



**independent police
investigative directorate**

Department:
Independent Police Investigative Directorate
REPUBLIC OF SOUTH AFRICA

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BUKANAELO YA PAIA

**E BAAKANTSWE GO YA KA KAROLO
14 YA Molao wa Thotloetso ya
Phithlelelo ya Tshedismoso 2 wa 2000
(jaaka o baakantswe)**

**LETHLA LA KOKOANTO: 20/12/2023
LETHLA LA TSHEKATSHEKO: 03/10/2024**

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1. POREKERAMO YA DIKHUTSWAFATSO/DITHLAKA LE MANTSWEKHUTSWANE

- | | | |
|-----|--------------------|--------------------------------------------------------------------------------------------|
| 1.1 | “ED” | Mokaedikhuduthamaga; |
| 1.2 | “DIO” | Motlatsa Mothlankedi wa Tshedimose tso; |
| 1.3 | “IO“ | Mothlamkedi wa Tshedimose tso; |
| 1.4 | “Minister” | Tona ya Ditirelo tsa Sepodisi sa Aforika Borwa; |
| 1.5 | “PAIA” | Thotloetso ya Phithlelelo ya Tshedimose tso Molao wa
No. 2 ya 2000 (jaaka e baakantswe; |
| 1.6 | “PFMA” | Molao wa Botsamaisi jwa Matlole a SetshabaNo. 1 ya
1999 1999 jaaka e baakantswe; |
| 1.7 | “POPIA” | Tshereletso ya Tshedimose tso ya Botho Molao wa
No. 4 ya 2013 |
| 1.8 | “Regulator” | Molaodi wa Tshedimose tso; |
| 1.9 | “IPID” | Bokaedi jo bo Ikemetseng jwa Dipatlisiso tsa Sepodisi. |

2. BOIKAELELO JWA KAELO TIRISO

Kaelo tiriso ye ya PAIA e bothlokwa ho setshaba gore -

- 2.1 o lebelele gore ke direkoto dife tse dileng teng go IPID, ntle le go tsenya boikuelo ba semolao go PAIA;
- 2.2 o be thlalokganyo hore o dira jang boikuelo go fithlelela direkoto tsa IPID;
- 2.3 o fithlelele yothle tsebo ka batho ba thusang batho ka direkoto tse ba ratang ho di fithlelela;
- 2.4 o tsebe tsothle dipheko tse dileng teng ho IPID ka boikuelo ba ho fithlelela direkoto tse, pele o ka atamela Motsamaisi kgotsa dikgotlatshekelo;
- 2.5 thlaloso ya ditirelo tse di leng teng ho maloko a setshaba hotswa ho IPID, le hore o fithlelela jang ditirelong tseo;
- 2.6 thlaloso ya dikaelo fa o dirisa PAIA, jaka e tlhabolotswe ke Tona le gore o e fithlelela jang;
- 2.7 fa setheo se tla dirisa tshedimosetso ya motho ya poraefete, maikaelelo a go dirisa shedimosetso ya poraefete le dithlopha tsa batho b aba amegang mo tshedimosetsong le ya tshedimosetso kgotsa dithlopha tsa tshedimosetso e e manang le yona;
- 2.8 it is fa IPID e rulagantse go dirisa tshedimosetso kwa ntle ga Rephaboliki ya Aforika Borwa le baamogedi kgotsa dithlopha tsa baamogedi ba tshedimosetso ya poraefete e ka neelwang bona; le
- 2.9 itsi fa IPID e na le dikgato tse di maleba tsa tshireletso go netefatsa sephiri, bothokgami le go nna teng ga tshedimosetso ya poraefete ga tshedimosetso ya poraefete e e tshwertseng go diriswa.

3. GO THLONGWA GA LEKALA LE LE IKEMETSENG LA DIPATLISISO TSA SEPODISI

IPID e bopilwe ka mokgwa wa setheo sa puso sa go Itaola sa Sepodisi sa go Batlisisa Molawana wa, 2011 (Molawana wa. 1 ya 2011), ke lethlomeso la peomolao le le laolang go thlongwa, ditiro, le dithata tsa.

3.1 MORERO /Taelo

3.1.1 Karolo 206(6) ya Molaotheo e re, fa fithlela ngongorego e thlathletsweng ke Khuduthamga ya Porofense, Setheo sa puso se Itaolang sa Sepodisi sa Dingongorego le thlomamisitsweng ke molaotheo wa bosetshaba o tshwanetse go batlisisa go kgothle fela wa boitshwaro jo maswe, kgotsa bomaswe jo bo dirilweng ke leloko la tirelo ya sepodisi mo porofenseng

3.1.2 Jaanong setheo se sa puso se itaolang sa go batlisisa sa sepodisa se thlomamisitswe go ya ka Karolo 3(1) ya Setheo sa puso se Itaolang sa Sepodisi sa go Batlisisa South Africa Molawana, 2011 (Molawana No 1 ya 2011), ("Molawana wa IPID").

3.1.3 Mo godimo ga ditaello tsa Karolo 206(6) ya Molaotheo, Karolo 28 ya Molao wa IPID e dira tlanelo ya dipatlisiso tsa ditlolomolao tse go belaelwang fa di dirilwe ke maloko a ditirelo tsa sepodisi sa Afrika Borwa le Sepodisi South Africa ditirelo tsa Setoropo:-

- a) dipolao thlokomelong ya sepodisi;
- b) dipolao ka lebaka la maitshwaro/tiragalo ya sepodisi;
- c) ngongorego enngwe le enngwe ye e tsamaisanang le go thuntsha ke lepodisa ka sethunya sa molao;
- d) peto ke lepodisa, go sa kgathalatsege gore lepodisi le tirong kgotsa ga le tirong;
- e) petelelo ya motho ope fa motho yo a le thlokomelong ya sepodisi;
- f) ngongorego enngwe le enngwe ngongorego ka pogiso kgotsa thlaselo ke lepodisa fa le dira tiro ya lona;
- g) Bonweenwee ka gare go sepodisi jo bo dirilweng ke Khuduthamaga ka boyena, kgotsa ka morago ga goba a amogele ngongorego go mongwe wa batho, kgotsa e rometswe go Setheo ke Tona, MEC kgotsa Mokwaledi, kgotsa sengwe fela se diragetseng; le

- h) ge e kaba eng fela ye e rometsweng moo e le tshwetso ya Mokaedi Tona, kgotsa a kopilwe ke Tonakgolo, kgotsa MEC kgotsa Mokwaledi kgotsa sengwe fela se kanna se beakantswe; le
- i) Ngongorego enngwe le nngwe ye e rometsweng go yon aka nthla ya tshwetso ya Tonakhuduthamaga, kgotsa ka kopo Tona, MEC kgotsa Mokwaledi, jaaka go ka nna jang fela, ka mokgwa o o beilweng.

3.1.4 Mo godimo ga moo, Karolo 28 (2) ya Molawana wa IPID o laela gore Bokaedi jo bo Ikemetseng bo ka batlisisa merero e e amanang le bonweenwee jo bo rulagantsweng jo bo akaretsang mapoldisi.

