UMHLAHLANDLELA

WOKUTHI USETSHENZISWA KANJANI

UMTHETHO WOKUTHUTHUKISWA KOKUFINYELELEKA KOLWAZI

WESI- 2 WONYAKA WE-2000

OFUNDWA KANYE

NOMTHETHO WOKUVIKELWA KOLWAZI LOBUQU WE-4 WONYAKA WE-2013 KANYE

NESITATIMENDE SENQUBOMGOMO YOBUMFIHLO YE-OHSC

Inhlosombono

Ukunakekelwa kwezempilo okuphephile okuyikhwalithi kwabo bonke abantu baseNingizimu Afrika.

INtshisekelo

Senza ngokuzimele, ngokungachemi, ngokungenzeleli nangokungesabi egameni labantu baseNingizimu Afrika ekuqondiseni, ekuqapheni nasekuphoqeleleleni ukuphepha namazinga ekhwalithi yokunakekelwa kwezempilo ezikhungweni zezempilo.

Amagugu

Amagugu ethu asekelwe uMthethosisekelo waseNingizimu Afrika kanye nemigomo ye-Batho Pele: "Isithunzi sobuntu; inkululeko kanye nokufezwa kokulingana; kanye nokuthi abantu beza kuqala.

ITHEBULA LOKUQUKETHWE **IKHASI:**

1. UKWETHULWA KWE-OHSC 3
2. IMININGWANE YOKUXHUMANA YE-OHSC 4
3. UHLU LWAMA-AKHRONIMI KANYE NEZIMFINYEZO 5
4. AMAGAMA ABALULEKILE AYACHAZWA 5
5. IHLOSO YALE MHLAHLANDLELA WE-PAIA OBUYEKEZIWE WE-OHSC 7
6. INDAWO YOKUSEBENZA YE-OHSC 8
7. IZINHLOBO ZAMAREKHODI AGCINWE I-OHSC 10
8. IZIGABA ZAMAREKHODI ATHOLAKALAYO 12
9. IMININGWANE YOKUSETSHENZWA KWESICELO SOKUFINYELELEKA KOLWAZI 13
10. INQUBO YOKUFAKA ISICELO SOKUFINYELELEKA KANYE NEZIMALI EZIKHOKHWAYO EZISIWE 13
11. UKUCUTSHUNGULWA KWEZICELO ZOKUTHOLA ULWAZI 15
12. IZIXAZULULO EZIMWENI LAPHO UKUFINYELELEKA KUNQATSHWA 18
13. UFOMU A – ISICELA SOKUFINYELELEKA 21

1. ISINGENISO: INDIMA NEMISEBENZI YE-OHSC

1.1. IHhovisi Lokuthotshelwa Kwamazinga Ezempilo (“i-OHSC”) lasungulwa njengenglngano yomphakathi yesheduli 3A ye-PFMA ngowezi-2014, ngokwesahluko sama-79 A soMthetho Wezempilo Kazwelonkewonyaka we-2003 (“i-NHA”); ukukhuthaza nokuvikela impilo nokuphepha kwabasebenzisi bezinsizakalo zezempilo eNingizimu Afrika. Ukufeza le nhloso, iSahluko sama-78 se-NHA sidinga ukuthi i-OHSC:

1.1.1. Iqapha futhi iphoqelele ukuthotshelwa kwemigomo namazinga abekwe uNgqongqoshe Wezempilo ezigabeni ezehlukene zezikhungo zezempilo ngokweZimiso ezishicilelwe kwi-GG No. 41419 yomhla zi-2 Febhuwari 2018.

1.1.2. Iqinisekisa ukuthi izikhalazo mayelana nokungathotshelwa kwaleyo migomo namazinga amisiwe zicutshungulwa ngendlela efanele, ziphenywe lapho kufanele khona, futhi izikhalazo zixazululwe ngendlela yenqubo enobulungiswa, engabizi, futhi esheshayo njengoba kumisiwe kwiZimiso eshicilelwe kwi-GG No.40350 yomhla zi-13 Okhthoba 2016.

1.2 NgokweSahluko sama-79 se-NHA, i-OHSC ifanele:

- *ihlole futhi iqinisekise ukuthi izikhungo zezempilo ziyayithobela yini imigomo namazinga anqunyiwe futhi lapho kufanele futhi kudingekile, ihoxise lezo zitifiketi;*
- *iqaphe izinkomba zengozi njengohlelo oluyisixwayiso kusenesikhathi okuhloswe ngalo ukuthola ukwephulwa okukhulu kwemigomo namazinga futhi ibike ngokushesha nanoma yikuphi ukwephulwa kuNgqongqoshe;*
- *iphenya izikhalo ngohlelo lwezempilo lukazwelonke;*
- *ihlonza izindawo ezikhathazayo futhi yenze izincomo zokungenelela komnyango wezempilo ofanele onegunya, uqinisekisa ukuthi ukuthotshelwa kwemigomo namazinga amisiwe kuyafezwa;*
- *income ukuqinisekiswa kwezinhlelo zekhwalithi nokuphatha zohlelo lwezempilo lukazwelonke kuNgqongqoshe ukuze azigunyaze;*

- *igcina amarekhodi ako konke okwenziwa yi-OHSC.*

1.3. I-OHSC njengohlaka lukahulumeni, idingeka ngokweSahluko sama-32(1)(a) soMthethosisekelo waseRiphabhulikhi yaseNingizimu Afrika yonyaka we-1996, ukuthi iqinisekise ukuthi wonke umuntu onelungelo lokufinyeleleka kunanoma yiluphi ulwazi olugcinwe nguHulumeni, angakwenza kalula lokho ukuze baqhubekisele phambili amalungelo akhe.

