

IMANUWALI YE-PAIA

UKUSEBENZA KOMPHAKATHI EKUVIKELENI (“CAP ”)

Ngenhloso yalesi sibalo se-PAIA CAP siqukethe izinhloko ezilandelayo:

Inkampani	Inombolo Yokubhalisa
I-CAP ne-NPC	2009/019046/08
I-CAP Admin e-NPC	2008/001125/08
I-CAP EKHAYA e-NPC	2009/020160/08
I-CAP Ukuvikelwa Komphakathi Ngaphaka e-NPC	2011/124400/08
Izixazululo Zokuvikelwa Komphakathi e-NPC	2011/124400/08
I-CAP Edusafe e-NPC	2018/378027/08
Ukuphepha kwe-CAP e-NPC	2019/351878/08
Isinyathelo sokuqala Sokuphepha Komphakathi e-Glenhazel e-NPC	2006/030183/08
Ukuvikelwa Komphakathi Okusebenzayo e-Houghton e-NPC	2007/027020/08
UMelrose Birdhaven Umphakathi Ukuvikelwa Okusebenzayo e-NPC	2007/025394/08
Enyakatho EMpumalanga Ukuvikelwa Okusebenzayo e-NPC	2007/012720/08
Sandown Strathavon Umphakathi lyasebenza Ukuvikelwa I-NPC	2007/009760/08
Savoy Waverley Ukuvikelwa Okusebenzayo e-NPC	2006/036496/08
Saxonwold Umphakathi Ezokuphepha e-NPC	2007/032696/08

UKUKHUTHAZA UKUTHOLAKALA KWENCWADI YEMANUWALI

(" Imanuwali ")

1. ISENDLALELO

UMthetho Wokukhuthaza Ukutholakala Kolwazi, wango--2000 (" **PAIA** ") waqala ukusebenza ngomhlaka 9 kuNdasa wezi-2001. I-PAIA ifuna, phakathi kokunye, ukuqala isebenze ngelungelo loMthethosisekelo lokuthola noma yiluphi ulwazi oluphethwe nguMbuso noma kunoma yimuphi omunye umuntu lapho imininingwane enjalo edingekayo ukuze kusetshenziswe noma kuvikelwe abantu bemvelo kanye nabasebenza ngelungelo lokufinyelela Kumarekhodi agcinwe yinhlangano yangasese noma yomphakathi, ngaphansi kwemikhawulo ethile, ukuze akwazi ukusebenzisa noma ukuvikela amalungelo abo. Lapho isicelo senziwa ngokuya kwe-PAIA emhlanganweni wangasese, leyo nhlangano ezimele kufanele idalule ulwazi uma ofake isicelo uyakwazi ukukhombisa ukuthi irekhodi liyadingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo, futhi ngaphandle nje kokuthi azikho izizathu zokwenqaba eziqukethwe ku-PAIA ezisebenzayo. I-PAIA ibeka izingqinamba ezidingekayo zenqubo ezinamathiselwe kwizicelo zolwazi.

Isigaba sama-51 se-PAIA sibophezela izinhlangano ezizimele ukuthi zenze imanuwali ukuze umuntu akwazi ukufinyelela kumininingwane egcinwe yileyo nhlangano ezimele futhi isho ubuncane bezidingo le ncwadi okufanele ihambisane nazo.

Le Ncwajana yakha imanuwali ye-CAPIA ne-PAIA. Le Manuwali ihlanganiswe ngokuhambisana nesigaba 51 se-I-PAIA njengoba ikhuliswe ngokuvikelwa koMthetho Wokuvikela Ulwazi Lomuntu Siqu, 2013 (" **POPIA** "), onikeza ukusebenza kwawo wonke umuntu ngokomthethosisekelo wbumfihlo. I-POPIA ikhuthaza ukuvikelwa kwemininingwane yomuntu siqu ecutshungulwe yizinhlangano zomphakathi nezizimele, kuhlanganisa neizimo ezithile ukuze kusungulwe amathoni aphansi ukuze kusetshenziswe imininingwane yolwazi lomuntu siqu. I-POPIA ichibiyela izinhlinzeko ezithile ze-PAIA, ukulinganisa isidingo sokuthola ulwazi olubhekene nesidingo sokuvikelwa kwemininingwane yomuntu siqu futhi enze imisebenzi ethile ngokuya nge-POPIA ne-PAIA, ehlinzekela ukukhishwa kwamakhodi okuziphatha nokunakekela amalungelo abantu mayelana nokuxhumana okwenziwa ngokukhethekile nokuthatha izinqumo ngokuzenzakalelayo ukulawula ukuhamba kwemininingwane yomuntu siqu kanye nokuhlinzekela izindaba okhathazekile ngazo.

Le ncwadi ye-PAIA ibuye ifakwe imininingwane ngokuhanjiswa kweziphikiso ekucutshungulweni kwemininingwane yomuntu siqu nezicelo zokususa noma ukucekela phansi imininingwane yomuntu noma amarekhodi alo ngokuya kwe-POPIA.

I-VERSION	UMNIKAZI WENQUBOMGOMO	USUKU
2	I-Avron Dale Kahn	1 Juni 2021

2. MAYELANA NE-CAP

I-CAP yasungulwa ngo-July 2006 ngenhloso yokuvikelwa nokuphepha komphakathi jikelele

Ukusuka kwesisodwa isinyathelo somphakathi, i-CAP nayo inokukhula phakathi kweqoqo le-proactive, elihlanganisiwe, elihlanganisiwe lomphakathi lezokuphepha eGoli.

