



PAIA INCWADI

Ilungiselelwe ngokwesigaba 51 soMthetho Wokukhuthaza
Ukutholakala Kolwazi 2 ka-2000 (njengoba uchitshiyelwe)

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Ukugunyazwa

UKUVUMELWA KOKUPHATHA

Bonke abathintekayo bayavuma ukuthi bafundile, baqonda futhi bayavumelana nokuqukethwe kulo mbhalo. Mina/sigunyaza ukugunyazwa nokwamukelwa kwe-MYCOMAX kwezinqubo nezinqubo ezichazwe lapha.

Kukhishwe ngu

[UCharles De Villiers](#)
Umphathi Omkhulu

Uhlu lwama-Acronyms nezifinyezo

ACRONYM	DESCRIPTION
CEO	Umphathi Omkhulu
I-DIO	IPhini lesiKhulu soLwazi
IO	Isikhulu Solwazi
Ungqongqoshe	Ungqongqoshe Wezobulungiswa Nezokuhlunyeleliswa Kwezimilo
I-PAIA	Umthetho Wokukhuthaza Ukutholakala Kolwazi No. 2 ka-2000 (njengoba uchitshiyelwe)
I-POPIA	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu No. 4 wezi-2013
Isilawuli	Ulwazi Regulator
IRiphabhulikhi	IRiphabhulikhi yaseNingizimu Afrika
I-Mycomax	I-Mycomax MicroFinance Solutions (Pty) Ltd
SaaS	Isofthiwe njengesevisi

I-POPIA izincazelo

"ulwazi lomuntu siqu"	kushiwo ulwazi oluhlobene nomuntu okhonjwayo, ophilayo, wemvelo, futhi lapho kufanele, umuntu obonakalayo, okhona ngokomthetho, kuhlanganisa, kodwa kungagcini nje: a) ulwazi oluphathelele nohlanga, ubulili, ubulili, ukukhulelwa, isimo somshado, ubuzwe, uhlanga noma imvelaphi yomphakathi, umbala, ukukhetha ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi nokuzalwa komuntu; b) ulwazi oluhlobene nemfundo noma umlando wezokwelapha, wezezimali, wobugebengu noma wokuqashwa komuntu; c) noma iyiphi inombolo ekhombayo, uphawu, ikheli le-imeyili, ikheli lendawo, inombolo yocingo, imininingwane yendawo, isihlonzi esiku-inthanethi noma omunye umsebenzi othile; d) ulwazi lwebhayomethrikhi yomuntu; e) imibono yomuntu, imibono noma izintandokazi zomuntu; f) izincwadi ezithunyelwa ngumuntu eziyimfihlo noma ngokusobala noma ezinye izincwadi ezingadalula okuqukethwe yincwadi yokuqala; g) imibono noma imibono yomunye umuntu ngomuntu; futhi h) igama lomuntu uma livela nolunye ulwazi lomuntu siqu oluhlobene nomuntu noma uma ukudalulwa kwegama ngokwalo kuzoveza ulwazi ngomuntu;”
"imvume"	kusho noma yikuphi ukuveza ngokuzithandela, okuqondile nokwaziswa kwencwadi yefa ngokwemibandela enikezwa imvume yokucutshungulwa kolwazi lomuntu siqu
"isihloko sedatha"	kusho umuntu ulwazi lomuntu siqu oluhlobene naye
"opharetha"	kushiwo umuntu ocubungula imininingwane yomuntu eqondene nomuntu onesibopho ngokwesivumelwano noma igunya, ngaphandle kokungena ngaphansi kwegunya eliqondile lalelo qembu.
"umuntu"	kusho umuntu wemvelo noma umuntu ngokomthetho
"iyacubungula"	lisho noma yikuphi ukusebenza noma umsebenzi nanoma iyiphi isethi yemisebenzi, noma ngabe ngezindlela ezizenzakalelayo noma cha, mayelana nolwazi lomuntu siqu, okuhlanganisa (a) ukuqoqwa, ukwamukela, ukurekhoda, inhlango, ukugoqa, ukugcinwa, ukuvuselela noma ukuguqulwa, ukubuyisa, ukuguqulwa, ukubonisana noma ukusetshenziswa; (b) ukusatshalaliswa ngendlela yokudlulisa, ukusabalalisa noma ukwenza kutholakale nganoma iyiphi enye indlela; noma (c) ukuhlanganisa, ukuxhumanisa, kanye nokujinjelwa,

	ukucekelwa phansi, ukusulwa noma ukucekelwa phansi kolwazi
"iqembu elifanele"	kusho inhlango yomphakathi noma ezimele nanoma yimuphi omunye umuntu, eyedwa noma ngokuhlanganyela nabanye, enquma inhloso kanye nezindlela zokucubungula ulwazi lomuntu siqu.
"isihlonzi esiyinqayizivele"	sisho noma yisiphi isihlonzi esinikezwe isihloko sedatha futhi sisetshenziswa inhlango enesibopho ngenjongo yokusebenza kwalelo qembu elinesibopho futhi esihlonza ngokuhlukile leyo datha engaphansi kwesihloko esihlobene nalelo qembu elinesibopho.

Isingeniso

UMthetho Wokukhuthazwa Kokutholakala Kolwazi, onguNombolo 2 wezi-2000 (PAIA) waqala ukusebenza mhla ziyisi-9 kuNdasa wezi-2001, unikeza amandla omthethosisekelo wokuthola noma yiluphi ulwazi olugcinwe yinoma iyiphi inhlango yomphakathi noma ezimele edingekayo ukuze kusetshenziswe noma kuvikelwe. kwanoma yimaphi amalungelo. Lapho isicelo senziwa ngokwe-PAIA, umgwamanda okwenziwa kuwo isicelo unesibopho sokukhulula ulwazi, ngaphandle kwalapho uMthetho ubeka ngokucacile ukuthi ulwazi lungakhululwa noma akumele lukhishwe.

Isigaba sesi-9 soMthetho siyakwamukela ukuthi lelo lungelo lokufinyelela olwazini alinamkhawulo futhi kufanele libe ngaphansi kwemikhawulo ebambekayo, okuhlanganisa, kodwa kungacini nje:

- Imikhawulo ehloselwe ukuvikela okuyimfihlo kobumfihlo;
- Ukugcinwa kuyimfihlo kwezohwebo; futhi
- Ukubusa okuphumelelayo, okuphumelelayo nokuhle.

Ngaphezu kwalokho, ilungelo elishiwo ngaphambilini lokuthola ulwazi kufanele lisetshenziswe ngendlela elinganisa lelo lungelo nanoma yimaphi amanye amalungelo, kuhlanganisa nalawo malungelo aqukethwe kuMqulu Wamalungelo njengoba etholakala kuMthethosisekelo.

