



**UMKHANDLU WEKHWALITHI
YEZOHWEBE NEMISEBENZI (QCTO)**

**Imanuwali yoMthetho Wokukhuthaza
Ukufinyeleleka Kolwazi (PAIA):2023**

**Ishicilelwe ngokweSigaba 14
soMthethosisekelo**

**Umthetho Wokukhuthaza Ukutholakala
Kolwazi 2 ka-2000**

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I-QCTO PAIA I MANUAL

Okuqukethwe

1. Isingeniso	4
2. Isimo se-QCTO.....	4
3. Isakhiwo seQCTO.....	4
4. Igunya le-QCTO.....	6
5. Ungakucela kanjani ukufinyelela kwirekhodi le-QCTO	11
6. Izimali zesicelo nezokufinyelela	13
7. Amarekhodi aphethwe yi-QCTO.....	13
8. Ukugodlwa kwamalungelo	15
9. I-Information Regulator Guide yokuthi usetshenziswa kanjani uMthetho Wolwazi.....	15
10. Amakhambi atholakalayo maqondana nokungathotshelwa kwemithetho yi-QCTO.....	16
11. Izimali Ezinqunyiwe.....	16
12. Ukutholakala kweManuwali.....	17
13. Amarekhodi angatholakali noma angekho.....	17
14. Ukulahlwa Kwamarekhodi.....	17
15. Ukubuyezwa Kwemanuwali.....	18
16. Ifomu 1.....	19
17. Ifomu 2.....	20
18. Ifomu 3.....	24
19. Ifomu 4.....	27
20. Ifomu 5.....	30
Ingxenye H.....	37
Isijobelelo A.....	38
Ukugunyazwa.....	39

1. Isingeniso

- 1.1 Le manuwali ihlanganise yi-Quality Council for Trades and Occupations (QCTO) ngokweSigaba 14 soMthetho Wokukhuthaza Ukutholakala Kolwazi 2 wezi-2000 (PAIA) ukuze usize abantu abacela ukufinyelela kumarekhodi abawaphethe noma ngaphansi ukulawulwa kwe-QCTO.
- 1.2 I-PAIA yenza kusebenze ilungelo lomthethosisekelo lokuthola ulwazi njengoba kulongozwe eSigabeni sama-32 soMthethosisekelo.

2. Isimo se-QCTO

I-QCTO -

- 2.1 Iwuhlaka olusemthethweni kanye nomuntu osemthethweni osungulwe ngokwesigaba sama-26G soMthetho Wokuthukiswa Kwamakhono (SDA);
- 2.2 Ilawulwa uMthethosisekelo wayo, ngaphansi kwe-SDA kanye noMthetho Wohlaka Lweziqo Zikazwelonke (i-NQF);
- 2.3 Iwuhlaka lukahulumeni olusohlwini lweSheduli 3A ngezinjongo zoMthetho Wokuphathwa Kwezimali Zikahulumeni 1 ka-1999 (i-PFMA); futhi
- 2.4 Kuyinhlangotho yomphakathi ngezinjongo ze-PAIA futhi kufanele ihambisane nezibopho zayo njengenhlangotho yomphakathi ngaphansi kwalowo Mthetho.

3. Isakhiwo se-QCTO

UMkhandlu:

- 3.1 UMkhandlu we-QCTO unamalungu ayishumi nesithupha (16) aqokwe uNgqongqoshe futhi alandelayo:
 - 3.1.1 USihlalo;
 - 3.1.2 Isikhulu esiPhezulu (i-CEO) se-South African Qualifications Authority (SAQA);
 - 3.1.3 Isikhulu esiPhezulu (i-EO) seGunya Likazwelonke Lamakhono (i-NSA);
 - 3.1.4 Isikhulu esiPhezulu (i-CEO) soMkhandlu Wekhwalthi Yezohwebo Nezemisebenzi (QCTO);
 - 3.1.5 Isikhulu esiPhezulu (i-CEO) soMkhandlu wezeMfundo ePhakeme (CHE);
 - 3.1.6 Isikhulu esiPhezulu (CEO) sika-UMALUSI
 - 3.1.7 Amalungu amabili aqokwe yi-NEDLAC ukuthi amele abasebenzi abahlelekile;

- 3.1.8 Amalungu amabili aqokwe yi-NEDLAC ukumela amabhizinisi ahlelekile;
- 3.1.9 Amalungu amabili aqokwe yi-NEDLAC ukumela izinhlangano zomphakathi nentuthuko;
- 3.1.10 Ilungu elilodwa eliqokwe uNgqongqoshe ukuthi limele izintshisekelo zabahlinzeki bezemfundo nokuqeqeshwa komphakathi okuyizikhungo njengoba kuhlangozwe kuMthetho wezeMfundo ePhakeme we-1997 (uMthetho we-101 ka-1997) kanye noMthetho wezeMfundo eqhubekayo kanye noMthetho Wokuqeqesha 2000 (16 ka-2006);
- 3.1.11 Ilungu elilodwa eliqokwe abahlinzeki abazimele bezemfundo nokuqeqeshwa ukumela intshisekelo yabahlinzeki bezemfundo nokuqeqesha abazimele abahlinzeki abangabahlinzeki abagunyaziwe ngokweSDA; futhi
- 3.1.12 Amalungu amabili engeziwe azomela izintshisekelo zoMbuso.

3.2 Usihlalo namalungu baqokwa ngesaziso kuGazethi futhi babambe isikhundla isikhathi esiyiminyaka emihlanu (5) futhi bafaneleka ukuthi baphinde baqokwe lapho kuphela isikhathi sabo sokubusa, kodwa angeke basebenze izikhathi ezingaphezu kwezimbili zilandelana.

Ikomidi eliphezulu

3.3 I-QCTO isungule ikomidi eliphezulu elihlanganisa uSihlalo woMkhandlu we-QCTO kanye namanye amalungu amahlanu (5) aqokwe uMkhandlu we-QCTO, elilodwa lawo okumele kube yi-CEO ye-QCTO.

IKomidi Lokucwaninga Amabhuku Nezingozi

3.4 I-QCTO isungule IKomidi Elizimele Lokucwaninga Amabhuku Nezingozi elinamalungu ayi-5 (okuhlanganisa noSihlalo) aqokwe uMkhandlu we-QCTO, kanye nelungu elilodwa loMkhandlu omele uMkhandlu.

Amanye amakomiti

3.5 UMkhandlu we-QCTO ungasungula noma yimaphi amanye amakomiti ukuze awusize ukwenza imisebenzi yawo ngempumelelo. Ubulungu bala makomiti abugcini

kumalungu oMkhandlu we-QCTO; nokho, usihlalo wekomidi kumele abe yilungu loMkhandlu we-QCTO.

Isikhulu Esiphezulu kanye nabanye abasebenzi

3.6 UNgqongqoshe Wezemfundo Ephakeme Nokuqeqesha kufanele aqoke IsiKhulu Esiphezulu ngokuncoma kwamalungu oMkhandlu we-QCTO ukuthi:

3.6.1 Ukusebenzisa izinqumo ze-QCTO kanye nekomidi eliphezulu;

3.6.2 Phatha izindaba zansuku zonke ze-QCTO;

3.6.3 Ukuhambela imihlangano ye-QCTO kanye nekomidi eliphezulu;

3.6.4 Ukukhuthaza ukuhlelwa kwamasu nokuthuthukiswa kwengqubomgomo;

3.6.5 Ukuqinisekisa ukulawula okuqinile nokunomthwalo wemfanelo phezu kwezimali ze-QCTO;

3.6.6 Ukwengamela, ukuphatha kanye nokuqondisa abanye abasebenzi be-QCTO; futhi

3.6.7 Yenza imisebenzi enqunywe yi-QCTO noma ikomidi eliphezulu ngezikhathi ezithile.

3.7 I-QCTO kufanele iqoke lelo nani labasebenzi ukusiza i-QCTO ekwenzeni imisebenzi yayo, njengoba ibona kudingekile.

4. Igunya le-QCTO

Igunya le-QCTO livela ezingxenyeni ezimbili ezibalulekile zomthetho okungukuthi. uMthetho Wohlaka Lweziqo Zikazwelonke (i-NQF), uMthetho wama-67 wezi-2008 kanye noMthetho Wokuthuthukiswa Kwamakhono (i-SDA), wama-97 njengoba uhitshiyelwe ngowezi-2008.