4. POPEGO YA BOKAEDI JO BO IKEMETSENG JWA DIPATLISISO TSA SEPODISI LE DITIRO

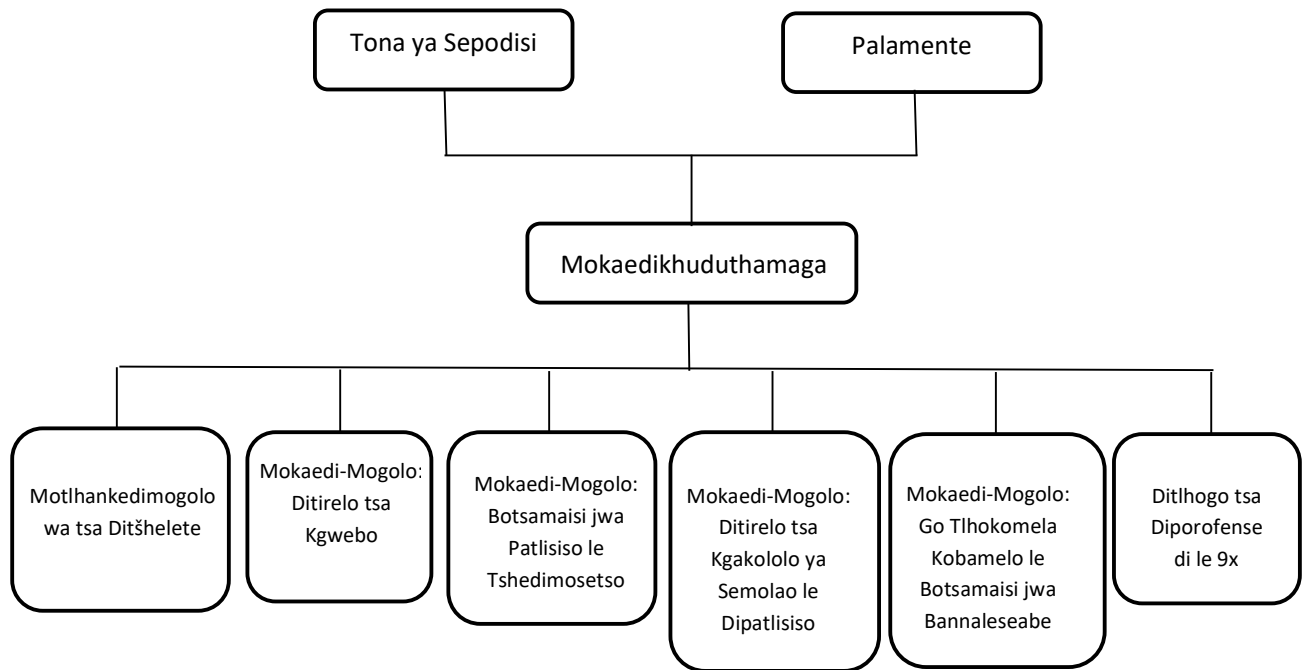
4.1. Sebogo

Tona ya Sepodisi sa Aforika Borwa ke Bothatikhuduthamaga ya Setheo sa puso sa Sepodisi se Itaolang sa Dipatlisiso, (IPID). IPID e bopilwe ka mananeo a mane a laolwang ke Dihuduthamaga le Tonakhuduthamaga yo e leng Bothatikhuduthaga ya Setheo. Mananeo a mane ke:-

- (i) Porokeramo 1: Tsamaiso
- (ii) Porokeramo 2: Dipatlisiso le tsamaiso ya Tshedimosetso
- (iii) Porokeramo 3: Ditirelo tsa Kgakololo ya Semolao le ya Dipatlisiso
- (iv) Porokeramo 4: Thlokomelo ya tatelo ya molao le Tsamaiso ya Bannaleseabe

Ka koketso, Porekeramo 2 – Dipatlisiso le Tsamaiso ya Tshedimosetso ke diPorofense tse lebelelaneng le patlisiso ya dingongorego tse tswang diPorofenseng. DiPorofense di okametswe le go tsamaiswa ke Dihloho tsa Porofense

4.1.1 Setlamo/Organogramo



4.1.2 MAINA A DIKOMITI TSO TSHOTHE TSA IPID

1. Komiti ya Boikuelo
2. Komiti ya Foramo ya Tsamaiso
3. Komiti ya Boruni
4. Komiti e kgweetsang boruni
5. Komiti ye e laolang go dira theko
6. Komiti ya Batho-Pele
7. Komiti ye e sekasekang ge go dirwa ditheko
8. Komiti ye a dirang dithlaloso tsa go dira theko
9. Tatelo ya Komiti Thlaloso, Boiphapo le Komiti ya Kotsi
10. Komiti ya Setheo la tsa Tumelano
11. Komiti ya go Tseleganya
12. Komiti ya go lebelela tekatekano ya masimo.
13. Komiti ya Khuduthamaga
14. Komiti ya Bonweenwee ba Tshelete
15. Komiti ya Tekanyetso ya tshelete
16. Komiti ya tsamaiso ya dithunya
17. Komiti ya leano la Metswedithuso
18. ICT Komiti ya dikaelo
19. Komiti ya seriti sa Setheo
20. Komiti ya ho thlothlomisano ya tiro
21. Tipalangwa, komiti ya tsa ho Lathla le tathlehelo
22. Komiti ya tsamaiso
23. Komiti ya Tekanyetso (bogodimo 1-12)
24. Komiti ya Tekanyetso (SMS)
25. Komiti ya Ponopedi ya Tiragatso
26. Komiti ya Tsamaiso ya Theko (Komiti Kakaretso ya go dira Theko)
27. Porekeramo 2 Komiti ya Foramo

28. Komiti ya ho Laola le Pholisi
29. Komiti ya tshireletso
30. Komiti ya Katiso
31. Komiti ya kgokolo ka Dipalangwa
32. Karalo 23 Komiti ya Tiragatso
33. Ho Fitisa mo teng / Komiti ya Gotshegetsa
34. Komiti ya Thopo le Boitekanelo le tshireletso
35. Komiti ya Thlabololo/ Phetoho
36. Komiti ya Pholisi
37. ICT Komiti ya tsa Ditsamaiso

4.2. DITIRO

LENANEO 1: TSAMAISO	<ul style="list-style-type: none"> • E tlamela matla a boeteledipele, botsamaisi le thegetso ya ditirelo go setheo.
LENANEO 2: DIPATLISISO LE TSAMAISO YA TSHEDIMOSSETSO	<ul style="list-style-type: none"> • Go gakaganya le go thlofofatsa thulaganyo ya dipatlisiso tsa Mafapha ka go thlamba mathlomeso a pholisi le a togamaano a a kaelang le go beg aka ga dipatlisiso.
LENANEO 3: MOLAO LE DITIRELO TSA DIKGAKOLOLO TSA DIPATLISISO	<ul style="list-style-type: none"> • Laola le go thlofofatsa tlamelo ya ditirelo tsa kgakololo ya Dipatlisiso. Tlamela ka ditirelo tsa molao, tsa selegae le tsa badiri.
LENANEO 4: GO BAYALEITHLO KOBAMELO LE BOTSAMAISI JWA BANNALESEABE	<ul style="list-style-type: none"> • Go baya leithlo le go sekaseka bomaleba le maleba a dikgakolo tse di dirilweng go Ditirelo tsa Sepodisi South Africa Aforika Borwa le Tirelo ya Sepodisis South Africa Mmasepala go ya ka Molao wa Bokaedi jo bo Ikemetseng jwa Dipatlisiso tsa Sepodisi Molawaneng wa, 2011.

