



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

ISIGABA 14 SEMANUWALI

**ESIMAYELANA
NOKUTHUTHUKISWA
KOMTHETHO
WOKUTHOLAKALA
KWELWAZI, WEE-2000
(UMTHETHO WESI-2, WEE-
2000)**

IVETJHINI YEKHOMBA (7TH)

Ilungiswe ngokuya kwesigaba se-14 sokuThuthukiswa komThetho wokuTholakala kweLwazi wesi-2 wee-2000 (njengobana utjhugululiwe)

**ILANGA LOKUHLANGANISWA
KWEMANUWALI: 08/07/2019
LANGALOKUBUYEKAZA: 23/12/2021**

OKUMUMETHWEKO

INOMBORO YESIHLOKO	IKHASI
1. Irherho lama-Akhronimi neenRhunyezo	3
2. Ihloso	4
3. Ukuhlonywa komnyango	5
4. IsAkhiwo seHlangano	5
5. Imininingwana yokuthintana eqakathekileko	7
6. Ihlathululo yeensombululo zoke ezimayelana nomThetho	8
7. Umhlahlandlela wokusebenzisa i-PAIA	9
8. Ihlathululo yesihloko ihlangano enamarekhodwayo neengaba zamarekhodi ezibulungwe mnyango	12
9. Iingaba zamarikhodi womnyango weemali welimpopo akhona ngaphandle kobana umuntu enzeisibawo sokuwathola	14
10. Iinsetjenzelwa ezikhona zamalunga womphakathi	16
11. Ukuzibandakanya kwamalunga womphakathi ekwakhiweni komthetho	18
12. Ukusetjenzwa kwelwazi lomuntu ngamunye	18
13. Ukutholakala kwemanuwali	22
14. Iimbadalo ezifanele ukubhadelwa	22
15. Amarekhodi angeze atholakala	23
16. Ukulahlwa kwamarekhodi	23
17. Ukukhitjelelwa kwemanuwali	23
IFOROMO 2: Ukukhonjelwa kokutholakala kwelwazi	24
IFOROMO 4: Ukufakwa kwesibilayezo sangaphakathi	28
ANEKSTJHA B: Iimbadalo ezimayelana neenhlango zomphakathi	31

1. IRHELO LAMA-AKHRONIMI NEENRHUNYEZO

- | | | |
|------|----------------|---|
| 1.1 | “PAIA” | UkuThuthukiswa komThetho wokuTholakala kweLwazi wesi-2 wee-2000; |
| 1.2 | “DIO” | IsAndla sesiSebenzi seLwazi; |
| 1.3 | “IO” | IsiSebenzi seLwazi; |
| 1.4 | “MEC” | USomkhandlu |
| 1.5 | “LPT” | UmNyango wezeeMali wesiFunda seLimpopo; |
| 1.6 | “PFMA” | UmThetho wokuLawulwa kweeMali zomPhakathi woku-1 we-1999 njengobana uKhitjelelwe; |
| 1.7 | “POPIA” | UmThetho wokuVikela iLwazi laBantu wesi-4 wee-2013; |
| 1.8 | “IM” | IMenenjere yeLwazi; |
| 1.9 | “MFMA” | UmThetho wokuLawula iiMali zakaMasipala |
| 1.10 | “MTEF” | IPhahla lokuSebenzisa iMali lesiKhathi esiPhakathi |
| 1.11 | “IR” | IGunyazo leLwazi |
| 1.12 | “EAP” | Ihlelo lokuSiza abaSebenzi |
| 1.13 | “CSD” | Ikaba yeButhelilwazi labaSabalalisi |
| 1.14 | “SSA” | I-ejensi yokuVikelwa komBuso |
| 1.15 | “MIE” | ILawulo lokuHlola ukuThembeka |
| 1.16 | “GEPF” | IMali yePentjheni yabaSebenzi bakaRhulumende |
| 1.17 | “ICT” | IThekhnoloji yeLwazi lokuThintana |
| 1.18 | “HRM” | ILawulo labaSebenzi |
| 1.19 | “RM” | ILawulo lamaRekhodi |

2. IHLOSO YEMANUWALI YE-PAIA

IManuwali ye-PAIA le iqakathekile emphakathini:-

- 2.1 ukuhlola umhlobo wamarekhodi ongahle ube khona emNyangweni weeMali weLimpopo, ngaphandle kokwenza isibawo se-PAIA yangokomthetho;
- 2.2 ukuba nelwazi lokobana senziwa njani isibawo sokutholakala kwerekhodi lomNyango weeMali zeLimpopo;
- 2.3 ukuthola imininingwana yoke efaneleko yokuthintana yabantu abazokusiza umphakathi ngamarekhodi abafanele ukuwathola;
- 2.4 ukwazi zoke iinsombululo ezikhona emNyangweni weeMali weLimpopo ezimayelana nokubawa ukutholakala kwamarekhodi, ngaphambi kokuya emThethweni nofana emaKhotho;
- 2.5 ekuhlathululeni izenzelwa ezikhona emalangeneni womphakathi ezivela emNyangweni weeMali zeLimpopo, nokobana izenzelwezo zitholakala bunjani;
- 2.6 ekuhlathululeni umhlahlandlela wokobana i-PAIA isetjenziswa bunjano, njengobana ikhitjelelwe godu mThetho nokobana utholakala bunjani
- 2.7 ukwazi bona ihlangano izokusebenza ngelwazi lomuntu ngamunye na, umnqopho wokusebenza ngelwazi lomuntu ngamunye kanye nehlathululo yeengaba yeenhloko zedatha kanye nelwazi nofana iingaba zelwazi ezikhambelana nalokho;
- 2.8 ukwazi bona umNyango wezeeMali wesiFunda seLimpopo uhlelile ukudlulisela nofana ukusebenzana nelwazi lomuntu ngamunye ngaphandle kweriphabhliki yeSewula Afrika nabazuzi nofana iingaba zabazuzi labo ekuzokuthunyelwa kibo ilwazi; begodu
- 2.9 ukwazi bona umNyango weeMali wesiFunda seLimpopo uneendlela zevikeleko ukuqinisekisa ifihlo, isithunzi kanye nokutholakala kwelwazi lomuntu ngamunye okufanele lisetjenzwe.

3. UKUHLONYWA KOMNYANGO WEEMALI WESIFUNDA SELIMPOPO

UmNyango weeMali wesiFunda seLimpopo uhlonywe ngokuya kwesigaba 17 somThetho 1 weLawulo leeMali zomPhakathi we-1999 (njengobana utjhugululwe mThetho 29 we-1999).

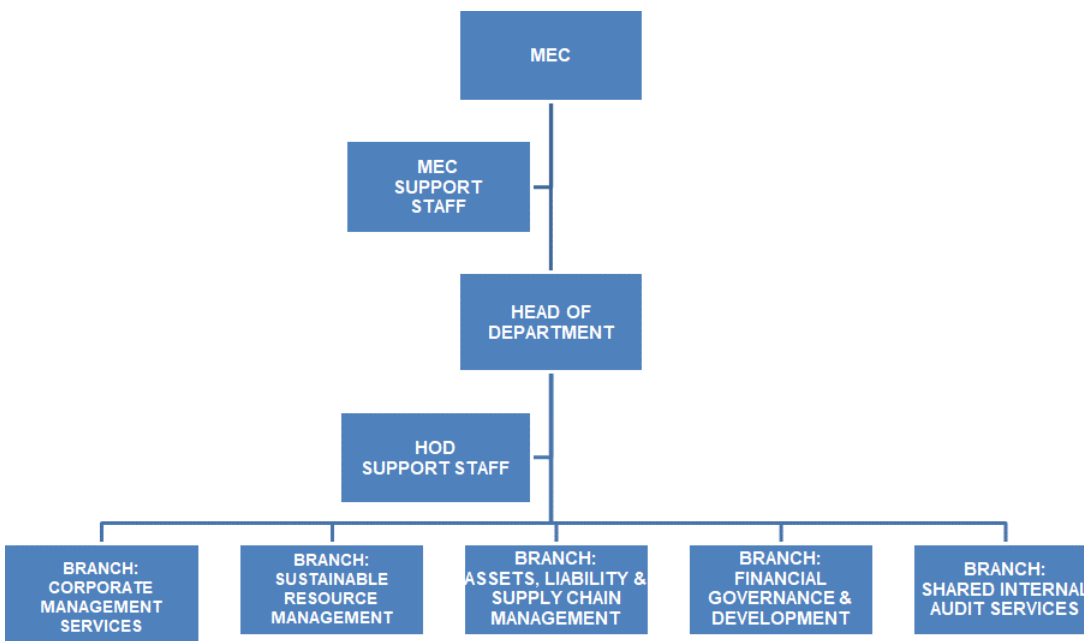
3.1. ImiNqopho/iGunyazo lomNyango weeMali wesiFunda seLimpopo (i-LPT)

