

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA



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Junie 2014

No. 37765

# **M A N U A L**

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**

**IMPORTANT NOTICE**

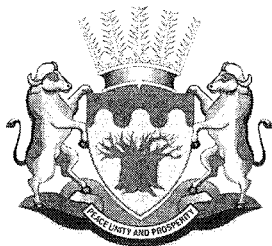
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# **PROVINCIAL TREASURY**



# LIMPOPO

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

## **SECTION 14 MANUAL**

**ON**  
**PROMOTION OF ACCESS TO**  
**INFORMATION ACT, 2000**  
**(ACT NO. 2 OF 2000)**

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## **1. INTRODUCTION.**

During December 2004 the former Department of Finance and Economic Development was reconfigured into Limpopo Provincial Treasury and Department of Economic Development, Environment and Tourism.

The promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (Act) was promulgated in March 2001 to promote a South African society in which all citizens have meaningful access to information, to enable them to fully exercise their rights and foster a culture of transparency and accountability in public and private bodies.

## **2. LEGISLATIVE MANDATE**

This manual is compiled in compliance with Section 14 of the Act.

## **3. SCOPE OF APPLICATION.**

This manual is applicable to all employees of the Department.

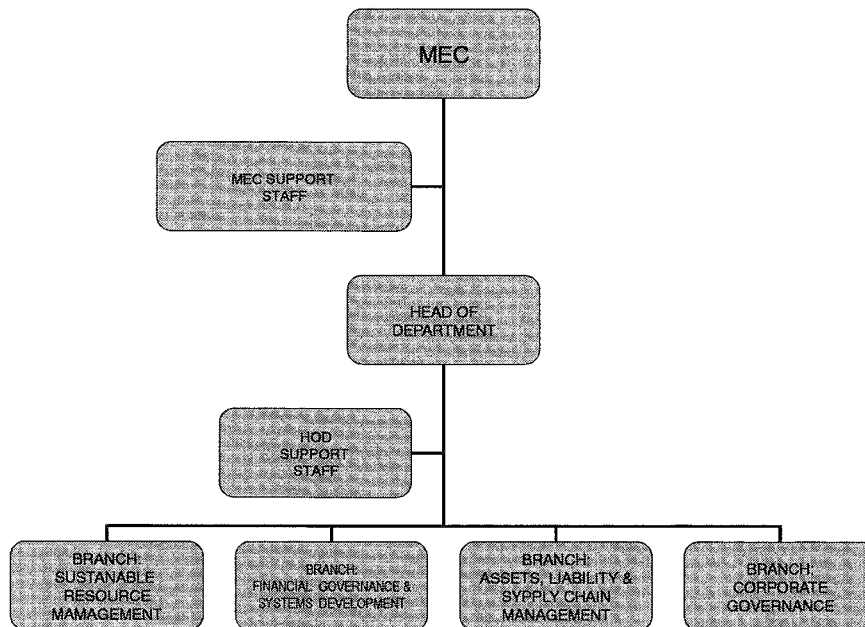
A copy of this manual is available for inspection at no cost. Viewing may also be made on Limpopo Government Website ([www.limpopo.gov.za](http://www.limpopo.gov.za)).

## **4. AVAILABILITY OF THE MANUAL**

The manual will be made available in the following languages:

- English
- Sepedi
- Tshivenda
- Tsonga

## 5. ORGANISATIONAL STRUCTURE



## 6. VISION, MISSION, FUNCTIONS AND SERVICES OF DEPARTMENT

### 6.1. VISION

To become a centre of excellence and provide sound financial management and leadership that enhances socio-economic growth and development in Limpopo.

### 6.2. MISSION

To provide ethical, consultative and people-focussed services through sound financial management including attaining and maintaining effective financial resource mobilization.

### 6.3. FUNCTIONS

The following functions of the Department are prescribed by section 18(1) and (2) of the Public Finance Management Act, 1999 (Act No. 1 of 1999):

- “(1) A provincial treasury must –
- (a) prepare the provincial budget;
  - (b) exercise control over the implementation of the provincial budget;
  - (c) promote and enforce transparency and effective management in respect of revenue, expenditure, assets and liabilities of provincial departments and provincial public entities; and
  - (d) ensure that its fiscal policies do not materially and unreasonably prejudice national economic policies.
- (2) A provincial treasury –
- (a) must issue provincial treasury instructions not inconsistent with this Act;
  - (b) must enforce this Act and any prescribed national and provincial norms and standards, including any practice and uniform classification system, in provincial departments;
  - (c) must comply with the annual Division of Revenue Act, and monitor and assess the implementation of that Act in provincial public entities;
  - (d) must monitor and assess the implementation in provincial public entities of national and provincial norms and standards;
  - (e) may assist provincial departments and provincial public entities in building their capacity for efficient, effective and transparent financial management;
  - (f) may investigate any system of financial management and internal control applied by a provincial department or a provincial public entity;
  - (g) must intervene by taking appropriate steps, which may include the withholding of funds, to address a serious or persistent material breach of this Act by a provincial department or a provincial public entity;
  - (h) must promptly provide any information required by the National Treasury in terms of this Act; and

- (i) may do anything further that is necessary to fulfil its responsibilities effectively.”

#### **6.4. SERVICES**

The Department offers the following services to the general public:-

##### **6.4.1. Human Resource Development**

- Provision of bursaries according to skills development needs for the Department
- Provision of learnerships /internships on courses relevant to the Department
- Reintegration programme

##### **6.4.2. Sustainable Resource Management**

- Conduct Provincial and Municipal Socio-Economic Research and Analysis; and
- Formulate and manage Provincial Budget and Expenditure
- Monitor Provincial and Municipal Budget and Expenditure

##### **6.4.3. Financial Governance and Systems Development**

- Ensure the provision of Accounting Services to the Provincial Departments and Municipalities
- Ensure the development and implementation of Financial Systems in Provincial Departments and Municipalities

##### **6.4.4. Assets, Liabilities and Supply Chain Management**

- Facilitate the effective and efficient management of Physical and Financial Assets in Provincial Departments and Municipalities
- Facilitate the effective and efficient management of Liabilities in Provincial Departments and Municipalities
- Ensure management of Supply Chain in Municipalities and Provincial Departments



## 7. CONTACT DETAILS OF THE INFORMATION OFFICER

The Head of Department is the Information Officer in terms of the Act.

<b>Information Officer</b>	:	<b>Head of Department</b>
<b>Telephone No.</b>	:	<b>(015) 298-7000</b>
<b>Email</b>	:	<a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a>
<b>Deputy Information Officer</b>	:	<b>Records Manager</b>
<b>Telephone No.</b>	:	<b>015 298 7000</b>
<b>Email</b>	:	<a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a>
<b>Fax No.</b>	:	<b>015 295 7010</b>

### GENERAL INFORMATION

#### Postal Address

Private Bag X9486  
**POLOKWANE**  
0700

#### Street Addresses

46 Hans van Ransburg Street &  
56-58 & 67 Paul Kruger Street  
**POLOKWANE**  
0700

#### Telephone Numbers (Switch Board)

(015) 298-7000 / 291 8400 / 291 1884

#### Fax Number

(015) 295-7010

## **8. DESCRIPTION OF AND ACCESSIBILITY TO THE GUIDE**

Section 10 of the Act provides a guide on how to use the Act. Copies are also available at the following addresses:

**South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

**Postal address: Private Bag X 2700**

**Houghton**

**2041**

**Telephone: 011-484 8300**

**Fax: 011 484 1360**

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

**E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

## **9. UPDATING OF THE MANUAL**

The Department may, if necessary, update and publish its manual referred to in subsection (1) of Section 14, at intervals of not more than a year.

## 10. RECORDS

### 10.1 DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS IN POSSESSION OF THE DEPARTMENT

For purposes of facilitating a request in terms of the Act, the subjects and categories of records in possession of the department are as follows: (Section 14 (1) d)

SUBJECT	FUNCTION	CATEGORY OF RECORDS
Financial Administration.	Rendering of Financial, Security and Risk management services.	<ul style="list-style-type: none"> <li>• Budget reports and Medium Term Expenditure Framework (MTEF) submissions.</li> <li>• Revenue, Bank, Cash and payment of accounts statements.</li> <li>• Supply chain management/procurement orders and requisitions for goods /services.</li> <li>• Asset register.</li> </ul>
Corporate Services.	Provision of sound corporate services.	<ul style="list-style-type: none"> <li>• Applications for employment.</li> <li>• Human Resource strategic plan and personnel files.</li> <li>• Leave plans and records.</li> <li>• Skills development plan.</li> <li>• Labour saving devices and telecommunication records.</li> <li>• Annual reports to South African Human Rights Commission (SAHRC) and quarterly reports to Office of the Premier (i.r.o.PAIA manual )</li> <li>• Records for Information technology equipment and users.</li> <li>• Law journals and Labour Relations Act.</li> <li>• Security and MISS inspection reports</li> </ul>
Strategic planning and co-	Management of Strategic	<ul style="list-style-type: none"> <li>• Service delivery improvement</li> </ul>

ordination.	planning, programmes and communications	reports. <ul style="list-style-type: none"> <li>• Employee Assistance Programme (EAP) records.</li> <li>• HIV- AIDS reports.</li> <li>• Citizen's report</li> <li>• Departmental performance reports.</li> <li>• Organisational Structure</li> <li>• Departmental Policies</li> <li>• Newsletters.</li> <li>• Departmental Strategic Plan</li> <li>• Procedure /Process Manuals</li> </ul>
Sustainable Resource Management	Administration of Provincial Parastatal and Municipal Budget and Expenditure	<ul style="list-style-type: none"> <li>• Revenue report</li> <li>• Revenue policies</li> <li>• Provincial and Parastatal Budget and Expenditure report</li> </ul>
Financial Governance and System Development	Administration of Accounting Services and Systems Development in Provincial Departments	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Practice notes</li> </ul>

## 10.2 RECORDS AUTOMATICALLY AVAILABLE (section 14 (1) (e))

The following are records available without a person having to request access in terms of the Act:-

- Organisational Structure
- Departmental contact numbers
- Application Forms for employment and services
- Departmental Policies
- Acts and Regulations governing the department's mandate
- Procedure /Process Manuals
- Citizen's report.
- Service standards.
- Service delivery charter.

- Strategic plan.
- Newsletters.
- Batho-Pele principle pamphlets
- Annual report
- Budget speech
- Citizen guide
- Budget statements
- Budget and expenditure review
- Adjustments estimate of payment and receipts
- Departmental Events Calendar

The above records are available on the website of the Limpopo Provincial Government, [www.limpopo.gov.za](http://www.limpopo.gov.za)

#### **11. REQUEST PROCEDURE**

- Section 18 of the Act provides procedural requirements for access to a record of a public body
- A requester must use the form (Form A) that was printed in the Government Gazette (Government Notice R187 of 15 February 2002).

#### **12. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS**

- Chapter 4 of the Act provides grounds for refusal of access to records

#### **13. FEES PAYABLE FOR A REQUEST AND NOTIFICATION OF DECISION ON ACCESS**

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. All other requester must pay the request fee of R35.
- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed request fee (if any) and deposit (if any) before further processing the request.

- The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of a fee.
- After the information officer 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.
- If the request is granted then a further access fee must be paid for the reproduction and for search and preparation for any time required in excess of stipulated hours to search and prepare the record for disclosure.
- Access to a record will be withheld until all the applicable fees have been paid.

**14. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURES TO ACT [Section 14(1)(h)]**

- The internal appeal against a decision of the information officer or deputy information officer may be lodged with the MEC of the department, or the person designated in writing by the MEC, on any of the following grounds:
  - A refusal to grant access; or
  - A decision taken in terms of section 22, 26(1) or 29(3)
- Part 4, Chapter 1 of the Act provides procedures to be followed on internal appeals against decisions of information officer of certain public bodies

**15. FEES AS PRESCRIBED UNDER PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE 15 FEBRUARY 2002**

**N.B. The forms and fee structure prescribed by the Act are also available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the regulations section.**

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:

(a). For every photocopy of an A4-size page or part thereof	R0,60
(b). For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,40
(c). For a copy in a computer-readable form on -	
(i) stiffy disc	R5,00
(ii) compact disc	R40,00
(d). (i) For a transcription of visual images, for an A4-size page or part thereof	R22,00
(ii) For a copy of visual images	R60,00
(e). (i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
(ii) For a copy of an audio record	R17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.
4. The access fees payable by a requester referred to in regulation 7(3) is as follows:

## 4.1

(a) For every photocopy of an A4-size page or part thereof	R0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	R5,00
(ii) compact disc	R40,00
(d)	
(i) For a transcription of visual images, for an A4-size page or part thereof	R22,00
(ii) For a copy of visual images	R60,00
(e)	
(i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
(ii) For a copy of an audio record	R17,00
(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.	

4.2 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.

4.3 The actual postage is payable when a copy of a record must be posted to a requester.



**16. FORMS PRESCRIBED FOR ACCESS TO RECORDS**

**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY**

**2002**

**FORM A**

**REQUEST FOR ACCESS TO RECORD**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

**[Regulation 2]**

<b>REQUEST FOR ACCESS TO RECORDS</b>	
<b>FOR DEPARTMENTAL USE</b>	Reference number:.....
Request received by: -	
Name:.....	
Rank:.....	
Date:.....	
Place:.....	
Request fee (if any): R .....	
Deposit (if any): R .....	
Access fee: R .....	
.....	
<b>SIGNATURE: INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</b>	

**A. Particulars of public body**

<b>INFORMATION OFFICER</b>	<b>ADDRESS</b>
<b>INFORMATION OFFICER</b>	Private Bag X9486 POLOKWANE 0700 TEL. NO.: +27 15-298 7000 FAX. NO.: +27 15- 293-8319 Email: <a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a>

<b>DEPUTY INFORMATION OFFICER</b>	<b>ADDRESS</b>
<b>DEPUTY INFORMATION OFFICER</b>	<b>Private Bag X9486</b> <b>POLOKWANE</b> <b>0700</b> <b>TEL.: NO.: +27 15-298 7000</b> <b>FAX. : NO.: +27 15 298 7010</b> <b>E-Mail: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a></b>
General information:	Street Addresses: - 46 Hans van Ransburg Street POLOKWANE 0700 Website: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a>  Postal Address: - Private Bag X9486 POLOKWANE 0700  Telephone: +27 15 298 7000 Fax: +27 15 295 7010

**B. Particulars of person requesting access to the record**

<b>REQUEST FOR ACCESS TO RECORDS FORM</b>	
SURNAME:	
<input style="width: 100%; height: 20px;" type="text"/>	
FULL NAMES:	
<input style="width: 100%; height: 20px;" type="text"/>	
IDENTITY NUMBER:	
<input style="width: 100%; height: 20px;" type="text"/>	
POSTAL ADDRESS:.....	
.....	
.....	
.....	