3. IMININGWANE YOKUXHUMANA

Igama leNhlangothi Yangasese	I-CAP
Isikhulu Esibhekele Ulwazi	U-Avron Kahn
Imininingwane yaMasekela Akhethiwe	• Jaydene I-Rosenthal • Jacqueline Shand • UDean Rosin • Jayden Wright
Ikheli le-imeyili lesikhulu	popia@capcommunity.co.za
Ikheli Leposi	PO BOX 29580, Sandringham, 2131
Ikheli lesitaladi	E-Houghton Estate Office Park, Floor 3 Marvel Grove, 2 Osborn Road, Houghton, 2196
Inombolo Yocingo	0860 332 332

4. UMHLAHLANDLELA WOKULAWULA ULWAZI

Umhlahlandlela osemthethweni uhlanganisiwe oqukethe imininingwane yokusiza umuntu ofisa ukusebenzisa ilungelo lokufinyelela olwazini ngokuya kwe-PAIA ne-POPIA. Lo mhlahlandlela wenziwa utholakale ngoMlawuli Wolwazi (osungulwe ngokuya nge-POPIA). Amakhophi omhlahlandlela obuyekeziwe ayatholakala ku-Regulator yolwazi ngendlela ebekiwe. Noma yimiphi imibuzo ephathelene noMhlahlandlela kufanele iqondiswe ku:

Ikheli Leposi:

33 Inselo Isitaladi
Inkundla III, 3rd – Phansi
Braampark Braamfontein, eGoli

Inombolo Yocingo: +27 (0) 10 023 5207

Inombolo Yefeksi:

Ikheli le-Imeyili: infoereg@justice.gov.za

Iwebusayithi: <https://www.justice.gov.za/infoereg/>

5. IZINJONGO ZALELI BHUKWANA

Izinjongo zaleli bhukwana yilezi:

- ukuhlinzeka ngohlu lwawo wonke amarekhodi aphethwe yinhlangano esemthethweni;
- ukubeka izidingo mayelana nokuthi ubani ongacela ulwazi ngokwe-PAIA kanye nezizathu lapho isicelo singanqatshelwa khona;
- ukuchaza indlela kanye nefomu lesicelo solwazi okufanele lithunyelwe ngayo; futhi
- ukuthobelana nezidingo ezengeziwe ezibekwe yi-POPIA.

6. IPHUZU LOKUNGENA KWEZICELO

I-PAIA ihlinzeka imininingwane kumuntu owenza isicelo solwazi kuphela yenza, uma ulwazi kuyinto edingekayo ukuze asebenzise noma avikele ilungelo elisemthethweni.

Ngakho-ke ulwazi ngeke lunikezwe ngaphandle uma umuntu ehlinzeka ngemininingwane eyanele ukuze i-CAP ikwazi ukuhlonza ilungelo umfakisisicelo afuna ukulivikela kanye nencazelo yokuthi kungani ulwazi oluceliwe ludingeka ukuze kusetshenziswe noma kuvikelwe lelo lungelo. Ukusetshenziswa kwamalungelo omuntu kungaphansi kwemikhawulo ebambekayo, okuhlanganisa ukuvikelwa okunengqondo kobumfihlo, ubumfihlo bezentengiselwano kanye nokuphatha okuphumeleloyo, nokuhle. I-PAIA kanye nenqubo yesicelo equkethwe kule Manuwali angeke isetshenziselwe ukufinyelela irekhodi ngamacala obugebengu noma amademeshe, futhi akufanele ulwazi lucelwe ngemva komhlangano.

Isikhulu Esibhekele Ulwazi sinikezwe umsebenzi wokwamukela nokuhlanganisa zonke izicelo zokufinyelela kumarekhodi ngokwe-PAIA, ukuze kuqinisekise ukuthotshelwa okufanele kwe-PAIA kanye ne-POPIA.

Isikhulu Solwazi sizokwenza ukuxhumana nethimba langaphakathi lezomthetho kuzo zonke lezi zicelo.

Zonke izicelo ngokwe-PAIA kanye nale Manuwali kufanele ziqondiswe kuSikhulu Sezolwazi kusetshenziswa imininingwane esesigabeni sesi-3 ngenhla.

7. ULWAZI OLUTHOLAKALA NGOKUZENZAKALELAYO

Ulwazi lokho olutholakala ngesizindalwazi se-CAP mayelana ne-CAP lutholakala ngokuzenzakalelayo e futhi akudingeki lucelwe ngokusemthethweni ngokwale Manuwali.

Izigabaezilandelayo zamarekhodi zitholakala ngokuzenzakalelayo ukuze zihlolwe, zithengwe noma zenziwe amakhophi:

- Izincwajana
- ukukhishwa kwezindaba
- ukushicilelwa; futhi
- ezinye izinto ezihlukahlukene zokumaketha nezokukhangisa.

8. ULWAZI OLUTHOLAKALA NGEMIBANDELA YE-POPIA

8.1. Izigaba zolwazi lomuntu siqu oluqoqwe yi-CAP

I-CAP ingase iqoqe ulwazi oluphathelele nomuntu okhonjwayo, ophilayo, wemvelo, futhi lapho lusebenza khona, umuntu okhonjwayo, okhona ngokomthetho, kuhlenganisa, kodwa kungagcini nje ngoku-

- ulwazi oluphathelele nohlanga, ubulili, ubulili, ukukhulelwa, isimo somshado, ubuzwe, uhlanga noma imvelaphi, umbala, ubulili, ubudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolo, isiko, ulimi kanye nokuzalwa komuntu;
- ulwazi oluphathelele nemfundo noma umlando wezokwelapha, wezezimali, wobugebengu noma wokuqashwa komuntu;
- noma iyiphi inombolo ekhombayo, uphawu, ikheli le-imeyili, ikheli lendawo, inombolo yocingo, imininingwane yendawo, isihlonzi esiku-inthanethi i noma esinye isabelo komuntu;
- ulwazi lwe-biometric yomuntu;
- imibono yomuntu, imibono noma izintandokazi zomuntu;
- izincwadi ezithunyelwa ngumuntu ezingacacile noma ezicacile eziyimfihlo noma eziyimfihlo noma ezinye izincwadi ezingadalula okuqokethwe yincwadi yokuqala;
- imibono noma imibono yomunye umuntu ngomuntu; futhi
- igama lomuntu uma livela nolunye lomuntu siqu oluhlobene nomuntu noma uma ukudalulwa kwegama ngokwalo kuzoveza ulwazi ngomuntu;

8.2. Inhloso yokucubungula ulwazi lomuntu siqu

Ngokwe-POPIA, idatha kufanele icutshungulwe ngenjongo ethile. Injongo lapho idatha icutshungulwa yi-CAP izoncika kuhlobo lwedatha kanye nesihloko sedatha ethile. Le njongo ivamise ukudalulwa, ngokusobala noma ngokungagunci, ngesikhathi kuqoqwa idatha.

