UMthetho Wokugqugquzela Ukufinyelelwa Kolwazi

UMthetho 2 wezi - 2000

Imanuwali ngokhuham bisana nesiGaba 14 soMkhandlu Wokucwaninga Ngezesayensi Kubantu (HSRC), 2020

science & innovation
Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

HSRC
Human Sciences Research Council

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“Inkokhelo yokufinyelela" ichaza inkokhelo enqunyiwe yezinhloso zokukhiqizwa nokucubungulwa kanjalo nokulungiselelwa, kanye nesikhathi okulindeleke ukuba sichithwe kucubungulwa futhi kulungiswa irekhodi elizodalulwa;

“Ukufaka isicelo” kuchaza ukufaka isicelo enkantolo nomhlahlandlela wesigaba

.

“Inkantolo” ichaza–

(a) Inkantolo yoMthethosisekelo osebenza nomhlahlandlela wesigaba 167 (6) (a) soMthethosisekelo wezwe laseNingizimu Afrika; 1996; noma

(b) (i) iNkantolo ePhakeme noma enye inkantolo yezinga elilinganayo; noma
(ii) iNkantolo Yemantshi, ingaba ngokujwayelekile noma ngokwezinga elibaluliwe lokwenza izinqumo ngokuhambisana ne-PAIA, ejutshwe nguNgqongqoshe, ngesaziso kuGazethi yaphinde yenganyelwa yimantshi eqokwe ngokuhambisana nesigaba 91a, kuleyo ndawo –

(aa) isinqumo sesikhulu solwazi noma isikhulu esifanele somnyango womphakathi noma inhloko yenhlangano ezimele esithathiwe;

(bb) inhlangano yahulumeni noma ezimele inendawo yayo eqavile yokwengamela noma ibhizinisi; noma

(cc) umfakisicelo noma ingxenye yesithathu efanele ihlala khona noma ikheli layo elivamile lilapho;

“Umhlahlandlela” uchaza incwadi ekhiqizwe ngabeKhomishini Yamalungelo Abantu ngokuhambisana nesigaba 10 soMthethosisekelo we PAIA, No. 2 of 2000, ngezizathu zokulekelela umuntu ofisa ukusebenzisa ilungelo lakhe nganoma iyiphi indlela ngokuhambisana noMthethosisekelo;

“Isikhulu Esibhekelele Ulwazi” sichaza isikhulu esiyinhloko, okulingana nesikhulu noma umuntu oyibamba sikhundla lesikhashana

.

“Isikhulu” ngokuhlobene nenhlangano yahulumeni noma ezimele sichaza –

(a) noma yimuphi umuntu oqashwe (ngokugcwele noma okungagcwele) inhlangano yahulumeni noma ezimele, njengoba kunjalo, kubandakanya inhloko yenhlangano,
ngokusemandleni akhe; noma

(b) ilungu lenhlangano yomphakathi noma ezimele, ngokusemandleni akhe:

"**umuntu**" uchaza umuntu ngokwemvelo noma umuntu ngokomthetho;

"**umfakisicelo uqob**o" uchaza umfakisicelo ocela ukufinyelela kurekhodi eliqukethe imininingwane yomuntu emayelana naye;

“Inhlangano yomphakathi” ichaza –

(a) umnyango wombuso noma ophethe kuhulumeni kazwelonke, isifundazwe noma owasekhaya; noma uhulumeni kumbe noma yimuphi umasipala wendawo; noma

(b) noma iyiphi inhlangano noma isikhungo
(i) esikwazi ukusebenzisa amandla kumbe ukwenza umsebenzi njengokusho koMthethosisekelo; noma
isikhungo sesifundazwe; noma
(ii) kusebenzisa amandla njengo-msebenzi umsebenzi wahulumeni njengokusho komthetho obekiwe;

“Irekhodi” le, noma elihlobene, inhlangano yomphakathi noma ezimele, lichaza noma yiluphi ulwazi oluqoshiwe –

(a) kungakhathalekile indlela noma uhlobo oluqoshwe ngayo

(b) olusezandleni noma ngaphansi kokulawula kwenhlangano yomphakathi; kanye

(c) nokuthi ingabe lasungulwa yileyo nhlangano yomphakathi.

"**isicelo sokufinyelela ulwazi**", ngokuhlobene nenhlangano yomphakathi, kuchaza isicelo sokufinyelela irekhodi lenhlangano yomphakathi ngokuhambisana nesigaba 11 se-PAIA;

“Umfakisicelo” ngokuhlobene nenhlangano yomphakathi, uchaza–

(i) noma yimuphi umuntu ngaphandle kwezinhlangano zomphakathi yomphakathi okukhulunywe ngayo endimeni (a) noma (b) (i) ye incazelo ye “nhlangano yomphakathi”, noma isikhulu ke) ukwenza isicelo sokufinyelela irekhodi senhlangano yomphakathi; noma

(ii) umuntu osebenza esikhundleni somuntu okukhulunywa ngayo esigatshaneni (i);

“Ingxenye yesithathu” ngokuhambisana nesicelo sokufinyelela –

(a) irekhodi lenhlangano yomphakathi, lichaza noma yimuphi umuntu (kubandakanya, kodwa kungakhawulekile, kuhulumeni wezwe langaphandle, inhlangano yomhlaba noma ingxenye yahulumeni noma inhlangano) ngaphandle –
(i) komfakisicelo okukhulunywa ngaso; kanye
(ii) nenhlangano yomphakathi noma

