

UNONDYEBO WEPHONDO



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

INCWADANA YECANDELO LE-14:

**KU
MTHETHO WOKUKHUTHAZWA
KOFIKELELO KULWAZI
, 2000
(UMTHETHO OYINOMBOLO YESI-2 KA-
2000)**

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1. INTSHAYELELO

UNondyebo wePhondo waseLimpopo wasekwa ngexa likaDisemba ka-2004 emva kwalawo yayingamasebe amabini (njengeSebe leziMali kunye noPhuhliso loQoqosho) aye ahlanganiswa.

UmThetho wokuKhuthaza uFikelelo kuLwazi, 2000 (umThetho oyiNombolo yesi-2 ka-2000) (umThetho) wawiswa ngoMatshi ka-2001 ukukhuthaza uluntu loMzantsi Afrika apho bonke abemi banofikelelo olunentsingiselo kulwazi, ukuze basebenzise ngokupheleleyo amalungelo abo kwaye bamkele umkhwa wokungafihli kunye nokuthatha uxanduva kumaqumrhu karhulumente kunye nawabucala.

2. IGUNYA LOMTHETHO

Le ncwadi iqulunqwe ngokungqinelana neCandelo le-14 lomThetho.

3. ISIKOWUPU SOKUSETYENZISWA.

Le ncwadi isebenza kubo bonke abasebenzi beSebe.

Ikopi yale ncwadi iyafumaneka ukuba ijongwe ngaphandle kwentlawulo. Ukujonga kwakhona kunokwenziwa kwiWebhusayithi kaRhulumente waseLimpopo (www.limpopo.gov.za).

