

ST MARY'S SCHOOL (NPC)
(1925/008073/08)

IMANUWALI YOKUTHOLA IMINININGWANE

IBHALWE NGEMIBANDELA KA

SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

("PAIA")

AND

THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

("POPIA")

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ISINGENISO

1. I-St Mary's School (NPC) yinkampani engenzi nzuzo efakwe ngaphansi koMthetho Wezinkampani, ka-2008 (1925/008073/08). Iyisikole samantombazane esizimele, saseSheshi, esibhaliswe kanjalo eMnyangweni wezeMfundo eGauteng. Iyisikole samabanga aphansi kakhulu, amabanga aphansi kanye nesekhondari. Sithatha abafundi abaphakathi kweBanga 000 neBanga le-12. Iyinhlangano ezimele ngokwezinjongo ze-PAIA kanye ne-POPIA. Emibhalweni ezolandela izobizwa ngokuthi "iyisikole".
2. Inhloso Yale manuwali ukusiza labo abangase bafake izicelo zokuthola imininingwane (imibhalo noma amarekhodi) esikoleni.
3. Amagama nemishwana esetshenziswe kule manuwali abe echazwe ku-PAIA noma i-POPIA anezincazelo eziqondiswe kuwona kuleyo mithetho. Ikakhulukazi, kodwa ngaphandle kokushiya ngaphandle ezinye izibonelo ezivamile, "imininingwane yomuntu", "imininingwane yomuntu ekhethekile" kanye "nokusetshenziswa kwalo" kunezincazelo eziqondiswe kuwona ku-POPIA. "Umzali" unencazelo eqondiswe kuyona kuMthetho Wezikole waseNingizimu Afrika, ka-1996.

UKUTHOLAKALA KWALE MANUWALI

4. Le manuwali ibhalwe iyisikole ngokwesigaba 51 se-PAIA.
5. Iyatholakala ukuze ihlolwe:
 - 5.1 kuwebhusayithi yesikole www.stmarysschool.co.za
 - 5.2 ngokufakwa kwesicelo esikoleni ngezikhathi zokusebenza kwesikole eziqondiswe; futhi
 - 5.3 kuKhomishana Wamalungelo Esintu AseNingizimu Afrika.

ISIKHULU ESIPHETHE IMINININGWANE

6. Uthishanhloko uyena oyisikhulu semininingwane yesikole esibhekele ukuphatha, nokuhambisana ne-PAIA. Izicelo ngokulandela izinhlinzeko ze-PAIA, kufanele zifakwe ngendlela elandelayo:

Designated information officer: The head of school

Physical address: 55 Athol Street,
Waverley,
Johannesburg,
2037

Postal address: PO Box 981,
Highlands North,
2037

Telephone number 011 531 1800

Email address: popia@stmary.co.za

PAIA

7. I-PAIA ivumela umfakisicelo ukuthi akwazi ukuthola amarekhodi enhlangano ezimele, uma irekhodi lifunelwa ukusetshenziselwa noma ukuvikelwa kwananoma yimaphi amalungelo. Uma inhlangotho yomphakathi ifaka isicelo, kumele kube ngokuthi inhlangotho leyo yenzela ukusiza loyo mphakathi.
8. Izicelo ngokwe-PAIA kufanele zenziwe ngokuhambisana nezinqubo ezinqunyiwe, ngama-rates anikeziwe. Amafomu kanye nentela acutshungulwa ku-Annexure A no-B wale manuwali.
9. Abafake izicelo bathunyelwa kuMhlahlandlela (Guide) ngokwesigaba 10 se-PAIA ebhalwe yiKhomishana Yamalungelo Abantu yaseNingizimu Afrika. Yona ichaza kanje -
 - 9.1 ziyini izinjongo ze-PAIA;
 - 9.2 inqubo okumele ilandelwe uma kucelwa irekhodi;
 - 9.3 izimali ezikhokhwayo ukuze kutholakale irekhodi
 - 9.4 uwathola kanjani amakhophi oMhlahlandlela ngaphandle kokukhokha
 - 9.5 ungafinyelela kanjani kumanuwali yenhlangotho ezimele;
 - 9.6 usizo lomfakisicelo olutholakala kuKhomishani kanye nazo zonke izisombululo ezitholakala ngokusemthethweni.
10. Umhlahlandlela uyatholakala kwa-SAHRC. Imininingwane ye-Commissioner:

Postal address:	Private Bag 2700, Houghton, 2041
Telephone number:	+27-11-877 3600
Fax number:	+27-11-403 0625
Website:	www.sahrc.org.za
11. Akunasimemezelo esishicilelwe ngokwesigaba 52(2) se-PAIA.

