

INCWADANA YESIKHOKELO

YESEBE LOKHENKETHO

Ngokwesiqendu 14 sePromotion of Access to Information Act 2 ka-2000

OKUNGAPHAKATHI

Umxholo

Ikhasi

1. Injongo yale ncwadana yesikhokelo

3

2. Isikhokelo sesiqendu 10 sazo zonke iincwadana zesikhokelo kwiRiphabliki yoMzantsi-Afrika

3

3. Iinkcukacha zoqhagamshelwano zeGosa Lengcombolo okanye zamaSekela alo 3 - 4

4. Amasebe eSebe Lokhenketho 4

5. Amaxwebhu akwiSebe afumaneka ngokuzenzekelayo 5

6. Ukufumana amaxwebhu ngokwesiqendu 14(1) (e) 5 - 6

7. Ukuchazwa kweendidi zamaxwebhu afumaneka ngokuzenzekelayo ukuze ahlolwe ngokwesiqendu 15(1) se*Promotion of Access to Information Act* ka-2000 6 - 8

8. Indlela yokuwafumana amaxwebhu afumaneka ngokuzenzekelayo 8

9. Indlela yokuwacela 8 - 11

10. Ukuhlawulwa kwemirhumo ngokwalo Mthetho 11

11. Uncedo olufumanekayo ukuba okutshiwo ngulo Mthetho akwenziwa 12

12. Ukwenza le ncwadana yesikhokelo ihambisane namaxesha 13

13. Ukufumaneka kwale ncwadana yesikhokelo 13

14. ISONGEZO A iFom A (iSicelo Sokuyifumana) 14

1. INJONGO YALE NCWADANA YESIKHOKELO

Isiqendu 32(1) soMgaqo-siseko weRiphabliki yoMzantsi-Afrika ka-1996 sithi wonk' umntu unelungelo lokufumana ingcombolo egcinwe ngurhulumente kunye nayo nayiphi na ingcombolo ekomnye umntu efunekela ukusebenzisa okanye ukukhusela ilungelo. Kodwa ke i*Promotion of Access to Information Act* (emva koku esiza kuyibiza ngoku yiPAIA) iyavuma ukuba ilungelo lokufumana ingcombolo linokusikelwa umda ngezizathu ezithethelelekayo.

linkcukacha zamaxwebhu agcinwe liqumrhu elilelikarhulumente zikwincwadi eyaziwa ngokuba yincwadana yesikhokelo. Ngoko ke incwadana yesikhokelo imalunga namaxwebhu agcinwe liqumrhu elilelikarhulumente. Amaxwebhu agciniweyo aphahelele kumsebenzi wecandelo ngalinye. Ukwahlula phakathi kwemisebenzi yecandelo ngalinye, amaxwebhu ecandelo ngalinye anikwa inombolo eyahlukileyo. Uxwebhu ngalunye lukwanemiyalelo omalulahlwe ngayo.

Ngaphandle kwamaxwebhum akwabizwa ngokuba ziifayile, incwadana yesikhokelo ikwanengcombolo engeedilesi zeNtloko yeSebe kwakunye neyeGosa Lengcombolo okanye amaGosa Engcombolo equmrhu elilelikarhulumente kwakunye negama lecandelo ngalinye kwiqumrhu elilelikarhulumente, umsebenzi walo ophambili noluhlu lwawo onke amaxwebhu agcinwe liqumrhu elilelikarhulumente.

2. ISIKHOKELO SESIQENDU 10 SAZO ZONKE IINCWADANA ZESIKHOKELO KWIRIPHABLIKHI YOMZANTSI-AFRIKA

IKomishoni Yamalungelo Oluntu YoMzantsi-Afrika (iKomishoni Yamalungelo) ithethe ngokwesiqendu 10 sePAIA yaqulunqa isikhokelo ngokusetyenziswa kwePAIA. Esi sikhokelo sifumaneka kwii-ofisi zeKomishoni Yamalungelo.

ICandelo lePAIA kwiKomishoni Yamalungelo Oluntu YoMzantsi-Afrika
The Research and Documentation Department
Private Bag X2700
HOUGHTON
2014

umnxeba +27 11 877 3600
iwebsayithi www.sahrc.org.za
i-imeyile PAIA@sahrc.org.za

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCOMBOLO NAMASEKELA KWISEBE LOKHENKETHO

IGOSA LENGCOMBOLO

Umlawuli-Jikelele kwiSebe Lokhenketho: uMnu Victor Tharage
Private Bag X424
Pretoria
0001

umnxeba: +27 444 6721/6379
ifeksi: +27 444 7040
i-imeyile: vtarage@tourism.gov.za
ifeksi: +27 444 7101

Ukuchazwa kwemisebenzi:

Ukukhokela nokwalathisa isebe.

