



UMQULU OMAYELANA NOKUDLULISELWA KOLWAZI

Inkomba Yomqulu	6
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Umgcini mqulu	Legal
Igunyazwe yi-	OPSCOM
Usuku lokuqala komqulu	1 kuNhlolanja 2024

**INCWADI YOKUCACISA NGOKUVUMELANA NESIGABA 14 SOM-
THETHO WOKUKHUTHAZA UKUTHOLAKALA KOLWAZI,
KA-2000**

ISINGENISO

ISigaba 32 soMthetho-sisekelo waseNingizimu Afrika siqinisekisa ilungelo lokutholakala kolwazi olugcinwe yizigungu zikahulumeni kanye nezizimele. Ngenxa yalokho, uMthetho Wokukhuthaza Ukutholakala Kolwazi (uMthetho) washaywa ukuze uqisenisekise ilungelo lokutholakala kolwazi ngokuchaza izindlela lolulwazi olungatholakala ngayo ezigungwini zikahulumeni kanye nezizimele.

Ngakolunye uhlangothi, uMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013 (i-POPIA), ufuna ukugcizelela ilungelo lemfiho ngokwesigaba 14 soMthetho-sisekelo, ikakhulukazi uma kuziwa olwazini lomuntu siqu. I-POPIA iqinisekisa ilungelo lawo wonke umuntu lobumfiho bolwazi nokuthi ulwazi lwabo siqu noma imininingwane isetshenziselwe injongo ekhethekile necacisiwe futhi lungadalulwa kubantu bangaphandle, ngaphandle kwemvume noma inhloso esemthethweni.

Ekulinganiseni isibopho selungelo lobumfiho nelungelo lokufinyelela ulwazi, kunemikhawulo eku-tholeni komphakathi lawo malungelo achazwe eSigabeni 36 no-14 soMthetho-sisekelo kanye nase-Sigabeni 33-45 soMthetho, kanye nalawo achazwe ku-POPIA. Ngenxa yalokho, uMthetho uchaza isisekelo sokwenqabela kwesigungu sikahulumeni noma esizimele ukufinyelelwa kolwazi, kanti i-POPIA ichaza izisekelo ulwazi lomuntu siqu olungaqoqwa ngazo, lusetshenziswe futhi/noma ludluliselwe kubantu bangaphandle.

ISigaba 10 soMthetho sithi i-South African Human Rights Commission (i-SAHRC) ayihlanganise futhi ishicilele umhlahlandlela ozosiza abantu ukuba bafinyelele olwazini okulotshiwe futhi lwagcinwa besebenzisa ilungelo labo lokuthola lolo lwazi. Lo mhlahlandlela, okufanele ubuyekezwe okungenani kanye njalo eminyakeni emibili, uhlinzeka abasebenzisi ngolwazi oludingekayo ukuze bafinyelele kulolu lwazi olugciniwe.

Ngaphezu kweSigaba 10 somhlahlandlela, uMthetho ugunyaza ukuthi izigungu zikahulumeni nezizimele zikhiqize incwadi yokucacisa enolwazi lokuthi amalungu omphakathi angawusebenzisa kanjani uMthetho wokufinyelela kulolu lwazi lwabo olugciniwe.

Ngokukhethekile, iSigaba 14 soMthetho sigunyaza ukuthi zonke izigungu zikahulumeni zishicilele lencwadi yokucacisa okungenani ngezilimi ezintathu ezisemthethweni ukuze zisize abafakizicelo ekucceleni ulwazi kuleso sigungu esithintekayo.

I-Independent Regulatory Board for Auditors (i-IRBA) yisigungu sikahulumeni, esisekwe ngokweSigaba 14 soMthetho, futhi siqongelele lencwadi yokucacisa ngokuvumelana naleso sigaba futhi njengendlela yokugqugquzela ukufinyelela komphakathi olwazini olugciniwe yilesi sikhungo.

Ngaphezu kokushiwo ngenhla, i-IRBA ithemba ukuthi, ngokuzibophezela kwayo kokushiwo uMthetho, izoba negalelo ekukhuthazeni ukuvezwa kwemininingwane, ukuziphendulela, nokuphatha ngokufanele emkhakheni kahulumeni.

A. IMINININGWANE NGOKUVUMELANA NESIGABA 14 SOMTHETHO

1. IMISEBENZI YE-IRBA [ISigaba 14(1)(a)]

I-IRBA iyisigungu esinegunya, elisekwe ngokuvumelana neSigaba 3 soMthetho Wemisebenzi Yokuhlolwa Kwamabhuku 26 ka-2005 (i-APA).

1.1 Imisebenzi jikelele

I-IRBA inesibopho sokwenza lokhu:

1.1.1 Ukuthatha izinyathelo zokukhuthaza ubuqotho bomsebenzi wokuhlolwa kwamabhuku, okuhlanganisa:

1.1.1.1 Ukuphenya ukuziphatha okusolwa ukuthi akufanele;

1.1.1.2 Ukuqula amacala okuqondiswa kwezigwegwe;

1.1.1.3 Ukunquma unswinyo lokuziphatha okungafanele; kanye

1.1.1.4 Nokwenza uphenyo.

1.1.2 Ukuthatha izinyathelo ecabanga ukuthi ziyadingeka ukuze kuvikelwe umphakathi ekusebenzeleneni kwawo nabahloli bamabhuku ababhalisiwe (ama-RA).

1.1.3 Ukushaya imithetho yokuziphatha kobuchwepheshe, imithetho yesimilo nokuziphatha kwabahloli bamabhuku ababhalisiwe.

1.1.4 Ukukhuthaza imfundo ngokuphathelene, nanoma iluphi udaba oluthinta umsebenzi wokuhlolwa kwamabhuku, kanye nocwaningo ngalolo daba.

1.1.5 Ukushaya imithetho yokuhlolwa kwamabhuku.

1.2 Imisebenzi ngokuphathelene nokugunyazwa kwezigungu zemisebenzi ekhokhelwayo yobungcweti

I-IRBA, ngaphansi kwe-APA:

1.2.1 Inquma izimfuneko eziyisisekelo zokugunyazwa kwezigungu zemisebenzi ekhokhelwayo yobungcweti, ngaphezu kwalezo ezihlinzekwe yi-APA;

1.2.2 Icabangela izicelo zokugunyazwa futhi inqume ukuthi ingabe iyazigunyaza yini noma cha lezo zicelo;

- 1.2.3 Inquma isikhathi sokusebenza kwesigunyazo;
- 1.2.4 Igcina irejista yezigungu zobuchwepheshe ezigunyaziwe; futhi
- 1.2.5 Inqamula ukugunyazwa kwezigungu zobuchwepheshe ngokuvumelana ne-APA.

1.3 **Imisebenzi ephathelene nokubhaliswa kwabahloli bamabhuku**

I-IRBA, ngaphansi kwe-APA:

- 1.3.1 Inquma izimfanelo eziyisisekelo, imithethonqubo yokufaneleka kanye nezimfuneko zokubhaliswa kwabahloli bamabhuku nabahloli bamabhuku abangase baqokwe, ngaphezu kwalezo ezichazwe yi-APA.
- 1.3.2 Icabangela futhi inqume nganoma iziphi izicelo zokubhaliswa zabahloli bamabhuku nabahloli bamabhuku abangase baqokwe.
- 1.3.3 Inquma isikhathi sokusebenza kokubhaliswa kwabahloli bamabhuku ababhalisiwe (ama-RA) kanye nabahloli bamabhuku abangase baqokwe (ama-RCA).
- 1.3.4 Igcina irejista yama-RA nama-RCA;
- 1.3.5 Iqinisekisa ukuthi irejista yama-RA nama-RCA ngaso sonke isikhathi esifanele iyatholakala ukuba ihlolwe yinoma iliphi ilungu lomphakathi.
- 1.3.6 Inqamula ukubhaliswa kwama-RA nama-RCA ngokuvumelana ne-APA.
- 1.3.7 Inquma izimfuneko eziyisisekelo zokuvuselela ukubhaliswa nokubhaliswa kabusha.

1.4 **Imisebenzi mayelana nezemfundo, ukuqeqeshwa nokuthuthukiswa kolwazi**

I-IRBA:

- 1.4.1 Ngokugcwele noma ngokwengxenye, iyaqaphela futhi/noma ihoxisa ukuqaphela kwakho izimfanelo zezemfundo noma izinhlelo noma imfundo eqhubekayo, ukuqeqeshwa, nezinhlelo zokuthuthukisa ochwepheshe emkhakheni wokuhlola kwamabhuku ezikhungo zezemfundo nezigungu zezobuchwepheshe ezigunyaziwe.
- 1.4.2 Iqaphela futhi/noma ihoxisa ukuqaphela noma isiphi isigungu sezobuchwepheshe esigunyaziwe ukuba senze noma ikuphi ukuhlola okufanele okucatshangelwa eSigabeni 37 se-APA nanoma ikuphi ukuhlola okunjalo.
- 1.4.3 Ibeka izimfuneko nemibandela ephathelene nohlobo nobubanzi bemfundo eqhubekayo, ukuqeqeshwa, nokuthuthukiswa kwezobuchwepheshe.
- 1.4.4 Ibeka izimfuneko zokuqeqeshwa, kuhlangukise, kodwa kungagcini nje, ngesikha-

thi sokuqeqeshwa kanye nohlobo lwezinkontileka zokuqeqeshwa.

1.4.5 Igunyaza futhi ibhalise izinkontileka zokuqeqeshwa okungenwa kuzo nabahloli bamabhuku ababhalisiwe abangase baqokwe.

1.4.6 Inquma izimfuneko zokufaneleka.

1.4.7 Ngokwemibandela noma ngaphandle kwayo, iqaphela noma ihoxise ukuqashelwa kwama-RA njengezikhulu zokuqeqesha.

1.5 Imisebenzi ephathelene nezinhlawulo nezinkokhiso

I-IRBA inquma:

1.5.1 Izinhlawulo zokugunyazwa, zokubhaliswa, zokuvuselela ukubhaliswa nezokubhaliswa kabusha.

1.5.2 izinhlawulo zaminyaka yonke.

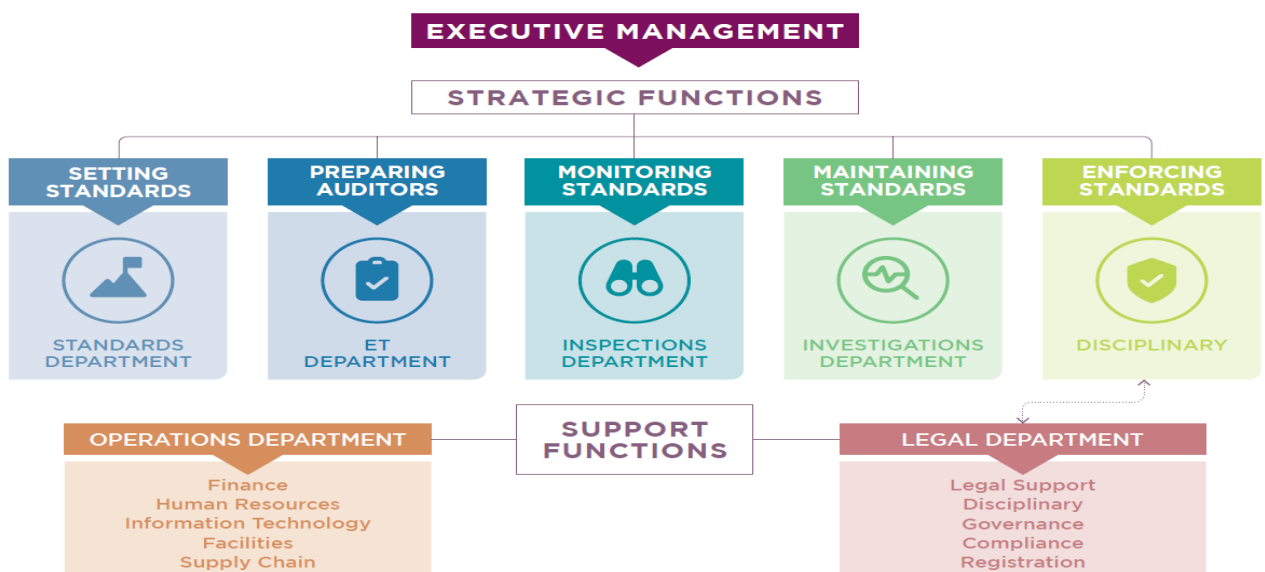
1.5.3 Usuku okufanele kukhokhwe ngalo noma iyiphi inhlawulo.

1.5.4 Isisekelo sezinhlawulo zesiqinisekiso okufanele zikhokhwe ngokuvumelana ne-APA.

1.5.5 Izinhlawulo okufanele zikhokhelwe noma imaphi amanye amasevisi ahlinzekwa yi-IRBA (kuhlanganise izinhlawulo zokuphathwa komsebenzi).

1.5.6 I-IRBA ingase inikeze ilungelo lokukhululwa ekukhokheni noma iziphi izinhlawulo okukhulunywa ngazo ngenhla.

2. UHLAKA LWE-IRBA [ISigaba 14(1)(a)]



3. IMININGWANE YOKUXHUMANA YEZIKHULU ZOLWAZI [ISigaba 14(1)(b)]

- 3.1 Umphathi Omkhulu we-IRBA uyiSikhulu Solwazi esikhethwe umlawuli, ngokuvumelana noMthetho.
- 3.2 Ngokuvumelana neSigaba 17, i-IRBA iqoke uMqondisi Wezomthetho njengePhini Lesikhulu Solwazi, elizonakekela izicelo zokufinyelela olwazini olugciniwe.
- 3.3 Uma ufisa ukwenza isicelo sokuthola ulwazi olugciniwe lwe-IRBA, isicelo sakho kufanele sithunyelwe kuPhini Lesikhulu Solwazi. Izikhalazo zingathunyelwa eSikhulwini Solwazi.

