

ISITHASISELO A: ISICELO ZOKUFINYELELA EREKHODINI IFOMU 2

[Isiqondiso 7]

QAPHELA:

1. Ubufakazi bokuqinisekisa ubuwena kufanele bunamathiselwe ngumfaki wesicelo.
2. Uma isicelo senziwa egameni lomunye umuntu, ubufakazi balokhu kugunyazwa, kufanele bunamathiselwe kuleli fomu.

IYA: Esikhulwini Esiphethe Ezolwazi

(Ikheli)

Ikheli le-imeyli:

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Khombisa ngo-"X"

☐

Isicelo senziwe ngegama lami

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Isicelo senziwe egameni lomunye umuntu.

ULWAZI OLUMAYELANA NOMUNTU				
Amagama agcwele				
Inombolo kamazisi				
Isikhundla okwenziwa ngaso isicelo (lapho kwenziwa egameni lomunye umuntu)				
Ikheli leposi				
Ikheli lomgwaqo				
Ikheli le-imeyli				
Izinombolo zokuxhumana	Ucingo . (B):		Ifekhsi:	
	I-cellphone:			
Amagama agcwele omuntu okwenziwa isicelo egameni lakhe (uma kukhona):				
Inombolo kamazisi				
Ikheli leposi				

Ikheli lomgwaqo				
Ikheli le-imeyli				
Izinombolo zokuxhumana	Ucingo . (B)		Ifekhsi	
	I-cellphone			
IMINININGWANE YEREKHODI ELICELWAYO Nikeza imininingwane ephilele yerekhodi ocela ukufinyelela kulo, okufaka inombolo yokubheka uma uyazi, okuzosiza ekutholeni irekhodi. (Uma isikhala esinikeziwe singanele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. Onke amakhasi engenziwe kufanele asayinwe.)				
Ukuchazwa kwerekhodi noma ingxenye yerekhodi efanele:				
Inombolo yokubheka, u m a ikhona				
Noma yimiphi eminye imininingwane yerekhodi				
UHLOBO LWEREKHODI (Khombisa ibhokisi elifanele ngo-"X")				
Irekhodi libhalwe ngesandla noma ngomshini				
Irekhodi liqukethe izithombe ezibonakalayo (lokhu kufaka izithombe , amaslayidi, amavidiyo aqoshiwe, izithombe ezakhiwe ngekhompyutha, imidwebo, nokunye)				
Irekhodi liqukethe amagama noma ulwazi oluqoshiwe okungakhishwa ngemisindo				
Irekhodi ligcinwe kukhompyutha noma esimweni sobuchwepheshe bokusagesi, noma isimo esifundeka ngomshini				

IFOMU LOKUFINYELELA (Khombisa ibhokisi elifanele ngo-"X")	
Ikhophi yerekhodi ebhalwe ngomshini (okufaka amakhophi anoma yiziphi izithombe ezibonakalayo, okuphaliwe nolwazi olugcinwe kukhompyutha noma esimweni sobuchwepheshe bokusagesi, noma isimo esifundeka ngomshini)	
Umbhalo wezithombe ezibonakalayo owenziwe ngesandla noma ngomshini (okufaka izithombe , amaslayidi, amavidiyo aqoshiwe, izithombe ezakhiwe ngekhompyutha, imidwebo, nokunye)	
Ukubhalwa komsindo oqoshiwe (incwadi ebhalwe ngesandla noma ngomshini)	
Ikhophi yerekhodi eku-flash drive (okufaka izithombe ezibonakalayo kanye nemisindo eqoshiwe)	
Ikhophi yerekhodi eku-disc drive (okufaka izithombe ezibonakalayo kanye nemisindo eqoshiwe)	
Ikhophi yerekhodi eginwe kuseva yokulondoloza ulwazi ku-cloud	

INDLELA YOKUFINYELELA (Khombisa ibhokisi elifanele ngo-"X")	
Ukuzihlola wena irekhodi ekhelini elibhalisiwe lesikhungo somphakathi/sangasese (okufaka ukulalela amagama aqoshiweyo, ulwazi olungakhishwa ngesimo somsindo ulwazi olugcinwe kukhompyutha noma esimweni sobuchwepheshe bokusagesi, noma isimo esifundeka ngomshini)	
Izinkonzo zeposi ziya ekhelini leposi	
Izinkonzo zeposi ziya ekhelini lomgwaqo	
Inkonzo yokuthutha ngomgwaqo iya ekhelini lomgwaqo	
Ulwazi olubhalwe ngesandla noma ngomshini oluthunyelwe ngefekhsi (okufaka okuphaliwe)	
Ulwazi oluku-imeyli (okufaka imisindo eqoshiwe uma kwenzeka)	
Ukuthumelelana nge-cloud/ukudlulisela phambili ifayela	
Ulimi olukhethayo (Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethayo, ukufinyelela kungavunywa olimini irekhodi elitholakala ngalo)	

IMININGWANE YELUNGELO ELIZOSETSHENZISWA NOMA ELIZOVIKELWA Uma isikhala esinikeziwe singanele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fom. uMfaki Wesicelokufanele asayine onke amakhasi engeziwe.	
Yisho ukuthi yiliphi ilungelo elizosetshenziswa noma livikelwe	

Chaza ukuthi kungani irekhodi elicelwayo lifunelwa ukusetshenziswa noma ukuvikelwa ngelungelo elishiwo ngenhla:	

IZIMALI	
a)	Imali yesicelo kufanele ikhokhwe phambi kokuvunywa kwesicelo.
b)	Uyokwaziswa ngesamba semali yokufinyelela okufanele sikhokhwe.
c)	Izimali ezikhokhwayo zokufinyelela erekhodini ziya ngohlobo lokufinyelela olufunayo kanye nesikhathi esifanele esidingekayo sokucwaninga nokulungisa irekhodi.
d)	Uma ufanele ukungakhokhi noma malini, sicela ukusho isizathu sokuxolelwa
Isizathu	

