UMASIPALA WASEMSUNDUZI

ISIGABA 14 IBHUKWANA LOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI

WAVUNYWA YIKOMIDI LESIGUNGU ESIPHEZULU (MHLA ZINGAMA 23 KUMANDULO WEZI- 2010)

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ISIGABA SOKU 1: Izifinyezo nezincazelo

IO	ISikhulu Esibhekele Ulwazi
DIO	ISekela leSikhulu Esibhekele Ulwazi
PAIA	UMthetho Wokukhuthaza Ukufinyelela Olwazini uNo. 2 wezi-2000
MSA	UHulumeni Wendawo: UMthetho Wezinhlaka zikaMasipala, uNo. 117 we- 1998

ISIGABA 2: Isingeniso

Leli bhukwana lihlelwe ngokwesigaba 14 soMthetho Wokukhuthaza Ukufinyelela Olwazini uNo.2 wezi- 2000, lapha ubizwa nge- PAIA noma "uMthetho". UMasipala waseMsunduzi ulawulwa yimigomo efana nokuvuleleka, ukuba nesibopho sokubika kanye nokusebenza ngokusobala ngenhloso yokufezekisa kanye nokugqugquzela ukuphatha okuhle. Ukusebenza kwale migomo kuphoqelela uMasipala ukuba uzimisele ukulandela Izihlinzeko zoMthetho Wokukhuthaza Ukufinyelela Olwazini uNo. 2 wezi- 2000.

Lokhu kutholakala ngaphansi komthethonqubo 4 omenyezelwe nguMnyango Wezobulungiswa kanye Nokuthuthukiswa koMthethosisekelo eSazisweni sikaHulumeni uNo. R187 somhla ziyi-15 kuNhlolanja wezi-2002. Inkomba yenziwe nakweminye imithethonqubo kanjalo nakule Saziso.

Lapho abantu behlangabezana nenkinga ekuqondeni leli bhukwana, bangathinta uPhiko Lwezezomthetho kule nombolo yocingo ethi 033-3922790 noma kule nombolo yefeksi 033-43428753.

Isigaba 3: Ulwazi Ngesikhungo

IMININGINGWANE YOKUXHUMANA YESIKHULU ESIBHEKELE ULWAZI/ISEKELA LESIKHULU ESIBHEKELE ULWAZI

Izicelo ezisemthethweni zokufinyelela olwazini ezenziwe ngokoMthetho, kufanele ziqondiswe eSikhulwini Esibhekele Ulwazi noma kwiSekela leSikhulu Esibhekele Ulwazi.

Igama Ngokwesikhungo	uMasipala waseMsunduzi
ISikhulu Esibhekele Ulwazi	**Sizwe Hadebe** IMenenja kaMasipala
Isekela leSikhulu Esibhekele Ulwazi	**Thobeka Mafumbatha** IMenenja – Uphiko Lwezokuxhumana kanye Nezokukhangisa
Isekela leSikhulu Esibhekele Ulwazi	**Nelisiwe Ngcobo** ISekela leMenenja kaMasipala – Uphiko Lwezemisebenzi Yezezimali
Isekela leSikhulu Esibhekele Ulwazi	**Radha Gounden** ISekela leMenenja kaMasipala – Uphiko Lwezokuthuthukiswa Komnotho
Isekela leSikhulu Esibhekele Ulwazi	**Boniwe Zulu** ISekela leMenenja kaMasipala: Uphiko lweziNsiza zomPhakathi
Isekela leSikhulu Esibhekele Ulwazi	**Mosa Molapo** Deputy Municipal Manager: Corporate Services
Isekela leSikhulu Esibhekele Ulwazi	**Sechaba Kunene** ISekela leMenenja kaMasipala – Uphiko Lwemisebenzi Yezengqalasizinda
Ikheli Leposi	Private Bag X321 Pietermaritzburg 3200
IKHELI LENDAWO	City Hall Cnr. Chief Albert Luthuli & Church Street Pietermaritzburg 3201
Inombolo Yocingo	(033) 392 2002
Inombolo Yokufeksa	(033) 392 2397
IWebhusaythi	www.msunduzi.gov.za
Ikheli le imeyli	municipal.manager@msunduzi.gov.za

ISIGABA 4: ISigaba 10, Umhlahlandlela Wokuthi Usetshenziswa Kanjani Umthetho

NgokweSigaba 10 se-PAIA, iKhomishini Yamalungelo Esintu kufanele ihlanganise umhlahlandlela oqukethe ulwazi oludingwa ngumuntu ofisa ukusebenzisa noma yiliphi ilungelo elichazwe kulo Mthetho.

Lo mhlahlandlela utholakala kwiKhomishini Yamalungelo Esintu yaseNingizimu Afrika. Leli bhukwana lizoshicilelwa kwiGazethi kaHulumeni futhi uma kunesidingo liyobuyekezwa ngokuhambisana nesikhathi, kanye ngonyaka.

IKhomishana YamaLungelo Abantu eS A
UPhiko lwe-PAIA
UMnyango Wemiqulu Nocwaningo
Postal Address
Private Bag 2700
Houghton
2041

Inombolo Yocingo: 011-4848300
Inombolo Yefeksi: 011-4841360
IWebhusayithi www.sahrc.org.za
Ikheli le imeyli paia@sahrc.org.za

Ibhukwana lokufinyelela olwazini likaMasipala waseMsunduzi liyatholakala kuwo wonke amahhovisi abalulwe ngezansi:

Isikhungo sezolwazi
Ground Floor
City Hall
Ekhoneni lika Church Street no Chief Albert Luthuli Street (Commercial Street)
PIETERMARITZBURG, 3200

The Bessie Head Library
260 Church Street
Pietermaritzburg
noma
P.O. Box 415, Pietermaritzburg, 3200

Ehhovisi leMenenja kaMasipala
Room 102, City Hall

Ekhoneni lika Church Street no Chief Albert Luthuli Street (Commercial Street)
noma
P.O. Box 321
PIETERMARITZBURG, 3200

Ehhovisi leSekela likaMenenja kaMasipala: Ophikweni Lwezezimali
AS Chetty Building
333 Church St
PIETERMARITZBURG
3200
noma
P.O. Box 261
PIETERMARITZBURG
3200

Kanye nakuzo zonke izindawo zokugcina imibhalo eyigugu yesizwe njengoba kuchaziwe kuMthetho Wokugcinwa Kwemibhalo Eyigugu Yesizwe we- 1997 (Legal Deposit, (UMthetho 54 we- 1997)

Isigaba 5: Incazelo Ngemisebenzi Ehlinzekwa nguMasipala WaseMsunduzi

Amandla nemisebenzi yohlaka lomphakathi linikezwe wona ngokwezigaba 156 kanye 229, zoMthethosisekelo futhi uqhubeka wengamelwe nguMthetho Wezinhlaka Zikamasipala woHulumeni Basekhaya uNo 117 we- 1998, (MSA). Izinhlaka zisuselwe ezigabeni 79 kanye/ noma 80 ze- MSA.

Izinqumo zebhodi lomphakathi zithathwa nguMkhandlu kanye neKomidi leSigungu Esiphezulu, kanjalo neMenenja kaMasipala kanye namaSekela eMenenja kaMasipala ayi-5 anikezwe amandla ngokomthetho.

