cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

UMQULU WOMNYANGO WEZOKUBUSA NGOKUBAMBISANA NEZINDABA ZOMDABU, NGOKWESIGABA 14 SOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI WEZI-2000 (UMTHETHO NO. 2 WEZI- 2000)

KUNHLANGULANA 2016

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ISINGENISO

1.(1) Ngokulandela uHlaka Lwemithetho olutholakala eSahlukweni 3 soMthethosisekelo, uMthetho Wokukhuthaza Ukufinyelela Olwazini wezi-2000 (Umthetho No. 2 wezi-2000) kanye nendlela enobunyoninco elandela imigomo yeBatho Pele; uMnyango Wezokubusa Ngokubambisana Nezindaba Zomdabu ubeka eqhulwini ukubusa okuhle futhi ukhuthaza intuthuko ezinzile KwaZulu-Natali –

(a) ngokwenza kube nohulumeni basekhaya abanesibopho sokubika nabazinzile;

(b) ngokwenza kube nezikhungo zezomdabu ezinesibopho sokubika nezizinzile;

(c) ngokukhuthaza intuthuko edidiyelwe kanye nokuhlela;

(d) ngokukhuthaza ukuthuthukiswa kwezindawo zasemadolobheni nezasemakhaya okuzinzile; kanye

(e) nokusungulwa kwezinhlelo zezinqubo zokweseka amakhono, ukuqapha nokubuyekeza.

(2) Ngaphezu kwalokho, ngokuqonda ilungelo loMthethosisekelo waseNingizimu Afrika lokufinyelela olwazini, uMnyango Wezokubusa Ngokubambisana Nezindaba Zomdabu usemshikashikeni wokutshala isiko lokuba sobala nokuba nesibopho sokubika, ngokukhuthaza umphakathi onabantu abakwazi ukufinyelela olwazini ngempumelelo.

(3) Ngakho-ke uMnyango usuhlanganise uMqulu ohlahla indela maqondana nokukhuthazwa kokufinyelela olwazini njengalokhu kubalulwe esigabeni 14 soMthetho Wokukhuthaza Ukufinyelela Olwazini wezi- 2000 (UMthetho No. 2 wezi- 2000).

(4) Lo Mqulu uyibhukwana elihlahla indlela elivumela abasebenzi bakahulumeni kanjalo namalungu omphakathi ukuba afinyelele olwazini ngokulandela imikhawulo yomthethosisekelo.

IZINCAZELO ZAMAGAMA

2.(1) Kule nqubomgomo, ngaphandle uma ingqikithi ibalula okunye –

(a) igama noma ibinza, elinikezwe incazelo eMthethweni Wokukhuthaza Ukufinyelela Olwazini, liyoba naleyo ncazelo efanayo;

(b) izihloko zamabinzana zibhaliwe nje, futhi akudingi ukuba zisetshenziselwe ukuhumusha, kanti la magama/ amabinza alandelayo anencazelo anikezwe yona futhi amagama/ amabinza athi awafane nawo nawo anencazelo efanayo:

"UMnyango" kusho uMnyango WesiFundazwe Wezokubusa Ngokubambisana Nezindaba Zomdabu, kanti no- **"CoGTA"** unencazelo efanayo;

"Isikhulu Esibhekele Ulwazi" kusho iNhloko yoMnyango, enegunya nesibopho sokukhipha ulwazi;;

"i-DIS" kusho uHlelo loLwazi loMnyango;
"Abantu abanokukhubazeka" ngokwe- PAIA, kusho nanoma yimuphi umuntu onekunqindeka kokubona okungunomphelo;

"UMqulu" kusho uMqulu ohlanganiswe ngokwesigaba 14 soMthetho;

"umsebenzi" nanoma ngubani osebenzela, ohlinzeka ngezinsiza egameni loMnyango futhi onelungelo lokuthola nanoma yiliphi iholo, kubandakanya nabasebenzi abaqashwe ngokugcwele, isikhashana nangokwetoho kanjalo nalezo eziqashwe ngokwezinkontileka;

"I- PAIA" "kusho uMthetho Wokukhuthaza Ukufinyelela Olwazini wezi- 2000, (UMthetho No. 2 wezi- 2000);

"Umfakisicelo oqendene ngqo" kusho umuntu ofaka isicelo ocela ukufinyelela erekhodini eliqukethe ulwazi olumaqondana naye ngqo;

"Irekhodi" kusho nanoma yiluphi ulwazi olurekhodiwe, ngale kokubheka uhlobo noma indlela, oluqukethwe noma olungaphansi kolawulo loMnyango, ngale kokuthi ngabe lalihlanganiswe uMnyango noma cha, kumbe luqondene nohlaka lukahulumeni noma uhlaka oluzimele;

"isiphathimandla esiqondene" kusho umuntu ogunyazwe ngokubhaliwe yiNhloko yoMnyango;

"isicelo" kusho isicelo sokufinyelela erekhodini loMnyango;
means any person, other than certain public bodies or an official thereof, requesting access to a record of the Department and includes any person acting on behalf of that person or requester;
"umfakisicelo" kusho nanoma yimuphi umuntu, ngale kwanoma yiluphi uhlaka lukahulumeni noma umsebenzi, ocela ukufinyelela erekhodini loMnyango futhi kufaka nanoma yimuphi umuntu ofaka isicelo egameni lomunye umuntu;

"Imali ekhokhwayo yokufaka isicelo" kusho imali ekhokhwa lapho kulethwa isicelo sokuthola ulwazi, inani layo eliya ngokohlobo irekhodi elicelwa ngalo, kanjalo nesikhathi esizothathwa ekutholakaleni nasekulungisweni kwalelo rekhodi elizosetshenziswa;

"U- SAHRC" kusho iKhomishini Yamalungelo Esintu yaseNingizimu Afrika;

"UMthetho" kusho uMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi- 2000 (Umthetho No. 2 wezi- 2000);

"Amakomidi amawadi" kusho ikomidi lamawadi elasungulwa ngokwesigaba 73 soMthetho Wezinhlaka ZikaMasipala: kuHulumeni Wasekhaya, we- 1998 (UMthetho No. 117 we- 1998).

(2) Ngaphandle uma kunenhloso ehlukile ebonakala ngokucacile, igama elisho–

(a) ubunye libandakanya nobuningi nangokuguquka;

(b) nanoma yibuphi ubulili libandakanya nobunye ubulili nangokuguquka; futhi

(c) umuntu ngokwemvelo libandakanya nomuntu ngokomthetho.

UKUSEBENZA KWAWO

3. Lo Mqulu usebenza kubona bonke abasebenzi boMnyango, kanjalo namalungu omphakathi afisa ukusebenzisa ilungelo lawo lokufinyelela olwazini ngokoMthethosisekelo waseNingizimu Afrika, we- 1996.

UHLAKA LWEMITHETHO

4. UMqulu Wokukhuthaza Ukufinyelela Olwazini wesekwa yile mithetho elandelayo:

(a) UMthethosisekelo waseNingizimu Afrika we- 1996;

(b) USomqulu Wamalungelo oqukethwe yiSahluko 2 soMthethosisekelo;

(c) UMthetho Wezinhlaka Zikamasipala: UHulumeni Wasekhaya, we-1998 (UMthetho No. 117 we- 1998);

(d) UMthetho Wokukhuthaza Ukufinyelela Olwazini wezi- 2000 (UMthetho No. 2 wezi- 2000); kanye

(e) noMthetho Osadingidwa Wokuguqula Ukuhlinzekwa Kwezidingo Zomphakathi (Batho Pele), we-1997.

INHLOSO

5. Ngokuhambisana neSahluko 3, iNgxenye Yokuqala yoMthetho, inhloso yalo Mqulu ngukunikeza ilungelo langokomthethosisekelo lokufinyelela kunoma yiluphi ulwazi olugcinwe nguMnyango kanye nanoma yiluphi ulwazi olugcinwe ngomunye umuntu elidingeka ukuze kusebenze noma kuvikelwe nanoma yimaphi amalungelo.

IMISEBENZI KANYE NESAKHIWO SOMNYANGO

6.(1) Imisebenzi yoMnyango–

(a) ukwengamela ukuhlinzekwa kwezidingongqangi zomphakathi ngenhloso yokweseka uhulumeni wasekhaya osebenza ngempumelelo;

(b) ukwengamela ukuhlinzekwa kwezidingongqangi zomphakathi ngenhloso yokweseka izindaba zomdabu ngempumelelo;

(c) ukwengamela imisebenzi yokwesekwa kwamabhizinisi ngenhloso yokweseka ukwenziwa ngcono kokuhlinzekwa kwezidingo zomphakathi;

(d) ukudidiyela ukulawulwa kwezinhlekelele esifundazweni;

(e) ukudidiyela izinhlelo zokuhlonyiswa ngamakhono kanye nokuqeqesha ukuze kuqaliswe ukusebenza kwezinhlelo ezahlukene;

(f) ukudidiyela nokwenza izinhlelo eziyisipesheli;

(g) ukuhlinzeka imisebenzi yokweseka edidiyele kubandakanya eZokuphathwa Kwabasebenzi, ezeMisebenzi Yezokweseka, ezeMisebenzi ye-Internet Nobuchwepheshe Bezokuxhumana, ezeMisebenzi Yezomthetho, Izinqubomgmo kanye Nocwaningo; kanye

(h) nokuhlinzeka ngobuholi bezamasu kwezezimali ngenhloso yokweseka ukuhlinzekwa kwezidingo zomphakathi koMnyango.

