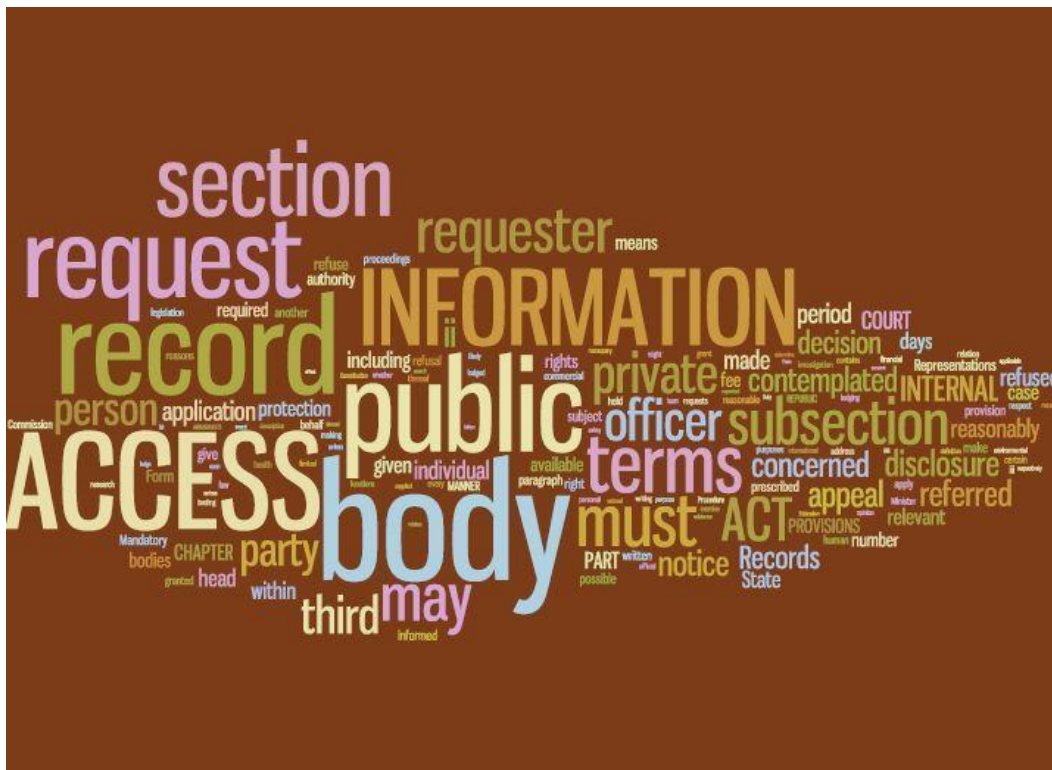




cooperative governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

# I-PROMOTION OF ACCESS TO INFORMATION ACT: INCWADANA EFUNWA SISIQENDU 14



Inombolo yotshintsho 1.0, 2.0, 3.0, 4.0

Inombolo 8/1/1/1

## OKUNGAPHAKATHI

1. INTSHAYELELO .....	3
2. INJONGO .....	3
3. OKUNGAQUKWANGA.....	4
4. IMISEBENZI YESEBE .....	4
Umbono weSebe .....	4
Injongo yeSebe.....	4
Imigaqo elisebenza ngayo iSebe .....	4
Injongo ezichuliweyo zeSebe .....	5
Ubume kumanqwanqwa aphezulu .....	5
5. IINKCUKACHA ZOQHAGAMSHELWANO .....	6
5.1 iGosa leNgcombolo.....	6
5.2 amaSekela-Gosa eNgcombolo.....	6
5.2 lidilesi .....	6
6. ISIKHOKELO EKUSEBENZISENI LO MTHETHO NGOKWESIQUENDU 10.....	7
7. UKUFIKELELA KUMAXWEBHU AGCINWE LISEBE .....	7
7.1 Iindidi zamaxwebhu agcinwe liSebe.....	7
7.2 Iincwadi ezifumanekayo .....	9
7.3 Iindidi zamaxwebhu ezifumaneka ngokuzenzekelayo kwiSebe.....	9
8. INDLELA YOKUWACELA.....	10
8.1 Indlela.....	10
8.2 Imirhumo .....	13
8.2.1 Imirhumo efunwa ngamaqumrhu karhulumente .....	14
8.2.2 Abangahlawuliswayo nezigqibo ezenziwa ngokwesiqendu 22(8) .....	15
9. UKUVUNYWA / UKUKHATYWA KWEZICELO.....	16
9.1 Ukukhatywa kwesicelo .....	16
9.2 Ukubhena .....	17

10. OKUQHOTYOSHELWEYO .....	18
IFOM A.....	19
IFOM B.....	22
IFOM D.....	24

## 1. INTSHAYELELO

Isiqendu 32 soMgaqo-siseko weRiphabliki yoMzantsi-Afrika sithi wonke umntu unelungelo lokufumana nayiphi na ingcombolo egcinwe ngurhulumente okanye ngomnye umntu, solange nje ukuba loo ngcombolo ifunekela ukusebenzisa ilungelo elithile okanye ukulikhusela. UMgaqo-siseko ukwathi makuqulunqwe umthetho wepalamente wokunyanzelisa eli lungelo.

*IPromotion of Access to Information Act 2 ka-2000* (emva koku esiza kuyibiza ngokuthi “lo Mthetho”) inyanzelisa ilungelo loMgaqo-siseko lokufikelela kwingcombolo egcinwe liqumrhu likarhulumente okanye liqumrhu elingelolikarhulumente, ibe loo ngcombolo ifunekela ukusebenzisa ilungelo elithile okanye ukulikhusela. Lo Mthetho uchaza iinkqubo zokulandelwa xa kucelwa ingcombolo egcinwe liqumrhu likarhulumente okanye elingelilo elikarhulumente.

Kodwa ke isiqendu 9 salo Mthetho sithi ilungelo lokufikelela kwingcombolo linemida ekufanelekileyo ukuba ibekho, kweminye yayo esingabalula le :

- ukukhuselwa kweemfihlo zomnye umntu;
- ukufihlwa kweemfihlo zorhwebo;
- nokusebenza kukarhulumente ngempumelelo.

Isiqendu 14 salo Mthetho sinyanzela amaqumrhu karhulumente ukuba aqulunqe incwadana ukunceda umntu ukuba afikelele kwingcombolo egcinwe liqumrhu likarhulumente. Lo Mthetho ukwaxela iimfuneko ezimbalwa ekufuneka ihlangabezane nazo loo ncwadana.

Ngoko ke injongo yale ncwadana kukwazisa umntu indlela yokufikelela kumaxwebhu agcinwe liSebe leNtsebenziswano Yoorhulumente (emva koku esiza kulibiza ngokuthi nje li-“Sebe”), ngaloo ndlela kuphunyezwa isiqendu 14 salo Mthetho.

## 2. INJONGO

Le ncwadana, ngokusebenzisa lo Mthetho, inika umenzi-sicelo iinkcukacha zoqhagamshelwano eziyimfuneko neendlela zokufumana ingcombolo ayifunayo kwiSebe.

Le ncwadana ikwazama ukunika ocelayo umfanekiso ocacileyo wobume. Imisebenzi, iinkonzo noluhlu lwengcombolo engeSebe ukwenzela ukuba ocelayo abone ukuba angayifumana phi ingcombolo efunekayo.

Le ncwadana ikwanika iifom ezifunekayo nemirhumo esebenza kwisicelo eso.

### 3. OKUNGAQUKWANGA

Le ncwadana ithetha ngamaxwebhu eSebe kuphela, ayithethi nangamaxwebhu eeofisi eziphantsi kwalo. Izicelo zokufikelela kwingcombolo yezi ofisi mazibhekiswe kwiGosa leNgcombolo laloo ofisi.

### 4. IMISEBENZI YESEBE

#### **Umbono weSebe**

Kukuba nolawulo olusebenza kakuhle kakhulu ngenjongo yokuqhubeka liphucula, liphucula nenkonzo eliyinikelayo.

