



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

INCWADANA YOLWAZI KAMASIPALA WESITHILI SASECAPE WINELANDS

Equlunqwe ngokuphathelele kumagatya

OCANDELO LE-14 LOMTHETHO WOKUKHUTHAZWA KOFIKELELO KOLWAZI, 2000 (PAIA) (UMTHETHO OYINOMBOLO WESI- 2 WAMA- 2000) NOKULUNGISWA KWEEMFUNENKO ZOKHUSELEKO LOMTHETHO WOLWAZI LWAKHO, 2013 (UMTHETHO OYINOMBOLO YESI- 4 WAMA- 2013) (POPIA

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I S A L A T H I S O

	IINKCAZELO YEZIFINYEZO/ NEYEE-AKRONIM	4
1.	INTSHAYELELO NENJONGO YOFIKELELO KWINCWADANA YOLWAZI	6
2.	IINKCAZELO YESAKHIWO SIKAMASIPALA WESITHILI	9
3.	UMLAWULI WOLWAZI	15
4.	IINKCUKACHA ZEGOSA LOLWAZI NESEKELA LEGOSA LOLWAZI	16
5.	IINKCAZELO YEMISEBENZI KAMASIPALA WESITHILI	20
6.	IINKCAZELO YEMICIMBI NEENDIDI ZEEREKHODI EZIBANJWA NGUMASIPALA WESITHILI SASECAPE WINELANDS	23
7.	IINDIDI ZEERHEKHODI EZIFUMANEKA NGOKUZENZEKELAYO	26
8.	IINKQUBO YOKUCELA UKUFIKELELA KWIINGXELO	29
9.	INDLELA YOKUFUMANA UFIKELELO KULE NCWADANA	34
10.	UKUBANDAKANYWA KOLUNTU KUKWENZIWA KOMGAQO NOKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZA IMISEBENZI NGUMASIPALA WESITHILI SASECAPE WINELANDS	36
11.	UKUPHATHWA KOLWAZI LWAKHO	38
12.	UCWANGCISO NAMALUNGISELELO ABANTU OKWENZA IINKCAZELO OKANYE UKUCEBISA OKANYE UKUTHATHE INXAXHEBA OKANYE UKUPHEMBELELA KUKWENZIWA KOMGAQO OKANYE UKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZIWA KWEMISEBENZI NGUMASIPALA WESITHILI SASECAPE WINELANDS (CAPE WINELANDS)	44
13.	UKWALA UKUFIKELELA KWIINGXELO	46
14.	UKULUNGISWA OKUPHATHELELE KWISENZO OKANYE UKUSILELA KUKWENZA KUKAMASIPALA WESITHILI SASECAPE WINELANDS (CAPE WINELANDS)	49
15.	INDLELA EKUYOKUBHENELWA NGAYO NGAPHAKATHI NENTLAWULO YESIBHENO	50
16.	IZIKHALAZO EZIYA KUMLAWULI WOLWAZI	51
17.	AMANCEDO ANGAPHAKATHI	52
18.	UMNXEBA ONXIBELEFISA NGQO NGOBUQHETSEBA	53
19.	ULWAZI JIKELELE	54

I Z I H L O M E L O

ISIHLOMELO A	IFOMU YESI-2: ISICELO KUFIKELELO LWEREKHODI YOMBUTHO WOLUNTU	55
ISIHLOMELO B	ISAZISO SOKUBHELA NGAPAKATHI	61
ISIHLOMELO C	IMIRHUMO EHLAWULWA NGOKUPHATHELELE KUMTHETHO WOLWAZI, 2000	67
ISIHLOMELO D	ABANTU ABAKHULULWE KUKUHLAWULA IMIRHUMO YOKUCELA ULWAZI	69
ISONGEZO SESI-1	UTHABATHO OLUVUNYIWEYO	71
ISONGEZO SESI- 2: ICANDELO LOKU- 1	UKUPHATHWA KOLWAZI LWAKHO NGOKUHAMBELANA NEPOPIA	72
ISONGEZO SESI- 2: ICANDELO LOKU-2	INDIDI ZEENKCUKACHA ZEDATHA NEENDIDI ZOLWAZI LWAKHO NOKUNXULUMENE NAZO	74
ISONGEZO SESI- 2 ICANDELO LESI-3	ABAMKELI BOLWAZI LWAKHO	76
ISONGEZO SESI- 2: ICANDELO LESI-4	UKUGQITHISELWA KOLWAZI LWAKHO NGAPHAYA KWEMIDA	77
ISONGEZO SESI- 2: ICANDELO LESI- 5	INKCAZELO YAMANYATHELO OKHUSELEKO LOLWAZI AKAMASIPALA WESITHILI SASECAPE WINELANDS	78
ISONGEZO SESI-3	INKCASO KUKUPHATHWA KOLWAZI LWALKHO NGOKUPHATHELELE KWICANDELO LE-11(3) LOMTHETHO WOKHUSELEKO ULWAZI LWAKHO, WAMA-2013 (UMTHETHO WESI-4 WAMA-2013) KUNYE NEMIMISELO ENXULUMENE NOKUKHUSELWA KOLWAZI LWAKHO , WAMA-2018	81
ISONGEZO SESI- 4	ISICELO SOKULUNGISWA OKANYE SOKUCINYWA KOLWAZI LWAKHO OKANYE UKUTSHATYALALISWA OKANYE UKUCINYWA KWEREKHODI YOLWAZI LWAKHO NGOKUPHATHELELE KWICANDELO 24(1) LOMTHETHO WOKHUSELEKO LOLWAZI LWAKHO, WAMA-2018 (UMMISELO WESI-3)	83

IINKCAZELO YEZIFINYEZO/II-AKRONIM

IDP	ICebo loPhuhliso oluDibeneyo
Umsebenzi	Umntu ophatha/olungisa ulwazi lwakho oluya kwiQela elinoXanduva ngokuphathelele kwisivumelwano okaanye kugunyaziso ngaphandle kwaphantsi kokungunyazisa okuthe ngqo kwelo qela
PAIA	UmThetho wokuKhuthazwa koFikelelo loLwazi,2000 (umThetho weNombolo yesi-2 wowama- 2000)
ULwazi Lwakho	<p>Kuthetha ulwazi olunxulumene nomntu onokuchongwa ophilayo, wemveli, kwaye apho kusebenzayo umntu onokuchongwa, okhoyo ngokwasemthethweni, ukuquka kodwa kunganywinanga</p> <ul style="list-style-type: none">• Kulwazi olunxulumene nobuhlanga, isini, ukukhulelwa, isimo somtshato,ubuze okanye imvelaphi yentlalo isimo sobuni, ubudala, impilo ngokwengqondo okanye ngokomzimba, ubulwele, inkolo, isazela, inkolelo, inkcubeko, ulwimi nokuzalwa komntu;• Ulwazi olunxulumene nemfundo okanye ezonyango, ezemali, ulwaphulo-mtetho okanye imbali yengqesho yomntu;• Nayiphi inombolo yesazisi, umqondiso, idilesi ye-imeyile, idilesi yokuhlala/yasekhaya, inombolo yefowuni, indawo, ukuchongo kwi-intanethi okanye enye inkcukacha emiselwe kumntu;• Ulwazi lokwazi abantu ngendlela yembonakalo eyodwa;• lingcinga zomntu , izimvo okanye iiketho zomntu;• Imbalelwano ethunyelwa ngumntu eziqukiweyo okanye ezicacileyo kwisimo sangasese okanye selifihlo okanye ezinye iimbalelwano ezinokuveza imixholo yembalelwano yokuqala;

- Izimvo okanye iingcinga zomnye umntu malunga nomntu; kunye
- Negama lomntu ukuba lazisa ulwazi lwakho olunxulumene okanye ukwazisa igama lakho eliya kwazisa ulwazi malunga nomntu.

POPIA

UMthetho wokuKhuthaza uLwazi Lwakho, 2013 (umThetho ongunombolo wesi- 4 wama- 2013)

IQela elinoXanduva

kuthetha umbutho woluntu okanye lwangasese okanye nawuphi omnye umntu, eyedwa okanye edibana nabanye, ukumisela injongo kunye neendlela zokuphatha uLwazi lwakho

1. INTSHAYELELO

- 1.1 Le Ncwadana iqulunqwe ngokuphathelele kuMasipala wesiThili saseCape Winelands ngokuphathelele kwiCandelo le-14 loMthetho wokuKhuthazwa koFikelelo woLwazi, wama-2000 (uMthetho onguNombolo wesi-2 wama-2000) ngenjongo yokunika ilungelo lomgaqo-siseko lokufikelela kulwazi kwimibutho yoluntu neyangasese njengoko iqulethwe kwicandelo lama-32 lomGaqo-siseko weRiphabliki yoMzantsi, 1996. Enye yeenjongo yomThetho kukukhuthaza ukucaca, ukuzimela nokulawula okufanelekileyo. Le njongo yenza inxalenye yobuchule bukaMasipala wesiThili saseCape Winelands wokuphumeza uphuhliso nokuthatha inxaxheba kurhulumente wasekhaya waseNtshona Koloni. UMasipala ukwazama ukufikelela nasekunikeneni ulwazi. Incwadana ibandakanya ngaphezulu yaye ilungisa iimfuneko zoMthetho woKhuseleko loLwazi lwakho, 2013 (uMthetho onguNombolo wesi-4 wama-2013) (“POPIA”).
- 1.2 Iinjongo zeNcwadana zezi:
- 1.2.1 Ukuba abantu babe nakho ukusebenzisa amalungelo wabo ngokuphathelele kulo mThetho;
- 1.2.2 Yenza ingqiqo yemisebenzi eyenziwayo neerekhodi ezigcinwa nguMasipala wesiThili saseCape Winelands;
- 1.2.3 Inceda ukukhuthaza inkcubeko yokucaca nokuzimela nokukhuthaza ukuthabatha inxaxheba koluntu.
- 1.3 UMasipala sesiThili saseWinelands wamiselwa ngomhla wesi-5 kuDisemba ngowama-2000 ngokudibanisa iBhunga lesiThili saseBreërvier sangaphambili neBhunga lesiThili sased Winelands kwiBhunga lesiThili saseBoland (iGazethi yePhondo Gazette No. 5590 of 22 Septemba 2000), igama elatshintshwa laba nguMasipala wesiThili saseCape Winelands ngomhla wama-20 ku-Agasti wama-2004 (igazethi yePhondo eqhelekileyo eyongeziweyo iNombolo yama- 6160 yomhla wama- 20 ku-Agasti wama-2004).

1.4 Ngezantsi yimephu yommandla kaMasipala wesiThili saseCape Winelands ebonisa imida yaso:



Ulawulo lwezobulungisa bukaMasipala wesiThili saseCape Winelands (DC2) siquka iziphath'amandla zasekhaya zaseStellenbosch, zaseDrakenstein, zaseLangeberg, zaseBreede Valley nezaseWitzenberg.

1.5 Le Ncwadana ingasetyenziswa ngamalungu oluntu uku:

1.5.1 zinzisa isimo seerekhodi esele zikho kuMasipala wesiThili saseCape Winelands ngaphandle kwemfuneko yokungenisa ifomu yesicelo se-PAIA;

1.5.2 uba nengqiqo yendlela yokwenza isicelo sofikelela kwirekhodi kamasipala wesiThili saseCape Winelands;

1.5.3 fikelela kuzo zoonke iinkckacha zozhagamshelwano lwabantu abaya kunceda uluntu ngeerekhodi abafuna ukufikelela kuzo;

1.5.4 kwazi amancedo akhoyo kuMasipala wesiThili saseCape Winelands ngokuphathelele kwizicelo zokufikelela kwiirekhodi phambi kokubonana kuMlawulo wolwazi okanye iinkundla;

- 1.5.5 chaza iinkonzo ezikhoyo kumalungu oluntu kuMasipala wesiThili saseCape Winelands nendlela yokufumana ufikelelo kwezo nkonzo;
- 1.5.6 chaza inkcazelo yencwadana nendlela uopkusebenzisa i-PAIA, njengoko ichaziwe nguMasipala wesiThili nendlela yokufikelela kuyo;
- 1.5.7 qonda ukuba kunini apho uMasipala wesiThili enokuphatha ulwazilomntu nenkcazelo yeenkcukacha zedatha nolwazi okanye iindidi zolwazi olunxulumene noko;
- 1.5.8 kwazi ukuba umasipala wesiThili saseCape Winelands siqulunqa ukugqithisela okanye ukuphatha ulwazi lomntu ngaphandle kweRiphabili yoMzantsi Afrika nabamkeli okanye iindidi zabamkeli abanokunikwa ulwazi lomntu;
- 1.5.9 kwazi okokuba umasipala wesiThili saseCape Winelands sinamanyathelo okhuseleko afanelekileyo ukuqinisekisa imfihlelo, ubulungisakunyaniseko nobukho bolwazi lwakho ekufuneka lulungiswe/luphathwe.

2. INKCAZELO YESAKHIWO SIKAMASIPALA WESITHILI

- 2.1 UMasipala weSithili saseCape Winelands ulisebe lorhulumente kwicandelo likarhulumente wale ndawo kwaye umiselwe ngokubhekiselelwe kwiSaziso No P.N. 486 esomhla wama-22 kuSeptemba wama-2000, njengoko sitshintshiwe.
- 2.2 Isakhiwo sikaMasipala wesithili senziwa siakhiwo sezopolitiko nolwakhiwo lolawulo.
- 2.3 **Isakhiwo sezopolitiko** senziwa libhunga lesithili neekomiti ezahlukeneyo ezineenjongo ezithile, ikomiti elawulayo yikomiti eyintloko kuzo.
- 2.3.1 IBhunga liqulunqwe ngamalungu angama-41 kuwo ali-12 ngooCeba abasisigxina kwaye amalungu ali-17 ngooceba abangabameli ngesahlulo i (PR) abamele amaqela ezopolitiko ngokwenani leevoti azigqatsele unyulo lukaMasipala weSithili ngokuphathelele kwicandelo lama-23(1)(a) likaRhulumente waseKhaya: uMthetho wezaKhiwo zikaMasipala, 1998 (uMthetho we-117 wowe-1998).
- 2.3.2 Isithethi sichophela intlanganiso yeBhunga kwaye senza imisebenzi nokusebenzisa amagunya ngokubhekiselele kuRhulumente waseKhaya: uMthetho wezaKhiwo zikaMasipala, 1998 (uMthetho we-117 wowe-1998). Omnye umsebenzi kukuqinisekisa ukuba ooCeba athobele indlela yokuziphatha.
- 2.3.3 UMeya weDolophu uchophela iintlanganiso zeMeya aze enze imisebenzi, equka imisebenzi engamatiletile, esebenzisa namagunya agunyaziswe liBhunga okanye yikomiti yeMeya.
- 2.3.4 Isekela likaMeya weDolophu linceda uMeya weDolophu kwaye achophele xa uMeya weDolophu engekho.

2.4 Isakhiwo solawulo esiqulunqwe ngoMphathli kaMasipala otyunjwe ngokuphathelele kwiCandelo lama-57 loMthetho kaRhulumente waseKhaya: umThetho woLungiselelo lukaMasipala, 2000 (uMthetho wama- 32 wama-2000) nokumiswa kwestafu kuluqulathe la masebe namasetyana.

