



IHhovisi likaNdunankulu

**ISIFUNDAZWE SAKWAZULU-
NATALI
PROVINCE OF KWAZULU-
NATAL**

**IMANUWALI YOKUGQUGQUZELA UKUTHOLAKALA
KOLWAZI NOKUVIKELWA KWEMININGWANE
YABANTU**

YOWEZI-2023 KUYA KOWEZI-2024

**YEHHOVISI LIKANDUNANKULU LAKWAZULU-NATALI
NJENGOBA KUNQUNYWE NGOKWESIGABA 14 SOMTHETHO
WOKUGQUGQUZELA UKUTHOLAKALA KOLWAZI, 2000
(UMTHETHO NO. 2 KA 2000); EBANDAKANYA
NOKUDINGEKAYO NGOKOMTHETHO WOKUVIKELWA
KWEMININGWANE YABANTU, 2013
(UMTHETHO NO. 4 KA 2013)**

Igunyazwe yiHhovisi likaNdunankulu laKwaZulu-Natali

(QAPHELA: Le Manuwali izotholakala ngesiNgesi nangesiZulu. Kuthathwe isinqumo ngokomthethonqubo 4(2) sokuthi iManuwali ishicilelwe ngezilimi ezimbili ezisemthethweni kwisisindalwazi salo www.kznonline.gov.za)

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IBIKA LOMQONDISI-JIKELELE

Iqhaza leHhovisi likaNdunankulu ukuqinisekisa ukuthi uHulumeni wesiFundazwe saKwaZulu-Natali usebenza ngendlela enokuhlanganyela, ehlelekile nedidiyele ukuhlinzeka ukubusa okuhle okusimeme kanye nobuholi obuphokophele ekuqedeni ububha, ukusimamisa imiphakathi kanye nokuguqula isimo somnotho. Lokhu kuzokwenziwa ngokuhlinzeka ubuholi ngehloso yokuphumelelisa i-KZN Vision 2030 ngokuhlinzeka izidingo zomphakathi ngokushesha, ngokulwa nobubha, nokusweleka kwemisebenzi kanye nokungalingani. IHhovisi likaNdunankulu liseka uNdunankulu ukugcina izibopho zakhe ezingokomthetho nezingokomthethosisekelo. Okusemqoka kakhulu kulezo zibopho ezingokomthethosisekelo ukuqinisekisa ukutholaka kolwazi ngokusebenzisa uMthetho wokuGqugquzela ukuTholakala koLwazi, 2000 (uMthetho No. 2 ka 2000), ngemva kwalokhu ozobizwa ngoMthetho, ukugqugquzela isiko lokusebenza ngendlela ngokusobala kanye nokuba nesibopho sokubika.

Njengohlaka lukahulumeni, uMthetho udinga ukuthi iHhovisi likaNdunankulu lishicilele le manuwali ukuze kuqinisekise ukutholakala kolwazi. Le manuwali izosiza izakhamizi ukuthi ziqonde izindlela nezinqubo okumele zilandelwe ukuze zisebenzise ilungelo lazo lokuthola ulwazi olugcinwe yiHhovisi likaNdunankulu. Ngaphezu kwalokho, imanuwali ibalula amalungelo ngokoMthetho wokuVikelwa kweMininingwane yaBantu, 2013 (uMthetho No. 4 ka 2013) (POPIA) ephathelene neminingwane yabantu eqoqwa, egcinwa, esetshenziswa, ehlaziywa kanye nesatshalaliswa yiHhovisi likaNdunankulu.

Imanuwali kumele ifundwe kanye neNqubomgomo yobuMfihlo ecacisa ukuthi iHhovisi likaNdunankulu lihlose ukuqoqa, ukugcina, ukusebenzisa, ukuhlaziya kanye nokusabalalisa iminingwane yabantu okuqoqwa nokuhlaziywa iminingwane yabo. Le manuwali izosiza abayifundayo ukuqonda imisebenzi yeHhovisi likaNdunankulu kanjalo nokuqonda ukuthi yimaphi amarekhodi agcinwe yiHhovisi likaNdunankulu. Amafomu akule manuwali azosiza abantu abafisa ukuthola amarekhodi ukuthi bafake izicelo zokuwathola.

Naphezu kokuba uMthetho uhlinzekela ukufakwa kwezicelo zokuthola amarekhodi, akuyona yonke iminingwane eyodalulwa ngokufakwa kwesicelo. Indlela uMthetho osebenza ngayo udinga ukuthi kuhlaziywe ukuthi iminingwane ingakhishwa yini noma

cha ngenxa yokuthi kungenzeka ukuthi amarekhodi aqukethe imininingwane engekahulumeni, imininingwane yohlangothi lwesithathu, imininingwane eyimfihlo noma engabeka impilo yomuntu engozini.

Ekuzibophezeleni kwethu ukugcina imigomo yokusebenza ngendlela esobala kuhulumeni siyanikhuthaza njengezakhamizi ukuthi nisebenzise amalungelo enu njengoba kuhlinzekelwe kuMthethosisekelo ngokusebenzisa izindlela enizinikwe yile manuwali.

DKT. NONHLANHLA O. MKHIZE
UMQONDISI-JIKELELE

Usuku:

IMANUWALI
NGOKOMTHETHO
WOKUGQUQUZELA UKUTHOLAKALA KOLWAZI, 2000

Isingeniso

(1) IHhovisi likaNdunankulu waKwaZulu-Natali lizibophezele ukuhambisana noMthethosisekelo kanye nemithetho egunyaza imigomo yeBatho Pele.

(2) UMthetho wokuGqugquzela ukuTholakala koLwazi, 2000 (“uMthetho”) unikeza umuntu wesithathu ilungelo lokuxhumana nohulumeni noma nezinhlaka ezizimele acele imininingwane ezilungcinile, oludingekayo ukuze kusetshenziswe amalungelo athile noma ukuvikela noma yimaphi amalungelo.

(3) Uma lucelwa, uhlaka oluzimele lunesibopho sokukhipha leyo mininingwane ngaphandle uma uMthetho ungakuvumeli ukuthi amarekhodi aqukethe leyo mininingwane akhishwe. Le manuwali yazisa abafakizicelo ngenqubo kanye nendlela elandelwayo isicelo okumele sifakwe ngayo ukuze sihlangabezane nokudingwa uMthetho.

(4) Le Manuwali ishicilelwa yiHhovisi likaNdunankulu laKwaZulu-Natali, ngokwesigaba 14 soMthetho wokuGqugquzela ukuTholakala koLwazi. UMthetho uqalisa izinhlinzeko zesigaba 32 soMthethosisekelo, esihlinzekela ilungelo lokuthola imininingwane egcinwe uHulumeni nolugcinwe ngomunye umuntu oludingekayo ukuze kusetshenziswe noma kuvikelwe noma yiliphi ilungelo. Ukuhlinzekwa kwanoma yimiphi imininingwane eshiwo kule Manuwali, ngaphezu kwalolo oludingeka ngokwesigaba 14 soMthetho, akunikezi umuntu ilungelo noma igunya lokuthola leyo mininingwane, ngaphandle kwanjengoba kubalulwe eMthethweni.

(5) IManuwali ihlanganiswe ngokuhambisana nesigaba 14 soMthetho njengoba sichitshiyelwe uMthetho wokuVikelwa kweMininingwane yaBantu, 2013 (uMthetho No. 4 ka 2013) (i-POPIA). I-POPIA igqugquzela ukuvikelwa kwemininingwane yabantu eqoqwa, egcinwa, esetshenziswa, ehlaziywa kanye nesatshalaliswa uhulumeni kanye nezinhlaka ezizimele futhi ibandakanya nemibandela ethile eyakha okudingekayo ukuqoqa, ukugcina, ukusebenzisa, ukuhlaziya kanye nokusabalalisa imininingwane yabantu.

(6) Ngakho-ke le Manuwali yokuGqugquzela ukuTholakala koLwazi iqukethe imininingwane ephathelene nokulethwa kweziphikiso zokukuqoqwa, zokugcinwa, zokusetshenziswa, zokuhlaziywa kanye nokusatshalaliswa kwemininingwane yabantu kanye nezicelo zokusulwa noma nokushatshalaliswa kwemininingwane yabantu noma kwamarekhodi njengoba kudingeka ngokwe-POPIA.

Ukutholakala kweManuwali

2. Le Manuwali iyovuselelwa uma kunesidingo. Ikhophi entsha yale manuwali iyatholakala kwiwebhusayithi www.kznonline.gov.za. Okanye le manuwali ingacelwa kwisiKhulu soLwazi.

Izincazelo

3.(1) Kule Manuwali noma yiliphi igama noma isisho okunikwe incazelo eMthethweni wokuGqugquzela ukuTholakala koLwazi, 2000 (uMthetho No. 2 ka 2000), ngaphandle uma kucaca ukuthi akuhambisani, kumele kube naleyo ncazelo, nangaphandle uma ingqikithi isho okwehlukile –

“**isikhulu solwazi**” kushiwo uMqondisi-Jikelele ngokwesikhundla sakhe njengeNhloko yeHhovisi likaNdunankulu;

“**iManuwali**” kushiwo le Manuwali ehlanganiswe ngokwesigaba 14 soMthetho;

“**iHhovisi likaNdunankulu**” kushiwo iHhovisi likaNdunankulu esiFundazweni saKwaZulu-Natali;

“**umuntu ofaka isicelo esiqondene naye**” kushiwo umfakisisicelo sokuthola irekhodi eliqukethe imininingwane ephathelene naye;

“**umsebenzi**” kushiwo noma yimuphi umuntu osebenzela, noma ohlinzeka umsebenzi eHhovisi likaNdunankulu futhi othola inkokhelo noma okumele athole inkokhelo, kubandakanya bonke abasebenzi abasebenza ngokugcwele, abayitoho nalabo abangasebenzi ngokugcwele kanjalo nalabo abaqashwe isikhathi esinqunyiwe;

“uNdunankulu” kushiwo uNdunankulu wesiFundazwe saKwaZulu-Natali;

“irekhodi” kushiwo noma yimiphi imininingwane eqoshiwe, kungakhathaleki indlela oluqoshwe ngayo, olugcinwe noma olulawulwa yiHhovisi likaNdunankulu, kungakhathaleki ukuthi luqoshwe yiHhovisi likaNdunankulu noma cha;

“umsebenzi kahulumeni ofanele” kushiwo umuntu oqokwe ngokubhalwe phansi uNdunankulu;

“isicelo” kushiwo isicelo sokuthola irekhodi leHhovisi likaNdunankulu;

“umfakisicelo” kushiwo noma yimuphi umuntu (ngaphandle kwezinhlaka ezithile zikahulumeni noma umsebenzi wazo) ofaka isicelo sokuthola irekhodi leHhovisi likaNdunankulu futhi kubandakanya umfakisicelo egameni lalowo muntu noma lalowo mfakisicelo; futhi

“i-SAHRC” kushiwo iKhomishana yamaLungelo aBantu yaseNingizimu Afrika;

“uMthetho” kushiwo uMthetho wokuGqugquzela ukuTholakala koLwazi, 2000 (uMthetho No. 2 ka 2000).

