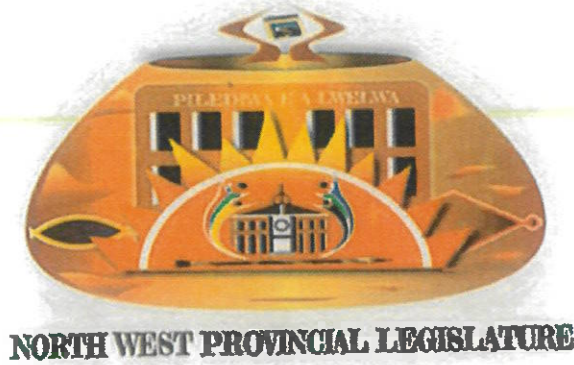


INDLU YOWISO-MTHETHO YEPHONDO LASEMNTLA NTSHONA



Njengoko kufunwa liCandelo le-14 loMthetho wokuPhakanyiswa kokuFikelela kuLwazi wesi-2 ka-2009 ufundwe kunye noMthetho woKhuseleko lweNgcaciso yoMnthu wesi-4 ka-2013.

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IFORM 4: IFORM YESIBHENO SANGAPHAKATHI



IINKCAZELO

Imali yokufikelela	<p>Umrhumo oyimali ofunekayo ukuba uhlawulwe ngumceli, ngexesha elichithwe ekukhangeleni nasekulungiseni iirekhodi, ukuopa iirekhodi, kunye neendleko zokuposa.</p> <p>Umbhexeshi kufuneka ahlawule umrhumo wokufikelela kuphela ukuba ufumene isaziso esivela kurhulumente okanye iqumrhu labacala elichaza isixa-mali kufuneka sihlawulwe phambili kokuba ingxelo inikezelwe.</p>
Ukufikelela kulwazi	Ukuvunyelwa ukubona okanye ukuva ulwazi olukwindawo okanye phantsi kolawulo lwequmrhu likarhulumente okanye ukubonelelwa ngekopi okanye ushicilelo lwerekhodi kungakhathaliseki ukuba luhlobo luni na oknaye luphakathi, nokuba yenziwe okanye ayidalwanga yiloo bhodi yoluntu.
Ukuphendula	Isibophelelo okanye ukuvuma ukwamkela uxanduva okanye ukuphendula okanye ukuthethelela izenzo ezithathiweyo okanye izigqibo ezenziweyo. Abantu kunye nemibutho kufuneka banike izizathu ezicacileyo nezithethelekileyo zezenzo abazenzayo ezichaphazela abanye.
Isicelo	Isicelo esisemthethweni sokuvunyelwa ukwenza okanye ukuba nento ethile. Uxwebhu olusemthethweni olusetyenziselwa ukuqalisa umcimbi wezomthetho, ophikisana nesigqibo okanye isigqibo sesibheo sangaphakathi, phantsi kwe-PAIA, enkundleni.
Isibheno	Umceli mngeni kwisigqibo ngesicelo se-PAIA okanye ekucingeni ukuba kwaliwe isicelo. Kwisibheno umntu angacela ukuba kuthathwe isigqibo esitsha okanye esahlukileyo. Isibheno esichasene nesigqibo sequmrhu loluntu sinokwenziwa kwiqumrhu loluntu ngesibheno sangaphakathi. Ukuba oko akuphumelelanga, isibheno sinokwenziwa kusetyenziswa isicelo enkundleni. Isibheno esisuka kwisigqibo sequmrhu labucala sinokwenziwa ngesicelo enkundleni.
Ulwazi lwezorhebo	Ulwazi olukwingxelo echaza imiba yezemali, yezolwazi, yobugcisa okanye iimfihlo zorhwebo ezinokuthi ukuba zikhutshwe zinokulindelwa ukuba zonakalise ukuwazi ukuthetha-thethana ngesivumelwano esilungileyo okanye ukuwazi ukugqibezela ishis.
Ulwazi oluyimfihlo	Ulwazi olunikwe umntu okanye umbutho phantsi komqathango wokuba ulwazi aluyi kubhengezwa nakubani na..
Inkundla	<p>Iqumrhu elithatha isigqibo esisemthethweni esiya kwamkela isicelo kwaye limamele isikhalazo.</p> <p>Phantsi kwe-PAIA oku kunokuba yiNkundla kaMantyi yengingqi, iNkundla ePhakamileyo yengigqi okanye iNkundla yoMgaqo-siseko.</p>
Isigqibo	Isiphelo okanye impendulo yokugqibela kwisicelo. Phantsi kwe-PAIA oku kuya kuba yimpendulo yokugqibela enika, okanye eyala ukunika umceli

	ingxelo ayicelileyo kwisicelo se-PAIA. Oku kukwasetyenziswa ngamanye amaxesha ukubhekisa 'isigwebo' senkundla.
Usekela lolwazi	gosa Umntu osoloko eqeshwa liqumrhu loluntu ukuseancedide iGosa loLwazi ukuba liqhubekisele phambili izicelo ze-PAIA.
Ukwandiswa kwexesha	Ixesha elongezelelweyo elimikiweyo, okanye ibbango ngesaziso, ukunika isigqibo. Phantsi kwe-PAIA oku ngokuqhelekileyo kuthetha ukuba iintsuku ezingama-30 ezongezelelweyo, kwisithuba seentsuku ezingama-30 eziqhelekileyo, zinikezelwe ukuphendula isicelo se-PAIA. Oku kusenokubhekiselwa kuko njengokwandiswa kwexesha.
Isicelo esingenasiphelo okanye esicaphukisayo	Isicelo asingeniswanga ngenjongo yokufumana ufikelelo kulwazi oluceliweyo kodwa endaweni yokuchitha ixesha lomntu okanye ukubangela ingxaki okanye ukucaphukisa umntu. iGosa loLwazi lebhodi yoluntu linokwala isicelo sofikelelo kwirekhodi yequmrhu ukuba ngaba isicelo eso senziwa ngokuphandle okanye siyakuruqula; okanye umsebenzi obandakanyekayo ekusetyenzweni kwezibonelelo zebhodi yoluntu.
Ulwulo	Imithetho okanye amalungiselelo okulawula iqela Labantu okanye umbutho, Ukufikelelela kulwazi kunceda kulawulo olululo.
Izizathu sesibheno sangaphakathi	Izizathu, ezinikwe kwisibheno, sokufuna isigqibo esitsha nesahlukileyo kwiqumrhu loluntu.
Izizathu zokwala	Zezone zizathu kufuneka iqumrhu likarhulumente okanye labucala libonelele ngokuthata isigqibo sokunga nikelani nge rekhodi ukuphendula isicelo se-PAIA.
Ulwazi	Iinyani, idatha, izimvo kunye nolunye ulwazi.
Igosa lolwazi	Umntu okwiqumrhu likarhulumente okanye labucala onoxanduva lokujongana nesicelo se-PAIA. Kwiqumrhu likarhulumente, le yiNtloko yoLwulo yombutho karhulumente, okanye iGosa eliLawulayo eliyiNtloko (umntu omele umntu kwelo nqanaba, umzekelo, xa umntu eseholideyini) Kwiqumrhu labucala le yintloko yebhodi.
Umlawuli wolwazi	Umlawuli woLwazi (uMzantsi Afrika) osekwe ngokwemigaqo yecandelo lama-39 loMthetho woKhuseleko lweNgcaciso yoMntu wesi-4 wama-2013.
Isibheno sangaphakathi	Lo ngumngeni kwisigqibo sequmrhu loluntu ngesicelo sokufikelela kulwazi. Isibheno siya kucela isigqibo esitsha nesahlukileyo kugunyaziwe ofanelekileyo.
Umthetho	Oku kuthetha imithetho emisela indlela yokuziphatha echanekileyo, kunye neenkqubo ezilandelwa ngamalungu oluntu.
Umthetho (Legislation)	Lo ngumthetho njengoko ubhaliwe kwaye kwavunyelwana ngawo yiPalamente.

Isinyanzelo	Oku kuthetha ukuba isenzo kufuneka senziwe, ngaphandle kokutshintshwa. Umzekelo, phantsi kwe-PAIA kunganyanzeleka ukuba iGosa loLwazi lale isicelo ngenxa yezizathu ezichazwe kuMthetho.
Qaphela	Olu luxwebhu olubhaliweyo olusesikweni olwazisa umntu okanye umbutho ngento ebalulekileyo, efana nomrhumo wofikelelo ekufuneka uhlawulwe phambi kokuba iingxelo zikhutshelwe wena.
Igosa	Ngokunxulumene negunya okanye iqumrhu loluntu kunye nemisebenzi yalo kunye noxanduva.
Iinkcukacha	Ulwazi olurekhodiweyo malunga nomntu osetyenziswe ekuchongeni umntu onjalo ngokweenkcukacha okanye othathwa njengonovakalelo. Imizekelo yolwazi lwakho siqu ibandakanya uhlanga lwakho, isini, imbali yengqesho, imbali yonyango okanye idilesi.
Umbutho wabucala	Abantu abasemthethweni njengenkampani (kodwa ngaphandle kweenkampani zikarhulumente) okanye itrasti okanye umntu wendalo (eyedwa okanye ngentsebenziswano nomnye umntu), kodwa kuphela ukuba loo mntu (okanye abantu) uqhuba urhwebo okanye ishishini okanye yingcali ebhalisiweyo.
UMthetho wokuPhakanyiswa koFikelelo kuLwazi, 2000 (PAIA)	Umthetho obeka iimfuno zokuba umntu afikelele kulwazi olugcinwe ngurhulumente okanye iqumrhu labucala. Igama lalo mthetho ngamanye amaxesha lifinyezwa libe yi-PAIA okanye uMthetho.
UMthetho woKhuseleko loLwazi loBuqu Act 4 ka-2013 (POPIA)	Umthetho okhuthaza ukukhuselwa kolwazi lomntu olusetyenzwa ngamaqumrhu karhulumente nawabucala kwaye ufuna ukusekwa kweemfuno ezisezantsi zokusetyenzwa kolwazi olunjalo.
Umbutho woluntu	Iqumrhu likarhulumente okanye iqumrhu elisebenzela ukusebenzela uluntu kuphela nelithe layilwa ngumthetho okanye uMgaqo-siseko. Oku kubandakanya isebe okanye umbutho wesizwe, wephondo okanye kamasipala.
Rekhoda	Naluphi na ulwazi olurekhodiweyo ngandlel' ithile – kungakhathaliseki ukuba luhlobo luni na okanye luphakathi. Oko kuya kubandakanya umzekelo, iifoto, amaxwebhu, uvimba weenkcukacha we-elektroniki, ushicilelo lwezandi kunye neevidiyo.
Inombolo yereferensi	Intlanganisela eyodwa yamanani okanye iileta okanye iileta kunye namanani kumaxwebhu athunyelwe phakathi kwakho kunye nequmrhu likarhulumente okanye labucala elisebenzela injongo yokunceda wena okanye bona (okanye bobabini) ukuchonga isicelo onxibelelana ngaso.
Khulula	Phantsi kwe-PAIA oku kuthetha ukuba ingxelo inikezelwe okanye idizwe kuwe liqumrhu loluntu okanye labucala.
Igunya elifanelekileyo	Oku kuthetha umntu ekufuneka enze izigqibo ngezibheni zangaphakathi. Le iya kuhlala iyintloko yezopolitiko yequmrhu loluntu elichaphazelekayo.
Isicelo sokufikelela	Isicelo sokubona okanye ukufumana ikopi yerekhodi yolwazi, eyenziwe ngokulandela iinkqubo ezichazwe kwi-PAIA. Oku kuquka ukusebenzisa i-PAIA iFomu A (yesicelo esithunyelwe kwiziko likarhulumente) okanye u-C (ngesicelo esithunyelwe kwiqumrhu labucala). Amanye amagama adla ngokusetyenziswa endaweni yokucela ukufikelela sisicelo se-PAIA, esithi ngamanye amaxesha sishunqulelwe ukucela.