Ihlangano inesibopho esibunqophisa sokukghonakalisa, ukulawula nofana ukubona ngelihlo lobukhulu lemithetholawulo kanye nemithetho yalo ebunqophisa: -

- 3.1.1. UmThetho we-199 wokuLawula iiMali zomPhakathi (njengobana utjhugululwe mThetho wama-29 we-1999);
- 3.1.2. UmThetho wama-56 wokuLawula iiMali zakaMasipala wee-2003;
- 3.1.3. UmThetho womNyaka wokuHlukanisa iiMali;
- 3.1.4. UmThetho wokuHlukanisa; begodu
- 3.1.5. UmThetho wokuNzinzisa wokwaHlukanisa

4. ISAKHIWO NEMISEBENZI YOMNYANGO WEEMALI WESIFUNDA SELIMPOPO

4.1. Isakhiwo



IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

MEC: U-MEC

MEC SUPPORT STAFF: ABASEBENZI BAKA-MEC

HEAD OF DEPARTMENT: IHLOKO YOMNYANGO

HOD SUPPORT STAFF: ABASEBENZI BAKA-HOD

BRANCH: CORPORATE MANAGEMENT SERVICE- ISIYINGI: IMISEBENZI YOKULAWULA ZEBUBULO

BRANCH: SUSTAINABLE RESOURCE MANAGEMENT- ISIYINGI: ILAWULO LOKUBULUNGA
IZENZELWA

BRANCH: ASSETS, LIABILITY & SUPPLY CHAIN MANAGEMENT-ISIYINGI: ILAWULO, LEPAHLA,
IINKOLODO UKUTHENGA NOKUTHENGISA

BRANCH: FINANCIAL GOVERNANCE & DEVELOPMENT-ISIYINGI: UKUTHUTHUKISWA
NOKULAWULWA KWEEMALI

BRANCH: SHARED INTERNAL AUDIT SERVICES-ISIYINGI: IMISEBENZI YOKU-ODITHA
YANGAPHAKATHI EYABELANAKO

4.2. Imisebenzi

Imisebenzi neembopho zomnyango weemali yendlalwe emThethweni ngaphasi kwesigaba 18(1) no(2) somThetho wokuLawulwa kweeMali zomPhakathi, we-1999 (UmThetho woku-1 we-1999):

“(1) U m n y a n g o w e e m a l i w e s i f u n d a k u f a n e l e –

- (a) wenze ibhajedi yesifunda;
- (b) ulawule ikghonakaliso lebhajedi yesifunda;
- (c) uthuthukise bewukatelele ukwenza izinto tjhatjhalazi begodu nokulawula okuhle okumayelana neemali, ukusetjenziswa kwemali, ipahla neenkolodo zeminyango yesifunda kanye neenkoru zomphakathi wesifunda; begodu
- (d) nokuqinisekisa ukusetjenziswa kweemali zombuso bona azisetjenziswa kumbi bezibe nomthelela emithethweni yezomnotho wenarha.

(2) Umnyango weemali wesifunda –

- (a) Kufanele ukhuphe iilayelo zeemali zesifunda ezingatjhayisani nomThetho wokuLawulwa kweeMali zomPhakathi (i-PFMA);
- (b) Kufanele ukatelele imikghwa nokuziphatha okubekiweko ku-PFMA, okufaka hlangana ukwenza ngokufanako erherhweni elihlukanisekileko, eminyangweni yesifunda;
- (c) Kufanele ukhambisane nomThetho womNyaka wokwAbiwa kweeMali, begodu utjheje bewuhlole ukukghonakaliswa komThetho lowo emazikweni womphakathi wesifunda;
- (d) Kufanele utjheje bewuhlole ikghonakaliso emazikweni womphakathi wesifunda wenarha nemikghwa nokuziphatha kwesifunda;
- (e) Kufanele usize iminyango yesifunda namaziko womphakathi wesifunda ekunothiseni Amandla wokwenza ngepumelelo, ngendlela engcono kanye nokulawula imali ngendlela etjhatjhalazi;
- (f) Kufanele yenze iphenyo elimayelana nerherho lokulawula iimali kanye nelawulo langaphakathi lomnyango wesifunda nofana iziko lomphakathi wesifunda;
- (g) Kufanele lingene hlangana ngokuthatha amagadango afaneleko, angafaka hlangana ukubanjwa kweemali, ukuze kusonjululwe ukwepulwa kwesivumelwano se-PFMA mnyango wesifunda nofana iziko lomphakathi wesifunda;
- (h) Kufanele linekele msinyana ngelwazi elinye nelinye elidingwa mNyango weeMali ngokuya ngokwe-PFMA; begodu

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

- (i) Lingenza okhunye nokhunye okungezelelekileko okuqakathekileko ukuzalisela iimbopho ngendlela efaneleko.”

**5. IMINININGWANA EQAKATHEKILEKO YOKUTHOLA ILWAZI LOMNYANGO
WESIFUNDA SELIMPOPO**

5.1. IHloko yomNyango (i-IO) siSebenzi seSandla seLwazi (iDIO) ngokuya ngokomThetho.

Igama : **Nom. Gavin Charles Pratt**
Umrhala. : **(015) 298 7176**
Iposommoya : prattgc@treasury.limpopo.gov.za
Inomboro yokufeksa : **015 295 7010**

5.2. IHloko yomNyango ikhethe uMenenjere weLwazi (i-IM) lomNyango ukuba abe sisasAndla sesiSebenzi seLwazi emnyangweni.

Igama : **Kos. Ndibuwo Ramuntshi**
Umrhala. : **015 298 7107**
Iposommoya : Ramuntshin@treasury.limpopo.gov.za
Inomboro yokufeksa. : **015 295 7010**

ILWAZI MAZOMBE

5.3. Imininingwana mazombe yokutholakala kwelwazi

Iposommoya:

io@treasury.limpopo.gov.za;
begodu
dio@treasury.limpopo.gov.za

5.4. Isiphande sokuPosa seNdlukulu

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sokuPosa Private
Bag X9486
POLOKWANE
0700

IsiPhande seStrada
46 Hans van Ransburg Street
POLOKWANE
0700

liNomboro zomRhala (i-Switch Board):
(015) 298 7000

INomboro yokuFeksa
(015) 295-7010

IPosommoya maZombe yomNyango:

info@treasury.limpopo.gov.za

Ubunzinzolwazi bomnyango:

www.limtreasury.gov.za

**6. IHLATHULULO YEENSOMBULULO ZOKE EZIKHONA EZIMAYELANA
NOMTHETHO NOFANA UKUBHALELWA KUKWENZA KOMNYANGO WEEMALI
WESIFUNDA SELIMPOPO**

a) Ukuzibilayeza kwangaphakathi

Umbawini nofana umuntu wesithathu angafaka isibilayezo sangaphakathi esimayelana nesiqunto esithethweko sesisebenzi selwazi nofana isandla isisebenzi sesandla selwazi. Isibilayezo singatjhingiswa ku-MEC womnyango, nofana umuntu okhethe ngu-MEC ukwamukela iimbilayezo ngokutlola incwadi, ngeenzathu ezilandelako:

- Zokwala kokunikela ngokutholakala kwelwazi; nofana
- Mayelana nethenda nofana imbadelo yemali yesibawo ngokuya ngokwesigaba 2291) se-PAIA; nofana
- Imali yokuthola ilwazi ekufanele ibhadelwe iphezulu khulu; nofana
- Ithenda nofana imbadelo yesibambiso ngokuya ngokwesigaba 22(2) se-PAIA; nofana
- Isiqunto sesiSebenzi seLwazi sokunikela ngesibawo sokuthola ilwazi; nofana
- Ukungezelelwa kwesikhathi ngokwesigaba 26(1) se-PAIA; nofana
- Ukwala ukunikela ngelwazi lamarekhodi eforomini elifaneleko, ngokuya ngokwesigaba 29(3) se-PAIA.
- Ukubhalelwa kuveza ilwazi ngamarekhodi; nofana
- Ukwala ukunikela ngesibawo ngokubonelela ngembadelo.
- Isiqunto esithethweko ngokuya ngokwesigaba 22; 26(1) nofana 29(3)

