



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

**IMANUWALI YOKUGQUGUZELA
UKUTHOLAKALA KOLWAZI NOKUVIKELWA
KWEMINININGWANE YABANTU**

YOWEZI-2025 KUYA KOWEZI-2026

**YEHHOVISI LIKANDUNANKULU LAKWAZULU-NATALI
NJENGOBA KUNQUNYWE NGOKWESIGABA 14 SOMTHETHO
WOKUGQUGUZELA UKUTHOLAKALA KOLWAZI, 2000
(UMTHETHO NO. 2 KA 2000); EBANDAKANYA
NOKUDINGEKAYO NGOKOMTHETHO WOKUVIKELWA
KWEMINININGWANE 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 kwiwebhusayithi yalo 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 yawo ehlukahlukene. Inhlosongqangi yalo ukuba yisibonelo sokubusa okuhle okusimeme kanye nobuholi obuphokophele ikakhulu ekuqedeni ububha, ekusimamiseni imiphakathi kanye nasekugqugquzeleni uguquko kwezomnotho. Ukuze kufezeke lokhu, iHhovisi likaNdunankulu lihlinzeka ubuholi ngehloso yokubhekana nezidingo zomphakathi ngokushesha eziphathelene nokulwa nobubha, nokusweleka kwamathuba emisebenzi kanye nokungalingani. Ngaphezu kwalokho, liphinde lise uNdunankulu ekutheni afeze izibopho zakhe ezingokomthethosisekelo nomthetho, ezibandakanya ukugqugquzela ukutholakala kolwazi ngokusebenzisa uMthetho wokuGqugquzela ukuTholakala koLwazi, 2000 (uMthetho No. 2 ka 2000). Leli qhingasu lihlose ukugqugquzela isiko lokusebenza ngendlela esobala kanye nokuba nesibopho sokubika, nokuqinisekisa ukuthi uhulumeni uphumela obala ngezenzo nangezinqumo azithathayo.

Ngokomthetho, kudingeka ukuthi izinhlaka zikahulumeni zishicilele imanuwali ukuze kuqinisekiswe ukutholakala kolwazi olugcinwe yilezo zinhlaka. Le manuwali ichaza ngokucacile amalungelo ezakhamizi mayelana neminingwane yazo, njengoba ilawulwa uMthetho wokuVikelwa kweMininingwane yaBantu, 2013 (uMthetho No. 4 ka 2013) (POPIA). Inhloso yale manuwali ukusiza 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 okufaka izicelo akule manuwali azosiza abantu abafisa ukuthola amarekhodi.

Izakhamizi zinelungelo lokucela amarekhodi ezinhlakeni zikahulumeni, kodwa, akuyona yonke imininingwane eyodalulwa uma kufakwa isicelo. Uhlaka lukahulumeni lungagodla amarekhodi aqukethe imininingwane engekahulumeni, imininingwane okungeyohlangothi lwesithathu, imininingwane eyimfihlo noma engabeka impilo yomuntu engozini. Ukuhambisana nesibophezelo sethu sokugcina imigomo yokusebenza ngendlela esobala kuhulumeni siyanikhuthaza njengezakhamizi ukuthi nisebenzise amalungelo enu

njengoba kuhlinzekelwe kuMthethosisekelo ngokusebenzisa izindlela ezihlinzekwe kule 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 eqinisekisa 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 ukuze kuvikelwe noma yimaphi amalungelo.

