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M A N U A L

IN ACCORDANCE WITH

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

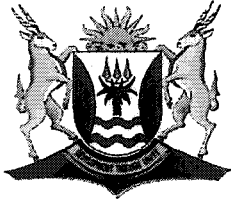
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Province of the
EASTERN CAPE

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

PROMOTION OF ACCESS TO INFORMATION MANUAL

FOR

**EASTERN CAPE DEPARTMENT OF SPORT,
RECREATION, ARTS AND CULTURE**

**Prepared in terms of the section 14 of the Promotion
of Access to Information Act, 2000 (Act No. 2 of 2000)**

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1. INTRODUCTION

Section 32(1)(a) of the Constitution of the Republic of South Africa, 1996 (Constitution) provides that everyone has a right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any rights.

Section 32(2) of the Constitution in turn provides for the enactment of national legislation that will give effect to this right, by respecting, protecting, promoting and fulfilling this right.

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)(PAIA) is the national legislation which was enacted to give effect to the Constitutional right to access to information.

In terms of section 92 of PAIA, the Minister responsible for the administration of justice may by notice in the Government Gazette, make regulations amongst others regarding any matter required or permitted by PAIA to be prescribed, any matter relating to fees payable and any notice required by the Act.

Section 14 of PAIA requires all public bodies to have information manuals to assist third parties on how to request access to records.

This manual is prepared in terms of section 14 of PAIA and the information herein demonstrates the services the Eastern Cape Department of Sport, Recreation, Arts and Culture (Department) provides.

2. FUNCTIONS OF THE DEPARTMENT

The primary legislative mandate of the Department is derived from the Constitution of the Republic of South Africa, 1996. The Department has a responsibility of promotion, development and the provision of the following services:-

- Functional areas of concurrent national and provincial legislative competence in terms of Schedule 4, Part A of the Constitution:-
 - Cultural matters;

- Language policy and the regulation of official languages to the extent that the provisions of section 6 of the Constitution expressly confer upon the provincial legislative competence;
- Functional areas of exclusive provincial legislative competence in terms of Schedule 5, Part A of the Constitution:-
 - Archives other than national archives;
 - Libraries other than national libraries;
 - Museums other than national museums;
 - Provincial cultural matters;
 - Provincial recreation and amenities; and
 - Provincial sport.

There are several other Acts that have been promulgated to further support the Department's constitutional mandate.

The vision of the Department of Sport, Recreation, Arts and Culture is "*A united, active and winning Province through Sport, Recreation, Arts and Culture*".

The mission of the Department is "*to develop and promote Sport, Recreation, Arts and Culture for spiritual, intellectual, physical and material upliftment of the people of the Eastern Cape*".

The Department believes in the following values:

- Unity of purpose;
- Respect for self and others;
- Commitment to Service Delivery;
- Loyalty to the organisation and the people we serve;
- Work ethics;
- Honesty;
- Communication;
- Equity.

3. STRUCTURE OF THE DEPARTMENT

The Department is structured into four programmes to fulfil its mandate as outlined above, namely: (1) Administration, (2) Cultural Affairs, (3) Library and Archives Services and (4) Sport and Recreation.

3.1 Administration

Purpose:

The main purpose of this programme is to provide political leadership, overall management and administrative support to the core functions of the Department.

Functions:

- To provide sound political and strategic leadership in the execution of the Departmental mandate;
- To provide efficient, effective, economic, transparent and seamless administrative and management systems in line with policy and legislation to improve productivity of the Department.

3.2 Cultural Affairs

Purpose:

The main purpose of this programme is the development, transformation, and promotion of arts, culture and language diversity.

Functions:

- Promotion and development of cultural industries and diversity;
- Transformation of the Province's museums and heritage landscape; and
- Promotion of multi-lingualism.

3.3 Library and Archives Services

Purpose:

The main purpose of this programme is to support of key governmental goals of transformation, sustainable development, corporate governance and equitable access.

Functions:

- To promote a culture of reading and lifelong learning;
- To provide sound records management practices, preservation of heritage and access thereto.

3.4 Sport and Recreation

Purpose:

The main purpose of this programme is to coordinate the development and promotion of sport and recreation in the Province.

Functions:

- Increased participation, development and excellence;
- Healthy and active lifestyle, develop grassroots sport and talent identification through recreation;
- Increased participation through school sport.

4. Contact details of Deputy Information Officer

The Head of Department, Mr. Mzolisi Matutu is the deputy information officer in terms of the Promotion of Access to Information Act.

Postal Address : Private Bag X0020, Bhisho, 5605
Physical Address : Wilton Mkwazi Complex, No. 5 Eales Street, King William's
Town, 5600
Tel no. : (043) 604 4019

Fax no. : (043) 642 5309
E-Mail address : xoliswa.tshetsha@ecsrac.gov.za

5. Guide of the South African Human Rights Commission on how to use the Act

The Guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission.

Queries can be made at:

South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal Address : Private Bag X2700, Houghton, 2041
Tel no. : (011) 484 8300
Fax no. : (011) 484 1360
E-mail address : paia@sahrc.org.za

6. Records

6.1 Description of subjects on which the Department hold records

The Department of Sport, Recreation, Arts and Culture holds the following records:

- Legislation;
- Policy and Procedure Documents;
- Strategic Plans;
- Annual Reports;
- Annual Performance Plans;
- Policy Speeches;
- Financial Records;
- Operational Records;
- Internal and External Correspondence; and
- Records held by officials of the public body.

The Department of Sport, Recreation, Arts and Culture also keeps official records which are other than correspondence records and are available for access, namely:

- National Arts Festival programme;
- SASCOC Newsletters;
- Publications and Newsletters;
- Booklets;
- Pamphlets;
- Posters and banners; and
- DVDs of Official Events and Activities

The Department of Sport, Recreation, Arts and Culture has not yet published a notice in terms of Section 15(2) of the Act. As and when a notice is published, this Manual will be updated to incorporate same.

6.2 Records Automatically available

The records on the website of the Province of the Eastern Cape (www.ecsrac.gov.za) are available for reviewing or downloading without a person having to make such a request in terms of the said act.

7. Request Procedure

(a) Granting or refusal of request:

A requester must be given access to a record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record.
- Access to that record is not refused on any ground of refusal mentioned in the Act.

(b) How does one request access to a record:

- A requester must use the form (Form A) that was printed in the Government Gazette (Government Notice R187 of 15 February 2002), a copy of which is annexed hereto as Annexure A.
- The request for access to information must be addressed to the Deputy Information Officer using the contact details provided above.
- The requester must provide sufficient detail of the information requested on the request form to enable the Deputy Information Officer to identify the information or records and the requester.
- The requester must choose the preferred form of access and therefore has to indicate if he/she wants a copy of the record or if he/she wants to come in and peruse the record at the offices of the public body. Alternatively if the record is not a paper document it can then be viewed in the requested form. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe on a copyright not owned by the state. If, for practical reasons, access cannot be given in their required form but in another form, the fee must be calculated according to the way that the requester first asked for it.
- The requester must indicate if he or she wishes to be informed of the decision of the Department of Sport, Recreation, Arts and Culture regarding the request for information in a particular manner (i.e. post, telefax, and electronic mail) and provide the necessary details to be so informed.
- If a requester asks for the information on behalf of somebody else, the capacity and proof of the capacity in which the request is being made must be indicated to the satisfaction of the Deputy Information Officer.
- If a requester is unable to read or write or has a disability, the request can be made orally. The Deputy Information Officer must then fill in the form on behalf of such a requester and supply the requester with a copy of the completed form.

(c) Fees payable for a request and notification of decision on access

- A requester who seeks access to record containing personal information about him/herself is not required to pay the request fee. Every other requester must pay the request fee of R35.
- The Deputy Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed 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 Deputy 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 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. The fees are prescribed by legislation. A copy of the current applicable fees payable as per Part II of Notice 187 in the Government Gazette of 15 February 2002 are annexed hereto as Annexure B.

(d) Any requester who is not satisfied with decision by the Deputy Information Officer can lodge an appeal, in relation to:

- Fees charged
- Extension of period by the Deputy Information Officer
- Provision of information or record in particular form in which it was requested
- Refusal of request for access.

8. Appeal procedure

An internal appeal in terms of section 74 and 75 of the Act, must be lodged in a prescribed form (see annexure C) within 60 days of the decision.

- The internal appeal in prescribed form must be delivered or sent to the Deputy Information Officer together with an appeal fee.
- The subject of the internal appeal must be identified and reasons for the internal appeal must be stated and may include any other relevant information known to the appellant.
- The Deputy Information Officer must then submit the internal appeal together with his or her reasons for the decisions concerned to the appeal authority who will advise the relevant appellant that the appeal is being considered.
- When deciding the appeal, the appeal authority may confirm the appeal or substitute the decision for a new one.
- Furthermore, the requester may apply to a court for appropriate relief after the internal appeal procedure against the decision of the Deputy Information Officer has been exhausted [Section 78(1)].

