



# **IHhovisi likaNdunankulu**

**ISIFUNDAZWE SAKWAZULU-  
NATALI**  
**PROVINCE OF KWAZULU-  
NATAL**

## **IMANUWALI YOKUGQUGUZELA UKUTHOLAKALA KOLWAZI NOKUVIKELWA KWEMININGWANE YABANTU**

**YOWEZI-2024 KUYA KOWEZI-2025**

**YEHHOVISI LIKANDUNANKULU LAKWAZULU-NATALI  
NJENGOBA KUNQUNYWE NGOKWESIGABA 14 SOMTHETHO  
WOKUGQUGUZELA UKUTHOLAKALA KOLWAZI, 2000  
(UMTHETHO NO. 2 KA 2000); EBANDAKANYA  
NOKUDINGEKAYO NGOKOMTHETHO WOKUVIKELWA  
KWEMININGWANE YABANTU, 2013  
(UMTHETHO NO. 4 KA 2013)**

*Igunyazwe yiHhovisi likaNdunankulu laKwaZulu-Natali*

(QAPHELA: Le Manuwali izotholakala ngesiNgisi nangesiZulu. Kuthathwe isinqumo ngokomthethonqubo 4(2) sokuthi iManuwali ishicilelwe ngezilimi ezimbili ezisemthethweni kwisisindalwazi salo [www.kznonline.gov.za](http://www.kznonline.gov.za))

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## **IBIKA LOMQONDISI-JIKELELE**

IHhovisi likaNdunankulu liqinisekisa ukuthi uHulumeni wesiFundazwe saKwaZulu-Natali usebenza ngendlela efanele ngokudidiyela nokuhlela nokuhlanganisa yonke imisebenzi yalo. Lihlose ukuhlinzeka ukubusa okuhle okusimeme kanye nobuholi obuphokophele ekuqedeni ububha, ukusimamisa imiphakathi kanye nokugqugquzela uguquko olukhulu kwezomnotho. Ukuze kufezeke lokhu, iHhovisi likaNdunankulu lihlinzeka ubuholi ngehliso yokuhlinzeka izidingo zomphakathi ngokushesha okulwa nobubha, nokusweleka kwamathuba emisebenzi kanye nokungalingani. Liphinde liseke uNdunankulu ekutheni afeze izibopho zakhe ezingokomthethosisekelo, ezibandakanya ukugqugquzela ukutholaka kolwazi ngokusebenzisa uMthetho wokuGqugquzela ukuTholakala koLwazi, 2000 (uMthetho No. 2 ka 2000), ngemva kwalokhu ozobizwa ngoMthetho, ukugqugquzela isiko lokusebenza ngendlela ngokusobala kanye nokuba nesibopho sokubika, nokuqinisekisa ukuthi uhulumeni uphumela obala ngezenzo nangezinqumo azithathayo.

Umthetho udinga ukuthi uhlaka kahulumeni lushicilele le manuwali ukuze kuqinisekise ukutholakala kolwazi olugcinwe yilolo hlaka. Imanuwali ibalula amalungelo ezakhamizi mayelana neminingwane yaziso, njengoba ilawulwa uMthetho wokuVikelwa kweMininingwane yaBantu, 2013 (uMthetho No. 4 ka 2013) (POPIA). Le manuwali izosiza izakhamizi ukuthi ziqonde izindlela nezinqubo okumele zilandelwe ukuze zisebenzise ilungelo lazo lokuthola ulwazi olugcinwe yiHhovisi.

Le manuwali izosiza abayifundayo ukuqonda imisebenzi yeHhovisi likaNdunankulu nokuthi yimaphi amarekhodi eliwagcinile. Amafomu akule manuwali azosiza abantu abafisa ukuthola amarekhodi ukuthi bafake izicelo zokuwathola.

Izakhamizi zinelungelo lokucela amarekhodi ohlakeni lukahulumeni, Kodwa, akuyona yonke iminingwane eyodalulwa uma kufakwa isicelo. Uhlaka lukahulumeni lungagodla amarekhodi aqukethe iminingwane engekahulumeni, iminingwane okungeyohlangothi lwesithathu, iminingwane eyimfihlo noma engabeka impilo yomuntu engozini. Ekuzibophezeleni kwethu ukugcina imigomo yokusebenza ngendlela esobala kuhulumeni siyanikhuthaza njengezakhamizi ukuthi nisebenzise amalungelo enu njengoba kuhlinzekelwe kuMthethosisekelo ngokusebenzisa izindlela enizininikwe yile manuwali.

**DKT. NONHLANHLA O. MKHIZE**  
**UMQONDISI-JIKELELE**

**IMANUWALI**  
**NGOKOMTHETHO**  
**WOKUGQUQUZELA UKUTHOLAKALA KOLWAZI, 2000**

**Isingeniso**

1.(1) IHhovisi likaNdunankulu waKwaZulu-Natali lizibophezele ukuhambisana noMthethosisekelo kanye nemithetho egunyaza imigomo yeBatho Pele.

(2) UMthetho wokuGqugquzela ukuTholakala koLwazi, 2000 (“uMthetho”) unikeza umuntu wesithathu ilungelo lokuxhumana nezinhlaka zikahulumeni noma ezizimele acele imininingwane eziyigcinile, edingekayo ukuze kusetshenziswe amalungelo athile noma ukuvikela noma yimaphi amalungelo.

(3) Uhlaka lukahulumeni noma oluzimele kumele likhiphe leyo mininingwane uma licelwa ngaphandle uma uMthetho ungakuvumeli ukuthi amarekhodi aqukethe leyo mininingwane akhishwe. Le manuwali yazisa abafakizicelo ngenqubo kanye nendlela okumele ilandelwe uma kufakwa isicelo ukuze sihlangabezane nokudingwa uMthetho.

(4) Le Manuwali ishicilelwa yiHhovisi likaNdunankulu laKwaZulu-Natali, ngokwesigaba 14 soMthetho wokuGqugquzela ukuTholakala koLwazi. UMthetho uqalisa izinhlinzeko zesigaba 32 soMthethosisekelo, esihlinzekela ilungelo lokuthola imininingwane egcinwe uHulumeni negcinwe ngomunye umuntu oludingekayo ukuze kusetshenziswe noma kuvikelwe noma yiliphi ilungelo. Ukuhlinzekwa kwanoma yimiphi imininingwane eshiwo kule Manuwali, ngaphezu kwaleyo edingeka ngokwesigaba 14 soMthetho, akunikezi umuntu ilungelo noma igunya lokuthola leyo mininingwane, ngaphandle kwanjengoba kubalulwe eMthethweni.

(5) IManuwali ihlanganiswe ngokuhambisana nesigaba 14 soMthetho njengoba sichitshiyelwe uMthetho wokuVikelwa kweMininingwane yaBantu, 2013 (uMthetho No. 4 ka 2013) (i-POPIA). I-POPIA igqugquzela ukuvikelwa kwemininingwane yabantu eqoqwa, egcinwa, esetshenziswa, ehlaziywa kanye nesatshalaliswa uhulumeni kanye nezinhlaka ezizimele futhi ibandakanya nemibandela ethile eyakha okudingekayo ukuqoqa, ukugcina, ukusebenzisa, ukuhlaziya kanye nokusabalalisa imininingwane yabantu.

(6) Ngakho-ke le Manuwali yokuGqugquzela ukuTholakala koLwazi iqukethe imininingwane ephathelene nokulethwa kweziphikiso zokukuqoqwa, zokugcinwa, zokusetshenziswa, zokuhlaziywa kanye nokusatshalaliswa kwemininingwane yabantu kanye nezicelo zokusulwa noma nokushatshalaliswa kwemininingwane yabantu noma kwamarekhodi njengoba kudingeka ngokwe-POPIA.

### **Ukutholakala kweManuwali**

2. Le Manuwali iyovuselelwa uma kunesidingo. Ikhophi entsha yale manuwali iyatholakala kwiwebhusayithi [www.kznonline.gov.za](http://www.kznonline.gov.za). Okanye le manuwali ingacelwa kwisiKhulu soLwazi.

