

**IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI 2023-24**

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1. **ISINGENISO**

Isigaba 32(1)(a) soMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika we-1996 sithi wonke umuntu unelungelo lokufinyelela –

* 1. kunanoma yiluphi ulwazi olugcinwe umbuso ; kanye
	2. nakunanoma yiluphi ulwazi olugcinwe ngomunye umuntu oludingekayo maqondana nokusetshenziswa noma ukuvikelwa kwananoma yimaphi amalungelo.

Isigaba 32(2) soMthethosisekelo sihlinzeka ngokuthi kumele kushaywe umthetho kazwelonke ogunyaza leli lungelo.

UMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000 (uMthetho 2 wezi-2000), unikeza bonke abantu baseNingizimu Afrika ilungelo lokufinyelela kumarekhodi agcinwe umbuso, izikhungo zikahulumeni kanye nezinhlangano ezizimele.

Yileso naleso sikhungo sikahulumeni kanye nezinhlangano ezizimele kumele zibhale amabhukwana ngezilimi okungenani ezintathu eizemthethweni. Ngaphezu kwalokho, amalungu omphakathi angangena ku-https://inforegulator.org.za/paia-guidelines/ ukuze athole Umhlahlandlela ochaza kabanzi ngokuthi isetshenziswa kanjani i-PAIA.

Okunye futhi, Isigaba 14 soMthethosisekelo sithi wonke umuntu unelungelo lokuba nemfihlo, kanti-ke ilungelo lokuba nemfihlo libandakanya nelungelo lokuvikeleka ekutheni kuqoqwe, kugcinwe kusatshalaliswe kuphinde futhi kusetshenziswe ulwazi oluqondene nomuntu ngqo ngokungemthetho.

UMthetho Wokuvikela Ulwazi Oluqondene Nomuntu Ngqo, i-*Protection of Personal Information Act* (POPIA), (uMthetho 4 wezi-2013), washaywa ngenhloso yokukhuthaza ukuvikelwa kolwazi oluqondene nomuntu ngqo ukuba lusetshenziswe yizikhungo zikahulumeni kanye nezizimele. Lo Mthetho uphinda futhi unqume izinto ezidingekayo (imibandela eyisishiyagalombili (8) esemthethweni) emaqondana nokusetshenziswa kolwazi oluqondene nomuntu ngqo.

UMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi KwaZulu-Natali ubhale leli bhukwana ngenhloso yokwelekelela lowo ocelayo ofisa ukuthola ulwazi kulo mnyango kanye nokuthi futhi anikeze imininingwane emaqondana –

1. Nenhloso yokusetshenziswa kolwazi oluqondene nomuntu ngqo;
2. nencazelo yezinhlobo zemininingwane kanye nolwazi oluphathelene nalokho;
3. nalabo abafuna lolo lwazi kumbe izinhlobo zalabo abafuna lolo lwazi abazonikezwa ulwazi oluqondene nomuntu ngqo;
4. nezinhlelo ezimaqondana nokusatshalaliswa kolwazi oluqondene nomuntu ngqo; kanye
5. nencazelo ejwayelekile evumela ukuthi uMnyango uqalise ukuhlolwa okuyisekelo kanye nokuqashwa kwezinyathelo zokuphepha kolwazi.

Amakhophi aleli bhukwana ayatholakala emahhovisi oMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi ngokunjalo nakusizindalwazi sawo esithi (www.kzncomsafety.gov.za).

1. **IMISEBENZI YOMNYANGO WEZOKUPHEPHA KANYE NOKUXHUMANISA UMPHAKATHI KWAZULU-NATALI**

Imisebenzi yalo mnyango ithathiselwe esigabeni 206(1), 206(3) kanye no-206(5) soMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika yowe-1996, uMthetho Wezamaphoyisa obizwa nge-*Civilian Secretariat for Police Service Act*, wezi-2011 (uMthetho uNo. 2 wezi-2011), kanye noMthetho Wezamaphoyisa aseNingizimu Afrika obizwa nge-*South African Police Act*, we-1995 (uMthetho uNo. 68 we-1995). Yilena elandelayo:

|  |  |  |
| --- | --- | --- |
|  | **UMTHETHOSISEKELO** | **ISIGABA** |
|  | Ukunquma isidingo samaphoyisa kanye nalokho okuseqhulwini esifundazweni  | Isigaba 206(1) |
|  | Ukuqapha indlela yokuziphatha kwamaphoyisa | Isigaba 206(3)(a) |
|  | Ukwengamela ukusebenza ngempumelelo nangendlela okuyiyona kwamaphoyisa, kubandakanya ukwamukelwa kwemibiko ngokusebenza kwamaphoyisa | Isigaba 206(3)(b) |
|  | Ukukhuthaza ubudlelwane obuhle phakathi kwamaphoyisa nomphakathi  | Isigaba 206(3)(c) |
|  | Ukuhlola ukuthi ukuba khona kwamaphoyisa emiphakathini kuyimpumelelo | Isigaba 206(3)(d) |
|  | Ukuxhumana nelungu leKhabhinethi elibhekele ezamaphoyisa ngokumaqondana nobugebengu kanye nokusebenza kwamaphoyisa esifundazweni | Isigaba 206(3)(e) |
|  | Ukuphenya, noma ukuqoka ikhomishana yophenyo, maqondana nanoma yiziphi izikhalo zokungasebenzi kahle kwamaphoyisa kumbe ukunqamuka kobudlelwane phakathi kwamaphoyisa nomphakathi | Isigaba 206(5)(a) |
|  | Ukwenza izincomo elungwini leKhabhinethi elibhekele ukusebenza kwamaphoyisa | Isigaba 206(5)(b)  |
|  | **UMTHETHO I-*CIVILIAN SECRETARIAT FOR POLICE SERVICE ACT*, WEZI-2011** | **ISIGABA** |
|  | Kumele amahhovisi obubhalane ezifundazweni alekelele iHhovisi Lobubhalane kuZwelonke ukuba lifezekise izinjongo, futhi lenze imisebenzi libuye lisebenzise amandla eHhovisi Lobubhalane lesifundazweni ngokuba lihambisane nemigomo kahulumeni yokubusa ngokubambisana kanye nobudlelwane kohulumeni equkethwe eSahlukweni 3 soMthethosisekelo  | Isigaba 4(5) |
|  | Ukuqapha ukusebenza kwamaphoyisa kanye nokudamane lihlola ukuthi uphiko lwezamaphoyisa linezinqubomgomo ezanele kangakanani kanye nokusebenza ngempumelelo kwezinhlelo kanjalo nokwenza izincomo ezimayelana nezindlela zokulungisa | Isigaba 6(1)(a) |
|  | Ukuqapha ukusetshenziswa kwesabelomali sophiko lwezamaphoyisa ukuze kuqinisekiswe ukuhambisana nanoma yimiphi imiyalelo yanoma iyiphi inqubomgomo kumbe imiyalelo kaNgqongqoshe | Isigaba 6(1)(b) |
|  | Ukuqapha kanye nokuhlola ukugcinwa koMthetho Wodlame Lwasekhaya, we- 1998 (uMthetho 116 we-1998), bese wenza iziphakamiso ophikweni lwezamaphoyisa maqondana nezinqubo kanye nezindlela zokuqondiswa izigwegwe ezimayelana nokungagcinwa kwalo mthetho | Isigaba 6(1)(c) & (d) |
|  | Ukucubungula iziphakamiso, imibono kanye nezicelo ezithinta amaphoyisa kanye nezindaba zezokuqapha ezivela kunanoma yimuphi umthombo | Isigaba 6(1)(e) |
|  | Ukwenza noma ukuhlela ukuba kwenziwe nanoma yiluphi ucwaningo olungase lube nesidingo ukuba lwenziwe | Isigaba 6(1)(f) |
|  | Ukwenza isivumelwano sokusebenzisana noma ezivumelwaneni kumbe kokubili, ngokuxhumana noNgqongqoshe kaZwelonke, nezinhlaka zomphakathi kanye nabanye nezinye izinhlangothi bese kuxoxiswana nalezo zinhlaka nezinhlangothi ukuze kuqiniswe ukusebenzisana phakathi kwababambiqhaza abanhlobonhlobo | Isigaba 6(1)(g) |
|  | Ukuhlola nokuqapha indlela uphiko lwezamaphoyisa olwemukela luphinde lubhekane ngayo ngezikhalo ezibhekiswe kumalungu alo | Isigaba 6(1)(j) |
|  | Ukuze kwesekwe izinjongo zeHhovisi Lobubhalane okukhulunywe ngazo esigabeni 5 futhi namayelana nemigomo kahulumeni wobambiswano kanye nobudlelwane kohulumeni equkethwe eSahlukweni 3 soMthethosisekelo, kumele ihhovisi ngalinye lobubhalane-1. lihlele ngokuqondanisa izinhlelo zalo kanye nemisebenzi ezingeni likahulumeni wesifundazwe mayelana nezinhlelo, izinqubomgomo kanye nemisebenzi yeHhovisi Lobubhalane; futhi
2. lihlanganise amasu alo okusebenza kanye nezinhlelo ezingeni likahuluneni wesifundazwe kanye namasu okusebenza nezinhlelo zeHhovisi Lobubhalane lesifundazwe.
 | Isigaba 17(1) |
|  | Kumele ihhovisi lobubhalane esifundazweni lihlonze amakhono akhona okwenza emisebenzini yalo, ukuze-1. liqaphe futhi lihlole ukuqaliswa kokusebenza kwenqubomgomo yamaphoyisa esifundazweni;
2. lihlole futhi liqaphe indlela yokuziphatha kwamaphoyisa esifundazweni;
3. lisungule futhi lihlole izindlela zokuphepha kanye nezinsiza zokuqapha ukuze kuqinisekiswe ukuhambisana nemisebenzi yeHhovisi Lobubhalane;
4. lisize iHhovisi Lobubhalane kuzwelonke ekuqapheni kanye nasekuhloleni imiklamo; futhi
5. likhuthaze ubudlelwane phakathi kwamaphoyisa nomphakathi;
6. liqinise futhi likhuthaze ubudlelwane; kanye
7. nokwengamela ukuthuthukiswa kwezinhlaka zezokuphepha komphakathi ngokubambisana nesifundazwe.
 | Isigaba 17(2) |
|  | Inhloko yehhovisi lobubhalae esifundazweni ngasinye, ngemvume yenhloko yomnyango yesifundazwe, kumele ithumele kuNgqongqoshe kaZwelonke nakuNobhala imibiko yekwata emaqondana nemisebenzi yehhovisi lobubhalane lesifundazwe, futhi nanganoma yiluphi udaba noma ngokusho kukaNobhala. | Isigaba 22(1) |
|  | Inhloko yomnyango esifundazweni kumele zikhathi zonke ithumele imibiko kuNgqongqoshe kaZwelonke nasekomidini eliqondene esishayamthetho sesifundazwe.  | Isigaba 22(2) |
|  | Inhloko yomnyango esifundazweni ngasinye kumele-1. ngemvume kaNgqongqoshe, yethule umbiko wonyaka esishayamthetho sesifundazwe mayelana nemisebenzi yehhovisi lobubhalane esifundazweni; futhi
2. ithumele ikhophi yombiko wonyaka owethulwe ngokwendima (a) kuNobhala.
 | Isigaba 22(3) |
|  | UNobhala kanye nezinhloko zeminyango kumele bahlangane okungenani njalo ngekwata  | Isigaba 23(1) |
|  | Ihhovisi Lobubhalane kumele liqaphe ukuqaliswa kokusebenza kwezincomo ezenziwe wuPhiko Oluzimele Oluphenya Ngezenzo Zamaphoyisa bese njalo linikeza uNgqongqoshe kaZwelonke imibiko ngezinyathelo elizithathile ekuqinisekiseni ukulandela umthetho, bese ikhophi yalokho kumele ithunyelwe kuMqondisi Omkhulu.  | Isigaba 31(2) |
|  | **UMTHETHO WEZAMAPHOYISA ASENINGIZIMU AFRIKA, WE-1995** |  |
|  | Unikeza umhlahlandlela ngokukusungulwa Kwezigungu namaBhodi Omphakathi Asebenzisana Namaphoyisa | Isigaba 19 kuya esigabeni 21 |
|  | Uqinisekisa ukuthi imibandela emaqondana nokusungulwa kwamaphoyisa kamasipala iyalandelwa nokuthi amaqophela kazwelonke ayagcinwa | Isigaba 64N |