NgokoMthethosisekelo waseNingizimu Afrika, uMthetho uNo.108 we-1996, uMasipala waseMsunduzi ubhekene nale misebenzi elandelayo:

ISheduli 4 (Ingxenye B):-

- *Ukungcola komoya*
- *Imithethonqubo yezakhiwo*
- *Izikhungo Zokunakekela Izingane*
-
- *Izikhungo Zokunakekela Izingane*
- *Ugesi kanye nokufakelwa kwegesi*
- *Ezezicishamlilo*
- *Ezokuvakasha zendawo*
- *Izikhumulo zezindiza zikaMasipala*
- *Ukuhlelwa kukaMasipala*
- *Ezempilo zikaMasipala*
- *Ezokuthutha zikaMasipala*
- *Imisebenzi yomphakathi kaMasipala, kuphela mayelana nezidingo zoMasipala ekwenzeni imisebenzi yabo ngendlela abanikezelwe yona nguMthethosisekelo noma ngomunye umthetho.*
- *Izinhlelo zokulawulwa izikhukhula ezindaweni ezinezakhiwo*
- *Imithethonqubo yezokuhweba*
- *Imisebenzi yezamanzi kanye nokuthuthwa kwendle.*

ISheduli 5:-

- *Amabhodi okukhangisa kanye nokubekwa kwezikhangiso ezindaweni zomphakathi*
- *Amathuna, izindawo zokugcina izidumbu, kanye nezokulothisa.*
- *Ukuhlanza*
- *Ukulawula izinto eziyinkathazo emphakathini*
- *Ukulawula izindawo ezidayisela umphakathi utshwala.*
- *Izindawo zokugcina, zokunakekela kanye nezokungcwatshwa kwezilwane.*
- *Ukubiya kanye nothango*
- *Ukukhishwa kwamalayisensi okufuya izinja*
- *Ukukhishwa kwamalayisensi kanye nokulawula abadayisela umphakathi ukudla.*
- *Izikhungo zendawo*
- *Izikhungo zezemidlalo zendawo.*
- *Izimakethe*
- *Amadela kamasipala*
- *Amapaki kanye nezindawo zokungcebeleka zikaMasipala*
- *Imigwaqo kaMasipala*
- *Ukubanga umsindo*
- *Amaphawundi*
- *Izindawo zoMphakathi*
- *Ukuthuthwa kwemfucuza, izindawo zokulahla imfucuza kanye nokushabalaliswa kwemfucuza*
- *Ukudayisa emigwaqeni*
- *Ukukhanya kwemigwaqo*
- *Ezezimigwaqo kanye nezindawo zokupaka*

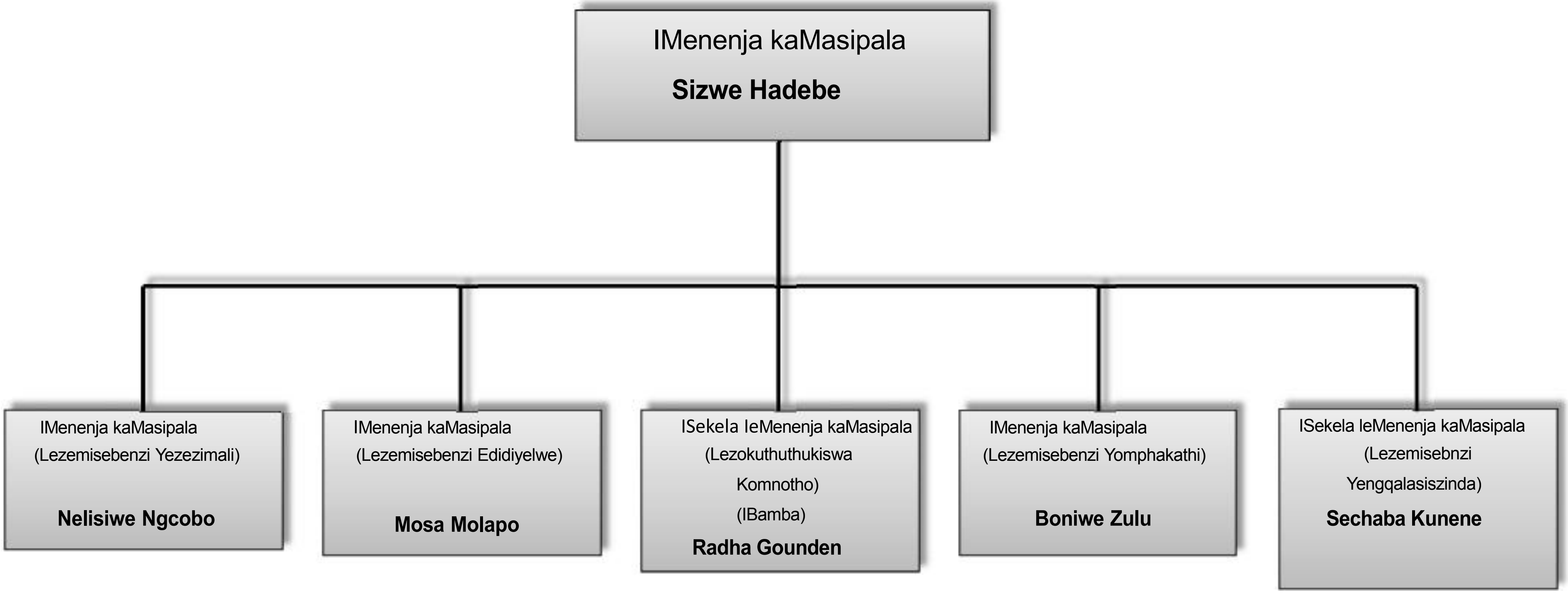
Lokhu okulandelayo kuyimisebenzi kanye nokunye okuhambisana nayo okwenziwa nguMasipala waseMsunduzi.

- Imisebenzi yezobubhalane;
- Imisebenzi yokuprinta
- Imisebenzi yokukhishwa kwamalayisensi;
- Imisebenzi yezolwazi bobuchwepheshe bokuxhumana (ICT)
- Isikhungo Solwazi
- Imisebenzi Yezomthetho
- Ezokuthuthukiswa Kwabasebenzi;
- Ukulawulwa kokwenziwa komsebenzi
- Ukuphathwa kwabasebenzi;
- Ubudlelwano babasebenzi
- Ukulawulwa kozimo ezinobungozi;
- Ukulawulwa kwemililo kanye nezinhlekelele;

- Ezemigwaqo kanye nezokuphepha ;
- Ezezempilo Nokuphepha Emsebenzini
- Ukuthuthukiswa Komphakathi;
- Ukulawulwa Kwemfucuza;
- Imisebenzi Yezokuvalwa kwezingoxi;
- Ezemitapo Yolwazi;
- AmaPaki, Ezemidlalo Nokugcebeleka;
- Ezezempilo Nezenhlalakahle;
- Ezemvelo;
- EzeSandulelangculazi Nengculazi Nenhlalakahle Yomphakathi.
- Ukulawulwa Kwentuthuko, Ukuthobela Imithetho kanye nokuhlela okunenqubekela phambili;
- Ukulawulwa kwezemvelo;
- Ukuklanywa komhlaba;
- Ukudayiswa kanye nokuklanywa kwentengo yezindlu;
- Ukubhaliswa Kwezindlu,
- Imali engenayo;
- Ukuhlanganiswa kwezikweleti;
- Isabelomali Nokuphathwa kwezimali;
- Izimali ezisebenzile;
- Abakweletayo;
- Ukulawulwa kokusatshalaliswa kwempahla.
- Ukuklanywa nokuhlelwa kwengqalasizinda;
- Ukuhlolwa kwamabhilidi kanye nemisebenzi ephathelene nedolobha;
- Ukuhlelwa kwezokuthutha;
- Ukuklanywa komhlaba;
- Ukuqinisekisa umsebenzi wezinga eliphezulu;
- Imisebenzi yokwakhiwa (kweMigwaqo, izakhiwo: namapayipi okuthutha indle);
- Ugesi;
- Ukusizwa kwamakhasimende;
- Ukunakekela nokuxhuma (ubuxhakaxhaka bamapayipi kagesi ahamba ngaphansi komhlaba; ukulungisa ubuxhakaxhaka bezintambo zikagesi ezihamba phezulu; ukufakwa kwezibani emigwaqeni, izinhlabamkhosi zezomgwaqo kanye nezingcingo).

Isigaba 6 : UHlaka Lwesikhungo

Uhulumeni wendawo usebenza ngaphansi kwemvelo eguquguqukayo ngakho-ke izinhlaka kanye nemisebezi yawo ingaguquka.Umbono, izinhloso kanye namasu aseqhulwini oMkhandlu kuyaqhubeka nokubuyekezwa futhi izinhlaka zamanje ezihambisana nezinguquko zihlelwa zihambisane nomkhombandlela wamasu amasha. Uhlaka lwamanje lukaMasipala waseMsunduzi luyabuyekezwa njengamanje.



