



**UMNYANGO WEZANGAPHANDLE
NOKUBAMBISANA**

**IMANUALI
NGOKUQHUTSHEKISELWA
PHAMBILI
KOMTHETHO
WOKUFINYELELEKA KOLWAZI
WESI-2 WONYAKA WE-2000**

EBUKEZWE NGONYAKA WE-2017

**IMANUWALI NGOKUQHUTSHEKISELWA PHAMBILI
KOMTHETHO WOKUFINYELELEKA KOLWAZI
WESI-2 WONYAKA WE-2000**

EBUKEZWE NGO- EPHRELI 2017

YAFAKWA ULWAZI OLUSHA

YIGATSHA LOKUPHATHWA KWAMAREKHODI

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1. ISINGENISO

IsaHluko sama-32(1) soMthethosisekelo weRiphabhlikhi YaseNingizimu Afrika, uMthetho we-108 wonyaka we-1996 (uMthethosisekelo) ubeka ukuthi wonke umuntu unelungelo lokufinyeleleka kunoma iluphi ulwazi olugcinwe uhlaka lukahulumeni noma lwangasese oludingekayo ukuze kusetshenziswe ilungelo noma kuvikelwe nanoma iliphi ilungelo kanye nokuthi iqoqomthetho likazwelonke lifanele lenziwe umthetho ukuze leli lungelo lisebenze .

UMthetho Wokugqugquzela Ukufinyeleleka Kolwazi Wonyaka (i-PAIA), wesi-2 wonyaka we-2000, wenza ukuba kusebenze leli lungelo lomthethosisekelo futhi waqala ukusebenza mhla zi-9 Mashi 2001. Inhloso yalo Mthetho ngukugxilisa isiko lobusobala kanye nokuziphenduela kuzinhlaka zikahulumeni kanye nezangasese futhi nokukhuthaza ngokubonakalayo umphakathi lapho abantu baseNingizimu Afrika befinyeleleka olwazini ngempulelelo ukuze bakwazi ukusebenzisa baphinde bavikelele ngokuphelele amalungelo abo.

NgokoMthetho, uMqondisi-Jikelele woMnyango Wezangaphandla Nokuphatha Ngokubambisana unguMgcinilwazi woMnyango. UMqondisi -Jikelele uqoke uSekela-Mgcinilwazi emqokela igatsha negatsha elingaphakathi eMnyangweni.

IHhovisi loMqondisi-Jikelele lizosebenza njengendawo yosizo yezicelo zolwazi.

Ngokwesahluko se-14 se-PAIA uhlaka lukahulumeni lufanele lube nemanuwali echaza kwezinye izinto imisebenzi kanye, ne-indekhsi yamarekhodi agcinwe uhlaka lukahulumeni.

Inhloso yale Manuwali ngukwenza ukuba kusebenze imibandela yesahluko se-14 kanye nokuvumela amalungu omphakathi ukuba azejwayeze izinkambiso ezizolandelwa ukuze kufinyeleleke kumarekhodi angcinwe nguMnyango Wezangaphandle Nokubambisana.

2. IMISEBENZI KANYE NOKWAKHEKHA KWENHLANGANO

<p>2.1 INHLOSOMBONO</p>	<p>Inhlosombono yoMnyango Wezangaphandle Nokubambisana (i- DIRCO) ngukuba ngungqa phambili kanye neZwekazi Lase-Afrika, elinempumelelo, elinoxolo, elentando yeningi, elingacwasi ngokobuhlanga, eling,acwasi ngokobulili futhi elibamba iqhaza emhlabeni ngokungenzeleli nangokulingana.</p>
<p>2.2 INTSHISEKELO</p>	<p>Intshisekelo ye-DIRCO ngukwakha, ukuhlela, ukusebenzisa nokuphatha inqubomgomo yamazwe angaphandle yeNingizimu Afrika kanye nezinhlelo zobudlelwana bamazwe ngamazwe, ukuqhubekisela phambili ukunaka kukazwelonke namagugu aseNingizimu Afrika kanye nokuVuselelwa Kobuntu Bama-Afrika (kanye nokwakha umhlaba ongcono wabo bonke abantu).</p>
<p>2.3 UKUBEKELA PHAMBILI NGOKUBALULEKA</p>	<p>Okubekwe phambili koMnyango Wezangaphandle Nokubambisana ilokhu okulandelayo:</p> <ul style="list-style-type: none"> • Ngokusebenzisa ukuxoxisana okuphakathi kwamazwe amabili kanye nokuphakathi kwamazwe amaningi ukuvikela nokukhuthaza ukunaka kanye namagugu kazwelonke eNingizimu Afrika. • Ukuba kanye nokuhlela ubudlelwano bamazwe neNingizimu Afrika kanye nokuqhubekisela phambili izinhloso zenqubomgomo yayo yamanye amazwe • Ukuqapha ukuthuthuka kwamazwe ngamazwe kanye nokweluleka uhulumeni ngenqubomgomo yamanye amazwe kanye neminye imidanti tyasekhaya ehlobene nalokhu • Ukuvikela ukuzimela nesithunzi sendawo seNingizimu Afrika • Ukuba nendima ekwakhiweni komthetho wamazwe omhlaba kanye nokwenza ngono ukuhlonishwa kwemibandela yawo • Ukugqugquzela izingxoxo eziphakathi kwamazwe ukuze kuvikelwe uhlelo lamazwe omhlaba olusekelwe ngemithetho

	<ul style="list-style-type: none"> • Ukugcina umnyango ophethwe isimanje, oyimpumelelo futhi owenza kahle • Ukuhlinzeka ngezinsizo zamanxusa ebantweni baseNingizimu Afrika abaphesheya • Ukuhlinzeka ngosizo loMbuso WaseNingizimu Afrika Lwephrothokholi oluzezingeni lomhlaba nolukhethekile
<p>2.4 AMAGUGU</p>	<p>UMnyango Wezangaphandle Nokubambisana ubambebele kula magugu alandelayo:</p> <ul style="list-style-type: none"> • Ukushisekela izwe • Ukwethembeka • Ukuzinikela • Ubuntu • I-Batho Pele • Amagugu omthethosisekelo (Isiqephu se-10)

2.5 UKWAKHEKA

UKwakheka kwenziwe:

Ihhovisi Likangqongqoshe,

Ihhovisi loMqondisi-Jikelele, kanye namaGatsha ayishumi abizwa ngokuthi:

