



UMQULU (MANUAL) WOKUTHUTHUKISWA KOKUTHOLAKALA KOLWAZI

Uhlelwe ngaphansi kweSigaba 51, nombolo 2
SoMthetho Wokuthuthukiswa Kokutholakala
Kolwazi, wangonyaka ka2000 (uMthetho)

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1. Isingeniso

- 1.1** Umthetho Wokuthuthukiswa Kokutholakala Kolwazi (phecelezi “PAIA Act”) wango nyaka ka 2000 wamiswa ngenyanga kaNhlolanja (Februwari) ngonyaka ka 2000, useka ukusebenza kwesigaba 32 soMqulu Wamalungelo otholakala ngaphansi koMthethosisekelo WaseNingizimu Afrika (Umthethosisekelo).
- 1.2** Inhloso yalo Mthetho wukuhlinzeka ngelungelo elinganyelwe nguMthethosisekelo elimayelana nokufinyelela kulwazi olugodlwe nguhulumeni, izinhlangano zomphakathi kanye nalezo ezizimele. Kubalwa nolwazi olugodlwe yinoma ngubani onelungelo lokuqhakambisa kumbe ukuvikela ilungelo elithize.
- 1.3** Ngokwesigaba 14 salo Mthetho, zonke izinhlangano zomphakathi zifanele ukushicilela uMqulu Wolwazi (phecelezi “PAIA Manual”). Lo Mqulu ushicilelwe ngaphansi kwesigaba 14 soMthetho bese uhlinzeka uhla lwezinhlobo zolwazi oluqoshiwe (phecelezi records) nolwazi ngesiqu somuntu, ubuye uchaze ngokufakwa kwezicelo zokufinyelela kulwazi oluqoshiwe.

2. Inhloso

- 2.1** Inhloso yalo Mqulu ukwenza lula izicelo zokufinyelela kulwazi oluqoshiwe lweNhlango Yezokuthutha Emgwaqeni Ezidabula Imingcele, phecelezi iCross-Border Road Transport Agency (i-Ejensi okanye iC-BRTA).
- 2.2** Ngalo Mqulu kuhloswe ukubeka usiko lokwenzela izinto ngendlela esobala ngaphakathi kwi-Ejensi ukuze noma ngubani onelungelo lokuthola ulwazi oludingekayo futhi nabantu bakwazi ukuqhakambisa nokuvikela amalungelo abo ngokwanele.
- 2.3** Lo Mqulu unika imigudu okufanele ilandelwe nemigomo okufanele ithotshelwe ngumuntu ocela ukuthola okuqoshiwe, okunganyelwe yi-ejensi.
- 2.4** Lo Mqulu awuyibali yonke iminxa ekhona, kumbe imininingwane ngomgudu ngamunye obalulwayo ngokwezicelo ezibhekiswe kwi-Ejensi, ngaphansi koMthetho.
- 2.5** Isigaba 9 soMthetho siyavuma ukuthi ilungelo lokuthola ulwazi linakho ukufingqwa nakuba kunemigomo okufanele ilandelwe lapho kwenziwa imikhawulo, efuze le:

2.5.1 Imfihlo yezokuhweba;

2.5.2 Ukufingqwa ngenhloso emukelekayo yokuvikela okuyimfihlo; kanye

2.5.3 Nokulawula okuhlelekile nokuqotho.

2.6 Izicelo zifakwa ngokulandela imigudu emisiwe, nangamanani abekiwe.

3. Ukutholakala koMqulu (Manual)

Lo Mqulu ushicilelwe ekhasini le-Ejensi elithi www.cbrta.co.za noma ungatholakala ngesicelo esibhalelwe iSisebenzi Solwazi (phecelezi Information Officer) kumbe Isekela leSisebenzi Solwazi (phecelezi Deputy Information Officer) noma kuKhomishane Wamalungelo Abantu BaseNingizimu Afrika .

4. Imininingwane Yokuxhumana

NgokoMthetho, Isikhulu Esiphethe (phecelezi Chief Executive Officer) senhlangano yomphakathi siyiSisebenzi Solwazi .

Ngaphansi, yimininingwane yokuxhumana ne-Ejensi ngokwesigaba 51 soMthetho wePAIA:

Cross-Border Road Transport Agency

PO Box 560

Pretoria

0063

Glen Manor Office Park

Building 3

138 Frikkie de Beer Street

Menlyn

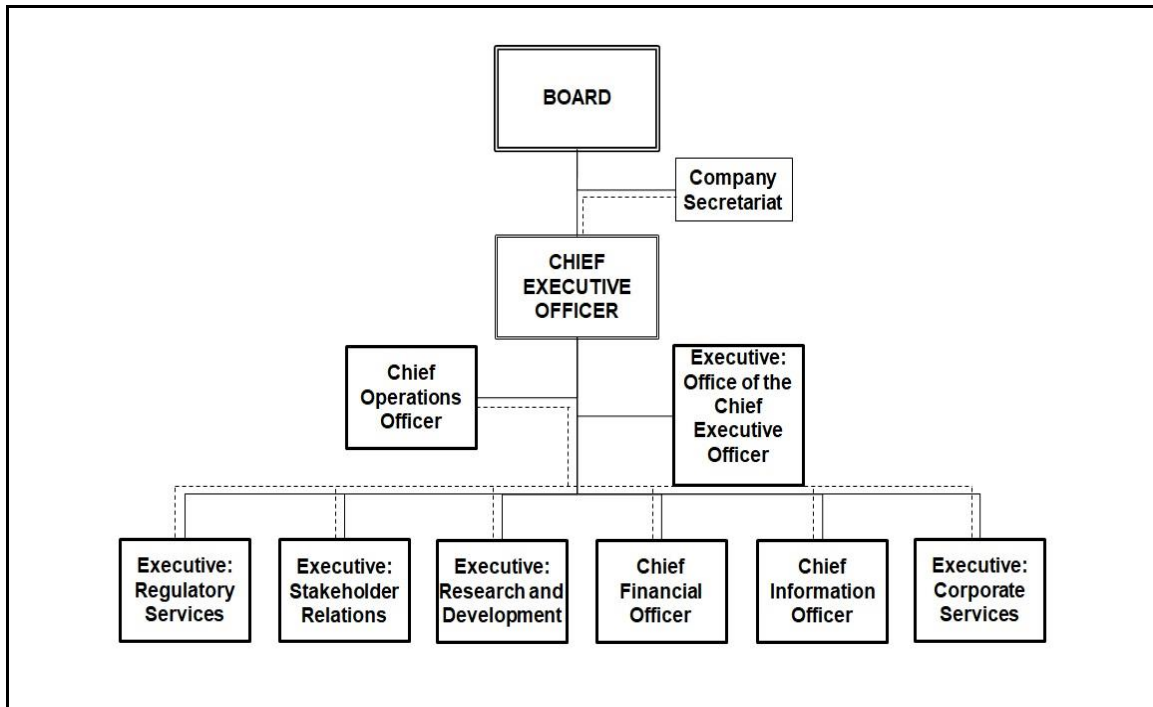
0063

Izinombolo zocingo: 012 471 2000 (Switchboard)

Ikhasi: www.cbrta.co.za

5. Uhlaka Lwenhlangano iC-BRTA

NgokoMthetho i-Ejensi yasungulwa ngaphansi kwesigaba 4 soMthetho ochibiyelwe wezokuthutha emgwaqeni ezidabula imingcele (phecelezi C-BRT Act) wango1998.



5.1 ISisebenzi Solwazi

Igama : Mr S.G. Khumalo

Isikhundla: Isikhulu Esiphethe (Chief Executive Officer)

Ikheli:

Izinombolo Zocingo: (012) 471 2000.

Ikheli Lombiko Wonyazi: CEO.Office@cbrta.co.za

Ngaphansi kwesigaba 17 soMthetho, i-Ejensi iqoke amasekela amabili eSisebenzi Solwazi ukuze kungathuntubezeki ukusebenza kwe Ejensi lapho ihlunga izicelo zokushicilelwe. Izicelo zolwazi kufanele ziqondiswe/zibhekiswe kwiSisebenzi Solwazi noma isekela elifanele kule mininingwane engezansi :

5.2 Abantu Abagunyaziwe Ngokomthetho

Isisebenzi Solwazi Esiphakeme : Isekela leSisebenzi Solwazi	Isikhulu Esiphakeme Sezezinkampani : Isekela leSisebenzi Solwazi
Tintswalo Shilowa Inombolo yocingo : (012) 471 2000 Ikheli lombiko wonyazi :CIO.office@cbrta.co.za Ifeksi : 012 348 2747	Kethabile Mabe Inombolo yocingo: (012) 471 2000 Ikheli lombiko wonyazi: exec.corporateservices@cbrta.co.za Ifeksi: 012 348 2747

6. Umhlahlandlela weKhomishane Yamalungelo Abantu BaseNingizimu Afrika

IKhomishane Yamalungelo Abantu BaseNingizimu Afrika isishicilele umhlahlandlela ngaphansi kwesigaba 10 soMthetho, oqukethe ulwazi olungadingwa ngumuntu ofisa ukuqhakambisa ilungelo elithize elinganyelwe yilo Mthetho. Imibuzo mayelana nalo mhlahlandlela ingaqondiswa kwiKhomishane Yamalungelo Abantu BaseNingizimu Afrika : PAIA Unit, The Research and Documentation Department, Private Bag X2700, Houghton, 2041; Inombolo Yocingo: (011) 484-8300, Ifeksi: (011) 484-1360, Ikhasi: www.sahrc.org.za, Ikheli Lombiko Wonyazi: paia@sahrc.org.za.

7. Ulwazi oluqoshiwe olutholakala zisuka amadaka (ngale kokufaka isicelo)

UMthetho uyakuvuma ukuthi ulwazi olulandelayo lutholakale mahhala ukuze luhlolwe, ngaphandle kokufakwa kwesicelo ngokusemthethweni:

7.1 Umphakathi Jikelele

Ulwazi olulandelayo luvulelekile kumphakathi jikelele:

- 7.1.1 Umbiko wonyaka we-Ejensi;
- 7.1.2 Izincwadi zangaphandle (phecelezi external newsletters);
- 7.1.3 Ukusakazwa kwezindaba;
- 7.1.4 Imisebenzi yokukhangisa;
- 7.1.5 Umthetho onganyelwe yi-Ejensi;

7.1.6 Inqubomgomo yezokuhwebelana ne-Ejensi; kanye ne

7.1.7 Zinzwadi zamathenda nxa kusuke kukhishwe izimemo zokuhwebelana, nezindleko zalokho sezikhokhiwe.

Lonke ulwazi oluqoshiwe olubalulwe ngenhla lutholakala mahhala noma kunini, kuphela uma isitoko esiprintiwe sikhona. Ilungelo lokuthola ulwazi oluqoshiwe luyonikezwa abafaka izicelo zokuthola ulwazi oluqoshiwe, njengokuhlinzeka koMthetho.

