

I-PAIA kunye ne-POPIA Manual

Le ncwadana ilungiselelwwe ngokungqinelana necandelo lama-51 loMthetho wokuKhuthaza ukuFikelela kuLwazi, 2000 kunye nokujongana neemfuno zoMthetho woKhuseleko loLwazi loMntu, 2013.

Le ncwadana

isebenza kwi

I-Uniterm Direct (Pty) Ltd
Inombolo yobhaliso: 2022/738258/07
(Courtesy of Uniterm Direct)

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1. Imvelaphi yoMthetho wokuKhuthaza ukuFikelela kuLwazi

- 1.1. UMthetho wokuKhuthazwa kokuFikelela kulwazi, uNombolo 2 ka-2000 ("uMthetho) wawiswa ngomhla wesi-3 kwegoMdumba 2000, uphumeza ilungelo lomgaqo-siseko ngokwecandelo 32 loMqulu wamaLungelo oqulethwe kuMgaqo-siseko weRiphablikhi yoMzantsi-Afrika 108 ka-1996 ("uMgaqo-siseko") wokufikelela kuyo nayiphi na ulwazi olugcinwe ngurhulumente kunye nalo naluphi na ulwazi olugcinwe ngomnye umntu olufunekayo ekusebenziseni okanye ukukhuselwa kwawo nawaphi na amalungelo.
- 1.2. Ngokwecandelo lama-51 loMthetho, onke amaQumrhu abucala kufuneka aqulunqe iNcwadana yoLwazi ("i-PAIA Manual").
- 1.3. Apho isicelo senziwa ngokwemiqathango yoMthetho, iqumrhu elenziwe ngalo isicelo linyankelele kuba likhuphe ulwazi, ngokuxhomekeke kwiimfuno ezisebenzayo zomthetho kunye / okanye zolawulo, ngaphandle kokuba uMthetho ubonelela ngokucacileyo ukuba ulwazi lungamkelwa xa kucelwa ulwazi kwiqumrhu likarhulumente okanye labucala.

2. I-Uniterm Direct (Pty) Ltd

- 2.1. I-Uniterm Direct lishishini lokuSasaza i-IT elisasaza uluhlu olubanzi lweemveliso ze-ITC kulo ionke elaseMzantsi Afrika.
- 2.2. Le Ncwadana ye-PAIA ye-Uniterm Direct (Pty) Ltd iyafumaneka kwindawo yayo ye-10 Angus Crescent Long Meadow Estate East, Edenvale 1609 okanye kwiwebhusayithi www.dbg.co.za.

3. Injongo ye-PAIA Manual

- 3.1. Injongo ye-PAIA kukukhuthaza ilungelo lokufikelela kulwazi, ukukhuthaza inkcubeko yokungafihli kunye noxanduva ngaphakathi kwe-Uniterm Direct ngokunika ilungelo lolwazi olufunekayo ekusebenziseni okanye ukukhuselwa kwalo naliphi na ilungelo kunye nokukhuthaza uluntu apho abantu boMzantsi Afrika banokufikelela ngokufanelekileyo kulwazi ukuze bakwazi ukusebenzisa nokukhusela amalungelo abo.
- 3.2. Ukuze kukhuthazwe ulawulo olusebenzayo lwamaqumrhu abucala, kuyimfuneko ukuqinisekisa ukuba wonke umntu uxhotyiswe kwaye ufundiswa ukuba aqonde amalungelo akhe ngokunxulumene namaqumrhu karhulumente nawabucala.
- 3.3. Icandelo 9 loMthetho liyaqonda ukuba ilungelo lokufikelela kulwazi alinakuba lokungenamda kwaye kufuneka libe phantsi kwemida ethethelelekayo, kubandakanya, kodwa kungaphelelanga apho:
 - 3.3.1. Imida ejolise ekukhuseleni ubumfihlo obufanelekileyo;
 - 3.3.2. Imfihlo yorhwebo; kwaye
 - 3.3.3. Ulawulo olusebenzayo, olusebenzayo nolufanelekileyo;

nangendlela elungelelanisa elo lungelo nawo nawaphi na amanye amalungelo, kubandakanya namalungelo aqulethwe kuMqulu wamaLungelo kuMgaqo-siseko.

- 3.4. Le ncwadana ye-PAIA iyahambelana neemfuno zesikhokelo esikhankanywe kwicandelo le-10 loMthetho kwaye iyaqonda ukuba ekuqaliseni uMthetho woKhuseleko loLwazi loMntu 4 ka-2013, ukuba uMlawuli woLwazi otyunjwe uya kuba noxanduva lokulawula ukuthotyelwa koMthetho kunye nemigaqo yawo ngamaqumrhu abucala nakarhulumente.

4. linkcukacha zoqhagamshelwano zeLungu eliLawulayo [Icandelo 51(1)(a)]

UMlawuli oLawulayo:	UPaul Jatho
Idilesi ebhalisiweyo:	10 Angus Crescent Longmeadow Estate East, Edenvale, 1609
Idilesi yeposi:	I-Postnet Suite # 51 PO Box X10010, Edenvale, 1609
Inombolo yefowuni:	+27 11 997 3600
Iwebhusayithi:	https://www.dbg.co.za

5. Igosa loLwazi [Icandelo 51(1)(b)]

- 5.1. Lo Mthetho umisela ukuqeshwa kweGosa loLwazi kumaqumrhu karhulumente apho elo Gosa leNgcaciso linoxanduva lokuvavanya, phakathi kwezinye izinto, ukuvavanya isicelo sokufikelela kulwazi. Intloko yequmrhu labucala iphumeza loo msebenzi ngokwecandelo 51. I-Uniterm Direct ikhethe ukutyumba iGosa loLwazi ukuba livavanye isicelo esinjalo sokufikelela kulwazi kunye nokubeka esweni imisebenzi yalo efunekayo ngokwemiqathango yoMthetho.
- 5.2. IGosa loLwazi elityunjwe ngokwemiqathango yalo Mthetho likwabhekisa kwiGosa loLwazi njengoko kuhankanywe kulo kuMthetho woKhuseleko loLwazi loMntu 4 ka-2013. IGosa loLwazi lijongene nemisebenzi kunye noxanduva njengoko kufunwa ngokwemiqathango yalo Mthetho kunye nemisebenzi kunye noxanduva ngokwecandelo 55 loMthetho woKhuseleko loLwazi loMntu 4 ka-2013 emva kokubhalisa kuMlawuli woLwazi.
- 5.3. IGosa loLwazi linokuqesha, apho kubonwa kuyimfuneko, amaSekela-Gosa olwazi, njengoko kuvunyelwe ngokwecandelo le-17 loMthetho kunye necandelo 56 loMthetho woKhuseleko IweeNkcukacha zobuqu 4 ka-2013. Oku kwenzelwa ukwenza i-Yiwu Cute Jewelle Co, Ltd. ifikeleleke kangangoko kunokwenzeka kubafaki-zicelo beerekhodi zayo kunye nokuqinisekisa ukuzalisekiswa kwezibophelelo kunye noxanduva Iwayo njengoko kumiselwe ngokwecandelo 55 loMthetho woKhuseleko IweeNkcukacha zobuqu 4 ka-2013. Zonke izicelo zolwazi ngokwemiqathango yalo mThetho mazibhekiswe kwiGosa leeNkcukacha.

linkcukacha zoqhagamshelwano zeGosa loLwazi

Igosa IoLwazi:	USimon Torrance
Idilesi ebonakalayo:	12 & 13 Rivergate Park 2, 35 Columbus Crescent, Parklands, Cape Town, 7441
Inombolo yefowuni:	+27 (0)21 552 6701
I-imeyile:	simon@dbg.co.za

6. Isikhokelo seKhomishini yamaLungelo oLuntu yaseMzantsi Afrika (Icandelo 51(1) (b))

- 6.1. UMthetho unika umceli ukufikelela kwiirekhodi zequmrhu labucala, ukuba irekhodi liyafuneka ekusebenziseni okanye ukukhuselwa kwavo nawaphi na amalungelo. Ukuba iqumrhu likarhulumente lifaka isicelo, iqumrhu likarhulumente kufuneka lisebenze ngenjongo yoluntu.
- 6.2. Izicelo ngokwemiqathango yoMthetho ziya kwensiwa ngokungqinelana neenkqubo ezimiselwego, ngamaxabiso anikezelwego. lifom kune neerhafu zichazwe kumhlathi 6 no-7 woMthetho.
- 6.3. Abafaki-zicelo bathunyelwa kwesi Sakhokelo ngokweCandelo le-10 eliqulunqwe yiKhomishini yamaLungelo oLuntu yoMzantsi Afrika, eliza kuba nolwazi ngeenjongo zokusetyenziswa kwamalungelo oMgaqo-siseko. Esi sakhokelo siyafumaneka kwi-SAHRC.
- 6.4. linkcukacha zoqhagamshelwano zeKomishoni zezi:

Umzimba woqhakamshelwano:	IKomishoni yamaLungelo oLuntu yoMzantsi Afrika
Idilesi ebonakalayo:	Iyunithi ye-PAIA I-29 Princess of Wales Terrace Cnr York kune ne- Andrew Streets Parktown
Idilesi yeposi:	Ingxowa yabucala 2700, Houghton 2041
Inombolo yefowuni:	+27 11 877 3600
I-imeyile:	PAIA@sahrc.org.za
Iwebhusayithi:	www.sahrc.org.za

7. Isaziso samva nje ngokweCandelo 52(2) (ukuba likhona)[Icandelo 51(1)(c)]

Akukho saziso sipapashiwego kwiindidi zeerekhodi ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela ngokweCandelo 52(2) lePAIA.

