

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

IBHUKWANA LOKUKHUTHAZWA KOKUFINYELELA ULWAZI

(IBHUKWANA LE PAIA)

**IBHUKWANA NGOKWESIGABA 14 SOKUKHUTHAZWA KOKUFINYELELA
UMTHETHO WEZOLWAZI, 2000 (njengoba kuchitshiyelwe)**



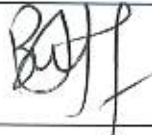
iBhukwana Lokukhuthazwa Kokufinyelela Ulwazi

UKUGUNYAZWA

Ibhukwana lokukhuthazwa Kokufinyelela Ulwazini iwumbhalo ophilayo. Le Manuwali ilungiswe ngokuhambisana nesigaba 14 soMthetho Wokukhuthazwa Kokutholakala Kolwazi, ka 2000 (uMthetho No. 2 ka 2000) ("i-PAIA").

Iqethe ulwazi mayelana neSigungu SaseNingizimu Afrika Sezindiza Zomphakathi ("SACAA") kanye nenqubo nezinqubo zokucela ukufinyelela kumarekhodi e-SACAA.

Leli bhukwana le-PAIA lisebenza ngokushesha kusukela ngosuku lokusayinwa koMqondisi Wezokundiza Komphakathi:

Ihlanganiswe ngu	IPHINI LIKA NOBHALA WENKAMPANI		
Igama amakhulu ngamagama	MS LESEGO MLANGENI		
Isiginesha		Usuku	14.06.2022
Kubuyekezwe kunconywe ngu futhi	ISIKHULU: UNOBHALA WENKAMPANI - IPHINI LESIKHULU SOLWAZI		
Igama amakhulu ngamagama	MS NIVASHNEE NARAINDATH		
Isiginesha		Usuku	14/06/2022
Kugunyazwe ngu	UMQONDISI WEZOKUHAMBA EMOYENI – ISIKHULU SOLWAZI		
Igama amakhulu ngamagama	MS POPPY KHOZA		
Isiginesha		Usuku	28/06/2022

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1. ISINGENISO

- 1.1.** Leli bhukwana lilungiswe ngokulandela isigaba 14 somthetho wokukhuthazwa kokutholakala kolwazi, 2000 (umthetho 2 ka 2000) ("i-PAIA") futhi iphathelene nezidingo zoKuvikela uLwazi Lomuntu Siqu umthetho, 2013 (umthetho 4 ka 2013) ("iPAIA"). Iqukethe ulwazi mayelana neSigungu SaseNingizimu Afrika Sezindiza Zomphakathi ("SACAA") futhi inqubo kanye nezinhlelo uma ucela ukufinyelela amarekhodi we SACAA. Iqukethe wonke amafomu afanele ukugcwaliswa uma ocelayo kufanele ukufinyelela amarekhodi asezandleni ze-SACAA
- 1.2.** Umthetho ufuna, phakathi kokunye, ukwenza kusebenze ilungelo lomthethosisekelo lokufinyelela kunoma yiluphi ulwazi olusezandleni zombuso noma yimuphi omunye umuntu uma ulwazi ludingeka ukuze kusetshenziswe noma kuvikelwe noma yiliphi ilungelo lomthethosisekelo. Ilungelo lomthethosisekelo lokuthola ulwazi liqukethwe kuMqulu Wamalungelo, esigabeni 32 soMthethosisekelo, 1996 (uMthetho No. 108 ka 1996) ("uMthethosisekelo").
- 1.3.** Izinjongo zoMthetho zibekwe esigabeni 9, futhi zihlanganisa okulandelayo:
 - 1.3.1.** ukuqalisa ukusebenza kwelungelo lomthethosisekelo lokuthola noma yiluphi ulwazi oluphethwe nguMbuso, kanye nanoma yiluphi ulwazi olusezandleni zomunye umuntu noludingekayo ekusetshenzisweni noma ekuvikelweni kwanoma yimaphi amalungelo.
 - 1.3.2** ukuqalisa ukusebenza kwelungelo lokufinyelela olwazini kuncike emikhawulweni efanele, kubandakanya, kodwa kungacini nje, imikhawulo ehloselwe ukuvikela okuphusile kwemfihlo, ubumfihlo bezentengiselwano, nokuphatha okusebenzayo, okuphumelelayo, nokulungile, nangendlela elinganisa lelo lungelo namanye amalungelo, kubandakanya amalungelo akuMqulu wamaLungelo, ngendlela isahluko 2 somthethosisekelo.
- 1.4.** I-PAIA idinga izinhlangano zikahulumeni nezizimele ukuba zenze amabhukwana ahlinzeka ngolwazi ngezinhlobo nezigaba zamarekhodi aphelele yilezo zinhlangano zikahulumeni nezizimele. I-SACAA iyinhlangano yomphakathi ngaphansi kwendima (b) (ii) yencazelo "yenhlangano yomphakathi" esigabeni 1 se-PAIA.
- 1.5.** Ekufezekiseni la malungelo omthethosisekelo, i-PAIA idinga ngokuqondile:
 - 1.5.1.** Zonke izinhlaka zikahulumeni ezinomthwalo wemfanelo wokusiza umphakathi ukuthi ufinyelele olwazini/amarekhodi ngaphansi kokugcinwa kwazo;
 - 1.5.2.** Ukuhlinzeka ngezinqubo ukuze umphakathi usebenzise ilungelo lawo elikumthethosisekelo lokuthola ulwazi ngokushesha, ngokungabizi, nangokuzikhandla ngangokunokwenzeka;
 - 1.5.3.** Ibeka izindlela okumele izinhlaka zomphakathi ziyisebenzise, ukuze kube lula ukufinyelela kulolo lwazi ngamalungu omphakathi; futhi
 - 1.5.4.** Iveza izimo lapho ukufinyelela okukhawulelwe ukusebenza ngaphansi kwazo, okuhlanganisa lawo marekhodi ahlobene nolwazi lomuntu siqu, lwezohwebo, lwezezimali, lwezobuchwepheshe, noma lwesayensi mayelana nomuntu wesithathu, ulwazi olungase luthinte ukuqulwa kwamacala enkantolo noma amaphoyisa, isb., amadokodo amaphoyisa ezinqubweni zebheyili kanye nezigaba ezithile zolwazi olumayelana nezinkonzo Zentela zaseNingizimu Afrika.
- 1.6.** Kunemikhawulo ngokungabazeki ekufezekisweni komphakathi kwamalungelo njengoba kubalulwe esigabeni 36 soMthethosisekelo. Umthethosisekelo kanye nezigaba 33 kuya ku-45 ze-PAIA, ngokulandelana.

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- 1.7. Ngokuhambisana nezidingo zomthetho ze-PAIA kanye nokuba neqhaza ekugquzeleni ukwenza izinto obala, ukuziphendulela, kanye nokuphatha ngempumelelo, i-SACAA ikhiqize ubhukwana njengendlela yokwenza lula ukufinyelela komphakathi olwazini/amarekhodi ngaphansi kwesandla sayo.
- 1.8. Kwethenjwa ukuthi leli bhukwana lizosebenza njengenkundla/ithuluzi eliphumelelayo lokuhlizeka umphakathi ngolwazi olufanele ukuze ukwazi ukusebenzisa ilungelo lawo lokuthola ulwazi ngaphansi kwesandla se-SACAA.

2. AMAZWI NEZIFINYEZO:

UMKHAWULO	INCAZELO
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"Ungqongqoshe"
 Umthetho Wokukhuthaza
 Ukutholakala Kolwazi

Kusho ungqongqoshe weKhabhinethi obhekelele ezokuthutha;
 Umthetho Wokukhuthaza Ukutholakala Kolwazi umthetho, 2 ka 2000 (emva kwalokhu okubizwa ngokuthi "i-PAIA" umthetho kazwelonke owashaywa ukuqalisa ukusebenza kwelungelo lomthethosisekelo lokuthola ulwazi. I-PAIA yaqala ukusebenza mhla ka 9 kuNdasa 2001, ngaphandle kwezigaba 10, 14, 15 kanye nesama-51, ezaqala ukusebenza mhla ka 15 kuNhlolanja 2002.

IZIFINYEZO	INCAZELO
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AMOs	Izinhlangotho Zokulungisa Izindiza
AMEs	Abahloli Bezokwelapha Kwezokundiza
BEE	Ukuthuthukiswa Kwabamnyama Kwezomnotho
CAHRS	Uhlelo Oluyimfihlo Lokubika Izingozi Zokundiza
CA Act	Umthetho Wezindiza Zomphakathi
CCTV	Umabona kude wesifunda ovaliwe
CV	ikharikhulamu yezokufunda
DCA	Umqondisi Wezindiza Zomphakathi
DIO	Iphini leSikhulu Solwazi
FICA	Umthetho Wesikhungo Sobuhlakani beZezimali
ICAO	Inhlangotho Yezindiza Zomphakathi Zaphesheya
ICT	Ubuchwepheshe Bolwazi Nezokuxhumana
IO	Isikhulu Solwazi
IT	Ukwaziswa kwesimanje
Minister	Ungqongqoshe wezokuthutha
PAIA	Umthetho Wokukhuthazwa Ukutholakala Kolwazi
PFMA	Umthetho Wokuphathwa Kwezimali Zomphakathi 1 ka 1999 (njengoba kuchitshiyelwe)
POPIA	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka 2013
Regulator	Umlawuli Wolwazi
SACAA	ISigungu SaseNingizimu Afrika Sezindiza Zomphakathi
SAHRC	IKhomishana Yamalungelo Abantu yaseNingizimu Afrika
VAT	Inani leNtela eYengeziwe