Ngaphezu kwale misebenzi, uMthetho wezokuphathwa kwezimali zikahulumeni, obizwa nge-Public Finance Management Act of 1999, uMthetho wezobudlelwano nabasebenzi, obizwa nge-Labour Relations Act of 1995 kanye noMthetho wezemisebenzi kahulumeni obizwa nge-Public Service Act of 1994 iphoqelela umnyango ukuba wenze nale misebenzi elandelayo:

* + 1. Ukuphathwa Kwezezimali;
		2. Ukwengamela uKuthengwa Nokusatshalaliswa Kwempahla;
		3. Ukulawula Kwangaphakathi Nokulawulwa Kobungozi;
		4. Imisebenzi Yezomthetho;
		5. Ezabasebenzi;
		6. Ezokuphathwa Kwezabasebenzi kanye Nezokuthuthukiswa Kwabasebenzi;
		7. Ukuphathwa Kolwazi Lwezobuchwepheshe; kanye
		8. Ukuphathwa Kwempahla Yokusebenza.

 **3. UKWAKHEKA KOMNYANGO WEZOKUPHEPHA KANYE NOKUXHUMANISA UMPHAKATHI KWAZULU-NATALI**

UMnyango uhlelwe ngendlela yokuthi ukwazi ukwenza imisebenzi yawo eshiwo ngenhla. Kunezigaba ezimbili emnyangweni: Ihhovisi Lesifundazwe kanye Nelokuphatha Ngokubambisana.

***Umfanekiso 1 – Uhlaka Oluphezulu***

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1. **Ihhovisi Lesifundazwe Lezamaphoyisa**

Ihhovisi Lesifundazwe yilona phiko oluphezulu olubhekele le misebenzi elandelayo–

* Ukuqapha nokuhlola ukuqalisa ukusebenza kwezinqubomgomo nemiyalelo yezobuphoyisa;
* ukuqapha nokuhlola zonke izinhlaka zezamaphoyisa esifundazweni;
* ukubhekana nezikhalo ezimaqondana nokusebenza kwamaphoyisa;
* ukubuyekeza indlela yokusebenza kwamaphoyisa, izindlela kanye nokusebenza kwamaphoyisa;
* ukwenza ucwaningo maqondana nezidingo zamaphoyisa esifundazweni;
* ukwakha izinhlelo zezokuphepha emphakathini, amasu kanye namathuluzi okuqapha;
* ukwakha nokugcina izinhlaka zezokuphepha komphakathi; kanye

nokwakha imifelandawonye yezokuphepha komphakathi.

Ihhovisi Lesifundazwe lisezingeni lesifundazwe kanye nasezingeni lesifunda. UMnyango uneHhhovisi Lesifundazwe eMgungundlovu. Kunezimpiko ezimbili ezingeni lesifundazwe eHhovisi Lesifundazwe. Uphiko lokuqala lwenza umsebenzi wokuqapha iHhovisi likaKhomishana Wesifundazwe kanye Nezimpiko eziyisipesheli ngokunjalo neziteshi zamaphoyisa zomphakathi ezingeni lesifundazwe. Uphiko lwesibili lona lubhekele ukuhlaziywa kolwazi lwezokuphepha kanye nokuza bemibono emisha. Luhlanganisa ulwazi oluqoqwe kuzo zonke izimpiko zomnyango bese lusebenzisa lolu lwazi ukubuyekeza izinqubomgomo kanye nemiyalelo yezamaphoyisa, ukwakha, ukuhlola kanye nokubuyekeza izindlela , amasu kanye namathuluzi okuqapha ezokuphepha komphakathi, ukubuyekeza indlela asebenza ngayo amaphoyisa , izindlela zokwenza umsebenzi kanye nokusebenza kwamaphoyisa bese lwenza ucwaningo maqondana nezidingo ezamaphoyisa esifundazweni njengalokhu kusho uMthethosisekelo kanye noMthetho.

Ezingeni lesifunda kunamahhovisi esifunda ayi-10 koMasipala Besifunda abayi-10 kanye namahhovisi esifunda ama-3 kuMasipala Omkhulu weTheku (Ethekwini Metro). Kuphinde kube namanye futhi amahhovisi esifunda ayi-13 ngaphansi kwezimenenja ezinkulu ezinhlanu.

***Umfanekiso 2 – IHhovisi Lesifundazwe Lezamaphoyisa***

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 Ihhovisi lesifunda lenza le misebenzi elandelayo:

* ukuqapha nokuhlola ukuqaliswa kokusebenza kwezinqubomgomo nemiyalelo yezamaphoyisa eziteshini zamaphoyisa esifundeni ;
* ukuqapha nokuhlola ukusebenza kweziteshi amaphoyisa esifundeni;
* ukubhekana nezikhalo ezibhekiswe eziteshini zamaphoyisa esifundeni.
* Ukwakha nokugcina Izigungu Zomphakathi Ezisebenzisana Namaphoyisa (ama-Community Police Forum (CPF)), Izigungu Zomphakathi Zezokuphepha (ama-Community Safety Forum. (CSF)), izinhlangano zokunqanda ubugebengu emphakathini (ama-CCPA) nezinye iznhlaka zezokuphepha esifundeni kanye nokudidiyela imisebenzi yazo;
* Ukuqalisa ukusebenza kwezindlela namasu ezokuphepha esifundeni ;
* Ukwakha nokugcina imifelandawonye esifundeni.

 ***Umfanekiso 3 – Ukwakheka Kwehhovisi Lesifunda***

1. **Ezokuphatha Ngokubambisana**

Lolu phiko olukhulu lweseka umnyango. Lunale minxa –

* + - UPhiko Lwezemisebenzi Edidiyele lubhekele Ukulawulwa Kwezindaba Zabasebenzi (*HR Management*), Ukuphathwa Kwezindaba Zabasebenzi (*HR Administration*), Ukuthuthukiswa Kwabasebenzi (*HR Development*), Ezokuxhumana Zangaphakathi Nezangaphandle (*Internal and External Communication*), Imisebenzi Yezobuchwepheshe Besimanje kanye Nezemisebenzi Yezokwelekelela (*Information Technology and Auxiliary Services*);
		- Uphiko LwezoMthetho (*Legal Administrative Support*) luhlinzeka ngemisebenzi yezomthetho emnyangweni;
		- Imisebenzi Yezokuphepha ibhekele zonke izindaba eziphathelene nezokuphepha;
		- Imisebenzi Yokuphathwa Kwezezimali iphethe ezezimali emnyangweni;
		- Ezobudlelwano Neminye iMinyango kaHulumeni kanye NezemikIamo Eyisipesheli zibhekele i-IGR kanye nezinhlelo ezingangeni ngaphansi kwezinhlelo zomnyango zokuhanjiswa kwezidingo emphakathini;
		- Ezokuhlelwa Kwamasu Okusebenza kanye Nokuqapha Nokuhlola Kwangaphakathi zibhekele ukuhlela kanjalo Nokuqapha Nokuhlola ukusebenza komnyango.

**Umfanekiso 4 – Ukuphatha Ngokubambisana**

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1. **Ukufinyelela Ezinsizeni Ezihlinzekwa nguMnyango ezingeni Lesifundazwe kanye nasemaHhovisi Esifunda**

Izinsiza ezihlinzekwa nguMnyango zitholakala kulezi zindawo ezilandelayo:

|  |  |
| --- | --- |
| **Ihhovisi Lesifundazwe** Private Bag X9143, Pietermaritzburg, 3200179 Jabu Ndlovu Street, Pietermaritzburg, 3201Ucingo.: 033-341 9300Ifeksi: 033-341 9403**Ihhovisi leMenenja: iHhovisi leNhloko yoMnyango**Thinta: uSilindile Bhengu (Nkk.)I-imeyili: silindile.dladla@comsafety.gov.zaIsizindalwazi: [www.kzncomsafety.gov.za](http://www.kzncomsafety.gov.za)I-imeyili ejwayelekile: info@comsafety.gov.za | **Ihhovisi Lesifunda esiseNyakatho yeTheku**Private Bag X54316, Durban, 400013th Floor, John Ross House, 20 Margaret Mncadi Avenue, Durban, 4000**UMqondisi Wehhovisi Lesifunda: eThekwini**UNkz. KE Mbongwe - 082 554 2469I-imeyili: khaladi.mbongwe@comsafety.gov.za**Umdidiyeli Wesifunda:** UNks Zingisa Mlata - 082 300 5381I-imeyili: zingisa.mlata@comsafety.gov.za  |
| **Ihhovisi Lesifunda esiseNtshonalanga yeTheku** Private Bag X9028, Pinetown, 360090 Crompton Street, Pinetown, DurbanUcingo: 031-7374950**UMqondisi Wehhovisi Lesifunda: eThekwini**UNkz. KE Mbongwe - 082 554 2469I-imeyili:khaladi.mbongwe@comsafety.gov.za**Umdidiyeli Wesifunda:** UNkz. F Buthelezi - 082 410 6835I-imeyili: fikile.buthelezi@comsafety.gov.za  | **Ihhovisi Lesifunda esiseNingizimu yeTheku**10th Floor, Truro House, 17 Margaret Mncadi Avenue, Durban, Ucingo: 031-5352553 **UMqondisi Wehhovisi Lesifunda: eThekwini**UNkz. KE Mbongwe - 082 554 2469I-imeyili: khaladi.mbongwe@comsafety.gov.za**Umdidiyeli Wesifunda:**  UNkz. KB Mthembu - 082 300 5408I-imeyili: khanyisile.mthembu@comsafety.gov.za  |
| **IHhovisi Lesifunda Ilembe** Private Bag X10616, Stanger, 44502nd Floor, Albert Building, Cnr Link Road and R102, KwaDukuza Ucingo: 032-4374200; Ifeksi: 032-5581261**UMqondisi Wehhovisi Lesifunda: iSifunda Esisogwini**UNkz. SN Chamane – 083 415 6757I-imeyili: sandra.chamane@comsafety.gov.za **Umdidiyeli Wesifunda:** UMnu. JH Makhathini – 082 554 2463I-imeyili:  jabulani.makhathini@comsafety.gov.za | **IHhovisi Lesifunda Ugu**Private Bag X905, Port Shepstone, 424046 Bisset Street, Port ShepstoneTel: 039-6881460; Fax: 039-6820759**UMqondisi Wehhovisi Lesifunda: iSifunda Esisogwini**UNkz. SN Chamane – 083 415 6757I-imeyili: sandra.chamane@comsafety.gov.za**Umdidiyeli Wesifunda:** UNks. P.S Nkonyeni – 060 520 1253I-imeyili: pretty.nkonyeni@comsafety.gov.za |
| **IHhovisi Lesifunda Inkosi Cetshwayo** 25 Bredelia Street, KwaMbonambi, 3915**UMqondisi Wehhovisi Lesifunda: iSifunda Esisogwini**UNkz. SN Chamane – 0834156757I-imeyili: sandra.chamane@comsafety.gov.za**Umdidiyeli Wesifunda:** UMnu. N.M Nyawo – 082 667 7890I-imeyili: Mabona.Nyawo@comsafety.gov.za | **IHhovisi Lesifunda sase-Zululand** Private Bag 32, Ulundi, 3838 LA Complex, King Dinuzulu Street, UlundiUcingo: 035-8708600**UMqondisi Wehhovisi Lesifunda: iSifunda esiseNyakatho** UMnu. I Nxumalo - 082 331 6856I-imeyili: ismail.nxumalo@comsafety.gov.za **Umdidiyeli Wesifunda: iHhovisi leSifunda esiseNyakatho**UDkt. AK Mtshali - 082 554 2465I-imeyili: kwenza.mtshali@comsafety.gov.za |
| **IHhovisi Lesifunda uMkhanyakude** Private Bag X015, Mtubatuba, 3995ERF 64, Dikkop Road, Mkuze, 3965Ucingo: 035- 573 1628**UMqondisi Wehhovisi Lesifunda: iHhovisi Lesifunda esiseNyakatho**UMnu. I Nxumalo - 082 331 6856I-imeyili: ismail.nxumalo@comsafety.gov.za **Umdidiyeli Wesifunda:** UMnu. KB Makhanya – 060 520 1367I-imeyili: khonzani.makhanya@comsafety.gov.za | **IHhovisi Lesifunda uMzinyathi** Private Bag X2014, Dundee, 30008 Aion Road, DundeeUcingo: 034-2997100; Ifeksi: 034-2997116**UMqondisi Wehhovisi Lesifunda: iSifunda esiseMpumalanga** Dr. LM Zondi - 082 776 7495I-imeyili: lm.zondi@comsafety.gov.za**Umdidiyeli Wesifunda:** UNks. DJL Mkhize – 082 458 9989I-imeyili: duduzile.mkhize@comsafety.gov.za  |
| **Amajuba IHhovisi Lesifunda**Private Bag X5001, Madadeni, 295110431 Inkosi Bhambatha Street, MadadeniUcingo: 034-3296903**UMqondisi Wehhovisi Lesifunda: iSifunda EsiseMpumalanga** Dkt. LM Zondi - 082 776 7495I-imeyili: lawrence.zondi@comsafety.gov.za **Umdidiyeli Wesifunda:** “Akekho oqashiwe” | **uThukela IHhovisi Lesifunda**40 Shepstone Drive, Ladysmith, 3370**UMqondisi Wehhovisi Lesifunda: iSifunda EsiseMpumalanga**Dkt. LM Zondi - 082 776 7495I-imeyili: lawrence.zondi@comsafety.gov.za**Umdidiyeli Wesifunda:**  UNks. T.M Ndlovu - 082 300 5384 I-imeyili: tshengisile.ndlovu@comsafety.gov.za |
| **IHhovisi Lesifunda uMgungundlovu** Ikheli lesikhashana: 179 Jabu Ndlovu Street, PietermaritzburgUcingo: 033-341 9300; Ifeksi: 033-341 9400**UMqondisi Wehhovisi Lesifunda: iSifunda Esimaphakathi** UMnu. SS Kunene - 082 776 7598I-imeyili: sabelo.kunene@comsafety.gov.za**Umdidiyeli Wesifunda:**UNks. D.K Sibande - 082 300 5394I-imeyili: dorah.ngubane@comsafety.gov.za | **IHhovisi Lesifunda** i-**Harry Gwala**Private Bag X558, Ixopo, 327638 Margaret Street, IxopoUcingo: 039-8340054**UMqondisi Wehhovisi Lesifunda: iSifunda Esimaphakathi** UMnu. SS Kunene - 082 776 7598I-imeyili: sabelo.kunene@comafety.gov.za**Umdidiyeli Wesifunda:** UNks. N Malima-Tindleni – 060 520 1250I-imeyili: ncebakazi.tindleni@comsafety.gov.za |

#

1. **ABABAMBIQHAZA ABAQAVILE BOMNYANGO KANYE NEMIHLOMULO YOKUSEBENZISANA**
2. UMphakathi wesiFundazwe saKwaZulu-Natali
* Ubudlelwano obuhle namaphoyisa
* Ukwenziwa ngcono kokuphepha komphakathi ngokusebenza kwamaphoyisa ngempumelelo nangendlela okuyiyona okwenziwa umbutho wamaphoyisa oguquliwe ukuze uhambisane nesikhathi samanje.
* Ukwesekwa kwezinhlaka zomphakathi nguhulumeni okukhuthaza ukusebenzisana phakathi kwamaphoyisa nomphakathi.
* Izinhlaka zezokuphepha zokukhuthaza ukunqanda ubugebengu.
* Izinhlelo zokunqanda ubugebengu.
1. IZigungu Zomphakathi Ezisebenzisana Namaphoyisa, Izinhlangano Zomphakathi Ezinqanda Ubugebengu kanye nezinye izinhlaka zezokuphepha
* Ukufinyelela kalula emaphoyiseni.
* Ukuthuthuka kombutho wamaphoyisa.
* Ukuthuthukiswa kolwazi ukuze kufekiswe izinjongo zombutho wamaphoyisa
1. Abaholi Bomdabu
* Ukwesekwa nguhulumeni kweqhaza labaHoli Bomdabu ekulwisaneni nobugebengu.
* Ubudlelwano obuhle namaphoyisa.
* Ukwenziwa ngcono kokuphepha komphakathi ngokusebenza kwamaphoyisa ngempumelelo nangendlela okuyiyona.
* Izinhlaka zezokuphepha zokukhuthaza ukunqanda ubugebengu.
* Izinhlelo zokunqanda ubugebengu.
1. Umbutho wamaPhoyisa aseNingizimu Afrika
* Amaphoyisa agqugquzelekile ahlonyiswe ngolwazii namakhono.
* Ukwesekwa okwanele kwezabasebenzi, ezezimali kanye nokokwenziwa komsebenzi kumaphoyisa esifundazwe.
* Ubudlelwano obuhle kanye nokusebenzisana nomphakathi.
* Umbutho wamaphoyisa KwaZulu-Natali oguquliwe ukuze uhambisane nesikhathi samanje.
1. UNgqongqoshe Wezamaphoyisa
* Umbutho wamaphoyisa esifundazwe ohambisana nezinqubomgomo izimiso namazinga kazwelonke.
* Ukudidiyelwa okwenziwe ngcono kwezinhlelo zokulwisana nobugebengu kanye nokusebenza kwamaphoyisa ngempumelelo esifundazweni.
* Inqubomgomo kazwelonke eyenziwe ngokulandela izidingo zesifundazwe.
1. Eminye iMinyango Yezobulungiswa, Ukunqandwa Kokubugebengu kanye Neqoqo Lezokuphepha
* Ukudidiyelwa okwenziwe ngcono maqondana nohlelo lwezobulungiswa lokulwisana nobugebengu.
* Imisebenzi yezokuphenywa kwamacala eyenziwe ngcono.
* Izinhlelo ezididiyele zokuphoqelela umthetho.
1. Isishayamthetho Sesifundazwe
* Ukuqashwa ngeso lokhozi kwemisebenzi eyenziwa ngumnyango egameni lezakhamuzi.
* Ukusetshenziswa kwezinsizakusebenza zomphakathi ngendlela okuyiyona neyongayo.
1. Ezinye izifundazwe
* Ukunqandwa kobugebengu emingceleni.
* Ubudlelwane obuhle phakathi kohulumeni.
* Izinhlelo ezididiyele zokuphoqelela umthetho.
1. Ama-NGO, ama-FBO, Amabhizinisi, Izinyunyana, Amaqembu ezepolitiki, Imboni Yezezokuvikela Ezizimele, Imboni Yezokthutha
* Ukufinyelela kalula emaphoyiseni.
* Izinhlelo ezididiyele zokunqanda ubugebengu.
* Ukubamba iqhaza ezinhlakeni zezokuphepha.
* Imisebenzi yezokulamula nokuxazulwa kwezingxabano.
* Ukuqashwa kokhetho.

# 5. IMINININGWANE YOKUXHUMANA YOMSEBENZI OBHEKELE ULWAZI

INhloko Ebambile yoMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi, uNks. GP Xaba, nguyena onguMsebenzi Obhekele Ulwazi ngokoMthetho Wokukhuthaza Ukufinyelela Olwazini. UMnyango uneSekela loMsebenzi Obhekele Ulwazi elilodwa, Adv C van Niekerk.

**UMsebenzi Obhekele Ulwazi: uNks. GP Xaba**

Ikheli Lokuposa: Private Bag X9143, Pietermaritzburg, 3200

Ikheli Lendawo: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Ucingo: (033) 341 9326

Ifeksi: (033) 341 9403

Iselula: (083) 628 1431

I-imeyili: glen.xaba@kzntransport.gov.za

**Isekela loMsebenzi Obhekele Ulwazi: Adv. C van Niekerk**

Ikheli Lokuposa: Private Bag X9143, Pietermaritzburg, 3200

Ikheli Lendawo: 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Ucingo: (033) 341 9300

Ifeksi: (033) 341 9411

Iselula: (082) 822 2150

I-imeyili: chris.vanniekerk@comsafety.gov.za,

1. **AMAREKHODI**

1. **Izinhlobo zamarekhodi**

UMnyango ugcine lezi zinhlobo ezilandelayo zamarekhodi:

* Amarekhodi okuphathwa kwezezimali;
* Ukukhokhwa kwamavawusha
* Amafomu okufaka izibizo zezinkambo kanye nendawo yokulala
* Amaphepha okuhlelwa kwezezimali kanye nesabelomali
* Amarekhodi okuphathwa kwempahla;
* Amarejista empahla
* Ukulahlwa kwamarekhodi
* Imibiko nge-hardcat
* Imibiko kanye namarekhodi ngokulawulwa kokulahleka kwempahla
* Amarekhodi okulawulwa kokuthengwa nokusatshalaliswa kwempahla;
* Amaphepha aqondene nokubhida
* Izivumelwano zokusebenzisana
* Amafomu okufaka ama-oda
* Amarekhodi ezindaba zabasebenzi kanye nokuphathwa kwabasebenzi;
* Imininingwane ecacisa ngomsebenzi okumele wenziwe
* Imibiko ngokuhlolwa komsebenzi
* Umumo womnyango
* Izinqubo zamasinga okusebenza
* Amabalazwe ngezinqubo zokusebenza
* Indlela yokwenziwa komsebenzi
* Izicelo zokuqashwa
* Amarekhodi amathimba abhekele ukuhlunga nokuqasha
* Amarekhodi ezokuthuthukiswa kwamakhono abasebenzi kanye nawemifundaze;
* Ukuhlelwa kokuqeqewshwa
* Izicelo zemifundaze
* Izinhlelo, izinqubomgomo kanye nemihlahlandlela yokulwa ne-COVID-19;
* Amarekhodi okulawulwa kwezimoto;
* Amaphepha agunyaza uhambo
* Ukugunyazwa kokugcinwa kwezimoto emakhaya
* Amarekhodi okuthengwa kwezimoto
* Amarekhodi ngokunakekelwa kwezimoto
* Imibiko ngokulandelelwa kwezimoto ukuthi zikuphi
* Imibiko ngezingozi zezimoto
* Amarekhodi okuphathwa kwezokwakha;
* Ukuxoxisana noMnyango Wezemisebenzi Yomphakathi
* Ama-invoyisi okuqashisa
* Amarekhodi okunakekelwa kwezakhiwo
* Izinkontileka, Imibono yezomthetho kanye namarekhodi amacala;
* Izinqubomgomo, amabhukwana, izinqubo zokusebenza kanye nemihlahlandlela;
* Amarekhodi ngokulawulwa kolwazi lwezobuchwepheshe;
* Izivumelwano no-SITA
* Izinqumgomo ze-IT
* Imibiko ngokuqhubeka kwebhizinisi
* Imibiko ngezinhlelo
* Ezokuxhumana kanye nezinto zezokukhangisa;
* Amarekhodi okuhlelwa kwamasu okusebenza kanye nokuqapha kwangaphakathi;
* Amarekhodi okuphatha kwangaphakathi;
* Izinhlelo zemihlangano (Agendas)
* Amaminithi emihlangano
* Amarekhodi okuxhumana nababambiqhaza;
* Izimemo zemihlangano
* Amarejista okuhanjelwa kwemihlangano
* Amaminithi emihlangano
* Amarekhodi obudlelwano neminye iminyango kahulumeni;
* Izaziso zemihlangano
* Izinhlelo zemihlangano
* Amaminithi emihlangano
* Imibiko ngemihlangano
* Amamemorandamu eSigungu Esiphezulu
* Amarekhodi okuphathwa kwemiklamo;
* Izinhlelo zemiklamo
* Imibiko ngemiklamo
* Izinhlelo namaminithi emihlangano, amarejista okuhanjelwa kwemihlangano
* Ukuhlolwa kwezinziza ezihlinzekwa ngamaphoyisa emphakathini;
* Izindlela zokuhlolwa kweziteshi kanye nemibiko
* Izindlela zokuhlolwa kokuphepha ezikoleni kanye nemibiko
* Izinhlaka kanye nezinhlelo ezokuphepha;
* Izaziso zemihlangano
* Izinhlelo zemihlangano
* Amaminithi emihlangano
* Imibiko ngemihlangano
* Amarekhodi ezocwaningo kanye nezentuthuko;
* Izindlela zokwenza ucwaningo
* Imibiko ngocwaningo
* izikhalo eziqondene namaphoyisa.
* Amafomu okufaka izikhalo
* Amafayela nama-diary ngocwaningo
* Imibiko ngezikhalo
* Izimpendulo zezikhalo ezifakiwe