8. Izifundo kanye neendidi zeerekhodi ezifumaneka kuphela xa kucelwa ukufikelela ngokwemiqathango yoMthetho (Icandelo 51(1) (e))

8.1. Iirekhodi ezigcinwe yi-Uniterm Direct

Ngeenjongo zeli gatya 8.1, "Abasebenzi" babhekisa kuye nawuphi na umntu osebenzela okanye obonelela ngeenkonzo, okanye egameni le-Uniterm Direct kwaye ufumana okanye unelungelo lokufumana umvuzo kanye naye nawuphi na omnye umntu oncedisayo ekwenzeni okanye ekuqhubeni ishishini le-Uniterm Direct. Oku kubandakanya, ngaphandle komda, abalawuli (abalawulayo kanye nabangengabo abalawulayo), bonke abasebenzi abasisigxina, okwethutuya kanye nabasebenzi bexeshana, kanye nabasebenzibekhontrakthi.

Eli gatya lisebenza njengesalathiso kwiindidi zolwazi ezigcinwe yi-Uniterm Direct. Ulwazi luhlelwew kwaye luhlelwew ngokwamaqela ngokweerekhodi ezinxulumene nezi zifundo zilandelayo kanye neendidi:

Isihloko	Udidi
Iirekhodi zoMthetho weeNkampani	Zonke izenzo zokuthembeka; Amaxwebhu okufakwa; Isalathiso samagama amalungu Imemorandum yokubandakanywa; Imizuzu yeentlanganiso zamalungu; lifom ze-proxy; Irejista yezabelo zabalawuli; Yabelana ngezatifikethi; Irejista kanye nezinye irejista ezssemthethweni kanye/okanye iirekhodi kanye/okanye amaxwebhu; Iziggibo ezizodwa / iziggibo eziphunyezwe kwiintlanganiso eziqhelekileyo kanye neklasi; Iirekhodi ezinxulumene nokuqeshwa kwabaphicothi-zincwadi; Abalawuli ;
Iirekhodi zemali	iirekhodi ze-accounting; lingxelo zeMali zoNyaka; lingxelo zeMali zoNyaka iiRejista ze-Asethi; lingxelo zeBhanki; linkcukacha zebhanki kanye neakhawunti zebhanki;

	<p>iiRekhodi zeBhanki; lingxelo zababolekisi / ababolekisi kunye nee-invoyisi; lileja eziqhelekileyo kunye neeleja ezincedisayo; Uxolelwaniso ngokubanzi; li-invoyisi; litshekhi ezhilawulelwego; Imigaqo-nkqubo kunye neenkqubo; Izivumelwano zokuqeshisa; kwaye limbuyekezo zerhafu</p>
lirekhodi zeRhafu yeNgeniso	<p>lirekhodi zePAYE; Amaxwebhu anikezelwa kubasebenzi ngeenjongo zerhafu yengeniso; lirekhodi zeentlawulo ezenziwe kwa-SARS egameni labasebenzi; Zonke ezinye izibonelelo ezisemthethweni: I-VAT lirhafu zeeNkonzo zeNgingqi zoPhuhliso lweZakhono ze-UIF limbuyekezo yabasebenzi</p>
Amaxwebhu abasebenzi kunye neerekhodi	<p>lincwadi zengozi kunye neerekhodi; Uluhlu lweldilesi; lkhowudi yoluteko kunye neerekhodi; Imigaqo kunye neerekhodi zamalungiselelo ezbonelelo zabasebenzi; Izivumelwano zengqesho; lifom zesiCwangciso soKulingana kweNgqesho kunye nezicelo; linkqubo zezikhalazo; Shiya iierekhodi; iierekhodi zoncedo lwezonyango; lingxelo zemivuzo / Irejista yemivuzo; lirekhodi zeNgxowa-mali yePenshini; Ukhuseleko, impilo kunye nokusingqongileyo; lirekhodi zeMivuzo; lirekhodi ze-SETA lileta eziqhelekileyo kunye nezaziso lincwadana zoQeqesho; iierekhodi zoqeqesho;</p>

	Izivumelwano kunye neerekhodi zomsebenzi kunye neManyano.
ISebe lezoThengo	Imigaqo nemiqathango esemgangathweni yokubonelela ngeemveliso; izundawozibekunyeontegi Uluhlu lwabathengisi, iimveliso, iinkonzo kunye nokuhanjiswa; kwaye Imigaqo-nkqubo kunye neenkqubo.

ISebe leNtengiso	linkcukacha zabathengi Ulwazi lwsicelo sekhredithi Inkcazelo kanye neerekodi ezinikezelwe ngumntu wesithathu
ISebe leNtengiso	Intengiso kanye neixhobo zokwazisa
Ulawulo lomngcipheko nophicotho-zincwadi	lingxelo zophicotho-zincwadi; Izikhokelo zolawulo lomngcipheko; Izicwangciso zolawulo lomngcipheko.
Ukhuseleko, impilo kanye nokusingqongiley o	Izicwangciso zoLawulo lokusiNgqongileyo zoLawulo lokusiNgqongileyo olupheleleyo, uKhuseleko IweMpilo kanye nokusiNgqongileyo Uphando, ukuhlolwa, ukuhlolwa kwabasemagunyeni kokusingqongileyo
ISebe le-IT	Amaxwebhu omgaqo-nkqubo wokusetyenziswa kwekhompyuter / isixhobo esiphathwayo; Izicwangciso zokubuyisela intlekele; lirejista ze-asethi zehardware; Imigaqo-nkqubo yokhuseleko lolwazi / imigangatho / iinkqubo; linkqubo zetekhnoloji yolwazi kanye neencwadana zomsebenzisi, amaxwebhu omgaqo-nkqubo wokusetyenziswa kolwazi; izicwangciso zokuphunyezwa kweprojekthi; llaisenisi yesoftware; kwaye Amaxwebhu enkqubo kanye neencwadana.

- 8.2. Qaphela ukuba ukufikeleleka kweerekodi kunokuxhomekeka kwizizathu zokwala ezichazwe kule ncwadana ye-PAIA. Phakathi kwezinye izinto, iirekhodi ezithathwa njeneyimfihlo kwicala lomntu wesithathu, ziya kufuna imvume evela kumntu wesithathu ochaphazelekayo, ukongeza kwiimfuno eziqhelekileyo, ngaphambi kokuba i-Yiwu Cute Jewelle Co, Ltd. iqwalasele ukufikelela.

- 9. Iirekhodi ezifumanekayo ngaphandle kwesicelo sokufikelela ngokwemiqathango yoMthetho**
- 9.1. Iirekhodi zoluntu, ngokuqhelekileyo ezo zichazwe kwiwebhusayithi ye-Uniterm Direct nakwiingxelo zayo ezahlukaneyo zonyaka, zinokufikeleleka ngaphandle kwesidingo sokungenisa isicelo esisemthethweni.
- 9.2. Ezinye iirekhodi ezingezizo eziyimfihlo, ezinje ngeerekodi ezisemthethweni ezigcinwe kwi-CIPC, nazo zinokufikeleleka ngaphandle kwesidingo sokungenisa isicelo

esisemthethweni, nangona kunjalo, nceda uqaphele ukuba ukuqeshwa ukujonga ezo rekhodi kusafuneka kwensiwe kunye neGosa loLwazi.

