



IBHUKU LOKUKHUTHAZWA KOKUFINYELELEKA KOLWAZI

(ngokoMthetho wesi-2 wezi-2000 Wokukhuthazwa Kokufinyelela Olwazini)

[IsiZulu – uMbaso 2023]

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1. IMVELAPHI

- 1.1. Ukufinyelela olwazini kuyilungelo lomuntu elivikelwe yiSigaba 32 soMthethosisekelo waseNingizimu Afrika. Ukwengeza kuleli lungelo lomuntu, uMthetho wesi-2 wezi-2000 Wokukhuthazwa Kokutholakala Kolwazi (**PAIA**) uvikela futhi uphakamise amalungelo abantu okuthola ulwazi. I-PAIA ithuthukisa ukwenza izinto obala, ukuziphendulela kanye nokusebenza ngempumelelo kukahulumeni, ikhuthaza ukuhambisa ulwazi ngokukhululeka futhi ihlinzekela izinqubo ukuba zigcine izakhamuzi zinolwazi.
- 1.2. INyuvesi yase-Johannesburg (**UJ**) izibophezele kumigomo jikelele yokubusa okuhle. Lokhu kubandakanya ukwenza izinto obala, ubuqotho, ukuziphendulela, ukungakhethi kanye nokuzibophezela kubo bonke abanesabelo kuyo.
- 1.3. Inhloso yaleli bhuku ukusiza abantu ukuthi basebenzise amalungelo abo ngaphansi kwe-PAIA kanye noMthethosisekelo waseNingizimu Afrika.

2. IMISEBENZI NEZAKHIWO ZASE-UJ (S14(1)(A) OF PAIA)

- 2.1. I-UJ isebenza ngokoMthetho Wezemfundo Ephakeme 101 we-1997 kanye neSitatimende Sesikhungo SeNyuvesi Yase-Johannesburg (eshicilelwe kuGazethi Kahulumeni 42584 yangomhla ziyi-19 kuNtulikazi wezi-2019).
- 2.2. UMthetho Wezemfundo Ephakeme uhlinzekela lezi zinhlaka ezilandelayo e-UJ:
 - 2.2.1. *UMkhandlu*, ophethe i-UJ;
 - 2.2.2. *ISigele*, esibhekele imisebenzi yezemfundo nocwaningo lwase-UJ futhi liziphendulela eMkhandlwini;
 - 2.2.3. *UMkhandlu Omele Abafundi*, othuthukisa izintshisekelo zabafundi base-UJ; kanye
 - 2.2.4. *Nenkundla Yesikhungo*, eyeluleka uMkhandlu ngezindaba ezimayelana nenqubomgomo yesikhungo, isiko lesikhungo kanye nokuqashwa ezikhundleni eziphezulu zase-UJ.
- 2.3. Lezi zinhlaka zisebenza ngokuhambisana nemihlinzeko yoMthetho wezeMfundo ePhakeme kanye noMthetho Wesikhungo.
- 2.4. IShansela iyinhloko ye-UJ ngokwesikhundla. Isekela Shansela noThishanhloko unomthwalo wemfanelo wokuphatha i-UJ. IKomidi Eliphethe Labaphathi lisiza iSekela-Shansela ngokwenza le misebenzi. Lihlanganisa iSekela-Shansela, amaPhini eSekela-Shansela (Amasekela kathishanhloko) kanye nezinye izikhulu ezeseke ezifundweni.
- 2.5. Umbono, inhloso kanye namagugu ase-UJ ami kanje:

2.5.1. Umbono

Inyuvesi yamazwe omhlaba ekhethwayo, ezinze e-Afrika, ebumba ikusasa ngamandla.

2.5.2. Umsebenzi

Ukukhuthaza umphakathi wayo ukuthi uguqule futhi usebenzele abantu ngokusungula izinto ezintsha kanye nokuphishekela ulwazi ngokubambisana.

2.5.3. Amagugu

Umcabango; ingxoxo; ukuvuselelwa; isisekelo senkambo elungile.

3. ISAKHIWO SOKUPHATHA KANYE NEMISEBENZI YASE-UJ EPHATHELENE NOKUHLINZEKWA NGOLWAZI (S14(1)(B) SE-POPIA)

3.1. Isakhiwo sokuphathwa kolwazi

Uhlaka lwangaphakathi lokuphatha lwe-UJ lokuhlinzeka ngolwazi kanye nemisebenzi yezikhulu ezilawulayo zokusetshenziswa kwe-PAIA zimi kanje:

3.1.1. Isikhulu Solwazi

ISekela-Shansela kanye noThishanhloko, uSol LG Mpedi, uyiSikhulu soLwazi sase-UJ. Ungumgcini wolwazi futhi unesibophezelo zokusetshenziswa kwemihlinzeko yomthetho efanele.