7.2 Abantu

7.2.1 Ulwazi olulandelayo luvulelekile kubaqashwa be-Ejensi, akudingeki ukuthi lucelwe ngokulandela imigudu ehlonzwe esigabeni 10. Ulwazi lwabantu oluqoshiwe luyatholakala kubaqashwa abathintekayo;

7.2.2 Izinqubomgomo ze-Ejensi, imiqulu, nezinye izinzwadi ezifuze lezi.

8. Ulwazi oluqoshiwe olutholakala kuphela nxa kufakwe isicelo

Ulwazi oluqoshiwe olulandelayo aluvele lutholakale nje, ngale kokulandela imigudu ebalulwe esigabeni 10 yokufinyelela kulwazi oluqoshiwe:

8.1 Ulwazi oluqoshiwe lwabantu

8.1.1 Ulwazi ngabantu, umlando wokuqashwa nemibiko eqoshiwe yezempilo;

8.1.2 Ulwazi oluqoshiwe lwesiqu somuntu olunikezwa i-Ejensi ngabasebenzi/ ngabaqashwa bayo;

8.1.3 Ulwazi oluqoshiwe lwabantu be-Ejensi olwalethwa ngolunye uhlobo;

8.1.4 Ulwazi oluqoshiwe lokuqeqeshwa nokuzithuthukisa;

8.1.5 Ulwazi oluqoshiwe nemigomo yokuqashwa, lwezivumelwano nezomthetho;

8.1.6 Ulwazi lwangaphakathi oluqoshiwe lokuhlolwa nezinga lokusebenza;

8.1.7 Ulwazi oluqoshiwe lwezimali ezabolekwa nolunye usizo lwezimali; kanye

8.1.8 Nolunye ulwazi oluqoshiwe lwangaphakathi lwabantu nezokuxhumana.

8.2 Ulwazi oluthinta amakhasimende

Lubandakanya okulandelayo:

- 8.2.1 Ulwazi oluqoshiwe olwalethwa kwi-Ejensi ngamakhasimende ayo esikhundleni sabantu bokomthetho (phecelezi *legal persona*);
- 8.2.2 Ulwazi oluqoshiwe olukwi-Ejensi oluvela kolunye uhlaka; kanye
- 8.2.3 Nolwazi olumayelana nezezimali, ukusebenza, umlando wokuqashwa kwanoma yimuphi umuntu owafakela ithenda nesiphakamiso kwi-Ejensi sokuletha imikhiqizo, imishini yokusebenza kumbe ukuhlinzeka ngezimpahla.

8.3 Ulwazi oluqoshiwe lwe-Ejensi

Lubandakanya okulandelayo:

- 8.3.1 Ulwazi oluqoshiwe lwezezimali;
- 8.3.2 Ulwazi oluqoshiwe lokungena nokuphuma kwezimali;
- 8.3.3 Ulwazi oluqoshiwe lokusebenza;
- 8.3.4 Izivumelwano;
- 8.3.5 Inqolobane/ isizinda seminingwane yolwazi oluqoshiwe;
- 8.3.6 Amagunya okuhweba ayimfihlo;
- 8.3.7 Ulwazi olujulile lokusebenza;
- 8.3.8 Imfihlo yokuhweba;
- 8.3.9 Ulwazi oluqoshiwe lokukhangisa namasu ekusasa;
- 8.3.10 Ukuxhumana kwangaphakathi;
- 8.3.11 Izinqubomgomo zangaphakathi nemigudu;

8.3.12 Izibambiso;

8.3.13 Ulwazi oluqoshiwe lokugcinwa kwezezimali; kanye

8.3.14 Nolwazi oluqoshiwe lwezomthetho.

8.4 Ezinye izinhlaka

Ulwazi oluqoshiwe olunganyelwe yi-Ejensi olubandakanya amanye ama-Ejensi, izinhlaka zikahulumeni nolwezinye izinhlaka olubandakanya ulwazi oluqoshiwe lwezezimali, ukuxhumana, izivumelwano nemibiko eqoshiwe eyalethwa ngezinye izinhlaka, nemibiko eqoshiwe eyalethwa ngezinye izinhlaka ethinta osonkontileka be-Ejensi nabaletsa imikhiqizo egameni likasonkontileka, abakhiqizi, abasebenzisana nezinkampani, amadlelandawonye, nabaletsa imisebenzi.

9. Ulwazi oluqoshiwe olutholakalayo ngaphansi kwanoma yimuphi omunye umthetho

9.1 Ulwazi oluqoshiwe luyatholakala ngaphansi kwemithetho elandelayo:

9.1.1 Basic Conditions of employment Act No. 75 of 1997;

9.1.2 Labour Relations Act No. 66 of 1996;

9.1.3 Income Tax Act, 58 of 1962;

9.1.4 Companies Act No. 71 of 2008;

9.1.5 Employment Equity Act No. 55 of 1998;

9.1.6 National Road Traffic Act 93 of 1996;

9.1.7 Unemployment Insurance Act No. 30 of 1996; and

9.1.8 Skills Development Levies Act.

10. Umgudu Wokufaka Isicelo

Umntu ofaka isicelo kufanele alandele yonke imigudu edingekayo equkethwe nguMthetho, emayelana nokufakwa kwesicelo sokuthola kwemibiko eqoshiwe.