### **Izincazelo**

3.(1) Kule Manuwali noma yiliphi igama noma isisho okunikwe incazelo eMthethweni wokuGqugquzela ukuTholakala koLwazi, 2000 (uMthetho No. 2 ka 2000), ngaphandle uma kucaca ukuthi akuhambisani, kumele kube naleyo ncazelo, nangaphandle uma ingqikithi isho okwehlukile –

“**isikhulu solwazi**” kushiwo uMqondisi-Jikelele ngokwesikhundla sakhe njengeNhloko yeHhovisi likaNdunankulu;

“**iManuwali**” kushiwo le Manuwali ehlanganiswe ngokwesigaba 14 soMthetho;

“**iHhovisi likaNdunankulu**” kushiwo iHhovisi likaNdunankulu esiFundazweni saKwaZulu-Natali;

“**imininingwane yomuntu**” kushiwo imininingwane ephathelene nomuntu siqu sakhe onokuhlonzwa nophilayo, futhi lapho kusebenza khona, umuntu ngokomthetho onokuhlonzwa, kubandakanya kodwa kungagcini nje – (a)

(a) ngemininingwane ephathelene nohlanga, nobulili, ukuzithwala, ukuthi ushadile noma awushadile, ubuzwe, imvelaphi, ibala, ubudlelwane ozibandakanya kubo, iminyaka, impilo ngokomzimba nangokwengqondo, isimo sempilo, ukuphila nokukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi kanye nokuzalwa komuntu;

- (b) imininingwane ephathelene nomlando womuntu wezemfundo noma wezempilo, wezezimali, wobugebengu noma wokuqashwa;
- (c) noma iyiphi inombolo yokuhlonzwa, uphawu, ikheli le-imeyli, ikheli lendawo, inombolo yocingo, imininingwane yendawo, *i-online identifier* noma okunye umuntu anikwe kona;
- (d) imininingwane yebhayomethrikhi yomuntu;
- (e) imibono yomuntu noma okuthandwa umuntu;
- (f) incwadi ethunyelwe umuntu eyimfihlo noma enye incwadi ezoveza okuqokethwe incwadi yokuqala;
- (g) imibono noma izimvo zomunye umuntu ngomuntu; kanye
- (h) negama lomuntu uma ivela nemininingwane yomunye umuntu ephathelene nomuntu noma uma ukudalulwa kwegama kungaveza imininingwane yomuntu;

**“umuntu ofaka isicelo esiqondene naye”** kushiwo umfakisicelo sokuthola irekhodi eliqukethe imininingwane ephathelene naye;

**“umsebenzi”** kushiwo noma yimuphi umuntu osebenzela, noma ohlinzeka umsebenzi eHhovisi likaNdunankulu futhi othola inkokhelo noma okumele athole inkokhelo, kubandakanya bonke abasebenzi abasebenza ngokugcwele, abayitoho nalabo abangasebenzi ngokugcwele kanjalo nalabo abaqashwe isikhathi esinqunyiwe;

**“i-POPIA”** kushiwo uMthetho wokuVikelwa kweMininingwane yaBantu, 2013 (uMthetho No. 4 ka 2013);

**“uNdunankulu”** kushiwo uNdunankulu wesiFundazwe saKwaZulu-Natali;

**“irekhodi”** kushiwo noma yimiphi imininingwane eqoshiwe, kungakhathaleki indlela oluqoshwe ngayo, olugcinwe noma olulawulwa yiHhovisi likaNdunankulu, kungakhathaleki ukuthi luqoshwe yiHhovisi likaNdunankulu noma cha;

**“umsebenzi kahulumeni ofanele”** kushiwo umuntu oqokwe ngokubhalwe phansi uNdunankulu;



**“isicelo”** kushiwo isicelo sokuthola irekhodi leHhovisi likaNdunankulu;

**“umfakisicelo”** kushiwo noma yimuphi umuntu (ngaphandle kwezinhlaka ezithile zikahulumeni noma umsebenzi wazo) ofaka isicelo sokuthola irekhodi leHhovisi likaNdunankulu futhi kubandakanya umfakisicelo egameni lalowo muntu noma lalowo mfakisicelo; futhi

**“uMthetho”** kushiwo uMthetho wokuGqugquzela ukuTholakala koLwazi, 2000 (uMthetho No. 2 ka 2000).

(2) Ngaphandle uma kuba nokushayisana, amagama asho –

- (a) ubunye abandakanya nobuningi asho ubuningi abandakanya nobunye;
- (b) ubulili obuthile abandakanya nobunye ubulili; futhi
- (c) umuntu siqu sakhe ubandakanya nomuntu ngokomthetho.

#### **Umlando weHhovisi likaNdunankulu**

4.(1) IHhovisi likaNdunankulu “liwuhlaka lukahulumeni” njengoba kuchaziwe eMthethweni.

(2) IHhovisi likaNdunankulu leseka ilungelo elingokomthethosisekelo lokuthola ulwazi futhi liyazibophezela ukunikeza noma yimuphi umfakisicelo irekhodi alidingayo ngokuhambisana nezinhlinzeko zoMthetho.

#### **Imininingwane ngokwesigaba 14 soMthetho**

##### **5. Imisebenzi nomumohlaka weHhovisi likaNdunankulu ngokwesigaba 14(1)(a):**

###### **(a) Imisebenzi**

Imisebenzi yeHhovisi likaNdunankulu –

- (a) ukudidiyela, ukuhlela nokuqinisekisa ukuqaliswa kwezinqubomgomo zikahulumeni, kwezinhlelo kanye namasu;
- (b) ukuqapha nokuhlola izinhlelo zikahulumeni ezahlukahlukene;
- (c) ukuhlela amasu asezingeni eliphezulu nokusungula inqubomgomo;

- (d) ukuhlinzeka ngobuholi nangomkhombandlela kuHulumeni wesiFundazwe;
- (e) ukuqapha ukusungulwa nokuqaliswa kwemithetho; kanye
- (f) nokugqugquzela ubudlelwane nabanye oHulumeni nokubusa okuhle.

**Umbono:** IHhovisi likaNdunankulu lizoba yisizinda sokubusa, sokuhlinzeka ubuholi ekufezeni umbono ka 2030 ngokuhlinzeka izidingo kubantu ngokushesha nangokulwa nobubha, nokusweleka kwemisebenzi nokungalingani.

**Injongo:** Ukweseka uNdunankulu ukufeza ajutshelwe kona uMthethosisekelo:

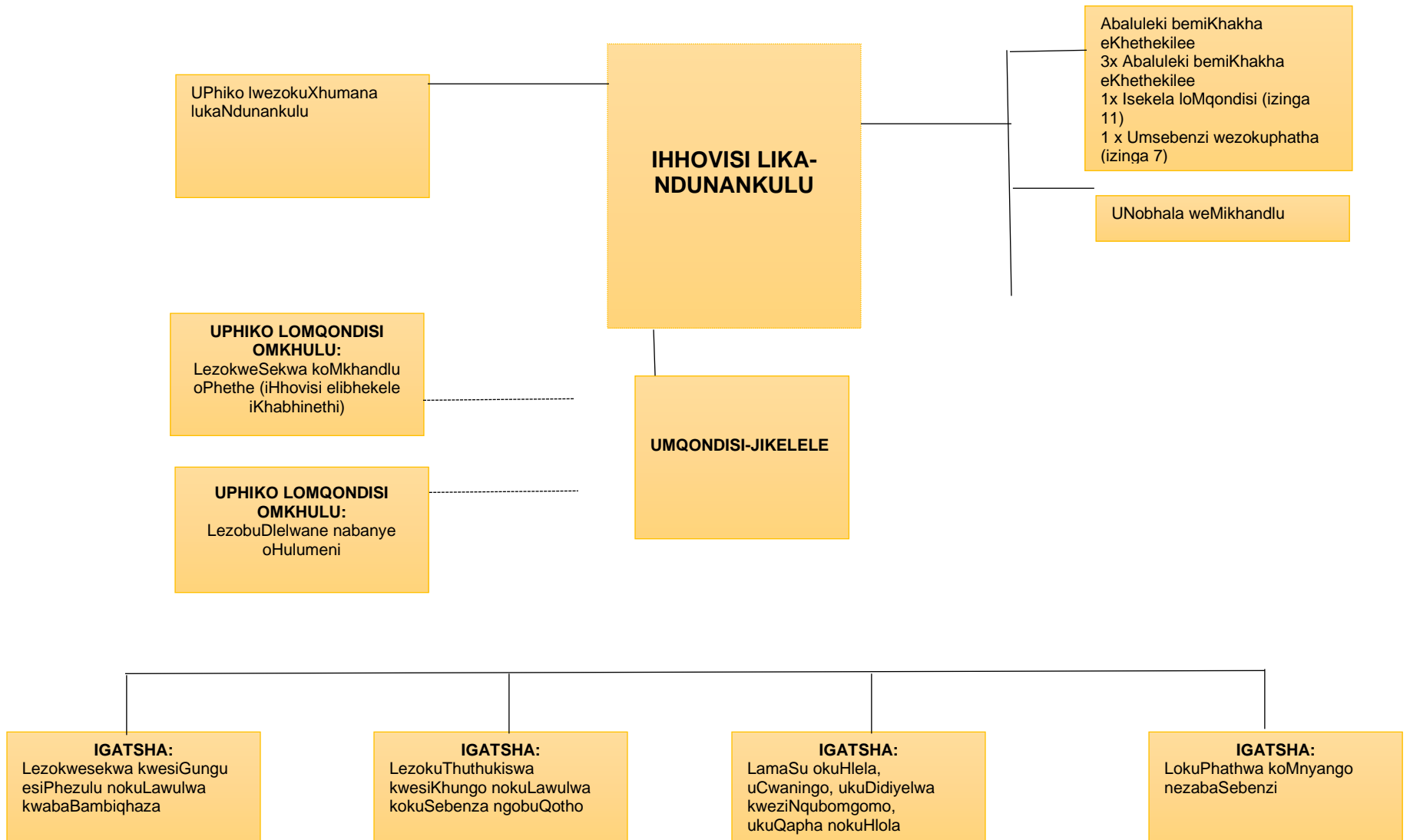
- Ngokugqugquzela ukubusa okuhle nangokubambisana esiFundazweni;
- Ngokuphatha nokuxhumana nababambiqhaza ngendlela efanele;
- Ngokugqugquzela ukwenziwa kangcono kwemisebenzi kanye nokuba nesibopho sokubika;
- Nokudidyela izinhlelo zikahulumeni zokuqinisekisa ukuhlonishwa kwamalungelo kanye nokuthuthukiswa kwabantu besifazane, kwentsha kanye nabantu abaphila nokukhubazeka.