Ukulakha isebe libe ngumbutho okwaziyo ukuphumeza izinto ezifanele zibe zezokuqala nemigaqo-nkqubo eqingqwe nguMphathiswa nayiKhabhinethi.

Ukwenza unakonako wokuba iinjongo zesebe ziphunyezwe.

Ukwakha iqela elizimiseleyo, elikwaziyo ukusebenza ngaphakathi kwisebe.

IGOSA LENGCOMBOLO ELILISEKELA: uNksz Mmaditlonki Setwaba

Umlawuli OyiNtloko Kuncedo Lomthetho kwiSebe Lokhenketho
ifeksi: +27 444-7101
i-imeyile: msetwaba@tourism.gov.za

Ukuchazwa kwemisebenzi:

Ukwenza lula ukusetyenziswa nokulungelelaniswa kwePAIA kwiSebe Lokhenketho nokufundisa abantu ngePAIA.

4. AMASEBE KWISEBE LOKHENKETHO LELIZWE LONKE

1. Abaphathi	Ukukhokela ngobuchule, ukuphatha nokuncedisa abaphathi
2. Uphengululo ngokhenketho, umgaqo-nkqubo nobudlelane namazwe ehlabathi	Ukucwangcisa icandelo lokhenketho nokulibek' esweni, kubekho ubudlelane obuhle nabo bachaphazelekayo
3. Ukwenziwa kwenkqubela-phambili kwindawo ekuyiwa kuyo	Ukwenza ubulula nokulungelelanisa izinto kwindawo ekuyiwa kuyo ngokuyicwangcisa kakuhle indawo ekuyiwa kuyo.
4. Iinkonzo zokuncedisa icandelo lokhenketho	Ukuphucula ukwenziwa kwenguqu kweli candelo, ukwandisa ubuchule nokuxhasa ukwenziwa kwenkqubela-phambili ukwenzela ukuba uMzantsi-Afrika ube lilizwe lokhenketho elikhuphisana namanye.

5. AMXWEBHU AKWISEBE AFUMANIKA NGOKUZENZEKELAYO

Esi sahluko sithetha ngesiqendu 14(1)(d) se*Promotion of Access to Information Act* esithi iqumrhu malinike iinkcukacha zamaxwebhu akulo ukuze lisabele kwizicelo zokufumana ingcombolo.

ISebe liwahlula-hlula amaxwebhu nengcombolo (anento yokwenza nemisebenzi neenkonziso ezenziwa liSebe) abe ngala macandelo alandelayo:

- 5.1 Imigaqo-nkqubo, iindlela zobuchule, ukuphathisa, izihlokomiso zikarhulumente nemithetho yepalamente
- 5.2 Okukhutshwe kumaphephandaba neentetho
- 5.3 Amaxwebhu abasebenzi eSebe
- 5.4 Amaxwebhu eSebe amalunga nemali
- 5.5 Imibandela eza kuxoxwa kwiintlanganiso namanqaku eentlanganiso zeSebe
- 5.6 Ingcombolo engolawulo ngokubanzi
- 5.7 Iingxelo zeSebe
- 5.8 Amaxwebhu ezaziso ajikeleza ngaphakathi, iileta, iileta zekhabhinethi
- 5.9 Izivumelwano ezibhaliweyo, izivumelwano zamazwe ngamazwe
- 5.10 Ingcombolo emalunga neSebe njengoko ichazwe kwisiqendu 4
 - 5.10.1 Izicwangciso zoshishino
 - 5.10.2 Amaxwebhu amacebo achuliweyo
 - 5.10.3 Ingcombolo engenqubo ethile
 - 5.10.4 Amaxwebhu ophengululo

Okunye okukhoyo kule ncwadana yesikhokelo ngumbandela weefayile. Ifayile sisixhobo sokulondoloza amaxwebhu kwiSebe. Ifayile nganye inombolo kunye nenkcazelo emfutshane yamaxwebhu agcinwe kuloo fayile kwakunye nokuthi ingantoni loo fayile. Ifayile nganye inombolo yayo, umhla eyavulwa ngawo nomhla eyavalwa ngawo, nomyalelo wokuba mayipheliswe njani loo fayile. Umyalelo wokupheliswa kwayo ubalulekile kuba nguwo oxelayo ukuba makwenzeke ntoni kuloo

fayile emva kokuba kuphele ixesha elithile; umzekelo: u-A10 uthetha ukuba ifayile mayithunyelwe kwiNASA (National Archives of South Africa) xa sekuphele iminyaka elishumi ukususela kumhla wokuvalwa kwayo obhalwe kwiqwakuqwu lefayile. IOfisi yoMphathiswa wokhenketho ineyayo indlela yokugcina amaxwebhu, efanayo neyeSebe.

