TELKOM SA SOC LIMITED

IMANUWALI NGOKULANDELA ISIGABA 51 SOMTHETHO WOKUQINISEKISA UKUTHOLAKALA KOLWAZI, I-PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“THE ACT)

Telkom SA SOC Limited: Reg no 1991/005476/30
Directors: JA Mabuza (Chairman), SN Maseko (Group Chief Executive Officer), DJ Fredericks (Chief Financial Officer), S Botha, G Dempster, T Dingaan, N Kapila*, I Kgaboesele, K Kweyama, K Mzondeki, N Ntshingila, F Petersen, R Tomlinson, LL Von Zeuner.
Company Secretary: X Mpongoshe Makasi *India

TELKOM SA SOC LIMITED

IMANUWALI NGOKULANDELA ISIGABA 51 SOMTHETHO WOKUQINISEKISA UKUTHOLAKALA KOLWAZI, I-PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“THE ACT)

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1. IZINCAZELO;

1.1 IsiKhulu esiPhethe uLwazi:

Kuchaza *(a)* uma kuwumuntu, lowo muntu noma-ke noma yimuphi umuntu ogunyaziwe yilowo muntu;
(b) uma kuyinhlangano, noma yimuphi uphathina waleyo nhlangano noma-ke noma muphi umuntu ogunyazwe yinhlangano;
(c) uma kungumuntu oyisazi mthetho—
(i) isikhulu esiphezulu noma isikhulu esilingana nesazi mthetho noma-ke noma muphi umuntu ogunyazwe yileso sikhulu; noma
(ii) umuntu obambe leso sikhundla noma-ke noma yimuphi umuntu ogunyazwe yilowo obambile;

1.2 IsiGungu esiziMele:

Kuchaza *(a)* umuntu ophatha noma oqhuba noma luphi uhwebo, ibhizinisi noma umkhakha, kodwa kuphel akulelo zinga;
(b) inhlangano ephatha noma eke yaphatha noma luphi uhwebo, ibhizinisi noma umkhakha;
(c) owayeyisazi mthatho noma oyisazi mthetho, kodwa kungabandakanyi isigungu somphakathi

1.3 IsiGungu SomPhakathi:

Kuchaza *(a)* noma yimuphi umnyango wahulumeni noma abaphethe kuzwelonke noma esifundazweni noma-ke kumasipala kuhuleni; noma
(b) noma ngesiphi esinye isikhungo esisebenza ukwenza lokhu—
(i) ukwengamela noma ukwenza umsebenzi ngokosho koMthethosisekelo noma umthethosisekelo wesifundazwe; noma
(ii) ukwengamela emphakathini noma ukwenza umsebenzi womphakathi ngokuhambisana nomthetho

1.4 Irekhodi:

Kuchaza noma ngoluphi ulwazi oluqoshwe phansi—
(a) kungakhathalekile uhlobo noma umgudu wokwenza
(b) ingaphansi kokulawula noma ngaphansi kwamandla esigungu esizimele nesomphakathi ngokufanayo; kanye
(c) noma yasungulwa yisigungu somphakathi noma esizimele noma cha

1.5 Ofaka Isicelo:

Mayelana nesigungu esizimele, kuchaza (i) noma ngomuphi umuntu, kubandakanya, kodwa kungakhawulwa, isigungu somphakathi noma isikhulu saso, sifaka isicelo sokufinyelela irekhodi laleso sigungu esizimele; noma
(ii) umuntu obambele umuntu obalulwe kusingandimana (i).

2 iSIKOPHU

IBHUKWANA LENCAZELO NGOKULANDELA ISIGABA 14 SOMTHETHO WOKUQINISEKISA UKUTHOLAKALA KOLWAZI UMTHETHO WE-PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“THE ACT”)

3 ISINGENISO

a. Phakathi kokunye (*inter alia*) uMthetho, unenhloso, yokulandela ilungelo lomthethosisekelo lokutholakala kolwazi oluphethwe ngumbuso kanye nabanye abantu, lapho lolo lwazi ludingekile ukuze kusetshenziswe noma kuvikelwe noma yiliphi ilungelo.

