

## **4. UMHLAHLANDLELA OKHISHWE YIKHOMISHANA YAMALUNGelo ESINTU**

### **4.1 INCAZELO**

- (1) Isigaba se-10 somThetho wokuKhuthaza ukuTholakala koLwazi (umThetho wesi-2 we-2000), (ebizwa ngosomThetho lapha) yaqala ukusebenza mhla ziyi-15 Febhuwari 2002. Lesi sigaba sivumela ukuba iKhomishana yamaLungelo esiNtu, zingakapheli izinyanga eziyishumi nesishiyagalombili emva kokuba lesi sigaba sesisebenza, yenze lo mhlahlandlela wolwazi ube ngazo zonke izilimi ezisemthethweni ngendlela elula futhi efundekayo, ukwenza wonke umuntu odinga ukusebenzisa la malungelo aqukethwe kulo mThetho akwazi ukuyisebenzisa.
- (2) Lo mhlahlandlela kumele ufake incazelo ye
  - (a) -zinjongo zomThetho
  - (b) -kheli, nenombolo yendlu, ncingo, nefeksi, kanye nekheli le-emeyli uma likhona kwalaba abalandelayo
    - (i) wonke umsebenzi osebenza ngezindaba zolwazi ezinhlanganweni zomphakathi
    - (ii) nawo wonke amasekela abasebenzi asebenza ngolwazi lwazo zonke izinkundla zomphakathi
  - (c) yonke le mininingwane yezinhlanganano zikahulumeni kufanele kube yinto elula ukuba yenzeke;
  - (d) indlela namafomu ezicelo zo —
    - (i) kutholakala kwemilando yeminyango kahulumeni; no
    - (ii) kutholakala kwemilando yeminyango yangasese;
  - (e) usizo olutholakala kulowo osebenza ngezolwazi eminyangweni kahulumeni ngoko mThetho;
  - (f) usizo olutholakala kwiKhomishana yamaLungelo esiNtu ngokomthetho;
  - (g) zonke izinto zokulungisa ezikhona emthethweni mayelana nezenzo noma ukuhluleka ukwenza umsebenzi mayelana namalungelo noma nomsebenzi okukhulunywe ngawo noma onqunywe yilo mthetho, kubalwa nendlela yokufaka -
    - (i) isikhalo ngaphakathi; kanye
    - (ii) nesicelo senkantolo sokuphikisa isinqumo esenziwe yilowo osebenza ngolwazi kuhulumeni, isinqumo sokwedluliswa sangaphakathi noma isinqumo salowo ophethe umnyango ozimele;
  - (h) imithetho efuna umnyango kahulumeni kanye nomnyango ozimele ngokulandelana ukuthi uhlanganise incwadi echazayo kanye nokuthi itholakala kanjani leyo ncwadi;

- (i) imithetho efuna ukuba kukhishwe ulwazi ngaphandle kokucela kwezinye izigaba ezithile zamarekhodi eminyango kanye nomnyango ozimele ngokulandelana;
  - (j) izaziso ezikhishwa mayelana nemali ekhokhwayo uma kufakwa izicelo; kanye
  - (k) izilawulo ezenziwe ngokwe sigaba sama-92 salo mThetho.
- (3) IKhomishana yamaLungelo esiNtu kufanele, uma kukhona isidingo, ibheka kabusha, yenze ngcono iphinde ishicilele umhlahlandlela njalo esikhathini esiyiminyaka engekho ngaphezu kweminyaka emibili.

#### **4.2 UBUKHONA NOKUTHOLAKALA KOMHLAHLANDLELELA**

##### **(1) IKHOMISHANA YAMALUNGelo ESINTU**

IKhomishana yamaLungelo esiNtu, kufanele ukuthi ngokushesha okukhulu emva kokuba lo mhlahlandlela usuwenziwe noma wenziwa kabusha —

- (a) yenze ikhophi yalo mhlahlandlela ngazo zonke izilimi ezisemthethweni —
  - (i) yenzele oyinhloko yomnyango kazwelonke obhekene nokuxhumana kukahulumeni nemisebenzi yokwazisa;
  - (ii) yenzele imiSebenzi yomTapo weziNcwadi oseDolobheni lase Bloemfontein
  - (iii) yenzele umTapo weziNcwadi wasePhalamende, eKapa;
  - (iv) yenzele umTapo weziNcwadi waseNatal Society, eMgungundlovu;
  - (v) yenzele umTapo weziNcwadi waseNingizimu Afrika, eKapa
  - (vi) yenzele umTapo weziNcwadi kahulumeni, ePitoli;
  - (vii) yenzele izikhungo zikazwelonke zamafilimu, amavidiyo, imilando elalelwayo elondiwe esePitoli;
  - (viii) yenzele zonke izikhungo zemfundo ephakeme ezisungulwe ngaphansi kwanoma yimuphi umthetho; kanye
  - (ix) Nokuthi yenzele lowo oyinhloko yesikhungo esizimele uma eyicela;
- (b) yenze ikhophi yalo mhlahlandlela itholakale, ngazo zonke izilimi ezisemthethweni —
  - (i) kubasebenzi ababheke imisebenzi yezolwazi abangaphansi kukaHulumeni; kanye
  - (ii) nakuMqondisi-Jikelele: kwezokuXhumana;
- (c) ishicilele lo mhlahlandlela ngazo zonke izilimi kwiGazethi ahulumeni;
- (d) yenze ukuthi kube khona ikhophi yalo mhlahlandlela ngazo zonke izilimi ezisemthethweni ukuze umphakathi ukwazi ukuwuhlola ngesikhathi somsebenzi emahhovisi eKhomishana

- yamaLungelo esiNtu; kanye nokuthi
- (e) yenze ikhophi yalo mhlahlandlela ukuthi itholakale kwi webhusayidi yeKhomishana yamaLungelo esiNtu ethi <http://www.sahrc.org.za>.
- (2) UMSEBENZI OSEBENZA NGOLWAZI: UMN YANGO WOBULUNGISWA NOKUTHUTHUKA KOMTHETHOSISEKELO
- (a) Ikhophi yalo mhlahlandlela izoba khona ngazo zonke izilimi ezisemthethweni **KUWO WONKE AMAHHOVISI EZIMANTSHI**; futhi
- (b) Okungenani ikhophi eyodwa yalo mhlahlandlela, ebhalwe okungenani ngezilimu ezimbili ezisemthethweni ezisetshenziselwa umsebenzi wezidingo zikahulumeni wesifundazwe izoba khona **KUWO WONKE AMAHHOVISI** ezoMnyango webuLungiswa neNtuthuko yomThethosisekelo.
- (3) UMSEBENZI OPHETHE EZOLWAZI: IZIKHUNGO ZIKAHULUMENI
- Kuwo **WONKE AMAHHOVISI EZIKHUNGO ZIKAHULUMENI** kuzoba khona okungenani ikhophi eyodwa, okungenani ngezilimi ezimbili ezisetshenziselwa izidingo zikahulumeni wesifundazwe lapho lelo hhovisi likhona.
- Qaphela: “Isikhungo sika Hulumeni” sisho ukuthi —
- (a) yinoma imuphi umnyango kahulumeni noma amahhovisi kahulumeni kuzwelonke noma esifundazweni angaphansi kukahulumeni noma umasipala, kohulumeni basekhaya (isib: UPhiko lwezemiSebenzi yamaPhoyisa aseNingizimu Afrika, UPhiko lwezemiSebenzi yokuHlunyeleliswa kweziMilo, njll.); noma
- (b) isiphi esinye isikhungo esisebenzayo uma —
- (i) sisebenzisa amandla aso noma senza umsebenzi ngokomThethosisekelo noma ngokomthetho sisekelo wesifundazwe; noma.
- (ii) sisebenzisa amandla ngokukahulumeni noma senza umsebenzi ngaphansi kwanoma yimuphi umthetho; (isib:UmCwaningi–jikelele wamaBhuku, umVikeli womPhakathi, njll.)
- (4) UMQONDISI JIKELELE: WEZOKUXHUMANA
- Kuwo **WONKE AMAPOSI**, kuzoba khona okungenani ikhophi eyodwa yomhlahlandlela, okungenani ngezilimi ezimbili ezisetshenziselwa izidingo zikahulumeni kuleso sifundazwe lapho lelo posi likhona.

(5) INHLOKO EPHETHE IHHOVISI, EVEZWE ESIGABENI SESI (2),(3) NO (4) KANYE NOMUNTU OPHETHE IPOSI

Inhloko yehhovisi, evezwe kulezi zigaba (2), (3) no (4), lapho umhlahlandlela okufanele ibe khona, futhi umuntu ophethe eposini —

- (a) kufanele, ngezikhathi zomsebenzi futhi noma ecelwa, kube khona ikhophi yomhlahlandlela ngolimi olusemthethweni olukhona uma umphakathi kukhona ofuna ukukuhlola;
- (b) akufanele bakhokhiswe imali uma befuna ukuhlola; futhi
- (c) kumele, uma umuntu edinga ikhophi yomqulu ingxenye ethile yayo ngaphandle kokufuna ukuhlola okuthile, ngezikhathi zomsebenzi, ahlawuliswe noma akhokhiswe imali ebekiwe – la manani abekiwe esigabeni sokuqala sesithasiselo soku-A, semithetho [njengoba ishicilelwe kwiGazethi (inombolo yayo ama-23119 kamhla ziyi-15 Februari 2002 (kwisaziso sikaHulumeni esingunombolo-R.187 ka mhla ziyi-15 Februari 2002)].

**5. ISICELO SOKWAZI UKUTHOLA ULWAZI OLULAWULWA NOMA OLUPHETHWE UPHIKO LWEZEMISEBENZI YAMAPHOYISA**

**5.1 INJONGO YALO MTHETHO**

Injongo yalo mthetho ukwazi ukwenza ukuthi kutholakale amalungelo ngokomthethosisekelo, ukuze kwazeke ukutholakala kwemibiko noma ulwazi, olungaphansi noma oluphethwe nguHulumeni noma imuphi umbiko obanjwe noma ophethwe ngomunye umuntu futhi oludingekayo ukuze kwazeke noma kuvikeleke noma imaphi amalungelo. Umgomo ukukhuthaza isiko lokubeka izinto obala kanye nokukwazi ukuzibophezela ezikhungweni zikahulumeni nalezo ezizimele ukutholakala kanye nokukhuthaza kakhulu isizwe lapho abantu baseNingizimu Afrika bekwazi ukuthola imibiko ukuze bakwazi ukuthi bavikele amalungelo abo ngokwanele.

**5.2 IMININGWANE ENGACELWA**

Noma yimiphi imininingwane ekhona ebhalwe phansi ungacelwa. —

- (1) kungakhethi indlela noma ulimi;
- (2) osezandleni noma ongaphansi koPhiko lwezemiSebenzi yamaPhoyisa noma ngaphansi komunye umnyango ongaphansi kahulumeni; kanye
- (3) noma ngabe yenziwa yilona uPhiko lwezemiSebenzi yamaPhoyisa noma lowo mnyango kahulumeni.

**5.3 UKUSETSHENZISWA KWALO MTHETHO**

**(1) UKUNGAFAKWA KOKUNYE OKUBALIWE KWEMINYE IMITHETHO**

Lo mThetho usebenza lapho eminye imithetho emisiwe ingafakwanga,

engavimbela noma enqumela ukungakhishwa kwerekhodi futhi ingahambisani nemibandela engaphansi kwalo mThetho.

