



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

UMthetho Okugqugquzela Ukutholakala Kolwazi, uMthetho 2 ka 2000

ISIGABA 14 IManuwali ye-PAIA

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Isikhathi Sokuqinisekisa: Le manuwali iyobukezwa njalo emuva kweminyaka emi-2 noma ichitshiyelwe i-DSBD uma kuvela isidingo.

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B. IZIMELAMABIZO NEZINQAMULELO

ISIMELABIZO	INCAZELO
AU	Author (Umbhali)
AP	Approver (Umgunyazi)
RE	Reviewer (Umbukezi)
BBSDP	Black Business Supplier Development Programme (Uhlelo Lokuthuthukisa Abaphakeli Bamabhizinisi Abantu Abamnyama)
CIPC	Companies and Intellectual Property Commission (Ikhomishana Yesinkampani Nobuhlakani)
CIS	Co-operatives Incentive Scheme (Uhlelo Lonsumbulwane Bama-co-operatives)
DDG	Deputy Director-General (Iphini Likamqondisi-Jikelele)
SAHRC	South African Human Rights Commission (Ikhomishana Yamalungelo Abantu YaseNingizimu Afrika)
ICT	Information Communication and Technology (Ulwazi Nobuchwepheshe Bezokuxhumana)
NEDP	National Exporter Development Programme (Uhlelo Lukazwelonke Lokuthuthukisa Abahwebela Amanye Amazwe)
SEDA	Small Enterprise Development Agency (I-ejensi Yokuthuthukisa Amabhizinisi Amancane)
STP	SEDA Technology Programme (Uhlelo Lwezobuchwepheshe lwe-SEDA)
DSBD	Department of Small Business Development (UMnyango Wezokuthuthukiswa Kwamabhizinisi Amancane)
BEE	Black Economic Empowerment (Ukuthuthukiswa Komnotho Wabantu Abamnyama)
SMMEs	Small Medium and Micro-Sized Enterprises (Amabhizinisi Amancane Amaphakathi kanye Namamabhizinisi Amancane)

SAWEN	South African Women Entrepreneurs' Network (Inethiwekhi Yabaninimabhizinisi Besifazane BaseNingizimu Afrika)
NIBUS	National Informal Business Upliftment Strategy (Isu Lokuphakamisa Amabhizinisi Angahlelekile Kuzwelonke)
APP	Annual Performance Plan (Uhlelo Lokusebenza Lonyaka)
PAIA	Promotion of Access to Information Act (UMthetho Oqgugquzela Ukutholakala Kolwazi)
ODG	Office of the Director-General (Ihhovisi Likamqondisi-Jikelele)
IWF	Isivande Women's Fund (Isikhwama Sabantu Besifazane Isivande)
ISP	Incubation Support Programme (Uhlelo Lokweseka Abasakhuliswa)
SBD	Small Business Development (Ukuthuthukiswa Kwamabhizinisi Amancane)
DBSA	Development Bank of Southern Africa (Ibhange Lenthuthuko LaseNingizimu Afrika)
CEO	Chief Executive Officer (Isikhulu Esiphezulu)
DIO	Deputy Information Officer (Iphini Lesikhulu Solwazi)

C. IMIGOMO NEZINCAZELO

Imigomo	Incazelo
Ifomu A	Itholakala kuwebhusayithi ye-DSBD, iwebhusayithi Yekhomishana Yamalungelo Abantu YaseNingizimu Afrika, kanye nakumawebhusayithi ezinye izikhungo zikahulumeni ezinhlobonhlobo. Lolu hlobo lusetshenziselwa ukucela ukuthola ulwazi olugcinwe uhlaka lukahulumeni.
Umhlahlandlela	Kushiwo Umhlahlandlela we-PAIA odidiyelwe futhi washicilelwa iKhomishana Yamalungelo Abantu YaseNingizimu Afrika njengoba kuhlinzekwe kuSigaba 10 se-PAIA, ukusiza abantu ngokusebenzisa nokuqonda uMthetho.
Umuntu ongahlangene	Lokhu kumayelana nomuntu ngokwemvelo noma umuntu ngokomthetho ongasiye umuntu ocele ulwazi, noma uhlaka okucelwe kulo ulwazi.
Ozifakela yena ngqo	Umuntu ofaka isicelo sokuthola irekhodi ohlakeni lukahulumeni, okubandakanya umuntu ocelela omunye.
Inani lokufaka isicelo	Amanani akhokhwa uphiko lukahulumeni ngaphambi kokuqhubeka nokuqhuba isicelo.
Irehodi	Noma oluphi ulwazi oluqoshiwe- (a) noma ngabe lungoluphi uhlobo noma ngabe lutholakala ngeyiphi indlela; (b) olugcinwe noma olungaphansi kwesandla sophiko lukahulumeni noma oluzimele, ngokunjalo; kanye (c) nokuthi ingabe noma beludidiyelwe yilolo hlaka lukahulumeni noma oluzimele na, ngokunjalo
Uphiko lukahulumeni	Kubuye kubizwe ngokuthi isikhungo sikahulumeni, umnyango, noma uphiko, kushiwo noma omuphi umnyango noma isikhungo sakuzwelonke, esifundazweni kanye nohlaka lukahulumeni.
Umuntu ngokwemvelo	Umuntu ongasiye umuntu ngokomthetho njengenkampani
Umuntu ngokomthetho	Inkampani noma uhlaka oluhlonishwa umthetho njengohlaka olulodwa noma 'umuntu' onamalungelo nemisebenzi.
Isikhulu Solwazi	Isikhulu Solwazi uMqondisi-Jikelele womnyango kuzwelonke.
Deputy Information Officer (Iphini Lesikhulu Solwazi)	Umuntu oqokwe Isikhulu Solwazi esikhona ukuze abhekane nezicelo ze-PAIA.

Ukudlulisa Isinqumo Kwangaphakathi (Ifomu B)	Ifomu le-PAIA eliyosetshenziswa Abafakizicelo ukudlulisa isinqumo esithathwe uhlaka lukahulumeni kuzwelonke, esifundazweni noma kumasipala mayelana nokutholakala kolwazi.
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1. ISINGENISO

Isigaba 32 soMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika, 1996 (No. 108 ka 1996) uthi wonke umuntu unelungelo lokuthola ulwazi lugcinwe izinhlaka zikahulumeni kanye nolwazi olugcinwe izinhlaka ezizimele ukuvikela noma eliphi lamalungelo akhe angokomthethosisekelo. Isigaba 32 siphinde sichaze imithethonqubo okumele imiswe ezoba nomthelela elungelweni lokuthola ulwazi ngokuchaza izindlela okungatholakala ngayo ulwazi ezinhlakeni zikahulumeni nezizimele kanye nangokuhlinzeka ngolunye ulwazi ngezizathu okunganqatshelwa uhlaka lukahulumeni noma oluzimele ukuthi luthole ulwazi.

UMthetho Ogqugquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 ka 2000) wakhelwa ukugcwaliswa kwamalungelo oMthethosisekelo okutholakala kolwazi, ukugcina usiko lokuvuleleka nokuba nesibopho sokuphendula, kanye nokugqugquzela intandoyeningi evulelekile lapho abantu bakuzo zonke izinhlaka zempilo behlonyiswa ukuze bazibandakanye kuhulumeni futhi bazibandakanye ezinqumweni ezithinta izimpilo zabo.

NgokweSigaba 14 se-PAIA, zonke izinhlaka zikahulumeni kumele zikhiqize imanuwali equkethe ulwazi ngokuthi i-PAIA ingasetshenziswa kanjani ukuze kutholakale amarekhodi azo. Imanuwali ye-PAIA iphumelelisa isigaba 32 ngokwenza okulandelayo:

- Ukuhlinzeka nokuchaza izinqubo okumele zilandelwe ukuze kufakwe isicelo sokuthola ulwazi;
- Ukuchaza umumo kanye nemisebenzi yohlaka lukahulumeni, ofake isicelo kulo;
- Incazelo ngoMhlahlandlela weSigaba 10 se-PAIA odidiyelwe iKhomishana Yamalungelo Abantu AseNingizimu Afrika kanye nendlela ongatholakala ngayo;
- Ukuchaza izindlela kanye nezinqubo ongazisebenzisa uma isicelo sakho sokuthola ulwazi sichithiwe;
- Ukudalula ukuthi isicelo ungasethula kubani;
- Ukuchaza uhlobo lolwazi olungacelwa;
- Ukuchaza izimo okumele/ okungase kunqatshwe nolwazi ngazo.

