Ukufikelela kulwazi

Uxwebhu loMthetho wokuKhuthaza ukuFikelela kuLwazi, 2000

Isebe Lezemfundo Lempuma Koloni

Idilesi ye-Ofisi	**:**	Steve Vukile Tshwete Education Complex Zone 6 Zwelitsha 5608
Idilesi yokuPosa	**:**	Private Bag X0032 BHISHO 5605

Ukujongwa kwaBasebenzisi beeNkonzo

Umnxeba	**:**	+27(0) 80 121 2570
Ifeksi	**:**	+27(0)40 6084040
I-imeyile	**:**	view.mkona@gmail.com
Iwebhumeyile	**:**	**www.ecdoe.gov.za**

1. Isiqulatho

1. Isiqulatho…………………………………………………………………

2. Iinkcukacha ngokweCandelo Le-14…………………………………..

(1) Imisebenzi noQulunqo lweSebe lezeMfundo……………………..

- **(i) Imisebenzi yeSebe lezeMfundo…………………………**
- **(ii) Isazobe soyilo seSebe lezeMfundo…………………….**
- **(iii) Unqulunqo lweSebe lezeMfundo……………………….**

(2) Iinkcukacha zokuqhagamshelana [iCandelo le-14(1) (b)]…………

Isekela-Gosa loLwazi neeNkcukacha zoQhagamshelwano

(3) ICandelo le-10 Isikhokelo sendlela yokusebenzisa lo Mthetho [iCandelo Le-14 (1) (c)]

(4) Ukufikelela kwiirekhodi ezigcinwe liSebe [iCandelo Le-14 (1) (d)]

- **(i) Ukubhengeza okuzenzekelayo [iCandelo Le-14 (1) (e)]**
- **(ii) Iirekhodi zingacelwa [iCandelo Le-14 (1) (d)]**
- **(iii) Indlela yokwenza isicelo**

(5) Iinkonzo ezikhoyo kwisebe [iCandelo Le-14 (1) (f)]

- **(i) Uhlobo lweenkonzo**
- **(ii) Indlela yokukwazi ukufikelela kwezi nkonzo**

Iinkcukacha Ngokwecandelo Le-14

2. Imisebenzi Noqulunqo Lwesebe Lezemfundo [Icandelo Le-14 (1)]

(a)

(i) Imisebenzi yeSebe

Imisebenzi yeSebe ikhutshwe kwimiyalelo eyahlukeneyo ekhutshwe kwimithetho eyenzwe liSebe, kunye namaxwebhu omgaqo-nkqubo. Ngokulandela uMgaqo-siseko weRiphablikhi yoMzantsi Afrika (108 ka-1996), njengoko ulungisiwe, iSebe lezeMfundo linoxanduva lokubonelela ngemfundo esisiseko kubo bonke abafundi ephondweni. Oku kuquka ukubonelelwa ngeMfundo yabaDala noQeqesho, neMfundo Jikelele noQeqesho.

(ii) Isazobe soyilo seSebe lezeMfundo

(i) Unqulunqo lweSebe lezeMfundo

Unqulunqo lwesebe lunoku i-ofisi kandlunkulu eseZwelitsha, eMpuma Koloni nee-ofisi zezithili ezingamashumi amabini anesithathu (23).

I-ofisi yesithili ngasinye ikhokelwa ngumlawuli wesithili njengentloko yolawulo kwisithili eso kwaye uphendula kuMlawuli-Jikelele njengeGosa eliPhendulayo njengoko kuchaziwe kwicandelo lama-36 lo Mthetho wezoLawulo weziMali zikaRhulumente i-PFMA.

UMlawuli-Jikelele weSebe oliSekela-Gosa loLwazi.

