



Incwadi Yokukhuthaza Ukutholakala Kolwazi

Uhlelo: 2.2

Usuku: 2021-02-01

Isaziso

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Ukugunyazwa

Abasayinayo njengoba begunyaziwe, ngokusayina kwabo bagunyaza ukwenziwa komsebenzi ochazwe lapha noma ukuqinisekisa ukwamukela kwabo okuqokethwe lapha kanye nokugunyaza ukusetshenziswa/ukwamukelwa kwalokho, egameni lamaqembu amelelwa yibo.



[Umphelele Obambe] [Luvuyo Keyise]

30 June 2021

Usuku

Umlando wokushintsha

Ukubuyekeza	Usuku	Shintsha isiphakamiso	Shintsha ukuphawula
2.0	2019-03-29	Incwadi entsha	Uhlelo olusha - ukucabangela i-POPIA
2.1	2019-06-24	Uhlelo oluthuthukisiwe	Igama le-EC kanye Nelobambele uNobhala Wenkampani lishintshiwe, isigatshana 3 sokuma kwenkampani sitshintshiwe.
2.2	2020-12-07	Uhlelo oluthuthukisiwe	Kuthuthukisiwe - kucatshangelwa i-POPIA; Igama likaNobhala weNkampani lifakiwe

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1. Isethulo se-PAIA

- a) Uhlelo lukahulumeni waseNingizimu Afrika, ngaphambi komhla ka-27 Ephreli 1994, lwaholela ekhwakhekeni kwezinhlangano zomphakathi nezizimile ezinobumfihlo nezizingenzi okufanele, ngokuvamile okubangele ukusetshenziswa kabi kwamandla kanye nokungahlonishwa kwamalungelo abantu.
- b) Umthetho Wokukhuthaza Ukutholakala Kolwazi, 2 ka-2000 ("**PAIA**") kanye nomthetho ohlobene nawo njengoMthetho Wokuvikelwa Kwemininingwane Yomuntu, 4 ka-2013 ("**POPIA**"), ukunikeza ilungelo lokuthola imininingwane egcinwa yizinhlangano zomphakathi kanye nezizimele, lapho ucela leyo mininingwane ukuze usebenzise noma uvikele noma yimaphi amalungelo akho noma awomunye umuntu.
- c) Uma wenza lesisicelo, inhlangano yomphakathi noma ezimele kumelwe ikhulule imininingwane ngaphandle uma i-PAIA noma eminye imithetho efanele ichaza ukuthi amarekhodi aqukethe imininingwane enjalo akumelwe akhululwe.
- d) Ngokwenjongo yale Ncwadi, uma sikhuluma ngathi sizibiza ngokuthi i-"SITA", "thina" noma "wethu". Sibhale lencwadi ukuze sikuchazele futhi sikuqondise ngemibandela kanye nezimfuneko zokuhlangabezana nesicelo se-PAIA.

2. Imisebenzi ye-SITA

- a) I-State Information Technology Agency (SITA) iyinhlangano elawulwa uhulumeni eyasungulwa ngokuvumelana ne-SITA Act, 88 ka-1998 ("**i-SITA Act**"), futhi ibhalwe njengeSheduli 3A inhlangano yomphakathi ngokuvumelana Nomthetho Wokulawula Izimali Zomphakathi, 1 ka 1999.
- b) Sinomthwalo wokunikeza izinsiza zezobuchwepheshe kwezokulawulwa komphakathi. Asiwahlinzeki ngezinsiza amalungu omphakathi azimele.
- c) Umgomo kanye nemisebenzi yethu
 - i) Ukuthuthukisa ukulethwa kwezinkonzo emphakathini ngokuhlinzeka ngezobuchwepheshe, ukusingathwa kwemininingwane kanye nezinkonzo ezihlobene nalokho endaweni evikelekile yokusingathwa kwemininingwane eminyangweni nasezinhlanganweni zomphakathi, kanye
 - ii) Nokukhuthaza iminyango kanye nezinhlaka zomphakathi ukuba zisebenze ngendlela egculisayo kusetshenziswa ezobuchwepheshe.

3. Izinhlaka

- a) I-SITA yakhiwa Usihlalo Webhodi Labaqondisi, Umphathi Omkhulu Wezokunakekela kanye Nabasebenzi. Usihlalo Webhodi Labaqondisi kanye noMphathi Omkhulu Obambele baqokwa Ungqongqoshe Wemisebenzi Yeposi kanye Nobuxhakaxhaka Besimanje ("**Ungqongqoshe**"), ngokuxhumana neKhabhinethi, ngokuvumelana neSigaba 8 soMthetho weSITA.

UMphathi Omkhulu Obambele uphinde abhekwe njengoMqondisi Wezokulawula kanye Nesiphathimandla Sezimali.

- b) Uhulumeni nguye kuphela onamasheya ku-SITA. Ungqongqoshe umela umnini wamasheya. Ukuze uthole imininingwane eyengeziwe yendlela i-SITA ehlelwe ngayo, sicela ubheke Umthetho we-Sita kuyiwebusayithi yethu ethi www.sita.co.za.

4. Imininingwane Yethu Yokuxhumana:

Sicela uqondise noma imiphi imibuzo ephathelene ne-PAIA noma POPIA kuMphathi wethu weMininingwane noma kuSekela Mphathi Wemininingwane