#### **Umdwebo womumohlaka weHhovisi likaNdunankulu**

Umdwebo usekhasini elilandelayo.

UPhiko olubhekele ukuHlaziywa nokuSungulwa koHlaka lokuSebenza lwesiFundazwe lungahlinzeka umumohlaka ophelele uma udungeka.

## UMUMOHLAKA WEHHOVISI LIKANDUNANKULU



## 6. Umumohlaka weHhovisi likaNdunankulu

Inhloko yeHhovisi likaNdunankulu ngokwezepolitiki, uNdunankulu (waKwaZulu-Natali), kanti inhloko yezokuphatha (isiKhulu esinesibopho sokubika) uMqondisi-Jikelele.

### Iminingwane yokuxhumana yesiKhulu soLwazi namaSekela esiKhulu soLwazi ngokwesigaba 14(1)(b)

<b>6. ISIKHULU SOLWAZI</b>	<b>IKHELI</b>
<b>Dkt. Nonhlanhla O. Mkhize</b> UMqondisi-Jikelele	Private Bag X9037 <b>PIETERMARITZBURG</b> 3200 Ucingo: +087 743 8933 I-imeyli: <a href="mailto:DG@kznpremier.gov.za">DG@kznpremier.gov.za</a>
<b>ISEKELA LESIKHULU SOLWAZI</b>	<b>IKHELI</b>
<b>Nksz. Tashini Naidoo</b> UMeluleki oMkhulu kaHulumeni kwezoMthetho: woPhiko lweziNdaba eziphathelene noMthethosisekelo kanye nezoLimi	Private Bag X9037 <b>PIETERMARITZBURG</b> 3200 Ucingo: +087 743 8884 I-imeyli: <a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a>
<b>Nksz. T Zulu</b> UMqondisi woPhiko lwezabaSebenzi	Private Bag X9037 <b>PIETERMARITZBURG</b> 3200 Ucingo: +87 743 8776 I-imeyli: <a href="mailto:thobekile.zulu@kznpremier.gov.za">thobekile.zulu@kznpremier.gov.za</a>
<b>Ulwazi lwawonkewonke:</b>	Ikheli lomgwaqo: 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201  Ikheli leposi: Private Bag X9037 <b>PIETERMARITZBURG</b> 3200  Ucingo: +27 33 341 3300 noma (033) 341 3300 Iwebhusayithi: <a href="http://www.kwazulunatal.gov.za">www.kwazulunatal.gov.za</a>

**Umkhombandlela wesigaba 10 wokuthi uMthetho usebenza kanjani (isigaba 14(1)(c))**

7. Umkhombandlela wesigaba 10 wokuthi uMthetho usebenza kanjani ngokwesigaba 14(1)(c) soMthetho uyatholakala kwi-Information Regulator. Noma yimiphi imibuzo ingabhekiswa ku: [enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za)

**The Information Regulator**

SALU Building, 316 Thabo Sehume Street, Pretoria

Ms Mmamoroke Mphelo

Ucingo: +27 12 406 4818

Ifeksi: 086 500 3351

[info reg@justice.gov.za](mailto:info reg@justice.gov.za)

**Imininingwane yezindlela zokuthola irekhodi eligcinwe yiHhovisi likaNdunankulu [isigaba 14(1)(d)]**

Amarekhodi agcinwe yiHhovisi likaNdunankulu angatholakala uma ecelwa kuphela uma sekuhlangabezane nakho konke okudingekayo ukuze kutholakale lawo marekhodi. Umfakisiselo yinoma yimuphi umuntu ofaka isicelo sokuthola irekhodi leHhovisi likaNdunankulu futhi mayelana nalokhu, uMthetho uyahlukanisa phakathi kwezinhlobo ezimbili zabafakizicelo:

**Umfakisiselo wemininingwane eqondene naye**

Umfakisiselo wemininingwane eqondene naye umfakisiselo ofuna ukuthola irekhodi eliqukethe imininingwane eqondene nalowo mfakisiselo. Kuncike kwizinhlinzeko zoMthetho kanye nemithetho esebenzayo, iHhovisi likaNdunankulu lingahlinzeka imininingwane eceliwe, noma likhiphe noma yiliphi irekhodi eliphathelene nemininingwane yomfakisiselo.

**Omunye umfakisiselo**

Umfakisiselo (ngaphandle komfakisiselo wemininingwane eqondene naye) unelungelo lokucela ukuthola imininingwane oluphathelene nomuntu wesithathu. Kodwa, iHhovisi likaNdunankulu alinaso isibopho sokumnikeza leyo mininingwane ngaphambi kokuhlangabezana nokudingekayo ngokoMthetho ukuze ayithole. IHhovisi likaNdunankulu liyokhokhisa imali enqunyiwe yokukhiqiza amakhophi emininingwane eceliwe.

## 8. Amarekhodi angacelwa (Isigaba14(1)(d))

Incazelo yezihloko iHhovisi likaNdunankulu elizigcinile kanye nezinhlobo zamarekhodi agcinwe ngaphansi kwalezo zihloko njengoba kukhonjiswe lapha ngezansi –

ISIHLOKO	IMIKHAKHA YAMAREKHODI
IHhovisi leKhabhinethi	<ul style="list-style-type: none"> <li>• Imanuwali yeKhabhinethi</li> <li>• Imibhalo yeKhabhinethi</li> </ul>
IKhomishana yokuHlela neNtuthuko yesiFundazwe	<ul style="list-style-type: none"> <li>• ISu lokuKhula neNtuthuko lesiFundazwe</li> </ul>
I-Operation Sukuma Sakhe kanye noHlelo lokuLwa nobuBha	<ul style="list-style-type: none"> <li>• Izivumelwano zabahlinzeka ngezidingo</li> <li>• Iziphakamiso zabahlinzeka ngezidingo</li> <li>• Imibiko ebhalwe abahlinzeka ngezidingo</li> <li>• Amaminithi emihlangano ephathelene nakho</li> </ul>
UkuSungulwa nokuHlelwa kweNqubomgomo nokuDidiyela	<ul style="list-style-type: none"> <li>• ISu lamaZinga okuSebenza loNyaka</li> </ul>
UPhiko olubhekele ukuSebenza ngobuQotho	<ul style="list-style-type: none"> <li>• ISu lokuLawula ukuKhwabanisa nobuNgozi</li> <li>• Umbiko wokuHlolwa kobuNgozi</li> <li>• ISu lokuLwa nokuKhwabanisa kanye neNkohlakalo</li> <li>• Amarekhodi ngezikhalo ngokuhlinzekwa kwezidingo</li> <li>• Imibiko yongoti ngezinsolo zokukhwabanisa</li> </ul>
IHhovisi lesiKhulu esiPhezulu esibhekele ezeziMali	<ul style="list-style-type: none"> <li>• ISu lokuSebenza loNyaka</li> <li>• UHlaka lokuSebenza kweziMali lwesiKhashana</li> <li>• Umbiko wonyaka</li> <li>• Inkulumo yeSabelomali</li> <li>• Irejista lempahla</li> <li>• Ukwabiwa kwezimali ngokohlelo ngalunye</li> <li>• Izitatimende zezezimali</li> <li>• Imibiko yoMcwaningimabhuku</li> </ul>
UPhiko olubhekele ukuKhishwa kwemiSebenzi	<ul style="list-style-type: none"> <li>• Isizindalwazi seMisebenzi eKhishwayo</li> </ul>
UPhiko lwezokuPhatha nokweSeka	<ul style="list-style-type: none"> <li>• Inqubomgomo yezokuthutha</li> </ul>
UPhiko lwezokuPhathwa kweziNdaba zabaSebenzi	<ul style="list-style-type: none"> <li>• Izinqubomgomo zokuPhathwa kweziNdaba zabaSebenzi</li> <li>• IziNqubomgomo zokuThuthukiswa kwabaSebenzi</li> <li>• AmaRekhodi abaSebenzi</li> </ul>

