



**UMTHETHO WOKUKHUTHAZWA KOKUFINYELELWA
KOLWAZI 2 KA-2000 (I-PAIA)**

**ochitshiyelwe
UMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU SIQU 4
KA-2013 (I-POPIA)**



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

VERSION CONTROL

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Kobus Louw

uNobhala

Wenkampani

Patrick Krappie

UMphathi Omkhulu

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1. ISINGENISO

1.1 I-Technology Innovation Agency (TIA) yasungulwa ngokuvumelana nemigomo yoMthetho we-TIA 26 ka-2008 ngenhloso yokugqugqezela nokukhuthaza ubuchwepheshe ukuze kuthuthukiswe ukukhula komnotho nekhwalithi yokuphila yabo bonke abantu baseNingizimu Afrika. Lokhu kufinyelelwa ngokusungula nokusizakala ngobuchule bobuchwepheshe.

1.2 I-PAIA ihloselwe ukuqinisekisa ilungelo lomthetho-sisekelo lokufinyelela noma iluphi ulwazi olugcinwe uHulumeni kanye nanoma iluphi ulwazi olugcinwe omunye umuntu futhi oludingekayo ukuze kusetshenziswe noma kuvikelwe amalungelo athile; uma uMlawuli Wolwazi, owasekwe ngokwemigomo ye-POPIA, enelungelo lokusebenzisa igunya elithile futhi enze imisebenzi ethile nezibopho ngokuvumelana ne-PAIA; futhi ahlinzeke izindaba eziphathelele nalokho.

1.3 I-POPIA ihloselwe ukugqugqezela ukuvikelwa kolwazi lomuntu siqu olutholwa yizigungu zomphakathi nezizimele; ukweseka izimfuneko eiziyisisekelo zokucubungula ulwazi lomuntu siqu; ukuhlinzeka amalungelo abantu ngokuphathelele nokuxhumana kwama-elektronikhi okungacelwanga nokwenziwa kwezinqumo ngemishini nokulawula ukugeleza kolwazi lomuntu siqu kuyo yonke imingcele yeRiphabhuliki.

1.4 I-TIA iyisigungu sikahulumeni esichazwe eSigabeni 1 sesigaba (b) (ii) se-PAIA. Isigaba 14 se-PAIA sifuna ukuba izigungu zikahulumeni ziqongelele amamanuwali anikeza ulwazi lwezinhlobo nezigaba zamarekhodi agcinwa yilezo zigungu zikahulumeni.

1.5 Imanuwali ye-TIA ("iManuwali") ilawula ukufinyelelwa kwamarekhodi angaphansi, agcinwe noma alwaulwa yi-TIA, kanye nokukhishwa kwanoma imaphi amarekhodi anjalo amalungu, izikhulu, izisebenzi ze-TIA nanoma ubani oyisebenzelayo. Le Manuwali ayichazi konke futhi kufanele ifundwe isetshenziswa ne-PAIA ne-POPIA.

1.6 Amakhophi emanuwali angatholakala eHhovisi LikaNobhala Wenkampani noma kuwebhusayithi ye-TIA. Okwamanje le Manuwali itholakala ngesiNgisi.

2. UKUSEBENZA KWEMANUWALI

2.1 Le manuwali izosebenza kuzo zonke izisebenzi zase-TIA, kungakhathaliseki ukuthi ziqashwe unomphela futhi/noma zinenkontileka yomsebenzi yesikhathi esinqunyiwe.

3. IZINCAZELO

Itemu	Izincazelo
uMlawuli Wolwazi	kushiwo uMlawuli Wolwazi owasekwa ngokuvumelana nesigaba 39 se-POPIA.
ulwazi lomuntu siqu	lusho ulwazi mayelana nomuntu ongakhonjwa, ophilayo, ongokwe-mvelo, futhi lapho kufanele khona, umuntu ongakhonjwa, onegunya okhona, kodwa alufaki ulwazi mayelana nomuntu oseneminyaka engaphezu kwama-20 eshonile.
ukucubungula	kusho noma imuphi umsebenzi noma isenzo esiphathelene nolwazi lomuntu siqu, kubandakanye ukuqongelela, ukwamukela, ukuqopha, ukuhlela, ukuhlanganisa, ukugcina, ukubuyekeza, ukuthola, ukushintsha, ukusakaza, ukusabalalisa noma ukwenza kutholakale nganoma iyiphi enye indlela; noma ukuhlanganisa, ukuxhumanisa, kanye nokubeka imigoqo, ukwehlisa, ukusula noma ukushabalalisa ulwazi.
irekhodi	lisho ulwazi olurekhodiwe, kungakhathaliseki indlela noma isisekelo, olugcinwe noma olulawulwa isigungu esinegunya.
isigungu esinegunya	kushiwo i-TIA, okuyisigungu esicubungula ulwazi lomuntu siqu, sinqume inhloso yokudingeka kolwazi lomuntu siqu futhi engadlulisa ingxenye noma konke ukucutshungulwa kolwazi lomuntu siqu komunye umuntu.

4. IZIFUSHANISO

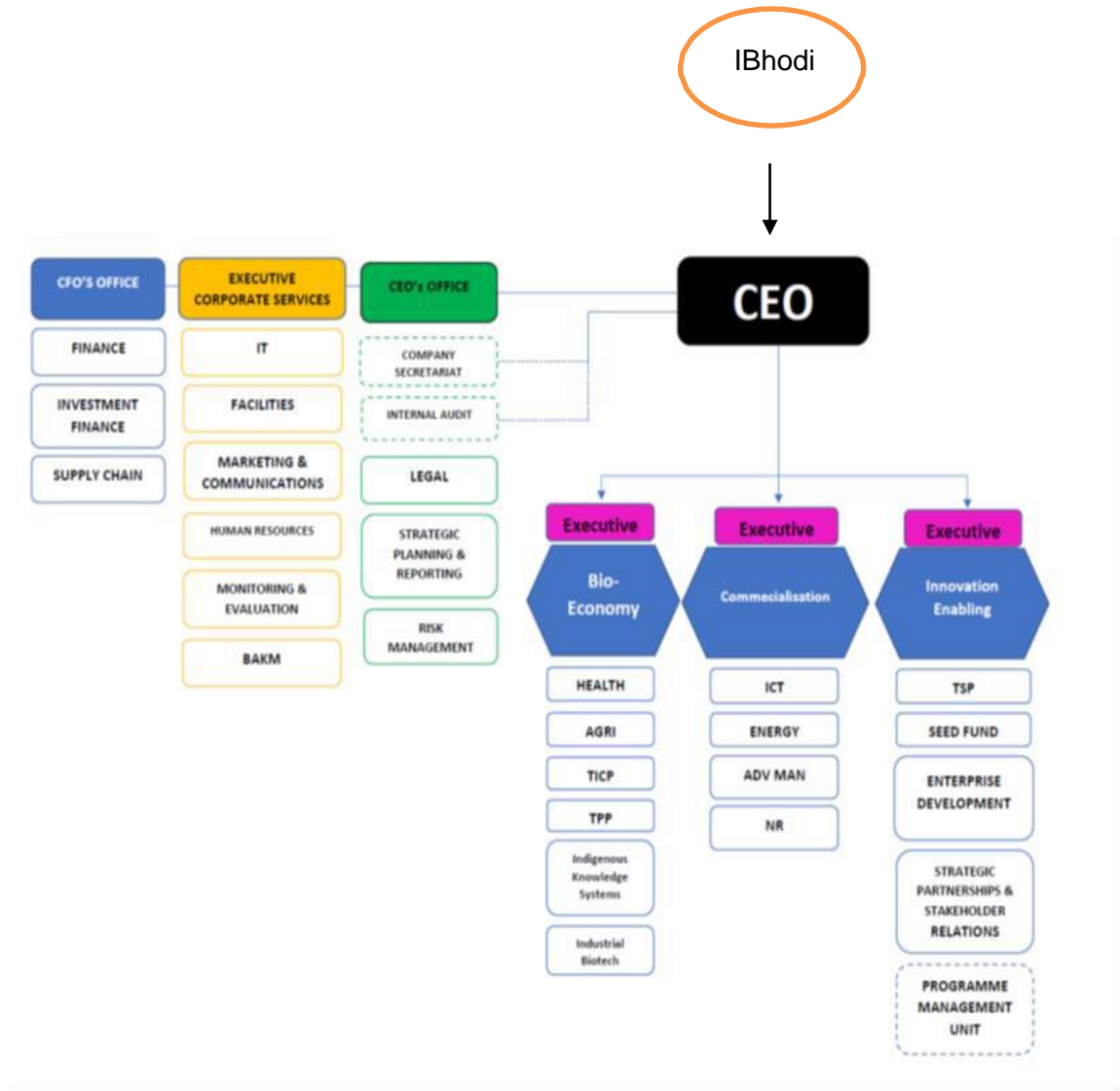
Isifushaniso	Izincazelo
UMphathi Omkhulu	UMphathi Omkhulu
Imanuwali	Imanuwali ye-TIA
I-PAIA	UMthetho Wokukhuthazwa Kokufinyelelwa Kolwazi 2 ka--2000 (I-PAIA)
I-POPIA	UMthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka-2013
I-TIA	Technology Innovation Agency

5. IMININGWANE YE-TIA

5.1. Uhlaka Nemisebenzi

5.1.1 Uhlaka

Uhlaka lwe-TIA luneBhodi elilawulwa uMthetho we-TIA, uMphathi Omkhulu (CEO), amayunithi ebhizinisi neminyango yokweseka, ngamunye ophethwe yi-Divisional Executive engaphansi kuka-CEO. Umdwebo ongezansi ubonisa uhla lwe-TIA.



5.1.2 Umsebenzi

5.1.2.1 I-TIA iyisigungu sikahulumeni sikazwelonke esisebenza njengesikhungo esiyinhloko sosizo sokuxhumanisa ubuchwepheshe phakathi kocwaningo nokusungulwa kwezinto okuvela ezikhungweni zemfundo ephakeme, imikhandlu yesayensi, iminyango kahulumeni, nomkhakha ozimele, kanye nezentengiso.

5.1.2.2 Inhloso yalesi Sigungu ukusekela uHulumeni ekusunguleni nasekuthuthukiseni ubuchule bobuchwepheshe ukuze kuthuthukiswe ukukhula komnotho nekhwalithi yempilo yabo bonke abantu baseNingizimu Afrika ngokwenza nokusebenzisa ubuchwepheshe.

5.1.2.3 Amasevisi e-TIA angafakwa ezigabeni zezinhloko ezintathu, ukwesekwa kwezezimali, ukwesekwa okungekhona okwezimali namathuluzi oxhaso-mali.

5.1.2.4 Ngoxhaso lwezezimali i-TIA ihlose ukuthola utshalomali futhi ihlinzeke uxhaso-mali lwamathuba obuchule bezobuchwepheshe, igqugquzele ezentengiso futhi isebenzise amathuba obuchule bobuchwepheshe, ikhuthaze ubuchwepheshe kuzwelonke nasezifundeni ngemikankaso yobuhloli kanye nokubamba iqhaza, ukuxhumanisa nokunikelela ukwakhiwa kweSistimu Kazwelonke Yobuchule nokufuna ukuvumelanisa ababambiqhaza abayinhloko.

