



planning, monitoring  
and evaluation

Department:  
Planning, Monitoring and Evaluation  
REPUBLIC OF SOUTH AFRICA

## **ISEBE LOCWANGISO, UKUBEK'ESWENI NOVAVANYO**

### ***INCWADI EKHUTHAZA UKUFIKELELA KOLWAZI ELUNTWINI (PAIA)***

Ilungiselelwe ngokweCandelo 14 loMthethi i-Promotion of Access to Information Act (PAIA)  
(UMthetho Nomb. 2 ka 2000)

**Inguqulelo eQwalaselweyo kwakhona / ephengululweyo - 2016**

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## A. IMBULAMBETHE FOREWORD

ISebe loCwangciso, uBekosweni noVavanyo kwi-Ofisi kaMongameli (DPME), ngokuvumelana noMthetho **iPromotion of Access to Information Act (PAIA) we-2000 (Inomb yoMthetho 2 ka-2000)**, lilungiselele incwadi yokufundisa ukuququzelela ukuba uluntu lube nelungelo kulwazi olugcinwe yi-DPME. Le ncwadi yokufundisa iyila iinkqubo emazilandelwe ekufumaneni ulwazi olugcinwe yiDPME njengoko ifuna ukukhuthaza ukungafihlisi, ulawuleko nokusebenza kukarhulumente.

UMthetho uphumeza elinye lawona malungelo abalulekileyo afunyanwa kwiCandelo 32 loMgaqo-siseko, ilungelo lokufikelela kulwazi. Ulungiselela ukuba wonke umntu unelungelo lokufikelela kulwazi olugcinwe ngurhulumente naluphi na ulwaziolugcinwe ngabanye abantu oluyimfuneko ngokhuseleko lwawo nawaphi na amalungelo.



Mnu. Tshediso Matona

UMlawuli Jikelele oBambeleyo (IGosa eliNika uLwazi lePAIA)

ISebe loCwangciso, ukuBek'esweni noVavanyo

UMHLA : 19/05/2016

## IZIFINYEZO

|          |   |  |
|----------|---|--|
| APP      | : | IsiCwangciso sokuSebenza soNyaka   |
| CBM      | : | UkuBek'esweni okuSekelwe kwiNkonzo eziya kubemi                                    |
| CD       | : | UMLawuli oyiNtloko   |
| CIO      | : | IGosa eliyiNtloko eliNika uLwazi   |
| DDG      | : | ISekela Mlawuli Jikelele   |
| DG       | : | UMLawuli Jikelele  |
| DIO      | : | IGosa eliliSekela eliNika uLwazi   |
| DPME     | : | ISEbe loCwangciso noVavanyo nokuBek'esweni   |
| FOSAD    | : | IForam yoMzantsi Afrika yabaLawuli Jikelele  |
| FSD      | : | Ukuhanjiswa kweekonzo zokwaMkelwa kwaBantu   |
| LGMIM    | : | INkqubo yokuPhuculwa koLawulo loRhulumente woMmandla                               |
| MTEF     | : | IsiKhokelo seNkcitho yeXesha eliPhakathi   |
| MPAT     | : | IsiXhobo soVavanyo loMsebenzi woLawulo   |
| NASA Act | : | UMthetho i-National Archives and Records of South Africa Act                       |
| OCIO     | : | I-Ofisi yeGosa eliyiNtloko eliNika uLwazi  |
| OTP      | : | I-Ofisi yeNkulumbuso   |
| PAIA     | : | UMthetho i-Promotion of Access to Information Act, 2000 (UMthetho Nomb. 2 ka-2000) |
| SAHRC    | : | IKomishini yamaLungelo oLuntu oMzantsi Afrika                                      |
| SARS     | : | IiNkonzo zeNgeniso Mali yeRhafu  |

## INGCACISO

| No. | Iindima neMimiselo               | Iingcaciso/linkcazelo  |
|-----|----------------------------------|--|
| 1   | IGosa eliNika uLwazi             | Kwimeko yeDPME, nguMlawuli Jikelele.<br>IGosa eliNika uLwazi DPME linika igunya lamandla okanye imisebenzi ayinikwe ngulo Mthetho kwiGosa eliliSekela elinika uLwazi kweli sebe.<br>Nakuphi na ukuthunywa: <ul style="list-style-type: none"> <li>kufuneka kube ngento ebhaliweyo;</li> <li>kube akumthinteli umntu othumayo ekubeni asebenzise amandla anxulumeneyo okanye ekwenzeni umsebenzi onxulumene nokusuka /kuye; kwaye</li> <li>nangaliphi na xesha ungarhoxiswa okanye ulungiswe ngumntu lowo.</li> </ul>   |
| 2   | IGosa eliliSekela eliNika uLwazi | IGosa eliNika uLwazi linyula iGosa eliliSekela eliNika uLwazi ukuba lenze iingxelo zeDPME zibenokufikelelwa ngabenzi zicelo.   |
| 3   | Umenzi sicelo                    | Nawuphi na umntu ocela ulwazi okanye ukufikelela kwingxelo yeDPME.   |
| 4   | Umenzi sicelo buqu               | Umntu ofuna ukufikelela kwingxelo equlethe ulwazi olungomntu olumalunga /ngaye.  |
| 5   | Inkcukacha ezingomntu buqu       | Ulwazi olumalunga nomntu onokuchongwa, kuquka ukungalinganiselwa: <ul style="list-style-type: none"> <li>Kulwazi olungebali elingobimi bomntu olunxulumene kubuhlanga, isini, amadoda okanye abafazi, ukuba nzima, isimo somtshato, isizwe, ubuhlanga okanye imvelaphi yoluntu, umbala, ubudala, ukugokeka, ukholo, isazela, ukukholwa, inkcubeko, ulwimi nokuzalwa komntu;</li> <li>Ulwazi olunxulumene nemfundo; unyango; ulwaphulo mthetho; imbali yengqesho okanye intengiselwano yezimali apho umntu ebandakanyeka;</li> <li>linkcukacha zoqahagamshelwano, iminwe okanye uhlobo lwegazi lomntu;</li> <li>limbono ezingomntu, iimbono okanye izinto umntu azikhethayo ngaphandle kokuba zimalunga nomnye umntu;</li> <li>Imbalelwano ethunyelwe ngumntu eluhlobo lwegasese okanye eyimfihlo, okanye enye imbalelwano eza kubonakalisa iziqulatho zembalelwano yokuqala;</li> <li>limbono okanye izimvo zomnye umntu ezimalunga nomntu yedwa;</li> <li>limbono okanye izimvo zomnye umntu ezimalunga nesiphakamiso soncedo-mali, imbasa okanye ibhaso emalenziwe emntwini, kodwa ngaphandle kwegama lomnye umntu apho zibonakala zineembobo nezimvo zomnye umntu;</li> <li>Imbalelwano ethunyelwe ngumntu ngokungathandabuzekiyo okanye ngokucacileyo eluhlobo lwabucala okanye olufihlakeleyo;</li> <li>Igama lomntu apho libonakala nezinye inkcukacha ezingomntu ezinxulumene nomntu; okanye apho ukubhengezwa kwegama ngokunokwalo kuza kubonakalisa inkcukacha ezimalunga nomntu, kodwa kokukhetha inkcukacha ezimalunga nomntu osweleke ngaphezu kwama-20 eminyaka.</li> </ul> |
| 6   | Iqumrhu loLuntu                  | Isebe likarhulumente/ okanye ulawulo lukargulumente wesizwe okanye lwephondo okanye namphi na umasipala kumda wommandla karhulumente.  |
| 7   | Owesithathu oBandakanyekayo      | Umntu okanye iqumrhu lomthetho ngaphandle komenzi sicelo esingaye okanye iqumrhu loluntu ogcine ingxelo.   |
| 8   | Ingxelo                          | <ul style="list-style-type: none"> <li>Ulwazi olubhaliweyo kungakhathaliseki ifomu okanye into egcinwe yiDPME.</li> <li>Ubungqina bentengiselwano, obugcinelwe ulwazi lobungqina obubuqulathileyo.</li> </ul>  |
| 9   | Usuku lokusebenza                | Iintsuku ngaphandle kwemiMigqibelo, iiCawa okanye iihloide zoluntu njengoko kuchazwe kwicandelo 1 loMthetho weeHolidi zoLuntu, 1994 (nomb. yoMthetho 36 ka-1994)   |
| 10  | Isikhokelo                       | Uxwebhu okanye incwadi ekhutshwe yiKomishini yaMalungelo aBantu boMzantsi Afrika ngeenjongo zokunceda umntu onqwenela ukusebenzisa ilungelo ngokwemimiselo yePAIA.   |

## **B. ISIKHOKELO SENDLELA YOKUSETYENZISWA KOMTHETHO UKUFIKELELA KULWAZI**

### **1. INTSHAYELELO**

Incwadi yokufundisa ibhalwe ngokuhambelana noMthetho i-Promotion of Access to Information Act (PAIA) ka-2000 (uMthetho Nomb. 2 ka-2000).

### **2. INJONGO YOMTHETHO**

- Kukuphumeza ilungelo lomgaqo-siseko lokufikelela kulo naluphi na ulwazi olugcinwe nguRhulumente nalo naluphi na ulwazi olugcinwe ngomnye umntu noliyimfuneko ukusebenzisa okanye ukhuseleko lwawo nawaphi na amalungelo;
- Kukukhuthaza ukungafihlisi, ukuba noxanduva nokusebenza kukarhulumente;
- Kukumisela iinkqubo nokulawula ukufikelela kulwazi;

Ngamaxwebhu ekubhekiselelwa kuwo kuphela angafunwa kuMthetho. Isicelo nempendulo yaso kufuneka sivumelane nezibonelelo zoMthetho.

### **3. INJONGO YENCWADI**

Injongo yale ncwadi yokufundisa kukuyila iinkqubo emazilandelwe ukuququzela izicelo zokufikelela kulwazi olugcinwe liSebe lokweNziwa kokuBek' esweni noVavanyo (DPME).

Incwadi ikwaqulathe iinkcukacha zoqhagamshelwano zeGosa eliNikazi luLwazi nezeGosa eliliSekela eliNika uLwazi elinyuliweyo elinoxanduva lokulawula zonke izicelo zeengxelo ezigcinwe yi-DPME.