(b) irekhodi lenhlangano ezimele lichaza noma ubani (kubandakanya, kodwa kungakhawulekile, inhlangano yomphakathi) ngaphandle komfakisicelo, kodwa ngezizathu zesigaba 34 no-63 ze-PAIA, lapho kukhulunywa “ngomuntu” ezindimeni (a) no-(b) kufanele ziqondwe ngokuthi kukhulunywa “ngomuntu wemvelo";

"Izinsuku Zomsebenzi" Zichaza noma yiziphi izinsuku ngaphandle kwemiGqibelo, amaSonto noma amaholide omphakathi, njengoba kuchaziwe kusigaba 1 soMthetho Wamaholide Omphakathi (uMthetho ongunombolo 36 we-1994)

1. Isingeniso nenhloso yemanuwali

UMthetho Wokugqugquzelwa Ukutholakala Kolwazi (uMthetho wesibili (2) ophasiswe ngonyaka-ka 2000) (PAIA), uhlose, phakathi kokunye, ukuqinisekisa ukufinyeleleka kwelungelo lomthethosisekelo lolwazi elisezandleni zombuso noma nanoma yimuphi umuntu lapho ulwazi ludingeka ngezizathu zokusebenzisa noma ukuvikela noma yiliphi ilungelo.

UMthetho uphinde ufune ukuba izinhlangano zikahulumeni nezizimele zihlanganise amamanuwali Mayelana nolwazi kanye nezinhlobo zamarekhodi eziqukethwe ilezinhlanganozamarekhodi asezandleni zazo.

Ngokuthobela uMthetho, imanuwali ye-HSRC PAIA kuhloswe ngayo ukuba kucaciswe inqubo okufanele ilandelwe uma Kunesicelo sokufinyelela elwazini olusezandleni ze-HSRC. Imanuwali iphinde iqukathe ulwazi lokuxhumana nesikhulu Esibhekelele Ulwazi (okuphinde kukhulunywe ngaso njengeSikhulu Esibhekelele Ulwazi) Kumbe isekela lesikhulu Esibhekelele Ulwazi esijutshiwe e-HSRC.

2. Imininingwane ye-HSRC

2.1 Umgomo we-HSRC

UMkhandlu Wezocwaningo Lwezesayensi Kubantu (HSRC) enye yemikhandlu yocwaningo lombuso eNingizimu Afrrika. Isungulwe ngokuhambisana noMthetho Womkhandlu Wokucwaningo Lwezesayensi Kubantu Owaphasiswa ngonyaka wango-1968 (uMthetho wama-23 we-1968) olondolozwe ngaphansi koMthetho Wokucwaningo Lwezesayensi Kubantu wezi-2008 (uMthetho 17 wezi-2008) I-HSRC ibekwe njengengxenye yeSheduli 3 njengokwemihlinzekelo yoMthetho Wokunganyelwa Kwezimali Zomphakathi (uMthetho 1 we-1999) njengoba uchitshiyelwe.

2.2 Imisebenzi Nezinjongo ze-HSRC

Injongo yomsebenzi womsebenzi woMkhandlu Wocwaningo Lwezesayensi Kubantu (HSRC) Ukwenza ucwaningo olubanzi mayelana nenqubomgomo , imiklamo yezesayensi emphakathini wenzelwa abasebenzisa imboni yahulumeni, izinhlangano ezingekho ngaphansi kukahulumeni kanye nama-ejensi athuthukisa ezomhlaba. Lokhu kwenziwa ngokubambisana nabacwaningi bomhlaba wonke, kodwa kugxilwe e-Afrika. I-HSRC yeseka intuthuko yezwe, kanjalo neye-Southern African Development Community (SADC) e-Afrika.

Njengomkhandlu wezesayensi yomphakathi kuzwelonke eNingizimu Afrika, i-HSRC isebenza Njengenhlangano yezolwazi ehlanganisa ohlanganisa igebe eliphakathi kwezokucwaninga, inqubomgomo kanye nemisebenzi; ngaleyo ndlela Kugqanyiswa imithelela yocwaningo emphakathini wocwaningo. Lokhu kwenziwa ngokubambisana nezinkambu eziqavile, kubandakanya uhulumeni, nezinye izinhlangano zokucwaninga, ama-ejensi ezizwe eziningi, amanyuvesi, izinhlangano ezingekho ngaphansi kukahulumeni, kanye nezinhlangano zabanikelayo kanye nabezentuthuko.

Abasebenzi be-HSRC bafinyelela cishe kuma-500 futhi babandakanya abacwaningi abaqeqeshiwe kanjalo nabebesekayo ngobuchwepheshe kanye nokuqhutshwa komsebenzi abatholakala emahhovisi amahlanu ezifundazwe ezine kuleli laseNingizimu Afrika.