Ukuphathwa Kwenhlangano

Ihhovisi Elikhulu Lemisebenzi

Ukuxoxisana Nemiphakathi Yakwamanye Amazwe

Iphorthokholi Yombuso kanye Nezinsizo Zamanxusa

I-Afrika

I-Asia & Afrika amaphakathi

Ama-Americas ne-Caribbean

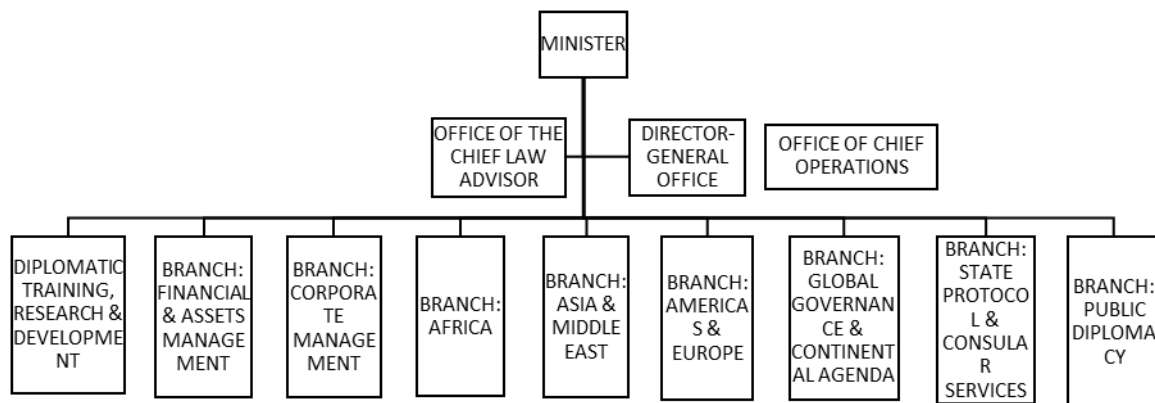
Ukuphathwa Komhlaba kanye ne-Ajenda Yamazwekazi

Ukuphathwa Kwezezimali Nempahla

Ukuqeqeshwa, Ucwaningo Kanye Nokuthuthuka Kokuxoxisana

Nemiphakathi Yakwamanye Amazwe

2.6 Umfanekiso odwetshiwe wokwakheka



3. IMININGWANE YOKUXHUMANA

3.1 Izindawo zosizo zazo izicelo zolwazi:

UMgcinilwazi
 UMqondisi-Jikelele
 EMnyango Wezangaphandle Nokubambisana
 Private Bag x152
 Pretoria
 0001
 Kuqondiswe ku-: UNksz ME Bezuidenhout
 Ukuphathwa Kwamarekhodi SE4-01-052
 Imibuzo: Mr MT Makhuvha
 Ukuphathwa Kwamarekhodi SE4-01-066
 Ucingo. 012 351 0831

3.2 ULWAZI LOMGCINILWAZI	
Ukukhethwa ngokwesikhundla	UMqondisi-Jikelele
Ikheli Leposi:	Private Bag X152 Pretoria 0001
Ucingo	(012) 351 0204
Ifeksi	(012) 329 2242
Ikheli Le-imeyili:	mahoaik@dirco.gov.za

3.3 OSEKELA-MGCINILWAZI	
Ukukhethwa ngokwesikhundla	USEkela-Mqondisi-Jikelele Ukuphathwa Kwenhlangano
Ikheli Leposi:	Private Bag X152 Pretoria 0001
Ucingo	(012) 351 0995
Ifeksi	(012) 329 0330
Ikheli Le-imeyili:	
Ukukhethwa ngokwesikhundla	Igatsha Elikhulu: uMphathi Wabasebenzi (IHhovisi Likangqongqoshe kanye noSekela- Ngqongqoshe ababili,
Ikheli Leposi:	Private Bag X152 Pretoria 0001
Ucingo	(012) 351 0008
Ifeksi	(012) 329 1000
Ikheli Le-imeyili:	mazibukop@dirco.gov.za
Ukukhethwa ngokwesikhundla	IsiKhulu Ezingumphathi Wezemisebenzi
Ikheli Leposi:	Private Bag X152 Pretoria 0001
Ucingo	(012) 351 8715
Ikheli Le-imeyili:	nkosim@dirco.gov.za

Ukukhethwa ngokwesikhundla	USekela-Mqondisi-Jikelele Ukuxoxisana Nemiphakathi Yakwamanye Amazwe
Ikheli Leposi: Ucingo Ifeksi Ikheli Le-imeyili:	Private Bag X152 Pretoria 0001 (012) 351 0893 (012) 329 1205 monyelac@dirco.gov.za
Ukukhethwa ngokwesikhundla	USekela-Mqondisi-Jikelele Iphorthokholi Yombuso kanye Nezinsizo Zamanxusa
Ikheli Leposi: Ucingo Ifeksi Ikheli Le-imeyili:	Private Bag X152 Pretoria 0001 (012) 351 1664 (012) 329 2325 losi-tutun@dirco.gov.za
Ukukhethwa ngokwesikhundla	Sekela-Mqindisi-Jikelele I-Afrika Jikelele
Ikheli Leposi: Ucingo Ifeksi Ikheli Le-imeyili:	Private Bag X152 Pretoria 0001 (012) 351 0476 (012) 329 0333 makayaex@dirco.gov.za
Ukukhethwa ngokwesikhundla	USekela-Mqondisi-Jikelele I-Asia ne-Middle East
Ikheli Leposi: Ucingo Ifeksi Ikheli Le-imeyili:	Private Bag X152 Pretoria 0001 (012) 351 1154 (012) 329 1086 sooklala@dirco.gov.za
Ukukhethwa ngokwesikhundla	USekela-Mqondisi-Jikelele Amazwe AseMelika neYurophu
Ikheli Leposi: Ucingo Ifeksi Ikheli Le-imeyili:	Private Bag X152 Pretoria 0001 (012) 351 0103 (012) 329 0969/1299 mayay@dirco.gov.za
Ukukhethwa ngokwesikhundla	USekela-Mqondisi-Jikelele Ukuphathwa Komhlaba kanye ne-Ajenda Yamazwekazi
Ikheli Leposi: Ucingo Ifeksi Ikheli Le-imeyili:	Private Bag X152 Pretoria 0001 (012) 351 0016 (012) 329 1880 saleye@dirco.gov.za
Ukukhethwa ngokwesikhundla	USekela-Mqondisi-Jikelele ama-Americas kanye ne-Caribbean
Ikheli Leposi:	Private Bag X152 Pretoria