2. UMUMO NEMISEBENZI YE-DSBD

2.1 Umsebenzi Omiselwe i-DSBD

Ukweseka uguquko olusheshayo lwezomnotho ngokugqugquzela nokuthuthikisa osomabhizinisi abaqhubekisayo nabancintisanayo, amabhizinisi amancane kanye nama-co-operatives, anegalelo ekudalweni komsebenzi kanye nokukhula komnotho.

2.2 Umbono we-DSBD

Umbono we-DSBD usiko lwezamabhizinisi olukhuthazekile kanye nokukhula kwamabhizinisi, lapho amabhizinisi amancane nama-co-operatives esebenza njengabaqhubi bokudalwa kwamathuba omsebenzi kanye nenzuzo yomnotho obandakanyayo.

2.3 Izimiso

- Amasu Amasha - ukuqhamuka nemibono engamasu emisha ukuze kutholakale imiphumela ephuma phambili
- Ubuqotho - ukuhlala kuhlonishwa izibopho, ukuziphatha ngendlela engokwezinkambisonhle, ukwethembeka nokukhuluma ngokuvulelekile.
- Ubunyoningco - ukusebenza ngenhlonipho enkulu, ubuchule, ukuziphatha ngokufanele kanye nokubambisana nabo bonke ababambiqhaza
- Ukutholakala - ukuthola ngaso sonke isikhathi futhi utholakale ekuhlinzekeni ngemisebenzi yomphakathi wethu
- Ukuzibophelela - ukuzinikela emizamweni yokudala amathuba omsebenzi, ukuqeda ububha, ukunciphisa ukungalingani.

2.4 Umphumela ephokophele emgomweni ngokweqhingasu

- 2.4.1 Inqubomgomo nokuhlela okuhambisana nomkhakha, okugqugquzela uhlelo lwemvelo oluvumela ama-SMME kanye nama-co-operatives.
- 2.4.2 Ukutholakala ngokulingana kwemikhiqizo edingekayo nokuphokophelwe kuyo evumela ukukhula nokuthuthukiswa kwama-SMME kanye nama-co-operatives.
- 2.4.3 Igalelo elikhulu lomkhakha emiphumeleni yokuthuthukiswa kwezenhlokomnotho.
- 2.4.4 Ukuphatha ngokufanele kanye nokusetshenziswa kwezinsiza ezikhona ngendlela efanele.
- 2.4.5 Umkhakha we-SBD wochwepheshe nonabasebenzi abafanele.

2.5 Imisebenzi Ehlinzekwa i-DSBD

2.5.1 Ezokuphatha

Inhloso yalolu hlelo ukuhlinzeka ngobuholi obungokweqhingasu emnyangweni kanye nezikhungo ukuze kuqinisekiswa ukuqaliswa ngempumelelo komsebenzi womnyango ngezinsiza eziqhubekisekayo nezididiyele kanye nemisebenzi eqhutshwa amakhasimende. Uhlelo luqethe izinhlelo ezilandelayo:

- I. **Ihhovisi likaNgqongqoshe:** Lihlinzeka ngobuholi futhi liqondise inqubomgomo emnyangweni;
- II. **Ihhovisi LikaMqondisi-Jikelele (ODG):** Lihlinzeka ngokuphatha okugcwele kwezinsiza ze-DSBD;
- III. **Ukuqapha Uphiko Lokuhlela Ngokweqhingasu:** Kuqinisekisa iqhingasu lomnyango nokubamba iqhaza ekuqhutshweni komsebenzi Umkhakheni Wezomnotho, Umsebenzi kanye Uphiko Lokuthuthukisa Inggalasizinda; futhi luphatha ukusungulwa kwemibhalo yoMnyango yokuhlela ngokweqhingasu kanye nemibiko; Inhloso yalolu hlelo ukuhlinzeka ngobuholi obungokweqhingasu emnyangweni kanye nezikhungo ukuze kuqinisekiswa ukuqaliswa ngempumelelo komsebenzi womnyango ngezinsiza

eziqhubekisekayo nezididiyele kanye nemisebenzi eqhutshwa amakhasimende. Uhlelo luqukethe izinhlelo ezilandelayo:

- IV. **Imisebenzi Yenkampani:** Bahlinzeka ngezisombululo eziqondene namakhasimende nezinziza ezididiyele ekuphathweni kwabasebenzi, ulwazi, ubuchwepheshe bezokuxhumana, imisebenzi yezomthetho kanye nokuphathwa kwemisebenzi yokweseka;
- V. **Ukuphathwa Kwezimali:** Basekela umnyango, ngokwabiwa kwezinsiza eziyizimali kanye nokuphathwa kwazo, kanye nokusiza ekugcwaliseni imigomo nezimpokophelo zomnyango;

2.5.2 Ukuthuthukisa Ama-co-operatives

Inhloso Yohlelo Lokweseka Nokuthuthukisa ama-Co-operatives ukwakha indawo evumayo ezolawula ukusungula, ukukhula kanye nokuthuthukisa ama-co-operatives ngokuthuthukisa nokubukeza inqubomgomo kanye nomthetho nezinhlinzeko zokuthuthukisa ukwesekwa kwemisebenzi yezezimali kanye nengasiyo ezezimali ngokusebenzisa izinhlelo zesikhungo ezithuthukisiwe. Uhlelo lwahlukaniswe lwaba izinhlelo ezincane ezilandelayo:

Incazelo ngezinhlelo ezincane

- (i) **Ukuthuthukiswa Kwama-Co-operatives:** Lolu hlelo oluncane luhlose ukweseka ama-co-operatives ayisisekelo abantu ngabodwana okwenza amalungu ama-co-operatives aqhube ngokomgomo we-co-operative ne-co-operative.
- (ii) **Ukweseka Kokukhulisa kanye Nokuthuthukiswa Kwabahlinzeki:** Uhlelo oluncane lugqugquzela ukubambisana phakathi komkhakha ozimele noHulumeni ukuze kwesekwe ukukhulisa khona kuzothuthukiswa ama-SMME nama-Cooperatives futhi acathuliswe abe yimabhizinisi aqhubekisekayo angahlinzeka ngokuqasha futhi abe negalelo ekukhulisweni komnotho.
- (iii) **Ukweseka Kokungena Emakethe: Ukuphoqa ukubambisana nezinye izinhlelo** zikahulumeni ukuze kuthuthukiswe ama-SMME nama-Co-operatives okuqhubekisekayongokuqinisekisa ukungena ezimakethe.

2.5.3 Ukuthuthukisa Ibhizinisi Nezamabhizinisi

Inhloso yalolu hlelo ukudala isimo esivumelayo sokuthuthukisa nokukhulisa amabhizinisi amancane ukuze abe negalelo ekudalweni komsebenzi nokukhulula komnotho.

Incazelo Ngezinhlelo Ezincane

- (i) **Ukuthuthukisa Ibhizinisi Nokuthuthukisa Abahlinzeki Bemisebenzi:** Lolu hlelo luphatha futhi lulawule ukusungulwa kwamabhizinisi amasha nakhiqizayo kanye nokuqhubekisa nokukhulisa amabhizinisi akhona.

