

# I-PAIA kunye ne-POPIA Manual

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Le ncwadana ilungiselelwe 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 kweyoMdumba 2000, uphumeza ilungelo lomgaqo-siseko ngokwecandelo 32 loMqulu wamaLungelo oqulethwe kuMgaqo-siseko weRiphabliki 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 esenziwa kulo isicelo linyanzelekile ukuba 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 lonke 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](http://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 ethethelekayo, 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, kubandakanywa 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)]**

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

**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 kukhankanywe 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 lweeNkcukacha 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 lwayo njengoko kumiselwe ngokwecandelo 55 loMthetho woKhuseleko lweeNkcukacha zobuqu 4 ka-2013. Zonke izicelo zolwazi ngokwemiqathango yalo mThetho mazibhekiswe kwiGosa leeNkcukacha.

**linkcukacha zoqhagamshelwano zeGosa loLwazi**

<b>Igosa loLwazi:</b>	USimon Torrance
<b>Idilesi ebonakalayo:</b>	12 & 13 Rivergate Park 2, 35 Columbus Crescent, Parklands, Cape Town, 7441
<b>Inombolo yefowuni:</b>	+27 (0)21 552 6701
<b>I-imeyile:</b>	<a href="mailto:simon@dbg.co.za">simon@dbg.co.za</a>

## 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 kwawo nawaphi na amalungelo. Ukuba iqumrhu likarhulumente lifaka isicelo, iqumrhu likarhulumente kufuneka lisebenze ngenjongo yoluntu.
- 6.2. Izicelo ngokwemiqathango yoMthetho ziya kwenziwa ngokungqinelana neenkqubo ezimiselweyo, ngamaxabiso anikezelweyo. Iifom kunye neerhafu zichazwe kumhlathi 6 no-7 woMthetho.
- 6.3. Abafaki-zicelo bathunyelwa kwesi Sikhokelo ngokweCandelo le-10 eliqulunqwe yiKhomishini yamaLungelo oLuntu yoMzantsi Afrika, eliza kuba nolwazi ngeenjongo zokusetyenziswa kwamalungelo oMgaqo-siseko. Esi sikhokelo siyafumaneka kwi-SAHRC.
- 6.4. Iinkcukacha zoqhagamshelwano zeKomishoni zezi:

<b>Umzimba woqhakamshelwano:</b>	<b>IKomishoni yamaLungelo oLuntu yoMzantsi Afrika</b>
<b>Idilesi ebonakalayo:</b>	Iyunithi ye-PAIA I-29 Princess of Wales Terrace Cnr York kunye ne- Andrew Streets Parktown
<b>Idilesi yeposi:</b>	Inxowa yabucala 2700, Houghton 2041
<b>Inombolo yefowuni:</b>	+27 11 877 3600
<b>I-imeyile:</b>	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>
<b>Iwebhusayithi:</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

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

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

**8. Izifundo kunye 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 ngeenkono, okanye egameni le-Uniterm Direct kwaye ufumana okanye unelungelo lokufumana umvuzo kunye naye nawuphi na omnye umntu oncedisayo ekwenzeni okanye ekuqhubeni ishishini le-Uniterm Direct. Oku kubandakanya, ngaphandle komda, abalawuli (abalawulayo kunye nabangengabo abalawulayo), bonke abasebenzi abasisigxina, okwethutyana kunye nabasebenzi bexeshana, kunye nabasebenzi bekhontrakthi.

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

Isihloko	Udidi
Iirekhodi zoMthetho weNkampani	Zonke izenzo zokuthembeka; Amaxwebhu okufakwa; Isalathiso samagama amalungu Imemorandam yokubandakanywa; Imizuzu yeentlanganiso zamalungu; lifom ze-proxy; Irejista yezabelo zabalawuli; Yabelana ngezatifikethi; Iirejista kunye nezinye iirejista ezisemthethweni kunye/okanye iirekhodi kunye/okanye amaxwebhu; Izigqibo ezizodwa / izigqibo eziphunyezwe kwiintlanganiso eziqhelekileyo kunye 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 kunye neekhawunti zebhanki;

	<p>iiRekhodi zeBhanki;  lingxelo zababolekisi / ababolekisi kunye  nee-invoyisi; lileja eziqhelekileyo kunye  neeleja ezincedisayo; Uxolelwaniso  ngokubanzi;  li-invoyisi;  litshekhi ezihlawulelweyo;  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  Imbuyekezo yabasebenzi</p>
Amaxwebhu abasebenzi kunye neerekhodi	<p>lincwadi zengozi kunye neerekhodi; Uluhlu lweldilesi;  Ikhawudi yoluleko kunye neerekhodi;  Imigaqo kunye neerekhodi zamalungiselelo ezibonelelo zabasebenzi; Izivumelwano zengqesho;  lifom zesiCwangciso soKulingana kweNgqesho kunye nezicelo; linkqubo zezikhalazo; Shiya iirekhodi;  iirekhodi 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;  iirekhodi zoqeqesho;</p>

	Izivumelwano kunye neerekhodi zomsebenzi kunye neManyano.
ISebe lezoThengo	Imigaqo nemiqathango esemgangathweni yokubonelela ngeemveliso; <del>izivumelwano kunye ne</del> Uluhlu lwabathengisi, iimveliso, iinkonzo kunye nokuhanjiswa; kwaye Imigaqo-nkqubo kunye neenkqubo.

ISebe leNtengiso	linkcukacha zabathengi Ulwazi lwesicelo sekhredithi Inkcazelo kunye neerekhodi ezinikezelwe ngumntu wesithathu
ISebe leNtengiso	Intengiso kunye nezixhobo zokwazisa
Ulawulo lomngcipheko nophicotho-zincwadi	Iingxelo zophicotho-zincwadi; Izikhokelo zolawulo lomngcipheko; Izicwangciso zolawulo lomngcipheko.
Ukhuseleko, impilo kunye nokusingqongileyo	Izicwangciso zoLawulo lokusiNgqongileyo zoLawulo lokusiNgqongileyo olupheleleyo, uKhuseleko lweMpilo kunye nokusiNgqongileyo Uphando, ukuhlolwa, ukuhlolwa kwabasemagunyeni kokusingqongileyo
ISebe le-IT	Amaxwebhu omgaqo-nkqubo wokusetyenziswa kwekhompyuter / isixhobo esiphathwayo; Izicwangciso zokubuyisela intlekele; Iirejista ze-asethi zehardware; Imigaqo-nkqubo yokhuseleko lolwazi / imigangatho / iinkqubo; linkqubo zetekhnoloji yolwazi kunye neencwadana zomsebenzisi, amaxwebhu omgaqo-nkqubo wokusetyenziswa kolwazi; Izicwangciso zokuphunyezwa kweprojekthi; Ilayisenisi yesoftware; kwaye Amaxwebhu enkqubo kunye neencwadana.

8.2. Qaphela ukuba ukufikeleleka kweerekhodi kunokuxhomekeka kwizizathu zokwala ezichazwe kule ncwadana ye-PAIA. Phakathi kwezinye izinto, iirekhodi ezithathwa njengeyimfihlo kwicala lomntu wesithathu ziya kufuna imvume evela kumntu wesithathu ochaphazelekayo, ukongeza kwiimfuno eziqhelekileyo, ngaphambi kokuba i-Uniterm Direct iqwalasele ukufikelela.

## **9. Iirekhodi ezifumanekayo ngaphandle kwesicelo sokufikelela ngokwemiqathango yoMthetho**

9.1. Iirekhodi zoluntu, ngokuqhelekileyo ezo zichazwe kwiwebhusayithi ye-Uniterm Direct nakwiingxelo zayo ezahlukeneyo zonyaka, zinokufikeleleka ngaphandle kwesidingo sokungenisa isicelo esisemthethweni.

9.2. Ezinye iirekhodi ezingezizo eziyimfihlo, ezinje ngeerekhodi ezisemthethweni ezigcinwe kwi-CIPC, nazo zinokufikeleleka ngaphandle kwesidingo sokungenisa isicelo esisemthethweni, nangona kunjalo, nceda uqaphele ukuba ukuqeshwa ukujonga ezo

rekhodi kusafuneka kwenziwe kunye neGosa loLwazi.

**10. Inkcazelo 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 zenziwe zifumaneke ngokwemiqathango yale zenzo ziya kwenziwa zifumaneke ukuze zihlolwe ngamaqela anomdla ngokweemfuno kunye neemeko zoMthetho; Umthetho ochazwe apha ngezantsi kunye nemigaqo-nkqubo yangaphakathi esebenzayo kunye neenkqubo ukuba loo maqela anelungelo lokufumana olo lwazi. 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 weRiphabliki yoMzantsi-Afrika ka-2008;
- h. UMthetho welungelo lokushicilela, uNombolo 98 ka-1978;
- i. Customs and Excise Act, 91 of 1964;
- j. UMthetho woNxibelelwano lwe-Elektroniki, uNombolo 36 ka-2005;
- k. UMthetho woNxibelelwano lwe-Elektroniki kunye neNtengiselwano, uNombolo 25 ka-2002;
- l. UMthetho woKulingana kweNgqesho, uNombolo 55 ka-1998;
- m. UMthetho weZiko lezobuNtlole 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 loLwazi loMntu, uNombolo 4 ka-2013;
- v. Ummiselo woThintelo loNxibelelwano kunye nokuNikezelwa koLwazi olunxulumene noNxibelelwano uMthetho 70 ka-2002
- w. UMthetho weRhafu yoPhuhliso lweZakhono 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 ukufikeleleka 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 nokuhlalulwa 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 kwiRiphabliki;
- 11.5. Umfaki-sicelo kufuneka achaze ukuba ufuna 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 loLwazi ukuba iimeko ziyalela ukuba la maxesha angasentla angathotyelwa.
- 11.7. Umfaki-sicelo uya kwaziswa ukuba ufikelelo lunikwe okanye lwaliwe ngokubhaliweyo. Ukuba, ukongeza, umfaki-sicelo ufuna izizathu zesigqibo nangayiphi na enye indlela, umceli uya kunyanzeleka ukuba achaze ukuba yeyiphi 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 loLwazi (icandelo 53(2)(f)).
- 11.9. Ukuba umntu akakwazi ukugcwalisa ifom emiselweyo ngenxa yokungakwazi ukufunda nokubhala okanye ukukhubazeka, loo mntu unokwenza isicelo ngomlomo.
- 11.10. Umfaki-sicelo kufuneka ahlawule umrhumo omiselweyo, phambi kokuba kwenziwe naluphi na olunye usetyenziso.
- 11.11. Lonke ulwazi oludweliswe kwigatya le-11 apha kufuneka lubonelelwe kwaye asiphumeleli inkqubo iya kulibaziseka de kunikwe ulwazi olufunekayo. Ixesha elimiselweyo aliyi kuqala de umfaki-sicelo abonelele ngalo lonke ulwazi oluyimfuneko nolufunekayo. IGosa loLwazi liya kuqhawula irekhodi, ukuba kunokwenzeka, kwaye linike kuphela ukufikelela kwelo candelo liceliweyo 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 lwabucala lomntu wesithathu ongumntu wendalo okanye umntu oswelekileyo (icandelo 63) okanye umntu wezomthetho, njengoko kubandakanywa kuMthetho woKhuseleko lweenkcukacha zobuqu 4 ka-2013, oya kubandakanya ukubhengezwa okungenangqiqo kolwazi lomntu womntu wendalo okanye wezomthetho;
  - b. ukhuseleko olunyanzelekileyo lweenkcukacha zobuqu kunye nokubhengezwa kwalo naluphi na ulwazi lomntu ukuze, ukongeza kuzo naziphi na ezinye izivumelwano zomthetho, zolawulo okanye zesivumelwano, ukuthobela izibonelelo zoMthetho woKhuseleko loLwazi loBuntu 4 ka-2013;
  - c. Ukukhuselwa okunyanzelekileyo kolwazi lwezorhwebo lomntu wesithathu (icandelo 64) ukuba irekhodi liqulethe:
    - i. limfihlo zorhwebo zomntu wesithathu;
    - ii. ulwazi lwezezimali, urhwebo, lwenzululwazi okanye lobuchwephesha 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 lwezorhwebo;

- d. Ukukhuselwa okunyanzelekileyo kolwazi oluyimfihlo lomntu wesithathu (icandelo 65) ukuba lukhuselwe ngokwemiqathango yaso nasiphi na isivumelwano;
  - e. ukhuseleko olunyanzelekileyo lokhuseleko lwabantu kunye nokukhuselwa kwepropathi (icandelo 66);
  - f. Ukukhuselwa okunyanzelekileyo kweerekhodi eziya kuthathwa njengelungelo kwiinkqubo zomthetho (icandelo 67).
- 12.1.2. Imisebenzi yorhwebo (icandelo 68) lequmrhu labucala, njenge-Uniterm Direct, enokubandakanya:
- a. Iimfihlelo zorhwebo ze-Uniterm Direct;
  - b. ulwazi lwezezimali, urhwebo, lwenzululwazi okanye lobuchwephesha 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 ukubhengezwa kwayo kuya kuveza isazisi se-Uniterm Direct, umphandi okanye umxholo wophando kwaye kuya kubeka uphando kwingxaki enkulu.
- 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 esebenzayo 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 njengesigqibo 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. Iindlela zangaphakathi
- I-Uniterm Direct ayinayo iinkqubo zesibhenzo zangaphakathi. Isigqibo esithathwe liGosa loLwazi sokugqibela. 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 sisigqibo seGosa loLwazi sokunika isicelo solwazi, angafaka isicelo kwiNkundla kwiintsuku ezingama-30 (ezingamashumi amathathu) emva kokwaziswa kwesigqibo, afake isicelo kwiNkundla ukuze afumane uncedo.  
Ngokweenjongo zalo Mthetho, iNkundla ezinegunya kwezi zicelo yiNkundla yoMgaqo-siseko, iNkundla ePhakamileyo okanye enye inkundla ekwinqanaba elifanayo kunye neNkundla kaMantyi echongwe nguMphathiswa wezoBulungisa noPhuhliso loMgaqo-siseko kwaye ekhokelwa nguMantyi otyunjwe.

**14. Ukufikelela kwiirekhodi ezigcinwe yi-Uniterm Direct**

14.1. Iimfuno zokufikelela kumntu / omnye umceli

14.1.1. Irekhodi ezigcinwe yi-Uniterm Direct zinokufikeleleka 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:

a. Umceli wobuqu

i. Umceli wobuqu ngumceli ofuna ukufikelela kwirekhodi equlethe ulwazi lobuqu malunga nomceli.

ii. I-Paxful iya kubonelela ngolwazi oluceliweyo ngokuzithandela, okanye inike ukufikelela kuyo nayiphi na irekhodi ngokubhekisele kulwazi lobuqu lomceli. Umrhumo omiselweyo wokuphinda ukhuphe ulwazi oluceliweyo luya kuhlululwa.

b. Omnye umceli

i. Lo mfaki-sicelo (ngaphandle komfaki-sicelo wobuqu) unelungelo lokucela ukufikelela kulwazi kubantu besithathu.

ii. Ekuqwalaseleni 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 eliceliweyo enxulumene naye ngesicelo, limazise ukuba linokwenza ingxelo ebhaliweyo okanye yomlomo kwiGosa loLwazi ukuba kutheni isicelo kufuneka sikhatywe okanye, Apho kukho imfuneko, nika imvume ebhaliweyo yokubhengezwa kwenkcazelo.

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 ukuhlululwa kwesicelo kunye 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 lwentlawulo yolawulo ekufuneka ihlawulwe yi-a! abafaki-zicelo, ngaphandle kwabafaki-zicelo, phambi kokuba isicelo siqwalaselwe kwaye asibuyiswanga; kwaye
- b. Umrhumo wokufikelela, ohlawulelwa ngabo bonke abafaki-zicelo kwimeko apho isicelo sokufikelela sivunyiwe. 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 lwerekhodi lwenziwe kwaye ukulungiswa kwerekhodi ukuze kubhengezwe, kubandakanywa namalungiselelo okwenza ukuba ifumaneke kwifom eceliweyo, ifuna ngaphezulu kweeyure ezimiselwe kwimimiselo yokulungiselela le njongo, iGosa loLwazi liya kwazisa umceli ukuba ahlawule njengediphozithi isahlulo esimiselweyo somrhumo wofikelelo oya kuhlawulwa ukuba isicelo sivunyiwe.

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 sivunyiwe, kufuneka ahlawule umrhumo wofikelelo obalelwa ukubandakanya, apho kufanelekileyo, umrhumo wesicelo, umrhumo wenkqubo yokuvelisa kwakhona kunye nokukhangela nokulungiselela, nangalo naliphi na ixesha elifunekayo ngokufanelekileyo ngaphezu kweeyure ezimiselweyo zokukhangela nokulungisa irekhodi ukuze ibhengezwe kubandakanywa nokwenza amalungiselelo okwenza ukuba ifumaneke kwifom yesicelo.

15.1.6. Ukuba idiphozithi ihlawulwe ngokubhekiselele kwisicelo sokufikelela, esingakhatywayo, iGosa loLwazi elichaphazelekayo kufuneka libuyisele idiphozithi kumceli.

## **16. Umrhumo wokuvelisa kwakhona**

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

<b>Ukuveliswa kwakhona kwemirhumo yolwazi</b>	<b>Imirhumo ekufuneka ihlawulwe</b>
Inkcazelo 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: Compact disc	R 70,00
Unxibelelwano olubonakalayo olungakanani u-A4 okanye inxalenye yalo	R 40,00
Ikopi yemifanekiso ebonakalayo	R 60,00
Ukubhalwa kwerekhodi 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 liqhubeka 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 kugqitywe nguMphathiswa ngokwesiqendu 54(8).

Imirhumo yokufikelela esebenzayo eya kuhlawulwa yile:

<b>Imirhumo yokufikelela kwimirhumo yolwazi</b>	<b>Imirhumo ekufuneka ihlawulwe</b>
Inkcazelo 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
Unxibelelwano olubonakalayo olungakanani u-A4 okanye inxalenye yalo	R 40,00
Ikopi yemifanekiso ebonakalayo	R 60,00
Ukubhalwa kwerekhodi enesandi yephepha elingakanani u-A4 okanye inxalenye yayo	R 20,00

Ikopi yerekhodi yesandi * Ngeyure okanye inxalenye yeyure 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. lidipozithi

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 nenye 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 kwaziswa ngalo naluphi na utshintsho kwimirhumo phambi kokuba benze intlawulo.

### 17. Isigqibo

#### 17.1. Ixesha elivunyelweyo kwiziko

17.1.1. I-Yiwu Cute Jewelle Co, Ltd. iya kuthi, zingaphelanga iintsuku ezingama-30 (ezingamashumi amathathu) emva kokufumana isicelo, ithathe isigqibo 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 isigqibo 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 kweNkcukacha zobuqu eziqhutywa yi-Uniterm Direct

18.1. Isahluko 3 se-POPIA sibonelela ngeemeko ezisezantsi zokucwangciswa ngokusemthethweni kweNkcukacha 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 nkqubo 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, zisetyenziswa 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, apho kuyimfuneko. Iingcebiso zedatha zinelungelo loku:
- (a) Yaziswa ukuba iiNkcukacha zakho zobuqu ziqokelelwa yi-Uniterm Direct. Isifundo seDatha sikwanelungelo lokwaziswa kwimeko yokwaphulwa kwedatha;
  - (b) Yaziswa 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 ukuqhubeka kweeNkcukacha zobuqu ngeenjongo zokuthengisa ngokuthe ngqo ngonxibelelwano 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 kolwazi lomntu siqu yiNkampani**

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

**18.4. Iindidi zezifundo zedatha kunye neenkcukacha zobuqu / 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 iqhube ngolwazi lomntu kunye neentlobo zolwazi lomntu ezinxulumene nayo.

**18.5. Abamkeli beenkcukacha zobuqu**

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

**18.6. Iinkcukacha zobuqu ezinqamlezileyo**

18.6.1. Icandelo 72 le-POPIA libonelela ukuba iiNkcukacha zobuqu zinokudluliselwa ngaphandle kweRiphabhlikhi yoMzantsi Afrika kuphela ukuba:

- a. 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
- b. Isifundo seDatha siyavuma ukudluliselwa kweNkcukacha zabo zobuqu; okanye
- c. ukudluliselwa kuyimfuneko ekwenzeni isibophelelo sesivumelwano phakathi kwesifundo sedatha kunye neQela elinoxanduva; okanye
- d. ukudluliselwa kuyimfuneko ekwenzeni uxanduva lwesivumelwano phakathi kweQela elinoxanduva kunye nomntu wesithathu, kumdlala wesifundo seDatha; okanye
- e. ukudluliselwa 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 okucwangcisiweyo okunqamlezileyo kweNkcukacha zobuqu kunye nemeko evela ngasentla esebenza kuyo.

**18.7. Inkcazo 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 zobuqu ziyahlonitshwa kwaye zikhuselwe. Uvavanyo lwangaphambili lokufaneleka kwamanyathelo okhuseleko olwazi, aphunyeziweyo okanye aza kuphunyezwa yi-Yiwu Cute Jewelle Co, Ltd. lunokuqhutywa ukuze kuqinisekiswe ukuba iiNkcukacha zobuqu eziqhutywa yi-Yiwu Cute Jewelle Co, Ltd. zikhuselwe kwaye ziqhutywe ngokungqinelana neMiqathango yokuLungiswa ngokuSemthethweni.

**18.8. Ukuchaswa kokucwangciswa kweeNkcukacha zobuqu sisifundo sedatha**

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

**18.9. Isicelo sokulungiswa okanye ukususwa kweeNkcukacha zobuqu**

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

**19. Ukufumaneka kunye nokuhlaziywa kweNcwadana ye-PAIA**

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

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

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

## IFOM 2

### ISICELO SOKUFIKELELA KWIREKHODI

[Ummiselo 7]

#### QAPHELA:

1. Ubungqina besazisi kufuneka buqhotyoshelwe ngumenzi-sicelo.
2. Ukuba izicelo zenziwe egameni lomnye umntu, ubungqina bemvume enjalo, makuqhotyoshelwe kule fomu.

**KU:** Igosa leNgcaciso

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Idilesi)

Idilesi ye- \_\_\_\_\_

imeyile: \_\_\_\_\_

Inombolo \_\_\_\_\_

yefeksi: \_\_\_\_\_

**Bambi Bambi X'**

Isicelo senziwa egameni lam

Isicelo senziwa egameni lomnye umntu.

ULWAZI LOMNTU			
Amagama apheleleyo			
Inombolo yesazisi			
Isikhundla esenziwa ngaso isicelo (Xa yenziwe egameni lomnye umntu)			
Idilesi yeposi			
Idilesi yesitalato			
Idilesi ye-imeyile			
Inombolo zoqhakamshelwano	Ifowuni (B):		Ifaksimile:
	Isifowuni:		

Amagama apheleleyo omntu ofake isicelo egameni <i>lakhe</i> ( <i>ukuba kukhona</i> ):	
Inombolo yesazisi	
Idilesi yeposi	

Idilesi yesitalato				
Idilesi ye-imeyile				
Inombolo zoqhakamshelwano	Ifowuni (B)		Ifeksi	
	Iselfowuni			

### IINKCUKACHA ZEREKHODI EZICELIWEYO

*Nika iinkcukacha ezipheleleyo zerekhodi ekucelwa ukuba ufikelele kuyo, kuquka inombolo yesalathiso ukuba uyayazi, ukuze irekhodi ifumaneka. (Ukuba isithuba esinikiweyo asinelanga, nceda uqhubeke kwiphepha elahlukileyo kwaye uliqhoboshele kule fomu. Onke amaphepha ongezelelweyo kufuneka asayinwe.)*

Inkcazo yerekhodi okanye inxalenye echaphazelekayo yerekhodi:	
Inombolo yesalathiso, ukuba iyafumaneka	

Naziphi na iinkcukacha ezongezelelweyo zerekhodi	

**UHLOBO LWEREKHODI**  
(Phawula ibhokisi esebenzayo nge "X")

Irekhodi libhalwe phantsi okanye lishicilelwe.	
Irekhodi liquka imifanekiso ebonakalayo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe ngekhompyuter, imizobo, njl.	
Irekhodi liquka amagama arekhodiweyo okanye ulwazi olunokuveliswa kwakhona ngesandi	
Irekhodi ligcinwe kwikhompyutha okanye kwifom ye-elektroniki, okanye efundeka ngomatshini	

**UHLOBO LOKUFIKELELA**  
(Phawula ibhokisi esebenzayo nge "X")

Ikopi eprintiweyo yerekhodi (kubandakanywa iikopi zayo nayiphi na imifanekiso ebonakalayo, umbhalo kunye nolwazi olugcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini)	
Ukubhalwa okubhaliweyo okanye okushicilelweyo kwemifanekiso ebonakalayo (oku kubandakanya iifoto, izilayidi, ukurekhodwa kwevidiyo, imifanekiso eyenziwe ngekhompyuter, imizobo, njl.njl)	
Ukubhalwa kwengoma yesandi (uxwebhu olubhaliweyo okanye olushicilelweyo)	
Ikopi yerekhodi kwi-flash drive (kubandakanya imifanekiso ebonakalayo kunye neengoma zesandi)	
Ikopi yerekhodi kwi-compact disc drive (kubandakanywa imifanekiso ebonakalayo kunye neengoma zesandi)	
Ikopi yerekhodi egcinwe kwiseva yokugcina ilifu	

**INDLELA YOKUFIKELELA**  
(Phawula ibhokisi esebenzayo nge "X")

Ukuhlolwa kwerekhodi kwidilesi ebhalisiweyo yequmrhu likarhulumente / labucala (kubandakanywa ukuphulaphula amagama arekhodiweyo, ulwazi olunokuphinda luveliswe ngesandi, okanye ulwazi olugcinwe kwikhompyutha okanye kwifom ye-elektroniki okanye efundeka ngomatshini)	
linkonzo zeposi kwidilesi yeposi	
linkonzo zeposi kwidilesi yesitalato	
Inkonzo yekhuriya kwidilesi yesitalato	
Ifeksi yolwazi olubhalwe phantsi okanye olushicilelweyo (kubandakanywa ukhuphilelo)	
I-imeyile ye-imeyile (kubandakanya iingoma zesandi ukuba kunokwenzeka)	
Isabelo selifu / ukuhanjiswa kwefayile	
Ulwimi olukhethiweyo (Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethayo, ukufikelela kunokunikwa ngolwimi olukhoyo irekhodi)	

**IINKCUKACHA ZELUNGELO LOKUSETYENZISWA OKANYE UKUKHUSELWA**

*Ukuba isithuba esinikiweyo asinelanga, nceda uqhubeke kwiphepha elahlukileyo kwaye uliqhoboshele kule fom. Umfaki-sicelo kufuneka asayine onke amaphepha ongezelelweyo.*

Chaza ukuba leliphi ilungelo ekufuneka lisetyenziswe okanye ikhuselwe	
Cacisa ukuba	

kutheni irekhodi eliceliweyo liyimfuneko ukuze kusetyenziswe okanye kukhuselwe eli lungelo likhankanywe apha ngasentla:	
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<b>IMRHUMO</b>	
a)	<i>Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba isicelo siqwalaselwe.</i>
b)	<i>Uya kwaziswa ngesixa semali yokufikelela ekufuneka ihlawulwe.</i>
c)	<i>Umrhumo ohlawulelwa ukufikelela kwirekhodi uxhomekeke kwindlela efunwa ngayo ukufikelela kunye nexesha elifanelekileyo elifunekayo ukukhangela nokulungisa irekhodi.</i>
d)	<i>Ukuba uyakufanelekela ukuxolelwa kwintlawulo yayo nayiphi na intlawulo, nceda uchaze isizathu sokuxolelwa</i>
Isizathu	

Uya kwaziswa ngembalelwano enoba isicelo sakho sivunyiwe okanye saliwe kwaye, ukuba sivunyiwe, iindleko ezinxulumene nesicelo sakho, ukuba zikhona. Nceda ubonise indlela oyithandayo yembalelwano:

Idilesi yeposi	Ifeksi	Unxibelelwano lwe-elektroniki ( <i>nceda ucacise</i> )

Ityikitywe \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
***Ukusayinwa komceli / umntu ocele egameni lakhe***

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**UKUSETYENZISWA NGOKUSEMTHETHWENI**

Inombolo yesalathiso:	
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<i>Isicelo esifunyenwe ngu: (Urhulumente Isikhundla, Igqirha Ifani yeGosa loLwazi)</i>	
<i>Umhla ofunyenweyo:</i>	
<i>Imirhumo yokufikelela:</i>	
<i>Idiphozithi (ukuba ikhona):</i>	

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***Utyikityo lweGosa loLwazi***

## **IsiHlomelo 2: Icandelo 1 - Ukucwangciswa kweNkcukacha zobuqu ngokungqinelana ne-POPI**

### **Kubathengi:**

- a. Ukwenza imisebenzi ngokwemiqathango yaso nasiphi na isivumelwano kunye nabathengi
- b. Yenza okanye uncede ekwenzeni izigqibo 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. Ukunxibelelana (kubandakanya ukuthengisa ngokuthe ngqo) kunye nabathengi nge-imeyile, i-SMS, ileta, umnxeba okanye nayiphi na enye indlela malunga neemveliso kunye neenkondo ze-Yiwu Cute Jewellery Co, ngaphandle kokuba abathengi babonise ngenye indlela
- e. Ukwenza uluvo lwabathengi njengabantu ngabanye kunye nokuchonga, ukuphuhlisa okanye ukuphucula iimveliso, ezinokuba nomdla kubathengi
- f. Ukwenza uphando lweemarike, ishishini kunye nohlalutyo lweenkcukacha-manani
- g. Ukwenza ezinye iinjongo zolawulo nokusebenza kubandakanya ukuvavanywa kweenkqubo
- h. Ukubuyisela naliphi na ityala abathengi banokutyala i-Uniterm Direct
- i. Ukuthobela 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. Ukufaka 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. Iinjongo ezifanayo kubathengi (ngasentla)
- b. Ukuqinisekiswa kolwazi lomenzi-sicelo ngexesha lenkqubo yokuqesha
- c. Imiba ngokubanzi ephathelele kubasebenzi:
  - i. Ipenshini

- ii. Uncedo lwezonyango
  - iii. Umvuzo
  - iv. Isenzo soluleko
  - v. Uqeqesho
- d. Nayiphi na enye injongo efunekayo ngokufanelekileyo enxulumene nengqesho okanye ubudlelwane bengqesho obunokwenzeka.

**Kubathengisi / abathengisi / amanye amashishini:**

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

**IsiHlomelo 2: Icandelo 2 - Iindidi zeZifundo zeDatha kunye neeNdidi zoLwazi loMntu ezinxulumene noko**

**Abasebenzi**

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

**Abathengi kunye nabathengi abanokubakho (abanokubandakanya abasebenzi)**

- a. Idilesi yeposi kunye / okanye idilesi yesitalato
- b. Isihloko kunye negama
- c. Inombolo zoqhagamshelwano kunye / 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 kunye neepateni zokucofa kwiwebhusayithi ze-Uniterm Direct.

**Abathengisi / abathengisi / amanye amashishini:**

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

- c. Inkcazelo yebhanki kunye neyemali
- d. Ulwazi malunga neemveliso okanye iinkonzo
- e. Olunye ulwazi olungachazwanga, olufunekayo ngokufanelekileyo ukuba luqhutywe kwimisebenzi yeshishini

## **Isihlomelo 2: Icandelo 3 - Abamkeli beeNkcukacha zobuqu**

- 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 isebenzisa;
- d. Abasemagunyeni abalawulayo kunye noorhulumente okanye i-ombudsmen, okanye amanye amagunya, kubandakanya abasemagunyeni berhafu, apho 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. Iiarhente.

## **Isihlomelo 2: Icandelo 4 - Ukuhanjiswa kwemida yolwazi lomntu siqu**

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

## **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. Iinkcukacha ezinikiweyo kufuneka zitolikwe njengemizekelo yendlela yokufezekisa inqanaba elaneleyo lokukhuselwa kwedatha kwinjongo nganye. I-Uniterm Direct inokusebenzisa amanye amanyathelo kwaye ilungelelanise uphuhliso lokhuseleko lwetekhnoloji, njengoko kufuneka, ukuba nje iinjongo zifizekisiwe.

### **1. *Ulawulo lokufikelela kubantu***

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

### **2. *Ulawulo lweendaba zogcino-lwazi***

I-Yiwu Cute Jewelle Co, Ltd. izibophelela ekuphumezeni 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 zokucwangciswa kwedatha ekusetyenzisweni kwabantu abangagunyaziswanga ngezixhobo zokuhambisa idatha.

**5. *Ulawulo lokufikelela kugcino-lwazi***

I-Uniterm Direct imele ukuba abantu abanelungelo lokusebenzisa inkqubo yokucwangciswa kwedatha ye-Uniterm Direct banokufikelela kuphela 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 apho ulwazi lomntu ludluliselwa khona ngokusetyenziswa kwezixhobo / izixhobo zonxibelelwano lwedatha ze-Uniterm Direct.

**7. *Ulawulo lwezothutho***

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: Inkcaso ekusetyenzisweni kweNkcukacha zobuqu ngokweCandelo 11(3) loMthetho woKhuseleko loLwazi loMntu, 2013**

**Imigaqo enxulumene nokukhuselwa kweenkcukacha zobuqu, 2018**

**Qaphela:**

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

<b>A</b>	<b>IINKCUKACHA ZESIFUNDO SEDATHA</b>
Igama kunye nefani / igama elibhalisiweyo lesifundo sedatha:	
Isazisi esahlukileyo/ inombolo yesazisi	
Idilesi yokuhlala, yeposi okanye yeshishini:	
Iinombolo zoqhagamshelwano:	
Inombolo yefeksi / idilesi ye-imeyile:	
<b>B</b>	<b>IINKCUKACHA ZE QELA ELINOXANDUVA</b>
Igama kunye nefani / igama elibhalisiweyo lesifundo sedatha:	
Idilesi yokuhlala, yeposi okanye yeshishini:	
Iinombolo zoqhagamshelwano:	
Inombolo yefeksi / idilesi ye-imeyile:	
<b>C</b>	<b>IZIZATHU ZOKUCHASA NGOKWEMIQATHANGO YECANDELO 11(1)(d) ukuya ku (f) (Nceda unikeze izizathu ezineenkukacha zesichaso)</b>

**Ityikitywe kwi-..... Eli ..... Umhla.....20...**

.....  
**Utyikityo lwesifundo sedatha / umntu otyunjwe**

**Isihlomelo 4: Isicelo sokulungiswa okanye ukucinywa kweNkcukacha zobuqu okanye ukutshabalalisa okanye ukucinywa kweRekhodi yoLwazi loMntu ngokweCandelo 24(1) loMthetho woKhuseleko lweNkcukacha zobuqu, 2013**

**Imigaqo enxulumene nokukhuselwa kweenkcukacha zobuqu, 2018**

[Ummiselo 3]

**Qaphela:**

1. Iingxelo ezifungelweyo okanye obunye ubungqina obubhaliweyo njengoko busebenzayo ukuxhasa isicelo bunokuqhotyoshelwa.
2. Ukuba isithuba esibonelelwe kule Fomu asinelanga, ngenisa ulwazi njengesihlomelo kule Fomu uze usayine iphepha ngalinye.
3. Gqibezela 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 yolwazi lomntu siqu malunga nesifundo sedatha esiphethwe okanye esiphantsi kolawulo lweqela elinoxanduva kwaye elingasagunyaziswanga ukuba ligcine irekhodi yolwazi

<b>A</b>	<b>Iinkcukacha zesifundo sedatha</b>
Igama kunye nefani / igama elibhalisiweyo lesifundo sedatha:	
Isazisi esahlukileyo/ inombolo yesazisi	
Idilesi yokuhlala, yeposi okanye yeshishini:	
Iinombolo zoqhagamshelwano:	
Inombolo yefeksi / idilesi ye-imeyile:	
<b>B</b>	<b>IINKCUKACHA ZEQLA ELINOXANDUVA</b>
Igama kunye nefani / igama elibhalisiweyo lesifundo sedatha:	
Idilesi yokuhlala, yeposi okanye yeshishini:	
Iinombolo zoqhagamshelwano:	

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