Imali yesicelo	Imali ekufuneka ihlawulwe ukuze kuqhutywe isicelo sofikelelo. Iqumrhu likarhulumente okanye labucala liya kuthumela isaziso esichaza intlawulo yesicelo ekufuneka uyihlawule. Umrhumo wesicelo awufuneki ukuba isicelo sesolwazi lomntu. Le mali isenokungafunwa nakubantu abanomvuzo ophantsi kakhulu.
Umceli	Umntu okanye umbutho ofuna ukufikelela kulwazi. Lo idla ngokuba ngumntu ogcwalisa i-PAIA iFomu A okanye iFomu C. Lo isenokuba ngumntu ogcwalise i-PAIA ebhalela omnye umntu.
Ilungelo lokufumana ulwazi	Ilungelo lokufikelela kulwazi. UMgaqo-siseko waseMzantsi Afrika ubonelela ngelungelo lokufikelela kulo naluphi na ulwazi olugcinwe ngurhulumente kunye/okanye omnye umntu, ukuba olo lwazi luyafuneka ukuze kusetyenziswe okanye kukhuselwe elinye ilungelo.
Iqela lesithathu	Nawuphi na umntu (kuquka, kodwa kungaphelelanga apho, urhulumente welizwe langaphandle, umbutho wombutho wamazwe ngamazwe) ongabandakanyekanga ngokuthe ngqo kulo mbandela kodwa ochaphazelekayo ngandlela ithile. Phantsi kwe-PAIA lo nguye nawuphi na umntu okanye umbutho osemthethweni, ngaphandle kwequmrhu lomntu okanye labucala, okanye umenzi-sicelo ongenzanga okanye afumane isicelo kodwa uya kuchatshazelwa kukukhululwa kolwazi oluceliweyo.
Udluliselo	Phantsi kwe-PAIA oku kuthetha ukuba isicelo se-PAIA kunikelanwa ngaso nguManzi-sicelo kwelinye iqumrhu likarhulumente ukuze elinye iqumrhu likarhulumente linike impendulo kwisicelo sakho se-PAIA.
Ukungafihli	Xa iqumrhu likarhulumente okanye labucala lisebenza ngendlela evulekileyo, ecacileyo, enyanisekileyo nengqalileyo evumela ngokulula abantu abangaphandle kombutho ukuba babone isenzo salo kunye nenkqubela-phambili yokwenza izigqibo.

1. Intshayelelo

Ngomhla we-9 kweyoKwindla ka-2001, the *uMthetho wokuPhakanyiswa kokuFikeela kuLwazi, onguNombolo- 2 ka- 2000 (PAIA)* (“*uMthetho*”) waqalisa ukusebenza, uphumeza ukuba icandelo 32(1) kunye (2) lilungelo lomgaqo-siseko lokufikelela ulwazi.

I-PAIA ifezekisa icandelo lama-2 loMgaqo-siseko elibonelela ukuba wonke umntu unelungelo lokufikelela kulwazi olugcinwe ngurhulumente okanye iqumrhu labacala elifunekayo ukuze kusetyenziswe okanye kukhuselwe naliphi na ilungelo. ICandelo le-14 le-PAIA linyanzelise iNdlu yoWiso-mthetho yePhondo laseMntla Ntshona (NWPL) njengequmrhu likarhulumente ukuba liqulunqe incwadi emisela iinkqubo ezisa kulandelwa kunye nendlela ekufanele kuhlangatyezwane nayo nguye nabani na ocela ukufakelela kulwazi olukwi-NWPL. Nangona kunjalo, ukusetyenziswa koMthetho, ekuphunyezweni kwezi njongo, kuthotywa ziimfuno zokhuseleko lolwazi lomntu siqu njengoko kuchaziwe, Phakathi kwezinye isinto, kwiCandelo le-14 loMgaqo-siseko kunye *noMthetho woKhuseleko lweNgcaciso yoMntu wesi- 4 ka- 2013 (POPIA)*¹. Injongo yePOPIA phakathi kwezinye izinto kukunika isiphumo kwilungelo lomgaqo-siseko lokuba neemfihlo ngokhusela iinkcukacha zomntu ngokuxhomekeke kwimida ethethelelekayo ejolise ekulungellelaniseni ilungelo lokuba neemfihlo kwamanye amalungel, ingakumbi ilungelo lokufumana ulwazi .

I-NWPL ilingiselele lencwadana yemigaqo ukuququzelela ukufikelela koluntu kulwazi eluphethe, njengoko kuyalelwa yi-PAIA.

Ekulungiseleleni le ncwadana i-NWPL iphakamisa isigunyaziso somgaqo-siseko samalungu ayo sokuqinisekisa ukuba uRhulumente ngabantu abagxininiswa kukwenza izinto elubala, uxanduva kunye nolawulo olusebenzayo kuwo onke amaqumrhu karhulumente namabucala. Nangona kunjalo, i-NWPL iyaqonda ukuba i-PAIA ekwicandelo lesi-9 iyayivuma imida ethethelelekayo kwilungelo lokufikela kulwazi olufana nalo luquka, kodwa lungaphelelanga apho;

- Ukhuseleko olufanelekileyo lobumfihlo;

¹ Jonga kwiGazethi yoMmiselo enguNombolo 11136, yomhla wama-22 kuJuni 2020, iSibhebngezo R12 sika-2020, malunga nomhla wokuqalisa kwamacandelo ahlukenyayo Epopia ngomhla woku-1 kuJulayi 2020 nangomhla wama-30 kuJuni 2021.

- IMfihlo yoRhwebo; kunye

Olu xwebhu lusebenza njengencwadana yolwazi yeNdlu yoWiso-mthetho yePhondo laseMntla Ntshona kwaye inika isikhokelo kwiinkqubo ezisemthethweni emazilandelwe xa kucelwa ufikelelo kulwazi nakumaxwebhu akwiNdlu yoWiso-mthetho. Abo bafuna irekhodi yequmrhu likarhulumente kufuneka bafezekise ezi mfuno zilandelayo phambi kokuba ingxelo ikhutshelwe kubo:

- Zonke iimfuno zenkqubo yokucela ulwazi njengoko zichaziwe kuMthetho kufuneka zithotyelwe;
- Ufikelelo kulo ngxelo akhange kwaliwe ngokwemiqathango yawo nawuphi na umhlaba wokwaliwa ekubhekiswa kuwo kuMthetho.

Le ncwadana ikwasetyenziselwa ukwazisa uluntu ngeendidi zolwazi olugcinwe yiNdlu yoWiso-mthetho olunokuthi lube phantsi kwezizathu zokwala ezidweliswe kulo Mthetho, emva kovavanyo lofikelelo lwenziwe ngokoMthetho. Ukusetyenziswa kwezi zithintelo kufuneka kwenziwe ngendlela elungelelanisa ilungelo lokufikelela kunye namalungelo aqulethwe kuMqulu wamaLungelo kwiSahluko sesi-2 soMgaqo-siseko weRiphabliki yoMzantsi Afrika wowe-1996.