I-State Information Technology Agency SOC Ltd

Umphathi Wemininingwane: Mnumzane Luvuyo Keyise

Ikheli Leposi: P O Box 26100

Monument Park

0105

Ikheli Lasekhaya: 495 Tsitsa Street

Erasmuskloof

Pretoria

Inombolo yocingo: (+27) 012-482 3321

Ikheli Le-imeyili: Information.Officer@sita.co.za

Umsizi Womphathi Wemininingwane: Ms Vuyokazi Xaxa

Ikheli Leposi: P O Box 26100

Monument Park

0105

Ikheli Lasekhaya: 495 Tsitsa Street

Erasmuskloof

Pretoria

Inombolo yocingo; (+27) 012-482 3245/2017

Ikheli Le-imeyili: Information.Officer@sita.co.za

5. Ngingazitholaphi iziqondiso zokuthumela isicelo se-PAIA

- a) Ukuze kusizwe labo abangajwayelene nezicelo ze-PAIA, Isigaba 10 se-PAIA siqondise uMlawuli Wemininingwane ("IR") ukuba ahlele isiqondiso esihlanganisa imininingwane yokukusiza uqonde ukuthi ungawasebenzisa kanjani amalungelo akho angaphansi kwe-PAIA ("Isiqondiso"). Siyatholakala ngazo zonke izilimi ezisemthethweni zaseNingizimu Afrika.
- b) Uma unanoma yimiphi imibuzo, noma uma udinga ikhophi Leziqondiso, uma unomuzwa wokuthi i-SITA ayikabhekani nesicelo sakho ngokwanele noma ukufaka isikhalazo, sicela uxhumane noMlawuli Wemininingwane:
Umlawuli Wemininingwane (Ningizimu Afrika)

33 Hoofd Street,
 Forum III, 3rd Floor Braampark
 Braamfontein
 Johannesburg
 P.O Box 31533
 Iwebusayithi: www.justice.gov.za
 I-imeyili: complaints.IR@justice.gov.za

6. Amarekhodi atholakala ngaphandle kwesicelo se-PAIA.

- Wonke amarekhodi noma imininingwane etholakala kuwebusayithi ethi www.sita.co.za atholakala ngokuzenzakalelayo futhi akhishwa ngokuzithandela. Le mininingwane iyatholakala ukuze uyibheke noma uyidawunilode noma uyithole ngaphandle kokuthi kudingeke ufake isicelo se-PAIA.
- Kulesi sigaba i-SITA, ngokwalo lonke ulwazi enalo kanye nalokho ekukholelwayo, ayikakhiphi noma isiphi isa(iza)ziso (njengoba kuyimfuneko ngaphansi kwesigaba 15(2) se-PAIA) esigabeni samarekhodi atholakala ngokuzenzakalelayo ngaphandle kokuthi kudingeke ufake isicelo sokuwathola ngokuvumelana noMthetho.

7. Amarekhodi esiwagcinayo awatholakali ngokuzenzakalelayo

Uma amarekhodi engatholakali ngokuzenzakalelayo, kuzodingeka ukuthi uthumele isicelo se-PAIA. Sibhale incazelo ngezansi ukuze sikusize ngesicelo sakho, ngezihloko esigcina amarekhodi azo, zihlukaniswe ngokwezigaba:

Isigaba	Irekhodi
Umthetho Nezindaba zomthetho	<ul style="list-style-type: none"> Izindaba eziphathelele nomthetho we-SITA; kanye Nezinga Lezinkonzo kanye Nezivumelwano Zebhizinisi nezinye izinhlaka zikahulumeni.
Izindaba Zokusebenzisana Nohulumeni	<ul style="list-style-type: none"> Amaminithi Ebhodi kanye nemihlangano yabaphathi; Imibhalo yokuhlelwa kwamasu namabhizinisi; Ukudluliselwa kwegunya kwabanye; kanye Incazelo yezinzuzo.
Umanyango Wezabasebenzi	<ul style="list-style-type: none"> Incwadi yezinqubomgomo zomnyango wezabasebenzi; Imininingwane yezisebenzi kuhlanguanise imininingwane yomuntu, umlando wokuqashwa kanye nomlando wezempilo okungenzeka inkampani ibiyiqoqile ngezikhathi ezithile; Imininingwane Yokuqeqeshwa kanye Nokuthuthukiswa; kanye Amafayela avamile ahlanguanisa imininingwane ngezinzuzo zabasebenzi kanye nokufunwa nokukhethwa kwabasebenzi.
Ezezimali	<ul style="list-style-type: none"> Amarekhodi ezimali; Uhlu lwabakweletwayo kanye nabakweleta i-SITA; Imininingwane yomuholo; Imininingwane ye-akhawunti yasebhange; kanye

	<ul style="list-style-type: none"> • Uhlu okubhaliswe kulo impahla.
Ukulawulwa kobungozi	<ul style="list-style-type: none"> • Imininingwane yokulawula ubungozi bemisebenzi ye-SITA; • Imishwalensi; kanye • Nemininingwane (ikheli lendawo) yezokuvikela.
Ukulawulwa Komsebenzi	<ul style="list-style-type: none"> • Amapulani ezakhiwo; kanye • Imininingwane ngokuvamile ehlobene nemisebenzi elawulwa inkampani ngezikhathi ezithile.
Ezobuchwepheshe	<ul style="list-style-type: none"> • Amanani okusebenzisa; • Imininingwane yamathuluzi; kanye • Inani lemishini yezobuchwepheshe kanye nesofthiwe
Ukudla	<ul style="list-style-type: none"> • Amarekhodi emisebenzi kanye nezindleko ezihlobene nazo; • Amashadi esitokwe; kanye • Uhlu lwabahlinzeki.
Izincwadi Zenkampani	<ul style="list-style-type: none"> • Amarekhodi Kanobhala Wenkampani.
Umanyango Wezokukhangisa	<ul style="list-style-type: none"> • Izincwadi kanye nezincwajana ze-SITA; • Izincwadi ezihlobene Nezindaba Zokubonakala Kwenkampani Emphakathini; kanye • Ukukhishwa kwezindaba ze-SITA.
Izinkonzo Zokweseka	<ul style="list-style-type: none"> • Amashadi okuthunyelwa kanye nokulandwa; kanye • Uhlu lwabahlinzeki.