Ucingo Ifeksi Ikheli Le-imeyili:	0001 (012) 351 1300 (012) 329 1998 ramashauc@dirco.gov.za
Ukukhethwa ngokwesikhundla	USekela-Mqondisi-Jikelele Ukuqeqeshwa Kwamanxusa, Ucwangingo Nokuthuthukiswa
Ikheli Leposi: Ucingo Ifeksi Ikheli Le-imeyili:	Private Bag X152 Pretoria 0001 (012) 351 0631 (012) 329 0294 joyinim@dirco.gov.za

4. UMHLAHLANDLELA NGOKUTHI USETSHENZISWA KANJANI UMTHETHO

4.1 ULWAZI OLUNGACELWA

Nanoma iliphi irkhodi elikhona lolwazi olugcinwe nguMnyango Wezobudlelwa Namazwe Angaphandle kanye Nokubambisana njengoba kuceliwe.

4.2 Izinkambiso zezicelo

4.2.1 Ukufinyeleleka olwazini olusohlwini olungenhla lungacelwa ngo:-

- Ukugcwqalisa uFomu a omisiwe njengoba egaywe kuSaziso Segazethi Kahulumeni engunombolo R187 yomhla zi-15 Febhuwari 2002 (bheka isheduli yesi-2); kanye
- Nokukhokhwa kwezimali ezimisiwe njengoba zishiwo kusheduli yoku-1 yaleManuwali. Kodwa-ke, umfakisicelo odinga ukufinyeleleka kwerekhodi eliqukethe ulwazi olumayelana naye uqobo akudingekile ukuba umfakisicelo akhokhe izimali yesicelo.

4.2.2 UMfakisicelo kufanele asho uma isicelo kungesekopi yerekhodi noma uma efuna ukuhlola irekhodi emahhovisi oMnyango Wezangaphandle Nokubambisana.

4.2.3 Ukufinyeleleka kolwazi olushiwo ngenhla kuyonikwa kuphela umfakisicelo ngendlela ayicelile, ngaphandle uma indlela efana nalena izothikameza ngokungafanele ukuphatha nokusebenza koMnyango Wezangaphandle Nokubambisana. noma kulimaze amarekhodi noma kunyathele ilungelo lokushicilelwe.

4.2.4 Uma ukwenzela izizathu ezibonakalayo, ukufinyeleleka kungeke kwanikezwa esicelweni ngendlela eceliwe kodwa kunganikezwa ngenye indlela, ngakho-ke imali yokufinyeleleka izobalwa ngokuhambelana nendlela umfakisicelo akade eyicelile.

4.2.5 Uma umfakisicelo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, ngakho-ke kufanele enze isicelo serekhodi ngomlomo, esimweni esinjengalesi uMgcinilwazi uzogcwalisa ifomu eligcwalisela umfakisicelo futhi anike umfaksicelo ifomu eligcwalisiwe elifanana naleli.

4.2.6 Umfaksicelo kufanele akubeke kucace efomini lesicelo:

- Uma benesifiso sokuba baziswe ngocingo noma nganoma iyiphi enye indlela ngokuphumelela kwesicelo sabo.
- Isikhundla ngokomsebenzi isicelo esenziwa ngaso, esimweni lapho ulwazi lucelelwa omunye umuntu.

- 4.2.7 Umfakisicelo ufanele adlulisele isicelo sakhe kusizinda sosizo (sibhekiswe kuMgcinilwazi uNKs ME Bezuidenhout kanti imibuzo ibhekiswe kuMnu MT MakhuvhMnu NM Tshiado) njengoba kukhonjisiwe ngenhla, ozobe-ke esesebenza isicelo.
- 4.2.8 Izicelo kufanele zisestshenzwe kungakapheli izinsuku ezingama-30. UMgcinilwazi angelula isikhathi ngezinye izinsuku ezingama-30 ngokwesahluko sama-26 uma isicelo singeke sasetshenzwa kungakapheli izinsuku zokuqala ezingama-30 futhi kuye ngokwaziswa komfakisicelo.
- 4.2.9 Ngemuva kokuba uMgcinilwazi enze isinqumo ngesicelo umfakisicerlo kufanele aziswe ngesinqumo esifana nalesi ngendlela umfakisicelo afune ukwaziswa ngayo.
- 4.2.10 Uma isicelo sihlobene nerekhodi lengxenywe yesithathu njengoba kucatshangwa kusahluko sama-34(1), sama-35(1), sama-36(1), sama-37(1) noma sama-43(1) se-PAIA, uMgcinilwazi noma uSekela-Mgcinilwazi, njengoba kunokwenzeka, ufanele athathe zonke izinyathelo ezifanele, kodwa kunoma yisiphi isimo, kungakapheli izinsuku ezingama-21 ngemuva kokuba isicelo sitholiwe, ukwazisa ingxenywe yesithathu irekhodi elimayelana nayo.
- 4.2.11 Ingxenywe yesithathu eyazisiwe, ingenza isethulo esibhaliwe noma somlomo kuMgcinilwazi noma kuSekela-Mgcinilwazi kungakapheli izinsuku ezingama-21, njengoba kunokwenzeka, isho ukuthi kungani isicelo sifanele senqatshwe noma inganikeza imvume ebhalwe phansi yokuba kudalulwe irekhodi.
- 4.2.12 UMgcinilwazi noma uSekela-Mgcinilwazi, njengoba kunokwenzeka, ufanele ngokushesha okukhonekayo, kodwa kuleso simo kungakapheli izinsuku ezingama-30 ngemuva kokuba ingxenywe yesithathu yazisiwe, anganquma ukuvuma noma enqabe isicelo sokufinyeleleka futhi kufanele azise ingxenywe yesithathu ethintekayo kanjalo nomfakisicelo ngokwesahluko sama-49 se-PAIA, ngesinqumo sakhe.
- 4.2.13 Ingxenywe yesithathu ingafaka isikhalazo sangaphakathi iphikise isinqumo kungakapheli izinsuku ezingama-30 ngemuva kokuba isaziso sinikeziwe njengoba kushiwo ku- 4.2.12. Isikhalazo singafakwa ngokugcwalisa uFomu B.