**(2) IZIZATHU ZOKUNGAVUMI UKUTHI KUTHOLAKALE ULWAZI OLUGCINIWE**

Isahluko sesi-4 salo mThetho, "Izizathu zokunqabela ukutholakala kwemilando eyenziwe", sibeka umbandela wokuthi ngokwalo mThetho isicelo sokuthola ulwazi olugciniwe singamukeleka noma singemukeleki.

**(3) IZINHLANGANO ZABASEBENZI**

Inhlangano yabasebenzi inelungelo lokukwazi ukuthola olunye lolwazi olugciniwe ngokwesigaba se-16 somThetho obhekele izindaba zabaSebenzi, we-1995 (umThetho wama-66 we-1995). UmThetho awusebenzi uma inhlangano yabasebenzi icela ulwazi olugciniwe ukuze ikwazi ukusiza umqashwa mayelana nesikhalo noma ukuqhubeka kokuqondiswa kwezigwegwe (ukuthola lolu lwazi olugciniwe kumahhala ngokomThetho obhekele izindaba zabaSebenzi, we-1995 (umThetho wama-66 we-1995).

Uma inhlangano yabasebenzi icela ukuthi ithole ulwazi kodwa olungeke kusetshenziselwe ukusiza umqashwa ngesikhathi sokuqondiswa izigwegwe noma ukusiza umqashwa ofake isikhalo, isicelo siyohanjiswa emnyangweni ofanele okungaba sezingeni likazwelonke noma lesifundazwe okuyiwona obhekele izindaba zabasebenzi kulelo zinga lesifundazwe noma likazwelonke. Lowo mnyango uyoveza ukuthi lolu lwazi olugciniwe ngabe luyahambisana yini nezingxoxo eziqhubekayo nenhlangano yabasebenzi. Uma kunjalo, ikhophi yolwazi olugciniwe iyohlinzekwa inhlangano mahhala ngokwesigaba se-16 somThetho obhekele izindaba zabaSebenzi.

**(4) UKUQHUTSHWA KWEMISEBENZI EMAYELANA NOBULELESI NOMA UMSEBENZI WOMPHEKATHI (OKUBANDAKANYA UKUQONDISWA KWEZIGWEGWE KANYE NOKWETHULA IZIKHALO)**

- (a) UmThetho awusebenzi (njengoba kuhlinzekiwe esigabeni sesi-7 somThetho) emininigwaneni yoPhiko lwezemiSebenzi yamaPhoyisa egciniwe uma-
- (i) lolu lwazi olugciniwe **ludingeka ngenxa yokuqhuba izinhloso zobulelesi noma imisebenzi yomphakathi;**
  - (ii) **kucelwa emva kokuba seyiqalile** leyo nqubo okungaba eyokuqondiswa kwezigwegwe noma umsebenzi womphakathi; kanye

- (iii) ukukhishwa nokutholakala kolwazi olugciniwe ngenhloso evezwe esigabeni (i) **kuyahlinzekwa kunoma yimuphi omunye umthetho.**
- (b) Noma yiluphi ulwazi olugciniwe olutholakale ngendlela **ephikisana** nesigaba (a) **angeke lwamukelwe ngjengobufakazi ecaleni noma ekuqhutshweni kwamacala omphakathi** ngaphandle uma ukungasetshenziswa kwalolo lwazi, ngokwalo, kungalimaza umsebenzi wobulungiswa ngandlela thile.
- (c) Inqubo yokuthethwa kwecala iqala uma icala selibhalisiwe ebhukwini  
lamacala oPhiko lwezemiSebenzi yamaPhoyisa ICAS. Ukuthethwa kwamacala omphakathi kuqala emva kokuba sekukhishwe amasamaniso noma kukhishwe ezinye izinto, kubandakanya emva kokuba isaziso saleso sikhungo somthetho siqhubeka ngaphandle koPhiko lwezemiSebenzi yamaPhoyisa ngokwesigaba sesi-3 (1) somthethosisekelo sokusebenza komThetho umelene nomThetho weziNhlaka eziThile zikaHulumeni, we-2002 (umThetho wama-40 we-2002) usutholakele. Indlela ejwayelekile yokuwuthola kumele ilandelwe, noma uma kwenzeka kusetshenziswe amasamaniso okubizela enkantolo, ukuze kutholakale indlela yokuthola lolu lwazi olugciniwe kulelo cala. Kumele kuqapheleke ukuthi ngaphambi kokuthi kukhishwe amasamaniso kanye namanye amaphepha noma isaziso mayelana nalo mThetho, umThetho uyosebenza kunoma yisiphi isicelo sokuthola ulwazi olugciniwe, ngisho ngabe isicelo senziwa ngenhloso yokubona umthetho wenqubo yemisebenzi yomphakathi.
- (5) **AMACALA AVULIWE**  
***Qaphela ukuthi indlela yokuthola umbiko wengozi awubandakanyi indlela yokuthola amarekhodi asecaleni elivuliwe njengoba sekuxoxiwe kulesi sigaba. Ukuthola umbiko wengozi kudingidwa ecaleni esigabeni sesi-7.***
- (a) **ISICELO ESIFAKWA UMSOLWA (NOMA LABO ABAMMELE) SOKUTHI KUTHOLAKALE IKHOPHI YESITATIMENDE SAKHE ESISECALENI ELIVULIWE**  
UmThetho awusebenzi. Isicelo siyomukeleka nemvume iyotholakala mahhala (njengoba eminye imithetho isikuhlinzekile lokho).

**(b) ISICELO ESIFAKWA UMSOLWA (NOMA LABO ABAMMELE) SOKUTHI KUTHHOLAKALE IKHOPHI YANOMA YILIPHI IREKHODI ELISECALENI ELIVULIWE**

UmThetho awusebenzi uma sekuze kwaqala ukuthethwa kwecala. Isicelo kumele senziwe ngokuth ikubhalwe (incwadi) futhi kumele kucaciswe yonke imininingwane yesicelo. Isicelo siyohanjiswa kumshushisi womphakathi kanye nedokodo lamaphoyisa kanjalo nezincomo zomphenyi wecala. Lowo ofake isicelo uyokwaziswa ngokuhanjiswa kwencwadi yakhe kumshushisi womphakathi kanjalo nomphumela (uma umshushisi womphakathi ebanika ilungelo lalokho, amakhophi ayonikwa umsolwa mahhala).

**(c) ISICELO ESIFAKWA YINOMA NGUBANI (KUNGESIYE UMSOLWA NOMA LABO ABAMMELE) SOKUTHI KUTHOLAKALE IKHOPHI YEREKHODI ELISECALENI ELIVULIWE**

Isekela lesiKhulu semininingwane esiqondene siyocubungula leso sicelo bese liqinisekisa ukuthi lowo ofake isicelo ugqwalisa ifomu lokufaka isicelo nokuthi imali yokufaka isicelo iyakhokhwa uma kufanele (isib. uma lowo ofake isicelo engesiye ohlukunyeziwe noma ufakazi ecaleni). Isicelo siyodluliselwa kumshushisi womphakathi kanye nedokodo lamaphoyisa nezincomo zomphenyi wecala.

Lowo ofake isicelo uyokwaziswa ngokuhanjiswa kwencwadi yakhe kumshushisi womphakathi kanjalo nomphumela. Uma umshushisi womphakathi ebanika ilungelo llokuthi bayithole imvume, bangavunyelwa uma sebeyikhokhile imali yokukhishwa kwayo.

**(6) AMACALA AVALIWE**

**(a) ISICELO ESIFAKWA YINOMA YIMUPHI UMUNTU MAYELANA NEKHOPHI YEREKHODI ELISECALENI ELIVALIWE**

Iphini eliqondene elisebenza ngolwazi liyobhekana nesicelo njengoba kuvuma umThetho (okuwukuqinisekisa ukuthi ifomu lesicelo ligqwaliswe ngokugcwele, ngokuliyisa kukhomanda womphenyi oqondene ukuze athathe isinqumo, ukuqinisekisa ukuthi imali yokufaka isicelo ikhokhiwe uma kudingeka, ukwazisa abantu besithathu abathintekayo mayelana nesicelo, njll).

**(7) IMIBIKO YEZINGOZI**

Uma uPhiko lwezemiSebenzi yamaPhoyisa seludlulisele umbiko

wengozi emnyangweni wezokuThutha noma komunye umnyango oqondene noma isikhungo (isib. Metro) uma sitholakala isicelo, iphini elisebenza ngolwazi liyodlulisela isicelo emnyangweni noma esikhungweni esifanele. Uma lowo ofake isicelo ekhona ngokwakhe, angaziswa ukuthi angacela umbiko emnyangweni noma esikhungweni esiqondene.

Imvume yomshushisi womphakathi ayidingeki ukuze kutholakale umbiko wengozi yomgwaqo osecaleni elivuliwe ohlangothini olwalubandakanyeka engozini noma kulowo muntu ommele noma lowo muntu ogunyazwe uyena (uma linikeziwe iphepha eliyisiqiniseki). IsiKhwama seziNgozi zemiGwaqo noma labo abasimele kumele benze isicelo esibhaliwe (incwadi) kanye nawo wonke amarekhodi amayelana nengozi kuhlinzekwa ngesihle esiKhwameni seziNgozi zemiGwaqo.

Uma i-OAR isaphethwe noma isalawulwa uPhiko lwezemiSebenzi yamaPhoyisa, kuyolandelwa le nqubo elandelayo-

**(a) ISICELO SOKUTHOLA UMBIKO WENGOZI ESIFAKWA YILOWO OBANDAKANYEKE ENGOZINI**

Iphini elisebenza ngolwazi eliqondene noma umqashwa osebenza ngezicelo zemibiko yezingozi uyodingida lesi sicelo. Umuntu ofaka isicelo kumele agcwalise ifomu lokufaka isicelo bese isisebenzi sokuthula (isib. iphoyisa) noma imantshi kumele basethifaye leli fomu endaweni efanele. Lowo ofaka isicelo akakhokhi imali yokufaka isicelo, kodwa-ke ngaphambi kokuthi kutholakale imvume, imali enqunyiwe iyakhokhwa ikhokhelwa ikhasi ngalinye okumele lifothokhophiwe.

**(b) ISICELO SOKUTHOLA UMBIKO WENGOZI ESIFAKWA NGUMUNTU OGUNYAZWE YILOWO OBANDAKANYEKA ENGOZINI (Isib. ummeli inkampani yomshuwalense, njll)**

Iphini elisebenza ngolwazi noma umqashwa osebenza ngezicelo zemibiko yezingozi uyodingida lesi sicelo. Lowo ofake isicelo kumele agcwalise ifomu bese efaka isiqiniseko samandla (isib. amandla ommeli) uma kukhona isiqinisekiso samandla esifakiwe, isisebenzi sokuthula noma imantshi akudingekile ukuthi basethifaye ifomu lesicelo. Uma singekho isiqiniseko samandla esifakiwe ifomu lokufaka isicelo kumele lisethifaywe yisisebenzi sokuthula endaweni efanele. Lowo ofaka isicelo akakhokhi imali yokufaka isicelo, kodwa-ke ngaphambi kokuthi kutholakale imvume, imali enqunyiwe iyakhokhwa ikhokhelwa ikhasi ngalinye okumele lifothokhophiwe.