**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 hereunder, state your disability and indicate in which form the record is required.*

Disability:	Form in which record is required:		
<p><i>Mark the appropriate box with an "X".</i></p> <p><b>NOTES:</b></p> <p><i>(a) Your indication as to the required form of access depends on the form in which the record is available.</i></p> <p><i>(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.</i></p> <p><i>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
<p><b>1. If the record is in written or printed form -</b></p>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<p><b>2. If record consists of visual images -</b></p> <p><i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i></p>			

	view the images		copy of the images*		transcription of the images*
--	-----------------	--	---------------------	--	------------------------------

**3. If record consists of recorded words or information which can be reproduced in sound**

	listen to the soundtrack (audio cassette)		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)
--	-------------------------	--	--	--	--

<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p><b>A postal/postage fee is payable.</b></p>	YES	NO
---	-----	----

*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.*

In which language would you prefer the record? :.....

**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 thereof 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? .....

.....

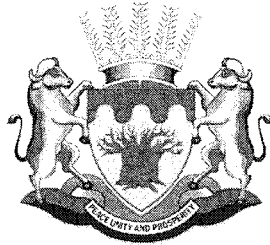
.....

Signed at this ..... (day) of ..... (month) 200.....

-----

**SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE**

# **KGORO YA MATLOTLO A PROFENSE**



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## **MANYUWALE WA KAROLO 14**

**KA GA  
MOLAO WA TLHOHLELETŠO YA  
PHIHLELELO YA TSHEDIMOŠO WA 2000  
(MOLAO WA BO. 2 WA 2000)**

## LENANEO LA MATENG

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## 1. MATSENO.

Ka Desemere 2004 yeo e bego e le Kgoro ya Ditšhelete le Tlhabollo ya Ikonomi e ile ya hlangwaleswa go ba Kgoro ya Matlotlo ya Profense ya Limpopo le Kgoro ya Tlhabollo ya Ikonomi, Tikologo le Boeti.

Molao wa Tlhohleletšo ya Pihlelelo ya Tshedimošo wa 2000 (Molao wa bo 2 wa 2000) (Molao) o tsebagaditšwe ka Matšhe 2001 go hlohleletša setšhaba sa Afrika Borwa fao badudi ka moka ba nago le phihlelelo ya mohola go tshedimošo, go ba kgontšha go phethagatša ditokelo tša bona ka botlalo le go godiša setšo sa ponagalo le maikarabelo setšhabeng le dihlongwa tša praebete.

## 2. TAOLELO YA THERAMOLAO

Manyuwale wo o hlamilwe ka go obamela Karolo 14 ya Molao.

## 3. BOGOLO BJA TŠHOMIŠO.

Manyuwale wo o ama bašomi ka moka ba Kgoro.

Khophi ya manyuwale wo e hwetšagala gore e lekolwe ntle le tefo. E ka lebelelwa gape mo Weposaeteng ya Mmušo wa Limpopo ([www.limpopo.gov.za](http://www.limpopo.gov.za)).

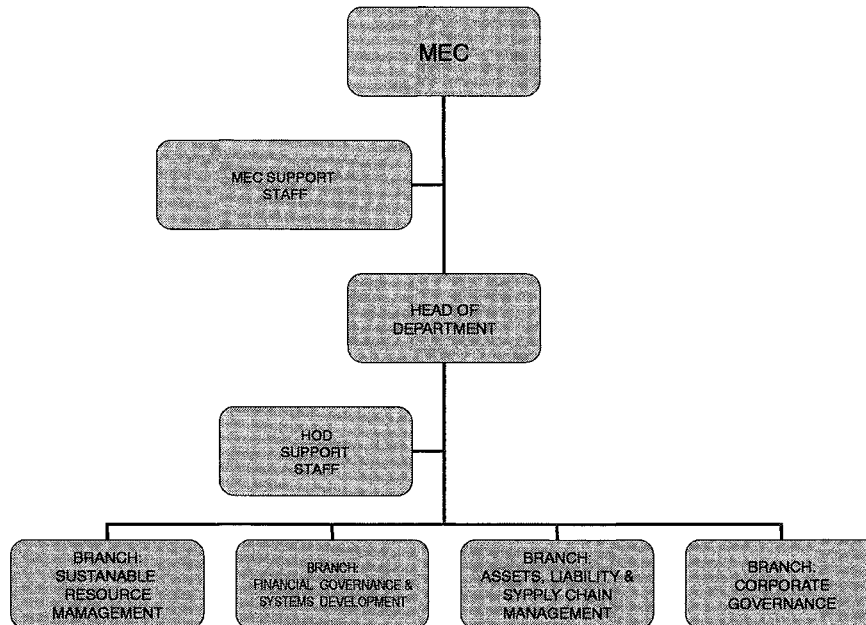
## 4. GO HWETŠAGALA GA MANYUWALE

Manyuwale o tla hwetšagala ka dipolelo tše di latelago:

- Seisemane
- Sepedi
- Tshivenda
- Tsonga



## 5. SEBOPEGO SA SEHLONGWA



## 6. MMONO, MAIKEMIŠETŠO, MEŠOMO LE DITIRELO TŠA KGORO

### 6.1. MMONO

Gore e be lefelo la bokgoni le go fana ka taolo ya maleba ya ditšhelete le boetapele leo le kgontšhago kgolo ya ikonomi ya leago le tlhabollo mo Limpopo.

### 6.2. MAIKEMIŠETŠO

Go fana ka ditirelo tša nnete, tša go rerišana le go hlokomela batho ka go laola ditšhelete ka mokgwa wa maleba go akaretšwa go fihlelela le go hlokomela go lokiša Mothopo wa ditšhelete wo o kgontšhago.

### 6.3. MEŠOMO

Mešomo ye e latelago ya Kgoro e beilwe ka go karolo 18(1) le (2) ya Molao wa Taolo ya Matlotlo a Setšhaba wa 1999 (Molao wa 1 wa 1999):

“(1) Kgoro ya matlotlo e swanetše go –

- (a) lokiša tekanyetšo ya profense;
- (b) phethagatša taolo go tšweletšo ya tekanyetšo ya profense;
- (c) hlohleletša le go phethagatša go tšwelela kgakala le taolo ya maleba mabapi le letseno, tšhomišo ya mašeleng, dithoto le dikoloto tša dikgoro tša profense le dihlongwa tša setšhaba tša profense; le
- (d) netefatša gore melao ya maikemišetšo a tšhomišo ya mašeleng ga di hufagele e se ka tshwanelo le ka dithoto melao ya maikemišetšo a ikononi ya bosetšhaba.

(2) Kgoro ya matlotlo a profense e –

- (a) swanetše go ntšha taelo tšeo di sa sepelelanago le Molao wo;
- (b) swanetše go phethagatša Molao wo le kelo le maemo, go akaretšwa tiro ye nngwe le ye nngwe le tshepedišo ya go swana ya tlhopho ka go dikgoro tša profense;
- (c) swanetše go obamela Molao wa Kabaganyo ya Letseno wa ngwaga ka ngwaga, le go hlokomela le go ela tšhomišo ya Molao woo ka go dihlongwa tša setšhaba tša profense;
- (d) swanetše go hlokomela le go ela tšhomišo ya dihlongwa tša setšhaba tša profense tša kelo le maemo a bosetšhaba le a profense;
- (e) ka thuša dikgoro tša profense le dihlongwa tša setšhaba tša profense ka go aga bokgoni bja taolo ya mašeleng ya maleba, go kgontšha le go tšwela kgakala;
- (f) ka nyakišiša tshepedišo efe goba efe ya taolo ya mašeleng le taolo ya ka gare yeo e šomišwago ke kgoro ya profense goba sehlongwa sa setšhaba sa profense;
- (g) swanetše a tsene bogare ka go tšea magato a maleba, ao a ka akaretšago go swara mašeleng, go rarolla go tshela kudukudu goba ka go sa feleng Molao wo ke kgoro ya profense goba sehlongwa sa setšhaba sa profense;

- (h) swanetše a fane ka tshedimošo efe goba efe ka pela yeo e nyakwago ke Kgoro ya Matlotlo ya Bosetšhaba go ya ka Molao wo; le
- (i) ka dira se sengwe le se sengwe go iša pele seo se nyakegago go kgotsofatša maikarabelo a yona ka tshwanelo.”

#### **6.4. DITIRELO**

Kgoro e fana ka ditirelo tše di latelago go setšhaba ka kakaretšo:-

##### **6.4.1. Tlhabollo ya Ditirelo tša Bašomi**

- Kgorošo ya dipasari go ya ka dinyakwa tša Kgoro tša tlhabollo ya bokgoni
- Kgorošo ya boithutelamošomong/boitlwaetšamošomo ka go dithuto tše di sepelelanago le Kgoro
- Lenaneo la kopanyoleswa

##### **6.4.2. Taolo ya ditirelo yeo e kgotlelelago**

- Go dira dinyakišišo le tsitsinkelo ya Profense le Mebasepala ya Ikonomi le Leago; le
- Go hlama le go laola Tekanyetšo le Tirišo ya Matlotlo a Profense
- Go hlokomela Tekanyetšo le Tirišo ya Matlotlo a Profense

##### **6.4.3. Taolo ya Mašeleng le Tlhabollo ya ditshepedišo**

- Netefatša kgorošo ya Ditirelo tša Maikarabelo go Dikgoro tša Profense le Dimasepala
- Netefatša tlhabollo le phethagatšo ya Ditshepedišo tša Mašeleng ka go Dikgoro tša Mmušo wa Profense le Mebasepala

##### **6.4.4. Dithoto, Dikoloto le Taolo ya Ditheko**

- Go kgontšha taolo ya maleba yeo e kgotsofatšago ya Dithoto tše di ka bonwago le tša Mašeleng ka go Dikgoro tša Mmušo wa Profense le Mebasepala
- Go kgontšha taolo ya maleba yeo e kgotsofatšago ya Dikoloto ka go Dikgoro tša Mmušo wa Profense le Mebasepala

- Go kgonthiŧiša taolo ya Ditirelo tša Ditheko ka Mebasepaleng le Dikgorong tša Mmušo wa Profense

## 7. DINTLHA KA BOTLALO TŠA GO IKGOKAGANYA TŠA MOHLANKEDI WA TSHEDIMOŠO

Hlogo ya Kgoro ke Mohlankedi go ya ka Molao.

**Mohlankedi wa Tshedimošo** : **Hlogo ya Kgoro**  
**Nomoro ya Mogala.** : **(015) 298-7000**  
**E-meile** : [io@treasury.limpopo.gov.za](mailto:io@treasury.limpopo.gov.za)

**Mothušamohlankedi wa Tshedimošo:** **Molaodi wa Direkhoto**  
**Nomoro ya Mogala.** : **(015) 298 7000**  
**E-meile** : [dio@treasury.limpopo.gov.za](mailto:dio@treasury.limpopo.gov.za)

**Nomoro ya Fekese.** : **(015) 295 7010**

### TSHEDIMOŠO YA KAKARETŠO

Aterse ya Poso  
Mokotlana wa Poso X9486  
**POLOKWANE**  
0700

Tšhupabodulo  
46 Mebila wa Hans van Ransburg le  
56-58 & 67 Paul Kruger  
**POLOKWANE**  
0700

Dinomoro tša Mogala (Boamogelamegala)  
(015) 298-7000 / 291 8400 / 291 1884

Nomoro ya Fekese  
(015) 295-7010

## 8. TLHALOŠO LE PHIHLELELEGO YA TLHAHLI

Karolo 10 ya molao e fana ka tlhahli ka ga ka fao Molao wo o tla šomišwago. Dikhophi gape di hwetšagala mo ditšhupabodulong tše di latelago:

**Khomišene ya Ditokelo tša Botho ya Afrika Borwa:**

**Sekgao sa PAIA**

**Kgoro ya Dinyakišišo le Dingwalwa**

**Aterese ya Poso: Mokotlana wa Poso X 2700**

**Houghton**

**2041**

**Mogala: 011-484 8300**

**Fekese: 011 484 1360**

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

**E-meile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

## 9. GO BEAKANYA MANYUWALE

Kgoro e ka re, ge go hlokega, ya beakanya le go gatiša manyuwale wa yona bjalo ka ge go boletšwe ka go karolwana (1) ya Karolo 14, ka dikgao tša go se fete se tee ka ngwaga.