4.3 Izinkambiso zokukhalaza kwangaphakathi zokuphikisa ukunqatshwa kokufinyeleleka olwazini

- 4.3.1 Uma ngemuva kokulandela izindingo zenkambiso ezishiwo ku-4.2 ngenhla:

- U Sekela-Mgcinilwazi enqaba ukunikeza ukufinyeleleka olwazini; futhi
 - ukunqaba okufana nalokhu kungenazo izizathu ezishiwo zokunqaba ezishiwo eMthethweni, uMfakisicelo angakhalaza aphikise isinqumo sikaSekela-Mgcinilwazi kuMgcinilwazi.
- 4.3.2 Uma umfakisicelo efaka isikhalazo sangaphakathi, ufomu lokukhalaza elimisiwe (uFomu B) njengoba agaywe kuSaziso Segazethi Kahulumeni engunombolo R187 yomhla zi-15 Febhuwari 2002 ufanele agcwaliswe kungakapheli izinsuku ezingama-60 kusukelela ngosuku isicelo esanqatshwa ngalo.
- 4.3.3 Uma umfaksicelo enganelisekile ngesinqumo soMgcinilwazi njengoba kushiwo ku-4.3.1 ngenhla, ngakho-ke isikhalazo kufanele sifakwe kuNgqongqoshe woMnyango Wezobudlelwa Namazwe Angaphandle kanye Nokubambisana.
- 4.3.4 UMfakisicelo angafaka isicelo sakhe eNkantolo ukuze athole isixazululo ngesinqumo sesikhalazo esithathathwe nguNgqongqoshe woMnyango Wezobudlelwa Namazwe Angaphandle kanye Nokubambisana. Uma singekho isicelo esifana nalesi kungakapheli izinsuku ezingama-37 zesinqumo, isinqumo sikaNgqongqoshe woMnyango Wezobudlelwa Namazwe Angaphandle kanye Nokubambisana. sizolandelwa.

4.4 Izimali ezikhokhwayo

Bheka isheduli yoku-1.

Umuntu oyedwa ingeniso yakhe yonyaka engadluli ama-R14 712,00 ngonyaka owodwa kanye nabantu abashadile, noma umuntu kanye nomlingani wakhe empilweni ingeniso yabo enadluli ama-R27 192,00 bakhululwe ukuba bakhokhe izimali zokufinyeleleka (ngokweSaziso Sikahulumeni R991 somhla zi-14 Okhthoba 2005).

Ukufinyeleleka kuzogodlwa kuze kube zonke izimali ezisetshenziswayo zikhokhiwe.

4.5 Isicelo esenzelwa omunye umuntu

Uma isicelo senzelwa omunye umuntu, umfakisicelo ufanele alethe ubufakazi besikhundla enza ngaso isicelo, kuze kwaneliseke uSekela-Mgcinilwazi.

4.6 Isaziso ngokudluliswa

Uma isicelo sokufinyeleleka sidluliswa, U Sekela-Mgcinilwazi osidlulisayo uzokwazisa ngokushesha

umfakisicelo:

- Ngokudluliswa;
- Izizathu sokudluliswa; kanye
- ISikhathi isicelo okufanele sisetshenzwe ngaso.

5. UKUFINYELELEKA KUMAREKHODI

5.1 Ukudalula ngokuzithandela nokutholakala ngokuzenzakalelayo kwamarekhodi athile -

Isahluko se-15

NgokoMthetho, amarekhodi athile angafinyeleleka ngaphandle kokuba umuntu enze isicelo sokufinyeleleka.

Izihloko ezilandelayo ziyatholakala ku-website yoMnyango Wezangaphandle Nokubambisana:

Mayelana noMnyango:

- Amasu Abalulekile Esikhwama Sokuvuselelwa kobu-Afrika Nokubambisana Kwamzwe OMhlaba (i-ARF)
- Amasu abalulekile;
- Izikhungo zezindiza
- IziNHlelo Zokusebenza Zonyaka
- Izinkulumo Yesabelozimali
- Izincazelo Zezinkomba Zokusebenza Zezinhlelo Zokusebenza Zonyaka
- Izincazelo Zezinkomba Zokusebenza Zamasu Abalulekile
- Inhlombono. intshisekelo, Okubalulekile Kwamasu, Amagugu
- Amaphrofayili nezinkulumo
- Ucingo Losizo Lwangemuva Kwesikhathi Sokusebenza Kwehhovisi - Ubani ngubani kuMnyango
- Imininingwane Yokuxhumana
- ISahluko se-14 seManuwali

Ukudedelwa ekuboshweni kanye namalungelo obudlelwano namaye amazwe (i-DIAP)

- Amafomu Esicelo Sokuqinisekiswa Kobudlelwano Namanye Amazwe
- Amafomu Esicelo Semoto Yobudlelwano Namanye Amazwe
- Isitifiketi Sokuqinisekiswa Ngabentela Sokuhambisa Impahala Kwelinye Izwe Mahhala
- Ifomu Locwaningo Mabhuku Lwepahla Yobudlelwano Namanye Amazwe
- Amafomu Emininingwane Yabasebenzi Bendawo Ababuthiwe
- Ukuqinisekiswa Kwamasiginesha
- Inqubomgomo Ngokuphathwa Kwamalungelo Okudedelwa Ekuboshweni Kobudlelwano Namanye Amazwe
- USomqulu Wokwethulwa kwezinsizo we-DIAP
- UMbhalo Wesaziso se-VISA Yokuhlala Okwesikhashana

- IFomu Locwaningo-Mabhuku Lwezimoto Zobudlelwano Namanye Amazwe
- Umgomo Wocwaningo-Mabhuku Lwemininingwane Yokuxhumana

Izindaba nemicimbi

- Izitatimende zabezomsakazo
- Izinkulumo
- Ikhanda yemicimbi
- Imibuzo nezimpendulo zasephalamende

Ubudlelwano Bamazwe Ngamazwe

- Ubudlelwano Phakathi kwamazwe Amabili
- Ubudlelwano Bamazwe Amaningi
- IzethuloZezingxoxo Nemiphakathi Yakwamanye Amazwe

