INCWADI YENKCAZELO YAKWA-CARB HOLDINGS (PTY) LTD.

Yenziwe yahambiselana neCandelo le-51 lo mthetho wesibini ka-2000 wePromotion of Access to Information

Intshayelelo

Ngee-9 zikaMatshi 2001, umthetho wesibini ka-2000 wePromotion of Access to Information Act ("uMthetho") uye wasebenza, nto leyo eyenze kwasebenza icandelo le-32(2) lamalungelo Omgaqo-siseko agunyazisa ukufumaneka kwenkcazelo.

Enye yezona zinto zifunekayo ezichazwe kule Act, kukwenziwa kwencwadi enenkcazelo echaza ngohlobo noluhlu lweengxelo ezinayo inkampani yabucala.

Le Act ikwanika abantu ilungelo lokufumana inkcazelo efunekayo ukuze kusetyenziswe okanye kukhuselwe nawaphi na amalungelo. Ukuze imvume yokufumana inkcazelo inikezelwe, kukho izinto ezithile ekufuneka zifikelelwe.

Olu xwebhu luyincwadi yenkcazelo yakwaCARB Holdings (Pty) Ltd. ("CARB") ibe luthetha ngeengxelo ezifumaneka kwaCARB nokuba ithini inkqubo yokucela ukufumana ezo ngxelo.

Iquka eziphi iinkampani le ncwadi yenkcazelo

Le ncwadi yenkcazelo iquka uCARB nezi nkampani zilandelayo uCARB anamalungelo athile kuzo: Mukuru Africa (Pty) Ltd., Mukuru Financial Services (Pty) Ltd., neMukuru Shared Services (Pty) Ltd.

Ukufumaneka kwencwadi yenkcazelo

Ikopi yale ncwadi yenkcazelo iyafumaneka kumntu wonke ukuze ayihlole kule webhusayithi yakwaMukuru https://www.mukuru.com/sa/manual-of-carb-holdings-pty-ltd/ okanye unokuyicela kumntu onokunxibelelana naye ngaloo nto ochazwe kule ncwadi yenkcazelo.

Icandelo 51(1)(a)

Iinkcukacha zokunxibelelana

Umsebenzi wokulawula nowokuthobela le Act, Igosa Eliphezulu (iCEO) lakwaCARB liwunike iNtloko Yezomthetho. Isicelo sokwazi izinto ezingale Act kufuneka sithunyelwe ngale ndlela:

Umntu Ononxibelelana Naye: Andre Ferriera
Idilesi yeposi: LL75 Parkview Lifestyle, Garsfontein Road, Moreletapark, Pretoria
Idilesi yesakhiwo: LL75 Parkview Lifestyle, Garsfontein Road, Moreletapark, Pretoria
Inombolo yefowuni: +27 (0)86 001 8555
Inombolo yefeksi: +27 (0)11 209 5417
I-imeyili: andre@mukuru.com

Icandelo *51(1)(b)*

Isikhokelo sabantu abacela ukwazi indlela yokusebenzisa le Act

Xa ufuna ukucaciselwa kakuhle okanye ukuncedwa ngale Act, nceda ujonge isikhokelo esikhutshwe yiKomishini Yamalungelo Oluntu, imimiselo ekwicandelo le-10 lalo Mthetho. Siquka oku kulandelayo:

- abo lo mthetho ujolise kubo
- iinkcukacha ezifanelekileyo zokunxibelelana zombutho kawonke-wonke okanye wabucala (xa kunokwenzeka)
- inkqubo emele ilandelwe ukuze kufakwe isicelo sokufumana inkcazelo
- uncedo olufumaneka kwimibutho nakubantu abasebenza ngenkcazelo kwimibutho kawonke-wonke yenkcazelo “yakwaSAHRC”
- indlela yokufumana isikhokelo sombutho wabucala
- zonke izinto ezifumaneka emthethweni ezinokukunceda
- inkcukacha zeemali ezimele zibhatalwe ngokufaka isicelo sokufumana inkcazelo

Esi Sikhokelo siye saprintwa ngazo zonke iilwimi ezisemthethweni kwi*Government Gazette* ibe siyafumaneka ukuba singafundwa nguwonke-wonke kwiiofisi zeKomishini Yamalungelo Oluntu ukususela ngoAugust 2003.