4.1 Umthetho we-NQF ucacisa ukuthi i-QCTO kufanele:

4.1.1 Athuthukise futhi alawule uhlaka lwayo oluncane, enze izincomo futhi aluleke uNgqongqoshe ezindabeni eziphathelele nohlaka lwayo oluncane;

4.1.2 Cabangela futhi uvumelane ngezichazi zeleveli eziqinisekisa ukuthi zihlala zingezamanje futhi zifanelekile;

4.1.3 Athuthukise futhi ancome ngeziqo kwa-SAQA ukuze abhalise;

- 4.1.4 Ukuthuthukisa nokusebenzisa inqubomgomo yokuqinisekisa ikhwalithi yeziqubomgomo ezibhalisiwe;
- 4.1.5 Gcina isizindalwazi sezimpumelelo zabafundi bese uthumela imininingwane yempumelelo yabafundi kwa-SAQA ukuze iqoshwe kuDathabheyisi Kazwelonke Yamarekhodi Abafundi (NLRD);
- 4.1.6 Yenza noma ukhiphe futhi ushicilele ucwaningo; futhi
- 4.1.7 Yazisa umphakathi ngohlaka lwayo oluncane.

4.2 UMthetho Wokuthuthukiswa Kwamakhono (SDA), eSahlukweni 6C (Izigaba 26F – J), ubeka ukuthi i-QCTO kufanele:

- 4.2.1 Ukweluleka uNgqongqoshe ngazo zonke izindaba zenqubomgomo eziphathelene namazinga neziqubomgomo zomsebenzi;
- 4.2.2 Yenza imisebenzi yayo ngokoMthetho Wokuthuthukiswa Kwamakhono kanye noMthetho Kazwelonke WeziQu;
- 4.2.3 Ngokuya kunoma iyiphi inqubomgomo ekhishwe uNgqongqoshe ngokweSigaba 26F:
 - 4.2.3.1 Ukuklama nokuthuthukisa amazinga neziqubomgomo zomsebenzi bese bezithumela kuMkhandlu weziQu waseNingizimu Afrika ukuze zibhaliswe kuHlaka lukaZwelonke lweZiqu;
 - 4.2.3.2 Ukusungula nokugcina amazinga neziqubomgomo zomsebenzi;
 - 4.2.3.3 Ukuqinisekisa izinga lamazinga omsebenzi kanye neziqubomgomo nokufunda endaweni kanye nasendaweni yokusebenza;
 - 4.2.3.4 Thuthukisa izinjongo zoHlaka LweziQu lukazwelonke;
 - 4.2.3.5 Ukuxhumana neNational Skills Authority mayelana nokufaneleka nokwanela kwamazinga neziqubomgomo zomsebenzi kanye nezinga lokufunda endaweni kanye nasendaweni yokusebenza; futhi
 - 4.2.3.6 Yenza noma yimuphi omunye umsebenzi onqunyiwe.

4.3 Umthetho Wokuphathwa Kwezimali Zomphakathi

- 4.3.1 I-QCTO iphinde ihambisane noMthetho Wokuphathwa Kwezimali Zikahulumeni (i-PFMA), iMithetho yoMgcinimafa, uMthetho Wohlaka Lohlaka Lwenqubomgomo Yokuthengwa Kwempahla Ekhetwayo (i-PPFA) kanye noHlaka Lokuphathwa Kokuhlizeka Ngempahla.

4.4 Izinhlaka Zenqubomgomo Zikahulumeni

4.4.1 Igunya lenqubomgomo lilonke le-QCTO seliphinde lacaciswa ngokushicilelwa kweGazethi Kahulumeni 36003 kanye ne-36803 mayelana nokunqunywa kwezinhlaka ezi-3 ezincane ezihlanganisa i-NQF. NgokweGazethi 36803 i-QCTO kumele igxile ekuthuthukisweni kweziqhu ezingeni loku-1 kuya kwelesi-6 le-NQF futhi icubungule iziqhu ezisezingeni lesi-7 nelesi-8 uma kunesidingo. Ngokusekelwe kokuqokethwe kumaGazethi amabili i-QCTO yaphothula Inqubomgomo Yohlaka Lweziqhu Ezingaphansi Komsebenzi (i-OQSF), eyamukelwa futhi yanyatheliswa uMkhandlu ngoJulayi 2014.

4.5 Igunya le-QCTO liqhutshwa futhi ngokulandela izimfuneko zoHlelo Lokuthuthukiswa Kwezwe (i-NDP), Uhlelo Lukazwelonke Lokuthuthukiswa Kwamakhono (i-NSDP) kanye Nomthethosisekelo Wezemfundo Nokuqeqesha Ngemva Kwesikole (i-WPPSET). Ukugxila koMqulu Womthetho ekwandiseni ama-TVET Colleges kube yimbangela enkulu yokusebenza kwe-QCTO. I-QCTO iphinde yakha isu (elibizwa nge-Vision 2020) lokusabela esidingweni sokwenza i-NQF ibe lula futhi ihlinzeke ngemodeli yokuqinisekisa ikhwalithi ethuthukisiwe.

4.6 Amandla kanye Nemisebenzi ye-QCTO

4.6.1 I-QCTO inesibopho soku:

4.6.1.1 Ukusungulwa nokuphathwa Kohlaka Lweziqhu Ezincane Zomsebenzi (OQSF);

4.6.1.2 Ukuthuthukiswa nokugcinwa kweziqhu;

4.6.1.3 Ukugunyazwa Kwabahlizeki Bokuthuthukiswa Kwamakhono;

4.6.1.4 Ukugunyazwa Kwezikhungo Zokuhlola;

4.6.1.5 Ukuhlola;

4.6.1.6 Isitifiketi;

4.6.1.7 Ucwangingo Nokuthuthukiswa Kolwazi; futhi

4.6.1.8 Ukuphathwa Kwababambiqhaza kanye Nokumela

4.6.2 Izibopho ze-QCTO zithathwe kuMthetho we-NQF kanye nomthetho owusungulayo, iSDA. Ngokwale mithetho, i-QCTO kufanele;

4.6.2.1 Ukuthuthukisa izinjongo ze-NQF;

- 4.6.2.2 Ukweluleka uNgqongqoshe ezindabeni eziphathelene nohlaka lweziqo ze-occupational kanye nazo zonke izindaba zenqubomgomo eziphathelene namazinga neziqo zomsebenzi;
 - 4.6.2.3 Ukuthuthukisa nokuphatha uhlaka lweziqo zomsebenzi;
 - 4.6.2.4 Ukuthobelana nanoma iyiphi inqubomgomo ekhishwe uNgqongqoshe ngokwesigaba 26F se-SDA noma enqunywe uNgqongqoshe ngokwesigaba 8(2)(b) soMthetho we-NQF;
 - 4.6.2.5 Ukuthobela noma yimuphi umyalelo obhaliwe okhishwe uNgqongqoshe ngokwesigaba 26H(5) se-SDA; futhi
 - 4.6.2.6 Bheka imihlahlandlela kaNgqongqoshe ehlongozwe esigabeni 8(2)(c) soMthetho we-NQF.
- 4.6.3 I-QCTO inomthwalo wemfanelo;
- 4.6.3.1 ukusungula nokugcina amazinga neziqo zomsebenzi;
 - 4.6.3.2 ukuqinisekiswa kwekhwalithi yamazinga neziqo nokufunda endaweni kanye nasendaweni yokusebenza;
 - 4.6.3.3 ukuklama nokuthuthukisa amazinga neziqo zomsebenzi nokuzithumela kwa-SAQA ukuze zibhaliswe kwi-NQF; futhi
 - 4.6.3.4 ukuqinisekisa iqophelo lamazinga neziqo zomsebenzi kanye nokufunda endaweni kanye nasendaweni yokusebenza.
- 4.6.4 I-QCTO kumele iqhubeke:
- 4.6.4.1 Ukuxhumana ne-NSA ngokufaneleka kanye nokwanela kwamazinga neziqo zomsebenzi kanye nezinga lokufunda endaweni kanye nasendaweni yokusebenza;
 - 4.6.4.2 Xhumana ne-SAQA, Umalusi, i-CHE kanye nemigwamanda yochwepheshe ebhekele ukusungula amazinga neziqo noma ukuqinisekiswa kwekhwalithi yamazinga neziqo;
 - 4.6.4.3 Mayelana nezincazelo zezinga-
 - (i) cabangela futhi uvumelane nezincazelo zezinga njengoba kuhlongozwe esigabeni 13(1)(g)(i) soMthetho we-NQF; futhi
 - (ii) ziqinisekise ukuthi zihlala zingezamanje futhi zifanelekile;
 - 4.6.4.4 Mayelana neziqo zohlaka lweziqo zomsebenzi:
 - (i) ukuthuthukisa nokusebenzisa inqubomgomo kanye nemibandela, kubhekwa inqubomgomo kanye nemibandela

ehlongozwe esigabeni 13(1)(h)(i) soMthetho we-NQF wokuthuthukisa, ukubhaliswa nokushicilelwa kweziq;u;