2. UGUNYAZISO LOMTHETHO WEPHONDO EMNTSHONA

- 2.1 Ngokwecandelo 114 loMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996 ('uMgaqo-siseko'), iNdlu yoWiso-mthetho yePhondo isenokuthi iqwalasele, ipasise, ilungise okanye ikhabe nawuphi na umthetho ophambi kwendlu yowiso-mthetho, ize iqalise okanye ilungise umthetho. INdlu yoWiso-mthetho inoxanduva lokuwisa imithetho yePhondo loMntla Ntshona, kwaye ibeke iliso kurhulumente wephondo.
- 2.2 INdlu yoWiso-mthetho isenokuthi iwise umthetho wePhondo loMntla Ntshona kuwo nawuphi na umcimbi ongaphakathi kwendawo yokusebenza edwelisiweyo ngokweShedyuli yesi-4 okanye iShedyuli yesi-5 yayo, nangokunxulumene nawo nawuphi na omnye umcimbi owabelwa iphondo elo ngumthetho wesizwe okanye ilungiselelo loMgaqo-siseko. Iijonge uwiso-mthetho lwephondo.
- 2.3 Inkqubo yowiso-mthetho yesizwe ifuna igalelo leNdlu yoWiso-mthetho kunye nezilungiso ezivela eluntwini malunga neMithetho eYilwayo echaphazela amaphondo, kwaye ibonise ukuvunywa okanye ukukhatywa kwale mithetho iyilwayo ekhankanyiweyo. INdlu yoWiso-mthetho iya kuthi ke ngoko inike abathunywa be-NCOP yephondo igunya lokuvota ngokumalunga nale Mithetho iYilwayo.
- 2.4 Ngokwecandelo 118 loMgaqo-siseko, iNdlu yoWiso-mthetho yePhondo kufuneka iququzelele ukufikelela koluntu kunye nokubandakanyeka kwayo kwiinkqubo zayo nakwiikomiti. UMgaqo-siseko ufuna ukuba uthatho-nxaxheba loluntu kwinkqubo yowiso-mthetho kunye neenkqubo zokongamela lunentsingiselo, luyasebenza kwaye lubandakanya wonke umntu.
- 2.5 Ekuzameni ukugqwesa kwenkonzo kunye neyona ndlela isebenzayo ekuzalisekiseni isigunyaziso sayo, iNdlu yoWiso-mthetho ithobela iinqobo ezisemgangathweni kunye nemithetho-siseko yemfezeko, ukungafihli, ukufikeleleka, uxanduva, ukuphendula kunye nokusebenza ngokubambisana.

3. IMISEBENZI, IINDIMA, UXANDUVA OLUNDONDO NOLWAKHIWO LWESIBHALISO SEPHONDO ESEMntla Ntshona (Icandelo 14(1)(a))

- 3.1 Amalungu eNdlu yoWiso-mthetho yePhondo laseMntla Ntshona onyulwa ukuba amele abantu kwaye igunya lawo ngokomgaqo-siseko kukuqinisekisa uRhulumente ngabantu, ngokubonelela ngamaqonga ukuze uluntu luqwalaselwe imiba, kubandakanywa ukuwiswa kwemithetho yenguqu nokuphonononga ngenkuthalo nokongamela indlela yokuziphatha nemisebenzi yezigqeba ezilawulayo. karhulumente.

Owona msebenzi weNdlu yoWiso-mthetho kukuwisa imithetho yePhondo loMntla Ntshona nokongamela amaziko karhulumente.

3.2 Iinjongo zesicwangciso-qhinga seNdlu yoWiso-mthetho yePhondo laseMntla Ntshona zezi zilandelayo:

- Ukuqhuba ngokufanelekileyo nangokufanelekileyo ulongamelo kwiSigqeba, ukuze sibe noxanduva kwaye siphumeze uxanduva lwaso, njengenxalenye yalo msebenzi amalungu abandakanyeka kuphononongo lwamaxwebhu karhulumente umz. IziCwangciso eziCwangcisiweyo, iziCwangciso zokuSebenza zoNyaka, uHlahlo-lwabiwo-mali loNyaka, iiNgxelo zeKota noNyaka, njl.
- Ukuphucula umgaqo-nkqubo namandla owiso-mthetho kwiNdlu yoWiso-mthetho ukuze kuphunyezwe umthetho oququlayo.
- Ukukhuthaza ulawulo olululo; kwaye
- Ukwandisa ulwazi loluntu nokuthatha inxaxheba okusebenzayo koluntu kunye nabachaphazelekayo kwimisebenzi yendlu yowiso-mthetho nakushishino, ngokumema nokukhuthaza bonke abantu ukuba bazimase kwaye baqwalasele (kwindima yokungathabathi nxaxheba) iingxoxo zeengxoxo-mpikiswano kunye neentlanganiso zendlu yowiso-mthetho, kunye nokuthatha inxaxheba kwiinkqubo zokwenza umthetho ngokufaka uxwebhu lwezikhhalazo kunye nokwenza izingeniso kumthetho oyilwayo ngexesha leenkqubo zokubandakanyeka koluntu.



NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
 NWPL SPEAKER

OFFICE OF THE SPEAKER NWPL
 Purpose: To provide political leadership to the North West Provincial Legislatures.
 Functions:
 1. Provide the Executive Authority services for Legislature
 2. Ensure the attainment of the Constitutional Mandate of the Legislature
 1 x Speaker of the NWPL

PRIVATE OFFICE STAFF
 Purpose: To provide Administrative Support Services to the Speaker and Members of the Legislature
 Functions:
 1. Provide support to the Speaker to attain the constitutional operation of the Legislature
 2. Provide protocol Services in the Events of the Speaker/ Deputy
 3. Provide Cleaning Services at the Speaker's residence
 1x Head of Office -E
 1x Private Secretary-C5
 1x Secretary/ Receptionist-C1
 1x Community Outreach Officer-C5
 1x Protocol Officer-C1
 1x Driver Messenger-B3
 2x Domestic Worker -A

ADMINISTRATIVE SUPPORT
 Purpose: To provide Administrative Support Services to the Speaker and Members of the Legislature
 Functions:
 1. Provide overall administrative Support for the Legislature.
 2. Provide treasury function for the Legislature
 1 x Manager Treasury-D5
 1 x Technical Specialist-D5
 1 x Manager Strategic Support-D5
 1 x Integrity Officer- C3
 1 x Personal Assistant Manager -C1
 1 x Registry Clerk -C1
 1 x Driver Messenger-B3

OFFICE OF THE SECRETARY TO THE LEGISLATURE
 Purpose: To provide Corporate Governance and Strategic Support to the North West Provincial Legislatures
 Functions :
 1. Provide corporate support
 2. Provide sound Financial Management Services
 3. Provide Legislature support
 4. Provide Risk Management and Internal Control Services
 5. Provide Internal Auditing
 6. Provide Corporate Governance, Policy and Legal
 7. Provide Strategic Planning, Monitoring and Evaluation.
 1x Secretary to the NWPL-FU
 1x Office Manager-D5
 1x Personal Assistant-C3

OFFICE OF THE DEPUTY SPEAKER
 Purpose : To assist the Speaker to preside over the meetings of the Legislature.
 Functions :
 1. Responsible for any delegated task given by the speaker.
 2. Responsible for Sectoral Parliament, Committees and Oversight.
 3. Responsible for members Interest and Capacity building.
 4. Preside over JPC Hearings.
 1 x Deputy Speaker.
 1x Private Secretary-C3
 1x Driver Messenger-B3

as ER

L.I.

**4. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LOLWAZI KUNYE NOSEKELA
LEGOSA LEENGCACISO (iCandelo 14(1)(a) no (b) lePAIA) (iCandelo lama-55 nelama-
56 lePOPIA)**

4.1 IGosa loLwazi

**NgokwePAIA ka-2000, uNobhala weNdlu yoWiso-mthetho, u-Adv Lutendo Innocent
Netshitumbu liGosa loLwazi elichongiweyo. Iinkcukacha zoqhagamshelwano
zeGosa loLwazi zezi zilandelayo:**

Postal Address:

North West Provincial Legislature
Private Bag X2018
Mmabatho
2735

Physical Address:

Office of the Secretary
2nd floor, West Wing
North West Provincial Legislature
New Parliament Building
Dr James Moroka Drive
Mmabatho
2735

Telephone no.: (+27) 018 392 7000 (switchboard)
Office of the Secretary: (+27) 018 392 7003
Email: netshitum@nwpl.org.za

4.2 Sekela Gosa loLwazi

**Abafaki zicelo zolwazi kufuneka bathumele zonke izicelo kuMcebisi wezoMthetho,
uNksz Nompendulo Mirriam Veronica Hillie, onikwe uxanduva lokuba nguSekela
Gosa loLwazi. Iinkcukacha zoqhagamshelwano zamaSekela-Gosa oLwazi zezi
zilandelayo:**

Postal Address:

North West Provincial Legislature
Private Bag X2018
Mmabatho
2735

Physical Address:

The Legal Advisor
2nd floor, West Wing
North West Provincial Legislature
New Parliament Building
Dr James Moroka Drive
Mmabatho
2735

Telephone no.: (+27) 018 392 7000 (switchboard)
Legal Advisor: (+27) 018 392 7205
Email: nhillie@nwpl.org.za

**5. UFIKELELA NOKUSETYENZISWA NJANI UMLAWULI WENGCACISO (UMZANTSI
AFRIKA) ISIKHOKELO SE-PAIA (iCandelo le-10 kunye neCandelo le-14(1)(c) le-PAIA)**

Isikhokelo sendlela yokusebenzisa i-PAIA ka-2000 siyafumaneka kwi-Information
Regulator ngazo zonke iilwimi ezisemthethweni. Imibuzo ingabhekiswa ku:

Idilesi yeposi:

Information Regulator (South Africa)
P.O. Box 31533
Braamfontein
Johannesburg
2017

Idilesi yendawo:

JD House
27 Stiemens Street
Braamfontein
Johannesburg
2017



Tel.: (+27) 010 023 5214
Fax: (+27) 086 500 33519
Email: inforeg@justice.gov.za

6. AMALUNGISELELO AMAZIKO OKUTHATHA INXAXHEBA YOLUNTU: ULWAKHIWO, UXANDUVA NOKUTHENGA KWEZOPOLITIKO.

Ukungena kwezopolitiko kuphuhliso kunye nokuvunywa kweNkqubo-sikhokelo yokuThatha iNxaxheba koLuntu kwi-NWPL kwakubalulekile ekuqinisekiseni ukuba isigunyaziso somgaqo-siseko siyathotyelwa kwaye siyafezekiswa.

6.1 Iindima zezoPolitiko kunye noxanduva

6.1.1 Somlomo

USomlomo, njengentloko yezopolitiko yeziko, unoxanduva lokuqinisekisa ukuba isicwangciso siyamkelwa, siphunyeziwe, sibekwe iliso, sihlaziywe kwaye sihlengahlengiswe rhoqo ngabo bonke abathathi-nxaxheba.

USomlomo ngokwemvelo ujonga ukuba bonke abathathi-nxaxheba kulawulo loshishino lweNdlu (iNkokeli yoShishino lukaRhulumente, ababhexeshi, uSihlalo wezitulo, uNobhala njl.njl.) kwinkqubo, ulwabiwo lwezibonelelo njl.njl. kufuneka babeke phambili ukuphunyezwa koThatho-nxaxheba loLuntu.