3. IMININGWANE NGOKWESIGABA 14

3.1. ISAKHIWO SE-SACAA KANYE NEZINHLOSO - ISIGABA 14 (1)(a)

- 3.1.1 I-SACAA iyinhlangano yomphakathi, uhlaka lukahulumeni futhi isungulwe ngokoMthetho Wezokundiza Kwezindiza 13 ka 2009 ("umthetho Wezindiza zomphakathi"). Iwuhlaka lukazwelonke lweSheduli 3A ngokoMthetho Wokuphathwa Kwezimali Zikahulumeni, 1999 (uMthetho 1 ka-1999) ("PFMA"), I-SACAA ibophezelekile kuNgqongqoshe Wezokuthutha ("uNgqongqoshe"), njengesigungu Sabaphathi, futhi uNgqongqoshe uqoka Ibhodi kanye noMqondisi Wezokundiza Komphakathi ngokoMthetho we-CA.
- 3.1.2 Ibhodi linabaqondisi abayisi-8, abayisi-7 kubo abangabaqondisi abazimele abangebona abesigungu esiphezulu, kanti uMqondisi we-Civil Aviation ("DCA") ukuphela komqondisi omkhulu. Ibhodi linomsebenzi wokwengamela ukuphathwa kwebhizinisi, ukuhlinzeka ngomkhombandlela wamasu, nokuqapha amazinga esevisi kanye namazinga okwanelisa amakhasimende ngokwesigaba 76(1) soMthetho we-CA.
- 3.1.3 I-DCA inomthwalo wemfanelo wokuphatha amasu e-SACAA futhi ibika ngqo kuNgqongqoshe mayelana nokwengamela ukuphepha nokuvikeleka kwezindiza kanye naseBhodini ngokusetshenziswa kwezinqubomgomo zokuphatha ngokwesigaba 88(3) soMthetho we-CA, I-SACAA inalezi zigaba ezilandelayo, eziholwa yisiphathimandla:
- a) Ibhovisi le-DCA;
 - b) Ezezimali;
 - c) Ezabasebenzi ;
 - d) Ingqalasizinda Yezokundiza;
 - e) Imisebenzi Yokuphepha Kwezindiza;
 - f) Ukuphepha Kwezindiza;
 - g) Imisebenzi Yebhizinisi;
 - h) Ukuthobelana Kwezomthetho Nokwezindiza;
 - i) Unobhala Wenkampani;
 - j) Ukucwaninga Kwangaphakathi; futhi
 - k) Uphiko Lophenyo Lwezinguzi Nezehlakalo olubika ngokusebenza kuNgqongqoshe Wezokuthutha kanye nokuphatha ku-DCA.
- 3.1.4 Ithimba lesigungu esiphezulu liziphendulela ku-DCA futhi lisiza i-DCA ekuphatheni kwansuku zonke kwenhlangano.
- 3.1.5 Izinhloso ze-SACAA zibekwe esigabeni 3 soMthetho we-CA, ngale ndlela elandelayo.:

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3.1.5.1 Ukulawula nokulawula izindiza zomphakathi eRiphabhulikhi kanye nokwengamela ukusebenza nokuthuthukiswa kwemboni yezokundiza komphakathi, futhi, ikakhulukazi, ukulawula nokukhuthaza ukuphepha nokuvikeleka kwezindiza zomphakathi.

3.2 IMININGWANE YOKUXHUMANA – ISIGABA 14(1)(b)

3.2.1 ISIKHULU SOLWAZI se-SACAA

NgokoMthetho, isicelo sokufinyelela olwazini kufanele senziwe kuSikhulu soLwazi senhlangano yomphakathi. Isikhulu Esibhekele Ulwazi se-SACAA singuMqondisi Wezokundiza Kwezindiza (Isikhulu Esiyinhloko).

Amagama Aphelele	Ms Poppy Khoza
Inombolo yocingo	011-545-1017
Ikheli le imeyili	paia@caa.co.za

3.3 IPHINI LESIKHULU SOLWAZI SE-SACAA

Ngokuhambisana nezinhlinzeko zoMthetho, Isikhulu Solwazi sigunyaze ngokufanelekile Unobhala Wenkampani njengePhini Lesikhulu Solwazi. Ngakho, noma yisiphi isicelo sokufinyelela kumele siqale sibhekiswe kuNobhala Wenkampani. Lokhu kuzosiza i-SACAA ekuqinisekiseni ukuthi ihhovisi le-DCA aligcwele izicelo zokuthola ulwazi kanye nokuqinisekisa ukuthi izicelo zokufinyelela olwazini zisetshenzwa ngendlela efanele futhi ngokushesha.

Amagama Aphelele	Ms Nivashnee Naraindath
Inombolo yocingo	011-545-1269
Ikheli le imeyili	paia@caa.co.za

3.4 IMININGWANE YOKUXHUMANA YE-SACAA

Amahhovisi amakhulu e-SACAA aseWaterfall Park, eMidrand, eGoli lapho zonke izigaba zizinze khona.

Ikheli Lokuhlala:

Ikhaya Lokundiza

Treur Close

Waterfall Park

Bekker Street

Midrand

Inombolo yocingo: 011-545-1000

Ifeksi: 011-545-1465

I-imeyili: mail@caa.co.za

ikheli lewebhusayithi: www.caa.co.za

Ikheli leposi:

Private Bag X73

Halfway House

1685

4. UMHLAHLANDLELA WOKUTHI ISEBENZA KANJANI I-PAIA FUTHI UNGAFINYELELA KANJANI UMHLAHLANDLELA

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- 4.1. Kusukela mhla ka 1 kuNtulikazi 2021, uMlawuli Wolwazi usethathe imisebenzi yeKhomishana Yamalungelo Abantu yaseNingizimu Afrika ("SAHRC") futhi unesibopho se-PAIA kanye nemibuzo ye-POPIA.
- 4.2. Njengengxenywe yemisebenzi yaso, Umlawuli Wolwazi ushicilele umhlahlandlela wokuthi isetshenziswa kanjani i-PAIA kanye ne-POPIA ohlelweni olusha.
- 4.3. Ngokwesigaba 10 soMthethosisekelo we-PAIA, Ngokwesigaba 10 se-PAIA, Umlawuli Wolwazi uhlanganise umhlahlandlela wokusetshenziswa kwe-PAIA, ongatholakala kuMlawuli Wolwazi kuleli kheli elilandelayo:

4.3.1. Umlawuli Wolwazi

Ikheli Lokuhlala:

JD House
27 Stiemens Street
Braamfontein
Johannesburg
2001

Inombolo yocingo: 010 023 5200

Ifeksi: 086 500 3351

I-imeyili: info@justice.gov.za

Iwebhusayithi: www.justice.gov.za/info

Ikheli Leposi:

PO Box 31533
Braamfontein
2017

- 4.3.2. Lo mhlahlandlela oshiwo uyatholakala nakusizindalwazi se-SACAA: www.caa.co.za

5. IZINKONZO EZIKHONA

- 5.1. I-SACAA ihlinzeka ngemisebenzi ngokwegunya layo njengoba kuhlangozwe esigabeni 73 somthetho wezindiza zomphakathi, 13 ka-2009, okubandakanya kodwa kungacini lapho:

5.1.1. ukulawula, ukukhuthaza, ukulawula, ukusekela, ukuthuthukisa, ukuphoqelela, kanye nokuqhubeka nokwenza ngcono amazinga okuphepha nokuvikeleka kuyo yonke imboni yezokundiza;

5.1.2. ukwenza imithethonqubo ezindabeni ezihambisana nezinhloso zomthetho ofanele;

5.1.3. enze imibuzo nganoma yiluphi udaba olungaphansi kwamandla ayo; futhi

5.1.4. ukusebenzisa amandla kanye nokwenza imisebenzi ngokomthetho ofanele.

- 5.2. Ungafinyelela kanjani kulezi zinsizakalo: -

- 5.2.1. Izinsizakalo zingatholwa yinoma yimuphi umuntu onentshisekelo, ilungu lomphakathi, inhlango noma isikhungo kuya ngolwazi oludingekayo, futhi kuncike ekutheni ulwazi oluzotholwa aluzange luhanjiswe futhi kunqunywe ukuthi luyimfihlo yi-SACAA ngokucubungula imithetho nemithethonqubo efanele ngale ndlela elandelayo: -

5.2.1.1. Ukufaka isicelo sanoma yimiphi imisebenzi elawulwa yi-SACAA.

5.2.1.2. Ukufaka izikhalo kwa-SACAA.

5.2.1.3. Ulwazi olwengeziwe ngezinkonzo ezitholakala kwa-SACAA lungatholakala ngale ndlela elandelayo: -

a) Ngokuvakashela iwebhusayithi ye-SACAA ku www.caa.co.za;

b) Ngokuvakashela ihhovisi elikhulu le-SACAA elitholakala:

Ikhaya Lokundiza

Treur Close
Waterfall Park
Bekker Street
Midrand

5.2.1.4. Ukuxhumana ngocingo nabakwa-SACAA ngemibuzo ku- (011) 545 1000.

6. UKUFINYELELA KUMAREKHODI AGCINWE YI-SACAA

6.1. IMIKHAKHA YAMAREKHODI AGCINWE YI-SACAA

I-SACAA inamarekhodi alandelayo ngokweSigaba 14 (1)(d) se-PAIA

6.1.1. Ukudalula Okuzenzakalelayo

Ulwazi ngalezi zihloko ezilandelayo luyatholakala ngaphandle kwesicelo esisemthethweni se-PAIA kusizindalwazi se-SACAA kanye nezincwajana:

- a) Ulwazi Jikelele nge-SACAA;
- b) Ukushicilelwa;
- c) Ikhanda Lebhizinisi;
- d) Iskeni seZindaba;
- e) Igumbi lezindaba;
- f) Ukugqugquzela Kokuphepha;
- g) Isakhiwo Sezinga Eliphezulu Lebhizinisi le-SACAA;
- h) Izaziso namafomu okufaka isicelo;
- i) Imibiko Yezingozi;
- j) Imibiko yezehlakalo;
- k) Amathenda;
- l) Isiqondiso Sempahla sezobuchwepheshe;
- m) Amabhukwana/Iziqondiso;
- n) Izimali;
- o) Imisebenzi Yezokundiza;
- p) Imithetho Nezimiso Zokundiza Kwezomphakathi;
- q) Izibalo Zokundiza Kwezomphakathi;
- r) Ukukhishwa Kwelayisensi kanye Nezinqubo Zokuhlola;
- s) Ukuphepha Kwezindiza;
- t) Izikhumulo zezindiza- Jikelele;
- u) Umuthi Wokundiza – Jikelele;
- v) Ukufaneleka Kwezindiza - Jikelele;
- w) Iziqondiso Zokufaneleka Komoya;
- x) Ukusebenza Kwendiza -Jikelele;
- y) Amasekhula Olwazi Lwezindiza – AIC's;
- z) Imibiko Yonyaka;
- aa) Uhlelo Oluyimfihlo Lokubika Ingozi Yendiza ("CAHRS");
- bb) AOC izinqubo zokufaka isicelo; futhi
- cc) Ukunikezwa Kwamalayisensi Abasebenzi Jikelele.