(2) Ngaphandle uma kuba nokushayisana, amagama asho –

- (a) ubunye abandakanya nobuningi nasho ubuningi abandakanya nobunye;
- (b) ubulili obuthile abandakanya nobunye ubulili; futhi
- (c) umuntu qobo abandakanya nomuntu ngokomthetho.

Umlando weHhovisi likaNdunankulu

4.(1) IHhovisi likaNdunankulu “liwuhlaka lukahulumeni” njengoba kuchaziwe eMthethweni.

(2) IHhovisi likaNdunankulu leseka ilungelo elingokomthethosisekelo lokuthola ulwazi futhi liyazibophezela ukunikeza noma yimuphi umfakisicelo irekhodi alidingayo ngokuhambisana nezinhlinzeko zoMthetho.

Imininingwane ngokwesigaba 14 soMthetho

5. Imisebenzi nomumohlaka weHhovisi likaNdunankulu ngokwesigaba 14(1)(a):

(a) Imisebenzi

Imisebenzi yeHhovisi likaNdunankulu –

- (a) ukudidiyela, ukuhlela nokuqinisekisa ukuqaliswa kwezinqubomgomo zikahulumeni, kwezinhlelo kanye namasu;
- (b) ukuqapha nokuhlola izinhlelo zikahulumeni ezahlukahlukene;
- (c) ukuhlela amasu asezingeni eliphezulu nokusungula inqubomgomo;
- (d) ukuhlinzeka ngobuholi nangomkhombandlela kuHulumeni wesiFundazwe;
- (e) ukuqapha ukusungulwa nokuqaliswa kwemithetho; kanye
- (f) nokugqugquzela ubudlelwane nabanye oHulumeni nokubusa okuhle.

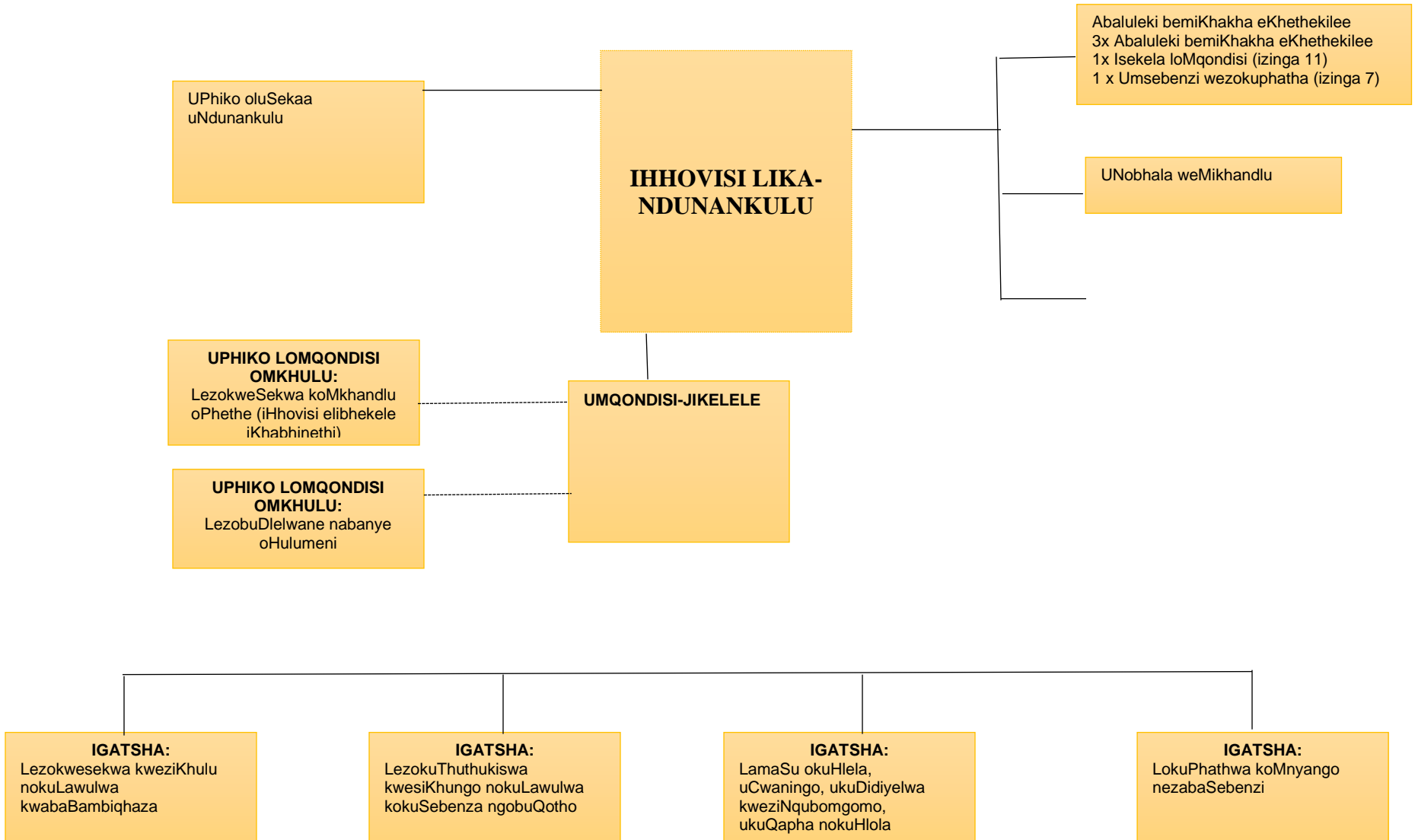
NgokoMbiko woNyaka woMnyango izinhlosongqangi zomnyango –

- (a) ukubusa okuhle nangokubambisana;
- (b) ukuthi nababambiqhaza kuxoxisenwe nabo futhi abanolwazi olunzulu ngoMbono ka-2035 waKwaZulu-Natali;
- (c) ukuqinisekisa indlela yokuhlinzekwa ngezidingo ehlelekile, elinganayo nedidiyele; kanye
- (d) nokuqinisekisa ukwenziwa kangcono kwemisebenzi kanye nokuba nesibopho sokubika.

(b) Umdwebo womumohlaka weHhovisi likaNdunankulu

Bheka ekhasini elilandelayo. Umumohlaka ophelele ungatholakala oPhikweni olubhekele ukuHlaziywa nokuSungulwa koHlaka lokuSebenza lwesiFundazwe.

UMUMOHLAKA WEHHOVISI LIKANDUNANKULU



(c) Umumohlaka weHhovisi likaNdunankulu

Inhloko yeHhovisi likaNdunankulu ngokwezepolitiki uNdunankulu (waKwaZulu-Natali), kanti inhloko yezokuphatha (isiKhulu esinesibopho sokubika) uMqondisi-Jikelele.

Iminingwane yokuxhumana yesiKhulu soLwazi namaSekela esiKhulu soLwazi ngokwesigaba 14(1)(b)

6. ISIKHULU SOLWAZI	IKHELI
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ISEKELA LESIKHULU SOLWAZI	IKHELI
Nksz. Tashini Naidoo UMeluleki oMkhulu kaHulumeni kwezoMthetho: woPhiko lweziNdaba eziphathelene noMthethosisekelo kanye neziLimi	Private Bag X9037 PIETERMARITZBURG 3200 Ucingo: +27 33 341 3382 noma (033) 341 3382 I-imeyli: tashini.naidoo@kznpremier.gov.za
Nksz. T Zulu UMqondisi woPhiko lwezabaSebenzi	Private Bag X9037 PIETERMARITZBURG 3200 Ucingo: +27 33 328 1705 noma (033) 328 1705 I-imeyli: thobekile.zulu@kznpremier.gov.za
Ulwazi lwawonkewonke:	Ikheli lomgwaqo: 300 Langelibalele Street Moses Mabhida Building PIETERMARITZBURG 3201 Ikheli leposi: Private Bag X9037 PIETERMARITZBURG 3200 Ucingo: +27 33 341 3300 noma (033) 341 3300 Iwebhusayithi: www.kwazulunatal.gov.za

Umkhombandlela wesigaba 10 wokuthi uMthetho usebenzisa kanjani (isigaba 14(1)(c))

7. Umkhombandlela wesigaba 10 wokuthi uMthetho usebenza kanjani ngokwesigaba 14(1)(c) soMthetho uyatholakala kwa-SAHRC. Ungabhekisa imibuzo yakho kwi:

PAIA Unit (the Research and Documentation Department)

Private Bag 2700, Houghton, 2041

Ucingo: +27 11 484 8300

Ifeksi: +27 11 484 7146

Iwebhusayithi: www.sahrc.org.za

I-imeyli: PAIA@sahrc.org.za

Noma, asebethathe izintambo,

The Information Regulator

SALU Building, 316 Thabo Sehume Street, Pretoria

Ms Mmamoroke Mphelo

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Ifeksi: 086 500 3351

Imininingwane yezindlela zokuthola irekhodi eligcinwe yiHhovisi likaNdunankulu [isigaba 14(1)(d)]

Amarekhodi agcinwe yiHhovisi likaNdunankulu angatholakala uma ecelwa kuphela uma sekuhlangabezane nakho konke okudingekayo. Umfakisiselo yinoma yimuphi umuntu ofaka isicelo sokuthola irekhodi leHhovisi likaNdunankulu futhi mayelana nalokhu, uMthetho uyahlukanisa phakathi kwezinhlobo ezimbili zabafakizicelo:

Umfakisiselo wemininingwane eqondene naye

Umfakisiselo wemininingwane eqondene naye umfakisiselo ofuna ukuthola irekhodi eliqukethe imininingwane eqondene nalowo mfakisiselo. Kuncike kwizinhlinzeko zoMthetho kanye nemithetho esebenzayo, iHhovisi likaNdunankulu lingahlinzeka imininingwane eceliwe, noma likhiphe noma yiliphi irekhodi eliphathelene nemininingwane yomfakisiselo.