ISigaba 7 : Amarekhodi Esikhungo (Ngokulandelana)

“Amarekhodi”oMkhandlu kaMasipala waseMsunduzi kushiwo lawo marekhodi enzelwe noma atholakale ngesikhathi kwenziwa imisebenzi esemthethweni futhi agcinwe njengobufakazi bemisebenzi, imicimbi kanye nelikuthengile nokudayisile kwedolobha. Kunezinhlobo ezahlukene zamarekhodi, isibonelo, amafayela ezincwadi zezivumelwano, amabalazwe, amapulani, amarejista, izinhlelo zemihlangano kanjalo namaminithi okufanele kutholakale ngezindlela ezahlukene zokusakaza, isib. Ngonyazi lobuchwepheshe/ i-internet, iphepha noma i-DVD. Lokhu okuzolandela kukhombisa indlela uMasipala waseMandeni ogcine ngayo amarekhodi.

INOMBOLO YEZIHLOKWANA	UKUHLUKANISWA

1. UKUSHAYWA KWEMITHETHO
2. UKULAWULWA KANYE NOKUPHATHWA KWESIKHUNGO
3. IZIMALI
4. ABASEBENZI
5. IMISHINI KANYE NEMPAHLA, IZIBONELELO EZIYIMALI EZIKHISHWA YIPHALAMENDE ZEZINDLEKO ZOMKHANDLU KANYE NEZIDINGONGQANGI
6. IZINDABA ZEZOMTHETHO
7. EZOKUKHANGISA KANYE NOBUDLELWANO BABASEBENZI
8. UKUXHUMANA NEZINHLANGANO
9. UMKHANDLU NEZINDABA ZAWO
10. UKUHLELWA KABUSHA KWESIKHUNGO KANYE NOKUHLELWA KWAMASU OKUSEBENZA
11. IMIKLAMO EYISIPESHELI
12. IMPAHLA KAMASIPALA KANYE NEZAKHIWO
13. UKUHLELWA KWEDOLOBHA
14. EZEZINDLU
15. IMIGWAQO,UNQENQEMA LWEMIGWAQO KANYE NOMSELE WAMANZI EZIKHUKHULA
16. AMANZI
17. UKUFAKWA KUKAGESI
18. UKULAWULA KWEMFUCUZA
19. UKULAWULWA KWENDAWO YASEDOLOBHENII
20. EZEMPILO
21. IMISEBENZI YEZOKUPHEPHA
22. AMALAYISENSI KANYE NEZIMVUME

23. UKUTHUTHUKISWA KOMPHAKATHI
24. UKUTHUTHUKISWA KOMNOTHO
25. IZINTO ZOKUTHUTHA UMPHAKATHI KANYE NEZOKUTHUTHA

Lokhu okulandelanayo okungenhla yilokho okungenazihlokwana. Uhlelo oluphelele lokufayila luyatholakala eSikhungweni Sezokwazisa, e-Ground Floor, City Hall, ekhoneni lika Church Street no Chief Albert Street (Commercial Street) Pietermaritzburg 3200.

ISIGABA 8: IZIGABA ZAMAREKHODI AVELE ETHOLAKALA/ NANGADALULWA NGOKUZITHANDELA.

(Lawa marekhodi avele ayatholakala ngaphandle kokuthi umuntu acele imvume ngokoMthetho, kodwa uma kunesidingo sokuba abuyekezwe yiSikhulu Sezokwazisa ngokweSigaba 15 (4) soMthetho)

- **IZINHLELO KANYE NAMAMINITHI EMIHLANGANO**

Izinhlelo kanye namaminithi ayo yonke imihlangano yoMkhandlu, amaKomidi kanjalo namaKomidi amancane awo (kungabandakanyi amaKomidi Ezabasebenzi) futhi kungabandkanyi lawo maminithi kanye nezinhlelo zemihlangano eziqoshwe ukuthi **"KUYIMFIHLO"** noma kuncike kumaphuzu asemqoka ngokweMithetho yoMkhandlu ebekiwe.

- **IMINININGWANE YEBHIZINISI**

Igama, indawo, ikheli, izinombolo zocingo, abantu okuxhunyanwa nabo, izikhathi zokusebenza njll zawo wonke Amahhovisi oMkhandlu, indawo yokugcina izimpahla, izinto ezixhunyiwe, izinsiza kanye nezikhungo zomphakathi.

- **AMAKHANSELA**

Ulwazi olumayelana neKhansela ngalinye:

- Igama,ikheli lehhovisi, inombolo yocingo yasehhovisi;
- Imininingwane yokhetho kanye nemininingwane yeqembu lezepolitiki;
- Isikhundla eMkhandlwini, isib, ilungu lekomidi A, noma uma isikhundla kwesongokusebenza ngokugcwele noma okwesikhashana;
- Elimele uMkhandlu ezigungwini ezingaphandle;
- Amaholo, izibonelelo;
- Ukudalula intshisekelo ngokoMthetho woHulumeni Basekhaya Wezinhlaka zikamasipala (MSA)

- **IZINHLAKA**

(**Kubandakanya uMkhandlu, IKomidi leSigungu, AmaKomidi Emisebenzi Ethile kanye namanye amaKomidi)**

- Ukwakheka, amagama amalungu, abaphethe izikhundla, isihlalo, ubulungu bezepolitiki.
- Ulwazi olumayelana nemihlangano.

- **UMKHANDLU OSHAYA UMTHETHO, IMITHETHO KAMASIPALA KANYE NEZINQUBOMGOMO.**

- **UKUNIKWA AMANDLA:**

- Abasezikhundleni ngokwezepolitiki
- Amakhansela
- Abasebenzi
- Izinhlaka (Ikomidi Lesigungu Esiphezulu (Exco), Imikhandlu emincane, Amakomidi Emisebenzi Ethile kanye namanye Amakomidi)

- **IZINQUMO ZABANTU**

- Izinqumo ezithathwa yinoma ngubani osesikhundleni ngokwezepolitiki, iKhansela noma ilungu elingumsebenzi ngokwamandla omsebenzi elinikezwe wona ngokugcwele noma elinganikwanga ngokugcwele.

- **ISABELOMALI**

  - Isabelomali sokuqala nokuqhuba umsebenzi.
  - Izilinganiso zenzuzo nemali esetshenzisiwe.
  - Imibiko kaMcwaningi Mabhuku-Jikelele.

- **UHLELO LWENTUTHUKO EDIDIYELWE (IDP)**

- **AMAREKHODI EZIMALI**

  - Izitatimende zonyaka

- **AMAREJISTA UMA EKHONA**

- Izimpahla ezisusekayo

- **IZINHLELO ZOKUHLAWULISWA NGOKOMTHETHO KAHULUMENI, IZIMALI KANYE NEZINHLAWULO EZIBIZWA NGAPHEZU KWENHLAWULO NJLL.**

<u>ABASEBENZI</u>

- **IMINININGWANE YOMSEBENZI NGOKWESIGABA 34(2)SOMTHETHO OQONDENE NA:**

  - Lowo muntu ungumsebenzi;
  - Igama, ikheli lomsebenzi, inombolo yocingo yasemsebenzini, kanye neminye imininingwane eqondene nalowo muntu.

- **IMININGWANE NGOMUNTU OFAKE ISICELO NGOKWAKHE**

Imininingwane yomuntu ecelwe ngumfakisicelo ofisa ukuthola irekhodi eliqukethe imininingwane yakhe, kepha emveza kahle

- **IZAZISO**

  Zonke izaziso ngoMasipala waseMsunduzi noma okwenziwe ngaphansi kwegama lawo okwathulwa emphakathini noma okwethulwe kuMkhandlu.