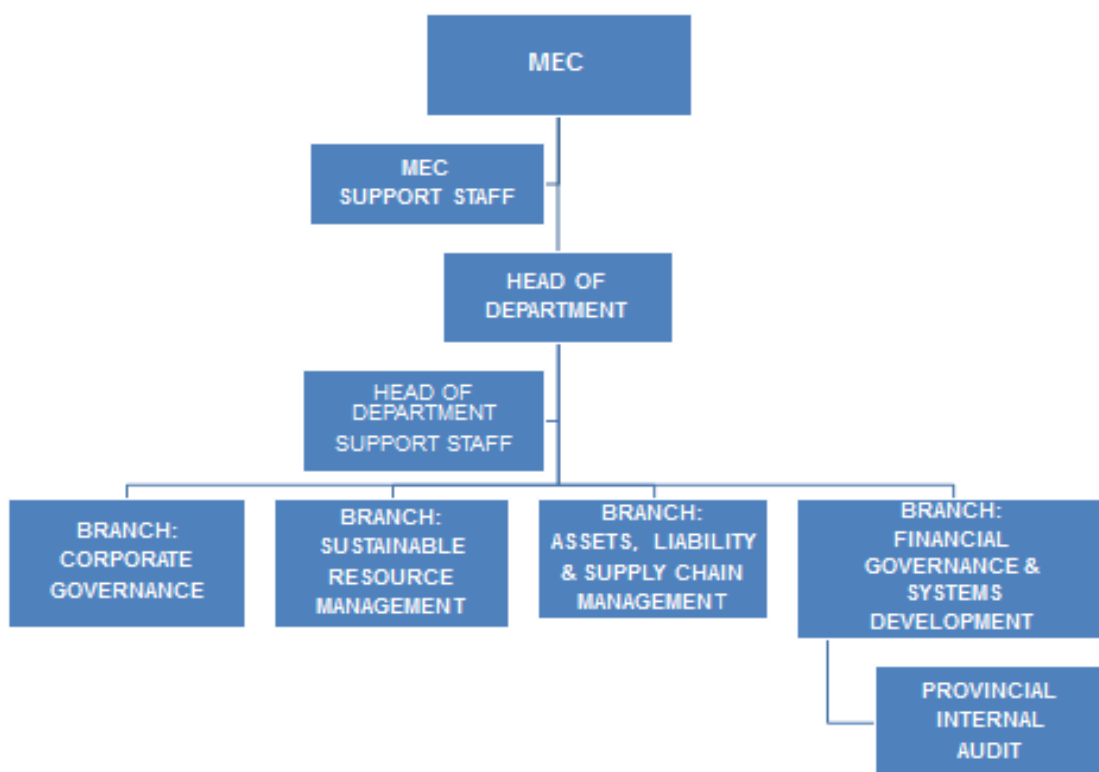
4. UKUFUMANEKA KWENCWADANA

Le ncwadi yenziwe ukuba ifumaneke ngezi lwimi zilandelayo:

- IsiNgesi
- IsiBhulu
- Sepedi
- Tshivenda
- Tsonga

5. UKWAKHIWA KWEQUMRHU

Qaphela ukuba amagama angaphakathi kokwakhiwa makangatshintshwa



6. UMBONO, INJONGO, IMISEBENZI NEENKONZO ZESEBE

6.1. UMBONO

UkuGqwesa kuLawulo lwemiThombo kaRhulumente kupuhliso lweNtlalo-Qoqosho.

6.2. INJONGO

UkuXhobisa uRhulumente wePhondo kunye noweNgingqi kunikezo nkonz0 oluzinzileyo ngolawulo olulungileyo nolawulo lwemithombo karhulumente olululo.

6.3. IMISEBENZI

Le misebenzi ilandelayo yeSebe imiselwe licandelo le-18(1) nesi- (2) lomThetho woLawulo lweMali kaRhulumente, 1999 (umThetho oyiNombolo yoku-1 ka-1999):

“(1) Unondyebo wephondo kufuneka –

- (a) alungise uhlahlo lwabiwo-mali lwephondo;
- (b) asebenzise ulawulo ekuphunyezweni kohlahlo lwabiwo-mali lwephondo;
- (c) ukukhuthaza kunye nokunyanzelisa ukungafihli kunye nolawulo olunempumelelo ngokunxulumene nengeniso, inkcitho, ii-asethi kunye nezibophelelo zamasebe zephondo kunye namaziko oluntu ephondo; kunye
- (d) nokuqinisekisa ukuba imigaqo-nkqubo yalo yemali ayigwebi ngokubonakalayo nangokungafanelekanga imigaqo-nkqubo yoqoqosho yesizwe.

(2) Unondyebo wephondo –

- (a) kufuneka akhuphe imiyalelo kanondyebo wephondo engangqinelaniyo nomThetho woLawulo lweMali kaRhulumente (Public Finance Management Act) (PFMA);
- (b) kufuneka anyanzelise i-PFMA kunye nazo naziphi na izithethe kunye nemigangatho emiselweyo yesizwe, kuquka nakuphi na ukusebenza kunye nenkqubo yohlelo efanayo, kumasebe ephondo;
- (c) kufuneka athobele umThetho wokoHlulwa kweNgeniso yonyaka, kwaye ajonge aze ahlole ukuphunyezwa komThetho kumaziko karhulumente ephondo;

- (d) kufuneka ajonge kwaye ahlole ukuphunyezwa kumaziko karhulumente ephondo kwemigangatho kunye nezithethe zesizwe kunye nezephondo;
- (e) kufuneka ancede amasebe ephondo kunye namaziko karhulumente ephondo ekuphuhliseni izakhono zolawulo lwezimali oloneleyo, olunempumelelo nolungafihliyo;
- (f) unokuphanda nayiphi na inkqubo yolawulo lwemali kunye nolawulo lwangaphakathi olusetyenziswa lisebe lephondo okanye liziko likarhulumente lephondo;
- (g) kufuneka angenelele ngokuthatha amanyathelo afanelekileyo, anokuquka ukubanjwa kwemali, ukulungisa ukophulwa okubonakalayo okungamandla okanye okuzingayo kwe-PFMA lisebe lephondo okanye liziko likarhulumente lephondo;
- (h) kufuneka anike ngokukhawuleza naluphi na ulwazi olufunwa nguNondyebo wesizwe ngokwe-PFMA; kwaye
- (i) unokwenza nantoni na eyimfuneko ukuzalisekisa amaxanduva akhe ngempumelelo.”