Umthetho udinga nokuthi izinhlangano zikahulumeni kanye nezangasese zenze amabhukwane encazelo anikeza ulwazi ngezinhlobo kanye nemikhakha yamarekhodi agcinwe zinhlangano zikahulumeni nezangasese. I-Telkom SA Limited (“Telkom”) iyinhlangano engaphansi kukahulumeni (public body) ngokulandela okuchazwe kupharagrafu (b)(ii) kuncazelo ye-“public body” kusigaba 1 soMthetho. Ngokulandela isigaba 8 soMthetho inhlangano engaphansi kukahulumeni okukhulunywa ngayo kupharagrafu (b)(ii) njengoba kushiwo ngenhla ingaba yinhlangano engaphansi kukahulumeni noma yangasese maqondana namarekhodi aleyo nhlangano. Le dokhyumenti ithathwa njengebhukwana lencazelo (manual) le-Telkom maqondana nolwazi noma amarekhodi lapho i-Telkom ethathwa khona ukuthi iyinhlangano engaphansi kukahulumeni.

3.1 Incazelo Ngenkampani

b. I-Telkom iyinkampani engaphansi kukahulumeni ngokulandela imithetho yezezinkampani yaseRiphabliki yeNingizimu Afrika ebhaliswe ngenombolo 1991/005476/30. Amasheya eTelkom angu-39.8% angakahulumeni waseNingizimu Afrika (ngaphansi kwesandla sikaNgqongqoshe wezokuxhumana).

c. U-Telkom wengamele lezi zinkampani ezincane ezilandelayo:

i. I-Swiftnet (Pty) Ltd (100%);

ii. I-Trudon (Pty) Ltd beyaziwa nge I-TDS Directory Operations (Pty) Ltd (64.9%);
iii. I-Acajou Investments (Pty) Ltd (100%);
iv. I-Rossal No 65 (Pty) Ltd (100%);
v. I Intekom (Pty) Ltd (100%);
vi. I Q-Trunk (Pty) Ltd (100%);
vii. I Telkom Management Services (Pty) Ltd (100%);
viii. I Telkom International (Pty) Ltd (100%); kanye
ix. I-iWayAfrica (100%).

Umongo wenkampani yakwa-Telkom wukuhlinzeka:

i. ngamasevisi e-public switched telecommunications kumphakathi wonkana ngokulandela ilayisensi enikezwe yona nguNgqongqoshe wezokuxhumana;
ii. ngamasevisi e-value-added network kumphakathi wonkana ngokulandela ilayisensi enikezwe yona nguNgqongqoshe wezokuxhumana; kanye
iii. nokunikeza nge-information technology (ulwazi lwezetheknoloji) kumphakathi wonkana.

4 Imininingo ngokwesigaba 51

4.1 Imininingo yokuXhumana – [IsiGaba 51(1)(a)]

IsiKhulu esiPhethe uLwazi: sigunyaze umuntu ongezansi njengePhini lesiKhulu eseNgamele uLwazi ukuba aqinisekise ukuthi iziDingo zoMthetho zenziwa ngendlela enobulungiswa elungile, futhi nengachemile: -

U-Chief Information Officer (Isikhulu esiphezulu solwazi) ka-Telkom ngu:

Igama:	Ms. Sipho Maseko
Ikheli lePosi:	Private Bag X260
	PRETORIA 0001
Ikheli lendawo:	Telkom Towers North
	152 Proes Street
	PRETORIA 0002
Inombolo yocingo:	+27 12 311 5253
Inombolo yeFeksi:	+27 12 362 3011
E-mail:	paia@Telkom.co.za

Isikhulu esiphezulu solwazi (Chief Information Officer) sigunyazise umuntu ongezansi njengesekela lesikhulu solwazi (Deputy Information Officer) ukuqinisekisa ukuthi iizidingo zoMthetho ziphathwa ngendlela elungile, eqondile nengavuni hlangothi oluthile: -

Isekela lesikhulu solwazi esiphezulu (Deputy Information Officer): Anton Klopper

Ikheli lePosi:	Private Bag X808
	Pretoria 0001
Inombolo yocingo:	Telkom Towers North
	152 Proes Street
	Pretoria 0002
Phone Number:	+27 800 203 266
Fax Number:	+27 12 326 0477