2.3.1 DCEO: Research

1. Research Coordination, Ethics & Integrity
2. eResearch Knowledge Centre (eRKC)
3. Publishing
4. Africa Institute of South Africa (AISA)
5. Centre for Science, Technology and Innovation Indicators (CeSTII)
6. Inclusive Economic Development
    - National, Regional and Local Economies
    - Education, Work and Livelihoods
7. Human and Social Capabilities
    - Health & Wellbeing
    - Identity & Belonging
8. DeYHORSPHQW Capable and Ethical State
    - Peace & Sustainable Security
    - Democracy, Governance & Citizenship

2.3.2 Impact Centre

- Impact Assessment
- Strategic Partnerships
- Communications

2.3.3 Shared Services

- Human Capital and Capacity Building
- Legal, IP and Compliance
- Facilities and OHS
- Information Technology

2.3.4 Chief Financial Officer (CFO)

- Finance
- Supply Chain Management
- Enterprise Risk Management

2.3.5 Amahhovisi Esifunda Nawezifundazwe

- EPitoli (Ihhovisi Eliyinhloko)
- EKapa
- EThekwini
- E-Sweetwaters

3. Imininingwane Yokuxhumana [Isigaba 14 (1) (b)]

Isikhundla somsebenzi	**Igama nekheli**	**Ucingo**	**I-imeyli**
Isikhulu Esiyinhloko Esibhekelele Ulwazi - HSRC	USolwazi Crain Soudien - I-CEO ye-HSRC **Ikheli Lomgwaqo** HSRC Building, 134 Pretorius Street, Pretoria, 0002 **Ikheli leposi** Private Bag X41, Pretoria, 0001	27 (0)21 466 7904	csoudien@hsrc.ac.za
Iphini Lesikhulu Esiyinhloko Esibhekelele Ulwazi - HSRC	Nkosikazi Lucia Lötter **Ikheli Lomgwaqo** HSRC Building, 134 Pretorius Street, Pretoria, 0002 **Ikheli leposi** Private Bag X41, Pretoria, 0001	27 (0) 12 302 2110	llotter@hsrc.ac.za

4. Isetshenziswa kanjani i-PAIA - Umhlahlandlela weSigaba 10 [Isigaba 14 (1) (c)]

Ikhomishini Yamalungelo Abantu eNingizimu Afrika (SAHRC) ithe, ngokuhambisana nesiGaba 10 soMthetho we-PAIA, sahlanganisa umhlahlandlela wokusetshenziswa kwe-PAIA. Umhlahlandlela uyatholakala emahhovisi
e-SAHRC kuleli kheli elilandelayo:

IKhomishani Yamalungelo Abantu YaseNingizimu Afrika: Uphiko lwe-PAIA
UMnyango Wezokucwaninga Nemibhalo Egciniwe
Ikheli lendawo: Braampark Forum 3
33 Hoofd Street, Braamfontein

Ikheli leposi: Private Bag X2700
Houghton
2041

Ucingo: +27 (0)11 877 3600

Ikheli lokufinyelela kulwazi lezizwe zonke : http://www.sahrc.org.za

Ikheli le-imeyli: PAIA@sahrc.org

5. Izinqubo nezindlela zokufaka isicelo solwazi lwamarekhodi – [Isigaba 14 (1) (D)]

5.1 Umfakisicelo kufanele abone ifomu elinqunyiwe ukuze akwazi ukufaka isicelo samarekhodi e-HSRC (bheka isithasiselo A). Isicelo kufanele senziwe esikhulwini solwazi esifanele noma Iphini Lesikhulu Esibhekelele Ulwazi.

5.2 Umfakisicelo kufanele ahlinzeke ngemininingwane efanele (imicikilisho) kufomu lesicelo ukuze Isikhulu Solwazi sikwazi ukuhlaziya amarekhodi aceliwe, kanjalo nokuhlonza umfakisicelo.

5.3 Umfakisicelo kufanele asho ukuthi amarekhodi uwafuna ngolimi oluthile na.

5.4 Umfakisicelo kufanele asho indlela afisa ukwaziswa ngayo ngesinqumo esimayelana nesicelo aphinde anikeze imininingwane yakhe efanele.

5.5 Uma umfakisicelo enza isicelo esikhundleni somunye umuntu, umfakisicelo kufanele, ngokuzogculisa Isikhulu Esibhekelele Ulwazi noma Iphini laso, alethe ubufakazi obuqinisekisa isikhundla akuso.

5.6 Isikhulu Esibhekelele Ulwazi noma Iphini Lesikhulu Esibhekelele Ulwazi siyokwazisa umfakisicelo ngesaziso, mayelana nenkokhelo enqunyiwe (uma ikhona) ngaphambi kokuqhubeka nesicelo.

5.7 Umfakisicelo osicelo sakhe samukelwe kufanele akhokhe inkokhelo kulo ulwazi ukucinga, ukulungisa kanye nokukhiqiza amakhophi noma ukuqoshwa kolwazi lwamarekhodi aceliwe, kanye nesikhathi esidingekayo sokubheka kanye nokulungiselela ulwazi oluzodalulwa.

5.8 Isikhulu Esibhekelele Ulwazi noma Iphini Lesikhulu Esibhekelele Ulwazi sizokwazisa umfakisicelo ngesinqumo sakhe ezinsukwini shumi amathathu (30)

Isikhulu Esibhekelele Ulwazi noma Iphini laso sizokwazisa umfakisicelo ngesinqumo saso kuncike kulesi sikhathi eseluliwe njengokuba kungadingwa ingxenye yesithathu ukuze ilethe isicelo esikhulwini esibhekelele ulwazi noma Iphini laso lapho irekhodi eliceliwe lihlobene nerekhodi laleyo ngxenye Kodwa-ke umfakisicelo uyokwaziswa kusenesikhathi mayelana nesikhathi esengeziwe.

5.9 Uma lapho i-HSRC yenqaba ukunikeza ukufinyelela kwamarekhodi aceliwe, umfakisicelo angafaka isicelo enkantolo yomthetho ukuze kubukezwe isinqumo se-HSRC.

5.10 Uma inkantolo iyalela i-HSRC ukuba inikeze umfakisicelo amarekhodi awacelile, umfakisicelo kufanele akhokhe inkokhelo ebalulwe endimeni 5.7.

