

OKUFANELWE KWAZISWE

UMQULU WOLWAZI

**IMBONI YOKUNQANDA
UKUCHITHEKA KO OYELA
EMZANTSI AFRICA
OKUMBIWA PHANSI
(OPCSA)**



UKUQUKETHIWE

1. IMISEBENZI, IZIGABA NOKU HLOSWE YI OPCSA
2. IMININIGWANE YABAXHUMANISI
3. OKUFANELWA KWAZISWE
4. UHLELO LWEZICELO
5. USIZO OLUKHONA
6. UNGATHOLA KANJANI UKWAZI NGALEZINHLELO
7. IMINININGWANE YOKUVUMELA UMPHAKATHI UKUBA
UZIBANDAKANYE EKUQOPHENI IMIGOMO NOKUSETSHENZISWA
KWAMALUNGELO
8. KUNEZINXEPHEZELO EZIKHONA UMA IMIGOMO EBELIWE
INGALANDELWANGA
9. ANNEXURES



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

1.1 **Izigaba**

Lemboni engaphantsi kweCEF (Pty) Ltd futhi enamasayithi amane amagama awo yilawa:

- Saldanha
- Cape Town
- Parow (Head Office)
- Ogies

Abasebenzi bayo bebeqashwe iSFF Association (ukungenye yengxenye yemboni engaphantsi kweCEF (Pty) Ltd) okumanje abasebenzi sebengaphantsi kweOPCSA ukuba babhekane nokunqanda okuchitheka kwe oyela

Abasebenzi be CEF banceda ngokulandelayo:

- Usizo kweziphathelene nezezimali
- Usizo neziphathelene nabaqashwa
- Usizo ngokwezomthetho wemboni
- Usizo ngokobungcweti
- Usizo kwezokuhlola kwemboni

1.2 **Isikeshi sesigaba semboni**

Lemboni ayinaso isikeshi

1.3 **Umsebenzi noma inhloso ye OPCSA**

Lemboni yokunqanda okuchitheka kwa oyela Emzantsi Africa yiyo ebhekene nokuvikela oyela nezindlela zokuhlazeka Emzantsi Africa ngaphantsi kwezokumbiwa nephetiloli ukuze izimboni zikawoyela zihambisane nemithetho yezemvelo.

Umsuka walelibhizinisi ukunikezela ngazozonke izidingo kanye nabantu abaqeqeshiwe ukungamela, nokuvikela ukuze ukungcoliswa kwezemvelo okubangelwe abantu abesebenza ngemvelo yasolwandle kugwemeke ekutheni kwenzeka njalo njalo noma ukwehliswa kwezinga lokwenzeka kwakho kuphindwe kubiyiselwe esimweni sakho.

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

2.1 **OPCSA**

Idilesi leposi: Box 5696
 TYGERVALLEY
 7536



Umgwaqo: PROSANO OFFICE PARK
Office Block G03
Carl Cronje Drive
Tyger Waterfront
7530

iThelefoni: (021) 914 3434

Fax: (021) 914 3465

2.2 Abaxhumanisi bolwazi

Mr P D Coetzee – Iphini lomxhumanisi pcoetzee@opcsa.org.za

Mr A F Haffejee - Isekela lomxhumanisi

abdulh@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 ezingacelwa [Sections 14(1)(d)]**

- Inhloso yemboni yonyaka
- Imininingwane nge Project
- Isimo sezimali sonyaka wonke
- Ukuphathwa kwezincwadi zezimali
- Izincwadi ezihambelana nokuphathwa kwezezimali
- Ukwabiwa kwezezimali nokuhlelwa kwemboni
- Imiqingo ebhekene nabaqashwa
- Incwadi eneminingwane yomholo ne IRP5
- Eminye imininingwane ephathelene nomholo, kanye nokunye okuphathelene nakho.
- Izikontileka
- Incwadi yokubonisa ngendlela okufanele kuqhutshwe ngayo embonini evela kubaphathi mandla.
- Ukuxhumana noma amafomu eCM kanye nezinqumo eziyikhethelo ezifakwe kumkhandlo wokubhaliswa kwezimboni
- Umbiko womnyango wezangaphakathi wokuhlolwa kwe mboni
- Uhlelo lokuqhutshwa kwe mboni kanye nomigomo
- Ubungozi noma ukuphathwa kwendlela yenqubo

4. **UHLELO LWEZICELO**

Umceli kufanele ukuthi avunyelwe ukuhlola izincwadi zomhl angano womphakathi uma umceli esekufezile okulandelayo:

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

Indlela okucelwa ngayo

- Umceli kufanele ukuthi asebenzise incwadi yokucela (forms) njengoba kubhaliwe 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 OPCSA. Noma uma umniningwane ungesiyo incwadi angeza ukuzoyibheka kulesisicelo (form), uma kuvuma [s 29 (2)].
- Uma umuntu acela 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 a antshontshe kwe zimfihlo zikahulumende. 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)].
- Ume 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 noma ukubhadalela ukuhlola s22:

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

- Umeluleki wezindaba zembali kofaneke ukuthi azise umceli (ngaphandle komuntu ofuna umningwane wakhe), ocela ukuthi umceli usengabhadala isinxephezelo esibekiwe, ngaphandle kokuthi aqhubeke.
- Ukubhadalelwa kwesicelo ngamashuma amathathu nanhlano amarandi (R35) Umceli angacela ukubuyekizwa 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 kufanele ukuthi intela yokuhlolwa ibhadalwe, ukuze kuphenywe, kuqokelelwe, kubuye kulungiswe kukhiqizwe kanye nesikhathi esedlulele esikhathini esibekiwe ukuphenywa komningwane.

5. **ISIZO OLUKHONA [Section 14(1)(f)]**

Kulesigaba iOPCSA akukho esiza ngakho.

6. **UNGATHOLA KANJANI UKWAZI NGALEZINHLELO**

Asikho isidingo ngaphantsi kwalesisihloko

7. **IMININGWANE YOKUVUMELA UPHAKATHI UKUBA UZIBANDAKANYE EKUQOPHENI IMIGOMO**

NOKUSETSHENZISWA KWAMALUNGELO [Section 14(1)(g)]
iOPCSA ayizibandakanyi ekuqopheni kwemigomo.

8. **KUNEZINXEPHEZELO EZIKHONA UMA IMIGOMO EBKIWE INGALANDELWANGA [Section 14(1)(h)]**

iOPCSA ayinawo umyango wesimangalo ngaphakathi kwembali noma izinhlelo okufanelwe zilandelwe, izinkundla zamacala yizo ukufanelwe kumamangwale kuzo uma imigomo nemiqathango engalandelwangwa. Lokhu kuhambisana nanoma yiyiphi inkinga umceli afuna ixazululwe uma anganelikisekanga ngendlela umxhumanisi athathe ngayo isinqumo. Noma kukhulunyiwe ngomnyango wazangaphakathi 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) 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 |
| (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>			
<p>1. If the record is in written or printed form -</p>			
<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*
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)	
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)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.	YES	NO
<i>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.</i>		
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