6.1.2. Ukwengeza kulokhu okungenhla, ulwazi olungezansi kufanele lucelwe ngokusemthethweni ku-DIO, ngakho-ke, alutholakali kalula. Kumele kuphawulwe ukuthi lokhu kumane kuyisicelo sokucela ulwazi futhi isicelo kufanele siphenywe yiPhini kanye/noma iSikhulu Solwazi ngaphambi kokuthi kuthathwe isinqumo. Okulandelayo uhlu lolwazi okufanele lucelwe ngendlela yokufaka isicelo.Uhlu aluphelele futhi luqokethe izigaba ezinkulu:

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6.1.2.1. Unobhala Wenkampani: Ukuphathwa Kwebhizinisi

- a) Amaminiithi nemihlangano yeBhodi, amaKomidi Ebhodi, Ikomidi Eliphethe kanye neKomidi Labaphathi;
- b) Irejista yokuba khona kweBhodi namaKomidi;
- c) Izethulo zeKomidi Eliphethe;
- d) Amaphakethe eBhodi kanye namaKomidi;
- e) Izicelo ze-PAIA;
- f) Imibiko yeForensic;
- g) Irejista Yezipho;
- h) Imibiko yoCwanningo;
- i) Izinhlelo Zokulawula Ubungozi zokuthobela;
- j) Umbiko Wocwanningo Lwesimilo;
- k) Izinhlelo zokusebenza;
- l) Amasu kanye Nezinhlelo Zokusebenza Zonyaka;
- m) Ukudluliselwa Kwegunya;
- n) Isimemezelo sentshisekelo yamalungu eBhodi;
- o) Imibono yezomthetho nezeluleko;
- p) Izinqubomgomo ze-SACAA;
- q) Izivumelwano Zokusebenza Kwebhodi;
- r) Osomqulu Bebhodi kanye Nekomidi kanye Nemibandela Yokusetshenzwa;
- s) Imibiko yeBhodi kanye neKomidi kanye nezethulo;
- t) Izincwadi zongqongqoshe nemibiko;
- u) Ukuhlolwa Kwebhodi; futhi
- v) Amasu ezigaba kanye nezinhlelo zokusebenza.

6.1.2.2. Umnyango Wabasebenzi

6.1.2.3. Amarekhodi we-HR

- a) Imiklomele yokulamula;
- b) Izivumelwano ezihlangene;
- c) Uhlelo Lokuqashwa Ngokulingana

6.1.2.3.1 Amarekhodi Abasebenzi Asemthethweni

- a) Isikhalo kanye/noma izinyathelo zokuqondiswa kwezigwegwe;
- b) Usuku Lokuzalwa komsebenzi ngamunye;
- c) Abasebenzi, amagama nemisebenzi;
- d) Impilo nokuphepha emsebenzini;
- e) Ubulungu noma ukungabi ngamalungu ezinyunyana;
- f) izitifiketi zabasebenzi ze-IRP5/IT3;
- g) Amarekhodi okuqeqeshwa kwezimboni;
- h) Amarekhodi abasebenzi bakwamanye amazwe;
- i) Iholo elikhokhelwa umsebenzi ngamunye;
- j) Amarekhodi abasebenzi (agcinwe ngemuva kosuku lokuphelelwa umsebenzi);
- k) Isikhathi esisetshenzwe umsebenzi ngamunye;
- l) Ama-akhawunti ezindleko;
- m) Izinkontileka zabasebenzi;

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- n) Izivumelwano Zokusebenza;
- o) ikharikhulamu yezokufunda;
- p) Amarekhodi Ezokwelapha;
- q) Isimemezelo sentshisekelo; futhi
- r) Iziqu.

6.1.2.3.2. Amanye amarekhodi Abasebenzi

- a) Indlela yokuziphatha;
- b) Uhlelo lokukhubazeka;
- c) Uhlelo lomshwalense womngcwabo;
- d) Iqembu lempilo;
- e) Ingozi yomuntu siqu yeqembu;
- f) Izinhlelo zokugqugquzela;
- g) Inqubomgomo yekhefu lokuyoteta;
- h) Izinhlelo zosizo lokufunda;
- i) Ulwazi lwesiKhwama sokubonelela kanye nabaphathiswa;
- j) Ama-invoyisi/amarisidi okukhokha; futhi
- k) Amarekhodi okuqondiswa kwezigwegwe.

6.1.2.3.3 Ezezimali

- a) Izabelomali nama-Akhawunti;
- b) Imibiko yocwaningomabhuku;
- c) Amalungiselelo ebhange;
- d) Umshwalense;
- e) Imali Encane kanye nezinye izindleko;
- f) Ulwazi lwabakweletayo nabakweletwayo;
- g) Ukuphathwa Kwezimali;
- h) Uhlelo lwebhizinisi kanye nezezimali;
- i) Ukutshala imali esele;
- j) Ukukhululwa kuMgcinimafa Kazwelonke; futhi
- k) Ama-invoyisi namarisidi okukhokha.

6.1.2.3.4 Ukuphatha uchungechunge lokuhlinzeka

- a) Ukuthengwa kwempahla kanye nezindaba zamathenda;
- b) Umklomelo wamathenda kanye namarekhodi okuphathwa kokuthengwa kwempahla;
- c) Irejista yezimpahla;
- d) Irejista Yezinkontileka kanye; futhi
- e) Ukuphepha kanye nokulawula ukuFinyelela.

6.1.2.3.5. Izivumelwani Nezinkontileka

- a) Amadokhumenti okutholwa noma okulahlwa;
- b) Izivumelwano nosonkontileka nabaphakeli;
- c) Izivumelwano namakhasimende;
- d) Izivumelwano nezinhlaya zombuso, zoHulumeni Kazwelonke, Wezifundazwe kanye Nohulumeni Wasekhaya;

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- e) Izivumelwano nabaninimasheya, izikhulu noma abaqondisi;
- f) Izivumelwano nama-ejensi amazwe ngamazwe, imigwamanda kanye nezinhlangano;
- g) Noma yiziphi izivumelwano zomsabalalisi, umdayisi, noma i-ejensi;
- h) Izivumelwano zezinto ezibonakalayo mayelana nokuhlinzekwa kwezinsizakalo noma impahla;
- i) Izivumelwano zokuthenga noma zokuqashisa;
- j) Izivumelwano Zezinga Lesevisi kanye nezivumelwano ze-IT; futhi
- k) Noma yiziphi ezinye izivumelwano ezingenwe nabahlinzeki bezinsizakalo abahlukene.

6.1.2.3.6. Ubuchwepheshe Bolwazi

- a) Izindaba zedeski losizo;
- b) Idatha kanye nezakhiwo zesisindalwazi;
- c) Ulwazi lomsebenzisi;
- d) Isoftware nehardware;
- e) Uhlelo lokuphatha ulwazi;
- f) Izinqubo namazinga;
- g) Ingqalasizinda Yenethiwekhi;
- h) Ukucwaningwa kwamabhuku;
- i) Amandla kanye nokusetshenziswa Kwezinhlelo Zamanje;
- j) Uhlelo Lwentuthuko;
- k) Ukutholwa kwenhlekelele;
- l) Ukwesekwa Kwezinhlelo Zangaphakathi kanye Nokuhlela/Ukuthuthukiswa; futhi
- m) Inqubomgomo Yezokuphepha ye-IT.

6.1.2.3.7. Ukusebenza Kwezokuphepha Kwezindiza, Ingqalasizinda kanye Nokuphepha

- a) Ibhukwana lomqhubi lezinqubo;
- b) Izincwadi Zokuqeqeshwa Nezinqubo Zenhlangano Yokuqeqeshelwa Kwezindiza
- c) Irejista Yezitifiketi Zomqhubi;
- d) Irejista Yezitifiketi Zenhlangano Yokuqeqeshwa Kwezokundiza;
- e) Imininingwane yomqhubi wendiza;
- f) Ukucwaningwa kanye nemibiko yophenyo kanye nemibhalo;
- g) Izindaba zabasebenzi basemoyeni nolwazi oluhlobene;
- h) Ulwazi Ngokuthwalwa Kwempahla Eyingozi;
- i) Ukungathobeli komqhubi;
- j) Ukumiswa;
- k) Uphenyo kanye nokuhlolwa;
- l) Amarekhodi athile okukhululwa;
- m) Ukulawula ukufinyelela;
- n) Amarekhodi ezikhalo;
- o) Ukwengamela izindaba ezihlobene;
- p) Izimvume ze-ATS (Nascom);
- q) Irejista Yezindiza yaseNingizimu Afrika; futhi
- r) Irejista Yezindlu Zezindiza zaseNingizimu Afrika

6.1.2.3.8. Izingozi Nezehlakalo

- a) Izindlela zophenyo lwengozi;
- b) Imibiko Yezingozi Ekhishiwe;

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- c) Amarekhodi ezingozi zezindiza;
- d) Ubufakazi bedokhumentari ngaphandle kwezitatimende zofakazi ngokwe-ICAO isijobelelo 13;
- e) Imininingwane yabanikazi bezincwadi ezigunyazayo; futhi
- f) Ulwazi lomuntu siqu lomqhubi.

