



**tourism**

Department:  
Tourism  
**REPUBLIC OF SOUTH AFRICA**

**IMANUWALI  
YEMNYANGO WETEKUVAKASHA**  
*Ngekwesigaba 14 se-  
Promotion of Access to Information Act, 2000*  
*(Umtsetfo Nom. 2 wanga 2000)*

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## **1. INHLOSO YALEMANUWALI**

Sigaba 32 (1) seMtsetfosisekelo weRiphabhulikhi yaseNingizimu Afrika, wanga 1996 simise kutsi wonkhe umuntfu unelilungelo lekufinyelela kunome wuphi uMniningwane lobanjwe nguMbuso kanye nalomunye nje umniningwane longabanjwa nanobe ngubani, longadzingeka ekusetjentisweni nobe ekuvikeleni nanobe nguliphi lilungelo. *Information Access Act, 2000* (Umtsetfo Nom. 2 wanga 2000) (lana yatiwa nge- “PAIA”) i – PAIA iyanaka kwekutsi lilungelo lekufinyelela kumniningwane lihambisana nemikhawulo letsite lenebulungiswa.

Imininingwane yemarikhodi legcinwe ngumtimba wemphakatsi acuketfwe ebhukwini lelatiwa ngemanuwali. Lemanuwali ihlobene nemarikhodi lagcinwe ngumtimba wemphakatsi. Lamarikhodi lagciniwe ahlobene nebhizinisi/nemisebenti yemagatja onkhe. Kuhlukanisa emkhatsini wemisebenti/ibhizinisi yeligatja ngalinye, emarikhodi eligatja ngalinye afakwe tinombolo ngalokuhlukile. Lirikhodi ngalinye liyatisho kutsi liyaphi.

Ngaphandle kwemarikhodi, laphindzwe abitwe emafayela, imanuwali icuketse nemniningwane ngemakheli eNhloko yeMnyango kanjalo neweNhloko yeliHhovisi leMniningwane wemtimba wemphakatsi phindze neligama leligatja ngalinye kumtimba wemphakatsi, kusebenta kwayo kanye neluhlu lwawo onkhe emarikhodi lagcinwe ngumtimba wemphakatsi.

## **2. NGUMHLAHLANDLELA WESIGABA 10 WAWO ONKHE EMAMANUWALI KURIPHABHULIKHI YASENINGIZIMU AFRIKA**

Ngekwesigaba 10 se-PAIA. Ikhomishana yeMalungelo eLuntfu eNingizimu Afrika (SAHRC) ihlanganise umhlahlandlela ngekusetjentiswa kwe-PAIA Lomhlahlandlela uyatfolakala emahhovisi e-SAHRC.

*The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission*  
*The Research and Documentation Department*  
Private Bag X2700  
HOUGHTON  
2014

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Iwebhusayithi: [www.sahrc.org.za](http://www.sahrc.org.za)  
imeyila: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. IMINININGWANE YEKUCHUMANA NENHLOKO YELIHHOVISI LEMNININGWANE NOME  
SEKELA/BOSEKELA BENHLOKO YELIHHOVISI LEMNININGWANE WEMNYANGO  
WETEKUVAKASHA**

**INHLOKO YELIHHOVISI LEMNININGWANE**

Umcondzisi-Jikelele: Umnyango wetekuVakasha: Mnz Victor Tharage  
*Private Bag X424*  
*Pretoria*  
0001

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IFekisi : +27 444 7040  
Imeyila: [vtarage@tourism.gov.za](mailto:vtarage@tourism.gov.za)  
Fasimeyila: +27 444 7101

Kuchazwa kwemisebenti:

Kuniketa ngemasu ebuholi kanye nendlela lefanele kumnyango.

Kwakha umnyango ube ube yinhlango lekhonako kwetfula ngekwenchubomgoma nekucalisa lokubekwe ngNgcongcoshe kanye neKhabhinethi.

Kucinisekisa kwekutsi tinjongo temasu kanye nemiphumela lebekelwe umnyango lyafezwa.

Kwakha licembu lelinelikhono, lelitinikele nalelisebentako kumnyango.

**SEKELA WENHLOKO YELIHHOVISI LEMNININGWANE: Nkh Mmaditlonki Setwaba**

uMcondzisi loMkhulu: tinSita teMtsetfo: umnyango wetekuvakasha

Fasimeyili: +27 444-7101

Imeyila: msetwaba@tourism.gov.za

**Kuchazwa kwemisebenti:**

Kusita kucaliswa kanye nekulunganiswa kwe-PAIA kuMnyango wetekuVakasha kanjalo nekuniketa lucesho ku-PAIA.

**4. EMAGATJA KUMNYANGO WETEKUVAKASHA KUVELONKHE**

1. Buholi lobuKhulu	Kuniketa ngemasu ebuholi, kuphatsa kanye netinsita tekweseka kulabaphetse.
2. Lucwaningo ngetekuVakasha, Umtsetfomgogodla kanye neBudlelwano neMave aNgaphandle	Kuhlela kunakwe kusebenta kwalomkhakha wetekuvakasha ngendlela legunyata budlelwano kulabaneluvo kanye nemtsetfomgogodla wenzawo.
3. Kutfutukiswa kwetiNdzawo tekuVakasha	Kweseka kanye nekulunganiswa kwentfutuko yetinzawo tekuvakasha ngekuhlelwa kwetinzawo letingavakashelwa, imikhicito lehehako kutekuvakasha, kutfutukiswa kwetinzawo letingabonwa kanye nalokungentiwa, kukhutsata tekusisa kanye

	nekumiswa kwetinhlelo tekuvakasha leteseka imimango levakashelwako kwentela kuniketa ngalokuhle lokungabonwa phindze kwentiwe tivakashi, kubuye kutfutukiswe nendzawo yekuhlala.
4. Tinsita tekweSeka Umkhakha wetekuVakasha	Kucinisa intfutuko yalomkhakha kanye netinsita tekuvakasha ngekutfutukiswa kwebantfu, kwesekwa kwemikhakha kanye nelucophelo lwetinsita kwentela kucinisekisa kutsi iNingizimu Afrika yindzawo yekuvakasha lesezingeni.

## 5. EMARIKHODI LABANJWE MNYANGO LATFOLAKALAKO

Lesahluko sisebenta ngalokutfolakala esigabeni 14(1) seMtsetfo loKukhutsata kuFinyelela kuMniningwana, loncuma kwekutsi umtimba kufuneka unikete ngemininingwane yemarikhodi langakiwo kuze utovumela kucala kweticelo tekufinyelela kumniningwane.

Umnyango uhlukanisa emarikhodi kanye nemniningwane (locondzene nemisebenti netinsita temnyango) ngaletigaba letilandzelako:

- 5.1. Inchubomgomo, emasu, ematsimba, tatiso tahulumende nesishayamtsetfo
- 5.2. Titatimende tasemaphepheni kanye netinkhulumo
- 5.3. Emarikhodi etisebenti teMnyango
- 5.4. Emarikhodi eMnyango etetimali
- 5.5. Ema – Ajenda kanye nemaminitisi emihlangano yeMnyango
- 5.6. Umniningwane yekuphatfwa lejwayelekile
- 5.7. Imibiko yeMnyango
- 5.8. Tincwadzi tangekhatsi, emamemo, tincwadzi, emamemo ekhabhinethi
- 5.9. Tinkontileka, netivumelwano nebangaphandle
- 5.10. Umniningwane lotsite weligatja njengoba kuchaziwe endzimeni 4.

5.10.1 Iplani yebhizinisi

5.10.2 Imiculu yemasu

- 5.10.3 Umniningwane lotsite weluhlelo
- 5.10.4 Imiculu yelucwaningo

Lokucuketfwe kumanuwali tihloko temafayela. Emafayela angemathulusi lasetjentiselwa kugcina emarikhodi eMnyango. Lifayela ngalinye linenombolo kanye nenchazelo lemfishane yalelo rikhodi leligcinwe efayeleni kanye nesihloko selifayela. lifayela ngalinye linenombolo yalo, tinsuku tekuvula nekuvala kanye nemlayeto wekutfumela lelo fayela. Umlayeto wekutfumela lifayela ubalulekile ngoba nguwo losho kutsi kufanele kwentekeni ngalelo fayela ngemuva kwekudlula kwesikhatsi lesitsite, sib. A10 utabe asho kutsi lelifayela kufanele litfunyelwe ku – NASA (Indlu yaVelonkhe yeKugcinwa kweMarikhodi eNingizimu Afrika) eminyakeni lelishumi ngemuva kwelusuku lekuvalwa lelikukhava yelifayela. LiHhovisi laNgcongcoshe wetekuVakasha lona lineluhlelo lwalo lekugcina marikhodi, lelifanako nalo naleli lemnyango.

## **6. KUFINYELELA KUMARIKHODI NGEKWESIGABA 14(1) (e)**

Umnyango kufanele, ngaphansi kwesigaba 15(1), umikise luhlu lwemarikhodi latfolakalako kuNgcongcoshe weteBulungiswa neTinsita tekulungiswa kweSimilo khona atewufinyelela kiwo ngaphandle kwesicelo atewushicilelwa kuGazethi yaHulumende.

Umnyango umikise kuNgcongcoshe weteBulungiswa kanye neTinsita tekulungiswa kweSimilo luhlu lwemningwane lotfolakalako kuze lishicilelwe kugazethi. Lomningwane uyatfolakala nakuwebhusayithi yeMnyango: <http://www.tourism.gov.za>.

## **7. KUCHAZWA KWETINHLOBO TEMARIKHODI LATFOLAKALAKO ATEWUCWANINGWA NGEKWEKWESIGABA 15(1) SE-PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

**EMARIKHODI LATFOLAKALAKO NEKUFINYELELA KULAWO MARIKHODI  
(Sigaba 15 we-Promotion of Access to Information Act, 2000 (Umtsetfo Nom. 2 wanga 2000))**

[Umtsetfosimiso 5A]

<p><b>KUCHAZWA KWETINHLOBO TEMARIKHODI</b>  <b>LATFOLAKALAKO NGEKWESIGABA 15(1) (a) SE-PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b></p>	<p><b>INDLELA YEKUFINYELELA</b>  <b>KUMARIKHODI (sib. Iwebhusayithi)(SIGABA 15(1)(a))</b></p>
<p align="center"><b>KUZE KUHLOLWA NGEKWESIGABA 15(1)(a)(i)</b></p>	
<p>(a) Wonke umningwane lokuwebhusayithi Uniningwane lolandzelako uyatfolakala kuwebhusayithi (<a href="http://www.tourism.gov.za">www.tourism.gov.za</a>):</p> <ul style="list-style-type: none"> <li>- Mayelana neMnyango;</li> <li>- Betindzaba; <ul style="list-style-type: none"> <li>• Kwatisa beTindzaba;</li> <li>• Sitatimende kubeTindzaba;</li> <li>• Tinkhulumo; kanye</li> <li>• Nekumenywa kwebetindzaba;</li> </ul> </li> <li>- Tinsuku teMicimbi;</li> <li>- Imisebenti (Tinsita);</li> <li>- Imibiko; <ul style="list-style-type: none"> <li>• Umbiko ngaloKwentiwe ngeKota;</li> <li>• Umbiko weluPhakelo tiMali njll.</li> </ul> </li> <li>- Imininingwane yekuChumana yebetindzaba tebaTsengi kusiFundza;</li> <li>- Lisu lemKhakha wetekuVakasha Velonkhe (NTSS);</li> <li>- FAQs;</li> <li>- PAIA;</li> <li>- Luhlelo lweMnyango weteKuvakasha lweMasu eSikhatsi lesiseMkhatsini;</li> </ul>	<p>Kusuka kuwebhusayithi yeMnyango.</p>



- EMagugu aVelonkhe kanye neMasu etekuVakasha teMasiko;
- Lisu lekuKhulisa tekuVakasha;
- Lisu letekuvakasha emakhaya lavelonkhe;
- Lizinga lemSebenti wetekuVakasha Velonkhe ;
- Umtsetfo wetekuVakasha, wange 2014;
- Luhlelo loluKhutsata tekuVakasha;
- Ingosi yeLwati ;
- Luphakelo tiNstita lolwaMukelekile;
- Titatimende teteTimali
- EmaManuwali netiCondziso
- Umhlahlandlela wetekuVakasha:
  - Kusekwa kwekuKhuphuka;
  - KuFinyelela kutekuMaketha; kanye
  - Neshatha yeTinsita.
- Tinsita teLwati neNchubomgomo ;
- SDIP ye – NDT.
- TiNdzaba Letijwayelekile;
- INchubomgomo yeMnyango netiChibiyelo tangeKota;
- Tincwajana;
  - Ikhodi yetekuVakasha ye-BBBEE;
  - Tincwadzi leteyamene ne-BEE.
- Tishicilelo;
  - Umbiko weMnyaka;
  - Luhlelo lwekuSebenta lweMnyaka;
  - Lisu lekuSebenta lweMnyaka;
  - Temisebenti;
  - Emathenda.
- Emaphepha eTindzaba;
- Imagazine yalababambe Lichaza eBhojanala;

- Kunakwa kulandzelwa kwemtsetfomgogodla kwangekota.

**EMARIKHODI LATFOLAKALA NGEKUTSENGWA NGEKWESIGABA-15(1)(a)(ii):**

(a) Luhlu lwemarikhodi langenhla .

Emarikhodi angatfolwa ngekucela ngembhalo phindze nagekubhadala samba lesibekiwe, Kuye kulelikheli:  
*The Information Officer*  
*Department of Tourism*  
*Private bag X424*  
**PRETORIA**  
**0001**

**AYATFOLAKALA NALANGAKOTJWA NGEKWESIGABA 15(1) (a)(ii)**

(a) Luhlu lwemarikhodi langenhla.

Emarikhodi angatfolwa ngekucela ngembhalo phindze nagekubhadala samba lesibekiwe eluhlavini 2 lwencenye 2 lwe *Anexure A*, setimiso temtsetfo letihambisana ne access to information act, tifunyelwe ku:  
 Kuye kulelikheli:  
*The Information Officer*  
*Department of Tourism*

	<i>Private bag X424</i> <i>PRETORIA</i> <i>0001</i>
<b>AYATFOLAKALA NEWAMAHHALA NGEKWESIGABA 15(1)(a)(iii)</b>	
(a) Luhlu lwemarikhodi langenhla.	Emarikhodi angatfolwa ngekucela ngembhalo longatfunyelwa kulelikheli: <i>The Information Officer</i> <i>Department of Tourism</i> <i>Private bag X424</i> <i>PRETORIA</i> <i>0001</i>

## 8. INDLELA YEKUFINYELELA KUMARIKHODI LATFOLAKALAKO

Sigaba 15 se-*Promotion of Access to Information Act*, 2000 sincuma kutsi Umnyango kufanele ushicilele kuGazethi yaHulumende luhlelo (luhlu) lwemarikhodi latfolakalako kuMnyango. Ticelo talarikhodi atentiwa ngekugcwalisa Lifomu A lelifanele lelisetjentiselwa kucela umningwane, akukho futsi imali yesicelo lebhadalwako kutfola lamarikhodi. Imali ibhadalwa kuphela lapho kuyawudzingeka kwentiwe emakhophi alawo marikhodi, kuya ngekutsi lelo rikhodi lingekhophi yekucala, linge *Disk*, *stiffy drive* nobe likhasethi, njll.

- *The Promotion of Access to Information Act*, 2000 (Umtsetfo Nom. 2 wanga 2000)
- *The Protection of Information Act*, 1982 (Umtsetfo Nom. 84 wanga 1982)

- *The National Archives and Records of South Africa Act, 1996* (Umtsetfo Nom. 43 wanga 1996)

## 9. INDLELA YEKUCELA

### 9.1 Sicelo sekufinyelela kumniningwane

Wonkhe umuntu unelilungelo lekucela kufinyelela kumniningwane locoshiwe lobanjwe nguMnyango, kuphela sicelo nasentiwe ngelifomu lelincunyiwe futsi nemali lefanele ibhadelwe. Kufinyelela futsi kuhambisana nemibandzela lekhishiwe lefotfolakala kuSahluko 4 se-PAIA. sicelo singentiwa nobe ngubani lomele tidzingo takhe nobe talomunye longeke wakhona kutentela yena.

#### 9.1.1 Lifomu leligcwaliswako

Lofaka sicelo kufanele agcwalise lifomu lelincunyiwe leli -

- ngatfolakala kuMtsetfo loshayiwe ku PAIA;
- kuwebhusayithi ye SAHR ku [www.sahrc.org.za](http://www.sahrc.org.za);
- chunyaniswe nalomculu njenge **Annexure A**; nobe
- ngatfolakala nakusentha yemningwane yeMnyango letfolakala lapho Umnyango umukela khona tivakashi.

#### 9.1.2 Luhlelo

- Sicelo semningwane kufuna sitfunyelwe:

Umcondzisi-Jikelele  
*Private Bag X 424*  
 PRETORIA  
 0001

*Icondziswe:* Nkh M Mathebula

Lucingo: +27 12 444 6732

Ifekisi: +27 12 444 7040

Imeyila: vtharage@tourism.gov.za

- (b) Lofaka sicelo kufaneke asho kutsi angatsandza kutfola ikhophi yelirikhodi nobe angatsandza kucwangingela lirikhodi kuwo emahhovisi emtimba wemphakatsi. Lenye indlela, uma ngabe lirikhodi lingasiwo umculu loliphepha, lingavulwa ngelifomu lelceliwe nakukhonakala.
- (c) Uma ngabe lofaka sicelo acela kufinyelela ngelifomu lelitsite, utawutfo kufinyelela ngendlela layicelile. Lomtsetfo uyasebenta, ngaphandle uma ngabe kwenta njalo kutawutsikabeta kusebenta kweMnyango, nobe kulimate lirikhodi, nobe kweca imitsetfo lengasiyo yembuso, uma ngabe kufinyelela kungeke kwanikwa ngendlela lefanele, kodwa ngendlela lenye, imali lebhadalwako iyawubalwa ngendlela lofaka scelo bekacele ngayo ekucaleni.
- (d) Uma, nakungetwa emphendvulweni lebhawle ekucaleni kwabo lirikhodi, lofaka sicelo ufuna kwatiswa ngaleso sinco nobe kanjani, Sib, ngelucingo, loku kufanelwe kukhonjwe.
- (e) Uma ngabe lofaka sicelo acelela lomunye umniningwane, umtsamo lekweniwe ngawo lesicelo kufuna ukhonjwe.

## **9.2 Kufakela lomunye sicelo**

Uma ngabe sicelo sifakelwa lomunye umuntu, lofaka sicelo kufuneka amikise bufakazi lobukhutsata kutsi angasifaka sicelo, lapho nakweniwa lesicelo Sekela weNhloko yeliHhovisi leMniningwane ahambisane naso sicelo.

### 9.3 Sicelo lesentiwa bantfu labakhubatekile

- (a) Uma ngabe lofaka sicelo angakhoni kufundza nobe kubhala, nobe uma ngabe anakukhubateka lokumvimbela kutsi agcwalile lifomu lelincunyiwe, loyo muntfu angafaka sicelo ngemlomo. Sekela weNhloko yeliHhovisi leMniningwane (nobe lincusa lakhe) utawubese ugcalisela lofaka sicelo abese umniketa ikhophi yalelifomu leligcalisiwe.
- (b) Sekela weNhloko yeliHhovisi leMniningwane (nobe lincusa lakhe) utawuncedza lofaka sicelo kutsi alandzele konkhe lokudzingekile lokubalwe ngenhla kucela kufinyelela kumniningwane, lokufaka ekhatsi kutfumela lofakasicelo kulomunye umtimba wemphakatsi, uma ngabe sicelo semniningwane bekudzingeka kutsi siye khona.

### 9.4 Kutfunyelwa kweticelo

- (a) Ticelo temarikhodi tingatfunyelwa kulomunye umtimba etimeni letilandzelako;
  - i. Uma ngabe lirikhodi libanjwe ngulomunye umtimba wemphakatsi;
  - ii. Lokucuketfwe kulelirikhodi kuhlobene kakhulu nemisebenti yalomunye umtimba wemphakatsi;
  - iii. Lirikhodi belakhelwe lomunye umtimba wemphakatsi, nobe lamukelwa kucala ngulomunye umtimba; nobe
  - iv. Lirikhodi licuketse umniningwane ngetekuhweba lotsintsana netidzingo tetemnotfo kanye nenhlalakahle yetetimali yeRiphabhulikhi kanye nekusebenta kwetetimali kumtimba wemphakatsi.
- (b) Itimeni letifana naleti, Sekela weNhloko yeliHhovisi leMniningwane (nobe lincusa lakhe) kuyawudzingeka atfumele ticelo kulolomunye umtimba wemphakatsi ngekushesha, kepha kungakedluli emalanga langu 14 kwemukelwe sicelo. Uma ngabe umtimba wemphakatsi nobe iNhloko yeliHhovisi leMniningwane lekweniwe kuyo sicelo ibambe lirikhodi futsi alibona

libalulekile, kwenta njalo kuvumela iNhloko yeliHhovisi leMniningwane wemtimba wemphakatsi kutsi isebente ngalesicelo, lirikhodi nobe ikhophi yelirikhodi iyawutfunyelwa ku-Nhloko yeliHhovisi leMniningwane.

- (c) Uma ngabe sicelo sekufinyelela erikhodini sesitfunyelwe, kuyawudzingeka sibukisiswe sifakwe kukhompuyutha kusuka ngelilanga lesamukelwa ngalo. Yonkhe iminingwane yesikhatsi lesifanele endzabeni yesicelo semniningwane nayo ifakwe.

### **9.5. Satiso sekutfumela**

- (a) Uma ngabe sicelo sekufinyelela sitfunyelwe, sekela weNhloko yeliHhovisi leMniningwane lowenta loko kutfumela utawubese ngaleso sikhatsi watisa lofake sicelo nge-:

- i. kutfunyelwa;
- ii. tizatfu tekutfumela; kanye na-
- iii. sikhatsi lekufanele kusetjentwe ngaso lesicelo.

- (b) Sekela weNhloko yeliHhovisi leMniningwane uyawucinisekisa kutsi lirikhodi ligciniwe kuze kutsatfwe sincumo ngekufinyelela kumniningwane. Tikhatsi tekufaka sikhalo nato tibaliwe.

## **10. KUBHADALWA KWETIMALI NGEKWEMTSETFO**

- (a) Lotifakela sicelo

Nobe ngubani lodzinga umniningwane lophatselene naye ubitwa ngalotifakela sicelo futsi akabhadaliswa imali yalofaka sicelo.

- (b) Lofaka sicelo

Imali yekufaka sicelo lebhadalwako ingu R35-00 njengoba incunywe tiMiso teMtsetfo kuPAIA. Kungeta, uma ngabe emakhophi nobe imicudlwana iceliwe, loko kuyawubita

njengekusho kwesakhiwo setimali njengoba sincunywe tiMiso teMtsetfo kanye neNhloko yeliHhovisi leMningwane nobe Sekela weNhloko yeliHhovisi leMningwane bangabhadalisa ngesikhatsi lesicitswe nakwentiwa sicelo.

### **10.1 Tindlela tekubhadala**

Konkhe kubhadala kufuna kwentiwe ngendlela yekubhadala imala kumcondzisi wetetimali ku – *Tourism House, 17 Trevenna Street, Sunnyside, Pretoria*, ngetikhatsi temsebenti nobe ngekuposa ku – akhawunthi yelibhange lemnyango.

Iminingwane yetekubhanga yemnyango ingalendlela lelandzelako:

Umnikati we – Akhawunthi: Umnyango wetekuVakasha

Ligama lelibhange: ABSA

Luhlobo lwe-akhawunthi: *Deposit Acc. (Current)*

Inombolo ye - Akhawunthi: 40 7532 7895

Ikhodi yeligatja : 632005

**KUBALULEKILE:** Atikho ticelo letitawunakwa kungakabhadalwa imali yato, nayidzinge kile ngekwesigaba 22(1) wemtsetfo

## **11. EMAKHAMBI LAKHONA UMA NGABE LOKUSHIWO NGUMTSETFO KUNGAKALANDZELWA**

### **11.1 Sikhalo sangeKhatsi**

Ligatja lekubuyeketwa kweticelo tangekhatsi ngetinhloso te-PAIA nguNgcongcoshe wetekuVakasha. Ngemuva kwekusebentisa onkhe ematfuba eticazululo, sicelo singafakwa enkantolo ngekuhambisana nesigaba 78 kuya ku 82 seMtsetfo.

### **11.2 Lifomu**



- (a) Lofaka sicelo angadlulisa sikhalo sangekhatsi ngesincumo saSekela weNhloko yeliHhovisi leMniningwane sekwalela sicelo, nobe sesicelo nemali yekufinyelela, nobe kukhuliswa kwesikhatsi sekusetjwentwa kwesicelo, efomini lelifanele lelikhoshwe ekuMisweni kweMtsetfo ngekwe PAIA, nobe lifomu lelihambisanako. Ikhophi yalelifomu ihlanganiswa nalemanuwali njenge *Annexure B*. Emakhophi alelifomu ayatfolakala futsi emaHhovisi eMnyango nobe kuSekela weNhloko yeliHhovisi leMniningwane lekukhulunywa ngaye kulemanuwali. Lelifomu liyatfolakala futsi kuwebhusayithi yeMnyango.
- (b) Lokhalako kufuna anikete tizatfu tekubuyeketwa kwesikhalo sangekhatsi, uyawufuna kwatiswa njani ngesincumo mayelana nesikhalo aphindze abhadale nemali lencunyiwe yekukhala (nayikhona)
- (c) Ngemuva kwekutfola sikhalo, iNhloko yeHhovisi leMniningwane kufuneka imikise kuNgcongcoshe sikhalo sangekhatsi, tizatfu tesincumo, kanye naleminyane imininingwane nobe sandla sesitsatfu lesingaba khona, kungakedluli emalanga lalishumi (10) ekusebenta.
- (d) Sikhalo kufanele sibekwe ekhatsi kwemalanga langemashumi lasitfupha (60) nobe nakudzingeke kutsi kwatiswe lowesitsatfu ngekwesigaba 49(1)(b) we-PAIA, kungakedluli emalanga langemashumi lamatsatfu (30) ngemuva kwekuba satiso sineketwe lokhalako ngekungahambisani nesincumo ngesikhalo sakhe, nobe uma satiso kulokhalako uma singadzingakali, ngemuva kwekutsi kutsatfwe sincumo, sikhalo kufanele sicondziswe ekhelini, kunombolo yefekisi nobe kumeyila ya-Sekela weNhloko yeliHhovisi leMniningwane.
- (e) Ngcongcoshe utawuvumela kuhlehlisa kwekubekwa kwesikhalo kuphela uma ngabe lokhalako sivakala sizatfu sakhe. Etimeni lapho lokhalako afake sikhalo sekudlule sikhatsi lesifanele, umfaki wesikhalo utawatiswa kwekutsi sikhalo sakhe lesesidlulellwe sikhatsi sivunyelwe nobe asikavunyelwa.

### **11.3 Imali yesikhalo**

Lokhalako kufanele abhadale imali lencunyiwe (nayikhona). Sincumo sesikhalo sangekhatsi singahlehliswa kuze kubhadalwe imali yesikhalo.

### **12. KUCHIBIYELA IMANUWALI**

Imanuwali kufuna ichtijyelwe lokungenani kanye (1) njalo ngemnyaka. IManuwali yemnyango ngekwesigaba 14 se-*Promotion of Access to Information Act, 2000* ishicilelwa etilwimini letintsafu letisemtsetfweni.

### **13. KUTFOLAKALA KWEMANUWALI**

13.1. Imanuwali iyatfolakala mahhala emahhovisi eMnyango wetekuVakasha kulabadzinga kuyibuka;

13.2. Emakhophi angatfolakala ngekucelwa ngemali lencunyiwe kuMnyango

13.3. wetekuVakasha;

13.4. Ingatfolwa nakuwebhusayithi yeMnyango wetekuVakasha (<http://www.tourism.gov.za>); futsi

13.5. NakuKhomishana yeMalungelo eLuntfu eNingizimu Afrika ngekwendzima 4(1) yemtsetfo lomisiwe lowamenyetelwa ngekwemibandzela ye-PAIA.