



# adclick africa

FINYELELA | HLANGANYELA | GUQULA



## IBHUKU LE-PAIA

### UHLAKA LOMPHAKATHI

Ilungiselwe ngokwesigaba 14 somthetho  
wokukhuthazwa kokufinyelela kulwazi wesibili wango  
2000 (njengoba uchibiyelwe)

Lilingiswe yi-

#### **ADCLICK AFRICA**

Endlini ye-Adclick Africa House  
ku-356 Oak Avenue, Ferndale  
Randburg  
2194

**Usuku lokuhlanganisa**

Zazu 30 kulwezi kowezi-2022

**Usuku lokubuyekeza**

Zazu 30 kulwezi kowezi-2022



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**

*Ensuring protection of your personal information  
and effective access to information*

## REGISTRATION CERTIFICATE

**Registration Number:54770/2021-2022/IRRTT**

This is to certify that **Lesibana Velly Bosega** and **Amore Myburgh** have been registered with the Information Regulator by **Adclick Africa (Pty) Ltd** as the Information Officer and Deputy Information Officer respectively, in terms of section 55(2) of the Protection of Personal Information Act 4 of 2013 with effect from 13 September 2021.

A handwritten signature in black ink, appearing to be 'A. Myburgh', is written over a horizontal line.

**Chief Executive Officer  
INFORMATION REGULATOR**

**NB:** Please note that it is your responsibility to ensure that the particulars of an Information Officer and/or Deputy Information Officer(s) are correct and updated on an annual basis or as and when it becomes necessary.

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### ISITHASISELO **A**

ISICELO SOKUFINYELELA  
KUMAREKHODI

### ISITHASISELO **B**

IMALI YOKUHLONIPHA UHLAKA  
OLUZIMELE

# Okwe ADCLICK AFRICA ("Adclick")

Ngokwesigaba 51 somthetho wokukhuthazwa kokufinyelela kulwazi wesibili wango-2000

## 1

### ISINGENISO

Isigaba 32 somthetho sisekelo wasezwenikazi Iningizimu Afrika wesi-108 wangonyaka ka-1996 ("umthethosisekelo") uhlinzeka:

(1) Wonke umuntu ngelungelo lokufinyelela -

- (a) Kunoma iluphi ulwazi ulubanjwe umbuso; and
- (b) Nanoma iluphi ulwazi ulubanjwe omunye umuntu nokuthi lufunaka ngokwenziwa noma ukuvikela noma liphi ilungelo.

(2) Umthetho kazwelonke kufanele ushaywe ukuze ufezekise leli lungelo, futhi ungahlinzekela izinyathelo ezifanele zokunciphisa umthwalo wezokuphatha nezezimali kuhulumeni.

Umthetho wokukhuthazwa kokufinyelela elwazini wesibili wango-2000 ("lomthetho"), wasungulwa zintathu kunhlolanja ka-2002 ukuzusebenze kusigaba 32 womthethosisekelo, unikezela ngokusebenza kwilungelo lomthethosisekelo lokufinyelela kunoma iluphi ulwazi olubanjwe umbuso noma iluphi ulwazi olubanjwe umunye umuntu nokuthi ikuphi okufuna ukwenziwa noma kuvikelwa noma liphi ilungelo. Uma isicelo senziwe ngokwalo mthetho, uhlaka oluzimele noma olomphakathi lapho isicelo senziwe khona fanele bazibophezele ukudedela lololwazi, ngaphandle uma umthetho ukubeka ngokucacile ukuthi lololwazi lungadedelwa. Lomthetho ubekelwe izidingo zezinkinga zenqubo ezihambelana nalesosicelo.

Lomthetho uqale ukusebenza zisishagalolunye kuNdasa kowezi 2001 ngaphandle kwsigaba seshumi, eseshumi nane, neshumi nesithupha Kanye no 51 okwiyizigaba ezafakwa kuloluhlelo zingu-15 kuNhlolanja kowezi 2002.

## 2

### UBANI ONGAFKA ISICELO SOLWAZI

Noma imuphi umuntu ofuna ulwazi ukuze enze noma avikele noma iliphi ilungelo, engacela ulwazi ohlakeni oluzimele. Isigaba 50 somthetho sicacisa lokhu;

(1) Umceli fanele anikezelwe ukufinyelela kunoma iyiphi irekhodi yohlaka oluzimele uma –

- (a) Leyo rekhodi ifunwa ukuze kwenziwe noma kuvikelwe noma iliphi ilungelo;
- (b) Uma loyomuntu evumelana nezimfuneko zenqubo zalomthetho kuyamanisa nesicelo okufinyelelwa kwiso serekhodi; kanye
- (c) Nokufinyelela kuleyo rekhodi uma kunganqatshwanga ngokwanoma iziphi izizathu zokunqaba ngokucaciswe kwisahluko sesine salenxenywe.

