

UMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU SIQU (POPIA) INGQUBOMGOMO
Isezingeni lokudalulwa: emphakathini



INCWADI YOKUCACISA

INCAZELO: UKUKHUTHAZWA KOKUFINYELELA OLWAZI (PAIA)


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Ukulawulwa kwenguquko ebuyekeziwe

isilandiso No.	Usuku lokugcina lokubuyek ezwa	Isicelo saguqulwa wu	Sabuyekeswa wu	Ukuguqulwa kwencazelo
1.1	21/02/2022	uJames McAlpine	uJames McAlpine	ukwakhiwa
				.

Umpathi wegatsha	Kusebenza ku	Umthombo womnyango	isigaba	Usuku okwakhiwa ngalo	Imvamisa yokubuyekeswa
Inhloko yehhovisi	bnke	Okwenhlangano	Ukwaziswa kwesimanje	22/02/2022	2 to 5 years (after 22/02/2022)

Approval

Igunyazwe ngu	ukusayina	usuku
James McAlpine		17/03/2022

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1. ISINGENISO

Inhloso yomgomo wokuvikelwa kolwazi lomuntu siqu, wesibili ka 2000 (PAIA) Kanye nomthetho wokubuyezwa kokukhuthazwa kokufinyelela olwazini lwama 31 ku 2019 owokekuthaza ilungelo lokuthola ulwazi, ukugquguzela isiko lokubeka izinto obala Kanye nokuziphendulela eNingizimu Afrika, bese kugquguzelwa intando yeningi evulekile lapho noma ubani kusuka kuzo zonke izinkalo zempilo ekhuthazwa ebambisana nohulumeni Kanye nokuba yingxenyekuthathweni kwezinqumo ezithinta impilo.

Ngokuhambiselana ne PAIA lencwadi ecacisayo ihlanganiselwe ukunikezela ngomhlahlandlela kwizihlangano zangaphandle uma zicelwa ulwazi, inkampani izibophezele ukukhipha ulwazi ngaphandle kwalapho umthetho ukuveza ukuthi ukunikezelwa kolwazi akufanele. Lencwadi ecacisayo Kanye nemigomo ezungezile kungenzeka yenziwe ukuhambelana nezidingo ezidingekayo ezibekwe ilomthetho.

2. IMININGWANE YETHU

Igama lenhlangano	The Document Warehouse (PTY) Ltd
Inombolo yokubhalisa	1999/01065/07
Ikheli lokuposa	PO Box 38663, Booysens, 2016
Ikheli lendawo	5 Krag Street, Selby, Johannesburg
Inombolo yocingo	+27 11 298 0700
iwebhusayithi	https://thedocumentwarehouse.com/
Isikhulu solwazi	James McAlpine
i-imeyili yesikhulu solwazi	Jhb.io@tdw.co.za
Izinombolo zocingo zesikhulu solwazi	+27 11 298 0756

3. AMALEKHODI ESIWENZA ATHOLAKALE NGOKUZENZAKALELA

- Izinkampani Kanye nekhomishana yezakhiwo zobuhlakani (CIPC) ngokuhambelana nezimfuneko ezicaciswe isigaba samashumi amabili nesihlanu kumthetho wezinkampani wango 2008
- Amabhukwana, okwamaphephandaba Kanye namapheshana ashicilelwe inkampani, atholakalayo kwiwebhusayithi yenkampani

4. AMALEKHODI ESISHAYAMTHETHO

- Umthetho wokuvikelwa kwabathengi wama 68 ka 2008
- Umthetho kazwelonke wezikweletu wama 34 ka 2005
- Umthetho wokuqwashisa ngokwezezimali Kanye nezinsiza zabaxhumanisi wama 37 ka 2002
- Umthetho wezinkampani wama 61 ka1973
- Umthetho welungelo lobunikazi wama 98 ka 1978
- Umthetho wokulingana ngokuqashwa wama 55 ka 1998
- Umthetho wokudonswa kwentela wama 95 ka 1967

