



PROVINCE OF THE EASTERN CAPE
IPHONDO LEMPUMA KOLONI
PROVINSIE OOS-KAAP

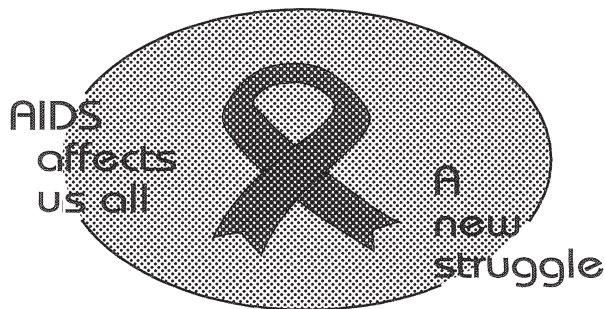
**Provincial Gazette
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(Extraordinary)**

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No. 3505

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HELPLINE**

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DEPARTMENT OF HEALTH

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IMPORTANT

Information

from Government Printing Works

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GPW Business Rules

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2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 136 OF 2015



PROMOTION OF ACCESS TO
INFORMATION MANUAL

COMPILED IN COMPLIANCE WITH SECTION 14 OF THE
PROMOTION OF ACCESS TO
INFORMATION ACT
(ACT NO. 2 OF 2000)

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1. INTRODUCTION

This Manual has been compiled in accordance with the Promotion of Access to Information Act of 2000 (Act No. 2 of 2000) (the Act). The Act prescribes that a public body must provide details of records held by such public body so that any request for information may be accommodated.

The Manual is to serve as a guide on how members of the public can access the information that is being kept in the records of Provincial Treasury. It gives effect to the right of access to information as contained in the Constitution of the Republic of South Africa and the Promotion of Access to Information Act 2 of 2000 (PAIA). This provides for the right of access to information held by the State or other public bodies by members of the public.

The Manual also prescribes the manner in which the information must be accessed. Set out below is the procedure with regard to the lodging of a request for access to the Provincial Treasury's information. The Manual also contains information of the designated Deputy Information Officer who is responsible for handling all the applications that are made for access to information as well as the name of each Programme and its core function and a list of all records kept by the Provincial Treasury.

2. DEFINITIONS

2.1 For the purpose of this Manual, unless the context indicates otherwise:

- 2.1.1 **DIO** means Deputy Information Officer
- 2.1.2 **GAAP** means Generally Accepted Accounting Practice;
- 2.1.3 **GRAP** means Generally Recognised Accounting Practice;
- 2.1.4 **MEC** means the Member of the Executive Council responsible for Provincial Treasury;
- 2.1.5 **MFMA** means the Municipal Finance Management Act of 2003 (Act No. 56 of 2003);
- 2.1.6 **MTEF** means Medium-Term Expenditure Framework;
- 2.1.7 **PAIA** means Promotion of Access to Information Act of 2000 (Act 2 of 2000);
- 2.1.8 **PFMA** means the Public Finance Management Act of 1999 (Act No. 1 of 1999);
- 2.1.9 **Programmes** means forming the new proposed structure of Provincial Treasury comprised of four independent branches;
- 2.1.10 **Record** of, or in relation to a public or private body, means any recorded information- regardless of form or medium; in the possession or under the control of that public or private body respectively; and whether or not it was created by that public or private body, respectively;
- 2.1.11 **SAHRC** means the South African Human Rights Commission;
- 2.1.12 **The Act** means the Promotion of Access to Information Act 2000 (Act No. 2 of 2000);
- 2.1.13 **the Manual** means this manual together with all the annexures and which are available at the Provincial Treasury;

3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICER

Mr Gladwell Luzuko Qonda Kalimashe

Acting Head of Department

Tel No : +27 40 1010 161

Fax No. : +27 40 1010 731

Email: gonda.kalimashe@ectreasury.gov.za

4. HOW TO GAIN ACCESS TO THE MANUAL

The Guide can be obtained at the offices of Provincial Treasury at:

Physical Address: Tyamzashe Building

Phalo Avenue

Bhisho, 5605

Postal Address : Private Bag X0029,

Bhisho, 5605

Website: www.ectreasury.gov.za

5. STRATEGIC GOALS AND OBJECTIVES

Vision

We envision a prosperous province supported by sound financial and resource management.

Mission

Our Mission is to provide strategic and technical leadership in the allocation, management and utilisation of financial resources in order to improve the quality of life in the province.

Values

We strive for EXCELLENCE through:

- Dedication – we are 100% committed to our work;
- Integrity – we steadfastly adhere to high professional standards;
- Accountability – we take full responsibility for our actions and our work.

Strategic outcome oriented goals

- Efficient and effective management of financial resources in the province;
- Sound financial accounting in the province;
- Allocative efficacy;
- Sound stakeholder relations;
- Well-functioning department.

Provincial Treasury is structured to undertake the fulfilment of its mandate as outlined in its vision and mission statement. Its key mandate is to control the financial management of all government operations in the Eastern Cape, which includes amongst others, the preparation and planning of the provincial budget, monitoring the implementation of the budget to ensure that the budget intent and outcome are congruent, controlling expenditure, and generally ensuring sound financial governance in the province. It is the primary responsibility of Provincial Treasury to ensure effective and efficient cash management.

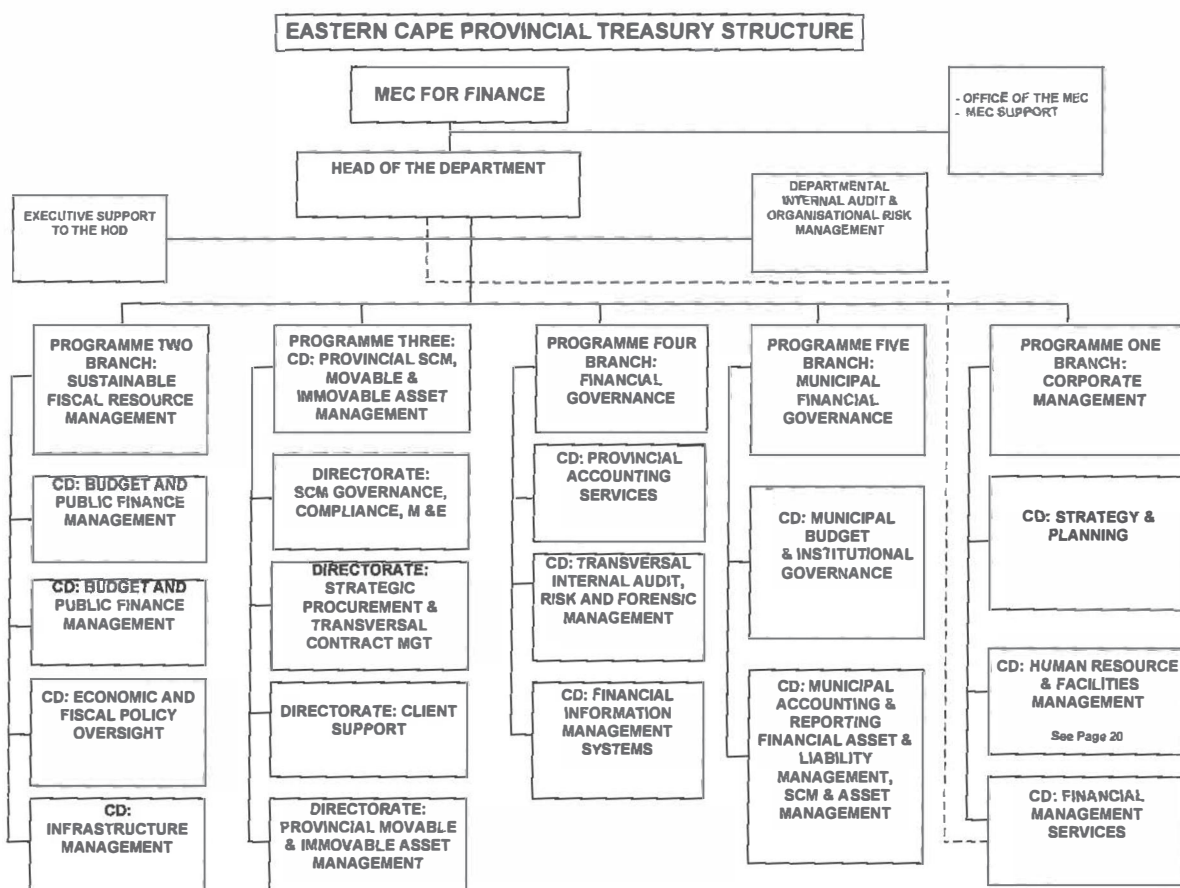
6. STRUCTURE OF PROVINCIAL TREASURY

The structure of Provincial Treasury consists of the Head Office situated in Bhisho and 6 (six) district offices situated in the six district municipalities of the province, namely:

- Sarah Baartman district
District Director – Mr. Themba Gwija
No. 163 Corner Drew and Durban Street
Korsten, Port Elizabeth
Tel: 041-1010 827
- Joe Gqabi district
District Director – Mr Neo Smouse
Corner Chases and Queens Terrance Street
Aliwal North
Tel: 051-1010 321
- Amathole district
District Director: Ms Phumeza Sikuza
No.34, Western Avenue Suite No.4, 1st Floor, Norvia House,
East London
Tel: 043-1010 085
- Chris Hani district
District Director: Ms Anita Mfecane (Acting)
Corner Shepstone & Robinson Street, Old Garden Building,
Queenstown 5320
Tel: 045-1010 033
- Alfred Nzo district
District Director - Mr Wesley Groom (Acting)
Corner Chief Jojo and Ngqubusini Street
Mount Ayliff, 4735
Tel: 039-1010 021

- O.R Tambo district:
District Director - Mr Mbuyiseli Mandla
Owen Street, 3rd Floor, KD Building,
Mthatha
Tel: 047-1010 026

7. SCHEMATIC DIAGRAM OF THE PROVINCIAL TREASURY



8. FUNCTIONS OF PROVINCIAL TREASURY

Provincial Treasury is structured into five Programmes, namely:

8.1 Programme 1 - Administration:

Programme Purpose

Provide leadership and strategic management and appropriate support services to all other programmes.

- **Office of the MEC** - sets priorities and political directives in order to meet the mandate of the department;

- **Management Services** - translates policies and priorities into strategies for effective service delivery, provides strategic direction, and manages and monitors organizational performance;
- **Corporate Services** - provides an internal enabling environment and support service to other programmes with regard to human resource management and development, information technology and records management, security and facilities management.
- **Financial Management** - provides for the oversight and management of existing financial systems and the transition to the integrated Financial Management System enhancing compliance with the PFMA and other relevant legislation.
- **Internal Audit** - coordinates the activities of all provincial internal audit offices and Committees.

8.2 Programme 2 - Sustainable Resource Management:

Programme Purpose

To ensure the effective and efficient planning, utilization, implementation and monitoring of Provincial Fiscal Resources.

- **Programme Support** - provides strategic leadership in implementing strategies to ensure the Programme's contribution in realizing departmental objectives;
- **Economic Analysis** - to determine and evaluate economic parameters and socio-economic imperatives within a provincial and macro-economic context (Economic Analysis);
- **Fiscal Policy** - to promote effective, optimal financial resource allocation and enable Government to finance its service delivery obligations;
- **Budget Management** - to promote effective optimal financial resource allocation;
- **Public Finance** - to provide departmental policy advice, ensure budget implementation and enhance service delivery.

8.3 Programme 3 - Asset and Liability Management:

Programme Purpose

To provide policy direction, promote and enforce transparency and effectiveness of Supply Chain management and Asset Management in the province.

- **Programme Support** - provides strategic leadership in implementing strategies to ensure the programmes' contribution in realizing departmental objectives;
- **Asset Management** - to facilitate the effective and efficient management of physical assets and promotes economic development targeted government procurement, manages fiscal assets, optimizes liquidity requirements and return on financial investments and maximize the latter within acceptable levels of risk.
- **Liabilities Management** - to facilitate the effective and efficient management of liabilities;
- **Supporting and Interlinked Financial Systems** - to provide for the oversight and management of existing financial systems and the transition to the integrated Financial Management System, enhancement of systems to support the business processes of government and provide capacity building in the usage of financial systems aimed at better provincial financial management.

8.4 Programme 4 - Financial Governance:

Programme Purpose

To promote accountability through comprehensive accounting practices, financial information systems, governance as well as compliance with financial norms and standards in PFMA compliant institutions.

- **Programme Support** - provides strategic leadership in implementing strategies to ensure the Programme's contribution in realizing departmental objectives;
- **Accounting Services** - to ensure the effective implementation of accounting practices in line with GRAP and prepare consolidated financial statements that reflect the financial position of the province
- **Norms and Standards** - to develop and implement financial norms and standards and ensure effective communication.
- **Risk Management** - to ensure the promotion of effective optimal financial resource utilization.
- **Provincial Internal Audit** - to coordinate the activities of all provincial internal audit offices & Audit Committees.

8.5 Programme 5 – Municipal Financial Governance

To provide support to the achievement of sound and sustainable financial management at municipal level through the provision of technical support, and capacity building in the following areas: budgeting, accounting practises, supply chain management, asset management, governance, as well as MFMA compliance.

- **Programme Support** - Provides leadership in implementing strategies to ensure the programme's contribution in realising departmental objectives.
- **Municipal Budget and Institutional Governance** – Ensures optimal sustainable budget management and co-ordinates, monitors and reports on MFMA implementation.
- **Municipal Accounting and Reporting** - Ensures that accounting and financial reporting of municipalities is according to the prescribed Generally Recognised Accounting Practices (GRAP) and assists municipalities in complying with Supply Chain Management and Asset Management regulations.

9. A GUIDE ON HOW TO USE PAIA (Section 14(1)(c))

Provincial Treasury has, in terms of section 10 of PAIA, developed a guide on how to use PAIA to access information held by the department as well as the contact details of its DIO. The Guide is available on the departmental website at www.ectreasury.gov.za. Members of the public can inspect or make copies of the Guide from the Head Office and any District office of Provincial Treasury.

10. RECORDS IN POSSESSION OF PROVINCIAL TREASURY (Section 14(1)(d))

10.1 Records automatically available (Section 14(1)(e))

In terms of Section 14(1)(d) of the Act, Provincial Treasury is required to list those records which are automatically available. Such automatically available records usually do not have information which can reasonably be said to be of sensitive nature. In order to access these records, it is not a requirement to fill in the prescribed **FORM A**. It is also not a requirement that requestor fees be paid unless voluminous copies of such record needs to be made. Each and every office of Provincial Treasury must provide the means to access records that are automatically available.

The records on the website of Provincial Treasury: www.ectreasury.gov.za are available for viewing or downloading without a person having to make such a request in terms of the said Act.

The manner of access shall include:

- Perusal with copying of material if needed and at the prescribed fee for copies;
- Access to visual, audio-visual material with transcription, dubbing or copying or both, if required.

- All legislation applicable to Provincial Treasury;
- Policy and Procedure Documents;
- Annual Reports;
- Annual Performance Plan;
- Strategic and Operational Plans;
- Approved Organogram;
- Performance reports;
- Eastern Cape Budget Information;
- Eastern Cape Medium Term Budget Statements
- Eastern Cape Combined Financial Statements; and

Other publications:

- Ikhwezi Lomso external newsletter
- E-Talk Publications
- Bulk SMS
- Posters
- Pamphlets
- E mails

A comprehensive list of documents is available on the Provincial Treasury's website: www.ectreasury.gov.za and do not require formal process to access the same.

