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MANUALS

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No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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Closing times for **ORDINARY BI-WEEKLY** **2019** **MANUALS GAZETTE**

*The closing time is **15:00** sharp on the following days:*

- **03 January**, Thursday for the issue of Thursday **10 January 2019**
- **24 January**, Thursday for the issue of Thursday **31 January 2019**
- **07 February**, Thursday for the issue of Thursday **14 February 2019**
- **21 February**, Thursday for the issue of Thursday **28 February 2019**
- **07 March**, Thursday for the issue of Thursday **14 March 2019**
- **20 March**, Thursday for the issue of Thursday **28 March 2019**
- **04 April**, Thursday for the issue of Thursday **11 April 2019**
- **17 April**, Wednesday for the issue of Thursday **25 April 2019**
- **02 May**, Thursday for the issue of Thursday **09 May 2019**
- **23 May**, Thursday for the issue of Thursday **30 May 2019**
- **06 June**, Thursday for the issue of Thursday **13 June 2019**
- **20 June**, Thursday for the issue of Thursday **27 June 2019**
- **04 July**, Thursday for the issue of Thursday **11 July 2019**
- **18 July**, Thursday for the issue of Thursday **25 July 2019**
- **01 August**, Thursday for the issue of Thursday **08 August 2019**
- **22 August**, Thursday for the issue of Thursday **29 August 2019**
- **05 September**, Thursday for the issue of Thursday **12 September 2019**
- **18 September**, Wednesday for the issue of Thursday **26 September 2019**
- **03 October**, Thursday for the issue of Thursday **10 October 2019**
- **24 October**, Thursday for the issue of Thursday **31 October 2019**
- **07 November**, Thursday for the issue of Thursday **14 November 2019**
- **21 November**, Thursday for the issue of Thursday **29 November 2019**
- **05 December**, Thursday for the issue of Thursday **12 December 2019**
- **18 December**, Wednesday for the issue of Thursday **26 December 2019**

GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.

2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwonline.co.za

All re-submissions will be subject to the standard cut-off times.

All notices received after the closing time will be rejected.

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any day of the week	None	3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
Extraordinary Gazettes	As required	Any day of the week	Before 10h00 on publication date	Before 10h00 on publication date
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication

GOVERNMENT PRINTING WORKS - BUSINESS RULES

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working days prior to publication

EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
 - 8.1. Each of the following documents must be attached to the email as a separate attachment:
 - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
 - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
 - 8.1.5. Any additional notice information if applicable.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

QUOTATIONS

13. Quotations are valid until the next tariff change.
 - 13.1. **Take note:** **GPW's** annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.
 - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
 - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
 - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
 - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
 - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
 - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
 - 19.1. This means that **the quotation number can only be used once to make a payment.**

GOVERNMENT PRINTING WORKS - BUSINESS RULES**COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

REJECTIONS

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

27. The Government Printer will assume no liability in respect of—
 - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
 - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

CUSTOMER INQUIRIES

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre ONLY.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website www.gpwnonline.co.za free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette(s)*

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:

Government Printing Works
149 Bosman Street
Pretoria

Postal Address:

Private Bag X85
Pretoria
0001

GPW Banking Details:

Bank: ABSA Bosman Street
Account No.: 405 7114 016
Branch Code: 632-005

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za

E-mail: info.egazette@gpw.gov.za

Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za

Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

DEPARTMENT OF ENERGY

MANUAL

IN ACCORDANCE WITH

PROMOTION OF ACCESS TO INFORMATION ACT (2/2000) THE NATIONAL NUCLEAR REGULATOR (NNR)



**The National Nuclear Regulator (NNR) Manual in terms of the Promotion of Access to
Information Act, 2000 (Act No. 2 of 2000)**



excellence



integrity



openness &
transparency



safety & security



teamwork



value our people

Non-Restricted

Introduction

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the PAIA" or "the Act") was enacted to give effect to the right of access to information contained in section 32(2) of the Bill of Rights of the Constitution of the Republic of South Africa, 1996.

This manual informs a requester how to obtain access to records held by the National Nuclear Regulator (NNR or "the Regulator"), thereby giving effect to section 14 of the Act. The National Nuclear Regulator Act, 1999 (Act No. 47 of 1999) ("NNR Act"), prohibits, in terms of section 51, the disclosure of information. This prohibition is subject, among other things, to the PAIA.

The manual does not replace the Act but must be read in conjunction with the Act and the regulations. Sections 34 to 46 of the PAIA stipulate the grounds for refusing access to information. In considering whether to provide access to information, the NNR must consider grounds for refusing access to information set out in the PAIA.

It is important to note that disclosure of the records held by the NNR does not preclude the NNR from refusing access to information when grounds exist for refusing such access in terms of the PAIA Act. .

It should further be noted that this manual provides guidance on how requests for personal information should be addressed. .

PAIA defines personal information as information relating to a natural person or juristic person, including, but not limited to—

- (a) information relating to race, gender sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the individual;
- (b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;

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- (c) any identifying number, symbol or other particular assignment to the person;
- (d) the address, fingerprint or the blood type of the individual;
- (e) the personal opinions, views or preferences of the individual, except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual;
- (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the person;
- (h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other individual where it appears with the views or opinions of the other individual; and
- (i) the name of the person if it appears with other personal information relating to the person or if the disclosure of name itself would reveal information about the person.

This manual further prescribes the following:

- The manner and form in terms of which this personal information should be requested;
- The grounds upon which such requests could be refused; and
- The remedies available to the requester upon the refusal/failure to obtain the requested information.

In terms of section 14(2) of the PAIA this manual must be updated at intervals of not more than one year.

To the extent that the transactional arrangements between the Human Rights Commission and the newly established office of the Information Regulator have not been finalised, it is envisaged that this manual will be amended as soon as these transactional arrangements have been finalised, given that the roles and responsibilities of the Human Rights Commission in so far as the PAIA and the POPIA will be assumed by the office of the Information Regulator.

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Section 1

1.1 Mandate

The National Nuclear Regulator (NNR) is mandated in terms of the National Nuclear Regulator Act, 1999 (Act No. 47 of 1999) ("the NNR Act") to provide for the protection of persons, property and the environment against nuclear damage.

1.2 Objects of the NNR

The objects of the NNR are to—

- provide for the protection of persons, property and the environment against nuclear damage through the establishment of safety standards and regulatory practices;
- exercise regulatory control related to safety over the siting, design, construction, operation, manufacture of component parts, and decontamination, decommissioning and closure of nuclear installations;
- exercise regulatory control over other actions, to which this Act applies, through the granting of nuclear authorisations;
- provide assurance of compliance with the conditions of nuclear authorisations through the implementation of a system of compliance inspections;
- fulfil national obligations in respect of international legal instruments concerning nuclear safety; and
- ensure that provisions for nuclear emergency planning are in place.

1.3 Functions of the NNR

The NNR may—

- grant or amend nuclear authorisations;
- employ assets and deploy resources (hire, purchase, acquire);
- collaborate with other institutions for the collection and dissemination of scientific and technical information regarding nuclear energy;

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- collaborate with other institutions regarding provision of instruction for or training of persons required by the Regulator;
- provide financial and other assistance for the training of people to enable the NNR to perform its functions;
- insure itself against loss, damage, risk or liability;
- advise the Minister on matters associated with any action or condition which—
 - is capable of causing nuclear damage;
 - the Minister refers to the Regulator; or
 - the Regulator thinks necessary to advise the Minister on;
- act as the national competent authority in connection with International Atomic Energy Agency's Regulations for the Safe Transport of Radioactive Material;
- conclude contracts, enter into agreements or perform any act, whether in the Republic or elsewhere, whereby its objects are carried into effect or which is calculated, directly or indirectly, to enhance the value of the services which the Regulator renders towards the achievement of its objects or which may be prescribed;
- produce and submit to the Minister an annual report on the health and safety related to workers, the public and the environment associated with all sites including, but not limited to, the prescribed contents.

Section 2

2.1 Contact details

- **Information Officer**

Dr Mzubanzi Bismark Tyobeka (Chief Executive)

Telephone: +27 12 674 7187

Fax: +27 12 663 5513

Email: bmtyobeka@nnr.co.za

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- **Deputy Information Officer**

Mr. Gino Moonsamy (Manager: Communications and Stakeholder Relations)

Telephone: +27 12 674 7111

Fax: 086 588 4450

Email: gmoonsamy@nnr.co.za

- **Head office**

Postal address:

PO Box 7016, Centurion, 0046

Physical address:

Block G, Eco Glades Office Park 2

Witch-Hazel Avenue

Highveld Ext 75

Eco Park

Centurion

0157

Telephone: +27 12 674 7100

Fax: +27 12 663 5513

- **Site office**

Postal address:

PO Box 46055, Kernkrag, 7441

Physical address:

12 Raatz Drive

Delphi Arch Building

Table View

Cape Town

7441

Telephone: +27 21 553 9500

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Fax: +27 21 553 1361

- The Information Officer can be contacted at the NNR's Head Office in Centurion. The Information Officer has delegated his powers and duties by designating the Deputy Information Officer to act as the Information Officer. All requests in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (the "PAIA"), must be addressed to the Deputy Information Officer.

Section 3

3.1 Guide on how to use the PAIA

This guide contemplated in section 10 of the PAIA is available from the South African Human Rights Commission.

All queries relating thereto must be directed to:

South African Human Rights Commission
PAIA Unit
33 Hoofd Street
Braampark, Forum 3
Braamfontein
Johannesburg
2198

Telephone: +27 11 877 3600 8300
Fax: +27 11 403 0625
Website: www.sahrc.org.za
Email: paia@sahrc.org.za

All complaints or queries relating to the management or lack thereof of personal information must be directed to:

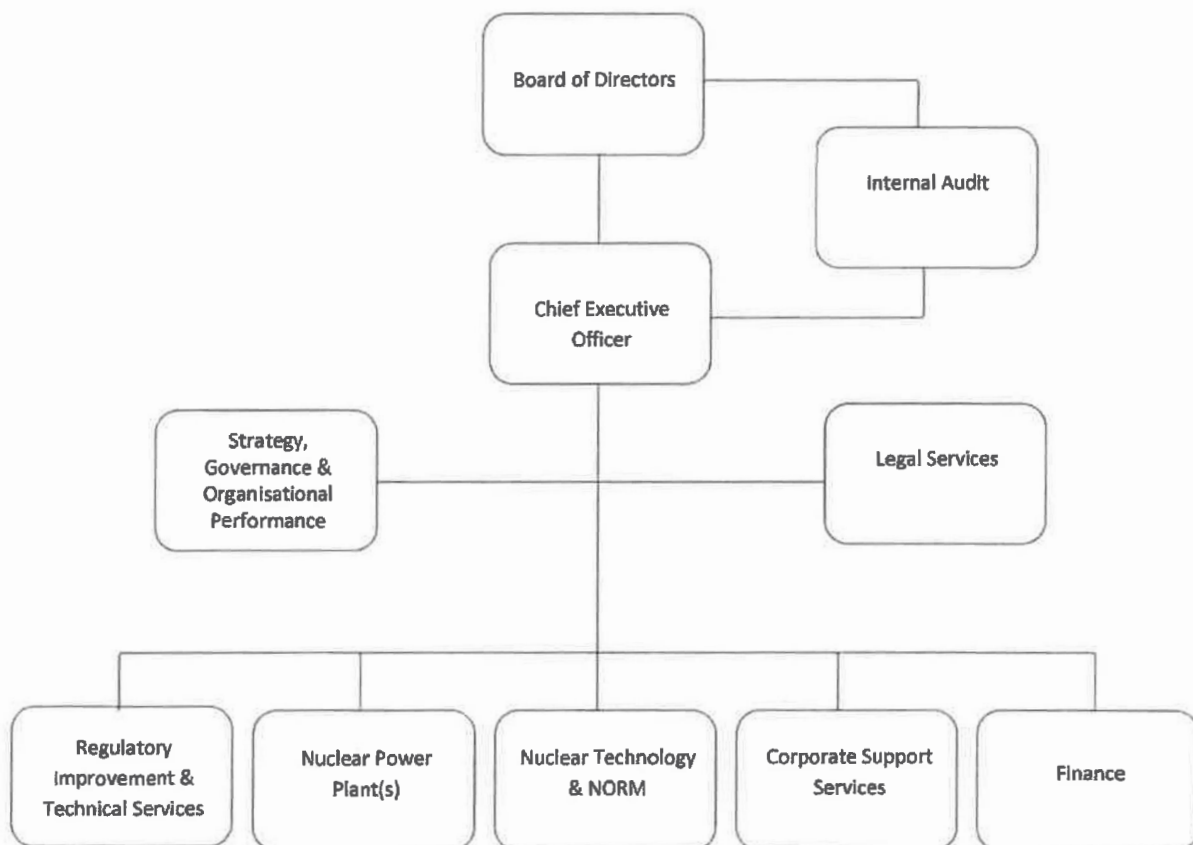
The Office of the Information Regulator
SALU Building
316 Thabo Sehume Street

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Pretoria
0002

Telephone: 012 406 4818
Fax: 086 500 3351
Email: infoereg@justice.gov.za
Website: www.justice.gov.za/infoereg

3.2 NNR Organogram



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Section 4

4.1 Who may request information or records?

The PAIA provides that a person may only request information if that information is required for the exercise or protection of a right.

4.2 Voluntary disclosure and information automatically available In terms of the PAIA

4.2.1 Information on the following subjects is available without a formal request:

- Acts and regulations
- Regulatory guidance documents and position papers
- Nuclear installation licences
- Certificates of registration
- Certificates of exemption
- Annual reports
- Strategic plans
- Convention on nuclear safety reports
- Joint Convention on Spent Fuel Management and Radioactive Waste Management reports
- Location of offices
- Press releases
- Public information materials
- Information on nuclear authorisation fees
- Vacancies
- Tenders

4.2.2 How to access automatically available information

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Section 15(1) of the PAIA prescribes that the Minister must publish by notice in the *Gazette* the schedule (list) of records that are automatically available from the NNR. In terms of section 15(1)(a) of the Act these records can be accessed without a person having to request access. There are no requester fees payable for these records. The only fee payable is a prescribed fee for reproduction.

In the case that such information is already placed with the National Archives of South Africa, the information will be made available in compliance with laws applicable to the perusal of such information:

- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- Protection of Information Act, 1982 (Act No. 84 of 1982)
- National Archives and Record Service of South Africa Act, 1996 (Act No. 43 of 1996)

4.3 Information that may be formally requested

4.3.1 The NNR holds information pertaining to the subjects listed below. Access to some information is restricted in accordance with the provisions of the PAIA. Therefore, not all the information listed below will be made available on receipt of a formal request in terms of clause 6.1 below.

4.3.1.1 Legal matters

- Matters pertaining to NNR legislation;
- Cooperative agreements;
- Bilateral cooperation agreements with international counterparts.

4.3.1.2 Organisation and control

- Minutes of board meetings;
- Minutes of board subcommittee meetings;
- Minutes of internal committees (Management and Executive Committee);
- Strategic and corporate planning documentation;
- Delegation of authority;
- Declaration of interests.

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4.3.1.3 Human resources

- Organisational structure;
- Recruitment and appointments;
- Job descriptions and evaluations;
- Employee wellness and labour relations;
- Conditions of service;
- Organisational development and training;
- Human resource policy documentation;
- Transformation policy and plan;
- Employment equity policy and plan;
- Skills development plan;
- Information on staff benefits such as medical scheme, retirement fund and group life insurance.

4.3.1.4 Finance

- Budget and accounts;
- Funds and investments;
- Asset register;
- Audit matters;
- Financial reports.

4.3.1.5 Risk management

- Information on the management of operational risks of the NNR;
- Insurance contracts;
- Security information (information on physical security matters).

4.3.1.6 Services and administration

- Buildings;
- Information services;
- Administrative matters;

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- Membership of professional bodies.

4.3.1.7 Communication and public relations

- Information on public and community forums;
- Exhibitions and shows;
- Surveys.

4.3.1.8 Technical information relating to the technical functions (objects) of the Regulator

- Nuclear authorisations;
- Certificates of registration;
- Compliance assurance reports;
- Technical assessment documentation;
- Scientific and engineering reports;
- Technical specifications documentation;
- Conference reports;
- Regulatory research reports;
- Special projects reports;
- Peer review reports

4.3.1.9 The aforesaid information is contained in the following formats:

Reports, minutes of meetings, correspondence (incoming and outgoing), memoranda, invoices, statements and requisitions, and technical drawings (stored electronically and on paper).

Section 5

5.1 Information security measures

As a public body in possession of personal information, the NNR undertakes to secure the confidentiality, integrity and availability of personal information through implementing security measures, which include amongst others the following:

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- Identifying all reasonably foreseeable risks to personal information in its possession or under its control;
- Establishing and maintaining proper safeguards against the risks identified;
- Regularly verifying that the safeguards are effectively implemented;
- Ensuring that the safeguards are continually updated;
- Giving due regard to generally accepted information security practices;
- Devising and implementing policies that are aligned to all relevant legislation governing the management of information.;
- Classifying information to enable the NNR to effectively govern the processing of information;
- Implementing safeguards which limits access to confidential information to key personnel;
- Ensuring that contracts concluded by the NNR that involve third parties make provision for the protection of personal information, and that there is strict adherence to these provisions; and
- Ensuring that deployed safeguards are aligned to the risks identified for purposes of protection of information.

