



Custodian of Good Governance

## IKHOMISHINI YEBASEBENTI BAHULUMENDE

IMANYUWALI YEKHOMISHINI YEMISEBENTI YAHULUMENDE  
KANYE NELIHHOVISI LEKHOMISHINI YEMISEBENTI YAHU-  
LUMENDE Ngekulandzela sigaba 14 seMtsetfo wekweNyusa  
kuFinyeleleka kuMningwane, 2000 (Umtsetfo nombolo 2 wan-  
ga-2000)

SIKHATSI SETETIMALI: 2012/2013

**AGASTI** 2012

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## **1. IMISEBENTI YEKHOMISHINI YEMSEBENTI WAHULUMENDE (I-PSC)**

Ikhomishini yeMsebenti waHulumende (i-PSC) ngumtimba lotimele futsi longakhetsi, lowamiswa ngekulandzela Sigaba 196 seMtsetfosisekelo weRiphabhuliki yaseNingizimu Afrika, 1996. I-PSC inemsebenti futsi ihlonyiswe kuphenya, kucaphela, kanye nekulinganisa kuhlelwa kanye nekuphatfwa kweMsebenti waHulumende. Leligunya liphindze lifake ekhatsi letimphumelelo, kweswelakala kwetinhlelo taHulumende. I-PSC iphindze ibe nesibopho sekwenyusa tindlela tekucinisekisa kusebenta kahle nangemphumelelo ngekhatsi kweMsebenti waHulumende kanye nekwenyusa emagugu kanye nemigomo yekuphatfwa kwahulumende njengobe kubekiwe kuMtsetfosisekelo, kuyo yonkhe imisebenti yaHulumende.

### **1.1. Ligunya leMtsetfosisekelo le-PSC**

I-PSC nguso kuphela sikhungo lesisungulwe ngekulandzela Sehluko 10 seMtsetfosisekelo. Ifola ligunya layo kutigaba 195 na 196 teMtsetfosisekelo, 1996, lobeka emagugu nemigomo leyengamele kuphatfwa kwahulumende lekumele yenyuswe yi-PSC, kanye nemandla nemisebenti ye-PSC. Iniketfwe imisebenti yekubuka buniyo beMsebenti waHulumende kanye nekucaphela, kulinganisa nekuphenya imikhuba yekuphatsa. Futsi inemandla yekuniketa tinkhombandlela macondzana nekutfobela kanye netinchubo tebasebenti mayelana nekucasha, kuyiswa kulenye indzawo, kwenyuswa kanye nekucoshwa. I-PSC itiphendvulela kuSigungu saVelonkhe kodwa kumele ibike njalo ngemnyaka kutishayamtsetfo tetifundza ngemisebenti yayo etifundzeni.<sup>1</sup>

### **1.2. Imikhakha Yekusebenta Lesemcoka**

Umsebenti we-PSC uhlelelwe ngakulemikhakha yekusebenta lesemcoka lesitfupha lelandzelako:

- kubuyeketa buholi nemitfombolusito yeluntfu
- kwenta ncono budlelwane betemisebenti
- kucaphela kubusa
- kuhlola kuphakelwa kwetinsita nekutfobela tinchubomgomo
- kuphenya ngekuphatfwa kwahulumende
- tinkambo tekutiphatsa emsebentini

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<sup>1</sup> Umtsetfosisekelo weRiphabhuliki yeNingizimu Afrika, 1996 (lowamiswa ngeSimemetelo nombolo 108 wanga-1996).

## **2. SAKHIWO SE-PSC**

### **2.1. Sendlalelo**

I-PSC yamiswa ngekulandzela Sigaba 196 seMtsetfosisekelo weRiphabhuliki yaseNingizimu Afrika, 1996. UMtsetfosisekelo utsi kuba ne-PSC yinye yeRiphabhuliki yaseNingizimu Afrika, lecuketse emalunga lalishumi nakune, lasihlanu wona ke akhetfwa ngesincomo seLibandla laVelonkhe, bese kutsi lilunga linye lesifundza ngasinye likhetfwa ngemuva kwekutonyulwa nguNdvunankhulu. BoKhomishani labasihlanu basebentela ehhovisi lelikhulu le-PSC ePitoli. Khomishana ucashwa sikhatsi seminyaka lesihlanu, lesivuselelwa kuphela ithemu yinye leyengetiwe. I-PSC iholwa nguSihlalo loSiphatsimandla Lesengamele. Sihlalo ukhetfwa nguMengameli.

I-PSC itiphendvulela kuLibandla laVelonkhe kantsi kumele ibike kuyo njalo ngemnyaka. Kumele iphindze ibike kuSishayamtsetfo sesifundza ngemisebenti yayo kusifundza ngasinye. I-PSC yesekelwa liHhovisi leKhomishini yemiSebenti yaHulumende (i-OPSC), ngeliHhovisi leliKhulu lelisePitoli kanye nangemaHhovisi etiGodzi kusifundza ngasinye. I-OPSC iholwa nguMcondzisi-Jikelele, lophindze asebente njengeSiphatsimandla Lesilawulako.