2.5 Urhulumente wasekhaya usebenza rhoqo ukuguqula ummandla kwaye ngoko izakhiwo zakhe neenkonzongingaguquka. Imbono yeBhunga iinjongo nokubabuleleka bobuchule buphononongwa ngokuzingileyo. Isakhiwo sombutho wakutsha-nje umiselwe ngale ndlela ilandelayo ukuya lungangatho wokunika ingxelo wesibini:

2.5.1 I-Ofisi yoMphathi kaMasipala

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UMphathi: IDP, Ulawulo loKwenza nemali ye-Inshorensi – Bianca Daries

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UMphathi oliSekela: liNkonzo zomThetho – Sarah Sanders

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INTloko yeZiko loLawulo lweNtlekele kaMasipala – Shaun Minnies

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2.5.3 liNkonzo zeziMali nezeNkxaso yobuChule

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UMphathi: Woqingqo-mali ne-Ofisi yeNdyebo – Martin Lesch

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UMphathi oliSekela: ULawulo lwesiXokelelwano lwesiBonelelo – Ronel Leo

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UMphathi: ULawulo lwaBantu – Gail Julie

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I-imeyile: gail@capewineland.gov.za

UMphathi: liNkonzo zeNkxaso – Karina Smit

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2.5.4 liNkonzo zobuGcisa

UMphathi omKhulu: liNkonzo zobuGcisa Services – Francois van Eck

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I-imeyile: Henry.Maart@capewineland.gov.za

UMphathi oliSekela: ULwazi nonXibelelwano lobuChwepheshe – Abdul Gabier

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I-imeyile: agabier@capewineland.gov.za

UMphathi oliSekela: ULawulo lweenkonzo zoThutho lwaBantu – Chwayita Nkasela

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UMphathi oliSekela: AmaPhulo – Christo Swart

Ifowuni: 023 348 2381

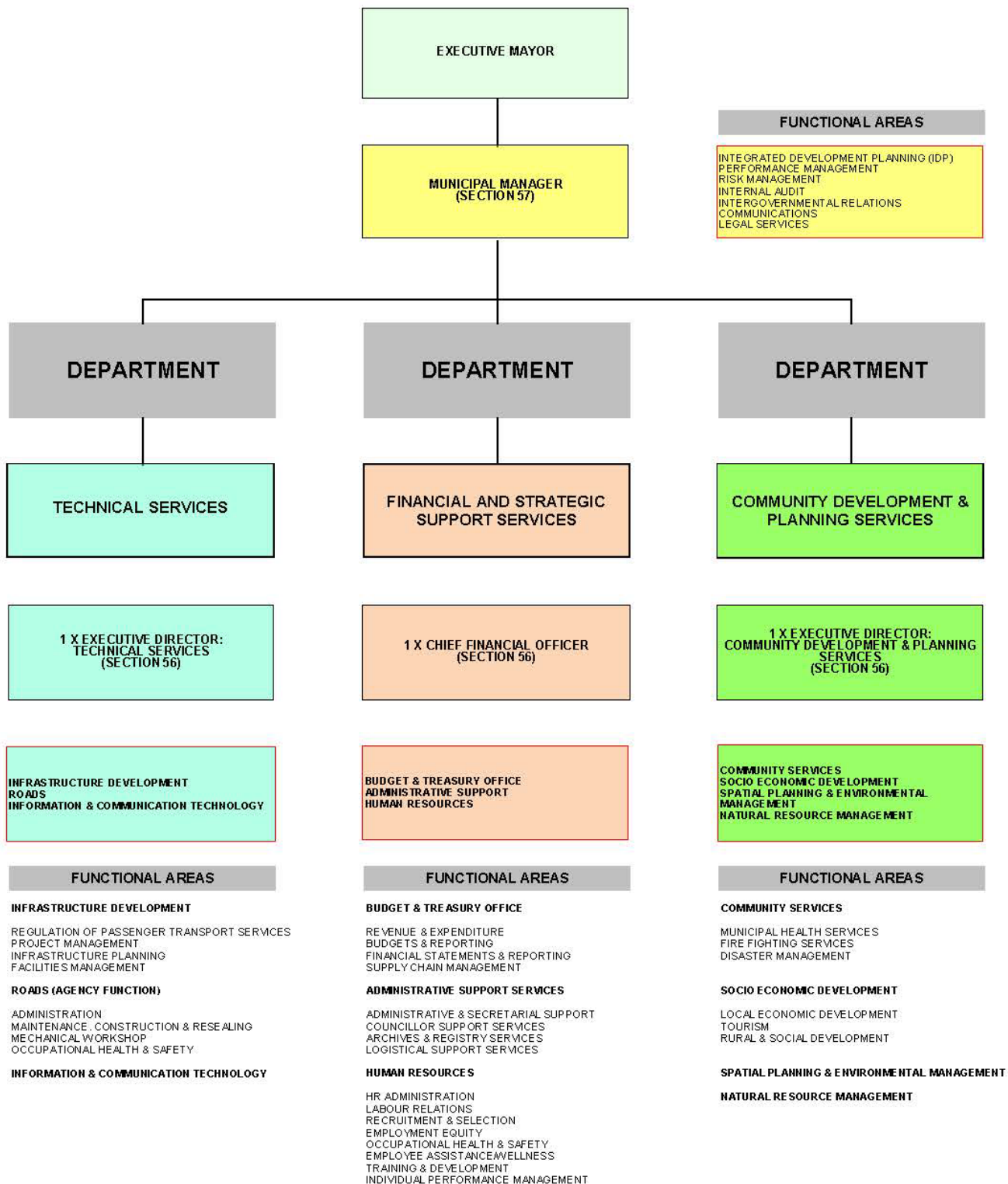
I-imeyile: christo@capewinelandsgov.za

UMphathi oliSekela: Ulawulo loloNwabo – Tommy Solomon

Ifowuni: 021 888 5204

I-imeyile: thomas@capewinelandsgov.za

CWDM: MACRO STRUCTURE



3. UMLAWULI WOLOWAZI

Umlawuli woLwazi –

- 3.1 Usekelwe ngokuphathelele kwicandelo lama-39 lePOPIA, oyalela uMlawuli woLwazi okokuba azimele aze angakhethi cala, kwaye enze imisebenzi yakhe aze asebenzise amagunya akhe ngaphandle koloyiko, ngenkethe okanye agwebe engekavi iinkcukacha;
- 3.2 Unoxanduva lokunika ingxelo kwiNdlu yoWiso-mthetho yeSizwe;
- 3.3 Unoxanduva lokukhuthaza nokukhusela ilungelo lolwazi lwangaseseemfihlo njengoko luphathelelene nokhuseleko lolwazi lwakho kunye nelungelo lofikelelo kulwazi;
- 3.4 Usebenzisa amagunya akhe yaye wenza imisebenzi yakhe ngokuhambelana nePOPIA kunye nePAIA;
- 3.5 Usifumana isigunyaziso sakhe somgaqo-siseko kwicandelo le-14 (ilungelo lolwazi lwangasese) nakwicandelo lama-32 (ilungelo lofikelelo kulwazi) loMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996;
- 3.6 Injongo yokuqala kukukhuthaza ukhuseleko lolwazi lwakho buqu eqwalaselwa nanguye nawo nawuphi umntu nokukhuthazwa kwelungelo lofikelelo nakuyiphi na ingcaciso egcinwe ngamaqumrhu karhulumente nawangasese.

Ukuba umntu unqwenela ukufumana ulwazi oluthe kratya angaqhagamshelana:

Umlawuli woLwazi (EMzantsi Afrika)

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27 Stiemens Street

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JOHANNESBURG

2001

INombolo yeMfono-mfono:

010 023 5200

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4. IINKCUKACHA ZEGOSA LOLWAZI NESEKELA LEGOSA LOLWAZI

linkcukacha zokudibana neGosa loLwazi neSekela leGosa loLwazi zidweliswe ngezantsi:

4.1 IGosa Lolwazi

Umnu HF Prins (uMlawuli kaMasipala)

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4.2 ISekela leGosa loLwazi

Unksz K Smit (UMphathi: weeNkonzo zeNkxaso)

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**INFORMATION
REGULATOR
(SOUTH AFRICA)**
*Ensuring protection of your personal information
and effective access to information*

REGISTRATION CERTIFICATE

Registration Number: 2374/2021-2022/IRRTT

This is to certify that **Henry Prins and Karina Smit** have been registered with the Information Regulator by **Local** as the Information Officer and Deputy Information Officer respectively, in terms of section 55(2) of the Protection of Personal Information Act 4 of 2013 with effect from 18 May 2021.



**Chief Executive Officer
INFORMATION REGULATOR**

*Ensuring protection of your personal
information and effective access to information*

NB: Please note that it is your responsibility to ensure that the particulars of an Information Officer and/or Deputy Information Officer(s) are correct and updated on an annual basis or as and when it becomes necessary.

4.4 UkuNyulwa noNikezelwa kweGunya kwiGosa eliSekela loLwazi ngokuphathelele kwicandelo lama-56 loMthetho woKhuselo loLwazi lwakho buqu, 2013 (uMthetho onguNombolo wesi-4 wama-2013) (POPIA) nakwicandelo le-17(1) loMthetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (uMthetho onguNombolo wesi-2 wama-2000) (PAIA)



DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY INFORMATION OFFICER IN TERMS OF SECTION 56 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) (PoPIA) AND SECTION 17(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000) (PAIA)

I, the undersigned, Henry Frederick Prins, in my capacity as Municipal Manager of the Cape Winelands District Municipality, hereby designate Karina Smit, Director: Support Services, as Deputy Information Officer of the Cape Winelands District Municipality with effect from 1 July 2021.

Furthermore, I hereby delegate to Karina Smit the following powers and responsibilities, as conferred or imposed on me by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (PoPIA) and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA) and the Regulations Relating to the Protection of Personal Information, 2018):

- encourage and ensure overall compliance with PAIA;
- develop, update, monitor, maintain and make available a PAIA manual for the Cape Winelands District Municipality as prescribed in terms of POPIA and PAIA;
- develop, implement and monitor a compliance framework;
- ensure that a personal information impact/risk assessment is performed to guarantee that adequate measures and standards exist within the Cape Winelands District Municipality;
- assess, evaluate and approve requests for access to information received in terms of the grounds set out PAIA, and to provide outcomes within the applicable timeframes constraint or any extended period.
- ensure compliance by the Cape Winelands District Municipality with the provisions of POPIA as well as the conditions for the lawful processing of personal information in terms of POPIA;
- deal with requests made to the Cape Winelands District Municipality in terms of POPIA by the Information Regulator and/or data subjects;
- work with the Information Regulator in relation to investigations conducted in relation to the Cape Winelands District Municipality in accordance with the relevant provisions of POPI; and
- ensure that a personal information impact assessment is done to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information;
- ensure that a manual is developed, monitored, maintained, and made available;
- develop internal measures and adequate systems to process requests for information or access thereto; and

- ensure that internal awareness sessions are conducted regarding the provisions of PoPIA, the PoPIA Regulations and any codes of conduct or information obtained from the Regulator.

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.



Signature of Delegator
(Information Officer)



Signature of Designated
Official

14 April 2021

Date

2021/04/14

Date

5. IMISEBENZI KAMASIPALA WESITHILI SESACAPE WINELANDS NEENKONZO EZIFUMANEKA KUMALUNGU OLUNTU

5.1 INKCAZELO YEMISEBENZI KAMASIPALA WESITHILI

5.1.1 UMasipala wesiThili unegunya lokulawulo nokwenza ngokuphathelele kumagunya nemisebenzi njengoko ixoxwe ngokuphathelele ngumGaqo-siSeko weRiphabliki yoMzantsi Afrika, 1996 neminye imimiselo efanelekileyo.

5.1.2 Imisebenzi engundoqo namagunya kaMasipala wesiTh ili ngokuphathelele kwiCandelo lama-84 lomThetho weZakhiwo, ngowe-1998 (UmThetho oyinombolo ye-117 yowe-1998) iquka le:

5.1.2.1 Uqulunqo lophuhliso oludibeneyo lukamasipala wesithili njengoko uwonke ukuquka nesakhelo samacebo ophuhliso oludibeneyo kubo bonke oomasipala abakummandla kaMasipala wesiThili.

5.1.2.2 linkonzo zempilo zikamasipala

5.1.2.3 linkozo zokulwa imililo ezisebenza kummandla kamasipala wesithili uwonke, eziquka –

(a) Ukuqulunqa, ukulungelelanisa nokulawula iinkonzo zomlilo;

(b) linkozo zokulwa imililo ezizodwa ezifana nentaba, ithafa nedenkonzozemililo yekhemikhali;

(c) Ukulungelelnisa ukubeka emgangathweni kweziseko, izithuthi, izixhobo neenkqubo;

(d) Ukuqeqesha amagosa omlilo.

5.1.2.4 Inkuthazo yotyelelo lwasekhaya kummandla kaMasipala wesiThili.

- 5.1.2.5 Imisebenzi yoluntu lukaasipala enxulumene nawo awuphi umsebenzi kwengasentla okanye nawuphi omnye umsebenz owabelwe uMasipala wesiThili.
- 5.1.2.6 Ukwamkela, ulwabiwo kwaye ukuba kuyasebenza ukusasaza iibonelelo ezenziwa nguMasipala wesiThili.
- 5.1.2.7 Ukubekwa nokuqokelela iirhafu, imisebenzi njengoko inxulumene nemisebenzi engasentla okanye enokwabelwa umasipala wesithili ngokuphathelele kumthetho wesizwe.
- 5.1.3 UMasipala wesiThili uhlawula imisebenzi yakhe namagunya ngesibonelelo soTshintsho lweerhafu yeeNkonzo zemMandla kwiSebe leSizwe lezeziMali.

5.2 IINKCAZELO ZEENKONZO EZIFUMANEKA KUMALUNGU OLUNTU

Njenkcazelo ebanzi umasipala wesiThili unika okwangoku ezi nkonzo zilandelayo:

5.2.1 I-Ofisi yoMphathi kaMasipala

- (a) ULawulo loKwenza nemali ye-Inshorensi
- (b) ICebo loPhuhliso oluDibeneyo
- (c) UmPhicothi-ziNcwadi wangaPhakathi
- (d) UnXibelelwano
- (e) Nkonzo zomThetho

5.2.2 UPhuhliso loLuntu neeNkonzo zokuCwangcisa/Qulunqa

- (a) ULawulo lweNtlekele
- (b) liNkonzo zemiLilo
- (c) liNkonzo zeMpilo kaMasipala
- (d) UPhuhliso loQoqosho lwaseKhaya
- (e) liNkqubo zoPhuhliso zoluntu nezasemaPhandleni
- (f) Utyelelo
- (g) UCwangciso lesiThuba noLawulo lomMandla

5.2.3 liNkonzo zezimali nezeNkxaso yobuChule

- (a) INgeniso neNkcitho
- (b) ULawulo lwesiXokelelwano sokusiBonelelo
- (c) liNkcazo zeziMali nokunika iNgxelo
- (d) UQingqo-mali nokunika iNgxelo
- (e) liNkonzo zokuXhasa uLawulo
- (f) liNkonzo zokuxhasa uLungiselelo
- (g) liNkonzo zokuXhasa ooCeba

5.2.4 liNkonzo zobuGcisa

- (a) lindlela
- (b) UQuquzelelo loKwakhiwa
- (c) ULawulo loloNwabo
- (d) ULwazi & nonXibelelwano lobuChwepheshe
- (e) ULawulo lwamaPhulo
- (f) UKhuseleko neMpilo yabaSebenzi
- (g) ImiMiselo yeeNkonzo zothutho lwaBantu

**6. INKCAZELO YEMICIMBI NEENDIDI ZEEREKHOIDI EZIBANJWA
NGUMASIPALA WESITHILI SASECAPE WINELANDS**

UMasipala wesiThili Sezidilya ugcina ezi ngxelo zilandelayo:

UMCIMBI	IINDIDI
Imimiselo	Imithetho nemimiselo yendlu yePalamente
	Imithetho nemimiselo yamaPhondo
	Imithetho kamasipala yeBhunga nemimiselo
Ulungiselelo nolawulo	Ukugunyazisa amagunya
	lintlanganiso zabaphathi
	Ukulawula iincwadi
	Indlela yokufayilisha
	Ukulahlwa kweencwadi
	Icebo lophuhliso oludibeneyo
	Amacebo akwaMasipala
	Amacebo ecandelo
	Umgaqo wendlela yokusebenza
	Amasebe
Ibhunga lethu nemicimbi yeBhunga	Ulonnyulo
	lintlanganiso
	UMgaqo oSisigxina
	Imicimbi yamaLungu
Abasebenzi	Ulawulo lwezikhundla
	Ukusekwa kwemeko zeenkonzozo zomsebenzi
	Izikhundla ezivulelekileyo nokuqeshwa
	Uqeqesho kunye neziqinisekiso
	Ezezimali
	Umhlala-phantsi
	Imicimbi yabasebenzi
	Ulawulo lwabasebenzi
	ULawulo lokwenza
	IMbuyekezo yaBasebenzi eNkcukacha zaManani
	IMpilo yabaqeshwanoKhuselo
	UPhuhliso lweZakhono
UBulungisa eNgqeshweni	

UMCIMBI	IINDIDI
Ezezimali	Uqingqo-mali
	Ukuqikelela ixabiso
	Irhafu neminikelo yommandla
	Imali –mboleko
	Uluhlu lwerhafu/iinkonzo zentlawulo
	Inkxaso-mali yezindlu nezibonelelo ezifunyanwayo
	lingxowa-mali neminikelo efumanekayo
	Ukuzalisa imali
	Ukubanga
	Ukuhlawula amatyala
	Intlawulo yamalungu eBhunga
	Ukuqokelelwa kweemali
	I-inshorensi
	Ukuthembeka
	Uncedo lwezezimali
	lilahleko
	linkonzo zeBhanki
limbuyekezo,lingxelo namanani	
IziBonelelozaseKhaya, nezoThutho	iiNkonzo
IZakhiwo neZiza	Izibonelelo zasekhaya
	linkonzo zasekhaya
	Ezothutho
	Izakhiwo neemihlaba
IiThenda,Ngqikelelo neziVumelwano	yeNdleko
	lifayile ezizodwa/ezithile
	IiThenda ezizodwa nokuqikelelwa kweendleko
Ingxelo neeMbuyekezo	IziVumelwano ezithile
	lingxelo zangaphakathi neembuyekizo
Intengiso nolwazi	lingxelo zangaphandle nembuyekezo
	Intengiso yakho nolwazi
Umbhiyozo neziganeko zoluntu	Intengiso nolwazi lwamanye amaziko
	Intsebenziswano yezeNtlalo
	Amanye amaTheko nemiSebenzi
	Imibulelo, ukuvuyisana namazwi oVelwano

UMCIMBI	IINDIDI
Ukwakhiwa neentlanganiso zeMibutho zemiButho namanye amaQela	I-agenda, IMizuzu kunye neeNgxelo
	ISizwe namaPhondo
	UMmandla naseKhayai
Ulawulo lobulungisa	Izimvo zezoMthetho nommiselo weNkundla
	Amabango
	Ukutshutshisa nokunyanzelisa uMthetho
Amaphepha-mvume, iiqinisekiso kunye namaPhepha Emvume	Izicelo kunye nokukhutshwa kwesivumelwano
	Amaphepha-mvume
	Iziqinisekiso
	Amaphepha emvume
Ukuceba uMmandla nokulawula	Ukwahlula/ukumiswa kwemida
	Ukuceba ummandla
	Ulawulo lweZakhiwo
Iinkonzo eziyimfuneko	Iindlela neeziTalato
	Izithuthi zikaWonke-Wonke
	Amanzi
	Amanzi amdaka
	Ucoceko
	Umbane
	Amangcwaba
	INkunkuma eQinileyo
Iinkonzo zoluntu	Iinkonzo zeMpilo zikaMasipala
	Iinkonzo zokuqala zeNkathalelo yeMpilo
	Izindlu
	Ukulawula iintlekele
	Iinkonzo zokucima umlilo
	Ukugcina ucwangco
	Uphuhliso lweqoqosho lwasekhaya
	Indalo nolondolozo lommandla/ubume bemeko yendawo
	Ezemidlalo noLonwabo
	Iinkonzo zentlalo-ntle nezoluntu

7. IINDIDI ZEEREKHODI EZIFUMANEKA NGOKUZENZEKELAYO

Ezi rekhodi zilandelayo zakaMasipala wesithili saseCape Winelands zikho ngokuzenzekelayo ngaphandle kokuba umntu enze isicelo esisesikweni sokufikelela ngokuphathelele kumThetho wokuKhuthaza uFikelelo kuLwazi,2002 (umThetho ongunombolo wesi-2wama-2002):

7.1 UmThetho kaMasipala, ubandakanya –

7.1.1 UMthetho wokuKhuthazwa koFikelelo kuLwazi, 2002 (uMthetho onguNombolo yesi-2 wama-2000)

7.1.2 UMthetho oLungisiweyo wokuKhuthazwa koFikelelo kuLwazi, 2002 (uMthetho onguNombolo wama-54 wama-2002)

7.1.3 UMthetho woKhuseleko loLwazi lwakho, 2013 (uMthetho onguNombolo wesi-7 wama-2013)

7.1.4 UMthetho oLungisiweyo wokuKhuthazwa koFikelelo kuLwazi, 2019 (uMthetho onguNombolo wama-31 wama-2019)

7.1.5 UMthetho weNkxaso-mali yeQela lezoPolitiko, 2018 (uMthetho onguNombolo wesi- 6 wama-2018)

7.2 Imithetho kaMasipala

7.3 ImiMiselo, ibandakanya –

7.3.1 ISaziso sikaRhulumente R. 187 kwiGG 23119 somhla we-15 kuFebruwari wama-2002

7.3.2 ISaziso sikaRhulumente esinguNombolo R. 1244 somhla wama-22 kuSeptemba wama-2003

- 7.3.3 ISaziso sikaRhulumente R. 991 kwiGG 28107 somhla we-14 ku-Oktobha wama-2005
- 7.3.4 ISaziso sikaRhulumente esinguNombolo R. 990 somhla we-13 ku-Oktobha wama-2006
- 7.3.5 ISaziso sikaRhulumente esinguNombolo R. 466 somhla woku-1 kuJuni wama-2007
- 7.3.6 ISaziso sikaRhulumente se-1222 esikwiGG yama-39504 somhla we-11 kuDisemba wama-2015
- 7.3.7 ISaziso sikaRhulumente se-1217 esikwiGG yama-42717 somhla we-19 kuSeptemba wama-2019
- 7.3.8 ISaziso sikaRhulumente R. 1284 in GG yama-42740 somhla wesi-4 ku-Oktobha wama-2019
- 7.3.9 GG 42110, RG 10897, GN ye-1383 somhla we-14 kuDisemba wama-2018 (POPIA: iMimiselo)
- 7.4 IFomu yeziKhalazo zePAIA eziya kuMlawuli kunye neSicelo sePAIA soFikelelo kwiFomu yeeRekhodi.
- 7.5 ImiGaqo-nkqubo, iZikhokhelo, iKhowud/indlela yokuZiphatha, kunye namaNqaku eSikhokhelo, kubandakanywa, iSikhokhelo sePAIA, incwadana yePAIA, uMgaqo-nkqubo ngeWebhusayiti, iNdlela yokuZiphatha, iZaziso nokuKhululwa.
- 7.6 Amaxwebhu eqhinga (iziCwangciso neeNgxelo), kubandakanywa, iProfayile yolungiselelo yoMbutho (ukuHlolwa ngokuBanzi, iiNjongo, imiSebenzi, ukuzinziswa kwestafu), iiNgxelo zoNyaka, isiCwangciso sokwenza koNyaka, iziCwangciso zeQhinga nezokwenza.

- 7.7 Umthetho kamasipala, imithetho kaMasipala/weDolophu nemigaqo-nkqubo.
- 7.8 Iqela labathunywa.
- 7.9 IMigaqo yeSikhokhelo yeeKomiti nePhepha laMalungelo eeNdima noXanduva lwaMalungu eKomiti yoPhicotho-zincwadi nokuSebenza.
- 7.10 Ixesha, indawo, ii-ajenda kunye nemizuzu yeentlanganiso zeBhunga nezinye iikomiti, kungabandakanywa imizuzu nee-ajenda eziphawulwe “njengeziyimfihlo”.
- 7.11 Ulwazi ngokuphathelele kwintlanganiso zeBhunga likaMasipala.
- 7.12 Icebo loPhuliso elidibeneyo.
- 7.13 IziCwangciso zoShishino.
- 7.14 Uqingqo-mali, iirhafu, imirhumo, njalo njalo.
- 7.15 Iingxelo zomPhicothi-ziNcwadi Jikelele.
- 7.16 Iirejista zethenda.
- 7.17 ULwazi lweBhunga.

8. INKQUBO YOKUCELA UKUFIKELELA KWIINGXELO

8.1 Isicelo esisesikweni

8.1.1 Ukuba umntu unqwenela ukwenza isicelo sofikelelo kwirekhodi kaMasipala weSithili saseCape Winelands ngokuphathelele kwigatya loMthetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (uMthetho onguNombolo 2 wama-2000), kufuneka isicelo esibhaliweyo kufuneka senziwe kwiGosa ulwazi lwalo loqhagamshelwano ludweliswe kumhlathi 4 wale Ncwadana.

8.1.2 Isicelo kufuneka sigqityezelwe kwiFomu yesi-2 njengoko kumiselwe kwiGazethi kaRhulumente iNombolo yama-45057 yama-27 ku-Agasti wama-2021 (iSaziso sikaRhulumente iNombolo yama-757) equkwe kule ncwadana njengesiHlomelo "A".

8.1.3 Igosa loLwazi liza kunika uncedo olunengqiqo ekuzalisweni kwefomu yesicelo nasekucacisweni kwenkqubo.

8.1.4 Umntu uthetha ukuba umntu wenene okanye into ekhoyo ngokomthetho.

8.1.5 Uthelelwano alungengomntu, alunakuvunyelwa ukufikelela ulwazi.

8.2 Isicelo esisesikweni

8.2.1 Umntu ongakwaziyo ukufunda nokubhala okanye umntu ongenakho uwenza sicelo sokufikelela kwiingxelo ngenxa yobulwelwe angenza isicelo ngomlomo.

8.2.2 Kufuneka iGosa loLwazi okanye iSekela leGosa loLwazi lincede umntu owenza isicelo ngokubhala isicelo kwifomu efunekayo lize linike umceli ikopi yesicelo esibhaliweyo kulowo ucelayo.

8.2.3 Kufuneka iGosa loLwazi lincede mahala umntu ofuna uncedo olinengqiqo.

8.3 ULwimi

8.3.1 Kufuneka umceli axele ulwimi afuna ukufumana ngalo ingxelo.

8.3.2 Xa ingxelo ingafumaneki ngolwimi olukhethwa ngumceli, ufikelelo lungavunywa ngolwimi olukuyo ingxelo.

8.4 Isicelo

Isicelo kufuneka sinike ulwazi olwaneleyo ukuze iGosa loLwazi libe nakho:

8.4.1 Ukuchonga iingxelo ezicelwayo (equka nenkcazelo yale ngxelo, inombolo yesalathiso naziphi na ezinye iinkcukacha eziqhubela phambili zengxelo.

8.4.2 Umceli, ukuquka nolwazi lonke loqhagamshelwano.

8.5 Indlela yofikelelo

Ulwazi kufuneka kwakho lwenze ukuba iGosa loLwazi libe nakho ukuchonga indlela yokufikelela efunywa ngumceliumceli, umzekelo:

8.5.1 Ukuba umceli unqwenela ukwenza ikopi yengxelo ebhaliweyo okanye echwetheziweyo okanye ukuhlola ingxelo.

8.5.2 Ukuba umceli ufuna ukubona okanye ukwenza ikopi yemifanekiso enokuba iifoto, iifoto ezinokufakwa kumatshini, ushicilelo lwevidiyo, imifanekiso eyenziwe yikhompyutha okanye imizobo okanye ufuna ukufumana ikopi yemifanekiso.

8.5.3 Ukuba umceli unqwenela ukumamela ushicilelo olunesandi okanye ufuna ukufumana ukukhuphela okubhaliweyo okanye okuchwetheziweyo koshicilelo olunesandi.

8.5.4 Ukuba umceli unqwenela ukufumana ikopi echwetheziweyo yikhompyutha okanye uhlobo lwekopi olunokufundeka lombane okanye lukamatshini.

8.6 Imirhumo

- 8.6.1 Kufuneka ifomu yesicelo ikhatshwe ngumrhumo wokufuna omiselwe ekwiSongezo “C” kule ncwadana.
- 8.6.2 Umntu ofuna ulwazi ngaye akufuneki ukuba ahlawule umrhumo wokuqala, kodwa kufuneka umntu ongefuni lwazi mayela naye abhatale intlawulo yokuqalayeR100 yokufumana ingxelo.
- 8.6.3 Bonke abantu abacelayo, ngaphandle kwabo bakhululweyo ngokubhekiselele kwiCandelo lama-22(8)(a) loMthetho wokukhuthaza wokuFikelela kuLwazi, 2000 (Inombolo yoMthetho yesi- 2 wama-2000), mababhatale imirhumo efunekayo yokufumana ingxelo.

8.7 Ixesha elifanelekileyo

Umceli uza kunikwa ulwazi olufunekayo, xa lunokufumaneka, ngexesha elinengqiqo emva kokufumana ifomu yesicelo nentlawulo emiselweyo.

8.8 Apho irekhodi lingekho phantsi kolawulo okanye angenayo uMasipala weSithili saseCape Winelands

- 8.8.1 Igosa loLwazi linokugqithisela isicelo xa ingxelo ingekho phantsi kolawulo okanye engenayo uMasipala weSithili saseCape Winelands okanye xa umcimbi wayo unxulumene ngokusondeleyo neemisebenzi zelinye iqela loluntu okanye xa ingxelo inolwazi loshishino apho elinye iqela loluntu linomdla omkhulu.
- 8.8.2 Isicelo siza kugqithiselwa msinyane kangangoko, kodwa kwiintsuku EZILISHUMI ELINESINE (14) emva kokufumana isicelo.
- 8.8.3 IGosa loLwazi kufuneka lazise umceli ukuba isicelo sigqithiselwa nezizathu zokusigqithiselwa nethuba ekuphendulwa ngalo isicelo.

8.9 Ukuba irekhodi ayisafumaneki okanye ayikwazi kufunyanwa

Xa ulwazi lungafumaneki ngeli xesha okanye lungenakufumaneka, kwaye onke amanyathelo anengqiqo athatyathiwe ukufumana loo ngxelo, kufuneka iGosa loLwazi lazise umceli ngengxelo efungelweyo okanye ngesiqinisekiso.

8.10 Ukuba irekhodi ayikafumaneki ngokwangoko

Ukufikelela kusenokuthotyelwa apho ingxelo ingenakufumaneka kwaye umceli Umceli uza kwaziswa ngokufanelekileyo.

8.11 Ukuba ngaba ufikelelo lunikiwe

8.11.1 IGosa loLwazi kufuneka lenze isigqibo kwiintsuku ezingama-30 (AMASHUMI AMATHATHU) ukuvuma isicelo okanye ukusala.

8.11.2 Xa ukufikelela kulwazi kunikiwe, kufuneka isaziso esithunyelwe kumceli sichaze ok ukulandelayo:

- (a) Intlawulo yokufumaneka ukuba ngaba ikho mayibhatalwe xa kunikwe ufikelelo.
- (b) Indlela apho ufikelelo luya kunikwa.
- (c) Umceli angabhenela ngaphakathi kuMasipala wesiThili saseCape Winelands okanye angafaka isicelo sokuthintela intlawulo ufikelelo kulwazi okanye indlela apho ufikelelo lunikwa ngayo ulwazi enkundleni.