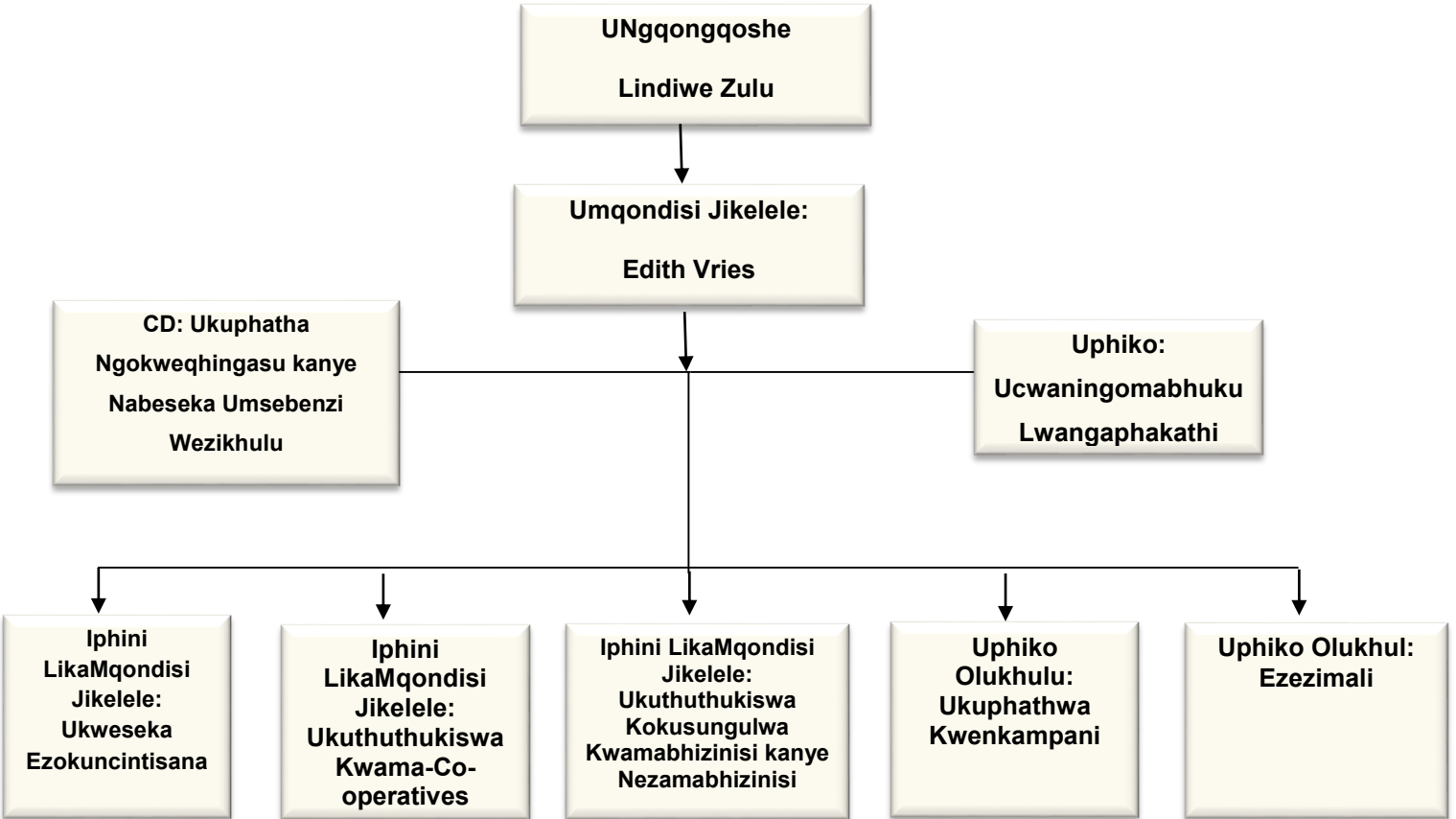
- (ii) **Ukuba Usonabizini Nokuba Nebizini Eliyigatsha:** Ukuphatha nokuhlonza osomabizini nokubahlizeka ngamakhono amabizini afanele kanye nokuhlonza ama-SMME nama-Co-operatives angase abe amabizini ayimagatsha.
- (iii) **Ubulili, Intsha Nabantu abaphila nokukhubazeka:** Ukwandisa ukusungulwa nokuqhutshekiswa kama-SMME aphethwe abantu besifazane kanye nama-Co-operatives, ukwandisa isibalo futhi kuqhutshekiswe ama-SMME nama-Co-operatives aqhutshwa abantu abaphila nokukhubazeka kanye nokukhulisa amabizini entsha.
- (iv) **National Informal Business Upliftment Strategy (Isu Lokuphakamisa Amabizini Angahlelekile Kuzwelonke):** Ukwakha indawo elungele kanjalo nehlinzeka ngamakhono afanele nengqalasizinda yokweseka amabizini angahlelekile.

2.5.4 Ukweseka Ukuncintisana

- (i) **Ukuthuthukisa Umnotho Wendawo kanye Nobudlelwano Nohulumeni:** Ukugqugquzela ukuthuthukiswa komnotho okulinganisayo ngokwezindawo kanye nokuthuthukiswa kokukhiqiza ngokuthuthukisa izinqubomgomo, amaqhingasu kanye nezinhlalo ezixhala kumabizini amancane nama-co-operatives ezifundeni ezingathuthukile ngokwanele.
- (ii) **Onsumbulwane, izibonelelo kanye nemalimboleko encane:** Ukuhlinzeka ngezihlelo ezigqugquzela ukubandakanya okuvulelekile emnothweni omkhulu kwamabizini amancane nama-co-operatives aphethwe abantu basemiphakathini eyayiphucwe amathuba ngaphambilini kanye nezifunda ezikhishwe inyumbazane.
- (ii) **Ucwaningo, Ukuhlela, Ukuqapha Nokuhlola:** Impokophelo yohlelo oluncane ukuqoqa ulwazi olungathenjwa lokwakhiwa kwenqubomgomo yokweseka ama-SMME nama-Co-operatives kanye nokuhlinzeka ngokucutshungulwa kolwazi olungokwezibalo ngama-SMME nama-Co-operatives eNingizimu Afrika.
- (iii) **Amaprojekthi Akhethekile:** Ukuphakamisa, ukuthuthukisa nokuqalisa izindlela zokungenelela ukuthuthukisweni kwamabizini ngamabizini amakhulu asabalele kanye nezindawo zezifunda ezibekwe eqhulwini.
- (iv) **Ezokuxhumana Nezokwazisa:** Zilawula ukuqwashisa okukhulu ngeqhaza lomnyango kanye futhi landise ukuthathwa kwemikhiqizo nemisebenzi ngokwandiswa kwezindawo zokufinyelela kumakhasimende futhi kuqinisekise ukuphathwa kobudlelwano namakhasimende obuqinile; futhi

zidala ukuqwashisa amakhasimende nemikhankaso yezemfundo ukuze kuqinisekiswa ukuthi kuqondwa ngokugcwele lokho okuhlinzekwa umnyango.

2.5.5 Uhlaka Lwesikhungo



3 UMHLAHLANDLELA WESIGABA 10 MAYELANA NENDLELA YOKUSEBENZISA UMTHETHO

Isigaba 10 soMthetho sibeka ijoka emahlombe eKhomishana Yamalungelo Abantu AseNingizimu Afrika (SAHRC) lokuthi "kudidiyelwe umhlahlandlela oqukethe lolo lwazi ngolimi olusemthethweni ngalunye, nendlela eqondakala kalula, okusezingeni elingase liqondwe umuntu ojwayelekile ofisa ukusebenzisa noma eliphi ilungelo eliqukethwe eMthethweni". Umhlahlandlela wendlela yokusebenzisa imanuwali ye-PAIA yenziwe iKhomishana Yamalungelo Abantu AseNingizimu Afrika futhi itholakala kuwebhusayithi yabo www.sahrc.org.za.

I-SAHRC ishicilele umhlahlandlela njengoba umisiwe kuSigaba 10 soMthetho Ogqugquzela Ukutholakala Kolwazi. Umhlahlandlela utholakala emahhovisi e-SAHRC.

Noma emiphi imibuzo mayelana nomhlahlandlela we-PAIA kumele iqondiswe eminingwaneni yokuxhumana elandelayo:

Uphiko Lwe-PAIA (Promotion of Access to Information) olukwiKhomishana Yamalungelo Abantu eNingizimu Afrika
The Research and Documentation Department
Private Bag X2700
HOUGHTON
2014

Ucingo : +27 (0)11 877 3600
Iwebhusayithi : www.sahrc.org.za
I-imeyili : PAIA@sahrc.org.za
Twitter : @SAHRCCommission
Facebook : [Sahumanrightscommission](https://www.facebook.com/Sahumanrightscommission)
Youtube : SAHRC1

4 IMININGWANE YOKUXHUMANA

4.1 Isikhulu Solwazi

Ithebhula 1: Iminingwane Yokuxhumana Nesikhulu Solwazi1

Igama	Solz. Edith Vries
Isikhundla	UMqondisi-Jikelele
Inombolo Yocingo	+27 (0)12 394 5817
Ikheli le-imeyli	evries@dsbd.gov.za

4.2 Iphini Lesikhulu Solwazi (DIO)

Ithebhula 2: Iminingwane Yokuxhumana Nephini Lesikhulu Solwazi2

Igama	Mnu. Bonginkosi Mkhathshwa
Isikhundla	Iphini Lamqondisi: ICT
Inombolo Yocingo	+27 (0)12 394 1161
Ikheli le-imeyli	bmkhathshwa@dsbd.gov.za

4.3 Amakheli

Ithebhula 3: Iminingwane Yokuxhumana Ne-DSBD3

IKHELI LEPOSI	IKHELI LENDAWO	IWEBHUSAYITHI
Isikhulu Solwazi DSBD Private Bag X84 Pretoria 0001	Isikhulu Solwazi DSBD 77 Meintjies Street Sunnyside Pretoria	www.dsbd.gov.za

5 UKUTHOLA AMAREKHODI AGCINWE I-DSBD

5.1 Izinhlolo Zamarekhodi Agcinwe i-DSBD

5.1.1 Ulwazi Ngomkhiqizo Nezokwazisa

Lokhu kubandakanya ulwazi oluqondene nemikhiqizo kanye nemigomo yezokwazisa, kanye nezilinganiso zezinkomba ezisebenzayo le mikhiqizo eqhuba ngaphansi kwazo. Lesi sigaba solwazi sibandakanya imininingwane yemikhiqizo ekhiqizwa amabhizinisi amancane futhi ahlinzeka ngemisebenzi kuzwelonke nakwamanye amazwe.