(2) Ishadi lomdwebo weSakhiwo soMnyango litholakala kuSithasiselo A.

INQUBO YOKUFINYELELA OLWAZINI

7.(1) Ukuze umfakisicelo akwazi ukufinyelela erekhodini loMnyango, kufanele ahambisane nazo zonke izidingo ngokwezinqubo zoMthetho eziqondene nesicelo sokufinyelela erekhodini..

(2) Nanoma yimuphi umfakisicelo kumele asebenzise uFomu A ophrintwe kwiGazethi kaHulumeni iSaziso R187 sangomhla ziyi- 15 kuNhlolanja wezi-2002, ikhophi yawo yengezwe lapha yaba iSithasiselo B, ukuze akwazi ukuthola irekhodi, inqobo nje uma eveza ukuthi ngabe –

(a) udinga ikhophi yerekhodi; noma

(b) irekhodi uzolibukela emahhovisi oMnyango.

(3) Umuntu kumele afinyelele kwirekhodi ngokwendlela alicele ngayo, ngaphandle uma lokho–

(a) kuzothikameza ukusebenza koMnyango;

(b) kuzolilimaza irekhodi; noma

(c) kuzodala ukuba kuphazamiseke amalungelo obunikazi bempahla okungeyona ekahulumeni.

(4) Uma ngabe umfakisicelo edinga ukuba aziswe ngesinqumo, ngaphezu kwempendulo ebhaliwe maqondana nesicelo sakhe, lokhu kumele akuveze kuFomu A, owengezwe lapha waba iSithasiselo B.

(5) Umuntu ocela ulwazi egameni lomunye umuntu kumele aveze isikhundla afaka isicelo ngaphansi kwaso.

(6) Abantu abakhubazekile kumbe abantu abangakwazi ukufunda noma ukubhala bangacela ukuthola ulwazi ngokomlomo, kuleso simo iSekelo Lesikhulu Esibhekele Ulwazi kumele ligcwalisele umfakisicelo ifomu bese limnikeza ikhophi; futhi

(7) Ukufinyelela olwazini angeke kwanqatshwa, ngaphandle uma kuyizizathu zokwenqaba ezibalulwe eNgxenyeni 2, iSahluko 4 soMthetho.

IMALI EKHOKHWAYO NJENGALOKHU INQUNYWE NGAPHANSI KWENGXENYE II YESAZISO R187 KWIGAZETHI KAHULUMENI 23119 YAMHLA ZINGAMA15 KUNHLOLANJA WEZI- 2002

8. Wonke umuntu ofaka isicelo sokufinyelela erekhodini noma olwazini kumele akhokhe imali ekhokhwayo efanele, ngaphandle uma lelo rekhodi liqukethe ulwazi olumayelana naye uqobo, kuleso simo ayikho imali eyokhokhwa, bese kuncika kulokhu-

(a) iSekela leSikhulu Esibhekele Ulwazi kumele sazise umfakisicelo imali ekhokhwayo enqunyiwe ngaphambi kokuba isicelo sisetshenzwe;

(b) isicelo kumele sivunywe ukuthi samukelwe ngokubhaliwe bese kunikezwa imininingwane yenani elikhokhwayo kanjalo nezindlela ezahlukahlukene zokukhokha imali yokufaka isicelo;

(c) iSikhulu Esibhekele Ulwazi kumele sazise umfakisicelo ngesinqumo saso maqondana nolwazi oluceliwe;

(d) kuyomele kukhokhwe imali eyengeziwe ngenxa yokucingwa, kulungiswe, kukhiqizwe nangesikhathi esidlula amahora anqunyiwe okulungisa irekhodi ukuze likhishwe, esimweni lapho isicelo sivunyiwe;

(e) umfakisicelo angafaka isikhalo noma afake isicelo enkantolo sokuba akhululwe ekukhokheni imali yokufaka isicelo; futhi

(f) Yonke imali ekhokhwayo kumele ikhokhwe njengalokhu kubalulwe kwiSithasiselo E esengeziwe lapha.

ULWAZI NAMAREKHODI OMNYANGO

9. UMnyango uqoke iSekela leSikhulu Esibhekele Ulwazi okumele libhekane nokuhlinzekwa kolwazi ngokoMthetho njengalokhu lijutshwe iSikhulu Esibhekele Ulwazi, kanti lapha ngezansi kuneminingwane yeSikhulu Esibhekele Ulwazi neSekela leSikhulu Esibhekele Ulwazi:

ISIKHULU ESIBHEKELE ULWAZI	**IKHELI**
Mnu T Tubane INhloko yoMnyango Esabambile	Private Bag X9078, Pietermaritzburg, 3200; **Pietermaritzburg** 3201 Ucingo: 033 395 2831 Ifeksi: 033 345 6432 I-imeyli: thando.tubane@kzncogta.gov.za
ISEKELA LESIKHULU ESIBHEKELE ULWAZI	IKHELI
Mnu. V.L. Anley	Private Bag X9078, Pietermaritzburg, 3200; **Pietermaritzburg** 3201 Ucingo: 033 395 3084; Ifeksi: 033 395 2311; I-imeyli: vernon.anley@kzncogta.gov.za; and I-website: http://www.kzncogta.gov.za

UMHLAHLANDLELA NGOKWESIGABA 10 WOKUTHI UNGAWUSEBENZISA KANJANI UMTHETHO [Isigaba 14(1) (c)]

10. Umhlahlandlela ngokwesigaba 10 wokuthi ungawusebenzisa kanjani uMthetho ngokwesigaba 14 (1) (c) uyatholakala kwa- SAHRC, uma unemibuzo ungayiqondisa ku-:

The South African Human Rights Commission: PAIA Unit The Research and Documentation Department Private Bag 2700 **HOUGHTON** 2041	**Ucingo**: (011) 4848300 **Ifeksi**: (011) 4840582 **I-website**: www.sahrc.org.za **I-imeyili**: paia@sahrc.org.za

IMIKHAKHA YAMAREKHODI AGCINWE NGUMNYANGO

11.(1) Yonke imikhakha yamarekhodi angena ngaphansi kwalawo adalulwa ngokuzenzekelayo ngokwesigaba 15(1)(a) soMthetho itholakala kwiSithasiselo D.

(2) Lezi zihloko nemikhakha yamarekhodi elandelayo ingacelwa ngokulandela inqubo ebalulwe eMthethweni nakulo Mqulu:

(a) **IHHOVISI ELIYINHLOKO: UKUHLELA KOMASIPALA**

UPHIKO	UMKHAKHA	AMAREKHODI
Ukuhlela Kwamasu Okusebenza koMasipala	Izinhlelo Zentuthuko Edidiyele	• Izinhlelo Zentuthuko Edidiyele zoMasipala; kanye • Nemibiko Yokuhlola
Ukuhlelwa Kwendawo	Izinhlelo Zentuthuko Edidiyele	• UHlaka loHlelo Lokuthuthukiswa Kwendawo koMasipala • Imibiko Yokuhlola
	Inqubomgomo kanye Nemihlahlandlela	Imihlahlandlela Yesifundazwe Yokuhlelwa Kwendawo (2009) • Umhlahlandlela 1: Utshalomali Lukahulumeni noKukhula Kwezindawo • Umhlahlandlela 2: Uhlaziyo i-Geotechnical Analysis • Umhlahlandlela 3: Ukuhlolwa kwemikhawulo yokusebenza kweZobuchwepheshe Obungenye Indlela kanye naMandla okwandisa iSizinda Sezinsiza • Umhlahlandlela 4: Umhlahlandlela Wokuhlelwa Kwendawo Wokukhuthaza Ukusebenza Kwemali Engenayo Endaweni. • Umhlahlandlela 5: Ukuchaza Imikhawulo maqondana Nokukhula Kwendawo Yokuhlala: Udaba LoMngcele Wendawo eyidolobha • Umhlahlandlela 6: Ukuhunyushwa Kwamagugu Ezamasiko Kwezokuhlelwa Kwendawo • Umhlahlandlela 7: Izinqubo Zokuxhumana Nokudlulisela Ulwazi eKuhleni Indawo eSifundeni sasoThukela • Umhlahlandlela 8: Ukudidiyelwa kwezindaba zokutholakala kwamanzi emhlabathini (Agrohydrological issues) ohlelweni lokuHlelwa Kwendawo koMasipala KwaZulu-Natali. • Indlela Yokuchaza Imingcele Esemqoka