## 10. DIKGATIŠO

### 10.1 TLHALOŠO YA DITABA LE DIKAROLO TŠA DIKGATIŠO TŠEO KGORO E NAGO LE TŠONA

Mabakeng a go sepediša kgopelo go ya ka Molao, ditaba le dikarolo tša kgatišo yeo kgoro e nago le yona ke tše di a latela: (Karolo 14 (1) d)

TABA	MOŠOMO	LEFAPHA LA DIKGATIŠO
Taolo ya Mašeleng.	Go fana ka ditirelo tša Mašeleng, Tšhireletšo le Taolakotsi.	<ul style="list-style-type: none"> <li>• Dipego tša ditekanyetšo le dikgorošo tša Tihako ya Nako ya Magareng ya Tšhomišo (MTEF).</li> <li>• Letseno, Panka, Tšhelete le tefelo ya mananeo a mekitlana.</li> <li>• Taolo ya Ditirelo tša Ditheko/diota tša ditheko le kgopelo ya dithoto le ditirelo.</li> <li>• Rejistara ya Dithoto.</li> </ul>
Tirelo ya tšhomišano.	Kgorošo ya ditirelo tša maleba tša ditšhomišano.	<ul style="list-style-type: none"> <li>• Dikgopelo tša mošomo.</li> <li>• Leanotšhomo la Ditirelo tša Bašomi le difaele tša bašomi.</li> <li>• Peakanyo ya Makhutšo le dikgatišo</li> <li>• Leano la tlhabollo ya bokgoni.</li> <li>• Didirišwa tša go seketša bašomi le dikgatišo tša dikgokaganyo.</li> <li>• Dipego tša ngwaga go Khomišene ya Ditokelo tša Botho ya Afrika Borwa (SAHRC) le dipego tša kotara go ya go Ofisi ya Tonakgolo (mabapi le manyuwale wa PAIA )</li> <li>• Dikgatišo tša Tshedimošo ya didiri šwa le badiriši ba Theknolotši.</li> <li>• Dijenale tša molao le Molao wa Dikamano tša Bašomi.</li> <li>• Dipego tša Tšhireletšo le ditekolo</li> </ul>

		tša MISS
Peakanyo ya leanošhomo le dikamano.	Taolo ya peakanyo ya Leanošhomo, mananeo le dikgokaganyo	<ul style="list-style-type: none"> <li>• Dipego tša hlabollo ya kgorošo ya ditirelo.</li> <li>• Dipego tša Lenaneo la Thušo ya Bašomi (EAP).</li> <li>• Dipego tša HIV- AIDS.</li> <li>• Pego ya Badudi</li> <li>• Dipego tša tšhomelo ya kgoro.</li> <li>• Sebopego sa Sehlongwa</li> <li>• Dipholisi tša Dikgoro</li> <li>• Dikgatišobaka.</li> <li>• Maanošhomo a Kgoro</li> <li>• Dimanyuwale tša tshepedišo/magato</li> </ul>
Taolo ya Ditšweletšwa tša go Kgotlelela	Taolo ya Dihlongwa tša Mmušo wa Profense le Ditekanyetšo le Tirišo ya Mašeleng a Masepala	<ul style="list-style-type: none"> <li>• Pego ya letseno</li> <li>• Melao ya maikemišetšo ya letseno</li> <li>• Pego ya Profense le ya Dihlongwa tša mmušo ya Ditekanyetšo le Tirišo ya mašeleng</li> </ul>
Taolo ya Mašeleng le Tlhabollo ya Tshepedišo	Taolo ya Ditirelo tša Tšhupatlolo le tlhabollo ya ditshepedišo ka go dikgoro tša Profense	<ul style="list-style-type: none"> <li>• Melao ya maikemišetšo</li> <li>• Mangwalwana a Boitlwaetšo</li> </ul>

## 10.2 DIKGATIŠO TŠEO DI BAGO GONA KA TLHAGO (karolo 14 (1) (e))

Dikgatišo tše di latelago di ba gona ntle le gore motho a swanele ke go kgopela phihlelelo go ya ka Molao:-

- Sebopego sa Sehlongwa
- Dinomoro tša go ikgokaganya tša kgoro
- Diforomo tša Kgopelo ya Mošomo le ditirelo
- Melao ya Maikemišetšo ya Kgoro
- Melao le melawana yeo e laolago taolelo ya kgoro

- Dimanyuwale tša Tshepedišo/Magato
- Pego ya Badudi.
- Kelo ya Ditirelo.
- Tšhatha ya kgorošo ya Ditirelo.
- Leanotšhomo.
- Dikgatišobaka.
- Dipukwana tša metheo ya Batho-Pele
- Pego ya Ngwaga
- Polelo ya Tekanyetšo
- Tlhahli ya badudi
- Taodišo ya Ditekanyetšo
- Tekololeswa ya Ditekanyetšo le tšhomišo ya mašelang
- Ditekanyetšo tša dithulaganyo tša ditefelo le dikamogelo
- Tšhupamabaka ya Kgoro ya Ditiragalo

Dikgatišo tše tša ka mo godimo di a hwetšagala go weposaete ya Mmušo wa Profense ya Limpopo, [www.limpopo.gov.za](http://www.limpopo.gov.za)

#### **11. TSHEPEDIŠO YA KGOPELO**

- Karolo 18 ya Molao e fana ka dinyakwa tša tshepedišo tša phihlelelo ya kgatišo ya sehlongwa sa setšhaba
  - Mokgopedi o swanetše go šomiša foromo (Foromo A) yeo e bego e gatišitšwe ka gare ga Kuranta ya Mmušo (Tsebišo ya Mmušo R187 ya 15 Feberewari 2002).

#### **12. MABAKA A KGANETŠO YA PHIHLELELO YA DIKGATIŠO**

- Kgaolo 4 ya Molao e tšweletša mabaka a kganetšo ya phihlelelo ya dikgatišo



### **13. DITEFELO TŠEO DI DIRWAGO GO KGOPELO LE TSEBIŠO YA SEPHETHO KA GA PHIHLELELO**

- Mokgepedi yo a nyakago phihlelelo ya kgatišo yeo e nago le tshedimošo ka ga mokgopedi ga a swanela go lefa. Bakgopedi ba bangwe ka moka ba swanetše go lefa tefelo ya kgopelo ya go lekana R35.
- Mohlankedi wa tshedimošo o swanetše go tsebiša mokgopedi (yo e sego mokgopedi ka noši) ka tsebišo, a rata gore mokgopedi a lefe tšhelete yeo e beilwego ya kgopelo (ge e le gona) le poeletšo (ge e le gona) pele ga go tšwela pele go phethagatša kgopelo.
- Mokgopedi a ka dira kgopelo ya ka gare, fao go swanetšego, goba kgopelo go kgorotshoko kgahlanong le thentara goba tefelo ya tšhelete.
- Morago ga ge Mošomedi wa tshedimošo o dirile sephetho ka ga kgopelo yeo mokgopedi o swanetše go tsebišwa ka ga sephetho ka mokgwa woo mokgopedi a nyalwego go tsebišwa ka yona.
- Ge kgopelo e filwe gona tefelo ya tlaleletšo ya phihlelelo e swanetše go lefelwa go gatišaleswa le go nyaka le go lokišetša nako ye nngwe le ye nngwe ge e nyakega ka bontši bja diiri tša go nyaka le go lokiša kgatišo go e phatlalatša.
- Phihlelelo go kgatišo e tla swarwa go fihlela ditefelo ka moka tša maswanedi di lefilwe.

### **14. DITHUŠO TŠEO DI LEGO GONA MABAPI LE MELAO GOBA MAFOKODI A MOLAO [karolo 14(1)(h)]**

- Kgopelo ya ka gare kgahlanong le sephetho sa mohlankedi wa tshedimošo goba mothušamohlankedi wa tshedimošo e ka dirwa go MEC wa kgoro, goba motho yo a beilwego ka lengwalo ke MEC, ka mabaka a mangwe le a mangwe ao a latelago:
  - Go gana go fana ka phihlelelo; goba
  - Sephetho seo se tšeerwego go ya ka karolo 22, 26(1) goba 29(3)

- Karolo 4, Kgaolo 1 ya Molao e fana ka ditshepedišo tšeo di swanetšego go latelwa go dikgopelo tša ka gare kgahlanong le diphetho tša mohlankedi wa tshedimošo.

**15. DITEFELO BJALO KA GE DI BEILWE KA FASE GA KAROLO II YA TSEBIŠO 187 KA GARE GA KURANTA YA MMUŠO 15 FEBEREWARE 2002**

**N.B. Diforomo le sebopego sa ditefelo tšeo di beilwego ke Molao di gona gape ka go wepsaete ya Kgoro ya Toka le Tlhabollo ya Molaotheo ([www.doj.gov.za](http://www.doj.gov.za)) ka fase ga karolo ya melawana.**

1. Tefelo ya khophi ya manyuwale bjalo ka ge e akantšwe ka gare ga molawana 5(c) ke R0,60 go khophi ye nngwe le ye nngwe yeo e gatišitšwego ya bogolo bja letlakala la A4 goba karolo ya lona.
2. Ditefelo tša kgatišo tšeo di boletšwego ka go molawana 7(1) ke tše di a latela:

(a). (a) Go kgatišo ye nngwe ya letlakala la go lekana A4 goba karolo ya lona	
	R0,60
(b). Go khophi ye nngwe le ye nngwe ya letlakala la bogolo bja A4 goba karolo ya lona yona yeo e lego khomphutheng goba ka mokgwa wa elektroniki goba ka mokgwa wa go balega wa motšhene	R0,40
(c). (c) Kgatišong yeo e ka balwago ka khomphutha –	
(i) tisiki ya setifi	R5,00
(ii) tisiki ya nkgokolwana	R40,00
(d) (i) Kgatišong ya diswantšho letlakaleng la go lekana A4 goba karolo ya lona	R22,00
(ii) (ii) Khophi ya diswantšho	R60,00
(e) (i) Kgatišong ya rekhoto ya go theeletšwa, mo letlakaleng la go lekana A4- goba karolo ya lona	R12,00
(ii) Go kgatišo ya rekhoto ya go theeletšwa	R17,00

Tefelo ya kgopelo yeo e lefelwago ke mokgopedi yo mongwe le yo mongwe ntle le moikgopeledi yo a bolelwago go molawana 7(2) ke R35, 00.

4. Ditefelo tša phihlelelo tšeo di lefelwago ke Mokgopedi yo a boletšwego go molawana 7(3) di ka mokgwa wo o latelago:

4.1

(a) Kgatišong ye nngwe le ye nngwe ya go lekana letlakala la A4 goba karolo ya lona	R0,60
(b) Go khophi ye nngwe le ye nngwe yeo e gatišitšwego ya letlakala la go lekana le A4 goba karolo ya lona yeo e hwetšwago khomphutheng goba ka elektroniki goba yeo e ka balwago ka motšhene	R0,40

- (c) Khophing yeo e balegago ka khomphutha ka mokgwa wa -

(i) tisiki ya stifi	R5,00
(ii) tisiki ya nkgokolwana	R40,00
(d) (i) Kgatišong ya diswantšho, go letlakala la go lekana A4 goba karolo ya yona	R22,00

(ii) Khophi ya diswantšho	R60,00
(e) (i) Go kgatišo ya go theeletšwa ya bogolo bja A4 goba karolo ya yona	R12,00

(ii) Go khopi ya kgatišo yeo e ka kwewago	R17,00
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- (f) Go nyaka le go lokiša kgatišo gore e phatlalatšwe, e ba R15, 00 iri ye nngwe le ye nngwe goba karolo ya iri, go sa balwe iri ya mathomo, yeo e nyakegago go nyakišišo le tokišo ye bjalo.

--	--

- 4.2 Mabakeng a karolo 22(2) ya Molao, tšeo di latelago di swanetše go dirwa:

- (a) Diiri tše tshela bjalo ka diiri tšeo di swanetšego go tšewa pele peeletšo e ka lefelwa;
- (b) Mokgopedi o swanetše go lefela teetharo ya tefelo ya phihlelelo bjalo ka peeletšo.

- 4.3 Tefelo ya nnete ya go posa e lefelwa ge khophi ya kgatišo e swanetše go poswa mokgopedi.

## 16. DIFOROMO TŠEO DI KGETHATŠWEGO PHIHLELELO YA DIKGATIŠO

LETLAKALATLALELETŠI LA B LA TSEBIŠO YA 187 KA GARE GA KURANTA YA  
MMUŠO KA DI 15 FEBRUARY 2002

FOROMO A

KGPELO YA GO FIHLELELA DIKGATIŠO

(Karolo 18(1) ya Molao wa Pihlelelo ya Tshedimošo, 2000 (Molao wa bo. 2 of 2000))

[Molawana 2]

KGPELO YA GO FIHLELELA DIKGATIŠO	
<b>GO ŠOMIŠWA KE KGORO</b>	Nomoro ya Tšhupetšo:.....
Kgopelo e amogetšwe ke: -	
Leina:.....	
Maemo:.....	
Letšatšikgwedi:.....	
Lefelo:.....	
Tefelo ya Kgopelo (ge e le gona):	R .....
Peeletšo (ge e le gona):	R .....
Tefelo ya phihlelelo:	R .....
.....	
<b>MOSAENO: MOŠOMEDI WA TSHEDIMOŠO/MOTHUŠAMOŠOMEDI WA TSHEDIMOŠO</b>	

## A. Ditaba ka botlalo tša sehlongwa sa setšhaba

<b>MOŠOMEDI WA TSHEDIMOŠO</b>	<b>ATERESE</b>
<b>MOŠOMEDI WA TSHEDIMOŠO</b>	<b>Mokotlana wa Poso X9486 POLOKWANE 0700 Mogala.: +27 15-298 7000 Fekese.: +27 15- 293-8319 E-meile: <a href="mailto:jo@treasury.limpopo.gov.za">jo@treasury.limpopo.gov.za</a></b>
<b>MOTHUŠAMOŠOMEDI WA TSHEDIMOŠO</b>	<b>ATERESE</b>
<b>MOTHUŠAMOŠOMEDI WA TSHEDIMOŠO</b>	<b>Mokotlana wa Poso X9486 POLOKWANE 0700 Mogala.: +27 15-298 7000 Fekese.: +27 15 298 7010 E-Meile: <a href="mailto:djo@treasury.limpopo.gov.za">djo@treasury.limpopo.gov.za</a></b>
Tshedimošo ka botlalo:	Diaterese tša Mmila: - 46 Mmila wa Hans van Ransburg POLOKWANE 0700 Weposaete: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a>  Aterese ya Poso: - Mokotlana wa Poso X9486 POLOKWANE 0700  Mogala: +27 15 298 7000 Fekese: +27 15 295 7010

**B. Ditaba ka botlalo ka motho yo a kgopelwago go fihlelela dikgatišo**

<b>FOROMO YA GO KGOPELA PHIHLELELO YA DIKGATIŠO</b>																			
SEFANE:																			
<input type="text"/>																			
MAINA KA BOTLALO:																			
<input type="text"/>																			
NOMORO YA BOITSEBIŠO:																			
<input type="text"/>																			
ATERESE YA POSO:.....																			
.....																			
.....																			
.....																			

**C. Ditaba ka botlalo ka motho yo a direlwago kgopelo**

<i>Karolo ye e swanetše go tlatšwa ge fela kgopelo ya tshedimošo e dirilwe legatong la motho yo mongwe</i>																			
MAINA KA BOTLALO:																			
<input type="text"/>																			
NOMORO YA BOITSEBIŠO:																			
<input type="text"/>																			

**D. Ditaba ka botlalo ka kgatišo**

(a) Tšweletša ditaba ka botlalo ka kgatišo yeo phihlelelo ye e kgopelwago, go akaretša nomoro ya tšhupetšo ge o e tseba, go kgontšha phihlelelo ya dikgatišo.

(b) Ge sekgoba seo se filwego se sa lekane tšwela pele letlakaleng la ka thoko hle gomme o le kgomaretše gona mo foromong. **Mokgopedi o swanetše a saene ka moka matlakaleng a tlaletšo.**

TLHATHOLLO YA DIKGATIŠO.....

.....

.....

NOMORO YA TŠHUPETŠO:.....(ge e le gona)

DITABA TŠE DINGWE TŠA KGATIŠO.....

.....

**E. Ditefelo**

(a) Kgopelo ya phihlelelo ya kgatišo, ntle le kgatišo yeo e nago le ditaba ka ga boyena, e tla šongwa ka morago ga ge tefelo ya kgopelo e lefilwe.