Ama-websites Okuthunywwa kwabaseNingizimu Afrika

Ulwazi Ngamanxusa

- Ziyini Izinsizo zamanxusa
- Imininingwane yokuxhumana
-
- Ukushonela emazweni aphehlaya
- Ukuboshwa emazweni aphehlaya
- Consular Notarial Services (Legislation of Official (Public) documents)
- Izitifiketi zabasebenzisi
- USomqulu Wokwethulwa kwezinsizo
- Ukumelwa kwabantu baseNingizimu Afrika phehlaya
- Ukumelwa kwamanye amazwe eNingizimu Afrika
- Ukuthunywwa KwabaseNingizimu Afrika: Ukhomishane Wezifungo

Iphrothokholi Yombuso

- Ulwazi Jikelele Lwephrothokholi
- IzethuloZezingxoxo Nemiphakathi Yakwamanye Amazwe

Ukutholakala kwezinsizo nempahla

- IMininigo Yokubhaliswa Kwabaphakeli Ndawonye Ehhhovisi Lomgcinimafa Kazwelonke
- Ipheshana Labaphakeli
- IMininigo Yabaphakeli Bakahulumeni Yehhhovisi Lomgcinimafa
- Amafomu okubhaliswa kumininigo
- amabhidi anikeziwe

- Izihlongozo Zokubhida Ezitholiwe
- Izimo Okubukwa kuzona (Izikhango zamathenda)

IHhovisi Lomeluleki Omkhulu Wombuso Wezomthetho

- UMthetho Nezivumelwano
-

Okushicilelwe

- Imibiko yonyaka
- Isikhwama Sokuvuselelwa Kobu-Afrika
- Isu elibalulekile;
- UHlelo Lokusebenza Lonyaka (i-APP)
- UHlelo Lwamasu Lwesikhwama Sokuvuselelwa kobu-Afrika (i-ARF)
- Iphephabhuku Ubuntu
- Izinyathelo nemihlahlandlela yokwenziwa ngcono kokuhlelela ukuzibandkanya kweNingizimu Afrika Namazwe Omhlaba
- Amabhrosha emisebenzi
- Izwi lakho - Ubunxusa Bobuntu
- Izingqinamba okudlulwe kuzo ngamanxusa aseNingizimu Afrika

La marekhodi kungafinyeleleka kuwo ku-website yoMnyango Wezangaphandle Nokubambisana ethi: www.dirco.gov.za

5.2 Ulwazi olufanele lucelwe ngokusemthethweni

UMnyango Wezangaphandle Nokubambisana ugcina ulwazi olumayelana nelezi zihloko ezilandelayo okufanele lucelwe ngokusemthethweni ngokomshana wesi-4.2.1 - izinhloko zamarekhodi atholakalayo angacelwa ngokwesahluko se-14 (1) [d]:

5.2.1	<p>Ukuphatha: Izakhiwo nefenisha izimiso nemiyalo Impahla Ukuphathwa Kwezifundazwe Imisebenzi Kahulumeni Imisebenzi Kahulumeni Izidingo Imininingwane Ukusungulwa kwamagatsha amasha/amahhovisi amasha Ukudluliswa kwamandla ngokuthumela Ukuqashwa Nokuhlolwa Kokusebenza Uguquko Ukwakheka kwenhlangano IMibiko Imihlangano</p>
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Ubulili, Intsha kanye Nokukhubazeka
Ukulawulwa Kwezikhala Zemisebenzi
Ukuqokwa Nokubuthelwa Emsebenzini
Ukudluliselwa Kwezinye Izikhundla Zomsebenzi (faka)
Ubudlelwano bezemisebenzi
Ukulawulwa Kwabasebenzi
Ukuphepha Kanye Nokuvikeleka Emsebenzini
Ukuphathwa Kwamathalente kanye Nokuphathwa
Kwemisebenzi
Ukushicilelwa kwamathenda
Ukwakha
Imihlaba
Izimpahla
Izimoto zombuso

5.2.2 Ukuxhumana:
Ukuxhumana kwezikhungo zaseNingizimu Afrika kanye
nama-ejensi akhethekile
Ukufinyeleleka kolwazi lwezibalo
Izinkulumo nezifundo
Izinhlelo zokuqwashisa
Ukwakhiwa kwesithombe senhlangano
Izikhazazo
Imiklomelo

5.2.3 Amasiko:
Imibukiso
Imigubho
Amamuziyemu
Ezemibukiso yasebhayisikobhu kanye nezithombe
Amafulegi omthethosisekelo
Izikhumbuzo
Imitapo zincwadi

5.2.4 Imidanti yezezwe:
Imihlaba
Imingcele
Amabalazwe
I-akhiyoloji
Amazwe

5.2.5 Ezezimali:
Ama-akhawunti
Ukungahambi kahle kanye nokulahlekelwa
Izabelozimali
Izintela nokukhokhiswa kwentela
Izindleko
Izimali

5.2.6 Umhlaba nezolimo:

Ezezinhlanzi
Ezamazhlathi
Ezolimo
Ezezindlu

5.2.7 Imidanti yeqoqomthetho kanye nezomthetho:

Iqoqomthetho
Imidanti yomthetho yezemisebenzi
Ezokuphepha
Izivumelwano kanye/noma izivumelwano zamazwe omhlaba
Ukugunyazwa kanye/noma ukuthunywa
Amakleyimu kanye/noma nokumangala
Ukubuyeliswa kwabantu abanze amacala emazweni
abawenze kuwo

5.2.9 Izinhlango:

Izinhlango zemiphakathi, amaqembu nemigwamanda
Izinhlango

5.2.10 Ezombuswazwe:

UMongameli
USekela-Mongameli
Amanxusa/abanye abasimelayo
OKhomishane Abakhulu
Amasimele Kwezohwebo
IPhalamende
Imidanti/ubudlelwano Obuphakathi Kwamazwe Amabili
Imidanti/ubudlelwano Obuphakathi Kwamazwe Amaningi

5.2.11 Izibalo Zabantu:

Ubuzwe

5.2.12 Iphrothokholi nezamanxusa

Ukwaziswa kwamanxusa
Izincwadi zokuvakasha kanye namavisa
Ukuvakasha kombuso
Izipho nezethulo
Ukufuduswa
Ukufufudukela kwamanye amazwe
Izingxoxo namanye amazwe kanye nokumelwa kwamanxusa
eNingizimu Afrika
Amalungelo nokudedelwa kwabakwamanye amazwe
Ukubonelelwa
Ababaleki
Ukuhanjiswa kwabakwamanye amazwe
Izinsizo zamanxusa nama-ejensi
Izivakashi