5.2 Management of planned transborder flow of personal information

The NNR undertakes not to transfer personal information about a data subject to a third party who is in a foreign country unless—

- the third party who is the recipient of the information is subject to a law, binding corporate rules or a binding agreement, which provides an adequate level of protection .
- the data subject consents to the transfer; and/or

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Section 6

6.1 Request procedure

6.1.1 Access to information listed above shall be requested by completing the prescribed Form A ("request form") which may be downloaded on the NNR website and payment of the prescribed fee as stated in the schedule of fees below.

6.1.2 It is recommended that the requester determine what kind of requester he/she/it is because the kind of requester has certain implications. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. A requester who makes a request for access to information held by the NNR (which is not personal information) must pay the request fee. A requester who makes a request on behalf of another person must provide proof of the capacity in which the requester is acting and pay the request fee.

6.1.3 Categories of requesters:

Requesters have been classified into four categories:

- Personal requester – seeks information about him- or herself;
- Representative requester – requests information relating to and on behalf of someone else;
- Third party requester – requests information about another person; and
- Public body – requests information in the public interest.

6.1.4 To expedite the administration process, it is recommended that the request fee be paid on submission of the request.

6.1.5 The requester must indicate if the request is for a copy of the record or whether the requester wants to inspect the record at the offices of the NNR.

6.1.6 Access to the aforesaid information will be granted in the manner requested by the requester, unless to do so would interfere unreasonably with the running and

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operation of the NNR, damage the record or amount to an infringement of copyright.

- 6.1.7 If for practical reasons access cannot be given in the requested manner, but in an alternative manner, then the fee for access will be calculated according to the manner that the requester has requested.
- 6.1.8 If the requester is unable to read or write, or has a disability, the request may be done orally, in which event the Information Officer will complete the form on behalf of such requester and furnish the requester with a copy of the completed form as reference of the request.
- 6.1.9 The requester must clearly indicate on the request form—
- if he or she wishes to be informed of the result of their request telephonically or in any manner; and
 - the capacity in which the request is made, if the information is requested on behalf of somebody else.
- 6.1.10 The request form may be submitted to the NNR by fax, email or post

After the Information Officer has made a decision on the request he or she will notify the requester of such a decision in a manner the requester prefers for such notification, but in any event within 30 days of receipt of the request or within 30 days of the extended period. The requester must be informed in writing of the extended period.

The Deputy Information Officer shall inform the requester of the following decisions:

- That the request has been granted;
- That the request has been partially granted/refused;
- That fees are payable;
- That the request has been transferred to the applicable public body or another government department;
- That a third party must be informed;
- That the records could not be found.

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Telephonic requests

Informal (telephonic) requests are not forbidden by the PAIA. Any such request made to the Information Officer/Deputy Information Officer at the telephone number given in this manual will be attended to, unless the Information Officer/Deputy Information Officer indicates that the provisions of the PAIA must be carried out – in this case, completion of Form A.

Voluntary access

Information that is automatically available shall be made available either at the offices of the NNR or in the manner or form requested, should this be reasonable and possible. The manner of access includes perusal, with copying of material at the fees prescribed. If required, access to visual and audio-visual material may be effected by using transcription, dubbing and/or copying facilities.

6.2 Grounds for refusal of access

6.2.1 Access to the following records will not be granted because PAIA does not apply thereto:

- Cabinet records;
- Cabinet committee records;
- Judicial functions of a court;
- Records of a special tribunal;
- Records of a judicial officer;
- Records of an individual Member of Parliament or a provincial legislature.

6.2.2 The Information officer must refuse a request for access on the following grounds:

- Mandatory protection of the privacy of a third party who is a natural person;
- Mandatory protection of certain records of the South African Revenue Services;
- Mandatory protection of commercial information of a third party;
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of the safety of individuals, and the protection of property;

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- Mandatory protection of police dockets in bail proceedings, and the protection of law enforcement and legal proceedings;
- Mandatory protection of records privileged from production in legal proceedings;
- Mandatory protection of research information of a third party, and protection of research information of a public body;
- Where the disclosure could cause prejudice to the security or defence of the Republic of South Africa or reveal information of another state or international organisation; and where the information is to be held confidential in terms of an international agreement or constitutes military information;
- Where disclosure may jeopardise the economic interests or financial welfare of the Republic of South Africa;
- Where disclosure may jeopardise the safe operation of a nuclear installation or constitute a threat to nuclear security or impinge on the effective implementation and emergency preparedness plan.

6.3 Appeal against refusal of access to information

6.3.1 The PAIA provides for an internal appeal procedure (refer to sections 74 and 75). The CEO is the relevant authority to review any decision taken on appeal. The appeal is to be lodged with the Deputy Information Officer who will submit the appeal to the CEO for consideration.

6.3.2 A requester or third party that has been unsuccessful in an internal appeal may, within 180 days of being notified by the NNR of the decision, apply to a court for appropriate relief. The requester may apply on the basis of the following decisions made by the Information Officer and confirmed by the CEO:

- The decision to refuse access;
- The decision regarding the payment of a request fee, an access fee or a portion of the access fee as a deposit; or
- The decision to grant access in a different form than requested; and
- The decision regarding an extension of time.

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6.3.3 A third party may apply to a court for appropriate relief on the following grounds:

- The decision of the Deputy Information Officer to grant a request for access;
- The decision of the Deputy Information Officer to refuse a request for access;
- The decision taken regarding the payment of a request fee, an access fee or a portion of the access fee as a deposit;
- The decision taken to grant access in a different form than requested; and
- The decision regarding an extension of time.

6.4 Section 15 notice

No notice in terms of section 15(2) has been published.

Section 7

Miscellaneous

7.1 Arrangement allowing for public involvement in the formulation of policy and the exercise of power [section 14(1)(g) of the PAIA]

- Public participation in terms of the provisions of section 21(4) of the NNR Act.
- Public and workers forums established by the NNR.
- Hearings and workshop – the public may attend and make representations at these hearings and workshops.
- Volunteer and internship programmes – there is a recruitment policy in place for the recruitment of members of the public for such posts.
- Consultants and contract work – a consultant policy is in place pertaining to procurement.

7.2 Updating of manual [section 14(2) of the PAIA]

The NNR will update and publish its manual referred to in section 14(1) at intervals of not more than one year.

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7.3 Availability of manual [section 14(3) of the PAIA]

Regulation 4(1) of Regulations No. R. 187 of 15 February 2002 prescribes that the manual of a public body must be made available in the following manner:

- Copies in three official languages must be made available in every place of legal deposit (as provided in section 6 of the Legal Deposit Act, 1997 (Act No. 54 of 1997)), the South African Human Rights Commission, the Information Regulator and at the offices of the NNR.
- This manual will be published in three official languages in the *Gazette*.
- This manual will be made available on the NNR website, www.nnr.co.za.

7.4 Request for access to record of public body

- All formal requests for information that is not automatically available, are to be made on the prescribed **Form A. Requests for records that are automatically available can be made orally or telephonically.**

7.5 Payment of fees

Anyone who seeks information pertaining to him/herself is exempted from paying the request fees.

Request fees

The request fees payable to any public body are R35,00 as prescribed by Regulations No. R. 187 of 15 February 2002 under the PAIA. If any copies or transcripts are requested, a fee will be charged according to the fee structure as prescribed by the regulations. The Information officer/Deputy information officer may charge a fee for the time spent to search for and prepare the record.

7.6 Prescribed fees

- The schedule of fees applicable to requests for access is set out below.

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Schedule of fees

FEE DESCRIPTION	Rand (R)
Request fee	
Request fee payable by every requester, other than personal requesters	35,00
Reproduction fees [This fee also applies to automatically available records and voluntary disclosures]	
The fee for a copy of the manual as contemplated in regulation 5(c): for every photocopy of an A4-size page or part thereof.	0,60
For every photocopy of an A4-size page or part thereof	0,60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
For a copy in a computer-readable form on:	
1. Compact disc (CD)	5,00 40,00
For a transcription of visual images:	
1. For an A4-size page or part thereof	22,00
2. For a copy of visual images	60,00
For a transcription of an audio record:	
1. For an A4-size page or part thereof	12,00
2. For a copy of an audio record	17,00
Access fees (applies to records requested by means of the PAIA request form)	
The fee for every photocopy of an A4-size page or part thereof.	0,60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
For a copy in a computer-readable form on:	
1. Compact disc (CD)	5,00 40,00
For a transcription of visual images:	
1. For an A4-size page or part thereof	22,00
2. For a copy of visual images	60,00
For a transcription of an audio record:	
1. For an A4-size page or part thereof	12,00
2. For a copy of an audio record	17,00

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Search and preparation fees To search for and prepare the record for disclosure, for each hour or part thereof, excluding the first hour, reasonably required for such search and preparation.	15,00 (per hour, excl. 1 st hour)
Deposit required [section 22(2)] For purposes of section 22(2) of the PAIA, the following applies: 1. Six hours as the hours to be exceeded before a deposit is payable; and 2. One third of the access fee is payable as a deposit by the requester.	
Postal fees The actual postage is payable when a copy of a record must be posted to a requester.	

7.7 Method of payment

The NNR will accept payment by means of the following methods:

- Direct deposits;
- Electronic fund transfers;
- Non-transferable cheques, for which a clearing period of 10 days must be allowed.

Banking details

Account name: National Nuclear Regulator

Account number: 685542

Branch code: 632005

Account type: Cheque

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**FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

(Section 18(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)
[Regulation 6]

FOR DEPARTMENTAL USE

Reference number: _____

Request received by _____

(state name and surname of information officer/deputy information officer)

on _____ (date)

at _____ (place)

Request fee (if any): R _____

Deposit (if any): R _____

Access fee: R _____

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A Particulars of public body

The Information Officer/Deputy Information Officer:

B Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below*
- (b) *The address and/or fax number in the Republic to which the information is to be sent, must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*
- (d) *Proof of identity, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

Email address: _____

Capacity in which request is made, when made on behalf of another person: _____

C Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____ _____	Form in which record is required: _____ _____
----------------------------	--

Mark the appropriate box with an X

Notes:

- (a) *Compliance with your request for access in the specified form may depend on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:			
☐	copy of record*	☐	inspection of record
2. If the record consists of visual images: (this includes photographs, slides, video recordings, computer generated images, sketches, etc.)			
☐	view the images	☐	copy of the images*
☐		☐	transcription of the images*
3. If the record consists of recorded words or information which can be reproduced in sound:			
☐	listen to the soundtrack (audio cassette)	☐	transcription of the soundtrack* (written or printed document)

4. If the record is held on computer or in electronic or machine-readable form:

	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (compact disc)
--	-------------------------	--	--	--	--

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES

NO

Postage is payable.

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record? _____

G Notice of decision regarding request for access

You will be notified whether your request has been approved/denied. If you wish to be informed by an alternative method of communications, please specify and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this _____ day of _____ 20 _____

**SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE**

FORM B:**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))

[Regulation 8]

STATE YOUR REFERENCE NUMBER: _____**A Particulars of public body**

The Information Officer/Deputy Information Officer: _____

_____**B Particulars of requester/third party who lodges the internal appeal**

- (a) *The particulars of the person who lodge the internal appeal must be given below.*
- (b) *Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
- (c) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

Email address: _____

Capacity in which an internal appeal on behalf of another person is lodged: _____

C Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname: _____

Identity number: _____

D The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

☐	Refusal of request for access
☐	Decision regarding fees prescribed in terms of section 22 of the Act
☐	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(l) of the Act
☐	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
☐	Decision to grant request for access

E Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based: _____

State any other information that may be relevant in considering the appeal: _____

F Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner: _____

Particulars of manner: _____

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF APPELLANT

FOR OFFICIAL USE:**OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received on _____ (date) by _____

(state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on _____ (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
CONFIRMED/SUBSTITUTED BY NEW DECISION.

NEW DECISION: _____

DATE

RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM
THE RELEVANT AUTHORITY ON (date): _____



**INcwadi yoMlawuli weNyukliya weSizwe ngokomThetho wokuKhuthazwa koFikelelo
kuLwazi, 2000 (umThetho wesi-2 ka-2000)**



excellence



integrity



**openness &
transparency**



safety & security



teamwork



value our people

Intshayelelo

UmThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho wesi-2 ka-2000) ("i-PAIA") wawiswa ukuze wenze kusebenze ilungelo lolwazi oluqulethwe kuMqulu wamaLungelo icandelo lama-32 2) loMgaqo-siseko weRiphabliki yoMzantsi Afrika.

Injongo yale ncwadi kukwazisa umceli ekubeni ufikelele njani kwiirekhodi ezigcinwe nguMlawuli weNyukliya weSizwe, ngaloo ndlela yenza ukuba kusebenze icandelo le-14 lomThetho. UmThetho woMlawuli weNyukliya weSizwe, 1999 (umThetho wama-47 ka-1999) ("umThetho we-NNR") uthintela, ngokwecandelo lama-51, ukuxelwa kolwazi. Olu thintelo luxhomekeke, phakathi kwezinye izinto, i-PAIA.

Incwadi ayingeni endaweni yomThetho kodwa kufuneka ifundwe ngokuhlanganyelana nomThetho kunye neMimiselo. AmaCandelo elama-34 ukuya kwelama-46 e-PAIA axela umihlaba yokwala ufikelelo kulwazi. Ukuthathela ingqalelo yokuba lunikwe na ufikelelo kulwazi, uMlawuli weNyukliya weSizwe (National Nuclear Regulator) ("i-NNR") kufuneka athathele ingqalelo imihlaba yokwala ufikelelo kulwazi ebekwe kwi-PAIA.

Kubalulekile ukuqaphela ukuba ukuxelwa kweirekhodi ezigcinwe yi-NNR akuthinteli i-NNR ekubeni yale ufikelelo kulwazi xa imihlaba lkhona yokwala ufikelelo olunjalo ngokwe-PAIA.

Kufuneka kuqatshelwe ngokungaphaya ukuba le Ncwadi inika isikhokelo ekubeni kufuneka kusetyenziwe njani ngezicelo zolwazi lobuqu.

UmThetho we-POPI uchaza ulwazi lobuqu njengolwazi lomntu ngokomthetho okanye iqumrhu oluquka ulwazi olunxulumene nohlanga, isini, ubuni, ukukhulelwa, isimo somtshato, imvelaphi yobuzwe okanye yentlalo, umbala, indlela okhetha ukuziphilela ngayo ngokwesini, iminyaka, impilo yomzimba okanye yengqondo, ukuphila, ukukhubazeka, inkolo, isazela, inkolelo, inkcubeko, ulwimi kunye nokuzalwa komntu;

Ulwazi olunxulumene nembali yezemfundo okanye yezonyango, yolwaphulo-mthetho okanye yengqesho yomntu; ulwazi olunxulumene nenkcaza yezezimali zomntu
Naliphi na ilungu elazisayo, umqondiso, okanye okanye enye into enokwenza aziwe umntu;

Idilesi, umzila womnwe Uhlobo lwegazi okanye naluphi na ulwazi olungeempawu zemnwe zomntu;

Izimvo zobuqu, iimbono kunye nokhetho lomntu; ngaphandle kokuba zingomnye umntu okanye malunga nesicelo senkxaso-mali, iwonga okanye ibhaso elenzelwa omnye umntu

Imbalelwano ethunyelwe ngumntu ngokupheleleyo okanye ecace gca yohlobo lwabucala okanye oluyimfihlo okanye imbalelwano engaphaya enokuveza iziqulatho zembalelwano yokuqala;

Iimbono okanye izimvo zomnye umntu malunga nomntu; kunye
iimbono okanye izimvo zomnye umntu mayela nesicelo senkxaso-mali, iwonga okanye ibhaso ezenzelwa umntu lowo, akubandakanyi apho igama nembono okanye izimvo zomnye umntu zibonakala khona ngonmtu lowo

Negama lomntu ukuba livelanolwazi lobuqu lomnye umntu ngokunxulumene nomntu okanye ukuba ukuxelwa kwegama ngokwalo kunokuveza iziqulatho zembalelwano yokuqala.

Le Ncwadi imisela okulandelayo:

- ***Indlela kunye nohlobo olo ulwazi lobuQu kufuneka lucelwe ngayo,***
- Imihlaba leyo isi(izi)celo esi(ezi)njalo esi(ezi)nokwaliwa ngayo; kunye
- Ulungiso olufumanekayo kumceli ekwaliweni/ekusileleni ukufumana ulwazi oluceliweyo.
-

Kufuneka kuqatshelwe ukuba ngokwecandelo lama-51 (2) le-PAIA leNcwadi kufuneka ihlaziyiwe xa kuvela imfuno.

Ukuya kuma ekubeni ulungiselelo lwetransekshini phakathi kweKomishoni yamaLungelo oluNtu kunye ne-ofisi esanda kusekwa yoMlawuli woLwazi, ayikagqitywa, kucingelwa ukuba le Ncwadi iza kutshintshwa msinyane nje ukuba ulungiselelo lwetransekshini lugqitywe kuba kusaziwa ukuba lindima kunye namaxanduva eKomishoni yamaLungelo oluNtu ukuza kuthi ga ngoku njengokuKhuthazwa koFikelelo kuLwazi (umThetho wesi-2 ka-2000) kunye noKhuselo loLwazi lobuQu (umThetho wesi-4 ka-2013) uza kuqaliswa yi-ofisi yoMlawuli woLwazi.

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Icandelo loku-1

1.1 Igunya

UMlawuli weNyukliya weSizwe (National Nuclear Regulator) ("NNR") ugunyaziswe ngokomThetho woMlawuli weNyukliya weSizwe, 1999 (umThetho wama-47 ka-1999) ("umThetho we-NNR") ukubonelela ngokhuselo lwabantu, ipropati kunye nokusingqongileyo ngokubhekisele kumonakalo wenyukliya.