10. Inkazelo yeerekhodi zequmrhu ezikhoyo ngokungqinelana nawo nawuphi na omnye umthetho (Icandelo 51(1) (d))

- 10.1. Apho kufanelekile kwimisebenzi yayo, i-Yiwu Cute Jewelle Co, Ltd. ikwagcina iirekhodi kunye namaxwebhu ngokwemiqathango yomthetho ongezantsi. Ngaphandle kokuba ukubhengezwa kungavumelekanga ngokwemiqathango yomthetho, imimiselo, isivumelwano sesivumelwano okanye ngenye indlela, iirekhodi ekufuneka senziwe zifumaneku ngokwemiqathango yale zenzo ziya kwenziwa zifumaneku ukuze zihlolwe ngamaqela anomdla ngokweemfuno kunye neemeko zoMthetho; Lo mthetho ukhankanywe apha ngezantsi kunye nemigaqo-nkqubo yangaphakathi esebezayu kunye neenkqubo, ukuba loo maqela anomdla anelungelo lokufumana olo Iwazi. Isicelo sokufikelela kufuneka senziwe ngokungqinelana nemiqathango yoMthetho.
- a. UMthetho weMiqathango yeNgqesho onguNombolo 75 ka-1997;
 - b. UMthetho wokuXhotyiswa kwabaNtsundu kwezoQoqosho olubanzi, uNombolo 75 ka-1997;
 - c. UMthetho wezoShishino, uNombolo 71 ka-1991;
 - d. UMthetho weeNkampani, uNombolo 71 ka-2008;
 - e. UMthetho weMbuyekezo yoKwenzakala nezifo eMsebenzini, 130 ka-1993;
 - f. UMthetho woKhuphiswano, No.71 ka-2008;
 - g. UMgaqo-siseko weRiphablikhi yoMzantsi-Afrika ka-2008;
 - h. UMthetho welungelo lokushicilela, uNombolo 98 ka-1978;
 - i. Customs and Excise Act, 91 of 1964;
 - j. UMthetho woNxibelelwano Iwe-Elektroniki, uNombolo 36 ka-2005;
 - k. UMthetho woNxibelelwano Iwe-Elektroniki kunye neNtengiselwano, uNombolo 25 ka-2002;
 - l. UMthetho woKulingana kweNgqesho, uNombolo 55 ka-1998;
 - m. UMthetho weZiko lezobuNtlola zezeMali, uNombolo 38 ka-2001;
 - n. UMthetho wokuChonga, uNombolo 68 ka-1997;
 - o. UMthetho weRhafu yeNgeniso, uNombolo 58 ka-1962;
 - p. UMthetho Wokwenziswa kweMithetho yePropathi enomgangatho ophezulu wokuqonda, uNombolo 38 ka-1997;
 - q. UMthetho woBudlelwane baBasebenzi, uNombolo 66 ka-1995;
 - r. UMthetho wezeMpilo noKhuseleko eMsebenzini, uNombolo 85 ka-1993;
 - s. UMthetho wokuThintela uLwaphulo-mthetho oluLungelelanisiweyo, uNombolo 121 ka-1998;
 - t. UMthetho wokuKhuthaza ukuFikelela kulwazi, uNombolo 2 ka-2000;
 - u. UMthetho woKhuseleko IoLwazi IoMntu, uNombolo 4 ka-2013;
 - v. Ummiselo woThintelo IoNxibelelwano kunye nokuNikezelwa koLwazi olunxulumene noNxibelelwano uMthetho 70 ka-2002
 - w. UMthetho weRhafu yoPhuhliso IweZakhono onguNombolo 9 ka-1999;
 - x. UMthetho we-Inshorensi ye-Inshorensi yokuNgaphangeli 4 ka-2002; ff.

- y. UMthetho we-Inshorensi yeNtswela-ngqesho uNombolo 30 ka-1966;
- z. UMthetho weRhafu eyongezelelweyo yeXabiso 89 ka-1991.

* Nangona senze konke okusemandleni ethu ukubonelela ngoluhlu lwemithetho esebenzayo, kunokwenzeka ukuba olu luhlu lungaphelelanga. Nanini na xa kufikwa ingqalelo yethu ukuba umthetho okhoyo okanye omtsha uvumela uMceli ukuba afikelele kwisiseko esingafaniyo nesichaziwe kwi-PAIA, siya kuhlaziya uluhlu ngokufanelekileyo. Ukuba umceli ukholelwa ukuba ilungelo lokufikelela kwirekhodi likho ngokwemiqathango yomnye umthetho odweliswe apha ngasentla okanye nawuphi na omnye umthetho, umceli kufuneka abonise ukuba leliphi ilungelo lomthetho isicelo esisekelwe kulo, ukunika iGosa loLwazi ithuba lokusiqwalasela isicelo ngokubhekiselele kulo.

- 10.2. Kubhalwe kwakhona ukuba ukufikeleka kwamaxwebhu kunye neerekhodi kunokuxhomekeka kwizizathu zokwala ezichazwe kule ncwadana ye-PAIA.
11. **linkcukacha zokuququzelela isicelo sokufikelela kwirekhodi ye-Uniterm Direct (icandelo 51(1) (e))**
 - 11.1. Umfaki-sicelo kufuneka athobele zonke iimfuno zenkqubo eziqulethwe kulo Mthetho ezinxulumene nesicelo sokufikelela kwirekhodi.
 - 11.2. Umfaki-sicelo kufuneka azalise le fomu imiselweyo eqhotyoshelweyo apha, kwaye angenise okufanayo kunye nokuhlawulwa komrhumo wesicelo kunye nediphozithi (ukuba ikhona) kwiGosa loLwazi okanye kwiSekela-Gosa loLwazi kwidilesi yeposi okanye ebonakalayo, inombolo yefeksi okanye idilesi ye-imeyile njengoko kuchaziwe kwigatya 5 apha ngasentla.
 - 11.3. Le ngcaciso imiselweyo mayizaliswe ngolwazi olwaneleyo ukwenzela ukuba igosa lolwazi likwazi ukuchonga:
 - a. irekhodi okanye iirekhodi eziceliwe; kwaye
 - b. Isazisi somfaki-sicelo.
 - 11.4. Umceli kufuneka abonise ukuba loluphi uhlobo lokufikelela olufunekayo aze achaze idilesi yeposi yenombolo yefeksi yomceli kwiRiphablikhi;
 - 11.5. Umfaki-sicelo kufuneka achaze ukuba ufunya ulwazi ukuze asebenzise okanye akhusele ilungelo, kwaye achaze ngokucacileyo ukuba loluphi uhlobo lwelungelo ekufuneka lisetyenziswe okanye likhuselwe. Umceli kufuneka achaze ngokucacileyo ukuba kutheni irekhodi iyimfuneko ukusebenzisa okanye ukukhusela elo lungelo (icandelo 53(2)(d)).

- 11.6. I-Yiwu Cute Jewelle Co, Ltd. iya kuqhuba isicelo kwisithuba seentsuku ezingama-30 (ezingamashumi amathathu), ngaphandle kokuba umfaki-sicelo uvakalise izizathu ezizodwa zokwaneliseka kweGosa IoLwazi ukuba iimeko ziyalela ukuba la maxesha angasentla angathotyelwa.
- 11.7. Umfaki-sicelo uya kwaziswa ukuba ufilelelo lunikwe okanye lwalie ngokubhaliwego. Ukuba, ukongeza, umfaki-sicelo ufunu izizathu zesiggibo nangayiphi na enye indlela, umceli uya kunyanzeleka ukuba achaze ukuba yeypiphi indlela neenkukacha ezifunekayo.
- 11.8. Ukuba isicelo senziwa egameni lomnye umntu, umfaki-sicelo kufuneka angenise ubungqina besikhundla umfaki-sicelo asenza ngaso ukuze anelise ngokufanelekileyo iGosa IoLwazi (icandelo 53(2)(f)).
- 11.9. Ukuba umntu akakwazi ukugcwalisa ifom emiselwego ngenxa yokungawkazi ukufunda nokubhala okanye ukukhubazeka, loo mntu unokwenza isicelo ngomlomo.
- 11.10. Umfaki-sicelo kufuneka ahlawule umrhumo omiselwego, phambi kokuba kwenziwe naluphi na olunye usetyenziso.
- 11.11. Lonke ulwazi oludweliswe kwigatya le-11 apha kufuneka lubonelelwwe kwaye asiphumeleli inkubo iya kulibaziseka de kunkwe ulwazi olufunekayo. Ixesha elimiselwego aliyi kuqala de umfaki-sicelo abonelele ngalo lonke ulwazi oluyimfuneko nolufunekayo. IGosa IoLwazi liya kuqhawula irekhodi, ukuba kunokwenzeka, kwaye linike kuphela ukufikelela kwelo candelo liceliwego nelingavumelekanga ukuba lichazwe.

12. Ukwaliwa kokufikelela kwiirekhodi

- 12.1. Izizathu zokwala ukufikelela
Iqumrhu labucala elifana ne-Uniterm Direct linelungelo lokwala isicelo solwazi.
- 12.1.1. Izizathu eziphambili zokuba i-Uniterm Direct yokwala isicelo solwazi inxulumene noku:
 - a. ukhuseleko olunyanzelekileyo Iwabucala lomntu wesithathu ongumntu wendalo okanye umntu oswelekileyo (icandelo 63) okanye umntu wezomthetho, njengoko kubandakanya kuMthetho woKhuseleko Iweenkukacha zoluqu 4 ka-2013, oya kubandakanya ukubhengezwa okungenangqiqo kolwazi lomntu womntu wendalo okanye wezomthetho;
 - b. ukhuseleko olunyanzelekileyo Iweenkukacha zoluqu kunye nokubhengezwa kwalo naluphi na ulwazi lomntu ukuze, ukongeza kuzo naziphi na ezinye izivumelwano zomthetho, zolawulo okanye zesivumelwano, ukuthobela izibonelelo zoMthetho woKhuseleko IoLwazi IoBuntu 4 ka-2013;
 - c. Ukukhuselwa okunyanzelekileyo kolwazi Iwezorhwebo lomntu wesithathu (icandelo 64) ukuba irekhodi liqulethe:
 - i. limfihlo zorhwebo zomntu wesithathu;
 - ii. ulwazi Iwezezimali, urhwebo, Iwenzululwazi okanye lobuchwepheshwa olunokubangela umonakalo kwimidla yezemali okanye yezorhwebo yaloo mntu wesithathu;

- iii. ulwazi oluchazwe ngokuyimfihlo ngumntu wesithathu kwi-Uniterm Direct, ukuba ukubhengezwa kunokubeka loo mntu wesithathu kwingxaki kuthethathethwano okanye kukhuphiswano Iwezorhwebo;

- d. Ukukhuselwa okunyanzelekileyo kolwazi oluyimfihi lomntu wesithathu (icandelo 65) ukuba lukhuselwe ngokwemiqathango yaso nasiphi na isivumelwano;
- e. ukhuseleko olunyanzelekileyo lokhuseleko lwabantu kunye nokukhuselwa kwepropathi (icandelo 66);
- f. Ukukhuselwa okunyanzelekileyo kweerekodi eziya kuthathwa njengelungelo kwiinkqubo zomthetho (icandelo 67).