Nceda uthumele imibuzo apha:

IKomishini Yamalungelo Oluntu YaseMzantsi Afrika:

PAIA Unit
Braampark Forum 3
33 Hoofd Street
Braamfontein

Iwebhusayithi: http://www.sahrc.org.za

Nceda uthumele imibuzo apha:

Inombolo yefowuni: +27 (11) 877 3608
Inombolo yefeksi: +27 (11) 484 0582
I-imeyili: PAIA@sahrc.org.za
svanderberg@sahrc.org.za
tsebulela@sahrc.org.za
Iwebhusayithi: http://www.sahrc.org.za

Icandelo 51(1)(c)

Inkcazele Emele Ifumaneke Ngokuzenzekelayo

Inkcazelo efumaneka ngokulula kuwonke-wonke

Umyalezo wecandelo le-52(2) ophathelele uluhlu lweenkcukacha ezifumaneka ngaphandle kokuba kufuneke umntu afake isicelo ngokuhambiselana noMthetho, uye wapapashwa.

Iingxelo zomthetho

Icandelo 51(1)(d).

Iingxelo ezingciniweyo ngokuhambiselana neminye imithetho

Iingxelo zingcinwa ngokuhambiselana nale mithetho ilandelayo:

- Basic Conditions of Employment Act, No. 75 of 1997
- Broad-Based Black Economic Empowerment Act, No 53 of 2003
- Companies Act, No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993

- Competition Act, No. 89 of 1998
- Constitution of South Africa Act, No. 108 of 1996
- Copyright Act, No. 98 of 1987
- Collective Investment Schemes Control Act, No. 45 of 2002
- Deeds Registries Act, No. 47 of 1937
- Electronic Communications and Transactions Act, No. 2 of 2000
- Employment Equity Act, No. 55 of 1998
- Environment Conservation Act, No. 73 of 1989
- Firearms Control Act, No. 60 of 2000
- Financial Advisory and Intermediary Services Act, No. 37 of 2002
- Financial Intelligence Centre Act, No. 38 of 2001
- Formalities in respect of Leases of Land Act, No.18 of 1969 Income Tax Act, No. 58 of 1962
- Labour Relations Act, No. 77 of 1995
- Long Term Insurance Act, No. 52 of 1998
- National Building Regulations and Building Standards Act, No. 103 of 1997
- National Road Traffic Act, No. 93 of 1996
- Occupational Health and Safety Act, No. 85 of 1993
- Promotion of Access to Information Act, No. 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 of 2000
- Protected Disclosures Act, No. 26 of 2000
- Patents Act, No. 57 of 1987
- Regulation of Interception of Communications and Provisions of Communication related Information Act, No. 70 of 2002
- Sales and Service Matters Act, No. 25 of 1964
- Skills Development Act, No. 97 of 1997
- Skills Development Levy Act, No. 9 of 1999
- Short Term Insurance Act, No.53 of 1998
- Securities Services Act, No. 36 of 2004
- South African Reserve Bank Act, No. 90 of 1989
- Tobacco Products Control Act, no. 12 of 1999
- Trade Marks Act, No. 194 of 1993
- Transfer Duty Act, No. 40 of 1949
- Unemployment Insurance Act, No. 63 of 2001
- Value-added Tax Act, No. 89 of 1991

Iingxelo Ezikhoyo

Icandelo 51(1)(e)

