



OKUFANELWE KWAZISWE

UMQULU WOLWAZI

**IMBONI YASE
MZANTSI AFRICA
YAMANDLA
OKUMBIWA PHANSI
NOKUTHUTHUKA
(iGas)**



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1. **IMISEBENZI, IZIGABA NOKU HLOSWE YI iGas [Section 14(1)(a)]**

1.1 **Izigaba**

Lemboni engamelwe ngabasebenzi be CEF (Pty) Ltd ngoba ayinabo abasebenzi abangabayo. Ngakhoke ayinazo izigaba.

ICEF (Pty) Ltd isiza ngokuncedisa ngokulandelayo:

- Usizo ngezimali
- Ezobuciko nokwe
- Usizo ngokwezomthetho wemboni
- Usizo ngokobungcweti
- Usizo kwezokuhlola kwemboni

1.2 **Isikeshi sesigaba semboni**

Ayinaso

1.3 **Umsebenzi noma inhloso ye iGas**

Umsebenzi we iGas ngokwesimiso ezibekwe uhulumeni obhekene nokumbiwa namandla zihamba kanje :

- Ukungamela noma ukuba abanini, nokufaka kwezimali kanye nokwakha noma ukusebenzisa imibhobho yokuthutha ihydrocarbon gas
- Ukugqugquzela okwehluka hlukene kokusetshenziswa kwezokumbiwa namandla kuthi kube i hydrocarbon gas nokungenela izinhlango ezizothuthukisa ukusebenzisa ihydrocarbon gas Emzansi African

2 **Imininingwane yabaxhumanisi [Section 14(1)(b)]**

2.1 **iGas**

Idilesi leposi: P O Box 786141
SANDTON
2146

Umgwaqo: 158 Jan Smuts Avenue
ROSEBANK
2196

iThelefoni: (011) 280 0300

iFeksi: (011) 880 9803

Web page address www.cef.org.za



2.2 **Umxhumanisi wolwazi**

Dkt Mike de Pontes - Unsumpa Wesikhashana Umxhumanisi
mikedp@cef.org.za

Mnu Abdul Haffejee - Iphini Lomxhumanisi
abduh@cef.org.za

3. **OKUFANELE KWAZISWE [Section 14(1)(d)]**

3.1 **Ukunikezela ngolwazi ngokuvulelekile [Section 14(1)(e)]**

- Isimo sezimali sonyaka wonke
- Okubhalwe emaphephandabeni

3.2 **Izincwadi ezingafunwa [Sections 14(1)(d)]**

- Inhloso yemboni yonyaka
- Imininingwane nge Project

4. **UHLELO LWEZICELO**

Umceli kufanele ukuthi avunyelwe ukuhlolwa izincwadi zomhlangotho womphakathi uma umceli esekufezile okulandelayo:

- Uma umceli esefezile zonke izimfanelo njengoba kubabhalwe ezincwadini zomphathi sisekelo okuhambelana no kuhlola lezizincwadi, futhi
- Ukuhlola lezozincwadi angeke kunqatshelwe nanoma kanjani, njengoba kubhalwe kumthetho sisekelo.

Indlela okucelwa ngayo

- Umceli kufanele ukuthi asebenzise incwadi yokucela (forms) njengoba kubhalwe encwadini yomthetho sisekelo [Govt Gazette Notice R187-15 February 2002] (Form A)
- Umceli kufanele ukuthi acacise ukuthi ufuna ukwenzelwa incwadi yomniningwane noma ufuna ukuza azobheka ngokwakhe emahovisini e CEF (Pty) Ltd. Noma uma umniningwane ungesiyo incwadi angeza ukuzoyibheka kulesisicelo (form), uma kuvuma [s 29 (2)]
- Uma umuntu ecela imvume yokuhlola kuleyoncwadi yesicelo (form) kumele ukuthi umceli anikwe imvume ngendlela engakhona encwadini yesicelo. Imvume enikiwe akufanele ukuthi iphazamise ukusebenza kwe lungu lomphakathi, noma ukumoshwa komniningwane noma adalule kwe zimfihlo zikahumumende. Uma umniningwane unga nikwa ngezinye izindlela ngaphandle kwalezi ezingenhla, umceli kuzomele ukuthi akho khe izinxwephezelo ezizo balwa [s 29(3) and (4)]



- Umangabe umceli efuna ukwaziswa ngomphumela wesicelo sakhe, ngaphandle kokubhalelwa incwadi, kofuneka ukuthi asho esicelweni semvume (form) ngokumfanekiso ngocingo, lokhu fanele kugcizelelwe [s 18(2)(e)]
- Uma umceli ecelela omunye umuntu, kofuneka ukuthi asho ukuthi umcelela ngaziphi izindlela, futhi komele asho esicelweni semvume (form) [s 18(2)(f)]
- Uma umceli engakwazi ukufunda nokubhala noma ekhubazekile, komele ukuthi acele umniningwane ukuthi uqoshwe ngezwi [s 18(3)]