8.12 Ukuba ngaba ufikelelo luyaliwa

Ukuba ufikelelo alunikwanga ukufumana ingxelo kufuneka isaziso esivela kwiGosa loLwazi okanye iSekela leGosa loLwazi, linike izizathu ezaneleyo zokwala, kungaqukwanga nakuko nakuphi okubhekiselele kumxholo wengxelo aze achaze ukuba umceli angabhenela ngaphakathi kuMasipala weSithili okanye angafaka isicelo enkundleni ssokwaliwa kwesicelo nenkqubo yokubhenela ngaphakathi okanye yokufaka isicelo.

8.13 Ukwandiswa kwexesha

8.13.1 Igosa loLwazi okanye iSekela leGosa loLwazi linokwandisa ixesha leentsuku ezingama-30 (AMASHUMI AMATHATHU) lokugqiba ngesicelo ukuba:

- (a) Inani leengxelo likhulu kwaye ukuvumela kungaphazamisa ngokungenangqiqo imisebenzi kaMasipala weSithili saseCape Winelands;
- (b) Ukufuna ukuphandwa kokuqokelela kweengxelo ezikwi-ofisi engekho kwidolophu okanye isixeko elikulo iGosa loLwazi kwaye iGosa loLwazi alinakulindeleka ngokwengqiqo ukuba ligqibe ngesicelo kwiintsuku zokuqala ezingama-30 (AMASHUMI AMATHATHU);
- (c) Ukucebisana namanye amasebe kaMasipala esithili saseCape Winelands okanye nelinye iqela loluntu kuyafuneka okanye kuyanqeleka kwaye iGosa loLwazi alinakulindeleka ngokwengqiqo ukuba ligqiba ngokucebisana kwiintsuku zokuqala ezingama-30 (AMASHUMI AMATHATHU);
- (d) Umceli uvuma ngokubhala nokwandisa ixesha.

8.13.2 Ukuba ixesha landiswe, iGosa loLwazi kufuneka kwiintsuku ezingama-30 (AMASHUMI AMATHATHU) emva kokufumana isicelo lazise umceli ukuba ixesha landiswe aze anike nezizathu.

8.13.3 Isaziso kufuneka sixele ukwandiswa kwexesha nezizathu ezaneleyo zokwandisa.

8.13.4 Isaziso kufuneka sixele kwakho ukuba umceli angafaka isicelo sokwandiswa nenkqubo enkundleni (ukuquka ixesha) lokufaka isicelo.

9. INDLELA YOKUFUMANA UFIKELELO KULE NCWADANA

- 9.1 Ikopi yale ncwadana ikhona kwiilwimi ezintathu (3) zaseNtshona Koloni.
- 9.2 Amalungu woluntu angayihlola le ncwadana ngexesha leeyure zokusebenza kwiindawo zoqhangamshelwano oluchazwe phantsi kwegatya 9.4.
- 9.3 Le Ncwadana ingafunyanwa kwakho ngokungenisa isicelo kwiGosa lolwazi okanye kwiwebhusayithi kamasipala wesiThili eyile (<https://www.capewinelands.gov.za>).
- 9.4 Zonke izicelo zokufikelela kulwazi kufuneka zigqithe kwigosa loLwazi nangona ukunikwa kolwazi malunga neenkonzo kuluntu kwiindawo zoqhagamshelwano ozichaziweyo ezinikiweyo:

STELLENBOSCH

46 Alexander Street	I-fooni:	0861 265 263
SIFOWUNILENBOSCH	I-feksi:	021 887 2271
7600	I-E-meyile:	bongiwep@capewinelands.gov.za

WORCESTER

51 Trappes Street	I-fooni:	0861 265 263
WORCESTER	I-feksi:	023 342 8442
6850	I-E-meyile:	admin@capewinelands.gov.za

PAARL

194 Main Street	I-fooni:	0861 265 263
PAARL	I-feksi:	021 872 1277
7646	I-E-meyile:	myrtler@capewinelands.gov.za

CERES

27 Munnik Street
CERES
6835

Ifoni: 0861 265 263
Ifeksi: 023 312 3177
I-i-meyile: christelle@capewinelands.gov.za

ROBERTSON

40 Van Reenen Street
ROBERTSON
6705

Ifoni: 0861 265 263
Ifeksi: 023 626 5059
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MONTAGU

50A Bath Street
MONTAGU
6720

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10. UKUBANDAKANYWA KOLUNTU KUKWENZIWA KOMGAQO NOKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZA IMISEBENZI NGUMASIPALA WESITHILI SASECAPE WINELANDS

- 10.1 UMasipala wesiThili saseCape Winelands uyayazi imfuneko yokugcina uthetha-
thethwano oluzingileyo noluntu. UMasipala wesiThili ufuna ingxelo yobuchule
negalelo loluntu lwasekhaya lokwenza ngcono inkqubo yophuhliso lobuchule
bokuphatha umcimbi. Uluntu kwakho kufuneka ludlale indima ebalulekileyo
yokujonga ukwenza kukamasipala nokuqinisekisa nokuphendula kukamasipala
wesiThili saseCape Winelands.
- 10.2 Ukuhlanganisa uluntu kuphuhliso nokuphonononga iCebo loPhuhliso
oluDibeneyo/Hlangeneyo uMasipala wesiThili saseCape Winelands uphuhlise
iCebo lweNkqubo yokucebisana yoluntu. ICebo leNkqubo lichaza amaxesha
amiselweyo eCebo loPhuhliso oluDibeneyo ngonyaka okuphonononga inkqubo
nokuchonga amaqela ekujoliswe kuwo okucebisana kuluntu lwasekuhlaleni.
- 10.3 Ukuthabatha inxaxheba yoluntu kwimeko karhulumente wasekhaya kulawulwa
ngumThetho woLungiselelo lukaMasipala kaRhulumente waseKhaya, 2000
(umThetho weNombolo yama-32 wama-, 2000) uRhulumente waseKhaya:
umThetho weZakhiwo zikaMasipala,1998 (umThetho oiyinombolo ye-117
wowe-1998). Injongo yokuthabatha inxaxheba koluntu kukuqinisekisa ukuba
uMasipala wesiThili saseCape Winelands noluntu ngokubanzi banenkqubo
eyabo bonke yokuthabatha inxaxheba nemveliso yokugqibela.
- 10.4 UMasipala wesiThili saseCape Winelands angasebenzisa ezi ndlela zokwenza
zilandelayo ezibandakaya uthabatho-nxaxheba yoluntu:
- 10.4.1 Ukusasaza amaxwebhu kwiindawo zoluntu ukuba lunike izimvo zalo
- 10.4.2 Uphando
- 10.4.3 lintengiso zamaphepha-ndaba
- 10.4.4 Ukuva uluntu ngokusesikweni
- 10.4.5 lintlanganiso zoluntu

- 10.5 Kukusetyenziswa kwamagunya okanye ukwenza imisebenzi yakhe ngokuphathelele kwiPAIA nakwiPOPIA, uluntu lungamenya amaxesha ngamaxesha ukuba enze iinkcazelo okanye ukuthabatha inxaxheba oknye ukuphemelela ukuphuhliswa kwemiMiselo, iiNdlela zokuziPhatha neziKhokhelo.
- 10.6 Amalungu oluntu angenza iinkcazelo nangaliphi ixesha kuMasipala wesiThili saseCape Winelands okanye ngokuphathelele kukuziphatha kwaye nawuphi umntu okulawulo lwalo nekuphi ugunyaziso lukaMasipala wesiThili.
- 10.7 Amalungu oluntu angakhuthazwa kwakho ngokungenisa izindululo zophuliso lweNdlela yokuziPhatha okanye nakuphi ukytshintshwa kommiselo okanye ukwenza iinkcazelo kuwo nawuphi umcimbi ochukumisa ulwazi lwakho okanye iinkcukacha zedatha.
- 10.8 Uluntu kwakho lungakhuthazwa ukuba luthabathe inxaxheba kucetyiswano nakuthethathethwano lwabachaphazelekayo olungiselelwe nguMasipala wesiThili.
- 10.9 Iplatformu esetyenziswa kukuthabatha kwenxaxheba yoluntu ingaba kukuviwa koluntu (ngobukho okanye ngenyani) nge-imeyile okanye ukuzithoba okubhaliweyo nge-imeyile okanye ngezimvo ezibhaliweyo.
- 10.10 Amagelelo nezimbo zoluntu zamalungu oluntu zicingwa nzulu ngexesha lokwenziwa kwemiMiselo neziKhokhelo neeNdlela zokuziphatha.
- 10.11 UMasipala wesiThili saseCape Winelands usasaza ulwazi kuluntu ngombane nangezixhobo ezishicilelweyo zokusasaza, ngegazethi kaRhulumente nangothungelwano loluntu.

11. UKUPHATHWA KOLWAZI LWAKHO

11.1 Ulwazi lwakho olwenziwaa nguMasipala weSithili

- 11.1.1 Isahluko sesi-3 soMthetho woKhuseleko loLwazi Lwakho, wama-2013 (uMthetho onguNombolo wesi-4 wama-2013) (“POPIA”) sinika imiqathango emincinane esemthethweni yokuphathwa koLwazi lwakho liqela elinoXanduva.
- 11.1.2 Le miqathango ayinakugxekwa ngaphandle kwezithinlfowunio ezithile ezisebenzayo njengoko kuchaziwe kwiPOPIA.
- 11.1.3 UMasipala weSithili saseCape Winelands ufuna uLwazi lwakho nelabantu abaqhelekileyo nabanamagunya ukuze baqhube ushishino lwabo nemisebenzi yombutho.
- 11.1.4 Indlela ekuphatwa ngayo olu Lwazi lwakho nenjongo yokuphathwa imiselwa nguMasipala weSithili saseCape Winelands.
- 11.1.5 UMasipala weSithili saseCape Winelands onoXanduva olufanelekileyo kwiinjongo zePOPIA kwaye uya kuqinisekisa ukuba uLwazi lwakho olungeniswe kwiiNkcukacha zeDatha:
- (a) Ingaba ukuphathwae kusemthethweni, kukubulungisa kwaye ekucaceni. Oku kubandakanya ulungiselelo lolwazi olufanelekileyo kwiiNkcukacha zeDatha xa idatha yabo iqokelelwa siSithili saseCape Winelands, ngendlela yangasese okanye ngezaziso zokuqokelela zedatha. UMasipala weSithili saseCape Winelands kufuneka ngokunjalo abe nesiseko esisemthethweni (umzekelo, imvume) yokuphatha uLwazi lwakho;
 - (b) ukuphathwa kuneenjongo kuphela ebiziqokelelelwe kona;
 - (c) Ingaba ukuphathwa akusayi kuba yinjongo yodidi lwesibini ngaphandle kokuba ukuphathwa kudibana ngemvano nenjongo yokuqala;

- (d) yanele, ifanelekile kwaye ayingaphezulu kwiinjongo ebiqokelelelwe zona;
- (e) ichanekile kwaye igcinwe isemgangathweni;
- (f) ayisayi kugcinwa ngaphezu kwemfuneko;
- (g) ilungiswe/phethwe ngokuhambelana nemithetho-siseko yobulungisa nemfihlo. Oku kubandakanya amanyathelo abambekayo nawombutho olungiselelo ukuqinisekisa ukuba ulwazi lwakho kwindlela yombane lukukhuseleko lomgangatho ofanelekileyo, ligciniwe, lusetyenziswa kwaye lunxityelelwa nguMasipala weSithili saseCape Winelands, ukuze ukukhuselwa ngakufikelelo nokufunyanwa ngabantu abangagunyaziswanga nokulahleko ngengozi, ukutshabalala okanye;
- (h) Ukulungiswa/phathwa kuhambelana namalungelo eeNkcukatha zeDatha, apho kusebenzayo. IiNkcukacha zeDatha zinelungelo lo:
 - (i) kwaziswa ukuba uLwazi Lwakho luqokelelwe nguMasipala weSithili saseCape Winelands;
 - (ii) kwaziswa kwimeko apho kophulwe umthetho weeNkcukacha zeDatha;
 - (iii) kwaziswa ukuba uMasipala weSithili saseCape Winelands ugcine uLwazi Lwabo olumalunga nabo, nokufikelela kolo lwazi kwaye nasiphi isicelo solwazi kufuneka siphathwe ngokuhambelana namalungiselelo ale Ncwadanai;

- (iv) kucela ukuba ukulungiswa okanye ukucinywa kokungachanekanga, okungafanelekanga, okungaphezulu, okudlulelwe lixesha, okungaphelelanga, okulahlekisayo okanye okungekho mthethweni kulwazi lomntu;
- (v) kuchasa ukusetyenziswa koLwazi Lwakho nguMasipala weSithili saseCape Winelands nesicelo sokucinywa kolo lwazi lwakho (ukucinywa kuya kuxhomekeka kwiimfuno zokugcinwa kwerekhodi nguMasipala weSithili saseCape Winelands);
- (vi) Lokuchasa ukuphathwa koLwazi Lwakho ngendlela yentengiso yonxibelelwano lombane olungabongozwanga;
- (vii) kukhalaza kuMlawuli weLwazi ngokuphathelelene kulwaphulo olurhanelwayo lwalo naluphi ilungelo elikhuselwe phantsi kwePOPI nokumiselwa kwezimangalo ezisemthethweni eziphathelelene nokungahambelani okurhanelwayo nokhuseleko lolwazi lwakhe.

11.2 Injongo yokuphathwa koLwazi Lwakho

- 11.2.1 Njengoko kuchaziwe ngasentla, uLwazi lwakho lungaphathwa kuphela kulungiselelwa injongo ethile.
- 11.2.2 Injongo apho uMasipala weSithili saseCape Winelands aphatha ngazo okanye aya kuphatha ngazo uLwazi Lwakho-zichazwe kwiCandelo loku-1 leSihlomelo sesi -2.

11.3 Iindidi zeeNkcukacha zeDatha noLwazi Lwakho/Lwazi lwakho olulodwa lunxulumene

11.3.1 Necandelo loku-1 lePOPIA, iiNkcukacha zeDatha isenokuba zezomntu wemveli osemthethweni.

11.3.2 NeCandelo lesi -2 leSihlomelo sesi-2 lichaza iindidi ezahlukeneyo zeeNkcukacha zeDatha apho uMasipala weSithili saseCape Winelands aphantale uLwazi lwakho neentlobo zoLwazi lwakho olunxulumene nayo.

11.4 Abafumani boLwazi Lwakho

ICandelo lesi-3 leSihlomelo lesi -2 lichaza abamkeli athi uMasipala weSithili saseCape Winelands angabanika iiNkcukacha zeDatha zoLwazi lwakho.

11.5 Ukungena nokuphuma koLwazi Lwakho ngaphaya kwemida yelizwe

11.5.1 ICandelo lama -72 lePOPIA lichaza ukuba uLwazi Lwakho lungagqithiselwa kuphela ngaphandle kweRiphabliki yoMzantsi Afrika ukuba ngaba:

- (a) Ilizwe lomamkeli linakho ukunika loo datha “kwinqanaba elaneleyo” lokhuseleko. Oku kuthetha okokuba imithetho yemfihlo yeenkcukacha zedatha kufuneka ifane kakhulu nemQathango yokuphathwa okuseMthethweni njengoko kuqulathwe kwiPOPIA;
- (b) IiNkcukacha zeDatha zivumela ukuqithiselwa koLwazi Lwakho;
- (c) Uqithiselo oluyimfuneko lokwenziwa kwesigunyaziso sesivumelwano phakathi koMntu kweNkcukacha zeData noMntu onoXanduva;
- (d) Ukhutshelo luyimfuneko kukwenziwa kwesigunyaziso sesivumelwano phakathi koMntu onoXanduva kunye nomntu wesithathu, kumdlala weNkcukacha zeDatha;

- (e) Ukhutshelo luluncedo kwiiNkcukacha zeDatha, kwaye akusoloko kulula ngokufanelekileyo ukufumana imvume yeeNkcukacha zeDatha, yaye ukuba kunjalo, iiNkcukacha zeDatha, beziya kuba nakho ukunikezela ngemvume enjalo.

