



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

**IMANUWALI
YOMNYANGO WEZOKUVAKASHA**

Ngokwemigomo yesigaba se-14 se-*Promotion of Access to
Information Act, 2000 (Act No. 2 of 2000)*

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1. INHLOSO YEMANUWALI

Isigaba sama-32(1) soMthethosisekelo weRiphabhulikhi yeNingizimu Afrika, wezi-1996 sihlizeka ngokuthi wonke umuntu unelungelo lokufinyelela eminingwaneni egcinwe umbuso noma inoma iyiphi iminingwane egcinwe omunye umuntu edingekayo ukuvikela noma iliphi ilungelo. I-*Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)* (lapha yaziwa “nge-PAIA”). Kodwa I-PAIA ibona ukuthi ilungelo lokufinyelela eminingwaneni kuyinto encike emikhawulweni ethile enezizathu ezithile.

Iminingwane yamarekhodi egcinwe emagatsheni omphakathi iqukethwe ibhuku elaziwa ngokuthi imanuwali. Ngalokho imanuwali ilanda ngamarekhodi agcinwe emnyangweni womphakathi. Amarekhodi agciniwe aphantselane nebhizinisi / nemisebenzi yalelo nalelo gatsha. Ukuhlukanisa ibhizinisi / imisebenzi yegatsha ngayinye, amarekhodi egatsha negatsha anomboliwe ngokwehlukana. Irekhodi ngalinye linemiyalelo yokuthi lingakhishwa kanjani.

Ngaphandle kwamarekhodi, kunamafayela, imanuwali iphinde iqukathe iminingwane yamakheli eziNhloko zeMinyango kanye neziNhloko zamaHhovisi eMininingwane yeGatsha lomphakathi kanye negama leGatsha ngalinye egatsheni womphakathi, imisebenzi yalo emiqoka kanye nohla lwamarekhodi agcinwe igatsha lomphakathi.

2. ISIGABA SE-10 SIWUMHLAHLANDLELA WAMAMANUWALI ERIPHABHULIKHI YENINGIZIMU AFRIKA

IKhomishana yamaLungelo eSintu eNingizimu Afrika (SAHRC) ngokwemibandela yesigaba se-10 se-PAIA, ihlanganise umhlahlandlela wokusebenzisa i-PAIA. Lo mhlahlandlela uyatholakala emahhovisi e-SAHRC.

The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission

The Research and Documentation Department

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HOUGHTON

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3. IMINININGWANE YOKUXHUMANA YENHLOKO YEHHOVISI LEMININGWANE/AMASEKELA ENHLOKO YEHHOVISI LEMININGWANE.

INHLOKO YEHHOVISI LEMININGWANE

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Ukuchazwa kwemisebenzi:

Ukuhlinzeka ngobuholi obunamasu kanye nendlela emnyangweni
Ukwakha umnyango ukuthi ube inhlango ekwaziyo ukuhlinzeka ngezinto ezibalulekile kanye nenqubomgomo okubekwe uNgqongqoshe kanye neKhabhinethi.
Ukuqinisekisa ukuthi izinjongo kanye nemiphumele ebekelwe umnyango ukuthi iyizuze.
Ukwakha ithimba elinekhono, elizibophezele nelisebenza kahle ngaphakathi emnyangweni.

INHLOKO YEHHOVISI LEMININGWANE: Nks Mmaditonki Setwaba

UMqondisi oMkhulu: eZoMthetho: uMnyango wezokuVakasha
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Ukuchazwa kwemisebenzi:

Ukusiza ukuqalisa kanye nokudidiyelwa kwe-PAIA eMnyangweni wezokuVakasha nokuhlinzeka ngokuqeqesha nge-PAIA.

