

# SIGABA 3

## Ungasifaka njani sicelo sekutfoa lwatiso

Lesigaba sifaka ekhatsi loku lokulandzelako:

3.1 Tinhlobo teticelo

3.2 Tindleko tekufaka sicelo

3.3 Umsebenti weSisebenti lesiniketa lwatiso

3.4 Lusito lwetemtsetfo

### 3 Ngisifaka njani sicelo sekutfole lwatiso lwe - PAIA?

Sicelo sekutfole lwatiso singentiwa kuyo yomibili imitimba lotimele newahulumende. Umuntfu lofakasicelo ubitwa ngekutsi “ngulofaka sicelo”, kantsi unelilungelo lekufinyelela kulamanye emarekhodi latsite lagcinwe ngumtimba lotimele newahulumende. I-PAIA ichaza tindlela letihlukene tekutfole lwatiso kungaba kumtimba lotimele noma wahulumende, bese uniketa ekugcineni kwaloMtsetfo Kunemafomu lekufanele asetjentiswe ngulofaka sicelo selwatiso. Lamaformu angatfolakala ku-PAIA.

LUHLOBO LWEMTIMBA	LIFOMU LE -PAIA	SIGABA SE -PAIA
Umtimba wahulumende	Lifomu A	Sigaba 18
Umtimba lotimele	Lifomu C	Sigaba 53

Emafomu kufanele kutsi atfolakale kumawebhusayithi yemitimba letimele neyahulumende. Angabuye atfolakale kulelo nalelo hhovisi lesifundza seLikhomishana Lemelele Emalungelo Eluntfu, kanye nakuwebhusayithi yayo letsi-[www.sahrc.org.za](http://www.sahrc.org.za).

#### 3.1 Ngubani longafaka sicelo sekutfole lwatiso lwe-PAIA?

Noma ngabe ngubani uvumelekile kufaka sicelo sekutfole lwatiso ngaphasi kwe-PAIA. Lofaka sicelo angaba:

##### Umuntfu

- » ngumuntfu lenoma angasuye wase Ningizimu Afrika noma lohlala eNingizimu Afrika

NOMA

##### Inhlangano lesemtsetfweni

- » njengebhizinisi noma inhlangano

NOMA

Umuntfu losesikhundleni salomunye umuntfu noma inhlangano lesemtsetfweni.

Lofake sicelo unelilungelo lekufinyelela kumarekhodi lacuketse lwatiso ngalona lofake sicelo ngekwakhe, noma ngalomuntfu lokufakwa ngaye sicelo.

Umtimba wahulumende utsatfwa njengenhlangano kantsi ungafaka sicelo sekufinyelela kumarekhodi lagcinwe ngumtimba lotimele, kuphela nje uma ngabe lomtimba wahulumende (1) ufake lesicelo ngekumelela tinshisekelo tebant, futsi (2) nangabe lamarekhodi adzingeka kutsi acinisekise noma avikele noma ngumaphi emalungelo kungasiwo lawo emtimba wahulumende.

Kubalulekile kwati kwekutsi i-PAIA ayisho ngalokucondzile kwekutsi ematiko ahulumende (kufaka ekhatsi avelonkhe, tifundza nemagatja amasipala), noma ngabe ngumuphi umuntfu noma tikhungo letinemandla noma letenta umsebenzi ngekuhambisana neMtsetfosisekelo (njengeLibhodi Lelikhapha Timvume Tekutsengisa Tjwala eNshonalanga Kapa), kutsi tingafaka ticelo telwatiso lwe-PAIA kuleminye imikhakha yahulumende.

### 3.1.1 Ngiligcwalisa njani lifomu lekufaka sicelo sekutfo la watiso ngekwe-PAIA?

Sicelo sekufinyelela kulwatiso lolugcinwe ngumtimba lotimele noma wahulumende sentiwa ngekugcwalisa lifomu lekufaka sicelo selwatiso lwe-PAIA bese ulimikisa kumtimba lofanele. Lesicelo selwatiso lwe-PAIA kufanele sitfunyelwe kuSisebenti lesiniketa lwatiso, Lisekela leSisebenti lesiniketa lwatiso noma kumphatsi wemtimba lotimele noma wahulumende, kantsi kufanele usebentise imininingwane yekutsintsana lesebentako.

Kwengeta ngalokuphatselene nekuniketa imininingwane ngemtimba lofanele, lifomu lekufaka sicelo selwatiso lwe-PAIA lelismtsetfweni lifaka ekhatsi loku lokulandzelako:

LWATISO LOLUDZINGEKAKO	INCHAZELO
Imininingwane yalofake sicelo	Lwatiso lolwanele ngalona lofaka sicelo kute kutsi bakhone kwati kalula ngaye, kufaka ekhatsi imininingwane yekuchumana nalona lofaka sicelo: likheli, i-imeyili, ifeksi kanye/noma inombolo yelucingo yaseNingizimu Afrika.
Imininingwane yalirekhodi lelifelwako	Lwatiso lolwanele lwelirekhodi lelifelwako kute kutsi kube lula kulitfo. Lamanye emaphepha langetiwe angasetjentiswa kuniketa leminyane imininingwane ngelirekhodi lelifelwako, ingce nje uma ngabe likhatsi ngalinye tisayiniwe lanamatsisela kulelifomu lekufaka sicelo.
Indlela yekufinyelela kulirekhodi	Inchazelo yendlela noma yeluhlobo lirekhodi lekufanele liniketwe ngayo noma indlela yekufinyelele kulo.
Indlela lekufanele kwatiswe ngayo lona lofaka sicelo	Indlela lekufanele kwatiswe ngayo lona lofaka sicelo kwekutsi uyalutfo noma akalutfo.
Lulwimi Longalukhatsa	Uma ngabe sicelo sifakwa kumtimba wahulumende, lulwimi lohlose kutfo ngalo imphendvulo kufanele kutsi ulubhale phasi.
Sikhundla semuntfu losemtsetfweni lofaka sicelo	Uma ngabe sicelo sifakelwa lomunye umuntfu, bufakazi bekutsi lomuntfu lofaka lesicelo uphetse siphisikhundla ate afake lesicelo kufanele buvetwe, (kwatiwe nekutsi ngumuntfu loniketwe ligunya).
Emalungelo latsintsekako	Uma ngabe sicelo sifakwa kumtimbai lotimele, lolofaka sicelo kufanele asho lelilungelo lelitsintsekako abuye achaze kwekutsi kungani lelirekhodi lidzingeke kute kutsi kusetjentiswe noma kuvikelwe lelo lilungelo.

Labafaka ticelo kodwa bangakwati kufundza nekubhala bangatifa ngemlomo ticelo tabo kulihhovisi leSisebenti Lesiniketa Ngelwatiso noma kuLisekela leSisebenti lesiniketa lwatiso kumtimba wahulumende, yena-ke kutawufanele kutsi agcwalisele lofaka sicelo Lifomu A.