### **4. ICandelo LENKQUBO YESICELO 14(1)(d) loMthetho**

Umenzi sicelo kufuneka anikwe ilungelo kwingxelo yequmrhu loluntu ukuba umenzi sicelo uthobelana nazo zonke iimfuno zenkqubo kuMthetho onxulumene nesicelo sokufikelela kula ngxelo.

#### **4.1 Uhlobo lweSicelo**

##### **(i) Izicelo ezenziwe ngoMnxeba**

Izicelo ezenziwe ngomnxeba ezingamiselekanga zivunyulwe yi-DPME. Izicelo ezenziwe kwiGosa eliNika uLwazi okanye liGosa eliliSekela eliNika uLwazi kwinombolo yomnxeba ekule ncwadi yokufundisa ziza kuthathelwa ingqalelo, ngaphandle kokuba iGosa eliNika uLwazi okanye iGosa eliliSekela eliNika uLwazi zibonisa ukuba izibonelelo zoMthetho kufuneka zenziwe.

##### **(ii) Iingxelo ezifumanekayo ngokuzenzekelayo**

Inkcukacha ezifumanekayo ngokuzenzekelayo ezifumaneka ngaphandle kokugcwalisa ifomu emiselweyo (jonga icandelo elingezantsi) nokuhlawula intlawulo yomenzi sicelo kuzokwenziwa kufumaneke nokuba kukwii-ofisi ze-DPME okanye ngendlela okucelwe ngayo. Indlela yokufikelela iza kubandakanya:

- Ukufunda ngenyameko ngokukopishwa kwematheriyali ukuba kuyimfuneko ngomrhumo omiselweyo weekopi;
- Ukufikelela kwizinto ezibonwayo, imatheriyali yezinto ezibonwayo nezivakalayo ngokukhuphela, ngokunika igama ukuguqulwa kwento ngolunye ulwimi okanye ukukopa, okanye zombini.

(iii) Ifomu yesicelo

Isicelo sokufikelela kufuneka senziwe kwifomu emiselweyo ekwigosa elinika ulwazi yequmrhu loluntu kuphela emva kokuba imirhumo emiselweyo ihlawulwe.

Umenzi sicelo funeka agcwalise ifomu efana naleyo eprintwe kwiGazethi kaRhulumente (Isaziso sikaRhulumente R187 sikaFebruwari 15, 2012). Le fomu iqhotyoshelwe kule ncwadi yokufundisa njengeFomu A (Isihlomelo 1).

Umenzi sicelo kufuneka abonise ukuba uyayifuna ikopi yengxelo okanye ukuba umenzi sicelo ufuna uku za azofunda ingxelo kwii-ofisi ze-DPME.

I-DPME iza kuzama ukunika ilungelo kwifomu ngendlela ekucelwe ngayo. Oku kwenza ngolu hlobo kuza kuphazamisana nokusebenza kwe-DPME okanye ukonakala kwengxelo, okanye ukwaphulwa kwelungelo lombhali elingelo likarhulumente. Isicelo siza kuqhutywa ngokuxhomekeke kwimihlaba yokuthintelwa kokufunyanwe kwiSahluko 4 sePAIA.

Ukuba umenzi sicelo ucela ulwazi egameni lomnye umntu, ilungelo apho isicelo senziwe khona kufuneka kuboniswe. Ukuthintela ukuxhatshazwa koMthetho, iDPME igcina ilungelo lokucela ubungqina besigunyaziso sokwenza isicelo egameni lomnye umntu.

Ukuba umenzi sicelo akakwazi ukufunda okanye ukubhala, okanye ufuna uncedo ekugcwaliseni ifomu yesicelo, emva koko angasenza ngomlomo isicelo ukulungiselela ingxelo. IGosa eliliSekela eliNika uLwazi liza kuncedisa ngokugcwalisa ifomu enmiselweyo egameni labo. Baza kunikwa ikopi yesicelo.

#### 4.2 Ukufakwa kweZicelo

Izicelo zeengxelo kufuneka zifakwe kwiGosa eliNika uLwazi okanye iGosa eliliSekela eliNika uLwazi. Iinkcukacha zoqhagamshelwano zamaGosa zingafunyanwa kwiCandelo D lale ncwadi. Ngezizathu zokhuseleko, abenzi zicelo abafuna ukuzisa izicelo kwii-ofisi ze-DPME kwiZakhiwo zoMdibaniso kuza kufuneka babonise izazisi ezichanekeliyeo.

### 5. IMIRHUMO EMISELWEYO

IGosa eliNika uLwazi kufuneka licele umenzi sicelo ngesaziso, ngaphandle komenzi sicelo buqu, ukuba makahlawule umrhumo omiselweyo (ukuba ukhona) ngaphambi kokuba kujongwane nesicelo.

UMthetho unikezale ngeentlobo ezimbini zemirhumo:

- *Umrhumo wesicelo*, ongumrhumo omiselweyo;
- *Umrhumo wokufikelela*, olungiselela uphando nokulungiselela, ixesha, iindleko zokuvelisa kwakhona neendleko zokuposa.

#### Uluhlu lwale mirhumo lungafunyanwa **kwiSihlomelo 2**

Ukuba uphando lwengxelo yequmrhu loluntu lwenziwe, nolungiselelo lwengxelo yokubhengeza, kubandakanya namalungiselelo okwenza lufumaneke kwifomu eceliweyo, lufuna ngaphezu kweeyure ezimiselweyo kwimimiselo engale njongo, igosa lolwazi liza kwazisa umenzi sicelo, ngaphandle komez

sicelo buqu ukuba ahlawule, njengediphozithi isahlulo esimiselweyo (esingekho ngaphezu kwesiqingatha) somrhumo wokufikelela, oza kuhlawulwa ukuba isicelo sivunyiwe.

Umenzi sicelo ofuna ilungelo kwingxelo equlethe inkcukacha zakhe buqu kulo menzi sicelo akufuneki ukuba ahlawule umrhumo wesicelo. Wonke omnye umenzi szicelo ongenguye umenzi sicelo ngqo kufuneka ahlawule umrhumo oyi-R35 (umrhumo omiselweyo) okanye njengoko kumisiwe.

Kwiiveki ezimbini zokufunyanwa kwesicelo, iGosa eliNika uLwazi okanye iGosa eliliSekela eliNika uLwazi ngokwesaziso siza kufuna umenzi sicelo, ngaphandle komenzi sicelo buqu, ukuba ahlawule umrhumo omiselweyo (ukuba ukhona) ngaphambi kokuba kuqhutyelwa phambili kwsicelo.

Emva kokuba iGosa eliNika uLwazi okanye iGosa eliliSekela eliNika uLwazi lenze isigqibo kwisicelo, umenzi sicelo kufuneka aziswe ngesigqibo esinjalo ngendlela/isicwangciso esikhethwe ngumenzi sicelo. Ukuba sicelo sinikiwe omnye umrhumo wokufikelela kufuneka uhlawulwe ukuze kulungiselelwe uphando, ulungiselelo, ukuveliswa kwakhona, naliphi na ixesha elifunekayo ekugqitheni kweeyure ezimiselweyo ukuphanda nokulungiselela ingxelo yokubhengezwa, kubandakanya ukwenza amalungiselelo okwenza ukuba ifumaneke ingendlela eceliweyo. Umenzi sicelo angafaka isibheni ngaphakathi, apho kufanelekileyo, okanye isicelo kwinkundla esichasene nezinye maxabiso okanye ukuhlawulwa komrhumo wesicelo.

Umrhumo omiselweyo kufuneka uhlawulwe ngemali kwiZakhiwo zoMdibaniso, ngeposi, ngetsheki okanye ngokuyidiphozitha ngqo ngokweenkcukacha zebhanki ezibhalwe apha ngezantsi. Apho isicelo senziwe ngeposi, akukho sixa semali kufuneka sihambe nesicelo. Apho kufaneleyo, isicelo kufuneka sihambe netsheki okanye i-postal order. Kufuneka kuvunyelwe ixesha leentsuku ezisixhenxe ukuze itsheki ikhululwe ngaphambi kokuba isicelo senziwe.

**Iinkcukacha zeBhanki ukulungiselela isicelo:**

*ACCOUNT NAME:* Department of Performance Monitoring and Evaluation (DPME)

*BANK:* First National Bank; Corporate Core Banking

*BRANCH CODE:* 253-145

*BRANCH NAME:* Pretoria

*ACCOUNT No.* 6228 7783 429

*REFERENCE:* PAIA negama lomenzi sicelo.

Nceda ufekse/u-imeyle ubungqina bentlawulo ku-DPME: Inomb. yefeksi: 086 644 0319;

i-imeyle: [paia@dpme.gov.za](mailto:paia@dpme.gov.za)

Ukufikelela kwingxelo kuza kurhxhiswa de yonke imirhumo efanelekileyo ihlawulwe

**6. UKUVUNYWA/UKWALIWA KWEZICELO**

Zonke izicelo zelungelo lokufikelela ziza kuthathelwa ingqalelo, nokunikwa nokwaliwa kwazo kuza kuhambelana nezibonelelo eziqulathwe kwiSahluko 4 soMthetho.

**6.1 Isibheni**

Umenzi sicelo angafaka isibheni sangaphakathi esichasene nesigqibo esenziwe liGosa eliNika uLwazi kunye nesiphatha mandla sesibheni esifanelekileyo, ukwala isicelo sokufikelela, okanye esichasene nesicelo nomrhumo wokufikelela, okanye ixesha elandisiweyo ukumelana nesicelo.



- Indlela yesibheno nomrhumo wesibheno  
Isibhenio sangaphakathi kufuneka sifakwe kwifomu yesibheno emiselweyo – ifomu B ikhutshwe ngokwemimiselo ye-PAIA. Ikopi yale fom iqhotyoshelwe kolu xhwebhu kwiSihlomo 3. Iikopi zale fomu ziyafumaneka kwii-ofisi zeDPME okanye iwebhusayithi ye-DPME: [www.thepresidency-dpme.gov.za](http://www.thepresidency-dpme.gov.za)
- Ifomu zeSibheno  
Kufuneka ifomu igcwaliswe ze ifakwe kwiDPME ngexesha elimiselweyo apha ngezantsi:
  - Isibheno senziwe kwiintsuku *ezingama-60*;
  - Ukuba isaziso kumntu wesithathu obandakanyekayo sifunwa licandelo 49(1)(b), isibheno kufuneka senziwe *kwiintsuku ezingama-30* emva kokuba isaziso sinikwe umbheni wesigqibo ezimalunga nesibheno esihenelwlayo, sasithathiwe.