	<ul style="list-style-type: none"> <li>• AmaRekhodi amaZinga okuSebenza</li> </ul>
UPhiko lwezobuDlelwane nabaSebenzi	<ul style="list-style-type: none"> <li>• AmaRekhodi okuQondiswa kweziGwegwe</li> <li>• IziVumelwano ezithinta abaSebenzi</li> <li>• Amaminithi emihlangano nezinyunyana</li> </ul>
UPhiko olubhekele ukuSungulwa koHlaka lokuSebenza lwesiFundazwe	<ul style="list-style-type: none"> <li>• Ulwazi mayelana nokuhlaziywa kwemisebenzi yesiFundazwe</li> </ul>
IsiKhungo sokuQeqesha abaSebenzi bakaHulumeni sesiFundazwe	<ul style="list-style-type: none"> <li>• Ulwazi ngemiKlamo eNqala</li> <li>• Ulwazi ngezifundo</li> <li>• Ulwazi nge-Khaedu</li> <li>• Ulwazi ngeziFundo nokuQeqeshwa kwabaDala</li> <li>• IMithetho ehlongozwayo emayelana nezeMfundo nokuQeqeshwa</li> <li>• Amasu amayelana nokuthuthukiswa kwamakhono nabasebenzi</li> <li>• Izivumelwano</li> <li>• Amaminithi emihlangano</li> <li>• Amarekhodi ezitifiketi nawabafundi</li> </ul>
UPhiko lwePhezali	<ul style="list-style-type: none"> <li>• Ulwazi ngePhezali</li> </ul>
UPhiko lwezokuLwazi, ezeSayensi nezobuChwepheshe	<ul style="list-style-type: none"> <li>• Inqubomgomo namaSu oLwazi lwezokuXhumana nezobuChwepheshe (ICT)</li> <li>• IziVumelwano zoMsebenzi wezobuChwepheshe kaHulumeni</li> </ul>
UPhiko olweLuleka uHulumeni kwezoMthetho	<ul style="list-style-type: none"> <li>• IMithetho ephathelene neHhovisi likaNdunankulu</li> <li>• IMithethosivivinyo egxiviziwe</li> <li>• Izeluleko zomthetho</li> <li>• IMithethonqubo egxiviziwe</li> <li>• Izivumelwano</li> <li>• Izindaba eziphathelene namacala</li> <li>• Amaminithi kaNdunankulu</li> <li>• IMithetho kaNdunankulu</li> <li>• IManuwali ye-PAIA</li> </ul>
UPhiko lwezokuXhumana lukaHulumeni wesifundazwe	<ul style="list-style-type: none"> <li>• Izishicilelo</li> <li>• Izithombe</li> <li>• Imibhalo yokukhangisa</li> <li>• Izincwajana eziqukethe ulwazi</li> </ul>

	<ul style="list-style-type: none"> <li>• Amabhukwana amayelana namabhizinisi asesiFundazweni</li> </ul>
UPhiko lwamaLungelo aBantu	<ul style="list-style-type: none"> <li>• Izindaba eziphathele nabantu abasizwayo</li> <li>• AmaSu emiKhakha ehlukehlukehene esiFundazweni emayelana nokulingana ngokobulili, nabantu abaphila nokukhubazeka, nabantu besifazane, nezingane kanye nabantu abadala</li> <li>• Ulwazi ngemicimbi yezamaLungelo aBantu</li> </ul>
UPhiko lwezeSandulelangculazi neNgculazi	<ul style="list-style-type: none"> <li>• Umthethosisekelo woMkhandlu weNgculazi wesiFundazwe saKwaZulu-Natali</li> <li>• Ipheshana lomkhankaso wokulwa neSandulelangculazi neNgculazi nesiFo soFuba</li> <li>• Imibiko yekota yonyaka ye-PCA (uMkhandlu weNgculazi wesiFundazwe)</li> <li>• Amaminithi emihlangano ye-PCA</li> <li>• Amalungu e-PCA</li> </ul>
UPhiko lwezokuXhumana noHulumeni bamaZwe angaPhandle	<ul style="list-style-type: none"> <li>• AmaRekhodi obuDiehlwane</li> <li>• IziVumelwano zokuSebenzisana</li> </ul>
UPhiko lwezokuQapha nokuHlola	<ul style="list-style-type: none"> <li>• Imibiko ngokuSebenza koMasipala</li> <li>• Imininingwane ngeziFunda</li> <li>• Ukuhlola izinga lobubha esiFundeni ngasinye</li> <li>• Imininingwane yakwa-Stats SA</li> <li>• Ulwazi ngokuSebenza koMnyango</li> <li>• Ulwazi lokuHlinzeka ngezidingo ezikhungweni eziqokiwe</li> <li>• Ulwazi ngoHlelo lwemiPhumela eyi-12 elindelekile</li> <li>• Ukuhlaziya imibiko yomsebenzi owenziwe ngekota yonyaka</li> <li>• Imibiko ngeSimo sesifundazwe</li> </ul>

### Inqubo yokufaka isicelo

9. Umfakisicelo kumele ahambisane nakho konke okudingekayo okuqokethwe eMthethweni okuphathelele nesicelo sokuthola irekhodi. Umfakisicelo kumele



agcwalise ifomu elifakwe lapha **kwiFomu 2 le-PAIA** bese eliletha akhokhe nemali yesicelo kanye nediphozi, uma ifuneka, kwisikhulu solwazi akuthumele ekhelini leposi noma lasehhovisi ngenombolo yefeksi noma nge-imeyli ebhalwe lapho. Ifomu (**iFomu 2 le-PAIA**) kumele ligcwaliswe ngemininingwane eyanele ukuze isikhulu solwazi sikwazi ukuthola irekhodi elicelwayo noma amarekhodi acelwayo, ukuhlonza umfakisicelo, ukuthi kudingeka ukuthi litholakale ngandlelani irekhodi; Kanye nekhele leposi, ikhele le-imeyli noma nenombolo yefeksi komfakisicelo.

IHhovisi likaNdunankulu liyocubungula isicelo ezinsukwini ezingama-30. Lesi sikhathi singelulwa ngokuhambisana nesigaba 26 soMthetho. Umfakisicelo uyokwaziswa ngokubhalwe phansi ukuthi isicelo sakhe samukelwe noma asamukelwanga.

Umfakisicelo angakwazi ukuthola irekhodi eliseHhovisi likaNdunankulu uma ehlangabezana nalokhu okulandelayo –

- (a) uma umfakisicelo elandela zonke izinqubo ezidingekayo eMthethweni ezimayelana nokutholakala kwalelo rekhodi; futhi
- (b) uma ukutholakala kwalelo rekhodi kuhambisana nezidingo zoMthetho.

### **Uhlobo lwesicelo**

**10.(a)** Umfakisicelo kumele asebenzise ifomu elishicilelwe kwiGazethi kaHulumeni [Isaziso sikaHulumeni R 187 – samhla ziyi-15 kuNhlolelano 2002] (**iFomu A**).

(b) Umfakisicelo kumele asho uma edinga ikhophi yerekhodi noma uma efuna imvume yokuzozibonela irekhodi. Noma, uma irekhodi lingewona umbhalo, lingabonwa ngendlela elicelwe ngayo, uma kungenzeka [*isigaba 29(2)*].