Ngokuvamile, ulwazi lomuntu siqu lucutshungulwa ngezinjongo zokugibela amakhasimende nabahlinzeki, isevisi noma ukulethwa komkhinqizo, ukuphepha, ukuqashwa kanye nezindaba ezihlobene.

8.3. Incazelo yezigaba zezihloko zedatha

I-CAP iphethe ulwazi namarekhodi ezigabeni ezilandelayo zezihloko zedatha:

- Abasebenzi / abasebenzi be-CAP;
- Amaklayenti we-CAP;
- Noma yimuphi umuntu wesithathu i-CAP eqhuba naye ibhizinisi;
- Osonkontileka be-CAP;
- Abahlinzeki be-CAP;
- Abantu aabakholelwa ukuthi bayabandakanyeka ezenzweni zobugebengu;

(Lolu hlu lwezigaba zezihloko zedatha aluphelelwe.)

8.4. Abamukeli noma izigaba zabamukelibolwazi lomuntu siqu lungananikezwa khona

Kuya ngohlobo lolwazi lomuntu siqu, i-CAP ingase inikeze ulwazi noma amarekhodi kulezi zigaba ezilandelayo zabamukeli:

- Izinhloko zokwengamela ezisemthethweni, abalawuli noma amakhomishana amajaji ophenyo enza isicelo sedatha;
- Noma iyiphi inkantolo, inkundla yokuphatha noma yokwahlulela, ukulamula, ikhomishini esemthethweni, noma u-ombudsman owenza isicelo sedatha noma ukutholwa ngokwemithetho esebenzayo ;
- Izinkonzo Zentela zaseNingizimu Afrika noma esinye isiphathimandla esifanayo;
- Noma ubani owenza isicelo esiphumelelayo sokufinyelela ngokwemibandela ye-PAIA noma ye-POPIA; futhi
- Ngaphansi kwezinhlinzeko ze-POPIA neminye imithetho efanele, i-CAP ingase yabelane ngolwazi mayelana nokufaneleka kwekhasimende nanoma yisiphi isikweletu ihhovisi noma inhlangothi yabahlinzeki noma enye inhlangothi yemboni lapho i-CAP isebenza khona.

8.5. Ukugeleza kwe-transborder okuhleliwe kolwazi lomuntu siqu

Uma isihloko sedatha sivakashela iwebhusayithi ye-CAP sivela kwelinye izwe ngaphandle kweNingizimu Afrika, ukuxhumana okuhlukahlukeni kuyohlela ekudlulisweni kolwazi kuyo yonke imingcele yamazwe ngamazwe.

I-CAP ingase idinge ukudlulisa ulwazi lwesihloko sedatha kubahlinzeki besevisi emazweni angaphandle kweNingizimu Afrika, lapho izothobelana ngokugcwele nomthetho osebenzayo

wokuvikela idatha.

Lawa mazwe angahle angabi nayo imithetho yokuvikela idatha efana neyaseNingizimu Afrika.

8.6. Incazelo ejwayelekile yezinyathelo zokuphepha kolwazi ezizosetshenziswa yi-CAP

I-CAP ithatha izinyathelo zokuphepha zolwazi olubanzi ukuze iqinisekise ukugcinwa kwemfihlo, ubuqotho nokutholakala kolwazi lomuntu siqu esinalo. I-CAP ithatha izinyathelo ezifanele zobuchwepheshe nezinhlangano eziklanyelwe ukuqinisekisa ukuthi idatha yomuntu siqu ihlala iyimfihlo futhi ivikelekile ekucutshungulweni okungagunyaziwe noma okungekho emthethweni kanye nokulahlekelwa ngengozi, ukucekelwa phansi noma ukulimala..

9. ULWAZI OLUTHOLAKALA NGOKWEMINYE IMTHETHO

Ulwazi luyatholaka ngokwezinhlinzeko ezithile zomthetho olandelayo kubantu noma izinhlangano ezishiwo kulowo mthetho onjalo (lolu hlu kuyinto aluphelele futhi lungachitshiyelwa ngezikhathi ezithile):

- Izimo Eziyisisekelo zoMsebenzi Ezingokomthetho we-75 ka-1997
- Umthetho weZinkampani we-61 ka-1973
- Umthetho weSinxephezelo Sokulimala Kwasemsebenzini Nezifo Zezempilo we-130 ka-1993
- Umthetho Wokuvikelwa Kwabathengi we-68 ka-2008
- Umthetho Wokulingana Emsebenzini we-55 ka-1998
- Umthetho Wokulawula Izibhamu we-60 ka-2000
- Umthetho Wokukhokhwa Kwemali Yentela we-58 ka-1962
- Umthetho Ovikela Abasebenzi we-66 ka-1995
- Umthetho Olawula Ezomgwaqo we-93 ka-1996
- Umthetho Wezempilo & Wokuphepha we-85 ka-1993
- Umthetho Olawula Ezokuphepha ezizimele we-56 ka-2001
- Umthetho Wokukhuthaza Ukutholakala Kolwazi we-2 ka-2000
- Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu we-4 ka-2013
- Umthetho Wokuthuthukiswa Kwamakhono we-97 ka-1998
- Umthetho Wezintela Zokuthuthukiswa Kwamakhono Amakhono Intuthuko Amalevi Isenzo we-9 ka-1999
- Umthetho Wokusiza Abangasebenzi we-4 ka-2002
- Umthetho Wokukhokhela abangasebenzi wama-30 ka-1966
- Umthetho Wenani Elengeziwe Lentela we-89 ka-1991

10. IZIGABA ZAMAREKHODI ATHOLAKALA NGESICELO

I-CAP igcina amarekhodi ezigabeni nasezindabeni ezibalwe ngezansi. Sicela uqaphele ukuthi ukurekhoda isigaba noma isihloko kule Manuwali akusho ukuthi isicelo sokufinyelela kulawo marekhodi sizovunywa. Zonke izicelo zokufinyelela ziyocutshungulwa ecaleni ngalinye ngokuhambisana nezinhlinzeko ze-PAIA.