6.1.2 UMbhexeshi oyiNtloko kunye namaBhebhe

UMbhexeshi oyiNtloko weNdlu kunye nababhexeshi kulungiselelo loshishino phambi kweNdlu kufuneka baqinisekise ukuba uThatho-nxaxheba loLuntu lubandakanywa kumsebenzi weKomiti nganye kunye neNdlu.

6.1.3 IKomiti ze ndlu yoWiso-mthetho ye Phondo lase Mntla Ntshona kunye no Mhlali waba hlali

Lithwele uxanduva lokuqinisekisa ukongamela, ukwenziwa komthetho kunye nentatho-nxaxheba yoluntu. Kulindeleke ukuba batsale kwiNkqubo-sikhokelo yokuThatha iNxaxheba koLuntu, ucwangciso lwabo lonyaka, lwekota nolweprojekthi. OoSihlalo beKomiti kunye nabaNxibelelanisi

beeKomiti kufuneka ke ngoko bafakele ngaphakathi kwaye baxhase iNkqubo-sikhokelo yokuThatha iNxaxheba luluntu.

ICandelo loThatho-nxaxheba loLuntu elizinikeleyo elinika ingxelo kwi-Ofisi kaNobhala liye lasekwa. Iindima eziPhambili kunye noxanduva lokuphunyezwa ngempumelelo kweNxaxheba yoLuntu kwi-NWPL zibonisiwe ngezantsi.

6.2 Iindima zoLawulo lwamaGosa

6.2.1 Unobhala

UNobhala njengentloko yolawulo unoxanduva lokuqinisekisa ukuba isicwangciso siyamkelwa kwaye siphunyezwe, sibekwe iliso, sihlaziywe kwaye sihlengahlengiswe rhoqo ngabo bonke abathathi-nxaxheba. UNobhala wongamela lonke ulawulo lweziko umz. Unxibelelwano, ubuChwepheshe boLwazi, uPhando, iHR, iiNkqubo njl.njl. ezibandakanyekayo kucwangciso nakulwabiwo lwezibonelelo kwaye kufuneka zibeke phambili ukuphunyezwa kweNkqubo-sikhokelo yokuThatha iNxaxheba koLuntu.

6.2.2 ICandelo loPhando

Ukuphunyezwa kweNkqubo-sikhokelo yokuThatha iNxaxheba koLuntu kufuna intsebenziswano enamandla nolwazi nolwazi malunga noluntu kunye neziganeko ezixhaphakileyo kuluntu kunye nokusingqongileyo. IYunithi yoPhando ngoko ke idlala indima ebalulekileyo ekuqokeleleni, ekuhlalutyeni nasekuboniseni iintlobo ezahlukeneyo zolwazi kumalungu akumanqanaba ahlukeneyo kwinkqubo. Kwiinkqubo zoThatho-nxaxheba loLuntu kufuneka baququzelele ukuveliswa kweengxelo ekufuneka ziqwalaselwe yiNdlu ukuze izindululo zimiselwe kwaye ziphunyezwe.

6.2.3 ICandelo leeNkqubo, uLwimi kunye neNkonzo yeHansard

- Iinkqubo zokuthatha inxaxheba koluntu ziququzelela ukuveliswa kweengxelo ekufuneka ziqwalaselwe yiNdlu ukuze izindululo zimiselwe kwaye ziphunyezwe. I-House Proceedings Unit ye-NWPL ke ngoko iya kuba nomdla othe ngqo ekuqinisekiseni ukuba iingxelo ziyafunyanwa, zithiwe thaca kwaye izisombululo ezilandelayo zigqithiselwa kubachaphazelekayo okanye amaziko afanelekileyo kwaye zilandelwe.

6.2.3 ICandelo leeNkqubo, uLwimi kunye neNkonzo yeHansard

- Iinkqubo zokuthatha inxaxheba koluntu ziququzelela ukuveliswa kweengxelo ekufuneka ziqwalaselwe yiNdlu ukuze izindululo zimiselwe kwaye ziphunyezwe. I-

House Proceedings Unit ye-NWPL ke ngoko iya kuba nomdla othe ngqo ekuqinisekiseni ukuba iingxelo ziyafunyanwa, zithiwe thaca kwaye izisombululo ezilandelayo zigqithiselwa kubachaphazelekayo okanye amaziko afanelekileyo kwaye zilandelwe.

- Amagcisa eeLwimi anikezela ngenkonzo yoguqulo ngazo zontlanu iilwimi ezisemthethweni zephondo laseMntla Ntshona kwiMithetho eYilwayo, iikopi zeNdlu yoWiso-mthetho, iiNtetho kunye namanye amaxwebhu afanelekileyo kunye nesigama semali ezinkozo (iSetswana, iSesotho, Isixhosa, isiBhulu nesiNgesi). Banikezela ngenkonzo yokutolika ngeelwimi ezintlanu ezisemthethweni ngexesha leeNgqungquthela zeNdlu yoWiso-mthetho, iindibano zovakaliso-zimvo, iipalamente zamacandelo, ukongamela kunye neendibano zoluleko. Amagcisa oLwimi nawo ahlela imibhalo yeeNdawo zoWiso-mthetho.
- Itoliki yoLwimi lweZandla loMzantsi Afrika (i-SASL) inikezela ngenkonzo ngexesha leeNgqungquthela zeNdlu yoWiso-mthetho, iindibano zovakaliso-zimvo, iipalamente zamacandelo, iindibano zoluleko, iintlanganiso zabasebenzi kunye nokwenza ilizwi elisuka kwiSASL ukuya kwiSetswana nesiNgesi.
- Abakhupheli bachwetheza ngokwezwi nezwi kwiiNdibano zeNdlu yoWiso-mthetho baze bavelise imibhalo eya kuthi idityaniswe ibe yincwadana yeHansard.

6.2.4 IYunithi yokuThatha iNxaxheba koLuntu kunye neCandelo lezikhalazo

yokuThatha iNxaxheba koLuntu ingundoqo ekunxibelelaniseni nasekuqhubeni zonke iinzame zokubonelela ngenkxaso efunekayo yobugcisa, yolawulo neyolungiselelo kubo bonke abaSebenzi be-Ssakeholder ekuqondeni intatho-nxaxheba yoluntu esebenzayo, ukongamela kunye nokwenza umthetho.

6.2.5 ICandelo loNxibelelwano

Yenza indima ebalulekileyo yokwazisa nokubhengeza intatho nxaxheba yoluntu kunye nemisitho. Lungiselela amagqabantshintshi noonondaba kunye neengxelo kunye nophuhliso lwencwadana yeendaba kunye namanye amanyathelo okwabelana ngolwazi.

6.2.6 Ukhuseleko



Ukunxibelelana ngemisitho nemisebenzi kwiQela lezoKhuseleko kwaye ukhusele aMalungu namagosa kwizoyikiso zokhuseleko.

6.2.7 ICandelo leeKomiti

Ukubonelela ngenkxaso yolawulo efunekayo kwiiKomiti kunye noSihlalo wooSihlalo.



6.3 Eyona ndlela ifanelekileyo kuThatho-nxaxheba loLuntu



7. UKUFIKELELA KWIINGXELO EZIGCINWE YISITHO SOMTHETHO SEPHONDO LASEMNTSHONA (Icandelo 14(1)(d) kunye (e) lePAIA)

7.1 Inkcazo yezifundo kunye neendidi zeerekhodi ezigcinwe yiNdlu yoWiso-mthetho yePhondo laseMntla Ntshona

“Iirekhodi” ze-NWPL zibhekisa kwezo rekhodi zenziwe okanye zifunyenwe ngexesha loshishino olusemthethweni nezigcinwa njengobungqina bemisebenzi, imisebenzi kunye neentengiselwano ze-NWPL. Kukho iindidi ngeendidi zeerekhodi, njengoko zicaciswe kumhlathi 9.2, iziHlomelo A no-B.

7.2 INdlu yoWiso-mthetho inelungelo lokuhlela ulwazi oluthile njengelungelo elilodwa okanye eliyimfihlo kwaye lungabandakanyi olu lwazi ekubhengezweni esidlangalaleni. Zonke izicelo zofikelelo kwiirekhodi zeNdlu yoWiso-mthetho yePhondo laseMntla Ntshona ziya kuvavanywa ngokwetyala ngokwetyala, ngokungqinelana nezibonelelo zePAIA, iPOPIA kunye neMithetho eSisigxina yeNdlu yoWiso-mthetho yePhondo laseMntla Ntshona okanye nawuphi na omnye umthetho osebenzayo

7.3 Ufikelelo kwiirekhodi ngokweCandelo le-14(1)(e) (Ubhengezo oluzenzekelayo)

Iirekhodi ezithile zinokufikelelwa ngokuthe ngqo kwi-NWPL. Abafaki-zicelo bayakhuthazwa ukuba bayithathele ingqalelo le ndlela phambi kokuba bangenise isicelo ngokwemigaqo yoMthetho. Kwiimeko ezinjalo akuyomfuneko ukuba imirhumo yesicelo emiselweyo ihlawulwe, nangona kunjalo imirhumo emiselweyo yofikelelo kunye nokuveliswa kwakhona kusaza kusebenza.

7.4 Ukufikelela kwiirekhodi ngokweCandelo le-14(1)(d)

Umhlathi 9.2, iziHlomelo A no-B zinika inkcazo yolwazi lomntu siqu kunye nezifundo okanye iirekhodi ezigcinwe yi-NWP. Nangona kunjalo, kufuneka kuqatshelwe ukuba into yokuba udidi okanye umxholo udweliswe kule ncwadana ayithethi ukuba isicelo sokufikelela kwiirekhodi ezinjalo siya kuvunywa.

8.1 Injongo yokwenziwa komsebenzi

I-NWPL ifuna ulwazi olunokuchonga umntu okanye umbutho, nokuba ungowawo, okanye xa udiyanyiswe nolunye ulwazi malunga naloo mntu okanye umbutho (inkcazelo yobuqu). Ulwazi lomntu olunxulumene nabantu bendalo kunye nabasemthethweni lwenza ukuba i-NWPL yenze umsebenzi wayo kunye nemisebenzi yombutho. Indlela ekusetyenzwa ngayo le nkcazelo kunye nenjongo ephunyezwa ngayo imiselwa yi-NWPL.