(b) O tla tsebišwa ka tšhelete yeo e nyakegago gore e lefelwe bjalo ka tefelo ya kgopelo.

(c) **Tefelo yeo e lefelelwago phihlelelo** ya dikgatišo e laolwa ke ka mokgwa wo phihlelelo e nyakegago ka yona le nako ya maswanedi ya go nyaka le go lokiša kgatišo.

(d) Ge o lokela go hwetša kimollo ya tefelo ya tšhelete ye nngwe hle ngwala lebaka la gona.

**Lebaka la kimollo ya go lefela tšhelete:** .....

.....

.....

.....

#### F. Mokgwa wa go fihlelela dikgatišo

*Ge o šitišwa ke bogole go bala, lebelela goba go theeletša kgatišo ka mokgwa wa phihlelelo yeo e filwego mo go 1 go fihla 4 ka mo fase, bolela bogole bja gago mme o laetše ka mokgwa wo o nyakago kgatišo le ka mokgwa wo o nyakago kgatišo e le ka wona.*

Bogolofadi:		F Mokgwa woo kgatišo e nyakegago ka wona:	
<p><i>Swaya lepokisana leo le swanetšego ka "X".</i></p> <p><b>MELAETŠA:</b></p> <p>(a) Taetšo ya gago ya foromo ya phihlelelo e laolwa ke mokgwa woo wa kgatišo e lego ka wona.</p> <p>(b) Phihlelelo ka mokgwa wo e kgopetšwego e ka ganwa go ya ka mabaka a mangwe. Mo mabakeng a bjalo o tla tsebišwa ge e ba phihlelelo e ka fiwa ka mokgwa wo mongwe.</p> <p>(c) Tefelo yeo e nyakegago go fihlelela kgatišo ge e le gona e tla beakanywa gannyane ka mokgwa woo phihlelelo e nyakegago.</p>			
<b>1. Ge kgatišo e le ka mokgwa wa sengwalwa goba wa kgatišo -</b>			
	khophi ya kgatišo*		tekolo ya kgatišo
<b>2. Ge kgatišo e na le diswantšho -</b>			
(Se se ka akaretša dinepe, dislaete, dikgatišo tša dibitio, diswantšho tša go dirwa ka khomphutha, dithalwa, bj.bj.)			
	Go bona diswantšho	Kgatišo ya diswantšho*	Tlhagišo ya diswantšho*



<b>3. Ge kgatišo e na le mantšu ao a gatišitšwego goba tshedimošo yeo e ka gatišwago ka modumo -</b>			
	Theeletša koša (khasete ya go theeletšwa)		Kgatišo ya koša*  (sengwalwa goba kgatišo)
<b>4. Ge kgatišo hwetšagala mo khomphutheng goba ka elektroniki goba ka motšhene moo di ka balwago -</b>			
	* Khophi yeo e gatišitšwego ya kgatišo*	Khophi yeo e gatišitšwego ya kgatišo ya tshedimošo go tšwa go kgatišo*	Khophi yeo e balegago mo khomphutheng*  (setifi goba khomphakte disiki)
*Ge o kgopetše khophi goba kgatišo ya rekhoto (ka godimo), naa o nyaka khophi goba kgatišo e romelwe ka poso go wena?  <b>Tefelo ya poso e tla dirwa.</b>		ENG	AOWA
<i>Lemoga gore ge kgatišo e se gona ka leleme leo o le ratago, phihlelelo e ka fiwa ka polelo yeo kgatišo e lego ka yona.</i>			
Naa o tla rata kgatišo ka polelo efe? :.....			

**G. Tsebišo ya sephetho mabapi le kgopelo ya phihlelelo**

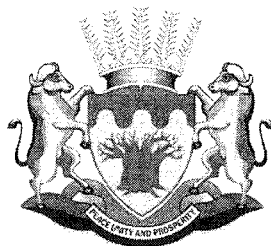
*O tla tsebišwa ka lengwalo ge e ba kgopelo ya gago e dumeletšwe/ganeditšwe. Ge o duma go tsebišwa ka seo ka mokgwa wo mongwe, hle laetša le go fana ka ditaba ka botlalo tša maleba go kgontšha go kgotsfatšha kgopelo ya gago.*

O ka rata go tsebišwa bjang ka sephetho mabapi le kgopelo ya gago ya phihlelelo ya dikgatišo?

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

E saennwe ka (letšatši) le.....la  
 (kgwedi).....200.....

**MOSAENO WA MOKGOPEDI/ MOTHO YOO A DIRELWAGO KGOPELO**



LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**VHUFARAGWAMA HA VUNDU**

**KHETHEKANYO YA 14 YA TSHIBUGWANA  
TSHA**

**MULAYO WA THUTHUWEDZO YA**

**TSWIKELELO YA MAFHUNGO (PAIA), 2000**

**( MULAYO WA 2 WA 2000 )**

**MBEKANYO YA ZWI RE NGOMU**

<b>NOMBORO YA TSHITENWA</b>	<b>SIATARI</b>
1. Marangaphanda	3
2. Maanda a u sima milayo	3
3. Tshikoupu tsha khumbelo	3
4. U wanala ha tshibugwana	4
5. Mbumbo ya muhasho	4
6. Bono, ndivho, mishumo na tshumelo dza muhasho	4
6.1. Bono	4
6.2. Ndivho	5
6.3. Mishumo	5 – 6
6.4. Tshumelo	6 – 7
7. Zwidodombedzwa zwa vhukwamani zwa muofisiri wa mafhungo	8
8. Mbuletshedzo ya na tswikelelo kha nyendedzi	9
9. U khwinisa tshibugwana	9
10. Rekhodo	10
10.1. Mbuletshedzo ya mafhungo na khethekanyo ya rekhodo dzine muhasho wa vha nadzo	10 – 11
10.2. Rekhodo dzi no wanala hu songo itwa khumbelo	12
11. Maitele a khumbelo	13
12. Zwiitisi zwa u hanelwa u swikelela rekhodo	13
13. Mbadelo dzo teaho u badelwa hu tshi itwa khumbelo na ndivhadzo ya Tsheo kha tswikelelo	13 – 14
14. Dzilafho li re hone la u dzhia vhukando kana u kundelwa u dzhia vhukando ho fanelaho	14
15. Mbadelo sa zwe dza randeliswa zwone nga fhasi ha tshipida tsha II	

**kha Gazethe ya Muvhuso ndivhadzo 187 la 15 Luhuhhi 2002.**

**15 – 17**

**16. Fomo dzo randelwaho tswikelelo dza rekhodo**

**18 - 25**

**1. MARANGAPHANDA.**

Nga Nyendavhusiku 2004 Muhasho wa zwa Gwama na Mveledziso ya Ikonomi wo fhiraho wo vha wo dzudzanyululwa wa vha Muvhuso wa Vundu wa Limpopo wa zwa Masheleni na Muhasho wa Mveledziso ya Ikonomi na Vhuendelamashango.

1.1. Mulayo wa ThuThuwedzo ya Tswikelelo ya Mafhungo wa 2000 (Mulayo wa 2 wa 2000) wo phasiswa nga Thafamuhwe 2001 u bveledza lushaka lwa Afrika Tshipembe hune vhadzulapo vhothe vha vha na tswikelelo ya mafhungo, uri vha kone u shumisa pfanelo dzavho nga vhudalo na u tutuwedza mvelele i re khagala na vhudifhinduleli kha zwiimiswa zwa nnyi na nnyi na zwa phuraivethe.

**2. MAANDA U SIMA MULAYO**

Tshibugwana itshi tsho dzudzanywa zwi tshi elana na Khethekanyo 14 ya Mulayo.

**3. TSHIKOUPU TSHA KHUMBELO.**

Tshibugwana itshi tshi shuma kha vhashumeli vha Muhasho vhothe.

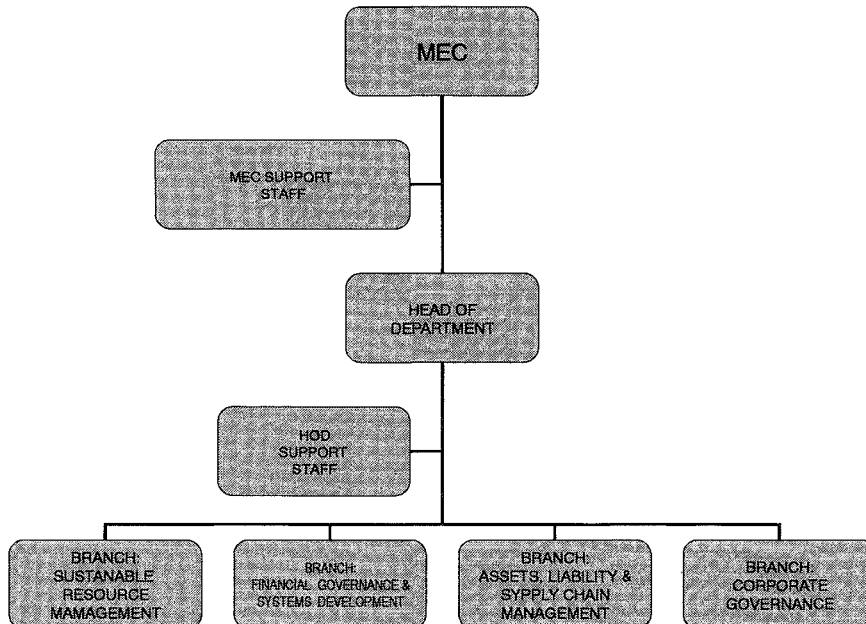
Khopi ya tshibugwana itshi i a wanala arali muthu a tshi todou ita tholo hu si na mbadelo. U tolwa hu nga itwa na kha Buvhisia la Muvhuso wa Limpopo ([www.limpopo.gov.za](http://www.limpopo.gov.za)).

#### 4. U WANALA HA TSHIBUGWANA

Tshibugwana tshi do itwa uri tshi wanale nga nyambo dzi tevhelaho:

- English
- Sepedi
- Tshivenda
- Tsonga

#### 5. MBUMBO YA MUHASHO



#### 6. BONO, NDIVHO, MISHUMO NA TSHUMELO DZA MUHASHO

##### 6.1. BONO

U vha senthara ya vhukoni na u netshedza ndangulo i pfa dzaho ya masheleni na vhurangaphanḁa vhune ha hudza u aluwa ha ikonomi matshilisano na mveledziso Limpopo.

**6.2. NDIVHO**

U netshedza khumbelo ya khumbudzo i re na vhuthu na tshumelo yo livhiswaho kha vhathu nga u shumisa ndangulo kwao ya masheleni hu tshi katelwa tswikelelo na ndondolo kwao ya u kunga zwiko zwa masheleni.

**6.3. MISHUMO**

Mishumo ya Muhasho i tevhelaho yo randelwa nga khethekanyo 18(1) na (2) ya Mulayo wa 1999 wa Ndangulo wa zwa Masheleni wa Nnyi na Nnyi (Mulayo 1 wa 1999):

(1) Vhufaragwama ha vundu vhu fanela u –

- (a) lugisa mbekanyagwama ja vundu;
- (b) dzhia ndango ntha ha u thomiwa ha mbekanyagwama ja vundu;
- (c) bvedza na u kombetshedza u vha khagala na ndangulo kwao ya mbuelo, zwibviswa, thundu na zwikolodo zwa mihasho ya vundu na mirado ya vundu ya nnyi na nnyi; na u
- (d) vhona uri mbekanyamaitete dza zwa masheleni a dzi dzhii sia ngamaanda na nga u sa londa kha mbekanyamaitete ya ikonomi ya lushaka.

(2) Vhufaragwama ha vundu–

- (a) vhu fanela u bvisa ndaela dza vhufaragwama ha vundu dzi sa tshimbilelani na Mulayo uyu;
- (b) vhu fanela u kombetshedza uyu Mulayo na zwilinganywa na mikhwa zwo randelwaho lushaka na vundu, hu tshi katelwa na sisiteme yo khethekanywaho ine ya fana kha mihasho ya vundu;

- (c) vhu fanela u tshimbilelana na Mulayo wa n̄waha wa Khethekanyo ya Mbuelo, na u lavhelesa na u sedzulusa mashumele a Mulayo kha zwiimiswa zwa nnyi na nnyi;
- (d) fanela u sedza na u sedzulusa mashumele a mikhwa na zwilinganyo zwa lushaka kha zwiimiswa zwa nnyi na nnyi mavunduni;
- (e) vhu nga thusa mihasho ya vundu na zwiimiswa zwa nnyi na nnyi zwi re mavunduni nga u fhaṭa vhukoni havho u itela tshumelo yo dzudzanyeaho, i bvelelaho na ndangulo i re khagala ya zwa masheleni;
- (f) vhu nga ita ṭhodiṣiso ya sisit̄eme in̄we na in̄we ya ndangulo ya zwa masheleni na ndaulo ya ngomu i shumiswaho nga muhasho wa vundu kana tshiimiswa tsha nnyi na nnyi vunduni;
- (g) zwine zwi nga katela u dzhenelela nga u dzhia maga o faneleho, na u sa n̄ea tshelede hu u itela u shuma u sa tevhelelwa hune ha vha ha vha ho kalulaho kana hu endelaho ha uyu mulayo nga muhasho kana tshiimiswa tsha nnyi na nnyi tsha kha vundu;
- (h) fanela nga u ṭavhanyedza u n̄etshedza mafhungo maṅwe na maṅwe a ṭodiwaho nga Vhufaragwama ha Lushaka u ya nga uyu Mulayo; na u
- (i) ita tshin̄we na tshin̄we tsho fanelaho u itela u phetha vhuḡifhinduleli hatsho zwavhuḡi.”

#### 6.4. TSHUMELO

Muhasho u n̄etshedza tshumelo dzi tevhelaho kha nnyi na nnyi:-

##### 6.4.1. Mveledziso ya Human Resource Development

- U n̄etshedza bazari u ya nga ṭhoḡea ya mveledziso ya vhukoni ya Muhasho.