10.2 Categories of records not automatically available (Section 14(1)(f) *(These records must be formally requested by lodging a request form* see form on page 16 below)*)

- Internal Correspondence

- Executive Management internal sensitive communication
- Security-related information
- Records held by Legal Services Department
- Privileged information held in the course of disciplinary hearings and third party information
- Human Resource Personnel information, including files relating to discipline, medical information, etc.
- Asset disclosures and asset protection procedures
- Service level agreements and employment contracts
- Tender documentation
- Agendas and minutes of meetings and correspondence
- Draft reports, policies and discussions documents

**The records listed in the categories above must be formally requested, but access to parts of these records or the whole record may be refused on legal grounds.*

Provincial Treasury further reserves the right to refuse access to records where the processing of the record will result in a substantial and unreasonable diversion of its resources. Access will also be refused where requests are clearly frivolous and/or vexatious.

11. ARRANGEMENT ALLOWING FOR PUBLIC PARTICIPATION IN POLICY FORMULATION

Where policy formulation will emanate in legislation, Provincial Treasury solicits public comment on the policy by publication in the Provincial Gazette for public comment and may also facilitate the holding of public hearings.

Members of the public may furthermore indirectly influence policy formulation by communicating with their elected representatives and attending sessions of the provincial legislature.

12. REQUEST PROCEDURE

12.1 Nature of requests

12.1.1 Requester shall be given access to a record of Provincial Treasury if the requester complies with all the procedural requirements in the Act relating to the request for access to that record; and

12.1.2 Access to that record is not refused on any ground of refusal mentioned in the Act.

12.2 Telephonic requests

Requests may be made telephonically to the Provincial Treasury. Such requests may be directed to the DIO on the contact information provided in this Manual. Requesters may be directed to lodge formal requests where this is established to be required from the nature of the verbal request.

12.3 Voluntary access

12.3.1 Information that is automatically available can be obtained from the website of the Provincial Treasury. In certain instances a reproduction fee may be charged. Transcription and copying of

records in other media attract reproduction fees. The manner of access to these documents is not limited to inspection and perusal.

12.4 Manner of Request

- 12.4.1 A requester must complete the form similar to the one attached at the end of the Manual.
- 12.4.2 A requester must indicate the form or manner of access sought as prescribed by section 29;
- 12.4.3 Provincial Treasury will endeavour to give access in the form requested unless this would tamper with the smooth running of Provincial Treasury;
- 12.4.4 Giving access will give due consideration to preservation of material, infringement of copyright and request or access fees as prescribed must be paid before a request is processed and, search and preparation fees are also payable before access is given;
- 12.4.5 A 30 (thirty) working day time frame is permitted for a response to the request where this is necessary. These 30 (thirty) days may further be extended to another 30 (thirty) working days on notification to the requester.
- 12.4.6 Fee impositions are required in terms of PAIA. A fee schedule is attached to this manual.
- 12.4.7 Fees are paid at the inception of a request and thereafter, fees are incurred for search processes and reproduction costs. Certain categories of persons are exempt from paying fees. These categories include those who qualify on the basis of their annual income and those who are requesting personal information.
- 12.4.8 Persons who are requesting personal information about themselves or their next of kin do not have to pay a request fee. All other persons have to pay the request fee of R35, 00.
- 12.4.9 A requester representing another must submit proof that they have been requested to do so by giving details of the capacity in which they act; s18(2)(f);
- 12.4.10 A requester who cannot read nor write or needs assistance in completing a request form, may present the request orally and the DIO is obliged to assist such a requester. 18(3);
- 12.4.11 If the DIO fails to give the decision on a request for access to the requester concerned within 30 days after the request is received, the DIO is, regarded as having refused the request.

13. PAYMENT OF FEES IN TERMS OF THE REQUEST

13.1 Request Fees

- 13.1.1 Every other requester, who is not a personal requester, must pay the required request fee:
- 13.1.2 The DIO must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request;
- 13.1.3 The request payable to public bodies is R35.00. Requests for voluminous non-personal records will not be accepted without payment.
- 13.1.4 After the DIO has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified in;
- 13.1.5 If the request is granted, then a further access fee must be paid for the search, preparation and reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

13.2 **Payment method**

- 13.2.1 Every requester who is not a personal requester must pay the required request fee. The requester must deposit the request fee into Provincial Treasury's bank account (details of which will be given to the requester by Provincial Treasury). The proof of the deposit slip must be forwarded to Provincial Treasury's DIO before any request can be processed.
- 13.2.2 It is important to note the provisions of section 22(1) of the Act to the effect that no request may be processed unless a request fee is paid.

14. **RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST**

If all reasonable steps have been taken to find a record requested and there are reasonable grounds for believing that the record is in Provincial Treasury's possession but is lost or damaged or does not exist then the DIO must by way of an affidavit notify the requester that it is not possible to give access to that record. The affidavit must give a full account of all steps taken to find the record in question or to determine whether the record exists, including communicating with every person who conducted the search on behalf of the DIO.

15. **REFUSAL OF REQUEST AND INTERNAL APPEALS AGAINST DECISIONS**

15.1 **The Internal Appeal Procedure**

- 15.1.1 The Act provides for an internal appeal against the decision of the DIO on the following grounds:
- 15.1.2 a refusal to grant access; or a decision taken in terms of sections 22, 26(1) or 29(3).
- 15.1.3 The MEC is the relevant authority to review any decision taken on appeal. An aggrieved party has to approach the Courts if dissatisfied with the decision of the MEC.
- 15.1.4 When the requester / third party lodges an appeal, the prescribed appeal Form (Annexure C attached at the end of the Manual), has to be completed and lodged with the DIO within 60 days.
- 15.1.5 The internal appeal must identify the subject of the internal appeal and state the reasons thereof and may include any other relevant information known to the appellant.
- 15.1.6 The internal appeal must state the manner and provide the particulars which the appellant desires to be informed of on the decision of the internal appeal in addition to a written reply and specify a postal address or fax number.
- 15.1.7 The DIO will forward all internal appeals and accompanying documentation to the relevant authority, which in this case is the MEC.
- 15.1.8 The DIO will inform the requester / third party of the outcome of the internal appeal.
- 15.1.9 A requester / third party who is dissatisfied with the outcome of the internal appeal may, within 30 days of receipt of the response, submit an application to the court for a final decision.

16. **APPLICATION TO COURT**

A requester or third party may only, after exhausting the internal appeal procedure against a decision of the DIO, apply to a court for appropriate relief.

A requester whose internal appeal has been unsuccessful or aggrieved by a decision of the MEC or the person designated in writing by the MEC to disallow the late lodging of the appeal in terms of section 75(2) of the Act, may by way of an application, within 30 days apply to a court for appropriate relief in terms of section 82.

The unsuccessful third party in an internal appeal to the relevant Executing Authority may, by way of an application, within 30 days apply to a court for appropriate relief in terms of section 82.


17. UPDATING OF THIS MANUAL

This manual will be updated whenever amendments to current information need to be reflected.

18. AVAILABILITY OF MANUAL

A copy of this Manual is made available as prescribed in Section 14 (3) of the Act in the following manner. The Manual shall be published in three official languages being English, Afrikaans and isiXhosa, and shall be made available to the South African Human Rights Commission.

This Manual shall be made available on the Provincial Treasury's website at www.ectreasury.gov.za.


MR G. Q. KALIMASHE
ACTING HEAD OF DEPARTMENT
PROVINCIAL TREASURY

21/08/2015
DATE

Annexure A**Form A**
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18 (1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

[Regulation 6]

FOR DEPARTMENTAL USE		Reference number:
Request received by		
(state rank, name and surname of information officer/deputy information officer) on		(date) at (place).
Request fee (if any):	R	
Deposit (if any):	R	
Access fee:	R	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER		

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- | |
|--|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent, Must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|--|

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>
--

Full names and surname:

Identity number:

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
 (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
 (b) You will be notified of the amount required to be paid as the request fee.
 (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
 (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
 (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
 (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images-- (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
*if you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO
<p><i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i></p> <p>In which language would you prefer the record?</p>			

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE

Annexure B**PART II
Government Gazette Notice 187 of 15 February 2002****FEES IN RESPECT OF PUBLIC BODIES**

1. The fee for a copy of the manual as contemplated in regulation 5 (c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulations 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2) For purposes of section 22(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

Annexure C

**Form B
NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

<p>STATE YOUR REFERENCE NUMBER:</p>
--

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

<p>(a) <i>The particulars of the person who lodge the internal appeal must be given below.</i> (b) <i>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</i> (c) <i>If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.</i></p>

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

<p><i>This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.</i></p>

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

<p>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</p>	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26 (1) of the Act
	Decision in terms of section 29 (3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:**OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received on _____ (date) by _____
(state rank, name and surname of information officer/deputy information officer).
Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on _____
(date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION
SUBSTITUTED
NEW DECISION:

DATE

RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT
AUTHORITY ON (date):

PROVINSIALE KENNISGEWING 136 VAN 2015



HANDLEIDING VIR DIE BEVORDERING VAN TOEGANG TOT
INLIGTING

SAAMGESTEL MET INWILLIGING VAN ARTIKEL 14 VAN DIE
WET VIR DIE TOEGANG TOT INLIGTING (WET NO.2 VAN 2000)

INHOUDSOPGAWE

1. Inleiding
2. Definisies
3. Kontakbesonderhede van die Adjunk Inligtingsbeampte
4. Hoe om toegang tot die handleiding te kry
5. Strategiese doelwitte
6. Struktuur van die Provinsiale Tesourier (Artikel 14(1)(a)
7. Skematiese diagram van die department
8. Werkverrigtinge van die department (Artikel 14(1)(a)
 - 8.1 Program 1 – Administrasie
 - 8.2 Program 2 – Volhoubare hulpbronbeheer
 - 8.3 Program 3 – Bate en lasbeheer
 - 8.4 Program 4 – Finansiëlebestuur
 - 8.5 Program 5 – Munisipale finansiëlebestuur
9. 'n Gids oor hoe om die WBTI te gebruik (Artikel 14 (1)(d)
10. Rekords in besit van die Provinsiale tesourier (Artikel 14(1)(d)
 - 10.1 Rekords wat outomaties beskikbaar is (Artikel 14(1)(e)
 - 10.2 Kategorieë van rekords wat nie outomaties beskikbaar is nie (Artikel 14(1)(f)
11. Ooreenkomste wat vir openbare deelname in beleidsvorming toelaat (Artikel 14(1)(g)
12. Versoekprosedure
13. Aard van versoek
 - 13.1 Telefoniese versoek
 - 13.2 Vrywillige toegang
 - 13.3 Wyse van versoek
14. Betaling van gelde ten opsigte van die versoek
 - 14.1 Versoekgelde
 - 14.2 Betaalwyse
15. Rekords wat nie gevind kan word of wat nie bestaan nie
16. Weiering van versoeke en interne appéle teen besluite
17. Aansoek aan die hof
18. Besikbaarheid van die handleiding
 - Aanhangsel: A-Versoek vir toegang tot Rekords deur die Openbare Liggaam
 - B-Gelde ten opsigte van toegang tot openbare liggame
 - C-Kennisgewing van interne appél

1. INLEIDING

Hierdie handleiding is saamgestel volgens die Wet vir die Bevordering van toegang tot Inligting (WBTI) van 2000 (wet no.2 van 2000). Die Wet beveel dat 'n openbare liggaam besonderhede moet verskaf van rekords behou deur daardie openbare liggaam sodat enige versoek vir inligting aangepas kan word.

Die handleiding is bedoel om te dien as gids oor hoe lede van die publiek toegang kan verleen tot inligting wat in rekords van die Provinsiale Tesourier se besit is. Dit gee effek aan die reg vir toegang tot inligting soos ingesluit in die Grondwet van die Republiek van Suid Afrika en die Wet vir die Bevordering van Toegang Tot Inligting nommer 2 van 2000 (WBTI). Dit maak voorsiening vir die reg vir Toegang tot inligting behou deur die Staat of enige ander Openbare liggaam deur lede van die publiek.

Die handleiding skryf ook die wyse voor hoe die inligting gekry kan word. Hieronder is die prosedure met betrekking tot die aantekening van 'n versoek vir toegang tot die Provinsiale Tesourier se inligting. Die handleiding bevat ook inligting van die aangewese Adjunk Inligtingsbeampte wat verantwoordelik is vir die behandeling van alle aansoeke vir toegang tot inligting sowel as die naam van elke Program en sy kern funksies en 'n lys van alle rekords in besit van die Provinsiale Tesourier.

2. DEFINISIES

2.1 Vir die doel van hierdie Handleiding indien anders aangedui:

2.1.1 **'DIO'** Beteken **Deputy Information Officer**

2.1.2 **'GAAP'** Beteken **Generally Accepted Accounting Practice;**

2.1.3 **'GRAP'** Beteken **Generally Recognised Accounting Practise;**

2.1.4 **'MEC'** Beteken **Member of the Executive Council responsible for Provincial Treasury;**

2.1.5 **'MFMA'** Beteken **Municipal Finance Management Act of 2003 (Act no.56 of 2003);**

2.1.6 **'MTEF'** Beteken **Medium Term Expenditure Framework;**

2.1.7 **'PAIA'** Beteken **Promotion of Access to Information Act of 2000 (Act 2 of 2000)**

2.1.8 **'PFMA'** Beteken **Public Finance Management Act of 1999 (Act No.1 of 1999)**

2.1.9 **'Programme'** beteken die vorming van die nuwe voorgestelde struktuur van die Provinsiale Tesourier wat bestaan uit vier onafhanklike take;

2.2 **'Rekord'** van of ten opsigte van 'n openbare liggaam, beteken enige vermeldde inligting, ondanks die vorm of middel, in die besit van of onder beheer van daardie openbare of private liggaam;

2.2.1 **'SAHRC'** Beteken South African Human Rights Commission;

2.2.2 **'Die Wet'** Beteken die Wet vir die Bevordering Van Toegang tot Inligting (Wet No.2 van 2000);

2.2.3 **'Die Handleiding'** Beteken hierdie handleiding saam met al die aanhangsels en wat by die Provinsiale Tesourier beskikbaar is;

3 KONTAKBESONDERHEDE VAN DIE ADJUNK INLIGTINGSBESAMPT

Mr Gladwell Luzuko Qonda Kalimashe

Waarnemende Hoof van die Departement

Tel Nr: 040 1010 161

Faksnommer: 040 1010 731

E-pos: gonda.kalimashe@ectreasury.gov.za

4 HOE OM TOEGANG TOT DIE HANDLEIDING TE KRY

Die handleiding kan by die kantore van die Provinsiale tesourier gekry word by:

Fisiese adres: Tyamzashe Gebou

Phalolaan

Bhisho, 5605

Posadres: Privaatsak X0029

Bhisho, 56 05

Webwerf: www.ectreasury.co.za

5 STRATEGIESE DOELWITTE

Visie

Ons beoog 'n voorspoedige Provinsie gesteun deur sterk finansiële en hulpbronbeheer

Missie

Ons missie is om strategiese en tegniese leierskap te verskaf met die toekenning, beheer en gebruik van finansiële hulpbronne ten einde die lewensgehalte in die Provinsie te verbeter.