11.5.2 ICandelo lesi-4 leSihlomelo sesi-2 lichaza ukhutshelo olucwangcisiweyo lwangaphaya kwemida loLwazi lwakho.

11.5.3 Nangona kukho igatya le-11.5.1 nele-11.5.2 ngasentla, uMasipala weSithili saseCape Winelands akaxhibanga ukukhuphela naluphi na luLwakho lwakho lweeNkcukacha zaDatha ngaphaya kwemida yelizwe.

11.6 Inkcazelo yamanyathelo okhuseleko loLwazi Lwakho ekufuneka izalisekiswa nguMasipala weSithili saseCape Winelands

11.6.1 ICandelo lesi-5 leSihlomelo lesi-2 lichaza iintlobo zemanathelo okhuseleko ekufuneka ezalisekisiwe nguMasipala weSithili saseCape Winelands ukuze aqinisekisa ukuba uLwazi lwakho luhlonitshwe kwaye lukhuselwe.

11.6.2 Uvavanyo lokuqala lokufaneleka lwamanyathelo okhuseleko olwazi emiliselweyo okanye eza kumiliselwa nguMasipala weSithili saseCape Winelands lunakho ukuqhutywa ukuze kuqinisekiswa ukuba uLwazi lwakho oluphethwe nguMasipala weSithili saseCape Winelands lukhuselwe kwaye luphethwe ngokuhambelana nemiQathango yokuPhathwa okuseMthethweni.

11.7 Inkcaso yokuphatha uLwazi lwakho ziNkcukacha zeDatha

ICandelo le-11(3) lePOPIA kunye nommiselo wesi-2 weMimiselo yePOPIA linika ukuba iiNkcukacha zeDatha zinakho nangaliphi a ixesha ukuchaswa kokuphathwa koLwazi lwakho kwifomu echaziweyo efakwe kule ncwadana njengeSihlomelo sesi-3, ngokuxhokukeke kwisinxaxhi esiqulathwe kwiPOPIA.

11.8 Isicelo solungiso okanye sokucinywa koLwazi Lwakho

ICandelo lama-24 lePOPIA kunye nommiselo wesi-3 weMimiselo yePOPIA linika ukuba iiNkcukacha zeDatha zinganakho ukucela okokuba uLwazi lwakho lulungiswe/cinywe kwifomu echaziweyo efakwe njengeSihlomelo sesi-4 kule Ncwadana.

11.9 Iindidi zeeNkcukacha zeDatha noLwazi lwabo

UMasipala weSithili saseCape Winelands anganazo okanye angabinazo iirekhodi ezinxulumene noLwazi lwakho lwabasebenzi, lwabaxhamli, lwababoneleli, lwamalungu ebhunga, lweekontrakta, lwabanikezeli benkonzo, lwabachaphazelekayo nolwamalungu oluntu.

12. UCWANGCISO NAMALUNGISELELO ABANTU OKWENZA IINKCAZELO OKANYE UKUCEBISA OKANYE UKUTHATHE INXAXHEBA OKANYE UKUPHEMBELELA KUKWENZIWA KOMGAQO OKANYE UKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZIWA KWEMISEBENZI NGUMASIPALA WESITHILI SASECAPE WINELANDS

12.1 URhulumente waseKhaya: UmThetho woLunguselelo/weZixokelelwano ikaMasipala, 2000 (Umthetho wama-32 wama-a-2000), uyalela umasipala ngamnye ukuba akhuthaze aze ayile iimeko zokuba uluntu lwasekhaya luthabathe inxaxheba kwimicimbi kamasipala.

12.2 Ngoko izinto ezithile ezisebenzayo neenkqubo zokusebenzisana ziyayilwa ngenjongo yokunika uluntu ukuba luthabathe inxaxheba kwimicimbi kamasipala, umzekelo:

12.2.1 Ukusebenzisana: iBhunga kuLuntu

- (a) Uluntu lwaziswangokwaneleyo ngayo nayiphi injongo yokwenza imiThetho kamasipala nemigaqo nawo nawuphi umcimbi onokuphembelela uwonke-wonke.
- (b) Ukulungiselela nokusasazwa kwee-agenda zeentlanganiso zebhunga nezeekomiti kwangexesha.
- (c) Izaziso zePhepha-ndaba lombuso zikaRhulumente okanye eminye imimiselo ephathelele kuMasipala weSithili saseCape Winelands.
- (d) Ingxelo yonyaka eya kuluntu yeziphumo eziphumelelwe nguMasipala;
- (e) lintlanganiso zeBhunga ezivuleke kuwonke-wonke.
- (f) Izixhobo zokusasaza iindaba, umzekelo unomathotholo namaphepha-ndaba asekhaya.

12.2.2 Ukusebenzisana: uLuntu kwiBhunga

- (a) Amalungu eBhunga amela abantu namalungu eBhunga amela umasipala wasekhaya.
- (b) Ukudibana ne-ofisi yemicimbi kawonke-wonke.
- (c) Amaxesha okucebisana nemibutho yoluntu lwasekhaya.
- (d) Ingeniso ebhaliweyo yemigaqo endululiweyo okanye imiThetho kamasipala (yedolophu) okanye nawuphi umcimbi ophathelele ekusetyenzisweni kwamagunyaa okwenza imisebenzi nguMasipala, ingangeiswa uMlawuli kaMasipala okanye kuSodolophu/Meya kwidilesi echazwa kwisahlulo sesi-4.

12.2.3 Ukusebenzisana: liNkqubo zeBhunga

- (a) lintlanganiso zikawonke-wonke.
- (b) Ukunakana/ukwazi imiButho esekelwe kuLuntu, apho loo mibutho iza kubandakanywa kwiinkqubo zokuceba njenkqubo yophuhliso oludibeneyo, njalo njalo.
- (c) Inkqubo yoqingqo-mali eyilwa ngenjongo yokukhuthaza ukuthabatha inxaxheba koluntu.
- (d) Izimemo eziya kuwonke-wonke ezingenisa amagqabantshintshi abhaliweyo okanye iinkcazelo nakuwo nawuphi umcimbi ophambi kweBhunga.

13. UKWALA UKUFIKELELA KWIINGXELO

13.1 Umasipala unoxanduva lokukhusela amalungelo abanye abantu, kwaye amalungelo akanakusetyenziswa ngokonakalisa amalungelo abanye.

13.2 Ngoko iGosa loLwazi linelungelo lokwala ukufumana iingxelo ngokubhekiselele kumaCandelo lama-34 ukuya kwelama-45 oMthetho wokuKhuthaza uFikelelo kuLwazi, 2000 (Inombolo yoMthetho wesi-2 wama-2000).

13.3 Ukwaliwa okunengqiqo kofikelelo kwiirekhodi

IGosa loLwazi okanye iSekela leGosa loLwazi linengqiqo yokwala ufikelelo kwiingxelo xa isicelo sokufikelela kulwazi siza kubandakanya ukuxela ezinye zezi zinto:

13.3.1 Ulwazi olunikwe njengehlebo liqela lesithathu, apho ukuxelwa kungalindeleka ngokwengqiqo kubangela ukuqal'ugwebe.

13.3.2 Ulwazi, ukuxelwa okunethuba elikhulu lokufaka ukhuseleko lwesakhiwo, ulwakhiwo okanye isixokelelwano esinokuba sisixokelelwano sekhompyutha, uhlobo lothutho okanye nawo nawu umhlaba/indlu, engozini.

13.3.3 Ulwazi oluphathelele kwiimethodi/indlela yokwenza, kwizixokelelwano, kwicebo okanye kwiinkqubo zokukhusela lomntu kulungiselelo lokukhusela ingqina okanye ukhuseleko lukawonke-wonke okanye lomhlaba.

13.3.4 Ingxelo equlethe iindlela zokwenza, amanyathelo okanye izikhokelo zokuthinthela, zokufumana, zokunqanda okanye zokuphanda ulwaphula-mthetho okanye ulwaphulo-mthetho lulindelekile okanye ukutshutshisa komntu othathwa njengesaphuli-mthetho.

13.3.5 Ingxelo yokutshutshiswa komntu othathwa njengesaphuli-mthetho apho ukuxelwa kwengxelo kungalindeleka ngokwengqiqo ukuthinthela ukutshutshiswa okanye kungabangela ukuphathwa kakubi kobulungisa.

13.3.6 Ingxelo, ukuxelwa kwayo kungalindeleka ngokwengqiqo xa:

- (a) Kunokuba nomonakalo wophando lolwaphulo-mthetho okanye ulwaphulo-mthetho olunokwenzeka;
- (b) Usazisa okanye uvumela umntu ukuba achonge umthombo wolwazi olihlebo onxulumene nokunyanzelisa okanye ukulawula komthetho;
- (c) Kubangela ukoyikisa okanye ukunyanzelwa kwengqina okanye umntu onokubizwa njengengqina kwiinkqubo zolwaphulo-mthetho okanye kwezinye iinkqubo zokunyanzelisa umthetho;
- (d) Kubangela ukwaphulwa komthetho; okanye.
- (e) Ukuqal'ugwebe okanye ukuthatha icala kubulungisa betyala okanye okanye ukungathathi cala kokugweba.

13.4 Ukwaliwa okugunyazisiweyo kufikelelo kwirekhodi

13.4.1 IGosa loLwazi kufuneka lale ukufikelela kwingxel/rekhodi apho isicelo sokufikelela kwingxelo siza kubandakanya ukuxelwa okungenangqiqo kolwazi lwakho okanye amahlebo orhwebo malunga neqela lesithathu (kuqukwaa nomntu oswelekileyo) okanye naluphi ulwazi, olungaphandle kwamahlebo orhwebo, olunokonakalisa imidla yorhwebo okanye yezezimali yeqela lesithathu.

13.4.2 Ufikelelo kufuneka laliwe kwakho xa isicelo sokufikelela kulwazi siza kubandakanya ukuxelwa kolwazi oluyinkqubo yekhompuyutha onayo umbutho wangasese okanye apho ufikelelo kwingxelo lungavumelekanga ngokuphathelele kwiCandelo lama-60(14) loMthetho weNkqubo yoLwaphulo-mthetho, 1977 (Inombolo yoMthetho yama-51 wowe-1977) okanye xa ulwazi lunokufunyanwa ngabantu abathile kuphela okanye apho ulwazi lungafaka engozini ubomi okanye ukhuseleko lomntu okanye ukhuseleko lomhlaba.

- 13.4.3 IGosa loLwazi kufuneka lale ukufikelela kwingxelo xa ulwazi luza kubandakanya ukuxelwa kolwazi olunikwe ngokuthembeka kwiliqela lesithathu kwaye lingalindeleka ngokungqiqo ukubeka iqela lesithathu kwisithintelo kwisibophelelwano okanye kolunye uthetha-thethwano.
- 13.4.4 Apho ulwazi luza kwaphula ukuthembeka kwieqela lesithathu okanye apho ukuxelwa kolwazi malunga nophando kuza kutyhila umntu okanye iqela lesithathu elenza uphando okanye umcimbi wophando unokubangela isithinlfowunio esinondileko ukufikelela kulwazi kuyaliwa.
- 13.4.5 Igosa loLwazi linokusala isicelo sokufikelela kwingxelo ukuba isiicelo siyimfeketho okanye sesicaphukisa ngokucacileyo okanye umsebenzi wokuphendula isicelo uza kuthatha kakhulu ubutyebi bombutho kawonke-wonke.

14. UKULUNGISWA OKUPHATHELELE KWISENZO OKANYE KUSILELO LUKWENZA KUKAMASIPALA WESITHILI SASECAPE WINELANDS (CAPE WINELANDS)

- 14.1 Ukuba iGosa loLwazi lisilele ukunika isigqibo kwisicelo sokufikelela kwiintsuku ezingama-30 (AMASHUMI AMATHATHU), iGosa loLwazi ligqibaa ukuba lale isicelo, kwaye umceli angabhenela ngaphakathi kuMasipala weSithili saseCape Winelands.
- 14.2 Isibhenno sangaphakathi kufuneka sifakwe ngendlela emiselweyo kwiintsuku ezingama-60 (AMASHUMI AMATHANDATHU) ngokubhekiselele kwiCandelo lama-75(1)(a)(i) lomThetho wokuKhuthaza uFikelelo kuLwazi, umThetho wesi-2 wama-2000 (umThetho onguNombolo wesi-2 wama- 2000) (Jonga iSongezo “B”).
- 14.3 Umceli angabhenela ngaphakathi alwe ukungavunywa kwesicelo okanye isigqibo seGosa loLwazi:
- 14.3.1 Ngokuphathelele kwintlawulo/kumrhumo emiselweyo; okanye indlela yokufikelela kwixesha;
- 14.3.2 Ukwandiswa kwexesha lokuphendula isicelo;
- 14.3.3 indlela yokufikelela kulwazi.
- 14.4 Iqela lesithathu lingabhenela ngaphakathi kwiBhunga likaMasipala weSithili saseCape Winelands ngokubhekiselele kwiCandelo lama-72(c) ngakwisigqibo seGosa loLwazi ukuxela ulwazi.
- 14.5 Umceli obhenele ngaphakathi aze anganeli sisiphumo angenza isicelo soncedo olufanelekileyo enkundleni, ngokuphathelele kwicandelo lama-78 lomThetho wokuKhuthaza uFikelelo kulwazi, umThetho, 2000 (umThetho 2 wes-2002), kwiintsuku ezingama-30 emva kwesigqibo sesibhenno sangaphakathi.

15. INDLELA EKUBHENELWA NGAYO NGAPHAKATHI NENTLAWULO YESIBHENO

- 15.1 Isibheno sangathi kufuneka sifakwe ngokusebenzisa ifomu emiselweyo kwiintsuku ezingama-60 (AMASHUMI AMATHANDATHU).
- 15.2 Ukuba isaziso iyafuneka kwiqela lesithathu, kwiintsuku ezingama-30 (AMASHUMI AMATHATHU) emva kokunikwa kwesaziso kumntu obhenayo isigqibo, isibheno sangaphakathi kufuneka sifakiwe.
- 15.3 Isibheno kufuneka sithunyelwe ngeposi, ngefeksi okanye nge-Imeyile kwiGosa loLwazi.
- 15.4 Umcimbi kufuneka uchongwe kwaye kufuneka kuxelwe izizathu zesibheno.
- 15.5 Ukongeza kwimpendulo ebhaliweyokuba umntu obhenayo unqwenela ukwaziswa ngesigqibo sesibheno sangaphakathi nangayiphi enye indlela kufuneka axele indlela kwaye anike iinkcukacha ezifunekayo zokwaziswa.
- 15.6 Ukuba kufanelekile, kufuneka intlawulo yesibheno emiselweyo ikhapse ifomu.
- 15.7 Izibheno ezisemva kwexesha zinokuvumeleka, xa kunokuboniswa unobangela ofanelekileyo.
- 15.8 IGosa loLwazi kufuneka lifake isibheno, kwiintsuku zokusebenza ezili-10 (ISHUMI) emva kokufumana isibheno sangaphakathi, kwiBhunga likaMasipala kwisigqibo eso.

