

INCWADI YOMTHETHO
WOKUTHUTHUKISWA
KOKUTHOLA
UKWAZISWA



elrc

EDUCATION LABOUR
RELATIONS COUNCIL



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A. IMININGWANE

1. IMISEBENZI KANYE NOKWAKHEKA KWE-EDUCATION LABOUR RELATIONS COUNCIL [ISIGABA 14(1)(A)]

1.1 Iyini i-ELRC

I-Education Labour Relations Council (ELRC) uMkhandlu Wokuxoxisana Ngezivumelwano obhalisiwe owasungulwa ngokuvumelana nesigaba 37 se-Labour Relations Act, No 66 ka-1995 (LRA). I-ELRC yenza lula inqubo yokuxoxisana njengomkhandlu wokuxoxisana ngezivumelwano, futhi yenze kube khona isithangami esingachemile ukuze kuvinjelwe futhi kuxazululwe izingxabano zemboni yeMfundo Yomphakathi.

1.2 Umbono

Ukulwela nokulondoloza ngokuqhubekayo nokuthuthukisa ukuthula emsebenzini nokuba neqhaza enguqukweni nasentuthukweni yeMboni YeMfundo Yomphakathi YaseNingizimu Afrika eseqophelweni eliphezulu.

1.3 Isitatimende Sezinhlalo Nezimiso

Ukuba umhlinzeki oholayo wendlela eseqophelweni eliphezulu, ephumelelayo nengachemile yokwenza lula ukuthula emsebenzini kanye nokuthuthukisa iMboni YeMfundo Yomphakathi YaseNingizimu Afrika eseqophelweni eliphezu.

1.4 Okuyigugu

I-ELRC ithathe loku okuyigugu okulandelayo:

Izimiso ZeBatho Pele:

1. Isiyalo (ukunamathela ekuziphatheni okwamukelekayo ngokuvamile ukuthi kulungile futhi kufanele).
2. Ukubeka izinto obala (kuba lula ukuba umuntu wangaphandle azihlaziye).
3. Ukuzimela (ukunciphisa noma ukugwema ukungqubuzana kwezinto eziphishekelayo).
4. Ukulandisa (ukuba nomthwalo ngezinyathelo nangezinqumo ezithathiwe).
5. Ukuba nomthwalo (ukuvumela isinyathelo sokulungisa nokujezisela ukwenza okubi).



6. Ubuqiniso (ukubheka ngokulinganisela bonke labo abanesithakazelo kule nhlango nekusasa layo).
7. Ukuba Nomthwalo Kwezenhlalo (ukwazi nokusabela ezindabeni zenhlalakahle, ukuzibheka njengeziza kuqala izimiso zokuhle).
8. Ukuba nekhono (ukuletha insiza esezingeni eliphezulu, ngendlela eyongayo).

1.5 Imigomo yesikhathi eside ye-ELRC

1. Ukulondoloza nokuthuthukisa uKuthula Emsebenzini embonini Yemfundo Yomphakathi;
2. Ukuvimbela nokuxazulula izingxabano embonini Yemfundo Yomphakathi;
3. Ukwenza imisebenzi yokuxazulula izingxabano njengoba kusho i-Labour Relations Act, ka-1995;
4. Ukuthuthukisa ukuxoxisana ngezivumelwano njengeqembu mayelana nazo zonke izindaba esinesithakazelo esifanayo kuzo;
5. Ukuphothula nokwenza zisebenze izivumelwano ezithathwe njengeqembu;
6. Ukuphothula, ukuqondisa, ukwenza zisebenze nokulawula izivumelwano;
7. Ukusheshisa ukuhlinzekwa kwezinsiza nokwakha ubumbano;
8. Ukudlulisela ezithangamini zasemsebenzini izindaba ezengeziwe ukuze kuxoxwe ngazo;
9. Ukuthola ngokuvumelana njengeqembu izindaba ezingase zingabi yinto ebangwayo ngenjongo yesiteleka noma ukuba umqashi avalele abasebenzi ngaphandle;
10. Ukuthuthukisa ukubambisana nentuthuko e-Afrika;
11. Ukwandisa ukufinyelela kwabo bonke ngemfundo eseqophelweni eliphezulu;
12. Ukunciphisa amazinga okungabi bikho kwemisebenzi;
13. Ukuhlinzeka ngezinsiza namathuba kwezemfundo; kanye
14. Nokuqeqeshelwa Amakhono.