Isibheno sangaphakathi kufuneka sihanjisiwe okanye sithunyelwe kwiGosa eliNika uLwazikwidilesi enikezelweyo kwiphepha le-12 lale ncwadi.

Umbheni kufuneka anike iinkcukacha ezaneleyo kwifomu yesibheno ngokwemimiselo yezizathu zesibheno sangaphakathi. Kufuneka abonise indlela anqwenela ukuba aziswe ngayo ngezigqibo ezimalunga nesibheno, ze ahlawule imirhumo emiselweyo (ukuba ikhona). Inkqubo yefomu ithatha *iintsuku ezingama-30 days* [ngokuvumelana nePAIA].

## 6.2 Umrhumo wesibheno

Umbheni kufuneka ahlawule umrhumo omiselweyo wokubhena (ukuba ukhona). Isigqibo ngesibheno sangaphakathi singarhoxiswa de ube umrhumo wesibheno uhlawulwe.

Emva kokuba iGosa eliliSekela eliNika uLwazi lifumane isibheno kufuneka kwiintsuku *ezi-10* isibheno sangaphakathi lisifake kwiGosa eliNika uLwazi, izizathu zakhe zesi sigqibo, kunye neenkukacha zomntu wesithathu obandakanyekayo ziqukiwe, ukuba zikhona.

## 6.3 UMntu wesiThathu oBandakanyekayo

I-DPME iinga ukuchasa isibheno sangaphakathi sokwalisa kwesicelo selungelo lokufikelela kwingxelo yowesithathu obandakanyekayo enxulumene nezinto ezabucala ezingaye; umdla wezorhwebo nezinye inkcukacha eziyimfihlo; neengxelo liNkonzo zeNgeniso Mali yeRhafu, kufuneka iziphatha mandla ezifanelekileyo zazise umntu wesithathu obandakanyekayo malunga nesibhengezo *kwiintsuku ezingama-30* emva kokufunywwa kwesibheno. I-DPME iza kunika umntu wesithathu obandakanyekayo inkcazelo yeziqulatho zesibheno, inkcukacha zombheni kwaye ichaze nokuba okanye nokuba ayiyo DPME enoluvo lokuba inkcukacha kufuneka zaziswe ngokusemdleni woluntu. UMntu wesithathu obandakanyekayo *uneentsuku ezingama-21* zokwenza isaziso esibhaliweyo sokuba kutheni isicelo selungelo kungafuneki sinikwe, okanye sinike imvume ebhaliweyo engokubhengezwa kwengxelo kumenzi sicelo.

I-DPME ingacinga ukwenza isibheno sangaphakathi ukuchasa ukunikwa kwelungelo lokufumana ulwazi. Isebe liza kwazisa umntu sicelo yesicelo esinjalo *kwiintsuku ezingama-30* emva kokufumana

isibheno sangaphakathi. Umntu wesithathu obandakanyekayo *uneentsuku ezingama-21* zokwenza isaziso esibhaliweyo sokuba kutheni kufunekla kunikwe ilungelo lokufikelela kwingxelo.

#### 6.4 Isaziso sesigqibo

I-DPME ingaqinisekisa isigqibo sokuqala sesibheno esichasayo, okanye ibambela lesigqibo salo esitsha. Oku kufuneka kwenziwe *kwinisuku ezingama-30* emva zokufunyanwa kwesibheno sangaphakathi, okanye *kwiintsuku ezi-5* emva kokuba kufunyenwe isaziso esibhaliweyo esimalunga nesibheno.

#### 6.5 Isicelo kwiNkundla

Umenzi sicelo okanye umntu wesithathu owenza isibheno sangaphakathi esichasa isigqibo segosa elinika ulwazi ukwala isicelo selungelo lokufikelela, angenza isicelo enkundleni kuphela ukufumana uncedo olufanelekileyo ngokwemimiselo yecandelo 82 (elinika umyalelo onubulungisa nolungileyo) emva kokuba isicelo siyiphelisile inkqubo yesibheno sangaphakathi. Umbheni, umntu wangaphakathi okanye umenzi sicelo uza kwaziswa ukuba angafaka isicelo esichasana nesigqibo enkundleni esingesibheno sangaphakathi *kwiintsuku ezingama-30* (ukuba isaziso kufuneka sinikezelwe kumntu wesithathu obandakanyekayo).

### 7. UHLAZIYWA KWENCWADI

Incwadi iza kuhlaziywa kunyaka wokuqala wokupapashwa kwayo okanye xa kukho utshintsho olukhulu kubume bomgqaqo-nkqubo oqinisekisa ukuba incwadi mayihlaziywe.

I-DPME iceba ukupapasha incwadi ngazo zonke iilwimi eziseMthethweni ezili-11.

### 8. UKUFUMANEKA KWENCWADI

Incwadi iza kufumaneka kwiindawo ezimiselwe nguMthetho i-Legal Deposit Act, nakwii-ofisi zeKomishini zamaLungelo Abantu boMzantsi Afrika (South African Human Rights Commission), nakwizakhiwo zeDPME. Incwadi izokwenziwa ifumaneke nakwiwebhusayithi yesebe: [www.thepresidency-dpme.gov.za](http://www.thepresidency-dpme.gov.za)

## C. ISICWANGCISO-GQINGA SE-DPME

### 1. UMBONO

Umbono weDPME kukuzama ukuqhubeka nokuphucula ukuhanjiswa kweenkonzo ngokubek'esweni novavanyo.

### 2. UMNQOPHISO

Umnqophiso wethu kukusebenzisana namahlakani ukuphucula umsebenzi kaRhulumente ekuphumezeni iziphumo ezifunwayo nokuphucula ukuhanjiswa kweenkonzo ngokutshintsha indlela asebenza ngayo uRhulumentend. Sizokwenza oku ngokubeka izinto eziphambili; ukubek'esweni okomeleleyo nokuvavanywa okunxulumene ukuphumeza iziphumo eziphambili, ukuvavanya umgangatho womisebenzi wolawulo nokubek'esweni ukuhanjiswa kwenkonzo zokwamkelwa kwabantu.

### 3. IIMPAWU ZENTSULUNGEKO

Sakuhlala singumzekelo kwinkalo zonke ngalo lonke ixesha. Oku kuquka inkonzo ezibhekisele kubaxhasi (uMongameli, iSekela likaMongameli, uRhulumente noluntu) nokumamela abaxhasi bethu nokubaphatha ngesidima, imbeko, nangokuphendula, nangentlonipho. Kukwaquka nokuba lisebe elifundayo singenzi nje into enye oko xa kucacile ukuba ayisebezi loo nto.

Siza kuzama ukuba nemisebenzi yolawulo enenkqubela phambili kwakunye nokuthobelana nayo yonke imimiselo. Siza kuthathela izinto ezisisiko ingqalelo, ezifana nokungabi semva kwexesha ezintlanganisweni, ukuqhutywa kweentlanganiso ngempumelelo nokuphendulwa kwangexesha kwe-imeyile, imiyalezo yomnxeba nazo zonke izicelo kwangexesha. Siza kuqhuba nemisebenzi yolawulo lomgangatho ukuze siphumeze ixabiso lemali, ngempumelelo nangokusebenza. Siza kuba noxanduva kwaye senze izinto ngokucacileyo.

#### **4. IZIGUNYAZISO EZISEMTHETHWENI NEZINYE**

I-DPME ifumana umyalelo wayo kwiCandelo 85(2)(c) loMgaqo-siseko weRephabliki yoMzants Afrika. Uwonke umsebenzi ongundoqo weDPME kukulungelelanisa imisebenzi yamaSebe eSizwe nabaLawuli. Lo myalelo osemthethweni ucaciswe ngakumbi nguMongameli kwiNtetho yakhe yeSizwe ka-2010, 2011, 2012 neka-2013 nakwizigqibo ezahlukhluneyo zeKhabhathi; nanguMphathi woMsebenzi wokuBek'esweni noVavanyo "ngesiCwangciso *esingoMsebenzi wokuBek'esweni noVavanyo – Indlela Yethu*".

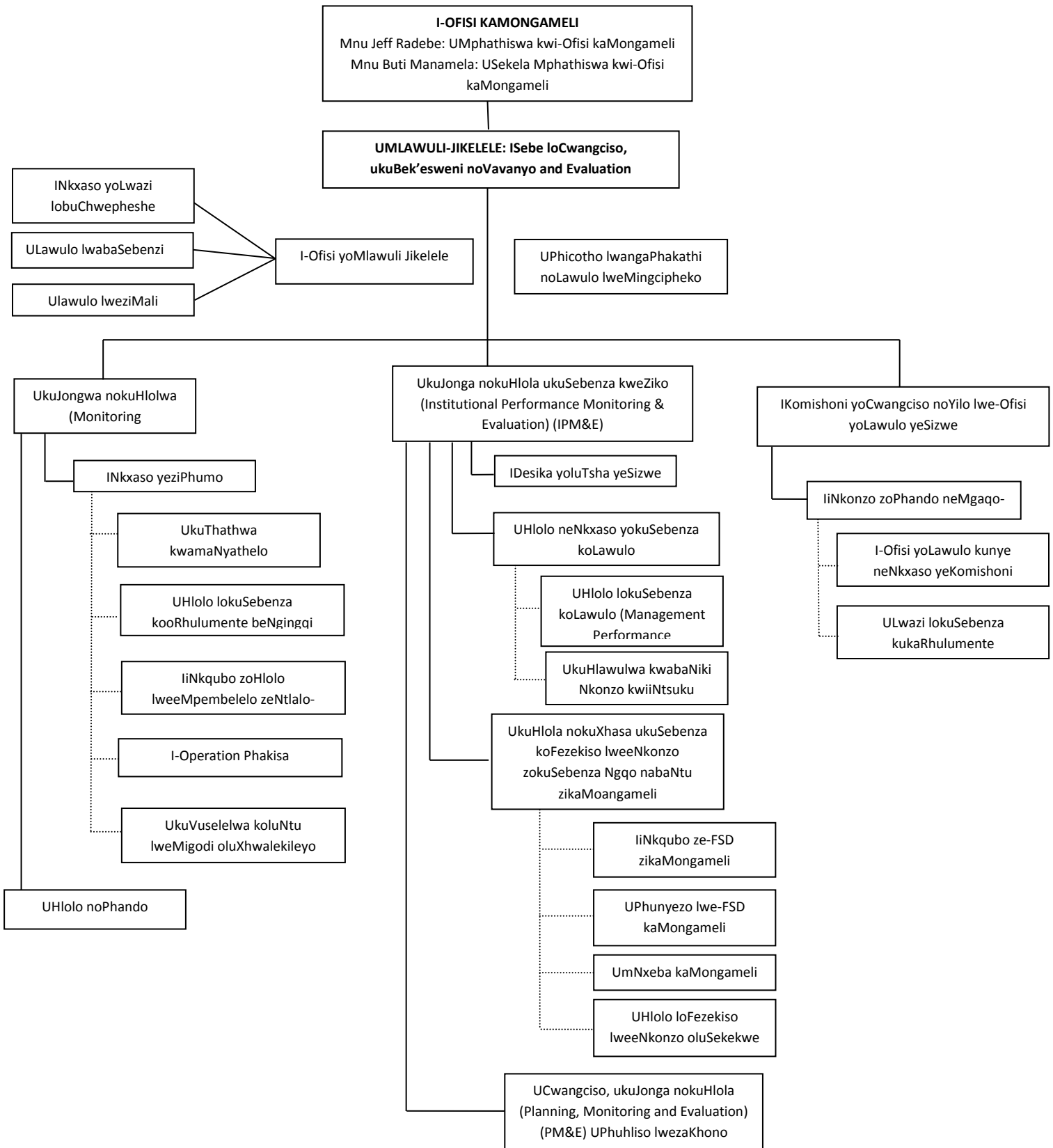
I-DPME yenza oku kungezantsi:

- Iququzelele izicwangciso zeSebe okanye iziVumelwano zokuHanjiswa kweeNkonzo ngezinto eziphambili okanye iziphumo zikaRhulumente ukubek'esweni nokuvavanya ukuphunyezwa kwezi zicwangciso;
- Ibek'esweni umsebenzi wamaSebe awodwa eSizwe nawePhondo kunye nooMasipala;
- Ibek'esweni ukuhanjiswa kwenkonzo eziphambili ;
- Yenza uvavanyo;
- Ikhuthaza imisebenzi emihle ye- M&E kuRhulumente.

**D. IINKCUKACHA ZOQHAGAMSHELWANO**

| ITAYITILE                        | IINKCUKACHA ZOQHAGAMSHELWANO  |
|----------------------------------|---|
| IGOSA ELINIKA ULWAZI             | <p>Mnu. Tshediso matona<br/>           Umlawuli Jikelele oBambeleyo<br/>           Private Bag X944<br/>           Pretoria<br/>           0001</p> <p><b>OKANYE</b></p> <p>Union Buildings<br/>           Government Avenue<br/>           Pretoria</p> <p>Umnxeba #: +27 12 3120010</p>   |
| IGOSA ELILISEKELA ELINIKA ULWAZI | <p>Mnu. Stanley Ntakumba<br/>           Umlawuli Jikelele: M&amp;E Policy and Capacity Building<br/>           Private Bag X944<br/>           Pretoria<br/>           0001</p> <p>Umnxeba #: +27 12 312 0202<br/>           Ifeksi #: 086 633 5877<br/>           i-imeyile: <a href="mailto:stanley@dpme.gov.za">stanley@dpme.gov.za</a></p>  |
| UMQUQUZELELI WE-PAIA             | <p>Futhi Umlaw<br/>           Umlawuli Jikelele: M&amp;E Policy Co-ordination<br/>           Private Bag X944<br/>           Pretoria<br/>           0001</p> <p>Umnxeba #: +27 12 312 0207<br/>           Ifeksi #: 086 644 0319<br/>           i-imeyile: <a href="mailto:futhi@dpme.gov.za">futhi@dpme.gov.za</a> okanye<br/> <a href="mailto:paia@dpme.gov.za">paia@dpme.gov.za</a></p> |
| AMAGOSA ePAIA kumaSebe eDPME     | <p>Isebe ngalinye liza kuchonga iGosa lePAIA lisebenze njengomntu onokuqhagamashelwa ngazo zonke izicelo zesebe ezinxulumene nePAIA ngenkcukacha</p>  |

**E. UKWAKHIWA KWE-DPME**



UPhuhliso lwezaKhono  
lwe-PM&E

INkxaso noLawulo  
loLwazi lwe-PM&E

## F. I PROFAYILI YENKQUBO

ISEBE OKWANGOKU LINGAMASEBE AMATHATHU, ALUNGELELANISWE NEPROFAYILI YOHLAHO LWABIWO-MALI LWESEBE:

| ICANDELO LOKU-1: ULAWULO                    |  |
|---|--|
| <b>INJONGO</b>                              | Icandelo linoxanduva lokubonelela ngobunkokeli kunye nolawulo olunesicwangciso ngokunjalo nenkxaso yolawulo, ulawulo lwemicimbi yabasebenzi, ulawulo lwezimali kunye neenkonzozobuchwepheshe bolwazi ukuxhasa isebe kunye neenjongo zesisicwangciso.   |
| <b>INJONGO YECANDELO</b>                    | Ukuqinisekisa ukuba isebe linobunkokeli besicwangciso esisebenzayo, ulawulo nokuphatha kunye nokuqinisekisa sihambelana nayo yonke imithetho emiselweyo esebenzayo. Icandelo okwangoku lenziwe ngala macandelo anganeno alandelayo: <ul style="list-style-type: none"> <li>Ulawulo lweSebe;</li> <li>UPhicotho-Ncwadi lwangaPhakathi;</li> <li>Iinkonzo zeQumrhu kunye nezeziMali; kunye</li> <li>NeNkxaso yobuChwepheshe boLwazi.</li> </ul>  |
| I-Ofisi yoMlawuli-Jikelele                  | <p><u>Injongo: Ukunika inkxaso yesigqeba kunye nobunkokeli besicwangciso nolawulo lweSebe</u></p> <ul style="list-style-type: none"> <li>Ukunika ulawulo kunye nenkxaso yesigqeba kuMphathiswa noSekela Mphathiswa</li> <li>Ukuququzelela uyilo lwesicwangciso kunye nolokusebenza kunye nokuxela imisebenzi</li> <li>Ukunika iinkonzo zonxibelelwano kunye nezokudibana nabantu ekusetyenziswana nabo</li> <li>UkuJonga ukusebenza kweziko</li> <li>Ukunika iinkonzo zophicotho-ncwadi lwangaphakathi kunye neenkonzozolawulo lwemingcipheko kwiSebe</li> <li>Ukubonelela ngolawulo lwe-PFMA kwi-NYDA</li> <li>Ukunika inkonzo yeDesika yoluTsha yeSizwe</li> </ul> |
| IGosa eliyiNtloko leziMali                  | <p><u>Injongo: Ukunika iinkonzo zezimali, ulawulo lokukhutshwa nokufunwa kwemisebenzi kunye nezincedisayo</u></p> <ul style="list-style-type: none"> <li>Ukunika iinkonzo zangaphakathi zolawulo</li> <li>Ukunika iinkonzo zolawulo lwezimali kwisebe</li> <li>Ukunika iinkonzo zolawulo lokukhutshwa nokufunwa kweenkonzo kwiSebe</li> <li>Ukunika iinkonzo zokhuselo kwisebe</li> <li>Ukunika iinkonzo zokhuselo kwisebe.</li> </ul>   |
| I-Ofisi yokuNxulumene neMicimbi yabaSebenzi | <p><u>Injongo: Ukunika iinkonzo zemicimbi enxulumene nabasebenzi kunye nezophuhliso kwiSebe</u></p> <ul style="list-style-type: none"> <li>Ukuqinisekisa ukulungelelana kokusetyenziswa kwe-HR neenkqubo zophuhliso</li> <li>Ukunika uyilo lwequmrhu neenkonzozokufunyanwa kwabasebenzi abatsha kunye nokuqinisekisa ulawulo lwemicimbi enxulumene nabasebenzi okusebenzayo nokoneleyo</li> <li>Ukulawula kunye nokuququzelela iinkonzozobudlelwane babasebenzi, iMpilo nokuPhila kwabaSebenzi kunye neenkonzozokhethekileyo ze-HR</li> </ul>  |
| I-Ofisi yeGosa eliyiNtloko loLwazi          | <p><u>Injongo: ukubonelela ngeenkqubo zoshishino, iinkonzozinxulumene ne-ICT kunye neenkonzozolawulo lolwazi</u></p>   |

