

INCWADI YE PAIA

**Ilungiselelwe ngokwesigaba se14
soMthetho Wokukhuthaza Ukutholakala
Kolwazi 2 ka-2000 (njengoba
uchitshiyelwe)**

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1. UHLU LWEZIMFINYEZO NEZIFUSHANE

Igama	Incazelo
Umholi wezokugcinwa kwezezimali	Kubhekiswe eMkhandlwini onikezwe umsebenzi wokuhlinzeka ngesu lobuholi beNhlango, i-FoodBev SETA Kanye nokwenza isiqiniseko sokuthi Inhlango ifezekisa inhlosongqangi yayo kanye nezibopho ngokoMthethosisekelo we-SETA Kanye noMthetho Wokuthuthukiswa kwaMakhono.
Ulwazi Oluyimfihlo	Ikhuluma nganoma iyiphi imniningwane egciniwe, ngale kwendlela, ekuphatheni noma ekulawuleni kwe-FoodBev SETA, ulwazi alutholakali ngaphansi kokuhlinzeka koMthetho Owenza kube nokufinyeleleka koLwazi oluqukethwe uHulumeni noluqukethwe yizinhlangano ezizimele okumele lisetshenziswe liphinde livikelwe yinoma yimaphi amalungelo, uMthetho wesi-2 ka-2000 (i-PAIA)
Isihloko Sedatha	Kuqonde ukuthi umuntu ojwayelekile noma inhlangano njengezinhlaka noma iyunivesithi ezihlinzeka kwi-FoodBev SETA noma abasebenzi ngeMniningwane Yangasese nabavumelanayo uma kuhlinzeka ngeMniningwane Yangasese ekanje ekusetshenzisweni kwe-FoodBev SETA ngokuhambisana neNgqubomgomo yokuVikela uLwazi olunamaqiniso nezibalo eziquqwe ndawonye bese luyahlaziywa, Kanye Nesaziso esineSivumelwano etholakalayo kwiwebhusayithi yakwa-FoodBev SETA.
ISekela leSikhulu SezoLwazi (“DIO”)	Kuqondiswe kuMphathi: EzoMthetho, Ezobungozi kanye nokuThobelana noma umuntu omelele abantu ngokusemthethweni.
Umsebenzi	Kusho ukuthi noma ngabe yimuphi umuntu, ngaphandle koqashwe ngokwekontileka ezimele, osebenzela i-FBS bese ethola, noma lo ovumelekile ukuthi amukele noma ngabe inkokhelo; bese kuthi (b) noma ngabe yimuphi omunye umuntu ongakwazi ukusiza ekuphatheni noma ekuholeni ibhizinisi le-FBS. Igama lingenziwe kwi-Temporary Employment Service elibhekiswe kumsebenzi obekwe kwa-FBS iskhathi esingekho ngaphansi kwezinyanga ezintathu; (ii) umsebenzi obekwe kwa-FBS njengomuntu obambile, obambele umsebenzi olovile emsebenzini;

Igama	Incazelo
	bese kuthi umsebenzi obekwe kwa-FBS ukuba enze umsebenzi weskhashana ngokwesvumelwano ekusunguleni uMkhandlu weziNgxoxo phakathi kwabaqashi nabasebenzi, umphathi noma isaziso esifakwe kwiGazethi kaHulumeni, ifakwa uNgqongqoshe Wezokuqasha.
Umhlahlandlela	Kuqonde uMhlahlandlela we-PAIA othuthukiswe yi-Information Regulator ohlose ukusiza umuntu ofisa ukusebenzisa nomayiliphi ilungelo elikwi-PAIA Kanye nakwi-POPIA.
ISikhulu esisebenza mayelana neMniningwane Yangasese ("IO")	Ibhokiswe kwiSikhulu noma umuntu omele abantu ngokusemthethweni isikhulu esithunyiwe nesigunyaziwe ukuba sibika uma kuzoba noshintsho Kanye nokwenziwayo.
I-PAIA	Kubhekiswe kuMthetho Owenza kube nokufinyeleleka kolwazi oluqokethwe uHulumeni Kanye noluqokethwe yizinhlangano ezizimele okumele lisetshenziswe liphinde livikelwe yinoma yimaphi amalungelo uMthetho wesi-2 ka-2000 (njengoba kuchibiyelwe).
Imniningwane Yangasese	Isho ulwazi oluhambisana nomuntu okhonjwayo, ophilayo, ojwayelekile, futhi lapho okusebenza khona, umuntu obonakalayo, okhona ngokomthetho. Isho ukuba uLwazi Lomuntu kumele lube nengcazelo njengoba kuchaziwe kuMthetho we-POPIA.
I-POPIA	Isho uMthetho Owenza kube nokufinyeleleka kolwazi oluqokethwe uHulumeni Kanye noluqokethwe yizinhlangano ezizimele okumele lisetshenziswe liphinde livikelwe yinoma yimaphi amalungelo, uMthetho wesi-4 ka-2013 (njengoba uchibiyelwe).
ISikhulu esisebenza mayelana neMniningwane Yangasese ("IO")	Ibhokiswe kwiSikhulu noma umuntu omele abantu ngokusemthethweni isikhulu esithunyiwe nesigunyaziwe ukuba sibika uma kuzoba noshintsho Kanye nokwenziwayo.
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Imniningwane Yangasese	Isho ulwazi oluhambisana nomuntu okhonjwayo, ophilayo, ojwayelekile, futhi lapho okusebenza khona, umuntu obonakalayo, okhona ngokomthetho. Isho ukuba uLwazi Lomuntu kumele lube nengcazelo njengoba kuchaziwe kuMthetho we-POPIA.