		Yendawo Yokuhlala: Udaba lukaMasipala uBuhlebezwe, KwaZulu-Natali (2012) • Izifundo Zokuqeqesha maqondana NoHlaka loHlelo Lokuthuthukiswa Kwendawo koMasipala mhla lulu-1-5 kuNtulikazi wezi-2012: • Isifundo 1: Urban Design for Small Towns and Design considerations for settlements in the context of rural areas • Isifundo 2: Constructing a terms of reference for a Spatial Development Framework • Isifundo 3: Spatial Development Framework and Scheme Management of public investment in communal and Traditional areas • Isifundo 4: Constructing a terms of reference for a Scheme • Isifundo 5: Assessment of Planning Development Act (PDA) applications for state-assisted housing • Uhlaka Lomuno Wendawo Eyidolobha eBergville, KwaZulu-Natali (2013)
	Izicelo Zokuthuthukiswa Kwemithetho	Amarekhodi azo zonke izicelo zentuthuko ezilethiwe maqondana • UMthetho Wokulungiswa Kabusha Kwamalungelo Obunikazi Bomhlaba, we-1991 • UMthetho Wokuhlewa Kwezindawo kanye Nokulawulwa Kokusetshenziswa Komhlaba, uNo.16 wezi-2013

(b) **IHHOVISI ELIYINHLOKO: UKUQAPHA, UKUBIKA KANYE NOKUHLOLA UKUSEBENZA KOMASIPALA**

Ukuqapha, Ukubika kanye Nokuhlola Ukusebenza Komasipala	**UMKHAKHA**	**AMAREKHODI**
	• Imibiko	Imibiko yokuhlolwa koMnyango
	• Inqubomgomo	Imihlahlandlela

(c) **IHHOVISI ELIYINHLOKO: UKUPHATHWA KANYE NOKUBUSWA KOMASIPALA**

UPHIKO	UMKHAKHA	AMAREKHODI
Ezokuphathwa koMasipala	Izicelo Zokuthuthukiswa Kwemithetho kanye nezicelo zokuphathwa komasipala	• Ukudayiswa komhlaba; • Ukuphangwa komhlaba ngokomthetho; • Ukumbululwa kwezidumbu; • Izibonelelo zamakhansela; • Amakhansela asebenza ngokugcwele • Izindlela zokweseka ezejwayelekile zomasipala (kubalwa namasekhula); kanye • Nebhukwana lokuqeqesha.
Ezokubuswa koMasipala	Izindaba zezomthetho womasipala	• Izaziso Zezemithetho; kanye • Nezinhlelo Zezemithetho Zokungenelela

(d) **IHHOVISI ELIYINHLOKO: EZEZIMALI ZOMASIPALA**

UPHIKO	UMKHAKHA	AMAREKHODI
Ukweseka Ngezezimali koMasipala	Imibiko	• Imibiko Yonyaka Yomasipala; • Imibiko Yokuhlola yoMnyango; kanye • Nemibiko kaMcwaningimabhuku Jikelele yoMasipala.
	Izinqubomgomo	• Imihlahlandlela; kanye • Izinqubomgomo Zezezimali Ezejwayelekile Zomasipala.
	Imibiko	• Imibiko Yonyaka Yomasipala; • Imibiko Yokuhlola yoMnyango; kanye • Nemibiko kaMcwaningimabhuku Jikelele yoMasipala.

(e) **IHHOVISI ELIYINHLOKO: INGQALASIZINDA KAMASIPALA**

UPHIKO	UMKHAKHA	AMAREKHODI
Ingqalasizinda kaMasipala	Ukuthuthukiswa kwengqalasizinda kamasipala	• Uhlu lemiklamo kamasipala erejistiwe exhaswa ngezimali yiSibonelelo Sengqalasizinda kaMasipala; • Imibiko yenyanga yokusebenza okuqhubekayo ngokoMthetho Wokwehlukaniswa Kwemali

		Engenayo Nephumayo; • Umbiko wonyaka wokusebenza koMasipala; kanye • neZinhlelo Zonyaka Zokuthuthukiswa Kwemali yokuqhuba umsebenzi.
	Inqubomgomo kanye nemihlahlandlela	• Inqubomgomo Yokusebenza Kwesibonelelo Sengqalasizinda nenqubo yokusebenza; • Imihlahlandlela Yokulawulwa kwempahla yengqalasizinda; kanye • Amazinga ayisisekelo ezinsiza ezihlinzekwayo kanye nemali ekhokhelwa insiza ngayinye ehlinzekiwe.
Izinsiza eziyisisekelo zamahhala	Ukuhlinzekwa Kwezinsiza eziyisisekelo zamahhala	Ulwazi maqondana nokuhlinzekwa Kwezinsiza eziyisisekelo zamahhala
	Inqubomgomo kanye nemihlahlandlela	• Imihlahlandlela maqondana nokuhlinzekwa kwamanzi ayisisekelo mahhala; kanye • Imihlahlandlela maqondana nokuhlinzekwa kukagesi oyisisekelo mahhala.

(f) **IHHOVISI ELIYINHLOKO: IZINDABA ZOMDABU**

UPHIKO	UMKHAKHA	AMAREKHODI
Ukuphathwa Kwezindaba Zomdabu kanye neZezimali	Imithetho kanye neZinqubomgomo	• Amagugu agciniwe amaqondana nolwazi lomphakathi wezomdabu • Imithetho Yemiyalelo Engenakuguqulwa yeZindlu Zobuholi Bomdabu; • Umgomo Wokuziphatha; • Amanothi Enqubo; kanye • Izinqubo Zezokulawulwa Kwezezimali zeMikhandlu YezoMdabu kanye Nezindlu ZamaKhosi.
Ukuxazululwa Kokungaboni Ngaso Linye	Izinqubomgomo Nemibhalo	• Uhlu lwemininingwane olukwikhompyutha maqondana nezingxabano ezibikiwe ezindaweni zakakhosi; kanye • Nenqubomgomo esaluhlaka emayelana nokulawulwa kwezingxabano ezindaweni zamakhosi

Ukwesekwa Kwezomdabu	Izinqubomgomo Nemibhalo	• Ipulani Yokusebenza eyisisekelo yeZindlu Zamakhosi kanye neMikhandlu Yomdabu; • Izinqubo Zokulawula Ukwenziwa Komsebenzi Ezisaluhlaka zeziNdlu Zamakhosi kanye neMikhandlu Yomdabu; kanye • Nenqubomgomo esaluhlaka maqondana nokubekwa kanjalo notshalwa kwaMakhosi.

(g) **IHHOVISI ELIYINHLOKO: UKULAWULWA KOKUSETSHENZISWA KOMHLABA**

UPHIKO	UMKHAKHA	AMAREKHODI
Ezokuphathwa Kwezokuthuthukisa	Izicelo Zokuthuthukisa Kwemithetho	Amarekhodi azozonke izicelo zokuthuthukiswa komhlaba ezilethwe ngokwe-: • UMthetho Wokuhlewa Kwezindawo kanye Nokulawulwa Kokusetshenziswa Komhlaba, uNo.16 wezi-2013 • UMthetho Wokulungiswa Kabusha Kwamalungelo Obunikazi Bomhlaba, we-1991 • Imiqulu Yokuqeqesha ye-SPLUMA
	Imigomo Namaqophelo	Imigomo Namaqophelo ahlanganiswe ngokwemithetho engenhla
Izinqubo Zolwazi Lwezokuthuthukisa	Amabalazwe asemaphepheni qobo	• Amabalazwe aKwaZulu-Natali ajwayelekile naqonde ukugqamisa okuthile endaweni leyo; • Ibhuku lebalazwe Lezibalo Zabantu laKwaZulu-Natali; • Amabalazwe lezindawo lapho kukhona khona ngqo izikhungo zezokuphathwa kwezomdabu; • Amabalazwe ezindawo zemikhandlu yezomdabu;

		• Amabalazwe emingcele yomasipala; kanye • Nanoma yini egcinwe emtapweni wolwazi wezokuhlela intuthuko, ngaphandle uma kuyinto okucacisiwe ukuthi angeke ibonwe nanoma ikanjani.
	Imininingwane yezindawo egcinwe ngokwezobuxhaxhaka bobuchwepheshe	• Imininigwane yeKwaZulu-Natali kanye neyoMasipala Bezifunda; • Ulwazi olumaqondana neSu lesiFundazwe Lokuthuthukiswa KoMnotho Wendawo; • Amabalazwe emigwaqo yamadolobha amakhulu KwaZulu-Natali; kanye • Nezinhlelo Zokuhlelwa kwamadolobha.
Ezokuphathwa Komhlaba Wemikhandlu Yomdabu		• Ulwazi lamalungelo omhlaba (Imvume Yokuhlala endaweni); kanye • Ukumenyezelwa kwemingcele yemikhandlu yoMdabu.