|   |  |   |
|---|--|---|
|   |  | <p><u>Iwesithuba</u></p> <ul style="list-style-type: none"> <li>▪ Ukuphumeza inkqubo yokugcina impahla kwindawo yokugcina, ulwazi, iirekhodi kunye nnokubhalwa kweenkqubo zolawulo</li> <li>▪ Ukwakha nokugcina izakhiwo ze-ICT, iiNkqubo zoShishino nokuSetyenziswa</li> <li>▪ Ukulungelelanisa iinkonzo ze-ICT nolawulo lweeprojekthi</li> <li>▪ Ukuphuhlisa nokuphumeza iinkonzo zolawulo lolwazi lwesithuba</li> </ul>  |
| <b>ICANDELO LESI-2: UKUJONGA NOKUHLOLA OKUSEKELWE KWIZIPHUMO (OUTCOMES MONITORING AND EVALUATION) (OME)</b> |  |   |
| <b>INJONGO</b>  | <p>Injongo yesebe kukusa phambili i-ajenda yesicwangciso sikarhulumente ngophuhliso kunye nokuphunyezwa kwendlela yeziphumo, uhlolo kunye nokuxela inkqubela kunye neempembelelo zohlolo. Imisebenzi iquka:</p> <ul style="list-style-type: none"> <li>➢ Uphuhliso lwezivumelwano zokusebenza phakathi kukaMongameli kunye nabaPhathiswa;</li> <li>➢ Ukuququzelelwa kophuhliso lwezicwangciso okanye ukufezekiswa kwezivumelwano lweziphumo eziphambili; kunye</li> <li>➢ nokuhlola ukuphunyezwa kwazo ngaphaya koko</li> <li>➢ Ukulungelelanisa kunye nokulawula indlela yeziphumo kunye nokuxhasa amasebe, amanye amacandelo karhulumente, amacandelo kunye neekomiti zekhabhinethi ukuchonga nokulungisa imiqobo ekuphumezeni iziphumo</li> <li>➢ Ukulawula nokugcina amaNyathelo aThathwayo kunye nokukhupha iingxelo zokusebenza kwiinkqubo zofezekiso lweenkonzo</li> <li>➢ Ukuqhuba uhlolo kunye nophando lomgaqo-nkqubo weNkqubo kaRhulumente yokuJonga nokuHlola okuBanzi.</li> </ul> |   |
| <b>ISISHWANKATHELO SECANDELO</b>  | <p>ULawulo lweCandelo ekuJongeni nasekuHloleni iziPhumo</p>  | <p>Linika ulawulo nenkxaso yecandelo.</p>   |
|   | <p>Inkxaso yeziPhumo</p>   | <p>Isebe liququzelela ucwangciso olunxulumene neziphumo ezili-14 eziye zabekwa phambili ngokuxhasa amaqela olungelelaniso ukukhupha izicwangciso ezisekelwe kwiziphumo okanye izivumelwano zokufezekisa kwisiphumo ngasinye.</p> <ul style="list-style-type: none"> <li>▪ Ukunceda uMongameli ukuba ahlole ukusebenza kwabaPhathiswa ngabanye ngokubhekisele kwizivumelwano zabo zokusebenza.</li> <li>▪ Ukuxhasa uMongameli kunye noSekela Mongameli kwi-Ofisi kaMongameli ngokucebisa ngomgaqo-nkqubo kuquka amanqakwana kwiziphakamiso zekhabhinethi; kunye nokubanika inkxaso yobuchwepheshe ngamaphulo abo esiqeba okujonga nokuhlola.</li> <li>▪ Ukuququzelela ukuphunyezwa kwenkqubo yeziphumo kuRhulumente wonke kune nokunika iinkonzo ze-ofisi yolawulo kwiKomiti yabaPhathiswa (Inter-Ministerial Committee) (IMC) ekuVuselelweni koluNtu lwezeMigodi olunoXinzelelo.</li> </ul> |
|   | <p>UkuThathwa kwamaNyathelo (Programme of Action) (PoA)</p>  | <p>Ukulawula nokugcina amaNyathelo aThathwayo kunye nokukhupha iingxelo zokusebenza kwiinkqubo zofezekiso lweenkonzo</p>  |
|   | <p>Uhlolo lokuSebenza kooRhulumente beNgingqi</p>  | <p>Ukuququzelela uphuhliso, ukuphunyezwa, ukuphunyezwa nokugcinwa kwesiXhobo soHlolo lokuSebenza ekulinganiseni ukusebenza kwinqanaba lesicwangciso kunye nelokusebenza kwawo onke amacandelo oomasipala.</p>   |
|   | <p>Uhlolo noPhando</p>   | <p>Iqhuba uhlolo kunye nophando lomgaqo-nkqubo weNkqubo kaRhulumente yokuJonga nokuHlola okuBanzi</p>   |

|  |  |  |
|--|--|--|
|  | IiNkqubo zoHlolo lweeMpembelelo zeNtlalo-Qoqosho | Ukuqinisekisa uhlolo lweempembelelo zentlalo-qoqosho zayo yomibini imithetho emitsha kunye nesele ikhona kwaye imimsielo iyaqhutywa ukuqinisekisa ukungqinelana ne-NDP kunye nokunciphisa umngcipheko weziphumo ebekungajoliswanga kuzo. |
|  | I-Operation Phakisa                              | Ukutshintsha izicwangciso zibe ziziphumo eziluzilima ngofezekiso oluyimpumelelo ngokuhlenganisa iilebhu ezihlenganisa kunye abo kusetyenzwa nabo abangundoqo ukuze kucwangciswe ngokubanzi   |
|  | Ukuvuselela uluntu lwemigodi olushukukexileyo    | Ukunika i-ofisi yolawulo kwiKomiti yabaPhathiswa kunye neQela loMsebenzi wobuChwepheshe ekuvuselelweni koluntu koluntu lwezemigodi olunoxinzelelo  |

**ICANDELO LESI-3: UKUJONGA NOKUHLOLA UKUSEBENZA KWEZIKO (INSTITUTIONAL PERFORMANCE MONITORING AND EVALUATION) (IPM&E)**

|                                  |   |
|----------------------------------|---|
| <b>INJONGO</b>                   | ICandelo likhuthaza izenzo kunye neenkqubo zilungileyo ze-M&E kurhulumente ngamahlolo okusebenza kunye nenkxaso, ukuhlolwa kunye nenkxaso yokufezekiswa kweenkonzo zokusebenza ngqo nabantu kunye nophuhliso lwezakhono kunye nokufunda kwe- M&E.   |
| <b>ISISHWANKATHELO SECANDELO</b> | ICandelo libandakanya uphuhliso, ukuphunyezwa nokugcinwa kweSixhobo soHlolo lokuSebenza koLawulo (Management Performance Assessment Tool) (MPAT); iiNkqubo eziHlola uNikezo lweeNkonzo kwabo baSebenza Ngqo nabaNtu (Frontline Service Delivery Monitoring Programmes) (FSDM); kunye noMgaqo-nkqubo we-M&E kunye neNkqubo yoPhuhliso lwezaKhono.  |
|                                  | <p>UHLolo neNkxaso yokuSebenza koLawulo</p> <ul style="list-style-type: none"> <li>▪ Injongo kukuphuhlisa, ukuphumeza nokugcina iSixhobo soHlolo lokuSebenza koLawulo (Management Performance Assessment Tool) (MPAT) ekulinganiseni ukusebenza kwinqanaba lesicwangciso kunye nelokusebenza kumasebe eSizwe kuye nakaMasipala.</li> <li>▪ Ukunika ulawulo nolungelelaniso kwisicwangciso samanyathelo e-FOSAD;</li> <li>▪ Ukujonga imiba yokuhlululwa emva kwexesha kunye nokungahlululwa kwee-invoyisi ezichanekileyo, ukunika iKhabhinethi iingxelo zekota ngokunjalo nengxelo eya kwiBhunga loLungelelaniso likaMongameli kumathuba athile.</li> </ul>  |
|                                  | <p>UkuHlola nokuXhasa ukuSebenza koFezekiso lweeNkonzo zokuSebenza Ngqo nabaNtu zikaMoangameli</p> <ul style="list-style-type: none"> <li>▪ Injongo kukulawula, ukulungelelanisa kunye nokugcina iinkqubo zokuhlola ukusebenza ngqo nabantu ezijoliswe ekuxhaseni umgangatho ophuculiweyo weenkonzo zokusebenza ngqo nabantu kwinkqubo yonke yacandelo likarhulumente</li> <li>▪ Ukuphuhlisa nokugcina iinkqubo ezisebenzayo zokuhlola kunye nokunika ingxelo kunye nezixhobo zolawulo lofezekiso lweenkonzo lweenkqubo zokuhlola ukusebenza ngqo nabantu zesizwe</li> <li>▪ Ukuqhuba kunye nokuququzelela izihlandlo zotyelelo zofezekiso lweenkonzo zokuhlola ukusebenza ngqo nabantu zephondo</li> <li>▪ UkuLawula umNxeba kaMongameli</li> <li>▪ Ukulawula inkqubo yokolula ubumi – intsebenziswano karhulumente yokuhlola ufezekiso lweenkonzo.</li> </ul> |
|                                  | <p>UCwangciso, ukuJonga nokuHlola (Planning, Monitoring and Evaluation) (PM&amp;E) UPhuhliso lwezaKhono noLawulo loLwazi</p> <ul style="list-style-type: none"> <li>▪ Likhokela uphuhliso lwezakhono lwe-PM&amp;E namaphulo olawulo lolwazi, kwaye liququzelela ukusetyenziswa ngcono kolwazi lwe-PM&amp;E kurhulumente uwonke</li> <li>▪ Liphuhlisa kwaye liphumeze amaphulo ophuhliso lwezakhono kumaziko karhulumente kwaye liququzelela intsebenziswano yezicwangciso kuluntu lwe-PM&amp;E</li> </ul>   |



- Liguquzelela iingxoxo-mpikiswano kwizenzo ze-PM&E kwaye liququzelela ukusetyenziswa ngcono kolwazi lwe-PM&E kurhulumente.

#### ICANDELO LESI-4: UYILO KUNYE NEKOMISHONI YESICWANGCISO SESIZWE SE-OFFISI YOLAWULO

|                                  |  |  |
|----------------------------------|--|--|
| <b>INJONGO</b>                   | Injongo yesebe kukuphuhlisa umbono wexesha elide welizwe kunye noyilo lwesicwangciso sesizwe kunye nokufaka isandla ngokubhekisele kwiziphumo ezingcono kurhulumente ngoyilo olungcono, izicwangciso ezingcono zexesha elide, ubumbano olukhulu kumgaqo-nkqubo kunye nokuxelwa ngokucacileyo kweenjongo kunye namaphupha exesha elide.   |  |
| <b>ISISHWANKATHELO SECANDELO</b> | Amaxanduva angundoqo esebe kukufaka kwiziko kunye nokolula ucwangciso kurhulumente ngokuququzelela uphuhliso lwezicwangciso zecandelo; ukuqinisekisa ukubambana phakathi kwezicwangciso, imigaqo-nkqubo nonikezo lweenkonzo kurhulumente wonke; ukuqinisekisa ukuba okuhamba phambili kwinqanaba eliphezulu kukhuliswa ngokwezicwangciso kuwo onke amacandelo kurhulumente, kunye nokubandakanya abantu ekusetyenziswana nabo ngemiba yenkqubo yesicwangciso ukuqinisekisa ukwenziwa kwezigqibo kunye nokuxhasa umsebenzi weKomishoni yoCwangciso yeSizwe. Isebe lizalisekisa amaxanduva eSebe njengomgcini womsebenzi wocwangciso kurhulumente. |  |
|                                  | IiNkonzo zoPhando neMgaqo-nkqubo   | Injongo yale nkqubo enganeno kukulawula nokuququzelela uphando lwekomishoni kunye neenkqubo zomgaqo-siseko kwimiba yophuhliso lwexesha elide, ngokunjalo nokunika inkxaso yobuchwepheshe kwiKomishoni yoCwangciso yeSizwe.   |
|                                  | I-Ofisi yoLawulo kunye neNkxaso yeKomishoni yoCwangciso yeSizwe  | Ibonelela ngolawulo lwenkqubo kunye neenkonzo zenkxaso yolawulo kwiKomishoni yoCwangciso yeSizwe kunye ne-Ofisi yoLawulo   |
|                                  | ULwazi lokuSebenza kukaRhulumente  | Ifaka isandla ngokubhekisele kwimpumelelo yotshintsho kunye ne-ajenda egciniweyo kurhulumente ngokuphunyezwa kweenkqubo-zikhokelo zexesha eliphakathi kunye nesicwangciso sonyaka kunye nokunika ingxelo. Imisebenzi iquka: <ul style="list-style-type: none"> <li>▪ Ukulawula nokuphatha ukuphunyezwa koyilo lwesicwangciso kunye nokusebenza konyaka kunye nokunika ingxelo okungekuko okwezimali kunye nohlolo olunxulumene neenkqubo kwinqanaba lephondo kunye nelesizwe</li> <li>▪ Ukulungelelanisa ukujongwa kwakhona kwamayilo ezicwangciso ngenjongo yokuphucula umgangatho wezicwangciso kunye nolungelelaniso lwazo ne-NDP, MTSF kunye nezinye izicwangciso</li> <li>▪ Ukulungelelanisa iingxoxo-mpikiswano zokusebenza namasebe esizwe angundoqo okunxulumene neziphumo.</li> </ul> |