### 3.1.2 Ngabe ikhona yini indlela lekufanele ilandzelwe uma ufaka sicelo sekutfole lwatiso lwe-PAIA?

Lofaka sicelo kufanele kutsi avunyelwe kufinyelela kulamarekhodi laceliwe, uma ngabe akhonile kuhambisana naletindlela letilandzelako tekufaka sicelo:

Lesicelo selwatiso lwe-PAIA kufanele sifakwe ngelifomu lelifanele (Lifomu A kumtimba yahulumende, neliFomu C kumtimba letimele), bese libhalwa licondziswe kuSisebenti lesiniketa lwatiso noma Lisekela leSisebenti lesiniketa lwatiso kumtimba wahulumende noma lotimele, noma umphatsi wemtimba wahulumende noma lotimele.

Lifomu lekufaka sicelo selwatiso lwe-PAIA kufanele lingahanjiwas matfupha, liposwe, lifekswe noma litfunyelwe nge-imeyili kumtimba wahulumende noma kumtimba lotimele lapho lesicelo sitawube sifakwe khona.

Lamarekhodi lacelwako awakunaki kungavunyelwa lokubhalwe ngaphasi kwe-PAIA.

## 3.2 Malini kufaka sicelo sekutfole lwatiso lwe - PAIA?

Labafaka ticelo kudzingeke kutsi bakhokhe imali letsite uma ngabe bafaka sicelo sekufinyelela kumarekhodi kuyo yomibili imitimba, lotimele newahulumende.

Imali yekucela emarekhodi kumtimba wahulumende ngema-R35, kantsi imali yekucela emarekhodi kumtimba lotimele ngema-R50.

Kubalulekile kwati kwekutsi labafaka ticelo tekucela kutfole lwatiso lolumayelana nabo akunasidzingo sekutsi bakhokhe imali; kepha, balindeleke kutsi bakhokhe imali yekufinyelela kulwatiso.

Labafaka sicelo babe bahola imali lengaphasi kwa R14,712 ngemnyaka (uma bangakashadi) na R27,192 ngemnyaka (uma bashadile noma bahlala nebalingani babo), AKUFANELE bakhokhe imali yekufaka sicelo.

### 3.2.1 Malini kufaka sicelo sekutfola emarekhodi langaphasi kwelwatiso lwe-PAIA?

Labafaka ticelo kumele bakhokhe imali yokufinyelela kumarekhodi emtimba lotimele noma wahulumende. Lemali ifaka ekhatsi tindleko tekubuka emarekhodi nekuwafothokhophha.

Lemali naseyihlahlelwe yokufinyelela kumarekhodi emtimba wahulumende ingaloluhlobo:

UMSEBENTI	IMALI LEKHOKHWAKO
Kufothokhophha likhasi linye le-A4	60 emasenti
Kuprinta likhasi linye le-A4	40 emasenti
Kukhophela ku-CD	R40
Kurekhoda titfombe likhasi ngalinye le-A4	R22
Ikhophi yesitfombe	R60
Kurekhoda lokulalelwako likhasi linye le-A4	R12
Ikhophi yalokurekhodiwe	R17
Kufuna ne kulungiselela lirekhodi kute likhishwe	R15 lihora noma incenye yaloko, kungafaki ekhatsi lihora lekucala, lelisetjentiselwa kufuna nekulungiselela

Lemali naseyihlahlelwe yokufinyelela kumarekhodi emtimba lotimele ingaloluhlobo:

LOKWENTAKO	IMALI LEKHOKHWAKO
Kufothokhophha likhasi linye le-A4	R1.10
Kuprinta likhasi linye le-A4	75 emasenti
Kukhophela ku-CD	R70
Kurekhoda titfombe likhasi ngalinye le-A4	R40
Ikhophi yesitfombe	R60
Kurekhoda lokulalelwako likhasi linye le-A4	R20
Ikhophi yalokurekhodiwe	R30
Kufuna ne kulungiselela lirekhodi kute likhishwe	R30 lihora noma incenye yaloko, kungafaki ekhatsi lihora lekucala, lelisetjentiselwa kufuna nekulungiselela

Yati kwekutsi uma kwentekile kuyo yomibili imitimba, wahulumende nalotimele, lofaka sicelo sekufinyelela kumarekhodi nguye lokhokha tindleko teliposi..

## Lokungangeni

Uma ngabe Sisebenti lesiniketa lwatiso, Lisekela Sisebenti lesiniketa lwatiso, noma umphatsi wemtimba wahulumende/lotimele acabanga kwekutsi lokulandza noma lokukhucita kabusha emaphepha kutawutsatsa sikhatsi lesidlula emahora lasitfupha, kufanele atise lona lofake sicelo, (ngesatiso lesisemtsetfweni), ikota yalemali kufanele kutsi ikhokhwe ngaphambili njengesibambiso.

Uma ngabe lamarekhodi awakaniketwa ngalelifomu leliceliwe, lemali lekufanele ikhokhwe ngulona lofake sicelo akukafaneli indlule imali lebekatayikhokha uma ngabe bekafake sicelo savunyelwa ngalelifomu leliceliwe. Noma kunjalo, lomtsetfo awusebenti uma ngabe kudzingeka lelinye lifomu ngoba lwatiso kufanele letfulwe ngalamarekhodi.

Uma ngabe lolofake sicelo akakwati kufundza, kubona noma eve lokurekhodiwe ngalelifomu letigcinwe ngumtimba wahulumende ngenca yekuphila nekukhubateka, umtimba wahulumende ulindzeleke kutsi unikete lelirekhodi ngalelifomu lapho lona lofake sicelo angakwati kulfola. Lemali lekhokhwako kute utfole lusito njengalofake sicelo akukafaneli indlule lemali lebekufanele ibitiwe ngoba aphila nekukhubateka.

## 3.2 Ngabe Tisebenti Letisebenta Ngelwatiso Tingangisita yini Kufaka Sicelo selwatiso lwe-PAIA?

Uma ngabe sicelo selwatiso lwe-PAIA sifakwa kumtimba wahulumende, leSisebenti lesiniketa lwatiso noma Lisekela lesisebenti lesiniketa lwatiso kufanele sikusite lapho kufanele khona kugcwalisa lelifomu le-PAIA.

Lusito kufanele luniketwe Sisebenti lesiniketa lwatiso mahhala hha.