- (ii) ukuthuthukisa nokusebenzisa inqubomgomo kanye nemibandela, kucatshangelwa inqubomgomo kanye nemibandela ehlongozwe esigabeni 13(1)(h)(iii) soMthetho we-NQF ukuze kuhlolwe, kuqashelwe ukufunda kwangaphambilini kanye nokuqoqwa kwezikweletu nokudluliswa;
- (iii) aqinisekise ukuthuthukiswa kwalezo ziqu kanye/noma ingxenye yeziq;u njengoba kudingeka, okungase kuhlangukise izinyathelo ezifanele zokuhlola impumelelo yokufunda; futhi
- (iv) bancome ngeziq;u noma ingxenye yeziq;u kwa-SAQA ukuze babhalise;

4.6.4.5 Mayelana nokuqinisekiswa kwekhwalithi ngaphakathi kohlaka lweziq;u zomsebenzi:

- (i) ukuthuthukisa nokusebenzisa inqubomgomo yokuqinisekisa ikhwalithi;
- (ii) ukuqinisekisa ubuqotho kanye nokwethembeka kokuqinisekiswa kwekhwalithi; futhi
- (iii) aqinisekise ukuthi kwenziwa lokho kuqinisekiswa kwekhwalithi njengoba kudingekile ohlakeni lweziq;u zemisebenzi;

4.6.4.6 Mayelana nolwazi:

- (i) gcina isizindalwazi sempumelelo yabafundi kanye nezindaba ezihlobene; futhi
- (ii) balethe leyo datha ngendlela enqunywe ngokubonisana ne-SAQA ukuze iqoshwe kusizindalwazi samarekhodi abafundi kazwelonke njengoba kuhlongozwe esigabeni 13(1)(l) soMthetho we-NQF;

4.6.4.7 Mayelana nezinye izindaba:

- (i) enze noma athumele futhi ashicilele ucwaningo ngezindaba ezibalulekile ekuthuthukisweni nasekusetshenzisweni kohlaka lweziq;u zomsebenzi; futhi
- (ii) ukwazisa umphakathi ngohlaka lweziq;u zomsebenzi.

4.6.4.8 I-QCTO kumele yenze noma yimuphi omunye umsebenzi:

- (i) kudingwa yi-SDA noma uMthetho we-NQF; noma
- (ii) ebekwe ngomthethonqubo ngaphansi kweSDA noma ngokuhambisana noMthetho we-NQF uNgqongqoshe angawunquma; futhi
- (iii) i-QCTO inawo wonke amandla anjalo adingekayo ukuze ikwazi ukwenza imisebenzi yayo.

4.7 Ukudluliselwa kwemisebenzi ye-QCTO

4.7.1 I-QCTO, ngokubhala nangokuya ngaphansi kwanoma yimiphi imibandela ingase inqume ukunikeza noma yimiphi imisebenzi yayo ku:

4.7.1.1 isikhulu esiphezulu se-QCTO;

4.7.1.2 ikomidi le-QCTO;

4.7.1.3 umgwamanda kazwelonke wokumodareyitha wezingcweti osungulwe ngokwezigaba 26A ze-SDA;

4.7.1.4 I-SETA; noma

4.7.1.5 Noma iyiphi enye inhlangotho efanelekayo.

4.7.2 Izithunywa ngaphansi kwendima 4.7.1:

4.7.2.1 kufanele ibhalwe phansi futhi ibe khona ukuze ihlolwe uma icelwa yilungu lomphakathi;

4.7.2.2 kumele icacise imigomo nemibandela yokudluliswa kwamandla;

4.7.2.3 kumele ihambisane nemali eyanele yokwenza umsebenzi;

4.7.2.4 ayichithi i-QCTO yomsebenzi odluliselwe kuye futhi i-QCTO nganoma yisiphi isikhathi ingabuyekeza, ichibiyele noma ibeke eceleni noma yisiphi isinqumo esithathwe ngaphansi kokudluliselwa;

4.7.2.5 akuvimbeli ukusebenza komsebenzi yi-QCTO ngokwayo; futhi

4.7.2.6 ingahoxiswa yi-QCTO nganoma yisiphi isikhathi.

5. Ungakucela kanjani ukufinyelela kwirekhodi le-QCTO

5.1 Isicelo sokufinyelela irekhodi le-QCTO kufanele:

5.1.1 Ihambisana kakhulu neFomu C lesithasiselo B seMithethonqubo emayelana nokuThuthukiswa kokuFinyelela oLwazini (GNR 187, GG 23119 yamhla ziyi-15 kuNhlolanja wezi-2002). Ukuze kube lula ukuthola ireferensi ifomu liphinde likhiqizwe njengoHlelo 1 lwale manuwali;

5.1.2 Ihanjiswa kuSikhulu Esibhekele Ulwazi se-QCTO, kanye nanoma iyiphi imali edingekayo yokufaka isicelo, kwelinye lamakheli, ikheli le-imeyili noma ngezansi:

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5.2 Ifomu lesicelo kufanele:

- 5.2.1 hlinzeka ngemininingwane eyanele ukuze i-QCTO ikwazi ukuhlonza kokubili: umfakisicelo; kanye nerekhodi noma amarekhodi aceliwe;

- 5.2.2 khombisa uhlobo lokufinyelela oluceliwe;

- 5.2.3 ucacise ikheli leposi, i-imeyili noma inombolo yefeksi yofake isicelo eRiphabhulikhi yaseNingizimu Afrika;

- 5.2.4 ukukhomba ilungelo umfakisicelo afuna ukulisebenzisa noma ukuvikela kanye nokuhlinzeka ngencazelo yokuthi kungani irekhodi eliceliwe lidingeka ekusebenziseni noma ekuvikelweni kwalelo lungelo;

- 5.2.5 uma, ngaphezu kwempendulo ebhaliwe, ofake isicelo efisa ukwaziswa ngesinqumo sesicelo nganoma iyiphi enye indlela, asho leyo ndlela kanye neminingwane edingekayo ukuze aziswe; futhi
- 5.2.6 Uma, isicelo senziwa egameni lomunye umuntu, ukuhambisa ubufakazi besikhundla umfakisiselo enza ngaso isicelo, ngendlela egculisa i-QCTO.

6. Izimali zokucela nokufinyelela

- 6.1 Umfakisiselo kudingeka ukuthi akhokhe isicelo esisebenzayo kanye nezimali zokufinyelela ezihlongozwe esigabeni 52 kanye nesama-54 se-PAIA futhi njengoba kunqunyelwe ezintweni 2, 3, kanye no-4 zeNgxenye III yeSithasiselo A seMithethonqubo emayelana Nokukhuthazwa Kokutholakala Kolwazi (GNR 187, GG 23119 yangomhla ka-15 Febuwari 2002). Ukuze kube lula ukubhekisisa, isicelo esinqunyiwe kanye nezimali zokufinyelela zibekwe kuSheduli yesi-2 yale manuwali.
- 6.2 Ukwengeza, umenzi wesicelo kungase kudingeke ukuthi akhokhe idiphozithi njengoba kubekwe kuSheduli 2 yale manuwali.
- 6.3 I-QCTO ingagodla ukufinyelela kunoma yiliphi irekhodi eliceliwe kuze kube yilapho lowo ofake isicelo eseyikhokhile imali edingekayo njengoba ibekwe kuSheduli yesi-2 yale manuwali.
- 6.4 Indlela yokukhokha
Idiphozithi Ku-Akhawunti Yasebhange
Ibhange:
Inombolo ye-akhawunti:
Ikhodi Yegatsha:
Isithenjwa:

7. Amarekhodi aphethwe yi-QCTO

I-QCTO inamarekhodi ezihlokwani nasezigabeni ezijwayelekile, kuhlenganisa nalokhu okulandelayo:

7.1 Ibhukwana Lokutholakala Kolwazi (Ngokwesigaba 14 soMthetho Wokukhuthaza Ukutholakala Kolwazi 2 ka-2000)

7.2 Amarekhodi esikhungo

- 7.2.1 Amaminithi oMkhandlu we-QCTO namaKomidi awo
- 7.2.2 Izincwadi ze-QCTO zangaphakathi
- 7.2.3 Izincwadi ze-QCTO zangaphandle
- 7.2.4 Izinqubomgomo nezinqubo zangaphakathi
- 7.2.5 Izinqubomgomo nezinqubo zangaphandle
- 7.2.6 Izivumelwano Zezinga Lesevisi nezinkampani zangaphandle
- 7.2.7 Izivumelwano Zezinga Lesevisi nezinye izindikimba ezisemthethweni
- 7.2.8 Amarekhodi ahlobene nokuqinisekiswa kwekhwalithi
- 7.2.9 Amarekhodi ahlobene nokuhlolwa kokuqinisekiswa kwekhwalithi
- 7.2.10 Amarekhodi ahlobene nokugunyazwa
- 7.2.11 Amarekhodi ahlobene nokuhlola
- 7.2.12 Amarekhodi ahlobene nokuthuthukiswa kweziqu
- 7.2.13 Amarekhodi ahlobene nesitifiketi
- 7.2.14 Imibiko yocwaningo, okushicilelwe kanye nezincwadi zezindaba