10.1 Amafomu asetshenziswayo ukucela ulwazi kwi C-BRTA

- 10.1.1 Umuntu ofaka isicelo kufanele alandele yonke imigudu edingekayo equkethwe nguMthetho, emayelana nokufakwa kwesicelo sokuthola imibiko eqoshiwe.
- 10.1.2 Umuntu ofaka isicelo kufanele asebenzise ifomu elibaluliwe, elitholakalayo lapha, nxa ecela ukufinyelela kwimibiko eqoshiwe.
- 10.1.3 Isicelo sokufinyelela kumbiko oqoshiwe kufanele senziwe ngefomu elibaluliwe kwiSisebenzi Solwazi noma isekela leSisebenzi Solwazi ekhelini laso, kumbiko wonyazi kumbe ifeksi.
- 10.1.4 Umuntu ofaka isicelo kufanele akhokhe imali enqunyelwe ukufaka isicelo nesibambiso, uma kusebenza.
- 10.1.5 Umuntu ofaka isicelo kufanele anikeze imininingwane eyanele kwifomu lesicelo ukuze isisebenzi seC-BRTA sikwazi ukuhlonza lowo ofake isicelo kanye nombiko oqoshiwe awucelayo.
- 10.1.6 Umuntu ofaka isicelo, uma kukhona, kufanele akhokhe imali enqunyiwe ngaphambi kokuthi kube khona okwenzekayo.
- 10.1.7 Umuntu ofaka isicelo kufanele abeke isizathu esenza ukuthi adinge ulwazi ukuze avikele noma aqhakambise ilungelo bese ecacisa uhlobo lwelungelo elizoqhakanjiswa noma livikelwe.
- 10.1.8 Umuntu ofaka isicelo kufanele abeke isizathu esenza kubesemqoka ukuvikela noma ukuqhakambisa lelo lungelo.
- 10.1.9 Umuntu ofaka isicelo kufanele akhiphe imininingwane eyanele ukuze i-Ejensi ikwazi ukuhlonza:
- Imibiko eqoshiwe okuyiyona ecelwayo.
 - Ulwazi ngomuntu ofaka isicelo (uma kuyi-ejenti emfakela isicelo, ubufakazi besikhundla).
 - Uhlobo oludingekayo lokufinyelela elwazini bese kubalulwa ikheli laseNingizimu Afrika, ikheli lombiko wonyazi noma ifeksi.

- 10.1.10 Lapho kugcwaliswa isicelo ngefomu elibaluliwe, ofaka isicelo kufanele atshengise:
- o Ulimi olukhethayo, uma lukhona.
 - o Uma kungukuthi umuntu ofaka isicelo ufisa ukwaziswa ngesinqumo ngenye indlela edlula impendulo ebhalwe phansi.
- 10.1.11 Uma kungukuthi isicelo sifakelwa omunye umuntu, kufanele umuntu ofaka isicelo athumele ubufakazi besikhundla/igunya elenza ukuthi kufakwe isicelo ngendlela egculisayo kwiSisebenzi Solwazi noma ibambela. Uma umuntu engakwazi ukugcwalisa ifomu elibaluliwe ngenxa yokuthi akafundile noma ukhubazekile, lowo muntu kufanele afake isicelo ngomlomo.
- 10.1.12 I-C-BRTA iyothatha isinqumo sokwemukela noma ukunqaba isicelo, zingakadluli izinsuku ezingamashumi amathathu (30) bese kukhishwa isaziso esinezizathu zalokho.
- 10.1.13 Isikhathi esiyizinsuku ezingamashumi amathathu zokuthi i-C-BRTA ibe isithathe isinqumo sokumukela noma ukunqaba isicelo, singalulwa ngesinye isikhathi esingadluli ezinsukwini ezingamashumi amathathu uma kungukuthi isicelo sifuna ulwazi oluningi kakhulu, noma isicelo sidinga ukuthi ulwazi luthungathwe kwelinye ihhovisi le-C-BRTA, kanti lolo lwazi ngeke lutholakale esikhathini esiyizinsuku ezingamashumi amathathu zokuqala.
- 10.1.14 I-C-BRTA iyomazisa ngencwadi umuntu ofake isicelo uma kungukuthi isikhathi sizolulwa.
- 10.1.15 Umuntu ofake isicelo uyokwaziswa ngencwadi ukuthi ulwazi uzoluthola yini noma cha.

10.2 Izizathu zokunqatshwa kwesicelo

- 10.2.1 I-C-BRTA ingasenqaba isicelo sokunikeza ulwazi ngalezi zathu ezilandelayo:
- 10.2.1.1 Ukuvikelwa okuyimpoqo kolwazi oluyimfihlo lo muntu phaqa.
 - 10.2.1.2 Ukuvikelwa okuyimpoqo kolwazi lokuhweba, lomunye muntu.
 - 10.2.1.3 Ukuvikelwa okuyimpoqo kolwazi oluyimfihlo lwabanye abantu uma luvikelwe ngaphansi kwezivumelwano ezithile.

- 10.2.1.4 Ukuvikelwa okuyimpoqo kokuphepha kwabantu nokuvikelwa kwempahla.
- 10.2.1.5 Ukuvikelwa okuyimpoqo kwemisebenzi yokuhweba kwe C-BRTA.
- 10.2.1.6 Ulwazi oluphenyiwe lweC-BRTA noma lolunye uhlaka/umuntu, olungadalula i C-BRTA uma ludalulwa, umphenyi noma isazi kulowo mkhakha wokuphenya futhi okungabeka uphenyo esimweni esingasihle.
- 10.2.1.7 Izicelo zolwazi ezinenhlela yokugcwaneka nenzondo noma ezidinga ukwenziwa ngabantu abaningi ngokwedlulele ziyonqatshwa.

11. Izixazululo

Lapho umuntu ofake isicelo engenelisekile ngesinqumo seSisebenzi Solwazi sokumnqabela ukuthola ulwazi, angafaka udaba lwakhe enkantolo zingakapheli izinsuku ezingmashumi amathathu azisiwe ngesinqumo.

I-Ejensi ayinayo imigudu yangaphakathi yokudlulisela udaba lwezicelo zoMthetho. Kanjalo ke, isinqumo esithathwe ngumuntu ogunyazwe ngumthetho ngaphansi kwesigaba 4, siphelile. Nxa isicelo siqatshiwe, umuntu ofake isicelo kufanele ayise udaba lwakhe enkantolo enamandla okulusingatha, noma kuMqondisi Wolwazi (uma ekhona), ukuze kutholakale isixazululo.