Ingcenye 4, isahluko 1 somThetho sinikela ngeenkambiso okufanele zilandelwe ngeembilayezo zangaphakathi mayelana neenqunto ezithethwe sisebenzi selwazi nofana isandla sesisebenzi selwazi seenhlangano ezithileko zomphakathi.

b) Ikambiso yokunghonghoyila eGunyazweni leLwazi (i-IR0 nofana ihlangano enye nenye egunyazako; begodu/nofana

Isahluko 10, isigaba 74 no-75 somThetho we-POPI sinikela ngeenkambiso okufanele zilandelwe lokha nakwenziwa isibilayezo/kulethwa isinghonyayo esiGunyazweni seLwazi nofana ihlangano enye nenye yesigunyazo mayelana nokucabhela kokuvikelwa kwelwazi lomuntu ngamunye sisebenzi selwazi nofana isandla sesisebenzi selwazi seenhlangano ezithize zomphakathi. Isigaba 74 sendlala lokhu:

-

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

- Umuntu omunye nomunye angaletha isinghonyayo kumGunyazi ngendlela okukhulunywe ngayo nobunjalo obuhlathulula ukucabhela kokuvikeleka kwelwazi lomuntu ledatha eqakathekileko;
- Isiqhema leso esimayelana nedatha ekulu, ngokuya ngokwesigaba 6393) singaletha isinghonyayo kumGunyazi ngendlela okukhulunywe ngayo nobunjalo, nangabe uzizwela angakaphatheki kuhle ngesahlulelo somthathisiqunto.

c) Ikambiso yokuya eKhotho ngomkhawulo wesitjhaphululo esifaneleko

Umbawini nofana umuntu wesithathu okukhulunywa ngaye esigabeni 74(1) no-(2) angenza isibawo kwaphela ngokutjhatjhatjhu okufaneleko ngokuya ngokwesigaba 82 ngemva kobawo umbawini nofana umuntu wesithathu selenze zoke iindlela zekambiso zangaphakathi ezimayelana nesiqunto sesisebenzi selwazi somNyango weMali weSiFunda seLimpopo njengobawo kusitjhiwo esigabeni 74.

Ingcenye 4, isahluko 2 somThetho inikela ngeenkambiso ekufaneleke zilandelwe nakuyiwa eKhotho ngomkhawulo wesibilayezo sesitjhaphululo esifaneleko mayelana neenqunzo zezisebenzi selwazi nofana isekela lesisebenzi selwazi seenhlangano ezithize zomphakathi.

7. UMHLAHLANDLELA WOKUSEBENZISA I-PAIA NOKOBANA LITHOLAKALA NJANI ILWAZI LOMHLAHLANDLELA

7.1. UmGunyazi ngokwesigaba 10(1) se-PAIA, ubuye wahlalisa kuhle i-PAIA begodu wenza bona umHlahlandlela obuyekeziweko wokobawo isetjenziswa njani i-PAIA (UmHlahlandlela), ngendlela elula nezwisisekako, njengobawo kuzokuba lula ukutholwa muntu ofuna ukwenza amalungelo njengobawo kwendlalwe ku-PAIA ne-POPIA.

7.2. UmHlahlandlela utholakala ngamalimi wangokomthetho.

7.3. UmHlahlandlela okukhulunywa ngawo lo unehlathululo-

7.3.1. yokumumethweko kwe-PAIA ne-POPIA.

7.3.2. yesiphande sokuposa nesokuhlala, umrhala nenomboro yefeksi begodu, nangabe iyatholakala iposommoya -

7.3.2.1. yesisebenzi selwazi sehlangano yomphakathi omunye nomunye,

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O
begodu

- 7.3.2.2. nesekela lesiSebenzi seLwazi sehlangano enye nenye yomphakathi neyangeqadi elakhiwe ngokuya ngokwesigaba 17(1) se- PAIA¹nesigaba 56 se-POPIA²;
- 7.3.3. indlela nobunjalo besibawo-
- 7.3.3.1. mayelana nokuthola irekhodi lehlango yomphakathi elendlalwe esigabeni 11³; begodu
- 7.3.3.2. nokuthola irekhodi lehlango yangeqadi elendlalwe esigabeni 50⁴;
- 7.3.4. yesizo elikhona elivela esiSebenzini seLwazi sehlangano yomphakathi ngokuya ngokwe-PAIA ne-POPIA;
- 7.3.5. yesizo elikhona elivela kumGunyazi ngokuya ngokwe-PAIA ne-POPIA;
- 7.3.6. Yeensombululo zoke zomthetho ezikhona ezimayelana nokwenza nofana ukubhalelwa kukwenza mayelana namalungelo nofana iimbopho ezenziwa yi-PAIA ne-POPIA, okufaka hlangana indlela yokukhombela-
- 7.3.6.1. isibilayezo sangaphakathi;
- 7.3.6.2. isinghonyiso esitjhingiswa kumGunyazi; begodu
- 7.3.6.3. nesibawo sekhotho mayelana nesiqu nto esithethwe sisebenzi sehlangano yomphakathi, isibawo sesibilayezo sangaphakathi nofana isiqu nto esivela kumGunyazi nofana isiqu nto somphathi wehlangano yomphakathi;

¹ Isigaba 17(1) se-PAIA - Ngonobangela we-PAIA, ihlangano yomphakathi enye nenye kufanele, ngokunamathela emthethwenilawulo olawula ukuqatjiswa kwabasebenzi behlangano yomphakathi ofaneleko, kwenziwe lelo nani labantu njengabasekeli beensebenzi zelwazi njengeziqakathekileko zokwenza umsebenzi wehlangano yomphakathi bona utholakale ngendlela elula okungakghonakala ngayo ebantwini ebabawa amarekhodi.

² Isigaba 56(a) se-POPIA- ihlangano enye nenye yomphakathi neyangeqadi kufanele ihlinzekelo ngendlela okutolwe ngayo esigabeni 17 somThetho wokuThuthukiswa ukuTholakala kweLwazi, ngokukhambisana namatjhuguluko afaneleko, okwakhiweni inani elinjalo Labantu, nangabe lokho kukhona, abasekeli babasebenzi belwazi njengobana kuqakathekile ukwenza imisebenzi neembopho njengobana kundlalwe esigabeni 5591) se-popia.

³ Isigaba 11(1) se-PAIA- umbawo kufanele athole irekhodi lehlango yomphakathi nangabe umbawo lowo uthobeke zoke iinkambiso ze-PAIA ezikhambelana nokutholakala kwerekhodi; begodu ukutholakala kwerekhodi lelo akwaliwa ngokuya ngokwemileyo eleyiweko

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

yokwala njengobana kwendlalwe esaHlukweni 4 seNgcenye le.

- ⁴ *Isigaba 50(1) se-PAIA- Umbawu kufanele athole akufunako kwerekhodi elinye nelinye lelangano yangasese nangabe-*
- a) irekhodi lelo lifuneka mayelana nokwenza nofana ukuvikela amalungelo amanye namanye;*
 - b) umuntu lowo uthobela iinkambiso zokwenza eziku-PAIA zikhambelana nokubawa irekhodi lelo; begodu*
 - c) ukuthola irekhodi lelo alaliwa ngokuya ngokwemithethwana yokwala okundlalwe esaHlukweni 4 seNgcenye le.*

7.3.7. ihlinzekelo leengaba 14⁵ no- 51⁶ lidinga ihlangano yomphakathi nangeqadi, ngokunjalo, zenze imanuwali, nokobana ilwazi litholakala njani kumanuwali

7.3.8. ihlinzekelo leengaba 15⁷ no- 52⁸ linikela ngokuveza ifihlo ngokuzinikela kweengaba zamarekhodi ezivezwa yihlangano yomphakathi nangeqadi, ngokunjalo;

7.3.9. izaziso ezikhitjwa mayelana neengaba 22⁹ no- 54¹⁰ mayelana neendleko ekufanele zibhadelwe ezikhambelana neembawo zokuthola ilwazi; begodu

7.3.10. imithetholawulo eyenziwe ngokwesigaba 92¹¹.