7.3 Amarekhodi ezezimali

- 7.3.1 Amarekhodi ezimali ezijwayelekile
- 7.3.2 Izabelomali zonyaka
- 7.3.3 Imibiko yezimali yonyaka
- 7.3.4 Izitatimende zezimali zonyaka
- 7.3.5 Amarejista amafa
- 7.3.6 Amarekhodi entela engenayo
- 7.3.7 Izinqubomgomo nezinqubo zezimali zangaphakathi

7.4 Amarekhodi wezabasebenzi

- 7.4.1 Izinkontileka zokuqashwa kwabasebenzi
- 7.4.2 Izinqubomgomo nezinqubo zangaphakathi
- 7.4.3 Amarekhodi eSikhwama Sempesheni
- 7.4.4 Amarekhodi osizo lwezokwelapha
- 7.4.5 Amarekhodi abasebenzi

7.5 Amarekhodi omthetho

Njengendikimba esemthethweni kanye nomqashi, i-QCTO inamarekhodi adingwa uhla lwemithetho, okuhlanganisa namarekhodi adingekayo noma ahlinzekwe yile mithetho elandelayo:

7.5.1 Income Tax Act 58 ka-1962

7.5.2 Umthetho Wezobudlelwano Kwabasebenzi 66 ka-1995

7.5.3 Basic Conditions of Employment Act 75 ka-1997

7.5.4 Employment Equity Act 55 ka-1998

7.5.5 Umthetho Womshuwalense Wokungaqashwa wama-63 wezi-2001

7.5.6 Umthetho Wesinxephezelo Sokulimala Nezifo Emsebenzini 130 ka-1993; futhi

7.5.7 Umthetho Wokuphathwa Kwezimali Zomphakathi 1 ka-1999, njll

7.6 Sicela ubheke iShedyuli 3 ngezansi (Uhlu lwamarekhodi atholakala ngokuzenzakalelayo)

8. Ukugodlwa kwamalungelo

I-QCTO ingase isenqabele isicelo sokufinyelela irekhodi -

8.1 uma isicelo singahambisani nezidingo zenqubo ye-PAIA;

8.2 kunoma yisiphi isizathu esihlongozwe eSahlukweni 4 seNgxenywe 3 ye-PAIA; noma

8.3 nganoma yisiphi isizathu esihlongozwe eSahlukweni sesi-4 se-POPIA; noma

8.4 nganoma yisiphi esinye isizathu esisemthethweni.

9. Umhlahandlela Wokulawula Ulwazi mayelana nendlela yokusebenzisa i-PAIA

I-Information Regulator, ngokwesigaba 10 se-PAIA, ihlanganise umhlahandlela wokuthi usetshenziswa kanjani uMthetho. Umhlahandlela uqukethe ulwazi oluzosiza noma yimuphi umuntu ofisa ukusebenzisa ilungelo elihlongozwe nguMthetho futhi utholakala ngazo zonke izilimi ezisemthethweni.

Lo mhlahandlela uyatholakala ukuze uhlolwe phakathi kokunye emahhovisi Okulawula Ulwazi:

Ikheli lendawo: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Ikheli leposi: P.O Box 31533, Johannesburg, 2001
Ikheli le-imeyili: PAIACompliance@infoRegulator.org.za

nakusizindalwazi salo ku-www.inforegulator.org.za

10. Amakhambi atholakalayo maqondana nokungathobeli imithetho kwe-QCTO

- 10.1 Noma yimuphi umfakisicelo noma umuntu wesithathu othintekile, onesikhalo ngesinqumo seSikhulu Esibhekele Ulwazi se-QCTO sokwala noma ukunikeza ukufinyelela kwirekhodi le-QCTO, zingase zingakapheli izinsuku eziyi-15 ethole isaziso sesinqumo, adlulisele isikhalo eKomidini Eliphethe le-QCTO eliphikisayo. isinqumo.
- 10.2 Isicelo kufanele -
- 10.2.1 sibe esibhaliwe;
 - 10.2.2 esibhekiswe eKomidini Eliphethe le-QCTO; futhi
 - 10.2.3 sibeke izizathu zesikhalazo.
- 10.3 Noma yimuphi umfakisicelo noma umuntu wesithathu othintekile, onesikhalo ngesinqumo seKomidi Eliphethe le-QCTO ngesikhalazo, angaya enkantolo efanele ukuze athole usizo olufanele.

11. IZIMALI EZINQUNYIWE

- 11.1 Isigaba sama-22(1) se-**PAIA** sithi izimali ezikhokhwayo zokufinyelela kumarekhodi eQCTO kufanele zinqunywe. Izimali ezinqunyiwe zichazwe kusithasiselo A, esinanyathiselwe lapha.
- 11.2 Umfakisicelo ofuna ukufinyelela kunoma yiliphi irekhodi kungase kudingeke ukuthi akhokhe imali, ngaphandle uma ekhululiwe, njengoba kushiwo endimeni 11.3 ngezansi.
- 11.3 Umfakisicelo akadingi ukuthi akhokhe imali yokufinyelela¹ enhlanganweni yomphakathi uma –

- 11.3.1 Ungumuntu ongashadile umholo wakhe wonyaka, ngemuva kokubanjwa kwemali okuvumelekile, njenge-PAYE ne-UIF, ibe ngaphansi kuka-**R14 712** ngonyaka, noma
- 11.3.2 Ushadile futhi imali engenayo ehlangene nomlingani wakhe, ngemva kokubanjwa kwemali okuvunyelwe, njenge-PAYE ne-UIF, ingaphansi kuka-**R27 192** ngonyaka.

12. UKUTHOLAKALA KWENCWADI

- 12.1 Imanuwali ye-QCTOr yenziwa itholakale okungenani ngezilimi ezintathu ezisemthethweni -
 - 12.1.1 kusizindalwazi se-QCTO ku-<https://www.qcto.org.za>;
 - 12.1.2 eHhovisi Eliyinhloko le-QCTO ukuze umphakathi uhlolwe ngezikhathi zomsebenzi ezijwayelekile;
 - 12.1.3 kunoma yimuphi umuntu ngesicelo nangemva kokukhokhwa kwenani elifanele.
- 12.2 Imali yekhophi yeManuwali, njengoba kuhlangozwe kusithasiselo A, izokhokhwa ngekhophi ngayinye engusayizi A4 eyenziwe.

13. AMAREKHODI ANGATHOLAKALI NOMA ANGEKHO

- 13.1 Abacelayo banelungelo lokuthola impendulo ngendlela ye-afidavithi noma isiqinisekiso lapho amarekhodi engenakutholakala khona ngokufanelekile, kodwa lowo ofake isicelo ebeyokwazi ukufinyelela kuyo ukuba irekhodi belitholakala
- 13.2 Abafake izicelo futhi banelungelo lokuthola impendulo ngendlela ye-afidavithi noma isiqinisekiso lapho amarekhodi aceliwe engekho.

14. UKUL AHLWA KWAMAREKHODI

- 14.1 I-QCTO inelungelo lokulahla ngokusemthethweni amarekhodi athile ngokwemibandela yeziphathimandla ezitholwe ku-National Archives and Records Service.
- 14.2 Abafake izicelo bazokwaziswa ukuthi ngabe irekhodi elithile lichithiwe lapho lokhu kuhambisana namarekhodi aceliwe.
- 14.3 Ngokuhambisana nesigaba 24(1) se-**POPIA**, i-QCTO ingase, lapho ithola isicelo esifundweni sedatha -
- 14.4 lungisa noma susa ulwazi lomuntu siqu olumayelana nesihloko sedatha ekusona noma ngaphansi kolawulo lwayo olunganembile, olungabalulekile, oludlulele, oluphelelwe isikhathi, olungaphelele, oludukisayo noma olutholwe ngokungekho emthethweni; noma
- 14.5 cekela phansi noma ususe irekhodi lolwazi lomuntu siqu mayelana nesihloko sedatha i-QCTO engasagunyazwa ukuyigcina ngokwesigaba 14 se-**POPIA**.

15. UKUBUYEKEZWA KWEMANUWALI

I-QCTO, uma kunesidingo, izobuyekeza futhi ishicilele le Manuwali njalo ngonyaka wesithathu noma uma kunesidingo.

IFOMU 1

ISICELO SEKHOPI YEMANUWALI YE-QCTO

Ku The QCTO
256 Glyn Street, Hatfield,
Pretoria, 0083

Ikheli le-imeyili: info@qcto.org.za
Inombolo yocingo: +27 (0)12 003 1800

Noma *Isikhulu sezolwazi
.....
.....
.....