## 3

**IMIGUDU YOKUFINYELELA****3.1 IMINININGWANE YOKUXHUMANA**

Noma yimuphi umuntu ofisa ukucela noma yiluphi ulwazi kwa-Adclick Africa ngenjongo yokuvikela noma ukusebenzisa ilungelo angathintana nesikhulu sezolwazi esinemininingwane yokuxhumana kanje;

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356 Oak Avenue, Ferndale  
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2194

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2194

**Imininingwane yokuxhumana**

Ucingo: 011 704 2641  
Ikeksi: 011 704 2641

**Isikhulu solwazi**

Velly Bosega  
Isikhulu sehhovisi (Chief Executive Officer)  
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**isekela lesikhulu solwazi**

Amore Myburgh Potgieter  
Ukulawulwa kanye nezezimali (Operations and Finance)  
amore@adclickafrica.co.za

**3.2 IFOMU LOKUFINYELELA ELIBEKIWE**

Ngokwesigaba 53, isicelo sokufinyelela kwirekhodi yase-Adclick Africa fanele senziwe ngefomu elibekiwe kwa-Adclick Africa kwikheli, ifeksi noma ubuxhaka xhaka be imeyili enikeziwe ngenhla.

Ifomu lifuna umceli ehlinzeke ngalemininingwane elandelayo:

- Ulwazi oluphelele ukuvumela isikhulu solwazi sikwazi ukuhlonza umceli;
- Ulwazi oluphelele ukuvumela isikhulu solwazi sikwazi ukuhlonza irekhodi eceliwe;
- Ifomu lokufinyelela liyafunakala;
- Ikheli lokuposa okanye inombolo yefeksi yomceli;
- Ukuhlonzwa kwelungelo elifunakalayo ukuthi lenziwe noma livikelwe;

- Incazelo yokuthi kungani irekhodi ifunakala ukuthi yenziwe noma kuvikelwe lelolungelo;
- Indlela lapho umceli efisa ukwaziswa ngesinqumo sesicelo, uma kunendlela yokwengeza kwisaziso esibhaliwe; kanye
- Uma isicelo senziwe esikhundleni somunye umuntu, ukuhanjiswa kobafakazi bomthamo lapho umceli enza isicelo, ezogculisa isikhulu solwazi.

Kwisifanekiso sefomu lesicelo buka ISITHASISELO A kwibhukwana. Umceli ucelwa aqaphele ukuthi bonke ulwazi njengoba bubalwe ngenhla fanele kuhlinzekwe, ukuhluleka uhlelo luzobambezeleka ngesikhathi uhlaka oluzimele lucela ulwazi lolo olwengeziwe. Isikhathi esibekiwe angeke siqale kuze kuba kunolwazi olufanele selufakiwe kuhlaka oluzimele lufakwa umceli.

### 3.3 IMALI EBKIWE

Inkokhelo yemali ilawulwa ngokwesigaba 54 salomthetho. Ukulawulwa kwalomthetho kuhlinzeka ngenhlobo embili zezimali:

Imali yokucela: lena imali engabuyiswa imali yokuphatha ekhokhwa ibona bonke abafaka izicelo kufakwa nabacela siqu sabo. kukhokhwa ngaphambi kokuthi isicelo sibhekwe.

Imali yokufinyelela: lena ikhokhwa ibo bonke abafaka izicelo kuphela nje uma ukufinyelela kunikezwa. Lemali ihlose ukubuyisela uhlaka oluzimele izindleko ezibandakanyekayo ekubhekeni kwerekhodi Kanye nasekulungiselelweni ukuze ihanjiswe kumceli. IAdclick Africa ingakwazi ukubamba irekhodi kuze kuba imali yesicelo noma idiphozithi (uma ikhona) seyikhokhiwe. uhlelo lwezimali ebekiwe linanyathiselwe kwiSITHASISELO B ebhukwini.

### 3.4 UMCELI NGAPHANDLE KOMCELI OQONDENE NAYE

Isikhulu solwazi fanele sinikezele ngesaziso esibhaliwe kumceli ngaphandle komceli oqondene naye nemali yesicelo Kanye nemali okufanele ikhokhwe ngaphambi kokuthi isicelo siqhutshekwe sibhekwe.

Uma kumbono wesikhulu solwazi ekubhekweni kwerekhodi, noma ukulungiselelwa kwerekhodi ukuze idalulwe kuzodingeka amahora angaphezulu kwalawa abekiwe, isikhulu solwazi singafuna umceli akhokhe idiphozithi, engekho ngaphezulu kokunye kokuthathu kwimali yokufinyelela eyokhokhwa uma isicelo sivunywa. Uma isicelo siinqatshiwe, idiphozithi fanele ibuyiselwe umuva kumceli.