5.2.13 ISayensi Nobuchwepheshe

Ezomkhathi

	<p>Izitshalo kanye nocwaningo lwezitshalo Ucwaningo Amandla enyuzi Izinsizo zekhompyutha</p>
5.2.14	<p>Ukuvikeleka Uxolo Izivumelwano zokuqeda impi Impahla yesitha Imidanti yokuvikeleka</p>
5.2.15	<p>Umidanti Yokwenza Ubuhle Usizo Lokwenza Ubuhle Amalungelo esiNtu</p>
5.2.16	<p>Ezohwebo Nezimboni Intela yempahla ezikhumulweni Ezohwebo, Ezomnotho Nezimboni</p>
5.2.17	<p>EZokututha: Ezikaloliwe, Ezezikhumulo Zemikhumbi kanye ezokuthutha Ukulawulwa kwezindiza Ukulwawulwa kwemikhumbi</p>

6. OKUNYE

6.1 Ukufakwa Kolwazi Olusha

Le manuwal i zokufakwa ulwazi olusha ngokwesahluko se-14(1) soMthetho, njalo ngezikhathi ezithile ezingedluli unyaka.

6.2 Ukutholakala kweManuwali

ISimiso se-187 somhla zi-15 Febhuwari 2002 simisa kusahluko se-4(1) ukuthi uMgcinilwazi wohlaka lukahulumeni kufanele enze ukuthi le Manuwali itholakale ngale ndlela elandelayo:

- ◆ KuKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu
- ◆ Kunoma iyiphi indawo yofakwa kwezinto zomthetho njengoba zicahazwa uMthetho Wendawo Yofakwa Kwezinto Zomthetho wama-54 wonyaka we-1997;
- ◆ EHHovisini lohlaka lukahulumeni, kulesi simo, loMnyango Wezangaphandle Nokubambisana, kanye

- ◆ Naku-website yohlaka lukahulumeni, kulesi simo ethi:
www.dirco.gov.za
- ◆ Ukwengeza, amakopi ayatholakala kuKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu

7. ISheduli yoku-1

IZIMALI EZIMISIWE

1. Imali yesicelo (isahluko sama-22 (8))	ama-R35.00
2. Imali Yokukhiqiza (isahluko se-15 (3))	
(a) Onke amafothokopi obukhulu bekhasi obungu-A4 noma ingxenye yawo ngokunjalo	amasenti angama-0.60
(b) Onke amakopi agayiwe obukhulu bekhasi obungu-A4 noma ingxenye yawo ngokunjalo agcinwe kwikhompyutha noma ngendlela kagesi noma ngohlobo olufundeka ngomshini	amasenti angama-0.40
(c) Ikopi engohlobo olufundekayo lwekhompyutha ku:-	
(i) Istifi diskhi	ama-R 5.00
(ii) Ikhompekthi diskhi	ama-R40.00
(d) (i) Ukubhalwa phansi kwemifanekiso ebukwayo, yobukhulu bekhasi obungu-A4	ama-R22.00
noma ingxenye yawo ngokunjalo	ama-R60.00
(ii) Ukukopishwa kwemifanekiso ebukwayo	
(e) (i) Ukubhalwa phansi kwemisindo elalelwayo, obukhulu bekhasi obungu-A4	ama-R12.00
noma ingxenye yawo ngokunjalo	ama-R17.00
(ii) Ukubhalwa phansi kwemisindo erekhodiwe	

<p>3. Imali yokufinyeleleka (isahluko sama-22 (7))</p> <p>(a) Onke amafothokopi obukhulu bekhasi obungu-A4 noma ingxenye yawo ngokunjalo</p> <p>(b) Onke amakopi agayiwe obukhulu bekhasi obungu-A4 noma ingxenye yawo ngokunjalo agcinwe kwikhompyutha noma ngendlela kagesi noma ngohlobo olufundeka ngomshini</p> <p>(c) Ikopi engohlobo olufundekayo lwekhompyutha ku:- (i) Istifi diskhi (ii) Ikhompekthi diskhi</p> <p>(d) (i) Ukubhalwa phansi kwemifanekiso ebukwayo, yobukhulu bekhasi obungu-A4 noma ingxenye yayo ngokunjalo (ii) Ukukopishwa kwemifanekiso ebukwayo</p> <p>(e) (i) (i) Ukubhalwa phansi kwamarekhodi emisindo elalelwayo, obukhulu bekhasi obungu-A4 noma ingxenye yayo ngokunjalo (ii) Ikophi yemisindo erekhodiwe</p> <p>(f) Izimali Zokucinga Nokulungisa Ukucingwa kwerekhodi ukuze lidalulwe, ihora ngalinye noma ingxenye yehora, kushiya ngaphandle ihora lokuqala, elidingekayo ngemfanelo ukulicinga nokulilungisa.</p> <p>(g) Imali yediphozi edingekayo Ukwenzela izinhloso zesahluko sama-22 (2) soMthetho, okulandelayo kuyasetshenziswa:</p> <p>(h) Amahora ayisithupha njengamahora okufanele adlulwe ngaphambu (i) kokukhokhwa kwediphozithi; kanye (ii) Isithathu sokukodwa semali yokufinyeleleka esifanele sikhokhwe njengediphozithi nguMfakisicelo</p>	<p>amasenti angama-0.60</p> <p>amasenti angama-0.40</p> <p>ama-R 5.00 ama-R40.00</p> <p>ama-R22.00 ama-R60.00</p> <p>ama-R12.00 ama-R17.00</p> <p>ama-R15.00</p>
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<p>4. Imali Yokuposa Imali okuyiyona yona yokuposa iyokokhwa uma ikopi yerekhodi kufanele iposelwe umfakisicelo.</p>	
<p>5. Imali Yesikhalazo Akukho mali yesikhalazo okkhokhwayo</p>	
<p>6. Iminingwane yasebhangi - Zonke izimali zikhokhwa:</p> <p><u>Njengemali Engukheshi:</u> Koshaya Umshini Wemali woMnyango EMnyango Wezangaphandle Nokubambisana 460 Soutpansberg Road, Rietondale, Pretoria 0084</p> <p>NOMA</p> <p><u>Ukukhokha nge-EFT</u> Iminingwane yasebhangi: Igama lebhangi : First National Bank Igatsha lebhangi : Pretoria Corporate Inombolo yegatsha : 253145 Uhlobo lwe-akhawunti : Current Account Inombolo ye-akhawunti : 62027898470</p> <p>Ibhekiswe : kuNksz ME Bezuidenhout Room: SE4-01-052 460 Soutpansberg Road, Rietondale, Pretoria 0084</p> <p>Incazelo yokukhokha ifanele ifundwe kanje: Sale/Publication (PAIA)</p> <p>Emuva kokuba kukhokhiwe, thumelaisaziso nge-imeyili ku:- Imibuzo ngezicelo ingadluliselwa ku- MT Makhuvha noma ku-ME Bezuidenhout I-imeyili: makhuvham@dirco.gov.za noma bezuidenhoutb@dirco.gov.za</p>	

