKAN'WE NA MFIKELELO EKA  
TIRHEKODO TOLETO

**(Xiyenge xa 15 xa Nawu wa Nkondletelo wa Mfikelelo eka Vuxokoxoko, Nawu wa  
vu2 wa 2000)**

**[Xinawana xa 5A]**

<b>DESCRIPTION OF CATEGORY RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))</b>
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
<b>FOR PURCHASING IN TERMS OF SECTION 15 (1)(a)(ii):</b>	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):</b>	
Revised National Capacity Building Framework draft 4, 2012-2016	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>



Section 54A and 56 Managers Skills Audit, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>General Notices/Regulations/Circulars</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Municipal Property Rates Act basic information, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Basic Information for Ratepayers, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Regulations concerning financial reporting by municipalities, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Amendment of Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Regulations regarding the calling of tenders, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Government Municipal Performance Regulations, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Remuneration of Public Office Bearers Act (20/1998), 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Cross-boundary Municipalities Laws Repeal and Related Matters Amendment Act (2007), 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Government Performance Regulations (2006), 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Councillor Remuneration Final Notice, 8 December 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Formulae for determination of number of councillors, 15 July 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Participation of municipal staff in elections, 10 March 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Circular on Transitional arrangement before and after the 18 May 2011 Local Government election	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Regulations on Municipal Staff – LG Elections 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Payment of Gratuity to qualifying ex-councillors, 2012	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Reports</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Development Planning Indaba 2004 Report, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
2003 Municipalities Study Tour Report by Portfolio Committee on Provincial and Local Government, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
IDP Reports, 2008 – 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Annual Reports, 1997– 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Local Government Frameworks</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>

Local Economic Development Guidelines, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
A Guideline Document on Provincial Local Intergovernmental Relations, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Government Anti-corruption Strategy, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Government Gender Policy Framework, 2007, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Municipal Systems Improvement Grant Framework, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Draft Youth Development Framework for Local Government, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Framework for Integrated LG Response to HIV and AIDS, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
IDP Format Guide, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
IDP Analysis Framework 2008, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Economic Development KPA 3 analysis, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Community-based Workbook and Guide Planning Programme, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Communication Facilitation Workbook and Guide and Dealing with Conflict, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Core Municipal Processes Workbook and Guide and Service Delivery, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Gender, Equity Workbook and Guide and Diversity, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Meeting Procedures and Guide and Reporting, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
National Framework and Ward Funding Model, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Public Participation Workbook and Guide in Local Governance, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Industry Guide – Infrastructure Service Delivery Level and unit cost, 2012	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Revised National Capacity Building Framework, 2012-2016	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Programme Information</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Business Adopt-a-Municipality: FAQ's for the 2014 Flagship Projects, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Clean Cities and Towns Programme: Strategy Framework, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Clean Cities and Towns Programme: Operations, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Operation Clean Audit: Booklet, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>

Guideline for Establishment of Municipal Public Accounts Committees, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Outcome 9: Technical Implementation Forum (28 June 2010) Delivery Agreement, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>LG Turnaround Strategies</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Cabinet LG TAS Final (9 November 2009), 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Implementation of MTAS, 22 June 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
LG TAS Booklet, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
MinMEC Media Briefing, 4 March 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Municipal Guidelines, 2010	
Phase 3 Guidelines Final, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
State of LG Overview Report (16 November 2009), 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Strategic Plans</b>	
COGTA Strategic Plans, 2004-2014	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
COGTA Business Plan, 2010-2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Legislation</b>	
Municipal Property Rates Act and Implementing Tool	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Step-by –Step Guide on Valuation and Rating, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Generic Rates Policy Format, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
General Guidelines, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Guidelines on Valuations for Municipalities, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Municipal Property Rates Amendment Act, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
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