7.4. Amalunga womphakathi angahlola nofana enze amakhophi womHlahlandlela ema-ofisini weenhlango zomphakathi nofana zangeqadi, okufaka hlangana i-ofisi lomGunyazi, ngesikhathi esijayelekileko somsebenzi. UmHlahlandlela ungabuye utholwe-

7.4.1. Ngokukhombela isiSebenzi seLwazi;

7.4.2. Ngokukhombela kubunzinzolwazi bomGunyazi

(<https://www.justice.gov.za/inforg/>).

⁵ Isigaba 14(1) se-PAIA- Isisebenzi selwazi sehlangano yomphakathi kufanele, okungasenani senze kutholakale imanuwali ngamalimi amathathu asemthethweninjengobana kusitjihiwo esigabeni 4 ngehla.

⁶ Isigaba 51(1) se-PAIA- Umphathi wehlangano yangeqadi kufanele enze isiqiniseko sokobana imanuwali imumatha ihlathululo yelwazi ekukhulunywe ngalo esigabeni 4 ngehla.

⁷ Isigaba 15(1) se-PAIA- Isisebenzi selwazi sehlangano yomphakathi, kufanele siqinisekise bona kuba khona ihlathululo yeengaba zamarekhodi zehlangano yomphakathi akhona ngaphandle kobana umuntu awabawe.

⁸ Isigaba 52(1) se-PAIA- Ihloko yehlangano yangeqadi, ngokuzinikela, kufanele iqinisekise bona kuba khona ihlathululo yeengaba zamarekhodi wehlangano yangeqadi ezikhona ngaphandle kobana umuntu azibawe.

⁹ Isigaba 22(1) se-PAIA- Isisebenzi selwazi sehlangano yomphakathi lesa okwenziwa kuye isibawo, kufanele ngesaziso abawe umbawo abhadele imali yeendleko ekhonjelweko (nangabe ikhona), ngaphambi kobana isibawo sisetjenzwe.

¹⁰ Isigaba 54(1) se- PAIA- umphathi wehlangano yangeqadi lowyo ekukhonjelwa kuye kufanele ngesaziso abawe umbawo abhadele imali yeendleko ekhonjelweko (nangabe ikhona), ngaphambi kobana isibawo sisetjenzw.

¹¹ Isigaba 92(1) se-PAIA sihlathulula bona –“UNgqogqotjhe ngesaziso esivela kuGazede, angenza imithetholawulo emayelana-
(a) Nendaba enye nenye edingakalako nofana evunyelwa mThetho bona ivele;
(b) Nendaba enye nenye ehlobana neendleko njengobana zendlalwe eengabeni 22 no-54;
(c) Isaziso esinye nesinye esidingwa mThetho lo;
(d) lindlela zokwenza ekufanele zisetjenziswe sisebenzi selwazi sehlangano yomphakathi lokha nasenza ikhetho lokobana ngiziphi iingaba ekufanele zibe khona ngokuya ngokwesigaba 15; begodu
(e) neendlela nokulawula okufaneleko ukunikela ihlinzekelo lomThetho lo”.

8. IHLATHULULO YEENHLOKO IHLANGANO ENAZO KANYE NEENGABA
ZAMAREKHODI EZISEMNYANGWENI WEEMALI ZESIFUNDA SELIMPOPO

Ilinhloko zamarekhodi wesiqhema enazo	Iingaba zamarekhodi ezibekiweko zesihloko ngasinye
Amaplani namadokh umende weqhinga	<ul style="list-style-type: none"> - AmaRipoti womNyaka, iHleloqhinga, iHlelo lokwEnza lomNyaka - AmaRipoti wokuTjheja nokuHlunga; - Amaripoti wokuthuthukiswa kokwethulwa kweensetjenziswa. - Iripoti lomphakathi - Amaripoti wokwenza womnyango. - imiThetjhwana yomNyango - lincwajana. - IHleloqhinga lomNyango - liNdlela zokwenza/Amamanuwali weKambiso
UkuLawulwa kweeMali	<ul style="list-style-type: none"> - Amasabhmitjhini wePhahla lamaripoti wokuBhajeda Kanye neeNdleko zesiKhathi esiFitjhani (i-MTEF) - INgeniso, iBhanga, iKhetjhi nokubhadelwa kweentatimende . - UkuLawula/nokuthenga nokuthengiswa kweehlinzekelo lepahla nokuthenga nokuthengiswa kwepahla/kwezenzelwa. - Irejista yepahla. - Iripoti yeemali - Imithetjhwana yeemali - Iripoti lebhajedi neeNdleko zesiFunda namaZiko wombuso - Amarekhodi wokulawulwa kweemali nokuThuthukiswa kweRherho namanowutsu welayelo.
Asebenzi	<ul style="list-style-type: none"> - lindlela nemithetjhwana ye-HR; - Imisebenzi ekhangisiweko; - Amarekhodi wabasebenzi; - Ukuthuthukiswa kokufunda isib. Ukuthuthukiswa kwamakghono namahlelo wokubandula; - Amarekhodi wokuThuthukiswa kweLutjha nokuLawulwa kweemPhiwo;

Iinhloko lezo ihlangano enamarekhodi wakhona	Iingaba zamarekhodi ezibekiweko zesihloko ngasinye
	<ul style="list-style-type: none"> - Ihlelo lokulinganisa lomsebenzi neembalobalo; - Iimbawo zamaforomo womsebenzi; - Ihleloqhingana labasebenzi; - Iinetjenziswa zokuhlanga abasebenzi namarekhodi wethungelelwanothintana; - Amahlelo wokutshwila emsebenzini namarekhodi; - Amarekhodi wesisetjenziswa selwazi lesitlabagelo lethekhnoloji nabasebenzisi; - Amarekhodi weensebenzi; - Ukuqatjiswa kwabasebenzi nokusetjenziswa kwamarekhodi; - Ivikeleko namaripoti wokuhlola we-MISS - Amarekhodi weHlelo lokuSiza abasebenzi (i-EAP). - Amaripoti we-HIV-AIDS. - IsAkhiwo seHlangano - Isiqhema sabaSebenzi; - Amarikhodi weNdaba zeeMali zabaSebenzi; - Amarikhodi weenKhwelo nokuVakatja kwabaSebenzi ; - Amarikhodi wokutloliswa kwabasebenzi nokuhlungwa kwemiSebenzi; - Amarikhodi wokuLiliswa kokuKhubazeka usemsebenzini; - Amarikhodi wama-inthaviyu wokuphuma;

9. IINGABA ZAMARIKHODI WOMNYANGO WEEMALI WELIMPOPO AKHONA
NGAPHANDLE KOBANA UMUNTU ENZEISIBAWO SOKUWATHOLA

Isigaba	Umhlobo wedokhumende	Iyatholakala kubunzinzolwazi	Itholakala ngokukhonselwa
Idokhumende yokuthendara	- Ithendara elikhangisiweko	X	
	- ibizo lombhidi ophumeleleko	X	
	- Ikambiso yokuthenga nokuthengisa	X	
	- Izaziso zokuthenga nokuthengisa	X	
ImiThetholawulo/ImiThethokambiso	ImiThethokambiso yeeMali	X	
	ImiThethokambiso nemiThetholawulo ye-MFMA	X	
	Izazisozombeza ze-MFMA	X	
	ImiThetjhwana ye-MFMA	X	
Amadokhumende weqhinga (AmaHlelo neRipoti)	- Iphrofayili yehlangano (Ibuyekezo, iminqopho, iimBopho, amaRipoto womNyaka;	X	
	- IHleloqhinga;	X	
	- IHlelo lokwEnza lomSebenzi;	X	
	- IRipoti lokwEnzaleKotara	X	
UkuLawulwa kweeMali	- IiTatimende zeeMali zomNyaa zakaMasipala	X	
	- IBhajedi kaMasipala	X	
	- IiTatimende zeBhajedi zesiKhathi esiPhakathi	X	
	- AmaNowutsu weLayelo lomNyango weeMali weNarha	X	
	- IRipoti yesiFunda ye-PFMA	X	