Umxholo noluhlu lweengxelo

A. Iingxelo Zomthengi

U-CARB ubunjwe ziindlela zoncedo ezifumanekayo ezifumaneka kwiwebhusayithi kaMukuru ekule linki https://www.mukuru.com/sa/manual-of-carb-holdings-pty-ltd/ Olu luluhlu lweengxelo ezigcinwe nguCARB ezigcinela umthengi:

- Imbalelwano Yomthengi
- Izivumelwano Zomthengi
- Iingxelo Zolawulo
- Iingxelo Zomthetho Nezerhafu Zomthengi
- Inkcazelo Yeshishini Yomthengi
- Izinto Zophando
- Amaxwebhu Omthetho

- Iilayisensi

B. Ukulawulwa Kwenkampani

- Imizuzu Yentlanganiso
- Imizuzu Yentlanganiso Yekomiti Yebaphathi Abakhulu
- Iingxelo Zokulawula Ingozi Kwinkampani Xa Iyonke

C. Zonke ezinye iingxelo ezikhoyo

Ezo*mthetho*

- *Zonke Izivumelwano phakathi kwawo onke amasebe*
- *Okuthatha amanyathelo omthetho namanye amabango*
- *Amaxwebhu Elungelo Kwimveliso Nawophawu Lwentengiso*
- *Amaxwebhu EInshorensi*

Ezezimali Nolawulo

- Iingxelo Zokusetyenziswa Kwemali
- Iingxelo Zonyaka Zengeniso Nenkcitho Nezemeko Zezimali (ziquka iingxelo zokuphicothwa kweencwadi zezimali)
- Imbalelwano (ubungqina bokubhatala)
- Ii-invoyisi neziteytimenti
- Iingxelo Zabaphathi
- Iingxelo Zerhafu Nokufakwa Kwazo (ziquka iingxelo zeVAT- irhafu yentengiselwano)
- Iingxelo zeSARB NezeStatistics SA
- Iingxelo zeStats SA

Ezebaqeshwa

- Iingxelo Zeemali Ezingenayo Neziphumayo kunye Nezomrholo
- Amanani E-BEE
- Iingxelo Zokuphuhlisa Emsebenzini
- Iinkcukacha Zabaqeshwa
- Iingxelo Zokufumana Amathuba Alinganayo Emsebenzini
- Imimiselo Eqhelekileyo Yomsebenzi
- Ileta Yengqesho
- Iingxelo Zokuthatha Ixesha Lokungabikho Emsebenzini
- Iingxelo ZePAYE Nokufakwa Kwazo
- Iingxelo Zendlela Abaphathi Abaqhuba Ngayo
- Iipolisi Neendlela Ekuqhutywa Ngazo
- Ukufakwa KweUIF
- Iingxelo Zomhlala-phantsi NeZoncedo Lwezonyango

Ezekhompyutha Nobuchwephetshe

- Iregista Yezixhobo
- Iipolisi, Imilinganiselo, Nokuphathwa Kwenkcazelo kunye
- Nezikhokelo
- Iregista YeSoftware

Ukufunda Nemfundo

- Izinto Zokufundisa
- Iingxelo Zoqeqeshwa Namanani
- Izivumelwano Zokuqeqeshwa

Ukumaketha Neendlela Zokuqhakamshelana

- Amaxwebhu Okumaketha Kubantu/Kwinkampani Ezinokuba Ngabathengi
- Indlela Ephathwa Ngayo I-Brand
- Iindlela Zokumaketha
- Iindlela Zokuqhakamshelana
- Iincwadi Zokumaketha

Ezokusebenza

- Iingxelo Yabangenayo Nabaphumayo
- Iingxelo Zokugcinwa Kwezinto
- Iindlela Zokuqhakamshelana
- Imbalelwano Eqhelekileyo
- Inkcazelo Yefowuni Yaseofisini
- Amaxwebhu Ohambo
- Amaxwebhu Okubhalisa Imoto