- Umthetho wobudlelwano babasebenzi wama 66 ka 1995
- Umthetho wezimo eziyisisekelo zokuqashwa wama 75 ka 1997
- Umthetho wokuxhumana Kanye nekuguquka wama 25 ka 2002
- Umthetho wemishwalense yokungasebenzi wama 30 ka 1996
- Umthetho wokuthuthukiswa kwamakhono wama 97 ka 1998
- Umthetho wokuthuthukiswa kwamalevi amakhono wama 9 ka 1999
- Umthetho wokuxhwaswa kwemishwailense yabangasebenzi wesine wango 2002
- Umthetho wokufukulwa kwabantu abamnyama kwezomnotho wama 53 ka 2003
- Umthetho wokunxephezela kwabalimale emsebenzini kanye nezifo wama 130 wango 1993
- Umthetho wokuphepha Kanye nezempilo wama 85 wango 1993
- Umthetho wokuvikelwa kolwazi lomuntu siqu wesine wango 2013
- Umthetho wokuphathwa kwentela wama 28 wango 2011
- Umthetho wenani lentengo wama 89 wango 1991

5. AMALEKHODI ATHOLAKALA UMA KUFAKWE ISICELO NGOKOMTHETHO

Amalekhodi ebhizinisi

- Amalekhodi okusebenza
- Ulwazi olugciniwe
- Ukuhambisana kwangaphakathi
- Amalekhodi omkhiqizo
- Ukufakwa kwamadokhumenti

Amalekhodi ezezimali

- Isitatimende sezimali
- Ukubuyiswa kwentela
- Amanye amadokodo aphantselane nentela
- Amalekhodi okubalwa
- Imibiko yokucwaningwa kwamabhuku
- Amalekhodi asebhange
- Amalekhodi asebhange obuxhakaxhaka
- Ukubhaliswa kwezinto
- Imisebenzi eyenziwe
- Izivumelwano zezimali
- Izivumelwano ezihambelanayo
- Izincwadi ezijwayelekile

Amalekhodi email yentela

- Amalekhodi ePAYE
- Amalekhodi entela yebhizinisi
- Amadokodo akhishwe kubasebenzi ngenhloso yemali yentela

- Amalekhodo ezinkpkhelo ezenziwe ISARS
- Amalekhodi enani lemali
- Isibonelelo okuthuthukiswa kwamakhono
- Ukunxeshezela kwabasebenzi

Amalekhodi okuqasha

- Amalekhodi eSETA
- Amalekhodi okuphepha Kanye nezempilo kwabasebenzi
- Ukubhaliswa kwabasebenzi
- Ulwazi lomsebenzi siqu
- Izinkontileka zomsebenzi siqu
- Imigomo nemithetho yokuqashwa
- Isu lokulingana kwabasebenzi
- Amalekhodi ezempilo nokuphepha
- Amalekhodi osizo lwezempilo
- Amalekhodi esikhwama semali
- Imiholo nezinkokhelo zabasebenzi
- Amalekhodi ezicelo zokuphumula
- Amalekhodi okuqondiswa kwezigwegwe
- Amalekhodi okuqondiswa kwezigwegwe
- Amalekhodi okufundiswa
- Izincwajana zokusebenza
- Amalekhodi abantu anikezelwe abasebenzayo
- Amanye amalekhodi ezomthetho
- Izincwajana ezihlobene

Izivumelwano Kanye nezinkontileka

- Isivumelwano esijwayelekile
- Izinkontileka eziqediwe namakhasimende
- AmaNDAs
- Izinkontileka zokuphathwa kwamahhovisi
- Izivumelwano zebhondi
- Izivumelwano zokuqashisa
- Izinkontileka zokuhlinzeka noma izinsiza
- Amadokodo emithetho

ulwazi lwekhasimende

- Imininingwane yekhasimende
- Imininingwane yokuxhumana nomunye phakathi kwamakhasimende
- Ukuxhumana namakhasimende
- Amalekhodi okuthengisa
- Ulwazi lokwenziwayo
- Amalekhodi wokumaketha

- Izinkontileka zekhasimende
- Ulwazi lokuvumelana
- Imibhalo esemthethweni

Imibhalo yokulawula

- Izimvume
- Amalaysense
- Iziphathimandla

6. IMIGOMO YEZICELO ZOKUFINYELELA

Ukuqala ngaloluhlelo lokufakwa kwezicelo zamalekhodi kwisithasiselo A, bese uthumela kwisikhulu solwazi. Uhlelo lungaqala kwiwebhusayithi yethu nge PAIA nezicelo zamakhasi. Ukuhambiswa kwamafomu akunikezi igunya lokufinyelela elizenzakalelayo kwilikhodi eliceliwe. Qinisekisa ukuthi nokufakiwe kwisithasiselo A noma kwifomu lewebhu ukuthi imali efanele lesosicelo (isiqinisekiso sokukhokha) siyathunyelwa kwisikhulu solwazi kusetshenziswa i-imeyili noma ikheli lendawo (isigaba sesibili “kwimininingwane yethu”). Isithasiselo A noma ifomuyewebhu ayigcwaliswanga kahle noma ayisetshenzisi isicelo: sichithwe, siinqatshwe uma kungenalwazi oluphelele noma luzobambezeleka.