AMALUNGELO OKUTHOLAKALA KWEMININGWANE

12. Isikole angeke sinikeze imvume yokuthola nanoma yiliphi irekhodi ngaphandle kokuthi:
 - 12.1 lelo rekhodi lidingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo;
 - 12.2 ofake isicelo uthobela izidingo zenqubo eziku-PAIA naku le manuwali ephathelene nesicelo sokuthola lelo rekhodi elidingekayo
 - 12.3 akwenqatshiwe ukuthola lelo rekhodi ngokulandela noma ngabe yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni 4 seNgxenywe 3 ye-PAIA njengoba kuchaziwe endimeni 14 yale manuwali; kanye
 - 12.4 nokucutshungulwa kwalelo rekhodi akwephuli nanoma yiziphi izimiso ze-POPIA.
13. Le manuwali kumele ngaso sonke isikhathi ifundwe ngendlela ehambisana ne-PAIA kanye ne-POPIA. Lapho kungashiwo lutho mayelana nemibuzo noma lapho kungahambisani neminye imithetho, izimiso ze-PAIA kanye ne-POPIA zizosebenza.

IZIZATHU ZOKWENQABA UKUTHOLWA KWAMAREKHODI

14. Izicelo zingenqatshwa ngenxa yalezi zizathu ezilandelayo njengoba zibekwe eSahlukweni 4 seNgxenywe 3 ye-PAIA:
 - 14.1 Ukuvikelwa okuyisibopho sezimfihlo zomunye umuntu;
 - 14.2 Ukuvikelwa okuyisibopho kwemfihlo yolwazi lwezohwebo zomunye umuntu;
 - 14.3 Ukuvikelwa okuyisibopho kwemininingwane ethile eyimfihlo yomunye umuntu;
 - 14.4 Ukuvikelwa okuyisibopho kokuphepha kwabantu, kanye nokuvikelwa kwempahla;
 - 14.5 Ukuvikelwa okuyisibopho kwamarekhodi anikezwe ilungelo ekukhiqizweni kokwenzeka enkantolo;
 - 14.6 Imininingwane yezohwebo lwesikole;
 - 14.7 Ukuvikelwa okuyisibopho seminingwane yocwaningo yomunye umuntu, nokuvikelwa kwemininingwane yocwaningo lwesikole.
15. Isicelo singenqatshwa futhi lapho kudingeka ukuthi kusetshenziswe imininingwane ephambene nokubhalwe kuPOPIA.

UKUCELA UKUTHOLA AMAREKHODI

Isicelo sokuthola irekhodi

16. Izicelo zokuthola amarekhodi aphethwe yisikole kufanele zenziwe efomini elinqunyiwe, elitholakala ku-website yeKhomishana Yamalungelo Abantu yaseNingizimu Afrika ku-www.sahrc.org.za nanjenge-Annexure A yale manuwali.
17. Ifomu lesicelo kufanele ligcwaliswe ngayo yonke imininingwane eceliwe. Isicelo kufanele siqondiswe esikhulwini solwazi sesikole futhi silethwe, siposwe noma sithunyelwe nge-imeyili ekhelini elifanele elibhalwe esigabeni 6 sale manuwali.
18. Umfakisicelo kumele anikeze imininingwane eyanele efomini lesicelo ukuze isikhulu solwazi sikwazi ukubona:
 - 18.1 ukuthi ngubani ofaka isicelo;
 - 18.2 irekhodi elicelwayo;
 - 18.3 iyiphi indlela yokuthola irekhodi elidingekayo;
 - 18.4 ikheli, iposi, ifeksi noma i-imeyili, yomfakisicelo iRibuplic lapho kufanele kuthunyelwe khona impendulo;
 - 18.5 ilungelo elicelwayo alisetshenziswe noma livikelwe; futhi
 - 18.6 incazelo yesizathu sokuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe lelo lungelo.
19. Uma irekhodi licelelwa omunye umuntu, umfakisicelo kufanele alethe ubufakazi besikhundla enza ngaso isicelo, ngendlela egculisa isikhulu semininingwane.