### **2.2. Emalunga eKhomishini**

Mengameli ukhetsa Khomishani munye njengaSihlalo kanye nalomunye njengeLisekela laSihlalo we-PSC. Laba labalandzelako ngemalunga e-PSC:

#### **Labakhetfwe Libandla Lavelonkhe**

- Mnu B Mthembu (Sihlalo)
- Nks S Nkosi
- Nks PC Nzimande
- Ummeli RK Sizani
- Nks L Sizani

#### **Bakhetfwe tiShayamtsetfo tetiFundza**

- Nks PM Tengenani (KaZulu Natali), futsi ukhetfwe njengeLisekela laSihlalo nguMengameli
- Mnu S Mafanya (eMpumalanga Kapa)
- Mnu P Helepi (eFuleyistata)
- Mnu M Seloane (eGauteng)

- Mnu MZ Mawasha (eLimpopo)
- Mnu DS Mkhwanazi (eMpumalanga)
- Sifundza saseNshonalanga Nyakatfo - bekungenamuntfu ngesikhatsi kufakwa lemanyuwali
- Nks M Marais-Martin (eNyakatfo Kapa)
- Nshonalanga Kapa - bekungenamuntfu ngesikhatsi sekufakwa kwemanyuwali

### **2.3. Umtimba Wekwengamela**

Umtimba wekwengamela we-PSC uhlelelwe ngetinjongo tayo tekusebenta kanye nakumikhakha yekusebenta yayo. Lemikhakha yehlukaniswe ngemaGatja lamanye, njengobe abonisiwe ngaphasi:

#### **Luhlelo 1: Umsebenti wekuphatsa**

Loluhlelo luniketa bonkhe baphatsi be-PSC kanye netinsita tekwesekela letibekwe ndzawonye.

Loluhlelo lucuketse tihlelo letincane letintsatfu letilandzelako:

- Ikhomishini Yemisebenti Yahulumende
- Baphatsi
- Tinsita Tenhlangano

#### **Luhlelo 2: Imisebenti Yebuholi Nekuphatsa**

Loluhlelo lwenyusa buholi bemiSebenti yaHulumende lobuhle, kuphatfwa kwemitfombolusito yeluntfu, budlelwano kutemisebenti kanye nemikhuba yetemisebenti.

Loluhlelo lucuketse tihlelo letincane letilandzelako:

- Kwentancono Budlelwano Betemisebenti
- Kubuyeketwa Kwebuholi Nemitfombolusito yeLuntfu

#### **Luhlelo 3: Kucaphela Nekulinganisa**

Loluhlelo lumisa lizinga lelisetulu lwekuphakelwa kwetinsita, kucaphela kanye nekuphatsa lokuhle kuMsebenti waHulumende.

Loluhlelo lucuketse tihlelo letincane letilandzelako:

- Kucaphela Kubusa
- Kuphakelwa Kwetinsita Nekuhlola Kutfotjelwa

#### **Luhlelo 4: Bucotfo Nekulwa Nenkohlakalo**

Loluhlelo luhlose kuphenya kuphatfwa kwahulumende, kwenyusa lizinga lelisetulu lekutiphatsa kubasebenti bahulumende kanye nekufaka ligalelo ekuvikeleni nasekudzeni inkohlakalo.

Loluhlelo lucuketse tihlelo letincane letimbili letilandzelako:

- Kuphenya Kuphatfwa Kwahulumende
- Tinkhambo Tebucwepheshe

### **3. IMINININGWANE                      YEKUTSINTSANA                      YESIPHATSIMANDLA SEMNINGWANE NEMASEKELA**

Umcondzisi Jikelele we-OPSC, Njing Richard M Levin uSiphatsimandla Semningwane ngekulandzela uMtsetfo wekweNyusa kuFinyeleleka kuMningwane. Imininingwane yekutsintsana yakhe ingalendlela: RichardL@opsc.gov.za, Tel (012) 352-1011. Tiphatsimandla Temningwane Temabamba te-OPSC nguleti:

- a. Lisekela Lemcondzisi Jikelele: Imisebenti Yebuholi Nekwengamela - bekusikhala ngesikhatsi sekufakwa kwalemanywali
- b. Dkt Dovhani Mamphiswana, Lisekela Lemcondzisi-Jikelele: Bucotfo Nekulwa Nenkohlakalo, incwadzigezi: DovhaniM@opsc.gov.za, Lucingo: (012) 352 1040
- c. Nks Bontle Lerumo, Lisekela Lemcondzisi Jikelele: Tinsita Tekusebenta (Corporate Services), incwadzigezi: bontlel@opsc.gov.za, Luc (012) 352 1194
- d. Nks Mmathari Mashao, Umcondzisi Lomkhulu: Kwentancono Budlelwano Betemisebenti, incwadzigezi: mmatharim@opsc.gov.za, Lucingo (012) 352 1012
- e. Mnu Humphrey Ramafoko, Umcondzisi: Kuchumana Netinsita Temningwane, incwadzigezi: humphreyr@opsc.gov.za, Lucingo (012) 352 1196.