6. Amaqoqo amarekhodi angacelwa ngokuhambisana ne-PAIA [Isigaba 14 (1) (d)]

Ulwazi Lokusebenza Nezivumelwano

- Amadokhumenti ahlobene nenqubomgomo, izinjongo kanye nokuphathwa kwe-HSRC.
- Iziqondiso, izisombululo kanye nemiyalelo yeBhodi ye-HSRC.
- Izivumelwano zokuqashisa, amatayitele, amabhondi ezindlu kanye namabhondi ahlobene nomphakathi malungana nempahla engasuswa nengeke yasuswa
- Izivumelwano zokusebenzisana

Ezezimali Nokusetshenziswa kwazo

- Amarekhodi e-akhawunti yasebhange
- Amabhuku ezimali nezitatimende zezimali
- Umbiko wonyaka womcwaningimabhuku
- Izitatimende zezimali ezicwaningiwe

Umbiko Wonyaka (lapha kusho izincwadi zezimali ezibhalansisiwe nezitatimende zemali engenile kanjalo nesetshenzisiwe ezivela kuMcwaningimabhuku-jikelele)

- Isabiwomali sonyaka kanye nohlelo lwebhizinisi

Eziphathelene nabasebenzi

- Izinqubomgomo nezinqubo
- Imininingwane yabasebenzi, kubandakanya amarekhodi abasebenzi ombuso
- Izinkontileka, izimo zomsebenzi namanye amarekhodi
- Amarekhodi ezikimu zokwelapha
- Amarekhodi Esikhwama sezimpesheni

Ukuthuthukiswa Kocwaningo Nokweseka

- Izinqubomgomo nezinqubo
- Amaminithi emihlangano

Ulwazi lobuciko Oluvikelwe

- Amalungelo okusungula, ukuqamba kanye nokuphucula malungana nezinqubo, izinsiza kanye namasu enziwe ngabasebenzi be-HSRC, ngenkathi besebenza kwa-HSRC.
- Abanikazimalungelo nezivumelwano zamalayisensi
- ukuvikela ulwazi nomsunguli walo

Amalungelo okusungula, ukuqamba noma ukuphucula

- okwenziwe abe-HSRC esikhathini sokuphenya noma ukucwaninga egameni bekwenzela noma esikhundleni somuntu (ngokwemvelo noma ngokomthetho), ohulumeni, kanye nezinye izinhlangano zokucwaninga, ama-ejensi ezizwe eziningi, amanyuvesi, izinhlangano ezingezona ezikahulumeni, kanye nezinhlangano ezinikelelwayo zokuletha intuthuko.

6.1 Ukudalulwa kwamarekhodi – [Isigaba 15 (1) (a)]

Amarekhodi alandelayo ayatholakala ngaphandle kwemicikilisho kuleli-kheli lokungena ku-lwazi lase HSRC

yakwa-HSRC www.hsrc.ac.zafuthi avezwe ngaphandle kokufakelwa izicelo.

- Imibiko
- Izincwajana
- Izindabancwadi
- Amaphosta Namapheshana
- Umbiko Wokubuswa Kwamabhizinisi kanye nemibiko yoMcwaningimabhuku-Jikelele
- Amadokhumenti ahlobene nenqubomgomo kanye nokubuswa kwe-HSRC.
- Umbiko wonyaka, izitatimende zezimali zonyaka, imibiko yezikhulu kanye nezitatimende zezimali

7. Amarekhodi atholakala ngaphandle kwezicelo ingabe kubasebenzi bakwa-HSRC kuphela noma emphakathini ngokubanzi nabasebenzi

Amarekhodi alandelayo atholakala ngaphandle kwesicelo kubo bonke abasebenzi futhi akudingeki afakelwe isicelo ku-PAIA.

- Aamarekhodi abasebenzi ayatholakala kubasebenzi okuqondene nabo.
- Amarekhodi okuqondiswa kwezigwegwe kanye nezihloko ezihlobene nalokho ayatholakala kubasebenzi okuqondene nabo.
- Inqubomgomo yenhlangano namadokhumenti ezinqubo ayatholakala kubo bonke abasebenzi.

Amarekhodi alandelayo atholakala ngaphandle kwesicelo kumphakathi wonkana nakubo bonke abasebenzi futhi akudingeki afakelwe isicelo ku-PAIA.

