Imanuwali yokutholakala kolwazi kuMcwaningimabhuku-Jikelele waseNingizimu Afrika

Ilungiswe ngokwesigaba 14 soMthetho Wokugqugquzela Ukutholakala Kolwazi, uMthetho No. 2 wezi-2000

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Isingeniso

Ilungelo lokutholakala kolwazi ligcizelelwe kusigaba 32 soMthethosisekelo seRiphabhulikhi yaseNingizimu Afrika, 1996 (uMthethosisekelo). Isigaba 32(1)(a) soMthethosisekelo sithi wonke umuntu unelungelo lokuthola noma oluphi ulwazi olugcinwe umbuso. UMthetho Wokugqugquzela Ukutholakala Kolwazi 2 wezi-2000 (i-Paia) wamiswa, ngokwesigaba 32(2) soMthethosisekelo, ukuze uqalise isigaba 32(1) soMthethosisekelo.

Inhloso ye-Paia wukugqugquzela ukuveza konke obala, isibophokubika kanye nokubusa ngokugculisayo ngokuthuthukisa nokufundisa umphakathi maqondana:

- nokuqonda nokusebenzisa amalungelo abo okuthola ulwazi;
- nokuqonda ukusebenza nemisebenzi yezinhlaka zikahulumeni;
- nokucubungulisisa nokubamba iqhaza ekuthathweni kwezinqumo ezinhlakeni zikahulumeni lapho kuthinteka amalungelo awo;
- nokuqinisekisa ukuthi umbuso ukhuthaza ukuhlonishwa kwamalungelo abantu nobulungiswa emphakathini; kanye
- nokukhuthaza izindlela noma izinqumo ezilandelwa ngokuthanda neziphoqelekile eziqalisa ilungelo lokuthola ulwazi ngendlela esheshayo nengambi eqolo.

I-Paia ithi, phakathi kwezinye izinto, noma ubani angacela amarekhodi avela ohlakeni lukahulumeni ngaphandle kokuhlinzeka ngesizathu sesicelo. Njengamanje izinhlaka zikahulumeni zinezinsuku ezingama-30 zokuphendula leso sicelo.

UMcwaningimabhuku-Jikelele waseNingizimu Afrika (i-AGSA) usebenzisa leli thuba ukudidiyela imihlahlandlela ye-Paia kuzinqubomgomo nasezinqumweni zayo. Le manuwali eqondene nendlela yokutholakala kolwazi kwi-AGSA; ihlinzeka ngolwazi oluchaza indlela ongathumela ngayo isicelo solwazi olugcinwe i-AGSA. Iphinde iqukathe incazelo yohlelomumo lwesikhungo nemisebenzi yaso, kanye nokutholakala kwamarekhodi ayo njengoba iwuphiko lukahulumeni. Ifomu lokucela ukuthola ulwazi olugcinwe kumarekhodi e-AGSA linanyathiseliwe njengeSithasiselo B kule manuwali.

Le manuwali ididiyelwe njengoba kudingeka ngokomthetho ukuze kulandelwe isigaba 14 se-Paia, esibhalwe lonke ulwazi okumele lubhalwe kuyo. Kuhloswe ukuthi ichazele abantu, bangaphakathi nabangaphandle kwesikhungo, ngendlela yokuthola amarekhodi agcinwe i-AGSA ukuze kuvikelwe amalungelo akuMthethosisekelo.

Le manuwali itholakala ngesiNgisi, ngeSesotho nangeAfrikaans. Ikhophi yale manuwali ingacelwa yinoma ubani ngalezi zilimi zontathu.

Uhlelomumo nemisebenzi ye-AGSA

Imisebenzi ye-AGSA ngokoMthethosisekelo

I-AGSA inomsebenzi ngokomthethosisekelo futhi, njengesikhungo socwaningomabhuku esikhulukazi eNingizimu Afrika, umsebenzi wayo wukuqinisa intandoyeningi yezwe ngokwenza kube nokuqapha, isibophokubika kanye nokubusa ezinhlakeni zikahulumeni, okwenza umphakathi umethembe uhulumeni. Isigaba 188 (1) soMthethosisekelo, sifundwa nesigaba 4(1) soMthetho Kahulumeni 25 wezi-2004 (i-PAA), ibeka umthwalo othile ku-AGSA, okungukucwaninga nokubika ngama-akhawunti, izitatimende zezimali nokuphathwa kwezimali maqondana-

- nayo yonke iminyango namahhovisi kahulumeni kuzwelonke nasezifundazweni;
- nezikhungo ezimiswe ngokomthethosisekelo;
- nokuphathwa kwePhalamende nesishayamthetho sesifundazwe ngasinye;
- nabo bonke omasipala;
- nazo zonke izikhungo zomasipala; kanye
- nanoma esiphi esinye isikhungo sikazwelonke noma sesifundazwe okudingeka ukuba kucutshungulwe amabhuku aso i-AGSA.