**Likheli**

Likheli leliposi:

Sakaposi X121

Pitoli

0001

**Likheli lendzawo:**

Commission House

Ekhoneni Letitaladi i-Hamilton ne-Ziervogel

Pitoli

0001

Iwebhusayithi: ([www.psc.gov.za](http://www.psc.gov.za))

Lucingo: (012) 352 1000

Ifeksi: (012) 325 8344

**4. SELULEKO SEKHOMISHINI YEMALUNGelo ELUNTFU YASENINGIZIMU  
SEKUTSI LOMTSETFO UNGASETJENTISWA NJANI**

Seluleko sekusetjentiswa kweMtsetfo wekweNyusa kuFinyeleleka kuMniningwane, 2000, siyatfolakala kuKhomishini yemaLungelo eLuntfu yaseNingizimu Afrika. Imibuto ingacondziswa ku:

Ikhomishini yemaLungelo eLuntfu yaseNingizimu Afrika:

Ligumbi le-PAIA

Litiko Lekuphenya Nekugcina imiculu

Likheli leliposi:

Sakaposi 2700

Houghton

2041

Lucingo: (011) 484 8300

Ifeksi: (011) 484 1360

Iwebhusayithi: ([www.sahrc.org.za](http://www.sahrc.org.za))

Incwadzigezi: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)



## 5. KUFINYELELEKA KUMAREKHODI

### 5.1. Inchazelo yetihloko temarekhodi lasetandleni tePSC kanye netigaba temarekhodi lakhona ngesihloko ngasinye

Inchazelo yetihloko temarekhodi lasetandleni te-PSC kanye netigaba temarekhodi lakhona ngesihloko ngasinye angelendlela.

- Tihlelo Tekwenta ncono Kuphakelwa Kwetinsita
- Ishatha Yetinsita
- Emaphepha latfuliwe
- Emarekhodi emihlanganosikolo kanye netinkhomfa
- Tincwadzindzaba tangekhatsi
- Tincwadzindzaba tangehandle nabomagazini
- Imibiko Yemnyaka ye-PSC
- Emaphosta
- Imibiko leshicelelwe ye-PSC
- Tinchubomgomo temTfombolusito weLuntfu
- Emafayela ebasebenti
- Umniningwane lomacondzana nekuceceshwa kwesitafu
- Emabhajethi
- Tihlelo Telisu Lekusebenta Sikhatsi Lesisemkhatsini
- Tetfulu Teluhlakamsebenti Lwenchitfomali Yesikhatsi Lesisemkhatsini
- Titatimende tetimali
- Tinchubomgomo tekutsenga
- Irejista yetimphahla telitiko
- Imiculu yemathenda letfolwe kuphakilitsita, emva kwekutsi ithenda seyikhishiwe
- Tinkontileka nebaphakilitsita
- Emaminithi eNhlango yemaKhomishini emiSebenti yaboHulumende base-Afrika
- Emarekhodi Lamhlophe eliJaji
- Imiculu yelucwaningo nekuphenya imikhuba yekuphatsa hulumende
- Imibito Yemacala Enombolo Yelucingo Lwekulwa Nenkohlakalo Yavelonkhe
- Kudzalulwa Kwetimali kwemaMenenja lamaKhulu
- Emaminithi emihlangano yeForamu yekuLwa neNkhohlakalo yaVelonkhe

- Imibiko yetikhalo
- Tinkhombandlela kanye nemiculu yephrothokholi

## **5.2. Kudzalula ngekutifunela nemarekhodi latfolakala ngaphandle kwecucela**

Sigaba 15 seSatiso sekutiDzalulela ngektiFunela sePSC/OPSC sivuselelwa njalo ngemnyaka futsi siyatfolakala kuwebhusayithi yePSC, [www.psc.gov.za](http://www.psc.gov.za). Satiso seSigaba 15 sePSC/OPSC sivumela kufinyeleleka kuyo yonkhe imibiko leshicelelwe nalena lefulwe ePhalamende, kanye nalamanye emarekhodi latfolakala kuwebhusayithi yePSC, ngaphandle kwekwenta sicela ngekulandzela uMtsetfo lofanele.

Kumele kukhunjulwe kwekutsi imibiko yematiko netifundza letitsite leyihlanganiswe yi-PSC iyatfolakala kuleto tifundza nematiko kantsi ayitfolakali ku-PSC/OPSC. Ngetulu kwaloko, uMbiko weMnyaka we-PSC, tincwadzindzaba/bomagazini, emaphosta, kanye nemaphamfulethi, kutfolakala ngaphandle kwecucela, kuLuphiko: Tekuchumana Netinsita Temningwane ngekutsintsa Mnu Ben De Villiers, ku [bend@opsc.gov.za](mailto:bend@opsc.gov.za), nobe Lucingo (012) 352 1059. Luhlu lolujulile lwemiculu lefinyelelekako luyatfolakala kuSatiso seSigaba 15 lekushiwo kuso ngetulu.