Imininingwane yokuxhumana yeSikhulu Solwazi imi kanje:

Iposi: PO Box 524, Auckland Park, 2006

Elokuhlala: Inyuvesi yase- Johannesburg, Ikhampasi yase-Auckland Park Kingsway, Cnr Kingsway kanye ne-University Road, e-Auckland Park, 2006

3.1.2. Amaphini Ezikhulu Zolwazi

ISekela-Shansela liqoke laba bantu abalandelayo njengamaPhini Ezikhulu Zolwazi zase-UJ kanti imininingwane yabo yokuxhumana imi kanje:

Igama	Isikhundla	Ucingo	Imeyili
Sol B Jansen van Vuuren	uRejistra	011 559 4850	bettinevv@uj.ac.za
Nkz N Mamorare	Umphathi Omkhulu Wezezimali	011 559 4811	nolwazim@uj.ac.za
Sol S Khan	Iphini likaSekela-Shansela: Kwezemfundo	011 559 6224	skhan@uj.ac.za
Sol S Sinha	IPhini LeseKela-Shansela: Ucwangingo kanye Nokwenziwa Kumazwe Ngamazwe	011 559 4815	ssinha@uj.ac.za
Dkt M Ralephata	Isikhulu Esiyinhkoko Semisebenzi	011 559 4863	mrphata@uj.ac.za
Mnu A Pretorius	Umeluleki jikelele	011 559 4818	driesp@uj.ac.za
Dkt N Vukuza	Umqondisi Omkhulu Oyisiphathimandla	011 559 4808	nvukuza@uj.ac.za

Amakheli eposi nawokuhlala awo wonke amaPhini Ezikhulu

Zolwazi ami kanje:

Iposi: PO Box 524, Auckland Park, 2006

Okuhlala: Inyuvesi yase-Johannesburg, Ikhampasi yase-Auckland Park Kingsway, Cnr Kingsway kanye ne-University Road, e-Auckland Park, 2006

3.2 Amakheli, amawebhusayithi nezinye izindlela zokuxhumana emakhempasi enyuvesi yase-Johannesburg

iWebhusayithi: <http://www.uj.ac.za>

Ikheli okuhlalwa kulona	Amakheli ePosi
Ikhempasi i-Auckland Park Bunting Road Bunting Road Auckland Park Johannesburg	PO Box 17011 Doornfontein 2028
Ikhempasi i-Auckland Park Kingsway Cnr Kingsway and University Road Auckland Park Johannesburg	PO Box 524 Auckland Park 2006
Ikhempasi i-Doornfontein 37 Nind Street Doornfontein Johannesburg	PO Box 17011 Doornfontein 2028
Ikhempasi i-Soweto Old Potchefstroom Road Power Park Soweto	Private Bag X09 Bertsham 2013

4. ISIQONDISO SOKUSEBENZISA I-PAIA (S14 (1) (C) YE-PAIA)

4.1. Isiqondiso esilungiswe yiSilawuli Solwazi siyatholakala kulesi sixhumanisi esilandelayo:

https://www.justice.gov.za/infocreg/docs/misc/PAIA-Guide-English_20210905.pdf

4.2. Imibuzo ingaqondiswa kuSilawuli Solwazi, ngokwemininingwane yokuxhumana engezansi:

4.2.1 *Ikheli lePosi:* PO Box 31533, Braamfontein, Johannesburg, 2017

4.2.2 *Ikheli lokuhlala:* JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

4.2.3. Inombolo yocingo: 010 023 5200

4.2.4. iWebhusayithi:
<https://www.justice.gov.za/inforeg>

4.2.5. I-imeyili: inforeg@justice.gov.za

5. UKUCELA ULWAZI E-UJ (S14 (1)(D) YE-PAIA

Isicelo sokufinyelela olwazini kufanele sithunyelwe kusetshenziswa inkundla ye-inthanethi yase-UJ. Kusetshenzwa ngale ndlela elandelayo:

- 5.1. Isicelo kufanele sihambelane nolwazi oluku-UJ noma olulawulwa yiyo.
- 5.2. Ifomu lesicelo eliku-inthanethi kufanele ligcwaliswe (bheka **Isithasiselo A, Ifomu lesi-2 noma Ifomu lesi-4**). Kubalulekile ukuthi i-UJ igcine irekhodi lakho konke ukufinyeleleka kuzicelo zolwazi ezifunyenwe.
- 5.3. Isicelo sokuthola irekhodi eliqukethe ulwazi lomuntu siqu lomfakisicelo sincike ekukhokhweni kwemali yokufinyelela ulwazi kanye nemali yokuphatha. I-UJ izoba nelungelo lokuhoxisa lezi zimali ngokubona kwayo.
- 5.4. Lapho ulwazi luceliwe, okungelona ulwazi lomuntu siqu lomfakisicelo, iyakhokhwa imali yokufinyelela olwazini.
- 5.5. Iwebhusayithi yase-UJ iqukethe ulwazi oluningi olungase lusekele ukufakwa kwesicelo sokufinyelela olwazini.
- 5.6. Zonke izicelo zolwazi ngokwe-PAIA (isigaba 6) noma izikhalo zangaphakathi (isigaba 11.1) noma eminye imibuzo ehlobene ne-PAIA zingathunyelwa kulawa makheli alandelayo:

Ikheli lePosi	Ikheli Lokuhlala
Isikhulu Solwazi PO Box 524 Johannesburg 2006	University of Johannesburg Auckland Park Kingsway Campus Cnr Kingsway and University Road Auckland Park
Email: paia@uj.ac.za	Qaphela: Isikhulu Solwazi Inyuvesi yase-Johannesburg

6. INQUBO YOKUCELA ULWAZI E/KU-UJ (S14(1)(D) YE-PAIA)

6.1 Izicelo zangaphandle

Isicelo solwazi singenziwa kusetshenziswa inkundla ye-inthanethi noma ngefomethi esephepheni.

6.1.1. Ku-inthanethi

Isicelo se-inthanethi singenziwa ngokuya ngale nqubo elandelayo:

- 6.1.1.1. Yana ku-www.uj.ac.za bese uchofoza ku- **“POPIA naku-PAIA” okutholakala ngezansi ekhasini lewebhu yase-UJ**. Lokhu kuzokumukisa ekhasini lewebhu ye-POPIA ne-PAIA.
- 6.1.1.2. Ukufaka isicelo se-PAIA noma se-POPI, chofoza ebhulokhini elibhalwe **“Thumela isicelo se-PAIA noma se-POPI.”** Njengoqalayo ukuyisebenzisa, kuzodingeka ukuba ubhalise ngokuchofa isithonjana/inkinobho ethi **“Bhalisa”**
- 6.1.1.3. Sebenzisa imininingwane yokungena oyibhalisile ukungena kulesi sizinda. Lokhu kuzokuqondisa - “ekhasini lewebhu. Imenyu enezinketho izovela ngakwesokunxele. Chofoza efomini elifanele ukudlulisa isicelo.
- 6.1.1.4. Qinisekisa ukuthi unikeza lonke ulwazi olubona luhambisana nesicelo. Cacisa futhi unikeze izizathu ezizwakalayo. Kungabi nokungezwakali kahle. Uma ngabe unanoma imaphi amadokhumenti okholelwa ukuthi angasekela isicelo sakho, shono ukuthi angatholakala kanjani. Nikeza i-UJ ikheli lakho le-imeyili kanye nenombolo ongathintwa kuyona, uma kungenzeka i-UJ idinge ukuxhumana nawe ukuze icele amanye amadokhumenti.
- 6.1.1.5. Uma usugcwalise zonke izigaba ezidingekayo, skrolela ngezansi kwekhasi lapho kubhalwe khona ukuthi “Thola Ifomu”. Chofoza ebhokisini elibhalwe **“Angilona irobhothi”** ulandele imiyalelo. Uma usuqedile chofoza okuthi **“Hambisa Ifomu”**.
- 6.1.1.6. Iwindi kufanele livuleke ngomlayezo othi: *“Isicelo sakho sithunyelwe ngempumelelo”*.
- 6.1.1.7. I-imeyili yesaziso izothunyelwa kuwe phakathi kwezinsuku ezingama-30, ekwazisa ukuthi isicelo sakho singavunywa noma cha.