Omunye umfakisicelo

Umfakisicelo (ngaphandle komfakisicelo wemininingwane eqondene naye) unelungelo lokucela ukuthola imininingwane oluphathelene nomuntu wesithathu. Kodwa, iHhovisi likaNdunankulu alinaso isibopho sokumnikeza leyo mininingwane ngaphambi kokuhlangabezana nokudingekayo ngokoMthetho ukuze ayithole. Imali enqunyiwe yokukhiqiza amakhophi emininingwane eceliwe iyonqunywa yiHhovisi likaNdunankulu.

8. Amarekhodi angacelwa (Isigaba14(1)(d))

Incazelo yezihloko iHhovisi likaNdunankulu elizigcinile kanye nezinhlabo zamarekhodi agcinwe ngaphansi kwalezo zihloko njengoba kukhonjiswe lapha ngezansi –

ISIHLOKO	IMIKHAKHA YAMAREKHODI
IHhovisi leKhabhinethi	<ul style="list-style-type: none">• Imanuwali yeKhabhinethi• Imibhalo yeKhabhinethi
IKhomishana yokuHlela neNtuthuko yesiFundazwe	<ul style="list-style-type: none">• ISu lokuKhula neNtuthuko lesiFundazwe
I-Operation Sukuma Sakhe kanye noHlelo lokuLwa nobuBha	<ul style="list-style-type: none">• Izivumelwano zabahlinzeka ngezidingo• Iziphakamiso zabahlinzeka ngezidingo• Imibiko ebhalwe abahlinzeka ngezidingo• Amaminithi emihlangano ephathelene nakho
UkuSungulwa nokuHlelwa kweNqubomgomo nokuDidiyela	<ul style="list-style-type: none">• ISu lamaZinga okuSebenza loNyaka
UPhiko olubhekele ukuSebenza ngobuQotho	<ul style="list-style-type: none">• ISu lokuLawula ukuKhwabanisa nobuNgozi• UMbiko wokuHlolwa kobuNgozi• ISu lokuLwa nokuKhwabanisa kanye neNkohlakalo• Amarekhodi ngezikhalo ngokuhlinzekwa kwezidingo• Imibiko yongoti ngezinsolo zokukhwabanisa
IHhovisi lesiKhulu esiPhezulu esibhekele ezeziMali	<ul style="list-style-type: none">• ISu lokuSebenza loNyaka• UHlaka lokuSebenza kweziMali lwesiKhashana• UMbiko wonyaka• Inkulumo yeSabelomali• Irejista lempahla• Ukwabiwa kwezimali ngokohlelo ngalunye

	<ul style="list-style-type: none"> • Iziphatimende zezezimali • Imibiko yoMchwangingimabhuku
UPhiko olubhekele ukuKhishwa kwemiSebenzi	<ul style="list-style-type: none"> • Isizindalwazi seMisebenzi eKhishwayo
UPhiko lwezokuPhatha nokweSeka	<ul style="list-style-type: none"> • Inqubomgomo yezokuthutha
UPhiko lwezokuPhathwa kweziNdaba zabaSebenzi	<ul style="list-style-type: none"> • Izinqubomgomo zokuPhathwa kweziNdaba zabaSebenzi • IziNqubomgomo zokuThuthukiswa kwabaSebenzi • AmaRekhodi abaSebenzi • AmaRekhodi amaZinga okuSebenza
UPhiko lwezobuDlelwane nabaSebenzi	<ul style="list-style-type: none"> • AmaRekhodi okuQondiswa kweziGwegwe • IziVumelwano ezithinta abaSebenzi • Amaminithi emihlangano nezinyunyana
UPhiko olubhekele ukuSungulwa koHlaka lokuSebenza lwesiFundazwe	<ul style="list-style-type: none"> • Ulwazi mayelana nokuhlaziywa kwemisebenzi yesiFundazwe
IsiKhungo sokuQeqesha abaSebenzi bakaHulumeni sesiFundazwe	<ul style="list-style-type: none"> • Ulwazi ngemiKlamo eNqala • Ulwazi ngezifundo • Ulwazi nge-Khaedu • Ulwazi ngeziFundo nokuQeqeshwa kwabaDala • IMithetho ehlongozwayo emayelana nezeMfundo nokuQeqeshwa • Amasu amayelana nokuthuthukiswa kwamakhono nabasebenzi • Izivumelwano • Amaminithi emihlangano • Amarekhodi ezitifiketi nawabafundi
UPhiko lwePhezali	<ul style="list-style-type: none"> • Ulwazi ngePhezali
UPhiko lwezolwazi, ezeSayensi nezobuChwepheshe	<ul style="list-style-type: none"> • Inqubomgomo namaSu oLwazi lwezokuXhumana nezobuChwepheshe (ICT) • IziVumelwano zoMsebenzi wezobuChwepheshe kaHulumeni • Imibhalo yeKhomishana ye-4IR
UPhiko olweLuleka uHulumeni kwezoMthetho	<ul style="list-style-type: none"> • IMithetho ephathelene neHhovisi likaNdunankulu • IMithethosivivinyo egxiviziwe • Izeluleko zomthetho • IMithethonqubo egxiviziwe

	<ul style="list-style-type: none"> • Izivumelwano • Izindaba eziphathelene namacala • Amaminithi kaNdunankulu • IManuwali esungulwe ngokoMthetho wokuGqugquzela ukuThokalakala koLwazi ne-POPIA
UPhiko lwezokuXhumana lukaHulumeni wesiFundazwe	<ul style="list-style-type: none"> • Izishicilelo • Izithombe • Imibhalo yokukhangisa • Izincwajana eziqukethe ulwazi • Amabhukwana amayelana nokuSebenza kukaHulumeni
UPhiko lwamaLungelo aBantu	<ul style="list-style-type: none"> • Izindaba eziphathelene nabantu abasizwayo • AmaSu emiKhakha ehlukehlukehene esiFundazweni emayelana nokulingana ngokobulili, abantu abaphila nokukhubazeka, abantu besifazane, izingane kanye nabantu abadala • Ulwazi ngemicimbi yezamaLungelo aBantu
UPhiko lwezeSandulelangculazi neNgculazi	<ul style="list-style-type: none"> • Umthethosisekelo woMkhandlu weNgculazi wesiFundazwe saKwaZulu-Natali • Ipheshana lomkhankaso wokulwa neSandulelangculazi neNgculazi nesiFo soFuba • Imibiko yekota ye-PCA (uMkhandlu weNgculazi wesiFundazwe) • Amaminithi emihlangano ye-PCA • Amalungu e-PCA
UPhiko lwezokuXhumana noHulumeni bamaZwe angaPhandle	<ul style="list-style-type: none"> • AmaRekhodi obuDiehlwane • IziVumelwano zokuSebenzisana
UPhiko lwezokuQapha nokuHlola	<ul style="list-style-type: none"> • Imibiko ngokuSebenza koMasipala • Imininingwane ngeziFunda • Ukuhlola izinga lobubha esiFundeni ngasinye • Imininingwane yakwa-Stats SA • Ulwazi ngokuSebenza koMnyango

	<ul style="list-style-type: none"> • Ulwazi lokuHlinzeka ngezidingo ezikhungweni eziqokiwe • Ulwazi ngoHlelo lwemiPhumela eyi-12 elindelekile • Ukuhlaziya imibiko yomsebenzi owenziwe ngekota • Imibiko ngeSimo sesiFundazwe
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Inqubo yokufaka isicelo

9. Umfakisicelo kumele ahambisane nakho konke okudingekayo okuqukethwe eMthethweni okuphathelene nesicelo sokuthola irekhodi. Umfakisicelo kumele agcwalise ifomu elifakwe lapha **kwiFomu 2** bese eliletha akhokhe nemali yesicelo kanye nediphozi, uma ifuneka, kwisikhulu solwazi akuthumele ekhelini leposi noma lasehhovisi ngenombolo yefeksi noma nge-imeyli ebhalwe lapho. Ifomu (**iFomu 2**) kumele ligcwaliswe ngemininingwane eyanele ukuze isikhulu solwazi sikwazi ukuthola:

Irekhodi elicelwayo noma amarekhodi acelwayo;

Ukuhlonza umfakisicelo;

Ukuthi kudingeka ukuthi litholakale ngandlelani irekhodi; kanye

Nekheli leposi, ikheli le-imeyli noma nenombolo yefeksi komfakisicelo.

IHhovisi likaNdunankulu liyocubungula isicelo ezinsukwini ezingama-30. Lesi sikhathi singelulwa ngokuhambisana nesigaba 26 soMthetho. Umfakisicelo uyokwaziswa ngokubhalwe phansi ukuthi isicelo sakhe samukelwe noma asamukelwanga.