## **5.3. Inchubo yecucela**

### **5.3.1 Kuniketwa nobe kwencatjelwa kwesicelo:**

Umuntfu locelako kumele avunyelwe kufinyeleleka kulirekhodi lemtimba wahulumende uma umceli atfobela loku lokulandzelako:

- Umuntfu locelako utfobela tonkhe tidzingo tenchubokwenta kuMtsetfo letihlobene nesicelo sekufinyeleleka kulelirekhodi; futsi
- Kufinyeleleka kulirekhodi akuncatjelwa nganobe ngusiphi sizatfu sekwencaba lesibalwe kuMtsetfo.

### **5.3.2 Ngabe umuntfu ucela njani kufinyeleleka kumarekhodi**

- Umceli kumele asebentiwe lifomu (Form A) lelashicelelwa kuGazethi yaHulumende, Satiso saHulumende R187 sangamhlaka 15 Febhuwari 2002.

- Umuntfu locelako kumele akhombise kwekutsi ufuna ikhophi yelirekhodi nobe ufuna kuya emahhosisini ePSC/OPSC kuyobona lelirekhodi. Lokunye futsi, uma lirekhodi kungesilo liphepha, lingabonwa ngendlela lekucelwe yona, lapho kukhonakala khona.
- Uma umuntfu acela kufinyeleleka ngendlela leyehlukile (sib. ikhophi yeliphepha, ikhophi ye-elektroniki, kanye nalokunye) lomuntfu locelako kumele akhone kufinyeleleka ngaleyo ndlela, ngaphandle uma ngabe kwenta njalo kutawutsikameta ngendlela lengatsandzeki kusebenta kwemtimba (PSC/OPSC) nobekulimate lirekhodi, nobe kube nekungcubutana nelilungelombhalo lelingekho etandleni tembuso. Uma ngetizatfu letivalako angeke kukhonakale kufola lirekhodi ngendlela lidzingakalako kodvwa lingatfolakala ngaleny indlela, inhlawulu kumele ibalwe ngekuya ngalendlela lekucelwe ngayo yekucala.
- Uma ngabe, umuntfu locelako ufuna kwatiswa ngaleny indlela ngetulu kwalena lebhaliwe, sib. ngelucingo, loko kumele kukhonjiswe.
- Uma umuntfu locelako acela umniningwane egameni lalomunye umuntfu, kumele kukhonjiswe sikhundla lacela ngaso.

### **5.3.3 Tinhlawulo letibhadalwako**

- Umuntfu locelako lodzinga kufinyeleleka kulirekhodi lelucuketse umniningwane lophatselene naye akadzingeki kwekutsi abhadale inhlawulo yekucela. Wonkhe umuntfu locelako kudzingakala kwekutsi abhadale inhlawulo yekucela ya R35 (lebhadalwa kumitimba yahulumende).
- Siphatsimandla Semniningwane kumele satwe umuntfu locelako (ngaphandle kwemuntfu locela umniningwane wakhe) ngesatiso, lesicela lomuntfu kutsi abhadale lenhlawulo lebekiwe (uma ikhona) kanye nediphozi (uma ikhona) ngaphambi kwekulungisa lesicelo.
- Umuntfu lofaka sicelo angafaka sikhalo sangekhatsi, lapho kufanele khona, nobe sicelo enkantolo lesiphikisana nalokubhadalwa kwenhlawulo yesicelo.

- Emva kwekutsi Siphatsimandla Semningwane sesitsatse sincumo ngesicelo, umuntfu lofaka sicelo kumele atiswe ngalesicelo ngendlela umuntfu locelako lafuna kwatiswa ngayo.
- Uma sicelo siniketwa kumele kubhadalwe lenye imali yekukhucita lesicelo neyekusishesha kanye nekusilungiselela kulesikhatsi lesidzingekele lesibekiwe sekusesha nekulungiselela lelirekhodi lekudzalulwa.
- Kufinyeleleka kulirekhodi kutawugodlwa kuze kukhokhelwe yonkhe tinhlawulo letidzingekele.

Ishejuli yetinhlawulo inhlanganiswe njengeSengeto B.

### **5.3.4 Bantfu labacelako labanetinkinga**

- Uma umuntfu locelako ehluleka kufundza nobe kubhala, nobe anekukhubateka, sicelo selirekhodi singentiwa ngekukhuluma. Siphatsimandla semningwane nobe Lisekela Lesiphatsimandla Semningwane kumele ligcwalise lifomu egameni lemuntfu locelako bese umniketa ikhophi.
- Umuntfu longakhoni kufundza nobe kubhala angacela kufinyeleleka kumningwane ngekusebentisa tinombolo telucingo kumanyuwali.
- Uma umuntfu locelako angasebenti kantsi ucela kufinyeleleka kumningwane lodzinga kubhadalelwa, letinhlawulo titawumiswa.