Sicela uqaphele futhi ukuthi amarekhodi amaningi aphethwe yi-CAP awamalunga lesithathu, njengamakhosimende nabasebenzi, futhi i-CAP ibheka ukuvikelwa kolwazi oluyimfihlo lwelunga lesithathu njengento ebaluleke kakhulu. Ukuze uthole ulwazi oluthe xaxa ngezizathu zokwenqaba ukuthola irekhodi sicela ubheke isigaba 11.5 ngezansi. Izicelo zokufinyelela kulawa marekhodi zizocatshangelwa ngokucophelela kakhulu. Sicela uqinisekise ukuthi izicelo zamarekhodi anjalo zikhuthazwa ngokucophelela.

Isigaba samarekhodi	Amarekhodi
Amarekhodi angaphakathi	Imemorandamu kanye Nemibhalo Yehlangano
Amarekhodi asohlwini aphaathelene nezindaba ze-CAP	- Amarekhodi ezezimali - Amarekhodi okusebenza - Impahla yobuhlakani - Amarekhodi okumaketha ; - Ukuxhumana kwangaphakathi; - Amarekhodi esevisi; - Amarekhodi omthetho; - Izinqubomgomo nezinqubo zangaphakathi; - Amaminithi emihlangano; - Noma yimaphi amarekhodi omuntu siqu esiwanikeziwe ngabasebenzi bethu;
Amarekhodi abasebenzi	- Noma yimaphi amarekhodi ilungu lesithathu ahlinzeke ngawo mayelana nanoma yimuphi wabasebenzi bakhe; - Izimo zokuqashwa kanye namanye amarekhodi enkontileka ahlobene nabasebenzi kanye namarekhodi angekho emthethweni; - Izinqubomgomo nezinqubo zokuqashwa; - Ukuhlolwa kwangaphakathi namarekhodi okuqondiswa kwezigwegwe; futhi - Amanye amarekhodi kanye nezincwadi.
Ngokwezinhloso zalesi sigaba, "abasebenzi" kushiwo noma yimuphi umuntu osebenzela noma ohlinzeka ngemisebenzi noma egameni le-CAP futhi othola noma onegunya lokuthola nanoma iyiphi inkokhelo nanoma yimuphi umholo nanoma yimuphi omunye umuntu osiza ekwenzeni noma ekuqhubeni ibhizinisi kwe-CAP. Lokhu kuhlenganisa abalingani, abaqondisi, bonke abasebenzi abaqashwe ngokugcwele, nabatohayo kanye nabaxhumanisi nabasebenzi bezinkontileka.	Izinkontileka neklayenti naphakathi kweklayenti nabanye abantu;
Amarekhodi ahlobene neklayenti	

Amanye amarekhodi ezinkampani zangaphandle

Amarekhodi agcinwa maqondana nabanye abathintekayo, okuhlanganisa ngaphandle kwemikhawulo ehlanganyelwe kanye nezinhlangano lapho i-CAP iyinxenye yayo, osonkontileka kanye nosonkontileka abancane, abahlinzeki, abahlinzeki bezinsizakalo, kanye nabahlinzeki bolwazi mayelana nezimo zemakethe jikelele. Ekuluthwemi abanye abathintekayo bangase babe namarekhodi okungashiwo ukuthi ngawe-CAP.

Amanye amarekhodi

- Abasebenzi, iklayenti, noma amarekhodi e-CAP aphethwe omunye umuntu esikhundleni sokuba agcinwe yi-CAP; futhi
- Amarekhodi agcinwe yi-CAP aphathelene nobuhlungu babathintekayo, okuhlanganisa amarekhodi ezezimali, izincwadi, amarekhodi enkontileka ahlinzekwe ngolunye uhlangothi, kanye namarekhodi ahlinzekwe ngabanye abantu mayelana nosonkontileka noma abahlinzeki.
- Ulwazi oluhlobene ne-CAP; futhi
- Ulwazi locwaningo lwe-CAP noma olwenziwa egameni lelungu lesithathu.

11. INQUBO YOKUCELA

11.1. Ukugcwaliswa kwefomu elinqunyiwe

Noma yisiphi isicelo sokuthola irekhodi ngokwe-PAIA kufanele sihambisane kakhulu neFomu C leSithasiselo B seSaziso Sikahulumeni Se. R.187 samhla ziyi-15 ku-February wezi-2002 futhi kufanele icacise ngokwerekhodi eliceliwe. (Bheka Isithasiselo A lapha.)

Isicelo sokufinyelela olwazini olungahambisani nemithetho ebekwe yi-PAIA sizobuyiselwa kuwe.

I-POPIA ihlinzeka ngokuthi isihloko sedatha, ngemva kobufakazi bobunikazi, sicele i-CAP ukuthi iqinisekise, mahhala, lonke ulwazi enalo mayelana nesihloko sedatha futhi ingase icele ukufinyelela kuleyo mininingwane, okuhlanganisa ulwazi mayelana nokuthi obani abangamalungu esithathu abanalo noma babe nokufinyelela olwazini olunjalo.

I-POPIA iphinde ihlinzeke ngokuthi lapho odingida ngedatha kumelwe akhokhe imali yamasevisi awanikeziwe, i-CAP kufanele inikeze isihloko sedatha isilinganiso esibhaliwe senani elikhokwayo ngaphambi kokunikeza isevisi futhi ingadinga ukuthi isihloko sedatha sikhokhelwe idiphozithi yakho konke noma ingxenye yayo yemali.

Izizathu zokwenqatshwa kwesicelo sesihloko sedatha zibekwe ku-PAIA futhi kuxoxwa ngazo ngezansi.