Isithasiselo A sidinga ukuthi sibe kanje:

- Sigcwaliswe ngokugcwele
- Isiqinisekiso sobufakazi bokuhlonza kuzodingakala ngendlela yekhophi elisandoku gxivizwa lomazisi.
- Isithombe sakho ubambe umazisi
- Isiqinisekiso somthamo lapho kucelwa ulwazi
- Gcwalisa ifomu ngendlela ekahle ngokubhala

7. IZIMALI

Njengoba umthetho ubeka umfakisisicelo kufanele akhokhe imali ebekiwe yokufaka isicelo okufanele ikhokhwe ngaphambi kokuthi isicelo siqaliswe. Imininingwane yokukhokha ingacelwa kwisikhulu solwazi kwimininingwane okuhlinzekwe ngayo esigabeni sesibili “kwimininingwane yethu”. isiqinisekiso sokukhokha singahlinzekwa ukuze kutholakale igunya lokufinyelela noma lingenziwa ngokudiphazitha okuqondile. Lokhu akuyamaniswa nanoma ubani ocela imininingwane yakhe siqu njengoba lokho kobhekwana nakho ngokomthetho wokuvikelwa kolwazi lomuntu siqu. Wesine wango 2013 (“POPIA”), uma lokhu kwiyikona, ucelwa ukuba ubheke kwiwebhusayithi yethu ngemigomo ye POPIA ukwazi imihlahlandlela mayelana nokuthola ulwazi lomuntu siqu. Idiphazithi iyobuyiswa kuphela uma isicelo sokuthola siinqatshiwe. Uma isicelo sivunyiwe nezimali zokubheka, ukwenziwa futhi Kanye nokulungiselelwa kwezinsiza kuzobalwa kubhekwe kwizimali ezisesithasiselweni B.

8. UKWAZISWA

Inkampani izo, ezinsukwini eziphakathi kwezingamashumi amathathu kutholwe isicelo, thathisinqumo ukumbe iyanikezela noma iyanqaba isicelo bese inika isaziso nezizathu kulolodaba.

Isikhathi esiyizinsuku ezingamashumi amathathu lapho inkampani izothatha isinqumo ukuthi iyanikezela noma iyanqaba isicelo bese iqhubezwa esikhathini esingeke sibe ngaphezulu kwezinsuku ezingamashumi amathathu.

- Lesicelo esolwazi oluningi olungeke lukwazi kutholakala esikhathini esiyinsuku ezingamashumi amathathu.
- Lesicelo sifuna ukufunwa kwamalekhodi, noma ukuqoqwa kwalo, ehhovisi noma kwinqolobane nakwezinye izifunda zezwe.
- Angeke ikwazi ukuqedwa ngezizathu ezizwakalayo phakathi kwesivumelwano sakuqala.
- Ukuxoxisana phakathi nokuhlukana kwenkampani noma nezinye izinhloko ezifanele.

Uma iskhathi sengeziwe, isikhulu solwazi ezinsukwini ezingamashumi amathathu emva kwesicelo sitholiwe saziswe umfakisicelo.

- Isikhathi sokwengezwa
- Isizathu sokwengeza, kubalwa nokuhlinzeka kwalomthetho othembele kuwo.

9. AMABANGA OKWENQATSHWA

Amabanga aqavile enza inkampani inqabe isicelo elwazini oluyamaniswa nalokhu:

- Ukungadalulwa kowesithathu owumuntu wemvelo, okungabandakanya ukudalulwa okungenangqondo kolwazi lomuntu wemvelo:
- Ukuvikela okuyisibopho kolwazi lokuhweba lowesithathu, uma ilekhodi iphethe lokhu
 - Izimfihlo zokuhweba zowesithathu.
 - EZezimali, ezokuhweba, ezobuchwepheshe noma ulwazi lobuchwepheshe okukuthi ukudalulwa kungabangela umonakalo kwezezimali noma ezohwebo kumuntu wesithathu.
 - Ulwazi oludalulwe ngokuziqhenya umuntu wesithathu enkampanini, uma ukudalulwa kungabeka lowesithathu ebubini kwizingxoxo noma umncintiswano wezohwebo.
 - Ukuvikela okwisibopho kolwazi olungadalulwa komuntu wesithathu uma kuvikelwe ngokwanoma isiphi isivumelwano.
 - Ukuvikela okwisibopho sokugcina abantu bephephile Kanye nokuvikela izakhiwo.
 - Ukuvikela okeitisibopho kwamalekhodi okuyobhekwa njengelungelo makuqulwa amacala.