Ezeenkonzo ZikaNobhala

- Amaxwebhu afunekayo ngokusemthethweni afana, kodwa angaphelelanga kwiizatifikethi zokusekwa kwenkampani nawokuqalisa ishishini.
- Iingxelo Zonyaka
- Iidayagram Zokulandelelana Kwezikhundla Kwimpani
- I-Memoranda and Articles of Association (Amaxwebhu Anabanini Benkampani Nawendlela Ephethwe Ngayo Inkampani)
- Iiregista Zezahlulo
- Amaxwebhu Omthetho Afakwe Kwabasemagunyeni Abafanelekayo
- Izatifikethi Zezahlulo
- Izivumelwano Zabanini Bezahlulo
- Imizuzu Yentlanganiso

Ukucela Ukufumana Ingxelo

Icandelo 51(1)(e)

Indlela Yokucela Ukufumana Ingxelo

Ukuba kukrokrelwa, ngesizathu esivakalayo, ukuba umntu ocela iingxelo ukwazile ukufumana iingxelo ngenxa yokufaka inkcazelo exoka kakhulu okanye elahlekisayo, angathathelwa amanyathelo asemthethweni lo mntu uyicelileyo.

Kubalulekile ukuqaphela ukuba ukugcwalisa nokufaka ifomu yesicelo sokukwazi ukufumana ingxelo ngempumelelo akuthethi ukuba loo mntu uyicelileyo angafikelela kwingxelo ayicelileyo ngokuzenzekelayo. Isicelo sokukwazi ukufumana ingxelo ethile sinemiqathango ethile ukuba umntu oyicelayo uphantsi koluhlu oluthile njengoko luchaziwe kwiNxalenye 3 kwisahluko 4 seAct.

Ukugcwalisa Ifomu Yokucela Ukufumana Iingxelo

Ukuze kungacothwa ukuphendula izicelo zokufumana ingxelo, wonke umntu oyicelayo kubalulekile ukuba aqaphele ezi zinto zilandelayo xa egcwalisa Ifomu Yokucela Ukufumana Ingxelo:

- Ifomu Yokucela Ukufumana Ingxelo kufuneka igcwaliswe.
- Ubungqina Besazisi buyafuneka ukuze kuqinisekiswe ukuba umntu ocelayo nguye nyhani na. Ngoko, ngaphezu kwefomu yokucela ukufumana ingxelo, umntu oyicelayo uza kucelwa ukuba anikezele ngekopi yesazisi sakhe.
- Tayipa okanye ubhale NGOONOBUMBA ABAKHULU impendulo yombuzo ngamnye.
- Ukuba umbuzo awunanto yakwenza nawe, bhala “N/A” xa uphendula loo mbuzo.
- Ukuba akukho mpendulo kumbuzo othile bhala “nil” xa uphendula loo mbuzo.
- Ukuba ayonelanga indawo yokuphendula kwifomu, inkcazelo engakumbi ungayifaka kwiphepha elincanyathiselwe kwifomu.
- Xa kuye kwafuneka usebenzise iphepha ukufaka inkcazelo engakumbi, bhala isihloko sayo silandelwe ngumbuzo ngamnye.

Ukufaka Ifomu Yokucela Ukufumana Ingxelo

Ifomu Yokucela Ukufumana Ingxelo egcwalisiweyo kunye nekopi yesazisi kufuneka zifakwe kusetyenziswa iposi eqhelekileyo, i-imeyili okanye ifeksi (ngefeksi kuphela xa icelwe ngumntu onokunxibelelana naye ochazwe ngentla) kwaye imele ibhalwe ukuba iya kumntu onokunxibelelana naye ochazwe ngentla. Imali yokuqalisa isicelo eyiR57.50 (iVAT iqukiwe) kuza kufuneka ibhatalwe xa kufakwa Ifomu Yokucela Ukufumana Ingxelo. Le mali ayibhatalwa nguMceli Buqu, kuthethwa ngomntu ocela imvume yokufumana iingxelo ezinenkcazelo yakhe buqu.