6.4. IINKONZO

ISebe linika iinkonzo ezilandelayo kuluntu jikelele:-

6.4.1. UPuhliso lweCandelo leMicimbi eNxulumene nabaSebenzi

- Ulungiselelo lweemali zokufunda ngokweemfuno zophuhliso lwezakhono kwiSebe
- Ulungiselelo lobufundi/ukufundela umsebenzi usemsebenzini kwiikhosi ezibalulekileyo kwiSebe
- Inkqubo yokuhlanganiswa

6.4.2. ULawulo lweMithombo enokuGcinwa

- Ukuqhuba uPhando noHlalutyo lweNtlalo-Qoqosho lwePhondo nolukaMasipala; kunye
- Nokwenza uHlahlo lwaBiwo-Mali lwePhondo
- UkuJonga uHlahlo lwaBiwo-Mali neNkcitho yePhondo nekaMasipala

6.4.3. ULawulo lweziMali noPhuhliso lweeNkqubo

- Ukuqinisekisa ulungiselelo lweeNkonzo zoCwangciso-mali kumaSebe kunye nooMasipala bePhondo
- Ukuqinisekisa uphuhliso kunye nokuphunyezwa kweeNkqubo zeziMali kumaSebe kunye nooMasipala bePhondo

6.4.4. Ii-asethi, iziBophelelo kunye nokuPhuma kweMpahla okanye iiNkonzo

- Ukuququzelela ulawulo olusebenzayo nolunempumelelo kwee-Asethi eziKhoyo neMali kumaSebe kunye nooMasipala bePhondo
- Ukuququzelela ulawulo olusenzayo nolunempumelelo lweziBophelelo kumaSebe kunye nooMasipala bePhondo
- Ukuqinisekisa ulawulo lokuPhuma nokuNgena kweeNkonzo kumaSebe kunye nooMasipala bePhondo

7. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LOLWAZI

INTloko yeSebe liGosa loLwazi ngokomThetho.

IGosa loLwazi : **INTloko yeSebe**
INombolo yomNxeba : **(015) 298 7000**
I-Imeyile : io@treasury.limpopo.gov.za

USEkela Gosa loLwazi: : **UMphathi weeRekhodi**
INombolo yomNxeba : **015 298 7000**
I-Imeyile : dio@treasury.limpopo.gov.za

Inombolo yefeksi : **015 295 7010**

ULWAZI JIKELELE

IDilesi yePosi
Private Bag X9486
POLOKWANE
0700

IiDilesi zeziTalato
46 Hans van Ransburg Street
POLOKWANE
0700

Inombolo zeminxeba (UDIluliso lwemiNxeba)
(015) 298 7000

INombolo yeFeksi
(015) 295-7010

8. INKCAZO KUNYE NOFIKELELO KWISIKHOKELO

Icandelo le-10 lomThetho libonelela ngesikhokelo sokuba uwusebenzisa kanjani umThetho. Iikopi ziyafumaneka kwakhona kwiidilesi ezilandelayo:

IKomishoni yamaLungelo oluNtu yoMzantsi Afrika:

IYunithi ye-PAIA

The Research and Documentation Department

Idilesi yeposi: Private Bag X 2700

Houghton

2041

Umnxeba: 011-484 8300

Ifeksi: 011 484 1360

Iwebhusayithi: www.sahrc.org.za

I-imeyile: PAIA@sahrc.org.za

9. UKUHLAZIYWA KWENCWADI

ISebe linako, ukuba yimfuneko, ukuhlaziya kunye nokupapasha le ncwadi kubhekiselwe kuyo kwicandelwana (1) leCandelo le-14, ngamakhefu angekho ngaphezulu konyaka.