6. UKUFUMANA AMAXWEBHU NGOKWESIQUENDU 14(1) (e)

Ngokwesiqendu 15(1), iSebe kufuneka lingenise kuMphathiswa Wobulungisa Neenkonzo Zoluleko uludwe lwamaxwebhu afumaneka ngokuzenzekelayo kungakhange kupapashwe isicelo kuShicilelo-Mithetho (Government Gazette).

ISebe lingenise kuMphathiswa Wobulungisa Neenkonzo Zoluleko uluhlu lwengcombolo olufumaneka ngokuzenzekelayo ukuba lupapashwe kuShicilelo-Mithetho. Le ngcombolo ikwafumaneka kwiwebsayithi yeSebe: <http://www.tourism.gov.za>.

7. UKUCHAZWA KWEENDIDI ZAMAXWEBHU AFUMANEKA NGOKUZENZEKELAYO UKUBA AHLOLWE NGOKWESIQUENDU 15(1) SEPROMOTION OF ACCESS TO INFORMATION ACT KA-2000

AMAXWEBHU AFUMANEKA NGOKUZENZEKELAYO NOKUWAFUMANA:

(Isiqendu 15 se*Promotion of Access to Information Act* 2 ka-2000)

[uMmiselo 5A]

<p>KUCHAZWA KODIDI LWAMAXWEBHU AFUMANEKA NGOKUZENZEKELAYO NGOKWESIQUENDU 15(1)(a) EPROMOTION OF ACCESS TO INFORMATION ACT KA-2000</p>	<p>INDLELA YOKUWAFUMANA (umz. ngewebsayithi) (isiqendu 15(1)(a))</p>
--	---

UKUZE AHLOLWE NGOKWESIQUENDU 15(1)(a)(i):

<p>(a) Yonke ingcombolo ekwiwebsayithi Le ngcombolo elandelayo iyafumaneka kwiwebsayithi: www.tourism.gov.za):</p> <ul style="list-style-type: none"> - ingcombolo emalunga neSebe; - emalunga namajelo eendaba; <ul style="list-style-type: none"> • izinto ezaziswa amajelo eendaba; • iingxelo ezinikwe amajelo eendaba; • iintetho; kunye • nokumenywa kwamajelo eendaba. - Ikhhalenda yeziganeko ; - imisebenzi (iinkonzo); - iingxelo; <ul style="list-style-type: none"> • iingxelo zeenkukacha-manani zekota ngokhenketho; • iingxelo zenyanga nganye zokufika kwabakhenkethi eMzantsi-Afrika; • iingxelo zokufeziweyo ngekota nganye; • iingxelo zolwabiwo-mali, njl. - iinkukacha zoqhagamshelwano zemcimbi yabathengi kwiphondo; - iNational Tourism Sector Strategy (NTSS); - imibuzo ebuzwa qho; - iPAIA; 	<p>Kwiwebsayithi yeSebe.</p>
---	------------------------------

<ul style="list-style-type: none"> - iSicwangciso Esichuliweyo Sexeshana seSebe Lokhenketho; - iCebo Elichuliweyo Lelifa Lelizwe Nokhenketho Lwenkcubeko; - iCebo Lokukhulisa Ukhenketho; - iCebo Lokuba Kukhenkethwe Amaphandle Elizweni Lonke; - Ukuphuculwa Kokhenketho Elizweni Lonke; - iTourism Act ka-2014; - iNkqubo Yokukhuthaza Ukhenketho; - iNgxowa-mali Yokwenza iNguqu kukhenketho; - Ukukhuthazwa Kokhenketho Olungangcolisisyo; - iNkqubo Yokukhuthaza Ukhenketho - Umbele Wolwazi; - Umbele Wokhenketho we-B-BBEE - Umgangatho omawufikelelwe; - Izitetimenti zemali - Iincwadana zesikhokelo nemiyalelo - Izikhokelo zokhenketho: <ul style="list-style-type: none"> • Uncedo lokuvavanya umgangatho; • Ukufikelela kwimarike; kunye • noMgaqo-nkqubo weenkonziso. - Iinkonzo zomgaqo-nkqubo nolwazi; - iSDIP yeSebe Lokhenketho. - Iindaba gabalala; - Umgaqo-nkqubo weSebe nokwaziswa qho ngekota; - Iibrotsha; <ul style="list-style-type: none"> • Ikhawudi yeBBBEE yokhenketho • Amaxwebhu ahlobene neBEE. - Iincwadi ezipapashiweyo; <ul style="list-style-type: none"> • Ingxelo yonyaka; • iCebo elichuliweyo; • isicwangciso sonyaka sokusebenza kakuhle; • iithenda - Ioolindixesha; <ul style="list-style-type: none"> • iBojanala Stakeholder Magazine; • iPolicy Watch ephuma ngekota. 	
---	--