ISikhulu Solwazi

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IPhini LeSikhulu Solwazi

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- 3.4 Yonke imibuzo kanye/noma izicelo kufanele zenziwe ngezinsuku zomsebenzi kanye namahora omsebenzi.
- 3.5 Isikhulu Solwazi se-IRBA nePhindi Lesikhulu Solwazi banekheli elifanayo lomgwaqo neleposi.

Ikheli Lomgwaqo

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Iwebhusayithi: www.irba.co.za

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PO Box 8237

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4. UMHLAHLANDLELA NGOKUVUMELANA NESIGABA 10 SOMTHETHO [ISigaba 14(1)(c)]

- 4.1 Umhlahlandlela oqukethe ulwazi oluzokusiza ukuba uqonde indlela yokusebenzisa amalungelo akho ngaphansi kwe-PAIA (“uMhlahlandlela”) uyatholakala ngazo zonke izilimi ezisemthethweni zaseNingizimu Afrika. Lo Mhlahlandlela njengamanje uyatholakala ku-sayithi elandelayo:

https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf

- 4.2 Uma unanoma imiphi imibuzo, noma udinga ikhophi yoMhlahlandlela, sicela uxhumane no-

Mlawuli Wolwazi ngokuqondile kuleli kheli:

Umlawuli Wezolwazi (eNingizimu Afrika)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

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5. IZINQUBO ZOKUCELA UKUFINYELELA ULWAZI/AMAREKHODI [ISigaba 14(1)(d)]

- 5.1 Noma imuphi umuntu, ongokwemvelo noma isigungu esinegunya, angenza isicelo ngaphansi koMthetho sokufinyelela ulwazi.
- 5.2 Umfakisicelo angenza isicelo egameni lakhe noma egameni lanoma imuphi omunye umuntu.
- 5.3 Umfakisicelo kufanele asebenzise ifomu elifunekayo, elinamathiselwe lapha ngaphansi kwe-Ngxenye C futhi elibhalwe ukuthi **Ifomu 2**, ukuze enze isicelo sokufinyelela ulwazi.
- 5.4 Isicelo kufanele sibandakanye ulwazi olulandelayo oluyisisekelo:

ULWAZI OLUFUNEKAYO	INCAZELO
Imininingwane yomfakisicelo	Ulwazi olwanele ngomfakisicelo ukuze kuqinisekwe ukuthi umfakisicelo waziwa kalula. Lolu lwazi kufanele lufake imininingwane yokuxhumana yomfakisicelo, okuwukuthi <i>ikheli leposi, ikheli le-imeyili, inombolo yefeksi kanye/noma inombolo yocingo.</i>
Imininingwane yolwazi olugciniwe elicelwayo	Ulwazi olwanele mayelana nolwazi olugciniwe ukuze kube lula ngangokunokwenzeka ukulithola.
Indlela yokutholakala kolwazi olugciniwe	Incazelo yohlobo noma yendlela ulwazi olugciniwe okufanele lihlinzekwe noma lenziwe litholakale ngayo.
Indlela yokwazisa umfakisicelo ngokutholakala kolwazi	Indlela umfakisicelo afisa ukuba atshelwe ngayo ngesinqumo se-IRBA ngokuphathelene nesicelo.

Ukukhetha ulimi	Ulimi umfakisicelo afisa ukuthola ngalo ulwazi olugciniwe alucelile ¹ .
Isikhundla somuntu ogunyaziwe owenza isicelo	Uma kwenziwa isicelo egameni lomunye umuntu, ubufakazi besikhundla okwenziwa kuso isicelo kanye/noma igunya lokwenza lesicelo.

- 5.5 Abafakisicelo abangakwazi ukufunda noma ukubhala bangenza izicelo zomlomo kuPhini LeSikhulu Solwazi, ozogcwalisa Ifomu 2 egameni lomfakisicelo.
- 5.6 Isicelo kufanele sithunyelwe kuPhini LeSikhulu Solwazi, esineminingwane yokuxhumana eshiwo esigabeni 3 ngenhla.
- 5.7 Isicelo singalethwa ngesandla, sithunyelwe ngeposi, ngefeksi noma nge-imeyili.
- 5.8 Izicelo zocingo nomna ezingekho emthethweni zizokwamukelwa kuphela uma ziphathelene nolwazi olugciniwe oluchazwe esigabeni 7 ngezansi.
- 5.9 Ulwazi olukulelo fomu kufanele luhlinzekwe ngendlela egculisa iPhini LeSikhulu Solwazi noma iSikhulu Solwazi, uma kungenjalo, isicelo sizobambezeleka kuze kube yilapho lolwazi selugcwalisiwe.
- 5.10 Umfakisicelo kulindeleke ukuthi akhokhe inhlawulo echazwe ngaphansi kweSigaba B, ngokuphathelene nesicelo solwazi olugciniwe.
- 5.11 Yize kunenhlawulo yesicelo ekhokhwa ngokuvumelana nesigaba 5.10 ngenhla, umfakisicelo, uma evunyelwa ukuthola ulwazi olugciniwe eliceliwe, kungase kudingeke ukuthi akhokhe ezinye izinhlawulo ezichazwe eSigabeni B sokukhiqizwa, ukucingwa nokulungiselelwa kolwazi olugciniwe noma kwamaphepha aphaathelene nolwazi olugciniwe eliceliwe.
- 5.12 IPhini LeSikhulu Solwazi lizokwazisa umfakisicelo ukuba akhokhe inhlawulo enqunyiwe (uma ikhona) ngaphambi kokuba kucutshungulwe isicelo kabanzi.
- 5.13 IPhini LeSikhulu Solwazi lizotshela umfakisicelo ngesinqumo se-IRBA zingakapheli izinsuku ezingama-30 ngemuva kokuthola isicelo, okuyisikhathi esingase sinwetshwe, uma umfakisicelo esetsheliwe, ngezinye izinsuku ezingeqi kwezingama-30.
- 5.14 Isikhathi iPhini LeSikhulu Solwazi okufanele lazise ngaso umfakisicelo ngesinqumo esingase sinwetshwe ngale ndlela, ngaphezu kwesikhathi esibekiwe esigabeni 5.13 ngenhla, futhi kungase kudingeke anikeze umuntu wangaphandle ithuba lokwethula ubufakazi kuPhini LeSikhulu Solwazi lapho ulwazi olugciniwe elicelwayo liphathelene nolwazi

¹ Yize kungaba khona ulimi oluncanyelwayo olubonisiwe, i-IRBA izokhipha ulwazi olugciniwe ngolimi oluceliwe kuphela, uma ulwazi olugciniwe lutholakala ngalolo limi.

olugciniwe lalowo muntu wangaphandle.

- 5.15 Izikhathi ezichazwe eMthethweni ngeke ziqale kuze kube yilapho iPhini LeSikhulu Solwazi noma iSikhulu Solwazi sesanelisekile ukuthi lonke ulwazi olufanele lunikezwe i-IRBA ngumfakisicelo.
- 5.16 Yize kunesicelo sokuthola noma yiluphi ulwazi olugciniwe olushiwo esigabeni 6 ngezansi, ukufinyelela olwazini olugciniwe oluceliwe, nanoma iyiphi ingxenye yalo, kungase kwenqatshelwe ngesisekelo esibekiwe eMthethweni.

6. IZIHLOKO ZOLWAZI OLUGCINWE YI-IRBA KANYE NEZIGABA ZOLWAZI OLUGCINWE [ISigaba 14(1)(d)]

I-IRBA igcine ulwazi olugciniwe alandelayo:

6.1 Awabaphathi

IZIHLOKO	IZIGABA ZOLWAZI
IBhodi Nemihlangano YeBhodi	Imininingwane yamalungu eBhodi.
	Amaphuzu emihlangano namaqoqo emihlangano.
	Amarejista abakhona.
	Izinqumo.
	Amaminithi emihlangano nezincwadi zamaminithi.
	Imibono etholiwe.
	Izincwadi, amamemorandamu, imibiko.
	Uhlu lwemithetho yokuziphatha olusayinwe amaLungu EBhodi.
	Isifungo sezinzuzo esisayinwe amaLungu EBhodi.
IKomidi Lokuhlola Amabhuku Nezincuphe (i-ARMCO) Nemihlangano Ye-ARMCO	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.
	Amarejista abakhona.
	Izinqumo.
	Amaminithi emihlangano yekomidi nezincwadi zamaminithi.
	Imibono etholiwe.
	Izincwadi, amamemorandamu, imibiko.
Ikomidi Lezokusebenza (i-	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.

OPSCOM) Nemihlangano Ye-OPSCOM	Amarejista abakhona.
	Izinqumo.
	Amaminithi emihlangano yekomidi nezincwadi zamaminithi.
	Imibono etholiwe.
	Izincwadi, amamemorandamu, imibiko.
Izincwadi Zezindaba	Incwadi Yezindaba Ye-IRBA.
Iwebhusayithi	Ukucinga kwamalungu – indlela yokucinga ama-RA nezinkampani ezibhalisiwe zokuhlola amabhuku.
	Ezomthetho – i-APA, imithetho yokuqondiswa kwezigwegwe, imithetho ephathelene nokuziphatha okungafanele, Inqubomgomo mayelana Nokuhoxiswa Kwamacala Okuqondiswa Kwezigwegwe.
	Uphenyo – indlela yokufaka isikhalazo
	Ukubhalisa – indlela yokubhalisa njenge-RA nanjengenkampani, kuhlanganise amafomu esicelo, indlela yokufaka isicelo sokuqashelwa njengomphathi wezezintela, indlela yokushintsha isimo sesiqinisekiso.
	Imfundo Nezinguquko – ulwazi olujwayelekile lwenqubo yokuba yi-RA nendlela yokubhalisa njenge-RCA, kubandakanye imininingwane yokuhlaziya nemithetho.
	Ukuhlola – imininingwane ngezici ezihlukahlukene zokuhlola, kuhlanganise izindaba zokuphatha, ezokuxhumana neMibiko Yokuhlola Kahulumeni.
	Izimemezelo Zokuhlolwa Kwamabhuku – Isimo neZimemezelo Zokuhlolwa Kwamabhuku. Inqubomgomo Yenqubo Efanele ye-CFAS, ezinye izimemezelo zokuhlolwa kwamabhuku, amadrafti okudalulwa, izinsuku zemihlangano, imibiko yezomthetho enezithombe, imibiko yezindaba namasu, imihlahlandlela yemboni ekhethekile, izixwayiso zomsebenzi nolwazi lweZinkomba Zeqophelo Lokuhlolwa Kwamabhuku.
	Imithetho Mayelana Nokuziphatha Okungafanele noHlu Lwemithetho Yokuziphatha Yobuchwepheshe Yabahloli Bamabhuku Ababhalisiwe (Eyabuyekwezwa ngo-2014) nemibiko yezindaba.
	Umthetho Wesikhathi Sokuhlolwa Kwamabhuku, kubandakanye

	imibiko yezindaba.
	Umthetho Oyisibopho Wokushintshashintsha Izinkampani Zokuhlolwa Kwamabhuku, kubandakanye imibiko yezindaba.
	Izinkinga Ezitholiwe Ezibikwayo – Umhlahlandlela Wezinkinga Ezitholiwe Ezibikwayo (2006), izincwadi eziyisiboniselo nemibiko yezindaba.
	Izindaba – izinto ezihlukahlukene ezivusa intshisekelo, kubandakanye imibiko yezindaba namakhophi e-elektronikhi eZindaba Ze-IRBA.
	Imininingwane yokuxhumana nabaqondisi.
	Izimfuneko zemfundo eqhubekayo, ukuqeqeshwa nokuthuthukiswa kwezobuchwepheshe – Inqubomgomo ka-2014 ye-Continued Professional Development (CPD) kanye neNqubomgomo entsha ye-CPD.
	Ikhasi lewebhu le-Audit Development Programme (i-ADP), eliqukethe ulwazi olulandelayo: <ul style="list-style-type: none"> • Inqubo yokuba i-RA; • Inqubo ye-ADP; • Imininingwane yokuhlaziya; kanye • Namafomu esicelo.
	Incwadi yokucacisa Yemodeli Yokugunyazwa kwezigungu zobuchwepheshe.
	Imininingwane yezigungu zobuchwepheshe ezigunyaziwe.
	Ifomu lesicelo nokugunyazwa kwezigungu zobuchwepheshe.
	Umthetho we-POPI – <ul style="list-style-type: none"> • UMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013 • Imithetho ephathelene noKuvikelwa Kolwazi Lomuntu Siqu • Izaziso Zokucubungula: Isaziso Sokucubungula SoNobhala BeBhodi; Isaziso Sokucubungula Se-HR; Isaziso Sokucubungula Sabasebenzi Nezokukhangisa; Isaziso Sokucubungula Sabahloli Bamabhuku Nezigungu Zobuchwepheshe; Isaziso Sokucubungula Ezokuphepha • Izivumelwano Zika-opharetha • Amafomu Abanikazi Bolwazi
Incwadi yokucacisa	I-APA