5. DINTHLA TSA BOTHLOKWA TSA KGOLAGANO TSA PHITHLELELO YA TSHEDIMOSSETSO YA BOKAEDI JO BO IKEMETSENG JWA DIPATLISISO JWA SEPODISI

5.1. Mothlankedi wa Tshedimosetso

Leeina: Ms. D.J Ntlatseng
Mogala: +27 12 399 0026
Emeilel: Dntlatseng@ipid.gov.za
Nomoro ya Faxe: +27 86 614 1698

5.2. Motlatsamothlankedi wa Tshedimosetso

Leeina: Mr Ms Ramafoko
Mogala: +27 12 399 0055/51
Emeile: SRamafoko@ipid.gov.za

5.3. Kgolagano ka kakaretso go fithlelela tshedimosetso

Emeile: LegalServices@ipid.gov.za

5.4. Bosetshaba / Kantorokgolo

Aterese ya Poso: Private Bag X 941
PRETORIA
0001
Aterese ya Bonno: Independent Police Investigative Directorate
Benstra Building
473 Stanza Bopape Street, Arcadia
Pretoria
Mogala: +27 12 399 0000
Emeile: LegalServices@ipid.gov.za
Setsha: www.ipid.gov.za

6. TLHALOSO YA DIPHEKO TSOTHLE TSE DI LENG TENG MABAPI LE TIRO KGOTSA GO PALELWA KE GO TSAYA KGATO GA IPID

6.1. Boikuelo jwa ka fa gare

6.1.1 Fa o sa kgotsafala ka kganetso ya phithlelo ya tshedimosetso, gape / kgotsa o sa itumela ka nako ya katoloso, gape / kgotsa tshelete ye

e patelwang, yo a dirang kopo a dira boikuelo jwa ka fa gare mo malatsing a somamarataro **(60)** morago ge a ganetswa go foromo ya “B” ye e leng teng kwa Molaong le Ditirelong tsa Dikgakololo tsa Dipatlisiso le/ kgotsa Khomisheneng ya Ditokelo tsa Setshaba sa Aforika Borwa.

6.1.2 Leloko la boraro le ka dira kopo ka fa gare mo **malatsing a somamararo (30)** morago ga ge tshoetso kgotsa dipelo tsa boikuelo kgotsa se se ngwadilweng ka koelo.

6.1.3 Boikuelo jwa ka fa gare bo tshwanetswe bo ngwalelwe go Tonakhuduthamaga ya Sepodisi sa Aforika Borwa ka kantoro ya Mothlankedi wa Tshedimose tso gape / kgotsa Motlatsimothlankedi wa tsa Tshedimose tso. Mthlankedi wa Tshedimose tso kgotsa Motlatsimothlankedi wa Tshedimose tso o tla fitisetsa boikuelo go Tonakhuduthamaga mo **malatsi a sa feteng lesome (10)** a kamogelo gomme a tsebise moikuelo gore e fitiseditswe go Tonakhuduthamaga gape le letsatsi la go e fitisa.

6.1.4 Mothlankedi wa Tshedimose tso kgotsa Motlatsamothlankedi wa Tshedimose tso o tla tsebisa moikuedi ka tshwetso kgotsa tshwetso ya boikuelo jwa ka fa gare mo malatsing a mahlano (5) morago ge a amogela tshwetso kgotsa karabo ya Tonakhuduthamaga.

6.2. Boikuelo go Motsamaisi wa Tshedimose tso.

6.2.1 Mokopi kgotsa motho wa boraro yo go bolelwang ka yena go karolo 74 fela a ka tsenya boikuelo go Motsamaisi wa Tshedimose tso ka kakanyo ya karolo ye morago ga ge moikuedi yo kgotsa motho wa boraro a phuegile ka tsamaiso ya ka fa gare ya boikuelo kgathlanong le kgoetso go Motlhankedi wa Tshedimose tso wa sethewana sa tsa setshaba le le leng teng go karolo ya 74.

6.2.2 Mokopi mo malatsing a kabang 180 morago ga tshwetso, a tsenye boikuelo, a latofatsa gore tshwetso gae mo molaong le Molawana, a lebise go Motsamaisi wa Tshedimose tso ka tsela e matshwanedi gape le fomo ya thuso e matshwanedi.

6.3. Kopo Kgothlatshekolong (Sekaseko)

6.2.1 Motho yo a dirang kopo le motho wa boraro ba kaya kgotlatshekelo go sekaseka, gape ge ba sa kgotsofala ka phetolo ya Tonakgolo, **mo malatsing a le legolo le masomealerobedi (180)** a tshwetso kgotsa tshwetso ya kopo.

7. KAELO YA KA GO DIRISA PAIA LE GORE O E FITHLELELA JANG KAELO YE

7.1. Motsamaisi o, go ya ka kakanyo ya karolo 10(1) ya PAIA, o thlabotse a dira gore e fithlelelwe kaelo ye ye e thlabotsweng ya gore o e dirise jang PAIA ("Kaelo"), ka mokgwa o e thlaloganyegago ka bothlofo, ge e ka nyakwa ke motho yo a nago le kgathlego ya go phetisa malokelo a a lego ka go PAIA le POPIA.

7.2. Kaelo e teng ka maleme othle.

7.3. Kaelo ye e umakilweng fa godimo e na le thlaloso ya-

7.3.1. Maikaelelo a PAIA le POPIA;

7.3.2. Aterese le aterese ya mmila, mogala le nomoro ya fekese, ge e le teng, aterese ya emeile wa eleketeroniki ya-

7.3.2.1. Mothlankedi wa Tshedimosetso wa ditheo tso tshotle tsa puso, le

7.3.2.2. Motlatsamothlankedi wa ditheo tso tsothle tsa setshaba le poraefete go ya ka karolo 17(1) ya PAIA¹ le karolo 56 ya POPIA²;

7.3.3. Mokgwa le foromo ya kopo ya-

¹ Karolo 17(1) ya PAIA- ya boikaelelo ba PAIA, setheo sengwe le sengwe sa puso se tshwanetse, goikaegile ka molao o o laolang go thlapiwa ga badiri ba setheo sa puso se se amegang, go thloma palo e e riling yay a batho jaaka batlatsabathlankedi ba puso se kgone go fithlelela direkoto tsa son aka moo go ka kgonegang ka teng.