- U netshedza khoso dza ngudamushumo na vhugudisi dzi elanaho na Muhasho
- Mbekanyamushumo dza Thanganelano

#### **6.4.2. Ndangulo ya Zwishumiswa zwa Tshifhinga Tshilapfu**

- U laula Thodiso ya Ikonomi ya Matshiliso na Vundu na Masipala na Musaukanyo; na
- U tandulula na u langula Mbekanyagwama ja vundu na Zwibviswa
- U lavhelesa Mbekanyagwama na Zwibviswa zwa Vundu na zwa Masipala

#### **6.4.3. Kuvhusele kwa zwa Masheleni na Mveledziso ya Sisiṭeme**

- U vhona uri Tshumelo dza Muvhalelano dzi a wanala kha Mihasho ya Vundu na Mimasipala
- U vhona uri mveledziso na kushumisele kwa zwa Sisiṭeme ya Mashaeleni zwi a vha hone kha Mihasho ya Vundu na Mimasipala

#### **6.4.4. Thundu, Zwikolodo na Ndangulo ya Nḍisedzo**

- U tshimbidza ndangulo i shumaho zwavhuḍi nahone i vhuedzaho yaya u bveledza na vhukoni ha Thundu dzine dza Vhonala na masheleni kha Mihasho ya Vundu na Mimasipala
- U tshimbidza ndangulo i shumaho zwavhuḍi nahone i vhuedzaho ha Zwikolodo kha Mihasho ya Vundu na Mimasipala
- U vhona ndangulo ya Nḍisedzo kha Mihasho ya Vundu na Mimasipala



## 7. ZWIDODOMBEDZWA ZWA VHUKWAMANI ZWA MUOFISIRI WA MAFHUNGO

U ya nga Mulayo, T̄hoho ya Muhasho ndi ene Muofisiri wa Mafhungo.

**Muofisiri wa Mafhungo** : **T̄hoho ya Muhasho**  
**Nomboro dza luṭingo** : **(015) 298-7000**  
**Imeili** : [io@treasury.limpopo.gov.za](mailto:io@treasury.limpopo.gov.za)

**Mufarisa Muofisiri wa Mafhungo** : **Mulanguli wa Rekhodo**  
**Nomboro ya luṭingo.** : **015 298 7000**  
**Imeili** : [dio@treasury.limpopo.gov.za](mailto:dio@treasury.limpopo.gov.za)

**Nomboro ya fekisi** : **015 295 7010**

### ZWIDODOMBEDZWA ZWIṆWE NA ZWIṆWE

#### Diresi ya Poswo

Tshisagana tsha Poswo X9486  
**POLOKWANE**  
0700

#### Diresi ya Tshitarata

Tshitarata tsha 46 Hans van Ransburg &  
Tshitarata tsha 56-58 & 67 Paul Kruger  
**POLOKWANE**  
0700

#### Nomboro dza luṭingo (Vhuswikelathingo)

(015) 298-7000 / 291 8400 / 291 1884

#### Nomboro ya Fekisi

(015) 295-7010

## **8. MBULETSHEDZO YA NA TSWIKELELO YA NYENDEDEZI**

Khethekanyo 10 ya Mulayo i netshedza nyendedzi ya kushumisele kwa Mulayo.

Khophi dzi a dovha dza wanala kha diresi dzi tevhelaho:

**Khomishini ya Ndugelo dza Vhathu dza Afrika Tshipembe:**

**Yuniti ya PAIA**

**Muhasho wa Thodisiso na zwa Manwalo**

**Diresi ya Poswo: Tshisagana tsha Poswo X 2700**

**Houghton**

**2041**

**Luṭingo: 011-484 8300**

**Fekisi: 011 484 1360**

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

**I-meili: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

## **9. U KHWINISA TSHIBUGWANA**

Muhasho u ḡo khwinisa khathihi na u anḡadza tshibugwana tshawo tsho bulwaho kha khethekanyo thukhu (1) ya khethekanyo 14, nga tshikhala tshi sa fhiriho nḡwaha arali zwi zwa ndeme.

## 10. REKHODO

### 10.1 MBULETSHEDZO YA MAFHUNGO NA KHETHEKANYO DZA REKHODO DZI RE KHA MUHASHO

U itela ndivho ya u tshimbidza khumbelo u ya nga Mulayo, mafhungo na khethekanyo dza rekhodo dzi re kha muhasho dzi nga nqila i tevhelaho:

(Khethekanyo 14 (1) d)

MAFHUNGO	MUSHUMO	KHETHEKANYO DZA REKHODO
Ndangulo ya zwa Masheleni.	U nqetshedza zwa Masheleni, Vhutsireledzi na tshumelo dza ndangulo ya khombo.	<ul style="list-style-type: none"> <li>Mivhigo ya Mbekanyagwama na nqetshedzo dza Theme dza Vhukati dza Muhanga wa Zwibviswa (MTEF).</li> <li>Mbuelo, Bannga, Kheshe na mbadelo dza tsumbambalelano.</li> <li>Ndangulo ya Nqisedzo/ndaela dza u rengaza na khumbelo ya thundu /tshumelo.</li> <li>U nqwalisa thundu.</li> </ul>
Tshumelo dza Bindu nyandano.	U nqetshedza tshumelo dzi pfa dzaho dza nyandano.	<ul style="list-style-type: none"> <li>Khumbelo dza mushumo.</li> <li>Pulane ya tshiqhirathedzheki ya Ofisi dza Vhashumi na faila dza vhashumi.</li> <li>Pulane dza maquvha a vhuawelo na rekhodo.</li> <li>Pulane dza mveledziso dza vhukoni.</li> <li>Zwishumiswa zwa u vhulunga kushumele na rekhodo dza vhudavhidzani ha luqingo.</li> <li>Mivhigo ya nqwaha u ya kha Khomishini ya Pfanelo dza</li> </ul>

		<p>Vhathu ya Afrika Tshipembe (SAHRC) na mivhigo ya kotare u ya kha Ofisi ya Muphirimia (tshine tsha vha tshibugwana tsha.PAIA )</p> <ul style="list-style-type: none"> <li>• Rekhodo dza zwishumiswa na vhashumisi vha thekholodzhi ya Mafhungo.</li> <li>• Dzhenala dza Mulayo na Mulayo wa Vhushaka ha Mutholi na Mutholiwa.</li> <li>• Vhutsireledzi na mivhigo ya tholo ya MISS.</li> </ul>
U pulana lwa tshithirathedzhi na Vhupfananyi.	Ndangulo ya pulane ya Tshithirathedzhi, mbekanyamaitele na vhudavhidzani	<ul style="list-style-type: none"> <li>• Muvhigo wa u khwinifhadza ndisedzo ya tshumelo.</li> <li>• Rekhodo dza Mbekanyamaitele ya Thusedzo ya Vhashumi (EAP)</li> <li>• Mivhigo ya HIV- AIDS.</li> <li>• Muvhigo wa Mudzulapo</li> <li>• Mivhigo ya kushumele kwa muhasho.</li> <li>• Mbumbo ya Tshiimiswa</li> <li>• Mbekanyamaitele dza Muhasho</li> <li>• Zwibambiri zwa mafhungo.</li> <li>• Pulane ya Tshithirathedzheki ya Muhasho</li> <li>• Matshimbidzele/Kuitele kwa Zwibugwana</li> </ul>
Ndangulo ya zwishumiswa zwa Tshifhinga Tshilapfu	Ndaulo ya Zwiimiswa zwine zwa wana thikhedzo kha muvhuso Vundu na Mbekanyagwama na Zwibviswa zwa Masipala	<ul style="list-style-type: none"> <li>• Muvhigo wa mbuelo</li> <li>• Mbekanyamaitele dza Mbuelo</li> <li>• Mbekanyagwama ja Vhafaramikovhe na muvhigo wa Zwibviswa</li> </ul>
Kuvhusele kwa zwa masheleni na Sisiteme ya Mveledziso -	Ndaulo ya Tshumelo dza Muvhalelano na Mveledziso dza Sisiteme kha Mihasho ya Vundu	<ul style="list-style-type: none"> <li>• Mbekanyamaitele</li> <li>• Notsi dza ndowendowe</li> </ul>

## 10.2 REKHODO DZINE DZA SOKOU WANALA DZI NGA WANIWA HANI (khethekanyo 14 (1) (e))

U ya nga mulayo, rekhodo dzi tevhelaho dzi a wanala hu songo itwa khumbelo:-

- Mbumbo ya Tshiimiswa
- Nomboro dza u ditanganyisa na Muhasho
- Fomo dza Khumbelo ya mushumo na tshumelo
- Mbekanyamaitete dza Muhasho
- Milayo na Ndaulo dzi langaho maanda a muhasho
- Maitele/ Maitele a Tshibugwana
- Muvhigo wa Vhadzulapo.
- Zwilinganyo zwa tshumelo
- Ndisedzo ya tshumelo ya thendelanomviswa.
- Pulane ya Tshithirathedzhi.
- Zwimbambiri zwa mafhungo.
- Ngavhela dza Mulayo wa Batho-Pele
- Muvhigo wa Nwaha
- Tshipitshi tsha mbekanyagwama
- Nyendedzi ya Mudzulapo
- Tshitatamende tsha mbekanyagwama
- U tola mbekanyagwama na zwibviswa
- U anganya ndivhanyiso ya mbadelo na risithi
- Khalendara ya Mishumo ya Muhasho

Rekhodo dzi re afho ntha dzi a wanala kha lubuvhisia lwa Muvhuso wa Vundu la Limpopo, [www.limpopo.gov.za](http://www.limpopo.gov.za)

**11. MAITELE A KHUMBELO**

- Khethekanyo 18 ya Mulayo i netshedza thodea dza kutshimbidzele kwa tswikelelo ya rekhodo nga muthu munwe na muñwe.
- Muhumbeli u fanela u shumisa fomo yo gandiswaho kha Gazethe ya Muvhuso (Ndivhadzo ya Muvhuso ya R187- 15 Luhuh 2002) (Fomo A).

**12. ZWIITISI ZWA U HANELWA U SWIKELELA REKHODO**

- Ndimya ya 4 ya Mulayo i netshedza zwiitisi zwa u hanelwa u swikelela rekhodo

**13. MBADELO DZO TEAHO U BADELWA HU TSHI ITWA KHUMBELO NA NDIVHADZO YA TSHEO KHA TSWIKELELO**

- Muhumbeli ane a khou toda tswikelelo kha rekhodo dzo faraho mafhungo a ene muñe ha ngo fanela u badela mbadelo dza khumbelo. Dziñwe khumbelo dzi fanela u badelwa mbadelo i linganaho R35.
- Muofisiri wa mafhungo u fanela u divhadza muhumbeli (nga nnda ha muhumbeli ene muñe) nga ndivhadzo, a tshi toda uri muhumbeli a badele mbadelo dzo randelwaho (arali dzi hone) na dephosithi (arali i hone) phanda ha musi a tshi bvela phanda na u shuma khumbelo.
- Muhumbeli a nga dzhenisa khatululo ya nga ngomu arali zwo fanela, kana u ita khumbelo khothe mayelana na thendara kana mbadelo.
- Nga murahu ha musi muofisiri wa mafhungo o no dzhia tsheo kha khumbelo muhumbeli u fanela u divhadzwa nga ha tsheo yeneyo nga ndila ye muhumbeli a toda u divhadzwa ngayo.
- Arali khumbelo yo tangaedzwa, zwenezwo inwe mbadelo ya tswikelelo i fanela u badelwa u itela u toda, u lugisela, na u bveledzulula khathihi na tshinwe tshifhinga tshe tsha pfuka awara dzo randelwaho dza u toda na u lugisela rekhodo u itela uri dzi wanale.

- Tswikelelo ya rekhodo i do vha yo fahhewa u swikela mbadelo dzothe dzo badelwa.

**14. DZILAFHO LI RE HONE LA U DZHIA VHUKANDO KANA U KUNDELWA U DZHIA VHUKANDO HO FANELAHO [Khethekanyo 14(1)(h)]**

- Khaṭhululo ya nga ngomu ya u hanedzana na tsheo ye ya dzhiwa nga muofisiri wa mafhungo kana muthusa muofisiri wa mafhungo i nga iswa kha Muraḑo wa Khorotshitumbe wa Muhasho (MEC), kana muthu o tetshelwaho u shuma mushumo wonoyo nga u tou ṅwala nga Muraḑo wa Khorotshitumb (MEC), nga tshiṅwe tsha zwiitisi zwi tevhelaho:
  - U hanelwa u swikelela thendelo; kana
  - Tsheo yo dzhiwaho u ya nga khethekanyo 2, 26(1) kana 29(3)
- Tshipiḑa tsha 4, Ndimā ya 1 ya Mulayo i ṅetshedza kuitele kune kwa fanela u tevhelwa musī hu tshi itwa khaṭhululo ya nga ngomu ya u hanedzana na tsheo ya muofisiri wa mafhungo wa miṅwe miraḑo ya lushaka kha zwiṅwe zwishumiswa zwa nnyi na nnyi.

## 15. MBADELO DZO RANDELWAHO DZA MUHASHO

**Thogomelani: Mbumbo ya fomo na mbadelo zwo randwaho nga Mulayo zwi a wanala kha webusaithi ya Muhasho wa Mveledziso ya Ndayotewa ([www.doj.gov.za](http://www.doj.gov.za)) fhasi ha khethekanyo ya ndaulo.**

1. Mbadelo dza khophi ya tshibugwana sa zwe dza sumbedziswa zwone kha ndaulo 5(c) ndi R0,60 ya khophi inwe na inwe ya bammbiri ja A4-kana tshipida tshalo.
2. Mbadelo dza u bveledzulula sa zwe dza sumbedziswa zwone kha ndaulo 7(1) ndi dzi tevhelaho:

(a). Fothokhophi inwe na inwe yo gandiswaho ya bammbiri ja A4-kana	
tshipida tshalo	R0,60
(b). Khophi inwe na inwe yo gandiswaho ya bammbiri ja A4- kana tshipida tshalo	
tsho farwaho nga khomphyutha kana i re kha tshivhumbeo tsha eJekithroniki	
kana kha tshivhumbeo tshi konaho u vhalwa nga mutshini	R0,40
(c) Khophi ya tshivhumbeo tshi vhaleaho nga khomphyutha i re kha tshivhumbeo tsha-	
(i) disiki ya sitifi	R5,00
(ii) disiki ya tsitsikana	R40,00
(d). (i) U nwalululwa ha zwifanyiso zwi vhonealaho, kha bammbiri ja A4- kana tshipida tshalo	R22,00
(ii) Khophi dza zwifanyiso zwi vhonealaho	R60,00
(e). (i) U nwalululwa ha rekhodo dzi thetsheswaho, dza bammbiri ja A4- kana tshipida tshalo	R12,00
(ii) Khophi ya rekhodo dza u thetshesesa	R17,00



3. Mbadelo dza khumbelo dzine dza badelwa nga muhumbeli muñwe na muñwe, nga nnda ha muhumbeli ene muñe, dzo sumbedzwaho kha ndaulo 7(2) ndi R35, 00.