I-POPIA ihlinzeka ngokuthi isihloko sedatha singaphikisa, nganoma yisiphi isikhathi, ukucutshungulwa kolwazi lomuntu siqu yi-CAP, ngezizathu ezizwakalayo ezihlobene nesimo

saso, ngaphandle uma umthetho uhlinzekela ukucutshungulwa okunjalo. Isihloko sedatha kufanele sigcwalise ifomu elinqunyiwe elinamathiselwe lapha njengeSithasiselo C bese silitumela Kumphathi Wemininingwane ekhelini leposi noma lendawo, inombolo yefeksi noma ikheli le-imeyili elibkwe ngenhla.

Umnikazi wedatha angase futhi acele i-CAP ukuthi ilungise noma isuse ulwazi lomuntu siqu mayelana nomnikazi wedatha ekuso noma ngaphansi kolawulo lwayo olunganembile, olungabalulekile, oludlulele, oluphelelwe isikhathi, olungaphelele, oludabukisayo noma olutholwe ngokungekho emthethweni; noma ucekele phansi noma ususe irekhodi lolwazi lomuntu siqu mayelana nesihloko sedatha i-CAP ayisagunyaziwe ukugcina amarekhodi ngokwemibandela ye-POPIA yokugcinwa kanye nemikhawulo yamarekhodi.

Umnikazi wedatha efisa ukucela ukulungiswa noma ukususwa kolwazi lomuntu siqu noma ukekelwa phansi noma ukususwa kwerekhodi lolwazi lomuntu siqu kufanele lithumele isicelo kuSikhulu Sezolwazi ekhelini leposi noma lendawo, enombolweni yefeksi noma ekhelini le-imeyili elibekwe ngenhla kwifomu elinamathiselwe lapha njengesithasiselo D.

11.2. Ubufakazi bokuthi ungubani

Ubufakazi bokuthi ungubani buyadingeka ukuze uqinisekise ubuwena kanye nesicelo. uzodingeka ukuthi ulethe ubufakazi obamukelekayo bukamazisi njengekhophi eqinisekisiwe kamazisi wakho noma amanye amadokhumenti angokomthetho noma okunye okusemthethweni amafomu obunikazi.

11.3. Ukukhokhwa kwezimali ezimisiwe

Kunezinhlobo ezimbili zezimali ezikhokhwayo :

- **I isicelo imali:** R50
- **Imali yokufinyelela :** Lena ibalwa ngokuthi kubhekwe izindleko zokukhiqiza, ucwaningo kanye nezindleko zokulungiselela kuhlanganise nokuposa. Lezizindleko zivela ku-Aphendiksi B

Isigaba 54 se-PAIA sinikeza i-CAP igunya lokukhokhisa noma ukucela imali ukuze ikwazi ukubuyisela izindleko kanye nokucubungula isicelo kanye nokunikeza irekhodi. Izimali ezingabizwa zicaciswe ekuqondiseni okuku 9(2)(c) okuchazwe ku-PAIA.

Lapho isinqumo sokuvumela isicela sesivunyiwe, irekhodi ngeke lidalulwe kuze kube yilapho imali edingekayo ikhokhwe yonke.

11.4. Izikhathi zokucabangela isicelo sokufinyelela

Isicelo siyocubungulwa ezinsukwini ezingu 30 (amashumi amathathu), ngaphandle uma isicelo sinezinxenye ezidinga izinsuku zithi ukwandiswa.

Uma kudingeka izinsukwana, uyokwaziswa, kanye nesizathu esichaza ukuthi kungani ukunwetshwa kwezinsuku bekudingeka.

11.5. Izimo okwenqatshwa kuzo ukufinyelela kanye nokuvikela ukwaziswa

Kunezizathu ezechukene lapho isicelo sokuthola irekhodi singanqatshwa. Lezizathu zihlanganisa:

- ukuvikelwa kokwaziswa komuntu siqu komuntu wesithathu (owumuntu ovamile) ekudalulweni okungadingekile;
- ukuvikelwa kokwaziswa kwezezimali komuntu wesithathu(ngokwesibonelo, imfihlo yokuhweba, ezezimali, ezohwebo, ezesayensi, noma ubuchwepheshe, obungase bulimaze ezezimali noma ezomnotho zomuntu wesithathu);
- uma ukudalulwa kungaholela ekwephulweni kwesibopho sokungadaluli imfihlo yomuntu wesithathu;
- uma ukudalulwa kubeka engcupheni ukuphepha kwabathile, noma kunqinda ilungelo lobunikazi bomuntu wesithathu;
- uma irekhodi livele ngesikhathi senqubo yezomthetho, ngaphandle uma ilungelo lomthetho linikiwe.;
- uma irekhodi linokwaziswa kokuhweba, ezezimali noma ukwaziswa okubucayi, noma okunye ukwaziswa okungase kufake i-CAP (esimeni esiyingozi, noma ibandlululeke kwezentengiselwano) noma,
*uma irekhodi linokwaziswa ngocwaningo olusaqhubeka noma olusazoqhubeka lomuntu wesithathu noma i-CAP .

Isigatshana 70 I-PAIA siqukethe konke. Ukudedelwa kwerekhodi kuphoqelelwe uma lizoveza (i)Ukwephulwa noma ukwehluleka ukuvumelana nomthetho, noma (ii) kunokubekwa komphakathi engozini ngokuqondile noma imvelo ibekwa engcupheni kanye (iii) uma ukuvezwa kwayo emphakathini kubaluleke ukwedlula ubungozi obucatshangelwayo uma ichaywa. .

Uma isicelo sokufinyelela olwazini sithinta umuntu wesithathu, lowo muntu wesithathu kumelwe aziswe kuqala emalangenani angu 21 (amashumi amabili nanye) kwamukelwe isicelo. Umuntu wesithathu uyobe eseba namanye amalanga angu 21 (amashumi amabili nanye) ukwenza izethulo zakhe, futhi/ noma izethulo ngokuphathelene nokunikezwa ilungelo lokufinyelela irekhodi..