8. Izindleko zamarekhodi ezinhlaka zomphakathi zinjengoba zivezwe encwadini yoMthetho Mgomo esebenzayo njengamanje ku-PAIA

- Uhlelo lwezindleko ezichaziwe ngokoMthetho Mgomo zifakiwe lapha kuSithasiselo "B".
- Abafaka izicelo kulindeleke ukuthi bakhokhe imali yezindleko engu-R35.00 (amashumi amathathu nanhlanu) ngokufaka isicelo sokuthola amarekhodi. Abantu abafaka isicelo sokuthola Imininingwane Yabo abafakiwe bona ekutheni bakhokhe lemali. Okunye futhi, abantu abahola imali engaphansi kuka-R14,712 ngenyanga (uma ungashadile) kanye nengu-R27,192 ngenyanga (uma ushadile noma kukhona umlingani wakho ohlala naye), nabo abafakiwe ekutheni bakhokhe lemali yezindleko zokufaka isicelo.
- Intel ("VAT") ikhokhwa kuphela izikhungo ezibhaliswe njengabadayisi be-VAT njengoba kudingeka ngaphansi kwe-sigaba 23 somthetho wokuqoqa intela oyi-VAT Act, 89 ka-1991.

Zonke izimali ezikhokhwayo kumelwe zithunyelwe ku:

State Information Technology Agency SOC Ltd

Ibhang: Standard Bank

Igama Legatsha: Centurion

Inombolo Ye-Akhawunti: 410 298 158

Ikhodi Yegatsha: 012 645

Ikhodi Yegatsha

(Izimali Ezikhokhwa Ngobuchwepheshe):051001

Ikheli Le-Swift: SBZA ZA JJ

Uhlobo Lwe-akhawunti: Business Current Account

Ireferensi: Igama lomuntu ofaka isicelo kanye nosuku lwesicelo

9. Imininingwane ephathelene nokuthi ungasifaka kanjani isicelo se-PAIA kithi

- a) Zonke izicelo kumelwe zithunyelwe esiKhulwini Semininingwane se-SITA njengoba kuchazwe efomini. Silifakile lelo fomu kuleNcwadi Yeziqondiso. Libhalwe ukuthi Ifomu A.
- b) Ukuze siqinisekise ukuthi sikuthumelela imininingwane enembile oyidingayo, qiniseka ukuthi:
 - i) usinikeza imininingwane ephelele efomini lesicelo ukuze usisize sikwazi ukukubona sibone nerekhodi olidinga kithi;
 - ii) uyachaza efomini ukuthi ungathanda ukuthola amarekhodi, ngokwesibonelo anyathelisiwe noma ngohlelo lobuchwepheshe. Sicela usitshale, kungaba ngokubhala ebhokisini lokuphawula, ukuthi ungathanda sixhumane nawe ngezinye izindlela, ngokwesibonelo ngocingo. Uma kunjalo, sicela usinikeze imininingwane yakho yokuxhumana;
 - iii) uphawule ilungelo lokuthi ufuna ukusebenzisa noma ukuvikela futhi usichazele ukuthi kungani ucela irekhodi olicelile ngokuvumelana nokusebenzisa kanye nokuvikela lelo lungelo; kanye
 - iv) nokuthi uma ufakela othile isicelo, kumelwe uthumele ubufakazi balowo omfakela isicelo.
- c) Isikhulu Sethu Semininingwane, ngokushesha ngangokunokwenzeka ezinsukwini ezingamashumi amathathu (30) ngemuva kokutholwa kwesicelo, siyonquma ukuthi siyakunika yini imvume noma cha. Uzokwaziswa ukuthi isicelo samukelekile yini noma cha.
- d) Uzophinde waziswe futhi nangalokhu okulandelayo:
 - i) Izindleko okumelwe zikhokhwe zokuthola imininingwane;
 - ii) Uhlelo ozoyithola ngalo imininingwane; kanye
 - iii) Iqiniso lokuthi ungafaka isikhalazo kuMlawuli Wolwazi (lapho i-POPIA isisebenza ngokugcwele) noma ufake isikhalo Enkantolo Ephakeme ngokuphathelene nemali oyikhokhisiwe yezindleko zokuthola imininingwane noma uhlelo ogunyazwe ukuthi uyithole ngayo imininingwane.
- e) Uma sisenqaba isicelo sakho, Umphathiswa Wemininingwane uzokunikeza isizathu esibhaliwe. Ungafaka isikhalazo kuMlawuli Wolwazi (lapho i-POPIA isisebenza) noma ufake isikhalo Enkantolo Ephakeme esiphikisana nokwenqatshwa kwesicelo.
- f) Uma sihluleka ukukuphendula esikhathini esiyizinsuku ezingamashumi amathathu (30) ngemuva kokuthi sithole isicelo, kungenzeka isicelo sisuke senqatshiwe.
- g) Sicela usinikeze isikhathi esengeziwe uma isicelo sakho kungesamarekhodi amaningi; ukucingwa kwamarekhodi kumelwe kwenziwe esikhungweni esingekho edolobheni okukhona kulo amahhovisi amakhulu e-SITA; uma uvumelana nokuthi isikhathi sinwetshe.
- h) Sicela uphawule ukuthi zonke izicelo esizitholayo, zizohlolwa futhi zicatshangelwe ngokuvumelana ne-PAIA. Kubalulekile ukukhumbula ukuthi, nakuba sinyathelise leNcwadi Yeziqondiso futhi sachaza imikhakha kanye nezihloko zezindaba zemininingwane noma amarekhodi esiwagcinile, lokhu akukunikezi ilungelo lokuthola leyo mininingwane noma amarekhodi, ngaphandle kwalokho okushiwo i-PAIA. Amarekhodi ongeke uwathole ahlanganisa nalawo ezinhloko zesithathu okungabantu (isib. abantu) imininingwane yezebhizinisi nezinhloko zesithathu, naleyo ehlobene nokuphepha komuntu ngamunye noma ukuvikelwa kwempahla, leyo egunyazwe ukusetshenziswa ezindabeni zomthetho,

imininingwane yezebhizinisi yezinhlaka ezizimele kanye neminingwane yophenyo yezinhlaka zesithathu noma izinhlaka ezizimele

10. Isethulo se-POPIA

- I-PAIA ifuna ukuthi sikunikeze imininingwane ethile ehlobene noMthetho Wokuvikelwa Kwemininingwane Yomuntu, 4 ka-2013 (“POPIA”). Le mininingwane ihlobene nokuthi imiphi Imininingwane Yomuntu Siqu esiyicubungulayo, uma kuqhathaniswa neminye, esetshenzisiwe, edaluliwe noma ishatshalalisiwe. Kulindeleke nokuthi sikunikeze imininingwane ngamalungelo akho ehlobene neMininingwane Yomuntu Siqu eqoqiwe, yacutshungulwa futhi yalondolozwa.
- I-SITA izibophezele ezibophweni zayo zokucina imininingwane iyimfihlo futhi sizoqhubeka sinakisisa ezikhalazweni noma ezicelweni ezenziwa nguwe ezihlobene neMininingwane Yakho Siqu.