1.2 Iinjongo

Iinjongo ze-NNR kuku:

- Bonelela ngokhuselo lwabantu, ipropati kunye nokusingqongileyo ngokubhekisele kumonakalo wenyukliya ngokusekwa kwemigangatho yokhuseleko kunye nezenzo zolawulo;
- Ukusebenzisa uphatho lokulawula olunxulumene nokhuseleko ekubekweni, uyilo, ukwakhiwa, ukusebenza, ukwenziwa kweenxenywe, kunye nokukhutshwa kongcoliseko, nokurhoxiswa kunye nokuvalwa kwezinto ezakhetwe inyukliya;
- Ukusebenzisa ulawulo kwizenzo, ezo lo mThetho usebenza kuzo, ngokunika ugunyaziso lwenyukliya;
- Ukunika uqinisekiso lokuthotyelwa kwemiqathango yogunyaziso lwenyukliya ngokuphunyezwa kwenkqubo yohlolo lokuthobela;
- Ukuzalisekisa izibophelelo ngokunxulumene nezixhobo zomthetho eziphathelele nokhuseleko lwenyukliya; kunye
- Nokuqinisekisa ulungiselelo kucwangciso lwengxakeko wenyukliya luyasebenza.

1.3 Imisebenzi

Imisebenzi ye-NNR kuku:

- Nika okanye ukutshintsha uguyaziso lwenyukliya;
- Ukufumana liasethi kunye nokuhambisa imithombo (ukuqesha, ukuthenga, ukufumana);
- Ukuhlangana namanye amaziko kuqokelelo kunye nosasazo lolwazi lwezenzululwazi kunye nolobuchwepheshe ngokuphathelele namandla enyukliya;
- Ukuhlangana namanye amaziko ngokuphathelele nolungiselelo lokwakhiwa okanye ukuqeqeshwa kwabantu abafunwa yi-NNR;
- Ukubonelela ngoncedo lwezimali kunye noncedo olulolunye ekuqeqeshweni kwabantu ukuze i-NNR ikwazi ukwenza imisebenzi yayo;
- Ukuzifaka kwi-inshurensi ngokubhekisele kwilahleko, umonakalo, ingozi okanye uxanduva;
- Ukucebisa uMphathiswa kwimicimbi enxulunyaniswa naso nasiphi na isenzo okanye imeko leyo;
 - Ukubanga umonakalo wenyukliya;
 - UMphathiswa ubhekisela kuMlawuli; okanye
 - UMlawuli acinga ukuba kuyimfuneko ukucebisa uMphathiswa kuyo;
- Ukusebenza njengoGunyaziwe ofanelekileyo ngokunxulumene neMimiselo ye-Arhente yaMandla eAtomiki eHlabathi ekuThuthweni ngokuKhuselekileyo kweMathiriyeli ye-Radioactive;
- Ukungena kwiikontraki, ukungena kwizivumelwano okanye ukwenza nasiphi na isenzo, nokuba kukwiRiphabliki okanye kwenye indawo, apho iinjongo zenziwa zisebenze okanye eziye zibalwe, ngokungqalileyo okanye ngokungangqalanga, ukunyusa ixabiso leenkonzo ezinikwa nguMlawuli ngokubhekisele ekuphumezeni injongo zakhe okanye ezinokumiselwa;
- Ukuveza kunye nokungenisa kuMphathiswa ingxelo yonyaka kwimpilo kunye nokhuseleko olunxulumene nabasebenzi, uluntu kunye nokusingqongileyo okunxulumene nazo zonke iziza kuquka, kodwa kungamiselwanga mda, kwiziqukatho.

Icandelo lesi-2**2.1 linkcukacha zoqhagamshelwano**

- **IGosa loLwazi**

Gqirha Mzibanzi Bismark Tyobeka (INTloko yeSigqeba)

Umnxeba: +27 (0) 12 674 7187 Ifeksi: +27 (0) 12 663 5513

I-imeyile: bmtiyobeka@nnr.co.za

- **USekela Gosa loLwazi:**

Mnu. Gino Moonsamy (UMphathi: uNxibelelwano nobuDlelwane bbabo kuSetyenziswana nabo)

Umnxeba: +27 12 674 7111 Ifeksi: 0865884450

I-imeyile: gmoonsamy@nnr.co.za

- **I-Ofisi enguNdlunkulu**

IDilesi yePosi: PO Box 7016, Centurion, 0046

IDilesi yeSitalato; Eco Glades Office Park, Eco Glades 2, Block G, Witch Hazel Avenue

Highveld Ext 75, Eco Park, Centurion, 0157

Umnxeba: +27 12 674 7100. Ifeksi: +27 12 663 5513

- **I-Ofisi ekwiNdawo**

IDilesi yePosi: P.O. Box 46055, Kernkrag, 7441

IDilesi yeSitalato; 12 Raatz Drive, Delphi Arch Building, Tableview, Cape Town

Umnxeba: +27 21 553 9500 Ifeksi: +27 21 553 1361

- **IGosa loLwazi kunokuqhagamshelwana nalo kwi-Ofisi enguNdlunkulu ye-NNR e-Centurion.**

IGosa loLwazi linikezele nagmagunya kunye nemisebenzi yalo ngokonyula uSekela Gosa loLwazi ukuba asebenze njengeGosa loLwazi. Zonke izicelo ze-PAIA kufuneka zisiwe kuSekela Gosa loLwazi.

Icandelo lesi-3

3.1 ISikhokelo sokuba uwusebenzisa kanjani umThetho we-PAIA

Esi sikhokelo sicamngwe kwicandlo le-10 lomThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho wesi-2 ka-2000) ("PAIA"), sifumaneka kwiKomishoni yamaLungelo oluNtu yoMzantsi Afrika.

Yonke imibuzo enxulumene naso mayisiwe ku:

South African Human Rights Commission
 PAIA Unit
 33 Hoofd Street, Braampark, Forum 3
 Braamfontein
 Johannesburg
 2198

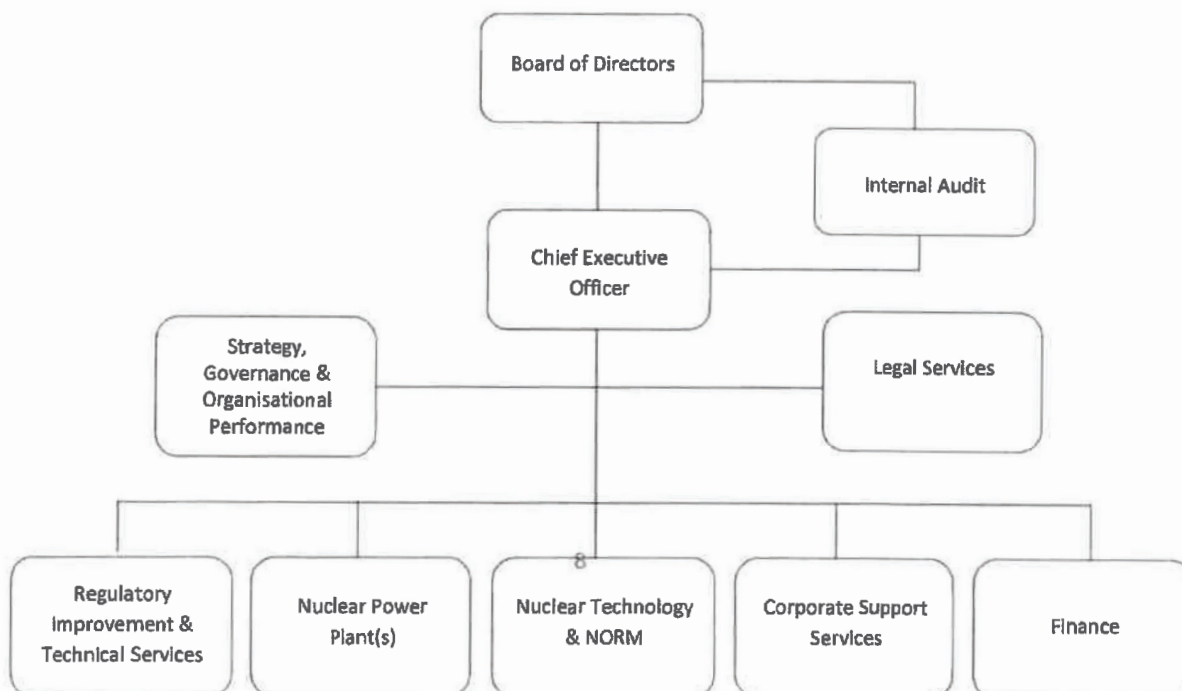
INombolo yomNxeba: +27 11 877 3600 8300. INombolo yeFeksi: +27 11 403 06257149
 Website: www.sahrc.org.za I-imeyile: paia@sahrc.org.za

Zonke izikhalazo okanye imibuzo enxulumene nolawulo/ukungabikho kwalo ulwazi lobuqu mayisiwe ku:

The Office of the Information Regulator
 SALU Building
 316 Thabo Sehume Street
 Pretoria

INombolo yomNxeba: 012 406 4818
www.justice.gov.za/inforeg

INombolo yeFeksi: 086 500 3351
 I-Imeyile: inforeg@justice.gov.za

3.2 Ukwakhiwa kwe-NNR

Icandelo lesi-4

4.1 Ngubani onokucela uLwazi okanye iiRekhodi

UmThetho we-PAIA ubonelela ngokuba umntu unokucela ulwazi kuphela ukuba olo lwazi lufunelwa ukusebenzisa okanye ukhuselo lwelungelo.

4.2 Ukuxela ngokuxzithandela kunye nolwazi olufumaneka ngaphandle kwesicelo

4.2.1 Ulwazi lwemixholo elandelayo lufumaneka ngaphandle kwesicelo esisesikweni:

- ImiThetho kunye nemimiselo epapshiweyo
- Amaxwebhu eSikhokelo soLawulo kunye namaphepha eziKhundla,
- Iimvume zokufakwa kwenyukliya
- Izitifiketi zobhaliso
- Izitifiketi zokunyenyiselwa
- Iigxelo zonyaka
- Uyilo lwezicwangciso
- Imvumelwano ngeengxelo yokhuseleko lwenyukliya
- Imvumelwano ngoLawulo lwamafutha achithiweyo kunye neengxelo zolawulo lwenkunkuma ye-radioactive
- Indawo ezimi kuyo il-ofisi
- Ukukhutshwa kweendaba ziye kubachola-choli bazo
- Imathiriyeli yolwazi lukawonke-wonke
- Ulwazi kwiMali eHlawulelwa uGunyaziso lweNyukliya
- Izithuba
- Iithenda

4.2.2 Ufikelela njani kulwazi olufumaneka ngapjhandle kwesicelo

ICandelo le-15 lomThetho wokuKhuthazwa koFikelelo kuLwazi limisela ukuba umbutho kufuneka upapashe kwiGazethi kaRhulumente Ishedyuli(uluhlu) yeerekhodi ezifumaneka ngaphandle kwesicelo kwi-NNR. Izicelo zezi rekhodi ayikokugcwalisa iFom A emiselweyo esetyenziswa ukucela ulwazi. Ayikho kananjalo nemali ehlawulwa ngumceli kwezi rekhodi. Imali ehlawulwayo ihlawulwa kuphela xa kuzakwenziwa likopi zeerekhodi, nokuba ingohlobo lwephepha, i-compact disc, i-stiffy drive, ukurekhoda kwikhasethi, njalo njalo.

Kwimeko yolwazi olunjalo esele zibekwe kuVimba weSizwe woMzanti Afrika, ulwazi luya kwenziwa lufumaneka kuthotyelwa imithetho esebenzayo ekujongweni kolwazi olunjalo

- UmThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho oyiNombolo yesi-2 ka-2000)
- UmThetho woKhuselo loLwazi, 1982 (umThetho oyiNombolo yama-84 ka-1982)
- UmThetho woVimba beSizwe neeRekhodi zoMzantsi Afrika, 1996 (umThetho oyiNombolo yama-43 ka-1996)
- UmThetho woKhuselo loLwazi lobuQu, 2013

4.3 Ulwazi olunokucelwa ngokusesikweni

4.3.1 I-NNR igcina ulwazi oluphathelele nemixholo edweliswe ngezantsi. Ufikelelo kolunye ulwazi luza kunyinwa ngpokungqinelana namagatya e-PAIA. Ngoko ke ayilulo lonke ulwazi oludweliswe ngezantsi oluza kwenziwa lufumaneka ngesicelo esisesikweni ngokwesiqendu se-4.3 ngezantsi.

4.3.1.1 Imicimbi yomthetho

- Imicimbi ephathelene lomthetho we-NNR;
- Izivumelwano zentsebenziswano;
- Izivumelwano zentsebenziswano zamazwe amabini nogxa behlabathi.

4.3.1.2 Umbutho nolawulo

- Imizuzu yeentlanganiso zebhodi;
- Imizuzu yeentlanganiso zebhodi enganeno;

- Imizuzu yekomiti zangaphakathi (Ikomiti yoLawulo neyeSigqeba);
- Amaxwebhu oyilo lwesicwangciso nentesebenziswano;
- Ukunikezela ngamagunya;
- Ukubhengezwa komDla.

4.3.1.3 IMicimbi eNxulumene nabaSebenzi

- Ukwakhiwa kwequmrhu;
- Ukufunwa kwabasebenzi abatsha nokuqeshwa;
- Inkcazo yomsebenzi namahlolo
- Ukuphila kwabasebenzi nobudlelwane kwezabasebenzi;
- Iimeko zengqesho;
- Uphuhliso noqeqesho lwequmrhu;
- Amaxwebhu omgaqo-nkqubo wemicimbi enxulumene nabasebenzi;
- Umgaqo-nkqubo wotshintsho nocwangciso;
- Umgaqo-nkqubo wolingano kwingqesho nocwangciso;
- Isicwangciso sophuhliso lwezakhono;
- Ulwazi ngeebhenefithi aabasebenzi ezifana neSikim sezoNyango, iNgxowa-mali yoMhlalaphantsi, i-Inshurensi yoBomi yeQela njl. njl.

4.3.1.4 Izimali

- Uhlahlo lwabiwo-mali nee-akhawunti;
- iNgxowa-mali noityalo-mali;
- Irejista yeeasethi;
- Imicimbi yophicotho-ncwadi;
- Ingxelo zezimali.

4.3.1.5 Ulawulo lwemingcipheko yezimali

- Ulwazi nhgolawulo lemingcipheko yokusebenza ye-NNR;
- Iikontraki ze-inshurensi;
- Ulwazi lokhuselo (ulwazi kuneh nemicimbi yokhuselo ebonakalayo)

4.3.1.6 Iinkonzo nolawulo

- Izakhiwo;
- Iinkonzo zolwazi;

- Imicimbi yolawulo;
- Ubulungu bamaqumrhu anobugcisa.

4.31.7 Unxibelelwano nobudlelwane namaqumrhu

- Ulwazi ngamaqumrhu karhulumente nawoluntu;
- Imiboniso;
- Amaphando.

4.3.1.8 Ulwazi lobuchwepheshe olunxulumene nemisebenzi yobuchwepheshe (iinjongo) yoMlawuli

- Ugunyazoso lweNyukliya;
- Izitifiketi zobhaliso;
- Iingxelo zokuqinisekiswa kokuthobela;
- Amaxwebhu ohlolo lobuchwepheshe;
- Iingxelo zeeNzululwazi nezobuNjineli;
- Amaxwebhu emiba yobuchwepheshe;
- Iingxelo zeenkomfa;
- Iingxelo zophando lolawulo;
- Iingxelo zeeprojekthi ezikhethekileyo;
- Iingxelo zohlolo lomsebenzi owenziwe ngabantu

4.3.1.9 Ulwazi oluxelwe ngasentla luqulethwe ngale ndlela ilandelayo:

IiNingxelo, imiZuzu yeentlanganiselo, iMbalelwano (engenayo nephumayo), Imiyalezo ebhaliweyo yangaphakathi, ii-invoyisi, iingxelo kunye nokufunyenweyo, imizobo yobuchwepheshe (Egcinwe nge-eletroniki kunye nasephepheni).

5. AmaNyathelo oKhuselo loLwazi:

5.1 Njengequmrhu likarhulumente elinolwazi lobuqu, i-NNR iqinisekisa ukuba ubumfihlo, imfezeko kunye nokufumaneka kolwazo lobuqu kukhuselwe ngokuphunyezwa kwamanyathelo oquka kodwa, ungamiselwanga mda kula maphulo alandelayo:

- Ukuchonga yonke imingcipheko efanelekeliyo nenokubonwa kwangaphambili kulwazi lobuqu olukugcino lwayo okanye phantsi kolawulo lwayo;
- Ukumisela kunye nokugcina ukhuselo olufanelekileyo;

- Ukuqinisekisa rhoqo ukuba ukhuselo luphunyezwe ngempumelelo;
- Ukuqinisekisa rhoqo ukuba ukhuselo luhlaziywa ngokuqhubekayo;
- Ukuthathela ingqalelo ulwazi olwamkelwe jikelel ngezenzo zokhuselo;
- Ukuyila nokuphumeza imiGaqo-nkqubo engqinelaniswe kuwo wonke eumthetho obandakanyekayo olawula ukuphathwa kolwazi
- Ukuhlela ulwazi ukwenza ukuba i-NNR ilawule ngempumelelo ukusebenza ngolwazi;
- Ukuphumeza ukhuselo olusela umda ufikelelo kulwazi oluyimfihlo kubasebenzi abathile abangundoqo;
- Ukuqinisekisa ukuba iikontraki eziyagqitywe ne-NNR namaqela esithathu zenza ulungiselelo lokhuselo lolwazi lobuqu kunye, nokuba kukho ubambelelo olungqongqo kula magatya; kunye
- Nokuqinisekisa ukuba ukhuselo olufakiweyo lungqinelaniswa nemingcipheko echongelwe iinjongo zokhuselo lolwazi.