4. AMAGATSHA EMNYANGWENI WEZOKUVAKASHA KUZWELONKE

1. Ukuphathwa Kwenkampani	Ukuhlinzeka ngamasu obuholi, ukuphatha kanye nezinsiza ezeseke ubuholi.
2. Ucwangingo Lwezokuvakasha, Inqubomgomo kanye Nokusebenzisana Kwamazwe	Ukuhlela kanye nokuhlola ukusebenza komkhakha wezokuvakasha nokuvumela ukusebenzisana kwababambe iqhaza kanye nendawo yenqubomgomo.
3. Ukuthuthukiswa Kwendawo Yokuvakasha	Ukusiza ukanye nokuhlanganisa

	ukuthuthukiswa kwendawo yokuvakasha.
4. Izinsiza Ezeseka Umkhakha Wezokuvakasha	Ukwenza ngcono ushintsho lomkhakha, ukukhuliswa kwamazinga amakhono kanye nokweseka ukuthuthukisa ukuqinisekisa ukuthi iNingizimu Afrika iyindawo yezokuvakasha esezingeni eliphezulu.

5. AMAREKHODI AGCINWE UMN YANGO, ATHOLAKALAYO

Lesi sahluko sibhekana nemibandela yesigaba se-14(1) (d) ye-*Promotion of Access to Information Act*, enquma ukuthi igatsha kumele lihlinzeke ngemininingwane yamarekhodi eliwagcinile ukuze kuthathwe izinqumo ngezicelo zokuthola imininingwane ezifakiwe.

Umn yango wahlukanisa amarekhodi nemininingwane (aqondene nemisebenzi yoMnyango) kulezi zinhlobo ezilandelayo:

- 5.1 Inqubomgomo, amasu, ukuthuma, izaziso zikahulumeni kanye nokushaywa kwemithetho
- 5.2 Izitatimende kwabezindaba kanye nezinkulumo
- 5.3 Amarekhodi ezisebenzi zoMnyango
- 5.4 Amarekhodi ezimali zoMyango
- 5.5 Ama-ajenda kanye namaminithi emihlangano yomnyango
- 5.6 Ukuphathwa kweminingwane okwejwayelekile
- 5.7 Imibiko yomnyango
- 5.8 Izaziso zangaphakathi, imemorandamu, izincwadi, imemorandamu yekhabhinethi
- 5.9 Izinkontileka, izivumelwano zomhlaba
- 5.10 Imininingwane emaqondana negatsha njengokuba kunqunyiwe esigabeni sesi-4
 - 5.10.1 Izinhlelo zokuhweba
 - 5.10.2 Imiqulu yamaqhinga
 - 5.10.3 Imininingwane yezinhlelo ezithile
 - 5.10.4 Imiqulu yocwaningo

Le manuwali iquethe isihloko samafayela. Amafayela ayithuluzi elisetshenziswa ukugcina amarekhodi eMnyangweni. Ifayela ngalinye linenombolo kanye nencazelo emfushane yamarekhodi agcinwe efayeleni kanye nesihloko sefayela. Ifayela ngayinye inenombolo yayo, izinsuku zokuvula nezokuvala kanye nemiyalelo yokukhishwa kwaleyo fayela. Imiyalelo yokukhishwa kwefayela ibalulekile ngoba inquma ukuthi kumele kwenzekeni ngefayela emva kwesikhathi esithile, isib. U-A10 angasho ukuthi ifayela kumele lithunyelwe e-NASA (Umginimlando kaZwelonke eNingizimu

Afrika) emva kweminyaka eyishumi emuva kosuku lokuvalwa kwefayela. IHhovisi likaNgqongqoshe lunohlelo lwalo lokugcina amarekhodi, olufana noloMnyango.

6. UKUTHOLAKALA KWAMAREKHODI NGOKWEMINDELA YE-14(1) (e)

UMnyango kumele, ngokwemibandela ye-15(1), uhambise kuNgqongqoshe wezobuLungiswa kanye nokuHlunyeleliswa kweziMilo uhla lwamarekhodi atholakalayo ngaphandle kokufaka isicelo ukuze ashicilelwe kusoMqulu kaHulumeni.

UMnyango uhambise uhla lwemininingwane etholakayo kuNgqongqoshe wezoBulungiswa kanye nokuHlunyeleliswa kweziMilo ukuze ishicilelwe kusomqulu. Le mininingwane luyatholakala futhi kuwebhusayithi yoMnyango: <http://www.tourism.gov.za>.