9. Availability of Manual

A copy of this Manual is made available as prescribed in Section 14(3) of the Act in the following manner:

- A copy in three official languages being English, Afrikaans and isiXhosa, has been made available to the South African Human Rights Commission;

- The manual is available on the website of the Eastern Cape Department of Sport, Recreation, Arts and Culture at www.ecsrac.gov.za.



MR. MZOLISI MATUTU

HEAD OF DEPARTMENT

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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.

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images— (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	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)
*if you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES NO
Postage is payable.			
<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>			
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 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]

STATE YOUR
REFERENCE NUMBER:**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

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

- (a) *The particulars of the person who lodge the internal appeal must be given below.*
 (b) *Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
 (c) *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.*

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*This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.*

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26 (1) of the Act
<input type="checkbox"/>	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	



IPHONDO LEMPUMA-KOLOINI

ISEBE LEZEMIDLALO, ULONWABO UBUGCISA NENKCUBEKO

**IMANYWALI YOKUKHUTHAZA UKUFIKELELA
KULWAZI**

**YESEBE LEMPUMA-KOLONI LEZEMIDLALO
ULONWABO, UBUGCISA NENKCUBEKO**

**Ilungiswe ngokwecandelo 14 loMthetho wokukhuthaza
ukufikelela kulwazi, umthetho 2000
(Umthetho nombolo 2 ka 2000).**

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1. INTSHAYELELO

ICandelo 32(1)(a) loMgaqo-Siseko weRiphabliki yoMzantsi Afrika, 1996 lithi wonke ubani unelungelo lokufikelela nakoluphi na ulwazi oluselugcinweni lukarhulumente yaye nakoluphi na ulwazi olukomnye umntu, lwazi olo lufunekayo ukuze kukhuselwe naliphi na ilungelo.

ICandelo 32(2) loMgaqo-Siseko lona libonelela okanye lithi makubekho umthetho wesizwe oyakuthi unike amandla eli lungelo, ngokuthi uhloniphe, ukhusele, ukhuthaze ze ufezekise eli lungelo.

UMthetho oKhuthaza ukufikelela kuLwazi ka200, (Act, 2000 (Act No. 2 of 2000) (PAIA) ngumthetho wesizwe owathi wawiswa ukuze unike amandla kwilungelo elingokoMgaqo-Siseko lokufikelela kulwazi.

Ngokwecandelo 92 loMthetho i-PAIA, uMphathiswa ojongene nezobulungisa angathi, ngesaziso kwiGazethi kaRhulumente, enze imimiselo phakathi kwezinye izinto ngokuphathelele nawuphi na umba ofunekayo okanye ovumeleke kwi-PAIA ukuba umiselwe, nayiphi na into ephathelele kwimali emayihlawulwe kunye nasiphi na isaziso esifunwa nguMthetho.

ICandelo 14 le -PAIA lifuna ukuba onke amaziko karhulumente okanye abeneemanyuwali zengcaciso ukuncedisa amaqela angamanye (third parties) ngendlela yokufikelela kwiirekhodi.

Le manyuwali ilungiswe ngokwecandelo 14 le PAIA yaye okuqulethwe apha kuyo kubonakalisa iinkonzo ezinikezelwa lisebe lezeMidlalo, uLonwabo, ubuGcisa neNkcubeko.

2. IMISEBENZI YESEBE

Umsebenzi weSebe osekelwe ngokomthetho uvela phaya kuMgaqo-Siseko weRiphabliki yoMzantsi Afrika ka1996. ISebe linoxanduva lokukhuthaza, ukuphuhlisa nokubonelela ngezi nkonzo zilandelayo:-

- Imiba yemisebenzi esingathwa- okubini- sisizwe nangamaphondo ngokwemigqaliselo kaShedyuli 4, iCandelo A loMgaqoSiseko:-

- Imiba yeNkcubeko;
- UMgaqo-nkqubo weelwimi nokulawulwa kwendlela emazisetyenziswe ngayo (iilwimi) nanjengoko izibonelelo zecandelo lesithandathu loMgaqo-Siseko ziluthwalisa amaphondo olu xanduva:
- Imiba engomsebenzi ephantsi kolawulo lwephondo ngokweShedyuli 5, iCandelo A loMgaqo-Siseko:-
 - Imibhalo engembali okanye iakhayivu engeyiyo eyesizwe; (Archives other than national archives);
 - Amathala-ncwadi angengawo awesizwe;
 - Amaziko ololondolozo lwembali angengawo awesizwe;
 - Imiba yenkcubeko yephondo;
 - Izinto zoLonwabo zephondo nezinto eziluncedo kunye
 - neMidlalo yePhondo

Kukho eminye iMithetho eye yabhengezwa ukunika ifuthe kumsebenzi weSebe ongokomgaqo-Siseko.

Umbono weSebe lezeMidlalo, uLonwabo, ubuGcisa neNkcubeko "iPhondo elimanyeneyo, elisebenzayo neliphumelelayo kuba lizibandakanya kwimidlalo, uLonwabo ubuGcisa neNkcubeko".

Umsebenzi weSebe "kukuphuhlisa nokukhuthaza imiDlalo, uLonwabo, ubuGcisa neNkcubeko khona ukuze uluntu lwePhondo leMpuma Koloni lube namandla asemphefumleni, angokwengqondo, nangokwasemzimbeni."

ISebe likholelwa kwezi zinto zilandelayo:

- Ubunye benjongo;
- Ukuzihlonipha nokuhlonipha abanye;
- Ukuzimisela kuNikezelo lweNkonzo;
- Ukuthembeka kwisebe nakubantu esibakhonzayo;
- Ukuthanda umsebenzi;
- Ukunyaniseka;
- Uqhakamshelwano;
- Ubulungisa;

3. INDLELA ELIME NGAYO ISEBE

ISebe eli lineeprogram okanye amacandelo amane nawenzelwe ukuze likwazi ukufezekisa umsebenzi walo njengoko kondlalwe ngasentla, ngolu hlobo: (i) Icandelo loLawulo (2) ICandelo lezeNkcubeko, (3) ICandelo lamaThala eeNcwadi neloLondolozo lwemiBhalo engeMbali, (4) ICandelo lemiDlalo noLonwabo.

3.1 ICandelo loLawulo

Injongo:

Injongo ephambili yeli Candelo kukunika ulawulo olungepolitiki, ulawulo ngokubanzi nokunikezela inkxaso engezolawulo kumacandelo enza imisebenzi engundoqo kwiSebe.

Imisebenzi:

- o Ukunika ukhokhelo lopolitiko olukwinqwanqwa eliphezulu xa kufezekiswa umsebenzi weSebe;
- o Ukunika iinkqubo zolawulo eziphuhlileyo ngokuhambisana nomgaqo-nkqubo kwakunye nomthetho ukuze kuphuculwe imveliso yesebe.

3.2 Imicimbi ejongene nezenkcubeko

Injongo:

Injongo ephokeleyo yeli Candelo luphuhliso, ukwenza utshintsho, nokukhuthaza ubugcisa, inkcubeko neelwimi ngeelwimi.

Imisebenzi:

- o Ukukhuthaza nokuphuhlisa kwamashishini angezekcubeko nokuveliswa kwezinto ezahluke-hlukeneyo;
- o Ukuziswa kwenguqu kumaziko ephondo olondolozo lwembali nakwizinto ezingamafa;
- o NokuKhuthazwa kwentetho eziilwimi ngeelwimi.

3.3 Amathala eencwadi nezokulondolozwa kwamaxwebhu angembali

Injongo:

Injongo ephambili yale program kukuxhasa iinjongo zikarhulumente ezingundoqo ezijolise kwinguqu, uphuhliso olungahexiyo, ulawulo olumanyanisiweyo nokudala amathuba okufikelela alinganayo.

Imisebenzi:

- Ukukhuthaza ukufunda nokuziphucula ngemfundo ubomi bakho bonke;
- Ukubonelela ngenkqubo ephuhlileyo yokugcinwa kweerekhodi, ukulondolozwa kwamafa nokudala imeko yokufikelela kuwo (amafa).

3.4 Imidlalo noLonwabo

Injongo:

Injongo ephambili yale programu kukuququzelela ukuphuhliswa nokukhuthazwa kwezemidlalo nolonwabo apha kwiPhondo.

Imisebenzi:

- Ukukhuthaza uthatyatho nxaxheba kwimidlalo, uphuhliso nokukhuthaza ugqweso okanye ubuncutshe;
- Ukukhuthaza indlela yokuphila enempilo nenodlamko, ukuphuhlisa imidlalo yabangathathi ntweni nokuchongwa kwabanezakhono kusetyenziswa ezolonwabo;
- Ukukhuthaza imeko yokuzibandakanya ngokuzibhokoxA kusetyenziswa imidlalo yesikolo.

4. Inkukacha zoqhakamshelwano zeGosa lezeNgcaciso eliliSekela

Intloko yeSebe, uMnu. uMzolisi Matutu uligosa lezengcaciso elilisekela ngokomgqaliselo woMthetho ongokuKhuthaza ukuFikeleleka koLwazi.

