Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

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INCWADANA YOMTHETHO WOKUKHUTHAZA

UKUFIKELELA KWIINKCUKACHA (I-PAIA) YESEBE LOLAWULO NGENTSEBENZISWANO NEMICIMBI YEMVELI

ILUNGELELANISWE NGOKWECANDELO 14

LOMTHETHO WOKUKHUTHAZA UKUFIKELELA

KWIINKCUKACHA (UMTHETHO ONGUNOMBOLO 2 KA-2000 NJENGOKO UFAKELWE IZILUNGISO)

ISILEMELA 2026 / 2027

1. INJONGO YENCWADANA YE-PAIA

Le Ncwadana ye-PAIA iluncedo kuluntu-

1.1 Ukukhangela iirekhodi ezinokuthi kanti ziyafumaneka kwiSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli ngaphandle kokufaka isicelo esisesikweni se-PAIA;

1.2 Ukufumana ulwazi kuba ungasenza njani isicelo sokufikelela kwiirekhodi zeSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli;

1.3 Ukufikelela kuzo zonke iinkcukacha zoqhagamshelwano zabantu abanceda uluntu ngeerekhodi abafuna ufikelela kuzo;

1.4 Ukwazi ngalo lonke uncedo olufumaneka kwiSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli malunga nezicelo zokufikelela kwiirekhodi, phambi kokuba umntu aye kuMlawuli okanye kwiiNkundla zamatyala;

1.5 Ukufumana inkcazelo ngeenkonzo zoluntu nezifumaneka kwiSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli kunye neendlela zokufikelela kwezo nkonzo;

1.6 Ukufumana inkcazelo epheleleyo ngendlela yokusebenzisa i-PAIA, njengoko ihlaziywa nguMlawuli kunye nangendlela yokufikelela kuyo;

1.7 Ukwazi ukuba iSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli liza kuziphononga na iinkcukacha zomntu, injongo yokuphononongwa kweenkcukacha zomntu kunye nodidi lwabantu abachatshazelwa yidatha kunye neenkcukacha okanye udidi lweenkcukacha ezinxulumene noko;

1.8 Ukwazi ukuba iSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli licwangcise ukudlulisela okanye ukuthumela iinkcukacha zomntu zobuqu ngaphandle kweRiphabhliki yoMzantsi Afrika na, kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zomntu zobuqu; kwaye

1.9 Ukwazi ukuba iSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli linamanyathelo okhuseleko afanelekileyo ukuqinisekisa ubumfihlo, intembeko kunye nokufumaneka kweenkcukacha zomntu zobuqu eziza kuqwalaselwa.

2. UKUSEKWA KWESEBE LOLAWULO NGENTSEBENZISWANO NEMICIMBI YEMVELI.

ISebe loLawulo ngeNtsebenziswano neMicimbi yeMveli lelinye kumasebe karhulumente alishumi elinesine kwiPhondo leMpuma Koloni. Lisebe elenziwe ngokomgaqo-siseko kunye noMthetho weNkonzo kaRhulumente ukukhuthaza uzinzo, ukumanyanisa, nophuhliso lozinzo loMasipala kunye namaZiko eMveli. Ligunyaziswe ukuba liqinisekise:

- Inkqubo kaRhulumente waseKhaya enokuthi iphendule kwiimfuno zabemi. Esi sisigunyaziso esingqingwa esifuna iinzame zethu ezigqibeleleyo

Umbono weSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli kukudala inkqubo ehlangeneyo, ekwaziyo ukusebenza, esabelayo, nenika ingxelo kurhulumente wasekhaya kunye neziko lemveli eligxile kwiimfuno zoluntu.

Injongo yeSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli kukukhuthaza urhulumente wasekhaya ophuhlayo kunye namaziko emveli aphendulayo, agxininise kwizinto eziphambili zabemi; okwaziyo ukunikezela ngeenkonzo ezikumgangatho ophezulu ngokungaguqukiyo nangokuzinzileyo ngolawulo olunentsebenziswano nedemokhrasi ethatha inxaxheba.

ISebe loLawulo ngeNtsebenziswano neMicimbi yeMveli likholelwa kwezi nqobo zilandelayo:

INQOBO	INKCAZO
Uthethwano	Sihlala sicebisana nabasebenzisi beenkonzo zethu kwinqanaba, umgangatho, kunye nokhetho lweenkonzo esizinikezelayo
Iinkonzo esemgangathweni	Sibeka umgangatho ophezulu olungiselelwe unikezelo lwenkonzo olusebenzayo nolululo.
Ukulingana	Siya kunika ukufikelela ngokulinganayo kwiinkonzo zethu kumntu wonke, kugxininiswa ngokukodwa kumaqela ekujoliswe kuwo