- **EZEZINDLU**

➢ Umhlaba okhona wokuthuthukiswa kwezezindlu.
➢ Izindlu zikaMasipala ezikhona.

- **AMATHENDA**

➢ Amathenda akhishiwe
➢ OSonkontileka kanye Nabahlinzekimsebenzi.

- **UKUHLELA**

➢ UHlelo Lokuklanywa Kwedolobha
➢ AmaPulani Ezakhiwo.

- **AMAFOMU OKUFAKA IZICELO ZOKUTHOLA YINOMA YIMUPHI UMSEBENZI, ILAYISENSI NOMA IGUNYA**

- **UHLU LWENANI LABAVOTI**

- **UMHLABA**

➢ Imininingwane yomhlaba okungokaMasipala.

ISIGABA 9: IMALI EKHOKHELWA MAQONDANA NESICELO SOKUTHOLA ULWAZI (ngokwe Sigaba 7 soMthethonqubo 187 womhla ziyi-15 kuNhlolanja wezi- 2002).

IMALI EKHOKHWAYO

- NgokoMthetho, zimbili izinhlobo zemali okufanele zikhokhwe, esingabala imali yokufaka isicelo, kanye nemali yokuthola ulwazi.
- Umfakisicelo, ofuna ukuthola irekhodi eliqukethe imininingwane yakhe, akufanele akhokhe imali yokufaka isicelo. Bonke abanye abafakizicelo kumele bakhokhe imali edingekayo.
- ISikhulu Sezokwazisa noma iSekela leSikhulu Sezokwazisa siyokwazisa umfakisicelo ukuthi kufanele akhokhe imali enqunyiwe ngaphambi kokuba isicelo sakhe sicutshungulwe.
- Imali yesicelo okufanele ikhokhwe ngama -R35 (Amarandi angamashumi amathathu nanhlanu). Umfakisicelo angafaka isikhalo sangaphakathi noma afake isicelo enkantolo ukuphikisana nemali yesicelo ekufanele ayikhokhe.

IMALI YOKUFAKA ISICELO (KWABAFAKA IZICELO NGALE KWALABO ABAZIFAKELA IZICELO SEMININGWANE YABO) NGOKWESIGABA 7 (2)	R 35.00
• UKUNIKEZWA OKWESIBILI/IMALI YOKUTHOLA • YEBHUKWANA: YEFOTHOKHOPHI NGAYINYE ENOBUKHULU OBUNGU- A4 NOMA INGXENYANA YAKO. • NOMA IYIPHI ENYE IKHOPHI ENOBUKHULU OBUNGU-A4.	60c
WONKE AMAKHOPHI APHRINTIWE AYIKHASI ELINGUNOBUKHULU OBUNGU- A4 NOMA IKHOPHI YOHLOBO OLUFUNDEKA KWIKHOMPUYUTHA	40c
UKWENZA IKHOPHI KWI- STIFFY DISKI	R 6.00
UKWENZA IKHOPHI KWI COMPACT DISK	R 40.00
UKUBHALWA PHANSI KOKUWUMSINDO OQOSHIWE, OKUNGABA U-A4 UBUKHULU NOMA INGXENYE.	R 22.00
UKWENZA IKHOPHI YEZITHOMBE EZIBUKWAYO	R 60.00
UKUBHALWA PHANSI KOMSINDO OQOSHIWE, OKUNGABA U-A4 UBUKHULU NOMA INGXENYE.	R 12.00
UKWENZA AMAKHOPHI AQOSHIWE	R 17.00
UKUCWANINGA KANYE NOKULUNGISELELA UKUBA IREKHODI LISATSHALALISWE	R 15.00 ngehora noma ingxenye yako, ngaphandle kwehora lokuqala lokwenza lokho.
Ngokwezinhloso zesigaba 22(2) soMthetho, lokhu okulandelayo kufanele kwenziwe:	

(a) Akumele qweqe emahoreni ayisithupha ngaphambi kokuba kukhokhwe idiphozithi. (b) Okukodwa kokuthathu kumele kukhokhwe ngumfakisicelo njengediphozithi ukuze kutholakale ulwazi. (c) Ngokwe Sigaba 54(4) uMasipala uyoyibuyisa imali ebisikhokhiwe uma ulwazi obeluceliwe kwenqatshwa nalo.	
IZINDLEKO ZOKUPOSA ZIYOKHOKHWA UMFAKISICELO UMA IKHOPHI YEREKHODI IZOPOSWA	
QAPHELA: UMA ISIKHULU SEZOKWAZISA SIKHOLWA UKUTHI UCWANINGO NOKULUNGISWA KWEREKHODI KUZODINGA ISIKHATHI ESINGAPHEZU KWAMAHORA AYISITHUPHA, ISIKHULU SEZOKWAZISA SINGAZISA UMFAKISICELO (KUMBANDAKANYI KOMFAKISICELO OFUNA IMININGWANE NGAYE) UKUBA AKHOKHE INGXENYE YOKUKODWA KOKUTHATHU YEMALI YOKUTHOLA IREKHODI.	

ISIGABA 10: INQUBO YOKUFAKA ISICELO

UKUTHOLA IMVUME

Uma irekhodi noma ulwazi luceliwa ngokoMthetho, umfakisicelo kumele avunyelwe ukuluthola uma evumelana nalokhu okulandelayo:

- Yonke imugudu elandelwayo edingeka kuMthetho maqondana nesicelo sokuthola irekhodi: futhi
- Ukutholakala kwerekhodi akunqatshwa ngokuhambelana nanoma yingasiphi isizathu sokunqaba esibalulwe kuMthetho.
- Isicelo kumele senziwe ngokubhalwe phansi kwifomu elinqunyiwe (Bheka IFOMU 1 LE- MAPAIA) bese lidluliselwa kwi-

Sikhulu Sezokwazisa noma ISekela leSikhulu Sezokwazisa

ISikhulu Esibhekele Ulwazi	**Sizwe Hadebe** IMenenja kaMasipala
Isekela leSikhulu Esibhekele Ulwazi	**Thobeka Mafumbatha** IMenenja – Uphiko Lwezokuxhumana kanye Nezokukhangisa
Isekela leSikhulu Esibhekele Ulwazi	**Nelisiwe Ngcobo** IMenenja kaMasipala – Uphiko Lwezemisebenzi Yezezimali
Isekela leSikhulu Esibhekele Ulwazi	**Radha Gounden** ISekela Menenja kaMasipala – Uphiko Lwezokuthuthukiswa Komnotho
Isekela leSikhulu Esibhekele Ulwazi	**Boniwe Zulu** IMenenja kaMasipala: Uphiko lweziNsiza zomPhakathi
Isekela leSikhulu Esibhekele Ulwazi	**Mosa Molapo** Deputy Municipal Manager: Corporate Services
Isekela leSikhulu Esibhekele Ulwazi	**Sechaba Kunene** ISekela leMenenja kaMasipala – Uphiko Lwemisebenzi Yezengqalasizinda

ISigaba 29 se-PAIA sibhekene nokutholakala kanye namafomu okuthola irekhodi futhi sifundeka kanje:

(1) Uma umfakisicelo esenikezwe isaziso ngokwesigaba 25 (1) ukuthi isicelo sakhe sokuthola irekhodi sivunyiwe, nokuthi umfakisicelo kumele,kuncike ezigatshaneni (3) no (9) kanye nesigaba 31-

(a) uma kukhona imali ekhokhwayo yokuthola irekhodi, emuva kokukhokhwa kwaleyo mali;noma

(b) uma kungekho mali ekhokhwayo,ngaleso sikhathi,

avunyelwe ukulithola ngezindlela ezifanele ezishiwo esigatshananeni (2) njengoba umfakisicelo ebalulile esicelweni, futhi ngolimi oluchazwe esigabeni 31.

