TELKOM SA SOC LIMITED

IBHUKWANA LENCAZELO NGOKULANDELA ISIGABA 51 SOMTHETHO WOKUQINISEKISA UKUTHOLAKALA KOLWAZI UMTHETHO WE- 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 LIMITED

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   iii. mpoqo yokuvikela imfihlo yomuntu wangaphandle maylena no lwazi oluyimfihlo, uma injongo iyeyokuvikela ngokwesivumelwano/kontraki; ....
   iv. mpoqo yokuvikela imfihlo yomuntu ukuvikela umuntu kanye nempahla (property) yakhe;

v. mpoqo yokuvikela imfihlo yama rekhodi engaqhamaniswa ne lungelo ngoko mgaqo womthetho. ....
vi. uzenzo zohwebo luka Telkom, ezomayelana ne - ....
vii. Uphando lolwazi lukaTelkom or nomuntu wangaphandle, umakuveza ubumi buka Telkom, umphandi noma isenzo soku phanda esingeke sibeke uTelkom endaweni ozonqodeka kuyo.

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1. incazelo

1.1 Isikhulu solwazi:

kusho (a) umuntu noma umuntu one gunya lo kwenzela omunye umuntu;
(b) abasebenza ngokubambisana, umuntu obambisene nomunye umuntu;
(c) kwinkampani—
(i) the isikhulu esiphezulu Senkampani noma esilingana naso kwinkampani noma isikhulu esiqokelwe lesosikhundla;
(ii) umuntu omele isikhulu noma umntu noma oqokelwe ukumela isikhulu sesosikhundla;

1.2 EYINHLANGANO YANGASESE (Private Body):

Kusho (a) umuntu owaye hweba noma ohweba kumabhizinisi, noma ngokwe hono lakhe;
(b) ukubambisana okwaku hweba noma okuhweba kumabhizinisi, noma ngokwe mahono abantu ababambisene;
(c) inkampani evaliwe noma evuliwe, ngaphandle kwenhlangano engaphansi kukahulumeni (public body)

1.3 IYINHLANGANO ENGAPHANSI KUKAHULUMENI (Public Body):

kusho (a) umnyango kahulumeni noma Ezokuphatha emahhovisi ehlabathi noma ngokwesifundazwe noma ngubukhaya (national or provincial sphere of government or any municipality in the local sphere of government; noma
(b) isizebenzi noma inhlangano e—
(i) esebenzisa amandla noma esebenza umsebenzi ophoqelwa ngokokuchazwa ngumthetho Sisekelo Sehlabathi noma sesifundazwe; noma
(ii) esebenzisa amandla kahulumeni noma esebenza umsebenzi ophoqelwa ngokokuchazwa nguMthetho wePalamende.

1.4 IREKHODI (Record):

Kusho irekhodi lolwazi—
(a) noma kusiphi isimo sobukhulu noma imbanakalo ;
(b) eliphansi kweso lika hulumeni noma inkampani yangasese; futhi
(c) kunga kathaliseki noma kungenandaba ukuthi kwenzwe ngubani

1.5 Umceli (Requester):

Kwi nkampani yanga sese,kusho (i) umntu, futhi kuquka ne nhlangano zika hulumeni noma isikhulu owenza isicelo sokuvezelwa irekhodi yinkampani/inhlangano yanga sese; noma
(ii) umuntu omele umntu ocelayo njengoba kuchaziwe ngaphezulu kwi paragraph encane (i).

2. I-SCOPE

IBHUKWANA LENCAZELO NGOKULANDELA ISIGABA 51 SOMTHETHO WOKUQINISEKISA UKUTHOLAKALA KOLWAZI UMTHETHO WE- PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“THE ACT”)

3. ISINGENISO

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

b. Lo Mthetho udinga nokuthi izinhlangano zikahulumeni kanye nezangasese zenze amabhukwane ezincazelo (manuals anikeza ulwazi ngezinhlobo kanye nemikhakha yamarekhodi agcinwe yilezo zinhlangano zikahulumeni nezangasese. I- Telkom SA Limited ("Telkom") iyinhlangano engaphansi kukahulumeni 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 leTelkom maoqondana nolwazi noma amarekhodi lapho khona iTelkom eyinhlangano yangasese (private body).