7. UKUCHAZWA KWEZINHLOBO ZAMAREKHODI ATHOLAKALAYO UKUZE AHLOLWE NGOKWEMIBANDELA YESIGABA SE-15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

**AMAREKHODI ATHOLAKAYO KANYE NOKUTHOLAKALA KWAMAREKHODI ANJALO
(Isigaba se-15 se *Promotion of Access to Information Act* 2000 (Act no. 2 of 2000)
(IsiMiso soMthetho 5A)**

<p>UKUCHAZWA KWEZINHLOBO ZAMAREKHODI ATHOLAKALAYO NGOKWEMIBANDELA YESIGABA SE-15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</p>	<p>INDLELA YOKUFINYELELA KUMARIKHODI (isib. lwebhusayithi) (ISIGABA SE-15(1)(a))</p>
<p>UKUZE KUHLOLWE NGOKWEMIBANDELA YESIGABA YE-15(1)(a)(i)</p>	
<p>(a) Yonke imininingwane ekuwebhusayithi imininingwane elandelayo iyatholakala kuwebhusayithi (www.tourism.gov.za):</p> <ul style="list-style-type: none"> - Mayelana noMnyango; - Amalinki oMnyango; - Amalinki ezemvelo; - Amalinki Abaphethe kwezokuVakasha. - Abezindaba; <ul style="list-style-type: none"> • Isexwayiso sezokusakaza • Izitatimende kwabezindaba • Izinkulumo; kanye • Nezimemo zabezindaba - Ikhanda lemiCimbi 	<p>Kukuwebhusayithi yoMnyango.</p>

- Imisebenzi
- Imibiko;
 - Imibiko yezibalo zezokuVakasha yekota yonyaka;
 - Imibiko Yabafikayo eNingizimu Afrika yenyanga;
 - Imibiko wokubhekwa kokusebenza njalo ngekota yonyaka;
 - ImiBiko yesabeloMali njl.
- Imininingwane yokuxhumana yabeziNdaba zabaThengi esiFundazweni;
- Amasu oMkhakha wezokuVakasha kuZwelonke (NTSS);
- Ama-FAQ;
- I-PAIA;
- Uhlelo lwaMasu esiKhathi esiPhakathi loMnyango wezokuVakasha;
- AmaGugu kaZwelonke kanye naMasu ezokuVakasha zamaSiko;
- AMasu okuKhulisa ezokuVakasha;
- Amasu ezokuVakasha zaseMakhaya kuZwelonke;
- Izinga loMsebenzi wezokuVakasha kuZwelonke;
- UMthetho wezokuVakasha, wezi-2014;
- Uhlelo lokuKhuthaza ezokuVakasha;
- Isikhwama Sokushintshwa kwezokuVakasha;
- Uhlelo oluluhlaza lwezokuVakasha;
- Ingosi yezokuvakasha ye-B-BBEE
- Ingosi yolwazi;
- Izinga lokuSebenza;
- Izitatimende zeMali;
- AmaManuwali kanye nemiyalelo;
- Imihlahlandlela yezokuvakasha:
 - Ukwesekwa kokuKhuphuka
 - Ukutholakala kweziMakethe; kanye
 - Isevisi shatha
- Inqubomgomo kanye neMisebenzi yoLwazi;
- I-SDIP ye-NDT
- Izindaba ezijwayelekile
- Inqubomgomo yomnyango kanye nokubuyekeza njalo ngekota yonyaka
- Izincwajana
 - Ikhodi yezokuVakasha ye-BBBEE
 - Imiqulu emaqondana ne-BEE
- Izishicilelo;
 - Umbiko woNyaka;
 - Amasu eziNhlelo
 - Uhlelo lokuSebenza loNyaka
 - Imisebenzi
 - Amathenda

<p>- Izincwadi zezindaba</p> <ul style="list-style-type: none"> • Iphephabhuku Lababambe Iqhaza eBojanala • Ukubhekwa Kwenqubomgomo Kwanjalo Ngekota Yonyaka 	
<p>AMAREKHODI ATHOLAKAYO UKUTHI ENGATHENGWA NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(ii)</p>	
<p>(a) Uhla lwamarekhodi angenhla</p>	<p>Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe, uyithumele ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA 0001</p>
<p>AMAREKHODI ATHOLAKALAYO UKUZE AKHOSHWE NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(ii)</p>	
<p>(a) Uhla lwamarekhodi angenhla.</p>	<p>Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe ohlamvini lwesi-2 lweNgxenyeye yesi-2 lesiThasiselo A sezimiso zomthetho ezihambisana ne-<i>Access to Information Act</i>, zithunyelwe ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA 0001</p>
<p>AMAREKHODI ATHOLAKALA MAHALA NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(iii)</p>	
<p>(a) Uhla lwamarekhodi angenhla.</p>	<p>Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe, uyithumele ku: <i>The Information Officer</i> <i>The Department of Tourism</i> <i>Private Bag X 424</i> PRETORIA</p>