Nazi iinkcukacha zokuqhagamshela iSekela-Gosa loLwazi:

Idilesi ye-Ofisi	**:**	Steve Vukile Tshwete Education Complex Zone 6 Zwelitsha 5608
Idilesi yePosi	**:**	Private Bag X0032 BHISHO 5605
Umnxeba	**:**	+27 (0) 80 121 2570
Ifeksi	**:**	+27 (0) 40 608 4040
I-Imeyile	**:**	viwe.mkona@gmail.com
Iwebhumeyile	**:**	www.ecdoe.gov.za

Ii-Ofisi zeSithili zibizwa ngokuba zii-Ofisi zoLungelelaniso zeSithili kwaye zahlulwe ngolu hlobo:

Iklasta A

1. Libode
2. Qumbu
3. Mt. Frere
4. Mt. Fletcher
5. Mbizana
6. Lusikisiki
7. Maluti

Iklasta B

1. Butterworth
2. Idutywa
3. Mthatha
4. Engcobo
5. Cofimvaba
6. Queenstown
7. Sterkspruit
8. Lady Frere

Iklasta C

1. East London
2. Fort Beaufort
3. King William's Town
4. Cradock
5. Grahamstown
6. Graaff-Reinet
7. Uitenhage
8. Port Elizabeth

Igama neeNcukacha zokuQhagamshelana nee-Ofisi zeSithili [Icandelo le-14 (1) (b)]

1. Isithili saseLibode

Umnxeba	**:**	047 531 0605/5027401/9
Ifeksi	**:**	047 532 3505
Idilesi ye-Ofisi	**:**	KD Matanzima Building, Owen Street, Office 214, Second Floor, Mthatha
Idilesi yePosi	**:**	Private Bag 518, Libode 5160

2. Isithili saseLusikisiki

Umnxeba	**:**	039 253 1946
Ifeksi	**:**	039 253 6620
Idilesi ye-Ofisi	**:**	Old Lusikisiki College of Education, Kokstad Main Road
Idilesi yePosi	**:**	Private Bag X 1010 Lusikisiki, 4820

3. Isithili saseMaluti

Umnxeba	**:**	039 256 0111
Ifeksi	**:**	039 256 0866
Idilesi ye-Ofisi	**:**	206 Magistrate Street, Maluti, 4740
Idilesi yePosi	**:**	Private Bag X 1835, Matatiele, 4740

4. Isithili saseMbizana

Umnxeba	:	039 251 0279 / 063 / 0153
Ifeksi	:	039 251 0423/086 625 4536
Idilesi ye-Ofisi	:	Old Mbizana Village next to Total Garage
Idilesi yePosi	:	Private Bag X 504, Mbizana, 4800

5. Isithili saseMount Fletcher

Umnxeba	:	039 257 0963
Ifeksi	:	039 257 0956
Idilesi ye-Ofisi	:	Resource Centre Building, Hospital Road, Mount Fletcher, 4770
Idilesi yePosi	:	Private Bag X 1133, Mount Fletcher, 4770

6. Isithili saseMount Frere

Umnxeba	:	083 275 0669 okanye 039 2551717
Ifeksi	:	083 275 0669
Idilesi ye-Ofisi	:	Old Mutual Building Main Road, Mount Frere
Idilesi yePosi	:	Private Bag X 9001, Mount Frere, 5090

7. Isithili saseMthatha

Umnxeba	:	047 5024206
Ifeksi	:	047 531 3540
Idilesi ye-Ofisi	:	Corner Leeds & Owen Street, Botha Sgcawu Building, Mthata, 5099

8. Isithili saseNgcobo

Umnxeba	:	047 548 1004/1183
Ifeksi	:	047 548 1257
Idilesi ye-Ofisi	:	Titus Building, Corner Church Street & High Street, Ngcobo, 5050
Idilesi yeposi	:	Private Bag X214, Ngcobo, 5050

9. Isithili sasePort Elizabeth

Umnxeba	:	041 403 4400
Ifeksi	:	041 451 0193
Idilesi ye-ofisi	:	Ethel Valentine Building, No 5, Sutton Road, Sidwell 6056
Idilesi yeposi	:	Private Bag X 3915, North End, PE, 6056