Isaziso esinikezelwa isikhulu solwazi fanele siyalele umceli ukuthi unelungelo lokufaka isicelo enkantolo mayelana nemali yesicelo noma idiphozithi, kanye nokuyala ngenqubo yesicelo.

### 3.5 UMCELI SIQU

Umceli siqu uchazwa ngokomthetho njengo mceli ofuna ukufinyelela kwirekhodi ephethe ulwazi lomceli.

Umceli siqu akanasibopho sokukhokha imali yesicelo, unesibpho sokukhokhela imali yokufinyelela kwisimo lapho isicelo sivunyiwe, kdwa kungenzeka engafunwa ukuthi akhokhe idiphozithi ngaphambi kokunikezwa kwerekhodi.

## 4

## ISILAWULI SOLWAZI

Isilawuli solwazi (eNingizimu Afrika) uhlaka oluzimele olwasungulwa ngokwesigaba 39 somthetho wokuvikelwa kolwazi lomuntu siqu wesine wango-2013.

Imininingwane yokuxhumana iyalandela l-imeyili yemibuzo ejwayelekile:

[infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

## 5

## IZINHLOBO ZAMA REKHODI

Umceli engacela ukufinyelela kwizinhlobo ezilandelayo zamadokhument;

### 5.1 AMAREKHODI ABASEBENZI

Lokhu kufaka;

- Noma ngabe imaphi amarekhodi omuntu siqu ahlinzekwe uhlaka oluzimele ngabasebenzi babo;
- Noma ngabe iyiphi irekhodi uhlaka lwesithathu oluyihlinzekile nganoma isiphi isisebenzi sabo;
- Isimo sokuqashwa kanye nezinkontileka ezihlobene nabasebenzi Kanye namarekhodi ezomthetho;
- Nokucubungulwa kwamarekhodi kwangaphakathi, kanye
- Namanye amarekhodi angaphakathi kanye nokuvumelana

### 5.2 AMAREKHODI AMAYELANA NAMAKHASIMENDE

Ikhasimende libala noma yikuphi okwemvelo noma inhlango yomthetho abathola usizo ezinhlakeni ezizimele. Ulwazi olumayelana namakhasimende kubalwa lokhu okulandelayo:

- Noma iliphi irekhodi ikhasimende elihlinzekile ohlakeni lwesithathu elimele noma esikhundleni sohlaka oluzimele;
- Noma iyiphi irekhodi yohlaka lwesithathu oluluhlinzekile ohlakeni oluzimele; kanye
- Amarekhodi akhiqizwe wu noma ngaphakathi kohlaka oluzimele mayelana nekhasimende, kubalwa namarekhodi enziwayo.

### 5.3 AMAREKHODI

Lokhu kufaka kodwa akugcini kokulandelayo:

- Amarekhodi ezezimali
- Amarekhodi okusebenza
- Idathabhesi
- Ulwazi lwezobuchwepheshe
- Amarekhodi okumaketha
- Imibhalo yangaphakathi

- Amarekhodi omkhiqizo
- Amarekhodi ezomthetho
- Imigomo yangaphakathi kanye nenqubo
- Amarekhodi abanjwe izikhulu zezinhlaka ezizimele

#### 5.4 ENZINYE IZINHLAKA

Izinhlaka ezizimele zingaphatha amarekhodi amayelana nezinye izinhlaka, kubalwa ngaphandle komkhawulo, izinkontileka, abahlinzeki, ingxenye/ ukubamba/ izinkampani ezixhumene, amabhizinisi okubambisana, abahlinzeka ngosizo. kungenjalo, izinhlaka ezinjenga lezo zingaphatha amarekhodi okungathiwa awezinhlaka ezizimele.

Lokhu okulandelayo kuwela ngaphansi kwaleli qoqo:

- Abasebenzi, amakhasimende noma amarekhodi ezinhlaka ezizimele okukuthi abanjwe olunye uhlaka njengoba kuphikiswa ukuthi abanjwe olunye uhlaka; kanye
- Namarekhodi abanjwe uhlaka oluzimele amayelana nezinye izinhlaka, kufakwa ngaphandle komkhawulo namarekhodi ezezimali, imibhalo, amarekhodi ezinkontileka, amarekhodi ahlinzekwe ezinye izinhlaka, Kanye namarekhodi ahlinzekwe uhlaka lwesithathu mayelana nosonkontileka /nabahlinzeki.

