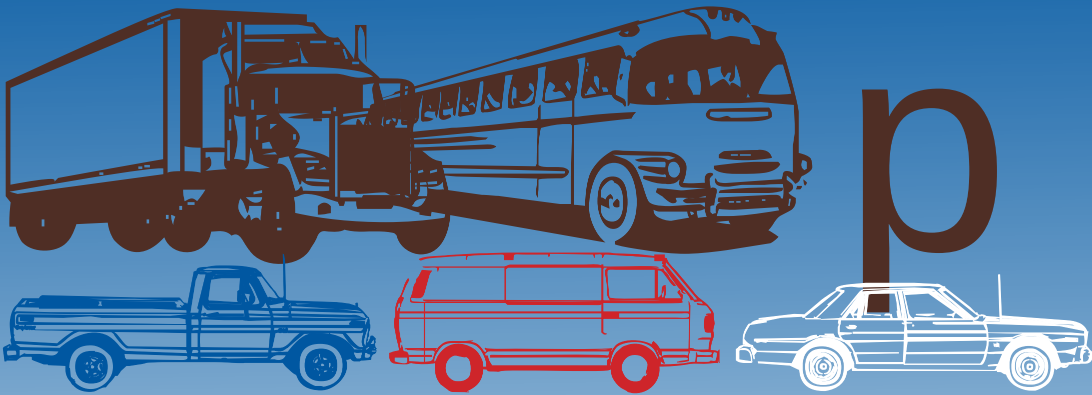
Incwadi Yokugqugquzelwa Kokutholakala Kolwazi

UMNYANGO WEZEMIGWAQO NEZOKUTHUTHA



GAUTENG PROVINCE
ROADS AND TRANSPORT
REPUBLIC OF SOUTH AFRICA

Incwadi Yokugqugquzelwa Kokutholakala Kolwazi

UMNYANGO WEZEMIGWAQO NEZOKUTHUTHA

Ithebula Lokuqukethwe:

Isigaba Sokuqala

1.1 Isethulo

Isigaba Sesibili

2. 1 UPhiko lwe-PAIA (Promotion of Access to Information) kwiKhomishana Yamalungelo Abantu YaseNingizimu Afrika

Isigaba Sesithathu

3.1 Imininingwane yokuxhumana noMphathi Wolwazi nePhini loMphathi Wolwazi

Isigaba Sesine

4.1 Umbono Nenjongo YoMnyango

Isigaba Sesihlanu

5.1 Izinhlelo Zomnyango

Isigaba Sesithupha

6.1 Incazelo yezigaba zamaRekhodi atholakala ngokuzenzakalelayo

Isigaba Sesikhombisa

7.1 Izikhalazo Zangaphakathi

Isigaba Sesishiyagalombili

8.1 Izinqubo

Isigaba Sesishiyagalolunye

9.1 Ukwakheka nezigaba zamarekhodi oMnyango

Isenezelo 1: Isaziso Sesikhalazo Sangaphakathi

Isigaba 1

Isethulo

Le Ncwadi ibhalwe ngokuvumelana noMthetho Wokugqugquzelwa Kokutholakala Kolwazi, 2000 (uMthetho No. 2 ka-2000) (uMthetho). Lo mthetho uthi indikimba yomphakathi kumelwe inikeze imininingwane yamarekhodi ewagcinile ukuze kuhlangatshezwane nanoma yisiphi isicelo solwazi.

Le Ncwadi izoba ngumhlahlandlela mayelana nokuthi amalungu omphakathi angaluthola kanjani ulwazi olugcinwe uMnyango Wezemigwaqo Nezokuthutha. Le Ncwadi yenza kusebenze ilungelo lokutholakala kolwazi eliqukethwe kuMthetho-sisekelo weRiphabhliki yaseNingizimu Afrika kanye noMthetho. Lokhu kwenza ukuthi amalungu omphakathi abe nelungelo lokuthola ulwazi olugcinwe uMbuso noma ezinye izindikimba zikahulumeni. Le Ncwadi ibeka nendlela ulwazi oluzotholakala ngayo. Lapha ngezansi kunezinqubo mayelana nokufaka isicelo sokuthola ulwazi loMnyango Wezemigwaqo Nezokuthutha.

Le Ncwadi iqukethe nemininingwane yePhini loMphathi Wolwazi eliqokiwe elibhekelele ukusingatha zonke izicelo zokuthola ulwazi.

Le Ncwadi ilungiselelwe uMnyango Wezemigwaqo Nokuthutha ukuba isatshalaliswe emphakathini ngokuvumelana neSigaba 14(1) soMthetho, ukuze wenze lula ukuthola amarekhodi agcinwe yilo Mnyango. Le Ncwadi ibhekisela ekusebenzeni koMnyango wonkana, kuhlanganise zonke izinhlangano, ezingena ngaphansi kwegunya lalo Mnyango, njengoba kuchazwe eSenezelweni 1.

Ngokuqondile le ncwadi inikeza ulwazi kulokhu:

- Imininingwane yokuxhumana noMphathi Wolwazi ozosingatha isicelo somuntu;
- Ukwakheka nemisebenzi yoMnyango Wezemigwaqo Nokuthutha;
- Isikhombo esibhekisela kumhlanhlandlela weKhomishana Yamalungelo Abantu YaseNingizimu Afrika;
- Izihloko nezigaba zamarekhodi agcinwe uMnyango Wezemigwaqo Nokuthutha;
- Isaziso sakamuva, ngokuvumelana neSigaba 15(2), samarekhodi atholakala ngokuzenzakalelayo, ngaphandle kokuba umuntu kudingeke acele ukuwathola;
- Incazelo yezinsizakalo ezitholakalayo kumalungu omphakathi;
- Inqubo okudingeka ilandelwe ukuze kutholakale irekhodi; kanye
- Nelungiselelo elivumela ukubandakanyeka komphakathi kwinqubo-mgomo
- nasekusetshenzisweni kwamandla.

