

**IMANUWALI EKHUTHAZA UKUFUMANEKA KWENGCOMBOLO**

**2023-24**

**IZIQULATHO**

INOMBOLO ISIHLOKO IPHEPHA

[1. INTSHAYELELO 3](#_Toc102994053)

[2. IMISEBENZI YESEBE LOKHUSELEKO LOLUNTU NONXULUMANO E-KZN 5](#_Toc102994054)

[3. UBUME BEZIKHUNDLA ZESEBE LOKHUSELEKO LOLUNTU NONXULUMANO E-KZN 8](#_Toc102994055)

[a) iqumrhu lolawulo lwamapolisa kwiphondo 10](#_Toc102994056)

[b) ulawulo lwequmrhu 12](#_Toc102994057)

[4. ABATHATHI-NXAXHEBA ABaNGUNDOQO KWISEBE NONCEDO ABALUFUMANAYO 17](#_Toc102994058)

[5. iinkcukacha zoqhagamshelwano zegosa lengcombolo 18](#_Toc102994059)

[6. iingxelo 19](#_Toc102994060)

[a) amacandelo eengxelo 19](#_Toc102994061)

[b) iingxelo ezifumaneka ngoko nangoko 22](#_Toc102994062)

[7. Amacandelo engcombolo yomntu ngenkqu 23](#_Toc102994063)

[8. inDLELA yokufak’isicelo 24](#_Toc102994064)

[a) Isicelo sokufumana ingxelo 24](#_Toc102994065)

[b) Ukugqithisa isicelo sokufumana ingxelo 25](#_Toc102994066)

[c) Inkqubo elandelwayo xa ingxelo ingafumaneki 26](#_Toc102994067)

[d) Ukurhoxisa ukufumaneka kwengxelo 26](#_Toc102994068)

[e) Amaxesha aqingqiweyo nokwaziswa komceli 26](#_Toc102994069)

[f) Ukukhatywa kwesicelo sokufumana ingxelo 26](#_Toc102994070)

[g) Ukwandisa ixesha lokwenz’isigqibo ngesicelo 27](#_Toc102994071)

[h) Ukukhatywa okugunyazisiweyo kwesicelo 27](#_Toc102994072)

[i) Ukukhatywa okuyimfihlo kwesicelo sokufuman’ingxelo 28](#_Toc102994073)

[j) Ezinye izizathu zokukhatywa kwesicelo sokufuman’ingxelo 28](#_Toc102994074)

[k) Imirhumo ehlawulwayo nokwaziswa ngesigqibo 29](#_Toc102994075)

[l) Izilungiso ezikhoyo xa kukho izenzo ezigwenxa nokusilela ukwenza 29](#_Toc102994076)

[9. UKULAHLA IINGXELO 31](#_Toc102994077)

[10. INTATHO-NXAXHEBA YOLUNTU XA ISEBE LIQULUNQA IMIGAQO-NKQUBO, XA LISEBENZISA AMAGUNYA NAXA LISENZA IMISEBENZI YALO 31](#_Toc102994078)

[11. IMIRHUMO EHLAWULWAYO NGOKUYALELA KOMTHETHO WENGCOMBOLO 32](#_Toc102994079)

[12. UKUVUNYWA LIGOSA LENGCOMBOLO 33](#_Toc102994080)

[ISIHLOMELO A 34](#_Toc102994081)

[ISIHLOMELO B 41](#_Toc102994082)

[ISIHLOMELO C 47](#_Toc102994083)

# INTSHAYELELO

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

* 1. nayiphi na ingcombolo ekurhulumente; kunye
	2. nayo nayiphi na enye ingcombolo ekomnye umntu efunekayo ukuze umntu akwazi ukusebenzisa okanye ukukhusela amalungelo.

Igatya 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/>.

Igatya le-14 loMgaqo-siseko lona libalula ukuba wonke ubani unelungelo lokuba neemfihlo yaye ilungelo lokuba neemfihlo liquka ilungelo lokukhuselwa ekubeni ingcombolo yakhe ngenkqu 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 mqulu ngenjongo yokunceda umceli ofuna ukufumana ingcombolo kweli Sebe nokunika ingcaciso ngezi zinto zilandelayo –

1. injongo yokulungelelanisa ingcombolo yomntu ngenkqu;
2. inkcazelo yamacandelo ezihloko zeenkcukacha neyengcombolo okanye eyamacandelo engcombolo enxulumeneyo;
3. abantu okanye amacandelo abantu abanokufumana ingcombolo yomntu ngenkqu enokukhutshwa;
4. izicwangciso ezikhoyo zokuthunyelwa kwengcombolo yomntu ngenkqu ngaphaya kwemida yeli lizwe; kunye
5. nenkcazelo gabalala evumela ukuhlolwa kokufaneleka kwamanyathelo okhuselo lwengcombolo aza kumiliselwa aze abekwe phantsi kweliso elibukhali liSebe.

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

# IMISEBENZI YESEBE LOKHUSELO LOLUNTU NONXULUMANO E-KZN

Imisebenzi yeli Sebe ithatyathwa kwigatya lama-206(1), elama-206(3) kunye nelama-206(5) loMgaqo-siseko weRiphablikhi 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:

|  |  |  |
| --- | --- | --- |
|  | **UMGAQO-SISEKO** | **IGATYA** |
|  | Ukufumanisa iimfuno nezinto ezingundoqo zesipolisa kwiphondo  | Igatya 206(1) |
|  | Ukubeka phantsi kweliso elibukhali indlela yokuziphatha kwamapolisa  | Igatya 206(3)(a) |
|  | Ukongamela ukufezeka nokugqibelela kwenkonzo yesipolisa, kuquka nokwamkela iingxelo malunga nenkonzo yesipolisa  | Igatya 206(3)(b) |
|  | Ukukhuthaza ubudlelane obuhle phakathi kwamapolisa noluntu  | Igatya 206(3)(c) |
|  | Ukuhlola ukufezeka komsebenzi wamapolisa obonakalayo eluntwini  | Igatya 206(3)(d) |
|  | Ukunxibelelana nelungu leKhabhinethi elijongene nenkonzo yesipolisa malunga nolwaphulo-mthetho nomsebenzi wamapolisa kwiphondo  | Igatya 206(3)(e) |
|  | Ukuphanda, okanye ukutyumba ikhomishini eza kuphanda izityholo ezifakwayo zokungasebenzi ngokukuko kwamapolisa okanye ezokuqhawuka kobudlelane phakathi kwamapolisa noluntu  | Igatya 206(5)(a) |
|  | Ukwenza iziphakamiso eziya kwilungu leKhabhinethi elijongene nenkonzo yesipolisa  | Igatya 206(5)(b)  |
|  | **UMTHETHO WEQUMRHU LOLAWULO LWENKONZO YESIPOLISA, 2011** | **IGATYA** |
|  | Amaqumrhu olawulo ephondo kufuneka ancedise 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-siseko  | Igatya 4(5) |
|  | Ukubek’esweni umsebenzi wenkonzo yesipolisa kwanokuthi gqolo ukuhlola ukufezeka kwemigaqo-nkqubo neenkqubo zayo kwanokuphakamisa amanyathelo okulungisa  | Igatya 6(1)(a) |
|  | Ukubek’esweni indlela esetyenziswa ngayo imali eyabelwe inkonzo yesipolisa ukuze kuqinisekiswe ukuthotyelwa kwemiyalelo yemigaqo-nkqubo okanye imiyalelo yoMphathiswa  | Igatya 6(1)(b) |
|  | 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 ezinxulumene nokungathotyelwa komthetho  | Igatya 6(1)(c) & (d) |
|  | Ukucamngca iziphakamiso, iingcebiso nezicelo ezivela kuzo zonke iinkalo ezimalunga enkonzo yesipolisa nezichaphazela imiba yamapolisa  | Igatya 6(1)(e) |
|  | Ukwenza okanye ukuququzelela ukwenziwa kophando-nzulu xa kukho imfuneko  | Igatya 6(1)(f) |
|  | Ukungena kwizivumelwano zentsebenziswano kunye nemibutho eyongamele abahlali kwakunye namanye amaqela kwanokuthethana nala maqela ukuze kuqiniswe intsebenziswano phakathi kwabathathi-nxaxheba abohlukeneyo, konke oku kwenziwa phantsi kothethwano noMphathiswa | Igatya 6(1)(g) |
|  | Ukuhlola nokubek’esweni ukubanako kwenkonzo yesipolisa ukwamkela nokusabela izikhalazo ezithyola amalungu enkonzo yesipolisa  | Igatya 6(1)(j) |
|  | Ukuze iinjongo zeQumrhu loLawulo ezikhankanywe kwigatya le-5 zinikwe inkxaso naphantsi kweenqobo zolawulo ngentsebenziswano nezobudlelane phakathi kwamasebe karhulumente eziqulethwe siSahluko 3 soMgaqo-siseko, iqumrhu lolawulo lephondo ngalinye kufuneka -1. lenze ukuba izicwangciso nemisebenzi kwinqanaba lephondo zingqinelane nezicwangciso, imigaqo-nkqubo nemisebenzi yeQumrhu loLawulo kuzwelonke; kwaye
2. limanye izicwangciso neenkqubo zalo kwibakala lephondo kunye nezicwangciso neenkqubo zeQumrhu loLawulo
 | Igatya 17(1) |
|  | Iqumrhu lolawulo kwiphondo kufuneka liseke ubuchule nezakhono kumsebenzi walo ngenjongo yokwenza oku-1. ukubek’esweni nokuvavanya umiliselo lwemigaqo-nkqubo yenkonzo yesipolisa kwiphondo;
2. ukuvavanya nokubek’esweni indlela aziphethe ngayo amapolisa kwiphondo;
3. ukuqulunqa nokuvavanya iindlela zokhuseleko nezixhobo zokubek’esweni ngeliqinisekisa ukungqinelana kwemisebenzi yeQumrhu loLawulo;
4. ukuncedisa iQumrhu loLawulo xa lisenza iiprojekthi zokubek’esweni nezovavanyo; kunye
5. nokukhuthaza ubudlelane obuhle phakathi koluntu namapolisa;
6. ukuseka nokukhuthaza intsebenziswano; kunye
7. nokulawula ukuxhotyiswa kwamagqiza okhuselo loluntu kwiphondo.
 | Igatya 17(2) |
|  | 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.  | Igatya 22(1) |
|  | Kufuneka intloko yesebe kwiphondo ithumele iingxelo rhoqo kuMphathiswa wePhondo nakwikomiti eyongameleyo ekwindlu yowiso-mthetho yephondo. | Igatya 22(2) |
|  | Kufuneka intloko yesebe kwiphondo ngalinye-1. idakance ingxelo yonyaka kwindlu yowiso-mthetho yephondo equlethe izinto ezenziwe liqumrhu lolawulo lephondo, ikwenza oku ngoncedo loMphathiswa wePhondo; kwaye
2. ithumelele uNobhala ikopi yengxelo yonyaka edakancwe ngokomhlathi (a).
 | Igatya 22(3) |
|  | Kufuneka uNobhala kunye neentloko zamasebe zamaphondo badibane qho ngekota. | Igatya 23(1) |
|  | 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.  | Igatya 31(2) |
|  | **UMTHETHO WENKONZO YESIPOLISA YASEMZANTSI AFRIKA, 1995** |  |
|  | Ukunik’umkhomba-ndlela wokuseka amaqumrhu ogcino-cwangco ekuhlaleni (*Community Police Forums*) kunye neeBhodi  | Igatya 19 ukusa kwelama-21 |
|  | Ukuqinisekisa ukuba ziyathotyelwa iimeko esekelwe phantsi kwazo inkonzo yesipolisa kamasipala kwanokuba imigangatho yezwelonke iyalandelwa  | Igatya 64N |

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:

* + 1. Ulawulo lwemali;
		2. Ulawulo lothungelwano lweenkonzo;
		3. Ulawulo lwangaphakathi kunye nolawulo lobungozi;
		4. Iinkonzo zomthetho;
		5. Unxulumano nabasebenzi;
		6. Ulawulo nophuhliso lwemicimbi yabasebenzi;
		7. Ulawulo lobuxhakaxhaka beekhompyutha; kunye
		8. Nolawulo lwezixhobo eziphathekayo.

# UBUME BEZIKHUNDLA ZESEBE LOKHUSELO LOLUNTU NONXULUMANO KWIPHONDO I-KZN

Ubume beli Sebe busekelwe ukuze likwazi ukuzalisekisa igunya lalo elixelwe apha ngasentla. Lahlulwe ngamacandelo amabini eli Sebe: iQumrhu lePhondo loLawulo lwamaPolisa kunye noLawulo lweQumrhu.

***Umfanekiso 1 – Izikhundla eziphezulu***

## Iqumrhu loLawulo lwamaPolisa kwiPhondo

Iqumrhu loLawulo lwesiPolisa kwiPhondo 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, indlela yokusebenza kunye nemisebenzi yamapolisa;
* ukwenza uphando-nzulu lweemfuno zesipolisa kwiphondo;
* ukuqulunqa iindlela zokukhusela uluntu, amaphulo okhuselo kunye 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.

Kwibakala lezithili 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***



Iofisi yesithili yenza le misebenzi ilandelayo:

* ibek’esweni ize ivavanye indlela izikhululo zamapolisa ezikwisithili ezizimilisela ngayo iinkqubo nemiyalelo yesipolisa;
* ibek’esweni ize ivavanye indlela eziwuqhuba ngayo umsebenzi wesipolisa izikhululo zamapolisa ezikwisithili;
* ijongana nezikhalazo 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***

## Ulawulo lweQumrhu

Icandelo eliyintloko linika inkxaso kwisebe yaye liquka –

* + - Icandelo leenkonzo zequmrhu elijongene nolawulo lwemicimbi yabasebenzi, ukuphathwa kwemicimbi yabasebenzi, uphuhliso lwemicimbi yabasebenzi, unxulumano lwabasebenzi, ukhuseleko, ezempilo, okusingqongileyo, umgangatho wobungozi (SHERQ), impilo-ntle yabasebenzi, unxibelelwano lwangaphakathi nolwangaphandle, ubuxhakaxhaka beekhompyutha kunye neenkonzo ezixhasayo;
		- Icandelo lolawulo lwezemithetho linik’iinkonzo zomthetho kwisebe;
		- Icandelo leenkonzo zokhuseleko longamele yonke imiba enxulumene nokhuseleko kwisebe;
		- Icandelo leenkonzo 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**



1. **Ukufumana iinkonzo zeSebe kwiiofisi zePhondo nakwezeSithili**

Nazi iindawo ezifumaneka kuzo iinkonzo zeli Sebe:

|  |  |
| --- | --- |
| **Iofisi yePhondo**Private Bag X9143, Pietermaritzburg, 3200179 Jabu Ndlovu Street, PietermaritzburgUmnxeba: +27 33 341 9300; Ifeksi: +27 33 341 9403**Umlawuli weofisi yeNtloko yeSebe**Qhagamshelana noSilindile Bhengu (Nksz)I-imeyili: silindile.dladla@comsafety.gov.zaI-imeyili: silindile.dladla@comsafety.gov.za **I-website:** [www.kzncomsafety.gov.za](http://www.kzncomsafety.gov.za) **I-imeyili:** info@comsafety.gov.za  | **Iofisi yeSithili ekuMntla weTheku**Private Bag X54316, Durban, 400013th Floor, John Ross House, 20 Margaret Mncadi Avenue, Durban, 4000**Umlawuli kwiNgingqi yaseThekwini:** Nksz KE Mbongwe - 082 554 2469I-imeyili: khaladi.mbongwe@comsafety.gov.za**Umququzeleli kwiSithili:** Nks Zingisa Mlata - 082 300 5381I-imeyili:  zingisa.mlata@comsafety.gov.za |
| **Iofisi yeSithili ekwiNtshona yeTheku** Private Bag X9028, Pinetown, 360090 Crompton Street, Pinetown, DurbanUmnxeba: 031-7374950**Umlawuli kwiNgingqi yaseThekwini:** Nksz KE Mbongwe - 082 554 2469I-imeyili: khaladi.mbongwe@comsafety.gov.za**Umququzeleli kwiSithili:** Nks F Buthelezi - 0824106835I-imeyili: fikile.buthelezi@comsafety.gov.za  | **Iofisi yeSithili ekuMazantsi eTheku**10th Floor, Truro House, 17 Margaret Mncadi Avenue, Durban Umnxeba: 031-5352553**Umlawuli kwiNgingqi yaseThekwini:** Nksz KE Mbongwe - 082 554 2469I-imeyili: khaladi.mbongwe@comsafety.gov.za**Umququzeleli kwiSithili:** Nks. K.B Mthembu - 082 300 5408I-imeyili: khanyisile.mthembu@comsafety.gov.za  |
| **Iofisi yeSithili iLembe**Private Bag X10616, Stanger, 44502nd Floor, Albert Building, Cnr Link Road and R102, KwaDukuza Umnxeba: 032-4374200; Ifeksi: 032-5581261**Umlawuli kwiNgingqi ekuNxweme:** Nks SN Chamane – 0834156757I-imeyili: sandra.chamane@comsafety.gov.za **Umququzeleli kwiSithili:** Mnu JH Makhathini – 0825542463I-imeyili: jabulani.makhathini@comsafety.gov.za  | **Iofisi yeSithili Ugu** Private Bag X905, Port Shepstone, 424046 Bisset Street, Port ShepstoneUmnxeba: 039-6881460; Ifeksi: 039-6820759**Umlawuli kwiNgingqi ekuNxweme:** Nks SN Chamane – 0834156757I-imeyili : sandra.chamane@comsafety.gov.za**Umququzeleli kwiSithili:** Nks P.S Nkonyeni - 0605201253I-imeyili: pretty.nkonyeni@comsafety.gov.za |
| **Iofisi yeSithili iKing Cetshwayo**25 Bredelia Street, KwaMbonambi, 3915**Umlawuli weNgingqi ekuNxweme:** Nks. SN Chamane – 0834156757I-imeyili : sandra.chamane@comsafety.gov.za**Umququzeleli weSithili:** Mnu. N.M Nyawo – 082 667 7890I-imeyili: Mabona.Nyawo@comsafety.gov.za | **Iofisi yeSithili iZululand**Private Bag 32, Ulundi, 3838 LA Complex, King Dinuzulu Street, UlundiUmnxeba: 035-8708600**Umlawuli weNgingqi ekuMantla:** Mnu. I Nxumalo - 0823316856I-imeyili: ismail.nxumalo@comsafety.gov.za **Umququzeleli weSithili:** Gqr. AK Mtshali - 0825542465I-imeyili: kwenza.mtshali@comsafety.gov.za |
| **Iofisi yeSithili uMkhanyakude**Private Bag X015, Mtubatuba, 3995ERF 64, Dikkop Road, Umkuze, 3965Umnxeba: 035-5731628**Umlawuli weSithili esikumaNtla:** Mnu. I Nxumalo - 082 331 6856I-imeyili: ismail.nxumalo@comsafety.gov.za **Umququzeleli weSithili:** Mnu. KB Makhanya – 060 520 1367I-imeyili: khonzani.makhanya@comsafety.gov.za  | **Iofisi yeSithili uMzinyathi** Private Bag X2014, Dundee, 30008 Aion Road, DundeeUmnxeba: 034-2997100; Ifeksi: 034-2997116**Umlawuli weNgingqi ekumaNtla:** Gqr LM Zondi - 082 776 7495I-imeyili: lm.zondi@comsafety.gov.za**Umququzeleli weSithili:** Nks DJL Mkhize – 082 458 9989I-imeyili: duduzile.mkhize@comsafety.gov.za  |
| **Iofisi yeSithili Amajuba** Private Bag X5001, Madadeni, 295110431 Inkosi Bhambatha Street, MadadeniUmnxeba: 034-3296903**Umlawuli weNgingqi eseMpuma:** Gqr LM Zondi - 082 776 7495I-imeyili: lawrence.zondi@comsafety.gov.za**Umququzeleli weSithili:** “Isithuba esivulekileyo” | **Iofisi yeSithili uThukela** 40 Shepstone Drive, Ladysmith, 3370**Umlawuli weNgingqi eseMpuma:** Gqr LM Zondi - 082 776 7495I-imeyili: lawrence.zondi@comsafety.gov.za**Umququzeleli weSithili:** Nks T.M Ndlovu - 082 300 5384I-imeyili: tshengisile.ndlovu@comsafety.gov.za |
| **Iofisi yeSithili uMgungundlovu**Idilesi yethutyana: 179 Jabu Ndlovu Street, PietermaritzburgUmnxeba: 033-3419300; Ifeksi: 033-3419400**Umlawuli weNgingqi eseMbindini:** Mnu SS Kunene - 082 776 7598I-imeyili: sabelo.kunene@comsafety.gov.za**Umququzeleli weSithili:**Nks. D.K Sibande - 082 300 5394I-imeyili: dorah.ngubane@comsafety.gov.za | **Iofisi yeSithili iHarry Gwala**Private Bag X558, Ixopo, 327638 Margaret Street, IxopoUmnxeba: 039-8340054**Umlawuli weNgingqi eseMbindini:** Mnu SS Kunene - 082 776 7598I-imeyili: sabelo.kunene@comsafety.gov.za**Umququzeleli weSithili:** Nks N Malima-Tindleni – 060 520 1250I-imeyili: ncebakazi.tindleni@comsafety.gov.za |

# ABATHATHI-NXAXHEBA ABANGUNDOQO KWISEBE NONCEDO ABALUFUMANAYO

1. Uluntu lwePhondo laKwaZulu-Natala
* Ukuphucuka kobudlelane namapolisa.
* Ukuqina kokhuseleko loluntu okwenziwa yinkonzo eguquliweyo yesipolisa enika ukhuselo olufezekileyo nolusebenzayo.
* Inkxaso karhulumente enikwa imibutho yasekuhlaleni ekhuthaza intsebenziswano phakathi kwamapolisa noluntu.
* Amaqumrhu okhuseleko akhuthaza ukuthintela ulwaphulo-mthetho.
* Iinkqubo zokuthintela ulwaphulo-mthetho.
1. Amaqumrhu ogcino-ncwangco ekuhlaleni, imibutho ethintela ulwaphulo-mthetho ekuhlaleni kunye namanye amaqumrhu okhuseleko
* Ukufikeleleka kwamapolisa okuphucukileyo.
* Uphuhliso lweziko.
* Ukuphucuka kobuchule bokufezekisa iinjongo.
1. Iinkokheli zemveli
* Inkxaso 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.
* Iinkqubo zokuthintela ulwaphulo-mthetho.
1. Inkonzo yesiPolisa yaseMzantsi Afrika
* Inkonzo yesipolisa ekhutheleyo nexhotyisiweyo.
* Inkxaso eyaneleyo yabasebenzi, eyezimali neyezixhobo zokusebenza enikwa amapolisa kwiphondo.
* Ukuphucuka kobudlelane kunye nentsebenziswano noluntu.
* Inkonzo yesipolisa yaKwaZulu-Natala eneenguqu.
1. UMphathiswa wamaPolisa
* Amapolisa ephondo athobela imigaqo-nkqubo, izithethe kunye nemigangatho yezwelonke.
* Ukuphucuka kwentsebenziswano enxulumene nokulwa ulwaphulo-mthetho nokunika iinkonzo zesipolisa ezifezekileyo kwiphondo.
* Umgaqo-nkqubo wezwelonke osekelwe kwiimfuno zephondo.
1. Amanye amasebe akwiqoqo lezobulungisa, uthintelo lolwaphulo-mthetho kunye nezokhuseleko
* Ukuphucuka kwentsebenziswano kwinkqubo yokutshutshisa izaphuli-mthetho.
* Ukuphucuka kweenkonzo zobucuphi.
* Amaphulo onyanzeliso-mthetho amanyeneyo.
1. INdlu yoWiso-mthetho yePhondo
* Ukuyongamela ngokufezekileyo imisebenzi eyenziwa lisebe egameni labemi.
* Ukusebenzisa izixhobo zikarhulumente ngendlela efezekileyo nefanelekileyo.
1. Amanye amaphondo
* Ukuthintela ulwaphulo-mthetho olwenziwa ngaphaya kwemida yeli.
* Ukuphucuka kobudlelane phakathi kwamasebe karhulumente.
* Amaphulo amanyeneyo onyanzeliso-mthetho.
1. 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.

# IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCOMBOLO

NgokoMthetho iPAIA iGosa leNgcombolo ngulowo obambele iNtloko yeSebe loKhuseleko loLuntu noNxulumano uNksz GP Xaba. Isekela leGosa leNgcombolo kweli Sebe nguAdv C van Niekerk.

**Igosa lengcombolo: Nksz GP Xaba**

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: (083) 6281431

I-imeyili: glen.xaba@kzntransport.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 ophathwato: (082) 822 2150

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

# IINGXELO

## Amacandelo eengxelo

Eli Sebe ligcine iingxelo ezikula macandelo alandelayo:

* Iingxelo zolawulo lwemali:
	+ Ukuhlawulwa kweevawutsha;
	+ Iifom zamabango eehambo kunye nenkxaso;
	+ Amaxwebhu ocwangciso-mali nawohlahlo-lwabiwo mali.
* Iingxelo zolawulo lwempahla yexabiso:
	+ Iirejista zempahla yexabiso;
	+ Iingxelo zokulahla;
	+ Iingxelo ze*Hardcat*;
	+ Iingxelo zolawulo lwelahleko.
* Iingxelo zolawulo lothungelwano lweenkonzo:
	+ Amaxwebhu okubhida;
	+ Izivumelwano zentsebenziswano;
	+ Iifom ze-odolo.
* Iingxelo zemicimbi yabasebenzi kunye nezolawulo lwabasebenzi:
	+ Iinkcazelo zezikhundla;
	+ Iingxelo zokuxabisa izikhundla;
	+ Ubume bezikhundla;
	+ Iinkqubo zokusebenza ezimiselweyo;
	+ Iimephu zenkqubo yomsebenzi;
	+ Umfuziselo wokunik’iinkonzo;
	+ Izicelo zengqesho;
	+ Iingxelo zamagqiza azingela abasebenzi.
* Iingxelo zophuhliso lwezakhono kunye neebhasari:
	+ Iishedyuli zoqeqesho;
	+ Izicelo zebhasari.
* Izicwangciso, imigaqo-nkqubo nezikhokelo zokuqubisana nobhubhane iCOVID-19;
* Iingxelo zolawulo lwezithuthi:
	+ Amaxwebhu agunyazisa iihambo;
	+ Amagunya okusebenzisa iigaraji;
	+ Iingxelo zokuthengwa kwezithuthi;
	+ Iingxelo zokugcinwa kwezithuthi;
	+ Iingxelo zokulandel’umkhondo wezithuthi;
	+ Iingxelo zeengozi zezithuthi.
* Iingxelo zolawulo lwezakhiwo:
	+ Unxibelelwano neSebe leMisebenzi kaRhulumente;
	+ Ii-invoyisi zokuqesha izakhiwo;
	+ Iingxelo zokugcinwa kwezakhiwo.
* Iikontrakthi, izimvo zomthetho neengxelo zomangalelwano;
* Imigaqo-nkqubo, iimanuwali, iinkqubo zokusebenza ezimiselweyo kunye nezikhokelo;
* Iingxelo zolawulo lobuxhakaxhaka beekhompyutha:
	+ Izivumelwano zeSITA;
	+ Imigaqo-nkqubo ye-IT;
	+ Iingxelo zokuqhubeka komsebenzi;
	+ Iingxelo zeenkqubo.
* Izinto zokusebenza kwezonxibelelwano nakwiintengiso;
* Iingxelo zocwangciso lokuphucul’ubuchule bokusebenza kunye nezokubek’esweni okwenziwa ngaphakathi;
* Iingxelo zolawulo lwangaphakathi:
	+ Ii-agenda zeentlanganiso;
	+ Imizuzu yeentlanganiso.
* Iingxelo zonxibelelwano nabathathi-nxaxheba:
	+ Izimemo zeentlanganiso;
	+ Iirejista zokuzimasa iintlanganiso;
	+ Imizuzu yeentlanganiso.
* Iingxelo zentsebenziswano kunye namanye amasebe karhulumente:
	+ Izaziso zeentlanganiso;
	+ Ii-agenda zeentlanganiso;
	+ Imizuzu yeentlanganiso;
	+ Iingxelo zeentlanganiso;
	+ Iimemorandam zesigqeba seBhunga.
* Iingxelo zolawulo lweeprojekthi:
	+ Izicwangiso zeeprojekthi;
	+ Iingxelo zeeprojekthi;
	+ Ii-agenda, imizuzu yeentlanganiso, iirejista zokuzimasa.
* Uvavanyo lwenkonzo enikwa ngamapolisa:
	+ Iingxelo nezixhobo zovavanyo lwezikhululo;
	+ Iingxelo nezixhobo zovavanyo lokhuseleko lwezikolo.
* Amaqumrhu okhuseleko nezinto zokhuseleko:
	+ Izaziso zeentlanganiso;
	+ Ii-agenda zeentlanganiso;
	+ Imizuzu yeentlanganiso;
	+ Iingxelo zeentlanganiso.
* Iingxelo zophando-nzulu kunye nophuhliso:
	+ Izixhobo zophando-nzulu;
	+ Iingxelo zophando-nzulu.
* Iingxelo zezikhalazo ezifakwayo ngomsebenzi wamapolisa:
	+ Iifom zezikhalazo;
	+ Ifayili kunye nedayari yophando;
	+ Iingxelo zezikhalazo;
	+ Impendulo enikwa abantu abafake izikhalazo.

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

## Iingxelo ezifumaneka ngoko nangoko

|  |  |
| --- | --- |
| **INGCACISO YEENGXELO EZIFUMANEKA NGOKO NANGOKO NGOKWESAHLUKO 15(1)(a) SOMTHETHO I-PAIA**  | **IMO EZIFUMANEKA NGAYO EZI NGXELO** |
| **IINGXELO EZIPHENDLWAYO NGOKUYALELA KWESAHLUKO 15(1)(a)(i):** |
| IZICWANGCISO ZESEBE ZOKUPHUCUL’UBUCHULE BOKUSEBENZA | Iingxelo ezifumaneka kwi-*website* yesebe ethi http://www.kzncomsafety.gov.za/ 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 YOKUZIBOPHELELA UKUNIK’IINKONZO |
| IKHALENDA YEMISITHO YESEBE |
| IIKOPI ZEENTETHO ZOMPHATHISWA WEPHONDO |
| IISETYULA ZEZITHUBA ZENGQESHO EZIBHENGEZIWEYO KUNYE NEENKONZO |
| IIFOM ZESEBE |
| ULUHLU LWEENKCUKACHA ZOQHAGAMSHELWANO ZABASEBENZI  |
| IIJENALI NEEMAGAZINI |
| IZINTO EZISETYENZISWA KWIINTENGISO |
| IINGXELO ZAMAJELO EENDABA EZENZIWA LISEBE |
| **IINGXELO EZITHENGWAYO NGOKUYALELA KWESAHLUKO 15(1)(a)(ii):** |
| 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 |
| **IINGXELO EZINOKWENZIWA IIKOPI NGOKUYALELA KWESAHLUKO 15(1)(a)(ii):** |
| IZICWANGCISO ZOKUPHUCUL’UBUCHULE BOKUSEBENZA KWISEBE | Xa ubani ecelile unako ukuziphendla 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 |
| UHLAHLO-LWABIWO MALI |
| IMIGAQO-NKQUBO NEEMANUWALI ZENKQUBO ZESEBE |
| IMANUWALI EKHUTHAZA UKUFUMANEKA KWENGCOMBOLO |
| IMIQULU YENKONZO |
| INGXELO YOKUZIBOPHELELA |
| IKHALENDA YEMISITHO YESEBE |
| IIKOPI ZEENTETHO ZOMPHATHISWA WEPHONDO |
| IISETYULA ZEZITHUBA ZENGQESHO EZIBHENGEZIWEYO NEENKONZO |
| IIFOM ZESEBE |
| ULUHLU LWEENKCUKACHA ZOQHAGAMSHELWANO ZABASEBENZI |
| IIJENALI NEEMAGAZINI |
| IZINTO EZISETYENZISWA KWIINTENGISO |
| IINGXELO ZAMAJELO EENDABA EZENZIWA LISEBE |
| **IINGXELO EZIFUMANEKA SIMAHLA NGOKUYALELA KWESHALUKO 15(1)(a)(iii):** |
| 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 X 9143, Pietermaritzburg, 3200 |
| IIJENALI NEEMAGAZINI |
| IZINTO EZISETYENZISWA KWIINTENGISO |
| IINGXELO ZAMAJELO EENDABA EZENZIWA LISEBE  |
| UMQULU WOKUZIBOPHELELA UKUNIK’IINKONZO  |
| ISICWANGCISO SOKUPHUCULA UKUHAMBIS’IINKONZO |

# AMACANDELO ENGCOMBOLO YOMNTU NGENKQU

Amacandelo engcombolo yomntu ngenkqu alungelelaniswa kweli Sebe aqulethwe siSihlomelo A esiwaxela ngolu hlobo: iCandelo elilungelelanisa ingcombolo, Izihloko zengcombolo, Ingcombolo yomntu ngenkqu elungelelanisiweyo, Injongo yolungelelwaniso, Isiqalo sokuqokelela, Iinkqubo, 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 eye-arhente zawo.

Eli Sebe alinazo izicwangciso zokuthumela ingcombolo yomntu ngenkqu ngaphaya kwemida yeli lizwe koko likubek’esweni oku khon’ukuze liqinisekise ukuba uMthetho uyathotyelwa. Xa eli Sebe liza kubandakanyeka ekuthunyelweni kwengcombolo ngaphaya kwemida yeli lizwe liya kuqinisekisa ukuba le ngcombolo ithunyelwa kuphela kumazwe athobela iimfanelo zomthetho zehlabathi ngokunxulumene nokhuseleko lwengcombolo yomntu ngenkqu.

Amanyathelo okhuseleko amiliselwa naqwalaselwa liSebe aquka la alandelayo –

* izivumelwano nabasebenzisi bengcombolo zokulandela amanyathelo/ imigangatho efunekayo yokukhusela ingcombolo yomntu ngenkqu;
* zonke izakhiwo ezinee-ofisi zikhuselwa ngoonogada babucala imini nobusuku kwanokuba kuyalawulwa ukungena kwabantu kuzo zonke izakhiwo;
* i-ofisi yephondo ineekhamera zeCCTV eziphantsi kweliso elibukhali loonogada;
* ukuzibhalisa zonke iindwendwe;
* luyandiswa ngamandla ukhuseleko lovimba weengxelo kuqiniswe ulawulo lokungena kufakwe nesango lentsimbi elisoloko litshixiwe;
* kwigumbi eligcina i*server* kungena abasebenzi becandelo le-IT kuphela;
* iifayili zabasebenzi zigcinwa kumagumbi ekungena kuwo abasebenzi becandelo lemicimbi yabasebenzi kuphela;
* zonke iikhompyutha zikhuselwa ngenombolo yokuzivula.

# INDLELA YOKUFAK’ISICELO

## Isicelo sokufumana ingxelo

Umceli ofuna ukufaka isicelo sokufumana ingxelo ekwiSebe loKhuselo loLuntu noNxulumano laKwaZulu-Natala kufuneka afake isicelo esibhaliweyo esiya kwiGosa leNgcombolo okanye kwiSekela 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 zonke 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*).

## Ukugqithisa isicelo sokufumana ingxelo

IGosa leNgcombolo okanye iSekela lalo linako ukusigqithisa isicelo sokufumana ingcombolo:

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

## Inkqubo elandelwa xa ingxelo ingafumaneki

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

## Ukurhoxisa ukufumaneka kwengxelo

Xa ingxelo ingekafumaneki kungarhoxiswa ukufumaneka kwayo.

## Amaxesha aqingqiweyo nokwaziswa komceli

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 isibheno esichasene nomrhumo ohlawulwayo okanye imo eza kunikwa ikuyo ingxelo.

## Ukukhatywa kwesicelo sokufumana ingxelo

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

* esinika izizathu ezaneleyo;
* esingakhankanyi okanye esingalathi kwanto equlethwe yingxelo eceliweyo;
* esixela ukuba umceli unako ukufaka isibheno ngaphakathi kwisebe okanye afake isimangalo enkundleni ngelichasa ukukhatywa kwesicelo sakhe;
* esixela indlela yokufaka isibheno ngaphakathi kwisebe.

## 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 eninzi kakhulu efuna ixesha elininzi ukuze iphandwe de kuthi ukwenza oku kuphazamise umsebenzi wesebe wemihla ngemihla; okanye
* kufuneka kubekho uthethwano namanye amaziko karhulumente achaphazelekayo kwingxelo leyo icelwayo.

## 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 ongasekhoyo;
* 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;
* unxulumano lwezomkhosi, ezokhuseleko nonxulumano lwangaphakathi kwiRiphablikhi yaseMzantsi Afrika;
* umdla woshishino nemeko yezemali yeRiphablikhi kunye namaphulo oshishino amaziko 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.

## Ukukhatywa okuyimfihlo 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 nolwepropati.
* 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 unxulumano lomkhosi, olwezokhuseleko okanye olweRiphablikhi yaseMzantsi Afrika kunye namazwe ngamazwe ehlabathi.
* Ingcombolo ekunokuthi ukudalulwa kwayo konakalise ngamandla umdla wezoshishino okanye wezemali weRiphablikhi yaseMzantsi Afrika, okanye ukubanako kukarhulumente ukulawula uqoqosho lwelizwe ngokufezekileyo.
* Ingcombolo equlethe iimfihlo zoshishino zeziko likarhulumente okanye elabucala ekunokuthi ukudalulwa kwayo kwenze umonakalo kumdla wezoshishino okanye wezemali weziko likarhulumente okanye elabucala.

## 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.

## Imirhumo ehlawulelwa isicelo kunye nokwaziswa ngesigqibo 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 2 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 silungelelaniswe isicelo sakhe.
* Umceli unako ukufaka isibheno 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.

## Izilungiso ezikhoyo kwizenzo ezigwenxa okanye xa kukho ukusilela

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:

* + - 1. Izilungiso ezinxulumene nezenzo okanye ukusilela ukwenza ngokuyalela koMthetho iPAIA:
				1. Isibheno sangaphakathi singafakwa ngokuzalisa iFom 4 (Isihlomelo C). Lo Mthetho unika uMphathiswa wePhondo weli Sebe igunya lokongamela inkqubo yesibheno sangaphakathi. Xa umceli engoneliseki ziziphumo zesibheno sangaphakathi angafaka isimangalo enkundleni.
				2. Umntu angafaka isikhalazo kuMlawuli weNgcombolo phantsi kwesahluko 77A sePAIA.

(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).

# 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 efunyenywe ngokungekho mthethweni; okanye
* liyitshabalalise okanye liyicime ingxelo eneenkcukacha zomntu ngenkqu elingasenalo igunya lokuyigcina elugcinweni lwalo isebe ngokwesahluko se-14 soMthetho iPOPIA.

# INTATHO-NXAXHEBA YOLUNTU XA ISEBE LIQULUNQA IMIGAQO-NKQUBO, LISEBENZISA AMAGUNYA NAXA LISENZA UMSEBENZI WALO

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 ukuba uluntu ngokubanzi luthabatha inxaxheba: 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.

# 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:  |    |
|    |       (i)   kwi-*flash drive* (iziswa ngumceli)     (ii)   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:  |   |
|    |       (i)   ekwi-*flash drive* (iziswa ngumceli)     (ii)   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 zokuthumela nge-elektronikhi  | Iindleko zayo, xa zikho.  |

# UKUVUNYWA LIGOSA LENGCOMBOLO

Ivunywe ngomhla …….kwinyanga ……………………….. 2023

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**NKS S NGUBO**

**IBAMBELA LENTLOKO YESEBE**

# ISIHLOMELO A

| **Icandelo elilungelelanisayo** | **Izihloko**  | **Iinkcukacha zomntu ngenkqu** | **Injongo yokulungelelanisa** | **Indlela yokuyilanda** | **Iinkqubo**  | **Iimo zeengxelo** | **Ukulahla iingxelo** | **Igunya lolungelelaniso** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Imicimbi yabasebenzi** | 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 | Iifayili eziphathekayo neziyi-elektronikhi (*hard drives, server*)  | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)****S29** |
| Abasebenzi kunye nabo baxhomekeke kubo  | Amagama, izazisi, iinombolo zePERSAL, iidilesi, iinkcukacha zoqhagamshelwano, uhlanga, isini, amava, izidanga, iinkcukacha zengqesho | Ukulungelelanisa iimeko zomsebenzi | Ngqo kwisebe okanye ngenye indlela | Iinkqubo zengqesho, imicimbi yePERSAL, imicimbi yekhefu, ulawulo lokusebenza, ulawulo loluleko, ukulungisa iifom zesibonelelo sezonyango nesomhlala-phantsi, imicimbi yokushiy’esikhundleni neyokuthabatha umhlala-phantsi | Iifayili eziphathekayo neziyi-elektronikhi (*hard drives, server*, inkqubo enqamlezayo) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)****S12(2)(c)****S32(f)(i)****Phawula: I-S30 sigunyazisa imanyano yabasebenzi kuphela ukuba ilungelelanise imicimbi yobulungu, umqeshi akanalo igunya** |
| **Ulawulo lwezithuthi** | Abaqhubi bezithuthi abasebenza kwisebe nabakhweli | Amagama, iinkcukacha zoqhagamshelwano | Ukulungelelanisa ukufumaneka kwezithuthi zikarhulumente | Ngqo kwisebe | Ukukhupha amagunya eehambo, ukulungelelanisa izicelo zentengo yezithuthi exhaswa ngurhulumente | Iifayili eziphathekayo neziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)** |
| **Ubuxhakaxhaka beekhompyutha (IT)** | Abasebenzi abasebenzisa iikhompyutha  | Amagama, inombolo yePERSAL, iidilesi ze-imeyili, iinombolo zokuvula | Ukulungelelanisa ukufikeleleka kweekhompyutha | Ngqo kwisebe | Ukulawula ukufikeleleka kweekhompyutha  | Iifayili eziphathekayo neziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)** |
| **Iinkonzo zokhuseleko** | Iindwendwe | Amagama, izazisi, iinkcukacha zoqhagamshelwano | Ukulungelelanisa ukufikeleleka kwee-ofisi | Ngqo kwisebe | Ubhaliso lokufikeleleka | Iifayili eziphathekayo | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(a)** |
| Abasebenzi | Amagama, izazisi, iinombolo zePERSAL, iidilesi, iinkcukacha zoqhagamshelwano, iminwe  | Ukulungelelanisa ukuhlolwa kweengxelo zolwaphulo-mthetho/ ukuhlolwa | Ngqo kwisebe | Ukuhlolwa ukujongwa kwembali yolwaphulo-mthetho, ukuhlola ukhuseleko | Iifayili eziphathekayo neziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)** |
| **Ulawulo lwempahla yexabiso** | Abasebenzi abasebenzisa impahla yexabiso  | Amagama, iinombolo zePERSAL | Ulungelelwaniso loxanduva nokusetyenziswa kwempahla yexabiso  | Ngqo kwisebe | Ukushicilela abagcini bempahla yexabiso, ukuxela impahla elahlekileyo | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server,* inkqubo enqamlezayo) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)** |
| **Ulawulo lothungelwano lweenkonzo** | Abantu abafake ibhidi | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano | Ukulungelelanisa nokunika iibhidi | Ngqo kwisebe | Ukulungelelanisa uthelekelelo-maxabiso okanye iibhidi (ukuhlola, ukuqinisekisa, ukuvavanya nokufayila) | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)** |
| Abaniki-nkonzo abanikwe ikontrakthi | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinkcukacha zebhanki | Ulawulo lwekontrakthi | Ngqo kwisebe | Ukulungelelanisa iikontrakthi okwenziwa ziinkonzo zomthetho kunye nabasebenzisi | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(b)** |
| **Iinkonzo zocwangciso-mali**  | Abasebenzi | Amagama, izazisi, iinombolo zePERSAL, iinkcukacha zebhanki | Ukulungelelanisa amabango neentlawulo | Ngqo kwisebe | Ulawulo lomqulu wemivuzo; ulawulo lwamabango enkxaso naweehambo | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server,* inkqubo enqamlezayo) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)** |
| Abaniki-nkonzo nabantu abatyalwayo | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinkcukacha zebhanki | Ukulungelelanisa amabango, ii-invoyisi kunye neentlawulo | Ngqo kwisebe | Ukufaka iinkcukacha zebhanki kwinkqubo, ukulungelelanisa iintlawulo | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server,* inkqubo enqamlezayo) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(b)** |
| **Iinkonzo zomthetho** | Abaniki-nkonzo abanikwe iikontrakthi | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinkcukacha zebhanki | Ukulungelelanisa ukuqulunqwa nokutyikitywa kweekontrakthi | Ngenye indlela | Ukwamkela iibhidi/uthelekelelo-maxabiso, ukuqulunqa iikontrakthi | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(b)****S12(2)(c)** |
| Abantu abafake izimangalo namabango | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinkcukacha zebhanki | Ukulungiselela iinkqubo zasenkundleni, amabango nembalelwano | Ngenye indlela | Ukufayila amabango, imbalelwano, ukuthumela amaxwebhu kumagqwetha | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)****S12(2)(d)(iii)** |
| Abasebenzi | Amagama, iinkcukacha zoqhagamshelwano | Ukuhlola ubungozi belahleko  | Ngqo kwisebe | Ukufayila izicelo namaxwebhu azixhasayo, ukuseka izimvo nokuzigqithisela kuCFO | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)** |
| Abantu abafake izikhalazo | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinombolo zeCAS, iinkcukacha zoqhagamshelwano | Ukunika izimvo zomthetho ematyaleni | Ngqo kwisebe/ ngenye indlela | Ukufayila izicelo namaxwebhu azixhasayo, ukuseka izimvo nokuzigqithisela kubaphathi | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(c), (d) & (e)****S12(2)(c)** |
| **Iqumrhu lePhondo loLawulo lwamaPolisa** | 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 | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(c), (d) & (e)** |
| Amaqela angavaniyo | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano | Ukuqwalasela iinkqubo zolamlo | Ngqo kwisebe | Ukufayila amaxwebhu axhasayo, ukuwagqithisela kwiSAPS nakubanye abathathi-nxaxheba, ukuqulunqa iingxelo eziya kubaphathi, ukunxibelelana namaqela achaphazelekayo | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d)** |
| Amalungu amaqumrhu okhuseleko asekuhlaleni | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano | Ukuqwalasela ukusebenza kwamaqumrhu okhuseleko ekuhlaleni | Ngqo kwisebe | Ukushicilela ingcombolo, ukuyixelela amanye amalungu, abathathi-nxaxheba neSAPS, ukuthumela ingcombolo malunga nezinto ezenziweyo | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(c), (d) & (e)** |
| Abamangali/ abatyholwa/ amaxhoba kuphando lwezenzo zolwaphulo-mthetho | Amagama, izazisi, iidilesi, iinombolo zobhaliso, iinkcukacha zoqhagamshelwano, iinombolo zeCAS | Ukuhlola ukufezeka kophando lwezenzo zolwaphulo-mthetho  | Ngqo kwisebe/ ngenye indlela | Ukufayila izicelo namaxwebhu azixhasayo, ukuzigqithisela kwiSAPS / NPA, ukujonga iidokethi ukuze ziphengululwe, ukuqulunqa iingxelo, ukuzigqithisela kubaphathi, ukunxibelelana nabamangali | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(c), (d) & (e)****S12(2)(a) or (c)** |
| 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  | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(c) / (e)** |
| **Intsebenziswano phakathi kwamasebe karhulumente (IGR) kunye neeprojekthi ezikhethekileyo** | Amavolontiya olunteers | Amagama, izazisi, iinombolo zePERSAL, iidilesi, uhlanga, isini, iinkcukacha zebhanki | Ukulungelelanisa izicelo, ukuqeshwa, iintlawulo, ukukhululwa | Ngqo kwisebe | Ukwamkela/ ukufayila izicelo, ukubamba udliwano-ndlebe, ukugcina iinkcukacha kwinkqubo yePERSAL nakwezinye iinkqubo, ukwamkela/ ukufayila amaxwebhu exesha, ukuqulunqa iingxelo, ukuthumela iinkcukacha kulawulo lweDPW nolweEPWP  | Iifayili eziphathekayo, eziyi-elektronikhi (*hard drives, server*) | Umgaqo-nkqubo woLawulo lweeNgxelo | **S11(1)(d) / (e)** |

# ISIHLOMELO B

**Ifom 2
Isicelo sokufumana ingxelo**

[[Ummiselo 7](https://app.jutastatevolve.co.za/gnr757y2021#gnr757y2021r7)]

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| *Phawula:**1*   *P Umceli makafake ubungqina besazisi.**2*   *If Izicelo ezenziwa egameni lomnye umntu kufuneka ziphelekwe bubungqina bokugunyaziswa ngumntu lowo sifakwa egameni lakhe isicelo.*  |
| SIYA KU:  | Igosa lengcombolo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Idilesi)  |
| Idilesi ye-imeyili:Inombolo yefeksi:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| *Phawula ngo'X'*  |
|  Isicelo senziwa egameni lam  |  Isicelo senziwa egameni lomnye umntu  |

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| **IINKCUKACHA ZOMNTU OFAKA ISICELO**  |

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| Amagama apheleleyo:  |    |
| Inombolo yesazisi:  |    |
| Isikhundla esifakwa phantsi kwaso isicelo *(xa isisicelo esifakwa egameni lomnye umntu):* |    |
| Idilesi yeposi:  |    |
| Idilesi yesitrato:  |    |
| Idilesi ye-imeyili:  |    |
| Iinombolo 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:  |    |
| **IINKCUKACHA ZENGXELO ECELWAYO***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.)*  |
| Inkcazelo ezeleyo yengxelo okanye inxalenye efanelekileyo yengxelo:  |    |
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| Inombolo yesalathisi, xa ikho:  |    |
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| Ezinye iinkcukacha zengxelo:  |    |
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| **UHLOBO LWENGXELO***(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  |    |
| **IMO EFUMANEKA NGAYO INGXELO***(Phawula ibhokisi efanelekileyo ngo 'X')*  |
| Ikopi yengxelo eprintiweyo *(kuquka iikopi zemifanekiso, ezokhuphelo kunye nengcombolo egcinwe kwikhompyutha, ekwimo ye-elektronikhi okanye efundeka ngomatshini)*  |   |