#### 5.5 AMAREKHODI AYATHOLAKALA NGOKWEZINYE IZISHAYAMTHETHO

Umceli angakwazi ukuthi acele ulwazi ulutholakala ngokwesishayamthetho, njengalene landelayo:

- Umthetho wokuhlukaniswa komhlaba (we-68 wango-1981)
- Umthetho wezimo eziyisisekelo zokusebenza (we-75 wango-1997) nomthetho wezinkampani (we-61 wango-1973)
- Umthetho wokunxephezela kwabasebenzi abalimale noma bagula besemsebenzini (we-130 wango-1993) nomthetho wokulingana emsebenzini (we-55 wango-1998)
- Umthetho webhodi yokuhlinzekwa kwezezimali (we-97 wango-1990) nomthetho wemali edonswayo (we-58 wango-1962)
- Umthetho omayelana nabasebenzi (we-66 wango-1995)
- Umthetho okhuthaza ukulingana kanye nokuvikelwa ukucwasana okungafanele (we-4 wango-2000) nomthetho womkhandlu wezinsiza sezifunda (we-109 wango-1985)
- Umthetho wemishwayilense yesikhathi esfushane (we-53 wango-1998) nomthetho wokuthuthukiswa kwamakhono (we-97 wango-1998)
- Umthetho wezinto zokuthuthukiswa kwamakhono (wesi-9 wango-1999)
- Umthetho wegunya leziqu waseNingizimu Africa (we-58 wango-1995) umthetho we VAT (we-89 wango-1991)

Isikhulu solwazi siyobhekisisa ngokwesigaba sesishagalombili webhuku okuthi ngabe noma akufanele ukufinyelela kunoma iluphi ulwazi olubhalwe ngenhla fanele lunikwe kumceli.



## 6

**UHLELO LOKUTHATHWA KWEZINQUMO****6.1 ISIGABA 55**

NgokweSigaba 55, isikhulu sezolwazi sizothatha zonke izinyathelo ezifanele ukuthola irekhodi eliceliwe. Uma irekhodi lingatholakali noma lingekho, isikhulu sezolwazi kufanele sazise umfakisiselo ngendlela ye-afidavithi noma isiqinisekiso sokuthi akwenzeki ukunikeza ukufinyelela kurekhodi. Lokhu kuthathwa njengokwenqatshwa kwesicelo. Uma, nokho, irekhodi litholwa ngokuhamba kwesikhathi, umfakisiselo kufanele anikezwe ukufinyelela uma ngabe isicelo besivunyiwe.

**6.2 ISIGABA 56**

Isigaba 56 sihlizeka ngokuthi isikhulu solwazi fanele ngaphakathi kwezinsuku azingamashumi amathathu ekutholeni irisidi eligcwaliswe kahle lesicelo azise umceli ngesinqumo ukuthi ngabe noma angeke avumele isicelo. Uma isicelo:

- Sivunyiwe: isaziso fanele sicacise imali efanele yokufinyelela efunwa ukuthi ikhokhwe, Kanye nemigudu ukufanele ilandelwe uma umceli engafisa ukufala isicelo enkantolo ephikisana nalemali, kanye nendlela akafuna ukunikezwa ngayo.
- Siphikiswa: isaziso fanele sifake nezizathu ezibambekayo zokuchithwa kwesicelo, kanye nezinhlinzeko ezifanele zomthetho oncike kwizo, Kanye nokuhlinzeka ngemigudu ezolandelwa uma umceli angafisa ukufaka isicelo enkantolo mayelana nasinqumo.

**6.3 UKWENGEZWA KWESIKHATHI**

Isikhulu solwazi singaqhuba isikhathi sibe yizinsuku ezingamashumi amathathu esikhathini esengeziwe kodwa esingeqeli ezinsukwini ezingamashumi amathathu uma:

- Isicelo esamarekhodi enombolo enkulu noma siding ukubhekwa emarekhodini enombolo enkulu;
- Isicelo sifuna serekhodi siding ukubhekwa kwelinye ihhovisi lohloka oluzimele olungekho edolobheni elilodwa
- Ukubonisana phakathi kwezinhloka ezizimele, noma nolunye uhloka oluzimele kudingakala; noma
- Umceli evumelana nesengezo

Umceli fanele aziswe phakathi kwezinsuku ezingangenyanga ngokubhalelwa ngokuqhutshwa, kanye nezizathu, Kanye nenqumo ebandakanyekayo uma umceli engafisa ukufaka isicelo enkantolo ephikisana nokuqhutshwa kwesikhathi.

Uma isikhulu solwazi singahluleka ukuphendula umceli esikhathini esingangenyanga ngenxa yezimo lokho kobonakala njengokunqatshwa kwesicelo.