8. ISHEDULI YESI-2

AMAFOMU AMISIWE OKUFINYELELEKA KUMAREKHODI

UFOMU A

ISICELO SOKUFINYELELEKA KWIREKHODI LOHLAKA LUKAHULUMENI

(Isahluko se-18(1) soMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi Wonyaka We-2000

(uMthetho wesi-2 Wonyaka we-2000))

[ISimiso sesi-2]

LE NGXENYE ISETSHENZISWA UMNYANGO

Inombolo Yereferensi:

Isicelo samukelwe ngu-

(shono isikhundla

ngokomsebenzi, igama nesibongo somgcinilwazi noma usekela-mgcinilwazi)mhla zi-

(usuku) o-/e-/kwa-

(indawo).

Imali yesicelo (uma ikhona) : ama-R

Imali yediphozithi (uma ikhona) : ama-R

Imali yokufinyeleleka : ama-R

ISIGINESHA

YOMGCINILWAZI/USEKELA-

MGCINILWAZI

A. Imininingwane yohlaka lukahulumeni

ULWAZI LOMGCINILWAZI/LUKASEKELA-MGCINILWAZI

B. Imininingwane yomuntu ocela ukufinyeleleka kwirekhodi

- (a) *Imininingwane yomuntu ocela ukufinyeleleka kwirekhodi kufanele ibhalwe ngezansi.*
- (b) *Nikeza ikheli kanye/noma inombolo yefeksi yaseNingizimu Afrika lapho kufanele kuthunyelwe khona ulwazi*
- (c) *Ubufakazi besikhundla umfakisicelo enza ngaso isicelo, uma bukhona, kufanele bufakwe.*

Amagama aphelele nesibongo:

Inombolo kamazisi:

Ikheli

leposi:

_____ Inombolo yefeksi:

Inombolo Yocingo:

Ikheli le-imeyili:

Isikhundla ngokomsebenzi isicelo esenziwa ngaso, esimweni lapho ulwazi lucelelwa omunye umuntu:

C. Imininingwane yomuntu isicelo esenziwelwa yena

Lesi sahluko kufanele sigcwaliswe kuphela uma isicelo solwazi senziwelwa omunye umuntu.

Amagama aphelele nesibongo:

Inombolo kamazisi:

D. Imininingwane yerekhodi

- (a) *Nikeza imininingwane epheleleyerekhodi okudingeka ukufinyeleleka kulo, kumbandakanya nenenombolo yereferensi uma uyazi, ukuze ivumele ukuba irekhodi litholakale.*
- (b) *Uma isikhala osihlinzekiwe singanele sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli fomu. Umfakisicelo kufanele asayinde onke amakhasi angeziwe.*

1. Incazelo yerekhodi noma yengxenye efanele yerekhodi:

2. Inombolo Yereferensi, uma ikhona:

3. Eminye imininingwane yerekhodi

E. Izimali ezikhokhwayo

- (a) *Isicelo sokufinyeleleka kurekhodi Asikho isicelo solwazi esiyosetshenzwa ngaphandle kokuba imali yesicelo seyikhokhiwe.*
- (b) *Uzokwaziswa ngenani lemali edingeka ukuba ikhokhwe njengemali yesicelo.*
- (c) *Izimali ezikhokhwayo zokufinyeleleka kwirekhodi zilele ohlotsheni lokufinyeleleka okudingekayo kanye nesikhathi esifanele esidingekayo ukucinga nokulungisa irekhodi.*
- (d) *Uma ufaneleka ukuba udedelwe ekukhokheni nanoma iyiphi imali, sicela usho isizathu salokho.*

Izizathu zokudedelwa ukuba ukhokhe izimali:

F. Uhlobo lokufinyeleleka kwirekhodi

Uma uvinjwa ukukhubazeka ukuba ufunde, ubuke noma ulalele irekhodi ngohlobo ukufinyeleleka okuhlinzekwa ngalo ku-1 ukuya ku-4 lapha ngezansi, shono ukukhubazeka kwakho futhi usho uuhlobo irekhodi olungeka ngalo.

Ukukhubazeka:		Uhlobo irekhodi elidingeka ngalo:	
<p><i>Faka uphawu u-"X" ebhkisini elifanele.</i></p> <p>AMANOTHI:</p> <p>(a) <i>Ukukhombisa kwakho uhlobo oludingekayo lokufinyeleleka kulele ohlotsheni irekhodi elitholakala ngalo.</i></p> <p>(b) <i>Ukufinyeleleka ohlotsheni oluceliwe kungenqatshwa ezimweni ezithile. Esimweni esifana nalesi uzokwaziswa uma ukufinyeleleka kunikezwe nglunye uhlobo.</i></p> <p>(c) <i>Izimali ezikhokhwayo zokufinyeleleka kurekhodi, uma zikhona, zizonqunywa kancane nguhlobo ukufinyeleleka okucelwe ngalo.</i></p>			
1. Uma irekhodi lingelohlobo olubhaliwe noma olugayiwe -			
	ikopi yerekhodi*		ukuhlolwa kwerekhodi
2. Uma irekhodi lwakhiwe imifanekiso ebukwayo - (lokhu kumbadakanya izithombe, amasilayidi, okurekhodiwe kwevidio, imifanekiso eyakhiwe ngekhompyutha, imidwebo, njll.)			
	ukubuka imifanekiso	ikopi yemifanekiso*	Ukubhalwa phansi kwemifanekiso*
3. Uma irekhodi lakhiwe amagama noma ulwazi olurekhodiwe olungakhizwa futhi lube ngumsindo -			
	ukulalela umculo wombukiso (ikhasethi lomsindo)		Ukubhalwa phansi komculo wombukiso* (umbhalo obbhalwe phansi noma ogayiwe)

4. Uma irekhodi luigcinwe kukhomyutha noma nngendlela kagesi noma ngohlobo olufundeka ngomshini -					
	ikopi egayiwe yerekhodi*		ikopi egayiwe yolwazi oluthathelwe kwirekhodi*	ikopi engohlobo olufundekayo lwekhomyutha* (Istifi noma ikhomphekthi diskhi)	
*Uma ucele ikopi noma okubhalwe phansi kwerekhodi (elingenhla), ingabe ufuna ukuthi ikopi noma okubhalwe phansi kwerekhodi kuthunyelwe kuwe ngeposi? Imali yokuposa iyakhokhwa.				YEBO	CHA
<i>Qaphela ukuthi uma irekhodi lingatholakalai ngolimi oluthandwayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo.</i>					
Ungathanda ukulithola ngaluphi ulimi irekhodi?					