(c) **ISICELO ESIFAKWA UMUNTUONGABANDAKANYEKANGA ENGOZINI NOMA ONGAGUNYAZWANGA UKWENZE NJALO YILOWO OBANDAKANYEKE ENGOZINI**

Iphini elisebenza ngolwazi eliqondene liyosebenza ngesicelo njengokuhlinzekwe umThetho (okuwukuthi ukuqinisekisa ukuthi ifomu lokufaka isicelo ligcwalisiwe, ukuqinisekisa ukuthi imali yokufaka isicelo ikhokhiwe, ukuqinisekisa ukuthi imali yokwenza amakhophi ikhokhiwe, njll.). Uma umbiko wengozi usedokodweni elivuliwe, isicelo siyohanjiswa kumshushisi womphakathi kanye nedokodo lamaphoyisa kanjalo nezincomo ezivela kumphenyi wecala oqondene. Lowo ofake isicelo uyokwaziswa ngokudluliselwa kwesicelo kumshushisi womphakathi kanye nomphumela walokho. Uma umshushisi enikeza imvume yalokho, ilungelo lokuthi siphumelele isicelo lyonikwa emva kokuba sekukhokhwe imali efanele yokwenza amakhophi.

(8) **IREKHODI ELIPHETHE IMINININGWANE YOMQASHWA EMAYELANA NESIMO SEMPILO YOMZIMBA NOMA YENGQONDO**

- (a) UmThetho umchaza kanje uchwepheshe wezempilo:  
“umuntu owenza noma obhalisiwe ngokomthetho wokwenza umsebenzi obandakanya ukuhlinzekwa kokunakekela noma ukwelapha abagula emzimbeni nasengqondweni noma ukuze abantu baphile kahle”
- (b) noma yisiphi isicelo sokuthola amarekhodi noma umbiko esiphethe imininingwane yokuphila ngokomzimba nangokwengqondo komqashwa eliphethwe noma elilawulwa uPhiko lwezemiSebnzi yamaPhoyisa, liyoletwa kwiphini elisebenza ngolwazi elifanele, eliyosebenza ngalo mayelana nokushiwo umThetho, futhi uma kwenzeka kube mayelana nesigaba sama-30 somThetho.
- (c) Uma lowo ofake isicelo **ENGESIYENA-**
- (i) umqashwa okuqondene naye irekhodi noma umbiko ocelwayo; noma
  - (ii) ebambe isikhundla somqashwa ongumnini werekhodi noma umbiko ocelwayo (isib. lowo ofake isicelo akusiye lowo omele umqashwa ngokomthetho noma akusiye umuntu obhale isigunyazo esigunyaza umqashwa ukuthi ambambe, njll), iphini elisebenza ngolwazi liyosebenza ngaleso sicelo njengoba kuhlinzeka umThetho. Uma kunjalo, umqashwa okungawakhe la marekhodi noma imibiko, “ungumuntu wesithathu”

(ISAPS 512 (n) kumele igcwaliswe, imali yokufaka isicelo kumele ikhokhwe, umuntu wesithathu kumele aziswe, njll.).

- (d) uma lowo ofake isicelo—
- (i) kungumqashwa okuqondene naye irekhodi noma umbiko ocelwayo; noma
  - (ii) ebambe isikhundla somqashwa ongumnini werekhodi noma umbiko ocelwayo (isib. lowo ofake isicelo akusiye lowo omele umqashwa ngokomthetho noma akusiye umuntu obhale isigunyazo esigunyaza umqashwa ukuthi ambambe, njll), yile nqubo elandelayo ezolandelwa:
    - (i) uma uchwepheshe wezokwelapha **ENGAZANGE AQINISEKISE NOMA ASHO** ngokuthi abhale ukuthi ukuvezwa kwamarekhodi noma kombiko kumqashwa aqondene naye angase noma angaba yingozi empilweni yakhe yokomzimba neyengqondo, iphini elisebenza ngolwazi liyo—
      - (aa) cela loyo ofake isicelo sokuthi lo muntu okucelwe kuye amarekhodi kumele akhethe uchwepheshe wezempilo – (*Lokhu kwenzeka ngokugcwalisa ifomu iSAPS 512 (p) engxenye yalo yoku-A kanye neye-C iyosulwa bese kuhanjiswa ifomu kulowo ofake isicelo*); kanye
      - (bb) emveni kokuba esekhethiwe uchwepheshe wezempilo ekhethwe ngumuntu oqondene namarekhodi aceliwe, liyoxhumana nalowo chwepheshe ukuthola ukuthi ngabe ukuvezwa obala kwerekhodi noma umbiko kumuntu eliqondene naye kungaba yini yingozi empilweni yakhe yokomzimba neyengqondo – (*Lokhu kwenziwa ngokugcwalisa nokuhambisa ifomu iSAPS 512(q) lihambisane nerekhodi noma umbiko wokwelashwa kulowo chwepheshe wezempilo okhethiwe*)
    - (ii) Uma uchwepheshe wezempilo **EQINISEKISILE NOMA ESHILO** ngokuthi abhale ukuthi ukuvezwa obala kwerekhodi noma umbiko kumqashwa oqondene nawo kungase kwenze ukuthi kube nengozi empilweni yakhe yokomzimba nona kweyengqondo, iphini elisebenza ngolwazi liyo—
      - (aa) uma uchwepheshe wezempilo esho waqinisekisa ukuthi ukuvezwa obala kwerekhodi noma

kombiko kumuntu oqondene naye angeke kwaba nengozi engako empilweni yakhe yomzimba noma yengqondo —

- liyokwazisa lowo ofake isicelo ngokuthi libhale umbono kachwepheshe wezempilo bese lifaka ifomu iSAPS 512(e) ukwazisa lowo ofake isicelo ukuthi yimalini okumele ayikhokhe ngaphambi kokuthi anikezwe imvume; kanye
- uma sekutholakale ubufakazi bokuthi imali okufanele ikhokhwe isikhokhiwe, liyohlinzeka lowo ofake isicelo ngamakhophi alawo marekhodi noma umbiko;

(bb) uma lowo chwepheshe wezempilo ekubeke kwacaca ukuthi ukuvezwa obala kwerekhodi noma umbiko kumuntu oqondene naye kuyoletha ubunzima obukhulu empilweni yakhe yokomzimba neyengqondo —

- liyokwazisa lowo ofake isicelo ngokuthi libhale umbono kadokotela bese lifaka nefomu eligcwalisiwe i-SAPS 512 (p) – *(kuleli fomu lowo ofake isicelo uyacelwa ukuthi akhethe umeluleki ozomeluleka noma ozohlela njengoba bekwenzeka ngaphambi, ngesikhathi noma emva kokuthi kuvezwe obala irekhodi noma umbiko ukuze kubalekelwe ukulimaza lowo muntu)*

(iii) uma esekhethiwe umeluleki, iphini elisebenza ngolwazi liyo—

- (aa) liyokwazisa lowo ofake isicelo ngokuthi libhale ukuthi ikhophi yerekhodi noma umbiko liyohanjiswa kumeluleki okhethiwe emveni kokuba sekutholakale isiqiniseko sokuthi isikhokhiwe imali edingekayo;
- (bb) liyofaka ifomu eligcwalisiwe iSAPS 512 (e) emayelana nemali enqunyiwe okumele ikhokhwe; kanye
- (cc) uma sesitholakele isiqiniseko sokuthi kukhokhiwe, kuyohanjiswa irekhodi lelo noma umbiko kulowo meluleki okhethiwe ngokugcwalisa nokuhambisa ifomu iSAPS 512

(r) kanye nekhophi yerekhodi noma umbiko-*(kwifomu iSAPS 512 (r) umeluleki okhethiwe uyocelwa ukuthi aluleke noma ahlele njengoba kade kwenzeka ngaphambi, ngesikhathi noma emva kokuvezwa obala kwerekhodi, ukunciphisa noma ukuvimba ukuthi lowo muntu oqondene nerekhodi angalimali, lowo meluleki uyokwaziswa ukuthi angaliveza obala irekhodi noma umbiko uma esebona ukuthi isikhathi sesifikile).*

**(9) IZINHLAKA ZIKAHULUMENI**

- (a) ngokomThetho, “uhlaka lukahulumeni” alufakiwe encazelweni “yalowo ofake isicelo”. Uhlaka lukahulumeni lungachazwa njengesikhungo esisebenzisa amandla omphakathi noma esenza imisebenzi yomphakathi ngokomthetho. Ngakho-ke “uhlaka lukahulumeni” lungaziwa “njengento kahulumeni yokwenza umsebenzi” noma “isigungu sikahulumeni”.
- (b) umThetho awusebenzi uma uhlaka lukahulumeni lucela ukuthola amarekhodi kolunye uhlaka lukahulumeni. Isicelo sokuthola irekhodi kolunye uhlaka lukahulumeni kuthathwa njengesicelo esenzeka ngaphakathi kweminyango sokuthola amarekhodi aphethwe olunye uhlaka lukahulumeni, okungaba uPhiko lwezemiSebenzi yamaPhoyisa.
- (c) UmSebenzi (*ongesilo iphini elisebenza ngolwazi*) okubekwe ngaphansi kwakhe irekhodi futhi osebenza ukubhekana nodaba olumayelana nerekhodi, uyo-
  - (i) cubungula isicelo; aphinde
  - (ii) anqume ukuthi ngabe kufanele yini ukuthi ikhophi yerekhodi inikezelwe ohlakeni lukahulumeni oluyicelile.
- (d) Uma kunqunywe ukuthi **ingahlinzekwa** le khophi yerekhodi, lolo hlaka lukahulumeni kuyomele laziswe ngaleso sinqumo. Uma kunqunywe ukuthi **lunikwe**, ikhophi yerekhodi iyonikezwa ngesihle. Uhlaka lukahulumeni alukhokhi imali yesicelo noma imali yokuthola irekhodi.
- (e) Ifomu yokufaka isicelo okuyi SAPS 512 (n) noma iFomu A, njengoba kuveziwe kwinqubo yomthetho, akumele igcwaliswe.
- (f) UmSebenzi kuyomele abe nesiqiniseko sokuthi ngabe lowo ofaka isicelo uhlaka lukahulumeni yini noma cha. Isicelo esivela ohlakeni lukahulumeni esibhalwe ephepheni

elinophawu lwalolo hlaka siyokwamukeleka njengobufakazi bokuthi isicelo senziwe uhlaka lukahulumeni. Uma uhlaka lukahulumeni lwenze isivumelwano nomunye umuntu (isib. umhlaziyi noma isithunywa), incwadi akathunywa ngayo lowo muntu kuyomele ibe ngubufakazi bokuthi ngempela isicelo senziwa uhlaka lukahulumeni.