Amarekhodi abekwe endimeni engezansi atholakala ngaphandle kokufakwa kwesicelo. Maqondana namanye-ke amarekhodi, ukufinyelela kuwona kumele kucelwe ngokulandela uMthetho. Kumele kuqashelwe ukuthi la marekhodi abandakanya amarekhodi athathwa njengayimfihlo, ukufinyelela kuwona okumele kwenziwe ngokulandela amaqophelo abizwa ngama - *Minimum Information Security Standards* (MISS).

1. **Amarekhodi atholakala ngaphandle kokufakwa kwesicelo**

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| **INCAZELO YOHLOBO LWAMAREKHODI ATHOLAKALA NGAPHANDLE KOKUFAKA ISICELO NGOKWESIGABA 15(1)(a) SOMTHETHO WOKUKHATHAZA UKUFINYELELA OLWAZINI, WEZI-2000** | **INDLELA YOKUFINYELELA EREKHODINI** |
| **AHLOLWAYO NGOKWESIGABA 15(1)(a)(i):** |
| IZINHLELO ZAMASU OKUSEBENZA ZOMNYANGO  | Amarekhodi akusizindalwazi somnyango, http://www.kzncomafety.gov.za/ ayatholakala ukuze abonwe noma acashunwe ngobuchwepheshe bekhompyutha ngaphandle kokuthi umuntu afake isicelo ngokoMthetho okukhulunywa ngawo.  |
| UHLELO LONYAKA LOKWENZIWA KOMSEBENZI LOMNYANGO  |
| IMIBIKO YONYAKA |
| IMIBIKO YOKUQASHA NGOKULINGANA  |
|  IMIBIKO YOCWANINGO ESHICILELWE  |
| IZINHLAKA ZOMNYANGO EZIVUNYIWE  |
| IZABELOMALI |
| IZINQUBOMGOMO ZOMNYANGO KANYE NAMABHUKWANA EZINQUBO  |
| IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI  |
| IMIQULU YOKUZOBOPHEZELA EKWENZENI UMSEBENZI  |
| IKHALENDA LEMICIMBI YOMNYANGO  |
| AMAKHOPHI EZINKULUMO ZIKANGQONGQOSHE  |
| AMASEKHULA EZIKHALA ZEMISEBENZI KANYE NEMISEBENZI EKHANGISIWE  |
| AMAFOMU OMNYANGO |
| IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO  |
| AMA-*JOURNAL* KANYE NAMAPHEPHABHUKU  |
| IZINTO ZOKUKHANGISA UMNYANGO |
| IZITATIMENDE ZOMNYANGO EZIKHISHELWA ABEZINDABA  |
| **ATHENGWAYO NGOKWESIGABA 15(1)(a)(ii):** |
| IMIBHALO YAMATHENDA     | Amarekhodi angathengwa emahhovisi abizwa nge-*Financial & Accounting Services Office*, No. 4 Ground Floor, *Department of Community Safety & Liaison, Head Office*, 179 Jabu Ndlovu Street, Pietermaritzburg, 3200 |
| **AKOPISHWAYO NGOKWESIGABA 15(1)(a)(ii):** |
| IZINHLELO ZAMASU OKUSEBENZA ZOMNYANGO  | Amarekhodi anagahlolwa eMnyangweni ngokufaka isicelo, siqondiswe ku- *Office of the Deputy Information Officer, Department of Community Safety & Liaison, Head Office*, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X9143, Pietermaritzburg, 3200 |
| UHLELO LONYAKA LOKWENZIWA KOMSEBENZI  |
| IMIBIKO YONYAKA  |
| IMIBIKO YOKUQASHA NGOKULINGANA  |
| IMIBIKO YOCWANINGO ESHICILELWE  |
| IZINHLAKA ZOMNYANGO EZIVUNYIWE |
| IZABELOMALI |
| IZINQUBOMGOMO ZOMNYANGO KANYE NAMABHUKWANA EZINQUBO |
| IBHUKWANA LOKUKHUTHAZA UKUFINYELELA OLWAZINI  |
| IMIQULU YEMISEBENZI EYENZIWA NGUMNYANGO |
| ISITATIMENDE SOKUZIBOPHEZELA |
| IKHALENDA LEMICIMBI YOMNYANGO |
| AMAKHOPHI EZINKULUMO ZIKANGQONGQOSHE |
| AMASEKHULA EZIKHALA ZEMISEBENZI KANYE NEMISEBENZI EKHANGISIWE  |
| AMAFOMU OMNYANGO. |
| IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO |
| AMA-*JOURNAL* KANYE NAMAPHEPHABHUKU  |
| IZINTO ZOKUKHANGISA UMNYANGO  |
| IZITATIMENDE ZOMNYANGO EZIKHISHELWA ABEZINDABA  |
| **ATHOLAKALA MAHHALA NGOKWESIGABA 15(1)(a)(iii):** |
| IMINININGWANE YEZOKUXHAMANA YABASEBENZI BOMNYANGO | Amarekhodi angacelwa eMnyangweni , ngokuqondisa isicelo ku-*Office of the Deputy Information Officer, Department of Community Safety & Liaison, Head Office,* 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X 9143, Pietermaritzburg, 3200 |
| AMA-*JOURNAL* KANYE NAMAPHEPHABHUKU  |
| IZINTO ZOKUKHANGISA UMNYANGO |
| IZITATIMENDE ZOMNYANGO EZIKHISHELWA ABEZINDABA |
| UMQULU WOKUZIBOPHEZELA EKWENZENI UMSEBENZI(SCC) |  |
| UHLELO LOKWENZA NGCONO UKUHANJISWA KWEZIDINGO EMPHAKATHINI (SDIP) |  |

1. **IZINHLOBO ZOLWAZI OLUQONDENE NOMUNTU NGQO**

Izinhlobo zolwazi oluqondene nomuntu ngqo olucutshungulwe nguMnyango zitholakala

 Esithasiselweni A, okuyisona esicacisa ngoPhiko Olucubungulayo i-*Processing Component*,

Okucutshungulwayo i-Data Subject, Ulwazi Oluqondene Nomuntu Ngqo Olucutshungulwayo, Inhloso Yokucutshungulwa Kolwazi Oluqondene Nomuntu

 Ngqo*,* Umthombo Okuqoqwe Kuwona Ulwazi,

Izindlela Ezilandelwayo*,* Isimo Atholakala Ngaso Amarekhodi*,*

Ukulahlwa Kwamarekhodi*,* kanye neGunya Lokucubungula Irekhodi.

 Nazi izinhlobo zezinhlaka ezivumeleke ukuthola ulwazi oluqondene nomuntu ngqo:

1. abasebenzi boMnyango;
2. Umbutho Wamaphoyisa aseNingizimu Afrika / Amaphoyisa e-Metro;
3. abanye ababambiqhaza abafanele Ohlelweni Lwezobulungiswa i-*Criminal Justice System;*
4. Isikhungo esibhekele Ezobuchwepheshe Bezokwakwazisa kuHulumeni, *i-State Information Technology Agency*;
5. uMcwaningi-Mabhuku Jikelele;
6. Inqolobane Yokulondolozwa Kwemibhalo Eyigugu eSifundazweni, i-*Provincial Archive*; kumbe
7. Nanoma yiluphi olunye uPhiko lukaHulumeni noma labo abalumele abafisa ukuqhuba umsebenzi wabo.

UMnyango awunazo izinhlelo zokukhiphela ulwazi oluqondene nomuntu ngqo kwamanye amazwe angaphandle, kodwa-ke uyaziqapha izinto ezinjalo ngenhloso yokuqinisekisa ukuthi imigomo yoMthetho iyalandelwa. Uma umnyango kwakumele ubandakanyeke ekwedlulisweni ulwazi kwamanye amazwe, kuzomele uqinisekise ukuthi lolo lwazi luzonikezelwa kuphela kulawo mazwe akhombise ukuyilandela imigomo yezibophezelo zamazwe omhlaba maqondana nokuvikeleka kolwazi oluqondene nomuntu ngqo.

Izindlela zokuqinisekisa ukuphepha ezisetshenziswa neziqashelwa uMnyango zibandakanya:

* Izivumelwano nabazisebenzisayo ukuze kulandelwe imigomo edingekayo maqondana nezindlela namazinga okuvikela ulwazi oluqondene nomuntu ngqo;
* Zonke izakhiwo zamahhovisi zivikeleke zikhathi zonke (24/7), kube nezinhlelo zokulawula ukungena nokuphuma kuzo zonke izakhiwo;
* Ihhovisi lesifundazwe lib namakhamera aqashelwa ngonogada;
* Kubhaliswa bonke abangena esakhiweni;
* Indawo elondoloza amarekhodi iqashelwe ngokwengeza izindlela zokuvikela kubandakanya nendlela yokulawula ukungena nokuphuma kanye nokufakwa kwesango lensimbi elihlala likhiyiwe zikhathi zonke;
* Igumbi elihlala ubuxhakaxhaka bezokuxhumana (server room) kungangeni muntu kulo ngaphandle kwabasebenzi ababhekele eze-IT kuphela;
* Amafayela abasebenzi agcinwe emagunjini okungena kuwo abasebenza ukubhekela ezabasebenzi kuphela;
* Wonke amakhompyutha akhiywe avulwe ngezinombolo kumbe ngamagama ayimfihlo (password).

 **8. INDLELA YOKUFAKA ISICELO**

1. **Isicelo sokufinyelela erekhodini**

Uma lowo ocelayo efisa ukufaka isicelo sokufinyelela erekhodini loMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi KwaZulu-Natali, kumele enze isicelo esibhalwe phansi asiqondise kuMsebenzi Obhekele Ulwaz noma kwiSekela loMsebenzi Obhekele Ulwazi imininingwane yabo yokuxhumana ebekwe endimeni 5 lapha.