(2) Izindlela zokuthola irekhodi umfakisicelo anikezwa zona kuba yilezi ezilandelayo:

(a) Uma irekhodi libhaliwe noma liprintiwe, ngokunikeza ikhophi yerekhodi noma ngokwenza izinhlelo zokuhlolwa kwerekhodi;

(b) Uma irekhodi lingabhaliwe futhi lingaprintiwe-

(i) esimweni lapho irekhodi eliyizithombe noma eliprintiwe lalezo zithombe likwazi ukukhiqizeka ngokusebenzisa imishini etholakalayo kwibhodi lomphakathi eliqondene, ngokwenza izinhlelo zokubuka lezo zithombe noma banikezwe amakhophi noma imibhalo yazo;

(ii) esimweni lapho irekhodi lapho kurekhodwe khona amagama noma ulwazi ngendlela yokuthi liphinde likhiqizeke ngendlela yomsindo ngumshini otholakalayo kwibhodi lomphakathi eliqondene-

(aa) ngokwenza izinhlelo zokulalela leyo misindo; noma

(bb) uma ibhodi lomphakathi likwazi ukuphinde likhiqize umbhalo obhaliwe noma oprintiwe waleyo misindo ngokusetshenziswa kwemishini etholakalayo kulo, ngokunikeza loyo mbhalo;

(iii) uma irekhodi likwikhompyutha, noma lisemshinini wezobuchwepheshe,noma likwibhodi lomphakathi eliqondene,futhi ibhodi lomphakathi elithintekayo liyakwazi ukukhiqiza ikhophi eliprintiwe-

(aa) lerekhodi, noma ingxenye yalo; noma

(bb) lolwazi olususelwe kwirekhodi,

Ngokusebenzisa umshini wekhompyutha kanye nolwazi olujwayelekile olutholakalayo kwibhodi lomphakathi, ngokunikezelaleyo khophi;

(iv) Uma irekhodi likhona noma lingatholakala kwikhompyutha ngendlela efundekayo, ngokunikezela ikhophi ngaleyo ndlela; noma

(v) ngabe ingayiphi indlela, ukunikezela ngekhophi yerekhodi.

(3) Uma umfakisicelo ecele irekhodi ngendlela ethile, ukutholakala kwalo kumele kuncike esigabeni sama-28, bese enikezwa ngaleyo ndlela, ngaphandle uma ukwenza njalo kungadala-

(a) ukuphazamiseka okungenasidingo kokuphathwa kwebhodi lomphakathi eliqondene;

(b) okungalimaza ukuvikeleka kwerekhodi, noma

(c) umonakalo ongabakhona kwilungelo lokuthengiselana kokungaphethwe uhulumeni noma ilungu lomphakathi eliqondene.

(4) Uma umfakisicelo ecele irekhodi ngendlela ethile futhi ngesizathu esishiwo esigatshaneni (3) ukutholakala kwerekhodi ngaleyo ndlela kwenqatshwa kodwa linikezwa ngenye indlela, imali ekhokhwayo akufanele idlule imali ebizokhokhwa uma ngabe irekhodi belizonikezwa ngendlela ebelicelwe ngayo.

(5) Uma umfakisicelo onokukhubazeka enqindwa yilokho kukhubazeka kwakhe ukuthi afunde, abukele noma alalele irekhodi alifunayo ngendlela elitholakala ngayo kwibhodi lomphakathi eliqondene, isikhulu sezokwazisa sebhodi kumele, uma umfakisicelo ecela, sithathe izinyathelo ezinqala ukwenza lelo rekhodi litholakale ngendlela umfakisicelo ezokwazi ukulifunda, ukulibuka nokulilalela.

(6) Uma irekhodi litholakala ngokuhambisana nesigatshana (5), umfakisicelo angeke akhokhiswe imali yesicelo engaphezulu kwaleyo ebekufanele ayikhokhe ngenxa yokukhubazeka kwakhe.

(7) Uma umfakisicelo ekwazi ukuthola irekhodi ngokwale sigaba ukuze alihlole, alibuke, noma alilalele, umfakisicelo angenza amakhophi alo noma akubhale lokhu okuqoshiwe esebenzisa izinsiza zakhe, ngaphandle uma ukwenzanjalo kungaba-

(a) ukuphazanyiswa okungenasidingo kokuphathwa kwebhodi lomphakathi eliqondene.

(b) okungalimaza ukuvikeleka kwerekhodi, noma

(c) Umonakalo ongabakhona kwilungelo lokuthengiselana kokungaphethwe uhulumeni noma ibhodi lomphakathi eliqondene.

(8) Uma ukusatshalaliswa kwamakhophi okuqoshiwe kudingeka ngokwalesi sigaba, amakhophi kufanele, uma kuceliwe, athunyelwe ngeposi kowacelile.

(9) Uma isikhalo sangaphakathi noma isicelo sasenkantolo, uma kwenzeka, sifakiwe ukuphikisana nesicelo sokuthola irekhodi, ukutholakala kwerekhodi kunganikezwa kuphela uma isicelo sokuthola irekhodi sivunyiwe.

Amafomu okumele asetshenziswe

1. Ifomu elinqunyelwe ukusetshenziswa i- MAPAIA kumele lihanjiswe eSikhulwini Sezokwazisa njengoba kushiwo ngenhla, ukuze Kufinyeleleke Olwazini.

2. Ifomu elinqunyelwe ukusetshenziswa i-MAPAIA kumele lihanjiswe kwi ehhovisi lezikhalo uma ukutholakala kolwazi kunqatshiwe yiSikhulu Sezokwazisa (IO).

Isinqumo Nesaziso

(1) Ngaphandle uma izihlinzeko ezimaqondana nokwaziswa komuntu wesithathu kanjalo nokungenelela okuningwe kwiSahluko 5 sale Ngxenye, iSikhulu Sezokwazisa (IO) okuyisona okwenziwe kuso isicelo noma esidluliselwe kuso,kumele ngokushesha okungenzeka, kodwa kunoma yisiphi isimo zingakapheli izinsuku ezingama-30, emuva kokuba kutholakale isicelo-

(a) sinqume ngokuhambisana noMthetho ukuthi isicelo siyavunywa;bese

(b) sazise umfakisicelo ngesinqumo esithathiwe futhi, uma umfakisicelo ebalule, njengoba kuningwe esigabeni 178 (2) (e), ukuthi ufisa ukwaziswa noma yingayiphi indlela ngesinqumo esithathiwe, aziswe ngaleyo ndlela uma kwenzeka.

[Isigatshana (1) sichitshiyelwe ngo No.178 woMthetho 42 wezi-200]

(2) Uma isicelo sokuthola irekhodi sivunyiwe,isaziso ngokwesigatshana (1) (b) kumele sibalule–

(c) imali ekhokhwayo (uma ikhona) okumele ikhokhwe ngaphambi kokuthola irekhodi;

(d) indlela okuzonikezwa ngayo irekhodi;futhi
(e) uma umfakisicelo engafaka isikhalo sangaphakathi noma afake isicelo enkantolo, ukuphikisana nemali ekhokhwayo yokuthola irekhodi, kanye nenqubo (kumbandakanya isikhathi) sokufaka isikhalo sangaphakathi noma ukufaka isicelo, uma kunesidingo.

(3) Uma isicelo sokuthola irekhodi sinqatshwa,isaziso ngokwesigatshana (1) 9 (b) kumele-

(a) Sibalule izizathu ezanele zokunqatshwa kwaso, kumbandakanya izimiselo zalo Mthetho okuyizo okuncikwe kuzo;

(b) sikhiphe, kulezo zizathu, noma yiyiphi inkomba yokuqukethwe

yirekhodi; bese
(c) Sibalule ukuthi loyo mfakisicelo angafaka isikhalo sangaphakathi noma isicelo enkantolo, uma kunesidingo, ukuphikisana nesinqumo sokunqatshwa kwesicelo, futhi inqubo (kubandakanya isikhathi) sokufaka isikhalo sangaphakathi noma isicelo, uma kunesidingo.

Ukwedluliselwa Kwesicelo

(1) Uma isicelo sokuthola irekhodi sesenziwe esikhulwini sezokwazisa sebhodi lomphakathi esimaqondana nokuthi:

(a) uma irekhodi lingekho noma lingalawulwa yilelo bhodi kodwa likwelinye ibhodi lomphakathi;
(b) okuqukethwe yirekhodi kuxhumene kakhulu nemisebenzi yelinye ibhodi lomphakathi kunalawo ebhodi lomphakathi leSikhulu Sezokwazisa (IO) okuyiso okwenziwe kuso isicelo; noma
(c) irekhodi liqukethe ulwazi ngezohwebo oluchazwe esigabeni 42 lapho elinye ibhodi lomphakathi linentshisekelo enkulu ngezohwebo,

Isikhulu Sezokwazisa (IO) okuyisona okwenziwe kuso isicelo ngokukhulu ukushesha okungenzeka, kodwa kunoma yisiphi isimo zingakapheli izinsuku eziyi-14 emva kokwamukela isicelo-

(i) Kumele sidlulisele isicelo esikhulwini sezokwazisa (IO) selinye ibhodi lomphakathi,noma uma likhona esigabeni (c) kunebhodi

elingaphezu kwelilodwa elinentshisekelo yokuhweba,elinye ibhodi lomphakathi okuyilona elinentshisekelo enkulu ngezohwebo;futhi

(ii) uma ibhodi lomphakathi leSikhulu Sezokwazisa (IO) okuyisona okufakwe kuso isicelo kuyisona esinerekhodi futhi libona lingasiza ukuba linikeze isikhulu sezokwazisa selinye ibhodi lomphakathi ukuba libhekane nesicelo, kumele sithumele irekhodi noma ikhophi yerekhodi kuleso Sikhulu Sezokwazisa (IO).

(2) Uma isicelo sokufinyelela senziwe esikhulwini sezokwazisa sebhodi lomphakathi esimaqondana -

a. nerekhodi elingekho ezandleni kumbe elenganganyelwe yibhodi lomphakathi laleso Sikhulu Sezokwazisa (IO) futhi leso sikhulu sezokwazisa (IO) singazi ukuthi ibhodi lomphakathi linalo noma lilengamele irekhodi;

b. okuqukethwe yirekhodi kungasondelelene kakhulu nemisebenzi yebhodi lomphakathi laleso Sikhulu Sezokwazisa (IO) futhi isikhulu sezokwazisa (IO) singazi ukuthi kungenzeka irekhodi lixhumene kakhulu nemisebenzi yelinye ibhodi lomphakathi kunaleyo yebhodi lomphakathi lesikhulu sezokwazisa (IO) okuyisona okufakwe kuso isicelo; futhi

c. irekhodi-

(i) lenziwe ngothile noma lenzelwe ibhodi lomphakathi; noma
(ii) alenziwanga ngothile kumbe lanoma yiliphi ibhodi lomphakathi, kodwa elitholakale kuqala ngelinye ibhodi lomphakathi,

isikhulu sezokwazisa okufakwe kuso isicelo, kumele ngokuphazima kweso, noma yikanjani zingakapheli izinsuku eziyi-14 emuva kokufika kwesicelo, sidlulisele isicelo esikhulwini sezokwazisa (IO) sebhodi lomphakathi noma lapho irekhodi lenziwa khona kumbe lafikela khona ekuqaleni, uma kungaba njalo.

(3) Ngokwenganyelwa yisigatshana (4), iSikhulu Sezokwazisa (IO) okuyisona okudluliselwe kusona isicelo sokuthola irekhodi, kumele siqale ngaso leso sicelo ukwedlula ezinye sengathi samukelwe yisona ngosuku esamukelwe ngalo yiSikhulu Sezokwazisa (IO) esidlulisele isicelo.

(4) Uma isicelo sokuthola irekhodi sidluliselwa, noma yisiphi isikhathi esishiwo esigabeni 25 (1) kumele kufakwe kwikhompyutha kusukela ngesikhathi

okwamukelwe ngaso isicelo yiSikhulu Sezokwazisa (IO) okuyisona isicelo esidluliselwe kuso.

(5) Uma sekudluliselwa isicelo sokuthola irekhodi, iSikhulu Sezokwazisa (IO) okuyisona esidluliselayo kumele ngaleso sikhathi sazise umfakisicelo-

(a) ukudlulisela;

(b) izizathu zokudlulisela; kanye

(c) nesikhathi okumele kucutshungulwe ngaso isicelo.

AMAREKHODI ANGATHOLAKALI KUMBE ANGEKHO

(1) Uma-

(a) zonke izinyathelo ezifanele zokuthola irekhodi eliceliwe sezithathiwe; futhi

(b) kunezizathu ezizwakalayo zokukholwa ukuthi irekhodi-

(i) lisebhodini lomphakathi kodwa libe lingatholakali; noma

(ii) lingekho,

isikhulu sezokwazisa sebhodi lomphakathi kumele, ngokusebenzisa incwadi efungelwe noma incwadi eyisiqinisekiso, sazise umfakisicelo ukuthi angeke alithole irekhodi.

(2) Incwadi efungelwe kumbe incwadi eyisiqinisekiso eshiwo esigatshaneni (1) kumele inikeze zonke izinyathelo eziphelele ezithathiwe ukuze kutholakale irekhodi lelo, noma ukunquma ukuthi irekhodi lelo likhona, uma kungenzeka, kumbandakanya nakho konke ukuxhumana nabo bonke abantu abalibheka, belibhekela iSikhulu Sezokwazisa (IO).

(3) Ngokwezinhloso zalo Mthetho, isaziso ngokwesigatshana (1) kumele zithathwe njengesinqumo sokunqaba ukukhishwa kwerekhodi.

(4) Uma, emuva kwesaziso esinikezwe ngokwesigatshana (1), irekhodi lelo selitholakele, umfakisicelo oqondene kumele anikezwe ilungelo lokuthola irekhodi ngaphandle uma kungukuthi unqatshelwe ngokwezizathu zokunqaba ezichazwe eSahlukweni 4 sale Ngxenye.

UKUHLEHLISWA KWESIKHATHI SOKUFINYELELA

(1) Uma isikhulu sezokwazisa sebhodi lomphakathi sinquma ukuvuma isicelo sokufinyelela erekhodini,kodwa lelo rekhodi-

(a) kumele lishicilelwe zingakapheli izinsuku ezingama-90 emuva kokuthola noma kokudluliselwa kwesicelo noma esinye isikhathi uma kunesidingo sokuprinta nokuhumusha irekhodi ngenhloso yokulishicilela;

(b) lidingwa umthetho ukuba lishicilelwe kodwa yimanxa lizoshicilelwa;kumbe

(c) lilungiselelwe ukuhanjiswa kunoma yisiphi isishayamthetho noma umuntu othile kodwa yimanxa lizohanjiswa,

Isikhulu Sezokwazisa (IO) singahlehlisa isikhathi sokunikeza ilungelo lokufinyelela erekhodini ngesikhathi esifanele.

(2) Uma ukufinyelela erekhodini kuhlehliswa ngokwesigatshana (1), isikhulu sezokwazisa (IO) kumele sazise umfakisicelo oqondene-

(a) Ukuthi umfakisicelo, zingakapheli izinsuku ezingama-30 emuva kokukhishwa kwesaziso angenza izethulo esikhulwini sezokwazisa ukuthi kungani irekhodi lifuneka ngaphambi.

(b) kwaleso sikhathi esilinganiselwayo ukufinyelela kuzohlehliselwa kuso.

(3) Uma kungumfakisicelo owenza izethulo ngokwesigaba (2) (a), isikhulu sezokwazisa (IO) kumele emuva kokucubungula lezo zethulo, singanikeza ilungelo lokufinyelela erekhodini kuphela uma kunezizathu ezizwakalayo zokukholwa ukuthi umfakisicelo angadicilileka phansi uma enqatshelwa ukuthola irekhodi isikhathini esicishe sifane naleso esishiwo esigatshaneni (2) (b).

UKWENQATSHWA KOKUFINYELELA EMAREKHODINI

Uma iSikhulu Sezokwazisa (IO) sihluleka ukuthatha isinqumo ngesicelo somfakisicelo sokuthola ulwazi singakapheli isikhathi esichazwe kwisigaba 25 (1), iSikhulu Sezokwazisa (IO), ngokwenhloso yalo Mthetho, maqondana nokunqaba kwaso isicelo.

IZINDLELA ZOKULUNGISA

Izindlela zokulungisa zikhona uma uMasipala waseMsunduzi ungazilandeli izimiselo zoMthetho:

Umfakisicelo angafaka isikhalo sangaphakathi kuMasipala waseMsunduzi ukuphikisana nesinqumo seSikhulu Sezokwazisa (IO) uma:

- Isicelo sokufinyelela sinqatshiwe.
- Imali efunwayo ingavumelekile.
- Isikhathi okumele kukhishwe ngaso isinqumo maqondana nokufinyelela erekhodini kumele sandiswe.
- Ukutholakala kwerekhodi akuhlinzekiwe ngendlela eceliwe.

Umuntu wesithathu angafaka isikhalo sangaphakathi kuMasipala waseMsunduzi ukuphikisana nesinqumo seSikhulu Sezokwazisa noma iSekela Lesikhulu Sezokwazisa (DIO) ukudalula ulwazi maqondana nomuntu wesithathu.

INQUBO YOKUFAKA ISIKHALO

- Isikhalo sangaphakathi kumele sifakwe ngefomu elinqunyelwe ukusetshenziswa elinanyatheliswe kwi- (MA PAIA 2)

i) zingakapheli zinsuku ezingama- 60 (amashumi ayisithupha);

ii) uma isaziso kumuntu wesithathu sidingwa yisigaba 49 (1) (b), zingakapheli izinsuku ezingama-30 (amashumi amathathu) emuva kokuthola isaziso kumuntu ofake isikhalo maqondana nokuphikisa isinqumo esikhishiwe, uma isaziso esiya kumuntu ofake isikhalo singadingeki, emuva kokukhishwa kwesinqumo.

ISIKHALO SANGAPHAKATHI-

- Kumele sithunyelwe, siposwe, sifekiswe noma sithunyelwe nge e-meyili eSikhulwini Sezokwazisa noma kuSekela Lesikhulu Sezokwazisa (DIO).
- Kumele sihlonze imbangela yesikhalo sangaphakathi bese sihlinzeka ngezizathu zesikhalo.
- Kumele sibalule indlela umfakisicelo afisa ukwaziswa ngayo ngesinqumo sesikhalo sangaphakathi, ukwengeza kwimpendulo ebhaliwe.
- Kumele uma kunesidingo, siphelezelwe yinani lentengo elinqunyiwe.
- Kumele sicacise ikheli lokuposa, inombolo yokufeksa noma ikheli le-imeyili.

- ISikhulu Sezokwazisa (IO) noma iSekela Lesikhulu Sezokwazisa (DIO) zingakapheli izinsuku eziyi 10 (yiishumi) zokusebenza emuva kokuthola isikhalo sangaphakathi, kumele siyihambise Esikhulwini Esiphezulu Sezikhalo, okungaba yiMeya, ukuze isicubungule.
- Izikhalo ezifike emuva kwesikhathi zingavunyelwa kuphela uma kunezizathu ezizwakalayo zokwenza lokho.
- Umfakisicelo noma umuntu wesithathu angafaka kuphela isicelo enkantolo uma kungukuthi inqubo yokufaka isikhalo sangaphakathi ukuphikisana nesinqumo esiphumile seSikhulu Sezokwazisa noma iSekela leSikhulu Sezokwazisa sesiphelelwe yisikhathi.

MMPAIA IFOMU 1

IFOMU LOKUFAKA ISICELO SOKUTHOLA IREKHODI KUMASIPALA WASEMSUNDUZI

(Ngokwe Sigaba 18 (1) soMthetho Wokukhuthaza Ukufinyelela Olwazini uNo.2 wezi- 2000)

UMthethonqubo 6

OKOMNYANGO KUPHELA

A. <u>ISICELO SAMUKELWE YI:</u>

INO. YENKOMBA……………

ISIKHULU ESIBHEKELE ULWAZI / ISEKELA LESIKHULU ESIBHEKELE ULWAZI

ISIBONGO	
INDAWO	**USUKU**
ISIKHUNDLA	
ISIGNESHA	

IMALI EQONDENE

		IMALI EKHOKHWAYO
Imali yesicelo (uma ikhona)	R	
Idiphozithi (uma ikhona)	R	
Imali Yokuthola Irekhodi	R	
Imali yokuposa (uma kukhona)		
ISAMBA		

B

IMININGWANE YOMUNTU OCELA ILUNGELO LOKUFINYELELA OLWAZINI

Isibongo		Amagama aphelele	
Inombolo Kamazisi		Ikheli le imeyli	
Inombolo Yocingo		Inombolo Yefeksi	

IKHELI LOKUPOSA	

C.

IMININGWANE YOMUNTU OCELELWA IREKHODI (UMA KUNESIDINGO)

Isibongo		Amagama aphelele	
Inombolo Kamazisi		Ikheli le imeyli	
Inombolo Yocingo		Inombolo Yefeksi	

D. UKUCHAZWA KWAMAREKHODI KUMBE INGXENYE ETHILE YEREKHODI ELICELWAYO

(a) Hlinzeka ngemininingwane yerekhodi eliceliwe, kubandakanya nenombolo yenkomba uma uyazi, ukuze kuzoba lula ukuthola irekhodi.
(b) Uma isikhala esihlinzekiwe singenele, uyacelwa ukuba uqhubekele kwelinye ikhasi bese ulinamathelisa kwifomu. Umfakisicelo kumele asayine wonke amakhasi angeziwe.

INOMBOLO YEFAYELA (Uma ikhona)
EMINYE IMININGWANE YEREKHODI UMA IKHONA

E. IZIMALI EZIKHOKHWAYO

(A) Isicelo sokuthola irekhodi, ngaphandle kwalelo eliqukethe imininingwane yomuntu ngqo, zizocutshungulwa kuphela emuva kokuba sekukhokhwe **imali edingakalayo**.
(B) Uzokwaziswa **ngemali okumel**e uyikhokhele irekhodi
(C) Imali ekhokhelwa ukuthola irekhodi incike kwindlela irekhodi elitholakala ngayo nangesikhathi esanele sokufuna kanye nokulungisa irekhodi.
(D) Uma ungeke ukhokhe imali edingakalayo, uyacelwa ukuba ubalule izizathu zalokho.
(E) Umuntu ocela irekhodi ngaye akukho mali ayikhokhayo yesicelo, kodwa kumele akhokhe imali enqunyiwe yokwenziwa kwerekhodi.

Isizathu sokukhululwa ekukhokheni nanoma yiyiphi imali

F. INDLELA YOKUTHOLA IREKHODI

Uma uvinjwa ukukhubazeka ukuba ufunde,ubone noma ulalele irekhodi ngendlela elitholakala ngayo ehlinzekwe ku- 1 kuya ku- 4 ngenzansi, balula ukukhubazeka kwakho bese usho ukuthi iyiphi indlela irekhodi olifuna ngayo. Ukukhubazeka
QAPHELA: (a) Ukuze kuhanjiswane nesicelo sakho ngendlela olicele ngayo irekhodi kuncike kwindlela irekhodi elitholakala ngayo. (b) Ukulithola ngendlela olidinga ngayo kunganqatshwa ngenxa yezimo ezithile. Kuleso simo uyokwazisa ukuthi irekhodi ungakwazi ukulithola ngayiphi enye indlela. (c) Uma ikhona imali ekhokhwayo yokuthola irekhodi, iyonqunywa yindlela irekhodi elicelwe ngayo.
(Faka uphawu X ebhokisini elifanele)

1. **Uma irekhodi libhaliwe noma liprintiwe:**

	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi

2. **Uma irekhodi liqukethe izithombe ezibukwayo**

(lokhu kubandakanya izithombe, imifanekiso, amavidiyo aqishiwe,izithombe ezenziwe ngekhompyutha imidwebo, njll.):