6.1.2. Kweposi/ngokuhlala/i-imeyili

Isicelo esisekwe ephepheni singenziwa ngokwale nqubo elandelayo:

- 6.1.2.1. Phrinta ifomu lesicelo elisemthethweni (bheka **iSithasiselo A, Ifomu 2**)
- 6.1.2.2. Gcwalisa zonke izinto ezidingekayo efomini lesicelo futhi unikeze isizathu sesicelo sakho.
- 6.1.2.3. Qinisekisa ukuthi uyasiveza isikhundla sakho esisemthethweni kanye nemininingwane yakho yokuthintwa ukusiza i-UJ ekucubunguleni isicelo sakho.
- 6.1.2.4. Uma ucela ulwazi egameni lomunye umuntu noma inhlango, khombisa isikhundla ohlobene ngaso nomuntu noma inhlango.
- 6.1.2.5. Thumela isicelo kwelinye lamakheli njengoba kushiwo esigabeni 5.6.
- 6.1.2.6. I-UJ izophendula zingakapheli izinsuku ezingama-30 ukuthi isicelo sakho sivunyiwe noma cha. Uma isicelo samukelwe, uzokwaziswa ukuthi uzolulanda kuphi ulwazi.

6.2. Izimali

- 6.2.1. Izinkokhelo ezisebenzayo zinjengoba ziqukethwe kushejuli yenkokhelo, engabukwa kusetshenziswa isixhumanisi esilandelayo:

<https://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>

6.3 Izicelo zangaphakathi

Isicelo solwazi singenziwa kusetshenziswa inkundla ye-inthanethi noma ngefomethi esekwe ephapheni ngale ndlela elandelayo:

6.3.1 Phrinta ifomu lesicelo sangaphakathi elitholakala ku-inthanethi

(ungasebenzisa **Isithasiselo A**).

6.3.2 Gcwalisa zonke izinto ezidingekayo efomini lesicelo sangaphakathi.

6.3.3 Qinisekisa ukuthi uyasiveza isikhundla sakho esisemthethweni kanye neminingwane yakho yokuxhumana ukusiza ekucubunguleni isicelo sakho.

6.3.4 Uma isicelo singesolwazi egameni lomunye umuntu, khombisa ubudlelwano nomuntu noma inhlango. Faka imvume yeNhloko yoMnyango uma kunesidingo.

6.3.5 Thumela isicelo kwelinye lamakheli njengoba kubekiwe eSigabeni 5.6.

6.3.6 I-UJ izophendula zingakapheli izinsuku ezingama-30 ukuthi isicelo samukelwe noma cha. Uma isicelo samukelwe, uzokwaziswa ukuthi uzoluthola kuphi ulwazi.

7. UKUDALULA NGOKUZITHANDELA NEZINGXENYE ZAMAREKHODI EZITHOLAKALA NGOKUZENZAKALELAYO NGAPHANDLE KWESICELO ESIBHALWE (I-S15 YE-PAIA)

Ulwazi olulandelayo lutholakala kalula ngaphandle kokuthi umuntu acele ukufinyelela ngokwale Nqubomgomo futhi lutholakala kuwebhusayithi ye-UJ noma luyatholakala kuSekela Lesikhulu Solwazi:

7.1 Imininingwane yokuthintwa ehlobene nomsebenzi yesiKhulu soLwazi kanye namaPhini Ezikhulu Zolwazi;

7.2 Izimali zokufinyelela kanye nokukhiqiza kabusha ezikhokhwa ngumfakisicelo solwazi;

7.3 Imininingwane ehlobene nomsebenzi weShansela;

7.4 Ukubunjwa koMkhandlu;

7.5 Ukubunjwa kweSigele;

7.6 Ukwakheka kweKomidi Eliphethe Leziphathimandla kanye neminingwane yokuthintwa ehlobene nomsebenzi yamalungu alo;

7.7 Ukubunjwa koMkhandlu Omele Abafundi kanye neminingwane yekhampasi yokuthintwa yamalungu awo;

7.8 Ubuncane beziqo kanye nezidingo zokuqokwa okusha ezikhundleni ezehlukene e-UJ;

7.9 Ubuncane bezidingo zokwamukelwa ukuze babhalise ezinhlelweni zokufunda ezinikezwa yi-UJ;

7.10 Izinhlaka zokukhokhela izinhlelo zemfundo kanye nezingezono zemfundo;

7.11 Izimali zendawo yokuhlala kanye nenqubomgomo yokungena endaweni yokuhlala;

7.12 Umbiko wokuqashwa ngokulingana we-UJ; kanye

7.13 Nanoma yiluphi ulwazi olutholakala kuwebhusayithi yase-UJ www.uj.ac.za.

Asikho isaziso esinikeziwe ngokwemibandela ye-s15(2) ye-PAIA.

