CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

UMGAQO-NKQUBO WONXIBELELWANO

UMGAQO-NKQUBO OWAMKELWE LIBHUNGA NGOMHLA WESI-04 KUDISEMBA 2014

KWINQAKU C.14.6

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1. UBUNGAKANANI BOMGAQO-NKQUBO

1.1 Imfono-mfono;

1.2 Izibonelelo zeFaksi; kunye

1.3 Nezibonelelo zeSelula kunye/okanye iivawutsha, ngokunjalo neeselula ezisetyenziswa nguwonke-wonke.

2. UKUMILISELWA KOMGAQO-NKQUBO

Lo mgaqo-nkqubo uya kusebenza kooceba, amagosa oMasipala wesiThili saseCape Winelands (CWDM).

3. IINJONGO ZOMGAQO-NKQUBO

3.1 Ukunikezela ngezikhokhelo zokulawulwa kweemfono-mfono, izibonelelo zefaksi, izibonelelo zeselula kunye/okanye iivawutsha, ngokunjalo neeselula ezisetyenziswa nguwonke-wonke;

3.2 Ukumiliselwa koMgaqo-nkqubo woNxibelelwano ofanayo (iimfono-mfono, izibonelelo zefaksi, izibonelelo zeselula kunye/okanye iivawutsha, ngokunjalo neeselula ezisetyenziswa nguwonke-wonke) ukulungiselela ooceba namagosa ngokunjalo;

3.3 Ukunikezelwa kwenqobo zokukhetha ezinobulungisa ukulungiselela ulwabiwo lwezibonelelo zeselula kunye/okanye iivawutsha, ngokunjalo neeselula ezisetyenziswa nguwonke-wonke;

3.4 Ukuqinisekiswa kokusetyenziswa okufanelekileyo nokusebenzayo nokunoqoqosho kweenkqubo zonxibelelwano zikamasipala;

3.5 Ukuqinisekiswa kokufunyanwa kwazo zonke iindleko zokusetyenziswa okungekho sikweni (kwangasese) kweemfono-mfono nezibonelelo zefaksi;

3.6 Ukumiliselwa kwemiqathango yolawulo eyimfuneko nokuncitshiswa kweendleko;

3.7 Ukuqinisekiswa ngento yokuba ngabantu abagunyazisiweyo kuphela abaya kusebenzisa iimfono-mfono nezibonelelo zefaksi zeCWDM ekwenzeni imisebenzi yabo; yaye

3.8 Ukukhuselwa kokusetyenziswa gwenxa kwezibonelelo ezichazwe ngasentla ngooceba namagosa oMasipala wesiThili saseCape Winelands.

4. IINKCAZELO

Ukulungiselela injongo yalo mgaqo-nkqubo-

4.1 **“IBhunga”** uya kuthetha iBhunga loMasipala wesiThili saseCape Winelands;

4.2 **“UCeba” ”** uya kuthetha ilungu leBhunga likaMasipala wesiThili saseCape Winelands;

4.3 **"UMlawuli kaMasipala"** uya kuthetha umntu oqeshwe liBhunga njengoMlawuli kaMasipala ukulungiselela umasipala ngokwemiqathango yecandelo 54A le-Local Government: Municipal Systems Act, 2000 (uMthetho onguNombolo 32 wama-2000);

4.4 **“Igosa”** liya kuthetha umntu oqeshwe nguMasipala wesiThili saseCape Winelands;

4.5 **“Ukutsala umnxeba okusesikweni”** kuya kuthetha ukutsalwa komnxeba okwenzelwa injongo yokuqhuba umcimbi osesikweni;

4.6 **“IiNtloko zeSebe”** ziya kuthetha bonke abaqeshwe ngokwemiqathango yecandelo 56 le-Local Government: Municipal Systems Act, 2000 (uMthetho onguNombolo 32 wama-2000); yaye

4.7 **“IGosa lolawulo eliphezulu”** liya kuthetha umqeshwa ophetheyo kwiyunithi ethile yokusebenza othi anike ingxelo ngqo kuMlawuli kaMasipala okanye kwiNtloko yeSebe.

5. ILUNGELO LOKUSEBENZISA, IZIBONELELO ZEFAKSI, ISIBONELELO SESELULA KUNYE/OKANYE IIVAWUTSHA ZESELULA, NGOKUNJALO NEESELULA EZISETYENZISWA NGUWONKE-WONKE

UMasipala wesiThili unikezela ooceba bakhe nabaqeshwa ngezi zibonelelo zichazwe ngasentla, apho kufanelekileyo, zilungiselelwe iinjongo zomsebenzi kuphela.

6. AMAGUNYA ANIKEZELWEYO

6.1 IGosa leMali eliyiNtloko, *phakathi kwezinye izinto*, linala magunya alandelayo:

(a) Ukugunyazisa ukufakelwa kweemfono-mfono nezibonelelo zefaksi kwizakhiwo zoMasipala wesiThili saseCape Winelands egameni lamagosa, emva kokwenziwa kwesicelo esibhaliweyo nenkuthazo evela kwiNtloko yeSebe echaphazelekayo;

(b) Ukugunyazisa ngengcebiso kaSomlomo, ukufakelwa kweemfono-mfono nezibonelelo zefaksi kwizakhiwo zoMasipala wesiThili saseCape Winelands looceba; kunye

(c) Ukugunyazisa ulwabiwo lwenkxaso-mali yeselula kunye/okanye iivawutsha, ngokunjalo neeselula ezisetyenziswa nguwonke-wonke egameni lamagosa, emva kokufumana izicelo ezibhaliweyo nenkuthazo evela kwiNtloko yeSebe elichaphazelekayo.

6.2 Amagunya eGosa leMali eliyiNtloko

IGosa leMali eliyiNtloko, *phakathi kwezinye izinto*, linamagunya lokwenza zonke iintlawulo nokuxhuzula kwimivuzo ngokuhambelana nemigaqo-nkqubo yeBhunga kunye nomthetho ofanelekileyo .

7. UMGAQO-NKQUBO WEMFONO-MFONO

Iya kuba luxanduva loMasipala wesiThili saseCape Winelands ukubonelela iiofisi zikamasipala, okanye intlanganisela yeeofisi zikamasipala, ngeemfono-mfono ezithembekileyo nezibonelelo zefaksi.

7.1 Izithintelo

(a) Ngumgaqo-nkqubo woMasipala wesiThili saseCape Winelands ukuba iimfono-mfono nezibonelelo zefaksi zisetyenziselwe iinjongo zomsebenzi;

(b) USomlomo uya kumisela ukuba ngabaphi ooceba abafanele ukufumana iimfono-mfono kwiiofisi zabo ukulungiselela ukusetyenziswa ekwenzeni imisebenzi yabo esesikweni;

(c) IGosa leMali eliyiNtloko liya kumisela ukuba ngawaphi na amagosa amakabe nelungelo lokufumana iimfono-mfono kwiiofisi zawo ukulungiselela ukusetyenziselwa ukwenziwa kwemisebenzi yawo esesikweni;

(d) Isibonelelo senziwe ukulungiselela ulwabiwo lwekowudi yePIN kubo bonke ooceba namagosa akuMasipala wesiThili ukuqinisekisa ngento yokuba ngooceba namagosa oMasipala wesiThili saseCape Winelands amabasebenzise esi sixhobo sisesikweni ngokufanelekileyo nokulawula ukusetyenziswa kweemfono-mfono;

(e) Utsalelo lomnxeba lwangasese kufuneka kuthintelwe apho kufanelekileyo, yaye xa kuyimfuneko, ubude bokutsalela umnxeba wangasese kufuneka umiselwe ngokufanelekileyo;

(f) Ooceba ngokunjalo namagosa, balindeleke ukuhlawula uMasipala wesiThili ngokutsalela umnxeba wangasese okwenziweyo ngokuhambelana nemiqathango yolawulo njengoko uthiwe theca ngasezantsi;

(g) IGosa leMali eliyiNtloko,ngengcebiso yeNtloko yeSebe echaphazelekayo, liya kumisela ngengqiqo ukuba ngawaphi na amagosa aya kuvunyelwa ukuba atsalele umnxeba kumazwe ehlabathi kulungiselelwa iinjongo zomsebenzi kuphela, yaye iminxeba yemfono-mfono iya kuthintelwa ngokufanelekileyo ngenxa yolu hlahlelo;

(h) Iiofisi zikaSodolophu, ezoMlawuli kaMasipala ngokunjalo nezeeNtloko zeSebe ziya kuvunyelwa ukuba zitsalele umnxeba kumazwe ehlabathi ukulungiselela iinjongo zomsebenzi; yaye

(i) UMasipala wesiThili saseThe Cape Winelands unelungelo lokubeka iliso kumatyala emfono-mfono nokusetyenziswa kwemfono-mfono.

7.2 Imiqathango yokulawula ukusetyenziswa kwemfono-mfono

(a) Ekupheleni kwenyanga nganye, uMamkeli/uMsebenzi kwiBhodi yokwamkela iminxeba ephumayo nengenayo eStellenbosch uya kunikezela iGosa leMali eliyiNtloko ngoluhlu olupheleleyo looceba namagosa atsale iminxeba kwisithuba senyanga ekujoliswe kuyo, indawo ebekutsalelwa kuyo umnxeba, iindleko ezenziweyo nethuba elithathiweyo lokutsala umnxeba;

(b) Iinkcukacha zengxelo zokutsalwa komnxeba kunye neendleko ezipheleleyo ngoko ziya kunikezelwa kooceba nakumagosa liSebe leMali neeNkonzo zeNkxaso yeQhinga kwisithuba seentsuku ezisixhenxe (7) emva kokuphela kwenyanga;

(c) Bonke ooceba namagosa kufuneka achonge iminxeba etsaliweyo yangasese ze abale izixa-mali ezahlukeneyo ezibanjwayo. Uceba okanye igosa elichaphazelekayo liya kunyanzeleka ukuba liqinisekise (lisayine) iphepha elishicilelweyo. Amaphepha ashicilelweyo kufuneka ngokunjalo asayinwe aze aqatshelwe yiNtloko yeSebe elichaphazelekayo okanye umntu ogunyazisiweyo ukuba lenze njalo; kunye

(d) Amaphepha ashicilelweyo asayiniweyo kufuneka angeniswe kwiOfisi yeMivuzo phambi komhla we-12 rhoqo ngenyanga. Iindleko ezibhekiselele kukutsalwa komnxeba wangasese ziya kuxhuzulwa rhoqo ngenyanga kwimivuzo yooceba namagosa.

8. UKUSEBENZISA IFAKSI

8.1 Uhlobo lokuthunyelwa kwefaksi lwenza ukuba ingcaciso ethunyelweyo iba sesichengeni kubasebenzi ekungaxhitywe bona okanye abangagunyaziswanga. Njengalo naluphi na unxibelelwano lokukhusela ingcaciso eyimfihlelo, uMasipala wesiThili saseCape Winelands kufuneka akhusele ngokufanelekileyo ingcaciso ethunyelwa ngefaksi;

8.2 Zonke iifaksi ezisesikweni kufuneka zibe nephepha elisemthethweni elizigqumileyo;

8.3 Zonke izibonelelo zefaksi ziya kunikezelwa kuzo zonke izakhiwo zoMasipala wesiThili saseCape Winelands ngenjongo yokuqhutywa komsebenzi karhulumente kuphela;

8.4 Izibonelelo zefaksi ziya kuba nakho ukutsalela umnxeba kwiinombolo ezikwisizwe. Iya kuba zezo zibonelelo ezikwiindawo ezikhuselekileyo ezinokuba nakho ukutsalela iminxeba kumazwe ehlabathi njengoko kumiselwe liGosa leMali eliyiNtloko;

8.5 IGosa leMali eliyiNtloko, kumathuba ngamathuba, liya kuhlaziya ukusetyenziswa kwezibonelelo zefaksi kusekwe kwiimfuno zomsebenzi; kunye

8.6 Iifaksi zangasese kufuneka zithintelwe.

9. INKQUBO NGOKUSETYENZISWA KWEZIBONELELO LWEFAKSI

Bonke ooceba namagosa kufuneka bathabathe ukhuseleko olufanelekileyo ukukhusela unxibelelwano lwefaksi:

9.1 Ngokuqinisekisa into yokokuba izibonelelo zefaksi zibekwe kummandla okhuselekileyo yaye kukhethwa ukuba zingabikho kwindawo ebonakalayo nenokufikeleleka kubatyeleli;

9.2 Ngokuqinisekisa into yokokuba ingcaciso eyimfihlo ikhuselekile xa kusetyenziswa izibonelelo zefaksi; kunye

9.3 nangokuthatyathwa kwamanyathelo afanelekileyo ukuqinisekisa into yokuba ukuthunyelwa/unxibelelwano ngefaksi zithunyelwa kubantu ekunxityelelwana nabo neendawo:

(a) Ngokuyeka ukuthunyelwa kwengcaciso eyimfihlelo kakhulu ngefaksi;

(b) Ngokuqwalasela kakuhle ukuba iinombolo zefaksi zilungile na phambi kokuba zithunyelwe; kunye

(c) Ngokuqinisekisa ukuba iikopi zazo zonke iifaksi namaxwebhu engqinisekiso kufuneka athunyelwe kwiOfisi yoBhaliso kulungiselelwa ukufayilishwa.

10. IZIBONELELO ZESELULA KUNYE/OKANYE IIVAWUTSHA ZESELULA, NGOKUNJALO NEESELULA EZISETYENZISWA NGUWONKE-WONKE NE-ELEKTRONIKI DATA

10.1 Inkqubo yokwenziwa kwesicelo

(a) Izicelo ezilungiselelwe inkxaso-mali yeselula kunye/okanye iivawutsha zeselula, iiselula ezisetyenziswa nguwonke-wonke kunye ne-elektroniki data iya kuthunyelwa kwiGosa leMali eliyiNtloko kunye nenkuthazo epheleleyo ebhaliweyo yeNtloko yeSebe ekuthethwa ngayo, kubandakanywa nengxowa-mali yenkcitho;

(b) Izicelo ziya kuqwalaselwa yiKomiti, ebandakanya iiNtloko zeSebe phantsi koSihlalo iGosa leMali eliyiNtloko;

(c) IKomiti iya kuqwalasela novavanya izicelo zenkxaso-mali yeselula kunye/okanye iivawutsha zeselula, iiselula ezisetyenziswa nguwonke-wonke ne-elektroniki data kuthathelwa ingqalelo iziGqibo nemiQathango echazwe kumhlathi 10.2;

(d) Isigqibo sokugqibela seGosa leMali eliyiNtloko (ngokuhambelana neNkqubo yoNikezelo lwamaGunya eyamkelweyo) kuqukunjelwa ngokubhaliweyo; yaye

(e) Kwimeko yempixwano, isigqibo sisezandleni zoMlawuli kaMasipala.

10.2 Izigqibo nemiqathango

Ulwabiwo lwenkxaso-mali yesesula lunxunyaniswe nesikhundla nokuqulathwe kumsebenzi okusekwe kwiimfuno zokusebenza, kuthathelwa ingqalelo le miba ilandelayo, phakathi kweminye:

(a) Isidingo sokuqhagamshelana kamsinyane nooceba noluntu;

(b) Isidingo sokuqhagamshelana rhoqo namsinyane nabaqeshwa;

(c) Okuqulathwe ngumsebenzi, kubandakanywa igalelo, uxanduva neeKPA;

(d) Ixesha elichithwa ngaphandle kwe-ofisi ngumqeshwa;

(e) Ukuphuculwa kokufaneleka komsebenzi womqeshwa; yaye

(f) Umqeshwa kufuneka afumaneke xa efunwa ngawo onke amaxesha exesha lomsebenzi nasemva kweeyure ezisesikweni zokusebenza, kubandakanywa amathuba ekhefu.

10.3 Ukufuduka ukuya kwicandelo eliphezulu okanye elisezantsi lenkxaso-mali yeselula

Kwiimeko apho inkxaso-mali ithe yamkelwa ukulungiselela isikhundla esithile yaye okuqulathwe ngumsebenzi weso sikhundla kuthe kamva kwaguquka kangangokuba imfuno yokusetyenziswa kweselula ithe yanda, yancipha okanye yabhangiswa, inkxaso-mali iya kulungiswa ngokufanelekileyo, okanye irhoxiswe, ekupheleni kuphela kwesivumelwano esikho seselula yegosa.

10.4 Amacandelo enkxaso-mali yeselula:

		Inkxaso-mali yeselula ngenyanga	**Inkxaso-mali ye-elektroniki data ngenyanga**
(a)	UMlawuli kaMasipala & neentloko zeSebe	R850.00	R300.00
(b)	Amagosa olawulo aphezulu anika ingxelo ngqo kuMlawuli kaMasipala neeNtloko zeSebe	R650.00	R300.00
(c)	Naliphi na elinye igosa elimiselwe nguMlawuli kaMasipala okanye iiNtloko zaMasebe	R550.00	R300.00
(d)	Naliphi na elinye igosa ekufuneka kuqhagamshelwane nalo emva kweeyure zomsebenzi	R300.00	None

(a) Ulwandiso lwale nkxaso-mali ichazwe ngasentla iya kuqwalaselwa yaye ithelekiswe kwisivumelwano esifanayo esinxulunyaniswe nemarike yiKomiti ngomhla okanye ngaphambili komhla wokuphelelwa kwesivumelwano seselula esichaphazelekayo;

(b) Izicelo ze-elektroniki data ziya kuqwalaselwa ze zivavanywe zodwa yeKomiti ekubhekiselelwe kuzo kumhlathi 10.1(b); yaye

(c) Kwimeko apho iindleko zokusetyenziswa kweselula nedata zibe ngaphezulu kwenkxaso-mali eyabiweyo ngenxa yokuvela kwesiko, kwentlekele kunye/okanye izehlo zomlilo, amagosa achaphazelekayo aya kubuyekezwa nguMasipala wesiThili saseCape Winelands ngeendleko ezangezelelweyo ezithwelweyo kule meko ezilungiselelwe ukutsalelwa komnxeba umsebenzi nokusetyenziswa kwedata, kuxhonyekekwe kwimvume ebhaliweyo yiNtloko yeSebe echaphazelekayo.

10.5 Iivawutsha zeselula

(a) Apho abaqeshwa kufuneka ukuba kube kuqhagamshelwana nabo ngamathuba athile (**aminyiweyo**) enkonzo KUPHELA yaye abanalo ilungelo lokufumana inkxaso-mali yeselula, baya kuba selungelweni lokufumana ivawutsha yeselula; yaye

(b) Zonke iivawutsha ziya kukhutshwa liSebe leMali neeNkonzo zeNkxaso yeQhinga ukuya kutsho kwisambuku esiphezulu esimiselwe liGosa leMali eliyiNtloko ngengcebiso yeNtloko yeSebe echaphazelekayo.

10.6 Iiselula ezisetyenziswa nguwonke-wonke

Inani elimbalwa leeselula liya kufumaneka ukulungiselela amagosa ngeli thuba acelwe ukuba aqhube imisebenzi karhulumente eya kuthi idinge ukuba kube nokuqhagamshelwana nabo ngelo thuba lithile lichaziweyo.

10.7 Ukusetyenziswa kweeselula ezizezabaninizo / ezangasese

IGosa leMali eliyiNtloko linakho ukukwamkela ukuba igosa lisebenzise iselula yalo okanye eyangasese ngeenjongo zokwenza umsebenzi karhulumente. Kuya kuhlawulelwa iindleko zokutsalwa komnxeba ezinxulumene nomsebenzi kuphela yaye akusayi kubakho ntlawulo zenziwa ngemali ezinkozo. Iiakhawunti ezamkelweyo kufuneka zingeniswe kwiSebe leMali neeNkonzo zeNkxaso yeQhinga phambi komhla we-12 kwinyanga nganye. Intlawulo iya kwenziwa nentlawulo yomvuzo wenyanga ngomhla wama-25 wenyanga.

10.8 Inkxaso-mali yeselula elungiselelwe ooceba bakamasipala

Inkxaso-mali yeselula elungiselelwe ooceba bakamasipala injengokuba imiselwe nguMphathiswa woLawulo lweNtsebenziswano neMicimbi yeMveli ngokwemiqathango yeSaziso soRhulumente esipapashwe ngokwemiqathango yoMthetho we-*Remuneration of Public Office Bearers Act, 1998 (uMthetho onguNombolo 20 we-1998).*

11. NGOKUBANZI

11.1 Bonke abaxhamli kwizivumelwano ezikhoyo zikarhulumente zeselula, ekufikeleleni esiphelweni kwezivumelwano zeselula ezikhoyo zikarhulumente, baya kuba phantsi komgaqo-nkqubo omtsha.

11.2 Abaxhamli abakhoyo bezivumelwano zeselula zikarhulumente abasayi kuvela nje babe nelungelo lokufumana iselula ngokwemiqathango yalo mgaqo-nkqubo ekufikeleleni esiphelweni kwezivumelwano zikarhulumente ezikhoyo zeselula, okanye abaxhamli abakhoyo benkxaso-mali yeselula kunye neevawutsha zeselula, NGAPHANDLE kokuba inkuthazao eyiyo ebhaliweyo yenziwe yiNtloko yeSebe yeSebe elichaphazelekayo kwiKomiti elungiselelwe ingcebiso kwiGosa leMali eliyiNtloko ukulungiselela ulwamkelo.

11.3 Igatya 11.2 alisayi kusebenza kubaqeshwa abanelungelo lokufumana inkxaso-mali yeselula ngokuhambelana nemiqathango yenkonzo ekuvunyelwene ngayo kumntu nesikhundla asibambileyo.

11.4 Phambi kokuba inkxaso-mali yeselula yamkelwe kumqeshwa osebenza kwiCandelo: leeNdlela, imvume ebhaliweyo yoRhulumente wePhondo: leNtshona Koloni (uMlawuli) kufuneka ifunyanwe. URhulumente wePhondo: leNtshona Koloni uya kwamkela uxanduva lwentlawulo lwale nkxaso-mali.

11.5 Onke amagosa, abathe ngesikhundla sawo aba selungelweni ngokwemiqathango yalo mgawo-nkqubo olungiselelwe inkxaso-mali yeselula, kufuneka aqinisekise ngento yokokuba anezawo iiselula ezifumanekayo ngawo onke amathuba ukulungiselela ukuba abe nokuqhagamshelwa yaye kufuneka angenise iinombolo zawo zeselula, ngokunjalo neekopi zezivumelwano zawo zeselula kuMasipala wesiThili.

11.6 IiNtloko zeSebe kufuneka zazise umsebenzisi okhoyo weselula ngesivumelwano seselula seCWDM inkxaso-mali yeselula kunye/okanye ngevawutsha yeselula malunga neenyanga ezintathu (3) phambi komhla wokuphelelwa kwayo, yaye kwangaxesha nye amazise loo msebenzisi unjalo yaye uyakuba selungelweni ya lenkxaso-mali yeselula okanye yevawutsha yeselula, kuxhonyekekwe kumagatya 0.4, 10.5 nele-10.7 lalo mgaqo-nkqubo.

11.7 Abasebenzisa isivumelwano seselula seCWDM kufuneka banikwe ithuba lokwenza isicelo sokugcina inombolo le yeselula sele ikhona.

11.8 Ulwamkelo lwenkxaso-mali yeselula kunye/okanye iivawutsha liya kuxhomekeka kubukho beengxowa-mali.

12. UKUFUMANEKA KWALO MGAQO-NKQUBO

Bonke ooceba abakhoyo nabaqeshwa, ngokunjalo nawuphi na uceba emva kokuba enyuliwe ukuba asebenze kwiBhunga yaye nawuphi na umqeshwa othe waqalisa ukusebenza kwinkonzo yoMasipala wesiThili saseCape Winelands, onelungelo lokusebenzisa imfono-mfono karhulumente nezibonelelo zefaksi, uya kunikwa ikopi yalo mgaqo-nkqubo yaye kufuneka avume ukuba uwufumene ngoko.

13. IMIPHUMELA YOKUNGATHOBELI UMGAQO-NKQUBO

Ukusilela ukuthobela lomgaqo-nkqubo kuya kubonwa njengolwaphulo-mthetho olufuna ululeko yaye kuya kuhlangatyenzwana nalo ngokwemiqathango yeNkqubo yoLuleko yeSALGBC nesiVumelwano esiHlanganeyo seKhowudi kwimeko yabaqeshwa, kunye neKhowudi yokuZiphatha elungiselelwe ooCeba equlunqwe ngokwemiqathango yeShedyuli 1, yeLocal Government: Municipal Systems Act, 2000 (uMthetho onguNombolo 32 wama-2000) kwimeko yooceba.

14. IZIHLOMELO

IBhunga linakho kumathuba ngamathuba lilungise lo mgaqo-nkqubo ze livelise nawuphi na umqathango/imiqathango ukuqinisekisa ngokufaneleka, uqoqosho nolawulo olusebenzayo lwezibonelo zeBhunga.

ISAZISO SOLWAMKELO

UMGAQO-NKQUBO WONXIBELELWANO

Mna, osayine apha ngasezantsi ndiyazisa ukuba ndiwufumene uMgaqo-nkqubo woNxibelelwano yaye ndiyabhengeza ukuba ndiyazazi iziqulatho zawo ngoko.

…………………………………………………………………………………………
IFANI NONOBUMBA BAMAGAMA

………………………………… ……..………………...……
UTYIKITYO UMHLA

Ukuba umntu akakwazi ukufunda nokubhala uphawu lwakhe maluqinisekiswe ngamangqina amabini:

………………………………… ……...……………….……
UTYIKITYO: INGQINA 1 UMHLA

………………………………… ………………………..……
UTYIKITYO: INGQINA 2 UMHLA

UKUBA UMQESHWA UYA UKUSAYINA

Mna, ………………………….………. (igama lengqina) ndiyaqinisekisa ukuba UMGAQO-NKQUBO WONXIBELELWANO unikezelwe ndim kwaba baqeshwa balandelayo ………………………..………. (amagama abaqeshwa abalayo ukusayina).

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IFANI NONOBUMBA BAMAGAMA BENGQINA

………………………………… ……………..………………
UTYIKITYO UMHLA