- Imisebenzi yokuweba yokuhweba kwenkampani, engafaka:
 - Izimfihlo zokuhweba zenkampani
 - Ezezimali, ezokuhweba, ezobuchwepheshe noma ulwazi lwezobuchwepheshe okukuthi ukudalulwa kungadala umonakalo kwezezimali noma ezokuhweba zenkampani.
- Isicelo solwazi esibonakala silula noma sicasula, noma esifaka ukusetshenziswa ngendlela engafanele kwezinsiza kunqatshwa.

10. UKUPHATHWA UMA KUNQATHSWA UKUFINYELELA

Uma inqolobane yamadokhumenti iphika isicelo sokufinyelela, ungafaka isicelo enkantolo negunya elifanele, noma ubeke isikhalazo kumlawuli wolwazi. Nenkolelo edingekayo ngaphakathi kwezinsuku eziyikhulu namashumi ayisishagalombili ekhalenda ukuthi sikwazise ngesinqumo sethu.

11. UKUTHOLAKALA KWALELI BHUKWANA LOKUCACISA

Lelibhuku lokucacisa liyatholakala ukuze lihlolwe kwiwebhusayithi yethu: <https://thedocumentwarehouse.com/> . litholakala emuphakathini jikelele, ngesicelo, ngezikhathi zomsebenzi kanti kumahhala emahhovisi ethu.

ISITHASISELO A: AMAFOMU ESICELO SOKUFINYELELA

Isigaba 53(sokuqala) somthetho wokukhuthaza ukutholakala kolwazi, ka 2000
(umthetho wesibili wango 2000)

[Umthethonqubo weshumi]

1. IMININGWANE YOKUTHUTHUKISA/ YOHLAKA OLUNGASESE

Ikheli lendawo:	5 Krag Street, Selby, Johannesburg
Ikheli lokuposa:	PO Box 38663, Booyens, 2016
Inamba yocingo:	+27 11 298 0756
i-imeyili:	info@tdw.co.za

2. IMININGWANE YOMUNTU OCELA UKUFINYELELA KWILEKHODI

Igama eliphelele Kanye nesibongo:	
Inombolo kamazisi:	
Ikheli lokuposa:	
Inombolo yocingo:	
i-imeyili:	
Amandla okwenza isicelo, uma isicelo senziwe egameni lomunye umuntu:	

3. IMININGWANE YOMUNTU OFAKE ISICELO SOKUFINYELELA KWIRIKHODI ISB., KWENHLANGANO ESEMTHETHWENI

Igama lenhlangano:	
Inamba yokubhaliswa.:	
Ikheli lokuposa:	
Inombolo yocingo:	
i-imeyili:	

4. IMININGWANE YOMUNTU OKUFAKWE ISISCELO NGEGAMA LAKHE

Amagama Kanye nesibongo:	
Inombolo kamazisi:	

5. IMININGWANE YELEKHODI

Ukuchazwa kwelekhodi noma izingxenye ebalulekile zelekhodi:	
Inombolo yelefelensi:	
Eminye imininingwane yelekhodi:	

6. IZIMALI

Isicelo sokufinyelela kwilekhodi, ngaphandle kwelekhodi equkethe ulwazi lwakho siqu, kuyosetshenzwa ngalesosicelo uma imali yesicelo isibhadaliwe.

Uyokwaziswa ngemali okufanele uyikhokhe okuyimali yokufaka isicelo.

Lemali ikhokhwa ukufinyelela kwilekhodi kuyangokuthi iyiphi indlela lokufinyelela kufuneka ngayo Kanye nesikhathi esikahle esifunakalayo ukubheka nokulungiselela lelekhodi.

Uma ukufanele ukukhululwa kwemali yanoma iyiphi inkokhelo, ucelwa ukuba ukucacise lokho nesizathu sokukhululwa.

Isizathu sokukhululwa kwemali eyinkokhelo	
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7. INDLELA YOKUFINYELELA KWILEKHODI

Uma uvinjwa ukukhubazeka ukuzufunde, ubuke nomu allele irikhodi ngendlela okufinyeleleka ngayo ngokunikezwa okokuqala kuya kokwesine lapha ngaphansi, cacisa ukukhubazeka kwaho bese ukubeka ukuthi ukuna irikhodi ibenjani.