UMthethosisekelo uphinde uvumele i-AGSA ukuba icwaninge amabhuku futhi ibike ngama-akhawunti, izitatimende zezimali kanye nokuphathwa kwezezimali maqondana:

- nanoma esiphi isikhungo esixhaswe i-National Revenue Fund noma i-Provincial Revenue Fund noma umasipala; kanye
- nanoma esiphi isikhungo esigunyazwe ngokwanoma omuphi umthetho ukuba sithole imali eqondene nomphakathi.

Phezu kokudingekayo kuMthethosisekelo, i-AGSA kumele, phakathi kwezinye izinto, yenze imisebenzi ecaciswe ku-PAA kanye neminye imithetho. Ngokwesigaba 13(3)(b) se-PAA, i-AGSA ingase ikhiphe imiyalelo ngemigomo yocwaningomabhuku. Le miyalelo ikhishwa ngezikhathi nezikhathi ezimisiwe ngezaziso ku*Gazethi kaHulumeni*.

UMthethosisekelo ugcizelela ukuzimela kwe-AGSA ngokukhipha umyalelo wokuthi i-AGSA ihlonipha uMthethosisekelo noMthetho kuphela. UMthethosisekelo udinga ukuthi i-AGSA ingachemi futhi isebenzise amandla ayo futhi yenze imisebenzi yayo ngaphandle kokwesaba, ukuchema noma ukulimaza.

I-AGSA inesibophokubika kuSigungu Sakuzwelonke nokubika ngemisebenzi yayo futhi yenze imisebenzi yayo eqondene neSigungu Sikazwelonke okungenani kanye ngonyaka.

Uhlelomumo lokuphatha le-AGSA

Uhlelomumo lokuphatha lwe-AGSA lutholakala lapha

Incazelo ngohlelomumo lokuphathwa kwe-AGSA lumi kanje:

Amaqhaza	Imithwalo
UMcwaningimabhuku-Jikelele	UMcwaningimabhuku-Jikelele ngunye ongumlawuli omkhulu futhi unesibophokubika ngokuphathwa kwesikhungo. Kunesikhulu esisebenza ehhovisi likaMcwaningimabhuku-Jikelele.
IPhini likaMcwaningimabhuku-Jikelele (i-DAG)	I-DAG: • iyinhloko yezokuphatha okumele yenze imisebenzi yehhovisi ngokwemiyalelo kaMcwaningimabhuku-Jikelele • inomthwalo wokuphathwa kwemisebenzi, okubandakanya ukuhleleka, ukulawula nokuphatha bonke abasebenzi. Umholi kuzwelonke, isikhulu sabasebenzi kanye nesikhulu sokubika ngezimali ku-DAG. Amaphiko okuqhuba umsebenzi alandelayo aphethwe i-DAG ngqo: • Ukuxhumana • Izingcuphe Nezinkambisonhle • Uhlelosu Noguquko • Unobhala Wesikhungo
Umholi kazwelonke	Umholi kazwelonke unomsebenzi wocwaningomabhuku oluvamile nolungavamile. • Wonke amaphiko ebhizinisi okucwaningwa amabhuku awo: I-A-F kuzwelonke kanye namahhovisi ayisishiyagalolunye esifunda (eMpumalanga Kapa, eFree State, eGauteng, KwaZulu-Natali, eLimpopo, eMpumalanga, eNyakatho Kapa, eNyakatho Ntshonalanga naseNtshonalanga Kapa) aphethwe izikhulu zezikhungo ezinhlobonhlobo, ekugcineni, eziphethwe umholi kazwelonke. • Imisebenzi yocwaningomabhuku olukhethekile: Ucwaningomabhuku Lomsebenzi, Ucwaningomabhuku Ohlelo Lolwazi, Ulwazi Lwezobuchwepheshe Kwezokuxhumana bebonke baphethwe yisikhulu sesikhungo, ekugcineni, ophethwe umholi kazwelonke. • Ucwaningo Nokuthuthukiswa Kocwaningomabhuku, Ulawulozinga, Okungenziwanga Ngokufanele Okukhulu
Isikhulu esiphezulu sezezimali	Amaphiko okuqhuba umsebenzi alandelayo aphethwe isikhulu esiphezulu sezimali ngqo: • Ukuphathwa Kokukhishwa Kwezinkontileka Zemisebenzi • Imisebenzi Yezomthetho • Ezezimali • Ukuphathwa Kolwazi • Imisebenzi Yocwaningomabhuku Olungokohlelosu
Isikhulu esiphezulu sabantu	Amaphiko okuqhuba umsebenzi alandelayo aphethwe isikhulu esiphezulu sabantu ngqo: • Ukwesekela kanye Nemisebenzi Yebhizinisi • Ukugculisa Kwabantu Nesikhungo