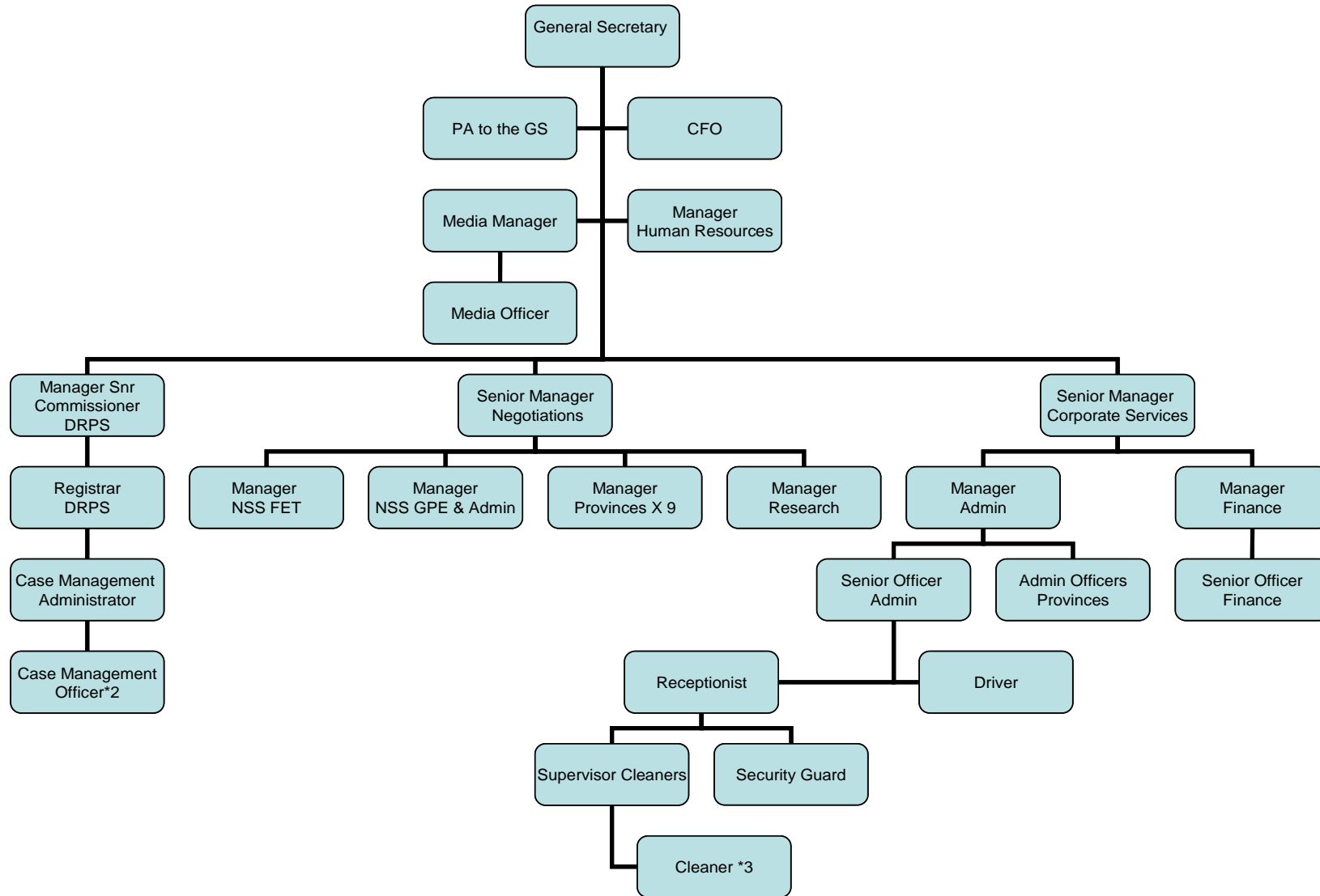
1.6 Izinto eziza kuqala

Lo Mkhandlu uzibophezele ukubamba iqhaza emzamweni kazwelonke:

- ❑ Wokwakha umkhandlu ophumelelayo, onekhono nonakekelayo ekuletheni ukuthula emsebenzini.
- ❑ Ukwenza lula izinsiza ezifanele zeqophelo eliphezulu ekuxazululweni kwezingxabano nasezingxoxweni eziphumelelayo.
- ❑ Ukuqeda wonke amaprojekthi abekelwe isikhathi esithile.
- ❑ Ukwenza kusheshiseke ukulethwa kwazo zonke izinsiza eziyinhloko (ukuxazululwa kwezingxabano nezingxoxo).
- ❑ Ukulingana Nenguquko.
- ❑ Ukuletha imfundo engcono kubo bonke.
- ❑ Ukubonisa izinga eliphezulu lobuqotho nokubeka izinto obala ekuxazululeni izingxabano nasezingxoxweni.
- ❑ Ukuqaliswa Okuphumelelayo kwemiklomelo Yezivumelwano Ezihlangene Nokuxazulula Izingxabano.
- ❑ Ukuthuthukisa ukuqeqeshwa nokwakha Amandla Kwezemfundo.



ELRC ORGANOGRAM





1.7 Ukwakheka kwe-ELRC

I-ELRC inehhovisi likazwelonke eliseGauteng, kanye namahhovisi ezifundazweni ayisishiyagalolunye. Ihovisi ngalinye lesifundazwe linoNobhala Wesifundazwe obhekelele ukusebenza konke kweSifundazwe.

2. IMININGWANE YOKUXHUMANA [ISIGABA 14(1)(B)]

Ihovisi Eliyinhloko

Ikheli lalapho

likhona:
261 West Street
Centurion
0042

Ikheli Lokuposa:

Private Bag X126
Centurion
0046

Izinombolo

zokuxhumana:
Ucingo: 012-663-7446
Ifeksi 1: 012-663-9604

Ikheli Le-imeyili:

Reception: admin.office@elrc.co.za
UNobhala-Jikelele - gen.sec@elrc.co.za
UMqondisi Wezindaba - media.man@elrc.co.za

Iminingwane Yamahhovisi ESifundazwe

ENTSHONALANGA KAPA – IMIKHANDLU YEZIFUNDAZWE YE-ELRC

UMkhandlu WeSifundazwe :ENTshonalanga Kapa
Ikheli Lokuposa :P O Box 474, King Williams Town, 5600
Ikheli lalapho bekhona :Block A, Unit 2, Siwani Avenue, Bisho
Business Village, Bisho, 5605
Inombolo Yocingo :(040) 639 3535
Inombolo Yefeksi :(040) 639 3562