## **6. TINSITA LETIKHONA ESIVENI NEKUTSI TINGAFINYELELEKA NJANI**

### **6.1 Tinsita**

I-PSC/OPSC ayiniketi tinsita ngco emphakatsini. Njengobe kunjalo, emakhasimende etfu Libandla Lavelonkhe, Tishayamtsetfo Tetifundza kanye nalamanye ematiko ahulumende kanye netikhungo/tinhlango tahulumende. Nanobe kunjalo, lomunye umningwane ngeMsebenti waHulumende, sibonelo, Lucingo Lwekulwa Nenkohlakalo Lwavelonkhe (0800 701 701) kuMsebenti waHulumende, ungatfolakala kuLuphiko: Tinsita Tekuchumana Nemningwane ngekutsintsa Mnu Ben De Villiers, ku bend@opsc.gov.za, nobe kuLucingo. (012) 352 1059. Umphakatsi uyakhona kungena kuLolucingo loluphetfwe yi-PSC.

## **6.2 Ungatitfolo njani tinsita**

Emakhasimende ePSC/OPSC angakhona kufola tinsita ngekwenta sicelo ku:

### **Umcondzisi Jikelele: Lihhovisi Lekhomishini Yemisebenti Yahulumende**

#### **Likheli leliposi:**

Sakaposi X121

PITOLI

0001

#### **Street address:**

Commission House

Ekhoneni Letitaladi i-Hamilton ne-Ziervogel

PITOLI

#### **Umu(ba)ntfu lo(laba)tsintfwako:**

Njing Richard M Levin, Lucingo: (012) 352 1011

Ifeksi: (012) 325-8323

Likheli lencwadzigezi: RichardL@opsc.gov.za

Iwebhusayithi: (www.psc.gov.za)

## **7. EMALUNGISELELO LAVUMELA KUBANDZAKANYWA KWEMPHAKATSI EKWAKHIWENI KWENCHUBOMBOMO KANYE NEKWENTIWA KWEMISEBENTI**

### **7.1 Inchubomgomo leyatisako nemtsetfo**

Ligunya lePSC kucaphela kanye nekulinganisa tindhlelo teMsebeni waHulumende ngenhloso yekuniketa seluleko kanye, lapho kudzingeke khona, nekuphenya tindlela tekwenta ncono kuphakelwa kwetinsita kumsebeni wahulumende. Nanobe iPSC ayibandzakanyeki ngco ekwaxhiweni kwenchubomgomo, iniketa imiphakatsi litfuba lekuba nelivi ngaletindhlelo tayo nekubonisana nemphakatsi kanye nekuhlola kusebenta kutsi bafuna kwekutsi tinchubomgomo tihleleke njani. Tibonelo taletindhlelo letinjalo tifaka ekhatsi: Luklayo lwekwenetiseka kwetakhamuti loluhlola imphumelelo yekuphakelwa kwetinsita kumcondvo wetakhamuti njengebasebentisi balolo lusito. Luphenyo

lolwentiwe yi-PSC luphindze lusetjentiswe kwatisa tinchubo tekwentiwa kwetinchubomgomo nemtsetfo.

I-PSC iphindze idvwebe imitsetfo nobe tinkhombandlela leticondziswe ekwenteni ncono kubusa kanye/nobe kuphakelwa kwetinsita ngekhatsi kweMsebenti waHulumende. Ngaletinye tikhatsi kubuyeketwa imitsetfo netinkhombandlela/tinchubomgomo kutsi tifanane netingucuko tekusebenta/tesakhiwo ngekhatsi kweMsebenti waHulumende.

## **8. EMAKHAMBI LAKHONA MACONDZANA NEKUTSATSA TINYATSELO NOBE KWEHLULEKA KUTSATSA SINYANTSELO**

Takhamuti tingasebentisa letinchubo letilandzelako kubika nobe kulungisa tento letingaketayeleki naletingekho emtsetfweni nobe emaphutsa ePSC/OPSC nobe anobe ngusiphi sisebenti sayo.

### **8.1 Tinchubo tekubika**

8.1.1 Emakhambi macondzana tekutsatsa tinyatselo nobe kwehluleka kutsatsa sinyatselo macondzana neMtsetfo wekweNyusa kuFinyeleleka kuMniningwane: Ngetinhloso taloMtsetfo umtimba wetikhalo wangekhatsi wetikhalo nguSihlalo wePSC (tigaba 74 - 77 teMtsetfo wekweNyusa kuFinyeleleka kuMniningwane). Ngemuva kwekusebentisa likhambi lesikhalo sangekhatsi, sicelo singafakwa nenkantolo (tigaba 78 - 82 teMtsetfo wekweNyusa kuFinyeleleka kuMniningwane).

8.1.2 Sisebenti saHulumende singafaka sikhalo sekuphenywa yiPSC mayelana nesento nobe liphutsa lesiphatsimandla (Sigaba 35 seMtsetfo wemiSebenti yaHulumende, 1994). Imitsetfo yekutsi sikhalo / tikhalo tingafakwa njani yashicelelwa kuGazethi yaHulumende 23635 yamhlaka Julayi 2002 futsi iyatfolakala kuwebhusayithi yePSC, [www.psc.gov.za](http://www.psc.gov.za).

8.1.3 Umuntfu angasebentisa emakhambi etemisebenti macondzana netento nobe emaphutsa lahlobene netemisebenti, lekumibango yemalungelo (Umtsetfo Wemisebenti Wahulumende, 1994 kanye neMtsetfo Webudlelwano Kutemisebenti, 1995).

8.1.4 Umuntfu ungafaka sikhalo nemhloli wetemisebenti mayelana nanobe ngukuphi kuphulwa lokusolelwako kweMtsetfo wetiMo letiSisekelo

tekuCasha, 1997 (uMtsetfo nombolo 75 - Sigaba 78(1)(a)), nobe uMtsetfo wekuCasha ngekuLingana, 1998 (uMtsetfo nombolo 55 wanga 1998 - Sigaba 34(e)).

8.1.5 Umuntfu angafaka sikhalo neMvikeli weSive mayelana nesento lesisolelwako lesingekho emtsetfweni nobe ngesikhulu lesingatiphatsi kanye nobe ngeliphutsa (njengobe kuphawuliwe kuMtsetfosisekelo kanye nakuMtsetfo weMvikeli weMphakatsi, 1994 (uMtsetfo nombolo 23 wanga 1994)).

8.1.6 Umuntfu angafaka sikhalo neKhomishini yemaLungelo eLuntfu yaseNingizimu Afrika mayelana nesento lesingekho emtsetfweni nobe ngesikhulu lesingatiphatsi kahle nobe liphutsa lelisolelwa kwekutsi lihlukumeta nobe lesabisa nobe nguliphi lilungelo lelisisekelo (ngekulandzela uMtsetfo weKhomishini yemaLungelo eLuntfu, 1994 (uMtsetfo nombolo 54 wanga 1994)).

8.1.7 Kute uvikelwe ekwesatjisweni ngenca yekudzalula kutiphatsa lokungekho emtsetfweni nobe lokungelandzeli umtsetfo kwemcashi nobe kwemlingani emsebentini, lowo muntfu angalandzela tinchubo tekudzalula kuMtsetfo wekuDzalula lokuVikelwe, 2000 (uMtsetfo nombolo 26 wanga 2000).

8.1.8 Kusetjentisa kwalamanye emakhambi etemtsetfo njengekufakwa kwetinchubo tekubuyeketwa ngemajaji esento sekuphatsa ngekulandzela uMtsetfo wekweNyusa kuPhatfwa kweBulungisa, 2000 (uMtsetfo nombolo 3 wanga 2000).

## **8.2 Lamanye emakhambi lasekelako**

8.2.1 Umuntfu angacela tizatfu tesento sekuphatsa ngekulandzela uMtsetfo wekweNyusa kuPhatfwa kweBulungisa, 2000 (Sigaba 5).

8.2.2 Umuntfu angacela kufinyeleleka kumarekhodi elitiko lahulumende nobe lalomunye umtimba wahulumende ngekulandzela uMtsetfo wekweNyusa kuFinyeleleka kuMniningwane, 2000 (Sigaba 11).

## **8.3 Umsebenti wekubika**

8.3.1 Sisebenti saHulumende, ngesikhatsi senta umsebenti waso, siphocelakile ngekeLucwebu lwekuthiPhatsa lwebasebenti baHulumende kwekuthi sibike kutikhulu letifanele, ngekufumbatsisa, inkhohlakalo, kucasha tihlobo nebangani, kuphatfwa kabi kwetimali kanye nanobe ngusiphi sento lesingekho emtsetfweni nobe lesifaka hulumende engcupheni. Sisebenti lesehluleka kulandzela leLucwebu, liba nelicala lekuthiPhatsa kabi njengobe kubekiwe kuMtsetfosimiso B.3 kanye na C. 4.10 weSahluko 2 semiTsetfotimiso temisebenti yaHulumende, 2001.

8.3.2 Lesibopho sawo wonkhe umcashi kanye nebasebenti sekudzalula bugebengu kanye nanobe ngukuphi kutiphatsa lokungakemukeleki emsebenti siphindze sesekele loMtsetfo wekuDzalula lokuVikelwe, 2000 (Sandvulela).

## **9. KUVUSELELWA KWEMANYUWALI**

- I-PSC/OPSC, uma ngabe kunesidzingo, itawuvuselelwa futsi ishicelele lemanyuwali lekushiwo kuyo kusigatjana (1) seSigaba 14, ngekuthi letingendluli kumnyaka.

## **10. KUTFOLAKALA KWEMANYUWALI**

Lemanyuwali itfolakala ngalokungenani ngetilwimi letintsatfu ngalendlela lelandzelako:

- itawetfulwa kuKhomishini yemaLungelo eLuntfu yaseNingizimu Afrika
- itfolakale kuwo wonkhe emahhovisi ePSC/OPSC
- Itfunyelwa kuwebhusayithi ye-PSC ku [www.psc.gov.za](http://www.psc.gov.za)
- Ishicelelwa kuGazethi yaHulumende.