#### ICANDELO LESI- 5: ICANDELO LE-ARHENTE YESIZWE YOPHUHLISO LOLUTSHA

|                                  |  |   |
|----------------------------------|--|---|
| <b>INJONGO</b>                   | Injongo yecandelo kukuphuhlisa kunye nokuphuneza umgaqo-nkqubo wolutsha kunye nokuphatha ukudluliselwa kwemali kwi-Arhente yeSizwe yoPhuhliso loluTsha   |   |
| <b>ISISHWANKATHELO SECANDELO</b> | Uxanduva olungundoqo lwecandelo kukuququzelela ukuqwalaselwa kwakhona komgaqo-nkqubo wolutsha kunye ngokungqinelaniswa kawo neenkqubo zikarhulumente ngenjongo yokulungisa ujoliso kunye nokuwkazi kwaso ukuphembelela ukuxhotyiswa kolutsha kwiinkqubo zikarhulumente |   |
|                                  | UPhuhliso loluTsha   | Injongo kukuphuhlisa nokujonga ukuphunyezwa komgaqo-nkqubo wolutsha |

**G. IINGXELO EZIGCINWE YI-DPME**

Le nxenye yomgaqo-nkqubo ithetha ngeziboneleleo zecandelo 14(1)(d) loMthetho we-PAIA, ochaza ukuba i-DPME kufuneka inike iinkcukacha zeengxelo ezikuyo ukuze kuphunyezwe izicelo zokufikelela kulwazi eziqokelelwe zaze zagcinwa li-DPME. Ezinye zezi ngxelo ziyafumaneka ngokuzenzekelayo ze ezinye zifune ukwenziwa ngaphambi kokuba zingenziwa zifumaneke.

(i) Iingxelo ezifumaneka ngokuzenzekelayo – icandelo 14(1)(e)

- Isicwangciso-qhinga
- Iingxelo zoNyaka
- UMgaqo-nkqubo uMisela uWiso-mthetho
- Izikhokelo zoMgaqo-nkqubo
- Iingxelo
- Iincwadi
- Isifundo zoPhando
- Iincwadi
- I-Template
- Izikhokelo
- Inkcukacha zoMsebenzi oqhulathwe kwiNkqubo
- Inkcukacha ezimalunga nezithuba ezipapashiwe
- Nayiphi na enye incwadi elungiselelwe ukubonwa luluntu.

Indlela yokuFikelela kwiiNgxelo zokuFumaneka ngokuZenzekelayo

ICandelo 15 loMthetho limisela ukuba i-DPME kufuneka ipapashe uluhlu lwamaxwebhu kwiGazethi kaRhulumente ukuba zifumaneka ngokuzenzekelayo kwisebe. Akuyomfuneko ukuba kugcwaliswe IFOMU A emiselweyo xa ufumana ilungelo lokufikelela kwiingxelo ezinjalo. Umenzi sicelo akalindelekanga ukuba ahlawule umrhumo, ngaphandle kokuba kwenziwe inani elikhulu leekopi. Zonke ii-ofisi zeDPME kufuneka linike ilungelo lokufikelela kwiingxelo ezifumaneka ngokuzenzekelayo. Iingxelo ezigcinwe kwiCandelo loLondolozo lweNkcukacha eziBalulekileyo loMzantsi Afrika ngoba ulondolozo luzakwenziwa lufumaneke ngokuhambelana nemithetho yokuhlola efanelekileyo:

- UMthetho i-Promotion of Access to Information Act (uMthetho Nomb. 2 ka-2000)
- UMthetho wokuKhuselwa koLwazi (uMthetho Nomb. 84 ka-1982);
- UMthetho weSizwe wokuLondolozwa kweNkcukacha namaXwebhu oMzantsi Afrika (i-National Archives and Records of South Africa Act (uMthetho Nomb. 42 ka-1996 – uMthetho i-NASA)

(ii) Ingxelo yoLawulo

| ICANDELO  | IMIBA & IINDIDI  | IYAFUMANEKA<br>NGOKUZENZEKELAYO | IYAFUMANEKA XA<br>UYICELA | IKHUSELWE |
|---|--|---------------------------------|---------------------------|-----------|
| I-Ofisi yeGosa eliyiNtloko<br>eliNika uLwazi (OCIC) | Ulawulo lwezimali  |                                 | ✓                         |           |
|   | Imimiselo kaNondyebo                                       | ✓                               |                           |           |
|   | Incawdi yenkqubo yezimali                                  | ✓                               |                           |           |
|   | Izikhokelo zeMTEF  | ✓                               |                           |           |
|   | Amaxwebhu ethenda  |                                 | ✓                         |           |
| ULawulo lwaBasebenzi                                | Imigaqo-nkqubo<br>eyahlukahlukeneyo                        | ✓                               |                           |           |
|   | Inkqubo-qhinga   | ✓                               |                           |           |
|   | Izikhokelo ezingokuqesha<br>nenkqubo yokukhetha<br>kwiDPME | ✓                               |                           |           |
|   | Isikhokelo sovavanyo<br>lomsebenzi                         | ✓                               |                           |           |
|   | Izakiwo zesebe   |                                 | ✓                         |           |
|   | Ukumiselwa kwabasebenzi                                    |                                 | ✓                         |           |
|   | lifayile zemali enikelwe<br>imfundo                        |                                 | ✓                         |           |
|   | Ukukhetha  |                                 |                           | ✓         |
|   | Inombo yomsebenzi Persal                                   |                                 |                           | ✓         |
|   | lifayile zenkcukacha<br>zabasebenzi                        |                                 |                           | ✓         |
|   | Izivumelwano zomsebenzi                                    |                                 |                           | ✓         |
|   | Iingxelo zovavanyo lomsebenzi                              |                                 |                           | ✓         |
|   | lifayile zekhefu   |                                 |                           | ✓         |
|   | lifayili zomvuzo   |                                 |                           | ✓         |
|   | lifayile yezaluleko  |                                 |                           | ✓         |
|   | Inqesho  |                                 |                           | ✓         |
|   | Isaziso Memoranda  |                                 |                           | ✓         |
| ICANDELO  | IMIBA & IINDIDI  | IYAFUMANEKA<br>NGOKUZENZEKELAYO | IFUMANEKA NGESICELO       | IKHUSELWE |
|   | lileta   |                                 |                           |           |
| Uphicotho-zincwadi<br>lwangaPhakathi                | Imigaqo-nkqubo nenkqubo<br>yencwadi                        | ✓                               |                           |           |
|   | Izakiwo namaxwebhu<br>esicwangciso                         | ✓                               |                           |           |

|                      |  |   |   |  |
|----------------------|--|---|---|--|
|                      | lingxelo zonyaka                                     | ✓ |   |  |
|                      | Imbalelwano nabaxhasi bangaphakathi nabangaphandle   |   | ✓ |  |
|                      | lingxelo zonyaka zophico-zincwadi                    |   | ✓ |  |
| Unxibelelwano        | INGxelo yoNyaka yeDPME                               | ✓ |   |  |
|                      | Ukukhutshwa kweengxelo                               | ✓ |   |  |
| ULawulo loMngcipheko | Isikhokelo solawulo lomngcipheko                     | ✓ |   |  |
|                      | Inkqubo-qhinga yolawulo loMngcipheko                 | ✓ |   |  |
|                      | Umgqaqo-nkqubo wolawulo lomngcipheko                 | ✓ |   |  |
|                      | Inkqubo-qhinga yokuthintela urhwaphilizo             | ✓ |   |  |
|                      | Ingxelo echasene nobuqhetseba nophando lorhwaphilizo |   | ✓ |  |

(iii) IiNkonzo zoLuntu ezingeNgqesho

| IMIBA NEENDIDI   | IYAFUMANEKA NGOKUZENZEKELAYO | IFUMANEKA NGESICELO | IKHUSELWE |
|--|------------------------------|---------------------|-----------|
| Imbalelwano nabaxhasi bangaphakathi                      |                              | ✓                   |           |
| Izivumelwano zeNqanaba leeNkonzo                         |                              | ✓                   |           |
| Inkcukacha zomsebenzi nemibandela yezabasebenzi          |                              | ✓                   |           |
| Amaxwebhu ezezimali kunye neengxelo                      |                              | ✓                   |           |
| Ijesta yolawulo lwe-asethi                               |                              | ✓                   |           |
| Izakhiwo namaxwebhu okucwancgisa                         |                              | ✓                   |           |
| Amaxwebhu eentengonamaxwebhu enkqubo yokuthenga          |                              | ✓                   |           |
| lingxelo zophuhliso lwabasebenzi                         |                              | ✓                   |           |
| Izicelo zemali yokufunda neengxelo zemfundo ephakamileyo |                              | ✓                   |           |
| Amaxwebhu okulawula abakhoyo emsebenzini                 |                              | ✓                   |           |
| Imibuzo nempendulo zophicotho-zincwadi                   |                              | ✓                   |           |
| Imibuzo neempendulo zasepalamente                        |                              | ✓                   |           |
| Iimpandulo nentuthuzelo –ngcebiso yeKhondo               |                              | ✓                   |           |