**(10) ISIGABA SE-102 SOKUBUZA MAYELANA NOMTHETHO WOKULAWULWA KWEZIBHAMU (UMTHETHO WAMA-60 WE-2000)**

- (a) Ngokwesigaba se-102 somThetho wokuLawulwa kweziBhamu, we-2000 (umThetho wama-60 we-2000), uKhomishana kaZwelonke anganquma ukuthi umuntu othile akekho esimeni sokuphatha isibhamu ngokwaleso sigaba. Ukuthola ukuthi lowo muntu akufanele apha the isibhamu, uPhiko lwezemiSebenzi yamaPhoyisa aseNingizimu Afrika lungaba nesikhathi sokubuza lowo muntu ukuthi kungani kungafanele ukuthi kuthiwe akekho esimeni esihle ngokwempilo yakhe.
- (b) Isigaba se-102 semibuzo sithathwa njengesenzo sokuphatha esingaba nomthelela ongemuhla emelungelweni noma lokho okulindelwe ngumuntu ophenywayo noma ofakwa imibuzo. UPhiko lwezemiSebenzi yamaPhoyisa aseNingizimu Afrika luyosebenzisa lokho okuhlinzekwa isigaba sesi-3 somThetho wokuKhuthaza ubuLungiswa bezokuPhatha, we-2000 (umThetho wesi-3 we-2000) hhayi umThetho wokuKhuthaza ukuTholakala koLwazi, we-2000 (umThetho wesi-2 we-2000). Isicelo akumele neze ukuthi sihanjiswe kwiPhini eliSebenza ngoLwazi.
- (c) Uhlangothi noma umuntu othintekayo angacela ukuthola amarekhodi noma amakhophi amarekhodi athile (isib. amakhophi ezitatimende zezinye izinhlangothi, njll.) apethwe noma alawulwa uPhiko lwezemiSebenzi yamaPhoyisa. Lawo marekhodi angaba nezinsolo uPhiko lwezemiSebenzi yamaPhoyisa olungazibhekisa ohlangothini oluthintekayo. Ukutholakala kwalawo marekhodi noma amakhophi kufanele kwenziwe kube ngokwesihle ohlangothini oluthintekayo kusenesikhathi ngaphambi kokufakwa kwemibuzo ukuze lowo othintekayo akwazi ukuthi azilungiselele ukuthi akwazi ukuphendula ngalezo zinsolo abekwe zona.

**5.4 IMALI EKHOKHWAYO**

UmThetho wokuKhuthaza ukuTholakala koLwazi noma imibiko, we-2000 (UmThetho we-2 we-2000): Imithetho [njengoba ishicilelwe kwiGazethi (No

23119) yomhla ziyi-15 Februari 2002 (Isazisi sikaHulumeni senombolo R. 187 somhla ziyi-15 Febhuwari 2002] inganquma noma imise amanani akhokhwayo ukuze kutholakale amarekhodi.

**5.5 INDLELA YOKUCELA UKUTHOLA IREKHODI ELIPHETHWE NOMA ELILAWULWA UPHIKO LWEZEMISEBENZI YAMAPHOYISA**

UKhomishana kaZwelonke: woPhiko lwezemiSebenzi yamaPhoyisa aseNingizimu Afrika, useqoke iPhini likaZwelonke eliSebenza ngoLwazi futhi wakhetha amaphini asebenza ngolwazi kuzo zonke izingxenye, nezifundazwe, neziyingi kanye neziteshi zamaphoyisa ukuze kusetshenziswe lo mThetho. (Bheka isigaba sesi-3 "IMINININGWANE LAPHO KUTHOLAKALA KHONA IPHINI ELISEBENZA NGEZOLWAZI)

**(1) THOLA IFOMU LOKUFAKA ISICELO**

Thola ifomu lokufaka isicelo [SAPS 512 (n)] ngokuthi—

- (a) wena ngokwakho uzitholele lona esisebenzini esisebenza ngolwazi esiteshini esiseduze; noma
- (b) ngokushaya ucingo, u-emeyle noma ubhale incwadi ubhalele iphini elisebenza ngolwazi ucele ukuthi lelo fomu lifekswe noma liposwe (noma lithunyelwe nge-emeyli uma lelo phini elisebenza ngolwazi lingakwazi ukukwenza lokho) liposelwe kulowo ofake isicelo ekhelini noma inombolo ayihlinzekile.

*(iFomu A lemiGomo esemThethweni lingasetshenziswa njengefomu lokufaka isicelo*

**(2) GCWALISA NGOKUGCWELE IFOMU LESICELO BESE ULIHAMBISA KWIPHINI ELISEBENZA NGOLWAZI**

**(a) USIZO OLUVELA KWIPHINI ELISEBENZA NGOLWAZI**

Iphini elisebenza ngolwazi lingasiza lowo ofake isicelo ngesicelo sokuthola amarekhodi ukuqinisekisa ukuthi isicelo siyahambisana nezidingo zomThetho. Iphini likaZwelonke elisebenza ngolwazi lingathintwa uma lowo ofake isicelo engazi ukuthi ubani iphini elisebenza ngolwazi eliqondene.

**(b) GCWALISA IFOMU LESICELO**

**(i) UMA IFOMU LESICELO LINGAGCWALISIWE NGOKUGCWELE**

Iphini elisebenza ngolwazi lingasenqaba isicelo uma ifomu lingagcwalisiwe ngokugcwele noma kahle. Iphini elisebenza ngolwazi lingazisa lowo ofake isicelo ngokuthi libhale ifomu leSaziso sokuFuna ukwEnqaba i[SAPS 512 (c)] ngesizathu sakhe sokungasemukeli isicelo. Uma kwenzeka kanjalo, lowo ofake isicelo

angahlinzeka ngemininingwane egcwele mayelana nesicelo.

**(ii) IREKHODI ELICELIWE ELINEMININGWANE YOMUNTU OFAKE ISICELO**

Uma lowo ofake isicelo ecela amarekhodi aqukethe imininingwane yakhe, kumele ahambise ifomu lakhe esiteshini samaphoyisa esiseduzane kufanele alisayine phambi kwephoyisa noma isisebenzi sokuthula basethifaye kwikholamu efanele leli elisayinwe yilowo ofake isicelo phambi kwabo. Lowo muntu osayina ifomu kanye nenombolo kamasizi evela kwifomu, kusengumuntu oyedwa.

**(iii) LOWO OFAKA ISICELO UMELWE NGOMUNYE UMUNTU**

Uma kuyilowo omele noma obembele umuntu omele lowo omininingwane yakhe iserekhodini eliceliwe, loyo muntu (isib. ummeli, inkampani yomshuwalense, noma yimuphi umuntu ombambeke, njll.) kumele baqinisekise ukuthi ifomu lesicelo eligcwalisiwe lihambisana namaphepha adingekayo. (“iphepha eliyisiqiniseko samandla” kusho iphepha elinelisa iphini elisebenza ngolwazi ukuthi ngempela lowo ofake isicelo umanandla okufaka isicelo sokuthola amarekhodi esikhundleni somuntu othile). Lawo maphepha anesiqiniseko, phakathi kwezinye izinto, angaba—

- Amandla ajwayelekile noma akhethekile ommeli;
- Ikhophi esethifayiwe yesitifiketi sokuzalwa sengane kanye nekhophi esethifayiwe yomzali;
- Incwadi ebhalwe yilowo ofakelwa isicelo, egunyaza lowo ofaka isicelo ukuthi amfakele isicelo kanjalo nesitifiketi esikhushwe yisisebenzi sokuthula, siqinisekisa ukuthi uzenelisile ngokuthi lowo ofakelwa isicelo uyena obhale incwadi egunyaza lowo omfakela isicelo ukuthi amfakele isicelo;
- Incwadi yokuqokwa njengmahluleli wombuso ekhishwe yinkantolo ePhakeme, kanye nesiqiniseko sikamazisi uma isicelo senzela umuntu oshonile;

- Uma isicelo senzela isigungu esinabantu abaningi, incwadi ebhalwe umuntu ogunyaziwe egunyaza lowo ofake isicelo ukuthi afake isicelo; noma
- Incwadi engumyalelo wesiKhwama seziNgozi zemiGwaqo uma kungummeli (noma omunye umuntu) osebenza ngomyalelo wesiKhwama seziNgozi zemiGwaqo.

**(c) HAMBISA IFOMU LESICELO ELIGCWALISIWE**

Ifomu lesicelo eligcwaliswe kahle kumele lihanjise (ngesandla, ngeposi noma ngefeksi) e—

- (i) kwiphini eliqondene elisebenza ngolwazi; noma
- (ii) kwiphini elisebenza ngolwazi esiteshini samaphoyisa esiseduzane; noma
- (iii) kwiphini elisebenza ngolwazi lesifundazwe- noma lesiyingi; noma
- (iv) kwiphini likaZwelonke elisebenza ngolwazi.

**(3) IZIMALI ZESICELO**

Iphini elisebenza ngolwazi, emva kokuthola isicelo sokuthola amarekhodi esenziwe ngokugcwalisa kahle amafomu afanele, ngaphandle uma kuyisicelo esizodluliselwa kumunye umnyango, (njengoba kuchaziwe kwisigaba 5.2), kufanele agcwalise ifomu lokwazisa ngemali ekhokhwayo eliyifomu [SAPS 512 (b)] bese elinika lowo ofake isicelo. Ngaleyo ndlela lowo ofake isicelo uyokwaziswa ngemali ekhokhwayo kanye nendawo okukhokhwa kuyo (isiteshi samaphoyisa esiseduze, ihhovisi lesiyingi, ihhovisi lesifundazwe noma iHhovisi eliKhulu), ngaphambi kokuba kuqhutshekwe nokusebenza ngaleso sicelo.

Umuntu uxolelwa ukukhokha imali yokufaka isicelo uma lowo muntu—

- (a) engumuntu ozifakela isicelo ngokwakhe ("umuntu ozifakela isicelo ngokwakhe" umuntu ocela ukuthola irekhodi eliphethe ulwazi noma imininingwane ephathelene naye);
- (b) ocela ulwazi oluvele selusezandleni zomphakathi noma oluthathwa njengolutholakalayo; noma
- (c) oxolelwe nguNgqongqoshe wezobuLungiswa ngesimemezelo esisemthethweni esishicilelwe kuMqulu kahulumeni (iGazethi) ekutheni akhokhe—
  - (i) imali yokufaka isicelo; noma
  - (ii) ezinye izimali

**(4) UKUSEBENZA NGEZICELO**

**(a) UKUTHOLA UKUTHI IREKHODI LIKHONA FUTHI LIYATHOLAKALA**

Iphini elisebenza ngezolwazi lizothola ukuthi ubani umuntu oqondene nodaba olusesicelweni (okunguyena ophethe) futhi onegunya ekutholeni lelo rekhodi eliceliwe, bese edlulisela lesi sicelo kulowo ophethe. Ophethe yena-ke uzobheka ukuthi lelo rekhodi likhona noma lingatholaka yini.

Uma irekhodi eliceliwe lingatholakali, noma lingakaze libekhona, iphini elisebenza ngezolwazi kufanele libhale isitatimende esifungelwe (ukwenza ubufakazi) linikeze ngokugcwele zonke izinyathelo ezithathiwe ukuthola lelo rekhodi elifunwayo noma eliceliwe noma athole ukuthi lelo rekhodi likhona yini ngokuxhumana nabo bonke abantu okukhulunywe nabo abekade besiza ekulicingeni, besiza lowo ophethe izindaba zolwazi. Iphini elisebenza ngezolwazi kufanele bese ligcwalisa ifomu lesiNqumo sesiCelo sokuThola iRekhodi okuyi [SAPS 512(e) bese elithumela kulowo ofake isicelo.

**(b) ISICELO SAMUKELEKILE NOMA SINQATSHIWE**

Iphini elisebenza ngezolwazi kufanele ligcwalise ifomu lesiNqumo sesiCelo sokuThola iRekhodi okuyi fomu [SAPS 512(e)] bese elithumela kulowo ocelile, uma kuvumelana nemigomo ebekiwe eMthethweni, esikhathini esiyizinsuku ezingama-30 emva kokuba isicelo sitholiwe, emazisa loku okulandelayo —

- Ukuthi isicelo sokuthola ulwazi sivunyiwe (noma sinqatshiwe kanye nezizathu zokwenqaba);
- Indlela noma ulimu ulwazi noma irekhodi ezotholakala noma elizokhishwa ngalo;
- Imali ekhokhwayo ukuze kutholakale lelo rekhodi;
- Ukuthi angafakwa isikhalo ngaphakathi.