6.1.2.3.9. Incwadi egunyaziwe, Izivivinyo kanye nokubhalisa

- a) Amarekhodi omshayeli wendiza (okuhlanganisa nezingane ezineminyaka eyi-15 -17 ubudala);
- b) Amarekhodi endiza;
- c) Amarekhodi ezivivinyo zabafundi (okuhlanganisa nabancane abaneminyaka eyi-15 -17);
- d) Amarekhodi Esikhulu Esilungisa Indiza (AMO's) kanye nomhloli wezokwelapha kwezindiza
- e) Amarekhodi esikweletu zezindiza; futhi
- f) Izincwadi ezigunyaziwe ezilawula Ukuhamba Kwezindiza.

6.1.2.3.10. Umshwalense

- a) Amarekhodi ezicelo;
- b) Imininingwane yokufaka umshwalense, imikhawulo, nabadayisi bomshwalense; futhi
- c) Izinqubomgomo zomshwalense.

6.1.2.4. Okusemthethweni

- a) Izikhalazo, ukunxusa, izifinyezo, izincwadi, imibono yezomthetho, neminye imibhalo kanye namarekhodi aphaathelene nanoma yiziphi izinyathelo zangempela, ezisalindile, noma ezingase zibe khona, ukuqulwa kwamacala afanayo, uphenyo, okunye ukuxazulula izingxabano kanye nokusebenzisa imisebenzi yokuphatha;
- b) Izincwadi ezigunyaziwe zezinto ezibonakalayo, izimvume, nezigunyazo;
- c) Ulwazi olushintshiwe noma oluthengwe ngesikhathi sokufuna noma ukuhlinzeka iseluleko sezomthetho;
- d) Imemorandamu, izivumelwano, iziphakamiso, imibhalo yezingxoxo, amaminithi, kanye nerekhodi lezingxoxo nemihlangano;
- e) Imibono Yezomthetho
- f) Ukukhululwa
- g) Imibhalo yesikhalazo; futhi
- h) Isenzo sokuphoqelela.

6.1.2.5. Ukucwaningwa Kwangaphakathi kanye Nezobunhloli

- a) Imibiko yoCwaningo lwangaphakathi;
- b) Amaphepha okusebenza oCwaningo Lwangaphakathi kanye namafayela;
- c) Uhlelo Lonyaka Lokucwaningwa Kwamabhuku Kwangaphakathi kanye Nohlelo Lweminyaka Emithathu Lokusebenza;
- d) Indlela yocwaningomabhuku lwangaphakathi;
- e) Izincwadi Zokucwaningwa Kwangaphakathi; futhi
- f) Imibiko yeForensic.

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6.1.2.6. Izinkonzo Zebhizinisi

- a) Isu Nohlelo Lokuphatha Ababambiqhaza;
- b) Izinhlelo Zokuxhumana;
- c) Ubungozi besu kanye nokusebenza amarejista kanye nemibiko;
- d) Izinhlelo Zokuqinisekisa Izinga Nemibiko;
- e) Imibandela Yokuphatha umklamo, Izinhlelo Zomklamo kanye Nemibiko;
- f) Imibiko Yezokuphepha;
- g) Uhlelo Lokuqhubeka Kwebhizinisi kanye Nemibiko;
- h) Ucwango lwamakhasimende kanye nemibiko;
- i) Ulwazi lokuhlaziywa kwedatha njengezithombe ze-CCTV kanye; futhi
- j) Imibandela Yenkundla Yezimboni zeNkundla Yezimboni kanye nemizuzu.

6.1.2.7. Impilo Nokuphepha Kwemvelo

- a) Ukuhlolwa komthelela kwezemvelo;
- b) Ukuphatha kwemvelo nezinhlelo nohlelo;
- c) Izinhlelo zenhlaziso ezimbonini, imininingwane kanye nocwango;
- d) Izimvume, izincwadi zokugunyaza, ukugunyazwa, ukukhululwa, kanye nokubhalisela ukusebenza;
- e) amasayithi namabhizinisi;
- f) Izinhlelo zokuphatha Impilo Nokuphepha emsebenzini, idatha, kanye nocwango; futhi
- g) Amarekhodi ezokuphepha, ezempilo kanye nemvelo.

6.1.2.8 Impahla eyenzwe ngenqondo

- a) Izivumelwano eziphathelele nempahla yengqondo;
- b) amalungelo okushicilela;
- c) Ukumangalelana nezinye izingxabano ezibandakanya impahla yengqondo;
- d) Amalungelo obunikazi, izicelo zelungelo lobunikazi kanye nokusungulwa; futhi
- e) Izimpawu zokuhweba, amagama okuhweba namagama avikelwe.

7. INQUBO YOKUCELA

7.1. Ukufinyelela olwazini olusohlwini olungenhla kuzocelwa ngu:

7.1.1 Ukugcwalisa ifomu elinqunyiwe elinamathiselwe njengeSithasiselo 2 ("ifomu lesicelo");

7.1.2. Ukukhokha kwemali enqunyiwe;

7.1.3. Naphezu kwalokhu okungenhla, umfakisicelo ofuna ukufinyelela irekhodi eliqukethe ulwazi lomuntu siqu akudingekile ukuba akhokhe imali yokufaka isicelo;

7.1.4. Ngemva kokuba iSikhulu Ulwazi/i-DIO isinqume ngesicelo, umfakisicelo kufanele aziswe ngaleso sinqumo;

7.1.5. Umfakisicelo kumele aveze ukuthi isicelo ngesekhophi yerekhodi noma uma umfakisicelo efuna ukuhlola amarekhodi ehovisi le-SACAA;

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7.1.6. Ukufinyelela olwazini olushiwo ngenhla kuzovunyelwa kuphela ofake isicelo ngendlela ayicelile, ngaphandle uma leyo ndlela izophazamisela ngokungafanele ukuhambisa nokusebenza kwe-SACAA noma yonakalise amarekhodi ayo noma yephule ilungelo layo lobunikazi;

7.1.6.1 Uma ngezizathu ezibambekayo, ukufinyelela kungeke kunikezwe ngendlela eceliwe kodwa ngenye indlela, khona-ke imali yokufinyelela izobalwa ngokwendlela umfakisicelo ayeyicelile.

7.1.6.2 Uma umfakisicelo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, angasenza isicelo serekhodi ngomlomo. Ipho iSikhulu soLwazi/i-DIO izogcwalisa ifomu egameni lalowo mfakisicelo futhi inikeze umfakisicelo lelo fomu eligcwalisiwe.

7.1.6.3 Umfakisicelo kumele aveze ngokucacile efomini lesicelo uma:

- a) befisa ukwaziswa ngomphumela wesicelo sabo ngocingo noma nganoma iyiphi enye indlela; futhi
- b) amandla okwenza isicelo, uma ulwazi lucelwa egameni lomunye umuntu.

7.1.6.4 Uma umuntu efisa ukucela ukufinyelela erekhodini lanoma yiziphi izigaba zamarekhodi ezingenhla, lowo muntu kufanele agcwalise ifomu lesicelo. Amafomu nawo angatholakala kulezi zikhulu ezilandelayo:

- a) I-DIO ye-SACAA (imininingwane yayo yokuxhumana ibalulwe ngenhla endimeni 3 yale libukwana); futhi
- b) Isizindalwazi se-SACAA (www.caa.co.za) noma ngokuthumela i-imeyili ku-paia@caa.co.za.

7.1.6.5. Umfakisicelo kufanele aithe ifomu eligcwalisiwe, kanye nemali yesicelo kanye nobufakazi bokukhokha (uma bukhona), ku-DIO ekhelini leposi, ifeksi noma i-imeyili elibekwe esigabeni 3 sale libhukwana. Ifomu eligcwalisiwe kufanele libe nemininingwane eyanele necacile ukuze iSikhulu Solwazi kanye/noma ama-DIO akwazi ukuhlonda ukuthi isicelo ngesani, njengokuthi:

- a) (ama)rekhodi umfakisicelo awacelayo;
- b) Ubunikazi bomfakisicelo;
- c) Iyiphi indlela yokufinyelela umfakisicelo ayifisayo; futhi
- d) Ikheli leposi, ikheli le-imeyili noma inombolo yefeksi (ifeksi) yomfakisicelo.

7.1.7. Uma umfakisicelo enza isicelo egameni lomunye umuntu, kufanele aithe ubufakazi obugculisayo besikhundla enza ngaso lesicelo.

7.1.8. Naphezu kwalokhu okungenhla, ukuthola irekhodi akuzenzakaleli futhi ocelayo kuyodingeka ahambisane nazo zonke izidingo zoMthetho ezihambisana nesicelo. Ikhophi yoMthetho iyatholakala futhi iyatholakala kusizindalwazi se-SACAA. Umfakisicelo uzokwaziswa ngomphumela wesicelo, ngokushesha ngangokunokwenzeka phakathi kwezinsuku ezingama (30) (amashumi amathathu) kwamukelwe isicelo, ngendlela ekhonjwe ngumfakisicelo efomini lesicelo.

7.1.9. Noma yimuphi umuntu, ongakwazi ukufunda noma ukubhala, angenza isicelo ngomlomo ku-SACAA, noma angacela noma yisiphi isikhulu esiqashwe yi-SACAA ukuthi sibhale phansi isicelo sakhe sokuthola ulwazi..