**6.4 ISIGABA 59**

Isigaba 59 sihlizeka ngokuthi isikhulu solwazi singahlukanisa irekhodi bese inikezela ngokufinyelela kuleyongxenyana umthetho ongavimbeli ukufinyelela kwiyo.

Uma ukufinyelela kuvunyiwe, ukufinyelela fanele kunikezelwe ngendlela ekahle efunakala ngayo kumceli, noma uma umceli engazange adalula akukhethayo, ngendlela ezwakalayo ekhethwe isikhulu solwazi.

## 7

## UHLAKA LWESITHATHU

Uma isicelo serekhodi kwesimayelana nohlaka lwesithathu, isikhulu solwazi fanele sizame zonke izinyathelo ezizwakalayo ukwazisa uhlaka lwesithathu ngalesosicelo. Lokho kwamele kwenziwe phakathi kwezinsuku ezingamashumi amabili nanye kutholwe lesosicelo. Nangendlela lokhu okwenziwe ngakho fanele kusheshe ngendlela efanele, kodwa uma kungokomlomo, isikhulu solwazi lapho sesinganikezela ngesiqiniseko esisaziso esibhaliwe. Uhlaka lwesithathu emva kwezinsuku ezingamashumi amabili nanye kungaba sebenza izethulo ohlakeni lwesithathu ukuthi kungani isicelo fanele sichithwe, kungenjalo banikezele ngemvumo ebhalwe phansi yokudalulwa kwerekhodi. Uhlaka lwesithathu fanele lwaziswe ngesinqumo esithathwe isikhulu solwazi ekutheni fanele bavume noma bachithe isicelo, bebuye futhi baziswe ngamalungelo okudlulisa isinqumo ngendlela yokufaka isicelo enkantolo phakathi wezinsuku ezingamashumi amathathu esaziso.

## 8

## IZIZATHU ZOKUNQABA

Ngaphandle kokulandelwa kwesigaba 55, isicelo singachithwa ngokuhambelana nesisodwa isizathu esibekiwe ngokwalomthetho, okungukuthi:

### 8.1 ISIGABA 63

Isigaba 63 somthetho sivimba ukudalulwa okungenangqondo kolwazi lomuntu siqu ngemvelo yomuntu wohlaka lwesithathu kubaceli. Lokhu kufaka ulwazi lomuntu siqu osalala. Nomakunjalo, isigaba 63 (sesibili) sinikezela ngokwehlukile kulokhu.

### 8.2 ISIGABA 64

Isigaba 64 siveza ukuthi isicelo fanele sichithwe uma siyamaniswa nerekhodi ephethe ulwazi lokuhweba olwimfihlo lohlaka lwesithathu;

- Izimfihlo zohwebo;
- Ezezimali, ezentengo, ezesayensi noma ulwazi lwezobuchwepheshe lapho ukudalulwa kungase kwenze umonakalo kwintengiso noma inzuzo yezezimali yohlaka lwesithathu, noma
- Ulwazi oluhlinzekwe ngokuzigqaja uhlaka lwesithathu, ukudalulwa okungase kulindeleke ngokunengqondo okungasekubekwe uhlaka lwesithathu obubini kwizinkontileka noma kwezinye izingxoxo, noma kulimaza uhlaka lwesithathu kumncintiswano wentengiso.

Ulwazi fanele, nomakunjalo, ludedelwe uma luhlanganisa imiphumela yomkhiqizo noma ukuhlolwa kwezemvelo, ukudalulwa okukuthi kuzoveza ukuphepha komphakathi noma izingcuphe zezemvelo.

### 8.3 ISIGABA 65

Isigaba 65 sivimba ukudalulwa kolwazi uma ukudalulwa kuzokwakha ukuphelwa kwanoma yimuphi umsebenzi okolotwa ngokwimfihlo kuhlaka lwesithathu ngokwesivumelwano.

### 8.4 ISIGABA 66

Ngokwesigaba 66, uhlaka oluzimele fanele kuchithe isicelo sokufinyelela kwirekhodi yohlaka uma ukudalulwa

kulundeleke ukuthi ku:

- Beka engozini impilo noma ukuphepha kwabantu;
- Ukulimaza noma kukhubaza ukuphepha kwezakhiwo, uhlaka noma uhlelo, kubalwa kodwa kungacini amakhompyutha noma uhlelo lokuxhumana, ngendlela yezokuthutha noma inoma isiphi isakhiwo
- Uhlaka oluzimele lungaphinde luchithe isicelo sokufinyelela kulwazi oluzolimaza izindlela, uhelo, amacebo noma izinqubo zokuvikela abantu ngokuhambisana nohlelo lokuvikelwa kofakazi noma ukuphepha komphakathi.