E-mail: paia@Telkom.co.za

4.2 Umhlahlandlela weSigaba 10 - [IsiGaba 51(1)(b)]

IKhomishana yamaLungelo oBuntu yaseNingizimu Afrika (South African Human Rights Commission) izothi ngokulandela isigaba 10 soMthetho, yenze umkhombandlela (guide) ngokusetshenziswa koMthetho. Lo mkhombandlela uzotholakala kuKhomishana yamaLungelo oBuntu eNingizimu Afrika kungakadluli u-August 2003 kuleli kheli elilandelayo:

Private Bag X2700

Houghton 2041

Tel: +27 11 484 8300

Fax: +27 11 484 0582

E-mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

4.3 Amarekhodi aTholakala ngokungahleliwe- [IsiGaba 51(1)(c)]

Amarekhodi atholakala ngokungahleliwe avulelekile ukuba atholwe umphakathi yiwo wonke amarekhodi akwa-Telkom abekwe njengokusho kwezimiso zikahulumeni njenge-Registrar of Deeds, wonke amarekhodi asezincwajaneni nakumapheshana ashicilelwe ngu-Telkom nawo wonke amarekhodi akusizindalwazi sakwa-Telkom.

4.4 Amarekhodi atholakala ngokuhambisana neminye imithetho – [isiGaba 51(1)(d)]

a. U-Telkom unamarekhodi atholakalayo ngokuhambisana nemithetho elandelayo:

iv. Occupational Health and Safety Act 29 of 1996;
v. Value Added Tax Act 89 of 1991;
vi. Income Tax Act 58 of 1962;
vii. Companies Act 71 of 2008;
viii. Electronic Communications Act, 36 of 2005
ix. Electronic Communications and Transactions Act 25 of 2002;
x. Consumer Protection Act 68 of 2008;
xi. Competition Act 89 of 1998
xii. Basic Conditions of Employment Act 75 of 1997;
xiii. Compensation for Occupational Injuries and Diseases Act 130 of 1993 ;
xiv. Employment Equity Act 55 of 1998;
xv. Labour Relations Act 66 of 1995;
xvi. National Environmental Management Act 107 of 1998;
xvii. Skills Development Levies Act 55 of 1998;
xviii. Trade Marks Act 194 of 1993;
xix. Unemployment Insurance Act 30 of 1966;
xx. Customs & Exercise Act 91 of 1964;
xxi. Skills Development Act 97 of 1998;
xxii. South African Qualifications Authority Act 58 of 1995;
xxiii. Statistics Act;
xxiv. JSE Stock Exchange South Africa Rules and Regulations and Listings Requirements; and

4.5 Izinqubo nezinkambiso zokufaka isicelo solwazi noma amarekhodi - [isiGaba 51(1)(e)]

d. Umceli kumele asebenzise ifomu elibekelwe ukwenza isicelo sokufinyelela kumarekhodi. Isicelo kumele siqondiswe kuSekela Sikhulu solwazi (Deputy Information Officer), okanti imininingwane yakhe ifakelwe kupharagrafu 3.1 ngenhla. Isicelo kumele siqondiswe ekhelini, kunombolo yefeksi noma ngeposi le-elektroniki lalabo bantu abafakwe kupharagrafu 3.1 ngenhla.

e. Umceli kumele anikeze ngemininingwane eyanele kufomu lesicelo ukuze uSekela sikhulu wolwazi (Deputy Information Officer) akwazi ukubheka nokubona amarekhodi kanye nokwazi umceli. Umceli kumele akhombise nokuthi ngabe ufuna nhloboni yokufinyelela kulwazi.

f. Umceli kumele akhombise nokuthi ngabe ufisa ukwaziswa yini ngesinqumo sesicelo nanendlela afuna ukwaziswa ngayo kanye nemininingwane yolokho kwaziswa.

g. Umceli kuzomele achaze ukuthi kungani ilungelo elifakelwe isicelo lidingeka ukuze ligcwaliswe noma livikelwe ilungelo.

h. Uma isicelo senzelwe omunye umuntu kufanale afakazisele ukuthi unegunya elizokwenelisa abaka-Telkom.

i. Usekela sikhulu wolwazi (Deputy Information Officer) uzokwazisa umenzi wesicelo ngesinqumo sesicelo emcela ukuba akhokhe imali enqunyiwe (uma ikhona) ngaphambi kokuba kuqhutshekwe nesicelo.

j. Uma ngabe i-Telkom inqaba ukunikeza umceli amarekhodi, umceli angafaka isicele enkantolo ukuthi ikhiphe umyalelo ku-Telkom wokuthi inikeze umceli amarekhodi awacelile.Uma inkantolo ikhipha umyalelo wokuthi iTelkom inikeze umceli amarekhodi awacelile, umceli kuyomele akhokhele izindleko zokuthola lawo marekhodi, isikhathi esichithiwe efunwa, uma singaphezu kwaleso esibaluliwe sokwalungisa nokuwadalula.