8. INDLELA YOKUFINELELA KUMAREKHODI ATHOLAKAYO

Isigaba se-15 se-*Promotion of Access to Information Act*, 2000 sinquma ukuthi uMnyango kumele ushicilele kuSomqulu kaHulumeni isheduli (uhla) lwamarekhodi atholakayo eMnyangweni. Izicelo zala marekhodi azidingi ukuthi kugcwaliswe iFomu A elinqunyiwe elisetshenziswa ukucela ulwazi, futhi ayikho imali yokufaka isicelo sala marekhodi ekhokwayo. Izimali zikhokhwa kuphela uma kunamakhophi okudingeka ukuthi enziwe, kuncike ekutheni irekhodi lisephepheni elibhaliwe, i-CD, isigcinalwazi sekhompuyutha, ikhasethe eliqoshiwe, njll.

Odabeni lwamarekhodi anjalo asebekwe kuSigcinamagugu sikaZwelonke eNingizimu Afrika, amarekhodi azokwenziwa ukuthi abe khona ngokulandela imithetho elandelayo efanele ukufundisisa amarekhodi anjalo:

- *The Promotion of Access to Information Act*, 2000 (Act No. 2 of 2000)
- *The Protection of Information Act*, 1982 (Act No. 84 of 1982)
- *The National Archives and Records of South Africa Act*, 1996 (Act No. 43 of 1996)

9. INQUBO YOKUFAKA ISICELO

9.1 Izicelo zokufinyelela olwazini

Wonke umuntu unelungelo lokucela ukufinyelela olwazini olurekhodiwe olugcinwe uMnyango, kuncike ekutheni isicelo esifakiwe efomini elinqunyiwe kanye nezimali ezinqunyiwe zikhokhiwe. Ukufinyelela olwazini kuncike ezizathwini zokukhipha okutholakala esahlukweni sesi-4 se-PAIA. Isicelo singenziwa inoma ubani ozimele yena noma omele omunye ongakwazi ukuzimela yena.

9.1.1 Ukugcwaliswa Kwefomu

Umfaki wesicelo kumele egcwalise ifomu elinqunyiwe eli-

- (a) ngatholaka Ezimisweni zoMthetho ku-PAIA;
- (b) khona kuwebhusayithi ye-SAHR ku-www.sahrc.org.za;
- (c) nanyathiselwe kulo mqulu **njengesithasiselo**; noma
- (d) tholakala esikhungweni seminingwane eMnyangweni esehhovisi elamukela izivakashi ezakhiweni zoMnyango.

9.1.2 Uhlelo

- (a) Isicelo solwazi kumele sithunyelwe ku:-

*Director-General
Private Bag X 424*

PRETORIA
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Ziqondiswe: kuNks M Mathebula
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- (b) Umfaki wesicelo kumele ezeze ukuthi engathanda yini ukuthi ethole ikhophi yerekhodi noma engathanda ukuhlola irekhodi emahhovisi omnyango womphakathi. Kungenjalo, uma irekhodi lingeyona ikhophi eyiphepha, lingabukwa efomini eliceliwe, uma kwenzeka.
- (c) Uma umfaki wesicelo ecela ukufinyelela efomini elithile, uzokwazi ukulithola ngendlela abekade ecele ngayo. Umgomo uyasebenza, ngaphandle uma ukwenze njalo kuzothikameza ukusebenza koMnyango, noma kuzokona irekhodi, noma ukwaphula ilungelo lomqambi werekhodi okungelona elombuso. Uma kungeke kukwazi ukuthi kunikezelwe ngerekhodi ngendlela elicelwe ngayo, ngenxa yezizathu ezibonakalayo, kodwa ngenye indlela, imali ezokhokhwa izobalwa ngendlela umfaki wesicelo acele ngayo kuqala.
- (d) Ngaphezu kwalokho, uma empendulweni ebhaliwe esicelweni sabo serekhodi, umfaki wesicelo ufuna ukwaziswa ngesinqumo nganoma ngayiphi indlela, isibonelo, ngocingo, lokhu kumele kuvezwe.
- (e) Uma umfaki wesicelo ecela ulwazi ecelela omunye umuntu, indlela isicelo esifakwe ngayo kumele ivezwe.