(h) **IHHOVISI ELIYINHLOKO: UKUBAMBA IQHAZA KOMPHAKATHI**

UPHIKO	UMKHAKHA	AMAREKHODI
Ukubamba Iqhaza Komphakathi	Imibiko	• Umbiko Wokubamba Iqhaza Komphakathi; • Uhlu Lwemininingwane Yamakomidi Amawadi; • Umbiko Wocwaningo Lokusebenza Kwamakomidi • Umbiko Wamakwata; • Umbiko Wokuma Ngomumo Kwakomidi Amawadi; • Umbiko Wokusebenza Kwezimali Maqondana Nokubamba Iqhaza Komphakathi; kanye • nombiko Wekomidi Elibhekele Ukubamba Iqhaza Komphakathi.
Abasebenzi Bezokuthuthukiswa Komphakathi	Ukuhlinzekwa Kwezinsiza Zomphakathi	• Isu Lokuqashwa nokugcwaliswa Kwezikhundla Abasebenzi Bezokuthuthukiswa Komphakathi; • UHlelo Olokhulu lwesifundazwe Labasebenzi Bezokuthuthukiswa Komphakathi; kanye • Nemibiko Yamakwata Yokusebenza kwabasebenzi Bezokuthuthukiswa Komphakathi KwaZulu-Natali.

(i) **IHHOVISI ELIYINHLOKO: UKUTHUTHUKISWA KWEZINDAWO ZASEMADOLOBHENI NEZASEMAKHAYA**

UPHIKO	UMKHAKHA	AMAREKHODI
Ukuthuthukiswa Kwezindawo Zasemakhaya	Ukuthuthukiswa Kwezindawo Zasemakhaya	• Imibiko Yokugcina yemiklamo yoKuthuthukiswa Komnotho Wasezindaweni Zasemakhaya; • Ukubika Kwanyangazonke ngokusebenza kwemiklamo yoKuthuthukiswa Komnotho Wasezindaweni Zasemakhaya; • Amapulani Okusebenza emiklamo; • Uhlu lwemiklamo Yezindawo; • Isu Lokuthuthukiswa Komnotho Womasipala Bezindawo; kanye • noMbiko Wenyanga womklamo.
Ukuthuthukiswa Kwezindawo Zasedolobheni	Ukuthuthukiswa Kwezindawo Zasedolobheni	• Ukubika Kwanyangazonke ngokusebenza kwemiklamo yoKuthuthukiswa Komnotho Wasezindaweni Zasemadolobheni; • Amapulani Okusebenza emiklamo; kanye • noHlu lwemiklamo Exhaswe ngezimali.
Ukuxhumana ezindaweni zasemakhaya (Izikhungo Zokuhlinzeka Umphakathi Ngezinsiza)	Ukufinyelela ezinsizeni osekwenziwe ngcono	• I- CSC Hierarchy Framework • I-CSC Functionality Framework • I-CSC Prioritised Spatial Establishment Framework • I-CSC Grant Prioritisation Framework
Ubudlelwano Bokusebenza Ngokubambisana	Ukwakha uBudlelwano Bokusebenza Ngokubambisana phakathi komasipala nezikhungo zomdabu	• UMthetho Wezokubusa Nobuholi Bomdabu wezi-2005; kanye • noHlaka Lwenqubomgomo Yenqubo Elandelwayo Kwazulu-Natal maqondana noKwakha uBudlelwano Bokusebenza Ngokubambisana phakathi koMasipala neZikhungo Zomdabu.

(j) **IHHOVISI ELIYINHLOKO: UKUTHUTHUKISWA KOMNOTHO WENDAWO**

UPHIKO	UMKHAKHA	AMAREKHODI
Izinhlelo	Ukuthuthukiswa	• Uhlu lwezibonelelo zemigudu;

Eziyisipesheli	Kwemigudu	• Imibiko yokuqhubekayo yenyanga; • Uhlelo Lokusebenza maqondana neMigudu; • I- template yokubika ngemigudu; kanye • I-template yokubika emva kokugoqwa komklamo wemigudu.
	Ukuthuthukiswa Kwezinkundla zezemidlalo	• Uhlelo lokwethulwa komklamo; kanye • neMibiko Yokuqhubekayo yenyanga.

(k) **IHHOVISI ELIYINHLOKO: UKUQAPHA NOKUHLOLA**

UPHIKO	UMKHAKHA	AMAREKHODI
Izinqubo noKubika	Izinsiza kanye neZinqubo Zokuqoqa Ulwazi	Inqubo Yokuqapha noKuhlola
Ukuqapha	Ulwazi Lokwenziwa Komsebenzi kanye Nezinkomba	• Izinhlelo Zokwenziwa Komsebenzi Zonyaka; kanye • neMibiko Yokwenziwa Komsebenzi Yekwata
	Isu Lokuqapha noKuhlola	UHlaka/ Inqubomgomo yoKuqapha noKuhlola yoMnyango
Ukuhlola	Imibiko Yokuhlola	• Imibiko Yokwenziwa Komsebenzi Komasipala Yonyaka Esihlanganisiwe • Umbiko Wokuhlola Wangaphandle maqondana nomthelela weZinhlelo zoMnyango • Umbiko Wokwenziwa Komsebenzi wangeSigamu Sonyaka nowoNyaka ozoba yingxenye yoMbiko woNyaka woMnyango

(l) **IHHOVISI ELIYINHLOKO: UKULAWULWA KWEZINHLEKELELE**

UPHIKO	UMKHAKHA	AMAREKHODI
Ukuhlela kanye Nenqubomgomo	Ukuhlela kanye Nenqubomgomo emaqondana noKulawulwa Kwezinhlekelele	• Uhlaka Lwesifundazwe Lwezokulawulwa Kwezinhlekelele; • Izinhlelo zoMasipala Zokulawulwa Kwezinhlekelele; • Izinhlelo zeMinyango kaHulumeni Zokulawulwa Kwezinhlekelele; • Izinhlelo zokubhekela izimo

		ebezingalindelekile zezinhlaka zikahulumeni; kanye • NeZiphakamiso Zengqungquthela yezokulawulwa kwezinhlekelele.
Ezemisebenzi	Ukudidiyelwa kwezokulawulwa kwezinhlekelele	• Imibiko Yezigameko Ezenzeke koMasipala; • Izigungu Zokweluleka maqondana noKulawulwa Kwezinhlekelele zesifundazwe kanye nezeZifunda; kanye • Nezinhlelo zokuqwashisa nokubandakanya umphakathi.

(m) **IHHOVISI ELIYINHLOKO: EZEZIMALI**

UPHIKO	UMKHAKHA	AMAREKHODI
Ezokuphathwa Kwezezimali	Ukuphathwa kwezokukhokha kanye nokubalwa Kwezimali	• Izinqubo zokukhokha; • Ama-Ledger account kanye nokugcinwa kwamarekhodi ezezimali; • Ukulawulwa kwama-Voucher; • Ukulawulwa kwe-Payroll; • Izitatimende zezimali zoNyaka; • Izincwadi zezokuphatha kanye nemibiko yocwaningo; • Ukuqeqesha ngezezimali; • U-BAS; • Amanothi enqubo.
Ukulawulwa kanye nokuhlelwa kwesabelomali	Ukweseka kwesabelomali kanye nokuhlelwa kwezimali	• Izitatimende zesabelomali; • Imibono emaqondana noHlaka Lesikhathi Esimaphakathi Sokusebenza, i- MTEF; • Izilinganiso Zokulungiswa kwabusha kwesabelomali; • Ubufakazi babaprinti; • Izinhlelo Zamasu Okusebenza ezihambisana nesabelomali; • Imali ephuma kubaxhasi; • Izibonelelo ezinemibandela; • Imibono yemihlangano yokubonisana; • Izicelo Zokwedlulisela imali onyakeni olandelayo;

		• Ukumiswa Kwemiklamo ethile kanye nokudluliselwa kwemali ebikade ibekelwe omunye umsebenzi isetshenziswe komunye; • Imibiko Yokuqapha yasonyakeni; • Imibiko Yosethsenziswa Kwemali; kanye • nemibiko Yezinkokhelo Ezidluliselwe Kwezinye izinhlaka yenyanga.
Ukuphathwa Kokusatshalaliswa Nokuthengwa Kwempahla	Ukuthengwa kwempahla, Ukulawulwa kwempahla kanye neminye imisebenzi ehambisana nako	• Irejista yempahla; • Igama lomuntu obefake ibhidi ophumelele maqondana nokunikezelwa kwezinkontileka.