(iii) Ukupapashwa kwamaxwebhu eDPME

| IMIBA NEENDIDI            | IYAFUMANEKA NGOKUZENZEKELAYO | IFUMANEKA NGESICELO | IKHUSELWE |
|---------------------------|------------------------------|---------------------|-----------|
| Isikhokelo soMthetho      | ✓                            |                     |           |
| Izikhokelo zoMgaqo-nkqubo | ✓                            |                     |           |

|  |   |   |   |
|--|---|---|---|
| Izikhokelo neMigaqo  | ✓ |   |   |
| Izixhobo neeNcwadi   | ✓ |   |   |
| Iingxelo   | ✓ |   |   |
| Ukunikezwa okuqhelekileyo                                  | ✓ |   |   |
| Izalathisi zokuPhuhlisa 2007; 2009; 2010; 2011; nango-2012 |   | ✓ |   |
| IsiCwangciso-qhinga sowama-2010/11 – 2013/14               |   | ✓ |   |
| UkuLawulwa nokuVavanywa koMsebenzi                         |   | ✓ |   |
| Isaziso seKhabhinethi                                      |   |   | ✓ |
| Izivumelwano zo zokuGqitywa koMsebenzi                     |   |   | ✓ |
| Izivumelwano zikaMphathiswa zokweNziwa koMzebenzi          |   |   | ✓ |
| INgxelo yokuPhonononga iXesha eliPhakathi                  |   |   | ✓ |

## H. ISIKHOKELO SEKOMISHINI YAMALUNGELO ABANTU

Icandelo 10 loMthetho i-Promotion of Access to Information Act (PAIA), 2000 (uMthetho 2 ka 2000) libalula ukuba iKomishini yoMzantsi Afrika yamaLungelo Abantu (South African Human Rights Commission (SAHRC) kufuneka ithobele izikhokelo ezilula nezinokuqondwa lula zokuba isetyenziswa njani iPAIA. Isikhokelo siqulethe ulwazi olunjalo njengoko kunokufunwa ngumntu ofuna ukusebenzisa naliphi na ilungelo njengoko kulindelekile kuMthetho.

Imibuzo emalunga nesi sikhokelo ingabhekiswa kwi:

### **The South African Human Rights Commission**

PAIA Unit (The Research and Document Department)  
Private Bag X2700  
HOUGHTON  
2041

Umnxeba: +27 11 484 8300

Ifeksi: +27 11 484 1360

Iwebhusayithi: [www.sahrc.org.za](http://www.sahrc.org.za)

i-imeyile: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)



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**ISEBE LOCWANGCISO, UKUBEK’ESWENI NOVAVANYO**

**IFOMU A**

**ISICELO SOKUFIKELELA KWINGXELO YEQUMRHU LOLUNTU**

ICandelo 18(1) loMthetho iPromotion of Access to Information Act, 2000 (uMthetho 2 ka-2000) [iMimiselo 2]

**ILUNGISELELWE UKUSETYENZISWA LISEBE**

Inombolo yesimalathisi: \_\_\_\_\_

Ifunyenwe ngu: \_\_\_\_\_

Chaza igama nefani leGosa eliNika uLwazi/iGosa eliliSekela eliNika uLwazi

(umhla) \_\_\_\_\_ indawo) \_\_\_\_\_

Isicelo somrhumo (ukuba ukhona): R \_\_\_\_\_

Idiphozithi (ukuba ikhona): R \_\_\_\_\_

Umrhumo welungelo: R \_\_\_\_\_

Utyikityo leGosa eliNika uLwazi/iGosa eliliSekela eliNika uLwazi: \_\_\_\_\_

**Iinkcukacha zequmrhu loluntu**

**IGosa eliNika iuLwazi: Mnu. Tshediso Matona (Umlawuli Jikele)**

**okanye**

**IGosa eliliSekela eliNika uLwazi: Mnu. Stanley Ntakumba (Umlawuli Jikele)**

**Department of Planning, Monitoring and Evaluation**

**Private Bag X944**

**Pretoria**

**0001**

**South Africa**

**Inombolo yoMnxeba: +27 12 312 0202**

**Inombolo yeFeksi: +27 086 683 5677**

**[www.thepresidency-dpme.gov.za](http://www.thepresidency-dpme.gov.za)**

**B. IINKCUKACHA ZOMNTU OCELA UKUBA NELUNGELO KWINGXELO**

- a) *linkcukacha zomntu ocela ilungelo lokufikelela kwingxelo kufuneka abhalwe ngezantsi.*
- b) *Kufanelel kunikwe idilesi kunye/ okanye inombolo yefeksi eMzantsi Afrika apho kufanele zithunyelwe khona inkcukacha.*
- c) *Ubungqina besikhundla apho isicelo senziwe khona, ukuba kufabelekile, kufanele buqhotyoshelwe.*

Amagama apheleleyo nefani: \_\_\_\_\_

Inombolo yesazisi: \_\_\_\_\_

Idilesi yepos: \_\_\_\_\_

Inombolo yefeksi: \_\_\_\_\_

Inombolo yomnxeba: \_\_\_\_\_

Idilesi ye-imeyile: \_\_\_\_\_

Ukulungela oko xa besenziwa isicelo, xa besisenziwa egameni lomnye umntu \_\_\_\_\_

**C. IINKCUKACHA ZOMNTU ISICELO ESENIWA EGAMENI LAKHE**

*Eli candelo kufuneka ligcwaliswe KUPHELA ukuba isicelo senkcukacha senziwe egameni lomnye umntu*

Amagama apheleleyo nefani: \_\_\_\_\_

Inombolo yesazisi: \_\_\_\_\_

**D. IINKCUKACHA ZENGELO**

- a) *Nika iinkcukacha ezipheleleyo zerekhodi kwilungelo lokufikelela kwingxelo ecelwayo, kuquka inombolo yesalathisi ukuba uyakwazi oko, ukuvumela irekhodi ekhethiweyo.*
- b) *Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwenye ifoliyo (folio) ze uyiqhoboshele kule fom.*
- c) *Umenzi sicelo kufuneka atykitye zonke ii-foliyo (folios) ezongezelelekileyo.*

1. Ingcaciso yengxelo, okanye inxalenye enxulumene nerekhodi: \_\_\_\_\_

2. Inombolo yesalathisi, ukuba ikhona: \_\_\_\_\_

3. Naziphi na ezinye inkcukacha zerekhodi: \_\_\_\_\_

### E. IMIRHUMO

- a) *Isicelo selungelo lokufikela kwingxelo, ngaphandle kwenrekhodi eliqulethe inkcukacha ezingomntu, siza kuthathelwa ingqalelo kuphela emva kokuba kuhlawlwe umrhumo wesicelo .*
- b) *Uzokwaziswa ngemali efunekayo njengomrhumo wesicelo.*
- c) *Imirhumo enokuhlawulwa ngelungelo lokufikelela kwingxelo ixhomekeke kwindlela ilungelo lokufikelela efunwe ngayo nexesha elaneleyo elifunekayo lokuphanda, nokulungiselelwa kwerekhodi.*
- d) *Ukuba uselungelweni lokukhululwa ekuhlawuleni nawuphi na umrhumo, nceda uchaze izizathu zokukhululwa.*

Izizathu zokuvunyelwa ukuba uhlawule imirhumo: \_\_\_\_\_

### F. IFOMU YELUNGELO LOKUFIEKELA KWINGXELO

*Ukuba uthintelwa kukukhubazeka ukuze ukubeni ufunde, jonga okanye umamele irekhodi engendlela yokufikela elungiselelwe ukususela ku- 1ukuya ku- 4ngezantsi, chaza ukukhubzeka kwakho ze uchaze indlela ekufuneka ibe ngayo irekhodi.*

Phawula ngo-X kwibhokisi efanelekileyo.

Ukukhubazeka \_\_\_\_\_ Indlela ekufuneka ibe ngayo irekhodi \_\_\_\_\_

#### AMANQAKU:

- a) *Ukuthobelana nesicelo sakho sokufikelela ngendlela ebaluliweyo kungaxhomekeka kwindlela efumaneka ngayo irekhodi.*
- b) *Ukufikelela kwifomu eceliweyo kungangavunywa kwiimeko ezithile. Kwimeko enjalo uzokwaziswa ukuba ilungelo lizonikezelwa ngenye indlela.*
- c) *Umrhumo omele ukuhlawulwa ngokufikelela kwingxelo, ukuba ukhona, kuza kumiselwa ngendlela isicelo esicelwe ngayo.*

|   |  |  |
|---|--|--|
| 1. Ukuba ingxelo ingendlela bhaliweyo okanye eshicilelweyo:   |  |  |
| Ikopi yengxelo  | Ukuhlolwa kwengxelo  |  |
| 2. Ukuba ingxelo inemifanekiso ebonakalayo (ebandakanya iifoto, izilayidi (slides), iirekhodi zevido izinto ezirekhodiweyo, imifanekiso eyenziwe ngekhompyutha, imizobo, njl njl) |  |  |
| Jonga imifanekiso   | Ikopi yemifanekiso   | Ukukhutselwa kwemifanekiso                 |
| 3. Ukuba ingxelo inamagama abhaliweyo okanye inkcukacha ingakho ngendlela evakalayo   |  |  |
| Mamela kwifilimu yebhanyabhanya elinesandi (soundtrack)/ okanye kwikhasethi evakalayo (audio cassette)  | Uguqulo olushicilelweyo * ( olubhaliweyo okanye uxwebhu olushicilelweyo) |  |
| 4. Ukuba ingxelo igcinwe ekhompyutheni okanye kumatshini engendlela enokufundeka:   |  |  |
| Ikopi eshicilelweyo yengxelo  | Ikopi eshicilelweyo yencukacha evela kwingxelo                           | Ikopi yekhompyutha engendlela enokufundeka |



*Isaziso yokuba ingxelo ayifumaneki ngolwimi oluthandayo, ilungelo lokufikelela inganikwa ngolwimi elingayo ingxelo.*

Ukuba ucela ikopi okanye ukukhutshelwa kwengxelo (ngentla), ingaba ufuna ikopi yakho okanye ukhutshelo luposwe?

EWE

HAYI

5. Ungayithanda ibe ngaluphi ulwimi ingxelo?

### **G. ISAZISO SESIGQIBO MALUNGA NESICELO SELUNGELO**

Uzokwaziswa ukuba isicelo sakho samkelwe/ okanye asamkelwanga. Ukuba unqwenela ukwaziswa ngenye indlela, nceda uchaze loo ndlela ze unike iinkcukacha ukuze kuthotyelwane nesicelo sakho.