12. IZINDLELA EZIKHONA KOCELAYO UMA ENQATSHELWE UKUFINYELELA

Uma isikhulu sokwaziswa sikhetha ukunikela ilungelo kurekhodi elithile,lelolungelo kumelwe linikezwe ezinsukwini ezingu 30(amashumi amathathu) wazisiwe ngesinqumo.

Alikho ilungiselelo langaphakathi lokwenza isikhalo uma isicelo sakho sokufinyelela ukwaziswa,senqatshwa. Isinqumo esenziwa Isikhulu sokwaziswa esokugcina. uma unganelisekile ngemiphumela yesicelo, uvumelekile ukufaka isicelo Kobhekelele uKwaziswa noma enkantolo ukuze

babuke udaba lwakho ukuya phambili.

Lapho ilungu lesithathu lithintekile yisicelo sokungena neSikhulu Sokwazisa sinqume ukunikeza invume yokunena kumarekhodi, ilungu lesithathu linezinsuku ezingu-30 (amashumi amathathu) okuwukuthi ukwenza isinqumo sokuphikisana enkantolo efanele yendawo. Uma kungekho sikhalo esifakiwe yilungu lesithathu ezinsukwini ezingu-30 (amashumi amathathu), kuyomelwe uvunyelwe ukuthola irekhodi.

13. UKUTHOLAKALA KWALEMANUWALI

Amakhophi alemanuwali ayatholakala ukuze ahlolwe, mahhala, emahhovisi e-CAP ku-
www.capcommunity.co.za .

Isithasiselo A - IFOMU C:CELA IFOMU IFOMU

LOKUCELA UKUFINYELELA

A) Imininingwane ye- CAP Isikhulu Sokwaziswa

Izicelo zingalethwa ngeposi noma nge-imeyili futhi zithunyelwe Esikhulwini Sokwaziswa njengoba kuboniswe ngenzansi:

Omiswe njengesikhulu sokwaziswa	I-Avron Kahn
Omiswe njengePhini Lokwaziswa.	• Jaydene I-Rosenthal • Jacqueline Shand • UDean Rosin • Jayden Wright
Ikheli lomgwaqo	,The Houghton Estate Office Park, Floor 3 Marvel Grove, 2 Osborn Road, Houghton, 2131
Ikheli leposi	PO BOX 29580, Sandringham, 2131
Inombolo yocingo	0860 332 332
I-imeyili Ye-ofisi lokwaziswa	popia@capcommunity.co.za
Iwebhusayithi	www.capcommunity.co.za

B) Imininingwane yomuntu ocela ukufinyelela kurekhodi

- a) *Imininingwane yomuntu owenza isicelo kumelwe inikezwe ngenzansi.*
- b) *Ubufakazi belungelo lokwenza isicelo, uma bukhona bunanyathiselwe.*
- c) *Ubufakazi baleso sicelo esenziwe, uma bukhona, kumele kufakwe.*

Amagama aphelele kanye nesibongo:

Inombolo kamazisi:

Ikheli leposi:

Inombolo ye-feksi:

Inombolo yocingo:

I-adresi-meyili:

Ilungelo isicelo esenziwa ngaso uma senzelwa omunye umuntu:

C) Imininingwane yomuntu ocela ukufinyelela irekhodi (uma kuyinhlangothi esemthethweni)

- a) *Imininingwane yebhizinisi elicela ukufinyelela irekhodi kumelwe kunikezwe ngezansi..*
- b) *I-adresi kanye/ ifeksi namba ye-Republiki la kumelwe kuthunyelwe khona ukwaziswa kumelwe inikezwe.*
- c) *Ubufakazi bokufaneleka ukwenza isicelo, uma kufaneleka, kuyomele kunanyathiselwe.*

Igama lebhizinisi:

Inombolo yokurejista:

Ikheli leposi:

Inomboloyefeksi:

Inombolo yocingo:

I-meyili adresi:

D) Imininingwane yomuntu okwenziwa isicelo egameni lakhe:

Lenxenye kumelwe igcwaliswe kuphela uma isicelo sokwaziswa senzelwa omunye umuntu..

Amagama aphelele nesibongo:

inombolo kamazisi:

E) Imininingwane ye irekhodi

- a) *Nikeza ukwaziswa okuphelele kwerekhodi ofuna ukulifinyelela, uhlanganise ne-reference namba uma uyazi, ukuze kwenzeke ukucela irekhodi..*

b) *Uma isikhala esinikeziwe singenele, sicela usebenzise ikhasi elihlukile bese ulinamathelisa kulelifomu. Sicela usayine noma yiliphi ikhasi elengeziwe..*

Incazelo yerekhodi noma inxenye yerekhodi

ebalulekile : I-referensi namba (uma ikhona):

Noma yimiphi imininingwane yerekhodi:

F) IZIMALI

- a) *Isicelo sokufinyelela irekhodi siyodetshenzwa emva kokuba sekukhokhwe imali yesicelo..*
- b) *Uyokwaziswa ngenani okumelwe ulikhokhe lesicelo.*
- c) *Imali ekhokhelwa ukufinyelela irekhodi ixhomeke esimeni ukufinyelela okudingeka ngayo kanye nesikhathi esanele sokucinga nokulungisa irekhodi.*
- d) *Uma ufaneleka ukukhululwa ekukhokheni noma iyiphi imali, sicela usho isizathu sokukhululwa.*

Isizathu sokukhululwa ekukhokheni:

G) IFOMU LOKUFINYELELA IREKHODI

Uhlobo irekhodi elidingeka ngalo.

Bonisa ibhokisi elifanelekayo ngo-

X

AMANOTHI

- a) *Ukuhambisana nesicelo sakho esimeni esicacisiwe kuyoxhomeka ekutheni nhloboni yerekhodi etholakalayo..*
- b) *Ukufinyelela okuceliwe kungenqatshwa, ngaphansi kwezimo ezithile. Ezimeni ezinjalo uyokwaziswa ukuthi ukufinyelela kuyonikezwa ngenye indlela..*
- c) *Imali ekhokhelwa ukuthola irekhodi, uma ikhona iyonqunywa wukuthi irekhodi lifuneka lisesimeni esinjani.*

1. Uma irekhodi lilotshiwe noma libhaliwe.		
Kopisha amarekhodi		Ukuhlolwa kwerekhodi
2. Uma irekhodi lihlanganisa nezithombe		
Buka izithombe		Kopisha zithombe
Okulotshiweyo kwezithombe		
3. Uma irekhodi linokwaziswa okurekhodiwe okungabuye kukhishwe njengomsindo.		
Lalela umculo (okulalelwayo)		Okulotshiweyo kwengoma
4. Uma irekhodi liku-computer noma emshinini owenza lifundeke, (lokhu kufaka nezithombe, ama-slides, amavidiyo arekhodiwe, izithombe ezikhandwe nge-computer, imidwebo njall)		
Ikhophi ebhaliwe yerekhodi		Ukwaziswa okubhaliwe okususelwe kurekhodi
Ikhophi eku-computer efundekayo		
5. Uma ucele ikhophi noma okubhaliwe kwerekhodi (ngenhla) ungafisa yini ukuba ikhophi yokubhaliwe kuposelwe kuwe? Phawul iposi liyakhokhelwa.		
Yebo		Cha

Phawula ukuthi irekhodi alikho ngolimi olukhethayo, unganikezwa ilungelo lokulifinyelela ngolimi elitholakala ngalo.

Yiluphi ulimi ofuna irekhodi lakho libe ngalo? _____

Lapho ukhubazekile

Uma ukukhubazeka kukwenza ungakwazi ukufunda, ukubuka noma ukulalela irekhodi, chaza ukukhubazeka kwakho bese usho indlela ofuna irekhodi lakho libe ngayo

Ukukhubazeka

Isimo irekhodi okumelwe libe kuso

H) IMINININGWANE YELUNGELO OKUMELWE LISETSHENZISWE NOMA LIVIKELWE

Uma isikhala esinikeziwe singenele, qhubeka ekhasini elihlukile bese ulinamathisela kulelifomu. Ocelayo kumelwe asayine wonke amakhasi

1. Bonisa ilungelo okumelwe lisetshenziswe noma livikelwe:

2. Chaza kungani i-rekhodi eliceliwe lidingeka kulokhu, noma ukuvikelwa kwelungelo elishiwo ngenhla:

I) ISAZISO MAYELANA NESINQUMO NGESICELA SOKUFINYELELA

Uyokwaziswa ngokubhalelwa ukuthi isicelo sakho semukelwe noma senqatshiwe. Uma ufuna ukwaziswa ngenye indlela, cacisa leyondlela bese unikeza imininingwane yako.

Ungathaanda ukwaziswa kanjani ngesinqumo esimayelana nesicelosakho sokuthola i-rekhodi?

Isayiniwe e-..... mhlaka..... ngenyanga ka 20....

ISIGINASHA YOCELAYO/UMUNTU
OWENZELWA ISICELO

BHALA IGAMA: _____

KUMELE U

- 1 Gcwalisa zonke izikhala ezidingekile
- 2 Sayina ifomu lesicelo sokufinyelela
- 3 Sayina amakhasi engeziwe agcwalisiwe

THUMELA KANYE NALESISICELO

- 1 Imali yesicelo
- 2 Noma yiliphi ikhasi eligcwalisiwe
- 3 Ikhophi kamazisi

Isithasiselo B - IZIMALI MAYELANA NEZINDIKIMBA ZANGASESE

Incazelo		Irandi
1	Inkokhiso yekhophi yemanwali njengoba izezwe esiqondisweni 9(2)(c)- ikhophi ngayinye ye-A4 noma okunye	1,10
2	Izinkokhiso zokukhiqiza okubhekiselwa kuyo ekuqondiseni 11(1) kumi kanje:	
(a)	Ikhophi ngayinye ye-A4 noma okunye	1,10
(b)	Yonke ikhophi yokubhaliwe okuyi-A4 noma okunye okuku-computer noma emshinini wezobuchwepheshe osesimeni sokufundeka	0,75
(c)	Ikhophi ye-computer esesimeni sokufundeka-	
(i)	I-stiffy disc	7,50
(ii)	I-compact disc	70,00
(d)(i)	Okubhaliwe kwezithombe okuyi-A4 noma okunye	40,00
(ii)	Ikhophi yokuyisithombe	60,00
(e)(i)	Okubhaliwe kwerekhodi elilalelwayo, kwekhasi eliyi-A4 noma okunye	20,00
(ii)	Ikhophi yerekhodi elalelwayo	30,00
3	Inkokhelo yokucela ekhokhwa ocelayo, ngaphandle kokucela komuntu siqu, okubhekiselwe kuyo esiqondisweni 11(2)	50,00
4	Izinkokhelo zokufinyelela ezikhokhwa ocelayo okubhekiselwe kuzo esiqondisweni 1(3) zimi ngendlela elandelayo:	
4.1(a)	Ikhophi ngayinye eyikhasi eliyi-A4 noma okunye	1,10
(b)	Ikhophi ngayinye yekhasi elingu-A4 noma okunye eliku-computer noma emshinini wezobuchwepheshe elisesimeni sokufundeka	0,75
(c)	Amakhophi e-computer asesimeni sokufundeka-	
(i)	I-stiffy disc	7,50
(ii)	I-compact disc	70,00

(d)(i)	Umbhalo wokubonakalayo, oyi-A4 noma okunye	40,00
(ii)	Ikhophi yokubonakalayo	60,00
(e)(i)	Umbhalo werekhodi yokuqoshiwe, kufakwe ephepheni eliyi-A4 noma okunye kwalokho	20,00
(ii)	Ikhophi yerekhodi lamazwi	30,00
(f)	Ukucinga nokulungisa irekhodi lokudalula, ihora elilodwa u-R30,00 noma inxenye yehora uyodingeka ekucingeni nasekulungiseleleni.	
4.2	Ngoba izinjongo yenxenye 54(2) yomthetho, okulandelayo kuyasebenza:	
(a)	Amahora ayisithupha njengamahora okumelwe adlule ngaphambi kokuba idiphazithi ikhokhwe, futhi	
(b)	inxenye eyodwa kwezintathu yemali ekhokhwayo ikhokhwa njengediphazithi yilowo ocelayo..	
4.3	Ukhokha lapho ikhophi yerekhodi kufanelwe iposelwe oyicelile..	

**Isithasiselo C - I-FOMU 1 UKWENQABA UKUQHUBEKELA PHAMBILI NOKWAZISWA KOMUNTU
SIQU NGOKUVUMELANA NESIGATSHANA -11(3) SE-POPIA**

IMITHETHO EHLOBANA NOKUVIKELWA KOKWAZISWA KOMUNTU SIQU, 2018

[Umthethonqubo 2]

Qaphela:

1. *Ama-afidavithi noma amanye amadokodo anobufakazi obesekela ukwenqaba bunganamathiselwa.*
2. *Uma isikhala enikezwe kuleliFomu singenele, nikeza ukwaziswa okunezelayo kuleliFomu bese usayini ikhasi ngalinye.*
3. *Gcwalisa njengoba kunjalo.*

A	IMININGWANE YOMNIKAZI WEDATHA
Amagama kanye nesibongo/igama elirejisitiwe lomnikazi wedatha :	
Indlela ekhethekile yokwehlukana/Inamba yokwehlukana	
Ikheli lendawo yokuhlala, lekuposa, nelibhizinisi:	
	Ikhodi ()
Inombolo yokuxhumana:	
I-fax namba/i-mail adresi:	

B	IMININGWANE YOMUNTU ONOKWETHENJELWA
Amagama kanye nesibongo/ igama elirejisitiwe lomuntu onokwethenjwai:	
Ikheli lendawo yokuhlala, ikheli lokuposa izincwadi nomaa elebhizinisi:	
	Ikhodi ()
Izinimbolo zokuxhumana:	
Inombolo yefax/ i-mail adresi:	
C	IZIZATHU ZOKWENQABA NGOKUVUMELANA NESIGATSHANA U 11(1)(d) kuya (f) <i>(Siyacela unikeze izizathu eziningiliziwe zokwala)</i>

Isayiniwe e mhlaka enyangeni u20.....

.....

Isiginesha yomnikazi wedatha/ umuntu oqokiwe

ISICELO SOKULUNGISA NOMA UKUSUSWA KOKWAZISWA KOMUNTU SIQU NOMA UKUCEKELA PHANSI NOMA UKUSUSWA KWEREKHODI LOKWAZISWA KOMUNTU SIQU NGOKOMTHETHO 24(1) WOKUVIKELA UKWAZISWA KOMUNTU SIQU KA 2013 (UMTHETHO WE- 4 KA- 2013)

IMITHETHO EHLOBENE NOKUVIKELWA KOKWAZISWA KOMUNTU SIQU, 2018

[Umthetho 3].

1. *Ama-afidavidi noma ezinye izincwadi ezisebenzayo ezisekela isicelo zinganamathiselwa.*
2. *Uma isikhala esinikeziwe kuleliFomu singenele, nikeza ukwaziswa njengokwenezelayo kuleliFomu futhi usayini ikhasi ngalinye.*
3. *Gcwalisa njengoba nje kukuthinta.*

Bonisa ngokufaka u "x" ebhokisini elifanenele.

Isicelo sokwenza:

☐

Ukulungiswa noma ukususwa kokwaziswa komuntu siqu ngobunikazi bedatha obuphethwe noma obungaphansi kokuqondisa komuntu onokwethenjelwai.

Ukucekela phansi noma ukususa irekhodi lokwaziswa komuntu siqu ngobunikazi bedatha obuphethwe noma obungaphansi kokuqondisa komuntu onokwethenjelwa ongasenalo igunya lokugcina irekhodi lokwaziswa.

A	IMININGWANE YOMNIKAZI WEDATHA
Igama kanye nesibongo/ igama elirejisitiwe lonini wedatha::	
Ukwehlukaniswa ngendlela ekhethekile/ Inombolo yokwehlukanisa	
Ikheli lendawo yokuhlala, lokuposa, lebhizinisi:	

	Ikhodi ()
Izinombolo zokuxhumana:	
Inombolo yefeksi/Ikheli le-imeyili	
B	IMININGWANE YOMUNTU ONOKWETHENJELWA
Igama kanye nesibongo/ igama elirejisitiwe lomuntu onokwethenjelwa:	
Ikheli lendawo yokuhlala, lokuposa izincwadi, noma lebhizinisi:	
	Ikhodi ()
Izinombolo zokuxhumana:	
Inombolo yefeksi/ Ikheli le imeyili:	
C	UKWAZISWA OKUFANELWE KULUNGISWE/KUSUSWE/KUPHAZANYISWE/KUSHATSHALALI SWE

D	IZIZATHU *ZOKULUNGISA NOMA ZOKUSUSA UKWAZISWA KOMUNTU SIQU NGOKOBUNIKAZI BEDATHA NGOKWESIGABA SOMTHETHO 24(1)(a) OPHETHE NOMA ONGAPHANSI KOKUQONDISA KOMPHATHI ONOKWETHENJELWA ; futhi noma IZIZATHU ZE * ZOKUSHATSHALALISWA NOMA UKUSUSWA KWEREKHODI LOKWAZISWA KOMUNTU SIQU MAYELANA NOBUNIKAZI BEDATHA NGOKWESIGATSHANA SOMTHETHO 24(1)(b) OKUWUKUTHI UMUNTU ONOKWETHENJELWA AKASENAGUNYA LOKUWUGCINA. <i>(Siyacela uhlinzeke ngezizathu ezningiliziwe zesicelo)</i>

Isayinwe e ngomhlaka enyangeni u20.....

.....

Isiginesha yenhloko yedatha/ umuntu omisiwe