Ngaphezu kwalokho, iMycomax izama ukubeka izinto obala futhi njalo nangokukhululekile ukuhlinzeka ngolwazi emphakathini wamabhizinisi, abathengi kanye nomphakathi ngezincwadi, izaziso, iwebhusayithi yayo kanye nesikhungo sezingcingo.

Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu, onguNombolo 4 wezi-2013 (POPIA), uyingxenywe yomthetho ovikela ubuqotho nokuzwela kolwazi oluyimfihlo. Izinhlangano kudingeka ukuthi zilawule inqubo yokuthwebula idatha neyokugcina Ulwazi Lomuntu Siqu ngaphakathi kohlaka olusemthethweni njengoba kushiwo eMthethweni.

Umthetho uhlinzeka ngezimo eziyisishiyagalombili lapho Ulwazi Lomuntu Siqu lungaqoqwa ngokusemthethweni futhi lucutshungulwe. Inikeza izihloko Zedatha ilungelo lokucela

ukufinyelela, ngokuvumelana nezinhlinzeko ze-PAIA, olwazini lwazo lomuntu siqu kunoma iyiphi iQembu Elibhekelele.

Inhloso ye-PAIA Manual

Le Manuwali ye-PAIA iwusizo emphakathini uku-

- hlola izigaba zamarekhodi aphethwe umgwamanda atholakalayo ngaphandle kokuthi umuntu alethe isicelo esisemthethweni se-PAIA;
- abe nokuqonda okwanele kwendlela yokwenza isicelo sokufinyelela irekhodi lendikimba, ngokunikeza incazelo yezihloko umgwamanda ophethe amarekhodi azo kanye nezigaba zamarekhodi aphethwe esihlokwani ngasinye;
- bazi incazelo yamarekhodi ebandla atholakala ngokuhambisana nanoma yimuphi omunye umthetho;
- finyelela yonke imininingwane yokuxhumana efanele yesiKhulu soLwazi kanye nePhini leSikhulu soLwazi esizosiza umphakathi ngamarekhodi abahlose ukuwathola;
- ukwazi incazelo yomhlahlandlela wokuthi isetshenziswa kanjani i-PAIA, njengoba ibuyekwezwa nguMlawuli nokuthi ungayithola kanjani ukufinyelela kuyo;
- ukwazi ukuthi uma umgwamanda uzocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zezihloko zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nakho;
- ukwazi incazelo yezigaba zezihloko zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nakho;
- bazi abamukeli noma izigaba zabamukeli ulwazi lomuntu siqu olunganikezwa kubo;
- bazi uma umgwamanda uhlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli ulwazi lomuntu siqu olunganikezwa kubo; futhi
- ukwazi ukuthi ingabe indikimba inezinyathelo zokuphepha ezifanele zokuqinisekisa ukugcinwa kuyimfihlo, ubuqotho nokutholakala kolwazi lomuntu siqu okufanele lucutshungulwe.

Okungafakwanga

Ngaphezu kokuthuthukiswa Kohlelo Lokuphathwa Kwemalimboleko le-MAXMONEY, i-Mycomax ibambisene Nabahlinzeki Besistimu Yokukhokha, Amahhovisi Ezikweletu, Abahlinzeki Bomshwalensi kanye nabahlinzeki besistimu abahlukene bezinkampani zangaphandle ukuze banikeze isisombululo esihlanganisiwe se-SaaS kubahlinzeki bezikweletu.

Le manuwali ihlinzeka ngamarekhodi e-Mycomax kuphela hhayi lawo mabhizinisi. Noma yiziphi izicelo zokufinyelela olwazini oluhlobene nanoma ibaphi abahlinzeki benkonzo beMycomax kufanele ziqondiswe kuSikhulu Esibhekele Ulwazi senhlangano efanele. Noma yiziphi izicelo zokufinyelela kumakhasimende abanikezeli bezikweletu kufanele ziqondiswe kuma-Information Officers womnikezeli wesikweletu ofanelekile.

Umsebenzi we-Mycomax

Umbono we-Mycomax

Ukuze ube inkampani ye-IT ethandwa kakhulu ku-Micro Credit Globally (i-Niché yethu):

- Ukubusa imakethe ngomhlinzeki we-SINGLE-SOLUTION.
- Ukuba UMBkwethu ozikhethele yena;
- Ukuba nguMQASHI ozikhethelayo;
- Ukukhulisa ISITHUBA sethu;
 - Endaweni
 - Kwamazwe ngamazwe

Umsebenzi we-Mycomax

Ukuba ngumnikazi kanye nokukhulisa IZINKHIWO EZINGAPHEZULU okuyiZIKHETHELO ZOKUQALA ochungechungeni lwenani le-Administration Solutions ku-Micro Credit Market.

Ukufeza lokhu ngokusebenzisa:

UKUQHUBEKA OKUSHA NGESIKHATHI kanye Nokuthuthukiswa Komkhiqizo EZINGAPHEZULU, Ukubambisana Kwamakhasimende kanye Nensizakalo EPHAKEME YAKALAYEN.

Imininingwane Yokuxhumana Ebalulekile Yokufinyelela Olwazini lwe-Mycomax

Isikhulu Solwazi

Isikhulu Solwazi	Ucingo	Ikheli le-imeyili
UMnu C de Villiers (CEO)	+27 12 110 4301	charldv@mycomax.com

Iphini lesiKhulu soLwazi

Iphini lesiKhulu soLwazi	Ucingo	Ikheli le-imeyili
Mrs S Kimble	+27 12 110 4333	surettek@mycomax.com

Ukufinyelela olwazini olujwayelekile lokuxhumana

I-imeyili:	popia@mycomax.com
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Igatsha eliphethe

Ikheli Leposi	Ikheli Lendawo	Iwebhusayithi
Isikhulu Solwazi I-Mycomax PO Box 544 La Montagne Pretoria 0184	Isikhulu Solwazi I-Mycomax 184 Erasmus Street 2nd Floor Argo Building Meyerspark Pretoria	www.mycomax.com www.maxmoney.co.za

Ucingo	I-imeyili
+27 12 110 4300	
+27 12 110 4333	support@mycomax.com support@maxmoney.co.za

Umhlahlandlela wokuthi isetshenziswa kanjani i-PAIA kanye nendlela yokuthola ukufinyelela kumhlahlandlela

- Ngokwesigaba 10(1) se-PAIA, uMlawuli, ngokwesigaba 10(1) se-PAIA, njengoba kuchitshiyelwe, walungisa futhi wenza ukuba kutholakale umhlahlandlela obuyekeziwe wendlela yokusebenzisa i-PAIA (“Umhlahlandlela”), ngendlela eqondakala kalula nangendlela, njengoba kungase kudingwe umuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe kwi-PAIA kanye ne-POPIA.
- Umhlahlandlela uyatholakala ngolimi ngalunye olusemthethweni nange-braille.
- Umhlahlandlela oshiwo ngenhla uqukethe incazelo ya-
 - izinjongo ze-PAIA kanye ne-POPIA;
 - ikheli leposi nelomgwaqo, inombolo yocingo neyefeksi futhi, uma likhona, ikheli le-imeyili le-
 - Isikhulu Esihlinzeka Ngolwazi sawo wonke amagatsha kahulumeni, kanye

- iPhini leSikhulu soLwazi lawo wonke amagatsha kahulumeni nezizimele aqokwe ngokwesigaba 17(1) se-PAIA kanye nesigaba 56 se-POPIA;
 - indlela kanye nesimo sesicelo soku-
 - ukufinyelela kwirekhodi lebandla lomphakathi elihlongozwe esigabeni 11; futhi
 - ukufinyelela kurekhodi lebandla elizimele elihlongozwe esigabeni 50;
 - usizo olutholakala ku-IO yenhlangano yomphakathi ngokwe-PAIA kanye ne-POPIA;
 - usizo olutholakala kuMlawuli ngokwe-PAIA kanye ne-POPIA;
 - wonke amakhambi akhona emthethweni mayelana nesenzo noma ukwehluleka ukwenza okuthile maqondana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kuhlanganisa nendlela yokufaka-
 - isikhalo sangaphakathi;
 - isikhalazo kuMlawuli; futhi
 - isicelo enkantolo esiphikisana nesinqumo sesikhulu solwazi sebandla lomphakathi, isinqumo sokudlulisa icala kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yebandla elizimele;
 - izinhlinzeko zesigaba 14 kanye nesama-51 ezidinga uhlaka lukahulumeni kanye nebandla elizimele, ngokulandelana, ukuba zenze imanuwali, kanye nendlela yokuthola ukufinyelela kumanyuwali;
 - izinhlinzeko zesigaba 15 kanye nesama-52 ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yinhlangano yomphakathi kanye nebandla elizimele, ngokulandelana;
 - izaziso ezikhishwe ngokwezigaba 22 no-54 mayelana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela; futhi
 - imithethonqubo eyenziwe ngokwesigaba sama-92.
- Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangano zikahulumeni nezizimele, kubandakanya nehovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile.
- Umhlahlandlela ungatholwa-
 - ngesicelo kuSikhulu Esibhekele Ulwazi;
 - kusizindalwazi soMlawuli (<https://www.justice.gov.za/inforeg/>).
- Ikhophi yoMhlahlandlela iyatholakala futhi ngezilimi ezimbili ezisemthethweni ezilandelayo, ukuze ihlolwe ngumphakathi ngezikhathi ezijwayelekile zokusebenza-
 - IsiNgisi nesiBhunu

Ukufinyelela kumarekhodi aphethwe yi-Mycomax

Izigaba zamarekhodi e-Mycomax atholakala ngaphandle kokuthi umuntu acele ukufinyelela

Isigaba	Uhlobo Lwerekhodi	Itholakala	Itholakala
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samarekhodi		kuwebhusayithi	ngesicelo
I-Mycomax Isingeniso	Ibhizinisi	X	
MAXMONEY SaaS	Ibhizinisi	X	
I-Mycomax Heritage (umlando)	Ibhizinisi	X	
I-Mycomax Vision and Mission	Ibhizinisi	X	X
Ithimba Lokuphatha le-Mycomax	Ibhizinisi	X	X
Amathuba Womsebenzi we-Mycomax	Ibhizinisi	X	X
Izixhumanisi Zomkhakha (abahlinzeki besevisi)	Ibhizinisi	X	X
Mycomax Imininingwane Yokuxhumana	Ibhizinisi	X	X

Incazelo yamarekhodi e-Mycomax atholakala ngokuhambisana nanoma yimuphi omunye umthetho

Isigaba samarekhodi	Umthetho Osebenzayo
Imemorandamu yokufakwa	Umthetho Wezinkampani 71 ka-2008
PAIA Manual	Umthetho Wokukhuthaza Ukutholakala Kolwazi 2 ka-2000
Inqubomgomo ye-PoPI	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu No. 4 wezi-2013

Incazelo yezihloko indikimba ephethe kuzo amarekhodi kanye nezigaba zamarekhodi agcinwe esihlokweni ngasinye yi-Mycomax

Izihloko umgwamanda ophethe amarekhodi azo	Izigaba zamarekhodi
Imibhalo Yamasu, Izinhlelo, Iziphakamiso	Imibiko Yonyaka, Uhlelo Lwesu
Umnyango Wabasebenzi	Izinqubomgomo nezinqubo zabasebenzi Okuthunyelwe okukhangisiwe Amarekhodi abasebenzi Amaholo Hamba Amakhono nezinhlelo zokuthuthukisa Izinjongo zabantu ngabanye
Ezezimali	Izabelomali Izindleko zezezimali Abakweletayo Abakweletayo
Ukuthuthukiswa Kwebhizinisi Okusha	Ukuhola
Ukusekelwa Kwesoftware	Amakhasimende
I-Software Design	Ulwazi lokuhlola
Ulwazi Nobuchwepheshe	Ulwazi Lobuchwepheshe Abasebenzisi Besistimu Abahlinzeki Besevisi
Ukumaketha Nokuxhumana	Ukumaketha Nokukhangisa

Imikhondo yokuthengisa

Lolu lwazi luhlobene nezinkampani ezinentshisekelo yokusebenzisa umkhiqizo we-MAXMONEY ohlinzekwa yi-Mycomax.

Amakhasimende: Izinkampani ezisemthethweni namagatsha

Lolu lwazi luhlobene nezinkampani ezisebenzisa isoftware ye-MAXMONEY.

Abasebenzisi Besistimu

Lolu lwazi luhlobene nabaqhubi abangena ngemvume ku-software ye-MAXMONEY ukuze basebenzise uhlelo.

Abahlinzeki Besevisi

Lolu lwazi luhlobene nabahlinzeki besevisi abahlanganisa imikhiqizo yabo nesoftware ye-MAXMONEY.

Ukucutshungulwa kolwazi lomuntu siqu

Ukuze kuvikelwe ubumfihlo kanye nokuvikelwa kolwazi lomuntu siqu, lonke ulwazi lomuntu siqu olucutshungulwa yi-Mycomax luphathwa ngokwezinqubomgomo ze-Mycomax ezifanele kanye nezimiso ze-POPIA.