Ungathanda ukwazisa ngayiphi indlela ngesigqibo esimalunga nesicelo sokufikelela kwingxelo?

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Ityikitywe e \_\_\_\_\_ ngolusuku \_\_\_\_\_ luka \_\_\_\_\_ 20 \_\_\_\_\_

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**Utyikityo lomenzi sicelo/ okanye lomntu isicelo esenziwa egameni lakhe.**



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**IMIRHUMO EMISELWEYO MALUNGA NAMAQUMRHU OLUNTU**

1. Umrhumo wekopi yencwadi njengoko kulindeleke imimiselo 5(c) yi-R0.60 ngekopi nganye ekotshiweyo kwiphepha elingu-A4 okanye ngenxa yoko.
  
2. Imirhumo yokuveliswa kwakhona okubhekiselwa kuko kummiselo 7(1) ingolu hlobo lulandelayo:

|  | <b>R</b> |
|--|----------|
| (a) ngekopi nganye ekotshiweyo kwiphepha elibhulu obuyi- A4-okanye ngenxayoko.....   | 0.60     |
| (b) ngekopi nganye eshicilelweyo kwiphepha elingu-A4-okanye inxaleye yayo esekhomyutheni okanye kumatshini ikwindlela enokufundeka ..... | 0.40     |
| (c) yekopi esekhomyutheni engendlela enokufundeka  |          |
| (i) CD/DVD .....   | 40.00    |
| (d) (i) ukukhutshelwa kwemifanekiso ebonakalayo, kwiphepha elibukhulu obuyi-A4-okanye ngenxa yoko  | 22.00    |
| (ii) ngekopi yemifanekiso ebonakalayo .....  | 60.00    |
| (e) (i) ukukhutshelwa kwecwecwe elivakalayo, elinobngakanani obuyi- A4-okanye ngenxa yoko .....  | 12.00    |
| (ii) yekopi yecwecwe elivakalayo .....   | 17.00    |
  
3. Umrhumo wesicelo uhlawulwa nguye wonke umenzi sicelo, ngaphandle komenzi sicelo buqu, okubhekiselwa kuye kwimimiselo 7(2) ingu: ..... 35.00
  
- 4.1 Umrhumo welungeloohlawulwa ngumenzi sicelo okubhekiselwa kuye kummiselo 7(3) ikumi ngolu hlobo lulandelayo:

|  | <b>R</b> |
|--|----------|
| (a) ngekopi nganye ekhutshelweyo yephepha elibukhulu obuyi- A4-okanye inxalenye yoko.....  | 0.60     |
| (b) ngekopi nganye ekotshiweyo kwiphepha elibhulu obuyi- A4 okanye inxalenye yayo esekhomyutheni okanye kumatshini ikwindlela enokufundeka ..... | 0.40     |
| (c) ngekopi esekhomyutheni engendlela enokufundeka   |          |
| (i) I-CD/DVD .....   | 40.00    |
| (d) (i) ukukhutshelwa kwemifanekiso ebonakalayo, kwiphepha elibukhulu obuyi A4-okanye inxalenye yoko   | 22.00    |
| (ii) ngekopi yemifanekiso ebonakalayo.....   | 60.00    |
| (e) ukukhutshelwa kwecwecwe elivakalayo  |          |
| (i) ngephepha elibukhulu obuyi- A4-okanye inxalenye yoko .....   | 12.00    |
| (ii) yekopi yecwecwe elivakalayo .....   | 17.00    |
| (f) ukukhangela nokulungiselela ingxelo yokubhengeza .....   | 15.00    |
| Ngeyure nganye okanye inxalenye yeyure, ngaphandle kweyure yokuqala, efuneka kuphando nolungiselelo olunjalo                                     |          |
  
- 4.2 Ngeenjongo zeCandelo 22(2) loMthetho, okulandelayo kubhekiselela:
  - (a) iyure ezintandathu njengoko iyure ekufuneka zigqithwe ngaphambi kokuba kuhlawulwe idiphozithi.
  - (b) isiqingatha esinye somrhumo welungelo uhlawulwa ngumenzi sicelo njengediphozithi.
  
- 4.3 Eyona ntlawulo yokuthemela into ngeposi ihlawulwa xa ikopi yengxelo kufuneka iposelwe kumenzi sicelo

- 4.4 Umrhumo wesibheno uhlawulwa malunga nokufakwa kwesibheno sangaphakathi ngumenzi sicelo ngokumalunga nokwaliwa kwelungelo lesicelo njengoko kucingwa kwicandelo 75(3)(a) lomthetho 50.00

ISIHLOMELO 3



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## ISEBE LOCWANGCISO, UKUBEKESWENI NOVAVANYO

### IFOMU B

#### ISAZISO SESIBHENO SANGAPHAKATHI

ICandelo 75 loMthetho i-Promotion of Access to Information Act, 2000 (uMthetho 2 ka-2000)  
[UMmiselo 8]

#### A. Iinkcukacha zequmrhu loluntu:

IGosa eliNika uLwazi: Mnu. Tshediso Matona (UMlawuli Jikelele)

okanye

IGosa eliliSekela eliNika uLwazi: Mnu. Stanley Ntakumba (UMlawuli Jikelele)

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Private Bag X944  
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[www.thepresidency.gov.za](http://www.thepresidency.gov.za)

[paia@presidency-dpme.gov.za](mailto:paia@presidency-dpme.gov.za)

#### B. Iinkcukacha zomenzi sicelo/ okanye umntu wesithathu obandakanyekayo owenze isibheno sangaphakathi

- a) *Iinkcukacha zomntu owenza isibheno sangaphakathi kufuneka zibhalwe apha ngezantsi.*  
b) *Ubungqina besikhundlaxapho isibheno senziwe khona. Ukuba kufanelekile, kufuneka ziqhotyoshelwe.*  
c) *Ukuba umbheningumntu wesithathu, kwaye anganguye umntu obecele iinkcukacha ekuqaleni, iinkcukacha zomenzi sicelo kufuneka zibhalwe apha ngezantsi ku- C*

Igama elipheleleyo nefani: \_\_\_\_\_

Inombolo yesaziso: \_\_\_\_\_

Idilesi yeposi: \_\_\_\_\_

Inombolo yefeksi: \_\_\_\_\_

Inombolo yomnxeba: \_\_\_\_\_

Idilesi ye-imeyile: \_\_\_\_\_

Ukulungela oko xa bekusenziwa isicelo egameni lomnye umntu: \_\_\_\_\_

**C. Iinkcukacha zomenzi sicelo:**

*Eli candela kufuneka ligcwaliswe KUPHELA ukuba ukuntu wesithathu obandakanyekayo (ngaphandle komenzi sicelo) yenza isibheno sangaphakathi.*

Igama elipheleleyo nefani: \_\_\_\_\_

Inombolo yesaziso: \_\_\_\_\_

**D. Isigqibo esimalunga nokwenziwa kwezibheno zangaphakathi:**

| Phawula ngo-X isigqibo esimalunga nokwenziwa kwesibheno sangaphakathi kwibhokisi efanelekileyo |   |
|--|---|
|  | Ukungavunywa kwesicelo sokufikelela.  |
|  | Isigqibo esimalunga nomrhumo omiselwe ngokwecandelo 22 loMthetho.                                       |
|  | Isigqibo esimalunga nokwandiswa kwexesha lokujongana nesicelo ngokwemimiselo yecandelo 26(1) yoMthetho. |
|  | Isigqibo ngokwemimiselo yecandelo 29(3) yoMthetho wokwala ilungelo kwiform esicelwe ngumenzi sicelo.    |
|  | Isigqibo sokunika isicelo selungelo.  |

**E. Izizathu zesibheno:**

*Ukuba isithuba esinikiweyo asonelanga, nceda uqhubeke kwifoliyo (folio) eyahlukeneyo ze uyiqhoboshele kule fom. Kufuneka utyikitye zonke iifoliyo (folio) ezongezelelekileyo.*

Xela izizathu ezisekelwele kuzo isibheno sangaphakathi \_\_\_\_\_

Xela uchaze naziphi na iinkcukacha ezinxulumene nokwenziwa kwesigqibo \_\_\_\_\_

**F. Isaziso sesigqibo sesibheno:**

*Uzokwaziswa ngembalelwano ngesigqibo esingesibheno sakho sangaphakathi. Ukuba ungathanda ukwaziswa ngenye indlela, nceda uyichaze indlela ze unike neenkukacha ezifanelekileyo ukuze kuthotyelwane nesicelo sakho.*

Xela indlela: \_\_\_\_\_

Iinkcukacha zendlela: \_\_\_\_\_

Ityikitywe e \_\_\_\_\_ ngalo mhla ka \_\_\_\_\_ 20 \_\_\_\_\_

## Utyikityo lombheni

### ILUNGISELELWE UKUSETYENZISWA LISEBE:

#### INGXELO ESEMTHEHWENI YESIBHENO ESINGAPHAKATHI

Isibheno sifunyenwe ngo \_\_\_\_\_ (umhla)

ngu (isikhundla, igama nefani leGosa eliNika ulwazi/isigqibo seGosa eliliSekela eliNika ulwazi).

Isibheno esiphelekwa zizizathu ukulungiselela iGosa eliNika uLwazu/iGosa eliliSekela eliNika uLwazi, nalapho kufanelekileyo, iinkcukacha zayo namphi na umntu wesithathu obandakanyekayo kulowo okanye amaxwebhu abhekisela kuye, sifakwe liGosa eliNika uLwazi/iGosa eliliSekela eliNika uLwazi

**ISIPHUMO KWISIBHENO:** \_\_\_\_\_

#### ISIGQIBO SEGOSA ELINIKA ULWAZI/IGOSA ELILISEKELAEINIKA ULWAZI:

Iqinisekisiwe: \_\_\_\_\_

Isigqibo esitsha esibanjelweyo: \_\_\_\_\_

Isigqibo esitsha: \_\_\_\_\_

\_\_\_\_\_  
**ISIPHATHA MANDLA ESIFANELEKILEYO**

\_\_\_\_\_  
**UMHLA**

**IFUNYENWE LIGOSA ELINIKA ULWAZI/IGOSA ELILISEKELA ELINIKA ULWAZI KWISIPHATHA MANDLA ESIFANELEKILEYO (UMHLA):** \_\_\_\_\_