1. Imininingwane yezokuxhumana

Imininingwane ye-akhawunti yesikhulu solwazi kanye nephini lesikhulu solwazi/namaphini ezikhulu zolwazi e-AGSA kanye namakheli endawo awo wonke amahhovisi e-AGSA ezifunda ahlinzekwe ngezansi.

Ithebhula 1: imininingwane yezokuxhumana yesikhulu solwazi namaphini esikhulu solwazi

Ucingo	I-imeyli	Ikheli leposi	Ikheli lendawo
(012) 426 8000	paia-popi@agsa.co.za	PO Box 446 Pretoria, 0001	Lynnwood Bridge Office Park 4 Daventry Road Lynnwood Manor 0081

Ithebhula 2: amakheli endawo e-AGSA ezifundeni

Isifundazwe	Ikheli lendawo
IMpumalanga Kapa	69 Frere Road Vincent East London 5247
E-Free State	ABSA Forum Building 2nd Floor 19 Donald Murray Avenue Brandwag, Bloemfontein
EGauteng	Waverley Office Park 39 Scott Street, Waverley Johannesburg
KwaZulu-Natali	460 Town Bush Road Block B Cascades Pietermaritzburg
ELimpopo	32 Dimitri Crescent Platinum Park Bendor X 68 Polokwane
IMpumalanga	12 Nel Street Nelspruit
Enyakatho Ntshonalanga	124 Kock Street Rustenburg

Isifundazwe	Ikheli lendawo
INyakatho Kapa	Block 1, Montrio Corporate Park 10 Oliver Road Monuments Heights Kimberley 8300
Entshonalanga Kapa	19 Park Lane Century City Cape Town

Umfakisicelo angazihambisela ngqo isicelo sokuthola irekhodi le-AGSA emahhovisi esifunda njengoba ebhalwe kuthebhula 2.

2. Umhlahlandlela wesigaba 10

IKhomishana Yamalungelo Esintu YaseNingizimu Abantu (i-SAHRC), ngokwesigaba 10 se-Paia, ididiyele umhlahlandlela wendlela yokusebenzisa i-Paia. Lo mhlahlandlela utholakala emahhovisi e-SAHRC nasemahhovisi e-AGSA.

Noma eyiphi imibuzo ngomhlahlandlela kumele iqondiswe ku-SAHRC ku-:

The South African Human Rights Commission
Paia Unit
Research and Documentation Department
Private address: Private Bag 2700
Houghton
2041

Ucingo: (011) 484 8300
Ifeksi: (011) 484 0582
Iwebhusayithi: www.sahrc.org.za
I-imeyli: paia@sahrc.org.za

3. Ukutholakala kwamarekhodi agcinwe i-AGSA nezindleko ezikhokhwayo

Kunamarekhodi athile atholakala ngokuzenzekelayo ngaphandle kokuba umuntu awacele ngendlela ye-Paia (bheka indima 4.1 yale manuwali).0

Amanye amarekhodi agcinwe i-AGSA kumele acelwe kusikhulu solwazi ngokwemihlahlandlela ehlinzekwe kusithasiselo A sale manuwali.

Lapho amarekhodi aceliwe engenalo ulwazi oluqondene nomfakisicelo ngqo, i-Paia ithi umfakisicelo kumele akhokhe inani lesicelo ngaphambi kokuba kudingidwe leso isicelo. Phezu kwalokho kunenani lokutholakala kolwazi ngaphambi kokuba kugunyazwe ukutholakala kwamarekhodi afanele.