5.1.2 Onsumbulwane kanye Nezibonelelo

Lokhu kubandakanya ulwazi olumayelana nonsumbulwane abahlinzekwa i-DSBD kumabhizinisi amancane nama-co-operatives. Ulwazi lubekwe ngokwezigaba zemikhiqizo kanye nohlobo lwemboni ehlinzekelwe lowo nsumbulwane, izicelo ezitholakele, imininingwane yezinkampani ezihlinzekwe ngonsumbulwane, imigomo yonsumbulwane kanye nonsumbulwane abatholakala ngenxa yokuqhuba kahle izinkampani ngaphansi kwalezi zimo.

5.1.3 I-DSBD kanye Nokuphatha Kwamaphiko

Lesi sigaba siqondene kakhulu nolwazi oluphathelele nezokuphatha kanye nemibhalo yangaphakathi ye-DSBD kanye namaphiko ayo. Uhlobo lolwazi olubandakanywe kulolu hlelo uhlelo lwebhizinisi, izindleko zophiko kanye nokubika ngokuqhubekayo, izinqubo, izindlela kanye nolwazi lwangaphakathi ngenqubomgomo ye-DSBD ekhona.

5.1.4 Ukuphathwa Kwezokuxhumana Nababambiqhaza

Ukuphathwa kwolwazi lwezokuxhumana kubandakanywa ulwazi mayelana nababambiqhaza abasemqoka namaklayenti kanye nobudlelwano nokuxhumana ne-DSBD. Izicelo, isimo sezicelo nezikhalazo eziphakanyiswe ababambiqhaza noma iklayenti naso sizogcinwa njengengxenywe yolwazi lwezokuxhumana.

5.1.5 Ukuphathwa Kwezezimali Nabasebenzi

Lokhu kubandakanya ulwazi lwezezimali lwe-DSBD njengezabelomali, izindleko zezimali zinciphisa nezabelo, kanye nesimo sezimali sonsumbulwane ababekelwe isabelomali kuncikaniswa nonsumbulwane/izibonelelo zangempela ezikhishwa i-DSBD. Lolu lwazi luqondene ngqo namaholo kanye nemisebenzi yezokuthenga. Ulwazi ngabasebenzi luqondene namaholo, amalivu, amakhono kanye

nokuthuthukiswa kwezinhlelo zabantu ngabondwana, kanjalo nezimpokophelo zabantu ngabodwana kanye nomsebenzi wabo uncikaniswa nalokhu.

5.1.6 Abahlinzeki kanye Namakhono

Lesi sigaba sibandakanya ulwazi mayelana nabahlinzeki bamakhono kanye nemisebenzi ye-DSBD kanye nesimo se-BEE salezo zinhlangano noma sabantu babodwana. Lesi sigaba solwazi siyingxenye yolwazi lwezokuthenga

5.1.7 Ukuphathwa Kohlelo/Kwephrojekthi

Lolu lwazi luqondene nezinhlelo namaphrojekthi e-DSBD okwahlukahlukene okuvela ekuthuthukiseni okunemali evela kubaxhasi ngemicimbi engokohlelo ehlelwe i-DSBD. Lokhu kubandakanya ukuhlela, ukubeka isabelomali, ukuqapha, ukuhanjiswa komsebenzi kanye neminingwane yomphumela.

5.1.8 Uphenyo / Ukuhlola

I-DSBD kulindelwe ukuthi iqale ukwenza uphenyo nokuhlola ngenxa yezinkinga zokucutshungulwa kwenqubomgomo, izikhalo zamakhasimende kanye nohlaka lwezimboni olunezicelo ezamukelwe. Ulwazi oluyingxenye yalesi sigaba lubandakanya uhlobo lokuphenya/lokuhlola, izinqubo zohlobo lokuphenya/zokuhlola, umseshi nokutholakele okumisiwe.

5.1.9 Izinqubomgomo

Lezi zinqubomgomo zimayelana nokuthuthukiswa kwamabhezini amancane kanye nama-cooperatives akhipha umyalelo ngemisebenzi nezindlela zokungenelela ze-DSBD. Lezi zinqubomgomo ziyabukezwa futhi ziyathuthukiswa njalo futhi ziba yingxenye yohlaka oluqoqayo lolwazi oluqondene nokulawula kanye nonsumbulwane. Lezi zinqubomgomo zihlinzekwa abasebenzi be-DSBD ukuze bazijwayeze zona futhi bazi izindlela nezinqubo okumele zilandelwe.

5.1.10 Imboni kanye Nohlaka

Zonke izinkampani zahlukaniswa kube izimboni kanye namaqoqo emikhakha okumele ihambisane nezobuhlakani bezomnotho. Ababambiqhaza besifundazwe, ama-ejensi kanye nabasebenzi be-DSBD bazokwethula ulwazi oluphathelene nezimboni nezinhlelo zamabhezini amancane nama-cooperatives.

5.2 Izigaba Zamarekhodi Ezitholakala Ngokuzenzakalela ku-DSBD

5.2.1 Okushicilelwe Okuthokalalayo

- Uhlelo lokuthuthukisa ukuhanjiswa kwezidingo lwezi-2015 kuya kowezi-2018
- Umbiko wonyaka wezi-2015/16 ivoti 31 DSBD

- Izigungu Zokuthuthukiswa Komnotho Wasendaweni
- Uhlaka LweMithethonqubo Yama-Co-operatives owezi-2015
- Iqhingasu elididiyele ekuthuthukisweni nasekugququzelweni kwama-cooperatives
- Ikhathalogi Yama-co-operatives
- Incwajana yemihlahlandlela yemikhawulo yezinsiza sengqalasizinda yezomnotho
- Iqhingasu lokuthuthukiswa kwamabhezini entsha
- Uhlelo lokweseka intsha
- Co-operative Incentive Scheme (Uhlelo Lonsumbulwane Bama-co-operatives)
- UMthetho Wama-Co-operatives 2006
- UMthethosichibiyelo Wama-Co-operatives, 2013 (UMthetho No. 06 ka 2013)
- Incwajana Yama-Co-operatives
- UMthetho Ongumhlahlandlela Wama-Co-Ops
- Ipheshana lolwazi ngama-co-operatives
- UMthetho Ongumhlahlandlela Wama-co-operatives 2005
- Imihlahlandlela ye-CIS
- Ifomu Lesicelo le-CIS
- Uhlu Olubhekwayo lwe-CIS
- Isu Lokuphakamisa Amabhezini Angahlelekile Kuzwelonke

5.2.2 Ulwazi Olutholakala Kuwebhusayithi ye-DSBD

- Amazwana Afingqiwe nge-DSBD
- Ukuthuthukisa ama-SMME
- Imicimbi
- Imininingwane Yokuxhumana:
- Izimiso ze-DSBD
- Mayelana ne-DSBD
- Imisebenzi Ehlinzekwa i-DSBD
- Ukusatshaliswa Kwezindaba
- Izinkulumo
- Amahora Okusebenza
- Imiphilandawonye
- Ezokuphatha

- Imithetho Nemithethonqubo
- Ijoka, Umbono Nomgomo
- Izinhlelo Ze-DSBD
- Ubuholi
- Okulandwayo
- Okushicilelwayo
- Imisebenzi
- Izimpokophelo Ezingokweqhingasu