Norme

Ons streef na uitmuntendheid deur:

- Toegewydheid-Ons is 100% verbonde aan ons werk;
- Integriteit- Ons kleef standvastig aan hoë professionele standaarde
- Verantwoordelikheid-Ons neem volle verantwoordelikheid vir ons optrede en werk.

Strategiese doelwitte

- Doelteffende en effektiewe beheer van finansiële hulpbronne in die Provinsie
- Sterk finansiële rekeningkunde in die Provinsie
- Sterk betrekkinge met inethouers
- 'n Goed-funksionerende departement

Die Provinsiale Tesourier is saamgestel om die uitvoering van sy mandaat te onderneem soos dit in sy visie en missie afgeteken is. Sy hoof mandaat is om die finansiëlebestuur van alle staatsoperasies in die Oos-Kaap te beheer, wat onder andere die voorbereiding en beplanning van die provinsiale begroting insluit

6 SAMESTELLING VAN DIE PROVINSIALE TESOURIER

Die samestelling van die Provinsiale Tesourier bestaan uit die Hoofkantoor geleë in Bhisho en 6 (ses) distrik kantore geleë in die ses distrik munisipaliteite van die Provinsie, naamlik:

- Sarah Baartman distrik
Distrikhoof: - Mr Themba Gwija
Nr. 163 Hoek van Drew en Durbanstraat
Korsten, Port Elizabeth
Tel: 041-1010 827

- Joe Gqabi distrik
Distrikhoof- Mnr. Neo Smouse
Hoek van Chases en Queens TerranceStraat
Aliwal Noord
Tel: 051-1010321

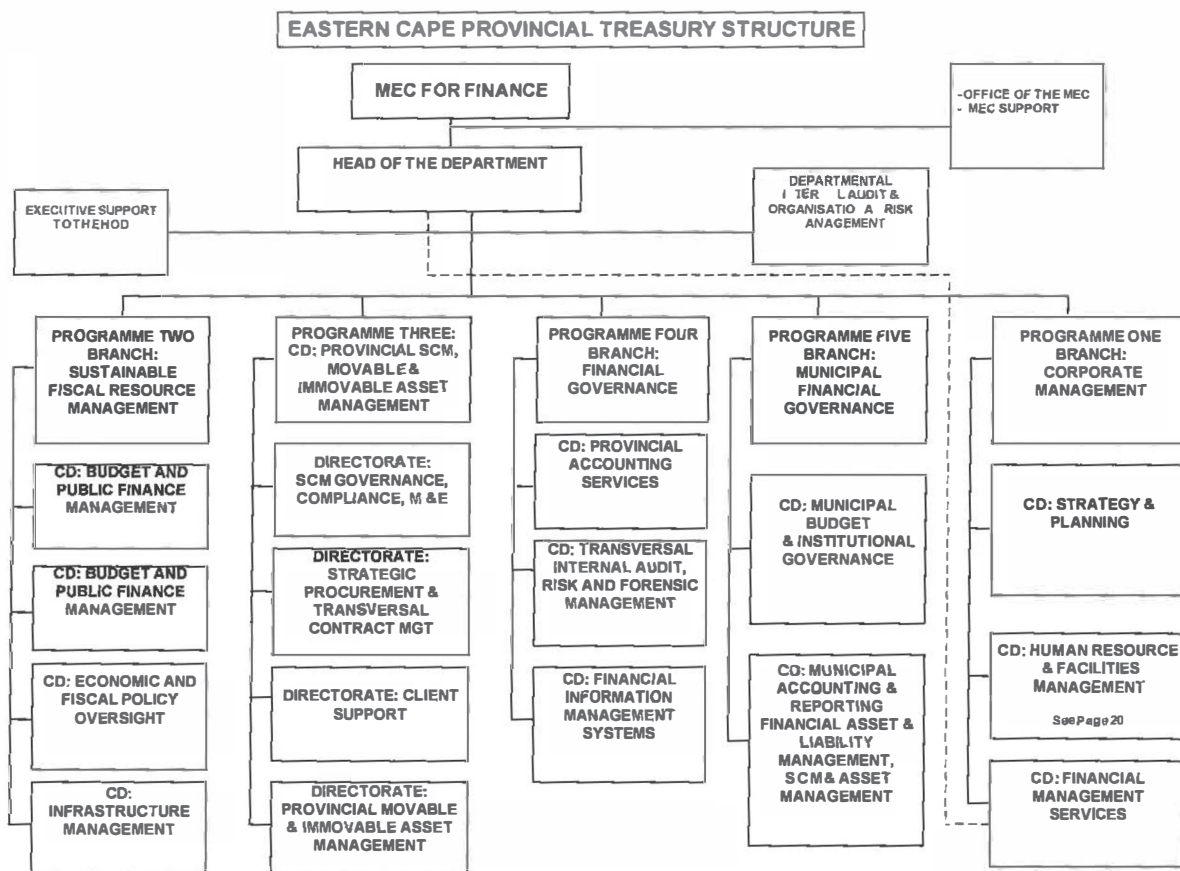
- Amathole distrik
Distrikhoof: Ms Phumeza Sikuza
Nr.34, Westernlaan Suite nr 4, 1ste Verdieping, Norviahuis
Oos Londen
Tel: 043-1010 085

- Chris Hani distrik
Distrikhoof: Ms. Anita Mfecane
Hoek van Shepstone en Robinsonstraat, Old Garden gebou,
Queenstown 5320
Tel 045 – 1010 033

- Alfred Nzo distrik
Distrikhoof: Mnr. Wesley Groom (Waarnemende)
Hoek van Chief Jojo en Ngqubusinistraat
Mount Ayliff, 4735
Tel: 039-1010 021

- O.R. Tambo distrik:
Distrikhoof: Mr Mbuyiseli Mandla
Owenstraat, 3de Verdieping, KD Gebou
Mthatha
Tel: 047-1010 026

7. SKEMATIESE DIAGRAM VAN DIE PROVINSIALE TESOURIER



8. WERKVERRIGTINGE VAN DIE PROVINSIALE TESOURIER

Die Provinsiale Tesourier is saamgestel uit 5 programme, naamlik:

8.1 Program 1- Administrasie:

Doel van program

Verskaf leierskap en strategiese bestuur en voldoende steun aan al die ander programme.

- **Kantoor van die LUR** - bepaal prioriteite en politiese riglyne om sodoende die mandaat van die departement te verwesenlik;
- **Bestuurdienste** – Omsit beleide en prioriteite in strategië vir effektiewe dienslewering, verskaf strategiese rigting en beheer en kontroleer organisatoriese verrigtinge.;
- **Regspersoonlikheidsdienste** – Verskaf 'n interne magtigingsomgewing en onderhoud dienste aan ander programme met betrekking tot menslike hulpbronbeheer en ontwikkeling, informasietegnologie en beheer van rekords, sekuriteit en fasiliteitbeheer.
- **Finansiële beheer**- Maak voorsiening vir die toesig en beheer van bestaande finansiële stelsels en die oorgang na die integreerde Finansiëlebeheer stelsels en verheffing van onderworpenheid aan die PFMA en ander relevante wetgewing.

- **Interne ouditering** – Koördineer die aktiwiteite van alle provinsiale interne audit kantore en komitees.

8.2 Program 2 – Volhoubare hulpbronbeheer

Program doelwitte

Om die effektiewe en voldoende beplanning, gebruik, toepassing en kontrole van provinsiale finansiële hulpbronne te verseker.

- **Programonderhoud**- verskaf strategiese leierskap in die implementering strategieë om die program se bydrae tot die verwesenliking van departementele doelwitte te verseker;
- **Ekonomiese analise** – om ekonomiese parameters en sosio-ekonomiese imperatiewe binne 'n provinsiale en makro-ekonomiese konteks te bepaal en te evalueer;
- **Fiskaalbeleid** – om effektiewe, optimale finansiële hulpbron toekenning te bevorder en om die goewerment instaat te stel om sy dienslewering obligasies te finansiër;
- **Begrotingbeheer** – om effektiewe optimale finansiële hulpbron toekenning te bevorder;
- **Openbare finansies** – om departementele beleid advies te verskaf, begroting implementering te verseker en om dienslewering te verhef.

8.3 Program 3 – Bate en lastebeheer:

Program doeleindes

Om beleidsrigting te verskaf, bevorder en om deursigtigheid en doeltreffendheid van aanvoerketting beheer en beheer van bate in die Provinsie af te dwing.

- **Programonderhoud** – verskaf strategiese leierskap met die implementering van strategieë om die programme se bydrae tot die verwesenliking van departementele doelwitte te verseker;
- **Batebeheer**- om effektiewe en doeltreffende beheer van fisiese bate te fasiliteer en bevorder ekonomiese ontwikkeling vir goewerment aanskaffing en beheer fisikaal bate.
- **Beheer van laste** – om die effektiewe en doeltreffende beheer van laste te fasiliteer;
- **Onderhoud en verweefde finansiële stelsels** – om vir die toesig en beheer van bestaande finansiële stelsels en die oorgang na die integreerde finansiële beheerstelsel te voorsien, verheffing van stelsels om die besigheidsprosesse te steun en verskaf die bou van kapasiteit vir die gebruik van finansiële stelsels bedoel vir beter provinsiale finansiële bestuur.

8.4 Program 4 – Finansiële bestuur;

Doel van program

Om aanspreeklikheid deur alomvattende rekeningkunde, finansiële informasiesistelsels, staatsbestuur sowel as inwilliging met finansiële norme en standard in PFMA toegewende instellings te bevorder.

- **Programonderhoud** – Verskaf strategiese leierskap met die implementering van strategieë om die programme se bydrae tot die verwesenliking van departementele doelwitte te verseker.
- **Rekeningkundediens** – om die effektiewe toepassing van rekeningkunde in ooreenstemming met GRAP te verseker en om gekonsolideerde finansiële state voor te berei wat die finansiële posisie van die provinsie weergee.

- **Norme en Standaarde** – om finansiële norme en standarde te ontwikkel en om effektiewe kommunikasie te verseker.
- **Risikobeheer** – om die bevordering van effektiewe optimale hulpbron benutting te verseker.
- **Provinsiale interne ouditering** – om die aktiwiteite van alle provinsiale ouditeerkantore en ouditeerkomitees te koördineer.

8.5 Program 5 – Munisipale finansiëlebestuur

Om steun te verskaf aan die prestasie van 'n volhoubare finansiëlebestuur op munisipalevlak deur die verskaffing van tegniese steun en die bou van kapasiteit in die volgende areas: begroting, rekeningkunde, aanvoerkettingbestuur, batebeheer, staatsbestuur sowel as MFMA inwilliging.

- **Programonderhoud** – Verskaf leierskap met die implementering van strategiëe om die programme se bydrae tot die verwesenliking van departementele doelwitte te verseker.
- **Munisipalebegroting en institusionelebestuur** – Verseker optimale volhoubare begrotingsbestuur en koördineer, kontroleer en rapporteer die implementering van die MFMA.
- **Munisipale boekhou en rapportering** – Verseker dat alle boekhou en finansiële rapportering van munisipaliteite volgens die voorgeskrewe Algemeen erkenbare boekhoudienste is en help munisipaliteite om met aanvoerkettingbestuur en aan die beheer van bate regulasies gehoor te gee.

9. 'n Gids oor hoe om WBTI te gebruik (Artikel 14 (1) (c))

Die Provinsiale tesourier het volgens afdeling 10 van WBTI 'n gids ontwikkel oor hoe om WBTI te gebruik om inligting wat deur die Departement behou word te kry sowel as die kontakbesonderhede van sy Inligtingsbeampte. Die gids is beskikbaar op die Departementele webwerf www.ectreeasury.gov.za. Lede van die publiek kan die gids van die Hoofkantoor en enige Distrikkantoor van die Provinsiale tesourier besigtig of afskrifte daarvan maak.

10. Rekords in besit van die Provinsiale Tesourier (Artikel 14 (1)(d))

10.1 Rekords wat outomaties beskikbaar is (Artikel 14 (1)(e))

Ingevolge Artikel 14 (1)(d) van die Wet word daar verys dat die Provinsiale Tesourier 'n lys maak van die rekords wat outomaties beskikbaar is. Sulke rekords wat outomaties beskikbaar is bevat gewoonlik nie inligting wat as sensitief van aard beskou kan word nie. Dit is nie 'n vereiste om die voorgeskrewe Form A in te vul om hierdie rekords te verkry nie. Dit is ook nie 'n vereiste dat versoekgelde betaal moet word nie tensy daar baie dik afskrifte van sulke rekords gemaak moet word. Elke kantoor van die Provinsiale Tesourier moet wyse verskaf om rekords wat outomaties beskikbaar is te verkry.

Die rekords op die webwerf van die Provinsiale Tesourier: www.ectreasury.gov.za is beskikbaar vir besigtiging sonder dat 'n persoon 'n versoek daarvoor maak ingevolge die betrokke Wet.

Die wyse van toegang sal die volgende insluit:

- Sorgvuldige deurlesing met kopieerwerk van material indien nodig en teen die voorgeskrewe geld vir afskrifte;

- Toegang tot visuele, oudiovisuele material met afskrywing, oorklanking of kopieerwerk of albei indien daar vereis word.
- Alle wetgewing toepaslik by die Provinsiale Tesourier;
- Beleid en Proseduurdokumente;
- Jaarverslae;
- Jaarlikse prestasieplan
- Beproefde Organogram
- Prestasie verslae
- Oos-Kaapse begrotingsinligting;
- Oos-Kaapse Middelterm begrotingstaat
- Oos-Kaapse saamgestelde finansiëlestate; en

Ander Uitgawes:

- Ikhwezi Lomso eksterne nuusbrief
- Elektroniese uitgawes
- SMS
- Plakkate
- Pamflette
- E-poste

'n Alomvattende lys van dokumente is beskikbaar op die provinsiale tesourier se webwerf: www.ectreasury.gov.za en vereis nie formele prosesse om toegang tot dieselfde te kry.

10.2 Kategorië van rekords wat nie outomaties beskikbaar is nie (Artikel 14(1)(f)(*Hierdie rekords moet formeel versoek word deur 'n versoekvorm te loods * kyk na vorm op bladsy 16*)

- Interne korrespondensie
- Uitvoerende beheer van interne sensitiewe kommunikasie
- Sekuriteitverwante inligting
- Rekords behou deur die Regsdienste Departement
- Beskermd inligting wat behou word gedurende 'n tugsak en derde party inligting
- Menslike hulpbron personeel inligting, insluitende lêers oor disipline, mediese inligting, ens.
- Openbaar making van bate en beskermingsprosedure
- Diensvlak ooreenkomste en werkkontrakte
- Tenderdokumente
- Agendas en notule van vergaderings en korrespondensie
- Ontwerp verslae en besprekingsdokumente.

*Die bogenoemde rekords moet formeel versoek word, maar toegang tot gedeeltes van hierdie rekords of die volle rekords kan geweier word.