Mina, Amagama Aphelele:			
Ngokwesikhundla sami njengo (maka ngo-"X"):	Isikhulu Solwazi		Okunye
Igama *lenhlangano yomphakathi/eyimfihlo (<i>uma likhona</i>)			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli le-imeyili:			
Ifeksi:			
Izinombolo zokuxhumana:	Ucingo (W)		Umakhalekhukhwini

ngicela amakhophi alandelayo oMhlahlandlela:

Ulimi (maka ngo-"X")	Inani Lamakhophi
Sepedi	
IsiNgisi	
isiZulu	

Indlela yokuqoqwa (maka ngo-"X")

Iqoqo Lomuntu Siqu	Ikheli Leposi	Ifeksi	Ukuxhumana nge-Elektroniki (<i>Sicela ucacise</i>)

Isayinwe e-..... ngomhla ka-..... wenyanga ka-..... 20

.....
Isiginesha yomfakisiselo

**Susa noma yikuphi okungasebenzi*

IFOMU 2

ISICELO SOKUFINYELELA IREKHODI

[Umthethonqubo 7]

Qaphela:

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

Ku *I-imeyili yesikhulu sezolwazi
..... Ifeksi
.....
.....

Maka ngo-"X"

Isicelo senziwa egameni lami

Isicelo senziwa egameni lomunye umuntu.

ULWAZI LOMUNTU SIQU

Amagama aphelele					
Inombolo kamazisi					
Amandla okwenza isicelo ngawo (<i>uma senziwa egameni lomunye umuntu</i>)					
Ikheli Leposi					
Ikheli Lomgwaqo					
Ikheli le-imeyili					
Izinombolo zokuxhumana	Ucingo (W)		Ifeksi		Umakhalekhukhwini
Amagama aphelele omuntu isicelo esenziwa egameni lakhe (<i>Uma ekhona</i>)					
Inombolo kamazisi					
Ikheli Leposi					
Ikheli Lomgwaqo					

Ikheli le-imeyili						
Izinombolo zokuxhumana	Ucingo (W)		Ifeksi		Umakhalekhukhwini	
IMININGWANE YEREKHODI ECELIWE						
<p><i>Nikeza imininingwane egcwele yerekhodi okucelwa ukufinyelela kulo, kuhlanganisa nenombolo yereferensi uma uyazi, ukuze irekhodi elizotholakala. (Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu. Konke okungeziwe amakhasi kufanele asayinwe.)</i></p>						
Incazelo yerekhodi noma ingxenye efanele yerekhodi						

Inombolo yesithenjwa, uma ikhona:						
Noma yimiphi eminye imininingwane yerekhodi:						
UHLOBO LWEREKHODI						
<i>(Maka ibhokisi elifanele ngo-"X")</i>						
Irekhodi libhalwe phansi noma liphrintiwe						
Irekhodi lihlanganisa izithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhiqizwe ngekompuyutha, imidwebo, njll)						
Irekhodi liqukethe amagama aqoshiwe noma ulwazi olungaphinde lwenziwe ngomsindo						
Irekhodi ligcinwe kukompuyutha noma nge-elektronikhi, noma ifomu elifundeka ngomshini						
IFOMU LOKUFINYELELA						
<i>(Maka ibhokisi elifanele ngo-"X")</i>						

Ikhophi ephrintiwe yerekhodi (okuhlanganisa namakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)	
Okulotshiweyo okubhaliwe noma okuphrintiwe kwezithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, ukurekhodwa kwamavidiyo, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, njll)	
Ukulotshwa kwengoma yomsindo (idokhumenti ebhaliwe noma ephrintiwe)	
Ikhophi yerekhodi ku-flash drive (kuhlanganise nezithombe ezibonakalayo namaculo)	
Ikhophi yerekhodi ku-compact disc drive (kuhlanganise nezithombe ezibonakalayo namaculo)	
INDLELA YOKUFINYELELA (Maka ibhokisi elifanele ngo-"X")	
<i>Ukuhlolwa komuntu siqu kwerekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (okuhlanganisa nokulalela amagama aqoshiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)</i>	
Amasevisi eposi ekhelini leposi	
Amasevisi eposi ekhelini lomgwaqo	
Isevisi ye-courier ekhelini lomgwaqo	
Ifeksi yolwazi ngefomethi ebhaliwe noma ephrintiwe (<i>kuhlanganise nokulotshiwe</i>)	
I-imeyili yolwazi (<i>kuhlanganise namaculo uma kungenzeka</i>)	
Ulimi oluncanyelwayo: (<i>Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo</i>)	
IMININGWANE YELUNGELO LOKUSEBENZA NOMA LOKUVIKELWA <i>Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu. Umfakisicelo kumele asayine wonke amakhasi engeziwe.</i>	
Bonisa ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe:	
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze	

kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:	

IZIMALI

- a) Isicelo sokufinyelela irekhodi, ngaphandle kwerekhodi eliqukethe ulwazi lomuntu siqu ngawe, sizocutshungulwa kuphela ngemva kokuba imali yokucela isikhokhiwe.
- b) Uzokwaziswa ngemali edingekayo ukuze ukhokhelwe njengemali yesicelo.
- c) Imali ekhokhwayo yokufinyelela irekhodi incike ohlotsheni ukufinyelela okudingeka ngalo kanye nesikhathi esizwakalayo esidingekayo sokusesha nokulungisa irekhodi.
- d) Uma ufaneleka ukukhululwa ekukhokhweni kwanoma iyiphi imali, sicela usho isizathu sokukhululwa

Isizathu	

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

Ikheli leposi	Ifeksi	Ukuxhumana nge-Elekthroniki (<i>Sicela ucacise</i>)

Isayinwe e-..... ngomhla ka-..... wenyanga ka-..... 20

.....
Isignesha yomfakisicelo/umuntu ofakelwa isicelo egameni lakhe

OKUSETSHENZISWA YIHHOVISI

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

.....
Isignesha Yesikhulu Solwazi

IFOMU 3

UMPHUMELA WESICELO KANYE NEZIMALI EZIKHOKHWAYO

[Umthethonqu

bo 8] Qaphela:

1. *Uma isicelo sakho samukelwe—*
 - (a) *inani lediphozithi, (uma ikhona), ekhokhwayo ngaphambi kokuthi isicelo sakho sicutshungulwe; futhi*
 - (b) *irekhodi eliceliwe/ingxenye yerekhodi izokhishwa kuphela uma ubufakazi benkokhelo ephelele sebutholakele.*
2. *Sicela usebenzise inombolo yesithenjwa engezansi kukho konke ukuxhumana okuzayo.*

Inombolo yereferensi: _____

KU: _____

Isicelo sakho sangomhla ka- _____, sibhekisela.

1. Ucele:

Ukuhlolwa komuntu siqu kolwazi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (<i>kuhlanganise nokulalela amagama aqoshiwe, ulwazi olungakhiqizwa kabusha ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma ngomshini wogesi noma ofundeka ngomshini</i>) kumahhala. Kudingeka ukuthi wenze isikhathi sokuhlolwa kolwazi futhi uze naleli fomu. Uma usudinga noma yiluphi uhlobo lokukhiqizwa kabusha kolwazi, uzoba nesibopho sezimali ezishiwo kuSithasiselo B.	
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NOMA

2. Ucele:

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

3. Kuzothunyelwa:

Amasevisi eposi ekhelini leposi	
Amasevisi eposi ekhelini lomgwaqo	
Isevisi ye-courier ekhelini lomgwaqo	
Ifeksi yolwazi ngefomethi ebhaliwe noma eprintiwe (<i>kuhlanganise nokulotshiwe</i>)	

I-imeyili yolwazi (<i>kuhlanganise namaculo uma kungenzeka</i>)	
Ukwabelana kwamafu/ukudlulisa ifayela	
Ulimi oluncanyelwayo: (<i>Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo</i>)	

Sicela wazi ukuthi isicelo sakho besilokhu:

Kuvunyelwe

Inqatshiwe, ngenxa yezizathu ezilandelayo:

4. Izimali ezikhokhwayo mayelana nesicelo sakho:

Into	Izindleko ngekhasi elingusayizi we-A4 noma ingxenye yalo/into ngayinye	Inombolo yamakhasi/izinto	Ingqikithi
Ikhophi			
Ikhophi ephrintiwe			
Ukuze uthole ikhophi efomini elifundeka ikhompuyutha ku:			
(i) Idrayivu yefuleshi	R40.00		
• Izohlinzekwa ngumceli			
(ii) Idiski elihlangene	R40.00		
• Uma kuhlinzekwe ngumceli	R60.00		
• Uma kuhlinzekwe kumfakisicelo			
Okokulotshwa kwezithombe ezibukwayo ekhasini ngalinye elingusayizi we-A4	Isevisi izonikezwa ngaphandle.		
Ikhophi yezithombe ezibonakalayo	Kuzoncika kwikhotheshini yomnikezeli wesevisi		
Ukulotshwa kwerekhodi lomsindo, ngosayizi ngamunye we-A4	R24.00		
Ikhophi yerekhodi lomsindo			
(i) Idrayivu yefuleshi	R40.00		
• Izohlinzekwa ngumceli			
(ii) Idiski elihlangene	R40.00		

<ul style="list-style-type: none"> Uma kuhlinzekwe ngumceli Uma kuhlinzekwe kumfakisicelo 	R60. 00		
Iposi, i-imeyili nanoma yikuphi okunye ukudlulisa nge-Elekthroniki:	Izindleko zangempela		
INGQIKITHI:			

5. Idiphozithi ekhokhwayo (uma ukusesha kudlula amahora ayisithupha):

Yebo

Cha

Amahora okusesha		Inani lediphozithi (kubalwe kokukodwa kokuthathu kwesamba semali esicelweni ngasinye)	
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Inani kufanele likhokhelwe ku-akhawunti yaseBhange elandelayo:

Igama Lebhange: _____

Igama lomphathi we-akhawunti: _____

Uhlobo lwe-akhawunti: _____

Inombolo ye-akhawunti: _____

Ikhodi Yegatsha: _____

Inombolo Yenkomba: _____

Thumela ubufakazi bokukhokha ku: _____

Isayinwe e- _____ ngomhla ka _____ wenyanga ka- _____ 20 _____

Isikhulu solwazi

IFOMU 4

UKUFAKA ISIKHALAZO SANGAPHAKATHI

[Umthethonqubo 9]

Inombolo yereferensi

IMININGWANE LENHLANGANO YOMPHAKATHI							
Igama Lenhlangano Yomphakathi							
Igama Nesibongo Sesikhulu Solwazi							
IMININGWANE YOMNGAKAZI OFAKA ISIKHALAZO SANGAPHAKATHI							
Amagama Aphelele							
Inombolo kamazisi							
Ikheli Leposi							
Izinombolo Zokuxhumana		Ucingo (W)		Ifeksi		Umakhalekhukhwini	
Ingabe isikhalazo sangaphakathi sifakwe egameni lomunye umuntu?					Yebo		Cha
Uma impendulo ithi " yebo ", isikhundla esifakwe ngaso isikhalazo sangaphakathi egameni lomunye umuntu: (Ubufakazi besikhundla okufakwa ngaso isikhalazo, uma bukhona, kufanele bunanyathiselwe.)							
IMININGWANE YOMUNTU OKUFAKWA ISIKHALAZO SANGAPHAKATHI EMGAMENI LAKHE <i>(Uma ifakwe umuntu wesithathu)</i>							
Ukwenqatshwa kwesicelo sokufinyelela							
Isinqumo mayelana nezimali ezikhokhwayo ezibekwe ngokwesigaba sama-22 soMthetho							
Isinqumo mayelana nokwelulwa kwesikhathi isicelo okumele kusetshenzwe ngaso ngokwesigaba 26(1) soMthetho.							
Isinqumo ngokweSigaba 29(3) soMthetho sokwenqaba ukufinyelela ngendlela ecelwe ngumfakisicelo.							
Isinqumo sokunikeza isicelo sokufinyelela							
IZIZATHU ZOKWENZA ISIKHALAZO <i>(Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fomu. Wonke amakhasi engeziwe kufanele asayinwe.)</i>							

Yisho izizathu okusekelwe kuzo isikhalazo sangaphakathi	
Yisho noma yiluphi olunye ulwazi olungase lube wusizo ekucubunguleni isikhalazo	

Uzokwaziswa ngokubhaliwe ngesinqumo sesikhalazo sakho sangaphakathi. Sicela ubonise indlela oyithandayo yokwazisa:

Ikheli leposi	Ifeksi	Ukuxhumana nge-Elektroniki (Sicela ucacise)

Isayinwe e-..... ngomhla ka-..... wenyanga ka-..... 20

.....

Isignesha Yofake isikhalazo/Umuntu wesithathu

**UKUSETSHENZISWA NGOKUSEMTHETHWENI KWEREKHODI ELISEMTHETHWENI
LESIKHALAZO SANGAPHAKATHI**

Isikhalazo sitholwe ngu <i>(isikhundla sombuso, igama nesibongo sesikhulu solwazi)</i>	
Idethi etholwe ngayo	
Isikhalazo siphelzelwa izizathu zehhovisi lezolzazi elisebenzayo, imininingwane yanoma yimuphi umuntu wesithathu othunyelwe kuye noma othunyelwe ngokwesinqumo sesikhulu solwazi futhi, lapho irekhodi lihlobene,	Yebo
	Cha
UMPHUMELA WESIKHALAZO	

Ukwenqatshwa kwesicelo sokufinyelela. Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (<i>uma kungaqinisekisiwe</i>)	
	Cha	<input type="checkbox"/>		
Izimali (Sec 22). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (<i>uma kungaqinisekisiwe</i>)	
	Cha	<input type="checkbox"/>		
Isandiso (Sek 26(1)). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (<i>uma kungaqinisekisiwe</i>)	
	Cha	<input type="checkbox"/>		
Ukufinyelela (Sec 29(3)). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (<i>uma kungaqinisekisiwe</i>)	
	Cha	<input type="checkbox"/>		
Isicelo sokufinyelela sivunyiwe. Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha (<i>uma kungaqinisekisiwe</i>)	
	Cha	<input type="checkbox"/>		

Isayinwe e-..... ngomhla ka-..... wenyanga ka-..... 20

.....
Igunya Elifanele

IFOMU 5

UKUFAKA IZIKHALAZO [Umthethonqubo 10]

Qaphela

1. Leli fomu lihlelelwe ukusiza ofake isicelo (okuzobizwa kamuva ngokuthi “ummangali”) ekuceleni ukubuyekezwa kwempendulo yenhlangano yomphakathi noma ezimele noma ukungaphenduli esicelweni sokuthola amarekhodi ngaphansi koMthetho Wokukhuthaza Ukutholakala Kolwazi, 2000. (Umthetho No. 2 ka-2000) (“PAIA”). Sicela ugcwalise leli fomu bese ulithumela ku-QCTO noma ugcwalise ifomu lesikhalazo nge-inthanethi elitholakala ku-<https://www.justice.gov.za/inforeg/>.
2. I-PAIA inika ilungu lomphakathi ilungelo lokufaka isikhalazo ku-QCTO mayelana nanoma yiluphi uhlobo lwezikhalazo ezichazwe engxenyeni E yaleli fomu lesikhalazo.
3. Kuyinqubomgomo ye-QCTO ukuhlehlisa ukuphenya noma ukwenqaba isikhalazo uma Ummangali engazange aqale anikeze inhlangano yomphakathi noma ezimele (lapha ngemva kokubizwa ngokuthi “Umgwamanda”) ithuba lokuphendula nokuzama ukuxazulula udaba. Ukuze usize Umgwamanda ubhekane nokukukhathazayo ngaphambi kokuya ku-QCTO, kudingeka ukuthi ugcwalise ifomu elinqunyiwe le-PAIA bese ulithumela eMnyangweni.
4. Ikhophi yaleli fomu izonikezwa Umgwamanda okuyisihloko sesikhalazo sakho. Ulwazi olunikezayo kuleli fomu, olunamathiselwe kuleli fomu noma ozolinikeza kamuva, luzosetshenziswa kuphela ukuzama ukuxazulula ingxabano yakho, ngaphandle kwalapho kuboniswe ngenye indlela lapha.
5. I-QCTO izosamukela kuphela isikhalazo sakho uma usuqinisekise ukuthi uthobelane nezimfuneko ezingezansi.
6. Sicela unamathisele amakhophi amadokhumenti alandelayo, uma unawo:
 - Ikhophi yefomu eya Emgwaqweni ecela ukufinyelela kumarekhodi;
 - Impendulo yeNhlangotho esikhalazweni sakho noma esicelweni sokufinyelela;
 - Noma yikuphi okunye ukuxhumana phakathi kwakho noMgwamanda mayelana nesicelo sakho;
 - Ikhophi yefomu lesikhalazo, uma ukuthobela kwakho kuhlobene nenhlangano yomphakathi;
 - Impendulo yeNhlangotho esicelweni sakho;
 - Noma yikuphi okunye ukuxhumana phakathi kwakho noMnyango mayelana nesikhalazo sakho;
 - Amadokhumenti agunyaza ukuthi wenzele omunye umuntu (uma kusebenza);
 - Umyalelo wenkantolo noma imibhalo yenkantolo ehambisana nesikhalazo sakho, uma ikhona.
7. Uma isikhala esihlinzekwe kuleli fomu singanele, thumela ulwazi njengesithasiselo saleli fomu bese usayina ikhasi ngalinye.