6 IZINQUBO EZILANDELWAYO UMA UCELA UKUTHOLA AMAREKHODI

6.1 Inqubo Yokucela Ukuthola Amarekhodi

Inqubo elandelayo iqaliswe emnyangweni ukuze kubhekanwe nezicelo zokuthola ulwazi ngokoMthetho Ogqugquzela Ukutholakala Kolwazi:

6.1.1 Inqubo Yokufaka Isicelo

Ukufaka isicelo sokuthola ulwazi, ifomu lesicelo (bheka isithasiselo A) kumele ligcwalise bese lithunyelwe ku-:

Ithebhula 4: Imininingwane Yokuxhumana Yesicelo4

NGEPOSI	NGESANDLA	NGEFEKSI
Iphini Lesikhulu Solwazi DSBD Private Bag X84 Pretoria 0001	Iphini Lesikhulu Solwazi DSBD Block A, Second Floor 77 Meintjies Street Sunnyside Pretoria	Iphini Lesikhulu Solwazi +27 (0)12 394 1161

Njengoba kuhlinzekwe kuMthetho, inani lama-R35.00 okumele lihambisane nesicelo solwazi uma kungasiso isicelo esiqondene nomuntu ngqo. Le nani likhokhwa ngesheke noma ngokheshi, uma lithunyelwe ngesandla, noma lingafakwa ku-akhawunti yasebhangwe ye-DSBD, okuzobiza ukuthi kube nobufakazi bediphozithi okumele ihambisane nefomu lesicelo.

Ithebhula 5: Imininingwane Yasebhangwe5

Igama Le-akhawunti	I-akhawunti Yediphozithi ye-DSBD
Uhlobo Lwe-akhawunti	I-Business Current Account
Igatsha Evulwe Kulo:	Centurion
Ikhodi yegatsha:	012645
Igama Lesikhungo	Department of Small Business Development (UMnyango Wezokuthuthukiswa Kwamabhizinisi Amancane)
Inombolo Ye-akhawunti:	370 296 726
Inombolo ye-CIF ezoxhunywa	30009105

6.1.2 Ukuqinisekisa nokwazisa

Iphini Lesikhulu Solwazi le-DSBD lithola futhi liqinisekise isicelo ukuze libone ukuthi ngabe ulwazi oludingekayo lukhona na e-DSBD. Isicelo sibe sesamukelwa, sichithwe noma sidluliselwe kubantu abafanele abaqondene nolwazi oludingekayo. Isaziso sokwamukela isicelo sibe sesidluliselwa kumfakisicelo ukuze kuqinisekise isimo sesicelo.

6.1.3 Ukuqhutshwa kolwazi

Uma isicelo samukelwe, i-DSBD izoqoqa futhi ilungise ulwazi bese ibale amanani athintekayo (bheka indima 6.3).

6.1.4 Isaziso Sokugcina

Umfakisicelo uzokwaziswa ngokugcwaliswa kwesicelo kanye namanani okusamele okhokhelwe i-DSBD.

6.1.5 Ukukhokha nokuthumela

Uma sekukhokhwe inani elimiswe Kusinyathelo 4 (kulandelwe inqubo yokukhokha enjengale emiswe Kusinyathelo 1), ulwazi luzokhishelwa umfakisicelo.

6.2 Ulwazi Lokwengezela

Noma ubani ofuna ukuthola amarekhodi agcinwe i-DSBD kumele agcwalise ifomu lesicelo elikuFomu A leSithasiselo B kumthethonqubo omiswe ngaphansi koMthetho, futhi oqukethe Isithasiselo A ezansi kwale manuwali. Umfakisiselo kudingeka ahlinzeke ngolwazi olulandelayo oluhlinzekwe kuSigaba 18 soMthetho:

- Imininingwane yophiko lukahulumeni;
- Imininingwane yomuntu ocela ukuthola amarekhodi;
- Imininingwane yomuntu ofakelwa isicelo;
- Imininingwane yerekhodi noma yamarekhodi aceliwe;
- Ifomu lokuthola elidingekayo;
- Imininingwane yokuxhumana yomfakisiselo;
- Ukuthi ingabe isicelo esithintekayo kumele sitholakale ngolimi oluthile na; futhi
- Umfakisiselo kulindeleke ukuthi aveze ukuthi ingabe ufuna ukwaziswa ngokwesinqumo esithathiwe ngesicelo sokuthola irekhodi noma amarekhodi athile.

Noma esiphi isicelo esitholakele sizodingidwa ezinsukwini ezingama-30 sitholakele, ngaphandle uma umfakisiselo ecacise izizathu ezikhethekile eziyokwanelisa Isikhulu Solwazi ngezimo ephoqa ukuthi kungalandelwa okungenhla ngezikhathi ezingenhla. Isikhathi sezinsuku ezingama-30 okumele i-DSBD inqume ngaso ukugunyaza noma ukuchitha isicelo singase selulelwe esinye isikhathi esingaphezu kwezinsuku ezingama-30 uma umfakisiselo ecele ulwazi oluningi noma kudingeka ukuthi luthungathwe kwelinye ihhovisi lesikhungo futhi kungeke kwenzeke ukuthi lutholakale ngesikhathi zezinsuku ezingama-30 esimisiwe.

I-DSBD izomazisa umfakisiselo ngokubhaliwe uma kudingeka isikhathi eseluliwe. Uma kufakwe isicelo egameni lomunye umuntu, umfakisiselo kumele athumele ubufakazi besikhundla afaka isicelo ngaphansi kwaso kube ngesizokwanelisa Isikhulu Solwazi. Uma umuntu ehluleka ukugcwalisa ifomu elimisiwe ngoba engafundile noma enokukhubazeka, lowo muntu angafaka isicelo ngomlomo. Isikhulu Solwazi se-DSBD sizobe sesimubhalela isicelo asisho ngomlomo ngokugcwalisa ifomu elimisiwe, futhi ahlinzeke umfakisiselo ngekhophi.

6.3 Amanani

Uma Isikhulu Solwazi sesithole isicelo, sizodinga ukuthi umfakisiselo akhokhe amanani amisiwe ngaphambi kokuba kuqhutshekwe nesicelo. Uma ukuthungathwa kwerekhodi sekwenziwe futhi irekhodi ukuze lidalulwe, kubandakanya izinhlelo zokuthi litholakale kufomu eliceliwe, kubiza ukuthi kube namahora angaphezu kwalowo amiswe kumithethonqubo ngale nhloso, Isikhulu Solwazi sizokwazisa umfakisiselo ukuthi akhokhe idiphozithi yengxenye emisiwe yenani lokuthola ulwazi elizokhokhwa uma isicelo sesigunyaziwe. Isikhulu Solwazi sizobamba irekhodi eliceliwe umfakisiselo aze akhokhe inani.

Umfakisiselo, osicelo sakhe sokuthola ulwazi sigunyaziwe, kumele akhokhele inani lokukhiqizwa kabusha kolwazi, ukulithungatha kanye nokulilungisa, futhi akhokhele nanoma esiphi esikhathi esifanele esidingekayo esingaphezu kwamahora amisiwe okusesha nokulungisa irekhodi ukuze lidalulwe, okubandakanya izinhlelo zokuthi lutholakale ngendlela elicelwe ngayo. Uma kwenzeka uphiko lukahulumeni, inani lokuposa elizokhokhwa umfakisiselo ukuze kuthunyelwe amarekhodi. NgokweSigaba 22 (6) soMthetho, abantu abalandelayo ababandakanywa ekukhokheni inani lokuthola ulwazi:

- Umuntu ongayedwana ongeniso lakho lonyaka elingeqi ku-R 14 712, 00 ngonyaka.
- Abantu abashadile noma umuntu kanye nophathini wakhe abanomholo ongengaphezu kwezi-R27 192, 00 ngonyaka.