Die Provinsiale Tesourier behou die reg om toegang tot rekords te weier in gevalle waar die behandeling van die rekords in 'n aansienlike en onregverdigte afwending van sy hulpbronne sal lei. Toegang sal ook geweier word in gevalle waar versoeke ligsinnig en/of vervelend is.

11. OPENBARE DEELNAME IN BELEIDSFORMULERING

Waar beleidsformulasie in wetgewing uitvloei, versoek die Provinsiale Tesourier kommentaar oor die beleid deur bekendstelling in die Staatskoerant vir openbare kommentaar en kan ook openbare aanhorings fasiliteer.

Lede van die publiek mag bowendien beleidsvorming indirek beïnvloed deur kommunikasie met hul gekose verteenwoordigers en deur provinsiale parlement sessies by te woon.

12. VERSOEKPROSEDURE

12.1 Aard van versoek

12.1.1 Die versoeker sal toegang tot 'n rekord verleen word as die versoeker aan al die vereistes voldoen ten opsigte van die wet vir die versoek vir toegang tot inligting na daardie rekord; en

12.1.2 Toegang tot daardie rekord word nie geweier op gronde van die weiering aangemeld in die Wet.

12.2 Telefoniese versoeke

12.2.1 Versoeke mag telefonies aan die Provinsiale Tesourier gemaak word. Sulke versoeke mag aan die Adjunk inligtingsbeampte gerig word na die kontakbesonderhede wat in hierdie handleiding verskaf is.

12.3 Vrywillige toegang

12.3.1 Inligting wat outomaties beskikbaar is kan gekry word by die webwerf van die Provinsiale Tesourier. In sekere gevalle kan vereis word dat herproduksie gelde betaal word. Transkripsie en afskrywing van rekords in ander mediavorms vereis herproduksie gelde. Die wyse van toegang tot hierdie dokumente is nie beperk tot inspeksie en noukeurige deurlesing nie.

12.4 Wyse van versoek

12.4.1 'n Versoeker moet die vorm voltooi wat dieselfde lyk soos dié wat aan die einde van die handleiding geheg is.

12.4.2 'n Versoeker moet die vorm aandui of die wyse van toegang wat vereis word soos voorgeskryf in Artikel 29;

12.4.3 Die Provinsiale Tesourier sal strewende om toegang te verleen op die wyse waarin dit versoek word, behalwe as dit die vlot verloop van die Provinsiale Tesourier belemmer;

12.4.4 Die vergunning van toegang sal behoorlike vergoeding aan die bewaring van materiaal gee, oortreding van kopieregte en versoek of toegang gelde soos voorgeskryf moet betaal word voordat 'n versoek behandel word en opsoek en voorbereiding gelde moet ook betaal word voordat toegang gekry word.

12.4.5 'n 30 (Dertig) werkdag tydperk word toegelaat om te reageer op 'n versoek indien nodig. Hierdie 30 (dertig) dae kan verder verleng word tot 'n ander 30 werkdag met kennisgewing aan die versoeker.

- 12.4.6 Heffing van gelde word vereis ingevolge van die WBTI. 'n Skedule van gelde is aan hierdie handleiding geheg.
- 12.4.7 Geld word aan die begin van 'n versoek betaal en daarna word geld betaal vir deursoeking prosesse en herproduksie. Sekere mense word verhoed om gelde te betaal. Hierdie mense sluit in dié wat kwalifiseer asgevolg van hul jaarlikse inkomste en diegene wat persoonlike inligting versoek.
- 12.4.8 Persone wat persoonlike inligting oor hulself soek of hul naasbestaande, hoef nie versoekgelde betaal nie. Al die ander persone moet versoekgelde van R35.00 betaal
- 12.4.9 'n Versoeker wat 'n ander persoon verteenwoordig moet kan bewys dat hy versoek is om die versoek te maak deur besonderhede te gee oor die kapasiteit waarin hy optree.
- 12.4.10 'n Versoeker wat nie kan skryf of lees nie of wat gehelp moet word om 'n versoefvorm te voltooi, mag die versoek mondeling aanbied en die AIB is verplig om so 'n versoeker uit te help. 18(3)
- 12.4.11 Indien 'n adjunk inligtingsbeampte versuim om 'n besluit te maak oor 'n versoek vir toegang tot inligting aan die betrokke versoeker binne 30 dae nadat die versoek ontvang is, beteken dit dat die adjunk inligtingsbeampte die versoek geweier het.

13. BETALING VAN GELDE TEN OPSIGTE VAN DIE VERSOEK

13.1 Versoekgelde

- 13.1.1 Alle versoekers wat nie persoonlike versoekers is nie moet die vereiste versoekgelde betaal;
- 13.1.2 Die adjunk inligtingsbeampte moet die versoeker (behalwe 'n persoonlike versoeker) per kennisgewing in kennis stel en versoek dat die versoeker die voorgeskrewe geld betaal voordat die versoek verder behandel kan word.
- 13.1.3 Die versoekgelde betaalbaar deur openbare liggeme is R35.00. Versoeke vir dik nie-persoonlike rekords sal nie aanvaar word nie sonder dat daar 'n betaling vir hulle gemaak is.
- 13.1.4 Nadat die adjunk inligtingsbeampte 'n besluit gemaak het oor die versoek, moet die versoeker in kennis gestel word oor so 'n besluit in 'n manier waarin hy in kennis gestel wil word.
- 13.1.5 Indien 'n versoek aanvaar word dan moet 'n verdere toegangsbedrag betaal word vir die soek, voorbereiding en herproduksie en vir enige tyd wat die voorgeskrewe tyd oorskry het vir die soek en voorbereiding van die record vir openbaarmaking.

13.2 Betaalwyse

- 13.2.1 Elke versoeker wat nie 'n persoonlike versoeker is nie moet die vereiste versoekgeld betaal. Die versoeker moet die versoekgeld in die Provinsiale Tesourier se bankrekening deponeer (Besonderhede hiervan sal aan die versoeker verskaf word deur die provinsiale tesourier). Die bewys van die deposito strokie moet aan die Provinsiale Tesourier se adjunk inligtingsbeampte gestuur word voordat die versoek behandel kan word.
- 13.3 Dit is belangrik om kennis te neem van die bepalinge van artikel 22 van die wet dat geen versoek behandel mag word tensy daar versoekgelde betaal is.

14. REKORDS WAT NIE GEVIND KAN WORD NIE OF WAT NIE BESTAAN NIE.

Indien alle redelike stappe geneem is om 'n rekord wat versoek is te vind en daar redelike gronde is om te glo dat die rekord in die provinsiale tesourier se besit is maar dat dit verlore of beskadig is of dat dit nie bestaan nie, dan moet die adjunk inligtingbeampte deur middel van 'n beëdigde verklaring die versoeker in kennis stel dat dit nie moontlik is om toegang tot daardie versoekte rekord te kry nie. Die beëdigde verklaring moet 'n volle verslag gee van die stappe wat geneem is om die betrokke rekord te vind of om te bepaal of die rekord bestaan insluitende kommunikasie met elke persoon wat die rekord namens die adjunk inligtingbeampte gesoek het.

15. WEIERING VAN VERSOEK EN INTERNE APPÉLLE TEEN BESLUIE

15.1 Die interne appél prosedure

15.1.1 Die wet maak voorsiening vir 'n interne appél teen die besluite van die adjunk inligtingsbeampte op die volgende gronde;

15.1.2 'n weiering om toegang te kry; of 'n besluit geneem kragtens Artikel 22, 26(1) of 29(3).

15.1.3 Die LUR is die betrokke owerheid om enige besluit van 'n appél te beoordeel. 'n Persoon wat veronreg voel kan die howwe benader indien hy ontevrede is met die besluit van die LUR.

15.1.4 Wanneer die versoeker/ derde party 'n appél aanteken, moet die voorgeskrewe appélvorm (aanhangel C wat aan die einde van die handleiding geheg is) voltooi word en binne 60 dae ingehandig word by die adjunk inligtingsbeampte..

15.1.5 Die interne appél moet die onderwerp van die interne appél identifiseer en die rede daarvoor aanmeld en mag enige relevante inligting insluit.

15.2.5 Die interne appél moet die wyse noem en die besonderhede wooroor die appellant ingelig wil word verskaf van die besluit van die interne appél.

15.2.6 Die adjunk inligtingsbeampte sal alle interne appélle en bygaande stukke aanstuur na die betrokke owerheid wie in dié geval die LUR is.

15.2.7 Die adjunk inligtingsbeampte sal die versoeker/ derde party inlig van die gevolge van die interne appél.

15.2.8 'n Versoeker/ derde party wat ontevrede is met die gevolge van die interne appél, mag binne 30 dae van die ontvangs van die terugvoer 'n aansoek vir 'n finale besluit by die hof inhandig.

16 AANSOEK BY DIE HOF

'n Versoeker of derde party mag slegs by 'n hof om toepaslike regshulp aansoek doen nadat die versoeker of derde party die interne prosedure teen 'n besluit van die inligtingsbeampte, indien toepaslik, uitgeput het.

'n Versoeker wie se interne appél onsuksesvol is of veronreg is deur die besluit van die LUR of die persoon wat skriftelik deur die LUR aangestel is om die laat aantekening van 'n appél kragtens Artikel 75(2) van die wet te weier, mag by wyse van 'n aansoek binne 30 dae aansoek doen aan 'n hof om toepaslike regshulp kragtens Artikel 82.

Die onsuksesvolle derde party in 'n interne appél aan die relevante Uitvoerende gesag mag by wyse van 'n aansoek binne 30 dae aansoek doen by die hof vir toepaslike regshulp kragtens artikel 82.

17 MODERNISERING VAN HIERDIE HANDLEIDING

Hierdie handleiding sal altyd gemoderniseer word wanneer wysigings van die huidige inligting weergee moet word.

18 BESKIKBAARHEID VAN DIE HANDLEIDING

'n Afskrif van hierdie Handleiding is beskikbaar soos voorgeskryf in artikel 14(3) van die Wet op die volgende wyse;

Die Handleiding sal in 3 amptelike tale naamlik Engels, Afrikaans en isiXhosa gepubliseer word en sal aan die Suid Afrikaanse Menseregte kommissie beskikbaar gemaak word.

Hierdie handleiding sal op die Provinsiale Tesourier se webwerf www.ectreasury.gov.za, beskikbaar gemaak word.



MR GLQ KALIMASHE

WAARNEMENDE HOOF VAN DIE DEPARTEMENT
PROVINSIALE TESOURIER

21/08/2015.
DATUM

Aanhangsel A**Vorm A**

Versoek vir toegang tot rekord van openbare liggaam

(Artikel 18 (1) van die Wet vir die Bevordering van Toegang tot inligting, 2000

(Wet Nr. 2 van 2000))

[Regulasie 6]

VIR DEPARTEMENTELE GEBRUIK		Aanwysingsnommer:
Versoek ontvang deur		
(meld die rang, naam en van van die inligtingsbeampteme /adjunk inligtingsbeampte) op		(plek).
(datum) by		
Versoekgelde (Indien enige):	R	
Deposito (indien enige):	R	
Toegangsgelde:	R	
HANDTEKENING VAN INLIGTINGSBEAMPTE/ADJUNK INLIGTINGSBEAMPTE		

A. Besonderhede van openbare liggaam

Die inligtingsbeampte/Adjunk inligtingsbeampte

B. Besonderhede van die person wat toegang tot inligting versoek

- (a) Die besonderhede van die person wat toegang tot inligting versoek moet hieronder verskaf word.
- (b) Die adres en/of faksnommer van die Republiek waarna die inligting gestuur gaan word, moet verskaf word.
- (c) Bewys van die kapasiteit waarin die versoek gemaak is moet aangeheg word indien nodig.

Volle naam en van:

Identiteitsnommer:

Posadres:

Faksnommer:

Telefoonnommer:

E-posadres:

Kapasiteit waarin die versoek gemaak is indien dit namens 'n ander person gemaak is:

C. Besonderhede van die person namens wie die versoek gemaak is:

Hierdie afdeling moet slegs voltooi word indien 'n versoek vir inligting namens iemand anders gedoen word

Volle naam en van:

Identiteitsnommer:

D. Besonderhede van die rekord

(a) *Verskaf die volle besonderhede van die rekord waarvoor toegang versoek word, insluitende die bewysnommer indien dit bekend is aan u.*
 (b) *Indien die ruimte wat verskaf is onvoldoende is, gaan asseblief voort op 'n afsonderlike folio en heg dit aan hierdie vorm. Die versoeker moet al die bykomende folios onderteken.*

1. Beskrywing van rekord of die betrokke gedeelte van die rekord:
2. Bewysnommer, indien beskikbaar:
3. Enige ander besonderhede van die rekord:

E. Gelde

(a) *'n Versoek vir toegang tot 'n rekord, behalwe een wat persoonlike inligting van jouself bevat sal slegs behandel word nadat versoekgeld betaal is.*
 (b) *U sal in kennis gestel word van die bedrag wat vereis word.*
 (c) *Die bedrag betaalbaar vir toegang tot rekords hang af van die vorm waarin toegang vereis is en die redelike tyd wat vereis word om 'n rekord te soek en voor te berei.*
 (d) *Indien u vir 'n ontheffing van die betaling van enige geld kwalifiseer, meld asseblief die rede vir die ontheffing aan.*

Rede vir die ontheffing van die betaling van gelde:

F. Die vorm van die toegang tot 'n rekord

Indien u deur 'n liggaamsgebrek verhoed word om die rekord in die vorm waarin toegang verskaf is, te lees, beskou of luister, dui aan in walter vorm die record vereis word.

Liggaamsgebrek:

Vorm waarin record vereis word:

Merk die geskikte spasie met 'n X.

NOTAS:

- (a) *Onderworpenheid aan jou versoek vir toegang tot inligting in die aangewese vorm kan afhang van die vorm waarin die rekord beskikbaar is.*
- (b) *Toegang in die vorm waarin dit versoek is kan in sekere omstandighede geweier word. In so 'n geval sal u ingelig word as toegang in 'n ander vorm verskaf sal word.*
- (c) *Die geld betaalbaar vir toegang tot die record, indien enige, sal gedeeltelik bepaal word deur die vorm waarin toegang versoek is.*

Indien die rekord in 'n geskrewe of gedrukte vorm is:

Afskrif van rekord*

Besigtiging van rekord

2. Indien rekord uit visuele beelde bestaan—

(dit sluit in fotos, skyfies, video opname, reenaarverwekte beelde, sketse, ens.):

Beskou die beelde

Afskrif van die beelde*

Transkripsie van die beelde *

3. Indien rekord bestaan uit opgeneemde woorde of inligting wat in geluide geproduseer is:

Luister na die klankbaan (oudiokasset)	Transkripsie van klankbaan* (geskrewe of gedrukte dokument)
--	--

4. Indien die rekord op 'n rekenaar aangehou word of in 'n elektroniese of masjien leesbare vorm :				
Gedrukte afskrif van rekord*	Gedrukte afskrif van inligting wat oorgeneem is van die rekord*	Afskrif in rekenaar leesbare vorm*		
*As u 'n afskrif of transkripsie van 'n rekord versoek (hierbo), begeer u dat die afskrif of transkripsie aan u gepos moet word			JA	NEE
Posgeld is betaalbaar				
<i>Let wel dat indien die rekord nie in u voorkeurtaal beskikbaar is nie , mag toegang verleen word in die taal waarin dit beskikbaar is.</i>				
In watter taal sal u die rekord verkies?				