Ku The QCTO
Private Bag X278, Pretoria
0001

Ikheli le-imeyili: info@qcto.org.za
Inombolo yocingo: +27 (0)12 003 1800

**IMININGWANE YOMUNTU
KU-W**

**I-HOSE EGAMENI LESIKHALAZO
SANGAPHAKATHI IFAKIWE Maka ngo-"X"**

Ummangali Ngokwami

Ummeleli Wommangali

Ilungu
langaphandle

OKUDINGEKAYO

Ingabe usifakile isicelo (ifomu le-PAIA) sokufinyelela irekhodi lenhlangano yomphakathi/ezimele?	Yebo	<input type="checkbox"/>	Cha	<input type="checkbox"/>
Ingabe izinsuku ezingama-30 seziphelile kusukela ngosuku owathumela ngalo ifomu lakho le-PAIA?	Yebo	<input type="checkbox"/>	Cha	<input type="checkbox"/>
Ingabe uye wasebenzisa yonke inqubo yangaphakathi yesikhalazo ngokumelene nesinqumo seSikhulu Esinolwazi senhlangano yomphakathi?	Yebo	<input type="checkbox"/>	Cha	<input type="checkbox"/>
Ingabe ususifakile isicelo eNkantolo ukuze uthole usizo olufanele mayelana nalolu daba?	Yebo	<input type="checkbox"/>	Cha	<input type="checkbox"/>

OKUSETSHENZISWA YI-QCTO KUPHELA

Kutholwe ngu (Amagama aphelele)				
Isikhundla				
Isiginesha				
Isikhalazo Samukelwe	Yebo	<input type="checkbox"/>	Cha	<input type="checkbox"/>
Inombolo Yereferensi				

USUKU LWESITEMBU LAPHA

Ikheli Leposi	Ifeksi	Okunye Ukuxhumana Nge-Elektroniki (<i>Sicela ucacise</i>)

INGXENYE A : IMININGWANE YOMUNTU OFAKA ISIKHALAZO

Amagama Aphelele	
Inombolo kamazisi	

Ikheli Leposi						
Ikheli Lomgwaqo						
Ikheli le-imeyili						
Izinombolo Zokuxhumana	Ucingo (W)		Ifeksi		Umakhalekhukhwini	

INGXENYE B : IMININGWANE YOMMELI

(Gcwalisa kuphela uma uzomelwa. Amandla Ommeli kufanele afakwe uma ummangali emelwe, uma kungenjalo isikhalazo siyonqatshwa)

Amagama aphelele ommeleli						
Ubunjalo bokumela						
Inombolo kamazisi/yokubhalisa	Cha.					
Ikheli Leposi						
Ikheli Lomgwaqo	Ucingo (W)		Ifeksi		Umakhalekhukhwini	
Ikheli le-imeyili						
Izinombolo Zokuxhumana						

INGXENYE C : IMININGWANE YOMUNTU WESITHATHU

(Sicela unamathisele incwadi yokugunyaza)

Uhlobo lwenhlangano	Okuyimfihlo		Esidlangaleni	
Igama *Lenhlangano Yomphakathi/Ezimele				
Inombolo yokubhalisa (uma ikhona)				
Igama, isibongo kanye nesihloko somuntu ogunyazwe ukufaka isikhalo				

Ikheli Leposi						
Ikheli Lomgwaqo						
Ikheli le-imeyili						
Izinombolo Zokuxhumana	Ucingo (W)		Ifeksi		Umakhalekhukhwini	

INGXENYE D : INHLANGANO ISIKHALAZO ESIFAKWE NGOKUMELENE NAYO

Uhlobo lwenhlangano	Okuyimfihlo		Esidlangalaleni	
Igama *Lenhlangano Yomphakathi/Ezimele				
Inombolo Yokubhalisa (<i>uma ikhona</i>)				
Igama, isibongo kanye nesihloko somuntu osebenzelane naye esikhungweni sikahulumeni noma esizimele ukuzama ukuxazulula isikhalazo sakho noma isicelo sokuthola ulwazi.				
Ikheli Leposi				
Ikheli Lomgwaqo				
Ikheli le-imeyili				
Izinombolo Zokuxhumana	Ucingo (W)		Ifeksi	Umakhalekhukhwini
Inombolo yesithenjwa inikeziwe (<i>uma ikhona</i>)				
INGXENYE E : IZIKHALAZO				
<i>Sitshela mayelana nezinyathelo ozithathile ukuzama ukuxazulula isikhalazo sakho (Izikhhalazo kufanele ziqale zihanjiswa ngokuqondile enhlanganweni yomphakathi ukuze ziphendule futhi zixazululwe; kukhona okuhlukile okulinganiselwe)</i>				
Usuku okufakwe ngalo isicelo sokufinyelela kumarekhodi				
Sicela ucacise uhlobo lwamalungelo okufanele asetshenziswe noma avikelwe, uma ukuthobela umthetho kungqubuzana nenhlangano yangasese				
Uke wazama ukuxazulula lolu daba nenhlangano?				

Uma kunjalo, ukuthole nini? <i>(Sicela unamathisele incwadi kulolu hlelo lokusebenza)</i>	
Ingabe usidlulise isicelo sokuphikisa isinqumo sesikhulu solwazi senhlangano yomphakathi?	
Uma kunjalo, usifake nini isikhalo?	
Ingabe ususifakile isicelo eNkantolo ukuze uthole usizo olufanele mayelana nalolu daba?	
Uma kunjalo, ngicela uveze ukuthi udaba lwahlulelwa nini yiNkantolo? Sicela unamathisele uMyalelo Wenkantolo, uma ukhona.	

INGXENYE F : UHLOBO OLUNINGILIZIWE LOKUFINYELELA KUMAREKHODI <i>(Sicela ukhethe okukodwa noma ngaphezulu kokulandelayo ukuze uchaze isikhalazo sakho ku-QCTO))</i>		
Isikhalazo esingaphumelelanga: (Isigaba 77A(2)(a) noma isigaba 77A(3)(a) se-PAIA)	Ngifake isikhalazo ngesinqumo senhlangano yomphakathi futhi isikhalazo asiphumelelanga.	
Isicelo sokuxolela asiphumelelanga: (Izigaba 77A(2)(b) kanye no-75(2) ze-PAIA)	Ngifake isicelo sami sokuphikisa isinqumo sebhodi lomphakathi sekwephuzile ngase ngifaka isicelo sokuxolisa. Isicelo sokuthethelela sichithiwe.	
Ukwenqatshwa kwesicelo sokufinyelela: (Isigaba 77A(2)(c)(i) noma 77A(2)(d)(i) noma 77A(3)(b) ya I-PAIA)	Ngicela ukufinyelela olwazini oluphethwe inhlangano futhi leso sicelo sanqatshwa noma sanqatshwa kancane.	
Inhlangano idinga ukuthi ngikhokhe imali futhi ngizwa ukuthi ingaphezu kwamandla: (Izigaba 22 noma 54 ze-PAIA)	Ithenda noma ukukhokhwa kwemali enqunyiwe.	
Ukukhokhwa kwediphozithi: (Isigaba 22(4) se-PAIA)	Ithenda noma ukukhokhwa kwediphozithi.	
Ungavumelani nesandiso sesikhathi: (Izigaba 26 noma 57 ze-PAIA)	Isikhulu sezokwazisa siqabile ukukhokha idiphozithi ekhokhiwe mayelana nesicelo sokufinyelela esinqatshiwe.	

Indlela yokufinyelela inqatshiwe: (Isigaba 29(3) noma 60(a) of I-PAIA)	Inhlangano inqume ukwelula umkhawulo wesikhathi sokuphendula isicelo sami, futhi angivumelani nesandiso somkhawulo wesikhathi esiceliwe noma ukunwetshwa kwesikhathi esithathiwe ukuphendula isicelo sami sokufinyelela.	
Kuthathwa njengokwenqaba: (Isigaba 27 noma 58 se-PAIA)	Ngicele ukufinyelela ngendlela ethile nenengqondo futhi lolo hlobo lokufinyelela lwanqatshwa.	
Ukudalulwa okungafanele kwerekhodi: (Izizathu eziyisibopho zokwenqaba ukufinyelela kwirekhodi)	Sekudlule izinsuku ezingaphezu kuka-30 ngenze isicelo sami futhi angikasitholi isinqumo.	

Azikho izizathu ezanele zokwenqaba ukufinyelela: (Ingxenye 56(3)(a) ye-PAIA)	Isikhathi sesandiso siphelwe yisikhathi futhi akukho mpendulo etholiwe. Amarekhodi (angaphansi kwezizathu zokwenqatshelwa kokuwafinyelela) adalulwe ngokungafanele/okungaphusile.	
Ukufinyelela ingxenye yokurekhoda: (Isigaba 28(2) noma 59(2) of I-PAIA)	Isicelo sami sokufinyelela senqatshiwe, futhi azikho izizathu ezizwakalayo noma ezanele zokwenqatshwa, ezinikeziwe, kuhlenganisa nezinhlinzeko zalo Mthetho obekuthenjelwe kuzo ekunqatshweni.	
Ukuyekwa kwenkokhelo: (Isigaba 22(8) noma 54(8) we-PAIA)	Ukufinyelela engxenyeni kuphela yamarekhodi aceliwe kwavunywa futhi ngikholelwa ukuthi amarekhodi amaningi bekufanele adalulwe.	
Amarekhodi angatholakali noma angekho: (Isigaba 23 noma 55 we-PAIA)	Ngikhululiwe ekukhokheni noma iyiphi imali futhi isicelo sami sokuhoxisa izimali sinqatshiwe.	
Ukuhluleka ukudalula amarekhodi:	Umgwamanda uveze ukuthi amanye noma wonke amarekhodi aceliwe awekho futhi ngikholwa ukuthi amanye amarekhodi akhona.	