Ukwahlukaniswa kwamanani okukhiqiza kabusha nokuthola ukufinyelela kumarekhodi amaphiko kahulumeni njengoba kumiwe ngokwemihlahlandlela ye-PAIA elandelayo:

Ithebhula 6: Ukucazwa Kwamanani6

UMSEBENZI	INANI
Inani lesicelo likhokhwa umfakisiselo, ngaphandle komfakisiselo Ozifakela yena ngqo	R35
Ikhophi Ngekhasi elingu-A4 ngalinye	60 senti
Ukuphrinta ikhasi elingu-A4 ngalinye	40 senti
Ikhophi eku-CD	R40
Ikhophi eku-stiffy disc	R5
Ukukhishelwa kwezithombe ezibonakalayo ikhasi elingu-A4 ngalinye	R22
Ikhophi yesithombe esibonakalayo	R60
Ukukhishelwa komsindo oqoshiwe ikhasi elingu-A4 ngalinye	R12
Ikhophi yokuqoshiwe okungumsindo	R17
Ukusesha nokulungisa irekhodi ukuze lidalulwe	R15 ngehora noma ingxenye yalo, okungabandakanyi ihora lokuqala, elidingekayo ukuze kuseshwe noma kulungiswe

7 UKUGUNYAZWA KWEZICELO

Isicelo solwazi singachithwa ngenxa yezizathu ezilandelayo, njengoba kumisiwe kuMthetho:

- **Ukuvikela ubumfihlo bomuntu ongahlangene ngqo:** UMthetho uthi Isikhulu Solwazi uphiko lukahulumeni kumele singavumeli umuntu ngokwemvelo ukuthi athole ulwazi, olubandakanya umuntu oshonile. I-PAIA ibiza ukuthi Isikhulu Solwazi sihlole ukuthi ingabe ulwazi oluceliwe lungase lubandakanya ukudalulwa ngokungafanele kokuthile ukuze kuqinisekiswa ukuthi ilungelo lomuntu ongahlangene ngqo ongumuntu ngokwemvelo liyavikeleka. Nokho, Isikhulu Solwazi kumele sicubungule ukuthi ingabe ulwazi oludingekayo lungena ngaphansi kwezigaba ezilandelayo zolwazi lobumfihlo olungase ludalulwe noma cha:
 - Umuntu okhiphe imvume yokuthi lolu lwazi ludalulwe;
 - Ulwazi oluqondene nomuntu ngqo oludalulwayo;
 - Ulwazi oluqondene nomuntu ngqo olumayelana nengane eneminyaka engaphansi kweyi-18 lapho ukudalulwa kwalolo lwazi kuzosiza ingane futhi umfakisisicelo kungumzali wengane noma umbheki wayo;
 - Ulwazi oluqondene ngomuntu ngqo lukamufi osenesikhathi esingaphezu kwama-20 eshonile;
 - Ulwazi ngomuntu owumsebenzi noma owayengumsebenzi kahulumeni noma ozimele nalapho ulwazi uphathelene nesikhundla sakhe njengomsebenzi;
 - Ulwazi oluqondene nomuntu ngqo lomuntu oshonile kumfakisisicelo osondelene nomufi, noma ogunyazwe umuntu osondelene nomufi.
- **Ukuvikelwa kolwazi lohwebo lomuntu ongahlangene ngqo:** Isikhulu Solwazi somnyango kumele senqabe ukuthi ulwazi lutholakale uma lolu lwazi lungase lulimaze intshisekelo yohwebo noma yezezimali yebhizinisi. I-PAIA yenza uhlu lolwazi lwezohwebo olunjengezimfihlo zohwebo, ulwazi olwaluhlinzekwe ngokwethemba umuntu ongahlangene ngqo, ezezimali, ezohwebo, ezesayensi, ucwaningo noma ulwazi lwezobuchwepheshe ngomuntu ongahlangene ngqo, uma ludedeliwe, olungase lulimaze umuntu ongahlangene ngqo olungeke lukwazi ukudalulwa Isikhulu Solwazi.
- **Ukuvikelwa kwamarekhodi athile eSouth African Revenue Service (SARS):** Ukuthola amarekhodi akwa-SARS kumele kungavunyelwa Isikhulu Solwazi sophiko lukahulumeni, uma luqukethe ulwazi olutholakala noma olugcinwe i-SARS ngezinhloso zokuphoqelela umthethonqubo omayelana nokuqoqa ingeniso ngokoMthetho i-South African Revenue Services Act, No. 32 ka 1997; kungase kwenqatshwe nerekhodi lapho irekhodi eliceliwe liqukethe ulwazi oluphathelene nomuntu noma nomfakisisicelo ofakelwa isicelo.

- **Ukuvikelwa kolwazi oluyimfihlo:** Ukuthola irekhodi okuzoba ukuphula ijoka lokwethembeka kumuntu ongahlangene ngqo ngokwenkontileka noma ngokwesivumelwano kumele kungavunyelwa Isikhulu Solwazi njengoba kumiswe kwi-PAIA.
- **Ukuvikela ukuphepha komuntu nokwempahla:** Ukuthola irekhodi elingase libeke engcupheni ukuphepha komuntu noma kwempahla kumele kungavunyelwa Isikhulu Solwazi.
- **Ukuvikela amadokodo amaphoyisa enqubweni yebheyili, nokuvikela ukuphoqelelwa komthetho nezinqubo zomthetho:** Isikhulu Solwazi sophiko lukahulumeni kumele singaphumelelisi isicelo sokuthola irekhodi lophiko, uma ukuthola lelo rekhodi kungavumelekile ngokwesigaba 60(14) soMthetho i-Criminal Procedure Act, No. 51 ka 1977. Isikhulu Solwazi singathatha isinqumo sokungasiphumelelisi isicelo ngokwesigaba 39(1)(b) se-PAIA. Kungenqatshwe nerekhodi uma liqukethe ulwazi olumayelana nezimo eziwujikelele ngokugcinwa kwabantu esitokisini.
- **Ukuvikelwa kolwazi ezinqubweni zomthetho:** Ulwazi oluphathelele nomthetho nezinqubo zokuphoqelelwa komthetho kumele zivikelwe Isikhulu Solwazi. UMthetho i-Criminal Procedure Act 51 ka 1997 wazisa umthetho olawula amarekhodi aphantelene nezinqubo zebheyili kanye nezinye izinqubo zokuphoqelesa umthetho. Ngokwesigaba 30 se-PAIA, noma oluphi udaba lwamarekhodi obudlelwane obuphakathi kumeli neklayenti lakhe avikelekile.
- **Ukuvikelwa Kolwazi Lwezocwaningo:** Ukuthola amarekhodi aqukethe ulwazi ngocwaningo oluqhutshwa noma oluzoqhutshwa uphiko lukahulumeni noma oluzimele noma umuntu ongahlangene ngqo akuzukuvumeleka njengoba kuchazwe kusigaba 43 no 69 se-PAIA. Lokhu kwenqaba ezimweni lapho ukudedelwa kwerekhodi kuzobeka ucwaningo lomuntu ongahlangene ngqo noma uphiko lukahulumeni noma oluzimele, umuntu noma isikhungo esiqhuba ucwaningo, noma isihloko esidingidwayo esimweni esilimazayo
- **Umbutho wezokuvikela waseNingizimu Afrika, ezokuphepha kanye nobudlelwane namanye amazwe:** Ngokwesigaba 41 se-PAIA, Isikhulu Solwazi kudingeka sibheke ukuthi ingabe isicelo solwazi siphathelene nolwazi oluthinta ukuvikeleka kweNingizimu Afrika. Isicelo sokuthola amarekhodi esibonakala sizobeka ukuphepha kweNingizimu Afrika engozini singase singaphumelelwa Isikhulu Solwazi.
- **Ulwazi oluphathelele Nezomnotho, Ezezimali kanye nentshisekelo Yezohwebo eNingizimu Afrika:** Ukuvikelwa kolwazi lophiko lukahulumeni uma ukudalulwa kwalo kuzolimaza ezomnotho nesimo sezimali sezwe ludingeka njengoba kuchwazwe kuSigaba 42 se-PAIA. Ukungaphunyelelwa kwesicelo Isikhulu Solwazi kungasebenza ngqobo uma kuyizimo okubhekwa kuzo ukuthi amaphiko kahulumeni anikwe umsebenzi ngokoMthethosisekelo waseNingizimu Afrika wokuthi abhekelele umphakathi. Isikhulu Solwazi

kudingeka sifakazele ukuthi ukudalula ulwazi oluceliwe kuzodala ingxushungxushu kwezezimali nasentshisekelweni yezomnotho wezwe.