Ye-elektroniki Yolwazi Lwabahloli Bamabhuku Aba- bhalisiwe Ekhiswa yi-IRBA	Izinguquko zeModeli Yokugunyazwa nezimfuneko zokugunyazwa.
	I-ADP
	Imithetho yokuqondiswa kwezigwegwe.
	Inqubomomo mayelana Nokuhlehliswa Kwamacela Okuqondiswa Kwezigwegwe.
	Imithetho Mayelana Nokuziphatha Okungafanele.
	Uhlu LweMithetho Yokuziphatha Kochwepheshe.
	Ukuhlola.
	Imithetho yokuhlolwa kwamabhuku, imithetho yabahloli bamabhuku nezinkinga ezitholiwe ezibikwayo.
	Umhlahlandlela wegunya lokusayina, izimiso zokwetha nezincwadi zokusetshenziswa.
	Imibiko ejwayelekile.
Imibiko Yaminyaka Yonke	Amalungu eBhodi nolwazi lwabaPhathi.
	Umyalezo ovela kuNgqongqoshe Wezezimali.
	Isandulela sikaSihlalo WeBhodi.
	Amazwibela oMphathi Omkhulu.
	Amazwibela amasu.
	Uhlaka lwenhlangano.
	Izibalo – ama-RA, abaphathi bezimali abasaqeqeshwa.
	Umbiko kasihlalo wekomidi lezomthetho.
	Izitatimende zezimali ezihloliwe zaminyaka yonke.
Izimali ze-IRBA	Izabelozimali.
	Ulwazi olugciniwe lokuphathwa kwezimali.
	Ama-akhawunti abaphathi.
	Irejista yezimpahla ezingathutheki.
	Imininingwane ye-akhawunti yasebhangwe.
Ukutholakala Kwezinsiza/Kwezisetshenziswa	Amadokhumenti amabhidi.
	Izicelo zekhotheshini nezimpendulo zakhona.
	Amarejista okuvula amabhidi.
	Amaminithi emihlangano ehlukehlukehene yeKomidi Lamabhidi.
	Izincwadi eziya kwababhidile abangaphumelelanga.

	Izincwadi zokuklonyeliswa zezinkontileka ezihlukahlukene.
Ukuphatha	Amapholisi omshwalense.
	Izinqubomgomo zenhlangano.
	Izivumelwano zokuqasha.
	Isimo sezintela ze-IRBA nezimbuyiselo.
	Imininingwane yabaphakeli bezivumelwano zabahlinzeki bezinsizakalo ezihlukahlukene nezivumelwano zelayisense.
Umtapo Wolwazi Nengobolwazi	Imiqulu ehlanganisiwe yamaphephabhuku ahlukahlukene obuchwepheshe.
	Amafayela aqukethe ulwazi lwezomthetho olungase lube nomthelela ku-IRBA noma umsebenzi.
	Amafayela okusebenza athatelene nezichibiyelo ze-APA, uhlu Lwemithetho Yokuziphatha Kochwepheshe kanye ne-Mithetho Yokuqondiswa Kwezigwegwe.
	Izithombe ezihlukahlukene zabantu nezindawo ezihlobene nomlando we-IRBA.
	Umqulu ofingqiwe womlando we-IRBA, owashicilelwa kugujwa iminyaka engama-50 ye-PAAB.
Izindaba Zabasebenzi	Imininingwane yomuntu siqu yamalungu ezisebenzi ewonke, amaholo nemihlomulo ayikhokhelwayo, izicelo zenkokhelo yezokuthutha, iphrofayela yokuqondiswa kwezigwegwe.
	Imithetho yesikhwama sempesheni.

6.2 Uphenyo

Izikhhalazo	Izikhhalazo ngezinsolo zokuziphatha okungafanele kwabahloli bamabhuku ababhalisiwe namaphepha obufakazi.
	Ukuxhumana phakathi kwe-IRBA nabafaki bezikhhalazo.
Uphenyo	Ukuxhumana phakathi kwe-IRBA nama-RA.
	Amaphepha athatelene nophenyo.
	Amaphepha ezindaba zangaphakathi.
	Izinhlu zamacala.

	Ukufakwa konswinyo ngezinhlawulo zezimali.
	Ama-invoyisi aya kuma-RA ezinhlawulo zezimali.
Ikomidi Lophenyo	Izincwadi zokuqokwa kwamalungu ekomidi.
	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.
	Amarejista abakhona.
	Amaminithi emihlangano yamakomidi.
	Izinqumo ezenziwe.
	Uhlu lwemithetho yokuziphatha olusayinwe amalungu eKomidi Lophenyo.
	Isifungo sezinzuzo esisayinwe amalungu eKomidi Lophenyo.
IKomidi Lokugcinwa Komthetho	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano
	Amarejista abakhona.
	Amaminithi emihlangano yamakomidi.
	Izinqumo ezenziwe.

6.3 Irejista/Amacala Okuqondiswa Kwezigwegwe/Izinkinga Ezitholiwe Nezomthetho

ISIHLOKO	IZIGABA ZOLWAZI
Izinkampani Ezibhalisiwe	Abahloli bamabhuku ababhalisiwe abaxhumene nezinkampani.
	Izicelo zokubhaliswa kwezinkampani ezintsha namagatsha.
	Imininingwane yokuxhumana.
	Ukuxhumana ngokubhalelana.
	Izinombolo zomsebenzi.
	Amarejista nezitifiketi zamasheya.
	Ama-COR39.
	Ukuhlukaniswa kwenkampani ngokobuhlanga, ubukhulu nesimo sesiqinisekiso.
	Amagatsha ezinkampani.
	Izifundo Zomsebenzi Wesiqinisekiso.
	Ukushintshwa kwamagama ezinkampani.

	Ulwazi lwezibalo.
Ama-RA Azimele	Izinkampani eziqashe ama-RA futhi/noma abangozakwabo kuzo.
	Imininingwane yokuxhumana.
	Izinombolo zokubhaliswa.
	Izicelo zokubhaliswa nokuchitshiyelwa kwesimo sesiqinisekiso.
	Ukuxhumana ngokubhalelana.
	Isimo sesiqinisekiso.
	Izinzuzo zaminyaka yonke.
	Isicelo sokubekwa kwe-RA yinkampani yangaphandle.
	Ubudala, uhlanga, ubulili nolwazi lokuqinisekisa.
	Ukushintsha isibongo.
	Ulwazi lwezibalo.
Izinqubo Zokuqondiswa Kwezigwegwe	Izinhlu zamacala.
	Ukuvuma/ukuphila icala.
	Isaziso sokuqulwa kwamacala.
	Imiqulu yobufakazi.
	Ukubhalelana phakathi kwezinhlangothi ezithintekayo.
	Ukubhalelana kwangaphakathi.
	Ukudalulwa kwamalungu eKomidi Lokuqondiswa Kwezigwegwe.
	Amarejista abakhona ekuqulweni kwecala.
	Imiphumela yokuqulwa kwamacala.
	Imibhalo yokuthethwa kwamacala.
	Izincwadi zamaminithi.
	Ikomidi Lokuqondisa Izigwegwe
Imininingwane yamalungu ekomidi.	
Amaphuzu emihlangano (ngaphandle kokuqulwa kwamacala).	
Amaminithi emihlangano yekomidi ngaphandle kokuqulwa kwamacala.	
Uhlu lwemithetho yokuziphatha olusayinwe amalungu eKomidi Lokuqondisa Izigwegwe.	
Isifungo sezinzuzo esisayinwe amalungu eKomidi Lokuqondisa Izigwegwe.	

Ukukhohlisa Ngegunya	Imininingwane yabantu okusolwa ukuthi bakhohlisa ngegunya noma abake bakhohlisa ngegunya ukuze baqokwe njengama-RA okungqubuzana neSigaba 41 se-APA, kanye nezincwadi namaphepha aphantselane nalokho.
Izinkinga Ezitholiwe Ezibikwayo	Imininingwane yazo zonke izinkinga ezitholiwe ezibikelwa i-IRBA ama-RA ngokuvumelana neSigaba 45 se-APA kanye nokubhalelana okuphantselane nazo.
	Uhlu lwababambiqhaza.
	Ukuxhumana nababambiqhaza.
Amacala Asenkantolo <i>[amacala avulwe noma avulelwe i-IRBA]</i>	Amaphepha asenkantolo nezinqubo.
	Ukubhalelana kwangaphakathi nokwangaphandle.
	Imiqulu/ulwazi olugciniwe oluwubufakazi.
	Izinqumo zenkantolo kanye/noma imiyalelo.
Ezomthetho	Imibono ehlukene yezomthetho namaphepha ocwaningo.
Abakweletayo	Imemorandamu Yemiyalelo.
	Ama-invoyisi nezitatimende.
	Ukubhalelana kwangaphakathi nokwangaphandle.

6.4 Imfundo, Ukuqeqeshwa Nokuthuthukiswa Kwezobuchwepheshe

ISIHLOKO	IZIGABA ZOLWAZI
I-ADP	Ulwazi lomhlahlandlela womsebenzi wokuthi ungaba kanjani yi-RA.
	Amafomu esicelo sokubhalisa ku-ADP.
	Umhlahlandlela we-ADP.
	Uhlaka Lobuchule lwe-ADP.
	Abahloli bamabhuku ababhaliselwe ukuqokwa.
	Abahloli bamabhuku ababhalisiwe abengamele.
	Imininingwane yokuxhumana.
	Izinkampani ezinabahloli bamabhuku ababhaliselwe ukuqokwa abagcwalisa i-ADP.
	Izincwadi ezifanele ezibhalelwe abahloli bamabhuku ababhaliselwe ukuqokwa.

	Izicelo zokubhaliswa.
	Ukuqinisekiswa kokuqedwa.
	Imibiko yezinyanga eziyisithupha namaPhothifoliyo Obufakazi (ama-PoE).
	Ukuhlaziywa kwama-PoE amaphaneli.
	Imibiko yezinkampani yokwengamela.
	Ulwazi lomhlahlandlela womsebenzi wokuthi ungaba kanjani yi-RA.
	Amafomu esicelo sokubhalisa ku-ADP.
Ukuhlolwa Komsebenzi Kahulumeni	Imiphumela yabaqokiwe (ukuphasa/ukufeyila).
Ukugunyazwa	Imodeli Yokugunyaza, kubandakanye Uhlaka Lobuchule Bomsebenzi.
	Imininingwane yesigungu sobuchwepheshe esigunyaziwe.
	Ifomu lesicelo sokugunyazwa.
	Zizicelo zokugunyazwa nobufakazi bokwengamela kwezigungu zobuchwepheshe.
	Ukubhalelana okufanele nezigungu zobuchwepheshe.
Ukuthuthukiswa Kobuchwepheshe e Okuqhubekayo	Inqubomgomo ye-CPD (izinqubomgomo zango-2014 nango-2020, ngokwahlukana).
	Umhlahlandlela weNqubomgomo Ye-CPD yango-2020.
	Izincwadi ezifanele ezibhalelwe ama-RA aqokelwe ukwengamela i-CPD.
Ukuqeqesha	Imininingwane yabantu abaqedela, noma asebeqede, izinkontileka zabo zokuqeqeshwa.
Amakhono Abucayi	Izincwadi ezifanele ezibhalelwe abantu bangaphandle mayelana nokuqinisekisa kwabo inhloso yokufundela ukuba i-RA, ngezinjongo zokufaka izicelo zevisa.
Ikomidi Lezemfundo Namakomidi Awumxhantela	Izincwadi zokuqokwa kwamalungu ekomidi.
	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.
	Amarejista abakhona.
	Izinqumo ezenziwe.

	Amaminithi emihlangano yekomidi namakomidi awumxhantela.
	Uhlu lwemithetho yokuziphatha olusayinwe amalungu eKomidi Lezemfundo Namakomidi Awumxhantela.
	Isifungo sezinzuzo esisayinwe amalungu eKomidi Lezemfundo Namakomidi Awumxhantela.

6.5 Ukuhlola

ISIHLOKO	IZIGABA ZOLWAZI
Ama-RA Azimele Nezinkampani	Izinsuku zokuhlola.
	Amafayela okuhlola.
	Imibiko yokuhlola.
	Ulwazi Lwezingcuphe/Lobuchule Bezebhizinisi.
	Ulwazi lwezinyathelo zokulungisa isimo.
Izithangami Zemithetho Yokuhlola Nokuhlolwa Kwamabhuku	Amapheshana namaslayidi.
Ikomidi Lokuhlola	Izincwadi zokuqokwa kwamalungu ekomidi.
	Imininingwane yamalungu ekomidi.
	Amaphuzu namaqoqo emihlangano.
	Amarejista abakhona.
	Izinqumo ezenziwe.
	Amaminithi emihlangano yamakomidi.
	Uhlu lwemithetho yokuziphatha olusayinwe amalungu eKomidi Lokuhlola.
	Isifungo sezinzuzo esisayinwe amalungu eKomidi Lokuhlola.

6.6 Imithethonqubo

ISIHLOKO	IZIGABA ZOLWAZI
Izimemezelo Zokuhlolwa	Isimo Negunya Lezimemezelo neNqubomgomo Yenqubo Efanele.