Inhloso yokucubungula

I-Mycomax isebenzisa Ulwazi Lomuntu Siqu olungaphansi kokunakekelwa kwayo ngezindlela ezilandelayo:

- Ukusebenzisana kwamakhasimende (ukusekelwa kwesofthiwe nokuthengisa)
- Izinsiza Zabantu (ukucubungula ulwazi lomsebenzi)
- Ukumaketha nokukhangisa
- Ezezimali: ulwazi lwabakweletayo nabakweletwayo
- Ukuphathwa kolwazi (ukuhlukaniswa, ukugcinwa kanye nokuphepha kolwazi)

Izigaba zezihloko zedatha nolwazi lwazo lomuntu siqu

I-Mycomax ingase ibe namarekhodi aphaathelene nabahlinzeki, abanimasheya, osonkontileka, abahlinzeki bezinsizakalo, abasebenzi namakhasimende.

Izigaba Zezihloko Zedatha	Ulwazi lomuntu siqu olungase lucutshungulwe
Amakhasimende / Amaklayenti	Igama, ikheli, izinombolo zokubhalisa noma izinombolo zikamazisi, isimo sokuqashwa kanye neminingwane yasebhange. Imningwano Yokuxhumana; usuku lokuzalwa; ubuzwe; ubulili; ulimi; izincwadi eziyimfihlo; ulwazi oluhlobene nentela; abanikazi; izivumelwano zesevisi.
Abahlinzeki Besevisi	Amagama, izinombolo zokubhalisa, izinombolo ze-VAT, Ikheli, izimfihlo zohwebo kanye neminingwane yasebhange. Iminingwane yokuxhumana, abanikazi.
Abasebenzi	Ikheli, iziqu, ubulili, uhlanga, isimo sakho somshado; iminyaka yobudala; ulimi; ulwazi lwezezimali; Umlando Wokusebenza; inombolo kamazisi; imningwano Yokuxhumana; imibono; ukuziphatha kobugebengu; inhlalakahle.

Abamukeli noma izigaba zabamukeli ulwazi lomuntu siqu olunganikezwa kubo

Isigaba solwazi lomuntu siqu	Abamukeli noma Izigaba Zabamukeli lapho ulwazi lomuntu siqu lunganikezwa khona
Inombolo kamazisi namagama okuhlolwa kobugebengu	Amaphoyisa aseNingizimu Afrika
Iziqo zokuqinisekiswa kweziqo	Isiphathimandla seZiqo saseNingizimu Afrika
Umlando wesikweletu nokukhokha ukuze uthole ulwazi lwekhredithi	Izikhungo Zezikweletu
Ulwazi lomsebenzisi lokuhlanganiswa kwesofthiwe	Abahlinzeki Besevisi
Ulwazi lokubhaliswa kwekhasimende, ikheli kanye nezinombolo zocingo ngezinjongo zokulawula ze-NCA	I-SACRRA
Ukuqinisekiswa kolwazi lomsebenzi	Abaqashi bamanje, abadlule nabazoba ngabaqashi

Ukugeleza kwe-transborder okuhleliwe Kolwazi Lomuntu Siqu

Ulwazi lomuntu siqu ludluliselwa ngaphandle kwaseNingizimu Afrika ngaphansi kwezimo ezilandelayo:

- Uma idatha ithathwa futhi igcinwa kumasistimu we-MAXMONEY aphethwe ngaphandle kweNingizimu Afrika emafini e-Belgium.
- Uma isihloko sedatha (Umsebenzisi Wesistimu) esebenzisa amasevisi nemikhiqizo ye-Mycomax ngenkathi evakashela amazwe angaphandle kweNingizimu Afrika. Lawa mazwe angahle angabi nayo imithetho yokuvikela idatha efana neyaseNingizimu Afrika.

Isigaba solwazi lomuntu siqu	Izwe
Amakhasimende: Ulwazi lwabasebenzisi nezinhlangano: ukufinyelela nokusebenzisa isistimu ukuphatha ibhizinisi labo.	EBelgium

Incazelo Ejwayelekile Yezinyathelo Zokuvikeleka Kolwazi

I-Mycomax isebenzisa ubuchwepheshe besimanje ukuze iqinisekise ukugcinwa kuyimfihlo, ubuqotho nokutholakala kolwazi lomuntu siqu olungaphansi kokunakekelwa kwayo.

Izinyathelo zihlanganisa:

- Izindonga zomlilo;
- Izipele;
- Isofthiwe yokuvikela amagciwane kanye nezinqubo zokuvuselela;
- Ukulawula ukufinyelela okunengqondo nokubonakalayo;

- Ukusethwa okuvikelekile kwehadiwe nesoftware eyakha ingqalasizinda ye-IT;
- Abahlinzeki Besevisi Yangaphandle abacubungula Ulwazi Lomuntu Siqu egameni leNkampani bayahlolwa futhi kudingeka basebenzise izilawuli zokuphepha.

Ukuphikiswa kokucutshungulwa kolwazi lomuntu siqu

Isihloko sedatha esifisa ukwenqaba ukucutshungulwa kolwazi lomuntu siqu kufanele sihambise ukuphikisa kuhlangothi olunesibopho ngeFomu loku-1 le-POPIA, eliqukethwe njengeSithasiselo C kule manuwali.

Ukulungisa noma ukususwa kolwazi lomuntu siqu

Isihloko sedatha esifisa ukucela ukulungiswa noma ukususwa kolwazi lomuntu siqu noma ukucekelwa phansi noma ukususwa kwerekhodi lolwazi lomuntu siqu kufanele lithumele isicelo kuhlangothi olunesibopho ngeFomu lesi-2 le-POPIA, eliqukethwe njengeSithasiselo D kule manuwali.

Inqubo Yesicelo

Inqubo

Lezi zinqubo ezilandelayo zenziwe yi-Mycomax ukubhekana nezicelo zolwazi ngokoMthetho Wokukhuthaza Ukutholakala Kolwazi:

1. Inqubo Yokufaka Isicelo

Isihloko sedatha esifisa ukucela ulwazi kufanele sithumele isicelo kuhlangothi olunesibopho se-PAIA Ifomu lesi-2, eliqukethwe njengeSithasiselo A kule ncwajana.

Ngokuthunyelwe	Ngesandla	Nge-imeyili ngayinye
Isikhulu Solwazi I-Mycomax PO Box 544 La Montagne Pretoria 0184	Isikhulu Solwazi I-Mycomax 184 Erasmus Street 2nd Floor Argo Building Meyerspark Pretoria	Isikhulu Solwazi popia@mycomax.com

Njengoba kudingwa uMthetho, imali engama-R50.00 kufanele ihambisane nesicelo solwazi uma ingaveli kumfakisicelo siqu. Le mali ikhokhwa ngokheshi, uma ilethwe ngesandla, noma ingase ifakwe ku-akhawunti yasebhange yakwaMycomax, lapho ubufakazi bediphozithi kufanele buhambisane nefomu lesicelo.

2. Ukuqinisekisa Nokuvunywa

Isikhulu Solwazi se-Mycomax sithola futhi siqinisekise isicelo ukuze sibone ukuthi ulwazi oludingekayo luyatholakala yini kwa-Mycomax. Isicelo siyabe semukelwa, sinqatshwa noma sidluliselwe kubagcini abafanelekile bolwazi oludingekayo. Ukwamukelwa kudluliselwa kumfakisicelo ukuze kuqinisekise isimo sesicelo.

3. Ukucutshungulwa Kolwazi
Uma isicelo samukelwe, i-Mycomax izoqoqa futhi ilungise ulwazi futhi ibale izindleko ezifanele ezihilelekile (bheka isigaba esinesihloko esithi "Izimali").
4. Isaziso Sokugcina
Umfakisiselo uzokwaziswa ngokuqedwa kwesicelo kanye nezimali ezisilele okufanele zikhokhelwe i-Mycomax.
5. Inkokhelo Nokulethwa
Uma inkokhelo njengoba kubalulwe ku-(4) yamukelwe, ulwazi luzokhishelwa ofake isicelo.

Inqubo yokukhokha :

Imali ikhokhwa ngokheshi, uma ilethwe ngesandla, noma ingase ifakwe ku-akhawunti yasebhangwe yakwaMycomax, lapho kufanele kunikezwe ubufakazi bediphozithi.

Ulwazi oluvamile

Umuntu ofisa ukuthola amarekhodi aphelele yi-Mycomax kufanele agcwalise ifomu lesicelo eliqukethwe ku-PAIA Ifomu 2 emithethweni eshiwo ngaphansi koMthetho, futhi equkethwe njengeSithasiselo A sale manuwali. Imithethonqubo (kanye neSigaba 53 soMthetho) idinga ukuthi umfakisiselo anikeze ulwazi olulandelayo:

- Imininingwane yomuntu ocela ukufinyelela kumarekhodi;
- Imininingwane yomuntu isicelo esenziwa egameni lakhe;
- Ubufakazi besikhundla umfakisiselo enza ngaso isicelo, uma egameni lomuntu
- Imininingwane yerekhodi noma amarekhodi okucelwa ukufinyelela kuwo;
- Kungani irekhodi eliceliwe lidingeka
- Iyiphi indlela yokufinyelela edingekayo, isb. ifomu elibhaliwe noma eliphrintiwe, ifomu le-elektronikhi noma elifundekayo ngekhompyutha, njll.
- Indlela isicelo afuna ukwaziswa ngayo ngesinqumo
- Ikheli leposi noma inombolo yefeksi yomfakisiselo;

Noma yisiphi isicelo esitholiwe sizosingathwa zingakapheli izinsuku ezingama-30 sitholiwe, ngaphandle uma umfakisiselo ebeke izizathu ezikhethekile ezingagculisa Isikhulu Sezokwazisa ukuthi izimo zinquma ukungalandelwa kwezikhathi zesikhathi ezingenhla. Isikhathi sezinsuku ezingama-30 lapho i-Mycomax kufanele inqume ukuthi iyasivuma noma iyasenqaba isicelo singanwetshwa isikhathi esingeqile kwezinsuku ezingama-30 uma isicelo singesemininingwane eminingi noma sidinga ukuseshwa kolwazi olugcinwe kwenye. Ihhovisi lesikhungo futhi alikwazi ukutholakala esikhathini esiyizinsuku ezingama-30. I-Mycomax izokwazisa umfakisiselo ngokumbhalela uma kwenzeka kufunwa ukunwetshwa.

Uma isicelo senziwa egameni lomunye umuntu, umfakisiselo kufanele alethe ubufakazi besikhundla enza ngaso isicelo ngendlela egculisayo Isikhulu Esibhekele Ulwazi.

Uma umuntu engakwazi ukugcwalisa ifomu elinqunyiwe ngenxa yokungakwazi ukufunda nokubhala noma ukukhubazeka, lowo muntu angenza isicelo ngomlomo. I-Information Officer ye-Mycomax izobe isisehlisa lesicelo ngomlomo ukuba isibhale efomini elinqunyiwe, bese ihlinzeka ikhophi yaso kumfakisiselo.

Izimali

Umthetho uhlinzekela imali yokufinyelela, ebalwa ngokucabangela izindleko zokukhiqiza kabusha, ukucinga kanye nesikhathi sokulungiselela kanye nezindleko, kanye nezindleko zokuposa.

Uma iSikhulu Esibhekele Ulwazi sesithole isicelo, sizodinga ukuthi umfakisicelo akhokhe imali enqunyiwe ngaphambi kokuba kuqhutshekwe nokusetshenzwa kwesicelo.

Uma ukuthungathwa kwerekhodi kwenziwe kanye nokulungiswa kwerekhodi ukuze lidalulwe, okuhlanganisa nezinhlalo zokulenza litholakale ngendlela eliceliwe, kudinga isikhathi esingaphezu kwamahora abekwe emithethweni yale njongo, Isikhulu Esibhekele Ulwazi sizokwazisa umfakisicelo ukuthi khokha njengediphozithi ingxenye enqunyiwe yemali yokufinyelela ezokhokhwa uma isicelo sivunyiwe.

ISikhulu Esibhekele Ulwazi sizoligodla irekhodi eliceliwe kuze kube lowo ofake isicelo useyikhokhile imali njengoba kushiwo eSigabeni esinesihloko esithi "Izimali ezikhokhwayo mayelana nezinhlango ezizimele".

Umfakisicelo, isicelo sakhe sokuthola irekhodi samukelwe, kufanele akhokhe imali yokufinyelela ukuze akhiqizwe kabusha, afune futhi alungiswe, futhi nganoma yisiphi isikhathi esidingekayo ngaphezu kwamahora anqunyiwe okucinga nokulungisa irekhodi ukuze lidalulwe, kubandakanya namalungiselelo. ukuze itholakale ngefomethi eceliwe.

Izimali ezikhokhwayo mayelana nezinhlango ezizimele

Ngezinhloso zesigaba 54 soMthetho, izimali ezibekwe kwiMithethonqubo ziyasebenza:

Incazelo	Inani (R)
1. Imali yekhophi yebhukwana njengoba kuhlangozwe kumthethonqubo 9(2)(c) (ikhophi ngayinye yekhasi elingusayizi A4 noma ingxenye yalo)	1.10
2. Izimali zokukhiqiza kabusha okukhulunywe ngazo kumthethonqubo we-11(1) zimi kanje :	
(a) Ikhophi ngayinye yekhasi elingusayizi we-A4 noma ingxenye yalo	1.10
(b) Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo	0.75
(c) Ukuze uthole ikhophi efomini elifundeka ngekhompuyutha ku-Flash drive	60.00
(d) Okokulotshwa kwezithombe ezibonakalayo (i) ngekhasi elingu-A4 noma ingxenye yalo (ii) Ukuze uthole ikhophi yezithombe ezibonakalayo	Isevisi izonikezwa ngaphandle.
(e) Ngokwenziwa kwerekhodi lomsindo (i) Ngekhasi elingusayizi we-A4 noma ingxenye yalo (ii) Ngekhophi yerekhodi lomsindo	Kuzoncika kwikhotheshi ni yomnikezeli wesevisi
3. Imali yesicelo ekhokhwa ngumfakisicelo, ngaphandle komfakisicelo siqu sakhe, okukhulunywe ngayo kumthethonqubo we-11(2)	50.00
4. Izimali zokuthola ulwazi ezikhokhwa umfakisicelo okukhulunywe ngazo	

kumthethonqubo we-11(3) zimi kanje :	
(a) Ikhophi ngayinye yekhasi elingusayizi we-A4 noma ingxenye yalo (b) Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo (c) Ukuze uthole ikhophi efomini elifundeka ngekhompuyutha ku-Flash drive	1.10 0.75 60.00
(d) Okokulotshwa kwezithombe ezibonakalayo (i) Ngekhasi elingusayizi we-A4 noma ingxenye yalo (ii) Ukuze uthole ikhophi yezithombe ezibonakalayo (e) Okokulotshwa kwerekhodi lomsindo (i) Ngekhasi elingusayizi we-A4 noma ingxenye yalo (ii) Ngekhophi yerekhodi lomsindo	Isevisi izonikezwa ngaphandle. Kuzoncika kwikhotheshi ni yomnikezeli wesevisi
(f) Ukusesha nokulungisa irekhodi ukuze lidalulwe (ihora ngalinye noma ingxenye yehora edingekayo ngokunengqondo kulokho kusesha nokulungiselela).	30.00
Ngezinhloso zesigaba 54(2) soMthetho, okulandelayo kuyasebenza:	
(a) Amahora ayisithupha njengamahora okumele eqiwe ngaphambi kokuthi kukhokhwe idiphozithi kanye (b) Ingxenye eyodwa kwezintathu yemali yokuthola ikhokhwa njengediphozithi ngumfakisicelo.	
Imali yokuposa iyakhokhwa uma ikhophi yerekhodi kufanele iposelwe kumfakisicelo.	

Ukunikeza/Ukwenqatshwa kwezicelo

Ukwenqatshwa kwezicelo

Isicelo solwazi singanqatshwa ngezizathu ezishiwo esigabeni 62 kuya ku-69 soMthetho.

Amakhambi atholakalayo uma izinhlinzeko zomthetho zingalandelwa

Umfakisicelo angafaka:

- isikhalazo ku-Information Regulator; noma
- isicelo enkantolo

Ukutholakala kwaleli bhukwana

Ikhophi yeManuwali iyatholakala:

- Ku-www.mycomax.com ;

- Ihhovisi eliyinhloko le-Mycomax ukuze lihlolwe umphakathi ngezikhathi zebhizinisi ezivamile;
- Kunoma yimuphi umuntu ngesicelo nangemva kokukhokhwa kwemali enqunyiwe efanele; futhi
- KuMlawuli Wolwazi uma ucela.

Imali yekhophi yeManuwali, njengoba kuhlangozwe kusithasiselo B seMithethonqubo, izokhokhwa ngekhophi ngayinye engusayizi A4 eyenziwe.

Ukubuyekezwa kwaleli bhukwana

Inhloko ye-Mycomax izohlale ibuyekeza leli bhukwana.

Izithasiselo

Isithasiselo A: PAIA Form 2

ISICELO SOKUFINYELELA IREKHODI LOMZIMBA OWAZISE
 (Isigaba 53(1) soMthetho Wokukhuthaza Ukutholakala Kolwazi, wezi-2000
 (Umthetho No. 2 ka-2000))
 [**Umthethonqubo 10**]

A. Imininingwane yenhlangotho yangasese

Inhloko:

Isikhulu Esibhekele Ulwazi/ Isekela Lesikhulu Solwazi
 I-Mycomax MicroFinance Solutions (Pty) Ltd

B. Imininingwane yomuntu ocela ukufinyelela kwirekhodi

- (a) Imininingwane yomuntu ocela ukufinyelela kwirekhodi kufanele inikezwe ngezansi.
 (b) Ikheli kanye/noma inombolo yefeksi yaseRiphabhulikhi lapho kuzothunyelwa khona ulwazi kufanele kunikezwe.
 (c) Ubufakazi begunya okwenziwa ngalo isicelo, uma bukhona, kufanele bunanyathiselwe.

Amagama Aphelele	
Isibongo	
Inombolo kamazisi	
Ikheli Leposi	
Inombolo Yefeksi	
Inombolo Yocingo	
Ikheli le-imeyili	
Amandla okwenziwa ngawo isicelo, uma senziwa egameni lomunye umuntu:	

C. Imininingwane yomuntu isicelo esenziwa egameni lakhe

Lesi sigaba kufanele sigcwaliswe KUPHELA uma isicelo solwazi senzela omunye umuntu.

Amagama aphelele	
Isibongo	
Inombolo kamazisi	

D. Imininingwane yerekhodi

- (a) Nikeza imininingwane egcwele yerekhodi okuceliwe ukufinyelela kulo, okuhlanganisa nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale.
- (b) Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. **Umfakisisicelo kufanele asayine wonke amaphepha engeziwe.**

1. Incazelo yerekhodi noma ingxenye efanele yerekhodi:

2. Inombolo yesithenjwa, uma ikhona:

--

3. Noma yimiphi eminye imininingwane yerekhodi:

E. Izimali

- (a) Isicelo sokuthola irekhodi, ngaphandle kwerekhodi eliqukethe ulwazi lomuntu siqu,

- sizocutshungulwa kuphela emva kokuba **imali yokucela** isikhokhiwe.*
- (b) Uzokwaziswa ngemali edingekayo ukuze ukhokhelwe njengemali yesicelo.*
- (c) Imali **ekhokhwayo yokuthola** irekhodi incike ohlotsheni oludingeka ngalo kanye nesikhathi esidingekayo sokucinga nokulungisa irekhodi.*
- (d) Uma ufaneleka ukukhululwa ekukhokhweni kwanoma iyiphi imali, sicela usho isizathu sokukhululwa.*

Isizathu sokukhululwa ekukhokhweni kwezinkokhelo:

F.Indlela yokufinyelela kurekhodi

Uma uvinjelwa ukukhubazeka ekufundeni, ukubuka noma ukulalela irekhodi ngendlela yokufinyelela ehlinzekwe ku-1 kuya ku-4 lapha ngezansi, yisho ukukhubazeka kwakho futhi ubonise ukuthi irekhodi lidingeka ngayiphi indlela .

Ukukhubazeka:	Indlela irekhodi elidingeka ngalo:

Maka ibhokisi elifanele ngo-X
AMANOTHI:

- (a) Ukuthobela isicelo sakho efomini elishiwo kungancika efomini irekhodi elitholakala ngalo.
- (b) Ukufinyelela ngendlela eceliwe kungase kwenqatshwe ezimeni ezithile. Esimeni esinjalo uzokwaziswa ukuthi ukufinyelela kuzonikezwa ngenye indlela.
- (c) Imali ekhokhwayo yokuthola irekhodi, uma ikhona, iyonqunywa ngokwengxenywe uhlobo ukufinyelela okucelwe ngalo.

1. Uma irekhodi libhalwe ngendlela ephrintiwe:

Ikhophi yerekhodi*	Ukuhlolwa kwerekhodi

2. Uma irekhodi liqukethe izithombe ezibukwayo:
(lokhu kuhlenganisa izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhiqizwe ngekompuyutha, imidwebo, njll.):

	Buka izithombe		Ikhophi yezithombe*		Ukulotshwa kwezithombe*
3. Uma irekhodi liqukethe amagama aqoshiwe noma ulwazi olungaphinda lukhiqizwe ngomsindo:					
	Lalela iculo (umsindo)		Ukulotshwa kwengoma yomsindo* (idokhumenti ebhaliwe noma ephrintiwe)		
4. Uma irekhodi ligcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini:					
	Ikhophi ephrintiwe yerekhodi*		Ikhophi ephrintiwe yolwazi olutholakala kwirekhodi*		Kopisha ngendlela efundekayo ngekompuyutha* (isb. stiffy / compact disc)

*Uma ucele ikhophi noma okulotshiweyo kwerekhodi (ngenhla), ufisa ukuthi ikhophi noma okulotshiweyo kuthunyelwe kuwe?
Imali yokuposa iyakhokhwa.

YEBO

CHA

G.Iminingwane yelungelo okufanele lisetshenziswe noma livikelwe

*Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli formu. **Umfakisiselo kufanele asayine wonke amaphepha engeziwe .***

1. Khombisa ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe:

2. Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:

--

H. Isaziso sesinqumo mayelana nesicelo sokufinyelela

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe/saliwe. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi unikeze neminingwane edingekayo ukuze sikwazi ukuthobela isicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyelela irekhodi?

Isayinwe ngo-_____ lolu _____ usuku luka-
_____ 20 _____

ISIGINISHA YOMCULI/UMUNTU
ISICELO ESEZIWA EGAMENI LIKABANI

Isithasiselo B: PAIA Form E

AMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO NOKUFINYELELA**KUMAREKHODI Anjalo :**

(Isigaba 52 soMthetho Wokukhuthazwa Kokufinyelela Olwazini, wezi-2000

(Umthetho 2 ka-2000))

[Isimiso 9A]

INCAZELO YESIGABA SAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO NGEMIBANDELA YESIGABA 52(1)(a) SOMTHETHO WOKUKHUTHAZWA KOKUFINYELELA OLWAZI, 2000.	INDLELA YOKUFINYELELA KUMAREKHODI (isb. iwebhusayithi) (ISIGABA 52(1)(b))
UKUZE KUHLOLWE NGEMIBANDELA YESIGABA 52(1)(a)(i):	
UKUTHENGA NGEMIBANDELA YESIGABA 52(1)(a)(ii):	
UKUKOPISHA NGEMIBANDELA YESIGABA 52(1)(a)(ii):	
KUTHOLAKALA MAHHALA NGEMIBANDELA YESIGABA 52(1)(a)(iii):	

Isithasiselo C: I-POPIA Ifomu 1

**UKUPHILA KOKUQUQUZWA KOLWAZI LOMUNTU NGOKWEMIBANDELA YOKU
ISIGABA 11(3) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU, 2013 (UMTHETHO
CHA. 4 KA-2013)**

IMITHETHO EPHATHELENE NEKUVIKELELWA KOLWAZI LOBUQU, 2018

[Umthethonqubo 2]

Qaphela:

1. *Ama-afidavithi noma ubufakazi bamadokhumenti njengoba bukhona ukweseka ukuphikisa bungananyathiselwa.*
2. *Uma isikhala esihlinzekwe kuleli fomu singanele, thumela ulwazi njengesithasiselo saleli fomu bese usayina ikhasi ngalinye.*
3. *Qedela njengoba kusebenza.*

A	IMININGWANE YESIHLOKO SEDATHA
Amagama kanye nesibongo / igama elibhalisiwe lesihloko sedatha:	
Isikhombi Esihlukile / Inombolo kamazisi	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zoxhumana naye:	
Inombolo yefeksi / ikheli le-imeyili:	

B	IMINININGWANE YEQEMBU ELIPHENDULE
Amagama kanye nesibongo / igama elibhalisiwe lesihloko sedatha:	
Isikhombi Esihlukile / Inombolo kamazisi	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zoxhumana naye:	
Inombolo yefeksi / ikheli le-imeyili:	

C IZIZATHU ZOKUPHAKAMISA NGOKWESIGABA 11(1)(d) ukuya ku-(f) (Sicela unikeze izizathu ezinemininingwane zokuphikisa)

Isayinwe ngo-_____ lolu _____ usuku luka-
_____ 20 _____

Isiginesha yesihloko sedatha / umuntu oqokiwe

Isithasiselo D: Ifomu le-POPIA 2

ISICELO SOKULUNGISWA NOMA UKUSUSWA KOLWAZI LOMUNTU NOMA UKUKONA NOMA UKUSUSWA KWEREKHODI LOLWAZI LOMUNTU NGEMIBANDELA ESIGABENI SAMA-24(1) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU, 2013.

(UMTHETHO NO. 4 KA-2013)

IMITHETHO EPHATHELENE NEKUVIKELELWA KOLWAZI LOBUQU, 2018

[Umthetho 3]

Qaphela:

4. *Ama-afidavithi noma ubufakazi bamadokhumenti njengoba bukhona ukweseka ukuphikisa bungananyathiselwa.*
5. *Uma isikhala esihlinzekwe kuleli fomu singanele, thumela ulwazi njengesithasiselo saleli fomu bese usayina ikhasi ngalinye.*
6. *Qedela njengoba kusebenza.*

Maka ibhokisi elifanele ngo-"x".

Isicelo sokuthi :

Ukulungiswa noma ukususwa kolwazi lomuntu siqu mayelana nesihloko sedatha esiphethwe noma ngaphansi kokulawulwa yinhlango enesibopho.

Ukucekela phansi noma ukususwa kwerekhodi lolwazi lomuntu siqu mayelana nesihloko sedatha esiphethwe noma esingaphansi kohlangothi oluthintekayo futhi ongasagunyaziwe ukugcina irekhodi lolwazi.

A	IMININGWANE YESIHLOKO SEDATHA
Amagama kanye nesibongo / igama elibhalisiwe lesihloko sedatha:	
Isikhombi Esihlukile / Inombolo kamazisi	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zoxhumana naye:	

Inombolo yefeksi / ikheli le-imeyili:	
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B	IMININGWANE YEQEMBU ELIPHENDULE
Amagama kanye nesibongo / igama elibhalisiwe lesihloko sedatha:	
Isikhombi Esihlukile / Inombolo kamazisi	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zoxhumana naye:	
Inombolo yefeksi / ikheli le-imeyili:	

C ULWAZI OKUFANELE KULUNGISWA / KUSUSWE / KUCHITHWE / KUBHEKWE
D IZIZATHU ZOKULUNGISWA NOMA UKUSUSWA KOMUNTU ULWAZI NGESIHLOKO SEDATHA NGEMIBANDELA YOKU ISIGABA SAMA-24(1)(a) ESINAZO NOMA NGAPHANSI KWE UKULAWULWA KWEQEMBU ELIPHENDUKE IZINDABA; futhi noma IZIZATHU *ZOKUKHISHWA NOMA UKUSUSWA KWEREKHODI L ULWAZI LOMUNTU MAYELANA NESIHLOKO SEDATHA KU

**IMIGOMO YESIGABA SAMA-24(1)(b) IQEMBU ELIPHENDULE
AYISAGUNYAZIWE UKUGCINA.
(Sicela unikeze izizathu ezinemininingwane zesicelo)**

Isayinwe ngo-_____ lolu _____ usuku luka-
_____ 20 _____

Isiginesha yesihloko sedatha / umuntu oqokiwe

Isithasiselo E: PAIA Form 3

Umpfumela Wesicelo kanye Nezimali Ezikhokhwayo

[Umthethonqubo 8]

Qaphela:

1. Uma isicelo sakho samukelwe—

(a) inani lediphozithi, (uma likhona), ekhokhwa ngaphambi kokuba isicelo sakho sicutshungulwe; futhi

(b) irekhodi eliceliwe/ingxenywe yerekhodi izokhishwa kuphela uma sekukhona ubufakazi bokukhokha ngokugcwele yamukelwe.

2. Sicela usebenzise inombolo yesithenjwa engezansi kukho konke ukuxhumana okuzayo.

Inombolo yesithenjwa: _____

Kuy a	

Isicelo sakho sangomhla _____, siqondise.

1.Ucelile:	
Ukuhlolwa komuntu siqu kolwazi ekhelini elibhalisiwe lenhlangano ezimele (okuhlanganisa nokulalela amagama aqoshiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini) kumahhala. Kudingeka ukuthi wenze isikhathi sokuhlolwa kolwazi futhi uze naleli fomu. Uma ngabe usudinga noma yiluphi uhlobo lokukhiqizwa kabusha kolwazi, uzoba nesibopho sezimali ezibekwe “ Kumali ekhokhwayo maqondana nezinhlangano ezizimele ”.	
NOMA 2.Ucelile:	
Amakhophi aprintiwe olwazi (okuhlanganisa namakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)	
Okulotshiweyo okubhaliwe noma okuprintiwe kwezithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, ukurekhodwa kwamavidiyo, izithombe ezikhiqizwe ngekompuyutha, imidwebo, njll)	

Ukulotshwa kwengoma yomsindo (idokhumenti ebhaliwe noma ephrintiwe)	
Ikhophi yolwazi ku-flash drive (kuhlanganise nezithombe ezibonakalayo namaculo)	
Ikhophi yolwazi ku-compact disc drive (kuhlanganise nezithombe ezibonakalayo namaculo)	
Ikhophi yerekhodi elondolozwe kuseva yesitoreji samafu	
3.Izothunyelwa:	
Amasevisi eposi ekhelini leposi	
Amasevisi eposi ekhelini lomgwaqo	
Isevisi ye-courier ekhelini lomgwaqo	
Ifeksi yolwazi ngefomethi ebhaliwe noma ephrintiwe (kuhlanganise nokulotshiwe)	
I-imeyili yolwazi (okuhlanganisa namaculo uma kungenzeka)	
Ukwabelana kwamafu/ukudlulisa ifayela	
Ulimi oluncanyelwayo: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo)	

Sicela wazi ukuthi isicelo sakho besilokhu:

Kuvunyelwe

Inqatshiwe, ngenxa yezizathu ezilandelayo:

4.Izimali ezikhokhwayo mayelana nesicelo sakho:

Into	Izindleko ngekhasi elingusayizi we-A4 noma ingxenye yalo / into	Inombolo yamakhasi / izinto	Ingqikithi
Ikhophi			
Ikhophi ephrintiwe			

Ukuze uthole ikhophi efomini elifundeka ikhompuyutha ku: (i) I-flash drive • Izohlinzekwa ngumceli (ii) I-Compact disc • Uma kuhlinzekwe ngumceli • Uma kuhlinzekwe kumfakisicelo	R40.00 R40.00 R60.00		
Okokulotshwa kwezithombe ezibukwayo ekhasini elingusayizi we-A4 ngalinye	Isevisi izoba ephuma ngaphandle. Intando kuncike ku quotation of the umhlinzeki wesevisi		
Ikhophi yezithombe ezibonakalayo			
Ukulotshwa kwerekhodi lomsindo, ngosayizi ngamunye we-A4	R24.00		
Ikhophi yerekhodi lomsindo: (i) I-flash drive • Izohlinzekwa ngumceli (ii) I-Compact disc • Uma kuhlinzekwe ngumceli • Uma kuhlinzekwe kumfakisicelo	R40.00 R40.00 R60.00		
Iposi, i-imeyili nanoma yikuphi okunye ukudlulisa ngogesi:	Izindleko zangempela		
INANI			

5.Idiphozithi ekhokhwayo (uma ukusesha kudlula amahora ayisithupha):

Yebo

Cha

Amahora Wokusesha		Inani lediphozithi (kubalwe kokukodwa kokuthathu kwesamba semali ngayinye isicelo)	
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Inani kufanele likhokhelwe ku-akhawunti yaseBhange elandelayo:

Igama Lebhange:	
Igama lomphathi we-akhawunti:	

Uhlobo lwe-akhawunti:	
Inombolo Ye-akhawunti:	
Ikhodi Yegatsha:	
I-Reference Nr:	
Thumela ubufakazi bokukhokha ku:	

Isayinwe ngo-_____ lolu _____ usuku luka-
_____20_____

Isikhulu solwazi