**(c) UKUHLEHLISWA KWESICELO**

Uma isicelo sokuthola irekhodi kungenzeka sivunywe, kodwa irekhodi eliceliwe —

- Lisazo shicilelwa;
- Kudingeka ngokomthetho ukuba lishicilelwe kodwa futhi lingaka shicilelwa; noma
- Selilungiselelwe ukufakwa noma kusiphi isishayamthetho noma kumuntu othile, kodwa libe lingaka thunyelwa,

Iphini elisebenza ngezolwazi lingahlehlisa ukutholakala kwalelo rekhodi.

Uma ukutholakala kwe rekhodi kuhlehlisiwe, iphini elisebenza ngezolwazi kufanele —

- Lithole ukuthi lelo rekhodi lizoshicilelwa ngaluphi usuku, noma lizothunyelwa nini kwisishayamthetho noma kumuntu othile;
- ligcwalise ifomu lesiNqumo sokuSebenza ngesiCelo okuyifomu [SAPS 512(d)] bese elisa kulowo ofake isicelo emazisa ukuthi –
  - ▶ Angakwazi ukuthola lelo rekhodi alicelile ngosuku olubhaliwe kwinothi [SAPS 512(d)] (lolu suku kufanele kube usuku lelo rekhodi elizoshicilelwa ngalo noma elizothunyelwa ngalo kwisishayamthetho noma kumuntu othile; kanye
  - ▶ Angaletha isikhalo sokuthi ukutholakala kwerekhodi kufanele kuhlehliswe kwiphini elisebenza ngolwazi esikhathini esiyizinsuku ezingama-30 emva kokukhiswa kweNothisi.

Iphini elisebenza ngezolwazi kufanele lazise lowo ofake isicelo ukuthi ukutholakala kuzohlehliswa noma angeke ngokuthi ligcwalise ifomu lesiNqumo sesiCelo sokuThola iRekhodi, okuyifomu [SAPS 512(e)] bese elithumela kulowo ofake isicelo.

**(d) UKWANDISWA KWESIKHATHI**

Iphini elisebenza ngezolwazi, lelo okwenziwe kulo isicelo sokuthola irekhodi, lingandisa isikhathi esibekiwe esiyizinsuku ezingama-30 kanye, ngezinye izinsuku kodwa zingabi ngaphezu kwezingama-30 uma —

- (i) isicelo kungesamarekhodi amaningi kakhulu noma kufanele acingwe kumarekhodi amaningi kakhulu futhi uma ukugcinwa kwesikhathi esibekiwe, kungaphazamisa neminye emisebenzi yoPhiko lwezemiSebenzi yamaPhoyisa;
- (ii) Isicelo sidinga kucingwe noma kulandwe lawo marekhodi kwamanye amahhovisi oPhiko lwezemiSebenzi yamaPhoyisa angekho edolobheni elilodwa naleli okufakwe kulo isicelo, nalapho kukhona lowo osebenza ngolwazi okufakwe kuye isicelo futhi leso sicelo singeke sikwazi ukuthi siqedwe ngalesi sikhathi esibekiwe;

- (iii) uma kudingeka kuxhunanwe neminye iminyango ngaphansi koPhiko lwezemiSebenzi yamaPhoyisa noma nomunye umnyango ongaphansi kukaHulumeni ukuze kunqunywe ngesicelo futhi lokho kuxhumana kungeke kuphele ngesikhathi esibekiwe;
- (iv) uma kukhona esicelweni lezi zimo ezibaliwe ezingaphezu kweyodwa kulezi zigatshana (i), (ii) or (iii) okufanele kugcinwe isikhathi esibekiwe kodwa kungeke kwenzeke nhlobo; noma
- (v) lowo ofake isicelo evuma ukuthi kwandiswe isikhathi ngokuthi abhale.

Uma isikhathi sandisiwe, iphini lomsebenzi wezolwazi kufanele lazise lowo ofake isicelo ngalokho kwandiswa kwesikhathi ngokuthi agcwalise ifomu lesiNqumo sokuSebenza ngesiCelo okuyifomu [SAPS 512(d)].

**(e) ABANTU BESITHATHU**

*Umuntu wesithathu kungaba noma yimuphi umuntu ngaphandle kwalowo ofake isicelo kanye nomnyango kahulumeni - kungabuye kube uhulumeni wezwe langaphandle, inhlango yaphesheya noma imuphi umnyango walowo hulumeni noma leyonhlango, lelo rekhodi noma lolo lwazi olungaye.*

Uma irekhodi eliceliwe limayelana nomuntu wesithathu, isekela lesikhulu seminingwane liyokwazisa lowo muntu wesithathu ngaleso sicelo. Umuntu wesithathu angabhala afake isicelo sokuthi lowo ofake isicelo sokuthola irekhodi akumele anikwe. Iphini elisebenza ngezolwazi kufanele —

- (i) Licubungule noma yisiphi isethulo esivela kumuntu wesithathu esitholakale esikhathini esiyizinsuku ezingama-30 emva kokuba lowo wesithathu azisiwe ngesicelo esifakiwe;
- (ii) lithintane nophethe maqondana nemisebenzi yezomthetho, banqume ukuthi kufanele yini ukuthi lowo ofake isicelo anikwe imvume; bese
- (iii) ligcwalise ifomu lesiNqumo sokuCela ukuThola iRekhodi eliphathelene nabaNtu besiThathu elingu fomu [SAPS 512(g)] bese elithumela kubo bonke abantu besithathu abathintekayo.

Umuntu wesithathu angasifaka isikhalo ngaphakathi ngesinqumo sokunikwa imvume.

Uma umuntu wesithathu engakasifaki isikhalo sakhe kuze kuphele izinsuku ezingama-37 emva kokuba esethole inothi, iphini elisebenza ngezolwazi lizovuma ukunikeza irekhodi uma kungekho ezinye izizathu zokunqaba ezikhona ezimayelana nomThetho.

**(f) IZIKHALO ZANGAPHAKATHI**

Ifomu lesaziso sokufaka isikhalo ngaphakathi, ISAPS 512 (o) noma ifomu B lemiThetho, kumele ligcwaliswe bese lithunyelwa kwisekela lesikhulu seminingwane uma kufakwa isikhalo sangaphakathi. Umuntu wesithathu angasifaka isikhalo ngaphakathi uma ephikisana nesinqumo sokunikwa imvume. Lowo ofaka isicelo angafaka isikhalo sangaphakathi mayelana nalokhu okulandelayo —

- Imali ekhokhwayo;
- Ukwandiswa kwesikhathi;
- Indlela yokungena noma yokuthola ulwazi;
- Ukunqatshwa kwesicelo sokuthola irekhodi.

Izikhalo zangaphakathi ziyodluliselwa phambili yilelo phini elisebenza ngezolwazi eliqondene naleso sikhalo kwiSekela likaZwelonke lesiKhulu semiNinigwane. Sone-ke siyocubungula lezo zikhalo zangaphakathi bese lizidlulisela kuNgqongqoshe wezokuPhepha nezokuVikeleka ukuze athathe isinqumo.

ISekela likaZwelonke lesiKhulu semiNinigwane liyothumela isinqumo sikaNgqongqoshe kulowo **ofake isicelo** ngokuthi lithumele iSaziso kulowo ofake isicelo sesiNqumo ngefomu lokufaka isikhalo ngaphakathi [SAPS 512(K)].

Lapho isikhalo sangaphakathi siphathelene nomuntu wesithathu, lowo ofake isicelo kanye naye umuntu wesithathu kufanele baziswe ngesinqumo sesikhalo ngokuthi banikezwe ifomu leNothisi yofake isicelo ngesinqumo sesikhalo sangaphakathi okuyi fomu [SAPS 512 (k) kulowo ofake isicelo bese umuntu wesithathu yena enikwa ifomu eliyinothi kumuntu wesithathu, ngesinqumo sesikhalo sangaphakathi okuyifomu [SAPS 512 (j)]

Lowo ofake isicelo noma umuntu wesithathu uma engagculisekile ngesinqumo sesikhalo sangaphakathi, kufanele abuye afake isikhalo ngaphambi kwezinsuku ezingu 37 afake isicelo sakhe enkantolo ukuze athole isinqumo esingujuqu. Uma lesi sicelo singafakangwa ngalesikhathi

esibekiwe, kuzolandelwa isinqumo sikaNgqongqoshe. Uma isicelo sifakwe enkantolo, isinqumo secala lasenkantolo sizolindwa.

## **6. UKUCHAZWA KWEZINDIKIMBA NEZINHLOBO EZINGENA NGAPHANSI KWENDIKIMBA**

### **IZINGOZI NEZINHLEKELELE**

Izingozi: embonini, imishini kanye nezokwakha  
Izingozi eziphathelene nezinto eziyingozi  
Izingozi zamabhanoyi kanye nokwehlikela enhlabathini okuphuthumayo  
Izinto eziphathelene nalendikimba ngokujwayelekile  
Imililo  
Izingozi sasezimayini  
Izinhlekelele zemvelo  
Izingozi ezenzeka emgwaqeni  
Ukugwila nokucwila kwemikhumbi noma izikebhe  
Izingozi zezitimela

### **UKUPHATHWA, UKUHLANGANISWA KANYE NOKULAWULA**

Ukukwazi ukulawula nokuphephisa  
Ukwazi ukungena emagcekeni amaphoyisa  
Ukuphathwa kwamabhodi okuphenya  
Imibiko yonyaka  
Amakhomishana ophenyo  
Amakomidi  
Ezokuxhumana  
Eziphathelene namakhomputha  
Ukuphathwa kwamarekhodi noma ulwazi  
Ukusebenzisana  
Ukuziphatha kahle kanye nokuzimisela  
Ukuphiwa izipho, izipho eziyisikhumbuzo noma izevatho zesikhundla  
Izipho ezitholakala ukuze kube khona intuthuko  
Imisebezi kanye nezibopho  
Amafulegi kanye namaduku okukhangisa  
Ukudluliswa kwemiyalo  
Umsebenzi obhekene neziphandla ezifanele abantu abathile  
Ukwakhiwa kwemifanekiso noma izithombe  
Amakomidi noma amabhodi azokwelapha  
Izindlela zokuphatha ukubhalelana  
Imiyalezo evela kuzwelonke, ezifundazweni kanye naseziyingini.  
Ezempilo zasemsebenzini, ukuphepha kanye nokongiwa nokuphathwa kwemvelo  
Ukukhishwa kwemibiko yomsebenzi

Ukusetshenziswa kwezilimi ezisemthethweni  
Ukuphathwa komsebenzi nokubuye uhlelwe kabusha  
Amandla kanye namagunya  
Iziphakamiso ezibhekela uPhiko lwezemiSebenzi yamaPhoyisa  
Ukukhiqiza ngokomsebenzi  
Ibhande elibomvu  
Ukubuyiswa kwezinguquko  
Imixhaso  
Izibalo eziqoqiwe zezinto ezithile kanye nokubuyiswa kwamahora  
okusebenza