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

Isigaba	Umhlobo wedokhumende	Iyatholakala kubunzinzolwazi	Itholakala ngokukhonselwa
	- Ikulumo ngebhajedi	X	
	- Ukubhadela neenlibhu		X
	- iintatimende zebhajedi neBhajedi nebuyekezo lokusebenzisa imali	X	
	- Iintatimende zomThetjhwana weBhajedi	X	
	- AmaNowutsu wokuSebenza wesiFunda	X	
	- iThimba leMali	X	
	AbaSebenzi	- IsAkhivo seHlangano	X
	- Iinomboro zokuthintana zomnyango	X	
	- AmaForomo wesibawo somSebenzi		X
	- ImiThetjhwana yomNyango	X	
	- AMamanuwali weKambiso/weeNdlela zokwenza		X
	- Iripoti yomPhakathi.		X
	- imigomo yokusebenza.	X	
	- itjhatha lokwethulwa kwezenzelwa.		X
	- Irhunyezondaba		x
	- Amaphamfulede wemithetholawulo ye-Batho-Pele		x
	- umhlahlandlela womphaathi		X
	- UkuKhangiswa komSebenzi	X	
	- ihlanganisela yamaSehula	X	

IMANUWALIYE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

	- IKhalenda yemiNyanya yomNyango	X	
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10. IINSETJENZELWA EZIKHONA ZAMALUNGA WOMPHEKATHI WOMNYANGO WEEMALI WESIFUNDA SELIMPOPO NOKOBANA ZITHOLAKALA NJANI IINSETJENZELWEZO

10.1 Amandla,limbopho nomsebenzi

NO.	IINSETJENZELWA	ZITHOLAKALA NJANI IINSETJENZELWA
10.1	<p>UmNyango wenzela umphakathi mazombe izenzelo ezilandelako: -</p> <p>Ihlinzekelo lamabazari ngokuya ngokweendingo zokuthuthukiswa kwamakhono womNyango</p>	<ul style="list-style-type: none"> ▪ Ukukhangisa ebunzinzwenilwazini be-DPSA nemaphephandabeni wekhaya ▪ Ukufaka ilwazi ebunzinzwenilwazi bomnyango: www.limtreasury.gov.za
	<ul style="list-style-type: none"> ▪ linkhundla zemisebenzi 	
	<ul style="list-style-type: none"> ▪ Ilenatjhibhu/i-inthentjhibhu ngamakhoso akhambelana nomNyango 	<ul style="list-style-type: none"> ▪ Ihlelo lokunothisa amakhono; Ihlinzekelo lelemukiso ngokusebenzisa abahlinzekeli ngemisebenzi abakufundeleko
10.2	<ul style="list-style-type: none"> ▪ Ukwakha iBhajedi yesiFunda 	<ul style="list-style-type: none"> ▪ limbikindaba; ▪ Iminyango yesifunda ngamahlelo we-APP yawo ekhambisana neembopho zawo; begodu Ukufaka ilwazi ebunzinzwenilwazini bomnyango: www.limtreasury.gov.za
	<ul style="list-style-type: none"> ▪ Ukuqinisekisa ihlinzekelo leBhulethini yomNotho yeKota 	<ul style="list-style-type: none"> ▪ Ukurhatjha kiyo yoke iminyango begodu nokufaka ibhulethini kubunzinzolwazi bomnyango. ▪ Ukufaka ilwazi ebunzinzwenilwazini bomnyango: www.limtreasury.gov.za

<p>10.3</p>	<ul style="list-style-type: none"> ▪ iinTatimende zeBhajedi zakaMasipala (amaripoti s71) 	<p>Ilwazi lifakwe ebunzinzwenilwazi bomnyango ukusetjenziswa mphakathi.</p> <p>Ukufaka ilwazi ebunzinzwenilwazini bomnyango:</p> <p>www.limtreasury.gov.za</p>
<p>10.4</p>	<ul style="list-style-type: none"> ▪ ukutloliswa kwe-CSD yamalunga womphakathi emakhamphanini wabo wokuthendara ▪ Ihlinzekelo lelwazi ebhangeni yesiFunda ▪ Ukukhangiswa kwamathendara eBhulethini (ngeveke) ▪ ILawulo lePahla 	<ul style="list-style-type: none"> ▪ Ukuvakatjha ngenyama ▪ Emmoyeni: ngokomrhala ▪ Ilemukiso lamarherho wokuthendara ▪ Ilemukiso lemithetholawulo emitjha enesithindela sekambiso yokuthendara ▪ Ubunzinzolwazi bomnyango: www.limtreasury.gov.za ▪ Ngokomrhala; ▪ Isitatimende seembikindaba; ▪ Ubunzinzolwazi bomnyango www.limtreasury.gov.za ▪ Idokhumende lebhulethini elisemoyeni ▪ Abomabhida abaqatjhiweko bafakwe ebhulethini begodu bafakwa nebunzinzwenilwazini bomnyango : www.limtreasury.gov.za ▪ Ukukhangiswa emaphephenindaba wekhaya lokha nakwenziwa ifandisi; ▪ Ukutjela abathengi ababathengi ngomrhala ngesikhathi sefandisi ngeensetjenziswa ezikhethekileko, i.e., iinsetjenziswa zezepilo, izindlu ezibomakhambangendlwana, njll.

11. Ukuzibandakanya kwamalunga womphakathi ekwakhiweni komthetho

UmNyango weeMali wesiFunda akusimnyango owethula izenzelwa, ngalokho, akunakuzibandakanya komphakathi mayelana nokwenziwa kwemithethwana esetjenziswa mnyango. Njengomphumela-ke, imithethwana nemithetholawulo ithethwe emNyangweni weeMali weNarha, i-DPSAne-Ofisini kaNdunakulu esifundeni.

Ngalokho, amalunga womphakathi akhuthazwa bona alethe iimphakamiso ngehloso yokuthuthukisa iNdlela yokuziPhatha nofana amatjhugululo amanye namanye wmithethokambiso nofana ukujanyelwa kweendaba ezinye nezinye ezinesithintela esihlokwani sedatha yelwazi lomuntu ngamunye. Umphakathi uyakhuthazwa godu bona uzibandakanye eenkhulumiswaneni zomphakathi nekuhlanganyela kwabasebenzisani okuhlelwa basebenzisani abahlukahlueneko njengobana imibono neeyeleliso zamalunga womphakathi zitjhejwa ngokuncamileko ngesikhathi sokwakhiwa kwemiThethokambiso, imiHlahlandlela neeNdlela zokuziPhatha.

12. UKUSETJENZWA KWELWAZI LOMUNTU NGAMUNYE

12.1 IHloso yokuSetjenzwa

Ihloso yokusetjenzwa kwelwazi lomuntu ngamunye mNyango weeMali weLimpopo ingendlela elanelako: -

12.1.1. Ukuzalisa nofana ukwenza ngokwesibopho ngaphasi kwe-PAIA **ne-POPIA ngokwamukela iinghonyayo, iphenyo leinghonyayo nokwenza ihlelo lokuthobela umthetho**

;

12.1.2. Ukulawulwakwabasebenzi neembawo zomsebenzi ;

12.1.3. Ukulawulwa kwama-akhawundi namarekhodi

12.1.4. Ikambiso yokuthenga nokuthengisa;

12.1.5. Nokuthobela eminye imithethokambiso efaneleko, efana ne-PFMA, imiThetholawulo engaphasi kwayo namaNowutsu weLayelo womNyango weeMali weNarha.