10. Isithili saseQueenstown

Umnxeba	:	045 858 8900 / 8780
Ifeksi	:	045 858 8906
Idilesi ye-Ofisi	:	X Masibulele College Building, Whittlesea, 5360
Idilesi yePosi	:	Private Bag X7053, QUEENSTOWN, 5320

11. Isithili saseButterworth

Umnxeba : 047 491 1070/1275/8091
Ifeksi : 047 491 0655/0355/3291/0865600418
Idilesi ye-Ofisi : Ex- Butterworth College, Mission Location
Idilesi yePosi : Private Bag X 3019, Butterworth, 4960

12. Isithili saseCofimvaba

Umnxeba : 047 874 0536/5003 OR 047 874 0313
Ifeksi : 047 874 0422
Idilesi ye-Oisi : 196 Windus Street Opp Cash Build, Cofimvaba, 538
Idilesi yePosi : Private Bag X 1229, Cofimvaba, 5380

13. Isithili saseCradock

Umnxeba : 048 801 8607 OR 048 801 86 00
Ifeksi : 086 515 4487
Idilesi ye-Ofisi : 14 Dundas Street, Cradock
Idilesi yePosi : Private Bag X 82, Cradock, 5881

14. Isithili saseDutywa

Umnxeba : 047 489 2247
Ifeksi : 047 489 1028
Idilesi ye-Ofisi : mgwangu@yahoo.com
Idilesi yePosi : Private Bag X 1203, Dutywa, 5000

15. Isithili sase-East London

Umnxeba : 043 708 6210/7086253
Ifeksi : 043 760 0545
Idilesi ye-Ofisi : Dr WB Rhubusana Building, Nu 1, Mdantsane
Idilesi yePosi : Private Bag X 9007, East London, 5200

16. Isithili saseFort Beaufort

Umnxeba : 046-6457802/
Ifeksi : 0867704105
Idilesi ye-Ofisi : Cape College Building, Healdown Road
Idilesi yePosi : Private Bag X 2041, Healdtown, Fort Beaufort, 5720

17. Isithili saseKing William's Town

Umnxeba : 043 604 3218 / 3216
Ifeksi : 086 548 6397 / 043 642 5896
Idilesi ye-Ofisi : 45 Eales Street, King Williams Town, 5600
Idilesi yePosi : Private Bag X 7449, King Williams Town, 5600

18. Isithili saseGraaff-reinet

Umnxeba : 049 807 2200/2202
Ifeksi : 049 807 2254
Idilesi ye-Ofisi : No 9 Corner of Murray & Kruger Street, Graaff Reinet,

		6280
Idilesi yePosi	**:**	Private Bag X 726, Graaff Reinet, 6280

19. Isithili saseGrahamstown

Umnxeba	**:**	046 603 3949/3200
Ifeksi	**:**	046 603 3287 / 086 759 7242
Idilesi ye-Ofisi	**:**	Corner St Aidens Avenue & Milner Street
Idilesi yePosi	**:**	Private Bag X 1001, Grahamstown, 6140

20. Isithili saseLady Frere

Umnxeba	**:**	047 878 0391/0009
Ifeksi	**:**	047 878 0224
Idilesi ye-Ofisi	**:**	59 Sandile Street, Lady Frere
Idilesi yePosi	**:**	Private Bag X 1152, Lady Frere, 5410

21. Isithili sakuQumbu

Umnxeba	**:**	047 553 0142
Ifeksi	**:**	086 234 5592/047 542 0044
Idilesi ye-Ofisi	**:**	Maqutyana Street, Qumbu
Idilesi yePosi	**:**	P/Bag X 466, Qumbu, 5180

22. Isithili sase-Uitenhage

Umnxeba	**:**	041 995 4001/2
Ifeksi	**:**	041 995 4018
Idilesi ye-Ofisi	**:**	87 Cannon, Uitenhage, 6230
Idilesi yePosi	**:**	Private Bag X 64, Uitenhage, 6230