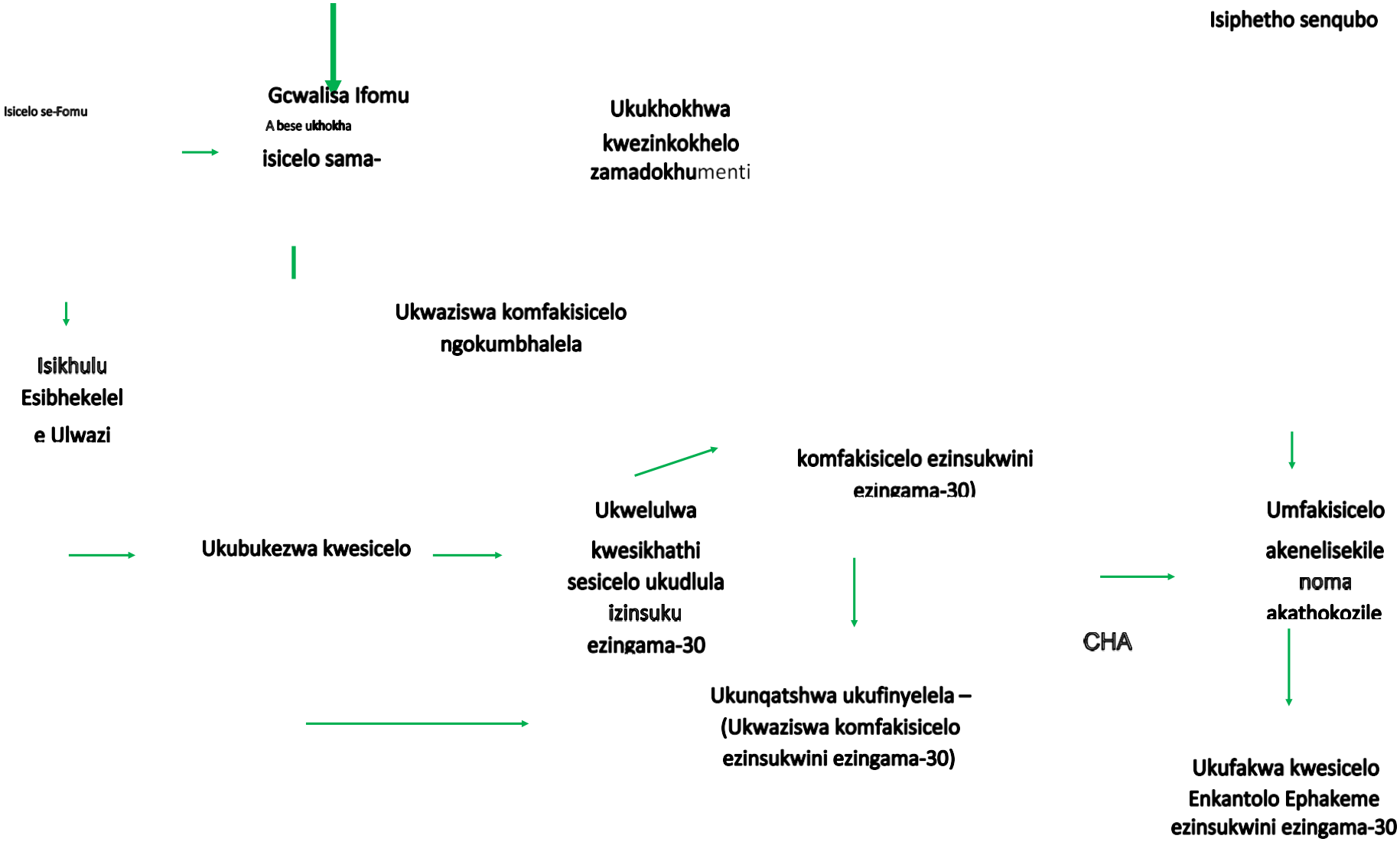
- Imithetho yenhlangano
- Uhlelo lokuqasha ngokulingana lwenhlangano
- Uhlelo lokuthuthukiswa kwamakhono lwenhlangano
- Imiphumela yokucwaninga kwe-HSRC

8. Izisombululo ezitholakalayo uma imihlinzekelo ye-PAIA ingalandelwanga yi-HSRC – [Isigaba 14 (1) (h)]

Uma kwenzeka umuntu efuna ukukhalaza ngesinqumo sesikhlu esibhekelele ulwazi angakwenza lokho ewzinsukwini ezingama-30 emva kokuthola isinqumo. Inqubo yokukhalaza kwangaphakathi izolandelwa futhi, uma umuntu engenelisekile ngesinqumo, yena (noma uma kuwumuntu ngokomthetho) angafaka isicelo enkatholo efanele ukuze athole usizo.

9. Ukutholakala kwemanuwali – [Isigaba 14(3)]

Le manuwali izotholakala kuKhomishini Yamalungelo Abantu ngokuhambisana nendima 4(1) yesimizo ezibekwe ngokuhambaisana ne-PAIA futhi zizoshicilelwa kuwebhusayithi ye-HSRC (http://www.hsrc.ac.za) Amakhophi emanuwali nawo azotholakala emahhovisi e-HSRC ukuze umuntu akwazi ukuzifundela.


Isiphetho senqubo
Isicelo se-Fomu
Gcwalisa Ifomu
A bese ukhokha
isicelo sama-
Ukukhokhwa kwezinkokhelo zamadokhumenti
Ukwaziswa komfakisicelo ngokumbhalela
Isikhulu Esibhekelele Ulwazi
komfakisicelo ezinsukwini ezingama-30)
Ukwelulwa kwesikhathi sesicelo ukudlula izinsuku ezingama-30
Ukubukezwa kwesicelo
Umfakisicelo akenelisekile noma akathokozile
CHA
Ukunqatshwa ukufinyelela – (Ukwaziswa komfakisicelo ezinsukwini ezingama-30)
Ukufakwa kwesicelo Enkantolo Ephakeme ezinsukwini ezingama-30

11. Izithasiselo

Amadokhumenti alandelayo ananyekwe kule manuwali njengezithasiselo:

Isithasiselo 1: I-FORM A: Ifomu le-HSRC lesicelo

Isithasiselo 2: Uhlaka lwezinkokhelo ze-HSRC PAIA

11.1 Isithasiselo 1: I-FORM A: Ifomu le-HSRC lesicelo

ISICELO SOKUFINYELELA KUMAREKHODI ESIKHUNGO SOMPHAKATHI

Isigaba 18 (10 soMthetho Wokugqugquzelwa Kokufinyelelwa Kolwazi, 2000 (uMthetho wesi-2 wezi-2000) [Izimiso 6]

EYOKUSETSHENZISWA UMNYANGO

Inombolo yeReferensi: _____

Yamukelwe ngu: _____
(Igama nesibongo Sesikhulu Solwazi / Iphini Lesikhulu Solwazi

Mhla_____(usuku) e_____(indawo) _____

Inkokhelo yokufaka isicelo (uma ikhona): R …….
Idiphozithi (uma ikhona): R …….
Inkokhelo yokufinyelela: R …….