- **Ulwazi oluphathelele nokusebenza kwamaphiko kahulumeni:** Ukuthola irekhodi okuzolithikameza ukusebenza komnyango kungase kungavunyelwa Isikhulu Solwazi njengoba kumiswe kuSigaba 44 se-PAIA. Kushiwo amarekhodi okusebenza ayimaminithi omhlangano, amarekhodi aseluleko noma ezeluleko zochwepheshe aphaathelene nokubonisana namanye amaphiko kanye namarekhodi aphaathelene nezinqubomgomo noma izincomo.
- **Izicelo ezifakwe kugangwa noma ezibiza ukusetshenziswa kwezinsiza ngokungafanele futhi kungenasidingo:** Isikhulu Solwazi sophiko lukahulumeni singanqaba ukuthi kutholakale irekhodi noma ulwazi uma isicelo sibonakala sifakwe kugangwa; uma isicelo sibonakala singenasidingo noma singase siphazamise izinsiza zophiko lukahulumeni ngaphandle kwesidingo.
- **Ukudalula ukuze kugcwaliswe intshisekelo yomphakathi:** Yize kunemibandela esohlwini yokwenqaba ukudalula ulwazi, Isikhulu Solwazi sophiko lukahulumeni kumele siphumelelise isicelo sokuthola irekhodi lophiko lukahulumeni uma, ukudalulwa kwalo kuzoveza ubufakazi ngokulandelayo:
 - Ukwepulwa okukhulu, noma ukwehleka ukulandela umthetho; noma isimo sezokuphepha komphakathi okukhulu noma ubungozi kwezemvelo; futhi intshisekelo yomphakathi ekudalulweni kwerekhodi, kwedlula ubungozi obumiswe njengesizathu sokwenqaba nolwazi.

8 UKUDLISWA KWESINQUMO

Umfakisisicelo unelungelo lokufaka ukudliswa kwesinqumo ngaphakathi lapho Isikhulu Solwazi sithathe isinqumo esingamanelisi umfakisisicelo. Inqubo yokudlulisa isinqumo yangaphakathi ilandelwa ngokubandakanywa komuntu oyisikhulu ogunyaza noma achithe isinqumo Sesikhulu Solwazi esiphathelene nesicelo se-PAIA. Umfakisisicelo kudingeka agcwalise Ifomu B le-PAIA ukuze afake ukudliswa kwesinqumo ngaphakathi. Ikhophi yeFomu B itholakala kuwebhusayithi ye-DSBD futhi ingatholakala kuwebhusayithi yeKhomishana Yamalungelo Abantu AseNingizimu Afrika.

Ifomu B lithunyelwa kuso Isikhulu Solwazi noma Iphini Lesikhulu Solwazi esichithe isicelo sokuqala futhi okulindeleke ukuthi alidlulisele esikhulwini esingaphezu kwaso emnyangweni. Bonke abantu abangahlangene ngqo abafanele abathola ukudliswa kwesinqumo ngaphakathi kulindeleke ukuthi bathintwe umnyango. Umfakisisicelo angafaka ukudliswa kwesinqumo somnyango ngaphakathi ngenxa yezizathu ezilandelayo:

- Uma umfakisicelo engathokozile ngamanani adingekayo,
- Uma umfakisicelo enganenisekile ngesinqumo sokwelulela uphiko lukahulumeni isikhathi sokuphendula isicelo ngezinsuku ezingama-30, futhi
- Ezimweni lapho umfakisicelo enganelisekile uma amarekhodi engathunyelwanga ngendlela ayecele ukulithola ngayo.

Ukudliswa kwesinqumo ngaphakathi singafakwa umfakisicelo ezinsukwini ezingama-60 ethole ukuthi wenqatshwe ukuthi kuphumelele isicelo sokuqala. Uma ukudliswa kwesinqumo sibiza ukuthi umuntu ongahlangene ngqo anikwe isaziso kumele ukudliswa kwesinqumo sifakwe ezinsukwini ezingama-30 kuhlinzekwe ngesaziso. Ukudliswa kwesinqumo ngaphakathi esifakwe emuva kwesikhathi esinqunyiwe kumele samukelwe uma umnyango uthole isizathu esihle sokuphelelwa isikhathi sokufaka ukudliswa kwesinqumo. Uma ukudlulisa kwesinqumo kwangaphakathi kwenziwe sekudlule isikhathi kungamukeleki, umnyango kumele uhlinzeke umuntu ofake ukudliswa kwesinqumo ngesaziso. Umfakisicelo kumele athumele ukudliswa kwesinqumo ngaphakathi Kusikhulu Solwazi ngeposi, ngefeksi noma nge-imeyli.

Ulwazi olulandelayo kumele lubandakanywe kufomu lokudlulisa kwesinqumo ngaphakathi:

- Isihloko sokudlulisa kwesinqumo kwangaphakathi;
- Ukudliswa kwesinqumo ngaphakathi kumele siveze izizathu ezeseke ukudliswa kwesinqumo ngaphakathi;
- Umfakisicelo kumele abandakanye noma oluphi olunye ulwazi olwaziwa umuntu ofaka ukudliswa kwesinqumo; futhi
- Umfakisicelo kudingeka asho indlela ayikhethayo futhi ahlinzeke nganoma oluphi ulwazi oludingekayo ezimweni lapho umfakisicelo engase aziswe ngesinqumo esiphathelene nenqubo yokudlulisa isinqumo ngendlela ehlukele.

9 IZITHASISELO

IFOMU A

ISICELO SOKUTHOLA IREKHODI LOPHIKO LUKAHULUMENI
(Isigaba 18(1) soMthetho Ogqugquzela Ukutholakala Kolwazi, 2000
(uMthetho No. 2 ka 2000))

[uMthethonqubo 6]

OKUSETSHENZISWA UMNAYANGO

Inombolo Eyinkomba: _____

Isicelo samukelwe ngu _____ (isikhundla, igama
nesibongo Sesikhulu Solwazi/Iphini Lesikhulu Solwazi) mhla ka _____ (usuku)
e _____ (indawo).

Inani lesicelo (uma zikhona): R _____

Idiphozithi (uma ikhona): R _____

Inani lokuthola ulwazi: R _____

ISIGINESHA YESIKHULU SOLWAZI/YEPHINI LESIKHULU SOLWAZI

A. Imininingwane yophiko lukahulumeni

Isikhulu Solwazi/Iphini Lesikhulu Solwazi;

B. Imininingwane yomuntu ocela ukuthola amarekhodi

- (a) Imininingwane yomuntu ocele ukuthola ulwazi kumele ibhalwe ngezansi.
- (b) Ikheli kanye/noma inombolo yefeksi yakuRiphabhulikhi okumele ulwazi luthunyelwe kulo.
- (c) Ubufakazi besikhundla okufakwa isicelo ngaphansi kwaso, uma sikhona, kumele bunanyathiselwe.

Amagama agcwele nesibongo: _____

Inombolo Kamazisi: _____

Ikheli leposi: _____

Inombolo yefeksi: _____

Inombolo yocingo: _____

Ikheli le-imeyli: _____

Isikhundla isicelo esifakwa ngaphansi kwaso, uma sifakelwe omunye umuntu:

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sigaba kumele sigcwaliswe NQOBO uma isicelo solwazi sifakelwa omunye umuntu.

Amagama agcwele nesibongo: _____

Inombolo Kamazisi: _____

D. Imininingwane yerekhodi

(a) Hlinzeka ngemininingwane egcwele yerekhodi elicelwayo, okubandakanya inombolo eyinkomba uma uyazi, ukuze litholakale irekhodi.

(b) Uma isikhala esihlinzekiwe singenele, kucelwa uqhubeke kwelinye iphepha bese ulinamathisele kuleli fomu.

Umfakisicelo kumele asayine amaphepha okwengezela.

1. Incazelo yerekhodi noma ingxenye ebalulekile yerekhodi: _____

2. Inombolo eyinkomba, uma ikhona: _____

3. Noma eyiphi eminye imininingwane yerekhodi: _____

E. Amanani

(a) Isicelo sokuthola irekhodi, ngaphandle kwerekhodi eliqukethe ulwazi oluqondene nezikhungo, lizoqhutshwa uma sekukhokhwe inani lokufaka isicelo kuphela.

(b) Uzokwaziswa ngesamba senani okumele likhokhelwe isicelo.

(c) Inani elikhokhelwa ukuthola irekhodi lincike kuhlobo elidingeka ngalo kanye nesikhathi esifanele esidingekayo sokuthungatha nokulungisa irekhodi.

