



M&T Holdings (Pty) Ltd
INCWAJANA YEZIQONDISO
YOMTHETHO 2 KA-2000 OKHUTHAZA
UKUTHOLAKALA KOLWAZI

Ilungiselelwe ngokuvumelana neSigatshana 14
SoMthetho Okhuthaza Ukutholakala Kolwazi Ka-2000,
(UMthetho 2 ka-2000)
Ibukezwe ngoSeptemba 2021

Ukwakha Ikusasa Lakho

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1. Amazwibelo Nemigomo Yencwajana Yeziqondiso

Le ncwajana yeziqondiso eyenkampani yakwa-M&T Holdings (Pty) Ltd nazo zonke izinkampani ezisebenza ngaphansi kwayo kanye/noma izinkampani ezingozakwabo, zonke ezibizwa kulo mqule ngokuthi yi-M&T. UMthetho Okhuthaza Ukutholakala Kolwazi okuwuMthetho 2 ka-2000, (PAIA) ubangela ukusebenza kwesigaba 32 soMthetho-sisekelo, esithi wonke umuntu unelungelo lokuthola ulwazi olugcinwe uHulumeni, kanye nolwazi olugcine omunye umuntu (noma isigungu esizimele) lapho lolwazi olugcinwe yilabo bantu ludingeka ukuze lowo oludingayo akwazi ukusebenzisa amalungelo akhe noma ukuwavikela.

Njengoba ihlonipha uMqule Wamalungelo Abantu, oyisisekelo sentando yeningi eNingizimu Afrika, i-PAIA ihlose ukuqokomisa ukubaluleka kokutholakala kolwazi emphakathini obuswa yintando yeningi ngokugqugqezela usiko lokuba izinto zibekwe obala uma kudingeka. I-PAIA yenza lokhu ngokufuna ukuba izinhlaka zikahulumeni nezezinhlangano ezizimele zenze umqule ochaza ngohlobo lwamarekhodi eziwagcinile nenqubo abangayilandela abanye abafuna ukuthola lolwazi.

I-PAIA ibeka nemibandela mayelana nohlobo lolwazi olungatholakala i.e., ulwazi olucelwayo lungase lungadluliselwa kulowo olucelayo ngaphansi kwezimo ezihlukahlukene kuye ngokuthi ukwenqaba nalolo lwazi kunezizathu ezizwakalayo futhi kuyafaneleka kulo mphakathi wentando yeningi novulelekile.

Lo mqule udidiyelwe ngokuvumelana neSigatshana 14 se-PAIA futhi unikeza uhlaka lwe-M&T, olungatholwa yinoma yiliphi ilungu lomphakathi. Uqukethe lokhu okulandelayo:

- 1.1. Uhlelo, izinqubo nezinhloso zokudluliselwa kolwazi oluqondene nomuntu
- 1.2. Imininingwane yokuxhumana yoMphathiswa Wolwazi omisiwe
- 1.3. Inqubo okufanele ilandelwe lapho kucelwa ulwazi kwa-M&T
- 1.4. Izindleko ezingase zikhokhwe umuntu ukuze athole noma yimaphi amarekhodi

I-PAIA iqinisekisa ukuvikelwa kwalo lonke ulwazi oluyimfihlo ngokuyala ukuthi kumelwe lungadalulwa ngokuvumelana nezimfuno zoMthetho, ngaphandle kwalapho lunikezwa umuntu olumthintayo noma ogunyazwe yilowo muntu ukuba ammelele. Ngaphezu kwalokho, I-PAIA iqinisekisa ukugcinwa kwezimfihlo kwezimo ezihlukahlukene zokusebenza kwe-M&T, lapho lokhu kufaneleka noma kusebenza.

Izingxenywe ezilandelayo zichaza izinqubo zokucela ukuthola ulwazi olugcinwe noluphathwa yi-M&T. Lokhu kuyavumelana nendlela i-M&T egcizelela ngayo ukubaluleka kokugcinwa kwezinto zisobala, ngaphansi kwemingcele yomthetho, kanye nokuhlonipha kwayo izimiso zokuphendula, ubuqotho nesibopho sababambiqhaza. Incwajana yeziqondiso ye-PAIA ikhuthaza lokhu kubekwa obala kwezinto, ukuphendula nokwenganyelwa ngendlela enhle kwazo zonke izinhlaka zikahulumeni nezezinhlangano ezizimele ngokunika ababambiqhaza amandla nokubafundisa ukuba bangagcini nje ngokwazi amalungelo abo kodwa nokuba bawasebenzise, ukuba baqonde izinhloso nendlela ezisebenza ngayo izinhlaka zikahulumeni nokuba bacubungule kahle izinqumo futhi babambe iqhaza lapho zenziwa yizinhlaka zikahulumeni uma amalungelo abo ethinteka.

Imininingwane yamarekhodi agcinwa uHlaka Lukahulumeni igcinwa encwadini evame ukubizwa ngokuthi incwajana yeziqondiso. Ngakho incwajana yeziqondiso iphathelele namarekhodi agcinwa uHlaka Lukahulumeni. Amarekhodi agciniwe aphaathelene nomsebenzi/nendlela yokusebenza yomnyango ngamunye.

2. Isethulo Sale Nhlango Ezimele

I-M&T ibambe iqhaza emikhakheni ehlukahlukene yezokwakha. Sinolwazi olunzulu ngokuphathelele nezakhiwo eziyizindawo zokuhlala, izakhiwo zamabhezini, amafemu kanye nezitolo. Lokhu kuhlango ukwakha ezindaweni obekungakaze kwakhiwe kuzo ngaphambili, iziza ezintsha, kanye nokuvuselelwa nokuthuthukiswa kwezakhiwo ezindala. Ukuze uthole usizo kunoma yimiphi yemisebenzi esiyenzayo sicela usithinte kuleli kheli le email elithi info@m-t.co.za noma uvakashele iwebusayithi yethu ethi m-t.co.za.

Le nkampani yasungulwa ngokusemthethweni ngo-1996 futhi ibilokhu idlondlobala kusukela ngaleso sikhathi kuze kube manje. Sesakhe izakhiwo zokuhlala ezingaphezu kuka-21 000, izakhiwo zamabhezini nezezimboni ezingamamitha sikwele angamakhulu ezinkulungwane. Sesakhe nezinxathela zezitolo eziningana.

