UMNYANGO WEZOKUTHUTHA KWAZULU-NATALI

UMQULU OMAYELANA NOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI, WEZI-2000

(UMTHETHO UNO. 2 WEZI-2000)

2014-2015

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1. ISINGENISO

UMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi-2000 (uMthetho uNo. 2 wezi-2000), okuthi uma kubhekiswe kuwo kulo Mqulu kuthiwe uMthetho woLwazi, ususelwe esigabeni 32 soMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika, we-1996 (uMthetho uNo. 108 we-1996), obizwa ngokuthi nguMthethosisekelo kulo Mqulu, oyalela ukuthi:

"(1) Wonke umuntu unelungelo lokufinyelela-

(a) Olwazini olugcinwe uhulumeni; kanye
(b) Nakunoma yiluphi ulwazi olugcinwe ngomunye umuntu futhi oludingeka ukuze kusetshenziswe noma kuvikelwe nanoma yimaphi amalungelo.

(2) Umthetho kaZwelonke kumele umiswe ukuze kusetshenziswe ngendlela efanele leli lungelo, futhi ungahlinzeka izindlela ezinqala zokwehlisa umthwalo kwezokuphatha nakwezezimali kuhulumeni."

Injongo yalo Mthetho woLwazi ukukhuthaza ukuthi kube nomphakathi lapho abantu baseNingizimu Afrika bekwazi ukufinyelela olwazini olubasiza ekutheni basebenzise futhi bavikele amalungelo abo ngokugcwele.

Mhla zi-2 kuNhlolanja wezi-2000, isiShayamthetho sikaZwelonke samisa uMthetho woLwazi ukuze sihambelane nesigaba 32 soMthethosisekelo ukuqinisekisa ukuthi ilungelo lokufinyelela olwazini liyavikeleka. UMthetho woLwazi waqala ukusebenza mhla ziyi-9 kuNdasa wezi- 2000, ngaphandle kwezigaba 10, 14, 16 kanye no 51. Izigaba 10, 14, 16 kanye no 51 zona zaqala ukusebenza mhla ziyi-15 kuNhlolanja wezi-2002.

Lokhu kusho ukuthi uMthetho woLwazi usebenza kunoma ngubani ofisa ukucela ulwazi ohlakeni lukahulumeni noma oluzimele. Umuntu ofaka isicelo sokuthola ulwazi ubizwa ngokuthi "umfakisicelo".

Zonke izinhlaka zikahulumeni nezizimele kudingeka ukuba zihlanganise uMqulu okungenani ngezilimi ezintathu ezisemthethweni ochaza kabanzi ukuthi usetshenziswa kanjani uMthetho woLwazi. Lo Mqulu wakhelwe ukulekelela umfakisicelo ofisa ukuthola ulwazi eMnyangweni Wezokuthutha KwaZulu-Natali, owuhlaka lukahulumeni. Lo Mqulu uthokala ngeSingisi, isiZulu nangesiBhunu.

Lo Mqulu awukuchazi ukuthi usifaka kanjani isicelo kwezinye izinhlaka zikahulumeni noma ohlakeni oluzimele. Uma umfakisicelo efisa ukufaka isicelo ohlakeni lukahulumeni olungewona uMnyango Wezokuthutha Kwazulu-Natali, kumele athole ikhophi yoMqulu kulolo hlaka lukahulumeni oluqondene. Nxa umfakisicelo efisa ukufaka isicelo ohlakeni oluzimele, kumele athole ikhophi yoMqulu kulolo hlaka oluzimele oluqondene.

Lo Mqulu uhlukaniswe ngezigaba ukuze ulekelele umfakisicelo ukuba athole ulwazi emnyangweni Wezokuthutha KwaZulu-Natali.

2. Ukuchazwa koMnyango Wezokuthutha KwaZulu-Natali kanye nemisebenzi yawo

UMnyango Wezokuthutha KwaZulu-Natali uyingxenye kaHulumeni wesiFundazwe saKwaZulu-Natali futhi ngokujutshwa kwawo nguMthetho ubhekelele ukulawulwa nokusebenza kohlelo lWezokuthutha KwaZulu-Natali. UMnyango ubhekelele:

- Ukwakhiwa, ukuthuthukiswa, ukunakekelwa kanye nokulawulwa ubuxhakaxhaka bemigwaqo;
- Ukulawula, ukuxhasa ngezimali kanye nokulawulwa jikelele kokusebenza kWezokuthutha zomphakathi;
- Ukurejista nokunikeza amalayisensi ezimoto kanye nawabashayeli;
- Ukulawula isiminyaminya emigwaqeni yesifundazwe;
- Ukuphepha emgwaqeni; kanye
- Nokulawula izimoto zikahulumeni wesifundazwe.

Yilezi izinhlosongqangi zamasu okusebenza zoMnyango Wezokuthutha KwaZulu-Natali:

- Ukwenza ngcono kanye nokuqinisekisa ukuphepha emgwaqeni nakWezokuthutha zomphakathi;
- Ukuthuthukisa abantu, umnotho kanye nengqalasizinda yaKwaZulu-Natali;
- Ukukwenza kube yinqubo esetshenziswayo ukubamba iqhaza komphakathi kanye nokuqinisa ukubusa ngokwentando yabantu;
- Ukulekelela ukuthuthukiswa kwezindawo zasemakhaya, ukunciphisa ububha kanye nokungalingani ngokunjalo nokuqinisekisa izinga elilinganayo lengqalasizinda;
- Ukulekelela ukukhula kanye nokuthuthukiswa kwemboni yezokwakhiwa komgwaqo KwaZulu-Natali, ukuze imeleleke ngokugcwele ohlwini lwemininingwane yezindawo zesifundazwe; kanye
- Nokuqinisekisa ukuba nesibopho sokubika ngezimali, ukulawula izinsizakusebenza ezisemqoka kanye nokuthuthukiswa kwezinhlelo zokulawula ezididiyele.

UMnyango Wezokuthutha KwaZulu-Natali ubhekelele ukuthuthukiswa kanye nokuqalisa kokusebenza kwenqubomgomo, amazinga, izinhlaka kanye namaqophelo ezokuthutha kazwelonke nawesifundazwe, ukuze kufezekiswe lezi zinjongo, ngokusebenzisa izinsizakusebenza ezikhona zesiFundazwe, ukuqonda kanzulu amalungelo okufinyelela ezikhumulweni zezokuthutha zomphakathi kanye nakuzinsiza zobuxhakaxhaka bemigwaqo yesifundazwe. UMnyango uzibophezele ukusebenza ngokusobala ekuthuthukiseni nasekuqaliseni ukusebenza kwezikhumulo zezokuthutha zomphakathi nezinqubomgomo ngokunjalo nemithetho yobuxhakaxhaka bemigwaqo yesifundazwe.

Imisebenzi esemqoka yoMnyango Wezokuthutha KwaZulu-Natali yilena elandelayo:

- Kusalokhu kungumsebenzi oqhubeka nje woMnyango Wezokuthutha KwaZulu-Natali ukwakhiwa kwemigwaqo, ukwakhiwa kabusha, ukunakekelwa kanye nokulungiswa, okubandakanya ukwakhiwa kwemigwaqo emisha, ukunakekelwa kwaleyo evele ikhona nokulungiswa kwaleyo eyonakele.
- Ezokuthutha zezomgwaqo, okubandakanya ukuhlelwa kanye nokuhlinzekwa kwezinsiza zezokuthutha zomphakathi zasemadolobheni nezasezindaweni zasemakhaya, ukuqhuba izifundo eziphathelene nezokuthutha, ukulawula ezokuthutha zezomgwaqo, ukuhlinzeka ngezinhlaka zokuhlela ezokuthutha ngokunjalo nokulawula izinsiza zezokuthutha zomphakathi bobuxhakaxhaka bemigwaqo yomphakathi.
- Ezezimoto emgwaqeni, okubandakanya ukurejista nokukhipha amalayisensi ezimoto nawabashayeli, ukulawulwa kwesiminyaminya emigwaqeni yomphakathi,

ukunakekelwa nokuhlinzekwa kwezimpawu zomgwaqo ezibonakalayo ngokunjalo nokuqalisa imikhankaso nezinhlelo zokuxwayisa ngokuphepha emgwaqeni.

UMnyango Wezokuthutha KwaZulu-Natali uholwa nguNgqongqoshe Wezokuthutha, Ezokuphepha Nokuvikela oyilungu lesiGungu Esiphezulu KwaZulu-Natali futhi ubhekele ukwakhiwa kwenqubomgomo yezokuthutha yesifundazwe. INhloko yoMnyango yona engumsebenzi onesibopho sokubika woMnyango Wezokuthutha KwaZulu-Natali futhi ibhekelele ukuphathwa nokulawulwa jikelele koMnyango. Izinhlokohhovisi zoMnyango ziseMgungundlovu, bese kuba khona amahhovisi ezifunda athe chithi saka kuso sonke isiFundazwe.

Njengalokhu kuchaziwe esigabeni 7 salo Mqulu, uMnyango Wezokuthutha KwaZulu-Natali uhlukaziswe ngezifunda, okuyizona ezibhekelele ukulawulwa nokuphathwa kobuxhakaxhaka bemigwaqo yesifundazwe, ezisungulwe ngokwesigaba 44 soMthetho Wezemigwaqo wesiFundazwe saKwaZulu-Natali, wezi-2001, (uMthetho uNo. 4 wezi-2001), kulo Mqulu obizwa ngokuthi uMthetho Wezemigwaqo wesiFundazwe saKwaZulu-Natali.

UMnyango Wezokuthutha KwaZulu-Natali uphinde uhlinzeke nale misebenzi ebalwe esigabeni 7.

3. Imininingwane yokuxhumana yeSikhulu Esibhekele Ulwazi eMnyangweni Wezokuthutha KwaZulu-Natali

Ngesikhathi sokushicilela lokhu, iSikhulu Esibhekele Ulwazi yiNhloko yoMnyango kanye neSekela leSikhulu Esibhekele Ulwazi abaqokwe ngokoMthetho Wezolwazi nguNk. S Ngubo, iMenenja Eyinhloko: yoPhiko Lwemisebenzi Yezomthetho. Omunye kube yiSekela leSikhulu Esibhekele Ulwazi uMnu. Kobus van Staden: UMsizi weMenenja: yoPhiko Lwezezimoto.

Ikheli lomgwaqo lapho amahhovisi oMnyango ekhona yileli:

UMnyango Wezokuthutha KwaZulu-Natali

172 Burger Street

Pietermaritzburg

3201

Ikheli leposi loMnyango yileli:

UMnyango Wezokuthutha KwaZulu-Natali

Private Bag X 9043

Pietermaritzburg

3200

Inombolo yocingo yoMnyango eqonde ngqo ithi, 033-355-8600. Inombolo yefeksi yoMnyango okumele isetshenziswe yilabo abafaka izicelo zokuthola ulwazi emnyangweni, ithi- 033-355-8967.

Ikheli le-I-imeyli okumele lisetshenziswe yilabo abafaka izicelo zokuthola ulwazi emnyangweni, lithi:-

Simanga.Ngubo@kzntransport.gov.za noma

Kobus.vanstaden@kzntransport.gov.za

4. Umhlahlandlela ozokwakhiwa yiKhomishini Yezamalungelo Abantu

IKhomishini Yezamalungelo Abantu yaseNingizimu Afrika, eyasungulwa ngokwesigaba 181(b) soMthethosisekelo, ibhekele ukwakhiwa komhlahlandlela ngazo zonke izilimi ezisemthethweni ezweni, elizoqukatha futhi imininingwane yokuthi ungawusetshenziswa kanjani uMthetho Wolwazi. Lo mhlahlandlela kumele umenyezelwe ezinyangeni eziyi-18 uMthetho Wolwazi uqale ukusebenza, okungumhla ziyi-15 kuNcwaba wezi-2003. Uma kukhona ofisa ukuthola olunye ulwazi, angaxhumana ne-

Khomishini Yezamalungelo Abantu YaseNingizimu Afrika
Kuleli kheli:-
33 Hoofd Street
Braampark, Forum 3
Braamfontein, Gauteng

Inombolo yocingo: (27) 11 877 3694
I-imeyli: nmolefe@sahrc.org.za

5. Ukufinyelela olwazini

a. Isicelo sokufinyelela erekhodini

Uma umfakisicelo efisa ukwenza isicelo sokufinyelela erekhodini eligcinwe uMnyango Wezokuthutha KwaZulu-Natali, kumele abhalele iSikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi, imininingwane yabo yokuxhumana ibhalwe esigabeni 3 salo Mqulu.

Umfakisicelo ofisa ukwenza isicelo kumele asebenzise iFomu A, elihambisana nalo Mqulu eliyisiThasiselo A. Umfakisicelo kumele ahlinzeke ngolwazi olugcwele kuFomu A, ukuze:

- ISikhulu Esibhekele Ulwazi sikwazi ukuhlonza:
  - Amarekhodi acelwayo, kubandakanya nencazelo yerekhodi, inombolo yenkomba (uma ikhona) kanye nanoma yimiphi eminye imininingwane maqondana nerekhodi; kanye
  - Nalowo mfakisicelo, kubandakanya yonke imininingwane yokuxhumana;
- Indlela yokufinyelela umfakisicelo ayidinga ngalo, uma kungukuthi:
  - Irekhodi libhaliwe noma liprintiwe, okungaba ngukuthi umfakisicelo ufisa ukwenza ikhophi yerekhodi noma ukulihlola nje irekhodi;
  - Irekhodi elibukwayo, okungaba yizithombe, ama-slide, ividiyo, izithombe noma imidwebo eyenziwe kukhompyutha, okungaba ngukuthi umfakisicelo ufisa ukubuka nje izithombe, ukwenza amakhophi ezithombe noma ukuthola lapho izithombe eziqoshwe zisuselwa khona;
  - Irekhodi amazwi noma ulwazi oluqoshiwe olungakhiqizwa ngokomsindo, okungaba umfakisicelo ufisa ukulalela lowo msindo noma ukuthola amagama abhaliwe kumbe aprintiwe alowo msindo othathelwe kweminye imibhalo; noma
  - Irekhodi eligcinwe kukhompyutha noma elingafundelwa emshinini, okungaba umfakisicelo ufisa ukuthola ikhophi yerekhodi eprintiwe, ikhophi eprintiwe yolwazi ethathiselwe kurekhodi noma kukhophi efundeka kukhompyutha (i-stiffy noma i-compact disk).

Umfakisicelo kumele futhi abalule ulimi afisa ukuthola ngalo irekhodi. Uma irekhodi lingatholakali ngalolo limi olukhethwe umfakisicelo, anganikezwa ngalolo limi irekhodi elitholakala ngalo.

Umfakisicelo ongakwazi ukufunda nokubhala noma nganoma yiyiphi indlela engakwazi ukufaka isicelo sokufinyelela erekhodini ngenxa yokukhubazeka, angafaka isicelo ngomlomo. ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele uLwazi kumele lilekelele umfakisicelo ngokumbhalela isicelo efomini elisetshenziswayo bese linikeza umfakisicelo ikhophi yaleso sicelo esibhaliwe.

ISikhulu ESibhekele Ulwazi noma iSekela leSikhulu ESibhekele Ulwazi kumele lilekelele umuntu odinga usizo ngokufanelekile ekufakeni isicelo serekhodi. Usizwa mahhala.

b. Ukudluliselwa kwesicelo sokufinyelela erekhodini

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi lingasedlulisela isicelo lapho:

- Irekhodi lingekho ezandleni zoMnyango Wezokuthutha KwaZulu-Natali;
- Ingqikithi yerekhodi iphathelene kakhulu nemisebenzi yolunye uhlaka lukahulumeni; noma
- Irekhodi liqukethe ulwazi lwezokuhweba lolo olunye uhlaka lukahulumeni lunentshisekelo enkulu ngalo.

Ukudluliselwa kwesicelo kumele kwenziwe zingakapheli izinsuku eziyi-14 futhi kumele iSikhulu Esibhekele Ulwazi noma iSekele leSikhulu Esibhekele Ulwazi sazise umfakisicelo mayelana nokudluliselwa kwesicelo, izizathu zokudluliselwa kanye nesikhathi isicelo esizophothulwa ngaso ukucutshungulwa.

c. Imali ekhokhwayo

Imali emisiwe ekhokhwa umfakisicelo, ngale kwalowo ofaka isicelo serekhodi lakhe qobo, ngerekhodi elicelwayo,ngama- R35.00. Umfakisicelo serekhodi lakhe qobo, okunguyena ofuna ulwazi ngaye uqobo asikho isidingo sokuba akhokhe le mali. Bonke abafaka izicelo, ngaphandle kwalabo abakhululwa ekukhokheni ngokwesigaba 22(8)(a) soMthetho Wolwazi, kumele bakhokhe imali edingeka ukuba ikhokhwe ukuze uthole irekhodi. Uhlu lwezimali ezikhokhwa lutholakala kuSithasiselo C salo Mqulu.

d. Inqubo elandelwayo uma irekhodi lingatholakali

Uma lingatholakali irekhodi, kumele iSikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi, ngokwenza incwadi efungelwe, lazise umfakisicelo ukuthi angeke akwazi ukufinyelela erekhodini.

e. Ukwelulwa kwesikhathi sokufinyelela erekhodini

Singelulwa isikhathi sokufinyelela erekhodini uma irekhodi lingakatholakali.

f. Izikhathi ezibekiwe kanye nesaziso esiya kumfakisicelo

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi kumele sinqume zingakapheli izinsuku ezingama-30 ukuthi siyasigunyaza yini isicelo bese lithumela isaziso kofake isicelo. Uma ukufinyelela kuzogunyazwa, kumele isaziso sibalule:

- Ukuthi imali ekhokhelwa ukuthola irekhodi, uma ikhona, kumele ikhokhwe ngesikhathi kugunyazwa ukutholakala kwerekhodi
- Indlela elizonikezwa ngayo irekhodi lelo; kanye
- Nokuthi umfakisicelo angadlulisela isikhalo ngaphakathi eMnyangweni noma afake isimangalo enkantolo sokuphikisana nemali yokufinyelela okumele ayikhokhe ukuze kugunyazwe ukufinyelela.

g. <u>Ukunqatshwa kwesicelo sokufinyelela erekhodini</u>

Uma ukufinyelela erekhodini kunqatshwa, kumele isaziso esenziwe iSikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi:

- Sinikeze izizathu ezizwakalayo zokwenqatshwa kwesicelo;
- Ngaphandle kwezizathu, singafaki yinoma yikuphi okuqondene nerekhodi; futhi
- Sibalule ukuthi umfakisicelo angasidlulisela isikhalo ngaphakathi eMnyangweni noma afake isimangalo enkantolo sokuphikisana nokunqatshwa kwesicelo ngokunjalo nenqubo elandelwayo yokudlulisela isikhalo ngaphakathi noma yokumangala.

<u>Ukunwetshwa kwesikhathu sokuthatha isinqumo maqondana nesicelo</u>

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi linganweba isikhathi sezinsuku ezingama-30 ukuze lithathe isinqumo maqondana nesicelo uma:

- Isicelo kungesamarekhodi amaningi futhi ukuhambisana naso kungaphazamisa imisebenzi yoMnyango Wezokuthutha waKwaZulu-Natali ngokungenasidingo;
- Isicelo sidinga ucwaningo noma ukuqoqwa kwamarekhodi ehhovisi elingekho edolobheni elifanayo nalelo lesiKhulu Esibhekele Ulwazi kanti iSikhulu Esibhekele Ulwazi angeke kwalindeleka ukuba siphothulwe ukucutshungulwa kwesicelo ezinsukwini ezingama-30 ezimisiwe;
- Kusemqoka kumbe kudingeka ukuxhumana kwezimpiko zoMnyango Wezokuthutha KwaZulu-Natali noma nolunye uhlaka lukahulumeni futhi iSikhulu Esibhekele Ulwazi angeke salindeleka ukuphothula lokho kuxhumana ezinsukwini ezingama-30 ezimisiwe; noma
- Umfakisicelo ekuvuma ngokubhala ukunwetshwa lokho.

h. <u>Ukunqatshwa kwesicelo sokufinyelela erekhodini okugunyaziwe ngumthetho</u>

ISikhulu Esibhekele Ulwazi noma iSekela lesiKhulu Esibhekele Ulwazi kumele sinqabe ukufinyelela erekhodini uma isicelo sokufinyelela olwazini sizobandakanya ukudalulwa:

- Kolwazi oluqondene ngqo nomunye umuntu;
- Kwezimfihlo zokuhweba zomunye umuntu;
- Kolwazi lwezezimali, lwezokudayisa, lwezesayensi noma lwezobuchwepheshe, ngale kwezimfihlo zokuhweba, uma ukudalulwa kolwazi kungenzeka kuthikameze ngakwezentengiso noma ezezimali zomunye umuntu;
- Kolwazi oluyi-progremu yekhompyutha okungeyohlaka oluzimele;
- Kolwazi oluhlinzekwe ngokuyimfinhlo ngomunye umuntu, ukudalulwa kwalo kungabeka omunye umuntu othintekayo engcupheni yezinkontileka nakwezinye izingxoxo kumbe ukubandlululeka komunye umuntu ekuncintisaneni okuthinta ezentengiso;
- Kolwazi olungathunaza isithunzi somunye umuntu;
- Kolwazi okungabonakala luzocekela phansi impilo noma ukuphepha komuntu;
- Kwerekhodi uma ukufinyelela kulona kungavunyelwe ngokoMthetho Wenqubo Yamacala Okwelelesa, we-1977(uMthetho uNo. 51 we- 1977);
- Kolwazi okungavumelekile ukuba lisetshenziswe ekuqulweni kwecala ngaphandle uma umuntu othintekayo ezobhala phansi ukunikeza imvume yokuthi uyaludalula ulwazi; noma
- Kolwazi oluphathelene nocwaningo olwenziwe noma olungase lwenziwe maqondana nomunye umuntu, ukudalulwa okungase kuveze omunye umuntu, umuntu owenza

ucwaningo noma lokho ucwaningo oluphathelene nako ngokuwela ezandleni ezingafanele.

i. Ukwenqatshwa okungabophezelekile kokufinyelela erekhodini

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu ESibhekele Ulwazi kumele linganqaba ukufinyelela erekhodini uma isicelo sokufinyelela olwazini sizobandakanya ukudalulwa:

- Kolwazi oluhlinzekwe ngokuyimfihlo ngomunye umuntu, ukudalulwa kwalo okungalindeleka ukuba kuthikameze ulwazi olufanayo noma ulwazi oluvela emthonjeni ofanayo futhi kungukuthanda komphakathi ukuthi lolo lwazi olufanayo noma ulwazi oludalulwa ngumthombo ofanayo lungaqhubeka ludalulwe;
- Kolwazi, ukudalulwa kwalo okuzophazamisa:
  - Ukuphepha kwesakhiwo, kohlaka noma kohlelo okungaba nguhlelo lwekhomyutha, uhlobo lWezokuthutha noma enye nje impahla; noma
  - Izindlela, izinhlelo, amasu noma izinqubo zokuvikela umuntu osohlelweni lokuvikelwa kofakazi, ukuphepha komphakathi noma ukuvikelwa kwesakhiwo;

- Irekhodi eliqukethe izinqubo, amasu noma amathiphu okugwema, okuhlonza, okudidisa noma okuphenya ukwaphulwa noma okungase kwenzeke ukuphulwa komthetho noma ukushushiswa komsolwa;
- Irekhodi eliphathelene nokushushiswa komsolwa lapho ukudalulwa kwerekhodi okungabonakala ukuthi kuzonqinda ukushushiswa kumbe kudale ukuthi ubulungiswa bungafezwa ngokufanelekile;
- Irekhodi, ukudalulwa kwalo okungabonakala ukuthi:
  - Kuzophazamisa uphenyo lokwephulwa noma okungacishe kube ngukwephulwa komthetho;
  - Kuzodalula noma kuzokwenza umuntu ahlonze umthombo wolwazi oluyimfihlo oluphathelene nokuphoqelelwa kumbe ukusebenza komthetho;
  - Kuzodala ukwesatshiswa noma ukucindezelwa kukafakazi kumbe umuntu ongenziwa ufakazi ebugebengwini noma kokunye ukuqhubeka kokusebenza komthetho;
  - Kuzolekelela ekubhebhethekiseni ukwaphulwa komthetho; noma
  - Kuzophazamisa noma kuzokona ukuqhubeka ngendlela efanele kwecala noma isu kumbe ukungenzeleli kwesinqumo senkantolo;

- Ulwazi, ukudalulwa kwalo okungaphazamisa ezokuvikela, ezokuphepha noma ezobudlelwaneni namazwe angaphandle kweRiphabhlikhi yaseNingizimu Afrika;
- Ulwazi, ukudalulwa kwalo kungase kucekele phansi umnotho noma intshisekelo kwezezimali yeRiphabhlikhi yaseNingizimu Afrika noma ukukwazi kukahulumeni ukulawula umnotho weRiphabhlikhi yaseNingizimu Afrika ngendlela efanelekile;
- Ulwazi, :
  - Oluqukethe izimfihlo zokuhweba zombuso noma zohlaka lukahulumeni
  - Oluqukethe ulwazi lwezezimali, lwezokuthengisa, lwezesayensi noma lwezobuchwepheshe, okungelona izimfihlo zokuhweba, ukudalulwa kwalo okungacishe kulimaze izintshisekelo zezokudayisa noma zezemali zombuso kumbe zohlaka lukahulumeni;

- Olungabeka uhlaka lukahulumeni engozini esivumelwaneni noma kwezinye izindaba kumbe kungaphazamisa ukuncintisana ngokwezokuthengisa kohlaka lukahulumeni;

- Oluyiprogremu yekhompyutha, echazwe eMthethweni Onika Ilungelo Lokushicilela, 1978 (UMthetho uNo. 98 we-1978), okungekahulumeni noma uhlaka lukahulumeni;

- ulwazi olumayelana nocwaningo olwenziwayo noma okungenzeka lwenziwe noma ngenxa yomunye umuntu othintekayo, ukudalulwa kwalo okungenzeka kufake enkingeni enkulu inhlangano kahulumeni, umuntu owenza ucwaningo noma udaba olucwaningwayo; noma
- ulwazi olumayelana nerekhodi lohlaka lukahulumeni oluqukethe umbono, iseluleko, umbiko noma isincomo esitholakele noma esilungisiwe noma umbiko wokubonisana, ingxoxo, obekuxoxwa noma amaminithi omhlangano wokwakhiwa kwenqubomgomo noma ukuthatha isinqumo ekuphatheni noma ukwenziwa komsebenzi obekwe ngumthetho uma ukudalulwa kwawo kungenzeka kudikibalise inqubo eqondiwe noma umphumela wenqubomgomo.

<u>Ezinye izizathu zokwenqatshwa kwesicelo sokufinyelela erekhodini</u>

ISikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi lingasiphikisa isicelo sokufinyelela erekhodini uma isicelo sibonakala singenasisindo noma sicunula kumbe-ke uma umsebenzi ozokwenziwa ekulungiseni isicelo uzophambukisa kakhulu ngokungenasidingo izinsizakusebenza zoMnyango Wezokuthutha KwaZulu-Natali

6. Isaziso semikhakha yamarekhodi atholakala eMnyangweni Wezokuthutha KwaZulu-Natali ngaphandle kokuba umuntu afake isicelo sokufinyelela

Le mikhakha elandelayo yamarekhodi ingathengwa eMnyangweni Wezokuthutha KwaZulu-Natali futhi akudingi ukuba kufakwe isicelo sokufinyelela kuwona.

- Imibiko yonyaka yoMnyango Wezokuthuthu KwaZulu-Natali
- Imihlahlandlela neziNqubo Ezilandelwayo zoMnyango Wezokuthutha KwaZulu-Natali
- Izitatimende zezimali zoMnyango Wezokuthutha KwaZulu-Natali
- Imibiko yocwaningo yoMnyango Wezokuthutha KwaZulu-Natali
- Amarekhodi aphathelene nabasebenzi boMnyango Wezokuthutha KwaZulu-Natali (lawo anikezelwa kubasebenzi kuphela kepha angeke anikezelwe kwabanye abantu ngaphandle uma kunemvume yabasebenzi)
- Izinhlelo zamasu okusebenza zoMnyango Wezokuthutha KwaZulu-Natali
- UMthetho olawula Ezokuthutha Ezihamba emigwaqeni kaZwelonke, wezi- 2009 (uMthetho uNo. 05 wezi- 2009) (bheka iziqephu ezinanyathiselwe lapha zalokho okucashuniwe)

7. Incazelo Yezinsiza Ezinikezelwa Umphakathi Ngumnyango Wezokuthutha Kwazulu-Natali kanye Nendlela Yokufinyelela Kuzona

Ukulawulwa, ukwakhiwa, ukuphathwa kanye nokwenganyelwa kwayo yonke imigwaqo yesifundazwe kusemahlombe kaNgqongqoshe ngokwesigaba 4 soMthetho Wezemigwaqo wesiFundazwe saKwaZulu-Natali, wezi-2001. Bheka isigaba 2 ukuze ubone incazelo yemisebenzi ehlinzekwa nguMnyango. UMnyango Wezokuthutha KwaZulu-Natali uhlukaniswe ngezifunda, okuyizona ezibhekele ukulawulwa nokuphathwa kobuxhakaxhaka bemigwaqo yesifundazwe. Amagama kanye nemininingwane yokuxhumana yezifunda yile elandelayo:

- UMnu. S Mbhele
  IMenenja Eyinhloko
  Durban Region
  Private Bag X9063
  DURBAN
  3600
  Inombolo yocingo : 031-7002222
  Ifeksi : 031-7006454
  I-imeyli : siboniso.mbhele@kzntransport.gov.za

- UNk. B Ntombela
  IMenenja Eyinhloko
  Pietermaritzburg Region
  Private Bag X9003
  PIETERMARITZBURG
  3200
  Inombolo yocingo : 033-8455802
  Ifeksi : 033-8455896
  I-imeyli : Bongiwe.Ntombela@kzntransport.gov.za

- UMnu. L Mtambo
  IMenenja Eyinhloko
  Empangeni Region
  Private Bag X 20007
  EMPANGENI
  3880
  Inombolo yocingo : 035-7878363
  Ifeksi : 035-7872916
  I-imeyli : Lawrence.Mtambo@kzntransport.gov.za

- UNk. B Nogwanya
  Acting: IMenenja Eyinhloko
  Ladysmith Region
  Private Bag X 9911
  LADYSMITH
  3370
  Inombolo yocingo : 036-6384410
  Ifeksi : 036-6384429
  I-imeyli : Bathandwa.Nogwanya@kzntransport.gov.za

UMnyango Wezokuthutha KwaZulu-Natali uhlinzeka ngezinhlelo ezahlukene zokusiza umphakathi, ukunciphisa ububha kanye nezokuthuthukisa ngokunjalo nezinsiza ezenganyelwe izifunda okubandakanya:

- Izigungu Zezokuthtutha Zasezindaweni Zasemakhaya ezibhekele ukwenza izincomo eziya kuNgqongqoshe kanye nakuNhloko yoMnyango;
- IZibambele, okuwuhlelo lapho umphakathi uqoka abesifazane abaswele okuyibona abayinhloko zamakhaya ukuba banakekele izingxenye zomgwaqo ngemali emisiwe njalo ngenyanga;
- IVukuzakhe, okuwuhlelo olunezigaba ezine olubhekelela ikakhului osonkontileka abasafufusa abamnyama.
- Imikhandlu Yomphakathi Yezokuphepha Emgwaqeni, elekelela ukuhlonzwa nokuqalisa kokusebenza kwezinhlelo zokuphepha emgwaqeni.

8. **Incazelo Yezinhlelo Nezihlinzeko zokuthi Umuntu Akwazi Ukwenza Izethulo kanye Nokubamba Iqhaza Ekwakhiweni Kwenqubomgomo ngokunjalo Nokusetshenziswa Kwamandla kumbe Ukwenziwa Kwemisebenzi**

UMnyango uyazemukela izethulo ezibhaliwe ezivela kunoma ngubani maqondana nezinqubomgomo zomnyango kanye nokusetshenziswa kwamandla omnyango ngokunjalo nokwenziwa kwemisebenzi, eziyobe sezicutshungulwa nguMnyango.

9. **Izindlela Zokulungisa**

Uma iSikhulu Esibhekele Ulwazi noma iSekela leSikhulu Esibhekele Ulwazi ehluleka ukuthatha isinqumo mayelana nesicelo sokufinyelela olwazi kungakapheli izinsuku ezingama-30, kuyoba ngukuthi iSikhulu Esibhekele Ulwazi sisenqabile isicelo.

Umfakisicelo angafaka isikhalo sangaphakathi:

- Sokuphikisana nokwenqatshwa kwesicelo noma isinqumo seSikhulu Esibhekele Ulwazi noma seSekela leSikhulu Esibhekele Ulwazi esinqabe isicelo sokufinyeleka erekhodini; noma
- Maqondana nemali enqunyiwe yokufaka isicelo, ukunwetshwa kwesikhathi sokucutshungulwa kwesicelo kumbe indlela yokufinyelela erekhodini

Omunye umuntu angasifaka isikhalo sangaphakathi sokuphikisana nesinqumo sokugunyazwa kwesicelo sokufinyelela erekhodini.

Ukufakwa kwesikhalo ngaphakathi kumele kwenziwe ngefomu elinqunyelwe ukusetshenziswa kungakapheli izinsuku ezingama- 60 ngokwesigaba 75(1) (a) (i) soMthetho Wolwazi. (Bheka Isithasiselo B)

Ngokwesigaba 78 soMthetho Wolwazi umfakisiscelo ofake isikhalo ngaphakathi futhi engagculisekile ngomphumela, angadlulisela isikhalo sakhe enkantolo ukuze athole ukweneliseka kungakapheli izinsuku ezingama-30 kuphume isinqumo sesikhalo sangaphakathi. Umfakisicelo angeke akwazi ukumane ayomangala enkantolo ngaphandle kokuba eqale wafaka isikhalo sangaphakathi.

10. **Olunye ulwazi**

Kusemqoka ukuqaphela ukuthi uMthetho Wolwazi ubhekele ulwazi olugcinwe izinhlaka zikahulumeni noma ezizimele. Lona wehlukile kuoMthetho Wokukhuthazwa Kobulungiswa Kwezokuphatha, wezi- 2000 (UMthetho uNo. 3 wezi- 2000) oyalela iminyango kahulumeni ukuba inikeze izizathu zokuthatha kwayo izinqumo, lapho kuceliwe.

Isithasiselo A

IFomu A

ISICELO SOKUFINYELELA EREKHODINI LOHLAKA LUKAHULUMENI

ISigaba 18 (1) soMthetho Wokukhuthaza Ukufinyelela Olwazini, wezi- 2000

(UMthetho uNo. 2 wezi- 2000)

(UMthethonqubo 6)

OKOMNYANGO KUPHELA INombolo yenkomba .... Isicelo samukelwe ngu .... (Isikhundla, igama kanye nesibongo sesikhulu esibhekele ulwazi /isekela lesikhulu esibhekele ulwazi) mhla ....(usuku) e................................ (indawo) Imali yokufaka isicelo: R........................ Idiphozithi: R .... Imali yokufinyelela erekhodini: R........................ .... ISIGNISHA YESIKHULU ESIBHEKELE ULWAZI/YESEKELA LESIKHULU ESIBHEKELE ULWAZI

A. Imininingwane yohlaka lukahulumeni

ISikhulu Esibhekele Ulwazi /ISekela leSikhulu Esibhekele Ulwazi:

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

Imininingwane yomuntu ocela ukufinyelela erekhodini

(a) Imininingwane yomuntu ocela ukufinyelela kurekhodi kumele ukuba ibhalwe ngezansi.
(b) Kumele kunikezwe ikheli kanye/kumbe inombolo yefeksi yalapha eNingizimu Afrika okuyothunyelwa kuyona imininingwane.
(c) Kumele kulethwe nobufakazi besikhundla umuntu acela ngaso, uma bukhona.

Amagama aphelele nesibongo: ....

....

Inombolo kamazisi: ....

Ikheli leposi: ....

....

....

....

Inombolo yefeksi: ....

Inombolo yocingo: ....Ikheli le-imeyli:..

Isikhundla umuntu afaka isicelo ekuso, uma isicelo senziwa egameni lomunye umuntu: ....

....

Imininingwane yomuntu isicelo esenziwa egameni lakhe

Le ngxenye kumele igcwaliswe KUPHELA uma ngabe isicelo sokufinyelela olwazini senziwa egameni lomunye umuntu.

Amagama aphelele nesibongo: ....

Inombolo kamazisi: ....

A. Imininingwane Yerekhodi

(a) Nikeza imininingwane ephelele yerekhodi elicelwayo, kubandakanya nenombolo yenkomba uma uyazi, ukuze kubelula ukulithola lelo rekhodi.
(b) Uma ngabe isikhala esihlinzekiwe singenele, sicela ukuba uqhube indaba yakho kwelinye iphepha bese ulinamathisela kuleli fomu. ***Umfakisicelo kumele asayine wonke amaphepha engeziwe.***

Incazelo yerekhodi kumbe ingxenye yerekhodi okukhulunywa ngalo: ....

....

....

1. Inombolo yenkomba, uma ikhona:..

2. Eminye imininingwane yerekhodi:...

....

....

(a) Isicelo sokufinyelela kwirekhodi, ngaphandle kwerekhodi eliqukethe imininingwane eqondene nawe ngqo, siyocutshungulwa kuphela emva kokukhokhwa **kwemali yokufaka isicelo.** (b) Uyokwaziswa ngenani okumele ulikhokhe okuyimali yokufaka isicelo (c) **Imali okumele ikhokhelwe ukufinyelela erekhodini** incike ekutheni umuntu ufuna ukufinyelela kanjani kulelo rekhodi kanye nesikhathi esiyothathwa kubhekwa futhi kulungiswa irekhodi. (d) Uma ufanelekile ukuthi ungakhululwa ekukhokheni nanoma iyiphi imali, sicela ukuba usho isizathu sokukhululwa

B. **Imali Ekhokhwayo**

C. **Indlela yokufinyelela erekhodini**

Uma ngenxa yokukhubazeka ungakwazi ukufunda, ukubona kumbe ukulalela irekhodi ngokwendlela yokufinyelela ehlinzekwe ku-1 kuya ku-4 lapha ngezansi, chaza indlela okhubazeke ngayo, bese uveza ukuthi iyiphi indlela olidinga ngayo irekhodi.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo:..
....	....
....	....
....	....
....	

Faka uphawu u–X esikhaleni esifanele

QAPHELA:

(a) Ukuhlangabezana nesicelo sakho sokufinyelela erekhodini ngendlela oyibalulile,kuyoya ngokuthi lelo rekhodi litholakala ngaluphi uhlobo.

b) Ezimweni ezithile, kunganqatshwa ukufinyelela kwirekhodi ngokohlobo elicelwe ngalo. Esimweni esinjalo, uyokwaziswa uma uzovunyelwa ukufinyelela kwirekhodi ngolunye uhlobo.

(c) Imali ekhokhwayo yokufinyelele erekhodini, uma idingeka, iyonqunywa ngokohlobo lokufinyelela oluceliwe.

1. Uma irekhodi libhaliwe kumbe liprintiwe:			
	Ikhophi yerekhodi *		Ukuhlolwa kwerekhodi
Uma irekhodi linezithombe-(lokhu kubandakanya izithombe, ama-slides, ama-video aqoshiwe, izithombe ezikhishwe kwikhompyutha, imidwebo, njll):			
	Ukubuka izithombe	Ikhophi yezithombe	Ukuthathelwa kwezithombe kweminye imibhalo
2. Uma irekhodi liqukethe amagama kumbe ulwazi oluqoshiwe olungaguqulwa kabusha lube umsindo			
	Ukulalela umsindo (ikhasethi elilalelwayo)		Umsindo othathelwe kweminye imibhalo* (umqulu obhaliwe kumbe oprintiwe)
3. Uma irekhodi likwikhompyutha kumbe lingafundelwa emshinini:			
	Ikhophi eprintiwe yerekhodi *	Ikhophi eprintiwe yolwazi olususelwe kwirekhodi	Ikhophi ewuhlobo olufundeka kwikhompyutha * (I-stiffy noma i-compact disc)
* Uma ucele ikhophi kumbe umbhalo werekhodi oqoshiwe (ngenhla), ngabe ufisa ukuba uposelwe ikhophi kumbe umbhalo? Kukhokhwa imali yokuposa.		YEBO	CHA

Qaphela, uma irekhodi lingatholakali ngolimi olukhethile, liyobe selinikezwa ngolimi elitholakala ngalo
Ungathanda ukulithola ngaluphi ulimi irekhodi?...

D. Isaziso sesinqumo maqondana nesicelo sokufinyelela erekhodini

Uyokwaziswa ukuthi isicelo sakho sivunyiwe/sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela ukuba usho indlela ofisa ukwaziswa ngayo bese unikeza nemininingwane ukuze kuhlangabezwane nesicelo sakho.

Ufisa ukuba waziswe kanjani ngesinqumo maqondana nesicelo sakho sokufinyelela kwirekhodi?...
....

Kusayinwe
e..mhla.......................................ku...wezi-20...........

....
ISIGNISHA YOMFAKISICELO/UMUNTU LOWO ISICELO ESENZIWA EGAMENI LAKHE

Isithasiselo B

IFomu B

ISAZISO SOKUFAKWA KWESIKHALO SANGAPHAKATHI

(Isigaba 75 soMthetho Wokukhuthaza Ukufinyelela Olwazini wezi-2000, (uMthetho uNo. 2 wezi-2000)

(UMthethonqubo 8)

NIKEZA INOMBOLO YAKHO YENKOMBA ....

A. Imininingwane yohlaka lukahulumeni

ISikhulu Esibhekele Ulwazi/ iSekela leSikhulu Esibhekele Ulwazi:

....

....

B. Imininingwane yomfakisicelo /yomunye umuntu ofaka isikhalosa ngaphakathi

(a) Imininingwane yalowo ofaka isikhalo sangaphakathi kumele inikezwe lapha ngezansi *(b) Ubufakazi besikhundla akuso ofaka isikhalo sangaphakathi, uma kudingekile, kumele bunanyathiselwe.* *(c) Uma ofaka isikhalo kungomunye umuntu, hhayi lo owacela ukufinyelela olwazini ekuqaleni, iminingwane yomfakisicelo kumele inikezwe ku-C lapha ngezansi.*

Amagama aphelele nesibongo: ....

Inombolo kamazisi: ....

....

Ikheli leposi:..

....

Inombolo yefeksi: ....

Inombolo yocingo: ....

Ikheli le I-imeyili: ....

Isikhundla akuso lowo muntu ofaka isikhalo sangaphakathi egameni lomunye umuntu: ....

………

………

C. **Imininingwane yumfakisicelo**

Le ngxenye kumele igcwaliswe KUPHELA uma kungomunye umuntu (kungesiyena lowo ofake isicelo) ofaka *isikhalo sangaphakathi.*

Amagama aphelele nesibongo: ……………………………………………………………………………………

………

Inombolo kamazisi: ……………………………………………………………………………………………

D. **Isinqumo esenza ukuba kufakwe isikhalo sangaphakathi**

Khombisa isinqumo esenza ukuba kufakwe isikhalo sangaphakathi ngokufaka uphawu X esikhaleni esifanele.	
	Ukwenqatshwa kwesicelo sokufinyelela erekhodini.
	Isinqumo mayelana nemali ekhokhwayo ngokwesigaba 22 soMthetho.
	Isinqumo mayelana nokwelulwa kwesikhathi okumele kusetshenzwe ngaso isicelo ngokwesigaba 26(1) soMthetho.
	Isinqumo ngokwesigaba 29(3) soMthetho sokwenqaba ukufinyelela olwazini ngendlela okucelwe ngayo ngumfakisicelo.
	Isinqumo sokuvumela isicelo sokufinyelela

Uma isikhala esihlinzekiwe singanele, uyacelwa ukuba uqhubeke ekhasini eliseceleni bese ulinamathelisa kwifomu. Kumele usayine wonke ***amakhasi engeziwe.***

E. **Izizathu zokufaka isikhalo**

Veza izizathu ezidale ukuba ufake isikhalo sangaphakathi: ……………………………………………………

………

………

Veza nolunye ulwazi olungaba wusizo ekubhekweni kwe*sikhalo sangaphakathi*: ……………………………………

………

………

....

F. **Isaziso ngesinqumo Sesikhalo**

Uzokwaziswa ngokubhalwe phansi ngesinqumo mayelena nesikhalo sangaphakathi sakho. Uma ufisa ukwaziswa ngenye indlela, sicela ubalule leyo ndlela bese usihlinzeka ngemininingwane efanele ukuze sihlangabezane nesicelo sakho.

Balula indlela...

Imininingwane Yendlela ofuna ukwaziswa ngayo: ....

....

Kusayinwe e...mhla................ku.................wezi-20........

....
ISIGNESHA YOFAKA ISIKHALO

OKOMNYANGO KUPHELA :

IREKHODI ELUSEMTHETHWENI LOKUFAKWA KWESIKHALO SANGAPHAKATHI:

Isikhalo samukelwe ngomhla .... (Usuku)

ngu..

(balula isikhundla, igama nesibongo sesikhulu esibhekele ulwazi/ sesekela lesikhulu esibhekele ulwazi).

Isikhalo sihambisana nezizathu zesinqumo seSikhulu Esibhekele Ulwazi/ iSekela Lesikhulu Esibhekele Ulwazi kanye, lapho kufanele khona, imininingwane lomunye umuntu eliqondene naye irekhodi, kuthunyelwe yiSikhulu Esibhekele Ulwazi/ iSekela Lesikhulu Esibhekele Ulwazi ngo.. (usuku) kwiziphathimandla ezifanele.

UMPHUMELA WESIKHALO:

ISINQUMO SESIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI

ISINQUMO ESIQINISEKISIWE/ ESISHA ESESIGUQULIWE

ISINQUMO ESISHA:

....

....

....

....

....

USUKU ISIPHATHIMANDLA ESIFANELE

USUKU ISIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI ESAMUKELE NGALO KWISIPHATHIMANDLA ESIFANELE:

....

....

Isithasiselo C

IMALI EKHOKHWAYO NGOKOMTHETHO WEZOLWAZI

1.	Ikhophi yalo Mqulu	R12.60
2.	Imali yokufaka isicelo ekhokhwa yilowo nalowo ocelayo, ngaphandle kwalowo osuke ezenzela isicelo ngokwakhe	R35.00
3.	Imali ekhokhelwa ukwenziwa kwekhophi: • ngekhophi ngayinye yekhasi elingu-A4 kumbe ingxenye yalo • ngekhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo egcinwe yikhompyutha kumbe ngendlela yokuthi lifundwe emshinini • ngekhophi okwazi ukuyifunda kwikhompyutha ikwi-stiffy disc • ngekhophi okwazi ukuyifunda kwikhompyutha ikwi-compact disc • ngekhophi esuselwe ezithombeni ezisekhasini elingu-A4 kumbe ingxenye yalo • ngekhophi esuselwe ezithombeni eyikhophi yezithombe • ikhophi esuselwe kwirekhodi lomsindo oqoshiwe, ngekhasi elingu-A4 kumbe ingxenye yalo • ngekhophi yerekhodi lomsindo	R0.60 R0.40 R6.00 R40.00 R22.00 R60.00 R12.00 R17.00
4.	Imali ekhokhelwa ukuphinde kwenziwe ikhophi: • ngekhophi ngayinye yekhasi elingu-A4 kumbe ingxenye yalo • ngekhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo egcinwe yikhompyutha kumbe ngendlela yokuthi lifundwe emshinini • ngekhophi okwazi ukuyifunda kwikhompyutha ikwi-stiffy disc • ngekhophi okwazi ukuyifunda kwikhompyutha ikwi-compact disc • ngekhophi esuselwe ezithombeni ezisekhasini elingu-A4 kumbe ingxenye yalo • ngekhophi esuselwe ezithombeni eyikhophi yezithombe • ikhophi esuselwe kwirekhodi lomsindo oqoshiwe, ngekhasi elingu-A4 kumbe ingxenye yalo • ngekhophi yerekhodi lomsindo	R0.60 R0.40 R5.00 R40.00 R22.00 R60.00 R12.00 R17.00 R17.00
5.	Imali yokulibheka kanye nokulungiselela irekhodi ukuba lidalulwe, emva kwehora lokuqala elingakhokhelwa	R15.00 ngehora kumbe isigamu salo
6.	Idiphozithi ayidingeki uma engazokuphela amahora ayisithupha ngokwebinzana 5.	
7.	Okukodwa kokuthathu kwemali ekhokhelwa ukufinyelela kumarekhodi ibe yisibambiso, ebalululwe kubinzana 4 ikhokhwa umfakisicelo	
8.	Imali yokuposa ekhokhwa ngumfakisicelo uma kungukuthi ikhophi yerekhodi kumele iposelwe umfakisicelo	