- 12.1.2. Imisebenzi yorhwebo (icandelo 68) lequmrhu labucala, njenge-Uniterm Direct, enokubandakanya:
- a. limfihlelo zorhwebo ze-Uniterm Direct;
 - b. ulwazi lwevezimali, urhwebo, lwenzululwazi okanye lobuchwepheshha olunokubangela umonakalo kwimidla yezemali okanye yezorhwebo ye-Yiwu Cute Jewelle Co, Ltd.
 - c. Ulwazi olunokuthi ukuba luchazwe lunokubeka i-Uniterm Direct kwi
 - d. ukungaphumeleli kuthethathethwano okanye kukhuphiswano lwezorhwebo;
 - e. Inkqubo yekhompyuter ephethwe yi-Uniterm Direct, kwaye ikhuselwe ngamalungelo okushicilela;
 - f. ulwazi lophando (icandelo 69) le-Uniterm Direct okanye umntu wesithathu, ukuba ukubhengeza kwayo kuya kuveza isazisi se-Uniterm Direct, umphandi okanye umxholo wophando kwaye kuya kubeka uphando kwingxaki enku.
- 12.1.3. Izicelo zolwazi ezicacileyo ezingenangqondo okanye ezicaphukisayo, okanye ezibandakanya ukuphambuka okungenangqiqo kwezixhobo ziya kwaliwa.
- 12.1.4. Zonke izicelo zolwazi ziya kuvavanywa ngokwazo kwaye ngokungqinelana nemigaqo yomthetho esebeenzayo kunye nomthetho.
- 12.1.5. Ukuba ingxelo eceliweyo ayifumaneki okanye ukuba irekhodi ayikho, iGosa loLwazi liya kwazisa umfaki-sicelo ukuba akunakwenzeka ukunika ukufikelela kwirekhodi eceliweyo. Isaziso esinjalo siya kuthathwa njengesiggibo sokwala isicelo sokufikelela kwirekhodi echaphazelekayo ngenjongo yoMthetho. Ukuba ingxelo ifunyenwe kamva, umceli uya kunikwa ukufikelela kwirekhodi ngendlela echazwe ngumceli kwifom emiselweyo, ngaphandle kokuba iGosa loLwazi liyala ukufikelela kuloo rekhodi.

13. IZISOMBULULO EZIKHOYO XA I-UNITERM DIRECT IYALA ISICELO

- 13.1. lindlela zangaphakathi
I-Uniterm Direct ayinayo iinkqubo zesibheno zangaphakathi. Isiggibo esithathwe liGosa loLwazi sokuggibela. Abafaki-sicelo kuya kufuneka basebenzise ezo zisombululo zangaphandle abanazo ukuba isicelo solwazi siyakhatywa, kwaye umceli akanelisekanga yimpendulo enikezwe liGosa loLwazi.

- 13.2. Amayeza angaphandle
- 13.2.1. Umfaki-sicelo onganelisekanga kukwala kweGosa loLwazi ukuveza ulwazi, angafaka isicelo kwiNkundla ukuze afumane uncedo.
- 13.2.2. Umntu wesithathu onganelisekanga sisiggibo seGosa loLwazi sokunika isicelo solwazi, angafaka isicelo kwiNkundla kwiintsuku ezingama-30 (ezingamashumi amathathu) emva kokwaziswa kwesigqibo, afaake isicelo kwiNkundla ukuze afumane uncedo.
Ngokweenjongo zalo Mthetho, iiNkundla ezinegunya kwezi zicelo yiNkundla yoMgaqo-siseko, iNkundla ePhakamileyo okanye enye inkundla ekwinqanaba elifanayo kune neNkundla kaMantyi echongwe nguMphathiswa wezoBulungisa noPhuhliso loMgaqo-siseko kwaye ekhokelwa nguMantyi otyunjwe.

14. Ukufikelela kwiirekhodi ezigcinwe yi-Uniterm Direct

- 14.1. limfuno zokufikelela kumntu / omnye umceli
- 14.1.1. lirekhodi ezigcinwe yi-Uniterm Direct zinokufikelela ngezicelo kuphela xa iimfuno ezifunekayo zokufikelela zifezekisiwe.
- 14.1.2. Umceli nguye nawuphi na umntu owenza isicelo sokufikelela kwirekhodi ye-Uniterm Direct.
Zimbini iintlobo zabafaki-zicelo:
- Umceli wobuqu
 - Umceli wobuqu ngumceli ofuna ukufikelela kwirekhodi equlethe ulwazi lobuqu malunga nomceli.
 - I-Paxful iya kubonelela ngolwazi oluceliwego ngokuzithandela, okanye inike ukufikelela kuyo nayiphi na irekhodi ngokubhekisele kulwazi lobuqu lomceli.
Umrhumo omiselwego wokuphinda ukhuphe ulwazi oluceliwego luya ku hlawulwa.
 - Omnye umceli
 - Lo mfaki-sicelo (ngaphandle komfaki-sicelo wobuqu) unelungelo lokucela ukufikelela kulwazi kubantu besithathu.
 - Ekuqwalaselene eso sicelo, i-Yiwu Cute Jewelle Co, Ltd. iya kuthobela imiqathango yalo Mthetho. Icandelo 71 lifuna ukuba iGosa loLwazi lithathe onke amanyathelo afanelekileyo okwazisa umntu wesithathu irekhodi eliceliwego enxulumene naye ngesicelo, limazise ukuba linokwenza ingxelo ebhaliwego okanye yomlomo kwiGosa loLwazi ukuba kutheni isicelo kufuneka sikhatywe okanye, Apho kukho imfuneko, nika imvume ebhaliwego yokubhengezwa kwenkczelo.

I-Yiwu Cute Jewelle Co, Ltd. ayinyanzelekanga ukuba inike ngokuzithandela ukufikelela kwezi rekhodi. Umfaki-sicelo kufuneka azalisekise iimfuno ezifunekayo, ngokungqinelana neemfuno zoMthetho nanjengoko kuchaziwe kwiSahluko 5; Icandelo 3, kubandakanya ukuhlawulwa kwesicelo kune nomrhumo wokufikelela.

15. Imirhumo emiselweyo (Icandelo 51 (1) (f))

- 15.1. Imirhumo enikezelwa nguMthetho
- 15.1.1. Lo Mthetho ubonelela ngeentlobo ezimbini zemirhumo, ezizezi:
 - a. Umrhumo wesicelo, luhlobo Iwentlawulo yolawulo ekufuneka ihlawulwe yi-al! abafaki-zicelo, ngaphandle kwabafaki-zicelo, phambi kokuba isicelo siqwalaselwe kwaye asibuyiswanga; kwaye
 - b. Umrhumo wokufikelela, ohlawulelwa ngabo bonke abafaki-zicelo kwimeko apho isicelo sokufikelela sivuniwe. Le ntlawulo iquka iindleko ezibandakanyekayo liqumrhu labucala ekufumaneni nasekulungiseleleni irekhodi ukuze ihanjiswe kumenzi-sicelo.
- 15.1.2. Xa isicelo sifunyenwe liGosa loLwazi, elo gosa liya kufuna ngesaziso umceli, ngaphandle komfaki-sicelo ngokwakhe, ukuba ahlawule umrhumo wesicelo omiselweyo, phambi kokuqhubela phambili isicelo (icandelo 54(1)).
- 15.1.3. Ukuba uphando Iwerekhodi Iwenziwe kwaye ukulungiswa kwerekhodi ukuze kubhengezwe, kubandakanya namalungiselelo okwenza ukuba ifumanekе kwifom eceliweyo, ifuna ngaphezulu kweeyure ezimiselwe kwimimiselo yokulungiselela le njongo, iGosa loLwazi liya kwazisa umceli ukuba ahlawule njengediphozithi isahlulo esimiselweyo somrhumo wofikelelo oya kuhalawulwa ukuba isicelo sivuniwe.
- 15.1.4. Igosa loLwazi liya kubamba irekhodi de umfaki-sicelo ayihlawule imirhumo njengoko kubonisiwe apha ngezantsi.
- 15.1.5. Umceli oisicelo sakhe sokufikelela kwirekhodi sivuniwe, kufuneka ahlawule umrhumo wofikelelo obalelwа ukubandakanya, aphо kufanelekileyo, umrhumo wesicelo, umrhumо wenkqubo yokuvelisa kwakhona kune nokukhangela nokulungiselela, nangalo naliphi na ixesha elifunekayo ngokufanelekileyo ngaphezu kweeyure ezimiselweyo zokukhangela nokulungisa irekhodi ukuze ibhengezwe kubandakanya nokwenza amalungiselelo okwenza ukuba ifumanekе kwifom yesicelo.
- 15.1.6. Ukuba idiphozithi ihlawulwe ngokubhekiselele kwisicelo sokufikelela, esingakhatywayo, iGosa loLwazi elichaphazelekayo kufuneka libuyisele idiphozithi kumceli.