12. Imali Enqunyiwe

12.1 Imali yokufaka isicelo

12.1.1 **Imali yokufaka isicelo:** Uma ufaka isicelo sokuthola ulwazi oluqoshiwe oluqukethe ulwazi ngesiqu sakho, angeke ukhokhe lutho. Olunye uhlobo lwesicelo kufanele luphelekezelwe yimali yokufaka isicelo elinganiselwa ku R35.00 okwamanje.

12.1.2 **Imali yokuthola ulwazi :** Uma isicelo sivunyiwe kunemali okufanele ikhokhwe ebhekene nokukhiqizwa kolwazi oluqoshiwe kanye nesikhathi esevile ehoreni sokucinga nokulungisa ulwazi oluqoshiwe ukuze kudalulwe. Lapho kubonakala ukuthi isikhathi sokulungisa ulwazi oluqoshiwe nxa ludalulwa sizokweva emahoreni ayisithupha (6), kungenzeka kufuneke isibambiso (idiphosi) esiyingxenye eyodwa kwezintathu yenani elilindelwe ukwenza ulwazi lutholakale.

12.1.3 Yonke inkokhelo iyoba ngukheshe okhokhwa emahhovisi e C-BRTA noma ifakwe kwi-akhawunti yasebhange ye-Ejensi.

12.1.4 Okulandelayo kusebenza kwizicelo (okungezona ezisiqo sabafaka izicelo):

12.1.4.1 Umuntu ofaka isicelo kudingeka akhokhe imali enqunyiwe (R35.00) ngaphambi kokuthi isicelo sisetshenzwe.

12.1.4.2 Uma ukulungisa ulwazi oluqoshiwe njengokwesicelo kudinga isikhathi esevile emahoreni ayisithupha (6), kufanele kukhokhwe isibambiso (esingeqi kwingxenywe eyodwa kwezintathu yenani lokuthola ulwazi elingakhokhwa nxa sivunywa isiselo).

12.1.4.3 Umuntu ofaka isicelo angayisa udaba enkantolo nxa ephikisana nendlela yokukhokhwa kwemali yesicelo kanye/kumbe isibambiso.

12.1.4.4 Ulwazi oluqoshiwe lungagodlwa kuze kube imali edingekayo isikhokhiwe.

12.1.4.5 Imininingwane ngamanani iyatholakala ekhasini le-Ejensi, kule likheli elilandelayo: www.cbrta.co.za.

12.2 Ukutholakala kwamafomu nemali ebaluliwe

12.2.1 Amafomu namali ebaluliwe ashicilelwe ekhasini le-Ejensi, noma ngenye indlela, amakhophi angacelwa kwiSisebenzi Solwazi noma Isekele leSisebenzi Solwazi (bheka imininingwane yokuxhumana kwisigaba 4).

12.2.2 Amafomu nemali ebaluliwe angatholakala ekhasini le-Ejensi ngendlela elandelayo:

12.2.2.1 Amafomu : http://www.cbrta.co.za/PAIA/Prescribed_Form.doc

12.2.2.2 Izimali : http://www.cbrta.co.za/PAIA/Prescribed_Fees.doc

Imininingwane yasebhange ye-Ejensi imi kanje:

Bank: FNB

Account No: 51421186929

Branch Code: 252445

Type of account: Current Account

Reference: Surname and Initials of Requestor

13. Okubekwe Eceleni

Abantu abalandelayo babekwe eceleni/ ababaliwe ebantwini abangakhokha imali yokufinyelela kulwazi oluqoshiwe:

13.1.1 Lapho izindleko zokuqoqa imali yokucinga nokulungisa ulwazi oluqoshiwe ukuze ludalulwe, yeqa emalini eyayibiziwe, leyo mali ayibe isasebenza.

13.1.2 Imali yokuthola ulwazi emayelana nokulufuna, ukulungisa nokudalula ulwazi oluqoshiwe ayisebenzi nxa kungulwazi lwesiqu somuntu ofake isicelo.

13.1.3 Izimali zokufaka isicelo nokufinyelela olwazini azisebenzi nxa ulwazi oluqoshiwe ludingeka ukufeza injongo yezomthetho noma ezinye izicelo ezibalulwe ngumthetho.

14. Umhlahlandlela wokusebenzisa uMthetho

Umhlahlandlela woMthetho namalungelo abantu abafaka izicelo, uyatholakala kwiKhomishane Yamalungelo Abantu BaseNingizimu Afrika (SAHRC) noma ekhasini elithi www.sahrc.org.za. Uma unemibuzo ngalokhu, sicela usithinte mathupha kwaSAHRC ngale ndlela:

The SAHRC: PAIA Unit

The Research and Documentation Department

Private Bag X2700

Houghton

2041

Inombolo Yocingo : (011) 877 3803

Ifeksi: (011) 877 0625

Ikheli lombiko wonyazi : paia@sahrc.org.za nekhasi: www.sahrc.org.za

15. Izincazelo

Igama (itemu)	Incazelo
UMthetho	IPromotion of Access to Information Act, 2 of 2000
Ejensi	Ibhokise kwi Cross-Border Road Transport Agency (C-BRTA) eyasungulwa ngaphansi kwesigaba 4 soMthetho we Cross Border Road Transport Act, 4 of 1998, ochitshiyelwe .
Imali yokufinyelela kulwazi (Access Fee)	Inani elibekiwe ngenhloso yokukhiqiza, ukucinga nokulungisa; ngesikhathi esizwakalayo esidlula amahora aqaguliwe okucinga nokulungisa ulwazi oluqoshiwe bese ludalulwa.
CBRT Act	Cross-Border Road Transport Act, 4 of 1998, ochitshiyelwe.
Inkantolo (Court)	<p>Inkantolo yoMthethosisekelo esebenza ngaphansi kwesigaba 167 (6) (a) soMthethosisekelo; noma (b) (i) inkantolo ephakeme noma enye inkantolo enezinga elilinganayo; noma (ii) inkantolo yeMantshi yesifunda noma esigcemeni esasungulwa nguNgqongqoshe ngenhloso yokwahlulela ukungqubuzana komphakathi ngaphansi kwesigaba 2 soMthetho Wezinkantolo ZeMantshi wa 1944 (Act 32 of 1944), ngokubanzi noma ngaphansi kwezinqumo ezithile ngaphansi koMthetho, ezahlonzwa nguNgqongqoshe ngesaziso kuSomqulu kahulumeni eyayinganyelwe yiMantshi, enye imantshi noma imantshi yesinye isigceme esasungulwa ngezinhloso sokwahlulela ukungqubuzana komphakathi, kuye ngesimo, esibalulwe kwisigaba section 91A, endaweni enganyelwe -</p> <p>(aa) isinqumo esithathwe yiSisebenzi Solwazi noma ongunya elifanele kwihlangano yomphakathi noma inhloko yenhlangano ezimele;</p> <p>(bb) inhlangano yomphakathi noma inhlangano ezimele ethintekayo enendawo eqavile yomsebenzi noma yokuphathwa; noma</p> <p>(cc) umuntu ofaka isicelo noma omunye umuntu (uhlaka) ehlala khona.</p>
Department of Transport (DoT)	Umnyango Wezokuthutha
ISisebenzi Solwazi (Information officer)	Kuchaza Isikhulu Esiphakeme se-Ejensi noma umuntu osibambeke.

Igama (itemu)	Incazelo
Umqulu (Manual)	Ile PAIA Manual
Ungqongqoshe (Minister)	Ungqongqoshe Womnyango Wezokuthutha
Isisebenzi (Official)	Kungaba – (a) Isikhulu esiphethe (Chief Executive Officer), (b) Isisebenzi esaqokwa yi-Ejensi; kanye (c) Nabahloli bezokuthutha ngomgwaqo
Umuntu (Person)	Umuntu phaqa noma ngokomthetho
Umuntu ofaka isicelo sobuqu/mathupha	Umuntu ofaka isicelo sokuthola ulwazi oluqoshiwe
Inhlangano yomphakathi	Ichaza – (a) Noma yimuphi umnyango wezokuphatha kuhulumeni kazwelonke noma wesifundazwe, noma umasipala ezingeni likahulumeni wasekhaya; noma (b) isikhungo esinjani lapho – (i) usebenzisa amandla noma wenza umsebenzi ngokugunyazwa wuMthethosisekelo wezwe noma uMthethosisekelo wesifundazwe; noma (ii) usebenzisa amandla omphakathi noma wenza umsebenzi womphakathi ngokugunyazwa yinoma yimuphi uMthetho.
Okuqoshiwe mayelana nebhodi lomphakathi noma elizimele Record of or in relation to a public or private body	Yinoma yiluphi ulwazi oluqoshiwe – (a) nanoma luqoshwe ngayiphi indlela; (b) oluphethwe noma olulawulwa yi-Ejensi; (c) nakuba ngabe i-Ejensi izakhele lona noma cha. Means any recorded information – (a) regardless of the form or medium; (b) in the possession or under the control of the Agency; (c) whether or not it was created by the Agency.

Igama (itemu)	Incazelo
Igunya elifanele (Relevant authority)	UNgqongqoshe Wezokuthutha
Isicelo sokuthola ulwazi	Isicelo sokufinyelela kulwazi oluqoshiwe lwe-Ejensi ngaphansi kwesigaba 11 soMthetho.
Umuntu ofaka isicelo (Requester)	<p>(i) Yinoma yimuphi umuntu (ngaphandle kwenhlangano yomphakathi ehlongozwe kwisigaba (a) noma (b) (i) yencazelo ye”nhlangano yomphakathi”, noma isisebenzi) okwenza isicelo sokufinyelela kulwazi oluqoshiwe lwaleyo nhlangano yomphakathi; noma (ii) umuntu obambeke umuntu okukhulunywe ngaye esigatshaneni (i).</p>
SAHRC	Ikhomishane Yamalungelo Abantu BaseNingizimu Afrika okukhulunywe ngayo esigabeni 181(1)(b) soMthethosisekelo Wombuso WaseNingizimu Afrika.
Olunye uhlaka kumbe ilungu langaphandle (Third party)	<p>Mayelana nesicelo sokufinyelela –</p> <p>(a) kulwazi oluqoshiwe lwenhlangano yomphakathi, kuchaza umuntu noma yimuphi (kubandakanya, kodwa akugcini, kuhulumeni wezwe langaphandle, inhlangano yamazwe ngamazwe noma iphiko lalowo hulumeni noma inhlangano) ngaphandle -</p> <p>(i) kwalowo ofaka isicelo esishiwoyo; kanye</p> <p>(ii) nenhlangano yomphakathi noma</p> <p>(b) kulwazi oluqoshiwe lwenhlangano ezimele, kuchaza noma yimuphi umuntu (kubandakanya, kodwa akugcini, kwinhlangano yomphakathi) ngaphandle komuntu ofaka isicelo ngokwezinjongo zesigaba 34 no 63 woMthetho, ngokubheka “umuntu” ezigabeni (a) no (b) kufanele ithathwe njengesho umuntu wokomthetho.</p>
Ukudlulisela	Ngokolwazi oluqoshiwe, ukudlulisela kuchaza lokho okutholakala kwizigaba 20(1) or (2ln).
Izinsuku zokusebenza	Kuchaza noma yiziphi izinsuku ngaphandle kweMigqibelo, Amasonto kanye namaholide, njengoba kuchaziwe esigabeni 1 soMthetho Wamaholide Omphakathi wango 1994 (Act, No. 36 of 1994).