G. Isaziso sezinqumo mayelana nesicelo sokufinyeleleka

Uzokwaziswa ngokubhalelwa ukuthi isicelo sakho samukelwe/sichithiwe.. Uma ufisa ukwaziswa lokho ngenye indlela, sicela uyichaze leyo ndlela futhi uhlinzeke yonke imininingwane edingekayo ukwenzela ukuba kuhlangukshwane nesicelo sakho.

Ungathanda ukuba waziswe kanjani ngesinqumo mayelana nesicelo sakho sokufinyelelela kwirekhodi?

Sisayindwe e-/o-/kwa-

mhla zi-

enyangeni ka-

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ISIGINESHA YOMFAKISICELO/YOMUNTU
OFAKELWA ISICELO

UFOMU B

ISAZISO SOKUKHALAZA KWANGAPHAKATHI

(Isahluko sama-75 soMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi Wonyaka we-2000

(uMthetho wesi-2 Wonyaka we-2000))

[ISimiso sesi-6]

SHONO INOMBOLO YEREFERENSI:

QAPHELA: Umuntu ofaka isikhalazo sangaphakathi kungadingeka ukuba akhokhe imali yokukhalaza. Uma imali yokukhalaza ikhokhwa, isinqumo sesikhalazo singeke sadluliswa kuze kube imali isikhokhiwe.

A. Imininingwane yohlaka lukahulumeni

ULWAZI LOMGCINILWAZI/LUKASEKELA-MGCINILWAZI

B. Imininingwane yomfakisiselo/yengxenye yesithathu efaka isikhalazo sangaphakathi

- (a) Imininingwane yomuntu ofaka isikhalazo sangaphakathi, kufanele igcwalise ngezansi.*
- (b) Ubufakazi besikhundla isikhalazo esifakwa ngaso, uma bukhona, kufanele bufakwe.*
- (c) Uma okhalazayo kuyingxenye yesithathu futhi engeyena umuntu umuntu obekade ecele ulwazi ekuqaleni, imininingwane yomfakisiselo kufanele ishiwo ku-C ngezansi.*

Amagama aphelele nesibongo:

Inombolo kamazisi:

Ikheli Leposi:

Inombolo yefeksi:

Inombolo yocingo:

Ikheli le-imeyili:

Isikhundla ngokomsebenzi isikhalazo esifakwa ngaso sifakelwa omunye umuntu:

C. Imininingwane yomfakisicelo

Le ngxenye kufanele igcwaliswe KUPHELA uma kuyingxenye yesithathu (omunye ngaphandle komfakisicelo) ofaka isikhalazo sangaphakathi.

Amagama aphelele nesibongo:

Inombolo kamazisi:

D. Isinqumo esiphikiswayo ngokufakelwa isikhalazo sangaphakathi

<i>Faka uphawu "X" ebhokisini elifanele lesinqumo esiphikiswayo ngokufakelwa isikhalazo sangaphakathi:</i>	
	Ukwenqatshwa Kwesicelo.
	Isinqumo mayelana nezimali ezinqunywe ngokwesahluko sama-22 soMthetho.
	Isinqumo mayelana nokwelulwa kwesikhathi sokuba kusetshenzwe isicelo ngokwesahluko sama-26(1) soMthetho.
	Isinqumo ngokwesahluko sama-29(3) soMthetho sokwenqatshwa kokufinyeleleka ngohlobo olucelwe ngumfakisicelo.
	Isinqumo sokwamukela isicelo sokufinyeleleka.

E. Izizathu zokukhalaza

Uma isikhala osihlinzekiwe singanele sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli fomu. Ufanele usayinde onke amakhasi angeziwe.

Shono izizathu ezifakelwe isikhalazo sangaphakathi:

Shono nanoma iluphi olunye ulwazi olungahle lube ngolufanele ekucutshungulweni kwesikhalazo:

F. Isaziso sesinqumo sokukhalaza

Uzokwaziswa ngokubhalelwa ngesinqumo sokukhalaza kwangaphakathi kwakho. Uma ufisa ukwaziswa lokho ngenye indlela, sicela uyichaze leyo ndlela futhi uhlinzeke yonke imininingwane edingekayo ukwenzela ukuba kuhlangezwe nesicelo sakho.

Shono indlela:

Imininingwane yendlela:

Sisayindwe e-/o-/kwa-

mhla zi-

enyangeni ka-

20

ISIGINESHA YOMFAKISIKHALAZO

LE NGXENYE ISETSHENZISWA UMNYANGO:

UKUBHALISWA NGOKUSEMTHETHWENI KWESIKHALAZO SANGAPHAKATHI:

Isikhalazo samukelwe mhla zi- _____ (usuku) ngu-

(shono isikhundla ngokomsebenzi, igama nesibongo somgcinilwazi /usekela-mgcinilwazi).

Isikhalazo siphelekezelwa yizizathu zomgcinilwazi/zikasekela-mgcinilwazi zokuthatha isinqumo, lapho zikhona, imininingwane yanoma iyiphi ingxenye yesithathu amarekhodi, afakwe ngumgcinilwazi/usekela-mgcinilwazi mhla zi- _____ (usuku) kusiphathimandla esifanele.

UMPHUMELA WESIKHALAZO:

ISINQUMO SIKAMGCINILWAZI/SIKWASEKELA-MGCINILWAZI SINQINISEKISIWE/SITHATHWE
YINDAWO YESINQUMO ESISHA

ISINQUMO ESISHA:

_____ USUKU
ISIPHATHIMANDLA ESIFANELE

USUKU ESAMUKELWE NGALO NGUMGCINILWAZI/USEKELA-MGCINILWAZI SIVELA
KUSIPHATHIMANDLA ESIFANELE: