

**IBHUKWANA LOMTHETHO WOKUGQUQUZELA UKUTHOLAKALA KOLWAZI
ISIGABA 14**

Elinge-

INTERNATIONAL TRADE ADMINISTRATION COMMISSION OF SOUTH AFRICA



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1. Isingeniso

- 1.1. *UMthetho 2 Wokugqugquzela Ukutholakala Kolwazi Ka-2000 (“PAIA”)*, owaqala ukusebenza mhla ka-9 Mashi 2001, uqalisa ukusebenza kwelungelo lomthethosisekelo lokuthola noma yiluphi ulwazi olugcinwe inhlango yomphakathi noma ezimele, okuwulwazi oludingekayo ukuze kusetshenziswe noma kuvikelwe amalungelo athile. Lapho isicelo senziwa ngokwe-PAIA, inhlango okwenziwa kuyo isicelo inesibopho sokukhipha lolo lwazi, ngaphandle kwalapho i-PAIA ibeka ngokucacile ukuthi lolo lwazi alunakukhishwa noma akumele lukhishwe.
- 1.2. Inhloso ye-PAIA ukugqugquzela umkhuba wokungafihli kanye nokuziphendulela kwezinhlangano zomphakathi nezizimele kanye nokukhuthaza isimo lapho abantu baseNingizimu Afrika bekwazi khona ukuthola ulwazi abaludingayo ukuze bakwazi ukusebenzisa nokuvikela wonke amalungelo abo ngokugcwele.
- 1.3. Isigaba 9 se-PAIA, nokho, siyavuma ukuthi ilungelo lokuthola ulwazi alikwazi ukungabi nemibandela. Ngakho, ukuluthola lolo lwazi kuncike emibandeleni efanele.
- 1.4. Isigaba 14 se-PAIA sibophezela izinhlangano zomphakathi ukuba zenze ibhukwana lokukusiza ukwazi ukuthola ulwazi olugcinwe yinhlangano yomphakathi futhi siyazisho izimfuneko okumele lelo bhukwana lihlangabezane nazo. Leli Bhukwana lihloselwe ukugqugquzela umkhuba wokubeka izinto obala kanye nokuziphendulela ngaphakathi e-International Trade Administration Commission of South Africa (“ITAC”). Inhloso yaleli Bhukwana ukubonisa indlela yokuthola amarekhodi agcinwe yi-ITAC, ngokwe-Sigaba 14 se-PAIA. Leli Bhukwana lizokusiza ukuba ujoyane nezinqubo okufanele zilandelwe ukuze uthole amarekhodi agcinwe yi-ITAC.
- 1.5. Ngaphezu kwalokho, ilungelo lokuba nemfihlo livikelwe ngokomthetho ovamile nangokwesigaba 14 soMthethosisekelo. Ukuze lelo lungelo lifezeke, kwashawa *uMthetho 4 Wokuvikelwa Kolwazi Lomuntu Siqu Ka-2013 (“POPIA”)*. I-POPIA ifuna ukuba sikunikeze ulwazi oluthile mayelana nendlela uLwazi Lomuntu Siqu esilucubungula, silusebenzise, siludalule nesilulahla ngayo. Sizibekile izimfuneko kuleli Bhukwana.

2. Imisebenzi Nokuhlelwa Kwe-ITAC

2.1. Umbono

Isikhungo esiphambili kwezohwebo emhlabeni, esikhulisa umnotho nentuthuko.

2.2. **Inhloso**

I-ITAC ihlose ukwenza isimo esinobulungiswa kwezohwebo ngokusebenzisa amathuluzi ayo okuhweba ngendlela efanele nephumelelayo, namacebiso ezobuchwepheshe ewanika i-**dtic**.

2.3. **Imisebenzi**

- 2.3.1. ukugqugquzela ukuthuthukiswa komnotho ngokwenza ngcono ukuncintisana kwamazwe ngamazwe kanye nokusetshenziswa kahle kwezinsiza;
- 2.3.2. ukugqugquzela ukuncintisana emhlabeni wonke ngokunciphisa izindleko zezinto edingekayo;
- 2.3.3. ukweseka imizamo nezinhlelo zikaHulumeni zezomnotho nezamathuba emisebenzi ezifana ne-Industrial Policy Action Plan (IPAP) kanye ne-New Growth Path (NGP) nezinhlelo eziningana ze-Master Plan;
- 2.3.4. ukugqugquzela ukwakhiwa kwamathuba emisebenzi ukuze phakathi kokunye kuthuthukiswe izimpahla ngaphambi kokuba zithunyelwe kwamanye amazwe;
- 2.3.5. ukulawula izimpahla ezivela kwamanye amazwe ngezizathu ezifana nezempilo, imvelo kanye nokuphepha;
- 2.3.6. ukuphenya ukungathotshelwa nokwep hulwa kwemithetho ye-ITAC okungenzeka ukuba ezimeni ezithile kushaqwe izimpahla ezingeniswe ezweni ngomgunyathi neziyiswa kwamanye amazwe ngomgunyathi;
- 2.3.7. ukuvikela izimboni ze-SACU emikhubeni emibi kwezohwebo emhlabeni; kanye
- 2.3.8. nokuthuthukisa ukuncintisana emhlabeni emikhakheni ethile efana nekhinqiza izingubo zokugqoka nezindwangu nekhinqiza izimoto nezinto zezimoto, ngokwezinjongo zikahulumeni njengoba zibekwe kuzinqubomgomo zezimboni nezohwebo.

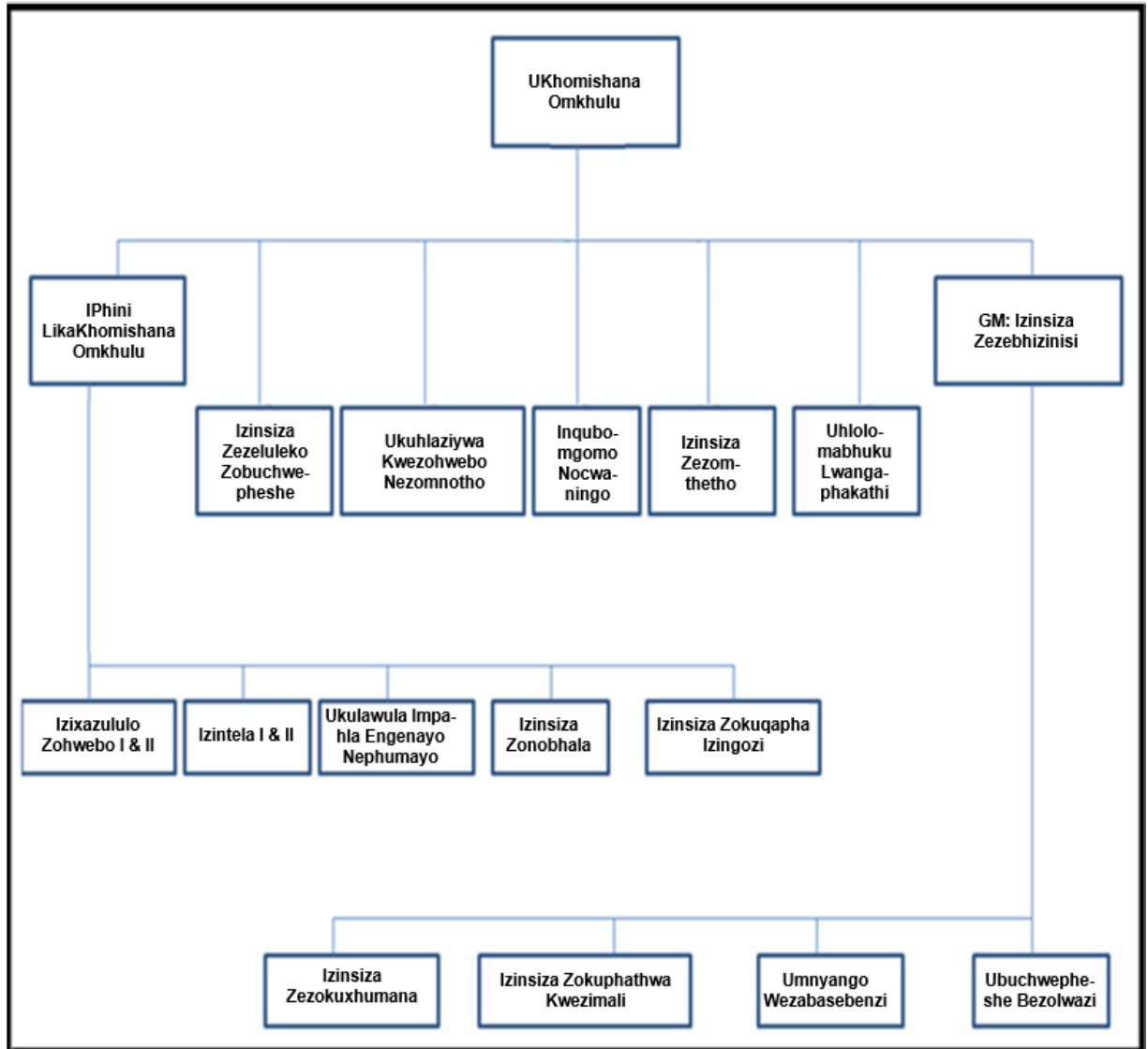
2.4. **Ukuhlelwa**

I-ITAC iyinhlangotho elawulwa ngu-*Mthetho 71 Wokuphathwa Kwezohwebo Emhlabeni Ka-2002* (“**uMthetho Ee-ITA**”). UMthetho We-ITA uhlinzekela uKhomishana Omkhulu ophinde asebenze njengesikhulu Jikelele futhi obhekele ukusebenza kweKhomishana futhi ubika ngqo kuNgqongqoshe Wezezimboni Zohwebo Nokuncintisana. UKhomishana Omkhulu usizwa yiPhini likaKhomishana Omkhulu naboKhomishana abayishumi bangezikhathi ezithile.

- 2.4.1. I-TAC inomnyango weZinsiza Zebhizinisi nezinhlaka ezintathu ezisemqoka, okuyilezi:

- 2.4.1.1. Ukubuyekezwa Kwezintela Zezimpahla;
- 2.4.1.2. Izixazululo Kwezohwebo; kanye
- 2.4.1.3. Nokukulawulwa Kwezimpahla Ezingenayo Nezithunyelwa Emazweni

2.5. Umdwebo Obonisa Indlela Ehlelwe Ngayo



3. Imininingwane Yokuxhumana NeSikhulu Sezolwazi NamaPhini ESikhulu Zezolwazi

3.1. Ngokwe-PAIA, uKhomishana Omkhulu We-ITAC uyiSikhulu Sezolwazi. UKhomishana Omkhulu uqoke amaPhini EZikhulu Zezolwazi ukuba asingathe izicelo ezithile zolwazi ukuze enze le nhlangano ifinyeleleke kahle. Imininingwane yokuxhumana namaPhini EZikhulu Zezolwazi eziqokiwe ibekwe lapha ngezansi:

3.2. AmaPhini ESikhulu Sezolwazi

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3.3. Iwebhusay'thi

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4. Izinsiza

4.1. Izinhlulwazi Ezisemqoka

I-ITAC ineqhaza ekuchibiyelweni kwamanani ezintela zezimpahla, ezixazululweni zezohwebo nasekulawulweni kwezimpahla ezingenayo neziphumayo ezweni.

4.2. Ukubuyekezwa Kwezintela

- 4.2.1. Uphiko lubuyekeza izichibiyelo zentela yezimpahla ezingenayo neziphumayo ezweni. Kunezinhlobo ezintathu zokuchibiyela intela, ezilawulwa uPhiko Lokubuyekezwa Kwezintela. Lokhu kubandakanya ukubuyekezwa ukukwenyuswa kwentela yempahla engenayo nephumayo ezweni; ukuncishiswa kwentela; nokwenziwa kwezaphulelo nokungakhokhisi.
- 4.2.2. Ngaphandle kwezichibiyelo zezintela, uphiko luphinde lwengamele izinhlobo ezehlukene zesaphulelo nezokungakhokhisi ezingaphansi kweShejuli 3, 4, no-5 eMthethweni 91 Wezintela Zezimpahla Ezingenayo Neziphumayo Nezimpahla Ezikhiqizwa Ezweni Ka-1964. Lokhu kwenziwa ngokukhipha izimvume nezitifiketi ngokoMthetho Wezimpahla Ezingenayo Neziphumayo Nezimpahla Ezikhiqizwa Ezweni Ka-1964 nangokwenza imihlahlandlela yemikhakha eyahlukene yezimboni ukuze izimpahla ezingenayo zingeniswe mahhala.
- 4.2.3. Njengamanje, uPhiko Lokubuyekezwa Kwezintela lwengamele olunye lwezinhlelo zembali, i-*Automotive Production Development Programme* (APDP), eyalandela i-*Motor Industry Development Programme* (MIDP) ngoJanuwari 2013.

4.2.3.1. Ukukhuphuka Kwezintela Zezimpahla Ezingenayo Neziphumayo Ezweni

- 4.2.3.1.1. Ukwenyuka kwezintela zempahla ezingenayo neziphumayo ezweni kubuyekezwa ngenjongo yokusiza abakhiqizi bakuleli okungenzeka babhekene nengcindezi esongelayo yezimpahla ezingenayo ezweni ukuze balungise futhi bahlele kabusha izinto ukuze esikhathini esingaside kuya esikhathini eside bakwazi ukuncintisana namanye amazwe ngaphandle kokwesekwa ngesivikelo ezinteleni zezimpahla. Lokhu kwenzeka ngenxa yokuthi kunomehluko ezimpahleni ezithile phakathi kwezintela ezivamile nezintela ze-WTO. Izintela ze-WTO ziwumkhawulo ongenakweqiwa lapho kukhushulwa izintela zezimpahla.
- 4.2.3.1.2. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

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4.2.3.1.3. Amafomu okufaka izicelo ayatholakala kuwebhusay'thi.

4.2.3.2. Ukuncishiswa Kwezintela Zokuthunyelwa Kwezimpahla

4.2.3.2.1. Ukuncishiswa noma ukususwa kwezintela kuyabhekwa, ezimeni lapho izimpahla, ukusetshenziswa kwezimpahla, izimpahla ezisazogaywa noma ezingezokugaya ezinye izinto ezingenziwa kulelizwe noma ezingeke zenziwe kulelizwe.

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4.2.3.2.3. Amafomu okufaka izicelo ayatholakala kuwebhusay'thi.

4.2.3.3. Isaphulelo Ezinteleni Zezimpahla Ezingena Ezwenni

4.2.3.3.1. Inhloso eyinhloko yalezi zinhlinzeko iwukususa intela yempahla engena ezweni, futhi ngenxa yalokho sikwazi ukuncintisana ngamanani namanye amazwe emhlabeni, emikhiqizweni ekhokhelwa intela kodwa engakhiqizwa kuleli noma engakhiqizwa ngokwanele kuleli njengezinto ezibalulekile ezidingeka ezimbonini noma kwezolimo, njengezimpahla zokukhiqiza izinto, noma umkhiqizo ozosetshenziswa kwezolimo.

4.2.3.3.2. Imboni ingase futhi ifake isicelo sesaphulelo noma sokubuyiselwa intela ezimpahleni ezizobuye zithunyelwe kwamanye amazwe. Isaphulelo noma

ukubuyiselwa imali yentela ezimpahleni eziphinde zithunyelwe kwamanye amazwe kwenzela ukusiza abakhiqizi ukuba izinto abazidingayo bazithole ngamanani asezingeni lomhlaba.

4.2.3.3.3. Izaphulelo nokubuyiselwa imali kuyinsika esemqoka yezinhlelo ezithile zokuthuthukiswa kwezimboni, njenge-APDP yezimoto.

4.2.3.3.4. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

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4.2.3.3.5. Amafomu okufaka izicelo ayatholakala kuwebhusay'thi.

4.2.3.4. Isifakimfutho Sokukhiqiza (Production Incentive (“PI”)) NeSifakimfutho Enanini Lomkhiqizo (Volume Assembly Allowance (“VAA”)) ngaphansi kwe-APDP

4.2.3.4.1. I-PI iyisifakimfutho esisekelwe ekuthuthukisweni komkhiqizo. Lesi sifakimfutho sitholakala kubakhiqizi bezimoto ezisohlwini lwesaphulelo, izinto zezimoto kanye namathuluzi.

4.2.3.4.2. I-VAA iyisifakimfutho esitholakala kulabo abahlanganisa izimoto ezincane abakhiqiza inani elifunekayo lezimoto ezingu-10 000 ngonyaka. Abahlomuli bazo zombili lezi zifakimfutho bathola amaphuzu esaphulelo abangakhokha ngawo izintela zemikhiqizo esohlwini lwesaphulelo.

4.2.3.4.3. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

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4.2.3.4.4. AmaPhepha Emithethonqubo Nolwazi Lwe-APDP ayatholakala kuwebhusay'thi.

4.3. Izixazululo Kwezohwebo

4.3.1. I-Anti-dumping Ne-Countervailing

4.3.1.1. Umnyango Wezixazululo Kwezohwebo ubhekele zonke izici ezingenabulungiswa eziphathelene nezinqubo zokuhwebelana namazwe. Lezi zixazululo zezohwebo noma amathuluzi ayizivikelo kwezohwebo ayizinyathelo ze-*anti-dumping*, i-*countervailing* nezivikelo. Lawa mathuluzi ayingxenye yezivumelwano ze-WTO futhi ayamukeleka kwezohwebo.

4.3.1.2. INingizimu Afrika, njengesayine iSivumelwano Se-WTO, igunyazwe ukusebenzisa lezi zinyathelo ukuvikela umnotho waseNingizimu Afrika ekuthengisweni kwezimpahla kwamanye amazwe ngenani elingaphansi kwenani elijwayelekile lezwe elithumelayo (*dumping*) noma ezixhaswe nguhulumeni wezwe elithumelayo noma izwe ezenziwe kulo futhi okulimaza abakhiqizi bakuleli embonini ye-SACU, noma ukulwa nokwanda kwezimpahla ezingena ezweni okuyinto elimaza imboni ye-SACU. Isinyathelo sokulwa ne-*dumping* sikhona eSivumelwaneni Se-WTO sokuSetshenziswa KweSihloko VI Se-GATT 1994 (iSivumelwano Se-*Anti-Dumping*). Isixazululo sokulwa nokuxhaswa kwezimpahla ezithunyelwa kwamanye amazwe sikhona eSivumelwaneni Se-WTO Sezinyathelo Zoxhaso Neze-*Countervailing* kanye nosizo oludingekayo ngenxa yokwenyuka kwempahla ephuma ngaphandle okudala umonakalo omkhulu nalo luhlanganisiwe eSivumelwaneni Se-WTO Sezivikelo.

4.3.2. Isinyathelo Sokulwa Ne-Dumping

4.3.2.1. I-ITAC ilwa ne-*dumping*, okuvikela imboni ye-SACU ekuhwebeni okungenabulungiswa lapho abakhiqizi bangaphandle bathumela imikhiqizo yabo ku-SACU ngamanani aphantsi kunamanani abathengisa ngayo emazweni akubo, okulimaza imboni ye-SACU.

4.3.2.2. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

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4.3.2.3. Amafomu okufaka izicelo ayatholakala kuwebhusay'athi.

4.3.3. Isinyathelo Sokulwa Nokuxhaswa Kwezimpahla Ezithunyelwa Ngaphandle

4.3.3.1. I-ITAC ilwa ne-*countervailing*, okuvikela imboni ye-SACU emikhiqizweni ethengwa kwamanye amazwe ngamanani axhaswe nguhulumeni wezwe elithumelayo, okulimaza imboni ye-SACU..

4.3.3.2. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

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4.3.3.3. Amafomu okufaka izicelo ayatholakala kuwebhusay'athi.

4.3.4. Ukubuyezwa Kwezintela Eminyakeni Emihlanu

4.3.4.1. I-ITAC ibuyezwa izintela ukuze kutholwe ukuthi izintela ze-*anti-dumping* noma ze-*countervailing* ebezilokhu zikhona iminyaka emihlanu, ingabe kusadingeka yini ukuba ziqhubeka, ngokwesibonelo, ukuthi ukuncishiswa kwamanani ezimpahla okungafanele noma ukuxhaswa ngokungafanele kwezimpahla kusazoqhubeka yini uma lezi zintela zisuswa. Inhloso yale nsiza iwukuvikela imboni ye-SACU ekulinyazweni ukuqhubeka kokuncishiswa kwamanani nokuxhaswa kwempahla okungafanele.

4.3.4.2. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

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4.3.4.3. Amafomu okufaka izicelo ayatholakala kuwebhusay'athi.

4.3.5. Isinyathelo Sokulwa Nokubalekela Ukukhokha Izintela

4.3.5.1. I-ITAC ilwa nokubalekela ukukhokhwa kwezintela ze-*anti-dumping* noma ze-*countervailing*. Inhloso yale nsiza iwukuvikela imboni ye-SACU ngokukhuphula noma ngokwelula ububanzi bezici zezintela ze-*dumping* neze-*countervailing*.

4.3.5.2. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

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4.3.5.3. Amafomu okufaka izicelo ayatholakala kuwebhusay'athi.

4.4. Ukulawulwa Kwempahla Engenayo Nephumayo Ezweni

4.4.1. NgokoMthetho We-ITA, uNgqongqoshe ngesaziso kuGazethi Kahulumeni

angase avimbele ukungeniswa noma ukuthunyelwa emazweni kwezimpahla ezithile noma avimbele ukungeniswa noma ukuthunyelwa emazweni kwezimpahla ezithile ngaphandle kwemvume yokungenisa noma yokuthumela ekhishwe yi-ITAC. Uhlelo lwezimvume zokungenisa nokuthumela emazweni lunakekelwa yi-*Import and Export Control Directorate*. Ngaphezu kwalokho, i-*Import and Export Control Directorate* iqinisekisa ukuthi izimpahla ezingaphansi kokulawulwa zingeniswa/zithunyelwe emazweni ngokwezinqubomthetho, izinqubomgomo nezinkambiso zokungeniswa nokuthunyelwa kwezimpahla.

4.4.2. Ukulawulwa Kwezimpahla Ezivela Kwamanye Amazwe

4.4.2.1. I-ITAC ikhipha izimvume zokungeniswa kwezimpahla ezithile ezingaphansi kokulawulwa. Inhloso yalokhu iwukuqinisekisa ukuthi izimpahla ezisetshenzisiwe ezivela ngaphandle azizilimazi izimboni nazakuleli noma i ze-SACU, nokuqinisekisa ukuthotshelwa kwemibandela yezivumelwano zamazwe. Le nsiza iphinde ithuthukise ukulawulwa kokuvikela imvelo kanye nokuthotshelwa kwezokuphepha nezezinqaqophelo.

4.4.2.2. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

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4.4.2.3. Amafomu okufaka izicelo ayatholakala kuwebhusay' thi.

4.4.3. Ukulawulwa Kwezimpahla Ezithunyelwa Kwamanye Amazwe

4.4.3.1. I-ITAC ikhipha izimvume zokuthunyelwa kwezimpahla ezithile ezingaphansi kokulawulwa. Enye yezinhloso zalokhu iwukusiza ekuthuthukiseni izimpahla ngaphambi kokuthunyelwa emazweni, nokuqinisekisa ukuthotshelwa kwemibandela yezivumelwano zamazwe. Le nsiza iphinde ithuthukise ukulawulwa kokuphuma kwezimpahla ezithathwa njengezisempoka nezimpahla ezishushumbisiwe kanye/noma ezebiwe.

4.4.3.2. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

Mnuz. Donovan Mitchell

Ucingo: +27 (12) 394 3663

Imey'li: dmitchell@itac.org.za

Ikheli leposi: Private Bag X753, Pretoria, 0001

4.4.3.3. Amafomu okufaka izicelo ayatholakala kuwebhusay' thi.

4.4.4. **Ukuphenya Ukwepfulwa Kwemithetho Yempahla Engenayo Nephumayo Ezweni**

4.4.4.1. I-ITAC iyahlola ukuze kuqinisekise ukuthi iyathotshelwa imibandela yempahla engenayo, ephumayo neyezimvume zesaphulelo. I-ITAC iphinde iphenye ukwepfulwa koMthetho Wokuphathwa Kwezohwebo Emhlabeni, ishaqa izimpahla ezingene ngomgunyathi nezithunyelwe kwelinye izwe ngaphandle kwemvume esemthethweni futhi ishushisa izaphulamthetho.

4.4.4.2. Uma ufuna ukwazi ngale nsiza, ungathintana nalaba bantu abalandelayo:

Mnuz. Vuyo Ntambam

Ucingo: +27 (12) 394 3604

Imey'li: vntambam@itac.org.za

Ikheli leposi: Private Bag X753, Pretoria, 0001

4.4.4.3. Amafomu okufaka izicelo ayatholakala kuwebhusay' thi.

5. **Umhlahandlela Wokusebenzisa I-PAIA**

5.1. Umlawuli Wezolwazi unesibopho sokuqapha ukuthi izinhlangano ziyayithobela i-PAIA ne-POPIA. Umlawuli Wezolwazi wenze umhlahandlela (“**umhlahandlela**”) ochaza ukusetshenziswa kwe-PAIA ngendlela eqondakala kalula nezwakala kalula.

5.2. Lowo mhlahandlela utholakala ngolimi ngalunye olusemthethweni, okuhlanganisa ne-*braille*, futhi ungatholakala lapha: <https://infoeregulator.org.za/paia-guidelines/>. Imininingwane yokuxhumana noMlawuli Wezolwazi imi kanje:

Ikheli Lendawo: JD House
27 Siemens Street
Braamfontein
Johannesburg
2001

Ucingo: +27 (10) 023 5200

Iwebhusay'athi: www.inforegulator.org.za
Imibuzo evamile: enquiries@inforegulator.org.za
Izikhhalazo: paiacomplaints@inforegulator.org.za
popiacomplaints@inforegulator.org.za

- 5.3. Ikhophi yoMhlahlandlela iyatholakala nangezilimi ezintathu zaseNingizimu Afrika emahhovisi e-ITAC, abantu bangazowuhlola ngamahora ajwayelekile okusebenza.
- 5.4. Sicela usebenzise ifomu elikuSithasiselo A lapho ucela ikhophi yoMhlahlandlela. Ayikho imali ekhokhwayo uma ucela ikhophi yoMhlahlandlela.

6. Izigaba Zamarekhodi Atholakala Ngokuzenzakalelayo

- 6.1. Ngokwe-PAIA, amarekhodi athile angatholakala ngaphandle kwesidingo sokuwacela ngokwe-PAIA. Lawa ngamarekhodi ngokuvamile angeyona imfihlo.
- 6.2. Ulwazi ngalezi zihloko ezilandelayo luyatholakala kuwewebhusay'athi ye-ITAC (www.itac.org.za) futhi lungatholakala ngaphandle kokulucela ngokusemthethweni:
 - 6.2.1. UMthetho We-ITA;
 - 6.2.2. imithethonqubo (Ukuvikela, *i-Anti-dumping*, *i-Countervailing*, Ukulawulwa Kwezimpahla Eziphumayo Nezingenayo, Uphenyo Lwezintela ne-APDP);
 - 6.2.3. amafomu ezicelo (Okuvamile, Ukuthumela Izimpahla Ngaphandle, Ukungenisa Izimpahla Ezweni, Uphenyo Lwezintela Nezixazululo Kwezohwebo);
 - 6.2.4. imihlahlandlela (Ukulawula Kwezimpahla Ezingenayo Neziphumayo Ezweni, Uphenyo Lwezintela);
 - 6.2.5. izaziso zikahulumeni mayelana negazethi;
 - 6.2.6. imibiko ngophenyo;
 - 6.2.7. umbiko wonyaka; kanye
 - 6.2.8. nezinto zokugcina amarekhodi nomlando.
- 6.3. Izinhlelo zolwazi olungeyona imfihlo ezilethwe ophenyweni oluqalwe yi-ITAC bangazithola labo abanentshisekelo ophenyweni, njengoba kuchazwe emithethweninqubo ethintekayo, ngaphandle kokufaka isicelo ngokwaleli Bhukwana.
- 6.4. Ungayicela ikhophi yalawa marekhodi, lapho ukhokha imali yokuwakhiqiza kabusha njengoba kushiwo kuSithasiselo B.

7. Incazelo Yamarekhodi Agcinwe Yi-ITAC Ngokwe-PAIA

Isihloko	Isigaba
Amaphepha ebhizinisi	<ul style="list-style-type: none"> • Amarekhodi omthetho • Izikhundla zikaKhomishana Omkhulu, iPhini LikaKhomishana Omkhulu, noKhomishana abavamile, abacwaningi-mabhuku nezinye izikhulu zikahulumeni. • Amaminithi nezinqumo zeKhomishini • Amaminithi nezinqumo zamakomiti • Ukubhalelana mayelana nalokhu
Amarekhodi ezezimali kanye nokuthengwa kwempahla	<ul style="list-style-type: none"> • Izimbuyiselo zentela • Amarekhodi ezimali • Amarekhodi ebhange • Izitatimende zasebhange • Ama-invoyisi • Amarekhodi e-PAYE • Amarekhodi ezinkokhelo ezenziwe kwa-SARS egameni labasebenzi • Amarekhodi e-VAT • I-UIF • Izintela zokuthuthukiswa kwamakhono • Amarekhodi esinxephezelo sabasebenzi • Izabelomali • Izinhlelo zamasu • Iziphakamiso ze-MTEF • Irejista yempahla • Izinqubomgomo zokuthengwa kwempahla • Ukubhalelana mayelana nalokhu

Amaphepha aphantselene nezabasebenzi	<ul style="list-style-type: none"> Izinqubomgomo zokuqashwa kwabasebenzi kanye nezinye izinqubomgomo ezithinta abasebenzi Uhlelo lokuqashwa ngokulingana Amarekhodi okuqashwa, njengezivumelwano, i-<i>medical aid</i>, impesheni, amaholo, ukuqeqeshwa, ukuhlolwa komsebenzi, ukuqondiswa kwezigwegwe njll. Ukubhalelana mayelana nalokhu
Izixazululo kwezohwebo	Ulwazi oluthunyelwe oluphathelele nophenyo mayelana ne- <i>anti-dumping</i> , i- <i>countervailing</i> novikeleka
Uphenyo lwezintela	Ulwazi oluthunyelwe oluphathelele nokuphenywa kwezintela, izimvume zezaphulelo nokungakhokhiswa, nohlelo lwe-APDP
Ukulawulwa kokungeniswa kwempahla ezweni nokuthunyelwa kwempahla kwamanye amazwe	Ulwazi oluthunyelwe lwezicelo zokungenisa nokuthumela izimpahla emazweni, izimvume zokubuyiselwa imali, nophenyo lokungeniswa nokuthunyelwa kwempahla.

8. Inqubo Yokucela Amarekhodi Ngokwe-PAIA

- 8.1. Ezinye izigaba zamarekhodi azitholakali emphakathini ngokuzenzakalelayo futhi kufanele acelwe ngokusemthethweni ngokwenqubo ebekwe kulesi sigaba.
- 8.2. Amarekhodi olwazi kufanele acelwe ngokuligcwalisa lonke ifomu elikuSithasiselo C.
- 8.3. Kufanele ubonise ukuthi isicelo ngesekhophi yerekhodi noma ufuna ukuhlola amarekhodi emahhovisi e-ITAC.
- 8.4. Ulwazi olufunayo uyolinikezwa ngohlelo olukhethayo, uma lukhona. Kodwa-ke, lokhu ngeke kwenzeke kuzophazamisa imisebenzi ye-ITAC noma kulimaze irekhodi, noma kwephule ilungelo lobunikazi okungelona ele-ITAC. Uma, ngenxa yezizathu ezizwakalayo, ungeke ulithole ngohlobo olufunayo, kodwa ngolunye uhlobo, imali izobalwa ngokohlolo obulucelile.
- 8.5. Uma ungakwazi ukufunda noma ukubhala, noma ukhubazekile, ungasenza isicelo serekhodi ngomlomo, lapho iSikhulu Sezolwazi siyokugcwalisela ifomu bese sikunika ikhophi yefomu eligcwalisiwe. Siyazamukela nezicelo ezenziwa ngocingo.

- 8.6. Kufanele uveze ngokucacile efomini lesicelo:
- 8.6.1. uma ufisa ukwaziswa ngomphumela wesicelo ngocingo, nge-imey'li noma ngenye indlela.
- 8.6.2. isikhundla isicelo esenziwa ngaphansi kwaso. Esimweni lapho ulwazi lucelelwa omunye umuntu, sicela ulethe ubufakazi besikhundla isicelo esenziwe ngaso ngendlela egculisa iSikhulu Sezolwazi noma iPhini LeSikhulu Sezolwazi.
- 8.7. Isicelo kufanele sithunyelwe kuPhini LeSikhulu Sezolwazi kwezishiwo esigabeni 3 ngenhla, kanye nobufakazi bokukhokha imali yokuthola ulwazi, sona-ke siyobe sesicubungula isicelo.
- 8.8. Ngemva kokuthola isicelo sakho, sizonquma ukuthi siyasivuma noma siyasenqaba yini isicelo bese sikwazisa sikunike nezizathu zalokho, zingakapheli izinsuku ezingu-30 (amashumi amathathu) sisitholile isicelo. Uma ungezwa lutho oluvela kithi kulezo zinsuku ezingu-30, kuyosho ukuthi isicelo sakho senqatshiwe.
- 8.9. Ungase uvunyelwe ukuthola irekhodi uma:
- 8.9.1. isicelo senziwa ngendlela efanele efomini elifanele;
- 8.9.2. kunobufakazi besikhundla/igunya uma leso sicelo usenzela omunye umuntu;
- 8.9.3. irekhodi eliceliwe lichazwe ngokwanele ukuze iSikhulu Sezolwazi / iPhini LeSikhulu Sezolwazi sikwazi ukulithola;
- 8.9.4. izimali ezinqunyiwe sezikhokhiwe; futhi
- 8.9.5. Isicelo singenqatshwangwa ngesizathu esisodwa noma eziningi kwezishiwo esigabeni 11 ngezansi.
- 8.10. Siphinde sikwazise ngokubhala uma sidinga ukunwetshwa, isibonelo, uma isicelo singokwesamba esikhulu solwazi futhi singenakutholakala ngokufanelekile phakathi nesikhathi sokuqala esiyizinsuku ezingama-30 (amashumi amathathu).

9. Izimali Ezikhokhwayo

- 9.1. Izimali ezikhokhwayo zokucela nokucinga irekhodi, kanye nokwenza amakhophi erekhodi, zinqunywa yimithetho ye-PAIA futhi ifakiwe lapha yaba yiSithasiselo B.
- 9.2. Imali yokuthola irekhodi kufanele ikhokhwe ngaphambi kokuba isicelo sicutshungulwe,

okusho ukuthi lapho usithumelela isicelo sakho sokuthola ulwazi.

- 9.3. Uma isicelo sivunyiwe, kungase kudingeke enye imali yokuthola irekhodi noma yokulicinga. Uma, ngokubona kweSikhulu Sezolwazi, kuzosithatha amahora angaphezu kwayisithupha ukukufunela nokukuhlelela lelo rekhodi, sizokwazisa ngalokhu ngefomu elikuSithasiselo D. Kulokhu, sizocela idiphozithi yengxenye yemali yokuthola ulwazi, inani elingeqi ingxenye eyodwa kwezintathu yengqikithi okumele uyikhokhe, uma isicelo sakho sivunyiwe.
- 9.4. I-ITAC inelungelo lokugodla imvume yokuthola irekhodi kuze kube yilapho umfakisicelo esezikhokhele izimali ezifunekayo (uma zikhona).
- 9.5. Kunezigaba ezithile zabantu abangakhokhiswa. Lezi zigaba zihlanganisa abantu abafaneleka ngokwesisekelo seholo labo lonyaka kanye nalabo abacela ulwazi lomuntu siqu. Abantu abacela ulwazi lomuntu siqu olumayelana nabo noma izingane zabo ezincane akudingeki bakhokhe imali.
- 9.6. Izimali ezinqunyiwe kufanele zikhokhwe ku-akhawunti ye-ITAC, imininingwane yasebhange izonikezwa uma icelwa. Sicela uthumele nge-imey'li ubufakazi bokukhokha kuPhini LeSikhulu Sezolwazi.

10. Ulwazi Oluphathelene Ne-POPIA

- 10.1. I-POPIA ifuna ukuba sikunikeze ulwazi oluthile mayelana nendlela ulwazi lomuntu siqu esinalo, phakathi kokunye, esilusebenzisa ngayo, siludalule nesilulahla ngayo.
- 10.2. Unelungelo lokucela isiqinisekiso, mahhala, sokuthi lukhona yini ulwazi lomuntu siqu esilugcinile oluphathelene nawe. Unelungelo futhi lokucela ukuba sikunikeze incazelo noma amakhophi amarekhodi aqukethe ulwazi lwakho siqu, kanye nokutshelwa ukuthi bangobani abantu besithathu noma izinhlu zabantu besithathu, abanalolo lwazi lwakho, noma abake baluthola.
- 10.3. Ungalisebenzisa leli lungelo ngokuthumela i-imey'li kuPhini LeSikhulu Sezolwazi, imininingwane yokuxhumana nalo iboniswe ngenhla.
- 10.4. Ayikho imali ekhokhwayo uma usicela ukuba siqinisekise ukuthi i-ITAC inalo yini ulwazi lwakho siqu noma cha. Nokho, sizobudinga ubufakazi bukamazizi wakho.
- 10.5. Uma sikunika lolo lwazi lwakho siqu, unelungelo lokucela ukulungiswa, ukususwa noma ukucinywa kolwazi lwakho siqu. Lokhu kungenziwa ngokugcwalisa ifomu

elikuSithasiselo E.

10.6. Uphinde ube nelungelo lokuphikisa ukusetshenziswa kolwazi lwakho siqu. Lokhu kungenziwa ngokugcwalisa ifomu elikuSithasiselo F.

10.7. Sizokunikeza isilinganiso esibhaliwe semali yokukunikeza ulwazi lwakho siqu, ngaphambi kokukunikeza izinsiza. Singase futhi sidinge ukuba usinikeze idiphozi yayo yonke imali noma ingxenye yayo ngaphambi kokukunikeza ulwazi lwakho siqu olucelile.

10.8. Izigaba zamarekhodi esiwagcinile ngokwe-POPIA:

Izigaba Zezihloko Zolwazi	Izigaba Zolwazi Lomuntu Siqu
Abangase baqashwe, abasebenzi bamanje, amakhonsalithenti, abaqeqeshwayo namavolontiya	amagama; imniningwano yokuxhumana; usuku lokuzalwa; amakheli endawo naweposi; inombolo kamazisi; ubuzwe; ubulili; izincwadi eziyimfihlo; abahlomuli; isihlobo; ulwazi lwezezimali; umlando wemfundo; umlando wokusebenza; umlando wobugebengu; ulwazi lwezempilo; amarefurensi; ukuhlolwa kokufaneleka.
Abangase babe ngabahlizeki bezinsizakalo nabamanje, osonkontileka, osonkontileka abancane, nabalingani bebhizinisi	amagama abantu okuxhunanwa nabo; igama lenhlangano esemthethweni; ikheli lendawo neleposi neminingwane yokuxhumana; ulwazi lwezezimali; inombolo yokubhalisa; imibhalo yokusungulwa; ulwazi mayelana nentela; abasayini abagunyaziwe, abahlomuli, abanikazi abangabahlomuli; imniningwano yokuxhumana; ukuhlolwa kokufaneleka; ulwazi lwe-akhawunti; imibiko yokusebenza.
Izivakashi, abasebenzisi bewebhusay'ithi, amalungu omphakathi	amagama; ulwazi lokuzazisa ngezobuchwepheshe: ikheli le-IP; imininingwane yokungena, ama-cookies, ulwazi lwendawo yezobuchwepheshe; imininingwane kamakhelekukhwini, imininingwane ye-GPS; imniningwane yokuxhumana; izincomo noma izikhalo.

10.9. I-POPIA iphinde ithi ulwazi lomuntu siqu lungasetshenziswa kuphela ngokusemthethweni ngendlela engadaluli izimfihlo zakho. Uhlobo lolwazi lomuntu siqu esilugcinayo luncika enjongweni esiluqoqela yona. Sizokutshela ukuthi siluqoqelani lolo lwazi nokuthi sizolusebenzisela leyo njongo kuphela.

10.10. Singase sibanikeze laba abalandelayo ulwazi lomuntu siqu:

10.10.1. abaphathi;

- 10.10.2. abasebenzi;
- 10.10.3. abasebenzi besikhashana;
- 10.10.4. izikhulu ezithile zoMnyango Wezohwebo, Izimboni Nokuncintisana;
- 10.10.5. abahlinzeki bezinsizakalo abanenkontileka;
- 10.10.6. nabanye ezinhlanganweni zakwanye amazwe.
- 10.11. Silwela ukungena ezivumelwaneni ezibhaliwe ukuze siqinisekise ukuthi abanye abathintekayo balugcina luyimfihlo ulwazi lwethu. Ulwazi lomuntu siqu lungase idalulwe lapho sinesibopho esingokomthetho noma sinelungelo elingokomthetho.
- 10.12. Ukuthunyelwa okuhleliwe kolwazi lomuntu siqu kwamanye amazwe:
 - 10.12.1. Singase sidalule ulwazi lomuntu siqu kubahlinzeki bezinsiza bezinkampani zabantu besithathu esisebenzisa izinsiza zabo noma imikhiqizo yabo, okuhlanganisa nezinsiza ze-*cloud* ezisingathwa emazweni omhlaba.
 - 10.12.2. Ngaphezu kwalokho, singase sithumele ulwazi lomuntu siqu ngokwesidingo soMthetho We-ITA.
- 10.13. Incazelo evamile yezinyathelo zokuphepha ezisetshenziswa yi-ITAC ukuze kuqinisekise ukugcinwa kwemfihlo, ubuqotho nokutholakala kolwazi:
 - 10.13.1. I-ITAC isebenzisa izinyathelo ezifanele, ezikahle zobuchwepheshe nezinqubo zokuvimbela ukulahleka, ukulimala noma ukususwa okungagunyaziwe kolwazi lomuntu siqu, nokutholakala nokusetshenziswa kwalo okungekho emthethweni.
 - 10.13.2. Lezi zinyathelo zibandakanya:
 - 10.13.2.1. izinqubomgomo zokuphepha kolwazi;
 - 10.13.2.2. ukuhlukaniswa kwamalungelo omuntu osebenzisa ulwazi;
 - 10.13.2.3. izilawuli zokuthola ulwazi ezinengqondo nezingokoqobo, kanye
 - 10.13.2.4. nokusethwa kwezivikelo zemishini nezinhlelo zemishini eziyingxenye yohlaka lwethu lwezobuchwepheshe zolwazi.

11. Ukwenqatshwa Kwesicelo

- 11.1. Izizathu eziyinhloko ze-ITAC zokwenqaba isicelo solwazi zibandakanya:
 - 11.1.1. isivikelo esiyisibopho solwazi oluyimfihlo lwabantu besithathu uma luvikeliwe

ngokoMthetho We-ITA;

- 11.1.2. isivikelo esiyisibopho semfihlo yolwazi lomuntu wesithathu ongumuntu wemvelo, okungabandakanya ukudalulwa okungenangqondo kolwazi lomuntu siqu lwalowo muntu wemvelo;
- 11.1.3. isivikelo esiyisibopho solwazi lwezohwebo lomuntu wesithathu, uma irekhodi liqukethe izimfihlo zokuhweba zalowo muntu wesithathu;
- 11.1.4. isivikelo esiyisibopho solwazi lwezohwebo lomuntu wesithathu, uma irekhodi liqukethe ulwazi lwezezimali, lwezohwebo, lwezesayensi noma lobuchwepheshe olungabangela umonakalo kwezezimali noma kwezohwebo kulowo muntu wesithathu uma lungase ludalulwe;
- 11.1.5. isivikelo esiyisibopho solwazi lwezohwebo lomuntu wesithathu, uma irekhodi liqukethe ulwazi oludalulwe ngokuyimfihlo yilowo muntu wesithathu esinhlanganweni, uma ukudalulwa kwalo kungabeka lowo muntu wesithathu engcupheni ezingxoxweni noma emiqhudelwaneni yezohwebo.
- 11.1.6. isivikelo esiyisibopho solwazi oluyimfihlo lwabantu besithathu uma luvikelwe ngokwanoma yisiphi isivumelwano;
- 11.1.7. isivikelo esiyisibopho sokuphepha kwabantu ngabanye kanye nokuvikelwa kwempahla;
- 11.1.8. ukuvikelwa okuyisibopho kwamarekhodi abhekwa ngengasemqoka ekuqulweni kwecala;
- 11.1.9. imisebenzi yenhlangano kwezentengiselwano.
- 11.2. Izicelo zolwazi ngokusobala eziwubuwula noma ezenzelwa ukucasula abathile, noma eziphambukisa izinsiza zizokwenqatshwa.

11.3. Izingqubo Zangaphakathi Zokuphikisa Ukwenqatshelwa Ukuthola Ulwazi

- 11.3.1. UMthetho We-ITA awuyisho inqubo yangaphakathi yokuphikisa isinqumo, no-kho, i-ITAC ithobela *uMthetho 3 Wokugquguzela Ukusebenza Ngobulungiswa Ka-2000* ekwenzeni izinqumo ezifanele, ezinobulungiswa, nezizwakalayo.
- 11.3.2. Umuntu owenqatshelwe angafaka isicelo eNkantolo Ephakeme sokuba kubuyekezwe isinqumo esithathwe yi-ITAC. Umuntu owenqatshelwe unelungelo lokuya ezinkantolo uma engavumelani nezimali okumele azikhokhe, izikhathi ezibekiwe zokuthola impendulo ye-ITAC, noma isinqumo sokwenqatshelwa ukuthola ulwazi, ingxenye yalo noma lonke.

12. Ingxubevange

12.1. Ukuthuthukiswa KweBhukwana

Leli Bhukwana lizolokhu lithuthukiswa uma kuba nesidingo.

12.2. Ukutholakala KweBhukwana

Ikhophi yaleli Bhukwana izotholakala emahhovisi e-ITAC nakuwebhusay'hi yayo ethi:

www.itac.org.za.

ISithasiselo A – Isicelo Sekhophi Yomhlahlandlela

Ku: ***Umlawuli Wezolwazi**

P.O Box 31533

Braamfontein,

2017

Ikheli Le-Imey'li: paiacompliance@inforegulator.gov.za

Inombolo Yocingo: +27 (0) 10 023 5200

NOMA

Ku: ***Isikhulu Sezolwazi**

informationofficer@itac.org.za

Mina,

Amagama agcwele:				
Esikhundleni sami njenge-(khetha ngophawu luka-"X"):	ISikhulu Sezolwazi:		Okunye:	
Igama lenhlangano *yomphakathi/ezimele (<i>uma kudingeka</i>):				
Ikheli leposi:				
Ikheli lomgwaqo:				
Ikheli le-imey'li:				
Ifeksi:				
Izinombolo zokuxhumana:	Ucingo.(B):		Iselula:	

lapha ngicela amakhophi alandelayo omhlahlandlela:

Ulimi (khetha ngophawu luka-"X")	Inani lama-khophi	Ulimi (khetha ngophawu luka-"X")	Inani lama-khophi
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	IsiPedi			IsiSuthu	
	IsiTswana			IsiSwati	
	IsiVenda			IsiTsonga	
	IsiBhunu			IsiNgisi	
	IsiNdebele			IsiXhosa	
	IsiZulu				
Indlela Yokuwuthola (khethe ngophawu luka-“X”):					
	Uzozilandela Wena	Ikheli Leposi	Ifeksi	Ngokuxhumana Nge-Elektroniki (sicela usho)	

Kusayinelwe e- mhla ka- ngenyanga ka- 20.....

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Isiginisha yomfakisiselo

*Cima lokho okungeyikho.

ISithasiselo B – Izinkokhiso Zezinhlango Zomphakathi

Iphu- zu	Incazelo	Inani Lemali
1.	Imali yesicelo ekhokhwa yibo bonke abafakisiselo	R100.00
2.	Ifothokhophi eyikhasi le-A4	R1.50 ikhasi ngalinye noma ingxenye yalo kusukela ngemva kwelokuqala.
3.	Ikhophi ephrintiwe eyikhasi le-A4	R1.50 ikhasi ngalinye noma ingxenye yalo kusukela ngemva kwelokuqala.
4.	Ikhophi eyodwa efundeka kukhomp'yutha: <ul style="list-style-type: none"> i. Efakwe ku-<i>flash drive</i> (ezoethwa umfakisiselo) ii. Efakwe ku-<i>compact disc</i> <ul style="list-style-type: none"> • Uma umfakisiselo eyilethile • Uma umfakisiselo engayilethanga 	R40.00 R40.00 R60.00
5.	Umbhalo ochaza izithombe ikhasi ngalinye le-A4	Lokhu kuzokwenziwa
6.	Ikhophi yezithombe	ngaphandle. Kuzoncika emalini ezobizwa yilabo abazokwenza lokhu.
7.	Umbhalo wamazwi aqoshiwe, ikhasi ngalinye le-A4	R24.00
8.	Ikhophi yerekhodi lamazwi: <ul style="list-style-type: none"> i. Efakwe ku-<i>flash drive</i> (ezoethwa ngumfakisiselo) ii. Efakwe ku-<i>compact disc</i> <ul style="list-style-type: none"> • Uma umfakisiselo eyilethile • Uma umfakisiselo engayilethanga 	R40.00 R40.00 R60.00
9.	Ukucinga nokuhlela irekhodi ukuba likhishwe ihora ngalinye noma ingxenye yehora ngalinye, ngaphandle kwehora lokuqala, okuyisikhathi esivamile esidingekayo sokucinga nokuhlela irekhodi. Kungadluli emalini engu:	R100.00 R300.00
10.	Idiphozithi: Uma ukucinga kuzokweqa amahora angu-6	Imali elingana nengxenye eyodwa yezintathu yesamba sesicelo ngasinye esibalwe ngokwephuzu 1 no-8.
11.	Iposi, i-imey'li noma enye indlela yokuthumela nge-elektroniki	Izindleko zayo ngqo, uma zikhona.

ISithasiselo C – Isicelo Sokuthola Irekhodi

Phawula:

- *Umfakisicelo kumele afake nobufakazi bukamazisi*
- *Uma isicelo senzela omunye umuntu, leli fom u kumele lihambisane nobufakazi baleso sigunyazo.*

Ku: The Information Officer of ITAC
The dtic Campus
77 Meintjies Street
Sunnyside
Pretoria
Ikheli leposi: Private Bag X753, Pretoria, 0001

Ikheli le-imey'li: informationofficer@itac.org.za

Khetha ngophawu luka-“X”

Lesi sicelo senzela mina egameni lami

Lesi sicelo senzela omunye umuntu

IMINININGWANE YOMUNTU	
Amagama aphelele:	
Inombolo kamazisi:	
Isikhundla esenziwa ngaso lesi sicelo (<i>uma senzela omunye umuntu</i>):	
Ikheli leposi:	
Ikheli lomgwaqo:	

Ikheli le-imey'li:				
Izinombolo zokuxhumana:	Ucingo. (B):		Ifeksi:	
	Iselula:			
Igama lomuntu owenzelwa lesi sicelo (<i>uma kunjalo</i>):				
Inombolo kamazisi:				
Ikheli leposi:				
Ikheli lomgwaqo:				
Ikheli le-imey'li:				
Izinombolo zokuxhumana:	Ucingo. (B):		Ifeksi:	
	Iselula:			
IMINININGWANE YEREKHODI ELICELIWE				
<p><i>Hlinzeka ngemininingwane egcwele yerekhodi olicelayo, okubandakanya nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale. (Uma isikhala singanele, sicela uqhubekele ekhasini eliseceleni bese ulihlanganisa naleli fomu. Wonke amakhasi owanezelayo kufanele asayinwe.)</i></p>				
Incazelo yerekhodi noma ingxenye oyifunayo yerekhodi:				
Inombolo yereferensi, uma unayo:				

Eminye imininingwane yerekhodi:	
UHLOBO LWEREKHODI <i>(Okukhethayo kuphawule ngo-"X")</i>	
Irekhodi libhaliwe noma liphrintiwe	
Irekhodi linezithombe <i>(lokhu kuhlenganisa izithombe, amaslay'di, amavidiyo aqoshiwe, izithombe ezenziwe ngekhomp'yutha, imidwebo, njll)</i>	
Irekhodi liqukethe amazwi aqoshiwe noma ulwazi olungaphinde lwenziwe ngamazwi/ngomsindo	
Irekhodi ligcinwe kukhomp'yutha noma nge-elektronikhi, noma lingelifundeka ngomshini	
UHLOBO OFUNA UKULUTHOLA NGALO IREKHODI <i>(Okukhethayo kuphawule ebhokisini ngo-"X")</i>	
Ikhophi ephrintiwe yerekhodi <i>(okuhlenganisa namakhophi ezithombe, okulotshiweyo nolwazi olugcinwe kukhomp'yutha noma nge-elektronikhi, noma elifundeka ngomshini)</i>	
Incazelo yezithombe ebhaliwe noma ephrintiwe <i>(lokhu kuhlenganisa izithombe, amaslay'di, amavidiyo arekhodiwe, izithombe ezenziwe ngekhomp'yutha, imidwebo, njll)</i>	
Umbhalo wamazwi/umsindo oqoshiwe (amaphepha abhaliwe noma aphrintiwe)	
Ikhophi yerekhodi eliku- <i>flash drive</i> <i>(kuhlanganise nezithombe namazwi/umsindo)</i>	
Ikhophi yerekhodi eliku- <i>compact disc drive</i> <i>(kuhlanganise nezithombe namazwi/umsindo)</i>	
Ikhophi yerekhodi eligcinwe ku- <i>cloud storage server</i>	

INDLELA OFUNA UKULITHOLA NGAYO IREKHODI	
<i>(Okukhethayo kuphawule ebhokisini ngo-“X”)</i>	
Ukuzihlolela wena siqu irekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele <i>(okuhlanganisa nokulalela amagama aqoshiwe, ulwazi oluwumsindo ongenziwa kabusha, noma ulwazi olugcinwe kukhomp'yutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)</i>	
Ukulithumela ngeposi ekhelini leposi	
Ukulithumela ngeposi ekhelini lomgwaqo	
Ukulithumela ngezinkampani ezidilivayo ekhelini lomgwaqo	
Ukulithumela ngefeksi ngendlela ebhaliwe noma ephrintiwe <i>(kuhlanganise nezincazelo zezithombe noma imibhalo yamazwi aqoshiwe)</i>	
Ukulithumela nge-imey'li <i>(okuhlanganisa namazwi/umsindo uma kungenzeka)</i>	
Ukusebenzisa i-cloud share / ukudluliswa kwefayela	
Ulimi olukhethayo <i>(Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ungase ulithole ngolunye ulimi lelo rekhodi elitholakala ngalo)</i>	
IMININGWANE YELUNGELO OFUNA UKULISEBENZISA NOMA UKULIVIKELA	
<i>Uma isikhala esinikeziwe singenele, sicela uqhubekele ekhasini elihlukile bese ulihlanganisa naleli fomu. Umfakisicelo kumele asayine wonke amakhasi awanezelayo.</i>	
Bonisa ukuthi yiliphi ilungelo ofuna ukulisebenzisa noma ukulivikela:	
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe	

ilungelo elishiwo ngenhla:	
IZIMALI EZIKHOKHWAYO	
<p>a) <i>Imali yokukhokhela isicelo kumele ikhokhwe ngaphambi kokuba isicelo sicutshungulwe.</i></p> <p>b) <i>Uzokwaziswa ukuthi imalini okufanele uyikhokhele ukuthola ulwazi olufunayo.</i></p> <p>c) <i>Imali ekhokhelwa ukuthola irekhodi incike ohlotsheni ofuna ukuluthola ngalo irekhodi nasesikhathini esidingekayo sokucinga nokuhlela irekhodi.</i></p> <p>d) <i>Uma ufanelekela ukungakhokhiswa, sicela usho isizathu sokungakhokhiswa kwakho.</i></p>	
Isizathu:	

Uzokwaziswa ngesaziso esibhaliwe ukuthi isicelo sakho sivunyiwe noma siinqatshiwe yini, nezindleko zaso uma sivunyiwe, uma zikhona. Sicela ubonise indlela ofunwa ukwaziswa ngayo.

Ikheli Leposi	Ifeksi	Ukuxhumana Ngezobuchwepheshe (Sicela uyisho)

Kusayinelwe e- mhla ka- ngenyanga ka- 20.....

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Isiginisha yomfakisicelo / yomuntu owenzelwa isicelo

LE NGXENYE IYOGCWALISWA NGABASEHHOVISI

<i>Inombolo yerefurensi:</i>	
<i>Isicelo samukelwe ngu-:</i> <i>(Yisho isikhundla, igama nesibongo seSikhulu Sezolwazi)</i>	
<i>Usuku esamukelwe ngalo:</i>	
<i>Imali yokuthola irekhodi:</i>	
<i>Idiphozithi (uma ikhona):</i>	

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Isiginisha YeSikhulu Sezolwazi

ISithasiselo D – Umphumela Wesicelo Nemali Okumele Ikhokhwe

Phawula:

- Uma isicelo sakho sivunyiwe-
 - a. Imali yediphozithi, (uma ifuneka), kumele ikhokhwe ngaphambi kokwenziwa kwalokho okucelile; futhi
 - b. Irekhodi olicelile noma ingxenye yalo lizokhishwa kuphela uma sesithole ubufakazi bokukhokhwa kwayo yonke imali efunekayo.
- Sicela usebenzise inombolo yefurensi eshiwo ngezansi kukho konke ukuxhumana nathi esikhathini esizayo.

Inombolo yefurensi: _____

KU: (Faka igama lomfakisicelo)

Isicelo sakho sangomhla ka-_____.

1. Ucele:

Ukuzihlolela mathupha ulwazi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (okuhlanganisa nokulalela amagama aqoshiwe, ulwazi oluwumsindo ongakopisheka, lonke ulwazi olugcinwe kukhomp'yutha noma nge-elektronikhi noma olufundeka ngomshini) kumahhala. Kudingeka ukuba usho usuku nesikhathi ozoluhlola ngaso lolo lwazi futhi uze naleli Fomu. Uma kwenzeka usufuna ukukophishelwa ulwazi oluthile, kuyodingeka ukuba ukhokhe izimali ezishiwo kuSithasiselo C.	
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NOMA

2. Ucele:

Amakhophi aphrintiwe aqukethe ulwazi (okuhlanganisa namakhophi ezithombe, imibhalo echaza izithombe noma yamazwi aqoshiwe kanye nolwazi olugcinwe kukhomp'yutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)	
Imibhalo elotshiwe noma ephrintiwe echaza izithombe (lokhu kuhlanganisa izithombe, amaslay'di, amavidiyo aqoshiwe, izithombe ezenziwe ngekhomp'yutha, imidwebo, njll)	
Imibhalo echaza amazwi/umsindo oqoshiwe (amaphepha abhaliwe noma aphrintiwe)	
Ikhophi yolwazi eku-flash drive (okuhlanganisa nezithombe namazwi/nomsindo oqoshiwe)	
Ikhophi yolwazi eku-compact disc drive (okuhlanganisa nezithombe namazwi/nomsindo oqoshiwe)	

Amakhophi erekhodi eligcinwe ku- <i>cloud storage server</i>	
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3. Kufanele kuthunyelwe:

Ngeposi ekhelini leposi	
Ngeposi ekhelini lomgwaqo	
Ngezinkampani ezidilivayo ekhelini lomgwaqo	
Ukulithumela ngefeksi ngendlela ebhaliwe noma ephrintiwe (<i>kuhlanganise nezincazelo zezithombe noma imibhalo yamazwi aqoshiwe</i>)	
Ukulithumela nge-imey'li (<i>okuhlanganisa namazwi/umsindo uma kungenzeka</i>)	
Ukusebenzisa i- <i>cloud share</i> / ukudluliswa kwefayela	
Ulimi olukhethayo (<i>Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ungase ulithole ngolunye ulimi lelo rekhodi elitholakala ngalo</i>)	

Sicela uphawule ukuthi isicelo sakho:

Sivunyiwe

Sinqatshiwe ngenxa yezizathu ezilandelayo:

4. Izimali okufanele zikhokhelwe isicelo sakho:

Into	Imali yekhasi le-A4 noma ingxenye yalo ngemva kwelokuqala	Inani lamakhasi/lezinto	Inggikithi
Ifothokhophi	R1.50 ikhasi noma ingxenye yalo ngemva kwelokuqala.		
Ikhophi ephrintiwe	R1.50 ikhasi noma ingxenye yalo ngemva kwelokuqala.		
Ikhophi eyodwa efundeka kukhomp'yutha:			
i. Efakwe ku- <i>flash drive</i>	R40.00		
• Kufanele ilethwe ngumfakisicelo			
ii. Efakwe ku- <i>compact disc</i>	R40.00		
• Uma umfakisicelo eyilethile			
• Uma umfakisicelo engayilethanga	R60.00		
Umbhalo ochaza izithombe ikhasi ngalinye le-A4	Lokhu kuzokwenziwa ngaphandle.		
Ikhophi yezithombe	Kuzoncika emalini ezobizwa yilabo abazokwenza lokhu.		
Umbhalo wamazwi aqoshiwe, ikhasi ngalinye le-A4	R24.00		
Ikhophi yerekhodi lamazwi:			
i. <i>Flash drive</i> (ezolethwa ngumfakisicelo)	R40.00		
• Kufanele ilethwe ngumfakisicelo			
ii. <i>Compact disc</i>	R40.00		
• Uma umfakisicelo eyilethile			
• Uma umfakisicelo engayilethanga	R60.00		
Ukuthumela ngeposi, nge-imey'li nange-elektronikhi:	Izindleko zalokho ngqo		
INGQIKITHI:			

5. Idiphozithi okumele ikhokhwe (uma ukucinga kwenza amahora ayisithupha):

Yebo

Cha



*(ibalwe ngokwengxenywe
yesithathu kwezintathu zengqikithi
yemali yesicelo ngasinye)*

Le mali kumele ikhokhwe ku-akhaw'nti yasebhange elandelayo:

Igama lebhange:	
Igama lomnikazi we-akhaw'nti:	
Uhlobo lwe-akhaw'nti:	
Inombolo ye-akhaw'nti:	
Ikhodi yegatsha:	
Inombolo yereferensi:	
Thumela ubufakazi bokukhokha lapha:	informationofficer@itac.org.za

Kusayinelwe e- mhla ka-..... ngenyanga ka- 20.....

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Isiginisha YeSikhulu Sezolwazi

ISithasiselo E – Isicelo Se-POPIA Sokulungisa / Ukusula

Phawula:

- Kufanele isicelo sihambisane ne-afidavithi noma amanye amaphepha obufakazi bokweseka isicelo.
- Uma isikhala esinikeziwe singanele kuleli Fomu, thumela imininingwane eyengeziwe kwamanye amakhasi abe iSithasiselo saleli Fomu bese usayina ikhasi ngalinye.

Inombolo yereferensi: _____

Lokho okukhethayo kuphawule ngo-“X”.

Isicelo:

Sokulungiswa noma sokusulwa kwemininingwane yomuntu egcinwe noma engaphansi kokulawulwa ngumgcinilwazi othintekayo

Sokucinywa noma sokususwa kwerekhodi lemininingwane yomuntu egcinwe noma elawulwa ngumgcinilwazi othintekayo futhi engasagunyaziwe ukugcina lelo rekhodi lolwazi.

A. IMINININGWANE YOMUNTU WALOLO LWAZI		
Isibongo:		
Amagama aphelele:		
Inombolo kamazisi:		
Ikheli lasekhaya, leposi noma lebhizinisi:		
		Ikhodi:
Izinombolo zokuxhumana:		

Inombolo yefeksi:	
Ikheli le-imey'li:	
B. IMININGWANE YOMGCINILWAZI OTHINTEKAYO	
Igama nesibongo somgcinilwazi othintekayo (<i>uma umgcinilwazi engumuntu ongokwemvelo</i>)	
Ikheli lasekhaya, leposi noma lebhizinisi:	
	Ikhodi:
Izinombolo zokuxhumana:	
Inombolo yefeksi:	
Ikheli le-imey'li:	
C. IZIZATHU *ZOKULUNGISWA NOMA ZOKUSUSWA KOLWAZI LOMUNTU / *UCIYWA NOMA UKUSULWA KWEREKHODI ELINEMININGWANE YOMUNTU ELIGCINWE NOMA ELINGAPHANSI KOKULAWULWA NGUMGCINILWAZI OTHINTEKAYO	
<i>(Sicela usho izizathu ezenabile zesicelo sakho)</i>	

Kusayinelwe e- mhla ka- ngenyanga ka- 20.....

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Isiginisha yomuntu wolwazi

ISithasiselo F – Isicelo Se-POPIA Yokuphikisa Isinqumo

Phawula:

- Kufanele isicelo sihambisane ne-afidavithi noma amanye amaphepha obufakazi bokweseka isicelo.
- Uma isikhala esinikeziwe singanele kuleli Fomu, thumela imininingwane eyengeziwe kwamanye amakhasi abe iSithasiselo saleli Fomu bese usayina ikhasi ngalinye.

Inombolo yereferensi: _____

A. IMININGWANE YOMUNTU WOLWAZI	
Isibongo:	
Amagama aphelele:	
Inombolo kamazisi:	
Ikheli lasekhaya, leposi noma lebhizinisi:	
	Ikhodi:
Izinombolo zokuxhumana:	
Inombolo yefeksi:	
Ikheli le-imey'li:	
B. IMININGWANE YOMGCINILWAZI OTHINTEKAYO	
Igama nesibongo somgcinilwazi othintekayo (<i>uma umgcinilwazi engumuntu ongokwemvelo</i>)	
Ikheli lasekhaya, leposi noma lebhizinisi:	

		Ikhodi:	
Izinombolo zokuxhumana:			
Inombolo yefeksi:			
Ikheli le-imey'li:			
C. IZIZATHU ZOKUPHIKISA ISINQUMO <i>(Sicela usho izizathu ezenabile zesicelo sakho)</i>			

Kusayinelwe e- mhla ka- ngenyenga ka- 20.....

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Isiginisha yomuntu wolwazi