4. Amarekhodi agcinwe i-AGSA

4.1. Ulwazi olutholakala ngokuzenzekelayo

Amarekhodi kanye nolwazi olulandelayo lutholakala ngaphandle kokucela ukuwathola ngokwe-Paia futhi adalulwe kuwebhusayithi ye-AGSA (http://www.agsa.co.za):

a) Ulwazi lutholakala lapho umuntu engena ngemvume kwewebhusayithi:

- (Uma ungenayo imininingwane yokungena ukuze uthole lolu lwazi welulekwa ukuba ulandele inqubo ye-Paia. Ababambiqhaza bangaphandle abahlonziwe kuphela abangakwazi ukuthola ulwazi lwe-AGSA nge-extranet).
- Imibuzo evamile ngomhlahlandlela wocwaningomabhuku
- Imihlahlandlela ewusizo
- Imanuwali yomphakathi yocwaningomabhuku
- Amamemo olwazi oluqondene nomsebenzi
- Ulwazi lwezokuqeqesha
- Imibhalo yokusebenza - ucwaningomabhuku lwezikhungo ezingasebenzi
- Imibhalo yokusebenza - isiqinisekiso esifanele
- Imibhalo yokusebenza - ucwaningomabhuku oluncane

b) Ulwazi olutholakala ngaphandle kokukhokha komphakathi njengengxenye yokuxhumana nomphakathi:

- Imibiko yonyaka ye-AGSA
- Izinhlelo zesabelomali nohlelosu lwe-AGSA
- Okushicilelwe wuphiko lwezokuxhumana lwesikhungo
- Imibiko ewujikelele yemiphumela yocwaningomabhuku lukazwelonke nolwesifundazwe
- Imibiko ewujikelele yemiphumela yocwaningomabhuku lohulumeni basekhaya
- Imibiko yocwaningomabhuku olukhethekile (ucwaningomabhuku lokwenziwa kwemisebenzi kanye nemibiko yophenyo)
- Izinkulumo
- Ukuqwashisa umphakathi
- Imiyalelo ekuGazethi Kahulumeni
- Ukubika kanye nokuziphatha okuhle.

4.2. Ulwazi olungatholakali ngokuzenzekelayo

Phezu kolwazi olubalulwe kundima 4.1, i-AGSA igcine ulwazi namarekhodi akhiqizwe iqhuba imisebenzi yayo angatholakali ngokuzenzekelayo.0

I-AGSA igcine amarekhodi akhiqizwe lapho yenza imisebenzi yayo ewumnyombo wesikhungo noma imisebenzi yokweseka njengengxenye yokuqhuba umsebenzi wayo.

Le misebenzi ewumnyombo neyokweseka ikhiqiza amarekhodi amakhulu aqondene ngqo nemiphumela yemisebenzi ye-AGSA.

Izigaba zamarekhodi akhiqizwe ku-AGSA ahlelwa ngokwamarekhodi agunyaziwe ngokohlelo lokuhlela noma ngokohlelo lwamafayela.

Kunamarekhodi atholakala lapho i-AGSA iqhuba umsebenzi wayo futhi kwenye inkathi lawo marekhodi ayatholakala nakwezinye izinhlaka zikahulumeni ngokomthetho, onjenge-Paia.

I-AGSA inelungelo lokudlulisela izicelo ezinhlakeni ezifanele lapho lezo zinhlaka kuyizo ezingabanikazi abayisisekelo noma abakhiqizi balolo lwazi oluceliwe, noma lapho i-AGSA ingasenawo lawo marekhodi. I-AGSA inelungelo lokwakha izigaba ezintsha zamarekhodi lapho kunesidingo. Le manuwali izobuyekezwa ukuze iveze ushintsho ezigabeni zamarekhodi. Bheka ithebhula 3 lezigaba zolwazi namarekhodi akhiqizwe i-AGSA.

Ithebhula 3: izigaba zolwazi namarekhodi akhiqizwe i-AGSA.

ISIGABA A - IMIBHALO EKHIQIZWE NGOKWESEKA IMISEBENZI YESIKHUNGO
1. Umthetho nokuphatha ngokwezomthetho Imibhalo enjengemithetho, imithethosivivinywa, imithethonqubo, imithetho edingidwayo, njll., kanye nemibono yabezomthetho kanye nokuchazwa kwayo. **2. Ukuhleleka nokulawula** Imibhalo ehambisana nokunquma ngemigomo kanye nezimpokophelo ze-AGSA, njengokuhlela ngokohlelomumo, izindlela zokulawula, imihlangano, uguquko, ukulawulwa kwengcuphe, njll. **3. Imisebenzi yezolwazi** Imibhalo ehambisana nokuhlinzeka kanye nokuphatha imithombo yolwazi lwe-AGSA, njengomtapowolwazi, ukuphathwa kwamarekhodi, ukuphathwa kolwazi, ukuphathwa kwemininingwane, ubuchwepheshe bezolwazi, njll. **4. Ukuxhumana kwangaphakathi nokwangaphandle** Imibhalo ehambisana nokuhlela ngokohlelo olumisiwe, ukuqalisa, ukuqapha nokubuyekeza uhlelosu lokushicilelwe nezokwazisa. **5. Ukuphathwa kwezimali kanye nezokuthenga impahla** Imibhalo ehambisana nokunyusa, ukwaba, ukusebenzisa kanye nesibokubika semithombo yezimali ye-AGSA, njengokuhlela, ukwaba imali, isibophokubika, ukuhlaziya nokubika, kanye naleyo ehambisana nokuthola, ukugcina nokuphatha impahla esebenzisekayo. **6. Abasebenzi** Imibhalo ehambisana nezindaba zabasebenzi, njengokuthuthukiswa kwesikhungo, imigomo yokusebenza, ukuqasha, ukuphathwa komsebenzi, ukuqeqesha, njll. **7. Ukuphathwa kwesikhungo** Imibhalo ehambisana nokuphatha izinhlelo zokuhamba nokuhlinzeka ngezithuthi, kanye naleyo eqondene nokuhlela, ukudwetshwa nokuphathwa kwezakhiwo, izinkundla, kanye nemisebenzi yezokuposa nokuxhumana ngezingcingo. **8. Ubudlelwane bamazwe omhlaba kanye nobakuleli** Yonke imisebenzi ehambisana nobudlelwane basezweni nobakumazwe omhlaba, njengezivumelwano nemithetho.
ISIGABA B - IMIBHALO EKHIQIZWE NGOKWENZA IMISEBENZI EWUMNYOMBO
9. Ucwaningomabhuku Imibhalo ehambisana nocwaningomabhuku olujwayelekile, ucwaningomabhuku lokwenziwa komsebenzi, uphenyo, ucwaningomabhuku kwezinhlelo zokutholakala kolwazi, uphenyo locwaningomabhuku kanye nokuthuthukisa, kanye nokulawulwa kwezingaqophelo.

5. Ukubonisana nokumelwa

UMcwaningomabhuku-Jikelele, ngokubonisana nezindlela zokuqapha, unquma imigomo ezosetshenziselwa ukwenza ucwaningomabhuku, uhlobo nohlelo locwaningomabhuku olunjalo, kanye nezinqubo zokubhekana nezikhalo uma kwenziwa ucwaningomabhuku olunjalo.

Izikhalo eziqondene ne-AGSA ngokwesigaba 13(1)(c) se-Paia kumele ziqondiswe ngokubhaliwe ku-:

Senior Manager: Complaints: Auditor-General of South Africa
Physical address: 300 Middel Street, Nieuw Muckleneuk, Pretoria
PO box 446, Pretoria, 0001
I-imeyli: Ethics@agsa.co.za

Okunye okubalulekile, umcwaningimabhuku-jikelele angakhipha imiyalelo ecacisiwe noma izaziso ngokwe-PAA. Noma eyiphi imibuzo eqondene nalowo myalelo noma isaziso kumele iqondiswe ehhovisini elindelayo:

Business Executive: Audit Research and Development, Auditor-General of South Africa
Ucingo: 012 426 8000
Ifeksi: 012 426 8333
I-imeyli: ARDsupport@agsa.co.za

6. Izindlela zokungenelela lapho i-AGSA ingayilandeli i-Paia

I-AGSA ayinayo inqubo yokudluliswa kwezinqumo yangaphakathi eqondene nezicelo ze-Paia. Ngakho-ke, isinqumo sesikhulu solwazi singesokugcina. Umfakisicelo ongathokozile ngesinqumo sesikhulu solwazi sokunqaba ukuba uthole ulwazi noma esithathwe ngokwesigaba 22, 26(1) noma 29(3) se-Paia, ufanelekile, ezinsukwini eziyi-180 azisiwe ngaleso sinqumo, ukufaka isicelo enkantolo efanele ukuze asizakale ngokwesigaba 82 se-Paia.