Umfakisicelo angakwazi ukuthola irekhodi eliseHhovisi likaNdunankulu uma ehlangabezana nalokhu okulandelayo –

(a) uma umfakisicelo elandela zonke izinqubo ezidingekayo eMthethweni ezimayelana nokutholakala kwalelo rekhodi; futhi

(b) uma ukutholakala kwalelo rekhodi kuhambisana nezidingo zoMthetho.

Uhlobo lwesicelo

10.(a) Umfakisicelo kumele asebenzise ifomu elishicilelwe kwiGazethi kaHulumeni [Isaziso sikaHulumeni R 187 – samhla ziyi-15 kuNhlobo 2002] (**Ifomu A**).

(b) Umfakisiselo kumele asho uma edinga ikhophi yerekhodi noma uma efuna imvume yokuzozibonela irekhodi. Noma, uma irekhodi lingewona umbhalo, lingabonwa ngendlela elicelwe ngayo, uma kungenzeka [isigaba 29(2)].

(c) Uma umfakisiselo ecela ukuthola irekhodi ngendlela ethile kumele alithole lingaleyo ndlela ayicelile. Lokhu ngeke kwenzeke kuphela uma kuzophazamisa ngandlela thile ukusebenza koMnyango, noma kulimaze irekhodi, noma kwephule ilungelo lokushicilela okungesilona elikahulumeni. Uma ngasizathu simbe irekhodi lingeke likwazi ukutholakala ngendlela elidingeka ngayo kodwa lingatholakala ngenye indlela, izimali ezikhokhwayo kuyoba yilezo ezikhokhelwa indlela umfakisiselo abelicele ngayo [isigaba 29(3) no (4)].

(d) Uma, ngaphezu kokuphendulwa ngencwadi, umfakisiselo efuna ukwaziswa ngenye indlela mayelana nesinqumo ngesicelo sakhe sokuthola irekhodi, isib. ngocingo, lokhu kumele kukhonjiswe [isigaba 18(2)(e)].

(e) Uma umfakisiselo efuna ulwazi egameni lomunye umuntu, kumele akhombise ukuthi isicelo usenza njengobani [isigaba 18(2)(f)].

(f) Uma umfakisiselo engakwazi ukufunda nokubhala, noma ekhubazekile, angakwazi ukucela irekhodi ngomlomo. Isikhulu solwazi kumele sigcwalise ifomu egameni lalowo mfakisiselo bese simnika ikhophi [isigaba 18(3)].

Zimbili izinhlobo zezimali okumele zikhokhwe ngokoMthetho, yimali yesicelo nemali yokuthola irekhodi [isigaba 22]

11.(a) Umfakisiselo, ofuna ukuthola irekhodi eliqukethe ulwazi lwakhe siqu, akudingeki ukuthi akhokhe imali yesicelo. Noma yimuphi omunye umfakisiselo, ongaceli irekhodi eliphathelene naye, kumele akhokhe imali yesicelo.

(b) Isikhulu solwazi kumele sazise umfakisiselo (ngale komfakisiselo ocela irekhodi lakhe) ngesaziso, ukuthi akhokhe imali enqunyiwe (uma ikhona) ngaphambi kokuthi kuqhutshekwe nesicelo sakhe.

(c) Imali yesicelo ngama-R35. Ezinye izimali ezikhokhwayo zikhonjisiwe ngaphansi kwendima 13 ngezansi. Umfakisiselo angafaka isikhalo sangaphakathi, uma kunesidingo, noma isicelo enkantolo mayelana nokukhokhwa kwezimali noma mayelana nezimali ezikhokhwayo zesicelo.

(d) Uma isikhulu solwazi sesithathe isinqumo mayelana nesicelo kumele sazise umfakisiselo ngaleso sinqumo ngendlela umfakisiselo afisa ukwaziswa ngayo.

(e) Uma isicelo sivunyiwe kumele kukhokhwe enye imali yokuthola irekhodi ekhokhelwa ukubhekwa, ukulungiswa, ukukopishwa kanye nokuposwa kwerekhodi (uma kufanele), nekhokhelwa isikhathi esengeziwe ngaphezu kwamahora asemthethweni okubheka nokulungisa irekhodi ukuze lidalulwe.

Ukutholakala kwale Manuwali njengoba kubekwe esigabeni 14(3) soMthetho

12.(1) Ikhophi yale Manuwali iyatholakala –

(a) kwiwebhusayithi yeHhovisi likaNdunankulu ethi:
www.kwazulunatal.gov.za/premier;

(b) uma ufaka isicelo sokuthola ikhophi kwisiKhulu soLwazi nge-imeyli, ngeposi noma ngefeksi;

(c) kuzona zonke izindawo ezigcina izishicilelo zomthetho njengoba zichazwe esigabeni 6 soMthetho wokuGcinwa kweziShicilelo zoMthetho, 1997 (uMthetho No. 54 ka 1997);

(d) ukuze ifundwe umphakathi emahhovisi ethu aku –

300 Langalibalele Street

Moses Mabhida Building

PIETERMARITZBURG

3201;

(e) nakunoma yimaphi amahhovisi e-SAHRC (bheka u:www.sahrc.org.za ukuthola imininingwane yamakheli omgwaqo).

(2)(a) Akukhokhwa mali uma ufuna ukufunda ikhophi yale Manuwali kwiwebhusayithi yeHhovisi likaNdunankulu noma emahhovisi ethu.

(b) IHhovisi likaNdunankulu linelungelo lokukhokhisa ngamakhophi ale Manuwali ngendlela efanayo njengoba kukhokhelwa izicelo zamarekhodi. Izimali ezikhokhwayo zibekwe endimeni 13 yale Manuwali.

13. Izinhlobo zamarekhodi eHhovisi likaNdunankulu atholakalayo ngaphandle kokuthi kufakwe isicelo ngokoMthetho [isigaba 15]

IZINHLOBO	INDLELA YOKUTHOLA IREKHODI
1. UKULIHLOLA NGOKWESIGABA 15(1)(a)(i)	
<p>1.1 Inkulumo yeSimo sesiFundazwe</p> <p>1.2 Inkulumo yeSabelomali</p> <p>1.3 Isu lokuSebenza loMnyango</p> <p>1.4 Isu lokuKhula neNtuthuko lesiFundazwe</p> <p>1.5 Isu lokuSebenza loNyaka</p> <p>1.6 Isu loMnyango loNyaka</p> <p>1.7 Isu lokuPhucula ukuHlinzekwa kweziDingo</p> <p>1.8 USomqulu weZakhamizi</p> <p>1.9 Umbiko wokuQashwa ngokuLingana kwabaSebenzi</p> <p>1.10 Umumohlaka woMnyango oGunyaziwe</p> <p>1.11 Isu lokuLwa neNkohlakalo nokuKhwabanisa</p> <p>1.12 Izifundo ezihlinzekwa yisiKhungo sokuQeqesha sesiFundazwe</p> <p>1.13 Izinkulumo zikaNdunankulu</p> <p>1.14 Amasekhula ezikhala zomsebenzi ezikhangisiwe</p> <p>1.15 Amaphephabhuku kanye namaphephandaba</p>	<p>Amarekhodi angabonwa eHhovisi leSekela lesiKhulu soLwazi – eHhovisi likaNdunankulu</p> <p>300 Langalibalele Street</p> <p>Moses Mabhida Building</p> <p>PIETERMARITZBURG</p> <p>3201</p> <p>Ucingo: +27 33 341 3382 (033) 341 3382 noma +27 33 328 1705 (033) 328 1705</p> <p>I-imeyli: tashini.naidoo@kznpremier.gov.za noma thobekile.zulu@kznpremier.gov.za</p>
2. UKULITHENGA NGOKWESIGABA 15(1)(a)(ii)	
<p>Amafomu amathenda</p>	<p>Amafomu amathenda angathengwa eHhovisi likaNdunankulu: oPhikweni lokuKhishwa kwemiSebenzi ku –</p> <p>300 Langalibalele Street</p> <p>Moses Mabhida Building</p> <p>PIETERMARITZBURG</p> <p>3201</p>
3. UKULIKOPISHA NGOKWESIGABA 15(1)(a)(ii)	

<p>3.1 Inkulumo yeSimo sesiFundazwe</p> <p>3.2 Inkulumo yeSabelomali</p> <p>3.3 Isu lokuSebenza loMnyango</p> <p>3.4 Isu lokuKhula neNtuthuko lesiFundazwe</p> <p>3.5 Isu lokuSebenza loNyaka</p> <p>3.6 Isu lokuPhucula ukuHlinzekwa kweziDingo</p> <p>3.7 USomqulu weZakhamizi</p> <p>3.8 Umbiko wokuQashwa ngokuLingana kwabaSebenzi</p> <p>3.9 UHlaka loMnyango oluGunyaziwe</p> <p>3.10 Isu lokuLwa neNkohlakalo nokuKhwabanisa</p> <p>3.11 Izifundo esiKhungweni sokuQeqesha sesiFundazwe</p> <p>3.12 Izinkulumo zikaNdunankulu</p> <p>3.13 Amasekhula ezikhala zomsebenzi ezikhangisiwe</p> <p>3.14 Amaphephabhuku kanye namaphephandaba</p>	<p>Amarekhodi angatholakala ukuze akopishwe eHhovisi leSekela lesiKhulu soLwazi –</p> <p>eHhovisi likaNdunankulu 300 Langalibalele Street (Moses Mabhida Building)</p> <p>PIETERMARITZBURG</p> <p>3201</p> <p>Ucingo: +27 33 341 3382 (033) 341 3382 noma +27 33 328 1705 (033) 328 1705</p> <p>I-imeyli: tashini.naidoo@kznpremier.gov.za noma thobekile.zulu@kznpremier.gov.za</p>
<p>4. UKULIKOPISHA NGOKWESIGABA 15(1)(a)(ii)</p>	
<p>4.1 INkulumo nyeSimo sesiFundazwe</p> <p>4.2 USomqulu weZakhamizi</p> <p>4.3 IziFundo zesiKhungo sokuQeqesha sesiFundazwe</p> <p>4.4 Izinkulumo zikaNdunankulu</p> <p>4.5 Amasekhula ezikhala zomsebenzi ezikhangisiwe</p> <p>4.6 Amaphephabhuku kanye namaphephandaba</p>	<p>Amarekhodi angatholakala ukuze akopishwe eHhovisi leSekela lesiKhulu soLwazi –</p> <p>eHhovisi likaNdunankulu 300 Langalibalele Street Moses Mabhida Building</p> <p>PIETERMARITZBURG</p> <p>3201</p> <p>Ucingo+27 33 341 3382 (033) 341 3382 noma +27 33 328 1705 (033) 328 1705</p>