G. Kennisgewing van besluit oor versoek vir toegang

U sal skriftelik in kennis gestel word of u versoek aanvaar /geweer word. Indien u op 'n ander manier ingelig wil word, meld dit aan en verskaf die nodige besonderhede om onderworpenheid met u versoek te verskaf.

Hoe sal u verkies om ingelig te word van die besluit oor u versoek vir toegang tot die rekord?

Onderteken by

hierdie

dag van

20

**HANDTEKENING VAN VERSOEKER/PERSOON
NAMENS WIE DIE VERSOEK GEMAAK IS**

Aanhangsel B**Deel II
Staaskoerant 187 van 15 Februarie 2002****GELDE TEN OPSIGTE VAN OPENBARE LIGGAME**

1. Die gelde vir 'n afskrif van die handleiding soos in Regulasie 5(c) bedoel is R0,60 vir elke fotokopie van 'n A4-grootte bladsy of deel daarvan.

2. Die gelde vir reproduksie waarna daar in Regulasie 7(1) verwys word, is soos volg:

	R
(a) Vir elke fotokopie van 'n A4-grootte bladsy of deel daarvan	0,60
(b) Vir elke gedrukke afskrif van 'n A4-grootte bladsy of deel daarvan wat op 'n rekenaar of in elektroniese of masjienleesbare vorm gehou word	0,40
(c) Vir 'n afskrif in 'n rekenaarleesbare vorm op -	
(i) Disket	5,00
(ii) Kompakskyf	40,00
(d) (i) Vir 'n transkripsie van visuele beelde, vir 'n A4-grootte bladsy of deel daarvan	22,00
(ii) Vir 'n afskrif van visuele beelde	60,00
(e) (i) Vir 'n transkripsie van 'n oudiorekord, vir 'n A4-grootte bladsy of deel daarvan	12,00
(ii) Vir 'n afskrif van 'n oudiorekord	17,00
(f) Om te soek vir en die rekord vir openbaarmaking voor te berei, R15,00 vir elke uur of deel van 'n uur, uitgesonderd die eerste uur, wat redelikerwys nodig is vir sodanige soek en voorbereiding.	

3. Vir die doeleindes van Artikel 22(2) van die Wet geld die volgende:

- (a) Ses uur as die ure wat oorskry moet word voordat 'n deposito betaal is; en
- (b) Een-derde van die toegangsgeld is as 'n deposito deur die versoeker betaalbaar.

4. Die werklike posgeld is betaalbaar indien 'n afskrif van 'n rekord aan 'n versoeker gepos moet word.

Aanhangsel C**Vorm B**
KENNISGEWING VAN INTERNE APPÉL

(Artikel 75 van die wet vir die bevordering van toegang tot inligting, 2000 (Wet Nr. 2 of 2000))

[Regulasie 8]

**MELD U BEWYSNOMMER
AAN:****A. Besonderhede van openbare liggame**

Die Inligtingsbeampte/Adjunk Inligtingsbeampte:

B. Besonderhede van versoeker/derde party wat die interne appél aanteken

- (a) Die besonderhede van die person wat die interne appél aanteken
 (b) Bewys van die kapasiteit waarin appél aangeteken word, indien toepaslik, moet aangeheg word., if applicable, must be attached.
 (c) Indien die appellant 'n derde person is en nie die person wat oorspronklik die inligting versoek het nie, moet die besonderhede van die versoeker hieronder by C verskaf word.

Volle name en van:

Identiteitsnommer:

Posadres:

Faksnommer:

Telefoonnommer:

E-mail address:

Kapasiteit waarin 'n interne appél namens 'n ander person aangeteken is:

C. Besonderhede van versoeker

Hierdie afdeling moet slegs voltooi word indien 'n derde party (uitgesonderd 'n persoonlike versoeker) die interne appél aanteken

Volle name en van:

Identiteitsnommer:

D. Die besluit waarteen die interne appél aangeteken is

Dui die besluit aan teen wie die interne appél aangeteken is met 'n x in die regte spasie:	
	Weiering van versoek vir toegang
	Besluit oor voorgeskrewe gelde kragtens artikel 22 van die Wet
	Besluit oor die verlenging van die tydperk waarin die versoek behandel moet word kragtens Artikel 26 (1) van die Wet.
	Besluit kragtens Artikel 29 (3) van die Wet om toegang in die vorm wat deur die versoeker versoek is te weier

Besluit om toegang vir die versoek te verleen.

E. Gronde vir die appél

*Indien die ruimte wat verskaf is onvoldoende is, gaan asseblief voort op 'n afsonderlike folio en heg dit aan hierdie vorm. **U moet al die bykomende folios onderteken***

Meld die gronde aan waarop die interne appél gebaseer is:

Meld enige ander inligting aan wat ter sake is vir die oorweging van die appél:

F. Kennisgewing van besluit oor appél

U sal skriftelik in kennis gestel word van die besluit oor die interne appél. Indien u op 'n ander wyse in kennis gestel wil word, spesifiseer asseblief die wyse en verskaf die nodige besonderhede om inwilliging met u versoek te vergemaklik

Meld die wyse aan:

Besonderhede van wyse:

Onderteken by

hierdie

dag van

20

HANDTEKENING VAN APPELLANT

VIR DEPARTEMENTELE GEBRUIK

AMPTELIKE REKORD VAN INTERNE APPÉL:

Appél ontvang op

(datum) deur

(meld aan die rang, naam en van van die inligtingbeampte, adjunk inligtingbeampte).

Appél tesame met die motiewe vir die inligtingsbeampte/adjunk inligtingsbeampte se besluit en waar toepaslik, die besonderhede van enige derde party aan wie of waarby die rekord ter sake is, deur die inligtingsbeampte/adjunk inligtingsbeampte ingehandig op

(datum) aan die betrokke owerheid..

GEVOLGE VAN APPÉL:

BESLUIT VAN INLIGTINGSBEAMPTE/ ADJUNK INLIGTINGSBEAMPTE BEKRAGTIG/NUWE BESLUIT VERVANG

NUWE BESLUIT:

DATUM

BETROKKE OWERHEID

ONTVANG DEUR DIE INLIGTINGSBEAMPTE/ADJUNK INLIGTINGSBEAMPTE VAN DIE BETROKKE OWERHEID OP (datum):

PROVINCIAL NOTICE 136 OF 2015



IMANYUWALI YENKUTHAZO KUFIKELELO KULWAZI

**IQULUNQWE NJENGOMMISELO WECANDELO LE- 14
LOMTHETHO WENKUTHAZO KUFIKELELO KULWAZI
(UMTHETHO NOMB. 2 KA-2000)**

ISICWANGCISO

- 1: Intshayelelo
 - 2: linkcazelo
 - 3: linkcukacha zoqagamshelwano loSekela Gosa Lwazi (iCandelo 14(1)(b))
 - 4: Ungafikelela njani kwiXwebhu olu?
 - 5: linjongo nemigomo yengcebo
 - 6: Ubume beSebe leziMali lePhondo (iCandelo 14(1)(a))
 - 7: Umzobo wesakheko sesebe
 - 8: Imisebenzi yesebe (iCandelo 14(1)(a))
 - 8.1 IProgramu 1 – Ulawulo
 - 8.2 IProgramu 2 – Ulawulo logcineko lwezibonelelo
 - 8.3 IProgramu 3 – Ulawulo lwee-asethi kunye nezinto eziluxanduva lukarhulumente
 - 8.4 IProgramu 4 – URhulumento lweziMali
 - 8.5 IProgramu 5 – URhulumento lweziMali zikaMasipala
 - 9: ISikhokelo sokusebenzisa i-PAIA (iCandelo 14(1)(c))
 - 10: IiRekhodi ezikwiSebe leziMali lePhondo (iCandelo 14 (1) (d))
 - 10.1 IiRekhodi ezifumaneka lula (iCandelo 14(1)(e))
 - 10.2 Iindidi zeerekhodi ezingafumaneki lula (iCandelo 14 (1) (f))
 - 11: Ulungiselelo oluvumela uluntu ukuba luthatha inxaxheba ekuqulunqeni umgaqo nkqubo (iCandelo 14(1)(g))
 - 12: Indlela yokufaka isicelo
 - 12.1 Udidi lwesicelo
 - 12.2 Isicelo ngokutsala umnxeba
 - 12.3 Ufikelelo ngokuzithandela
 - 12.4 Ukufaka isicelo
 - 13: Indlela yokuhlawula ngokwesicelo
 - 13.1 Iintlawulo zesicelo
 - 13.2 Indlela yokuhlawula
 - 14: Iirekhodi ezingakwazi ukufumaneka okanye ezingafumanekiyo kwaphela
 - 15: Ukwaliwa kwesicelo kunye nezibhenzo zangaphakathi ezinxamnye nesigqibo
 - 16: Ukufaka isicelo enkundleni
 - 17: Ukufumaneka koxwebhu
- Izihlomelo: A – Ukufaka isicelo sokufikelela kwiiRekhodi luluntu
B – Iintlawulo malunga nokufikelela koluntu

C – Isazizo sesiBhenno sangaphakathi

1. INTSHAYELELO

Olu xwebhu luye lwaqulunqwa ngokoMthetho weNkuthazo kuFikelelo kuLwazi ka-2000 (uMthethi Nomb. 2 ka- 2000) (uMthetho). Lo Mthetho umele ukunika iinkcukacha zeerekhodi zesebe likarhulumente elizigcinileyo ukuze nasiphi na isicelo sibe nokulandelwa.

Olu xwebhu lisebenza njegesikhokelo ukuba amalungu oluntu angafikelela njani kulwazi olugcinwe kwierekhodi zeSebe leziMali kwiPhondo. Linika indlela yokufikelela kulwazi njengoko kumiselwe kuMgaqo siseko weRhiphabhlikhi yoMzantsi Afrika kunye noMthetho weNkuthazo kuFikelelo kuLwazi Nomb. 2 ka-2000 (PAIA). Oku kunika indlela yofikelelo yoluntu kulwazi olukugcino lukaRhulumente okanye amaQumrhu kaRhulumente.

Imanyuwali le inika indlela apho ulwazi lungathi lufumaneka ngalo. Apha ngezantsi yinkcazelo yenkqubo malunga nokufaka isicelo sokufikelela kulwazi lweSebe leziMali lePhondo. Olu xwebhu lukwaqulathe ulwazi malunga noSekela Gosa loLwazi onoxanduva lokujongana nazo zonke izicelo zokufikelela kulwazi kunye neProgramu nganye kwanemisebenzi engundoqo eyenziwa leli sebe noludwe lweerekhodi ezigcinwe kweli Sebe leziMali zePhondo.

2. IINTSINGISELO

2.1 Ngokweenjongo zeli Xwebhu, ngaphandle kokuba kuchazwe ngenye indlela:

2.1.1 **DIO**’ uthetha uSekela Gosa loLwazi

2.1.2 **‘GAAP’** uthetha iNkqubo eyemkelekileyo Jikelele yoPhicotho zincwadi;

2.1.3 **‘GRAP’** uthetha iNkqubo eyaziwayo Jikelele yoPhicotho zincwadi;

2.1.4 **‘MEC’** uthetha uMphathsiwa weSebe lezeziMali wePhondo;

2.1.5 **‘MFMA’** uthetha uMthetho kaMasipala woLawulo lweziMali ka- 2003 (uMthetho Nomb. 56 ka-f 2003);

2.1.6 **“MTEF”** uthetha iSikhokelo seNkcitho phakathi eNyakeni;

2.1.7 **“PAIA”** uthetha uMthetho weNkuthazo kuFikelelo kuLwazi ka- 2000 (uMthetho 2 ka-2000);

2.1.8 **‘PFMA’** uthetha uMthetho woLawulo ziMali zikaRhulumente ka- 1999 (Nomb. 1 ka-1999);

2.1.9 **“iIProgramu”** uthetha ngokwaxhiwa okutsha kwesimo seSebe leziMali lePhondo elinamasebe azimele geqe amane;

2.1.10 **‘iiRekhodi’** ze, okanye mayela noluntu okanye amaQumrhu, kubhekisele kulo naluphi na ulwazi olurekhodiweyo- nokuba lukweyiphi imeko okanye imo; olusesandlelni okanye oluphantsi kolawulo lukarhulumente okanye leQumrhu ngokulandelayo; kwaye nokuba yenziwe ngurhulumente okanye liQumrhu, ngokulandelelana;

2.1.11 **‘SAHRC’** uthetha iKomishini yoMzantsi Afrika yamalungelo abantu;

2.1.12 **‘uMthetho’** uthetha uMthetho weNkuthazo kuFikelelo kuLwazi ka-2000 (uMthetho Nomb. 2 ka-2000);

2.1.13 **‘imanyuwali’** uthetha olu xwebhu kunye nazo zonke izihlomelo ezifumanekayo kwiSebe lezeziMali;

3. IINKCUKACHA ZOQAGAMSHELWANO ZOSEKELA GOSA LOLWAZI

Mnu Gladwell Luzuko Qonda Kalimashe

IBambela Ntloko yeSebe

INombo yomnxeba : +27 40 1010 161

INombo yeFeksi : +27 40 1010 731

I-IMEYILI: gonda.kalimashe@ectreasury.gov.za

4. UFIKELELA NJANI KOLU XWEBHU

Esi sikhokelo singafumaneka kwii-ofisi zeSebe leziMali kwiPhondo e:

Idilesi yesakhiwo: Tyamzashe Building

Phalo Avenue

Bhisho, 5605

Idilesi yeposi : Ingxowa eyodwa X0029,

Bhisho, 5605

IWebhusayithi: www.ectreasury.gov.za

5. IINJONGO NEMIGOMO YENGCEBO

Imbono

Sinqwenela iphondo eliyimpumelelo elixhaswa lulawulo olululo lwezimali nezibonelelo.

IMishini

Imishini yethu kukunika isikhokelo sengcebo esinobuchwephesha kwiindawo, kulawulo nasekusetyenzisweni kwezibonelelo zemali ukuze kuphucuke ikwalithi yobomi kweli phondo.

Ixabiso

Sizama oku**QWESILEYO** ngokwenza oku:

- Zinikela – sizimisele ngokuli-100% kumsebenzi wethu;
- Intlonelo – sizimisele ekulandeleni imigangatho ephezulu yobuchule;
- Uxanduva – sithatha uxanduva olupheleleyo ngezemo zethu kunye nomsebenzi wethu.

Iinjongo zengcebo ezingqamene nesiphumo

- Ulawulo olufezekileyo noluphunyeziweyo lozibonelelo zezimali kweli phondo;
- Ubalo mali olululo kweli phondo;
- ubonelelo oluphunyeziweyo;
- ubudlelwane noluvakalayo nababandakanyekayo;
- isebe elisebenza kakuhle.

ISebe leziMali limele ukuphumeza umyalelo njengoko ubekiwe kwimbono nenkcazelo yemishini. Owona myalelo ungundoqo kukulawula izimali zokusebenza kukarhulumente eMpuma Koloni, oko kuquka kwezinye izinto amalungiselelo nezicwangciso zohlahlo mali lwephondo, uqwalasela lophunyezo lohlahlo mali ukuqinisekisa ukuba injongo yohlahlo mali neziphumo ziyahambelana, kulawulwe inkcitho ze kuqinisekiswe jikelele ngorhulumento lwezimali kweli phondo. Luxanduva lokuqala lweSebe leziMali ukuqinisekisa ulawulo olufezekileyo noluphunyeziweyo lwemali..

