



**independent police
investigative directorate**

Department:
Independent Police Investigative Directorate
REPUBLIC OF SOUTH AFRICA

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IMANUWALI YE PAIA

**Elungiswe ngokwesigaba 14
somthetho wokugququzelwa
kokufinyelela olwazini loswenzo 2
kwezingu 2000 (njengoba
uchitshiyelwe)**

**USUKU LOKUHLANGANISW: 20/12/2023
IDETHI YOKUBYEKEZA: 03/10/2024**

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1. UHLU LWAMA-AKHRONIMI NEZIFINYEZO

- | | | |
|-----|--------------------|---|
| 1.1 | “ED” | Umqondisi Executive Director; |
| 1.2 | “DIO” | Iskela Lesikhulu Solwazi; |
| 1.3 | “IO” | Isikhulu Solwazi; |
| 1.4 | “Minister” | Isikhonzi Ungqongqoshe wamaphoyisa aseNngizumu Afrika; |
| 1.5 | “PAIA” | Umthehto wokugquguzela ukufinyekela olwazi onguNonmbolo 2 wezi 2000 (njengoba uchitshiyelwe); |
| 1.6 | “PFMA” | Umthetho Wokuphathwa Kwezimali Zomphakathi No.1 ka 1999 njengoba uchitshiyelwe; |
| 1.7 | “POPIA” | Ukuvikelwa kolwazi lomuntu siqu No.4 ka-2013; ka 2013 1999 njengoba uchitshiyelwe; |
| 1.8 | “Regulator” | Isilawuli solwazi; |
| 1.9 | “IPID” | Uphuko oluzimele lophenyo lwamaphoyisa. |

2. INHLOSO ye-PAIA MANUWALI

Le Manuwali yePAIA uwusizo emphakathini uku-

- 2.1 Hlola uhlobo lwamarekhodi okungenzeka ukuthi asevele ekhona kwa-IPID, ngaphandle kwesidingo sokuhambisa isicelo esisemthethweni;
- 2.2 Ube nokuqonda ukuthi usenza kanjani isicelo sokufinyelela kurekhodi le-IPID;
- 2.3 Finyelela yonke imininingwane yokuxhumana efanele yabantu abazosiza umphakathingamarekhodi, ngaphambi kokuba bahlose ukuwathola;
- 2.4 Ukwazi wonke amakhambi atholakala ku-IPID mayelana nesicelo sokufinyelela kumarekhodi, ngaphambi kokuya kuMlawuli noma ezinkantolo;
- 2.5 Incazelo yezinsizakalo ezitholakalayo kumalungu omphakathi ezivela ku-IPID, kanye nendlela yokuthola ukufinyelela kulawo masevisi;
- 2.6 Incazeloyomhlahlandlela wokuthi isetshenziswa kanjani –PAIA, njengoba ibuyekezwa nguMlawuli nokuthi ungayithola kanjani ukufinyelela kuyo;
- 2.7 Uma uzocubunula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nezigaba zezihloko zedatha kanye nolwazi noma izigaba oluhlobene nalo;
- 2.8 Wazi uma ngabe i-IPID ihlele ukudlilisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabamuleki ulwazi lomuntu; futhi; le
- 2.9 Wazi uma ngabe i-IPID inezinyathelo zokuphepha ezifanele zokuqinisekisa ukugcinwa kuyimfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele locutshungulwe.

3. UKUSUNGULWA KOPHIKO OLUZIMELE LOPHENYO LWAMAPHOYISA

I-IPID isungulwa ngokoMthetho Wophiko Oluphenya Ngamaphoyisa Oluzimele, wezi-2011, wuhlala lomthetho olulawula ukusungulwa, imisebenzi, namandla e-IPID.

3.1 IZINJONGO / IGUNYA

3.1.1 Isigaba 206(6) soMthethosisekelo sihlinzekela ukuthi, ekutholeni isikhalazo esifakwe yisiGungu sesiFundazwe, uMkhandlu Ozimele Wezikhhalazo Wamaphoyisa osungulwe ngumthetho kazwelonke kufanele uphenye noma yikuphi ukungaziphathi kahle, noma amacala enziwe yilungu lophiko lwezemisebenzi yamaphoyisa esiFundazweni.

3.1.2 Ngenxa yalokho, uPhiko Oluzimele Lwezophenyo Lwamaphoyisa lwasungulwa ngokweSigaba 3(1) soMthetho Wophiko Oluphenya Ngamaphoyisa Oluzimele, wezi-2011 9UmTHETHO No. 1 wezi-2011, (uMthetho we-IPID).

3.1.3 Ukwengeza ezinhlinzekweni zezigaba 206(6) soMthethosisekelo, iSigaba 28 soMthetho we-IPID sihlinzekela ukuphenywa kwalawa macala alandelayo okusolakala ukuthi enziwa amalungu ophiko lwamaphoyisa aseNingizimu Afrika kanye noMbuthe wamaphoyisa kaMasipala:-

- a) Noma yikuphi ukufa esitokisini samaphoyisa;
- b) Ukufa ngenxa yezenzo zamaphoyisa;
- c) Noma yisiphi isikhalo esimayelana nokukhishwa/nokudula kwesibamu esisemthethweni yinoma yiliphi iphoyis;
- d) Ukudlwengulwa yiphoyisa, noma ngabe iphoyisa lesemsenzini noma angekho emsebenzini;
- e) Ukudlwengulwa kwanoma yimuphi umuntu ngesikhathi lowo muntu esesitokisini samaphoyisa;
- f) Noma yisiphi isikhalo sokuhlukumezwa noma sokushywa yiphoyisa lapho senza umsebenzi walo;
- g) Izindaba zenkohlalo emaphoyiseni eziqalwe uMqondisi oMkhulu eyedwa, noma ngemuva kokuthola isikhalazo esivela elungwini lomphakathi, noma kunobhala, njengoba kungaba njalo; futhi
- h) Noma yiluphi olunye udaba oludluliselwe kulo ngenxa yesigqongqoshe noma unobjhala njengoba udaba lungaba ngendlela enqunyiwe.dipolao

thlokomelong ya sepodisi;

3.1.4 Ngaphezu kwalakho, iSigaba 28 (2) soMthetho we-IPID sihlizekela ukuthi uphiko oluzimele lophenyo lwamaphoyisa lungaphenya izindaba eziphatelene nenkohlakalo ehleliwe ethinta amaphoyisa.