	I-imeyli: tashini.naidoo@kznpremier.gov.za noma thobekile.zulu@kznpremier.gov.za
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Uhlelo lokubamba iqhaza komphakathi ekusungulweni kwenqubomgomo njengoba kuhlangozwe eMthethweni [isigaba 14(1)(g)]

14.(1) IHhovisi likaNdunankulu liyingxenywe yegatsha eliphethe kuHulumeni wesiFundazwe saKwaZulu-Natali. Alinazo izinhlelo eziqondene ngqo nokubamba iqhaza komphakathi ekusungulweni kwenqubomgomo, kodwa-ke, amalungu omphakathi angaba negalelo ekusungulweni kwenqubomgomo ngokuthi –

- (a) abambe iqhaza okhethweni lwesifundazwe;
- (b) axhumane nalabo abakhethile;
- (c) azibandakanye ezinhlelweni zezomthetho nakwezinye izinhlelo ezivuleleke emphakathini zesiShayamthetho sesiFundazwe saKwaZulu-Natali (www.kznlegislature.gov.za) nezamakomidi aso;
- (d) ethamele izithangami zesiShayamthetho sesiFundazwe saKwaZulu-Natali;
- (e) nangokuthi abezindaba bafinyelele kwisiShayamthetho sesiFundazwe nasemakomidini aso.

(2) Ngaphezu kwalokho, iHhovisi likaNdunankulu, lingazama ukuthola izimvo zomphakathi uma kulotshwa imithetho (iMithethosivivinyo kanye neMithethonqubo) nezinye izindaba futhi umphakathi uyamenywa ukuthi ulethe izimvo nemibono yawo uma kuvela lamathuba.

Izixazululo ezikhona uma izinhlinzeko zalo Mthetho zingalandelwanga [isigaba 14(1)(h)]

15. Uma umfakisiselo enganelisekile ngesinqumo esithathwe yisiKhulu soLwazi/iSekela lesiKhulu soLwazi eHhovisi likaNdunankulu, umfakisiselo angakhalaza kumuntu (oHlakeni lokuKhalaza) oqokwe uNdunankulu.

Izimali ezikhokhwayo njengoba zinqunywe ngaphansi kweNgxenye 11 yeSaziso 187 kwiGazethi kaHulumeni yamhla ziyi-15 kuNhlolanja 2002

16.(1) Imali ekhokhelwa ikhophi yemanuwali njengoba kuhlangozwe kuMthethonqubo 5(c) ngama-R0, 60 ikhasi ngalinye eliyikhophi ewu-A4 noma ingxenye yalo.

(2) Izimali ezikhokhwayo zokugaywa kabusha kwerekhodi ezishiwo kuMthethonqubo 7(1) zimi kanje –

INCAZELO	ISAMBA R
Ikhasi eliyikhophi eliwu-A4 noma ingxenye yalo	• 0.60
Ikhophi egayiwe ewu-A4 noma ingxenye yayo egcinwe kwikhompyutha noma efundeka emshinini	• 0.40
Ikhophi efundeka kwikhompyutha – (i) ekwi- <i>stiffy disc</i> (ii) ekwi- <i>compact disc</i>	• 05.00 • 40.00
(i) Ukubhala okuqoshwe ngezithombe, ekhasini eliwu-A4 noma ingxenye yalo (ii) Ikhophi yezithombe ezibukwayo	• 22.00 • 60.00
(i) Ukubhala okuqoshwe kwirekhodi, ekhasini eliwu-A4 noma ingxenye yalo (ii) Ikhophi yerekhodi eliqoshiwe	• 12.00 • 17.00

(3) Izimali zesicelo ezikhokhwa yinoma yimuphi umfakisicelo, ngale komfakisicelo serekhodi lakhe, ezishiwo kuMthethonqubo 7(2) ngama-R35.00.

(4) Izimali zokuthola irekhodi ezikhokhwa umfakisicelo ezishiwo kuMthethonqubo 7(3) zimi kanje –

INCAZELO	ISAMBA R
Ikhasi eliyikhophi eliwu-A4 noma ingxenye yalo	• 0.60

Ikhophi egayiwe ewu-A4 noma ingxenye yayo egcinwe kwikhompyutha noma efundeka emshinini	<ul style="list-style-type: none"> • 0.40
Ikhophi efundeka kwikhompyutha – (i) ekwi- <i>stiffy disc</i> (ii) ekwi- <i>compact disc</i>	<ul style="list-style-type: none"> • 05.00 • 40.00
(i) Ukubhala okuqoshwe ngezithombe, ekhasini eliwu-A4 noma ingxenye yalo (ii) Ikhophi yezithombe ezibukwayo	<ul style="list-style-type: none"> • 22.00 • 60.00
(i) Ukubhala okuqoshwe kwirekhodi, ekhasini eliwu-A4 noma ingxenye yalo (ii) Ikhophi yerekhodi eliqoshiwe	<ul style="list-style-type: none"> • 12.00 • 17.00
Ukubheka nokulungisa irekhodi ukuze lidalulwe kubiza ama-R15-00 ihora ngalinye noma ingxenye yalo, ngaphandle kwehora lokuqala, okuyilona elidingekayo ukuze kubhekwe futhi kulungiswe irekhodi.	

(5) Ngokwezinhloso zesigaba 22(2) soMthetho, –

- (a) kumele kudlule amahora ayisithupha kuqala ngaphambi kokuthi kukhokhwe idiphosi; futhi
- (b) umfakisicelo kumele akhokhe ingxenye engokukodwa kokuthathu yemali ekhokhwayo njengediphosi.

(6) Kumele kukhokhwe imali yokuposa uma umfakisicelo ezoposelwa irekhodi.

Amafomu anqunyiwe okuthola amarekhodi

17. La mafomu alandelayo anqunyelwe ukuthola amarekhodi –

- **iFomu 2** – ISICELO SOKUTHOLA IREKHODI, uMthethonqubo 7
- **iFomu 4** – ISAZISO SESIKHALO SANGAPHAKATHI, uMthethonqubo 9

Ukuqoqwa, ukugcinwa, ukusetshenziswa, ukuhlaziywa kanye nokusatshalaliswa kwemininingwane yabantu nangenhloso yokuqoqa, yokugcina, yokusebenzisa, yokuhlaziya kanye nokusabalalisa leyo mininingwane

18. IHhovisi likaNdunankulu lisebenzisa iMininingwane yaBantu eliyigcinile ngalezi zindlela ezilandelayo:

Ukuhlizeka imisebenzi emphakathini;
Ukuphatha abasebenzi;
Ukuhlinzeka imisebenzi eminyangweni kahulumeni;
Amasu okwenza umsebenzi;
Imisebenzi ephathelene nokuphathwa kwemisebenzi yeziNhloko zeMinyango;
Ukugcinwa kwama-akhawunti kanye namarekhodi;
Ukuhambisana nemithetho yentela;
Inqubo yokulawulwa kokuPhakwa kweMisebenzi;
Ezokuphepha;
Ukungena emabhilidini;
Izinqubo zokuqondiswa kwezigwegwe;
Izinqubo zemifundaze;
Izicelo zokuqashwa;
Izinqubo zomthetho;
Ukuqinisekisa imininingwane yabantu abafake izicelo zomsebenzi ngesikhathi behlungelwa ukuqashwa;
Izindaba ezijwayelekile eziphathelene nabasebenzi:

- (a) Impesheni
- (b) Usizo lwezokwelashwa
- (c) Uhlelo lokuholela
- (d) Izinyathelo zokuqondisa izigwegwe
- (e) Ukuqeqeshwa
- (f) Ezempilo
- (g) Nanoma yini enye ephathelene nobudlelwane bokuqashwa noma bokuqashwa okungenzeka

Izindaba ezijwayelekile zabathengisi noma zabahlinzeki noma zamanye amabhizinisi:

- (a) Ukuqinisekisa imininingwane kanye nokuhlola;
- (b) Izinhloso eziphathelene nesivumelwano noma nobudlelwane bebhizinisi noma nesivumelwano sebhizinisi elingenzeka noma nobudlelwane bebhizinisi elingenzeka;
- (c) Ukukhokhwa kwama-invoysi;
- (d) Ukuhambisana nezinqubo kanye nezinye izibopho ze-*Adept Advisory*;
- (e) Nanoma yini enye edingekayo ngenhloso ephathelene nemisebenzi yeHhovisi likaNdunakulu.