(3) Uhlaka lukahulumeni noma oluzimele kumele lukhiphe 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 sihlengabezane nokunqunywe 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 emincane okumele kuhlengabezwane nayo uma kuqoqwa, kugcinwa, kusetshenziswa, kuhlaziywa futhi kusatshalaliswa 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. 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;

“**umuntu ofaka isicelo esiqondene naye**” kushiwo umfakisisicelo 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 kwezinhloko ezithile zikahulumeni noma umsebenzi wazo) ofaka isicelo sokuthola irekhodi leHhovisi likaNdunankulu futhi kubandakanya ofaka isicelo egameni lalowo muntu noma lalowo mfakisicelo; futhi

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

(2) Ngaphandle uma kucacile ukuthi kunokushayisana, 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): Imisebenzi yeHhovisi likaNdunankulu –

- (a) ukudidiyela, ukuhlela nokuqinisekisa ukuqaliswa kwezinqubomgomo zikahulumeni, kwezinhlelo kanye namasu;
- (b) ukuqapha nokuhlola izinhlelo zikahulumeni ezahlukahlukeni;
- (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;
- Nokudidiyela izinhlelo zikahulumeni zokuqinisekisa ukuhlonishwa kwamalungelo kanye nokuthuthukiswa kwabantu besifazane, kwentsha kanye nabantu abaphila nokukhubazeka.

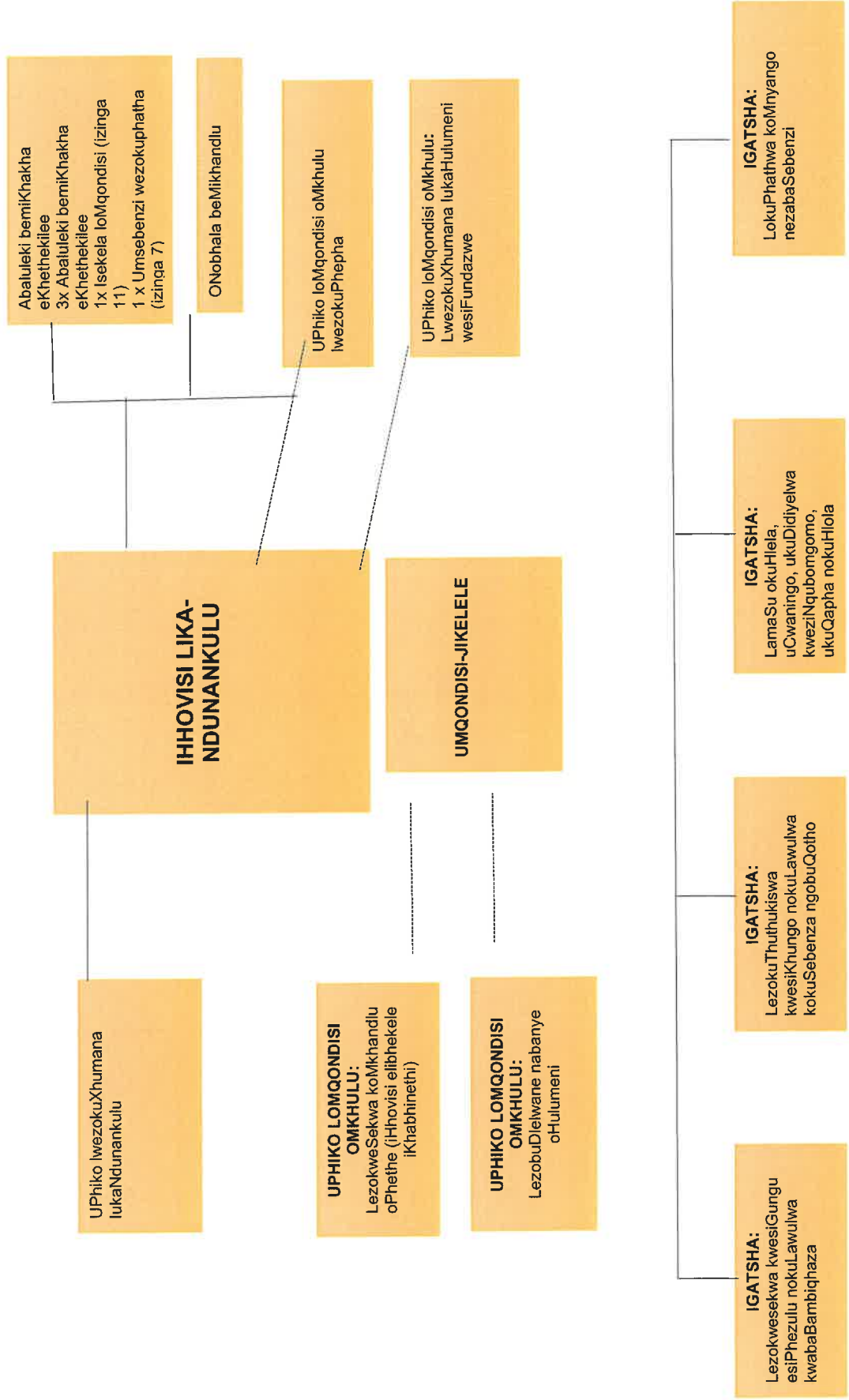
Umdwebo womumohlaka weHhovisi likaNdunankulu

Umdwebo usekhasini elilandelayo.

UPhiko olubhekele ukuHlaziywa nokuSungulwa koHlaka lokuSebenza

IwesiFundazwe lungahlinzeka umumohlaka ophelele uma udingeka.

UMUMOHLAKA WEHHOVISI LIKANDUNANKULU



6. Umumohlaka weHhovisi likaNdunankulu

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

Imininingwane yokuxhumana yesiKhulu soLwazi namaSekela esiKhulu soLwazi ngokwesigaba 14(1)(b)

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

Isigaba 10 uMkhombandlela wokuthi uMthetho usebenza kanjani (isigaba 14(1)(c))

7. Isigaba 10 uMkhombandlela wokuthi uMthetho usebenza kanjani ngokwesigaba 14(1)(c) soMthetho uyatholakala kwi-Information Regulator. Noma yimiphi imibuzo ingabhekiswa ku: enquiries@infoeregulator.org.za

The Information Regulator

SALU Building, 316 Thabo Sehume Street, Pretoria

Ms Mmamoroke Mphelo

Ucingo: +27 12 406 4818

Ifeksi: 086 500 3351

infoereg@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 kwizinhlinzeka 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 eligcine kanye nezinhlalo zamarekhodi agcinwe ngaphansi kwalezo zihloko njengoba kukhonjiswe lapha ngezansi –

ISIHLOKO	IMIKHAKHA YAMAREKHODI
IHhovisi leKhabhinethi	• Imanuwali yeKhabhinethi • Imibhalo yeKhabhinethi
IKhomishana yokuHlela neNtuthuko yesiFundazwe	• ISu lokuKhula neNtuthuko lesiFundazwe
I-Operation Sukuma Sakhe kanye noHlelo lokuLwa nobuBha	• Izivumelwano zabahlinzeka ngezidingo • Iziphakamiso zabahlinzeka ngezidingo • Imibiko ebhalwe abahlinzeka ngezidingo • Amaminithi emihlangano ephathelene nakho
UkuSungulwa nokuHlelwa kweNqubomgomo nokuDidiyela	• ISu lamaZinga okuSebenza loNyaka
UPhiko olubhekele ukuSebenza ngobuQotho	• ISu lokuLawula ukuKhwabanisa nobuNgozi • UMbiko wokuHlolwa kobuNgozi • ISu lokuLwa nokuKhwabanisa kanye neNkohlakalo • Amarekhodi ngezikhalo ngokuhlinzekwa kwezidingo • Imibiko yongoti ngezinsolo zokukhwabanisa
IHhovisi lesiKhulu esiPhezulu esibhekele ezeziMali	• ISu lokuSebenza loNyaka • UHlaka lokuSebenza kweziMali lwesiKhashana • UMbiko wonyaka • Inkulumo yeSabelomali • Irejista lempahla • Ukwabiwa kwezimali ngokohlelo ngalunye • Izitatimende zezezimali • Imibiko yoMcowaningimabhuku
UPhiko olubhekele ukuKhishwa kwemiSebenzi	• Isizindalwazi seMisebenzi eKhishwayo
UPhiko lwezokuPhatha nokweSeka	• Inqubomgomo yezokuthutha
UPhiko lwezokuPhathwa kweziNdaba zabaSebenzi	• Izinqubomgomo zokuPhathwa kweziNdaba zabaSebenzi • IziNqubomgomo zokuThuthukiswa kwabaSebenzi • AmaRekhodi abaSebenzi

	• AmaRekhodi amaZinga okuSebenza
UPhiko lwezobuDlelwane nabaSebenzi	• AmaRekhodi okuQondiswa kweziGwegwe • IziVumelwano ezithinta abaSebenzi • Amaminithi emihlangano nezinyunyana
UPhiko olubhekele ukuSungulwa koHlaka lokuSebenza lwesiFundazwe	• Ulwazi mayelana nokuhlaziywa kwemisebenzi yesiFundazwe
IsiKhungo sokuQeqesha abaSebenzi bakaHulumeni sesiFundazwe	• Ulwazi ngemiKlamo eNqala • Ulwazi ngezifundo • Ulwazi nge-Khaedu • Ulwazi ngeziFundo nokuQeqeshwa kwabaDala • IMithetho ehlongozwayo emayelana nezeMfundo nokuQeqeshwa • Amasu amayelana nokuthuthukiswa kwamakhono nabasebenzi • Izivumelwano • Amaminithi emihlangano • Amarekhodi ezitifiketi nawabafundi
UPhiko lwePhezali	• Ulwazi ngePhezali
UPhiko lwezoLwazi, ezeSayensi nezobuChwepheshe	• Inqubomgomo namaSu oLwazi lwezokuXhumana nezobuChwepheshe (ICT) • IziVumelwano zoMsebenzi wezobuChwepheshe kaHulumeni
UPhiko olweLuleka uHulumeni kwezoMthetho	• IMithetho ephathelene neHhovisi likaNdunankulu • IMithethosivivinyo egxiviziwe • Izeluleko zomthetho • IMithethonqubo egxiviziwe • Izivumelwano • Izindaba eziphathelene namacala • Amaminithi kaNdunankulu • IMithetho kaNdunankulu • IManuwali ye-PAIA
UPhiko lwezokuXhumana lukaHulumeni wesifundazwe	• Izishicilelo • Izithombe • Imibhalo yokukhangisa • Izincwajana eziqukethe ulwazi

	• Amabhukwana amayelana namabhizinisi asesiFundazweni
UPhiko lwamaLungelo aBantu	• Izindaba eziphathelele nabantu abasizwayo • AmaSu emiKhakha ehlukehlukene esiFundazweni emayelana nokulingana ngokobulili, nabantu abaphila nokukhubazeka, nabantu besifazane, nezingane kanye nabantu abadala • Ulwazi ngemicimbi yezamaLungelo aBantu
UPhiko lwezeSandulelangculazi neNgculazi	• Umthethosisekelo woMkhandlu weNgculazi wesifundazwe saKwaZulu-Natali • Ipheshana lomkhankaso wokulwa neSandulelangculazi neNgculazi nesiFo soFuba • Imibiko yekota yonyaka ye-PCA (uMkhandlu weNgculazi wesifundazwe) • Amaminithi emihlangano ye-PCA • Amalungu e-PCA
UPhiko lwezokuXhumana noHulumeni bamaZwe angaPhandle	• AmaRekhodi obuDlelwane • IziVumelwano zokuSebenzisana
UPhiko lwezokuQapha nokuHlola	• Imibiko ngokuSebenza koMasipala • Imininingwane ngeziFunda • Ukuhlola izinga lobubha esiFundeni ngasinye • Imininingwane yakwa-Stats SA • Ulwazi ngokuSebenza koMnyango • Ulwazi lokuHlinzeka ngezidingo ezikhungweni eziqokiwe • Ulwazi ngoHlelo lwemiPhumela eyi-12 elindelekile • Ukuhlaziya imibiko yomsebenzi owenziwe ngekota yonyaka • Imibiko ngeSimo sesifundazwe

Inqubo yokufaka isicelo

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

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

(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 angeke kwenzeke 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, umfakisicelo efuna ukwaziswa ngenye indlela mayelana nesinqumo ngesicelo sakhe sokuthola irekhodi, isib. ngocingo, lokhu kumele kukhonjiswe [isigaba 18(2)(e)].

- (e) Uma umfakisicelo efuna ulwazi egameni lomunye umuntu, kumele akhombise ukuthi isicelo usenza njengobani [*isigaba 18(2)(f)*].
- (f) Uma umfakisicelo engakwazi ukufunda nokubhala, noma ekhubazekile, angakwazi ukucela irekhodi ngomlomo. Isikhulu solwazi kumele sigcwalise ifomu egameni lalowo mfakisicelo bese simnika ikhophi [*isigaba 18(3)*].

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

- 11.(a) Umfakisicelo, ofuna ukuthola irekhodi eliqukethe ulwazi lwakhe siqu, akudingeki ukuthi akhokhe imali yesicelo. Noma yimuphi omunye umfakisicelo, ocela irekhodi elingaphathelene naye, kumele akhokhe imali yesicelo.
- (b) Isikhulu solwazi kumele sazise umfakisicelo (ngaphandle komfakisicelo ocela irekhodi lakhe) ngesaziso, ukuthi akhokhe imali enqunyiwe (uma ikhona) ngaphambi kokuthi kuqhutshekwe nesicelo sakhe.
- (c) Imali yesicelo ngama-R100. Ezinye izimali ezikhokhwayo zikhonjisiwe ngaphansi kwendima 13 ngezansi. Umfakisicelo 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 umfakisicelo ngaleso sinqumo ngendlela umfakisicelo afisa ukwaziswa ngayo.
- (e) Uma isicelo sivunyiwe kumele kukhokhwe enye imali yokuthola irekhodi ekhokhelwa ukubhekwa, ukulungiswa, ukukopishwa kanye nokuposwa kwerekhodi (uma kufanele), nekhokhelwa isikhathi esengaphezu 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;

- (b) ngokufaka isicelo sokuthola ikhophi kwisiKhulu soLwazi nge-imeyli noma ngeposi;

(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* (amakheli ezindawo ungawabheka ku enquiries@infoeregulator.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. Izinhlolo zamarekhodi eHhovisi likaNdunankulu atholakalayo ngaphandle kokuthi kufakwe isicelo ngokoMthetho [isigaba 15]

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

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

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

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

14.(1) IHhovisi likaNdunankulu liyingxenye 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 omphakathini zesiShayamthetho sesiFundazwe saKwaZulu-Natali (www.kznlegislature.gov.za) neزامakomidi aso;

- (d) ethamele izithangami zesiShayamthetho sesiFundazwe saKwaZulu-Natali;
- (e) nangokuthi abezindaba bafinyelele kwisiShayamthetho sesiFundazwe nasemakomidini aso.

(2) Ngezinye izikhathi iHhovisi likaNdunankulu lingacela izimvo zomphakathi uma kulotshwa imithetho (iMithethosivivinyo kanye neMithethonqubo) nokunye. Umphakathi uyamenywa ukuthi ulethe izimvo nemibono yawo uma kuvela lawo mathuba.

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 ezinqunywe kwiMithethonqubo yokuGqugquzela ukuTholakala koLwazi eyashicilelwa kwiGazethi kaHulumeni No. 45057 mhla zingama-22 kuNcwaba ngowezi-2021

16.(1) Izimali ezikhokhwayo zokugaywa kabusha kwerekhodi ezishiwo kuMithethonqubo 7(1) zimi kanje –

INCAZELO	ISAMBA R
1. Imali yesicelo okumele ikhokhwe umuntu ofaka isicelo	• 100-00
2. Ikhasi eliyikhophi eliwu-A4 noma ingxenye yalo	• 1.50
3. Ikhophi egayiwe ewu-A4 noma ingxenye yayo	• 1.50
4. Ikhophi egcinwe kwikhompyutha noma efundeka emshinini – (i) kwi- <i>flash drive</i> (uma ilethwe umuntu ofaka isicelo) (ii) kwi- <i>compact disc</i> (uma ilethwe umuntu ofaka isicelo) (iii) uma ihlinzekwe umuntu ofaka isicelo	• 40.00 • 40.00 • 60.00
5.(i) Ukubhala okuqoshwe ngezithombe, ekhasini eliwu-A4 noma ingxenye yalo 6.Ikhophi yezithombe ezibukwayo	Umsebenzi wenziwa ngaphandle Kuyoncika kwikhwotheshini yoMhlinzekimsebenzi

7. Ukubhala okuqoshwe kwirekhodi, ekhasini eliwu-A4 noma ingxenye yalo	• 24.00
8. Ikhophi yerekhodi eliqoshiwe – (i) kwi- <i>flash drive</i> (uma ilethwe umuntu ofaka isicelo) (ii) kwi- <i>compact disc</i> (uma ilethwe umuntu ofaka isicelo) (iii) uma ihlinzekwe umuntu ofaka isicelo	• 40.00 • 40.00 • 60.00
9. Ukubheka nokulungisa irekhodi ukuze lidalulwe ihora ngalinye noma ingxenye yalo, ngaphandle kwehora lokuqala, okuyilona elidingekayo ukuze kubhekwe futhi kulungiswe irekhodi. Ukuthi lingeqi isamba esihlanganisiwe sama-	• 145-00 • 435-00
10. Idiphozi uma ukulibheka kuthatha isikhathi esingaphezu kwamahora ayi-6	Okukodwa kokuthathu kwesamba isicelo ngasinye kubalwa ezigabeni zomthetho 2 kuya ku 8
11. Ukuthumela ngeposi, nge-imeyli nanganoma iyiphi indlela yezobuchwepheshe	Izindleko zalokho, uma zikhona.

Amafomu anqunyiwe okuthola amarekhodi

17. La mafomu alandelayo anqunyelwe ukuthola amarekhodi –

- **iFomu 2** – ISICELO SOKUTHOLA IREKHODI, (ikhasi 28) uMthethonqubo 2
- **iFomu 4** – ISAZISO SESIKHALO SANGAPHA-KATHI, (ikhasi 32) uMthethonqubo

8

Bheka **iFomu 2** kanye ne**Fomu 4** emakhasini alandelayo.

Ukuqoqwa, ukugcinwa, ukusetshenziswa, ukuhlaziywa kanye nokusatshalaliswa kwemininingwane 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 (*i-Payroll*)
- (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 aphethelene nabahlinzeki, nabanikazi bamasheya, nosonkontileka abahlinzeka imisebenzi, nabasebenzi kanye namakhasimende:

Uhlobo lwebhizinisi

Imininingwane eqoqiwe, egciniwe, esetshenzisiwe, ehlaziyiwe kanye nesatshalalisiwe

Amakhasimende – Ngokomthetho

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, imininingwane 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, izizindawazi abangena
kuzo kwezobuchwepheshe noma
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, izizindawazi abangena
kuzo kwiwebhusayithi yeHhovisi
likaNdunankulu.

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

20. IHhovisi likaNdunankulu linganikeza abahlinzekimsebenzi noma abasebenzi
imininingwane yabasebenzi 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 kokunye, 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;
- Uphenyo olwenziwa yizinhlangano ezijutshelwe ukuphenya;
- Nabenza umsebenzi wezomthetho.

Ukuchazwa okujwayelekile kwezindlela zokuvikelwa kwemininingwane

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

- ama-*firewalls*;
- i-*software* yokuvikela amagciwane kanye nezindlela zokuvuselela leyo mininingwane;
- izindlela zokuthola imininingwane;
- indlela ephephile yokufaka i-*hardware* ne-*software* eyakha ingqalasizinda yezobuchwepheshe;

- abahlinzekimsebenzi bangaphandle abaqoqa, abagcina, abasebenzisa, abahlaziya kanye nabasabalalisa imininingwane yabantu egameni leHhovisi likaNdunankulu abanesivumelwano sokusebenzisa 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 Nonhlanhla O. Mkhize
300 Langalibalele Street
Moses Mabhida Building
PIETERMARITZBURG
3201

Email address: 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 (when made on behalf of another person)	
Postal address	
Street address	
Email address	
Contact numbers	Business telephone: Cellular telephone:
Full names of person on whose behalf request is made (if applicable)	
Identity number	
Postal address	
Street address	
Email address	
Contact numbers	Business telephone: Cellular telephone:
PARTICULARS OF RECORD REQUESTED	
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.)	

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	
TYPE OF RECORD (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	
FORM OF ACCESS (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	
MANNER OF ACCESS (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 (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)	
FEES	
(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:

Postal address	Electronic communication

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: (state Rank, name and surname of Information Officer)	
Date Received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

FORM 4

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 8]

STATE YOUR REFERENCE

NUMBER:

A. PARTICULARS OF PUBLIC BODY

The Information Officer/ Deputy Information Officer:

.....

B. PARTICULARS OF REQUESTER/ THIRD PARTY WHO LODGES THE INTERNAL APPEAL

- (a) The particulars of the person who lodges the internal appeal must be given below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given under C below.

Full names and surname:

.....

Identity number:

Postal address:

.....

.....

Fax number:

Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

.....

.....

C. PARTICULARS OF REQUESTER

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

D. THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

Mark the decision against which the internal appeal is lodged with an X in the appropriate box

	Refusal of request for access
	Decision regarding fees prescribed in terms of <u>section 22</u> of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of <u>section 26(1)</u> of the Act
	Decision in terms of <u>section 29(3)</u> of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. GROUNDS FOR APPEAL

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **You must sign all the additional folios.***

State the grounds on which the internal appeal is based:

.....

.....

.....

State any other information that may be relevant in considering the appeal:

.....

.....
.....
.....

F. NOTICE OF DECISION ON APPEAL

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

.....

Particulars of manner:

.....

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

.....

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received on (date), by

.....
(state rank, name and surname of Information Officer/ Deputy Information Officer)

Appeal accompanied by the reasons for the information officer's/deputy 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/ Deputy Information Officer on –

..... (date), to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER
CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION:

.....

.....

.....

DATE:

RELEVANT:

AUTHORITY:

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
FROM THE RELEVANT AUTHORITY ON (date):

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:**

3. Affidavits or other documentary evidence in support of the objection must be attached.
4. 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 (if responsible party is a natural):	
Residential, postal or business address:	
	Code:
Contact number(s):	
Email address:	
Name of public or private body (if the responsible party is not a natural person):	
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 atthis day of20

Signature of data subject (applicant)

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.

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 (if responsible party is a natural):	
Residential, postal or business address:	
	Code:
Contact number(s):	
Email address:	
Name of public or private body (if the responsible party is not a natural person):	
Business address:	
Contact number(s)	
Email address	
C.	REASONS FOR CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/DESTRUCTION OR DELETION 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 atthisday of.....20

Signature of data subject (applicant)

FORM 5**COMPLAINT REGARDING INTERFERENCE WITH THE PROTECTION OF PERSONAL INFORMATION/COMPLAINT REGARDING DETERMINATION OF AN 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.

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 (if responsible party is a natural):	
Residential, postal or business address:	
	Code:
Contact number(s):	
Email address:	
Name of public or private body (if the responsible party is not a natural person):	
Business address:	
Contact number(s)	
Email address	
C.	REASONS FOR CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/DESTRUCTION OR DELETION

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 atthisday of.....20

Signature of data subject (applicant)