EFUMANEKA NGOKUZENZEKELAYO IYAYOKUTHENGA NGOKWESIQUENDU 15(1)(a)(ii):

(a) Luluhlu lwamaxwebhu olungentla.	<p align="center">Amaxwebhu anokufumaneka xa ecelwa ngencwadi, kube kuhlalulwe nemali efunekayo, isicelo eso sibhekiswe: kwiGosa Lengcombolo The Department of Tourism Private Bag X 424 PRETORIA 0001</p>
-------------------------------------	--

AFUMANEKA NGOKUZENZEKELAYO INGAWOKUKOPISHA NGOKWESIQUENDU 15(1)(a)(ii)

(a) Luluhlu lwamaxwebhu angentla.	Amaxwebhu anokufumaneka xa
-----------------------------------	----------------------------

	<p>ecelwa ngencwadi, kube kuhlulwe nemali efunwa ku-2 weCandelo II weSongezelelo A semimiselo yePAIA, sibhekiswe kwiGosa Lengcombolo The Department of Tourism Private Bag X 424 PRETORIA 0001</p>
<p>AFUMANEKA NGOKUZENZEKELAYO SIMAHLA NGOKWESIQUENDU 15(1)(a)(iii)</p>	
<p>(a) Luluhlu lwamaxwebhu angentla</p>	<p>La maxwebhu anokufunyanwa xa ecelwa ngokubhala kubhekiswe kule dilesi: IGosa Lengcombolo The Department of Tourism Private Bag X 424 PRETORIA 0001</p>

8. INDLELA YOKUFUMANA AMAXWEBHU AFUMANEKA NGOKUZENZEKELAYO

Isiqendu 15 se*Promotion of Access to Information Act* ka-2000 ithi iSebe kufuneka lipapashe kuShicilelo-Mithetho uluhlu lwamaxwebhu afumaneka ngokuzenzekelayo kwiSebe. Izicelo zala maxwebhu azenziwa ngokuzalisa iFom engu-A esetyenziswa xa kucelwa ingcombolo; kananjalo akukho mfuneko yokuhlulwa umrhumo. Kuhlulwa kuphela xa kufuneka kwenziwe iikopi, kuxhomekeke ekubeni uxwebhu olo luliphepha okanye lukwikompakt disk, okanye istifi drayivi, okanye ikhasethi, njal.

Malunga namaxwebhu asele ekwiNational Archives of South Africa, aza kwenziwa afumaneke ngokuvumelana nale mithetho ilandelayo esebenza xa umntu efuna ukufunda amaxwebhu anjalo:

- *iPromotion of Access to Information Act* 2 ka-2000
- uMithetho Wokukhuselwa Kwengcombolo 84 ka-1982
- *iNational Archives and Records of South Africa Act* 43 ka-1996

9. INDLELA YOKUCELA

9.1 Izicelo zokufumana ingcombolo

Wonk' umntu unelungelo lokucela ukufumana ingcombolo egcinwe liSebe, kuxhomekeke ekubeni isicelo senziwe ngefomu efunekayo kusini na nasekuthini ihlawulwe kusini na imirhumo efunekayo. Ukuyifumana kukwaxhomekeke kwizizathu zokungayifumani ezifumaneka kwiSahluko 4 sePAIA. Isicelo sinokwenziwa nangubani na oyifunela isiqu sakhe ingcombolo okanye oyifunela omnye ongakwaziyo ukuzifunela.

9.1.1 Ifom emayizaliswe

Ocelayo kufuneka azalise ifom efunekayo—

- (a) enokufunyanwa kwiMimiselo yePAIA;
- (b) ekwiwebsayithi yeSAHR ethi www.sahrc.org.za;
- (c) eqhotyoshelwe kolu xwebhu njenge**Songezelelo A**; okanye
- (d) efumaneka kwiziko lengcombolo leSebe elikwindawo yokwamkela iindwendwe yeSebe.

