



PAIA INCWADI

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

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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

Umpathi Omkhulu

Uhlu lwama-Acronyms nezifinyezo

ACRONYM	DESCRIPTION
CEO	Umpathi 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

<p>"ulwazi lomuntu siqu"</p>	<p>kusho ulwazi oluhlobene nomuntu okhonjwayo, ophilayo, wemvelo, futhi lapho kufanele, umuntu obonakalayo, okhona ngokomthetho, okuhlenganisa, kodwa kungagcini nje:</p> <p>a) ulwazi olumayelana nohlanga, ubulili, ubulili, ukukhulelwa, isimo somshado, ubuzwe, uhlanga noma imvelaphi yenhlalo, umbala, ukukhetha ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi nokuzalwa komuntu;</p> <p>b) ulwazi oluhlobene nemfundo noma umlando wezokwelapha, wezezimali, wobugebengu noma wokuqashwa komuntu;</p> <p>c) noma iyiphi inombolo ekhombayo, uphawu, ikheli le-imeyili, ikheli lendawo, inombolo yocingo, imininingwane yendawo, isihlonzi esiku-inthanethi noma omunye umsebenzi othile;</p> <p>d) ulwazi lwebhayomethriki yomuntu;</p> <p>e) imibono yomuntu, imibono noma izintandokazi zomuntu;</p> <p>f) izincwadi ezithunyelwa ngumuntu eziyimfihlo noma ngokusobala noma ezinye izincwadi ezingadalula okuqukethwe yincwadi yokuqala;</p> <p>g) imibono noma imibono yomunye umuntu ngomuntu; futhi</p> <p>h) igama lomuntu uma livela nolunye ulwazi lomuntu siqu oluphathelele nomuntu noma uma ukudalulwa kwegama ngokwalo kuzoveza ulwazi ngomuntu;"</p>
<p>"imvume"</p>	<p>kushiwo noma yikuphi ukuveza ngokuzithandela, okuqondile nokwaziswa kwencwadi yefa ngokwemibandela enikezwa imvume yokucutshungulwa kolwazi lomuntu siqu</p>
<p>"isihloko sedatha"</p>	<p>kusho umuntu ulwazi lomuntu siqu oluhlobene naye</p>

"umqhubi"	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) ukusatshaliswa ngendlela yokudlulisa, ukusabalalisa noma ukwenza kutholakale nganoma iyiphi enye indlela; noma (c) ukuhlanganisa, ukuxhumanisa, kanye nokuvinjelwa, 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 wokufinyelela kunoma yiluphi ulwazi oluphethwe yinoma iyiphi inhlango yomphakathi noma ezimele edingekayo ukuze kusetshenziswe noma kuvikelwe noma 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 ehlosetwe 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), uyingxenyane yomthetho ovikela ubuqotho nokuzwela kolwazi oluyimfihlo. Izinhlangotho 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 nezinhlinzeka 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 esihlokweni 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 ozikhethela 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 Komkhqizo 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

Umhlahandlela wokuthi isetshenziswa kanjani i-PAIA kanye nendlela yokuthola ukufinyelela kumhlahandlela

- Ngokwesigaba 10(1) se-PAIA, uMlawuli, njengoba kuchitshiyelwe, ubuyekeze futhi wenza ukuba kutholakale Umhlahlandlela obuyekeziwe wokuthi usetshenziswa kanjani i-PAIA (“Umhlahlandlela”), ngendlela eqondakala kalula nangendlela, njengoba kungase kudingwe ngokunengqondo umuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe ku-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, okuhlanganisa 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, kuhlanganisa nehhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile.
- Umhlahlandlela ungatholwa-
 - ngesicelo kuSikhulu Esibhekele Ulwazi;
 - kusizindalwazi soMlawuli (<https://www.justice.gov.za/inforeg/>).
- Ikhophi yoMhlahlandlela iyatholakala futhi ngezilimi ezintathu ezilandelayo ezisemthethweni, ukuze ihlolwe ngumphakathi ngezikhathi ezijwayelekile zokusebenza-
 - IsiNgisi, isiZulu nesiBhunu

Ukufinyelela kumarekhodi aphethwe yi-Mycomax

Izigaba zamarekhodi e-Mycomax atholakala ngaphandle kokuthi umuntu acele ukufinyelela

Isigaba samarekhodi	Uhlobo Lwerekhodi	Itholakala kuwebhusayithi	Itholakala 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 isofthiwe 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 nesofthiwe 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 apha thelene nabahlinzeki, abaninimasheya, 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. Iminingwane 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. Imininingwane yokuxhumana, abanikazi.