(n) **IHHOVISI ELIYINHLOKO: EZOKUPHATHWA NOKUTHUTHUKISWA KWABASEBENZI**

UPHIKO	UMKHAKHA	AMAREKHODI
Ezokuphathwa Kwabasebenzi	Izindaba zabasebenzi kanye Nezobudlelwano nabasebenzi	Imibhalo namarekhodi aqondene nabasebenzi kanjalo nezindaba zobudlelwano nabasebenzi kubandakanya ukukhishwa kwezikhangiso zokuqasha, ukuqasha, amaholo, ukuyeka ukusebenza kanye nokuphathwa kwemibandela yokusebenza.
Ukuthuthukiswa Kwabasebenzi	Ukuqeqesha nokuthuthukiswa kanye noKulawulwa noKuthuthukiswa koKwenziwa Komsebenzi kwaBasebenzi kanjalo nokubhekelwe kweMpilo Nenhlalo yabaSebenzi	• Imifundaze yomnyango kanye nohlelo lwamathwasa; • Uhlelo Lokulawulwa Kokwenziwa Komsebenzi kwabasebenzi; kanye • Ubhekelwe kweMpilo Nenhlalo yabaSebenzi.
Ukuthuthukiswa KoMnyango kanye nezemisebenzi	Isakhiwo soMnyango kanye nokuHlelwa	• Isakhiwo soMnyango; • Imiphumela yokubuyekezwa kwamazinga emisebenzi okusekugunyaziwe emva kokuba

yokwenza umnyango usebenze ngempumelelo	Kwezabasebenzi	kade kunokuhlolwa kwemisebenzi; kanye • noHlelo Lwezabasebenzi kanjalo nemibhalo ehambisana nalo.
Ezobudlelwano Nabasebenzi	Izindaba Zezobudlelwano Nabasebenzi	Imibhalo namarekhodi amaqondana nezindaba zezobudlelwano nabasebenzi kubandakanya nezinyathelo zokuqondiswa izigwegwe, ukuxazululwa kwezingxabano, izikhalo kanjalo nezezingxoxo zamaholo abasebenzi.

(o) **IHHOVISI ELIYINHLOKO: IMISEBENZI EDIDIYELE**

UPHIKO	UMKHAKHA	AMAREKHODI
Ezemisebenzi Yokusiza	Imisebenzi yasehhovisi	Wonke amafayela asemthethweni agcinwe emahhovisi okugcina amafayela omnyango e-Natalia, e- Southern Life Plaza, e-Wadley House, e-Mayville kanye nasoLundi.
	Imisebenzi Yezokuthutha	• Amafayela ezimoto zikahulumeni; • Amafayela ezimoto ezithola uxhaso lukahulumeni; kanye • neMibiko yomsebenzi owenzekayo.
Ezemisebenzi Yezokuvikela	Imisebenzi Yezokuvikela	Amarekhodi oLawulo Lokungena eZikhungweni zoMnyango.
Ezemisebenzi Yezemithetho	Izivumelwano	Izivumelwano Eziqinisekisiwe eseziphothulwe nabahlinzekimsebenzi, aBalekeleli Abangongoti kanye nezinhlaka zikahulumeni.
	Amacala	Izikhalo ezifakwe maqondana namacala afaka uNgqongqoshe kanye noMnyango.
Ubuchwepheshe Bezolwazi Nokuxhumana	Izindaba zezolwazi nobuchwepheshe	Izinqubo zobuChwepheshe Bolwazi ezisethsenziswa nguMnyango.

(p) **IHHOVISI: UKUDIDIYELWA KOHLELO LWENTUTHUKO EDIDIYELE**

UPHIKO	IMIKHAKHA	AMAREKHODI
Ukudidiyelwa Kohlelo Lwentuthuko Edidiyele (IDP)	Imibhalo yokuhlela	• Imibhalo yoHlelo Lwentuthuko Edidiyele • UHlelo Lokukhula Nokuthuthukiswa LwesiFundazwe (PGDS) • Izinhlelo Zokukhula Nokuthuthukiswa zezifunda • Imibiko Yokuqhubekayo ye- PGDS

(q) **IHHOVISI: INQUBOMGOMO NOCWANINGO**

UPHIKO	UMKHAKHA	AMAREKHODI
iNqubomgomo Nocwaningo	iNqubomgomo Nocwaningo	• Irejista yeZinqubomgomo zoMnyango • Imibiko Yocwaningo Olwenziwe nguMnyango

(r) **IHHOVISI: ULAWULO LWANGAPHAKATHI**

UPHIKO	UMKHAKHA	AMAREKHODI
Ulawulo Lwangaphakathi	Isibopho Sokubika	• Imibuzo yasePhalamende • IKomidi Elingeguqulwe Elibhekele Ezezimali Zikahulumeni – Imibuzo • IKomidi Lesishayamthetho Elibhekele Ezezimali – Imibuzo • IKomidi Lesishayamthetho Elibhekele u-COGTA - Imibuzo
	Ucwaningo Lweminyango	Imibiko Yocwaningo Lolawulo Lwangaphakathi
	Ucwaningo Lwangaphakathi	Imibiko Yocwaningo Lwangaphakathi
	Umcwaningimabhuku Jikelele	Incwadi Yezokuphatha
	Ukulawulwa Kwezimo Eziyingcuphe	IRejista Yokuhlola Izimo Eziyingcuphe
	Ukukhwabanisa nenkohlakalo	Imibiko Yophenyo Lwezimo Eziyingcuphe

AMALUNGUSELELO OKUBAMBA IQHAZA KOMPHAKATHI EKWAKHIWENI KWEZINQUBOMGOMO NJENGALOKHU KUBALULWE EMTHETHWENI [*ISIGABA 14(1)(g)*]

13. (1) UMnyango usebenzisa izinhlaka ezikhona ezingeni lesiFundazwe, elesiFunda, eleNdawo kanjalo nasezingeni leWadi ngenhloso–

(a) yokwenza kube lula ukubandakanyeka komphakathi; kanye

(b) nokunikeza amalungu omphakathi ithuba–

(i) lokubonisana kanye nokwenza izethulo; kanye

(ii) nokubamba iqhaza ekwakhiweni kwezinqubomgomo, ekusebenziseni amandla kanjalo nokwenza umsebenzi kwabasebenzi boMnyango.

(2) UMnyango uyingxenye yophiko oluphezulu lukahulumeni WesiFundazwe saKwaZulu-Natali, kanti yize ingekho indlela eqondile yokubamba iqhaza komphakathi ekwakhiweni kwezinqubomgomo, umphakathi unezwi ngandlela thile ekwakhiweni kwezinqubomgomo–

(a) ngokubamba iqhaza okhethweni lesifundazwe;

(b) ngokukhuluma nalabo ababamele abakhethiwe;

(c) ngokuzibandakanya ezinqubeni zokushaya imithetho kanye nalezo zokubama iqhaza komphakathi zeSiShayamthetho sesiFundazwe saKwaZulu-Natali (www.kznlegislature.gov.za) namakomidi aso;

(d) ngokuhambela izithangami zeSiShayamthetho sesiFundazwe saKwaZulu-Natali; kanye

(e) ngokufinyelela ngemithombo yabezindaba eSiShayamthetho sesiFundazwe saKwaZulu-Natali kanye namakomidi aso.

(3) Ngaphezu kwalokho, izikhathi ngezikhathi, uMnyango ungafuna uvo lomphakathi maqondana nemithetho esaluhlaka eshayiwe, kanti umphakathi uyanxuswa ukuba uveze imibono nezimvo zawo uma kuvela la mathuba.

Izikhalo

14. Uma umfakisicelo efisa ukufaka isikhalo ngenhloso yokuphikisana nesinqumo sokungadalulwa ngokuphelele noma songadalulwa nhlobo kolwazi, angasifaka asiqondise kuNgqongqoshe wesiFundazwe woMnyango Wokubusa Ngokubambisana Nezindaba Zomdabu, njengalokhu kubalulwe esigabeni 74 soMthetho, asebenzise uFomu B, othasiselwe kulo mqulu waba Isithasiselo C.

UKUSHICILELWA NOKUTHOLAKALA KOMQULU

15. (a) UMqulu uyatholakala kwisizindalwazi somnyango esithi: www.kzncogta.gov.za, kanjalo kwesabasebenzi abangaphakathi emnyangweni esithi: home.kzncogta.gov.za, kanti amakhophi oMqulu ayatholakala kuwo wonke amahhovisi oMnyango ngesiNgisi, isiBhunu kanye nesiZulu.