4.6 Izizathu ezifanele ukuNqabela ukuNikeza Amarekhodi – [Ingxenye II Isahluko 4]

k. U-Telkom anganqaba isicelo sokunikeza ulwazi noma amarekhodi uma lolo lwazi noma irekhodi lihlobene nalokhu::

i ukuvikelwa kolwazi okufanele kwengxenye yesithathu okungumuntu, okubandakanya ukudalulwa kolwazi lomuntu okungafanele yalowo muntu; .... **Error! Bookmark not defined.**

ii. ukuvikelwa okudingekayo kolwazi lwebhizinisi yengxenye yesithathu, uma irekhodi liqukethe –

1. izimfihlo zezokuhweba zalowo muntu/bantu besithathu;
2. ezezimali, ezokuhweba, ezesayensi noma ulwazi lwezobuchwepheshe, kanti lokho kudalulwa kolwazi kungabangela ukulimala kwezezimali noma kwezohwebo kwalowo muntu/bantu besithathu;
3. ulwazi olukhishwe ngemfihlo nokwethenjwa (disclosed in confidence) yilowo muntu/ bantu ku-Telkom, kanti uma lokho kudalulwa kungafaka lowo muntu/bantu besithathu kusimo esibucayi nesingesihle ezingxoxweni noma kwezokuqhudelana ngezohwebo.

iii. ukuvikelwa okudingekayo kolwazi kwemininingwane ebucayi yengxenye yesithathu uma ivikelwe ngokuhambisana nanoma yisiphi isivumelwano

iv. ukuvikelwa okudingekayo kokuphepha kwabantu ngabanye kanjalo nokwempahla

v. ukuvikelwa okudingekayo kwamarekhodi aziwa ngezinqubo zomthetho ezibalulekile

vi. izinqubo zamabhizinisi akwa-Telkom, ezingabandakanya –

1. izimfihlo zohwebo ze-Telkom;
2. ezezimali, ezokuhweba, ulwazi lwezesayensi noma ezobuchwepheshe, kanti lokho kudalulwa kungabangela ukulimala kwezezimali noma ezohwebo kwa-Telkom;
3. ulwazi okungathi uma ludaluliwe, lufake i-Telkom kusimo esingesihle ezingxoxweni noma kumqhudelwano wezokuwebo;

4. iprogremu yekhompyutha (computer programme) engeye-Telkom kanti futhi evikelwe yilungelo lobunikazi (copyright).

Vii Ulwazi locwaningo lwakwa-Telkom noma ingxenye yesithathu, uma ukudalulwa kwalo kungadalula abakwa-Telkom, owenza ucwaningo noma isihloko socwaningo futhi kungabeka ucwaningo engcupheni

l. Abakwa-Telkom bayonqaba izicelo zolwazi ezingenasisindo nezicanulayo.

Noma eliphi elinye ilungelo lokunqabela njengopba kuvunyelwe ngaphansi kwe-PAIA

4.7 Incazelo yeziHloko zamaRekhodi aPhethwe ngabakwa-Telkom kanye neziGaba lapho lezi ziHloko ziBekwe Khona - [isiGaba 51(1)(e)]

U-Telkom unamarekhodi nolwazi oluhlelwe ngale mikhakha elandelayo-

a. Amarekhodi amabhuku eNkampani

i. Imemorandamu yezivumelwano zophathina zokusebenzisana ebhizinisini (Memorandum and Articles of Association);

ii. Irejista yemininingwane yamalunga nabaphathi benkampani iyonkana (Combined Company Register);

iii. Amaminithi eMihlangano;

v. Izimali zentela esemthethweni;

vi. Amagunya omthetho;

vii. Izigunyaziso zomthetho ngemisebenzi; kanye

viii. neZitifikedi zamaSheya.