9.1.2 Inkqubo

- (a) Isicelo sokufumana ingcombolo masibhekiswe kwidilesi ethi:

Umlawuli-Jikelele
Private Bag X 424
PRETORIA
0001

Iya ku-: Nksz M Mathebula
umnxeba: +27 12 444 6732
ifeksi: +27 12 444 7040
i-imeyile: vtarage@tourism.gov.za

- (b) Ocelayo kufuneka abonise ukuba unqwenela ukufumana ikopi yoxwebhu okanye unqwenela ukuphonononga uxwebhu kwii-ofisi zequmrhu elilelikarhulumente. Kungenjalo, ukuba uxwebhu alukho kwimo yephepha, lunokuthi lufundwe lukwimo eceliweyo, ukuba kunokwenzeka.
- (c) Ukuba ocelayo ucela ukulufumana lukwimo ethile, ke uya kulufumana lukwimo acele ukulufumana lukuyo. Kusebenza lo mgaqo, ngaphandle kokuba ukuwulandela kuya kuphazamisa ukusebenza kweSebe, okanye konakalise uxwebhu, okanye kwaphule umthetho wokukopisha osebenza kwelinye iqumrhu. Ukuba uxwebhu alunakufumaneka ngendlela efuniweyo ngumntu, kodwa lungafumaneka ngenye indlela, umrhumo uya kubalwa ngendlela ebicelwe ngumntu ekuqaleni.
- (d) Ukuba, ukongezelela kwimpendulo ebhaliweyo kwisicelo sakhe sokufumana uxwebhu, ocelayo ufuna ukwaziswa ngesiqibo, umzekelo, aziswe ngomnxeba, makuboniswe oko.
- (e) Ukuba ocelayo uyicelela omnye ingcombolo, makuboniswe ukuba isicelo senzela bani.

9.2 Ukucelela omnye umntu

Ukuba isicelo senzela omnye umntu, ocelayo makavelise ubungqina bokuba usenzela bani isicelo, obo bungqina banelise iGosa Lengcombolo Elilisekela.

9.3 Isicelo esenziwa ngabantu abaneziphene

- (a) Ukuba ocelayo akakwazi ukufunda okanye ukubhala, okanye ukuba unesiphene esimthintelayo ukuzalisa ifom efunekayo, angenza isicelo ngomlomo. IGosa Lengcombolo Elilisekela (okanye lowo ophathisiweyo lilo) uya kuyizalisa ifom egameni lalowo ocelayo aze anike ocelayo ikopi yefomu ezalisiweyo.
- (b) IGosa Lengcombolo Elilisekela (okanye lowo ophathisiweyo lilo) liya kuncedisa ocelayo ukuba ahlangebezane neemfuneko ezixelwe ngentla zokucela ukufumana ingcombolo, kuquka nokudlulisela ocelayo kwelinye iqumrhu elilelikarhulumente, ukuba kuthi kucace ukuba bekufanele ukuba sibhekiswe kwelinye iqumrhu elilelikarhulumente eso sicelo.

9.4 Ukudluliswa kwezicelo

- (a) Izicelo zamaxwebhu zinokudluliselwa kwelinye iqumrhu elilelikarhulumente kwiimeko ezilandelayo:

- (i) Xa uxwebhu lukwelinye iqumrhu elilelikarhulumente;
 - (ii) Okuqulethwe luxwebhu yinto enxulumene kakhulu nemisebenzi yelinye iqumrhu elilelikarhulumente;
 - (iii) Uxwebhu olo lwalubhalelwe elinye iqumrhu likarhulumente, okanye lwaqala lwafunyanwa lelinye iqumrhu likarhulumente; okanye
 - (iv) Uxwebhu luqulethe ingcombolo yorhwebo engoqoqosho nobume beRiphabliki ezimalini, nemisebenzi yorhwebo yamaqumrhu angakarhulumente.
- (b) Kwiimeko ezinjalo kungafuneka ukuba iGosa Lengcombolo Elilisekela (okanye lowo ophathisiweyo lilo) lidlulisele isicelo eso kwelinye iqumrhu elilelikarhulumente kamsinya kangangoko kunokwenzeka, kodwa zingekapheli iintsuku ezilishumi elinesine (14) lisifumene isicelo. Ukuba iqumrhu elilelikarhulumente okanye iGosa Lengcombolo ekubhekiswe kulo isicelo linalo uxwebhu olufunwayo kwaye likubona kuluncedo ukuze iGosa Lengcombolo lelinye iqumrhu likarhulumente lisingathe isicelo, liya kuthi liluthumele uxwebhu olo okanye ikopi yalo kwelo Gosa Lengcombolo.
- (c) Ukuba isicelo sokufumana uxwebhu sidlulisiwe, ixesha laso kufuneka libalwe ukususela kumhla esafunyanwa ngawo. Lonke ubalo-maxesha olusebenza kwisicelo sokufumana ingcombolo maluhlonitshwe.