(c) Uma umfakisicelo ecela ukuthola irekhodi ngendlela ethile kumele alithole lingaleyo ndlela ayicelile. Lokhu ngeke kwenzekwe kuphela uma kuzophazamisa ngandlela thile ukusebenza koMnyango, noma kulimaze irekhodi, noma kwephule ilungelo lokushicilela okungesilona elikahulumeni. Uma ngasizathu simbe irekhodi lingeke likwazi ukutholakala ngendlela elidingeka ngayo kodwa lingatholakala ngenye indlela, izimali ezikhokhwayo kuyoba yilezo ezikhokhelwa indlela umfakisicelo abelicele ngayo [*isigaba 29(3) no (4)*].

- (d) Uma, ngaphezu kokuphendulwa ngencwadi, umfakisiselo efuna ukwaziswa ngenye indlela mayelana nesinqumo ngesicelo sakhe sokuthola irekhodi, isib. ngocingo, lokhu kumele kukhonjiswe [*isigaba 18(2)(e)*].
- (e) Uma umfakisiselo efuna ulwazi egameni lomunye umuntu, kumele akhombise ukuthi isicelo usenza njengobani [*isigaba 18(2)(f)*].
- (f) Uma umfakisiselo engakwazi ukufunda nokubhala, noma ekhubazekile, angakwazi ukucela irekhodi ngomlomo. Isikhulu solwazi kumele sigcwalise ifomu egameni lalowo mfakisiselo bese simnika ikhophi [*isigaba 18(3)*].

**Zimbili izinhlobo zezimali okumele zikhokhwe ngokoMthetho, yimali yesicelo nemali yokuthola irekhodi [*isigaba 22*]**

- 11.(a) Umfakisiselo, ofuna ukuthola irekhodi eliqukethe ulwazi lwakhe siqu, akudingeki ukuthi akhokhe imali yesicelo. Noma yimuphi omunye umfakisiselo, ongaceli irekhodi eliphathelene naye, kumele akhokhe imali yesicelo.
- (b) Isikhulu solwazi kumele sazise umfakisiselo (ngale komfakisiselo ocela irekhodi lakhe) ngesaziso, ukuthi akhokhe imali enqunyiwe (uma ikhona) ngaphambi kokuthi kuqhutshekwe nesicelo sakhe.
- (c) Imali yesicelo ngama-R35. Ezinye izimali ezikhokhwayo zikhonjisiwe ngaphansi kwendima 13 ngezansi. Umfakisiselo angafaka isikhalo sangaphakathi, uma kunesidingo, noma isicelo enkantolo mayelana nokukhokhwa kwezimali noma mayelana nezimali ezikhokhwayo zesicelo.
- (d) Uma isikhulu solwazi sesithathe isinqumo mayelana nesicelo kumele sazise umfakisiselo ngaleso sinqumo ngendlela umfakisiselo afisa ukwaziswa ngayo.
- (e) Uma isicelo sivunyiwe kumele kukhokhwe enye imali yokuthola irekhodi ekhokhelwa ukubhekwa, ukulungiswa, ukukopishwa kanye nokuposwa kwerekhodi (uma kufanele), nekhokhelwa isikhathi esengeziwe ngaphezu kwamahora asemthethweni okubheka nokulungisa irekhodi ukuze lidalulwe.

**Ukutholakala kwale Manuwali njengoba kubekwe esigabeni 14(3) soMthetho**

12.(1) Ikhophi yale Manuwali iyatholakala –

- (a) kwiwebhusayithi yeHhovisi likaNdunankulu ethi:

[www.kwazulunatal.gov.za/premier;](http://www.kwazulunatal.gov.za/premier;)

- (b) ngokufaka isicelo sokuthola ikhophi kwisiKhulu soLwazi nge-imeyli, ngeposi noma ngefeksi;
- (c) kunoma iyiphi inqolobane yezishicilelo njengoba ichazwe esigabeni 6 se-*Legal Deposit Act*, 1997 (uMthetho No. 54 ka 1997);
- (d) ukuze ifundwe umphakathi emahhovisi ethu aku –  
 300 Langalibalele Street  
 Moses Mabhida Building  
**PIETERMARITZBURG**  
 3201;
- (e) nakunoma yimaphi amahhovisi *e-Information Regulator*  
[enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za).

(2)(a) Akukhokhwa mali uma ufuna ukufunda ikhophi yale Manuwali kwiwebhusayithi yeHhovisi likaNdunankulu noma emahhovisi ethu.

(b) IHhovisi likaNdunankulu linelungelo lokukhokhisa ngamakhophi ale Manuwali ngendlela efanayo njengoba kukhokhelwa izicelo zamarekhodi. Izimali ezikhokhwayo zibekwe endimeni 16 yale Manuwali.

**13. Izinhlobo zamarekhodi eHhovisi likaNdunankulu atholakalayo ngaphandle kokuthi kufakwe isicelo ngokoMthetho [isigaba 15]**

IZINHLOBO	INDLELA YOKUTHOLA IREKHODI
<b>1. UKULIHLOLA NGOKWESIGABA 15(1)(a)(i)</b>	
1.1 Inkulumbo yeSimo sesiFundazwe 1.2 Inkulumbo yeSabelomali 1.3 Isu lokuSebenza loMnyango 1.4 Isu lokuKhula neNtuthuko lesiFundazwe 1.5 Isu lokuSebenza loNyaka 1.6 Isu loMnyango loNyaka 1.7 Isu lokuPhucula ukuHlinzekwa kweziDingo 1.8 USomqulu weZakhamizi 1.9 Umbiko wokuQashwa ngokuLingana kwabaSebenzi	Amarekhodi angabonwa eHhovisi leSekela lesiKhulu soLwazi – eHhovisi likaNdunankulu 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201 Ucingo: +087 743 8884 +87 743 8776 I-imeyli: <a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a> noma

<p>1.10 Umumohlaka woMnyango oGunyaziwe</p> <p>1.11 Isu lokuLwa neNkohlakalo nokuKhwabanisa</p> <p>1.12 Izifundo ezihlinzekwa yisiKhungo sokuQeqesha sesiFundazwe</p> <p>1.13 Izinkulumo zikaNdunankulu</p> <p>1.14 Amasekhula ezikhala zomsebenzi ezikhangisiwe</p> <p>1.15 Amaphephabhuku kanye namaphephandaba</p>	<p><a href="mailto:thobekile.zulu@kznpremier.gov.za">thobekile.zulu@kznpremier.gov.za</a></p>
<p><b>2. UKULITHENGA NGOKWESIGABA 15(1)(a)(ii)</b></p>	
<p>Amafomu amabhidi</p>	<p>Amafomu amabhidi angathengwa eHhovisi likaNdunankulu: oPhikweni lokuKhishwa kwemiSebenzi ku – 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201</p>
<p><b>3. UKULIKOPISHA NGOKWESIGABA 15(1)(a)(ii)</b></p>	
<p>3.1 Inkulumbo yeSimo sesiFundazwe</p> <p>3.2 Inkulumbo yeSabelomali</p> <p>3.3 Isu lokuSebenza loMnyango</p> <p>3.4 Isu lokuKhula neNtuthuko lesiFundazwe</p> <p>3.5 Isu lokuSebenza loNyaka</p> <p>3.6 Isu lokuPhucula ukuHlinzekwa kweziDingo</p> <p>3.7 USomqulu weZakhamizi</p> <p>3.8 Umbiko wokuQashwa ngokuLingana kwabaSebenzi</p> <p>3.9 UHlaka loMnyango oluGunyaziwe</p> <p>3.10 Isu lokuLwa neNkohlakalo nokuKhwabanisa</p>	<p>Amarekhodi angatholakala ukuze akopishwe eHhovisi leSekela lesiKhulu soLwazi – eHhovisi likaNdunankulu 300 Langalibalele Street (Moses Mabhida Building) <b>PIETERMARITZBURG</b> 3201</p> <p><a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a></p> <p>Ucingo: +087 743 8884 noma <a href="mailto:thobekile.zulu@kznpremier.gov.za">thobekile.zulu@kznpremier.gov.za</a></p> <p>Ucingo: +087 743 8776</p>