### **UKUPHATHWA KOBULUNGISWA**

Ukuphathwa kobulungiswa  
Ukwamukelwa kwecala  
Ukuxolelwa kwababoshiwe  
Ukuyolalela icala enkantolo  
Ibheyili  
Izinkantolo nemisebenzi yazo  
Ukunikezwa kobufakazi  
Ubulungiswa boxolo kanye noKhomishana nokuFunga  
Amahhovisi asiza kwezomthetho kanye nabangani beziboshwa  
Izincwadi zomthetho  
Abasebenzi bomthetho  
Izifunda zezimantshi kanye nezindawo zabalungiswa boxolo  
Abasebenzi boxolo  
Isithembiso sokungabaleki  
Izikhulu zoxolo  
Izindawo eziphephile zokugcinwa kofakazi  
Ukuboshwa okungaphambili  
Ukuphawula namazwi akhishwa amajaji kanye nezimantshi  
Izigwebo

### **EZOLIMO**

Imibiko yezolimo  
Izifo zezilwane kanye nokuvalelwa ngenxa yezifo  
Ukuhweba ngokulanda noma kuthunyelwe izilwane ngaphandle kwaleli  
Ukuhweba ngokulanda noma kuthunyelwe ngaphandle izimpahla  
zezilwane  
Ukuhweba ngokulanda noma kuthunyelwe ngaphandle izimpahla zezolimo  
(ngaphandle kwemikhiqizo yezilwane)  
Ukumaketha  
Izilokazane ezikhathazayo kanye nobhubhane  
Imfuyo kanye nemboni yenyama  
Ukudayiswa kwemfuyo endalini  
Ukhula

Izilwane zasendle: ukulawulwa nokuqedwa kwazo

## **IZILWANE**

Izilwane zoPhiko lwezemiSebenzi yamaPhoyisa

## **IZINDABA ZEZIKHUMULO ZAMABHANOYI**

Izikhumulo zamabhanoyi  
Ukuphula imithetho yasemoyeni  
Ukuphepha kohambo ngezindiza  
Ukuhlelela okungase kuvele  
Ukudunwa kwamabhanoyi  
Izinyathelo zokuphepha

## **IZIBHAMU, IZINHLAMVU, UKUHLOMA KANYE NEZINKOHLISO**

Ukugunyazwa komThetho oLawula iziBhamu, we-2000 (umThetho wama-60 we-2000)  
Ukulawulwa kokuhloma, nezinto zakho kanye nezinto zokukhohlisa  
Izikhali eziyingozi  
Ukuphathwa kwezibhamu kanye nezinhlamvu  
Izibhamu: ibhodi lezikhalo  
Ukuba nezibhamu, izinhlamvu kanye nezincwadi zesibhamu  
kuthenga izibhamu nezinhlamvu ngokuthi ubanike izibhamu nezinhlamvu ezindala

## **IZINDABA ZEMISAKAZO-, AMATHELEVISHINI-, IZINDABA KANYE NAMAPHEPHA ASHICILELWE**

Ukusakazwa ngomsakazo kanye/noma ngethelevishini  
Ukuqopha ngemisakazo kanye/noma ngethelevishini  
Ukushicilela  
Imisakazo yezimfundamakhwela  
Umsakazo-, ithelevishini-amaphephandaba: Abezindaba

## **ABASEMAGUNYENI KANYE NEZINHLANGANO**

Imisebenzi yama ambulensi  
Izinhlango ezilwisana nobulelesi  
Ezinye izinto ezithinta lesi sihloko  
Izinhlango eziphatelene nalabo ababesebenza oPhikweni  
lwezemiSebenzi yamaPhoyisa  
Amabhizinisi  
Izinhlango eziphanayo, ezenhlalakahle, kanye nezamasonto  
Izinhlango zokuphepha zomphakathi  
Izinhlango zamasiko  
Izikhungo zezemfundo  
Izinhlango zabasebenzi  
Izinhlango zabalimi nezolimo

Izinhlango zaphesheya eziphatelene nokwebiwa kwezinto ezihambayo  
Izinkampani zemishwalensi  
Izikhungo nezinhlangano zokwelapha  
Abenzi bezimoto  
Izinhlango zabemilingo  
Izinhlango ezinikeza usizo kubantu abanenkinga yophuzo kanye  
nezidakamizwa  
Izinhlango ezinikeza usizo kubantu abaswele amakhaya  
Izinhlango ezivimbela izinhlekelele zemvelo  
Izinhlango ezivikela izilwane nezitshalo  
Izinhlango zezombusazwe  
Izinhlango zabaphenyi bangasese  
Isigungu esiziMele esilawula imboni yezokuPhepha  
Izinhlango zabakhokhi ntela  
Izinhlango ezibhekele ukuphepha emgqaqweni  
Ibhodi yabasebenzi bezokuphepha  
Izinhlango zokusesha, zokusindisa impilo kanye nezosizo lokuqala  
Izinhlango zokudubula  
Imisebenzi yokudonsa izimoto  
Izinhlango zabasha

### **IZAKHIWO KANYE NENGAPHAKATHI LENDAWO**

Ukuhlalisa eminye iminyango kahulumeni ngaphakathi endaweni  
yamaphoyisa  
Izakhiwo kanye nengaphakathi lendawo  
Umonakalo ezakhiweni zamaphoyisa  
Izindawo zabantu abakhubazeke ngokomzimba  
Ukulwa nemililo kanye nokuvimbela imililo ngaphakathi ezindaweni  
zamaphoyisa  
Ukufakwa kokuhlanzeka  
Ukugcinwa kwemfuyo kanye nokwenza imisebenzi yezolimo ngaphakathi  
ezindaweni zamaphoyisa  
Ukuthengwa nokudayiswa kwezakhiwo kanye nengaphakathi lezindawo  
zamaphoyisa  
Ukunukubezeka kwendalo  
Ukugcinwa kwempahla yabantu ngaphakathi endaweni yamaphoyisa  
Ezemisebenzi

### **UBULELESI**

Amacala aphaathelene nomThetho owengamele izikhungo ezibhekele  
ukuvuselelwa kwezimilo zabasebenzisa budedengu izidakamizwa  
Amacala aphaathelene nemithetho, ukulungiswa kwezimiso  
neziphathimandla zasekhaya  
Amacala aphaathelene nokuqamba kanye nezimvume ngokomthetho

Amacala aphantselene nemithetho yokuhweba ngezimali namazwe  
angaphandle  
Amacala aphantselene nemithetho yokuvikela ulwandle  
Amacala aphantselene nemithetho ngamadayimane kanye namatshe  
ayigugu  
Ukudunwa kwamabhanoyi  
Amacala aphantselene nemithetho yezolimo kanye nebhange lomhlaba  
Amacala okushisa ngabomu  
Amacala aphantselene nezikhali kanye nezinhlamvu  
Ukulimaza  
Ukuzama ukubulala  
Amacala aphantselene nemithetho yabameli  
Ubudlova  
Ukusatshiswa ngamabhomu kanye namacala aphantselene  
neziqhumamlilo  
Ukwephula kanye nokuphazamisa kokuthula  
Ukugwazela  
Izincwadi eziwuhide  
Amacala aphantselene nomthetho wokuhamba ngezindiza  
Amacala aphantselene nemithetho yezinkampani ezivalekile  
Amacala aphantselene nemithetho yezinkampani  
Ukudelela inkatolo  
Ukufihlwa kokuzala  
Amacala aphantselene nemithetho yezemiSebenzi yokuHlunyeleliswa  
kwezimilo  
Amacala aphantselene nenkohlakalo  
Amacala enzeka emikhunjini kanye nasezindizeni ngaphandle komngcele  
waseNingizimu Afrika  
Ubugebengu obukhulu  
Ubulelesi obubhekiswe ezinganeni  
Ubulelesi  
Unya ezilwaneni  
Amacala aphantselene nemithetho yokuthenga kanye nentela ekhokhwayo  
yempahla  
Icala lokubulala ngokungenhloso  
Ukuhweba nokuphatha izinambuzane  
Ukuhweba noma ukutholakala uphethe izitho noma izicubu zemizimba  
yabantu  
Ukudingiswa kanye nokubuyiselwa ezweni lakho  
Ukungcoliswa kwamathuna  
Amadokodo  
Umthetho obhekele udlame lwasemakhaya  
Amacala aphantselene nomthetho walabo abadayisa ngezindlu nezitende  
Amazibithi  
Izinga lobulelesi

Ukuthatha imali engafanele ngokuphoqa  
Amacala aphantselene nemithetho yezimali  
Iminyatheliso yeminwe, yezinyawo kanye nezintende  
Amacala aphantselene nemisebenzi yemililo  
Ukwenza into mbumbulu nokukhuluma amanga  
Ukukhwabanisa  
Ababaleki kanye nezilelesi ezifunwayo  
Ukugembula  
Amacala aphantselene nemithetho yokwenza imisebenzi eyingozi  
Amacala aphantselene nemithetho yezempilo  
Ukugqekeza  
Ukuzingela, ukweba, nokuntshontshwa kwezilwane zasendle  
Ukuhlaselela ngokungenamahloni  
Ukuzikhonjwa kanye nokukhonjwa kwabamangalelwa  
Ukuthandana noma kulalana nomuntu wakini  
Izimpimpi kanye nokufuna umkhondo  
Amacala aphantselene nezokuphepha kwangaphakathi  
Ukuphenya kanye/noma ukuvimbela ubulelesi  
Amacala aphantselene nemithetho elawula ukuphuma nokungena  
kwempahla  
Ukushona ebhizinisini  
Amacala aphantselene nemithetho yemishwalensi  
Amacala enziwa amajongosi namatshitshi (bengakafiki eminyakeni engu  
18)  
Ukuthumba  
Amacala aphantselene nemithetho yezophuzo oludakayo kanye  
nemikhiqizo yotshwala  
Amacala aphantselene nemithetho yezinkantolo zezimantshi  
Amacala aphantselene nemithetho yokugcina kanye nokuthuthukisa  
ukuqhudelana  
Ukwenza umonakalo omkhulu ezakhiweni  
Amacala aphantselene nemithetho ephantselene nezindaba zasolwandle  
Amacala aphantselene nemithetho yezindlela zokuthengisa  
Amacala aphantselene nemithetho yamalungelo ezokumbiwa phansi  
Amacala aphantselene nemithetho yezokumbiwa phansi  
Indlela yokusebenza nabenzi macala  
Okubunjiwe  
Ukubulala  
Ukucuywa kwezidumbu  
Amacala aphantselene nemithetho yendlu kazwelonke elondoloza imilando  
yezwe laseNingizimu Afrika  
Amacala aphantselene nemithetho yamatshe ezikhumbuzo zikazwelonke  
Ukuvinjelwa kobulungiswa  
Amacala aphantselene nemithetho yezokuphepha nezempilo emsebenzini  
Amacala enziwa abantu abadayisa emgaqweni