Idilesi yePosi : Inxowa eyodwa X0020, Bhisho, 5605

Idilesi yendawo : Wilton Mkwayi Complex, No. 5 Eales Street, King William's Town, 5600
 Inombolo yomnxeba: (043) 604 4019
 Inombolo yefeksi: (043) 642 5309
 I-imeyile: xoliswa.tshetsha@ecsrac.gov.za

5. Isikhokhelo seKomishini yamaLungelo aBantu yaseMzantsi Afrika esingokusetyenziswa kwalo Mthetho.

Isikhokhelo esingokusetyenziswa koMthetho wokuKhuthaza ukuFikelela kuLwazi, ka-2000, siyakuthi sifumaneke kwiKomishini yamaLungelo aBantu yaseMzantsi Afrika.

Izikhalo zingathi zifakwe apha:

Ikomishini yamaLungelo Abantu yaseMzantsi Afrika.

KwiYunithi ye PAIA

KwiSebe lophando noshicilelo

Inombolo yeposi : Private Bag X2700, Houghton, 2041
 Umnxeba. : (011) 484 8300
 Ifeksi. : (011) 484 1360
 I-imeyile : paia@sahrc.org.za

6. Iirekhodi

6.1 Inkcazelo ngeendawo apho iSebe ligcina khona iirekhodi

ISebe lezeMidlalo, uLonwabo, ubuGcisa neNkcubeko linezi rekhodi:

- Imithetho;
- Umgaqo-Nkqubo namaxwebhu angendlela yokwenza izinto;
- Ingxelo zonyaka;
- Izicwangciso zoMsebenzi zoNyaka;
- Iintetha zoMgaqo-Nkqubo;
- Iirekhodi zemali;
- Iirekhodi zomsebenzi;
- Imbalelwano yangaphakathi; kunye

- Neerekhodi ezigcinwe ngamaqumrhu oburhulumente (public body).

ISebe leMidlalo, uLonwabo, ubuGcisa neNkcubeko liyazigcina nezinye iirekhodi ezisemthethweni ezingezizo ezembalelwano yaye ezi rekhodi zezi:

- Isicwangciso soMnhyadala weSizwe (National Arts Festival programme);
- Kwiincwadana (news letters) zeSebe;
- Kwiincwadana ze-SASCOC;
- Isivivane (Wordfest production);
- Kwikhathalogu yezinto zezandla yeMpuma-Koloni
- Kwiincwadana;
- Amaphetshana;
- Kwiposta nakwiibhena; nakwii
- DVDs zeziganeko ezisemthethweni

ISebe alikapapashi saziso ngokwecandelo 15 (2) loMthetho. Xa ke ngoku isaziso sele sipapashiwe, le manywali iyakuthi yongezelelwe.

6.2 Iirekhodi ezifumaneka lula (Records Automatically available)

Iirekhodi ezikwiwebhusayithi yePhondo leMpuma-Koloni ziyafumaneka apha (www.ecsrac.gov.za) ukuba zijongwe okanye zenziwe zifumaneke (downloading) ngaphandle kokuba umntu abe wenza isicelo ngokwalo mthetho ukhankanyiweyo

7. INkqubo yesiCelo

(a) Ukunika isalelo (refusal) kwisicelo:

Umceli makanikwe imvume kwirekhodi yequmrhu likarhulumente (public body) ukuba lowo ucelayo uyahambisana noku kulandelayo:

- Zonke iimfuno ezingokwenkqubo kulo Mthetho, mfuno ezo ziphathelele kwisicelo sokufikelela kwirekhodi
- Ukufikelela kula rekhodi akwalelwanga, naphantsi kwasiphi na isizathu. Kulo mthetho.

(b) Ubani usenza njani isicelo sokufikelela kwirekhodi:

- Lowo wenza isicelo makasebenzise ifomu A (Form A) eyayibhalwe kwiGazethi kaRhulumente (Government Notice R187 of 15 February 2002), ikopi yayo ihlokonyezelwe apha njengesongezelelo A.
- Isicelo sokufikelela kulwazi masithunyelwe kwiGosa leNgcaciso elilisekela kusetyenziswa inkcukacha zoqhakamshelwano ezilapha ngentla.
- Umceli makanike iinkcukacha ezoneleyo ngengcaciso ecelwe kwifomu yesicelo ukuncedisana neGosa leNgcaciso eliliSekela ukuba likwazi ukubona ingcaciso efunwayo, likwazi ukubona iirekhodi, likwazi ukubona nalowo wenza isicelo.
- Umceli makakhethe indlela eqhelekileyo yokufikelela kulwazi yaye kumele achaze ukuba ufuna ikopi yerekhodi kusini na okanye ufuna ukuza eofisini azokuzijonga iirekhodi. Ngenye indlela, ukuba irekhodi asiloxwebhu lwephepha ingathi ibonwe ngalo ndlela icelwe ngayo ephapheni. Oku kungenzeka kuphela xa kuphazamisana ngokungekho ngqiqweni nokusebenza kwequmrhu elo, okanye konakalisa irekhodi, okanye kungenelela kwilungelo lobumnini elingekho phantsi korhulumente. Ukuba, ngezizathu ezicacileyo, ufikelelo kulwazi alukwazi ukuba luvunywe ngendlela obelucelwe ngayo kodwa lunikwa ngenye indlela, intlawulo mayibalwe ngala ndlela ufikelelo kulwazi belucelwe nayo kuqala.
- Ubani owenza isicelo makachaze ukuba ufuna ukwaziswa ngesigqibo seSebe ngokuphathelele isicelo sengcaciso ngohlobo oluthile (umzekelo iposi, itelefeksi, i-imeyile) yaye anike inkcukacha afuna ukwaziswa ngazo.
- Ukuba umceli ufuna ingcaciso eyifunela omnye umntu, into ayiyo lo mntu kulo amcelelayo (capacity) nobungqina baloo nto kwesi sicelo asenzayo mabuboniswe lide loneliseke iGosa eliliSekela.
- Ukuba umceli akakwazi ukufunda, ukubhala okanye unokukhubazeka, isicelo singenziwa ngomlomo. IGosa leNgcaciso eliliSekela maligcwalise ifomu oko likwenzela lo mceli ze lidlulisele ikopi leyo liyigcwalisileyo kumceli.

(c) Imali ehlawulelwa isicelo nokwaziswa kwesigqibo ngendima yofikeleleko.

- Umceli ofuna irekhodi enengcumbolo ngaye akumele ukuba ahlawule imali yesicelo. Nawuphi na ke umceli makahlawule imali yesicelo engama R35.
- IGosa leNgcaciso eliliSekela malazise umceli, ngesaziso, ngenjongo zokufuna ukuba umceli ahlawule imali emiselweyo (ukuba ikhona) ze abeke imali (deposit) (ukuba ikho) phambi kokuba siqwalaselwe isicelo.
- Umceli angathi afake isibheni sangaphakathi, apho kuyimfuneko, okanye afake isicelo enkundleni ekhaba isiniki-maxabiso (tender) okanye intlawulo yemali.
- Emva kokuba iGosa leNgcaciso eliliSekela lisenzile isigqibo ngesicelo, umceli makaziswe ngeso sigqibo yaye esaziswa ngendlela (umceli) ebefune ukwaziswa ngayo.
- Ukuba isicelo samkelwe, makubekho imali eyongezelelekileyo ehlawulwayo yofikelelo khona ukuze kuveliswe ingcaciso nokuthi kukhangelwe ze kulungiswe irekhodi kwaziswe elubala.
- Ufikelelo kwiirekhodi luyakuthi lumiswe de kwenziwe yonke intlawulo. Le mali imiselwe ngumthetho. Ikopi yemali ehlawulwa ngumntu ngokwesiQendu seSibini (Part II) seSaziso 187 kwiGazethi kaRhulumente ka 15 Februwari 2002 ifakelwe apha njengesongezelelo B.

(d) Nawuphi na umntu owenza isicelo onganelisekanga sisigqibo seSekela leGosa leNgcaciso angathi afake isibheni ngokuphathelele koku:

- Imali ezihlawulwayo
- Ukwandiswa kwexesha liSekela Gosa leNgcaciso
- Ukunikelwa kwengcaciso okanye irekhodi kwifom ethile ebicelwe ikuyo
- Ukwaliwa kwesicelo ukuba sifumaneke

8. Inkqubo yesibheno

Isibheno ngokwenkqubo yangaphakathi kulandelwa umgaqo weCandelo 74 no 75 walo Mthetho masenziwe kwifomu emiselweyo (bona isongezelelo C), oko kusenziwa kwisithuba sentsuku ezingama 60 sele kwenziwe isigqibo.