#### **Injongo yeSebe**

Injongo yethu kukwenza lula intsebenziswano yoorhulumente nokuxhasa onke amanqwanqwa karhulumente, ukukhuthaza imicimbi yakwantu, sixhase namaqumrhu ahlobene neSebe, ngokuthi:

- kuthiwe gqi nemigaqo-nkqubo efanelekileyo nemithetho yepalamente ukukhuthaza ukuhlenganiswa kwezicwangciso zophuhliso zikarhulumente nokunikezelwa kweenkonzo;
- kuthiwe gqi neendlela zokungenelela ezichuliweyo, ukuncedisa nokusebenza ndawonye ngenjongo yokwenza lula ukuyenza isebenze imigaqo-nkqubo;
- nangokudala amacebo okuba uluntu luthabath' inxaxheba kulawulo lukarhulumente.

#### **Imigaqo elisebenza ngayo iSebe**

Imigaqo esisebenza ngayo isekelwe kumgaqo omkhulu othi Makukhathalelwe Abantu Kuqala, migaqo lowo ongowokusebenzela urhulumente, noku kulandelayo:

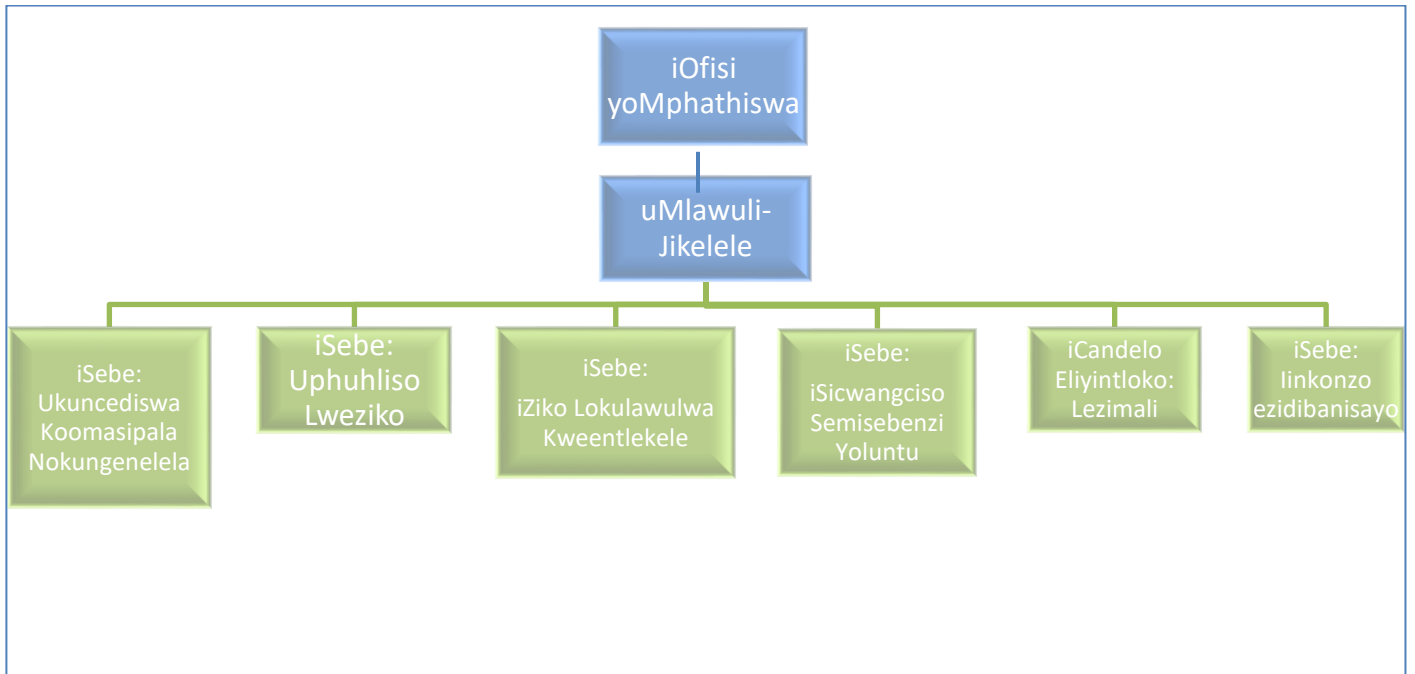
- ukusebenza ngomgangatho oxhonyiweyo;
- ukukhuthala;
- ukusebenzisana ndawonye
- ukuwenza kakuhle umsebenzi

## linjongo ezichuliweyo zeSebe

ISebe linezi njongo zichuliweyo zilandelayo:

1. ukuncedisa ekuphuculeni kurhulumente welizwe, koorhulumente bamaphondo;
2. ukwenza ukuba iSebe liphendule ngelikwenzayo kwaye lilawule ngendlela engenachaphaza;
3. ukukhawulezisa ukunikezelwa kweenkonzo nokuxhasa abazizisulu;
4. ukukhuthaza ukusebenza kunye kuphuhliso, ukumanyana koluntu nokukhuthaza uluntu;
5. nokomeleza ukukwazi kweSebe ukwenza okulindelekileyo kulo

## Ubume kumanqwanqwa aphezulu



linjongo zeSebe zifezwa ngezicwangciso ezilandelayo:

Imisebenzi	Ukuchazwa kwayo
<b>Ukuncediswa koomasipala nokungenelela</b>	Ukulungelelanisa nokubuyisela kwisiqhelo imisebenzi kulo lonke iSebe norhulumente ukuze kubekho inguqu kwiziseko.
<b>Umgaqo-nkqubo nemithetho yepalamente</b>	Ukucubungula umgaqo-nkqubo nokuwuqhubela phambili ukuze kubekho inguqu koomasipala nasekucwangciseni nakwintsebenziswano yoorhulumente.

<b>Uphuhliso lweziko</b>	Ukwenza luqilima oomasipala ngokuphuhlisa iinkqubo, nokuxhobisa abasebenzi, nokuphathwa kakuhle kwemali engenayo.
<b>Iziko lokulawulwa kweentlekele</b>	Ukukhuthaza ukuthintelwa kweentlekele ngokusebenzisana, nokulungiselela imeko engekehli
<b>Isicwangciso semisebenzi yoluntu</b>	Ukulawula ukudalwa kwamathuba emisebenzi kubo bonke oomasipala, kuphuculwa noluntu
<b>Izimali</b>	Ukulawula ukuphathwa kweemali ngendlela eyiyo ngokuvumelana nokutshiwo yimithetho yepalamente
<b>Iinkonzo ezidibanisa ezinye</b>	Ukulawula imisebenzi ezisisombululo ukuze iSebe lizifeze iinjongo zalo

### Iinkonzo ezenziwa liSebe:

Icandelo ngalinye kumacandelo eSebe lenze isicwangciso sexeshana esichaza okuza kwenziwa lelo candelo ukufak' isandla ekuphumeleliseni iinjongo zeSebe. Amaxwebhu achaza oku afumaneka xa umntu ewacela.