	Buka izithombe		Ikhophi yezithombe*		Ukubhalwa kwezithombe*

3. Uma irekhodi liqukethe amagama aqoshiwe noma ulwazi olungaphinde lukhiqizwe futhi lube wumsindo:

	Lalela umsindo oqoshiwe (ikhasethi elilalelwayo)		Ukubhalwa komsindo olalelwayo * (obhaliwe noma oprintiwe)

4. **Uma irekhodi ligcinwe kwikhompyutha noma emshinini ofundekayo:**

	Ikhophi yerekhodi eliprintiwe*	Ikhophi yolwazi oluprintiwe olususelwe kwirekhodi*	Ikhophi efundekayo kwikhompyutha* (i-stiffy noma i-compact disc)

* Uma ucele ikhophi noma umbhalo werekhodi (yalokhu okungenhla) ngakube ufisa ikhophi yombhalo wakho iposwe? Kunemali yokuposa ekhokhwayo	YEBO	CHA

Qaphela ukuthi uma irekhodi lingatholakali ngolimi olucele ngalo, irekhodi ungalinikwa ngalolo limi elitholakala ngalo.

G. ISAZISO NGESINQUMO MAQONDANA NESICELO SOKUTHOLA IREKHODI

Uyokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma sinqatshiwe. Uma ufisa ukwaziswa ngenye indlela, uyacelwa ukuba ubalule indlela ofisa ukwaziswa ngayo kubandakanya nemininingwane efanele ukuze kuhanjiswane nesicelo sakho.

UFISA UKWAZISWA KANJANI MAQONDANA NESINQUMO SESICELO SAKHO SOKUTHOLA IREKHODI? UYACELWA UKUBA UBALULE

ISIGINESHA

ISiginesha Yomfakisicelo Noma umuntu ofakelwa isicelo	
BHALA IGAMA NGAMAGAMA AMAKHULU	
INDAWO	**USUKU**

OKOMNYANGO KUPHELA

ISICELO SOKUTHOLA IREKHODI **SIVUNYIWE/SINQATSHIWE**

KUSAYINWE…………………………………..

ISIKHUNDLA…………………………………..

USUKU…………………………………………..

MMAPAIA IFOMU 2

ISAZISO NGEFOMU LOKUFAKA ISIKHALO SANGAPHAKATHI KUMASIPALA WASEMSUNDUZI
(ngokwe Sigaba 75 soMthetho Okhuthaza Ukufinyelela OlwaziNI uNo.2 wezi- 2000)

A) IMININGWANE YOHLAKA LOMPHAKATHI

ISIKHULU ESIBHEKELE ULWAZI		**ISEKELA LESIKHULU ESIBHEKELE ULWAZI**	
IGAMA		IGAMA	
ISIBONGO		ISIBONGO	
ISIKHUNDLA		ISIKHUNDLA	
ISIGINESHA		ISIGINESHA	

B) IMININGWANE YOMFAKISICELO/ UMUNTU WESITHATHU OKUNGUYENA OFAKE ISIKHALO SANGAPHAKATHI

QAPHELA:

a) Imininingwane yomuntu ofake isikhalo sangaphakathi kumele igcwaliswe ngezansi.
b) Ubufakazi begunya okufakwe ngaso isikhalo, uma kunesidingo, kumele bunanyatheliswe esikhalweni.
c) Uma umuntu ofake isikhalo kungumuntu wesithathu futhi kungeyena ofake isicelo solwazi, imininingwane yomfakisicelo kumele inikezwe ku (c) ngezansi

ISIBONGO		AMAGAMA OKUQALA	
INOMBOLO KAMAZISI		IKHELI LE-IMEYILI	
INO.YOCINGO		INO.YEFEKSI	
IKHELI LOKUPOSA			
IGUNYA LOKUFAKA ISIKHALO SANGAPHAKATHI EGAMENI LOMUNYE UMUNTU:			

C) IMININGWANE YOMFAKISICELO

QAPHELA: Lesi sigaba kumele sigcwaliswe KUPHELA uma umuntu wesithathu (ngaphandle komfakisicelo) efaka isikhalo sangaphakathi.

ISIBONGO		AMAGAMA OKUQALA	
INOMBOLO KAMAZISI		IKHELI LE-IMEYILI	
INO.YOCINGO		INO.YEFEKSI	
IKHELI LOKUPOSA			

D) ISINQUMO MAQONDANA NESIKHALO SANGAPHAKATHI ESIFAKIWE

Faka uphawu X ebhokisini elifanele maqondana nesinqumo esithathiwe osifakele isikhalo sangaphakathi:

	Ukunqatshwa kwesicelo sokuthola ilungelo lokufinyelela
	Isinqumo maqondana nemali elinqunywe ngokwesigaba 22 soMthetho.
	Isinqumo mayelana nokwandiswa kwesikhathi okumele isicelo sicutshungulwe ngaso ngokwesigaba 26 (1) soMthetho
	Izinqumo ngokwesigaba 29 (3) soMthetho ukunqaba ukutholakala kwerekhodi ngendlela ebicelwe ngumfakisicelo
	Isinqumo sokunikeza ilungelo eliceliwe

E) IZIZATHU ZOKUFAKA ISIKHALO

QAPHELA: Uma isikhala esihlinzekiwe singenele, qhubekela kwelinye ikhasi eliseceleni bese ulinamathelisa kwifomu.

Kumele usayine wonke amakhasi engeziwe.

Balula izizathu eziyimbangela yokufakwa kwesikhalo sangaphakathi:
Balula noma yiluphi olunye ulwazi oluzodingeka ekucubungulweni kwesikhalo:

F) ISAZISO NGESINQUMO SESIKHALO

QAPHELA: Uzokwaziswa ngokubhalwe phansi ngesinqumo sesikhalo sangaphakathi. Uma ufisa ukwaziswa ngenye indlela, uyacelwa ukuba ubalule indlela ofisa ukwaziswa ngayo bese uhlinzeka ngemininingwane efanele ukuze kuhanjiswane nesicelo sakho.

Balula indlela:
Imininingwane Yendlela:

G) ISIGINESHA

Sisayinwe e…….		Usuku	

Isiginesha yoMfakisicelo	

OKOMNYANGO KUPHELA:

IREKHODI ELISEMTHETHWENI LESIKHALO SANGAPHAKATHI:

Usuku okufike ngalo isikhalo	

ISIKHULU SOLWAZI		ISEKELA LESIKHULU SOLWAZI	
IGAMA		IGAMA	
ISIBONGO		ISIBONGO	
ISIKHUNDLA		ISIKHUNDLA	
ISIGINESHA		ISIGINESHA	

QAPHELA: Isikhalo esiphelezelwa yizizathu ngesinqumo seSikhulu Esibhekele Ulwazi/ iSekela leSikhulu Esibhekele Ulwazi, futhi, uma kwenzeka, imininingwane yanoma yimuphi umuntu wesithathu okunguyena irekhodi eliqondene naye, lihanjiswa yisikhulu Esibhekele Ulwazi/ isekela lesikhulu Esibhekele Ulwazi (ngosuku) oluthile esikhulwini esifanele.

UMPHUMELA WESIKHALO

Isinqumo Sesikhulu Solwazi/ ISekela leSikhulu Solwazi	Siqinisekisiwe			Okusha	

Isinqumo Esisha:

Isinqumo seSikhulu Esibhekele Ulwazi/ ISekela leSikhulu Esibhekele Ulwazi	Siqinisekisiwe			Esisha	

Isinqumo Esisha:

ISIGINESHA YESIKHULU ESIFANELE

Isikhulu Esifanele		Usuku	

YAMUKELWE YISIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI SIVELA ESIKHULWINI ESIFANELE

ISIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI

IGAMA		IGAMA	
ISIBONGO		ISIBONGO	
ISIKHUNDLA		ISIKHUNDLA	
ISIGINESHA		ISIGINESHA	
USUKU		USUKU	