<p>3.11 Izifundo esiKhungweni sokuQeqesha sesiFundazwe</p> <p>3.12 Izinkulumo zikaNdunankulu</p> <p>3.13 Amasekhula ezikhala zomsebenzi ezikhangisiwe</p> <p>3.14 Amaphephabhuku kanye namaphephandaba</p>	
<p><b>4. UKULIKOPISHA NGOKWESIGABA 15(1)(a)(ii)</b></p>	
<p>4.1 INkulumo nyeSimo sesiFundazwe</p> <p>4.2 USomqulu weZakhamizi</p> <p>4.3 IziFundo zesiKhungo sokuQeqesha sesiFundazwe</p> <p>4.4 Izinkulumo zikaNdunankulu</p> <p>4.5 Amasekhula ezikhala zomsebenzi ezikhangisiwe</p> <p>4.6 Amaphephabhuku kanye namaphephandaba</p>	<p>Amarekhodi angatholakala ukuze akopishwe eHhovisi leSekela lesiKhulu soLwazi –</p> <p>eHhovisi likaNdunankulu</p> <p>300 Langalibalele Street</p> <p>Moses Mabhida Building</p> <p><b>PIETERMARITZBURG</b></p> <p>3201</p> <p><a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a></p> <p>Ucingo: +087 743 8884</p> <p>noma <a href="mailto:thobekile.zulu@kznpremier.gov.za">thobekile.zulu@kznpremier.gov.za</a></p> <p>Ucingo: +087 743 8776</p>

**Uhlelo lokubamba iqhaza komphakathi ekusungulweni kwenqubomgomo njengoba kuhlangezwe eMthethweni [isigaba 14(1)(g)]**

14.(1) IHhovisi likaNdunankulu liyingxenywe yegatsha eliphethe kuHulumeni wesiFundazwe saKwaZulu-Natali. Alinazo izinhlelo eziqondene ngqo nokubamba iqhaza komphakathi ekusungulweni kwenqubomgomo, kodwa-ke, amalungu omphakathi angaba negalelo ekusungulweni kwenqubomgomo ngokuthi –

- (a) abambe iqhaza okhethweni lwesifundazwe;
- (b) axhumane nalabo abakhethile;
- (c) azibandakanye ezinhlelweni zezomthetho nakwezinye izinhlelo ezivuleleke emphakathini zesiShayamthetho sesiFundazwe saKwaZulu-Natali ([www.kznlegislature.gov.za](http://www.kznlegislature.gov.za)) nezamakomidi aso;

(d) ethamele izithangami zesiShayamthetho sesiFundazwe saKwaZulu-Natali;

(e) nangokuthi abezindaba bafinyelele kwisiShayamthetho sesiFundazwe nasemakomidini aso.

(2) Ngaphezu kwalokho, iHhovisi likaNdunankulu, lingazama ukuthola izimvo zomphakathi uma kulotshwa imithetho (iMithethosivivinyo kanye neMithethonqubo) nezinye izindaba futhi umphakathi uyamenywa ukuthi ulethe izimvo nemibono yawo uma kuvela lamathuba.

**Izixazululo ezikhona uma izinhlinzeko zalo Mthetho zingalandelwanga [isigaba 14(1)(h)]**

15. Uma umfakisiselo enganelisekile ngesinqumo esithathwe yisiKhulu soLwazi/iSekela lesiKhulu soLwazi eHhovisi likaNdunankulu, umfakisiselo angakhalaza kumuntu (oHlakeni lokuKhalaza) oqokwe uNdunankulu.

**Izimali ezikhokhwayo njengoba zinqunywe ngaphansi kweNgxenye 11 yeSaziso 187 kwiGazethi kaHulumeni yamhla ziye-15 kuNhlolanja 2002**

16.(1) Imali ekhokhelwa ikhophi yemanuwali njengoba kuhlongozwe kuMthethonqubo 5(c) ngama-R0, 60 ikhasi ngalinye eliyikhophi ewu-A4 noma ingxenye yalo.

(2) Izimali ezikhokhwayo zokugaywa kabusha kwerekhodi ezishiwo kuMthethonqubo 7(1) zimi kanje –

<b>INCAZELO</b>	<b>ISAMBA R</b>
Ikhasi eliyikhophi eliwu-A4 noma ingxenye yalo	• 0.60
Ikhophi egayiwe ewu-A4 noma ingxenye yayo egcinwe kwikhompyutha noma efundeka emshinini	• 0.40
Ikhophi efundeka kwikhompyutha –	
(i) ekwi- <i>stiffy disc</i>	• 05.00
(ii) ekwi- <i>compact disc</i>	• 40.00
(i) Ukubhala okuqoshwe ngezithombe, ekhasini eliwu-A4 noma ingxenye yalo	• 22.00
(ii) Ikhophi yezithombe ezibukwayo	• 60.00

(i) Ukubhala okuqoshwe kwirekhodi, ekhasini eliwu-A4 noma ingxenye yalo	• 12.00
(ii) Ikhophi yerekhodi eliqoshiwe	• 17.00

(3) Izimali zesicelo ezikhokhwa yinoma yimuphi umfakisicelo, ngale komfakisicelo serekhodi lakhe, ezishiwo kuMthethonqubo 7(2) ngama-R35.00.

(4) Izimali zokuthola irekhodi ezikhokhwa umfakisicelo ezishiwo kuMthethonqubo 7(3) zimi kanje –

<b>INCAZELO</b>	<b>ISAMBA R</b>
Ikhasi eliyikhophi eliwu-A4 noma ingxenye yalo	• 0.60
Ikhophi egayiwe ewu-A4 noma ingxenye yayo egcinwe kwikhompyutha noma efundeka emshinini	• 0.40
Ikhophi efundeka kwikhompyutha – (i) ekwi- <i>stiffy disc</i> (ii) ekwi- <i>compact disc</i>	• 05.00 • 40.00
(i) Ukubhala okuqoshwe ngezithombe, ekhasini eliwu-A4 noma ingxenye yalo (ii) Ikhophi yezithombe ezibukwayo	• 22.00 • 60.00
(i) Ukubhala okuqoshwe kwirekhodi, ekhasini eliwu-A4 noma ingxenye yalo (ii) Ikhophi yerekhodi eliqoshiwe	• 12.00 • 17.00
Ukubheka nokulungisa irekhodi ukuze lidalulwe kubiza ama-R15-00 ihora ngalinye noma ingxenye yalo, ngaphandle kwehora lokuqala, okuyilona elidingekayo ukuze kubhekwe futhi kulungiswe irekhodi.	

(5) Ngokwezinhloso zesigaba 22(2) soMthetho, –

(a) kumele kudlule amahora ayisithupha kuqala ngaphambi kokuthi kukhokhwe idiphosi; futhi

(b) umfakisicelo kumele akhokhe ingxenye engokukodwa kokuthathu yemali ekhokhwayo njengediphosi.

(6) Kumele kukhokhwe imali yokuposa uma umfakisicelo ezoposelwa irekhodi.

### **Amafomu anqunyiwe okuthola amarekhodi**

17. La mafomu alandelayo anqunyelwe ukuthola amarekhodi –

- **iFomu 2** – ISICELO SOKUTHOLA IREKHODI, uMthethonqubo 2
- **iFomu 4** – ISAZISO SESIKHALO SANGAPHAKATHI, uMthethonqubo 9

Bheka **amaFomu 2** (emakhasini 28 kuya ku 31 ale manuwali) kanye **neFomu 4** (emakhasini 35 kuya ku 37 ale manuwali).

### **Ukuqoqwa, ukugcinwa, ukusetshenziswa, ukuhlaziywa kanye nokusatshaliswa kweminingwane yabantu nangenhloso yokuqoqa, yokugcina, yokusebenzisa, yokuhlaziya kanye nokusabalalisa leyo mininingwane**

18. IHhovisi likaNdunankulu lisebenzisa iMininingwane yaBantu eliyigcinile ngalezi zindlela ezilandelayo:

Ukuhlizeka imisebenzi emphakathini;

Ukuphatha abasebenzi;

Ukuhlinzeka imisebenzi eminyangweni kahulumeni;

Amasu okwenza umsebenzi;

Imisebenzi ephathelene nokuphathwa kwemisebenzi yeziNhloko zeMinyango;

Ukugcinwa kwama-akhawunti kanye namarekhodi;

Ukuhambisana nemithetho yentela;

Inqubo yokulawulwa kokuPhakwa kweMisebenzi;

Ezokuphepha;

Ukungena emabhilidini;

Izinqubo zokuqondiswa kwezigwegwe;

Izinqubo zemifundaze;

Izicelo zokuqashwa;

Izinqubo zomthetho;



Ukuqinisekiswa kwemininingwane yabantu abafake izicelo zomsebenzi ngesikhathi behlungelwa ukuqashwa;

Izindaba ezijwayelekile eziphathelene nabasebenzi:

- (a) Impesheni
- (b) Usizo lwezokwelashwa
- (c) Uhlelo lokuholela
- (d) Izinyathelo zokuqondisa izigwegwe
- (e) Ukuqeqeshwa
- (f) Ezempilo
- (g) Nanoma yini enye ephathelene nobudlelwane bokuqashwa noma bokuqashwa okungenzeka

Izindaba ezijwayelekile zabathengisi noma zabahlinzeki noma zamanye amabhizinisi:

- (a) Ukuqinisekisa imininingwane kanye nokuhlola;
- (b) Izinhloso eziphathelene nesivumelwano noma nobudlelwane bebhizinisi noma nesivumelwano sebhizinisi elingenzeka noma nobudlelwane bebhizinisi elingenzeka;
- (c) Ukukhokhwa kwama-invoysi;
- (d) Ukuhambisana nezinqubo kanye nezinye izibopho ze-*Adept Advisory*;
- (e) Nanoma yini enye edingekayo ngenhloso ephathelene nemisebenzi yeHhovisi likaNdunakulu.