10. IIREKHODI

10.1 INKCAZO YEMIXHOLO KUNYE NEENDIDI ZEEREKHODI EZIGCINWE LISEBE

Ngeenjongo zokuququzelela isicelo ngokomThetho, imixholo kunye neendidi zeerekhodi ezigcinwe lisebe zingoku kulandelayo: (iCandelo le-14 (1) d)

UMXHOLO	UMSEBENZI	UDIDI LWEEREKHODI
ULawulo lweziMali.	Ukunikwa kweenkonzo zolawulo lweziMali, uKhuselo neeNgozi.	<ul style="list-style-type: none"> • IiNgxelo zoHlahlo lwaBiwo-mali kunye nezingeniso zeNkqubo-sikhokelo yeNkcitho yeThuba eliPhakathi (Medium Term Expenditure Framework) (MTEF). • Iziteyitimenti zeNgeniso, iBhanki, iKheshi kunye nezokuhlulwa kwee-akhawunti. • Ulawulo lokungena nokuphuma kwempahla ii-odolo kunye nokufunwa kwempahla/iinkonzo. • Irejista yee-asethi.
IiNkonzo zeSebe.	Ulungiselelo lweenkonzo ezilungileyo zesebe.	<ul style="list-style-type: none"> • Izicelo zengqesho. • Uyilo lwesicwangciso esiNxulumene neMicimbi yabaSebenzi kunye neefayile zobuqu. • Amayilo kunye neerekhodi zekhefu. • Isicwangciso sophuhliso lwezakhono. • Izixhobo zokugcinwa kwemisebenzi kunye neerekhodi zothungelwano ngeminxeba. • Iingxelo zonyaka eziya kwiKomishoni yamaLungelo oluNtu yoMzantsi Afrika (South African Human Rights Commission) (SAHRC) kunye

		<p>neengxelo zekota eziya kwi-Ofisi yeNkulumbuso (njengencwadi ye-PAIAI)</p> <ul style="list-style-type: none"> • lirekhodi zezixhobo kunye nabasebenzisi bobuchwepheshe bolwazi. • IiJenali zomThetho noMsebenzi UmThetho wezobuDlelwane. • Iingxelo zokhuselo nezohlolo lwe-MISS
Uyilo lwesicwangciso kunye nolungelelwaniso.	ULawulo loyilo lwesicwangciso, iinkqubo kunye nonxibelelwano	<ul style="list-style-type: none"> • Iingxelo zophuculo lofezekiso lweenkonzo. • lirekhodi zeNkqubo yokuNceda abaSebenzi (Employee Assistance Programme) (EAP). • Iingxelo ze-HIV- AIDS. • Iingxelo yabemi • Iingxelo zokusebenza kwesebe. • UKwakhiwa kweSebe • ImiGaqo--Nkqubo yeSebe • Iincwadi ezithunyelelwa amalungu;. • Uyilo lweSicwangciso lweSebe • IiNcwadi zeeNkqubo
ULawulo lweMithombo enokuGcinwa	UkuHlolwa koHlahlo lwaBiwo-Mali neNkcitho yePhondo nekaMasipala	<ul style="list-style-type: none"> • Iingxelo yengeniso • Imigaqo-nkqubo yengeniso • Iingxelo yoHlahlo lwaBiwo-mali kunye neNkcitho yePhondo neyeSebe eliPhantsi kukaRhulumente
ULawulo lweziMali noPhuhliso lweNkqubo	ULawulo lweNkonzo zoCwangciso-mali kunye noPhuhliso lweNkqubo kumaSebe ePhondo	<ul style="list-style-type: none"> • Imigaqo-nkqubo • Amanqakwana okuziqhelanisa