3. Igunya Elingokomthetho

Inhloso yokwenziwa kwe-PAIA ukhlinzeka abantu ukuze bakwazi ukusebenzisa amalungelo abo nokuwavikela ngokwenza ukuba ulwazi lufinyeleleke ngempumelelo ngezinga elikhulu. Isibopho i-M&T enaso sisekelwe kulokhu okulandelayo:

- 3.37. Administrative Adjudication of Road Traffic Offences Act, No. 46 of 1998
- 3.38. Architectural Profession Act, No. 44 of 2000
- 3.39. Atmospheric Pollution Prevention Act, No. 45 of 1965
- 3.40. Basic Condition of Employment Act, No. 75 of 1997
- 3.41. Broad-Based Black Economic Empowerment Act, No. 53 of 2003
- 3.42. Companies Act, No. 71 of 2008
- 3.43. Compensation for Occupational Injuries and Diseases Act, No.130 of 1993
- 3.44. Conservation of Agricultural Resources Act, No. 43 of 1983
- 3.45. Constitution of the Republic of South Africa Act, No. 108 of 1996
- 3.46. Consumer Protection Act, No. 68 of 2008
- 3.47. Council for the Built Environment Act, No. 43 of 2000
- 3.48. Criminal Procedure Act, No. 51 of 1977
- 3.49. Disaster Management Act, No. 57 of 2002
- 3.50. Electronic Communications Act, No. 36 of 2005
- 3.51. Employment Equity Act, No. 55 of 1998
- 3.52. Employment Tax Incentive Act, No. 26 of 2013
- 3.53. Engineering Profession Act, No. 46 of 2000
- 3.54. Environment Conservation Act, No. 73 of 1989
- 3.55. Estate Agents Affairs Act, No. 112 of 1076
- 3.56. Explosives Act, No. 15 of 2003
- 3.57. Financial Intelligence Centre Act, No. 38 of 2001
- 3.58. Gauteng Transport Infrastructure Act, No. 8 of 2001
- 3.59. Geomatics Profession Act, No. 19 of 2013
- 3.60. Hazardous Substances Act, No. 15 of 1973
- 3.61. Housing Act, No. 107 of 1997
- 3.62. Housing Consumers Protection Measures Act, No. 95 of 1998
- 3.63. Income Tax Act, No. 58 of 1962
- 3.64. Labour relations Act, No. 66 of 1995
- 3.65. Landscape Architectural Profession Act, No. 45 of 2000
- 3.66. Law of Evidence Amendment Act, No. 45 of 1988
- 3.67. Local Government: Municipal Property Rates Act, No. 6 of 2004
- 3.68. Local Government: Municipal Systems Act, No. 32 of 2000
- 3.69. Mineral And Petroleum Resources Development Act, No. 28 of 2002
- 3.70. Mines Health and Work Safety Act, No. 29 of 1996
- 3.71. National Building Regulations and Building Standards Act, 103 of 1977
- 3.72. National Credit Act, No. 34 of 2005
- 3.73. National Environmental Management Act (NEMA), No. 107 of 1998
- 3.1. National Environmental Management Act: Air Quality Act, No. 39 of 2004
- 3.2. National Environmental Management Act: Biodiversity Act, No. 10 of 2004
- 3.3. National Environmental Management Act: Protected Areas Act, No. 57 of 2003
- 3.4. National Environmental Management Act: Waste Act, No. 59 of 2008
- 3.5. National Forests Act, No. 84 of 1998
- 3.6. National Heritage Resources Act, No. 25 of 1999
- 3.7. National Monuments Act, No. 22 of 1970
- 3.8. National Parks Act, No. 57 of 1976
- 3.9. National Road Traffic Act, No. 93 of 1996
- 3.10. National Veld and Forest Act, No. 101 of 1998
- 3.11. National Water Act, No. 36 of 1998
- 3.12. Nature Conservation Ordinance Act, No. 12 of 1983
- 3.13. Occupational Health and Safety Act, No. 85 of 1993
- 3.14. Petroleum Products Act, No. 120 of 1977
- 3.15. Planning Profession Act, No. 36 of 2002
- 3.16. Private Security Industry Regulation Act, No. 56 of 2001
- 3.17. Private Security Industry Regulations Act, No. 56 of 2001
- 3.18. Promotion of Access to Information Act, No. 2 of 2000
- 3.19. Property Practitioners Act, No. 22 of 2019
- 3.20. Property Valuers Professions Act, No. 47 of 2000
- 3.21. Protection of Personal Information Act, No. 4 of 2013
- 3.22. Public Finance Management Act, No. 1 of 1999
- 3.23. Quantity Surveying Professions Act, No. 49 of 2000
- 3.24. Rental Housing Act, No. 50 of 1999
- 3.25. Sectional Title Schemes Management Act, No. 8 of 2011
- 3.26. Sectional Titles Act, No 95 of 1986
- 3.27. Skills Development Act, No. 97 of 1998
- 3.28. Skills Development Levies Act, No. 9 of 1999
- 3.29. Spatial Planning and Land Use Management Act, No. 16 of 2013
- 3.30. Subdivision of Agricultural Land Act Repealed Act, No. 64 of 1998
- 3.31. Tax Administration Act, No. 28 of 2011
- 3.32. The Landscape Architectural Professions Act, No. 45 of 2000
- 3.33. Trespass Act, No. 6 of 1959
- 3.34. Unemployment Insurance Act, No. 63 of 2001
- 3.35. Unemployment Insurance Contribution Act, No. 4 of 2002
- 3.36. Value Added Tax Act, No. 89 of 1991

4. Izingqubo / Inhloso Yokusingatha Ulwazi Oluphathelene Nomuntu

- 4.1. Inhloso ye-M&T yokusingatha ulwazi oluphathelene nomuntu yile:
 - 4.1.1. Ukusekela ukuxhumana phakathi kwabahlizeka ngezinkonzo ezithile nezinkontileka ezingaphansi.
 - 4.1.2. Ukusekela ukuqashwa kwabasebenzi nokuphathwa kwabo.
 - 4.1.3. Ukusekela ukhlinzeka kwezimfuno zabantu abaqashe indawo yokuhlala.
 - 4.1.4. Ukusekela imisebenzi yokudayisa nokukhangisa.
 - 4.1.5. Ukukusiza lapho ufaka isicelo semali-mboleko yokuthenga indlu esikhungweni esibolekisa ngezimali.
 - 4.1.6. Ukukhlinzeka ngemikhiqizo yethu, imisebenzi esiyenzayo nosizo esilunikezayo kanye nokulondoloza ubudlelwane obuhle nawe.
 - 4.1.7. Ukuhlangabezana nezibopho esinazo ngesivumelwano esisisayine nawe noma ukuthatha izinyathelo ezidingekayo ukuze siphothule leyo sivumelwano.
 - 4.1.8. Ukuphothula nokusingatha isicelo sakho esihlinzekwa yi-M&T.
 - 4.1.9. Ukuze ukwazi ukuvakashela iwebusayithi yethu, ukuhlola izinto ezitholakalayo, ukubhalisa, ukufaka isicelo zokuthola noma sokusebenzisa imikhiqizo yethu, imisebenzi esiyenzayo nezindlela esisiza ngazo.
 - 4.1.10. Ukukulethela imikhiqizo nosizo osuke ukucelile noma ngokwemibandela yesivumelwano esisenze nawe.

- 4.1.11. Ukusingatha ezezimali ngokuvumelana nesicelo sakho.
- 4.1.12. Ukuze wena ukwazi ukubhalisa ukuze uthole izaziso ezivela kithi eziphathelene nemikhankaso yethu yokukhangisa.
- 4.1.13. Ukuthobela izimfuno zomthetho nezokulawulwa kwalo mkhakha.
- 4.1.14. Ukwenza ucwaningo kanye/ noma ukuqinisekisa ngezikweletu.
- 4.1.15. Ukuhlonza nokunqanda izenzo ezingekho emthethweni.
- 4.1.16. Ukuqoqa izikweletu nokulandelela abanezikweletu.
- 4.1.17. Ukuhlela nokubamba imihlangano.
- 4.1.18. Ukuphathwa kwesivumelwano.
- 4.1.19. Ukuxhumana ngokubhalelana.
- 4.1.20. Ngezinhlalo zokungena kuwebusayithi nokufaka imininingwane egunyaza ukungena.
- 4.1.21. Ukulondoloza ukuvikeleka kwemizila yethu yezobuchwepheshe namathuluzi obuchwepheshe esiwasebenzisayo.
- 4.1.22. Ukuhlaziywa kwamanani nokwenza uphenyo.
- 4.1.23. Ukwenza ubalo-zimali nokugcinwa kwamarekhodi.
- 4.1.24. Ngenhloso yezobufakazi nezomthetho.
- 4.1.25. Ukwenza ukusebenzelana kwakho ne-M&T kube lula nokuba usisize sithuthukise indlela esinikeza ngayo usizo.
- 4.1.26. Ukubambisana nezinye izinhloko eziyingxenywe ye-M&T, ukuze sikhangele ngemikhiqizo yethu, imisebenzi esiyenzayo nezindlela zokusebenza esibheka njengezifanayo, ngenhloso yokukunikeza ithuba lokukhetha eminye imikhiqizo yethu nezinkonzo esizihlinzekayo ukuze wanelise izidingo zakho, uma kuwukuthi awengabanga ukuthola izikhangiso zalolo hlobo.
- 4.1.27. Ukwenza ucwaningo lwezizimakethe nokukuhlinzeka ngolwazi oluphathelene nemikhiqizo yethu, izinkonzo nendlela esisebenza ngayo ngezikhathi ezithile sisebenzisa i-email, ucingo noma ezinye izindlela zokuxhumana.
- 4.1.28. Ukuqinisekisa ukuthi ukukhetha okwenzile endabeni yezokumaketha nokukhangisa kwenziwa ngokuvumelana nako, uma usukhethe ukungazitholi izikhangiso ezithile, ukugcina irekhodi lemininingwane yakho nesicelo ukuze senze isiqiniseko sokuthi asiphindi sikuthumelele izikhangiso esikhathini esizayo.
- 4.1.29. Ukuze senze kube lula ukungena ezakhiweni ze-M&T.
- 4.1.30. Ukuqinisekisa ukuphathwa ngendlela ephephile kwempahla.
- 4.1.31. Ukuhlinzeka ngophenyo lwezokuvikeleka endaweni yokuhlala.
- 4.1.32. Ukwakha nokuthenga indawo (kungaba eyebhizinisi noma eyokuhlala).
- 4.1.33. Nganoma iyiphi inhloso ehlobene kanye nehambisana nalokhu okungenhla.

4.2. Ukuze ifeze imisebenzi yayo i-M&T kumelwe:

- 4.2.1. Iqoqe, ihlaziye futhi ichaze ulwazi oludalulwe nolutholwe abasebenzi bayo, osonkontileka, abaphakeli, amaklayente kanye nabaqashe indawo.
- 4.2.2. Ilondoloze lolu lwazi ngendlela nesikhathi esifunwa yizimfuno zomthetho ze-M&T kuqhange nangezinhlalo zokwenza izibalo.
- 4.2.3. Ibukeze unyaka nonyaka ukusebenza kwale Mithetho.

5. Amarekhodi Atholakala Ngaphandle Kokufakwa Kwesicelo

Akukho saziso esithunyelwe kuNgqongqoshe Wezobulungisa nakuSishaya-mthetho ngokuphathelene nemikhakha yamarekhodi, atholakala ngaphandle kokuba umuntu aze afake isicelo sokuwathola ngokweSigaba 52(2) se-PAIA. Nokho, ulwazi olukuyiwebusayithi yebhizinisi lutholakala ngaphandle kokufakwa kwesicelo esenziwa ngokuvumelana ne-PAIA.

6. Amarekhodi nolwazi okufanele kufakwe isicelo esibhaliwe sokuwathola ngokuvumelana neziqondiso ze-PAIA

Izihloko i-M&T egcine amarekhodi ngokuphathelene nazo kanye nemikhakha yesihloko ngasinye ngokuvumelana neSigaba 51(1)(e) kunizwe kulolu hlu olungezansi. Sicela uphawule ukuthi umuntu ofaka isicelo akavele nje awathole ngokuzenzakalelayo la marekhodi kanti futhi angase enqatshelwe ukuwathola ngokuvumelana neSigaba 62 kuya ku-69 soMthetho.

- 6.1. Amarekhodi Aphathelene Nomuntu Siqu
- 6.2. Amarekhodi Okuthobela Umthetho Nokulawula
- 6.3. Amarekhodi okwenganyelwa kwenkampani
- 6.4. Amarekhodi okugcinwa kwemininingwane ezintweni zobuchwepheshe
- 6.5. Amarekhodi okuphathwa kwezimali
- 6.6. Ukuphathwa Kwemisebenzi Yokwakha
- 6.7. Amarekhodi endlela yokusebenza
- 6.8. Amarekhodi okuphathwa komsebenzi ngamunye osuke wenziwa
- 6.9. Amarekhodi ezokuxhumana
- 6.10. Amarekhodi aphethwe ezinye izinhlaka noma aphantsi nezinye izinhlaka

7. Izinyathelo Zokuvikela Ukuze Kuvikelwe Imininingwane Yomuntu

Ngenxa yobukhulu be-M&T nezinkampani ezingaphansi kwayo, ulwazi neminingwane kusingathwa futhi kugcinwe ezindaweni ezihlukahlukene. Ukuvikelwa nokunakekelwa kwamakhompyutha ethu agcina ulwazi kunikelwe enkampanini ezimele esezingeni elifanele lokwenza lomsebenzi yakuleli laseNingizimu Afrika. Ngaphezu kwalokho, amakhompyutha okugcina imininingwane nolwazi anakekelwa ngaphakathi kule nkampani asingathwa ngokuvumelana nezimfuneko zokuvila zomhlaba wonke ze-Center for Internet Security, iziqondiso nezinye ezihlanganisa lezi ezilandelayo nezinye ezingabaliwe lapha:

- | | |
|---|--|
| 7.1. Ama-Firewalls | 7.2. I-Backup management (Ukugcinwa endaweni yesibili kwamafayela) |
| 7.3. I-Endpoint security | 7.4. I-User permission management (Ukulawula izimvume zabantu abangena kumakhompyutha) |
| 7.5. I-Asset management | 7.6. I-Secure network configurations (Ukuvikelwa kwe-network) |
| 7.7. I-Port management | 7.8. I-Controlled access (Ukuvikela indlela yokungena) |
| 7.9. I-Application software security (Ukuvikelwa kwezinhlelo zekhompyutha) | 7.10. I-Penetration testing (Ukuhlola ubuthakathaka bokuvikeleka kwamakhompyutha) |
| 7.11. I-Data recovery capabilities (Ukutholakala kwemininingwane elahlekile) | 7.12. I-User account monitoring and management (Ukuhlola nokulawulwa kwama-akhawunti) |
| 7.13. I-Data protection (Ukuvikelwa kwemininingwane) | 7.14. I-Two-way authentication protocols |
| 7.15. I-Controlled access (Ukulawula indlela yokungena) | 7.16. I-Data encryption (Ukugcinwa kwemininingwane nolwazi ngohlelo oluyenza ibe yimfihlo) |
| 7.17. I-Incident response and management (Ukusabela ngokushesha uma kunezigameko) | 7.18. I-Malware defences (Ukuvikela ukuhlaselwa kwamakhompyutha amagciwane esoftware) |