Kwamabhuku Ezikhishiwe	Ikomidi Lamasu Emithethonqubo Yokuhlolwa Kwamabhuku nobulungu.
	I-IAASB Handbook of International Quality Control, Ukuhlolwa Kwamabhuku, Ukubuyekeza, Ezinye Iziqinisekiso, Nezinsizakalo Ezihlobene Izimemezelo – iMiqulu I, II no-III.
	I-South African Standards on Assurance Engagements.
	Izitatimende Zokuhlolwa Kwamabhuku Nezinqubo Zokuqinisekisa zaseNingizimu Afrika.
	Imihlahlandlela.
	Izixwayiso Zezinqubo Zokuhlolwa Kwamabhuku Abasebenzi.
	Imibiko enezithombe yomhloli wamabhuku neziqinisekiso.
	Imibiko yezindaba.
	Amadrafti okudalula akhishelwe izimvo nezincwadi zezimvo ezamukelwe.
Izimemezelo Zezesimilo Ezikhishiwe	Imithetho Mayelana Nokuziphatha Okungafanele.
	Uhlu lwe-IRBA LweMithetho Yokuziphatha Kochwepheshe Kwabahloli Bamabhuku Ababhalisiwe.
	Ikomidi lobulungu leZesimilo Sabahloli Bamabhuku.
	I-IESBA Handbook of the International Code of Ethics for Professional Accountants.
	Imibiko yezindaba.
	Amadrafti okudalula akhishelwe izimvo nezincwadi zezimvo ezamukelwe.
Izinkinga Ezitholiwe Ezibikwayo	Umhlahlandlela Wezinkinga Ezitholiwe Ezibikwayo.
	Izibonelelo zezincwadi.
Ikomidi Lemithethonqubo Yokuhlolwa Kwamabhuku (i-CFAS) kanye neKomidi Lezesimilo	Izincwadi zokuqokwa kwamalungu ekomidi.
	Imininingwane yamalungu ekomidi.
	Amaphuzu emihlangano namaqoqo emihlangano.
	Amarejista abakhona.
	Izinqumo ezenziwe.
	Amaminithi emihlangano yamakomidi.

Labahloli Bamabhuku (i-CFAE)	
	Uhlu Lwemithetho Yokuziphatha olusayinwe amalungu e-CFAS ne-CFAE.
	Isifungo sezinzuzo esisayinwe amalungu e-CFAS ne-CFAE.

6.7 Okunye

ISIHLOKO	IZIGABA ZOLWAZI
Ulwazi olugciniwe oluhlukahlukene Olusetshenziswa Ngokuvumelana Nezimfuneko Zomthetho	Umthetho Womsebenzi Wokuhlolwa Kwamabhuku 26 ka-2005, ochitshiyelwe.
	UMthetho Wokuphathwa Kwezimali Zomphakathi 1 ka-1999
	Umthetho Wokulingana Emsebenzini 55 ka-2005, ochitshiyelwe.
	UMthetho Wezimo Zomsebenzi Eziyisisekelo 75 ka-1997, ochitshiyelwe.
	UMthetho Wokuthukiswa Kwamakhono 97 ka-2005, ochitshiyelwe.
	UMthetho Wesikhwama Somshwalense Wokuswela Umsebenzi 63 ka-2001, ochitshiyelwe.
	UMthetho Weminikelo Yomshwalense Wokuswela Umsebenzi, No. 4 ka-2002, ochitshiyelwe.
	UMthetho Wezempilo Nokuphepha Emsebenzini 85 ka-1993, ochitshiyelwe.
	UMthetho Wokufukulwa Kabanzi KwabaNsundu Kwezomnotho 53 ka-2003, ochitshiyelwe.

6.8 Ulwazi Oluphatelene Ne-POPIA

Ngokwe-POPIA i-IRBA kufanele ihlinzeke Abanikazi Bolwazi² ngencazelo yolwazi lomuntu siqu esilucubungulayo, ukuthi kungani lucutshungulwa, nokuthi obani okungabelwana nabo ngalolu lwazi, futhi imininingwane ichazwe ngezansi:

6.8.1 Ulwazi lomuntu siqu olucutshungulwa yi-IRBA

Uhlobo lolwazi lomuntu siqu olucutshungulwa yi-IRBA luzoncika ekutheni iyini inhloso yokugongelelwa kwalo.

I-IRBA izodalula kubanikazi bolwazi ukuthi kungani ulwazi lomuntu siqu luqongelelwa futhi izocubungula ulwazi lomuntu siqu ngaleyo nhloso kuphela, okwenziwa ngaphansi kwezaziso ezikhethekile neziningiliziwe zokucubungula ezitholakala kuwebhusayithi ye-IRBA.

Ngezansi kunohlu lolwazi lomuntu siqu olucutshungulwa yi-IRBA, kuhlanganise nezigaba zabanikazi bolwazi abangabanikazi balo. Ulwazi oluhlinzekwe ngaphansi kwalesi sigaba lukhuluma ngezigaba ezibanzi zolwazi kodwa aluhlanganisi konke.

Abantu abangokwemvelo	Amagama; imininingwane yokuxhumana; amakheli omgwaqo naweposi; usuku lokuzalwa; inombolo ye-ID; ulwazi oluhlobene nentela; ubuzwe; ubulili; izincwadi ezibhaliwe eziyimfihlo.
Abantu/izigungu ezisemthethweni	Amagama abantu okuxhunyanwa nabo; amagama ezigungu zomthetho; amakheli omgwaqo naweposi kanye nemininingwane yokuxhumana; ulwazi lwezezimali; izinombolo zokubhaliswa; amadokhumenti okwesekwa; ulwazi oluhlobene nentela; abasayinayo abagunyaziwe; imininingwane ephathelene nokuphathwa nobunikazi bezigungu
Abantu/izigungu zangaphandle	Amagama; imininingwane yokuxhumana; amakheli omgwaqo naweposi, nawolwazi lwezezimali; usuku lokuzalwa; izinombolo zamaphasipothi; ulwazi oluhlobene nentela; ubuzwe; ubulili; izincwadi eziyimfihlo; izinombolo zokubhaliswa; amadokhumenti okwesekwa; ulwazi oluhlobene nentela; abasayinayo abagunyaziwe, imininingwane ephathelene nokuphathwa nobunikazi bezigungu

² Umuntu noma isigungu esingokomthetho esiwumnikazi yolwazi lomuntu siqu.

Ama-RA	Abantu abangokwemvelo; amagama; imininingwane yokuxhumana; amakheli omgwaqo naweposi; usuku lokuzalwa; inombolo ye-ID; ulwazi oluhlobene nentela; ubuzwe; ubulili; izincwadi ezibhaliwe eziyimfihlo, umlando wokusebenza, iziqu, ukuziphatha kobugebengu kanye/noma amarekhodi obugebengu
Izinkampani Ezihlola Amabhuku	Abantu/izigungu ezisemthethweni: amagama abantu okuxhunya nabo; amagama ezigungu zomthetho; amakheli omgwaqo naweposi kanye nemininingwane yokuxhumana; ulwazi lwezezimali; inombolo yokubhaliswa; amadokhumenti okwesekwa; ulwazi oluhlobene nentela; abasayinayo abagunyaziwe; imininingwane ephathelene nokuphathwa nobunikazi bezigungu
Amalungu Ebhodi, Izikhulu Eziphethe, amalungu eKomidi, Abasebenzi nabanye abathintekayo	Amagama, imininingwane yokuxhumana; amakheli omgwaqo naweposi; usuku lokuzalwa; inombolo ye-ID, ubulili, ukukhulwa; isimo somshado; uhlanga, ubudala, ulimi, ulwazi lwezemfundo; ulwazi lwezezimali, umlando wokusebenza; izihlobo zegazi; amagama ezingane, ubulili, ubudala, ikheli lomgwaqo neleposi; imibono, ukuziphatha kobugebengu kanye/noma ulwazi olugciniwe obugebengu; inhlalakahle; izinto zezentengiso zangaphandle onentshisekelo kuzo; ulwazi lwezokwelapha
Abasebenzisi bokugcina bewebhusayithi / Abasebenzi si bokugcina bohlelo	Amagama, ulwazi lwesibonakaliso lwama-elekthronikhi: Ikheli le-IP; ulwazi lokungena, amakhukhi, ulwazi lwendawo lwama-elekthronikhi; imininingwane kamakhalekhukhwini, ulwazi lwe-GPG

6.8.2 Ukwabelana ngolwazi lomuntu siqu

I-IRBA ingase ihlinzeke ulwazi lomuntu siqu kubantu abalandelayo abangase babe abamukeli, okuwuhlu olungaphelele:

- a) Ibhodi le-IRBA Namakomidi;
- b) Abaphathi be-IRBA;
- c) Abasebenzi be-IRBA;
- d) O-opharetha be-IRBA;
- e) ababambiqhaza be-IRBA;
- f) Iziphathimandla Ezinegunya ze-IRBA;
- g) Abashayi bomthetho nezigungu zikahulumeni; kanye
- h) Nabanye abamukeli bangaphandle

6.8.3 Ukushintshanisa izinto phakathi kwamazwe

I-IRBA ingase idalule ulwazi lomuntu siqu elucubungulayo kunoma iziphi izigungu zayo zebhizinisi nabahlinzeki bezinsizakalo bangaphandle kwaseNingizimu Afrika, eyenza nabo ibhizinisi noma enezinsizakalo noma imikhiqizo ekhetha ukuyisebenzisa, kuhlanganise nezinsizakalo ze-cloude ezinakekelwa emagunyeni amazwe ngamazwe.

Ulwazi lomuntu siqu lungase ludalulwe nalapho i-IRBA inesibopho somthetho noma ilungelo lomthetho lokwenza kanjalo.

Kulesi simo, i-IRBA ingase izame ukungena ezivumelwaneni ezibhaliwe ukuqinisekisa ukuthi ezinye izinhlangothi zithobela i-POPIA kanye nezimfuneko ze-IRBA zobumfihlo.

6.8.4 Incazelo ejwayelekile yezinyathelo zokuvikeleka kolwazi

I-IRBA isebenzisa izinyathelo ezifanele, ezinengqondo zobuchwepheshe nezinhlangano ukunqanda ukulahlekelwa, ukulimala, noma ukucekelwa phansi ngokungagunyaziwe kolwazi lomuntu siqu kanye nokutholakala okungemthetho noma ukucubungula ulwazi lomuntu siqu. Lezi zinyathelo zibandakanya:

- a) Ama-firewall;
- b) Isofthiwe yokuvikela emagciwaneni namaphrothokholi ezibuyekezo;

- c) Ukulawula ukutholakala ngokuthuthwa nangokoqobo;
- d) Ukusethwa okuvikelekile kwehadiwe nesofthiwe eyakha ulwazi lwe-IRBA lwengqalasizinda sobuchwepheshe; kanye

Abahlinzeki bezinsizakalo abaqashiwe abanenkontileka yokufaka izilawuli zokuvikeleka kanye/noma ukuhlinzeka izindawo ezivikelekile zokugcina ulwazi olugciniwe.

6.8.5 Izicelo

Abanikazi Bolwazi banelungelo:

- a) lokucela ukulungiswa, ukusula noma ukushabalalisa ulwazi lwabo lomuntu siqu, efomini elinqunyiwe, okuyifomu elifakiwe lapha ngaphansi kweNgxenye D futhi elibhalwe ukuthi Ifomu 2.
- b) lokwenqabela ukucutshungulwa kolwazi lwabo siqu kusetshenziswa ifomu elinqunyiwe, elifakwe lapha ngaphansi kweNgxenye D futhi elibhalwe ukuthi Ifomu 2.

Noma yisiphi isicelo sokufinyelela ulwazi lomuntu siqu ngokwemibandela ye-POPIA, kufanele sivumelane nemibandela ebhalwe ngaphansi kwaleManuwali ye-PAIA. (Bheka isigaba 5 ngenhla)

7. UKUDALULA NGOKUZENZEKELAYO NGOKUVUMELANA NESIGABA 15 SOMTHETHO

Izigaba ezilandelayo zolwazi zitholakala ngokuzenzekelayo e-IRBA, ngaphandle kokuthi umuntu afake isicelo esisemthethweni sokuzithola ngokuvumelana noMthetho.