Lowo ocelayo ofisa ukufaka isicelo kumele asebenzise uFomu 2, ofakwe kuleli bhukwana waba yisijobelelo B.

Abafakizicelo kumele banikeze ulwazi olwanele kuFomu 2 ukuze uMsebenzi Obhekele Ulwazi ezokwazi ukuhlonza irekhodi eliceliwe, kubandakanya nencazelo yerekhodi, inombolo yenkomba, uma ikhona, kanye nanoma yimiphi eminye imininingwane yerekhodi. Lowo ocelayo kumele afake yonke imininingwane yakhe yokuxhumana kanye nolimi afisa ukuthola ngalo irekhodi. Uma irekhodi lingatholakali ngolimi olukhethwe yilowo ocelayo, irekhodi linganikezwa ngolimi elitholakala ngalo.

Isicelo singenziwa ngomlomo uma lowo ocelayo engakwazi ukufunda nokubhala noma uma engakwazi ukwenza isicelo esibhaliwe ngenxa yokukhubazeka kumbe /kanye kunezinye izizathu. Umsebenzi Obhekele Ulwazi noma iSekela lakhe kumele asize lowo ocelayo ngokuthi ambhalele phansi isicelo sakhe bese enikeza ilowo ocelayo ikhophi yesicelo esibhaliwe.

UMsebenzi Obhekele Ulwazi kumele alekelele lowo ocelayo odinga usizo maqondana nokufaka isicelo sokufinyelela erekhodini. Usizo kumele lunikezwe mahhala.

Lowo ocelayo kumele aveze indlela afisa ukufinyelela ngayo erekhodini, okuchaza ukuthi –

* + ngabe ufisa ukwenza ikhophi yerekhodi;
	+ ngabe ufisa ukuthola irekhodi libhaliwe noma liprintiwe kumbe ufisa ukuhlola irekhodi lakhe;
	+ uma kuyirekhodi elibukwayo, okuchaza ukuthi ama-video, izithombe, ama-slide, imifanekiso eyenziwe ngekhompyutha, noma ufisa ukuthola ikhophi yemifanekiso, ukuthola ikhophi yemifanekiso kumbe ufisa ukuyibuka;
	+ ngabe lowo ocelayo ufisa ukuthola ikhophi eprintiwe yolwazi oluthathwe erekhodini noma ikhophi efundeka ngekhompyutha (isib. i-*memory stick*).
1. **Ukudluliswa Kwesicelo Sokufinyelela erekhodini**

UMsebenzi Obhekele Ulwazi noma iSekela lakhe angadlulisa isicelo sokufinyelela erekhodini uma:

* irekhodi eliceliwe lingekho ezandleni zoMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi; noma
* ulwazi oluqukethwe yirekhodi eliceliwe luthinta kakhulu esinye isikhungo.
1. **Inqubo elandelwayo uma irekhodi lingatholakali**

Uma irekhodi lingatholakali, uMsebenzi Obhekele Ulwazi kumbe Isekela lakhe kumele, enze incwadi efungelwe, azise umfakicelo ukuthi akulula ukuba afinyelelel kulelo rekhodi.

1. **Ukumiswa Kokufinyelela erekhodini**

Ukufinyelela erekhodini kungamiswa uma irekhodi lingatholakali.

1. **Izikhathi Ezibekiwe kanye Nesaziso esithunyelelwa Lowo Ofake Isicelo**

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele bathathe isinqumo ezinsukwini ezingama-30 ukuthi isicelo siyemukelwa yini bese kuthunyelwa isaziso kulowo ocelayo.

Uma isicelo sokufinyelela erekhodini samukelwa, isaziso esivela kuMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele:

* sisho ukuthi izimali ezikhokhelwa ukufinyelela erekhodini, uma ifuneka, ikhokhwa kuphi futhi nini;
* siveze indlela yokufinyelela erekhodini; bese futhi
* sichaze ukuthi isikhalo sifakwa kanjani maqondana nezimali zokufinyelela erekhodini kumbe indlela elizotholakala ngayo.
1. **Ukwenqatshelwa ukufinyelela erekhodini**

Uma ukufinyelela erekhodini kunqatshwa, isaziso esivela kuMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi kumele:

* sinikeze izizathu ezanele;
* singavezi lutho ngokuqukethwe yirekhodi;
* sisho ukuthi lowo ocelayo angadlulisa isikhalo ngaphakathi emnyangweni noma afake isicelo enkantolo sokuphikisana nokunqashelwa ukufinyelela erekhodini;
* siveze inqubo yokudluliswa kwesikhalo kwangaphakathi.
1. **Ukwelulwa kwesikhathi sokuthatha isinqumo maqondana nesicelo**

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi angelula isikhathi sezinsuku ezingama-30 kanye kuphela, ngokwengeza ezinye izinsuku ezingama-30 ukuze athathe isinqumo maqondana nesicelo uma –

* lowo ocelayo ekuvuma lokho kwelulwa kwesikhathi ngokubhalwe phansi;
* isicelo sidinga ulwazi oluningi olungathatha isikhathi ukulucwaninga, futhi olungaphazamisa ukusebenza kwansuku zonke komnyango; noma
* uma kunesidingo sokuxoxisana nezinye izikungo zikahulumeni okungenzeka ukuthi ziyathinteka kulelo rekhodi.
1. **Ukwenqatshwa okuphoqekile kwesicelo sokufinyelela erekhodini**

Ukunqatshwa okuphoqekile kwesicelo sokufinyelela erekhodini kumele kwenziwe nguMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi ngalezi zizathu ezilandelayo:

* ukuvikela impilo yangasese yomuntu;
* uma ukuvezwa kwalolo lwazi kubandakanya ukuvezwa kolwazi lohlangothi lwesithathu ngokungekho emthethweni , kubandakanya nomuntu ongasekho emhlabeni;
* ukuvikela ulwazi lwezohwebo lohlangothi lwesithathu;
* ukuvikela ulwazi oluthile oluyimfihlo;
* ukuvikela ulwazi oluyimfihlo lohlangothi lwesithathu;
* ukuvikela ukuphepha kwabantu kanye nokuvikela impahla;
* ukuvikelwa okuphoqelekile kwamadokodo amaphoyisa maqondana namabheyili kanye nokuvikelwa kokuphoqelelwa komthetho nezinqubo zomthetho;
* ukuvikela amarekhodi ezomthetho;
* ezokuvikela, ezokuphepha nezangaphakathi eRiphabhlikhi yaseNingizimu Afrika;
* ezomnotho nokusimama kwezezimali kwiRiphabhlikhi kanye nezohwebo lwezikhungo zikahulumeni;
* ukuvikela ulwazi lwezocwaningo lohlangothi lwesithathu, kanye nokuvikela ulwazi locwaningo lwesikhungo sikahulumeni;
* ukusetshenziswa kwezinsizakusebenza zomnyango ngokungenambuyiselo ekucwaningeni ngolwazi oluceliweyo;
* ukuvikela izinhlelo zekhompyutha zesikhungo esizimele.
1. **Ukwenqatshwa okungaphoqekile Kwesicelo Sokufinyelela erekhodini**

uMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi linganqaba isicelo sokufinyelela erekhodini uma isicelo sokufinyelela olwazini sibandakanya ukudalulwa:-

* Kolwazi lohlangothi lwesithathu.
* Kolwazi, ukudalulwa kwalo okubeka engcupheni ukuphepha kwesikhungo noma kohlelo.
* Kolwazi olubalulekile ekuvikelekeni komuntu osohlelweni Lokuvikelwa Kofakazi.
* kokuphepha komphakathi nempahla.
* Kolwazi olugcinwe ezinhlelweni zamakhompyutha kahulumeni noma esikhungweni sikahulumeni, esichazwe kumthetho obizwa nge-*Copyright Act No. 98 of 1978*.
* Kolwazi olumayelana nerekhodi lesikhungo sikahulumeni eliqukethe imibono, izeluleko, imibiko, izincomo noma izingxoxo kumbe imihlangano maqondana nokwakhiwa kwenqumogomo
* Kwerekhodi eliqukethe izindlela, amasu, imihlahlandlela esetshenziswa ekunqandeni, ekuhlonzeni, ekuphenyeni amacala noma ekushushiseni izephulamthetho okungaholela ekuphazamisekeni kokusebenza kwengalo yomthetho
* Kwerekhodi, okungathi uma lidalulwa libeke engcupheni, lenze umuntu akwazi ukuhlonza umthombo, liholele ekusatshisweni kofakazi, lelekelele ezenzweni zokwephulwa komthetho, noma liphazamise ubulungiswa ekuthethweni kwecala
* Kolwazi, okungathi uma ludalulwa lubeke engcupheni ezokuvikelwa, ezokuphepha noma ubudlelwano beNingizimu Afrika namanye amazwe
* Kolwazi, ukudalulwa kwalo okungase kubeke engozini ezomnotho kumbe ezezimali eRiphabhlikhi yaseNingizimu Afrika, noma amandla kahulumeni okuphatha umnotho wezwe ngempumelelo.
* Kolwazi oluqukethe izimfihlo zikahulumeni zezohwebo noma zesikhungo, ukudalulwa kwazo okungase kubeke engozini ezomnotho kumbe ezezimali zikahulumeni noma zesikhungo sikahulumeni.
1. **Ezinye izizathu zokwenqatshwa Kwesicelo Sokufinyelela erekhodini**

UMsebenzi Obhekele Ulwazi noma iSekela loMsebenzi Obhekele Ulwazi linganqaba isicelo sokufinyelela erekhodini uma kubonakala ukuthi leso sicelo siwumdlalo nje noma uma ukusetshenzwa kwaso kuzosebenzisa ngendlela engafanele izinsizakusebenza zoMnyango Wezokuphepha kanye Nokuxhumanisa Umphakathi.

1. **Izimali ezikhokhelwa isicelo kanye nesaziso maqondana nesinqumo sokufinyelela erekhodini**
* Lowo ocelayo ofisa ukufinyelela erekhodini eliqukethe ulwazi oluqondene naye akudingekile ukuba akhokhe imali yesicelo.
* Bonke-ke abanye labo abacelayo kumele bakhokhe imali yesicelo engama-R100.00 Bagcwalise uFomu 2 bese belithumela kuMsebenzi Obhekele Ulwazi ekhelini lendawo lomnyango, enombolweni yefeksi noma ekhelini le-imeyili kanye nemali yesicelo.
* UMsebenzi Obhekele Ulwazi kumele azise lowo ocelayo (ngaphandle komfakisicelo ozicelela ulwazi oluqondene naye ngqo) ngesaziso, azise lowo ocelayo ukuba akhokhe imali yesicelo enqunyiwe (uma idingeka) kanye nediphozithi (uma idingeka) ngaphambi kokuba kusetshenzwe isicelo.
* Lowo ocelayo angafaka isikhalo sangaphakathi, uma kufanele, noma afake isicelo enkantolo maqondana nokukhokhwa kwemali yesicelo. Emva kokuba uMsebenzi Obhekele Ulwazi esesikhiphile isinqumo maqondana nesicelo kumele kwaziswe lowo ocelayo ngendlela ayecele ukuba aziswe ngayo.
* Uma isicelo semukeliwe kumele kukhokhwe imali yokufinyelela ukuze kwenziwe ikhophi kanye nokufunwa ngokunjalo nokulungiswa kwerekhodi ngesikhathi eseqile emahoreni anqunyelwe ukufuna kanye nokulungiswa kwerekhodi ukuze lidalulwe.
* Ukufinyelela erekhodini kuyomiswa zize zikhokhwe zonke izimali ezifanele.
1. **Izindlela zokulungisa maqondana nezinyathelo noma ukwehluleka ukuthatha izinyathelo**

Nazi izinqubo umuntu angazisebenzisa ukubika kumbe ukulungisa izenzo ezingafanele noma ezingekho emthethweni okungenziwanga ngumnyango kumbe abasebenzi bawo:

(i) Izindlela zokulungisa maqondana nezenzo noma ukwehluleka ukuthatha izinyathelo ngokoMthetho Wokukhuthaza Ukufinyelela Olwazini: Isikhalo sangaphakathi singafakwa ngokusebenzisa uFomu 4 (Isithasiselo C). Isiphathimandla esibhekele izikhalo zangaphakathi ngokwalo Mthetho nguNgqongqoshe walo mnyango. Uma sekuhanjwe yonke imigudu yesikhalo sangaphakathi, sekungafakwa isicelo enkantolo.