Kulo Mhlahlandlela, amagama abalula ubulili obuthile asuke ebubandakanya nalobu obunye, kanjalo futhi ubunye bubandakanya ubuningi, phaphandle uma ingqikithi ikhombisa okuhlukile.

16. Ifomu A elibaluliwe – isicelo sokuthola ulwazi oluqoshiwe lwenhlangano yomphakathi

Leli fomu kufanele liphelezelwe yincwadi eyisethulo ebhekiswe kwiSisebenzi Solwazi esifanele.

A. Imininingwane yeSisebenzi Solwazi

ISisebenzi Solwazi se: [Igama leSisebenzi Solwazi]

Ibhekiswe ku: _____

Inombolo yefeksi: _____

Ikheli lombiko wonyazi : _____

B. Imininingwane yomuntu ocela ukufinyelela kulwazi oluqoshiwe

- (a) imininingwane yomuntu ocela ukufinyelela kulwazi oluqoshiwe kufanele lunikezwe ngezansi.
- (b) Ikheli ne/noma ifeksi yaseNingizimu Afrika lapho kufanele ulwazi luthunyelwe khona.
- (c) Ubufakazi besikhundla/igunya okufakwa isicelo ngaphansi kwalo, uma kwenzeka, kufanele buthunyelwe.

Amagama aphelele nesibongo: _____

Inombolo kamazisi: _____

Ikheli:

Inombolo yefeksi: _____

Inombolo yocingo: _____

Ikheli lonyazi: _____

Isikhundla/igunya lokufakwa kwesicelo, nxa senzela omunye umuntu:

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sigaba kufanele sigwaliswe KUPHELA uma isicelo solwazi sifakelwa omunye umuntu.

Amagama aphelele nesibongo : _____

Inombolo kamazisi: _____

D. Imininingwane yolwazi oluqoshiwe

(a) Nikeza imininingwane ephela yolwazi oluqoshiwe ocela ukuthi ufinyelele kulo, kanye nenombolo yokuhlonza (reference number) uma uyazi, ukuze kube lula ukutholakala kwalolo lwazi oluqoshiwe.

(b) Uma isikhala esinikeziwe sisincane/singalingene, sicela uqhube ekhasini elizimele bese ulithumela kanye naleli fomu.

Umuntu ofaka isicelo kufanele asayine wonke amakhasi angezelele ngawo.

1 Incazelo yolwazi oluqoshiwe noma ingxenye ethintekayo yalolo lwazi oluqoshiwe:

2 Inombolo yokuhlonza (reference number) ulwazi oludingekayo, uma ikhona:

3 Eminye imininingwane yolwazi oluqoshiwe:

E. Imali

- (a) Isicelo sokufinyelela kulwazi oluqoshiwe, ngaphandle kwaleso solwazi oluqoshiwe lwesiqu sakho, siyosetshenzwa kuphela emuva kokukhokhwa kwemali yokufaka isicelo.
- (b) Uyokwaziswa ngesamba okufanele sikhokhwe njengemali yokufaka isicelo.
- (c) Imali ekhokhwayo ukuze kufinyelelwe olwazini oluqoshiwe incike kwindlela yokuthola ulwazi edingekayo, nesikhathi esamukelekile ukuze kucingwe bese kulungiswa ulwazi oluqoshiwe.
- (d) Uma usohlwini lwalabo abangakhokhiswa imali, sicela ubeke isizathu esenza ukuthi ungakhokhiswa.

Isizathu esenza ukuthi ungakhokhiswa imali:

F. Ifomu lokufinyelela kulwazi oluqoshiwe

Uma ukukhubazeka kukuvimbela ukufunda, ukubuka noma ukulalela ulwazi oluqoshiwe kwindlela yokufinyelela kulwazi ebalulwe ku 1 kuya ku 4 ngezansi, beka indlela okhubazeke ngayo bese utshengisa indlela ofuna ulwazi oluqoshiwe lulethwe ngayo kuwe.

Ukukhubazeka:	Indlela olufuneka ngayo ulwazi oluqoshiwe
Beka uphawu luka 'X' ebhokisini elifanele. Amaphuzu anqala: (a) Ukufeza imigomo yokufaka isicelo kuncike kuhlobo olutholakala ngalo ulwazi oluqoshiwe. (b) Ukufinyelela kulwazi ngohlobo oluceliwe kungenzeke kunqatshwe ngaphansi kwezimo ezithile. Uma kunjalo, uyokwaziswa uma ulwazi luzovezwa ngenye indlela. (c) Imali ekhokhwayo ukuze ufinyelele kulwazi oluqoshiwe, uma ikhona, incike ohlotsheni olufuneka ngalo lolwazi oluqoshiwe.	