_____

Ukusayina Kwesikhulu Esibhekelele Ulwazi/Iphini Lesikhulu Esibhekelele Ulwazi

A: Imininingwane yenhlangano yomphakathi

Isikhulu Esibhekelele Ulwazi/Iphini Lesikhulu Esibhekelele Ulwazi

_____

_____

_____

_____

_____

_____

B: Imininingwane yomuntu ofaka isicelo sokufinyelela irekhodi noma ulwazi

Imininingwane yomuntu ofaka isicelo sokufinyelela kulo irekhodi elifanele a) kufanele ihlinzekwe ngezansi. b) Ikheli kanye/noma inombolo yefeksi

Amagama Nesibongo Okugcwele: _____

Inombolo kamazisi: _____

Ikheli leposi: _____

_____

_____

Inombolo yeFeksi: _____

Inombolo yocingo: _____

Ikheli le-imeyli: _____

Isikhundla salowo ofaka isicelo, uma senziwa esikhundleni somunye umuntu:

_____

C: Imininingwane yomuntu owenzelwa isicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA

Amagama Nesibongo Okugcwele: _____

Inombolo kamazisi: _____

D: Imininingwane yerekhodi elicelwayo

a) Hlinzeka imininingwane egcwele yerekhodi okucelwa ukufinyelela kulo, kubandakanya inombolo yereferensi uma uyazi, ukuze kube lula ukufinyelela

Incazelo yerekhodi noma ingxenye yerekhodi ehambisanayo:

_____

_____

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Inombolo yereferensi, uma ikhona: _____

Eminye imininingwane yerekhodi eyengeziwe: _____

_____

_____

_____

E: Izindleko

a) Isicelo sokufinyelela irekhodi, ngaphandle kwerekhodi eliqukethe imininingwane yomuntu siqu, kuyoqhutshekwa naso kuphela emva kokuba inkokhelo yokufaka isicelo seyenziwe.

Isizathu sokuba ukhishwe ezinkokhelweni ezikhokhwayo:

F: Indlela yokufinyelela irekhodi

Uma unesithiyo sokukhubazeka esiwukungakwazi ukufunda, ukubona noma ukulalela irekhodi ngendlela yokufinyelela echazwe ngezansi ku-1-4, shono indlela okhubazeke ngayo bese usho indlela irekhodi edingeka ngayo.

Ukukhubazeka	Indlela irekhodi noma ulwazi oludingeka ngayo

Amanothi:

a) Ukulithola kwakho irekhodi ngendlela oyibalulile kungancika ekutheni irekhodi litholakala ngayiphi indlela.
b) Ukufinyelela ifomu eliceliwe kunganqatshwa ngapahnsi kwezinye izimo. Kulezo zimo uyokwaziswa uma ukufinyelela ifomu kuzohlinzekwa ngenye indlela.
c) Inkokhelo edingekayo yokufinyelela irekhodi noma ifomu, uma ikhona, iyoshiwo kandlelana thile yindlela irekhodi elicelwe ukuba lifike ngayo.

(Maka ibhokisi elifanele ngo-X

1. Uma irekhodi libhaliwe noma liphrintiwe:

	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi

2. Uma irekhodi linezithombe ezibukwayo (kubandakanya izithombe, ama-slides, amavvidiyo aqoshiwe, izithombe ezenziwe ngekhompyutha, okudwetshiwe, njll)

	Buka imifanekiso		Kopisha imifanekiso*		Ukuqopha okushiwo yimifanekiso*

3. Uma irekhodi linamagama abhaliwe noma ulwazi olungakhishelwa lube yimisindo:

	Lalela imisindo eqoshiwe (ikhasethi elilalelwayo)		Ukuqopha ngamagama okushiwo umsindo oqoshiwe * (idokhumenti ebhaliwe noma ephrintiwe)

4. Uma irekhodi lisekhompyutheni noma likwazi ukufundwa yikhompyutha:					
	Ikhophi ephrintiwe yerekhodi*		Ikhophi ephrintiwe yolwazi obeluqoshiwe*		Ikhophi yokukwazi ukufundwa yikhompyutha*
* Uma ucele ikhophi noma irekhodi lokubhaliwe kukhishelwe kobekuqoshiwe (ngenhla), ingabe ufisa ukuba ikhophi lobekuwumsindo ukuposelwe? Imali yokuposa iyakhokhwa				YEBO	CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethile, ukufinyelela kungavunyelwa ngolimi irekhodi elitholakala ngalo.					

G: Isaziso sesinqumo mayelana nesicelo sokufinyelela irekhodi

Uzokwaziswa ukuthi isicelo sivunyiwe/ sinqatshiwe Uma ufisa ukwaziswa ngenye indlela, uyacelwa usho indlela oyikhethayo bese uhlinzeka imininingwane efanele ukuze sikwazi ukulandela isicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyelela irekhodi?