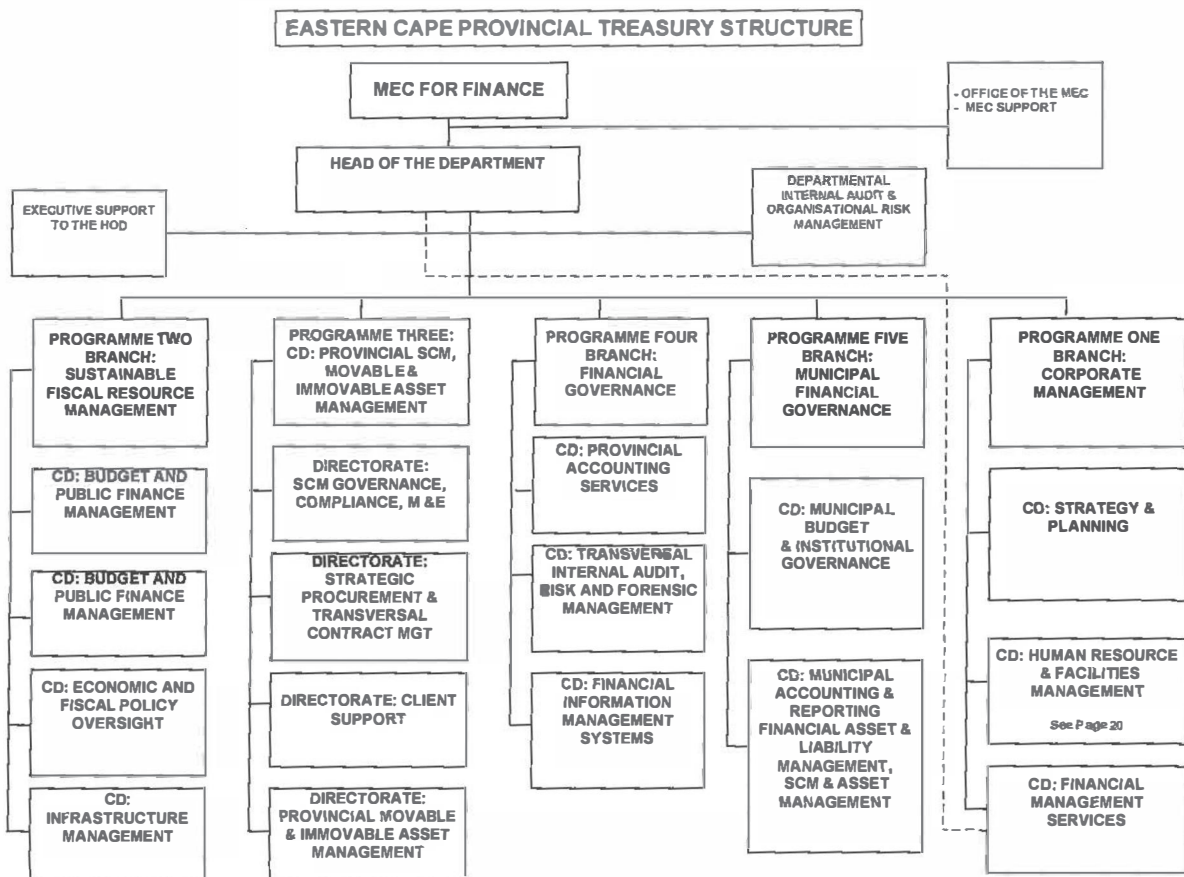
6. ISAKHEKO SESEBE LEZIMALI LEPHONDO

Isakheko seSebe leziMali libandakanya uNdlu Nkulu osekeke eBhisho kunye nee-ofisi zedistrikthi ezi-6 (ntandathu) ezikwiidistrikthi zoomasipala abathandathu kweli phondo, ezizezi:

- Sarah Baartman distrikthi
UMphathi wedistrikthi – Mnu. Themba Gwija
No. 163 Corner Drew and Durban Street
Korsten, Port Elizabeth
Umnxeba: 041-1010 827
- Joe Gqabi distrikthi
UMphathi Distrikthi – Mnu Neo Smouse
Corner Chases and Queens Terrace Street
Aliwal North
Umnxeba: 051-1010 321
- Amathole distrikthi
UMphathi Distrikthi: Nksz Phumeza Sikuza
No.34, Western Avenue Suite No.4, 1st Floor, Norvia House,
East London
Umnxeba: 043-1010 085
- Chris Hani distrikthi
UMphathi weDistrikthi: Nksz Anita Mfecane (Ibambela)
Corner Shepstone & Robinson Street, Old Garden Building,
Queenstown 5320
Umnxeba: 045-1010 033
- Alfred Nzo distrikthi
UMphathi weDistrikthi - Mnu Wesley Groom (Acting)
Corner Chief Jojo and Ngqubusini Street
Mount Ayliff, 4735
Umnxeba: 039-1010 021

- O.R Tambo distrikthi:
UMphathi weDistrikthi - Mnu Mbuyiseli Mandla
Owen Street, 3rd Floor, KD Building,
Mthatha
Umnxeba: 047-1010 026

7. UMZOBO WESAKHEKO SESEBE LEZIMALI EPHONDWENI



8. IMISEBENZI YESEBE LEZIMALI LEPHONDO

ISebe leziMali lePhondo lineeProgramu ezi-5, ezizezi:

8.1 IProgramu 1 - ULawulo:

Injongo yeProgramu

Ukunika ubunkokheli kunye nolawulo lwengcebo kunye nenkxaso efanelekileyo kwiinkonzo zazo zonke ezinye iiProgramu.

- I-Ofisi yoMphathiswa – ikhomba indlela ngokubalulekileyo nakwezopolitiko ukuze kufikelelwe kumyalelo wesebe;

- **Iinkonzo zoLawulo** – ukutshintshwa kweemigaqo nkqubo kunye nokubalulekileyo kwiingcebo ngokuphumeza ukuhanjiswa kweenkonzo, ukwenza umkhomba ndlela wengcebo kunye nolawulo nohlolo lokusebenza kwesebe;
- **Iinkonzo zeSebe** – ukunika imo elungiselelweyo nenkonzo eyinxaso kuzo zonke iiProgramu mayela nolawulo lwabasebenzi kunye nophuhliso, ulwazi ngobuchwephesha kunye nolawulo lweerekhodi, ulawulo lokhuseleko kunye nezakhiwo.
- **Ulawulo lweziMali** – ukulawula olupheleleyo lweenkqubo lwezimali kunye notshitsho ngeNkqubo yoLawulo lweziMali ukukhuthaza ukulandela umthetho ngokwe- PFMA kunye nokunye okufanelekileyo ngokomthetho.
- **UPhicotho lwangaPhakathi** – uququzelelo lweenxaxheba lwazo zonke ii-ofisi zophicotho zincwadi zephondo kunye neekomiti.

8.2 IProgramu 2 – Ulawulo lwezibonelelo ezinokugcineka:

Injongo yeProgramu

Ukuqiniseka ucwangciso olufezekileyo noluphunyeziweyo, ukusetyenziswa, ukuphumeza kunye nokusa iliso kwiszibonelelo zeMali zePhondo.

- **Inxaso yeProgramu** – ukunika ubunkokheli ekuphumezeni iingcebo ukuze kunqinisekiswa ukuba igalelo leProgramu liqondakale kwiinjongo zesebe;
- **Uhlautyo lwezoqoqosho** – ukuqonda nokuvavaya imiqathango kunye nokubalulekileyo ekuhlaleni nakwezoqoqosho ephondweni kunye nakummandla woqoqosho olukhulu (Uhlautyo kwezoqoqosho);
- **Umgqa nkuqo weziMali** – ukukhuthaza imfezeko kulwabiwo lwezibonelelo zemali kunye nokunceda uRhulumente ukuze ahlawulele uxanduva lwakhe lokuhlambisa iinkonzo;
- **Ulawulo loHlahlo Mali** – ukukhuthaza imfezeko kulwabiwo mali olugqibeleleyo;
- **IziMali ziRhulumente** – ukunika ingcebiso kumgaqo nkqubo wesebe, ukuqinisekisa ngokuphunyezwa kohlahlo mali kunye nokuphucula uhanjiso lweenkonzo.

8.3 IProgramu 3 – Ulawulo lwee-Asethi kunye noXanduva:

Injongo yeProgramu

Ukunika umkhomba ndlela, ukukhuthaza kunye nokunyanzelisa ukuveza ebala nemfezeko kuLawulo lweNtengo yezinto zikaRhulumente kunye neLawulo lwee-Asethi kwiphondo.

- **Inxaso yeProgramu** – ukunika ubunkokheli ephumezeni iingcebo ukuqinisekisa ngegalelo leeProgramu ekuqondeni iinjongo zesebe;
- **Ulawulo lwee-Asethi** – ukuququzelela ulawulo lwemfezeko nophunyezo lwee-asethi ezibambekayo nokukhuthaza uphuhliso lwezoqoqosho okujoliswe kwintengo kakrhulumente, ukulawula ii-asethi ezizimali, ukwandisa iimfuno yokuguqulwa kwemo yemveliso ibe yimali kwaye kuzuzwe inzala kwizimali kunye nokwandisa oku kokugqibela kanye kwimiqathango eyamkelekileyo yomgqibeko.
- **Ulawulo loXanduva** – ukuququzelela nokufezekisa ulawulo loxanduva;

- **Inkxaso kunye neeNkqubo eziHiangeneyo zeziMali** – ukunika ingqwalasela ebanzi kunye nolawulo lweenkqubo lezimali olukhoyo kunye notshintsho lwenkqubo ehlangeneyo yoLawulo lweziMali, ukuphuculwa kweenkqubo ekuxhaseni indlela yokusebenza yesebe likarhumente kunye nokuxhobisa ekusetyenzisweni kweenkqubo zemali ejoliswee ekwenzeni ngcono ulawulo lwezimali.

8.4 Programu 4 – Urhulumentu lweziMali:

Injongo yeProgramu

Kukukhuthaza uxanduva ngokweendlela zokusebenza zobalo mali, iinkqubo zolwazi zezimali, urhulumentu kunye nokulandela izithethe nemigangatho ekwi- PFMA yeziko lalowo ukhalazayo.

- **INkxaso yeProgramu** - ukunika ubunkokheli ephumezeni iingcebo ukuqinisekisa ngegalelo leeProgramu ekuqondeni iinjongo zesebe;
- **Iinkonzo zobalo mali** – Ukuqinisekisa uphunyezo olufezekileyo lokusebenza ngobalo mali ngokuhambelanayo ne-GRAP kunye nokuhlenganisa iinkcazelo zezimali ezibonisa isimo sezimali ephondweni
- **Izithethe nemigangatho** – ukuphuhlisa kwanokuphumeza izithethe nemigangatho yezimali kunye nokuqinisekisa unxibelelwano olufezekileyo.
- **Ulawulo lomngcipheko** – ukuqinisekisa ukukhuthaza ukusetyenziswa ngokupheleleyo wezibonelelo zemali.
- **Uphicotho lwangaphakathi lwePhondo** – ukuququzelela iinxaxheba zazo zonke ii-ofisi zophicotho lwangaphakathi ephondweni & neeKomiti zophicotho zimali.

8.5 IProgramu 5 – URhulumentu lweziMali zikaMasipala

Ukunika inkxaso ekuzuzeni ulawulo olululo noluthe gqolo lwezimali kwinqanaba likamasiapala ngokunika inkxaso enobuchwephesha kunye nokuxhobisa kule mimandla ilandelayo: uhlahlo mali, imisebenzi yobalo mali, ulawulo lwentengo yeempahla zikarhulumente, ulawulo lwee-asethi, urhulumentu kunye nokulandela umthetho we- MFMA.

- **INkxaso yeProgramu** - ukunika ubunkokheli ephumezeni iingcebo ukuqinisekisa ngegalelo leeProgramu ekuqondeni iinjongo zesebe.
- **Uhlahlo mali lukaMasipala kunye noRhulumentu lweSebe** – Ukuqinisekisa ulawulo lolahlo mali olupheleleyo kunye noququzelelo, uqwalaselo kunye nophunyezo lweengxelo ze-MFMA.
- **Ubalo mali luka Masipala kunye nokunika ingxelo** – Ukuqinisekisa ukuba ubalo mali kunye nokunika ingxelo koomasipala kuhambelana nemithetho Jikelelo yokuQondwa kobalo mali (GRAP) kunye nokunceda oomasipala ekulandelelni imithetho ehambelana noLawulo lokuThenga izinto zikaRhulumente kunye noLawulo lwee-Asethi.

9. ISIKHOKELO SOKUSEBENZISA I-PAIA (ICandelo 14(1)(c))

ISebe leziMali, ngokwemiqathango yeCandelo le- 10 lika-PAIA, liphuhlise isikhokelo ngendlela yokusebenzisa i- PAIA ekuzuzeni ulwazi okugcinwe lisebe kunye neenkukacha ze- DIO. Esi sikhokelo siyafumaneka kwi-webhusayithi yesebe engu www.ectreasury.gov.za. Uluntu lungalihlola olu xwebhu

okanye lwenze iikopi zesikhokelo ngoncedo lweNdlu enkulu yesebe kunye nakwii-ofisi zeDistrikthi zeSebe leziMali.

10. IIREKHODI EZIFUMANEKA KWISEBE LEZIMALI LEPHONDO (iCandelo 14(1)(d))

10.1 IiRekhodi ezifumaneka lula (iCandelo 14(1)(e))

Ngokwemiqathango yeCandelo 14(1)(d) lalo Mthetho, iSebe leziMali lilindeleke ukuba lidwelise zonke iirekhodi elinazo ezithi zifumaneka lula. Ezo rekhodi zifumaneka lula ziye zingabi nalwazi lunobuzaza. Ukuze ezi rekhodi zifumaneka kumele kuzaliswa u-FOMU A. Umfaki sicelo akalindelekanga ukuba ahlawule ngaphandle kokuba olo Lwazi lufumaneka ngamaphepha amaninzi xa kusenziwa iikopi. Nayo nayiphi na i-ofisi yeziMali yePhondo kumele yenze iinzame zokuba iirekhodi zifumaneka lula.

Iirekhodi ezifumaneka kwiwebhusayithi yesebe lezimali: www.ectreasury.gov.za zingabonwa okanye zingajongwa nokuba ubani akenzanga sicelo ngokwemiqathango yeMthetho.