9.5 Ukwaziswa ngokudluliswa kwesicelo

- (a) Xa isicelo sokufumana ingcombolo sidlulisiwe, iGosa Lengcombolo Elilisekela elisidlulisayo liya kuthi ngoko nangoko lazise ocelayo:
- (i) ukuba sidlulisiwe;
 - (ii) izizathu zokudluliswa; kunye
 - (iii) nethuba lexesha ekufuneka lingapheli singasingathwanga isicelo eso.
- (b) IGosa Lengcombolo Elilisekela liza kwenza unakonako wokuba uxwebhu lulondolozwe de kuthatyathwe isigqibo ngokuyifumana loo ngcombolo. Kuza kuqukwa namaxesha ekufuneka angapheli esibheni.

10. UKUHLAWULWA KWEMIRHUMO NGOKWALO MTHETHO

- (a) Ocela ingcombolo engaye

Nabani na ofuna ingcombolo engaye akukho mfuneko yokuba ahlawule umrhumo.

- (b) Ocelayo

Umrhumo omawuhlawulwe ngocelayo ngama-R35-00 njengoko kufunwa yiMimiselo yePAIA. Ngaphezu koko, ukuba kucelwa ezinye iikopi, kuza kufunwa imali ngazo ngokwamaxabiso aqingqwe yiMimiselo naliGosa Lengcombolo, kungenjalo iSekela lakhe lingabiza imali yexesha elisetyenziswe ekusingatheni isicelo.

10.1 Indlela yokuhlawula

Zonke iintlawulo mazenziwe ngemali eyimali ihlawulwe kwicandelo lezimali leSebe eTourism House, 17 Trevenna Street, Sunnyside, Pretoria, ngexesha lomsebenzi, okanye ngokufaka imali kwi-akhawunti yasebhankini yeSebe.

Nazi iinkcukacha zasebhankini zeSebe:

Umnini we-akhawunti : iSebe Lokhenketho

Igama lebhanki : ABSA

Uhlobo lwe-akhawunti: yi-akhawunti yokufaka imali. (Current)

OKUBALULEKILEYO: Akukho sicelo esiya kusingathwa de kube kuhlalwulwe umrhumo, kwimeko ofuneka kuyo, ngokwesiqendu 22(1) salo Mthetho.

11. UNCEDO OLUFUMANEKAYO XA OKUTSHIWO NGULO MTHETHO KUNGENZIWA

11.1 Isibheni sangaphakathi

Igunya lesibheni sangaphakathi ngenjongo yokusebenzisa iPAIA, nguMphathiswa Wokhenketho. Emva kokuba lusetyenzisiwe uncdo lokubhena ngaphakathi, kunokuthi kufakwe isicelo enkundleni ngokwesiqendu 78 ukuya kwesama-82 salo Mthetho.

11.2 IFom

- (a) Ocelayo unokufak' isibheni sangaphakathi ebhena nxamnye nesigqibo seGosa Lengcombolo Elilisekela sokwala ukwenza ngokwesicelo, okanye ebhena nxamnye nesicelo nemirhumo yokufuman' ingcombolo, okanye ebhena nxamnye nokululwa kwexesha lokusingathwa kwesicelo, ekwenza oko esebenzisa ifom efunekayo eshicilelwe kwiMimiselo ekhutshwe ngokwePAIA, okanye esebenzisa ifom eyelele kakhulu kule ifom.
- (b) Obhenayo kufuneka axele izizathu zesibheni sangaphakathi, axele ukuba unqwenela ukwaziswa njani ngesigqibo, ahlawule kananjalo umrhumo ofunekayo wesibheni (ukuba uyafuneka).
- (c) Akuba esifumene isibheni, iGosa Lengcombolo malithi zingekapheli iintsuku ezilishumi (10) zaphakathi kweveki anike uMphathiswa isibheni sangaphakathi, nezizathu zesigqibo, neenkukacha zomntu ongomnye obandakanyekileyo, ukuba ukho.
- (d) Isibheni masifakwe zingaphelanga iintsuku ezingamashumi amathandathu (60), okanye ukuba kufuneka kwaziswe omnye umntu ngokwesiqendu 49(1)(b) sePAIA, masifakwe zingaphelanga iintsuku ezingamashumi amathathu (30) emva kokuba obhenayo azisiwe ngesigqibo ekubhenwa nxamnye naso, okanye ukuba akukho mfuneko yokumazisa obhenayo, isibheni masifakwe emva kokuba sithatyathiwe isigqibo. Isibheni masibhekiswe kwidilesi, kwinqombolo yefeksi okanye kwi-imeyile yeGosa Lengcombolo Elilisekela.
- (e) UMphathiswa uya kukuvumela ukufakwa kwesibheni esigqithelwe lixesha kuphela ukuba isizathu esibekwa ngobhenayo siyakholeleka. Xa obhenayo ebhene selidlulile ixesha elivumelekileyo, uya kwaziswa ukuba sivunyelwe okanye asivunyelwanga isibheni sakhe esidlulelwe lixesha.