9.2 Ukufaka isicelo ucelela omunye umuntu

Uma isicelo senziwe kumelwe omunye umuntu, umfaki wesicelo kumele ehambise ubufakazi bokuthi uyakwazi ukwenza lokho, lapho uma enza isicelo ligculiseke ngokufanele iPhini leNhloko yeHhovisi leMininingwane.

9.3 Ukufaka isicelo kwabantu abaphila ngokukhubazeka

- (a) Uma umfaki wesicelo engakwazi ukufunda noma ukubhala, noma ephila ngokukhubazeka ukumvimbela ukuthi agcwalise ifomu elinqunyiwe, angakwazi ukwenza isicelo ngomlomo. ISekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) bazomgcwalisela ifomu umfaki wesicelo bese bemnika ikhophi egcwalisiwe.
- (b) ISekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) lizosiza umfaki wesicelo ukuthi alandele izimfuneko ezibalulwe ngenhla ukufinyelela eminingwaneni, okufaka phakathi ukubhekisa kumfaki wesicelo, uma kubonakala ukuthi isicelo seminingwane bekufanele senziwe kwelinye igatsha lomphakathi, kumele senziwe kulelo gatsha.

9.4 Ukudluliswa kwezicelo

- (a) Izicelo zamarekhodi zingadluliswa ukuthi ziye kwelinye igatsha lomphakathi ezimweni ezilandelayo:
- (i) Uma irekhodi ligcinwe kwelinye igatsha lomphakathi;
 - (ii) Udaba lwerikhodi luhambisana kakhulu nemisebenzi eyenziwa kwelinye igatsha lomphakathi;
 - (iii) Irekhodi yenziwa elinye igatsha lomphakathi, noma isicelo saqala semukelwa kwelinye igatsha lomphakathi; noma
 - (iv) Irekhodi liqukethe imininingwane yentengiso ehambisana nezomnotho kanye nezenhlalakahle yezezimali yeRiphabhulikhi, kanye nemisebenzi yokuthengisa yamagatsha emiphakathi.
- (b) Odabeni olunje iSekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) kumele lidlulise isicelo siye kwelinye igatsha lomphakathi ngokushesha emuva kokuthi etholile ukuthi kunezizathu ezizwakalayo ezenza ukuthi kwenzeke lokho, kodwa kungabi semuva kwezinsuku eziyishumi nane (14) ethole isicelo. Uma igatsha likahulumeni noma iNhloko yeHhovisi leMininingwane okwenziwe kuye isicelo kunguyena ogcine irekhodi futhi wabona kungaba usizo ukwenze njalo ukuze kuzokwazi ukuthi iNhloko yeHhovisi leMininingwane yelinye igatsha lomphakathi ibhekana nesicelo, irekhodi noma ikhophi yerikhodi izothunyelwa kuleyo Nhloko yeHhovisi leMininingwane.
- (c) Uma isicelo sokuthola irekhodi sesidlulisiwe, kumele ifakwe kukhompuyutha kusukela osukwini lokuqala esafakwa ngalo. Yonke imininingwane yesikhathi esifanele endabeni yesicelo semininingwane nayo ifakiwe.

9.5 Isaziso sokuyiswa kwenye indawo

- (a) Uma isicelo sokufinyelela olwazini sesidlulisiwe, iSekela leNhloko yeHhovisi leMininingwane elenza lokhu kudlulisa lizokwazisa umfaki wesicelo ngokushesha mayelana:
- (i) ngokudlulisa isicelo sakhe;
 - (ii) izizathu zokudlulisa isicelo sakhe; kanye
 - (iii) nesikhathi okumele isicelo sisithathe ukuthi kubhekwane naso.
- (b) ISekela leNhloko yeHhovisi leMininingwane lizoqinisekisa ukuthi irekhodi ligciniwe kuze kuthathwe isinqumo mayelana nokufinyelela olwazini. Izikhathi zezikhalazo nazo zizofakwa.