_____

_____

_____

Isayinwe e-_____ngomhlaka_____ku-20____

_____

Ukusayina komfakisicelo / umuntu ofaka isicelo esikhundleni sakhe

11.1 Isithasiselo 1: I-FORM A: Ifomu le-HSRC lesicelo

ISICELO SOKUFINYELELA KUMAREKHODI ESIKHUNGO SOMPHAKATHI

Isigaba 18 (10 soMthetho Wokugqugquzelwa Kokufinyelelwa Kolwazi, 2000 (uMthetho wesi-2 wezi-2000) [Izimiso 6]

EYOKUSETSHENZISWA UMNYANGO

Inombolo yeReferensi: _____

Yamukelwe ngu: _____
(Igama nesibongo Sesikhulu Solwazi / Iphini Lesikhulu Solwazi

Mhla_____(usuku) e_____(indawo) _____

Inkokhelo yokufaka isicelo (uma ikhona): R …….
Idiphozithi (uma ikhona): R …….
Inkokhelo yokufinyelela: R …….

_____

Ukusayina Kwesikhulu Esibhekelele Ulwazi/Iphini Lesikhulu Esibhekelele Ulwazi

A: Imininingwane yenhlangano yomphakathi

Isikhulu Esibhekelele Ulwazi/Iphini Lesikhulu Esibhekelele Ulwazi

_____

_____

_____

_____

_____

_____

B: Imininingwane yomuntu ofaka isicelo sokufinyelela irekhodi noma ulwazi

a) Imininingwane yomuntu ofaka isicelo sokufinyelela irekhodi kufanele ihlinzekwe ngezansi.
b) Ikheli kanye/noma inombolo yefeksi yakuleli

Amagama Nesibongo Okugcwele: _____

Inombolo kamazisi: _____

Ikheli leposi: _____

_____

_____

Inombolo yeFeksi: _____

Inombolo yocingo: _____

Ikheli le-imeyli: _____

Isikhundla salowo ofaka isicelo, uma senziwa esikhundleni somunye umuntu:

_____

C: Imininingwane yomuntu owenzelwa isicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA

Amagama Nesibongo Okugcwele: _____

Inombolo kamazisi: _____

D: Imininingwane yerekhodi elicelwayo

a) Hlinzeka imininingwane egcwele yerekhodi okucelwa ukufinyelela kulo, kubandakanya inombolo yereferensi uma uyazi, ukuze kube lula ukufinyelela irekhodi.

Incazelo yerekhodi noma ingxenye yerekhodi ehambisanayo:

_____

_____

_____

_____

Inombolo yereferensi, uma ikhona: _____

Eminye imininingwane yerekhodi eyengeziwe: _____

_____

_____

_____

E: Izindleko

a) Isicelo sokufinyelela irekhodi, ngaphandle kwerekhodi eliqukethe imininingwane yomuntu siqu, kuyoqhutshekwa naso kuphela emva kokuba inkokhelo yokufaka isicelo seyenziwe.
b) Uvalwaziswa ngamali akudingeka ayikhokhe

Isizathu sokuba ukhishwe ezinkokhelweni ezikhokhwayo:

F: Indlela yokufinyelela irekhodi

Uma unesithiyo sokukhubazeka esiwukungakwazi ukufunda, ukubona noma ukulalela irekhodi ngendlela yokufinyelela echazwe ngezansi ku-1-4, shono indlela okhubazeke ngayo bese usho indlela irekhodi edingeka ngayo.

Ukukhubazeka	Indlela irekhodi noma ulwazi oludingeka ngayo

Amanothi:

a) Ukulithola kwakho irekhodi ngendlela oyibalulile kungancika ekutheni irekhodi litholakala ngayiphi indlela.
b) Ukufinyelela ifomu eliceliwe kunganqatshwa ngapahnsi kwezinye izimo. Kulezo zimo uyokwaziswa uma ukufinyelela ifomu kuzohlinzekwa ngenye indlela.
c) Inkokhelo edingekayo yokufinyelela irekhodi noma ifomu, uma ikhona, iyoshiwo kandlelana thile yindlela irekhodi elicelwe ukuba lifike ngayo.

(Maka ibhokisi elifanele ngo-X

5. Uma irekhodi libhaliwe noma liphrintiwe:

	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi

6. Uma irekhodi linezithombe ezibukwayo (kubandakanya izithombe, ama-slides, amavvidiyo aqoshiwe, izithombe ezenziwe ngekhompyutha, okudwetshiwe, njll)

	Buka imifanekiso		Kopisha imifanekiso*		Ukuqopha okushiwo yimifanekiso*

7. Uma irekhodi linamagama abhaliwe noma ulwazi olungakhishelwa lube yimisindo:

	Lalela imisindo eqoshiwe (ikhasethi elilalelwayo)		Ukuqopha ngamagama okushiwo umsindo oqoshiwe * (idokhumenti ebhaliwe noma ephrintiwe)

8. Uma irekhodi lisekhompyutheni noma likwazi ukufundwa yikhompyutha:

	Ikhophi ephrintiwe yerekhodi*		Ikhophi ephrintiwe yolwazi obeluqoshiwe*		Ikhophi yokukwazi ukufundwa yikhompyut

					ha*
* Uma ucele ikhophi noma irekhodi lokubhaliwe kukhishelwe kobekuqoshiwe (ngenhla), ingabe ufisa ukuba ikhophi lobekuwumsindo ukuposelwe? Imali yokuposa iyakhokhwa				YEBO	CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethile, ukufinyelela kungavunyelwa ngolimi irekhodi elitholakala ngalo.					

G: Isaziso sesinqumo mayelana nesicelo sokufinyelela irekhodi

Uzokwaziswa ukuthi isicelo sivunyiwe/ sinqatshiwe Uma ufisa ukwaziswa ngenye indlela, uyacelwa usho indlela oyikhethayo bese uhlinzeka imininingwane efanele ukuze sikwazi ukulandela isicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyelela irekhodi?

_____

_____

_____

Isayinwe e-_____ngomhlaka_____ku-20____

_____

Ukusayina komfakisicelo / umuntu ofaka isicelo esikhundleni sakhe

11.2 Isithasiselo 2: Uhlaka lwezinkokhelo ze-HSRC PAIA

Izimali zokukhiqiza zimi ngale ndlela elandelayo:

a.	**Ifothokhophi ngayinye ewubukhulu bekhasi elingu-A4 noma ingxenye yayo**	**R0,60**
b.	**Kwikhophi ngalinye eliphrintiwe elingu-A4 noma ingxenye yalo elifundwa ngekhompyutha noma emshinini oyi-elekthronikhi noma kwindlela efundeka ngomshini**	**R0,40**
c.	**Ikhophi efundwa ngekhompyutha** **(i) kwicwecwe lediskhi**	**R40**
d.	**(i) Imibhalo yezithombe ezigayiwe ikhasi lobukhulu obungu-A4 noma ingxenye yalo** **(ii) Ikhophi yezithombe ezibukwayo**	**R22** **R60**
e.	**(i) Umbhalo wokulalelwayo ikhasi lobukhulu be-A4 noma ingxenye yalo** **(ii) Ikhophi yombhalo olalelwayo**	**R12** **R17**
Imali yokufaka isicelo ekhokhwa yiwona wonke umfakisicelo, ngaphandle komfakisicelo ozenzela isicelo ngokwakhe		**R35**

Izimali zokufinyelela ezikhokhwa umfakisicelo onganikiwe amandla okuba angazikhokhi izimali zimi ngale ndlela elandelayo:

a.	**Ifothokhophi ngayinye ewubukhulu bekhasi elingu-A4 noma ingxenye yayo**	**R0,60**
b.	**Kwikhophi ngalinye eliphrintiwe elingu-A4 noma ingxenye yalo elifundwa ngekhompyutha noma emshinini oyi-elekthronikhi noma kwindlela efundeka ngomshini** **(i) kwicwecwe lediskhi**	**R40**
c.	**(i) Imibhalo yezithombe ezigayiwe ikhasi lobukhulu obungu-A4 noma ingxenye yalo** **(ii) Ikhophi yezithombe ezibukwayo**	**R22** **R60**
d.	**(i) Imibhalo yezithombe ezigayiwe ikhasi lobukhulu obungu-A4 noma ingxenye yalo** **(ii) Ikhophi yezithombe ezibukwayo**	**R12** **R17**
e.	**Ima yokusesha irekhodi inguR15 ihora ngalinye noma ingxenye yehora, ukukhipha ihora lokuqala, edingeka ngokuphusile ngenxa yalokho kusesha**	

Izimali zokukhiqiza zimi ngale ndlela elandelayo:

a.	**Ifothokhophi ngayinye ewubukhulu bekhasi elingu-A4 noma ingxenye yayo**	**R1,10**
b.	**Kwikhophi ngalinye eliphrintiwe elingu-A4 noma ingxenye yalo elifundwa ngekhompyutha noma emshinini oyi-elekthronikhi noma kwindlela efundeka ngomshini**	**R0,75**
c.	**Ikhophi efundwa ngekhompyutha** **(i) kwicwecwe lediskhi**	**R70**
d.	**(i) Imibhalo yezithombe ezigayiwe ikhasi lobukhulu obungu-A4 noma ingxenye yalo** **(ii) Ikhophi yezithombe ezibukwayo**	**R40** **R60**

e.	**(i) Umbhalo wokulalelwayo ikhasi lobukhulu be-A4 noma ingxenye yalo** **(ii) Ikhophi yombhalo olalelwayo**	**R20** **R30**
Imali yokufaka isicelo ekhokhwa yiwona wonke umfakisicelo, ngaphandle komfakisicelo ozenzela isicelo ngokwakhe		**R50**

Izimali zokufinyelela ezikhokhwa umfakisicelo onganikiwe amandla okuba angazikhokhi izimali zimi ngale ndlela elandelayo:

a.	**Ifothokhophi ngayinye ewubukhulu bekhasi elingu-A4 noma ingxenye yayo**	**R1,10**
b.	**Kwikhophi ngalinye eliphrintiwe elingu-A4 noma ingxenye yalo elifundwa ngekhompyutha noma emshinini oyi-elekthronikhi noma kwindlela efundeka ngomshini**	**R0,75**
c.	**Ikhophi efundwa ngekhompyutha** **(i) kwicwecwe lediskhi**	 **R70**
d.	**(i) Imibhalo yezithombe ezigayiwe ikhasi lobukhulu obungu-A4 noma ingxenye yalo** **(ii) Ikhophi yezithombe ezibukwayo**	**R40** **R60**
e.	**(i) Umbhalo wokulalelwayo ikhasi lobukhulu be-A4 noma ingxenye yalo** **(ii) Ikhophi yombhalo olalelwayo**	**R20** **R30**
f.	**Ima yokusesha irekhodi inguR30 ihora ngalinye noma ingxenye yehora, ukukhipha ihora lokuqala, edingeka ngokuphusile ngenxa yalokho kusesha**	