Kunezinxephezelo ezimbili okufanelwe zibhadalwe ngokubhalwe kumthetho sisekelo, ukubhadalela isicelo no kubhadalela ukuhlola s22:

Umceli ofuna ukubona umniningwane qukethe ulwazi lwakhe akumele ukuthi abhadale. Omunye nomunye umceli, ongafuni imininingwane yakhe, komele abhadale:

- Umeluleki wezindaba zembali kofaneke ukuthi azise umceli (ngaphandle komuntu ofuna umniningwane wakhe), ocela ukuthi umceli usengabhadala isinxephezelo esibekiwe, ngaphandle kokuthi aqhubeke
- Ukubhadalelwa kwesicelo ngamashuma amathathu nanhlano amarandi (R35) Umceli angacela ukubuyezwa kwesicelo, umangabe kukhonakala, noma abuye afake isicelo (application form) enkantolo ephikisa ukukhokha intela yokucela
- Emuva kwesinqumo sesicelo, umazisi wembali kufanele ukuthi azise umceli ngesinqumo okufikwe kuso ngendlela ecelwe wumceli
- Uma ngabe isicelo sivunyiwe kofanele ukuthi intela yokuhlolwa ibhadalwe, ukuze kuphenywe, kuqokelelwe, kubuye kulungiswe kukhiqizwe kanye nesikhathi esedlulele esikhathini esibekiwe ukuphenywa komniningwane

5. **ISIZO OLUKHONA [Section 14(1)(f)]**
Kulesigaba iGas akukho esiza ngakho.

6. **UNGATHOLA KANJANI UKWAZI NGALEZINHLELO**
Akudingakali



7. **IMININGWANE YOKUVUMELA UPHAKATHI UKUBA
UZIBANDAKANYE EKUQOPHENI IMIGOMO
NOKUSETSHENZISWA KWAMALUNGelo [Section 14(1)(g)]**
liGas ayizimbandakanyi ekuqopheni kwemigomo

8. **KUNEXINXEPHEZELO EZIKHONA UMA IMIGOMO EBEDIWE
INGALANDELWANGA [Section 14(1)(h)]**
liGas ayinawo umyango wesimangalo ngaphakathi kwemboni noma izinhlelo okufanelwe zilandelwe, izinkundla zamacala yizo okufanelwe kumamangwale kuzo uma imigomo nemiqathango ingalandelwangwa. Lokhu kuhambisana nanoma yiyiphi inkinga umceli afuna ixazululwe uma anganelikisekanga ngendlela umxhumanisi athathe ngayo isinqumo. Noma kukhulunywe ngomyango wazaphakathi wezimangalo nezinhlelo, kodwa kumele lokhu kube ngaphantsi komnyango wezangaphandle ukuze ukwazi ukucwaninga izimangalo zangaphakathi.

9. **ANNEXURES**
Prescribed Fees [Annexure 1](#)

Prescribed forms for access to a record [Annexure 2](#)



ANNEXURE 1

PRESCRIBED FEES FOR PUBLIC BODIES

PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002 FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) 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
(c) For a copy in a computer-readable form on -	
(i) stifty disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	0,60
(b) 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



- (c) For a copy in a computer-readable form on -
 - (i) stiffy disc 5,00
 - (ii) compact disc 40,00
 - (d) (i) For a transcription of visual images,
for an A4-size page or part thereof 22,00
 - (ii) For a copy of visual images 60,00
 - (e) (i) For a transcription of an audio record,
for an A4-size page or part thereof 12,00
 - (ii) For a copy of an audio record 17,00
 - (f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.
- (2) For purposes of section 22(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable;
and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.



ANNEXURE 2

PRESCRIBED FORMS FOR ACCESS TO A RECORD OF A PUBLIC BODY.

ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002

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 2]

FOR DEPARTMENTAL USE

Reference number:

Request received by (state rank, 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 recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: Identity number: Postal address:

Fax number: Telephone number: E-mail 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 therefore.

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:		
<p>Mark the appropriate box with an "X".</p> <p>NOTES:</p> <p>(a) Your indication as to the required form of access depends on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form -			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record



2. If 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*
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3. If record consists of recorded words or information which can be reproduced in sound -

	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
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4. If record is held on computer or in an electronic or machine-readable form -

	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)
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*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
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A postal fee 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 in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner 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