## 5. IINKCUKACHA ZOQHAGAMSHELWANO

### 5.1 iGosa leNgcombolo

UMLAWULI-JIKELELE	UMNXEBA	IFEKSI	I-IMEYILE
Nksz. Avril Williamson	(012) 334 0518	086 558 0479	<a href="mailto:Avrilw@cogta.gov.za">Avrilw@cogta.gov.za</a>

### 5.2 amaSekela-Gosa eNgcombolo

iSekela-Gosa	UMNXEBA	086 558 0479	I-IMEYILE
Mnu. Themba Fosi	(012) 334 0800	086 558 0479	<a href="mailto:ThembaF@cogta.gov.za">ThembaF@cogta.gov.za</a>
Nksz. Thinavhuyo Skosana	(012) 334 4883	086 558 0479	<a href="mailto:ThinavhuyoN@cogta.gov.za">ThinavhuyoN@cogta.gov.za</a>
Nksn. Manahano Mokone	(012) 336 5813	086 558 0479	<a href="mailto:ManahanoM@cogta.gov.za">ManahanoM@cogta.gov.za</a>
Gqr. Mmaphaka Tau	(012) 334 4602	086 558 0479	<a href="mailto:MmaphakaT@ndmc.gov.za">MmaphakaT@ndmc.gov.za</a>

### 5.2 Iidilesi

IDILESI YEPOSI	IDILESI YESITRATO	IWEBSAYITI
The Information Officer Department Cooperative Governance	The Information Officer Department Cooperative Governance	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>

Private Bag x 804 PRETORIA 0001	87 Hamilton Street Arcadia PRETORIA	
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## 6. ISIKHOKELO EKUSEBENZISENI LO MTHETHO NGOKWESIQUENDU 10

Isiquendu 10 salo Mthetho sithwalisa iKomishoni Yamalungelo Oluntu uxanduva lokuqulunqa isikhokelo esiqulethe indlela yokusebenzisa lo Mthetho, sikhokelo eso emasibe ngazo zonke iilwimi zaseburhulumenteni, sibe kwimo eqondakala lula enokuthi iqondwe ngumntu onqwenela ukusebenzisa naliphi na ilungelo elikulo Mthetho. Esi sikhokelo kwafuneka ukuba masipapashwe ngoAgasti 15, 2003. Esebenzisa imimiselo, uMphathiswa Wobulungisa wanika iKomishoni ixesha eloluliweyo kwade kwaba nguAgasti 31, 2004 ukuze ivelise esi sikhokelo.

Imibuzo malunga nesi sikhokelo mayibhekiswe apha:

The South African Human Rights Commission,  
At PAIA Unit (The Research and Documentation Department).  
Private Bag X2700, HOUGHTON, 2041;  
Umnxeba: 011 484 8300;  
Ifeksi: 011 484 1360  
Iwebsayiti: [www.sahrc.org.za](http://www.sahrc.org.za)  
I-imeyile: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## 7. UKUFIKELELA KUMAXWEBHU AGCINWE LISEBE

### 7.1 Iindidi zamaxwebhu agcinwe liSebe

#### 1. Ulawulo Lwecandelo

Olu didi lusingatha ikakhulu ingcombolo engolawulo namaxwebhu angaphakathi eSebe necandelo lalo. Uhlobo lwengcombolo oluqukiweyo kolu didi zizicwangciso zoshishino nenkcitho yecandelo nokwenziwa kwengxelo ngenkqubela ekhoyo, ngeenkqubo nemigaqo-nkqubo yangaphakathi yeSebe.

#### 2. Abaphathi ekunokuqhagamshelwana nabo nabachaphazelekayo

Ingcombolo yokuqhagamshelana nabaphathi iquka ingcombolo emalunga nabo bonke abachaphazelekayo nabaxumi kunye nobudlelane iSebe elinabo naba bantu kwakunye nokusebenzelana kwalo nabo. Izicelo, izicelo zobume nezikhalazo

ezivezwa ngabachaphazelekayo okanye ngabaxumi ziza kugcinwa nazo njengexalenye yengcombolo yoqhagamshelwano.

3. Ulawulo lwezimali nabasebenzi

Oku kuquka ingcombolo yeSebe engezimali njengolwabiwo-mali, inkcitho yemali, nemeko engokwasemalini yezinto eziza kwenziwa zolwabiwo-mali. Le ngcombolo inento yokwenza ngqo nemivuzo nemisebenzi yokuthenga. Ingcombolo emalunga nabasebenzi imalunga nemivuzo, ikhefu labasebenzi, ubuchule babasebenzi namacebo okubaphucula, kwakunye neenjongo ezicwangciselwe abasebenzi nendlela abasebenza ngayo.

4. Impahla nobuchule bokusebenza

Olu didi luquka ingcombolo engeenkampani ezikhupha abasebenzi abanobuchule xa befuneka, zenzele neSebe iinkonzo, nokuthi kuxa zindawoni ezo nkampani malunga nokuxhotyiswa kwabantsundu kuqoqosho. Le ngcombolo iyinxalenye yengcombolo yokuthenga.

5. Ukuphathwa kwezicwangciso / kwamaphulo

Le ngcombolo imalunga nezicwangciso namaphulo eSebe ekukho phakathi kwawo axhaswe yiminikelo. Oku kuquka ukucwangcisa, ukwaba imali, ukubek' esweni, neziphumo.

6. Eyemimiselo nemithetho

Eli Sebe lilawula imithetho yepalamente eliqela, nemimiselo nemigaqo-nkqubo. Ngaphezu koko, eli Sebe linamaxwebhu amatyala omthetho amalunga nentsebenziswano yoorhulumente.

7. Imigaqo-nkqubo

Kukho imigaqo-nkqubo eliqela emalunga noomasipala ekuyiyo ephembelela izenzo nongenelelo lweSebe. Le migaqo-nkqubo iman' ukuqwalaselwa ngokutsha kwaye iman' ukuphuculwa. Imigaqo-nkqubo yokusebenza iyafumaneka kananjalo kubo bonke abaqeshwa beSebe, ifumaneka nge-intanethi, ukuze baziqhelanise nokusebenza kwawo onke amacandelo kwakunye notshintsho olunokuthi luchaphazele indlela abawenza ngayo umsebenzi wabo.

8. Ulawulo lwamaphondo

Olu didi lwamaxwebhu lumalunga nokubekw' esweni kwezimali nokubekw' esweni kwezakhiwo zamaphondo nemisebenzi engokwezimali nokubekw' esweni koomasipala kokusebenza koomasipala.

9. Ukulwa norhwaphilizo nobuqhophololo

Le ngcombolo imalunga nokuchaswa kwemizamo yokulwa norhwaphilizo nobuqhophololo ngabantu abachaphazelekayo bangaphandle.

10. Iziseko zokusebenza nokuphuhliswa koqoqosho

La maxwebhu angokukhuliswa kwezixhobo zoqoqosho nokuncediswa koPhuhliso Loqoqosho Lwelizwe. Oku kuquka amaxwebhu ezicwangciso nokuxhaswa kophuhliso loqoqosho koomasipala nakumaphondo.



### 11. Ukulawulwa kweentlekele

Olu didi lwamaxwebhu lumalunga nezicwangciso, uphuhliso nokusetyenziswa kwezixhobo nokulawulwa kweentlekele.

### 7.2 lincwadi ezifumanekayo

lingxelo zonyaka
Imithetho yepalamente
Imithetho eyilwayo
Imigaqo-nkqubo
Izicwangciso
Izicwangciso zexeshana
Izicwangciso Eziyindibaniselwano Zophuhliso
Isicwangciso sokusebenzisa izicwangciso eziyindibaniselwano
Amaxwebhu aqulethe imvelaphi
Uxwebhu oluqulethe indlela yokubuyela kwiziseko
Amaxwebhu eentlanganiso zoomasipala – ukubuyela kwiziseko

### 7.3 lindidi zamaxwebhu ezifumaneka ngokuzenzekelayo kwiSebe

Yonke ingcombolo ifumaneka kwiwebsayiti yeSebe ethi [www.cogta.gov.za](http://www.cogta.gov.za)

Ingcombolo injengokuba idweliswe kwiFom engu-C kule ncwadana.

## 8. INDLELA YOKUWACELA

### 8.1 Indlela

Ukuze zisetyenzwe izicelo zokufumana ingcombolo ngokusebenzisa i *Access to Information Promotion Act*, kusetyenziswa ezi ndlela zilandelayo kwiSebe:

#### Inyathelo 1: Ukusetyenzwa kwesicelo

Xa kucelwa ingcombolo, ocelayo kufuneka azalise ifomu yesicelo (jonga iSongezo A) ize ithunyelwe kwezi dilesi:

NGEPOSI	NGESANDLA	NGEFEKSI
The Information Officer Department Cooperative Governance Private Bag x 804 PRETORIA 0001	The Information Officer Department Cooperative Governance 87 Hamilton Street Arcadia PRETORIA	IGosa leNgcombolo 086 558 0479

Njengoko kufunwa ngulo Mthetho, isicelo sokufumana ingcombolo kufuneka siphalekwe yi-R35.00 ukuba umntu ucela ingcombolo engaye. Ihlawulwa ngetsheke, okanye ihlawulwe iyimali (ukuba iziswe ngesandla) okanye ifakwe kwi-akhawunti yasebhankini yeSebe (ifom yesicelo mayiphalekwe bubungqina bokufakwa kwemali kwi-akhawunti):

Ibhanki: South African Reserve Bank  
Igama lomnini we-akhawunti: Cooperative Governance and Traditional Affairs  
Inombolo ye-akhawunti: 00080332382  
Ikhawuli yesebe lebhanki: 910145  
Uhlobo lwe-akhawunti: Paymaster General Account

Umntu emakuhagamshelwane naye: Josias Moloto  
Nge-imeyile: Josiasm@cogta.gov.za  
Umnxeba: 012 334 0909

## Inyathelo 2: Ukuphicothwa nokuthi sifunyenwe

IGosa leNgcombolo leSebe lamkela isicelo lize lisiphicothe ukuze libone ukuba ingcombolo efunwayo iyafumaneka kusini na kwiSebe. Sandula ke isicelo samkelwe okanye sikhatywe okanye sidluliselwe kubantu abagcina loo ngcombolo efunwayo. Uyaphendulwa ke ocelileyo axelalwe ukuba kwenziwe ntoni ngesicelo sakhe.

## Inyathelo 3: Ukusetyenzwa kwengcombolo

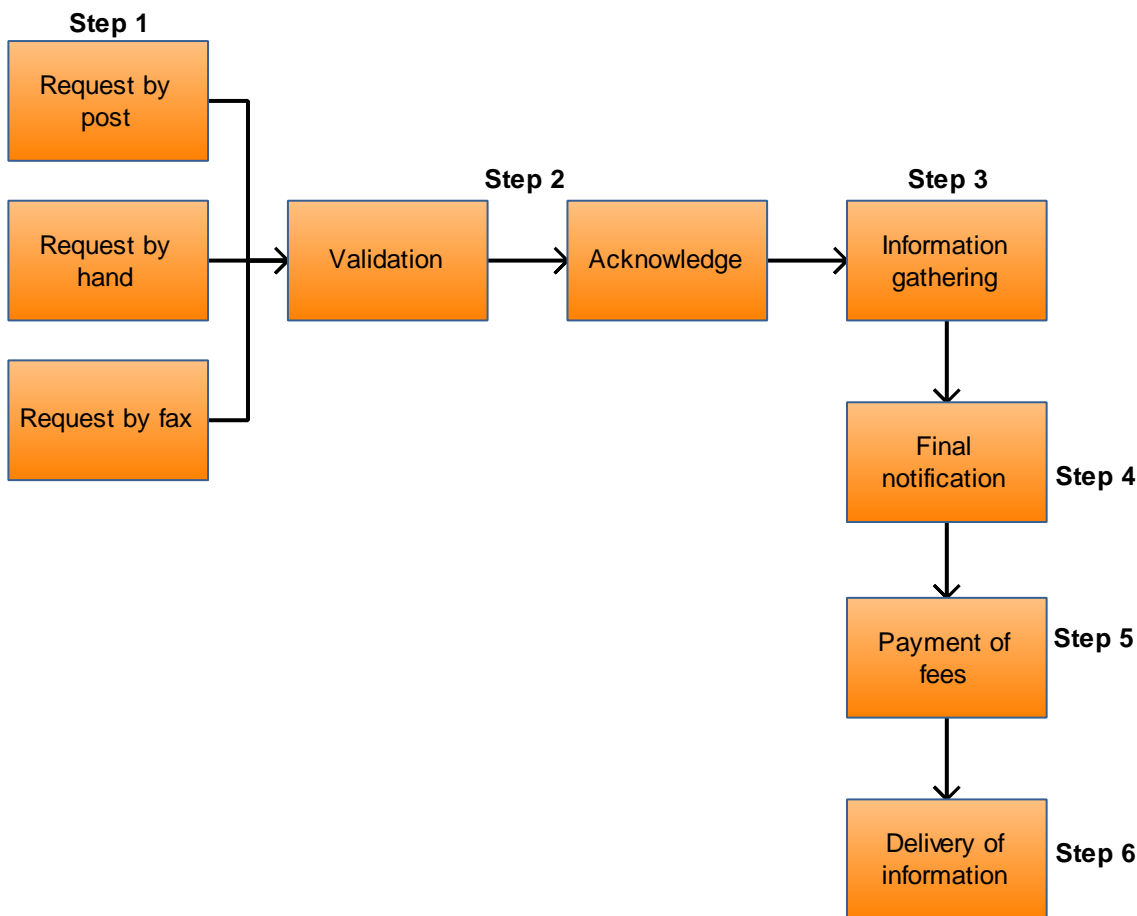
Ukuba samkelwe isicelo, iSebe liyayiqokelela ingcombolo lize libale ukuba iza kufuna malini (jonga isiqendu 8.2)

## Inyathelo 4: Ukwaziswa kokugqibela

Ocelileyo uyaziswa ngokuqunyelwa kwesicelo nangemali engekahlawulwa ekulindeleke ukuba ihlawulwe liSebe.

## Inyathelo 5 nenyathelo 6: Ukuhlawula nokuthunyelwa

Yakuba intlawulo ifunyenwe njengoko kuxelwe kwinyathelo 4 ngentla (kulandelwa inkqubo yokuhlawula exelwe kwinyathelo 1), ingcombolo ithunyelwa koyicelileyo.



**NB: TRANSLATION OF THE ABOVE DIAGRAM CANNOT BE PROVIDED IN THE ORANGE BOXES. TRANSLATION IS RATHER PROVIDED BELOW:**

Step 1 = Inyathelo 1

Request by post = Isicelo ngeposi

Request by hand = Isicelo ngesandla

Request by fax = Isicelo ngefeksi

Step 2 = Inyathelo 2

Validation = Ukuphicothwa

Acknowledge = Sifunyenwe

Step 3 = Inyathelo 3

Information gathering = ukuqokelelwa kwengcombolo

Step 4 = Inyathelo 4

Final notification = Ukwaziswa kokugqibela

Step 5 = Inyathelo 5

Payment of fees = Ukuhlawulwa kwemali

Step 6 = Inyathelo 6

Delivery of information = ukuthunyelwa kwengcombolo

## **Inkcazelo ngokubanzi**

Umntu onqwenela ukufumana uxwebhu olugcinwe liSebe kufuneka azalise ifom yesicelo eyiFom A yeSongezo B ekwimimiselo epapashwe ngokwalo Mthetho, eqhotyoshelwe yangu-A kule ncwadana. Imimiselo (nesiqendu 18 salo Mthetho), zifuna ukuba ocelayo anike le ngcombolo ilandelayo:

- linkcukacha zomntu ocela ukufumana amaxwebhu
- linkcukacha zomntu esenzelwa yena isicelo
- linkcukacha zoxwebhu okanye zamaxwebhu afunwayo
- Uhlobo ekufunwa ukuba mayibe lulo ingcombolo, umzekelo: iprintiwe, iyielektroniki, ifundeka ngekhompyutha, njl.
- Idilesi yeposi okanye ifeksi yocelayo
- Mayibe ngolwimi oluthile kusini na ingcombolo
- Indlela afuna ukwaziswa ngayo ngesigqibo.