7.1 Abaphathi

Ulwazi	Izindleko
Incwadi yokucacisa Yolwazi (isifanekiso sobuchwepheshe)	Mahhala
Izindaba ze-IRBA	Mahhala
Imibiko Yaminyaka Yonke neMibiko Ehlanganisiwe	Mahhala

7.2 Ezomthetho

Ulwazi	Izindleko
Amarejista obulungu (okuthathwe)	Mahhala
Irejist yezinkampani (okuthathwe)	Mahhala
Izincwadi zokuqinisekisa ukubhaliswa	Mahhala
Umhlahlandlela Wezinkinga Ezitholiwe Ezibikwayo neziboniselo zezincwadi	Mahhala

7.3 Ezemfundo Nokuqeqeshwa

Ulwazi	Izindleko
Imodeli Yokugunyazwa	Mahhala
Umhlahlandlela Wabaqokelwe i-ADP nenqubo yomsebenzi wama-RA	Mahhala
Uhlaka Lobuchule Bomsebenzi	Mahhala
Inqubomgomo ye-CPD noMhlahlandlela wokusetshenziswa kwe-Nqubomgomo ye-CPD	Mahhala

7.4 Imithethonqubo

Ulwazi	Izindleko
Izimemezelo zokuhlolwa kwamabhuku namadrafti okudalula	Mahhala
Izimemezelo zezesimilo namadrafti okudalula	Mahhala

7.5 Ukuhlola

Ulwazi	Izindleko
Umbiko Wokuhlola Komphakathi	Mahhala
Amasu Omjikelezo Wokuhlola nenqubo	Mahhala
Umbiko weZinkomba Zekhwalthi Yokuhlolwa Kwamabhuku (i-AQI)	Mahhala

8. INCAZELO YEZINSIZAKALO EZITHOLAKALELA AMALUNGU OMPHAKATHI NENDLELA YOKUZIFINYELELA [ISigaba 14(1)(f)]

Izinsizakalo ezilandelayo ziyatholakala emphakathini zivela ku-IRBA:

UMNYANGO	INSIZAKALO	INDLELA YOKUTHOLA INSIZAKALO
8.1 Ezabaphathi	Usio lwamalungu omphakathi lokuthi angazithola kanjani izinto ezihlukahlukene ezishicilelwe ze- <i>Bhodi (okuwukuthi, uMbiko Waminyaka Yonke, uMbiko Ohlangansiwe, Izindaba ze-IRBA).</i>	Izicelo zingathunyelwa ngenchwadi; noma ungaya ehhovisi ngokuqondile noma uzithole kuwebhusayithi ye-IRBA.
8.2 Ezomthetho	Usizo olunikezwa amalungu omphakathi anemibuzo ejwayelekile ngokuphathelene nesimo sokubhaliswa kwama-RA nezinkampani zama-RA.	Imibuzo ingabuzwa ngomlomo mathupha noma ngocingo. Uma kungenjalo, imibuzo ingathunyelwa ngokubhala noma ulwazi lungafinyelelwa kuwebhusayithi ye-IRBA.
	Ukusingathwa kwezikhhalazo zokuziphatha okungafanele kwama-RA.	Amacala okuqondiswa kwezigwegwe avulekele umphakathi. Izinsuku zamacala ahleliwe zingatholakala kuwebhusayithi ye-IRBA.
	Izikhhalazo zokukhohlisa ngegunya	Noma iyiphi i-RA, inkampani, ilungu lomphakathi, inhlango ethile, ngokubhala, ingafaka isikhhalazo uma ikholwa ukuthi noma ubani ongabhaliswanga njengomhloli wamabhuku ukhohlisa ngegunya ngaleyo ndlela
	Usizo olunikezwa amalungu omphakathi anemibuzo ejwayelekile mayelana nezinkinga ezitholiwe ezibikwayo.	Imibuzo ingabuzwa ngomlomo mathupha noma ngokubhala i-imeyili.

<p>8.3 Uphenyo</p>	<p>Usizo olunikezwa ama-lungu omphakathi ane-mibuzo ejwayelekile ngokuphathelene nokuziphatha kwe-RA.</p>	<p>Imibuzo ingabuzwa ngocingo noma ngokubhala i-imeyili.</p>
	<p>Ukuphenywa kwezikhalazo zokuziphatha okungafanele kwama-RA.</p>	<p>Noma iliphi ilungu lomphakathi, noma inhlango ingafaka isikhalazo nge-RA, uma ikholwa ukuthi i-RA inecala lokuziphatha okungafanele. Lokhu kufanele kwenziwe nge-afidavithi engeyona ikhophi. Izikhalazo zibe sezithunyelwa futhi zethulwe eKomidini Lophenyo, elidingida futhi lincome imiphumela eKomidini Lokugcinwa Komthetho. IKomidi Lokugcinwa Komthetho lenza izinqumo eziwujuqu ngemiphumela bese lizidlulisela kubantu abathintekayo.</p>
<p>8.4 Imfundo, Ukuqeqeshwa Nokuthuthuki- swa Kwezobu- chwepheshe</p>	<p>Usizo olunikezwa ama-lungu omphakathi ane-mibuzo ejwayelekile ngokuphathelene nemfundo, ukuqeqeshwa nezimfuneko zokuhlaziyelwa ukubhaliswa njenge-RCA noma i-RA.</p>	<p>Imibuzo ingathunyelwa ngocingo, ngokubhala, noma ngokungena kuwebhusayithi ye-IRBA.</p>
	<p>Ukuqinisekiswa kwenhloso yokufunda nokubhalisa njenge-RA ngezinjongo zokufaka isicelo sevisa (kwabangezona izakhamuzi).</p>	<p>Izicelo zingenziwa ngokubhala kuphela abantu abangezona izakhamuzi abahlose ukusebenza njengama-RA ukuze baqinisekise isigaba sohlelo abasiqedile kanye nezimfuneko ezisele ukuze babhalise njengama-RA, ngenhloso yokufaka izicelo zabo zevisa.</p>
<p>8.5 Imithethonqubo</p>	<p>Ukukhishwa Kwezimemezelo Zokuhlolwa Kwamabhuku.</p>	<p>Imibuzo ingathunyelwa ngocingo, nge-aphoyintimenti, ngokubhala, noma ngokungena kuwebhusayithi ye-IRBA.</p>

	<p>Usizo olunikezwa amalungu omphakathi anemibuzo ejwayelekile ngokuphathelene nemithe-thonqubo yokuhlolwa kwamabhuku, izimiso zokuhlolwa kwamabhuku (imibuzo mayelana noHlu Lwemithetho Yokuziphatha Kochwepheshe).</p>	<p>Imibuzo ingathunyelwa ngocingo, nge-aphoyintimenti, ngokubhala, noma ngokungena kuwebhusayithi ye-IRBA.</p>
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9. UKUBAMBA IQHAZA EKWAKHIWENI KWENQUBOMGOMO/UKUSEBENZISA IGUNYA/UKWENZA IMISEBENZI [ISigaba 14(1)(g)]

- 9.1 I-IRBA, ngosizo lwamakomidi afanele, yamukela, ithuthukise, ikhiphe futhi igunyaze izimemezelo zokuhlolwa kwamabhuku ezihlanganisa imithethonqubo yobuchule bomsebenzi, imithetho ephathelene nokuziphatha okungafanele kanye noHlu LweMithetho Yokuziphatha Kochwepheshe yabahloli bamabhuku ababhalisiwe. I-IRBA nayo igunyaza Imithetho.
- 9.2 Ngaphambi kokugunyazwa kwezimemezelo ezingenhla kanye/noma Imithetho, i-IRBA ishicilela amadokhumenti ahlongoziwe ukuze abantu abanentshisekelo kanye/noma abathintekayo baveze uvo lwabo. Ngale nqubo yokushicilela abantu abanentshisekelo bangenza imibiko noma babambe iqhaza noma babe nethonya ekwakhiweni kwenqubomgomo, ukusetshenziswa kwegunya le-IRBA noma ukwenza kwe-IRBA imisebenzi yayo.

10. INCAZELO NGEZIXAZULULO EZITHOLAKALAYO NGOKUVUMELANA NOMTHETHO NOMA UKWEHLULEKA UKUTHATHA ISINYATHELO KWE-IRBA [ISigaba 14(1)(h)]

- 10.1 Umfakisicelo angafaka isikhalazo sangaphakathi eSikhulwini Solwazi se-IRBA, lapho kwenziwe khona noma iziphi izinqumo ezilandelayo yiPhini LeSikhulu Solwazi:
- 10.1.1 Isinqumo sokungavumeli ukutholakala kwolwazi olugciniwe;
- 10.1.2 Isinqumo sokunweba isikhathi ukuze kusingathwe isicelo;
- 10.1.3 Inhlawulo ekhokhwayo;
- 10.1.4 Ukwenqaba ukunikeza umfakisicelo noma iyiphi ingxenye yolwazi olugciniwe efunwayo; kanye/noma
- 10.1.5 Ukwenqaba ukuvumela ukufinyelelwa okuceliwe kwolwazi olugciniwe ngefomethi eceliwe.
- 10.2 Izinqubo ezilandelayo zizosetshenziswa ezikhalazweni:
- 10.2.1 Umfakisicelo kufanele agcwalise ifomu elifanele lesikhalazo Ifomu 4, elifakwe lapha eNgxenyeni C, zingakapheli izinsuku ezingama-60 ethole isinqumo afuna ukufaka isikhalazo ngazo.
- 10.2.2 Ngemuva kokugcwalisa ifomu, umfakisicelo kufanele alithumele eSikhulwini Solwazi.
- 10.2.3 Umfakisicelo angacela ukuba aziswe ngomphumela wesikhalazo nganoma iyiphi enye indlela ngaphandle kwempundulo ebhaliwe, ngokwesibonelo, ngocingo.

10.2.4 Umuntu ofaka isikhalazo kufanele ahlinzeke neminingwane yokuxhumana naye.

10.2.5 ISikhulu Solwazi sizophendula isikhalazo zingakapheli izinsuku eziyi-10 zomsebenzi; futhi uma isikhalazo sihlulekile, izizathu zizonikezwa ngokuvumelana noMthetho.

10.3 Uma kwenzeka isikhalazo sangaphakathi sihluleka, noma isinqumo esichazwe ku-10.1 senziwe yiSikhulu Solwazi, umfakisiselo angafaka isikhalazo kuMlawuli Wolwazi, okuyothi-ke kulandelwe inqubo elandelayo:

10.3.1 Isikhalazo kufanele senziwe kusetshenziswa ifomu eligunyaziwe lokufaka isikhalazo, elifakwe lapha ngaphansi kweNgxenye C njengeFomu 5; futhi

10.3.2 Umfakisiselo kufanele afake isikhalazo ngokuqondile kuMlawuli Wolwazi, zingakapheli izinsuku eziyi-180 amukele isinqumo seSikhulu Solwazi.

11. OLUNYE ULWAZI OLUCHAZIWE NGOKUVUMELANA NOMTHETHO [Isigaba 14(1) (i)]

Okwamanje alukho ulwazi olutholakalayo oluvela kuNgqongqoshe Wezobulungiswa Nokuthuthukiswa KoMthetho-sisekelo, ngokuvumelana neSigaba 92 soMthetho, okufanele ludalulwe ngezansi.

12. UKUBUYEKEZWA KWENCWADI YOKUCACISA [Isigaba 14(2)]

I-IRBA izobuyekeza futhi ishicilele le Manuwali uma kudingeka, kodwa okungenani kanye ngonyaka.

13. UKUTHOLAKALA KWENCWADI YOKUCACISA [Isigaba 14(3)]

13.1 Le Manuwali itholakala ngezilimi ezintathu ezisemthethweni, okuwukuthi, isiNgisi, isiBhunu nesiZulu.

13.2 Le manuwali iyatholakala kuwebhusayithi ye-IRBA nasemahhovisi e-IRBA.

14. UKUKHULULWA KUNOMA IMUPHI UMBANDELA WESIGABA 14 SOMTHETHO [Isigaba 14(5)]

I-IRBA ayikakhululwa nguNgqongqoshe Wezobulungiswa Nokuthuthukiswa KoMthetho-sisekelo ekuthobeleni noma imiphi imibandela yeSigaba 14 soMthetho ngezizathu zokuphepha, zokuphatha noma zezimali.

15. INDLELA YOKUKHOKHA

15.1 Zonke izinkokhelo kufanele zenziwe ngamadiphozi ku-akhawunti yasebange ye-IRBA. Imininingwane yasebange izonikezwa uma kwenziwa isicelo.

15.2 Asikho isicelo esizocutshungulwa uma inhlawulo efunekayo, lapho kufanele khona, isikho-khiwe (Isigaba 22(1)).

B. IZINKOKHELO EZIBEKIWE ZOLWAZI OLUGCINIWE YISIGUNGU SIKAHULUMENI, NJE-NGOBA KUSHIWO EZIMISWENI ZOMTHETHO ZAMANJE

Izinkokhelo okufanele zikhokhwe ukuze kutholwe ulwazi olugciniwe ngokweSimiso 8 seZimiso ze-PAIA zango-2021, yilezi ezilandelayo:

Incazelo	Inani
Inkokhelo yesicelo ekhokhwa yibo bonke abafakisicelo	R100.00
Ikhophi yekhasi elingu-A4	R1.50 ikhasi ngalinye noma ingxenye yalo.
Ikhophi ephrintiwe yekhasi elingu-A4	R1.50 ikhasi ngalinye noma ingxenye yalo.
Ikhophi efundeka ngekhompuyutha ku-: (i) I-flash drive (elethwa umfakisicelo)	R40.00
Umbhalo wezithombe ekhasini ngalinye elingu-A4	Le nsizakalo yenziwa ngaphandle. Iyoncika kukhotheshini yomhlinzeki wensizakalo.
Ikhophi yezithombe	
Umbhalo womsindo oqoshiwe, ikhasi ngalinye elingu-A4	R24.00
Ikhophi yomsindo oqoshiwe ku-: (i) I-flash drive (elethwa umfakisicelo)	R40.00
Ukufuna nokulungiselela ulwazi olugciniwe elizodalulwa ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ukuze kwenziwa lokhu kucinga nokulungiselela.	R100.00
Ngeke kweqe isamba sezindleko esingu-	R300.00

Idiphozi: Uma ukufuna kungaphezu kwamahora ayi-6	Ingxenye yesithathu yenani lesicelo ngasinye elibalwe ngokuvumelana nezinto 2 kuya ku-8
Imali yeposi, yenkampani edilivayo, i-imeyili noma okunye ukudluliswa kwama-elektronikhi	Izindleko zoqobo, uma zikhona.

Ngezinhlalo zeSigaba 22(2) zoMthetho, okulandelayo kuyasebenza:

Uma iSikhulu Solwazi sase-IRBA noma iPhini LeSikhulu Solwazi sikholwa ukuthi ukuqoqwa nokushicilelwa kolwazi olugciniwe aceliwe kuzothatha isikhathi esingaphezu kwamahora ayi-sithupha, ungase ukhokhe inhlawulo eyingxenye yesithathu kusengaphambili njengediphozi, futhi umfakisisicelo uzokwaziswa ngokufanele.