Izigaba zabantu okuqoqwa nokuhlaziywa imininingwane yabo kanye nemininingwane yalabo bantu

19. IHhovisi likaNdunankulu lingacina amarekhodi aphethelene nabahlinzeki, nabanikazi bamasheya, nosonkontileka abahlinzeka imisebenzi, nabasebenzi kanye namakhasimende:

Uhlobo lwebhizinisi

Amakhasimende – Ngokomthetho

Abantu / Amabhizinisi

Amakhasimende

Abahlinzekimisebenzi abanesivumelwano

Imininingwane eqoqiwe, egciniwe, esetshenzisiwe, ehlaziyiwe kanye nesatshalalisiwe

Amagama abantu okuxhunywana nabo, igama lebhizinisi elisemthethweni, ikheli lendawo nelaseposini kanye nemininingwane yokuxhumana, imininingwane yezezimali, inombolo yokubhalisa;

Izincwadi zebhizinisi; imininingwane ephathelene nentela, abantu abagunyazwe ukuthi basayine, abahlomuli, abanikazi okuyibona abahlomulayo;

Amagama, inombolo yokubhalisa, iminingwane yokuxhumana, ikheli lendawo nelaseposini, imininingwane ephathelene nentela, izincwadi eziyimfihlo;

Amagama abantu okungaxhunywana nabo, igama lebhizinisi elisemthethweni, ikheli lendawo nelaseposini kanye nemininingwane yokuxhumana, imininingwane yezezimali, inombolo yokubhalisa; izincwadi zebhizinisi, imininingwane ephathelene nentela, abantu

abagunyazwe ukuthi basayine, abahlomuli, abanikazi okuyibona abahlomulayo;

Abasebenzi / Izinhloko zeMinyango

Igama, isihloko, ubulili, ukuzithwala, uhlobo lobudlelwane ngokomshado, ibala, uhlanga, iminyaka, izinombolo zokuxhumana, imininingwane ye-imeyli, ulimi kanye nemininingwane yezemfundo, inombolo yephasiphothi, ikheli lasekhaya nelaseposini, izihlobo eziseduze, imibono, amarekhodi obugebengu, isimo sempilo, imininingwane yabantu ababondlayo, imininingwane yempesheni, imininingwane yokudalula isimo sezezimali, imininingwane ngeminikelo nezipho, *biometrics*, izizindalwazi abangena kuzo kwiwebhusayithi yeHhovisi likaNdunankulu;

AmaLungu oMkhandlu oPhethe

Igama, isihloko, ubulili, ukuzithwala, uhlobo lobudlelwane ngokomshado, ibala, uhlanga, iminyaka, izinombolo zokuxhumana, imininingwane ye-imeyli, ulimi, kanye nemininingwane yezemfundo, inombolo yephasiphothi, ikheli lasekhaya nelaseposini, izihlobo eziseduze, imibono, amarekhodi obugebengu, isimo sempilo, imininingwane yabantu abondlayo, imininingwane yempesheni, imininingwane

yokudalula isimo sezezimali, imininingwane ngeminikelo nezipho, *biometrics*, izizindalwazi abangena kuzo kwiwebhusayithi yeHhovisi likaNdunankulu.

Izigaba zabantu abamukela imininingwane yabantu eqoqiwe, egciniwe, esetshenziwe, ehlaziyiwe kanye nesatshalalisiwe

20. IHhovisi likaNdunankulu linganikeza abahlinzekimsebenzi noma abasebenzi imininingwane yabantu abenza le misebenzi elandelayo –

- Owokufaka imininingwane kwikhompyutha nokuyihlela;
- Owokugcina imininingwane;
- Owokuthumela ama-imeyli kanye neminye imibhalo kubasebenzi, kubahlinzeki bemisebenzi, kweminye iminyango yesifundazwe noma kazwelonke noma kumakhasimende;
- Owokuqinisekisa nokuhlola phakathi kwabanye okungaba yi-Ejensi yezobuNhloli kaZwelonke, yi-Ejensi yezokuPhepha yaseNingizimu Afrika, yi-*South African Qualifications Authority*, uMbutho wezamaPhoyisa waseNingizimu Afrika noma ne-*South African Revenue Services*;
- Ukuqondiswa kwezigwegwe;
- Nabenza umsebenzi wezomthetho.

Ukuchazwa okujwayelekile kwezindlela zokuvikelwa kwemininingwane

21. IHhovisi likaNdunankulu lisebenzisa ezobuchwepheshe ukuqinisekisa ubumfihlo, ukuqinisekisa ubuqotho kanye nokutholakala kwemininingwane yabantu eliyigcinile. Lezi zindlela zibandakanya –

- *ama-firewalls*;
- *i-software* yokuvikela amagciwane kanye nezindlela zokuvuselela leyo mininingwane;
- izindlela zokuthola imininingwane;
- indlela ephephile yokufaka *i-hardware* ne-*software* eyakha ingqalasizinda yezobuchwepheshe;
- abahlinzekimsebenzi bangaphandle abaqoqa, abagcina, abasebenzisa, abahlaziya kanye nabasabalalisa imininingwane yabantu egameni

leHhovisi likaNdunankulu abanesivumelwano sokuqalisa izinhlelo zokulawula.

IFOMU 2

ISICELO SOKUTHOLA IREKHODI

[Umthethonqubo 7]

QAPHELA:

1. Ubufakazi bamazisi kumele bufakwe umfakisicelo.
2. Uma izingcwele zenziwe egameni lomunye umuntu, kumele kufakwe ubufakazi balokho kugunyazwa.

SIQONDISWE: KwisiKhulu soLwazi
300 Langalibalele Street
Moses Mabhida Building
PIETERMARITZBURG
3201

Ikheli le-imeyli: DG@kznpremier.gov.za

Faka uphawu u"X" ebhokisini

- Isicelo sifakwa egameni lami
- Isicelo sifakwa egameni lomunye umuntu

IMININGWANE YOMUNTU	
Amagama aphelele	
Inombolo kamazisi	
Isicelo usifaka njengobani (<i>uma sifakwa egameni lomunye umuntu</i>)	
Ikheli leposi	
Ikheli lomgwaqo	
Ikheli le-imeyli	
Izinombolo zokuxhumana	Ucingo lwasemsebenzini: Iselula:
Amagama aphelele omuntu isicelo esifakwa egameni lakhe (<i>uma ekhona</i>)	
Inombolo kamazisi	
Ikheli leposi	
Ikheli lomgwaqo	
Ikheli le-imeyli	
Izinombolo zokuxhumana	Ucingo lwasemsebenzini: Iselula:
IMININGWANE YEREKHODI ELICELWAYO <i>Hlinzeka imininingwane ephela yerekhodi olicelayo, kubandakanya nenombolo eyinkomba uma uyazi, ukuze irekhodi litholakale. (Uma isikhala esihlinzekiwe singenele, ungaqhubeka kwelinye ikhasi ebese ulihlanganisa naleli fomu. Wonke amakhasi engeziwe kumele asayinwe.)</i>	
Incazelo yerekhodi noma yengxenywe	

edingekayo yerekhodi:	
Inombolo eyinkomba, uma ikhona	
Nanoma yimiphi eminye imininingwane yerekhodi	
UHLOBO LWEREKHODI (Faka uphawu u-“X” ebhokisini)	
Irekhodi libhaliwe noma liphrintiwe	
Irekhodi linemifanekiso (<i>kubandakanya izithombe, amaslayidi, amavidiyo, imifanekiso eyenziwe ngekhompyutha, imidwebo njll.</i>)	
Irekhodi eliqukethe amagama aqoshiwe noma imininingwane engakhiqizwa kabusha ngomsindo	
Irekhodi eligcinwe kwikhompyutha noma ngomshini wokuqopha noma ngendlela engafundwa ngomshini	
INDLELA OLIFUNA NGAYO (Faka uphawu u-“X” ebhokisini)	
Ikhophi yerekhodi eliphrintiwe (<i>kubandakanya amakhophi anoma yimiphi imifanekiso, okuqoshiwe kanye nemininingwane egcinwe kwikhompyutha noma ngendlela yokuthi ifundwe ngomshini noma ngobuxhakaxhaka bezobuchwepheshe</i>)	
Ukubhalwa noma ukuphrintwa kwemifanekiso ebiqoshiwe (<i>kubandakanya izithombe, amaslayidi, amavidiyo, imifanekiso eyenziwe ngekhompyutha, imidwebo njll.</i>)	
Ukuqoshwa kwe-soundtrack (<i>okubhaliwe noma okuphrintiwe</i>)	
Ikhophi yerekhodi ekwi-flash drive (<i>kubandakanya imifanekiso nama-soundtracks</i>)	
Ikhophi yerekhodi ekwi-compact disc drive (<i>kubandakanya imifanekiso nama-soundtracks</i>)	
Ikhophi yerekhodi kwi-cloud storage server	
INDLELA YOKULITHOLA (Faka uphawu u-“X” ebhokisini)	
Ukuzihlolela irekhodi ekhelini elirejistiwe leHhovisi likaNdunankulu (<i>kubandakanya ukulalela amagama aqoshiwe, ulwazi olungakhiqizwa ngomsindo, imininingwane egcinwe kwikhompyutha noma ngendlela yokuthi ifundwe ngomshini noma ngobuxhakaxhaka bezobuchwepheshe</i>)	
Ukuposelwa ekhelini leposi	

Ukuposelwa ekhelini lomgwaqo	
Ukuthunyelwa ekhelini lomgwaqo	
Imininingwane yekheli (kubandakanya nama- <i>soundtracks</i> uma kungenzeka)	
<i>Cloud share/nokudluliselwa kwefayela</i>	
Ulimi ongathanda ukuthola ngalo irekhodi (Uma irekhodi lingekho ngolimi othanda ukulithola ngalo, liyokhishwa ngolimi ebelivele liqoshwe ngalo)	
IZIMALI	
(a) Imali yesicelo kumele ikhokhwe <u>ngaphambi</u> kokuthi isicelo sicutshungulwe. (b) Uyokwaziswa ngemali yokuthola irekhodi okumele ikhokhwe. (c) Imali ekhokhwayo yokuthola irekhodi incike endleleni irekhodi elifuneka ngayo nasesikhathini esidingekayo ukucinga nokulungisa lelo rekhodi. (d) Uma ukhululiwe ekukhokhisweni noma iyiphi imali, uyacelwa ukuthi ubeke izizathu zalokho.	
Isizathu	

Uyokwaziswa ngokubhalwe phansi ukuthi isicelo sakho samukelwe noma cha futhi uma samukelwe uyokwaziswa ngezindleko ezimayelana naleso sicelo, uma zikhona. Uyacelwa ukuthi ukhethe indlela yokuxhumana ongayithanda:

Ikheli laseposini	Ukuxhumana ngobuchwepheshe bezokuxhumana

Sisayinwe _____ mhla _____ zi-
_____ kowezi-202

Isignesha yomfakisicelo/yomuntu isicelo esifakwa egameni lakhe

OKUSETSHENZISWA UMNYANGO KUPHELA

Inombolo eyinkomba	
Isicelo samukelwe ngu: (<i>bhala isikhundla, igama kanye nesibongo sesiKhulu soLwazi</i>)	
Usuku esifakwe ngalo:	

Imali yokuthola irekhodi:	
Idiphozi (uma ikhona):	

Isignesha yesiKhulu soLwazi

IFOMU 3

UMPHUMELA WESICELO KANYE NEZIMALI EZIKHOKHWAYO [Umthethonqubo 8]

Qaphela:

1. *Uma isicelo sakho samukelwe —*

(a) imali eyidiphozi, (uma ifuneka), ikhokhwa ngaphambi kokucutshungulwa kwesicelo;

(b) irekhodi eliceliwe liyokhishwa noma ingxenye yalo iyokhishwa uma sekutholakele ubufakazi bokuthi kukhokhiwe.