Ukubhatala

Iinkcukacha zokubhatala zingafunyanwa kumntu onokunxibelelana naye ochazwe ngentla ibe kungabhatalwa ngokwenza idiphozithi, ngetsheke eqinisekisiweyo yibhanki okanye nge-postal order (ayizokwamkelwa xa ubhatala ngekhadi lebhanki). Kufuneka unikezele ngoBungqina Bokuba Ubhatele. Imali yokufumana ingxelo kufuneka ibhatalwe ngaphambi kokuba umntu oyicelayo ayifumane loo ngxelo. Ukuba isicelo sokufumana ingxelo samkelwe, imali yokufumana ingxelo ingafunwa ngenxa yokuyikhangela, yokuphinda yenziwe okanye nangenxa yokuba kufuneka ilungiswe ingxelo/iingxelo ibe iza kubalwa ngokwale ndlela ichazwe apha kwiAct. Ukuba sele kubhatalelwe ukucela ukufumana ingxelo size isicelo singamkelwa, umphathi wenkcazelo ofanelekayo uza kuyibuyisela imali kuloo mntu wenze isicelo.

Icandelo 51(1)(e)

Indlela Yokucela Ukufumana Ingxelo

Ukwaziswa

U-CARB, zingaphelanga iintsuku eziyi-30 efumene isicelo, uza kugqiba ekubeni asamkele okanye angasamkeli aze achaze izizathu (xa ziceliwe) zeso sigqibo. Eli xesha lizintsuku eziyi-30 uCARB analo lokugqiba ekubeni asamkele okanye angasamkeli isicelo, lingandiswa ngeentsuku ezingekho ngaphezu kweziyi-30 ukuba isicelo sesenkcazelo eninzi kakhulu, okanye eso sicelo sifuna ukuba kukhangelwe inkcazelo ekwenye iofisi yaseCARB ibe akunakulindeleka ukuba

ifumaneke kwiintsuku eziyi-30. U-CARB uza kumazisa umntu ocela ingxelo ukuba ixesha kufuneka landisiwe.

Isahluko 4

Izizathu zokungavumi ukuba zifunyanwe iingxelo

Izizathu eziphambili zokungasamkeli isicelo senkcazelo zezi:

- Kunyanzelekile ukukhusela izinto eziyimfihlo zomnye umntu, xa kuza kuchazwa inkcazelo yakhe yobuqu kunganyanzelekanga.
- Kunyanzelekile ukukhusela inkcazelo yezoshishino yenye inkampani, ukuba iingxelo zinoku kulandelayo:
    - Iimfihlo zokushishina zaloo nkampani.
    - Inkcazelo yezimali, yezoshishino, yezesayensi okanye eyobuchule obuthile xa inokuthi ichazwe, kuyichane loo nkampani ngokwasezimalini okanye kwezoshishino.
    - Inkcazelo eyimfihlo echazelwe uCARB yiloo nkampani xa inokuchazwa inokwenza loo nkampani ingakwazi ukuthethathethana nezinye okanye ukukhuphisana kwezo shishino.
- Kunyanzelekile ukukhusela inkcazelo eyimfihlo yomnye umntu okanye inkampani ukuba ikhuselwe ngokwemimiselo yaso nasiphi na isivumelwano.
- Kunyanzelekile kukhuselwe abantu kunye nezinto zabo.
- Kunyanzelekile kukhuselwe ingxelo engenakubonwa nangubani na xa kuqhutywa ityala.
- Izinto Ezenziwa Kwezoshishino nguCARB ezinokuquka, kodwa zingaphelelanga kwi:
    - Iimfihlo zokushishina zikaCARB
    - Inkcazelo yezimali, yezoshishino, yezesayensi okanye eyobuchule obuthile xa inokuthi ichazwe kumchane uCARB ngokwasezimalini okanye kwezoshishino.

Amaxabiso Okuyenza Kwakhona:

Xa uCARB enike uMphathiswa ngokuzithandela uludwe loluhlu zeengxelo eziza kwenziwa zifumaneke ngokuzenzekelayo kuye nabani na ocela ukuzifumana, ekuphela kwemali enokubizwa ngezo ngxelo yimali yokuzenza kwakhona ezo ngxelo zifunekayo.

Inkcazelo engeengxelo zobuqu zomntu ocela loo nkcazelo ayizokubhataliswa.

Amaxabiso aza kubizwa ngokwenza kwakhona inkcazelo leyo icelwayo njengoko sekutshiwo ngentla, iVAT ayiqukwanga:

Ingcaciso	Ixabiso
Ikopi nganye yephepha elinobukhulu obuyiA4 okanye inxalenye yayo	R1.10
Ikopi nganye eprintwayo enobukhulu obuyiA4-size okanye inxalenye yayo esekhompyutheni okanye engelophepha okanye ekwinto engena kwikhompyutha	R0.75
Ikopi ekwinto engena kwikhompyutha: ● I-disc okanye i-USB	R70.00
Ukubhala ingcaciso yomfanekiso, okwiphepha elinobukhulu obuyiA4-size okanye inxalenye yawo	R40.00
Ikopi yomfanekiso	R60.00
Ukubhala into erekhodiweyo, enobukhulu bephepha eliyiA4-size okanye inxalenye yayo	R20.00
Ikopi yento erekhodiweyo	R30.00

Amaxabiso Okuyifumana:

Imali yokufumana ingxelo imele ibhatalwe qho xa isicelo sokufumana inkcazelo samkelwe, ngaphandle kwaxa ukubhatala imali yokufumana ingxelo kungaqukwanga kwimimiselo yeAct okanye uMphathiswa ebone ukuba ingaqukwa kwemimiselo yecandelo 54(8).

Amaxabiso aza kubizwa amele abhatalwe, iVAT ingaqukwanga, nanga:

Ingcaciso	Ixabiso
Ikopi nganye yephepha elinobukhulu obuyiA4 okanye inxalenye yayo	R1.10
Ikopi nganye eprintwayo enobukhulu obuyiA4-size okanye inxalenye yayo esekhompyutheni okanye engelophepha okanye ekwinto engena kwikhompyutha	R0.75
Ikopi ekwinto engena kwikhompyutha: ● I-disc okanye i-USB	R70.00
Ukubhala ingcaciso yomfanekiso, okwiphepha elinobukhulu obuyiA4-size okanye inxalenye yawo	R40.00
Ikopi yomfanekiso	R60.00
Ukubhala into erekhodiweyo, enobukhulu bephepha eliyiA4-size okanye inxalenye yayo	R20.00
Ikopi yento erekhodiweyo	R30.00
Ukukhangela nokulungisa irekhodi ikuze ibonwe, ngeyure nganye okanye ngenxalenye yeyure nganye ekulindeleke ukuba ifuneke ukuze ikhangelwe ize ilungiswe	R30.00

Iidipozithi:

Xa uCARB Holdings efumene isicelo sokufumana inkcazelo engeyiyo eyaloo mntu ibe Intloko Yezomthetho, xa kufunyanwa eso sicelo, icinga ukuba ukulungisa ezo ngxelo zifunwayo ukuze zifumaneke kuza kuthatha iiyure ezingaphezu kweziyi-6, kuza kufuneka abhatale idiphozithi loo mntu uzicelayo.

Idiphozithi ilingana nemali yokufumana ingxelo ehlulwe kathathu. Ukuba isicelo asamkelwanga, uyayibuyiselwa idiphozithi.

Isicelo sokuba imali yesicelo neyedipozithi ingafunwa

Umntu ocela ukufumana ingxelo angafaka isicelo enkundleni sokungabhatali imali yesicelo neyedipozithi ukuba ukholelwa ukuba imali yesicelo neyedipozithi ayiyomfuneko.

Ukuposa

Imali yokuposa kufuneka ibhatelwe xa ikopi yengxelo kufuneka iposelwe umntu oyicelileyo.

ISICELO SOKUFUMANA INGXELO

[Icandelo 53(1) lePromotion of Access to Information Act, 2000
(Act No. 2 of 2000)]

A. Iinkcukacha zikaCARB Holdings (Pty) Ltd.

Head of Compliance
CARB Holdings (Pty) Ltd.
LL75 Parkview Lifestyle
Garsfontein Road
Moreletapark
Pretoria

B. Iinkcukacha zomntu ocela ukufumana ingxelo

Qaphela:

(a) Iinkcukacha zomntu ocela ukufumana ingxelo zimele zibhalwe apha ngezantsi.
(b) Idilesi yakwiRiphabliki ne/okanye i-imeyili eza kuthunyelwa kuyo inkcazelo efunwayo kufuneka anikezele ngayo.
(c) Ubungqina besikhundla esenzwa kuso isicelo, ukuba buyafuneka, kufuneka bufakwe.

Amagama akho nefani:	
Inombolo yesazisi:	
Idilesi yeposi:	
Inombolo yefowuni:	
Idilesi yeimeyili:	
Isikhundla esenzwa kuso isicelo, xa sisenziwa endaweni yomnye umntu:	

C. Iinkcukacha zomntu isicelo esenziwa endaweni yakhe

Eli candelo kufuneka ligcwaliswe KUPHELA ukuba isicelo senkcazelo senziwa endaweni yomnye umntu.

Amagama akho nefani:	
Inombolo yesazisi:	

D. Iinkcukacha zengxelo

(a) Nikezela ngeenkcukacha ezipheleleyo zale ngxelo icelwa ikufunyanwa, kuquka inombolo yayo ukuba iyaziwa, ukuze ifumaneke ingxelo.
(b) Ukuba ayonelanga indawo yokubhala, nceda uqhubeke kwelinye iphepha uze ulincamathisele kule fomu.

Umntu wesicelo kufuneka asayine onke amaphepha ongezelelekileyo.

1. Ingcaciso yengxelo okanye icandelo elifunekayo layo:

_____

2. Inombolo yengxelo, ukuba ikhona:

_____

3. Ezinye iinkcukacha zengxelo:

_____

E. Amaxabiso

(a) Isicelo sokufumana ingxelo, engeyongxelo eneenkcukacha zakho zobuqu, siza kuhoywa emva kokuba **imali yesicelo** ibhatelwe.
(b) Uza kwaziswa ukuba yimalini ekufuneka uyibhatele njengemali yesicelo.
(c) **Imali ekufuneka ibhatalelwe ukufumaneka kwengxelo** ixhomekeke ekubeni ingxelo ifunwa injani nexesha ekulindeleke ukuba ikhangelwe ize ilungiswe ngalo ingxelo.
(d) Ukuba uyafaneleka ukuba ungabhatali enye yezi mali, nceda uxele isizathu sokuba ufaneleka ukuba wophulelwe. Isizathu sokuba wophulelwe ekubhataleni iimali ezifunekayo:

_____
_____
_____

Indlela ekufunwa ingxelo ibe yiyo

Ukuba unesiphene esikwenza ungakwazi ukufunda, ukubona okanye ukumamela ingxelo ingendlela efumaneka ngayo kwezi ziku-1 ukuya ku-4 zichazwe ngezantsi, chaza ukuba unesiphi isiphene nokuba uyifuna injani ingxelo.

Isiphene:

_____
_____
_____

Ingxelo ifunwa injani, iyintoni:

_____
_____
_____

Makisha ibhokisi efanelekileyo apha ezantsi ngoX.

Notes:

(a) Ukukwazi ukwenza ngokwesicelo sakho sokufumana ingxelo sikwindlela ethile kungaxhomekeka ekubeni ifumaneka iyintoni ingxelo.
(b) Ngamanye amaxesha isenokungamkelwa into yokuba uyifumane ingxelo ingohlobo olucele ibe lulo. Xa kunjalo uza kwaziswa ukuba uza kuyifumana ilolunye uhlobo.
(c) Imali ekufuneka ibhatelwe yokufumana ingxelo, ukuba ikhona, iza kugqitywa ukuba yimalini ngokuyinxalenye kuxhomekeke ukuba ingxelo icelwa ikuhlobo olunjani.

1. Ukuba ingxelo ibhaliwe okanye iprintiwe:			
	Ikopi yengxelo*		Ukuhlola ingxelo

2.	Ukuba ingxelo inemifanekiso: le nto iquka iifoto, izilayidi, iividiyo ezirekhodiweyo, imifanekiso eyenziwe ngekhompyutha, iziketshi, njl.njl				
	Ukuyijonga imifanekiso		Ikopi yemifanekiso		Ukubhala amagama omfanekiso*
3.	Ukuba iingxelo zinamazwi okanye inkcazelo enokwenziwa kwakhona iyinto erekhodiweyo:				
	Ukumamela into erekhodiweyo		Ukubhala loo nto irekhodiweyo okanye ukuyiprinta ibe luxwebhu		
4.	Ukuba ingxelo isekhompyutheni okanye ayikho sephepheni okanye ikwinto engena ekhompyutheni:				
	Ikopi eprintiweyo yengxelo*		Ikopi eprintiweyo yenkcazelo efumaneka kuloo ngxelo		Ikopi yayo ikwinto engena kwikhompyutha* (i-stiffy okanye i-disc)
* Ukuba ucele ikopi okanye into erekhodiweyo (ngentla), ufuna ikopi okanye uxwebhu olukhutshelweyo luposelwe kuwe? **Kuza kufuneka ubhatale imali yokuposa**.			Ewe		Hayi

F. Iinkcukacha zelungelo eliza kusetyenziswa okanye eliza kukhuselwa

Ukuba ayonelanga indawo yokubhala, nceda uqhubeke kwelinye iphepha uze ulincamathisele kule fomu. **Umntu wesicelo kufuneka asayine onke amaphepha ongezelelekileyo.**

1. Yitsho ukuba leliphi ilungelo eliza kusetyenziswa okanye eliza kukhuselwa:

_____
_____
_____

2. Cacisa ukuba kutheni ingxelo ecelwayo ifuneka ukuze kusetyenziswe okanye kukhuselwe eli lungelo osele ulixelile:

_____
_____
_____

G. Isaziso ngesigqibo sesicelo sokufumana ingxelo

Uza kwaziswa ngembalelwano ukuba isicelo sakho samkelwe/asamkelwanga. Ukuba ufuna ukwaziswa ngenye indlela, nceda uyitsho loo ndlela uze unikezele ngeenkcukacha ezifunekayo ukuze kwenziwe ngokwesicelo sakho:

_____
_____
_____

H. Ixesha elithathwayo ukuphendula isicelo

Ixesha elithathwayo ukuphendula isicelo esenziweyo lixhomekeka ekubeni isicelo singantoni, inani leengxelo ezicelwayo nokuba kucelwa iingxelo zaliphi ixesha.

Kuza kutshiwo ukuba sifunyenwe isicelo zingaphelanga iintsuku eziyi-5 sifunyenwe, aze umntu wesicelo achazelwe ngexesha elifanelekileyo ukuba iza kufumaneka nini inkcazelo.

Isayinwe e _____ ngolu suku lwale nyanga _____ 20__

KUSAYINA UMNTU WESICELO / UMNTU ISICELO ESENZIWA ENDAWENI YAKHE