23. Isithili sase-Sterkspruit

Umnxeba	**:**	051 611 0052 OR 051 611 0766
Ifeksi	**:**	051 611 1401
Idilesi ye-Ofisi	**:**	Benson Bale College

1. Indlela Ongafikelela Ngayo Kwisikhokelo

Isikhokelo sikhona kwii-Ofisi zeSebe likaNdlunkulu apha:

Idilesi ye-Ofisi	**:**	Steve Vukile Tshwete Education Complex Zone 6 **Zwelitsha** 5608
Idilesi yePosi	**:**	Private Bag X0032 **BHISHO** 5605
Umnxeba	**:**	+27 (0) 80 121 2570
Ifeksi	**:**	+27 (0) 40 608 4040
I-Imeyile	**:**	viwe.mkona@gmail.com
Iwebhumeyile	**:**	www.ecdoe.gov.za

2. Ukufikelela kwiiRekhodi kokugcinwe liSebe (iCandelo Le-14 (1) (d)

Upapasho lweSebe lezeMfundo

1. Iingxelo zonyaka nezinye iingxelo zenkqubela
2. Iingcebo nezicwangciso zokusebenza
3. Uhlahlo lwabiwo-mali namaxwebhu angqameneyo
4. Ulwakheko olwamkelekileyo lwemisebenzi
5. Iingxelo zonyaka zemali
6. Iincwadana
7. Amaphepha olwazi
8. Iipowusta
9. Iincwadana ezineendaba neemagazini
10. Amaxwebhu eenkqubo neendlela zokwenza nezezikhokelo
11. Imizuzu yentlanganiso
12. Amaphepha ophando athe enziwa
13. Imigaqo-nkqubo
14. Umqulu ongeenkonzo
15. Amaphepha angokuqinisekisiweyo
16. Uluhlu lwezikolo

Imiba Engezemali

(i) Irejista yee-asethi
(ii) Iingxelo zemali
(iii) Iingxelo zoVumelwano zeBhanka
(iv) Iindibanisela yebhetshi
(v) Iincwadi zoku-odola
(vi) Uhlahlo lwabiwo-mali.

Abafundi

(i) Ukufakwa kwabafundi abanezidingo ezizodwa zokufunda kwizikolo eziqhelekileyo zikarhulumente okanye isikolo sikarhulumente kulungiselelwa abafundi abanezidingo ezizodwa.
(ii) Ukubhaliswa kwaBafundi ukuze bafumane imfundo kwizikolo zikarhulumente oku kuquka izibheno kwiLungu lesiGqeba eliLawulayo.
(iii) Ukubhaliswa kwabafundi ukuze bafumane imfundo emakhaya oku kuquka ukurhoxiswa kobhaliso nesibheno.
(iv) Izibheno eziya kuMlawuli-Jikelele ezichasene nesigqibo sebhodi elawula isikolo kwisicelo sokuxolelwa okanye ukukhululwa ekubhataleni iimali zesikolo.

Iibhodi Ezilawula Izikolo

(i) Umgaqo-siseko weebhodi ezilawula izikolo.
(ii) Inkqubo zokunceda ukusebenza kweebhodi ezilawula izikolo.
(iii) Iziphakamiso ezenziwa ziibhodi ezilawula izikolo kubasebenzi ababhatalwa ngurhulumente kwizithuba zemisebenzi ezimiselweyo kwizikolo zikarhulumente.
(iv) Imisebenzi eyabelwe iibhodi ezilawula izikolo.

Izikolo ZikaRhulumente Eziqhelekileyo

(i) Uluhlu lezikolo zikarhulumente ezisekwe kwiphondo ezineenkcukacha zoqhagamshelwano kwisikolo ngasinye negama lenqununu.
(ii) Iinkcukacha zamanani abafundi nabafundisi-ntsapho.
(iii) Ukudityaniswa kwezikolo zikarhulumente.
(iv) Ii-asethi zikarhulumente kwizikolo zikarhulumente
(v) Ukusekwa nokuvalwa kwezikolo zikarhulumente.
(vi) Ukumiselwa kwezithuba zomsebenzi ezivunyiweyo kwizikolo zikarhulumente.
(vii) Ukubekwa ngokwamanqanaba kwamaziko.

Uluhlu oluqondakala lula lukhona kwiwebhusayithi yeSebe engu:
www.ecdoe.gov.za

Inkcazo yezifundo nentlobontlobo zeerekhodi ezigcinwe liSebe

Iirekhodi Zabasebenzi

(i) Imithetho neenkqubo
(ii) Iimeko zeenkonzo
(iii) Ukuqesha kwabasebenzi
(iv) Uqeqesho
(v) Ukuhlolwa kwabasebenzi
(vi) Ukunyuselwa
(vii) Ezemali
(viii) Imicimbi engoBudlelwane nabaSebenza

Iirekhodi Zenkxaso Yokusebenza

(i) Ukuhlengahlengiswa noLawulo
(ii) Izitora zokugcina izinto neenkonzo
(iii) Ezothutho
(iv) Upapasho, Ukwaziswa noNxibelelwano
(v) Ukwakhiwa kunye neeNtlanganiso zeeBhodi ezithile nezinye iiNdibano
(vi) Iingxelo, Ukubuyiselwa noLwazi
(vii) Iinkonzo zoMthetho

Uluhlu Leerekhodi Zokusebenza

(i) IsiCwangciso seNkqubo-mgaqo wezeMfundo
(ii) Ulawulo lezikolo
(iii) Imfundo equkayo
(iv) Iinkonzo zekharityhulam nezoHlolo
(v) Inkqubo eziKhethekileyo
(vi) Iinguqu kwezeMfundo
(vii) Ezenzululwazi neTeknoloji.

Iimali Zesikolo Kwizikolo Zikarhulumente

(i) Imiyalelo ekhutshwe nguMlawuli-Jikelele engolawulo lweemali zesikolo.
(ii) Ukuvunyelwa ukuba uvule i-akhawunti yebhanka eyongezelelweyo, umgaqo-nkqubo neenqobo emazijongwe ukuze kwamkelwe okanye kunikezelwe ngemvume.
(iii) Iingxelo zemali zonyaka ezifakwe zizikolo kuMlawuli-Jikelele.

Izikolo Ezizimeleyo

(i) Ukubhaliswa kwezikolo ezizimeleyo – imigaqo-nkqubo, izinto ezijongwayo, ukurhoxiswa kobhaliso nezibheno.
(ii) Izibonelelo eziya kwizikolo ezizimeleyo – imigaqo-nkqubo, izinto ezijongwayo, ulwabelo, ukubhatalwa ukurhoxiswa nezibheno.
(iii) Izivumelwano phakathi kweLungu lesiGqeba esiLawulayo nomnini-sikolo ukuguqula isikolo esizimeleyo sibe sisikolo sikarhulumente.

Amaziko kaRhulumente Okufunda Abadala

(i) Amaziko karhulumente okufunda abadala asekwe liLungu lesiGqeba esiLawulayo – umgaqo-nkqubo, iinkqubo, amaziko asekiweyo nezivumelwano nezikolo zikarhulumente.
(ii) Imimiselo yezithuba zokusebenza nabasebenzi abalawula iziko.
(iii) Iinkqubo nezifundo ezikhoyo kuMaziko kaRhulumente okuFunda kwabaDala.

Inkqubo eyaziwa njenge-ECD kaRhulumente yezifundo zeBanga "R"

(i) Uluhlu lwenkqubo ye-ECD karhulumente yezifundo zeBanga "R" ezisekwe ephondweni kukho neenkcukacha zoqhagamshelwano zesikolo ngasinye negama lenqununu.
(ii) Iinkcukacha zenani labafundi, amagumbi okufundela, abasebenzi, ukuba khona kwamanzi nombane neemeko zesikolo jikelele.
(iii) Ii-asethi zikarhulumente eziselugcinweni zesikolo esithile sikarhulumente ezinezifundo zeBanga "R".

Iinkonzo Ezinikezelwa Lisebe

- Ulawulo lwezemfundo, oluquka ulawulo lezemali, ikhonkco lolawulo lokubonelelwa kweenkonzo, ulawulo lezemfundo nolawulo lwezibonelelo-mali ezinemiqathango

- Imfundo yezikolo eziqhelekileyo zikarhulumente, ngakumbi izifundo zezikolo zamabanga aphantsi nawemfundo ephakamileyo oku kuquka ezemidlalo zesikolo, ezenkcubekho nezamagugu namafa
- Ukubonelelwa kwemali kwizikolo ezizimeleyo nezikolo ezizodwa
- Ukubonelelwa kweMfundo yaBadala eSisiseko noQeqesho
- Ukubonelelwa koPhuhliso loMntwana lasekuQaleni kuquka ibanga eliphambi kweBanga "R"
- Ukubonelelwa koPhuhliso lokuSebenza kwaBantu ngokuquka zonke iindlela neeMviwo zangaphandle.

Iinkqubo zeSebe

1. Ulawulo
2. Izikolo eziQhelekileyo zikaRhulumente
3. Izibonelelo zeziKolo Ezizimeleyo
4. Imfundo yeziKolo eziZodwa zikaRhulumente
5. Imfundo yaBadala noQeqesho
6. Uphuhliso loMntwana lokuQala
7. Ulwakhiwo nezinto zoLawulo
8. Iinkonzo ezincedisayo nezeNkxaso

Iimbo Nenjongo Zesebe

- Ukufikelela kwimfundo esisiseko kubafundi bonke nokuba ngaboluphi uhlanga, isini, banokukhubazeka, bahlala naphi na nemeko yabo yokuhlala neyezoqoqosho
- Amathuba alinganayo nempumelelo kwezemfundo kubafundi bonke nokuba ngaboluphi uhlanga, isini, banokukhubazeka, bahlala naphi na nemeko yabo yokuhlala neyezoqoqosho
- Ukuxhotyiswa kwabo bonke abafundi ukuba babe ngabahlali abathatha uxanduva ngokubanika izakhono, ulwazi nezinto ezibalulekileyo zokuphucula kokubini umntu noluntu
- Ukuphucula umgangatho wokufundisa nokufunda kuwo onke amaziko ezemfundo ukuwenza ibe ngamaziko anempumelelo nagqwesayo
- Ukusebenza kakuhle kwamaziko ngokuphucula iindlela zolawulo nokuhanjiswa kweenkonzo okudibeneyo kuwo amazinga olawulo (kuZwelonke, ePhondweni, kwiSithili, iSekethe neSikolo)
- Ukukhutshwa kwemithombo ngendlela enoqoqosho, esebenzayo, esebenza ngokufanelekileyo nelinganayo kwiindlela zokufunda ukufikelela kwiziphumo ezingundoqo zokufunda nezinefuthe (oko kukuthi ukufikelela, ukulingana kunye neMfundo ekudidi oluphezulu)

- Uluntu olusebenzisanayo nolugcineka njalo olwakhiwe ngentsebenziswano kunye nabo bonke abanomdla nabathatha inkxaxheba kwezeMfundo.

Indlela yokwenza isicelo

Umfaki-sicelo makanikwe indlela yokufikelela kwiirekhodi zikarhulumente ukuba umfaki-sicelo ulandela oku kulandelayo:

- Umfaki-sicelo ulandela zonke iinkqubo ezifanelekileyo eziseMthethweni ezingqamene nokucelwa kokufikelela kulwazi olukwirekhodi; kwaye
- Ukufikelela kwiirekhodi kuthe akwaliwa ngezizathu ezichazwe kuMthetho.