4. ISAKHIWO soPHIKO OLUZIMELE LOPHENYO LWAMAPHOYISA KANYE NEMISEBENZI

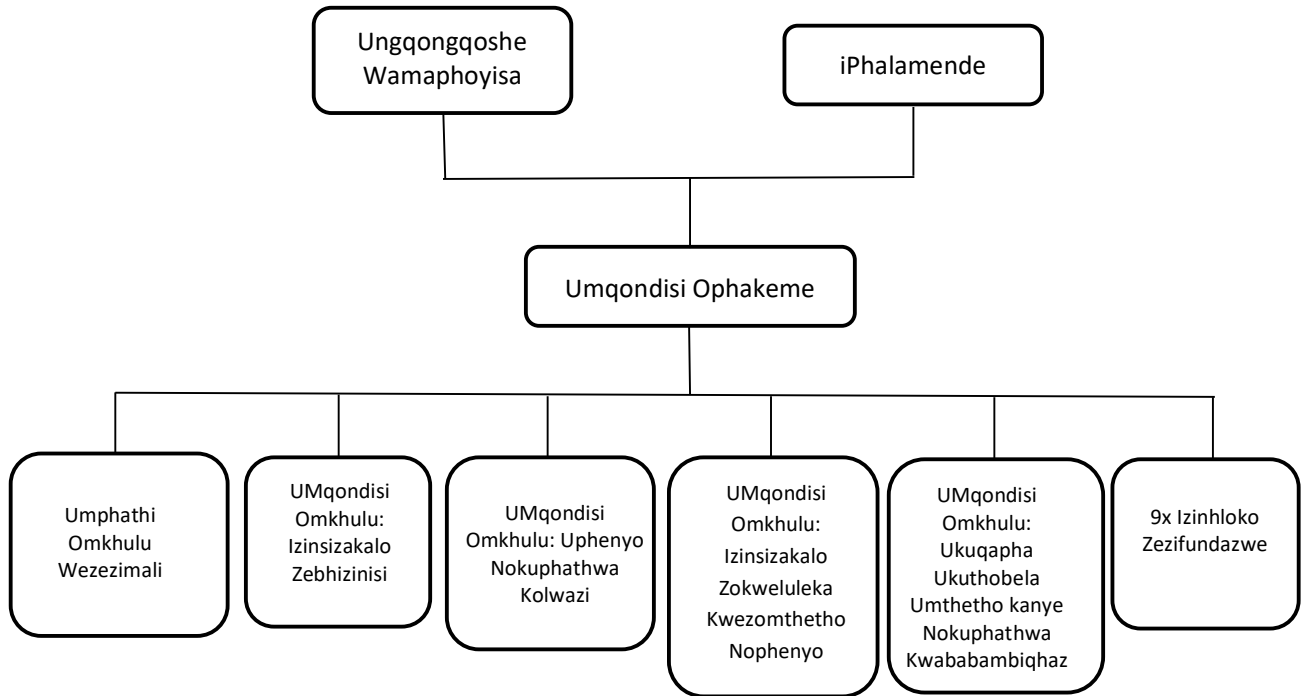
4.1. Isakhiwo

uMgqongqoshe Wezamaphoyisa aseNingizimu Afrika uyiPhiko Eliphethe Lophoko Oluzimele Oluphenya Ngamaphoyisa, (IPID). i-IPID iyakhiwe izinhlelo ezine eziphethwe Ngabaqondisi Abayinhloko kanti uMqondisi Omkhulu oyiNhloko kanye neSikhulu Esinesibopho Sokubika sehovisi Lobuqondisi. Lezi zinhlelo ezine:-

- (i) Uhlelo 1: Ukuphatha
- (ii) Uhlelo 2: Uphenyo kanye Nokuphatha
- (iii) Uhlelo 3: Zomthetho kanye Nophenyo Izinsizakalo Zokweluleka
- (iv) Porokeramo 4: Ukuqapha Ukuthobela kanye Nokuphathwa Kwababambiqhaza

Ukwenzeka, Uhlelo 2 – Uphenyo kanye nakuphathwa kolwazi lwesekwa yizifundazwe ezibhekele uphenyo oluqhamuka ezifundazwe zenganyelwe futhi ziphethwe iziNhloko zezifundazwe.

4.1.1 i-Organogram



4.1.2 AMAGAMA AWO WONKE AMAKODI WE IPID

1. IKomidi Lokudluliswa Kwamacala
2. IKomidi Lenkundla Yokuphatha
3. IKomidi Lokucwaningwa Amabhuku
4. IKomidi Eliqondisa Ukucwaningwa Kwamabhuku
5. IKomidi Lokwahlulela Amabhidi
6. IKomidi le-Batho-Pele (Abantu-Phambili)
7. IKomidi Lokuhlola Ibhidi
8. IKomidi LLokucaciswa Kwebhidi
9. IKomidi Lokuthobela, Izimiso Zokuziphatha kanye Nengozi
10. IKomidi Lezingxoxo Zomnyango
11. IKomidi Lokuhlela
12. IKomidi Lokulingana Kwemisebenzi
13. IKomidi Eliphezulo kuwo wonke
14. IKomidi Lokungaziphathi kahle Kwezezimali
15. IKomidi Lokulawula Isabelomali
16. IKomidi Elilawula Izibhamu

17. IKomidi Lohlelo Lwezabasebenzi
18. IKomidi eqondisa izinto
19. IKomidi Lobuqotho
20. IKomidi Lokuhlola Umsebenzi
21. Izimoto/Ezokuthutha, Ukulahlwa kanye Nokulawula Ukulahleka
22. IKimidi Labaphathi
23. IKomidi Loku-Modareyitha (Izinga 1-12)
24. IKomidi Loku-Modareyitha (SMS)
25. IKomidi Lokubuyekeza
26. IKomidi Lokulawula Ukuthengwa Kwempahla (IKomidi Lokubhida Jikelele)
27. Uhlelo 2 IKomidi leNkundla
28. IKomidi Lokulawula Nenqubomgomo
29. IKomidi Lezokuphepha
30. IKomidi Lokuqeqesha
31. IKomidi Lokweluleka Ngezokuthutha/Izimoto
32. IKomidi Lokufezekisa/Lokusebenza leSigaba 23
33. IKomidi LokuDluliswa Kwangaphakathi / Lokugcina
34. IKomidi Lezempilo Nokuphepha Emsebenzini
35. IKomidi Lezimoto/Ukuthutha
36. IKomidi Lenqubomgomo
37. IKomidi Lemisebenzi le-ICT

4.2. IMISEBENZI

UHLELO 1: UKAWULO/ KUPHATHA	<ul style="list-style-type: none"> • Ihlinzeka ngobuholi obunobuhlakani, ukuphatha kanye nezisizakalo zokweseka emMnyangweni.
UHLELO 2: UPHENYO KANYE NOKUPHATHWA KOLWAZI	<ul style="list-style-type: none"> • Ididiyela futhi igququzele incubo yophepho yoMnyango ngokwakhiwa kwenqubomgomo kanye nohlaka lwamasu oluqondisa futhi lubike ngophenyo.
UHLELO 3: IZINSIKALO ZEZOMTHETHO NEZOKWELULEKA NGOPHENYO	<ul style="list-style-type: none"> • Phatha futhi wenze lula ukuhlinzekwa kwezinsikazalo zokweluleka ngophenyo.

	Ukuhlinzeka ngezinsizakalo zezomthetho, zomphakathi kanye nezabasebenzi.
UHLELO 4: UKUQAPHA UKUTHOBELA KANYE	<ul style="list-style-type: none"> Qaphela futhi uhlole ukufaneleleka nokwazisa kwezincwadi ezinikezwe uPhiko Lwezemisebenzi Kamasepala ngokoMthetho Wophiko Oluphenya Ngamaphoyisa Oluzimele, wezi- 2011.

5. IMININGWANE YOKUXHUMANA EBALULEKILE IKUZE UTHOLE ULWAZI LWEHHOVISI ELIZIMELE LABAPHENYI

5.1. Isikhulu Solwazi

Igama: Ms. D.J Ntlatseng
 Ucingo: +27 12 399 0026
 I-imeyili: Dntlatseng@ipid.gov.za
 Ifeksi: +27 86 614 1698

5.2. Iphini lesiKhulu solwazi

Igama: Mr Ms Ramafoko
 Ucingo: +27 12 399 0055/51
 I-imeyili: SRamafoko@ipid.gov.za
 Ukufinyelela olwazini oxhumana nabo abajwayelekile
 I-imeyili: LegalServices@ipid.gov.za

5.3. Kuzwelonkel / Indlunkulu

Ikheli Leposi: Private Bag X 941
 PRETORIA
 0001

5.4. Ikheli Lendawo

Ikheli le Posi: Private Bag X 941
 PRETORIA
 0001

Ikheli Lendawo: Independent Police Investigative Directorate
Benstra Building
473 Stanza Bopape Street, Arcadia
Pretoria

Icungo: +27 12 399 0000
I-imeyili: LegalServices@ipid.gov.za
Iwebusayiti: www.ipid.gov.za

6. INCAZELO YAWO WONKE AMALUNGU ATHOLAKALAYO MAQONDANA NEZENZO NOMA UKWEHLULEKA UKWENZA OKUTHILE I-IPID

6.1. Isikhalazo Sngaphakathi

- 6.1.1 Uma ungagculisekile ngokwenqatshwa kokufunyelela olwazi kanye/ noma ungagculisekile ngesikhathi sokunwetshwa kanye/noma imali ekhokhwayo, umfakasicelo angafaka isikhalo sangaphakathi **zingakapheli izinsuku ezingamashumi ayisithupa (60)** ozokwenqatshwa kwefomu elithi “B” elitholakala kwezomthetho kanye noPhenyo. Izinkonzo Zokweluleka kanye/noma Ikhomishini Yamalungelo Esintu YaseNingizimu Afrika
- 6.1.2 Umuntu wesithathu angafaka isikhalo sangaphakathi **zingakapheli izinsuku ezingamashumi amathathu (30)** ozesinqumo noma umphumela wesinqumo noma ukumelwa.
- 6.1.3 Isikhalo sangaphakathi kufanele siqondiswe kuNgqongqoshe Wezamaphoyisa aseNingizimu Afrika ngehhovisi leSikhulu Esibhekele Ulwazi kanye/ noma iPhini Lesikhulu Esibhekele Ulwazi noma iPhini Lemininingwane izodlulisela isikhalo sangaphakathi kuNgqongqoshe **zingakapheli izinsuku eziyishumi (10)** zokwamukelwa futhi yazisa umkakasicelo ukuthi isikhalazo sidluliselwe kuNgqongqoshe kanye nosuku loludlulisela.
- 6.1.4 Isikhulu sezolwazi noma iPhini leSikhulu soLwazi sizokwazisa umfakasicelo ngomphumela noma isinqumo sesikhalazo

zingakapheli izinsuku ezi-5 sithole isinqumo noma impendulo kaNngqongqoshe.

6.2. Izikhalazo Kumlaoli Wolwazi.

6.2.1 Umfakasicelo noma umuntu wesithathu okukhulunywe ngaye esigabeni 74 angafaka isikhalazo kuNqondisi Wezolwazi ngokwalesi sigaba ngemve kokuba lowo mfakasicelo noma omunye umuntu eseyiqedile ingqubo yangaphakathi yesikhalazo ephikisana nesinqumi sesikhulu sezolwazi senhlangano yomphakathi ehlinzekwe esigabeni 74.

6.2.2 Umfakasicelo angakwazi ukuthi zingakapheli izinsuku eziyi-180 kuthathwe isinqumo, afake isikhalazo, esola ukuthi isinqumo asihambisani noMthetho, kuMnqondisi Wezolwazi ngendlela enqunyiwe kanye nefomo ukuze athole usizo olufanele.

6.3. Isicelo Enkantolo (Buyekeza)

6.2.1 Umfaki sicelo siqu kanye nohlangothi lwesithathu bangaya enkantolo ukuze ibuyekwezwe uma namanje benganelisekile ngempendulo kaNngqongqoshe zingakapheli izinsuku eziyikhulu namashumi ayisishiyagalombili zesinqumo noma umphumela wesicelo.

7. ISIQONDO SENDLELAYOKUSEBENZISA I-PAIA KANYE NENDLELA YOKUTHOLA UKUNYELA KUMHLAHLANDLELA

7.1. Ngokwesigaba 10(1) se-PAIA, Umlawuli uye, ngokwesigaba 10(1) se PAIA, ubuyekeze futhi wenza ukuba kutholakale umhlahlandlela wendlela yokusebenzisa i-PAIA (Umhlahlamzela), ngendela eqondakala kalula nangendlela, njengoba kungase kudingwe umuntu ofisa ukuyisebenzisa noma yiliphi ilungelo elihlongozwe ku PAIA kanye ne POPIA.

7.2. Umhlahlandlela uyatholakala ngolimi ngalunye olusemthethweni.

7.3. Umhlahlandlela oshiwo ngenhla uqukethe incazelo ye -

7.3.1. Izinjongo ze- PAIA ne-POPIA;

- 7.3.2. Ikheli leposi nemgwaqo, inombolo yocingo kanye nenombolo yefekisi kanye, uma likhona, ikheli le-imeyili yombani ye -
- 7.3.2.1. Mothlankedi wa Tshedimosetso wa ditheo tso tshothle tsa puso, le
- 7.3.2.2. Isikhulu Solwazi sawo wonke amagatsha kahulumeni, kanye nePhini Lesikhulu Solwazi sawo wonke amagatsha kahulumeni nezizimele aqokwe ngokwesigaba 17(1) se-PAIA¹ kanye nesigaba 56 ya POPIA²;
- 7.3.3. Indlela kanye nendlela yokufaka isicelo so-
- 7.3.3.1. Kufinyelela kwirekhodi lebandla lomphakathi elihlongozwe esigabeni 50³; kanye
- 7.3.3.2. Ukufinyelela kurekhodi lebandla elizimele elihlongozwe esigabeni 50; kanye Ukufinyelela kurekhodi lebandla elizimele elihlongozwe esigabeni 50⁴;
- 7.3.4. usizo ulutholakala kuSikhulu Solwazi senhlangano yomphakathi ngokwe i- PAIA kanye ne-POPIA;
- 7.3.5. usizo olutholakalayo kuMlawuli ngokwe-PAIA kanye ne-POPIA;

¹ Isigaba se-17(1) se-PAIA- ngenhloso ye-PAIA, inhlango ngayinye kahulumeni kufanele, kincike emthwethweni olawula ukuqashwa kwabasebenzi bohlaka lukahulumeni, iqoke lelo nani labantu njengamaphini ezikhulu zolwazi njengoba kudingeka ukuze kwenziwe ibhodi lomphakathi kungenzeka ngokunengqondo kubaceli bamarekhodi ayo.

² Isigaba 56(a) se- POPIA- Umfakisecelo fufanele anikezwe ukufinyelela kunoma yiliphi irekhodi lebandla elizimele uma lowo mfakisecelo ethobela zonke izidingo zenqubo ku-PAIA eziphathelele nesicelo sokufinyelela kulelo rekhodi; futhi ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni sesi-4 sale Ngxanye.

³ Isigaba 50(1) se-PAIA- Umfakisecelo kufanele anikezwe ukufinyelela kumarekhodi enhlangano yomphakathi uma lowo mfakisecelo ethobela zonke izidingo zenqubo ku-PAIA eziphathelele nesicelo sokufinyelela kulelo rekhodi; futhi ukufinyelela kulelo rekhodi; akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe esahlukweni sesi-4 sale Ngxanye -

⁴ KIsigaba 50(1) se-PAIA- Umfakisecelo kumele anikwe ukufinyelela kunoma yiliphi irekhodi lebandla elizimele uma -

- a) lelo rekhodi lidimgeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amlungelo;
- b) lowo muntu ethobela izidingo zenqubo ku PAIA eziphathelele nesicelo sokufinyelela kulelo rekhodi; kanye
- c) ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi sokwenqaba eSihlongozwe esahlukweni sesi-4 sale Ngxanye.

7.3.6. wonke amakhambi akhona emthethweni mayelana nesenzo noma ukwehluleka ukwenza okuthile maqondana namalungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kuhlanganisa nendlela yokufaka-

7.3.6.1. Isicelo sesikhalazo;

7.3.6.2. Isikhalazo kuMlawuli; kanye

7.3.6.3. Isicelo enkantolo esiphikisana nesinqumo sesikhulu sezokwazisa senhlangano yomphakathi, isinqumo sokudliswa kecala kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yebandla elizimele;

7.3.7. Izinhlinzeko zesigaba 15 kanye ne-52 ezidinga uhlaka lukahulumeni kanye nebandla elizimele, ngokulandelana, ukuba lihlanganise imanyuwali, kanye nendlela yokuthola ukufinyelela kumanuwali;;

7.3.8. Izinhlinzekozesigaba 15⁵ kanye nesama ne 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. Izaziso ezikhishwe ngokwesigaba 22⁷ ne-54⁸ mayelana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela, kanye;

7.3.10. Imithethonqubo eyenziwe ngokwesigaba 92⁹.

⁵ Isigaba 15(1) se-PAIA- ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yiziphi izizathu ezihlongozwe eSahlukweni sesi-4 sale Nqxyane.

⁶ Isigaba 52(1) se-PAIA- Isikhulu sezokwazisa sebandla lomphakathi, kufanele sense kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi ebandla lomphakathi atholakala ngokuzenzakalelayo ngaphandle kokuthi umntu acele ukufinyelela.

⁷ Isigaba 22(1) se-PAIA- "Inhloko yebandla elizimele, ngokuzithandela, ingenza kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi ebandla elizimele atholakala ngokuzenzakalelayo ngaphandle kokuthi umntu acele ukufinyelela.

⁸ Isigaba 54(1) se-PAIA- Inhloko yebandla elizimele, ngokwesisekelo, ingenza kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi ebandla elizimele atholakala ngokuzenzakalelayo ngaphandle kokuthi umntu acele ukufinyelela

⁹ Isigaba 92(1) se-PAIA PAIA inikeza lokhu –“UNgqongqoshe angenza, ngesizatho ku-Gazette, enze imithehtonqubo-
(a) noma yiluphi udaba oludingwa noma oluvunyelwe yil Mthetho ukuba lube;
(b) noma yiluphi udaba oluphathelele nezimali ezikhokhwayo ezihlongozwe esigabaeni sama-22 no-54;
(c) noma yisiphi isaziso esidingwa yilo Mthetho;
(d) imibandela efanayo okufanele isetshenziswe yisikhulu solwazi sebandlalomphakathi lapho sinquma okufanele zenziwe zitholakale ngokwesigaba se-15; futhi

7.4. Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlango zikahulumeni noma ezizimele, kuhlanganisa nehhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile.

7.5. Umhlahlandlela ungatholakala-

7.5.1. Ngesicelo, kuMlawuli Wezolwazi, ngokuthumela iFomu 2 (isicelo sekhophi yoMhlahlandlela) ku- PAIACompliance@infoRegulator.org.za; kanye;

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. Kusuka kusizindalwazi soMlawulu (<https://infoRegulator.org.za/paia-guidelines/>)

8. INCAZELO YEZIHLOKO LAPHO UMGWAMANDA OPHETHE AMAREKHODI KANYE NEZIGABA ZAMAREKHODI APHETHWE YI- IPID

Isihloko lapho umgwamanda ophethe khona amarekhodi	Izigaba zamarekhodi aphehwe eisihlokweni ngasinye
UHLELO 1: Ulawulo Ukuphathwa Kwabasebhezini ➤ Ingozi	➤ Irejista yengcuphe yamasu ➤ Irejista yokusebenza

(e) noma yiluphi udaba lokuphatha noma lwenqubo oludingekayo ukuze kusebenze izinhlizeko zalo Mthetho.”

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 Sections 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.”

Isihloko lapho umgwamanda ophethe khona amarekhodi	Izigaba zamarekhodi aphethwe eisihlokweni ngasinye
<p>➤ Ukudalulwa kwezimali</p> <p>I-Information Communication Technology</p> <p>➤ Ukubusa kwe-ICT</p> <p>➤ ICT</p> <p>Ukuphathwa Kwezimali</p> <p>Umnyango Wabasebenzi & Ukuthuthukiswa</p>	<p>➤ Bhalisa ngolwazi olumenyezwe ngamadikhumententi asekelayo.</p> <p>➤ Ukudalulwa kwezimali.</p> <p>➤ IKomidi lezincwadi zokuqokwa kwekomiti ye-ICTGC.</p> <p>➤ Umqulu Wokubusa we-ICT</p> <p>➤ Imizuzu weKomiti ye-ICTGC</p> <p>➤ Uhlelo Lwesu</p> <p>➤ ICT Uhlelo Lokusebenza lwe-ICT</p> <p>➤ Uhlelo Lokusebenza</p> <p>➤ Imibiko ye-ICT</p> <p>➤ Izincubomgomo ze-ICT</p> <p>➤ Izitifiketi Zokukhokhelwa</p> <p>➤ Amaqoqo Okukhokha (BAS kanye ne Persal)</p> <p>➤ Imibiko ye-akhawunti esolisayo</p> <p>➤ Imibiko Yemali Encane</p> <p>➤ Izinqubomgomo zezimali</p> <p>➤ Imibiko yokubuyisana kwentela (EMP201 & EMP501)</p> <p>➤ Imibiko Yezitatimende Zabalweledayo</p> <p>➤ Izitatimende Zezimali</p> <p>➤ Izitifiketi Zokukhokhelwa</p> <p>➤ Amaqoqo Okukhokha (BAS kanye ne Persal)</p> <p>➤ Imibiko ye-akhawunti esolisayo</p>

Isihloko lapho umgwamanda ophethe khona amarekhodi	Izigaba zamarekhodi aphethwe eisihlokweni ngasinye
<ul style="list-style-type: none"> ➤ Impilo Nempilo Yabasebenzi ➤ Ukuhlela kwezinsiza zabantu ➤ Ukuphathwa/Uhambiso Lwabasebenzi 	<p>Kwezinsiza</p> <ul style="list-style-type: none"> ➤ Izindlela zezikhalazo nezikhalo (Izikhhalazo nezincomo) ➤ Izivumelwano Zokusebenza ➤ Imiphumela Yokuhlola Ukusebenza ➤ Amaminithi okubuyekwezwa kokuhlolwa ➤ Ukuqaliswa kokugqugquzela/kuhlomelisa ukusebenza ➤ Inqubomgomo Yokuphatha Ukusebenza ➤ Imibhalo Yensika ➤ Amafayela weMpilo kanye namaphrofayili ➤ Ulwazi Lokukhubazeka ➤ Ulwazi Lwezinhlelo Ezikhethekile ➤ Izinqubomgomo ezingochwepheshe bakwa-HR, ukuqasha nokukhethwa, ilivu, ukugcinwa, ukuthuthukiswa kwamakhono, kanjalo-kanjalo ➤ Uhlelo Lwabasebenzi ➤ Uhlelo Lokulingana Emsebenzini ➤ Izinhloso Zokulingana Kokuqashwa ➤ Imiphumela yokuhlolwa komsebenzi ➤ Amaphrofayili omsebenzi noma izincazelo ➤ Izindaba zokusungulwa noma Isakhiwo ➤ Ukudluliselwa kwamandla noma igunya ➤ Phano ya matla kgotsa boemedi ➤ Isimo sesikhala, Ama-Appointimenti, Izikhangiso ➤ Amaphaneli okukhetha ➤ Amamiiti amafutshane (amaphuzu

Isihloko lapho umgwamanda ophethe khona amarekhodi	Izigaba zamarekhodi aphethwe eisihlokweni ngasinye
<p>➤ Imibandela Yesevisi</p> <p>Ukuqinisa Ubuqotho</p> <p>Izinkonzo Ezisizayo</p> <p>➤ Ezokuthutha/Izimoto (Izimoto zoMnyango)</p> <p>➤ Izinsiza (Indawo yokuhlala</p>	<p>nemibandela)</p> <p>➤ Ukuhanjiswa kwama-aphoyintimenti</p> <p>➤ Amarekhodi omuntu siqu kanye nama-aphoyintimenti</p> <p>➤ Ikhefu kanye Amafayela Ezindlu</p> <p>➤ Amarekhodi okhefu, amarekhodi weenkokhelo yekhefu olunga setshenziswanga</p> <p>➤ Ukugunyazwa kwezibonelelo zokubambela nokubambela ezikhundleni eziphezulu</p> <p>➤ Ukuqedwa kwamarekhodi esevisi, ukudluliselwa kanye nokuthutha kwamabasebenzi</p> <p>➤ Amarekhodi wokuphuma ezinzuzo</p> <p>➤ Imibiko yophenyo</p> <p>➤ Imibiko yokusesha</p> <p>➤ Ukuphenya indlela yokuphila ngokucwaningwa kwamabuku</p> <p>➤ Imibiko yokuhlolwa kotshwala nezidakamizwa</p> <p>➤ Isicelo sohambo nokugunyazwa</p> <p>➤ Isecelo selayisensi</p> <p>➤ Ama-onvoyisi kaphethiloli</p> <p>➤ Izicelo zendawoyehhovisi</p> <p>➤ Ifayela lamarekhodi lokuxhumana noMnyango Wezemisebenzi Yomphakathi</p> <p>➤ Amarekhodi Ezimali zosizo</p> <p>➤ Aama-invoyisi ezindleko zokuhlala kanye</p>

Isihloko lapho umgwamanda ophethe khona amarekhodi	Izigaba zamarekhodi aphethwe eisihlokweni ngasinye
<p>namasevisi)</p> <p>➤ Irejista</p> <p>Ubudlelwano Babsebenzi</p> <p>Ucwaningo Lwangaphakathi</p> <p>➤ Ikomidi Lokucwaningwa</p> <p>➤ Buruni ka fa gare</p> <p>Ukuphathwa Kwezokuphepha</p> <p>Amasu Nokuqapha Ukusebenza</p> <p>UHLELO 2: UPHEMYO KANYE NOKUPHATHWA KOLWAZI</p> <p>➤ Amadokhethi Ophenyo</p>	<p>nezindleko zesevisi</p> <p>➤ Izicelo zokufakwa kwefoni</p> <p>➤ Amasevisi ocingo</p> <p>➤ Rejesetara ya poso (poso e tsenang & poso e tswayang)</p> <p>➤ Amafayela e-Bargaining Chamber, amaminithi emihlangano ye-DBC kanye nezicwadi zokubalelana (phakathi kwe GPSSBC, Abasebenzi kanye noMqashi)</p> <p>➤ Izincwadi zonyaka</p> <p>➤ Umqulu weKomidi lokuCwaninga</p> <p>➤ Amaminithi Emihlangano Yekomidi Lokucwaninga</p> <p>➤ Amarekhodi okulawula ukufinyelela</p> <p>➤ Izithombe ze-CCTV</p> <p>➤ Imibiko Yophenyo</p> <p>➤ Imibiko Yokuhlola Ezokuphepha</p> <p>➤ Uhlelo Lwesu</p> <p>➤ Uhlelo Lokusebenza Lonyaka</p> <p>➤ Umbiko Wonyaka</p> <p>➤ Amadokheth aseSigabeni 28(1)(a) kuya ku-S28(1)(h) soMthetho we IPID</p> <p>➤ Amadokhethi ku-S28(2) WoMthetho we-IPID</p> <p>➤ Amafayela atholiwe, uphenyo oluphuthuliwe, nama fayela a valiwe</p>

Isihloko lapho umgwamanda ophethe khona amarekhodi	Izigaba zamarekhodi aphethwe eisihlokweni ngasinye
<p>➤ Izibalo</p> <p>UHLELO 3: IZINSIZAKALO ZEZOMTHETHO NEZOKWELULEKA NGOPHENYO</p> <p>➤ Izinkonzo Zamacala</p> <p>➤ Uphenyo Lwezomthehto Nezinsizakalo Zokweluleka</p> <p>➤ Amasevisi Amacala</p> <p>➤ Ucwangingo lwezomthetho nezinsizakalo zokweluleka</p> <p>UHLELO 4: UKUTHOBELA KANYE NOKUPHATHA ABABAMBIQHAZA</p> <p>➤ Ukuqapha Ukuthobela</p>	<p>➤ Di dokhethe go S28(2) ya Melawna ya IPID</p> <p>➤ Difaela tse di amogetsweng, Dipatlisiso tse di konoseditsweng, le difaele tse tswetsweng.</p> <p>➤ Izimangalo zecala (zamukwelwe futhi zavalwa)</p> <p>➤ Amarekhodi Esikweletu Esingaba Khona</p> <p>➤ SOP</p> <p>➤ Imanuwali Yokumangalelana</p> <p>➤ Ukulawula, Umthetho kanye nezinqubomgomo</p> <p>➤ Direkoto tsa matla a Bopodisi</p> <p>➤ SOP</p> <p>➤ Imanuwali ye-PAIA</p> <p>➤ S7(4) Umbiko ku-National Prosecuting Authority</p> <p>➤ S7(4) Umboko kuNgqongqoshe Wezamaphoyisa</p> <p>➤ S7(5) Umboko kuNgqongqoshe Wezamaphoyisa</p> <p>➤ S7(5) Ukubika kuNobhala Womphakathi wamaPhoyisa</p> <p>➤ S7(6) Umbiko kuKhomishana kaZwelonke kanye noweSifundazwe wamaPhoyisa</p> <p>➤ S7(7) Ukubika kuNobhala Wezakhamuzi Wamaphoyisa</p> <p>➤ Imibiko Yezicumo eya Embuthweni Wamaphoyisa Kamasipali</p>

Isihloko lapho umgwamanda ophethe khona amarekhodi	Izigaba zamarekhodi aphethwe eisihlokweni ngasinye
	<ul style="list-style-type: none"> ➤ Imibiko Yezicumo ezenziwa ngabaphenyi emaphoyiseni aseNingizimu Afrika kanye naweMetro ➤ Imibiko yokudlulisela ku-National Prosecuting Authority.

**9. ISIZISO SAKAMUVA MAYELA NEZIGABA ZAMAREKHODI E-IPID
ATHOLAKALAYO NGAPHANDLE KOKUTHI UMUNTU ACELE UKUWAFUNYELA**

INCAZELO YAMAREKHODI EZIGABA ATHOLAKALA BGOKUZENZAKALELAYO NGOKWESIGABA 15(1)(a)	
<p>Ukuqapha Kwamasu Nokusebenza</p> <ul style="list-style-type: none"> • Uhlelo Lwesu • Uhlelo Lokusebenza Lonyaka • Umbiko wonyaka <p>Ukukhuxhumana</p> <ul style="list-style-type: none"> • Ukukhishwa kwabenzidaba kusekula ngo-Ephreli 2018 • Amapheshana, izincwajana ezikhishwe nguMnyango 	<ul style="list-style-type: none"> ➤ Lama rekhodi awadingi ukufinyelela kuwo ngesicelo futhi atholakala kusizindalwazi se-IPID ngaphansi kwemibhalo www.ipid.gov.za ➤ ➤ Esimeni lapho lowo muntu engakwazi ukufinyelela kusizindalwazi esingenhla, isicelo singaqondiswa kuSikhulu Esibhekele Ulwazi kwa Dntlatseng@ipid.gov.za kanye/ noma Iphini Lesikhulu Solwazi ku; noma SRamafoko@ipid.gov.za/ LegalServices@ipid.gov.za ➤ ➤ Ingaqoqwa kumahhovisi e-IPID ku:- ➤ ➤ Benstra Building 473 Stanza Bopape Street, Arcadia Pretoria i-Switchboard yocingo: +27 12 399 0000

10. IZINSIZA EZITHOLAKALA KUMALUNGA OMPHAKATHI EZIVELA KU-IPID NOKUTHI UNGAFINYELELA KANJANI KULEZO ZINSIZAKALO

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.

Ihhisi loMqoqoqshi Lizibophelela ukusiza amalungu omphakathi anenkinga yokugcwalisa iFomu “2” futhi avunyelwe ukufaka izicelo zawo zolwazi ngomlomo futhi azosizwa yiPhini leSikhulu Esibhekele Ulwazi ukuthi afake izicelo zawo.

Amalungu omphakathi angakwazi ukufunda nokubhala angafaka isicelo sawo sokuthola ulwazi ngomlomo futhi ayohlanganiswa yiPhini leSikhulu soLwazi ukuze afake izicelo zawo.

11. UKUZIBANDAKANYA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA EKUSEBENZISENI AMANDLA NOMA UKWENZIWA KOMSEBENZI NGE-IPID

- a) Ukubonisana Nomphakathi Nokulalela;-
- b) Inhlovo kanye Nohlu Lwemibuzo;-
- c) Isikhathi Sokuphawula Komphakathi;-
- d) Imihlangano Yomphakathi;-
- e) Izenzakalo zokufinyelela.

12. UKUCUTHSUNGULWA KOLWAZI LOMUNTU SIQU

12.1 Inhloso yokucubungula

- a) **Izikhhalazo:** Abantu abafake izikhalo ngamaphoyisa aseNingizumu Afrika kanye namaphoyisa kaMasepala ngacala okusolwa ukuthi enziwe ngalungu ngokuhambisana negunya le-IPID lophenya amacala anjalo.
- b) **AMAPHOYISA ASENINGIZUMI AFRIKA KANYE NAMAPHOYISA KAMASIPALA:** Ngaphansi kophenyo mayelana nobugebengu obusolwayo ngokuhambisana ne-IPID, igunya lokuphenya icala elinjalo.
- c) **Ofakazi:** Abantu abangaba nolwazi oluhlobene necala eliphenywayo yi-IPID.
- d) **Abasebenzi Bomnyangp:** Ukuthola ulwazi lomuntu siqu kubasebenzi kuyingxenye yenqubo yokuphatha abasebenzi.
- e) **Ukuthobela:** Izinkampani ezisebenzisana noMnyabgo ziyacelwa ukuthi zinikeze imininingwane yenkampani yazo.

12.2 **Incazelo yezigaba Zezihloko Zedatha kanye nokwazi noma izigaba zolwazi oluhlobene nakho**

Izigaba Zezihloko Zedatha	Ulwazi Lomuntu Siqu engizocutshungulwa ngalo
Abantu Bemvelo	Amagama kanye nesibongo; Imininingwane Yokuxhumana (izinombolo zokuxhumana number(s), inombolo ye-feksi, Ikheli le-imeyili); Indawo yokuhlala, iposi or ikheli lebhizinisi; Isihlonzi Esiyingqayizivele/Inombolo Kamazisi Identity kanye nezocwadi eziyimfihlo.
Abantu Abasemthethweni	Amagama abantu okuxhunanwa nabo; Igama lebhizinisi; ikheli lendayo kanye neleposi; Imininingwane Yokuxhumana (izinombolo zokuxhumana, inombolo yefeksi, Ikheli le-imeyili); inombolo yokubhalisa; ezezimali, ezentengiso, ulwa lwesayensi kanye nezimfihlo zohwebo
Abasebenzi	Ubulili, ukukhulelwa; isimo sakho somshado; Race iminyaka yohlango, ulimi, ulwazi lwezemfundo (isiqu); ulwazi lwezezimali; Umlando Wokusebenza; inombolo ye-ID; ikheli lendawo kanye ne-nombolo yeposia; imininingwane yokuxhumana (izinombolo zokuxhumana, inombolo yefeksi, ikheli le-imeyili);

	ukuziphatha kobugebengu; inhlalakahle kanye kanye nehlobo zabo (amalungu omdeni) uhlanga, ukwelashwa, ubulili, ubuzwe, ukuziphatha noma imvelaphi yomphakathi, ukukhetha ubulili, ubudala, impilo yomzimba nomayengqondo, inhlalakahle, ukukhubazeka, inkolelo, isiko, ulimi, ulwazi lwebhayomethrikhi yomuntu..
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12.3 Abamukeli noma izigaba zabamukeli lapho ulwazi lomuntu siqu olunganikezwa kubo ulwazi lomuntu siqu

Izigaba Zezihloko Zedatha	Ulwazi Lomuntu Siqu engizocutshungulwa ngalo
Abantu Bemvelo	Amagama kanye nesibongo; Imininingwane Yokuxhumana (izinombolo zokuxhumana number(s), inombolo ye-feksi, Ikheli le-imeyili); Indawo yokuhlala, iposi or ikheli lebhizinisi; Isihlonzi Esiyingqayizivele/Inombolo Kamazisi Identity kanye nezocwadi eziyimfihlo.
Abantu Abasemthethweni	Amagama abantu okuxhunyanwa nabo; Igama lebhizinisi; ikheli lendayo kanye neleposi; Imininingwane Yokuxhumana (izinombolo zokuxhumana, inombolo yefeksi, Ikheli le-imeyili); inombolo yokubhalisa; ezezimali, ezentengiso, ulwa lwesayensi kanye nezimfihlo zohwebo
Abasebenzi	Ubulili, ukukhulelwa; isimo sakho somshado; Race iminyaka yohlanga, ulimi, ulwazi lwezemfundo (isiqu); ulwazi lwezezimali; Umlando Wokusebenza; inombolo ye-ID; ikheli lendawo kanye ne-nombolo yeposia; imininingwane yokuxhumana (izinombolo zokuxhumana, inombolo yefeksi, ikheli le-imeyili); ukuziphatha kobugebengu; inhlalakahle kanye kanye nehlobo zabo (amalungu omdeni) uhlanga, ukwelashwa, ubulili, ubuzwe, ukuziphatha noma imvelaphi yomphakathi, ukukhetha ubulili, ubudala,

	impilo yomzimba nomayengqondo, inhlalakahle, ukukhubazeka, inkolelo, isiko, ulimi, ulwazi lwebhayomethrikhi yomuntu.
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12.4 Ukugezela kwemingcele okuhleliwe kolwazilomuntu siqu

Lutho.

12.5 Incazelo Ejwayelekile Yezinyathelo Zokuvikeleka Kolwazi okufanele zisetshenziswe yinhlangano ebophezekile ukuze kuqinisekiswa ukugcinwa kwemfihlo, ubuqotho kanye nokutholakala kolwazi

- a) Ikhawulelwe ukufinyelelaezakhiweni;-
- b) I-Firewall software;-
- c) Ukuthobelana Kwezomthetho Nokulawula: Umthetho we-MISS kanye ne-POPIA;-
- d) UkulawulaUkufinyelela;-
- e) Ukuvikela-igciwane

13. ISAZISO KUBANTU BESITHATHU

13.1 Isikhulu solwazisebandla lomphakathi esicubungula isicelo sokuthola irekhodi esingahle sihlangozwe esigabeni 34(1), 35(1), 36(1), 37(1) or 43(1) soMthetho we PAIA kumele sithathe izinyathelo ezifanele zokwazisa umuntu wesithathu lowo noma irekhodi elihlobene nesicelo.

13.2 Isikhulu sezokwazisa kufanele sazise umuntu wesithathu ngokushesha ngangokunokwenzeka, kodwa kunoma yikuphi, phakathi kwezinsiku ezingama 21 ngemva kokuba leso sicelo samukelwe noma sesidluliselwe; nangezondlela ezisheshayo ezinengqondo ngangokunokwenzeka.

14. INKQBO YOKUFINYELELAKUMAREKHODI APHETHWE I- IPID

14.1 Umfakasicelo noma isihloko sedata kufanele asebenzise ifomu elinqunyiwe, IFORM 2, lapho ecela ukufinyelela kwerokhodi noma ulwazi lomuntu siqu. I-**FOMO 2** inamathiselwe lapha.

14.2 Umfakisecelo yinoma yimuphoomuntu owenza isicelo sokuthola irekhodi le-IPID futhi kulokhu, i-PAIA ihlukanisa phakathi kwezinhlobo ezimbili zabafasicelo Womuntu Siqu, (isihloko sedatha) kanye Nomunye Umfakasicelo.

14.2.1 Isihloko sedata ngumfakasicelo othi, esenikeze ubufakazi obanele bomazisi, afune ukufinyela irekhodi eliqukethe ulwazi lomuntu siqu mayelana nesihloko sedatha. Ngokuya ezinhlinzekweni ze-PAIA ne-POPIA, i-IPID izohlinzeka ngolwazi oluceliwe, noma inikeze ukufinyelela kunoma yiliphi irekhodi mayelana nezihloko zedatha ulwazi lomuntu siqu ngesikhathiesifanele, (ngemali enqunyiwe, uma ikhona) ngendlela efanele nangefomethi futhi ngendlela evamile eqondakalayo. Imali ebekiwe yokukhiqiza kabusha imininingwane yomuntu ecliwe izokhokhiswa yi-IPID;

14.2.2 Umuntu owela esigabeni somunye umfakasicelo onegunya lokucela ukufinyelela olwazini lwabantu besithatu. Nokho, i-IPID ayipheqelekile ukuthi inikeze ukufinyelela ngaphambi kokuba umfakasicelo ngaphambi kokuba umfakisecelo agcwalise izidingo zokufinyelela olwazini ngokwe PAIA ne-POPIA.

14.3 **Ifomu lesi-2** kufanele liqondiswe futhi lihanjiswa kuPhini Lomphakathi Wolwazi ngesandla, noma nge imeyili, leyo mininngwane ebekwe ngenhla.

14.4 Umfakasicelo kumele anikeze ulwazi olwanele lwerekhodi (amarekhodi). Ifomu elinqunyiwe kufanele ligcwaliswe ngemininingane eyane ikuze okungenani iSikhulu Esibhekele Ulwazi sikwazi ukuhlonza.

14.4.1 Umfakasicelo kumele anikeze ulwazi olwanele lwerekhodi (amarekhodi). Ifomu elinqunyiwe kufanele ligcwaliswe ngemininingane eyane ikuze okungenani iSikhulu Esibhekele Ulwazi sikwazi ukuhlonza;

14.5 Amanye amaphuzu abalulekile okufanele uwakhumbule lapho ugcwalisa ifomu lesicelo:

14.5.1 Isigaba ngasinye esfomu siqukethe imiyalelo okufanele ilandelwe ukuze yhuthukiswe amathuba okuba isicele samukelwe ngaphandle kokubambezeleka okuncanee;

14.5.2 Uma amarekhodi ecelelwa omunye umuntu, sicela unikeze ikhophi yegunyaza ukuthi wenze egameni lomunye umuntu;

14.5.3 Incazelo eningiliziwe yamarekhodi acelwayo kufanele ihlinzekwe ukuze iSikhulu Esibhekele Ulwazi noma Isekela Lesikhulu Esibhekele Ulwazi sikwazi ukuhlonza ngokunembile.

14.6 Umfakisicelo uzokwaziswa ngemali engqunyiwe okufanele ikhokhwe, uma ikhona, indlela yokukhokha kanye nehhovisi angakhokha kulo noma alethe ubufakazi bokukhokha ngaphambi kokuba isecelo solwazi siqhutshekwe nokusetshenzwa. Sicela wazi ukuthi umfasicelo ukhululekile ekukhokheni imali yokufinyelela

15. IMALI ENQUNYIWE

15.1 Isigaba 22(1) se-PAIA sithi izimali ezikhokhwayo zokufinyelela kumarekhodi oMlawuli kufanele zinqunywe. Izimali ezinqunyiwe zibalulwe kusithasiselo B, esinanyathiselwe.

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 Umfakasicelo ofuna ukufinyelela kunoma yiliphi irekhodi kungadingeka ukuthi akhokhe imali, ngaphandle uma ekhululiwe, njengoba kushiwo endimeni 14.3 ngezansi

15.3.1 Ungumuntu ongashadile umholo wakhe wonyaka, ngemuva kokubanjwa kwemali okuvumelekile, njenge PAYE ne-UIF, ehola ngaphansi kuka R14712 ngonyaka, noma

15.3.2 Ushadile futhi imali engenayoehlangene nomlingani wakhe, ngemva kokubanjwa kwemali okuvumelwe, njenge-PAYE ne-UIF, inga phantsi kuka R27 192 ngo nyaka.

15.4 Zonke izikokhelo zizokwenziwa ngokwemali noma nge-EFT kule mininingwane yasebhange ye-IPID elandelayo.

IBHANGE: ABSA

Inombolo ye-Akhawunti: 1044190075

iKhodi yeGatsha: branch code: 632005

Inombolo ye-Referensi: INOMBOLO YE-CAS NEGAMA LESITESHIN

16. UKUL AHLWA KWAMAREKHODI

16.1 I-IPID inelungelo lokulahla ngokusemthethweni amarekhodi athile ngokweziphathimandla ezitholwe kwaNational Archives ne-Records Services.

16.2 Abafake izicelo bazokwaziswa ukuthi irekhodi elithile lichithiwe yini uma lokho kuhambisana namarekhodi aceliwe.

17. UKUTHOLAKALA KWEMANUWALI

17.1 ku www.ipid.gov.za uma ikhona, webandla lomphakathi -

17.1.1 English;-

17.1.2 IsiZulu;-

17.1.3 Setswana.

17.2 Ikhophi yale Manuawali noma inguqulo yayo, nayo iyatholakala kanje -

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

17.2.2 ehhovisi elikhulu lenhlangano yomphakathi, lihlolwa ngezilhathi zomsebenzi ezijwayelekile;

17.2.3 kunoma yimuphi umuntu ngesicelo nangemva kokukhokwa kwemali enqunyiwe efanele; futhi

17.2.4 kuMlawuli Wolwazi uma ucela.

17.3 Imali yekhophi yeManuwali, njengoba kuhlangozwe kusithathiselo B seMithethonqubo, izokhokwa nge-A4-si ngayinye ikhophisize eyenziwe.

18. UKUBUYEKEZWA KWEMANUWALI

i-IPID, uma kunesidingo, izobuyekeza futhi ishicilele le Manuwali minyaka yonke.

Kukhishwe ngu

MS. DJ NTLATSENG

IPID: EXECUTIVE DIRECTOR/INFORMATION OFFICER