8. IZIHLOKO NEMIKHAKHA YOLWAZI EGCINWE YI-UJ (S14(1)(D) YE-PAIA)

Ukuthi isihloko noma isigaba solwazi sisohlwini lapha akusho ngempela ukuthi amarekhodi akhona azodalulwa. Konke ukufinyeleleka kungaphansi kwemibandela ye-POPIA, PAIA kanye neminye imithetho.

8.1 UMkhandlu, iSigele kanye ne-MEC

Ama-ajenda, amaminithi emihlangano kanye nohlu lwamalungu azoba khona.

8.2 Izindaba zabafundi

- 8.2.1 Amarekhodi abafundi
- 8.2.2 Amarekhodi ezemfundo
- 8.2.3 Amaphepha okuhlolwa, okubhala
- 8.2.4 Izinhlangotho zabafundi kanye nezisondelene nazo
- 8.2.5 Imithetho yabafundi
- 8.2.6 Amaphrofayili womfundi kanye nezibalo

8.3 Izindaba zokuphatha

- 8.3.1 Ama-ajenda namaminithi emihlangano
- 8.3.2 Izidingo zokwamukelwa kanye nezinqubomgomo
- 8.3.3 Izinqubomgomo nezinqubo zenyuvesi ezingekho kuwebhusayithi
- 8.3.4 Imithethonqubo yezemfundo
- 8.3.5 Ubulungu bembizo
- 8.3.6 Uhlu lwamalungu amaBhodi namaKomidi eFakhalathi
- 8.3.7 Imithetho Yenyuvesi Nefakhalathi

8.4 Izindaba zabasebenzi

- 8.4.1 Amarekhodi abasebenzi
- 8.4.2 Idatha yenkokhelo
- 8.4.3 Izinqubomgomo nezinqubo zabasebenzi
- 8.4.4 Izimo zokusebenza ezijwayelekile
- 8.4.5 Ulwazi Lokuqashwa Ngokulingana
- 8.4.6 Uhlu lwabasebenzi
- 8.4.7 Ubulungu beNyunyana

8.5 Okushicilelwe

- 8.5.1 Amajenali nama-monographs
- 8.5.2 Izincwadi zezindaba zasenyuvesi kanye namapheshana
- 8.5.3 Ikhanda Lenyuvesi
- 8.5.4 Iphrospekthasi yeNyuvesi kanye nezincwadi

8.6 Abahlinzeki

- 8.6.1 Igama neminingwane yokuthintwa
- 8.6.2 Izinombolo zikamazisi nezokubhalisa
- 8.6.3 Ulwazi lwasebhange kanye nezezimali
- 8.6.4 Ulwazi mayelana nemikhiqizo kanye/noma izinsizakalo
- 8.6.5 Olunye ulwazi olufanele olutholwe kubahlinzeki

8.7 Okunye

- 8.7.1 Amarekhodi kanye nezitatimende zezimali
- 8.7.2 Imibiko Yonyaka
- 8.7.3 Izinkontileka
- 8.7.4 Amarekhodi ocwaningo, ezesayensi kanye nezobuchwepheshe
- 8.7.5 Amarejista ezakhiwo nempahla
- 8.7.6 Amarekhodi entela
- 8.7.7 Amarekhodi omshwalense
- 8.7.8 Ukuxhumana kwangaphakathi
- 8.7.9 Imibhalo yokulawula
- 8.7.10 Amarekhodi:
 - 8.7.10.1 Abafundi bokuqala
 - 8.7.10.2 Abaxhasi
 - 8.7.10.3 Abanikelayo
 - 8.7.10.4 Abahlanganyeli
 - 8.7.10.5 Amakhasimende

9. INCAZELO YEZINSIZAKALO EZIKHONA KUMALUNGU OMPHAKATHI NOKUTHI ZINGAZIFINYELELEKA KANJANI (I-S14 (1) (F) KU-PAIA)

Uhlu olubanzi lwezinsizakalo luqukethwe kumaphrospekthasi efakhathi yase-UJ kanye nakuwebhusayithi yase-UJ ethi www.uj.ac.za.

10. UKUBAMBA IQHAZA KWINQUBOMGOMO NOMA EZINHLANGANWENI EZITHATHA IZINQUMO ZASE-UJ (S14 (1)(G) YE-PAIA)

Abafundi nabasebenzi bangase babambe iqhaza ezinqubweni zenqubomgomo nezokuthatha izinqumo e-UJ ngokuhambisana nemihlinzeko yoMthetho Wezemfundo Ephakeme, uMthetho Wesikhungo kanye nezinye izinqubo zangaphakathi njengoba kuvunyelwene nabamele abafundi nabasebenzi.

11. AMAKHAMBI ATHOLAKALA NGEMIBANDELA YE-PAIA (I-S14 (1) (H) YE-PAIA)

11.1. Isikhalazo sangaphakathi ngokwesigaba 74 kuya ku-77 se-POPIA

11.1.1. Uma umfakisiselo ekholelwa ukuthi ukwenqaba kwe-UJ ukunikeza ulwazi akunabulungiswa, noma uma umfakisiselo engaba nezizathu zesikhalazo ngokwe-PAIA, isikhalazo sangaphakathi singafakwa e-UJ ngokugcwalisa iFomu C (bheka **Isithasiselo B, Ifomu 4**).

11.1.2. Imibandela ye-POPIA ikakhulukazi izigaba 74 kuya ku-77 zizosebenza kuleso sikhalazo sangaphakathi.

Izicelo eziya enkantolo ngokwesigaba 78 kuya ku-82 ze-POPIA

11.1.3. Uma kwenzeka umfakisiselo noma umuntu wesithathu enganeliseki ngesikhalo sangaphakathi uma izinqubo zokudlulisa icala seziphelile, umfakisiselo angaya enkantolo efanele.

11.1.4. Imibandela ye-POPIA futhi ikakhulukazi izigaba 78 kuya ku-82 ziyasebenza.

12. ILINGASESE NOKUQHUBEKISA (POPIA)

I-UJ icubungula ulwazi lomuntu siqu ngokuhambisana neSaziso sayo seLingasese. Sicela ubheke Isaziso Selingasese ukuze ubone ukuthi i-UJ ilucubungula kanjani ulwazi ngawe.

ISITHASISELO A – IFOMU 2

IFOMU 2
ISICELO SOKUFINYELELA KUMAREKHODI
[Umthethonqubo 7]

QAPHELA:

1. Ubufakazi bokuthi ungubani kufanele bunamathiselwe ngumfakisicelo.
2. Uma izicelo zenziwe egameni lomunye umuntu, ubufakazi balokho kugunyazwa kufanele bunamathiselwe kuleli fomu.

TO: Isikhulu Solwazi/lphini Lesikhulu Solwazi

(Ikheli)

Ikheli le-imeyili:

Isikhahlamezi:

Phawula ngo "X"

Isicelo senziwe egameni lami

Isicelo senziwa egameni lomunye umuntu.

IMININGWANE NGOMUNTU SIQU

Amagama
Ngokuphelele

Inombolo Kamazisi

Amandla okwenziwa
ngawo isicelo (*uma
senziwa egameni
lomunye umuntu*)

Ikheli Leposi

Ikheli Lomgwaqo

Ikheli le-imeyili

Izinombolo
Zokuthintana

Ucingo.
(B):

Iselula:

Isikhahlamezi:

Amagama aphelele
omuntu ofakelwa
isicelo (*uma ekhona*)

Inombolo kaMazisi			
Ikheli lokuposa			
Ikheli Lomgwaqo			
Ikheli le-imeyili			
Izinombolo Zokuthintana	Ucingo. (B)		Isikhahlamezi
	Iselula		
IMININGWANE YEREKHODI ELICELIWE			
<i>Nikeza imininingwane egcwele yerekhodi okucelwe ukufinyelela kulona, okuhlanganisa nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale. (Uma isikhala esinikeziwe singaneli, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu. Wonke amakhasi engeziwe kufanele asayinwe.)</i>			
Incazelo yerekhodi noma ingxenye efanele yerekhodi			
Cacisa uma kumayelana:			
Nabafundi			
Nezindaba Zabasebenzi			
Nezezimali			
Nocwaningo			
Nezinhlelo			
Nezinsizakalo Zokuvikela			
Nokunye			
Inombolo yereferensi, uma ikhona			
Noma yimiphi eminye imininingwane yerekhodi			