Wonke amahhovisi ethu anezinto zokuvikela njengokulawula indlela abantu abangena ngayo, onogada, uthango lokuvikela, amakhamera aqopha okwenzekayo (CCT) nezinye izindlela eziningi zangaphakathi zokuvikela. Sikholelwa ngokuqinile ekutheni akukho muntu ovunyelwe ukungena kuze kube yilapho enikezwe imvume, ngakho abasebenzi

bethu abakwazi ukuvele bazingenele nje endaweni egcina imininingwane kodwa iyalawulwa indlela abangena ngayo kuye ngemisebenzi abayenzayo nemithwalo yabo. Ukwenezela esivumelwaneni sethu sokungadali izimfihlo nasemithethweni nezinqubo zethu esizibekile, abasebenzi bethu babamba iqhaza ekuqeqeshweni okuhloselwe ukubaqwashisa ngezokuvikela ukuze bakwazi ukubona nokuvikela ingozi yokungavikeleki ngokwanele kwezinto.

8. Imininingwane Yokuxhumana

UMphathiswa Wemininingwane Owengamele



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9. Inqubo Yokufaka Isicelo

Isicelo sokuthola ulwazi noma imininingwane okukhulunywa ngayo ngenhla esigabeni 6 kumelwe senziwe ngokulandela izinqubo ezinikezwe ngezansi. Isicelo kufanele singagwegwesi ukuze sisize umphathi wolwazi ukuba asisingathe ngendlela efanele.

9.1. Thumela isicelo

Gcwalisa iFomu A, elitholakala ngaphansi kweSithasiselo 1 sale ncwajana yeziqondiso. Leso sicelo kufanele usilethe mathupha noma usithumele nge-email noma ngeposi kuMphathiswa Wolwazi, kusukela lapha kuya phambili esizombiza ngokuthi umphathi osingatha izicelo njengoba igama lakhe liphawuliwe esigabeni 8 sale ncwajana yeziqondiso.

Uma umazisi noma ubufakazi bukamazisi budingeka kufanele bukhishwe ngaphambi kokuba kutholakale imvume yokuthola ulwazi noma imininingwane.

Uma ingabuyi impendulo eshoyo ukuthi isicelo sifikile phakathi nezinsuku ezingu-14 zokufakwa kwesicelo, sicela uthinte umphathi osingatha izicelo ukuze uthole isiqiniseko sokuthi isicelo sakho sifike ezandleni zakhe.

Uma uba nenkinga yokugcwalisa ifomu lesicelo noma unokukhubazeka okukwenza ungakwazi ukusigcwalisa, sicela unganqikazi ukuthinta umphathi osingatha izicelo.

9.2. Isikhathi okulindeleke ukuba usilinde ngemva kokufaka isicelo

Umphathi osingatha izicelo kufanele enze isinqumo mayelana nesicelo phakathi nezinsuku ezingu-30 esitholile. Ukwehluleka ukwenza kanjalo kuyosho ukuthi leso sicelo usenqabile.

Umphathi osingatha izicelo angase asinwebe lesi sikhathi sifinyelele ezinsukwini ezingu-60 ngaphansi kwezimo ezilandelayo:

- 9.2.1. Uma kuleso sicelo kucelwa amarekhodi amaningi noma kudingeka ukuba afunwe phakathi kwamarekhodi amaningi okungenza ukuba kube okungenakwenzeka ukuphendula phakathi nezinsuku ezingu-30 ezibekiwe noma uma kungase kuphazamise indlela yokusebenza kwe-M&T.
- 9.2.2. Uma amarekhodi acelwayo engagcinwa edolobheni elifanayo neHhovisi Elikhulu le-M&T.
- 9.2.3. Uma kudingeka okukanye kungaba yinto enhle ukuxhumana phakathi kweminyaka nezigaba ze-M&T noma ezinye izinhlobo ukuze kunqunywe ukuthi isicelo siyagunyazwa yini futhi lokho kuxhumana kungenakwenzeka ngempumelelo phakathi nesikhathi esibekiwe sezinsuku ezingu-30.
- 9.2.4. Uma kunezimo ezingaphezu kwesisodwa kulezi ezichazwe ezigabeni ezingehla ku-9.2.1, 9.2.2, 9.2.3 ezenza kungenzeki ukusingatha isicelo phakathi nezinsuku ezingu-30.
- 9.2.5. Uma ofake isicelo evuma ngokubhala ukuthi isikhathi singanwetshwa.

Uma isikhathi esiyizinsuku ezingu-30 sinwetshwa, umphathi osingatha izicelo uzokwazisa ofake isicelo ngokunwetshwa kwesikhathi futhi anikeze ofake isicelo izizathu zokunwetshwa kwesikhathi.

9.3. Isaziso ngemiphumela yesicelo

Ofake isicelo uzokwaziswa ngesinqumo somphathi osingatha izicelo ngendlela echazwe efomini lokufaka isicelo ayelithumelile.

9.4. Izimo eziyobangela ukwenqatshwa kwezicelo

ISigaba 63 siyakwenqabela ukudalulwa ngaphandle kwezizathu ezizwakalayo kwemininingwane yomuntu kanye/ noma ohlobene naye kulowo oyicelayo, kuhlangukise neminingwane yomuntu oshonile.

Lokhu kwenqatshelwa kokutholakala kolwazi kusekelwe ekulondolozeni isithunzi somuntu, ukulingana nenkululeko njengoba kuchazwe esigabeni 36 soMthetho-sisekelo. Ukutholakala kwamarekhodi kwenqatshwa ngombandela owodwa noma ngaphezulu kulena echazwe kuyi-PAIA, engena ngaphansi kwale mikhakha elandelayo:

- 9.4.1. Izimfihlo zokuhweba.
- 9.4.2. Ulwazi lwezizimali, ezohwebo, ezesayenzi noma ulwazi olugcinwe kwezobuchwepheshe lapho ukudalula lolu lwazi kungase kulimaze omunye umuntu ngokwezebhizinisi noma ezezimali.
- 9.4.3. Ulwazi oluhlinzekwe njengoluyimfihlo oluvela kumuntu, okungathi lapho ludalulwa lubeke lowo muntu esimweni esingesihle kuyinkontileka noma kwezinye izingxoxo noma kumenze abe nyamana-mbana emincintiswaneni yezamabhizinisi.
- 9.4.4. Ukuvikelwa kwezimfihlo zomunye umuntu okuyisibopho.
- 9.4.5. Ukuvikelwa kwamarekhodi akwa-M&T okuyisibopho.
- 9.4.6. Ukuvikelwa kolwazi lwezentengiselwano okuyisibopho ngokuqondene nomunye umuntu.
- 9.4.7. Ukuvikelwa kwemininingwane ethile eyimfihlo okuyisibopho kanye nokuvikelwa kweminye imininingwane eyimfihlo yomunye umuntu.
- 9.4.8. Ukuvikelwa okuyisibopho kokuphepha kwabantu nokuvikelwa kempahla.
- 9.4.9. Ukuvikelwa okuyisibopho kwamadokhethi amaphoyisa lapho kulalelwa izicelo zebheyili kanye nokuvikelwa kwabezomthetho nezinqubo zokuthethwa kwamacala.
- 9.4.10. Ezokuvikela, ezokuphepha nezobudlelwane namanye amazwe kuleli leRiphabhuliki.
- 9.4.11. Ezomnotho nezezimali zaleli laseNingizimu Afrika kanye nemisebenzi yezohwebo yezinhlobo zikahulumeni.