IMISEBENTI YESISEBENTI LESINIKETA LWATISO	INCHAZELO
Kusita lofake sicelo kugcwalisa lifomu le-PAIA	Uma ngabe sicelo selwatiso lwe-PAIA singalandzeli konkhe lolokudzingekako lokubalwe ku-PAIA nakulelifomu, leSisebenti lesiniketa lwatiso noma Lisekela leSisebenti lesiniketa lwatiso akukafaneli BANGASAMUKELI sicelo. Kunaloko, leSisebenti lesiniketa lwatiso kufanele satise lona lofake sicelo, ngalokubhalwe phasi, kwekutsi akakhoni kufezekisa lesicelo sakhe ngoba asikapheleli, asho kwekutsi utawusita lolofake sicelo ente letingucuko letifanele kulelifomu. Uma ngabe lolofake sicelo angaphendvuli lencwadzi noma angalungisi lelifomu ngesikhatsi lesifanele, Sisebenti lesiniketa lwatiso singasicitsa lesicelo.
Kuniketa lofake sicelo lwatiso lolufanele lapho kudzingeke khona	Uma ngabe kungenteka loko, leSisebenti lesiniketa lwatiso kufanele sinikete lolofake sicelo nanoma nguluphi lwatiso lolufanele, noma ngabe lamarekhodi bekangasiyo incenye yalamarekhodi lebekacelwe ngaphambilini.
Kudlulisa sicelo	Uma ngabe sicelo selwatiso lwe-PAIA sifakwe kumtimba wahulumende lekungasiwo, leSisebenti lesiniketa lwatiso salomtimba kufanele sidlulisele lesicelo kumtimba wahulumende lekunguwona kungakadluli emalanga lali-14 ngemuva kwekusitfole kantsi kufanele atise lowo lofake sicelo ngekumbhalela ngalokudluliselwa kwalesicelo.

<p>Emalanga langema-30 kuphendvula ngesicelo</p>	<p>Sicelo se-PAIA kufanele siphendvulwe ngumtimba lotimele noma wahulumende kungakadluli emalanga langema-30 ngemuva kwekusitfolo. LeSisebenti lesiniketa lwatiso singacela kungetelwa emalanga langadluli kumalanga langema-30, kwentelwa tizatfu letitseite, lekufaka ekhatsi lesicelo lesifaka (1) Imiculu lemikhulu, (2) kutsintsana naleminyane imikhakha yahulumende noma letimele, (3) noma uma ngabe lolofake sicelo uniketwe sikhatsi lesengetiwe ngekubhalelwa. Kuvumeleke kwentelwa kwesikhatsi kanye kusicelo se-PAIA ngasinye.</p>
<p>Kuniketa noma kungavumi kuniketa lwatiso</p>	<p>Kungumsebenti weSisebenti lesiniketa lwatiso kuniketa nomakungavumi kuniketa emarekhodi. Lesincumo kufanele sitfunyelwe kulona lofake sicelo ngekubhala phasi.</p>
<p>Lifomu, tindleko naletinye tindlela tekutfolo lusito</p>	<p>Uma ngabe sicelo selwatiso lwe-PAIA sivunyelwe, leSisebenti lesiniketa lwatiso kufanele satise lofake sicelo ngendlela lwatiso lolutotawuniketwa ngayo kanye nelinani letindleko letawukhokhwa kutfolo lolwatiso, lekufanele ikhokhwe ngemuva kwekutsi kuniketwe imvume. Lesatiso kufanele satise lofake sicelo kwekutsi unelilungelo lekufaka sikhalo ngekhatshi nekubhalela inkantolo uma angavumelani nalemali lekhokhwako noma lendlela lekatawuvunyelwa ngayo kutfolalwatiso. Kwengeta, lesatiso kufanele sichaze nangesikhatsi lekufanele sikhalo noma kubhalela inkantolo kufanele kwenteke ngaso kanye nalendlela lekufanele ilandzelwe.</p>
<p>Kungavunywa kwesicelo</p>	<p>Uma ngabe sicelo selwatiso lwe-PAIA singavunyelwa, lesatiso lesitfunyelwa kulesicelo kufanele sisho tizatfu tekungavunyelwa, lekufanele sisekelwe tigaba letifanele te-PAIA. Ngelokuphatselene nalelifomu noma kutfolo lwatiso nesamba semali lekhokhwako, lesatiso kufanele sinikete lofake sicelo lwatiso loluphatselene nemalungelo akhe ekufaka sikhalo noma lilungelo lekubhalela inkantolo.</p>
<p>Kumiswa kwekukhishwa kwemarekhodi</p>	<p>LeSisebenti lesiniketa lwatiso singancuma kungakhiphi emarekhodi sinikete lofake sicelo ngekuhambisana nesigaba 24 se-PAIA, uma ngabe lelo rekhodi kufanele likhishwe kungakapheli emalanga langema-90 noma uma ngabe lelirekhodi kufanele likhishwe ngekwentsetfo kodvwa libe lisatawukhishwa.</p>

I-PAIA ibeka kutigaba 23 na 55 kwekutsi siSisebenti lesiniketa lwatiso singakhoni kutfolo lamarekhodi laceliwe, noma kungakholelweki kwekutsi awekho, leSisebenti lesiniketa lwatiso kufanele, uma ngabe sesikholelweki kwekutsi sitsetse tonkhe tinyatselo tekutama kutfolo lelirekhodi, atfule bufakazi kulona lofake sicelo aniketa satiso kwekutsi lelirekhodi lelidingekako alikho noma alitfolakali.

## 3.4 Ngutphi tinsita tetemtsetfo lengingatisebentisa uma ngabe sicelo sami selwatiso lwe-PAIA sicitfwa?

Lofake sicelo unelilungelo lekutsatsa tinyatselo temtsetfo atsatsela Sisebenti lesiniketa lwatiso, Lisekela leSisebenti lesiniketa lwatiso, noma umphatsi wemtimba lotimele noma wahulumende uma ngabe Sisebenti lesiniketa lwatiso sincume:

- » Kungavumi nemarekhodi lacetiwe
- » kukhulisa sikhatsi sekuphendvula uma kufakwa sicelo
- » Kukhokhisa imali yekufaka sicelo noma yekufinyelele kumarekhodi
- » Kuniketa emarekhodi ngaleny indlela lehlukile kunalena lebekacelwe ngayo.

Lesigabasiwuchaza letindlela temtsetfo letingasetjentiswa ngulofake sicelo lofisa kumelana nesincumo seSisebenti lesiniketa lwatiso.

### 3.4.1 Lenye indlela lesemsetfweni yekumelana nemtimba wahulumende

Umangabelofakesicelo angakajabulingesincumolesitsetfwe Sisebentilesiniketalwatisongemtimbawahulumende, lofake sicelo unelilungelo lekufaka sikhalo sangekhatsi, Sikhalo sangekhatsi sifaka ekhatsi umuntfu lophetse sikhundla lesiphakeme lotawubuyeketa lesincumo seSisebenti lesiniketa lwatiso bese uyancuma kwekutsi wente sincumo lesifanele. Uma ngabe lowo muntfu avumelana nalesincumo seSisebenti lesiniketa lwatiso, lesikhalo sitawube sesiyacitfwa bese lesincumo lebesitsetfwe ngaphambilini ngalokuphatselene ne-PAIA siyacinisekiswa. Uma ngabe lomphatsi losesikhundleni lesisetulu akavumelani nesincumo seSisebenti lesiniketa lwatiso, lesikhalo sitawuvunyelwa bese lesincumo sekucala lesiphatselene nesicelo selwatiso lwe-PAIA siyaguculwa.