## **TENGETELELO:**

**Sengeto A:**



**SICELO SEKUFINYELELEKA KULIREKHODI LEMTIMBA WANGASESE**  
(sigaba 53(1) seMtsetfo wekweNyusa kuFinyeleleka kuMniningwane, 2000  
(Umtsetfo nombolo 2 wanga-2000))

**[Umtsetfosimiso 10]**

**A. Imidanti yemtimba wangasese**

Inhloko/Umuntfu lohlosiwe:

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**B. Imininingwane yemuntfu locela kufinyeleleka kulirekhodi**

- |     |  |
|-----|--|
| (a) | <i>Imininingwane yemuntfu locela kufinyeleleka kulirekhodi kumele iniketwe ngaphasi.</i>                           |
| (b) | <i>Kumele kuniketwe likheli kanye/nobe inombolo yefeksi kuRiphabhuliki lekumele kutfunyelwe kuyo umniningwane.</i> |
| (c) | <i>Kumele kufakwe bufakazi besikhundla lokwentiwa ngaso sicelo, uma bukhona.</i>                                   |

Emgama laphellele nesibongo:

---

Inombolo yamatisi:

---

Likheli leliposi:

---

Inombolo yefeksi:

---

Inombolo yelucingo:

---

Likheli lencwadzigezi:

---

Sikhundla lekucelwa ngaso, uma kucelelwa lomunye umuntfu:

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**C. Imidanti yemuntfu lekucelelwa yena**

*Lesigaba kumele sigcwaliswe KUMELE uma kucelelwa lomunye umuntfu umniningwane.*

Emgama laphellele nesibongo:

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Inombolo yamatisi:

---

**D. Imidanti yelirekhodi**

- (a) *Niketa umniningwane lophelele welirekhodi lelifelwako, kufaka ekhatsi inombolo yerefurensi uma uyati, kute lirekhodi litfolakale malula.*
- (b) *Uma sikhala lesiniketive, chubeka kulelinye likhasi bese ulihlanganisa lapha kulelifomu. Umuntfu locelelako kumele asayinde onkhe lawa lamanye emakhasi.*

1. **Inchazelo yelirekhodi nobe incenye yalo lesemcoka:**

---

2. **Inombolo yerefurensi, uma ikhona:**

---

3. **Leminye imininingwane yelirekhodi:**

---

**E. Fees**

- (a) *Sicelo sekufinyeleleka kulirekhodi, ngaphandle kwelirekhodi lelicuketse umniningwane wakho, litawulungiselelwa kuphela uma sekubhadalwe inhlawulo yesicelo.*
- (b) *Utawatiswa ngelinani lelidinga kubhadalwa njengenhlawulo yekucela.*
- (c) *Inhlawulo yekufinyeleleka kulirekhodi lebhadalwako ingeluhlobo lwendlela lekucelwa ngayo kanye nesikhatsi lesidzingekele kusesha kanye nekulungiselela lirekhodi.*
- (d) *Uma ufaneleka kutsi ungabhadaliswa nobe nguyiphi inhlawulo, shano sizatfu sekufaneleka.*

Sizatfu sekungabhadaliswa tinhlawulo:

---

**F. Indlela yekufinyeleleka kulirekhodi**

*Uma uvimbeleka ngenca yekwehluleka kufundza, kubuka nobe kulalela lirekhoda ngendlela yekufinyeleleka leniketiwe kusuka ku-1 uya ku-4 lapha ngaphasi, shano kukhubateka kwakho futsi ukhombise indlela lekudzingakala ngayo lirekhodi.*

Kukhubateka:	Indlela lekutfolakala ngayo lirekhodi:
<i>Maka libhokisi lelifanele nga-X.</i>	
<b>EMANOTSI:</b>	
(a) <i>Kutfotjelwa kwesicelo ngendlela locele ngayo kutawuya ngendlela lekutfolakala ngayo lelirekhodi.</i>	
(b) <i>Kufinyeleleka ngendlela lekucelwe ngayo kungancatjelwa kuletinye tehlakalalo. Kulesehlakalo utawatiswa uma kufinyeleleka kuniketiwa ngalenywe indlela.</i>	
(c) <i>Inhlawulo lebhadalwako yekufinyeleleka kulirekhodi, uma ikhona, itawuncunyuwa ngulendlela lekucelwa ngayo lokufinyeleleka.</i>	

<b>1. Uma lirekhodi lingendlela lebhaliwe nobe lephurintiwe:</b>			
	ikhophi yelirekhodi*		kuhlolwa kwelirekhodi
<b>2. Uma lirekhodi licuketse tiffombe letibukwako</b> (Loku kufaka ekhatsi emafothografu, emasilayidi, emavidiyo, imifanekiso leyentiwe ngangcondvomshini, tikeshi, njll.):			
	Buka imifanekiso		kopa imifanekiso* kutsatsela imifanekiso*
<b>3. Uma lirekhodi licuketse emagama larekhodiwe nobe umningwane longakhicitwa kabusha ngemsindvo:</b>			
	Lalela i-soundtrack (likhasethe lelilalelwako)		Kutsatselwa kwe-soundtrack* (umculu lobhaliwe nobe lophurintiwe)
<b>4. Uma lirekhodi likungcondvomshini nobe linge-elektroniki nobe ngendlela lefundvwa ngumshini:</b>			
	ikhophi lephurintiwe yelirekhodi*		ikhophi lephurintiwe yemningwane lokhishwe erekhodini* ikhophi lefundzeka ngangcondvomshini* (sitifu nobe i-compact disc)
*Uma ucele ikhophi nobe sitsasiselo selirekhodo (ngetulu), ngabe ufuna kwekutsi ikhophi nobe sitsasiselo (transcription) sitfunyelwe kuwe? <b>Imali yeliposi iyabhadalwa.</b>			YEB O CHA

**G. Iminingwane yelilungelo lelisetjentiswako nobe lelivikelwako**

*Uma sikhala lesiniketiwe, chubeka kulelinye likhasi bese ulihlanganisa lapha kulelifomu. Umuntfu locelako kumele asayinde onkhe lawa lamanye emakhasi.*

1. Khombisa kutsi nguliphi lilungelo lekumele lisetjentiswe nobe livikelwe:

2. Chaza kutsi kungani lirekhodi lelifelwako lidzingelwa kusebentisa nobe kuvikela lelilungelo leliphawulwe ngetulu:

**H. Satiso sesincumo macondzana nekucela kufinyeleleka**

*Utawatiswa ngekubhala kutsi ngabe sicelo sakho sivunyiwe/sincatjiwe. Uma ufuna kwatiswa ngaleny indlela, uyacelwa kwekutsi usho lendlela futsi unikete neminingwane ledzingekile kusita kulandzela sicelo sakho.*

Ngabe ufuna kwatiswa njani ngesincumo macondzana ngesicelo sakho sekufinyeleleka kulirekhodi?

Kusayindwe \_\_\_\_\_ ngamhlaka \_\_\_\_\_ enyangeni ya \_\_\_\_\_ 20\_\_\_\_\_

ISAYINI YEMCELI / YEMUNTFU  
YEMUNTFU LEKUCELELWA YENA

**Sengeto B:**

**ISHEJULI YETINHLAWULO**

Inhlawulo yekhophi yemanyuwali njengobe ibaliwe kuMtsetfosimiso 5(c) ngayo yonkhe iphothokhophi yelikhasi le-A4 nobe incenye yakhona.	R0-60
Tinhlawulo tekukhucita kabusha lekushiwo kuto kuMtsetfosimiso 7(1) tingalendlela:	
(a) Onkhe emafothokhophi elikhasi le-A4 nobe incenye yakhona	R0-60
(b) Kuyo yonkhe ikhophi lephurintiwe yelikhasi le-A4 nobe incenye yakhona lakungcondvomshini nobe lenge-elektronikisi nobe lengendlela lefundzeka ngemshini.	R0-40
(c) Ikhophi lefundzeka ngangcondvomshini ku	
(i) sitifi diski	R5-00
(ii) ikhompakthi diski	R40-00
(d) Kutsatsiselwa kwemifanekiso lebonwako	R22-00
(i) Likhasi le-A4 nobe incenye yakhona	
(ii) Ikhophi yemifanekiso lebonwako	R60-00
(e) Kutsatsisela lirekhodi lelilalelwako	R12-00
(i) Likhasi le-A4 nobe incenye yakhona	
(ii) Ikhophi yelirekhodi lelilalelwako	R17-00
Inhlawulo yekucela lebhadalwa ngumceli, ngaphandle kwemuntfu loticelelako, lekushiwo kuyo kuMtsetfosimiso 7(2)	R35-00
Tinhlawulo tekufinyeleleka letibhadalwa ngumceli lekushiwo kuto kumtsetfosimiso 7(3) tingalendlela	
(a) Onkhe emafothokhophi elikhasi le-A4 nobe incenye yakhona	R0-60
(b) Kuyo yonkhe ikhophi lephurintiwe yelikhasi le-A4 nobe incenye yakhona lakungcondvomshini nobe lenge-elektronikisi nobe lengendlela lefundzeka ngemshini	R0-40
(c) Ikhophi lefundzeka ngangcondvomshini ku	
(i) sitifi diski	R5-00
(ii) ikhompakthi diski	R40-00
(d) Kutsatsiselwa kwemifanekiso lebonwako	
(i) Likhasi le-A4 nobe incenye yakhona	R22-00
(ii) Ikhophi yemifanekiso lebonwako	R60-00
(e) Kutsatsisela lirekhodi lelilalelwako	R12-00
(i) Likhasi le-A4 nobe incenye yakhona	
(ii) Ikhophi yelirekhodi lelilalelwako	R17-00
(f) Kusesha nekulungiselela lirekhodi lekudzalulwa, ngeli-awa ngalinye nobe incenye yeli-awa, kungafaki li-awa lekucala, lelidzingelele kusesha kanye nekulungiselela	R15-00 ngeli-awa ngalinye
2. Ngetinhloso teSigaba 22(2) te-PAIA, kusebenta loku lokulandzelako:	
a. Kungandlulwa ema-awa lasitfupha ngaphambi kwekutsi kubhadalwe idiphozi	
b. Kubhadalwe inhlawulo yakunye kulokutsatfu njengediphozi	