b. Impahla esukayo nengasuki

i. Izincwadi zamatayitela;

ii. Izivumelwano zokuqashisa;

iii. Izivumelwano zokuqasha;

iv. Izivumelwano zokuthenga ngokukhokha kancane-kancane ngezitolimende;

v. Izivumelwano zentengiso ngezikweledu;

vi. Izivumelwano zentengiso evamile nentengiso ngaphansi kwemibandela ethize.

c. Amalungelo obuqambi bengqondo

m. Izimpawu zokuhweba;

n. Ubunikazi bokuqamba imikhiqizo ethile (Patents);

o. Amalungelo obunikazi obuqambi bezinto ezibhaliwe (copyright);

p. Amadizayini;

q. Ulwazi nekhono lokwenziwa kwezinto;

r. Amalayisensi.

d. Imishuwalensi

s. Amapholisi;

t. Amafayili amakleyimi emishuwalensi.

e. Intela

u. Intela yengeniso;
v. Intela ye-VAT;
w. Intela yemiholo ngokuya ngezinga umuntu ahola ngalo (PAYE);
x. Ama-Levy eRSC;
y. Intela yemishuwalensi yabaphelelwe yimisebenzi (UIF).

f. Ezokuthuthukiswa kwamakhono abasebenzi

z. Imigomo nezinqubo;
aa. Ulwazi ngabasebenzi;
bb. Izivumelwano zemisebenzi;
cc. Amafomu nezicelo;
dd. Izincwadi ezivamile namanothisi;
ee. Imibiko yemiholo;
ff. Iziliphu zemiholo;
gg. Ama-IRP5;
hh. Izincwadi zezingozi namarekhodi;
ii. Izivumelwano emisebenzini nabasebenzi kanye nezivumelwano neziNyunyane;
jj. Imitheshwane namarekhodi ama-benefit abasebenzi;
kk. Amarekhodi ezokuphepha, ezeMpilo kanye nemvelo;
ll. Izimpikiswano kwezemisebenzi;
mm. Ikhodi yenqubo yokuziphatha nokululamisa izimilo;
nn. Inqubo yokubhekana nezikhalazo; kanye
oo. Noqeqesho lwabasebenzi.

g. Ezezimali

pp. Izitatimende zezimali ezihloliwe zonyaka;
qq. Amakhawunti ezokuphatha;
rr. Imininingwane yokusebenzisa ibhanki kanye nama-akhawunti ebhanki;
ss. Izitatimende nama-invoice abakwelada inkampani nalabo inkampani ebakweledayo;
tt. Ama-General ledger nama-ledger ama-subsidiary;
uu. Ama-reconciliation e-General ledger; kanye
vv. Nemigomo nezinqubo.

h. Inqubo yokunikezwa nokuthola amakontraki emisebenzi (Procurement)

ww. Imigomo nezinqubo;
xx. Imibiko namadokhyumenti asekelayo;
yy. Amadokhyumenti amaThenda;
zz. Imibandela nezimo zokuvumelana ngesaplayi yamasevisi, Ama-product kanye ne-Software;
aaa. Izivumelwano zosokontilaki, amaklayenti kanye nolwazi;
bbb. Amadokhyumenti ezokuphepha;

i. Imisebenzi eyenziwayo

ccc. Ukwenziwa kwezitatimende zezimali okumele zikhokhelwe ;

ddd. Amakhastama;

eee. Ama-Telecommunications traffic traffic;

fff. i-Network;

ggg. Amatherifi;

hhh. Imikhiqizo (ama-product);

iii. I-Interconnect;

jjj. Inter-operator settlements;

kkk. Imigomo nezinqubo; kanye

lll. Nanoma yiziphi izivumelwano ezihambelana nokwenziwa komsebenzi we-Telkom.

j. Ezomthetho

mmm. Amakontraki;

nnn. Izimpikiswano kwezokuhweba ; kanye

ooo. Ubumeli noma ubuvikeli bamacala ezinkantolo.

k. Inkambiso yemitheshwana yezokulawula

ppp. Amaphemithi, amalayisensi, izimvume, iziqiniso zokwamukela (approvals), izigunyaziso, izicelo, amarejistreshini, kanye nezimvume zokungabophezeleki (exemptions);

qqq. Amasabmishini ethulwe ku-ICASA;

rrr. Amasabmishini ethulwe ephalamende ; kanye

sss. Nezimpikiswano.

l. I-Information technology (ulwazi lwezetheknoloji)

ttt. Amadokhyumenti enqubo kanye namabhukwana anezincazelo nemiyalelo;

uuu. Amaplani ama-project, inqubo yokulungisa lapho kunomonakalo kanye nenqubo yokwenza izinto (implementation plans);

vvv. Amadokhyumenti omgomo we-internet;

www. Amadokhyumenti omgomo ngamakhompyutha.

m. Ezokuphatha emahhovisi

xxx. I-intranet;

yyy. Izincwadi zokuxhumana ngaphakathi kanye nabangaphandle.

4.8 Olunye ulwazi olunganqunywa - [isiGaba 51(1)(f)]

Alukho ulwazi olunqunyiwe.

4.9 Ukutholakala kwe - [SiGaba 51(3)]

Le manuwali iyatholakala kuKhomishini yamaLungelo aBantu, ngokuhambisana nendima 9(1) yeziMiso ezibekwe ngokuhambisana noMthetho futhi ishicilelwe kusizindalwazi sakwa-Telkom (www.Telkom.co.za).

4.10 Izimali okumele zikhokhwe maqondana nezinhlangano ezingaphansi kukahulumeni

a. Izimali ezilandelayo okumele zikhokhwe zichazwe kumitheshwane yenqubo (Regulations) ekhishwe ngokulandela uMthetho nakhona kumele zikhokhelwe i-Telkom ngumuntu oxhumana ne-Telkom ngaphambi kokuba i-Telkom inikeze ngamarekhodi acelwa ngumceli.

b. Imali okumele ikhokhwe yekhophi yebhukwana lencazelo (manual) njengoba kubekiwe kumtheshwana wenqubo ka-5(c) yi-R0,60 kukhophi nekhophi yephepha lesayizi ka-A4 ikhasi noma ingxenye yalo.

c. Izimali okumele zikhokhelwe ukwenziwa futhi (reproduction) njengoba kubekiwe kumtheshwana wenqubo ku-7(1) zingokulandelayo:-

a) Kufothokhophi nefothokhophi yephepha lesayizi ka-A4 ikhasi noma ingxenye yalo	R1.10
b) Kukhophi nekhophi eprintwayo yephepha lesayizi ka-A4 noma ingxenye yalo ekukhompyutha noma ku-elektroniki noma engafundeka ngomshini	R0.75
c) Kukhophi efundeka ngekhompyutha ku:- (i) stiffy disc (ii) compact disc	 R7.50 R70.00
d) (i) Itranskripshini yemifanekiso esabuthombe ebonakalayo kuphepha lesayizi ka-A4 noma ingxenye yalo; (ii) Ikhophi yemifanekiso esabuthombe ebonakalayo.	R40.00 R60.00
e) (i) Itranskripshini yerekhodi lokulalelwayo kuphepha lesayizi ka-A4 ikhasi noma ingxenye yalo; (ii) . Ikhophi yerekhodi elilalelway.	R20.00 R30.00

d) Imali yesicelo okumele ikhokhelwe ngumceli, ngaphandle komuntu siqu njengoba kubekiwe kumtheshwana wenqubo 7(2) ngu-R35.00.

e) Imali yokuthola ulwazi ekhokhwa ngumceli njengoba kubekiwe kumtheshwana wenqubo 7(3) ingokulandelayo: -

1 (a) Kufothokhophi nefothokhophi yephepha lesayizi ka-A4 ikhasi noma ingxenye yalo	R1.10
(b) Kukhophi nekhophi eprintwayo yephepha lesayizi ka-A4 noma ingxenye yalo ekukhompyutha noma ku-elektroniki noma engafundeka ngomshini	R0.75
(c) Kukhophi efundeka ngekhompyutha ku:- (i) stiffy disc (ii) compact disc	 R7.50 R70.00
(d) (i) Itranskripshini yemifanekiso esabuthombe ebonakalayo kuphepha lesayizi ka-A4 noma ingxenye yalo; (ii) Ikhophi yemifanekiso esabuthombe ebonakalayo.	R40.00 R60.00
(e) (i) Itranskripshini yerekhodi lokulalelwayo kuphepha lesayizi ka-A4 ikhasi noma ingxenye yalo; (ii) Ikhophi yerekhodi elilalelway.	R20.00 R30.00
(f) Ukusesha nokulungisa amarekhodi ukuze adalulwe, ihora nehora noma ingxenye yalo, engadingeka ukusesha nokwenza amalungiselelo.	R30.00