5.1.2.5 I-TIA isebenzisa amathuluzi ahlukehlukene oxhaso-mali ngokuvumelana neNqumbongo Yohlaka Lotshalomali.

5.2. Imininingwane Yokuxhumana

UMphathi Omkhulu we-TIA uyisikhulu Sezolwazi. Imininingwane yokuxhumana neSikhulu Sezolwazi ithi:

Igama Eliphelele	Patrick Krappie (oyibambela)
Ikheli Lomgwaqo:	83 Lois Avenue Menlyn 0181
Ikheli Leposi	P O Box 172 Menlyn 0063
Inombolo Yocingo	012 472 2701
Iwebhusayithi	www.tia.org.za

IPhini LeSikhulu Sezolwazi

U-CEO udlulisele imisebenzi ebekwe phezu kweSikhulu Sezolwazi yi-PAIA kubantu imininingwane yabo yokuxhumana evela ethebuleni elingezansi. Zonke izicelo zolwazi kufanele zithunyelwe kwelinye noma kuwo wonke amaPhini ESikhulu Sezolwazi alandelayo:

Igama Eliphelele	Kobus Louw (uNobhala Wenkampani)
Ikheli Lomgwaqo:	83 Lois Avenue Menlyn 0181
Ikheli Leposi	P O Box 172 Menlyn 0063
Ikheli Le-imeyili	kobus.louw@tia.org.za
Inombolo Yocingo	012 472 2765
Iwebhusayithi	www.tia.org.za

Igama Eliphelele	Allen Wright (iPhini LikaNobhala Wenkampani)
Ikheli Lomgwaqo:	83 Lois Avenue Menlyn 0181
Ikheli Leposi	P O Box 172 Menlyn 0063
Ikheli Le-imeyili	allen.wright@tia.org.za
Inombolo Yocingo	012 472 2734
Iwebhusayithi	www.tia.org.za

Igama Eliphelele	Annalie Woest (UMphathi: Izinsizakalo Zezomthetho)
Ikheli Lomgwaqo:	83 Lois Avenue Menlyn 0181
Ikheli Leposi	P O Box 172 Menlyn 0063
Ikheli Le-imeyili	annalie.woest@tia.org.za
Inombolo Yocingo	012 472 2864
Iwebhusayithi	www.tia.org.za

5.3. Ukutholakala Kwemihlahlandlela ye-PAIA ne-POPIA

5.3.1 Isigaba 10 se-PAIA sifuna ukuba uMlawuli Wolwazi abuyekeze futhi enze kutholakale umhlahlandlela okhona ohlanganiswe yi-South African Human Rights Commission oqukethe lolo lwazi, ngendlela nesimo okulula ukusiqonda,

esingafunwa ngokufanele umuntu ofisa ukusebenzisa noma iliphi ilungelo elishiwo ku-PAIA ne-POPIA.

5.3.2 Imibuzo mayelana nomhlahlandlela ingaqondiswa kuMlawuli Wolwazi ku:-

Igama	Umlawuli Wezolwazi (eNingizimu Afrika)
Ikheli Lomgwaqo	SALU Building, 316 Thabo Sehume Street, Pretoria
Inombolo Yocingo	012 406 4818
Inombolo Yefeksi	086 500 3351
Iwebhusayithi	http://www.justice.gov.za/inforeg

5.4. Ukuthola amarekhodi agcinwe yi-TIA

5.4.1 Inqubo yokucela ukuwathola

5.4.1.1 Isicelo sokuthola irekhodi elithile kufanele senziwe ngefomu lesicelo elifanele, i-Form A, kuPhini LeSikhulu Sezolwazi. Leli fomu liyatholakala kuwebhusayithi ye-TIA.

5.4.1.2 Uma isicelo senziwa egameni lomunye umuntu, khona-ke ofaka isicelo kufanele athumele ubufakazi besikhundla sowenza isicelo esanelisa iPhini LeSikhulu Sezolwazi.

5.4.1.3 Uma umuntu engakwazi ukugcwalisa ifomu elifanele ngenxa yokuthi akafundile noma ukhubazekile, lowo muntu angafaka isicelo somlomo.

5.4.1.4 Ifomu elifanele kufanele lithunyelwe e-TIA nge-imeyili, ngeposi, noma lidilivwe ngesandla e-TIA.

5.4.1.5 Ofaka isicelo kufanele akhokhe inkokhelo ebekiwe ngaphambi kokuba kwenziwe okunye ukucubungula.

5.4.1.6 Ifomu kufanele ligcwaliswe ngokwanele ukuze isikhulu se-TIA sikwazi ukubona okulandelayo:

5.4.1.6.1 Ukuthi ungubani ofaka isicelo;

5.4.1.6.2 Ukuthi yimaphi amarekhodi acelwayo;

5.4.1.6.3 Ukuthi iyini injongo yokucela ulwazi;

5.4.1.6.4 Imininingwane yokuxhumana efomini yikheli le-imeyili, kanye/noma ikheli leposi; kanye

5.4.1.6.5 Nendlela ofaka isicelo afisa ukuba atshelwe ngayo ngesinqumo.

5.4.1.7 Kubalulekile ukuqaphela ukuthi ukuthola lolu lwazi akuzenzakaleli. Ofaka isicelo kufanele asho ukuthi iliphi ilungelo afisa ukulisebenzisa noma ukulivikela futhi achaze ukuthi kungani irekhodi lifuneka ukuze kusetshenziswe noma kuvikelwe lelo lungelo.

5.4.1.8 Ofaka isicelo uzokwaziswa ngendlela ayibonisile efomini lesicelo ukuthi ingabe isicelo sigunyaziwe.

5.5. Isinqumo

5.5.1 Zingakapheli izinsuku ezingama-30 ithole isicelo, i-TIA izonquma ukuthi iyasamukela noma iyasenqaba isicelo futhi ikhiphe isaziso ngezizathu zalokho.

5.5.2 Isikhathi sezinsuku ezingama-30 i-TIA okufanele inqume ngaso ukuthi iyasamukela noma iyasenqaba isicelo singanwetshwa ngesikhathi esingeqi ezinsukwini ezingama-30 uma isicelo sifuna ulwazi olukhulu, noma isicelo sidinga ukucingwa kolwazi olugcinwe elinye ihhovisi le-TIA futhi lolu lwazi lungeke lutholakale kalula phakathi nesikhathi sokuqala sezinsuku ezingama-30. I-TIA izokwazisa ofake isicelo ngencwadi uma kudingeka ukunwetshwa kwesikhathi.

5.5.3 I-TIA ingase, futhi kufanele ezimweni ezithile, yenqabe ukutholakala kwamarekhodi nganoma isiphi isizathu esichazwe eSahlukweni 4 seNgxenywe 3 ye-PAIA, esihlanganisa:

5.5.3.1 ukuthi ukutholakala kwawo kungaholela ekudalulweni ngokungafanele kolwazi lomuntu siqu lomunye umuntu;

5.5.3.2 isidingo sokuvikela ulwazi lwezintengiso lomunye umuntu noma lwe-TIA uqobo;

5.5.3.3 isidingo sokuvikela ulwazi oluyimfihlo lomunye umuntu;

5.5.3.4 isidingo sokuvikela ukuphepha kwabantu nokuvikela impahla;

5.5.3.5 ukuthi irekhodi liwulwazi olugodliwe ngezizathu zezomthetho;

5.5.3.6 isidingo sokuvikela ulwazi locwaningo lomunye umuntu noma lwe-TIA uqobo;

5.5.3.7 isidingo sokuvikela imisebenzi yezintengiso ye-TIA noma izinzuzo zezomnotho nenhlalakahle yezezimali yeRiphabhuliki yaseNingizimu Afrika;

5.5.3.8 imisebenzi ye-TIA; kanye

5.5.3.9 nezicelo okusobala ukuthi ziyubala noma ziyinkinga, noma ukusetshenziswa okukhulu nokungafanele kwezinsizakalo.

5.6. Izigaba zamarekhodi agcinwe yi-TIA

5.6.1 I-TIA igcina amarekhodi aphantsi nemisebenzi yayo kanye nemithetho ethintekayo. Ukutholakala kwamarekhodi alandelayo kungatholwa kuphela ngesicelo esisemthethweni esifaka kodwa esingacini nje:

5.6.1.1 ngezinqubomgomo nezinqubo ze-TIA;

5.6.1.2 amarekhodi ekhasimende/omfaki wesicelo acutshungulwa kanye/noma akhiwa njengengxenywe yenqubo yoxhaso-mali lwe-TIA;

- 5.6.1.3 amaminithi emihlangano namarekhodi ezinqumo;
- 5.6.1.4 ukunakekelwa kwangemuva kotshalo-mali nemibiko yokuhlaziya;
- 5.6.1.5 amafayela ezisebenzi (kufake nezisebenzi, abaqondisi be-TIA, amalungu ekomiti afakiwe kanye nabaqondisi abaqokiwe);
- 5.6.1.6 amarekhodi e-TIA ezezimali;
- 5.6.1.7 amarekhodi e-TIA okusebenza;
- 5.6.1.8 izivumelwano namamemorandamu ezivumelwano;
- 5.6.1.9 ucwaningo lwe-TIA, nolwazi lwezesayensi noma lobuchwepheshe; kanye
- 5.6.1.10 namadokhumenti amabhidi.

5.7. Amarekhodi atholakala ngaphandle kwesicelo

5.7.1 Amarekhodi atholakala ngokuzenzekelayo afaka kodwa awalinganiselwe kulawa:

- 5.7.1.1 UMthetho we-Technology Innovation Agency (uMthetho No 26 ka-2008);
- 5.7.1.2 Amarekhodi omthetho;
- 5.7.1.3 Izincwadi ze-TIA eziprintiwe nezingama-elektronikhi (izincwajana zezikhangiso, izincwadi zezindaba, nezincwajana);
- 5.7.1.4 Ulwazi olushicilelwa kuwebhusayithi ye-TIA;
- 5.7.1.5 Imibiko Yaminyaka Yonke eshicilelwe neminye imibiko.

5.8. Amasevisi atholakalela amalungu omphakathi

5.8.1 Amasevisi ahlinzekwa yi-TIA aphantelene nesibopho sakho nezinhloso eziseqhulwini ezichazwe eMthethweni we-TIA eziphathelene nezinhloso zayo zokusekela uHulumeni ekusunguleni nasekukhuliseni ubuchule bobuchwepheshe ukuze kuthuthukiswe ukukhula komnotho nekhwalithi yokuphila yabo bonke abantu baseNingizimu Afrika ngokusungula nokusebenzisa ubuchule bobuchwepheshe.

5.9. Ukucubungula ulwazi lomuntu siqu

5.9.1 Ukuze kuvikelwe ubumfihlo nolwazi lomuntu siqu, lonke ulwazi lomuntu siqu olucutshungulwa yi-TIA lupathwa ngokuvumelana nemigomo yeziNqubomgomo ze-TIA nezimiso ze-POPIA.

5.10. Inhloso yokucubungula ulwazi lomuntu siqu

5.10.1 Ulwazi lomuntu siqu luzosetshenziselwa kuphela injongo oluqoqelwe yona futhi kwavunyelwana ngayo. Lokhu kungabandakanya kodwa akugcini nje:

- 5.10.1.1 ngokuhalziywa kwezicelo zoxhaso-mali;
- 5.10.1.2 ukuhlinzekwa kwemikhiqizo namasevisi e-TIA afanele;
- 5.10.1.3 ukuqinisekiswa, nokubuyekezwa kwemininingwane yekhasimende/yabafaki bezicelo;
- 5.10.1.4 ukuqhuba ukuseshwa noma ukuqinisekiswa kwamareferensi ezikweletu;
- 5.10.1.5 ukunakekelwa kwamarekhodi amakhasimende;

- 5.10.1.6 ukuphathwa nokwesekwa kobuhlobo bamakhasimende;
- 5.10.1.7 ukuphatha okuvamile, izinhloso zezimali nezentela;
- 5.10.1.8 ukubambisana nezimfuneko zomthetho nezombuso;
- 5.10.1.9 ukunqanda nokuphenya ukukhwabanisa nobugebengu;
- 5.10.1.10 ukubamba nokuphatha izibambiso;
- 5.10.1.11 ukuqashwa kwabantu;
- 5.10.1.12 ukuphathwa nokwesekwa kwabasebenzi; kanye
- 5.10.1.13 nocwaningo lwezimakethe, izinhlobo zokwaneliseka kwamakhasimende nokuhlaziya izibalo.

5.11. Izigaba zabanikazi bolwazi

5.11.1 Izigaba zabanikazi bolwazi aziphelele kodwa zihloselwe ukunikeza umbono obanzi wabanikazi bolwazi:

- 5.11.1.1 Amakhasimende e-TIA (ozakwethu bebhizinisi), amakhasimende angase asijoyine;
- 5.11.1.2 Izisebenzi zamanje nezidlule ze-TIA nemindenani yazo (izingane, abalingani, abazali);
- 5.11.1.3 Abaphakeli be-TIA, abahlinzeki besevisi, nabaxhumanisi abangochwepheshe;
- 5.11.1.4 Amalungu eBhodi lase-TIA nabaqondisi abaqokiwe;
- 5.11.1.5 Izinkampani zotshalo-mali nabanimasheya bazo, izisebenzi, abaphakeli nabahlinzeki besevisi;
- 5.11.1.6 Izikhungo zamabhangwe;
- 5.11.1.7 Abafaki besicelo abangaphumelelanga boxhaso-mali nomsebenzi kanye nabafaka amabhidi; kanye
- 5.11.1.8 Nezivakashi zasezikhungweni ze-TIA.

5.12. Izigaba zabamukeli okwabelwana nabo ulwazi lomuntu siqu

5.12.1 Ngezinye izikhathi i-TIA yabelana ngolwazi lomuntu siqu elucubungulayo nabantu ngokwabo nabanye abantu abaseceleni. Lapho kudingeka khona noma kufuneka i-TIA ingase yabelane ngolwazi:

- 5.12.1.1 nabahlinzeki bezinsizakalo zezimali ababhalisiwe;
- 5.12.1.2 ezinye izikhungo zezikhwama zezentuthuko;
- 5.12.1.3 ukuqinisekisa ulwazi lomuntu siqu nama-eyensi amareferensi ezikweletu;
- 5.12.1.4 iziphathimandla zezomthetho nemibiko, izikhungo zikahulumeni;
- 5.12.1.5 abeluleki nabasizi abangochwepheshe;
- 5.12.1.6 abaphakeli nabahlinzeki bamasevisi;
- 5.12.1.7 izisebenzi zamanje, zesikhathi esidlule nezingase zisijoyine;
- 5.12.1.8 izinhlangano zezinhlobo nocwaningo; kanye
- 5.12.1.9 namaphoyisa nezinkantolo.

5.13. Ukudluliselwa Ngaphandle Kwemingcele kolwazi lomuntu siqu

5.13.1 Ngezikhathi ezithile, i-TIA lapho yenza imisebenzi yayo, kungase kudingeke idlulisele ulwazi lomuntu siqu lwabanikazi bolwazi kwezinye izinkampani kwamanye amazwe. I-TIA

izoqinisekisa ukuthi ithobela i-POPIA ekusakazeni ulwazi olunjalo. Ukudluliswa okunjalo kolwazi kuzokwenziwa kuphela uma kufinyelelwe enye yezimfuneko ezilandelayo:

- 5.13.1.1 abamukeli bangaphandle bolwazi lomuntu siqu bangaphansi komthetho, isimiso senkampani esiyisibopho, noma isivumelwano esiyisibopho esiqukethe imibandela efana ncamashi ne-POPIA ngokuphathelene nokucubungula nokudluliswa ulwazi lomuntu siqu;
- 5.13.1.2 umnikazi wolwazi efuna ukuba ludluliswe; noma
- 5.13.1.3 Ukudluliswa kudingeka ukuze kusetshenziswe inkontileka phakathi komnikazi wolwazi nesigungu esinegunya; noma
- 5.13.1.4 Ukudluliswa kudingeka ukuze kusetshenziswe inkontileka eyenzelwe umnikazi wolwazi phakathi kwesigungu esinegunya nenkampani yangaphandle; noma
- 5.13.1.5 Ukudluliswa kuzuzisa umnikazi wolwazi futhi kungenandlela yokuthola imvume yomnikazi wolwazi.

5.14. Izinyathelo zokuvikela ulwazi ukuze kuvikelwe ulwazi lomuntu siqu

- 5.14.1 Kuyimfuneko ye-POPIA ukuvikela ngokwanele ulwazi lomuntu siqu olugcinwe yisigungu esinegunya ukuze kugwenywe ukutholakala okungagunyaziwe nokusetshenziswa kolwazi lwakho lomuntu siqu. Lonke ulwazi lomuntu siqu olucutshungulwa yi-TIA luphathwa ngokuvumelana neNqubomgomo Yokuphathwa Kokuphepha Kolwazi ye-TIA.
- 5.14.2 Izilawuli zokuphepha nezinqubo zizobuyezwa njalo ukuze kuqinisekwe ukuthi ulwazi lomuntu siqu luvikelekile.
- 5.14.3 Kunezinqubo ezilandelayo zokuvikela ulwazi lomuntu siqu:
 - 5.14.3.1 Isikhulu sezolwazi se-TIA sinomthwalo wokuthobela imibandela yokucutshungulwa ngokusemthethweni kolwazi lomuntu siqu neminye imibandela ye-POPIA;
 - 5.14.3.2 Izinqubo ze-TIA zizobuyezwa ukuze kuqinisekwe ukuthi kutholwa imvume kubanikazi bolwazi ukuze kuqoqwe, kucutshungulwe, kusakazwe futhi kugcinwe ulwazi lwabo njengob akufunwa yi-POPIA;
 - 5.14.3.3 abanikazi bolwazi bazotshelwa ngamalungelo abo esigabeni sokuqongelelwa kolwazi;
 - 5.14.3.4 ukufinyelela ulwazi namasistimu aqukethe ulwazi lomuntu siqu kuzolinganiselwa kubasebenzisi abagunyaziwe ngokuvumelana nendima kanye nezibopho zabo;
 - 5.14.3.5 izicelo zokuthola ulwazi nezicelo zolwazi ezitholwa zivela ngaphandle kwe-TIA zizophathwa ngokuvumelana nale manuwali;
 - 5.14.3.6 uma usebenzisa izinkampani zangaphandle ukucubungula ulwazi lomuntu siqu, lezo zinkampani kuzodingeka zisayine isivumelwano sesevisi esiqinisekisa ukuzibophezela kwazo ekuvikelweni kolwazi lomuntu siqu; kanye
 - 5.14.3.7 nokuqeqeshwa nokwaziswa ngeZinqubomgomo ze-TIA ne-POPIA ukuze kuqinisekiswa ukuthotshelwa komthetho.

5.15. Inhloso yokucutshungulwa kolwazi lomuntu siqu

- 5.15.1 Umnikazi wolwazi ofisa ukuphikisa ukucutshungulwa kolwazi lomuntu siqu kufanele athumele ukuphikisa kwakhe esigungwini esinegunya nge-Form 1.

5.15.2 Isigungu esinegunya, noma umuntu oqokiwe, kufanele anikeze usizo olufanele uma kudingeka, ngaphandle kwenkokhiso, ukuze umnikazi wolwazi akwazi ukufaka ukuphikisa kwakhe nge-Form 1.

5.16. Ukulungiswa/Ukusulwa kolwazi lomuntu siqu

5.16.1 Umnikazi wolwazi ofisa ukucela ukulungiswa noma ukusulwa kolwazi lomuntu siqu noma ukulahlwa noma ukusulwa kwerekhodi lolwazi lomuntu siqu kufanele athumele isicelo esigungwini esinegunya nge-Form 2.

5.16.2 Isigungu esinegunya, noma umuntu oqokiwe, kufanele anikeze ulwazi oludingekayo ukuze umnikazi wolwazi akwazi ukugcwalisa i-Form 2 ngaphandle kwenkokhiso.

5.17. Izisombululo

5.17.1 Noma imuphi ofaka isicelo ongalisekile ngesinqumo se-TIA ngokuphathelene nokucela ukuthola irekhodi angafaka isikhalazo sangaphakathi kusiphathimandla esifanele, noma aye kuMlawuli Wolwazi, noma afake isicelo enkantolo enegunya elifanele ukuze athole usizo. Isikhalazo sangaphakathi kufanele sifakwe ngefomu elifanele, i-Form B.

5.18. Ukutholakala kwemanuwali

5.18.1 Imanuwali ishicilelwa kuwebhusayithi ye-TIA futhi izokwenziwa itholakale:

5.18.1.1 kuwebhusayithi ye-TIA;

5.18.1.2 ekomkhulu le-TIA ihlolwe umphakathi ngesikhathi somsebenzi esivamile;

5.18.1.3 kunoma imuphi umuntu uma ecela futhi ekhokha inani elifanele elibekiwe; kanye

5.18.1.4 noMlawuli Wolwazi uma kunesicelo.

5.19. Izinkokhelo ezibekiwe

5.19.1 Inkokhelo ebekiwe yokucela nokuthola ulwazi kufanele ikhokhwe ofaka isicelo ngaphambi kokuthi abantu be-TIA benze noma imaphi amarekhodi atholakale kofake isicelo.

5.19.2 Inkokhelo yesicelo ekhokhwa ngumfaki wesicelo ngamunye, ngaphandle kofaka isicelo somuntu siqu, ingu-R35.00. Inkokhelo yekhophi yemanuwali ingu-R0.60 ngekhophi nganye yekhasi le-A4 noma ingxenye yalo. Kunoma isiphi isicelo esidinga ngaphezu kwamahora ayisithupha ukuze kutholwe noma kulungiselelwe umbiko, ingxenye eyodwa kwezintathu zenkokhelo ebekiwe yokuthola ulwazi izokhokhwa njengediphozi ngumfaki wesicelo.

5.20. Izinkokhelo zomkhiqizo

Incazelo	Inkokhelo
a) Ikhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo	R0.60
b) Ikhophi ngayinye ephrintiwe yekhadi elingu-A4 noma ingxenye yalo elikukhompuyutha noma eliyi-elektronikhi noma elifundeka ngomshini	R0.40
c) Ikhophi efundeka ngomshini ku- (i) Compact disc	R40.00
d) Izithombe (i) I-compact disc yombhalo wezithombe, ekhasini elingu-A4 noma ingxenye yalo (ii) Ikhophi yezithombe	R22.00 R60.00
e) Okuqoshiwe (i) Umbhalo womsindo oqoshiwe, ekhasini elingu-A4 noma ingxenye yalo (ii) Ikhophi yokuqoshiwe	R12.00 R17.00

5.21. Izinkokhelo zokutholakala

Incazelo	Inkokhelo
a) Ikhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo	R0.60
b) Ikhophi ngayinye ephrintiwe yekhadi elingu-A4 noma ingxenye yalo elikukhompuyutha noma eliyi-elektronikhi noma elifundeka ngomshini	R0.40
c) Ikhophi efundeka ngomshini ku- (i) Compact disc	R40.00

d) Izithombe		
(i)	Umbhalo wezithombe, ekhasini elingu-A4 noma ingxenye yalo	R22.00
(ii)	noma ikhophi yezithombe	R60.00
e) Okuqoshiwe		
(i)	Umbhalo womsindo oqoshiwe, ekhasini elingu-A4 noma ingxenye yalo	R12.00
(ii)	Ikhophi yokuqoshiwe	R17.00

IZITHASISELO

1. Isithasiselo A = Form A
2. Isithasiselo B = Form B
3. Isithasiselo C = Form 1
4. Isithasiselo D = Form 2

ISITHASISELO 1: FORM A

**ISICELO SOKUTHOLA IREKHODI LESIGUNGU
SOMPHAKATHI NGOKWESIGABA 18 (1) SOMTHETHO
WOKUKHUTHAZWA KOKUFINYELELWA KOLWAZI, KA- 2000
(UMTHETHO NO. 2 KA-2000)**

[Regulation 6]

FOR OFFICE USE	
	Reference number.....
Request received by
Idiphozi (uma	R
Izinkokhelo	R

	..
	ISIGINESHA YESIKHULU SEZOLWAZI/IPHINI LESIKHULU

A. Imininingwane yesigungu sikahulumeni

ISikhulu Sezolwazi/IPhini LeSikhulu Sezolwazi:

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B. Imininingwane yomuntu ocela ukuthola irekhodi

- (a) Imininingwane yomuntu ocela ukuthola irekhodi kufanele inikezwe ngezansi.
- (b) Ikheli kanye/noma inombolo yefeksi yaseRiphabhuliki ulwazi okufanele luthunyelwe kuyo kufanele inikezwe.
- (c) Ubufakazi besikhundla okwenziwa ngaso isicelo, uma sikhona, kufanele bunamathiselwe.

Igama nesibongo esiphelele:

Inombolo kamazisi:

Ikheli leposi:

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Inombolo yefeksi

Inombolo yocingo:

Ikheli le-imeyili:

Isikhundla sokwenza isicelo, uma senzela omunye umuntu:

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.....

C. Imininingwane yomuntu owenzela isicelo

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

Igama nesibongo esiphelele:

Inombolo kamazisi:

D. Imininingwane yerekhodi

Nikeza imininingwane ephelele yerekhodi elicelwayo, kufake inombolo yereferensi uma uyazi, ukuze irekhodi litholakale.

1. Incazelo yamarekhodi noma ingxenye efanele yerekhodi:
2. Inombolo yereferensi, uma itholakala:
3. Noma imiphi eminye imininingwane yerekhodi:
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.....

E. Izinkokhelo

- (a) Isicelo sokuthola irekhodi, ngaphandle kwerekhodi elinolwazi lomuntu siqu mayelana nawe, sizocutshungulwa kuphela ngemuva kokukhokha **inkokhelo yesicelo**.
- (b) Uzokwaziswa ngenani okudingeka ulikhokhe njengenkokhelo yesicelo.
- (c) **Inkokhelo ekhokhwayo yokuthola** irekhodi incike ekutheni irekhodi lifunwa linjani kanye nesikhathi esifanele esidingekayo ukuze kucingwe futhi kulungiselelwe irekhodi.

Izizathu zokukhululwa ekukhokheni izinkokhelo:

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F. Uhlobo lokutholakala kwerekhodi

Uma unqandwa ukukhubazeka ukuba ungafundi, ungabuki noma ungalaleli okuqoshiwe okutholakala ku-1 kuya ku-4 ngezansi, yisho ukukhubazeka kwakho futhi ubonise ukuthi udinga irekhodi ngayiphi indlela

Ukukhubazeka:	Isimo irekhodi elifunwa ngaso	
Maka ibhokisi elifanele ngo-X AMANOTHI:		
(a) Ukuhambisana nesicelo sakho sokuthola irekhodi ngendlela eshiwoyo kungancika endleleni irekhodi elitholakala ngayo. (b) Ukutholakala ngendlela eceliwe kungase kwenqatshwe ezimweni ezithile. Esimweni esinjalo, uzotshelwa uma irekhodi lizonikezwa ngendlela indlela. (c) Inkokhelo ekhokhwayo yokuthola irekhodi, uma ikhona, izonqunywa ngokwengxenywe yindlela yokutholakala kwalo eceliwe.		
1. Uma irekhodi libhaliwe noma liprintiwe:		
Ikhophi yerekhodi*	Ukuhlolwa kwerekhodi	
2. Uma amarekhodi enezithombe: (lokhu kufaka izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe zekhompuyutha, imidwebo, njll):		
Buka izithombe	Ikhophi yezithombe*	Umbhalo wezithombe*
3. Uma irekhodi linamagama aqoshiwe noma ulwazi olungashicilelwa ngomsindo:		
Lalela ithrekhi (ikhasethi lomsindo)	Umbhalo wethrekhi * (idokhumenti ebhaliwe noma ephrintiwe)	
4. Uma irekhodi likukhompuyutha noma liyi-elektronikhi noma lifundeka ngomshini:		
Ikhophi ephrintiwe yerekhodi*	Ikhophi ephrintiwe yolwazi etholwe kurekhodi*	
* Uma ucele ikhophi noma umbhalo werekhodi (ngenhla), ingabe ufisa ukuba ikhophi noma ubhalo uposelwe wona? Kunesitembu okufanele sikhokhwe		YEBO CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolwazi olufunayo, ukutholakala kwalo kungase kunikezwe ngolimi irekhodi elitholakala ngalo. Ungathanda ukuthola irekhodi ngaluphi ulimi?		

G. Isaziso sesinqumo mayelana nesicelo sokutholakala kwerekhodi

Uzokwaziswa ngencwadi ukuthi isicelo sakho sigunyaziwe/sinqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise leyo ndlela futhi unikeze imininingwane edingekayo ukuze kwenziwe ngokuvumelana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokuthola irekhodi?

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... Isayinwe e-.....mhla ka-..... ku-20.....

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**ISIGINESHA YOFAKA ISICELO/UMUNTU
OFAKELWA ISICELO**

ISITHASISELO 2: FORM B

**ISAZISO SESIKHALAZO SANGAPHAKATHI
NGOKUVUMELANA NESIGABA 75 SOMTHETHO
WOKUTHOLAKALA KOLWAZI, KA-2000 (UMTHETHO NO. 2
KA-2000)
[Regulation 8]**

YISHO INOMBOLO YAKHO YEREFERENSI:

QAPHELA: Umuntu ofaka isikhalazo sangaphakathi kungase kudingeke akhokhe inkokhelo yesikhalazo.

Uma kunenkokhelo yesikhalazo ekhokhwayo, isinqumo sesikhalazo sangaphakathi singase siqandwe kuze kukhokhwe inkokhelo.

A. Imininingwane yesigungu sikahulumeni

ISikhulu Sezolwazi/IPhini LeSikhulu Sezolwazi

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B Imininingwane yofaka isicelo/omunye umuntu ofaka isikhalazo sangaphakathi

- (a) Imininingwane yomuntu ofaka isikhalazo sangaphakathi kufanele inikezwe ngezansi.
- (b) Ubufakazi besikhundla okwenziwa ngaso isikhalazo, uma sikhona, kufanele bunamathiselwe.
- (c) Uma ofaka isikhalazo kuwumuntu oseceleni futhi kungeyena umuntu ocele ulwazi ekuqaleni, imininingwane yofaka isicelo kufanele inikezwe ku-C

Igama nesibongo esiphelele

Inombolo kamazisi:

Ikheli leposi:

Inombolo yocingo:

Ikheli le-imeyili:

Isikhundla sokwenza isicelo, uma senzela omunye umuntu:

.....

C. Imininingwane yofaka isicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA uma umuntu oseceleni (ongeyana ofaka isicelo) efaka isikhalazo sangaphakathi.

Igama nesibongo esiphelele:

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Inombolo kamazisi:

D. Isinqumo okwenziwa ngaso isikhalazo sangaphakathi

<i>Maka isinqumo okwenziwa ngaso isikhalazo sangaphakathi ngo-X ebhokisini elifanele:</i>	
	Ukwenqatshwa kwesicelo sokutholakala
	Isinqumo ngokuphathelene nezinkokhelo ezibekiwe ngokwesigaba 22 se-PAIA
	Isinqumo ngokuphathelene nokunwetshwa kwesikhathi okufanele kusingathwe ngaso isicelo ngokuvumelana nesigaba 26 (1) se-PAIA
	Isinqumo ngokuvumelana nesigaba 29 (3) se-PAIA sokwenqabela ukutholakala ngendlela ecelwe umfaki wesicelo
	Isinqumo sokuvumela isicelo sokutholakala

E. Izizathu zesikhalazo

Uma isikhala esinikeziwe singanele, sicela uqhubeke kufoliyo ehlukele futhi uyinamathisele kuleli fomu. Kufanele usayine wonke amafoliyo engeziwe.

Yisho izizathu isikhalazo sangaphakathi esisekelwe kuzo:

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Yisho noma iluphi olunye ulwazi olungafaneleka uma kucatshangelwa isikhalazo:

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F. Isaziso sesinqumo sesikhalazo

Uzokwaziswa ngencwadi ngesinqumo sesikhalazo sakho sangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise leyo ndlela futhi unikeze imininingwane edingekayo ukuze kwenziwe ngokuvumelana nesicelo sakho.

Yisho indlela:

Iminingwane yaleyo ndlela:

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Isayinwe e-.....mhla ka-..... ku-20.....

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ISIGINESHA YOFAKA ISIKHALAZO

ISITHASISELO 3: FORM 1

**UKUPHIKISWA KOKUCUTSHUNGULWA KOLWAZI LOMUNTU
SIQU NGOKWESIGABA 11(3) SOMTHETHO WOKUVIKELWA
KOLWAZI LOMUNTU SIQU, KA- 2013 (UMTHETHO NO. 4 KA-2013)
IMITHETHO EPHATHELENE NOKUVIKELWA KOLWAZI LOMUNTU SIQU, 2018**

Regulation 2]

Note:

1. *Ama-afidavithi noma obunye ubufakazi bezincwadi obudingekayo bokusekela ukuphikisa bunganamathiselwa.*
2. *Uma isikhala esinikezwe eFomini singanele, thumela ulwazi njengeSithasiselo saleli fomu bese usayina ikhasi ngalinye.*
3. *Gcwalisa njengoba kudingeka.*

A	IMININGWANE YOMNIKAZI WOLWAZI
Igama nesibongo/ igama elibhalisiwe lomnikazi wolwazi:	
Isihlonzi esikhethekile/inombolo kamazisi	
Ikheli lomgwaqo, leposi noma lebhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo yefeksi:	
Ikheli le-imeyili:	
B	IMININGWANE YESIGUNGU ESINEGUNYA
Igama nesibongo/ igama elibhalisiwe lesigungu esinegunya	
Ikheli lomgwaqo, leposi noma lebhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
Inombolo yefeksi/ikheli le-imeyili	

ISITHASISELO 4: FORM2

ISICELO SOKULUNGISA NOMA SOKUSULA ULWAZI LOMUNTU SIQU NOMA UKUSHABALALIS ANOMA UKUSULA IREKHODI LOLWAZI LOMUNTU SIQU NGOKWESIGABA 24(1) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU SIQU, KA-2013 (UMTHETHO NO. 4 OF 2013) IMITHETHO EPHATHELENE NOKUVIKELWA KOLWAZI LOMUNTU SIQU, 2018

[Regulation 3]

Qap

hela:

1. *Ama-afidavithi noma obunye ubufakazi bezincwadi obudingekayo bokusekela ukuphikisa bunganamathiselwa.*
2. *Uma isikhala esinikezwe eFomini singanele, thumela ulwazi njengeSithasiselo saleli fomu bese usayina ikhasi ngalinye.*
3. *Gcwalisa njengoba kudingeka*

Maka ibhokisi elifanele ngo-“x”.

Isicelo:

Sokulungiswa noma sokusulwa kolwazi lomuntu siqu mayelana nomnikazi wolwazi oluphethwe noma olulawulwa yisigungu esinegunya.

Ukushabalalisa noma ukusulwa kwerekhodi lolwazi lomuntu siqu mayelana nomnikazi wolwazi eliphethwe noma elilawulwa yisigungu esinegunya futhi elingasenalolungu lokulondoloza irekhodi lolwazi.

A	IMININGWANE YOMNIKAZI WOLWAZI
Igama nesibongo/ igama elibhalisiwe lomnikazi wolwazi:	
Isihlonzi esikhethekile/inombolo kamazisi	
Ikheli lomgwaqo, leposi noma lebhizinisi:	
	Ikhodi ()
Inombolo yefeksi/ikheli le-imeyili:	
B	IMININGWANE YESIGUNGU ESINEGUNYA
Igama nesibongo / igama elibhalisiwe lesigungu esinegunya:	
Ikheli lomgwaqo, leposi noma	