Igama	Ingcazelo
I-POPIA	Isho uMthetho Owenza kube nokufinyeleleka kolwazi oluqokethwe uHulumeni Kanye noluqokethwe yizinhlango ezizimele okumele lisetshenziswe liphinde livikelwe yinoma yimaphi amalungelo, uMthetho wesi-4 ka-2013 (njengoba uchibiyelwe).
Amarekhodi	Kusho noma ngabe yiluphi ulwazi oluqoshiwe – a. ngale kokuthi kubekhona okwenziwayo b. ebuholini noma ngaphansi kokulawula kwalowo mphakathi; bese c. noma kwasungulwa inhlango esungulwe ngokusemthethweni exhaswe umphakathi ngokwezimali ukuba yethule ukusebenza emphakathini noma kwibhodi lomphakathi.
Umuntu noma inhlango eqokwe uhulumeni ukuthi ilawule indawo yokusebenza efana namabhange noma imboni.	Kusho iBhodi elizimele elasungulwa ngokwesigaba sana-39 soMthetho Owenza kube nokufinyeleleka kolwazi oluqokethwe uHulumeni Kanye noluqokethwe yizinhlango ezizimele okumele lisetshenziswe liphinde livikelwe yinoma yimaphi amalungelo.
Umfakisicelo	Kusho noma ngabe yimuphi umuntu noma inhlaka (okufaka noma ngabe yiluphi ulwazi lwesihloko) kucelwa kube nokufinyeleleka kokurekhodiwe ngaphansi kokulawulwa kwe-FoodBev SETA.
Umhlinzeki ohlinzeka ngamaseyivisi	Kufonde umuntu noma inhlaka ehlinzeka ngezimpahla, amaseyivisi kanye/noma, umsebenzi ku i-FBS ngokohlelo lwezobuholi kwakhokoke kukhiqiza kwezimpahla noma amasevisi—kusuka ezingxenyeni ezingavuthiwe kuye ekuletheni umkhiqizo wokugcina kubathengi (i-supply chain) be-FBS.
AbaBambe iQhaza	Kusho noma yimuphi umuntu ngaphandle komsebenzi we-FBS i-SETA ehlanganyela naye, lokhu kufaka kodwa kungacini kubafundi, abaqashi abakhokha intela nabangakhokhi intela, amaKholeji angaphansi kukahulumeni, izinhlango ezingekho ngaphansi kukahulumeni, izinhlango ezisemkhakheni, abahlinzeki bokuqeqesha, i-SDF, uMmnyango Wezemfundo Ephakeme, UMgcinimafa Kazwelonke kanye noSkhwama kazwelonke Samakhono.