Uma ulwazi olugciniwe lingatholakali ngefomethi yokuqala eceliwe, inhlawulo yokulithola ngeke ibe ngaphezu kwenhlawulo ebizokhokhiswa ukuba ukutholakala kwolwazi olugciniwe bekungendlela yokuqala yesicelo.

C: AMAFOMU E-APAIA

IFOMU 2 - ISICELO SOKUFINYELELA KULWAZI OLUGCINIWE

IFOMU 3 - UMPHUMELA WESICELO NEZINHLAWULO EZIKHOKHWAYO

IFOMU 4 - UKUFAKA ISIKHALAZO SANGAPHAKATHI

IFOMU 5 - UKUFAKA ISIKHALAZO

IFOMU 2 - ISICELO SOKUFINYELELA KULWAZI OLUGCINIWE

[Isimiso 7.]

Qaphela:			
1.Umfakisicelo kufanele afake ubufakazi bukamazisi.			
2.Uma izicelo zenziwa egameni lomunye umuntu, ubufakazi baleso sigunyazo, kufanele bunamathiselwe kuleli fomu.			
IYA:			
Esikhulwini solwazi			
(Ikheli)			
Ikheli le-imeyili:			
Inombolo yefeksi:			
Maka ngo-“X”			
<input type="checkbox"/> Isicelo senziwe egameni lami	<input type="checkbox"/> Isicelo senziwe egameni lomunye umuntu.		
ULWAZI LOMUNTU SIQU			
Igama eliphelele:			
Inombolo kamazisi:			
Isikhundla sokwenza isicelo (<i>uma senziwe egameni lomunye umuntu</i>):			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli Le-imeyili:			
Izinombolo zokuxhumana:	Ucingo (B):	Ifeksi:	
	Iselula:		
Igama eliphelele lomuntu owenzelwa isicelo (<i>uma kusebenza</i>):			
Inombolo kamazisi:			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli Le-imeyili:			
Izinombolo zokuxhumana:	Ucingo (B):	Ifeksi:	
	Iselula:		

**IMINININGWANE YOLWAZI OLUGCINIWE
OLUCELIWE**

Nikeza imininingwane ephelele yolwazi olugciniwe olucelwayo, kufake inombolo yereferensi uma uyazi, ukuze ulwazi olugciniwe lutholakale.

Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini elihlukile futhi ulinamathisele kuleli fomu. Wonke amanye amakhasi kufanele asayinwe.)

Incazelo yolwazi olugciniwe noma ingxenye efanele yolwazi olugciniwe:	
Inombolo yereferensi, uma itholakala:	
Noma imiphi eminye imininingwane yolwazi olugciniwe:	

UHLOBO LOLWAZI OLUGCINIWE (Faka uphawu "X" esikhaleni esifanele)	
Ulwazi olugciniwe noma oluphrintiwe	
Ulwazi olugciniwe olunezithombe zokwenziwa (lokhu kufaka izithombe, amaphepha, amavidiyo aqoshiwe, izithombe zekhompyutha, imidwebo, njll)	
Ulwazi olugciniwe olunamagama aqoshiwe noma ulwazi olungashicilelwa ngomsindo	
Ulwazi olugciniwe ngobuxhakaxhaka bobuchwepheshe, noma lifundeka ngomshini	

UHLOBO LOKUTHOLAKALA KWALO (Faka uphawu "X" esikhaleni esifanele)	
Isifanekiso esicindezelwe solwazi (kubandakanye izifanekiso noma yiziphi izithombe zokwenziwa, imibhalo elotshiwe nolwazi olugcinwe ngobuchwepheshe)	
Umbhalo olotshiwe noma ocindezelwe wezithombe zokwenziwa (lokhu kufaka izithombe, amaslayidi, izithombe eziqoshiwe, izithombe ezikubuchwepheshe, imidwebo, njll)	
Umbhalo olotshiwe womsindo oqoshiwe (idokhumenti ebhaliwe noma ephrintiwe)	
Ikhophi yerekhodi yolwazi olugcinwe ku-flash drive (kubandakanye izithombe zokwenziwa nomsindo oqoshiwe)	
Ikhophi yerekhodi eligcinwe kuseva yokulondoloza ye-cloud	

INDLELA YOKUTHOLAKALA KWALO <i>(Maka ibhokisi elifanele ngo-“X”)</i>	
Ukuhlolwa kolwazi olugciniwe mathupha ekhelini elibhalisiwe lesigungu sikahulumeni/esizimele <i>(kubandakanye ukulalela amagama aqoshiwe, ulwazi olungashicilelwa ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma ngendlela eyi-elektronikhi noma efundeka ngomshini)</i>	
Izinsizakalo zeposi ekhelini leposi	
Izinsizakalo zeposi ekhelini lomgwaqo	
Izinsizakalo zokudiliva ekhelini lomgwaqo	
Ifeksi yolwazi ngefomethi ebhaliwe noma ephrintiwe <i>(kubandakanye imibhalo elotshiwe)</i>	
I-imeyili yolwazi <i>(kubandakanye imisindo eqoshiwe uma kungenzeka)</i>	
Ukwabelana nge-cloud/ukudluliswa kwamafayela	
Ulimi oluncanyelwayo: <i>(Qaphela ukuthi uma ulwazi olugciniwe lungatholakali ngolwazi olufunayo, ukutholakala kwalo kungase kunikezwe ngolimi ulwazi olugciniwe olutholakala ngalo)</i>	

IMININGWANE YELUNGELO OKUFANELE LISETSHENZISWE NOMA LIVIKELWE <i>Uma isikhala esinikeziwe singanele , sicela uqhubeke ekhasini elihlukile futhi ulinamathisele kuleli Fomu.</i> <i>Umfakisicelo kufanele asayine wonke amakhasi engeziwe.</i>	
Bonisa ukuthi iliphi ilungelo okufanele lisetshenziswe noma livikelwe:	
Chaza ukuthi kungani ulwazi olugciniwe oluceliwe lifuneka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:	

IZINKOKHELO

- a)Kufanele kukhokhwe inkokhelo yesicelo ngaphambi kokuba kucatshangelwe isicelo.
- b)Uzokwaziswa ngenani lenkokhelo yokuthola ulwazi olugciniwe okufanele likhokhwe.
- c)Inkokhelo ekhokhwayo yokuthola ulwazi olugciniwe incike ekutheni ulwazi olugciniwe lufunwa lunjani kanye nesikhathi esifanele esidingekayo ukuze kucingwe futhi kulungiselelwe ulwazi olugciniwe.
- d)Uma ufanelekela ukungakhokhi noma iyiphi inkokhelo, sicela usho isizathu sokukhululwa enkokhelweni

Isizathu:	

Uzokwaziswa ngencwadi ukuthi ingabe isicelo sakho sigunyaziwe noma senqatshiwe nokuthi uma sigunyaziwe zingakanani izindleko zesicelo sakho, uma zikhona. Sicela ubonise indlela oyincamelayo yokubhalelwa:

Ikheli leposi	Ifeksi	Ukuxhumana kwama-elektronikhi (<i>Sicela ucacise</i>)

Lisayinwe e-..... ngomhla ka-..... ku-..... 20

.....

Isiginesha yomfakisicelo / umuntu ofakelwa isicelo

.....

OKWASEHHOVISI KUPHELA

Inombolo yereferensi:	
Isicelo samukelwe ngu-: (<i>Yisho isikhundla, igama nesibongo sesikhulu solwazi</i>)	
Usuku esamukelwe ngalo:	
Izinkokhelo zokutholakala kolwazi olugciniwe:	
Idiphozi (uma ikhona):	

.....

Isiginesha yesikhulu solwazi

IFOMU 3- UMPHUMELA WESICELO NEZINHLAWULO EZIKHOKHWAYO

[Isimiso 8.]

Qaphela:

1.Uma isicelo sakho sigunyazwa—

(A)inani a) inani lediphozi, (uma likhona), kufanele likhokhwe ngaphambi kokucutshungulwa kwesicelo; futhi

(B)ulwazi olugciniwe b) ulwazi olugciniwe oluceliwe/ingxenye yolwazi olugciniwe izokhishwa kuphela uma ubufakazi benkokhelo ephelele sebamukelwe.

2.Sicela usebenzise inombolo yerefurensi engezansi kuzo zonke izincwadi ozibhala esikhathini esizayo.

Inombolo yerefurensi:

IYA:

.....
.....
.....
.....

Iphathelene nosuku lwakho lwesicelo .

1.Ucele:
Ukuhlolwa kolwazi mathupha ekhelini elibhalisiwe lesigungu sikahulumeni/esizimele (kubandakanye ukulalela amagama aqoshiwe, ulwazi olungashicilelwa ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma ngendlela eyi-elektronikhi noma efundeka ngomshini) kumahhala. Kudingeka wenze i-aphoyintimenti yokuhlola ulwazi futhi uze naleli Fomu. Ngemuva kwalokho uma udinga noma iluphi uhlobo lokushicilelwa kolwazi, uzothwala izinkokhelo ezishiwo kuSijobelelo B.

NOMA

2. Ucele:

Ikhophi ephrintiwe yolwazi olugciniwe (<i>kubandakanye amakhophi anoma yiziphi izithombe zokwenziwa, imibhalo elotshiwe nolwazi olugcinwe kukhompuyutha noma ngama-elekthronikhi</i>)	
Umbhalo olotshiwe noma ophrintiwe wezithombe zokwenziwa (<i>lokhu kufaka izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe zekhompuyutha, imidwebo, njll</i>)	
Umbhalo olotshiwe womsindo oqoshiwe (<i>idokhumenti ebhaliwe noma ephrintiwe</i>)	
Ikhophi yolwazi olugciniwe ku-flash drive (<i>kubandakanye izithombe zokwenziwa nomsindo oqoshiwe</i>)	
(
Ikhophi yolwazi olugciniwe eligcinwe kuseva yokulondoloza ye-cloud	

3. Okufanele kuthunyelwe:

Izinsizakalo zeposi ekhelini leposi	
Izinsizakalo zeposi ekhelini lomgwaqo	
Izinsizakalo zokudiliva ekhelini lomgwaqo	
Ifeksi yolwazi ngefomethi ebhaliwe noma ephrintiwe (<i>kubandakanye imibhalo elotshiwe</i>)	
I-imeyili yolwazi (<i>kubandakanye imisindo eqoshiwe uma kungenzeka</i>)	
Ukwabelana nge-cloud/ukudluliswa kwamafayela	
Ulimi oluncanyelwayo: (<i>Qaphela ukuthi uma ulwazi olugciniwe lungatholakali ngolwazi olufunayo, ukutholakala kwalo kungase kunikezwe ngolimi ulwazi olugciniwe olutholakala ngalo</i>)	

Sicela uqaphele ukuthi isicelo sakho:

Sigunyaziwe

Sinqatshiwe, ngezizathu ezilandelayo:

4. Izinkokhelo okufanele zikhokhwe ngesicelo sakho:

	Into	Izindleko zekhasi le-A4 noma ingxenye yalo/into	Inani lamakhasi/iz into	Inani Eliphelele
1.	Inkokhelo yesicelo ekhokhwa yibo bonke abafakisisicelo	R100.00		
2.	Ikhophi yekhasi elingu-A4	R1.50 ikhasi ngalinye noma ingxenye yalo		
3.	Ikhophi ephrintiwe yekhasi elingu-A4	R1.50 ikhasi ngalinye noma ingxenye yalo		
4.	Ikhophi efundeka ngekhompuyutha ku-: (i) I-flash drive •Kufanele ilethwe ngumfakisisicelo	R40.00		
5.	Umbhalo olotshiwe wezithombe ekhasini ngalinye elingu-A4	Le nsizakalo yenziwa ngaphandle. Iyoncika kukhotheshini yomhlinzeki wensizakalo		
6.	Ikhophi yezithombe			
7.	Umbhalo olotshiwe womsindo oqoshiwe, ikhasi ngalinye elingu-A4	R24.00		
8.	Ikhophi yomsindo oqoshiwe (i)I-flash drive •Kufanele ilethwe ngumfakisisicelo	R40.00		

9.	Ukufuna noku- lungiselela ulwazi olugciniwe oluzodalulwa ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ukuze kwe- nziwe lokhu kucinga no- kulungiselela ngeke kweqe isamba sezindleko esingu- R300.00	R100.00		
10.	Idiphozi: Uma ukucinga kungaphezu kwamahora ayi-6	Ingxenye yesithathu yenani lesicelo ngasinye elibalwe ngokuvumelana nezinto 2 kuya ku-8		
11.	Imali yeposi, yenkampani edilivayo, i-imeyili noma okunye ukudluliswa kwama- elekthronikhi	Izindleko zoqobo, uma zikhona		
	INGQIKITHI:			

5.Idiphozi ekhokhwayo (uma ukucinga kungaphezu kwamahora ayisithupha):

Yebo

Cha

Amahora okucinga		Inani lediphozi (elibalwe njengengxenye yesithathu yalo lonke inani lesicelo ngasinye)	
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Leli nani kufanele likhokhwe ku-akhawunti yasebhange elandelayo: Igama Lebhange:

Igama lomnikazi we-akhawunti:

Uhlobo lwe-akhawunti:

Inombolo ye-akhawunti:

Ikhodi Yegatsha:

Ino. yerefurensi:

Thumela ubufakazi benkokhelo ku-:

Lisayinwe e-..... ngomhla ka-..... ku-..... 20

.....
Isikhulu solwazi

IFOMU 4 - UKUFAKA ISIKHALAZO SANGAPHAKATHI

[Isimiso 9.]

Inombolo yereferensi:

IMININGWANE YESIGUNGU SIKAHULUMENI			
Igama lesigungu sikahulumeni:			
Igama nesibongo sesikhulu solwazi:			
IMININGWANE YOMFAKI WESIKHALAZO SANGAPHAKATHI			
Igama eliphelele:			
Inombolo kamazisi:			
Ikheli leposi:			
Izinombolo zokuxhumana:	Ucingo (B):		Ifeksi:
	Iselula:		
Ikheli Le-imeyili:			
Ingabe isicelo sangaphakathi senzela omunye umuntu?			Yebo <input type="checkbox"/> Cha <input type="checkbox"/>
Uma impendulo ithi “yebo”, isikhundla sokufakwa kwesikhalazo sangaphakathi esenzelwa omunye umuntu: <i>(Ubufakazi besikhundla okwenziwa ngaso isikhalazo, uma sikhona, kufanele bunamathiselwe.)</i>			
IMININGWANE YOMUNTU OWENZELWA ISIKHALAZO SANGAPHAKATHI (Uma sifakwa umuntu wangaphandle)			
Igama eliphelele:			
Inombolo kamazisi:			
Ikheli leposi:			
Izinombolo zokuxhumana:	Ucingo (B):		Ifeksi:
	Iselula:		
Ikheli Le-imeyili:			
ISINQUMO OKWENZIWA NGASO ISIKHALAZO SANGAPHAKATHI <i>(Maka ibhokisi elifanele ngo-“X”)</i>			
Ukwenqaba ukuvumela ukutholakala kwolwazi olugciniwe:			
Isinqumo ngokuphathelene nezinkokhelo ezinqunyiwe ngokwesigaba 22 soMthetho:			
Isinqumo ngokuphathelene nokunwetshwa kwesikhathi okufanele kusingathwe ngaso isicelo ngokuvumelana nesigaba 26(1) soMthetho:			
Isinqumo ngokuvumelana nesigaba 29(3) soMthetho sokwenqabela ukutholakala kwolwazi olugciniwe ngendlela ecelwe umfakisicelo:			
Ukwenqaba ukunikeza noma iyiphi ingxenye yolwazi olugciniwe efunwayo:			

IZIZATHU ZESIKHALAZO

Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini elihlukile futhi ulinamathisele kuleli fomu, wonke amakhasi engeziwe kufanele asayinwe.)

Yisho izizathu isikhalazo sangaphakathi esisekelwe kuzo:	
Yisho noma iluphi olunye ulwazi olungafaneleka uma kucatshangelwa isikhalazo:	

Uzokwaziswa ngencwadi ngesinqumo sesikhalazo sakho sangaphakathi. Sicela ubonise indlela oyincamelayo yesaziso:

Ikheli leposi	Ifeksi	Ukuxhumana kwama-elektronikhi (<i>Sicela ucacise</i>)

Lisayinwe e-..... ngomhla ka-..... ku-..... 20

.....

Isiginesha yofaka isikhalazo/Umntu wangaphandle

.....

OKWASEHHOVISI KUPHELA ULWAZI OLUGCINIWE ELISEMTHETHWENI LESIKHALAZO SANGAPHAKATHI			
Isikhalazo samukelwe ngu- (igama nesibongo)			
Usuku esamukelwe ngalo:			
Isikhalazo sihambisana nezizathu zesinqumo sephini lesikhulu solwazi, futhi lapho kufanele khona, nemi-niningwane yanoma imuphi umuntu wangaphandle ophathelene nolwazi olugciniwe, esithunyelwe kuphini lesikhulu solwazi:	Yebo		
	Cha		
UMPHUMELA WESIKHALAZO			
Ukwenqaba ukuvumela ukutholakala kwolwazi olugciniwe. Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma kungaqinisekisiwe)	
	Cha		
Izinkokhelo (Ingxenye 22). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma kungaqinisekisiwe)	
	Cha		
Inkathi enwetshiwe (Ingxenye 26(1)). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma kungaqinisekisiwe)	
	Cha		
Ukufinyelelwa kwerkhodi (Ingxenye 29(3)). Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma kungaqinisekisiwe)	
	Cha		
Ukwenqaba ukunikeza noma iyiphi ingxenye yolwazi olugciniwe efunwayo. Kuqinisekisiwe?	Yebo	Isinqumo esisha (uma kungaqinisekisiwe)	
	Cha		

Lisayinwe e-..... ngomhla ka-..... ku-..... 20

.....

ISikhulu Solwazi

IFOMU 5 - UKUFAKA ISIKHALAZO

[Isimiso 10.]

<p><i>Qaphela:</i></p>
<p>1. Leli fomu lenzelwe ukusiza Umfakisicelo (ozobizwa ngokuthi “Umfaki wesikhalazo” kusukela lapha) ekuceleni ukubuyekezwa kwempendulo yesigungu sikhulumeni noma esizimele noma ukungaphenduli isicelo sokufinyelela kulwazi olugciniwe ngaphansi koMthetho Wokukhuthaza Ukufinyelela Ulwazi, ka-2000 (uMthetho No. 2 ka-2000) (i-“PAIA”).</p> <p>Sicela ugcalise leli fomu futhi ulithumele kuMlawuli Wolwazi noma ugcalise ifomu lesikhalazo ku-inthanethi ku-https://www.justice.gov.za/infoereg/.</p>
<p>2. I-PAIA inikeza ilungu lomphakathi ilungelo lokufaka isikhalazo kuMlawuli Wolwazi mayelana nanoma iluphi uhlobo lwezikhalazo ezichazwe engxenyeni E yaleli fomu lesikhalazo.</p>
<p>3. Kuyinqubomgomo yoMlawuli Wolwazi ukudlulise uphenyo noma ukwenqaba isikhalazo uma Umfaki wesikhalazo engazange aqale ngokunikeza isigungu sikhulumeni noma esizimele (esizobizwa ngokuthi “Isigungu” kusukela lapha kuqhubeke) ithuba lokuphendula nokuzama ukuxazulula udaba. Ukuze usize Isigungu sisingathe ukukhathazeka kwakho ngaphambi kokuya kuMlawuli Wolwazi, kudingeka ugcalise ifomu elifanele le-PAIA futhi ulithumele kuleso Sigungu.</p>
<p>4. Ikhophi yaleli fomu izonikezwa Isigungu esiyisizathu sesikhalazo sakho. Ulwazi olunikeza kuleli fomu, elinamathiselwe kuleli fomu noma ozolithumela kamuva, luzosetshenziselwa kuphela ukuzama ukuxazulula ingxabano yakho, ngaphandle uma kushiwo okuhlukile lapha.</p>
<p>5. Umlawuli Wolwazi uzokwamukela isikhalazo sakho kuphela uma usuqinisekise ukuthi uthobeke zonke izimfuneko ezingezansi.</p>

6. Sicela unamathisele amakhophi amadokhumenti alandelayo, uma unawo:

- Ikhophi yefomu eya eSigungwini esicela ukuthola ulwazi olugciniwe;
- Impendulo yaleso Sigungu esikhalazweni sakho noma esicelweni sokuthola ulwazi;
- Noma ikuphi ukubhalelana phakathi kwakho neSigungu mayelana nesicelo sakho;
- Ikhophi yefomu lesikhalazo, uma isikhalazo sakho siphathelene nesigungu sikahulumeni;
- Impendulo yeSigungu esikhalazweni sakho;
- Noma ikuphi ukubhalelana phakathi kwakho neSigungu mayelana nesikhalazo sakho;
- Amadokhumenti akugunyaza ukuba uthathe isinyathelo egameni lomunye umuntu (uma kusebenza);
- Isinqumo senkantolo noma amadokhumenti asenkantolo aphathelene nesikhalazo sakho, uma ekhona.

7. Uma isikhala esinikezwe eFomini singanele, thumela ulwazi njengeSithasiselo saleli fomu bese usayina ikhasi ngalinye.

IYA:

Umlawuli Wolwazi
P.O Box 31533
Braamfontein,
2017

Ikheli le-imeyili: infoereg@justice.gov.za

Inombolo yocingo: +27 (0) 10 023 5200

**ISIKHUNDLA SOMUNTU/UHLANGOTHI OLUFAKA
ISIKHALAZO**

(Maka ngo-"X")

Umfaki wesikhalazo mathupha

Ummeleli womfaki wesikhalazo

Umuntu wangaphandle

IZIMFUNeko

Ingabe uthumele isicelo (ifomu le-PAIA) ukuze uthole ulwazi olugciniwe lwesigungu sikahulumeni/esizimele?	Yebo		Cha	
Ingabe sekudlule izinsuku ezingama-30 kusukela ngosuku owathumela ngalo ifomu lakho le-PAIA?	Yebo		Cha	
Ingabe usebenzise yonke inqubo yangaphakathi yezikhalazo ukuphikisa isinqumo sesikhulu solwazi sesigungu sikahulumeni?	Yebo		Cha	

Ingabe ufake isicelo eNkantolo sokuthola usizo olufanele kulolu daba?	Yebo		Cha	
---	------	--	-----	--

OKUSETSHENZISWA UMLAWULI WOLWAZI KUPHELA				
Lamukelwe ngu-: (Igama eliphelele)				
Isikhundla:				
Isiginesha:				
Isikhalazo samukelwe:	Yebo		Cha	
Inombolo Yerefurensi:				
<i>Isitembu sosuku</i>				

Ikheli leposi	Ifeksi	Okunye ukuxhumana kwama- elektronikhi (<i>Sicela ucacise</i>)

INGXENYE A ULWAZI LOMUNTU SIQU LOMFAKI WESIKHALAZO				
Igama eliphelele:				
Inombolo kamazisi:				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zokuxhumana:	Ucingo (B):		Ifeksi	
	Iselula:			
INGXENYE B ULWAZI LOMMELELI <i>(Gcwalisa kuphela uma uyoba nommeleli. Igunya Lobumeli kufanele lifakwe uma umfaki wesikhalazo enommeleli, kungenjalo umfaki wesikhalazo uzokwenqatshwa)</i>				
Igama eliphelele lommeleli:				
Uhlobo lokumelelwa:				
Inombolo kamazisi/Inombolo yokubhaliswa:				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zokuxhumana:	Ucingo (B):		Ifeksi	
	Iselula:			
INGXENYE C ULWAZI LOMUNTU WANGAPHANDLE <i>(Sicela unamathisele incwadi yokugunyazwa)</i>				
Uhlobo lwesigungu:	Sizimele		Esikahulumeni	
Igama *Ilesigungu sikahulumeni/esizimele:				
Inombolo yokubhaliswa (uma ikhona):				
Igama, isibongo nesiqu somuntu ogunyazwe ukufaka isikhalazo:				
Ikheli Leposi:				
Ikheli Lomgwaqo:				
Ikheli Le-imeyili:				
Izinombolo zokuxhumana:	Ucingo (B):		Ifeksi	
	Iselula:			

INGXENYE D							
ISIGUNGU OKWENZIWA NGASO ISIKHALAZO							
Uhlobo lwesigungu:			Sizimele		Esikahulumeni		
Igama *lesigungu sikahulumeni/esizimele:							
Inombolo yokubhaliswa (uma ikhona):							
Igama, isibongo nesiqu somuntu osebenzelane naye esigungwini sikahulumeni noma esizimele uuzama ukuxazulula isikhalazo sakho noma ukucela ukuthola ulwazi:							
Ikheli Leposi:							
Ikheli Lomgwaqo:							
Ikheli Le-imeyili:							
Izinombolo zokuxhumana:			Ucingo (B):		Ifeksi		
			Iselula:				
Inombolo yerefurensi oyinikeziwe (uma ikhona):							
INGXENYE E							
ISIKHALAZO							
<i>Sitshele ngezinyathelo ozithathile ukuzama ukuxazulula isikhalazo sakho (Izikhalazo kufanele ziqale zithunyelwe ngokuqondile esigungwini sikahulumeni kulindwe impendulo nethuba lesixazululo; kunezimo ezimbalwa ezihlukile kulokhu)</i>							
Usuku lokuthunyelwa kwesicelo sokuthola ulwazi olugciniwe:							
Sicela ucacise uhlobo lwelungelo okufanele lisetshenziswe noma livikelwe, uma isikhalazo siphathelene nesigungu esizimele:							
Ingabe uzamile ukuxazulula lolu daba nale nhlango?					Yebo		Cha
Uma uthi yebo, uyithole nini? (Sicela ufake leyo ncwadi kulesi sicelo.)							
Ingabe ufake isikhalazo ngesinqumo sesikhulu solwazi sesigungu sikahulumeni?					Yebo		Cha
Uma uthi yebo, usifake nini isikhalazo?							