16. IZIKHALAZO EZIYA KUMLAWULI WOLWAZI

- 16.1 Umceli okanye iqela lesithathu angasingenisa kuphela isikhalazo kuMlawuli woLwazi emva kokuba umceli okanye iqela lesithathu eggqibe inkqubo yokubhena yangaphakathi kwisigqibo seGosa lolwazi likaMasipala wesiThili sase Cape Winelands.
- 16.2 Umlawuli wolwazi uya kusala isikhalazo ukuba inkqubo yokubhena ayigqitywanga.
- 16.3 Nangona kunjalo ngokuphathelele kumbutho woluntu mlunga nesibheni sangaphakathi akunamsebenzi kwaye umbutho wangasese, umceli okanye iqela lesithathu lingangenisa isikhalazo kuMlawuli ukuba alaneliswanga sisigqibo lombutho lowo ukhathalayo.
- 16.4 Isikhalazo kuMlawuli woLwazi somceli okanye seqela lesithathu kufuneka sifakwe kwiintsuku EZILIKHULU ELINAMASHUMI ASIBHOZO (180) zokufumana isigqibo kumasipala wesiThili sase Cape Winelands;
- 16.5 Umceli angafaka isikhalazo kuMlawuli woLwazi ukuba akanelisekanga ngoku-
- (a) sisiphumo sesibheni sangaphakathi; kunye
 - (b) sisigqibo sesibheni segunya lokubhena asisivumeli isibheni esisemva kwexesha sesibheni sangaphakathi.
- 16.6 Iqela lesithathu lingafaka isikhalazo kuMlawuli woLwazi ukuba asonwabanga sisigqibo sesibheni sangaphakathi segunya lokubhena likaMasipala wesiThili.

17. AMANCEDO ANGAPHAKATHI

- 17.1 Isigqibo esenziwa libhunga likaMasipala esiphathelele kumceli okanye kwiqela lesithathu osiphikisayo sesokugqibela kwaye umceli okanye umntu wesithathu ngendlela yaso nasiphi isicelo kwiintsuku esiLIKHULU ELINAMASHUMI ASIBHOZO (180) angenza isicelo soncedo ngokuphathelele kwiCandelo lama-82 ePAIA.
- 17.2 Umceli okanye iqela lesithathu lungenza isicelo kuphela enkundleni yoncedo olufanelekileyo ngokuphathelele kwiCandelo lama-82 kwezi meko zilandelayo:
- 17.2.1 Emva kokuba umceli okanye iqela lesithathu ligqibe inkqubo yokubhena ngaphakathi; okanye
- 17.2.2 Emva kokuba umceli okanye iqela lesithathu ligqibe inkqubo yezikhalazo ngokuphathelele kwicandelo lama-77A yePAIA.
- 17.2.3 Ngokuphathelele kwicandelo lama-78(1) ePAIA umceli okanye umntu wesithathu uneenketho ezimbini (2) ukubhekeselela isicelo kumlawulo wolwazi okanye enkundleni.

18. UMNXEBA ONXIBELELISA NGQO NGOBUQHETSEBA

- 18.1 UMasipala weSithili saseCape Winelands wamkele isigqibo songabunyamezeli kwaphela ubuqhetseba norhwaphilizo.
- 18.2 Ubuqhetseba norhwaphilizo buya kuphandwa buze bulandelwe ngkumiliselwa kwalo onke uncedo olufumanekayo kubume obupheleleyo bomthetho nokuzalisekiswa kothintelo olufanelekileyo nokufunyanwa kolawulo.
- 18.3 UMasipala weSithili saseCape Winelands uyahambiselana nemithetho-siseko yolawulo olulungileyo lwequmrhu, olufuna ukuqhutywa koshishino ngendlela ethembekileyo nephandle.
- 18.4 UMasipala weSithili saseCape Winelands uzibophelele ekulweni indlela yokuziphatha enobuqhetseba kuwo onke amanqanaba kumbutho.

Fraud Hotline

Call: 021 888 5130

Report it:

Report any fraud related activity immediately



19. ULWAZI JIKELELE

- 19.1 IGosa loLwazi okanye naliphi iSekela leGosa loLwazi linokuqhangamshelwa ngenjongo yokufumana ulwazi oluthe kratya olungekhoyo kule ncwadana.
- 19.2 UMasipala weSithili saseCape Winelands uya kuyihlaziya aze ayipapashe le ncwadana kanye ngonyaka ngobuncinane ukuba kuyimfuneko.

ISIHLOMELO A

IFOMU YESI-2

UMASIPALA WESITHILI SASECAPE WINELANDS

ISICELO SOKUFIKELELA KWIREKHODI YOMBUTHO KAWONKE-WONKE

Qaphela:

1. *Isiqinisekiso sesazisi kufuneka sincanyatheliswe ngumceli.*
2. *Ukuba isicelo senziwa egameni lomnye umntu isiqinisekiso eso esigunyazisiweyo kufuneka sincanyatheliswe kule fomu.*

(ICandelo (1) loMthetho wokukhuthaza ukufumaneka koLwazi, 2000 (Inombolo yoMthetho 2 ka-2000)

[Ummiselo wesi-7]

IINKCUKACHA NEDILESI YOMBUTHO WOLUNTU

IGosa loLwazi/ iGosa elilisekela loLwazi:

Cape Winelands District Municipality

46 Alexander Street

Stellenbosch

Idilesi ye-imeyile: paia@capewinelands.gov.za

mm@capewinelands.gov.za

karina@capewinelands.gov.za

Phawula ngo "X"

	Isicelo senziwa ndim
	Isicelo senziwa egameni lomntu

IINKCUKACHA ZOMNTU OWENZA ISICELO SOKUFIKELELA KWIREKHODI													
Amagama apheleleyo nefani													
Inombolo yesazisi													
Isikhundla apho isicelo senziwayo (<i>xa sisenziwa egameni lomnye umntu</i>)													
Idilesi yeposi													
Idilesi yesitrato													
Idilesi ye-imeyile													
Inombolo zokuqhagamshelana	Ifowuni (B):												
	Ifeksi												
	Iselula:												
IINKCUKACHA ZOMNTU EKWENZIWA ISICELO EGAMENI LAKHE													
Amagama zomntu ekwenziwa isicelo egameni lakhe (<i>ukuba kuyimfuneko</i>):													
Inombolo yesazisi													
Idilesi yeposi													
Idilesi yesitrato													
Idilesi ye-imeyile													
Inombolo zokuqhagamshelana	Ifowuni (B):												
	Ifeksi												
	Iselula:												

IINKCUKACHA ZEREKHODI ELICELWAYO

Nika iinkcukacha ezipheleleyo zerekhodi ekufunwa isicelo sofikelelo, ukuquka nenombolo yesalathiso ukuba uyayazi ukuze kube nakho ukufunyanwa indawo yerhekhodi. (Ukuba isithuba esinikiweyo asanelanga, nceda uqhubeke kwelinye iphepha uze ulincamathisele kule fomu. Onke amaphepha ongezelelweyo kufuneka etyikityiwe.)

Inkcazelo yerekhodi okanye inxalenye efanelekileyo yerekhodi:	
Inombolo yesalathiso, ukuba ikhona:	
Ezinye iinkcukacha ezithe kratya zerekhodi:	

UHLOBO LWEREKHODI (Phawula kwibhokisi efunekayo ngo "X")	
Irekhodi libhaliwe okanye likwimo echwethiweyo	
Irekhodi liqulethe imifanekiso ebonwayo (<i>ukuquka iifoto, irekhodi zevidiyo zoomatshini ababoniswa, imifanekiso eveliswa yikhompyutha, imizobo njalo njalo</i>)	
Irekhodi equlethe ilizwi elirekhodiweyo okanye ulwazi olunokuveliswa kwisandi	
Irekhodi igcinwe kwikhompyutha okanye kwindlela efundekayo kamatshini okanye yombane	
IFOMU YOFIKELELO (Phawula kwibhokisi efunekayo ngo "X")	
Ikopi echwetheziweyo yerekhodi (<i>ukuquka ikopi nayo nayiphi imifanekiso eyinyaniso, ukukhuphela nolwazi olukwikhompyutha okanye kwindlela efundekayo kamatshini okanye yombane</i>)	
Ukukhuphela okubhaliweyo okanye oluchwetheziweyo lwemifanekiso yenyano (<i>oku kuquka iifoto, ukurekhodwa kwiividiyo eziboniso, imifanekiso eveliswa yikhompyutha nemizobo, njalo njalo</i>)	
Ukukhuphela ingoma ephambili kumboniso (<i>uxwebhu olubhaliweyo okanye oluchwetheziweyo</i>)	
Ikopi yerekhodi elukwisixokelelwano sokugcina ulwazi (<i>ukuquka imifanekiso yenyano neengoma eziphambili kwimiboniso</i>)	
Ikopi yerekhodi kucwecwe lokugcina ulwazi (<i>ukuquka nemifanekiso iingoma eziphambili kwimiboniso</i>)	
Ikopi yerekhodi igciniwe kulwazi lokucinwa kwizixhobo ezifana neeselula, ithablethi, ikhompyutha, njalo njalo (Cloud storage server)	
INDLELA YOFIKELELO (Phawula ibhokisi efunekayo ngo "X")	
Uhlobo lwakho lwerekhodi kwidilesi ebhalisiweyo yombutho woluntu/wangasese (<i>Ukuquka ukumamela amazwi arekhodiweyo, ulwazi olinokuveliswa ngesandi okanye ulwazi olukwikhompyutha okanye kumatshini wombane okanye kwindlela efundekayo kamatshini</i>)	
Iinkonzo zeposi zedilesi yeposi	
Iinkonzo zedilise kwidilesi yesistrato	
Iinkonzo zothutho kwidilesi yesistrato	
Ifeksi okanye ulwazi olubhaliweyo okanye ngendlela eshicilelweyo (<i>ukuquka ukukhuphela</i>)	
I-imeyile okanye ulwazi (<i>ukuquka ukulandela imikhondo yesandii ukuba kulindelekile</i>)	
Ukwabelana okufihlakeleyo/ukugqithiswa kwefayile	
Ulwimi olukhethwayo: (<i>Qaphela ukuba irekhodi alikho kulwimi olukhethayo, ufikelelo luya kunikwa ngolwimi olukhoyo kwirekhodi</i>)	

IINKCUKACHA ZELUNGELO EMALISETYENZISWE OKANYE EMALIKHUSELWE

Ukuba isithuba asanalenga, nceda uqhubeke kwilinye iphepha uze ulincamathelise kule fomu. Umceli kufuneka atyikitye onke amaphepha ongezelelweyo.

Bonisa ukuba leliphi ilungelo emalissetyenziswe okanye emalikhuselwe:	
Cacisa ukuba kungani irekhodi lifunelwa ukusebenzisa okanye ukukhusela kwilungelo elichazwe ngasentla:	
IMIRHUMO	
(a) Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba isicelo sibe nookucingwa.	
(b) Uya kwziswa imali yomrhumo yofikelelo ekufuneka uyihlawule.	
(c) Umrhumo ohlawulwayo kufikelelo lwerekhodi luxhomekeke kwifomu efuna ufikelelo nakwixesha elaneleyo lokukhangela nokulungiselela irekhodi.	
(d) Ukuba ukulungele ukukhululwa kwintlawulo yawo nawuphi umrhumo, nceda uchaze isizathu sokukhululwa.	
Isizathu:	

Uya kwaziswa ngokubhalelwa okokuba isicelo sakho sivunyiwe okanye siphikisiwe ukuba sivunyiwe, ngeendleko ezinxulumene nesicelo sakho, ukuba zikho. Nceda ubonise indlela oyikhethayo yembalelwano:

Idilesi yeposi	Ifeksi	Unxibebelwano ngombane (Nceda uchaze)

Isayinwe e _____ ngalo _____ mhla wama- _____ 20__

USAYINO NGUMCELI/UMNTU OWENZA ISICELO EGAMENI

KUSETYENZISWA YI-OFISI

Inombolo yesalathiso	
Isicelo sifunyenwe ngu (chaza irandi, igama nefani yegosa lolwazi)	
Umhla esifunyenwe ngayo	
Imirhumo yofikelelo	
Idiposithi (ukuba ikho)	

USAYINO LWEGOSA LOLWAZI

ISIHLOMELO B

UMASIPALA WESITHILI SASECAPE WINELANDS

IFOMU B

ISAZISO SESIBHENO SANGAPHAKATHI

ICandelo lama-75 loMthetho wokuKhuthaza kuFikelelo loLwazi, 2000 (Inombolo yoMthetho wesi-2 wama-2000)

[Ummiselo wesi-8]

XELA INOMBOLO YAKHO YESALATHISO:

A. IINKCUKACHA ZOMBUTHO KAWONKE-WONKE

IGosa loLwazi / Isekela leGosa loLwazi

UMasipala wesiThili saseCape Winelands

**B. IINKCUKACHA ZOMCELI/IQELA LESITHATHU ELIFAKA ISIBHENO
ANGAPHAKATHI**

- (a) Iinkcukacha zomntu ofaka isibheni sangaphakathi kufuneka zininikwe ngezantsi.
- (b) Ubungqina bobume isibheni kufuneka bufakwe, ukuba kufanelekile, buncanyathiselwe.
- (c) Xa umntu obhenayo ingumntu wesithathu, ingengomntu ofune ulwazi kuqala, kufuneka iinkcukacha zomceli zininikwe ku-C ngezantsi.

Amagama azeleyo nefani:

Inombolo ye-ID:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Idilesi yeposi: _____

Inombolo yefeksi: _____ Inombolo yefowuni: _____

Idilesi ye-imeyile _____

Ubume besibheni sangaphakathi sifakelwe omnye umntu kubo:

C. IINKCUKACHA ZOUNCELI

Eli candelo kufuneka liggityezelwe OKWANGOKU ukuba iqela lesithathu (omnye womceli) lifake isibheni sangaphakathi.

Amagama azeleyo nefani:

Inombolo ye-ID:

--	--	--	--	--	--	--	--	--	--	--	--	--

D. ISIGQIBO NGAKWISIBHENI SANGAPHAKATHI ESIFAKIWEYO

Phawula isigqibo esibhenelwe ngaphakathi ngokuthi X kwibhokisi esifanelekileyo:	
	Ukwaliwa kwesicelo sokufikelela
	Isigqibo esimalunga neentlawulo ezimiseliweyo ngokubhekiselele kwicandelo lama-22 loMthetho
	Isigqibo esimalunga nokwandiswa kweixesha ekwenziwe kuso isicelo kufuneka sisetyenzwe ngokubhekiselele kwicandelo lama-26(1) loMthetho
	Isigqibo esibhekiselele kwicandelo lama-29(3) loMthetho wokwala ukufikelela kwindlela yokucela ngumceli
	Isigqibo sokuvumela isicelo sokufumana

E. IZIZATHU ZOKUBHENELA

Ukuba indawo enikiweyo inganeli, nceda uqhube kwelinye iphepha ulincamathisele kule fomu. **Kufuneka usayine onke amaphepha ongezelelweyo.**

Xela izizathu ekusekwa kuzo isibheni esingaphakathi:

Xela naluphi na olunye ulwazi olunokuba lubalulekile xa isibheni sicingeka:

F. ISAZISO SESIGQIBO MALUNGA NESIBHENO

Uza kwaziswa ngokubhalelwa iisigqibo malunga nesibheno sakho sangaphakathi. Ukuba unqwenelwa a ukwaziswa ngenye indlela nceda uchaze indlelauze unike iinkcukacha ezifunekayo zokuthobela isicelo sakho.

Xela indlela ofuna ukwaziswa ngayo:

Iinkcukacha :

Isayinwe e _____ kulo mhla we- _____ ka- _____ 20__

USAYINO LOMBHENI

UKUSETYENZISWA LISEBE:

INGXELO ESESIKWENI SESIBHENO ESINGAPHAKATHI:

Isibheno sifumaneka ngo_____ (umhla) ngu- _____

(xela udidi, igama, nefani yegosa lolwazi/isekela legosa lolwazi.)