16. Umrhumo wokuvvelisa kwakhona

- 16.1. Aphо i-Uniterm Direct inike uMphathiswa ngokuzithandela uluhlu Iweendidi zeerekhodi eziza kwenziwa zifumaneke ngokuzenzekelayo kuye nawuphi na umntu ocela ukufikelela kuyo, ekuphela kwentlawulo enokuthi ihlawulwe ukufumana ezo rekhodi, iya kuba ngumrhumо wokuphinda uvelise irekhodi ekuthethwa ngalo.

Ukuveliswa kwakhona kwemirhumo yolwazi	Imirhumo ekufuneka ihlawulwe
Inkcazelو ekwi-photocopy yephepha lobungakanani be-A-4 okanye inxalenye yayo	R I, 10
Ikopi eshicilelweyo yephepha elinobungakanani obungu-A4 okanye inxalenye yalo	R 0,75
Ikopi kwifomathi efundeka ngekhompyutha, umzekelo: Compact disc	R 70,00
Unxibelewano olubonakalayo olungakanani u-A4 okanye inxalenye yalo	R 40,00
Ikopi yemifanekiso ebonakalayo	R 60,00
Ukubhalwa kwerekodi enesandi yephepha elingakanani u-A4 okanye inxalenye yayo	R 20,00
Ikopi yerekhodi yesandi	R 30,00

16.2. **Imirhumo yesicelo**

Xa umfaki-sicelo efaka isicelo sokufikelela kulwazi olugcinwe liziko kumntu ongenguye umceli ngokwakhe, umrhumo wesicelo kwisixa se-R50,00 uhlawulwa kwangaphambili phambi kokuba iziko liqhubeke nokuqhuba isicelo esifunyenweyo.

16.3. **Imirhumo yokufikelela**

- 16.3.1. Umrhumo wofikelelo uhlawulwa kuzo zonke iimeko apho isicelo sokufikelela kulwazi, ngaphandle kwezo meko apho intlawulo yomrhumo wokufikelela ingabandakanywanga ngokukodwa ngokoMthetho okanye ukungabandakanywa kuggitywe nguMphathiswa ngokwesiqendu 54(8).

Imirhumo yokufikelela esebezayeo eya kuhlawulwa yile:

Imirhumo yokufikelela kwimirhumo yolwazi	Imirhumo ekufuneka ihlawulwe
Inkcazelو ekwi-photocopy yephepha lobungakanani be-A-4 okanye inxalenye yayo	R 1,10
Ikopi eshicilelweyo yephepha elinobungakanani obungu-A4 okanye inxalenye yalo	R 0,75
Ikopi kwifomathi efundeka ngekhompyutha, umzekelo: Idiski eqinileyo Idiski edibeneyo	R 7,50 R 70,00
Unxibelewano olubonakalayo olungakanani u-A4 okanye inxalenye yalo	R 40,00
Ikopi yemifanekiso ebonakalayo	R 60,00
Ukubhalwa kwerekodi enesandi yephepha elingakanani u-A4 okanye inxalenye yayo	R 20,00

Ikopi yerekhodi yesandi * Ngeyure okanye inxalenye yejure efunekayo ngokufanelekileyo kuphando olunjalo.	R 30,00 *
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Where a copy of a record needs to be posted the actual postal fee is payable.

16.4. Iidipozithi

- 16.4.1. Apho iziko lifumana isicelo sokufikelela kulwazi olugcinwe kumntu ongenguye umceli ngokwakhe kwaye iGosa loLwazi ekufumaneni isicelo linombono wokuba ukulungiswa kwerekhodi efunekayo yokubhengeza kuya kuthatha ngaphezulu kweeyure ezi-6 (ezintandathu), idiphozithi ihlawulwa ngumenzi-sicelo.
- 16.4.2. Isixa sedipozithi silingana ne-1/3 (isinye kwisithathu) semali yomrhumo ofanelekileyo wokufikelela.

16.5. Imirhumo yokuqokelela

- 16.5.1. "Umrhumo wesicelo" wokuqala we-R50,00 kufuneka ufakwe kwi-akhawunti yebhanki engezantsi kwaye ikopi yesiliphu sedipozithi, ifom yesicelo kunye nenyi imbalelwano / amaxwebhu, ithunyelwe kwiGosa loLwazi ngefeksi.
- 16.5.2. Igosa liya kuqokelela "umrhumo wesicelo" wokuqala wezicelo ezifunyenwe ngokuthe ngqo liGosa loLwazi nge-imeyile.
- 16.5.3. Yonke imirhumo ixhomekeke kutshintsho njengoko kuvunyelwe kuMthetho kwaye ngenxa yoko ukunyuka okunjalo akusoloko kufumaneka kwangoko ngexesha lesicelo. Abafaki-zicelo baya kwazisa ngalo naluphi na utshintsho kwimirhumo phambi kokuba benze intlawulo.

17. Isiggibo

17.1. Ixesha elivunyelweyo kwiziko

- 17.1.1. I-Yiwu Cute Jewelle Co, Ltd. iya kuthi, zingaphelanga iiantsuku ezingama-30 (ezingamashumi amathathu) emva kokufumana isicelo, ithathe isiggibo sokuba iyasivuma okanye siyasikhaba na isicelo kwaye sinike isaziso ngezizathu (ukuba ziyafuneka) malunga noku.
- 17.1.2. Ixesha leentsuku ezingama-30 (ezingamashumi amathathu) apho i-Uniterm Direct kufuneka ithathe isiggibo sokuba inike okanye iyala isicelo, inokwandiswa ixesha elingedluleyo leentsuku ezingama-30 ezingamashumi amathathu ukuba isicelo senani elikhulu lolwazi, okanye isicelo sifuna ukukhangela ulwazi olubanjelwe kwenye i-ofisi ye-Uniterm Direct kwaye ulwazi alunakufumaneka ngokufanelekileyo kwisithuba sokuqala seentsuku ezingama-30 (ezingamashumi amathathu).
- 17.1.3. I-Yiwu Cute Jewelle Co, Ltd. iya kwazisa umceli ngokubhaliweyo ukuba kufunwa ukwandiswa.

18. Ukukhuselwa kweeNkcukacha zobuqu eziqhutywa yi-Uniterm Direct

- 18.1. Isahluko 3 se-POPIA sibonelela ngeemeko ezisezantsi zokucwangcisa ngokusemthethweni kweeNkcukacha zobuqu liqela elinoxanduva. Le miqathango ayinakurhoxiswa ngaphandle kokuba imiqathango ethile iyasebenza njengoko kuchaziwe kwi-POPIA.

- 18.2. I-Paxful ifuna ulwazi lomntu ngamnye kunye nabantu abasemthethweni ukuze yenze imisebenzi yayo yeshishini kunye nombutho. Indlela eqhutywa ngayo le ngcaciso kunye nenjongo ekuqhutyelwa kuyo imiselwe yi-Uniterm Direct. I-Paxful ngokufanelekileyo liqela elinoxanduva ngeenjongo ze-OPS kwaye iya kuqinisekisa ukuba iiNkcukacha zobuqu zesifundo seDatha:
- 18.2.1. Iqhutywa ngokusemthethweni, ngokusesikweni nangokucacileyo. Oku kubandakanya ukubonelelwa kolwazi olufanelekileyo kwizifundo zeDatha xa idatha yabo iqokelelwa yi-Yiwu Cute Jewelle Co, Ltd. ngohlobo lwabucala okanye izaziso zokuqokelelwa kwedatha. I-FXCC kufuneka ibe nesiseko esisemthethweni (umzekelo, imvume) yokucwangcisa iiNkcukacha zobuqu;
- 18.2.2. iqhutyelwa kuphela ngeenjongo eziqokelelwe zona;
- 18.2.3. Ayizukuqhutyelwa injongo yesibini ngaphandle kokuba loo nkubo iyahambelana nenjongo yokuqala.
- 18.2.4. yanele, ifanelekile kwaye ayigqithisi ngeenjongo eziqokelelwe zona;
- 18.2.5. ichanekile kwaye igcinwe ihlaziyiwe;
- 18.2.6. Ayiyi kugcinwa ixesha elide kunokuba kuyimfuneko;
- 18.2.7. iqhutywa ngokungqinelana nemigaqo yokunyaniseka kunye nemfihlo; oku kubandakanya amanyathelo omzimba kunye nombutho wokuqinisekisa ukuba iiNkcukacha zobuqu, zombini ngokwasemzimbeni nakwi-elektroniki, ziphantsi kwenqanaba elifanelekileyo lokhuseleko xa zigcinwa, zisetenyenzo kwaye zinxibelelana yi-Yiwu Cute Jewelle Co, Ltd. ukukhusela ukufikelela kunye nokufunyanwa ngabantu abangagunyaziswanga kunye nelahleko ngengozi, ukutshatyalaliswa okanye umonakalo;
- 18.2.8. Iqhutywa ngokungqinelana namalungelo eZifundo zeDatha, apha kuyimfuneko. lingcebiso zedatha zinelungelo loku:
- (a) Yaziswa ukuba iiNkcukacha zakho zobuqu ziqokelelwa yi-Uniterm Direct. Isifundo seDatha sikwanelungelo lokwazisiza kwimeko yokwaphulwa kwedatha;
- (b) Yazi ukuba ngaba i-Yiwu Cute Jewelle Co, Ltd. ibamba iiNkcukacha zobuqu malunga nabo, kunye nokufikelela kolo lwazi. Nasiphi na isicelo solwazi kufuneka siphathwe ngokungqinelana nemiqathango yale ncwadana;
- (c) cela ukulungiswa okanye ukususwa kweenkcukacha zobuqu ezingachanekanga, ezingabalulekanga, ezigqithisileyo, eziphelelwe lixesha, ezingaphelelanga, ezilahlekisayo okanye ezifunyenwe ngokungekho mthethweni;
- (d) ukuchasa ukusetyenziswa kwe-Uniterm Direct yeeNkcukacha zabo zobuqu kwaye ucele ukususwa kwezo Nkcukacha zobuqu (ukususwa kuya kuxhomekeka kwiimfuno zokugcina irekhodi ze-Uniterm Direct);
- (e) ukuchasa ukuqhubekeka kweNkcukacha zobuqu ngeenjongo zokuthengisa ngokuthe ngqo ngonxibelewano lwe-elektroniki olungacelwanga; kwaye

