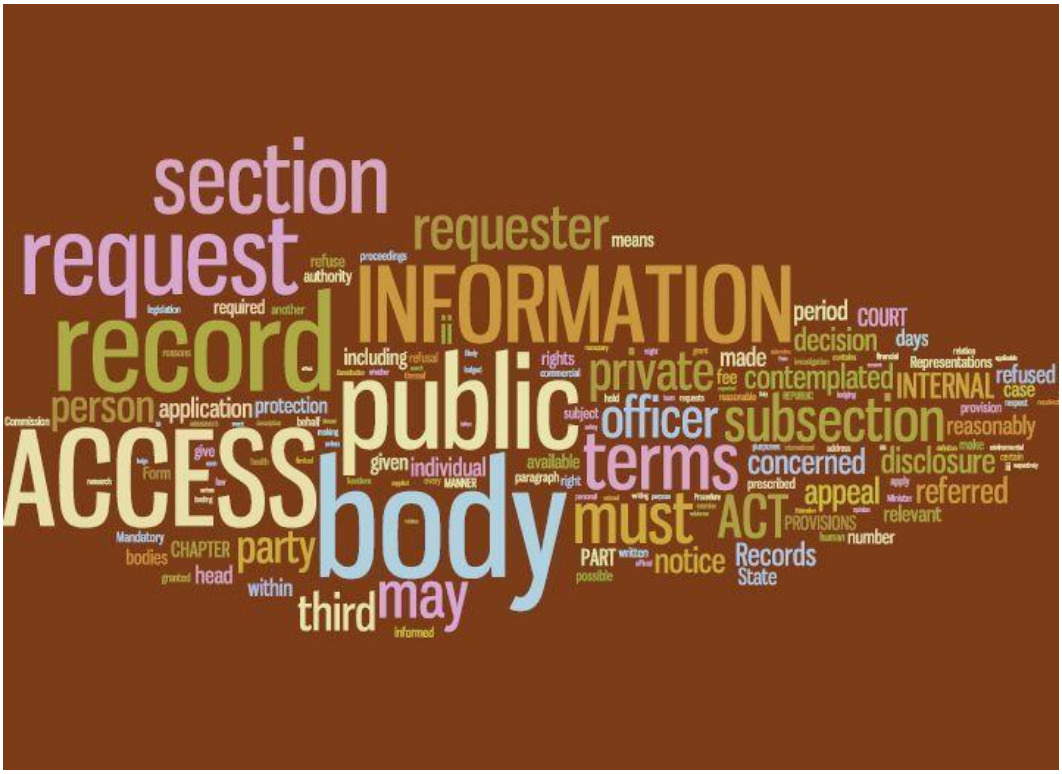
cooperative governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

UMTHETHO WOKUGQUGQUZELA UKUTHOLAKALA KOKWAZISWA:

IMANUWALI NGOKWESIGABA 14



Inamba yokubukezwa 1.0, 2.0

Inamba yereferensi 8/1/1/1/1

Usuku lokuphothulwa Mashi 2012, August 2020

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1. ISINGENISO

UMthetho woMthetho-sisekelo waseRiphabliki yaseNingizimu Afrika 1996 (uMthetho Na. 108 ka-1996), isigaba 32, ubalula ukuthi wonke umuntu unelungelo lokuthola nanoma yikuphi ukwaziswa okuphethwe wuHulumeni nanoma wubani omunye umuntu uma loko kwaziswa kudingekela ukusetshenziswa noma ukuvikela noma maphi amalungelo. Lo Mthetho uqhubeka uthi kumelwe kushaywe umthetho kazwelonke wokwenza leli lungelo libe ngokoqobo.

UMthetho Wokugqugquzela Ukutholakala Kokwaziswa, 2000 (uMthetho Na. 2 ka 2000) ukusuka manje ozobizwa ngokuthi “uMthetho”, wenza kusebenze ilungelo elingokomthetho-sisekelo lokutholakala kokwaziswa okuphethwe yinoma yiyiphi inhlangano kahulumeni noma engasese futhi udingekela ukusebenzisa noma ukuvikela noma yimaphi amalungelo. UMthetho uningiliza izinqubo zokulandelwa lapho kufakwa lezo zicelo zokwaziswa okugcinwe yinhlangano kahulumeni noma ezimele.
Nokho, isigaba 9 soMthetho siqaphelisa ngokuthi ilungelo elinjalo linokulinganiselwa okuthile okunezizathu ezamukelekayo ezihlanganisa, kodwa ezingapheleli kuloku:

- Ukuvikelwa kwengasese okunengqondo;
- Ukugcina isifuba kwezohwebo;
- Ukwengamela okusebenzayo, okusebenza kahle nokulungile.

Isigaba 14 somthetho sibeka umthwalo phezu kwezinhlangano zikahulumeni ukuba zihlanganise imanuwali esiza umuntu ukuba athole ukwaziswa okuphethwe yileyo nhlangano kahulumeni. Umthetho usho nokuthi yiziphi izimfuneko ezidingekayo okungenani okumelwe leyo manuwali ibe bazo..

Ngakho-ke, injongo yale manuwali wukwazisa umuntu ukuthi angatholakala kanjani amarekhodi aphethwe wuMnyango Wokulawula Ngokubambisana (DCoG), ozobizwa kusuka manje ngokuthi “uMnyango” okube sekwenza isigaba 14 soMthetho sibe ngesisebenzayo.

2. INJONGO

Ngale manuwali kuhloswe ukunikeza ofaka isicelo, ecela egameni lalo “Mthetho”, imininingwane yokuxhumana nezinqubo okudingekile ukuze athole ukwaziswa okuqondile kulo Mnyango.

Le manuwali ilwela futhi ukunikeza ofaka isicelo isithombe esicacile sokuthi uMnyango ume kanjani, imisebenzi, nezinkonzo zawo ukuze yenze ofaka isicelo abone ukuthi ukwaziswa akufunayo kungaba kuphi.

Le manuwali ihlinzeka nangamafomu adingekayo nezindleko ezithintekayo esicelweni.

3. OKUNGABALIWE LAPHA

Le manuwali isebenza ngamarekhodi alo Mnyango kuphela, hhayi awezinhlangano ezisebenzisana nawo. Nanoma yiziphi izicelo zokutholakala kolwazi ezivela ezinhlanganweni ezisebenzisana nawo kumelwe ziqondiswe eSikhulwini Sokwaziswa senhlangano ethintekayo.

4. IZINDIMA NEMISEBENZI KWALO MNYANGO

UMbono walo Mnyango

Isisitimu yokulawula ehlangene kahle, esabelayo futhi eshaya emhloleni, kuhlanganise imiphakathi, ukuze kufinyelelwe intuthuko ezinzile kanye nokulethwa kwamasevisi okwenziwe ngcono.

Loko uMnyango Ophokophele Kuko

Impokophelo yethu wukwenza kwenzeke kaludlana ukulawula ngokubambisana kanye nokusekela onke amazinga kahulumeni, ukugqugquzela izindaba zomdabu kanye nokusekela zonke izindikimba ezihlobene naloko ngokwenza loku okulandelayo:

- Ukwakha izinqubo-mgomo ezifanelekile kanye nemithetho yokukhuthaza ukuhlangana kahle okuhle ezinhlelweni zikahulumeni zokuthuthukisa nokuletha amasevisi;
- Ukunikeza izndlela zokungenela zamaqhinga okusebenza, ukusekela kanye nobambiswano ukuze kwenziwe ludlana ukusetshenziswa kwenqubo-mgomo kuzifundazwe nakuhulumeni wasekhaya; kanye

- Nokwakha izindlela zokusebenzi (mechanisms) ezinika amandla ukuze imiphakathi ikwazi ukubamba iqhaza ekulawuleni izinto.

Loko Okungamagugu Kulo Mnyango

Loko okungamagugu kithi kuthonywa yizimiso Zomsebenzi kaHulumeni waseNingizimu Afrika i-Batho Pele (Abantu Kuqala)

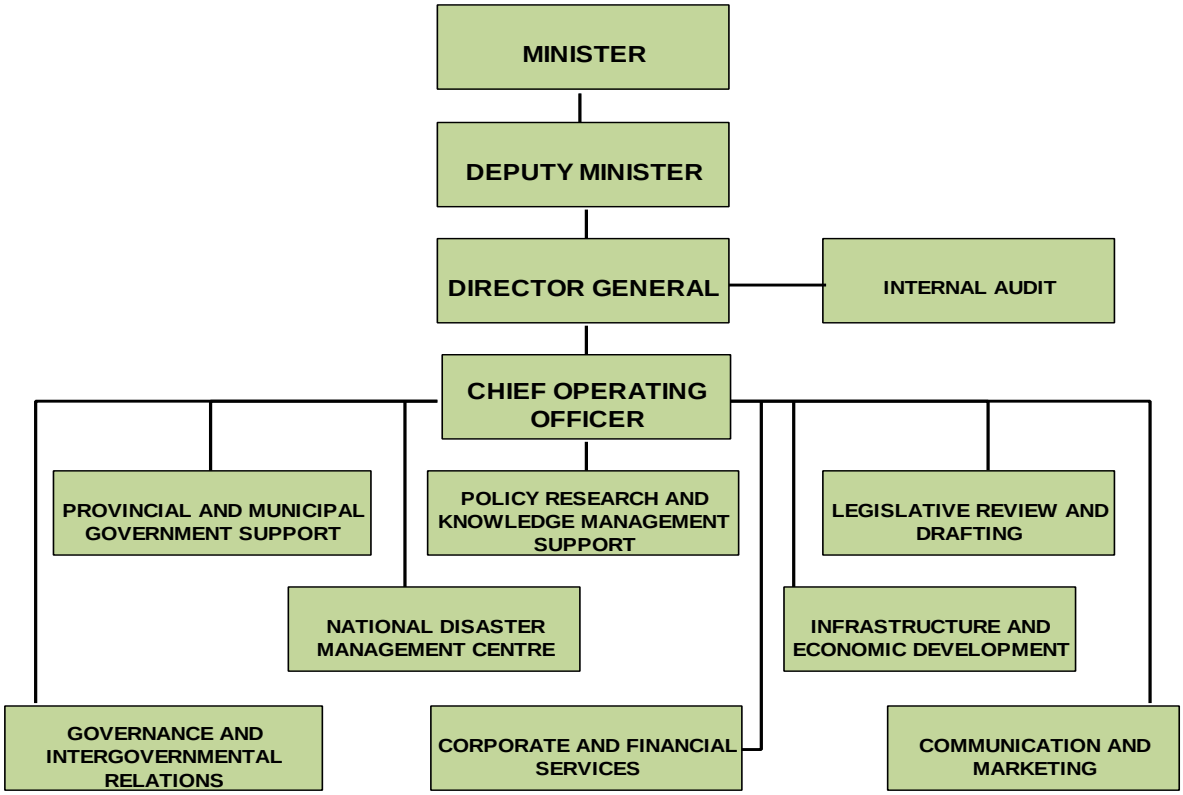
- Ukusebenza ngobuchwepheshe
- Indlela yokushiseka (activist approach)
- Ubambiswano kanye nobufelandawonye
- Ukuphuma phambili ekunikeni isevisi

Imigomo Engokweqhinga Lokusebenza yalo Mnyango

Lo Mnyango wémukela le migomo yamaqhinga okusebenza emihlanu elandelayo:

1. Faka isandla ekwakheni izwe elithuthukayo kuhulumeni kazwelonke, wesifundazwe nowasekhaya elongayo, elishaya khona nelisabelayo;
2. Qinisa ukuba nokuziphendulela kanye nohulumeni omsulwa;
3. Ukusheshisa ukulethwa kwamasevisi kanye nokusekela abasesimweni esibucayi;
4. Ukusimamisa ubambiswano lokuthuthukisa, ubumbano lwezenhlalo kanye nokushukumisa umphakathi; kanye
5. Nokuqinisa ukukwazi komnyango njengeqembu ukwenza izinto nokusebenza ukuze ufeze izibopho zawo.

Ukwakheka kwale nhlangano emazingeni aphezulu



TRANSLATION OF HEADINGS ABOVE:

English	Zulu
MINISTER	UNGQONGQOSHE
DEPUTY MINISTER	IPHINI LIKANGQONGOSHE
DIRECTOR-GENERAL	UMQONDISI-JIKELELE
INTERNAL AUDIT	UKUCUBUNGULWA KWAMABHUKU KWANGAPHAKATHI
CHIEF OPERATING OFFICER	ISIKHULU SEMISEBENZI ESIYINHLOKO
PROVINCIAL AND MUNICIPAL GOVERNMENT SUPPORT	UKUSEKELWA KOHULUMENI BEZIFUNDA NABASEKHAYA
POLICY RESEARCH AND KNOWLEDGE MANAGEMENT SUPPORT	UKUSEKELWA KOCWANINGO LWENQUBO-MGOMO NOKULAWULWA KOLWAZI
LEGISLATIVE REVIEW AND DRAFTING	UKUBUKEZA IMITHETHO NOKWENZA AMADRAFU
NATIONAL DISASTER MANAGEMENT CENTRE	ISIKHUNGO SOKUSINGATHA IZINHLEKELELE SIKAZWELONKE
INFRASTRUCTURE AND ECONOMIC DEVELOPMENT	UKUTHUTHUKISWA NGOKWENGQALASIZINDA NANGOKOMNOTHO
GOVERNANCE AND INTERGOVERNMENTAL RELATIONS	UKULAWULA NOBUDLELWANO PHAKATHI KOHULUMENI
CORPORATE AND FINANCIAL SERVICES	AMASEVISI ANGOKWENKAMPANI NAWEZIMALI
COMMUNICATION AND MARKETING	UKUXHUMANA NOKUMAKETHA

Imigomo yalo Mnyango iphishekelwa ngalezi zinhlelo ezilandelayo:

Imisebenzi:	Incazo:
Ukugcinwa kwamabhuku	Hlinzekela ukulawulwa, ubuholi, kanye nokugcinwa kwamabhuku kulo mnyango.
Ucwaningo lwenqubo-mgomo kanye nokulawulwa kolwazi	Ukuhlinzeka amasevisi oxhaso akhethekile kulo mnyango emikhakheni yokulawulwa kocwaningo nolwazi; ukwakhiwa kwenqubo-mgomo; ukubeka iso nokukala inani, kanye namathekinoloji okwaziswa, ukuxhumana nebhizinisi.
Ukulawula nobudlelwano phakathi kohulumeni	Thuthukisa ukusebenza ngokubambisana nokuhambisana ukuya phezulu nasemaceleni phakathi kwamazinga kahulumeni. Gqugquzela ukubamba iqhaza komphakathi ekulawuleni kusetshenziswa izindlela zokuqondisa kanye nezinhlelo zokuqapha, ukungenela nokusekela ezifundazweni, omasipala kanye nezinhlangano eziphathelene.
Ukuthuthukisa ngengqalasizinda nezomnotho	Sekela izinhlelo namasisitimu kohulumeni bezifundazwe nabasekhaya kokugqugquzela ukuthuthukisa ngokomnotho nengqalasizinda.
Ukusekela kohulumeni besifundazwe nabasekhaya	Nika ukuqapha, izinhlelo zokusekela kanye nezindlela zokusebenza.
Iziko lokusingatha izinhlekelele likazwelonke	Gqugquzela isisitimu ehlangene exhumaniseke kahle yokusingatha ingozi yezinhlekelele egcizelela ikakhulu ukuzivimbela, ukuzidambisa nokuzilungela kwezinhlangano zikahulumeni kazwelonke, abezifundazwe nabasekhaya, izisebenzi ezingokomthetho nabanye ababambiqhaza abahilelekile ekusingatheni ingozi yezinhlekelele.

Amasevisi ahlinzekwa yilo Mnyango:

Ngayinye yamadivishini alo Mnyango yenze uhlelo lwesikhathi esingeside kakhulu olusho ukuthi leyo divishini izokwenzani ukuze kufezeke imigomo engokweqhinga lokusebenza yalo Mnyango. La madokumende angokweqhinga lokusebenza aningiliziwe ayatholakala uma ecelwa.

5. IMININGWANE YOKUTHINTANA

5.1 Isikhulu Sokwaziswa

UMQONDISI-JIKELELE	UCINGO	IFEKISI	I-*EMAIL*
Nks Avril Williamson	(012) 334 0518	086 558 0479	Avrilw@cogta.gov.za

5.2 Iphini LeSikhulu Sokwaziswa (Inhloko Yokuxhumana)

DIO	UCINGO	IFEKISI	I-EMAIL
Mnu.Themba Fosi	(012) 334 0800	086 558 0479	ThembaF@cogta.gov.za
Nks.Thinavhuyo Skosana	(012) 334 4883	086 558 0479	ThinavhuyoN@cogta.gov.za
Nks. 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 Amakheli

AMAKHELI EPOSI	AMAKHELI ASEHHOVISI	I-*WEBSITE*
The Information Officer Department Cooperative Governance Private Bag X 804 Pretoria 0001	The Information Officer Department Cooperative Governance 87 Hamilton Street Arcadia Pretoria	www.cogta.gov.za

6. ISIQONDISO NGOKWESIGABA 10 SENDLELA YOKUSEBENZISA LO MTHETHO

Isigaba 10 soMthetho sibeka isibopho kuKhomishani Yamalungelo Esintu "sokuhlanganisa ngolimi ngalunye olusemthethweni, isiqondiso esiqukethe loku kwaziswa, ngesimo esiqondakala kalula, kunoma wubani ofisa ukusebenzisa noma yiliphi ilungelo elishiwo kuMthetho." Lesi siqondiso kwakufanele sikhishwe ngomhla ka-15 Agasti 2003. Nokho ngeziqondiso, uNgqongqoshe weZobulungiswa wanweba isikhathi kwaze kwaba wumhla ka-31 Agasti 2004 ukuze kwenziwe lesi siqondiso.

Nanoma yimiphi imibuzo ngalesi siqondiso kumelwe ibhekiswe ku-:

Khomishani Yamalungelo Esintu YaseNingizimu Afrka,
Kuyunithi ye-PAIA (UMnyango Wokucwaninga Nowamadokumende).
Private Bag X2700, HOUGHTON, 2041;
Inamba yocingo: 011 484 8300;
Inamba yefekisi: 011 484 1360
I-*website*: www.sahrc.org.za
Ikheli le-*email*: paia@sahrc.org.za

7. UKUTHOLAKALA KWAMAREKHODI AGCINWE YILO MNYANGO

7.1 Izigaba zamarekhodi agcinwe yilo Mnyango

1. Ukugcinwa kwamabhuku Kwamadivishini
   Lesi sigaba sisebenza kakhulu ngokwaziswa okuhlobene nokugcinwa kwamabhuku namadokumende angaphakathi koMnyango namadivishini awo. Inhlobo yokwaziswa okufakwe kulesi sigaba ngamapulani ebhizinisi, nezindleko zedivishini ngayinye, nokubika inqubekela-phambili, izinqubo, izinkambiso kanye nezinqubo-mgomo zangaphakathi zalo Mnyango.
2. Ukulawulwa Kokuthintana Nabathintekayo
   Ukwaziswa kokulawulwa kokuthintana kuhlanganisa ukwaziswa ngabo bonke abathintekayo abayinhloko namakhasimende nalobo budlelwane lo Mnyango onabo nabo nanokuxhumana nabo. Futhi izicelo, izicelo zokuthi sekumaphi nendawo nezikhalo zabathintekayo noma amakhasimende zizogcinwa njengengxenye yokwaziswa kokuthintana.
3. Ukugcinwa Kwamabhuku Ezezimali Nabasebenzi.
   Loku kuhlanganisa ukwaziswa kwezezimali zoMnyango, njengamabhajethi, ukusebenziswa kwezimali kuqhathaniswa namabhajethi, nezimali zezikhuthazo ezibhajethiwe. Loku kwaziswa kuhlobene ngqo namaholo kuhlanganise nokusebenzisa imali ekuqhubeni ibhizinisi. Ukwaziswa kwenhlalakahle yabasebenzi kuhlobene namaholo, ilivu, uhlelo lwamakhono, nokuthuthukiswa kwabantu ngabanye, nezinga lomsebenzi wabo uma kuqhathaniswa nalezi zinhloso.

4. Abahlinzeki Namakhono
   Lo mkhakha uhlanganisa ukwaziswa ngabahlinzeki bamakhono zezinkonzo ezinikwa uMnyango kuhlanganise nezinga le-BEE lalezo zinhlangano, noma labo bantu. Loku kwaziswa kuyingxenye yokwaziswa kokusebenzisa imali ekuqhubeni ibhizinisi.
5. Ukulawulwa Kwezinhlelo Namaprojeke
   Loku ukwaziswa okumayelana nezinhlelo namaprojeke yoMnyango. okuhlanganisa izinto ezihlukahlukene njengokuthuthukiswa okuxhaswe ngabanikeli, nokwenzeka mayelana nezinhlelo zoMnyango. Loku kuhlanganisa ukuhlela, ukubhajetha, ukubeka iso, izinto zokufezwa nanemininingwane yemiphumela.
6. Okokuqondisa Nokufunwa Wumthetho
   UMnyango ugcina amabhuku emithetho ehlobene, ukulawula nanezinqubo-mgomo. Ngaphezu kwaloko, uMnyango unamarekhodi amacala omthetho ahlobene nezindaba zokwengamela okubambisene.
7. Izinqubo-mgomo
   Kunezinqumo-mgomo ezihlobene nezici zezendabuko ezishukumisa izenzo nokungenela koMnyango. Lezi zinqumo-mgomo zitholakala kubo bonke abasebenza kulo Mnyango nge-*intranet*, ukuze bazijwayeze nokusebenza kwazo zonke izingxenye futhi nanganoma yiluphi ushintsho olungathinta indlela abasebenza ngayo.
8. Ukulawulwa kwesifundazwe
   Lo mkhakha wamarekhodi umayelana nokubekwa iso nokuhlolwa kwezezimali endleleni yokuphatha nemisebenzi engokwezimali ezinhlakeni zezifundazwe kanye nasekwelusweni nokubekwa iso kukahulumeni wasekhaya.
9. Ukulwa nenkohlakalo nokukhwabanisa
   Loku wukwaziswa okumayelana nokuhlinzekwa nokusekelwa kwabathintekayo bangaphandle ngokulawulwa kokulwa nenkohlakalo nokukhwabanisa.
10. Ukuthuthukisa ngengqalasizinda nezomnotho
    La marekhodi amayelana nokwakhiwa nokubukezwa kohlaka olungokomnotho kanye nokuhlinzekwa kokusekelwa nokwenza kube lula kokuthuthukiswa ngokwezomnotho kwendawo. Loku futhi kuhlanganisa amarekhodi okupulanwa nokusekelwa kokuthuthukisa ngokomnotho ezingeni lasendaweni nelesifundazwe.
11. Ukusingathwa kwezinhlekelele kuzwelonke
    Lo mkhakha wamarekhodi umayelana nokupulanwa, ukuthuthukiswa nokusetshenziswa kwezinhlaka nokusingathwa kwezinhlekelele kuzwelonke.

7.2 Izincwadi ezitholakalayo (amagama ngesiNgisi)

World Urban Forum Paper
Local Government Fact Book 2003/2004

SDF Key Performance Areas – Eastern Cape
IDP Credibility Framework
IDP Calendar
IDP Format Guide
Environmental Working Group Report
LGTAS Booklet
CWP Booklet
Municipalities IDP's (Ziningana)
DCOG Annual Reports
Medium Term Strategy Framework
Promotion of Access to Information Manual

7.3 Izigaba zamarekhodi atholakala nakanjani kulo Mnyango

Konke ukwaziswa kuthokala ku-*website* yoMnyango www.cogta.gov.za
Amarekhodi anjengoba elandisiwe kuFomu C lale manuwali

8. INQUBO YOKUFAKA ISICELO

8.1 Inqubo

Ukuze kusetshenzwe isicelo zokwaziswa ngoMthetho Wokutholakala Kokwaziswa, kusetshenziswa izinqubo ezilandelayo kulo Mnyango:

Isinyathelo 1: Inqubo yokufaka isicelo

Ukuze acele ukwaziswa, ofaka isicelo kumelwe agcwalise ifomu lesicelo

NGEPOSI	NGESANDLA	NGEFEKISI
ISikhulu Sokwaziswa Department Cooperative Governance Private Bag X 804 PRETORIA 0001	ISikhulu Sokwaziswa Department Cooperative Governance 87 Hamilton Street Arcadia PRETORIA	ISikhulu Sokwaziswa 086 558 0479

Ngokuvumelana noMthetho inani elingu-R35.00 kumelwe lihambisane nesicelo sokwaziswa uma singaveli kuMceli Ongumuntu Siqu.. Lelinani lingakhokhwa ngesheke, ukheshi (uma kudluliselwa mathupha) noma lingafakwa kwi-akhawunti yasebhange yoMnyango (ubufakazi bokufakwa kumelwe kuhambisane nefomu lesicelo) :

Imininingwane ye-akhawunti yasebhange:

IBhange: South African Reserve Bank
Igama le-akhawunti: Cooperative Governance and Traditional Affairs
Inamba ye-akhawunti: 0008033280
Ikhodi legatsha: 910145
Inhlobo ye-akhawunti: Paymaster General Account

Umuntu okuxhunyanwa naye: Josias Moloto
I-*email*: Josiasm@cogta.gov.za

Ina. yeucingo: 012 334 0909

Isinyathelo 2: Ukuqinisekiswa nokuvunywa ukuthi kutholiwe

ISikhulu Sokwaziswa soMnyango samukela futhi siqinisekise isicelo siphinde sibone ukuthi ukwaziswa okuceliwe kuyatholakala yini kulo Mnyango. Isicelo sibe sesamukelwa, sinqatshwe noma sidluliselwe kubagcini abafanele bokwaziswa okuceliwe. Ukuvuma

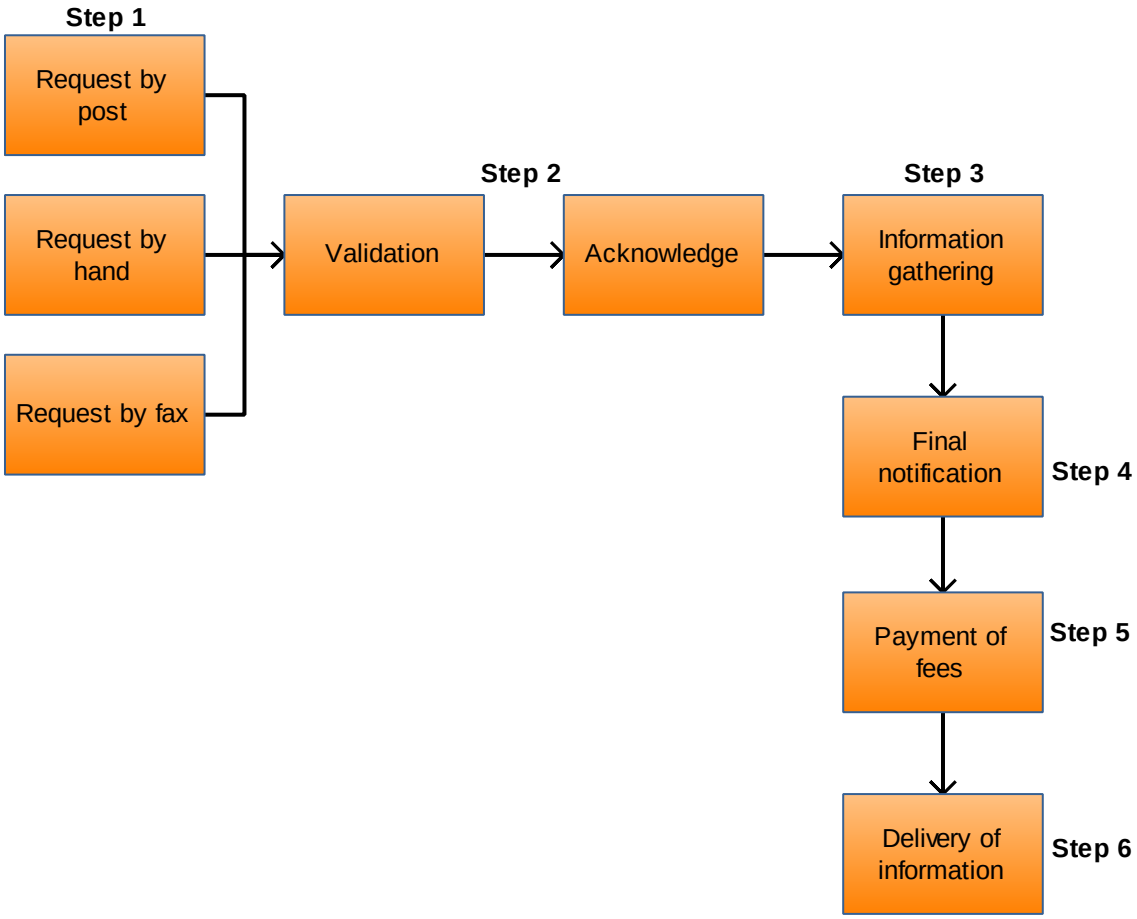
ukutholakala kwesicelo kube sekudluliselwa kofake isicelo ukuze kuqinisekiswe impendulo yesicelo.

Isinyathelo 3: Ukulandela inqubo yokutholakala kokwaziswa
Uma isicelo samukelwe, uMnyango uzoqoqa futhi ulungise ukwaziswa, ube usubala izindleko ezihilelekile. (Bheka ipharagrafu 8.2)

Isinyathelo 4: Ukwaziswa kokugcina
Ofake isicelo uzokwaziswa uma sekuqediwe ngesicelo, abuye aziswe ngezindleko ezingakakhokhelwa uMnyango.

Isinyathelo 5 Nesinyathelo 6: Ukukhokha nokunikezwa
Lapho nje inkokhelo eshiwo kuSinyathelo 4 seyamukelwe (kulandelwa inqubo eshiwo kuSinyathelo 1),ukwaziswa kunikezwa ofake isicelo.

TRANSLATIONS OF THIS ORGANOGRAM ARE BELOW IN A TABLE



TRANSLATION OF DIAGRAM

English	Zulu
Step 1	Isinyathelo 1
Request by post	Isicelo ngeposi
Request by hand	Isicelo esilethwe mathupha
Request by fax	Isicelo ngefekisi
Step 2	Isinyathelo 2
Validation	Ukuqinisekisela ukusebenza
Acknowdgement	Ukuvuma ukuthi sitholiwe
Step 3	Isinyathelo 3
Information gathering	Ukuqoqwa kokwaziswa
Step 4	Isinyathelo 4
Final notification	Ukwaziswa kokugcina
Step 5	Isinyathelo 5
Payment of fees	Ukukhokhwa kwezindleko
Step 6	Isinyathelo 6
Delivery of information	Ukunikezwa kokwaziswa

Ukwaziswa okuvamile

Umuntu ofisa ukuthola amarekhodi akulo Mnyango kumelwe agcwalise Ifomu A elikokuxhonyiwe B eziqondisweni ezimiswe ngaphansi koMthetho, nezitholakala njengeSenezelo A kule manuwali. Loku kulawula (Isigaba 18 soMthetho), idinga ukuba ofaka isicelo anikeze loku kwaziswa okulandelayo:

- Imininingwane yomuntu ocela loku kwaziswa
- Imininingwane yomuntu ocelelwa ukwaziswa
- Imininingwane yerekhodi noma amarekhodi okucelwa ukuba atholakale
- Kufunwa kuluhlobo luni, isib. kubhaliwe noma kuprintiwe, kuyilektroniki noma kufundeka ngekhompuyutha, njl.
- Ikheli leposi noma inamba yefekisi yomuntu ofake isicelo
- Ukuthi leli rekhodi lifanele libe ngolimi oluthile yini
- Kumelwe kushiwo ukuthi ofaka isicelo ufisa ukuba aziswe ngayiphi indlela ngesinqumo esimayelana nesicelo sokuthola lelo rekhodi / lawo marekhodi

Nanoma yisiphi isicelo siyosetshenzwa izinsuku ezingama-30 kusuka ngosuku lokufika kwaso, ngaphandle kwalapho ofake isicelo esho izizathu ezikhethekile ezizogculisa iSikhulu Sokwaziswa ukuthi izimo ziphoqelela ukuba isikhathi esesishiwo ngaphezulu kungananyathelwa kuso. Isikhathi sezinsuku ezingama-30 leso uMnyango okumelwe unqume phakathi naso ukuthi uyasivuma noma uyasinqaba yini isicelo, singandiswa ngezinye izinsuku ezingadluli ku-30 uma isicelo singesokwaziswa okuningi, noma isicelo sidinga ukuthi ukwaziswa kucingwe kwelinye ihhovisi lenhlangano futhi lokho kwaziswa

kungenakutholakala phakathi nezinsuku ezingama-30 ezimisiwe. UMnyango uzokwazisa ofake isicelo ngokumbhalela uma ecela ukuthi isikhathi sandiswe.

Uma isicelo sifakelwa omunye umuntu, ofaka isicelo kumelwe aveze ubufakazi bokuhlobana kwakhe naloyo amfakela isicelo, obuzogculisa ngokunengqondo iSikhulu Sokwaziswa.

Uma umuntu engakwazi ukugcwalisa ifomu okumelwe aligcwalise ngenxa yokuthi engafundile noma ekhubazekile, loyo muntu angafaka isicelo ngomlomo. ISikhulu Sokwaziswa soMnyango siyobe sesibhala leso sicelo kufomu okumelwe ligcwaliswe, bese sihlinzeka ngekhophi kuloyo ofake isicelo.

8.2 Izimali ezikhokhiswayo

Lo Mthetho uhlinzeka izinhlobo ezimbili zezimali ezikhokhiswayo, ezingukuthi:

- Imali ekhokhiswayo yesicelo emisiwe ekhokhwa ngabacelayo kuphela, hhayi abaceli abawumuntu siqu.
- Imali ekhokhiswayo yokuthola loko okufunayo, ebalwa ngokucabangela izindleko zokukhiqiza kabusha, ukucinga nesikhathi sokukulungiselela, nezindleko, nanezindleko zokuposa.

Lapho nje iSikhulu Sokwaziswa sithola isicelo, siyokwazisa:

- Ofaka isicelo ukuba akhokhe izindleko zesicelo ezimisiwe ngaphambi kokuba kusetshenzwe isicelo.
- Uma ukucinga irekhodi sekwenziwe nokulungiselela irekhodi ukuba likhishwe, kuhlanganise nelungiselelo lokulenza litholakale ngesimo elicelwe ngaso, kudinga amahora angaphezu kwalawo anqunywe kuziqondiso ngale njongo, iSikhulu Sokwaziswa siyokwazisa ofake isicelo ukuba akhokhe idiphozi eyingxenye enqunyiwe yezindleko zokuthola akufunayo, okuyotholakala uma isicelo sivunyelwe.
- ISikhulu Sokwaziswa siyobamba irekhodi kuze kube yilapho ofake isicelo esekhokhe izindleko ezishiwo kuSigaba 8.2.1
- Umfaki-sicelo osicelo sakhe sokuthola irekhodi sivunyelwe kumelwe akhokhe izindleko zokuthola loko akufunayo ukuze kukhiqizwe futhi, nezokucinga nokulungiselela, nanezesikhathi esinenqgondo esidingekela ukukuthola esingaphezu kwaleso esinqunyiwe sokucinga nokulungiselela irekhodi ukuba likhululwe kuhlanganise amalungiselelo okulenza litholakale ngesimo esiceliwe.
- Uma idiphozi isikhokhiwe mayelana nesicelo sokuthola okuthile sase siyenqatshwa isicelo, iSikhulu Sokwaziswa siyobuyisela idiphozi kumfaki-sicelo.

8.2.1 Izimali ezikhokhiswayo mayelana nezinhlangano zikahulumeni

Ngenjongo yokusebenzisa isigaba 22(2) soMthetho, kufanele kusetshenziswe loku okulandelayo:

UKUCHAZWA	INANI (R)
Izimali ezikhokhiswa bonke abafaka isicelo, ngaphandle kwalabo abazifakela bona siqu isicelo, ezishiwo kuSiqondiso 7(2)	35.00
Ikhophi yemanuwali eshiwo kuSiqondiso 5(c) ifothokhophi ngayinye yekhasi elinobukhulu u-A4 noma ingxenye yalo)	0.60
Izimali ezikhokhiswayo zokukopisha ezishiwo kuSiqondiso 7(1) zimi kanje:	
1) Ezefothokhophi ngayinye yekhasi elinobukhulu u-A4 noma ingxenye yalo	0.60
2) Ezefothokhophi ngayinye yekhasi elinobukhulu u-A4 noma ingxenye yalo ekukhompuyutha noma kwithuluzi lelektronikinoma umshini	0.40
3) Ezekhophi efundeka ngekhompuyutha eku- a) Stiffy drive b) Compact disc (isimo esifundekayo)	 5.00 40.00
4) Ezamagama abhaliwe esithombe esibukwayo a) Zekhasi elinobukhulu u-A4 noma ingxenye yalo b) Zekhophi yezithombe ezibukwayo	 22.00 60.00
5) Ezamagama abhaliwe erekhodi eliqoshiwe a) Ezefothokhophi ngayinye yekhasi elinobukhulu u-A4 noma ingxenye yalo b) Ezekhophi yerekhodi elilalelwayo	 12.00 17.00
Izimali ezikhokhiswa ofaka isicelo ukuze kutholakale ezishiwo kuSiqondiso 7(3) zimi kanje:	
1) Ezefothokhophi ngayinye yekhasi elinobukhulu u-A4 noma ingxenye yalo	0.60
2) Ezekhophi ngayinye eprintiwe yekhasi elinobukhulu u-A4 noma ingxenye yalo ekukhompuyutha noma kwithuluzi eli-*electronic* noma umshini	0.40
3) Ezekhophi efundeka ngekhompuyutha eku a) Stiffy drive b) Compact disc (isimo esifundekayo	 5.00 40.00
4) Ezamagama abhaliwe esithombe esibukwayo, zekhasi elinobukhulu u-A4 noma ingxenye yalo	22.00
5) Ezithombe ezibukwayo	60.00
6) Ezokubhalwa kwamagama kwamarekhodi aqoshiwe a. Ezekhasi elibukhulu balo i-A4 noma ingxenye yalo b. Ezekhophi yerekhodi eliqoshiwe	 12.00 17.00
Ezesikhathi esinenqgondo sokucinga nokulungiselela ukunikezwa irekhodi, ngaphandle kwehora lokuqala.	15.00 ngehora, noma ingxenye yakho
Kukhokhiswaizindleko zokuposa zakhona lapho irekhodi kumelwe liposelwe ofake isicelo. Izindleko zokuposa zixhomeke enkokhisweni yebanga eliposelwayo	Izindleko ezingokoqobo

8.2.2 Ukungakhokhiswa kanye nokunquma ngokwezinhloso zesigaba 22(8)

Abantu abalandelayo abazikhokhiswa izindleko zokuthola ukwaziswa ezishiwo kusigaba 22(6) soMthetho:

- Umuntu ongayedwa oholo lakhe lonyaka, emva kokuba sekudonswe izimali ezifanele ezishiwo kusheduli yalesi saziso, aleqi i-R14, 712.00 ngonyaka.
- Abantu abashadile noma umuntu nomlingani wakhe aphila naye abaholo labo lonyaka aleqi i-R27,192.00 ngonyaka.

Futhi kumisiwe ukuthi:

- Lapho izindleko zokukoleka noma yiyiphi imali ekhokhiswayo eshiwo kusigaba 22 soMthetho zingaphezu kwenani elibiziwe, leyo mali ayisebenzi.
- Imali eshiwo kusigaba 22(8) soMthetho ayisebenzi lapho umuntu ecela irekhodi lakhe siqu.
- Imali yesicelo eshiwo kusigaba 22(1) soMthetho kanye nemali yokuthola okufunayo eshiwo kusigaba 22(6) soMthetho azisebenzi endabeni yerekhodi elicelwa yisikhulu sokulungisa noma umphenyi wokulungisa ngenjongo yophenyo lokulungisa noma uphando ngokwezinhlinzeko zoMthetho Wokulungisa (Maintencae Act) 1998 (uMthetho 99 ka-1998) noma iziqondiso ezenziwe ngaphansi kwesigaba 44 zalowo Mthetho.

9. UKUVUNYWA / UKUNQATSHWA KWEZICELO

9.1 Ukunqatshwa kwesicelo

Izizathu eziyinhloko uMnyango ongasinqaba ngazo isicelo sokuthola ukwaziswa ziphathelene naloku:

- <u>Ukuvikelwa okufunwa wumthetho kwengasese lomuntu wesithathu okuwumuntu wemvelo</u>, uma isicelo sihilela ukudalulwa okungekho esilinganisweni kokwaziswa komuntu siqu kwaloyo muntu wesithathu;
  <u>*Nokho, akunakwaliwa nerekhodi uma liqukethe ukwaziswa*</u>:
  - Ngaloyo muntu wesithathu oye wavuma ngokubhala phansi ukuba kudalulwe loko kwaziswa
  - Okunikwa inhlangano kahulumeni yiloyo muntu okungaye, futhi loyo muntu waziswa yileyo nhlangano kahulumeni, ngaphambi kokuba kudalulwe, futhi loko kwaziswa kungokwesigaba sokwaziswa okungase vele kuyatholakala kuwonkewonke.
  - Osekutholakala kakade kuwonkewonke.

- Kumayelana nempilo yomuntu engokomzimba noma engokwengqondo, noma impilo-nhle yakhe, futhi loyo muntu ungaphansi kokunakekelwa wumfaki-sicelo, futhi ungaphansi kweminyaka eyi-18 noma akekho esimweni sokuqonda ubunjalo besicelo, futhi ngaphezu kwalokho ukudalulwa kuzozuzisa yena loyo muntu.
- Ngomuntu othile osashona futhi umfaki-sicelo uyisihlobo esiseduze saloyo muntu, noma wenza leso sicelo ngemvume ebhalwe phansi yesihlobo esiseduze saloyo muntu.
- Ngomuntu othile oyisikhulu senhlangano kahulumeni noma owayeyiso, futhi loko kwaziswa kumayelana nesikhundla noma imisebenzi yaloyo muntu.

- Ukuvikelwa okufunwa wumthetho kokwaziswa kohwebo komuntu wesithathu, uma irekhodi liqukethe: izimfihlo zohwebo zaloyo muntu wesithathu, ukwaziswa okungokwezimali, kohwebo, kwesayensi noma okutheknikali, uma loko kudalulwa kusethubeni lokulimaza izithakazelo ezingokwemali noma zohlwebo zaloyo muntu wesithathu;

  Nokho, kungengatshwe nerekhodi uma liqukethe ukwaziswa:
  - Okutholakala kakade kuwonkewonke:
  - Ngomuntu wesithathu ovume ngokubhala phansi ukuba lidalulwe kuloyo ocelayo.
  - Ngemiphumela yanoma muphi umkhiqizo noma ukuhlola okumayelana nendawo ezungezile (hhayi ukuhlolwa kokwandulela) noma luphi uphenyo oluqhutshwa wumuntu wesithathu noma egameni lakhe; lapho ukudalulwa kwalo kungase kuveze ubungozi (risk) obukhulu ngokuphepha komphakathi noma obungokwendawo ezungezile.
- Ukwaziswa okudalulwe njengesifuba wumuntu wesithathu enhlanganweni, uma loko kudalulwa kungase kubeke ebucayini ezingxoxweni noma ukuncintisana kwezentengiselwano.

  Nokho, irekhodi kungengatshwe nalo uma linokwaziswa:
  - Okuvele kutholakala emphakathini
  - Limayelana nomunye umuntu ekubeni loyo muntu esebhale phansi ukugunyaza kwakhe ukuba kuvezelwe kokucelayo.

- Ukuvikelwa okufunwa wumthetho kokwaziswa okuyisifuba kwabantu besithathu uma kuvikelwe ngokwanoma yisiphi isivumelwano;
- Ukuvikelwa okufunwa wumthetho kokuphepha kwabantu ngabanye kanye nokuvikelwa kwempahla;
- Ukuvikelwa okufunwa wumthetho kwamarekhodi abeyobhekwa njengakhethekile ukuba nawo lapho kuthathwa izinyathelo zomthetho;

- Imisebenzi yezentengiselwano yalo Mnyango, okungahlanganisa izimfihlo zohwebo zokwaziswa kwalo Mnyango zezimali, zentengiselwano; zesayensi noma ezitheknikhali; okungathi uma kudalulwa kulimaze izithakazelo zalo Mnyango zezimali nezentengiselwano kanye nokwaziswa okungathi uma kudalulwa kubeke lo Mnyango ebucayini ezingxoxweni noma ukuncintisana kwezentengiselwano.

  Nokho, akunakwaliwa nerekhodi uma lelo rekhodi liqukethe ukwaziswa:
  - Osekuvele kutholakala kuwonkewonke.

- Okumayelana nenhlangano kahulumeni noma okumniniko yileyo nhlangano, ngaphandle kwale nhlangano kahulumeni okwenziwa kuyo isicelo, futhi leyo nhlangano kahulumeni ibe ivume ngokubhalwe phansi ukuba kudalulwe kumfaki-sicelo.
- Kumayelana nemiphumela yanoma yikuphi ukuvivinywa komkhiqizo noma indawo ezungezile noma okunye ukuphenya (ngaphandle kokuvivinya okwenziwa ngaphambili) okwenzelwa leyo nhlangano kahulumeni, noma imiphumela yanoma yikuphi ukuvivinya okunjalo okwenziwa yinhlangano kahulumeni noma okwenziwa egameni layo, futhi esimweni lapho loko kudalulwa kungembula ithuba lengozi enkulu ngokuphepha komphakathi noma indawo ezungezile.

- I-*program* yekhompuyutha okungeyalo Mnyango, futhi evikelwe ngelungelo lokupisha.

- Ukwaziswa kocwaningo kwalo Mnyango noma komuntu wesithathu, uma kuhlanganisa ukudalulwa kokuthi yimuphi lo Mnyango, umcwaningi noma isihloko okusetshenzwa ngaso bese kuthi ngenxa yaloko kubekeke lolo cwaningo ebucayini obukhulu.

- Izicelo zokuthola ukwaziswa ezibonakala ngokusobala ukuthi azithu shu futhi ziyacasula, noma ezihlanganisa ukusaphazwa kwezinsiza okungasile zizokwenqatshwa.

Ukudalula okufunwa wumthetho kokusiza umphakathi
Naphezu kwalezi zizathu zokwenqaba, iSikhulu Sokwaziswa kumelwe sisivume isicelo sokutholakala kwerekhodi lalo Mnyango uma ukudalulwa kwalo kungase kwembule ubufakazi:

- Bokwephulwa okuphawulekayo komthetho, noma ukwehluleka ukuwugcina; noma ithuba lengozi eliseduze futhi elibi lokuphepha komphakathi noma lendawo ezungezile; futhi inzuzo yomphakathi ibonakala ingaphezulu kokulimala okucatshangelwa ukuthi kungadalwa yizizathu zokwenqaba.

9.2 Ukucela ukudlulisela phambili

Ofaka isicelo angacela ukuba kudluliselwe phambili loko iSikhulu Sokwaziswa ebesesinqumile ngakho.
- ukwenqabela ukutholakala kokwaziswa;
- Mayelana nemali ekhokhiselwa ukufaka isicelo, idiphozi yemali yokuthola, noma imali yokutholakala kokwaziswa.
- Mayelana nokwenezelwa kwesikhathi sokusebenza isicelo
- Mayelana nokuvunyelwa kokutholakala kokwaziswa.

Omunye umuntu angacela ukuba kudluliselwe phambili ngaphakathi loko iSikhulu Sokwaziswa ebesesinqumile ngako.

Indlela yokucela, nezindleko zokudluliselwa phambili
Isicelo kumelwe sifakwe ngefomu elinikeziwe (bona Okuxhonyiwe B) zingakapheli izinsuku ezingu-60; uma kudingeka ukuba kwaziswe nomunye umuntu, zingakadluli izinsuku ezingu-30 ngemuva kokuba sekwaziswe ofake isicelo sokuba kudluliselwe phambili, noma uma kungadingeki ukuba kwaziswe ofake isicelo, uma isinqumo sesithathiwe isaziso sesicelo sokudlulisela phambili kumelwe sithunyelwe iSikhulu Sokwaziswa soMnyango ekhelini laso, kunamba yefekisi, noma ekhelini le-*e-mail*.

Kumelwe kushiwo isihloko sokudluliselwa phambili, futhi kushiwo izizathu zesicelo sokudlulisela phambili futhi kufakwe nokunye ukwaziswa okuthintekayo;

Uma ofake isicelo ebhalelwe impendulo, abesefisa ukuba aziswe nanangenye indlela, kumelwe ayisho leyo ndlela ebese enika neminingwane edingekayo ukuze aziswe.

Lapho kuthinteka, isicelo sokudluluselwa phambili kumelwe sihambisane nemali ekhokhiswayo emisiwe, futhi kumelwe asho nekheli leposi noma inamba yefekisi.

Uma isicelo sifakwe sekudlule usuku lokugcina olumisiwe lokufaka isicelo okubhekiselwe kuso, uNgqongqoshe woKulawula Ngokubambisana (Co-operative Governance), noma kumuntu omiswe wuNgqongqoshe ngokubhalwe phansi kumelwe - uma sekuvezwe isizathu esihle - avumele ukufakwa sekwephuzile isicelo sokudlulisela phambili. Uma uNgqongqoshe noma umuntu omiswe uNgqongqoshe ngokubhalwe phansi enqaba ukufakwa sekwephuzile kwesicelo sokudlulisela phambili; kumelwe azise loyo ofake isicelo sokudluliselwa phambili ngesinqumo sakhe.

Ofaka isicelo sokudluliselwa phambili kwesinqumo esinqabela ukuba athole ukwaziswa, kumelwe akhokhe imali emisiwe ekhokhiswayo yokufaka isicelo sokudluliselwa phambili. Uma kudingeka ukuba kukhokhwe imali ekhokhiswayo emisiwe yesicelo sokudluliselwa phambili, ukuthathwa kwesinqumo ngesicelo kungalitshaziswa kuze kukhokhwe leyo imali.

Ngokushesha ngangokunokwenzeka okunenqondo, kodwa ezimweni ezivamile kungakapheli izinsuku ezingu-10 zokusebenza, iSikhulu Sokwaziswa soMnyango kumelwe sifake leso sicelo kuNgqongqoshe, noma umuntu omiswe uNgqongqoshe, sihambisane nezizathu zaso ngesinqumo okukhulunywa ngaso, uma isicelo singesokudlulisela phambili isinqumo sokunqatshwa noma ukuvuma ukutholakala kokwaziswa, igama , ikheli leposi , inamba yocingo neyefekisi nekheli le-*e-mail*, noma yikuphi okutholakalayo, kwanoma yimuphi omunye umuntu okumelwe aziswe ngesicelo.

10. OKUXHONYIWE

IFOMU A

ISICELO SOKUTHOLA AMAREKHODI EZINHLANGANO ZIKAHULUMENI

(Isigaba 18(1) soMthetho wokugqugquzela ukutholakala kokwaziswa, 2000, uMthetho 2 ka 2000)

[Isiqondiso 6]

KUSETSHENZISWA WUMNYANGO

Inamba yereferensi:

Isicelo esitholwe wu- (yisho isikhundla, igama nesibongo seSikhulu Sokwaziswa/ iPhini leSikhulu Sokwaziswa) ngomhla ka- (usuku) e- (indawo).
Izindleko zesicelo (uma zikhona) R …….
Idiphozi (uma ikhona) R …….
Izindleko zokuthola R ……

UKUSAYINA KWESIKHULU SOKWAZISWA/ IPHINI LESIKHULU SOKWAZISWA

A. Imininingwane yenhlangano kahulumeni

ISikhulu Sokwaziswa/iPhini leSikhulu Sokwaziswa:

B. Imininingwane yomuntu ocela ukuthola amarekhodi

a) Imininingwane yomuntu ocela ukuthola amarekhodi kumelwe ibhalwe ngaphansi
b) Ikheli ne/noma inamba yefekisi kwiRiphabhuliki leyo ukwaziswa izothunyela kuyo .
c) ubufakazi besikhundla salowo ocelayo, uma kuthinteka, kumelwe kuxhonywe. .

Amagama aphelele nesibongo:

_____

Inamba yepasi: _____

Ikheli leposi: _____

Inamba yefekisi:

_____

Inamba yocingo: _____

Ikheli le-*email*: _____

Ukuma kwaloyo ofakela omunye isicelo, uma senzelwa omunye umuntu::

_____

C. Imininingwane yomuntu ofakelwe isicelo

Le ngxenye kumelwe igcwaliswe KUPHELA uma kunomuntu ofakelwe isicelo Sokwaziswa

Amagama aphelele nesibongo:

_____

Inamba yepasi: _____

D. Imininingwane yerekhodi

a) Nikeza imininingwane yerekhodi okufakwe isicelo sokutholakala kwalo, kuhlanganise nenamba yereferensi .
b) Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulixhuma kuleli fomu. ***Kumelwe usayine onke amakhasi engeziwe.***

1. Ukuchazwa kwerekhodi noma kwengxenye ethintekayo:

   _____

2. Inamba yereferensi, uma ikhona:

   _____

3. Eminye imininingwane yerekhodi:

   _____

E. Izindleko

a) isicelo sokuthola irekhodi, ngaphandle kwerekhodi elinokwaziswa komuntu siqu kwezindikimba, kuyoproseswa ngemva kokuba IZINDLEKO ZESICELO sezikhokhiwe .
b) Uyokwaziswa inani okumelwe ulikhokhe njengezindleko zesicelo.
c) IZINDLEKO ZOKUTHOLAKALA kwerekhodi kuxhomeke ekutheni isimo sokutholakala nesikhathi esinengqondo sokufuna nokulungiselela irekhodi.
d) Uma ukufanelekela ukungakhokhi izindleko, sicela usho isizathu sokufanekela ukungakhokhi.

Isizathu zokungakhokhiswa izindleko:

F. Isimo sokutholakala kwerekhodi

Uma ungakwazi ukufunda, ukubheka noma ukulalela irekhodi esimweni elitholakala ngaso esihlinzekwe ku-1 kuya ku-4 ngaphansi ngenxa yokukhubazeka, yisho ukukhubazeka kwakho usho nesimo irekhodi elidingeka ngaso.

Ukukhubazeka:	Isimo irekhodi elidingeka ngaso:
*Qhwisha ibhokisi elifanele ngo-**X*** *Amanothi:* *a) Ukuhambisana.nesicelo sakho sokuthola ifomu elishiwo kungaxhomeka esimweni irekhodi elitholakala ngaso.* *b) Ukukuthola ngesimo ebesiceliwe kungase kungavunywa ngaphansi kwezimo ezithile. Uma kunjalo uyokwaziswa.uma ungakuthola ngesinye isimo.* *c) Izindleko zokukuthola, uma zikhona, kuyonqunywa ngokwengxenye isimo sokukuthola okucelwa ngaso.*	
1. Uma irekhodi libhaliwe noma liprintiwe:	
Ikhophi yerekhodi	Ukuhlolwa kwerekhodi
2. Uma irekhodi linezithombe ezibukwayo: (loku kuhlanganisa izithombe ezithwetshuliwe, ama-*slide*, okuqoshwe ngevidiyo, izithombe ezenziwe ngekhompuyutha, nemidwebo, njl):	
Bheka izithombe	Kopisha izithombe
Bhala phansi amagama asezithombeni	
3. Uma irekhodi linamagama aqoshiwe noma ukwaziswa okungenziwa kube umsindo:	
Lalela okuqoshiwe	Bhala phansi amagama aloko okuqoshiwe
4. Uma irekhodi likukhompuyutha noma lisesimweni esifundeka ngendlela yelektroniki noma ngomshini:	
Ikhophi eprintiwe yerekhodi	Ikhophi eprintiwe yokwaziswa itholwa kwirekhodi
Kopisha ngesimo esifundeka ngekhompuyutha	

Uma ucele ikhophi, noma omagama aloko okuqoshiwe (ngaphezulu), ingabe ufisa ukuposelwa ikhophi noma amagama aloko okuqoshiwe? ***Ukuposa kuyakhokhelwa.***	YEBO	CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi olikhethayo, ukutholakala kungavunyelwa ngolimi irekhodi elitholakala ngalo..		
Ungalithanda ngaluphi ulimi irekhodi?		

G. Isazizo ngesinqumo sesicelo sokuthola

Uzobhalelwa waziswe ukuthi isinqumo sakho sivunyiwe/ sinqatshiwe. Uma ufisa ukuba waziswe ngenye indlela, sicela uyisho leyo ndlela bese unikeze neminingwane edingekile ukuze sifeze isicelo sakho.

Ungathanda ukuba waziswe kanjani ngesinqumo sesicelo sakho sokuthola ulwazi ?

_____

Isayinwe ngezi _____zika _____ 20_____

_____

UKUSAYINA KOFAKA ISICELO/ UMUNTU OFAKELWE ISICELO

IFOMU B

ISAZISO SESICELO SANGAPHAKATHI SOKUBA KWAHLULELWE KABUSHA

(Isigaba 75 soMthetho Wokugqugquzela Ukutholakala Kokwaziswa, 2000, uMthetho 2 ka-2000)

[Isiqondiso 8]

YISHO INAMBA YAKHO YEREFERENSI:

A. Imininingwane yenhlangano kahulumeni

ISikhulu Sokwaziswa/iPhini leSikhulu Sokwaziswa:

B. Imininingwane yofaka isicelo/yomunye ofaka isicelo sokuba kwahlulelwe kabusha

a) Imininingwane yomuntu ofake isicelo sangaphakathi sokudlulisela phambili kumelwe inikezwe ngezansi.
b) Ubufakazi bokuma kwalowo ofake isicelo sokudlulisela phambili uma ngabe buthinteka, kumelwe .
c) Uma ofaka isicelo sokudlulisela phambili engomunye umuntu, kungeyena obefake isicelo ekuqaleni, imininingwane yofaka isicelo kumelwe inikezwe ku-C ngezansi.

Amagama aphelele nesibongo:

_____

Inamba yepasi: _____

Ikheli leposi: _____

Inamba yefekisi:

_____

Inamba yocingo: _____

Ikheli le-email: _____

Ukuma kwaloyo ofakela omunye isicelo **sokudlulisela phambili** sangaphakathi:

_____

C. Imininingwane yofaka isicelo

Le ngxenye kumelwe igcwaliswe kuphela uma kunomunye (ngaphandle kwaloyo ofaka isicelo) ofaka isicelo, sokuba kwahlulelwe kabusha

Amagama aphelele nesibongo:

_____

Inamba yepasi: _____

D. Sifakiweisinqumo esimelene nesicelo sangaphakathi sokudlulisela phambili

*Qhwisha isinqumo esimelene nesicelo sokudlulisela phambili sangaphakathi esifakiwe ngo-**X** ebhokisini elifanele*	
	Ukunqaba isicelo sokutholakala
	Isinqumo ngezindleko ezibiziwe ngokwesigaba 22 soMthetho
	Isinqumo ngokwesigaba 29(3) soMthetho sokunqaba ukutholakala esimweni esicelwe ofake isicelo
	Isinqumo sokuvuma isicelo sokutholakala

E. Izizathu zokucela ukudlulisela phambili

Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulixhoma kuleli fomu. ***Kumelwe usayine onke amakhasi engeziwe.***

Yisho izizathu zokufaka isicelo sokudlulisela phambili. Yisho nanoma yikuphi ukwaziswa okungathintana lapho kucatshangelwa isicelo sokudlulisela phambili:

F. Isaziso ngesinqumo sesicelo sokuba kwahlulelwe kabusha

Uzobhalelwa isaziso ngesinqumo sesicelo sangaphakathi sokudlulisela phambili. Uma ufisa ukuba waziswe ngenye indlela, sicela uyisho leyo ndlela bese unikeza nemininingwane edingekile ukuze sifeze isicelo sakho

Yisho indlela: _____

Imininingwane yendlela:

_____

Isayinwe ngomhla ka- _____ku- _____20_____

_____

Ukusayina kwalowo ofaka isicelo

KUSETSHENZISWA WUMNYANGO KUPHELA:
IREKHODI LEHHOVISI LESICELO SOKUDLULISELA PHAMBILI:
Isicelo sokudlulisela phambili sitholwe ngomhla ka _____(usuku) ngu _____ (yisho isikhundla, igama nesibongo kweSikhulu Sokwaziswa/ iPhini leSikhulu Sokwaziswa)

Isicelo sokudlulisela phambili sihambisane nesizathu seSikhulu Sokwaziswa/ sePhini leSikhulu Sokwaziswa, uma kuthinteka, imininingwane yanoma ubani omunye ohlobene

naleli rekhodi , kufakwe yiSikhulu Sokwaziswa/ iPhini leSikhulu Sokwaziswa ngomhla ka- (usuku) kuNgqongqoshe.

UMPHUMELA WESICELO SOKUDLULISELA PHAMBILI:

Isinqumo seSikhulu Sokwaziswa/ IPhini leSikhulu Sokwaziswa

SIQINISEKISIWE/ISINQUMO ESISHA SITHATHELE ISINQUMO ESISHA INDAWO

USUKU (UNgqongqoshe):

_____

ITHOLWE YISIKHULU SOKWAZISWA/ IPHINI LESIKHULU SOKWAZISWA SIPHUMA KUNGQONGQOSHE NGOMHLA KA- (usuku):

_____

IFOMU D

AMAREKHODI ATHOLAKALA NAKANJANI NOKUTHOLA LAWO MAREKHODI

(Isigaba 15 soMthetho Wokugqugquzela Ukutholakala Kokwaziswa, uMthetho 2 ka 2000)

[Isiqondiso 5A]

DESCRIPTION OF CATEGORY RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	**MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b)**
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
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
FOR PURCHASING IN TERMS OF SECTION 15 (1)(a)(ii):	
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
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
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
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
Revised National Capacity Building Framework draft 4, 2012-2016	www.cogta.gov.za
Section 54A and 56 Managers Skills Audit, 2008	www.cogta.gov.za
General Notices/Regulations/Circulars	www.cogta.gov.za
Municipal Property Rates Act basic information, 2006	www.cogta.gov.za
Basic Information for Ratepayers, 2006	www.cogta.gov.za
Regulations concerning financial reporting by municipalities, 2006	www.cogta.gov.za
Amendment of Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006	www.cogta.gov.za

Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006	www.cogta.gov.za
Regulations regarding the calling of tenders, 2007	www.cogta.gov.za
Local Government Municipal Performance Regulations, 2006	www.cogta.gov.za
Remuneration of Public Office Bearers Act (20/1998), 2008	www.cogta.gov.za
Cross-boundary Municipalities Laws Repeal and Related Matters Amendment Act (2007), 2008	www.cogta.gov.za
Local Government Performance Regulations (2006), 2008	www.cogta.gov.za
Councillor Remuneration Final Notice, 8 December 2008	www.cogta.gov.za
Formulae for determination of number of councillors, 15 July 2009	www.cogta.gov.za
Participation of municipal staff in elections, 10 March 2011	www.cogta.gov.za
Circular on Transitional arrangement before and after the 18 May 2011 Local Government election	www.cogta.gov.za
Regulations on Municipal Staff – LG Elections 2011	www.cogta.gov.za
Payment of Gratuity to qualifying ex-councillors, 2012	www.cogta.gov.za
Reports	www.cogta.gov.za
Development Planning Indaba 2004 Report, 2006	www.cogta.gov.za
2003 Municipalities Study Tour Report by Portfolio Committee on Provincial and Local Government, 2006	www.cogta.gov.za
IDP Reports, 2008 – 2011	www.cogta.gov.za
Annual Reports, 1997– 2011	www.cogta.gov.za
Local Government Frameworks	www.cogta.gov.za
Local Economic Development Guidelines, 2006	www.cogta.gov.za
A Guideline Document on Provincial Local Intergovernmental Relations, 2006	www.cogta.gov.za
Local Government Anti-corruption Strategy, 2006	www.cogta.gov.za
Local Government Gender Policy Framework, 2007, 2008	www.cogta.gov.za
Municipal Systems Improvement Grant Framework, 2010	www.cogta.gov.za
Draft Youth Development Framework for Local Government, 2008	www.cogta.gov.za
Framework for Integrated LG Response to HIV and AIDS, 2008	www.cogta.gov.za
IDP Format Guide, 2008	www.cogta.gov.za
IDP Analysis Framework 2008, 2009	www.cogta.gov.za
Local Economic Development KPA 3 analysis, 2009	www.cogta.gov.za
Community-based Workbook and Guide Planning Programme, 2009	www.cogta.gov.za
Communication Facilitation Workbook and Guide and Dealing with Conflict, 2009	www.cogta.gov.za
Core Municipal Processes Workbook and Guide and Service Delivery, 2009	www.cogta.gov.za
Gender, Equity Workbook and Guide and Diversity, 2009	www.cogta.gov.za
Meeting Procedures and Guide and Reporting, 2009	www.cogta.gov.za
National Framework and Ward Funding Model, 2009	www.cogta.gov.za
Public Participation Workbook and Guide in Local Governance, 2009	www.cogta.gov.za
Industry Guide – Infrastructure Service Delivery Level and unit cost, 2012	www.cogta.gov.za
Revised National Capacity Building Framework, 2012-2016	www.cogta.gov.za

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