8. ULWAZI LOMUNTU SIQU

8.1. Ukuqoqwa kanye Nokucutshungulwa yi-SACAA kolwazi lomuntu siqu

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8.1.1 I-SACAA ithatha ubumfihlo kanye nokuvikelwa kolwazi lomuntu njengento ebaluleke kakhulu futhi izoqoqa kuphela futhi icubungule ulwazi lomuntu siqu ngokuhambisana nomthetho osebenzayo waseNingizimu Afrika olawula ukuvikelwa kolwazi lomuntu siqu kanye nokufeza igunya layo ngokoMthetho Wezokundiza Komphakathi. Kuze kube manje ulwazi lomuntu siqu luzoqoqwa futhi lucutshungulwe ngokuhambisana nemibandela yokucutshungulwa okusemthethweni kolwazi lomuntu siqu njengoba kuhlinzekwe yi-POPIA. Ngaphandle kokuchezuka kulokho okuvamile okwandulelayo, ukuqoqwa nokucutshungulwa kolwazi lomuntu siqu yi-SACAA kuzohlenganisa, kodwa ngeke kukhawulelwe kulokhu, ukuqinisekisa ukuthi:

- 8.1.1.1.** Imibandela yokucutshungulwa okusemthethweni kolwazi lomuntu siqu yanelisiwe;
- 8.1.1.2.** Ukucutshungulwa kolwazi lomuntu siqu kwenziwa ngokusemthethweni, ngezinjongo ezidingekayo hhayi ezeqisayo, ngendlela evikela izintshisekelo ezisemthethweni zesihloko sedatha futhi engaphuli amalungelo azo;
- 8.1.1.3.** Ulwazi lomuntu siqu lucutshungulwa kuphela ngemvume yesihloko sedatha (noma umuntu onekhono lapho isihloko sedatha sincane. Imvume enjalo iyahoxiswa noma nini, futhi ngaleso sikhathi, i-SACAA izoyeka ukucubungula ulwazi lomuntu siqu: Kuncike ekutheni ulwazi lomuntu siqu lungase lucutshungulwe ngaphandle kwemvume ngenjongo eqashelwa ngokusemthethweni njengoba ichazwe ku-POPIA;
- 8.1.1.4.** Ukucutshungulwa okwengeziwe kolwazi lomuntu siqu kuzohambisana nenjongo yokuqala oluqoqwe ngayo, njengoba kunqunywa izici ezifana nohlobo lolwazi oluthintekayo, imiphumela engaba khona yokuqhubeka nokucutshungulwa esihlokwini sedatha, indlela ulwazi olwaqoqwa ngayo, namalungelo enkontileka nezibopho ezikhona phakathi kwe-SACAA nesihloko sedatha;
- 8.1.1.5.** Izinyathelo ezingenzeka ngokunengqondo zithathwa ukuze kuqinisekise ukuthi ulwazi lomuntu siqu olunikeziwe lunembile, luphelele futhi aludukisi. Ngokuphathelele nalokhu inhloso lapho ulwazi lomuntu siqu luqoqwa khona noma lusetshenziswe ngokuqhubeka iyonquma ukuthi yini esebenza ngokunengqondo ngaphansi kwezimo; futhi
- 8.1.1.6.** Izihloko zedatha zivunyelwe ukusebenzisa amalungelo azo ngaphansi kwe-POPIA mayelana nolwazi lomuntu siqu.
- 8.1.1.7.** I-SACAA izovikela ubuqotho nokugcinwa kuyimfihlo kwemininingwane yomuntu siqu yedatha ephethwe yiyo noma ngaphansi kolawulo lwayo.
- 8.1.1.8.** Noma yimuphi u-opharetha, umsebenzi, i-ajenti, noma usonkontileka ocubungula ulwazi lomuntu siqu lwesihloko sedatha egameni le-SACAA noma umhambisi, ukucubungula ulwazi olunjalo kuzokwenzwa kuphela ngolwazi noma ngokugunyazwa kwe-SACAA, futhi izophatha ulwazi lomuntu siqu luyimfihlo futhi iqinisekise ukuthi ayiluvezi ngaphandle kokuthi ludingwa umthetho noma ngesikhathi sokwenza imisebenzi yayo ngendlela efanele.
- 8.1.1.9.** Lapho kunezizathu ezizwakalayo zokukholelwa ukuthi ulwazi lomuntu siqu lwesihloko sedatha lufinyelelwe noma lwatholwa umuntu ongagunyaziwe. I-SACAA izokwazisa uMlawuli woLwazi kanye nesihloko sedatha lapho kungatholakala khona ukuthi ungubani. I-SACAA izobambezele kuphela ukwaziswa kwesihloko sedatha uma inhlango yomphakathi enesibopho sokuvimbela, ukutholwa noma uphenyo lwamacala noma uMlawuli woLwazi enquma ukuthi lesa saziso sizokhinyabeza uphenyo lobugebengu olwenziwa yinhlango yomphakathi ethintekayo.
- 8.1.1.10.** Isihloko sedatha, esinikeze ubufakazi obanele bobunikazi, unikezwe ilungelo lokucela i-SACAA ukuthi iqinisekise, mahhala, ukuthi i-SACAA inalo yini ulwazi lomuntu siqu mayelana nesihloko sedatha; futhi angacela irekhodi noma incazelo yolwazi lomuntu siqu mayelana nesihloko sedatha esiphethwe yi-SACAA, okuhlenganisa ulwazi mayelana nobunikazi babo bonke abantu besithathu abafinyelele noma abake bafinyelela ulwazi lomuntu siqu lesihloko sedatha.

8.2. Izinjongo Zokucubungula Ulwazi Lomuntu Siqu yi-SACAA



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8.2.1. I-SACAA izocubungula ulwazi lomuntu siqu ngezinhloso ezehlukene ngokoMthetho Wezokundiza Kwezindiza, okuhlanganisa kodwa kungacini kulokhu okulandelayo.:

- 8.2.1.1. Ukugcina amarekhodi ekhasimende;
- 8.2.1.2. Ngezinhloso zokuqasha;
- 8.2.1.3. Ngezinjongo zokuqashwa;
- 8.2.1.4. Ukuze inikeze izinsizakalo eziphumelelayo kumakhasimende;
- 8.2.1.5. Ukuhlinzeka ngamasevisi angeziwe kumakhasimende;
- 8.2.1.6. Ukuhlinzeka kwezinsizakalo zezempilo nezeluleko zempilo enhle kubasebenzi;
- 8.2.1.7. Ukugcina ama-akhawunti e-SACAA namarekhodi ezezimali;
- 8.2.1.8. Ukweseka nokuphatha abasebenzi be-SACAA;
- 8.2.1.9. Ukusebenzisa ubuchwepheshe ukuvikela impahla ye-SACAA;
- 8.2.1.10. Ukuhlola nokucubungula izimangalo;
- 8.2.1.11. Ukuthola nokuvimbela ukukhwabanisa, inkohlakalo nobunye ubugebengu;
- 8.2.1.12. Ngocwaningo lwemakethe nokuhlaziywa kwezibalo;
- 8.2.1.13. Ukuze kuthotshelwe izimfuneko zomthetho nezokulawula;
- 8.2.1.14. Ukuqinisekisa ubunikazi besihloko sedatha;
- 8.2.1.15. Ngezinhloso zokuhamba amazwe;
- 8.2.1.16. Ngezinhloso zokuphatha jikelele, kwezezimali neyentela;
- 8.2.1.17. Ngezinhloso zomthetho nezenkontileka;
- 8.2.1.18. Ukuqapha ukufinyelela, ukuvikela nokuphatha izakhiwo nezinsiza ze-SACAA;
- 8.2.1.19. Ukusiza ukuthuthukisa izinga lezinsizakalo ze-SACAA;
- 8.2.1.20. Ukululamisa isikweletu;
- 8.2.1.21. Ukwenza ukuhlaziya kanye nephrofayili yekhasimende;
- 8.2.1.22. Ngezinjongo zokuqinisekisa ukuthotshelwa komthetho nokucwaningwa kanye; futhi
- 8.2.1.23. Ukufeza umsebenzi wayo ngokoMthetho Wezokundiza Kwezomphakathi.

8.3. Izihloko Zedatha Imininingwane yazo yeSiqu icutshungulwa yi-SACAA

8.3.1. Ulwazi lomuntu siqu lwezigaba ezilandelayo zezihloko zedatha luyacutshungulwa:

- 8.3.1.1. Amalungu Ebhodi Labaqondisi;
- 8.3.1.2. Amalungu Esigungu Esiphezulu;
- 8.3.1.3. Abasebenzi, abaqeqeshwayo, kanye nalabo abazoba ngabasebenzi be-SACAA;
- 8.3.1.4. Ababonisi;
- 8.3.1.5. Abamangali nemibuzo;
- 8.3.1.6. Abaphathiswa beZimali zeSibonelelo zoMshwalense be-SACAA;
- 8.3.1.7. Abaqondisi, Abaphathi kanye Nabasebenzi bezinkampani ezingaphansi;
- 8.3.1.8. Osonkontileka bangaphandle;
- 8.3.1.9. Abahlinzeki nabahlinzeki bezinsizakalo;
- 8.3.1.10. Amakhasimende nabasebenzi bawo;
- 8.3.1.11. Abantu bathwetshulwe izithombe/ividiyo ye-CCTV;
- 8.3.1.12. Abantu ababonise intshisekelo ezinsizeni ze-SACAA;
- 8.3.1.13. Abahlomuli bezinhlelo ze-SACAA Zokutshalwa Kwezimali;
- 8.3.1.14. Izihloko zedatha ezithintekayo ophenyweni lwe-SACAA;
- 8.3.1.15. Abalawuli;
- 8.3.1.16. Abaphathi bezincwadi ezigunyaziwe;
- 8.3.1.17. Abahloli Abakhethiwe (Indiza/Ezokwelapha);
- 8.3.1.18. AMO's; futhi
- 8.3.1.19. AME's.