11.3 Umrhumo wesibheni

Obhenayo kufuneka awuhlawule umrhumo ofunekayo wokubhena (ukuba uyafuneka). Isigqibo ngesibheni sangaphakathi sisenokunkonywa de uhlawulwe umrhumo.

12. UKWENZA LE NCWADANA YESIKHOKELO IHAMBISANE NAMAXESHA

Le ncwadana yesikhokelo iza kwenziwa ihambisane namaxesha ubuncinane kanye (1) ngonyaka. Incwadana yesikhokelo yeSebe ngokwesiqendu 14 sePAIA ipapashwa ngeelwimi ezintathu (3) zaseburhulumenteni.

13. UKUFUMANEKA KWALE NCWADANA YESIKHOKELO

- 13.1. Le ncwadana yesikhokelo iyafumaneka ukuba ihlolwe kwii-ofisi zeSebe Lokhenketho simahla;
- 13.2. Iikopi zinokufumaneka xa zicelwa ngemirhumo eqingqiweyo yeSebe Lokhenketho;
- 13.3. Inokufumaneka nakwiwebsayithi yeSebe Lokhenketho (<http://www.tourism.gov.za>);
- 13.4. Inokufumaneka nakwiKomishoni Yamalungelo Oluntu YoMzantsi-Afrika ngokwesiqendu 4(1) seMimiselo epapashwe ngokwePAIA.

IFOM A

ISICELO SOKUFIKELELA KUMAXWEBHU EQUMRHU ELILELIKARHULUMENTE

(isiqendu 18(1) se*Promotion of Access to Information Act 2 ka-2000*)

[ummiselo 6]

YEYOKUSETYENZISWA LISEBE

Inombolo:.....

Isicelo sifunyenwe ngu.....(xela isikhundla, igama

nefani yegosa lengcombolo / isekela legosa lengcombolo) ngalo mhla

e.....(indawo)

Umrhumo wesicelo (ukuba uyafuneka): R.....

Idiphozithi (ukuba iyafuneka): R.....

Umrhumo wokuyifumana: R.....

.....

A. linkcukacha zequmrhu elilelikarhulumente

IGosa leNgcombolo / iSekela leGosa leNgcombolo

B. linkcukacha zomntu ocela ukufumana ingcombolo

- (a) linkcukacha zomntu ocela ukufikelela kwingcombolo mazinikwe ngezantsi.
- (b) Idilesi okanye ifeksi elapha kwiRiphabliki emayithunyelwe kuyo ingcombolo, mayinikwe
- (c) Ubungqina besikhundla somntu owenza isicelo, ukuba unaso, masinikwe.

Igama elipheleleyo nefani:.....

Inombolo yesazisi:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Idilesi yeposi:

Inombolo yomnxeba: (.....)..... Ifeksi: (.....).....

I-imeyile:

Isikhundla somntu owenza isicelo, xa esenza egameni lomnye umntu:

C. linkcukacha zomntu owenzelwa isicelo

Le ndawo mayizaliswe KUPHELA ukuba isicelo sengcombolo senzela omnye umntu.

Igama elipheleleyo nefani:

Inombolo yesazisi:

--	--	--	--	--	--	--	--	--	--	--	--	--

D. Iinkcukacha zengcombolo

- (a) Nika iinkcukacha ezipheleleyo zengcombolo efunwayo, kuquka nenombolo yayo ukuba uyayazi, ukuze ifunyanwe ingcombolo
- (c) Ukuba isithuba esinikiweyo asanelanga, qhubeka kwelinye iphepha uze uliqhoboshele kule fom. Ocelayo makatyikitye kuwo onke amaphepha aqhotyoshelweyo.