10. UKUKHOKHWA KWEZIMALI NGOKWEMIBANDELA YOMTHETHO

- (a) Umfaki wesicelo ngaye

Noma ubani ofuna imininingwane ngaye ubizwa ngomfaki wesicelo ngaye futhi yena akakhokhiswa imali yomfaki wesicelo.

(b) Umfaki wesicelo

Imali yokufaka isicelo eyimali angangama-R35-00 njengokuba inqunywe iziMiso zoMthetho ku-PAIA. Ngaphezu kwalokho, uma amakhophi noma akubhaliwe kuceliwe, kuzobizwa ngokohlelo lwemali enqunywe iziMiso zoMthetho kanye neNhloko yeHhovisi leMininingwane neSekela leNhloko yeHhovisi leMininingwane bengabiza imali ethile ngokuchitha isikhathi sabo besebenza esicelweni.

10.1 Indlela yokukhokha

Yonke imali ekhokhwayo kumele ibe ukheshi, ikhokhwe eziphathimandleni zezimali eMnyangweni e-*Tourism House, 17 Trevenna Street, Sunnyside, Pretoria*, ngezikhathi zokusebenza noma ifakwe ku-akhawunti yebhange loMnyango.

Imininingwane yebhange loMnyango ithi

Umnini we-akhawunti:	Department of Tourism
Igama lebhange:	ABSA
Uhlobo lwe-akhawunti:	Deposit Acc. (Current)
Inombolo ye-akhawunti:	40 7532 7895
Ikhodi yegatsha:	632005

OKUBALULEKILE: Asikho isicelo okuzosetshenzwa ngaso ngaphandle kokuthi kukhokhwe imali yokufaka isicelo, uma kufanele, ngokwemibandela yesiGaba sama-22(1) soMthetho.

11. IZIXAZULULO EZIKHONA UMA IMIBANDELA YOMTHETHO INGALANDELWANGA

11.1 Isikhalazo Sangaphakathi

IGatsha lokuBuyekezwa kweziCelo zangaPhakathi ngokwe-PAIA uNgqongqoshe wezokuVakasha. Emva kokusebenzisa onke amathuba okuthi kubuyekezwe isicelo sakhe isicelo singafakwa enkantolo ngokuhambisana nesigaba sama-78 kuya kuma-82 soMthetho.

11.2 Ifomu

(a) Umfaki wesicelo engafaka isikhalazo sangaphakathi ngokungahambisani nesinqumo seSekela leNhloko yeHhovisi leMininingwane sokunqabela isicelo sakhe, noma ngokungahambisani nesicelo kanye nemali yokufinyelela olwazini, noma ngokungahambisani nokululwa kwesikhathi sokusebenza ngesicelo, efomini

elinqunyiwe eliphrintwe Ezimisweni zoMthetho lakhishwa ngokwemibandela ye-PAIA, noma ifomu elihambisana naleli fomu. Ikhophi yaleli fomu inanyatheliswe kule manuwali njengesiThasiselo B. Amakhophi aleli fomu nawo ayatholakala emahhovisi oMnyango noma kuSekela leNhloko yeHhovisi leMininingwane njengokuba kushiwo kulemanuwali. Ifomu likhona nakuwebhusayithi yoMnyango.

- (b) UMkhalazi kumele enikezele ngezizathu zokufaka isikhalazo sangaphakathi, ukuthi ufisa ukuthi etshelwe kanjani ngesinqumo sesikhalazo futhi kumele ekhokhe imali enqunyiwe yesikhalazo (uma ikhona)
- (c) Uma isikhalazo sesitholiwe, iNhloko yeHhovisi leMininingwane kumele isihambise kuNgqongqoshe ezinsukwini eziyishumi (10), isikhalazo sangaphakathi, izizathu zesinqumo, kanye neminingwane yowesithathu obandakanyekayo, uma ekhona.
- (d) Isikhalazo kumele sifakwe phakathi kwezinsuku engamashumi ayisithupha (60) noma isaziso kowesithathu njengokuba sidingwa yisigaba sama-49(1)(b) se-PAIA, phakathi kwezinsuku ezingamashumi amathathu (30) emva kokufakwa kwesaziso uMkhalazi ngokungahambisani nesinqumo sesikhalazo sakhe, noma uma isaziso kuMkhalazi uma singadingakali, emva kokuthi kuthathwe isinqumo. Isikhalazo kumele senziwe ekhelini, enombolweni yefeksi noma imeyili yohlelohumano yeSekela leNhloko yeHhovisi leMininingwane.
- (e) UNgqongqoshe uzovumela ukufakwa kwesikhalazo kuphela uma izizathu zoMkhalazi zizwakala. Odabeni lapho uMkhalazi efake isikhalazo sesidlulile isikhathi esifanele, umfaki wesikhalazo uzokwaziswa ukuthi isikhalazo sakhe esedlulelwe yisikhathi sivunyelwe noma asivunyelwanga.