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8.4. Ulwazi lomuntu siqu olucutshungulwe yi-SACAA

8.4.1. I-SACAA icubungula ulwazi lomuntu siqu olulandelayo kanye nolwazi lomuntu siqu olukhethekile oluhlobene nezigaba ezilandelayo zezihloko zedatha, kuhlanganisa kodwa kungagcini nje: -

ISIGABA SESIHLOKO SEDATHA	IZINHLOBO ZOLWAZI OLUSETSHENZIWE
Abantu ngabanye (Amakhasimende futhi nalabo okungenzeka kube amakhasimende okuhlanganisa izingane ezineminyaka ephakathi kuka-15 kuya ku-17 ubudala)	Igama, isibongo, inombolo kamazisi waseNingizimu Afrika noma inombolo yepasipoti, usuku lokuzalwa, iminyaka, isimo somshado, ubuzwe, ubulili, uhlanga, izinombolo zocingo, ikheli le-imeyili, amakheli okuhlala naweposi, inombolo yentela, imininingwane yezezimali, imininingwane yasebhange okuhlanganisa nezinombolo ze-akhawunti, imibhalo ye-FICA, CCTV izithombe.
Abantu Abasemthethweni (Amakhasimende Ezinkampani)	Igama lebhizinisi, inombolo yokubhalisa, imininingwane ehlobene nentela, imininingwane yokuxhumana yabameleli, imininingwane yasebhange okuhlanganisa nezinombolo ze-akhawunti, imibhalo ye-FICA.
Amalunga Ebhodi	Izinombolo zikamazisi, amagama, ubulili, imibhalo ye-FICA yohlanga, izithombe ze-CCTV, idatha lobuqiniso.
Abasebenzi, abangaba abasebenzi, ukuqashwa okusha	Igama, isibongo, inombolo kamazisi waseNingizimu Afrika noma enye inombolo ehlonzayo, imininingwane yokuxhumana, ikheli lendawo neleposi, usuku lokuzalwa, iminyaka, isimo somshado, uhlanga, ubulili, ukukhubazeka, ulwazi, umlando wokuqashwa, ukuhlolwa kwesizinda sobugebengu, ama-CV, umlando wezemfundo, imininingwane yasebhange, inombolo yereferensi yentela, ulwazi lomhlo nenzuzo, ulwazi lwezempilo, imininingwane ehlobene nokusebenza kwabasebenzi, ulwazi lwezinqubo zokuqondiswa kwezigwegwe, izithombe ze-CCTV, idatha lobuqiniso.
Abahlinzeki besevisi, okuhlanganisa izinsiza ezikhishwe ngaphandle noma ezisingathwa, abacwaningi mabhuku, njll	Imininingwane yokubhaliswa kwenkampani, izinombolo zikamazisi, izitifiketi ze-BEE, imvume yentela, intela engenayo kanye nemininingwane yokubhalisela i-VAT, imininingwane yokukhokha okuhlanganisa nezinombolo ze-akhawunti yasebhange, ama-invoyisi, izivumelwano zenkontileka, amakheli, imininingwane yokuxhumana, izithombe ze-CCTV.

8.5. Ulwazi lomuntu siqu olukhethekile olucutshungulwe yi-SACAA

8.5.1. I-SACAA izocubungula lezi zigaba zolwazi lomuntu siqu olukhethekile ngokwegunya le-SACAA ngokoMthetho Wezokundiza Kwezindiza: -

- 8.5.1.1. Ulwazi oluhlobene nendabuko yobuhlanga kanye/noma yobuzwe;
- 8.5.1.2. Ulwazi lobulungu bezinyunyana zabasebenzi;
- 8.5.1.3. Amacala noma amacala asolwayo;
- 8.5.1.4. Ukubandakanyeka kwenkolo noma ezinye izinkolelo;
- 8.5.1.5. Imininingwane yempilo engokomzimba/yengqondo;
- 8.5.1.6. Ukuqulwa kwamacala, imiphumela nezigwebo;
- 8.5.1.7. Ulwazi oluhlobene nedatha yobuqiniso;
- 8.5.1.8. Ulwazi oluhlobene nedatha yokulinganiswa kwengqondo; futhi
- 8.5.1.9. Ulwazi oluhlobene nedatha yezokwelapha.

8.6. Abamukeli okwabiwa nabo Ulwazi Lomuntu Siqu

8.6.1. I-SACAA ingase yabelane ngolwazi lomuntu siqu nabamukeli abalandelayo noma izigaba zabamukeli:-

Noma nini lapho kuphakama isidingo, i-SACAA ingase yabelane ngemininingwane yomuntu siqu eyicubungulayo nezihloko zedatha ngokwayo. Uma kwenzeka kube nesidingo, i-SACAA idingeka ukuthi ihambisane nezinhlinzeko ezisebenzayo ze-POPIA ukuze kusetshenzwe ngokusemthethweni ulwazi lomuntu siqu njengoba kubekwe esigatshaneni sesi-8.1.

Okulandelayo yincazelo yezigaba zabamukeli I-SACAA ingase ngenxa yesimo sayo esisemthethweni ibe nesidingo sokwabelana nolunye ulwazi lomuntu siqu, ngesizathu esithile noma esinye ngokwegunya layo noma umthetho osebenzayo:

- 8.6.1.1. Umndeni, abalingani, nabamele isihloko sedatha;
- 8.6.1.2. Ama-ejensi okuqashwa nokuqasha;
- 8.6.1.3. Izinhlangano zezinsizakalo zezezimali;
- 8.6.1.4. Ama-ejensi wenkomba yesikweletu;
- 8.6.1.5. Izinhlangano zezempilo, zezenhlahalakahle nezenhlahalakahle;
- 8.6.1.6. Ochwepheshe bezempilo;
- 8.6.1.7. Uhulumeni omkhulu;
- 8.6.1.8. Izikhungo zokugcinwa komthetho;
- 8.6.1.9. Izinkantolo zomthetho, amakhomishana ophenyo kanye nezinye izinkantolo;
- 8.6.1.10. Abalingani bebhizinisi;
- 8.6.1.11. Abafake izicelo kanye nabahlomulayo kwezamafa;
- 8.6.1.12. Abantu abenza imibuzo noma izikhalazo;
- 8.6.1.13. Abaphenyi abazimele/be-Forensic;
- 8.6.1.14. Othisha nezindikimba ezihlolayo;
- 8.6.1.15. Abaphenyi bezimangalo;
- 8.6.1.16. Abahlinzeki nabahlinzeki bezinsizakalo;
- 8.6.1.17. Imizimba yezimboni;
- 8.6.1.18. Abaphenyi kanye neziphathimandla zokulawula;
- 8.6.1.19. Ama-ejensi wokuqoqwa kwezikweletu kanye nokulandela umkhondo;
- 8.6.1.20. Ezinye izigaba zokusebenza kwezokuthutha;
- 8.6.1.21. Abacwaningi kanye noMcwaningi Jikelele waseNingizimu Afrika;
- 8.6.1.22. Abaphathi bezikhwama zempesheni/zezibonelelo;

8.6.1.23. Izinyunyana zabasebenzi;

8.6.1.24. Inhlangano yezindiza zomphakathi yamazwe-ngamazwe; futhi

8.6.1.25. Izinhlangano Zezokuphepha Zombuso.

8.7. Ukuhamba Okuhleliwe Kokweqa Umngcele Kolwazi Lomuntu Siqu yi-SACAA

8.7.1. I-SACAA ingase idinge ngezikhathi ezithile ukwabelana ngolwazi lomuntu siqu lwezihloko zedatha nezinkampani zangaphandle kwamanye amazwe. Uma kwenzeka kuba nesidingo esinjalo, i-SACAA idingeka ukuthi iqinisekise ukuthobela imibandela ye-POPIA esebenzayo. Lokhu kuzokwenziwa kuphela uma okukodwa noma ngaphezulu kwezimfuneko ezilandelayo kuhrangatshezwana nazo: -

8.7.1.1. Umuntu wesithathu ongumamukeli wolwazi ungaphansi komthetho, imithetho yebhizinisi ebophayo noma isivumelwano esibophezelayo esihlinzeka ngezinga elanele lesivikelo leso —

i. isekela ngempumelelo izimiso zokucutshungulwa okunengqondo kolwazi olufana kakhulu nezimo zokucutshungulwa okusemthethweni kolwazi lomuntu siqu oluhlobene nesihloko sedatha ongumuntu wemvelo futhi, lapho kufanele khona, umuntu osemthethweni, njengoba kubekwe ku-POPIA; futhi

ii. kuhranganisa izinhlinzeka, ezifana kakhulu nesigaba 72 se-POPIA, esihlobene nokudluliswa okwengeziwe kolwazi lomuntu siqu lusuka kumamukeli luye kubantu besithathu abakwelinye izwe;

8.7.1.2. Isihloko sedatha sivuma ukudluliswa;

8.7.1.3. Ukudluliselwa kuyadingeka ekusebenzeni kwenkontileka phakathi kwesihloko sedatha nenkampani okukhulunywa ngayo, noma ukuze kusetshenziswe izinyathelo zangaphambi kwenkontileka ezithathwe ukuphendula isicelo sesihloko sedatha;

8.7.1.4. Ukudluliselwa kuyadingeka ukuze kuphuthulwe noma kwenziwe inkontileka ephethwa ngentshisekelo yesihloko sedatha phakathi kwenkampani okukhulunywa ngayo nenkampani yangaphandle; noma

8.7.1.5. ukudluliswa kungokwenzuzo yesihloko sedatha, futhi—

i. akwenzeki ngokuphusile ukuthola imvume yedatha engaphansi kwalokho kudluliselwa; futhi

ii. uma bekungenzeka ngokuphusile ukuthola leyo mvume, isihloko sedatha kungenzeka siyinikeze.

8.8. Incenzo Yezinyathelo Zokuphepha ze-IT Ezisetshenziswa ngaphakathi kwe-SACAA

8.8.1. I-SACAA ihambisana namazinga aphezulu emboni ye-ICT ukuze ivikele ulwazi lwe-SACAA futhi sisebenzisa izendlalelo ezihlukahlukene zokuphepha ukuze sivikele futhi sivikele ubumfihlo, ubuqotho nokutholakala kwedatha yethu kanye nolwazi (kuhranganise nolwazi lomuntu siqu). I-SACAA ithatha izinyathelo ezizwakalayo, ezifanele, nezanele zobuchwepheshe kanye nenhlangano ukuqinisekisa ukuthi ulwazi lwakho lomuntu siqu lugcinwa luvikelekile futhi luvikelekile ekucutshungulweni okungagunyaziwe noma okungekho emthethweni. ukulahlekelwa ngengozi, ukucekelwa phansi, ukulimala, ukuguqulwa, ukudalulwa, noma ukufinyelela okungagunyaziwe. Ibhizinisi ngokwenkontileka ligunyaza noma yiziphi izinkampani zangaphandle lapho ulwazi lwakho lomuntu siqu lidluliselwa khona ukuthi zenze okufanayo.