(a) Akukhokhwa mali uma ufuna ukubona ikhophi yalo Mqulu kwisizindalwazi somnyango, nokho-ke uMnyango uyaligodla ilungelo lokufuna inkokhelo yamakhophi ngokuhambisana nemali efanayo ekhokhelwa amarekhodi, njengalokhu kuningwe ebinzaneni 9 lalo Mqulu.

UKUQAPHA, UKUHLOLA KANYE NOKUBUYEKEZA

16. Lo Mqulu kumele ubuyekezwe njalo ngonyaka.

USUKU LOKUQALISA UKUSEBENZA

17. Lo Mqulu uyoqala ukusebenza ngosuku okusayine ngalo iNhloko yoMnyango Esabambile.

Usayinwe:

____

ISIKHULU ESIPHESULU SEZEZIMALI

USUKU: ____________________________

Wagunyazwa:

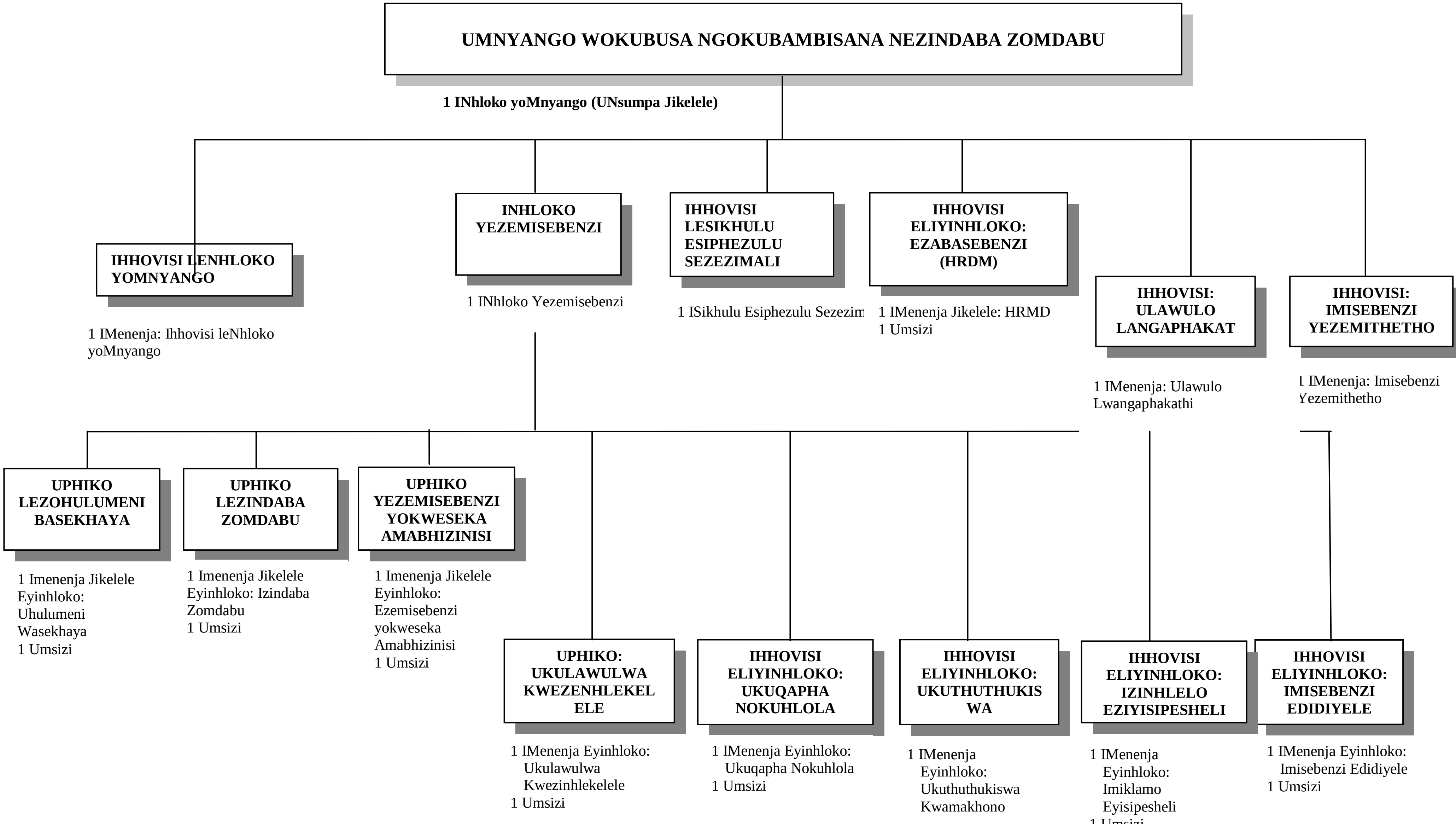
____

INHLOKO YOMNYANGO ESABAMBILE

USUKU: ____________________________

ISAKHIWO ESIPHEZULU SOMNYANGO

ISITHASISELO A



INHLOKO YEZEMISEBENZI

INJONGO: Ukwengamela imsebenzi yoMnyango yokuhlinzekwa kwezidingongqangi zomphakathi

IMISEBENZI:

1. Ukwengamela ukuhlinzekwa kwezidingongqangi zomphakathi ngenhloso yokweseka ohulumeni basekhaya.
2. Ukwengamela ukuhlinzekwa kwezidingongqangi zomphakathi ngenhloso yokweseka izindaba zomdabu ngempumelelo.
3. Ukwengamela imisebenzi yokwesekwa kwamabhizinisi ngenhloso yokweseka ukwenziwa ngcono kokuhlinzekwa kwezidingongqangi zomphakathi.
4. Ukudidiyela ukulawulwa kwezinhlekelele esifundazweni.
5. Ukudidiyela ukuqapha, ukuhlola, ukuhlaziya nokubuyekeza konke ukwenziwa komsebenzi koMnyango

- **IHHOVISI ELIYINHLOKO**
- **IZINDABA ZOMDABU**
- **IMISEBENZI YEZOKWESEKWA KWAMABHIZINI**
- **IHHOVISI: UKULAWULWA KWEZINHLEKELELE**
- **IHHOVISI ELIYINHLOKO: UKUQAPHA NOKUHLOLA**
- **IHHOVISI ELIYINHLOKO: UKUTHUTHUKISWA KWAMAKHONO**
- **IHHOVISI ELIYINHLOKO: IZINHLELO EZIYISIPESHELI**
- **IHHOVISI ELIYINHLOKO: IMISEBENZI EDIDIYELE**

ISITHASISELO B

UFOMU 1

ISICELO SOKUFINYELELA EREKHODINI LOHLAKA LUKAHULUMENI
(*ISigaba 18(1) soMthetho Wokukhuthaza Ukufinyelela Olwazini wezi- 2000 (UMthetho No. 2 wezi- 2000*))
[***UMthethonqubo 6***]

OKOMNYANGO KUPHELA
Inombolo Eyinkomba: ____
Isicelo samukelwe ngu ____ (Balula isikhundla, igama nesibongo sesikhulu esibhekele ulwazi/ isekela lesikhulu esibhekele ulwazi) mhla____________________ (usuku) e-____________________________(indawo).
Imali yokufaka isicelo (uma ikhona): R _________________
Idiphozithi (uma ikhona): R _________________
Imali yokufinyelela erekhodini: R _________________
____ **ISIGNESHA YESIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI**

A. Iminingwane yohlaka lukahulumeni

ISikhulu Esibhekele Ulwazi/ ISekela Lesikhulu Esibhekele Ulwazi:

B. Imininingwane yomuntu ocela ukufinyelela kwirekhodi

(a) Imininingwane yomuntu ocela ukufinyelela kwirekhodi kumele irekhodwe ngezansi.
(b) Nikeza ikheli kanye/ noma inombolo yefeksi yaseRiphablikhi lapho imininingwane kumele ithunyelwe khona.
(c) Ubufakazi besikhundla somuntu owenza isicelo, uma bukhona, kumele bunanyatheliswe.

Amagama aphelele kanye nesibongo:
Inombolo kamazisi:
Ikheli leposi:
Inombolo yefeksi:
Inombolo yocingo:
Ikheli le-imeyili:
Isikhundla somuntu ofaka isicelo uma kungukuthi isicelo usifakela omunye umuntu:

C. Imininingwane yomuntu isicelo esifakwa egameni lakhe

Le ngxenye kumele igcwaliswe KUPHELA uma isicelo solwazi senziwa egameni lomunye umuntu.