I-NWPL liqela elinoxanduva ngeenjongo zePOPIA kwaye iya kuqinisekisa ukuba ulwazi lobuqu "lwesifundo sedatha" (njengoko kuchaziweyo kwiPOPIA), luyalungiswa:

- ngokusemthethweni, ngokufanelekileyo nangokuphandle;
- ngokuhambelana namalungelo ezifundo zedatha, apho kufanelekileyo; kwaye
- kuphela ngeenjongo ebiqokelelwe ngazo hayi eyesibini ngaphandle kokuba olo lungiso luyahambelana nenjongo yokuqala.

8.2 Inkcazo yeendidi zeZifundo zeDatha kunye nolwazi okanye iindidi zolwazi olunxulumene noko

Ngokwecandelo loku-1 lePOPIA, umxholo wedatha (umntu) uthetha nokuba ube ngumntu wendalo okanye ngokomthetho. Iindidi ezahlukeneyo zeMixholo yeDatha apho i-NWPL iqhuba iinkcukacha zobuqu kunye neendidi zenkcazelo yobuqu enxulumene noko ibandakanya kodwa ingaphelelanga kwezo zichazwe kwitheyibhile engezantsi:

IINDIDI ZEMIFUNDO YEDATHA	IINKCUKACHA ZOBUQU ENOKUSEBENZA
Abantu Bendalo	Amagama kunye nefani; izihloko, inombolo yesazisi (apho kufanelekileyo), umhla wokuzalwa, isini (apho kufanelekileyo), iseli/ifowuni. inombolo (iinombolo), inombolo yefeksi, idilesi ye-imeyile, indawo yokuhlala, idilesi yeposi okanye yeshishini kunye nembalelwano eyimfihlo, imvelaphi yobuhlanga okanye yezentlalo, iziqinisekiso zemfundo, ukuziphatha kolwaphulo-mthetho, isini, ubudala, impilo yomzimba okanye yengqondo, intlalontle, ukukhubazeka, inkolo. , isazela, inkolelo, inkcubeko, ulwimi, ulwazi lwebhayometriki yobuqu, njl.
Abantu abasemthethweni	Amagama abantu ekuqhagamshelwana nabo; Igama lequmrhu elisemthethweni; idilesi yendawo kunye neyeposi; iseli/ifowuni inombolo (iinombolo zoqhagamshelwano), inombolo yefeksi, idilesi ye-imeyile); inombolo yobhaliso; izivumelwano zemali, zorhwebo kunye nenkonzo, ii-invoyisi, ulwazi olunxulumene nerhafu; ulwazi lwenzululwazi okanye lobugcisa kunye neemfihlo zorhwebo; Amaxwebhu eFICA, izatifikethi zeBBB-EE, njl.
Abasebenzi	Isini, ukukhulelwa; Ubume obuxela ukuba utshatile okanye awutshatanga; uhlanga, ubudala, ulwimi; ulwazi lwezemfundo (iziqinisekiso); ulwazi lwemali; ingeniso yengqesho kunye neenzuzo; ulwazi olunxulumene nerhafu; Imbali yokuqeshwa; inombolo yesazisi; idilesi yendawo kunye neyeposi; iseli/ifowuni. inombolo (iinombolo), inombolo yefeksi, idilesi ye-imeyile; imvelaphi yobuhlanga okanye yezentlalo, iziqinisekiso zemfundo; ipenshini yabasebenzi kunye nolwazi lwengxowa-mali yobonelelo; izivumelwano zabasebenzi; iinkqubo zoluleko; iirekhodi zokusebenza kwabasebenzi; iirekhodi zemivuzo; iirekhodi zokufikelela kwi-elektroniki; ixesha kunye neerekhodi zokuzimasa; iirekhodi zokufikelela ngokwasemzimbeni; iirekhodi zeCCTV; iirekhodi zempilo nokhuseleko; iirekhodi zoqeqesho; ukuziphatha kolwaphulo-mthetho, ukukhetha ngokwesondo, ubudala, impilo yomzimba okanye yengqondo, impilontle, ukukhubazeka, inkolo, isazela, inkolelo, inkcubeko, ulwimi, ulwazi lwebhayometriki yobuqu, njl.
Iindwendwe zewebhusayithi	Igama, idilesi ye-imeyile, igama lenkampani, isihloko somsebenzi kunye nenombolo yomnxeba, i-URL.

Iindwendwe	Iirekhodi zokufikelela ngokwasemzimbeni; inombolo yesazisi; idilesi yendawo kunye neyeposi; iseli/ifowuni. inombolo (iinombolo), inombolo yefeksi, idilesi ye-imeyile; iirekhodi zokufikelela kwi-elektroniki kunye neirekhodi zeCCTV.
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8.4 Ukuhamba okucwangcisiweyo okunqumla imida kolwazi lomntu

Apho i-NWPL isebenzisa ababoneleli beqela lesithathu ababonelela ngeenkono ezibandakanya ukusetyenzwa kweenkcukacha zobuqu ngaphandle koMzantsi Afrika okanye kwiLifu, siya kuqinisekisa ukuba naliphi na iqela lesithathu esilidlulisela iinkcukacha zobuqu ukuze likhuseleke ngendlela efanayo ngokungathi ibisetyenziswa Mzantsi Afrika. Oku kuthetha ukuba umntu wesithathu uxhomekeke kumthetho okanye isivumelwano esixhasa imigaqo yokusetyenzwa okufanelekileyo kolwazi kwaye efana kakhulu nemigaqo equlethwe kwiPOPIA kunye nayo nayiphi na iPolisi yeDatha yeLifu enokuthi isebenze.

8.5 INkcazelo ngokuBanzi yeMiqathango yoKhuseleko loLwazi oluza kuphunyezwa liqela elinoxanduva lokuqinisekisa ubumfihlo, imfezeko kunye nokufumaneka kolwazi.

I-NWPL isebenzisa iindlela ezahlukeneyo zokhuseleko kunye nobuchwepheshe ukukhusela iinkcukacha zobuqu ekufikeleleni okungagunyaziswanga, ukusetyenziswa, ukubhengezwa, ukuguqulwa, okanye ukutshatyalaliswa ngokuhambelana nePOPIA.

- 8.5.1 I-NWPL yamkela umbutho inkcubeko yokwazisa ngokuyimfihlo apho abasebenzi baqeqeshwa rhoqo ukuphatha ulwazi lwakho njengemfihlo.
- 8.5.2 I-NWPL iya kwenza konke ukunyameka okufanelekileyo ukukhusela iinkcukacha zomntu; nangona kunjalo, ayinakuqinisekisa ukhuseleko lwayo olupheleleyo.
- 8.5.3 I-NWPL yenze izivumelwano zokhuseleko lwedatha kunye namaqela esithathu ebelana nawo ngeenkukacha zobuqu kwaye ifuna ukuba bamisele amanyathelo afanelekileyo okhuseleko ukuyigcina ikhuselekile.
- 8.5.4 Ukuhanjiswa kolwazi kwi-NWPL nge-intanethi okanye uqhagamshelwano lwenethiwekhi yeselula lusenokungakhuseleki ngokupheleleyo kwaye apho

kunokwenzeka i-NWPL iya kubeka izikhuselo eziyimfuneko ukuze kupheliswe okanye kuncitshiswe imingcipheko.

- 8.5.5 Iinkqubo zethu ze-IT zikwiLifu kwaye umnikezeli wethu wenkonzo ye-IT usebenzisa i-firewall, ukufikelela kwephasiwedi kunye neendlela zokubethela; nangona kunjalo, kukho imingcipheko yokuba ulwazi lomntu siqu lunokufikelelwa ngumntu wesithathu ongagunyaziswanga ngomsebenzi ongekho mthethweni.
- 8.5.6 Ukuba ulwaphulo lwedatha luyenzeka, siya kwazisa i-Information Regulator kunye naloo maqela anedatha esengozini ngokukhawuleza, ngaphandle kokuba amagosa omthetho asicebise ukuba silibazise ukuze singaphazamisi uphando lwabo.
- 8.5.7 Xa usabelana ngolwazi lomntu okanye ngenye indlela unxibelelana kwiindawo zikawonke-wonke nabanye abasebenzisi, loo nkcazelo yobuqu inokujongwa ngabo bonke abasebenzisi kwaye ingasasazwa esidlangalaleni ngaphandle. Asikwazi ukulawula oku.

9. IREKHODI INKQUBO YESICELO

9.1 IIMfuneko zokuThobela

Xa ingxelo/ulwazi luceliwe ngokwemigaqo yoMthetho, umceli kufuneka anikwe ufikelelo kulo ukuba umceli uthobela oku kulandelayo:

- Zonke iimfuno zenkqubo kuMthetho ezinxulumene nesicelo sofikelelo kwirekhodi; kwaye
- Ukufikelela kwirekhodi akwaliwa ngawo nawuphi na umhlaba okanye ukwaliwa okukhankanywe kuMthetho.