Isibheno esikhatshwa zizizathu zesigqibo segosa lolwazi/isekela legosa lolwazi kwaye, apho kufanelekileyo, iinkcukacha zalo naliphi iqela lesithathu elinxulumene nengxelo, engeniswe ligosa lolwazi/isekela legosa lolwazi ngo- _____ (umhla) kwigunya elifanelekileyo.

ISIPHUMO SESIBHENO:

ISIGQIBO SEGOSA LOLWAZI / ISEKELA LEGOSA LOLWAZI SIQINISEKISIWE / ISIGQIBO ESITSHA ENDAWENI YESIGQIBO SOKUQALA

ISIGQIBO ESITSHA: _____

UMHLA _____

UMASIPALA WESITHILI SASECAPE WINELANDS

IFUNYENWE LIGOSA LOLWAZI / ISEKELA LEGOSA LOLWAZI LIKAMASIPALA WESITHILI SASECAPE WINELANDS NGO- (umhla):

ISIHLOMELO C

UMRHUMO NGOKUPHATHELELE KWIMIBUTHO YOLUNTU

1.	Umrhumo wesicelo uhlawulwa ngumceli wonke	R100.00
2.	Isikhutshelo esenziwe ngokufota/ikopi ecwethezwe mnyama namhlophe yephepha elimalunga nobukhulu obuyi-A4 okanye inxalenye yoko	R1.50
3.	Ikopi echwetheziweyo yephepha elimalunga nobukhulu ubuyi- A4-size page okanye inxalenye yoko	R1.50
4.	Ikopi kwindlela efundekayo yekhompuyutha:	
4.1	Isixokelelwano sokugcina ulwazi (flash drive) (kunikiwe ngumceli)	R40.00
4.2	Icwecwe lokugcina ulwazi i(compact disc)	
	Ukuba ngumceli	R40.00
	Ukuba kuya kumceli	R60.00
5.	Kukukhuphela kwemifanekiso yenyano iphepha elimalunga A4- ubukhulu	Inkonzo enokukhutshwa e. Kuya kuxhomekeka kuqikelelo lweendleko zexabiso zomboneleli weenkonzo
6.	Ukukopa imifanekiso yenyano	
7.	Ukukhuphela kwirekhodi evakalayo	R24.00
8.	Ikopi yerekhodi evakalayo kwi:	
8.1	Umrhumo wesicelo uhlawulwa ngumceli wonke	R40.00
8.2	Isikhutshelo esenziwe ngokufota/ikopi ecwethezwe mnyama namhlophe yephepha elimalunga nobukhulu obuyi-A4 okanye inxalenye yoko	
	Ikopi echwetheziweyo yephepha elimalunga nobukhulu ubuyi- A4-size page okanye inxalenye yoko	R40.00
	Ikopi kwindlela efundekayo yekhompuyutha:	R60.00
9.	Ukukhangela nokulungiselela irekhodi yokuthumela iyure nganye okanye inxalenye yeyure, ukufumaneka okufanelekileyo koko kukhangela nokulungiselela	R100.00
	Azigqithi kwindleko yonke	R300.00
10.	Idiposithi: Khangela ukuba ayigqithi kwiiyure ezisi-6	Isinye kwisithathu semali yesicelo ibalwa ngokuphathelele kwizinto ezi-2 ukuyya kwezisi-8
11.	Ukuposwa, imeyile okanye nakuphi okunye ukugqithiselwa	linkcitho ezizo, ukuba zikho

IMIRHUMO NGOKUPHATHELELE KWIMIBUTHO YABUCALA/YANGASESE

1.	Umrhumo wesicelo uhlawulwa ngumceli wonke	R140.00
2.	Isikhutshelo esenziwe ngokufota/ikopi ecwethezwe mnyama namhlophe yephepha elimalunga nobukhulu obuyi-A4 okanye inxalenye yoko	R2.00
3.	Ikopi echwetheziweyo yephepha elimalunga nobukhulu ubuyi- A4-size page okanye inxalenye yoko	R2.00
4.	Ikopi kwindlela efundekayo yekhompyutha:	
4.1	Isixokelelwano sokugcina ulwazi (flash drive) (kunikiwe ngumceli)	R40.00
4.2	Icwecwe lokugcina ulwazi i(compact disc)	
	Ukuba ngumceli	R40.00
	Ukuba kuya kumceli	R60.00
5.	Kukukhuphela kwemifanekiso yenyano iphepha elimalunga A4- ubukhulu	Inkonzo enokukhutshwa e.
6.	Ukukopa imifanekiso yenyano	Kuya kuxhomekeka kuqikelelo lweendleko zexabiso zomboneleli weenkonzo.
7.	Ukukhuphela kwirekhodi evakalayo	R24.00
8.	Ikopi yerekhodi evakalayo kwi:	
8.1	Isixokelelwano sokugcina ulwazi (flash drive) (kunikiwe ngumceli)	R40.00
8.2	Icwecwe lokugcina ulwazi i(compact disc)	
	Ukuba ngumceli	R40.00
	Ukuba kuya kumceli	R60.00
9.	Ukukhangela nokulungiselela irekhodi yokuthumela iyure nganye okanye inxalenye yeyure, ukufumaneka okufanelekileyo koko kukhangela nokulungiselela	R145.00
	Azigqithi kwindleko yonke	Ezi-R435.00
10.	Idiposithi: Khangela ukuba ayigqithi kwiiyure ezisi-6	Isinye kwisithathu semali yesicelo ibalwa ngokuphathelele kwizinto ezi-2 ukuyya kwezisi-8
11.	Ukuposwa, i-imeyile okanye nakuphi okanye ukugqithiselwa	linkcitho ezizo, ukuba zikho

ISIHLOMELO D

ABANTU ABAKHULULWEYO EKUBENI BAHLOWULE IMIRHUMO YOKUCELWA KWENGCACISO

IGazethi kaRhulumente enguNombolo 28107

ISaziso esingunNombolo R.991

IGazethi yoLawulo enguNombolo 8325

UMthamo 484

Umhla we-14 ku-Oktobha wama-2005

ISaziso sikaRhulumente

ISEBE LEZOBULUNGISA NOPHULISO LOMGAQO-SISEKO

INombolo R.991

Umhla we-14 ku-Oktobha wama-2005

UMTHETHO WOKUKHUTHAZWA KUFIKELELO LOLWAZI, 2000 UKHULULO NOKUZIMISELA KWIINJONGO ZECANDELO LAMA-22(8)

Mna, Brigitte Sylvia Mabandla, UMphathiswa woBulungisa noPhuhliso loMgaqo-siSeko, ndisebenza phantsi kwecandelo lama-22(8) loMthetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (uMthetho onguNombolo wesi-2 wama-2000) ndikhulula –

- (a) Aba bantu balandelayo ekuhlawuleni umrhumo woFikelelo oqulunqwe kwicandelo lama-22(6) loMthetho –
- (i) umntu ongatshatanga omvuzo wakhe wonyaka, emva kothabatho oluvumelekileyo ekubhekiselelwe kwiShedyuli kwesi saziso esenziweyo, awudlulanga kuma-R14,712.00 ngonyaka; baze
 - (ii) abantu abatshatileyo okanye umntu kunye nondofa naye abamvuzo wabo wonyaka, emva kothabatho oluvumelekileyo ekubhekiselelwe kwiShedyuli kwesi saziso esenziweyo, awudlulanga kuma- R27,192.00 ngonyaka, kuze

(b) Kumiselwe ukuba –

- (i) apho indleko yokuqokelela nawuphi umrhumo oqulunqwe kwicandelo lama-22 loMthetho, zithe zagqitha isixa-mali esibiziweyo, umrhumo onjalo awusebenzi;
- (ii) umrhumo wofikelelo oqulunqwe kwicandelo lama-22(6) loMthetho awusebenzi kwirekhodi yomntu owenze isicelo; kwaye
- (iii) umrhumo wesicelo oqulunqwe kwicandelo lama-22(1) loMthetho nomrhumo wofikelelo oqulunqwe kwicandelo lama-22(6) loMthetho awusebenzi kwirekhodi ecelwe ligosa lokhuseleko okanye umphandi wokhuseleko kwiinjongo zophando lokhuseleko okanye imibuzo ngokwamagatya omThetho woKhuseleko, 1998 (umThetho wama-99 wowe-1998) okanye imimiselo eyenziwe phantsi kwecandelo lama-44 lalo Mthetho.

ISONGEZO SOKU-1

UTHABATHO OLUVUMELEKILEYO

1. Ukulungiselela iinjongo zomhlathi (a)(i) kunye (ii) zesaziso olu thabatho lulandelayo luvumelekile:
 - (a) Irhafu yoMsebenzi ngokuphathelele kumhlathi wesi-2 weSahlulo II soMthetho weRhafu yeNgeniso, 1962 (uMthetho onguNombolo wama-58 wama-1962);
 - (b) Iminikelo ngokuphathelele kwicandelo lesi-5 loMthetho weMinikelo ye-Inshorensi yokuNgasebenzi, wowama-2002 (uMthetho onguNombolo wesi-4 wama-2002);
 - (c) Iminikelo enyanzelekileyo yeNgxowa-mali ye-Inshorensi yeQela (Group Insurance Fund) ngokuphathelele kuomyalelo wenkundla okanye kwisivumelwano esiphakathi komqeshi nomqeshwa wakhe;
 - (d) Iminikelo eya nakulo naluphi ulungiselelo lonyango olubhaliswe phantsi kwamagatya oMthetho woLungiselelo loNyango, wowe-1998 (uMthetho onguNombolo we-131 wowe-1998), kwaye ovunyelweyo ukuba uthabathe ngokwecandelo le-18(1)(a) loMthetho weRhafu yeNgeniso, wowe-1962 (uMthetho onguNombolo wama-58 wowe-1962);
 - (e) Iminikelo eya kwingxowa-mali yomhlala-phantsi ngokuphathelele kwicandelo le-13A loMthetho weNgxowa-mali yoMhlala-phantsi, wowe-1956 (uMthetho onguNombolo wama-24 wowe-1956);
 - (f) Irente yezavenge zentlawulo yokubambisa ebukhulu bungli-R12 000,00 ngonyaka;
 - (g) Intlawulo yesondlo ngokuphathelele kumyalelo wenkundla; kunye
 - (h) Nemirhumo yesikolo, ngaphandle kwemirhumo yesikolo ehlawulwa kwisikolo sangasese.

BS MABANDLA, MP

UMPHATHISWA WEZOBULUNGISA NOPHuhliso LOMGAQO-SISEKO

ISONGEZO SESI-2: ICANDELO LOKU-1

UKUPHATHWA KOLWAZI LWAKHO NGOKUHAMBELANA NEPOPIA

ELUNGISELELWE ABANIKEZELI BENKONZO NEEKONTRAKTA KUNYE NABAXHAMLI

- (a) Ukuqinisekiswa kolwazi nokwenziwa Kohlolo;
- (b) Iinjongo ezinxulumene nesivumelwano okanye ubudlelwane boshishino okanye isivumelwano esilindelekileyo okanye ubudlelwane boshishino phakathi kwamaqela;
- (c) Intlawulo zoluhlu zezinto ezithengiweyo namaxabiso azo(invoices);
- (d) Ukwenziwa kwemisebenzi ngokuphathelele kuso nasiphi na isivumelwano sabanikezeli benkonzo, iikontrakta kunye/okanye abaxhamli;
- (e) Ukwenza, okanye ukunceda ekwenzeni, izigqibo zetyala nezemali ezimalunga nabanikezeli benkonzo, iikontrakta kunye/okanye abaxhamli;
- (f) Ukusebenzisa nokulawula ii-akhawunti zabanikezeli benkonzo, zeekontrakta kunye/okanye nezabaxhamli nokulawula nakuwo nawaphi amaxwebhu, izicelo, izivumelwano okanye imbalelwano abanokuba nayo kunye noMasipala weSithili saseCape Winelands;
- (g) Ukunxibelelana (kubandakanywa intengiselwano ethe ngqo) kunye nabanikezeli benkonzo, iikontrakta kunye/okanye nabaxhamli nge-imeyile, ngeSMS, ngeleta, ngemfono-mfono okanye nangayo nayiphi na enye indlela emalunga neemveliso zoMasipala weSithili saseCape Winelands kunye neenkonzo, ngaphandle kokuba kuchazwe ngenye indlela;
- (h) Ukuqhutywa kophando lwemarike, loshishino kunye nohlahlelo lweenkcukacha zedatha;
- (i) Ukuqhuba ezinye iinjongo zolawulo nezokusebenza;
- (j) Ukufumana nawo nawaphi amatyala anokubanjwa ngabanikezeli benkonzo, ziikontrakta kunye/okanye nabaxhamli kuMasipala weSithili saseCape Winelands;
- (k) Ukuthobela imithetho nezinye iimfanelo zikaMasipala weSithili saseCape Winelands; kunye
- (l) Nayo nayiphi injongo eyenye efunekayo efanelekileyo enxulumene nemisebenzi yoshishino nombutho kaMasipala weSithili saseCape Winelands.

EYABANIKEZELI BENKONZO ABALINDELWEYO, IIKONTRAKTA KUNYE/OKANYE ABAXHAMLII:

- (a) Ukuqinisekiswa nokuhlaziywa kolwazi;
- (b) Ukunikwa kwamanqaku kwangaphambili; kunye
- (c) Nayo nayiphi injongo efunekayo efanelekileyo enxulumene nokuphathwa kolwazi lwakho enxulumene nemisebenzi yoshishino neyombutho kaMasipala weSithili saseCape Winelands.

YOOCEBA NABASEBENZI:

- (a) Ukwenziwa kwemisebeni ngokuphathelele kwisivumelwano;
- (b) Ukuqinisekiswa kolwazi lwabasebenzi abangabaceli ngethuba lenkqubo yokufunwa kwabasebenzi;
- (c) Ukuthobela imithetho nezinye iimfanelo zikaMasipala weSithili saseCape Winelands; kunye
- (d) Nemiba ngokubanzi enxulumene nooCeba nabasebenzi:
 - (i) Umhlala-phantsi
 - (ii) Uncedo loNyango
 - (iii) Uluhlu lwabahlawulwayo
 - (iv) Inkqubo yoluleko
 - (v) Uqeqesho
 - (iv) Nayo nayiphi injongo eyenye efunekayo efanelekileyo enxulumene nengqesho okanye nobudlelwano obulindelekileyo bengqesho.

ISONGEZO SESI-2: ICANDELO LESI-2

IIDIDI ZEENKCUKACHA ZEDATHA NEENDIDI ZOLWAZI LOMNTU EZINXULUMENEYO NGOKO

OOCEBA NABASEBENZI

- (a) Amagama, ifani neenkukacha zoqhagamshelwano;
- (b) Inombolo yesazisi namaxwebhu esazisi kubandakanywa iincwadi zokundwendwela;
- (c) Imbali yengqesho nabantu abangqina ngawe;
- (d) linkukacha zebhanki nezemali;;
- (e) linkukacha zentlawulo kumaqela angaphandle (imali ethatyathwa kwimivuzo);
- (f) Izivumelwano zengqesho;
- (g) Izicwangciso zobulungisa engqeshweni;Y
- (h) lirekhodi zoncedo lonyango;
- (i) lirekhodi zeNgxowa-mali yoMhlala-phantsi;
- (j) lirekhodi zemivuzo;
- (k) Uthelekelelo lokusebenza;
- (l) lirekhOdi zoluleko;
- (m) lirekhodi zekhefu;
- (n) lirekhodi zoqeqesho;
- (o) Impilo nempilo-ntle;
- (p) Ulwazi lwemali;
- (q) Ulwazi oluphathelele kumyeni/inkosikazi kunye nabaxhamli;
- (r) Ulwazi lwemfundo;
- (s) Indlela yokuziphatha yolwaphulo-mthetho;
- (t) Isini;
- (u) Isimo somtshato;
- (v) Ubuhlanga;
- (w) Ulwimi lwenkobe; kunye;
- (x) Imbalelwano eyimfihlo.