1. Uma ulwazi oluqoshiwe lubhaliwe noma luphrintiwe:			
	Ikhophi yolwazi oluqoshiwe*		Ukuhlolwa kolwazi oluqoshiwe
2. Uma ulwazi oluqoshiwe luqukethe imifanekiso ebukwayo: lokhu kubandakanya izithombe, ama-slides, ama-video aqoshiwe, izithombe ezenziwe ngekhompyutha, imidwebo, njalo njalo.			
	Ukubuka izithombe	Ikhophi yezithombe	Okuqoshiwe okuyizithombe*
3. Uma ulwazi oluqoshiwe luqukethe inkulumo/amazwi noma lungaguqulwa lube ngumsindo:			
	Ukulalela ingoma noma ikhasethi yomsindo		Okuqoshiwe okuyingoma* ebhaliwe noma incwadi ephrintiwe
4. Uma ulwazi oluqoshiwe lugcinwe ekhompyutheni noma kuhlobo olufundeka ngomshini:			
	Ikhophi yolwazi oluqoshiwe *	Ikhophi ephrintiwe yolwazi esuselwa kulwazi oluqoshiwe	Ikhophi efundeka ngekhompyutha * (i-floppy, i-stiffy noma idiski)
Uma ucele ikhophi noma ulwazi oluqoshiwe (ngenhla), ufisa ukuposelwa ikhophi noma okuqoshiwe? Ukuposa kuyakhokhelwa.			Yebo Cha

G. Isaziso ngesinqumo sesicelo sokuthola ulwazi

Uyokwaziswa ngenchwadi ukuthi isicelo sakho sivunyiwe noma siqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela usitshale leyo ndlela uphinde usinikeimininingwane edingekayo ukuze sifeze isicelo sakho.

Ufisa sikwazise ngayiphi indlela ngesinqumo sesicelo sakho sokufinyelela olwazini oluqoshiwe?

Yasayinwa e _____ mhlaka ____ enyangeni ka _____ 20 _____

Ukusayina komuntu ofaka isicelo/umuntu ofakelwa isicelo

17. Imali Enqunyiwe

Izimali ezingezansi ziwuhla lwezindleko ezibhekene nokutholakala kolwazi oluqoshiwe lwe-Ejensi njengoba kubaluliwe umthethonqubo.

Ingxenye II yoMthetho187 owashicilelwa kuSomqulu kaHulumeni womhla ziwu 15 kuNhlolanja (Februwari) 2002:

1. Imali yekhophi yomqulu (manual) okuhlongozwa kuMthetho 5(c) wu R0,60 ikhophi ngayinye enamakhasi awuA4 usayizi noma ingxenye yekhasi.
2. Imali yokuprinta ebalulwe kuMthetho 7(1) imi kanje:

	R
(a) Ikhophi ngalinye eliwu A4 noma ingxenye yekhasi wu	0,60
(b) ikhophi eliprintiwe eliwu A4 noma ingxenye esekhompuyutheni noma efundeka ngomshini wu	0,40
(c) Ikhophi elifundeka ngekhompuyutha kwi –	
(i) i-stiffy disc	5,00
(ii) idiskhi (CD)	40,00
(d) (i) Okuqoshiwe okuyimifanekiso ebukwayo ewu A4 noma ingxenye yekhasi	22,00
(ii) Ikhophi yemifanekiso ebukwayo	60,00
(e) (i) Okuqoshiwe okungamazwi okuyi-A4 noma ingxenye yekhasi	12,00
(ii) ikhophi yamazwi aqoshiwe	17,00

3. Imali yesicelo ekhokhwa yilowo ofaka isicelo, ngaphandle komuntu ozicelela yena mathupha, njengoba kubaluliwe kuMthetho 7(2) wu R35,00.
4. Izimali zokufinyelela kulwazi ezikhokhwa ngumuntu ofaka isicelo, ezichazwe kuMthetho 7(3) zimi kanje:

	R
(1) (a) ikhophi ngayinye engu A4 noma ingxenye yekhasi	0,60
(b) ikhophi ngayinye ephrintiwe eyi A4 noma ingxenye yekhasi elisekhompuyutheni noma efundeka ngomshini wu	0,40

- | | |
|--|--------|
| (c) Ikhophi efundeka ngekhompyutha kwi - | |
| (i) i-memory stick nokunye | 5,00 |
| (ii) idiski (CD) | 40,00 |
| (d) (i) Okuqoshiwe okuyimifanekiso ebukwayo eyi A4 noma ingxenye yekhasi | 22,00 |
| (ii) Ikhophi yemifanekiso ebukwayo | 60,00 |
| (e) (i) Okuqoshiwe okungamazwi okuyi-A4 noma ingxenye yekhasi | 12,00 |
| (ii) ikhophi yamazwi aqoshiwe | 17,00 |
| (f) ukucinga nokulungisa ulwazi oluqoshiwe ukuze ludalulwe wu ngehora noma ingxenye yehora uma singalibali ihora lokuqala, elibukeka lilingene ukucinga nokulungisa ulwazi lolo. | R15,00 |
- (2) Ngokwezinhloso zesigaba 22(2) soMthetho, lokhu okulandelayo kuyasebenza:
- (a) Amahora ayisithupha njengamahora okufanele eqiwe ngaphambi kokuthi kukhishwe isibambiso; kanye
- (b) nengxenye eyodwa kwezintathu yemali yokuthola ulwazi iyakhokhwa njengesibambiso yilowo ofaka isicelo.
- (3) Imali yokuposa ikhokhwa nxa kungukuthi ulwazi oluqoshiwe kufanele luposelwe kumuntu ofake isicelo.

Uma iSisebenzi Solwazi sikholwa ngukuthi ukucinga nokulungisa ulwazi oluqoshiwe kudinga isikhathi esingaphezulu kwamahora ayisithupha, iSisebenzi Solwazi kufanele sinxuse kukhokhwe isibambiso esiyingxenye eyodwa kwezintathu yemali yokufinyelela olwazini, kulowo ocela ulwazi (ngaphandle uma lowo ofaka isicelo ezenzela mathupha) akhokhe isibambiso esiyingxenye eyodwa kwezintathu yemali yokuthola ulwazi.

Lo Mqulu ugunyazwe futhi wasayinwa nguSihlalo Wesigungu Esiphethe (EXCO) seCross-Border Road Transport Agency mhlaka 25 kuMandulo(Septhemba) 2018

Usihlalo Wesigungu Esiphethe

Cross-Border Road Transport Agency