Abagibeli abahamba ngaphandle kwamathikithi asemthethweni  
Ukufunga amanga  
Amacala aphantselene nemithetho yemikhiqizo kaphethiloli  
Izithombe kanye namaplanani  
Isithembu  
Ukuzenza iphoyisa  
Ukuphatha, ukusabalalisa, ukudayisa, ukuthutha kanye nokulahla izinto ezinoshevu ongaba yingozi  
Amacala aphantselene nokulawulwa kwenani lentengo  
Umthetho wokuqhutshwa kobulelesi  
Amacala aphantselene nokujinjelwa kokuzifihla  
Ukuthengisa ngomzimba  
Amacala aphantselene nokuvikela ulwazi  
Amacala aphantselene nezimali zomphakathi kanye nabacwaningi bamabhuku  
Ukungaziphathi kahle emphakathini  
Ukudlwengula  
Ukwamukela nokuba nezimpahla ezibiwe  
Ukujeziswa, ukuboshwa nokushushiswa  
Ukuntshontsha  
Ukonela phansi  
Amacala aphantselene nemithetho ezimpahla esezisebenzile  
Amacala aphantselene namatayitela ahlukaniwe  
Amacala aphantselene nemithetho yezindawo zokuhlalisana njengama Fulethi)  
Inhlamba  
Ukunukubeza  
Ukweba  
Ukwebiwa nokushushumbiswa kwezintshe  
Ukwebiwa nokushushumbiswa kwemfuyo  
Amacala aphantselene nemithetho yokudoba izinhlanzi olwandle  
Ukuhweba nokutholakala uphethe izitshalo ezisengozini, ezivikeliwe kakhulu  
Ukuhweba kanye nokutholaka uphethe okushicilelwe okungavumelekile  
Ukuhweba nokutholakala ukuphethe, kanye futhi nokuthutha izinyoni  
Ukuhweba nokutholaka uthutha izinto ezingaqhuma njengamabhomu  
Ukuhweba nokutholakala uphethe izilwane ezihuquzelayo  
Amacala asemgwaqeni  
Ukuthutha nokulahla izinto eziyingozi nezibulalayo  
Ukungena nokuhlalisana ngokungemthetho endaweni yomunye umuntu  
Ukusakaza ngokungemthetho  
Ukubheja  
Amacala aphantselene nemithetho yokuvimbela ukuthakatha

**UKUFA KANYE NEMINGCWABO**

Ukufa, imingcwabo nokushiswa kwezidumbu  
Izidumbu kanye nokuhlolwa komuntu emva kokufa  
Abangcwabi  
Ukuzibulala

**UKUGQOKA, IZINGUBO KANYE NEZINTO ZABANTU**

Izingubo  
Ukugqoka  
Ukulahleka nokonakala kwezimpahla zokugqoka ezithuthwayo  
Ukubolekwa nokugqokwa kwenyufomu yoPhiko lwezemiSebenzi  
yamaPhoyisa ngabantu abangewona amalunga oPhiko lwezemisebenzi  
yamaPhoyisa  
Izimpahla zabantu

**UKUTHUTHUKISWA NOKUHLELWA KWEZEMVELO**

Ukuthuthukiswa nokuhlelwa kwemvelo

**IZIQHUMANE, IZINTO EZIKHAFULA UMLILO, ISISI EZIKHALISA  
UNYEMBEZI KANYE NEZINTO EZIYINGOZI**

Izinto eziyingozi, ezamakhemikhali kanye nezinto eziphilayo  
Iziqhumane  
Izinto ezikhangisa ngokuqhunyiswa zikhiphe umilo  
Ukwalusa nokulawula: Abathengi  
Isisi esikhalisa unyembezi

**UKUPHATHWA KWEZIMALI**

Imihlomulo  
Ukuhlela izimali nokulawula ukusetshenziswa kwazo  
Amacala omphakathi  
Izitatimende zezindleko  
Izikweletu zikaHulumeni  
Ukukhululwa  
Incwadi yokuchaza ngezimali kanye nemilayezo yomnyango wezimali  
zezwe  
Unyaka wezimali: Ukuqondiswa kwezimali  
Ukusetshenziswa kwemali okungalethi nzuzo  
Ezezindlu  
Umshwalense wezindawo zikaHulumeni  
Izikweletu ezingenakubuyiswa  
Ukugcinwa kwamaholo  
Izindleko zomthetho  
Ukukhokhwa kwezimali kanye nemali edingeka ikhishwe  
Ukukhokhwa kwemiholo

Ukugcinwa ngokuphephile kanye nokuzibophezela ngemali kahulumeni  
Ukumiswa kwamaholo  
Ukuthola imali ngaphambi kwesikhathi  
Ama-akhawunti amisiwe  
Ukukhishwa kwemali ngokuphindiwe

### **IZINDABA ZANGAPHANDLE**

Ukumeleka nokuqina kochwepheshe abasebenza ukuxhumanisa izizwe  
Izindawo zamanxusa nezimishini zaseNingizimu Afrika ezisemazweni  
angaphandle  
Izindawo zamanxusa angaphandle nezimishini zawo ngaphakathi  
eNingizimu Afrika  
Imingcele yezangaphandle- eNingizimu Afrika  
Izindaba eziphathelele nendlela yokuxhumana  
Ubudlelwano phakathi kweNingizimu Afrika kanye namanye amazwe

### **UMLANDO**

Amatshe ezikhumbuzo, izithombe ezibaziwe, ukubizwa kwamagama  
abantu abahlonishwayo kanye nezikhumbuzo  
UPhiko lwezemiSebenzi yamaPhoyisa aseNingizimu Afrika

### **EZOKUPHEPHA ZANGAPHAKATHI KANYE NEZINDABA ZOBUNHLOLI**

Ukuvimbela ukusebenza kwezobunhloli  
Ubunhloli  
Izindaba zobunhloli  
Iziteleka kanye nothuthuva lwabasebenzi  
Izinhlango ezisolisayo  
Ubudlova bomphakathi kanye nezenzo zokuketula umbuso  
Abantu abayizitha zikahulumeni noma abasolekayo  
Izinto kanye nezenzo ezingavamile nezingajwayelekile

### **UKUHLOLWA, UKUVAKASHA KANYE NOHAMBO LOMSEBENZI**

Ukucwaninga izimali  
Ukuhlolwa kwezakhiwo kanye nengaphakathi lezindawo  
Ukuhlolwa kwezinto zokuthutha  
Ukuhlola, ukuvakasha kanye nohambo lomsebenzi  
Ukuviva nokuhlola kungabikiwe  
Ukuphathwa kolwazi olugciniwe nokuphenywa kwezokuphatha  
Ukuvakashela izikhungo zamaphoyisa ngeminye iminyango,  
nabasemagunyeni kanye nabantu nje  
Ukuvakasha kwamalunga oPhiko lwezemiSebenzi yamaPhoyisa  
aseNingizimu Afrika kweminye iminyango nabasemagunyeni

**IZIKHUNGO KANYE NEZINDAWO ZOKUSEBENZA: EZICISHE ZIBE SEMTHETHWENI**

Isikhwama sokusiza  
Inhlangano yamaSiko amaBhunu ophiko lweSAPS (i-Acpol)  
Isikhwama sokududuza  
Isikhwama somfundisi woPhiko lwezemiSebenzi yamaPhoyisa  
Isikhwama sokuphana  
Isikhwama sokuthuthuka  
Isikhwama sokunakekela abakhubazekile  
Isikhwama sokunakekela abantu abagugile (abadala)  
Inhlangano yamaphoyisa omhlaba wonke (IPA)  
Isikhwama sesikhumbuzo  
Isikhwama sezemidlalo sikaKhomishana kazwelonke  
Iqembu elibhekene namaholidi  
Izikhungo nezindawo zokusebenza zamaphoyisa: imiyalelo ejwayelekile  
Umshwalensi wamaphoyisa iAssupol  
Inhlangano yaseNingizimu Afrika yezeSayensi yamaphoyisa (Polsa)  
Izitolo zamaphoyisa  
Isikhwama sokuphumula nobumnene  
Inhlangano yomshuwalense woPhiko lwezemiSebenzi yamaPhoyisa  
aseNingizimu Afrika  
Izinhlango zemidlalo kanye nokuphumula, izindawo namaklabhu  
(adayisa utshwala)  
Iqembu lokuthosta loPhiko lwezemiSebenzi yamaPhoyisa aseNingizimu  
Afrika  
Iphephabhuku loPhiko lwezemiSebenzi amaPhoyisa aseNingizimu Afrika  
Izikhungo zamaholidi amaphoyisa nezindawo zokuphumula noma  
nokuzuthokozisa  
Isikhwama sabafelokazi kanye nezintandane

**UKUKHISHWA, UKUSETSHENZISWA KANYE NOKUPHATHWA  
KWEZIKHALI**

Ukuhlolwa nokugcinwa kwazo  
Ukukhishwa  
Ukubekwa kwazo endaweni ephephile  
Ukuthuthwa kwazo  
Ukusetshenziswa nokuphathwa kwezikhali

**UMTHETHO KANYE NEZINDABA ZOMTHETHO**

Imiyalo, imithetho kanye nezimiselo  
Izindaba zomthetho

### **UTSHWALA**

Ukuphuza ngokweqile kanye nokudakwa  
Ukusebenza nokuhlinzeka ngotshwala  
Utshwala  
Amabhodi akhipha amalayisensi otshwala  
Amalayisensi otshwala nabanamalayisensi otshwala  
Izindawo eziphatha utshwala: ukuphathwa nokulawulwa kwazo  
Imithi kanye nezinye izinto ezinotshwala

### **AMAGUNYA ASEMAKHAYA**

Abasemagunyeni emakhaya

### **AMALOTHO, UKUGEMBULA, UKUBHEJA KANYE NOHIDE LWEZINCWADI**

Uhide lwezincwadi  
Ukugembula  
Ilotho  
Ukubheja

### **UKUTHOLA UKWELASHWA NOKUNAKEKELWA KWEZEMPILO**

Izikhalo kanye nemibuzo: ngezindaba zokwelashwa  
Izifo  
Ukuhlolwa ukuze kutholakale ukuthi isimo/izinga lempilo linjani  
maqondana nemisebenzi ethile  
Ukunakekelwa kwezempilo  
Ukulimala  
Ukugoma  
Isikhwama sokwelashwa: Kwamalunga oPhiko lwezemiSebenzi  
yamaPhoyisa aseNingizimu Afrika  
Ukwelashwa ngemithi: Kwamalunga oPhiko lwezemiSebenzi  
yamaPhoyisa aseNingizimu Afrika  
Ukwelashwa ngemithi: UmThetho wabaSebenzi bakahulumeni, boPhiko  
lwezemiSebenzi yamaPhoyisa aseNingizimu Afrika  
Ukwelashwa ngemithi: abafundi abasaqeqeshwa  
Eminye imisebenzi yezokwelapha  
Abahlinzeka ngemisebenzi

### **IMIHLANGANO KANYE NEMIBUTHANO YABANTU**

Imicimbi  
Ukuhalaliselana  
Ukududuza  
Ukubingelela oKhisimuzi noNcibijane  
Imihlangano  
Ukuvivinywa kwamabutho

Imisebenzi yezenkolo neyezikhumbuzo

**IZIMAYINI NOKUMBA**

Amadayimane namatshe angamagugu

Izimayini nokumba

**EZENHLALAKAHLE ZIKAZWELONKE**

Izingane kanye nezingane ezigangile

Ukunakekelwa komphakathi

Izindaba eziphathelene nesimo somnotho womphakathi

Izikhungo zezenhlalakahle

**IZINDABA ZASEPHALAMENDE**

Izindaba eziphathelene nephalamende

**IMISEBENZI YABEFUNDISI, EZENHLALAKAHLE KANYE  
NEZENGQONDO**

Ucingo lokusiza abasezinkingeni ezinkulu (abakhungathekile)