- (f) ukukhalaza kuMlawuli woLwazi malunga nokunyhashwa kwawo nawaphi na amalungelo akhuselwe phantsi kwe-POPI kunye nokuqalisa iinkqubo zoluntu malunga nokutyholwa kokungathobeli ukhuseleko lweenkcukacha zakhe.

18.3. *Injongo yokucwangciswa lomntu siqu yiNkampani*

Njengoko kuchaziwe apha ngasentla, ulwazi lomntu siqu lunokuqhutywa kuphela ngenjongo ethile. linjongo apho i-Yiwu Cute Jewelle Co, Ltd. iqhuba okanye izakuqhuba iiNkcukacha zoluqu zichazwe kwiCandelo 1 leSihlomelo 2.

18.4. *lindidi zezifundo zedatha kunye neenkukacha zoluqu / ulwazi olukhethekileyo lomntu siqu olunxulumene nalo*

Ngokwecandelo 1 le-POPI, isifundo sedatha sinokuba ngumntu wendalo okanye wezomthetho. Icandelo 2 leSihlomelo 2 lichaza iindidi ezahlukeneyo zezifundo zedatha ezithi i-Uniterm Direct iqhuba ngolwazi lomntu kunye neentlobo zolwazi lomntu ezinxulumene nayo.

18.5. *Abamkeli beenkcukacha zoluqu*

Icandelo lesi-3 leSihlomelo 2 lichaza abamkeli abanokuthi i-Uniterm Direct inokubonelela ngolwazi lomntu ngamnye kwi-Data Subjects.

18.6. *linkcukacha zoluqu ezinqamlezileyo*

- 18.6.1. Icandelo 72 le-POPIA libonelela ukuba iiNkcukacha zoluqu zinokudlulisewa ngaphandle kweRiphabhlikhi yoMzantsi Afrika kuphela ukuba:
- Ilizwe elifumanayo linokubonelela ngedatha enjalo "inqanaba elaneleyo" lokhuseleko. Oku kuthetha ukuba imithetho yayo yabucala yedatha kufuneka ifane kakhulu neMiqathango yokuLungiswa ngokusemthethweni njengoko iqulethwe kwi-POPI; okanye
 - Isifundo seDatha siyavuma ukudlulisewa kweeNkcukacha zabo zoluqu; okanye
 - ukudlulisewa kuyimfuneko ekwenzeni isibophelelo sesivumelwano phakathi kwesifundo sedatha kunye neQela elinoxanduva; okanye
 - ukudlulisewa kuyimfuneko ekwenzeni uxanduva lwasivumelwano phakathi kweQela elinoxanduva kunye nomntu wesithathu, kumdla wesifundo seDatha; okanye
 - ukudlulisewa kwenzelwa ukuxhamla kweSifundo seDatha, kwaye akunakwenzeka ukufumana imvume yeSifundo seDatha, kwaye ukuba bekunjalo, isifundo sedatha, kunokwenzeka ukuba sinike imvume enjalo.

- 18.6.2. Icandelo 4 lesiHlomelo 2 lichaza ukuhanjiswa okucwangcisiwego okunqamlezileyo kweeNkcukacha zoluqu kunye nemeko evela ngasentla esebenza kuyo.

18.7. *Inkazo yamanyathelo okhuseleko lolwazi ekufuneka aphunyezwe yi-Uniterm Direct*

Icandelo lesi-5 lesiHlomelo 2 lichaza iintlobo zamanyathelo okhuseleko ekufuneka aphunyezwe yi-Yiwu Cute Jewelle Co, Ltd. ukuqinisekisa ukuba iiNkcukacha zoluqu ziyahlonitshwa kwaye zikhuelwe. Uvavanyo Iwangaphambili lokufaneleka kwamanyathelo okhuseleko olwazi, aphunyeziweyo okanye aza kuphunyezwa yi-Yiwu Cute Jewelle Co, Ltd. lunokuqhutywa ukuze kuqinisekiswe ukuba iiNkcukacha zoluqu eziqhutywa yi-Yiwu Cute Jewelle Co, Ltd. zikhuelwe kwaye ziqhutywe ngokungqinelana neMiqathango yokuLungiswa ngokuSemthethweni.

18.8. *Ukuchaswa kokucwangciswa kweeNkcukacha zoluqu sisifundo sedatha*

Icandelo le-11 (3) le-POPI kune nommiselo 2 weMigaqo ye-POPIA ibonelela ukuba isifundo seDatha sinokuchasa nangaliphi na ixesha ukucwangciswa kweeNkcukacha zakhe zoluqu kwifom emiselweyo eqhotyoshelwe kule ncwadana njengesiHlomelo 3 ngokuxhomekeke kwizinto eziqulethwe kwi-POPIA.

18.9. *Isicelo sokulungiswa okanye ukususwa kweeNkcukacha zoluqu*

Icandelo lama-24 le-POPI kune nommiselo 3 weMigaqo ye-POPIA ibonelela ukuba isifundo seDatha sinokucela ukuba iiNkcukacha zabo zoluqu zilungiswe / zicinywe kwifom emiselweyo eqhotyoshelwe kwisiHlomelo 4 kule ncwadana

19. *Ukfumaneka kune nokuhlaziwa kweNcwadana ye-PAIA*

19.1. Inombolo yoMmiselo R.187 ye-15 kaFebruari 2002

19.1.1. Le Ncwadana ye-PAIA yensiwa ifumaneka ngokwemiqathango yoMmiselo weNombolo R.187 kaFebruari 15, 2002. I-Uniterm Direct iya kuhlaziya le ncwadana ye-PAIA ngamaxeha athile njengoko kunokubonwa kuyimfuneko.

19.1.2. Le ncwadana ye-PAIA ye-Uniterm Direct iyafumaneka ukuze ijongwe kwizakhiwo zayo nakwiwebhusayithi yayo.

Appendix 1: Access Request Form



J752

IRIPHABHLIKHI YOMZANTSI

AFRIKA IFOM C

ISICELO SOKUFIKELELA KWIREKHODI YEQUMRHU LABUCALA

(Icandelo 53(1) IoMthetho wokuKhuthaza ukuFikelela kuLwazi, 2000 (uMthetho
onguNombolo 2 ka-2000)) [Ummiselo 10]

A. linkcukacha zomzimba

wabucala Intloko:

B. linkcukacha zomntu ocela ukufikelela kwirekhodi

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Amagama apheleleyo kunye nefani:												
Inombolo yesazisi:	<input type="checkbox"/>											
Idilesi yeposi:												
Inombolo yefowuni:	()				Inombolo yefeksi:	()						
Idilesi ye-imeyile:												

Isikhundla esenziwa ngaso isicelo, xa senziwa egameni lomnye umntu:

C. linkcukacha zomntu ofake isicelo egameni lakhe

This section must be completed ONLY if a request for information is made on behalf of another person

Amagama apheleleyo kunye nefani:												
Inombolo yesazisi:	<input type="checkbox"/>											

D. linkcukacha zerekhodi

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Inkcazo yerekhodi okanye inxalenyechaphazelekayo yerekhodi:

2. Inombolo yesalathiso, ukuba iyafumaneka:

3. Naziphi na iinkcukacha ezongezelelweyo zerekhodi:

E. Imirhumo

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Isizathu sokukhululwa kwintlawulo yemirhumo:

F. Ifom yokufikelela kwirekhodi

Ukuba uthintelwe kukukhubazeka ukufunda, ukujonga okanye ukuphulaphula irekhodi ngendlela yokufikelela enikezelwe ku-1 ukuya ku-4 apha ngezantsi, chaza ukukhubazeka kwakho uze ubonise ukuba irekhodi ifunwa ngaluphi na uhlobo.