Ubungcali emsebenzini	Sikholelwa ukuba abasebenzisi beenkonzo zethu banelungelo lokuphathwa ngembeko nangomgangatho ophezulu wobungcali.
Eyona migangatho iphezulu yeenqobo ezisesikweni	Asiyi kunyamezela tu ubuqhophololo norhwaphilizo
Abona bantu baxabisekileyo, abasebenzi bethu	Sikholelwa ukuba abasebenzi bethu bayinxalenye yempumelelo yeSebe, kwaye siya kuzama ngamaxesha onke ukuqinisekisa ukuba iimfuno zabo zasemsebenzini ziyaneliswa.
Ukusabela	Sithembisa ukuphendula ngokukhawuleza nangempumelelo kwiimfuno zabathathi-nxaxheba abachaphazelekayo kunye noluntu

3. ISITRAKTSHA NEMISEBENZI YESEBE LOLAWULO NGENTSEBENZISWANO KUNYE NEMICIMBI YEMVELI

IProgram	**Iinjongo zesicwangciso-qhinga**	**IiNjongo eziCwangcisiweyo**	
IProgram 1	<u>**Injongo Yesicwangciso-qhinga 1:**</u> **Ubume obusingqongileyo obuncedisayo bokuphucula unikezelo lwenkonzo ngeenkonzo zenkxaso ezihlanganisiweyo**	**SO:1**	Ukukhuthaza ukugqwesa kubunkokeli, ulawulo olululo, iinkonzo ezimanyanisiweyo kunye nolawulo lwemali ukuphumeza ulawulo olucocekileyo.
IProgram 2	<u>**Injongo Yesicwangciso-qhinga 2**</u> **Ukomeleza amandla kamasipala kumaziko ukukhuthaza ulawulo**	**SO:2** **SO:3**	Ukuphucula inkxaso yolawulo olusebenzayo kwimiba yolawulo lukamasipala ngokwesakhelo solawulo Ukukhuthaza ulawulo lwemali olusebenzayo koomasipala kulawulo

	nonikezelo lwenkonzo olusebenzayo		lwemali olucocekileyo ngokuhambelana neMithetho esebenzayo
		SO:4	Ukuphucula intembeko kuluntu nokuthembeka kurhulumente wasekhaya ngokuthatha inxaxheba koluntu
		SO:5	Ukuququzelela ukusebenza okuphuculweyo kwamaziko kamasipala angama-45 ngokuzalisekisa ngokupheleleyo ulawulo lomsebenzi ngamnye kunye neenkqubo zophuhliso ezihambelana neenkqubo zolawulo lwentsebenzo yeSebe.
		SO:6	Ukuphucula uvavanyo lwezakhono zikamasipala, ukuxhotyiswa ngezakhono kunye ne-ICT ngokubonelela ngenkxaso yolawulo olusemgangathweni ophezulu.
		SO:7	Ukuphucula ukusebenza kukamasipala, ukubek'esweni kunye neenkonzo zovavanyo ngenkxaso esebenzayo nelungelelanisiweyo yokusebenzela.
IProgram 3	**<u>Injongo Yesicwangciso-qhinga 3:</u>** **Ucwangciso nophuhliso olusebenzayo nolusebenzayo koomasipala**	**SO8**	Ukuxhasa oomasipala abangama-45 ukuba bafezekise izibophelelo zabo ezisemthethweni, ezentlalo, ezoqoqosho kunye nezendalo ngokubhekiselele kucwangciso lophuhliso oluhlanganisiweyo, ucwangciso lwesithuba, uhlolo lomhlaba kunye nolawulo lwengcaciso yecadastral, iinkonzo zoqingqo-maxabiso kunye nolawulo losetyenziso lomhlaba nolawulo.

	Injongo Yesicwangciso-qhinga 4 **Izixeko ekuhlalekayo kuzo, ezidityanisiweyo, iidolophu kunye neendawo zasemaphandleni ezibonelela ngokhuseleko lwengeniso esisiseko**	**SO9**	Ukukhuthaza impumelelo yezoqoqosho, izixeko ezihlala zihlangene, iidolophu neendawo zasemaphandleni kunye nokhuseleko lwengeniso esisiseko kubemi bePhondo leMpuma Koloni.
	Injongo Yesicwangciso-qhinga 5 **Ukuba noomasipala abasebenzayo, abazinzileyo abaphuhlisayo abanikezela ngeenkonzo ezisisiseko**	**SO:10**	Ukuxhasa oomasipala abangama-45 ukuba bafezekise injongo yabo yeenkonzo ezisisiseko ngokuhambelana ne-IDP yabo ethembekileyo.
IProgram 4&5	**Injongo Yesicwangciso-qhinga 6** **Ubume benkonzo obuncedayo kumaziko obunkokeli bemveli ukuphucula uphuhliso lwentlalo noqoqosho ngeenkonzo zenkxaso ezihlanganisiweyo**	**SO:11**	Ukudala inkonzo efanelekileyo kunye nemeko yolawulo yokuphunyezwa kweenjongo zophuhliso zokuphucula ukusebenza kwamaziko obunkokeli bemveli kunye nohlumo lwentlalo noqoqosho.
		SO:12	Ukukhuthaza iinkqubo zemveli, ezenkcubeko nezesintu
		SO:13	Ukusombulula iingxabano zobunkokheli bemveli kunye namabango okuphucula ubambiswano phakathi koluntu

		SO:14	Ukwenza umsebenzi wokongamela osebenzayo kunye nenkxaso yeqhinga kumaziko obuNkokeli beMveli ukuzalisekisa imfuno yomgaqo-siseko yokuqaphela indima nemisebenzi yamaziko okuphucula ukukhula koqoqosho lwentlalo yoluntu lwasemaphandleni.

4. IINKCUKACHA ZOQHAGAMSHELWANO EZINGUNDOQO ZOKUFIKELELA KWIINKCUKACHA ZESEBE LOLAWULO NGENTSEBENZISWANO KUNYE NEMICIMBI YEMVELI.

4.1 IGosa leNgcaciso

INtloko yeSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli, uMnu V. Mlokothi liGosa leNgcaciso ngokwecandelo 17 (1) le-PAIA)

Igama: Mr V. Mlokothi: A IBambela leNtloko yeSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli
Ifowuni: 066 480 0226
I-Imeyili: Hodsupport@eccogta.gov.za

4.2 Iinkcukacha zoqhagamshelwano ngokubanzi zokufkelela kwiinkcukacha

I-Imeyili: Hodsupport@eccogta.gov.za

4.3 KwaNdlunkulu

Idilesi yeposi: Attention: Information Officer
Private Bag X0035
Civic Square
BHISHO
5605

Idilesi yesakhiwo:	Isango lolwamkelo lweSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli luseBHISHO. BHISHO –abatyeleli bangena kwisakhiwo iTyamzashe, Civic Square.
Ifowuni:	066 480 0226
I-Imeyili:	Hodsupport@eccogta.gov.za
IWebhusayithi:	http://eccogta.gov.za

5. INGCACISO YAWO WONKE AMANCEDO AFUMANEKAYO NGOKUNXULUMENE NOMTHETHO OKANYE UKUSILELA UKWENZA KWESEBE LOLAWULO NGENTSEBENZISWANO KUNYE NEMICIMBI YEMVELI.

a) Isibheno sangaphakathi

- Isibheno sangaphakathi kwiifom ezimiselweyo, eziziifom 4 (iFom yesiBheno sangaPhakathi) kunye nefom 5 (ifom yesikhalazo) kufuneka zisiwe okanye zithunyelwe kwiGosa leNgcaciso / iSekela leGosa leNgcaciso kunye nentlawulo yesibheno.
- Umba wesibheno sangaphakathi kufuneka uchongwe kwaye izizathu zesibheno sangaphakathi kufuneka zixelwe kwaye zinokubandakanya naluphi na olunye ulwazi olufanelekileyo olwaziwayo ngumbheni.
- IGosa leNgcaciso / iSekela leGosa leNgcaciso kufuneka ke ngoko lingenise isibheno sangaphakathi kunye nezizathu zalo zesigqibo eso, kugunyaziwe wezibheno oya kuthi axelele umbheni ofanelekileyo ukuba isibheno siyaqwalaselwa.

- Xa kusenziwa isigqibo ngesibheno, ugunyaziwe wezibheno unokusiqinisekisa isibheno okanye atshintshe isigqibo eso afake esitsha.
- Ngaphaya koko, umenzi-sicelo unokufaka isicelo enkundleni sokufumana isiqabu esifanelekileyo emva kokuba inkqubo yesibheno yangaphakathi echasene nesigqibo seGosa leNgcaciso / iSekela leGosa leNgcaciso liye layekiswa.

b) Complaint to the Information Regulator

- Umfaki-sicelo unokungenisa isikhalazo kuMlawuli weeNkcukacha ngokuzalisa ngokufanelekileyo aze anikezele iFom 5, kodwa emva kokuba umenzi-sicelo esebenzise inkqubo yangaphakathi yesibheno ngokuchasene nesigqibo seSekela leGosa leNgcaciso leSebe.

c) Ukuya kwiNkundla yamatyala

- Nangona iSebe licebisa ukuba abafaki-zicelo bazame ukusombulula iimbambano malunga nokufikelela kwiinkcukacha ngaphandle kokuya kwiinkundla zamatyala, umfaki-sicelo unokuthi, ukuba akanolisekanga, aye enkundleni emva kwenkqubo yesibheno yangaphakathi.

6. ISIKHOKELO SOMLAWULI WEENKCUKACHA SENDLELA YOKUSEBENZISA UMTHETHO

ISikhokelo sendlela yokusebenzisa uMthetho wokuKhuthaza ukuFikelela kwiiNkcukacha ka-2000, siya kufumaneka kwi-Ofisi yoMlawuli weeNkcukacha.

I-OFISI YOMLAWULI WEENKCUKACHA

IGosa leNgcaciso

Iwebhusayithi	:	https://www.inforegulator.org.za
Idilesi yeposi	:	P.O. Box 31533 Braamfontein Johannesburg 2017
Ifowuni.	:	(010) 023 5200
I-imeyili	:	Izikhalazo ngokubanzi: enquiries@inforegulator.org.za
	:	Izikhalazo: PAIAComplaints@inforegulator.org.za

7. INGCACISO YEZIHLOKO ISEBE LOLAWULO NGENTSEBENZISWANO KUNYE NEMICIMBI YEMVELI ELIGCINE KUZO IREKHODI.

Izihloko apho iqumrhu ligcina iirekhodi	**Iindidi zeerekhodi ezigcinwe kwisihloko ngasinye**
Amaxwebhu acwangcisiweyo, iziCwangciso, izindululo	IiNgxelo zoNyaka, isiCwangciso soBuchule, isiCwangciso sokuSebenza soNyaka.
Ezengqesho	- IMigaqo-nkqubo kunye neenkqubo ze-HR; - Izithuba ezibhengeziweyo; - Iirekhodi zabaqashi; - UkuFunda kunye noPhuhliso umz. iziCwangciso zoPhuhliso IweZakhono kunye noQeqesho; - Isicwangciso soBulungisa kwezeNgqesho kunye neeNkcukacha manani; - Iinkcukacha zomntu zobuqu ezinikezelwe ngabasebenzi; - Iinkcukacha ezinikezelwe ngumntu wesithathu ochaphazelekayo ngokunxulumene nabasebenzi; - Iimeko zengqesho kunye nezinye iikhontrakthi ezinxulumene nabasebenzi; - Iirekhodi zovavanyo lwangaphakathi kunye nezinye iirekhodi zangaphakathi; - Imbalelwano enxulumene nabasebenzi; - Iishedyuli zoqeqesho kunye nemathiriyeli; - Iirekhodi zoluleko; - Iirekhodi zemivuzo; - Iirekhodi ezahlukeneyo zekhefu
Iinkcukacha zabathath-nxaxheba abachaphazelekayo "Umthath-nxaxheba ochaphazelekayo" uquka naliphi na iziko ngokwendalo okanye ngokwasemthethweni elifumana iinkonzo kwiCOGTA.	- Naziphi na iinkcukacha umthath-nxaxheba ochaphazelekayo azinike iCOGTA; - Naziphi na iinkcukacha ezinikwe ngumthathi-nxaxheba ochaphazelekayo kumntu wesithathu ochaphazelekayo osebenza egameni leCOGTA; - Iirekhodi ezenziwe yi-COGTA okanye ngaphakathi kwe-COGTA ngokuphathelene nabathathi-nxaxheba abachaphazelekayo, kubandakanywa neerekhodi zentengiselwano.
Iirekhodi zeCOGTA	- iirekhodi zemali; - Iirekhodi zokusebenza; - Uvimba weenkcukacha kunye ne-IT; - Iirekhodi zonxibelelwano; - Imbalelwano yangaphakathi; - Iirekhodi ezinxulumene neenkonzo; - Iirekhodi ezisemthethweni; - Imigaqo-nkqubo kunye neenkqubo zangaphakathi - Iirekhodi ezigcinwe ngamagosa eCOGTA

Iirekhodi ezinxulumene namanye amaqela achaphazelekayo ICOGTA inokuba neerekhodi eziphathelele kwamanye amaqela achaphazelekayo, kubandakanywa (kodwa kungaphelelanga) kwiikontraka, ababoneleli kunye nababoneleli beenkonzo. Kungenjalo, amanye amaqela achaphazelekayo anjalo anokuba neerekhodi ekunokuthiwa zezeCOGTA.	- Umqeshwa, umxhasi okanye iirekhodi zeCOGTA ezigcinwe ngomnye umntu ngokuchasene nokuba zigcinwe yiCOGTA; - Iirekhodi ezigcinwe yiCOGTA eziphathelele kwamanye amaqela achaphazelekayo, kubandakanywa (kodwa kungaphelelanga) iinkcukacha zomntu zobuqu, iirekhodi zemali, imbalelwano, iirekhodi zekontraka, iirekhodi ezibonelelwe lelinye iqela kunye neerekhodi ezinikezelwe ngumntu wesithathu ochaphazelekayo malunga neekontraka kunye okanye ababoneleli.

8. IIREKHODI EZINGEZIZO IIMBALELWANO (IIREKHODI EZIZEZINYE) ZESEBE LOLAWULO NGENTSEBENZISWANO NEMICIMBI YEMVELI EZIFUMANEKAYO UKUZE KUFIKELELWE (JONGA IWEBHUSAYITHI YESEBE)

- Iindaba ezikhawulezieyo
- Iipowusta namaphetshsna eMpilo-ntle
- Iipowusta nezitikhazi ezichasene noRhwaphilizo
- Iincwadana
- Iimagazini zikaMasipala
- Amaxwebhu e-IDP
- Imiboniso enesandi
- Amaxwebhu eMbasa zeVuna
- Amaxwebhu acwangcisiweyo

9. IINDIDI ZEREKHODI ZESEBE LOLAWULO NGENTSEBENZISWANO KUNYE NEMICIMBI YEMVELI EZIFUMANEKA NGAPHANDLE KOMNTU KUFUNEKA ACELE UKUFIKELELA.

Udidi	Uhlobo loxwebhu	Iyafumaneka kwiWebhusayithi	Iyafumaneka ngesicelo
Uxwebhu lwethenda	- Iithenda ezinikezelweyo - Iithenda ezingekagqitywa - Iithenda ezifunyenweyo - Isicwangciso sokuthengwa	X	

	kweempahla neenkonzo		
Umthetho / iMimiselo	- Umgaqo-nkqubo woBumfihlo beDatha yaNgaphandle - Umgaqo-nkqubo woBumfihlo beDatha yeWebhusayithi - IMigaqo yokusetyenziswa kweWebhusayithi - Ukuchaswa ekuSingathweni kweeNkcukacha zoBuqu zomntu - Isicelo sokuLungiswa okanye ukucinywa kweeNkcukacha zoBuqu zomntu - Incwadana yePAIA - Isicelo sokuFikelela kwiiRekhodi zeZiko likaRhulumente - Indlela yokuziphatha	X	
Amaxwebhu aCwangcisiweyo (IziCwangciso kunye neNgxelo)	- Iprofayili yeZiko (Ujoliso, iiNjongo, iMisebenzi) - Iingxelo zoNyaka; - Isicwangciso sobuchule; - Ingxelo yokuSebenza kweZiko;	X	
Amaxwebhu eMali	- Ifomu yoBhaliso loMthengi - Imigaqo neMiqathango yoRhwebo	X	
Iinkcukacha ngokubanzi	- Imbali yeCOGTA - Iividiyo		

10. IINKONZO EZIFUMANEKAYO KUMALUNGU OLUNTU KWISEBE LOLAWULO NGENTSEBENZISWANO KUNYE NEMICIMBI YEMVELI KWAKUNYE NOKUBA KUFUMANEKA NJANI UKUFIKELELA KWEZO NKONZO.

10.1Amagunya, imisebenzi kunye nomsebenzi

Isebe loLawulo ngeNtsebenziswano kunye neMicimbi yeMveli lelinye kumasebe alishumi elinesine kaRhulumente kwiPhondo leMpuma Koloni. Isigunyaziso sesebe njengoko sichazwe liBhunga lesiGqeba esiLawulayo sePhondo simi ngolu hlobo lulandelayo:

- Ukulungelelanisa onke amaziko karhulumente ukuqinisekisa impembelelo enkulu;
- Indlela yongenelelo;
- Uphuculo lwentsebenziswano yangaphakathi nangaphandle kunye neziphumo ezisekelwe kuBudlelwane obuphakathi koRhulumente;

Ukuqinisekisa indlela enye yonxibelelaniso kunye nolawulo lorhulumente wesizwe, owephondo nowengingqi. Ngokwenyani isigunyaziso seSebe silinganiswe nentsika yevili, simi kumbindi wocwangciso oluhlangeneyo, uphuhliso kunye nokomeleza ii-IDP zikamasipala.

Iirekhodi ezikwiwebhusayithi yeSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli, http://eccogta.gov.za ziyafumaneka ukuze zijongwe okanye zikhutshelwe ngaphandle kokuba umntu enze eso sicelo ngokwemiqathango yalo mthetho.

11. UKUBANDAKANYEKA KOLUNTU EKUQULUNQWENI KOMGAQO-NKQUBO OKANYE UKUSETYENZISWA KWAMAGUNYA OKANYE UKWENZA UMSEBENZI LISEBE LOLAWULO NGENTSEBENZISWANO KUNYE NEMICIMBI YEMVELI.

ISebe loLawulo ngeNtsebenziswano neMicimbi yeMveli, ngokweCandelo 154 loMgaqo-siseko woMzantsi Afrika we-108 ka-1996 kukuxhasa ooMasipala bePhondo leMpuma Koloni, ngoko ke xa bencedisa ooMasipala malunga nokuqulunqa imigaqo-nkqubo yabo, izikhokelo zomgaqo-nkqubo ziyayilwa kwaye zipapashwe ngelixa iikomiti zeewadi kuthetha-thethwana nazo ukubandakanya uluntu kunye nezimvo zalo, emva koko kudityaniswa izimvo zoluntu zithunyelwe kwibhunga elijongene nokwamkelwa nokuvunywa kwazo.

12. UKUSINGATHWA KWEENKCUKACHA ZOBUQU ZOMNTU

13.1 Injongo yokusingathwa kweenkcukacha

(UMthetho woKhuseleko lweeNkcukacha zoMntu 4 ka-2013) ("POPIA")

ISebe liqokelela lize lisingathe iinkcukacha zobuqu zomntu phakathi kwezinye, zezi njongo zilandelayo: -

(i) Ukulawula umthetho;
(ii) Ukuthobela imiyalelo
(iii) Ukusingatha izicelo zengqesho;
(iv) Ukusingathwa kwezicelo zababoneleli-nkonzo; kunye
(v) Nakulawulo lwemicimbi emalunga nabasebenzi balo.

13.2 Inkcazo yeeNdidi zaBantu abaChatshazelwa yiDatha kunye neenkcukacha okanye iindidi eenkcukacha ezinxulumene noko

Iindidi zabantu abachatshazelwa yidatha	**Iinkcukacha zomntu zobuqu (Imizekelo)**
Abasebenzi	• Amagama kunye neenkcukacha zoqhagamshelwano • Iinombolo zesazisi • Imbali yokuqeshwa • Iinkcukacha zebhanki
Abasebenzi abalindelekileyo	• Ii-CV-ezibandakanya, imizekelo • Iinombolo zesazisi • Imbali yokuqeshwa
Amalungu oluntu	• Names and contact details Amagama kunye neenkcukacha zoqhagamshelwano • Iidilesi zeposi • Iinombolo zesazisi
IiKontraka nabaBoneleli beNkonzo	• Amagama kunye neenkcukacha zoqhagamshelwano • Iinombolo zesazisi • Iinkcukacha zenkampani
U-SARS	• Iifom ze-RP5

13.3 Abamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcuacha zomntu zobuqu.

ISebe alidluliseli iinkcukacha zomnt zobuqu komnye umntu okanye amaziko ngaphandle kokuba abantu abachatshazelwa yidatha okanye umthetho uyaluvumela olo dluliselo.

Udidi leenkcukacha zomntu zobuqu	**Abamkeli okanye Iindidi zabamkeli Inombolo yesazisi**
Inombolo yesazisi kunye namagama, ukwenzela ukukhangela ulwaphulo-mthetho	IiNkonzo zamaPolisa oMzantsi Afrika
Iziqinisekiso zemfundo, ukuqinisekisa iziqinisekiso zemfundo	UGunyaziwe. wemiGangatho-mfundo. yaseMzantsi-Afrika
Ityala kunye nohlobo obhatala ngalo, informationIinkcukacha zamatyala	I-Credit Bureaus U-SARS kunye nezinye iinkcukacha zemali

13.4 **Ukuhanjiswa okucwangcisiweyo kweenkcukacha zomntu zobuqu ziye kwelinye ilizwe**

ISebe alizihambisi iinkcukacha zobuqu zomntu kwelinye ilizwe ngaphandle kokuba umntu ochatshazelwa yidatha okanye umthetho uyaluvumela olo dluliselo.

13.5 **Amanyathelo okhuseleko okuqinisekisa ubuMfihlo, intembeko, kunye nokuFumaneka kweeNkcukacha.**

ISebe limisele imilinganiselo yobuchwepheshe yeziko ukuthintela ukulahleka okanye umonakalo okanye ukufikelela/ukutshatyalaliswa kweenkcukacha zomntu zobuqu oezingagunyaziswanga. La manyathelo abandakanya oku kulandelayo: -

(a) Amagumbi alungiselelwe ukugcina iirekhodi;

(b) UMphathi weeRekhodi kunye namagosa oBhaliso anamava;

(c) Izibonelelo ze-IT ezilawulwa liqela elizinikeleyo leengcaphephe;

(d) IYunithi yoKhuseleko evavanya rhoqo ukufaneleka nokhuseleko lweefasilithi zolawulo lweerekhodi.

(e) Ukufundiswa rhoqo nokubekwa esweni kwawo onke amagosa nguMphathi weeRekhodi ngolawulo olululo lweerekhodi.

(f) Iinkcukacha ezifunyenweyo kunye neeRekhodi eziqulunqiweyo nezilawulwa ngokungqinelana nemithetho-siseko yolawulo lweerekhodi emiselwe ngumthetho ofanelekileyo;

(g) Umgaqo-nkqubo wolawulo lweerekhodi kunye neekhowudi nemigqaliselo enxulumene noko uyasebenza kwaye uhambelana noMthetho wama-43 kaZwelonke weeNkonzo zooVimba neeRekhodi; kunye

(h) Neqela elizinikeleyo nelinamava lamagosa apho izicelo zokufikelela kwiinkcukacha zinokwenziwa ngokuhambelana ne-PAIA.

14. INKQUBO YOKUFAKA ISICELO

Umntu onqwenela ukufikelela kwiirekhodi zeCOGTA kufuneka azalise ifom yesicelo eyimfuneko. Le fomu yesicelo iyafumaneka kwiGosa leNgcaciso okanye apha http://www.ppecb.com/ okanye http://eccogta.gov.za/. Ifom ifuna ukuba umenzi wesicelo anike phakathi kwezinye izinto ezi nkcukacha zilandelayo

- Ingcaciso eyaneleyo ukuze iGosa leNgcaciso likwazi ukuchonga umenzi-sicelo;
- Ingcaciso eyaneleyo ukuze iGosa leNgcaciso likwazi ukuchonga iirekhodi eziceliweyo
- Uhlobo lofikelelo olufunekayo
- Idilesi yeposi yomenzi-sicelo kunye nenombolo yefeksi;
- Ukuchongwa kwelungelo elifuna ukusetyenziswa okanye ukukhuselwa
- Ingcaciso yokuba kutheni irekhodi ethile ifuneka ukusebenzisa okanye ukukhusela ilungelo
- Indlela umenzi-sicelo anqwenela ukwaziswa ngayo ngesigqibo sesicelo;
- Ukuba isicelo senziwa egameni lomntu, ukungeniswa kobungqina besikhundla umenzi-sicelo asenza ngaso isicelo, ngokwanelisa iGosa leNgcaciso.

Abenzi-zicelo kufuneka baqaphele ukuba zonke iinkcukacha ezikwifom yesicelo kufuneka zinikezelwe ngokwanelisa iGosa leNgcaciso, ukuba oko kuya kulibaziseka inkqubo ide ibe lixesha lokuba iinkucacha zibe zigqityiwe.

Amaxesha abekiweyo nguMthetho akasayi kuqalisa de kube lelo xesha lokuba iGosa leNgcaciso lanelisekile ukuba zonke iinkcukacha ezifanelekileyo zinikezelwe kwiCOGTA ngumenzi-sicelo.

ISekela-Gosa leNgcaciso liya kusiqwalasela isicelo lize liqinisekise ukuba ngaba i-COGTA inayo na imvume ebhaliweyo yokubonelela ngeenkcukacha eziceliweyo.

Ukuba akukho mvume ebhaliweyo kwirekhodi, i-COGTA iya kuhambelana neqela elineenkcukacha oeziceliweyo kwaye ilicebise ngesicelo esifunyenweyo kwaye ibuze ukuba ngaba kukho naziphi na izizathu zokuba kutheni i-COGTA inganikezeli ngeenkcukacha eziceliweyo.

Kubalulekile ukuqaphela ukuba ukufikelela kwiirekhodi ezithile kunokukhatywa okanye kungavunyelwa ngenxa yezizathu ezichazwe kuMthetho. Izizathu ezisisinyanzelo zokwala ziquka, kodwa aziphelelanga koku:

- Iinkcukacha zokhuseleko eziyimfihlo zomntu;
- Iinkcukacha zokhuseleko zorhwebo kunye/okanye iinkcukacha eziyimfihlo zamaqela abantu abachaphazelekayo;
- Iinkcukacha ezinelungelo elikhethekileyo ekuvelisweni kwiinkqubo zomthetho
- Iinkcukacha zezorhwebo lweCOGTA;
- Iinkcukacha zophando
- Iinkcukacha ezinokubeka emngciphekweni ukhuseleko lomntu
- Iinkcukacha ezinokuthi zibeke emngciphekweni umdla woqoqosho kunye nentlalontle yezemali yeRiphabhliki kunye nemisebenzi yorhwebo yamaqumrhu karhulumente
- Iinkcukacha malunga nokusebenza kwamaqumrhu karhulumente.

I-COGTA iya kuthathela ingqalelo izizathu zokwaliwa kweenkcukacha eziceliweyo, ezinikwe ngumthengi kunye/okanye umntu wesithathu obandakanyekayo ngokwe-PAIA kwaye ithathele ingqalelo ukuba ingaba kukho naziphi na izizathu ezichazwe ngasentla nanjengoko kubekiwe kuMthetho oyithintelayo ekukhupheni iinkcukacha eziceliweyo.

I-COGTA iya kuthi emva koko icebise umfaki-sicelo kunye nomthengi kunye/okanye umntu wesithathu obandakanyekayo ngokufanelekileyo.

15. IMIRHUMO EMISELWEYO

Imirhumo yokuFikelela iya kubizwa ngokwemirhumo emiselweyo enxulumene nezicelo ze-PAIA njengoko kumiselwe yimigaqo.

Ayithem	**Inkcazo**	**Isixa-mali (R)**
1	Umrhumo wesicelo ohlawulwa ngumfaki-sicelo ngamnye	R100.00
	Ifotokopi yephepha elibukhulu bungu-A4	R1.50 ngephepha

		okanye inxalenye yalo
	Ikopi eprintiweyo yephepha elingu-A4 ubukhulu	R1.50 ngephepha okanye inxalenye yalo
	Ukufumana ikopi kwifomu efundeka ngekhompyutha kwi- (i) I-Flash drive (eza kukhutshwa ngulowo ufaka isicelo) (ii) I-Compact disc: • Ukuba ikhutshwe ngumfaki-sicelo • Ukuba inikwe umfaki-sicelo	R40 R40 R60
	(i) Ngokukhutshelwa kwemifanekiso ebonakalayo kwiphepha elingu-A4 ubukhulu okanye inxalenye yalo (ii) Ikopi yemifanekiso ebonakalayo	Inkonzo iya kufunwa kumboneleli wenkonzo wangaphandle, iya kuxhomekeka kwikoteyishini evela kuMboneleli weNkonzo
	Ngokukhutshelwa kwesandi esivakalayo kwiphepha elingu-A4 ubukhulu okanye inxalenye yalo	R24
	Ngekopi yesandi esivakalayo – (i) I-Flash Drive (eza kukhutshwa ngulowo ufaka isicelo) (ii) I-Compact disc: • Ukuba ikhutshwe ngumfaki-sicelo • Ukuba inikwe umfaki-sicelo	 R40 R40 R60
	Ukukhangela nokulungiselela irekhodi eza kutyhilwa ngeyure nganye okanye ingxenye yeyure, ingabalwanga iyure yokuqala, efunekayo ngokufanelekileyo kukhangelo olunjalo nolungiselelo. Ingagqithi kwixabiso elingange	R100 R300

	Idiphozithi: ukuba ukukhangela kudlula iiyure ezi-6	Isinye kwisithathu semali ngesicelo ngasinye kubalwa ngokwee-ayithem ezi-2 ukuya ku-8.
	Ukuposa, i-imeyili okanye naluphi na olunye uhambiso nge-elektroniki	Eyona nkcitho, ukuba ikho.
	IINKCUKACHA ZEBHANKI ZE-COGTA Igama le-akhawunti: ECPG-COGTA Inombolo ye-akhawunti: 273020897 Ibrantshi: KING WILLIAMS TOWN Ikhowudi yeBrantshi: 050419	

16. UKUFUMANEKA KWENCWADWANA YE-PAIA

Le Ncwadana iza kufumaneka kungekudala ngezi lwimi zintathu zilandelayo--

- IsiNgesi, isiXhosa nesiBhulu
- Iinguqulelo zesiXhosa nesiBhulu zale ncwadana ziyaguqulelwa kwaye ziza kufumaneka ngo-2026 xa iza kuguqulelwa kwiwebhusayithi ye-ECOGTA.
- Inguqulelo yesiNgesi yale ncwadana ifumaneka ngoko nangoko ngolu hlobo-
    - Le Ncwadana iyafumaneka kwiwebhusayithi yeSebe loLawulo ngeNtsebenziswano neMicimbi yeMveli apha http://eccogta.gov.za
    - kwaNdlunkulu we-ECOGTA ukuze ihlolwe nguwonke-wonke ngeeyure eziqhelekileyo zokusebenza.
    - kuye nawuphi na umntu ngesicelo naxa kuhlawulwe umrhumo omiselweyo ofanelekileyo; kunye
    - nakuMlawuli weeNkcukacha xa eceliwe

17. IZIHLOMELO

a) IIFOM ZE-PAIA

- IFOM 2 (Isicelo sokufikelela kwirekhodi)
- IFOM 3 (Isiphumo sesicelo kunye neentlawulo ezihlawulwayo)
- IFOM 4 (Ifomu yesibheno sangaphakathi)
- IFOM 5 (Ifomu yesikhalazo)

b) IIFOM ZE-POPIA

- IFOM 1 (Ukuchasa ukusetyenzwa kweenkcukacha zomntu ngokwemigaqo yeCandelo le-11(3) loMthetho woKhuseleko leeNkcukacha zoMntu, wama-2013 (uMthetho onguNombolo 4 ka-2013)
- IFOM 2 (Isicelo sokulungiswa okanye ukucinywa kweenkcukacha zomntu okanye ukutshabalalisa okanye ukucinywa kwerekhodi yeenkcukacha zomntu ngokwecandelo lama-24(1) loMthetho woKhuseleko lweeNkcukacha zoMntu, ka-2013 (uMthetho onguNombolo 4 ka-2013)

MNU V. MLOKOTHI
INTLOKO YESEBE
ISEBE LOLAWULO NGENTSEBENZISWANO NEMICIMBI YEMVELI
UMHLA: 31/07/2026