- Isibheno sangaphakathi esikwifomu emiselweyo masithunyelwe kwiGosa leNgcaciso eliliSekela, sithunyelwa kunye nemali yesibheno.
- Umxholo wesibheno sangaphakathi mawucaciswe nezizathu zesibheno sangaphakathi mazibekwe elubala yaye unokuthi ubandakanye nayiphi na ingcaciso eyaziwa ngumbheni.
- IGosa leNgcaciso eliliSekela malithi lise isibheno sangaphakathi kunye nezizathu zezigqibo eziphathelele esi sibheno kwigunya lezibheno eliyakuthi lazise umbheni lowo ubandakanyekileyo ukuba isibheno siyaqwalaselwa.
- Xa lisenza isigqibo ngesibheno, igunya lesibheno linokuthi liqinisekise ubheno okanye libeke esinye isigqibo.
- Kwakhona, umceli unokuthi enze isicelo enkundleni ukuze afumane umnyinyiva emva kokuba inkqubo yangaphakathi yesibheno echasa isigqibo seGosa eliliSekela leNgcaciso sele ihanjiwe okanye yenziwe, [iCandelo 78(l)].

9. Ukufumaneka kweManywali

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

- Ikopi engeelwimi ezintathu ezisemthethweni ezizezi isiNgesi, isiBhulu nangesiXhosa ithe yenziwa ukuba ifumaneke kwi Komishini yamaLungelo aBantu yoMzantsi Afrika;

- Imanywali iyafumaneka kwiwebhusayithi yeSebe lezeMidlalo, uLonwabo, ubuGcisa neNkcubeko kule dilesi ww.ecsrac.gov.za.



MR. MZOLISI MATUTU

INTLOKO YESEBE

ISEBE LEMIDLALO, ULONWABO, UBUGCISA NENKCUBEKO

ISONGZELELO A**Ifomu A****ISICELO SOKUFIKELELA KWIREKHODI YEQUMRHU/UMBUTHO KARHULUMENTE**

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

(UMthetho Nombolo. 2 ka 2000))

[Ummiselo 6]

INDAWO EZAKUGCWALISWA LISEBE	
	Inombolo yeriferensi:
ISicelo samkelwe ngu (chaza isikhundla, igama nefani yegosa lengcaciso/ igosa lengcaciso elilisekela)	(indawo).
on	
Imali yesicelo (ukuba ikhona):	R
Imali ebekwayo (ukuba ikhona):	R
	INTSAYINO YEGOSA LENGCACISO/YEGOSA 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 agcweleyo 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 maligcwaliswe KUPHELA xa isicelo sengcaciso senzelwa omnye umntu.

Igama eligcweleyo nefani:

Inombolo yesazisi:

D. Inkcukacha zerekhodi

(a) Nika iinkcukacha ezizeleyo ezingerekhodi oyifunayo, kuquka inombolo yereferensi ukuba uyayazi, oku kuya kunceda xa kukhangelwa irekhodi.
 (b) Ukuba indawo yokubhala incinci, bhala kwelinye iphepha uze ulincamathele 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 inkcukacha 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 olwenziwa ngayo nakwishesha elisengiqweni elifunekayo ukufuna nokulungisa irekhodi elo.
 (d) Ukuba ukuluhlu lokuba ungalawuli mali, nceda uchaze isizathu soko kungabhatali.

Isizathu sokuba ungalawuli 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 efanekana ngayo irekhodi leyo.

(b) Ukufikelela ngendlela yesicelo kunokuthi kungavunywa kwiimeko ezithile. Kwimeko enjalo uyakuthi waziswe ukuba ukufikelela kunokuthi kuvunyelwe ngenye indlela.			
(c) Intlawulo ebhatalwayo ukufikelela kwirekhodi, ukuba ikho, iyakuthi ixhomekeke kwindlela ukufikelela okucelwe ngayo.			
1.			
Ukuba irekhodi ibhalwe:			
	Ikopi yerekhodi*		Ukuhlolwa kwerekhodi
2.			
Ukuba irekhodi zinemifanekiso ebonwayo (visual images-) (oku kuquka imifanekiso, izilayidi, ushicilelo lwevidiyo, iziketshi njalo, njalo):			
	Jonga imifanekiso	Ikopi yemifanekiso*	Ukubhalwa kwemifanekiso (transcription of the images*)
3.			
Ukuba irekhodi inamazwi ashicilelweyo okanye ingcaciso enokuveliswa ngesandi:			
	Phulaphula kwikhasethi		Ukuguqulwa kwesanditranscription of soundtrack* (kuxwebhu olubhaliweyo)
4.			
Ukuba irekhodi ikwikhompyutha okanye okanye kwindlela ye-elektroni efundekayo:			
	Ikopi ebhaliweyo yerekhodi*	Ikopi ebhaliweyo yengcaciso ethatyathwe kwirekhodi *	Ikopi ekwindlela yekhomyutha efundekayo * (ekwistifi okanye idiski)
*Ukuba wenze isicelo sekopi okanye sokukhutshelwe kwirekhodi ngasentla apha, ingaba unqwenela ukuba ikopi okanye okukhutshelweyo kuthunyelwe kuwe ngeposi?			EWE
IPosi iyahlawulelwa.			HAYI
Qaphela ukuba xa irekhodi ingafumaneki ngolwimi olufunayo, unokuthi uyinikwe ngolwimi olufumanekayo.			
Irekhodi uyifuna ngolwimi ulwimi?			

G. Isaziso sesigqibo esiphathelelene nesicelo sokufikelela kulwazi.

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

Ungathanda ukuba waziswe njani ngesigqibo esiphathelelene nesicelo sakho sokufikelela kwiirekhodi?

Isayinwe kule nadwo
20

ngalo mhla

INTSAYIONOGAMA YOMCELI/UMNTU LOWO
WENZELWA ISICELO

Isongezelelo B**ISIQENDU II****ISaziso seGazethi kaRhulumente 187 sowe 15 kuFebruwari 2002****INTLAWULO NGOKUPHATHELELE AMAQUMRHU KARHULUMENTE (PUBLIC BODIES)**

1. Intlawulo yekopi yemanywali njengoko kucetywe kummiselo 5 (c) yi R0, 60 kwifotokopi nganye engumlinganiselo wephepha eliyi A4 okanye inxenye yoko.
2. Intlawulo yokuvelisa ekubhekiselwe kuyo kumgaqo 7(1) ihamba ngolu hlobo:

	R
(a) Kwifotokopi nganye engumlinganiselo wephepha eliyi A4-size page okanye inxenye yoko	0,60
(b) Kwikopi nganye ebhaliweyo engumlinganiselo we A4 okanye inxenye yoko egcinwe kwikhompyutha okanye efundeka ngomatshini okanye ikumatshini.	0,40
(c) Kwikopi efundeka ngomatshini okanye ngekhompyutha ikwi—	
(i) kwidiski	5,00
(ii) kwidiski ekhompakthi	40,00
(d) (i) Ukukhutshelwa kwemifanekiso kwiphepha elingumlinganiselo we A4 okanye inxenye yoko	22,00
(ii) Kwikopi yemifanekiso (visual images)	60,00
(e) (i) Ukukhutshelwa kwerekhodi emanyelwayo, ekumlinganiselo wephepha eliyi A4 okanye inxenye 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 inxenye yoko	0,60
(b) Kwikopi nganye ebhaliweyo engumlinganiselo wephepha oyi A4- okanye inxenye yoko egcinwe kwikhompyutha okanye umatshini ofundekayo (machine-readable form)	0,40
(c) Kwikopi efundeka ngekhompyutha ikwi—	
(i) kwidisk esisitifi	5,00
(ii) Kwidiski ekhompakthi	40,00
(d) (i) Ukukhutshelwa kwemifanekiso kwiphepha elingumlinganiselo we A4 okanye inxenye yoko	U
(ii) Kwikopi yemifanekiso	60,00
(e) (i) Ukukhutshelwa kwerekhodi emanyelwayo ekwiphapha elingumlinganiselo we A4 okanye inxenye yoko	12,00
(ii) Kwikopi yerekhodi emanyelwayo	17,00
(f) Ukukhangela nokulungisa irekhodi usenzela ukubhengeza yi, R15,00 iyure nganye okanye inxenye 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.

ISONGEZELELO.C

IFOM B ISAZISO SESIBHENO SANGAPHAKATHI

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

[Ummiselo 8]

**CHAZA INOMBOLO YAKHO
YERIFERENSI:**

A. Inkukacha zequmrhu likarhulumente (public body)

IGosa leNgcaciso eliliSekela:

B. Inkukacha zomceli-rekhodi/Iqela elilelinye okanye umntu ongomnye ofaka isibheno sangaphakathi

(a) Inkukacha zomntu ofaka isibheno sangaphakathi mazibhalwe ngezantsi.
(b) Ubungqina bokuba ungubani lo ufaka isibheno, ukuba oko kuyimfuneko, mabufakwe nabo, *Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
(c) Ukuba umbheni ungomnye umntu yaye akanguye lowa mntu ubecele ingcaciso, neenkukacha zomceli mazinikwe apha ku C ngezantsi.

Amagama agcweleyo nefani:

Inombolo yesazisi:

Idilesi yeposi:

Inombolo yefeksi:

Inombolo yomnxeba:

Idilesi ye-imeyile:

Uyintoni kulo mntu ufakelwa isibheno sangaphakathi:

C. Inkcukacha zomenzi sicelo

Eli candelo maligcwaliswe KUPHELA xa elinye iqela (unmtu ongenguye lo ungumceli) efaka isibheni sangaphakathi.

Amagama agcweleyo nefani:

Inombolo yesazisi:

D. Isigqibo esichaswa sisibheni sangaphakathi

<i>Phawulo ngo x kwibhokisi efanelekileyo isigqibo esifakelwa isibheni sangaphakathi:</i>	
	Ukungavunyelwa kwesicelo sokufikelela kulwazi
	Isigqibo esiphathelele imali emiselwe ngokomgaqo 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 kwiirekdodi

E. Izizathu zokwenza isibheni

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

Chaza izizathu esekelwe kuzo inkqubo yangaphakathi yezibheni:

Chaza nayiphi na ingcaciso enokuthi ibe yimfuneko xa kuqwalaselwa isibheni:

F. ISaziso sesigqibo ngesibheni

Uyakuthi waziswe ngembalelwano ngesigqibo ngokuphathelele isibheni sakho sangaphakathi. Ukuba ufuna ukwaziswa ngolunye uhlobo, nceda uchaze uhlobo olo uze unike iinkcukacha eziyimfuneko ukuncedisana nento yokuba kwenziwe oko kufanelekileyo ngesicelo sakho.

Chaza indlela:

Inkcukacha zendlelar:

Isayinwe e

ngalo

mhla we

20

INTSAYINO YOKWENZA ISIBHENI

INDAWO EMAYIGCWALISWE LISEBE:**IREKHODI ESEMTHETHWENI YESIBHENO SANGAPHAKATHI:**

Isibheno safunyanwa bgalo mhla

(umhla) ngu

(chaza isikhundla, igama kunye nefaniyegosa lengcaciso/legosa lengcaciso elilisekela).

Isibheno sikhathshwa zizizathu zesigqibo segosa lezengcaciso/ zegosa lengcaciso elilisekela yaye, apho kuyimfuneko khona, inkcukacha zalo naliphi na elinye iqela iirekhodi ezibhekisela kulo, ezingeniswe ligosa lengcaciso/ ligosa lengcaciso elilisekea ngalo mhla:

(umhla) kwigunya elijonge nalo mba.

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LENGCACISO/SEGOSA LENGCACISO ELILISEKELA

ESIQINISEKISIWEYO/ISIGQIBO ESITSHA ESIFAKELWE ENDAWENI YESINYE.

ISIGQIBO ESITSHA:

UMHLA

IGUNYA ELIJONGE NALO MBA

SAMKELWE LIGOSA LENGCACISO/LIGOSA LENGCACISO ELILISEKELA SISUKA KWIGUNYA ELIJONGENE NALO MBA NGALO MHLA (umhla):



BUKANA YA KGOHALETSO YA PHIHLELLO HO TLHAHISOLESERING YA

LEFAPHA LA DIPAPADI, BOIKGATHOLLO, BONONO LE BOTJHABA

**E hlophisitswe ho latela Karolo ya 14 ya Molao wa
kgothaletso ya Phihlello ho Tlhahisoleseding (Molao
Nmr. 2 wa 2000)**

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1. SELELEKELA

Karolo 32(1) (a) ya Molaotheo wa Rephaboliki ya Afrika Borwa, 1996 e bolela hore motho e mong le e mong o na le tokelo ya ho fihlela tlhahisoleseding efe kapa efe e tshwerweng ke mmuso, le tlhahisoleseding efe kapa efe eo motho e mong a e tsebang mme e hlokeha ho sireletsa ditokelo dife kapa dife.

Ka nqa e nngwe Karolo 32(2) ya Molaotheo hape e lokisetsa ho kenngwa ha melao ya naha e tla tiisetisa tokelo ena, ka ho hlompha, ho sireletsa le ho phethahatsa tokelo ena.

Molao wa Kgothaletso ya Phihlelo ya Tlhahisoleseding, 2000 (Molao Nmr. 2 wa 2000) ke molao wa naha o ileng wa kenngwa ho tiisetisa tokelo ya semolaotheo ya phihlelo ho tlhahisoleseding.

Ka ho ya ka Karolo ya 92 ya PAIA, Letona ka ho sebedisa tsebiso Koranteng ya Mmuso (Government Gazette), le ka beha melawana ya tshebetso hara tse ding, mabapi le taba efe kapa efe e hlokehang kapa e dumellwang ke PAIA hore e behwe, taba efe kapa efe e amanang le ditefiso tse lokehang ho leshwa le tsebiso efe kapa efe e hlokehang ka ho ya ka Molao.

Karolo 14 ya PAIA e bolela hore mekga yohle ya mmuso e lokela ho ba le dibukana tsa tlhahisoleseding, bakeng sa ho thusa mabapi le ho etsa kopo ya phihlelo ya direkoto.

Bukana ena e hlophisitswe ho latela karolo 14 ya PAIA mme tlhahisoleseding e mona e bontsha ditshebeletso tseo Lefapha la Dipapadi, Boikgathollo, Bonono le Botjhaba le fanang ka tsona.

2. MESEBETSI YA LEFAPHA

Thomo ya molao ya mantlha ya Lefapha e nkilwe ho Molaotheo wa Rephaboliki ya Afrika Borwa, 1996. Lefapha le na le boikarabelo ba ho kgothaletsa le ho ntshetsa pele ditshebeletso tse latelang:-

- Dibaka tsa tshebetso tsa boikarabelo tse etsahalang naheng le provenseng ho ya ka shejule 4, Karolo A ya Molaotheo:-
 - Tsa Botjhaba
 - Pholisi ya Puo le taolo ya dipuo tsa semmuso hore dintlha tsa Karolo 6 ya Molaotheo di nehela ka ho hlakileng matla pusong ya provense
- Dibaka tsa tshebetso tse ikgethileng ka melao ya provense ho ya ka shejule 5, Karolo A ya Molaotheo:-
 - Diakhaeve ntle le diakhaeve tsa naha;
 - Dilaeborari ntle le dilaeborari tsa naha;
 - Dimosiamo ntle le dimosiamo tsa naha;

- Tsa setso tsa provense;
- Boikgathollo le boithabiso ba provense; le
- Dipapadi tsa provense

Ho na le Melao e meng e mengata e phatlaladitsweng ho tshehetsa thomo ya molaotheo ya Lefapha.

Pono ya Lefapha la Dipapadi, Boikgathollo, Bonono le Botjhaba ke “Provinse e ngatananngwe, e morolo le e hlong ka Dipapadi, Boikgathollo, Bonono le Botjhaba”.

Thomo ya Lefapha ke”ho ntshetsapele le ho kgothaletsa Dipapadi, Boikgathollo, Bonono le Botjhaba molemong wa ho phahamisa batho ba Kapa Botjhabela moyeng, kelellong, mmeleng le ditlhokong”.

Lefapha le kgollwa ho ditumelo tse latelang:

- Kopano ka sepheo;
- Boitlhompho le ho hlompha ba bang;
- Boitlamo Tsamaisong ya Ditshebeletso;
- Ho tshephahala mosebetsing le bathong bao re ba sebeletsang;
- Mekgwa e amohelehileng mosebetsing;
- Botshepehi;
- Dikgokahano;
- Tekatekano

3. SEEMO SA LEFAPHA

Lefapha le arotswe ka mananeo a mane ho fihlela thomo ya lona jwalo ka ha e bontshitswe ka hodimo e leng: (1) Tsamaiso, (2) Tsa setso, (3) Laeborari le diakhaeve le (4) Dipapadi le Boikgathollo

3.1. Tsamaiso

Sepheo:

Sepheo sa lenaneo lena ke ho fana ka boetapele ba sepolotiki, taolo ka kakaretso le tshehetso ya tsamaiso ho ba etsang mosebetsi oo e leng wa mantlha wa Lefapha

Mosebetsi:

- Ho fana ka ketapele e nepahetseng ya sepolotiki ho fihlela thomo ya Lefapha
- Ho fana ka tsamaiso ka bokgoni, bokgabane, ponaletso le tsamaiso e se nang letheba ya disisetemo ho latela pholisi le molao ho ntlafatsa mosebetsi wa Lefapha.

3.2 Tsa Setso

Morero:

Morero o ka sehlohong wa lenaneo lena ke ntshetsopele, phetoho le ho kgothalletswa ha bonono, setso le dipuo tse arohaneng.

Mesebetsi:

- Kgothaletso le ntshetsopele ya diindasteri tsa botjhaba le karohano
- Phetoho ya dimosiamo tsa Provense le lefa la ponahalo ya naha; le
- Kgothaletso ya temengata

3.3 Laeborari le Diakhaeve**Morero:**

Morero o ka sehlohong wa lenaneo lena ke ho tshehetsa dipheo tsa bohlokwa tsa mmuso tsa phetoho, ntshetsopele e tsitsitseng, puso e kopaneng le phihlello ka tekano.

Mesebetsi

- Ho kgothaletsa ho bala le thuto ya motjhaotjhele
- Ho fana ka bolaodi bo nepahetseng ba tshebediso ya direkoto, polokeho ya lefa le phihlello ho lona.

3.4 Dipapadi le Boikgathollo**Morero:**

Morero o ka sehlohong wa lenaneo lena ke ho hokahanya ntshetsopele le kgothaletso ya dipapadi le boikgathollo Provenseng.

Mesebetsi

- Keketseho ya ho nka karolo, ntshetsopele le ho hlahella ka mahetla;
- Tsela e nepahetseng ya ho phela, ntshetsopele ya dipapadi tsa kgale le ho kgethwa ha ba nang le talente ka boikgathollo;
- Keketseho ya ho nka karolo ka dipapadi tsa sekolo.

4. Dintlha tsa boikopanyo tsa Motlatsa Moofisiri wa Tlhahisoleseding

Hloho ya Lefapha, Mong. Mzolisi Matutu ke motlatsi wa moofisiri wa tlhahisoleseding ho latela Molao wa Kgothaletso ya Phihlello ho Tlhahisoleseding.

Aterese ya Poso	:	Private Bag X0020, Bhisho, 5606
Aterese ya Bodulo	:	Wilton Mkwai Complex, No. 5 Eales Street, King William's Town, 5600
Nomoro ya mohala	:	(043) 604 4019
Nomoro ya fekse	:	(043) 642 5309
Aterese ya imeile	:	xoliswa.tshetsha@ecsrac.gov.za

5. Tataiso ka khomishene ya Ditokelo tsa Botho ya ho sebedisa Molao

Tataiso ya ho sebediswa ha Molao wa Kgothaletso ya Phihlello ya Tl'hahisoleseding, 2000, o tla fumanaha ho Khomishene ya Ditokelo tsa Botho ya Afrika Borwa.

Dipotso di ka lebiswa ho:

Khomishene ya Ditokelo tsa Botho ya Afrika Borwa

Yuniti ya PAIA

Lefapha la Ditokomane le Diphuputso

Aterese ya Poso	:	Private Bag X2700, Houghton, 2041
Nomoro ya Mohala	:	(011) 484 8300
Nomoro ya fekse	:	(011) 484 1360
Aterese ya imeile	:	paia@sahrc.org.za

6. Direkoto tsa Lefapha

6.1 Tlhaloso ya ditokomane tseo Lefapha le nang le direkoto tsa tsona

Lefapha la Dipapadi, Boikgathollo, Bonono le Botjhaba le tshwere direkoto tse latelang:

- Melao;
- Ditokomane tsa Pholisi le Mokgwatshebetso
- Merero ya leano
- Ditlaleho tsa Selemo;
- Meralo ya Tshebetso wa Selemo;
- Dipuo tsa Pholisi;
- Direkoto tsa Ditjhelete;
- Direkoto tsa Tshebetso;
- Ngollano ya ka hare le ya kante; le
- Direkoto tse tshwerweng ke basebeletsi ba setheo sa setjhaba

Lefapha la Dipapadi, Boikgathollo, Bonono le Botjhaba le bolokile direkoto tsa mmuso ntle le direkoto tsa ngollano mme di a finyelleha, e leng tsena:

- Lenaneo la Mokete wa tsa Bonono wa Naha
- Masedinyana a SASCOC
- Diphatlatso le Masedinyana
- Dibukana
- Dipampitshana;
- Diposta le dibena; le
- DiDVD tsa semmuso tsa diketsahalo

Lefapha la Dipapadi, Boikgathollo, Bonono le Botjhaba ha le so phatlalatse tsebiso ho ya ka Karolo 15 (2) ya Molao. Ha tsebiso e se e phatlaladitswe, bukana e tla ntlafatswa ho kenyelletsa molao oo.

6.2 Direkoto tse fumanehang ka kotloloho

Direkoto tse fumanehang websiteng ya Provense ya Kapa Botjhabela (www.ecsrac.gov.za) di a fumaneha bakeng sa ho shejwa le ho daunlouta ntle le hore motho a etse kopo ho latela molao o seng o boletswe.

7. Mokgwa wa kopo

(a) Ho dumelwa le ho hanwa ha kopo

Mokopi o tshwanela ho fuwa phihlello ho rekoto tsa setheo sa setjhaba ha mokopi a latela tse latelang:

- Tsamaiso tsohle tsa ditlhoko tse Molaong tse mabapi le kopo ya phihlello ho rekoto
- Phihlello ya rekoto e kotjwang e sa hanelwe ka ho ya ka mabaka afe kapa afe a kganelo tlasa Molao.

(b) Motho o etsa jwang kopo ya phihlello ya rekoto:

- Mokopi o tshwanela ho tlatsa foromo (Form A) e neng e hatisitswe Lesedinyaneng la Mmuso (Tsebiso ya Mmuso R187 ya 15 Hlakola 2002), eo khopi ya yona e hlomathiseditsweng mona e le Sehlomathisetso A.
- Kopo ya phihlello ho tlhahisoleseding e tshwanela ho romelwa ho Motlatsa Moofisiri wa Tlhahisoleseding ho sebediswa dintlha tsa boikopanyo tseo ho fanweng ka tsona ka hodimo.
- Mokopi a fane ka dintlha tse feletseng tsa tlhahisoleseding eo a e kopang foromong ya kopo ho etsa hore Motlatsa Moofisiri wa Tlhahisoleseding a kgone ho hlwaya tlhahisolesding kapa direkoto le mokopi.
- Mokopi o tshwanela ho kgetha mokgwa oo a o batlang wa phihlello mme a bolele haeba a batla khopi ya rekoto kapa a batla ho tla sheba rekoto diofising tsa mokga wa mmuso. Ka nqe nngwe ha rekoto e se tokomane ya pampiri e ka shejwa ka tsela eo e kopilweng ka yona. Sena se ka etsahala ha fela se sa tlo sitisa tsamaiso ya mokga wa mmuso o amehang, kapa ho senya rekoto, kapa ho roba molao wa ditokelo tseo e seng tsa mmuso. Ebang, tlasa mabaka a bonahalang, phihlello e ke ke ya nehwa ka tsela eo e neng e kopilwe ka yona empa e ka fumaneha ka tsela e

nngwe, ditjeo di tshwanelwa ho balwa ho latela tsela eo mokopi a neng a qadile ho kopa ka yona.

- Mokopi a bolele ebang a lakatsa ho tsebiswa ka mokgwa o itseng (e leng poso, fekse, le imeile (electronic mail) ka qeto ya Lefapha la Dipapadi, Boikgathollo, Bonono le Botjhaba malebana le kopo ya tlhahisoleseding mme a fane ka dintlha tse hlokehang hore a tsebiswe.
- Ha mokopi a etsa kopo ya tlhahisoleseding bakeng sa motho e mong, ho bontshwe bopaki ba boemo boo ka bona mokopi a etsang kopo mme sena se kgotsofatse Motlatsa Moofisiri wa tlhahisoleseding.
- Ha mokopi a sa kgone ho bala kapa ho ngola kapa a kowafetse, a ka etsa kopo ka molomo. Motlatsa Moofisiri wa Tlhahisoleseding o tla tlatsa foromo ya kopo bakeng sa mokopi mme a nehe mokopi khopi ya foromo e tlatsitsweng.

(c) Ditefiso tsa kopo le tsa tsebiso ka qeto ya phihlello

- Mokopi ya batlang phihlello ho rekoto tsa tlhahisoleseding e mabapi le yena ha a lefe tefello ya kopo. Mokopi e mong le e mong o tlameha ho lefa R35.
- Motlatsa Moofisiri wa Tlhahisoleseding o tshwanela ho tsebisa mokopi (ha e se ya kopang ka yena) ka tsebiso, mokopi a tsebiswe ho lefa ditefiso tse behilweng (ha di le teng) mme a di kenye pele ho ka tswelwapele ka kopo.
- Mokopi a ka kenya boipelaetso ba ka hare, moo ho lokelang, kapa a ngolla lekgotla la dinyewe lengolo la kopo le kgahlanong le ho lefa tefello.
- Ha Motlatsa Moofisiri wa Tlhahisoleseding a se a nkile qeto ka kopo, mokopi o tshwanela ho tsebiswa ka qeto eo ka tsela eo yena mokopi a batlileng ka yona.
- Ha kopo e atlehile, ho tshwanela hore ho be teng tefello e lefuwang bakeng sa ho hlahisa hape, ho batla le ho lokisa le nako e tla hlokeha e fetang dihora tse badilweng ho batlwa le ho lokiswa ha direktoto tse tla ntshuwa.
- Phihlello ho rekoto e tla tshwarwa ho fihlella ditefello tse boletsweng di leshwa. Ditefiso di behilwe ka molao. Khopi ya ditefiso tse leshwang ka nako eo ho ya ka Karolo II ya tsebiso 187 e Lesedinyaneng la Mmuso la 15 Hlakola 2002 e kgomathiseleditswe mona e le Sehlomathisetso B

(d) Mokopi ofe le ofe ya sa kgotsofalang ke qeto ya Motlatsa Moofisiri wa Tlhahisoleseding a ka etsa boipiletso, ka tse amanang le:

- Ditefiso
- Ho eketswa ha nako ke Motlatsa Moofisiri wa Tlhahisoleseding
- Ditokisetso tsa Tlhahisoleseding kapa direkoto ka mokgwa oo di neng di kopilwe ka ona
- Ho hanwa ha kopo ya phihlello

8. Mokgwa wa boipiletso

Boipiletso ba ka hare ho ya ka Karolo 74 le 75 tsa Molao, bo tshwanelwa ho kenngwa ka foromo eo ho fannweng ka yona (sheba sehlomathisetso C) nakong ya matsatsi a 60 ho nkilwe qeto.

- Boipiletso ba ka hare bo le foromong e tshwanelang bo tlameha ho isuwa kapa bo romelwe ho Motlatsa Moofisiri wa Tlhahisoleseding mmoho le tefello ya boipiletso.
- Sehlooho sa boipiletso ba ka hare se tshwanela ho bonahala le mabaka a boipiletso a bolelwe mme ho ka kenyelletswa le tlhahisoleseding e nngwe eo moipiletsi a e tsebang.
- Motlatsa Moofisiri wa Tlhahisoleseding o tshwanela ho nehela ka kopo eo ya boipiletso ba kahare mmoho le mabaka a qeto ya hae ho bolaodi ba boipiletso mme moipiletsi o tla tsebiswa hore boipiletso ba hae bo fumanehile mme bo tsoteletswe.
- Ha ho nkuwa qeto ka boipiletso, bolaodi ba boipiletso bo ka tiisa boipiletso kapa ba nka qeto e ntjha.
- Ho feta moo, mokopi a ka etsa kopo ya ho fokoletswa lekgotleng la dinyewe ka mora hore qeto e nkilweng kgahlanong le boipiletso ba ka hare ke Motlatsa Moofisiri wa Tlhahisoleseding e phethetswe [Karolo 78(1)].

9. Phumaneho ya dibukana

Khopi ya Bukana ena e a fumaneha ho latela Karolo 14(3) ya Molao ka mokgwa o latelang:

- Khopi ka dipuo tse tharo e leng English, Afrikaans le isiXhosa, e a fumaneha ho Khomishene ya Ditokelo tsa Botho ya Afrika Borwa;
- Bukana ena e a fumaneha webosaeteng ya Lefapha le Dipapadi, Boikgathollo, Bonono le Botjhaba www.ecsrac.gov.za.



MNU. MZOLISI MATUTU

HLOHO YA LEFAPHA

LEFAPHA LA DIPAPADI, BOIKGATHOLLO, BONONO LE BOTJHABA

Sehlomathisetso A

Foromo A

KOPO BAKENG SA PHIHLELLO HO REKOTO YA SETHEO SA SETJHABA

(Karolo ya 18(1) ya Molao wa kgothaletso ya Phihlello ya Tlhahisoleseding, 2000 (Molao Nmr.2 wa 2000) [Taolo 6]

BAKENG SA TSHEBEDISO YA LEFAPHA Kopo e amohetswe ke	Nomoro ya referense
Bolela maemo, lebitso le fane tsa moofisiri /Motlatsa Moofisiri wa Tlhahisoleseding Ka la (mohla)	(tulo)
Tefiso ya kopo (haeba e le teng):	R
Diphositi (haeba e le teng):	R
Tefiso ya phihlello:	R
Motekeno wa Moofisiri/ Motlatsa Moofisiri wa Tlhahisoleseding	

A. Dintlha tse mabapi le setheo sa setjhaba

Moofisiri wa Tlhahisoleseding/ Motlatsa Moofisiri wa Tlhahisoleseding:

B. Dintlha tse mabapi le motho ya batlang ho fihlella rekoto

- | |
|--|
| <p>(a) Dintlha tsa motho ya kopang phihlello ho rekoto di tlameha ho fanwa ka tlase mona
 (b) Aterese le/kapa nomoro ya fekse e Afrika Borwa eo tlhahisoleseding e lokelang ho romelwa ho yona, di tlameha ho fanwa.
 (c) Bopaki ba matla ao kopo e entsweng ka ona, haeba bo ameha, bo tlameha ho hokelwa mona.</p> |
|--|

Mabitso ka botlalo le fane:

Nomoro ya boitsebiso:

Aterese ya poso:

Nomoro ya fekse:

Nomoro ya mohala:

Aterese ya imeile:

Matla ao kopo e etswang ka ona, ha e etswa lebitsong la motho e mong:

C. Dintlha tsa motho eo kopo e etswang lebitsong la hae

Karolo ena e tlameha ho tlatswa FEELA haeba kopo ya tlhahisoleseding e etswa lebitsong la motho e mong

Mabitso ka botlalo le fane:

Nomoro ya boitsebiso:

D. Dintlha tsa rekoto

- (a) Fana ka dintlha tse feletseng tsa rekoto eo phihlello ho yona e kotjwang, ho kenyeletswa nomoro ya referense haeba o e tseba, ho kgonahatsa hore rekoto e fumanehe.
- (b) Haeba sebaka se fanweng se sa lekana, ka kopo tswelapele leqepheng le ka thoko mme o le hokele foromong ena. **Mokopi o tlameha ho saena maqephe ohle a tlatsetso.**

1. Tihaloso ya rekoto kapa karolo ya rekoto:

2. Nomoro ya referense haeba e fumaneha:

3. Dintlha dife kapa dife tsa tlatsetso tsa rekoto:

E. Ditefiso

- (a) Kopo bakeng sa rekoto, ntle le rekoto e tshwereng tlhahisoleseding ya motho e mabapi le wena, e tla sebetswa feela ka mora hore tefiso ya kopo e lefuwe.
- (b) O tla tsebiswa ka tjelete e hlokehang ho lefuwa e le tefiso ya kopo
- (c) **Difefiso tse lefuwang bakeng sa phihlello** di ipapisitse le sebopeho seo ka sona di hlokehang le nako e amohelang e hlokehang bakeng sa hore di batlwe, di lokiswe le hore rekoto e etswe.
- (d) Haeba ho na le tokelo ya kgetholoho bakeng sa ho se lefiswe tefiso efe kapa efe, ka kopo bolela lebaka bakeng sa ho se etsiswe tefiso eo.

Lebaka bakeng sa kgetholoho ya ho se lefiswe ditefiso:

F. Mokgwa wa phihlelo ho rekoto

Haeba o thibelwa ke bokowa ho bala, ho sheba kapa ho mamela rekoto ka sebopeho seo phihlelo e fanweng ka sona ho 1 ho fihla ho 4 ka tlase mona, bolela bokowa ba hao mme o supa hore o batla rekoto ka sebopeho sefe.

Bokowa

Sebopeho seo rekoto e hlokehang ka sona

Tshwaya lebokose le lokelang ka X DITEMOSO:			
a. Boikamahanyo le kopo ya hao ya phihlelo ka sebopeho se fanweng e ka nna ya ipapisa le sebopeho seo rekoto e fumanehang ka sona.			
b. Phihlelo ka sebopeho seo e kopilweng ka sona e ka nna ya hanwa maemong a itseng. Maemong a jwalo o tla tsebiswa haeba phihlelo e tla fanwa ka sebopeho se seng.			
c. Tefiso e lefuwang bakeng sa phihlelo ho rekoto, haeba e le teng, e tla lekangwa ka karolo ke sebopeho seo phihlelo e kopilweng ka sona.			
1.Haeba rekoto e le ka sebopeho sa mongolo kapa kgatiso:			
	Khopi ya rekoto		Tlhahlobo ya rekoto
2. Haeba rekoto e na le ditshwantsho (tse kenyeletsang difoto, dislide, dikgatiso tsa videyo, ditshwantsho tse entsweng ka khomphuta, metako ya ditshwantsho, jj.)			
Ho sheba ditshwantsho	Ho kopitsa ditshwantsho	Phetolelo mongolong (teranskripte) ya ditshwantsho	
3.Haeba rekoto e na le mantswe a rekotilweng kapa tlhahisoleseding e ka hlahiswang botjha ka modumo:			
Ho mamela pina/ kapa khasete ya modumo	Transkripshene ya pina*(tokomane e ngotsweng kapa e hatsitsweng)		
4.Haeba rekoto e tshwerwe khomphuteng kapa ka sebopeho sa elektroniki kapa motjhini o balehang:			
Khopi ya rekoto e hatsiswang	Khopi e hatsitsweng ya tlhahisoleseding e fumanweng rekotong	Khopi ya sebopeho se balehang ka khomphuta	
*haeba o kopa khopi kapa teranskripshene ya rekoto (e ka hodimo mona), na o batla hore khopi kapa teranskripshene e posetswe ho wena? Ho posa ho a lefellwa			E
Lemoha hore haeba rekoto e sa fumaneha ka puo eo o e batlang ka yona, phihlelo e ka nna ya fanwa ka puo eo rekoto e fumanehang ka yona O kgetha hore rekoto e etswe ka puo efe?			Tjhe

G.Tsebiswa ya qeto e mabapi le phihlello

O tla tsebiswa ka ho ngollwa hore na kopo ya hao e dumeletswe/kapa e hannwe. Haeba o batla ho tsebiswa ka mokgwa o mong, ka kopo hlakisa mokgwa le ho fana ka dintlha tse hlokehang ho kgonahatsa boikamahanyo le kopo ya hao.

O batla ho tsebiswa jwang la qeto e mabapi le kopo ya hao ya phihlello ya rekoto?

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TSHAENO YA MOKOPI/KAPA MOTHO EO LEBITSONG LA HAE KOPO E ETSWANG

Sehlomathisetso B**KAROLO II****Tsebisō ya Lesedinyana la Mmuso 187 Hlakola 2002****DITEFISO MABAPI LE DITHEO TSA SETJHABA**

1. Tefiso bakeng sa khopi ya bukana e boletsweng ho molawana 5(c) ke R0.60 bakeng sa khopi ka nngwe ya leqephe la A4 kapa karolo ya lona.

2. Ditefello tsa ho etsetswa khopi tse boletsweng molawaneng wa 7(1) di ka tsela e latelang:

(a) Bakeng sa fotokhopi ya leqephe la saese ya A4 kapa karolo ya lona	0.60
(b) Bakeng sa fotokhopi e nngwe le e nngwe e hatisitsweng leqepheng la saese ya A4 kapa karolo ya lona le khomphuteng kapa ka sebopeho se balehang ka motjhini	0.40
(c) Bakeng sa khopi ya sebopeho se balwang ka khomphuta ho	
(i) Stiffy disc	
(ii) CD	40.00
(d) (i) Bakeng sa transkripshene ya ditshwantsho, leqepheng la saese ya A4 kapa karolo ya lona	22.00
(ii) Bakeng sa khopi ya ditshwantsho	60.00
(e) (i) Bakeng sa transkripshene ya rekoto ya modumo leqepheng la saese ya A4 kapa Karolo ya lona	12.00
(ii) Bakeng sa khopi ya rekoto ya modumo	17.00

3. Tefo e lefuwang ke mokopi e mong le e mong, ntle le motho ya ikopelang ya boletsweng molawaneng wa 7(2) ke 35.00

4. Tefello e lefuwang ke mokopi ya boletsweng molawaneng wa 7(30 e ka tsela e latelang:

(1) (a) Bakeng sa fotokhopi ya leqephe la saese ya A4 kapa karolo ya lona	0.60
(b) Bakeng sa fotokhopi e nngwe le e nngwe e hatisitsweng leqepheng la saese ya A4 kapa karolo ya lona e khomphuteng kapa sebopeho se balehang ka mothjini	0.40
(c) Bakeng sa khopi ya sebopeho se balwang ka khomphuta ho-	
(i) Stiffy	5.00
(ii) CD	40.00
(d) (i) Bakeng sa transkripshene ya ditshwantsho, leqepheng la saese ya A4 kapa karolo ya lona	22.00
(ii) Bakeng sa khopi ya ditshwantsho	60.00
(e) (i) Bakeng sa transkripte ya rekoto ya modumo, bakeng sa leqephe la saese ya A4 kapa karolo ya lona	12.00
(ii) Bakeng sa khopi ya rekoto ya modumo	17.00

- (f) Ho batla le ho lokisa rekoto bakeng sa ho hlahiswa R15, 00 bakeng sa hora ka nngwe kapa karolo ya hora, ho sa kenyeletswe hora ya pele, e hlokehang bakeng sa ho batla le ho lokiswa ho jwalo.
- (2) Bakeng sa merero ya karolo 22(2) ya Molao, se latelang se a sebetsa:
- (a) Dihora tse tshelletseng e le dihora tse lokelang ho tlotha pele dipositi e ka lokela ho lefuwa.
- (b) Karolo ya nngwe borarong ya tefiso ya phihlello e lefuwa e le dipositi ke mokopi
- (3) Tjhelete ya poso ya nnete e lefuwang ha khopi ya rekoto e tlameha ho posetswa ho mokopi

Sehlomathisetso C

Foromo B

TSEBISO YA BOIPILETSO BA KAHARE

(Karolo 75 ya Molao wa Kgothaletso ya Phihlello ya Tlhahisoleseding, {Molao wa Nmr.2 wa 2000})

[Taelo 8]

<p>Bolela Nomoro ya hao ya Referense</p>

- A. Dintlha tse mabapi le setheo sa setjhaba**
Moofisiri wa Tlhahisoleseding/ Motlatsa Moofisiri wa Tlhahisoleseding
- B. Dintlha tsa mokopi /kapa motho wa boraro ya hlahlelang boipiletso ba kahare**

- | |
|---|
| <p>(a) Dintlha tsa motho ya hlahlelang boipiletso ba kahare di tlameha ho fanwa ka tlase mona.</p> <p>(b) Bopaki ba matla ao boipiletso bo hlahlelwang ka oona. Haeba ho lokeleha, bo tlameha ho hokelwa.</p> <p>(c) Haeba moipiletsi e le motho wa boraro mme e seng motho ya kopileng tlhahisoleseding ho tloha qalong, dintlha tsa mokopi di tlameha ho fanwa ho C ka tlase mona</p> |
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Mabitsi ka botlalo le fane:

Nomoro ya boitsebiso:

Aterese ya poso:

Nomoro ya fekse:

Nomoro ya mohala:

Aterese ya imeile:

Matla ao boipiletso ba kahare bo etswang ka ona, ha e etswa lebitsong la motho e mong:

C. Dintlha tsa mokopi

Karolo ena e tlameha ho tlatswa FEELA haeba motho wa boraro (ho fapana le mokopi) a hlahlela boipiletso ba kahare.

Mabitso ka botlalo le fane:

Nomoro ya boitsebiso:

D. Qeto eo kgahlanong le yona boipiletso ba kahare bo hlahlelwang

Tshwaya ka X qeto eo kgahlanong le yona boipiletso ba kahare bo hlahlelwang lebokoseng le latelang	
	Ho hanelwa ha kopo ya phihlelo
	Qeto e mabapi le ditefiso ho latela karolo 22 ya Molao
	Qeto e mabapi le nako ya katoloso eo ka yona kopo e tlamehang ho sebetswa ho latela karolo 26(1) ya Molao
	Qeto ho latela karolo 29 (3) ya Molao yah o hanela phihlelo ka sebopeho se kopilweng ke mokopi.
	Qeto yah o fan aka tumello ya phihlelo

E. Mabaka a boipiletso

Haeba sebaka se fanweng se sa lekana, ka kopo tswelapele leqepheng le ka thoko mme o le hokele foromong ena. **O tlameha ho tekana maqephe ohle a tlatsetso.**

Bolela mabaka ao hodima ona boipiletso ba kahare bo thehilweng:

Bolela tlhahisoleseding e nngwe e ka nngang ya lokeleha ha ho sekasekwa boipiletso:

F. Tsebiswa ya qeto ya boipiletso:

O tla tsebiswa ka mongolo ka qeto ya boipiletso ba hao ba kahare. Haeba o batla ho tsebiswa ka mokgwa o mong, ka kopo hlakisa mokgwa oo mme o fane ka dintlha tse hlokehang ho kgonahatsa boikamahanyo le kopo ya hao.

Bolela mokgwa:

Dintlha tse mabapi le mokgwa;

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Tshaeno ya moipiletsi

BAKENG SA TSHEBEDISO KE LEFAPHA:**REKOTO YA SEMMUSO YA BOIPILETSO BA KAHARE**

Boipiletso bo amohetswe ka la (mohla) ke
(bolela maemo a tshebetso, lebitso le fane tsa Moofisiri/ Motlatsa Moofisiri wa Tlhahisoleseding)
Boipiletso bo tsamaye le mabaka a qeto ya Moofisiri/ Motlatsa Moofisiri wa Tlhahisoleseding le,
moo ho lokelang, dintlha tsa motho wa boraro eo ho yena kapa ho yona direkoto di leng mabapi, e
rometsweng ke Moofisiri wa Tlhahisoleseding/ Motlatsa Moofisiri wa Tlhahisoleseding ka la
(mohla) ho bolaodi bo lokelang.

SEPHETHO SA BOIPILETSO:

QETO YA MOOFISIRI/MOTLATSA MOOFISIRI WA TLHAHISOLESERING E NETEFADITSWE/ QETO E
NTJHA E NKETSWE SEBAKA

QETO E NTJHA

MOHLA

BOLAODI BO AMEHANG

E AMOHETSWE KE MOOFISIRI/ MOTLATSA MOOFISIRI WA TLHAHISOLESERING HO TSWA HO
BOLAODI BO AMEHANG KA LA (mohla):