11.3 Imali yokufaka isikhalazo

UMkhalazi kumele ekhokhe imali enqunyiwe yokufaka isikhalazo (uma ikhona). Isinqumo ngesikhalazo sangaphakathi singahleliswa kuze kuba iyakhokhwa imali yokufaka isikhalazo.

12. UKUBUYEKEZA KWEMANUWALI

Le manuwali kufanele ibuyezwe okungenani kanye njalo ngonyaka. Imanuwali yoMnyango ngokwemigomo yesigaba se-14 se-*Promotion of Access to Information Act, 2000* ishicilelwa ngezilimi ezintathu (3) ezisemthethweni.

13. UKUTHOLAKALA KWEMANUWALI

- 13.1. Imanuwali iyatholakala ukuze ihlolwe emahhovisi oMnyango wezokuVakasha mahhala;
- 13.2. Amakhophi engatholakala ngesicelo ngemali enqunyiwe eMnyangweni wezokuVakasha;
- 13.3. Ingatholakala futhi kuwebhusayithi yoMnyango wezokuVakasha (<http://www.tourism.gov.za>); kanye
- 13.4. NakuKhomishana yamaLungelo eSintu eNingizimu Afrika ngokuhambisana nesiqephu sesi-4(1) seziMiso zoMthetho ezamenezelwa ngokwemibandela ye-PAIA.

IFOMU A

ISICELO SOKUTHOLA AMAREKHODI AMAGATSHA KAHULUMENI

(Isigaba se-18(1) se-*Promotion of Access to Information Act*, we-2000, uMthetho wesi-2 ka-2000)

[UMthethosimiso wesi-6]

KUSETSHENZISWA UMNANGO

Inamba yereferensi:

Isicelo sitholwe u-..... (yisho

isikhundla, igama nesibongo seSikhulu soLwazi/ iPhini leSikhulu soLwazi)

ngomhla.....

e.....

Izindleko zesicelo (uma zikhona) R

Idiphozi (uma ikhona) R

Izindleko zokuthola R

UKUSAYINA KWESIKHULU SOLWAZI/ IPHINI LESIKHULU SOLWAZI

A. Imininingwane yegatsha likahulumeni

ISikhulu soLwazi/iPhini soLwazi Sokwaziswa:

B. Imininingwane yomuntu ocela ukuthola amarekhodi

- a) Imininingwane yomuntu ocela ukuthola amarekhodi kumelwe ibhalwe ngaphansi
- b) Ikheli ne/noma inamba yefekisi kwiRiphabhuliki leyo ukwaziswa izothunyela kuyo .
- c) Ubufakazi besikhundla salowo ocelayo, uma kuthinteka, kumelwe kuxhonywe. .

Amagama aphelele nesibongo:

Inamba yepasi:

Ikheli leposi:.....

Inamba yesikhahlamezi: (.....).

Inamba yocingo:(.....)

Ikheli lemeyili:

Ukuma kwaloyo ofakela omunye isicelo, uma senzelwa omunye umuntu::

C. Imininingwane yomuntu ofakelwe isicelo

Le ngxenye kumelwe igcwaliswe KUPHELA uma kunomuntu ofakelwe isicelo soLwazi

Amagama aphelele nesibongo:

Inamba yepasi:

D. Imininingwane yerekhodi

- a) Nikeza iminingwane yerekhodi okufakwe isicelo sokutholakala kwalo, kuhlenganise nenamba yereferensi .
- b) Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulixhuma kuleli fomu. Kumelwe usayine onke amakhasi engeziwe.