(ii) Umsebenzi kahulumeni angafaka isikhalo ukuba siphenywe yikhomishini ebizwa nge-Public Service Commission maqondana nesenzo esingavumelekile noma okungenziwanga (isigaba 35 somthetho obizwa nge-*Public Service Act*, 1994).

(iii) Umuntu angasebenzisa izindlela zezabasebenzi zokulungisa maqondana nezenzo ezingamukelekile noma okungenziwanga, okuyizingxabano ngamalungelo (umthetho obizwa nge-Public Service Act, 1994, kanye nomthetho obizwa nge-*Labour Relations Act*, 1995).

(iv) Umuntu angafaka isikhalo kumhloli wezabasbenzi maqondana nanoma yikuphi ukwephulwa komthetho obizwa nge-*Basic Conditions of Employment Act*, 1997 (uMthetho uNo. 75 we-1997 - isigaba 78(1) (a)), noma umthetho obizwa nge-*Employment Equity Act*, 1998 (uMthetho uNo. 55 we-1998 - isigaba 34(e)).

(v) Umuntu angafaka isikhalo kuMvikeli Womphakathi maqondana nesenzo okusoleka ukuthi asikho emthethweni noma okungenziwanga (uMthethosisekelo kanye nomthetho obizwa nge-*Public Protector Act*, 1994 (uMthetho uNo. 23 we-1994)).

(vi) Umuntu angafaka isikhalo kwiKhomishini Yamalungelo Oluntu eNingizimu Afrika maqondana nesenzo kumbe okungenziwanga okusolakakala ukuthi kungukwephulwa kumbe ukubeka engozini kwananoma yiliphi ilungelo eliyisisekelo (uMthetho Wamalungelo Oluntu we-1994 (uMthetho uNo. 54 we-1994)).

(vii) Ukuze avikeleke ekujezisweni ngenxa yokudalula izenzo ezingekho emthethweni zomqashi noma uzakwabo asebenza naye, umuntu kumele asebenzise inqubo yokudalula yomthetho obizwa nge- *Protected Disclosures Act*, 2000 (uMthetho uNo. 26 wezi-2000).

(viii) Umuntu angasebenzisa ezinye izindlela zomthetho zokulungisa okuwukubuyekezwa kwezinqumo zomthetho ngokomthetho obizwa nge-. *Promotion of Administrative Justice Act*, 2000 (uMthetho uNo. 3 wezi-2000).

(ix) Umuntu angacela izizathu zesinqumo esithathiwe ngokwesigaba 5 soMthetho obizwa nge-*Promotion of Administrative Justice Act*, 2000 (uMthetho uNo. 3 wezi-2000).

**9. UKULAHLWA KWAMAREKHODI**

UMnyango unelungelo lokulahla ngokusemthethweni amarekhodi athile ngokwamagunya atholakala oPhikweni olubizwa nge-*National Archives and Records Service*.

Labo abacelayo bayokwaziswa ukuthi irekhodi abalicelayo selalahlwa uma kunjalo maqondana nalelo rekhodi elicelwayo.

Ngokulandela isigaba 24(1) se-*POPIA*, emva kokuthola isicelo kulowo ongumnikazi wolwazi, uMnyango-

* ungalungisa noma ususe ulwazi oluqondene nomuntu ngqo olusezandleni zawo olungaqondile, olungafanele, olweqile, oseluphelelwe yisikhathi, olungaphelele, olwedusayo kumbe olutholakale ngendlela engekho emthethweni; noma
* Ungadicilela phansi noma ucime irekhodi eliqukethe olwazi olumaqondana nomuntu ngqo uMnyango ongasenalo igunya lokuligcina ngokwesigaba 14 se-*POPIA*.

**10.** **UKUBAMBA IQHAZA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO KANYE**

 **NASEKUSEBENZISENI AMAGUNYA KUMBE EKWENZIWENI KOMSEBENZI**

Ekusebenziseni amagunya awo kumbe ekwenziweni komsebenzi ngokwe-*PAIA* kanye ne-*POPIA*, umphakathi uyaye umenywe izikhathi ngezikhathi ukuba uhambele imihlangano yokubonisana, wenze izethulo kumbe ubambe iqhaza ezinhlelweni zokwakha izinqubomgomo, imihlahlandlela noma amasu okunqanda ubugebengu emphakathini.

Amalungu omphakathi angenza izethulo eMnyangweni, ngananoma yisiphi isikhathi, maqondana nokusebenza kwamaphoyisa, ukunqandwa kobugebengu emphakathini okungena ngaphansi komsebenzi woMnyango.

Umphakathi uyakhuthazwa futhi ukuthi ubambe iqhaza ezinhlelweni eziyaye zihlelwe nguMnyango zokubonisana nomphakathi kanye nabababmbiqhaza.

Izigcawu eziyaye zisetshenziselwe ukuthi umphakathi ukwazi ukubamba iqhaza kuyaye kube yimihlangano yomphakathi (lapho kuhlanganwa khona mathupha noma ngokusebenzisa ubuchwepheshe besimanje), ama-imeyili kumbe izethulo ezibhalwe phansi.

Imibono kanye nezethulo zamalungu omphakathi ziyaye zisetshenziswe kakhulu ngesikhathi kwakhiwa izinqubomgomo, imihlahlandlela kumbe amasu okusebenza. UMnyango ungadlulisela ulwazi emphakathini ngokusebenzisa amaphephandaba kanye nobuchwepheshe besimanje, igazethi kahulumeni ngokunjalo nezinkundla zokuxhumana.

**11. IZIMALI EZIKHOKHWAYO NGOKOMTHETHO WOLWAZI**

|  |  |  |
| --- | --- | --- |
| **Iphuzu**  | **Incazelo**   | **Inani**  |
| 1  | Imali yesicelo ekhokhwa yibo bonke abafaka izicelo  | R100.00  |
| 2  | Ikhophi engu-A4  | R1.50 ikhasi ngalinye kumbe ingxenye yalo.  |
| 3  | Ikhophi engu-A4  | R1.50 ikhasi ngalinye kumbe ingxenye yalo.  |
| 4  | Ikhophi engendlela yokuthi ifundeke kwikhompyutha:  |    |
|    |       (i)   Ku-flash drive (kumele ihlinzekwe ngocelayo)     (ii)   Ku-compact disc  | R40.00  |
|    |    •       Uma ihlinzekwe ngocelayo   | R40.00  |
|    |    •       Uma ingahlinzekwanga ngocelayo   | R60.00  |
| 5  | Ukuqoshwa kwezithombe ezibukwayo ekhasini ngalinye elingu-A4-  | Lo msebenzi uzodluliselwa kubahlinzekimsebenzi bangaphandle. Inani liyoncika kwi-quotation yoMhlinzekimsebenzi.  |
| 6  | Ikhophi yezithombe ezibukwayo  |    |
| 7  | Ukuqoshwa kwerekhodi lomsindo, ikhasini ngalinye elingu-A4  | R24.00  |
| 8  | Ikhophi yerekhodi lomsindo eliqoshwe:  |   |
|    |       (i)   Kwi-flash drive (kumele ihlinzekwe ngocelayo)     (ii)   Kwi-compact disc  | R40.00  |
|    |    •       Uma ihlinzekwe ngocelayo   | R40.00  |
|    |    •       Uma ingahlinzekwanga ngocelayo   | R60.00  |
| 9  | Ukucinga kanye nokulungiselela ukuvezwa kwerekhodi ihora ngalinye kumbe ingxenye yehora, lingabalwa ihora lokuqala, eliyisikhathi esilingene ukucinga kanye nokwenza amalungiselelo.  | R100.00  |
|    | Akufanele kweqe isamba esingama-  | R300.00  |
| 10  | Idiphozithi: Uma ukucinga irekhodi kungaphezu kwamahora ayisithupha (6)  | Okukodwa kokuthathu isicelo ngasinye okubalwa ngokwamaphuzu asukela kwelesibili (2) kuya kwelesishiyagalombili (8).  |
| 11  | Ukuposa, i-imeyili noma inanoma iyiphi indlela yokukhokha ngokusebenzisa ubuchwepheshe besimanje  | Inani okuyilona, uma likhjona.  |

**12.** **UKUGUNYAZWA NGUMSEBENZI OBHEKELE ULWAZI**

Igunyazwe…………… ngalolu suku………..enyangeni …………………kowezi-2023

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNKS. S. NGUBO**

**INHLOKO YOMNYANGO EBAMBILE**

#  ISITHASISELO A

| **UPhiko Oluqondene**  | **Abanikazi Bolwazi**  | **Ulwazi Oluqondene Nomuntu Ngqo**  | **Isizathu Sokucutshungulwa Kwerekhodi**  | **Ukulandwa Kwamarekhodi**  | **Inqubo Elandelwayo uma Kuctshungulwa Irekhodi**  | **Isimo Amarekhodi**  | **Ukulahlwa Kwamarekhodi**  | **Igunya lokucubungula**  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UPhiko Olubhekele Izindaba Zabasebenzi** | Abafaka izicelo zomsebenzi  | Amagama, omazisi, amakheli, imininingwane yokuxhumana, ubulili, isipiliyoni, iziqu, imininingwane yokuqashwa  | Ukucubungula izicelo zomsebenzi  | Umuntu uzilandela mathupha  | Liyamukelwa, licutshungulwe, liqinisekiwe, lihlolwe ngesikhathi sohlelo lokuqasha kanye nokuhlelwa kwamafayela  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*)  | Inqubomgomo Yokuphathwa Kwamarekhodi  | **S11(1)(d)****S29** |
| Abasebenzi kanye nababondlayo  | Amagama, omazisi, izinombolo ze-PERSAL, amakheli, imininingwane yokuxhumana, ubuhlanga, ubulili, isipiliyoni, iziqu, imininingwane yokuqashwa  | Ukucubungula umlando wokuziphatha emsebenzini | Umuntu uzilandela mathupha noma athumele omunye amlandele  | Izinqubo ezilandelwayo zokuqasha, ukuphathwa kwe-PERSAL, ukuphathwa lwamalivu, ukulawulwa kokwenziwa komsebenzi, ukulawulwa kokuziphatha kwabasebenzi, i-*medical aid* kanye nokucutshungulwa kwamafomu empesheni, ukucutshungulwa kwezicelo zokwesula emsebenzini / izicelo zokuthatha umhlalaphansi  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server, transversal system* ) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)****S12(2)(c)****S32(f)(i)****Qaphela: i-S30 igunyaza Izinyunyana kuphela ukuba zicubungule ulwazi olumaqondana nobulungu ezinyunyaneni, hhayi abaqashi** |
| **UPhiko olubhekele Ukulawulwa Kwezimoto i-*Fleet*** ***Management*** | Abasebenzi abangabashayeli bezimoto kanye nabagibeli  | Amagama, imininingwane yokuxhumana | Ukucubungula izicelo zokusebenzisa izimoto zikahulumeni | Umuntu uzilandela mathupha  | Ukukhishwa kwezimvume zokusebenzisa izimoto zikahulumeni, ukucutshungulwa kwezicelo zesibonelelo soxhaso lwezimoto  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)** |
|  | Abasebenzi  | Amagama, omazisi, izinombolo ze-PERSAL, amakheli, imininingwane yokuxhumana, ukuthathwa kwezithupha  | Ukucubungula amarekhodi obugebengu / ukuphenya ukuthi umsebenzi akakaze yini abandakanyeke ezenzweni zobugebengu | Umuntu uzilandela mathupha  | Ukucutshungulwa kwamarekhodi obugebengu, ukucutshungulwa kwezicelo zokugezwa kwegama lomuntu ezenzweni zobugebengu  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)** |
| **UPhiko olubhekele Ukulawulwa Kwempahala i-*Asset Management*** | Abasebenzi abasebenzisa impahla | Amagama, izinombolo ze-PERSAL  | Ukucubungula ukusetshenziswa kwempahla kanye nokuphendula ngokusetshenziswa kwayo  | Umuntu uzilandela mathupha  | Ukurekhodwa kwabalondolozi bempahla, ukubikwa kwempahla elahlekile | Amafayela aphathekayo kanye nakwikhompyutha (*hard drives, server, transversal system* ) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)** |
| **UPhiko olubhekele Ukuthengwa kanye Nokusatshalaliswa Kwempahla i-*Supply Chain Management*** | Ababhidayo  | Amagama, omazisi amakheli, izinombolo zokurejista, imininingwane yokuxhumana | Ukucubungula ukuhlola kwababhidi kanye nokunikezelwa kwawo kulabo abaphumelele | Umuntu uzilandela mathupha  | Ukucubungula izilinganiso ama-*quotations* noma amabhidi (ukuwahlola, ukuwaqinisekisa, ukuwahlola kanye nokuhlela amafayela) | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)** |
| Abahlinzekimsebenzi abasayine izinkontileka  | Amagama, omazisi, amakheli, izinombolo zokurejista, imininingwane yokuxhumana, imininingwane yasebhange  | Ukulawulwa kwezinkontileka  | Umuntu uzilandela mathupha  | Ukucubungula izinkontileka ngokusebenzisa uPhiko lweMthetho i-*Legal Services* kanye nalabo abacele izinsiza ama-e*nd-user* | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(b)** |
| **UPhiko olubhekele Ukugcinwa Kwamabhuku i-*Accounting Services***  | Abasebenzi | Amagama, omazisi, izinombolo ze-PERSAL, biminingwane yasebhange  | Ukucubungula izicelo zokukhokhelwa ama*-claim* kanye nezinkokhelo ama-*payment*  | Umuntu uzilandela mathupha  | Ukulawulwa kwe-*payroll*; ukuphathwa kwezibonelelo zokuhamba ngokomsebenzi i-*subsistence and transport claim*  | Amafayela aphathekayo kanye nakwikhompyutha (*hard drives, server, transversal system* ) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)** |
| Abahlinzekimsebenzi kanye nabafake izimali zabo ama-*creditors*  | Amagama, Iomazisi, amakheli, rizinombolo zokurejista, imininingwane yokuxhumana, iminingwane yasebhange |  Ukucubungula izicelo zokukhokhelwa ama-*claim*, ama-*invoice* kanye nezinkokhelo ama-*payment* | Umuntu uzilandela mathupha | Ukuthathwa kwemininingwane yasebhange, ukukhishwa kwezinkokhelo  | Amafayela aphathekayo kanye nakwikhompyutha (*hard drives, server, transversal system*) | Inqubomgomo Yokuphathwa Kwamarekhodi  | **S11(1)(b)** |
| **UPhiko lwezoMthetho i-*Legal Services*** | Abahlinzekimsebenzi abasayine izinkontileka  | Amagama, omazisi amakheli, izinombolo zokurejista, imininingwane yokuxhumana, imininingwane yasebhange  | Ukubhala izinkontileka kanye nokusayinwa kwazo  | Umuntu uzilandela mathupha noma athumele omunye amlandele | Ukwamukelwa kwamabhidi/ izilinganiso ama-*quotation*, ukubhalwa kwezinkontileka  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(b)****S12(2)(c)** |
| Abamangali ama-*litigants* kanye nabafake izicelo zokukhokhelwa ama-*claimants* | Amagama, omazisi, amakheli, izinombolo zokurejista, imininingwane yokuxhumana, imininingwane yasebhange | Ukusingatha izinhlelo zokwenzeka ezinkantolo, izinkokhelo ama-*claims*, ukuxhumana | Umuntu uzilandela mathupha noma athumele omunye amlandele | Ukufayelwa kwezicelo zenkokhelo ama-*claim*, ukuxhumana, ukuhambisa izincwadi kubameli  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*)) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)****S12(2)(d)(iii)** |
| Abasebenzi | Amagama, imininingwane yokuxhumana | Ukuhlola ukuthi ngubani okufanele akhokhe uma kukhona ukulahlekelwa okwenzekile  | Umuntu uzilandela mathupha | Ukufayela izicelo kanye nemibhalo ehambisana nazo, ukubeka imibono, ukwedlulisela lezo zinto kumphathi omkhulu wezimali u-CFO | Amafayela aphathekayo, akwikhompyutha (*hard drives, server)* | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)** |
| Abafake izikhalo | Amagama, omazisi amakheli, izinombolo zokurejista, izinombolo zamacala ama-*CAS number*, imininingwane yokuxhumana | Ukunikeza izeluleko zezomthetho maqondana namacala aqhubekayo  | Umuntu uzilandela mathupha noma athumele omunye amlandele | Ukufayela izicelo kanye nemibhalo ehambisana nazo, ukubeka imibono, ukwedlulisela lezo zinto kubaphathi | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(c), (d) & (e)****S12(2)(c)** |
| **Ihhovisi Lobubhalane Bamaphoyisa Esifundazweni i-*Provincial Secretariat*** ***for Police*** | Abafake izikhalo | Amagama, omazisi amakheli, izinombolo zokurejista, iminingwane yokuxhumana | Ukwenza uphenyo ngezikhalo eziqondiswe emaphoyiseni | Umuntu uzilandela mathupha | Ukufayela izicelo kanye nemibhalo ehambisana nazo, ukubeka imibono, ukwedlulisela lezo zinto Emaphoyiseni, ukwethula imibiko kubaphathi, ukuxhumana nabafake izikhalo | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(c), (d) & (e)** |
| Abaxabene  | Amagama, omazisi amakheli, izinombolo zokurejista, imininingwane yokuxhumana | Ukwelekelela ezinhlelweni zokuxazulula izingxabano  | Umuntu uzilandela mathupha | Ukufayela imibhalo yokweseka, ukwedlulisela leyo mibhalo Emaphoyiseni kanye nabanye ababambiqhaza, ukwethula imibiko kubaphathi, ukuxhumana nazo zonke izinhlangothi  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d)** |
| Amalungu ezinhlaka ezibhekele ezophepha emphakathini  | Amagama, omazisi amakheli, izinombolo zokurejista, imininingwane yokuxhumana  | Ukwelekelela ukusebenza kwezinhlaka zezokuphepha  | Umuntu uzilandela mathupha | Ukuqopha ulwazi, ukwedlulisela ulwazi kwamanye amalungu, ababambiqhaza kanaye Namaphoyisa, ukuthumela ulwazi kubanikazi balo abalucelile maqondana nezinhlelo  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(c), (d) & (e)** |
| Abafake izikhalo / abasolwa / abagilwa ophenyweni lobugebengu  | Amagama, omazisi, amakheli, izinombolo zokurejista, imininingwane yokuxhumana, izinombolo zamacala ama-*CAS number* | Ukuhlola impumelelo yokuphenywa kwezigigaba zobugebengu  | Umuntu uzilandela mathupha noma athumele omunye amlandele | Ukufayela izicelo kanye nemibhalo yokweseka, ukwedlulisela lokhu Emaphoyiseni naku-NPA, ukufinyelela emadokodweni ukuze abuyekezwe, ukubhala imibiko, ukwedlulisela leyo mibiko kubaphathi, ukuxhumana nalabo abafake izikhalo  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(c), (d) & (e)****S12(2)(a) or (c)** |
| Amalungu omphakathi ahambele imicimbi / imihlangano yokucobelelana ngolwazi  | Amagama, omazisi, imininingwane yokuxhumana | Ukwelekela umphakathi ukuba ubambe iqhaza ezinhlelweni zokunqanda ubugebengu  | Umuntu uzilandela mathupha | Ukuqopha imininingwane yalabo abahambele imihlangano kumarejista, ukufayela amarejista, ukuletha amarejista ukuze acwaningwe  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server*) | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(c) / (e)** |
| **I-IGR kanye Nemiklamo Eyisipesheli ama-*Special Project*** | Amavolontiya  | Amagama, omazisi, izinombolo ze-PERSAL, amakheli, ubuhlanga, ubulili, imininingwane yasebhange  | Ukubungula izicelo, ukuqashwa kwabasebenzi, izinkokhelo, kanye nokuxoshwa kwabasebenzi  | Umuntu uzilandela mathupha | Ukwamukela / ukufayela izicelo, ukusingatha inhlolokhono, ingwane ku-PERSAL kanye nakwezinye izinhlelo, ukwamukela / ukufayela ama-*time-sheet*, ukuhlanganisa imibiko, ukuhambisa imininingwane kwabakwa-DPW ukuze ifakwe ezinhlelweni ze-EPWP  | Amafayela aphathekayo, akwikhompyutha (*hard drives, server* | Inqubomgomo Yokuphathwa Kwamarekhodi | **S11(1)(d) / (e)** |

# ISITHASISELO B



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| *Qaphela:**1*    *Lowo ocelayo kumele alethe ubufakazi obumazisayo.**2*   *Isicelo esifakwa egameni lomunye umuntu kumele sihambisane nobufakazi bokugunyazwa ukwenza lokho, obunamathiselwe kuleli fomu.*  |
| KUQONDISWE KU:  | Isikhulu esibhekele ulwazi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Ikheli)  |
| Ikheli le-imeyili:Inombolo yefeksi:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| *Faka u- 'X'*  |
|  Isicelo ngisenza egameni lami   |  Isicelo senziwa egameni lomunye umuntu   |

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| **IMINININGWANE YOFAKA ISICELO**   |

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| Amagama aphelele:  |    |
| Inombolo:  |    |
| Isikhundla somuntu ofaka isikhalo (*uma kungukuthi isicelo usifakela omunye umuntu*):  |    |
| Ikheli lokuposa:  |    |
| Ikheli lomgwaqo:  |    |
| Ikheli le-imeyili:  |    |
| Imininingwane yokuxhumana:  | Ucingo (B):  |    | Ifeksi:  |    |
|    | Umakhalekhukhwini:  |    |
| Amagama aphelele omuntu isicelo esifakwa egameni lakhe*(uma kunesidingo):*  |    |
| Inombolo kamazisi:  |    |
| Ikheli lokuposa:  |    |
| Ikheli lomgwaqo:  |    |
| Ikheli le-imeyili:  |    |
| Imininingwane yokuxhumana:  | Ucingo (B):  |    | Ifeksi   |    |
|    | Umakhalekhukhwini:  |    |
| **IMINININGWANE YEREKHODI ELICELWAYO** *Hlinzeka ngemininingwane egcwele yerekhodi elidingekayo, kubandakanya nenombolo yenkomba uma uyazi, ukuze kube lula ukutholakala kwerekhodi.* *(Uma indawo ehlinzekiwe ingenele, qhubeka kwelinye ikhasi eliseceleni bese ulinamathisela efomini.* *Kumele usayine wonke amakhasi engeziwe)*  |
| Incazelo ngerekhodi kumbe ingxenye efanele yerekhodi:  |    |
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| Inombolo yenkomba, uma ikhona:  |    |
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| Eminye imininingwane yerekhodi:  |    |
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| **UHLOBO LWEREKHODI** *(Faka uphawu”X” esikhaleni esifanele)*  |
| Irekhodi elibhaliwe noma leiprintiwe   |    |
| *Irekhodi elinezithombe ezibukwayo -**(Lokhu kubandakanya izithombe, ama-slide, izithombe zama-video, izithombe ezenziwe ngekhompuyutha, izithombe ezidwetshiwe,njll.)*  |    |
| Irekhodi elinamagama aqoshiwe kumbe ulwazi olungaphinde lwenziwe umsindo  |    |
| Irekhodi eligcinwe kwikhompuyutha kumbe ngendlela eyenza lifundeke kwikhompyutha noma emshinini  |    |
| **ISIMO SEREKHODI OFISA UKUFINYELELA KULO** *(Faka uphawu”X” esikhaleni esifanele)*  |
| Irekhodi eliprintiwe *(lokhu kubandakanya nanona yiziphi izithombe ezibukwayo,* *amagama aqoshiwe kanye nerekhodi eligcinwe kwikhompuyutha kumbe ngendlela elenza lifundeke kwikhompyutha noma emshinini)*  |   |

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| Izithombe ezibukwayo ezibhaliwe noma eziprintiwe *(lokhu kubandakanya izithombe, ama-slide, izithombe zama-video, izithombe ezenziwe ngekhompuyutha, izithombe ezidwetshiwe, njll.)*  |    |
| *Ukubhalwa phansi komsindo womculo**(umbhalo obhaliwe noma oprintiwe)*  |    |
| Ikhophi yerekhodi elikwi-flash drive *(lokhu kubandakanya izithombe ezibukwayo kanye komsindo womculo)*  |    |
| Ikhophi yerekhodi elikwi-compact disc drive *(lokhu kubandakanya izithombe ezibukwayo kanye komsindo womculo)*  |    |
| Ikhophi yerekhodi eligcinwe kwi-cloud storage server  |   |

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| **INDLELA YOKUFINYELELA KUMAREKHODI:** *(Faka uphawu”X” esikhaleni esifanele)*  |
| Ukuzihlolela mathupha irekhodi ekhelini elirejistiwe lesikhungo sikahulumeni / isikhungo esizimele *(kubandakanya ukulalela amagama arekhodiwe, ulwazi olungakhiqizwa kabausha lube ngumsindo, noma ulwazi olukwikhompyutha kumbe ngendlela elenza lifundeke kwikhompyutha noma emshinini)*  |    |
| Ukusebenzisia ikheli leposi   |    |
| Ukusebenzisa ikheli lomgwaqo   |    |
| Ukusebenzisa i-Courier service ngekheli lomgwaqo   |    |
| Ukufekswa kolwazi olubhaliwe noma oluprintiwe *(kubandakanya nokuqopha)*  |    |
| Ukusebenzisa imeyili *(kubandakanya imisindo uma kungenzeka)*  |    |
| Ukusebenzisa i-Cloud share/file transfer  |    |
| Ulimi olukhethile:(*Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethile, uyolinikezwa ngolimi elitholakala ngalo.)*  |   |

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| **IMINININGWANE YAMALUNGELO ELIZOSETSHENZISWA NOMA ELIZOVIKELWA** *Uma indawo ehlinzekiwe ingenele, qhubeka kwelinye ikhasi eliseceleni bese ulinamathisela efomini. Kumele usayine wonke amakhasi engeziwe.*  |
| Veza ilungelo elizosetshenziswa noma elizovikelwa:  |    |
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| Chaza ukuthi kungani irekhodi elicelwayo lidingeka maqondana nokusetshenziswa noma ukuvikelwa kwelungelo elishiwo ngenhla:cH  |    |
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| **IMALI EKHOKHWAYO**   |
| *(a)*    Kumele kukhokhwe imali yokucela irekhodi ngaphambi kokuthi kucutshungulwe isicelo*.**(b)*    *Uzokwaziswa ngesamba semali okudingeka ukuba ikhokhelwe njengemali yokufaka isicelo.**(c)*     *Imali ekhokhelwa ukufinyelela erekhodini incike efomini okumele kufinyelelwe kulo kanye nesikhathi esifanele esidingeka ukucinga kanye nokulilungisa irekhodi.**(d)*   *IUma ufanelekile ukuba ukhululwe ekukhokheni imali ethile, sicela uveze izizathu zalokho.*  |
| **Isizathu:**  |    |
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Sizokubhalela sikwazise ukuthi isicelo sakho sivunyiwe noma sichithiwe kanti-ke uma sivunyiwe, sizokwazisa nezindleko nokufanele uzikhokhe maqondana nesicelo sakho, uma zikhona. Sicela uveze indlela ofisa sixhumane nawe ngayo:

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| Ikheli lokuposa   | Ifeksi  | Ukuxhumana ngobuchwepheshe besimanje *(Sicela ucacise)*  |
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|  | Sisayinwe e \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mhla \_\_\_\_\_\_\_\_\_\_ ku \_\_\_\_\_\_\_\_\_\_\_\_\_\_ kowezi-20 \_\_\_\_\_\_\_\_\_\_ |
|   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Isignesha yofaka isicelo /umuntu isicelo esifakwa egameni lakhe*   |

**OKOMNYANGO KUPHELA**

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| Inombolo yenkomba:  |    |
| Kwamukelwe ngu: *(isikhundla, igama nesibongo lesikhulu esibhekele ulwazi)*  |    |
| Usuku okwamukelwe ngalo:  |    |
| Imali yokufinyelela erekhodini:  |    |
| Idiphozithi (uma ikhona):  |   |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Isignesha yesikhulu esibhekele ulwazi*   |

**ISITHASISELO C**

**Ufomu 4
Ukufaka isikhalo sangaphakathi**

[[Umthethonqubo 9](https://app.jutastatevolve.co.za/gnr757y2021#gnr757y2021r9)]

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| Inombolo yenkomba: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|    |
| **IMINININGWANE YOHLAKA LUKAHULUMENI**  |
| Igama lesikhungo sikahulumeni:  |    |
| Igama nesibongo sesikhulu esibhekele ulwazi:  |    |
| **IMINININGWANE YOFAKA ISIKHALO OFAKA ISIKHALO SANGAPHAKATHI**   |
| Amagama aphelele:  |    |
| Inombolo kamazisi:  |    |
| Ikheli lokuposa:  |    |
| Imininingwane yokuxhumana:  | Ucingo (B):  |    | Ifeksi:  |    |
|    | Umakhalekhukhwini:  |    |
| Ikheli le-imeyili:  |    |
| Ngabe isikhalo sangaphakathi sifakwe egameni lomunye umuntu?  | Yebo  |    | Cha  |    |
| Uma impendulo ithi 'yebo', isikhundla somuntu ofaka isikhalo uma kungukuthi isicelo usifakela omunye umuntu: *(Ubufakazi besikhundla somuntu ofaka isicelo, uma bukhona, kumele bunanyatheliswe.)*  |    |
|  **IMINININGWANE YOMUNTU ISIKHALO ESIFAKWA EGAMENI LAKHE***(Uma sifakwa uhlangothi lwesithathu)*  |
| Amagama aphelele:  |    |
| Inombolo kamazisi:  |    |
| Ikheli lokuposa:  |    |
| Imininingwane yokuxhumana:  | Ucingo (B):  |    | Ifeksi:  |    |
|    | Umakhalekhukhwini:  |    |
| Ikheli le-imeyili:  |    |
| **ISINQUMO MAQONDANA NOKAKWA KWESIKHALO KWANGAPHAKATHI***(Faka uphawu ‘X’ esikhaleni esifanele)*  |
| Ukwenqatshwa kwesicelo sokufinyelela. |    |
| Isinqumo mayelana nemali ngokwesigaba 22 soMthetho.  |    |
| Isinqumo mayelana nokwelulwa kwesikhathi okumele kusetshenzwe ngaso isicelo ngokwesigaba 26(1) soMthetho.  |    |
| Isinqumo ngokwesigaba 29(3) soMthetho ukwenqaba ukufinyelela olwazini ngendlela okucelwe ngayo ngofaka isicelo.  |    |
| Isinqumo sokuvumela isicelo sokufinyelela:  |    |
| **IZIZATHU ZOKUFAKA ISIKHALO***(Uma isikhala esihlinzekiwe singanele, uyacelwa ukuba uqhubeke ekhasini eliseceleni bese ulinamathelisa kwifomu. Kumele usayine wonke amakhasi engeziwe.)*  |
| Veza izizathu ezidale ukuba ulandele ukufakwa kwesikhalo kwangaphakathi:   |    |
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| Veza nolunye ulwazi olungaba wusizo ekubhekweni kwesikhalo sakho:  |    |
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Uzokwaziswa ngokubhalwe phansi ngesinqumo mayelena nesikhalo sakho sangaphakathi. Sicela ubalule indlela ofisa ukwaziswa ngayo.

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| **Ikheli lokuposa**  | **Ifeksi**  | **Ukuxhumana ngobuchwepheshe besimanje** *(Sicela ukubalule)*  |
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| Isayinwe e mhla ku wezi-20\_\_\_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Isignesha yofaka isikhalo /Uhlangothi lwesithathu*  |
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**OKOMNYANGO KUPHELA**

**IREKHODI ELISEMTHETHWENI LESIKHALO SANGAPHAKATHI:**

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| Isikhalo Samukelwe ngu: *(isikhundla, igama nesibongo sesikhulu esibhekele ulwazi)*  |    |
| Usuku esamukelwe ngalo:  |    |
| Isikhalo sihambisana nezizathu zesinqumo sesikhulu esibhekele ulwazi kanye nalapho kufanele khona, imininingwane yohlangothi lwesithathu eliqondene naye irekhodi, kuthunyelwe yisikhulu esibhekele ulwazi:  | Yebo  |    |
|    | Cha  |    |
| **UMPHUMELA WESIKHALO**  |
| Ukuchithwa kwesicelo sokufinyelela. Kungabe kuqinisekisiwe?  | Yebo  |    | Isinqumo esisha *(uma kungaqinisekisiwe)*  |    |
|    | Cha  |    |    |    |
| Izimali ezikhokhwayo (Isigaba 22). Kungabe ziqinisekisiwe?  | Yebo  |    | Isinqumo esisha *(uma kungaqinisekisiwe)*  |    |
|    | Cha  |    |    |    |
| Ukwelulwa (Isigaba 26(1)). Kungabe kuqinisekisiwe?  | Yebo  |    |    |    |
|    | Cha  |    | Isinqumo esisha *(uma kungaqinisekisiwe)*  |   |

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| Ukufinyelela (Isigaba 29(3)). Kungabe kuqinisekisiwe?  | Yebo |    | Isinqumo esisha *(uma kungaqinisekisiwe)*  |    |
|    | Cha  |    |    |    |
| Ukuvunywa kwesicelo sokufinyelela. Kungabe kuqinisekisiwe?  | Yebo  |    |    |    |
|    | Cha  |    | Isinqumo esisha *(uma kungaqinisekisiwe)*  |   |

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| Isayinwe e mhla ku wezi-20\_\_\_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Isiphathimandla esifanele*   |