Uhlobo lwesicelo

- Umfaki-sicelo makasebenzise ifomu eshicilelwe kiGazethi kaRhulumente [Isaziso sikaRhul. R 187-15 Febhuwari 2002 iFomu yesi-2].
- Umfaki-sicelo makafake esi sicelo kwiSekela-gosa loLwazi, elikwii-ofisi zikandlunkulu.
- Umfaki-sicelo makachaze ukuba isicelo eso sesekopi yerekhodi okanye umfaki-sicelo ufuna ukuza azo kujonga irekhodi kwii-ofisi zequmrhu loluntu. Okanye ukuba iirekhodi azingomaxwebhu kungacelwa zibonwe ngokwendlela ezicelwe ngayo, ukuba kuyenzeka [icandelo lama-29(2)].
- Ukuba umntu ucela ukufikelela ngokwendlela ethile ngoko ke umfaki-sicelo makafumane ngendlela acele ngayo.
- Oku akunakwenzeka ukuba ukwenza njalo kwakusebenzisa kakubi kwequmrhu loluntu elichaphazelekayo, okanye konakalise irekhodi, okanye kophule amalungelo ebango kwikopi lukarhulumente. Ukuba ngenxa yezizathu ezivakalayo akukwazeki ukunikwa nokufumana oko ngendlela afuna ngayo kodwa ngenye indlela eyahlukileyo, intlawulo eza kubhatalwa mayibalwe ngokwendlela umfaki-sicelo ebeqale wacela ngayo [icandelo lama-29 (3) nele-(4)].
- Ukuba, ngaphezulu kwempendulo ebhaliweyo kwisicelo serekhodi, umfaki-sicelo ufuna ukuxelelwa ngesigqibo ngayo nayiphi enye indlela, ngomnxeba, oku makuchazwe [icandelo le-18(2) (e)].
- Ukuba umfaki-sicelo ucelela omnye umntu ulwazi, oko makuchazwe ukuba umcelela ngabuni [icandelo le-18 (2) (f)].
- Ukuba umfaki-sicelo akakwazi ukufunda okanye ukubhala, okanye unokukhubazeka, bangathi bacele ukuba yenziwe ngokurekhodwa ngelizwi. Igosa lolwazi malizalise iifomu linceda umfaki-sicelo kwaye limnike ikopi.

Zimbini iintlobo zentlawulo ekufuneka zibhatalwe ngokwalo Mthetho, intlawulo yesicelo nentlawulo yokufumana ufikelele [icandelo lama-22]:

Umfaki-sicelo ufuna ukufikelela nokufumana iirekhodi ezinolwazi ngeenkcukacha zomntu ongumfaki-sicelo akukho mfuneko yokubhatala mrhumo. Wonke umnye umfaki-sicelo, ongemfaki-sicelo buqu, makabhatale intlawulo elindelekileyo:

- Isekela-gosa loLwazi malazise umfaki-sicelo (ngaphandle komfaki-sicelo ocelela yena siqu) ngesaziso, ecela umfaki-sicelo ukuba abhatale intlawulo efanelekileyo (ukuba ikhona) phambi kokwenza isicelo somfaki-sicelo.
- Intlawulo yesicelo ebhatalwayo kwiqumrhu loluntu ngama-R35. Umfaki-sicelo angathi enze isibheno ngaphakathi, apho kufanelekileyo, okanye afake isicelo enkundleni yamatyala ngokuchasene nokunikwa kwesiniki-maxabiso okanye ukubhatalwa kwentlawulo yesicelo.
- Emveni kokuba iSekela-gosa loLwazi lithe lenza isigqibo ngesicelo umfaki-sicelo makaziswe ngesigqibo eso ngendlela umfaki-sicelo ebethe ufuna ukwaziswa ngayo.
- Ukuba isicelo sivunyiwe emveni koko imali yentlawulo eyengezelekileyo mayibhatalwe ngokuphanda, ngamalungiselelo, ngokuveliswa nangalo naliphi na ixesha elisetyenzisiweyo leeyure ezidlulileyo kwezo zilindelekileyo ukuze kuphandwe kwaye kulungiswe irekhodi ukuze zibhengezwe.