## 8.5 ISIGABA 67

Isigaba 67 sigunyaza ukuchithwa kwesicelo uma irekhodi inelungelo lokukhiqizwa ngezinyathelo zomthetho, ngaphandle uma umuntu onalelo lungelo useliyekile lelolungelo.

## 8.6 ISIGABA 68

Isigaba 68 simayelana nerekhodi equkethe ulwazi mayelana nohlaka oluzimele qobo Kanye ngaphandle kokungafani nezinye izinhlinzeko eziphathelene nokucithwa kwesicelo, akuphoqelekile, kodwa kunalokho kuyimfihlo. I-Adclick Africa ingakuchitha ukufinyelela kwirekhodi uma irekhodi:

- Iphethe izimfihlo zokuhweba ze-Adclick Africa;
- Iqukethe ezezimali, ezentengiso, ezesayensi noma ulwazi lwezobuchwepheshe, ukudalulwa okungadala ukulimala kwezentengiso noma ezezimali ze-Adclick Africa;
- Iqukethe ulwazi olunga, uma ludalulwa, olulindeleke ukuthi lubeke uhlaka oluzimele ebubini kwezezinkontileka noma ezinye izingxoxo, noma ukulimaza i-Adclick Africa kwezokuncintisana kwezentengiso; noma
- Iphethe izinhlelo zekhompyutha ezilawulwa ngabe Adclick Africa
- Nangaphandle kwalokhu okungenhla, ulwazi fanele lukhululwe uma luphathelene nemiphumela yokukhiqizwa noma ukuhlolwa kwezemvelo, ukudalulwa okukuthi kungaveza ubunjalo bokuphepha komphakathi kanye nobungozi kwezemvelo.

## 8.7 ISIGABA 69

Isigaba 69 sivimbela ukudalulwa kolwazi olumayelana nocwaningo lapho ukudalulwa kungaveza uhklaka lwesithathu, umuntu oshayela lolocwaningo esikhundleni sohlaka lwesithathu, noma isihloko esisematheni socwaningo singaba nobubi obubi. Ukudalulwa kushayelwa phansi uma lolocwaningo lumayelana ne-Adclick Africa uqobo lwayo.

Ngaphandle kwalokho konke owkizinhlinzeko okubalulwe ngenhla, isigaba 70 zihlinzeka ngokuthi irekhodi fanele idalulwe uma ukudalulwa kwayo:

- Kuveza ubufakazi bomhlangano umkhulu noma ukuhluleka kokuhambisana nomthetho, ukuphepha ukuseduzane noma komphakathi noma izingozi zezemvelo, kanye
- Uma isasasa lomphakathi ekudalulweni kudlula umonakalo ngokusobala

## 9

**ILUNGELO LOKUDLULISA**

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Umceli ongagculisekile ngesinqumo sesikhulu solwazi sokuchitha isicelo sokunikezela ngokufinyelela kunanoma iluphi ulwazi enga, phakathi kwezinsuku ezingangezinsuku ezingamashumi amathathu kusu kwisaziso mayelana nesinqumo, afake isicelo enkantolo sokukhulula. Njengenjwayelo, ukungagculiseki kohlaka lwesithathu ngesinqumo sesikhulu solwazi sokuvumela isicelo benga, phakathi kwezinsuku ezingamashumi amathathu ekutholweni kwesaziso ngesinqumo, bengafaka isicelo enkantolo sokukhululwa.

Fanele kuqashelwe ukuthi nangaphezulu kwalokhu noma iziphi izinhlinzeko zalomthetho, inkantolo kofanele ihlolise irikhothi okukhulunywa ngayo. Ayikho irekhodi engabanjwa kwinkantolo nanoma ingaziphi izizathu. Inkantolo angeke, nomakunjalo, idalule okuqokethwe yirekhodi.

Inkantolo inikezwe amandla okunikezela nganoma ingamuphi umyalelo olungile kanye nonobulungiswa, kubalwa:

- Oqinisekisa, buyisa noma beke celeni isinqumo sesikhulu solwazi,
- Ekudinga isikhulu solwazi ukuthi sithathe noma isiphi isinyathelo, noma sivimbe ekuthatheni noma isiphi isinyathelo njengoba kuhlonzwe inkantolo phakathi kwesikhathi esicacisiwe;
- Ukuvumeleni isivimbelo, sesikhashana noma ukukhululeka okukhethekile, umyalelo wokumemezela noma izinxephezelo noma izindleko.

