



**KWAZULU-NATAL PROVINCE**  
COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA

# **IMANUWALI EKHUTHAZA UKUFUMANEKA KWENGCOMBOLO 2022**

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## 1. INTSHAYELELO

Igatyama lama-32(1)(a) loMgaqo-siseko weRiphabliki yaseMzantsi Afrika wango-1996 libalula ukuba wonke ubani unelungelo lokufumana –

- a) nayiphi na ingcombolo ekurhulumente; kunye
- b) nayo nayiphi na enye ingcombolo ekomnye umntu efunekayo ukuze umntu akwazi ukusebenzisa okanye ukukhusela amalungelo.

Igatyama lama-32(2) loMgaqo-siseko liyalela ukuba makuwiswe umthetho wezwelonke ngenjongo yokufezekisa eli lungelo.

Umthetho oKhuthaza ukuFumaneka kweNgcombolo, 2000 (uMthetho wesi-2 wango-2000), (iPAIA) ubanika bonke abemi baseMzantsi Afrika ilungelo lokuzifumana iingxelo ezigcinwe ngurhulumente, ngamaziko karhulumente nezo zigcinwe ngamaziko abucala.

Onke amaziko karhulumente kunye nawabucala kufuneka aqulunqe imanuwali ngeelwimi ezintathu ezisemthethweni. Izikhokelo zokusebenzisa iPAIA ziyafumaneka kule dilesi <https://inforegulator.org.za/paia-guidelines/>.

Igatyama le-14 loMgaqo-siseko lona libalula ukuba wonke ubani unelungelo lokuba neemfihlo yaye ilungelo lokuba neemfihlo liquka ilungelo lokukhuselwa ekubeni ingcombolo yakhe ingathathwa, ingagcinwa, ingasasazwa yaye ingasetyenziswa ngokungekho mthethweni.

Umthetho oKhusela iNgcombolo yoMntu ngenkqu, 2013 (uMthetho wesi-4 wango-2013) (i-POPIA), uwiswe ukuze ukhuthaze ukukhuselwa kwengcombolo yomntu ngenkqu esetyenziswa ngamaziko karhulumente nawabucala. Lo mthetho umisela izinto eziyimfuneko zokusebenzisa ingcombolo yomntu (imiqathango esibhozo (8) yokusebenzisa ingcombolo yomntu ngokusemthethweni).

ISebe loKhuselo loLuntu noNxulumano kwiPhondo laKwaZulu-Natala liqulunqe lo mqulelo ngenjongo yokunceda umceli ofuna ukufumana ingcombolo kweli Sebe nokunika ingcaciso ngezi zinto zilandelayo –

- a) injongo yokusebenzisa ingcombolo yomntu ngenkqu;

- b) inkcazelo yamacandelo ezihloko zeenkukacha neyengcombolo okanye eyamacandelo engcombolo enxulumeneyo;
- c) abantu okanye amacandelo abantu abanokufumana ingcombolo yomntu ngenkqu enokukhutshwa;
- d) izicwangciso ezikhoyo zokuthunyelwa kwengcombolo yomntu ngenkqu ngaphaya kwemida yeli lizwe; kunye
- e) nenkcazelo gabalala evumela ukuhlolwa kokufaneleka kwamanyathelo okhuselo lwengcombolo aza kumiliselwa aze abekwe phantsi kweliso elibukhali liSebe.

likopi zale manuwali ziyafumaneka kwii-ofisi zeSebe loKhuselo loLuntu noNxulumano nakwi-*website* yeli Sebe ethi ([www.kzncomsafety.gov.za](http://www.kzncomsafety.gov.za)).

## 2. IMISEBENZI YESEBE LOKHUSELO LOLUNTU NONXULUMANO E-KZN

Imisebenzi yeli Sebe ithatyathwa kwigatya lama-206(1), elama-206(3) kunye nelama-206(5) loMgaqo-siseko weRiphabliki yaseMzantsi Afrika wango-1996, uMthetho weQumrhu loLawulo lweNkonzo yesiPolisa, 2011 (uMthetho wesi-2 wango-2011), kwakunye nakuMthetho weNkonzo yesiPolisa yaseMzantsi Afrika, 1995 (uMthetho wama-68 wango-1995). La magatya ngala alandelayo:

1.	UMGAQO-SISEKO	IGATYA
1.1.	Ukufumanisa iimfuno nezinto ezingundoqo zesipolisa kwiphondo	Igatya 206(1)
1.2.	Ukubeka phantsi kweliso elibukhali indlela yokuziphatha kwamapolisa	Igatya 206(3)(a)
1.3.	Ukongamela ukufezeka nokugqibelela kwenkonzo yesipolisa, kuquka nokwamkela iingxelo malunga nenkonzo yesipolisa	Igatya 206(3)(b)
1.4.	Ukukhuthaza ubudlelane obuhle phakathi kwamapolisa noluntu	Igatya 206(3)(c)
1.5.	Ukuhlola ukufezeka komsebenzi wamapolisa obonakalayo eluntwini	Igatya 206(3)(d)
1.6.	Ukunxibelelana nelungu leKhabhinethi elijongene nenkonzo yesipolisa malunga nolwaphulo-mthetho nomsebenzi wamapolisa kwiphondo	Igatya 206(3)(e)
1.7.	Ukuphanda, okanye ukonyula ikhomishini eza kuphanda izityholo ezifakwayo zokungasebenzi ngokukuko kwamapolisa okanye ezokuqhawuka kobudlelane phakathi kwamapolisa noluntu	Igatya 206(5)(a)
1.8.	Ukwenza iziphakamiso eziya kwilungu leKhabhinethi elijongene nenkonzo yesipolisa	Igatya 206(5)(b)
2.	UMTHETHO WEQUMRHU LOLAWULO LWENKONZO YESIPOLISA, 2011	IGATYA
2.1.	Amaqumrhu olawulo ephondo kufunekaancedise iQumrhu loLawulo (lezwelonke) ukuze lifezekise iinjongo zalo, lenze imisebenzi yalo yaye lisebenzise amagunya eQumrhu loLawulo kulawulo lorhulumente wephondo ngokungqinelana neenqobo zolawulo ngentsebenziswano nezobudlelane phakathi kwamasebe karhulumente eziqulethwe sisahluko 3 soMgaqo-	Igatya 4(5)

	siseko.	
2.2.	Ukubek'esweni umsebenzi wenkonzo yesipolisa kwanokuthi gqolo ukuhlola ukufezeka kwemigaqo-nkqubo neenkqubo zayo kwanokuphakamisa amanyathelo okulungisa	Igaty 6(1)(a)
2.3.	Ukubek'esweni indlela esetyenziswa ngayo imali eyabelwe inkonzo yesipolisa ukuze kuqinisekise ukuthotyelwa kwemiyalelo yemigaqo-nkqubo okanye imiyalelo yoMphathiswa	Igaty 6(1)(b)
2.4.	Ukubek'esweni nokuvavanya ukuthotyelwa koMthetho ojongene nodushe lwasemakhaya, 1998 (uMthetho we-116 wango-1998), kwakunye nokwenza iziphakamiso eziya kwinkonzo yesipolisa malunga namanyathelo kunye neenkqubo zoluleko ngokunxulumene nokungathotyelwa komthetho	Igaty 6(1)(c) & (d)
2.5.	Ukucamngca ezi ziphakamiso, iingcebiso nezicelo ezivela kuzo zonke iinkalo ezimalunga enkonzo yesipolisa nezichaphazela imiba yamapolisa	Igaty 6(1)(e)
2.6.	Ukwenza okanye ukuququzelela ukwenziwa kophando-nzulu xa kukho imfuneko	Igaty 6(1)(f)
2.7.	Ukungena kwizivumelwano zentsebenziswano kunye nemibutho eyongamele abahlali kwakunye namanye amaqela kwanokuthethana nala maqela ukuze kuqinise intsebenziswano phakathi kwabathathi-nxaxheba abohlukeneyo, konke oku kwenziwa phantsi kothethwano noMphathiswa	Igaty 6(1)(g)
2.8.	Ukuhlola nokubek'esweni ukubanako kwenkonzo yesipolisa ukwamkela nokusabela izikhalazo ezithyola amalungu enkonzo yesipolisa	Igaty 6(1)(j)
2.9.	Ukuze iinjongo zeQumrhu loLawulo ezikhankanywe kwigaty 1e-5 zinikwe inkxaso naphantsi kweenqobo zolawulo ngentsebenziswano nezobudlelane phakathi kwamasebe karhulumente eziqulethwe siSahluko 3 soMgaqo-siseko, iqumrhu lolawulo lephondo ngalinye kufuneka-  a) lenze ukuba izicwangciso nemisebenzi kwinqanaba lephondo zingqinelane nezicwangciso, imigaqo-nkqubo nemisebenzi yeQumrhu loLawulo kuzwelonke; kwaye  b) limanye izicwangciso neenkqubo zalo zephondo kunye nezicwangciso neenkqubo zeQumrhu loLawulo	Igaty 17(1)
2.10.	Iqumrhu lolawulo kwiphondo kufuneka liseke ubuchule nezakhono kumsebenzi walo ngenjongo yokwenza oku-  a) ukubek'esweni nokuvavanya umiliseko lwemigaqo-nkqubo yenkonzo yesipolisa kwiphondo;  b) ukuvavanya nokubek'esweni indlela aziphethe ngayo	Igaty 17(2)

	<p>amapolisa kwiphondo;</p> <p>c) ukuqulunqa nokuvavanya iindlela zokhuseleko nezixhobo zokubek'esweni ngeliqinisekisa ukungqinelana kwemisebenzi yeQumrhu loLawulo;</p> <p>d) ukuncedisa iQumrhu loLawulo xa lisenza iiprojekthi zokubek'esweni nezovavanyo;</p> <p>e) ukukhuthaza ubudlelane obuhle phakathi koluntu namapolisa;</p> <p>f) ukuseka nokukhuthaza intsebenziswano; kunye</p> <p>g) nokulawula ukuphuhliswa kwamagqiza okhuselo loluntu kwiphondo.</p>	
2.11.	Intloko yequmrhu lolawulo kwiphondo ngalinye kufuneka ithi phantsi kwentloko yesebe ithumelele uMphathiswa wePhondo kunye noNobhala iingxelo zekota eziqulethe umsebenzi kunye nezinye izinto ezenziwe liqumrhu lephondo nanini na xa uNobhala eyifuna	Igaty 22(1)
2.12.	Intloko yesebe kwiphondo kufuneka ithumele iingxelo rhoqo kuMphathiswa wePhondo nakwikomiti eyongameleyo ekwindlu yowiso-mthetho yephondo	Igaty 22(2)
2.13.	<p>Kufuneka intloko yesebe kwiphondo ngalinye -</p> <p>a) idakance ingxelo yonyaka kwindlu yowiso-mthetho yephondo equlethe izinto ezenziwe liqumrhu lolawulo lephondo, ikwenza oku ngoncedo loMphathiswa wePhondo; kwaye</p> <p>b) ithumele ikopi yengxelo yonyaka edakancwe ngokomhlathi (a) kuNobhala</p>	Igaty 22(3)
2.14.	Kufuneka uNobhala kunye neentloko zamasebe zamaphondo badibane qho ngekota	Igaty 23(1)
2.15.	Kufuneka iQumrhu loLawulo liyibek'esweni indlela inkonzo yesipolisa ezimilisela ngayo izindululo ezenziwe ligunya eliphanda izenzo zamapolisa i-Independent Police Investigative Directorate lize linike uMphathiswa iingxelo malunga namanyathelo athatyathwayo ukuqinisekisa ukuba ziyathotyelwa, yaye ikopi yale ngxelo kufuneka ithunyelelwe uMlawuli wesiGqeba	Igaty 31(2)
3.	<b>UMTHETHO WENKONZO YESIPOLISA YASEMZANTSI AFRIKA, 1995</b>	
3.1.	Ukunik'umkhomba-ndlela wokuseka amaqumrhu ogcino-cwangco ekuhlaleni (Community Police Forums) kunye neeBhodi	Igaty 19 ukusa kwelama-21

3.2.	Ukuqinisekisa ukuba ziyathotyelwa iimeko esekelwe phantsi kwazo inkonzo yesipolisa kamasipala kwanokuba imigangatho yezwelonke iyalandelwa	Igatya 64N
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Ukongeza kule misebenzi uMthetho woLawulo lweMali kaRhulumente wango-1999, uMthetho woNxulumano nabaSebenzi wango-1995 kunye noMthetho weNkonzo kaRhulumente wango-1994 iyalela isebe ukuba lenze le misebenzi ilandelayo:

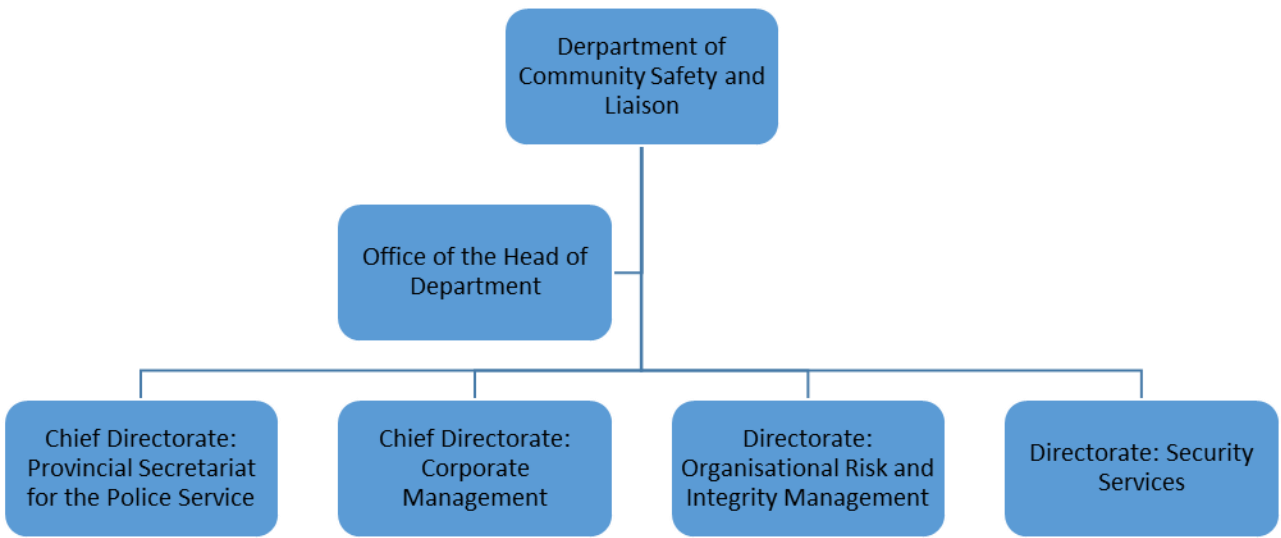
- a) Ulawulo lwemali;
- b) Ulawulo lothungelwano lweenkonzo;
- c) Ulawulo lwangaphakathi kunye nolawulo lobungozi;
- d) linkonzo zomthetho;
- e) Unxulumano nabasebenzi;
- f) Ulawulo nophuhliso lwemicimbi yabasebenzi;
- g) Ulawulo lobuxhakaxhaka beekhomyutha; kunye
- h) Nolawulo lwezixhobo eziphathekayo.

### **3. UBUME BEZIKHUNDLA ZESEBE LOKHUSELO LOLUNTU NONXULUMANO KWIPHONDO LASE-KZN**

Ubume beli Sebe busekelwe ukuze likwazi ukuzalisekisa umsebenzi walo oxelwe apha ngasentla. Lahlulwe ngamacandelo amabini eli Sebe: iQumrhu lePhondo loLawulo lwamaPolisa kunye noLawulo lweQumrhu.

#### ***Umfanekiso 1 – Izikhundla eziphezulu***





**a) Iqumrhu lePhondo loLawulo lwamaPolisa**

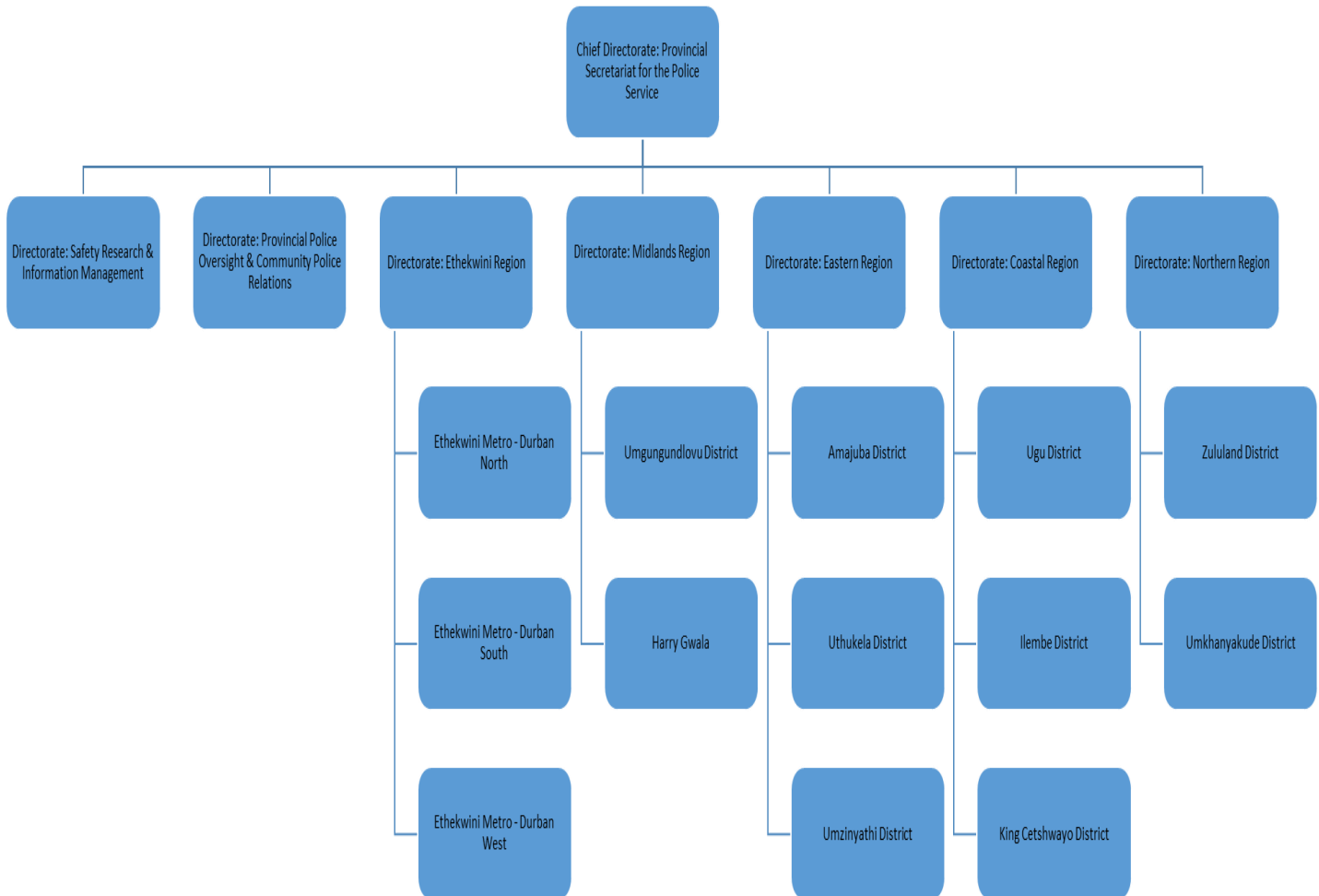
Iqumrhu lePhondo loLawulo licandelo eliyintloko elijongene nale misebenzi ilandelayo –

- ukubek'esweni nokuvavanya umiliselo lwemigaqo-nkqubo nemiyalelo yenkonzo yesipolisa;
- ukubek'esweni nokuvavanya onke amacandelo enkonzo yesipolisa kwiphondo;
- ukusabela kwizikhalazo ngenkonzo enikwa ngamapolisa;
- ukuphengulula iinkqubo, imisebenzi nokusebenza kwamapolisa;
- ukwenza uphando-nzulu lweemfuno zesipolisa kwiphondo;
- ukuqulunqa iindlela zokukhusela uluntu, amaphulo okhuselo nezixhobo zokubek'esweni;
- ukuseka amaqumrhu ogcino-cwangco ekuhlaleni; kunye
- nokuseka intsebenziswano kukhuseleko loluntu.

Iqumrhu lolawulo lephondo lahlulwe ngamanqanaba amabini, elephondo nelesithili. Iofisi yeSebe yePhondo izinze ePietermaritzburg. Inqanaba lephondo linamacandelo amabini akwiQumrhu loLawulo lePhondo. Icandelo lokuqala lenza umsebenzi wokongamela iOfisi yoMkomishinala wePhondo kunye namacandelo akhethekileyo kwakunye nonxulumano lwamapolisa noluntu kwinqanaba lephondo. Icandelo lesibini lijongene nengcalulo nengqiqo yengcombolo yokhuseleko. Eli candelo liqokelela ingcombolo evela kumacandelo ngamacandelo esebe lize liyisebenzisele ukuphengulula imigaqo-nkqubo nemiyalelo yamapolisa, ukuqulunqa, ukuvavanya nokuphengulula iinkqubo zokhuseleko, amaphulo kunye nezixhobo zokubek'esweni, ukuphengulula imisebenzi, iinkqubo nokusebenza kwamapolisa kwakunye nokwenza uphando-nzulu lweemfuno zesipolisa kwiphondo ngokuyalela koMgaqo-siseko kunye noMthetho.

Kwisithili kukho ii-ofisi ezili-10 kooMasipala beSithili abali-10 kwaye kuMasipala ombaxa weTheku kukho ii-ofisi ezintathu (3). Ngokobume bezikhundla zesebe ii-ofisi ezili-13 ziphethwe ngabalawuli abayintloko abahlanu.

## Umfanekiso 2 – Iqumrhu loLawulo lwesiPolisa kwiPhondo

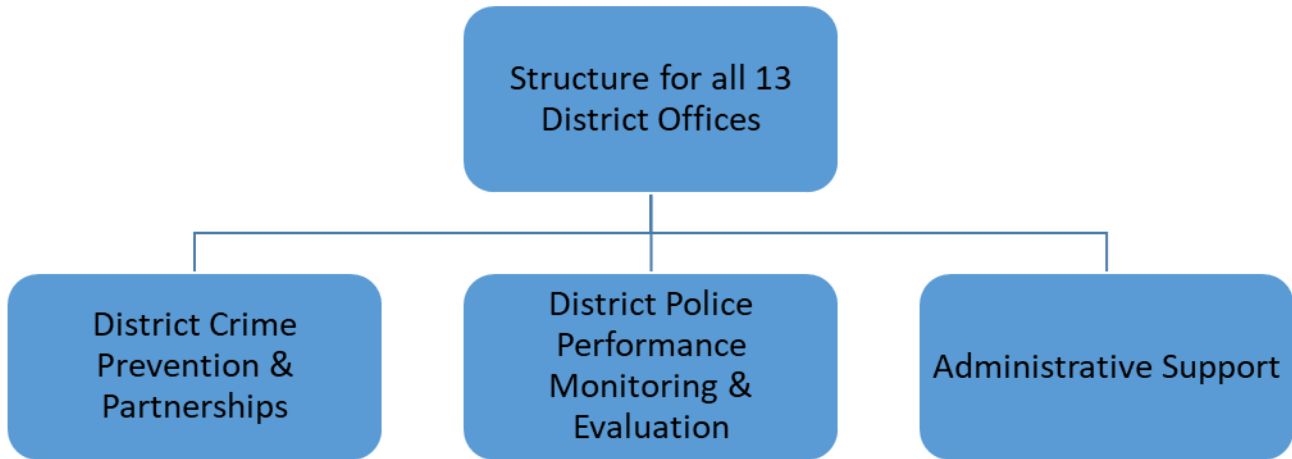


Iofisi yesithili yenza le misebenzi ilandelayo:

- ibek'esweni ize ivavanye indlela izikhululo zamapolisa ezikwisithili ezimilisela ngayo iinkqubo nemiyalelo yesipolisa;
- ibek'esweni ize ivavanye indlela eziwuqhuba ngayo umsebenzi wesipolisa izikhululo zamapolisa ezikwisithili;
- ijongana nezikhululo ezifakwayo malunga nezikhululo zamapolisa ezikwisithili.

- iseka ize iqhube amaqumrhu ogcino-cwangco ekuhlaleni (iiCPF), amaqumrhu okhuseleko asekuhlaleni (iiCSF), imibutho ethintela ulwaphulo-mthetho ekuhlaleni (iiCCPA) kunye neminye imibutho yokhuseleko ekwisithili ize kananjalo le ofisi imanye imisebenzi yale mibutho;
- imilisela iinkqubo namaphulo okhuseleko loluntu kwisithili;
- iseka ize igcine intsebenziswano kwibakala lesithili.

### **Umfanekiso 3 – Ubume bezikhundla kwiofisi yesithili**

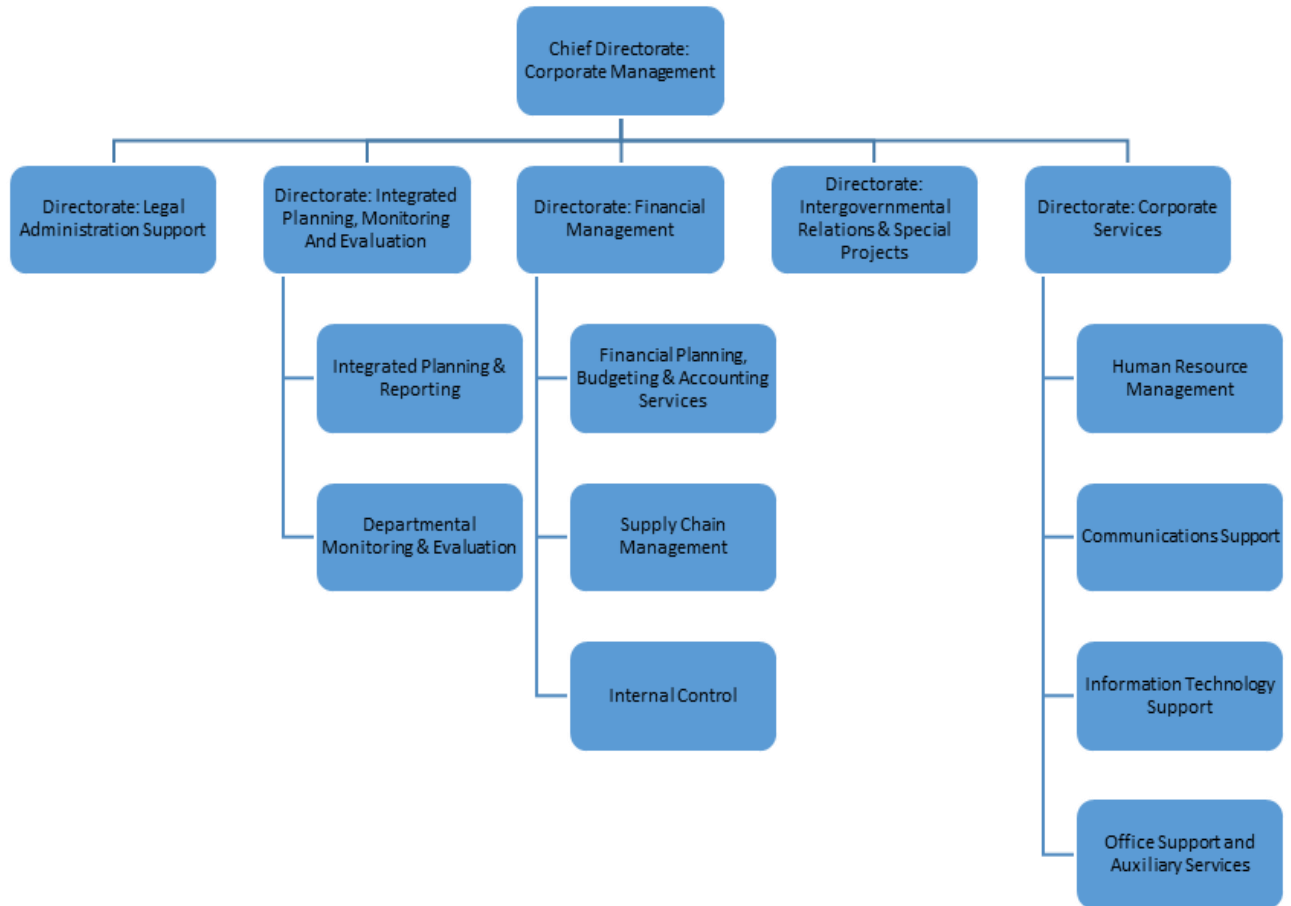


#### **b) Ulawulo lwequmrhu**

Icandelo eliyintloko linika inkxaso kwisebe yaye liquka –

- linkonzo zequmrhu ezijongene nolawulo lwemicimbi yabasebenzi, ukuphathwa kwemicimbi yabasebenzi, uphuhliso lwemicimbi yabasebenzi, unxulumano lwabasebenzi, ukhuseleko, ezempilo, okusingqongileyo, umgangatho wobungozi (SHERQ), impilo-ntle yabasebenzi, unxibelelwano lwangaphakathi nolwangaphandle, ubuxhakaxhaka beekhompuyutha kunye neenkonziso ezixhasayo;
- Icandelo lolawulo lwezemithetho linik'iinkonzo zomthetho kwisebe;
- Icandelo leenkonziso zokhuseleko longamele yonke imiba enxulumene nokhuseleko kwisebe;
- Icandelo leenkonziso zolawulo lwezemali lijongene nemicimbi yezemali kwisebe;
- Icandelo lentsebenziswano namanye amasebe karhulumente kunye neeprojekthi ezikhethekileyo lijongene neenkqubo zeIGR kunye nezo zingaphaya kweenkqubo zesebe zokuhambis'iinkonzo eluntwini;
- Icandelo locwangciso olunobuchule nokubek'esweni novavanyo lwangaphakathi lijongene nocwangciso nokubek'esweni nokuvavanya ukusebenza kwesebe.

## Umfanekiso 4 – Ulawulo lwequmrhu



### a) Ukufumana iinkonzo zeSebe kwiiofisi zePhondo nakwezeSithili

Nazi iindawo ezifumaneka kuzo iinkonzo zeli Sebe:

<b>Iofisi yePhondo</b>	<b>Iofisi yeSithili ekuMntla weTheku</b>
Private Bag X9143, Pietermaritzburg, 3200 179 Jabu Ndlovu Street, Pietermaritzburg Umnxeba: +27 33 341 9300; Ifeksi: +27 33 341 9403	Private Bag X54316, Durban, 4000 13 <sup>th</sup> Floor, John Ross House, 20 Margaret Mncadi Avenue, Durban, 4000
<b>Umlawuli weofisi yeNtloko yeSebe</b> Qhagamshelana noSilindile Bhengu (Nksz) I-imeyili: <a href="mailto:silindile.dladla@comsafety.gov.za">silindile.dladla@comsafety.gov.za</a>	<b>Umlawuli kwiNgingqi:</b> Nksz KE Mbongwe - 082 554 2469 I-imeyili: <a href="mailto:khaladi.mbongwe@comsafety.gov.za">khaladi.mbongwe@comsafety.gov.za</a>
<b>I-website:</b> <a href="http://www.kzncomsafety.gov.za">www.kzncomsafety.gov.za</a>	<b>Umququzeleli kwiSithili:</b>

	<p>Mnu HN Mbhele - 082 300 5381 I-imeyili: <a href="mailto:holson.mbhele@comsafety.gov.za">holson.mbhele@comsafety.gov.za</a></p>
<p><b>Iofisi yeSithili ekwiNtshona yeTheku</b> Private Bag X9028, Pinetown, 3600 96 Crompton Street, Pinetown, Durban Umnxeba: 031-7374950</p> <p><b>Umlawuli kwiNgingqi:</b> Nksz KE Mbongwe - 082 554 2469 I-imeyili: <a href="mailto:khaladi.mbongwe@comsafety.gov.za">khaladi.mbongwe@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Nks F Buthelezi - 0824106835 I-imeyili: <a href="mailto:fikile.buthelezi@comsafety.gov.za">fikile.buthelezi@comsafety.gov.za</a></p>	<p><b>Iofisi yeSithili ekuMazantsi eTheku</b> 10<sup>th</sup> Floor, Truro House, 17 Margaret Mncadi Avenue, Durban Umnxeba: 031-5352553</p> <p><b>Umlawuli kwiNgingqi:</b> Nkk KE Mbongwe - 082 554 2469 I-imeyili: <a href="mailto:khaladi.mbongwe@comsafety.gov.za">khaladi.mbongwe@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Nks KB Mthembu - 082 300 5408 I-imeyili: <a href="mailto:khanyisile.mthembu@comsafety.gov.za">khanyisile.mthembu@comsafety.gov.za</a></p>
<p><b>Iofisi yeSithili iLembe</b> Private Bag X10616, Stanger, 4450 2nd Floor, Albert Building, Cnr Link Road and R102, KwaDukuza Umnxeba: 032-4374200; Ifeksi: 032-5581261</p> <p><b>Umlawuli kwiNgingqi:</b> Nks SN Chamane – 0834156757 I-imeyili: <a href="mailto:sandra.chamane@comsafety.gov.za">sandra.chamane@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Mnu JH Makhathini – 0825542463 I-imeyili: <a href="mailto:jabulani.makhathini@comsafety.gov.za">jabulani.makhathini@comsafety.gov.za</a></p>	<p><b>Iofisi yeSithili Ugu</b> Private Bag X905, Port Shepstone, 4240 46 Bisset Street, Port Shepstone Umnxeba: 039-6881460; Ifeksi: 039-6820759</p> <p><b>Umlawuli kwiNgingqi:</b> Nks SN Chamane – 0834156757 I-imeyili: <a href="mailto:sandra.chamane@comsafety.gov.za">sandra.chamane@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Nks P Nkonyeni - 0605201253 I-imeyili: <a href="mailto:pretty.nkonyeni@comsafety.gov.za">pretty.nkonyeni@comsafety.gov.za</a></p>
<p><b>Iofisi yeSithili iKing Cetshwayo</b> 25 Bredelia Street, KwaMbonambi, 3915</p> <p><b>Umlawuli kwiNgingqi:</b> Nks SN Chamane – 0834156757 I-imeyili: <a href="mailto:sandra.chamane@comsafety.gov.za">sandra.chamane@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Mnu M Nxumalo – 0827767539 I-imeyili: <a href="mailto:mdumeseni.nxumalo@comsafety.gov.za">mdumeseni.nxumalo@comsafety.gov.za</a></p>	<p><b>Iofisi yeSithili iZululand</b> Private Bag 32, Ulundi, 3838 LA Complex, King Dinuzulu Street, Ulundi Umnxeba: 035-8708600</p> <p><b>Umlawuli kwiNgingqi:</b> Mnu I Nxumalo - 0823316856 I-imeyili: <a href="mailto:ismail.nxumalo@comsafety.gov.za">ismail.nxumalo@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Mnu AK Mtshali - 0825542465</p>

	I-imeyili: <a href="mailto:kwenza.mtshali@comsafety.gov.za">kwenza.mtshali@comsafety.gov.za</a>
<p><b>Iofisi yeSithi uMkhanyakude</b> Private Bag X015, Mtubatuba, 3995 ERF 64, Dikkop Road, Umkuze, 3965 Umnxeba: 035-5731628</p> <p><b>Umlawuli kwiNgingqi:</b> Mnu I Nxumalo - 082 331 6856 I-imeyili: <a href="mailto:ismail.nxumalo@comsafety.gov.za">ismail.nxumalo@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Mnu KB Makhanya – 060 520 1367 I-imeyili: <a href="mailto:khonzani.makhanya@comsafety.gov.za">khonzani.makhanya@comsafety.gov.za</a></p>	<p><b>Iofisi yeSithili uMzinyathi</b> Private Bag X2014, Dundee, 3000 65 Victoria Street, Dundee Umnxeba: 034-2997100; Ifeksi: 034-2997116</p> <p><b>Umlawuli kwiNgingqi:</b> Gqr LM Zondi - 082 776 7495 I-imeyili: <a href="mailto:lm.zondi@comsafety.gov.za">lm.zondi@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Nks SL Mkhwanazi - 082 4575462 I-imeyili: <a href="mailto:sissy.mkhwanazi@comsafety.gov.za">sissy.mkhwanazi@comsafety.gov.za</a></p>
<p><b>Iofisi yeSithili Amajuba</b> Private Bag X5001, Madadeni, 2951 10431 Inkosi Bhambatha Street, Madadeni Umnxeba: 034-3296903</p> <p><b>Umlawuli kwiNgingqi:</b> Gqr LM Zondi - 082 776 7495 I-imeyili: <a href="mailto:lawrence.zondi@comsafety.gov.za">lawrence.zondi@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Adv SC Ngceza – 0605201230 I-imeyili: <a href="mailto:sicelo.ngceza@comsafety.gov.za">sicelo.ngceza@comsafety.gov.za</a></p>	<p><b>Iofisi yeSithili uThukela</b> Private Bag X7001, Estcourt, 3310 120 Alexander street, Estcourt Umnxeba: 036 3429040; Ifeksi: 036-3429048</p> <p><b>Umlawuli kwiNgingqi:</b> Gqr LM Zondi - 082 776 7495 I-imeyili: <a href="mailto:lawrence.zondi@comsafety.gov.za">lawrence.zondi@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Nks TM Ndlovu - 082 300 5384 I-imeyili: <a href="mailto:tshengisile.ndlovu@comsafety.gov.za">tshengisile.ndlovu@comsafety.gov.za</a></p>
<p><b>Iofisi yeSithili Umgungundlovu</b> Idilesi yethutyana: 179 Jabu Ndlovu Street, Pietermaritzburg Umnxeba: 033-3419300; Ifeksi: 033-3419400</p> <p><b>Umlawuli kwiNgingqi:</b> Mnu SS Kunene - 082 776 7598 I-imeyili: <a href="mailto:sabelo.kunene@comsafety.gov.za">sabelo.kunene@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Nks D Sibande - 082 300 5394 I-imeyili: <a href="mailto:dorah.ngubane@comsafety.gov.za">dorah.ngubane@comsafety.gov.za</a></p>	<p><b>Iofisi yeSithili iHarry Gwala</b> Private Bag X558, Ixopo, 3276 38 Margaret Street, Ixopo Umnxeba: 039-8340054</p> <p><b>Umlawuli kwiNgingqi:</b> Mnu SS Kunene - 082 776 7598 I-imeyili: <a href="mailto:sabelo.kunene@comsafety.gov.za">sabelo.kunene@comsafety.gov.za</a></p> <p><b>Umququzeleli kwiSithili:</b> Nks N Malima-Tindleni – 060 520 1250 I-imeyili: <a href="mailto:ncebakazi.tindleni@comsafety.gov.za">ncebakazi.tindleni@comsafety.gov.za</a></p>



**4. ABATHATHI-NXAXHEBA ABANGUNDOQO KWISEBE NONCEDO  
ABALUFUMANAYO**

- a) Uluntu lwePhondo laKwaZulu-Natala
- ✓ Ukuphucuka kobudlelane namapolisa.
  - ✓ Ukuqina kokhuseleko loluntu okwenziwa yinkonzo eguquliweyo yesipolisa enika ukhuseleko olufezekileyo nolusebenzayo.
  - ✓ Inxaso karhulumente enikwa imibutho yasekuhlaleni ekhuthaza intsebenziswano phakathi kwamapolisa noluntu.
  - ✓ Amaqumrhu okhuseleko akhuthaza ukuthintela ulwaphulo-mthetho.
  - ✓ linkqubo zokuthintela ulwaphulo-mthetho.
- b) Amaqumrhu ogcino-ncwangco ekuhlaleni, imibutho ethintela ulwaphulo-mthetho ekuhlaleni kunye namanye amaqumrhu okhuseleko
- ✓ Ukufikeleleka kwamapolisa okuphucukileyo.
  - ✓ Uphuhliso lweziko.
  - ✓ Ukuphucuka kobuchule bokufezekisa iinjongo.
- c) linkokheli zemveli
- ✓ Inxaso karhulumente kwindima edlalwa ziinkokheli zemveli xa ziphendula kwizenzo zolwaphulo-mthetho.
  - ✓ Ukuphucuka kobudlelane namapolisa.
  - ✓ Ukuqina kokhuseleko loluntu okwenziwa yinkonzo yesipolisa enika ukhuseleko olufezekileyo nolusebenzayo.
  - ✓ Amaqumrhu okhuseleko akhuthaza ukuthintela ulwaphulo-mthetho.
  - ✓ linkqubo zokuthintela ulwaphulo-mthetho.
- d) INkonzo yesiPolisa yaseMzantsi Afrika
- ✓ Inkonzo yesipolisa ekhuthaleyo nexhotyisiweyo.
  - ✓ Inxaso eyaneleyo yabasebenzi, eyezimali neyezixhobo zokusebenza enikwa amapolisa kwiphondo.
  - ✓ Ukuphucuka kobudlelane kunye nentsebenziswano noluntu.
  - ✓ Inkonzo yesipolisa yaKwaZulu-Natala ephucukileyo.

- e) UMphathiswa wamaPolisa
  - ✓ Amapolisa ephondo athobela imigaqo-nkqubo, izithethe kunye nemigangatho yezwelonke.
  - ✓ Ukuphucuka kwentsebenziswano enxulumene nokulwa ulwaphulo-mthetho nokunika iinkonzo zesipolisa ezifizekileyo kwiphondo.
  - ✓ Umgaqo-nkqubo wezwelonke osekelwe kwiimfuno zephondo.
  
- f) Amanye amasebe akwiqoqo lezobulungisa, uthintelo lolwaphulo-mthetho kunye nezokhuseleko
  - ✓ Ukuphucuka kwentsebenziswano kwinkqubo yokutshutshisa izaphuli-mthetho.
  - ✓ Ukuphucuka kweenkonzo zobucuphi.
  - ✓ Amaphulo onyanzeliso-mthetho amanyeneyo.
  
- g) Indlu yowiso-mthetho kwiPhondo
  - ✓ Ukongamela ngokufizekileyo imisebenzi eyenziwa lisebe egameni labemi.
  - ✓ Ukusebenzisa izixhobo zikarhulumente ngendlela efizekileyo nefanelekileyo.
  
- h) Amanye amaphondo
  - ✓ Ukuthintela ulwaphulo-mthetho olwenziwa ngaphaya kwemida yeli.
  - ✓ Ukuphucuka kobudlelane phakathi kwamasebe karhulumente.
  - ✓ Amaphulo amanyeneyo onyanzeliso-mthetho.
  
- i) IINGO, iiFBO, amashishini, imibutho yabasebenzi, amaqela ezopolitiko, icandelo labucala lokhuseleko, icandelo lezothutho
  - ✓ Ukuphucuka kokufikeleleka kwamapolisa.
  - ✓ Amaphulo amanyeneyo okuthintela ulwaphulo-mthetho.
  - ✓ Intatho-nxaxheba kumaqumrhu okhuseleko.
  - ✓ Iinkonzo zolamlo nezokusombulula impixano.
  - ✓ Ukubek'esweni ulonyulo.

## **5. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCOMBOLO**

NgokoMthetho iPAIA iGosa leNgcombolo ngulowo obambeke iNtloko yeSebe loKhuseleko loLuntu noNxulumano uMnu RL Goniwe. Isekela leGosa leNgcombolo kweli Sebe nguAdv C van Niekerk.

## **Igosa leNgcombolo: Mnu RL Goniwe**

Idilesi yeposi: Private Bag X9143, Pietermaritzburg, 3200

Idilesi elizinze kuyo: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Umnxeba: (033) 341 9326

Ifeksi: (033) 341 9403

Umnxeba ophathwayo: (082) 3317364

I-imeyili: [luvuyo.goniwe@comsafety.gov.za](mailto:luvuyo.goniwe@comsafety.gov.za)

## **Isekela leGosa leNgcombolo: Adv C van Niekerk**

Idilesi yeposi: Private Bag X9143, Pietermaritzburg, 3200

Idilesi elizinze kuyo: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Umnxeba: (033) 341 9300

Ifeksi: (033) 341 9411

Umnxeba ophathwayo: (082) 822 2150

I-imeyili: [chris.vanniekerk@comsafety.gov.za](mailto:chris.vanniekerk@comsafety.gov.za)

## **6. IINGXELO**

### **a) Amacandelo eengxelo**

Eli Sebe ligcine iingxelo ezikula macandelo alandelayo:

- Iingxelo zolawulo lwemali;
- Iingxelo zolawulo lwempahla yexabiso;
- Iingxelo zolawulo lothungelwano lweenkonzo;
- Iingxelo zemcimbi yabasebenzi kunye nezolawulo lwabasebenzi;
- Iingxelo zophuhliso lwezakhono kunye neebhasari;
- Izicwangciso, imigaqo-nkqubo nezikhokelo zokulwa nobhubhane iCOVID-19;
- Iingxelo zezixhobo zokuzikhusela;
- Iingxelo zolawulo lwezithuthi;
- Iingxelo zolawulo lwezakhiwo;
- Iikontrakthi, izimvo zomthetho neengxelo zomangalelwano;
- Imigaqo-nkqubo, iimanuwali, iinkqubo zokusebenza ezimiselweyo kunye nezikhokelo;
- Iingxelo zolawulo lobuxhakaxhaka beekhompuyutha;
- Izinto zokusebenza kwezonzibelelwano nakwiintengiso;

- lingxelo zocwangciso lokuphucul'ubuchule bokusebenza kunye nezokubek'esweni okwenziwa ngaphakathi;
- lingxelo zolawulo lwangaphakathi;
- lingxelo zonxibelelwano nabathathi-nxaxheba;
- lingxelo zentsebenziswano kunye namanye amasebe karhulumente;
- lingxelo zolawulo lweeprojekthi;
- Uvavanyo lwenkonzo enikwa ngamapolisa;
- Amaqumrhu okhuseleko nezinto zokhuseleko;
- lingxelo zophando-nzulu kunye nophuhliso;
- lingxelo zezikhalazo ezifakwayo ngomsebenzi wamapolisa.

lingxelo ezidweliswe apha kulo mhlathi ungezantsi zifumaneka ngoko nangoko. lingxelo ezingekhoyo kolu luhlu zona zifumaneka ngokuthi kufakwe isicelo sokuzifumana phantsi koMthetho. Ezi ngxelo ziquka iingxelo ezichazwe njengeengxelo ezisekhusini, eziyimfihlo neziyimfihlo enkulu neziya kuthi zifumaneka kuphela emva kokuthotyelwa kwezinto eziyimfuneko kwimigangatho yokhuseleko lwengcombolo (i-MISS).

**b) lingxelo ezifumaneka ngoko nangoko**

INGCACISO YEENGXELO EZIFUMANEKA NGOKO NANGOKO NGOKWESAHLUKO 15(1)(a) SOMTHETHO I-PAIA	IMO EZIFUMANEKA NGAYO EZI NGXELO
<b>IINGXELO EZIPHENDLWAYO NGOKUYALELA KWESAHLUKO 15(1)(a)(i):</b>	
IZICWANGCISO ZESEBE ZOKUPHUCUL'UBUCHULE BOKUSEBENZA	lingxelo ezifumaneka kwi- <i>website</i> yesebe ethi, <a href="http://www.kzncomsafety.gov.za/">http://www.kzncomsafety.gov.za/</a> azifunisi ukuba ubani ade enze isicelo ukuze azifunde okanye azikhuphele.
ISICWANGCISO SESEBE SOKUSEBENZA SONYAKA	
IINGXELO ZONYAKA	
IINGXELO ZOKULINGANA NGOKWENGQESHO	
IINGXELO ZOPHANDO-NZULU EZIPAPASHIWEYO	
UBUME BEZIKHUNDLA ZESEBE OBUVUNYIWEYO	
UHLAHLO-LWABIWO MALI	
IMIGAQO-NKQUBO NEEMANUWALI ZENKQUBO ZESEBE	
IMANUWALI EKHUTHAZA UKUFUMANEKA KWENGCOMBOLO	
IMIQULU YENKONZO	
INGXELO YOKUZIBOPHELELA	
IKHALENDI YEMISITHO YESEBE	
IIKOPI ZEENTETHO ZOMPHATHISWA WEPHONDO	
ISETYULA ZEZITHUBA ZENGQESHO EZIBHENGEZIWEYO KUNYE NEENKONZO	

IIFOM ZESEBE	
ULUHLU LWEENKCUKACHA ZOQHAGAMSHELWANO ZABASEBENZI	
IIJENALI NEEMAGAZINI	
IZINTO EZISETYENZISWA KWIINTENGISO	
IINGXELO ZAMAJELO EENDABA EZENZIWA LISEBE	
<b>IINGXELO EZITHENGWAYO NGOKUYALELA KWESAHLUKO 15(1)(a)(ii):</b>	
AMAXWEBHU EZINIKI-MAXABISO	Iingxelo zithengwa kwiofisi yeenkonzo zemali nezocwangciso-mali, No. 4 kumgangatho osezantsi kwisakhiwo seSebe loKhuselo loLuntu noNxulumano kwiOfisi eyiNtloko, 179 Jabu Ndlovu Street, Pietermaritzburg, 3200
<b>IINGXELO EZINOKWENZIWA IIKOPI NGOKUYALELA KWESAHLUKO 15(1)(a)(ii):</b>	
IZICWANGCISO ZOKUPHUCUL'UBUCHULE BOKUSEBENZA KWISEBE	Xa ubani ecelile angaziphendla ezi ngxelo kwiOfisi yeSekela leGosa leNgcombolo kwiSebe loKhuselo loLuntu noNxulumano, kwiOfisi eyiNtloko, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X9143, Pietermaritzburg, 3200
ISICWANGCISO SESEBE SOKUSEBENZA SONYAKA	
IINGXELO ZONYAKA	
IINGXELO ZOKULINGANA NGOKWENGQESHO	
IINGXELO ZOPHANDO-NZULU EZIPAPASHIWEYO	
UBUME BEZIKHUNDLA ZESEBE OBUVUNYIWEYO	
UHLAHLA-LWABIWO MALI	
IMIGAQO-NKQUBO NEEMANUWALI ZENKQUBO ZESEBE	
IMANUWALI EKHUTHAZA UKUFUMANEKA KWENGCOMBOLO	
IMIQULU YENKONZO	
INGXELO YOKUZIBOPHELELA	
IKHALENDI YEMISITHO YESEBE	
IIKOPI ZEENTETHO ZOMPHATHISWA WEPHONDO	
IISITYULA ZEZITHUBA ZENGQESHO EZIBHENGEZIWEYO NEENKONZO	
IIFOM ZESEBE	
ULUHLU LWEENKCUKACHA ZOQHAGAMSHELWANO ZABASEBENZI	
IIJENALI NEEMAGAZINI	
IZINTO EZISETYENZISWA KWIINTENGISO	
IINGXELO ZAMAJELO EENDABA EZENZIWA LISEBE	
<b>IINGXELO EZIFUMANEKA SIMAHLA NGOKUYALELA KWESHALUKO 15(1)(a)(iii):</b>	
ULUHLU LWEENKCUKACHA ZOQHAGAMSHELWANO ZABASEBENZI	Ezi ngxelo ziyafumaneka xa zicelwa kwiOfisi yeSekela leGosa leNgcombolo kwiSebe loKhuselo loLuntu noNxulumano, kwiOfisi eyiNtloko, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X9143, Pietermaritzburg, 3200
IIJENALI NEEMAGAZINI	
IZINTO EZISETYENZISWA KWIINTENGISO	
IINGXELO ZAMAJELO EENDABA EZENZIWA LISEBE	

## **1. AMACANDELO ENGCOMBOLO YOMNTU NGENKQU**

Amacandelo engcombolo yomntu ngenkqu akweli Sebe aqulethwe siSihlomelo A esiwaxela ngolu hlobo: iCandelo elilungelelanisa ingcombolo, Izihloko zengcombolo, Ingcombolo yomntu ngenkqu elungelelanisiweyo, Injongo yolungelelwaniso, Isiqalo sokuqokelela, linkqubo, Imo yeengxelo, Ukulahlwa kweengxelo kunye neGunya lokulungelelanisa.

Amacandelo amaqela anokunikwa ingcombolo yomntu ngenkqu ngala alandelayo:

1. abasebenzi beSebe;
2. iNkonzo yesiPolisa yaseMzantsi Afrika / amaPolisa kaMasipala;
3. abanye abathathi-nxaxheba kwinkqubo yezobulungisa;
4. iArhente kaRhulumente yeNgcombolo yobuChwepheshe;
5. uMphicothi-zincwadi Jikelele;
6. uvimba wokulondoloza iinkcukacha wePhondo; okanye
7. namanye amaziko karhulumente ngeenjongo zokwenza imisebenzi yawo okanye eyee-arhente zawo.

Eli Sebe alinazo izicwangciso zokuthumela ingcombolo yomntu ngenkqu ngaphaya kwimida yeli lizwe koko likubek'esweni oku khon'ukuze liqnisekise ukuba uMthetho uyathotyelwa. Amanyathelo okhuseleko amiliselwa aze abekw'esweni leli Sebe aquka izivumelwano nabasebenzi, iiofisi ezikhuselwa ngabalindi babucala yonk'imihla, imini nobusuku (24/7), iinkqubo zokufumana iingxelo kunye namanyathelo afanelekileyo obugcisa bokhuseleko.

## **7. INKQUBO YOKUFAK'ISICELO**

### **a) Isicelo sokufumana ingxelo**

Umceli ofuna ukufaka isicelo sokufumana ingxelo ekwiSebe loKhuselo loLuntu noNxulumano laKwaZulu-Natala kufuneka afake isicelo esibhaliweyo esiya kwiGosa leNgcombolo okanye iSekela leGosa leNgcombolo lesebe yaye iinkcukacha zalo zoqhagamshelwano zixelwe kumhlathi wesihlanu (5) kolu xwebhu.

Umceli ofuna ukufaka isicelo makasebenzise iFom 2 efakwe kolu xwebhu njengeSihlomelo B.

Kufuneka umntu ofaka isicelo anike iinkcukacha ezaneleyo xa ezalisa iFom 2 ukuze iGosa leNgcombolo likwazi ukuyifumana ingxelo ecelwayo, abhale ingcaciso yengxelo, inombolo

yesalathisi xa ikho, kunye nazo naziphi na ezinye iinkcukacha zengxelo leyo. Kwakhona umceli kufuneka abhale iinkcukacha zakhe zoqhagamshelwano kunye nolwimi ayifuna ngalo ingxelo leyo ayicelayo. Xa ingxelo ingafumaneki ngolwimi umceli ayicele ngalo uya kuyinikwa ngolwimi olo ifumaneka ngalo.

Umntu ongafundanga nongakwaziyo ukubhala ngenxa yokuba nesiphene emzimbeni okanye ngenxa yezinye iimeko unako ukufaka isicelo ngomlomo. Kufuneka iGosa leNgcombolo okanye isekela lalo limncedise lo mceli ngokubhala iinkcukacha zesicelo sakhe aze anike umceli ikopi yesicelo esibhaliweyo.

Kufuneka iGosa leNgcombolo limncedise umceli ofuna ukufaka isicelo sokufumana ingxelo. Olu ncedo malunikwe simahla.

Umceli makaxele kwifom ukuba ufuna ukuyifumana ikuyiphi imo ingxelo ayicelayo, axele ukuba –

- ufuna ukwenza ikopi yengxelo;
- uyifuna ikwimo eprintiweyo okanye ebhaliweyo ingxelo leyo okanye axele ukuba ufuna ukuyiphendla;
- xa ingxelo ingumfanekiso, oko kukuthi iyividiyo, iifoto, izilayidi, imifanekiso eyenziwe ngekhompyutha, makaxele ukuba ufuna ikopi yemifanekiso, okanye ukhuphelo lwayo okanye ufuna ukuyibuka kusini na;
- axele ukuba ufuna ikopi eprintiweyo yengcombolo ethatyathwe kwingxelo okanye ikopi ekwimo efundeka ngekhompyutha (umz. *i-memory stick*).

## **b) Ukugqithisa isicelo sokufumana ingxelo**

IGosa leNgcombolo okanye iSekela lalo linako ukusigqithisa isicelo sokufumana ingcombolo xa:

- xa ingxelo ecelwayo ingekho phantsi kolawulo lweSebe loKhuselo loLuntu noNxulumano; okanye
- xa umxholo wengxelo ecelwayo unxulumene ngamandla nelinye iziko likarhulumente.

**c) Inkqubo elandelwa xa ingxelo ingafumaneki**

Kufuneka xa ingxelo ingafumaneki iGosa leNgcombolo okanye iSekela leGosa leNgcombolo libhale incwadi efungetweyo eyazisa umceli ukuba ingxelo ayicelileyo ayifumaneki.

**d) Ukurhoxisa ukufumaneka kwengxelo**

Xa ingxelo ingekafumaneki kungarhoxiswa ukufumaneka kwayo.

**e) Amaxesha aqingqiweyo nesaziso esiya kumceli**

Kufuneka iGosa leNgcombolo okanye iSekela leGosa leNgcombolo lenze isigqibo kwisithuba seentsuku ezingama-30 malunga nokokuba liyasivuma kusini na isicelo sengxelo lize lithumelele umceli isaziso malunga nesi sigqibo.

Xa isicelo sivunyiwe kufuneka iGosa leNgcombolo/iSekela leGosa leNgcombolo libhalele umceli isaziso:

- esixela ukuba umrhumo uhlawulwa phi, njani, xa ufuneka;
- esixela imo eza kunikwa ikuyo ingxelo leyo eceliweyo; kunye
- nesixela indlela yokufaka isibheni esichasene nomrhumo ohlawulwayo okanye imo eza kunikwa ikuyo ingxelo.

**f) Ukukhatywa kwesicelo sokufumana ingxelo**

Xa isicelo sokufumana ingxelo sikhathiwe kufuneka iGosa leNgcombolo/iSekela leGosa leNgcombolo libhalele umceli isaziso:

- esinika izizathu ezaneleyo;
- esingakhankanyi okanye esingalathi kwanto equlethwe yingxelo eceliweyo;
- esixela ukuba umceli unako ukufaka isibheni ngaphakathi kwisebe okanye afake isicelo enkundleni esichasene nokukhatywa kwesicelo sakhe;
- esixela indlela yokufaka isibheni ngaphakathi kwisebe.

**g) Ukwandisa ixesha lokwenz'isigqibo ngesicelo**



IGosa leNgcombolo/iSekela leGosa leNgcombolo linako ukulandisa ixesha eliqingqiweyo leentsuku ezingama-30 ngezinye iintsuku ezingama-30 ukuze lenze isigqibo ngesicelo kuphela xa –

- umceli elivuma ngento ebhaliweyo ixesha elandisiweyo;
- isicelo sifuna ingcombolo enkulu kakhulu efuna ixesha elininzi ukuze iphandwe nokunokuthi ukwenza oku kuphazamise umsebenzi wesebe wemihla ngemihla; okanye
- kufuneka kubekho uthethwano namanye amaziko karhulumente achaphazelekayo kwingxelo leyo icelwayo.

#### **h) Ukukhatywa okugunyazisiweyo kwesicelo sokufumana ingxelo**

Kufuneka iGosa leNgcombolo/iSekela leGosa leNgcombolo lisikhabe ngokugunyazisiweyo isicelo sokufumana ingxelo ngenxa yezi zizathu zilandelayo:

- ukukhusela ukuba neemfihlo;
- xa ukuyidalula kunokubandakanya ukudalula okungafanelekanga okanye okungekho mthethweni kwengcombolo yomntu ngenkqu emalunga nomntu wesithathu, kuquka nomntu oswelekileyo;
- ukukhusela ingcombolo yoshishino yomntu wesithathu;
- ukukhusela ingcombolo ethile eyimfihlo;
- ukukhusela ingcombolo eyimfihlo yomntu wesithathu;
- ukukhusela ukhuselo lwabantu nokukhusela ipropati;
- ukukhusela ngegunya iidokethi zamapolisa kwiimviwo zebheyili nokukhusela iinkqubo zonyanzeliso-mthetho nezomthetho;
- ukukhusela iingxelo eziqulunqwe kwiinkqubo zokuxoxwa kwamatyala;
- iingxelo zomkhosi, ezokhuseleko nezobudlelane bangaphakathi kwiRiphabliki yaseMzantsi Afrika;
- umdla woshishino nemeko yezemali yeRiphabliki kunye nezenzo zoshishino zamaziko karhulumente;  
ukukhusela ingcombolo yophando-nzulu yomntu wesithathu kunye nokukhusela ingcombolo yophando-nzulu yeziko likarhulumente;
- ukuphambuka okumandla nokungafanelekanga kwezixhobo zesebe xa kuphandwa ingcombolo eceliweyo;
- ukukhusela iinkqubo zeekhompyutha ezizezeziko labucala.

#### **i) Ukukhatywa okufihlakeleyo kwesicelo sokufumana ingcombolo**

Igosa leNgcombolo/iSekela leGosa leNgcombolo linako ukusikhaba isicelo sokufumana ingxelo xa ukukhutshwa kwayo kunokudala ukuba kudalulwe:-

- Ingcombolo enikwe ngokuyimfihlo ngumntu wesithathu.
- Ingcombolo enokuthi xa inokudalulwa iphazamise ukhuseleko lwequmrhu okanye lwenkqubo.
- Ingcombolo ebaluleke kakhulu kukhuselo lomntu ophantsi kwenkqubo yokhuselo lwamangqina.
- Ukhuseleko loluntu nepropati.
- Ingcombolo yeenkqubo zekhompyutha ezizezikarhulumente okanye ezizezeziko labucala nechazwe kuMthetho weLungelo lobuNini wama-98 wango-1978.
- Ingcombolo malunga nengxelo yeziko likarhulumente equka uluvo, ingcebiso, ingxelo, isindululo okanye ingxelo yothethwano, eyengxoxo okanye imizuzu yentlanganiso yokuqulunqa umgaqo-nkqubo.
- Ingxelo equlethe iindlela, iinkqubo, izikhokelo ezisetyenziswa kuthintelo, ukubhaqwa, ukuphandwa kwesenzo solwaphulo-mthetho okanye zokutshutshisa ummangalelwa enokuthi ukudalulwa kwayo kukhokelele ekuphanzeni kobulungisa.
- Ingxelo enokuthi xa idalulwe iphazamise uphando kwisenzo solwaphulo-mthetho, yenze umthombo ube nokubhaqeka, ikhokhelele ekubeni kugrogriswe amangqina, incedise kwizenzo zokwaphula umthetho okanye iphazamise ukwenziwa kobulungisa etyaleni.
- Ingcombolo enokuthi xa idalulwe iphazamise umkhosi, ukhuseleko okanye unxulumano lweRiphabliki yaseMzantsi Afrika kunye namazwe ngamazwe ehlabathi.
- Ingcombolo ekunokuthi ukudalulwa kwayo konakalise ngamandla umdla wezoshishino okanye wezemali weRiphabliki yaseMzantsi Afrika, okanye ukubanako kukarhulumente ukulawula uqoqosho lwelizwe ngokufezekileyo.
- Ingcombolo equlethe iimfihlo zoshishino zeziko likarhulumente okanye elabucala ekunokuthi ukudalulwa kwayo kwenze umonakalo kumdlu wezoshishino okanye wezemali weziko likarhulumente okanye elabucala.

**j) Ezinye izizathu zokukhatywa kwesicelo sokufumana ingxelo**

IGosa leNgcombolo okanye iSekela leGosa leNgcombolo linako ukusikhaba isicelo sokufumana ingxelo xa isicelo siyimfeketho okanye xa umsebenzi ofunekayo xa kulungelelaniswa esi sicelo uziphambukisa ngamandla nangokungafanelekanga izixhobo zeSebe loKhuselo loLuntu noNxulumano.

**k) Imirhumo ehlawulelwa isicelo kunye nesaziso sesigqibo sokufumaneka kwengxelo**

- Umceli ofuna ukufumana ingxelo equlethe ingcombolo yakhe ngenkqu akawuhlawuli umrhumo wesicelo.
- Umntu ocela enye ingxelo nokokuba ngaba yiyiphi kufuneka ahlawule umrhumo wokucela oli-R100.00. Zalisa ifom uze uyithumele kwiGosa leNgcombolo kwidilesi elizinze kuyo, kwinombolo yefeksi okanye kwi-imeyili iphelekwe ngumrhumo wokucela.
- Kufuneka iGosa leNgcombolo lazise umceli (ekungenguye umceli wengcombolo yakhe ngenkqu) ngento ebhaliweyo ukuba kufuneka ahlawule umrhumo wokucela omiselweyo (xa ufuneka) ngaphambi kokuba sisatyelwe isicelo sakhe.
- Umceli unako ukufaka isibheni sangaphakathi xa kufanelekile, okanye afake isimangalo enkundleni echasa isiniki-maxabiso okanye ukuhlawulwa komrhumo. Lisakuba lisenzile isigqibo ngesicelo iGosa leNgcombolo kufuneka lazise umceli ngaso ngendlela umceli acele ukwaziswa ngayo.
- Xa isicelo sivunyiwe kufuneka umceli ahlawule umrhumo wokufumana ingxelo leyo ayicelileyo ukulungiselela ukuveliswa kwakhona kwayo nokufunwa kunye nokulungiswa kwayo okufuna ixesha elithe kratya kwelo limiselwe ukufuna nokulungisa ingxelo ukuze idalulwe.
- Ingxelo iya kunikwa umceli kuphela xa sele eyihlawule yonke imirhumo efunekayo.

**l) Izilungiso ezikhoyo kwizenzo ezithile okanye kusilelo ekwenzeni izinto ezithile**

Kukho ezi nkqubo zilandelayo ezilungiselelwe ukuba abantu baxele okanye balungise izenzo ezirhaneleka ngathi azifanelekanga, zigwenxa okanye azikho mthethweni okanye ezokusilela kwesebe okanye ezokusilela kwabasebenzi besebe:

- (i) Izilungiso ezinxulumene nezenzo okanye ukusilela ukwenza ngokuyalela koMthetho iPAIA: Isibheni sangaphakathi singafakwa ngokuzalisa iFom 4 (Isihlomelo C). Lo Mthetho unika uMphathiswa wePhondo weli Sebe igunya lokongamela inkqubo yesibheni sangaphakathi. Xa umceli engoneliseki ziziphumo zesibheni sangaphakathi angafaka isimangalo enkundleni.
- (ii) Umsebenzi wakwarhulumente unako ukufaka isikhalazo okanye isimangalo esimalunga nesenzo okanye ukusilela ukwenza ngokusemthethweni (isahluko sama-35 soMthetho weNkonzo kaRhulumente, 1994) ukuze siphandwe yiKhomishini yeNkonzo kaRhulumente.

- (iii) Umntu unako ukusebenzisa izilungiso zabasebenzi kwizenzo okanye ukusilela ukwenza izinto ngokukuko kwimiba enxulumene nezemisebenzi, njengokuchaswa kwamalungelo (uMthetho weNkonzo kaRhulumente, 1994, kunye noMthetho woNxulumano lwaBasebenzi, 1995).
- (iv) Umntu unako ukufaka isikhalazo kumhloli wezemisebenzi esimalunga nezityholo zokwaphulwa koMthetho weMiqathango enguNdoqo yeNgqesho, 1997 (uMthetho wama-75 wango-1997 – isahluko sama-78(1) (a)), okanye uMthetho woKulingana kwiNgqesho, 1998 (uMthetho wama-55 wango-1998 – isahluko sama-34(e)).
- (v) Umntu unako ukufaka isikhalazo kuMkhuseli woLuntu malunga nesenzo esirhaneleka ngathi asikho mthethweni okanye asifanelekanga okanye ukusilela okumila kunje (uMgaqo-siseko kunye noMthetho woMkhuseli woLuntu, 1994 (uMthetho wama-23 wango-1994)).
- (vi) Umntu unako ukufaka isikhalazo kwiKhomishini yamaLungelo oLuntu eMzantsi Afrika malunga nesenzo okanye ukusilela ukwenza okuphazamisa okanye okunyhasha naliphi na ilungelo elingundoqo (uMthetho weKhomishini yamaLungelo oLuntu, 1994 (uMthetho wama-54 wango-1994)).
- (vii) Ukuze ubani akhuseleke kuvukelo olungadalwa kukudalula ingcombolo enxulumene nokungaziphathi kakuhle okanye ukuziphatha ngokunxamnye nomthetho komqeshi okanye ugxa wakhe kufuneka alandele iinkqubo zokudalula ezikuMthetho wokuDalula okuKhuselekileyo, 2000 (uMthetho wama-26 wango-2000).
- (viii) Umntu unako ukusebenzisa ezinye izilungiso zomthetho ezifana nokufaka isimangalo sophengululo lobulungisa kwisohlwayo esiwisiweyo phantsi koMthetho oKhuthaza uKwenziwa koBulungisa, 2000 (uMthetho wesi-3 wango-2000).
- (ix) Umntu unako ukucela izizathu zesohlwayo esiwisiweyo ngokwesahluko sesi-5 soMthetho oKhuthaza uKwenziwa koBulungisa, 2000 (uMthetho wesi-3 wango-2000).

## **8. UKULAHLA IINGXELO**

Isebe linelungelo lokuzilahla iingxelo ezithile xa lifumene igunya lokwenza oku kwiNkonzo yeZwelonke yoVimba olondololoza iinkcukacha kunye neeNgxelo.

Abaceli baya kuxelelwa xa ingxelo abayicelayo sele yalahlwa xa oku kunento yokwenza nesicelo sabo.

Isahluko sama-24(1) soMthetho iPOPIA siyalela ukuba iSebe linako ukuthi emva kokufumana isicelo –

- liyilungise okanye liyicime ingcombolo ethile kwisihloko sengxelo ekweli sebe okanye ephantsi kolawulo lweli sebe ethatyathwa njengachanekanga, engafanelekanga, egqithisileyo, ephelelwe lixesha, ekhohlisayo okanye efunyenye ngokungekho mthethweni; okanye
- liyitshabalalise okanye liyicime ingxelo eneenkcukacha zomntu ngenkqu elingasenalokunye lokuyigcina elugcinweni lwalo isebe ngokwesahluko se-14 soMthetho iPOPIA.

## **9. INTATHO-NXAXHEBA YOLUNTU XA KUQULUNQWA UMGAQO-NKQUBO KUNYE NOKWENZA UMSEBENZI NOKUSEBENZISA AMAGUNYA**

Xa eli sebe lisebenzisa amagunya alo naxa lisenza umsebenzi walo ngokuyalela koMthetho iPAIA kunye noMthetho iPOPIA liye lithi gqolo ukumema uluntu ukuze luzimase iindibano, lufake izingeniso okanye luthabathe inxaxheba kungenjalo lube nempembelelo xa kuqulunqwa iinkqubo, imigaqo-nkqubo kunye nezicwangciso zokuthintela ulwaphulo-mthetho/ zokugcin'ucwangco ekuhlaleni.

Amalungu oluntu avumelekile ukuba nanini na afake izingeniso kwisebe malunga nokongamela inkonzo yesipolisa, uthintelo lolwaphulo-mthetho okanye ugcino-cwangco ekuhlaleni okuphantsi kwegunya leli sebe.

Kwakhona uluntu luyakhuthazwa ukuba luthabathe inxaxheba kwiindibano zokucebisana nezabathathi-nxaxheba eziququzelelwa lisebe.

Isebe liza kusebenzisa la maqonga ukuqinisekisa intatho-nxaxheba yoluntu: iintlanganiso zikawonke-wonke (ezibanjwa ubuso ngobuso okanye ngobuxhakaxhaka beintanethi), i-imeyili okanye izingeniso ezibhaliweyo.

Izimvo nezingeniso ezifakwe luluntu ziyagqalwa ngamandla xa kuqulunqwa imigaqo-nkqubo, izikhokelo nezicwangciso. Isebe lisebenzisa amajelo eendaba e-elektronikhi nashicilelweyo, igazethi karhulumente kunye namajelo onxibelelwano kawonke-wonke xa lisasaza ingcombolo kuluntu.

## 2. IMIRHUMO EHLAWULWAYO NGOKUYALELA KOMTHETHO WENGCOMBOLO

Inombolo	Inkcazelo	Ixabiso
1	Umrhumo wokucela ohlawulwa ngumceli ngamnye	R100.00
2	Ifotokopi yephepha elingu-A4	R1.50 iphepha okanye inxalenye yalo.
3	Ikopi eprintiweyo yephepha elingu-A4	R1.50 iphepha okanye inxalenye yalo.
4	Ikopi ekwimo efundeka ngekhompyutha:	
	kwi- <i>flash drive</i> (iziswa ngumceli) kwidiski eyikompakthi	R40.00
	Xa ivela kumceli	R40.00
	Xa umceli eyinikiwe	R60.00
5	Ukhuphelo lwemifanekiso olukwiphepha elingu-A4	Lo msebenzi wenziwa ngumntu wangaphandle yaye ixabiso lixhomekeke kuqingqo-maxabiso lomniki-nkonzo.
6	Ikopi yemifanekiso	
7	Ukhuphelo lwengxelo ephulaphulwayo olukwiphepha elingu-A4	R24.00
8	Ikopi yengxelo ephulaphulwayo:	
	ekwi- <i>flash drive</i> (iziswa ngumceli) ekwidiski eyikompakthi	R40.00
	Xa ivela kumceli	R40.00
	Xa umceli eyinikiwe	R60.00
9	Ukufuna nokulungisa ingxelo iyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, ixesha elaneleyo ukuyifuna nokuyilungisa ingxelo.	R100.00
	Ingagqithi ngaphaya kwale mali sele iyonke imali ehlawulwayo	R300.00
10	Idiphozithi: Xa ixesha lokuyifuna ligqitha ngaphaya kweeyure zintandathu (6)	Isinye kwisithathi sexabiso kwisicelo ngasinye, libalwe ngokwenombolo 2 neyesi-8.
11	Iindleko zeposi, eze-imeyili okanye ezenye indlela	Iindleko zayo, xa zikho.

	yokuthumela nge-elektronikhi	
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**10. UKUVUNYWA LIGOSA LENGCOMBOLO**

Ivunywe ngomhla .....inyanga ..... 2022

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**MNU RL GONIWE  
INTLOKO YESEBE EBAMBELEYO**

**ISIHLOMELO A**

<b>Icandelo elilungelelanisayo</b>	<b>Izihloko</b>	<b>linkcukacha zomntu ngenkqu</b>	<b>Injongo yokulungelelanisa</b>	<b>Indlela yokuyilanda</b>	<b>linkqubo</b>	<b>limo zeengxelo</b>	<b>Ukulahlala iingxelo</b>	<b>Igunya lolungelelaniso</b>
<b>Imicimbi yabasebenzi</b>	Izicelo zengqesho	Amagama, izazisi, iidilesi, iinkcukacha zoqhagamshelwano, uhlanga, isini, amava, izidanga, iinkcukacha zengqesho	Ukulungelelanisa izicelo zengqesho	Ngqo kwisebe	Ukwamkela, ukuhlola, ukuqinisekisa, ukuvavanya xa kuzingelwa abasebenzi kufakwa iinkcukacha kwifayili	lifayili eziphathekayo, eziyi-elektronikhi ( <i>hard drives, server</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d) S29</b>
	Abasebenzi kunye nabo baxhomekeke kubo	Amagama, izazisi, iinombolo zePERSAL, iidilesi, iinkcukacha zoqhagamshelwano, uhlanga, isini, amava, izidanga, iinkcukacha zengqesho	Ukulungelelanisa iimeko zasemsebenzini	Ngqo kwisebe okanye ngenye indlela	linkqubo zengqesho, imicimbi yePERSAL, imicimbi yekhefu, ulawulo lokusebenza, ulawulo loluleko, ukulungisa iifom zesibonelelo sezonyango nesomhlalaphantsi, imicimbi yokushiy'esikhundleni neyokuthabatha umhlalaphantsi	lifayili eziphathekayo, eziyi-elektronikhi ( <i>hard drives, server, inkqubo enqamlezo</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d) S12(2)(c) S32(f)(i) Phawula: I-S30 sigunyazisa imanyano yabasebenzi kuphela ukuba ilungelelanise imicimbi yobulungu, umqeshi akanalo igunya;</b>
<b>Ulawulo lwezithuthi</b>	Abaqhubi bezithuthi abasebenza kwisebe	Amagama, iinkcukacha zoqhagamshelwano	Ukulungelelanisa ukufumaneka kwezithuthi	Ngqo kwisebe	Ukukhupha amagunya eehambo, ukulungelelanisa	lifayili eziphathekayo, eziyi-elektronikhi	Umgaqonkqubo woLawulo	<b>S11(1)(d)</b>



Icandelo elilungelelanisayo	Izihloko	Iinkcukacha zomntu ngenkqu	Injongo yokulungelelanisa	Indlela yokuyilanda	Iinkqubo	Iimo zeengxelo	Ukulahlala iingxelo	Igunya lolungelelaniso
	nabakhweli		zikaqhulumente		izicelo zentengo yezithuthi exhaswa ngurhulumente	(hard drives, server)	lweeNgxelo	
<b>Ubuxhakaxha ka beekhompyutha (IT)</b>	Abasebenzi abasebenzi sa inkqubo	Amagama, inombolo yePERSAL, iidilesi ze-imeyili, ii-password	Ukulungelelanisa ukufikeleleka kwenkqubo ye-IT	Ngqo kwisebe	Ukulawula ukufikeleleka kwenkqubo	lifayili eziphathekayo, eziyelektronikhi (hard drives, server)	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d)</b>
<b>Iinkonzo zokhuseleko</b>	Iindwendwe	Amagama, izazisi, iinkcukacha zoqhagamshelwano	Ukulungelelanisa ukufikeleleka kwee-ofisi	Ngqo kwisebe	Ubhaliso lokufikeleleka	lifayili eziphathekayo	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(a)</b>
	Abasebenzi	Amagama, izazisi, iinombolo zePERSAL, iidilesi, iinkcukacha zoqhagamshelwano, iminwe	Ukulungelelanisa ukuhlolwa kwezenzo zolwaphulo-mthetho/ ukuhlola	Ngqo kwisebe	Ukuhlolwa ukujongwa kwembali yolwaphulo-mthetho, ukuhlola ukhuseleko	lifayili eziphathekayo, eziyelektronikhi (hard drives, server)	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d)</b>
<b>Ulawulo lwempahla yexabiso</b>	Abasebenzi abasebenzi sa impahla yexabiso	Amagama, iinombolo zePERSAL	Ukulungelelanisa loxanduva nokusetyenziswa kwempahla yexabiso	Ngqo kwisebe	Ukushicilela abagcini bempahla yexabiso, ukuxela impahla elahlekileyo	lifayili eziphathekayo, eziyelektronikhi (hard drives, server, inkqubo enqamleza)	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d)</b>

Icandelo elilungelelanisayo	Izihloko	Iinkcukacha zomntu ngenkqu	Injongo yokulungelelanisa	Indlela yokuyilanda	Iinkqubo	Iimo zeengxelo	Ukulahlala iingxelo	Igunya lolungelelaniso
						yo)		
<b>Ulawulo lothungelwano lweenkonzo</b>	Abantu abafake ibhidi	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano	Ukulungelelanisa nokunika iibhidi	Ngqo kwisebe	Ukulungellanisa uthlekelelo-maxabiso okanye iibhidi (ukuhlola, ukuqinisekisa, ukuvavanya nokufayila)	lifayili eziphathek ayo, eziyi-elektronikhi ( <i>hard drives, server</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d)</b>
	Abanikinkonzo abanikwe ikontrakthi	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinkcukacha zebhanki	Ulawulo lwekontrakthi	Ngqo kwisebe	Ukulungelelanisa ikontrakthi okwenziwa ziinkonzo zomthetho kunye nabasebenzisi	lifayili eziphathek ayo, eziyi-elektronikhi ( <i>hard drives, server</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(b)</b>
<b>Iinkonzo zocwangciso-mali</b>	Abasebenzi	Amagama, izazisi, iinombolo zePERSAL, iinkcukacha zebhanki	Ukulungelelanisa amabango neentlawulo	Ngqo kwisebe	Ulawulo lomqulu wemivuzo; ulawulo lwamabango enkxaso naweehambo	lifayili eziphathek ayo, eziyi-elektronikhi ( <i>hard drives, server, inkqubo enqamleza yo</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d)</b>
	Abanikinkonzo nabantu abatyalwayo	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano	Ukulungelelanisa amabango, ii-invoice kunye neentlawulo	Ngqo kwisebe	Ukufaka iinkcukacha zebhanki kwinkqubo, ukulungelelanisa iintlawulo	lifayili eziphathek ayo, eziyi-elektronikhi ( <i>hard drives,</i>	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(b)</b>

Icandelo elilungelelanisayo	Izihloko	Iinkcukacha zomntu ngenkqu	Injongo yokulungelelanisa	Indlela yokuyilanda	Iinkqubo	Iimo zeengxelo	Ukulahlala iingxelo	Igunya lolungelelaniso
		ano, iinkcukacha zebhanki				server, iinkqubo enqamleza yo)		
<b>linkonzo zomthetho</b>	Abaniki-nkonzo abanikwe iikontrakthi	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinkcukacha zebhanki	Ukulungelelanisa ukuqulunqwa nokutyikitywa kweekontrakthi	Ngqo kwisebe okanye ngenye indlela	Ukwamkelwa iibhidi/uthelekelelo-maxabiso, ukuqulunqa iikontrakthi	lifayili eziphathekayo, eziyelektronikhi ( <i>hard drives, server</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(b)</b> <b>S12(2)(c)</b>
	Abantu abafake izimangalo namabango	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinkcukacha zebhanki	Ukulungiselela iinkqubo zasenkundleni, amabango nembalelwano	Ngqo kwisebe okanye ngenye indlela	Ukufayila amabango, imbalelwano, ukuthumela amaxwebhu kumagqwetha	lifayili eziphathekayo, eziyelektronikhi ( <i>hard drives, server</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d)</b> <b>S12(2)(d)(iii)</b>
	Abasebenzi	Amagama, iinkcukacha zoqhagamshelwano	Ukuhlola isichenge selahleko	Ngqo kwisebe	Ukufayila izingcelo namaxwebhu azixhasayo, ukuseka izimvo nokuzigqithisela kuCFO	lifayili eziphathekayo, eziyelektronikhi ( <i>hard drives, server</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d)</b>
	Abantu abafake izikhalazo	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinombolo	Ukunika uluvo lwezomthetho ematyaleni	Ngqo kwisebe okanye ngenye indlela	Ukufayila izingcelo namaxwebhu azixhasayo, ukuseka izimvo nokuzigqithisela	lifayili eziphathekayo, eziyelektronikhi ( <i>hard</i>	Umgaqonkqubo woLawulo lweeNgx	<b>S11(1)(c), (d) &amp; (e)</b> <b>S12(2)(c)</b>

Icandelo elilungelelanisayo	Izihloko	Iinkcukacha zomntu ngenkqu	Injongo yokulungelelanisa	Indlela yokuyilanda	Iinkqubo	Iimo zeengxelo	Ukulahlala iingxelo	Igunya lolungelelaniso
		zeCAS, iinkcukacha zoqhagamshelwano			kubaphathi	<i>drives, server</i> )	elo	
<b>Iqumrhu lePhondo loLawulo lwamaPolisa</b>	Abantu abafake izikhalazo	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano	Ukuphanda izikhalazo ezifakiweyo ngakumapolisa	Ngqo kwisebe	Ukufayila izicelo namaxwebhu azixhasayo, ukuzigqithisela kwiSAPS, ukuqulunqa iingxelo eziya kubaphathi, ukunxibelelana nabantu abafake izikhalazo	lifayili eziphathek ayo, eziyi-elektronikhi ( <i>hard drives, server</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(c), (d) &amp; (e)</b>
	Amaqela angavaniyo	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano	Ukuqwalasela iinkqubo zolamlo	Ngqo kwisebe	Ukufayila amaxwebhu axhasayo, ukuwagqithisela kwiSAPS nakubanye abathathinxaxheba, ukuqulunqa iingxelo eziya kubaphathi, ukunxibelelana namaqela achaphazelekayo	lifayili eziphathek ayo, eziyi-elektronikhi ( <i>hard drives, server</i> )	Umgaqonkqubo woLawulo lweeNgxelo	<b>S11(1)(d)</b>
	Amalungu amaqumrhu okhuseleko ekuhlaleni	Amagama, izazisi, iidilesi, iinombolo zobhaliso,	Ukuqwalasela ukusebenza kwamaqumrhu okhuseleko	Ngqo kwisebe	Ukushicilela ingcombolo, ukuyixelela amanye	lifayili eziphathek ayo, eziyi-elektronikhi	Umgaqonkqubo woLawulo	<b>S11(1)(c), (d) &amp; (e)</b>

Icandelo elilungelelanisayo	Izihloko	Iinkcukacha zomntu ngenkqu	Injongo yokulungelelanisa	Indlela yokuyilanda	Iinkqubo	Iimo zeengxelo	Ukulahlala iingxelo	Igunya lolungelelaniso
		iinkcukacha zoqhagamshelwano	ekuhlaleni		amalungu, abathathinxaxheba neSAPS, ukuthumela ingcombolo malunga nezinto ezenziweyo	(hard drives, server)	lweeNgxelo	
	Abamangali / abatyholwa / amaxhoba kuphando lwezenzo zolwaphulo-mthetho	Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinombolo zeCAS	Ukuhlola ukufezeka kophando lwezenzo zolwaphulo-mthetho	Ngqo kwisebe okanye ngenye indlela	Ukufayila izicelo namaxwebhu azixhasayo, ukuzigqithisela kwiSAPS / NPA, ukujonga iidokethi ukuze ziphengululwe, ukuqulunqa iingxelo, ukuzigqithisela kubaphathi, ukunxibelelana nabamangali	lifayili eziphathek ayo, eziyi-elektronikhi (hard drives, server)	Umgqaonkqubo woLawulo lweeNgxelo	<b>S11(1)(c), (d) &amp; (e) S12(2)(a) or (c)</b>
	Abantu abazimase imisitho/ amatheko/ iindibano zokuncazelana ngolwazi	Amagama, izazisi, iinkcukacha zoqhagamshelwano	Ukuqwalasela intatho-nxaxheba kwiinkqubo zokuthintela ulwaphulo-mthetho	Ngqo kwisebe	Ukushicilela ingcombolo kwiirejista zokuzimasa, ukufayila iirejista, ukuzenza zifumaneke xa kusenziwa uphicotho-zincwadi	lifayili eziphathek ayo, eziyi-elektronikhi (hard drives, server)	Umgqaonkqubo woLawulo lweeNgxelo	<b>S11(1)(c) / (e)</b>
<b>Intsebenziswano phakathi</b>	Amavolontiya	Amagama, izazisi,	Ukulungelelanisa izicelo,	Ngqo kwisebe	Ukwamkela/ ukufayila izicelo,	lifayili eziphathek	Umgqaonkqubo	<b>S11(1)(d) / (e)</b>

Icandelo elilungelelanisayo	Izihloko	Iinkcukacha zomntu ngenkqu	Injongo yokulungelelanisa	Indlela yokuyilanda	Iinkqubo	Iimo zeengxelo	Ukulahlala iingxelo	Igunya lolungelelaniso
kwamasebe karhulumente (IGR) kunye neeprojekthi ezikhethekileyo	olunteers	iinombolo zePERSAL, iidilesi, uhlanga, isini, iinkcukacha zebhanki	ukuqeshwa, iintlawulo, ukukhululwa		ukubamba udliwano-ndlebe, ukugcina iinkcukacha kwinkqubo yePERSAL nakwezinye iinkqubo, ukwamkela/ ukufayila amaxwebhu exesha, ukuqulunqa iingxelo, ukuthumela iinkcukacha kulawulo lweDPW nolweEPWP	ayo, eziyi-elektronikhi ( <i>hard drives, server</i> )	woLawulo lweNgxelo	

**Ifom 2**  
**Isicelo sokufumana ingxelo**  
[\[Ummiselo 7\]](#)

<p><i>Phawula:</i>          Umceli makafake ubungqina besazisi.          Izicelo ezenziwa egameni lomnye umntu kufuneka ziphelekwe bubungqina bokugunyaziswa ngumntu lowo sifakwa egameni lakhe isicelo.</p>	
SIYA KU:	Igosa leNgcombolo _____ _____ _____ _____ (Idilesi)
Idilesi ye-imeyili: Inombolo yefeksi:	_____ _____ _____
<p><i>Phawula ngo 'X'</i></p>	
<input type="checkbox"/> Isicelo ndisifaka egameni lam	<input type="checkbox"/> Isicelo senziwa egameni lomnye umntu

**IINKCUKACHA ZOMNTU OFAKA ISICELO**

Amagama apheleleyo:			
Inombolo yesazisi:			
Isikhundla esifakwa phantsi kwaso isicelo (xa isisicelo esifakwa egameni lomnye umntu):			
Idilesi yeposi:			
Idilesi yesitrato:			
Idilesi ye-imeyili:			
Inombolo zoqhagamshelwano:	Umnxeba (B):		Ifeksi:

	Umnxeba ophathwayo:			
Amagama apheleleyo omntu esifakwa egameni lakhe isicelo (xa kufanelekile):				
Inombolo yesazisi:				
Idilesi yeposi:				
Idilesi yesitrato:				
Idilesi ye-imeyili:				
Iinombolo zoqhagamshelwano:	Umnxeba (B):		Ifeksi	
	Umnxeba ophathwayo:			
<b>IINKCUKACHA ZENGXELO ECELWAYO</b>				
<i>Nika iinkcukacha ezipheleleyo zengxelo oyicelayo kuquka nenombolo yesalathisi xa uyazi khon'ukuze ifumaneke lula ingxelo oyicelayo. Xa esi sithuba sinikiweyo apha singoneli, bhala kwelinye iphepha uze ulinamathisele kule fom. Nceda uwatyikitye onke amaphepha ongeziweyo.)</i>				
Inkcazelo ezeleyo yengxelo okanye inxalenye efanelekileyo yengxelo:				



Inombolo yesalathisi, xa ikho:	
Ezinye iinkcukacha zengxelo:	
<b>UHLOBO LWENGXELO</b> (Phawula ibhokisi efanelekileyo ngo 'X')	
Ingxelo ikwimo ebhaliweyo okanye eprintiweyo	
Ingxelo iqulethe imifanekiso ebukelwayo (equka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl njl)	
Ingxelo equlethe amazwi ashicilelweyo okanye ingcombolo enokuveliswa kwakhona njengesandi	
Ingxelo egcinwe kwikhompyutha okanye ekwimo ye-elektronikhi okanye ekwimo efundeka ngomatshini	
<b>IMO EFUMANEKA NGAYO INGXELO</b> (Phawula ibhokisi efanelekileyo ngo 'X')	
Ikopi yengxelo eprintiweyo (kuquka iikopi zemifanekiso, ezokhuphelo kunye nengcombolo egcinwe kwikhompyutha, ekwimo ye-elektronikhi okanye ekwimo efundeka ngomatshini)	

Ukhuphelo olubhaliweyo okanye oluprintiweyo lwemifanekiso ( <i>kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl njl.</i> )	
Ukhuphelo lwesandi esishicilelweyo ( <i>uxwebhu olubhaliweyo okanye oluprintiweyo</i> )	
Ikopi yengxelo ekwiflash drive ( <i>kuquka imifanekiso kunye nesandi esishicilelweyo</i> )	
Ikopi yengxelo ekwidiski eyikompatkthi ( <i>kuquka imifanekiso kunye nesandi esishicilelweyo</i> )	
Ikopi yengxelo egcinwe kwiseva yecloud	

**IMO EFUMANEKA NGAYO INGXELO**  
(*Phawula ibhokisi efanelekileyo ngo'X'*)

Ukuphendla ingxelo kwidilesi ebhalisiweyo yeziko likarhulumente okanye elabucala ( <i>kuquka ukuphulaphula amazwi ashicilelweyo, ingcombolo engaveliswa kwakhona njengesandi okanye ingcombolo egcinwe kwikhompyutha okanye ekwimo yeelektronikhi okanye efundeka ngomatshini</i> )	
Iposi ethunyelwa kwidilesi yeposi	
Iposi ethunyelwa kwidilesi yesitrato	
Iposi ye-courier ethunyelwa kwidilesi yesitrato	
Ukuthumela ingcombolo ebhaliweyo okanye eprintiweyo ngefeksi ( <i>kuquka ukhuphelo</i> )	
Ukuthumela ingcombolo nge-imeyili ( <i>kuquka ushicilelo olushicilelweyo xa kunokwenzeka</i> )	
Ukuthumela ingcombolo nge-cloud/ukuthumela ifayili	
Ulwimi olukhethayo: ( <i>Phawula ukuba xa ingxelo ingafumaneki ngolwimi oyicela ngalo uya kuyinikwa ngolo lwimi ifumaneka ngalo</i> )	

**IINKCUKACHA ZELUNGELO EMALISETYENZISWE OKANYE LIKHUSELWE**

*Ukuba ngaba isithuba osinikiweyo asonelanga, bhala kwelinye iphepha uze ulinamathelise kule fom. Kufuneka umceli awatyikitye onke amaphepha ongezweyo.*

Xela ukuba liliphi ilungelo emalisetzenziswe okanye emalikhuselwe:	

Chaza ukuba kungani ingxelo oyicelayo uyifunela ukusebenzisa okanye ukukhusela eli lungelo ulixele apha ngasentla:	

<b>IMIRHUMO</b>	
<p><i>Kufuneka umceli ahlawule umrhumo wokucela ngaphambi kokuba isicelo sakhe siqwalaselwe.</i>  <i>Uza kuyixelelwa ukuba uyimalini umrhumo wokucela ofunekayo.</i>  <i>Umrhumo ohlawulelwa ukucela ingxelo uxhomekeke kwimo efunwa ngayo ingxelo kwakunye nexesha elifunekayo lokuyifuna nokuyilungisa.</i>  <i>Xa ungayihlawuliswa imirhumo xela isizathu sokungayihlawuliswa.</i></p>	
<b>Isizathu:</b>	

Uza kwaziswa ngesaziso esibhaliweyo ngesiphumo sesicelo sakho yaye xa sivunyiwe uza kuxelelwa iindleko ezinxulumene naso xa zikho. Uyacelwa ukuba uxele indlela yonxibelelwano oyikhethayo:

Idilesi yeposi	Ifeksi	Unxibelelwano lweelektronikhi (Luxele)

Ityikityelwe e \_\_\_\_\_ umhla \_\_\_\_\_ inyanga \_\_\_\_\_ 20 \_\_\_\_\_

Isandla somceli /somntu esifakwa egameni lakhe isicelo

### IZALISWA E-OFFISINI

Inombolo yesalathisi:	
Isicelo samkelwe ngu: ( <i>xela isikhundla, igama nefani yegosa lengcombolo</i> )	
Umhla esamkelwe ngawo:	
Imirhumo yokucela:	
Idiphozithi (xa ifuneka):	

Isandla segosa lengcombolo

**Ifom 4**  
**Ukufaka isibheno sangaphakathi**  
[\[Ummiselo 9\]](#)

Inombolo yesalathisi: _____			
<b>IINKCUKACHA ZEZIKO LIKARHULUMENTE</b>			
Igama leziko likarhulumente:			
Igama nefani yegosa lengcombolo:			
<b>IINKCUKACHA ZOMNTU OFAKA ISIBHENO SANGAPHAKATHI</b>			
Amagama apheleleyo:			
Inombolo yesazisi:			
Idilei yeposi:			
Inombolo zoqhagamshelwano:	Umnxeba (B):	Ifeksi:	
	Umnxeba ophathwayo:		
Idilesi ye-imeyili:			
Ingaba isibheno sangaphakathi sifakwa egameni lomnye umntu?	Ewe		Hayi
Xa impendulo ingu 'ewe', isikhundla somntu ofaka isibheno egameni lomnye umntu: <i>(Ubungqina besikhundla somntu ofaka isibheno egameni lomnye umntu xa sikho mabufakwe.)</i>			
<b>IINKCUKACHA ZOMNTU ESIFAKWA EGAMENI LAKHE ISIBHENO SANGAPHAKATHI</b> <i>(Xa sifakwa ngumntu wesithathu)</i>			
Amagama apheleleyo:			
Inombolo yesazisi:			
Idilesi yeposi:			

Iinombolo zoqhagamshelwano:	Umnxeba (B):	Ifeksi:	
	Umnxeba ophathwayo:		
Idilesi ye-imeyili:			
<b>ISIGQIBO ESINGUNOBANGELA WOKUFAKWA KWESIBHENO SANGAPHAKATHI</b> ( <i>phawula ibhokisi efanelekileyo ngo'X'</i> )			
Ukukhatywa kwesicelo sokufumana ingxelo:			
Isigqibo malunga nemirhumo emiselweyo ngokwesahluko sama-22 soMthetho:			
Isigqibo malunga nokwandiswa kwexesha emasisatyelwe ngalo isicelo ngokwesahluko sama-26(1) soMthetho:			
Isigqibo esinxulumene nesahluko sama-29(3) soMthetho sokusikhaba isicelo sokufumana ingxelo ikwimo ecelwa ngumceli:			
Isigqibo sokusivuma isicelo sokufumana ingxelo:			
<b>IZIZATHU ZOKUBHENA</b> ( <i>Ukuba ngaba isithuba osinikiweyo asonelanga, bhala welinye iphepha uze ulinamathelise kule fom. Kufuneka umceli awatyikitye onke amaphepha ongeziweyo.</i> )			
Xela izizathu ezingunobangela wokuba ufake isibheno sangaphakathi:			

Xela nayiphi na enye ingcombolo efanelekileyo eza kuncedisa xa kuqwalaselwa isibheno:	

Uza kwaziswa ngembalelwano ngesiphumo sesibheno sakho sangaphakathi. Xela indlela ofuna ukwaziswa ngayo:

<b>Idilesi yeposi</b>	<b>Ifeksi</b>	<b>Unxibelelwano ngeelektronikhi (Luxele)</b>

Ityikityelwe e \_\_\_\_\_ umhla \_\_\_\_\_ inyanga \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Isandla somntu ofaka isibheno/Umntu wesithathu

**IZALISWA E-OFFISINI  
USHICILELO OLUSEMTHETHWENI LWESIBHENO SANGAPHAKATHI**

Isibheno samkelwe ngu: (xela isikhundla, igama nefani yegosa lengcombolo)	
Umhla esamkelwe ngawo:	

Isibheno siphelekwa zizizathu zesigqibo segosa lengcombolo kunye neenkukacha zomntu wesithathu esinxulumene naye isicelo, xa kufanelekile, singenisiwe ligosa lengcombolo:	Ewe		
	Hayi		
<b>ISIPHUMO SESIBHENO</b>			
Ukukhathwa kwesicelo sokufumana ingxelo. Siyaqinisekiswa?	Ewe		Isigqibo esitsha ( <i>xa singaqinisekiswa</i> )
	Hayi		
Imirhumo (isahluko 22). Siyaqinisekiswa?	Ewe		Isigqibo esitsha ( <i>xa singaqinisekiswa</i> )
	Hayi		
Ukwandiswa kwexesha (isahluko 26(1)). Siyaqinisekiswa?	Ewe		Isigqibo esitsha ( <i>xa singaqinisekiswa</i> )
	Hayi		

Ukuvunywa kwesicelo (isahluko 29(3)). Siyaqinisekiswa?	Ewe		Isigqibo esitsha ( <i>xa singaqinisekiswa</i> )
	Hayi		
Isicelo sivunyiwe. Siyaqinisekiswa?	Ewe		Isigqibo esitsha ( <i>xa singaqinisekiswa</i> )
	Hayi		

Ityikityelwe e \_\_\_\_\_ umhla \_\_\_\_\_ inyanga \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 Igunya elifanelekileyo