Amagama aphelele kanye nesibongo:
Inombolo kamazisi:

D. Imininingwane yerekhodi

a) Hlinzeka ngemininingwane egcwele yerekhodi elidingekayo, kubandakanya nenombolo eyinkomba uma uyazi, ukuze kube lula ukutholakala kwerekhodi.
(b) Uma indawo ehlinzekiwe ingenele, qhubeka kwelinye ikhasi eliseceleni bese ulinamathisela efomini. ***Ofaka isicelo kumele asayine yonke imininingwane eyengeziwe.***

Incazelo ngerekhodi kumbe ingxenye efanele yerekhodi:
Inombolo eyinkomba, uma ikhona:
Eminye imininingwane yerekhodi:

E. Imali ekhokhwayo

(a)	*Isicelo sokufinyelela kwirekhodi, ngale kwerekhodi elinolwazi oluqondene nawe qobo, siyokwenziwa kuphela uma sekukhokhwe imali yokufaka isicelo.*
(b)	*Uzokwaziswa ngesamba semali okudingeka ukuba ikhokhelwe ukufaka isicelo.*
(c)	***Imali ekhokhelwa ukufinyelela kwirekhodi*** *incike endleleni okumele kufinyelelwe kulo ngayo kanye nesikhathi esifanele esidingeka ukucinga kanye nokulilungisa irekhodi.*
(d)	*Uma ufanelekile ukuba ukhululwe ekukhokheni imali ethile, sicela uveze izizathu zalokho.*

Isizathu sokuba ukhululwe ekukhokheni imali ekhokhwayo:

F. Indlela yokufinyelela kwirekhodi

Uma ngenxa yokukhubazeka ungakwazi ukufunda, ukubona noma ukulalela irekhodi ngokwendlela yokufinyelela ehlinzekwe lapha ngezansi ku-1 no-4, chaza indlela okhubazeke ngayo bese uveza ukuthi iyiphi indlela olidinga ngayo irekhodi.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo:

Faka uphawu"X" esikhaleni esifanele

QAPHELA:

(a) Ukuhambisana nesicelo sakho sokuthola irekhodi ngendlela olidinga ngayo kungancika ekutheni irekhodi litholakala ngayiphi indlela.

(b) Ezimweni ezithile kungenqatshelwa ukuthola irekhodi ngendlela osuke ucele ngayo. Ezimweni ezinjalo uzokwaziswa uma uzolithola ngenye indlela.

(c) Imali ekhokhwayo yokuthola irekhodi, uma ikhona, izonqunywa ngokubheka indlela okucelwe ukuba irekhodi litholakale ngayo.

1. Uma irekhodi libhaliwe noma liprintiwe:

	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi

2. Uma irekhodi linezithombe ezibukwayo -
(lokhu kubandakanya izithombe, ama-slide, izithombe zama-video, izithombe ezenziwe ngekhompuyutha, izithombe ezidwetshiwe,njll.):

	Ukubuka izithombe		Ukwenza ikhophi yezithombe*		Ukuqoshwa kwezithombe*

3. Uma irekhodi linamagama aqoshiwe kumbe ulwazi olungaphinde lwenziwe umsindo:

	ukulalela umsindo womculo (ikhasethi elilalelwayo)		Ukubhalwa phansi komsindo womculo* (umbhalo obhaliwe noma oprintiwe)

4.	**Uma irekhodi ligcinwe kwikhompuyutha kumbe ngendlela elenza lifundeka kwikhompyutha noma emshinini:**				
	Ikhophi eprintiwe yerekhodi*		Ikhophi eprintiwe yolwazi olususelwe kwirekhodi*		Ikhophi yohlobo olufundeka kwikhompyutha* (stiffy or compact disc)

*Uma ucele ikhophi noma umbhalo werekhodi oqoshiwe (ngenhla), ngabe ufisa ukuthunyelelwa ngeposi? **Kukhokhwa imali yokuposa.**	YEBO	CHA

Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethile, uyolinikezwa ngolimi elitholakala ngalo.
Ungathanda ukulithola ngaluphi ulimi irekhodi?

G. Isaziso ngesinqumo mayelana nesicelo sokuthola irekhodi

Uzokwaziswa ngokubhalwe phansi ukuthi isicelo sakho sivunyiwe noma sichithiwe. Uma ufuna ukuthi waziswe ngenye indlela, uyacelwa ukuba usho leyo ndlela bese uhlinzeka ngemininingwane efanele ukuze kuhanjiswane nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokuthola irekhodi?

……………………………………………………………………………………………

……………………………………………………………………………………………

Sisayinwe e ________________ mhla __________ ku__________ wezi- 20 _____

____

ISIGINESHA YOFAKA ISICELO/UMUNTU OKUFAKWA ISICELO EGAMENI LAKHE

ISITHASISELO C

UFOMU B

ISAZISO SESIKHALO SANGAPHAKATHI

(ISigaba 75 soMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi -2000 (uMthetho uNo.2 wezi -2000)

[UMthethonqubo 8]

BALULA INOMBOLO EYINKOMBA:

A. Iminingwane yohlaka lukahulumeni

ISikhulu Esibhekele Ulwazi/ ISekela Lesikhulu Esibhekele Ulwazi:

B. Imininingwane yofaka isicelo/ yomuntu ofaka isikhalo egameni lomunye umuntu

(a)Imininingwane yomuntu ofaka isikhalo sangaphakathi kumele inikezwe ngezansi. *(b) Ubufakazi besikhundla isikhalo esifakwa ngaphansi kwaso, uma sikhona, kumele bunanyathiselwe.* *(c) Uma kungukuthi ofaka isikhalo wuhlangothi lwesithathu futhi akusiyena lo muntu obefake isicelo solwazi ekuqaleni, imininingwane yofaka isicelo kumele inikezelwe ku- C ngezansi.*

Amagama aphelele kanye nesibongo:
Inombolo kamazisi:
Ikheli leposi:
Inombolo yefeksi:
Inombolo yocingo:
Ikheli le-imeyili:

Isikhundla okufakwa ngaphansi kwaso isikhalo sangaphakathi uma kungukuthi isicelo usifakela omunye umuntu

C. Imininingwane yomfakisicelo

Le ngxenye kumele igcwaliswe KUPHELA uma kungomunye umuntu (ngale komfakisicelo) ofaka isikhalo sangaphakathi.

Amagama aphelele kanye nesibongo:
Inombolo kamazisi:

D. Isizathu esenza kufakwe isikhalo sangaphakathi

*Faka uphawu **X** esikhaleni esifanele maqondana nesinqumo esenze kufakwe isikhalo sangaphakathi:*	
	Ukwenqatshwa kwesicelo sokufinyelela.
	Isinqumo mayelana nemali ngokwesigaba 22 soMthetho.
	Isinqumo mayelana nokwelulwa kwesikhathi okumele kusetshenzwe ngaso isicelo ngokwesigaba 26(1) soMthetho.
	Isinqumo ngokwesigaba 29(3) soMthetho ukwenqaba ukufinyelela olwazini ngendlela okucelwe ngayo ngofaka isicelo.
	Isinqumo sokuvumela isicelo sokufinyelela

E. Izizathu zokufaka isikhalo

Uma isikhala esihlinzekiwe singanele, uyacelwa ukuba uqhubeke ekhasini eliseceleni bese ulinamathelisa kwifomu. ***Kumele usayine wonke amakhasi engeziwe.***

Veza izizathu ezidale ukuba kufakwe isikhalo:
Veza olunye ulwazi olungaba wusizo ekucubunguleni isikhalo:

F. Isaziso sesinqumo maqondana nesikhalo

Uzokwaziswa ngokubhalwe phansi ngesinqumo mayelana nokwedluliswa kwesikhalo sangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela ubalule leyo ndlela bese usihlinzeka ngemininingwane efanele ukuze sihambisane nesicelo sakho.

Balula indlela ofisa ukwaziswa ngayo:
Imininingwane yendlela ofisa ukwaziswa ngayo:

Sisayinwe e _______________ mhla __________ ku__________ wezi- 20 _____

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ISIGINESHA YOFAKA OFAKE ISIKHALO

OKOMNYANGO KUPHELA:
IREKHODI ELISEMTHETHWENI LESIKHALO KWANGAPHAKATHI:

Isikhalo samukelwe mhla ____ (usuku) ngu (balula isikhundla, igama nesibongo sesikhulu esibhekele ulwazi/ isekela sesikhulu esibhekele ulwazi).

Isikhalo sihambisana nezizathu zesinqumo seSikhulu Esibhekele Ulwazi/ iSekela Lesikhulu Esibhekele Ulwazi kanye, lapho kufanele khona, nemininingwane yohlangothi lwesithathu eliqondene naye irekhodi, kuthunyelwe yiSikhulu Esibhekele Ulwazi/ iSekela Lesikhulu Esibhekele Ulwazi mhla ________________________ (usuku) kwiziphathimandla ezifanele.