- 9.4.12. Ukuvikelwa okuyisibopho kolwazi olucwaningiwe lomunye umuntu nokuvikelwa kolwazi olucwaningiwe lwezinhlaka zikahulumeni.
- 9.4.13. Ukusebenza kwezinhlaka zikahulumeni.
- 9.4.14. Izicelo okusobala ukuthi azinangqondo noma ziyacasula noma ezinkulu kakhulu futhi ezingase zidle isikhathi namandla amaningi ngokungenasidingo.
- 9.4.15. Ukucwasa noma ukubeka engcupheni ukuphepha kwebhilidi, isakhiwo noma uhlelo, izinto zokuhamba noma esinye isakhiwo noma indawo.
- 9.4.16. Izindlela, izinhlelo, amapulani noma izinqubo zokuvikelwa kwabantu ngokuvumelana nohlelo lokuvikelwa kofakazi noma ukuphepha komphakathi.
- 9.4.17. Amarekhodi anqatshelwe ukukhishwa ngenxa yezinqubo zezomthetho, ngaphandle uma lowo muntu aqondene naye evuma ukuba akhishwe.
- 9.4.18. Kunohlelo lwekhompyutha olungelwenhlangano ezimele.

9.5. Isicelo esibhekwa njengesenqatshiwe

Uma umphathi osingatha izicelo engasenzi isinqumo mayelana nesicelo sokuthola ulwazi esifakiwe phakathi nezinsuku ezingu-30 noma phakathi nesikhathi esenezelwe, leso sicelo siyobhekwa njengesenqatshiwe.

9.6. Yini engenziwa umuntu ofake isicelo ngemva kokwenqatshwa kwesicelo sakhe

Uma ofake isicelo engagculisekile ngesinqumo somphathi osingatha izicelo, ofake isicelo angabhalela inkantolo ukuze athole usizo. Lokhu kufanele akwenze phakathi nezinsuku ezingu-180 ngemva kokwenziwa kwesinqumo. Lapho inkantolo ethola leso sicelo sakhe, ingase ikhiphe umyalo onobulungisa nongenzeleli kuhlanganise nalokhu okulandelayo:

- 9.6.1. Ukusekela, ukuchibiyela noma ukuhoxisa isinqumo okukhalwa ngaso.
- 9.6.2. Ukuyala ukuba umphathi osingatha izicelo athathe isinyathelo noma akugweme ukuthatha leso sinyathelo lapho inkantolo ikubona kudingeka phakathi nesikhathi esinikezwe kulowo myalo wenkantolo.
- 9.6.3. Ukugunyaza nokwenqabela, ukunikeza usizo lwesikhashana noma oluqondile, isinqumo esichazayo noma isinxephezelo.
- 9.6.4. Izindleko.

Isicelo esinjengalesi singenziwa eNkantolo KaMantshi.

9.7. Izicelo Eziphumelele

Ngemva kokuba isicelo sesigunyaziwe, ofake isicelo uzonikezwa ilungelo lokuthola lawo marekhodi uma zonke izinqubo sezilandelwe ngokuvumelana nezimfuneko ze-PAIA, okuyilezi:

- 9.7.1. Isicelo sibhalwe ngendlela efanele kuyifomu elenzelwe le njongo.
- 9.7.2. Ubufakazi bokugunyazwa ukufakela omunye umuntu isicelo uma bukhona uma kuwukuthi ofaka isicelo usenzela omunye umuntu.
- 9.7.3. Irekhodi elicelwayo lichazwe ngokucace ngokwanele ukuze umphathi osingatha izicelo akwazi ukunikeza lokho okulwayo.
- 9.7.4. Ukukhokhwa kwazo zonke izindleko ezidingekayo.

9.8. Izindleko

Kungase kudingeke kukhokhwe izindleko ukuze kutholakale amarekhodi ngokuvumelana ne-PAIA.

9.8.1. Izindleko Zokufaka Isicelo

Uma isicelo kungesokuthola amarekhodi aqukethe imininingwane ephathelene nomuntu ofake leso sicelo, ngeke kudingeke akhokhe izindleko ezithile zokufaka isicelo. Noma yisiphi esinye isicelo kumelwe sihambisane nezindleko zokufaka isicelo, njengemanje lezo zindleko zingu-R50.00

9.8.2. Izindleko Ezikhokhwa Lapho Isicelo Siphumelele

Uma isicelo siphumelele, kuyodingeka kukhokhwe izindleko zokukhiqizwa kwamarekhodi nezesikhathi esidlulela ngale kwehora esichithwe efunwa, elungiselelwa ukuze adluliselwe. Uma isikhathi sokulungiselela amarekhodi ukuze adluliselwe singase sidlule emahoreni ayisithupha, kungase kudingeke imali eyisibambiso engaphasenti angu-30 emali okulindeleke ukuba ikhokhwe.

Bheka iSithasiselo 2 ngezansi ukuze uthole wonke amanani ezinhloko zikahulumeni.

9.8.3. Ukuhoxiswa Nokukhululwa Ekukhokheni Kwezindleko

9.8.3.1. Ngokuvumelana neSigaba 22(8) uNgqongqoshe angase akhiphe isaziso kuyi-Gazette:

- a) Ayale ukuba umuntu othile noma uhlobo oluthile lwabantu lungazikhokhi izindleko zanoma yiluphi uhlobo.
- b) Anqume ukuba noma yiziphi izindleko zingedluli enanini elithile azolunquma.
- c) Anqume indlela izindleko ezizobalwa ngayo.
- d) Anqume ukuthi izindleko azidingeki ngokuqondene nesicelo esithile.
- e) Anqume ukuthi okwesikhathi esithile kunomuntu ongeke akhokhe zindleko noma amarekhodi noma umkhakha wabantu abathile abangeke bakhokhe zindleko.
- f) Anqume ukuthi lapho izindleko zokuqoqwa kwanoma iyiphi imali okufanele ikhokhwe umuntu ofuna irekhodi okukhulunywa ngayo kule ngxenye zingaphezulu kwaleyo mali ezokhokhwa yilowo muntu, lowo muntu kufanele avele angakhokhisa nhlobo.

9.8.3.2. Laba bantu abalandelayo ngeke bazikhokhe izindleko zokuthola amarekhodi okukhulunywa ngazo esigabeni 9.8.2 ngenhla.

- a) Umuntu ongashadile onomholo wonyaka ongedluli ku-R 14 712.00, ngemva kokudonswa kwezimali ezithile kuwo
- b) Abantu ababili abashadile noma umuntu nomuntu ahlalisana naye abathola imali engedluli ku-R 27 192.00 nganyaka, ngemva kokudonswa kwezimali ezithile.
- c) Lapho izindleko zokuqoqwa kwemali lapho ingekho imali ezokhokhisa lowo muntu.
- d) Azikho izindleko zokuthola irekhodi uma liqukethe imininingwane ephathene nomuntu ofake isicelo.
- e) Izindleko zokucela irekhodi noma zokulithola azibi bikho uma irekhodi licelwa ihhovisi lokunakekelwa kwesakhiwo noma licelwa umhloli wokulungiswa kwesakhiwo ngenhloso yokuhlola ukunakekelwa kwesakhiwo noma ngokuvumelana noMthetho Wokunakekelwa Kwezakhiwo ka-1998 (uMthetho No. 99 ka-1998) noma ngokweziqondiso ezenziwe ngaphansi kwesigaba 44 soMthetho.