Abasebenzi	Ikheli, iziqu, ubulili, uhlanga, isimo sakho somshado; iminyaka yobudala; ulimi; ulwazi lwezezimali; Umlando Wokusebenza; inombolo kamazisi; imniningwano Yokuxhumana; imibono; ukuziphatha kobugebengu; inhlalakahle.
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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
Iziqu zokuqinisekiswa kweziqu	Isiphathimandla seZiqu 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 evakashele 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.
- Izihloko zedatha zingaphikisa ukucutshungulwa kolwazi lomuntu siqu ngaphansi kwesigaba 11(3)(a) no-(b) soMthetho "noma ngasiphi isikhathi ngamahora omsebenzi weqembu elinesibopho futhi mahhala." Ukuphikisana kufanele kuthunyelwe ngefomu "elifana kakhulu neFomu 1," mahhala futhi "lifinyeleleka ngokunengqondo" ngezindlela ezihlukahlukene ezihlanganisa "isandla, ifeksi, iposi, i-imeyili, i-SMS, noma i-WhatsApp".

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.
- Izicelo zokulungiswa noma zokususwa ngaphansi kwesigaba 24(1)(a) (ezingalungile, ezingabalulekile, ezeqisayo, eziphelelwe isikhathi, ulwazi olungaphelele, oludukisayo, noma olutholwe ngokungemthetho) zingenziwa "noma nini futhi mahhala."
- Izicelo zokucekelwa phansi noma zokususwa kwamarekhodi ngaphansi kwesigaba 24(1)(b) (lapho othintekayo engasagunyazwanga ukugcina imininingwane ngaphansi kwesigaba 14) zingenziwa "noma nini futhi mahhala."
- Izicelo kufanele zithunyelwe ngefomu "elifana kakhulu neFomu 2," mahhala futhi "lifinyeleleka ngokunengqondo" ngezindlela ezihlukahlukene ezihlanganisa "isandla, ifeksi, iposi, i-imeyili, i-SMS, umlayezo we-WhatsApp".

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 sihambise isicelo kuHlangothi Olunesibopho se-PAIA Ifomu lesi-2, eliqukethwe njengeSithasiselo A kule manuwali.

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

2. Ukuqinisekisa Nokuvunywa

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

3. Ukucutshungulwa Kolwazi

Uma isicelo samukelwe, i-Mycomax izoqoqa futhi ilungise ulwazi futhi ibale izindleko ezifanele ezihilelekile (bhaka isigaba esinesihloko esithi "Izimali").

4. Isaziso Sokugcina

Umfakisicelo 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 aphethwe 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 umfakisicelo anikeze ulwazi olulandelayo:

- Imininingwane yomuntu ocela ukufinyelela kumarekhodi;
- Imininingwane yomuntu isicelo esenziwa egameni lakhe;
- Ubufakazi besikhundla umfakisicelo 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, inombolo yefeksi noma inombolo kamakhalekhukhwini yomfakisicelo;

Noma yisiphi isicelo esitholiwe sizosingathwa zingakapheli izinsuku ezingama-30 sitholiwe, ngaphandle uma umfakisicelo 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 iyasingabela isicelo singanwetshwa esinye isikhathi esingeqile kwezinsuku ezingama-30 uma isicelo singesemininingwane eminingi noma sidinga ukuseshwa kolwazi olugcinwe kwelinye ihhovisi lesikhungo futhi ngeke kutholakale ngokufanelekile phakathi nesikhathi sokuqala esiyizinsuku ezingama-30. I-Mycomax izokwazisa umfakisicelo ngokumbhalela uma kwenzeka kufunwa ukunwetshwa.

Uma isicelo senziwa egameni lomunye umuntu, umfakisicelo 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 leso sicelo ngomlomo ukuba isibhale efomini elinqunyiwe, bese ihlinzeka ikhophi yaso kumfakisicelo.

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 ukuseshwa 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 akhokhe 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, okuhlanganisa nezinhlango zokulenza litholakale ngendlela eceliwe.

Incwadi ye-PAIA iyatholakala, mahhala, kuwebhusayithi ye-Mycomax.