ABANIKEZELI BENKONZO, IIKONTRAKTA KUNYE/OKANYE ABAXHAMLI

(ekunobangabandakanywa abasebenzi)

- (a) Idilesi yeposi kunye/okanye eyesitalato;
- (b) Isihlonipho, igama nefani;
- (c) Inombolo zoqhagamshelwano kunye/okanye idilesi ye-imeyile;
- (d) Iqela lohlanga;
- (e) Imbali yengqesho;
- (f) Ubudala;
- (g) Isini;
- (h) Isimo somtshato;
- (i) Ubuhlanga;
- (j) Ulwimi;
- (k) Ulwazi lwemali neyebhanki;
- (l) Inombolo yesazisi neyencwadi yokundwendwela;
- (m) Ulwazi lwenkampani kunye/okanye yoshishino neenombolo zobhaliso;
- (n) Ulwazi loMlawuli kunye/kunye nelamalungu kunye/okanye ulwazi lomnini;
- (o) Ulwazi olunxulumene neenkonziso kunye/okanye yeemveliso;
- (p) Abasayinayo abagunyazisiweyo;
- (q) Olunye ulwazi olengachazwanga, olufuneka ngokufanelekileyo okokuba lulungiselelwe imisebenzi yeshishini.

AMALUNGU OLUNTU KUNYE/OKANYE ABACHAPHAZELEKAYO

- (a) Idilesi yeposi kunye/okanye eyesitalato;
- (b) Isihlonipho, igama nefani;
- (c) Inombolo zoqhagamshelwano kunye/okanye idilesi ye-imeyile;
- (d) Igama leshishini, lomzi-mveliso kunye/okanye lombutho; kunye
- (e) Olunye ulwazi olungachazwanga, olufuneka ngokufanelekileyo ukuba iqwalaselwe.

ISONGEZO SESI-2: ICANDELO LESI-3

ABAMKELI BOLWAZI LWAKHO

- (a) Nawo nawuphi umzi-mveliso, umbutho okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands ukuba aqokelele iintlawulo yamatyala okanye anike inkonzo egameni lakhe;
- (b) Nawo nawuphi umzi-mveliso, umbutho okanye umntu othi anike uMasipala weSithili saseCape Winelands iimveliso okanye iinkonzo;
- (c) Naso nasiphi isixokelelwano/inkqubo yentlawulo esetyenziswa nguMasipala weSithili saseCape Winelands;
- (d) Iziphath'amandla ezilawulayo nezikarhulumente okanye umntu onegunya lokuvakalisa izikhalazo zabantu, okanye ezinye iziphath'amandla kuqukwa neziphath'amandla zerhafu, apho uMasipala weSithili saseCape Winelands enoxanduva lokwabelana ngolwaziso;
- (e) Amaqela esithathu apho kwenziwa intlawulo egameni labasebenzi;
- (f) Amaziko emali apho kufunyanwa iintlawulo egameni lemicimbi yeenkcukacha zeDatha;
- (g) Nawo nawuphi omnye umsebenzi ongachazwangwa;
- (h) Abasebenzi, iikontrakta kunye nabasebenzi bethutyana;
- (i) Nawo nawuphi umbutho womzi-mveliso okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands ekufakeni ulwazi kwikhompyutha, ukuqokelela nokugcina iinkcukacha zeDatha;
- (j) Abamkeli bee-imeyile nanye imbalelwano; kunye
- (k) Nawo nawuphi umzi-mveliso, umbutho okanye umntu othi asetyenziswe nguMasipala weSithili saseCape Winelands ukunikezela iinkonzo zokuqinisekiswa kokungabi natyala komntu kwiMasipala weSithili ukuqinisekisa ukuba incwadi yesiqinisekiso somntu ayinaziphene ingahlolwa.

ISONGEZO SESI-2: ICANDELO LESI- 4

UKUGQITHISELWA NGAPHAYA KWEMIDA ULWAZI LWAKHO

ULwazi Lwakho lungagqithiselwa ngaphandle kwemida kubaxhobisi bakaMasipala wesiThili saseCape Winelands kwamanye amazwe kwaye ulwazi lwakho lungagcinwa kwidatha eyenziwe ngaphandle koMzantsi Afrika apho kungenakwanela kwimithetho yokhuseleko lwedatha.

Umasipala wesiThili saseCape Winelands uya kuzama ukuqinisekisa uku abathengisi nabaxhobisi/ababoneleli baya kwenza zonke iinzame eifanelekileyo zokukhusela idatha echaziweyo noLwazi lwakho.

ISONGEZO SESI-2: ICANDELO LESI-5

INKCAZELO YAMANYATHELO OKHUSELEKO LOLWAZI LUKAMASIPALA WESITHILI SASECAPE WINELANDS

UMasipala weSithili saseCape Winelands uqalise ngokumilisela nokugcina amanyathelo okhuseleko lweDatha ukufezekisa ezi njongo zilandelayo zicalulwe ngasezantsi:

- (a) linkcukacha ezinikiweyo kufuneka zitolikwe njengemizekelo yendlela yokuphumezsa inqanaba elaneleyo lokhuseleko lweDatha lwenjongo nganye.
- (b) UMasipala weSithili saseCape Winelands unakho ukusebenzisa amanye amanyathelo ukuziqhelanisa nophuhliso lokhuseleko lwetheknoloji, njengoko kufuneka, ngaphandle kokuba iinjongo ziphunyeziwe.

ULAWULO LOFIKELELO KUBANTU

UMasipala weSithili saseCape Winelands uya kumilisela amanyathelo afanelekileyo ukuthintela abantu abangagunyaziswanga ukuba bafumane ufikelelo kwizixhobo zokuphathwa kwedatha apho idatha ilungiswa khona.

ULAWULO LWEZIXHOBO ZOKUSASAZA IDATHA

UMasipala weSithili saseCape Winelands uqalile ngokumilisela amanyathelo afanelekileyo okuthintela ubuqhetseba obungagunyaziswanga bezixhobo zosasazo, kubandakanywa ukufundwa, ukukhuphela/ukukopa, ukuguqulwa nokususwa kwezixhobo zosasazo lwedatha ezisetyenziswe nguMasipala weSithili saseCape Winelands kwaye eziqulathe idatha yakho yaBanikezeli beeNkonzo, iiKontrakta kunye/okanye aBaxhamli.

ULAWULO LWENGQIQO YEDATHA

UMasipala weSithili saseCape Winelands uqalise ngokumilisela imiqathango efanelekileyo ukuthintela igalelo elingagunyaziswanga kwingqiqo yeenkcukacha zedatha nokufundwa okungagunyaziswanga, ukuguqulwa okanye ukucinywa kweenkcukacha ezigciniweyo.

ULAWULO LOMSEBENZISI

UMasipala weSithili saseCape Winelands uya kumilisela amanyathelogo afanelekileyo okuthinlfowunia izixokelelwano zakhe zokuphathwa kwedatha kukusetyenziswa ngabantu abangagunyaziswanga ngendlela yesixhobo sokugqithisela idatha.

UKULAWULWA KOFIKELELO KWIDATHA

UMasipala weSithili saseCape Winelands wazisa Ukuba abantu abanelungelo lokusebenzisa isixokelelwano sokuphathwa kwedatha sikaMasipala weSithili saseCape Winelands banakho kuphela ukufikelela kwidatha ekummandla kwaye ikakhulu ikhuselwe ziimvume zabo zofikelelo ezahlukeneyo.

ULAWULO LOKUHANJISWA

UMasipala weSithili saseCape Winelands uya kunyanzeleka ukuba ancede kuqinisekiso nokufunyanwa kweendawo apho ulwazi lwakho lukhutshelwa khona ngokusebenzisa isixhobo sonxibelelwano/izixhobo lwedatha kaMasipala weSithili saseCape Winelands.

ULAWULO LWEZOTHUTHO

UMasipala weSithili saseCape Winelands uya kumilisela amanyathelo afanelekileyo okuthinlfowunia ulwazi lwakho ekubeni lufundwe, lukotshwe, luguqulwe okanye lucinywe ngabantu abangagunyaziswanga ngethuba lokuhanjiswa ngoko okanye ngethuba lwezothutho lwezixhobo zosasazo lwedatha.

ULAWULO LOMBUTHO

UMasipala weSithili saseCape Winelands uya kugcina umbutho wawo wangaphakathi ngendlela ehlangabezane neemfuno zale Ncwadana.

UKHUSELEKO LOKONAKALISWA KOTHUNGELWANO (FIREWALL) NOKHUSELEKO LOKUQANDA OKONAKALISWA (VIRUS) KWEKHOMPYUTHA

Ukonakaliswa kulawula ukufikelela kuthungelwano nakwiikhompyutha ezigcina idatha zikaMasipala weSithili luze ulawulo lwezinto ezonakalisayo zikhusele uthungelwano kwiinkqubo ezinokubangela umonakalo kuthungelwano nakwidathai.

ULAWULO LOKUBA UNGUBANI

Yonke idatha olugcinwa kuthungelwano lukaMasipala weSithili saseCape Winelands ilawulwa kwisixokelelwano/kulungiselelo yoLawulo lokuba ungubani, ngoko ufikelelo lunikwa ngumlawuli welo candelo lothungelwano.

IINKQUBO ZEKHOMPYUTHA EZIGCINE IDATHA

Idatha egcinwe kwiinkqubo zekhompyutha kuthungelwano lukaMasipala weSithili saseCape Winelands ikhuselwe zindlela ezininzi zokhuseleko zendalo ezahlukeneyo ezibandakanya ukuguqulelwa kwiNdlela, ulawulo lofikelelo olusekwe lokuba ungubani nokufaneleka kokwenza iNdlela.

UKUGUQULELWA KWINDLELA YEDATHA

Idatha yothungelwano lukaMasipala lweSithili saseCape Winelands inakho ukuguqulelwa kwiNdlela okanye ngaphandle kwegama eliyimfihlo lokungena ukuqinisekisa mhlawumbi uhanjiso olukhuselekileyo okanye ukugcinwa kokhuseleko.

UKULANDELWA KWEDATA NOLAWULO

I-MS TEAMS inikwa ukulandelwa kwedatha nokubekwa kweliso kwedata, kubandakanywa ufikelelo ngokuphathelele kukuhlolwa kunye nenqanaba lolwabelwano.

ISONGEZO SESI-3

INKCASO KUKUPHATHWA KOLWAZI LWALKHO NGOKUPHATHELELE KWICANDELO LE-11(3) LOMTHETHO WOKHUSELEKO ULWAZI LWAKHO, WAMA-2013 (UMTHETHO WESI-4 WAMA-2013) KUNYE NEMIMISELO ENXULUMENE NOKUKHUSELWA KOLWAZI LWAKHO , WAMA-2018

Qaphela:

- (1) Iingxelo ezifungelweyo okanye obunye ububgqina obubhaliweyo njengoko busebenza kwinkxaso yenkcaso bunakho ukuncanyathiselwa.
- (2) Ukuba ngaba isithuba esinikezelweyo kule Fomu asanelanga, yingenise ingcaciso njengeSihlomelo kule Fomu ze usayine iphepha ngalinye.
- (3) Yizalise njengoko kufanelekile.

A	IINKCUKACHA ZEENKCUKACHA ZAMANANI
Igama/amagama nefani/igama elibhalisiweyo lomcimbi weenkukacha zedatha	
INombolo yokuChonga eyodwa / iNombolo yeSazisi	
Idilesi yendawo yokuhlala, yeposi yeshishini	
IiNombolo zoqhagamshelwano	
Inombolo yefeksi / idilesi ye-imeyile	
B	IINKCUKACHA ZOMNTU ONOXANDUVA
Igama/amagama kunye nefani/igama elibhalisiweyo lomcimbi weenkukacha zamanani	
Idilesi yendawo yokuhlala, yeposi yeshishini	
IiNombolo zoqhagamshelwano	
Inombolo yefeksi / idilesi ye-imeyile	

C	IZIZATHU ZENKCASO NGOKUPHATHELELE KWICANDELO LE- 11(1)(d) UKUYA KUTSHO KU(f) (NCEDA UNIKE IZIZATHU EZICALULWEYO ZENKCASO)

Isayinwe e ngalo mhla ka 20.....

.....
 UTYIKITYO LOMCIMBI WEENKCUKACHA ZEDATHA/UMNTU

ISONGEZO SESI- 4

ISICELO SOKULUNGISWA OKANYE SOKUCINYWA KOLWAZI LWAKHO OKANYE UKUTSHATYALALISWA OKANYE UKUCINYWA KWEREKHODI YOLWAZI LWAKHO NGOKUPHATHELELE KWICANDELO 24(1) LOMTHETHO WOKHUSELEKO LOLWAZI LWAKHO, WAMA-2018 (UMMISELO WESI-3)

Qaphela:

- (1) Ubungqina obufungelweyo okanye obunye ubungqina obubhaliweyo njengoko bufanelekile kwinkxaso yesicelo bunakho ukuncanyatheliswa.
- (2) Ukuba ngaba isithuba esinikezelweyo kule Fomu asanelanga, yingenise ingcaciso njengeSihlomelo kule Fomu uze usayine iphepha ngalinye.
- (3) Yizalise njengoko kufanelekile.

Phawula ibhokisi efanelekileyo ngo"X".

Isicelo:

- Sokulungiswa okanye ukucinywa kolwazi lwakho olumalunga nesihloko seenkcukacha zedatha ezikwiqela okanye eziphantsi kolawulo lweqela elinoxanduva
- Ukutshatyalaliswa okanye ukucinywa kolwazi lwakho olumalunga nesihloko seenkcukacha zedatha ezikwiqela okanye eziphantsi kolawulo lweqela elinoxanduva elingasagunyaziswanga okokuba ligcine irekhodi yolwazi.

A	IINKCUKACHA ZEMICIMBI YEENKCUKACHA ZEDATHA
Igama/amagama kunye nefani/igama elibhalisiweyo lomcimbi weenkcukacha zedatha	
INombolo yokuChonga eyodwa / iNombolo yeSazisi	
Idilesi yendawo yokuhlala, yeposi yeshishini	
IiNombolo zoqhagamshelwano	
Inombolo yefeksi / idilesi ye-imeyile	

B	IINKCUKACHA ZOMNTU ONOXANDUVA
Igama/amagama kunye nefani/igama elibhalisiweyo lesihloko seenkcukacha zedatha	
Idilesi yendawo yokuhlala, yeposi yeshishini	
IiNombolo zoqhagamshelwano	
Inombolo yefeksi / idilesi ye-Imeyile	
C	IZIZATHU ZENKCASO NGOKUPHATHELELE KWICANDELO LE-11(1)(d) UKUYA KUTSHO KU(f) (NCEDA UNIKE IZIZATHU EZICALULWEYO ZENKCASO)

D

**IZIZATHU *ZOKULUNGISWA OKANYE
ZOKUCINYWA KOLWAZI LWAKHO
OLUMALUNGA NESIHLOKO
SEENKCUKACHA ZEDATHA
NGOKUPHATHELELE KWICANDELO
LAMA- 24(1) (a) EZIKWIQELA OKANYE
EZIPHANTSI KOLAWULO LWEQELA
ELINOXANDUVA; KUNYE OKANYE
IZIZATHU *ZOKUTSHATYALALISWA
OKANYE UKUCINYWA KWEREKHODI
ZOLWAZI LOMNTU OLUMALUNGA
NESIHLOKO SEENKCUKACHA
ZEDATHA NGOKUPHATHELELE
KWICANDELO LAMA-24(1)(b) APHO
UMNTU ONOXANDUVA
ONGASAGUNYAZISWANGA OKOKUBA
AZIGCINE. (NCEDA UNIKE IZIZATHU
EZICALULWEYO ZESICELO)**