8.8.2. I-SACAA ihlale ibuyekeza ubulawuli bayo bokuphepha nezinqubo ezihlobene ukuze iqinisekise ukuthi imininingwane yakho yomuntu siqu ivikelekile. Nokho, lapho kunezizathu ezizwakalayo zokukholelwa ukuthi ulwazi lwakho lomuntu siqu lufinyelelwe noma lwatholwa yinoma yimuphi umuntu ongagunyaziwe, sizokwazisa Isilawuli Solwazi kanye nawe, ngaphandle uma Isilawuli Solwazi noma inhlangano yomphakathi enesibopho sokutholwa, ukuvimbela, noma ukuphenywa kwamacala, kusazisa ukuthi ukukwazisa kuzokhinyabeza uphenyo lobugebengu.

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9. ISIKHALAZO ESIPHIKISANA NOKWENQABA KOKUFINYELELA ULWAZI

- 9.1. Uma ngemuva kokuhambisana nezidingo zenqubo ezishiwo ngenhla, umfakisicelo akagculisekile ngesinqumo seSikhulu soLwazi/I-DIO sokwenqaba ukufinyelela esicelweni solwazi, ofake isicelo ezinsukwini ezingama-30 (amashumi amathathu) zokwaziswa ngesinqumo angafaka isicelo eNkantolo efanele ukuze athole usizo.
- 9.2. I-SACAA ayinayo inqubo yangaphakathi yesikhalazo mayelana nezinhlinzeko zoMthetho. Ngaleyo ndlela isinqumo esithathwe ngumuntu ogunyaziwe esigabeni 3.2 siwujuqu, uma isicelo senqatshwa umfakisicelo angafaka isikhalo noma abuyekeze lesi sinqumo enkantolo yomthetho futhi njengoba kuhlinzekelwe eMthethweni.

10. JIKELELE

10.1. Leli bhukwana lizobuyekizwa, uma kunesidingo, libuyekizwe njalo ngonyaka.

10.2. Leli bhukwana lizotholakala ezindaweni ezilandelayo:

10.2.1.1. uMlawuli woLwazi, ngesicelo;

10.2.1.2. amahhovisi e-SACAA ukuze ahlolwe ngumphakathi ngezikhathi zomsebenzi ezijwayelekile;

10.2.1.3. Isizindalwazi se-SACAA, sithi www.caa.co.za; futhi

10.2.1.4. ngesicelo se-imeyili ku-paia@caa.co.za nangemva kokukhokhwa kwenani elifanele Imali yekhophi yebhukwana, njengoba kuhlongozwe kuSithasiselo 1, izokhokhwa ngekhophi ngayinye engusayizi we-A4 eyenziwe. Imali yekhophi yebhukwana, njengoba kuhlongozwe kuSithasiselo 1, izokhokhwa ngekhophi ngayinye engusayizi we-A4 eyenziwe.

10.3. Ngokulandela izinhloso ze-SACAA okukhulunywe ngazo ngenhla endimeni yesi-6, olunye ulwazi lungahlukaniswa njengoluyimfihlo kakhulu ngakho-ke, ukufinyelela kukho, lunganqatshelwa.

10.4. Inhlangotho yezokundiza Zomphakathi kwamazwe-ngamazwe("ICAO") Amazinga eSijobelelo 13 adinga lokhu okulandelayo maqondana nokungadalulwa kwamarekhodi, okuzobhekwa maqondana nanoma yisiphi isicelo sokudalula imininingwane ebhalwe ngezansi.

10.4.1. Ukungavezi obala kwamarekhodi:

Ngokwe-ICAO isijobelelo-13 okukhulunywe ngakho ngenhla endimeni 8.3, uMbuso ophethe uphenyo ngengozi noma isigameko angeke kwenze la marekhodi alandelayo atholakalele izinjongo ngaphandle kophenyo lwengozi noma lwesigameko:

- zonke izitatimende ezithathwe kubantu yiziphathimandla eziphenyayo ngesikhathi sopeno;
- konke ukuxhumana phakathi kwabantu abebekade bebambe iqhaza ekusebenzeni kwendiza;
- ukuqoshwa kwezwi egumbini lomshayeli wendiza kanye nemibhalo evela kulokho okurekhodiwe;
- ukurekhodwa nokulotshiwe kokurekhodiwe okuvela kumayunithi okulawula ukuhamba kwezindiza; futhi
- imibono evezwe ekuhlaziyweni kolwazi, okuhlenganisa nemininingwane yerekhodi lendiza.

10.5. Amarekhodi ashiwo ngenhla azofakwa embikweni wokugcina noma ezithasiselweni zawo kuphela uma ehlobene nokuhlaziywa kwengozi noma isigameko, lizingxanye zamarekhodi ezingabalulekile ekuhlaziyweni ngeke zidalulwe.

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10.6. Uma noma yiluphi ulwazi lwe-SACAA lucelwe ngenhloso yesinyathelo senkantolo noma izinyathelo zomthetho, Isithasiselo "C" sidinga ukugcwaliswa futhi sidluliselwe kuma-DIO noma Isikhulu Esibhekele soLwazi. Ama-DIO kanye Nesikhulu Solwazi sizoqinisekisa ukuthi izimfuneko ezishiwo ku-ICAO isijobelelo-13 kanye Nomthethonqubo/uMthetho Wezokundiza Kwezindiza ziyacatshangelwa ngaphambi kokuba amadokhumenti kanye/noma adalulwe.

11. IZIMALI

11.1. Umthetho uhlinzekela izinhlobo ezimbili zezimali, okuyilezi:

11.1.1. Imali yesicelo, okuyimali ejwayelekile; futhi

11.1.2. Imali yokufinyelela, ebalwa ngokucabangela izindleko zokukhiqiza kabusha, ukucinga kanye nesikhathi sokulungiselela kanye nezindleko, nezindleko zokuposa.

11.2. Lezi zimali ezibalulwe ngenhla zinqunywa uMlawuli Wezolwazi futhi nesakhiwo semali ekhokhwayo eSizindeni Sikahulumeni singatholakala kusizindalwazi soMlawuli.

11.3. Uma i-DIO ithola isicelo sokufinyelela, ngesaziso, izodinga ukuthi umfakisiselo (uma umfakisiselo engeyena umceli siqu) ukuba akhokhe imali yesicelo enqunyiwe ngaphambi kokucubungula isicelo. Ukwengeza, uma isicelo samukelwe, umfakisiselo uzokwaziswa ukuthi akhokhe imali yokufinyelela.

11.4. Imali yokufinyelela ihlanganisa ukusesha, ukukhiqiza kabusha nokulungiselela, kanye nesikhathi esidingekayo ngokweqile amahora anqunyiwe okucinga nokulungisa irekhodi ukuze lidalulwe, okuhlanganisa nokunquma ukulenza litholakale ngendlela oyifunayo. Ezimweni ezithile, umfakisiselo kungase kudingeke ukuthi akhokhe idiphozithi ngaphambi kokuba athole ulwazi, futhi le diphozithi iyingxenywe yemali yokufinyelela efanele futhi izobuyiselwa uma ukufinyelela kwenqatshwa.

12. IZIMALI EZIMISELWE IZIKHUNGO ZOMPHAKATHI

Izimali ezikhokhwayo maqondana Nezikhungo Zomphakathi (Umthetho Wokukhuthaza Ukutholakala Kolwazi, 2000 (uMthetho No. 2 ka-2000)- Bheka Isithasiselo 1.

13. AMAFOMU ANQUNYELWE OKUFINYELELA IREKHODI Lwesikhungo SOMPHAKATHI

13.1. Bheka iSithasiselo 2.

14. IZIXAZULULO ZANGAPHANDLE

Uma kukhona ozizwa ephatheke kabi ngokwenqaba kweSikhulu Sezokwaziswa kwesicelo, zingakadluli izinsuku ezingama-30 (amashumi amathathu) zifake isicelo enkantolo sokuthi zikhululeke. Ngezinhloso zoMthetho, izinkantolo ezinegunya phezu kwalezi zicelo yiNkantolo Yomthethosisekelo, iNkantolo Ephakeme, noma enye inkantolo enesimo esifanayo.

15. UKUTHOLAKALA KWEBHUKWANA

15.1. Leli bhukwana lenziwa litholakale ngezilimi ezintathu ezisemthethweni ezilandelayo:-

15.1.1. iSingisi;

15.1.2. isiZulu; futhi

15.1.3. ne-Sisuthu.

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- 15.2. Leli bhukwana lenziwe latholakala kuMlawuli woLwazi, ngokuhambisana neMithethonqubo emenyezwe ngokoMthetho futhi iyatholakala ukuthi ihlolwe, mahhala, emahhovisi e-SACAA. Amakhophi e-elektronikhi aleli bhukwana azotholakala isizindalwazi se-CAA: <http://www.caa.co.za>.