1. Ukuchazwa kwerekhodi noma kwengxenye ethintekayo:

.....
.....

2. Inamba yereferensi, uma ikhona:

3. Eminye imininingwane yerekhodi:

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

E. Izindleko

- (a) Isicelo sokuthola irekhodi, ngaphandle kwerekhodi eliqukethe ulwazi oluqondene nawe, kuyodluliswa ngemuva kokuba izindleko zesicelo sezikhokhiwe.
- (b) Uyokwaziswa inani okumelwe ulikhokhe njengezindleko zesicelo.
- (c) **Izindleko zokutholakala** kwerekhodi kuncike ekutheni efomini oludingeka ukuthi litholakale kanye nesikhathi esifanele esidingekayo sokubheka kanye nokulungisa irekhodi
- (d) Uma ukufanelekela ukungakhokhi izindleko, sicela usho isizathu sokufaneleka ukungakhokhi.

Isizathu zokungakhokhiswa izindleko:

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

F. Isimo sokutholakala kwerekhodi

Uma ungakwazi ukufunda, ukubheka noma ukulalela irekhodi esimweni elitholakala ngaso esihlinzekwe ku-1 kuya ku-4 ngaphansi ngenxa yokukhubazeka, yisho ukukhubazeka kwakho usho nesimo irekhodi elidingeka ngaso.

Ukukhubazeka:

Maka ibhokisi elifanele ngo-**X**

Amanothi:

- a) Ukuhambisana nesicelo sakho sokuthola ifomu elishiwo kungancika esimweni irekhodi elitholakala ngaso.
- b) Ukukuthola ngesimo eliceliwe kungase kungavunywa ngaphansi kwezimo ezithile. Uma kunjalo uyokwaziswa uma ungakuthola ngesinye isimo.
- c) Izindleko zokukuthola, uma zikhona, ziyonqunywa ngokwengxenywe isimo sokukuthola

okucelwa ngaso.				
1. Uma irekhodi libhaliwe noma liprintiwe:				
	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi	
2. Uma irekhodi linezithombe ezibukwayo –(lokhu kuhlenganisa izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhishwe ikhompuyutha, imidwebo, njll. (loku kuhlenganisa izithombe ezithwetshuliwe, ama- <i>slide</i> , okuqoshwe ngevidiyo, izithombe ezenziwe ngekhompuyutha, nemidwebo, njl):				
	Bheka izithombe		Kopisha izithombe*	
Bhala phansi amagama asezithombeni*				
3. Uma irekhodi linamagama aqoshiwe noma ukwaziswa okungenziwa kube umsindo:				
	Lalela okuqoshiwe		Bhala phansi amagama aloko okuqoshiwe*	
4. Uma irekhodi likukhompuyutha noma lisesimweni esifundeka ngendlela yobuchwepheshe noma efundeka ngomshini:				
	Ikhophi eprintiwe yerekhodi*		Ikhophi eprintiwe yokwaziswa itholwa kwirekhodi *	
Kopisha ngesimo esifundeka ngekhompuyutha				
Uma ucele ikhophi, noma omagama aloko okuqoshiwe (ngaphezulu), ingabe ufisa ukuposelwa ikhophi noma amagama aloko okuqoshiwe? Ukuposa kuyakhokhelwa.			YEBO	CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi olikhethayo, ukutholakala kungavunyelwa ngolimi irekhodi elitholakala ngalo..				
Ungalithanda ngaluphi ulimi irekhodi?				

G. Isaziso ngesinqumo sesicelo sokuthola

Uzobhalelwa waziswe ukuthi isinqumo sakho sivunyiwe/ siqatshiwe. Uma ufisa ukuba waziswe ngenye indlela, sicela uyisho leyo ndlela bese unikeze neminingwane edingekile ukuze sifeze isicelo sakho.

Ungathanda ukuba waziswe kanjani ngesinqumo sesicelo sakho sokuthola ulwazi ?

.....

Isayinwe emhla zingenyanga

ka.....unyaka.....

.....

.....
UKUSAYINA KOMFAKI
WESICELO / OMELE UMUFAKI
WESICELO