5.2 ULawulo lokuYa ngaPhaya kweMida oluCetyiweyo loLwazi lobuQu:

- I-NNR yamkela ngokungaphaya ukungadluliseli ulwazi lobuqu olumalunga noLwazi lomNtu kwiqela lesithathu elikwilizwe elingaphandle ngaphandle kokuba iqela lesithathu elifumana ulwazi lixhomekeke emthethweni, imithetho yequmrhu ebophelelayo okanye, isivumelwano esibophelelayo esinika inqanaba elaneleyo lokhuselo
- UmNtu oluFunwa ngaye ulwazi ukuvumile ukudluliswa; kunye/kweaye

6. IINKqubo zesicelo

6.1.1 Ufikelelo kulwazi oludweliswe ngasentla luza kucelwa ngokugcwalisa iFom A emiselweyo ("ifom yesicelo") enokudawunlodwa kwiwebhusayithi ye-NNR kunye nentlawulo yemali ehlawulwayo emiselweyo njengoko kuxeliwe kwishedyuli yemali ehlawulwayo ngezantsi.

6.1.2 Kucetyiswa ukuba umceli amisele ukuba uluhlobo luni na lomceli kuba uhlobo lomceli luneempembelelo ezithile. Umceli ofuna ufikelelo kwirekhodi eliqulethe ulwazi lobuqu ngalo mceli akufunwa ukuba ahlawulele isicelo esinjalo. Umceli ofaka isicelo sofikelelo kulwazi olugcinwe yi-NNR kufuneka ahlawule imali ehlawulelwa isicelo. Umceli owenza isicelo egameni

lomnye umntu kufuneka anike ubungqina bamandla lawo umceli asenza ngawo isicelo kwaye ahlawule imali ehlawulelwa isicelo.

6.2 IiNdidi zeziCelo:

AbaCeli bahlelwa ngeendidi ezine:

- Umceli ofuna ulwazi ngokwesikhundla sobuqu;
- Ummeli womceli ocela ulwazi ngokunxulumene , kwaye egameni lomntu ongomnye;
- Umceli weqela lesithathu: ocela ulwazi olumalunga nomnye umntu; kunye
- Iqumrhu likarhulumente: elicela ulwazi olusemdleni woluntu.

6.2.3 Ukunciphisa inkqubo yolawulo, kucetyiswa ukuba imali ehlawulelwa isicelo ihlawulwe xa kungeniswa isicelo.

6.2.4 Umceli kufuneka akhombise ukuba isicelo sesekopi yerekhodi na okanye umceli ufuna ukuhlola iirekhodi kwii-ofisi ze-NNR.

6.2.5 Ufikelelo kulwazi olukhankanywe ngasentla luya kunikwa kuphela kumceli ngendlela eceliweyo, ngaphandle kokuba indlela enjalo iya kuphazamisana nokuqhutywa kunye nokwenziwa kwemisebenzi ye-NNR okanye konakalise iirekhodi zayo okanye kophule ilungelo layo elilodwa.

6.2.6 Ukuba, ngesizathu esibonakalayo, ufikelelo ngeke lunikwe ngohlobo olufunwayo kodwa lunokunikwa ngendlela eyenye imali ehlawulwayo ke kufuneka ibalwe ngokwendlela umceli acele ngayo.

6.2.7 Ukuba umceli akakwazi ukufunda nokubhala, okanye unokukhubazeka, unokwenza isicelo serekhodi ngomlomo, apho iGosa loLwazi liza kugcwalisa ifom egameni lomceli onjalo kwaye linike umceli ikopi yefom egcwalisiweyo njengereferensi kwisicelo.

6.2.8 Umceli makakhombise ngokucacileyo kwifom yesicelo:

- Ukuba banqwenela ukwaziswa ngempumelelo yesicelo sabo ngomnxeba okanye ngayo nayiphi na indlela.
- Isikhundla esenziwa ngaso isicelo, kwimeko yokuba sibe senziwa egameni lomnye umntu.

6.2.9 Ifom yesicelo inokungeniswa kwi-NNR ngefeksi, i-imeyile okanye ngeposi.

Emva kokuba igosa lolwazi lenze isigqibo ngesicelo iGosa loLwazi liza kwazisa umceli ngesigqibo esinjalo ngendlela akhetha ukwaziswa ngesaziso esinjalo, kodwa kuso nasiphi na isihlo, kwiintsuku ezingama-30 zokufunyanwa kwesicelo okanye kwiintsuku ezingama-30 zethuba elongeziweyo. Umceli kufuneka aziswe ngokubhaliweyo ngethuba elongeziweyo.

Usekela gosa lolwazi uza kwazisa umceli ngezigqibo ezilandelayo:

- Ukuvuma isicelo;
- Ukuvuma inxenye yesicelo/ukusala;
- Isaziso semali ehlawulwayo;
- Isigqibo sokudlulisela isicelo kwiqumrhu likarhulumente elibandakanyekayo okanye kwelinye isebe likarhulumente;
- Kukuba iqela lesithathu kufuneka laziswe;
- Kukuba iirekhodi azifumane.

Izicelo zomnxeba

Isicelo esingekho sikweni (somnxeba) asithintelwa ngumThetho. Nasiphi na isicelo esinjalo esiya kwiGosa loLwazi/Sekela Gosa loLwazi kwinombolo yomnxeba enikwe kule ncwadana kuyakusetyenzwa ngaso ngaphandle kokuba iGosa loLwazi/Sekela Gosa loLwazi lixela ukuba amatya omThetho kufuneka aqhutywe – kule meko, kufuneka kugcwalise iFom A.

Ufikelelo ngokuzithandela

Ulwazi olufumaneka ngaphandle kwesicelo luyakwenziwa ukuba lufumaneka mhlawumbi kwii-ofisi ze-NNR okanye ngendlela okanye ngohlobo olucelwe ngalo, ukuba oku kufanelekile kwaye kunokwenzeka. Indlela yofikelelo iyakuquka ukuyijonga nje, ungayikhupheli imathiriyeli nokuba iyafuneka kunye nemali ehlawulwayo emiselwe ukwenza iikopi. Ufikelelo kwimathiriyeli ebonakalayo, evakalayo netranskripsini, ukudabha kunye/okanye izibonelelo zokufotokopa ezifumanekayo ukuba kuyafuneka.

6.3 Imihlaba yokwala ufikelelo:

6.3.1 Iirekhodi ezilandelayo ngeke zinikwe kuba i-PAIA ayisebenzi kuzo:

- Iirekhodi zekhabhinethi;
- Iirekhodi zekomiti yekhabhinethi;
- Imisebenzi yomthetho yenkundla;
- Iirekhodi lenkundla ekhethekileyo;
- Iirekhodi legosa lenkundla;
- Iirekhodi leUngu eliLodwa lePalamente okanye leNdlu yoWiso-mThetho yePhondo.

6.3.2 USekela Gosda loLwazi kufuneka asikhave isicelo sofikelelo kule mihlaba ilandelayo:

- Ukhuselo olugunyazisiweyo lweqela lesithathu elingumntu ngokothetho;
- Ukhuselo olugunyazisiweyo lweerekhodi ezithile zeNkonzo yeRhafu yoMzantsi Afrika;
- Ukhuselo olugunyazisiweyo lolwazi lorchwebho lweqela lesithathu;
- Ukhuselo olugunyazisiweyo lolwazi oluyimfihlo lweqela lesithathu;
- Nokhuselo olugunyazisiweyo lokukhuseleka kwabantu kunye nokhuselo lwepropati;
- Ukhuselo olugunyazisiweyo lweedokethi zamapolisa kwiinkqubo zebheyile kunye nokhuselo lokunyanzeliswa komthetho kunye neenkqubo zomthetho;
- Ukhuselo olugunyazisiweyo lweerekhodi ezivela kwiinkqubo zomthetho;
- Ukhuselo olugunyazisiweyo lolwazi lophando lweqela lesithathu kunye nokhuselo lolwazi lophando lwequmrhu likarhulumente;
- Apho ukuxela kunokubanga ukugweba kukhuselo okanye ukukhuseleka kweRiphabliki yoMzantsi Afrika, kuxela ulwazi lomnye urhulumente okanye umbutho wehlabathi, luya kugcinwa luyimfihlo ngokwesivumelwano sehlabathi, okanye simisele ulwazi lomkhosi,
- Ukuxela okunokubeka engozini umdla wezoqoqosho okanye intlalontle yezimali yeRiphabliki yoMzantsi Afrika;
- Ukuxela okunokubeka engozini ukusebenza ngokukhuselekileyo kokufakwa kwenyukliya okanye kumisele intsongelo kukhuselo lwenyukliya okanye kungene ekuphunyezweni ngempumelelo kunye nolungiselelo lwengxakeko lwesicwangciso.

6.4 Ukubhena ngokubhekisele ekwaliweni kofikelelo kulwazi

6.4.1 UmThetho we-NNR ubonelela ngenkqubo yokubhena yangaphakathi ngokwamacandelo elama-74 kunye nama-75. I-CEO ngugunyaziwe obandakanyekayo ukuba ajonge kwakhona nasiphi na isigqibo esibhenelwayo. Isibheni kufanele sifakwe kuSekela Gosa loLwazi oya kungenisa isibheni kwi-CEO ukuba isithathele ingqalelo.

6.4.2 Umceli okanye iqela lesithathu elingoniselsekanga ngesigqibo se-CEO linako kwiintsuku ezingama-30 zokwaziswa yi-NNR ngesigqibo sayo sokufaka isicelo kwi-Ofisi yoLwazi yoMlawuli okanye kwiNkundla ePhakamileuyo ngohlangulo olufanelekileyo ngokuchasene nesigqibo segosa lolwazi. Umceli unokufaka isicelo ngokusekelwe kwizigqibo ezilandelayo:

- Isigqibo se-CEO sokwala isicelo sofikelelo;
- Isigqibo esithathiweyo ngokuphathelene nentlawulo yemali ehlawulelwa isicelo, imali ehlawulelwa ufikelelo okanye idiphozithi kwimlai ehlawulelwa ufikelelo; okanye
- Isigqibo esithathiweyo sokunika ufikelelo ngohlobo olwahlukileyo kunolo beluceliwe; kunye
- Isigqibo esiphathelene nokwandiswa kwexesha.

6.4.3 Iqela lesithathu linokufaka isicelo enkundleni kwimihlaba elandelayo:

- Isigqibo sikaSekela Gosa loLwazi sokuvuma isicelo sofikelelo;
- Isigqibo sikaSekela Gosa loLwazi sokwala isicelo sofikelelo;
- Isigqibo esithathiweyo ngokuphathelene nentlawulo yemali ehlawulelwa isicelo, imali ehlawulelwa ufikelelo okanye idiphozithi kwimali ehlawulelwa ufikelelo;
- Isigqibo esithathiweyo sokunika ufikelelo ngohlobo olwahlukileyo kunolo beluceliwe; kunye
- Isigqibo esiphathelene nokwandiswa kwexesha.

6.4.4 Umceli kananjalo ukufaka isikhalazo ngokubhaliweyo esiya kwi-ofisi yoMlawuli woLwazi ngokubhekisele koko kuthiwa 'kukuphazamisa ukhuselo lolwazi lobuqu lomntu olucelwa ngaye ulwazi'. Ezi zizikhalazo eziyimfuneko ezo uMntu olucelwa ngaye uLwazi ezinokufakwa kulo naluphi na ulwaphulo lomThetho we-POPI.

6.4.5 UmNtu olucelwa ngaye uLwazi okanye umNtu omele umntu olicelwa ngaye ulwazi ukongeza kulo lonke olunye ulungiso olukuye unokufaka amanyethelo omthetho omonakalo enkundleni enolawulo ngokuchasene neqela elibandakanyekayo ngokophulwa kwalo naliphi na igatya lomThetho woLwazi lobuQu.

6.5. Isaziso secandelo le-15

Asikho isaziso ngokwecandelo le-15(2) esipapashiweyo.

Icandelo lesi-7*Okuntlobontlobo***7.1 Ulungiselelo lokuvumela ukubandakanyeka koluntu ekwenziweni komgaqo-nkqubo kunye nokusetyenziswa kwamagunya [Icandelo le-14(1) (g)]**

- Uthabatho nxaxheba loluntu ngokwamagatya ecandelo lama-21(4) omThetho we-NNR.
- Amaqumrhu oluntu kunye nawabasebenzi asekw yi-NNR.
- Ukuchotshelwa kwamatyala kunye neentlanganiso zeengxoxo - uluntu lunokuza kwaye lithi thaca iintetho kula matyala achotshelweyo kunye neentlanganiso zeengxoxo.
- Iinkqubo zokuvolontiya kunye nokufundela umsebenzi usemsebenzini - kukho umgaqo-nkqubo wokufuna abantu kuluntu kwizithuba ezinjalo.
- Abacebisi kunye nomsebenzi wekontraki – Umgaqo-nkqubo wabacebisi ngokuphathelene nokukhutshwa kweenkonzo.

7.2 Ukuhlaziya incwadi [Icandelo le-14(2)]

I- NNR iza kuyiqwalasela kwakhona incwadi yayo ngonyaka njengoko kubhekiswe njalo ngokwecandelo le-14(1), kwaye ihlaziye incwadi kunye naxa kuvela imfuno.

7.3 Ukufumaneka kwencwadi [Icandelo le-14(3)]

- INombolo yoMMiselo' R. 187 wowe-15 Februwari 2002 umisela icandelo lesi- 4(1) ukuba incwadi yokufundisa yequmrhu likarhulumente kufuneka yenziwe ifumaneke ngendlela elandelayo:
- Ikopi ngezintathu zelwimi ezisemthethweni kufuneka yenziwe ifumanele kwindawo nganye egcina ezomthetho njengoko kuychaziwe kwicandelo lesi-6 lomThetho yoGcino lwezomThetho 1997, iKomishoni yamaLungelo oluNtu yoMzantsi Afrika, kunye noMlawuli woLwazi kunye nee-ofisi ze-NNR.
- Incwadi yokufundisa iza kupapashwa ngeelwimi ezintathu ezisemthethweni kwiGazethi.
- Incwadi yokufundisa iza kwenziwa ifumaneke kwiwebhusayithi ye-NNR, www.nnr.co.za.

7.4 Isicelo sofikelelo kwirekhodi lequmrhu likarhulumente

- Zonke izicelo ezisesikweni zolwazi ezingafumaneki ngaphandle kwesicelo kufuneka zenziwe kwiFom A emiselweyo, izicelo zeerekhodi ezifumaneka ngaphandle kwesicelo zinokwenziwa ngomlomo okanye ngomnxeba.

7.5 Ukuhlawulwa kwemali ehlawulwayo

Nabani na ofuna ulwazi oluphathelele naye kuthiwa uyanyenyiselwa ukuhlawula imali ehlawulwa ngumceli.

Umceli

Imali ehlawulelwa isicelo kulo naliphi na isebe likarhulumente ngama-R35-00 njengoko kumiselwe yiMimiselo kumThetho. Ukongeza ukuba ngaba kucelwa iikopi okanye iitranskripshini ezongezelelweyo, ezo ziyakubizwa imali ngokwesakhiwo semali yazo ehlawulwayo njengoko kumiselwe yiMimiselo kwaye iGosa loLwazi/Sekela Gosa loLwazi linokubiza imali ngexesha elichithwe kulungisa isicelo.

7.6 Imali ehlawulwayo emiselweyo ngokunxulumene nesicelo sofikelelo kwiirekhodi

- Ishedyuli yemali ehlawulwayo esebenzayo kwizicelo zofikelelo ibekwe kwishedyuli engezantsi.

Ishedyuli yemali ehlawulwayo

INKCAZO YEMALI EHLAWULWAYO	IXABISO LERANDI
Imali ehlawulelwa isicelo	
Imali yesicelo ehlawulwayo ngumceli, ngaphandle kwesikhundla sabo sobuqu.	35,00
Imali ehlawulelwa ukuvelisa kwkahona [Le mali ehlawulwayo kananjalo isebenza kwiirekhodi ezifumaneka ngaphandle kwesicelo	
Ngekopi nganye yencwadana njengoko kuxeliwe kumimiselo 5(c) iKopi ekhutshelweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko.	0,60
Ngekopi nganye efotokotshiweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko	0,60
Ngekopi nganye eshicilelweyo yesayizi yephepha le-A4 okanye inxenye yayo ngaphaya koko egcinwe kwikhompyutha okanye ngohlobo lwe-letroniki okanye olufundeka ngomatshini	0,40
Ikopi engohlobo olufundeka kwikhompyutha ekwi:	
1. Cwecwe lesitifi	5,00
2. Cwecwe le-compact	40,00

Ngekopi yemifanekiso ebonwayo:	
1. nge-A4 okanye inxenywe yayo ngaphaya koko	22,00
2. Ngekopi yemifanekiso ebonwayo	60,00
Ngokukhutshelwa kwerekhodi evakalayo:	
1. nge-A4 okanye inxenywe yayo ngaphaya koko	12,00
2. Ngekopi yerekhodi evakalayo	17,00
Imali ehlawulelwa ufikelelo (ibhekisele kwimali ehlawulwayo ngokohlobo lwesicelo lwe-PAIA)	
Imali ehlawulwayo ngekopi nganye efotokotshiweyo yesayizi yephepha le-A4 okanye inxenywe yayo ngaphaya koko.	0,60
Ngekopi nganye eshicilelweyo yesayizi yephepha le-A4 okanye inxenywe yayo ngaphaya koko egcinwe kwikhompyutha okanye ngohlobo lwe-letroniki okanye olufundeka ngomatshini	0,40
Ikopi engohlobo olufundeka kwikhompyutha ekwi:	
1. Cwecwe lesitifi	5,00
2. Cwecwe le-compact	40,00
Ngekopi yemifanekiso ebonwayo:	
1. ngephepha lesayizi ye-A4 okanye inxenywe yayo ngaphaya koko	22,00
2. Ngekopi yemifanekiso ebonwayo	60,00
Ngokukhutshelwa kwerekhodi evakalayo:	
1. ngephepha lesayizi ye-A4 okanye inxenywe yayo ngaphaya koko	12,00
2. Ngekopi yerekhodi evakalayo	17,00
Imali ehlawulelwa ukukhangela nokulungisa Ukukhangela kunye nokulungisa iirekhodi ukuze zixelwe, i-R15.00, kwiye nganye okanye kwinxenywe yeyure, kukhutshelwa ngaphandle iyure yokuqala, efuneka ngokufanelekileyo kuphando nolungiso olunjalo.	15,00 (kukhutshelwa ngaphandle iyure yoku-1)
Idiphazithi efunwayo [Icandelo lama-22(2)]	
Ngenxa yeenjongo zecandelo lama-22(2) lomThetho, oku kulandelayo kuyasebenza:	
1. Iiyure ezintandathu kuba iiyure ekudluliswe ngazo idiphazithi iyahlawulwa; kwaye	
2. Isinye sesithathu semali ehlawulelwa ufikelelo sihlawulwa njengediphazithi ngumceli.	
Imali ehlawulelwa ukuposa	
Imali yokuqala ehlawulelwa ukuposa xa ikopi yerekhodi kufuneka iposelwe kumceli.	

7.7 Indlela yentlawulo

I-NNR iza kweamkela intlawulo eyenziwe ngezi ndlela zilandelayo:

- lidiphazithi ngqo;
- lintlawulo ezenziwe nge-eletroniki;

Iitsheki ezingadluliswayo kufuneka imali eyenziwa ifumaneka kwiintsuku ezili-10.

Iinkcukacha Zebhanki

Igama le-Akhawunti: National Nuclear Regulator

Inombolo ye-Akhawunti: 685542

Ikhawudi yesebe: 632005

Uhlobo lwe-Akhawunti: Yetsekhi



IFOM A: ISICELO SOFIKELELO KWIREKHODI LEQUMRHU LIKARHULUMENTE

(ICandelo le-18 lomThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho oyiNombolo yesi-2 ka-2000)) [uMmiselo wesi-6]

KUSETYENZISWA LISEBE

INombolo
yeReferensi:.....

Isicelo sifunyenwe ngu igama nefani yegosa lolwazi/sekela gosa lolwazi ngo

.....(umhla) e(indawo)

IMali ehlawulelwa isicelo (ukuba kukho nayiphi): R.....

Idiphozithi (ukuba kukho nayiphi): R

IMali ehlawulelwa ufikelelo: R.....

.....Usayiono lweGosa loLwazi/Sekela Gosa loLwazi

A. Iinkcukacha zequmrhu likarhulumente

IGosa loLwazi/Sekela Gosa loLwazi:

B. Iinkcukacha zomntu ocela ufikelelo kwirekhodi

- (a) Iinkcukacha zomntu ocela ufikelelo kwirekhodi kufuneka zinikwe ngezantsi
- (b) Idilesi kunye/okanye inombolo yefeksi kwiRiphabliki oluza kuthunyelwa kuyo ulwazi, kufuneka inikwe.
- (c) Ubungqina besikhundla esenziwa ngaso isicelo, ukuba kuyenzeka, kufuneka buhlonyelwe.
- (d) (c) Ubungqina besazisi, kufuneka buhlonyelwe.

Amagama apheleleyo

nefani:.....

Inombolo

yesazisi:.....

IDilesi yeposi:.....

Inombolo yefeksi:

.....

Inombolo yomnxeba:.....

Idilesi ye-imeyile:.....

Isikhundla esenziwa ngaso isicelo, xa sisenziwa egameni lomnye umntu:

C. Iinkcukacha zomntu lowo senziwa egameni lakhe isicelo

Eli candelo kufuneka ligcwaliswe KUPHELA ukuba isicelo solwazi senziwa egameni lomnye umntu.

Amagama apheleleyo

nefani:.....

Inombolo

yesazisi:.....

D. Iinkcukacha zerekhodi

(a) Nika Iinkcukacha ezipheleleyo zerekhodi elo kufunwa ufikelelo kulo, kuqukwa nenombolo yereferensi ukuba ngaba uyayazi, ukuze likwazi ukufunyanwa irekhodi.

(b) Ukuba ngaba isithuba esinikiweyo asonelanga, nceda uqhube kwiphepha elongezelelweyo uze ulihlomele kule fom.

Umceli kufuneka asayine onke amaphepha awongezelelekileyo aneenombolo.

1. Inkcazo yerekhodi okanye inxenye ebandakanyekayo

yerekhodi:.....

2. Inombolo yereferensi, ukuba

iyafumaneka:.....

3. Naziphi iinkcukacha ezingaphaya

zerekhodi:.....

E. Imali ezihlawulwayo

(a) Isicelo sofikelelo kwirekhodi, ngaphandle kwirekhodi eliqulethe ulwazi lobuqu malunga nawe, luya kulungiswa kuphela emva kokuba imali ehlawulelwa isicelo ihlawulwe.

(b) Uya kwaziswa ngesixa ekufuneka sihlawulwe njengemali ehlawulelwa isicelo.

(c) Imali ehlawulwayo yokufikelela kwirekhodi ixhomekeka kuhlobo olufunwa ngalo ufikelelo kunye nexesha elifanelekileyo lokukhangela kunye nokulungisa irekhodi.

(d) Ukuba ngaba ufanelekile ukuba unyenyeselwe intlawulo yayo nayiphi na imali ehlawulwayo, nceda uxale isizathi sokunyenyeselwa.

Isizathu sokunyenyeselwa ekuhlawuleni imali ehlawulwayo:

.....

F. Uhlobo lofikelelo kwirekhodi

Ukuba ngaba uthintelwa kukukhubazeka ukuba ufunde, ujonge okanye umamele kwirekhodi ngohlobo lofikelelo olubonelelwe kwisi-1 ukuya kwisi-4 ngezantsi, xela ukukhubazeka kwakho kwaye ukhombise ukuba loluphi na uhlobo olufuneka ngalo irekhodi.

Ukukhubazeka:	Uhlobo elifuneka ngalo irekhodi:
Phawula ibhokisi elifanelekileyo ngo- X.	
AMANQAKWANA: (a) Ukuthobela isicelo sakho sofikelelo kwirekhodi ngohlobo oluceliweyo kunokuxhomekeka kuhlobo olofumaneka ngalo irekhodi. (b) Ufikelelo ngohlobo oluceliweyo lunokwaliwa kwiimeko ezithile. Kwimeko enjalo uya kwaziswa ukuba ufikelelo lunokunikwa ngolunye uhlobo. (c) Imali ehlawulwayo yokufikelela kwirekhodi, ukuba kukho nayiphi, iya kumiselwa inxenye yayo kuhlobo ololucelwe ngalo ufikelelo.	

1. Ukuba ngaba irekhodi lingohlobo olubhaliweyo okanye olushicilelweyo:			
	ikopi yerekhodi*	ukuhlolwa kwerekhodi	
2. Ukuba irekhodi inemifanekiso ebonwayo - (oku kuquka iifoto, izllyayidi, okurekhodwe kwividiyo, imifanekiso eyenzile ngekhompyutha, iziketshi, njalo njalo:			
	bona imifanekiso	ikopi zemifanekiso*	ukukhutshelwa kwemifanekiso*
3. Ukuba irekhodi zinamagama okanye ulwazi olurekhodiweyo olunokhutshelwa kwisandi:			
	mamela isandi (ikhasethi emanyelwayo)	ukukhutshelwa kwesandi* (uxwebhu olubhaliweyo okanye olukhutshelweyo)	
4. Ukuba irekhodi ligcinwe kwikhompyutha okanye ngeletroniki okanye ngohlobo olufundeka kumatshini:			
	ikopi eshicilelweyo yerekhodi*	ikopi eshicilelweyo yolwazi oluthathwe kwirekhodi*	ukukhutshelwa ngohlobo olufundekayo* (isitifi okanye icwecwe lediski)
*Ukuba ucele ikopi yokukhutshelwa kwerekhodi (ngentla), ingaba unqwenela ukuba ikopi okanye okukhutshelweyo kuthunyelwe kuwe ngeposi? Imali yokuthumela iyahlawulwa.			EWE HAYI
Qaphela ukuba xa lingafumaneki irekhodi ngolwimi olukhethayo, ufikelelo lunokunikwa ngolwimi olo lufumaneka ngalo irekhodi.			
Loluphi ulwimi okhetha ukulifumana ngalo irekhodi?			

G. Isaziso sesigqibo ngokuphathelene nesicelo sofikelelo

Uya kwaziswa ukuba ingaba isicelo sakho sivunyiwe/sikhatyiwe na. Ukuba ngaba unqwenela ukwaziswa ngenye indlela, nceda uxele indlela kwaye unike linkcukacha ezibandakanyekayo ukuze kuthotywe isicelo sakho. Ukhetha ukwaziswa njani ngesigqibo esiphathelene nesicelo sakho sokufikelela kwirekhodi?

Isayinwe e ngolusuku lwe.....20

USAYINO LOMCELI UMNTU LOWO
ISICELO ESENZIWA EGAMENI LAKHE

IFOM B. ISAZISO SESIBHENO SANGAPHAKATHI

(ICandelo lama-75 lomThetho wokuKhuthazwa koFikelelo kuLwazi, 2000 (umThetho wesi-2 ka-2000))

[uMmiselo wesi-8]

XELA INOMBOLO YAKHO YEREFERENSI:

.....

A. Iinkcukacha zequmrhu likarhulumente

IGosa loLwazi/Sekela Gosa loLwazi:

B. Iinkcukacha zomceli/iqela lesithathu elifaka isibheno sangaphakathi

(a) Iinkcukacha zomntu ofaka isibheno sangaphakathi kufuneka zinikwe ngezantsi.

(b) Ubungqina besikhundla eso sikwa ngaso isibheno, ukuba kuyenzeka, kufuneka buhlonyelwe.

(c) Ukuba ngaba umbheni ngumntu wesithathu kwaye ayinye umntu ocele uhwazi ekuqaleni, iinkcukacha zomceli kufuneka zinikwe ku-C ngezantsi.

Amagama apheleleyo efani:.....

Inombolo yesazisi:.....

IDilesi yeposi:.....

Inombolo yefeksi:

Inombolo yomnxeba:.....Idilesi imeyile:.....

Isikhundla eso isibheno sangaphakathi senziwa ngaso egameni lomnye umntu:

C. Iinkcukacha zomceli

Eli candelo kufuneka ligcaliswe KUPHELA ukuba iqela lesithathu (kunomceli) lifaka isibheno sangaphakathi.

Amagama apheleleyo nefani:.....

Inombolo yesazisi:.....

D. Isigqibo eso sifakwa ngaso isibheno sangaphakathi*Phawula isigqibo eso sifakwa ngaso isibheno sangaphakathi ngo-X kwibhokisi efanelekileyo:*

	Ukwaliwa kwesicelo sofikelelo
	Isigqibo esiphathelene nemali ehlawulwayo ngokwecandelo lama-22 lomThetho
	Isigqibo esiphathelene nokwandiswa kwethuba elo isicelo kufuneka kusetyenzwe ngaso
	Isigqibo ngokwecandelo lama-29(3) lomThetho sokwala ufikelelo ngohlobo oluceliweyo ngumceli
	Isigqibo sokuvuma ufikelelo kwisicelo

E. Imihlaba yokubhena

Ukuba ngaba isithuba esinikiweyo asonelanga, nceda uqhube kwiphepha elongezelelweyo uze ulihlomele kule fom. Kufuneka usayine onke amaphepha awongezelelekileyo aneenombolo.

Xela imihlaba leyo sisekelwe kuyo isibheno:.....

.....

.....
 Xela naluphi na olunye ulwazi olunokubaluleka ekuthatheleni ingqalelo
 Isibheni:.....

.....

F. Isaziso sesigqibo sokubhena

Uyakwaziswa ngokubhalwe phantsi ngesigqibo sesibheni sakho sangaphakathi. Ukuba ngaba unqwenela ukwaziswa ngenye indlela, nceda uxele indlela kwaye unike iinkcukacha ezibandakanyekayo ukuze kuthotywe isicelo sakho.

Xela indlela:

.....
 Incukacha zendlela:

Isayinwe e ngolusuku.....lwe 20
 USAYINO LOMBHENI

KUSETYENZISWA LISEBE:

IREKHODI ELISEMTHETHWENI LESIBHENI SANGAPHAKATHI:

Isibheni sifunyenwe ngo (umhla)
 ngu (xela isikhundla, igama nefani legosa lolwazi/sekela gosa lolwazi).

Isibheni sihamba nezizathu zesigqibo seGosa lolwazi/Sekela Gosa lolwazi kwaye, apho kwenzekayo, iinkcukacha zalo naliphi na iqela lesithathu elo irekhodi zinxulumene nalo, singeniswa kwiGosa lolwazi/Sekela Gosa lolwazi ngo (umhla) kugunyaziwe obandakanyekayo.

ISIPHUMO SESIBHENI:

ISIGQIBO SEGOSA LOLWAZI/SEKELA GOSA LOLWAZI SOQINISEKISIWE/ ISIGQIBO ESITSHA SIFAKIWE
 ISIGQIBO ESITSHA:

.....UMHLA
 UGUNYAZIWE OBANDAKANYEKAYO

SIFUNYENWE LIGOSA LOLWAZI/SEKELA GOSA LOLWAZI KUGUNYAZIWE OBANDAKANYEKAYO NGO (Umhla):



Imanuwali ye-National Nuclear Regulator (uMlawuli Wezimo Eziqondene Nenuzi
Kuzwelonke) eqondene noMthetho Wokugqugquzela Ukutholakala Kolwazi, 2000
(uMthetho No. 2 wezi-2000)



excellence



integrity



openness &
transparency



safety & security



teamwork



value our people

Isingeniso

UMthetho Wokugquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 wezi-2000) ("i-PAIA") waqaliswa ukuze kuphunyeleliswe ilungelo lokutholakala kolwazi oluqokethwe kuSomqulu Wamalungelo ngaphansi kwesigaba 32 (2) soMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika.

Inhloso yale Manuwali wukwazisa umfakisiselo ngendlela yokutholakaka kwamarekhodi agcinwe i-National Nuclear Regulator, ngalokhu kuzobe kuphunyeleliswe isigaba 14 soMthetho. UMthetho we-National Nuclear Regulator, 1999, (uMthetho No. 47 we-1999) ("uMthetho we-NNR") unqanda, ngokwesigaba 51, ukudalulwa kolwazi. Lokhu kunqanda kuncike, phakathi kwezinye izinto, kwi-PAIA.

Le Manuwali ayiyithathi indawo yoMthetho kodwa kumele ifundwe kanye-kanye noMthetho kanye neMithethonqubo. Izigaba 34 kuya kwesama-46 se-PAIA sicacise izizathu zokunqaba nokutholakala kolwazi. Lapho kucutshungulwa ukuthi ingabe kumele kuhlinzekwe na ngolwazi, i-National Nuclear Regulator ("i-NNR") kumele icubungule izizathu zokunqaba nokutholakala kolwazi ezibhalwe kwi-PAIA.

Kubalulekile ukuqaphela ukuthi ukudalulwa kwamarekhodi agcinwe i-NNR akuyinqandi i-NNR ekwenqabeni nokutholakala kolwazi lapho kunezizathu ezikhona zokwenqaba nokutholakala kolwazi ngokwe-PAIA.

Okunye okumele kuqashelwe ukuthi le Manuwali iqhubeka ihlinzeke ngomhlahlandlela wokuthi izicelo zokuthola ulwazi lomuntu siqu kumele zidingidwe.

UMthetho i-POPI uchaza ulwazi lomuntu siqu ngokuthi wulwazi lomuntu ngokwemvelo noma umuntu ngokomthetho okubandakanya ulwazi oluqondene nobuhlanga, ubulili, ukukhulelwa, isimo somuntu kwezomshado, ubuzwe noma umphakathi umuntu adabuka kuwo, ibala, ubulili umuntu azifanisa noma afaniswa nabo, iminyaka, ukuphila nokukhubazeka noma isimo sokusebenza kwengqondo, inhlala kahle, inkolo, unembeza, inkolelo, isiko, ulimi kanye nokuzalwa komuntu;

Ulwazi oluqondene nezemfundo, noma ezokwelashwa, ubugebengu noma wokuqashwa komuntu;

Noma ubani ohlonzayo, uphawu, , , noma okunye umuntu akujutshwa kuyo;

Uhlobo lwegazi noma olunye ulwazi lokuhlonza umuntu ngokwesayensi yebhayomethriki;

Imibono yomuntu siqu, imibono kanye nalokho okukhethwa umuntu;

Izincwadi ezithunyelwa umuntu eziyimfihlo ngokugcwele noma ezinye izincwadi ezingadalula ukuthi okuqukethwe ezincwadini zokuqala ezathunyelwa;

Imibono yomuntu maqondana nomunye umuntu; kanye

Igama lomuntu uma livela ndawonye nolunye ulwazi lomuntu siqu oluqondene nomuntu noma uma ukudalulwa kwegama uqobo kungase kudalule okuqukethwe ezincwadini zokuqala.

Le Manuwali iqhubeka imise okulandelayo:

- Indlela kanye nohlobo okumele kucelwe ngayo Ulwazi Lomuntu Siqu,
- Izizathu ezingasetshenziselwa ukuchitha isicelo/izicelo; kanye
- Nezindlela zokungenelela ezingasetshenziswa umfakisiselo lapho kuchithwa / kungaphumeleli ukutholakala kolwazi oluceliwe.

Kumele kuqashelwe ukuthi ngokwesigaba 51 (2) se-PAIA le Manuwali kumele ibukezwe njalo uma kuba nesidingo.

Kangangoba izinhlelo zokuhwebelana phakathi kweKhomishana Yamalungelo Esintu kanye nehhovisi elisanda kusungulwa loMlawuli Wezolwazi (*i-Information Regulator*), zingaphothulwa, kulindeleke ukuthi le Manuwali izochitshiyelwa uma sekuphuthulwa izinhlelo zokuhwebelana njengoba amaqhaza nemisebenzi yeKhomishana Yamalungelo Esintu maqondana Nokugqugqazelwa Kokutholakala Kolwazi (uMthetho No. 2 wezi-2000) kanye Nokuvikelwa Kolwazi Lomuntu Siqu (uMthetho No. 4 wezi-2013) ezomiswa ihhovisi Lomlawuli Wezolwazi.

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Isigaba 1

1.1 Umsebenzi

I-National Nuclear Regulator ("i-NNR") inomsebenzi ngokoMthetho Wokulawulwa Kwenuzi Kuzwelonke, 1999 (uMthetho No. 47 we-1999) ("uMthetho we-NNR") wokuhlinzekela ukuvikelwa kwabantu, impahla kanye nemvelo ekulinyazweni inuzi.

1.2 Izimpokophelo

Izimpokophelo ze-NNR ukwenza okulandelayo:

- Ukuhlinzekela ukuvikela imininingwane yabantu siqu, impahla kanye nemvelo ekulinyazweni yinuzi ngokusungulwa kwemigomo yezokuphepha kanye nezinqubo zokulawula;
- Ukuba nomsebenzi wokulawula oqondene nezokuphepha kwezokuhlala, ukuhlela, ukwakhiwa, ukusebenza, ukukhiqiza izingxenye zezakhi, kanye nokukhishwa kwezici, ukukhishwa kwenuzi ngendlela ephephile kanye nokuvalwa kokufakwa kwenuzi;
- Ukulawulwa kwezinye izenzo, lo Mthetho osebenza kuzo, ngokuvumela ukugunyazwa kwenuzi;
- Ukuqinisekisa ukulandelwa kwemibandela okungagunyazwa inuzi ngaphansi kwayo ngokuqaliswa kwezinhlelo zokuhlolwa kokulandelwa kwezimiso;
- Ukugcwalisa izibopho zezwelonke zezinhlelo zomthetho zamazwe ngamazwe eziqondane nezokuphepha kwenuzi; kanye
- Nokuqinisekisa ukuthi izinhlinzeko zokuhlelela izimo eziphuthumayo eziqondene nenuzi zimi ngomumo.

1.3 Imisebenzi ye-NNR

Imisebenzi ye-NNR ukwenza okulandelayo:

- Ukuvuma noma ukuchibiyela ukugunyazwa okuqondene nenuzi;
- Ukusebenzisa impahla nokuthola izinsiza (ukuqasha, ukuthenga, ukuthola);
- Ukubambisana nezinye izikhungo zokuqoqa nokudlulisa ulwazi lwezesayensi nezokubuchwepheshe maqondana namandla enuzi;

- Ukubambisana nezinye izikhungo maqondana nokuhlinzekwa kwemiyalelo yokuqeqesha abantu abadingwa i-NNR;
- Ukuhlinzeka ngosizo lwezimali kanye nolunye usizo ngokuqeqeshwa kwabantu ukuze i-NNR ikwazi ukwenza imisebenzi yayo;
- Ukuba nomshwalense wokuzivikela ekulahlekelweni, umonakalo, ubungozi noma umthwalo;
- Ukwazisa uNgqongqoshe ngezindaba eziqondene nanoma esiphi isenzo noma izimo ezenza okulandelayo:
 - Ezikwazi ukudala umonakalo wenuzi;
 - UNgqongqoshe azidlulisela kuMlawuli; noma
 - UMlawuli abona kubalulekile ukuze kwelulekwe uNgqongqoshe maqondana;
- noMthetho Nesiphathimandla esifanele kuzwelonke maqondana neMithethonqubo Ye-ejensi Yamazwe Ngamazwe Yezamandla Omsukazintozonke Wezezokuthuthwa Kwempahla Enemisebe Eyingozi Ngendlela Ephephile;
- Ukufinyelela ezivumelwaneni, ukungena ezivumelwaneni noma ukwenza noma eyiphi imisebenzi, okungaba kwiRiphabhulikhi noma kwenye indawo, lapho izimpokophelo zazo eziqhutshwa khona noma ezicutshungulwa, ngokuqondile noma ngokungaqondile, ukuze kuthuthukiswe ukubaluleka kwemisebenzi ehlinzekwa uMlawuli ukuze kufezeke izimpokophelo zayo noma ezingase zimiswe;
- Ukubhala nokuthumelela uNgqongqoshe imibiko minyaka yonke maqondana nesimo sezempilo kanye nokuphepha kwabasebenzi, umphakathi kanye nendawo ehambisana nazo izindawo okubandakanya, kodwa okungagcini, ngokuqokethwe ezimisweni.

Isigaba 2

2.1 Imininingwane yezokuxhumana

- **Isikhulu Solwazi**

Dkt. Mzibanzi Bismark Tyobeka (Isikhulu Esiphezulu)

Ucingo: +27 (0) 12 674 7187 Ifeksi: +27 (0) 12 663 5513

i-imeyli: bmtyobeka@nnr.co.za

- **Iphini Lesikhulu Solwazi**

Mnu. Gino Moonsamy (Umphathi Wezokuxhumana kanye Nezobudlelwano Nababambiqhaza)

Ucingo: +27 12 674 7111

Ifeksi: 0865884450

I-imeyli: gmoonsamy@nnr.co.za

- **Inhloko-hhovisi**

Ikheli Leposi: PO Box 7016, Centurion, 0046

Ikheli Lendawo; Eco Glades Office Park, Eco Glades 2, Block G, Witch Hazel Avenue

Highveld Ext 75, Eco Park, Centurion, 0157

Ucingo: +27 12 674 7100.

Ifeksi: +27 12 663 5513

- **Ihhovisi Elingaphandle**

Ikheli Leposi: P.O. Box 46055, Kernkrag, 7441

Ikheli Lendawo; 12 Raatz Drive, Delphi Arch Building, Tableview, Cape Town

Ucingo: +27 21 553 9500

Ifeksi: +27 21 553 1361

- **Kungaxhunyanwa neSikhulu Solwazi eNhloko-hhovisi lwe-NNR e-Centurion.**

Isikhulu Solwazi sidlulisele amandla aso kanye nemisebenzi ngokuqoka iPhini Lesikhulu Solwazi ukuze lisebenze esikhundleni seSikhulu Solwazi. Zonke izicelo ze-PAIA kumele ziqondiswe kwiPhini Lesikhulu Solwazi.

Isigaba 3

3.1 Umhlahlandlela wokusebenzisa uMthetho i-PAIA

Lo mhlahlandlela oqukethwe kusigaba 10 soMthetho Wokugqugquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 wezi-2000) ("i-PAIA"), utholakala kwiKhomishana Yamalungelo Esintu YaseNingizimu Afrika.

Yonke imibuzo eqondene nawo ingathunyelwa ngokusebenzisa imininingwane elandelayo:

South African Human Rights Commission

PAIA Unit

33 Hoofd Street, Braampark, Forum 3

Braamfontein

Johannesburg

2198

Inombolo Yocingo: +27 11 877 3600 8300. Inombolo Yefeksi: +27 11 403 06257149

Iwebhusayithi: www.sahrc.org.za

I-imeyli: paia@sahrc.org.za

Zonke izikhalo noma izicelo eziqondene nokuphathwa / ukushoda kolwazi lomuntu siqu kumele zithunyelwe ngokusebenzisa kumininingwane elandelayo:

The Office of the Information Regulator

SALU Building

316 Thabo Sehume Street

Pretoria

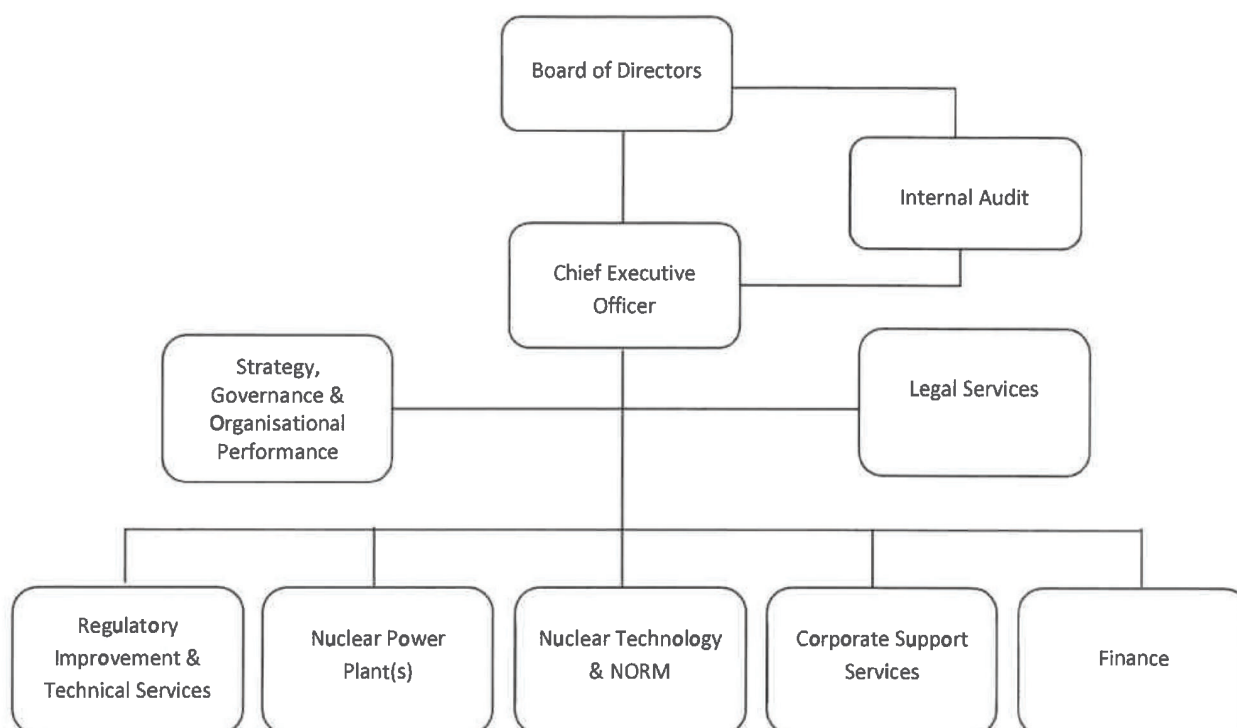
INombolo yocingo: 012 406 4818

www.justice.gov.za/inforeg

Inombolo Yefeksi: 086 500 3351

I-imeyli: inforeg@justice.gov.za

3.2 Ukuhleleka kwezikhundla ze-NNR



Isigaba 4

4.1 Ubani ongafaka isicelo sokutholakala koLwazi noma Amarekhodi

UMthetho i-PAIA uthi umuntu angacela ulwazi uma lolo lwazi ludingeka ukuze kusetshenziswe noma kuvikelwe ilungelo kuphela.

4.2 Okudalulwa ngokuzithandela kanye nolwazi olutholakala ngokuzenzakalela

4.2.1 Ulwazi ngezihloko ezilandelayo lutholakala ngaphandle kwesicelo esifakwe ngokugcwele:

- Imithetho kanye nemithethonqubo eshicilelwe
- Imibhalo Ewumhlahlandlela wokuLawula kanye namaphepha aqondene nesimo
- Amalaysense okufakwa kwenuzi
- Izitifiketi zokubhalisa
- Izitifiketi zokukhululwa
- Imibiko yonyaka
- Izinhlelo zokusebenza eziyisisekelo

- Imibiko yezivumelwano zenuzi engaphephile
- Isivumelwano esihlanganyelwe ngemibiko yokulawulwa kweziphehlilandla ezisetshenziswe kanye nokuphathwa kwemfucuza yemisebe eyingozi
- Indawo ihhovisi elikuyo
- Ukukhishwa kwezindaba ngemithombo yezindaba
- Impahla ewulwazi lomphakathi
- Ulwazi Ngamanani Okugunyazwa Kwenuzi
- Izikhala zemisebenzi
- Amathenda

4.2.2 Indlela yokuthola ulwazi olutholakala ngokuzenzakalela

Isigaba 15 soMthetho Wokugqugquzela Ukutholakala Kolwazi simise ukuthi inhlangothi kumele ishicilele kwiGazethi Kahulumeni uhlelo (uhlu) lwamarekhodi atholakala ngokuzenzakalela kwi-NNR. Izicelo zala marekhodi azifakwa ngokugcwalisa iFomu A elimisiwe elisetshenziselwa ukufaka isicelo sokutholakala kolwazi. Futhi akekho amanani akhokhelwa ukutholakala kwala marekhodi. La manani akhokhwa inqobo lapho amakhophi amarekhodi ezokwenziwa, noma ngabe kuyikhophi eyiphepha, isidi, i-stiffy drive, okuqoshwe kwikhasethi, njll.

Uma ulwazi olunjalo selufakwe Ezinqolobaneni Zakuzwelonke eNingizimu Afrika, ulwazi luzohlinzekwa ngokulandelwa kwemithetho esetshenziselwa ukuhlolwa kwalolo lwazi:

- UMthetho Wokugqugquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 wezi-2000)
- UMthetho Wokuvikela Ulwazi, 1982 (uMthetho No. 84 we-1982)
- UMthetho Wezinqolobane Zakuzwelonke Namarekhodi AseNingizimu Afrika, 1996 (uMthetho No. 43 we-1996)

4.3 Ulwazi olungacelwa ngokugcwele

4.3.1 I-NNR igcina ulwazi olumayelana nezihloko ezibhalwe ngezansi. Ukuthola olunye lolwazi olumiswe ngokwezinhlinzeko ze-PAIA. Ngakho-ke akusilo lonke ulwazi olusohlwini olungezansi oluzotholakala lapho kufakwa isicelo ngokugcwele ngokwesigatshana somthetho 4.3 esingezansi.

4.3.1.1 Izindaba zomthetho

- Izindaba eziqondene nomthethonqubo we-NNR;
- Izivumelwano zokusebenzisana;
- Izivumelwano zokubambisana ngokulinganayo phakathi kwezinhlangano zakumazwe ngamazwe.

4.3.1.2 Inhlangotho nokulawula

- amaminithi emihlangano yebhodi;
- Amaminithi emihlangano yamakomidi amancane;
- Amaminithi amakomidi angaphakathi (Ikomidi Lokuphatha kanye Neleziphathimandla);
- Imibhalo yokusebenza eyisisekelo kanye nokuhlelela inkampani;
- Ukwabiwa kwamandla esikhundla;
- Ukudalulwa kwezintshisekelo.

4.3.1.3 Abasebenzi

- Uhlelo Lwesikhungo
- Ezokuqasha nokuqoka;
- Ukuchazwa nokuhlolwa kwemisebenzi
- Ezokunakekelwa kwabasebenzi ngokwezempilo kanye nobudlelwano nabasebenzi;
- Imibandela yokusebenza;
- Ukuthuthukiswa kwesikhungo kanye nezokuqeqesha;
- Imibhalo yenqubomgomo yezabasebenzi;
- Inqubomgomo kanye nohlelo loguquko;
- Inqubomgomo kanye nohlelo lwezokulingana ngokomsebenzi;
- Uhlelo lokuthuthukiswa kwamakhono;
- Ulwazi ngezinzuzo zabasebenzi ezinjengesimo sokwelashwa, isikhwama somhlalaphansi, umshwalense wenkampani; njll.

4.3.1.4 Ezezimali

- Isabelomali nama-akhawunti;
- Izimali kanye notshalomali;
- Irejista yempahla;
- Izindaba zocwaningomabhuku;
- Imibiko yezezimali.

4.3.1.5 Ukulawulwa kwengcuphe

- Ulwazi kanye nokulawulwa kwengcuphe eqondene ne-NNR;
- Izivumelwano zezinkontileka;
- Ulwazi lwezokuphepha (ulwazi kanye nezindaba zezokuphepha)

4.3.1.6 Imisebenzi nezokuphatha

- Izakhiwo;
- Imisebenzi yezolwazi;
- Izindaba zezokuphatha;
- Ubulungu ezinhlanganweni zochwepheshe bemikhakha ethile

4.3.1.7 Ezokuxhumana kanye nezobudlelwano nomphakathi

- Ulwazi ngezigungu zomphakathi;
- Imibukiso;
- Ucwangingo.

4.3.1.8 Ulwazi lwezobuchwepheshe oluqondene nokusebenza ngobuchwepheshe (izimpokophelo) zoMlawuli

- Ukugunyazwa Kwenuzi;
- Izitifiketi zokubhalisa;
- Ukulandelwa kwemibiko yokuqinisekisa;
- Ukuhlolwa kwemibhalo ngendlela yezokuchwepheshe;
- Imibiko Yezesayensi Nezobunjiniyela;
- Imibhalo ecacisa ngezobuchwepheshe;
- Imibiko yezingqungquthela;
- Imibiko yocwangingo ngezindaba zezokuLawula;
- Imibiko yemisebenzi ekhethekile;
- Imibiko yokubuza ozakwethu

4.3.1.9 Ulwazi olubalulwe ngenhla luqukethwe ngendlela elandelayo:

Imibiko, Amaminithi emihlangano, Izincwadi (ezingenayo neziphumayo), imemoranda yangaphakathi, ama-invoyisi, izitatimende nezicelo, Imidwebho yezobuchwepheshe (egcinwe ngendlela kagesi nasephepheni).

5. Izindlela Zokuvikela Ulwazi:

5.1 Njengophiko lomphakathi olugcine ulwazi lomuntu siqu, i-NNR izibophezele ekuqinisekiseni ukuthi ubumfihlo, ubuqotho nokutholakala kolwazi lomuntu siqu luvikelekile ngokusebenzisa izindlela okubandakanya kodwa, okungagcini ngezinhlelo ezilandelayo:

- Ukuhlonza yonke ingcuphe efanele nengase ibe khona ngelinye ilanga kulwazi lomuntu siqu olugcinwe noma olulawulwa yiyo
- Ukusungula nokugcina izinhlelo zezokuphepha zisesimweni esifanele;
- Ukuhlala kuqinisekiswa ukuthi izinhlelo zezokuphepha ziqaliswa ngendlela esebenzayo;
- Ukuqinisekisa ukuthi izinhlelo zezokuphepha zihlala zibukezwa ngaso sonke isikhathi ;
- Ukuqikelela ukuthi zonke izinqubo zolwazi lwezokuphepha zamukelwa uwonke wonke;
- Ukusungula nokuqalisa izinqubomgomo ezihambisana nayo yonke imithetho efanele elawula ukuphathwa kolwazi
- Ukuhlela ulwazi ngononina ukuze i-NNR ikwazi ukulawula inqubo yolwazi ngendlela efanele ;
- Ukuqalisa uhlelo lwezokuphepha okunciphisa amathuba okutholakala kolwazi oluyimfihlo kubasebenzi ababalulekile abathile;
- Ukuqinisekisa izinkontileka eziphothulwe i-NNR nabangahlangene ngqo ukuze kuhlinzekelwe ukuvikela ulwazi lomuntu siqu futhi, kunokulandelwa okuqinile kwalezi zinhlinzeko; kanye
- Nokuqinisekisa ukuthi izinhlelo zokuphepha zihambisana nobungozi obuhlonzwe ngezinhloso zokuvikela ulwazi.

5.2 Ukulawulwa Kokudluliswa Kolwazi Lomuntu Siqu Phakathi Kwemingcele Okuhleliwe:

- I-NNR iphinda izibophezela ngokuthi ayizukuludlulisa ulwazi lomuntu siqu mayelana noMnikazi Wemininingo kumuntu ongahlangene ngqo okwelinye izwe ngaphandle kwalapho lowo muntu okumele athole ulwazi elandela umthetho, kunemithetho yezinkampani eyisibopho noma, isivumelwano esiyisibopho esihlinzeka ngezinga lokuvikela
- Umnikazi Wemininingo evumile ukuthi kudluliswe ulwazi; kanye / noma

6.1 Izinqubo Zokufaka Isicelo

6.1.1 Ukutholakala kolwazi olusohlwini olungenhla kuyocelwa ngokugcwalisa kweFomu A elimisiwe ("ifomu lokufaka isicelo") elingalandwa kuwebhusayithi ye-NNR futhi inani elimisiwe linjengoba libhalwe ohlwini lwamanani olungezansi.

6.1.2 Kunconywa ukuthi umfakisiselo kube ngunye onquma ngohlobo lolwazi acela ukuluthola ngoba uhlobo lolwazi olucelwayo lungaba nomthelela othile. Umfakisiselo ofisa ukuthola amarekhodi aqukethe ulwazi oluqondene nomuntu ngqo nalowo mfakisiselo akudingeki ukuthi kube nenani alikhokhayo. Umfakisiselo ofaka isicelo sokuthola ulwazi olugcinwe i-NNR kumele akhokhe inani lesicelo. Umfakisiselo ofaka isicelo egameni lomunye umuntu kumele ahlinzeke ngobufakazi nesikhundla umfakisiselo asebenza ngaphansi kwaso futhi kumele akhokhe inani lokufaka isicelo.

6.2 Izigaba Zokufakwa Kwezicelo

Abafakizicelo bahlukaniswe ngokwezigaba ezine:

- Umfakisiselo ocela ukuthola ulwazi ngokwakhe ngqo;
- Umuntu omele umfakisiselo ocela ukuthola ulwazi olumayelana nomuntu othile futhi ecelela yena;
- Umfakisiselo ongahlangene ngqo: ocela ukuthola ulwazi ngomunye umuntu; kanye
- Nophiko lukahulumeni: olucela ulwazi umphakathi onentshisekelo kulo.

6.2.3 Ukunciphisa inqubo yemisebenzi yezokuphatha, kunconywa ukuthi inani lesicelo likhokhwe lapho kufakwa isicelo.

6.2.4 Umfakisiselo kumele aveze ukuthi isicelo ngekhophi lerekhodi noma ukuthi ingabe umfakisiselo ufuna ukuhlola amarekhodi emahhovisi e-NNR.

6.2.5 Ukutholakala kolwazi olubalwe ngenhla kuyogunyazwa ngendlela ecelwe umfakisicelo, ngaphandle kwalapho leyo ndlela ingase ikuphazamise kakhulu ukuqhuba nokusebenza kwe-NNR noma ukulimala kwamarekhodi ayo noma kuphazamise ilungelo lokukopisha.

6.2.6 Uma kwenzeka ngenxa yezizathu zokuqhutshwa komsebenzi, umfakisicelo engeke akwazi ukunikwa ulwazi ngendlela alucele ngayo kodwa ibe ikhona enye indlela, kuyobe sekubalwa inani ngokwendlela umfakisicelo acele ukuthola ulwazi ngayo.

6.2.7 Uma umfakisicelo ehluleka ukufuna noma ukubhala, noma ephila nokukhubazeka, angakwazi ukucela ukuthola irekhodi eliqoshwe ngomsindo, lapho okuyodingeka ukuthi Isikhulu Solwazi sigcwalise ifomu egameni lalowo mfakisicelo futhi sihlENZE ngekhophi yefomu eligcwalisiwe njengenkomba yesicelo.

6.2.8 Umfakisicelo kumele acacise ngokuzoba kwifomu lesicelo:

- Uma efisa ukwaziswa ngempumelelo yesicelo sakhe ngocingo noma ngenye indlela.
- Isikhundla isicelo esifakwa ngaphansi kwaso, uma kwenzeka ulwazi lucelwe egameni lomunye umuntu.

6.2.9 Ifomu lesicelo lingathunyelwa kwi-NNR ngefeksi, nge-imeyli noma ngeposi.

Emuva kokuba Isikhulu Solwazi sesithathe isinqumo ngesicelo, Isikhulu Solwazi sizokwazisa umfakisicelo ngaleso sinqumo ngendlela umfakisicelo akhethe ukuthintwa ngayo, kodwa uma kwenzeka, ezinsukwini ezingama-30 kwamukelwe isicelo noma ezinsukwini ezingama-30 zesikhathi eseluliwe. Umfakisicelo kumele aziswe ngokubhaliwe ngesikhathi eseluliwe.

Iphini lesikhulu solwazi liyokwazisa umfakisicelo ngezinqumo ezilandelayo:

- Ukugunyaza isicelo;
- Ukugunyaza ingxenye / ukuchitha ingxenye yesicelo;
- Ukwazisa ngenani elikhokhwayo
- isinqumo sokudlulisela isicelo ophikweni lukahulumeni olufanele noma komunye umnyango kahulumeni;
- Ukuthi kumele kwaziswe ongahlangene ngqo;
- Ukuthi amarekhodi akatholakali.

Izicelo ezifakwa ngocingo

Isicelo esifakwa ngokungagcwele (ngocingo) asivumelekile ngokoMthetho. Noma esiphi isicelo esinjalo esithunyelelwa Isikhulu Solwazi / Iphini Lesikhulu Solwazi ngenombolo yocingo ihlinzekwe kule Manuwali siyodingidwa ngaphandle kwalapho Isikhulu Solwazi / Iphini Lesikhulu Solwazi siveze ukuthi izinhlinzeko zoMthetho kumele ziqhutshwe - kulokhu kumele kugcwaliswe kuFomu A.

Ukutholakala ngokuzithandela

Ulwazi olutholakala ngokuzenzakalela luyohlinzekwa emahhovisi e-NNR noma ngendlela noma ngefomu elimisiwe, uma lokhu kuqondakala futhi kungenzeka. Indlela yokuthola ulwazi iyobandakanya ukucingwa, nokukopishwa kolwazi oludingekayo kanye namani amisiwe amakhophi. Ukutholakala kwezithombe, ulwazi olulalelekayo nolubonakalisa izithombe, ukuqoshwa ngolunye ulimi kolwazi kanye / noma izindawo zokwenza amakhophi kungatholakala uma kudingeka.

6.3 Izizathu zokuchitha isicelo sokuthola ulwazi:

6.3.1 Amarekhodi alandelayo akazukugunyazwa ngoba i-PAIA ayisebenzi kokulandelayo:

- Amarekhodi ekhabhinethi;
- Amarekhodi ekomidi lekhabhinethi;
- Imisebenzi yokwahlulela yenkantolo;
- Irekhodi lenkundla yokuqulwa kwamacala ekhethekile;
- Irekhodi lejaji;
- Irekhodi lomuntu oyiLungu lePhalamende noma LesiShayamthetho Sesifundazwe.

6.3.2 Iphini Lesikhulu Solwazi kumele lisichithe isicelo sokuthola ulwazi ngezizathu ezilandelayo:

- Ukuvikeleka okuphoqelekile komuntu ongahlangene ngqo owumuntu ngokwemvelo;
- Ukuvikeleka okuphoqelekile kwamarekhodi athile ophiko oluqoqa intela ezweni i-South African Revenue Services;
- Ukuvikeleka okuphoqelekile kolwazi lwezamabhizinisi lomuntu ongahlangene ngqo;
- Ukuvikeleka okuphoqelekile kolwazi oluthile oluyimfihlo lomuntu ongahlangene ngqo;
- Ukuvikeleka okuphoqelekile kwezokuphepha kwabantu nokuvikeleka kwempahla;
- Ukuvikeleka okuphoqelekile kwamadokodo amaphoyisa lapho kuqhutshwa inqubo yokufaka isicelo sebheyili nokuvikela ukuphoqelelwa komthetho kanye nezinqubo zomthetho;

- Ukuvikeleka okuphoqelekele kwamarekhodi avulelekele abathile ekutheni angakhiqizwa ezinqubweni zomthetho;
- Ukuvikeleka okuphoqelekele kolwazi locwaningo lomuntu ongahlangene ngqo nokuvikelwa kolwazi locwaningo lophiko lukahulumeni;
- Lapho ukudalulwa kungalimaza ukuvikeleka noma ukuvikelwa kweRiphabhulikhi yaseNingizimu Afrika, ukudalula ulwazi lwelinye izwe noma inhlango yamazwe ngamazwe, kuzogcinwa kuyimfihlo ngokwesivumelwano samazwe ngamazwe, noma luthathwa ngokuthi luwulwazi lombutho wezokuvikela,
- Ukudalula okungafaka engozini izintshisekelo zezomnotho noma isimo sezimali saseRiphabhulikhi yaseNingizimu Afrika;
- Ukudalula kungafaka engozini ukusebenza ngokuphephile kokufakwa kwenuzi noma kuthathwa ngokuthi kubeka engozini ukuphepha kwenuzi noma kucindezela uhlelo lokuqalisa ngempumelelo kanye nokulungela isimo esiphuthumayo.

6.4 Ukudlulisa isinqumo sokuchithwa kwesicelo sokutholakala kolwazi

6.4.1 UMthetho we-NNR uhlinzeka ngenqubo yokudluliswa kwezinqumo ngaphakathi ngokweSigaba 74 kanye nesama-75. I-CEO iyisiphathamandla esifanele ukubukeza noma esiphi isinqumo esidluliswayo. Isicelo sokudluliswa kwesinqumo sizofakwa kwiPhini Lesikhulu Solwazi esizothumela isicelo sokudluliswa kwesinqumo ku-CEO ukuze asicubungule.

6.4.2 Umfakisicelo noma umuntu ongahlangene ngqo onganiselike ngesinqumo sika-CEO, emuva kwezinsuku ezingama-30 azisiwe i-NNR ngesinqumo sayo, angakwazi ukufaka isicelo ehhovisi loMlawuli Wezolwazi noma iNkantolo Ephakeme ukuze kutholakale isixazululo esiyiso ngesinqumo sesikhulu solwazi. Umfakisicelo angabeka izizathu ezilandelayo:

- Isinqumo se-CEO sokuchitha ukutholakala kwesicelo;
- Isinqumo sithathwe yize kukhokhwe inani lesicelo, inani lokutholakala kolwazi noma idiphozithi yenani lokutholakala kolwazi; noma
- Isinqumo esithathiwe sokugunyaza ukutholakala kwerekhodi ngenye indlela kunaleyo okucelwe ukuthi litholakale ngayo; futhi
- Isinqumo esiqondene nokwelulwa kwesikhathi.

6.4.3 Umuntu ongahlangene ngqo angafaka isicelo enkantolo ngaphansi kwezizathu ezilandelayo:

- Isinqumo sePhini Lesikhulu Solwazi sokugunyaza isicelo sokutholakala kolwazi;
- Isinqumo sePhini Lesikhulu Solwazi sokuchitha isicelo sokutholakala kolwazi;
- Isinqumo sithathwe yize kukhokhwe inani lesicelo, inani lokutholakala kolwazi noma idiphozithi yenani lokutholakala kolwazi; noma
- Isinqumo esithathiwe sokugunyaza ukutholakala kwerekhodi ngenye indlela kunaleyo okucelwe ukuthi lutholakale ngayo; futhi
- Isinqumo esiqondene nokwelulwa kwesikhathi.

6.4.4 Umfakisicelo angakwazi nokufaka isikhalo ngokubhaliwe siqondiswe kuMlawuli Wezolwazi ngalokho okubizwa ngokuthi 'ukuphazamisa ukuvikeleka kolwazi lomuntu siqu' koMnikazi Wemininingo. Empeleni lezi yizikhalo ezingafakwa uMnikazi Wemininingo ezifakwa ngenxa yanoma okuphi ukuphulwa koMthetho i-POPI.

6.4.5 UMnikazi Wemininingo noma lowo omele uMnikazi Wemininingo, phezu kwazo zonke ezinye izindlela zokungenelela anazo, angafaka icala lokunxeshezela ngomonakalo, enkantolo enegunya, yilowo ophule noma esiphi isihlinzeko soMthetho Wolwazi Lomuntu Siqu.

6.5. Isaziso sesigaba 15

Asikho isaziso ngokwesigaba 15(2) esishicilelwe.

Isigaba 7

Okuxubile

7.1 Izinhlelo zokuvumela ukubandakanywa komphakathi ekubunjweni kwenqubomgomo nokusetshenziswa kwamandla [Isigaba 14(1) (g)]

- Ukubandakanywa komphakathi ngokwezinhlinzeko zesigaba 21(4) soMthetho we-NNR.
- Izigungu zomphakathi nezabasebenzi ezisungulwa i-NNR.

- Izimbizo nemihlangano yokufundisa - umphakathi ungahambela futhi wenze izethulo kulezi zimbizo noma imihlangano yokufundisa.
- Izinhlelo zamavolontiya nezabafunde umsebenzi besezindaweni zokusebenza - kunenqubomgomo yokuqasha ekhona yokuqashwa komphakathi kulezo zikhala.
- Umsebenzi wabaxhumanisi nabantu abasebenza ngokungagcwele - Inqubomgomo yabaxhumanisi eqondene nezokuqokwa kwabazoqhuba imisebenzi.

7.2 Ukubukeza imanuwali [Isigaba 14(2)]

I-NNR izobukeza imanuwali yayo minyaka yonke njengoba kushiwo kusigaba 14(1), futhi izoyibukeza noma kunini le manuwali uma kuba nesidingo.

7.3 Ukutholakala kwemanuwali [Isigaba 14(3)]

- Inombolo Yomthethonqubo. R. 187 womhla ziiyi-15 kuNhlolanja (Febhuwari) 2002 kusigaba 4(1) imise ukuthi imanuwali yophiko lukahulumeni kumele ihlinzekwe ngendlela elandelayo:
- Ikhophi etholakala nganoma oluphi ulimi olusemthethweni kwezintathu kumele ihlinzekwe ezinqolobaneni zomthetho njengoba zichazwe kusigaba 6 soMthetho Wezinqolobane Zomthetho we-1997, iKhomishana Yamalungelo Esintu eNingizimu Afrika, kanye noMlawuli Wezolwazi emahhovisi e-NNR.
- Imanuwali izoshicilelwa ngezilimi ezintathu ezisemthethweni kwiGazethi.
- Imanuwali izotholakala kuwebhusayithi ye-NNR, ethi www.nnr.co.za.

7.4 Isicelo sokutholakala kwerekhodi ophikweni lukahulumeni

- Zonke izicelo zolwazi ezifakwa ngokugcwele zolwazi olungatholakali ngokuzenzakalela, zizofakwa ngokusebenzisa iFomu A elimisiwe. Izicelo zokutholakala kwamarekhodi atholakala ngokuzenzakalela zingacelwa ngomlomo noma ngocingo.

7.5 Ukukhokhwa kwamanani

Noma ubani ofisa ukuthola ulwazi oluqondene naye uyakhululwa ekukhokheni amanani okufaka isicelo sokutholakala kolwazi.

Umfakisicelo

Inani lokufaka isicelo sokutholakala kolwazi elikhokhelwa uphiko lukahulumeni lingama-R35.00 njengoba limiswe kuMithethonqubo yoMthetho. Phezu kwalokho, uma kufakwe isicelo sokutholakala kwamakhophi athile noma umbhalo okhishelwe, lokho kuyokhokhelwa ngokohlelo lwamanani amiswe iMithethonqubo kanye neSikhulu Solwazi / iPhini Lesikhulu Solwazi okubandakanya ukukhokhelwa isikhathi esisetshenzisiwe lapho kulungiswa lesi sicelo.

7.6 Amanani amisiwe maqondana nesicelo sokutholakala kolwazi

- Uhlelo lwamanani asebenza ezicelweni sokutholakala kolwazi amiswe ohlelweni olungezansi.

Uhlelo lwamanani

INCAZELO YAMANANI	ISILINGANISO NGAMARANDI
Inani lesicelo sokutholakala kolwazi	
Inani lesicelo elikhokhwa ngumfakisicelo ngaphandle kwalapho ezifakela isicelo sakhe ngqo.	35,00
Amanani okukhiqiza kabusha [Leli nani liphinde lisebenze kumarekhodi atholakalaka ngokuzenzakalela kanye nokudalula ngokuzithandela]	
Inani lekhophi yemanuwali njengoba kumiswe kumthethonqubo 5(c) ngele khophi ngalinye lekhasi obungako balo buyi-A4 noma ingxenye yalo.	0,60
Ikhophi ngalinye lekhasi obungako balo buyi-A4 noma ingxenye yalo	0,60
Ngekhophi ephrintiwe ngayinye yekhasi obungako balo buyi-A4 noma ingxenye yalo eligcinwe kwikhompyutha noma kuhlobo lukagesi noma olufundeka ngomshini	0,40
Uma kuyikhophi efundeka ngekhompyutha ngendlela elandelayo:	
1. I- <i>Stiffy disc</i>	5,00
2. Isidi	40,00
Ukukhishelwa kombhalo osesithombeni:	
1. Ukuthola ubungako balo obuyi-A4 noma ingxenye yalo	22,00
2. Ukutholakala kwekhophi yezithombe	60,00
Ukukhishelwa umbhalo wokuqoshwe ngezwi:	
1. Ukuthola ubungako balo obuyi-A4 noma ingxenye yalo	12,00
2. Ukuthola ikhophi yokuqoshwe ngezwi	17,00
Amanani okutholakala kolwazi (asebenza emanani acelwe ngefomu lesicelo le-PAIA)	
Ikhophi ngalinye lekhasi obungako balo buyi-A4 noma ingxenye yalo.	0,60

Ngekhophi ephrintiwe ngayinye yekhasi obungako balo buyi-A4 noma ingxenye yalo eligcinwe kwikhompyutha noma kuhlobo lukagesi noma olufundeka ngomshini	0,40
Uma kuyikhophi efundeka ngekhompyutha ngendlela elandelayo: 1. I- <i>Stiffy disc</i> 2. Isidi	5,00 40,00
Ukukhishelwa kombhalo osesithombeni: 1. Ukuthola imanuwali ubungako balo buyi-A4 noma ingxenye yalo 2. Ukutholakala kwekhophi yezithombe	22,00 60,00
Ukukhishelwa umbhalo wokuqoshwe ngezwi: 1. Ukuthola imanuwali ubungako balo buyi-A4 noma ingxenye yalo 2. Ukuthola ikhophi yokuqoshwe ngezwi	12,00 17,00
Amanani okucinga nokulungisa ulwazi Ukucinga nokulungisa irekhodi ukuze lidalulwe, kukhokhwa ama-R15.00 ngehora ngalinye noma ingxenye yalo, lingabalwa ihora lokuqala, elidingekayo ngalokho kucinga nokulungisa.	15,00 (lingabalwa ihora lokuqala)
Idiphazithi edingekayo [isigaba 22(2)]	
Ngezinhloso zesigaba 22(2) soMthetho, kusebenza okulandelayo: 1. Amahora ayisithupha abalwa njengamahora azokweqa kulawo amisiwe ngaphambi kokuba kukhokhwe idiphazithi; kanye 2. Nengxenye eyodwa kokuthathu yenani lokuthola ulwazi ekhokhwa njengediphazithi umfakisiselo.	
Amanani okuposa	
Inani langempela lokuposa likhokhwa lapho ikhophi yerekhodi kumele iposelwe umfakisiselo.	

7.7 Indlela yokukhokha

I-NNR izokwamukela ukukhokhelwa ngezindlela ezilandelayo:

- Ukukhokhelwa ebhange ngqo;
- Ukukhokhelwa ebhange ngendlela yezobuchwepheshe;

Lapho kuyisheke elingadluliseki kumele kuvunyelwe isikhathi sokushintshwa kwesheke sezinsuku eziyi-10.

Imininingwane Yasebhangi

Igama le-Akhwunti: National Nuclear Regulator

Inombolo ye-Akhawunti: 685542

Ikhodi yeGatsha: 632005

Uhlobo lwe-Akhawunti: Isheke



IFOMU A: ISICELO SOKUTHOLAKALA KWEREKHODI OPHIKWENI LUKAHULUMENI

(Isigaba 18(1) soMthetho Wokugqugquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 wezi-2000))
[uMthethonqubo 6]

OKUSETSHENZISWA WUMNYANGO

Inombolo eyinkomba:

Isicelo samukelwe ngu igama nesibongo sesikhulu
solwazi / iphini lesikhulu solwazi) (usuku) e- (indawo)

Inani lesicelo (uma likhona): R

Idiphazithi (uma ikhona): R

Inani lokutholakala kolwazi: R.....

..... Isiginesha yesikhulu solwazi / iphini lesikhulu solwazi

A. Imininingwane yophiko lukahulumeni

Isikhulu Solwazi / Iphini Lesikhulu Solwazi:

B. Imininingwane yomuntu ocela ukuthola irekhodi

- (a) Imininingwane yomuntu ocela ukuthola irekhodi kumele ibhalwe ngezansi.
- (b) Ikheli kanye/noma inombolo yefeksi yakuRiphabhulikhi okuzothunyelwa kuyo ulwazi, kumele ihlinzekwe.
- (c) Ubufakazi besikhundla isicelo esifakwe ngaphansi kwaso, uma kusebenza, kumele bunamathiselwe.
- (d) Ubufakazi bokuqinisekisa ubuwena, kumele bunamathiselwe.

Amagama Aphelele

nesibongo:.....

Inombolo

kamazisi:.....

Ikheli leposi:.....

Inombolo

yefeksi:.....

Inombolo yocingo:.....

Ikheli le-imeyli:.....

Isikhundla isicelo esifakwa ngaphansi kwaso, uma sifakelwa omunye umuntu:

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sigaba kumele sigcwaliswe INQOBO uma isicelo sokuthola ulwazi sifakelwa omunye umuntu.

Amagama Aphelele nesibongo:

Inombolo kamazisi:

D. Imininingwane yerekhodi

(a) Hlinzeka ngemininingwane egcwele yerekhodi eliceliwe, okubandakanya inombolo eyinkomba uma uyazi, ukuze kube nendlela yokulicinga lelo rekhodi.

(b) Uma isikhala esihlinzekiwe singanele, sicela uqhubeke ekhasini elisecaleni bese ulinamathisele kuleli fomu.

Umfakisicelo kumele awasayine wonke amaphepha okwengezela.

1. Incazelo yerekhodi noma ingxenye ebalulekile yerekhodi:

2. Inombolo eyinkomba, uma ikhona:

3. Noma emiphi eminye imininingwane yerekhodi:

E. Amanani

(a) Isicelo sokutholakala kwerekhodi, elingasilo irekhodi eliqukethe imininingwane eqondene nawe, sizoqhutshwa uma sekukhokhwe inani lesicelo.

(b) Uzokwaziswa ngenani okumele likhokhwe njengenani lesicelo.

(c) Inani elikhokhwayo ukuze kutholakale irekhodi lincike endleleni ofisa ukuthola ulwazi ngayo kanye nesikhathi esifanele esidingekayo ukuze kucingwe futhi kulungiswe irekhodi.

(d) Uma ufanelekile ukukhululwa ekukhokheni inani elithile, sicela usho isizathu salokho kukhululwa.

Isizathu sokukhululwa ekukhokheni amanani amisiwe

F. Indlela yokutholakala kwerekhodi

Uma wanqandwa wukukhubazeka ekutheni ufunde, ubuke noma ulalele irekhodi ngendlela elihlinzekwe ngayo ngokokuhlinzekwe ku-1 kuya ku-4 ngezansi, sicela ubhale indlela okhubazeke ngayo futhi ubhale indlela ofisa ukuthola irekhodi ngayo.

Ukukhubazeka:		Indlela irekhodi elidingeka ngayo:	
Faka u-X ebhokisini elifanele.			
AMANOTHI: (a) Ukuhlinzekelwa kwesicelo sakho sokuthola irekhodi ngendlela echaziwe kungase kuncike kuhlobo lwerekhodi elikhona. (b) Ukutholakala kwerekhodi ngendlela eceliwe kungase kungavunywa ngezinye izinkathi. Uma kunjalo uyokwaziswa ukuthi liyokwazi na ukutholakala ngenye indlela. (c) Inani elikhokhwayo ukuze kutholakale irekhodi, uma likhona, lizoba nengxenywe enqunywe ngenxa yendlela okucelwa ukuthi irekhodi litholakale ngayo.			
1. Uma irekhodi litholakala ngokubhaliwe noma ngokuphrintiwe:			
	ikhophi yerekhodi*	ukuhlolwa kwerekhodi	
2. Uma irekhodi liqukethwe izithombe - (lokhu kubandakanya izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe zekhompuyutha, imidwebo, njll.;			
	ukubuka izithombe	ikhophi yezithombe*	ukukhishelwa kombhalo osezithombeni*
3. Uma irekhodi liqukethe amagama aqoshiwe noma ulwazi olungakhiqizwa kabusha ngomsindo oqoshiwe:			
	lalela umsindo oqoshiwe (ikhasethi eliqoshiwe)	ukukhishelwa kwamagama aserekhodini eliqoshiwe* (umbhalo obhaliwe noma ophrintiwe)	
4. Uma irekhodi ligcinwe kwikhompuyutha noma ngendlela kagesi noma lingafundeka ngomshini:			
	ikhophi yerekhodi ephrintiwe*	ikhophi ephrintiwe yolwazi* olutholakele kurekhodi*	ikhophi engafundeka ngekompuyutha* (i-stiffy noma isidi)
*Uma ucele ikhophi noma umbhalo wokukhishelwa kokuqoshiwe kwerekhodi (okungenhla), ingabe ufisa ukuthi ikhophi yokukhishelwa kokuqoshiwe uyithunyelelwe ngeposi? Kumele ukhokhele iposi.			YEBO CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi olidinga ngalo, ungalithola ngolimi elitholakala ngalo.			
Ingabe ufisa irekhodi lihlinzekwe ngoluphi ulimi?			

G. Isaziso ngesinqumo esiqondene nesicelo sokuthola irekhodi

Uzokwaziswa ngokuthi isicelo sakho sigunyaziwe / sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise indlela ongathintwa ngayo, futhi uhlinzeke ngemininingwane edingekayo ukuze sikwazi ukuhlonipha isicelo sakho. Ungathanda ukwaziswa kanjani ngesinqumo esiqondene nesicelo sakho sokuthola irekhodi/amarekhodi?

.....

Isayinwe e ngalolu suku lomhla ka20.....

ISIGINESHA YOMFAKISICelo / UMUNTU
OFAKELWA ISICelo

IFOMU B: ISAZISO SOKUDLULISWA KWEZINQUMO NGAPHAKATHI

(Isigaba 75 soMthetho Wokugqoguzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 wezi-2000))

[uMthethonqubo 8]

BHALA INOMBOLO EYINKOMBA YAKHO:.....

A. Imininingwane yophiko lukahulumeni

Isikhulu Solwazi / Iphini Lesikhulu Solwazi:

B. Imininingwane yomfakisicelo / umuntu ongahlangene ngqo ofaka isicelo sokudlulisa isinqumo ngaphakathi

(a) Imininingwane yomuntu odlulisa isinqumo ngaphakathi kumele ibhalwe ngezansi.

(b) Ubufakazi besikhundla okufakwa isicelo sokudlulisa isinqumo ngaphansi kwaso, uma sikhona, kumele sinamathiselwe.

(c) Uma umdlulisi-sinqumo engumuntu ongahlangene ngqo futhi engasiye umuntu owafaka isicelo sokuthola ulwazi sokuqala, kumele ahlinzeke ngemininingwane yakhe ku-C ngezansi.

Amagama Aphelele nesibongo

Inombolo kamazisi:

Ikheli leposi:

Inombolo yefeksi:

Inombolo yocingo: Ikheli le-imeyli:

Isikhundla okudlulisa isinqumo ngaphakathi ngaphansi kwaso, lapho sifakelwa omunye umuntu:

C. Imininingwane yomfakisicelo

Lesi sigaba kumele sigcwaliswe lapho isicelo sokudluliswa kwesinqumo ngaphakathi sifakwa umuntu ongahlangene ngqo (omunye umuntu ongasiye umfakisicelo) KUPHELA.

Amagama Aphelele nesibongo:

Inombolo kamazisi:

D. Isinqumo okufakwa ngaphansi kwaso isicelo sokudluliswa kwesinqumo ngaphakathi

Bonakalisa isinqumo ofisa ukusidlulisa ngaphakathi ngokufaka u-X ebhokisini Ilifanele:	
	Ukuchithwa kwesicelo sokutholakala kolwazi
	Isinqumo esiqondene namanani ahlinzekwe ngokwesigaba 22 soMthetho
	Isinqumo maqondana nokwelulwa kwesikhathi okumele kudingidwe udaba lwesicelo ngaso
	Isinqumo ngokwesigaba 29(3) soMthetho sokunqaba ukuthi kutholakale ulwazi ngendlela olucelwe ngayo
	Isinqumo sokugunyazwa kokutholakala kolwazi

E. Izizathu zokudlulisa isinqumo

Uma isikhala esihlinzekiwe singanele, sicela uqhubeke ephepheni elisecaleni bese ulinamathisele kuleli fomu. Kumele usayine wonke amaphepha okwengezela.

Bhala izizathu okususelwa kuzo isicelo sokudluliswa kwesinqumo ngaphakathi:

Bhala noma oluphi ulwazi olungase lube wusizo lapho kucutshungulwa isicelo sokudluliswa kwesinqumo:

F. Isaziso ngesinqumo sokudluliswa isinqumo

Uzokwaziswa ngokubhaliwe ngesinqumo sokudluliswa kwesinqumo ngaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise indlela futhi uhlinzeke ngeminingwane edingekayo ukuze sikwazi ukwenza okucelile.

Bhala indlela ofisa ukwaziswa ngayo:

Imininingwane yaleyo ndlela:

Isayinwe e- ngalolu suku lomhla ka 20

ISIGINESHA YOMDLULISI-SINQUMO

OKUSETSHENZISWA WUMNYANGO:

IREKHODI ELISEMTHETHWENI LOKUDLULISWA KWEZINQUMO NGAPHAKATHI

Isinqumo samukelwa mhla ka
(usuku) ngu-..... (bhala isikhundla, igama nesibongo sesikhulu solwazi / iphini lesikhulu solwazi).

Ukudluliswa kwesinqumo okuhambisana nezizathu sesinqumo sesikhulu solwazi / sephini lesikhulu solwazi kanye, lapho kusebenza khona, neminingwane yomuntu ongahlangene ngqo oqondene nerekhodi, ezethulwe isikhulu solwazi/iphini lesikhulu solwazi mhla ka (usuku) kuziphathimandla ezifanele.

UMPHUMELA WOKUDLULISWA KWEZINQUMO:

ISINQUMO SESIKHULU SOLWAZI / IPHINI LESIKHULU SOLWAZI SIQINISEKISIWE / KUKHISHWE ISINQUMO ESISHA:

.....USUKU
ISIPHATHIMANDLA ESIFANELE

SAMUKELWE ISIKHULU SOLWAZI / IPHINI LESIKHULU SOLWAZI SIVELA KUZIPHATHIMANDLA EZIFANELE

NGOMHLA KA(Usuku):

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

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