Imali ekhokhwayo

20. Kungadingeka ukuthi kukhokhwe imali ngaphambi kokuthi isicelo sokuthola irekhodi sicutshungulwe. Izimo zokukhokha izimali ezingakhokhwa zichazwe esigabeni 54 se-PAIA kanye naku-Annexure B yale manuwali.

21. Akukho mali eyokhokhiswa uma umfakisiselo efuna ukuthola irekhodi eliqukethe imininingwane yakhe. Kuzo zonke ezinye izicelo, izimali ezikhokhwayo, njengoba zibekwe nguMthetho, zizokhokhiswa ukuphendula isicelo, kanye nokubhala kabusha irekhodi eliceliwe. Imali enqunyiwe kanye nendlela yokukhokha iyokwaziswa umfakisiselo lapho kufika isicelo. Isikhulu sesikole esiphethe imininingwane singayigodla impendulo yesicelo, noma irekhodi eliceliwe, kuze kube kukhokhwe imali enqunyiwe.

Isinqumo ngezicelo

22. Zonke izicelo eziya esikoleni ziyohlolwa futhi zibhekwe ngokuhambisana nokubhalwe ku-PAIA. Ukushicilelwa kwale manuwali nokuchaza izigaba nezihloko zamarekhodi aphethwe yisikole akuvezi noma yimaphi amalungelo (ngesivumelwano noma ngenye indlela) yokuthola imininingwane enjalo noma amarekhodi ngaphandle koMthetho.
23. Impendulo yesicelo iyokhishwa zingakapheli izinsuku ezingama-30 emva kokuba isicelo samukelwe yisikhulu esiphethe imininingwane. Isikhathi esiyizinsuku ezingama-30 lapho isikhulu sezokwazisa kudingeke ukuthi siphendule isicelo, njengoba kubalulwe eMthethweni, siyoqala kuphela uma umfakisiselo esefeze zonke izidingo zoMthetho ekuceleni ukuthola irekhodi, ngendlela egculisayo. Ngokwe-PAIA lesi sikhathi sezinsuku ezingama-30 singengezwa ngezinye izinsuku ezingama-30 uma kudingeka isikhathi esengeziwe sokuqoqa irekhodi eliceliwe. Uma kudingeka lesi sandiso, isikhulu esiphethe imininingwane siyokwazisa umfakisiselo ngokufanele.
24. Isikhulu esiphethe imininingwane siyokwazisa umfakisiselo ngesinqumo esenziwe ekhelini lomfaki sicelo nangendlela eshiwo ngumfakisiselo efomini lesicelo.

Isikhalazo

25. Uma umfakisiselo engagculisekile ngesinqumo sesikhulu esiphethe imininingwane esimayelana nesicelo, umfakisiselo angathumela isikhalo esibhaliwe kusihlalo weBhodi labaqondisi besikole ("iBhodi"), ukuze iBhodi liscubungule.
26. Isikhalazo kumele sihambisane nesicelo sokuqala kanye nawo wonke amaphepha asekelayo, kanye nezizathu zokuthi kungani umfakisiselo engagculisekile ngesinqumo sesiphathimandla yemininingwane, kanye nosizo oluceliwe. Isikhalazo kufanele sithunyelwe zingakapheli izinsuku eziyi-10 zesinqumo sesikhulu esiphethe imininingwane.
27. Uma sesithunyelwe, isikhalazo sizocutshungulwa yiBhodi emhlanganweni walo oyolandela. Usihlalo uyobe esebhalela umfakisiselo ngesinqumo seBhodi esiphathelene nesikhalazo, kanye nezizathu zesinqumo.
28. Uma umfakisiselo esalokhu ekhathazekile ngokwenqaba kwesikhulu esiphethe imininingwane ukunikeza isicelo sokuthola irekhodi, noma enanoma yiziphi ezinye izizathu zesikhalazo, umfakisiselo angakwazi, ngokwesigaba 78 se-PAIA, futhi zingakapheli izinsuku eziyi-180 zokwaziswa ngesinqumo sesikhulu sezokwazisa, angafaka isicelo enkantolo ukuze athole usizo olufanele.

POPIA

Inhloso yokuphatha nokuhlenganisa imininingwane

29. Isikole sihlenganisa imininingwane yomuntu, phakathi kokunye, ngokwezinjongo ezilandelayo:
- 29.1 ukufeza inhloso yaso yemfundo kanye nemisebenzi ethintekayo ekwenzeni izibopho zayo zenkontileka kubazali bezingane ezibhalise

- esikoleni, okuhlanganisa imisebenzi yezemfundo, yekharikhulamu kanye nemisebenzi ehambisana nekharihulamu;
- 29.2 ukwenza imisebenzi yokuphatha kanye neyokusebenza kubandakanya leyo esondelene nokubhaliswa kwabafundi;
- 29.3 ukuthatha izinyathelo ngaphambi nangenhloso yokuphuthula inkontileka nabazali yokubhalisa izingane zabo esikoleni, okuhlanganisa amareferensi nokubhekiswa kwalabo abanezikweletu, kanye nokuthola noma yisiphi isikweletu sesikole okungenzeka ukuthi abazali abasikhokhile;
- 29.4 ukubuyisela idiphosithi;
- 29.5 ukuthobela imithetho yesikole kanye nezibopho zomthetho;
- 29.6 ukwenza imisebenzi yokuqasha kanye nokuqashwa okuhlanganisa impesheni, iholo, usizo lwezokwelashwa, ukuqeqeshwa, ukuqondiswa kwezigwegwe kanye nentela yeholo; futhi
- 29.7 Noma yimuphi umsebenzi noma isenzo esikhuthaza ngokuqondile noma ngokungaqondile, futhi esiqhubekisela phambili ukufunda, ukufundisa, ukuqeqesha, ucwaningo kanye nokuthuthukiswa kwabafundi.

Izigaba zeminingwane yomuntu

30. Izigaba zeminingwane yomuntu zifaka:
- 30.1 Abasebenzi
- 30.2 Abangaba ngabasebenzi
- 30.3 Abazali bamanje, abalindelekile, nabesikhathi esedlule kanye/noma nababheki bezingane
- 30.4 Abafundi bamanje, abalindelekile, kanye nabesikhathi esedlule
- 30.5 Abahlinzeki bezinsizakalo, abathengisi / amanye amabhizinisi

Izigaba zolwazi ngeminingwane

31. Incazelo yezifundo isikole esinamarekhodi azo kanye nezigaba zamarekhodi aphethwe esifundweni ngasinye ibhalwe kuzigaba 44 kuya ku-51 zale manuwali.

Ukukhishwa nokuthunyelwa kweminingwane yomuntu lapha nalaphaya

32. Akukho kukhishwa nokuthunyelwa kweminingwane yomuntu lapha nalaphaya okwenzekayo noma okuhleliwe okwamanje. Uma kuvela isidingo sokunikeza noma sokuthola iminingwane, isikole siyobhekana naleso sidingo ngokuhambisana nezinhlinzeko ze-POPIA.

Incuzelo yezinyathelo ezisetshenziswayo zokwenza iminingwane iphephe

33. Isikole sithatha izinyathelo ezihluzekile, ezifanele, ezinobuchwepheshe kanye nezinyathelo ezihlelekile ukuze kuvikeleke iminingwane yomuntu ukuthi ingalahleki, ingonakali, ingatholwa muntu ongenayo imvume, ingacutshungulwa, ingacekelwa phansi noma iphathwe budedengu.
34. Isikole sisebenzise lezi zinyathelo zokuphepha ezilandelayo:
- 34.1 Isikhulu esiphethe iminingwane yesikole iminingwane yaso ebekwe kule manuwali sinesibophu sokuhambisana nemibandela yokucubungula okusemthethweni kweminingwane yomuntu kanye nezinye izinto ezibekwe ku-POPIA.

- 34.2 Isikhulu esiphethe imininingwane sisizwa amaphini amabili nawo aphethe imininingwane.
- 34.3 Inqubomgomo kanye nokuqeqeshwa kwezimenenja ezifanele nabo bonke abasebenzi ngale nqubomgomo nangeProtection of Personal Information Policy (iNqubomgomo Yokuvikela Imininingwane Yomuntu) engaphansi kwePOPIA iyenzeka.
- 34.4 Umsebenzi omusha ngamunye kudingeka asayine inkontileka yokuqashwa equkethe izigaba zemvume efanele ukuze kusetshenzwe imininingwane yakhe, nanoma yisiphi esinye isenzo esidingekayo, ngokwe-POPIA kanye nesigatshana sobumfihlo.
- 34.5 Abasebenzi abaqashwe ngesikhathi isikole sisebenzisa le nqubomgomo kulindeleke ukuthi basayine isengezo sezinkontileka zabo zokuqashwa ezikhona ezinikeza imvume yokucutshungulwa kwemininingwane yabasebenzi ngenhloso, phakathi kokunye, ukusebenzisa imigomo nemibandela yomsebenzi, izinzuzo ezinikezwa umsebenzi kanye nokuhambisana nezidingo zomthetho.
- 34.6 Abahlinzeki bemisebenzi besikole kudingeka basayine isengezo seSivumelwano Sezinga Lesevisi (Service Level Agreement) esifanele esiqinisekisa ukuzibophezela kwabo ekuvikeleni imininingwane yomuntu.
- 34.7 Isikhulu sesikole semininingwane yabantu kanye nomnyango we-IT babhekisisa zonke izingozi zangaphakathi nezangaphandle ezingenza imininingwane yomuntu ibe sengozini, futhi basungule babe begcina izindlela zokuvikela ezifanele ngokumelene nezingozi ezitholiwe. Bahlala beqinisekisa ukuthi izindlela zokuvikela zisetshenziswa ngempumelelo, futhi bazoqinisekisa ukuthi izindlela zokuvikela zibuyekizwa njalo mayelana nezingozi ezintsha noma ukuba khona kwezinto ezingaqaphelekanga ngenkathi kwenziwa izindlela zokuvikela ngaphambilini.
- 34.8 Izihloko zedatha zizokwaziswa uma imininingwane yomuntu itholakala noma itholwe ngumuntu ongagunyaziwe.

AMAREKHODI ATHOLAKALA KALULA

35. Lonke ulwazi oluphathelene nesikole luyatholakala ukuthi uluhlole kuwebhusayithi yaso iku-www.stmarysschool.co.za futhi akudingi ukuthi lucelwe ngokoMthetho.
36. Ngokwenza i-appointment ngesikhathi sesikole ehhovisi lesikole, amarekhodi angatholakala ngesicelo ukuba ahlolwe (alapho kusebenzela khona uthishanhloko njengoba kubhalwe endimeni 3 wale manuwali), ngokuhambisana noMthetho Wezinkampani, ka-2008 kufaka:
- 36.1 IMemorandumu yeNhlango
- 36.2 IRejista Yabaqondisi Nezikhulu;
37. Lawa maphepha alandelayo enkampani afakwe kuKhomishani YeziNkampani kanye ne-Intellectual Property Commission:
- 37.1 Imemorandumu yokuphathwa nokubuswa kwenhlango
- 37.2 Ukubuyiswa kwabaqondisi nezikhulu
- 37.3 Eminye imibhalo esemthethweni
38. Amakhophi ayatholakala uma ecelwa ngokuhambisana nezinhlinzeko zoMthetho Wezinkampani kanye nangenkokhelo yemali enqunyiwe:

The Companies Intellectual Property Commission
Private Bag X429
Pretoria 0001

116 Zanza Building
Proes Street
Pretoria

AMAREKHODI ATHOLAKALA NGAPHANSI KWEMINYE IMITHETHO

39. Umthetho osohlwini ungakha amalungelo nezinqubo ngokuvumelana namarekhodi angatholwa ngumfakisicelo. Lapho kufanele khona futhi uma lowo ofake isicelo evumelana nezidingo zesenzo esifanele, futhi kuncike ezinhlinzekweni ze-PAIA kanye ne-POPIA, umfakisicelo angacela ukufinyelela kulawo marekhodi.

- Value-Added Tax Act, 1991
- Income Tax Act, 1962
- Tax Administration Act, 2011
- Companies Act, 2008
- Basic Conditions of Employment Act, 1997
- Employment Equity Act, 1998
- Labour Relations Act, 1995
- Compensation for Occupational Injuries and Diseases Act, 1993
- Occupational Health and Safety Act, 1993
- Skills Development Act, 1999
- Skills Development Levies Act, 1999
- Unemployment Insurance Act, 2001
- Unemployment Insurance Contributions Act, 2002
- Pension Funds Act, 1956
- South African Schools Act, 1996
- School Education Act, 1995 Gauteng

AMANYE AMAREKHODI

40. Ukwengeza kumarekhodi aphele ngaphansi komthetho okukhulunywe ngawo endimeni 39 yale manuwali, isikole sinamarekhodi kulezi zigaba nezihloko ezilandelayo. Wonke amarekhodi achaziwe agcinelwe inhloso eyodwa noma ezingaphezulu ezichazwe endimeni 29 yale manuwali. Sicela uqaphele ukuthi ukurekhoda isigaba noma isihloko kule ncwajana akusho ukuthi isicelo sokuthola lawo marekhodi sizovunywa. Zonke izicelo zokuwathola ziyocutshungulwa ngokwesisekelo sesimo ngasinye ngokuhambisana nezinhlinzeko/nemibhalo ze-PAIA kanye ne-POPIA.

41. Abafundi

- 41.1 Imininingwane yomuntu kanye neminingwane yomuntu ekhethekile
- 41.2 Iregister yabafundi yokuba sesikoleni
- 41.3 Amadokhumenti ezitatimende nemibiko kuMnyango wezeMfundo eGauteng
- 41.4 Amarekhodi ezemfundo nawokusebenza nawokuziphatha

42. Abazali

- 42.1 Imininingwane yomuntu kanye neminingwane yomuntu ekhethekile

- 42.2 Izinkonteleka ezimayelana nokuvunywa nokuthathwe kwamadodakazi abo
- 43. Abafundi kanye nabazali abazoba ngabafundi**
- 43.1 Imininingwane yomuntu kanye neminingwane yomuntu ekhethekile, okuhlanganisa ireferensi nokuhlolwa kwezikweletu
- 44. Abasebenzi**
- 44.1 Imininingwane yomuntu kanye neminingwane yomuntu ekhethekile
- 44.2 Amarekhodi okuhola kanye nawabasebenzi
- 44.3 Uhlu lwabasebenzi olukhombisa izifundo namabanga afundiswayo kanye nezinombolo zokubhalisa ze-SACE
- 44.4 Amarekhodi okuthuthukiswa nokusebenza
- 45. Abaphathi**
- 45.1 Amaminithi emihlangano yezinhlaka ezehlukene zokuphatha nokuphathwa kwesikole, okuhlanganisa, phakathi kokunye, eyeBhodi, yeKomidi lezezimali, iKomidi lemifundaze, neminye imihlangano yekomidi eliphezulu.
- 45.2 Amarekhodi ezempilo nokuphepha, okuhlanganisa nemibiko ye-NOSA
- 45.3 Amarekhodi aphantelene nokubhaliswa, kanye nokuhambisana nezidingo zika-UMALUSI
- 45.4 Izinqubomgomo nezinqubo zesikole
- 46. Unobhala**
- 46.1 Imibhalo namarekhodi omthetho
- 47. Ukuphathwa kwezimali**
- 47.1 Amarekhodi ezezimali ahlanganisa amaleja, amarekhodi asebhange kanye namarekhodi email eyizinkozo;
- 47.2 Amarekhodi okuthenga nezindleko
- 47.3 Amarekhodi aphantelene nokubhaliswa okusemthethweni, izimali ezibanjwayo kanye neminikelo
- 47.4 Irejista yokuphathwa kwempahla
- 47.5 Ama-akhawunti okuphatha
- 47.6 Amarekhodi omuntu okweleta kanye nokulawula izikweletu
- 47.7 Izitatimende zezimali zonyaka

I-Annexure A

Form C

ISICELO SOKUTHOLA IREKHODI ENHLANGANWENI EZIMELE

(Section 53 (1) wePromotion of Access to Information Act 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Imininingwane yenhlangano ezimele

Inhloko:

B. Imininingwane yomuntu ocela ukuthola irekhodi

- (a) *Imininingwane yomuntu ocela ukuthola irekhodi akanikweze okulandelayo.*
- (b) *Ikheli kanye/ noma inombolo ye-fax zaseMzansi lapho kuzothunyelwa khona imininingwane okufanele ayinikezwe.*
- (c) *Isiqinisekiso sokuthi ngubani owenza isicelo, uma kunjalo kufanele sifakwe kanye nezicelo.*

Amagama aphelele nesibongo:

Inombolo kamazisi

Ikheli leposi:

Inombolo ye-fax:

Inombolo yocingo:

I-imeyili:

Isikhundla okufakwa ngaso isicelo, uma senziwa egameni lomunye umuntu:

C. Imininingwane yomuntu owenzelwa isicelo

Lesi sikhala kumele sigcwaliswe KUPHELA uma isicelo semininingwane senzela omunye umuntu.

Amagama aphelele nesibongo:

Inombolo kamazisi

D. Imininingwane yerekhodi

- (a) *Nikeza imininingwane egcwele yerekhodi elicelwayo, kuhlanganise nenombolo yereferensi uma uyazi, ukuze irekhodi likwazi ukutholakala.*
- (b) *Uma isikhala esinikeziwe singenele, sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli fomu. Umfakisicelo kumele asayine wonke amaphepha engeziwe.*

1. Incazelo yerekhodi noma ingxenye efanele yerekhodi:

2. Inombolo yereferensi, uma ikhona:

3. Noma yimiphi eminye imininingwane:

E. Imali ekhokhwayo

Isizathu sokuvunyelwa komfakisicelo ukuthi angakhokhi:

1. Isicelo sokuthola irekhodi, ngaphandle kwerekhodi elinemininingwane yakho, liyolungiswa ngemuva kokukhokha imali edingekayo.
2. Uyotshelwa ukuthi kumele ukhokhe malini okuyimali ekhokhwa uma kufakwa isicelo.
3. Imali ekhokhwayo yokuthola irekhodi iyoncika ekutheni ufuna irekhodi eliwuhlobo luni kanye nesikhathi esizodingeka ukufuna nokulungisa irekhodi.
4. Unelungelo lokungayikhokhi imali, uyacelwa ke ukuthi usho isizathu selungelo lokungakhokhi.

F. Indlela ofuna ukuthola ngayo irekhodi

Uma ukukhubazeka ukukuvimba ukuthi ufunde, ubuke noma ulalele irekhodi ngenxa yendlela olithole ngayo ebekwe ku-1 kuya ku-4 njengoba kubhalwe ngezansi, yisho ukukhubazeka kwakho bese uyasho ukuthi ulifuna ngayiphi Indlela irekhodi.

Ukukhubazeka:

Yiluphi uhlobo lwerekhodi oludingekayo:

Maka ibhokisi elifanele ngo-X.

AMANOTHI:

- (a) Ukuthobela isicelo sakho efomini elishiwo kungancika ohlotsheni irekhodi elitholakala ngalo.
 - (b) Ukulithola ngendlela eceliwe kungase kwenqatshwe ezimeni ezithile. Esimeni esinjalo uzokwaziswa ukuthi ukufinyeleleka kuzonikezwa ngenye indlela.
- © Imali ekhokhwayo yokuthola irekhodi, uma ikhona, iyonqunywa ngokwengxenywe uhlobo ukufinyelela okucelwe ngalo.

1. irekhodi libhaliwe noma liphrintiwe:

ikhophi yerekhodi* ukuhlolwa kwerekhodi

2. Uma irekhodi linezithombe

Lokhu kuhlanguanisa izithombe, ama-slides, ama-video recordings, izithombe ezinziwe ngekompyutha, imidwebo njalonzalo.

Bheka izithombe Yenza amakhophi ezithombe* Ukubhalwa kwezithombe*

3. Uma irekhodi liqukethe amagama arekhodiwe noma imininingwane engaphinda ikhiqizwe ngomsindo:

Lalela i-soundtrack (ikhasethi elalelwayo) ukulotshwa kwengoma yomsindo*(idokhumenti ebhaliwe noma ephrintiwe)

4. Uma irekhodi liwusizo kukhompuyutha noma ngendlela ye-elektroniki noma efundeka ngomshini:

Ikhophi eprintiwe ye- Ikhophi eprintiwe yemininingwane Ikhophi ekukhompuyutha efundekayo
Irekhodi* ethathelwe kurekhodi*

*Uma ucele ikhophi noma okulotshiweyo kwirekhodi (ngenhla), ufisa ukuthi ikhophi noma okulotshiweyo kuthunyelwe kuwe?

YEBO CHA

Iposi Liyakhokhelwa

G. Imininingwane yelungelo okufanele lisetshenziswe noma livikelwe

Uma isikhala esinikeziwe singanele, sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli fomu. Umfakisicelo kufanele asayine wonke amaphepha engeziwe

1. Khombisa ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe:
2. Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:

H. Isaziso sesinqumo mayelana nesicelo sokuthola amarekhodi

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe/saliwe. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi unikeze neminingwane edingekayo ukuze sikwazi ukwenza okucelile.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokuthola irekhodi?

Kusayinwe e

ngalolu suku lwe

ku-20

ISIGNISHA YOMCELI/UMUNTU OCELWAYO

I-Annexure B

IZIMALI EZIKHOKHWAYO MAYELANA NEZINHLANGANO EZIZIMELE

Imali ekhokhwayo yekhophi yemanuwali njengoba kuhlangozwe kumthethonqubo 9(2) (c) ngu-R1.00 ifothokhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo.

Izimali zokukhiqiza kabusha (ngaphandle kwe-VAT) okukhulunywe ngazo kumthethonqubo 11(1) zimi kanje:

	R
(a) Ifothokhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo	1.10
(b) Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo egcinwe kukhompuyutha noma ngogesi noma ngomshini ofundekayo	0.75
(c) Ngekhophi efomini efundeka kukhompuyutha ku-	
(i) i-stiffy disc	7.50
(ii) i-compact disc	70.00
(d) (i) Okokulotshwa kwezithombe ezibukwayo, zekhasi elingu-A4 noma ingxenye yalo	40.00
(ii) Ngekhophi yezithombe ezibukwayo	60.00
(e) (i) Ukubhalwa kwerekhodi elilalelwayo, ikhasi elingu-A4 noma ingxenye yalo	20.00
(ii) Ngekhophi yerekhodi elilalelwayo	30.00

Imali ekhokhwayo yesicela ekhokhwa umuntu ofaka isicelo, ongeyena ozicelelayo, ebhalwe ku-regulation 11 (2) ingu-R50.00 (ngaphandle kwe-VAT).

Izimali zesicelo zokuthola imininingwane (ngaphandle kwe-VAT) ezikhokhwa umfakisicelo okukhulunywe ngazo kumthethonqubo we-11(3) zimi kanje:

(a) Ifothokhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo	1.10
(b) Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo egcinwe kukhompuyutha noma ngogesi noma ngomshini ofundekayo	0.75
(c) Ngekhophi efomini elifundeka kukhompuyutha ku- -	
(i) i-stiffy disc	7.50
(ii) i-compact disc	70.00
(d) (i) Okokulotshwa kwezithombe ezibukwayo, zekhasi elingu-A4 noma ingxenye yalo	40.00
(ii) Ngekhophi yezithombe ezibukwayo	60.00
(e) (i) Ukubhalwa kwerekhodi elilalelwayo, ikhasi elingu-A4 noma ingxenye yalo	20.00
(ii) Ngekhophi yerekhodi elilalelwayo	30.00
(f) Ukusesha nokulungisa irekhodi ukuze lidalulwe, u-R30.00 ngehora ngalinye noma ingxenye yehora edingekayo kulokho kusesha nokulilungisa	

(2) **Idiphosithi** - Ngezinjongo zika-section 54(2) of the Act, okulandelayo kuyokwenzeka:

- (a) Lapho isikole sithole isicelo sokuthola irekhodi eliphathelene nomunye umuntu ngaphandle komfakisicelo kanye neSikhulu Esibheke Imininingwane, sinombono wokuthi ukulungiswa kwerekhodi elidingekayo

kuzothatha amahora angaphezu kwayisithupha (6), idiphozithi yengxenye eyodwa kwisithathu (1/3rd) yenani lemali yokuyithola, iyokhokhwa.

- (3) Lapho ikhophi yerekhodi idinga ukuthunyelwa khona imali yokuyithumela iyokhokhwa ngaphezu kwezinye izimali esezikhokhiwe.