f. Ngenhloso yesigaba 54(2) soMthetho, kuzosebenza okulandelayo:-

xxv. amahora ayisithupha (6) njengamahora angeqiwa ngaphambi kokuba kufuneke idipozithi; kanye

xxvi. okukodwa kokuthathu (one third) kwemali okumele ikhokhelwe ukufinyelela, ikhokhwa njengediphozithi ngumceli.

g. Imali yokukhokhela ukuposa ikhokhwa uma ikhophi noma irekhodi kumele liposelwe umceli.

h. Imininingwane yasebhange okumele isetshenziswe yile elandelayo:

Khokhela	Telkom SA Limited
Ibhange	ABSA Bank
Igama	Telkom SA Internet Account
I-Current account	40-5348-4386
Igatsha	Pretoria
Ikhodi yeGatsha	632005
I-SWIFT code	ABSAZAJJ
Ireferensi	PAIA

4.11 Ifomu okumele lisetshenziswe

Ifomu A libekwe kuMtheshwana wenqubo 6 (Regulation 6) ophasiswe ngokulandela uMthetho nakhona kumele ligcwaliswe ngumceli ofuna ukuthola amarekhodi kunhlangano engaphansi kukahulumeni.

IFOMU C

ISICELO SOKUTHOLA IREKHODI KUNHLANGANO EZIMELE

(Isigaba 53(1) somthetho we- Promotion of Access to Information Act, 2000)

(Act. No. 2 of 2000)

[Isimiso 10]

A. Imininingwane yenhlangano ezimele

Inhloko:-

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____

B. Imininingwane yomuntu owenza isicelo sokuthola irekhodi

(a)	*Imininingwane yomuntu ocela ukuthola irekhodi kumele inikezwe ngezansi.*
(b)	*Ikheli kanye/noma inombolo yefeksi eRiphabliki lapho okumele kuthunyelwe khona ulwazi.*
(c)	*Ubufakazi besimo/isikhundla somuntu ocela ulwazi, uma kusebenza, kumele ifakelwe.*

Amagama aphelele nesibongo:____

____

Inombolo kamazisi:____

Ikheli leposi:____

____

____

____Inombolo yeFeksi: ________________

Inombolo yocingo:______________ Ikheli le E-mail Address: ______________________________

____

Isimo noma isikhundla sokwenziwa kwesicelo, uma isicelo senziwa egameni lomunye umuntu:

____

C. Imininingwane yalowo muntu owenzelwa isicelo

Lesi sigaba kumele sigcwaliswe KUPHELA uma isicelo senzelwa omunye umuntu.

Amagama aphelele nesibongo:____

____

Inombolo kamazisi: ____

D. Imininingwane yerekhodi

(a)	*Nikeza imininingwane ephelele yerekhodi elicelwayo, okubandakanya inombolo yereferensi, uma yaziwa, ukuze kubelula ukuthola irekhodi.*
(b)	*Uma isikhali esinikeziwe singenelanga, sicela uqhubeke ubhale kwelinye iphepha ebese ulihlanganisa nale fomu.* ***Umenzi wesicelo kumele asayine. Iawo maphepha aseceleni.***

1. Incazelo yerekhodi noma ingxenye yalo efanele: ___________________________________

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2. Inombolo yereferensi, uma ikhona:

____

3. Eminye imininingwane yerekhodi:

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E. Imali okumele ikhokhwe

(a)	Isicelo sokuthola irekhodi, ngaphandle kwalelo elinolwazi oluqondene nomuntu siqu, luzokhishwa kuphela ngemuva **kokukhokhwa kwemali okumele ikhokhwe yesicelo.**
(b)	Uzokwaziswa inani lemali okumele uyikhokhele yesicelo.
(c)	**Imali okumele uyikhokhele** ukuthola irekhodi incike kundlela odinga ngayo lelo rekhodi kanye nesikhathi esidingekayo sokusesha nokulungisa lelo rekhodi.
(d)	Uma ungumuntu ofanele ukungakhokhi, sicela uchaze isizathu esenza ukuthi ungakufaneli ukukhokha.