UMPHUMELA WESIKHALO:

ISINQUMO SESIKHULU ESIBHEKEL ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI SIQINISEKISIWE/ KUFAKWE ESISHA

ISINQUMO ESISHA:

USUKU ISIPHATHIMANDLA ESIFANELE

SAMUKELWE YISIKHULU ESIBHEKEL ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI KWISIPHATHIMANDLA ESIFANELE MHLA (usuku):

ISITHASISELO D

UKUTHOLAKALA KWAMAREKHODI OMNYANGO KANJALO NOKUFINYELELA KUWONA

INCAZELO YOMKHAKHA WAMAREKHODI ATHOLAKALA EMNYANGWENI NGALE KOKUFAKA ISICELO NGOKWESIGABA 15(1)(a) SOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI WEZI-2000.	**INDLELA YOKUFINYELELA EREKHODINI (isib. kwisizindalwazi) (ISIGABA 15(1)(a))**
AMAREKHODI ANGABUKELWA EHHOVISI NGOKWESIGABA ISIGABA 15(1)(a)(i):	
Isibonelo: Imibhalo engeke ikhishwe kepha engabukelwa ehhovisi	Amarekhodi angatholakala uma eceliwe eMnyangweni, kubhalelwe: IHhovisi Lesikhulu Esibhekele Ulwazi UMnyango Wokubusa Ngokubambisana Nezindaba Zomdabu 330 Langalibalele Street (obewaziwa ngo-Longmarket) Pietermaritzburg, 3201 Ucingo: 033 395 3084 I-imeyili: Vernon.anley@kzncogta.gov.za Isizindalwazi: http://www.kzncogta.gov.za
AMAREKHODI ANGATHENGWA NGOKWESIGABA ISIGABA 15(1)(a)(ii):	
(a) Imibhalo yamathenda njengalokhu kuyalele uPhiko Lwezokusatshalaliswa Nokuthengwa Kwempahla (SCM) (b) AMabalazwe njengoba kuyalele i- DIS	Amarekhodi angathengwa kumahhovisi aqondene. Inani lentengo yawo liyotholakala lapho liceliwe.
AMAREKHODI ANGAKOPISHWA NGOKWESIGABA ISIGABA 15(1)(a)(ii)	
Maqondana namarekhodi akwazi ukutholakala ngale kokufaka isicelo akudingekile ukuba kugcwaliswe ifomu lesicelo kuSithasiselo B (iFomu Lesicelo A), kepha-ke imali ekhokhwayo isazodingeka njengalokhu kucaciswe kuSithasiselo E.	Amarekhodi angatholakala uma eceliwe eMnyangweni, kubhalelwe: IHhovisi Lesikhulu Esibhekele Ulwazi UMnyango Wokubusa Ngokubambisana Nezindaba Zomdabu 330 Langalibalele Street (obewaziwa ngo-Longmarket) Pietermaritzburg, 3201 Ucingo: 033 395 3084 I-imeyili: Vernon.anley@kzncogta.gov.za Isizindalwazi: http://www.kzncogta.gov.za

AMAREKHODI ATHOLAKALA MAHHALA NGOKWESIGABA 15(1)(a)(iii)	
(a) Uhlelo Lamasu Okusebenza loMnyango; (b) Umbono, impokophelo kanye namagugungqangi oMnyango; (c) Uhlu lwemithetho uMnyango osebenza ngaphansi kwayo; (d) Imisebenzi ekugxilwe kuyona, yileyo eyenziwayo nje kanjalo neyokweseka yoMnyango; (e) Izinqubomgomo zoMnyango ezihambisana nesikhathi; (f) Yonke imibhalo eshicilelwe yoMnyango; (g) Zonke izinkulumo zikaNgqongqoshe wesiFundazwe kanye nezabaphathi abaphezulu; (h) Wonke amasekhulu oMnyango; (i) Amabhukwana Injobo, Pivot kanye nama-Contact Booklets; (j) Izinkokhelo ezimisiwe zikaphethilolo zanyanga zonke njengalokhu zikhisha nguMnyango Wezokuthutha kuZwelonke (k) Iziphakamiso Zocwaningo zoMnyango	Amarekhodi angatholakala kwisizindalwazi soMnyango esithi: www.kzncogta.gov.za
INCAZELO YOMKHAKHA WAMAREKHODI ATHOLAKALA EMNYANGWENI NGOKUFAKA ISICELO NGOKWESIGABA 6(1) SOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI WEZI-2000.	**INDLELA YOKUFINYELELA EREKHODINI (isib. kwisizindalwazi) (ISIGABA 15(1)(a))**
AMAREKHODI ATHOLAKALA NGOKUGCWALISA IFOMU LESICELO (ISITHASISELO B)	
Yonke imibhalo esohlwini ngaphansi kwesiGaba 11 salo Mqulu **Isibonelo:** Umbiko, i- Manase Report , eyaqala ukutholakala ngowezi- 2013 futhi okudingeka ukuba kulethwe iFomu Lesicelo.	Amarekhodi angatholakala uma eceliwe eMnyangweni, kubhalelwe: IHhovisi Lesikhulu Esibhekele Ulwazi UMnyango Wokubusa Ngokubambisana Nezindaba Zomdabu 330 Langalibalele Street (obewaziwa ngo-Longmarket) Pietermaritzburg, 3201 Ucingo: 033 395 3084 I-imeyili: Vernon.anley@kzncogta.gov.za Isizindalwazi: http://www.kzncogta.gov.za

ISITHASISELO E

IMALI EKHOKHWAYO ENQUNYIWE NGAPHANSI KWENGXENYE II WESAZISO SIKAHULUMENI U- R187 KWIGAZETHI KAHULUMENI 23119 SAMHLA ZIYI-15 kuNhlolanja 2002

1. Imali yekhophi lomqulu njengoba kuningwe kumthethonqubo 5(c) ngama- R0.60 ikhophi ngayinye eyenziwe ekhasini elingu-A4 kumbe ingxenye yayo.

2. Imali yokukhiqiza okukhulunywe ngayo kumthethonqubo 7(1) imi kanje:

INCAZELO	**INANI R**
(1) (a) Ikhophi ngayinye eyikhasi elingu-A4 kumbe ingxenye yayo	0.60
(b) Ikhophi ngayinye eprintiwe eyikhasi elingu-A4 kumbe ingxenye yayo egcinwe kwikhompyutha kumbe ngendlela yokuthi ifundwe emshinini	0.40
(c) Ikhophi engendlela yokuthi ifundeke kwikhompyutha nge-compact disc	40.00
(d)(i) Izithombe ezibukwayo eziqoshwe ekhasini elingu-A4 kumbe ingxenye yayo (ii) Ikhophi yezithombe ezibukwayo	22.00 60.00
(e)(i) Irekhodi lomsindo eliqoshwe ekhasini elingu-A4 kumbe ingxenye yayo (ii) Ikhophi yerekhodi lomsindo	12.00 17.00

3. Imali yesicelo ekhokhwa yibo bonke abafaka izicelo, ngale kwalowo ocelairekhodi eliqondene naye ngqo okukhulunywe ngaye kumthethonqubo 7(2) ngama- R35, 00.

4. Imali yokufinyelela erekhodini elikhokhwa ngumfakisicelo njengalokhu kuMthethomqubo 7(3) imi kanje –

INCAZELO	**INANI R**
(1)(a) Ikhophi ngayinye eyikhasi elingu-A4 kumbe ingxenye yayo	0.60
(b) Ikhophi ngayinye eprintiwe eyikhasi elingu-A4 kumbe ingxeny yayo egcinwe kwikhompyutha kumbe ngendlela yokuthi ifundwe emshinini	0.40

(c) Ikhophi engendlela yokuthi ifundeke kwikhompyutha nge-compact disc	40.00
(d)(i) Izithombe ezibukwayo eziqoshwe ekhasini elingu-A4 kumbe ingxenye yayo (ii) Ikhophi yezithombe ezibukwayo	22.00 60.00
(e)(i) Irekhodi lomsindo eliqoshwe ekhasini elingu-A4 kumbe ingxenye yayo (ii) Ikhophi yerekhodi lomsindo	12.00 17.00
(f) Ukucinga kanye nokulungiselela ukuvezwa kwerekhodi, yi- R15, 00 ihora ngalinye kumbe ingxenye yehora, lingabalwa ihora lokuqala, eliyisikhathi esilingene ukucinga kanye nokulungisa irekhodi.	

(2) Ngokwezinhloso zesigaba 22(2) soMthetho, kusetshenziswa lokhu okulandelayo:

(i) amahora ayisithupha angamahora angeqiwa ngaphambi kokuba kukhokhwe idiphozithi; kanye

(ii) nengxenye yokukodwa kokuthathu yenkokhelo yokufinyelela kumarekhodi ekhokhwa njengediphozithi yilowo ofaka isicelo.

(3) Imali yokuposa iyakhokhwa uma ikhophi yerekhodi kumele iposelwe ofaka isicelo.