Kubalulekile kwati kwekutsi ungafaka sikhalo ngekhatsi kuhulumende wavelonkhe, wesifundza nakumasipala. Asikho sikhalo sangekhatsi lesingafakwa kumtimba wahulumende.

Masipala weLidolobha lase Kapa ngulesinye sibonelo sahumende wabomasipala lelingafakelwa sikhalo. Sikhwama Setingoti Tasemgwacweni sibonelo semtimba wahulumende lesingasiyo incenye yahulumende wavelonkhe, sifundza namasipala, njengoba kubekiwe kumtsetfo loshayiwe (Umtsetfo weSikhwama Setingoti Temgwaco), ngako-ke sikhalo sangekhatsi angeke safakwa ngekumelana nabo.

#### 3.4.1.1 Ngubani longafaka sikhalo sangekhatsi?

Lofaka sicelo selwatiso lwe-PAIA kumtimba wahulumende wavelonkhe, esifundzeni noma kumasipala bese sicitfwe unelilungelo lekufaka sikhalo ngekhatsi. Loku kwentiwa ngekugcwalisa Lifomu B le-PAIA bese lifakwe kumtimba wahulumende wavelonkhe, esifundzeni noma kumasipala. Ikhophi yelifomu B liyatfolakala kuwebhusayithi yemitimba lefanele kantsi liyatfolakala kuwo wonkhe emahhovisi eLikhomishana Lemelele Emalungelo Eluntfu.

Uma ngabe lesicelo sangekhatsi sifaka ekhatsi lomelelwe ngulomunye, lomtimba wangekhatsi lotfole lesikhalo unemsebenti wekutsintsa bonkhe labatsintsekako. Tidzingo tekwatiswa nekumelela tiyafana naleti letidzingekekako nawufaka sicelo selwatiso lwe-PAIA.

Labamelele labanye bavumelekile kutsi bangafaka tikhalo tangekhatsi ngekumelana nesincumo semtimba wahulumende kutsi batfole kufinyelela kuwo wonkhe emarekhodi..

### 3.4.1.2 Ungasifaka nini sikhalo sangekhatsi?

Lofake sicelo angafaka sikhalo sangekhatsi ngekumelana naletincumo temtimba wahulumende ngaletizatfu letilandzelako:

- » Uma ngabe lona lofake sicelo anganeliseki ngaletindleko letidzinge kako talesicelo.
- » Lofake sicelo selwatiso akakaneliseki ngesincumo sekungetelelwa emalanga laingema-30 kulomtimba wahulumende kutsi uphendvule ngalesicelo.
- » Lolofake sicelo selwatiso akakaneliseki ngalendlela lamarekhodi etfulwe ngayo ibe ingafani nalendlela lawacele ngayo, kantsi lolofake sicelo ukholelwa ekutseni bekungeke kube yinkhinga kangako kumtimba wahulumende kutsi umnikete lamarekhodi ngalendlela lona lacelile awadzinge ngayo.

### 3.4.1.3 Ngisifaka njani sikhalo sangekhatsi?

Sikhalo sangekhatsi kufanele sifakwe ngulofake sicelo selwatiso kungakedluli emalanga langema-60 ngemuva kwengavunywa kwesicelo sakhe sekucala selwatiso lwe-PAIA. Loku kwentiwa ngekugcwalisa Lifomu B bese uliyisa kulitiko lahulumende wavelonkhe, wesifundza noma kumasipala.

Hulumende Wavelonkhe	Uma ngabe lesicelo selwatiso lwe-PAIA sifakwa kuhulumende wavelonkhe, lolofake sicelo angafaka sikhalo sakhe kuNdvuna yalelo litiko.
Hulumende Wesifundza	Uma ngabe lesicelo selwatiso lwe-PAIA sentiwa kuhulumende wesifundza, lolofake sicelo angafaka sikhalo sakhe Kulilunga Lemkhandlu Lophakeme walelo Litiko.
Hulumende Wasemakhaya	Uma ngabe lesicelo selwatiso lwe-PAIA sifakwe kuhulumende wasemakhaya, lolofake sicelo angafaka sikhalo sakhe kumeya walowo masipala, noma kuSomlomo wamasipala, noma ngabe ngubani lomunye umuntfu lobekwe nguloye masipala ngumkhandlu wamasipala.

LeliFomu B letfulwa kuleso Sisebenti lesiniketa lwatiso/Lisekela leSisebenti lesiniketa lwatiso lesicitse lesicelo sekucala, lekudzinge kwekusti asidlulisele kuSisebenti lesiniketa lwatiso.

#### LEKUFANELE UKWATI

Uma ngabe lesikhalo sidzinga kwekutsi kuniketwe satiso kulomelele lomunye (k.k. uma ngabe lolwatiso lucuketse lwatiso lolutsintsa umuntfu tsite, Njengelwatiso loluvela kaSARS, kanye nelwatiso loluyimfihlo, lwatiso lolutsintsa tekuhwebelana, kanye nelwatiso lwelucwaningo ngemuntfu lomunye), lesikhalo kufanele sifakwe kungakapheli emalanga langema-30 ngemuva kwekutfola satiso.

Lofake sicelo kufanele atfule lesikhalo kuSisebenti lesiniketa lwatiso salowo mtimba lofanele ngeliposi, Ifeksi noma i-Imeyili.

Sikhalo sangekhatsi kufanele sifake sihloko salesikhalo, tizatfu letisekela lesikhalo, bese sifaka noma nguluphi lolunye lwatiso lolufanele lolwatiswa ngulomuntfu lofaka lesikhalo.

Uma ngabe lona lofake sicelo utawufuna kwatiswa ngesincumo ngalokuphatselene nesikhalo sakhe ngendlela lehlukile, (ngekungeta kulempendvulo lebhawle phansi), kufanele ayichaze lendlela lekayifunako bese uniketa nalolunye lwatiso lolufanele.

### 3.4.1.4 Kwentekani uma sikhalo sangekhatsi sifakwa ngemuva kwekudlula kwelusuku lwalesikhatsi lesibekiwe?

Uma ngabe sikhalo sangekhatsi sifakwa ngemuva kwemalanga langema-60, lomtimba wahulumende lofanele kufanele usitsatse lesicelo uma ngabe kunetizafu letiphatsakako kwekutsi kungani sifakwa sekudlule sikhatsi. Uma ngabe lomtimba wahulumende ungasitsatsi lesikhalo lesifakwe ngemuva kwesikhatsi, kufanele unikete satiso kulomuntfu lofake lesikhalo.