UHLOBO LWEREKHODI <i>(Maka ibhokisi elifanele ngo-"X")</i>	
Irekhodi libhalwe phansi noma liprintiwe	
Irekhodi lihlanganisa izithombe ezibonakalayo <i>(lokhu kufaka phakathi izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, njll.)</i>	
Irekhodi liqukethe amazwi aqoshiwe noma ulwazi olungaphinde lukhiqizwe ngomsindo	
Irekhodi ligcinwe kukhompuyutha noma ngesakhiwo se-elektronikhi, noma esifundeka ngomshini	
IFOMU LOKUFINYELELA <i>(Phawula ibhokisi elifanele ngo-"X")</i>	
Ikhophi ephrintiwe yerekhodi <i>(okuhlenganisa namakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)</i>	
Okubhaliwe noma okuphrintiwe kwezithombe ezibonakalayo <i>(lokhu kufaka phakathi izithombe, amaslayidi, ukurekhodwa kwamavidiyo, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, njll.)</i>	
Ukulotshwa kweculo eliqoshiwe (idokhumenti ebhaliwe noma ephrintiwe)	
Ikhophi yerekhodi eku-flash drive <i>(kuhlenganisa nezithombe ezibonakalayo namaculo aqoshiwe)</i>	
Ikhophi yerekhodi ku-compact disc drive <i>(kuhlenganisa nezithombe ezibonakalayo namaculo aqoshiwe)</i>	
Ikhophi yerekhodi elondolozwe kuseva yokulondoloza ye-cloud	

"X") INDLELA YOKUFINYELELA <i>(Maka ibhokisi elifanele ngo-"X")</i>	
Ukuhlolwa kwerekhodi lomuntu ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele <i>(okuhlenganisa nokulalela amagama aqoshiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma ngefomethi ye-elektronikhi noma efundeka ngomshini)</i>	
Izinsizakalo zeposi ekhelini leposi	
Izinsizakalo zeposi eposi ekhelini lomgwaqo	
Izinsizakalo ze-courier ekhelini lomgwaqo	
Isikhahlamezi solwazi ngefomethi ebhaliwe noma ephrintiwe <i>(okuhlenganisa nokubhaliwe)</i>	
I-imeyili yolwazi <i>(okuhlenganisa namaculo aqoshiwe uma kungenzeka)</i>	

Ukwabelana kwe-cloud/ukudlulisa ifayela	
Ulimi oluncanyelwayo (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo)	

IMININGWANE YELUNGELO ELISETSHENZISWAYO NOMA ELIVIKELAYO	
<i>Uma isikhala esinikeziwe singaneli, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu. Umfakisicelo kumele asayine wonke amakhasi engeziwe.</i>	
Khomba ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe	
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla	

IZIMALI	
<p>a) Imali yesicelo kufanele ikhokhwe ngaphambi kokuthi kucatshangwe ngesicelo.</p> <p>b) Uzokwaziswa ngenani lemali yokufinyelela okufanele ikhokhwe.</p> <p>c) Imali ekhokhwayo yokuthola irekhodi incike endleleni ukufinyeleleka okudingeka ngayo kanye nesikhathi esifanele esidingekayo sokucinga nokulungisa irekhodi.</p> <p>d) Uma ufaneleka ukungakhokhi noma iyiphi imali, sicela usho isizathu sokufaneleka ukungakhokhi.</p>	
Isizathu	

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma siqatshiwe futhi, uma sivunyiwe, uzokwaziswa ngezindleko eziphathelele nesicelo sakho, uma zikhona. Sicela ukhombise indlela oncamela ukuthintwa ngayo:

Ikheli leposi	Isikhahlamezi	Ukuxhumana ngogesi (Sicela ucacise)

Kusayinwe e _____ ngalolu suku _____ ku _____ 20 _____

Ukusayina komfakisicelo/komuntu ocelelwa usizo

UKUSEBENZA NGOKOMTHETHO

Inombolo yereferensi	
Isicelo sifunyenwe ngu (Isikhundla Igama nesibongo LeSikhulu Solwaz Usuku okufunyenwe ngalo:	
Inkokhelo Yokufinyeleleka	
Imali efakiwe (uma ikhona):	

Ukusayina kweSikhulu Solwazi

ISITHASISELO B – IFOMU 4

IFOMU 4
[Umthethonqubo 9]

Inombolo yereferensi:

IMININGWANE YENHLANGANO YOMPHAKATHI				
Igama Lenhlangano Yomphakathi				
Igama Nesibongo Sesikhulu Solwazi:				
IMININGWANE YOMMANGALELI OFAKA ISIKHALAZO NGAPHAKATHI				
Amagama aphelele				
Inombolo kamazisi				
Ikheli leposi				
Izinombolo zokuthintana	Ucingo (B)		Isikhahlamezi	
	Iselula			
Ikheli le-imeyili				
Ingabe isikhalazo sangaphakathi sifakwe egameni lomunye umuntu?			Yebo	<input type="checkbox"/>
			cha	<input type="checkbox"/>
Uma impendulo ithi "yebo", isisindo isikhalazo sangaphakathi esifakwe ngaso egameni lomunye umuntu: <i>(Ubufakazi besisindo okufakwe ngaso isikhalazo, uma bukhona, kufanele bunamathiselwe.)</i>				
IMININGWANE YOMUNTU OKUFAKWA ISIKHALAZO SANGAPHAKATHI EGAMENI LAKHE (Uma sifakwe umuntu wesithathu)				
Amagama aphelele				
Inombolo kamazisi				
Ikheli leposi				
Izinombolo zokuthintana	Ucingo. (B)		Isikhahlamezi	
	Iselula			
Ikheli le-imeyili				

ISINQUMO ESINGQUBUZANA NOKUFAKWA KWESIKHALAZO SANGAPHAKATHI <i>(phawula ibhokisi elifanele ngo-"X")</i>	
Ukwenqatshwa kwesicelo sokufinyelela ulwazi	
Isinqumo mayelana nezimali ezikhokhwayo ngokwesigaba sama-22 soMthetho	
Isinqumo mayelana nokwelulwa kwesikhathi isicelo okumele sisetshenzwe ngaso ngokwesigaba 26(1) soMthetho.	
Isinqumo ngokwesigaba 29(3) soMthetho wokwenqaba ukufinyelela ngendlela ecelwe ngumfakisicelo.	
Isinqumo sokunikeza isicelo sokufinyelela	
IZIZATHU ZOKWENZA ISIKHALAZO <i>(Uma isikhala esinikeziwe singeneli, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. Wonke amakhasi engeziwe kufanele asayinwe.)</i>	
Yisho izizathu okusekelwe kuzo isikhalazo sangaphakathi	
Yisho noma yiluphi olunye ulwazi olungase luhlobane ngokucabanga ngesicelo	

Uzokwaziswa ngokubhaliwe ngesinqumo sesikhalazo sakho sangaphakathi. Sicela usazise indlela oyithandayo yokwaziswa:

Ikheli Leposi	Isikhahlamezi	Ukuxhumana ngogesi <i>(Sicela ucacise)</i>

Kusayinwe e _____ ngalolu suku _____ ku _____ 20 _____

Ukusayina komfakisicelo/Umuntu wesithathu

UKUSETSHENZISWA NGOKUSEMTHETHWENI
IREKHODI ELISEMTHETHWENI LESIKHALAZO SANGAPHA KATHI

Isikhalazo sitholwe ngu: <i>Bhala isikhundla, igama nesibongo leSikhulu soLwazi)</i>			
Usuku esitholwe ngalo:			
Isikhalazo sipelezelwa izizathu zesinqumo seSikhulu soLwazi kanti, lapho kufanele khona, kudingeka imininingwane yanoma yimuphi umuntu wesithathu irekhodi elihlobene naye, esithunyelwe yisikhulu solwazi:			Yebo <input type="checkbox"/>
			Cha <input type="checkbox"/>
UMPHUMELA WESIKHALAZO			
Ukwenqatshwa kwesicelo sokufinyelela. Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (uma singaqinisekisiwe)
	Cha	<input type="checkbox"/>	
Izimali (Sgaba 22). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (uma singaqinisekisiwe)
	Cha	<input type="checkbox"/>	
Isandiso (Sgaba 26(1)). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (uma singaqinisekisiwe)
	Cha	<input type="checkbox"/>	
Ukufinyelela (Sgaba 29(3)). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (uma singaqinisekisiwe)
	Cha	<input type="checkbox"/>	
Isicelo sokufinyelela sivunyiwe. Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (uma singaqinisekisiwe)
	Cha	<input type="checkbox"/>	

Kusayinwe e _____ ngalolu suku _____ ku _____ 20 _____

Isiphathimandla esifanele