10.2 IIREKHODI EZIFUMANEKA NGAPHANDLE KWESICELO (icandelo le-14 (1) (e))

lirekhodi ezilandelayo zifumaneka ngaphandle kwesicelo ngaphandle kokuba umntu enze isicelo sofikelelo ngokomThetho:-

- UKwakhiwa kweSebe
- linombolo zoqhagamshelwano zesebe
- liFom zeziCelo zeNgqesho
- ImiGaqo--Nkqubo yeSebe
- imiThetho neMimiselo elawula igunya lesebe
- liNcwadi zeeNkqubo
- INgxelo yabemi.
- Imigangatho yenkonzo.
- Itshata yonikezo nkonzo.
- Uyilo lwesicwangciso.
- lincwadi ezithunyelelwa amalungu;
- Amaphetshana omthetho-siseko weBatho-Pele
- Ingxelo yonyaka
- Intetho yohlahlo lwabiwo-mali
- Isikhokelo sabemi
- Ingxelo yohlahlo lwabiwo-mali
- Ukujonga uhlahlo lwabiwo-mali kunye nenkcitho
- Inggikelelo yolungiso neerisiti
- IKhalenda yeMisitho yeSebe

lirekhodi ezingentla ziyafumaneka kwiwebhusayithi kaRhulumente wePhondo waseLimpopo, www.limpopo.gov.za

11. INKQUBO YESICELO

- ICandelo le-18 lomThetho libonelela ngeemfuneko zenkqubo zofikelelo kwirekhodi lequmrhu likarhulumente
- Umceli kufuneka asebenzise ifom (iFom A) eshicilelwe kwiGazethi kaRhulumente

IGazethi(iSaziso sikaRhulumente R187 sowe-15 Februwari 2002).

12. IMIHLABA YOKWALA UFIKELELO KWIIREKHODI

- ISahluko sesi-4 somThetho sibonelela ngemihlaba yokwaliwa kofikelelo kwiirekjodi

13. IMALI EHLAWULWAYO EHLAWULELWA ISICELO KUNYE NOKWAZISWA NGESIGQIBO SOFIKELELO

- Umceli ofuna ufikelelo kwirekhodi eliqulethe ulwazi lobuqu malunga naloo mceli akufunwa ukuba ahlawule imali ehlawulwayo yesicelo efunekayo. Bonke abanye abaceli kufuneka bahlawule imali ehlawulelwa isicelo engama-R35.
- Igosa lolwazi kufuneka lazise umceli (ngaphandle komceli wobuqu) ngesaziso, ecela umceli ukuba ahlawule imali ehlawulwayo emiselweyo yesicelo (*ukuba kukho nayiphi*) kwaye ayidiphozithe (*ukuba kukho nayiphi*) phambi kokuba kusetyenzwe ngokungaphaya ngesicelo
- Umceli unokufaka isibheni sangaphakathi, apho kufanelekileyo, okanye isicelo esiya enkundleni esichasene nethenda okanye intlawulo yemali ehlawulelwa isicelo.
- Emva kokuba igosa lolwazi lenze isigqibo ngesicelo, umceli kufuneka aziswe ngesigqibo esinjalo ngendlela afuna ukwaziswa ngayo umceli.
- Ukuba isicelo sivunyiwe imali engaphaya ke ehlawulelwa ufikelelo kufuneka ihlawulelwe ixesha lokuvelisa kwakhona, ukukhangela, kunye nokulungiswa elidlulileyo kwiiyure ezimiselweyo zokukhangela kunye nokulungisa iirekhodi ukuze zixelwe
- Ufikelelo kwirekhodi luya kubanjwa de imali ehlawulwayo ibe ihlawulwe.