Isizathu esenza ukuthi ungafaneli ukukhokha:

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F. Indlela odinga ngayo irekhodi

Uma ungakwazi ukufunda, ukubona noma ukulalela irekhodi ngendlela elinikezwa ngayo ku-1 ukuya ku-4 lapha ngezansi, sicela uchaze into eyenza wehluleke, nokukhombisa ukuthi ngabe ulidinga ngayiphi indlela lelo rekhodi.	
Ukuhluleka kwakho: ____________________ ____________________ ____________________	Indlela odinga ngayo irekhodi: ____________________ ____________________ ____________________
Fakela kubhokisi elifanele uphawu luka-**X.** AMANOTHI: (a) Ukuphetha isicelo sakho ngendlela osidinga ngayo kuncike kundlela lelo rekhodi elitholakala ngayo. (b) Ukuthola irekhodi ngendlela olidinga ngayo kungenzeka inqatshelwe ngaphansi kwezinye izimo. Kulezi zimo, uzokwaziswa ukuthi ngabe irekhodi ungalithola yini ngenye indlela. (c) Imali ekhokhelwa ukuthola irekhodi, uma ikhona, izoncika ekutheni lelo rekhodi lithokala ngayiphi indlela.	
1. Uma irekhodi libhaliwe noma liprintiwe:	

	Ikhophi yerekhodi*		Ikhophi yerekhodi

2. Uma irekhodi lithokalala ngemifanekiso ebonwayo (lokhu kubandakanya izithombe, amaslayidi, ividiyo erekhodiwe, ikhompyutha – izithombe ezenziwayo/ generated images, izikeshi nokunye.):					
	ukubona imifanekiso		ikhophi emifanekiso*		itranskripshini yemifanekiso*
3. Uma irekhodi linamagama arekhodiwe noma ulwazi olungakhishwa futhi ngokomsindo (isawundi):					
	Ukulalela isoundtrack (kukhasethi yokulalela)		Itranskripshini yesoundtrack* (kudokhyumenti ebhaliwe noma eprintiwe)		
4. Uma irekhodi ligcinwe kukhompyutha noma ngendlela ye-elektroniki, noma ngendlela elingafundeka kuyo ngomshini:					
	ikhophi eprintiwe yerekhodi*		ikhophi eprintiwe yolwazi etholakala kurekhodi*		ikhophi ekukhompyutha ngendlela efundekayo* (istiffy noma icompact disc)
*Uma wenze isicelo sekhophi noma itrankripshini yerekhodi (ngenhla), ngabe ufuna ukuthi ikhophi noma itranskripshini uthunyelwe yona?					

G. Iminingwane yelungelo okufanele ligcwaliswe noma livikelwe

Uma isikhala esinikezwe lapha sisincane uyacelwa ukub auqhubeke ephepheni eliseceleni bese uliphanyeka kuleli fomu. *Ofaka isicelo kufanel easayinde wonke amaphepha aseceleni*

1. Cacisa ukuthi yiliphi ilungelo eligcwaliswayo noma elivikelwayo:

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2. Chaza ukuthi kungani ilungelo elifakelwe isicelo lidingeka ukuze ligcwaliswe noma livikelwe ilungelo elibalulwe ngenhla:

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H. Inothisi yesinqumo maqondana nesicelo sakho sokuthola ulwazi

Uzokwaziswa ngokubhala ukuthi ngabe isicelo sakho sivunyiwe/sinqatshelwe. Uma ufisa ukwaziswa ngenye indlela, sicela uchaze indlela ofuna ukwaziswa ngayo kanye nemininingwane efanele ukuze kulandelwe isicelo sakho.

Ngabe uthanda ukwaziswa kanjani ngesinqumo maqondana nesicelo sakho samarekhodi

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____

____

Isayinwe e ________________ ngosuku lomhlaka ____________________ enyangeni ka _______

____

ISIGNESHA YOMCELI/ UMUNTU OKWENZIWA ISICELO EGAMENI LAKHE