Indlela yokufikelelo kumele iquke:

- Ukuphenguululwa kwekopi yemathiriyeli efunwayo ukuba iyafuneka ngentlawulo exeliweyo yeekopi ezo;
- Ufikelelelo kwimathiriyeli ebukelwayo, ebukelwa ijongwe ikwabhaliwe, erhekhodiweyo okanye ikopi okanye zombini.
- Yonke imithetho yeSebe leziMali;
- Amaxwebhu emiGaqo Nkqubo kunye neeNkqubo;
- Iingxelo zoNyaka;
- Isicwangciso soNyaka sokuSebenza;
- Izicwangciso zeNgcebo kunye nokuSebenza;
- Isakheko sesebe esiVunyiweyo;
- Iingxelo zokusebenza;
- ULwazi lohlahla mali lweMpuma Koloni;
- Iinkcazelo zoHlahlo mali lwexesha eliphakathi eMpuma Koloni;
- Iinkcazelo zoHlahlo mali eziHlangeneyo zeziMali; kunye

Nolunye upapasho:

- Ikhwezi Lomso iphepha nangaphakathi
- I-E-Talk Publications
- IiSMS ezininzi
- Iipopwusta
- Iiphamfelethi
- Ii-imeyili

Uludwe oludibeneyo lwamaxwebhu luyafumaneka kwiwebhusayithi yeSebe leziMali: www.ectreasury.gov.za kwaye oko akufuni ndlela esesikweni yokufikelela kulwazi.

10.2 Iindidi zeerekhodi ezingafumaneki lula (ICandelo 14(1)f) (ezi rekhodi kumele ukuba kufakwe isicelo esisesikweni kwifomu yoko *jonga ifomu kwiphepha lesi-16 apha ngaphantsi)

- Imbhalelwano yangaphakathi
- Imbhalelwano yesigqeba solawulo yangaphakathi enobuzaza
- Ulwazi olumayela noKhuselelo
- Irekhodi ezigcinwe liSebe leeNkonzo zoMthetho
- Ulwazi olubalulekileyo oluthe lwakho ngenxa yemvavanyo zophononongo simo kunye nolwazi lommeli
- Ulwazi lweCandelo loLwazi ngabaSebenzi kuqukwe iifayile ezimayela novavanyo lwesomo, ulwazi ngezempilo njl njl.
- Ukuveza ebala ii-asethi kunye neenkqubo zkhusele lwee-asethi
- Izivumelwano zokusebenza kunye neekhonthrakthi zokuqeshwa
- Amaxwebhu eziniki maxabiso
- Ii-ajenda kunye nemizuzu yeentlanganiso kunye nembalelwano
- Iingxelo eziyidrafti, imigaqo nkqubo kunye namaxwebhu eengxoxo

**Ezi rekhodi zidweliswe apha ngentla kumele zicelwe ngokusesikweni, kodwa ukufumaneka kwenxalenye yazo okanye ziphelela kungaliwa ngenxa yemiqathango yomthetho.*

ISebe leziMali liye lilinyine ilungelo lokuvulela ukuba iirekhodi zifumaneka xa ukufumaneka kwazo kufuna ukuba kwenziwe izibonelelo ezininzi nezingahambelani nemisebenzi yalo ngqo. Ufikelelo liya kwaliwa xa isicelo eso siyinkcitha xesha kwaye/ okanye sicaphukisa.

11. AMALUNGISELELO OKUVUMELA ULUNTU UKUBA LUTHATHA INXAXHEBA EKUQULUNQENI UMGAQO NKQUBO

Xa kuza kwenziwa umgaqo nkqubo ovela kumthetho, iSebe leziMali liye lifumane izimvo zoluntu mayela nalo mgaqo nkqubo ngokuthi upapashwe kwiGazethi yePhondo ukuze uluntu luhlomle kwaye lungaquzelela ukuba kubekho iintethwano esidlangalaleni.

Amalungu oluntu angathi mayane abe nempembelelo ekuqulunqeni umgaqo nkqubo ngokuthi bathethe nabameli babo kwaye baye kwiiseshini ezo kwiNdlu yowiso mthetho yePhondo.

12. INDLELA YOKUFAKA ISICELO

12.1 Uddi lwesicelo

12.1.1 Umfaki sicelo uya kunikwa irekhodi lweSebe lezimali ukuba umfaki sicelo uthe walandela zonke iinkqubo ezifunekayo ezikuMthetho mayela nesicelo eso sokufumana irekhodi; kwaye

12.1.2 Ufikelelo kwelo rekhodi alaliwa nangayiphi na indlela ngaphandle kokuchaza umqathango ngokoMthetho.

12.2 Izicelo zomnxeba

12.3 Izicelo zingenziwa kwiSebe leziMali ngomnxeba. Ezo zicelo zingasiwa kwi- DIO ngeenkukacha ezichazwe kule Manyuwali. Abafaki sicelo bangafaka isicelo ngokusesikweni xa kuthe oko kwaqondakala ngokwenza isicelo ngomlomo..

12.4 Ukufumaneka ngokukokwalo

12.4.1 Ulwazi olufumaneka lula lungafumaneka kwiwebhusayithi yeSebe leziMali. Kwezinye iimeko intlawulo ingafunwa ukuze ubani afumane ikopi. Ukubhalwa kwakhona kunye nokukopa iirekhodi ngenye indlela opapasho kungafuna intlawulo. Indlela yokufumana amaxwebhu ayiphelelanga ekuhloleni nasekuphengululeni.

12.5 Ukufaka isicelo

12.5.1 Umfaki sicelo makazalise ifomu efana nale incanyathiselwe apha ekupheleni kwale Manyuwali.

12.5.2 Umfaki siceli makachaze udidi okanye indlela yokufikelela kulwazi njengoko kuchazwe kwiCandelo lama-29;

12.5.3 ISebe leziMali liya kuzama ufikelelo kolo lwazi ngaloo ndlela iceliweyo ngaphandle kokuba oko kuya kuphazamisana nendlela ezolileyo yeSebe leziMali elisebenza ngayo;

12.5.4 Ukwenza indlela yofikelelo kuya kunikwa ingqwalasela mayela nokugcwa kwemathiriyeli, ukwaphulwa kwezigqibo zamalungelo okukopa okushicilelweyo kunye nesicelo okanye nentlawulo yofikelelo njengoko kuchaziwe ukuba makuhlalulwe phambi kokuba isicelo sibe siyalandelwa kwaye kwakhangelwa ze kwalungiselelwa intlawulo emazihlalulwe phambi kokuba ufikelelo lwenziwe;

12.5.5 Iintsuku ezingama- 30 (amashumi amathathu) zexesha elimiselweyo lokuvulwa kwee-ofisi liya nikwa ukuze kufumaneke impendulo xa kuyimfuneko. Ezi ntsuku zingama-30 (amashumi amathathu) zingandiswa kangangezinye iintsuku ezingama-30 (amashumi amathathu) zokuvulwa kwee-ofisi xa exelwe lowo ufake isicelo.

12.5.6 Iintlawulo ezimiselweyo zifunwa ngokwemiqathango ye-PAIA. Isikhokelo sentlawulo sincanyathiselwe apha kule manyuwali.

12.5.7 Iintlawulo ezinziwe ekuqaleni kwesicelo nasemva koko, ezi ntlawulo ziya kusetyenziselwa ukukhangela ulwazi olo kunye nokulovelisa. Ezinye iindidi zabantu ziye zingafuni ntlawulo. Ezi ndidi ziquka abantu abanesiqiniseko ngenxa yemali abayifumanayo ngonyaka kunye nabo bafuna ulwazi ngeziqo zabo.

12.5.8 Abantu abafuna ulwazi ngeziqo zabo okanye abafuna ulwazi ngaba bazalana nabo akumele ukuba bahlawule. Kambe bonke abanye kumele bahlawule ama- R35, 00.

12.5.9 Umfaki sicelo omele omnye makafake isiqinisekiso sokuba baceliwe ukuba benze oko ngokuthi banike iinkukacha ezibonisa isizathu sokuba enze oko; s18(2)(f);

12.5.10 Umfaki sicelo angakwaziyo ukufunda nokubhala okanye ofuna uncedo mayela nokuzalisa ifomu yesicelo, unokucela ngokuthi athethe, i- DIO iyanyanzeleka ukuba incede loo mfaki sicelo. 18(3);

12.5.11 Ukuba i-DIO ayikwazi kunika isigqibo malunga nesicelo sokufikelela kulwazi zingadlulanga iintsuku ezingama- 30 emva kokufakwa kwesicelo, i- DIO imele ukuba ithathwe njengeyalayo ukuphendula isicelo eso.

13. INTLAWULO NGOKWEMIQATHANGO YESICELO**13.1 Intlawulo yesicelo**

13.1.1 Wonke umfaki sicelo, angafuni lwazi ngesiqu sakhe, umele ukuhlawula intlawulo yesicelo:

13.2 I-DIO kumele yazise umfaki sicelo (ngaphandle kwalowo ofake isicelo esenzela isiqu sakhe) ngokwenza isaziso, kufunwa ukuba umfaki sicelo ahlawule intlawulo echaziweyo phambi kokuba kuphendulwe isicelo eso;

- Isicelo esihlawulwa luluntu ngama-R35.00. Izicelo ezikhulu ezingezo rekhodi malunga nomntu azisayi kwamkeleka intlawulo ingenziwanga.

13.2.1 Emva kokuba i-DIO ithe yenza yenze isigqibo malunga nesicelo, umfaki sicelo makaziswe ngeso sigqibo ngendlela le umfaki sicelo afuna ukwaziswa ngayo;

13.2.2 Ukuba isicelo sivunyiwe, ngoko intlawulo eyenye yofikelelo mayihlawulwe ngenxa yokuba kufuneka ulwazi lufunwe ze luvezwe kwakunye nalo naluphi na ixesha ekuthe kwagqithwa kulo lokufuna nokulungiswa kwerekhodi leyo ukuze ivezwe ebalu.

13.3 Indlela yentlawulo

13.3.1 Nawuphi na umfaki sicelo ongafuni lwazi ngaye makahlawule intlawulo efanelekileyo. Umfaki sicelo makafake imali eyintlawulo kwi-akhawunti yeSebe leziMali (iinkcukacha ziya kunikezelwa kumfaki sicelo liSebe leziMali). Isiqinisekiso sentlawulo mazigqithiselwe kwi-DIO yeSebe leziMali ePhondweni phambi kokuba kuqhutywe naso nasiphi na isicelo.

13.4 Kubalulekile ukuqwalasela ukuba amalungiselelo eCandelo lama- 22(1) oMthetho athi akukho sicelo siya kuqwalaselwa ngaphandle kwentlawulo.

14. IIREKHODI EZINGENZKUFUMANEKA OKANYE EZINGEKHOYO

Ukuba onke amanyathelo afanelekileyo alandelwe ukuzama ukufumana iirekhodi ezifunwa ngumfaki sicelo athe awa phantsi kwaye kukho izizathu ezivakalayo ezithi ezo rekhodi zikwiSebe leziMali kodwa zilahlekile okanye zamoshakala kwaye azifumaneki ngoku u- DIO mayibhali ubungqina obusayinwe ngamapolisa(afidavithi) echaza umfaki sicelo malunga naloo meko ukuba ezo rekhodi azifumaneki.

Ubungqina obo bubhlaiweyo mabucacise ngokupheleleyo amanyathelo awenziweyo ukufuna ezo rekhodi kuqukwe nonxulumano olwenziweyo nabantu abathile ababandakanyekayo ukufuna ezo rekhodi bekwenza oko bemele i- DIO.

15. UKWALIWA KWESICELO KUNYE NEZIBHENO ZANGAPHAKATHI EZINXAMNYE NEZIGQIBO**15.1 Inkqubo yangaphakathi kwesebe yesibheno**

15.2 Lo Mthetho unika isibheno sangaphakathi kwesebe esinxamnye nesigqibo se- DIO kule mimandla ilandelayo:

15.2.1 Ukwaliwa kokunikwa kwesibonelelo sofikelelo kulwazi; okanye isigqibo esithathwe ngokwemiqathango yeCandelo 22, 26(1) okanye 29(3).

15.2.2 UMphathiswa weSebe ngunye ugunyaizwe omele ukuphendla nasiphi na isigqibo emasithathwe malunga nesibheno. Lowo ungonelisekanga kumele aye kwiNkundla yamaTyala ukuba akonelisekanga mayela nesigqibo soMphathiswa weSebe.

- 15.2.3 Xa umfaki sicelo/ lowo ummeleo uthe wafaka isibheno, kwiFomu ebekelwe oko (isihlomelo C esincanyathiselwe ekupheleni kwale Manyuwali), kumele izaliswe kwaye ifakwe kwi- DIO zingadlulanga iintsuku ezingama-60.
- 15.2.4 Isibheno sangaphakathi masichaze umba wesibheno kwaye sixele izizathu ngoko kwaye oko kunokuquka naluphi na olunye ulwazi olwaziwayo ngulowo ubhenayo.
- 15.2.5 Isibheno sangaphakathi kwesebe masixele indlela kwaye sinike iinkcukacha ezinqwelwa ngulowo ubhenayo ukuba zijongwe xa kuthathwa isigqibo ngesibheno eso sangaphakathi ukongeza kuzo zonke iimpendulo ezibhalwe phantsi ze kuchazwe idilesi yokuposa kunye nenombolo yokufeksa.
- 15.2.6 I-DIO iya kugqithisela zonke izibheno zangaphakathi kunye namaxwebhu ahamba noko kungunyaziwe ofanelekileyo, ibe kule imeko inguMphathiswa weSebe.
- 15.2.7 I-DIO iya kwazisa umfaki sibheno/ ummeli ngeziphumo zesibheno eso.
- 15.2.8 Umfaki sibheno/ ummeli onganelisekanga sisiphumo eso uya kufaka isibheno sangaphakathi zingaphelanga iintsuku- ezingama- 30 emva kokufumana impendulo, afake isicelo enkundlelni ukuze afumane isigqibo sokugqibela.

16. UKUFAKA ISICELO KWINKUNDLA YAMATYALA

UMfaki sicelo okanye ummeli uyakuthi emva kokuba enze zonke iinzame zenkqubo yesibheno sangaphakathi esilwa nesigqibo se- DIO, afake isicelo kwinkundla yamatyala efuna umnyinyiva ofanelekileyo.

Umfaki sicelo ongaphumelelanga kwisibheno sangaphakathi okanye okhathazwe sisigqibo soMphathiswa okanye umntu omele oko ngokubhalwe nguMphathiswa ukuba angamvumeli ukuba afake isibheno emva kwexesha ngokwemiqathango yeCandelo 75(2) lalo Mthetho, athi afake isicelo kwinkundla yamatyala, zingaphelanga iintsuku ezinamama-30 ukuze afumane umnyinyiva ngokwemiqathango yeCandelo lama- 82. Ukungaphumeleli kommeli kwisibheno sangaphakathi kuGunyaziwe oLawulayo angafaka isicelo zingaphela iintsuku ezingama- 30 kwinkundla yamatyala afumana umnyinyiva ngokwemiqathango yeCandelo lama-82.

17. UHLAZIYO LWEMANYUWALI

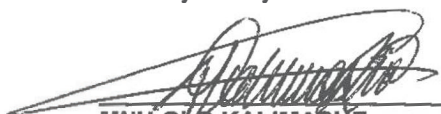
Le manyuwali iya kuhlaziywa xa kukho izilungiso kulwazi olukhoyo kwayo lufuna utshintsho.

18. UKUFUMANEKA KWEMANYUWALI

Ikopi yale Manyuwali iyakufumaneka njengoko kumiselwe kwiCandelo 14 (3) lalo mthetho ngale ndlela ichazwe apha.