14. UNCEDO OLUFUMANEKAYO NGOKUNXULUMENE NOKWENZA OKANYE UKUSILELA UKWENZA KUMTHETHO [iCandelo le-14(1)(h)]

- Isibheno sangaphakathi kwisigqibo segosa lolwazi okanye usekela gosa lolwazi sinokufakwa kwi-MEC yesebe, okanye umntu owonyulwe ngokubhalwe phantsi yi-MEC, kuwo nawuphi na kule mihlaba ilandelayo:
 - Ukwaliwa kokunikwa ufikelelo; okanye
 - Isigqibo esithathwe ngokwecandelo lama-22, 26(1) okanye 29(3)
- INxenye yesi-4, iSahluko soku-1 somThetho sibonelela ngokuba iinkqubo ezilandelayo zilandelwe kwizibheno zangaphakathi nokuchasene nezigqibo zegosa lolwazi okanye zamaqumrhu athile

**15. IMALI EHLAWULWAYO NJENGOKO IMISELWE PHANTSI KWESIGABA II
SESAZISO SE-187 KWIGAZETHI KARHULUMENTE NGOWE-15
FEBRUWARI 2002**

**N.B. Iifom kunye nemali ehlawulwayo ezimiselwe ngumThetho
zikwafumeneka kwiwebhusayithi yeSebe
lezobuLungisa noPhuhliso loMgaqo-siseko
(www.doj.gov.za) phantsi kwecandelo lemimiselo.**

1. Ngekopi nganye yencwadana njngoko kuxeliwe kummiselo 5(c) ngama-R0,60 ngekopi nganye efotokotshiweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko.
2. Imali ehlawulelwa ukuvelisa kwakhona ekubhekiselwe kuyo kummiselo 7(1) njengoku kulandelayo:

(a). Ngekopi nganye efotokotshiweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko	R0,60
(b). Ngekopi nganye eshicilelweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko ekwikhompyutha okanye engeletroniki okanye engohlobo olufundeka ngomatshini	R0,40
(c). Ikopi engohlobo olufundeka kwikhompyutha ekwi-	
(i) cwecwe lesitifi	ngama-R5,00
(ii) licwecwe le-compact	ngama-R40,00
(d). (i) Ngekopi yemifanekiso ebonwayo, ngephepha lesayizi ye-A4 okanye inxenye yayo ngaphaya koko	ngama-R22,00
(ii) Ngekopi yemifanekiso ebonwayo	ngama-R60,00
(e). (i) Ngetranskripshini yerekhodi evakalayo, ngephepha eliyisayizi ye-A4 okanye inxenye yalo ngaphaya koko	li-R12,00
(ii) Ngekopi yerekhodi evakalayo	li-R17,00

3. Imali yesicelo ehlawulwayo ngumceli ngamnye, ngaphandle komceli wobuqu, ekubhekiselwe kuye kwicandelo le-7(2) ngama-R35,00.

4. Imali ehlawulelwa ufikelelo ngumceli ekubhekiselwe kuyo kummiselo we-7(3) ingale ndlela ilandelayo:

4.1

(a) Ngekopi nganye efotokotshweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko		R0,60
(b) Ngekopi nganye eshicilelweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko ekwikhompyutha okanye engeletroniki okanye engohlobo olufundeka ngomatshini		R0,40
(c) Ngekopi engohlobo olufundeka kwikhompyutha ekwi-		
(i) cwecwe lesitifi		ngama-R5,00
(ii) licwecwe le-compact		ngama-R40,00
(d)		
(i) Ngekopi yemifanekiso ebonwayo, ngephepha lesayizi ye-A4 okanye inxenye yayo ngaphaya koko		ngama-R22,00
(ii) Ngekopi yemifanekiso ebonwayo		ngama-R60,00
(e)		
(i) Ngekopi yerekhodi evakalayo, ngephepha lesayizi ye-A4 okanye inxenye yayo ngaphaya koko		li-R12,00
(ii) Ngekopi yerekhodi evakalayo		li-R17,00
(f) Ukukhangela kunye nokulungisa irekhodi ukuze zixelwe, li-kwiyure nganye okanye kwixenye yeyure, kukhutshelwa ngaphandle iyure yokuqala, efuneka ngokufanelekileyo kukhangelo olunjalo, ngokufanelekileyo kukhangelo kunye nolungiso olunjalo.		