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| Ukhuphelo olubhaliweyo okanye oluprintiweyo lwemifanekiso *(kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl njl.)*  |    |
| Ukhuphelo lwesandi esishicilelweyo *(uxwebhu olubhaliweyo okanye oluprintiweyo)*  |    |
| Ikopi yengxelo ekwi*flash drive* *(kuquka imifanekiso kunye nesandi esishicilelweyo)*  |    |
| Ikopi yengxelo ekwidiski eyikompatkthi *(kuquka imifanekiso kunye nesandi esishicilelweyo)*  |    |
| Ikopi yengxelo egcinwe kwiseva ye*cloud*  |   |

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

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| **IINKCUKACHA ZELUNGELO EMALISETYENZISWE OKANYE LIKHUSELWE***Ukuba ngaba isithuba osinikiweyo asonelanga, bhala kwelinye iphepha uze ulinamathelise kule fom. Kufuneka umceli awatyikitye onke amaphepha ongeziweyo*  |
| Xela ukuba liliphi ilungelo emalisetyenziswe okanye emalikhuselwe:  |    |
|    |    |
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|    |    |
| Chaza ukuba kungani ingxelo oyicelayo uyifunela ukusebenzisa okanye ukukhusela eli lungelo ulixele apha ngasentla:  |    |
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| **IMIRHUMO**  |
| *(a)*    *Kufuneka umceli ahlawule umrhumo wokucela ngaphambi kokuba isicelo sakhe siqwalaselwe.**(b)*     *Uza kuyixelelwa ukuba uyimalini umrhumo wokucela ofunekayo.**(c)*     *Umrhumo ohlawulelwa ukucela ingxelo uxhomekeke kwimo efunwa ngayo ingxelo kwakunye nexesha elifunekayo lokuyifuna nokuyilungisa.**(d)*   *I Xa ungayihlawuliswa imirhumo xela isizathu sokungayihlawuliswa*   |
| **Isizathu:**  |    |
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Uza kwaziswa ngento ebhaliweyo ngesiphumo sesicelo sakho yaye xa sivunyiwe uza kuxelelwa iindleko ezinxulumene naso xa zikho. Uyacelwa ukuba uxele indlela yonxibelelwano oyikhethayo:

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| Idilesi yeposi  | Ifeksi  | Unxibelelwano lwe-elektronikhi*(Luxele)*  |
|    |    |   |

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| Ityikityelwe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ umhla \_\_\_\_\_\_\_\_\_\_ inyanga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Isandla somceli /somntu esenziwa egameni lakhe isicelo*  |

**IZALISWA E-OFISINI**

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| Inombolo yesalathisi:  |  |    |
| Isicelo samkelwe ngu: *(xela isikhundla, igama nefani yegosa lengcombolo)*  |  |    |
| Umhla esamkelwe ngawo:  |  |    |
| Imirhumo yokucela:  |  |    |
| Idiphozithi (xa ifuneka):  |  |   |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Isandla segosa lengcombolo*  |

# ISIHLOMELO C

**Ifom 4
Ukufaka isibheno sangaphakathi**

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

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| Inombolo yesalathisi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|    |
| **IINKCUKACHA ZEZIKO LIKARHULUMENTE**  |
| Igama leziko likarhulumente:  |    |
| Igama nefani yegosa lengcombolo:  |    |
| **IINKCUKACHA ZOMNTU OFAKA ISIBHENO SANGAPHAKATHI**  |
| Amagama apheleleyo:  |    |
| Inombolo yesazisi:  |    |
| Idilei yeposi:  |    |
| Iinombolo 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: *(Ubungqina besikhundla somntu ofaka isibheno egameni lomnye umntu xa sikho mabufakwe.)*  |    |
| **IINKCUKACHA ZOMNTU ESIFAKWA EGAMENI LAKHE ISIBHENO SANGAPHAKATHI***(Xa sifakwa ngumntu wesithathu)*  |
| Amagama apheleleyo:  |    |
| Inombolo yesazisi:  |    |
| Idilesi yeposi:  |    |
| Iinombolo zoqhagamshelwano:  | Umnxeba (B):  |    | Ifeksi:  |    |
|    | Umnxeba ophathwayo:  |    |
| Idilesi ye-imeyili:  |    |
| **ISIGQIBO ESINGUNOBANGELA WOKUFAKWA KWESIBHENO SANGAPHAKATHI***(phawula ibhokisi efanelekileyo ngo'X')*  |
| 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:  |    |
| **IZIZATHU ZOKUBHENA***(Ukuba ngaba isithuba osinikiweyo asonelanga, bhala welinye iphepha uze ulinamathelise kule fom. Kufuneka umceli awatyikitye onke amaphepha ongeziweyo.)*  |
| Xela izizathu ezingunobangela wokuba ufake isibheno sangaphakathi: |    |
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| Xela nayiphi na enye ingcombolo efanelekileyo eza kuncedisa xa kuqwalaselwa isibheno:  |    |
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Uza kwaziswa ngembalelwano ngesiphumo sesibheno sakho sangaphakathi. Xela indlela ofuna ukwaziswa ngayo:

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| **Idilesi yeposi**  | **Ifeksi**   | **Unxibelelwano nge-elektronikhi***(Luxele)*  |
|    |    |   |

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| Ityikityelwe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ umhla \_\_\_\_\_\_\_\_\_\_\_\_ inyanga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Isandla somntu ofake isibheno/Somntu wesithathu*  |
|   |

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

|  |  |
| --- | --- |
| Isibheno samkelwe ngu:*(xela isikhundla, igama nefani yegosa lengcombolo)*  |    |
| Umhla esamkelwe ngawo:  |    |
| Isibheno siphelekwa zizizathu zesigqibo segosa lengcombolo kunye neenkcukacha zomntu wesithathu esinxulumene naye isicelo, xa kufanelekile, singenisiwe ligosa lengcombolo:  | Ewe  |    |
|    | Hayi  |    |
| **ISIPHUMO SESIBHENO**  |
| Ukukhatywa kwesicelo sokufumana ingxelo. Siyaqinisekiswa?  | Ewe  |    | New Isigqibo esitsha *(xa singaqinisekiswanga)*  |    |
|  | Hayi  |    |    |    |
| Imirhumo (Isahluko 22). Siyaqinisekiswa?  | Ewe  |    | Isigqibo esitsha *(xa singaqinisekiswanga)*  |    |
|    | Hayi  |    |    |    |
| Ukwandiswa kwexesha (isahluko 26(1)). Siyaqinisekiswa?  | Ewe  |    |    |    |
|    | Hayi  |    | Isigqibo esitsha *(xa singaqinisekiswanga)*  |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ukuvunywa kwesicelo (isahluko 29(3)). Siyaqinisekiswa?  | Ewe  |    | Isigqibo esitsha *(xa singaqinisekiswanga)*  |    |
|    | Hayi  |    |    |    |
| Isicelo sivunyiwe. Siyaqinisekiswa?  | Ewe  |    |    |    |
|    | Hayi  |    | Isigqibo esitsha *(xa singaqinisekiswanga)*  |   |

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| --- |
| Ityikityelwe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ umhla \_\_\_\_\_\_\_\_\_\_\_\_ inyanga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Igunya elifanelekileyo*  |