3.1 Ukuhleleka kweNkampani

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

b. I-Telkom inezinye izinkampani ezingaphansi kwayo (subsidiaries), ezilandelayo:-

i. I- Swiftnet (Pty) Ltd (100%);
ii. I-Trudon (Pty) Ltd beyaziwa nge 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%).

c. Ibhizinisi enkulu ye-Telkom wukunikeza:

i. Ngamasevisi e-public switched telecommunications (olayini bokuxhumana abafakelwe ezindaweni) kumphakathi ngokulandela ilayisensi enikezwe yona nguNgqongqoshe wezokuxhumana;
ii. amasevisi e-value-added network kumphakathi ngokulandela ilayisensi enikezwe yona nguNgqongqoshe wezokuxhumana; and kanye
iii. nokunikeza ngamasevisi etheknoloji yolwazi (information technology) kumphakathi.

4. IMININININGWANE NGOKULANDELA ISIGABA 51

4.1 Imininingwane yokuxhumana - [Isigaba 51(1)(a)]

Isikhulu esiphezulu solwazi (Chief Information Officer) eTelkom ngu:

Igama:	Mr. Sipho Maseko
Ikheli leposi:	Private Bag X260
	PRETORIA 0001
Ikheli lendawo:	Telkom Towers North
	152 Johannes Ramokhoase Street
	PRETORIA 0002
Inombolo yocingo:	+27 12 311 5253
Inombolo yefeksi:	+27 12 326 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
Ikheli lendawo:	Telkom Towers North
	152 Proes Street
	Pretoria 0002
Inombolo yocingo:	+27 12 311 2236
Inombolo yefFeksi:	+27 12 326 0477
E-mail:	paia@Telkom.co.za

4.2 Umkhombandlela 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

Inombolo yocingo: +27 11 484 8300

Inombolo yeFeksi: +27 11 484 0582

E-mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

4.3 Amarekhodi avele atholakale kalula ngaphandle kokuwacela - [Isigaba 51(1)(c)]

Amarekhodi avele atholakale kalula kumphakathi ngaphandle kokuwacela, ngamarekhodi e-Telkom afakwe ezinhlanganweni ezithile ezisungulwe ngokulandela imithetho (statutory bodies) lezi zinhlangano zibandakanya uMbhalisi weziNkampani (Companies Registrar), kanye nombhalisi wamatayitela (Registrar of Deeds), onke amarekhodi asemabhukwaneni (booklets) kanye namaphamfulethi ashicilelwa yi-Telkom kanye nawo wonke amarekhodi atholakala ku-website ye-Telkom.

4.4 Amarekhodi atholakala ngokulandela noma yimiphi eminye imithetho –[Isigaba 51(1)(d)]

a. I-Telkom inamarekhodi atholakala ngokulandela le mithetho engezansi elandelayo:

i. Umthetho wezempilo nokuphepha emisebenzini i-The Occupational Health and Safety Act 29 of 1996;

ii. Umthetho wezentela ye-VAT, i-The Value Added Tax Act 89 of 1991;

iii. Umthetho wezentela yemiholo, i-Income Tax Act 58 of 1962;

iv. Umthetho wezeziNkampani, iCompanies Act 61 of 1973;

v. Umthetho wezokuxhumana ngezingcingo, I- Electronic Communications Act 36 of 2005;

vi. Umthetho wezimo okusetshenzwa ngaphansi kwazo, I- Basic Conditions of Employment Act 75 of 1997;

vii. Umthetho wezokunxeshezelwa ngokulimala nezifo zasemisebenzini, I-Compensation for Occupational Injuries and Diseases Act 130 of 1993;

viii. Umthetho wenqubo yokulingana kwezemisebenzi, I- Employment Equity Act 55 of 1998;

ix. Umthetho wezobudlelwane kubasebenzi nabaqashi, I- Labour Relations Act 66 of 1995;

x. Umthetho wezokuphathwa kwendalo, I-National Environmental Management Act 107 of 1998;

xi. Umthetho wentela yezokuthuthukiswa kwamakhono, I- Skills Development Levies Act 55 of 1998;

xii. Umthetho wezimpawu zezohwebo, I-Trade Marks Act 194 of 1993;

xiii. Umthetho wemishuwalensi yabalahlakelwe yimisebenzi, I-Unemployment Insurance Act 30 of 1966;

xiv. Umthetho wezentela yezinto ezithengwa ngaphandle kwezwe, I-Customs & Exercise Act 91 of 1964;

xv. Umthetho wezokuthuthukiswa kwamakhono, I-Skills Development Act 97 of 1998;

xvi. I-South African Qualifications Authority Act 58 of 1995;

xvii. I-Statistics Act;

xviii. I-Sarbanes Oxley Act (United States of America);

xix. Imitheshwane yenqubo nenkambiso yezitokwe i-JSE Stock Exchange South Africa Rules and Regulations; kanye

xx. I-Securities Exchange Commission Regulations (United States of America).

4.5 Izinqubo nezinkambiso zokucelwa kolwazi noma amarekhodi - [Isigaba 51(1)(e)]

a. Umceli kumele asebenzise ifomu elibekelwe ukwenza isicelo sokufinyelela kumarekhodi. Isicelo kumele siqondiswe kuSekela Sikhulu wezolwazi (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.

b. Umceli kumele anikeze ngemininingwane eyanele kufomu lesicelo ukuze uSekela sikhulu wolwazi (Deputy Information Officer) akwazi ukubheka nokubona amarekhodi kanye nokwazi umceli. Umceli kumele futhi akhombise nokuthi ngabe ufuna nhloboni yokufinyelela kulwazi. Umceli kumele akhombise nanendlela afuna ukunikezwa ngayo ulwazi, kanye nokufakela imininingwane efanele yokunikezwa lolo lwazi.

c. Umceli kumele achaze nelungelo afuna ukulisebenzisa noma ukulivikela, nokunikeza incazelo yokuthi ngabe kungani irekhodi elicelwayo lidingeka ekusebenziseni noma ekuvikeleni lelo lungelo.

d. Telkom Uma isicelo senziwa egameni lomunye umuntu, umceli kumele anikeze ubufakazi besikhundla noma isimo sokucela sokucela kwakhe ulwazi, futhi ngendlela ezogculisa umuntu noma abantu okuxhunyanwa nabo kwaTelkom.

e. Usekela sikhulu wolwazi (Deputy Information Officer) wakwaTelkom uzokwazisa umceli (ngaphandle komceli siqu) ngenothisi edinga ukuthi umceli akhokhe imali ebekiwe yesicelo (prescribed fee) (uma ikhona ngaphambi kokuba abhekane nesicelo.

f. Uma ngabe iTelkom inqaba ukunikeza umceli amarekhodi, umceli angafaka isicele enkantolo ukuthi ikhiphe umyalelo kuTelkom wokuthi inikeze umceli amarekhodi awacelile.

g. Uma inkantolo ikhipha umyalelo wokuthi iTelkom inikeze umceli amarekhodi awacelile, umceli kuyomele akhokhele izindleko zokwenziwa, ukuseshwa kanye nokulungiswa kwalawo marekhodi, kanye nesikhathi sokwenziwa kwalo msebenzi wokukhishwa kwamarekhodi, uma isikhathi singaphezu kwamahora abekiwe okusesha nokululamisa amarekhodi, ukuze adalulwe.

4.6 Izizathu zokwala ukukhipha amarekhodi – [Ingxenye II iSahluko 4]

a. I-Telkom ingasenqabela isicelo solwazi noma amarekhodi uma lolo lwazi noma amarekhodi ephathelene:

- **i.** isivikelo esiyisibopho somunye noma abanye abantu besithathu (third party) okuwumuntu siqu wangempela (natural person), okubandakanya ukudalula ngendlela engalungile ulwazi olumaqondana nomuntu uqobo;
- **ii.** isivikelo esiyisibopho solwazi lwezebhizinisi maqondana nomunye umuntu/abantu, uma lolo lwazi luqukethe –
  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. isivikelo esiyisibopho solwazi oluyimfihlo kubantu besithathu uma luvikelwe ngokulandela noma yisiphi isivumelwano;

iv. isivikelo esiyisibopho sokuvikeleka noma ukuphepha kwabantu kanye nokuvikeleka kwempahla;

v. isivikelo esiyisibopho samarekhodi angathathwa njengolwazi oluyimfihlo nokumele lwaziwe ngabantu abathize kuphela kunqubo nenkambiso yezomthetho;

vi. imisebenzi yezokuhweba yakwa-Telkom, engabandakanya okulandelayo -

1. izimfihlo zohwebo ze-Telkom;
2. ezezimali, ezokuhweba, ulwazi lwezesayensi nobuchwepheshe, kanti lokho kudalulwa okungabangela 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 lwezocwaningo lwe-Telkom noma lomuntu/lwabantu besithathu, uma lokho kudalulwa kuzoveza obala iTelkom, umcwaningi noma isihloko obekucwaningwa ngaso, kanti okungafaka lolu cwaningo kusimo esibucayi nesingesihle neze.

b. I-Telkom iyonqaba isicelo solwazi uma lolo lwazi luwulwazana nje olungasho lutho noma olokudlala (frivolous or vexatious), noma uma lubangela ukusetshenziswa kwemithombo ka-Telkom ngendlela ephume eceleni.

c. Noma yiliphi ilungelo lokwala njengokuchaziwe kuMthetho (PAIA)

4.7 Incazelo yeZihloko zamaRekhodi aku-Telkom kanye nemikhakha yendlela lezi Zihloko ezihlelwe ngayo- [Isigaba 51(1)(e)]

I-Telkom inamarekhodi nolwazi oluhlelwe ngale mikhakha elandelayo -

a. Amarekhodi emininingwane yemibhalo yasemahhovisi yeNkampani (Company Secretarial Records)

i. imemorandamu yezivumelwano zophathina zokusebenzisana ebhizinisini (Memorandum and Articles of Association);
ii. irejista yemininingwane yamalunga nabaphathi benkampani iyonkana (Combined Company Register);
iii. amaminithi eMihlangano;
iv. izimali zentela esemthethweni;
v. amagunya omthetho;
vi. izigunyaziso zomthetho ngemisebenzi; kanye
vii. 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 ngokwengqondo (Intellectual Property)
i. izimpawu zokuhweba;
ii. ubunikazi bokuqamba imikhiqizo ethile (Patents);
iii. amalungelo obunikazi obuqambi bezinto ezibhaliwe (copyright);
iv. amadizayini;
v. ulwazi nekhono lokwenziwa kwezinto;
vi. amalayisensi.

d. Imishuwalensi
i. amapholisi;
ii. amafayili amakleyimi emishuwalensi.

e. Intela
i. intela yengeniso;
ii. intela ye-VAT;
iii. intela yemiholo ngokuya ngezinga umuntu ahola ngalo (PAYE);
iv. ama-Levy eRSC;
v. intela yemishuwalensi yabaphelelwe yimisebenzi (UIF).

f. Ezokuthuthukiswa kwamakhono abasebenzi
i. imigomo nezinqubo;
ii. ulwazi ngabasebenzi;
iii. izivumelwano zemisebenzi;
iv. amafomu nezicelo;
v. izincwadi ezivamile namanothisi;
vi. imibiko yemiholo;
vii. iziliphi zemiholo;
viii. amafomu e-IRP5;
ix. izincwadi zezingozi namarekhodi;
x. izivumelwano emisebenzini nabasebenzi kanye nezivumelwano neziNyunyane;
xi. imitheshwane namarekhodi ama-benefit abasebenzi;
xii. amarekhodi ezokuphepha, ezeMpilo kanye nemvelo;
xiii. izimpikiswano kwezemisebenzi;
xiv. ikhodi yenqubo yokuziphatha nokululamisa izimilo;
xv. inqubo yokubhekana nezikhalazo; kanye
xvi. noQeqesho lwabasebenzi.

g. Ezezimali
   i. izitatimende zezimali ezihloliwe zonyaka;
   ii. amakhawunti ezokuphatha;
   iii. imininingwane yokusebenzisa ibhanki kanye nama-akhawunti ebhanki;
   iv. izitatimende nama-invoice abakwelada inkampani nalabo inkampani ebakweledayo;
   v. ama-General ledgers nama-ledger ama-*ledger* subsidiary;
   vi. *a*ma-reconciliation ama-General ledger Ama-reconciliation ama-General ledger; kanye
   vii. nemigomo nezinqubo.
h. Inqubo yokunikezwa nokuthola amakontraki emisebenzi (Procurement)
   i. imigomo nezinqubo;
   ii. imibiko namadokhyumenti asekelayo;
   iii. amadokhyumenti amaThenda;
   iv. imibandela nezimo zokuvumelana ngesaplayi yamasevisi, Ama-product kanye ne-Software;
   v. izivumelwano zosokontilaki, amaklayenti kanye nolwazi;
   vi. amadokhumenti ezokuphepha;
i. **Imisebenzi eyenziwayo**
   i. ukwenziwa kwezitatimende zezimali okumele zikhokhelwe;
   ii. amakhastama;
   iii. ama-telecommunications traffic;
   iv. i-network;
   v. amatherifi;
   vi. imikhiqizo;
   vii. *i*-interconnect;
   viii. inter-operator settlement;
   ix. imigomo nezinqubo; kanye
   x. nanoma yiziphi izivumelwano ezihambelana nokwenziwa komsebenzi we-yiziphi izivumelwano Telkom.
j. Ezomthetho
   i. amakontraki;
   ii. izimpikiswano kwezokuhweba; kanye
   iii. ubumeli noma ubuvikeli bamacala ezinkantolo.
k. Inkambiso yemitheshwana yezokulawula
   i. amaphemithi, amalayisensi, izimvume, iziqiniso zokwamukela, izigunyaziso, izicelo, amarejistreshini, kanye nezimvume zokungabophezeleki (exemptions);

ii. amasabmishini ethulwe ku-ICASA;
iii. amasabmishini ethulwe ephalamende; kanye
iv. nezimpikiswano.

l. I-Information technology (ulwazi lwezetheknoloji)
i. amadokhyumenti enqubo kanye namabhukwane anezincazelo nemiyalelo;
ii. amaplani ama-project, inqubo yokulungisa lapho kunomonakalo kanye nenqubo yokwenza izinto (implementation plans);
iii. amadokhyumenti omgomo we-internet;
iv. amadokhyumenti omgomo ngamakhompyutha.

m. Ezokuphatha emahhovisi
i. i-intranet;
ii. izincwadi zokuxhumana ngaphakathi kanye nabangaphandle.

4.8 Olunye ulwazi olungabekwa - [Isigaba 51(1)(f)]

Akukho lwazi olubekiwe.

4.9 Ukutholakala kwebhukwana lencazelo - [Isigaba 51(3)]

Leli bhukwana lencazelo litholakala kuKhomishana yamalungelo obuntu (Human Rights Commission, ngokulandela isigaba 9(1) seMitheshwana yenqubo (Regulations) njengoba ikhishwe kuMthetho kanti yabuye yashicilelwa ku-website ye-Telkom (www.Telkom.co.za).

4.10 Izimali okumele zikhokhwe maqondana nezinhlangano zangasese

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-9(2)(c) yi-R1,10 kukhophi nekhophi yephepha lesayizi ka-A4 ikhasi noma ingxenye yalo.

c. Izimali okumele zikhokhelwe ukwenziwa futhi (reproduction) njengoba kubekiwe kumtheshwana wenqubo ku-11(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)* ku-compact disc	 R7.50 R70.00
(d)	(i) Kutranskripshini 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 elilalelwayo.	R20.00 R30.00

d. Imali yesicelo okumele ikhokhelwe ngumceli, ngaphandle komuntu siqu njengoba kubekiwe kumtheshwana wenqubo 11(2) ngu-R50.00.

e. Imali yokuthola ulwazi ekhokhwa ngumceli njengoba kubekiwe kumtheshwana wenqubo 11(3) ingokulandelao: -

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)* ku-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 elilalelwayo.	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:-

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

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

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

h. Ulwazi lwe Banki :

Pay	Telkom SA SOC Limited
Bank	ABSA Bank
Name	Telkom SA Internet Account
Current account	40-5348-4386
Branch	Pretoria
Branch code	632005
SWIFT code	ABSAZAJJ
Reference	PAIA

4.11 Ifomu okumele lisetshenziswe

Ifomu C libekwe kuMtheshwana wenqubo 10 ngokulandela uMthetho nakhona kumele ligcwaliswe ngumceli ofuna ukuthola amarekhodi kunhlangano yangasese.

IFOMU C

ISICELO SOKUTHOLA IREKHODI KUNHLANGANO YANGASESE
(Isigaba 53(1) somthetho we-the Promotion of Access Information Act, 2000)
(Act. No. 2 of 2000)

[Umtheshwana wenqubo 10 (Regulation10)]

A. Imininingwane yenhlangano yangasese

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:

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Inombolo kamazisi:

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Ikheli lokuposa :

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____Inombolo yocingo:

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Inombolo yeFekisi: _______________ Ikheli le E-mail:

____

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 singenele, sicela uqhubeke ubhale kwelinye iphepha ebese ulihlanganisa nale fomu.* ***Umenzi wesicelo kumele asayine lawo maphepha aseceleni****.*

1. Incazelo yerekhodi noma ingxenye yalo efanele:

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2. Inombolo yereferensi, uma ikhona:

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3. Eminye imininingwane yerekhodi:

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E. Imali okumele ikhokhelwe

(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 uyikhokhela** 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 uukhokha:

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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 *		Ukuhlolwa kwerekhodi		
2. Uma irekhodi lithokalala ngemifanekiso ebonwayo (lokhu kubandakanya izithombe, amaslayidi, ividiyo erekhodiwe, ikhompyutha – izithombe ezenziwayo/ generated images, izikeshi nokunye sketches etc)					
	Ukubona imifanekiso		Amaklhophi 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*
*Uma wenze isicelo sekhophi noma itrankripshini yerekhodi (ngenhla), ngabe ufuna ukuthi ikhophi noma itranskripshini uthunyelwe yona?					

G. Imininingwane yelungelo elizosetshenziswa noma elizovikelwa

Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye iphepha ebese ulifaka lihambisane nale fomu. ***Umceli kumele asayini lelo phepha noma amaphepha aseceleni****.*

1. Khombisa ukuthi ngabe yiliphi ilungelo elizosetshenziswa noma elizovikelwa:

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2. Chaza ukuthi kungani irekhodi lidingeka ekusebenziseni noma ekuvikeleni lelo lungelo:

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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 ufisa ukwazizwa kanjani maqondana nesinqumo sesicelo sakho sokuthola amarekhodi?

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Isayinwe e ________________ mhlaka ______________ enyngeni ka ___________________________________

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ISIGNESHA YOMCELI/ UMUNTU