9.8.3.3. Uma kwenzeka uhlobo irekhodi elicelwa ngalo lungatholakali, kodwa kukhishwe imvume yokuthola irekhodi ngolunye uhlelo, izindleko zerekhodi akufanele zibe ngaphezu kwalezo ocele irekhodi abezokhokha ukube ubelithole ngohlelo elucele ngalo.

- 9.8.3.4. Uma ofaka isicelo engakwazi ukuthola irekhodi ngohlelo eligcinwe ngalo ngenxa yokukhubazeka okuthile, ofake isicelo ngeke akhokhiswe izindleko ezingaphezu kwalezo abezozikhokha ukube ubengenakho ukukhubazeka.

9.9. Ulwazi noma Amarekhodi Angatholakali

Uma sekukwenziwe yonke imizamo yokuthola irekhodi, kodwa lelo rekhodi lingatholakali noma kutholakala ukuthi alikho nhlobo, uma kunjalo umphathi osingatha izicelo:

- 9.9.1. Uzobikela umuntu ofake isicelo, esebenzisa incwadi efungelwe, ukuthi ngeke litholakale lelo rekhodi eliceliwe.
- 9.9.2. Incwadi yombiko efungelwe izonikeza imininingwane egcwele yayo yonke imizamo eyenziwe yokuthola lelo rekhodi noma yokuhlola ukuthi likhona yini, kuhlangukise nombiko wezingxoxo ebeziphakathi kwabantu abebefuna lelo rekhodi.
- 9.9.3. Isaziso, njengoba kuphawule ku-9.9 l, sizobhekwa njengesinqumo sokwenqaba ukugunyaza ukutholakala kwerekhodi okukhulunywa ngalo ngokuvumelana nezinjongo zoMthetho.
- 9.9.4. Uma kwenzeka lelo rekhodi litholakala kamuva, ofake isicelo uyonikezwa lelo rekhodi kusetshenziswa indlela ayicele ukulithola ngayo lapho egcwalisa ifomu ngaphandle uma umphathi osingatha izicelo enqaba ukukhipha imvume yokutholakala kwalelo rekhodi ngaphansi kombandela ochazwe ku-9.4.

9.10. Uhlelo Lwerekhodi

Irekhodi elicelwayo lingacelwa ngohlelo oluthile oluboniswe kuyifomu lokufaka isicelo.

9.10.1. Ukwengqatshwa Kwesicelo

Umphathi osingatha izicelo angase enqabe ukunikeza umuntu ocela irekhodi imvume yokulithola ngohlelo alucele ngalo ngaphansi kwale mibandela:

- 9.10.1.1. Ukukhipha irekhodi ngohlelo olucelwe ngalo kuzophazamisa ukuqondiswa ngendlela efanele kwemisebenzi ye-M&T.
- 9.10.1.2. Kuzobeka engcupheni ukulondolozwa kwalelo rekhodi.
- 9.10.1.3. Ngenxa yezinga lolugxambukela emalungelweni okukophisha okungewona akaHulumeni noma i-M&T.

9.10.2. Ukuphumelela Kwesicelo

Uma umuntu ofake isicelo elinikezwa irekhodi alicelile ukuze alihlale, alibuke noma alilalele, lowo muntu angawenza amakhophi alelo rekhodi noma azibhelele esebenzisa imishini yakhe, ngaphandle uma:

- 9.10.2.1. Irekhodi ngohlelo olucelwe ngalo lizophazamisa ukuqondiswa ngendlela efanele kwemisebenzi ye-M&T.
- 9.10.2.2. Kuzobeka engcupheni ukulondolozwa kwalelo rekhodi.
- 9.10.2.3. Kuzoba ukwepulwa kwamalungelo okukopisha okungewona akaHulumeni noma awe-M&T.

9.11. Ukudluliselwa phambili kwezicelo

Uma uMthetho uvuma ukuba isicelo sidluliselwe kolunye uhlobo lukahulumeni, umphathi osingatha izicelo okuthunyelwe kuye isicelo kumelwe ngokushesha phakathi nezinsuku ezingeqi kwezingu-14 (uma sibala kusukela osukwini okwafika ngalo isicelo) adlulisele leso sicelo kumphathi wolwazi esiqondene naye bese

edlulisela nalelo rekhodi kulowo mphathi (uma lelo rekhodi ligcinwe umphathi osingatha izicelo) uma lokho kuzoba usizo. Ngezansi kunohlu lwezizathu ezisemthethweni ezigunyaza umphathi osingatha izicelo ukuba adlulisele isicelo phambili:

- 9.11.1. Uma lelo rekhodi ligcinwe noma lingaphansi kokulawula kwe-M&T kodwa ligcinwe ngolunye uhlaka lukahulumeni.
- 9.11.2. Uma okuqukethwe yilelo rekhodi kuhlobene kakhulu nemithwalo nokusebenza kolunye uhlaka lukahulumeni esikhundleni se-M&T.
- 9.11.3. Uma lelo rekhodi liqukethe imininingwane ephathene nezohwebo okungolunye uhlaka lukahulumeni oluthinteka kakhulu kuzo.

10. Ukufaka Okwamuva Nokutholakala

Le ncwajana yeziqondiso izofakwa ulwai lwamuva uma kudingeka, kanye ngonyaka noma ngezikhathi ezithile okubonakala kudingeka ngazo futhi izotholakala nangolimi lwesiZulu noLwesibhunu.

Le ncwajana yeziqondiso izogcinwa kuyiwebusayithi ye-M&T kanye neSaziso Sokugcinwa Kwezimfihlo. Ikhophi yeNcwajana Yeziqondiso Ye-PAIA izogcinwa nakumafayili eKhomishana Yamalungelo Abantu YaseNingizimu Afrika.

11. Isiqondiso SeKhomishana Yamalungelo Abantu Se-PAIA

Isigaba 10 soMthetho Okhuthaza Ukutholakala Kolwazi, ka-2000 sithi iKhomishana Yamalungelo Abantu YaseNingizimu Afrika kumelwe ibhale umqulu oyisiqondiso sokusetshenziswa kwe-PAIA. Lesi siqondiso siyatholakala kuyiKhomishana Yamalungelo Abantu YaseNingizimu Afrika.