4. Mbadelo dza u swikelela dzi itwaho nga muhumbeli dzo sumbedzwaho kha ndaulo 7(3) ndi dzi tevhelaho:

4.1

(a) ) Fothokhophi inwe na inwe ya bammbiri ja A4 kana tshipida tshajo	R0,60
(b) ) Khophi inwe na inwe yo gandiswaho ya bammbiri ja A4 kana tshipida tshajo tsho farwaho nga khomphyutha kana i re kha tshivhumbeo tsha elekithroniki kana – tshivhumbeo tshi vhaleaho nga mutshini-	R0,40
(c) Khophi ya tshivhumbeo tshi vhaleaho nga khomphyutha i re kha tshivhumbeo tsha-	
(i) disiki ya sitifi	R5,00
(ii) disiki ya tsitsikana	R40,00
(d) (i) U nwalululwa ha zwifanyiso zwi vhonealaho, kha bammbiri ja A4- kana tshipida tshajo	R22,00
(ii) Khophi dza zwifanyiso zwi vhonealaho	R60,00
(e) (i) U nwalululwa ha rekhodo dzi thetsheswaho, dza bammbiri ja A4- kana tshipida tshajo	R12,00
(ii) Khophi ya rekhodo dza u thetshesesa	R17,00
(f) U toda khathihi na ndugiselo ya u bvisela khagala rekhodo, mbadelo i do vha R15, 00 nga awara inwe na inwe kana tshipida tsha awara, hu sa katelwi awara ya u thoma, ine ya vha ya u toda uhu khathihi na ndugiselo,	R15,00

- 4.2 Hu tshi itelwa ndivho dza khethekanyo 22(2) ya Mulayo, zwi tevhelaho zwi a shumiswa:
- (a) Awara dza rathi dzi fanela u pfuka sa awara dza phanda ha musu mbadelo ya diphosithi i tshi nga badelwa; na
  - (b) tihitshararu tsha mbadelo ya tswikelelo i badelwa sa diphosithi nga muhumbeli.
- 4.3 Mbadelo dza u posa dzi badelwa musu khophi ya rekhodo i tshi fanela u posiwa kha muhumbeli.

**16. FOMO DZO RANDELWAHO TSWIKELELO YA REKHODO**

TSHITENWA B TSHA NDIVHADZO 187 KHA GAZETHE YA MUVHUSO YA LA 15 LUHUHI  
2002

**FOMO A**

KHUMBELO YA TSWIKELELO YA REKHODO YA MUHASHO  
(Khethekanyo 18(1) ya Mulayo wa Thuthuwedzo ya Tswikelelo ya Mafhungo , 2000 (Mulayo  
2 wa 2000))

[Ndaulo ya 2]

<b>KHUMBELO YA TSWIKELELO YA REKHODO</b>	
<b>HU SHUMISWA NGA MUHASHO</b>	Nomboro ndaula:.....
Khumbelo yo tlanganedzwa nga: -	
Dzina:.....	
Vhuimo:.....	
Duvha:.....	
Fhethu:.....	
Mbadelo ya khumbelo (arali i hone):	R .....
Diphosithi (arali i hone):	R .....
Mbadelo ya tswikelelo:	R .....
.....	
TSAINO: MUOFISIRI WA MAFHUNGO/MUFARISA MUOFISIRI WA MAFHUNGO	

## A. Zwidombedzwa zwa nnyi na nnyi

<b>MUOFISIRI WA MAFHUNGO</b>	<b>DIRESI</b>
<b>MUOFISIRI WA MAFHUNGO</b>	Tshisagana tsha Poswo X9486 POLOKWANE 0700 NOMBORO YA LUṬINGO: +27 15-298 7000 NOMBORO YA FEKISI: +27 15- 293-8319 Imeili: <a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a>
<b>MUFARISA MUOFISIRI WA MAFHUNGO</b>	<b>DIRESI</b>
<b>MUFARISA MUOFISIRI WA MAFHUNGO</b>	Tshisagana tsha Poswo X9486 POLOKWANE 0700 NOMBORO YA LUṬINGO +27 15-298 7000 NOMBORO YA FEKISI.: +27 15 298 7010 Imeili: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a>
Mathungo aḷa na aḷa:	Diresi ya Tshitarata: - 46 Tshitarata tsha Hans van Ransburg POLOKWANE 0700 Lbuvhisia: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a>  Diresi ya Poswo: - Tshisagana tsha Poswo X9486 POLOKWANE 0700  Nomboro ya Luṭingo: +27 15 298 7000 Nomboro ya Fekisi: +27 15 295 7010



**D. Zwidodombedzwa zwa rekhodo**

(a) *Netshedzani zwidodombedzwa nga vhuḡalo zwa rekhodo ine khumbelo ya u swikelela ya khou itelwa yone, ho katelwa na nomboro ya ndaulo arali ni tshi i ḡivha, u itela uri rekhodo i kone u wanala.*

(b) *Arali tshikhala tsho siwaho tshi tshijuku ni humbelwa uri ni bvele phanḡa kha bammbiri ḡa nyengedzedzo ḡa thungo nahone ni ḡ nambatedze kha fomo iyi . Muhumbeli u fanela u saina mabammbiri oḡhe o engedzedzwaho.*

**TḡHALUTSHEDZO YA REKHODO KANA TSHIPIḡA TSHO TEAHO TSHA**

**REKHODO:** \_\_\_\_\_

**NOMBORO NDAULA, ARALI I HONE:**

\_\_\_\_\_

**ZWIḡWE VHO ZWIDODOMBEDZWA ZWA**

**REKHODO** \_\_\_\_\_

E. Mbadelo

- (a) *Khumbelo ya u swikelela rekhodo, nga nnda ha rekhodo yo faraho mafhungo a iwe muṅe, i ḡo shumiwa fhedzi nga murahu ha musu mbadelo ya khumbelo yo no badelwa.*
- (b) *Ni ḡo ḡivhadzwa nga ha mutengo une wa fanela u badelwa sa mbadelo ya khumbelo.*
- (c) *Mbadelo ine ya badelelwa u swikelela rekhodo i bva kha tshivhumbeo tshine tswikelelo ya khou ṡodea ngatsho khathihi na tshifhinga tshine tsha ṡodea tsha u ṡoda na u lugisa rekhodo.*
- (d) *Arali zwo tea uri ni si badeliswe, ni humbelwa uri ni ambe tshiitisi tsha u sa badeliswa.*

Tshiitisi tsha u sa badeliswa mbadelo: .....

.....

.....

.....

## F. Fomo ya tswikelelo kha rekhodo

Arali ni tshi kundiswa nga vuholefhalo ha u vhala, u vhona kana u thetshela rekhodo nga tshivhumbeo tsha u swikelela tsho netshedzwaho kha 1 u swika kha 4 afho fhasi, ambani vuholefhalo ha nu nahone ni sumbedze uri ni do toda rekhodo i kha tshivhumbeo tshifhio.

Vuholefhalo:	Tshivhumbeo tshine rekhodo ya khou todea ngatsho:		
<p><i>Swayani bogisi jo teaho nga u shumisa X.</i></p> <p><b>NOTSI:</b></p> <p>(a) <i>U sumbedza ha nu uri ni toda u swikelela rekhodo i kha tshivhumbeo tshifhio zwi tshi bva kha tshivhumbeo tshine rekhodo ya khou wanala ngatsho.</i></p> <p>(b) <i>U swikelela nga tshivhumbeo tsho humbelwaho hu nga kha di haniwa kha dziwe nyimele. Kha nyimele yo raliho ni do divhadzwa arali u swikelela hu tshi do netshedzwa nga tshinwe tshivhumbeo.</i></p> <p>(c) <i>Mbadelo i badelelwaho u swikelela rekhodo, arali i hone, i do laulwa nyana nga tshivhumbeo tshine u swikelela ha khou todiwa ngatsho.</i></p>			
1. Arali rekhodo dzi kha tshivhumbeo tsha u tou nwalwa kana u gandiswa :			
	khophi ya rekhodo*		u tolwa ha rekhodo
<p>2. . Arali rekhodo i na zwifanyiso zwi vhalaho -</p> <p>(izwi zwi katela zwinepe, zwilaidi, vidiyo dzo rekhodiwaho, zwifanyiso zwa khomphyutha, zwiketshe,nz.)</p>			



	U vhona zwifanyiso		U kopa zwifanyiso*		U nwalululwa ha zwifanyiso*
<p>3. Arali rekhodo dzi tshi yo itwa nga maipfi o tou rekhodiwaho kana mafhungo ane a nga kona u bveledzululwa nga mubvumo/ muungo -</p>					
	Thetshelesani luimbo (khasethe ya u thetshelesa)		U nwalululwa ha luimbo* (liirwalwa lo nwalwaho kana lo gandiswaho)		
<p>4. Arali rekhodo i kha khomphyutha kana kha eJekithironiki kana kha tshivhumbeo tshi vhaleaho nga mutshini -</p>					
	khophi yo rekhodo yo tou gandiswaho*		khophi yo gandiswaho ya mafhungo a bvaho kha rekhodo*		khophi i re kha tshivhumbeo tshi vhaleaho nga khomphyutha* (sitifi kana disiki ya tsitsikana)
<p>*Arali no humbela khophi ya rekhodo yo nwalululwaho (afho ntha), ni do tama khophi kana liirwalo lo tou nwalululwaho li tshi tou posiwa naa? A. Mbadelo dza u posa dzi do badelwa.</p>				EE	HAI
<p>Thogomelani uri arali rekhodo i si ho nga luambo lune na khou lu takalela, ni nga swikelela rekhodo nga luambo lune ya vha ngalwo.</p>					

Ni ɔ takalela rekhodo yaŋu nga luambo lufhio? :.....

G. Nɔivhadzo ya tsheo i elanaho na khumbelo ya tswikelelo

*Ni ɔ ɔivhadzwa nga lu rɔwalo arali khumbelo yaŋu yo tendelwa kana yo haniwa. Arali ni tshi toɔa u ɔivhadzwa nga iriwe nɔila, ni humbelwa uri ni ambe nɔila ine na toɔa u ɔivhadzwa ngayo ni dovhe ni ɔetshedze zwidombedzwa zwo fanelaho u itela uri khumbelo yaŋu i kone u tevhedzwa.*

Ni ɔ tama u ɔivhadzwa hani nga tsheo malugana na khumbelo yaŋu ya u swikelela rekhodo?

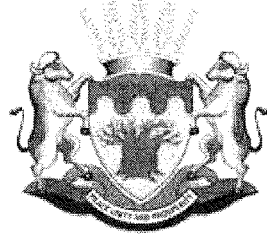
.....  
.....  
.....

Yo sainwa (fhethu) ..... nga la ( ɔuvha) ..... dza..... (nɔwedzi) 200.....

-----

TSAINO YA MUHUMBELI / MUTHU ANE  
KHUMBELO YA KHOU ITELWA ENE

# **NKWAMA WA XIFUNDZANKULU**



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## **XIYENGE XA 14 XA BUKU**

**HI MAYELANA NA NAWU WA MAANTSWISELE  
YA MAKUMELO YA MAHUNGU, 2000  
(NAWU WA NOMBORO YA 2 WA 2000)**

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## 1. MANGHENELO.

Hi N'wendzamhala 2004 Ndzawulo ya khale ya Timali na Nhluvukiso wa Ikonomi yi vumbiwile hi vuntshwa yi va ya Nkwama wa Xifundzankulu wa Limpopo na Ndzawulo ya Nhluvukiso wa Ikonomi, Mbangu na Vupfumba.

Nawu wa ku antswisa ku Kumiwa ka Mahungu, 2000 (Nawu wa 2 wa 2000) wu tivisiwile hi Nyenyankulu 2001 ku endlela ku antswisa vaaki va Afrika-Dzonga laha vaaki hinkwavo va faneleke ku kuma mahungu hi ku hetiseka, ku endlela leswaku va tirhisa ku va na timfanelo ta vona na ku tiyisisa ndhavuko wa ku va timhaka ti va erivaleni na vutihlamuleri eka vaaki na mavandla ya phurayivhete.

## 2. MATIMBA YA XINAWU

Buku leyi yi lulamisiwile hi ku landza Xiyenge xa 14 xa Nawu.

## 3. MATIRHISELO.

Buku leyi yi tirha eka vatirhela-mfumo hinkwavo va Ndzawulo.

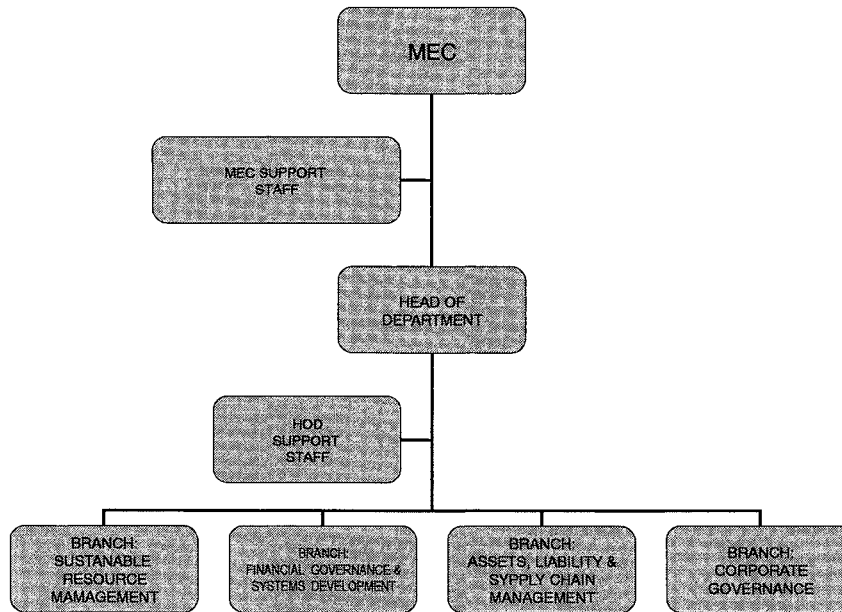
Kopi ya buku leyi ya kumeka mahala leswaku yi kamberiwa. Nakambe yi nga ha voniwa eka webusayiti ya Mfumo wa Limpopo ([www.limpopo.gov.za](http://www.limpopo.gov.za)).

## 4. KU KUMEKA KA BUKU

Buku yi kumeka hi tindzimi leti ti landzelaka:

- Xinghezi
- Xipedi
- Xivhenda
- Xitsonga
- Xitsonga

## 5. XIBUMBEKO XA NDZAWULO



## 6. XIVONO, MIXINI, MINTIRHO NA VUKORHOKERI BYA NDZAWULO

### 6.1. XIVONO

Ku va ndhawu ya kahle swinene na ku nyika mafambiselo lamanene ya swa timali na vurhangeri lebyi byi tiyisisaka ku kula ka soxiyo-ikhonomiki na nhluvuko eLimpopo.

### 6.2. MIXINI

Ku nyika vukorhokeri lebyinene, vutsundzuxi na ku kongomisa eka vanhu hi ku tirhisa mafambiselo lamanene ya swa timali ku katsa ku fikelela na ku hlayisa switirhisiwa swa swa timali hi ndlela leyinene.

### 6.3. MINTIRHO

Mitirho leyi yi landzelaka ya Ndzawulo yi vekiwile hi xiyenge xa 18(1) na xa (2) swa Nawu wa Mafambiselo ya Timali ta Tiko, 1999 (Nawu wa Nomboro ya 1 wa 1999):

“(1) Va nkwama wa xifundzankulu va fanele ku –

- (a) lulamisa mpimanyeto wa xifundzankulu;
- (b) lawula matirhiselo ya mpimanyeto wa xifundzankulu;
- (c) antswisa na ku tiyisisa leswaku timhaka ti va erivaleni na mafambiselo yo nyawula mayelana na mali leyi yi nghanaka, tihakelo, nhundzu na swikweleti swa tindzawulo ta xifundzankulu na mavandla ya mfumo ya xifundzankulu; na
- (d) vona leswaku tipholisi ta yona ta swa timali a ti onhi tipholisi ta ikhonomi ya tiko.

(2) Va nkwama wa xifundzankulu va –

- (a) fanele va humesa swiletelo swa va nkwama wa xifundzankulu leswi swi nga hambaniki na Nawu lowu;
- (b) fanele va tiyisisa ku tirhisiwa ka Nawu lowu na mintolovelo na swipimelo swhii na swihi leswi swi vekiweke swa tiko na swa xifundzankulu, ku katsa na maendlelo na sisiteme yo ntlawahata leyi yi fanaka eka tindzawulo ta xifundzankulu;
- (c) fanele ku landzelela Xiyenge xa lembe xa Nawu wa swa Timali, na ku xiyaxiya no pimapima ku tirhisiwa ka Nawu wolowo eka mavandla ya mfumo wa xifundzankulu;
- (d) fanele ku xiyaxiya no pimapima matirhisiwelo eka mavandla ya mfumo eka xifundzankulu ka mintolovelo na mimpimo ya tiko na ya xifundzankulu;
- (e) nga ha pfuna tindzawulo ta xifundzankulu na mavandla ya mfumo ya xifundzankulu eka ku antswisa vuswikoti bya vona bya mafambiselo ya timali lamanene, yo nyawula no va erivaleni;

- (f) nga ha kambisisa sisiteme yihi na yihi ya mafambiselo ya timali na vulawuri bya kwala ka ndzawulo lebyi byi tirhisiwaka hi ndzawulo ya xifundzankulu kumbe vandla ra mfumo ra xifundzankulu;
- (g) fanele ku nghenelela hi ku teka magoza lama ma faneleke, lama ma nga ha katsaka ku khoma timali, ku lulamisa ku tlula Nawu lowu hi ndlela yo biha swinene hi ndzawulo ya xifundzankulu kumbe hi vandla ra mfumo ra xifundzankulu;
- (h) fanele ku nyika timhaka tihi na tihi hi xihatla leti ti laviwaka hi va nkwama va tiko hi ku landza Nawu lowu; naswona
- (i) nga ha endla xilo xin'wana na xin'wana lexi xi lavekaka leswaku va hetisisa vutihlamuleri bya vona hi ndlela yo nyawula."

#### 6.4. VUKORHOKERI

Ndzawulo yi endla vukorhokeri lebyi byi landzelaka etikweni:-

##### 6.4.1. Ku antswisa vatirhi

- Ku nyika tibasari ku ya hi swilaveko swo hlulukisa vuswikoti eka Ndzawulo
- Ku nyika tikhoso ta ku dyondza ntirho/tiva ntirho leti ti yelana na Ndzawulo
- Tiphurogireme to hlanganisa hi vuntshwa

##### 6.4.2. Mafambiselo ya Switirhisiwa swo yisa Emahlweni

- Ku endla Ndzavisiso na ku Xopaxopa swa Soxiyo-ikhonomiki swa Xifundzankulu na Timasipala; na
- Ku endla na ku fambisa Mpimanyeto wa Xifundzankulu na Tihakelo
- Ku xiyaxiya Mpimanyeto na Tihakelo ta Xifundzankulu na Timasipala

##### 6.4.3. Mafambiselo ya swa Timali na Nhluvukiso wa Tisisiteme

- Ku vona leswaku ku nyikiwa ka Vukorhokeri bya Tinkota eka Tindzawulo ta Xifundzankulu na Timasipala



- Ku vona leswaku ku na nhluvukiso na ku tirhisiwa ka Tisisiteme ta swa Timali eka Tindzawulo ta Xifundzankulu na Timasipala

#### 6.4.4. Nhundzu, Swikweleti na Mafambiselo ya Xiyenge xo Xava

- Ku lulamisa mafambiselo lamanene no nyawula ya Nhundzu hi Xiviri na ya swa Timali eka Tindzawulo ta Xifundzankulu na Timasipala
- Ku lulamisa mafambiselo lamanene no nyawula ya Swikweleti eka Tindzawulo ta Xifundzankulu na Timasipala
- Ku vona Mafambiselo ya Xiyenge xo xava Nhundzu eka Masipala na Tindzawulo ta Xifundzankulu

## 7. VUXOKOXOKO BYA VUTIHLANGANISI BYA MUTIRHELA-TIKO WA TA MAHUNGU

Nhloko ya Ndzawulo hi yena Mutirhelamfumo wa ta Mahungu hi ku landza Nawu.

**Mutirhelamfumo** : **Nkulukumba Ramdharie N. (Nhloko ya Ndzawulo)**  
**Thelefoni** : **(015) 298-7000**  
**Imeyili** : **[io@treasury.limpopo.gov.za](mailto:io@treasury.limpopo.gov.za)**

**Xandla xa Mutirhelamfumo wa ta Mahungu :** **Ms N. Ramuntshi (Mufambisi wa Tirhekhodo)**  
**Thelefoni.** : **015 298 7000**  
**Imeyili** : **[dio@treasury.limpopo.gov.za](mailto:dio@treasury.limpopo.gov.za)**  
**Nomboro ya fekisi** : **015 295 7010**

### TIMHAKA TIN'WANA NA TIN'WANA

Adirese ya poso  
 Private Bag X9486  
**POLOKWANE**  
 0700

Tiadirese ta switarata  
 46 Xitarata xa Hans van Ransburg na  
 56-58 & 67 Xitarata xa Paul Kruger  
**POLOKWANE**  
 0700  
Tinomboro ta thelefoni (Vucinca- tifoni)  
 (015) 298-7000 / 291 8400 / 291 1884

Nomboro ya fekisi  
 (015) 295-7010

## **8. NHLAMUSELO YA XILETELO NA KU KUMA**

Xiyenge xa 10 xa Nawu xi letela hi ta matirhiselo ya Nawu. Nakambe tikopi ta kumeka eka tiadirese leti ti landzelaka:

**Khomixini ya Timfanelo ta Vanhu ya Afrika-Dzonga:**

**Xiyenge xa PAIA**

**Ndzawulo ya Ndzavisiso na Matsalwa**

**Adirese ya poso: Private Bag X 2700**

**Houghton**

**2041**

**Thelefoni: 011-484 8300**

**Fekisi: 011 484 1360**

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

**Imeyili: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

## **9. KU ANTSWISA BUKU**

Ndzawulo, loko yi vona swi fanela yi nga ha antswisa na ku kandziyisa buku ya yona leyi yi vuriwaka eka xiyengenyana xa (1) xa Xiyenge xa 14, hi mikarhi leyi yi nga tluliki lembe.

## 10. TIRHEKHODO

### 10.1 NHLAMUSELO YA TINHLOKOMHAKA NA MIKHETEKANYO YA TIRHEKHODO LETI TI NGA EKA NDZAWULO

Hi xikongomelo xo hatlisisa xikombelo hi ku landza Nawu, tinhlokomhaka na mikhetekanyo ya tirhekhodo leswi swi nga eka Ndzawulo swi hi ndlela leyi: (Xiyenge xa 14 (1) d)

NHLOKOMHAKA	NTIRHO	NKHETEKANYO WA TIRHEKHODO
Mafambiselo ya Timali	Ku tirha mitirho ya mafambiselo ya Timali, Vusirheleli na swa Makhombo.	<ul style="list-style-type: none"> <li>• Swiviko swa mipimanyeto na mapapila ya Rimba ra Tihakelo wo Komanyana (MTEF).</li> <li>• Mali leyi yi ngenaka, Bangi, Khexe na ku hakela switatimende swa tikonta.</li> <li>• Tioda to Xava na swikombelo swa nhundzu/vukorhokeri.</li> <li>• Rhijisitara ra nhundzu.</li> </ul>
Mitirho ya Hofisi.	Ku nyika vukorhokeri lebyinene.	<ul style="list-style-type: none"> <li>• Swikombelo swa ntirho.</li> <li>• Xitirateji xa Vatirhi na tifayili ta vatirhi.</li> <li>• Tipulani ta tilivhi na tirhekhodo.</li> <li>• Pulani ya nhluvukiso wa swikili</li> <li>• Swo olovisa mintirho na tirhekhodo ta swa vuhlanganisi.</li> <li>• Swiviko swa lembe swo ya eka Khomixini ya Timfanelo ta Vanhu eAfrika-Dzonga (SAHRC) na</li> </ul>

		<ul style="list-style-type: none"> <li>• swiviko swa kotare swo ya eka Hofisi ya Phirimiya (hi mayelana na buku ya PAIAI )</li> <li>• Tirhekhodo ta swingolongondzwana swa mahungu ya thekinoloji na vatirhisi.</li> <li>• Tijenala ta nawu na Nawu wa Vuxaka bya Vathori na Vatirhi.</li> <li>• Swiviko swa nkambelo wa MISS</li> </ul>
Pulani ya xitirateji na vuhlanganisi.	Mafambiselo ya pulani ya Xitirateji, minongonoko na swa vuhlanganisi	<ul style="list-style-type: none"> <li>• Swiviko swo antswisa vukorhokeri.</li> <li>• Tirhekhodo ta Minongonoko yo Pfuna Vatirhi (EAP).</li> <li>• Swiviko swa HIV-AIDS.</li> <li>• Xiviko xa vaaki</li> <li>• Swiviko swa matirhelo ya Ndzawulo.</li> <li>• Xivumbeko xa Ndzawulo</li> <li>• Tipholisi ta Ndzawulo.</li> <li>• Swibukwana swa mahungu.</li> <li>• Pulani ya Xitirateji xa Ndzawulo</li> <li>• Tibuku ta Maendlelo/Mafambiselo</li> </ul>
Mafambiselo ya Switirhisiwa swo yisa Emahlweni	Mafambiselo ya Mpimanyeto na Tihakelo swa Tipharasitatala ta Xifundzankulu na Masipala	<ul style="list-style-type: none"> <li>• Xiviko xa mali leyi yi ngenaka</li> <li>• Tipholisi ta mali leyi yi ngenaka</li> <li>• Xiviko xa Mpimanyeto na Tihakelo swa Xifundzankulu na xa Pharasitatala</li> </ul>
Mafambiselo ya swa timali na Nhluvukiso wa Sisiteme	Mafambiselo ya Mitirho ya Tinkota na Nhluvukiso wa Tisisiteme eka Tindzawulo ta Xifundzankulu	<ul style="list-style-type: none"> <li>• Tipholisi</li> <li>• Tinotsi ta mintolovelolo</li> </ul>

## 10.2 TIRHEKHODO LETI TI KUMEKAKA MAHALA (xiyenge xa 14 (1) (e))

Leswi swi landzelaka i tirhekhodo leti ti kumekaka handle ko va munhu a endla xikombelo hi ku landza Nawu:-

- Xivumbeko xa Ndzawulo
- Tinomboro to tihlanganisa na Ndzawulo
- Tifomo ta swikombelo swa Ntirho na vukorhokeri
- Tipholisi ta Ndzawulo
- Milawu na Swinawana leswi swi lawulaka matimba ya tindzawulo
- Tibuku ta mafambiselo/maendlelo
- Xiviko xa vaaki.
- Mimpimo ya Vukorhokeri.
- Chata ya vukorhokeri.
- Pulani ya xitirateji.
- Xibukwana xa mahungu.
- Tiphamfulete ta milawu ya Batho-Pele
- Xiviko xa lembe
- Xipichi xa mpimanyeto
- Xiletelo xa vaaki
- Switatimende swa mpimanyeto
- Mpfuxeto wa mpimanyeto na tihakelo
- Mpimanyeto wo lulamisa tihakelo na swiamukelwa
- 
- Khalendara ya Mintlangu ya Ndzawulo

Tirhekhodo leti ti nga laha henhla ta kumeka eka webusayiti ya Mfumo wa Xifundzankulu xa Limpopo, [www.limpopo.gov.za](http://www.limpopo.gov.za)

**11. MAENDLELO YA SWIKOMBELO**

- Xiyenge xa 18 xa Nawu xi nyika swilaveko swa maendlelo yo kuma rhekhodo ya vandla ra mfumo
- Mukomberi u fanele ku tirhisa fomo (Fomo ya A) leyi yi nga pirintiwa eka Gazete ya Mfumo (Xitiviso xa Mfumo xa R187 xa 15 Nyenyenyana 2002).

**12. SWIVANGELO SWO ALELA KU KUMA TIRHEKHODO**

- Kavanyisa ka 4 ka Nawu ku nyika swivangelo swo alela ku kuma tirhekhodo

**13. TIHAKELO LETI TI HAKERIWAKA LOKO KU KOMBERIWA NA XITIVISO XA XIBOHO XO KUMA**

- Mukomberi loyi a kombelaka ku kuma rhekhodo leyi yi nga na mahungu ya munhu hi ta mayelana na mukomberi yaloye a nga laveki ku va a hakela hakelo yo kombela. Vakomberi hinkwavo lavan'wana hinkwavo va fanele ku hakela mali yo kombela ya R35.
- Mutirhelamfumo wa ta mahungu u fanele ku tivisa mukomberi (ehandle ka mukomberi wa timhaka ta munhu) a lava leswaku mukomberi a hakela mali yo kombela leyi yi vekiweke (loko yi ri kona) na ku dipozita mali yaleyo (loko yi ri kona) ku nga si tirhiwa xikombelo xi yisiwa emahlweni a tivisiwa hi xitiviso.
- Mukomberi a nga ha endla apili kwala ka ndzawulo laha swi faneleke, kumbe a yisa xikombelo ekhoto ehenhla ka thendara kumbe ku hakela mali.
- Endzhaku ka loko mutirhelamfumo a tekile xiboho hi mayelana na xikombelo mukomberi u fanele ku tivisiwa hi ta xiboho xexo hi ndlela leyi mukomberi a laveke ku tivisiwa ha yona.

- Loko xikombelo xi pfumeleriwa mali yin'wana yo kuma yi fanele yi hakeriwa yo humesa no lava no lulamisa yi ri ya nkarhi wihi na wihi lowu wu lavekaka lowu wu tlulaka tiawara leti ti vekikeke to lava na ku lulamisa rhekhodo ku va yi tivisiwa.
- Ku kuma rhekhodo swi ta yimisiwa ku kondza loko timali hinkwato leti ti lavekaka ti hakeriwa.

**14. SWILULAMISO LESWI SWI NGA KONA HI MAYELANA NA SWIENDLO KUMBE KU TSANDZEKA KU ENDLA [Xiyenge xa 14(1)(h)]**

- Apili ya kwala ka ndzawulo ehenhleri ka xiboho xa mutirhelamfumo wa ta mahungu kumbe xandla xa mutirhelamfumo wa ta mahungu yi nga ha kongomisiwa eka MEC wa ndzawulo, kumbe munhu loyi a hlawuriweke hi ku tsala hi MEC, hi mayelana na tinhlamuselo tihi na tihi ta swivangelo leswi swi lavekaka:
  - Ku aleriwa ku kuma; kumbe
  - Xiboho lexi xi tekiweke hi ku landza xiyenge xa 22, 26(1) kumbe 29(3)
- Xiphemu xa 4, xa Kavanyisa ka 1 ka Nawu xi nyika mafambiselo lama ma faneleke ku landzeleriwa eka tiapili ta kwala ka ndzawulo ehenhleri ka swiboho swa mutirhelamfumo wa ta mahungu wa mavandla man'wana ya mfumo.

**15. TIHAKELO LETI TI VEKIWEKE TANIHILAHA SWI VEKIWEKE EKA XIPHEMU XA II XA XITIVISO XA 187 EKA GAZETE YA MFUMO HI 15 NYENYENYANA 2002**

**XIYAXIYA.** Xivumbeko xa tifomo na tihakelo tanihilaha swi vekikeke hi Nawu nakambe swa kumeka eka webusayiti ya Ndzawulo ya Vululami na Nhluvukiso wa Vumbiwa ([www.doj.gov.za](http://www.doj.gov.za)) ehansi ka xiyenge xa swinawana.

1. Hakelo ya kopi ya buku tanihilaha swi vekikeke eka xinawana xa 5(c) i R0,60 hi fotokopi yin'wana na yin'wana ya sayizi ya A4 kumbe xiphemu xa yona.
2. Tihakelo ta ku endla kopi leti ti vuriwaka eka xinawana xa 7(1) hi leti ti landzelaka:

(a). Fotokopi yin'wana na yin'wana ya pheji ya sayizi ya A4 kumbe xiphemu xa kona	R0,60
(b). Kopi yin'wana na yin'wana leyi yi kandziyisiwaka ya sayizi ya A4 kumbe xiphemu xa yona leyi yi nga eka khomphyuta kumbe muchini wa elekitironiki.	R0,40
(c). Kopi leyi yi nga eka khomphyuta-xivumbeko xo hlayeka eka -	
(i) xitifi disiki	R5,00
(ii) CD	R40,00
(d). (i) Ku tsariwa ka swifaniso swo vona swi va eka pheji ya sayizi ya A4 kumbe xiphemu xa kona	R22,00
(ii) Kopi ya swifaniso swo voniwa	R60,00
(e). (i) Ku tsala rhekhodo yo kandziyisiwa yi ya eka pheji ya sayizi ya A4 kumbe xiphemu xa kona	R12,00
(ii) Kopi ya rhekhodo yo kandziyisiwa	R17,00

3. Hakelo ya xikombelo leyi yi hakeriwaka hi mukomberi un'wana na un'wana, handle ka mukomberi wa xikombelo xa yena n'wini, leyi yi vuriweke eka xinawana xa 7(2) i R35,00.

4. Tihakelo ta ku kuma leti ti hakeriwaka hi mukomberi leti ti vuriweke eka xinawana xa 7(3) ti hi ndlela leyi yi landzelaka:

4.1

(a) Fotokhopi yin'wana na yin'wana ya pheji ya sayizi ya A4 kumbe xiphemu xa kona R0,60

(b) Kopi yin'wana na yin'wana leyi yi kandziyisiweke ya sayizi ya A4 kumbe xiphemu xa kona leyi yi nga eka khomphyuta kumbe muchini wa elekitironiki kumbe eka xivumbeko xa muchini lexi xi kotaka ku hlayeka R0,40

(c) ) Kopi leyi yi nga eka khomphyuta hi xivumbeko xo hlayeka eka -

(i) xitifi R5,00

(ii) CD R40,00

(d)



- 
- (i) Ku kandziyisiwa ka swifaniso swo voniwa swi va eka pheji ya sayizi ya A4 kumbe xiphemu xa kona R22,00
- (ii) Kopi ya swifaniso swo voniwa R60,00
- (e)
- (i) Ku humesa rhekhodo yo yingiseriwa eka pheji ya sayizi ya A4 kumbe xiphemu xa kona R12,00
- (ii) Kopi ya rhekhodo yo yingiseriwa R17,00

(f) Ku lava na ku lulamisa rhekhodo ku va yi humesiwa, R15,00 eka awara yin'wana na yin'wana kumbe xiphemu xa awara, handle ka awara yo sungula leyi yi lavekaka eka ku lava na ku lulamisa loku.

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4.2 Hi swikongomelo swa xiyenge xa 22(2) swa Nawu, leswi swi landzelaka:

- (a) Tiawara ta tsevu tanihi tiawara leti ti hundzisiwaka ku nga si hakeriwa dipoziti; na
- (b) N'we-xa-nharhu xa hakelo yo kuma xihakeriwa tanihi dipoziti hi mukomberi.

4.3 Hakelo ya poso yi hakeriwa loko kopi ya rhekhodo yi fanele yi fanele ku poseriwa mukomberi.

.

# 16. TIFOMO LETI TI VEKIWEKE TA MPFUMELELO WO KUMA TIRHEKHODO

XITANDZHAKU XA B XA XITIVISO XA 187 EKA GAZETE YA MFUMO HI 15 NYEYENYANA 2002

FOMO YA A

XIKOMBELO XA MPFUMELELO WO KUMA TIRHEKHODO

(Xiyenge xa 18(1) xa Nawu wa ku Antswisiwa ka ku kuma Mahungu, 2000 (Nawu wa 2 wa 2000)

[Xinawana xa 2]

**XIKOMBELO XA MPFUMELELO WO KUMA TIRHEKHODO**

KU TIRHISIWA HI NDZAWULO      Nomboro yo kombisa:.....

Xikombelo xi amukeriwile hi: -

Vito:.....

Xiyimo:.....

Siku:.....

Ndhawu:.....

Hakelo ya xikombelo (loko yi ri kona): R.....

Dipoziti (loko yi ri kona): R.....

Hakelo ya mpfumelo wo kuma: R.....

..... |

NSAYINO: MUTIRHELA-MFUMO WA TA MAHUNGU / XANDLA XA MUTIRHELA-TIKO WA TA MAHUNGU

A. VUXOKOXOKO BYA VANDLA RA MANI NA MANI

MUTIRHELA-TIKO WA TA MAHUNGU	ADIRESE
MUTIRHELA-TIKO WA TA MAHUNGU	Private Bag X9486 POLOKWANE 0700 THELEFONI.: +27 15-298 7000 FEKISI: +27 15- 293-8319 IMEYILI: <a href="mailto:jo@treasury.limpopo.gov.za">jo@treasury.limpopo.gov.za</a>
XANDLA XA MUTIRHELA-TIKO WA TA MAHUNGU	ADIRESE
XANDLA XA MUTIRHELA-TIKO WA TA MAHUNGU	Private Bag X9486 POLOKWANE 0700 THELEFONI.: +27 15-298 7000 FEKISI: +27 15 298 7010 IMEYILII: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a>
Mahungu man'wana na man'wana	Street Addresses: - 46 Hans van Ransburg Street POLOKWANE 0700 Webusayiti: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a>  Adirese ya Poso: - Private Bag X9486 POLOKWANE 0700  Thelefoni: +27 15 298 7000 Fekisi: +27 15 295 7010



**D. VUXOKOXKO BYA RHEKHODO**

*(a) Nyika vuxokoxoko lebyi byi heleleke bya rhekhodo leyi yi komberiwaka, ku katsa na nomboro yo kombisa loko u yi tiva, ku endlela leswaku rhekhodo yi kumeka.*

*(b) Loko ndhawu leyi yi nyikiweke yi nga ringani, u komberwa ku tsala u ya emahlweni eka foliyo yin'wana kutani u yi khomanisa na fomo leyi. Mukomberi u fanele a sayina tifoldiyo to engetela hinkwato.*

NHLAMUSELO YA TIRHEKHODO.....

.....

.....

NOMBORO YO KOMBISA:..... ( Loko  
yi ri kona)

VUXOKOXOKO BYIN'WANA BYA TIRHEKHODO .....

.....

**E. TIHAKELO**

*(a) (a) Xikombelo xa mpfumelelo wo kuma rhekhodo, handle ka rhekhodo leyi yi nga na mahungu ya wena n'wini, xi ta tihisiwa ntsena endzhaku ka loko hakelo ya xikombelo yi hakeriwile.*

*(b) U ta tivisiwa hi ta mali leyi yi faneleke ku hakeriwa tani hi hakelo ya xikombelo.*

*(c) Hakelo leyi yi faneleke ku hakeriwa yo kuma rhekhodo yi ya hi xivumbeko lexi mpfumelelo wo kuma wu lavekaka ha xona na nkarhi lowu wu lavekaka wo lava*

*na ku lulamisa rhekhodo.*

*(d) Loko u ri na timfanelo to ka u nga hakeri hakelo yihi ni yihi, u komberiwa ku nyika swivangelo swa kona..*

Swivangelo swo ka u nga hakeli tihakelo: .....

.....

.....

.....

F. Fomo ya mpfumelelo wo kuma rhekhodo

*Loko u siveriwa hi vulema ku hlaya, ku vona kumbe ku yingisela rhekhodo hi xivumbeko xo kuma lexi xi nyikiweke eka 1 ku fika eka 4 laha hansi, vula vulema naswona kombisa leswaku rhekhodo yi laveka hi xivumbeko xihl.*

Vulema:	Xivumbeko lexi rhekhodo yi lavekaka ha xona
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*Fungha bokisi leri ri faneleke hi "X".*

*Tinhlamuselo:*

*(a) Ku kombisa ka wena ka xivumbeko lexi xi lavekaka xa mpfumelelo wo kuma ku ya hi xivumbeko lexi rhekhodo yi kumekaka hi xona.*

*(b) Ku kuma hi xivumbeko lexi xi komberiweke ku nga ha ariwa eka swiyimo swo karhi. Eka swiyimo sweswo, u ta tivisiwa loko mpfumelelo wo kuma wu nga kota ku nyikiwa hi xivumbeko xin'wana.*

*(c) Hakelo leyi yi hakeriwaka ku kuma rhekhodo, loko yi ri kona, yi ta ya hi xivumbeko lexi mpfumelelo wo kuma wu komberiweke ha kona.*

1. Loko rhekhodo yi ri ka xivumbeko xo tsariwa kumbe ku kandziyisiwa -

	Kopi ya rhekhodo *		Ku kamberiwa ka rhekhodo
--	--------------------	--	--------------------------

2. Loko rhekhodo yi ri na swifaniso swo voniwa -  
(Leswi swi katsa swinepe, tisilayidi, minkandziyiso ya vhidiyo, swifaniso swo huma eka khomphyuta, swikeche, na swin'wana na swin'wana.)

	Ku vona swifaniso		Kopi ya swifaniso *		Ku kandziyisiwa ka swifaniso *
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3. Loko rhekhodo yi ri na marito lama ma kandziyisiweke kumbe mahungu lama ma humesiwaka hi mpfumawulo

	Yingiselani		Ku kandziyisiwa ka mpfumawulo*
--	-------------	--	--------------------------------

	mpfumawulo (khasete yo yingisela)		(tsalwa ro tsariwa kumbe ro yingiseriwa)		
4. Loko rhekhodo yi ri eka khomphyuta kumbe xielekitironiki kumbe xivumbeko xo hlayeka xa muchini -					
	Kopi leyi yi kandziyisiweke ya rhekhodo *		Kopi leyi yi kandziyisiweke ya mahungu ku suka eka rhekhodo *		Kopi hi xivumbeko xo hlayeka xa khomphyuta* (xitifi kumbe CD)
*Loko u komberile kopi kumbe nkandziyiso wa rhekhodo (laha henhla), xana u tsakela leswaku kopi kumbe nkandziyiso wu rhumeriwa eka wena?  Hakelo ya le posweni ya hakeriwa.				YES	NO
<i>Tiva leswaku loko rhekhodo yi nga ri kona hi ririmi leri u ri tsakelaka rona, ku kuma rhekhodo ku nga ha nyikiwa hi ririmi leri rhekhodo yi nga hi rona.</i>					
Xana u tsakela rhekhodo hi ririmi rih? : .....					



G. Xitiviso xa xiboho mayelana na xivumbeko xo kuma.

*U ta tivisiwa hi ku tsala loko xikombelo xa wena xi nkhesiwile/ariwile. Loko u tsakela ku tivisiwa hi ndlela yin'wana, u komberiwa ku kombisa ndlela ya kona ku nyika vuxokoxoko lebyi byi fambelanaka na xikombelo xa wena.*

Xana u lava ku tivisiwa njhani hi ta xiboho mayelana na xikombelo xa ku kuma rkehodo?

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

Sayiniwile hi siku ra .....hi .....200.....

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NSAYINO WA MUKOMBERI/MUNHU LOYI XIKOMBELO XI ENDLERIWAKA YENA