## A

## ISITHASISELO A

## ISICELO SOKUFINYELELA IREKHODI LOMZIMBA OYIMFIHLO

(Isigaba 53(1) soMthetho Wokukhuthazwa Kokutholakala Kolwazi, wezi-2000 (uMthetho No. 2 wezi-2000))

INGXENYE A imininingwane yohlaka oluzimele	
Inhloko:	

INGXENYE B imininingwane yomuntu ocela ukufinyelela kwirekhodi	
(a) Imininingwane yomuntu ocela ukufinyelela kwirekhodi fanele irikhodwe lana ngezansi. (b) Hlinzeka ngekheleli kanye/noma ngenamba yomuqhafazo lapho ulwazi fanele lusendelwe khona (c) Ubufakazi bomthamo lapho isicelo senziwe, umakukhona, fanele kunanyatheliswe.	
Igama eliphelele nesibongo:	
Inombolo yomazisi:	
Ikheli lokuposa:	
Inombolo yokufona:	
Ikheli le-imeyili:	
Umthamo lapho isicelo senziwe, lapho senziwe esikhundleni somunye umuntu:	

INGXENYE C imininingwane yomuntu ekwenziwa isicelo esikhundleni sakhe	
Fanele kugcwaliswe kuphela uma isicelo sokufinyelela senziwe esikhundleni somunye umuntu.	
Amagama agcwele kanye nesibongo:	
Inombolo kamazisi:	

## INGXENYE D Imininingwane yerekhodi:

- (a) Hlinzeka ngemininingwane ephelele yerekhodi ekucelwe ukufinyelela kwiyo, kubalwa nenombolo yerefulensi uma kukuthi yazisiwe kuwe, ukuvumela irekhodi ukuthi itholwe.
- (b) Uma isikhala esinikeziwe asenele ucelwa ukuba uqhubeke kwiphepha elahlukene bese ulinamathisela kuleli fomu. Umfakisiselo fanele asayine wonke amaphepha angeziwe.

1. Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi:

2. Inombolo yerefulensi (uma ikhona):

3. Eminye imininingwane yerekhodi:

## INGXENYE E Ezezimali

- (a) Isicelo sokufinyelela kwirekhodi, ngaphandle kwerekhodi ephethe imininingwane emayelana nawe siqu sakho, iyohlungwa kuphela emva kokuthi imali yesicelo isikhokhiwe, uma kufanele.
- (b) Uyokwaziswa ngemali efunakalayo ukuthi ikhokhwe njengemali yesicelo.
- (c) Imali ekhokhwayo yesicelo sokufinyelela kuyangendlela ukufinyelela okufunakala ngayo kanye nesikhathi esizwakalayo esidingekayo ukufuna Kanye nokulungiselela leyorekhodi.
- (d) Uma ukufanele ukukhululwa ekukhokheleni noma iyiphi imali, ucelwa ukuba ubeke izizathu ngakho-ke.

Izizathu zokhululwa ekutheni ukhokhe noma iyiphi imali:

INGXENYE F		Indlela yokufinyelela kurekhodi:	
Uma uvinjwe ukukhubazeka ukuthi ufunde, ubheke noma ulalele irekhodi ngendlela yokufinyelela ehlinzekwe ngakhona kokukodwa kokune okungaphansi, isho ukukhubazeka kwakho bese ucacisa indlela irekhodi edingeka ngakhona.			
Ukukhubazeka:			
Indlela irekhodi edingeka ngakhona:			
Bheka kumabhokisi afanele:			
(a) Uku khomba kwakho indlela efunakala ngakhona iyoncika ekutheni iyiphi indlela leyorekhodi ethola kala kwiyo (b) Ukufinyelela ngendlela eceliwe kunganqatshwa kwezinye izimo. Kulezo zimo uyokwaziswa uma ukufinyelela kuyovunywa ngenye indlela. (c) Imali ekhokhwayo ekufinyeleleni kwirekhodi, uma ikhona. Iyoqagulwa indlela ukufinyelela okucelwe ngayo.			
1. Uma irekhodi ingendlela yokubhalwa noma yokuphrinta:			
	Ikopi yerekhodi*		Ukuhlolwa kwerekhodi
2. Uma irekhodi iqukethe nezithombe magama(ukubalwa izithombe, amaividiyo, izithombe ezenziwe ngekhompyutha, nokunye)			
	Bheka izithombe	Ikopi lezithombe*	Bala izithombe*
3. Uma irekhodi iqukethe amagama aqoshiwe noma ulwazi olungaphinde lukhiqizwe ngomsindo			
	Lalela ithrekhi yomsindo		Ukulotshwa kwengoma yomsindo*
4. Uma irekhodi ibanjwe kwikhompyutha noma kubuxhakaxhaka noma ngendlela yemishini efundekayo:			
	Irekhodi eprintiwe		Ukulotshwa kwethrekhi yomsindo*
5. Uma ucele ikopi* noma okulotshiwe kwirekhodi kulokhu okungenhla, ngabe ufisa ukuthi ikopi noma okulotshiwe kuposwe noma kuthunyelwe nge imeyili kuwe? (imali yokuposa iyakhokheka)			
	iposiwe		i-imeyiliwe

INGXENYE G Imininingwane yelungelo okufanele lisetshenziswe noma livikelwe:

Uma isikhala esinikeziwe asanele ucelwa ukuba uqhubeke ephepheni elehlukene base ulinamathisela lana kuleli fomu, umceli fanele asayine wonke amaphepha angeziwe.