Isithasiselo A: imihlahlandlela yokuthumela isicelo sokuthola ulwazi olugcinwe i-AGSA

Isikhulu solwazi namaphini esikhulu solwazi aqokwe ngokwemigomo yesigaba 17(1) se-Paia

Umcwaningimabhuku-jikelele uyisikhulu solwazi se-AGSA, kube iphini lomcwaningimabhuku (i-DAG) nguye omiswe futhi oqokwe njengephini lesikhulu solwazi. Bobabili 'umcwaningimabhuku-jikelele' kanye 'no-DAG' babhekana nesikhundla hhayi abantu abenza umsebenzi. Imininingwane yokuxhumana nabo ibhalwe kusigaba 1 sale manuwali.

Abantu abafisa ukucela ukuthola ulwazi olukumarekhodi agcinwe i-AGSA kumele bagcwalise ifomu elikusithasiselo B, bathumele ifomu eligcwalisiwe esikhulwini solwazi noma kuphini lesikhulu solwazi, futhi bakhokhe izindleko ezimisiwe (uma zikhona). Ifomu kumele lithunyelwe wumuntu ngqo, ngeposi elijwayelekile noma ngelobuchwepheshe ngokusebenzisa ikheli elikusigaba 1 sale manuwali. Umphakathi welulekwa ukuba-

(a) uhlinzeke ngolwazi oluningi ngokwanele lapho uthumela isicelo ukuze kusheshe usesho lwerekhodi eliceliwe noma lolwazi olugcinwe yi-AGSA

(b) ugcine amarekhodi aphelele anoma esiphi isicelo esithunyelwe kanye nombhalo wokwazisa ukutholakala kwesicelo ozobe uvela e-AGSA.

Isithasiselo B: isicelo sokuthola amarekhodi agcinwe i-AGSA

Isicelo sokuthola amarekhodi ophikweni lukahulumeni

Ngokwesigaba 18(1) soMthetho Wokugqugquzela Ukutholakala Kolwazi uMthetho No. 2 wezi-2000 (uMthethonqubo 2).

OKOKUSETSHENZIWA YIHHOVISI KUPHELA

Inombolo eyinkomba		
Igama likamamukeli (isikhulu solwazi / iphini lesikhulu solwazi)	Igama Nesibongo	
	Isikhundla	

ngomhla ka (usuku)		e- (indawo)	
Inani lesicelo (uma likhona)			
Idiphozithi (uma ikhona)			
Inani lokuthola ulwazi			

Isiginesha (isikhulu solwazi / iphini lesikhulu solwazi)	

A. Imininingwane yophiko lukahulumeni

B. Imininingwane yomuntu ocela ukuthola irekhodi

(a) Imininingwane yomuntu ocela ukuthola irekhodi kumele ibhalwe ngezansi.

(b) Hlinzeka ngekheli kanye/noma inombolo yefeksi yakuRiphabhulikhi ulwazi okumele luthunyelwe kuyo.

Amagama Aphelele nesibongo			
Ikheli leposi			
Inombolo kamazisi		Ucingo	
I-imeyili		Ifeksi	

Isikhundla isicelo esifakwa ngaphansi kwaso, uma sifakelwa omunye umuntu okhulumayo

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sigaba kumele sigcwaliswe inqobo uma isicelo sokuthola ulwazi sifakelwa omunye umuntu.

Amagama Aphelele nesibongo	
Inombolo kamazisi	

D. Imininingwane yekhodi

(a) Hlinzeka ngemininingwane egcwele yerekhodi noma yolwazi oluceliwe, okubandakanya inombolo eyinkomba uma uyazi, ukuze kube nendlela yokucinga irekhodi.
(b) Uma isikhala esihlinzekiwe singanele, sicela uqhubeke kwelinye iphepha bese ulinamathisele kuleli fomu.
Umfakisicelo kumele awasayine wonke amaphepha okwengezela.