Izimali ezikhokhwayo mayelana nezinhlango ezizimele

Ngezinhlango zesigaba 54 soMthetho, izimali ezibekwe kwiMithethonqubo ziyasebenza:

Incazelo	Inani (R)
1. Izindleko zokukhiqiza kabusha okukhulunywe ngazo kumthethonqubo 11(1) zimi kanje :	
(a) Ikhophi ngayinye yekhasi elingusayizi we-A4 noma ingxenye yalo	1.10 0.75
(b) Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo	60.00
(c) Ukuze uthole ikhophi efomini elifundeka ngekompuyutha ku-Flash drive	
(d) Okokulotshwa kwezithombe ezibonakalayo	Isevisi izonikezwa ngaphandle. Kuzoncika kwikhotheshini yomnikezeli wesevisi
(i) ngekhasi elingu-A4 noma ingxenye yalo	
(ii) Ukuze uthole ikhophi yezithombe ezibonakalayo	
(e) Ngokwenziwa kwerekhodi lomsindo	
(i) Ngekhasi elingusayizi we-A4 noma ingxenye yalo	

(ii) Ngekhophi yerekhodi lomsindo	
2. Imali yesicelo ekhokhwa ngumfakisicelo, ngaphandle komfakisicelo oqondene naye uqobo, okukhulunywe ngayo kumthethonqubo we-11(2)	50.00
3. Izimali zokuthola ulwazi ezikhokhwa ngumfakisicelo okukhulunywe ngazo kumthethonqubo we-11(3) zimi kanje :	
(a) Ikhophi ngayinye yekhasi elingusayizi we-A4 noma ingxenye yalo	1.10 0.75
(b) Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo	60.00
(c) Ukuze uthole ikhophi efomini elifundeka ngekhompuyutha ku-Flash drive	
(d) Okokulotshwa kwezithombe ezibonakalayo	Isevisi izonikezwa ngaphandle. Kuzoncika kwikhotheshini yomnikezeli wesevisi
(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	
(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:	

<p>(a) Amahora ayisithupha njengamahora okumele eqiwe ngaphambi kokuthi kukhokhwe idiphozithi kanye</p> <p>(b) Ingxenye eyodwa kwezintathu yemali yokuthola ikhokhwa njengediphozithi ngumfakisicelo.</p>	
<p>Imali yokuposa iyakhokhwa uma ikhophi yerekhodi kufanele iposelwe kumfakisicelo.</p>	

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.

Ukubuyekezwa kwaleli bhukwana

Inhloko ye-Mycomax izohlale ibuyekeza leli bhukwana.

Izithasiselo

Isithasiselo A: I-PAIA Form 2

ISICELO SOKUFINYELELA IREKHODI LOMZIMBA OWAZISE

[Umthethonqubo 7]

QAPHELA:

1. *Ubufakazi bokuthi ungubani kumele bunamathiselwe ngumfakisicelo.*
2. *Uma izicelo ezenziwe egameni lomunye umuntu, ubufakazi balokho kugunyazwa, kufanele bufakwe kuleli fomu.*

KU: Isikhulu Solwazi

PO Box 544

La Montagne

Pretoria

0184

(ikheli)

I-imeyili ikheli : popia@mycomax.com

Inombolo yesikahhlamezi: +27 12 110 4300

Maka ngo-"X"

Isicelo senziwa egameni lami Isicelo senziwa egameni lomunye umuntu.

ULWAZI LOMUNTU SIQU

Amagama Aphelele

Inombolo kamazisi				
Amandla okwenziwa ngawo isicelo, (<i>uma senziwa egameni lomunye umuntu</i>)				
Ikheli Leposi				
Ikheli lesitaladi				
Ikheli le-imeyili				
Izinombolo Zokuthintana	Ucingo (B)		Ifeksi	
	Iselula			
Amagama aphelele omuntu isicelo esenziwa egameni lakhe (<i>uma ekhona</i>)				
Inombolo kamazisi				
Ikheli Leposi				
Ikheli lesitaladi				
Ikheli le-imeyili				

Izinombolo Zokuthintana	Ucingo (B)		Ifeksi	
	Iselula			
<p>IMINININGWANE YEREKHODI Eceliwe</p> <p><i>Nikeza imininingwane egcwele yerekhodi okuceliwe ukufinyelela kulo, okuhlanganisa nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale. (Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu. Wonke amakhasi engeziwe kufanele asayinwe.)</i></p>				
Incazelo yerekhodi noma ingxenye efanele yerekhodi:				
Inombolo yesithenjwa, uma ikhona				
Noma yimiphi eminye imininingwane yerekhodi				

UHLOBO LWEREKHODI

(Maka ibhokisi elisebenzayo ngo-“X”)

Irekhodi libhalwe phansi noma liphrintiwe

Irekhodi lihlanganisa izithombe ezibonakalayo (*lokhu kuhlanganisa izithombe, amaslayidi, okuqoshiwe kwevidiyo, izithombe ezikhiqizwe ngehompuyutha, imidwebo, njll.)*

Irekhodi liqukethe amagama aqoshiwe noma ulwazi olungaphinde lwenziwe ngomsindo

Irekhodi ligcinwe kukhompuyutha noma nge-elektronikhi, noma ifomu elifundeka ngomshini

IFOMU LOKUFINYELELA

(Maka ibhokisi elisebenzayo ngo-“X”)

Ikhophi ephrintiwe yerekhodi (*okuhlanganisa namakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini.)*

Okulotshiweyo okubhaliwe noma okuphrintiwe kwezithombe ezibonakalayo (<i>lokhu kuhlanganisa izithombe, amaslayidi, okurekhodiwe kwevidiyo, izithombe ezikhiqizwe ngekompuyutha, imidwebo, njll</i>)	
Ukulotshwa kwengoma yomsindo (<i>idokhumenti ebhaliwe noma ephrintiwe</i>)	
Ikhophi yerekhodi ku-flash drive (<i>okuhlanganisa izithombe ezibonakalayo namathrekhi omsindo</i>)	
Ikhophi yerekhodi ku-compact disc drive (<i>okuhlanganisa izithombe ezibonakalayo namaculo</i>)	
Ikhophi yerekhodi elondolozwe kuseva yesitoreji samafu	

INDLELA YOKUFINYELELA

(*Maka ibhokisi elisebenzayo ngo-"X"*)

Ukuhlolwa komuntu siqu kwerekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (<i>okuhlanganisa ukulalela amagama aqoshiwe, ulwazi olungakhiqizwa kabusha ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma nge-elektronikhi noma ifomu elifundeka ngomshini</i>)	
Amasevisi eposi ekhelini leposi	
Amasevisi eposi ekhelini lomgwaqo	
Isevisi ye-courier ekhelini lomgwaqo	

Ifeksi yolwazi ngefomethi ebhaliwe noma ephrintiwe (<i>okuhlanganisa okulotshiweyo</i>)	
I-imeyili yolwazi (<i>okuhlanganisa namaculo uma kungenzeka</i>)	
Ukwabelana kwamafu/ukudlulisa ifayela	
Ulimi oluncanyelwayo (<i>Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo</i>)	

IMININGWANE YELUNGELO LOKUSEBENZA NOMA LIVIKELWE

Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu. Umfakisicelo kumele asayine wonke amakhasi engeziwe.

Khomba ukuthi yiliphi ilungelo loku
kusetshenziswe noma
kuvikelwe

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

IZIMALI

- a) *Imali yesicelo kumele ikhokhwe ngaphambi kokuthi isicelo sicutshungulwe.*
- b) *Uzokwaziswa ngenani lemali yokufinyelela okufanele ikhokhwe.*
- c) *Imali ekhokhwayo yokuthola irekhodi incike ohlotsheni ukufinyelela okudingeka ngalo, kanye nesikhathi esidingekayo sokucinga nokulungisa irekhodi.*
- d) *Uma ufaneleka ukukhululwa ekukhokheni noma iyiphi imali, sicela usho isizathu sokukhululwa*

Isizathu

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma siinqatshiwe futhi uma sivunyiwe izindleko eziphathelele nesicelo sakho, uma zikhona. Sicela ubonise indlela oyithandayo yokuxhumana:

Ikheli leposi	Ifeksi	Ukuxhumana ngogesi (<i>Sicela ucacise</i>)

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

Isiginesha yoMfakisicelo/umuntu ofakelwa isicelo egameni lakhe

UKUSETSHENZISWA NGOKUSEMTHETHWENI

<i>Inombolo yesithenjwa:</i>	
<i>Isicelo sitholwe ngu: (Isikhundla Sombuso, Igama Nesibongo Sesikhulu Solwazi)</i>	
<i>Idethi etholwe ngayo:</i>	
<i>Izinkokhelo zokufinyelela:</i>	
<i>Idiphozithi (uma ikhona)</i>	

Isiginesha Yesikhulu Solwazi

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 LOMUNTU, 2021

[Umthethonqubo 2]

Qaphela:

1. *Uma isikhala esihlinzekwe kuleli fomu singanele, thumela ulwazi njengesithasiselo saleli fomu.*
2. *Qedela njengoba kusebenza.*

A	IMININGWANE YESIHLOKO SEDATHA
Amagama kanye nesibongo / igama elibhalisiwe lesihloko sedatha:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()

Izinombolo zoxhumana naye:	
Inombolo yefeksi / ikheli le-imeyili:	

B	IMININGWANE YEQEMBU ELIPHENDULE
Amagama kanye nesibongo / igama elibhalisiwe lesihloko sedatha:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zoxhumana naye:	

Inombolo yefeksi / ikheli le-imeyili:	
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C IZIZATHU ZOKUPHAKAMISA NGOKWESIGABA 11(3)(a) <i>(Sicela unikeze izizathu ezinemininingwane zokuphikisa)</i>

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

Isignesha yesihloko sedatha / umuntu oqokiwe

Isithasiselo D: Ifomu le-POPIA 2

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

(UMTHETHO NO. 4 KA-2013)

IMITHETHO EPHATHELENE NEKUVIKELELWA KOLWAZI LOMUNTU, 2021

[Umthetho 3]

Qaphela:

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

Maka ibhokisi elifanele ngo-"x".

Isicelo sokuthi :

Ukulungiswa noma ukususwa kolwazi lomuntu siqu olumayelana nesihloko sedatha esiphethwe noma ngaphansi kokulawulwa yiqembu elibophezelekile.

Sicela ukhethe izizathu ezisebenzayo zesicelo esikhethiwe:

- (a) Okungalungile
- (b) Akubalulekile
- (c) Ngokweqile
- (d) Iphelelwe yisikhathi
- (e) Akuphelele
- (f) Iyadukisa
- (g) Kutholwe ngokungekho emthethweni

Ukucekela phansi noma ukususwa kwerekhodi lolwazi lomuntu siqu mayelana nesihloko sedatha esiphethwe noma esilawulwa umuntu onesibopho futhi ongasagunyaziwe ukugcina irekhodi lolwazi.

A	IMININGWANE YESIHLOKO SEDATHA
Amagama kanye nesibongo / igama	

elibhalisiwe lesihloko sedatha:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zoxhumana naye:	
Inombolo yefeksi / ikheli le-imeyili:	

B	IMININGWANE YEQEMBU ELIPHENDULE
Amagama kanye nesibongo / igama elibhalisiwe lesihloko sedatha:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	

	Ikhodi ()
Izinombolo zoxhumana naye:	
Inombolo yefeksi / ikheli le-imeyili:	

<p>C ULWAZI OKUFANELE ULUNGISWE/USUSWE / UCHITHWE</p> <p><i>(Sicela ucacise imininingwane yomuntu siqu edingekayo ukuze ilungiswe/ichithiwe /isusiwe)</i></p>

D INCAZELO NGESIZATHU ESIKHETHIWE SESICELO.

(Sicela unikeze incazelo eneminingwane ngezizathu ezikhethiwe zesicelo ukulungiswa noma ukususwa kolwazi lomuntu siqu oluphethwe noma olungaphansi kolawulo weqembu elinomthwalo wemfanelo)

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

Isiginesha yesihloko sedatha / umuntu oqokiwe

Isithasiselo E: PAIA Form 3

Umphumela 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/ingxenye yerekhodi izokhishwa kuphela uma sekukhona ubufakazi bokukhokha ngokugcwele

yamukelwe.

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

Inombolo yesithenjwa: _____

Kuya	

Isicelo sakho sangomhla _____, siqondise.

1.Ucelile:	
<p>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 ”.</p>	
NOMA	
2.Ucelile:	
<p>Amakhophi aprintiwe olwazi (okuhlanganisa namakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)</p>	
<p>Okulotshiweyo okubhaliwe noma okuprintiwe kwezithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, ukurekhodwa kwamavidiyo, izithombe ezikhiqizwe ngekompuyutha, imidwebo, njll)</p>	
<p>Ukulotshwa kwengoma yomsindo (idokhumenti ebhaliwe noma eprintiwe)</p>	
<p>Ikhophi yolwazi ku-flash drive (kuhlanganise nezithombe ezibonakalayo namaculo)</p>	
<p>Ikhophi yolwazi ku-compact disc drive (kuhlanganise nezithombe ezibonakalayo namaculo)</p>	
<p>Ikhophi yerekhodi elondolozwe kuseva yesitoreji samafu</p>	

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:

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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 <ul style="list-style-type: none"> • Izohlinzekwa ngumceli (ii) I-Compact disc <ul style="list-style-type: none"> • Uma kuhlinzekwe ngumceli • Uma kuhlinzekwe kumfakisisicelo 	R40.00 R40.00 R60.00		

Okukulotshwa kwezithombe ezibukwayo ekhasini elingusayizi we-A4 ngalinye	Isevisi izoba ephuma ngaphandle. Intando kuncike ku		
Ikhophi yezithombe ezibonakalayo	quotation of the umhlinzeki wesevisi		
Ukulotshwa kwerekhodi lomsindo, ngosayizi ngamunye we-A4	R24.00		
Ikhophi yerekhodi lomsindo: (i) I-flash drive <ul style="list-style-type: none"> Izohlinzekwa ngumceli (ii) I-Compact disc <ul style="list-style-type: none"> 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