EFREE STATE - IMIKHANDLU YEZIFUNDAZWE YE-ELRC

UMkhandlu WeSifundazwe : Free State
Ikheli Lokuposa :P O Box 2386, Bloemfontein, 9300
Ikheli Lalapho Bekhona :131 Zastron Street, Office No. 201
Beljac Building, Bloemfontein, 9300
Inombolo Yocingo :(051) 430 8927
Inombolo Yefeksi :(051) 430 5803

EGAUTENG - IMIKHANDLU YEZIFUNDAZWE YE-ELRC

UMkhandlu WeSifundazwe :Gauteng
Ikheli Lokuposa :P O Box 5980, Johannesburg, 0046
Ikheli Lalapho Bekhona :Standard Bank House, 6th Floor, 20 Albert
Street, Johannesburg, 2000
Inombolo Yocingo :(011) 838 3155
Inombolo Yefeksi :(011) 838 3155

**KWAZULU NATAL - IMIKHANDLU YEZIFUNDAZWE YE-ELRC**

UMkhandlu WeSifundazwe :KwaZulu Natal
Ikheli Lokuposa :P O Box 40045, Red Hill, 4071
Ikheli Lalapho Bekhona :55 Church Street, Red Hill, 4071
Inombolo Yocingo :(031) 573 1777
Inombolo Yefeksi :(031) 573 1779

EMPUMALANGA - IMIKHANDLU YEZIFUNDAZWE YE-ELRC

UMkhandlu WeSifundazwe :Mpumalanga
Ikheli Lokuposa :P O Box 4607, Nelspruit, 1200
Ikheli Lalapho Bekhona :17 Samora Machel Drive, Office No 202,
2nd Floor, Mutual Place Building, Nelspruit,
1200
Inombolo Yocingo :(013) 755 3404
Inombolo Yefeksi :(013) 752 6769

ENYAKATHO KAPA - IMIKHANDLU YEZIFUNDAZWE YE-ELRC

UMkhandlu WeSifundazwe :Northern Cape
Ikheli Lokuposa :As per Ikheli Lalapho Bekhona
Ikheli Lalapho Bekhona :95 Du Toit Span Building, Suite13, Du Toit
Span Road, Kimberley, 8300
Inombolo Yocingo :(053) 832 0247/8
Inombolo Yefeksi :(053) 832 0248

ESIFUNDAZWENI SASENYAKATHO (LIMPOPO) - IMIKHANDLU YEZIFUNDAZWE YE-ELRC

Ikheli Lokuposa :Lifana Nekheli Lalapho Bekhona
Ikheli Lalapho Bekhona :49 Landros Mare, Standard Bank Building
3rd Floor Office, 3005, Polokwane, 7000
Inombolo Yocingo :(015) 291 1460/56
Inombolo Yefeksi :(015) 295 3090

ENYAKATHO NTSHONALANGA - IMIKHANDLU YEZIFUNDAZWE YE-ELRC

UMkhandlu WeSifundazwe :North West
Ikheli Lokuposa :Lifana Nekheli Lalapho Bekhona
Ikheli Lalapho Bekhona :134 Beyers Naude Street,
1st Floor, Mimosa Building, Protea Park,
Rustenburg, 0300
Inombolo Yocingo :(014) 592 0085
Inombolo Yefeksi :(014) 597 3399

ENTSHONALANGA KAPA - IMIKHANDLU YEZIFUNDAZWE YE-ELRC



UMkhandlu WeSifundazwe :Western Cape
Ikheli Lokuposa :P O Box 13, Bellvile, 7530
Ikheli Lalapho Bekhona :12th Floor, Sunbell Building
Cnr Old Paarl & Voortrekker Road, Bellvile,
7530
Inombolo Yocingo :(021) 945 3055
Inombolo Yefeksi :(021) 945 1254

3. UKUTHOLA AMAREKHODI APHETHWE I-ELRC [ISIGABA 14(1)(D)]

3.1 Ukuveza izinto ngokuzenzakalelayo [ISigaba 14(1)(e)]

Ihhovisi Eliyinhloko Likazwelonke

Umnyango wokusebenza Nokwaziswa:

- Wonke amapholisi nezinqubo zokusebenza ezivamile

Uphiko Locwaningo:

- Amaphepha okwaziswa
- Imiklomelo Ye-ELRC Yokuxazulula Izingxabano
- Izahlulelo Zezinkantolo Zemisebenzi Ezikhethile
- Izindaba Zemisebenzi Ze-ELRC
- Izimiso Zokusebenza Kahle
- Imibuzo Evame Ukubuzwa
- Izincwadi zocwaningo
- Iziquondiso Ze-ELRC
- Imininingwane yokuxhumana nezinhlango ezihlangene nezemisebenzi

Umtapo wezincwadi:

Umpakathi uvumelekile ukusebenzisa umtapo wezincwadi kodwa ngeke ukwazi ukuziboleka izincwadi. Le mithombo elandelayo iyotholakala emtatsheni wezincwadi we-ELRC:

- Izincwadi
- Amajeneli
- Imibiko Yocwaningo

Umnyango Wezingxabano:

- Amafomu okudlulisela izingxabano
- Amaphepha okwaziswa
- Imininingwane yokuxhumana nezinhlango ezihlobene nezemisebenzi
- Ukwaziswa ngesimo semibuzo ehlobene namacala
- Imiklomelo yokuxazulula izingxabano nezinqumo

Izinsiza Zamabhizinisi

- UMnyango Wezezimali



- Wonke amapholisi ezimali kanye nezinqubo ezivamile zokusebenza
- Izitatimende zezimali zaminyaka yonke
- UMnyango Wezokuphatha
 - Wonke amapholisi ezokuphatha kanye nezinqubo zokusebenza ezivamile
 - Ukwaziswa Kwezobuchwepheshe
 - Wonke amapholisi e-IT kanye nezinqubo zokusebenza ezivamile
 - Amaminithi
 - Isimo Sephrojekthi
 - Ukuhlelela isikhathi eside
 - Izindinganiso Zokuvikeleka
 - Ingqalasizinda Ye-IT (LAN/WAN)
 - Ukwenziwa kwe-software
 - Uhlelo lwe-software
 - Ukukhethwa namasu okugada umonakalo

UMnyango We-Human Resource

- Wonke amapholisi e-Human Resource nezinqubo zokusebenza ezivamile

Amahhovisi Esifundazwe

Wonke amapholisi nezinqubo njengoba ziboniswe ngenhla
Wonke amafomu okudlulisela okuthile
Amakhasi okwaziswa

3.2 Amarekhodi angase acelwe [ISigaba 14(1)(d)]

Incazelo yezihloko nezigaba zamarekhodi aphethwe i-ELRC:

UMnyango Wezokusebenza Nokwaziswa

- Izinkontileka nezinkampani zokushicilela:
 - Uxhaxha Lokwaziswa okungokomthetho
 - I-Butterworths etholakala ku-Intanethi
 - Ama-CD akwaButterworths
 - Ama-CD akwaJuta
- Imibiko ephuma ngekota yonyaka neyaminyaka yonke

Izinsiza Zamabhizinisi

- UMnyango Wezimali
 - I-Asset Register
 - Izitatimende zezimali eziphuma ngekota yonyaka
 - Isabelo-zimali
 - Amasu esikhathi eside
 - Izibalo zezimali
 - Ukuhanjiswa kwe-MTEF



- UMnyango Wokuphatha
 - Abathengisi
 - Amathenda
 - Izivumelwano zokuqasha
 - Izivumelwano zokuboleka okunenkokhiso

- UMnyango Wokwaziswa Kwezobuchwepheshe
Imibiko ekhishiwe edinga ukuqiniswa, ngokwesibonelo:
 - Imibiko yeprojekthi ye-IT
 - Imibiko yesivumelwano sezinga lensiza yezinhlelo zokulwa namagciwane ekhompuyutha
 - Imibiko yokuthengwa kwezinto zamakhompuyutha/kwezinhlelo zayo
 - Imibiko ye-SLA eyenziwe wuhlelo
 - Imibiko yesitokwe esikhona
 - Imibiko yeseva
 - Imibiko eyenzelwe okuthile kuphela (noma ikuphi ukwaziswa okudingekayo kunoma iyiphi inqolobane kungakhishwa kusetshenziswa imibiko ye-Crystal noma imibuzo edingekayo)

UMnyango We-Human Resources

- Amarekhodi okuqashwa
- Izinhlaka zomholo
- Uhlelo Lokuqashwa Ngokulingana
- Umsebenzi eMthethweni Wokuthuthukiswa Kwamakhono

Izinsiza Zokusekela Izingxoxo

- Izincwadi zokuqashelwa
- Izivumelwano ezihlangene

Izicelo zesifundazwe

- Izinto zokufaka amafayela
- Amaminithi omhlangano wabasebenzi
- Izibalo ngezinto ezikhokhelwe
- Izinto zemithwalo zesifundazwe
- Izingxabano ezibekwe ngezigaba
- Imiklomelo

3.3 Izinqubo zezicelo

Ofaka isicelo kumele akwazi ukuthola irekhodi lendikimba yomphakathi uma ehambisana nalokhu okulandelayo:

- Ofaka isicelo uhambisana nazo zonke izimfuneko zenqubo eMthethweni ehlobene nesicelo sokufinyelela lelo rekhodi; futhi



- Ukuthola lelo rekhodi akwenqatshwa kwenqatshelwe noma yini eshiwo lapha ngezansi:
 - ukuvikelwa okufunwa umthetho kwengasese lowesithathu ohilelekile ongumuntu;
 - ukuvikelwa okufunwa umthetho kwemininingwane yezamabhizinisi yomuntu wesithathu;
 - ukuvikelwa okufunwa umthetho kokwaziswa okuyimfihlo okuthile komuntu wesithathu;
 - ukuvikelwa okufunwa umthetho kokuphepha kwabantu kanye nokuvikelwa kwempahla;
 - ukuvikelwa okufunwa umthetho kwamarekhodi avikelwe ekukhiqizweni ezinqubweni zomthetho;
 - ukuvikelwa okufunwa umthetho kokwaziswa kocwaningo lomuntu wesithathu kanye nokuvikelwa kokwaziswa kocwaningo kwendikimba yomphakathi;
 - izicelo eziyize ngokucacile nezicasulayo noma ukushintshwa kwemithombo okungenangqondo nokukhulu;
 - ukuvikelwa okufunwa umthetho kwezithakazelo zezomnotho kanye nenhlalakahle yemisebenzi yeRephabliki kanye neyentengiselwano yezindikimba zomphakathi.