Incazelo yerekhodi noma ingxenye ebalulekile yamarekhodi noma ulwazi oluceliwe

Inombolo eyinkomba, uma ikhona	

Noma emiphi eminye imininingwane yerekhodi noma yolwazi oluceliwe

E. Amanani

(a) Isicelo sokuthola irekhodi, elingasilo irekhodi eliqukethe imininingwane eqondene nawe, sizoqhutshwa uma sekukhokhwe inani lesicelo. Inani elikhokhwayo limiswe kuNgxenye II yeSaziso 187 kuGazethi kaHulumeni yomhla ziyi-15 kuFebhuwari 2002.
(b) Uzokwaziswa ngenani okumele likhokhwe njengenani lesicelo.
(c) Inani elikhokhwayo ukuze kutholakale irekhodi lincike kwindlela ofisa ukuthola ulwazi ngayo kanye nesikhathi esifanele esidingekayo ukuze kucingwe futhi kulungiswe irekhodi.
(d) Uma ufanelekile ukukhululwa ekukhokheni inani elithile, sicela usho isizathu salokho kukhululwa.

Noma emiphi eminye imininingwane yerekhodi noma yolwazi oluceliwe

F. Indlela yokutholakala kwerekhodi

Uma wanqandwa wukukhubazeka ekutheni ufunde, ubuke noma ulalele irekhodi ngendlela elihlinzekwe ngayo ngokokuhlinzekwe ku-1 kuya ku-4 ngezansi, sicela ubhale indlela okhubazeke ngayo futhi ubhale indlela ofisa ukuthola irekhodi ngayo.

Ukuphila Nokukhubazeka	Indlela irekhodi elidingeka ngayo

Amanothi:
(a) Ukuhlinzekelwa kwesicelo sakho sokuthola irekhodi ngendlela echaziwe kungase kuncike kuhlobo lwerekhodi elikhona.
(b) Ukutholakala kwerekhodi ngendlela eceliwe kungase kungavunywa ngezinye izinkathi. Uma kunjalo uyokwaziswa ukuthi liyokwazi na ukutholakala ngenye indlela.
(c) Inani elikhokhwayo ukuze kutholakale irekhodi, uma likhona, lizoba nengxenye enqunywe ngenxa yendlela okucelwa ukuthi irekhodi litholakale ngayo.

Faka u-"X" ebhokisini elifanele.

1. Uma irekhodi litholakala ngokubhaliwe noma ngokuphrintiwe

ikhophi yerekhodi* ☐ ukuhlolwa kwerekhodi ☐

2. Uma irekhodi liqukethe imifanekiso (lokhu kubandakanya izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe zekhompyutha, imidwebo)

Buka izithombe ☐ Ikhophi yezithombe ☐

Ukukhishelwa kombhalo osesithombeni* ☐

3. Uma irekhodi liqukethe amagama aqoshiwe noma ulwazi olungakhiqizwa kabusha ngomsindo oqoshiwe

Lalela umsindo oqoshiwe (ikhasethi eliqophe umsindo) ☐ Ukukhishelwa kwamagama aserekhodini eliqoshiwe* ☐

(i-stiffy noma i-CD)

4. Uma irekhodi ligcinwe kukhompyutha noma ngendlela yezobuchwepheshe noma lingafundeka ngomshini

Ikhophi yerekhodi ephrintiwe* ☐ Ikhophi ephrintiwe yolwazi olutholakele kurekhodi* ☐

Uma kuyikhophi efundeka ngekhompyutha* (i-stiffy noma i-CD) ☐

*Uma ucele ikhophi noma umbhalo wokukhishelwa kokuqoshiwe kwerekhodi (okungenhla), ingabe ufisa ukuthi ikhophi yokukhishelwa kokuqoshiwe uyithunyelelwe ngeposi? Kukhokhwa inani lokuposa.

Yebo ☐ Cha ☐

Qaphela ukuthi uma irekhodi lingatholakali ngolimi olidinga ngalo, ungalithola ngolimi elitholakala ngalo. Ingabe ufisa irekhodi lihlinzekwe ngoluphi ulimi?

G. Isaziso ngesinqumo esiqondene nesicelo sokuthola irekhodi

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sigunyaziwe noma sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise indlela futhi uhlinzeke ngemininingwane edingekayo ukuze sikwazi ukwenza okucelile.

Ungathanda ukwaziswa kanjani ngesinqumo esiqondene nesicelo sakho sokuthola irekhodi?

Isayinwe e_____(indawo) _____ngomhla

ka_____ usuku ku_____(inyanga)_____(unyaka)

Isiginesha Isiginesha kamfakisicelo/umuntu ofakelwa isicelo	