Ukunakekelwa ngabefundisi

Uphiko lwezemisebenzi yezengqondo

Izinhlango zezenkolo

Umsebenzi wezenhlalakahle

**IZINDABA EZIPHATHELENE NABASEBENZI**

Ukuqashwa

Ukuhlaselwa kwamalunga oPhiko lwezemiSebenzi yamaPhoyisa kanye nempahla yawo

Izindaba zokufa nezemingcwabo

Ukukhononda kanye nezikhalo zabasebenzi boPhiko lwezemiSebenzi yamaPhoyisa

Izimo zomsebenzi

Ukukhishwa nokuthatha impesheni

Ukusungulwa kanye nokubeka izindaba zezimo zomsebenzi

Izindaba zomndeni

Izindlu: zabasebenzi boPhiko lwezemiSebenzi yamaPhoyisa

Ukwaziswa komuntu omusha emsebenzini

Ilivu

Izifundo zasemsebenzini

Amacala kanye nokukhononda ngomuntu

Izimpesheni

Abasebenzi

Ukubheka ukuphepha: amalunga oPhiko lwezemiSebenzi yamaPhoyisa nempahla yawo

Ukuhanjiswa kwabasebenzi ukuthi bayosebenza kwenye indawo

Ukuzibulala: kwamalunga oPhiko lwezemiSebenzi yamaPhoyisa

Umshwalensi wokungasebenzi

Amavolontiya, imisebenzi nosizo ekhethekile newusizo

**UMSEBENZI WAMAPHOYISA, KWABASEMAGUNYENI KANYE  
NOMPHAKATHI WONKANA**

Ama-alamu

Izitifiketi kanye nokufakazela imibhalo

Izikhalo emaPhoyiseni: ngaphandle kwezobulelesi

Ukuthintana namalunga oPhiko lwezemiSebenzi yamaPhoyisa ngamacala  
aphathelene nenhlala kahle

Imisebenzi yasenkantolo: amalunga oPhiko lwezemisebenzi yamaPhoyisa

Imibuzo kanye nemibiko yamaphoyisa

Imisebenzi yeminyango eyengeziwe

Ukuhlola kanye nokuvakashela abakhandi nabadayisi bezibhamu, kanye  
nabanikazi bezibhamu

Ukunika amalayisensi kanye nokuvakasha: abathengisa ngezinto ezindala

Abantu abalahlekile: ukuthungathwa kwabo

Ukukhokhela imisebenzi yamaphoyisa

Imikhangiso yamaphoyisa

Ukuvikela nokugcina umthetho nokuthula ngamaphoyisa

Izinto zokuthola umlando wento

**UKUBHALISWA KOMPHAKATHI, UKUBALWA, UKHETHO,  
UKUNGENA NOKUPHUMA KWABANTU KANYE NOKULAWULWA  
KWAMAPHASIPHOTHI**

Izindaba eziphathelene nalolu daba ngokujwayelekile

Ukhetho kanye nokubhaliswa kwabantu abazovota

Ukuhamba kwabantu bezwe, ukungena kwabantu abaphuma kwamanye  
amazwe, abantu bakwezinye izizwe nokulawulwa kwamaphasiphothi

Ukubhaliswa kwabantu kanye nokubalwa kwabo

**IZINDABA ZAMAPOSI KANYE NEZINYE IZINDLELA ZOKUXHUMANA**

Amakheli, izingcingo, amafeksi, izinombolo zamaselula kanye  
nemisebenzi yakho

Ukuphepha kokuxhumana

Ukubhekwa kweposi ngogesi

Izindawo zokuposa

Izingcingo zomphakathi

Ukuxhumana ngomsakazo

Ukuxhumana ngamathelevishini

Umsebenzi wokubhala oqoshwe ngesandla noma ngomshini

**IZIBOSHWI KANYE NEZINDABA ZAMAJELE**

Izindaba zeziboshwa

**UKUKHUSHULWA KANYE NEZIKHUNDLA  
ZOKUHLONISHWA**

Izikhundla zokuhlonishwa  
Ukukhushulwa esikhundleni

**UKUBUTHANA KOMPHAKATHI, IMIBUKISO KANYE NEMIGUBHO**

Imibuthano, imibukiso kanye nemikhosi noma imigubho

**EZEMPILO YOMPHAKATHI**

Odokotela, abalapha ngamakhambi kanye nabalapha ngesintu  
Izifo eziqubukile ezibulalayo nezithathelanayo  
Ukupha ukudla  
Abagula ngengqondo  
Imithi kanye noshevu  
Impilo yomphakathi  
Ukwelashwa

**IMPAHLA**

Izilwane  
Impahla elahlekile yabuye yatholakala  
Impahla  
Impahla etholakale ezidunjini  
Impahla ebanjiwe noma ethulwa njengelahlwe

**UKUBONGWA NGOMSEBENZI OWENZIWE**

Ukunconywa komsebenzi wamaphoyisa  
Ukunconywa kwemisebenzi eyenziwe umphakathi  
Imiklomelo yezilwane zamaphoyisa  
Imiklomelo yempumelelo enkulu kanye nemisebenzi eyenziwe  
Imiklomelo yobuphoyisa basemphakathini  
Umbophi ovelele wenyanga noma wonyaka  
Umuntu okhubazekile wonyaka  
Imincintiswano yokuba nemizimba ephilile neqinile  
Izakhamuzi ezihlonishwayo  
Izincwadi zokubonga ngesikhathi uthatha umhlala phansi  
Izindondo, imihlobiso kanye nokunconywa  
Oyisibonelo sonyaka  
Imiklomelo kazwelonke neyezifundazwe yezemidlalo  
Isiteshi samaphoyisa esinobunono kunazo zonke  
Umsebenzi wonyaka ongaphansi kwesikhundla sobukapteni  
Umsebenzi wonyaka; abasebenzi bamaphoyisa bengabalwa  
Iphoyisa lesifazane lonyaka  
Umdlali (owesilisa noma wesifazane) wonyaka  
Izinkomishi, izihlangu kanye namamedali okuhlonishwa

### **UKUQASHWA NOKUSEBENZA**

Ukuqashwa

Ukuqashwa – kwabantu abangebona abaseNingizimu Afrika

Ukuqashwa kabusha

Inqubomgomo yokuqasha

Imikhankaso nokusakaza ukuqasha

### **IMIDLALO KANYE NOKUPHUMULA**

Umdlalo wekhilikithi (weqakamba)

Ukudona

Ukunemba ngemicibisholo

Izinto eziphathelene nayo yonke imidlalo

Ukugijima: kubalwa ukugijima amabanga amade

IBadminton

Ibasketball

IBaseball

IBiokinetic

Ukwakha izikhwepha zomzimba

Amabowl

Isibhakela

Ichesi

ICorfball

Ikhilikithi

Amabhayisikili

AmaDarts

Umdlalo we-Equestrian

IFencing

Igalofu

AmaGymnastics

Ibhola lesandla

Ukukhwela izintaba

IHokhi

Ukuhamba ku-ayisi ngezicathulo ezinamasondo nasemhlabathini  
(okhonkiwe)

IJudo ne Jo-jitsu

IJukskei

Ikaladi

Isibhakela esifaka nezinyawo

Ukuphephisa izimpilo zabantu

iModern Pentathlon

Ibhola lamantomazane

iParachute Jumping

iParagliding

iPool Table Tennis

iPowerlifting

iRecreation Gymnastics  
Ithenisi  
Imijaho yezimoto  
Irabhi  
iScuba diving  
Ukudubula  
Umculo  
ISnooker and billiards  
ISoftball  
Ibhola lezinyawo  
Iqembu lomdanso lamaPhoyisa aseNingizimu Afrika  
Iqembu lemidlalo yeshashalazi lamaPhoyisa aseNingizimu Afrika  
Imidlalo kanye nezindawo zokuphumula  
Imidlalo  
Imidlalo yasemanzini  
ISquash  
Ukubhukuda  
Ukubhukuda nokudayva/ ukugxumela emanzini  
Ithenisi  
ITenpin bowling  
ITrampoline  
ITug-of-war  
IVolleyball  
Imidlalo yasemanzini  
Ukuqubula izinsimbi  
Umdlalo wokudlala nezinja  
IWrestling  
Ezezikebhe

### **UKUPHATHWA KUKAHULUMENI**

Ukuphathwa kukahulumeni

### **IMPAHLA KAHULUMENI: UKUGCINWA KWEZINTO EZINGASHESHI UKUGUGA**

Ukuthola nokuphatha amabhuku nemibhalo eshicilelwe  
Ukuthenga, ukuqasha, ukwaba nokugcina impahla kahulumeni  
Ukuthenga, ukudayisa, ukwaba, ukulimaza kanye nokulahla izikhali,  
izinhlamvu neziqhumane  
Ukuzibophezela empahleni kahulumeni  
Impahla kahulumeni: ukulawulwa kwayo  
Ukukhethwa kwamabhodi, nokulahlwa kwempahla kahulumeni  
engasasebenzi

**IMPAHLA KAHULUMENI: NGAPHANDLE KWEZINTO EZINGASHESHI UKUGUGA**

Ukulondwa kwezinto ezidliwayo  
Amakhonteyina nezinto zokupakisha  
Izindawo zokugcina izinto ezikhishwayo  
Izindawo zokubeka imithi nezilwane  
Izinto eziyizithombe  
Izindawo zokulondoloza: ukuphathwa kwazo  
Izabelo  
Ukucela, ukuthengwa nokuhlinzekwa ngezinto zokubhala, ukugaya, izitembu, amarejista kanye namafomu

**UKUDLULISWA KANYE NEZIKHALA**

Ukudluliswa  
Izikhala zomsebenzi

**UKUQEQESHA NEZEMFUNDO**

Ukuvakasha kwabafundisayo ngenhloso yokufundisa  
Imfundo  
Izifundo nokufundiswa, ngeminye iminyango, abasemagunyeni noma izinhlangano zamaphoyisa kanye nehlangothi i-Interpol  
Izifundo kanye nokufundisa eminye iminyango, abasemagunyeni nezinhlangano zamaphoyisa kanye ne Interpol  
Ukuqeqesha

**IZINTO ZOKUTHUTHA**

Izingozi, ukulimala nokwebiwa: kwezithuthi zamaphoyisa  
Ukuphatha nokunakekelwa: kwezithuthi zamaphoyisa  
Abashayeli bezimoto, bamabhanoyi nabemikhumbi: izithuthi zamaphoyisa  
Izithuthi eziqashiwe  
Izithuthi zemishini  
Uhlelo lokuxhasa ngemali izimoto zabasebenzi abasemazingeni aphezulu  
Izithuthi zomsebenzi  
Ukupaka nokubhekela ukuphepha: kwezithuthi zamaphoyisa  
Izithuthi okungezona ezamaphoyisa: ukusetshenziswa kwazo ukwenza umsebenzi  
Izithuthi zomphakathi: ukusetshenziswa kwazo amalunga oPhiko  
IwezemiSebenzi yamaPhoyisa  
Izithuthi ezixhasiwe  
Izithuthi: ukuphathwa kwazo  
Izimoto ezibolekiwe

**IZITHUTHI KANYE NOKUSEBENZA KOMGWAQO**

Izincwadi nalabo abanezimvume  
Ukuhamba olwandle  
Ukuhamba ngesitimela  
Imigwaqo, izibuko, amabhiliji kanye nezindawo zokuphumula  
Izimoto emgwaqeni  
Ukulawulwa kwezimoto