Ukukhubazeka:		Ifom efunekayo kwirekhodi:	
Phawula ibhokisi efanelekileyo nge-X.			
AMANQAKU: (a) Ukuthotyelwa kвесicelo sakho sokufikelela kwifom echaziwego kungaxhomekeka kwindlela efumaneka kuyo irekhodi. (b) Ukufikelela kwifom eceliwego kunokwaliwa phantsi kweemeko ezithile. Kwimeko enjalo, uya kwaziswa ukuba ukufikelela kuya kunikwa ngenye indlela. (c) Umrhumo ohlawulelwua ukufikelela kwirekhodi, ukuba ukhona, uya kuxhomekeka ngokuyinxene yifom ekucelwa ngayo ukufikelela.			

1. Ukuba irekhodi ibhalwe okanye iprintiwe:					
	Ikopi yerekhodi *		Ukuholwa kwerekhodi		
2. Ukuba irekhodi linemifanekiso ebonakalayo - (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe ngekhompyuter, imizobo, njl.):					
	Jonga imifanekiso		Copy of Images*		Ukuguqulelwa kwemifanekiso *
3. Ukuba irekhodi linamagama arekhodiwego okanye ulwazi olunokuphinda luvveliswe ngesandi:					
	Listen to Audi (Audio)		Ukuguqulelwa kwesandi * (uxwebhu olubhaliwego okanye olushicilelwego)		
4. Ukuba irekhodi igcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini:					
	Ikopi yerekhodi eprintiweyo *		Ikopi eshicilelwego yenkcazel evela kwirekhodi *		Khuphela kwifom efundeka ngekhompyutha* (i-stiffy okanye)

					compact disc)
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* Ukuba ucele ikopi okanye ukhuseleko lwerekhodi (apha ngasentla), ingaba unqwenela ukuba ikopi okanye umbhalo uthunyelwe kuwe? lindleko zeposi zihiawulwa.	Ewe	Hayi
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G. linkcukacha zelungelo lokusetyenziswa okanye ukukhuselwa

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Chaza ukuba leliphi ilungelo ekufuneka lisetyenziswe okanye likhuselwe:

2. Cacisa ukuba kutheni irekhodi eliceliwego liyimfuneko ukuze kusetyenziswe okanye kukhuselwe eli lungelo likhankanywe apha ngasentla:

H. Isaziso sesiggibo malunga nesicelo sokufikelela

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

Ungathanda ukwaziswa njani ngesiggibo malunga nesicelo sakho sokufikelela kwirekhodi?

Ityikitywe kwi-..... Namhlanje Of unyaka.....

.....

Utyikityo lomceli /

Umntu ofake isicelo egameni lakhe

IsiHlomelo 2: Icandelo 1 - Ukucwangciswa kweeNkcukacha zobuqu ngokungqinelana ne-POPI

Kubathengi:

- a. Ukwenza imisebenzi ngokwemiqathango yaso nasiphi na isivumelwano kunye nabathengi
- b. Yenza okanye uncede ekwenzeni iziggibo zekhredithi malunga nabathengi
- c. Sebenzisa kwaye ulawule iiakhawunti zabathengi kwaye ulawule nasiphi na isicelo, isivumelwano okanye imbalelwano abathengi abanokuba nayo ne-Yiwu Cute Jewelle Co, Ltd.
- d. Ukonxibelelana (kubandakanya ukuthengisa ngokuthe ngqo) kunye nabathengi nge-imeyile, i-SMS, ileta, umnxeba okanye nayiphi na enye indlela malunga neemveliso kunye neenkonzo ze-Yiwu Cute Jew jewelry Co, ngaphandle kokuba abathengi babonise ngenye indlela
- e. Ukwenza ulovo lwabathengi njengabantu ngabanye kunye nokuchonga, ukupuhhlisa okanye ukuphucula iimveliso, ezinokuba nomdla kubathengi
- f. Ukwenza uphando lweemarike, ishishini kunye nohlalutyo lweenkcukacha-manani
- g. Ukwenza ezinye iinjongo zolawulo nokusebenza kubandakanya ukuvavanywa kweenqubo
- h. Ukubuyisela naliphi na ityala abathengi banokutyala i-Uniterm Direct
- i. Ukhthobela i-Uniterm Direct kunye nezinye izibophelelo
- j. Nayiphi na enye injongo efunekayo ngokufanelekileyo ngokunxulumene neshishini le-Uniterm Direct

Kubathengi abanokubakho:

- a. Ukuqinisekisa nokuhlaziya ulwazi
- b. Ukuufaka amanqaku kwangaphambili
- c. Intengiso ethe ngqo
- d. Nayiphi na enye injongo efunekayo ngokufanelekileyo enxulumene nokucwangciswa kweenkcukacha zobuqu zethemba ezinxulumene ngokufanelekileyo neshishini le-Yiwu Cute Jewelle Co.

Kubasebenzi:

- a. linjongo ezifanayo kubathengi (ngasentla)
- b. Ukuqinisekisa kolwazi lomenzi-sicelo ngexesha lenqubo yokuquesha
- c. Imiba ngokubanzi ephathelele kubasebenzi:
 - i. Ipenshini
 - ii. Uncedo lwezonyango
 - iii. Umvuzo
 - iv. Isenzo soluleko
 - v. Uqequesho
- d. Nayiphi na enye injongo efunekayo ngokufanelekileyo enxulumene nengqesho okanye ubudlelwane bengqesho obunokwenzeka.

Kubathengisi / abathengisi / amanye amashishini:

- a. Ukuqinisekisa ulwazi kanye nokwenza iitshekhi;
- b. Ilinjongo ezinxulumene nesivumelwano okanye ubudlelwane beshishini okanye isivumelwano esinokubakho okanye ubudlelwane beshishini phakathi kwamaqela;
- c. Intlawulo ye-invoyisi;
- d. Ukuthobela ulawulo Iwe-Uniterm Direct kanye nezinye izibophelelo; kwaye
- e. Nayiphi na enye injongo efunekayo ngokufanelekileyo enxulumene neshishini le-Uniterm Direct.

IsiHlomelo 2: Icandelo 2 - lindidi zeZifundo zeDatha kune neeNdidi zoLwazi loMntu ezinxulumene noko

Abasebenzi

- a. Igama kune neenkukacha zoqhagamshelwano
- b. Inombolo yesazisi kune namaxwebhu esazisi kubandakanya iincwadana zokundwendwela
- c. Imbali yengqesho kune neenkcazo
- d. linkcukacha zebhanki kune neenkukacha zemali
- e. linkcukacha zentlawulo kubantu besithathu (ukuncitshiswa kumvuzo)
- f. Izivumelwano zengqesho
- g. Izcwangciso zokulingana kwengqesho
- h. lirekhodi zoncedo lwezonyango
- i. lirekhodi zeNgxowa-mali yePenshini
- j. lirekhodi zemivuzo/imivuzo
- k. Uvavanyo lwentsebenzo
- l. lirekhodi zoluleko
- m. Shiya iirekhodi
- n. lirekhodi zoqeqesho

Abathengi kune nabathengi abanokubakho (abanokubandakanya abasebenzi)

- a. Idilesi yeposi kune / okanye idilesi yesitalato
- b. Isihloko kune negama
- c. linombolo zoqhagamshelwano kune / okanye idilesi ye-imeyile
- d. Iqela lobuhlanga
- e. Imbali yengqesho
- f. Ubudala
- g. Isini
- h. Isimo somtshato
- i. Ubuzwe
- j. Ulwimi
- k. Ulwazi lwezezimali
- l. Isazisi okanye inombolo yepasipoti
- m. Imikhwa yokukhangela kune neepateni zokucofa kwiiwebhusayithi ze-Uniterm Direct.

Abathengisi / abathengisi / amanye amashishini:

- a. Igama kune neenkukacha zoqhagamshelwano
- b. Isazisi kune / okanye ulwazi lwenkampani kune nolwazi lwabalawuli

- c. Inkcazelو yebhanki kune neyezemali
- d. Ulwazi malunga neemveliso okanye iinkonzo
- e. Olunye ulwazi olungachazwanga, olufunekayo ngokufanelekileyo ukuba luqhutywe kwimisebenzi yeshishini

Isihlomelo 2: Icandelo 3 - Abamkeli beeNkcukacha zoluqu

- a. Nayiphi na inkampani, umbutho okanye umntu osetyenziswa yi-Yiwu Cute Jewelry Co, Ltd. ukuqokelela iintlawulo kunye nokubuyisa amatyala okanye ukubonelela ngenkonzo egameni layo;
- b. Nawuphi na umbutho, umbutho okanye umntu obonelela ngeemveliso okanye iinkonzo;
- c. Nayiphi na inkqubo yokuhlawula i-Uniterm Direct isebeenzisa;
- d. Abasemagunyenzi abalawulayo kunye noorhulumente okanye i-ombudsmen, okanye amanye amagunya, kubandakanya abasemagunyenzi berhafu, aphi i-Yiwu Cute Jewelle Co, Ltd. inoxanduva lokwabelana ngolwazi;
- e. Amaqela esithathu ahlawulwe egameni labasebenzi;
- f. Amaziko emali afumana iintlawulo egameni lezifundo zedatha;
- g. Nawuphi na omnye umqhubi ongachazwanga;
- h. Abasebenzi, iikontraki kunye nabasebenzi bexeshana; kwaye
- i. liarhente.