ISIPHETHO

**IZIMALI EZIPHATHELENE NEZIGABA ZOMPHAKATHI
 (UMTHETHO WOKUKHUTHAZWA KOKUFINYELELA
 OLWAZINI, KA-2000 (UMTHETHO 2 KA-2000))**

1.	Imali ekhokhwayo yekhophi yebhukwana njengoba kuhlangozwe kumthethonqubo wesi-5 (c) ngu-R0,60 ikhophi ngayinye yekhasi elingu-A4 noma ingxenye yalo.	
2.	Izimali zokukhiqiza kabusha okukhulunywe ngazo kumthethonqubo wesi-7(1) zimi kanje:	
3.	Ikhophi ngayinye yekhasi elingusayizi we-A4 noma ingxenye yalo	R0.60
4.	Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo egcinwe kukhompuyutha noma ngogesi noma ngefomu elifundeka ngomshini	R0.40
5.	Ukuze uthole ikhophi efomini elifundeka ngekhompuyutha:	
	(i) Kwi-disk drive esetshenziswa kumakhompuyutha (USB)	R5.00
	(ii) I-disk epakishwe ngobunono ndawonye	R40.00
6.	Okokulotshwa kwezithombe ezibukwayo, zekhasi elingusayizi A4 noma ingxenye yalo	R22.00
	(iii) ukuthola ikhophi yezithombe ezibukwayo	R60.00
	Okokulotshwa kwerekhodi lomsindo, lekhasi elingu-A4 noma ingxenye yalo	R12.00
	Ngekhophi yerekhodi lomsindo	R17.00
	Imali yesicelo ekhokhwa yiwo wonke umuntu ofake isicelo, ngaphandle komfakisicelo siqu sakhe, okukhulunywe ngaye kumthethonqubo wesi-7(2)	R35.00
	Izimali zokuthola ulwazi ezikhokhwa ngumfakisicelo okukhulunywe ngazo kumthethonqubo wesi-7(3) zimi kanje:	
	Ikhophi ngayinye yekhasi elingusayizi we-A4 noma ingxenye yalo.	R0.60
	Ikhophi ngayinye ephrintiwe yekhasi elingu-A4 noma ingxenye yalo egcinwe kukhompuyutha noma ngogesi noma ngefomu elifundeka ngomshini.	R0.40
	Ukuze uthole ikhophi efomini elifundeka ngekhompuyutha:	
	(ii) Kwi-disk drive esetshenziswa kumakhompuyutha (USB)	R5.00
	(iv) I-disk epakishwe ngobunono ndawonye	R40.00
	Ukulotshwa kwezithombe ezibukwayo, zekhasi elingusayizi A4 noma ingxenye yalo	R22.00
	Ukuze uthole ikhophi yezithombe ezibonakalayo	R60.00
	Ukulotshwa kwerekhodi lomsindo, lekhasi elingu-A4 noma ingxenye yalo	R12.00
	Ngekhophi yerekhodi lomsindo	R17.00
	Ukusesha nokulungisa irekhodi ukuze lidalulwe, ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elidingekayo ngokuphusile kulokho kusesha nokulungiselela	R15.00

Ngezinhloso zesigaba 22(2) soMthetho, lokhu okulandelayo kuyasebenza:

- Amahora ayisithupha njengamahora okufanele eqiwe ngaphambi kokuba kukhokhwe idiphozithi; kanti ingxenye eyodwa kwezintathu yemali yokuthola ikhokhwa njengediphozithi ngumfakisicelo.
- Imali yokuposa ikhokhwa uma ikhophi yerekhodi kufanele iposelwe kumfakisicelo.

IFOMU ELIMISELWE
(UMTHETHO WOKUKHUTHAZWA KOKUFINYELELA
OLWAZINI, KA-2000 (UMTHETHO WESI-2 KA-2000))

* QAPHELA: Sicela ugcalise zonke izingxenye zaleli fomu

(Isigaba 18(1) soMthetho Wokukhuthaza Ukutholakala Kolwazi, 2000 (uMthetho wesi-2 ka 2000))

[Umthethonqubo 6]

UKUSETSHENZISWA KOMNYANGO

Inombolo yereferensi:				
Isicelo sintholwe Ngu	<i>(amagama aphelele, isikhundla kanye neminingwane yesiphathimandla solwazi/iphini lesikhulu solwazi)</i>			
Isicelo samukelwe ngomhla ka		(usuku)	lwe	(indawo)
Imali yesicelo (uma ikhona):	R			
Idiphozithi (uma ikhona):	R			
Imali yokufinyelela:	R			

ISIGINESHA YOMPHATHI WEZOLWAZI / IPHINI LESIKHULU SOLWAZI	AMAGAMA NGAMAGAMA AMAKHULU	USUKU
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A. IMININGWANE YEZIGABA ZOMPHAKATHI

Isikhulu Solwazi/ Iphini Lesikhulu Solwazi:	
IZIPHATHIMANDLA ZEZINDIZA ZASE NINGIZIMU AFRIKA (CAA)	
Ikheli lendawo	Ikhaya Lokundiza, Treur Close, Waterfall Park, Midrand
Ikheli leposi	Private Bag X73, Halfway House, 1685
Inombolo yocingo	011-545-1000
Inombolo yefeksi	011-545-1465

B. IMININGWANE YOMUNTU OCELA UKUFINYELELA IREKHODI

(a) Imininingwane yomuntu ocela ukufinyelela kwirekhodi kufanele inikezwe ngezansi.	
(b) Ikheli kanye/noma inombolo yefeksi yaseRiphabhulikhi lapho ulwazi luzothunyelwa khona, kufanele kunikezwe.	
(c) <u>Ubufakazi besikhundla isicelo esenziwa ngaso, uma bukhona, kufanele bunanyathiselwe.</u>	
Amagama aphelele nesibongo	
Inombolo yomazisi	
Ikheli leposi	

		Ikhodi yeposi	
Inombolo yefeksi			
Inombolo yocingo		ikheli le-imeyili	
AMANDLA okwenziwa ngawo isicelo, uma senziwa egameni lomunye umuntu kanye nesizathu:			
C. IMININIGWANE YOMUNTU ISICELO ESEZIWA EGAMENI LAKHE			
Lesi sigaba kufanele sigcwaliswe KUPHELA uma isicelo solwazi senzela omunye umuntu.			
Amagama aphelele nesibongo			
Inombolo yomazisi			
D. IMININIGWANE YEREKHODI			
(a) Nikeza imininingwane egcwele yerekhodi okucelwa ukufinyelela kulo, kuhlenganisa nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale.			
(b) Uma isikhala esinikeziwe singanele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu.			
(c) Umfakisicelo kumele asayine wonke amaphepha engeziwe.			
1.	Incazelo yerekhodi noma ingxenye efanele yerekhodi:		
2.	Inombolo yereferensi, uma ikhona		
3.	Noma yimiphi eminye imininingwane yerekhodi		

E. IZIMALI			
(a) Isicelo sokuthola irekhodi, ngaphandle kwerekhodi eliqukethe ulwazi lomuntu siqu, sizocutshungulwa kuphela ngemva kokuba imali yokucela isikhokhiwe.			
(b) Uzokwaziswa ngemali edingekayo ukuze ikhokhelwe njengemali yesicelo.			
(c) Imali ekhokhwayo yokuthola irekhodi incike ohlotsheni ukufinyelela okudingeka ngalo kanye nesikhathi esidingekayo sokucinga nokulungisa irekhodi.			
(d) Uma ufaneleka ukukhululwa ekukhokhweni kwanoma iyiphi imali, sicela usho isizathu sokukhululwa.			
Isizathu sokukhululwa ekukhokhweni kwezimali:			

F. IFOMU LOKUFINYELELA IREKHODI					
Uma uvinjelwa ukukhubazeka ukufunda, ukubuka noma ukulalela irekhodi ngendlela yokufinyelela ehlinzekwe ku-1 kuya ku-4 ngezansi, isho ukukhubazeka kwakho futhi ubonise ukuthi irekhodi lidingeka ngayiphi indlela.					
Ukukhubazeka:			Uhlobo irekhodi elidingeka ngalo		
<i>Maka ibhokisi elifanele ngo-X.</i>					
AMANOTHI:					
1. Ukuthobela isicelo sakho sokuthola ulwazi ngefomu elishiwo kungancika ohlotsheni irekhodi elitholakala ngalo.					
2. Ukufinyelela ngendlela eceliwe kungase kwenqatshwe ezimeni ezithile. Esimeni esinjalo uzokwaziswa ukuthi ukufinyeleleka kuzonikezwa ngenye indlela.					
3. Imali ekhokhwayo yokuthola irekhodi, uma ikhona, iyonqunywa ngokwengxeny euhlobo ukufinyelela okucelwe ngalo.					
4. Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo (bheka isigaba sesi-6 ngezansi)					
1.	Uma irekhodi libhalwe phansi noma liprintiwe:				
	Ikhophi yerekhodi *		Ukuhlolwa kwerekhodi		
2.	Uma irekhodi linezithombe ezibukwayo (lokhu kuhlanganisa izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhiqizwe ngekompuyutha, imidwebo, njll.)				
	Buka izithombe		Ikhophi yezithombe *	Ukulotshwa kwezithombe*	
3.	Uma irekhodi liqukethe amagama arekhodiwe noma ulwazi olungaphinde lwenziwe ngomsindo:				
	lalela ithrekhi yomsindo (ikhasethi elilalelwayo)		ukulotshwa kwethrekhi yomsindo* (idokhumenti ebhaliwe noma ephrintiwe)		
4.	Uma irekhodi ligcinwe kukompuyutha noma ngendlela ye-elektroniki noma efundeka ngomshini:				
	ikhophi ephrintiwe yerekhodi *	ikhophi ephrintiwe yolwazi olutholakala kwirekhodi *	ikhophi ngendlela efundekayo ngekompuyutha* (idisc elisetshenziswa kumakhomphyutha noma elipakishwe ngobunono ndawonye)		
5.	Uma ucele ikhophi noma okulotshiweyo kwerekhodi (nengenla), ufisa ukuthi ikhophi noma okulotshiweyo kuthunyelwe kuwe? Imali yokuposa iyakhokhwa.			YEBO	CHA
6.	Ungathanda irekhodi ngaluphi ulimi?				
G. ISAZISO NGESINQUMO MAYELANA NESICELO SOKUFINYELELA					
Uzokwaziswa ngokubhalelwa ukuthi isicelo sakho sivunyiwe/saliwe. Uma ufisa ukwaziswa ngenye indlela, sicela usho indlela futhi unikeze imininingwane edingekayo ukuze sikwazi ukuthobela isicelo sakho.					
Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyelela irekhodi?					
ISIGINISHA YOMCELI/UMUNTU OKWENZIWA ISICELO EGAMENI LAKHE		IGAMA NGAMAGAMA AMAKHULU		USUKU	
Indawo yesiginesha					