Noma yimiphi imibuzo ingaqondiswa lapha:

Uphiko lwe-PAIA (Ukukhuthaza Ukutholakala Kolwazi) kuyiKhomishana Yamalungelo Abantu YaseNingizimu Afrika

UMnyango Wocwaningo Nokugcinwa Kolwazi

Inombolo yocingo: 011 877 3600

Ifeksi: 011 403 0625

Iwebusayithi: www.sahrc.org.za

I-email: paia@sahrc.org.za

Ikheli Leposi: Private Bag X2700, Houghton, 2041

Ikheli Lomgwaqo: 33 Hoofd Street, Braampark, Forum 3, Braamfontein 2198

ISithasiselo 1 - Isicelo Sokuthola Amarekhodi e-M&T

ISigaba 18(1) SoMthetho Wokukhuthaza Ukutholakala Kolwazi, ka-2000

UMthetho No.2 ka-2000

Isiqondiso 6

Sicela ngomusa ukuba uzigcwalise zonke izingxenyane (B, C, D, E, F, G) ngoba ifomu elingagcwaliswanga ngokuphelele lingase libangele ukuba isicelo sibambezeleke. Isikhathi okulindeleke ukuba singedluli singakaphendulwa isicelo sakkho ngeke siqale ukubala kuze kube yilapho lowo ofaka isicelo esedlulisele yonke imininingwane edingekayo. Amarekhodi owacelayo angase agodlwe kuze kube yilapho izindleko zokufaka isicelo kanye nemali eyisibambiso (uma idingeka) sekukhokhiwe.

INgxenye A - Imininingwane yesicelo sezokuxhumana

UMphathiswa Wemininingwane Owengamele

Igama: Mnu Rupert Fourie

Inombolo yocingo: 012 676 8526

I-email: popi@m-t.co.za

Ikheli: 2nd Floor, Block C, Building 14, 11 Byls Bridge Boulevard, Centurion, 0157, Gauteng, South Africa

INgxenye B - Imininingwane yomuntu ocelayo (Umuntu ocela ukufinyelela olwazini)

Lapho kudingeka kufanele isicelo sihambisane nobufakazi bukamazisi lapho ucela imvume yokuthola ulwazi olphathelene nawe.

Amagama Aphelele	Isibongo
Ubuzwe	Inombolo Kamazisi
I-email	Inombolo yocingo
Ikheli Leposi	
Oyikho	

Oyikho njengoba ufaka lesi sicelo, uma kuwukuthi lesi sicelo usenzela omunye umuntu hhayi wena uqobo (Sicela ufake ikhophi kamazisi nencwadi ekugunyazayo ukuba wenzele lo muntu isicelo)

INgxenye C - Imininingwane yomuntu owenza isicelo egameni lakhe

Amagama Aphelele	Isibongo
Ubuzwe	Inombolo Kamazisi
I-email	Inombolo yocingo
Inkampani	

INgxenye D - Imininingwane yerekhodi

Nikeza incazelo ephelele yerekhodi olidingayo noma ingxenyane yerekhodi edingekayo

Inombolo Yereference, uma ikhona

Eminye imininingwane eyengeziwe yerekhodi uma ikhona

Yiliphi ilungelo ofuna ukulisebenzisa noma ukulivikela ngalesi sicelo osifakayo?

Sicela uchaze ukuthi kungani leli rekhodi noma amarekhodi owacelayo edingeka ukuze usebenzise noma uvikele ilungelo elingenhla.

INgxenye E - Imali

- I. Isicelo serekhodi elingaphethe imininingwane yakho, sizosingathwa kuphela ngemva kokuba ukukhokhe izindleko zokufaka isicelo.
- II. Uzokwaziswa ngenani lemali yokufaka isicelo okufanele uyikhokhe.
- III. Izindleko zokutholakala kwerekhodi zincike ohlelweni ofuna ukulithola ngalo irekhodi nesikhathi esidingekayo ukuze lelo rekhodi lifunwe futhi lilungiselelwe.
- IV. Uma uphakathi kwalabo okungalindelekile ukuba bakhokhe izindleko ezithile, sicela uchaze isizathu esenza kungadingeki ukhokhe izindleko.

Isizathu esenza kungadingeki ukhokhe izindleko zamarekhodi

INgxenye F - Ifomethi yokuthola amarekhodi

Uma ngenxa yokukhubazeka ungakwazi ukufunda, ukubuka noma ukulalela irekhodi ngokohlelo elitholakala ngalo kusukela kweyoku-1 kuya kweye- 4 ngezansi, chaza uhlobo lokukhubazeka kwakho, usho nokuthi ungathanda ukuthola ngaluphi uhlelo irekhodi olifunayo.

- I. Ukwamukela isicelo sakho sokuthola irekhodi ngohlelo olushoyo kungase kuncike ekutheni irekhodi litholakala ngaluphi uhlelo.
- II. Ukutholakala kwerekhodi ngohlelo olifunayo kungase kungagunyazwa ngaphansi kwezimo ezithile. Ezimweni ezinjalo uzokwaziswa uma kuwukuthi uzolithola ngolunye uhlelo.
- III. Izindleko okufanele zikhokhwe zokutholakala kwerekhodi, uma zikhona, zizonqunywa ngokwengxenye uhlelo olidinga ngalo irekhodi.

Ukukhubazeka

Uhlobo elifuneka ngalo

Uma irekhodi lizobe lingohlelo olubhaliwe noma oluprintiwe:

Ikhophi yeRekhodi Ukuhlolwa Kwerekhodi
(lena yindlela engcono)

Uma irekhodi liqukethe izithombe:

Ukubuka izithombe Ikhophi yezithombe Amagama achaza lokho
(lena yindlela engcono) okusezithombeni

Uma irekhodi liqukethe amazwi aqoshiwe noma ukwaziswa okuqoshiwe okusentweni elalelwayo:

Ukulalela okuqoshiwe (ikhasethi) Ukubhalwa phansi kwalokho okushiwo entweni eqoshiwe
(lena yindlela engcono) (Kungaba sephepheni elibhaliwe noma eliprintiwe)

Uma irekhodi litholakala ngohlelo lwezobuchwepheshe bamakhompyutha:

Ikhophi eprintiwe yerekhodi Ikhophi eprintiwe yalokho okuthathwe kuyirekhodi
(yile ndlela engcono)

Ikhophi eprintiwe equkethe ukwaziswa okuthathwe
kuyirekhodi

Uma kuwukuthi ucele ikhophi noma irekhodi elibhalwe phansi (ngenhla), ingabe ufisa ukuba leyo khophi noma lokho okubhaliwe kuthunyelwe kuwe ngeposi? Ukuthumela ngeposi kuhambisana nezindleko ezizokhokhwa nguwe.

Yebo Cha

Ungathanda ukuwathola ngaluphi ulimi amarekhodi?

INgxenye G - Isaziso ngesinqumo

Uzokwaziswa ukuthi isicelo sakho siphumelele yini noma senqatshiwe.

Sicela uphawule ukuthi ungathanda ukwaziswa ngayiphi indlela ngesinqumo esiphathelene nesicelo sakho sokuthola irekhodi?

Ikheli I-email (indlela engcono yile) I-SMS

Isayinwe e _____ mhla zingu- _____ ngenyanga ka- _____ 20 ____

Isignesha Yofaka Isicelo

Le ngxenye igcwaliswa yihhovisi kuphela	
Umphathi Osingatha Izicelo	Izindleko Zesicelo
Usuku Nesikhathi Esifakwe Ngaso	Izindleko Zokuthola Amarekhodi
I-reference	Imali eyisibambiso

Isignesha yoMphathi Osingatha Izicelo

ISithasiselo 2 - Izindleko Zokuthola Irekhodi

Izindleko zezinhlaka zikahulumeni ngokuvumelana nesaziso sikahulumeni sangomhlaka-8 Julayi 2021. Njengoba kusho iSiqondiso 8 kuzokwenezelwa iNtela Yempahla [Value Added Tax (VAT)] kuzo zonke izindleko ezinqunywe ngaphansi kweSiqondiso.