<p>Awekho amandla (ukusebenzisa noma ukuvikela noma yimaphi amalungelo): (Isigaba 50(1)(a) se-PAIA)</p>	<p>Inhlangano ithathe isinqumo sokunginika ukufinyelela kumarekhodi aceliwe, kodwa angikawatholi. Umgwamanda uveze ukuthi amarekhodi aceliwe awabandakanyi ku-PAIA futhi angivumi.</p>	
<p>Isicelo esingenangqondo noma esicasulayo: (Isigaba 45 se-PAIA)</p>	<p>Inhlangano ibonise ukuthi isicelo sami siwubuwula ngokusobala noma siyakhathaza futhi angivumi.</p>	
<p>Okunye: (Sicela uchaze):</p>		
<p>INGXENYE G : UMPHUMELA OLINDELEKILE <i>(Ucabanga ukuthi i-QCTO ingakusiza kanjani? Chaza umphumela noma umphumela oyifunayo.)</i></p>		

INGXENYE H : IZIVUMELWANO

Isisekelo esingokomthetho sezivumelwano ezilandelayo sichazwe eSaziso Sobumfihlo sendlela yokufaka idokhumenti yesikhalazo sakho. Ukuze i-QCTO icubungule isikhalazo sakho, udinga ukuthikha ibhokisi ngalinye kulawa angezansi ukuze ubonise isivumelwano sakho:

Ngiyavuma ukuthi i-QCTO ingasebenzisa ulwazi oluhlinzekwe esikhalazweni sami ukuyisiza ekucwaningeni izindaba eziphathelene nokukhuthazwa kwelungelo lokufinyelela olwazini kanye nokuvikelwa kwelungelo. ukuze kube nemfihlo eNingizimu Afrika. Nginyaqonda ukuthi i-QCTO ngeke ize ifake ulwazi lwami lomuntu siqu noma olunye olungihlonzayo kunoma yimuphi umbiko womphakathi, nokuthi ulwazi lwami lomuntu siqu lusavikelwe uMthetho Wokuvikela Ulwazi Lomuntu Siqu, 2013 (uMthetho No. 4 ka-2013). Nginyaqonda ukuthi uma ngingavumelani, i-QCTO isazocubungula isikhalazo sami.

Ulwazi olukuleli fomu lesikhalazo luyiqiniso ngokokwazi kwami konke kanye nezinkolelo zami.

Ngigunyaza i-QCTO ukuthi iqoqe imininingwane yesikhalazo sami siqu (njengolwazi olumayelana nami kuleli fomu lesikhalazo) futhi ilusebenzise ukucubungula isikhalazo sami samalungelo abantu esiphathelene nelungelo lokufinyelela olwazini kanye/noma nokuvikelwa kwelungelo lokuba nemfihlo.

Ngigunyaza noma ubani (njengomqashi, umhlinzeki wesevisi, ufakazi) onolwazi oludingekayo ukuze kucutshungulwe isikhalazo sami ukwabelana ngaso ne-QCTO. I-QCTO ingathola lolu lwazi ngokukhuluma nofakazi noma ngokucela amarekhodi abhaliwe. Kuye ngohlobo lwesikhalazo, lawa marekhodi angase afake amafayela ezisebenzi noma idatha yomqashi, amarekhodi ezokwelapha noma asesibhedlela, kanye nolwazi lwezezimali noma lomkhokhintela.

Uma noma yiluphi ulwazi lwami lokuxhumana lushintsha phakathi nenqubo yesikhalazo, kuyisibopho sami ukwazisa i-QCTO; kungenjalo isikhalazo sami singase sibambezeleke noma sivalwe.

Isayinwe e-..... ngomhla ka-..... wenyanga ka-..... 20

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Ummangali/Ummeli/Umuntu Ogunyaziwe wenkampani yangaphandle

ISIQEPHU A
[Izimali]

Izimali Ezikhokhwayo Ngokuphathelene Nezinhloko Zomphakathi

	Incazelo	Inani
1.	Imali yesicelo ekhokhwa yiwo wonke umfakisiselo	R100.00
2.	Ikhophi yekhasi elingusayizi we-A4	R1.50 ikhasi ngalinye noma ingxenye yalo.
3.	Ikhophi ephrintiwe yekhasi elingusayizi we-A4	R1.50 ikhasi ngalinye noma ingxenye yalo.
4.	Ukuze uthole ikhophi efomini elifundeka ikhompuyutha ku: (i) I-Flash drive (izohlinzekwa ngumceli) (ii) I-compact disc • Uma kuhlinzekwe ngumceli • Uma kuhlinzekwe kumfakisiselo	R40.00 R40.00 R60.00
5.	Okokulotshwa kwezithombe ezibukwayo ekhasini ngalinye elingusayizi we-A4	Isevisi izonikezwa ngaphandle. Kuzoncika kwikhotheshini evela kumnikezeli wesevisi.
6.	Ikhophi yezithombe ezibonakalayo	
7.	Ukulotshwa kwerekhodi lomsindo, ekhasini ngalinye elingusayizi we-A4	R24.00
8.	Ikhophi yerekhodi lomsindo ku: (i) I-Flash drive (izohlinzekwa ngumceli) (ii) I-compact disc • Uma kuhlinzekwe ngumceli • Uma kuhlinzekwe kumfakisiselo	R40.00 R40.00 R60.00
9.	Ukusesha nokulungisa irekhodi ukuze lidalulwe ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ngokunengqondo kulokho kusesha nokulungiselela. Ukuze ungeqi isamba sezindleko ze	R100.00 R300.00
10.	Idiphozithi: Uma ukusesha kudlula amahora angu-6	Ingxenye eyodwa kwezintathu yenani lesicelo ngasinye esibalwe ngokwezinto 2 kuya ku-8.
11.	Iposi, i-imeyili nanoma yikuphi okunye ukudlulisa nge-Elekthroniki	Izindleko zangempela, uma zikhona.

Izimali Ezikhokhwayo Ngokuphathelene Nezinhloko Ezizimele

	Incazelo	Inani
1.	Imali yesicelo ekhokhwa yiwo wonke umfakisiselo	R140.00
2.	Ikhophi/ikhophi ephrintiwe emnyama & emhlophe yekhasi elingusayizi we-A4	R2.00 ikhasi ngalinye noma ingxenye yalo.
3.	Ikhophi ephrintiwe yekhasi elingusayizi we-A4	R2.00 ikhasi ngalinye noma ingxenye yalo.

4.	Ukuze uthole ikhophi efomini elifundeka ikhompuyutha ku: (i) I-Flash drive (izohlinzekwa ngumceli) (ii) I-compact disc • Uma kuhlinzekwe ngumceli • Uma kuhlinzekwe kumfakisicelo	R40.00 R40.00 R60.00
5.	Okokulotshwa kwezithombe ezibukwayo ekhasini ngalinye elingusayizi we-A4	Isevisi izonikezwa ngaphandle. Kuzoncika kwikhotheshini evela kumnikezeli wesevisi.
6.	Ikhophi yezithombe ezibonakalayo	
7.	Ukulotshwa kwerekhodi lomsindo, ekhasini ngalinye elingusayizi we-A4	R24.00
8.	Ikhophi yerekhodi lomsindo ku: (i) I-Flash drive (izohlinzekwa ngumceli) (ii) I-compact disc • Uma kuhlinzekwe ngumceli • Uma kuhlinzekwe kumfakisicelo	R40.00 R40.00 R60.00
9.	Ukusesha nokulungisa irekhodi ukuze lidalulwe ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ngokunengqondo kulokho kusesha nokulungiselela. Ukuze ungeqi isamba sezindleko ze	R145.00 R435.00
10.	Idiphozithi: Uma ukusesha kudlula amahora angu-6	Ingxenye eyodwa kwezintathu yenani lesicelo ngasinye esibalwe ngokwezinto 2 kuya ku-8.
11.	Iposi, i-imeyili nanoma yikuphi okunye ukudlulisa nge-Elekthroniki	Izindleko zangempela, uma zikhona.".

UKUGUNYAZWA

UKUQOKWA	ISIGINESHA	USUKU
Umqondisi: Ukubusa, Ubungozi, Ukuthobela kanye NoNobhala (i-GRC&S) – Buyekeza – Nksz. A Solomon		
IsiKhulu esiPhezulu – Isincomo - Mnu V Naidoo		
USihlalo egameni loMkhandlu we-QCTO – Ukugunyazwa - Mnu Themba Dlamini		