TELKOM SA LIMITED

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

TELKOM SA LIMITED

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

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1. I-SCOPE

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

2. ISINGENISO

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

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

3. IMININGWANE NGOKULANDELA ISIGABA 14

3.1 Isakhiwo nemisebenzi - [Isigaba 14(1)(a)]

a. I-Telkom iyinkampani engaphansi kukahulumeni ngokulandela imithetho yezezinkampani yaseRiphabliki yeNingizimu Afrika ebhaliswe ngenombolo 1991/005476/06. Amasheya eTelkom angu-39.8% angakahulumeni waseNingizimu Afrika (ngaphansi kwesandla sikaNgqongqoshe wezokuxhumana).

b. I-Telkom inezinye izinkampani ezingaphansi kwayo –

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

c. Ibhizinisi enkulu ye-Telkom wukunikeza:

   i. ngamasevisi e-public switched telecommunications kumphakathi wonkana ngokulandela ilayisensi enikezwe yona nguNgqongqoshe wezokuxhumana;

ii. ngamasevisi e-value-added network kumphakathi wonkana ngokulandela ilayisensi enikezwe yona nguNgqongqoshe wezokuxhumana; kanye

iii. nokunikeza nge-information technology (ulwazi lwezetheknoloji) kumphakathi wonkana.

3.2 Imininingwane yokuxhumana - [Isigaba 14(1)(b)]

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

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

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

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

Ikheli lePosi:	Private Bag X808
	Pretoria 0001
Inombolo yocingo:	Telkom Towers North
	152 Proes Street
	Pretoria 0002
Phone Number:	+27 800 203 266
Fax Number:	+27 12 326 0477
E-mail:	paia@Telkom.co.za

3.3 Umkhombandlela weSigaba 10 - [Isigaba 14(1)(c)]

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

Private Bag X2700

Houghton 2041

Tel: +27 11 484 8300

Fax: +27 11 484 0582

E-mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

3.4 Izinqubo nezindlela okumele zilandelwe ekuceleni ulwazi noma amarekodi - [Isigaba 14(1)(d)]

a. Umceli kumele asebenzise ifomu elibekelwe ukwenza isicelo sokufinyelela kumarekhodi. Isicelo kumele siqondiswe kuSekela Sikhulu wezolwazi (Deputy Information Officer), okanti imininingwane yakhe ifakelwe kupharagrafu 3.2.b ngenhla. Isicelo kumele siqondiswe ekhelini, kunombolo yefeksi noma ngeposi le-elektroniki lalabo bantu abafakwe kupharagrafu 3.2.b ngenhla.

b. Umceli kumele anikeze ngemininingwane eyanele kufomu lesicelo ukuze uSekela sikhulu wolwazi (Deputy Information Officer) akwazi ukubheka nokubona amarekhodi kanye nokwazi umceli.

c. Umceli kumele akhombise nokuthi ngabe ufuna nhloboni yokufinyelela kulwazi.

d. Umceli kumele achaze ukuthi ngabe lawo marekhodi uwadinga ngolimi oluthile yini;

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

f. Uma isicelo senzelwa omunye umuntu, umceli kumele anikeze ubufakazi besimo noma isikhundla enza ngaso leso sicelo, futhi lokhu akwenze ngendlela ezonelisa ngokufanele uSekela sikhulu wolwazi (Deputy Information Officer).

g. Usekela sikhulu wolwazi (Deputy Information Officer) uzokwazisa umenzi wesicelo (ngaphandle komceli siqu) ngenothisi, edinga ukuthi umenzi wesicelo akhokhe imali yesicelo (uma ikhona) ngaphambi kokuba abhekane nesicelo.

h. Umenzi wesicelo ocela ukuthola amarekhodi, isicelo sakhe esivunyiwe, kumele akhokhele imali yesicelo yokwenza kanye nokusesha nokwenza amalungiselelo amakhophi noma amatranskripshini engqikithi yerekhodi elicelwayo kanye nesikhathi esifanele esidingekayo ngaphezu kwamahora abekiwe okusesha nokulungisa irekhodi ukuze likhishwe.

i. Usekela sikhulu wolwazi (Deputy Information Officer) uzokwazisa umenzi wesicelo ngesinqumo sesicelo sakhe kungakapheli izinsuku ezingu-30 ngemuva kokuba ethole isicelo noma angangezela leso sikhathi ngesikhathi esingeqile izinsuku ezingu-30. Isikhathi sokuthi uSekela sikhulu wolwazi (Deputy Information Officer) azise ngaso umenzi wesicelo ngesinqumo sakhe, singangezelwa ngendlela okudingeke ngayo ukunikeza umuntu (abantu) besithathu ithuba lokwethula imibono ku-Deputy Information Officer uma lelo rekhodi liqondene nalowo muntu/bantu besithathu.

j. Uma ngabe i-Telkom inqaba ukunikeza umceli amarekhodi, umceli angafaka isicele enkantolo ukuthi ikhiphe umyalelo ku-Telkom wokuthi inikeze umceli amarekhodi awacelile.

k. Uma inkantolo ikhipha umyalelo wokuthi iTelkom inikeze umceli amarekhodi awacelile, umceli kuyomele akhokhele izindleko zokuthola lawo marekhodi njengoba kubekiwe kupharagrafu 3.4.h ngenhla, ngaphambi kokuba anikezwe noma afinyelele kulawo marekhodi.

3.5 Izizathu zokwala ukunikeza amaRekhodi - [Ingxenye 1 Isahluko 4]

a. U-Deputy Information Officer, angathi ngokulandela okunye okubekwe kuMthetho, anqabe isicelo sokunikeza ulwazi noma irekhodi uma lolo lwazi luphathelene:

   i. nesivikelo esiyisibopho somunye noma abanye abantu besithathu (third party) okuwumuntu siqu wangempela (natural person), okubandakanya ukudalula ngendlela engalungile ulwazi olumaqondana nomuntu uqobo;

   ii. nesivikelo esiyisibopho solwazi lwezebhizinisi maqondana nomunye umuntu/abantu besithathu, 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. Ulwazi lwezocwaningo olwenziwa ngumuntu/abantu besithathu noma egameni lomuntu/lwabantu besithathu, uma lokho kudalulwa kuzoveza obala umuntu/abantu besithathu, owenza/abenza ucwaningo noma ozobe enza ucwaningo noma isihloko socwaningo, kanti okungafaka lolu cwaningo kusimo esibucayi nesingesihle neze.

b. Isekela lesikhulu solwazi (Deputy Information Officer) lingenqabela isicelo solwazi noma irekhodi uma lolo lwazi noma irekhodi luphathelene:

i. nolwazi olunikezwe ngumuntu/abantu besithathu ulwazi olukhishwe ngemfihlo nokwethenjwa (in confidence), kanti lokho kudalulwa kungabangela ukuthi lowo muntu/bantu bangaphinde banikeze ngalolo lwazi ngekusasa, noma lapho kuwulwazi oluvela emthonjeni ofanayo, kanti futhi kuyinto esiza umphakathi wonkana ukuthi lolo lwazi noma ulwazi oluvela emthonjeni ofanayo kumele luqhubeke nokutholakala;

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

iii. isivikelo esiyisibopho ukuze abomthetho bakwazi ukuqikelela ukulandelwa komthetho kanye nenqubo yezomthetho;

iv. imisebenzi yezokuhweba yakwa-Telkom, engabandakanya okulandelayo –

1. izimfihlo zohwebo ze-Telkom;

2. ezezimali, ezokuhweba, ulwazi lwezesayensi noma ezobuchwepheshe, kanti lokho kudalulwa kungabangela ukulimala kwezezimali noma ezohwebo kwa-Telkom;

3. ulwazi okungathi uma ludaluliwe, lufake i-Telkom kusimo esingesihle ezingxoxweni noma kumqhudelwano wezokuwebo;

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

v. Ulwazi lwezocwaningo olwenziwa yi-Telkom noma olwenzelwa i-Telkom, uma lokho kudalulwa kuzoveza obala i-Telkom, noma umuntu owenza ucwaningo noma ozokwenza ucwaningo egameni le-Telkom noma isihloko socwaningo, kanti okungafaka lolu cwaningo kusimo esibucayi nesingesihle neze.

vi. Umbono, iseluleko, umbiko noma isincomo esitholwe noma esilungiswe, noma i-akhawunti ye-consultation, ingxoxo noma ingxoxo ethuliwe (deliberation) eyenzekile, ebandakanya kodwa engaqondene nje kuphela, namaminithi omhlangano, ngenhloso yokusiza ukwenza umgomo noma ukuthatha isinqumo ekusebenziseni amandla noma ekwenzeni umsebenzi ogunyazwe wumthetho.

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

3.6 Izihloko zamarekhodi aku-Telkom kanye nemikhakha yendlela lezi zihloko ezihlelwe ngayo- [Isigaba 14(1)(d)]

I-Telkom inamarekhodi nolwazi oluhlelwe ngale mikhakha elandelayo-

3.6.1 Amarekhodi emininingwane yemibhalo yasemahhovisi yeNkampani (Company Secretarial Records)

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

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

c. Amaminithi eMihlangano;

d. Izimali zentela esemthethweni;

e. Amagunya omthetho;

f. Izigunyaziso zomthetho ngemisebenzi; kanye

g. neZitifikedi zamaSheya.

3.6.2 Impahla esukayo nengasuki

a. Izincwadi zamatayitela;

b. Izivumelwano zokuqashisa;

c. Izivumelwano zokuqasha;

d. Izivumelwano zokuthenga ngokukhokha kancane-kancane ngezitolimende;

e. Izivumelwano zentengiso ngezikweledu;

f. Izivumelwano zentengiso evamile nentengiso ngaphansi kwemibandela ethize.

3.6.3 Amalungelo obuqambi ngokwengqondo (Intellectual Property)

a. Izimpawu zokuhweba;

b. Ubunikazi bokuqamba imikhiqizo ethile (Patents);

c. Amalungelo obunikazi obuqambi bezinto ezibhaliwe (copyright);

d. Amadizayini;

e. Ulwazi nekhono lokwenziwa kwezinto;

f. Amalayisensi.

3.6.4 Imishuwalensi

a. Amapholisi;

b. Amafayili amakleyimi emishuwalensi.

3.6.5 Intela

a. Intela yengeniso;

b. Intela ye-VAT;

c. Intela yemiholo ngokuya ngezinga umuntu ahola ngalo (PAYE);

d. Ama-Levy eRSC;

e. Intela yemishuwalensi yabaphelelwe yimisebenzi (UIF).

3.6.6 Ezokuthuthukiswa kwamakhono abasebenzi

a. Imigomo nezinqubo;

b. Ulwazi ngabasebenzi;

c. Izivumelwano zemisebenzi;

d. Amafomu nezicelo;
e. Izincwadi ezivamile namanothisi;
f. Imibiko yemiholo;
g. Iziliphu zemiholo;
h. Ama-IRP5;
i. Izincwadi zezingozi namarekhodi;
j. Izivumelwano emisebenzini nabasebenzi kanye nezivumelwano neziNyunyane;
k. Imitheshwane namarekhodi ama-benefit abasebenzi;
l. Amarekhodi ezokuphepha, ezeMpilo kanye nemvelo;
m. Izimpikiswano kwezemisebenzi;
n. Ikhodi yenqubo yokuziphatha nokululamisa izimilo;
o. Inqubo yokubhekana nezikhalazo; kanye
p. Noqeqesho lwabasebenzi.

3.6.7 Ezezimali

a. Izitatimende zezimali ezihloliwe zonyaka;
b. Amakhawunti ezokuphatha;
c. Imininingwane yokusebenzisa ibhanki kanye nama-akhawunti ebhanki;
d. Izitatimende nama-invoice abakwelada inkampani nalabo inkampani ebakweledayo;
e. Ama-General ledger nama-ledger ama-subsidiary;
f. Ama-reconciliation e-General ledger; kanye
g. Nemigomo nezinqubo.

3.6.8 Inqubo yokunikezwa nokuthola amakontraki emisebenzi (Procurement)

a. Imigomo nezinqubo;
b. Imibiko namadokhyumenti asekelayo;
c. Amadokhyumenti amaThenda;
d. Imibandela nezimo zokuvumelana ngesaplayi yamasevisi, Ama-product kanye ne-Software;
e. Izivumelwano zosokontilaki, amaklayenti kanye nolwazi;
f. Amadokhyumenti ezokuphepha;

3.6.9 Imisebenzi eyenziwayo

a. Ukwenziwa kwezitatimende zezimali okumele zikhokhelwe ;
b. Amakhastama;
c. Ama-Telecommunications traffic traffic;
d. i-Network;
e. Amatherifi;
f. Imikhiqizo (ama-product);
g. I-Interconnect;
h. Inter-operator settlements;
i. Imigomo nezinqubo; kanye

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

3.6.10 Ezomthetho

a. Amakontraki;

b. Izimpikiswano kwezokuhweba ; kanye

c. Ubumeli noma ubuvikeli bamacala ezinkantolo.

3.6.11 Inkambiso yemitheshwana yezokulawula

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

b. Amasabmishini ethulwe ku-ICASA;

c. Amasabmishini ethulwe ephalamende ; kanye

d. Nezimpikiswano.

3.6.12 I-Information technology (ulwazi lwezetheknoloji)

a. Amadokhyumenti enqubo kanye namabhukwana anezincazelo nemiyalelo;

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

c. Amadokhyumenti omgomo we-internet;

d. Amadokhyumenti omgomo ngamakhompyutha.

3.6.13 Ezokuphatha emahhovisi

a. I-intranet;

b. Izincwadi zokuxhumana ngaphakathi kanye nabangaphandle.

3.7 Amarekhodi avele atholakale kalula ngaphandle kokucelwa [Isigaba 14(1)(e)]

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.

3.8 Amasevisi anikezwa yi-Telkom emphakathini kanye nendlela yokuwathola

a. I-Telkom inikeza ngamasevisi alandelayo kumphakathi:

i. amasevisi ezingcingo avamile;

ii. ukufakela, ukuxhonywa kwama-equipment okuxhomela endaweni yekhastama ukuze likwazi ukusebenzisa amasevisi ocingo;

iii. ukugcina amakhwipimenti endaweni yeKhastama esesimeni esifanele, nokulungisa amakhwipimenti afakelwe ngu-Telkom kanye nabanye abantu endaweni yakhastama, kodwa ngokulandela izimo nemibandela yesivumelwano phakathi kuka-Telkom kanye nomnikazi noma umqashi waleyo ikhwipimenti yeklayenti;

iv. Ukufakela amasevisi ocingo akhokhelwa ngokusetshenziswa (public pay-telephone);

v. Ukubhekana namasevisi ezingcingo zesimo esiphuthumayo;

vi. Amasevisi okunikeza ngolwazi lwezinombolo zezingcino (Directory Information Services); kanye

vii. Namasevisi olwazi lwetheknoloji.

b. Abantu bomphakathi bangathola amasevisi anikezwa ngu-Telkom uma umuntu ocela lawo masevisi egculisa izidingo ezibekwe ngezansi:

i. ehlangabezana nezidingo zokuba ngothembekile ekukhokheleni izikweledu njengoba kubekiwe ku-Schedule C yelayisensi yamasevisi ka-Telkom e-public switched telecommunications (amasevisi ezingcingo ezinikezwa umphakathi);

ii. uma engenele isivumelwano noma ezimisele ukungenela isivumelwano sekontraki ne-Telkom ngezinhloso zokunikezwa lawo masevisi;

iii. uma engazamanga ukuthola lawo masevisi ku-Telkom ngendlela yenkohlakalo, yokungathembeki noma indlela engekho emthethweni;

iv. engazange noma engeke asebenzisa, noma ukuvumela ukusetshenziswa kwalawo masevisi ngendlela engekho emthethweni.

c. Umuntu odinga ukufakelwa amasevisi okukhulunywa ngawo kupharagrafu 3.8.a(1) ukuya ku (iii) ngenhla, kumele avakashele igatsha le-Telkom Client Services eliseduzane nendawo ahlala kuyo, ukuyokwenza isicelo salowo masevisi;

d. Amaklayenti amabhizinisi noma ama-Corporate, adinga amasevisi kwa-Telkom, angaxhumana noMnyango we-Marketing wakwa-Telkom.

3.9 Ukuba nomthelela ekwenziweni komgomo noma ukusebenzisa amandla

Umnyango wezokuxhumana ("DoC") kanye ne-Independent Communications Authority of South Africa ("ICASA") zenza imigomo kanye nenqubo yolawulo (regulations) I-Telkom okumele isebenze ngaphansi kwayo. Ngaphambi kokuba kwenziwe leyo migomo nenqubo yolawulo, kumele ishicilelwe kwabezindaba ukuze umphakathi wethule imibono ngayo kanye nokuphawula ngayo. Noma yiliphi ilunga lomphakathi elithanda ukuba nomthelela ekwenziweni komgomo noma ekusetshenzisweni kwamandla ngu-Telkom, kumele liphawule ku-DoC naku-ICASA uma kwenziwa leyo migomo.

3.10 Okungenziwa wumphakathi maqondana nokubhekana nenyathelo elithathwa yi-Telkom noma inyathelo i-Telkom ehluleka ukulithatha

Amalunga omphakathi analezi zindlela angazisebenzisa maqondana nenyathelo elithathwa ngu-Telkom noma ukuhluleka kwe-Telkom ukuthatha inyathelo:

a. lingafaka isikhalazo maqondana ne-Telkom ku-ICASA; noma

b. lingafaka isikhalazo maqondana ne-Telkom ngeKhomishana yezokuqhudelana i-Competition Commission; noma

c. lingathatha inyathelo lezomthetho elilwa ne-Telkom enkantolo yamacala.

3.11 Olunye ulwazi olungabekwa - [Isigaba 14(1)(i)]

Akukho lwazi olubekiwe ngokulandela lesi sigaba.

3.12 Ukutholakala kwebhukwana lencazelo [Isigaba 14(3)]

Leli bhukwana lencazelo litholakala kuKhomishana yamalungelo obuntu (Human Rights Commission, ngokulandela isigaba 4(1) seMitheshwana yenqubo (Regulations) njengoba ikhishwe kuMthetho kanti yabuye yashicilelwa ku-website ye-Telkom. **(**www.Telkom.co.za**).**

3.13 Izimali okumele zikhokhwe maqondana nezinhlangano ezingaphansi kukahulumeni

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

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

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

i.	Kufothokhophi nefothokhophi yephepha lesayizi ka-A4 ikhasi noma ingxenye yalo	R0.60
ii.	Kukhophi nekhophi eprintwayo yephepha lesayizi ka-A4 noma ingxenye yalo ekukhompyutha noma ku-elektroniki noma engafundeka ngomshini	R0.40
iii.	Kukhophi efundeka ngekhompyutha ku:- 1. stiffy disc 2. compact disc	 R5.00 R40.00
iv.	1. Itranskripshini yemifanekiso esabuthombe ebonakalayo kuphepha lesayizi ka-A4 noma ingxenye yalo; 2. Ikhophi yemifanekiso esabuthombe ebonakalayo.	R22.00 R60.00
v.	1. Itranskripshini yerekhodi lokulalelwayo kuphepha lesayizi ka-A4 ikhasi noma ingxenye yalo; 2. Ikhophi yerekhodi elilalelway.	R12.00 R17.00

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

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

i.	Kufothokhophi nefothokhophi yephepha lesayizi ka-A4 ikhasi noma ingxenye yalo	R0.60
ii.	Kukhophi nekhophi eprintwayo yephepha lesayizi ka-A4 noma ingxenye yalo ekukhompyutha noma ku-elektroniki noma engafundeka ngomshini	R0.40
iii.	**Kukhophi efundeka ngekhompyutha ku:-** 1. stiffy disc 2. compact disc	 R5.00 R40.00
v.	1. Itranskripshini yemifanekiso esabuthombe ebonakalayo kuphepha lesayizi ka-A4 noma ingxenye yalo. 2. Ikhophi yemifanekiso esabuthombe ebonakalayo.	R22.00 R60.00
v.	1. Itranskripshini yerekhodi lokulalelwayo kuphepha lesayizi ka-A4 ikhasi noma ingxenye yalo; 2. Ikhophi yerekhodi elilalelwayo.	R12.00 R17.00
vi.	Ukusesha nokulungisa amarekhodi ukuze adalulwe, ihora nehora noma ingxenye yalo, engadingeka ukusesha nokwenza amalungiselelo.	R15.00

f. Ngenhloso yesigaba 22(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.

3.14 Ifomu okumele lisetshenziswe

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

IFOMU A

ISICELO SOKUTHOLA IREKHODI KUNHLANGANO ENGAPHANSI KUKAHULUMENI

(Isigaba 18(1) somthetho we-the Promotion of Access to Information Act, 2000)

(Act. No. 2 of 2000)

[Umtheshwana wenqubo 6 (Regulation 6)]

NGESOKUSETSHENZISWA NGABOMNYANGO
Inombolo yereferensi:
Isicelo simukelwe ngu: ______________________________
(chaza isikhundla, igama nesibongo sika-information officer/) ngosuku ______________________________ (lomhlaka)
e ______________________________ (indawo).
Imali yesicelo (uma ikhona): R…………………
Idiphozithi (uma ikhona): R………………….
Imali yokuthola: R…………………..
______________________________ ISIGNESHA KA-INFORMATION OFFICER/DEPUTY /DEPUTY INFORMATION OFFICER

A. Imininingwane yenhlangano kahulumeni

Isikhulu solwazi (Information Officer/ u-Deputy Officer: ______________________________

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B. Imininingwane yomuntu owenza isicelo sokuthola irekhodi

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

Amagama aphelele nesibongo: ______________________________

____

Inombolo kamazisi: ______________________________

Ikheli leposi: ______________________________

____

____

____ Inombolo yeFeksi: _______________

____

Inombolo yocingo: _____________ Ikheli le E-mail Address: ___________________________

____

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

____

C. Imininingwane yalowo muntu owenzelwa isicelo

Lesi sigaba kumele sigcwaliswe KUPHELA uma isicelo senzelwa omunye umuntu.

Amagama aphelele nesibongo:____

____

Inombolo kamazisi: ____

D. Imininingwane yerekhodi

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

1. Incazelo yerekhodi noma ingxenye yalo efanele: ________________________________

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2. Inombolo yereferensi, uma ikhona:

____

3. Eminye imininingwane yerekhodi:

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E. Imali okumele 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 uyikhokhele** ukuthola irekhodi incike kundlela odinga ngayo lelo rekhodi kanye nesikhathi esidingekayo sokusesha nokulungisa lelo rekhodi.

(d)	Uma ungumuntu ofanele ukungakhokhi, sicela uchaze isizathu esenza ukuthi ungakufaneli ukukhokha.

Isizathu esenza ukuthi ungafaneli uukhokha:
____
____
____

F. Indlela odinga ngayo irekhodi

Uma ungakwazi ukufunda, ukubona noma ukulalela irekhodi ngendlela elinikezwa ngayo ku-1 ukuya ku-4 lapha ngezansi, sicela uchaze into eyenza wehluleke, nokukhombisa ukuthi ngabe ulidinga ngayiphi indlela lelo rekhodi.

Ukuhluleka kwakho:	Indlela odinga ngayo irekhodi:
______________________	______________________

Fakela kubhokisi elifanele uphawu luka-**X.**
AMANOTHI:
(a) Ukuphetha isicelo sakho ngendlela osidinga ngayo kuncike kundlela lelo rekhodi elitholakala ngayo.
(b) Ukuthola irekhodi ngendlela olidinga ngayo kungenzeka inqatshelwe ngaphansi kwezinye izimo. Kulezi zimo, uzokwaziswa ukuthi ngabe irekhodi ungalithola yini ngenye indlela.
(c) Imali ekhokhelwa ukuthola irekhodi, uma ikhona, izoncika ekutheni lelo rekhodi lithokala ngayiphi indlela.

1. Uma irekhodi libhaliwe noma liprintiwe:

	Ikhophi yerekhodi*		Ikhophi yerekhodi

2. Uma irekhodi lithokalala ngemifanekiso ebonwayo
(lokhu kubandakanya izithombe, amaslayidi, ividiyo erekhodiwe, ikhompyutha – izithombe ezenziwayo/ generated images, izikeshi nokunye.):

	ukubona imifanekiso		ikhophi emifanekiso*		itranskripshini yemifanekiso*

3. Uma irekhodi linamagama arekhodiwe noma ulwazi olungakhishwa futhi ngokomsindo (isawundi):

	Ukulalela isoundtrack (kukhasethi yokulalela)		Itranskripshini yesoundtrack* (kudokhyumenti ebhaliwe noma eprintiwe)

4. If Uma irekhodi ligcinwe kukhompyutha noma ngendlela ye-elektroniki, noma ngendlela elingafundeka kuyo ngomshini:

	ikhophi eprintiwe yerekhodi*		ikhophi eprintiwe yolwazi etholakala kurekhodi*		ikhophi ekukhompyutha ngendlela efundekayo* (istiffy noma icompact disc)

*Uma wenze isicelo sekhophi noma itrankripshini yerekhodi (ngenhla), ngabe ufuna ukuthi ikhophi noma itranskripshini uthunyelwe yona?	YEBO	CHA

Qaphela ukuthi uma irekhodi olufunayo lingatholakali ngolimi olufuna ngalo, ungalithola ngolimi olutholakala ngalo.

Ngabe ufisa ukuthola irekhodi ngaluphi ulimi? ____

G. Inothisi yesinqumo maqondana nesicelo sakho sokuthola ulwazi

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

Ngabe uthanda ukwaziswa kanjani ngesinqumo maqondana nesicelo sakho samarekhodi

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Isayinwe e ______________________ ngosuku lomhlaka _______ ______________________ enyangeni ka ____

____

ISIGNESHA YOMCELI/ UMUNTU

OKWENZIWA ISICELO EGAMENI LAKHE