### 3.4.1.5 Malini kufaka sikhalo sangekhatsi?

Lofake sicelo lofaka sikhalo kufanele kutsi akhokhe imali lebekiwe, uma ngabe ikhona lebekiwe. Uma ngabe lemali yesikhalo ikhokhwa ngalesikhatsi kufakwa sikhalo, lesincumo ngalesikhalo singalindza kudzimate kukhokhwe leyo mali.

#### NGINGAFAKA SIKHALO ENKANTOLO UMA NGINGAHAMBISANI NESINCUMO SEMTIMBA WAHULUMENDE?

Yebo. Uma ngabe lofake sicelo angakaphumeleli ngesikhalo sakhe lasifake ngekhatshi amelana nemtimba wahulumende, noma uma ngabe umtimba wahulumende wala kutsatsa sikhalo lesifakwe sekudlule sikhatsi, noma uma ngabe lolofake sicelo atitfole asenkingeni ngenca yesincumo lesikhishwe ngumtimba wahulumende, lona lofake sicelo angabhalela inkantolo kutfole lusito ngekutsi afake sicelo kungakedluli emalanga langema-180 ngemuva kwekutfole lesincumo. Lofake sicelo noma lomemele angabhalela kuphela enkantolo uma ngabe inchubo yonkhe seyiphetsiwe.

### 3.4.2 Lenye indlela lesemsetfweni yekumelana nemtimba lotimele

Uma ngabe lofake sicelo selwatiso angakanetiseki ngesincumo lesikhishwe yinhloko yemtimba lotimele, sibonelo kungavumi nelwatiso, kukhokhiswa timali tekutfole lwatiso, kwengeta sikhatsi lekufanele kuphendvulwe ngaso, lofake sicelo angafaka sicelo enkantolo sekutfole lusito kungakapheli emalanga langema-180 ngemuva kwekutfole lesincumo lesibangele lesikhalo. Sincumo salomtimba lotimele sitawubuyeketwa yinkantolo kantsi sincumo sitawentiwa tinkantolo kwekutsi lwatiso luniketwe noma cha.

#### LICALA LELIMAYELANA NABRUMMER NENDVUNA YEKUTFUFUKISA TETENHLALAKAHLE

Kulelicala inkantolo yaveta kwekutsi lesikhatsi sakucala lesingemalanga langema-30 ngaphasi kwe-PAIA lapho khona lofake sicelo angabhalela etinkantolo uma angakanetiseki ngalesincumo seSisebenti lesiniketa lwatiso sincane kutsi singaveta bulungiswa. Ngako kwavetwa kwekutsi lesikhatsi lesingemalanga langema-30 asikho emsetfweni kantsi kufanele senyuselwe kumalanga langema-180. Lesincumo lesi siyatfolakala kuloMsetfo lomusha Wekuvikela Lwatiso Lekungelwakho lapho kutsiwa kunesikhatsi lesingema-180 kulabo labafake ticelo kutsi bafake sikhalo kuMabhalane Losebenta Ngelwatiso, ngemuva kwekutsi sebatilandzele tonkhe tinchubo te-PAIA tekufinyelela kumarekhodi latsintsa umuntfu lotsite.

Uma ngabe sekusungulwe lemitsetfo netinchubo tekulawula kutfolakala kwelwatiso emacala asungulwe yiBhodi yeMitssetfo isungulela Tinkantolo, onkhe emacala laphatselene nekutfole lwatiso atawutsanyelwa eTinkantolo taboMantji njengenkantolo yekucala, njengoba kubekiwe kusigaba 79 se-PAIA.

### 3.4.3 Kutawentekani ngelicala lami enkantolo?

Kunemiphumela lembalwa lengahle ibe khona uma ngabe uyisa licala lakho le-PAIA enkantolo. Ngemuva kwekulalela emacele omabili aloludzaba, lijaji lelitsamele lelicala linemandla ekuniketa sincumo lesingavuni cala futsi ngekulingana kubo bobabili labatsintsekako. Loku kungafaka ekhatsi sincumo sekutsi: (1) sicinisekisa, senta tingucuko, noma sisusa lesincumo semtimba wahulumende noma lotimele ngalokuphatselene nalesicelo se-PAIA; (2) kudzingeka lomtimba lotimele noma wahulumende kutsi utsatse tinyatselo letitsite noma tingasitsatsi sinyatselo lesitsite; (3) kuniketwe umyalelo wenkantolo, umyalelo loncumako, kulungisa lokucondzile, noma sincepheteliso; noma (4) kubite kutsi kukhokhwe tindleko letitsite.

# INGSIGABA 4

## Singacitfwa nakwentenjani sicelo sakho sekutfole lwatiso

Lesigaba sifaka ekhatsi:

- 4.1 Kulinganisa lilungelo lekutfolelwatiso nalamanye emalungelo
- 4.2 Ligunya licatsaniswa netindlela letingabangela kutsi walelwe kutfolelwatiso
- 4.3 Tizatfu tekujinjelwa kutfolelwatiso letibhalwe ku-PAIA
- 4.4 Luhlole lwetinshisekelo tebantfu

## 4.1 Kutfoia lwatiso kungacitfwa uma kwente njani

Lesigaba sitawubuyeketa kutfolakala kwelwatiso akuvumeleki uma kwente njani ngaphasi kwe-PAIA, nemhlahandlela wekutsi ungayisebentisa njani imitsetfo levumela sisebenti lesiniketa lwatiso kutsi singasemukeli sicelo. I-PAIA ibeka imibandzela leli-12 lengabangela kutsi sisebenti lesiniketa lwatiso semtimba lotimele noma wahulumende singavumi kuniketa lwatiso, leminye yato ingemagunya kantsi leminye itizatfu tabo letitsite (*buka sigaba 4.2. ngaphasi kutfoia lwatiso lolwengetiwe*). Kwengeta, i-PAIA yenta kutsi kube nencenye lekhumama ngenshisekelo yebantfu lengayilandzeli lemibandzelayekungavumeli kutfolakala kwelwatiso, uma ngabe inshisekelo yebantfu yekutfoia lwatiso ibalulekile. (*Buka sigaba 4.4 ngaphasi kutfoia lwati lolungetiwe*).

### KUSIMAMISA FMAI LINGEJI DEKUTFOLI AKALI A KWELWATISO NAI AMANYI

UMTSETFO LOTAYELEKILE	Lelilungelo lekutfolalwatiso litfolakala kuMculu Wemalungelo Eluntfu latfolakala kuMtsetfosisekelo wase Ningizimu Afrika kantsi kute kuphumeleliswe lelilungelo, lwatiso kufanele lutfolakale ngaso sonkhe sikhatsi ngendlela lekungakhonakala ngayo.
LOKUNGANGENI	Njengawo onkhe emalungelo lacuketfwe kuMculu Wemalungelo Eluntfu, lelilungelo lekutfolalwatiso lingancishiswa noma lingavunyelwa ngaletinye tikhatsi. I-PAIA yasungulwa ikakhulukati kwenaba kumibandzela lengabangela kutsi lwatiso lungatfolakali, lwatiso ngaphansi kwato, ngako-ke lelilungelo lekufinyelela kulwatiso lingavunyelwa.

## 4.2 Kucatsanisa ligunya netizatfu letingasiyo imibandzela lengasetjentiswa uma sicelo sekutfoia lwatiso sicitfwa

I-PAIA ibeka kwekutsi ngaletinye tikhatsi lwatiso angeke lwaniketwa sisebenti lesiniketa lwatiso. Ngelokufishane, tizatfu letibangela kwekutsi lwatiso lungatfolakali kutsi kungeteka ludale umonakalo lomkhulu. I-PAIA ibeka imibandzela lelilishumi nakubili lengabangela kwekutsi sisebenti lesiniketa lwatiso lwemtimba lotimele noma wahulumende singalukhiphi lwatiso (*imibandzela leli-12 itawubhalwa ngalokugcwele kusigaba 4.3 ngaphasi*). Kulolunye luhlangotsi, letinye taletizatfu tekungavetwa kwelwatiso tigunyatwa sisebenti lesiniketa lwatiso, lokusho kutsi sisebenti lesiniketa lwatiso akukafaneli sivumele kutfolakala kwelwatiso uma ngabe lomunye wemibandzela yekucitfwa kwekutfolakala kwelwatiso ingakacinisekiswa. Kulolunye luhlangotsi, leminye imibandzela yekucitfwa kwekutfolakala kwelwatiso tatiwa ngekutsi ngetekutikhetsela. Lokusho kutsi sisebenti lesiniketa lwatiso angeke saniketa lwatiso noma lelirekhodi lelifelwako. Ngako-ke sisebenti lesiniketa lwatiso kufanele sitikhetsela indlela yaso lesiyibona lelungele ekuhloleni kwekutsi kuveta lwatiso kungadala umonakalo lomkhulu kumtimba wahulumende noma lotimele kunekutsi angaluveti, lokungacekela phasi emalungelo alofake sicelo sekutfoia lwatiso.

**EMATHEMU E-PAIA LEKUFANELE UWANAKE...**

Ligunya lekucitfwa kwesicelo, i-PAIA isebentisa leligama “kumele”.

Tizatfu lengasiyo imibandzela/ kucitsa sicelo ngekutsandza kwemuntfu lotsite, i-PAIA isebentisa ligama “unga”.

Khumbula kutsi njengeSisebenti lesiniketa lwatiso kufanele uhlale ungavuni licala uma ngabe uniketa tizatfu tekucitsa sicelo sekutfolakala kwelwatiso. Ungatsatsi licala, kantsi hlala utsatsa tincumo ngalokufanako ngaso sonkhe sikhatsi!

## 4.3 Tizatfu tekucitfwa kwekutfolakala kwelwatiso

Njengoba sekubekiwe ngenhla, kunemibandzela leyehlukene letingabangela kwekutsi sicelo sekutfole lwatiso singa-noma kumele sicitfwe Sisebenti lesiniketa lwatiso semtimba lotimele noma wahulumende. Lemibandzelaibhalwe kuSahluko 4 Incenye 2 seMtimba waHulumende, nakuSahluko 4 Incenye 3 seMtimba Lotimele ku-PAIA.

### 4.3.1 Kuvikelwa kwekungavetwa kwenhlangano/umuntfu wesitsatfu

Sisebenti lesiniketa lwatiso semtimba lotimele noma wahulumende akukafaneli sivumele kuvetalwatiso loluphatselene nemuntfu, kufaka ekhatsi umuntfu loshonile (*kutfole inchazelo “yemuntfu” buka Emathemu lalusito ngenhla*). I-PAIA ichaza kwekutsi kute kutsi kuvikelwe emalungelo emuntfu wesitsatfu lekungumuntfu, Sisebenti lesiniketa lwatiso kufanele sihlale kwekutsi lokukhipha lwatiso lolucelwako ‘kutawufaka ekhatsi lokuvetwa kwelwatiso ngemuntfu lokungasikahle’ (buka tigaba 34 na 63 te-PAIA).

Sigaba 1 se-PAIA siniketa inchazelo legcwele kwekutsi nguluphi lwatiso lolutsatfwa “njengaloluphatselene nelwemuntfu”. Kufakwa ekhatsi lwatiso loluphatselene netemacansi, kukhulelwa, netenkolo, kanye nekuchumana kwebantfu, i-DNA, tinyatseliso tetandla, kanye nalapho ligama lemuntfu livetwa kumarekhodi.

- » Noma kunjalo, Sisebenti lesiniketa lwatiso kufanele sibuke kwekutsi lolwatiso lolungelwemuntfu lolucelwako luwela ngaphansi kwalemikhakha lelandzelako yelwatiso lwemuntfu lolungakhishwa;
- » Lwatiso loluphatselene nemuntfu lonikete imvume kwekutsi lungakhishelwa ngaphandle;
- » Lwatiso loluphatselene nemuntfu leseluvulwe lukhishelwe ebaleni;
- » Lwatiso loluphatselene nemuntfu loluphatselene nemntwana longaphansi kweminyaka le-18 lapho lokuvetwa kwalolwatiso kutawunetisa tishisekelo temntwana, kantsi nalona lofake lesicelo ungunonakekela lomntwana (k.k. umtali noma lonakekela umntwana);
- » Lwatiso ngemuntfu loshonile kulowo lofake sicelo selwatiso losihlobo sakhe, noma loniketwe ligunya (imvume lebhale phansi) sihlalo lesisesondzelene nemuyi;
- » Lwatiso ngemuntfu loshonile loseneminyaka lengema 20 washona;
- » Lwatiso ngemuntfu losisebenti noma lobekasisebenti kumtimba lotimele noma wahulumende nanelwatiso lolumayelana netikhundla tabo njengebasebenti.

I-PAIA idzinga kwekutsi sisebenti lesiniketa lwatiso lesivela kubentsela baseNingizimu Afrika (SARS) asiveti lwatiso loluphatselene nentsela yemuntfu nelwatiso lwekutsela, ngaphandle kwekutsi lolofake sicelo ucela kutfole lwatiso lolumayelana naye.

### 4.3.2 Kuvikelwa kwelwatiso lwetekuhwebelana lenhlangano/umuntfu wesitsatfu

Sisebenti lesiniketa lwatiso ngemtimba lotimele kufanele singavumi nelwatiso uma ngabe kukhipha lolwatiso kutawudala umonakalo etimalini noma kutekuhwebelana ngekwebhizinisi. I-PAIA ibhala luhlulwelwatiso lwetekuhwebelanalolulandzelako lekungafaneli kutsi luwetwe Sisebenti lesiniketa lwatiso:

- » Timfihlo tekuhwebelana;
- » Tetimali, tekuhwebelana, tesayensi, lucwaningo noma lwatiso lwetethekhnikhingalomunye umuntfu, uma ngabe lukhishiwe lungadala umonakalo kulowo muntfu;
- lwatiso loluniketwe umuntfu wesitsatfu ngekumetsemba.

Noma ngabe kunemtsetfo wekuvikela lwatiso lwalenkampani, umtimba wahulumende ulindzeleke kutsi usebente ngendlela lekahle lengafihli lutfo. Kufanele kwatiwe kwekutsi kunaletinye tikhatsi lapho khona lwatiso lwetekuhwebelana lwenkampani lungakhishwa.

Lokungangeni ku-PAIA: Emarekhodi laphatselene nemuntfu wesitsatfu lekacuketse lwatiso lwekuphepha kwebantfu noma bungoti besimondzawo kufanele lukhishwe, noma ngabe lolo lwatiso lungadala umonakalo kulowo muntfu wesitsatfu. Loku kufaka ekhatsi lwatiso ummango lonenshisekelo ngalo (*buka Sigaba 4.4 ngentasi*).

### 4.3.3 Kuvikelwa kwelwatiso loluyimfihlo

I-PAIA iniketa kwekutsi sisebenti lesiniketa lwatiso kufanele singavumi kuniketa lirekhodi uma ngabe kukhishwa kwalelo rekhodi kutawudala kuphulwa kwekwetsembeka kumuntfu wesitsatfu ngenca yesivumelwano lesentiwe.

### 4.3.4 Kuvikelwa kwekuphepha kwemuntfu nemphahla

Lesigaba sichaza kutsi sisebenti lesiniketa lwatiso kufanele sale nemarekhodi uma ngabe kuvetwa kwalawo marekhodi kungacekela phasi kuphepha kwemuntfu noma imphahla. Lesigaba sinencenye lekhuluma ngelilungelo lekuba netintfo letiyimfihlo njengoba sinaka imphilo yemuntfu kanye nekubaluleka kwemphahla.

### 4.3.5 Kuvikelwa kwelwatiso nakudzingidwa licala

Injongo yalesigaba kuvikela lwatiso loludzingeka ngekweemtsetfo nasekushayweni kwemtsetfo. Lesigaba sinaka leminyane imitsetfo lelawula leminyane imikhakha yelwatiso. Ngalokuphatselene nalesigaba, Umtsetfo Wenchubo Yetigebengu 51 wanga 1977 ubukeka njengemtsetfo lophetse emarekhodi laphatselene nenchubo yebheyili kanye nekusetjentiswa kwaleminyane imitsetfo. Futsi, loku kufaka ekhatsi emarekhodi labaluleke kakhulu. Lokusho kwekutsi emarekhodi langatfolwa ngunoma ngubani, ngaphandle kwalowo muntfu loniketwe imvume yekutfola lawo marekhodi, sibonelo kungaba ngummeli loniketwe imvume ngulona lammele. Noma ngabe nguwaphe emarekhodi lagcina budlelwano emkhatsini wemmeli nalona lammele avikelwe ngaphansi kweSigaba 40 se-PAIA.

Noma nje i-PAIA inaka lokuba khona kwemtsetfo lophatselene nekulawula nekuvetwa kwelwatiso nemarekhodi, nasesimeni lapho khona lomtsetfo unekuvimbela lokungachazeki uvimbela emalungelo ekutfolalwatiso kantsi awuhambisani nalemigomo yekungafihli lutfo nekulandzisa, i-PAIA itawuba ngetulu kwalomtsetfo.

### 4.3.6 Kuvikelwa Kwelwatiso Lolucwaningiwe

Sisebenti lesiniketa lwatiso lwemtimba lotimele noma wahulumende kufanele singacitsa sicelo sekufinyelela kumarekhodi lacuketse lucwaningo lolutawentiwa ngulomtimba wahulumende noma lotimele lekukhulunywa ngawo noma umuntfu wesitsatfu. Lokucitfwa kwekutfolalwatiso kuba sesimeni lapho lokuvetwa kwemarekhodi

kutawukhiphela ebaleni lolucwaningo lwalomuntfu wesitsatfu noma umtimba wahulumende noma lotimele, umuntfu noma sikhungo lesenta lolucwaningo, noma loludzaba loluhambembili lwalolucwaningo luluceleke phansi ngendlela lematima (*buka tigaba 43 na 69 te-PAIA*).

### 4.3.7 Lwatiso lokungavunyelwa kwekutsi lufinyeleleke

Lemikhakha lelandzelako yelwatiso ichaza lwatiso leSisebenti lesiniketa lwatiso singakucitsa kufinyelela kulo, uma ngabe bangakhona kuniketa tizatfu tekutsi lolwatiso luwela ngaphansi kwalomkhakha lolandzelako kantsi bantfu abananshisekelo yekutsi lolwatiso lukhishelwe ngaphandle (*kutfo lwatiso lolungetiwe ngalesigaba setinshisekelo tebantfu buka Sigaba 4.4 ngentasi*).

#### 4.3.7.1 Budlelwano bavelonkhe emkhatsini wetekuvikela nemasotja aseNingizimu Afrika

Sigaba 41 se-PAIA sidzinga kwekutsi sisebenti lesiniketa lwatiso sibuke kutsi lolwatiso loludzingekako luphatselene nekuvikeleka kweNingizimu Afrika. Sisebenti lesiniketa lwatiso singakucitsa kuniketa imvume yalesicelo uma ngabe sitawucekela phasi kuphepha kweNingizimu Afrika.

#### 4.3.7.2 Temnotfo, temali netinshisekelo tekuhwebelana kweNingizimu Afrika

Sigaba 42 se-PAIA sitsi kufanele kuvikelwa lwatiso lwemtimba wahulumende uma ngabe kuvetwe kwalolwatiso kutawuba nemtselela lomubi kutemnotfo nesimo setimali teRiphabhulikhi. Lesizatfo salokucitfwa kwesicelo selwatiso kufanele kutsi sivakale lokusho kutsi Sisebenti lesiniketa lwatiso kutawufanele sinake lesizatfu sekutsi imitimba yahulumende idzingeka kwekutsi ilandzele Umtsetfosisekelo wase Ningizimu Afrika kutsi ilandzise ebantfwni, ngako-ke kutawuba ngaphasi kwetikhatsi letitsite kutsi lwatiso lungavunyelwa. Lokunye, Sisebenti lesiniketa lwatiso kutawufanele sikhombise kwekutsi kuvetwa kwalolwatiso lekukhulunywa ngalo kutawudala umonakalo kutinshisekelo tetemnotfo netimali tase Ningizimu Afrika.

#### 4.3.7.3 Kusebenta kwemitimba yahulumende

Sigaba 44 se-PAIA siniketa Sisebenti lesiniketa lwatiso emandla ekungavumi nemarekhodi uma ngabe lwatiso lutawucekela phasi umsebeni wemtimba lotimele. Sigaba 44 sibanti, emarekhodi labalwe ngaphasi kwalasetjentiswako afaka ekhatsi lawa lalandzelako:

- » Emaminitsi emhlangano;
- » Emarekhodi lacuketse tecwayiso nemibono;
- » Emarekhodi laphatselene nekutsintsana naleminywe imitimba;
- » Emarekhodi laphatselene nekubhalwa kwetinchubomgomo noma tincomo.

#### 4.3.7.4 “Ticelo letibonakala tingakhombisi kutimisela noma letingajabulisi, noma letinkhulu kakhulu naletingasikahle leticekela phasi tinsita”

Sisebenti lesiniketa lwatiso angeke sisamukele sicelo sekutfo lwatiso uma sicabanga kutsi kuchubeka naleto ticelo kungadla sikhatsi kantsi futsi kungaba kudlala ngetinsita. . Kwengeta, Sisebenti lesiniketa lwatiso singakucitsa kuniketa kwemarekhodi uma ngabe lesicelo sibonakala singakabaluleki noma sentiwe ngulofake sicelo ngoba afuna kutfuktselisa noma achukulute lesisebenti.

## 4.4 Kunganaki tinshisekelo temmango

Konkhe lokuvikeleka lokuniketwa lwatiso njengoba kubalwe ngenhla angeke kube khona uma ngabe lokukhishwa kwalolwatiso kunenshisekelo yemmango. Ngaloluhlobo tinshisekelo temmango tita ngetulu kwato tonkhe letizatfu tekucitsa kutfolakala kwelwatiso.

Sisebenti lesiniketa lwatiso kumtimba lotimele noma wahulumende kumele sente loluhlolo lolulandzelako ngembi kwekungavumi kuniketa lwatiso lolungena ngaphasi kwalemikhakha lengavumeli kungakhishwa kwelwatiso lebalwe ngenhla. Uma ngabe letizatfu tilandzelelwe, kumele kutsi lwatiso lukhishelwe tinshisakelo temmango.

Ngabe lwatiso lukhombisa kwepulwa kwemtsetfo?

### NOMA

Ngabe lamarekhodi lacelwako acuketse lwatiso lalokusatawenteka noma nebungoti lobukhulu bekuphepha kwemmango noma simondzawo?

### KANYE

Ngabe lenshisekelo yemmangoekuveta lolwatiso ibaluleke ngetulu kemonakalo longadaleka?

# SIGABA 5

## Emareferensi labalulekile nalolunye lwatiso lolulusito

Lesigaba sifaka ekhatsi loku lokulandzelako:

**5.1** Luhlu lwemareferensi labalulekile lasetjentiselwe kuhlanganisa lomhlahandlela we-PAIA, lokufaka ekhatsi umtsetfo

**5.2** Luhlu lwaLetinye tinsita letidzingeako te-PAIA

## 5.1 Emareferensi labalulekile

INSITA	UMBHALI
Promotion of Access to Information Act 2 of 2000	Umtsetfo
Protection of Personal Information Act 4 of 2013	Umtsetfo
PAIA Unpacked (lotfolakala ku- <a href="http://www.saha.org.za">www.saha.org.za</a> )	SAHA
PAIA Resource Kit (lotfolakala ku- <a href="http://www.saha.org.za">www.saha.org.za</a> )	SAHA
The Guide on How to Use the Promotion of Access to Information Act 2 of 2000 (lotfolakala ku- <a href="http://www.sahrc.org.za">www.sahrc.org.za</a> )	SAHRC
PAIA Community Tool Guide (lotfolakala ku- <a href="http://www.sahrc.org.za">www.sahrc.org.za</a> )	SAHRC
PAIA Frontline Staff Manual (lotfolakala ku- <a href="http://www.sahrc.org.za">www.sahrc.org.za</a> )	SAHRC

## 5.2 Imitsetfo ye-PAIA

GOVERNMENT NOTICE	LUSUKU	SIHLOKO NENCHAZELO
Government Notice: No. R. 1244	22 Inyoni 2003	Sichibiyelo lesimayelana nekutfolakala kwemamaniwali e- PAIA emmango newemitimba letimele.
Government Notice: No. R. 187	15 Indlovu 2002	Sichibiyelo se-PAIA lesimayelana neMhlahlandlela weSigaba seli-10 kanye nekutfolakala kwemamanuwali e-PAIA .
Government Notice: No. R. 233	9 Indlovulenkhulu 2001	Lomtsetfo umayelana netindleko letikhokhwako kute utfole emarekhodi emitimba yemmango naletimele.
Government Notice No. R. 466	1 Inhlaba 2007	Emafomu lafakelwe Sisebenti selwatiso kutsi siwalandzele uma sishicilela lwatiso lolukhishwe ngesifiso lolumayelana neTigaba 15 na 52 te-PAIA. 115 and 52 of PAIA.

## 5.3 Tichibiyelo te-PAIA

GOVERNMENT NOTICE	LUSUKU	SIHLOKO NENCHAZELO
Government Notice No. 428	31 Indlovulenkulu 2004	Sichibiyelo sesigaba 92(4) se-PAIA kute kubonelelwe emacala netinhlawulo tebantfu labatsikameta ngamabomu nangalokungekho emtsetfweni ticelo tekutfole lwatiso lokufana nekushabalalisa emarekhodi.
Government Notice No. 96	15 Bhimbidwane 2003	Sichibiyelo se-PAIA lesibonelela kuceceshwa kwebaphatsi betisebenti eTinkhantolo letincane lapho kutsetfwa khona emacala e-PAIA.
Government Notice No. R. 187	15 Indlovana 2002	Sichibiyelo se-PAIA lesimayelana naleSigaba 10 Senkhombandlela kanye nekutfolakala kwemamanuwali e-PAIA.

## 5.4 Tichibiyelo kuMitsetfo ye-PAIA

GOVERNMENT NOTICE	LUSUKU	SIHLOKO
Government Notice: No. 1263	11 Mabasa 2003	Satiso lesimayelana nekutfolakala kwemamanuwali e-PAIA emitimba letimele.

## 5.5 Letinye tinsita te-PAIA letimcoka

- 1) Using PAIA to Promote Housing Rights, SAHA (itfolakala ku-: [www.saha.org](http://www.saha.org)).
- 2) Accessing Information for Your Community, SAHA (itfolakala ku-: [www.saha.org](http://www.saha.org)).
- 3) Accessing Information in the LGBTI Sector, SAHA (itfolakala ku-: [www.saha.org](http://www.saha.org)).

**SISWATI**

UMHLAHLANDLELA NGEKUSETJENTISWA KWEMTSETFO WEKUTFUTFUKISA KUTFOLAKALA  
KWELWATISO NOMBOLO 2 WANGA 2000