Uyokwaziswa ngencwadi ukuthi isicelo sakho sivunyiwe noma cha. Futhi uma sivunyiwe uyotshelwa ngezindleko eziphathelele nesicelo sakho, uma zikhona. Sicela ukusho indlela yokubhalelana oyikhethayo:

Ikheli leposi	Ifekhsi	Okokuxhumana ngokusagesi (Sicela ukusho)

Kusayinwe e_____ngomhla ka_____ku_____20_____

Ukusayina komfaki wesicelo / umuntu ofaka isicelo egameni lakhe

INGXENYE YOKUSETSHENZISWA YIHHOVISI

Inombolo yokubheka:	
Isicelo samukelwe ngu: (Yisho Isikhundla, Igama nesibongo sesikhulu Esiphethe Ezolwazi)	
Usuku okwamukelwe ngalo:	
Izimali zokufinyelela:	
Isibambiso (uma sikhona):	

Ukusayina kweSikhulu Esiphethe Ezolwazi

ISITHASISELO B: IZIMALI SEPAIA

Izimali Ezimayelana Nezikhungo Zangasese

Into	Ukuchazwa	Isamba
1.	Imali yesicelo ekhokhwa yilowo nalowo mfaki wesicelo	R140.00
2.	Ifothokhophi of IKHASI elungu-A4	R2.00 per IKHASI noma ingxenye
3.	Ikhophi ebhalwe ngomshini Ikhasi elingu-A4	R2.00 per IKHASI noma ingxenye
4.	Ikhophi efundeka ngekhompyutha eku:- (i) Flash drive (okufanele inikezwe ngumfaki wesicelo) (ii) Computer disc • Uma ifike nomfaki wesicelo • Uma inikwa umfaki wesicelo	R40.00 R40.00 R60.00
5.	Ngokubhalwa kwezithombe ezibonakalayo ngekhosi elingu-A4	Inkonzo uyokwenziwa yisikhungo sangaphandle. Kuyokuya nesamba esiyonikwa ngumhlinzeki wenkonzo.
6.	Ikhophi yezithombe ezibonakalayo	
7.	Ukubhalwa kwerekhodi lokulalelwa, ngekhosi elingu-A4	R30.00
8.	Ikhophi yerekhodi lokulalelwa ku:	
	(i) Flash drive (okufanele inikezwe ngumfaki wesicelo) (ii) Computer disc • Uma ifike nomfaki wesicelo • Uma inikwa umfaki wesicelo	R40.00 R40.00 R60.00
9.	Ukucinga nokulungisa irekhodi elizokhishwa ngehora ngalinye noma ngengxenye yehora, okungafaki ihora lokuqala, okufunekayo ngokufaneleyo ukuze kucingwe futhi kulungiswe irekhodi. Kungeqi esambeni esingu:	R145.00 R435.00
10.	Isibambiso: Uma ukucinga kweqa emahoreni ayi-6	Okukodwa kokuthathu kwesamba ngesicelo kubalwa ngokulawula kwezinto eziku-2 kuya ku-8.
11.	Ukuposa, i imeyli noma nakuphi okunye ukuthumela ngokusagesi	Izindleko zoqobo, uma zikhona.

Ikhishwengu

Sibongile Simelane-Quntana

Umqondisi Omkhulu

ISITHASISELO C: ISICELO SEKHOPHI YOMHLAHLANDLELA

IFOMU 01 [Isiqondiso 2]



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

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

Ikheli: JD House, 27 Stiemens Street Braamfontein,
Johannesburg, 2001
P.O. Box 31533
Braamfontein, Johannesburg, 2017
Ucingo : 010 023 5200
I-imeyli: PAIACompliance@infoDirector.org.za

I,

Amagama agcwele:			
Esikhundleni sami njengo: (khombisa ngo 'X'):	Isikhulu Esiphethe Ezolwazi		Okunye
Igama lesikhungo somphakathi/sangasese(uma likhona)			
Ikheli leposi:			
Ikheli lomgwaqo:			
Ikheli le-imeyli:			
Ifekhsi:			
Izinombolo zokuxhumana:	Ucingo (B):		I-cellphone:

ngalokhu isicelo alandelayo ikhophi(ies) we Umhlahlandlela:

Ulimi (khombisa ngo-"X")	Isibalo samakhophi	Ulimi(khombisa ngo"X")	Isibalo samakhophi
☐ Sepedi		☐ Sesotho	
☐ Setswana		☐ siSwati	
☐ Tshivenda		☐ Xitsonga	
☐ IsiBhunu		☐ IsiNgisi	
☐ isiNdebele		☐ isiXhosa	
☐ isiZulu			

Indlela yokukuthola(khombisa ngo-'X'):

Kuyolandwa ngumuntu	Ikheli leposi	Ifekhsi	Ukuxhumana ngokusagesi (Sicela ukusho)

Kusayinwe e _____ ngomhla ka _____ enyangeni _____ 20 _____

Ukusayina komfaki wesicelo _____

ISITHASISELO D: ISICELO ESIYA ESIKHULWINI ESIPHETHE EZOLWAZI: IFOMU 01
[Isiqondiso 3]

IYA: Esikhulwini Esiphethe Ezolwazi

I,

Amagama agcwele:				
Esikhundleni sami njengo: (khombisa ngo- 'X'):	Isikhulu Esiphethe Ezolwazi		Okunye	
Igama lesikhungo somphakathi/sangasese(uma likhona)				
Ikheli leposi:				
Ikheli lomgwaqo:				
Ikheli le-imeyli:				
Ifekhsi:				
Izinombolo zokuxhumana:	Ucingo .(B):		I-cellphone:	

Ngalokhu ngicela ikhophi/amakhophi alandelayo oMhlahlandlela:

Ulimi (khombisa ngo-"X")		Isibalo samakhophi	Ulimi(khombisa ngo-"X")		Isibalo samakhophi
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	IsiBhunu			IsiNgisi	
	isiNdebele			isiXhosa	
	isiZulu				

Indlela yokukuthola(khombisa ngo- 'X'):

Kuyolandwa ngumuntu	Ikheli leposi	Ifekhsi	Ukuxhumana ngokusagesi (Sicela ukusho)

Kusayinwe e_____ngomhla ka_____enyangeni ka_____20_____

 Ukusayina komfaki wesicelo

ISITHASISELO E: UMPHUMELA WESICELO KANYE NEZIMALI EZIKHOKHWAYO
IFOMU 3
[Isiqondiso 8]

Qaphela:

1. Uma isicelo sakho sivunywa —
 - (a) isamba sesibambiso, (uma sidingeka), sikhokhwa phambi kokuba isicelo sakho sisetshenzwe; futhi
 - (b) irekhodi noma ingxenye yerekhodi elicelwayo kuyodedelwa kuphela uma sekwamukelwe ubufakazi bokuthi sekukhokhwe ngokugwele.
2. Sicela usebenzise inombolo yokubheka elapha ngaphansi kukho konke ukubhalelana okuzolandela.

Inombolo yokubheka: _____

KU: _____

Lokhu kumayelana nesicelo sakho somhla ka - _____,

1. Ucele:

Ukuzihlola ulwazi ekheleni elibhalisiwe lesikhungo somphakathi/sangasese (okufaka ukulalela amagama aqoshiweyo, ulwazi olungakhishwa luwumsindo, noma ulwazi alugcinwe kukhompyutha noma esimweni sokusagesi noma sokungafundwa ngomshini) kumahhala. Kufanele ubekise isikhathi oyohlola ngaso ulwazi futhi uphathe ifomu. uma usudinga noma yiluphi uhlobo lokukhipha ulwazi, uyobizwa izimali ezisemthethweni ezisesithasiselweni B.	
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NOMA

2. Ucele:

Amakhophi olwazi akhishwe ngomshini (okufaka amakhophi anoma yiziphi izithombe ezibonakalayo, okubhaliwe nolwazi olugcinwe kukhompyutha noma esimweni sokusagesi noma sokungafundwa ngomshini)	
Umbhalo wesandla noma womshini wezithombe ezibonakalayo (okufaka izithombe , amaslayidi, amavidiyo aqoshiwe, izithombe ezakhiwe ngekhompyutha, imidwebo, nokunye)	
Ukubhalwa komsindo oqoshiwe (incwadi ebhalwe ngesandla noma ngomshini)	
Ikhophi yolwazi oluku-flash drive (okufaka izithombe ezibonakalayo nemisindo eqoshiwe)	
Ikhophi yolwazi oluku computer disc drive (okufaka izithombe ezibonakalayo neimisindo eqoshiwe)	
Ikhophi yerekhodi eligcinwe kuseva yokulondoloza ye-cloud	

3. Okufanele kuthunyelwe:

Ngezinkonzo zeposi ziya ekheleni leposi	
Ngezinkonzo zeposi ziya ekheleni lomgwaqo	
Inkonzo yokuthutha ngomgwaqo iya ekheleni lomgwaqo	
Ngefekhsi yolwazi ebhalwe ngesandla noma ngomshini (okufaka okubhaliwe)	
Ngolwazi oluku-imeyli (okufaka imisindo eqoshiwe uma kwenzeka)	
Ngokuthumelelana nge-cloud/ukudlulisela phambili ifayela	
Ulimi olukhethayo: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethileyo, ukufinyelela kungavunywa ngolimi irekhodi elitholakala ngalo)	

Sicela uqaphele ukuthi isicelo sakho:

- ☐ Sivunyiwe
- ☐ Singatshiwe

ngezizathu ezilandelayo

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4. Izimali ezikhokhwayo ngesicelo sakho:

Into	Imali ekhokhwa ngokwekhasi elingu-A4 noma ingxenye yalo	Inani lamakhasi	Isamba
Ifothokhophi			
Ikhophi ebhalwe ngomshini			
Ikhophi efundeka ngekhompyutha ku:			
(i) Flash drive	R40.00		
• okufanele ilethwe ngumfaki wesicelo			
(ii) Computer disc	R40.00		
• uma ilethwe ngumfaki wesicelo			
• Uma inikezwa umfaki wesicelo	R60.00		
Ngokubhalwa kwezithombe ezibonakalayo ngekhasi elingu-A4	Umsebenzi uyokwenziwa yisikhungo sangaphandle		
Ikhophi yezithombe ezibonakalayo	Kuyokuya ngesamba esishiwo ngumhlinzeki-		
Ukubhalwa kwerekhodi lokulalelwa, ngekhasi elingu-A4	R24.00		
Ikhophi yerekhodi lokulalelwa ku:			
(i) Flash drive	R40.00		
• okufanele ifike nomfaki wesicelo			
(ii) Computer disc	R40.00		
• Uma ilethwe ngumfaki wesicelo			
• Uma inikezwa umfaki wesicelo	R60.00		
Ukuposa, i imeyli noma nakuphi okunye ukuthumela ngokusagesi:	Izindleko zoqobo		
ISAMBA:			

5. Isibambiso siyakhokhwa (uma ukucinga kweqa emahoreni ayi-6):

☐

Yebo

☐

c ha

Amahora okucinga	Isamba sesibambiso (sibalwa ngokukodwa kokuthathu kwesamba ngaleso naleso sicelo isicelo)
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Isamba kufanele sikhokhwe eminingwaneni elandelayo ye akhawunti yasebange:

Igama leBhange:

Igama lomnikazi we-
akhawunti:

Uhlobo lwe-akhawunti::

Inombolo ye- akhawunti::

Ikhodi yegatsha:

Inombolo yokubheka:

Kusayinwe e _____ ngomhla ka _____ enyangeni ka _____ 20 _____

**ISITHASISELO F: UKUPHIKISA UKUSETSHENZISWA KOLWAZI OLUMAYELANA NOMUNTU
NGOKULAWULA KWESIGABA 11(3) SOMTHETHO WOKUVIKELWA KOLWAZI OLUMAYELANA NOMUNTU,
2013 (UMTHETHO ONGUNOMBOLO 4 KA-2013)**

IZIQONDISO EZIPHATHELENE NOKUVIKELWA KOLWAZI OLUMAYELANA NOMUNTU, 2018

[Isiqondiso 2]

Qaphela:

- 1 Izincwadi ezifungelwe noma obunye ubufakazi obubhaliwe obuyosetshenziswa ekusekeleni ukuphikisa kunganamathiselwa.
- 2 Uma isikhala esinikezwe kuleli fomu singanele, fakaulwazi njengesithasiselo kuleli fomu bese usayina ikhasi ngalinye.
- 3 Gcwalisa lapho kufanele khona.

A	IMINININGWANE YOMNIKAZI WOLWAZI
Igama noma amagama nesibongo/igama elibhalisiwe lomnikazi wolwazi	
Inombolo yokuhlonza ekhethekile/ Inombolo kamazisi	
Ikheli lomuzi, leposi nelebhizinisi	
	Ikhodi ()
Izinombolo zokuxhumana	
Inombolo yefekhsi/Ikheli le-imeyli:	
B	IMINININGWANE YALOWO ONOMSEBENZI WOKUBHEKA ISICELO
Amagama nesibongo/igama elibhalisiwe lalowo onomsebenzi wokubheka isicelo	

Ikheli lomuzi, leposi nelebhezini	
	Ikhodi ()
Izinombolo zokuxhumana	
Inombolo yefekhsi/Ikheli le-imeyli:	
C	IZIZATHU ZOKUPHIKISA NGOKULAWULA KWESIGABA 11(1)(d) kuya ku- (f) (Sicela unikeze izizathu zokuphikisa ezinayo yonke iminingwane)

Kusayinwe e ngomhla ka enyangeni20.....

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Ukusayina komnikazi wolwazi/umuntu oqokiwe

ISITHASISELO G: ISICELO SOKULUNGISA NOMA UKUCISHA ULWAZI OLUMAYELANA NOMUNTU

NGOKULAWULA KWESIGABA 24(1) SOMTHETHO WOKUVIKELWA KOLWAZI OLUMAYELANA
NOMUNTU, 2013 (UMTHETHO ONGUNOMBOLO 4 KA-2013)

IZIQONDISO EZIPHATHELENE NOKUVIKELWA KOLWAZI OLUMAYELANA NOMUNTU, 2018

[Isiqondiso 3]

Qaphela:

- 1 Izincwadi ezifungelwe noma obunye ubufakazi obubhaliwe obemukelekile obesekela isicelo bunganamathiselwa.
- 2 Uma isikhala eszinikezwe kuleli ifomu singanele, faka ulwazi njengesithasiselo kuleli fomu bese usayina ikhasi ngalinye .
- 3 Gcwalisa njengoba kudingeka .

Khombisa ebhokisini elifanele ngo-"X".

Isicelo:



Sokulungisa noma ukucisha uLwazi Olumayelana Nomuntu mayelana nomnikazi wolwazi oluphethwe noma olungaphansi kolawulo lwalowo onesibopho sokubhekana nomsebezi.

Ukubulala noma ukucisha irekhodi loLwazi Olumayelana Nomuntu mayelana nomnikazi wolwazi oluphethwe noma olungaphansi kolawulo lwalowo onesibopho sokubhekana nomsebenzi futhi ongasagunyaziwe ukugcina lelo rekhodi lolwazi.

A	IMININGWANE YOMNIKAZI WOLWAZI
Igama noma amagama nesibongo/igama elibhalisiwe lomnikazi wolwazi:	
Inombolo yokuhlonza ekhethekile/ Inombolo kamazisi:	
Ikheli lomuzi, leposi nelebhizinisi	
	Ikhodi ()
Izinombolo zokuxhumana	
Inombolo yefekhsi/Ikheli le-imeyli:	
B	IMININGWANE YALOWO ONESIBOPHO SOKUBHEKANA NOMSEBENZI
Igama/amagama nesibongo/igama elibhalisiwe lohlangothi olunesibopho sokubhekana	

nomsebenzi:	
Ikheli lomuzi, leposi nelebhizinisi	
	Ikhodi ()
Izinombolo zokuxhumana	
Inombolo yefekhsi/Ikheli le-imeyli:	
C	ULWAZIOKUFANELE LULUNGISWE/LUCISHWE/LUBULAWE/

D	IZIZATHU ZOKULUNGISWA NOMA UKUCISHWA KOLWAZI OLUMAYELANA NOMUNTU MAYELANA NOMNIKAZI WOLWAZI NGOKULAWULA KWESIGABA 24(1)(A) WOLWAZI OLUPHETHWE NOMA OLUNGAPHANSI KOLAWULO LWALOWO ONESIBOPHO SOKUBHEKANA NOMSEBENZI kanye/noma IZIZATHU ZOKUBULAWA NOMA UKUCISHWA KWEREKHODI LOLWAZI OLUMAYELANA NOMUNTU MAYELANA NOMNIKAZI WOLWAZI NGOKULAWULA KWESIGABA 24(1)(b) LOWO ONESIBOPHO ONGASAGUNYAZIWE UKULUGCINA. (Sicela unikeze yonke imininingwane yezizathu zesicelo)

Kusayinwe e ngomhla ka enyangeni ka20.....

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 Ukusayina komnikazi wolwazi/umuntu ogunyaziwe

ISITHASISELO H: UKUDLULISELA PHAMBILI UKUNGENELISEKI NGENQUBO YANGAPHAKATHI

IFOMU 4
[Isiqondiso 9]

Inombolo yokubheka:

IMININGWANE YESIKHUNGO SANGASESE				
Igama lesikhungo sangasese				
Igama nesibongo seSikhulu Esiphethe Ezolwazi:				
IMININGWANE YOKHONONDAYO ODLULISA UKUNGENELISEKI NGOKWENQUBO YANGAPHAKATHI				
Amagama agcwele				
Inombolo kamazisi				
Ikheli leposi				
Izinombolo zokuxhumana	Ucingo . (B)		Ifekhsi	
	I-cellphone			
Ikheli le-imeyli				
Ngabe ukudlulisela phambili ukungeneliseki kufakwe egameni lomunye umuntu?		Yebo	☐	Cha ☐
Uma impendulo ithi"yebo", isikhundla ofaka ngaso ukudlulisela phambili ukungeneliseki ngenqubo yangaphakathi egameni lomunye umuntu masifakwe: (Ubufakazi besikhundla ofaka ngaso ukudlulisela phambili ukungeneliseki masifakwe, uma skdingeka, kufanele bunamathiselwe.)				
IMININGWANE YOMUNTU OKUFAKWA EGAMENI LAKHE UKUDLULISELA PHAMBILI UKUNGENELISEKI NGENQUBO YANGAPHAKATHI (Uma kufakwe uhlangothi lwesithathu)				
Amagama agcwele				
Inombolo kamazisi				
Ikheli leposi				
Izinombolo zokuxhumana	Ucingo . (B)		Ifekhsi	
	I-cellphone			
Ikheli le-imeyli				

ISINQUMO OKUKHONONDWA NGASO ENQUBENI YANGAPHAKATHI
(khombisa ebhokisini elifanele ngo-"X")

Ukuchithwa kwesicelo sokufinyelela	
Isinqumo mayelana nezimali ezisemthethweni ngokulawula kwesigaba 22 soMthetho	
Isinqumo mayelana nokwelulwa kwesikhathi okufanele isicelo sisetshenzwe ngaso ngokulawula kwesigaba 26(1) soMthetho	
Isinqumo ngokulawula kwesigaba 29(3) soMthetho sokwenqabela uMfaki Wesicelo ekufinyeleleni ngesimo asicelile	
Isinqumo sokuvuma isicelo sokufinyelela	

IZIZATHU ZOKUDLULISA UKUNGENELISEKI

(Uma isikhala esinikeziwe singanele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. Onke amakhasi engeziwe kufanele asayinwe)

Yisho izizathu okusukela kuzo ukudlulisela phambili kwakho ukungeneliseki ngenqubo yangaphakathi	
Yisho noma yiluphi olunye ulwazi okufanele lubhekwe ekucutshungulweni kwesicelo sokudlulisa ukungeneliseki:	

Uyokwaziswa ngencwadi ngesinqumo mayelana nokudlulisa kwakho ngenqubo yangaphakathi ukungeneliseki kwakho. Sicela ukuthi usho indlela yokwaziswa oyikhetayo:

Ikheli leposi	Ifekhsi	Ukuxhumana ngokusagesi (Sicela ukusho)

Kusayinwe e_____ngomhla ka_____ngenyanga ka_____20 _____

Ukusayina komfaki wesicelo/Uhlangothi lwesithathu

INGXENYE YOKUSETSHENZISWA YIHHOVISI

IREKHODI ELISEMTHETHWENI LOKUDLULISA UKUNGANELISEKI NGENQUBO YANGAPHAKATHI

Ukudlulisela phambili ukungeneliseki kwamukelwe ngu: (Yisho isikhundla, igama nesibongo seSikhulu Esiphethe Ezolwazi)			
Usuku okwamukelwe ngalo:			
Ukudlulisela phambili ukungeneliseki kuphelezelwa yizizathu ngesinqumo sesikhulu Esiphethe Ezolwazi kanye, lapho kusebenza khona, neminingwane yanoma yiluphi Uhlangothi Lwesithathu irekhodi eliphathelene nalo, kufakwe yiSikhulu Esiphethe Ezolwazi:			Yebo Cha
UMPHUMELAWOKUDLULISA UKUNGENELISEKI			
Ukuchithwa kwesicelo zokufinyelela. Kuqinisekisiwe?	Yebo Cha	Isinqumo esisha (uma kungaqinisekiswa)	
Izimali (Isigaba 22). Kuqinisekisiwe?	Yebo Cha	Isinqumo esisha (uma kungaqinisekiswa)	
Ukwelulwa kwesikhathi (Isigaba 26(1)). Kuqinisekisiwe?	Yebo Cha	Isinqumo esisha (uma kungaqinisekiswa)	
Ukufinyelela (Isigaba 29(3)). Kuqinisekisiwe?	Yebo Cha	Isinqumo esisha (uma kungaqinisekiswa)	
Isicelo zokufinyelela sivunyiwe. Kuqinisekisiwe?	Yebo Cha	Isinqumo esisha (uma kungaqinisekiswa)	

Kusayinwe e_____ngomhla ka_____ngenyanga ka_____20_____

Isikhulu esifanele

ISITHASISELO I: IFOMU LOKUKHONONDA 5

[Isiqondiso 10]

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QAPHELA:

Leli fomu lakhelwe ukulekelela uMfaki Wesicelo noma Uhlangothi Lwesithathu (kusukela lapha okuzobizwa ngokuthi “Okhonondayo”) ekuceleni ukuthi kubuyekizwe ukuphendula noma ukungaphenduli kwesikhungo somphakathi noma sangasese esicelweni sokufinyelela emarekhodini ngaphansi koMthetho Wokuthuthukiswa Kokufinyelela Olwazini, 2000 (UMthetho ongunombolo 2 ka-2000) (“PAIA”). Sicela ugcwalise leli fomu bese ulithumela ekhelini le-Imeyli : PAIAComplaints@infoRegulator.org.za noma ugcwalise ifomu lokukhononda le-inthanethi elitholakala ku <https://www.justice.gov.za/inforeg/inforeg/>.

1. IPAIA inika ilunga lomphakathi ilungelo lokufaka ukukhononda kuMqondisi Wolwazi mayelana noma naluphi uhlobo lwezinkonondo ezibalwe engxenyeni F yaleli fomu lokukhononda.
2. Kuyiniquibomgomo kaMqondisi Wolwazi ukuhlehlisa uphenyo noma ukuchitha ukukhononda uma Okhaonondayo engaqalanga ngokunika isikhungo somphakathi noma sangasese(ukusuka lapha okuzobizwa kuthiwe “isikhungo”) ithuba lokuphendula kanye nokuzama ukuxazulula inkinga. Ukulekelela ukubhekana nokukhathazeka kwakho ngaphambi kokuthi uye kuMqondisi Wolwazi, kufuneka ukuthi ugcwalise **Ifomu 2 lePAIA** elisemthethweni **bese ulithumela esikhungweni**.
3. Ikhophi yaleli fomu iyothunyelwa esikhungweni esiqondene nokukhononda kwakho. Ulwazi olunikeza kuleli fomu, olunamathiselwe kuleli fomu noma ozobuye, luyosetshenziswa kuphela ukuzama ukuxazulula impikiswano, ngaphandle kwalapho kushiwo okunye khona.
4. Umqondisi Wolwazi uyokwamukela ukukhononda kwakho kuphela uma usuqinisekise ukuhambisana nemigomo engezansi.
5. **Sicela unamathisele amakhophi ezincwadi ezilandelayo, uma unawo:**
 - a. Ikhophi yefomu eliya esikhungweni elicela ukufinyelela emarekhodini;
 - b. Impendulo yesikhungo ekukhonondeni noma esicelweni sokufinyelela erekhodini;
 - c. Noma yikuphi okunye ukubhalelana phakathi kwakho neSikhungo mayelana nesicelo sakho;
 - d. Ikhophi yefomu yokudlulisa ukungeneliseki, uma ukukhononda kwakho kuphathelene nesikhungo somphakathi;
 - e. Impendulo yesikhungo ekwedluliseni kwakho ukungeneliseki;
 - f. Noma yikuphi okunye ukubhalelana phakathi kwakho futhi neSikhungo mayelana nokudlulisa kwakho ukungeneliseki;
 - g. Incwadi ekugunyaza ukuthi wenze lokhu egameni lomunye umuntu (uma ikhona);
 - h. Umyalelo Wenkantolo noma izincwadi zenkantolo eziphathelene nokukhononda kwakho, uma zikhona.
6. Uma isikhala esinikeziwe singanele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. Onke amakhasi engeziwe kufanele asayinwe

ISIKHUNDLASOMUNTU/UHLANGOTHIOLUKHONONDAYO

(Khombisa ngo-"X")

- ☐ Okhononda Mathupha
- ☐ Omele Lowo Okhonondayo
- ☐ Uhlangothi Lwesithathu

OKUSEMQOKA OKUDINGEKAYO

Ngabe ufake isicelo (ifomu lePAIA) sokufinyelela erekhodini esikhungweni somphakathi/sangasese?

Yebo

Cha

Ngabe sekwedlule izinsuku ezingama-30 kusukela osukwini owafaka ngalo ifomu lakho lePAIA?	Yebo		Cha	
Ngabe uzilandele zonke izinqubo zokudlulisela phambili ukungeneliseki ngesinqumo seSikhulu Esiphethe Ezolwazi esikhungweni somphakathi?	Yebo		Cha	
Ngabe ucelile ukuba Inkantolo ikunike isixazululo esifanele mayelana nalolu daba?	Yebo		Cha	

OKOKUSETSHENZISWANGUMQONDISIWOLWAZI KUPHELA			
Samukelwe ngu: (Amagama agcwele)			
Isikhundla			
Ukusayina			
Ukukhononda kwamukeliwe	Yebo		Cha
Inombolo yokubheka			
Isitembu sosuku			

Ikheli leposi	Ifekhsi	Okunye ukuxhumana ngokusagesi (Sicela ukusho)	
INGXENYE A ULWAZI OLUMAYELANA NOMUNTU OKHONONDAYO			
Amagama agcwele			
Inombolo kamazisi			
Ikheli leposi			
Ikheli lomgwaqo			
Ikheli le-imeyli			
Izinombolo zokuxhumana	Ucingo . (B)		Ifekhsi
	I-cellphone		
INGXENYE B IMINININGWANE YOMELE UMUNTU OKHONONDAYO (Gcwalisa kuphela uma uzomelwa. Incwadi yamandla okukumela kufanele inamathiselwe uma okhonondayo emelwe, uma kungenjalo ukukhononda kuyochithwa)			
Amagama agcwele ommeli			
Uhlobo lokumela			
Inombolo kamazisi/ Inombolo yokubhalisa			
Ikheli leposi			
Ikheli lomgwaqo			
Ikheli le-imeyli			
Izinombolo zokuxhumana	Ucingo . (B)		Ifekhsi
	I-cellphone		
INGXENYE C IMINININGWANE YOHLANGOTHI LWESITHATHU (Sicela unamathisele incwadi yokugunyazwa)			
Uhlobo lwesikhungo	Esangasese		Esomphakathi

Igama lesikhungo somphakathi/sangasese	
Inombolo yokubhalisa (uma ikhona)	
Igama, isibongo nesikhundla Somuntu o gunyazwe ukufaka ukukhononda	
Ikheli leposi	
Ikheli lomgwaqo	
Ikheli le-imeyli	

Izinombolo zokuxhumana	Ucingo . (B):		Ifekhsi	
	I-cellphone			
INGXENYE D ISAKHIWO OKUKHONONDWA NGASO				
Uhlobo lwesikhungo	Esangasese	Esomphakathi		
Igama lesikhungo somphakathi/sangasese				
Inombolo yokubhalisa (uma ikhona)				
Igama, isibongo nesikhundla somuntu oxhumane naye esikhungweni somphakathi noma sangasese ukuzama ukuxazulula ukukhononda kwakho noma isicelo zokufinyelela olwazini				
Ikheli leposi				
Ikheli lomgwaqo				
Ikheli le-imeyli				
Izinombolo zokuxhumana	Ucingo . (B):		Ifekhsi	
	I-cellphone			
Inombolo yokubheka oyinikeziwe (uma ikhona)	N			
INGXENYE E UKUKHONONDA				
Sitshele ngezinyathelo ozithathile ekuzameni ukuxazulula ukukhononda kwakho (Ukukhononda kufanele kuqale kufakwe ngqo esikhungweni somphakathi noma sangasese ukuze kuphendulwe futhi kuxazululwe uma kwenzeka)				
Usuku okwafakwa ngalo isicelo sokufinyelela emarekhodini.				
Sicela usho uhlobo lwelungelo/amalungelo azosetshenziswa noma avikelwe uma kuqondene nesikhungo sangasese.				
Uke wazama ukuxazulula inkinga nenhlangano?			Yebo	Cha
Uma kunjalo, usithole nini isixazululo? (Sicela unamathisele incwadi yesicelo.)				
Ukwedlulisile ukungeneliseki ngesinqumo seSikhulu Esiphethe Ezolwazi esikhungweni somphakathi?			Yebo	

Uma kunjalo, ukwenze nini ukudlulisela phambili ukungeneliseki?			
Ucelile eNkantolo ukuba ikhiphe isixazululo esifanele mayelana nalolu daba?	Yebo		Cha
Uma kunjalo, sicela ukhombise usuku udaba olulalelwe ngalo			
Sicela unamathisele umyalelo wenkantolo, uma ukhona.			
INGXENYE F IMINININGWANE YOHLOBO LOKUFINYELELA EMAREKHODINI (Sicela ukhethe okukodwa noma okungaphezulu kokulandelayo okuchaza ukukhononda kwakho kuMqondisi Wezolwazi)			
Ukudlulisela phambili ukungeneliseki okungaphumelelanga (Isigaba 77A(2)(a) noma isigaba 77A(3)(a) sePAIA)	Ngidlulise ukungeneliseki ngesinqumo esikhungweni somphakathi futhi ukudlulisela phambili ukungeneliseki akuphumelelanga.		
Ukucela ukuzwelwa okungaphumelelanga (Izigaba 77A(2)(b) k a n y e n o - 75(2) sePAIA)	Ngifake ukudlulisela phambili ukungenelisekin n g e sinqumo s esikhungo somphakathi sekwedlule isikhathi ngase ngicela ukuzwelwa. Isicelo sokuzwelwa sichithiwe.		

Ukuchithwa kwesicelo sokufinyelela (Isigaba 77A(2)(c)(i) noma 77A(2)(d)(i) noma 77A(3)(b) of PAIA)	Isicelo sokufinyelela olwazini olugcinwe yisikhungo sichithiwe noma sinqatshwengokuyingxenywe.	☐
Isikhungo sifuna ukuthi ngikhokhe imali futhi ngibona ukuthi inkulu kakhulu (Izigaba 22 noma 54 zePAIA)	Ukukhokha kwemali esemthethweni.	☐
	Ukukhokha kwesibambiso.	☐
Ukubuyiswa kwesibambiso (Isigaba 22(4) of PAIA)	Isikhulu Esiphethe Ezolwazi senqabile ukubuyisa isibambiso esikhokhwe mayelana nesicelo zokufinyelela esichithiwe.	☐
Ukuphikisana nokwelulwa kwesikhathi (Izigaba 26 noma 57 of PAIA)	Isikhungo sinqume ukwelula isikhathi sokuphendula isicelo sami, futhi ngiyakuphikisa ukwelulwa kwesikhathi noma isikhathi eseluliwe esithathwe phambi kokuphendula isicelo sami sokufinyelela erekhodini	☐
Indlela yokufinyelela inqatshiwe (Isigaba 29(3) noma 60(a) of PAIA)	Ngicele ukufinyelela ngendlela ethile futhi ezwakalayo futhi leyo ndlela yokufinyelela inqatshiwe.	☐
Ukwenqaba okungekho obala (Isigaba 27 noma 58 of PAIA)	Sekudlule izinsuku ezingaphezu kwezingama-30 lokhu ngenza isicelo sami futhi angikatholi sinqumo.	☐
	Isikhathi eseluliwe sesiphelile futhi akukatholakali mpendulo	☐
Ukudalulwa kwerekhodi okungafanele (izizathu eziphoqelekile zokwenqabela ukufinyelela erekhodini)	Amarekhodi (okunezizathu zokwenqaba nawo) adalulwe ngokungafanele/ngokungenamqondo.	☐
Azanele izizathu zokwenqatshwa kokufinyelela (Isigaba 56(3)(a) sePAIA)	Isicelo sami sokufinyelela sichithiwe, futhi akunikezwanga zizathu ezanele zokwenqaba, okufaka imigomo yoMTHETHO okwenqatshwe ngenxa yayo.	☐
ukufinyelela ngokuyingxenywe erekhodini (Isigaba 28(2) noma 59(2) sePAIA)	Kuvunywe kuphela ukufinyelela engxenyeni yamarekhodi eceliwe futhi ngikholwa ukuthi maningi amarekhodi obekufanele akhishwe.	☐
Imvume yokungakhokhi (Isigaba 22(8) noma 54(8) sePAIA)	Akufanele ngikhokhe mali futhi isicelo sami sokungakhokhi sichithiwe.	☐
Amarekhodi angatholakali noma angekho (Isigaba 23 noma 55 sePAIA)	Isikhungo singitshele ukuthi amanye noma wonke amarekhodi aceliwe awekho futhi ngikholwa ukuthi akhona amanye amarekhodi akhona.	☐
Ukwehluleka ukuveza amarekhodi	Isikhungo sinqume ukunginika imvume yokufinyelela emarekhodini engiwacelile, kodwa angikawatholi..	☐
Akukho mandla okwenza (ukusebenzisa noma ukuvikela noma yimaphi amalungelo) (Isigaba 50(1)(a) sePAIA)	Isikhungo sithe lawo marekhodi acelwayo akhishiwe kuPAIA kodwa ngiyaphika.	☐
Isicelo esingenamsebenzi noma esicasulayo (Isigaba 45 sePAIA)	Isikhungo sithe isicelo sami ngokusobala asinamsebenzi futhi siyacasula, kodwa ngiyaphika .	
Okunye (Sicela uchaze)		
INGXENYE C UMPHUMELA OLINDELWE Ucabanga ukuthi Umqondisi wolwazi angakusiza kanjani? Chaza umphumela owufunayo.		

**INGXENYE H
IZIVUMELWANO**

Isisekelo somthetho sezivumelwano ezilandelayo sichazwe eSazisweni Sobumfihlo ngendlela yokugcwalisa incwadi yakho yokukhononda. Ukuze uMqondisi Wolwazi abhekane nokukhononda kwakho kufanele ufake uphawu kulelo nalelo bhokisi elingezansi ukukhombisa ukuvuma kwakho:

☐

Ngiyavuma ukuthi Umqondisi Wolwazi asebenzise ulwazi olunikezwe ekukhonondeni kwami ukumelekelela ukuba acwaninge ngezindaba eziphathelene nelungelo lokufinyelela olwazini kanye nokuvikelwa kwelungelo lobumfihlo eNingizimu Afrika. Ngiyaqonda ukuthi Umqondisi Wolwazi ngeke afake ulwazi oluqondene nami noma olunye ulwazi olungihlonzayo kunoma muphi umbiko ovuleleke emphakathini nokuthi ulwazi olumayelana nami lulokhu luvikelwe nguMthetho Wokuvikelwa Kolwazi Olumayelana Nomuntu, 2013 (UMthetho ongunombolo 4 ka-2013). Ngiyaqonda ukuthi uma ngingavumi, Umqondisi Wolwazi uyoqhubeka nokubheka ukukhononda kwami.

☐

Ulwazi olukuleli fomu lokukhononda luyiqiniso ngakho konke ukwazi nokukholwa kwami.

☐

Ngigunyaza Umqondisi wolwazi ukuba aqoqe ulwazi lokukhononda kwami (njengolwazi olumayelana nami olukuleli fomu lokukhononda) futhi alusebenzise ekubhekeni ukukhononda kwami ngamalungelo omuntu okukhononda aphaathelene nelungelo lokufinyelela olwazini kanye/noma lokuvikelwa kwelungelo lobumfihlo.

☐

Ngigunyaza noma ngubani (njengomqashi, umhlinzeki wezinkonzo, ufakazi) onolwazi oludingeka ekubhekaneni nokukhononda kwami ukuba alunike uMqondisi Wolwazi. Umqondisi Wolwazi angathola lolu lwazi ngokukhuluma nofakazi noma ngokucela amarekhodi abhaliwe. Ngokuya ngohlobo lokukhononda la marekhodi angafaka amafayela ezisebenzi noma ulwazi lomqashi, amarekhodi ezempilo noma asesibhedlela, nolwazi lwezezimali nangabakhokhi bentela.

☐

Uma kukhona izinguquko eminingwaneni yokuxhumana nami ngenkathi kusaqhubeka ukubhekwa kokukhononda kwami, kuwumsebenzi wami ukwazisa Umqondisi Wolwazi; uma kungenjalo ukukhononda kwami kungalibaziseka noma kuze kuvalwe.

Kusayinwe e _____ ngomhla ka _____ enyangeni ka _____ 20 _____

Okhonondayo/ummeli/ umuntu ogunyaziwe wohlangothi lwesithathu

ISITHASISELO J: ISICELO SOKUHLOLA:

IFOMU 13

[Isiqondiso 14(1)]



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Braamfontein, Johannesburg, 2017
Ucingo : 010 023 5200
I-imeyli

I,

Amagama agcwele			
Ikheli leposi			
Ikheli lomgwaqo			
Ikheli le-imeyli			
Izinombolo zokuxhumana	Ucingo . (B)		Ifekhsi
	I-cellphone		

Ngalokhu, ngokulawula kwesigaba 77H soMthetho Wokuthuthukiswa Kokufinyelela Olwazini, 2000 (UMTHETHO ongunombolo 2 ka-2000), ngicela ukuthi Umqondisi Wolwazi ahlole ukuthi isikhungo somphakathi noma sangasese esishiwo lapha ngaphansi ngokujwayelekilely siyahambisana yini nemigomo yoMthetho ngokwezinqubomgomo nezinqubo zokusebenza.

Igama Lesikhungo Sangasese/Somphakathi			
Ikheli leposi			
Ikheli lomgwaqo			
Ikheli le-imeyli			
Izinombolo zokuxhumana	Ucingo . (B)		Ifekhsi
	I-cellphone		

IMINININGWANE YOLWAZI OKUFANELE LUHLOLWE
ABANTU ABATHINTWA YIZENZO EZIBALULIWE ZOKUSEBENZISA ULWAZI
ISIZATHU SOKUTHI KUNGANI KUCELWA UKUTHI KUHLOLWE
IZINGXENYE EZITHILE ZOLWAZI OKUFANELE ZIHLOLWE

Kusayinwe ngalolu suku_____enyangeni ka_____20 _____

Umfaki wesicelo