Nasiphi na isicelo esifunyenweyo siya kusetyenzwa zingekapheli iintsuku ezingama-30 ukususela ekufunyanweni kwaso, ngaphandle kokuba ocelayo ubeke izizathu ezingaqhelekanga ezivakalayo kwiGosa leNgcombolo ezenza ukuba eli xesha leentsuku ezingama-30 lingahoywa. Ixesha eliziintsuku ezingama-30 ekufuneka lithi liphela libe iSebe selisenzile isigqibo sokuba liyasamkela okanye liyasikhaba isicelo lisenokolulwa libe lelinye ixesha elingagqithiyo kwiintsuku ezingama-30 ukuba isicelo sesombhumbutho omkhulu wengcombolo, okanye ukuba isicelo sifunisa ukuba ikhangelwe ingcombolo kwenye iofisi yeziko, ibe loo ngcombolo ingenakufumaneka lula kwela xesha leentsuku ezingama-30 zokuqala. ISebe liza kumazisa ocelayo ngokumbhalela xa kunokuthi kufuneke ukuba lolulwe ixesha.

Ukuba isicelo senzela omnye umntu, ocelayo makangenise ubungqina bokuba uyintoni lo ocelayo kulo ocelelwayo, obo bungqina banelise iGosa leNgcombolo.

Ukuba umntu akakwazi ukuyizalisa ifom efunekayo ngenxa yokuba engafundanga okanye ngenxa yesiphene anaso, loo mntu angasenza isicelo ngomlomo. Liya kuthi ke iGosa leNgcombolo leSebe lisibhale phantsi eso sicelo somlomo, lisibhala kwifom efunekayo, lize linike ocelayo ikopi yesicelo esibhaliweyo.

## **8.2 Imirhumo**

Lo Mthetho uthetha ngeentlobo ezimbini zemirhumo, eyile:

- Umrhumo wokucela, oya kuba ngumrhumo ofanayo kubo bonke abantu ohlawulwa kuphela ngabacelayo, ingengabo abacelela iziqu zabo
- Umrhumo wokuyifumana into oyifunayo, obalwa ngokucingela izinto ezinjengeendleko zokukhuphela, ukukhangela nexesha elichithwe kukhangelwa kulungiswa nokulungisa, nendleko ezihambisana nako, kwakunye neendleko zokuposa.

Liya kuthi iGosa leNgcombolo lakusifumana isicelo, ngokukhuph' isaziso:

- Lifune ukuba ocelayo ahlawule umrhumo wokucela ngaphambi kokuba liqhubeke nesicelo.
- Ukuba lukhangelwe uxwebhu, kuze ukulungiswa kwalo, okuquka nokulwenza lufumaneka lukwimo efunwayo, kufuna ixesha elingaphezu kweeyure ezixeliweyo kwimimiselo, iGosa leNgcombolo liza kwazisa ocelayo ukuba ahlawule idiphozithi ethi ifuneke xa isicelo samkelwe.
- IGosa leNgcombolo liza kulunkonya uxwebhu de ocelayo awuhlawule umrhumo njengoko kuboniswe kwisiqendu 8.2.1
- Umntu ocelayo osicelo sakhe sivunyiweyo makahlawule umrhumo wokukhutshelwa kwaso nokukhangelwa kwaso, ahlawulele nexesha elongeziweyo elinokuthi lifuneke xa lidlula kwiiyure ezimiselweyo.
- Ukuba ihlawulwe idiphozithi, saza isicelo sakhatywa, iGosa leNgcombolo liza kumbuyisela imali yakhe ocelayo.

### 8.2.1 Imirhumo efunwa ngamaqumrhu karhulumente

Ngokwesiqendu 22(2) salo Mthetho, kusebenza oku kulandelayo:

INKCAZELO	IMALI (R)
Umrhumo wokucela ohlawulwa ngocelayo, ongenguye ocela ingcombolo engaye, ekuthethwe ngayo kummiselo 7(2)	35.00
Ikopi yencwadana ekuthethwe ngayo kummiselo 5(c) (ngefotokopi nganye ebukhulu buyi-A4 okanye ngaphantsi koko)	0.60
<b>Imirhumo yokukhuphela ekuthethwe ngayo kummiselo 7(1) imi ngolu hlobo:</b>	
1) Ngefotokopi nganye ebukhulu buyi-A4 okanye ngaphantsi koko	0.60
2) Ngekopi nganye eprintiweyo ebukhulu buyi-A4 okanye ngaphantsi koko egcinwe kwikhompyutha okanye kwisixhobo se-elektroniki	0.40
3) Ngekopi ekwimo efundeka ngekhompyutha	
a) kwistifi-drayivi	5.00
b) kwikhompakthi-diski (imo efundekayo)	40.00
4) Ngokukhutshelwa kwemifanekiso	
a) Ibubukhulu obuyi-A4 okanye ngaphantsi koko	22.00
b) Ngekopi yemifanekiso	60.00
5) Ngokukhutshelwa kwelizwi elirekhodiweyo	
a) Elibukhulu buyi-A4 okanye ngaphantsi koko	12.00
b) Ngekopi yelizwi elirekhodiweyo	17.00
<b>Imirhumo emayihlawulwe ngocelayo ekuthethwe ngayo kummiselo 7(3) imi ngolu hlobo:</b>	
1) Ngefotokopi nganye ebukhulu buyi-A4 okanye ngaphantsi koko	0.60
2) Ngekopi nganye eprintiweyo ebukhulu buyi-A4 okanye ngaphantsi koko egcinwe kwikhompyutha okanye ekwisixhobo se-elektroniki	0.40
3) Ngekopi ekwimo efundeka ngekhompyutha	

c) Kwistifi-drayivi	5.00
d) Kwikhompakthi-diski (imo efundekayo)	40.00
4) Ngokukhutshelwa kwemifanekiso ebukhulu buyi-A4 okanye ngaphantsi koko	22.00
5) Ngekopi yemifanekiso	60.00
6) Ngokukhutshelwa kwelizwi elirekhodiweyo	
c) Ebukhulu buyi-A4 okanye ngaphantsi koko	12.00
d) Ngekopi yelizwi elirekhodiweyo	17.00
Ukukhangela nokulungisa uxwebhu ukuze ludandalaziswe, ingaqukwanga iyure yokuqala	15.00 ngeyure okanye ngaphantsi koko
Eyona mali yokuposa ihlawulwa xa ikopi yoxwebhu kufuneka iposelwe koyicelileyo. lindleko zokuposa zixhomekeke kumaxabiso elo xesha nasekuthini iposelwa phi	Eyona ndleko

### 8.2.2 Abangahlawuliswayo nezigqibo ezenziwa ngokwesiqendu 22(8)

Abantu abalandelayo abawuhlawuliswa umrhumo oxelwe kwisiqendu 22(6) salo Mthetho:

- Umntu ongatshatanga omvuzo wakhe wonyaka, emva kokuxhuzulwa kweemali ezixelwe kwiSihlomelo, ungagqithiyo kwi-R14,712.00 ngonyaka.
- Abantu abatshatileyo okanye umntu nesithandwa sakhe abamvuzo wabo wonyaka ungagqithiyo kwi-R27,192.00 ngonyaka.

Kananjalo kugqitywe ekubeni:

- Xa indleko yokuqokelela umrhumo oxelwe kwisiqendu 22 salo Mthetho idlulela ngaphaya kwemali ebiziweyo, loo mrhumo awubi safuneka.
- Umrhumo wokufumana ingcombolo oxelwe kwisiqendu 22(8) salo Mthetho awufunwa kumntu ofuna uxwebhu oluthetha ngaye.
- Umrhumo wokufumana ingcombolo oxelwe kwisiqendu 22(1) salo Mthetho nomrhumo oxelwe wokufumana ingcombolo oxelwe kwisiqendu 22(6) salo Mthetho awufunwa ngoxwebhu olucelwa ligosa elihlawulisa imali yesondlo okanye kwigosa elizingela umkhondo wabantu abangasihlawuliyo isondlo xa besenza imisebenzi yabo ngokwe*Maintenance Act* 99 ka-1998 okanye ngokwemimiselo eyenziwe ngokwesiqendu 44 se*Maintenance Act*.