2. *Uyacelwa ukuthi usebenzise le nombolo eyinkomba engazansi njalo uma uxhumana nehhovisi.*

Inombolo eyinkomba: _____

SIQONDISWE: KwisiKhulu soLwazi
300 Langalibalele Street
Moses Mabhida Building
PIETERMARITZBURG
3201

Ikheli le-imeyli: DG@kznpremier.gov.za

Lokhu kumayelana nesicelo sakho sangomhlaka _____.

1. Ucele:

Ukuzihlolela imininingwane ekhelini elirejistiwe lomgwamanda wombuso/ozimele (kubandakanya ukulalela amagama aqoshiwe, imininingwane engakhiqizwa ngomsindo, imininingwane egcinwe kwikhompyutha noma ngendlela yokuthi ifundwe ngomshini noma ngobuxhakaxhaka bezobuchwepheshe) kumahlala. Kudingeka ukuthi uhlele neHhovisi isikhathi sokuhlola imininingwane futhi kumele uphathe leli Fomu. Uma udinga amakhophi, kuyomele ukhokhe izimali ezinqunywe kwiSithasiselo B.

NOMA

2. Ucele:

Ikhophi yerekhodi eliphrintiwe (<i>kubandakanya amakhophi anoma yimiphi imifanekiso, okuqoshiwe kanye nolwazi olugcinwe kwikhompyutha noma ngendlela yokuthi lufundwe ngomshini noma ngobuxhakaxhaka bezobuchwepheshe</i>)	
Ukubhalwa noma ukuphrintwa kwemifanekiso ebiqoshiwe (<i>kubandakanya izithombe, amaslayidi, amavidiyo, imifanekiso eyenziwe ngekhompyutha, imidwebo njll.</i>)	
Ukuqoshwa kwe-soundtrack (<i>okubhaliwe noma okuphrintiwe</i>)	
Ikhophi yerekhodi ekwi-flash drive (<i>kubandakanya imifanekiso nama-soundtracks</i>)	
Ikhophi yerekhodi ekwi-compact disc drive (<i>kubandakanya imifanekiso nama-soundtracks</i>)	
Ikhophi yerekhodi kwi-cloud storage server	

3. Okumele kulethwe:

Ngeposi ekhelini leposi	
Ngeposi ekhelini lomgwaqo	

Ngekhuriya khelini lomgwaqo	
Imininingwane ye-imeyli (kubandakanya nama- <i>soundtracks</i> uma kungenzeka)	
<i>Cloud share/nokudluliselwa kwefayela</i>	
Ulimi ongathanda ukuthola ngalo irekhodi (<i>Uma irekhodi lingekho ngolimi othanda ukulithola ngalo, liyokhishwa ngolimi ebelivele liqoshwe ngalo</i>)	

Uyaziwa ukuthi isicelo sakho:

- Samukelwe
 Sichithiwe, ngenxa yalezi zizathu:

4. Izimali okumele uzukhokhe mayelana nesicelo sakho:

Okudingekayo	Inani lekhasi eliwu- A4 noma Ingxenye yalo/lokudingekayo	Isibalo samakhasi/ sokudingekayo	Isamba
Ifothokhophi			
Ikhophi ephrintiwe			
Ikhophi yakwikhompyutha ngendlela efundekayo: (i) kwi- <i>Flash drive</i> • Okumele ihlinzekwe oyicelayo (ii) kwi- <i>Compact disc</i> • Uma ihlinzekwe oyicelayo • Uma inikwa oyicelayo	R40.00 R40.00 R60.00		
Ukuqoshwa kwemifanekiso ikhasi eliwu-A4 ngalinye	Umsebenzi uyokwenziwa umhlinzekimsebenzi wangaphandle kweHHovisi. Kuyoncika emalini ebizwe umhlinzekimsebenzi		
Ikhophi yemifanekiso	R24.00		
Ikhophi yerekhodi elilalelwayo			

(i) kwi-Flash drive • Okumele ihlinzekwe oyicelayo (ii) kwi-Compact disc • Uma ihlinzekwe oyicelayo • Uma inikwa oyicelayo	R40.00		
	R40.00		
	R60.00		
Ukuposa, ukuthumela i-imeyli nanoma yikuphi ukudluliselwa ngobuxhakaxhaka bezobuchwepheshe:	Izindleko okuyizonazona		
ISAMBA:			

5. Idiphozi ekhokhwayo (uma ukucingwa kwerekhodi kuthatha amahora angaphezu kwayisithupha):

- Yebo
 Cha

Amahora okucinga kwerekhodi		Imali yediphozi (ebalwa ngokukodwa kokuthathu kwesamba sesicelo ngasinye)	
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Imali kumele ifakwe kwi-akhawunti yasebhange ehlinzekwe kwimininingwane ekhishwe uSekela wesiKhulu soLwazi eHhovisi likaNdunankulu.

Sisayinwe _____ mhla _____ zi- _____ kowezi-
202

Dkt. Nonhlanhla O. Mkhize
IsiKhulu soLwazi

IFOMU 4

**IFOMU LOKUFAKA ISIKHALO NGAPHAKATHI
[Umthethonqubo 9]**

Inombolo eyinkomba:

IMININGWANE YOHLAKA LUKAHULUMENI		
Igama lohlaka lukahulumeni		
Igama nesibongo kwesiKhulu soLwazi:		
IMININGWANE YOFAKA ISIKHALO NGAPHAKATHI		
Amagama aphelele		
Inombolo kamazisi		
Ikheli leposi		
Izinombolo zokuxhumana	Inombolo yeselula:	
	Inombolo yebhizinisi:	
Ikheli le-imeyli		
Ngabe kufakwa isikhalo ngaphakathi	<input type="checkbox"/> YEBO	
	<input type="checkbox"/> CHA	
Uma impendulo kungu “yebo”, isikhalo sangaphakathi asifaka egameni lomunye umuntu usifaka”: (<i>Kumele kufakwe ubufakazi bokuthi isikhalo sangaphakathi usifaka njengobani</i>).		
IMININGWANE YOMUNTU ISIKHALO NGAPHAKATHI ESIFAKWA EGAMENI LAKHE		
Amagama aphelele		
Inombolo kamazisi		
Ikheli leposi		
Izinombolo zokuxhumana	Inombolo yeselula:	
	Inombolo yebhizinisi:	
Ikheli le-imeyli		
ISINQUMO ESIFAKELWA ISIKHALO (Faka uphawu u-“X” ebhokisini)		
Ukuchithwa wesicelo sokuthola irekhodi		
Isinqumo esiphathelene nezimali ezinqunywe esigabeni 22 soMthetho		
Isinqumo esiphathelene nokwelulwa kwesikhathi isicelo okumele sicutshungulwe ngaso ngokwesigaba 26(1) soMthetho.		

Isinqumo ngokwesigaba 29(3) soMthetho sokunqaba ukukhipha irekhodi ngendlela ecelwe umfakisicelo.	
Isinqumo sokwamukela isicelo sokuthola irekhodi.	

IZIZATHU ZOKUFAKA ISIKHALO

(Uma isikhala esihlinzekiwe singenele, ungaqhubeka kwelinye ikhasi ebese ulihlanganisa naleli fomu. Wonke amakhasi engeziwe kumele asayinwe.)