Ukutholakala KweNcwadi

UMphathi Wolwazi wendikimba yomphakathi kumelwe, ngokushesha ngemva kokuhlanganiswa kwencwadi, enze lokhu kutholakale:

- Ikhophi yencwadi ngolimi ngalunye ezilimini ezintathu ezisemthethweni;
- Kuzo zonke izindawo ezingokomthetho okufanele kubekwe kuzo amakhophi okushicilelwe njengoba kuchazwe esigabeni 6 weZindawo Ezingokomthetho Okufanele Kubekwe Kuzo Amakhophi Okushicilelwe;
- KuKhomishana Yamalungelo Abantu YaseNingizimu Afrika
- Kuwo wonke amahhovisi oMnyango Wezemigwaqo Nokuthutha;
- Ashicilele incwadi ngezilimi ezisemthethweni ezintathu ePhephandabeni Likahulumeni; kanye
- Nakuwebhusayithi yoMnyango Wezemigwaqo Nokuthutha.

Lencwadi iyatholakala iyiphepha PDF (Portable Document Format). Ikhophi ephrintiwe yale ncwadi iyatholakala mahhala: www.roadsandtransport.gpg.gov.za

Isigaba 2

IKhomishana Yamalungelo Abantu YaseNingizimu Afrika ishicilele umhlahlandlela njengoba kusho iSigaba 10 soMthetho. Lo mhlahlandlela uyatholakala emahhovisi eKhomishana Yamalungelo Abantu YaseNingizimu Afrika.
UPhiko lwe-PAIA (Promotion of Access to Information) kwiKhomishana Yamalungelo Abantu YaseNingizimu Afrika

Umnyango Wocwaningo Nokubhalwa Kwezincwadi

Private Bag X 2700
HOUGHTON
2014

Tel: (011) 877-3600
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

Isigaba 3

Imininingwane yokuxhumana noMphathi Wolwazi nePhini loMphathi Wolwazi

A. UMphathi Wolwazi

INhloko Yomnyango: Mnu. Ronald Swartz
UMnyango Wezemigwaqo Nezokuthutha Egauteng
41 Simmonds Street
Johannesburg
2000

Private Bag X 83
Marshalltown 2107
Ucingo: (011) 355 7301
Ifeksi: (086) 696 3137
Email: Ronald.Swartz@gauteng.gov.za

Incazelo yemisebenzi
Ukunikeza uMnyango isiqondiso nokuqinisekisa ukulandisa, ukubekwa kwezinto obala nokunikeza insizakalo ephumelelayo kumakhasimende.

B. IPhini loMphathi Wolwazi

UMnyango Wezemigwaqo Nezokuthutha EGauteng
41 Simmonds Street
Johannesburg
2000

Private Bag X83
Marshalltown
2107
Ucingo: (011) 355 7005
Ifeksi: (086) 554 7132
Email: Mohlomphegi.Thulare@gauteng.gov.za

Incazelo yemisebenzi
Ukwenza lula ukuqaliswa kwe-PAIA nesicelo senqubo yokutholakala kolwazi olugcinwe uMnyango.

Isigaba 4

Umbono

Uhlwelo lwengqalasizinda yezokuthutha nemigwaqo yesimanje, ehlangene, ephumelelayo nesimeme eGauteng

Injongo

Ukwenza lula nokuhlinzeka ngohlelo lwezokuthutha oluhlangene:

- Oluthembekile, olufinyelelekayo, oluphephile nolukhonekayo;
- Ukuhamba okushelelayo;
- Olusimeme ngokwemvelo; kanye
- Nokusekela ezezimboni noshintsho olujulile olunemiphumela ehlala njalo.

Izinto ezibalulekile ezisiqondisayo nemigomo yesikhathi eside

Izinto ezibalulekile eziqondisa umsebenzi wabasebenzi nosonkontileka abasebenza egameni loMnyango yilezi ezilandelayo:

Ukulawula Okuhle

Sithembisa ukugcina izimiso ezinengqondo zokulawulwa kwenhlangano nezinhlelo nezinqubo eziphumelelayo ekunikezweni kwezinsizakalo

Ukusabela

Abasebenzi bethu kanye nosonkontileka bayoba abantu okwazi ukuya kubo ukhulume nabo, abakhululekile nabasheshayo ukusabela ezidingweni zezakhamuzi namakhasimende kanye nasezibophweni zabo.

Ukusungula izinto

Sizibophezela ekusunguleni izinto nasekuziqaliseni lapho sifeza imiyalo yethu kanye nemisebenzi yethu.

Ukulandisa Ngesikwenzayo

Sithembisa ukuphendula kumakhasimende nezakhamuzi zaseGauteng ngemisebenzi yethu yokunikeza izinsizakalo.

Ugqozi

Sizimisele ukunikeza izinsizakalo ngogqozi, ufuqufuqu nentshiseko.

Ukusebenza Ngendlela Efanele

Sizobophezela ekuboniseni ulwazi ngomsebenzi nokubonisa isimo sokwenza kahle kakhulu ngazo zonke izikhathi.

Inkambiso Elungile

Sizibophezela ekubene nezimiso ezinhle, sibe neqiniso nobulungisa ekuziphatheni kwethu nasekusebenzeleni abantu baseGauteng.

Ukuzibophezela

Sizibophezela ekutheni sizinikele futhi sithembeke ezakhamuzini nakumakhasimende

Isigaba 5

IZINHLELO ZOMNYANGO

Imisebenzi yoMnyango wethu ihlelwe ngale ndlela elandelayo:

- Ezokuphatha
- Ingqalasizinda Yomgwaqo
- Ezokuthutha Umphakathi Nezimpahla; kanye
- Ne-Gautrain
- I-G-Fleet Management

Ezokuphatha

Izinhlelo Zokuphatha zinale misebenzi elandelayo:

- Ihhovisi lika-MEC;
- Abaphathi; kanye
- Nokusekelwa Emsebenzini

Ukufingqwa kwezinhlelo
Ezokuthutha Umphakathi Nezimpahla

Ezokuthutha umphakathi nezimpahla ziyahlela, ziqondise futhi zenze lula ukuhlinzekwa kwezinsizakalo zokuthutha umphakathi nezimpahla kanye nengqalasizinda zibambisene nohulumeni kazwelonke nowasekhaya kanye nezinhlangano ezizimele ngale ndlela elandelayo:

- Ukuhlela ezomphakathi nezezimpahla
- Ingqalasizinda yomphakathi neyezimpahla
- Ukulawulwa kwenhlangano
- Ukuphepha nokuhambisana nomthetho komqhubi
- Ukuhlelwa kokuphepha; okuhlola ukuphepha komgwaqo kuyo yonke imigwaqo

Ingqalasizinda Yomgwaqo
Uhlelo lwengqalasizinda yomgwaqo lunale misebenzi elandelayo:

- Ukuhlela Imigwaqo;
- Ukuklama;
- Ukwakha;
- Ukulungisa;
- Amaphrojekthi entuthuko;
- Abaqaphi abalawula ukulayisa ngokweqile;
- Uxhaso lwengqalasizinda; kanye
- Nokulawulwa kokuhamba kwezimoto nokukhipha amalayisensi ezimoto ngokuvumelana nemithetho esebenzayo.

Ezokuthutha
Uhlelo lwezokuthutha lunale misebenzi elandelayo:

- Ukuhlomisa Nokuphatha Inhlangano;
- Ukuqondisa Nokulawula; kanye
- Nokuphatha Ezokuthutha nokukhipha amalayisensi: Ukuhlela Ezokuthutha

Isigaba 6

Lesi sigaba sidingida ukuhlinzekwa kweSigaba 14(1)(d soMthetho esithi indikimba kumelwe inikeze imininingwane yamarekhodi akuyo ukuze kusebenze isicelo sokutholakala kolwazi.

Kubalulekile ukuphawula ukuthi uMnyango uhlukene ngezinhlelo ezimbili mayelana nolwazi/amarekhodi onawo:

Izinhlelo ezenza umsebenzi wokusekela

Kule ncwadi kufakwe isihloko samafayela. Amafayela amathuluzi asetshenziselwa ukulondoloza amarekho eMnyangweni. Ifayela ngalinye linenombolo kanye nencazelo emfushane yamarekhodi agcinwe kulo kanye nesihloko sefayela. Ifayela ngalinye linenombolo, usuku lokulivula nolokulivala kanye neziqondiso zokukhipha lelo fayela.

Ukutholakala Kwamarekhodi NgokweSigaba 14(1)(

UNgqongqoshe kumelwe, ngokuvumelana neSigaba 15(2), ashicilele ePhephandabeni Likahulumeni isaziso samarekhodi atholakala ngokuzenzakalelayo.

Incazelo yezigaba zamaRekhodi atholakala ngokuzenzakalelayo ngokuvumelana nesigaba 15(1) soMthetho Wokugqugquzelwa Kokutholakala Kolwazi, 2000 (uMthetho No. 2 ka-2000)

INCAZELO YESIGABA SAMAREKHODI ATHOLAKALAYO NGOKUVUMELANA NESIGABA 15(1) SOMTHETHO WOKUGQUGQUZELWA KOKUTHOLAKALA KOLWAZI, 2000	INDLELA YOKUTHOLA AMAREKHODI (isib. iwebhusayithi) ISIGABA 15 (1)(b)

AWOKUHLOLWA NGOKUVUMELANA NESIGABA (1)(a)(b):

• Uhlaka Lwenhlangano Olushicilelwe • Uhlaka Lwenhlangano Oluvunyiwe • Izitatimende Zezimali Ezicwaningiwe • Izabelo-mali • Izincwadi Zemithetho Yomnyango • Yangaphakathi, iziqondiso, iZinqubo-mgomo • Nezinqubo • Umbiko Wezakhamuzi • Incwadi Yokugqugquzelwa Kokutholakala • Kolwazi • Imiqulu Yezinsizakalo • Ikhalenda Lezenzakalo Zomnyango • Imithetho • Amakhophi ezinkulumo zika-MEC • Okukhishwe Abezindaba • Izinkulumo Zesabelo-mali • Amasekhula ezikhala ezikhangisiwe • nezinsizakalo Imininingane yokuxhumana nabasebenzi • Amajenali nomagazini • Izincwadi Zamathenda • Izincwadi Zezindaba • Izinto Zokukhangisa • Izitatimende zoMnyango ezenziwe • kwabezindaba	Amarekhodi angase ahlolwe eMnyangweni uma ufake isicelo, esiqondiswe eHhovisi lePhini loMphathi Wolwazi, eMnyangweni Wezemigwaqo Nokuthutha EGauteng. **Private Bag X83** **Marshalltown 2107** **41 Simmonds Street** **Johannesburg** **2001** **Ucingo: 011 355 7005** **Ifeksi: 0836 554 7132** **Ikheli le-imeyili:** **Mohlomphegi.thulare@gauteng.gov.za** **Ikhophi eyiphepha**

AWOKUTHENGA NGOKWESIGABA 15 (1) (a) (ii):

Amalayisensi ezimoto Amalayisensi okufunda ukushayela Izincwadi zokushayela Amalayisensi okusebenza kwezimoto Izincwadi zamathenda	Amarekhodi angathengwa eZikhungweni Zokuhlolwa Kokufunda Ukushayela Inhlangano Eqondisayo Esifundazweni **Isigaba Sezimali** **8th floor** **Sage Life Building** **41 Simmonds Street** **Johannesburg** **2001**

AWOKWENZA AMAKHOPHI NGOKWESIGABA 15 (1) (a) (ii):

• Uhlelo Lokuthuthukiswa • Kokunikezwa Kwezinsizakalo • Imibiko yonyaka • Uhlaka Lwenhlangano Oluvunyiwe • Izinhlelo Zokugcina Amafayela • Zomnyango • Isabelo-mali • Izincwadi Zemithetho Yomnyango, • Iziqondiso, Izinqubo-mgomo • Nezinqubo Umbiko Wezakhamuzi Incwadi Yokukhangisa	uma ufake isicelo, esiqondiswe eHhovisi lePhini loMphathi Wolwazi, eMnyangweni Wezemigwaqo Nokuthutha EGauteng. **Private Bag X83** **Marshalltown 2107** **41 Simmonds Street** **Johannesburg** **2001** **Ucingo: 011 355 7005** **Ifeksi: 0836 554 7132** **Ikheli le-imeyili:** **Mohlomphegi.thulare@gauteng.gov.za** Ikhophi eyiphepha

MAHHALA NGOKWESIGABA 15 (1) (a) (iii):

• Amajenali nomagazini • Izincwadi Zezindaba • Amafomu Ezinsizakalo Zomphakathi • Izinhlelo Zokuphatha • Imibiko yonyaka • Amazinga Ezinsizakalo Zomnyango • Amafomu Okubhalisa Omnyango • Incwadi Yokugqugquzelwa • Kokutholakala Kolwazi	Amarekhodi angase ahlolwe eMnyangweni uma ufake isicelo, esiqondiswe eHhovisi lePhini loMphathi Wolwazi, eMnyangweni Wezemigwaqo Nokuthutha EGauteng. **Private Bag X83** **Marshalltown 2107** **41 Simmonds Street** **Johannesburg** **2001** **Ucingo: 011 355 7005** **Ifeksi: 0836 554 7132** **Ikheli le-imeyili:** **Mohlomphegi.thulare@gauteng.gov.za** **Ikhophi eyiphepha**

Ukutholakala kolwazi oluba khona ngezikhathi ezithile ngokuyinjwayelo

UMnyango Wezemigwaqo Nokuthutha ujwayele ukwenza ulwazi oluthile, mayelana nemisebenzi yawo, lutholakale emphakathini. Lolu lwazi luzoqhubeka lutholakala ngaphandle kokwenza isicelo ngaphansi koMthetho.

Ulwazi Oluvamile

Ulwazi oluvamile oluhlobene nokusebenza koMnyango Wezemigwaqo Nokuthutha luyatholakala kuwebhusayithi yethu.

Iwebhusayithi yoMnyango: www.roadsandtransport.gpg.gov.za iyatholakala kunoma ubani one-Intanethi.

Lezi zigaba ezilandelayo zolwazi zinikeziwe noma zingatholakala kuwebhusayithi:

Ikhasi lewebhusayithi lokuqala loMnyango lihlanganisa izindaba nemininingwane yezenzakalo zamuva kanye nezizayo; kanye

Nenjongo / Umbono noMyalo woMnyango.

Izincwadi

UMnyango Wezemigwaqo Nokuthutha ungase, ngezikhathi ezithile, ukhiphe izincwadi ezizoshicilelwa. UMnyango Wezemigwaqo Nokuthutha unelungelo lokubiza imali ngokoMthetho.

Inqubo-mgomo mayelana Nokugcinwa Kwemfihlo Nokutholakala Kolwazi

Umnyango Wezemigwaqo Nokuthutha uyolugcina luyimfihlo ulwazi olunikezwa ngabantu noma abanye, ngokwezibopho zoMnyango ngokuvumelana nanoma yimiphi umthetho osebenzayo.

Isigaba 7

Izikhalazo Zangaphakathi

UMthetho uvumela inqubo yezikhalazo zangaphakathi ngokweSigaba 74, esebenza ezindikimbeni zomphakathi kuphela. Ikhophi yeSaziso Sezikhalazo Zangaphakathi (iSiqondiso 8 seSaziso seSiqondiso no. 187) iyingxenye yale Ncwadi (ISenezelo 1).

Yini ongayenza uma iPhini loMphathi Wolwazi lenqaba ukukunika irekhodi noma ulwazi onelungelo lokuluthola?

Uma ukholelwa ukuthi ukwenqaba kwethu ukukunika ulwazi akunabulungisa noma uma unanoma yiziphi ezinye izizathu zokukhononda ngokuvumelana noMthetho Wokugqugquzelwa Kokutholakala Kolwazi, ungase ufake isikhalazo sangaphakathi kithi.

Inqubo yokufaka izikhalazo

Lolu lwazi olulandelayo luyadingeka lapho ufaka isikhalazo.

- Igama;
- Inombolo Yerifarensi;
- Isihloko sokuthi ulwazi olucelwayo lumayelana nani;
- Usuku Olwacelwa Ngalo;
- Kumelwe unikeze isizathu sokuba uMnyango wenqabe ukukunika irekhodi noma ulwazi oluthile ngokoMthetho Wokugqugquzelwa Kokutholakala Kolwazi (PAIA).

Lesi sikhalazo kumelwe sibhalwe phansi, phakathi nezinsuku ezingu-60 zokuvela kwesikhalazo, siyise ekheli eliseSigabeni 2, ngaphansi kwesihloko esithi: Ongaxhumana naye ukuze uthole ulwazi.
Uma kwenzeka isikhalazo sifakwa sekudlule izinsuku ezingu-60, siyozama ngangokunokwenzeka ukusebenza leso sikhalazo.

Uma isicelo sakho sivunywa, kungase kudingeke ukhokhe imali engu-R50.00 eyimali yesikhalazo. Le mali iyoyekwa kuphela uma kunikezwa izizathu ezanele zokuthi izinqumo zokuqala kudingeke ziyekwe.

Ngaphezu kwempendulo ebhaliwe, uma ufisa ukwaziswa ngesinqumo sesikhalazo sangaphakathi nganoma iyiphi indlela, sicela usho indlela ofisa ukwaziswa ngayo futhi unikeze nemininingwane edingekayo.

Uma isikhalazo sakho singasingathwanga ngokwanele lapho wenza isikhalazo sangaphakathi futhi uma usuzisebenzise zonke izinqubo zesikhalazo zangaphakathi, ungase ufake isicelo eNkantolo.
Lapho iNkatholo izwa isicelo ingase ikhiphe umyalo onobulungisa noneqiniso kuhlanganise:

- Ukuqinisekisa, ukuyala ukuba unxeshezelwe noma ukubekela eceleni isinqumo esifakelwe isicelo;
- Ukufuna ukuba umphathi wolwazi athathe isinyathelo esithile noma ayeke ukuthatha leso sinyathelo kuye ngokuthi iNkantolo yikuphi ekubona kufanele phakathi nenkathi eshiwo;
- Ukukhipha umyalo ovimbelayo, okuqondile okufanele kwenziwe manje, isahlulelo noma isinxephezelo; kanye
- Nezindleko.

Isigaba 8

Izinqubo

Ifomu lokuthola ulwazi elibekiwe

Ukuze sikwazi ukwenza lula ukuba uthole irekhodi elithile, kudingeka ugcwalise ifomu lokuthola ulwazi elibekiwe. Sicela wazi ukuthi ifomu lokuthola ulwazi elibekiwe kudingeke ligcwaliswe ngokugcwele, ukwehluleka ukwenza kanjalo kuyoholela ekutheni inqubo ibambezeleke kuze kube yilapho sekunikezwe lolo lwazi oludingekayo.

Ubufakazi bokuthi ungubani nabo buyadingeka ukuze kuqinisekiswe isicelo nalowo ofaka isicelo. Ngakho-ke, ngaphezu kwefomu lokuthola ulwazi, ofaka isicelo kuyodingeka alethe ikhophi eqinisekisiwe kamazisi wakhe noma okunye okumhlonzayo okwamukelekayo kuMphathi Wolwazi.

Uma ofaka isicelo esebenza njengomfaki wesicelo othunyiwe, uyonikeza ubufakazi obuqinisekisa lowo muntu amenzela isicelo, igunya noma umyalo onikezwe lowo ofaka isicelo ewunikwa yilowo amfakela isicelo kanye nobufakazi obuhlonza lowo ofaka isicelo. UMphathi Wolwazi ngeke asisebenze isicelo esinjalo kuze kube yilapho aneliseka ukuthi lezi zimfuneko zifinyelelwe.

Izimali ezibekiwe

Sicela wazi ukuthi isicelo ngeke sisetshenzwe ingakakhokhwa imali yesicelo kanye nediphozithi (uma ikhona). Abafaka izicelo baziswa ukuthi kukhona izinhlobo ezine zezimali ezikhokhwayo ngokoMthetho. UMnyango awuyifaki i-VAT kunoma iyiphi imali kulezi ezishiwo ngezansi:

- Imali yokukhiqiza kabusha: le mali ikhokhelwa wonke amarekhodi atholakala ngokuzenzakalelayo;
- Imali yesicelo: le mali yimali yokusingatha izinto okumele ikhokhwe yibo bonke abafaka izicelo, ngaphandle kwalabo abafaka izicelo zolwazi lwabo (ofaka isicelo solwazi lwakhe yilowo ofaka isicelo solwazi olumayelana naye uqobo), ngaphambi kokuba izicelo zicatshangelwe futhi ayibuyi;
- Imali yokuthola ulwazi: ekhokhwa uma usuvunyeliwe ukuthola ulwazi, le mali ihloselwe ukubuyisela uMnyango Wezemigwaqo Nokuthutha izindlelo ezibandakanyekile ekufuneni nasekulungiseleleni irekhodi ukuze ulithole;
- Idiphozithi: ekhokhwa uma uMnyango Wezemigwaqo Nokuthutha uthola isicelo sokuthola ulwazi olumayelana nomunye umuntu othile okungeyena lo ofake isicelo futhi ukulungiselelwa kwalelo rekhodi kuyothatha isikhathi esingaphezu kwamahora ayisithupha.
- Imali yesikhalazo: ikhokhwa uma umfaki wesicelo efaka isikhalazo ngenxa yokwenqatshelwa ukuthola ulwazi.

Yimalini ongayikhokhela ulwazi oluceliwe?

Izimali ezisebenzayo (ngaphandle kwe-VAT) zokukhiqiza kabusha njengoba kubhekiselwe kuzo ngenhla yilezi:

	Rand
Ifothokhophi ngayinye yephepha elingusayizi A4 noma ingxenye yalo	0.60
Ikhophi yephepha ephrintiwe ngayinye engusayizi A4 noma ingxenye yalo esekhompyutheni noma entweni ye-elekthronikhi	0.40
Ikhophi efundeka kukhompyutha:	
• Stiffy disk:	5.00
• Compact disk:	40.00
Ukubhalwa phansi kwezithombe, ephepheni elingusayizi A4 noma ingxenye yalo	12.00
Ikhophi yezithombe	60.00
Ukubhalwa phansi kwerekhodi elilalelwayo, ephepheni elingusayizi A4 noma ingxenye yalo	
Ikhophi yerekhodi elilalelwayo	17.00

Imali yesicelo

Imali yesicelo R35.00 (ngaphandle kwe-VAT) ikhokhwa kusengaphambili lapho ofaka isicelo ethumela isicelo sokuthola ulwazi olumayelana nanoma yimuphi omunye umuntu kodwa hhayi yena.

Imali yokuthola ulwazi

Izimali ezikhokhwayo (ngaphandle kwe-VAT) ezisebenzayo yilezi:

	Rand
Ifothokhophi ngayinye yephepha elingusayizi A4 noma ingxenye yalo	0.60
Ikhophi yephepha ephrintiwe ngayinye engusayizi A4 noma ingxenye yalo esekhompyutheni noma entweni ye-elekthronikhi	0.40
Ikhophi efundeka kukhompyutha:	
Stiffy disk:	5.00
Compact disk:	40.00
Ukubhalwa phansi kwezithombe, ephepheni elingusayizi A4 noma ingxenye yalo	22.00
Ikhophi yezithombe	60.00
Ukubhalwa phansi kwerekhodi elilalelwayo, ephepheni elingusayizi A4 noma ingxenye yalo	22.00

- Ikhophi yerekhodi elilalelwayo **17.00**
- Ukufuna irekhodi okumelwe lidalulwe, ihora ngalinye noma ingxenye yehora, ngaphandle kwehora lokuqala **15.00**
- Uma ikhophi yerekhodi kudingeka iposwe, kuyokhokhwa imali yokuposa ebizwa yiposi

Deposit fee

When the Department of Roads and Transport receives a request for access to information about a person other than the requester himself/herself, the information officer is of the opinion that the search for the required record will take more than six (6) hours. The information officer can request that the person who requests for the information pays a deposit of one third (1/3) of the amount of the applicable access fee.

Appeal fee

An appeal fee of R50 is payable per application.

Isigaba 9

Ukwakheka nezigaba zamarekhodi oMnyango

Isimo

Ulwazi oluqukethwe kulesi sahluko luhloselwe ukuhlonza izigaba eziyinhloko zamarekhodi akhona eMnyangweni nokwenaba kabanzi ngokwakheka kwawo. UMphathi Wolwazi anganikeza usizo olwengeziwe, uma luceliwe, ekuhlonzeni amarekhodi aphethwe uMnyango Wezemigwaqo Nokuthutha.

ISigaba 15 soMthetho sithi uMnyango kumelwe ushicilele ePhephandabeni Likahulumeni iShejuli (uhlu) lwamarekhodi atholakala ngokuzenzakalelayo eMnyangweni. Izicelo zala marekhodi azenziwa ngokugcwalisa ifomu elibekiwe elisetshenziselwa ukucela ulwazi. Ayikho futhi imali yesicelo ekhokhwayo ngala marekhodi. Imali ikhokhwa kuphela uma kuzokwenziwa amakhophi amarekhodi, noma ngabe kwenziwa ikhophi yephepha, compact disk, stiffy drive, ikhasethi, njll.

Ukwakheka

Umnyango Wezemigwaqo Nokuthutha unezimpiko zamabhizinisi eziningana, uphiko ngalunye lugxile ezindaweni eziyinhloko zebhizinisi. Lezi zipheleliswa imisebenzi yokusekela eminigana, kuhlanganise eZobuchwepheshe, Ezezimali, Ezabasebenzi, Ezomthetho neZokuxhumana Zebhizinisi, uphiko ngalunye lunoMqondiso.

Izigaba nezihloko zamarekhodi
Ezabasebenzi / Imiholo
Imininingwane yofake isicelo

Lokhu kuhlanganise CV, amanothi ezingxoxo, imiphumela yanoma yikuphi ukuhlola nezivivinyo ezenziwe.

Amarekhodi abasebenzi

- Igama eliphelele;
- Ulwazi lwezenhlalo (Isimo somshado, usuku lokuzalwa nobudala, inombolo kaMazisi, uhlanga, ubuzwe, inkolo, ubulili, ulimi, ezobudlelwano, impilo yomzimba neyengqondo, ukukhubazeka, ikheli lalapho ehlala khona nomuntu asondelene naye);
- Incwadi yokuqashwa;
- Usuku aqala ngalo eMnyangweni Wezemigwaqo Nokuthutha
- Isihloko somsebenzi, iphrofayili ne-grade engokomthetho
- Ukwakheka kwenhlangano
- Okuvamile:
  Umlando wokusebenza
  Isimo semfundo
  Iziqu zemfundo / zolwazi
  Imininingwane yenkontileka yokuqeqeshwa
  Imininingwane yokukhubazeka
  Imininingwane yokuqondiswa kwezigwegwe
  Ulwazi Ngelivu Okufanele Ayithole
  Ukuhlolwa komlando wezikweletu
  Ukuhlolwa kwezokuvikeleka emaphoyiseni
- Izindleko zonyaka eMnyangweni
- Ukwakheka kwephakheji
- Ukubhekwa kwabasebenzi, ukukalwa kokusebenza nokuthuthukiswa
- kamakhono
- Ukudalulwa kwe-PAYE yaminyaka yonke
- Imininingwane yaseBhange
- Inombolo Yentela
- Ikhodi Ye-RSC
- Irekhodi lokuba khona
- Irekhodi lokulimala, lokugula noma lokufa
- Imiphumela yokuhlolelwa HIV
- Amaphepha emiholo
- Imininingwane yomholo womuntu ngamunye nokukhula kwawo, imali ebanjwayo nemali ayitholayo
- UMbiko Wokuphathwa Kwezabasebenzi

Abasebenzi bangaphambilini

Lokhu okungenhla kanye nencwadi yokuyeka umsebenzi, amanothi engxoxo yokuyeka nekheli okuzothunyelwa kulo izinto zakhe.

Amarekhodi Esikhwama Sempesheni

- Imithetho nezichibiyelo ezenziwe;
- Imininingwane yamalungu;
- Iminikelo yamalungu;
- Izicelo (imali ekhishiwe, umhlalaphansi, ukufa nokukhubazeka);
- Ukudluliswa / ukuvalwa;
- Imali ekhokhwela abasempeshenini njalo;
- Imali ekhokhelwa ukukhubazeka nokufa;
- Ukuhlaziywa kwezibalo;
- Amarekhodi okugcinwa kwamabhuku, kuhlanganise noMbiko Wonyaka Nama-Akhawunti oshicilelwe; kanye
- Namasekhula nezaziso ezinikezwe amalungu.

Ulwazi Losizo Lwezokwelashwa

- Imithetho nezichibiyelo ezenziwe;
- Imininingwane yamalungu;
- Iminikelo yamalungu;
- Izicelo nemali ekhokhiwe;
- Amarekhodi okugcinwa kwamabhuku, kuhlanganise noMbiko Wonyaka Nama-Akhawunti oshicilelwe; kanye
- Namasekhula nezaziso ezinikezwe amalungu.

Ama-akhawunti Angenayo – Imali Yokuthengisa Indlu / Yokuqashisa

- Izincwadi zenqubo-mgomo yokuthengisa indlu / yokuqashisa;
- Ifayela elikhulu lemininingwane yabakweletayo kuhlanganise igama lomuntu / inhlangano, ikheli lokuposa, izinombolo zocingo nefeksi;
- Ifomu lesicelo leklayenti eligcwalisiwe lasayinwa;
- Isivumelwano sokuqasha esisayiniwe;
- Umlando walokho okwenziwe ikhasimende obonisa imali eyinhloko ekhishiwe, inzalo nezimali ezibizwayo, intela nemali yezinsizakalo, imali ezokhokhwa yikhasimende kancane kancane, imali engakhokhwanga, imali ebizwayo ngenxa yokusalela emuva nokunye okuxubile;
  Ukubalwa kwenzalo / yemali ngezikhathi ezithile;
- Izitatimende zikamasipala zentela nemali ekhokhelwa izinsizakalo;
- Izicelo zenkokhelo ezenziwe egameni lamakhasimende;
- Ukubalwa kwemali yenzalo ebuyayo esetshenzwe ngokuvumelana nemithetho ye-"in duplum";
- Ukuvalwa kwamafayela, okungukuthi ukunqanyulwa kwesikweletu;
- Amarisidi akhishwe uhlelo lwabakweletayo;

- Izimali ezikhokhwe ngomshini nokulethwa kwamatheyphu;
- Umbiko wokuhlaziya ubudala babakweletayo;
- Imali esalele emuva yabakweletayo;
- Imininingwane yenqubo-mgomo yokunikezwa kwesikweletu okungabazekayo nokubi kanye nezibalo;
- Amabhalansi abakweletayo asuliwe kanye negunya elihambisana nalokho;
- Izincwadi ezibhalelwe amakhasimende;
- Izincwadi zomthetho kuhlanganise nemininingwane yokuthathwa kwezinyathelo zomthetho; kanye
- Nokulungiswa kwama-akhawunti avumelane.

Ama-akhawunti akhokhwayo / Izimali zezindleko zabasebenzi

- Izincwadi zenqubo-mgomo elawula ukuthengwa kwezimpahla nezinsizakalo, ukukhokhelwa kwabaphakeli nezindleko zabasebenzi;
- Imininingwane yalabo okuthengwa kubo kuhlanganise – amakheli okuposa, imininingwane yasebhange, ukukhokha namagama okungaxhunyanwa nabo;
- Inqolobane yemininingwane yabaphakeli abavunyelwe;
- Izicelo zokuthenga;
- Izithikithana zokwamukelwa kwezimpahla;
- Imininingwane yasebhange yomphakeli (yokukhokha okucushiwe kuphela);
- Amafomu okubiza izindleko zomsebenzi;
- Izitatimende zamakhadi okuthenga ngesikweletu omsebenzi;
- Izitatimende zabathengisi / ama-invoice / izithikithana zokudiliva / ukubizwa kwezindleko;
- Izicelo zenkokhelo; kanye
- Nokulungiswa kwama-akhawunti abakweletwayo.

Ledger Evamile

- Imibiko ehlelenjiwe ebonisa okwenzekile namanani akho ngokwezimali nalokho okuvela kwezinye izinhlelo (kuhlanganise obekunikezwe abanye ukuba bakwenze) ezixhumene ne-GL;
- Lonke ulwazi lwezezimali lweminyaka yezimali engu-3 edlule;
- Imibiko ehlelenjiwe ebonisa imininingwane ye-akhawunti ye-ledger ngayinye;
- Amashadi ama-akhawunti – ukwakheka kwe-ledger evamile;
- Ukwakheka kwezindleko;
- Ama-trial balance; kanye
- Nokuvunyelaniswa kwama-akhawunti ama-ledger.

Ukulawulwa Kukakheshi

- Ukwenziwa kohlu lwezinombolo zama-akhawunti nezincazelo zama-akhawunti asebhange asetshenziswa nguMnyango Wezezindlu;
- Imiyalo yebhagne, kuhlanganise amagunya abekiwe kanye nemingcele;
- Izitatimende zasebhange;
- Iziliphu zokufaka imali ebhange;
- Iziliphu zezimali ezikhokhwe ngomshini nokulethwa kwamatheyphu;
- Izicelo zokukhokha / zokudlulisa imali ngaphakathi ebhange isuka kwenye akhawunti iya kwenye;
- Ukulungiswa kwama-akhawunti asebhange avumelane.
- Irejista kakheshi ohlala ukhona; kanye
- Nezinqubo-mgomo zokulawulwa kukakheshi womgcini-mafa / utshalo-mali.

Ukulawulwa Kwempahla Emi Ndawonye / Izakhiwo

- Irejista yempahla emi ndawonye, efaka incazelo yempahla, indawo ekuyo, izindleko zokuqala kanye / noma imininingwane yokuhlolwa kwenani layo noma yokuncipha kwalo yayo yonke impahla emi ndawonye okungeyoMnyango;
- Izinombolo zokuhlonza amakhompyutha nemishini yasehhovisi;
- Izinombolo zokubhaliswa kwezimoto;
- Amalogi okuhamba nokulungiswa kwezimoto;
- Irejista yempahla, kuhlanganise nezinombolo zezitendi;
- Imininingwane yepholisi yempahla emi ndawonye, kuhlanganise nezimfuneko zokutholakala kwekhephithali nokuncipha kwenani layo namanani okuyikhokhela kancane kancane;
- Izindleko zokuthenga namabhalansi okuncipha ngokwezigaba zeMpahla;
- Ukuhlolwa kwamanani ngabomshwalense, amanani asengozini namanani ezimali ezikhokhwa nyanga zonke emshwalensini;
- Izitatimende / ama-invoice empahla etholakale ngokuqashwa; kanye
- Izivumelwano zokusebenza nezokuqashisa.

Impahla eyakhiwayo (Umsebenzi Usaqhubeka)

- Irejista yempahla ebonisa izitendi ezingenalutho okusafanele zithuthukiswe;
- Inqubo-mgomo yokuhlaziywa kwamanani amathenda nokwamukelwa kwawo;
- Uhlu lwezinkontileka ezivunyiwe kanye nezinkontileka ezingaphansi, amakheli okuposa, imininingwane yasebhange neyokuxhumana;
- Izivumelwano zezinkontileka nezinkontileka ezingaphansi;
- Iziqinisekiso zokusebenza nezinhlelo zesikhathi esizayo;
- Izitifiketi zentela;
- Imibiko yesimo somsebenzi sokuthuthuka komuntu ngamunye;
- Izicelo zezinkontileka, kuhlanganise izincwadi ezisekela izindleko zomsebenzi nempahla esetshenzisiwe;
- Ukukalwa komsebenzi ozimele nemibiko yeziqinisekiso;
- Imibiko yokuhlolwa komsebenzi oqhubekayo; kanye
- Nokuhlolwa kokulawulwa kwekhwalithi nemibiko.

Ezezimali / Ukulawulwa Kwengozi

- Izinqubo-mgomo nemihlahlandlela yokugcinwa kwamabhuku ezimali;
- Izinqubo-mgomo nemihlahlandlela yokulawulwa kwengozi
- Imibiko Yonyaka eshicilelwe nama-Akhawunti;
- Imininingwane emayelana nokusetshenziswa kwemali 'okungagunyaziwe,' 'okungafanele', okungenazithelo,' 'nokuwukusaphaza.'
- Imibiko Yocwaningo-mabhuku yangaphakathi neyangaphandle;
- Uhlelo lokuvimbela ukukhwabanisa;
- Uhlelo Lokusimama Enhlekeleleni'
- Amaminithi emihlangano ye-SCOPA, uMcwaningi-mabhuku Jikelele neKomiti Lokucwaninga Amabhuku Langaphakathi
- Amaminithi emihlangano;
- UMthetho Wokulawulwa Kwezimali Zikahulumeni, 1999 nezichibiyelo ezlandela;
- Iziqondiso Zomgcini-mafa ezakhishwa ngokoMthetho Wokulawulwa Kwezimali Zikahulumeni, 1999; kanye
- Nemithetho ehlobene nezokuthutha, njll.

Ukulawulwa Konikezwa Kwezinye Izinkampani Imisebenzi Yokwenza Izinsizakalo Ezithile

Inkampani ngayinye enikezwe umsebenzi:

- Igama, ikheli lokuposa, izinombolo zocingo nefeksi, iwebhusayithi / amakheli imeyili namagama abantu okungaxhunyanwa nabo;
- Imininingwane yasebhange nemibandela yesikweletu;
- Umlando wenkampani, nerekhodi lezikweletu nokusetshenziswa kwezimali;
- Imininingwane yabanikazi nohlaka lokusebenza;
- Izitifiketi zentela;
- Ukwakheka kwabasebenzi nokuhlolwa ngokohlanga, ubulili, imfundo / ulwazi nokuba amalungu ezindikimba zomkhakha abakuwo;
- Izivumelwano Zokusebenzisana ezihlanganisa, phakathi kokunye, imigomo nesimo sokusebenza, ukukalwa kokusebenza, izikali zenkokhelo, ukubika, izindlela nesimo solwazi lwezimali nokungelona olwezimali, inkontileka nesikhathi sokufaka isaziso; kanye
- Neziqinisekiso zokusebenza, izinhlelo zesikhathi esizayo, njll.

Ulwazi olwengeziwe nosizo

Ulwazi olwengeziwe mayelana nezihloko nezigaba zamarekhodi ashiwo lapha luyatholakala lapha:

lPhini loMphathi Wolwazi

UMnyango Wezemigwaqo Nezokuthutha
41 Simmonds Street
Johannesburg
2000
Ucingo: (011) 355 7005
Ifeksi: 086 554 7132
Email- Mohlomphegi.thulare@gauteng.gov.za

Isenezelo 1

ISAZISO SESIKHALAZO SANGAPHAKATHI

(Isigaba 75 soMthetho Wokugqugquzelwa Kokutholakala Kolwazi, 2000
(uMthetho No. 2 ka-2000);
[Isiqondiso 8]

BHALA EYINKOMBA NUMBER:________________

SICELA WAZI: *Umuntu ofaka isikhalazo sangaphakathi kungase kudingeke akhokhe imali yesikhalazo. Uma imali yesikhalazi ingakakhokhwa, isinqumo sesikhalazo sangaphakathi singase sihlehliwe kuze kube yilapho sekukhokhwe imali.*

A. Imininingwane

UMphathi Wolwazi/IPhini loMphathi Wolwazi:

____

____

B. Imininingwane yomuntu ocela ukuthola irekhodi

a) Imininingwane yomuntu ofaka isikhalazo sangaphakatahi kumelwe igcwaliswe ngezansi.. *(b) Ubufakazi besikhundla afaka isikhalazo kuso, uma bukhona, bunanyathiselwe.* *© Uma ofaka isikhalazo sekungomunye umuntu, hhayi lo owayecele ulwazi, imininingwane yalo muntu owacela ulwazi kumelwe ibhalwe ku-C ngezansi.*

Amagama aphelele nesibongo:

____

____

Inombolo kamazisi:

____

Ikheli lokuposa:

____

____

Inombolo yefeksi: ________________________________

Inombolo yocingo: _______________________________

Ikheli le-imeyili: ________________________

Igunya okufakwa ngaphansi kwalo isikhalazo sangaphakathi egameni lomunye umuntu:

C. Imininingwane yomuntu isikhalazo esifakwa egameni lakhe

Le ngxenye kumelwe igcwaliswe KUPHELA uma kungomunye umuntu ofaka isikhalazo sangaphakathi (okungeyena umfaki wesicelo).

Amagama aphelele nesibongo:

____

____

Inombolo kamazisi:

____

D. Isinqumo okufakwa isicelo sangaphakathi ngenxa yaso

Phawula ngo- X" isinqumo okufakwa isikhalazo sangaphakathi ngenxa yaso ebhokisini elifanele: "

	Ukwenqatshelwa ukuthola ulwazi.
	Isinqumo mayelana nezimali ezinqunywe ngokuvumelana nesigaba 22 soMthetho.
	Isinqumo mayelana nokunwetshwa kwesikhathi okufanele kudingidwe ngaso isicelo ngokwesigaba 26(1) soMthetho.
	Isinqmo ngokwesigaba 29(3) soMthetho sokwenqaba ukuthola ulwazi njengoba lucelwe umfaki wesicelo.
	Isinqumo sokuvumela isicelo sokuthola ulwazi.

E. Izizathu Zesikhalazo

Uma isikhala esinikeziwe singanele, sicela ubhale kwelinye iphepha bese ulinamathisela lapha kuleli fomu. ***Kumelwe uwasayine wonke amaphepha owafakile.***

Yisho izizathu okusekelwe kuzo isikhalazo sangaphakatho:
____
____
____
____

Yisho noma yiluphi olunye ulwazi olungase lubaluleke ekucabangeleni isikhalazo:
____
____
____
____
____
____

F. Isaziso sesinqumo sesikhalazo

Uyobhalelwa waziswe ngesinqumo sesikhalazo sakho sangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela usho leyo ndlela bese unikeza imininingwane edingekayo ukuze sikwazi ukwenza ngokwesicelo sakho.

Yisho indlela:
____

Imininingwane yendlela:
____
____

Isayinwe e- _________________________mhla ka- _______ enyangeni ka- ___________ 20______

____
ISIGNESHA onelungelo lokukhalaza