10.1 Imininingwane Yomuntu Siqu esiyisebenzisayo

Sizame konke okusemandleni ukubhala yonke imikhakha yeziHloko Zemininingwane kanye nemikhakha Yemininingwane Yomuntu Siqu esiyisebenzisayo kodwa kungase kube khona izici esingazihlanganisanga kulolu hlu

Umkhakha Wezihloko Zemininingwane	Umkhakha Wemininingwane Yomuntu Siqu
Ikhasimende- Abantu Abangokoqobo	Amagama; imininingwane yokuxhumana; amakheli eposi kanye nawasekhaya; usuku lokuzalwa; inombolo ye-ID; okuhlobene nentela imininingwane; ubuzwe; ubulili; izincwadi eziyimfihlo
Amakhasimende - Abantu Bomthetho / Izinhlango	Amagama abantu okuxhunanwa nabo, Igama Lenhlangano Yezomthetho; Ikheli lePosi kanye neleNdawo kanye neminingwane yokuxhumana; Imininingwane yezezimali; Inombolo yokubhalisa; Izincwadi zomthetho sisekelo; Imininingwane ehlobene nezentela; abagunyaziwe ukusayina, abathola izinzuzo, abanikazi bezinzuzo bokucina
Abahlinzeka Ngezinkonzo Abathole Inkontileka	Amagama abantu okuxhunanwa nabo, Igama Lenhlangano Yezomthetho;

KUVINJELWE

	<p>Ikheli lePosi kanye neleNdawo kanye neminingwane yokuxhumana;</p> <p>Imininingwane yezezimali; Inombolo yokubhalisa;</p> <p>Izincwadi zomthetho sisekelo; Imininingwane ehlobene nezentela;</p> <p>abagunyaziwe ukusayina, abathola izinzuzo, abanikazi bezinzuzo bokugcina</p>
Abaxhumanisi / Abeluleki	<p>Amagama abantu okuxhunyanwa nabo, Igama Lenhlangano Yezomthetho;</p> <p>Ikheli lePosi kanye neleNdawo kanye neminingwane yokuxhumana;</p> <p>Imininingwane yezezimali; Inombolo yokubhalisa;</p> <p>Izincwadi zomthetho sisekelo; Imininingwane ehlobene nezentela;</p> <p>abagunyaziwe ukusayina, abathola izinzuzo, abanikazi bezinzuzo bokugcina</p>
Abasebenzi / Abaqondisi / Abantu abasemathubeni / Abanikazi bamasheya / Abasebenzi bokuzithandela / Amalungu omndeni abasebenzi / Abasebenzi besikhashana / abafake isicelo somfundaze	<p>Ubulili, Ukukhulelwa; Isimo Somshado; Icala, Iminyaka, Ulimi, Imininingwane yemfundo; Imininingwane Yezezimali; Umlando Wokusebenza; Inombolo Kamazisi;</p> <p>Ikheli lePosi kanye neleNdawo; Imininingwane yokuxhumana;</p> <p>Imibono, Isimo samacala; Inhlalakahle, Okuqoshwe Ngamakhamera.</p>
Ubumfihlo bewebusayithi / Ubumfihlo bama-app	<p>Imininingwane yobuchwepheshe yokubona: Ikhelo le-IP, imininingwane yokungena, ama-cookie, Ukugcinwa kwemininingwane yobuchwepheshe; umakhalekhukhwini, i-GPS</p>
Abavakashi	<p>Igama lenhlangano, ikheli, inombolo yocingo, inombolo kamazisi, inombolo yepasipoti, imininingwane yezincwadi zokushayela, inombolo yemoto, okuthwebulwe ngamakhamera kanye nenombolo yeseriyali yekhompuyutha ephathwayo.</p>

10.2 Kungani sisebenzisa imininingwane yakho

- a) I-POPIA ithi Imininingwane Yomuntu Siqu ingasetshenziswa ngokusemthethweni nangendlela efanele engadaluli izinto zakho (onikeza imininingwane) eziyimfihlo.
- b) Unhlobo lweMininingwane Yomuntu Siqu esiyisebenzisayo iyohluka kuye ngenjongo esiyiqoqele yona. Sizokutshela ukuthi kungani Imininingwane Yomuntu Siqu siyithathile futhi sizosebenzisa leyo mininingwane ngaleyo njongo kuphela.

10.3 Ubani esimthumelela Imininingwane Yomuntu Siqu

- a) Singahle sinikeze laba Imininingwane Yomuntu Siqu:
 - i) Abaphathi;
 - ii) Abasebenzi;
 - iii) Abasebenzi Besikhashana;
 - iv) Abathole Inkontileka; kanye
 - v) Nabanye abasezinhlanganweni emhlabeni wonke.

- b) Sinezivumelwano ezisebenzayo zokuqinisekisa ukuthi ezinye izinhlobo zibambisana nathi ngokwezimfuneko zobumfihlo nokugcina imininingwane iyimfihlo. Imininingwane Yomuntu Siqu ingaphinde idalulwe lapho kunemisebenzi engokomthetho edinga ukuba kwenziwe kanjalo.

10.4 Ukuthunyelwa Kwemininingwane Yakho Eyimfihlo ngaphandle kwaseNingizimu Afrika

Uma siyithumela Imininingwane Yakho Eyimfihlo kwezinye izinhlobo ezingaphandle kwaseNingizimu Afrika, sizokuqinisekisa ukuthi lowo othola imininingwane uyabambisana nomthemtho, nemithetho yokusebenzisana kanye nezivumelwa zokuzibophezela ezinikeza izinga elifanele lokuvikela.

10.5 Siyivikela kanjani Imininingwane Yomuntu Siqu

Kuyimfuneko yethu ukuqasha ngendlela efanele, ukuba nezobuchwepheshe ezisezingeni elifanele kanye nokuthatha izinyathelo ezifanele ukuze kugwenywe ukulahleka, ukonakala noma ukuphazanyiswa kweMininingwane Yomuntu Siqu umuntu ongagunyaziwe kanye nokutholakala noma ukusetshenziswa Kwemininingwane Yomuntu Siqu okungekho emthethweni. Sisebenzisa izindlela ezinhle zokusebenza ze-ISO/IEC 27001 ukuvikela imininingwane.

10.6 Amalungelo akho

- a) Ngokuvumelana ne-POPIA unelungelo lokuthola Imininingwane Yomuntu Siqu esiyigcinile. Ngakho sinomthwalo wokukunikeza imininingwane emayelana nokuthi Imininingwane Yakho Siqu siyigcinile yini noma cha.
- b) Uma siyigcinile noma imiphi Imininingwane yakho, unelungelo lokubona irekhodi noma nencazelo Yemininingwane Yomuntu Siqu ehlanganisa imininingwane yabanye abantu abangakwazi noma abake bayithola le mininingwane.
- c) Unelungelo lokucela ukulungisa, ukususa, ukuvala noma ukuqedela Imininingwane Yakho Siqu ebonakala inganembile noma ingaphelele kanye, ezimweni ezithile, ukwenqabela ukusentshenziswa kweMininingwane Yakho Siqu

10.7 Ungasifaka kanjani isicelo sokuthola Imininingwane Yakho Siqu - Isicelo Sokuthola Imininingwane

- a) Uma ungathanda ukwazi ukuthi siyigcinile yini Imininingwane Yakho Siqu ungafaka isicelo ngeFomu A. Sizokunikeza lemininingwane mahhala uma ufaka isicelo ngeFomu A.
- b) Ungacela irekhodi noma incazelo Yemininingwane Yakho Siqu ehlanganisa nalabo abangakwazi noma abake bathola imininingwane yakho ngokugcwalisa iFomu A.
- c) Lapho sesisitholise isicelo sakho ngeFomu A sizokubhalela isilinganiso esisicabangayo sezindleko ukuze sikwazi ukuqhubeka nesicelo sakho. Uma isicelo sakho siphumelela, kuzodingeka ukhokhe imali yezindleko ngaphambi kokuthi sikunikeze irekhodi noma incazelo.

10.8 Ungasivimbela kanjani ukuthi singayisebenzisi Imininingwane Yakho Siqu

- a) Unelungelo lokusivimba nganoma isiphi isikhathi ukuthi sisebenzise Imininingwane Yakho Siqu uma siyisebenzisa ngesisekelo sokuthi ivikela izinzuzo zakho ezingokomthetho, uma kuyimfuneko ehambisana nomthetho, noma ukuyisebenzisa kuyimfuneko ngezizathu zethu ezingokomthetho noma zezinye izinhloko esizinikeza imininingwane.
- b) Unelungelo futhi lokwenqaba uma sisebenzisa Imininingwane Yakho Siqu ngezinjongo zokukhangisa ngokuqondile.
- d) Ukwenqaba kwakho kumelwe kuthunyelwe ngeFomu 1. Uma unanoma imiphi imibuzo ngokuthumela iFomu 1 sizokunikeza usizo oludingayo mahhala.

10.9 Ungasifaka kanjani isicelo sokulungisa noma ukususa Imininingwane Yakho Siqu

- a) Ungafaka isicelo kithi sokuthi silungise noma sisule Imininingwane Yomuntu Siqu ekithi enganembile, engafaneleki, engadingeki, edlulelwe isikhathi, engaphelele, ekhohlisayo noma etholakale ngokungemthetho; noma ukuthi konakaliswe noma kusulwe marekhodi eMininingwane Yomuntu Siqu ephathelene nawe esingasagunyaziwe ukuthi sibe nayo.
- b) Ukuze kwenziwe lesi sicelo kumelwe kugcwaliswe iFomu 2.
- c) Lapho sesisitholile isicelo sakho sizolungisa noma sonakalise noma sisule imininingwane noma sikunikeze ngobufakazi obugculisayo obusekela lowo mininingwane ngokushesha kangangokunokwenzeka
- d) Esimweni lapho singeke sikwazi khona ukufinyelela esivumelwaneni sokulungisa Imininingwane Yomuntu Siqu, ungacela ukuba siphawule ukuthi ucele ukuba silungise Imininingwane Yomuntu Siqu, kodwa lokho akwenziwanga.

10.10 Ungasifaka kanjani isikhalazo

Uma ungajabule ngendlela eziyisebenzisa ngayo Imininingwane Yakho Siqu futhi ukholelwa ukuthi sigxambukela ekuvikelweni onakho kweMininingwane Yakho Siqu, lapho i-POPIA isisebenza ngokugcwele, faka isikhalazo kuMlawuli Engxenyeni 1 yeFomu 5.

Isithasiselo B: Ukuchazwa Kwezindleko

Izindleko zokuthola ikhophi yencwadi yeziqondiso njengoba kubonisiwe eMthethweni 5(c) zingu-R0.60 ikhasi ngalinye eliwubukhulu be-A4 noma ingxenye.

- a) Izindleko zokukhiqiza kabusha ezichazwe Emthethweni Wokuziphatha 7(1) yilezi ezilandelayo:
 - i) R0.60 yonke ikhophi eyikhasi eliwu-A4 noma ingxenye.
 - ii) wonke amakhasi anyathelisiwe angu-A4 noma ingxenye agcinwe kuyikhompyutha u-R0.40 noma awobuchwepheshe noma ohlelo olukwaziyo ukufundwa umshini akukhompyutha - afundwa umshini nge-CD/DVD u-R40.00.
 - iii) izithombe ezinyathelisiwe zevidiyo, ikhophi eyikhasi eliwu-A4 noma ingxenye u-R22.00.
 - iv) ikhophi yezithombe zevidiyo u-R60.00.
 - v) okubhaliwe kokurekhodiwe, ubukhulu bekhasi eliwu-A4 noma ingxenye u-R12.00 ikhophi yokurekhidiwe okulalelwayo u-R17.00.

- b) Izindleko zesicelo ezikhokhwa ilowo nalowo ofaka isicela ngaphandle komnikazi wesicelo kubhekiselwe kuzo kuMthetho Wokusebenza 7(2) zingu:
 - i) R0.60 yonke ikhophi eyikhasi eliwu-A4 noma ingxenye.
 - ii) wonke amakhophi anyathelisiwe awubukhulu bekhasi obungu-A4 noma ingxenye agcinwe kukhompyutha noma ngohlelo lobuchwepheshe noma ngohlelo olufundeka ngomshini R0.40.
 - iii) ikhophi yohlelo olufundeka ngekhompyutha oluku-CD/DVD R40.00.
 - iv) izithombe ezinyathelisiwe zevidiyo, ikhophi eyikhasi eliwu-A noma ingxenye u-R22.00.
 - v) ikhophi yezithombe zevidiyo u-R60.00.
 - vi) izithombe ezinyathelisiwe zomsindo orekhodiwe, ikhophi eyikhasi eliwu-A4 noma ingxenye u-R12.00.
 - vii) ikhophi yerekhodi lokulalelwayo R17.00.
 - viii) Ukucinga kanye nokuhlela irekhodi ukuze likhishwe ihora ngalinye noma ingxenye yehora, lingabalwa ihora lokuqala, ngokuvumelana nezimfuneko zokucinga nokuhlela R150.00.

- c) Kusebenza lokhu okulandelayo, ngezinjongo zeSahluko 22(2) Somthetho:
 - i) Amahora ayisithupha angase adlule ngaphapmbi kokuba kukhokhwe idiphosithi.
 - ii) Ikota yemali yezindleko zokuthola irekhodi kumelwe ikhokhwe ofaka isicelo njengediphosithi.
 - iii) Enye ingxenye kumelwe ikhokhwe lapho ikhophi yerekhodi sekudingeka ithunyelwe kofake isicelo.
 - iv) Izindleko zokufaka isikhalazo ngokuphathelele nesikhalazo esifakwa owenze isicelo sokwenqatshwa kwesicelo sakhe sokuthola irekhodi sichazwe kuSahluko 75(3)(A) womthetho 50.00

- d) Enye ingxenye kumelwe ikhokhwe lapho ikhophi yerekhodi sekudingeka ithunyelwe kofake isicelo.

Ifomu A: Isicelo Sokuthola Irekhodi

IMININGWANE YOMUNTU OFAKA ISICELO

<p>a. Iminingwane yomuntu owenza isicelo kumelwe ifakwe lapha ngezansi.</p> <p>b. Ikheli kanye/noma inombolo ye-fax yaseNingizimu Afrika okumelwe iminingwane ithunyelwe khona, kumelwe ihlinzekwe.</p> <p>c. Ubufakazi besizathu isicelo esenziwa ngaphansi kwaso, uma bukhona, kumelwe bufakwe.</p>	
Amagama aphelele kanye nesibongo:	
Inombolo kamazisi:	
Ikheli leposi:	
Inombolo ye-fax:	
Inombolo yocingo:	
Ikheli le-imeyili:	
Ubufakazi bomuntu owenzelwa isicelo, uma isicelo senzela omunye umuntu.	

IMININGWANE YOMUNTU OWENZELWA ISICELO

Le ngxenye kumelwe igcwaliswe KUPHELA uma isicelo seminingwane senzela omunye umuntu	
Amagama aphelele kanye nesibongo:	
Inombolo kamazisi:	

IMININGWANE YEREKHODI

<p>a. Nikeza iminingwane ephela yerekhodi ofuna ukulithola, okuhlanganisa inombolo yereferensi uma uyazi, ukuze sikwazi ukulithola irekhodi.</p> <p>b. Uma isikhala osinikeziwe singanele, sicela uqhubeka ubhale ephepheni elihlukile bese ulifaka kanye naleli fomu.</p> <p>c. Ofaka isicelo kumelwe asayine wonke amaphepha aseceleni.</p>	
1. Incazelo yerekhodi, noma ukwazisa okujwayelekile kwerekhodi:	

KUVINJELWE

2. Inombolo yereferensi, uma ikhona:	
3. Eminye imininingwane eyengeziwe yerekhodi:	

IZINDLEKO

Isicelo sokuthola irekhodi, ngaphandle nje kwerekhodi eliqukethe imininingwane ephathelene nawe, izocutshungulwa kuphela uma imali yezindleko isikhokhiwe.

Uzokwaziswa ngemali yezindleko edingekayo.

Imali yezindleko ekhokhwayo ukuze uthole irekhodi iya ngohlobo irekhodi elicelwa ngayo kanye nangesikhathi esidingekayo sokulicinga bese liyahlelwa lelo rekhodi.

Uma ufaneleka ukukhishwa ohlwini lwabakhokhayo, sicela usho isizathu sokungakhokhiswa.

Isizathu sokungakhokhiswa:

UHLOBO LOKUTHOLA IREKHODI

Umaungakwazi ukufunda ngenxa yokukhubazeka, bheka noma ulalele irekhodi ngohlobo oluboniswe ngezansi ukusuka ku-1 ukuya ku-4, isho ukukhubazeka kwakho bese usho ukuthi ucela hlobo luni lwerekhodi.

Faka u-"X" ebhokisini elifanele

Ukukhubazeka	
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Uhlobo irekhodi eli	
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KUVINJELWE

UKUPHAWULA:			
(a) Ngokuvumelana nesicelo sakho sokuthola irekhodi ngohlobo oluthile kuyonquma endleleni irekhodi elitholakala ngalo (b) Ukuthola irekhodi ngohlobo oluthile kungase kwenqatshelwe ezimweni ezithile. Kulezo zimo uzotshelwa uma ungakwazi ukulithola ngolunye uhlobo. (c) Imali ekhokhwayo yokuthola irekhodi, uma ikhona, izonqunya ngokwengxenywe uhlobo okucelwe ngalo irekhodi.			
Uma irekhodi lingohlelo olubhaliwe noma olunyathelisiwe:			
Ikhophi yerekhodi		Ukuhlolwa kwerekhodi	
Uma irekhodi lihlanganisa nezithombe zevidiyo (okuhlanganisa izithombe, ama-slides, amavidiyo aqoshiwe, izithombe ezakhiwe ngekhompyutha, imidwebo, njll.			
Bheka izithombe		Amakhophi ezithombe	Izithombe ezinyathelisiwe
Uma irekhodi ligcinwe kuyikhompyutha noma ngobuchwepheshe noma lingohlelo olufundeka ngomshini:			
Lalela imisindo/ noma irekhodi lomsindo elikukhasethi		Ukubhalwa phansi kwemisindo* (okubhaliwe noma okunyathelisiwe)	
Uma irekhodi ligcinwe kuyikhompyutha noma ngobuchwepheshe noma lingohlelo olufundeka ngomshini:			
Ikhophi enyathelisiwe yerekhodi		Ikhophi enyathelisiwe yemininingwane etholakale kuyirekhodi	Ikhophi yekhompyutha engohlelo olufundekayo
Phawula ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, lingatholakala ngezinye izilimi elitholakala ngazo.			
Uma ucele ikhophi noma okunyathelisiwe kwerekhodi (ngenhla), ingabe ungathanda ikhophi noma okubhaliwe kuthunyelwe kuwe?			YEBO <input type="checkbox"/> CHA <input type="checkbox"/>
Ungathanda ukulithola ngaluphi ulimi irekhodi?			

ISAZISO SESINQUMO ESIPHATHELENE NESICELO SOKUTHOLA IREKHODI

Uzokwaziswa ukuthi isicelo samukelekile yini/ noma cha. Uma ungathanda ukwaziswa ngezinye izindlela, sicela uchaze indlela ongathanda ukwaziswa ngayo futhi unikeze imininingwane edingekayo ukuze sikwazi ukwenza ngokuvumelana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo sakho ngokuphathelelene nesicelo sokuthola irekhodi?

Isayinwe e-..... usuku inyanga.....20.....

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IFormu 1: Ukwenqaba ukusetshenziswa kwemininingwane yomuntu siqu ngokuvumelana nesahluko 11 (3) Somthetho Wokuvikela Imininingwane Yomuntu Siqu, 2013 (Umthetho No. 4 ka 2013)

IMITHETHO YOKUSEBENZA EHLOBENE NOKUVIKELA IMINININGWANE YOMUNTU SIQU, 2018

[Umthetho Wokusebenza 2]

Phawula:

1. Izincwadi ezifungelwe noma ezinye izincwadi eziwubufakazi ezikhona ezisekela isicelo sakho zingase zifakwe.
2. Uma isikhala osinikezwe kuleli Fomu singanele, thumela imininingwane njengeSithasiselo kuleli fomu bese usayina ikhasi ngalinye.
3. Gcwalisa njengokwemfuneko.

A	IMINININGWANE YOMUNTU ONIKEZA IMINININGWANE
I(Ama)gama kanye nesibongo / igama elibhalisiwe lemininingwane:	
Inombolo Ehlukile Yakho/Kamazisi:	
Ikheli lasekhaya, leposi noma lebhizinisi:	Ikhodi ()
I(Izi)nombolo yocingo	
Inombolo ye-fax / Ikheli le-imeyile:	
B	IMINININGWANE YEQEMBU ELIHILELEKILE
I(Ama)gama kanye nesibongo/ igama elibhalisiwe lelangano ethintekayo:	
Ikheli lasekhaya, leposi noma lebhizinisi:	Ikhodi ()

KUVINJELWE

I(izi)nombolo yocingo	
Inombolo ye-fax / Ikheli le-imeyile	
C	ISIZATHU SOKWENQABA NGOKWESAHLIKO 11(1)(d) ukuya ku_(f) (Sicela uchaze ngokuningiliziwe isizathu sokwenqaba)

Isayinwe e-..... usuku inyanga.....20.....

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Isignasha yonikeza imininingwane/ umnikazi wemininingwane

IFomu 2: Isicelo sokulungisa noma ukwesula imininingwane yomuntu siqu noma ukonakalisa noma ukwesula imininingwane yomuntu siqu ngokuvumelana nesahluko 24 (1) Somthetho Wokuvikela Imininingwane Yomuntu Siqu, 2013 (Umthetho No. 4 ka 2013)

A.1 IMITHETHO YOKUSEBENZA EHLOBENE NOKUVIKELA IMINININGWANE YOMUNTU SIQU, 2018

[Umthetho Wokusebenza 3]

Phawula:

1. Izincwadi ezifungelwe noma ezinye izincwadi eziwubufakazi ezikhona ezisekela isicelo sakho zingase zifakwe.
2. Uma isikhala osinikezwe kuleli Fomu singanele, thumela imininingwane njengeSithasiselo kuleli fomu bese usayina ikhasi ngalinye.
3. Gcwaisa njengokwemfuneko.

Faka u-"X" ebhokisini elifanele.

Isicelo:

Sokulungiswa noma ukusulwa kwemininingwane yomuntu siqu ngokuphathelele nesihloko semininingwane esingaphansi noma esinakekelwa iqembu elinomthwalo.

Sokonakaliswa noma ukusulwa kwemininingwane yomuntu siqu ngokuphathelele nesihloko semininingwane esingaphansi noma esinakekelwa iqembu elinomthwalo kodwaelingasagunyaziwe ukuba nayo le mininingwane.

A	IMINININGWANE YOMUNTU ONIKEZA IMINININGWANE
I(Ama)gama kanye nesibongo / igama elibhalisiwe lemininingwane:	
Inombolo Ehlukile Yakho/Kamazisi:	
Ikheli lasekhaya, leposi noma lebhizinisi:	
	Ikhodi ()
I(Izi)nombolo yocingo	

KUVINJELWE

Inombolo ye-fax / Ikheli le-imeyile:	
B	IMINININGWANE YEQEMBU ELIHILELEKILE
I(Ama)gama kanye nesibongo/ Igama elibhalisiwe lelangano ethintekayo:	
Ikheli lasekhaya, leposi noma lebhizinisi:	
	Ikhodi ()
I(Izi)nombolo yocingo	
Inombolo ye-fax / Ikheli le-imeyile	
C	IMINININGWANE OKUMELWE ILUNGISWE/ISULWE/ IPHAZANYISWE? YONAKALISWE
D	ISIZATHU *SOKULUNGISA NOMA UKUSULA IMINININGWANE YOMUNTU SIQU NGOKUPHATHELENE NOMNIKAZI WEMINININGWANE EKITHI NOMA ENGAPHANSI KOKULAWULWA IQEMBU ELINOMTHWALO WEMFANELO NGOKUVUMELANA NESAHLUKO 24(1) (a) SOMTHETHO; kanye noma NGEZIZATHU *ZOKUPHAZAMISA NOMA UKUSULA IREKHODI LEMINININGWANE YOMUNTU SIQU YOMNIKAZI WALEYO MINININGWANE EQENJINI ELINOMTHWALO WEMFANELO KODWA ELINGASAGUNYAZIWE UKUBA NALEYO MINININGWANE NGOKWESAHLUKO 24(1)(b) SOMTHETHO. (Sicela uchaze ngokuningiliziwe isizathu sokufaka isicelo)

Isayinwe e-..... usuku inyanga.....20.....

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Isignesha yonikeza imininingwane/ umnikazi wemininingwane

IFomu 5: Isikhalazo ngokuphathelene nokugxambukela kokuvikela kwemininingwane yami / isikhalazo ngokuphathelene nokucatshangelwa umahlulelo ngokwesahluko 74 Somthetho Wokuvikela Imininingwane Yomuntu Siqu, 2013 (Umthetho No. 4 ka 2013)

IMITHETHO YOKUSEBENZA EHLOBENE NOKUVIKELA IMINININGWANE YOMUNTU SIQU, 2018

[Umthetho Wokusebenza 7]

Phawula:

1. Izincwadi ezifungelwe noma ezinye izincwadi eziwubufakazi ezikhona ezisekela isicelo sakho zingase zifakwe.
2. Uma isikhala osinikezwe kuleli Fomu singanele, thumela imininingwane njengeSithasiselo kuleli fomu bese usayina ikhasi ngalinye.
3. Gcwalisa njengokwemfuneko.

Faka u-"X" ebhokisini elifanele.

A.2 Isikhalo ngokuphathelene:

Izinsolo zokugxambukela ekuvikelweni kwemininingwane

Ukucatshangelwa umahluleli.

INGXENYE 1	IZINSOLO ZOKUGXAMBUKELA EKUVIKWELWENI KWEMINININGWANE YOMUNTU SIQU NGOKWESAHLUKO 74(1) SOMTHETHO WOKUVIKELWA KWEMINININGWANE YOMUNTU SIQU, 2013 (Umthetho No. 4 ka 2013)
A	IMINININGWANE YOFAKA ISIKHALAZO
I(Ama)gama kanye nesibongo / igama elibhalisiwe lemininingwane:	
Inombolo Ehlukile Yakho/Kamazisi:	
Ikheli lasekhaya, leposi noma	

KUVINJELWE

lebhizinisi:	
	Ikhodi ()
I(Izi)nombolo yocingo	
Inombolo ye-fax / Ikheli le-imeyile:	
B	IMINININGWANE YENHLANGANO ENOMTHWALO EBHEKELELE IMINININGWANE YOMUNTU SIQU
I(Ama)gama kanye nesibongo/ Igama elibhalisiwe lehlango ethintekayo:	
Ikheli lasekhaya, leposi noma lebhizinisi:	
	Ikhodi ()
I(Izi)nombolo yocingo	
Inombolo ye-fax / Ikheli le-imeyili	
C	ISIZATHI SESIKHALO (<i>sicela uchaze isizathu sesikhalo</i>)
INGXENYE II	ISIKHALAZO NGOKUPHATHELENE NOKUCATSHANGELWA UMAHLULELI NGOKWESAHLUKO 74(2) SOMTHETHO WOKUVIKELWA KWEMINININGWANE YOMUNTU SIQU, 2013 (UMTHETHO NO. 4 KA 2013)
A	IMINININGWANE YESIKHALO
I(Ama)gama kanye nesibongo/ igama elibhalisiwe lemininingwane:	

KUVINJELWE

Indlela Ehlukile Yokubonwa/ Inombolo Kamazisi:	
Ikheli lasekhaya, leposi noma lebhizinisi:	
	Ikhodi ()
I(izi)nombolo yocingo	
Inombolo ye-fax / Ikheli le-imeyile	
B	IMINININGWANE KAMAHLULELI NOMA IQEMBU ELIHILELEKILE
I(Ama)gama kanye nesibongo sikamahluleli:	
I(Ama)gama kanye nesibongo enhlango enomthwalo wemfanelo /igama elibhalisiwe:	
Ikheli lasekhaya, leposi noma lebhizinisi:	
	Ikhodi ()
I(izi)nombolo zocingo:	
Inombolo ye-fax / Ikheli le-imeyili:	
C	ISIZATHU SESIKHALAZO (sicela uchaze isizathu sokukhalaza)

Isayinwe e-..... usuku inyanga.....20.....

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Isignasha yonikeza imininingwane/ umnikazi wemininingwane