Ingabe ufake isicelo eNkantolo sokuthola usizo olufanele kulolu daba?	Yeb o	Ch a
Uma uthi yebo, sicela ubonise ukuthi lolu daba lwanqunywa nini yiNkantolo? Sicela unamathisele Isinqumo Senkantolo, uma sikhona.		
INGXENYE F UHLOBO OLUPHELELE LOKUTHOLA ULWAZI OLUGCINIWE <i>(Sicela ukhethe okukodwa noma ngaphezulu kokulandelayo ukuchaza isikhalazo sakho kuMlawuli Wolwazi)</i>		
Isikhalazo esingaphumelelanga: (Isigaba 77A (2) (a) noma isigaba 77A (3) (a) se-PAIA)	<i>Ngifake isikhalazo ngesinqumo sesigungu sikahulumeni futhi isikhalazo asiphumelelanga.</i>	
Isicelo esingaphumelelanga sokuvunwa: (ISigaba 77A (2) (b) no-75 (2) se-PAIA)	<i>Ngifake isikhalazo sami ngesinqumo sesigungu sikahulumeni sekwephuzile futhi ngacela ukuvunwa kwaso. Isicelo sokuvunwa sichithiwe.</i>	
Ukwenqatshwa kwesicelo sokutholakala kolwazi olugciniwe: (ISigaba 77A (2) (c) (i) noma 77A (2) (d) (i) noma 77A (3) (b) se-PAIA)	<i>Ngicele ukuthola ulwazi olugcinwe yisigungu futhi leso sicelo senqatshwa noma senqatshwa ngokwengxenye.</i>	
Lesi sigungu sifuna ukuba ngikhokhe inhlawulo futhi nginomuzwa wokuthi iyeqisa: (Isigaba 22 noma 54 se-PAIA)	<i>Imali noma inkokhelo yenhlawulo efunekayo.</i>	
	<i>Imali noma inkokhelo yediphozi.</i>	
Inkokhelo yediphozi: (Isigaba 22 (4) se-PAIA)	<i>Isikhulu solwazi siqabile ukubuyisa idiphozi ekhokhiwe mayelana nesicelo sokufinyelela ulwazi esinqatshiwe.</i>	
Awuvumelani nokunwetshwa kwesikhathi: (Isigaba 26 noma 57 se-PAIA)	<i>Isigungu siqume ukunweba isikhathi sokuphendula isicelo sami, futhi angivumelani nokunwetshwa kwesikhathi okucaliwe noma ukunwetshwa kwesikhathi okuthathiwe ukuphendula isicelo sami sokufinyelela ulwazi.</i>	
Uhlobo lokutholakala kolwazi olunqatshiwe: (Isigaba 29 (3) noma 60 (a) se-PAIA)	<i>Ngicele ukufinyelela ulwazi ngohlobo oluthile nolufanele futhi lolo hlobo lokufinyelela ulwazi lwenqatshiwe.</i>	
Ukwenqaba okucatshangelwayo: (Isigaba 27 noma 58 se-PAIA)	<i>Sekudlule ngaphezu kwezinsuku ezingama-30 kusukela ngenze isicelo sami futhi angikasitholi isinqumo.</i>	
	<i>Isikhathi esinwetshiwe sesiphelile futhi angitholanga mpendulo.</i>	
Ukudalulwa okungafanele kolwazi olugciniwe: (Izizathu eziyisibopho sokwenqaba ukutholakala kolwazi olugciniwe)	<i>Ulwazi olugciniwe (ngaphansi kwezizathu zokwenqaba ukutholakala kolwazi olugciniwe) ludalulwe ngokungafanele/ngendlela engenasisekelo.</i>	
Azikho izizathu ezanele zokwenqaba ukutholakala kolwazi olugciniwe: (Isigaba 56 (3) (a) se-PAIA)	<i>Isicelo sami sokuthola ulwazi siqatshiwe, futhi azikho izizathu ezizwakalayo noma ezanele zokwenqaba, engizinikeziwe, kubandakanye imibandela yalo Mthetho okusekelwe kuzona ukwenqaba.</i>	

Ukutholakala ngokwengxenywe kolwazi olugciniwe: (Isigaba 28 (2) noma 59 (2) se-PAIA)	<i>Ukutholakala kwengxenywe nje yolwazi olugciniwe oluceliwe kwanikezwa futhi ngikholwa ukuthi ulwazi olugciniwe olwengeziwe bekufanele ludalulwe.</i>	
Ukukhululwa ekukhokheni: (Isigaba 22 (8) noma 54 (8) se-PAIA)	<i>Ngikhululiwe ekukhokheni noma iyiphi inhlawulo futhi isicelo sami sokukhululwa ezinkokhelweni siqatshiwe.</i>	
Ulwazi olugciniwe olungatholakali noma olungekho: (Isigaba 23 noma 55 se-PAIA)	<i>Isigungu siveze ukuthi olunye noma lonke ulwazi olugciniwe oluceliwe alukho kodwa ngikholwa ukuthi kunolunye ulwazi olugciniwe olukhona.</i>	
Ukwehluleka ukudalula ulwazi olugciniwe:	<i>Isigungu siqume ukungivumela ukuba ngithole amarkhodi aceliwe, kodwa angikawatholi.</i>	
Akukho gunya (ukusetshenziswa noma uuvikelwa kwanoma imaphi amalungelo): (Isigaba 50 (1) (a) se-PAIA)	<i>Isigungu sibonise ukuthi ulwazi olugciniwe oluceliwe alufakiwe ku-PAIA kodwa angavumelani nalo.</i>	
Isicelo esingasile noma esihlukumezayo: (Isigaba 45 se-PAIA)	<i>Isigungu sibonise ukuthi isicelo sami asisile noma siyahlukumeza kodwa angivumelani naso.</i>	
Okunye: (Sicela uchaze):		
INGXENYE G UMPHUMELA OLINDELEKILE		
Ucabanga ukuthi uMlawuli Wolwazi angakusiza kanjani? Chaza umphumela owufunayo.		
INGXENYE H IZIVUMELWANO		

Isisekelo esisemthethweni sezivumelwano ezilandelayo sichazwa eSazisweni Sobumfihlo mayelana nokuthi uyifayela kanjani idokhumenti yakho yesikhalazo. Ukuze uMlawuli Wolwazi akwazi ukucubungula isikhalazo sakho, kudingeka uthikhe ngalinye lamabhokisi angezansi ukubonisa ukuthi uyavuma:

- Ngiyavuma ukuthi uMlawuli Wolwazi angasebenzisa ulwazi oluhlinzekwe esikhalazweni sami ukumsiza ekucwaningeni izinkinga eziphathelene nokukhuthazwa kwelungelo lokuthola ulwazi kanye nokuvikela ilungelo lobumfihlo eNingizimu Afrika. Ngियाqonda ukuthi uMlawuli Wolwazi ngeke afake ulwazi lwami siqu noma olunye ulwazi olungigagulayo kunoma imuphi umbiko womphakathi, nokuthi ulwazi lwami siqu lusavikelwe uMthetho Wokuvikelwa Kolwazi Lomuntu Siqu, ka-2013 (uMthetho No. 4 ka-2013). Ngियाqonda ukuthi uma ngingavumi, uMlawuli Wolwazi usengacubungula isikhalazo sami.*
- Ulwazi olukuleli Fomu Lesikhalazo luyiqiniso ngokolwazi lwami nalokho engikukholwayo.*
- Ngigunyaza uMlawuli Wolwazi ukuba aqongelele ulwazi lwami lwesikhalazo (njengolwazi mayelana nami kuleli fomu lesikhalazo) futhi alusebenzisele ukucubungula isikhalazo sami samalungelo obuntu aphaathelene nelungelo lokuthola ulwazi kanye/noma ukuvikelwa*

kwelungelo lobumfihlo.

- Ngigunyaza noma ubani (njengomqashi, umhlinzeki wezinsizakalo, ufakazi) onolwazi oludingekayo ukuze kucutshungulwe isikhalazo sami ukuba alunikeze uMlawuli Wolwazi. UMlawuli Wolwazi angathola lolu lwazi ngokuxoxa nofakazi noma ngokucela ulwazi olugciniwe olubhaliwe. Kuye ngohlobo lwesikhalazo, la marekhodi angafaka amafayela abasebenzi noma ulwazi lomqashi, ulwazi olugciniwe lwezokwelapha noma lwasesibhedlela, kanye nolwazi lwezezimali noma lomkhokhi wentela.*
- Uma noma iluphi ulwazi lwami lokuxhumana lushintsha ngesikhathi senqubo yesikhalazo, kuyisibopho sami ukutshela uMlawuli Wolwazi; kungenjalo isikhalazo sami singabambezeleka noma size sivalwe.*

Lisayinwe e-..... Ngomhla ka- ku-..... 20

.....

Umfaki Wesikhalo/Ummeleli/Umungu ogunyaziwe wangaphandle

D: AMAFOMU E-POPIA AFANELE

IFOMU 1 – UKWENQABA UKUCUTSHUNGULWA KOLWAZI LOMUNTU SIQU

IFOMU 2 – ISICELO SOKULUNGISWA NOMA UKWESULWA KOLWAZI LOMUNTU SIQU

IFOMU 1

UKUPIKISA UKUCUTSHUNGULWA KOLWAZI LOMUNTU SIQU NGOKUVUMELANA NESIGABA 11 (3) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU SIQU, KA-2013 (UMTHETHO NO. 4 KA-2013)

IMITHETHO EPHATHELENE NOKUVIKELWA KOLWAZI LOMUNTU SIQU, KA-2018

[Isimiso 2.]

Qaphela:	
1. Ama-afidavithi noma obunye ubufakazi bezincwadi obudingekayo bokusekela ukuphikisa bunganamathiselwa.	
2. Uma isikhala esinikezwe eFomini singanele, thumela ulwazi njengeSithasiselo saleli Fomu futhi usayine ikhasi ngalinye.	
3. Gcwalisa njengoba kudingeka.	
A	IMINININGWANE YOMNIKAZI WOLWAZI
Igama nesibongo/ igama elibhalisiwe lomnikazi wolwazi:	
Isihlonzi Esikhethekile/Inombolo Kamazisi	
Ikheli lomgwaqo, leposi noma lebhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo yefeksi/Ikheli le-imeyili:	
B	IMINININGWANE YESIGUNGU ESINEGUNYA
Igama nesibongo/Igama elibhalisiwe lesigungu esinegunya:	
Ikheli lomgwaqo, leposi noma lebhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo yefeksi/Ikheli le-imeyili:	
C	IZIZATHU ZOKUPHIKISA NGOKUVUMELANA NESIGABA 11 (1) (d) kuya ku-(f) (Sicela unikeze izizathu eziningiliziwe zokuphikisa)
Lisayinwe e-_____ ngomhla ka-_____ ku-20__	
	<i>Isiginesha yomnikazi wolwazi/umuntu oqokiwe</i>

IFOMU 2

**ISICELO SOKULUNGISA NOMA SOKUSULA ULWAZI LOMUNTU SIQU NOMA UKUSHABALALISA
NOMA UKUSULA ULWAZI OLUGCINIWE LOLWAZI LOMUNTU SIQU NGOKWESIGABA
24 (1) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU SIQU, KA-2013 (UMTHETHO NO. 4 KA-2013)**

IMITHETHO EPHATHELENE NOKUVIKELWA KOLWAZI LOMUNTU SIQU, KA-2018

[Isimiso 3.]

Qaphela:

1. *Ama-afidavithi noma obunye ubufakazi bezincwadi obudingekayo bokusekela isicelo bunganamathiselwa.*
2. *Uma isikhala esinikezwe eFomini singanele, thumela ulwazi njengeSithasiselo saleli Fomu futhi usayine ikhasi ngalinye.*
3. *Gcwalisa njengoba kudingeka.*

Maka ibhokisi elifanele ngo-“x”.

Isicelo:

	Sokulungiswa noma sokusulwa kolwazi lomuntu siqu mayelana nomnikazi wolwazi oluphethwe noma olulawulwa yisigungu esinegunya.
	Ukushabalalisa noma ukusulwa kwolwazi olugciniwe lolwazi lomuntu siqu mayelana nomnikazi wolwazi eliphethwe noma elilawulwa yisigungu esinegunya futhi elingasenalo igunya lokulondoloza ulwazi olugciniwe.

A	IMINININGWANE YOMNIKAZI WOLWAZI
Igama nesibongo/ igama elibhalisiwe lomnikazi wolwazi:	
Isihlonzi esikhethekile/Inombolo Kamazisi:	
Ikheli lomgwaqo, leposi noma lebhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo yefeksi/Ikheli le-imeyili:	
B	IMINININGWANE YESIGUNGU ESINEGUNYA
Igama nesibongo/igama elibhalisiwe lesigungu esinegunya:	
Ikheli lomgwaqo, leposi noma lebhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo yefeksi/Ikheli le-imeyili:	
C	ULWAZI OLUFANELE LULUNGISWE/LUSULWE/LUSHATSHALALISWE

D	IZIZATHU *ZOKULUNGISWA NOMA ZOKUSULWA KOLWAZI LOMUNTU SIQU MAYELANA NOMNIKAZI WOLWAZI NGOKWESIGABA 24 (1) (a) OLUPHETHWE NOMA OLULAWULWA YISIGUNGU ESINEGUNYA; kanye/noma IZIZATHU *ZOKUSHABALALISA NOMA ZOKUSULA ULWAZI OLUGCINIWE LOMUNTU SIQU MAYELANA NOMNIKAZI WOLWAZI NGOKWESIGABA 24 (1) (b) ISIGUNGU ESINEGUNYA ESINGASAGUNYAZIWE UKUBA SILUGCINE (Sicela uhlinzeke izizathu eziningiliziwe zesicelo)
Lisayinwe e-_____ ngomhla ka-_____ ku-20__	

	<i>/siginesha yomnikazi wolwazi/umuntu oqokiwe</i>