12.2 Ihlathululo yeengaba yeenhloko zedatha kanye nelwazi nofana iingaba zelwazi ezikhambelana nalokho

<p>Iingaba zeenHloko zeDatha</p>	<p>ILwazi loMuntu ngamunye eliNgasetjenzwa</p>
<p>Umuntu</p>	<p>Amagama nesibongo; imininingwana yokuthintana (iinomboro zokuthintana, inomboro yefeksi, iposommoya); Isiphande sokuhlala, sokuposa neserhwebo; iNomboro kamazisi eKhethekileko nokuthintana okuyifihlo.</p>
<p>Abantu bokuziphendulela, amaziko ngokomthetho/am aZiko womPhakathi</p>	<p>Amagama wabantu okuthintwana nabo; Igama leZiko ngoomThetho; isiphande sokuHlala nokuPosa imininingwana yokuthintana (iinomboro zokuthintana), inomboro yefeksi, iposommoya) neNomboro youTlolisa.</p>
<p>Abasebenzi/ Amalunga Amalunga weKomidi</p>	<p>Ubulili, ukuzithwala ubujamo bomtjhado; ubuzwe, umnyaka, ilimi, ilwazi lezefundo (iziqu); ilwazi lezeemali; umlando womsebenzi; iinomboro ze-ID; isiphande sokuposa nesokuhlala; imininingwana yokuthintana (iinomboro zokuthintana, inomboro yefeksi, iposommoya); irekhodi lobulelesi; zehlalakhle namalunga womndeni, zokwelapha, ubuzwe, zokuhlalisana, zepilo yenyama neyomkhumbulo, ukukhubazeka, ilwazi lebhayomethriki yomuntu, umlando wezomsebenzi, ukutlolisela obubuphrofetjhinari neenlandelelo.</p>
<p>AbaNikeli ngomSebenzi abanikelwe umsebenzi</p>	<p>Amagama wabantu okuthintwana nabo; igama leziko; igama labanqophisi nababelani, isiphande sokuhlala nokuposa nemininingwana yokuthintana (iinomboro zokuthintana, inomboro yokufeksa, iposommoya); ilwazi lezeemali; inomboro yokutlolisa; amadokhumende wabasunguli; ilwazi elihlobene nomthelo; abatlikitli abagunyaziweko, ubujamo bokunothiswa kwendlu yabanzima ngezomnotho i-B-BBEE), amaziko ahlanganyeleko, amaqhinga wamarhwebo.</p>

12.3 Abamukeli nofana iingaba zabamukeli lapho ilwazi lomuntu ngamunye lingahlinzekelwa khona

Isigaba selwazi lomuntu ngamunye	Abamukeli nofana iingaba zabamukeli
Inomboro kamazisi namagama, ukuze kuhlolwe ubulelesi	Imisebenzi yesipholisa seSewula Afrika
Iziqu, mayelana nokuhlungwa kweziqu	ILawulo leZiqu lamaSewula Afrika
Umlando wesikolodo nokubhadela, mayelana nelwazi lesikolodo	IBhiriyo yokuHlolwa kweenKolodo ngeKhamphani yokuHlola ukuThembeka (i-MIE)
Ubulunga belizwe	UmNyango weeNdaba zangeKhaya
IPhenyisiso ngemiLandu yomuNtu	Isithunywa seVikeleko somBuso (i-SSA)
UkuThobela nokuTlolisa iKhamphani	IDathabheyizi yabaNikeli ngemiSebenzi eKghubugeneko yaPhakathi (i-CSD)
UkuHlola kwemiSebenzi	Iziko lomNyango lokuLawula abaSebenzi (i-HRM)
Ukulawulwa kweenzuzo yomHlalaphasi nezokwelapha kwabaSebenzi	Iimali zomHlalaphasi zabaSebenzi bakaRhulumende (i-GEFP)
Ukutlolwa nokuhlela ilwazi lomuNtu ngamunye	Iziko lokuLawula abaSebenzi bomNyango (i-HRM)
Ukulawula ukubulungwa kweLwazi lomuNtu ngamunye	Iziko lokuLawula amaRekhodi (i-RM)
Ukwenziwa kwama-Akhawundi wabaSebenzisi	Iziko leThekhnoloji yeLwazi lokuThintana (i-ICT)

12.4 Ukungena nokuphuma emkhawulweni kwelwazi lomuntu ngamunye okuhleliweko

12.4.1. UmNyango weeMali weLimpopo usengakahleli ukungena nokuphuma emkhawulweni kwelwazi lomuntu ngamunye. Nokho, nangabe kuba khona isidingo sokudlulisela ilwazi lomuntu ngamunye kwelinye ilizwe ngeminqopho yokufezakalisa umthetho othize, umnyango uzokuqinisekisa bona wo ke umuntu odlulisa ilwazi ukwenza ngokomthetho lokho, kube nemithetho esibopho nofana isibopho ngesivumelwano okuzokunikela ivikeleko elaneleko begodu umuntu

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O
wesithathu athathe ilwazelo njengeliyifihlo njengobana umnyango
uzibophelele njalo ku-POPIA .

12.4.2. Lokwe ilwazi elimayelana nomuntu ngamunye kufanele lenzeke ngemvumo yehloko yedatha, nokho, akukafaneleki kwenzeke lula ukuthola imvumo ngesihloko sedatha, umnyango ngiwo ozakuthumela ilwazi lomuntu ngamunye nangabe kunokuthile okusizek ngakho lokho; begodu nangabe isihloko sedatha sinikelwa ilungelo kufanele kube lula ukuthola imvumo yokwenza lokho.

12.5. Ihlathululo maZombe yeeNdlela zokuVikela iLwazi ezokusetjenziswa ngehlangano enesibopho ukuqinisekisa ifihlo, isithunzi nokutholakala kwelwazi

12.5.1. Umnyango uragela phambili ngokwenza iindlela ezifaneleko, ezibutheknikhali nezomnyango zokuvikela ukulahleka nofana ukulimala nofana ukuphazamisa okungekho emthethweni kwelwazi lomuntu ngamunye; begodu ukuthola nokusebenza ngelwazi lomuntu ngamunye ngendlela engekho emthethweni.

12.5.2. Umnyango uthethe zoke iindlela ezifaneleko nezibonakalako zobungozi bangaphakathi nangaphandle zelwazi lomuntu ngamunye lapha ilwazi litholakala khona nofana lapha lilawuleka khona; lihlome iindlela zokuvikela ezifaneleko mayelana nobungozi obutholakeleko; ukwenza isiqiniseko sangamalanga bona ukuvikeleka kwelwazi kwenzeka kwepumelelo; nokuqiniseka bona ivikeleko kuhlala kukhitjelelwa njalo ukujamelana nobungozi obutjha obuvelako nofana itlhayelo evikelweni elenziweko eligadungileko.

12.5.3. Iindlela zokuvikela ezithethwe mnyango zifaka hlangana, hlangana nokunengi iLawulo lokuNgena nokuPhuma; ukuFundeka kweDatha; iNdlela zokuVikela; UkuTjheja Njalo, amakghono woku-Oditha nokuRipota ukuBulunga iDatha; iinSombululo ze-*Anti-Virus* ne-*Anti-Malware*; begodu iimVumelwano ziphethwa nabaLawulo ukwenza ilawulo levikeleko.

13. UKUTHOLAKALA KWEMANUWALI

13.1 IManuwali le itholakala ngamalimi angokomthetho alandelako-

13.1.1 IsiNgisi;

13.1.2 I-Sepedi

13.1.3 IsiBhunu

13.1.4 I-Tshivenda

13.1.5 I-Xitsonga

13.1.6 IsiNdebele

13.2 Ikhophi yeManuwali le nofana ivetjhini ehlaliswe ngobutjha, itholakala godu ngendlela elandelako:-

13.2.1 Ku- www.limtreasury.gov.za, kuzo zoke iinhlngano zomphakathi;

13.2.2 Endlukulu ehlanganweni yomphakathi lapho umphakathi uhlola khona ngesikhathi esijayelekileko somsebenzi;

13.2.3 Emntwini omunye nomunye lokha nakukhonjelwako begodu lokha nakubhadelwa imali ekhonjelwako; begodu

13.2.4 emGunyazweni weLwazi ngokwenza isibawo.

13.3 Imali ebhadelwako yekhophi yeManuwali, njengobana kundlalwe ku-anekestjha B womThetholawulo, kufanele ibhadelwe ngokuya ngephepha le-A4 ngalinye.

14. IIMBADELO EZIFANELE UKUBHADELWA

14.1. Isigaba 22(1) ze-PAIA zihlathulula bona imali ebhadelelwa ukuthola amarekhodi womGunyazi kufanele ibekwe kuhle. Imali ekufanele ibhadelwe yendlalwe ku-anekestjha B, khona lapha.

14.2. Umbawi ofuna ilwazi ngerekhodi elinye nelinye angakhonjelwa bona abhadele imali, ngaphandle kwalokho nakunesigunyezo sokobana umbawi angabhadeli, njengobana kusitjhiwo endimeni 14.3 no-14.4 ngenzasi.

14.3. Umbawi akukafaneli abhadele imali yokuthola ilwazi esiqhemeni somphakathi nangabe umrholo wakhe womnyaka emva kweendleko ezidoswako, ezifana ne-PAYE ne-UIF zingaphasi kwama-R14 712; nofana

14.4. Nangabe umbawi utjhadile ngendlela kahlanganisela, lapho imali yabatjhadileko nayihlanganisiweko emva kokudosa i-PAYE ne-UIF ingaphasi kwama-R27 192 ngomnyaka.

15. AMAREKHODI ANGEZE ATHOLAKALA NOFANA ANGEKHO

- 15.1. Ababawi banelungelo lokuthola iimpendulo ngendlela ye-avidavidi nofana ngokuqinisekiso lapho amarekhodi angatholakali khona lula, kodwana nakumbawi onelungelo lokuthola irekhodi.
- 15.2. Ababawi babuye abe nelungelo lokuthola iimpendulo ngendlela ye-avidavidi lapho amarekhodi angekho khona.

16. UKUL AHLWA KWAMAREKHODI

- 16.1. IsiSebenzi seLwazi sinelungelo lomthetho lokuveza amarekhodi athize ngokuya ngokwamagunya avela emNyangweni wokuBulunga iPahla namaRekhodi kaZwelo.
- 16.2. Ababawi bazokululekwa ngerekhodi elilahliweko nangabe lokhu kufanelekile ngesikhathi kukhonjelwa amarekhodi..
- 16.3. Ngokuya ngokwesigaba 24(1) se-POPIA, isiSebenzi seLwazi emva kokuthola isibawo esivela ehlokweni yedatha
- 16.3.1. Singalungisa nofana sesule ilwazi lomuntu ngamunye mayelana namaziko wehloko yedatha akhona nofana ngaphasi kwelawulo layo elingakalungi, elingakafaneli, elilahlekisako, eliphelelwe isikhathi, elingakapheleli nofana elitholwe ngokungemthetho; nofana
- 16.3.2. Elilahlako nofana asule irekhodi lomuntu ngamunye mayelana nehloko yedatha lapho umGunyazi angasanagunya lokuyibeka ngokuya ngokwesigaba 14 se-POPIA...

17. UKUKHITJELELWA KWEMANUWALI

UmNyango (iLPT) nakwenzakalako, izoukhibelela begodu igadangise iManuwali yawo qobe ngomnyaka.

Ikhutjwe ngu



Nom G.C. Pratt, CA (SA)

**IHloko yomNyango neSekela lesiSebenzi seLwazi
UMNYANGO WEEMALI WESIFUNDA SELIMPOPO**

29 Nobayeni 2021

Ilanga

IFOROMO 2
ISIBAWO SOKUTHOLA ILWAZI LEREKHODI
 [Umthetholawulo 7]

Tjheja:

1. Umbawi kufanele anamathisele inomborwakhe yakamaisi.
2. Nangabe isibawo senziwa mumuntu wesithathu, kufanele kunanyathiselwe isigunyazo eforomeneli.

Iya ku : **Isisebenzi selwazi**

Iposommoya:

.....

Ifeksi:

.....

.....

Tshwaya ngo- "X"

Isibawo senziwa egameni lami

Isibawo senzelwa egameni lomunye umuntu

ILWAZI LOMUNTU NGAMUNYE

Amagama ngokuzeleko						
Inomboro kamazisi						
Isigunyezo sokwenziwa kwesibawo (<i>lokha nasenziwe esikhundleni somunye umuntu</i>)						
IsiPhande sokuPosa						
IsiPhande seNdlela						
Iposommoya						
Inomboro zokuthintana	Umrhala (W)		Ifeksi		Uma liledi nini	
Magama ngokuzeleko owenza isibawo esikhundleni somunye (nangabe kuyenzeka)						
Inomboro kamazisi						
IsiPhande sokuPosa						
IsiPhande seStrada						
Iposommoya						
Inomboro zokuthintana	Umrhala (W)		Ifeksi		Uma liledi nini	

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

IMININGWANA YEREKHODI ELIKHONJELWEKO <i>Nikela imininingwana yerekhodi lelo okukhonjelwa ngalo ilwazi, kufake hlangana inomboro yereferensi nangabe uyayazi ukuze kube lula ukulithola. (Nangabe isikhala onikelwe sona sincani, sebenzisa elinye iphepha bese ulinamathisela kilo iforomeli. Woke amaphepha ananyathiselwako kufanele atlikitlwe.)</i>	
Ihlathululo yerekhodi nofana ingcenyefaneleko yerekhodi	
Inomboro yereferensi, nangabe ikhona:	
Imininingwana eminye yerekhodi:	
UMHLOBO WEREKHODI <i>(Tshwaya ebhoksaneni elifaneleko ngo- "X")</i>	
Irikhodi litloliwe okanye ligadangisiwe	
Irikhodi leenthombe ezibonakalako (lokhu kufaka hlangana iinthombe, amaslayidi, imigadangiso yevidiyo, iinthombe ezenziwa ngekhomhyutha, imifanekiso, njll.)	
Irikhodi elenziwe amagama aqotjhiweko nofana ilwazi elingakhiqizwa ngetjhada	
Irikhodi libulungwa ekhomphyutheni nofana bulekthroniki, nofana umtjhini ofundekako	

IFOROMO LOKUTHOLA <i>(Tshwaya ibhoksanen elifaneleko ngo- "X")</i>	
Ikhophi eligadangisiweko lerekhodi (okufaka hlangana iinthombe ezinye nezinye ezibonwako, ilwazi elikotjelweko nelwazi elibulungwe ekhomhyutheni nofana bulekthroniki, nofana umtjhini ofundekako)	
Iinthombe ezibonwako nezikotjelweko ezitloliweko nofana ezigadangisiweko (lokhu kufaka hlangana iinthombe, amaslayidi, imigadangiso yevidiyo, iinthombe ezenziwa ngekhomphyutha, imifanekiso, njll.)	
Ukukotjelwa kwemidumo (elidokhumende elitloliweko nofana eligadangisiweko)	
Ikhophi lerekhodi elikotjululelwe ku- <i>flash drive</i> (okufaka hlangana iinthombe ezibonakalako nemidumo)	
Ikhophi lerekhodi eliku-compact disk drive (okufaka hlangana iinthombe ezibonakalako nemidumo)	

INDLELA YOKUTHOLA ILWAZI <i>(Tshwaya ebhoksaneni elifaneleko ngo- "X")</i>	
Ukuzihlolela ngobuwena irekhodi esiphandeni sehlangano yomphakathi/yangeqadi esitloliswe ngokomthetho okufaka hlangana ukulalela amagama aqotjhiweko, ilwazi lingakhiqizwa ngomdumo, nofana ilwazi elibulungwe ekhomphyutheni nofana bulekthroniki nofana umtjhini ofundekako)	

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

Imisebenzi yokuposa esiphandeni sokuposa	
Imisebenzi yokuposa esiphandeni sesitrada	
Imisebenzi yokukhoriya esiphandeni sesitrada	
Ilwazi lokufeksa ngendlela yokutlola nofana yokugadangisa (<i>okufaka hlangana ukukotjelwa</i>)	
Ukuposa ngeposommoya kwelwazi (<i>okufaka hlangana imidumo nakwenzeka</i>)	
Ilimi elinyulwako: (<i>Tjheja bona irekhodi nalingatholakaliko ngelimi olinyulako, lingatholakala ngelimi elitlolwe ngalo</i>)	

IMININGWANA YELUNGELO EFANELE UKUSETJENZISWA NOFANA IVIKELWE <i>Nangabe isikhala onikelwe sona sincani, ragela phambili ngokutlola kwelinye iphepha begodu linamathisele kileliForomo. Umbawi kufanele atlikitle woke amaphepha ananyathiselwako..</i>	
Yitjho bona ngiliphi ilungelo ekufanele lenziwe nofana livikelwe.	
Hlathulula bona kubayini irekhodi likhonjelwa. Kungonobangela yokwenza amalungelo nofana ukuvikela ilungelo.	

IMBADELO	
a) Isibawo sokuthola irikhodi , ngaphandle kwerekhodi eliphethe ilwazi mayelana nawe, kuzokusetjenzwa ngalo emva kokubhadelwa kwemali ebiziweko.. b) Uzokwaziswa ngemali edingekako nengemali yesibawo. c) Imali ebhadelwako yokubawa irekhodi iya ngeforomo okukhonjelwe ngalo kanye nesikhathi nendlela okukhonjelwa ngayo irekhodi. d) Nangabe unelungelo lokungabhadeli imali ebiziweko, yitjho unobangela walokho	
Unoban gela	

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

Uzokwaziswa ngokutlollelwa bona isibawo sakho siphumelele na nofana saliwe, nangabe siphumelele uzakwaziswa nangeendleko, nangabe zikhona. Sibawa utjho indlela ongathintwa ngayo.

Isiphande sokuposa	Ifeksi	Ukuthintana bulektroniki (Yitjho ukuthintanokho)

Litlikitlelwe.....ngalelilanga20.....

.....
Umtlikitlo wombaw/womuntu okhethwe bona afake isibawo

L I S E T J E N Z W A L I - O F I S I K W A P H E L A

Inomboro yereferensi:	
Isibawo samukelwe ngu:-	
(Isikhundla, Igama nesibongo sesisebenzi selwazi)	
Ilanga lokwamukelwa:	
Imali yokuthola ilwazi:	

.....
Umtlikitlo wesiSebenzi seLwazi

IFOROMO 4
UKUFAKA ISIBILAYEZO SANGAPHAKATHI
 [Umthetholawulo 9]

Inomboro yereferensi

ILWAZI LOMUNTU NGAMUNYE

IMININGWANA YEHLANGANO YOMPHAKATHI						
Igama leHlangano yomPhakathi						
Igama nesibongo sesisebenzi seLwazi						
IMININGWANA YOMBILAYELI OFAKA ISIBILAYEZO						
Amagama ngokuzeleko						
Inomboro kamazisi						
Isiphande sokuPosa						
Iinomboro zokuthintana	Umrhala (W)		Ifeksi		Uma liledi nini	
Ingabe isibilayezo senziwa esikhundleni somunye umuntu?				Iye		Awa
Nangabe ipendulo ithi “iye” , isigunyezo sokwenziwa kwesibilayezo sangaphakathi: <i>(Isiqinisekiso segunyazo sokufakwa kwesibilayezo, nangabe sikhona, ngalokho kufanele sinanyathiselwe.)</i>						
IMININGWANA YOMUNTU OWENZELWA ISIBILAYEZO SANGAPHAKATHI (Nangabe isibilayezo senziwa muuntu wesithathu)						
Ukwaliwa kokutholakala kwesibawo						
Isiqunto esithathwa mayelana nemali ebekiweko ngokuya ngokwesigaba 22 somThetho						
Isiqunto esithathwako mayelana nokwelulwa kwesikhathi sokusebenzana nesibawo ngokuya ngokwesigaba 26(1) somThetho						
Isiqunto ngokuya ngokwesiGaba 29(3) somThetho sokwala nelwazi ngeforomo elikhonjelwe mbawi						
Isiqunto sokuvunyelwa kwesibawo						
IMITHETJHWANA ELAWULA ISIBILAYEZO (Nangabe isikhala esinikelwe lapha asaneli, ngibawa uragele phambili ephepheni elinye bese ulinamathisela eforomeneli. Woke amaphepha ananyathiselwako kufanele atlikitlwe.)						
Yitjho imithetjhwana lapha kunzinze khona isibilayezo sangaphakathi						

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

Yitjho ilwazi elinye nelinye elingaba ngelinqophileko bona kutjhejwe isibilayezo	

Uzokwaziswa ngokutlolelwa mayelana nesiqunto mayelana nesibilayezo sangaphakathi. Ngibawa utjho indlela oyenyulako ongaziswa ngayo:

Isiphande sokuposa	Ifeksi	Ukuthintana bulekthroniki (Yitjho ukuthintanokho)

Litlikitlwa ngalelilanga 20

.....
Umtlikitlo womBilayeli/Umuntu wesithathu

IZOKUSETJENZWA YI-OFISI

IREKHODI LANGOKOMTHETHO LESIBILAYEZO SANGAPhakathi

Isibilayezo samukelwe ngu:- (yitjho isikhundla, i g a m a n e s i b o n g o s e s i s e b e n z i s e l w a z i)			
Ilanga lokwamukelwa			
Isibilayezo sikhambisana neenzathu ezimayelana nesiqunto sesisebenzi selwazi begodu, lapho kufaneleke khona, imininingwana yomuntu wesithathu lowo irekhodi lihlobana naye, silethwe isisebenzi selwazi	Iye		
	Awa		
UMPHUMELA WESIBILAYEZO			
Ingabe ukwaliwa kokutholakala kwesibawo kuqinisekisiwe?	Iye		Isiqunto esitjha (nangabe asikaqinisekiswa)
	Awa		
Ingabe imbadelo (Isig. 22). iqinisekisiwe?	Iye		Isiqunto esitjha (nangabe asikaqinisekiswa)
	Awa		

IMANUWALI YE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

Ingabe isingezelelo (Isigaba 26(1) siqinisekisiwe?	Iye		Isiqunto esitjha (nangabe asikaqinisekiswa)
	Awa		
Ingabe ukutholakala kwelwazi (Isig 29(3)) siqinisekisiwe?	Iye		Isiqunto esitjha (nangabe asikaqinisekiswa)
	Awa		
Ingabe ukutholakala kwelwazi kuqinisekisiwe?	Iye		Isiqunto esitjha (nangabe asikaqinisekiswa)
	Awa		

Litlikitlelwe.....ngalelilanga20.....

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IsiKhulu esiFaneleko

I-ANEKSTJHA B
[lindleko]

liNdleko Mayelana NeenHlangano zomPhakathi

	Ihlatululo	Inani
1.	Ukusetjha nokulungiselela irekhodi lokuveza ilwazi e-irini elinye nelinye nofana ingcenywe yalokho, okufaka Imali ebhadelwa mumuntu woke ofaka isibawo	R100.00
2.	Ifothokhophi yephepha lesayizi le-A4	R1.50 iphepha ngalinye nofana ingcenywe .
3.	Ikhophi eligadangisiweko lephepha lesayizi ye-A4	R1.50 iphepha ngalinye nofana ingcenywe .
4.	Ikhophi elifundeka ngekhomphyutha: (i) I-I- <i>flash drive</i> (ikelwa mbawi) (ii) I- <i>Compact disc</i> • Nangabe inikelwe mbawi • Nangabe inikelwe mbawi	R40.00 R40.00 R60.00
5.	Ukutjhugululwa kweenthombe ezibonwako iphepha le-A4 ngalinye	Umsebenzi lo uzokunikelwa abasizi ngezenzelwa. Nakhona kuzakuya ngamakhothetjhini abuya kubasizi ngezenzelwa.
6.	Ikhophi leenthombe ezibonwako	
7.	Ukutjhugululwa kwamarekhodi alalelwako, iphepha le-A4 ngalinye	R24.00
8.	Ikhophi lerekhodi elilalelwako ku:- (i) I-I- <i>flash drive</i> (ikelwa mbawi) (ii) I- <i>Compact disc</i> • Nangabe inikelwe mbawi • Nangabe inikelwe mbawi	R40.00 R40.00 R60.00
9.	Ukusetjha nokulungiselela irekhodi lokuveza ilwazi e-irini elinye nelinye nofana ingcenywe yalokho, okufaka ngaphandle i-iri lokuthoma, elidingakalako mayelana nokusetjha nokulungiselela. Kungadluli enanini elima:-	R100.00 R300.00
10.	Isibambiso: Nangabe ukusetjha kudlula ama-iri asi-6.	Ingcenywe yokuthathu yemali yesibawo ngasinye ebalwa ngokuya ngama-ayithemu 2 ukuya -kubu-8.

IMANUWALIYE-PAIA: U M N Y A N G O W E Z E M A L I W E S I F U N D A S E L I M P O P O

11.	lindleko zokuposa, iposommoya nofana ukuthumela okhunye nokhunye okubulekthroniki	lindleko zamambala, nangabe zikhona
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