## 9. UKUVUNYWA / UKUKHATYWA KWEZICELO

### 9.1 Ukukhatywa kwesicelo

Izizathu eziphambili elinokuthi ngazo iSebe lisikhabe isicelo sokufumana ingcombolo zezi:

- Kukukhuselwa okunyanzelekileyo kweemfihlo zomnye umntu, ukuba isicelo sifunisa ukuba kudandalaziswe ingcombolo eyimfihlo yaloo mntu;  
Kodwa ke isicelo asinakukhatywa nangona siqulethe ingcombolo engomnye umntu, ukuba:
  - Loo mntu unike imvume ebhaliweyo yokuba idandalaziswe ingcombolo leyo
  - Ingcombolo leyo sele eyinike iqumrhu likarhulumente, lize iqumrhu likarhulumente limazise umnini wayo ngaphambi kokuba liyityhile kulowo oyifunayo, kwaye ingcombolo leyo iludidi lwengcombolo eseyifunyenwe kakade luluntu
  - Loo ngcombolo seyifunyenwe kakade luluntu
  - Ingcombolo leyo ingempilo yasemzimbeni okanye yasengqondweni, kwaye lo ngcombolo yakhe ifunwayo ephantsi kweliso lalo ocela ingcombolo, abe lo kufunwa ingcombolo yakhe engaphantsi kweminyaka eli-18 kwaye engenakubuqonda ubunjani besicelo, kube nokutyhilwa kwengcombolo leyo kuza kuba luncedo kuye
  - Ingcombolo ingomntu oswelekileyo, abe lo ocelayo esisizalwane salo kucelwa ingcombolo yakhe, okanye usenza isicelo ngemvume ebhaliweyo yesizalwane
  - Ingcombolo ingomntu oligosa okanye owayeligosa lequmrhu likarhulumente, ibe ingcombolo leyo imalunga nesikhundla okanye imisebenzi yakhe.
- Kukukhuselwa okunyanzelekileyo kwengcombolo yorhwebo yomnye umntu, ukuba ingcombolo leyo iqulethe iimfihlo zorhwebo zomnye umntu, ukuba yingcombolo yezimali, yorhwebo, yenzululwazi, okanye yobuchwepheshe, ukuba ukutyhilwa kwayo kuza kuba yingozi kwizimali okanye kurhwebo lwaloo mntu ongomnye;  
Kodwa ke isicelo asinakukhatywa nangona siqulethe ingcombolo engomnye umntu, ukuba :
  - Loo ngcombolo seyifunyenwe kakade luluntu.
  - Ingcombolo leyo ingomnye umntu onike imvume ebhaliweyo yokutyhilwa kwayo kulo oyicelayo.
  - Ingcombolo imalunga neziphumo zemveliso ethile okanye ukuvavanywa kwento ekwizinto ezisingqongileyo.
- Ingcombolo ityhilelwe omnye umntu ehletyelwa, ukuba ukutyhilwa kwayo kungamonela izinto loo mntu kuthetha-thethwano okanye kukhuphiswano lorhwebo;  
Kodwa ke isicelo asinakukhatywa nangona siphethe ingcombolo engomnye umntu, ukuba:
  - Loo ngcombolo seyifunyenwe kakade luluntu
  - Loo ngcombolo ingomnye umntu, kwaye loo mntu sele eyinikile imvume ebhaliweyo ukuba ityhilelwe lowo oyicelayo



- Kukukhuselwa okunyanzelekileyo kwengcombolo eyimfihlo yabanye abantu ukuba ikhuselwe ngokwesivumelwano esenziweyo;
  - Kukukhuselwa okunyanzelekileyo kwabantu nempahla yabo;
  - Kukukhuselwa okunyanzelekileyo kwamaxwebhu abeya kuthathwa ngokuthi ayimfihlo kumatyala asenkundleni;
  - Zizinto zorhwebo ezenziwa liSebe, ezinokuquka iimfihlo zorhwebo zeSebe ezimalini, kurhwebo, kwinzululwazi okanye kubuchwepheshe; ukutyhilwa kwengcombolo okunokuthi konakalise izinto kwizimali okanye kurhwebo lweSebe, nengcombolo enokuthi ukuba ityhiliwe ibangele umonakalo xa iSebe likuthetha-thethwano okanye likhuphisana ngorhwebo.
- Kodwa ke isicelo asinakukhatywa ukuba ingcombolo:
- Sele ifunyenwe kakade luluntu.
  - Imalunga nequmrhu likarhulumente okanye yeyalo, kuliqumrhu likarhulumente elingelilo eli ekubhekiswa kulo isicelo, libe eli qumrhu likarhulumente linike imvume ebhaliweyo yokuba ityhilelwe lowo oyicelayo.
  - Imalunga neziphumo zovavanyo oluthile (olungelulo uvavanyo lokuqala) ezinikwe iqumrhu likarhulumente, okanye iziphumo zovavanyo olwenzelwe iqumrhu likarhulumente, kube ukutyhilwa kwazo kuya kuba yingozi eluntwini.
- Iprogram yekhompuyutha eyeyeSebe, ekhuselwe ngumthetho we *copyright*.
  - Ingcombolo yophengululo yeSebe yomnye umntu, ukuba imalunga nokutyhilwa kwento yokuba leliphi iSebe, umphengululi okanye into ekuphengululwa ngayo kungaphazamisa uphengululo.
  - Izicelo zengcombolo ekucaca nje mhlophe ukuba azinasihlahla, okanye ezibandakanya ukusiwa kobuncwane kwenye indawo, ziza kukhatywa.

#### Ukutyhilwa okusisinyanzelo ngenjongo yokuba kuncedakale uluntu

Nangona kukho ezi zizathu zidwelisiweyo zokwala, iGosa leNgcombolo kufuneka lisivume isicelo sokufumana ingcombolo yeSebe ukuba ukutyhilwa kwayo kuya kuveza ubungqina—

- Ukwaphulwa okukhulu komthetho okanye ukusilela ukwenza okufunwa ngumthetho, okanye into eza kuba yingozi ekhawulezileyo eluntwini, nokuncedakala koluntu xa ityhilwa ingcombolo leyo kungaphezu komonakalo onokuthi ubekho xa kusaliwa nayo.

## **9.2 Ukubhena**

Ocelayo angafaka isibheno sangaphakathi nxa manye nesigqibo seGosa leNgcombolo

- Sokwala isicelo sokufumana ingcombolo;
- Ngomrhumo wokucela, ngediphozithi yawo, okanye umrhumo wokuyifumana
- Ngokolulwa kwexesha lokusisebenza isicelo
- Ngokuwanikwa ngendlela eyahlukileyo kuleyo eceliweyo.

Omnye umntu angasifaka isibheno sangaphakathi nxamnye nesigqibo seGosa leNgcombolo lokusivuma isicelo sokufumana amaxwebhu.

### **Indlela yokubhena, nemirhumo yokubhena**

Isibheno masifakwe ngefom eyenzelwe loo njongo (jonga iSongezo B) zingekapheli iintsuku ezingama-60; ukuba kufuneka kwaziswe omnye umntu, masifakwe zingekapheli iintsuku ezingama-30 emva kokuba kwaziswe obhenayo ngesigqibo ekubhenwa nxamnye naso; okanye ukuba akukho mfuneko yokwazisa obhenayo, emva kokuba isigqibo senziwe, isaziso sokubhena masithunyelwe kwiGosa leNgcombolo leSebe kwidilesi yalo, okanye kwifeksi yalo okanye kwi-imeyile yalo.

Masixele into ekubhenelwa yona, ixele nezizathu zokubhena, kwaye sinokuquka nayiphi na enye ingcombolo efanelekileyo eyaziwayo ngobhenayo.

Ukuba, ukongezelela ngaphezu kwempendulo ebhaliweyo, obhenayo unqwenela ukwaziswa ngenye indlela ngesigqibo sesibheno, makayixele loo ndlela engenye, aze anike iinkcukacha zakhe ukuze aziswe.

Kwimeko ofunekayo kuyo umrhumo, isibheno masiphelekwe ngumrhumo wesibheno ofunekayo, kwaye masiboinise idilesi yeposi okanye inombolo yefeksi.

Ukuba isibheno sifakwe seliphelile ixesha elixeliweyo, uMphathiswa Wentsebenziswano Yoorhulumente okanye ke umntu ochongwe nguye ngenchwadi, makathi, akuba exele izizathu ezivakalayo, avumele ukufakwa kwesibheno seligqithile ixesha. Ukuba uMphathiswa okanye umntu amchongileyo ngenchwadi akakuvumeli ukufakwa kwesibheno seligqithile ixesha, makamazise umntu ngeso sigqibo umntu obhenileyo.

Umenzi-sicelo ofaka isibheno sakuba saliwe isicelo sakhe sokufumana ingcombolo, makahlawule umrhumo omiselweyo wokubhena. Ukuba kufuneka kuhlawulwe umrhumo wokubhena, isigqibo ngesibheno singankonywa de ube uhlawulwe umrhumo.

Kamsinya kangangoko kunokwenzeka, kodwa ke zingekapheli iintsuku ezili-10 zaphakathi kweveki sifunyenwe isicelo, iGosa leNgcombolo leSebe malidlulisele isibheno kuMphathiswa, okanye kumntu ochongwe nguMphathiswa ngenchwadi, kunye nezizathu zakhe ngesigqibo; kuze kuthi ukuba kubhenwa nxamnye nokukhatywa kwesicelo okanye nxamnye nokuvunywa kwesicelo sokufumana ingcombolo, anike igama, nedilesi yeposi, nenombolo yomnxeba, neyefeksi, nedilesi yeimeyile, yomnye umntu omakaziswe ngesicelo.

## **10. OKUQHOTYOSHELWEYO**

## IFOM A

### ISICELO SOKUFUMANA UXWEBHU LWEQUMRHU LIKARHULUMENTE

(isiqendu 18(1) se*Promotion of Access to Information Act* 2 ka-2000)

#### [uMmiselo 6]

#### YEYOKUSETYENZISWA LISEBE

iNombolo:

Isicelo sifunyenwe ngu- (xela isikhundla anaso, igama nefani yeGosa leNgcombolo okanye iSekela-Gosa) ngalo mhla . . . . . e- (indawo).

Umrhumo wokucela (ukuba uyafuneka) R .....

Idiphozithi (ukuba iyafuneka) R .....

Umrhumo wokuyifumana R .....

UTYIKITYO LWEGOSA LENGCOMBOLO OKANYE LWESEKELA-GOSA

#### A. linkcukacha zequmrhu likarhulumente

Igosa leNgcombolo / iSekela-Gosa leNgcombolo:

#### B. linkcukacha zomntu ofuna ukufumana ingcombolo

- a) *linkcukacha zomntu ocela ukufumana amaxwebhu mazinikwe ngezantsi*
- b) *Idilesi nefeksi ekwiRiphabliki emakuthunyelwe kuyo ingcombolo, mayixelwe.*
- c) *Ubungqina besikhundla asenza ekuso umntu owenza isicelo, mabuqhotyoshelwe, xa kunokwenzeka.*

Amagama apheleleyo nefani: \_\_\_\_\_

Inombolo yesazisi: \_\_\_\_\_

Idilesi yeposi: \_\_\_\_\_

Ifeksi: \_\_\_\_\_

Umnxeba: \_\_\_\_\_

I-imeyile: \_\_\_\_\_

Isikhundla asenza ekuso owenza isicelo, xa esenza egameni lomnye umntu:

\_\_\_\_\_

#### C. linkcukacha zomntu ekwenziwa isicelo egameni lakhe

*Le ndawo mayizaliwe KUPHELA ukuba isicelo sengcombolo senziwa egameni lomnye umntu.*

Amagama apheleleyo nefani: \_\_\_\_\_

Inombolo yesazisi: \_\_\_\_\_

#### D. Iinkcukacha zoxwebhu

- a) Nika iinkcukacha ezipheleleyo zoxwebhu ocela ukulufumana, kunye nenombolo yalo ukuba uyayazi, ukuze lufunyanwe.
- b) Ukuba isithuba sokubhala iinkcukacha asanelanga, qhubeka kwiphepha elisecaleni uze uliqhoboshele kwifom. **Ocelayo makawatyikitye onke amaphepha awongezelelweyo .**

1. Ukuchazwa koxwebhu okanye inxalenye ebalulekileyo yalo: \_\_\_\_\_

2. Inombolo yoxwebhu, ukuba ikho: \_\_\_\_\_

3. Ezinye iinkcukacha zoxwebhu: \_\_\_\_\_

#### E. Imirhumo

- a) Isicelo sokufumana uxwebhu, ingelulo uxwebhu oluqulethe ingcombolo yobuqu engeenkampani, siya kusetyenzwa kuphela emva kokuba sekuhlawulwe **umrhumo wokulucela**.
- b) Uza kwaziswa ukuba yimalini omawuyihlawule yokucela.
- c) **Umrhumo omawuhlawulwe wokufumana** ingcombolo uxhomekeka ekubeni kufunwa ukuba ibe kwimo enjani, kuxhomekeka nakwixesha eliza kufuneka ukuyikhangela nokuyilungisa.
- d) Ukuba uyafaneleka ukuba ungahlawuliswa mrhumo, xela isizathu sokungahlawuliswa kwakho.

Isizathu sokungahlawuliswa mrhumo:

---

#### F. Imo ofuna ukuyifumana ikuyo ingcombolo

**Ukuba uthintelwa sisiphene onaso ukuba uyifunde, okanye uyibuke okanye uyiphulaphule ingcombolo xa ikwimo ekuyo ku-1 ukuya ku-4 ngezantsi, xela isiphene onaso uze uxele ukuba uyifuna ikwimo enjani.**

Isiphene:	Imo efunwa ikuyo ingcombolo:
Yenza uphawu kwibhokisi eyiyo ngo-X Qaphela:	
a) Ukukunika ingcombolo ikwimo oyicelileyo kusengaxhomekeka kwimo efaneka ikuyo yona.	
b) Ukuyifumana ikwimo oyicelileyo kusengaliwa kwezinye iimeko. Xa kunjalo uya kwaziswa ukuba uya kuyifumana ikwenye imo kusini na.	
c) Umrhumo omawuhlawulwe wokufumana ingcombolo, ukuba ukho, uya kuxhomekeka, phakathi kwezinye izinto, kwimo ecelwa ikuyo ingcombolo.	
<b>1. Ukuba ingcombolo ibhaliwe okanye iprintiwe:</b>	
Ikopi yengcombolo	Ukuhlolwa kwengcombolo
<b>2. Ukuba ingcombolo iyimifanekiso</b>	

	Ukubukwa kwemifanekiso		Ikopi yemifanekiso	
	Ukukhutshelwa kwemifanekiso			
<b>3. Ukuba ingcombolo ingamazwi arekhodiweyo okanye iyingcombolo enokwenziwa ibe sisandi:</b>				
	Ukuyiphulaphula		Ukukhutshelwa kwesandi	
<b>4. Ukuba ingcombolo igcinwe kwikhompyutha okanye kwimo efundeka nge-elektroniki okanye ngomatshini:</b>				
	Ikopi eprintiweyo yengcombolo		Ikopi eprintiweyo yengcombolo	
	Ikopi ikwimo efundeka ngekhompyutha			
Ukuba ucele ikopi okanye umkhutshelwa wengcombolo (njengalapha ngentla), ngaba unqwenela ukuba ikopi okanye umkhutshelwa wayo uposelwe kuwe? <b>Kuza kufuneka imali yokuposa.</b>			EWE	HAYI
<i>Qaphela ukuba ukuba ingcombolo ayifumaneki ngolwimi olukhethayo, unokuyinikwa ngolwimi efumaneka ngalo.</i>				
Ukhetha ukuba ibe ngaluphi ulwimi ingcombolo?				