- 1) Izindleko zekhophi yencwajana yeziqondiso okukhulunywa ngayo esiqondisweni 5(c) zizoba u-R1,10 ikhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo.
- 2) Izindleko **zokwenziwa kabusha** okukhulunywa ngakho esiqondisweni 7(1) zizoma ngendlela elandelayo:

Incazelo	Izindleko
Ikhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo	R 1.10
Ikhophi ngayinye eprintiwe yekhasi elingu-A4 noma ingxenye yalo yohlelo olufundwayo olugcinwe emishinini yezobuchwepheshe	R 0.75
Ikhophi etholala nge-CD (ingadlalwa kuyikhompyutha)	R 70.00
Incazelo yezithombe, ebhalwe ekhasini elingu-A4 noma ingxenye yalo	R 40.00
Ikhophi yezithombe	R 60.00
Ikhophi ebhaliwe yamazwi asentweni elalelwayo, esekhasini ngalinye elingu-A4 noma ingxenye yekhasi	R 20.00
Ikhophi yerekhodi lento ezilalelwayo	R 30.00

- 3) Umuntu ngamunye ofaka isicelo uzokhokha izindleko zokufaka isicelo, ngaphandle uma umuntu ofaka isicelo efuna imininingwane eqondene naye, lezo zindleko okukhunywa ngazo eSiqondisweni 7(2) zingu-R50.00
- 4) **Izindleko zokuthola ifayela** ezizokhokhwa umuntu ofake isicelo serekhodi okukhulunywe ngazo eSiqondisweni 7(3) zimi ngendlela elandelayo:

Incazelo	Izindleko
Ikhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo	R 1.10
Ikhophi ngayinye eprintiwe yekhasi elingu-A4 noma ingxenye yalo yohlelo olufundwayo olugcinwe emishinini yezobuchwepheshe	R 0.75
Incazelo yezithombe, ebhalwe ekhasini elingu-A4 noma ingxenye yalo	R 40.00
Ikhophi etholala nge-CD (ingadlalwa kuyikhompyutha)	R 70.00
Ikhophi yezithombe	R 60.00
Ikhophi ebhaliwe yamazwi asentweni elalelwayo, esekhasini ngalinye elingu-A4 noma ingxenye yekhasi	R 20.00
Ikhophi yerekhodi lento ezilalelwayo	R 30.00
Ukufuna nokulungiselela irekhodi ukuze lidluliselwe kolicelile, kuhambisana nezindleko zehora ngalinye elisetshenziswayo kwenziwa lolo phenyo bese lilungiselelwa, singalibali ihora lokuqala.	R 30.00 ngehora noma ingxenye ethile yehora
Ngokwezinhloso zesigaba 22(2) soMthetho, kusebenza lokhu okulandelayo: <ol style="list-style-type: none"> I. Amahora ayisithupha, okungamahora okufanele adlule ngaphambi kokuba kukhokhwe imali yesibambiso; kanye II. Ingxenye eyodwa kwezintathu yezindleko zokuthola irekhodi kufanele lowo ofaka isicelo ayikhokhwe njengemali eyisibambiso 	
Izindleko zeposi zikhokhwa lapho ikhophi yerekhodi izothunyelelwa oyicelile kusetshenziswa iposi.	

- 5) Amakhophi azoprintwa ngombala omnyama nomhlophe kuphela.

Isithasiselo 3 - Incazelo-magama ye-PAIA

Igama noma ibinzana lamagama	Incazelo
Izindleko zokuthola irekhodi	Imali ekhokhelwa izindleko zokukhiqiza, ukufuna nokulungisa amarekhodi kanye nezindleko zokuthumela ngeposi uma kuwukuthi kuzosetshenziswa lona.
Usuku lokuthumela	Usuku ofaka isicelo athumele ngalo iSicelo se-PAIA. Isekela-mphathi Wokugcinwa Kolwazi kumelwe liphendule isicelo phakathi nezinsuku ezingu-30.
Isekela-mphathi Wokugcinwa Kolwazi (DIO)	Umuntu othile ohlakeni lukahulumeni noma enkampanini ezimele onomthwalo wokusiza uMphathi Wolwazi endabeni yezicelo ze-PAIA.
Izizathu zokwenqaba	Izigaba ze-PAIA abhekisela kuzo uMphathi Wolwazi noma Isekela-mphathi Wolwazi ukuze enqabe isicelo se-PAIA.
Izinto ezigciniwe	Uhlu oluphelele lwezinto ezigcinwe uhlaka lukahulumeni noma inkampani ezimele.
Incwadi yokugunyaza	Incwadi evela kumuntu ofuna kuba lowo ofaka asicelo amthumelele iSicelo se-PAIA ngokuvumelana neziyalezo ze-PAIA. Le ncwadi kumelwe isho ukuthi lowo muntu ugunyaza lowo ofaka isicelo (nabanye abamelele abangalungu enhlangano yalowo ofaka isicelo, uma kudingeka) ukuba amthumelele isicelo sokuthola ulwazi noma amarekhodi ngokwemibandela ye-PAIA.
I-PAIA	UMthetho Okhuthaza Ukutholakala Kolwazi uMthetho 2 ka-2000.
ISicelo Se-PAIA	Igama okubizwa ngalo amaphepha athunyelwe ohlakeni lukahulumeni noma inkampani ezimele acela ulwazi noma imininingwane ngokuvumelana neziyalezo ze-PAIA.
Inombolo ye-reference yeSicelo sePAIA	Inombolo oyabela iSicelo sePAIA ngasinye esenziwayo, e.g. 0124-MT-2010. Welulelwa ukuba usebenzise le nombolo kukho konke ukuxhumana nomuntu ofaka isicelo, futhi ubacele nabafaka izicelo ukuba benze okufanayo.
Ocela imininingwane yakhe siqu	Umuntu ofaka isicelo sokuthola irekhodi eliqukethe imininingwane ephathelene naye uqobo.
Inkampani ezimele	Yinoma yiluphi uhlobo lwebhizinisi elingekho ngaphansi kukahulumeni.
Uhlaka lukahulumeni	Noma yisiphi isigaba sikahulumeni, noma inhlangotho emiswe uhulumeni, emiswe umthetho, noma ethola imali kuhulumeni.
Irehodi	Noma yiluphi ulwazi olugciniwe kungakhathaliseki ukuthi lugcinwe ngaluphi uhlelo.
Ofaka isicelo	Umuntu ofuna noma ocela ukuthola amarekhodi kanye / noma ulwazi olugcinwe uHulumeni kanye/ noma uhlaka lukahulumeni.
Izindleko zesicelo	Imali yezindleko okufanele ikhokhwe ofake isicelo ngaphambi kokuba isicelo sakhe sisingathwe.
Umphathi osingatha izicelo	Umuntu ogunyazwe ukuba asize nganoma yiziphi izicelo ezilethwa emnyango Wokupulana Nokwakha egameni loMphathi WoMnyango, Umvikeli Wolwazi noma Umnikazi Wemininingwane.