Yisho izizathu zokufakwa kwesikhalo ngaphakathi:	
Yisho okunye okungasiza uma sekucutshungulwa isikhalo:	

Uyokwaziwa ngokubhalwe phansi ngesinqumo sesikhalo sakho sangaphakathi. Uyacelwa ukuthi ukhethe indlela ongathanda ukwaziswa ngayo:

Ikheli leposi	Ukuxhumana ngekhompyutha

Sisayinwe _____ mhla _____
 _____ kowezi-202

 Isignesha yofaka isikhalo/yoHlangothi lwesiThathu

**OKUSETSHENZISWA UMNANGO KUPHELA
IREKHODI ELISEMTHETHWENI LESIKHALO SANGAPHAKATHI**

Isicelo samukelwe ngu: (bhala isikhundla, igama nesibongo kwesiKhulu soLwazi)			
Usuku esifike ngalo:			
Isikhalo esiphelezela yizizathu zesinqumo sesikhulu solwazi, kanye neminingwane yohlangothi lwesithathu irekhodi elimayelana nalo, uma ikhona, esithunyelwe yisikhulu solwazi:	YEBO		
	CHA		
UMPHUMELA WESIKHALO			
Ukuchithwa kwesicelo sokuthola irekhodi. Kuqinisekisiwe?	Yebo		Isinqumo esisha (uma singakaqinisekiswa)
	Cha		
Izimali (Isigaba 2) Kuqinisekisiwe?	Yebo		Isinqumo esisha (uma singakaqinisekiswa)
	Cha		
Ukwelulwa (Isigaba 26(1)) Kuqinisekisiwe?	Yebo		Isinqumo esisha (uma singakaqinisekiswa)
	Cha		
Ukuthola irekhodi (Isigaba 29(3)) Kuqinisekisiwe?	Yebo		Isinqumo esisha (uma singakaqinisekiswa)
	Cha		
Isicelo sokuthola irekhodi samukelwe. Kuqinisekisiwe?	Yebo		Isinqumo esisha (uma singakaqinisekiswa)
	Cha		

Sisayinwe _____ mhla _____

_____ kowezi-202

Isignesha yesiKhulu soLwazi

IFOMU 1

UKUPHIKISWA KOKUQOQWA NOKUHLAZIYWA KWEMININGWANE YABANTU NGOKWESIGABA 11(3) SOMTHETHO WOKUVIKELWA KWEMININGWANE YABANTU, 2013 (UMTHETHO NO. 4 KA 2013)

IMITHETHONQUBO EPATHELENE NOKUVIKELWA KWEMININGWANE YABANTU, 2017 [uMthethonqubo 2(1)]

QAPHELA:

1. Incwadi efungelwe noma obunye ubufakazi obuyimibhalo okweseka isikhalo kumele kufakwe.
2. Uma isikhala esihlinzekwe kuleli Fomu singenele, ungaletsa imininingwane njengesithasiselo saleli Fomu ebese usayina ikhasi ngalinye.

Inombolo eyinkomba:

A.	IMININGWANE YOMUNTU OKUQOQWA NOMA OKUHLAZIYWA IMININGWANE YAKHE	
Igama nesibongo komuntu okuqoqwa noma okuhlaziywa imininingwane yakhe:		
Ikheli lasekhaya, laseposini noma lebhizinisi:		
	Ikhodi:	
Inombolo yokuxhumana/lzinombolo zokuxhumana:		
Ikheli le-imeyli		
B.	IMININGWANE YOMUNTU OQOQA NOMA OHLAZIYA IMININGWANE	
Igama lomuntu oqoqa noma ohlaziya imininingwane (uma umuntu oqoqa noma ohlaziya imininingwane kuwumuntu uqobo):		
Ikheli lasekhaya, laseposini noma lebhizinisi:		
	Ikhodi:	
Inombolo yokuxhumana/lzinombolo zokuxhumana:		
Ikheli le-imeyli		
Igama lomgwamanda kahulumeni noma ozimele (uma umuntu oqoqa noma ohlaziya imininingwane kungeyena umuntu uqobo):		
Ikheli lebhizinisi:		

Inombolo yokuxhumana/Izinombolo zokuxhumana:	
Ikheli le-imeyli:	
C.	IZIZATHU ZOKUPHIKISA (Uyacelwa ukuthi uchaze kabanzi ngezizathu zokuphikisa. Ungabhala kwelinye ikhasi umal isikhala singenele.)

Sisayinwe mhla zi kowezi-
20

Isignesha yomuntu okuqoqwa noma okuhlaziywa imininingwane yakhe (umfakisicelo)

IFOMU 2

ISICELO SOKULUNGISA NOMA SOKUSULA IMINININGWANE YABANTU NOMA SOKUSHABALALISA NOMA SOKUSULA IMINININGWANE YABANTU NGOKWESIGABA 24(1) SOMTHETHO WOKUVIKELWA KWEMINININGWANE YABANTU, 2013 (UMTHETHO NO. 4 KA 2013)

IMITHETHONQUBO EPATHELENE NOKUVIKELWA KWEMINININGWANE YABANTU, 2017 [uMthethonqubo 3(2)]

QAPHELA:

1. Incwadi efungelwe noma obunye ubufakazi obuyimibhalo okweseka isicelo kumele kufakwe.
2. Uma isikhala esihlinzekwe kuleli Fomu singenele, ungaletsha imininingwane njengesithasiselo saleli Fomu ebese usayina ikhasi ngalinye.

Inombolo eyinkomba:

Faka uphawu u-“X ebhokisini elifanele”.

Isicelo:

- Ukulungiswa noma ukusulwa kwemininingwane yomuntu okuqoqwa nokuhlaziywa imininingwane yakhe egcinwe noma engaphansi kwesandla somuntu oqoqa noma ohlaziya imininingwane.
- Ukushatshalaliswa noma ukusulwa kwerekhodi lemininingwane yomuntu okuqoqwa noma okuhlaziywa imininingwane yakhe eligcinwe noma elingaphansi kwesandla komuntu oqoqa noma ohlaziya imininingwane.

A.	IMINININGWANE UMUNTU OKUQOQWA NOMA OKUHLAZIYWA IMINININGWANE YAKHE	
	Igama nesibongo komuntu okuqoqwa noma okuhlaziywa imininingwane yakhe:	
	Ikheli lasekhaya, laseposini noma lebhizinisi:	
		Ikhodi:
	Inombolo yokuxhumana/lzinombolo zokuxhumana:	
	Ikheli le-imeyli:	
B.	IMINININGWANE YOMUNTU QOQA NOMA OHLAZIYA IMINININGWANE	
	Igama nesibongo komuntu oqoqa noma ohlaziya imininingwane (uma umuntu oqoqa noma ohlaziya imininingwane kuwumuntu uqobo) :	
	Ikheli lasekhaya, laseposini noma lebhizinisi:	
		Ikhodi:

**IFOMU 5
 ISIKHALO MAYELANA NOKUPHAZANYISWA KOKUVIKELWA
 KWEMININGWANE YABANTU/ISIKHALO ESIMAYELANA NOKUQOKWA
 KOMAHLULELI NGOKWESIGABA 74 SOMTHETHO WOKUVIKELWA
 KWEMININGWANE YABANTU, 2013 (UMTHETHO NO. 4 KA 2013)**

**IMITHETHONQUBO EPHATHELENE NOKUVIKELWA KWEMININGWANE
 YABANTU, 2017 [uMthethonqubo 7]**

QAPHELA:

1. Incwadi efungelwe noma obunye ubufakazi obuyimibhalo okweseka isicelo kumele kufakwe.
2. Uma isikhala esihlinzekwe kuleli Fomu singenele, ungaletsa imininingwane njengesithasiselo saleli Fomu ebese usayina ikhasi ngalinye.

Inombolo eyinkomba:

Faka uphawu u-“X ebhokisini elifanele”.

Isicelo:

- Ngezinsolo zokuphazanyiswa kwemininingwane yabantu.
- Uma isikhala esihlinzekwe kuleli Fomu singenele, ungaletsa imininingwane njengesithasiselo saleli Fomu ebese usayina ikhasi ngalinye.

INGXENYE 1	IZINSOLO EZIMAYELANA NOKUPHAZANYISWA KOKUVIKELWA KWEMININGWANE YABANTU (Isigaba 74 soMthetho wokuVikelwa kweMininingwane yaBantu, 2013 (uMthetho No. 4 ka 2013))	
A.	IMININGWANE YOMUNTU ONESIKHALO	
Isibongo somuntu onesikhalo:		
Amagama aphelele omuntu onesikhalo:		
Inombolo kamazisi yomuntu onesikhalo:		
Ikheli lasekhaya, laseposini noma lebhizinisi:		
	Ikhodi:	
Inombolo yokuxhumana/lzinombolo zokuxhumana:		
Ikheli le-imeyli		
B.	IMININGWANE YOMGWAMANDA/YOMUNTU OPHAZAMISA UKUQOQWA NOMA UKUHLAZIYWA KWEMININGWANE YABANTU	
Amagama aphelele nesibongo komuntu ophazamisa imininingwane yabantu (<i>uma umuntu oqoqa noma ohlaziya imininingwane kuwumuntu uqobo</i>):		
Igama lomgwamanda kahulumeni noma ozimele (<i>uma kungeyena umuntu uqobo</i>):		

Ikheli lasekhaya (ikheli laseposini noma lebhizinisi, uma likhona)	
	Ikhodi:
Inombolo yokuxhumana/Izinombolo zokuxhumana:	
Ikheli le-imeyli	
C.	IZIZATHU ZESIKHALO (Uyacelwa ukuthi uchaze kabanzi ngezizathu zesikhalo)
INGXENYE II	ISIKHALO MAYELANA NOKUQOKWA KOMAHLULELI (Isigaba 74(2) soMthetho wokuVikelwa kweMininingwane yaBantu, 2013 (uMthetho No. 4 ka 2013))
A.	IMININGWANE YOMUNTU ONESIKHALO
Isibongo somuntu onesikhalo:	
Amagama aphelele omuntu onesikhalo:	
Inombolo kamazisi yomuntu onesikhalo:	
Ikheli lasekhaya, laseposini noma lebhizinisi:	
	Ikhodi:
Inombolo yokuxhumana/izinombolo zokuxhumana	
Ikheli le-imeyli	
B.	IMININGWANE YOMAHLULELI
Igama nesibongo komahluleli	
Igama nesibongo komuntu oqoqa nohlaziya imininingwane (<i>uma kuwumgwamanda kahulumeni noma ozimele</i>):	
Igama lohlangothi oluqoqa noluhlaziya imininingwane (<i>uma kuwumgwamanda kahulumeni noma ozimele</i>):	
Ikheli lasekhaya, laseposini nelebhizinisi:	

	Ikhodi:
Inombolo yokuxhumana/Izinombolo zokuxhumana:	
Ikheli le-imeyli:	
C.	IZIZATHU ZOKUKHALAZA (Uyacelwa ukuthi uhlinzeke izizathu zokukhalaza)

Sisayinwe mhla
zi.....kowezi-202

Isignesha yomuntu onesikhalo