Ukukhubazeka	
Indlela irikhodi efunakala ngayo	

Maka ibhokisi ngo x. qaphela:

(a) ukuthobela isicelo nefomu elibekiwe kungaya ngokuthi ilekhodi itholakala ngayiphindlela.

(b) ukufinyelela ngendlela kucelwe ngayo nganganqatshwa kwesinye isikhathi. Uma kuyilokho uyokwaziswa uma ukufinyelela kunganikezelwa ngenye indlela.

(c) imali ekhokhwa ukuze uthole ilekhodi, uma nomangabe yini, kocaciswa iyindlela okucelwe ngayo.

Uma ilekhodi ingendlela ebhaliwe noma ephrintiwe:

Ikhophi le lekhodi	
Ukuhlolwa kwelekhodi	

Uma ilekhodi iqukethe izithombe:

Buka isithombe	
Yenza ikhophi lesithombe	
Ukulotshwa kwezithombe	

Uma ilekhodi iqukethe ulwazi oluqoshiwe olungakwazi ukuthi lukhiqizwe futhi lube umsindo:

Lalela umculo	
Ukulotshwa komculo	
Yenzi khophi kukhompyutha ngendlela efundekayo	

Uma ilekhodi ibanjwe kwikhompyutha noma ngobuxhaka-xhaka noma ngomshini ofundekayo:

Ikhophi elishicilelwe lelekhodi	
Ikhophi elishicilelwe lolwazi olususelwe kwilekhodi	
Khophi kwikhompyutha ngendlela efundekayo	

8. IMININGWANE YELUNGELO LOKWENZA NOMA UKUVIKELA

Uma iskhala esinikeziwe esilingani, ungaqhubeka ekhasini elingaphandle bese ulinamathisela kuleli fomu. Umfaksicelo kwamele asayine wonke amaphepha akawengezile.

Veza ukuthi iliphi ilungelo okufanele lenziwe noma livikelwe.	
Chaza kungani ilekhodi eceliwe ifunakala ukuthi yenziwe noma ivikelwe kwilungelo okukhulunywe ngalo ngenhla.	

9. ISAZISO NGESINQUMO MAYELANA NESICELO SOKUFINYELELA

Uzokwaziswa ngokubhalelwa ukuthi ngabe isicelo sakho samukeliwe/
sinqatshiwe. Uma ufisa ukwaziswa ngenye indlela, ungacacisa ngaleyondlela
bese unikezela imininingwane efanele ukuvumela ukuthobela isicelo sakho.

Ikuphi othanda ukuthi ungaziswa ngakho mayelana nesinqumo sesicelo sakho sokufinyelela kwirikhodi.	
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Isayinwe e.....ngalolusuku.....20.....

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Ukusayina ofakisisicelo/
umuntu okwenziweisicelo
egameni lakhe

ISITHASISELO B: IZIMALI

inombolo	ukuchazwa	Nani lemali
1.	Imali yesicelo sokuqala	R100.00
2.	Ikhophilesithombe/ikhophi/ikhophi eliphrintiwe yawo wonke amakhasi awu A4	R4.85
3.	Ikhophi <i>leflash drive</i> (elinikezelwe kumfakisicelo)	R30.00
4.	Ikhophi le <i>compact disc</i> (cd) (enikezelwe kumfakisicelo)	R30.00
5.	Ukulotshwa kwezithombe, kusayizi wekhasi elu A4 noma ingxenye yekhasi	R60.00
6.	Ikhophi lethombe ezibukwayo	R70.00
7.	Ukulotshwa komsindo orikhodiwe, ngosayizi wekhasi elu A4	R30.00
8.	Ihora ngalinye noma ingxenye yehora elifunakalayo ukubheksa, bese kulungiselelwa irikhodi ukuthi ivezwe	R75.00
9.	Idiphozithi: ekubhekeni okudlula amahora ayisithupha	Uhafu wayoyonke imali ebalwe kusetshwenziswa izimali ezingaphezulu
10.	Izindleko zokuposa, imeyili noma ikuphi ukudlulisa okwenzeka ngokogesi	izindleko
11.	Imali yokudlulisa isicelo	R75.00

Izinhlaka ezizimele ezibhaliswe ngaphansi komthetho wenani lemali yentela (umthetho ka 89 wango 1991), njengoba abathengisi bengangeza kwinani lemali yentela ebekiwe kulesisithasiselo.