1.4. NgokweSahluko se-14 soMthetho Wokukhuthazwa Kokufinyeleleka Kolwazi wesi-2 wonyaka we-2000 ("ophinde ubizwe ngokuthi "i-PAIA"), leli bhukwana lihlinzeka ngomhlahlandlela wokuthi yiziphi izigaba zamarekhodi agcinwe yi-OHSC futhi lihlinzeka ngezinqubo ezidinga ukulandelwa uma nanoma yiliphi ilungu lomphakathi, licela ngokusemthethweni ukufinyelela kumarekhodi anjengalana.

2. IMININGWANE YOKUXHUMANA

Ngezansi kubhalwe ikheli lamanje kanye nemininingwane yokuxhumana yeHhovisi Lokuthotshelwa Kwamazinga Ezempilo kanye nezikhulu zalo eziqokiwe ezizobhekana nemibuzo ngolwazi, njengoba itholwe kumalungu omphakathi.

Isikhulu Esingumphathi Omkhulu	Dkt Siphiwe Mndaweni
Ukuqokwa ngokomthetho njengo Mgcinilwazi	NgokweSahluko se-17 se-PAIA kanye nesahluko sama-55 se-POPIA - umuntu ongenhla unomsebenzi obalulwe emthethweni wolwazi futhi angadlulisela imisebenzi yakhe ngokomthethweni kuSekela-Mgcinilwazi.
Ikheli lendawo:	79 Steve Biko Road Prinshof Pretoria, 0084
Ikheli leposi:	Private Bag X21 Arcadia 0007
Inombolo yocingo:	+27 12 942 7700
Ikheli lewebhusayithi:	www.ohsc.org.za
Umuntu Okuxhunyanwa Naye	USekela-Mgcinilwazi UMqondisi: Ukwengamela, Unobhala Webhodi kanye

I-imeyili:	Nezinsizakalo Zomthetho Nks. P. K Padayachee kpadayachee@ohsc.org.za

3. UHLU LWAMA-AKHRONIMI KANYE NEZIMFINYEZO KANYE NEQOQOMTHETHO

U-CEO	Isikhulu Esingumphathi Omkhulu
UMthethosisekelo	UMthethosisekelo waseRiphabhulikhi yaseNingizimu Afrika we-108 wonyaka we-1996
U-DIO	USekela-Mgcinilwazi
U-IO	Mgcinilwazi
Umlawuli Wolwazi	Uhlaka olusemthethweni olwakhiwe ngokwe-POPIA ukuze luhlulele izingxabano zolwazi
I-OHSC	IHhovisi Lokuthotshelwa Kwamazinga Ezempilo
I-OHO	IHhovisi Lomlamuli Wezikhalazo Zezempilo (umsebenzi ohlukile kodwa ohlobene nowe-OHSC)
I-PFMA	UMthetho Wokuphathwa Kwezimali Zomphakathi woku-1 wonyaka we-1999, njengoba uchitshiyelwe
I-PAIA	UMthetho Wokuthuthukiswa Kokufinyeleleka Kolwazi wonyaka we-2000 (njengoba uchitshiyelwe ngonyaka we-2019)
I-PAJA	UMthetho Wokukhuthaza Ubulungiswa Bokuphatha wesi-3 wonyaka we-2000
I-POPIA	UMthetho Wokuvikelwa Kolwazi Lobuqu wesi-4 wonyaka we-2013
I-SAHRC	IKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu
I-PoI	Ubufakazi bomazisi bufanele buphelekezele nanoma yiliphi ifomu lesicelo elithunyelwe
I-PoA	Ubufakazi bokugunyazwa kanye ukuzazisa okufanele kufanele kuhanjiswe yinoma yimuphi ommele omunye noma yingxenye yesithathu esiza umfakisicelo

4. AMAGAMA ABALULEKILE ACHAZWA KALULA

Imali yokufinyeleleka	Imali emisiwe njengoba iqukethwe kusiXhumelo B seZimiso ze-PAIA, okufanele ikhokhwe ngumuntu ocela ulwazi – ngaphandle uma kuwulwazi lomuntu siqu; noma imali ihoxisiwe (bheka ingemuva lalo mhlahlandlela)

Umphathi	Lona ngumuntu osebenza enhlakeni lukahulumeni othatha isinyathelo esingokomthetho.
Isinyathelo esingokomthetho	isinyathelo esithathiwe, noma ukwehluleka ukuthatha isinqumo, (a) Uhlaka lombuso lapho: (i) ukusebenzisa amandla omphakathi ngokoMthethosisekelo noma eminye imithetho eyakhiwe esifundazweni; noma (ii) ukusebenzisa amandla omphakathi ngokwanoma yimuphi omunye umthetho; noma (b) umuntu wemvelo noma ngokomthetho, ngaphandle kohlaka lombuso, lapho esebenzisa amandla omphakathi noma enza umsebenzi womphakathi ngokwanoma yimuphi umthetho omnikeza amandla onomthelela omubi kumalungelo anoma yimuphi umuntu, futhi onomthelela oqondile, wangaphandle wezomthetho.
Umuntu osizwayo	Isahluko se-18(3) se-PAIA siphinde sihlinzekele ukuthi izicelo zolwazi zenziwe ngomlomo - ezimweni lapho abantu ngabanye, ngenxa yokungakwazi ukufunda nokubhala noma yokuba nanoma yikuphi ukukhubazeka, bengakwazi ukugcwalisa amafomu futhi befanele basizwe nguMgcinilwazi noma nguSekela-Mgcinilwazi ngokwezimiso ze-PAIA.
Umuntu ogunyaziwe	Umuntu ogunyaziwe ngumuntu owenza isicelo egameni lomunye umuntu.
Amarekhodi atholakala ngokuzenzakalelayo	Lawa amarekhodi uhlaka lukahulumeni elizowanikeza umfakisicelo ngaphandle kokuthi afake isicelo futhi angahlobane nolwazi lobuqu lomfakisicelo noma ulwazi lwe-OHSC nemihlahlandlela yezincwajana zokufundisa, njll.
Umfakisikhalazo	Nanoma yimuphi umuntu owenze isicelo solwazi ngokwe-PAIA futhi ophikisa umphumela wesinqumo sokuphatha sokwenqaba ukufinyeleleka noma ongayitholanga impendulo ngesicelo.
Isihloko somniningo	Umuntu ulwazi lomuntu siqu oluhlobene naye.
Kuthathwa njengokwenqaba	Uma kungekho mpendulo eyamukelwe esicelweni evela kuMgcinilwazi kungakapheli isikhathi esimisi lokhu kuchazwa njengokuthathwa njengokwenqaba.
Ufomu A	Ifomu elimisiwe okufanele isicelo senziwe ngalo i.t.o. ISimiso sesi-2&3 (Bheka ingemuva lalo Mhlahlandlela)
Ufomu 5	Ifomu lokufaka isikhalazo kuMlawuli Wolwazi eliphinda litholakale ku-inthanethi ku- https:// www.justice.gov.za/inforeg

Ommele umfakisikhalazo	Ummeli osemthethweni noma umuntu noma inhlangano emele umfakisikhalazo
Ingxenye yesithathu	Ummeleli noma ingxenye yesithathu esiza inqubo yokufaka isicelo se-PAIA ukuze ulwazi lugcwaliswe noma lubuyekezwe - uma sesifakiwe.

5. IHLOSO YALE MANUWALI YE-PAIA EBUYEKEZIWE

5.1. Ngenkathi inhloso ye-PAIA kuwukuqinisa isiko lokwenza izinto obala nokuziphendulela ezinhlakeni zikahulumeni nezangasese - ngokwenza kusebenze kabanzi ilungelo lokufinyeleleka kolwazi, kubalulekile ukuqaphela ukuthi i-PAIA nayo ihlinzeka ngokulingana - ngokucacisa esiQeshini sesi-4 se-PAIA (isahluko sama-33-43) ukuthi yiziphi izizathu ezisemthethweni lawo malungelo okufinyeleleka kolwazi angahle anqunyelwe ngokufanelekile (enqatshwe ngokufanelekile).

5.2. Isahluko sesi-9 se-PAIA sihlinzeka ngokuthi ilungelo lokufinyeleleka kolwazi lingaphansi kwemikhawulo ethile ebambekayo ehloselwe, phakathi kokunye:(a) ukuvikela ubumfihlo ngemfanelo; (b) ukugcinwa kwemfihlo kwezohwebo; (c) ukwengamela okuphumelelayo, okungcono, nokuhle.

5.3 Izinguquko Ezilethwa Umthetho we-POPI:

5.3.1 UMthetho Wokuvikelwa Kolwazi Lobuqu wesi4 wonyaka we-2013 wamenyezelwa ukuba uqale ukusebenza ngokukhulayo. Iningi lezahluko ze-POPIA, zenze izibopho zokuthotshelwa komthetho, zaqala ukusebenza mhla lu-1 Julayi 2020 futhi zanikeza izikhungo isikhathi somusa sonyaka owodwa ukuba zithobele umthetho. UMlawuli Wolwazi, wasungulwa nguMthetho, uqale ukuphoqelela ukuthotshelwa kwemithetho kusukela mhla lu-1 Julayi 2021.

5.3.2 Ngenkathi i-PAIA ivumela ukufinyeleleka kulo lonke ulwazi ngaphakathi kwemikhawulo ethile – inhloso enkulu ye-POPIA ukuqinisekisa ukuthi zonke izikhungo zaseNingizimu Afrika – ziziphatha ngendlela eqotho lapho:

ziqoqa, zicubungula, zigcina, futhi zabelana ngolwazi lobuqu.

5.3.3 Isahluko se-10 se-PAIA sesichitshiyelwe futhi sisusa indima yeKhomishana yaseNingizimu Afrika Yamalungelo EsiNtu mayelana nokuhlinzekwa kanye nokuvikelwa kolwazi futhi sasungula uMlawuli Wolwazi WaseNingizimu Afrika.

5.4 Nanoma yimuphi umuntu ofisa ukusebenzisa naoma yiliphi ilungelo elihlongozwe kunoma yikuphi kwale mithetho yolwazi engenhla - angacacisa amalungelo akhe ngokuxhumana noMthetho Wokulawulwa Kolwazi njengoba kubekwe ngezansi:

Ikheli Lendawo:	The Information Regulator of South Africa JD House 27 Stiemens Street, Braamfontein Johannesburg
Ikheli Leposi:	Private Bag X 2700 Houghton
Ucingo:	(010) 023 5200
Ikheli le-imeyili:	enquiries@inforegulator.org.za
I-webhusayithi:	https:// www.justice.gov,za/inforeg

6. INDAWO YOKUSEBENZA YE-OHSC

6.1 I-OHSC isebenzisa igunya layo ngalezi zinhlelo ezilandelayo noma ngala amayunithi omsebenzi alandelayo:

Uhlelo	Imisebenzi
1. Ukuphatha	Ukuhlinzeka ngokusekwa kobuholi nokuphatha okudingekayo ukuze i-OHSC yenze umsebenzi wayo futhi ithobele zonke izidingo zomthetho ezifanele. Lawa mayunithi abandakanya:

	Ihhovisi lika-CEO elakhiwe: 1. Ubudlelwano nababambe iqhaza kanye Nokuxhumana; 2. Ihhovisi Likanobhala Webhodi Lokuphatha kanye Nezinsizakalo Zomthetho; 3. Ukuhlela Ukuqapha Nokuhlola; Isikhulu Esiphezulu Sezezimali kanye Nezinsizakalo Zangaphakathi Enhlanganweni 1. Ezabasebenzi 2. Ulwazi Lobuchwepheshe 3. Ezezimali Nokuphathwa Kweketanga Lokuthenga
2. Uphiko Lokuthotshelwa Kwemithetho	Ukuphatha ukuhlolwa kwezikhungo zezempilo ukuze kuhlolwe ukuthotshelwa kwenigomo namazinga ohlelo lwezempilo lukazwelonke njengoba limiswe uNgqongqoshe.
3. Ukunikezwa Kwezitifiketi kanye Nokuphelelwa	Ukuqinisekisa izikhungo zezempilo njengezithobela noma ezingathobeli imigomo namazinga amisiwe futhi uthatha izinyathelo zomthetho zokuphoqelela izikhungo zezempilo ezingathobeli imithetho.
4. Ukuphathwa Kwezikhalazo kanye **neHhovisi Lomlamuli Wezempilo (i-OHO)**	Ukucutshungulwa, ukuphenya kanye nokuchithwa kwezikhalazo eziphathelene nokungalandelwa kwemigomo namazinga amisiwe ngendlela efanelekile, engabizi futhi esheshayo futhi lapho kunesidingo khona kuqokwe ithimba lochwepheshe elizolalela ubufakazi futhi lihlulele kwizikhalazo ezibucayi likanye noMlamuli Wezempilo.
5. Ukuklama Amazinga Ezempilo, Ukuhlaziya kanye Nokwesekwa	Ukuhlinzeka ngamathuluzi ezinga eliphezulu okusekela ubuchwepheshe, okuhlaziya kanye nokufundisa ukuze kwenziwe umsebenzi we-OHSC maqondana nokuhlolwa kwezikhungo zezempilo kanye nocwaningo oluqhubekayo lwemigomo namazinga; umhlahladlela ngokuthotshelwa kwemigomo namazinga, ukuhlaziya kwemininingo eqokelelwe kanye nokusungulwa kwamanethiwekhi okuxhumana nabanye ababambiqhaza.

6.2 Ekumbeleleni ekugunyazweni komthetho kwe-OHSC ngokoMthetho Wezempilo Kazwelonke wonyaka we-2003, kanye neziNhloso Zamasu ezibekwe iBhodi, i-OHSC idingeka ukuthi yakhe uHlelo Lwesu Lweminyaka Emi-5 kanye noHlelo Lonyaka Lokusebenza ngokuqhubekayo. Lezi zincwadi zakhiwe futhi zitholakala kalula oPhikweni Lwezokuxhumana kanye Nobudlelwano Bababambiqhaza kanye nakusizindalwazi se-OHSC esithi www.ohsc.org.za.

6.3 Ukugxila kwamasu e-OHSC

6.3.1 Inhlosombono:

Ukunakekelwa kwezempilo okungaguquki futhi okuyikhwalithi kwawo wonke umuntu

6.3.2 Intshisekelo:

Siqapha futhi siphoqelela ukuphepha kokunakekelwa kwezempilo kanye namazinga ekhwalithi ezikhungweni zezempilo ngokuzimela, ngokungakhethi, ngokufanele nangokungesabi egameni labasebenzisi bokunakekelwa kwezempilo.

6.3.3 Amagugu angaphakathi e-OHSC:

Isithunzi sobuntu	Sizohlonipha ubuntu bomuntu futhi siphathe umuntu ngamunye njengomuntu okhethekile.
Ukuziphendulela	Sizozibophezela ngemiphumela nemithelela yethu.
Ubusobala	Sizosebenza ngendlela edala ukuvuleleka phakathi komphathi nabasebenzi.
Ukunakekelwa kwezempilo okuyikhwalithi	Ukunakekelwa kwezempilo okuyikhwalithi kusho ukwenza into efanele, ngesikhathi esifanele, ngendlela efanele, kumuntu olungile – kanye nokuba nemiphumela engcono kakhulu.

Ukuphepha	Ukugcina indawo yokusebenza ephephile nenempilo yabo bonke abasebenzi ngokuthobela yonke imithetho nezimiso ezisebenzayo. Ukukhuthaza isimo sengqondo esihle ngokuphepha.
Ubuqotho	Sizoziphatha ngokuvuleleka, ukwethembeka kanye nenhlonipho kubo bonke ababambiqhaza.

7. IZINHLOBO ZAMAREKHODI AGCINWE I-OHSC

7.1 Ezezimali:

7.1.1 Izitatimende zezezimali ezicwaningiwe

7.1.2 Amarekhodi ezincwadi zama-akhawunti

7.1.3 Izitatimende zasebhange

7.1.4 Ukuvumelanisa izincwadi zasebhange

7.1.5 Amarekhodi ezinkokhelo

7.1.6 Izabelozimali

7.1.7 Inqubomgomo Yokuphathwa Kweketanga Lokuthenga

7.1.8 Imibhalo Yokuphathwa Kweketanga Lokuthenga

7.2 Ezabasebenzi

7.2.1 Amarekhodi yabasebenzi

7.2.2 Izivumelwano zabasebenzi

7.2.3 Izivumelwano ezimayelana nabasebenzi

7.2.4 Imithetho Yokuqondiswa Kwezigwegwe

7.2.5 Uhlelo lokuqashwa ngokulingana emsebenzini

7.2.6 Amarekhodi adingekayo ngokomthetho

7.3 Ukwengamela, Ihhovisi Likanobhala Webhodi Nezinsizakalo Zomthetho

7.3.1 Usomqulu Webhodi

7.3.2 Imibandela Yokusebenza Kwamakomidi eBhodi

7.3.3 Izivumelwano ezenzwe yi-OHSC.

7.3.4 Izinqubo ezijwayelekile zokusebenza zesahluko somthetho

7.3.5 Irekhodi layo yonke imidanti yamacala

7.3.6 Irekhodi lezinkontileka okungenwe kuzo

7.4 Uphiko Lokuthotshelwa Kwemithetho

7.4.1 Irejista yokuhlola

7.4.2 Imibiko yokuhlola

7.4.3. Isu Eligunyaziwe Lokuhlolwa Konyaka

7.4.4 Amakhophi ezaziso ekhishiwe zokuthotshelwa kwemithetho

7.5 Ukuphathwa kwezikhalazo zehhovisi loMlalmuli

7.5.1 Irekhodi yezikhalazo

7.5.2 Imibiko yokuhlola

7.5.3 Irejista yophenyo

7.5.4 Imibiko yophenyo

7.5.5 Irejista yezikhalazo ezabiwe

7.5.6 Imibiko ekhishwe uMlamuli

7.6 Umklamo Wamazinga Ezempilo, Ukuhlaziya kanye Nokusekela

7.6.1 Imibiko yezincomo ezihanjiswe kuziphathimandla

7.6.2 Amathuluzi Abalulekile Kazwelonke Okukala Amazinga/Okuhlola

7.6.3 Amarekhodi Emibuzo Ejwayelwe Ukubuzwa

7.6.4 Imigomo Yokusebenza Kwamaqembu Ajutshwe Imisebenzi

7.7 Ukunikezwa Kwezitifiketi kanye Nokuphelelwa

7.7.1 Irejista yokuhlola

7.7.2 Imibiko yokuhlola

7.7.3 Irejista Yokunikezwa Kwezitifiketi kanye Nokuphelelwa

7.8 Ukuxhumana kanye Nobudlelwano Nababamba Iqhaza

7.8.1 Izitatimende zabezokusakaza

7.8.2 Amarekhodi ezinkomfa nemicimbi ye-OHSC

7.8.3 Okushicilelwe okukhishwe yi-OHSC

8 IZIGABA ZAMAREKHODI ATHOLAKALAYO (njengoba kudingwa iSahluko se-15(1))

Izigaba ezilandelayo zamarekhodi zitholakala ngokuzenzakalelayo ngaphandle kokuthi umuntu acele ngokusemthethweni ukufinyeleleka ngokwalo Mthetho:

- Amasu Abalulekile onyaka we-2020/21 ukuya kowe-2024/25
- Imibiko yonyaka, uma isithunyelwe ePhalamende
- Izitatimende zonyaka zezimali, uma sezicwangiwe futhi zathunyelwa eBhodini
- Izimiso kanye nemihlahlandlela
- Izimiso Zenqubo ephathelene noKusebenza Kwehhovisi Lamazinga Ezempilo kanye Nokuthotshelwa Kwemithetho kanye Nokusingathwa kwezikhalazo nguMlamuli Wezikhalazo Zezempilo
- Uhlaka Lwesimo Sokuthotshelwa Kwemithetho Yimitholampilo
- Uhlaka Lwesimo Sokuthotshelwa Kwemithetho Lwezikhungo Zezempilo
- Uhlaka Lwesimo Sokuthotshelwa Kwemithetho Yizibhedlela
- Imanuwali Yokunikezwa Kwezitifiketi kanye Nokuphelelwa
- Iphrothokholi yokuxoxisana phakathi kweHhovisi Lamazinga Ezempilo kanye

Nokuthotshelwa Kwemithetho yizikhungo zezempilo kanye nezinye izinhlangano ezibalulekile

- Inqubomgomo yokuphepha ye-OHSC
- Ukuxhumana kwangaphandle

9. IMININGWANE YOKUSETSHENZWA KWESICELO SOKUFINYELELEKA KUMAREKHODI (njengoba kudingwa iSahluko se-14(1)(f)).

Nanoma yisiphi isicelo sokufinyeleleka kumarekhodi sifanele sithunyelwe ngoFomu A (ikhophi yalo efakiwe) okufanele lithunyelwe kumuntu okuxhunyanwa naye omagama akhe kanye nemininingwane yekheli ivela eSahlukweni sesi-2 ekhasini lesi-3 lalo Mhlahlandlela.

10. INQUBO YOKUFAKA ISICELO SOKUFINYELELEKA KANYE NEZIMALI EZIKHOKHWAYO EZISIWE

10.1 Amarekhodi agcinwe yi-OHSC kanye ne-OHO angafinyeleleka, kuye ngemibandela ye-PAIA kanye ne-POPIA, uma eceliwe uma izidingo zesicelo sokufinyeleleka kolwazi zifeziwe. I-OHSC ihlukanisa phakathi kwezinhlobo ezintathu zabafakisicelo, ukungumuntu ozicelela yena siqu, yingxenye yesithathu umfakisicelo kanye nomfakisicelo ozimele.

10.2 Umuntu ozicelela ulwazi oluqondene naye ungumfakisicelo ofuna ukufinyeleleka kumarekhodi aqukethe ulwazi lobuqu olumayelana naye.

10.3 Ingxenye yesithathu umfakisicelo ongumuntu, ogunyazwe ngokusemthethweni ngokubhalwe phansi, ofuna ukufinyeleleka kumarekhodi aqukethe ulwazi lobuqu lomuntu ogunyaza omunye umuntu ukuthi enze leso sicelo.

10.4 Umfakisicelo ozimele ungumfakisicelo ofuna ukufinyeleleka olwazini oluphathelene nezingxenye zesithathu. Izicelo zogcinile zizobhekwa

ngokwemibandela yoMthetho Wokukhuthazwa Kokufinyeleleka Kolwazi wonyak we-2000 kanye noMthetho Wokuvikelwa Kolwazi Lobuqu wonyak we-2013.

10.5 Isicelo sokufinyeleleka kunoma yiliphi irekhodi sifanele senziwe:

10.5.1 Ngokugcwalisa uFomu A omisiwe (iqukethwe ngemuva kwalo Mhlahlandlela); futhi

10.5.2 Sifanele sithunyelwe kuSekela-Mgcinilwazi ngekheli le-imeyili eliku-p3.

10.6 Ufomu A ufanele agcwaliswe ngokuningiliziwe okwanele ukuze uMgcinilwazi akwazi ukuhlonza:

- irekhodi / amarekhdi aceliwe;
- ukuhlonza umfakisicelo;
- uhlobo lokufinyeleleka oludingekayo;
- ikheli leposi, le-imeyili noma inombolo yefeksi yomfakisicelo.

10.7 Umfakisicelo ufanele asho ukuthi udinga ulwazi ukuze asebenzise noma avikele ilungelo lakhe futhi ufanele asho ngokucacile ukuthi hlobo luni lwelungelo okufanele livikelwe. Umfakisicelo ufanele futhi asho ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe lelo lungelo.

10.8 Esimweni lapho umuntu engakwazi ukugcwalisa ifomu elimisiwe ngenxa yokungakwazi ukufunda nokubhala noma yokuba nokukhubazeka, lowo muntu angenza isicelo ngomlomo kuSekela-Mgcinilwazi, ozogcwalisa ifomu ngokuhambisana nomyalelo womuntu ofana nalona.

10.9 Sicela uqaphele ukuthi imali yesicelo yokuqala, engabuyi engama-R140,00 (efake ne-VAT) ikhokhwa lapho kulethwa ufomu A. Le mali ayisebenzi ezicelweni zomuntu siqu, okungukuthi, umuntu ofuna ukufinyeleleka kumarekhodi aphathelene naye noma imidanti lapho

enentshisekelo ngokuqondile; futhi ezimweni ezithile, leyo mali ingase iyekwe (ngokwezimiso).

10.10 Esimweni lapho isicelo sokufinyeleleka siphumelela imali yokufinyeleleka izokhokhelwa ukucingwa, ukukhiqizwa kabusha kanye/noma ukulungiswa kwamarekhodi futhi izobalwa ngokusekelwe emalini emiswe ngokoMthetho. Imali yokufinyeleleka ifanele ikhokhwe ngaphambi kokuba kunikezwe irekhodi eliceliwe.

11. UKUCUTSHUNGULWA KWEZICELO ZOKUTHOLA ULWAZI

11.1 Isicelo solwazi sizocutshungulwa futhi umfakisicelo uzokwaziswa kungakapheli izinsuku ezingama-30 ngemuva kokutholwa kwesicelo ngendlela emisiwe yokulandelayo:

11.1.1 Isaziso zokwengezwa kwesikhathi (uma kudingeka) ngokoMthetho Isikhathi sezinsuku ezingama-30 (amashumi amathathu) esishiwo ngenhla singelulwa ngesinye isikhathi esingeqi ezinsukwini ezingama-30 (amashumi amathathu) kwizimo ezithile (imininingwane izonikezwa kanye nesaziso salokho kungezwa).

11.1.2 Imali yokufinyeleleka kanye/noma idiphozithi

Umfakisicelo uzokwaziswa ngemali yokufinyeleleka (uma ikhona) ekhokhelwa ukufinyelela kumarekhodi. Ngaphezu kwalokho, kungahle kucelwe idiphozithi ebuyiselwa emuva ngokuphelele esimweni lapho isicelo senqatshwa ekugcineni.

11.2 Indlela Yokukhokha

Zonke izinkokhelo zifanele zikhokhwe ngokufakwa eBhange elilandelayo:

Igama Lebhange: **Standard Bank**

Igama le-akhawunti: **Compliance Inspectorate**

Inombolo ye-akhawunti yamanje: **411063227**
Igama legatsha: **Van der Walt Street Branch**
Branch code: **01-45-00**
Ireferensi: **PAIA/00001/amagama aphelele**

pAsikho isicelo esingasetshenzwa ngaphandle uma imali yesicelo, lapho kufanele, ikhokhiwe; iSahluko sama-22(1) soMthetho

11.3 Isinqumo ngesicelo

11.3.1 Umfakisicelo uzokwaziswa ukuthi isicelo sokufinyeleleka sinqatshiwe noma cha.

11.3.2 Kuyokwaziswa esimweni lapho kunikezwa ulwazi okukhulunywe ngalo ngenhla oluphathelene nemali yokufinyeleleka, nanoma iyiphi idiphozithi ekhokhwayo kanye nanoma yiziphi ezinye imidanti ezifanele.

11.3.3 Esimweni lapho umfakisicelo enqatshelwa ukufinyeleleka, umfakisicelo uzonikezwa izizathu ezanele zokwenqaba futhi uzokwaziswa ukuthi angafaka isikhalazo kuMlawuli Wezolwazi noma asise enkantolo ukuze kubuyekezwe ukwenqatshwa kokufinyeleleka kumarekhodi.

11.4 Izizathu zokunqatshwa

I-OHSC ingahle yenqabe ngokusemthethweni ukunikeza ukufinyeleleka kwirekhodi eliceliwe elingaphansi kwesigaba esithile. Izizathu i-OHSC enqaba ngazo ukufinyeleleka kolwazi zibandakanya, kodwa azipheleli kulezi zizathu ezilandelayo:

11.4.1 Esimweni lapho i-OHSC igcine ulwazi ngomuntu ngengxenye yesithathu (engumuntu wemvelo noma ngokomthetho),

kubandakanya nomuntu oshonile, futhi ukudalulwa kungalingana nokudalula okungafanele.

11.4.2 Ukuvikela ulwazi lwezohwebo lwe-OHSC nanoma iyiphi inkampani yangaphandle (isibonelo, ulwazi lwezezimali, lwesayensi yezohwebo noma lobuchwepheshe olungalimaza izibtshisekelo zezohwebo noma zezezimali ze-OHSC noma ingxenye yesithathu).

11.4.3 Uma ukudalulwa kwerekhodi kuzoholela egatsheni lokwethembeka likweletwa yingxenye yesithathu ngokwesivumelwano.

11.4.4 Uma ukudalulwa kwerekhodi kungabeka engozini impilo noma ukuphepha ngokomzimba komuntu.

11.4.5 Uma ukudalulwa kwerekhodi kuzophazamisa noma kukhinyabeze ukuphepha kwempahla noma izinto zokuthutha.

11.4.6 Uma ukudalulwa kwerekhodi kuzolimaza noma kukhinyabeze ukuvikelwa komuntu ngokuhambisana nohlelo lokuvikela ofakazi.

11.4.7 Uma ukudalulwa kwerekhodi kuzophazamisa noma kukhinyabeze ukuvikelwa kokuphepha komphakathi.

11.4.8 Irekhodi linelungelo lokukhiqizwa ezinqubweni zomthetho ngaphandle kwalapho ilungelo elingokomthetho liyekiwe.

11.4.9 Ukudalulwa kwerekhodi kuzobeka i-OHSC kusimo esingesihle ezingxoxweni zezinkontileka noma ezinye.

11.4.10 Irekhodi liqukethe ulwazi mayelana nocwaningo olwenziwayo noma oluzokwenziwa egameni lengxenye yesithathu noma i-OHSC.

11.4.11 Uma ukudalulwa kunqatshelwe ngaphansi kwanoma yimuphi omunye umthetho.

11.5 Amarekhodi angatholakali noma angekho.

11.5.1 Uma i-OHSC iye yacinga irekhodi futhi kukholakale ukuthi irekhodi alikho noma alitholakali, umfakisicelo uzokwaziswa nge-afidavithi noma ngesiqinisekiso.

11.5.2 Isaziso esiku-6.5.1 ngenhla sizobandakanya izinyathelo ezathathwa ukuzama ukuthola irekhodi.

11.6 Ulwazi lwengxenye yesithathu

11.6.1 Uma ukufinyeleleka kucelwe kwirekhodi eliqukethe ulwazi mayelana nengxenye yesithathu, ngakho-ke esimweni somfakisicelo ozimele, i-OHSC ibophezelekile ukuba izame ukuxhumana naleyo ngxenye yesithathu ukuze iyazise ngesicelo. Lokhu kunikeza ingxenye yesithathu ithuba lokuphendula ivuma ukufinyeleleka noma inikeza izizathu zokuthi kungani ukufinyeleleka kufanele kunqatshelwe.

11.6.2 Esimeni lapho ingxenye yesithathu inikeza izizathu zokwesekelwa noma zokwenqatshwa kokufinyeleleka, uSekela-Mgcinilwazi uzobheka lezo zizathu ekunqumeni ukuthi ukufinyeleleka kufanele kunikezwe umfakisicelo ozimele noma cha.

12. IZIXAZULULO EZIMWENI LAPHO UKUFINYELELEKA KUNQATSHWA

12.1 I-OHSC ayinayo inqubo yangaphakathi yokukhalaza. Ngakho-ke, isinqumo esithathwe nguMgcinilwazi noma uSekela-Mgcinilwazi siwujuqu, futhi abafakizicelo kuyodingeka basebenzise izixazululo zangaphandle abazitholayo

uma kwenzeka bengenami ngenxa yesicelo sabo.

12.2 Umfakisicelo onganeliseki ngesinqumo soMgcinilwazi noma sikaSekela-Mgcinilwazi, angafaka isikhalazo kuMlawuli Wolwazi noma afake isicelo enkantolo efanele ukuze athole isixazululo.

Office of Health Standards Compliance
Ensuring quality and safety in health care

UFOMU A

ISICELO SOKUFINYELELEKA KUREKHODI LOHLAKA LUKAHULUMENI

(Isahluko se-18(1) soMthetho Wokuthuthukiswa Kokufinyeleleka Kolwazi wonyaka we-2000 (uMthetho wesi-2 we-2000))

[ISimiso sesi-6]

LE NGXENYE
ISETSHENZISWA YI-OHSC

Inombolo yerefrensi:……

Isicelo sitholwe ngu-

…….

(shono isikhundla ngokomsebenzi, igama nesibongo somgcinilwazi/usekela-mgcinilwazi) mhla

…… (usuku) e-/o-

……(indawo)

Imali yesicelo (uma ikhona): ama-R ……..

Idiphodi (uma ikhona): ama-R ……..

Imali yokufinyeleleka: ama-R ……..

……..

A. IMININGWANE YOHLAKA LUKAHULUMENI

UMgcinilwazi/uSekela-Mgcinilwazi:

_____

_____

_____

_____

B. IMININGWANE YOMUNTU OCELA UKUFINYELELEKA KWIREKHODI

(a) Imininingwane yomuntu ocela ukufinyeleleka kwirekhodi ifanele irekhodwe ngezansi.

(b) Ikheli kanye/noma inombolo yefeksi yaseRiphabhlikhi lapho ulwazi lufanele luthunyelwe khona, ifanele ithunyelwe.

Amagama aphelele nesibongo:

_____

_____

Inombolo kamazisi (ye-ID):

_____

Ikheli leposi:

_____

_____

_____

_____

Inombolo yefeksi:

_____

Inombolo yocingo:

_____

Ikheli le-imeyili:

_____

Isikhundla sokuthi isicelo senziwa njengobani, lapho senziwela omunye umuntu:

_____

_____

_____

C. IMININGWANE YOMUNTU OWENZELWA ISICELO

Lesi sahluko sifanele sigcwaliswe kuphela uma isicelo sifakelwa omunye umuntu.

Amagama aphelele nesibongo:

_____

Inombolo kamazisi (ye-ID):

_____

D. IMININGWANE YEREKHODI

(a) Hlinzeka ngemininingwane ephelele yerekhodi okucelwa ukufinyeleleka kulo, kumbandakanya inombolo yerefrensi uma uyazi, ukwenzela ukuthi litholakale irekhodi;

(b) Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli fomu.

(c) Umfakisicelo ufanele asayinde onke amaphepha angeziwe.

1. Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi:

_____

_____

_____

2. Inombolo yerefrensi, uma ikhona:

_____

3. Nanoma ngabe imiphi eminye imininingwane yerekhodi:

_____

_____

_____

E. IZIMALI EZIKHOKHWAYO

*(a) A request for access to a record, other than a record containing information about yourself, will be processed only after a **request** fee has been paid.*

(b) Uzokwaziswa ngesamba semali edingeka ukuba ikhokhwe njengemali ekhokhwayo yesicelo.

(c) Imali ekhokhwayo yokufinyeleleka kwirekhodi ilele ohlotsheni ukufinyeleleka okudingeka ngalo futhi nasesikhathini esidingekayo ukucinga nokulungisa irekhodi.

(d) Uma ufanelekile ukuba udedelwe ekubeni ukhokhe nanoma ngabe iyiphi imali ekhokhwayo, sicela usho isizathu sokudedelwa.

Isizathu sokudedelwa ukuba ukhokhe izimali ezikhokhwayo:

_____

_____

_____

F. UHLOBO LOKUFINYELELEKA KWIREKHODI:

If you are prevented by a disability to request, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Ukukhubazeka:

_____

Uhlobo irekhodi elidingeka ngalo:

_____

_____

Faka uphawu u-"X" ebhokisini elifanele

AMANOTHI:

(a) Ukuhambisana nesicelo ngohlobo oluphawuliwe kungalala ohlotsheni irekhodi elitholakala ngalo.

(b) Ukufinyeleleka ngohlobo oluceliwe kunganqatshwa ezimweni ezithile. Kulezi zimo uzokwaziswa uma ukufinyeleleka kuzotholakala ngolunye uhlobo.

(c) Imali ekhokhwayo yokufinyeleleka kwirekhodi, uma ikhona, izonqunywa kancane

1. Uma irekhodi lingohlobo olubhaliwe noma olugayiwe:

Ikhophi yerekhodi		Ukuhlolwa kwerekhodi	

2. Uma irekhodi lakhiwe izithombe ezibukwayo: (Lokhu kubandakanya izithombe, amaslayidi, okurekhodiwe kwevido, imifanekiso eyakhiwe ngekhopyutha, imidwebo, njll.

Ukubuka izithombe		Ikhophi yezithombe		Ukubhala ngezithombe	

3. Uma irekhodi lenziwe ngamagama noma ngolwazi olungakhiqizwa futhi ngomsindo:

Ukulalela umsindo oqoshiwe (Ikhasethi lomsindo)		Umbhalo womsindo oqoshiwe (Umbhalo obhalwe phansi noma ephrintiwe, ngezindleko zomfakisicelo)	

4. Uma irekhodi ligcinwe kwikhompyutha noma ngendela ye-elekhthronikhi noma ngohlobo olufundeka ngomshini:

Ikhophi egayiwe yerekhodi		Ikhophi egayiwe yolwazi olususelwa kwirekhodi		Ikhophi enguhlobo olufundeka ngekhompyutha (I-memory stick, i-external hard drive, izohlinzekwa ngumfakisicelo)	

Uma ucele ikhophi noma umbhalo werekhodi (elingenhla), ngabe uthanda ukuba ikopi noma umbhalo werekhodi uposelwe kuwe?	Yebo	Cha

G. ISAZISO NGESINQUMO MAYELANA NESICELO SOKUFINYELELEKA:

Uzokwaziswa ngokubhaliwe ngesinqumo ukuthi isicelo sakho sivunyiwe / senqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngemininingwane edingekayo ukuvumela ukuba kuhlonishwe isicelo

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyeleleka kwirekhodi?

_____

_____

_____

Isayindwe e-/o- _____ mhla zi-____ku- _____20 ___

_____
Isiginesha / umaki womfakisicelo/umuntu ofakelwa isicelo egameni lakhe