**G. Ukwaziswa ngesigqibo sokucela ukuyifumana**

*Uza kwaziswa ngokubhalelwa ukuba isicelo sakho sivunyiwe okanye sikhathiwe kusini na. Ukuba unqwenela ukwaziswa ngenye indlela, yixele loo ndlela uze unike iinkcukacha ezifunekayo ukuze senze ngokwesicelo sakho*

Ukhetha ukwaziswa njani ngesigqibo esenziweyo ngesicelo sakho sokufumana ingcombolo? \_\_\_\_\_

Ityikitywe ngomhla \_\_\_\_\_ kwinyanga ka \_\_\_\_\_ 20\_\_\_\_\_

UTYIKITYO LOCELAYO / UMNTU EKUCELELWA YENA

## IFOM B

### ISAZISO SESIBHENO SANGAPHAKATHI

(Isiqendu 75 se*Promotion of Access to Information Act* 2 ka-2000)

#### [uMmiselo 8]

#### XELA INOMBOLO YAKHO:

##### A. Iinkcukacha zequmrhu likarhulumente

iGosa leNgcombolo / iSekela-Gosa leNgcombolo:

##### B. Iinkcukacha zocelayo / zomnye umntu ofaka isibheni sangaphakathi

- Makunikwe iinkcukacha apha ngezantsi zomntu ofaka isibheni sangaphakathi.*
- Umntu makaqhoboshele ubungqina besikhundla asifaka ekuso isibheni, ukuba unesikhundla.*
- Ukuba kubhena omnye umntu ongenguye lowa wayecele ingcombolo ekuqaleni, makunikwe iinkcukacha zocelayo apha ku-C ngezantsi.*

Amagama apheleleyo nefani: \_\_\_\_\_

Inombolo yesazisi: \_\_\_\_\_

Idilesi yeposi: \_\_\_\_\_

Ifeksi: \_\_\_\_\_

Umnxeba: \_\_\_\_\_

I-imeyile: \_\_\_\_\_

Isikhundla somntu ofaka isibheni sangaphakathi egameni lomnye:

##### C. Iinkcukacha zocelayo

*Eli candelo malizaliswe KUPHELA ukuba ngomnye umntu ofaka isibheni sangaphakathi (ingenguye owayecele ingcombolo).*

Amagama apheleleyo nefani: \_\_\_\_\_

Inombolo yesazisi: \_\_\_\_\_

##### D. Isigqibo ekubhenwa nxamnye naso

Yenza uphawu olungu-~~X~~ kwibhokisi efanelekileyo yesigqibo ekubhenwa nxamnye naso:

Ukwaliwa kwesicelo sokuyifumana

	Isigqibo ngemirhumo efunekayo ngokwesiqendu 22 salo Mthetho
	Isigqibo ngokwesiqendu 29(3) salo Mthetho sokwalela ukuyifumana ingcombolo ikwimo ecelwe ngocelayo
	Isigqibo sokukuvumela ukuyifumana

**E. Izizathu zokubhena**

*Ukuba isithuba esinikiweyo asanelanga, qhubeka kwiphepha elisecaleni uze uliqhoboshele kule fom. **Kufuneka uwatyikitye onke amaphepha awongezelelweyo.***

Xela izizathu zesibheno sangaphakathi. Xela nayiphi na enye into enokuba luncedo ekuqwalaseleni isibheno:

**F. Ukwaziswa ngesigqibo sesibheno**

*Uza kwaziswa ngokubhalelwa ngesigqibo sesibheno sakho sangaphakathi. Ukuba unqwenela ukwaziswa ngenye indlela, yixele uze unike iinkcukacha ezifunekayo ukuze kwenziwe ngokwesicelo sakho.*

Xela indlela eyenye onqwenela ukwaziswa ngayo:

\_\_\_\_\_

linkcukacha zaloo ndlela eyenye:

\_\_\_\_\_

Kutyikitywe ngomhla \_\_\_\_\_ kwinyanga ka \_\_\_\_\_ 20 \_\_\_\_\_

**UTYIKIYO LOBHENAYO**

**YEYOKUSETYENZISWA LISEBE:**  
**INGCOMBOLO ENGESIBHENO SANGAPHAKATHI:**  
 Isibheno sifunyenwe \_\_\_\_\_ (umhla) ngu \_\_\_\_\_  
 (xela igama nefani nesikhundla seGosa leNgcombolo okanye iSekela-Gosa leNgcombolo)

Isibheno siphelekwa zizizathu zesigqibo seGosa leNgcombolo / seSekela-Gosa leNgcombolo naziinkcukacha zomnye umntu emalunga naye ingcombolo, ukuba ukho, engeniswe liGosa leNgcombolo / liSekela-Gosa leNgcombolo (ngomhla) kuMphathiswa.

**ISIPHUMO SESIBHENO:**  
 Isigqibo seGosa leNgcombolo / seSekela-Gosa leNgcombolo  
 KUVUNYELENWE NESIGQIBO / KWENZIWE SIGQIBO SIMBI  
 ISIGQIBO  
 ESITSHA \_\_\_\_\_  
 UMHLA (uMphathiswa): \_\_\_\_\_

SIFUNYENWE LIGOSA LENGCOMBOLO / LISEKELA-GOSA LENGCOMBOLO SIVELA  
 KUMPHATHISWA (ngomhla): \_\_\_\_\_

**IFOM D**  
INGCOMBOLO EFUMANEKA NGOKUZENZEKELAYO NOKUYIFUMANA LOO  
NGCOMBOLO

**(Isiqendu 15 se*Promotion of Access to Information Act 2 ka-2000*)**

**[uMmiselo 5A]**



<b>UKUCHAZWA KODIDI LWENGCOMBOLO EFUMANEKA NGOKUZENZEKELAYO NGOKWESIQUENDU 15(1)(a) SE PROMOTION OF ACCESS TO INFORMATION ACT KA-2000</b>	<b>INDLELA YOKUYIFUMANA INGCOMBOLO (umzekelo: ngewebsayithi) (ISIQENDU 15(1)(b)</b>
<b>XA IFUNELWA UKUHLOLWA NGOKWESIQUENDU 15(1)(a)(i):</b>	
Ingcombolo ngokwendlela edweliswe ngayo ngezantsi	Ingcombolo inokufunyanwa xa icelwa ngokubhala ivela kwiGosa leNgcombolo njengoko kuchazwe kwisiqendu 8. Kusengafuneka kuhlawulelwe iikopi
<b>XA IFUNELWA UKUTHENGA NGOKWESIQUENDU 15 (1)(a)(ii):</b>	
Ingcombolo ngendlela edweliswe ngayo ngezantsi	Ingcombolo inokufunyanwa xa icelwa ngokubhala ivela kwiGosa leNgcombolo njengoko kuchazwe kwisiqendu 8. Kusengafuneka kuhlawulelwe iikopi
<b>XA IFUNEKELA UKUKOPISHA NGOKWESIQUENDU 15(1)(a)(ii):</b>	
Ingcombolo ngendlela edweliswe ngayo ngezantsi	Ingcombolo inokufunyanwa xa icelwa ngokubhala ivela kwiGosa leNgcombolo njengoko kuchazwe kwisiqendu 8. Kusengafuneka kuhlawulelwe iikopi
<b>EFUMANEKA SIMAHLA NGOKWESIQUENDU 15(1)(a)(iii):</b>	
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iManagers Skills Audit yesiqendu 54A nese-56, ka-2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b><i>Izihlokomiso / iMimiselo / imbalelwano eya kumntu wonke</i></b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Ingcombolo esisiekho ngeMunicipal Property Rates Act ka-2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Ingcombolo esisiseko yabahlawula iirates ka-2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Imimiselo yokwenziwa kwengxelo yezimali ngoomasipala ka-2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Ukwenziwa kotshintsho kwiMimiselo yokupapashwa kweenkcukacha zokuhlululwa kwemivuzo yamagosa athile kamasipala ku-2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>

	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Imimiselo ngokubizwa kweethenda ku-2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
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Ileta eya kubo bonke engokudedelana ngaphambi nasemva koonyulo loomasipala lomhla we-18 kuMeyi 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
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ii-IDP Reports, 2008 – 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
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