Veza ukuthi iliphi ilungelo ofanele lenziwe noma livikelwe:

Chaza ukuthi kungani lelilungele mele lenziwe noma livikelwe:

INGXENYE H Isaziso sesinqumo mayelana nesicelo sokufinyelela:

Uyokwaziswa ngokubhaliwe ukuthi ngabe isicelo sakho sivunyiwe noma sichithiwe. Uma ufisa ukwaziswa ngenye indlela, ucelwa ukuba ucacise ngaleyo ndlela, bese uhlinzeka ngemininingwane efanele ukuze behambisane nesicelo sakho:

Ngabe ukhetha ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyelela kwirekhodi?

Kusayinwe e \_\_\_\_\_

lokhu \_\_\_\_\_

ngsuku lwe- \_\_\_\_\_

ku-20 \_\_\_\_\_

Kusayina \_\_\_\_\_

Kusayina umceli/umuntu okufakwe isicelo esikhundleni sakhe



## B ISITHASISELO B

### IMALI EKHONIPHENI UHLAKA ULUZIMELE

1. Imali yekopi yalelibhuku iyi-1 randi namasente ayishumi kuwo wonke amakopi awu A4 usayizi wekhasi noma ingxenye yalokho.
2. Lapho uhlaka oluzimele ngokuzikhethe behlinzeke ungqongqoshe ngohla lwezigaba zamarekhodi ayokwenziwa atholakale ngokuzenzakalela kuwo wonke umuntu ofaka isicelo sokufinyelela kwiwo, inkokhelo kuphela engabizwa ekutholeni lawomarekhodi, kuyoba imali yokukhiqiza futhi amarekhodi okwiwona okukhulunywa ngawo.

Lezimali zokuqhikiza kabusha ziyalandela kanje:

a)	Wonke amakopi awu A4 ikhasi noma ingxenye.	R1.10
b)	Lonke ikopi eliprintiwe elingaba usayizi u A4 ikhasi noma ingxenye.	R0.75
c)	Ikopi elindlela yekhompuyutha efundekayo kwicompact disk.	R70.00
d)	i. Ukulotshwa kwezithombe ezibukwayo kosayizi owu A4 ikhasi noma ingxenye.	R40.00
	ii. Ikopi lerekhodi ewumsindo.	R60.00
e)	i. Irekhodi yomsindo olotshiwe, usayizi ongaba u A4 noma ingxenye.	R20.00
	ii. Ikopi lerekhodi ewumsindo.	R30.00

3. Imali yesicelo ekhokhwa umceli, ngaphandle kwesicelo somuntu qobo iwu R50.00

4. Imali yokufinyelela ekhokhwa umceli ikanjena:

a)	Wonke amakopi awusayizi owu A 4 ikhasi noma ingxenye.	R1.10
b)	Lonke ikopi eliphrintiwe elusayizi owu A 4 noma ingxenye.	R0.75
c)	Ikopi elingindlela yekhumpyutha efundekayo kwi compact disk.	R70.00
d)	i. Ukulotshwa kwezithombe ezibukwayo kosayizi owu A4 ikhasi noma ingxenye.	R40.00
	ii. Ikopi lerekhodi ewumsindo.	R60.00
e)	i. Ukulotshwa kwezithombe ezibukwayo kosayizi owu A4 ikhasi noma ingxenye.	R20.00
	ii. Ikopi lerekhodi ewumsindo.	R30.00
f)	Ukubhekwa kanya nokulungiselelwa kwerekhodi okufanele idalulwe, ihora ngalinye noma ingxenye yehora efunakalayo ukuze kubhekwe noma kulungiselelwe.	R30.00

5. Lapho uhlaka oluzimele luthola isicelo sokufinyelela kulwazi olubanjwe umuntu ngaphandle komceli qobo/ yena kanye nesikhulu solwazi ekutholeni isicelo kuwumbono ukuthi ekulungiselelweni kwerekhodi efunakalayo ukudalulwa kothatha amahora angaphezulu kwayisithupha, idiphozithi ikhokhwa umceli.

Okunye kokuthathu imali yokufinyelela ekhokhwa ngumceli njenge diphozithi.

6. Imali yokuposa yengempela iyakhokhwa uma ikopi yerekhodi kufanele iposelwe kumceli.



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