- 4.2 Ngenxa yeenjongo zecandelo lama-22(2) lomThetho, oku kulandelayo kuyasebenza:

- (a) iiyure ezintandathu kuba iiyure ekudluliswe ngazo idiphozithi iyahlawulwa; kwaye
- (b) isinye sesithathu semali ehlawulelwa ufikelelo sihlawulwa njengediphozithi

ngumceli.

- 4.3 Imali yokuqala ehlawulelwa ukuposa xa ikopi yerekhodi kufuneka iposelwe umceli.

16. IIFOM EZIMISELWE UFIKELELO KWIIREKHODI

ISIHLOMELO B SESAZISO SE-187 KWIGAZETHI KARHULUMENTE NGOWE-15

FEBRUWARI 2002

IFOM A

ISICELO SOFIKELELO KWIREKHODI

(ICandelo IE-18 (1) lomThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho oyiNombolo yesi-2 ka-2000))

[UMmiselo wesi-2]

ISICELO SOFIKELELO KWIIREKHODI	
KUSETYENZISWA LISEBE	Inombolo yereferensi:.....
Isicelo sifunyenwe ngu: -	
Igama:.....	
Isikhundla:.....	
Umhla:.....	
Indawo:.....	
IMali ehlawulelwa isicelo (ukuba kukho nayiphi): R	
Idiphozithi (ukuba kukho nayiphi): R	
IMali ehlawulelwa ufikelelo: R	
.....Mna	
USAYINO: IGOSA LOLWAZI/SEKELA GOSA LOLWAZI	

A. linkcukacha zequmrhu likarhulumente

IGOSA LOLWAZI	IDILESI
IGOSA LOLWAZI	<p>Private Bag X9486 POLOKWANE 0700 INOMBOLO YOMNXEBA.: +27 15-298 7000 INOMBOLO YEFEKSI.: +27 15- 293-8319 I-imeyile: io@treasury.limpopo.gov.za</p>
USEKELA GOSA LOLWAZI:	IDILESI
USEKELA GOSA LOLWAZI:	<p>Private Bag X9486 POLOKWANE 0700 INOMBOLO YOMNXEBA.: +27 15-298 7000 INOMBOLO YEFEKSI.: +27 15 298 7010 I-imeyile: dio@treasury.limpopo.gov.za</p>
ULwazi Jikelele	<p>Idilesi zeziTalato: - 46 Hans van Ransburg Street POLOKWANE 0700 Iwebhusayithi: www.limpopo.gov.za</p> <p>IDilesi yePosi: Private Bag X9486 POLOKWANE 0700</p> <p>Umnxeba: +27 15 298 7000 Ifeksi: +27 15 295 7010</p>

B. linkcukacha zomntu ocela ufikelelo kwirekhodi

INKCAZO YEEREKHODI:.....

.....

.....

INOMBOLO YEREFERENSI:.....(ukuba ikhona)

NAZIPHI NA IINKCUKACHA EZINGAPHAYA ZEREKHODI.....

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E. Imali ezihlawulwayo

(a) *Isicelo sofikelelo kwirekhodi, ngaphandle kwerekhodi eliqulethe ulwazi lobuqu malunga nawe, luya kulungiswa kuphela emva kokuba **imali ehlawulelwa isicelo** ihlawulwe.*

(b) *Uyakwaziswa ngesixa ekufuneka sihlawulwe njengemali ehlawulelwa isicelo.*

(c) ***Imali ehlawulwayo yokufikelela** kwirekhodi ixhomekeka kuhlobo olufunwa ngalo ufikelelo kuney nexesha elifanelekileyo lokukhangela kunye nokulungisa irekhodi.*

(d) *Ukuba ngaba ufanelekile ukuba unyenyeselwe intlawulo yayo nayiphi na imali ehlawulwayo, nceda uxele isizathu ke ngoko.*

Isizathu sokunyenyeselwa ekuhlawuleni imali ehlawulwayo:

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F. Uhlobo lofikelelo kwirekhodi

Ukuba ngaba uthintelwa kukukhubazeka ukuba ufunde, ujonge okanye umamele kwirekhodi ngohlobo lofikelelo olubonelelwe kwisi-1 ukuya kwisi-4 ngezantsi, xela ukukhubazeka kwakho kwaye ukhobise ukuba loluphi na uhlobo olufuneka ngalo irekhodi.

Ukukhubazeka:

Uhlobo elifuneka ngalo irekhodi:

Phawula ibhokisi efanelekileyo ngo- "X".

AMANQAKWANA:

(a) Ukukhombisa kwakho uhlobo olufunwayo lofikelelo kuxhomekeke kuhlobo olo lufumaneka ngalo irekhodi.

(b) Ufikelelo ngohlobo oluceliweyo lunokwaliwa kwiimeko ezithile. Kwimeko enjalo uyakwaziswa ukuba ufikelelo lunokunikwa ngolunye uhlobo.

(c) Imali ehlawulwayo yokufikelela kwirekhodi, ukuba kukho nayiphi, iya kumiselwa inxenye yayo luhlobo ololucelwe ngalo ufikelelo.

1. Ukuba ngaba irekhodi lingohlobo olubhaliweyo okanye olushicilelweyo -

	ikopi yerekhodi*		ukuhlolwa kwerekhodi
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2. Ukuba irekhodi linemifanekiso ebonwayo -

(oku kuquka iifoto, izilayidi, okurekhodwe kwividiyo, imifanekiso eyenziwe ngekhompyutha, iziketshi, njalo njalo)

	bona imifanekiso		iikopi zemifanekiso*		ukukhutshelwa kwemifanekiso*
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3. Ukuba iirekhodi zinamagama okanye ulwazi olurekhodiweyo olunokhutshelwa kwisandi

	mamela isandi (ikhasethi evakalayo)		Ukukhutshelwa kwesandi somculo orekhodiweyo* (uxwebhu olubhaliweyo okanye olukhutshelweyo)
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4. Ukuba irekhodi ligcinwe kwikhompyutha okanye ngeletroniki okanye ngohlobo olufundeka kumatshini -

	ikopi eshicilelweyo yerekhodi*		ikopi eshicilelweyo yolwazi oluthathwe kwirekhodi*		ukukhutshelwa ngohlobo olufundekayo* (isitifi okanye icwecwe lediski)
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<p>*Ukuba ucele ikopi yokukhutshelwa kwerekhodi (ngentla), ingaba unqwenela ukuba ikopi okanye okukhutshelweyo kuthunyelwe kuwe ngeposi?</p> <p>Imali yokuthumela iyahlawulwa.</p>	EWE	HAYI
<p><i>Qaphela ukuba xa lingafumaneki irekhodi ngolwimi olukhethayo, ufikelelo lunokunikwa ngolwimi olo lufumaneka ngalo irekhodi.</i></p>		
<p>Loluphi ulwimi okhetha ukulifumana ngalo irekhodi? :.....</p>		

G. Isaziso sesigqibo ngokuphathelene nesicelo sofikelelo.

<p><i>Uya kwaziswa ngokubhalwe phantsi ukuba ingaba isicelo sakho sivunyiwe/sikhatyiwe na. Ukuba ngaba unqwenela ukwaziswa ngenye indlela, nceda uxele indlela kwaye unike iinkcukacha ezibandakanyekayo ukuze kuthotyelwe isicelo sakho.</i></p>

Ukhetha ukwaziswa njani ngesigqibo esiphathelene nesicelo sakho sokufikelela kwirekhodi?

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Isayinwe ngolu(Suku) luka
 (iNyanga) 20.....

USAYINO LOMCELI/ UMNTU ESEZIWA EGAMENI LAKHE ISICELO