Ikopi engeelwimi ezintathu ezisemthethweni ezizezi isiNgesi, isiAfrikansi nangesiXhosa ithe yenziwa ukuba ifumaneke kwiKomishini yamaLungelo aBantu yoMzantsi Afrika.

Le manyuwali iyafumaneka kwiwebhusayithi yeSebe lezeMali zePhondo www.ectreasury.gov.za


MNU GILQ KALIMASHE
IBAMBELA NTLOKO YESEBE
ISEBE LEZIMALI LEPHONDO

21/08/2015
UMHLA

ISIHLOMELO A

Ifomu A

ISICELO SOKUFIKELELA KWIIREKHODI ZEQUMRHU/MBUTHO KARHULUMENTE

(ICandelo 18 (1) loMthetho wokuKhuthaza Ukufikelela kwiNgcaciso okanye kuLwazi, ka 2000

(UMthetho Nomb. 2 ka 2000))

[Ummiselo 6]

INDAWO EZAKUGCWALISWA LISEBE		Inombolo yeriferensi:
ISicelo samkelwe ngu (chaza isikhundla, igama nefani yegosa lengcaciso/ igosa lengcaciso elilisekela) ngowama		(indawo).
Imali yesicelo (ukuba ikhona):	R	
Imali ebekwayo (ukuba ikhona):	R	
UMSAYINO WEGOSA LENGCACISO/WEGOSA LENGCACISO ELILISEKELA		

A. Inkukacha zequmrhu likarhulumente

IGosa lengcaciso/IGosa elilisekela leNgcaciso:

B. Inkukacha zomntu ocela ukufumana iirekhodi

- (a) Inkukacha zomntu ofuna ukufumana iirekhodi mazibhalwe ngezantsi.
- (b) Idilesi okanye inombolo yefeksi apho kumele ithunyelwe khona ingcaciso mayibhalwe.
- (c) Ubungqina bokuba isicelo usenza ungubani, ukuba kuyimfuneko, mabuqhotyoshelwe apha.

Amagama apheleleyo nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombolo yomnxeba:

Idilesi ye imeyile:

Uyintoni kulo mntu wenzelwa isicelo, xa isicelo sisenzelwa omnye umntu:

C. Inkukacha zomntu ekwenzelwa yena

Eli candelo malizaliswe KUPHELA xa isicelo sengcaciso senzelwa omnye umntu.

Igama eligcweleyo nefani:

Inombolo yesazisi:

D. Inkcukacha zerekhodi

- (a) Nika iinkcukacha ezizeleyo ezingerekhodi lifunayo, kuquka inombolo yereferensi ukuba uyayazi, oku kuya kunceda xa kukhangelwa irekhodi.
 (b) Ukuba indawo yokubhala incincl, bhala kwelinye iphepha uze ulincamathelise kule fomu. *Umceli kufuneka asayine onke amaphepha ongezelekileyo.*

1. Inkcazelo yerekhodi okanye inxalenye ebalulekileyo yerekhodi:

2. Inombolo yereferensi, ukuba ikhona:

3. Naziphi na iinkcukacha ezongezelekileyo ngerekhodi:

E. Imali

- (a) Isicelo sokufikelela kwirekhodi, rekhodi elo ingelilo eliqulethe iinkcukacha yobuqu ngawe siyakuthi siqwalaselwe okanye sisetyenzwe kuphela emva kokuba imali yesicelo ihlawulwe.
 (b) Uyakuthi waziswe ngemali emayihlawulwe njengomrhumo wesicelo.
 (c) Imali ebhatalwayo xa ufuna irekhodi ixhomekeka kwindlela ufikelelo olweziwa ngayo nakwishesha elisengqiqweni elifunekayo ukufuna nokulungisa irekhodi elo.
 (d) Ukuba ukuluhlu lokuba ungahlawuli mali, nceda uchaze isizathu soko kungabhatali.

Isizathu sokuba ungahlawuli mali:

F. Indlela yokufikelela kwiirekhodi

Ukuba uthintelwa kukukhubazeka ukuba ungafundi, ubone okanye umamele kwirekhodi ngendlela yokufikelela ekubonelelwe ngayo ku 1 naku 4 ngezantsi, chaza ukukhubazeka kwakho uze uxele ukuba iirekhodi uyifuna ngayiphi na indlela.

Ukukhubazeka:

Indlela efuneka ngayo irekhodi:

Phawula ngo x ibhokisi efanelekileyo.

QAPHELA:

(a) *Ukuhambisana nesicelo sakho sokufikelelela ngendlela echaziweyo kunokuthi kuxhomekeke kwindlela efuneka ngayo irekhodi leyo.*

(b) Ukufikelela ngendlela yesicelo kunokuthi kungavunywa kwimeko ezithile. Kwimeko enjalo uyakuthi waziswe ukuba ukufikelela kunokuthi kuvunyelwe ngenye indlela.

(c) Intlawulo ebhataiwayo ukufikelela kwirekhodi, ukuba ikho, iyakuthi ixhomekeke kwindlela ukufikelela okucelwe ngayo.				
1.				
Ukuba irekhodi ibhalwe:				
Ikopi yerekhodi*		Ukuhlolwa kwerekhodi		
2.				
Ukuba irekhodi zinemifanekiso ebukelwayo (oku kuquka Imifanekiso, izilayidi, ushicilelo lwevidiyo iziketshi njaio, njalo):				
Jonga imifanekiso		Ikopi yemifanekiso*	Inkcazelo yomfanekiso*	
3.				
Ukuba irekhodi inamazwi ashicilelweyo okanye ingcaciso enokuveliswa ngesandi:				
Ukumamela isandi (kwikhasethi lwesandi)		Inkcazelo yesandi* (uxwebhu olubhaliweyo okanye oluprintiweyo)		
4.				
Ukuba igcinwe kwikhompyutha okanye nge-elektronikhi okanye ifundwa ngomatshini:				
Ikopi ebhaliweyo yerekhodi*		Ikopi ebhaliweyo yengcaciso ethatyathwe kwirekhodi *	Ikopi ekwindlela yekhmpyutha efundekayo * (ekwistifi okanye idiski)	
*Ukuba wenze isicelo sekopi okanye sokukhutshelwe kwirekhodi ngasentla apha, ingaba unqwenela ukuba ikopi okanye okukhutshelweyo kuthunyelwe kuwe ngeposi?			EWE	HAYI
IPosi iyahlawulelwa.				
<i>Qaphela ukuba xa irekhodi lingafumaneki ngolwimi olufunayo, unokuthi uyinikwe ngolwimi olufumanekayo.</i>				
Irekhodi uyifuna ngoluphi ulwimi?				

G. Isaziso sesigqibo esiphathelelene nesicelo sokufikelela kulwazi.

Uyakuthi waziswe ngembalelwano ukuba ukuba isicelo sakho sivunyiwe kusini na okanye sikhathiwe. Ukuba ufuna ukwaziswa ngolunye uhlobo, nceda uchaze olo hlobo uze unike inkcukacha ezimalunga noko ukuncedisana nokusatyelwa kwesicelo sakho.

Ungathanda ukuba waziswe njani ngesigqibo esiphathelelene ne nesicelo sakho sokufikelela kwiirekhodi?

Isayinwe kule nadwo
20

ngalo mhla

UMSAYINO WOMCELI/UMNTU LOWO WENZELWA
ISICELO

ISIHLOMELO B**ISIQENDU II****ISaziso seGazethi kaRhulumente 187 sowe 15 kuFebruwari 2002****INTLAWULO NGOKUPHATHELELE AMAQUMRHU KARHULUMENTE****Intlawulo yekopi yemanyuwali njengoko kucetywe kummiselo 5 (c) yi R0, 60 kwifotokopi nganye engumlinganiselo wephepha eliyi A4 okanye inxeny yoko.**

2. Intlawulo yokuveleisa ekubhekiselwe kuyo kumgaqo 7(1) ihamba ngolu hlobo:

	R
(a) Kwifotokopi nganye engumlinganiselo wephepha eliyi A4-size page okanye inxeny yoko	0,60
(b) Kwikopi nganye ebhaliweyo engumlinganiselo we A4 okanye inxeny yoko egcinwe kwikhompyutha okanye efundeka ngomatshini okanye ikumatshini.	0,40
(c) Kwikopi efundeka ngomatshini—	
(i) kwidiski	5,00
(ii) kwidiski ekhompakthi	40,00
(d) (i) Ukukhutshelwa kwemifanekiso kwiphepha elingumlinganiselo we A4 okanye inxeny yoko	22,00
(ii) Kwikopi yemifanekiso ebukelwayo	60,00
(e) (i) Ukukhutshelwa kwerekhodi emanyelwayo, ekumlinganiselo wephepha eliyi A4 okanye inxeny yoko	12,00
(ii)Kwikopi yerekhodi emnyelwayo	17,00

3. Intlawulo yesicelo ebhatalwa ngumceli ngamnye, ingenguye yena umntu woqobo obeyicelile ekubhekiselwe kuye kumgaqo 7 (2) yi R35,00.

4. Intlawulo yokufikelela kulwazi ebhatalwa ngumceli ekubhekiselwe kuye kumgaqo 7(3) ihamba ngolu hlobo:

	R
(1) (a)Kwifotokopi engumlinganiselo wephepha oyi A4 okanye inxeny yoko	0,60
(b)Kwikopi nganye ebhaliweyo engumlinganiselo wephepha oyi A4- okanye inxeny yoko egcinwe kwikhompyutha okanye umatshini ofundekayo (machine-readable form)	0,40
(c) Kwikopi efundeka ngekhompyutha ikiwi—	
(i) kwidisk esisitifi	5,00
(ii) Kwidiski ekhompakthi	40,00
(d) (i) Ukukhutshelwa kwemifanekiso kwiphepha elingumlinganiselo we A4 okanye inxeny yoko	U
(ii)Kwikopi yemifanekiso	60,00
(e) (i) Ukhutshelo lwerekhodi emanyelwayo ekwiphepha elingumlinganiselo we A4 okanye inxeny yoko	12,00
(ii)Kwikopi yerekhodi emanyelwayo	17,00
(f) Ukukhangela nokulungisa irekhodi usenzela ukubhengeza yi, R15,00 iyure nganye okanye inxeny yeyure, xa ungayibali iyure yokuqala, yinto esengqiqweni ukuphumeza oko kukhangela noko kulungisa.	
(2) Ngokweenjongo zecandelo 22(2) loMthetho, kufuneka oku:	
(a) Iiyure ezintandathu ekufuneka kudlulwe ngazo(exceeded) phambi kokuba idiphozithi ihlawulwe; yaye	
(b) isiqingatha sesithathu ekhulwini (one third) semali yofikelelo ihlawulwa njengediphozithi ngumceli.	
(3) Ukuposa ngokuthe ngqo kuhlawulelwa xa ikopi yerekhodi kufuneka ithunyelwe kumceli.	

ISIHLOMELO.C**Form B**
ISAZISO SESIBHENO SANGAPHAKATHI

UMthetho weNgcaciso ongokuKhuthaza ukufikelela kuLwazi (uMthetho, 2000 (uMthetho namba 2 ka 2000)

[Ummiselo 8]

**CHAZA INOMBOLO YAKHO
YERIFERENSI:**

A. Inkcukacha zequmrhu likarhulumente

IGosa leNgcaciso eliiiSekela:

B. Inkcukacha zomceli-rekhodi/Iqela elilelanye okanye umntu ongomnye ofaka isibheno sangaphakathi

(a) Inkcukacha zomntu ofaka isibheno sangaphakathi mazibhalwe ngezantsi.
(b) Ubungqina bokuba ungubani lo ufaka isibheno, ukuba oko kuyimfuneko, mabufakwe nabo ,
(c) Ukuba umbheni ungomnye umntu yaye akanguye lowa mntu ubecele Ingcaciso, neenkukacha zomceli mazinikwe apha ku **C** ngezantsi.

Amagama apheleleyo nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombolo yomnxeba:

Idilesi ye-imeyile:

Uyintoni kulo mntu ufakelwa isibheno sangaphakathi:

C. Inkcukacha zomenzi sicelo

Eli candelo malizaliswe KUPHELA xa elinye iqela (unmtu ongenguye lo ungumceli) efaka isibheno sangaphakathi.

Amagama apheleleyo nefani:

Inombolo yesazisi:

D. Isigqibo esichaswa sisibheno sangaphakathi

Phawulo ngo x kwibhokisi efanelekileyo isigqibo esifakelwa isibheno sangaphakathi:

	Ukungavunyelwa kwesicelo sokufikelela kulwazi
	Isigqibo esiphathelele imali emiselwe ngokomgaqo wama- 22 woMthetho.
	Isigqibo esiphathelele ekwandisweni kwexesha emakuqwalaselwe ngalo ixesha ngokwemigaqo yecandelo 26(1) loMthetho.
	Isigqibo ngokwemigaqo yecandelo 29 (3) loMthetho sokukhaba ufikelelo kwindlela ecelwe ngulowo wenze isicelo.
	Isigqibo sokuvuma isicelo sokufikelela kwirekdodi

E. Izizathu zokwenza isibheno

Ukuba indwo yokubhalela ayonelanga, nceda qhubeleka ubhale ephepheni elahlukiweyo ze ulincamathelise kule fomu. Sayina onke amaphepha ongezelekileyo.

Xela izizathu ezisekelelwe phezu kwaso isibheno sangaphakathi

Bhala enye ingcaciso enokubhekiselela apha xa kuqwalaselwa isibheno:

F. Isaziso malunga nesigqibo kwisibheno

Uya kubhalelwa malunga nesigqibo malunga nesibheno sakho sangaphakathi. Ukuba unqwenela ukuba waziswe ngenye indlela, nceda uchaza ngokuthe ngqo ngendlela leyo ofuna ukuba waziswe ngayo ze unikezela ngeenkukacha zoko ukuze kuqhuba ukulandeleka komthetho kwisicelo sakho.

Chaza uhlobo :

Iinkukacha zohlobo:

Isayinwe e

ngolu suku

Iwama20

UMSAYINO WESIBHENO

EYOKUSETYENZISWA LISEBE

I REKHODI ELISEMTHETHWENI LESIBHENO SANGAPHAKATHI

(umhla) ngu

Isibheno sifunyenwe nge

(xela isikhundla, igama, ifani yegosa lengcaciso/ usekela gosa lengcaciso) Isibheno sikhathshwa zizizathu zesigqibo esithathwe ligosa lengcaciso/usekela gosa lengcaciso) ukuba sikhona, iinkukacha zomntu wesithathu apho okanye apho I rekhodi libhekisa khona, elingeniswe kwigosa lengcaciso/ usekela gosa lengcaciso kwi

(umhla) obhekiselele kwabasemagunyeni

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LENGCACISO/USEKELA GOSA LENGCACISO SAMKELWE/ KUFAKELWE ISIGQIBO ESITSHA
ISIGQIBO ESITSHA:

UMHLA

UGUNYAZIWE OFANELEKILEYO

YAMKELWE LIGOSA LENGCACISO/USEKELA GOSA LENGCCACISO KUGUNYAZIWE OFANELEKILEYO (umhla):

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



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 Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za
 Also available at the Legal Advisory Services, **Province of the Eastern Cape**, Private Bag X0047, Bisho, 5605.
 Tel. (040) 635-0052.