9.2 Isicelo seNkqubo yeSicelo

Ukuba umntu unqwenela ukufikelela kulwazi olugcinwe yi-NWPL la manyathelo alandelayo aya kulandelwa xa esenza isicelo sokufikelela kwirekhodi:

- i. Isicelo masenziwe ngokubhaliweyo kwifom yesicelo emiselweyo kwiFOMU 2 size sithunyelwe, ngeposi, ngesandla, ngefeksi okanye nge-imeyile ku:

ISekela Gosa loLwazi:

Idilesi yeposi:

The Legal Advisor
North West Provincial Legislature
Private Bag X 2018
Mmabatho
2735

Idilesi yendawo:
The Legal Advisor
2nd floor, West Wing
North West Provincial Legislature
New Parliament Building
Dr James Moroka Drive
Mmabatho
2735

Telephone no.: (+27) 018 392 7000 (switchboard)
Legal Advisor: (+27) 018 392 7205
Email: nhillie@nwpl.org.za

- ii. Umceli kufuneka kwakhona abonise ukuba angathanda na ikopi yerekhodi okanye angathanda ukuyihlola ingxelo kwizakhiwo ze-NWPL.
- iii. Uxwebhu lwesicelo kufuneka lukhatshwe ngumrhumo omiselweyo wama-R35 kwimeko yomntu ozicelelayo (Ukufumana imirhumo, jonga "lintlawulo eziHlawulwayo").
- iv. Ukuba umntu ucela ufikelelo ngohlobo oluthile, umceli uya kunikwa ufikelelo ngendlela acelwe ngayo, ngaphandle kokuba ukwenza njalo kuya kuphazamisana ngokungekho ngqiqweni ekusebenzeni kwe-ofisi, kuya konakalisa irekhodi, okanye kwaphule ilungelo lokushicilela ngeNWPL.
- v. Ukuba umenzi-sicelo unqwenela ukwaziswa ngesigqibo malunga nesicelo ngayo nayiphi na enye indlela, umz. ngomnxeba/ngefeksi/nge-imeyile, ukongeza kwimpendulo ebhaliweyo, kufuneka iboniswe ngolo hlobo.
- vi. Kwiimeko apho umenzi-sicelo ecela ulwazi egameni lomnye umntu, isikhundla esenziwa phantsi kwesicelo eso kufuneka sibonakaliswe.
- vii. Xa umceli engakwazi ukufunda okanye ukubhala okanye unokukhubazeka, isicelo singenziwa ngomlomo. Kwimeko enjalo, iGosa loLwazi okanye iSekela Gosa loLwazi kufuneka ligcwalise ifomu egameni lomceli.

9.3 Iintlawulo ezihlawulwayo



NgokoMthetho, zimbini iindidi zeentlawulo ezifunekayo ukuba zihlawulwe, ezizezi, umrhumo wesicelo ongumrhumo oqhelekileyo, kunye nomrhumo wofikelelo ekufuneka ubalwe ngokulinganisa iindleko zokuvelisa kwakhona, ukukhangela ixesha neendleko, ngokunjalo iindleko zeposi.

Umceli, ofuna ukufikelela kwingxelo eneenkukacha zobuqu malunga naloo mceli, akufuneki ahlawule umrhumo wokucela. Wonke omnye umceli kufuneka ahlawule intlawulo efanelekileyo yesicelo.

- IGosa loLwazi okanye iSekela-Gosa leNgcaciso liya kwazisa umceli ukuba ahlawule umrhumo omiselweyo phambi kokuba kusetyenzwe ngakumbi isicelo.
- Umrhumo wesicelo ohlawulwayo li-R100 (ikhulu leerandi), ngokoMgaqo 8 wemigaqo epapashwe kwiGazethi kaRhulumente engunombolo 45057 yomhla wama-27 Agasti 2021, ngaphandle kokuba umenzi-sicelo uxolelwe ekuhlawuleni intlawulo yesicelo ngokweSaziso sikaRhulumente i-R991 yomhla we-14 kuOktobha. 2005. Umceli unokufaka isibheni sangaphakathi okanye isicelo enkundleni ngokuchasene nentlawulo yesicelo.

9.4 Isigqibo kunye neSaziso

Emva kokuba iGosa loLwazi okanye iSekela Gosa loLwazi lenze isigqibo ngesicelo, umenzi-sicelo uya kwaziswa malunga neentsuku ezingama-30 (amashumi amathathu) emva kokuba isicelo sifunyenwe, ngaphandle kokuba ixesha lokujongana nesicelo landisiwe.

- Ukuba isicelo sivunyiwe, enye intlawulo yofikelelo kufuneka ihlawulwe ukuze kukhangelwe, kulungiswe kwaye kuphinde kuveliswe ingxelo apho kuyimfuneko. Jonga nakwiFOMU 3 malunga neentlawulo ezihlawulwayo.
- Umceli uya kunikwa ulwazi olufunekayo, ukuba lukhona, ngexesha elifanelekileyo emva kokuba efumene uxwebhu lwesicelo kunye neentlawulo ezimiseliweyo.

9.5 Ukugqithiselwa kwezicelo

Ukuba isicelo sofikelelo senziwe kulwazi olungekho kuNobhala we-NWPL, okanye ukuba ulwazi luqhagamshelwe ngokusondeleyo kwelinye iqumrhu likarhulumente, isicelo siya kudluliselwa phakathi kweentsuku ezili-14 (ezilishumi elinesine) emva kokuba isicelo sifakiwe. Yamkelwa, komnye umzimba; iziko okanye umbutho onokunika ulwazi.

9.6 Irekhodi azifunyenwanga / Azikho

Kwiimeko apho iirekhodi zingafumaneki okanye zingekho kwaye onke amanyathelo afanelekileyo ethathiwe ukufumana ingxelo eceliweyo, iGosa loLwazi liya kuthi ngengxelo efunyelweyo/isiqinisekiso sazise umceli ngokufanelekileyo, linika izizathu ezizeleyo.

9.7 Ukurhoxiswa kofikelelo

Izicelo zinokumiswa de kufumaneke ulwazi. Umceli uya kwaziswa ngokufanelekileyo aze acelwe ukuba enze inkcazo ngezimvo zingaphelanga iintsuku ezingama-30 (amashumi amathathu) zokuba kutheni na ezo nkukacha zifunwa phambi kokuba zibe esidlangalaleni.

9.8 Izizathu zokwala ukufikelela kwiirekhodi (Isahluko 4: ss33-46)

Igosa loLwazi okanye iSekela leGosa loLwazi le-NWPL linokwala ukufikelela kwiirekhodi kwiimeko ezinxulumene noku:

ukhuseleko olusisinyanzelo lwemfihlo yomntu wesithathu ongumntu ngokwendalo, oluya kubandakanya ukudizwa ngokungekho ngqiqweni kweenkcukacha zobuqu zaloo mntu (icandelo lama-34);

- ukhuseleko olusisinyanzelo lweenkcukacha zorhwebo zomntu wesithathu (icandelo 36);
- ukukhuselwa okusisinyanzelo kolwazi oluyimfihlo lwamaqela esithathu ukuba ukubhengezwa kwerekhodi kuya kuthetha ukophulwa koxanduva lokuthembeka kumaqela esithathu (icandelo lama-37);

- ukhuseleko olusisinyanzelo lokhuseleko lwabantu kunye nokhuseleko lwepropathi (icandelo 38);
- ukhuseleko olusisinyanzelo lweerekhodi ezinokuthi zithathwe njengelungelo elilodwa kwiinkqubo zomthetho (icandelo lama-40);
- ukukhuselwa okusisinyanzelo kolwazi ukubhengezwa kwalo okunokuthi kuthintele ukhuselo, ukhuseleko kunye nobudlelwane bamazwe ngamazwe kwiRiphabliki (icandelo lama-41);
- ukukhuselwa okusisinyanzelo kolwazi ukubhengezwa kwalo okunokubeka emngciphekweni umdla woqoqosho kunye nentlalontle yezemali yeRiphabliki, imisebenzi yorhwebo yamaqumrhu karhulumente okanye ukuba nako kukarhulumente ukulawula uqoqosho lweRiphabliki ngokufanelekileyo ngokulungiselela iRiphabliki ngokufanelekileyo (icandelo 42);
- ukhuseleko olusisinyanzelo lolwazi lophando lweqela lesithathu, iqumrhu loluntu okanye umxholo wophando oluxeliweyo ukuba ukubhengezwa kwalo kunokukhokelela kukusilela (icandelo lama-43)
- ukukhuselwa okusisinyanzelo kolwazi malunga nokusebenza kwamaqumrhu oluntu ukubhengezwa kwawo kunokulindelwa ngokufanelekileyo ukuba kuphazamise ukusebenza kwamaqumrhu karhulumente (icandelo lama-44);

9.9 Izisombululo ziyafumaneka (iCandelo 14(1)(h))

Umceli (okanye umntu wesithathu, ukuba uyasebenza) unokufuna isiqabu kuyo nayiphi na inkundla enegunya elifanelekileyo apho i-NWPL ingahambelani namagatya oMthetho:

- Isicelo sofikelelo saliwe.
- Iintlawulo ezibizwayo azamkelekanga.
- Ixesha apho isigqibo malunga nokufikelela kwirekhodi kufuneka senziwe landiswa
- Ukufikelela kwirekhodi akubonelelwanga ngohlobo oluceliweyo.
- Ukwandiswa kwexesha elingafanelekanga kuthathiweyo ukuphendula isicelo sofikelelo.
- Ukusilela ekuvezeni iirekhodi.
- Inkqubo (kuquka ixesha) yokufaka isibheni sangaphakathi.



Iqela lesithathu linokufaka isibheno sangaphakathi kuNobhala we-NWPL okanye naliphi na iqonga elinokuthi limiselwe kwizibheno ezilolo hlobo ngokuchasene nesigqibo seGosa loLwazi okanye iGosa eliNcedisayo loLwazi lokudiza ulwazi olunxulumene neqela lesithathu.

9.10 Inkqubo yesiBheno (iCandelo 74(1) nele-(2))

Isibheno sangaphakathi kufuneka sifakwe kwifomu emiselweyo eqhotyoshelewe njengeFOMU yesi-4

(i) Kwisithuba seentsuku ezingama-60 (amashumi amathandathu);

(ii) Ukuba isaziso esiya kwiqela lesithathu siyafuneka ngokwecandelo 49(1)(b) lePAIA, kwiintsuku ezingama-30 (amashumi amathathu) emva kokuba isaziso sinikezelwe kumbheni wesigqibo esibhenelwayo okanye, ukuba isaziso kumbheni akufuneki, emva kokuba isigqibo sithathiwe.

Isibheno sangaphakathi –

- kufuneka zisiwe, ziposwe, zifekswe okanye zithunyelwe nge-imeyile kwiGosa loLwazi okanye iSekela leGosa leNgcaciso kunye noNobhala we-NWPL okanye elinye iqonga elimiselwe ukwenza eso sibheno.
- kufuneka achonge umxholo wesibheno sangaphakathi kwaye anike nezizathu zesibheno.
- kufuneka ichaze indlela umfaki-sicelo anqwenela ukwaziswa ngayo ngesigqibo sesibheno sangaphakathi, ukongeza kwimpendulo ebhaliweyo.
- kufuneka, ukuba kufanelekile, ikhatshwe yintlawulo emiselweyo yesibheno.
- kufuneka ichaze idilesi yeposi, inombolo yefeksi okanye idilesi ye-imeyile.
- IGosa loLwazi okanye iGosa eliNcedisayo loLwazi kufuneka kwiintsuku zokusebenza ezili-10 (ezilishumi) emva kokufumana isibheno sangaphakathi, lisingenise kuGunyaziwe weZibheno, onguNobhala we-NWPL ukuba asiqwalasele.
- Izibheno ezifike emva kwexesha zinokuvunyelwa ukuba ngaba kukho isizathu esibambekayo.
- Umceli okanye umntu wesithathu unokufaka isicelo enkundleni kuphela ukuba ngaba inkqubo yokubhena yangaphakathi ngokuchasene nesigqibo seGosa loLwazi okanye iGosa loLwazi eliNcedisayo liye layekiswa.

10. UKUHLAZIYWA KWENCWADI

Le ncwadana ingalungiswa amaxesha ngamaxesha, icandelo 14(2) lifuna ukuba iNcwadana ihlaziye kwaye yenziwe kuluntu ngamaxesha angekho ngaphezu konyaka omnye (ngonyaka). I-NWPL, ukuba kuyimfuneko, iya kuyihlaziya incwadi yayo yokufundisa ukuqinisekisa ngokuqhubeka kwayo ukusetyenziswa nokufaneleka kwayo.

11. UKUFUMANEKA KWENCWADI YEPAIA (iCandelo 14(3))

11.1 Ikopi yale Ncwadana ikwafumaneka ngezi lwimi zintathu zilandelayo:

11.1.1 English

11.1.2 Setswana

11.1.3 Afrikaans

11.1.4 Xhosa

11.2 Ikopi yale ncwadana iyafumaneka –

V • Ukuhlola uluntu kwidesika yolwamkelo lwe-NWPL, iSakhiwo esitsha sePalamente, uGq James Moroka Drive, eMmabatho, 2735.

• Kuye nawuphi na umntu ngesicelo kwiSekela leGosa loLwazi kunye nokuhlalulwa komrhumo omiselweyo.

• Kwiwebhusayithi ye-NWPL: www.nwpl.gov.za

• Iphuma kwi-Information Regulator (Mnzantsi-Afrika) kwiidilesi kunye/okanye iinombolo zomnxeba njengoko zipapashwe nguMlawuli.

11.3 A fee for a copy of the Manual shall be payable per each A4-size photocopy made as prescribed in IFOM yesi- 3 of this manual.

12. IZOHLOMELO EZIYANXULUMISA

**ISIHOMELO A: IINDIDI ZEREKHODI EZIFUMANEKAYO NGOKUZENZAKALELAYO
(UKUXEZWA NGOKUZITHANDELA)**

ISIHLOMELO B: INGCACISO YEMICIMBI KUNYE NEENTLAWU ZEREKHODI EZIGCINWE
NGUMTHETHO WEPHONDO OMNTSHONA

IFOM yesi-2:

IFOM yesi-3: ISOPHUMO SESICELO KUNYE NEENTLAWULO EZIHLAWULWAYO

IFOM yesi-4: IFOMU YESIBHENO SANGAPHAKATHI

IVUNYWE NGU



ADV. I. L. NETSHITUMBU

UNOBHALA: INDLU YOWISO MTHETHO YEPHONDO

LASEMNTLA NTSHONA

11/03/2024

UMHLA

**ISIHLOMELO "A": IINDIDI ZEREKHODI EZIFUMANEKAYO
NGOKUZENZAKAKELAYO/UBHENGEZO NGOKUZITHANDELA
(Icandelo 15 (1) – (5))**

Ezi rekhodi zifumaneka ngokuzenzekelayo nngaphndle kókuba umntu acele ufikelelo ngokwemigaqo yoMthetho, kodwa apho kufanelekielyo, zihlala ziphantsi koqwalaselo lweGosa loLwazi ngokwecandelo (5) (4) loMthetho.

1. Naluphi na ulwazi oluxeliweyo okanye oluxoxwe kwiNdlu ehleliyo okanye kuyo nayiphi na intlanganiso yekomiti yeNdlu yoWiso-mthetho yePhondo apho ezo ngxoxo bezivulelwe uluntu, ziyafumaneka ngokuzenzekelayo, kwaye akufuneki ukuba zicelwe ngokuwemigaqo ye-PAIA, apho umenzi-sicelo anokuthi ukufumana ulwazi oluxeliweyo kwifom yedijithali.
2. Iwebhusayithi yeNdlu yoWiso-mthetho wePhondo inolwazi olunxulumene nalo mba ulandelayo olufumaneka ngokuzenzekelayo kwiwebhusayithi yayo kule dilesi: www.nwpl.gov.za:

#	ITEMS- IZINTO
	Umbono, uthumo kunye neengobo ezisemgangathweni ezikhokela i-NWPL.
ii.	Ulwazi ngokubanzi ubume beRiphabliki yoMzantsi Afrika yedemokhrasi yomgaqo-siseko kunye nemisebenzi kunye nomsebenzi weNdlu yoWiso-mthetho yePhondo.
iii.	IMithetho neMithetho eYilwayo: Indlu yowiso-mthetho yesizwe neyephondo kunye noyilo lomthetho.
iv.	Iingxelo zeKomiti ezamkelwayo: Iingxelo kwaxoxwa ngazo kunye nezindululo zazo zamkelwa yindlu yowiso-mthetho.
v.	iHansard: Imibhalo yeengxoxo kunye neentetho zendlu yowiso-mthetho.
vi.	Imizuzu: Iingxelo yesigqibo kunye nombala wesenzo owamkelwa kwindibano yangaphambili yeNdlu kunye neentlanganiso zayo zeKomiti.
vii.	Amaphepha emibuzo: Iingxelo ebhaliweyo yemibuzo ephakanyiswe ngamaLungu eNdlu yoWiso-mthetho yePhondo efuna impendulo yomlomo.
viii.	Ukudwelisa– Inkqubo esemthethweni yokunikezelwa kwamaphepha kwindlu yowiso-mthetho ukuze iqwallaselwe.
ix.	Izigqibo: Isindululo esamkelwe yindlu yowiso-mthetho.

x.	Imibutho: Uluhlu lwamaziko nemibutho iNdlu yoWiso-mthetho yePhondo enxulumene nayo.
xi.	Iindaba ngokubanzi, ukukhutshwa kweendaba kwimidiya kunye nokuphendula kwiMibuzo ebuzwa rhoqo.
xii.	Izibhengezo zezithuba kunye nezikhokhelo zokungeniswa kwezicelo.
xiii.	iNdlu yoWiso-mthetho yePhondo iform yobhaliso yocino-lwazi lwabaxhasi kunye nentengiso yeethenda.

**ISIHLOMELO "B": INGCACISO YESIHLOKO KUNYE NEZINDIDI ZEEREKHODI EZIGCINWE
NGUMTHETHO WEPHONDO OMNTSHONA**

Phakathi kwezinye izinto, indlu yowiso-mthetho yePhondo igcina iirekhodi kwezi ndidi zemiba ilandelayo:

#	ITEMS (IZINTO)
a.	Amaphepha eNdlu: Kubandakanywa amaphepha omyalelo, izibhengezo, iitheyibhile kunye neengxelo zekomiti, ukulandelwa kwe mithetho isayilwayo, amaphepha emibuzo, imibhalo yeHansard yeentetho kunye nemizuzu yeengxoxo zeNdlu kunye nekomiti.
b.	Upapasho: Ikhhalenda yendlu yowiso-mthetho, ingcaciso ngokubanzi kunye nemathiriyeli yokufundisa emalunga nomsebenzi kunye nokusebenza kwendlu yowiso-mthetho
c.	Imfundo yoluntu kunye neenqubo zokuthataha inxaxheba: Ulwazi oluphathelele kwiinkqubo zeNdlu yoWiso-mthetho nemisebenzi ejolise ekukhuseleni ukuqonda Phakathi koluntu ngendima yeNdlu yoWiso-mthetho nokukhuthaza intatho-nxaheba yoluntu kwinkqubo yokwenziwa kowmthetho (umzekelo, ulwazi olufumanekileyo kuluntu ngenkqubo elandelayo yokufaka amxwebhu ezikhalazo).
d.	Iprofayili yoLungu kunye neeNdawo zovoto: Uluhlu lwMalungu angoku e-NWPL kunye namaqela ezopolotiko kunye nee-ofisi zovoto abazimelayo.
e.	Ubulungu bekomiti esisigxina kunye namaxwebhu ekomiti: Ulwazi olumalunga nolungelelwaniso lwekomiti yendlu yowiso-mthetho kunye neziphumo zayo.
f.	Bhalisela uMdlu waMlungu: UMqago wakuZiphata kunye neNqubo ezisesikweni zaMalungu eNdlu yoWiso-mthetho yePhondo laseMntla Ntshona ifuna ukuba amalungu endlu yowiso-mthetho achaz.
g.	IMithetho eYilwayo neMithetho: Indlu yowiso-mthetho yesizwe neyephondo kunye noMthetho oSaYilwayo (umthetho oYilwayo) othi iNdlu yoWiso-mthetho yePhondo ijongane nawo ngexesha lenkqubo yokwenziwa komthetho.
h.	Imithetho emileyo: Imithetho elawula ukuziphatha kwamalungiselelo eNdlu yoWiso-mthetho ukuze iphumeze izibophelelo zayo zomgaqo-siseko.
i.	Inkxaso yolawulo: Ubume bombutho wolawulo, uluhlu lwabasebenzi kunye nomgaqo wokuziphatha.

IFOMU YESIBHENO SANGAPHAKATHI IFORM 4

[UMgqaliselo 9]

Inombolo yerefurensi:.....

IINKCUKACHA ZEZIKO LUKARHULUMENTE			
Igama leZiko loLuntu			
Igama neFani yeGosa loLwazi:			
IINKCUKACHA ZOMKHALAZI OFAKA ISIBHENO SANGAPHAKATHI			
Amagama Apheleleyo			
Inombolo Yesazisi			
Idilesi yeposi			
Inombolo zoqhagamshelwano	Umnxeba (B)		iFacsimile
	ISelula		
Idilesi yemeyile			
Ngaba isibheno sangaphakathi sifakwa egameni lomnye umntu?	EWE	<input type="checkbox"/>	HAYI <input type="checkbox"/>
Ukuba impendulo ngu-ewe, amandla ekufakwa ngawo isibheno sangaphakathi egameni lomnye umntu: <i>(Ubungqina besikhundla esifakwe phantsi kwaso isibheno, ukuba bukhona, kufuneka buncanyathiselwe.)</i>			
IINKCUKACHA ZOMNTU ISIBHENO SANGAPHAKATHI sifakwa egameni lakhe. <i>(Ukuba ifakwe ngumntu wesithathu)</i>			
Amagama apheleleyo			
Inombolo Yesazisi			
Idilesi yeposi			
Inombolo zoqhagamshelwano	Umnxeba. (B)		iFacsimile
	ISelula		
Idilesi yemeyile			

ISIGQIBO SOKUFANISWA KWESIBHENO SANGAPHAKATHI
(makisha ibhokisi efanelekileyo ngo "X")

Ukwaliwa kwesicelo sofikelelo

Isigqibo malunga neentlawulo ezimiselweyo ngokwecandelo lama-22 loMthetho

Isigqibo malunga nokwandiswa kwexesha isicelo ekufuneka kusetyenzwe ngaso ngokwecandelo 26(1) loMthetho.

Isigqibo ngokwecandelo 29(3) loMthetho sokwala ukufikelela ngendlela ecelwe ngumceli.

Isigqibo sokusivuma isicelo sofikelelo

IZIZATHU ZOKUBHENA

(Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwiphepha elahlukileyo uze uliqhoboshele kule fom. Onke amaphepha ongezelelweyo makasayinwe)

Xela imihlaba esisekelwe phezu kwayo isibheno sangaphakathi:

Xela naluphi na olunye ulwazi olunokuba lufanelekile kwi ngokuqwalasela isibheno:

Uya kwaziswa ngembalelwano ngesigqibo sesibheno sakho sangaphakathi. Nceda ubonise indlela oyikhethayo yokwazisa:

idilesi yeposi	iFacsimile	Unxibelelwano lwe-elektroniki (Nceda utsho ngqo)

Ityikitwe e _____ nge _____ zika _____ 20 _____

Ukutyikitywa koMbheni/Iqela lesithathu

**UKUSETYENZISWA NGOKUSEMTHETHWENI
IINGXELO ESEMTHETHWENI YESIBHENO SANGAPHAKATHI**

Isibheno sifunyenwe ngu: (inqanaba likarhulumente, igama kunye nefani yeGosa loLwazi)			
Umhla wokufunyanwa:			
Isibheno sikhathshwa zizizathu zesigqibo segosa lolwazi kwaye, apho kufanelekileyo, iinkcukacha zalo naliphi na iqela lesithathu elinxulumene nalo okanye irekhodi enxulumene nalo, zingeniswe ligosa lolwazi:			EWE <input type="checkbox"/> HAYI <input type="checkbox"/>
ISIPHUMO SESIBHENO			
Ukwaliwa kwesicelo sofikelelo. Iqinisekisiwe?	EWE	<input type="checkbox"/>	<i>Isigqibo esitsha (ukuba asiqinisekiswa)</i>
	HAYI	<input type="checkbox"/>	
Iintlawulo (Sec 22). Iqinisekisiwe?	EWE	<input type="checkbox"/>	<i>Isigqibo esitsha (ukuba asiqinisekiswa)</i>
	HAYI	<input type="checkbox"/>	
Ulwandiso (Icandelo 26(1)). Iqinisekisiwe?	EWE	<input type="checkbox"/>	<i>Isigqibo esitsha (ukuba asiqinisekiswa)</i>
	HAYI	<input type="checkbox"/>	
Ukufikelela (Icandelo 29(3)). Iqinisekisiwe?	EWE	<input type="checkbox"/>	<i>Isigqibo esitha (ukuba asingeniswa)</i>
	HAYI	<input type="checkbox"/>	
Isicelo sokufikelela sivunyiwe. Iqinisekisiwe?	EWE	<input type="checkbox"/>	<i>Isigqibo esitsha (ukuba asiqinisekiswa)</i>
	HAYI	<input type="checkbox"/>	

Ityikitwe e _____ nge _____ zika _____ 20 _____

Igunya elifanelekileyo

L.Y

IFORM 3
ISIPHUMO SESICELO KUNYE NEMALI
EHLAWULWAYO
 [UMgqaliselo 8]

Phaula:

1. 1. Ukuba isicelo sakho samkelwe—
 (a) isixa-mali sedipozithi, (ukuba sikhona), ehlawulwa ngaphambi kokuba isicelo sakho sigwalaselwe kwaye
 (b) ingxelo eceliweyo/inxalenye yerekhodi iya kukhutshwa kuphela xa ubungqina bentlawulo epheleleyo bufunyenwe.

Inombolo yerefurensi: _____

UKUYA: _____

Isicelo sakho senziwe ngomhla _____, ibhekisa

1. uCelile:

Ukuhlola ulwazi lomntu siqu kwidilesi ebhalisiweyo yequmrhu likarhulumente/labucala (kubandakanywa ukumamela amagama arekhodiweyo, ulwazi olunokuthi luveliswe kwakhona ngesandi, okanye ulwazi olugcinwe kwikhompyutha okanye nge-elektroniki okanye kwifomu efundeka ngomatshini) simahla. Uyacelwa ukuba wenze idinga ukuze uhlole ulwazi kwaye uze nale Form kunye nawe. Ukuba ke ngoko ufuna naluphi na uhlobo lokwenziwa ngokutsha kolwazi, uya kuba noxanduva lwemirhumo echazwe kwisiHlomelo B.	
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OKANYE

2. uCelile:

Iikopi eziprintiweyo zolwazi (kubandakanywa iikopi zayo nayiphi na imifanekiso ebonakalayo, ushicilelo kunye nolwazi olugcinwe kwikhompyutha okanye kwifomu yombane okanye efundeka ngomatshini)	
Ushicilelo olubhaliweyo okanye olushicilelweyo lwemifanekiso ebonakalayo (oku kuquka iifoto, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl.njl)	
Ukukhutshelwa kwengoma zesandi (uxwebhu olubhaliweyo okanye olushicilelweyo)	
Ikopi yolwazi kwi-flash drive (kubandakanywa nemifanekiso ebonakalayo kunye neengoma zesandi)	
Ikopi yolwazi kwi-compact disc drive (kubandakanywa nemifanekiso ebonakalayo kunye neengoma zesandi)	
Ikopi yerekhodi egcinwe kwiseva yokugcina ilifu	

3. Mayingeniswe:

Iinkonzo zeposi kwidilesi yeposi	
Iinkonzo zeposi kwidilesi yesitalato	
Iinkonzo yekhuriya kwidilesi yesitalato	
Ifeksi yolwazi ngefomathi ebhaliweyo okanye eprintiweyo (kubandakanywa nokukhutshelweyo)	
I-imeyile yolwazi (kubandakanywa neengoma ukuba kuyenzeka)	
Isabelo samafu/udluliselo lwefayile	
Ulwimi olukhethwayo: (Qaphela ukuba irekhodi alifumaneki ngolwimi olukhethayo, ukufikelela kunokunikezelwa ngolwimi ingxelo efumaneka ngalo)	

Nceda uqaphele ukuba isicelo sakho

sibe:

Ivunyiwe

Yaliwe, ngenxa zizathu yezi zilandelayo:

h.I.

4. Imirhumo ehlawulwayo malunga nesicelo sakho:

Items (izinto)	Iindleko ngephepha elibukhulu obungu-A4 okanye inxalenye yalo/into	Inani lamaphepha/izinto	Iyonke
Ifotokopi			
Ikopi eprintiweyo			
Ukufumana ikopi kwifomu efundeka ngekhompyutha:			
(i) Flash drive	R40.00		
• Ukunikezelwa ngumceli			
(ii) Icwecwe lecwecwe	R40.00		
• Ukuba unikwe ngumceli	R60.00		
• Ukuba unikwe umenzi-sicelo			
Kushicilelo lwemifanekiso ebonwayo ngokwephepha lobungakanani be-A4	Inkonzo iza kunikwa abantu bangaphandle kuya kuxhomeke kwi ucaphulo lwe mnikezi nkonzo		
Ikopi yemifanekiso ebonakalayo			
Ushicilelo lwerekhodi yomsindo, ngokobungakanani be-A4	R24.00		
Ikopi yerekhodi yomsindo			
(i) Flash drive	R40.00		
• Ukunikezelwa ngumceli			
(ii) Icwecwe lecwecwe	R40.00		
• Ukuba unikwe ngumceli	R60.00		
• Ukuba unikwe umenzi-sicelo			
Iposi, i-imeyile okanye naluphi na olunye ugqithiselo lwe-elektroniki:	Iindleko ezizizo		
IYONKE:			

5. Idiphozithi ehlawulwayo (ukuba ukhangelo ludlula iiyure ezintandathu):

EWE

HAYI

Iiyure zokukha ngela		Isixa sediphozithi (ibalwe kwisithathu semali iyonke ngokwesicelo ngasinye)	
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Isixa-mali kufuneka sihlawulwe kule akhawunti yeBhanki ilandelayo:

Igama leBhanki: _____
 Igama lomnini-akhawunti: _____
 Uhlobo lweakhawunti: _____
 Inombolo ye-akhawunti: _____
 Ikhawuli yeSebe: _____
 Isalathiso esinguNr: _____
 Ngenisa ubungqina bentlawulo ku: _____

Ityikitye _____ nge _____ zika _____ 20 _____

Igosa lolwazi _____

K-T