## **Izigaba zabantu imininingwane ephathelene nabo kanye nemininingwane yalabo bantu**

**19.** IHhovisi likaNdunankulu lingacina amarekhodi aphetelene nabahlinzeki, nabanikazi bamasheya, nosonkontileka abahlinzeka imisebenzi, nabasebenzi kanye namakhasimende:

### **Uhlobo lwebhizinisi**

Amakhasimende – Ngokomthetho

### **Imininingwane eqoqiwe, egciniwe, esetshenziwe, ehlaziyiwe kanye nesatshalalisiwe**

Amagama abantu okuxhunywana nabo, igama lebhizinisi elisemthethweni, ikheli lendawo nelaseposini kanye nemininingwane

	yokuxhumana, imininingwane yezezimali, inombolo yokubhalisa;
Abantu / Amabhizinisi	Izincwadi zebhizinisi; imininingwane ephathelene nentela, abantu abagunyazwe ukuthi basayine, abahlomuli, abanikazi okuyibona abahlomulayo;
Amakhasimende	Amagama, inombolo yokubhalisa, iminingwane yokuxhumana, ikheli lendawo nelaseposini, imininingwane ephathelene nentela, izincwadi eziyimfihlo;
Abahlinzekimsebenzi abanesivumelwano	Amagama abantu okungaxhunywana nabo, igama lebhizinisi elisemthethweni, ikheli lendawo nelaseposini kanye nemininingwane yokuxhumana, imininingwane yezezimali, inombolo yokubhalisa; izincwadi zebhizinisi, imininingwane ephathelene nentela, abantu abagunyazwe ukuthi basayine, abahlomuli, abanikazi okuyibona abahlomulayo;
Abasebenzi / Izinhloko zeMinyango	Igama, isihloko, ubulili, ukuzithwala, uhlobo lobudlelwane ngokomshado, ibala, uhlanga, iminyaka, izinombolo zokuxhumana, imininingwane ye-imeyli, ulimi kanye nemininingwane yezemfundo, inombolo yephasiphothi, ikheli lasekhaya nelaseposini, izihlobo eziseduze,

imibono, amarekhodi obugebengu, isimo sempilo, imininingwane yabantu ababondlayo, imininingwane yempesheni, imininingwane yokudalula isimo sezezimali, imininingwane ngeminikelo nezipho, *biometrics*, izizindalwazi abangena kuzo kwiwebhusayithi yeHhovisi likaNdunankulu;

AmaLungu oMkhandlu oPhethe

Igama, isihloko, ubulili, ukuzithwala, uhlobo lobudlelwane ngokomshado, ibala, uhlanga, iminyaka, izinombolo zokuxhumana, imininingwane ye-imeyli, ulimi, kanye nemininingwane yezemfundo, inombolo yephasiphothi, ikheli lasekhaya nelaseposini, izihlobo eziseduze, imibono, amarekhodi obugebengu, isimo sempilo, imininingwane yabantu abondlayo, imininingwane yempesheni, imininingwane yokudalula isimo sezezimali, imininingwane ngeminikelo nezipho, *biometrics*, izizindalwazi abangena kuzo kwiwebhusayithi yeHhovisi likaNdunankulu.

**Izigaba zabantu abamukela imininingwane yabantu eqoqiwe, egciniwe, esetshenzisiwe, ehlaziyiwe kanye nesatshalalisiwe**

**20.** IHhovisi likaNdunankulu linganikeza abahlinzekimsebenzi noma abasebenzi imininingwane yabantu abenza le misebenzi elandelayo –

Owokufaka imininingwane kwikhompyutha nokuyihlela;

Owokugcina imininingwane;

Owokuthumela ama-imeyli kanye neminye imibhalo kubasebenzi, kubahlinzeki bemisebenzi, kweminye iminyango yesifundazwe noma kazwelonke noma kumakhasimende;

Owokuqinisekisa nokuhlola phakathi kwabanye okungaba yi-Ejensi yezobuNhloli kaZwelonke, yi-Ejensi yezokuPhepha yaseNingizimu Afrika, yi-*South African Qualifications Authority*, uMbutho wezamaPhoyisa waseNingizimu Afrika noma ne-*South African Revenue Services*;

Ukuqondiswa kwezigwegwe;

Nabenza umsebenzi wezomthetho.

### **Ukuchazwa okujwayelekile kwezindlela zokuvikelwa kweminingwane**

**21.** IHhovisi likaNdunankulu lisebenzisa ezobuchwepheshe ukuqinisekisa ubumfihlo, ukuqinisekisa ubuqotho kanye nokutholakala kweminingwane yabantu eliyigcinile. Lezi zindlela zibandakanya –

- ama-*firewalls*;
- i-*software* yokuvikela amagciwane kanye nezindlela zokuvuselela leyo mininingwane;
- izindlela zokuthola iminingwane;
- indlela ephephile yokufaka i-*hardware* ne-*software* eyakha ingqalasizinda yezobuchwepheshe;
- abahlinzekimsebenzi bangaphandle abaqoqa, abagcina, abasebenzisa, abahlaziya kanye nabasabalalisa iminingwane yabantu egameni leHhovisi likaNdunankulu abanesivumelwano sokuqalisa izinhlelo zokulawula.

## PAIA FORM 2

### REQUEST FOR ACCESS TO RECORD [Regulation 7]

#### NOTE:

1. Proof of identity must be attached by the requester.
2. If requests are made on behalf of another person, proof of such authorization, must be attached

TO: The Information Officer  
Dr Nonhlanhal O. Mkhize  
300 Langalibalele Street  
Moses Mabhidha Building  
3201

Email address: [DG@kznpremier.gov.za](mailto:DG@kznpremier.gov.za)

#### Mark with an "X"

- Request is made in my own name
- Request is made on behalf of another person

PERSONAL INFORMATION	
Full Names	
Identity Number	
Capacity in which request is made <i>(when made on behalf of another person)</i>	
Postal address	
Street address	
Email address	
Contact numbers	Business telephone: Cellular telephone:
Full names of person on whose behalf request is made <i>(if applicable)</i>	
Identity number	
Postal address	
Street address	
Email address	
Contact numbers	Business telephone: Cellular telephone:
PARTICULARS OF RECORD REQUESTED	
<i>Provide full particulars of the record to which access is requested, including reference number if that is known to you, to enable the record to be located. (If the provided space is adequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>	
Description of record or relevant part of the record:	

Reference number, if available	
Any further particulars of record	
<b>TYPE OF RECORD</b> (Mark the applicable box with an "X")	
Record is in written or printed form	
Record comprises virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )	
Record consists of recorded words or information which can be reproduced in sound	
Record held on a computer or in an electronic, or machine-readable form	
<b>FORM OF ACCESS</b> (Mark the applicable box with an "X")	
Printed copy of record ( <i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i> )	
Written or printed transcription of virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )	
Transcription of soundtrack ( <i>written or printed document</i> )	
Copy of record on flash drive ( <i>including virtual images and soundtracks</i> )	
Copy of record on compact disc drive ( <i>including virtual images and soundtracks</i> )	
Copy of record saved on cloud storage server	
<b>MANNER OF ACCESS</b> (Mark the applicable box with an "X")	
Personal inspection of record at registered address of the Office of the Premier ( <i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i> )	
Postal services to postal address	
Postal service to street address	

Courier service to street address	
Email information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which record is available)</i>	
<b>FEES</b>	
(a) A request fee must be paid <u>before</u> the request will be considered. (b) You will be notified of the amount of the access fee to be paid (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. (d) If you qualify for exemption of the payment of any fee, please state the reasons for the exemption	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

<b>Postal address</b>	<b>Electronic communication</b>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 202

\_\_\_\_\_  
Signature of Requester/person on whose behalf request is made

**FOR OFFICIAL USE ONLY**

Reference number	
Request received by: <i>(state Rank, name and surname of Information Officer)</i>	
Date Received:	
Access fees:	
Deposit (if any):	

\_\_\_\_\_  
Signature of Information Officer



**PAIA FORM 3**

**OUTCOME OF REQUEST AND OF FEES PAYABLE  
[Regulation 8]**

Note:

1. *If your request is granted the—  
(a) amount of the deposit, (if any), is payable before your request is processed; and  
(b) requested record/portion of the record will only be released once proof of full payment is received.*
2. *Please use the reference number hereunder in all future correspondence.*

Reference number: \_\_\_\_\_

TO: The Information Officer  
Dr Nonhlanhal O. Mkhize  
300 Langalibalele Street  
Moses Mabhidha Building  
3201

Your request dated \_\_\_\_\_, refers.