(d) Uma ufanelekile ukuthi ungakhokhi nani, kucelwa usho isizathu sokukhululwa ekukhokheni.

Isizathu sokukhululwa ekukhokheni inani: _____

F. Indlela yokuthola irekhodi

Uma uthiywe ukukhubazeka ekufundeni, ekuboneni noma ekulaleleni irekhodi ngendlela elitholakala ngayo ku-1 kuya ku-4 ngezansi, chaza indlela okhubazeka ngayo futhi usho ukuthi ulidinga ngeyiphi indlela irekhodi.

Ukuphila nokukhubazeka:	Indlela irekhodi elidingeka ngayo:	
Faka u-X ebhokisini elifanele. AMANOTHI: (a) Ukuhlonishwa kwesicelo sakho sokuthola irekhodi ngendlela ethile kungase kuncike kwindlela irekhodi elitholakala ngayo. (b) Ukuthola irekhodi ngendlela elicelwe ngayo kungase kuchithwe ezimweni ezithile. Ezimweni ezinjalo, uzokwaziswa uma uzolithola ngenye indlela. (c) Inani elikhokhelwa ukuthola irekhodi, uma likhona, liyonqunywa ngokwendlela okucelwe ukuthi irekhodi litholakale ngayo.		
1. Uma irekhodi litholakala ngokubhaliwe noma okuphrintiwe:		
ikhophi yerekhodi	ukuhlolwa kwerekhodi	
2. Uma irekhodi liqukethe izithombe ezibonakalayo: (Lokhu kubandakanya izithombe, ama-slides, amavidiyo aqoshiwe, izithombe ezakhiwe ngekhompyutha, imidwebo, njll.):		
ukubonakala kwezithombe	ikhophi yezithombe	ukukhishelwa kwezithombe zitholakale ngenye indlela
3. Uma irekhodi liqukethe amagama aqoshiwe noma ulwazi olungakhiqizwa kabusha ngomsindo:		

lalela okuqoshwe ngomsindo (ikhasethi lomsindo oqoshiwe)		ukukhishelwa komsindo oqoshiwe utholakale ngenye indlela (umbhalo obhaliwe noma ophrintiwe)
4. Uma irekhodi ligcinwe kukhomyutha noma ngendlela kagesi noma ngendlela efundeka ngomshini:		
ikhophi ephrintiwe yerekhodi	ikhophi ephrintiwe yolwazi olutholakale kurekhodi	ikhophi engafundeka ngekomyutha (i-stiffy disk noma isidi)
Uma ucele ikhophi noma ukukhishelwa irekhodi litholakale ngenye indlela (okungenhla), ingabe ufisa ukuthi ikophi noma okukhishelwe kuthunyelwe kuwe ngeposi? Iposi uyalikhokhela.		YEBO
Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethayo, lingatholakala nganoma oluphi olunye ulwazi irekhodi elitholakala ngalo.		CHA
Ukhetha ukuthola irekhodi ngoluphi ulimi?		

G. Isaziso ngesinqumo esiphathelene nesicelo sokuthola irekhodi

Uzokwaziswa ngokubhaliwe ukuthi ingabe isicelo sakho sigunyaziwe/sichithiwe. Uma ufisa ukwaziswa ngenye indlela, kucelwa ucacise indlela futhi uhlinzeke ngemininingwane edingekayo ukuze kugcwaliswe isicelo sakho.

Ukhetha ukwaziswa kanjani ngesinqumo esiphathelene nesicelo sakho sokuthola irekhodi?

Isayinwe e _____ ngalolu suku lomhla ka _____ 20

ISIGINESHA YOMFAKISICELO/UMUNTU OFAKELWA ISICELO

IFOMU B

ISAZISO NGENHLOSO YOKUDLULISA ISINQUMO

(Isigaba 75 soMthetho Oqguquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 ka 2000)

[uMthethonqubo 8]

BHALA INOMBOLO EYINKOMBA YAKHO:

A. Imininingwane yophiko lukahulumeni

Isikhulu Solwazi/Iphini Lesikhulu Solwazi;

B. Imininingwane kamfakisicelo/yomuntu ongahlangene ngqo ofake isicelo sokudlulisa isinqumo ngaphakathi

- (a) Imininingwane yomuntu ofaka ukudlulisa kwesinqumo ngaphakathi kumele ihlinzekwe ngezansi.
(c) Ubufakazi besikhundla okudlulisa kwesinqumo ngaphansi kwaso, uma sikhona, kumele bunanyathiselwe.
(c) Uma odlulisa isinqumo kungumuntu ongahlangene ngqo futhi kungasiye umuntu owafaka isicelo sokuthola ulwazi ekuqaleni, imininingwane yomfakisicelo kumele ihlinzekwe ku-C ngezansi.

Amagama agcwele nesibongo: _____

Inombolo Kamazisi: _____

Ikheli leposi: _____

Inombolo yefeksi: _____

Inombolo yocingo: _____

Ikheli le-imeyli: _____

Isikhundla okufakelwa omunye umuntu ngaphansi kwaso: _____

C. Imininingwane kamfakisicelo

Lesi sigaba kumele sigcwalise NQOBO uma umuntu ongahlangene ngqo (omunye ngaphandle komfakisicelo) efaka ukudlulisa kwesinqumo ngaphakathi.

Amagama agcwele nesibongo: _____

Inombolo Kamazisi: _____

D. Isinqumo okuphikiswana naso ekudlisweni kwesinqumo kwangaphakathi

Faka uphawu luka-X ebhokisini elifanele eduze kwesinqumo okuphikiswana naso ekudlisweni kwesinqumo kwangaphakathi:

	Ukuchithwa kwesicelo sokuthola irekhodi
	Isinqumo mayelana namanani amiswe ngokwesigaba 22 soMthetho
	Isinqumo esiqondene nokwelulwa kwesikhathi okungadingidwa isicelo ngaso ngokwesigaba 26(1) soMthetho
	Isinqumo ngokwesigaba 29(3) soMthetho sokwenqaba ukuthi kutholakale irekhodi ngendlela umfakisicelo alicele ngayo
	Isinqumo sokugunyaza ukuthola irekhodi

E. Izizathu zokudlulisa isinqumo

Uma isikhala esihlinzekiwe singenele, kucelwa uqhubeke kwelinye iphepha bese ulinamathisele kuleli fomu. Kumele usayine wonke amaphepha okwengezela.

Bhala izizathu ezidale ufake ukudliswa kwesinqumo ngaphakathi: _____

Bhala noma oluphi olunye ulwazi okungase lubaluleke ekucutshungulweni kokudlulisa kwesinqumo:

F. Isaziso ngesinqumo sokudlulisa isinqumo

Uzokwaziswa ngokubhaliwe ngesinqumo sokudlulisa isinqumo angaphakathi sakho. Uma ufisa ukwaziswa ngenye indlela, kucelwa ucacise indlela futhi uhlinzeke ngemininingwane edingekayo ukuze kugcwaliswe isicelo sakho.

Bhala indlela: _____

Imininingwane yendlela: _____

Isayinwe e _____ ngalolu suku lomhla ka _____ 20

ISIGINISHA YOMDLULISI WESINQUMO

OKUSETSHENZISWA UMNAYANGO

IREKHODI ELISEMTHETHWENI LOKUDLULISWA KWESINQUMO NGAPHAKATHI:

Ukudliswa kwesinqumo samukelwe mhla ka _____ (usuku) ngu _____
_____ (bhala isikhundla, igama nesibongo Sesikhulu

Solwazi/Sephini Lesikhulu Solwazi).

Ukudliswa kwesinqumo sihambisana nezizathu zesinqumo seSikhulu Solwazi/Sephini Lesikhulu Solwazi futhi, lapho kusebenza, imininingwane yomuntu ongahlangene ngqo noma orekhodi liqondene naye, esikhishwe Isikhulu Solwazi/Iphini Lesikhulu Solwazi mhla ka _____ (usuku) ophikweni olufanele.

UMPHUMELA WOKUDLULISWA KWESINQUMO:

Isinqumo Sesikhulu Solwazi/Sephini Lesikhulu Solwazi Siqinisekisiwe/Kushintshwe Kwaba Nesinqumo Esisha

Isinqumo Esisha: _____

Umaziphathe ofanele

Usuku

Samukelwe Isikhulu Solwazi/Iphini Lesikhulu Solwazi sivele Kumaziphathe Ofanele mhla ka:

_____ (Usuku)