Uhlobo lwesicelo

- Umfaki-sicelo makasebenzise ifomu eshicilelwe kiGazethi kaRhulumente [Isaziso sikaRhul. R 187-15 Febhuwari 2002 iFomu yesi-2].
- Umfaki-sicelo makafake esi sicelo kwiSekela-gosa loLwazi, elikwii-ofisi zikandlunkulu.
- Umfaki-sicelo makachaze ukuba isicelo eso sesekopi yerekhodi okanye umfaki-sicelo ufuna ukuza azo kujonga irekhodi kwii-ofisi zequmrhu loluntu. Okanye ukuba iirekhodi azingomaxwebhu kungacelwa zibonwe ngokwendlela ezicelwe ngayo, ukuba kuyenzeka [icandelo lama-29(2)].
- Ukuba umntu ucela ukufikelela ngokwendlela ethile ngoko ke umfaki-sicelo makafumane ngendlela acele ngayo.
- Oku akunakwenzeka ukuba ukwenza njalo kwakusebenzisa kakubi kwequmrhu loluntu elichaphazelekayo, okanye konakalise irekhodi, okanye kophule amalungelo ebango kwikopi lukarhulumente. Ukuba ngenxa yezizathu ezivakalayo akukwazeki ukunikwa nokufumana oko ngendlela

afuna ngayo kodwa ngenye indlela eyahlukileyo, intlawulo eza kubhatalwa mayibalwe ngokwendlela umfaki-sicelo ebeqale wacela ngayo [icandelo lama-29 (3) nele-(4)].

- Ukuba, ngaphezulu kwempendulo ebhaliweyo kwisicelo serekhodi, umfaki-sicelo ufuna ukuxelelwa ngesigqibo ngayo nayiphi enye indlela, ngomnxeba, oku makuchazwe [icandelo le-18(2) (e)].
- Ukuba umfaki-sicelo ucelela omnye umntu ulwazi, oko makuchazwe ukuba umcelela ngabuni [icandelo le-18 (2) (f)].
- Ukuba umfaki-sicelo akakwazi ukufunda okanye ukubhala, okanye unokukhubazeka, bangathi bacele ukuba yenziwe ngokurekhodwa ngelizwi. Igosa lolwazi malizalise iifomu linceda umfaki-sicelo kwaye limnike ikopi.

Indlela yokwenza isibheno

Indlela yokwenza isibheno sangaphakathi ngokwecandelo lama-74 nelama-75 lalo Mthetho, mayifakwe kwifomu echaziweyo (jonga isihlomelo C) zingadlulanga iintsuku ezingama-60 zesigqibo.

- Ifomu echaziweyo yokwenza isibheno sangaphakathi mayihanjiswe okanye inikwe iSekela-gosa loLwazi kunye nemali yentlawulo efanelekileyo.
- Isihloko yesibheno sangaphakathi masichazwe nezizathu zokufaka isibheno sangaphakathi masichazwe kwaye oku kungaquka naluphi na ulwazi olufanelekileyo elaziwa ngulowo ufaka isibheno.
- ISekela-gosa loLwazi malithi lifake isibheno sangaphakathi kunye nezizathu zakhe zesigqibo eso, kugunyaziwe wezibheno oza kucebisa umfaki-sibheno ofanelekileyo ukuba isibheno eso siza kuthathelwa ingqalelo.
- Xa kugqitywa kwisibheno, ugunyaziwe wezibheno angathi aqinisekise isibheno okanye enze isigqibo esitsha kweso sidala.
- Ngaphezulu, umfaki-sicelo makafake isicelo kwinkundla yamatyala ukufumana isiqabu emva kwenkqubo yesibheno sangaphakathi ngokuchasene nesigqibo segosa lolwazi ebesithe sajongwa. [Icandelo lama-78(1)]

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