**1. You requested:**

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.

**OR**

**2. You requested:**

Printed copies of the information ( <i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i> )	
Written or printed transcription of virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )	
Transcription of soundtrack ( <i>written or printed document</i> )	
Copy of information on flash drive ( <i>including virtual images and soundtracks</i> )	
Copy of information on compact disc drive ( <i>including virtual images and soundtracks</i> )	
Copy of record saved on cloud storage server	

**3. To be submitted:**

Postal services to postal address	
Postal services to street address	
Courier service to street address	
E-mail of information ( <i>including soundtracks if possible</i> )	
Cloud share/file transfer	
Preferred language:	

(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	
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Kindly note that your request has been:

Approved

Denied, for the following reasons:

**4. Fees payable with regards to your request:**

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: (i) Flash drive • To be provided by requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00  R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images	R24.00		
Copy of an audio record (i) Flash drive • To be provided by requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00  R40.00 R60.00		
Postage, e-mail or any other	Actual costs		

electronic transfer:			
<b>TOTAL:</b>			

**5. Deposit payable (if search exceeds six hours):**

Yes

No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
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The amount must be paid into the bank account provided to you by the Information of designated deputy information office of the Office of the Premier.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
202

\_\_\_\_\_  
**Dr Nonhlanhla O. Mkhize**  
Information Officer

**PAIA FORM 4**

**INTERNAL APPEAL FORM  
[Regulation 9]**

Reference Number:

\_\_\_\_\_

<b>PARTICULARS OF PUBLIC BODY</b>		
Name of Public Body		
Name and Surname of Information Officer:		
<b>PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL</b>		
Full Names		
Identity Number		
Postal Address		
Contact Numbers	Cellular number:	
	Business number:	
Email address		
Is the internal appeal lodged	<input type="checkbox"/> YES	
	<input type="checkbox"/> NO	
If the answer is “yes”, capacity in which an internal appeal on behalf of another person is lodged”: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached).</i>		
<b>PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED</b>		
Full Names		
Identity Number		
Postal Address		
Contact Numbers	Cellular number:	
	Business number:	
Email address		
<b>DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED</b> <i>(mark the appropriate box with an “X”)</i>		
Refusal of request for access		
Decision regarding fees prescribed in terms of section 22 of the Act		

Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act.	
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester.	
Decision to grant request for access.	

**GROUND FOR APPEAL**

*(If the provided space is inadequate, please continue on a separate page and attach it to this form, all the additional pages must be signed)*

State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision of your internal appeal. Please indicate your preferred manner of notification:

Postal address	Electronic communication

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 202

\_\_\_\_\_  
Signature of Appellant/Third party

**FOR OFFICIAL USE ONLY**  
**OFFICIAL RECORD OF AN INTERNAL APPEAL**

Request received by: <i>(state Rank, name and surname of Information Officer)</i>			
Date Received:			
Appeal accompanied by reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:	YES		
	NO		
<b>OUTCOME OF APPEAL</b>			
Refusal of request for access. Confirmed	Yes		New decision ( <i>if not confirmed</i> )
	No		
Fees (Sec 2) Confirmed	Yes		New decision ( <i>if not confirmed</i> )
	No		
Extension (Sec 26(1)) Confirmed	Yes		New decision ( <i>if not confirmed</i> )
	No		
Access (Sec 29(3)) Confirmed	Yes		New decision ( <i>if not confirmed</i> )
	No		
Request for access granted. Confirmed?	Yes		New decision ( <i>if not confirmed</i> )
	No		

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 202

\_\_\_\_\_  
Signature of Information Officer

**POPIA FORM 1**

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 2(1)]**

**NOTE:**

1. Affidavits or other documentary evidence in support of the objection must be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

Reference No.

A. DETAILS OF DATA SUBJECT	
Name and surname of data subject:	
Residential, postal or business address:	
	Code:
Contact number(s):	
Email address:	
B. DETAILS OF RESPONSIBLE PARTY	
Name and Surname of responsible party <i>(if responsible party is a natural):</i>	
Residential, postal or business address:	
	Code:
Contact number(s):	
Email address:	
Name of public or private body <i>(if the responsible party is not a natural person):</i>	
Business address:	
Contact number(s)	
Email address	
C. REASONS FOR OBJECTION (Please provide detail reasons for the objection. Another sheet may be annexed if the space is insufficient)	

Signed at .....this .....day of.....20

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Signature of data subject (applicant)



**POPIA FORM 2**

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 3(2)]**

**NOTE:**

1. Affidavits or other documentary evidence in support of the request must be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

Reference Number:

Mark the appropriate box with an “x”.

Request for:

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorized to retain the record of information.

<b>A.</b>	<b>DETAILS OF DATA SUBJECT</b>
Name and surname of data subject:	
Residential, postal or business address:	
	Code:
Contact number(s):	
Email address:	
<b>B.</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name and Surname of responsible party ( <i>if responsible party is a natural</i> ):	
Residential, postal or business address:	
	Code:
Contact number(s):	
Email address:	
Name of public or private body ( <i>if the responsible party is not a natural person</i> ):	
Business address:	
Contact number(s)	
Email address	
<b>C.</b>	<b>REASONS FOR CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/DESTRUCTION OR DELETION</b>

OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY (Please provide detail reasons for the request. Another sheet may be annexed if the space is insufficient)

- Delete whichever is not applicable

Signed at .....this .....day of.....20

\_\_\_\_\_  
Signature of data subject (applicant)

**POPIA FORM 5  
COMPLAINT REGARDING INTERFERENCE WITH THE PROTECTION OF  
PERSONAL INFORMATION/COMPLAINT REGARDING DETERMINATION OF  
AN ADJUDICATOR IN TERMS OF SECTION 74 OF THE PROTECTION OF  
PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL  
INFORMATION, 2017 [Regulation 7]**

**NOTE:**

1. Affidavits or other documentary evidence in support of the request must be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

Reference Number:

Mark the appropriate box with an "x".

Request for:

- Alleged interference with the protection of personal information.
- If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

<b>PART 1</b>	<b>ALLEGED INTERFERENCE WITH THE PROTECTION OF THE PERSONAL INFORMATION (Section 74 of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013))</b>	
<b>A.</b>	<b>PARTICULARS OF COMPLAINANT</b>	
Surname of complainant:		
Full names of complainant:		
Identity number of complainant:		
Residential, postal or business address:		
	Code:	
Contact number(s):		
Email address:		
<b>B</b>	<b>PARTICULARS OF BODY/RESPONSIBLE PARTY INTERFERING WITH PERSONAL INFORMATION</b>	
Full names and surname of person interfering with the personal information ( <i>if responsible party is a natural</i> ):		
Name of public or private body ( <i>if not a natural person</i> ):		
Residential address (if applicable, postal or business address):		
	Code:	
Contact number(s):		

Email address:		
<b>C</b>	<b>REASONS FOR COMPLAINT (Please provide detailed reasons for the compliant)</b>	
<b>PART II</b>	<b>GRIEVANCE REGARDING DETERMINATION OF ADJUDICATOR (Section 74(2) of the Protection of Personal Information Act, 2013 (Act No 4 of 2013))</b>	
<b>A.</b>	<b>PARTICULARS OF COMPLAINANT</b>	
Surname of complainant:		
Full names of complainant:		
Identity number of complainant:		
Residential, postal or business address:		
		Code:
Contact number(s):		
Email address:		
<b>B.</b>	<b>PARTICULARS OF ADJUDICATOR</b>	
Full name and surname of adjudicator:		
Name and surname of responsible party (if it a public or private body):		
Name of responsible party (if it a public or private body):		
Residential, postal or business address:		
		Code:
Contact number(s):		
Email address:		
<b>C</b>	<b>REASONS FOR COMPLAINT (Please provide detailed reasons for the compliant)</b>	


Signed            at            .....this            .....day  
of.....20

\_\_\_\_\_  
Signature of complaint/person (aggrieved)