1. Luchaze apha uxwebhu okanye inxalenye yalo oyifunayo:

.....
.....

2. Inombolo yoxwebhu, ukuba lunayo:

3. Ezinye iinkcukacha zoxwebhu:

.....
.....
.....
.....

E. Imirhumo

- (a) Isicelo sokufikelela kuxwebhu, olungelulo oluqulethe ingcombolo engawe siqu, siza kusetyenzwa kuphela emva kokuba kuhlulwe umrhumo wesicelo.
- (b) Uza kwaziswa ukuba malini omawuyihlawule.
- (c) Ubungakaanni **bomrhumo wokufikelela** kwingcombolo buxhomekelele kwimo efunwa ikuyo nakwishesha eliza kudleka ukuyifuna nokuyilungisa.
- (d) Ukuba uyakufanelekela ukungahlawuliswa, xela isizathu sokungahlawuliswa kwakho.

Isizathu sokungahlawuliswa:

.....
.....
.....
.....

F. Imo ofuna ukuyifumana ikuyo ingcombolo

Ukuba ngenxa yesiphene onaso awukwazi ukuyifunda okanye ukuyibuka okanye ukuyiphulaphula ingcombolo ikwimo ekuyo exelwe ku-1 ukuya ku-4 ngezantsi, xela isiphene onaso uze uxele ukuba uyifuna ikwimo enjani.

Isiphene:	Imo oyifuna ikuyo ingcombolo:
Phawula ibhokisi eyiyo ngo-X.	
QAPHELA:	
(a) Ukuvunywa kwesicelo sakho sakho sokuyifumana ikwimo efunwa nguwe kusengaxhomekeka kwimo efunaneka ikuyo ingcombolo.	
(b) Ukuyifumana ikwimo efunwa nguwe kusenokwaliwa kwiimeko ezithile. Xa kunjalo uya kwaziswa xa uza kuyinikwa ikwimo eyahlukileyo.	
(c) Umrhumo omawuhlawulwe wokufikelela kwingcombolo, ukuba ukho, uya kuxhomekeka ngokuyinxenye kwimo ocela ukuyifumana ikuyo.	

1. Ukuba ingcombolo ibhaliwe okanye iprintiwe:				
	ikopi yengcombolo*		ukuhlolwa kwengcombolo	
2. Ukuba ingcombolo inemifanekiso – (esenokuba ziifoto, izilayidi, iividiyo, imifanekiso ekhutshwe yikhompyutha, imizobo, njl):				
	ukubukwa kwemifanekiso		ukukopishwa kwemifanekiso*	ukukhutshelwa kwemifanekiso*

3. Ukuba ingcombolo inamazwi arekhodiweyo okanye ingcombolo enokwenziwa ibe sisandi :					
	phulaphula isandi (ikhasethi)		ukukhutshelwa kwesandi* (sibhaliwe okanye		
4. Ukuba ingcombolo ikwikhompuyutha okanye ikwimo ye-elektroniki okanye efundeka ngomatshini:					
	ikopi eprintiweyo yengcombolo*		ikopi eprintiweyo yengcombolo esuselwe kuxwebhu*		siyikopi ekwimo efundeka ngekhompuyutha* (istifidiski okanye ikhompakthidiski)

*Ukuba ucele ikopi okanye isikhutshelwa sengcombolo (ngentla), ngaba unqwenela ukuba ikopi okanye isikhutshelwa sithunyelwe kuwe ngeposi?	EWE	HAYI
Qaphela ukuba ukuba ingcombolo ayifumaneki ngolwimi oyifuna ngalo, usengayinikwa ngolwimi efumaneka ngalo		
Ukhetha ukuyifumana ngaluphi ulwimi?		

G. Ukwaziswa ngesigqibo kwisicelo sokufumana ingcombolo

Uza kwaziswa ngokubhalelwa ukuba isicelo sakho siphumelele okanye asiphumelelanga. Ukuba unqwenela ukwaziswa ngenye indlela, yixele uze unike iinkcukacha ezifunekayo ukuze kwenziwe ngokwesicelo sakho.

Ukhetha ukwaziswa njani ngesigqibo malunga nesicelo sakho sokufikelela kwingcombolo?

.....

Kutyikitywe e..... ngomhla

kwinyanga.....kunyaka ka.....

.....
UTYIKITYO LOWENZA ISICELO / LOMNTU
OWENZELWA ISICELO