² Karolo 56(a) ya POPIA- Setheo sengwe le sengwe lesa puso le sa poraefete se yshwanetse go dira tlamelo, ka mokgwa o o beilweng wa Thloetso ya Phithlelelo ya Thsedimosetso, ka diphetogo tse di thlokegang, tsa go thloma palo e e ntseng jalo ya batho, fa ba le teng, jaaka batlatsabathlankedi ba tshedimosetso jaaka go thlokega go dira tiro le maikarabelo jaaka go thlalositse mo karolong 55(1) ya POPIA.

- 7.3.3.1. Phithlelo ya rekoto ya setheo sa bosetshaba le akanywago go karolo 11³; le
- 7.3.3.2. Phithlelo ya rekoto ya setheo sa poraefete le akanywago go karolo 50⁴;
- 7.3.4. Thuso e e leng teng go Mothlankedi wa Tshedimosetso wa setheo sa bosetshaba ka kakanyo ya PAIA le POPIA;
- 7.3.5. Thuso ye e leng teng go Motsamaisi ka kakanyo ya PAIA le POPIA;
- 7.3.6. Dipheko tse di leng teng tsa molao tsa go tsaya magato kgotsa go palelwa go tsya magato go ya ka tshwanelo kgotsa masimo aafilweng gore a nke kgato go ya ka tshwanelo kgotsa masimo ao aafilwego ke PAIA le POPIA, go tsenyeletsa le mokgwa wa go tsenya-
- 7.3.6.1. Boikuelo ba fa gare;
- 7.3.6.2. Boikuelo go Molaodi; le
- 7.3.6.3. Kopo go kgotlatshekelo ka tshwetso ya Mothlankedi wa Tshedimosetso wa setheo sa bosetshaba, tshwetso ya kopo ya ka fa gare kgotsa ka tshwetso ya Motsamaisi kgotsa tshwetso ya Hlogo ya sekgana sa poraefete;
- 7.3.7. Ditlamelo tsa karolo 14 le 51 tse di batlang sethewana la bosetshaba le sekgana sa poraefete, ka go latelana, di kokoanya kaela tiriso, le gore o fithlelela jang kaela tiriso;

³ Karolo 11(1) ya PAIA- Mokopi o tshwanetse go newa phithlelelo ya rekoto ya setheo sa puso fa mokopi yo a obamela dithlokego tse di amanang le kopo ya phithlelelo ya rekoto eo; mme phithlelelo ya rekoto eo ga e ganwe go ya ka lebaka lengwe la go gana le le thlaloitsweng mo kgaolong ya 4 ya Karolo eno.

⁴ Karolo 50(1) ya PAIA- Mokopi o tshwanetse go fiwa phithlelelo ya rekoto nngwe le enngwe ya setheo sa poraefete fa -

- Rekoto eo e thlokega go diragatsa tshireletso ya ditshwanelo dingwe le dingwe;
- Motho yo o obamela dithlokego tsa tsamaiso mo PAIA tse di amanang le kopo ya phithlelelo ya rekoto eo: gape le gore motho yo o tsamaisana le dithloko tsa tsamaiso tse di leng go PAIA tse di tsamaisanang le le kopo go ya fithlelela rekoto, le
- Phithlelelo ya rekoto gae ganwe go ya ka lebaka lengwe le lengwe la go gana le thlaloitsweng mo Kgaolomg 4 ya Karolo eno.

7.3.8. Ditlamelo tsa karolo 15⁵ and 52⁶ tse di fanang ka tshenolo ka boithaopo dikarolong tsa direkoto ke sethewana sa bosetshaba le sethewana sa poraefete, ka go latelana;

7.3.9. Dikitsiso tse di ntshitsweng go yes ka karolo 22⁷ le 54⁸ mabapi le dituelo tse di tshwanetseng go duelwa mabapi le dikopo tsa phithlelelo; le

7.3.10. Melao e e dirilweng go ya ka karolo 92⁹.

7.4. Maloko a setshaba a ka thlathloba kgotsa a dira dikhophi tsa Kaelo dikantorong tsa setshaba kgotsa mafaphaneng a poraefete, go akaretsa kantoro ya Motsamaisi, ka nako tsa mosebetsi.

7.5. Kaelo e kafumaneha gape-

7.5.1. Ge o e kopa go Mothlankedi wa Tshedimose tso kgotsa hlogo ya sethewana sa poraefete, o sebedisa foromo 2 e leng teng go <https://info regulator.org.za/paia-forms/>;

⁵ Karolo 15(1) yaf PAIA- Mothlankedi wa tshedimose tso wa setheo sa puso o tshwanetse go dira gore go nne teng ka mokgwa o o beilweng thlaoso ya dithlopha tsa setheo sa puso tse di nngang teng ka go itirisa kwa ntle ga gore motho a kope phithlelelo

⁶ Karolo 52(1) ya PAIA- Thlogo ya setheo sa poraefete e ka nna, ka boithaopo, ya dira gore go nne teng ka mokgwa o o beilweng thlaoso ya dithlopha tsa direkoto tsa setheo tse di leng teng go itirisa kwa ga go thloka go kopa phithlelelo

⁷ Karolon 22(1) ya PAIA- "Mothlankedi wa tshedimose tso wa setheo sa puso sa kopa ya phithlelelo e dirwang kwa go sona, o tshwanetse ka kitsiso go batla gore mokopi a duele tuelo e e beilweng ya kopo (fa e le teng), pele ga ge kopo e ka tsweletswea.

⁸ Karolo 54(1) ya PAIA- Mothlankedi The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

⁹ Karolo 92(1) ya PAIA e thlalosa se --"Tona a ka nna, a dira melawana go Gazette mabapi le--
(a) morero mongwe le mongwe oo thlokwang kgotsa o o letleletsweng ke Molao ono go bewa;
(b) morero mongwe le mongwe oo maanang le dituelo tse di thlalositweng mo dikarolong 22 le 54;
(c) kitsiso nngwe le nngwe e e thlokwang ke Molao o;
(d) dikelo tse di tshwanang tse di ditshwanetseng go diriswa ke mothlankedi wa tshedimose tso wa setheo South Africa puso fa a swetsa gore ke dithlopha dife tsa direkoto tse tshwanetseng go nna teng go ya karolo 15; le
(e) tsamaiso nngwe le nngwe kgotsa morero wa tsamaiso o o thlokegang go tsenya tirosong ditaello tsa Molao o."

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that --"The Minister may, by notice in the Gazette, make regulations regarding-
(a) any matter which is required or permitted by this Act to be prescribed;
(b) any matter relating to the fees contemplated in sections 22 and 54;
(c) any notice required by this Act;
(d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
(e) any administrative or procedural matter necessary to give effect to the provisions of this Act."

7.5.2. Morago ga kopo, go Molaodi wa Tshemosetso, ka go romela Foromo 2 (e eleng ya kopo ya khophi ya Kaelo) go- PAIACompliance@infoRegulator.org.za; le

7.5.3. Go setsha South Africa Molaodi (<https://info regulator.org.za/paia-guidelines/>).

8. THLALOSO YA DIRUTWA TSE SETHEO SE TSHWERENG DIREKOTO LE DIKAROLO TSA DIREKOTO TSE DI TSHWERWENG KE IPID

Dithlogo tse setheo se nang le direkoto tsa sona	Dithlopha tsa direkoto tse di tshwerweng mo serutweng sengwe le sengwe
<p>LENANEO 1: Tsamaiso</p> <p>Puso ya Kgwebo</p> <ul style="list-style-type: none"> ➤ Kotsi ➤ Ditirelo tsa Ditshelete <p>Thekeneloji ya Thlaeletso ya Tshedimosetso</p> <ul style="list-style-type: none"> ➤ Puso ya ICT ➤ ICT <p>Tsamaiso ya Ditshelete</p>	<ul style="list-style-type: none"> ➤ Rejisetara ya togamaano a kotsi ➤ Rejisetara ya tsamiso ya kotsi ➤ Rejisetara ya dikotsi tsa tsamaiso ➤ Kwadisa ka tshedimosetso e e itsisisweng. ➤ Kitsiso tsa SMS le MMS le dikgoeletso tsa botsing ba kgathlego. ➤ Makwalo a ho thapa a ICTGC. ➤ Tshata ya Puso ya ICT ➤ Metsotso ya dikopano ya komiti ya ICTGC ➤ Leano la togamaano ➤ Leano la tiragatso la ICT ➤ Leano la go dira ➤ Dipego tsa ICT ➤ Dipholisi tsa ICT ➤ Dituelo ka peeletso ➤ Dituelo ka peeletso

Dithlogo tse setheo se nang le direkoto tsa sona	Dithlopha tsa direkoto tse di tshwerweng mo serutweng sengwe le sengwe
<p>Botsamaisi jwa badiri le Thlabololo</p> <ul style="list-style-type: none"> ➤ Thlabololo ya Badiri ➤ Thebolo ya Ditirelo 	<ul style="list-style-type: none"> ➤ Dituelo ka dihlophana (BAS le Persal) ➤ Dipego tsa diakhaonto tse di sa siamang ➤ Dipego ka madi aa seatleng ➤ Dipholisi tsa Ditshelete ➤ Dipego ka tsa go letlanya lekgetho (EMP201 & EMP501) ➤ Dipego tsa buka ya bakoloti ➤ Dibuka tsa ditshelete ➤ Thlabololo ya Metswemethuso:- Leano la katiso la ngwaga ➤ Pego ya katiso la ngwaga ➤ Leano la dikgono lifelong la tiro ➤ Diawate tsa basari – makwalo a diawate, dikgolagano basari, dithlogo tsa dituelo, dipoelo tsa basari ➤ Porekeramo la dikgono, Porekeramo la ditiragatso tsa katiso, porekeramo la basebetsi b aba tlileng katisong ➤ Thlopho le go thapa mathwasa a tiro. ➤ Tuelo ya lekgetho la thlabololo la dikgono: Lenanetheko, Dibuka tsa Ditshelete (SETA) ➤ Diprojeke tse di fumanang thuso ya tshelete ya go (ditumelano tsa DG, lenanetheko, bosupi ba tuelo) ➤ Mathwasa, mouthuti le dipholisi tsa basari ➤ Tshelete ya tekanyetso ya theko ya katiso ➤ Tshata ya ditiragatso tsa ditirelo ➤ Leano la thlabololo ya ditiragatso tsa

Dithlogo tse setheo se nang le direkoto tsa sona	Dithlopha tsa direkoto tse di tshwerweng mo serutweng sengwe le sengwe
<ul style="list-style-type: none"> ➤ Dithulaganyo tsa Botsamaisi le Thlabololo ya Ditiragatso 	<p>ditirelo</p> <ul style="list-style-type: none"> ➤ Mokgwatiriso wa Dikuelo & ditlotlomatso (Dikuelo le Ditlotlomatso tse amogetsweng) ➤ Tshata ya ditiragatso tsa ditirelo ➤ Leano la thlabololo ya ditiragatso tsa ditirelo ➤ Mokgwatiriso wa Dikuelo & ditlotlomatso (Dikuelo le Ditlotlomatso tse amogetsweng) ➤ Metsotso ya ponopedi ya tshekatsheko ya Ditiragatso ➤ Thotloetso/tiragatso ya tuelo tsa Ditirego Pholisi ya tsamaiso tsa Ditiragatso
<ul style="list-style-type: none"> ➤ Boitekanelo le Bophelo ba Badiri 	<ul style="list-style-type: none"> ➤ Ditokomane tsa Sethlomo ➤ Di faele tsa boitekanelo le di porofaele ➤ Tshedimisetso ya Bogwele ➤ Tshedimisetso ya Mananeo a kgethegileng
<ul style="list-style-type: none"> ➤ Leano la Metswedithuso 	<ul style="list-style-type: none"> ➤ Ditokomane tsa Sethlomo ➤ Di faele tsa boitekanelo le di porofaele ➤ Tshedimisetso ya Bogwele ➤ Tshedimisetso ya Mananeo a kgethegileng ➤ Dipholisi tsa dilo HR, go thapa & thlopo, boikhutso, tshola, thlabololo ya dikgono, dilo tsa selwago/botsalano, tsamaiso ya Ditiragatso, le tse dingwe ➤ Leano Metswedithuso ➤ Leano la Tekano ya Badiri

Dithlogo tse setheo se nang le direkoto tsa sona	Dithlopha tsa direkoto tse di tshwerweng mo serutweng sengwe le sengwe
	<ul style="list-style-type: none"> ➤ Ditotiwa tsa Tekano ya Bathapuwa ➤ Dipuelo tsa thlothlomo ya mosebetsi ➤ Diprofaele tsa mosebetsi kgotsa dithlaoso ➤ Setheo sa dilo kgotsa Popego/Boemo ➤ Phano ya matla kgotsa boemedi
<ul style="list-style-type: none"> ➤ Tsamaiso ya Metswedithuso 	<ul style="list-style-type: none"> ➤ Maemo a lolea/segwa sa mosebetsi, Dithapo, Dipapatso ➤ Diphanele tsa Thlopho ➤ Metsotswana a Lennaane khutswane (dinthla le dikaelo) ➤ Neelo ya bathapiwa ➤ Direkoto tsa motho le le direkoto tsa ho thapiwa
<ul style="list-style-type: none"> ➤ Maemo a Tiro 	<ul style="list-style-type: none"> ➤ Boikhutso le difaele tsa dintlo ➤ Direkoto tsa boikhutso, direkoto tsa tuelo ya malatsi a boikhutso ao a sa diriswang ➤ Tuelo e khutshwane ya Hotshwarelela mongwe le tumelelele le tumelelo gape ya go tshwarela mongwe maamong a kwa godimo ➤ Direkoto tsa go fela ga tiro, difuduso le tshuthiso ya badiri ➤ Direkoto tsa mesola ya go tswa tirong
Matlafatso ya Seriti	<ul style="list-style-type: none"> ➤ Dipego ka dipatlisiso ➤ Dipego ka diphuruputso ➤ Dipego tsa dipatlisiso tsa boruni ya mokgwa wa botshelo ➤ Dipego tsa diteko tsa bojalwa le diritibatsi
Ditirelo tsa Gofapanafapana <ul style="list-style-type: none"> ➤ Dipalangwa (Lefapha) 	<ul style="list-style-type: none"> ➤ Dikopo tsa maeto le tumelelo ➤ Ntshafatso ya license

Dithlogo tse setheo se nang le direkoto tsa sona	Dithlopha tsa direkoto tse di tshwerweng mo serutweng sengwe le sengwe
<ul style="list-style-type: none"> ➤ Ditlemelo (Marobalo) ➤ Kwadiso <p>Dikamano tsa Badiri</p> <p>Boruni ba ka fa gare</p> <ul style="list-style-type: none"> ➤ Komiti ya Boruni ➤ Buruni ka fa gare <p>Tsamaiso ya Tshireletso</p> 	<ul style="list-style-type: none"> ➤ Lenanetheko la peterole ➤ Dikopo tsa sebaka sa dikantoro ➤ Direkoto tsa faele ya thlaeletsano le Setheo la Ditirelo tsa Batho ➤ Direkoto tsa matlole ➤ Madulo le tuelo ya lenanetheko la ditirelo ➤ Dikoloto tsa go tsenya mogala ➤ Mananetheko a mogala ➤ Rejesetara ya poso (poso e tsenang & poso e tswayang) ➤ Difaele tsa Diphaphusing tsa Dipuisano, metsotso ya kopano ya DBC le kwalelano (magareng ga GPSSBC, tsa Badiri le Mothapi) ➤ Kaelo ya Boruni ya fa gare ➤ Leano la Boruno ➤ Tshata ya Boruni ➤ Direkoto tsa Taolo ya Phithlelo ➤ Setshwantsho sa CCTV ➤ Dipego tsa dipatlisiso ➤ Dipego tsa thlathlobo ya Tshereletso ➤ Leano Kgolo ➤ Leano la Ngwaga la Tiragatso ➤ Pego ya ngwaga ➤ Didokhethe go Karalo 28(1)(a) goya go

Dithlogo tse setheo se nang le direkoto tsa sona	Dithlopha tsa direkoto tse di tshwerweng mo serutweng sengwe le sengwe
<p>Togamaano le Tebelo ya Tiragatso</p> <p>LENANE0 2: DIPATLISOSO LE TSAMAIISO YA TSHEDIMOSETSO</p> <ul style="list-style-type: none"> ➤ Didokhethe tsa Dipatlisiso ➤ Divalopalo <p>LENANE0 3: DITIRELO TSA KGAKOLOLO YA SEMOLAO LE TSA PATLISISO</p> <ul style="list-style-type: none"> ➤ Ditirelo tsa Dikgetsi ➤ Dipatliso tsa Semolao & ditirelo tsa Kgakololo 	<p>S28(1)(h) molao wa IPID wa Phithlelelo ya Direekoto</p> <ul style="list-style-type: none"> ➤ Didokhethe go S28(2) of the IPID Act ➤ Received files, Dipatlisiso tse di konoseditsweng, le difaele tse tswetsweng. <ul style="list-style-type: none"> ➤ Di dokhethe go S28(2) ya Melawna ya IPID ➤ Difaela tse di amogetsweng, Dipatlisiso tse di konoseditsweng, le difaele tse tswetsweng. ➤ Ditleleimi tsa Ditsheko (tse amogetsweng le tse tswetsweng) ➤ Direkoto tsa Tshoganyetso tsa Molato ➤ SOP ➤ Kaelo ya Ditsheko ➤ Go laola, Peomolao le Dipholisi ➤ Direkoto tsa matla a Bopodisi

Dithlogo tse setheo se nang le direkoto tsa sona	Dithlopha tsa direkoto tse di tshwerweng mo serutweng sengwe le sengwe
<p>LENANEO 4: KOBAMELO LE TAOLO YA BANNASEABE</p> <p>➤ Tsamaiso ya Kobamelo</p>	<ul style="list-style-type: none"> ➤ SOP ➤ Kaelo ya PAIA ➤ S7(4) Kitsiso ho ya ho Bothati ba Bosekisi ba Bosetshaba ➤ S7(4) Kitsiso ho ya ho Letona la tsa Sepodisi ➤ S7(5) Kitsiso ho ya ho Tonakgolo ya Sepodisi ➤ S7(5) Kitsiso ho ya ho Mokwaledi wa Baagi go tsa Sepodisi ➤ S7(6) Kitsiso go ya ho Mokomishinara wa Bosetshaba le Mokomishinara wa Porofense go tsa Sepodisi ➤ S7(7) Kitsiso go ya go Mokwaledi wa Baagi go tsa Sepodisi ➤ DiKitsiso tsa go Atlanegiswa go ya go Sepodisi sa Ditirelo tsa Toropo ➤ Kitsiso ya Atlanegiso ya Babatlisisi go ya go Sepodisi sa Aforika Borwa le Sepodisi sa Toropo ➤ DiKitsiso tse rometsweng go Bothati ba Batshutshisi ba Bosetshaba.

**9. KITSISO YA BOFELO KA DIKAROLO TSA DIREKOTO TSA IPID TSE DI LENG
TENG NTLE LE GORE MOTHO A DIRE KOPO GO DI FITHLELELA**

**THLALOSO YA DIREKOTO TSE DI LENG TENG KA DIKAROLO TSA GO ITIRISA GO YA KA
KAROLO 15(1)(a)**

<p>Togamaano le tebelelo ya Tiragatso</p> <ul style="list-style-type: none"> ➤ Leeno la Togamaano ➤ Leano la ngwaga la Tiragalo ➤ Kitsiso ya Ngwaga <p>Kgaeletsano</p> <ul style="list-style-type: none"> ➤ Kgololo ya bobekgakgang go tswa go Monareng 2018 i ➤ Dipampishana, makwalo a dikgang le dibukana tse di ntshitsweng ke Lefapha 	<ul style="list-style-type: none"> ➤ Direkoto tse ga di thloke go kopiwa gore di fithlelelwe le di teng kwa setsheng sa IPID sa www.ipid.gov.za ka tlase ga ditokomane ➤ Ge go diragala gore motho a sebe le phithlelo ya setsha se kwa godimo a ka dira kopo go mothlankedi wa tshedimose tso go Dntlatseng@ipid.gov.za le/ kgotsa Motlatsi mothlankedi wa Tshedimose tso go; kgotsa SRamafoko@ipid.gov.za/ LegalServices@ipid.gov.za ➤ ➤ E ka tsawa dikantorong tsa IPID mo:- Benstra Building 473 Stanza Bopape Street, Arcadia Pretoria Nomoro ya Boto ya Megala: +27 12 399 0000 ➤ Dipampishana, makwalo kgang le dibukana tse ntshitsweng ke Setheo
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10. DITIRELO TSE DILENG TENG GO MALOKO A SETSHABA GO TSWA GO IPID LE GORE O FITHLELELA JANG DITIRELO TSEO

IPID e tlamegile go batlisisa dingongorego tsa tlolomolao, kgotsa bomaswe jo bo dirilwego ke leloko la ditirelo tsa sepodisi. Maloko a setshaba a ka tsentsha ngongorego ka maloko a sepodisi le / kgotsa sepodisi sa toropo ka maswe ope kgotsa sepodisi sa toropo ka maswe mangwe le mangwe a a ngwadilweng go serapa 3.3 godim.

Setheo le ineela go thusa maloko a setshaba a nang le bothata go tlatsa semolao Foromo “2” gape ba dumeletswe go tsenya dikopo ka mogala.

Maloko a setshaba b aba sa kgoneng go bala le go ngwala baka tsenya dikopo ka molao batla thuswa ke Motlatsi Mothlankedi wa Tshedimose tso to tsenya kopo.

11. SEABO SA SETSHABA GO BOPENG PHOLISI KGOTSA GO TIRISO YA MATLA KGOTSA GO PHETHA DITIRO GA IPID

- a) Ditherisano le setshaba le Kutlo;-
- b) Tshekatsheko le Lenaane la dipotso;-
- c) Dinako tsa setshaba go akgela;-
- d) Kopano e go dumeletsweng ope;-
- e) Ditiragalo tsa go fithlelela batho.

12. GO FITISA TSHEDIMOSE TSO YA MOTHO

12.1 Bothlokwa ba go Tsamaisa/go Fotisetsa pele

- a) **Boikuelo:** Motho ka motho yo a tsenyang boikuelo kgathlanong le Sepodisi sa Ditirelo sa Aforika Borwa le Sepodisi sa Toropo ka bosenyi jo bo direlwego ke maloko go ya ka taelo ya IPID go batlisisa bosenyi jo.
- b) **Sepodisi sa Ditirelo sa Aforika Borwa le Sepodisi sa Toropo:** Ka tlaselase ga dipatlisiso ditatofatso tsa tlolomolao go ya ka tsamaiso ya IPID, taelo ya go batlisisa pego yeo.

- c) **Dipaki: Individuals who may have information relevant to a case under investigation by IPID.**
- d) **Badiri ba Setheo:** Phithlelo ya tsgedimoso ya motho go tswa go maloko a badiredi ke karolo ya modiredi le tsamaiso
- e) **Ditlamo:** Ditlamo tse di dirang kgwebo le Setheo di kopwa go fan aka tshedimosetso ya setlamo.

12.2 Thlaloso ya dikarolo tsa Kgang ya Dinewane le tshedimosetso kgotsa dikarolo tsa tshedimosetso e tsamaisanang le sona

Dithlopha tsa Dithlogo tsa Tshedimosetso	Tshedimosetso ya Motho e e ka Fitiswang
Motho ka boyena	Maina le Seboko; tshedimosetso ya kgolagano ((di)nomoro tsa kgolagano, nomoro ya fekese, aterese ya emeile); Tulo, poso kgotsa aterese ya setlamo; Sesupo se Kgethegileng/Nomoro ya boiKitsiso le kwalelano ya sephiri.
Motho wa semolao	Maina a ditsala; Leeina la setlamo se molaong; aterese ya moaho le aterese ya poso; ditiriso tsa kgolagano ((di)nomorocontact tsa kgolagano, nomoro ya fekese, aterese ya setsha); nomoro ya goikwadisa; ditshele, thekiso, bonetetshi kgotsa tshedimosetso ya stegeniki kgotsa or tshedimosetso ya setegeniki le diphiri tsa /thekiso/kgwebo
Badiri	Bong, goima; o nyetse; Race dijara, leleme, tshedimosetso ka thuto (makwalo); tshedimosetso ka ditshelete; histori ya tiro; nomoro ya ID; nomoro ya ntlo le ya poso; kgolagano ka botlalo (di)nomoro ya kgolagano, nomoro ya fexe, aterese ya emeile); boitshwaro ba bosenyi; bophelo le ba lesika (maloko a lelapa) lebelo, kalafi, bong, mong, bosetshaba, semorafe kgotsa tshemologo ya seloago, tlwaelo ya thlakanelodikobo, bogolo, boitekanelo ga mmele kgotsa thlaloganyo, bophelo, bogole, tumelo, segakolodi, tumelo, setso, leleme, tshedimosetso ka dibaeometriki tsa motho.

12.3 Baamogedi kgotsa dithlopha tsa baamogedi bao tshedimisetso ya motho e tlametsweng go bona.

Dithlopha tsa tshedimisetso ya motho ya poraefete	Baamogedi kgotsa Dthlopha tsa Baamogedi
Nomoro itshupo le maaina, go dira Thlola ya bokebekwa	Ditirelo tsa Sepodisi sa Aforika Borwa
Dithutego, go dira tiisetso ya dithuto	Bothati ba Thuto ba Aforika Borwa
Sekoloto le tlogo ya tuelo, ke ya tshedimisetso ya dikoloto	Biro ya dikoloto
Thlathlobo le Tshireletso ya go tloswa	Mokhathlo wa Tshireletso wa Puso
Tshekatsheko ya melato ya lekgetho, tiisetso kgomarelo ya melawana ya taolo ya tshetele.	Setheo sa Matlotlo
Btho ba thlago	Dingongorego, batswasethlabelo le dipaki

12.4 Thulaganyo ya kgabaganyo ya melelwane go eleledisa tshedimisetso ya motho

Epe.

12.5 Thlaoso ka Kakaretso ya Tshedimisetso ya Maemo a Dikgato tsa Tshireletso ya Tshedimisetso tse di tsentshweng tirong ke moletlo go tiisetso sephiri, seriti le fitholelo ya tshedimosetsoral

- a) Thibelo tsenong ya meago;-
- b) Serweboleta sa lebota la molelo;-
- c) Tatelo ya Semolao le Taolo: MISS Act le POPIA;-
- d) Taolo ya go Tsena;-
- e) Selwantsha-dihinki.

13. TSIBISO GO BATHO BA BANGWE

- 13.1 Mothlankedi wa tshedimosetso wa setheo sa puso sa setheo sa puso yo a dumelang kopo go fithlelela rekoto e akanyediwang go karolo 34(1), 35(1), 36(1), 37(1) kgotsa 43(1) ya PAIA Act o tlamegile go tsaya magayo autlwagalang go tsebisa motho wa boraro yo kgotsa yo rekoto e moamang kopong.
- 13.2 Mothlankedi wa tshedimosetso o tlamega go tsibisa motho wa boraro kgantele ge go kgonega isega, le fa gontse jalo, mo malatsing a le 21 morago ga kopo e amogetswe kgotsa ifitisitswe; ka bonako fefo go gaisa ka fa a kgonang.

14. TSAMAISO YA PHITHLELO TA DIREKOTO TSE DI TSHWERWENG KE IPID

- 14.1 Mokopi kgotsa setlhogo sa tshedimosetso ka tlamego se dirise foromo e laetsweng, **FOROMO 2**, ge a dira kopo go fithlelela rekoto kgotsa tshedimosetso ya poraefete. **Foromo 2** mametleletswe fa.
- 14.2 Mokopi ke motho mongwe le mongwe yo a dirang kopo go fithlelela rekoto ya IPID mme mo ntlheng eno, PAIA e faroganya magareng ga mefuta e mebedi ya bakopi go fithlelela tshedimosetso, ke gore, Mokopi wa Sebele, (ka boyena) le Bangwe Bakopi.

14.2.1 Mokopi wa sebele ke mokopi yo a, faneng ka bosupi jo bo lekaneng kage a fane bosupi ba boitshupo, o nyaka phithlelo rekotong ye e nang le tshedimosetso ya poraefete ya mokopi. Go ikaegile ka ditaelo tsa PAIA I POPIA, IPID e tla tlamela ka tshedimosetso ye e kopiwang, kgotsa e fane ka phithlelo go rekoto nngwe le nngwe e mabapi le tshedimosetso ya porafete ya mokopi mo nakong e e utlwalang, (ka tuediso e e beeilweng, fa go le teng) ka tsela e e utlwalang le fomete le ka mokgwa o bontsi bo thlaloganyesegago. Tuediso e e beilweng ya tsadiso ya tshedimosetso ya poraefete e e kopilweng e tla duediswa ke IPID;

14.2.2 Motho yo a welang mo sethlopheng sa babangwe o na le tshwanelo ya go fithlelela tshedimosetso e amanang motho wa

boraro. Le fa gontse jalo, IPID ga ya tlamelega go fa neela pele go mo mokopi a tswelletsa dithlokego go fithlela tshedimose tso go ya ka PAIA le POPIA.

14.3 **Foromo 2** e tlamegile e lebiswe go, e romelwe go Motlatsa Mothlankedi wa Tshedimose tso kgots ka seatla, poso, kgotsa emeile, e dinthla leng godimo.

14.4 Mokopi o tlamegile a fe tshedimose tso e lekaneng ya (di)rekoto gore Mothlankedi wa Tshedimose tso kgotsa Motlatsi Mothlankedi wa Tshedimose tso, fa go le teng, go supa (di)rekototo. Foromo e e laetsweng e tlamegile go tlatswa ka botlalo gore bonnye go gontsha Mothlankedi wa Tshedimose tso go e supa..

14.4.1 Itshupo ba mokopi;

14.4.2 Dinthla tsa rekoto e e kopilweng; sk. Nomoro ya kgetse le Leeina la seteishene moo tiragalo e begilweng

14.4.3 Mofuta wa rekoto;

14.4.4 Foromo ya phithlelo; le

14.4.5 Mokgwa wa phithlelo. The identity of the requester;

14.5 Tlaleletso ya dinthla tse bothlokwa go di gopola ge o tlatsa foromo ya kopo:

14.5.1 Karolo nngwe le nngwe ya foromo e tshotse ditaelo tsa go latelwa g tokafatsa kgonego ya kopo e fiwe ka nakwana e sekang sepe;

14.5.2 Ge direkoto di kopiwa mo boemong jwa motho yo mongwe, ka kopo, fana ka khopolola ya taelo e go dumellang go emela motho yo mongwe;

14.5.3 Thlaloso e e tseneletsweng ya direkoto tse kopilweng e tshwanetse e fiwe go gontsha Mothlankedi Tshedimose tso kgotsa Motlatsi Mothlankedi Tshedimose tso go e supa ka. each section of the form contains instructions that should be followed to improve the likelihood of the request being granted with minimal delay being experienced;

14.6 Mokopi o tla tsebiswa ka tuediso e e beilweng e duelwang, fa go le teng, mokgwa wa tuelo le kantoro e ene a ka dueling teng kgotsa a ka romela bosupi ba tuelo pele kopo ya tshedimose tso is tswelletswa pele. Tsweetswee ela thloko gore mokopi o golotswe mo go dueleng tuediso ya phithlelelo

15. TUEDISO YE E BEILWENG

15.1 Karolo 22(1) ya PAIA e re tuediso tse di dueling go fithlela direkoto tsa Molaodi kgotsa phithlelo ya direkoto tsa Molaodi di tshwanetsi go laelwa. Dituelo tse tse di laelwang di thlagisitswe mo mametlelong B, e e mametletsweng fa.

15.2 Mokopi yo a batlang phithlelelo ya rekoto epe a ka thlokega go duela tuediso e e duelwang, ntle le fa e golotswe, jaaka go umakilwe mo temaneng ya 14.3 fa fatshe

15.3 Mokopi ga a duele tuelo ya phithlelelo kwa setheong sa puso fa

15.3.1 Ele motho yo a sa nyalwang yo letseno, morago ga go gogwa go go letleletsweng, kaaka PAYE le UIF, lo leng kwa tlase R14712 ka ngwaga, kgotsa

15.3.2 Ba nyalane le letsono lo lo kopanetsweng le molekane wa gagwe, morago ga dikgogo tse di letleletsweng, jaaka PAYE le UIF, tse di kwa tlase R27 192 ka ngwaga.

15.4 Dituelo tsothle di tla dirwa ka sebopego sa madi a a seatlengkgotsa kgotsa EFT fa Bankeng ya IPID mo dinthleng tse Banka di latelang.

Bank: ABSA

Account no: 1044190075

Branch Code: branch code: 632005

**Nomoro ya Tshupetso: NOMORO YA KGETSE LE LEEINA LA
SETEIŠHENE**

16. GO LATHLA DIREKOTO

16.1 IPID e na le tshwanelo ya go lathla direkoto dingwe go ya ka dipeelano tsa bothati tse di bonweng go tswa kwa diakhaefeng tsa bosetshaba le ditirelo tsa direkoto.

16.2 Bakopi ba tla gakololwa fa rekoto e itseng e lathlilwe fa ge se se tsamaisana le rekoto e e kopilweng.

17. GO NNA TENG GA BUKANAKAELO

17.1 Bukanaelo e e bonwa mo molaleng a latelang a semmuso -

17.1.1 English;-

17.1.2 IsiZulu;-

17.1.3 Setswana.

17.2 Khophi ya bukanaelo eno kgotsa mofuta wa yone o o thlabolotsweng, le yona e ka bonwa ka tsela e e lateng-

17.2.1 mo www.ipid.gov.za, fa e le teng, ya setheo sa puso;

17.2.2 kwa kantoro kgolo ya setheo sa puso go thlothlobiwa ke setshaba ka diura tse tlwaelegileng tsa tiro;

17.2.3 go motho mongwe le mongwe fa a kopa le go duela tuediso e e utlwalang e e beilweng; le

17.2.4 go Molaodi wa tshedimosetso fa a kopiwa.

17.3 Tuelo ya khopi ya bukana ya ditaello jaaka thlalositswe mo mametlelong B ya melawana e tla duelwa ka khopi nngwe le nngwe ya bogolo jwa A4 e e dirilweng.

18. GO THLABOLOLWA GA BOKANAKAELO

IPID e tla, fa go thlokega, thlobolola le go pholetsha bukana eno ngwaga le ngwaga.

E Nthsitswe ke

MS. DJ NTLATSENG

IPID: EXECUTIVE DIRECTOR/INFORMATION OFFICER