Uhlobo lwesicelo

- Ofaka isicelo kumele asebenzise ifomu elinyathelisiwe ku-Government Gazette [Isaziso SikaHul. R187- 15 Febhuwari 2002] (IFomu A).
- Ofaka isicelo kumele asho uma isicelo kungesekhophi yerekhodi noma uma ofaka isicelo efuna ukuza abheke irekhodi emahhovisi endikimba yomphakathi. Kungenjalo, uma irekhodi kungeyona idokhumenti, lingabhekwa efomini eliceliwe, uma kungenzeka [s 29(2)].
- Uma umuntu ecela ukuthola ifomu elithile, lowo muntu ocelayo kumelwe alithole ngendlela acele ngayo. Lokho kuyoba njalo ngaphandle-ke uma ukwenza kanjalo kuzophazamisana ngendlela engenangqondo nokuphathwa kwendikimba yomphakathi ehilelekile, noma kulimaze irekhodi, noma kungenele emalungelweni obunikazi okungewona akahulumeni. Uma ngenxa yezizathu ezizwakalayo engenakukwazi ukukuthola ngefomu elidingekayo kodwa engakuthola ngenye indlela, khona-ke imali kumele ibalwe ngokwendlela umfaki wesicelo aqale wacela ngayo [s 29(3) no-(4)].
- Ofaka isicelo kumele anikeze umphathi wokwaziswa imininingwane eyanele ukuze akwazi ukuthola umfaki wesicelo nerekhodi elicelwayo [s 18(2)(a)].



- Ofaka isicelo kumele abonise ukuthi irekhodi elicelwayo ufisa ukulithola ngaluphi ulimi [s 18(2)(b)].
- Uma, ngaphezu kwempendulo ebhalwe phansi yesicelo sabo serekhodi, ofake isicelo esafuna ukutshelwa ngesinqumo ngenye indlela, isib. ngocingo, lokhu kumele kuboniswe [s 18(2)(e)].
- Uma ofake isicelo ecelela omunye umuntu loku kwaziswa, kumelwe kuboniswe isikhundla esenziwa kuso isicelo [s 18(2)(f)].
- Uma ofaka isicelo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, lapho-ke bangafaka isicelo serekhodi ngomlomo. Umphathi wokwaziswa kumele abe esegcwalisa ifomu eligcwalisela lowo mfaki wesicelo bese ebanika ikhophi [s 18(3)].

Kunezinhlolo ezimbili zemali okudingeka zikhokhwe ngokuvumelana noMthetho, okuyimali yesicelo kanye nemali yokuthola irekhodi s22:

- Umfaki wesicelo ofisa ukuthola irekhodi elinemininingwane yakhe siqu akudingeki akhokhe imali yesicelo. Wonke omunye umuntu ofaka isicelo, ongaceli okumayelana neminingwane yakhe siqu, kumele akhokhe imali edingekayo:
- Umphathi wokwaziswa kumele azise ofake isicelo (ngaphandle kwalo ofake isicelo seminingwane yakhe) ngesaziso, ecela umfaki sicelo ukuba akhokhe imali eshiwo (uma ikhona) ngaphambi kokuba aqhubeke nesicelo.
- Imali yesicelo ekhokhelwa izindikimba zomphakathi ngu-R35. Umfaki wesicelo angase afake isikhalo sangaphakathi, lapho kufaneleka khona, noma isicelo enkantolo esimelene nethenda noma ukukhokhwa kwemali yesicelo.
- Ngemva kokuba umphathi wokwaziswa esenze isinqumo esicelweni, umfaki wesicelo kumele aziswe ngesinqumo esinjalo ngendlela umfaki wesicelo afuna ukwaziswa ngayo.
- Uma isicelo sivunywa kufanele aphinde akhokhe enye imali yokuthola ucwaningo, ukulungiselela kanye nokukhiqizwa kabusha neyanoma yisiphi isikhathi esidlule amahora abekiwe okucwaninga nokulungiselela amarekhodi ukuba avezwe.
- Irekhodi eliceliwe liyogodlwa umphathi wokwaziswa kuze kube yilapho ofake isicelo esekhokhe imali efunekayo [s 22(5)].



- Uma isicelo sokuthola ukwaziswa senqatshwa, umphathi wokwaziswa uyobuyisela idiphozithi kumfaki wesicelo [s 22(4)].

4. IZINSIZA EZITHOLAKALAYO [ISIGABA 14(1)(F)]

4.1 Uhlobo lwezinsiza

Izinsiza ze-ELRC ziboniswe ngokwezinhlelo kulo mdwebo osekhasini elilandelayo.



IZINSIZA EZINIKEZWA I-ELRC EMPHAKATHINI

**IZINSIZA ZOKUXAZULULA
IZINGXABANO**

Abakha uhlu

- Ukuxhumanisa
- Ukuxazulula izingxabano
- Ukulawula izingxoxo
- Izingqubo
zokuxhumanisa/ukuxazul
ula

**IZINSIZA ZOKUSEKELA
IZINGXOXO**

- Imihlangano

**UMNYANGO
WOKUSEBENZA
NOKWAZISWA**

- Ukuthola amarekhodi
njengeZivumelwano
Ezihlange
- Ukwaziswa Kwezemfundo
Nocwaningo



4.2 Indlela yokuthola lezi zinsiza

Ukuze kutholakale lezi zinsiza ezingenhla ku-ELRC, izicelo kumele ziyiswe emnyangweni ofanele njengoba kuboniswe ngezansi: Bheka iMininingwane Yokuxhumana [iSigaba 14(1)(b)] ukuze uthole imininingwane mayelana namahhovisi esifundazwe e-ELRC

Unobhala-jikelele

I-imeyili : gen.sec@elrc.co.za
Ikheli Lalapho Bekhona : 261 West Street, Centurion, 0046
Ikheli Lokuposa : Private Bag X126, Centurion, 0046
Ucingo : 012 663 0432
Ifeksi : 012 663 9599

CFO

I-imeyili : cfo@elrc.co.za
Ikheli Lalapho Bekhona : 261 West Street, Centurion, 0046
Ikheli Lokuposa : Private Bag X126, Centurion, 0046
Ucingo : 012 663 0451
Ifeksi : 012 663 9599

UMphathi Wezezindaba

I-imeyili : media.man@elrc.co.za
Ikheli Lalapho Bekhona : 261 West Street, Centurion, 0046
Ikheli Lokuposa : Private Bag X126, Centurion, 0046
Ucingo : 012 663 0442
Ifeksi : 012 663 9599

UMphathi Omkhulu: Izinsiza Zokusekela Izingxoxo

I-imeyili : neg.hod@elrc.co.za
Ikheli Lalapho Bekhona : 261 West Street, Centurion, 0046
Ikheli Lokuposa : Private Bag X126, Centurion, 0046
Ucingo : 012 663 0440
Ifeksi : 012 663 8189

Umphathi Omkhulu: Izinsiza Zokuxazulula Izingxabano

I-imeyili : gen.sec@elrc.co.za
Ikheli Lalapho Bekhona : 261 West Street, Centurion, 0046
Ikheli Lokuposa : Private Bag X126, Centurion, 0046
Ucingo : 012 663 0452
Ifeksi : 012 643 1601

Umphathi Omkhulu: Izinsiza Zamabhizinisi

I-imeyili : corporate.hod@elrc.co.za
Ikheli Lalapho Bekhona : 261 West Street, Centurion, 0046
Ikheli Lokuposa : Private Bag X126, Centurion, 0046
Ucingo : 012 663 0449
Ifeksi : 012 643 6904

**5. ULUNGISELELO OLIVUMELA UKUBAMBA IQHAZA KOMPHEKATHI [ISIGABA 14(1)(G)]**

Uma amalungu omphakathi enemibuzo noma ukukhathazeka mayelana ne-ELRC futhi engathanda ukubamba iqhaza ekwakhweni kwepholisi, kuyodingeka afake isicelo ngoNobhala-jikelele noma athinte noma yiliphi ilungu labo abangozakwethu abangaphansi kwalelo qembu. Ngokwesibonelo, uma ilungu lomphakathi lingumshisekeli wezinyunyana, bekuyodingeka liyise indaba eqenjini elimele ezabasebenzi.

6. AMAKHAMBI ATHOLAKALAYO UMA LOKHO OKUHLINZEKWE KULO MTHETHO KUNGAHANJISANWA NAKHO [ISIGABA 14(1)(H)]

Umfaki sicelo angafaka isikhalo sangaphakathi kuNobhala-jikelele we-ELRC (Umpathi Wokwaziswa). Umfaki sicelo angafaka isicelo esihlobene:

- Nesinqumo sokumvimbela ekutholeni irekhodi;
- Imali ebiziwe;
- Isinqumo sokunweba isikhathi sokubhekana nesicelo; noma
- Indikimba eyenqabayo ukunikeza umfaki sicelo irekhodi ngesimo asicelile.

Inqubo yile elandelayo:

- Umfaki sicelo kuyodingeka ukuba agcwalise ifomu C elifanele lesikhalo, zingakapheli izinsuku ezingu-60.
- Ngemva kokugcwalisa ifomu, umfaki sicelo kumele athumele ifomu kumphathi wokwaziswa.
- Umpathi wokwaziswa angase acele ukwaziswa ngomphumela wesikhalo nganoma iyiphi indlela ngaphandle kwempendulo ebhalwe phansi, ngokwesibonelo, nge-imeyili noma ngocingo.
- Umuntu ofaka isikhalo kumele alethe imininingwane yokuxhumana naye futhi kungase kudingeke ukuba akhokhe imali yesikhalo. (Le mali ayikhokhwa uma ungaceli ukwaziswa kwangasese, imali yamanje ngu-R35 yezindikimba zomphakathi)
- Umpathi wokwaziswa kumele aphenule isicelo zingakapheli izinsuku zokusebenza ezingu-10 futhi uma isicelo senqatshiwe, umpathi wokwaziswa kumele anikeze izizathu zokwenqaba ngokuvumelana nalo Mthetho.

7. OKUNYE UKWAZISWA NJENGOBA KUBEKIWE NGOKUVUMELANA NOMTHETHO [ISIGABA 14(1)(I)]

Njengamanje akukho ukwaziswa okukhona kuNgqongqoshe Wezobulungisa Nokuthukiswa KoMthetho-sisekelo mayelana neSigaba 92 okungabekwa lapha.

8. UKUFAKWA KOKWAZISWA KWAKAMUVA KULE NCWADI [ISIGABA 14(2)]



Uma kudingeka, indikimba yomphakathi kumele ifake ukwaziswa kwakamuva futhi ishicilele incwadi yayo okubhekiselwe kuyo esigatshaneni (1) yeSigaba 14, ezikhawini ezingengaphezu konyaka.

**9. UKUTHOLAKALA KWALE NCWADI [ISIGABA 14(3)]**

UMgomo No. R 187 ka-15 Febhuwari 2002 uthi, eSigabeni 4(1) incwadi yendikimba yomphakathi kumele yenziwe itholakale ngale ndlela elandelayo:

- Ikhophi ebhalwe ngolimi ngalunye lwezilimi ezintathu ezisemthethweni kumele yenziwe itholakale kuzo zonke izindawo zamadiphozithi angokomthetho njengoba zichazwe kuSigaba 6 soMthetho Wamadiphozithi Asemthethweni, 1997; iKhomishane Yamalungelo Abantu YaseNingizimu Afrika; kanye nawo wonke amahhovisi aleyo ndikimba yomphakathi.
- Le ncwadi kumelwe ishicilelwe ngezintathu zezilimi ezisemthethweni ku-Gazette.
- Le ncwadi kumele itholakale kungosi ye-Intanethi yendikimba yomphakathi, uma ikhona.

10. ISICELO KUNGGONGQOSHE WEZOBULUNGISA NOKUTHUTHUKISWA KOMTHETHO-SISEKELO SOKUHLANGANISWA KWENCWADI EYODWA [ISIGABA 14(4)(A) NESIGABA 14(4)(B)]

Uma imisebenzi yezindikimba zomphakathi ezimbili ihlobene eduze, uNgqongqoshe angase, uma kuceliwe, noma uma kusuka kuye, anqume ukuthi izindikimba ezimbili noma ngaphezulu zihlanganise incwadi eyodwa kuphela.

Lezo zindikimba zomphakathi kumele zihlanganyele izindleko zokuhlanganisa nokwenza kutholakale leyo ncwadi njengoba kunquma uNgqongqoshe.

11. UKUKHISHWA UNGGONGQOSHE WEZOBULUNGISA NOKUTHUTHUKISWA KOMTHETHO-SISEKELO KUNOMA YIMAPHI AMALUNGISELELO ALE NGXENYE INKATHI ETHILE ENQUNYIWE [ISIGABA 14(5)]

Ngenxa yezizathu zokuvikeleka, ukulawula noma zezimali, uNgqongqoshe angase, uma kuceliwe noma kusuka kuye, ngokufaka isaziso ku-Gazette, akhiphe noma iyiphi indikimba yomphakathi noma isigaba sezindikimba zomphakathi kunoma yimaphi amalungiselelo ale ngxenye leso sikhathi uNgqongqoshe asibona sifaneleka.

**B. IZIMALI EZIGUNYAZIWE ZEZINDIKIMBA ZOMPHAKATHI****INGXENYE II YESAZISO 187 KWI-GOVERNMENT GAZETTE MHLA KA-15
FEBHUWARI 2002
IZIMALI MAYELANA NEZINDIKIMBA ZOMPHAKATHI**

1. Imali yekhophi yencwadi njengoba icatshangelwe emgomweni 5(c) ingu-R0, 60 kunoma iliphi iphepha elifothokhophiwe elingusayizi A4 noma ingxenye yalokho.
2. Izimali zokukhiqiza kabusha okubhekiselwe kuzo kumgomo 7(1a-e) no-7(3)(1a-e) zingale ndlela elandelayo:

Uhlobo lwekhophi eceliwe	Imali
Ifothokhophi ngayinye engusayizi A4 noma ingxenye yalokho	R0, 60
Ikhophi ngayinye ephrintiwe usayizi A4 noma ingxenye yalokho ekwikhompyutha noma umshini noma isimo esifundwa umshini	R0, 40
Ikhophi esesimweni esifundwa umshini ku-Stiffy disc	R5, 00
Ikhophi esesimweni esifundwa umshini ku-Compact disc	R40, 00
Ukubhalwa phansi kwezithombe ezibonakalayo, ikhasi elingasayizi A4 noma ingxenye yalokho	R22, 00
Ikhophi yezithombe ezibonakalayo	R60, 00
Ukubhalwa phansi kwekhasethi elilalelwayo, ikhasi elingasayizi A4 noma ingxenye yalokho	R12, 00
Ikhophi yerekhodi elilalelwayo	R17, 00

3. Imali yesicelo ekhokhwa yibo bonke abafake isicelo, ngaphandle kofake isicelo seminingwane yakhe siqu, okubhekiselwe kuyo kumgomo 7(2) ngu-R35,00.
4. Imali yokuthola irekhodi ekhokhwa ofake isicelo okubhekiselwe kuyo kumgomo 7(3)(1) (f) ingale ndlela elandelayo:
 - Ukufuna nokulungiselela irekhodi ukuba livezwe, ngu-R15,00 ngehora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala, elilindelekile ekufuneni nasekulungiseleleni okunjalo.
5. Ngezinjongo zengxenye 22(2) yoMthetho, kusebenza lokho okulandelayo:
 - Amahore ayisithupha okungamahora okufanele adlulwe ngaphambi kokuba kukhokhwe idiphozithi; kanye
 - Nengxenye eyodwa kwezintathu yemali yokuthola irekhodi ikhokhwa njengediphizithi yilowo ofake isicelo.



6. Imali yokuposa ikhokhwa lapho ikhophi yerekhodi sekumelwe iposelwe ofake isicelo.



**C. AMAFOMU AGUNYAZIWE OKUTHOLA IREKHODI
LENDIKIMBA YOMPHAKATHI**

**ISENEZELO B SESAZISO 187 KU-GOVERNMENT GAZETTE MHLA KA-15
FEBHUWARI 2002**

IFOMU A

ISICELO SOKUTHOLA IREKHODI LENDIKIMBA YOMPHAKATHI

[Isigaba 18(1) yoMthetho Wokuthuthukiswa Kokuthola Ukwaziswa, 2000
(uMthetho No. 2 ka-2000)]
[UMgomo 2]

OKOKUSETSHENZISWA UMNANGO

Inombolo yerifarensi:

Isicelo samukelwe ngu-:

(yisho isikhundla, igama nesibongo somphathi wokwaziswa / iphini lomphathi wokwaziswa)
mhlaka- (usuku)

e-(indawo)

Imali yesicelo (uma ikhona): R.....

Idiphozithi (uma ikhona): R.....

Imali yokukuthola: R

..... Isignesha YoMphathi Wokwaziswa / Iphini
LoMphathi Wokwaziswa

a. IMINININGWANE YENDIKIMBA YOMPHAKATHI

UMphathi Wokwaziswa / Iphini LoMphathi Wokwaziswa:

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

b. IMINININGWANE YOMUNTU OFAKA ISICELO SOKUTHOLA IREKHODI

- (a) *Imininingwane yomuntu owenza isicelo sokuthola irekhodi kumele ibhalwe ngezansi.*
- (b) *Nikeza ikheli kanye/noma Inombolo Yefeksi kwiRiphabliki loku kwaziswa okumele kuthunyelwe kuyo.*
- (c) *Ubufakazi besikhundla isicelo esenziwa kuso, uma bukhona, kumele bunanyathiselwe.*

Amagama aphelele nesibongo:

Inombolo kamazisi:



Ikheli Lokuposa:.....
.....
Inombolo Yefeksi:
Inombolo Yocingo:.....
Ikheli le-imeyili:
Isikhundla isicelo esenziwa ngaphansi kwaso uma senzelwa omunye umuntu:

c. IMININGWANE YOMUNTU OFAKELWA ISICELO

Le ngxenye kumele igcwaliswe kuphela uma isicelo sokwaziswa senzelwa omunye umuntu.

Amagama aphelele nesibongo:
Inombolo kamazisi:.....

d. IMININGWANE YEREKHODI

- (a) *Nikeza imininingwane egcwele yerekhodi ocela ukulithola, kuhlanganise nenombolo yerifarensi uma uyazi, ukuze kube lula ukuthola lelo rekhodi.*
- (b) *Uma isikhala esinikeziwe singeneli, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. **Ofake isicelo kumelwe asayine wonke amaphepha engeziwe.***

Incazelo yerekhodi noma leyo ngxenye efunekayo yerekhodi:.....
.....
.....
Inombolo yerifarensi (uma ikhona):
Noma imiphi eminye imininingwane yerekhodi:
.....
.....

e. IZIMALI

- (a) *Isicelo sokuthola irekhodi, ngaphandle kwerekhodi elinemininingwane yakho siqu, siyobhekwa kuphela ngemva kokuba sekukhokhwe imali yesicelo.*
- (b) *Uyotshelwa imali okudingeka ikhokhwe okuyimali yesicelo.*
- (c) *Imali ekhokhelwa ukuthola irekhodi iya ngokuthi irekhodi lifuneka ngasiphi isimo kanye nesikhathi esidingekayo sokufuna nokulungiselela lelo rekhodi.*
- (d) *Uma ufanelekela ukungayikhokhi noma iyiphi imali, sicela unikeze isizathu salokho.*

Isizathu sokuba ungayikhokhi imali:
.....
.....

**f. IFOMU LOKUTHOLA IREKHODI**

Uma uvinjelwa ukukhubazeka ukuba ufunde, ubheke noma ulalele irekhodi ngendlela yokulithola eshiwo ku-1 – 4 lapha ngezansi, yisho ukukhubazeka kwakho bese ubonisa ukuthi irekhodi lidingeka likusiphi isimo.

Ukukhubazeka:.....

Isimo irekhodi elidingeka likuso:

**Phawula ibhokisi elifanele ngo-'X'.*

- (a) *Ukubonisa kwakho isimo esidingekayo sokulithola kuncike esimweni irekhodi elitholakala ngaso.*
- (b) *Ukulithola ngesimo ocele ngaso kungase kwenqatshwe ezimweni ezithile. Uma kunjalo uyokwaziswa uma uyokwazi ukulithola ngesinye isimo.*
- (c) *Imali ekhokhelwa ukuthola irekhodi, uma ikhona, ngokwengxenye iyoya nokuthi irekhodi licelwa ngasiphi isimo.*

1. Uma irekhodi lisesimweni esibhaliwe:

- ikhophi yerekhodi*
- ukuhlolwa kwerekhodi*

2. Uma irekhodi linezithombe ezibonakalayo:

Lokhu kuhlenganisa izithombe, amaslayidi, amarekhodi e-video, izithombe ezenziwe ngekhompyutha, izikeshi, njll.

- bheka izithombe*
- ikhophi yezithombe *
- ukubhalwa phansi kwezithombe *

3. Uma irekhodi linamagama aqoshiwe noma ukwaziswa angaphinde enziwe ngomsindo:

- lalela umsindo (ikhasethi elilalelwayo)*
- ukubhalwa phansi komsindo (idokhyument ebhaliwe)*

4. Uma irekhodi likuyikhompyutha noma litemshinini noma esimweni esifundwa umshini:

- ikhophi eprintiwe yerekhodi *
- ikhophi eprintiwe yokwaziswa okutholakala kwirekhodi *
- ikhophi entweni efundwa yikhompyutha (i-stiffy noma i-compact disc)*

Uma ucele ikhophi noma ukubhalwa kwerekhodi (ngenhla), ingabe uyafisa ukuposelwa ikhophi noma lokho okubhaliwe. Kukhokhwa imali yokuposa.



- Yebo
- Cha

Phawula ukuthi uma irekhodi lingatholakali ngolimi olufunayo, ungase ulithole ngolimi okutholakala ngalo lelo rekhodi

Ungathanda ukulithola ngaluphi ulimi leli rekhodi?

g. ISAZISO NGESINQUMO ESIMAYELANA NESICELO SOKUTHOLA IREKHODI

Uyobhalelwa waziswe ukuthi isicelo sakho sivunyiwe / senqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela usho leyo ndlela futhi ulethe imininingwane edingekayo ukuze wenze sikwazi ukuhambisana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokuthola irekhodi?

.....

.....

Isayinwe ngalolu suku

ISIGNESHA YOFAKA ISICELO / UMUNTU OFAKELWA ISICELO

.....