Isihlomelo 2: Icandelo 4 - Ukuhanjiswa kwemida yolwazi lomntu siqu

Ulwazi lomntu siqu lunokudluliselwa ngaphaya kwemida kubanikezeli be-Uniterm Direct kwamanye amazwe, kwaye iiNkcukacha zoluqu zinokugcinwa kwiiseva zedatha ezibanjwe ngaphandle koMzantsi Afrika, ezinokuthi zingenayo imithetho eyaneleyo yokukhusela idatha. I-FXCC iya kuzama ukuqinisekisa ukuba abathengisi bayo kunye nabathengisi bayo kwenza yonke imizamo efanelekileyo yokukhusela idatha echaziweyo kunye neeNkcukacha zoluqu.

Isihlomelo 2: Icandelo 5 - Inkcazo yamanyathelo okhuseleko lolwazi

I-Yiwu Cute Jewelle Co, Ltd. ithembisa ukuseka nokugcina amanyathelo okukhusela idatha ukufezekisa ezi njongo zilandelayo zichazwe apha ngezantsi. linkcukacha ezinikiweyo kufuneka zitolikwe njengemizekelo yendlela yokufezekisa inqanaba elaneleyo lokukhusela kwedatha kwinjongo nganye. I-Uniterm Direct inokusebenzisa amanye amanyathelo kwaye ilungelelanise uphuhliso lokhuseleko lwetekhnoloji, njengoko kufuneka, ukuba nje iinjongo zifezekisiwe.

1. *Ulawulo lokufikelela kabantu*

I-FXCC iya kupumeza amanyathelo afanelekileyo ukuthintela abantu abangagunyaziswanga ekufumaneni ukufikelela kwizixhobo zokucwangcisa idatha aphi idatha iqhutywa khona.

2. *Ulawulo lweendaba zogcino-lwazi*

I-Yiwu Cute Jewelle Co, Ltd. izibophelela ekupumezeni amanyathelo afanelekileyo okuthintela ukuxhatshazwa okungagunyaziswanga kwemithombo yeendaba, kubandakanya ukufunda, ukukopisha, ukuguqula okanye ukususwa kwemithombo yeendaba yedatha esetyenziswa yi-Yiwu Cute Jewelle Co, Ltd. kwaye iqulethe idatha yobuqu yabathengi.

3. *Ulawulo lwememori yogcino-lwazi*

I-FXCC izibophelela ekuphumezeni amanyathelo afanelekileyo okuthintela igalelo elingagunyaziswanga kwimemori yedatha kunye nokufundwa okungagunyaziswanga, ukuguqulwa okanye ukususwa kwedatha egciniweyo.

4. *Ulawulo lomsebenzisi*

I-FXCC iya kuphumeza amanyathelo afanelekileyo okuthintela iinkqubo zayo zokucwangcisa kwedatha ekusetyenzisweni kwabantu abangagunyaziswanga ngezixhobo zokuhambisa idatha.

5. *Ulawulo lokufikelela kugcino-Iwazi*

I-Uniterm Direct imele ukuba abantu abanelungelo lokusebenzisa inkqubo yokucwangcisa kwedatha ye-Uniterm Direct banokufikelela kuhpela kwidatha ngaphakathi komda kwaye ukuya kuthi ga kwinqanaba eligutyungelwe zimvume zabo zokufikelela (ugunyaziso).

6. *Ulawulo lokuhambisa*

I-Uniterm Direct iya kunyanzeleka ukuba yenze ukuqinisekiswa kunye nokulandela umkhondo weendawo / iindawo aphi ulwazi lomntu ludluliselwa khona ngokusetyenziswaga kwezixhobo / izixhobo zonxibelelwano lwedatha ze-Uniterm Direct.

7. *Ulawulo Iwezothutho*

I-Paxful iya kuphumeza amanyathelo afanelekileyo okuthintela iiNkcukacha zobuqu ukuba zingafundwa, zikhutshelwe, zitshintshwe okanye zicinywe ngabantu abangagunyaziswanga ngexesha lokuhanjiswa kwayo okanye ngexesha lokuhambisa imithombo yeendaba yedatha.

8. *Ulawulo lombutho*

I-Uniterm Direct iya kugcina umbutho wayo wangaphakathi ngendlela ehlangabezana neemfuno zale ncwadana.

Isihlomelo 3: Inkaso ekusetyenzisweni kweeNkukacha zoluqu ngokweCandelo 11(3) loMthetho woKhuseleko loLwazi loMntu, 2013

Imigaqo enxulumene nokukhuselwa kweenkukacha zoluqu, 2018

**Qaph
ela:**

- 1 Ii-affidavits okanye obunye ubungqina obubhaliwego njengoko busebenzayo ukuxhasa isichaso bunokuqhotyoshelwa.
- 2 Ukuba isithuba esibonelelw kule Fomu asinelanga, ngenisa ulwazi njengesiHlomelo kule Fomu uze usayine iphepha ngalinye.
- 3 Gqibezela njengoko kufanelekile

A	IINKUKACHA ZESIFUNDO SEDATHA
Igama kanye nefani / igama elibhalisiwego lesifundo sedatha:	
Isazisi esahlukileyo/ inombolo yesazisi	
Idilesi yokuhlala, yeposi okanye yeshishini:	
linombolo zoqhagamshelwano:	
Inombolo yefeksi / idilesi ye-imeyile:	
B	IINKUKACHA ZEQELA ELINOXANDUVA
Igama kanye nefani / igama elibhalisiwego lesifundo sedatha:	
Idilesi yokuhlala, yeposi okanye yeshishini:	
linombolo zoqhagamshelwano:	
Inombolo yefeksi / idilesi ye-imeyile:	
C	IZIZATHU ZOKUCHASA NGOKWEMIQATHANGO YECANDELO 11(1)(d) ukuya ku (f) (Nceda unikeze izizathu ezineenkukacha zesichaso)

Ityikitywe kwi-..... Eli Umhla20...

.....
Utyikityo Iwesifundo sedatha / umntu otyunjwe

Isihlomelo 4: Isicelo sokulungiswa okanye ukucinywa kweNkcukacha zobuqu okanye ukutshabalalisa okanye ukucinywa kweRekhodi yoLwazi IoMntu ngokweCandelo 24(1) IoMthetho woKhuseleko IweeNkcukacha zobuqu, 2013

Imigaqo enxulumene nokukhuselwa kweenkcukacha zobuqu, 2018

[Ummiselo 3]

**Qaph
ela:**

1. Lingxelo ezifungelwego okanye obunye ubungqina obubhaliwego njengoko busebenzayo ukuxhasa isicelo bunokuqhotyoshelwa.
2. Ukuba isithuba esibonelelwego kule Fomu asinelanga, ngenisa ulwazi njengesiHlomelo kule Fomu uze usayine iphepha ngalinye.
3. Gqibezelwa njengoko kufanelekile.

Phawula ibhokisi efanelekileyo nge

"x". Isicelo se:

- Ukulungiswa okanye ukususwa kolwazi lomntu malunga nesifundo sedatha esisezandleni okanye esiphantsi kolawulo lweqela elinoxanduva.
- Ukutshabalalisa okanye ukucinywa kwerekhodi yowlazi lomntu siqu malunga nesifundo sedatha esiphethwe okanye esiphantsi kolawulo lweqela elinoxanduva kwaye elingasagunyaziswanga ukuba ligcine irekhodi yowlazi

A	IINKCUKACHA ZEQELA ELINOXANDUVA
Igama kunye nefani / igama elibhalisiwego lesifundo sedatha:	
Isazisi esahlukileyo/ inombolo yesazisi	
Idilesi yokuhlala, yeposi okanye yeshishini:	
Inombolo zoqhagamshelwano:	
Inombolo yefeksi / idilesi ye-imeyile:	
B	IINKCUKACHA ZEQELA ELINOXANDUVA
Igama kunye nefani / igama elibhalisiwego lesifundo sedatha:	
Idilesi yokuhlala, yeposi okanye yeshishini:	
Inombolo zoqhagamshelwano:	

Inombolo yefeksi / idilesi ye-imeyile:	
C	<p>Izizathu zokuchasa ngokwecandelo 11(1)(d) ukuya ku-(f) (nceda unike izizathu ezineenkukacha zesichaso)</p>
D	<p>Izizathu zokulungiswa okanye ukucinywa kweeNkcukacha zoluqu malunga nesifundo sedatha ngokweCandelo 24 (1) (a) elisezandleni okanye eliphantsi kolawulo IweQela elinoxanduva; kunye nezizathu * Ukutshatalaliswa okanye ukususwa kwerekhodi yowlazi lomntu malunga nesifundo sedatha ngokweCandelo 24(1)(b) apho iqela elinoxanduva lingasagunyaziswanga ukuba ligcine. (Nceda unike izizathu ezineenkukacha zesicelo)</p>