2. UKUBUYEKEZWA

- 2.1. Ledokhyumenti ehlinzeka ngemithetho ihlelwe ngokuhambisana nesigaba se-14 soMthetho Owenza kube nokufinyeleleka kolwazi oluqukethwe uHulumeni Kanye noluqukethwe yizihlangano ezizimele okumele lisetshenziswe liphinde livikelwe yinoma yimaphi amalungelo, uMthetho wesi-2 ka-2000, njengoba uchibiyelwe.
- 2.2. Xiliswa kwelungelo lokuthola ulwazi ngaphansi kwesigaba sama-32 soMthethosisekelo waseNingizimu Afrika, wonke umuntu unikezwa ilungelo lokufinyelela kunoma yiluphi ulwazi olugcinwe umbuso; noma oluphethwe yinoma yimuphi omunye umuntu okufanele asetshenziselwe ukuvikela noma ukusetshenziswa kwanoma yiliphi ilungelo.
- 2.3. Ukuze kuqaliswe ukusebenza kwesigaba sama-32 soMthethosisekelo, uMthetho Owenza kube nokufinyeleleka kolwazi oluqukethwe uHulumeni Kanye noluqukethwe yizihlangano ezizimele okumele lisetshenziswe liphinde livikelwe yinoma yimaphi amalungelo wagunyazwa yiPhalamende mhlaka-2 kuNhlolanja 2000 futhi waqala ukusebenza mhlaka-9 kuNdasa2001.
- 2.4. Ukukhuthazeka kokuqalisa ukusebenza kwelungelo lokufinyelela kwimniningwane ukukhuthaza nokuthuthukisa isiko lokungafihli kanye nokukwazi ukuphendula kuzo zombili izinhlaka zikahulumeni nezizimele, kanye nokukhuthaza umphakathi lapho abantu baseNingizimu Afrika bekwazi ukufinyelela olwazini ngempumelelo ukuze bakwazi basebenzise nokuphinda kuvikelwe amalungelo abo.
- 2.5. Zonke izihlangano, sibala ne-FoodBev SETA kudingeka ukuthi Zisungule umbhalo ohlinzeka ngemithetho njengomhlahlandlela wabafakisicelo. Le idokhyumenti ehlinzeka ngemithetho echaza umgudu okufanele ulandelwe lapho kucelwa khona amarekhodi kwa-FoodBev SETA. Ngokuhambisana ne-PAIA, i-FoodBev SETA ilungiselele le dokhyumenti ehlinzeka ngemithetho ukuze kubelula ukufinyelela komphakathi kwimniningwane ephethwe yi-SETA
- 2.6. Izincazelo ezihlinzekiwe zimayelana nezinhloso zalo mqingo ohlinzeka ngemithethofuthi azithathwa njengoba zikuMthetho, i-PAIA.

3. YOMQINGO OHLINZEKA NGEMITHETHO WE-PAIA

- 3.1. Inhloso yalo mqingo onhlinzeka ngemithetho:
- 3.2. Usiza Abafakisicelo ekuceleni isifinyelelo kulwazi (imiqingo, amarekhods bese/noma iMniningwane Yangasese) oluvela kwi-FoodBev SETA njengoba kubhekiwe ngaphansi koMthetho, i-PAIA;
- 3.3. Ukwazisa umphakathi/Umfakisicelo wesakhiwo Kanye nokusebenza kweNhlango, i-FoodBev SETA;
- 3.4. Ukwazisa umphakathi / Umfakisicelo mayelana nokuthi kufinyelelwa kanjani kulokhu okurekhodiwe okuphethwe yi-FoodBev SETA ngendlela yokusebenza ngokwesigaba se-14 soMthetho, i-PAIA;
- 3.5. Kuqonde ukuthi uma i-FoodBev SETA izocubungula imniningwane yangasese, inhloso yokucubungula imniningwane yangasese, incazelo yezigaba zokuqoqwa kolwazi ngenhloso yokulicubungula lolo lwazi olumayelana nezihloko kanye nolwazi noma izigaba zolwazi oluhambisana;
- 3.6. Yazi ukuthi ngabe i-FoodBev SETA inazo yini izinyathelo ezifanele kwezokuphepha zokuqinisekisa izinto eziyizimfihlo, ubuqotho kanye nokutholakala kolwazi olufanele lucutshungulwe.

4. INCAZELO EMAYELANA NESAKHIWO KANYE NOKUSEBENZA WE-FOODBEV SETA

4.1. Ukusebenza kwe-Foodbev SETA

i-FoodBev uMkhakha Wezemfundo obuye uGunyaze Ukuqeqesha okwasungulwa ngokwesigaba sesi-9 (1) soMthetho wezokuThuthukiswa kwaMakhono. Ukusebenza kwe-FoodBev SETA (njengoba kukhona kuMthetho wezokuThuthukiswa kwaMakhono) ohambiselana nokunye:

- i. ukuthuthukisa uhlelo lwezomkhakha wamakhono (i-SSP) ohlakeni loHlelo lokuThuthukiswa kwaMakhono Kazwelonke;
- ii. ukusebenza kwe-SSP ngokusungula uhlelo olifundisa luphinde luqeqeshe umuntu akwazi ukuthi aqasheke (ama-learnership), ukugunyaza izinhlelo zamakhono endaweni yokusebenza, ukwaba izibonelelo, kanye nokuqapha ukuqeqeshwa kwezemfundo emkhakheni;
- iii. ukukhuthaza ama-learnership ngokuhlonza izindawo zokusebenza ukuze bathole isipiliyoni somsebenzi owenziwayo, baseke ukuthuthukiswa kwezinsiza zokufunda, bathuthukise ukuqhutshwa kokufunda kanye nokusiza ekuqedweni kwezivumelwano zama-learnership;

- iv. bhalisela izivumelwano ezimayelana nama-learnership;
- v. thola ukugunyazwa okuvela kwiBhodi laseNingizimu Afrika eliGunyaza ngokweZiqu zokufunda;
- vi. ukuqoqa nokwaba izimali zokuthuthukisa amakhono emkhakheni;
- vii. xhumana neBhodi elasungulwa ngaphansi koMthetho Wokuthuthukiswa kwaMakhono ngenhloso yokweluleka mayelana nezingqubomgomo zikazwelonke zokuthuthukiswa kwamakhono kuNgqongqoshe bese kufakwa nemibono kwinqubo yokuthuthukiswa kwengqubomgomo ehambisana noMnyango Wezemfundo Ephakeme) mayelana nengqubomgomo yokuthuthukiswa kwamakhono kazwelonke, isu lokuthuthukiswa kwamakhono kazwelonke kanye nohlelo lwamakhono kwezomkhakha; bese
- viii. wenze noma iyiphi imisebenzi ephoqwe uMthetho woThuthukiswa kwaMakhono bese kuba uMthetho Wezimali zokuThuthukiswa kwamakhono noma uyenze ngendlela eyodwa kungenashintsho futhi ngendlela efanele ngezinhloso ezibaluliwe.

I-FoodBev SETA inawowonke amandla akanje njengoba abalulekile ukuthi enze imisebenzi wawo njengoba kuveziwe ngenhla futhi amanye amandla anikeziwe ngenxa yoMthetho wokuThuthukiswa kwaMakhono.

4.2. Igunya le-FoodBev SETA

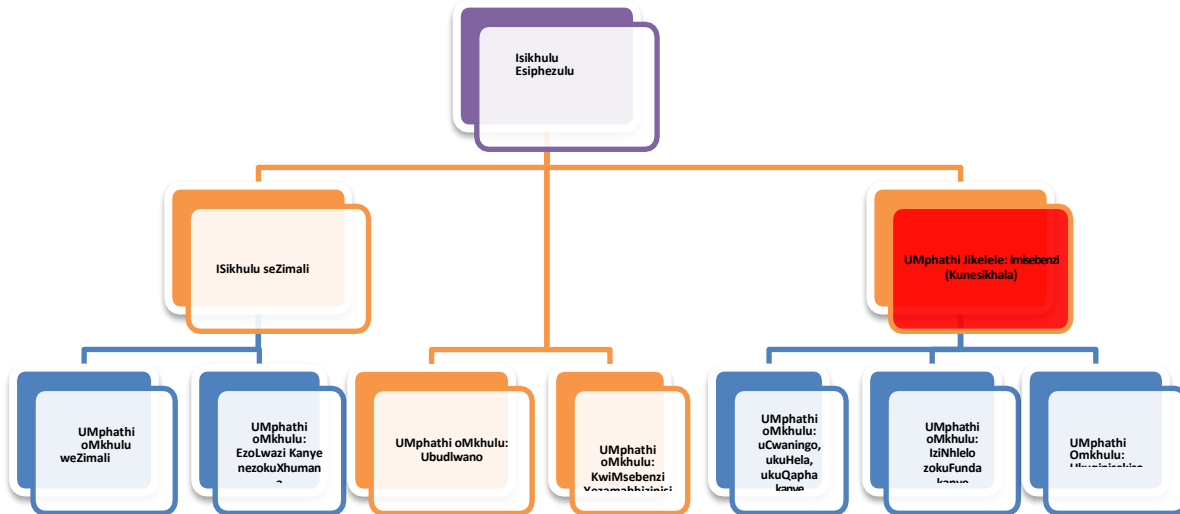
Igunya le-FoodBev SETA livela kuMthethosisekelo waseNingizimu Afrika, elinikeza wonke umuntu ukuthi abe nelungelo kwezemfundo. Isigaba sama-29 (b) ithi ukuthi wonke umuntu unelungelo lokuqhubeka nemfundo, okumele umbuso, ngokuthatha izinyathelo ezifanele, kumele wenze ngokuqhubekayo iyatholakala futhi kuyafinyeleleka khona. Leli gunya lomthethosisekelo liqiniswa uHlelo 3A loMthetho obhekelela, ulawule uphinde ugcine Umthetho Wokuphathwa KweZimali Zomphakathi (njengoba uchibiyelwe) kanye nalezi ziqephu zesishayamthetho ezibalulekile ezisebenza ngokuqondile ku-FoodBev SETA:

- i. UHlelo wokuThuthukiswa kwaMakhono Kazwelonke;
- ii. UMthetho wokuThuthukiswa kwaMakhono ka-1998 (uMthetho wama-97 ka-1998) (njengoba kwachibiyelwa ngo-2008);
- iii. UMthetho Wezimali zokuThuthukiswa kwamakhono ka-1999 (uMthetho wesi-9 ka-1999);
- iv. Umthetho Ochibiyelwe woHlaka mayelana neZiqu Zikazwelonke ka-2019;
- v. Umkhakha Wezemfundo nabaGunyaza Ukuqeqesha okumayelana neMthethongqubo

Yesibonelelo seNhlangotho I-SETA mayelana nezimali ezitholwe yi-SETA kanye nezindaba ezihambisanayo;

- vi. Umthetho Wokuphathwa KweZimali Zomphakathi (njengoba kuchibiyelwe); bese
- vii. Imithethongqubo yoMgcinimafa Kazwelonke elawula izinhlaka zikahulumeni.

4.3. Izinga leSakhiwo se-FoodBev SETA



5. UMOBONO KANYE NOMSEBENZI

Umbono Kanye nomsebenzi we-FoodBev SETA ziveziwe ngezansi.

Izibonakaliso

Ukuba nolwazi olwanele nolufanele kanye namakhono atholakalayo eMkhakheni Wokukhiqiza
Ukudla neziPhuzo

Umsebenzi

- i. Ukwandisa ukutholakala kanye nokufinyeleleka kolwazi namakhono emkhakheni, kubandakanya kodwa kungagcini nje, ezindaweni zasemakhaya;
- ii. Ukusungula indlela ethembekile yesikhungo esiza ukuthuthukiswa kwamakhono ngempumelelo enkulu; bese
- iii. Ukuhlala ubalulekile ngokuhlinzeka ngamazinga neziqo zokufunda ezisezingeni eliphezulu.

6. INSEBENZISO ETHOLAKALA KUMALUNGA OMPHAKATHI

6.1 Isimo semisebenzi

Imisebenzi ye-FoodBev SETA ifaka:

- i. ukusebenza kwalo uhlelo lwamakhono embonini ngokusungula ama-learnership,

- ukugunyaza izinhlelo zamakhono endaweni yokusebenza kanye nokwaba izibonelelo;
- ii. ukukhuthaza ama-learnership, ukusiza ukuthuthukiswa kwezinsiza zokufunda Kanye nokwenza kuphinde kusize ezokufunda zibengcono promoting learnerships;
- iii. bhalisela izivumelwano ezimayelana ne-learnership;
- iv. ukuqoqa nokwaba kokuthuthukisa amakhono emkhakheni; bese
- v. ukuqinisekiswa kwekhwalthi mayelana nama-learnership nokuqeqeshwa emkhakheni.
- Le msebenzi ihlinzekwa kulabo ababambe iqhaza emkhakheni wokukhiqiza ukudla neziphuzo.

6.2 Ufinyelela kanjani kulama seyivisi

Ababambe iqhaza be-FoodBev SETA bangase bathole ukufinyelela ezinsizeni ezifanele ngokuxhumana neNhlango, i-SETA ngemininingwane ehlinzekiwe kwiwebhusayithi www.foodbev.co.za noma ezinye izindlela zokuxhumana ezifana nezinkundla zokuxhumana.

7. IMNININGWANE YOKUXHUMANA MAYELANA NESIKHULU SEZOLWAZI KANYENESEKELA SIKHULU SEZOLWAZI.

Izikhundla	Ucingo	IFeksi	Emeyili
ISikhulu sezoLwazi: Isikhulu	011 253 7307	011 253 7333	informationofficer@foodbev.co.za
ISekela leSikhulu sezoLwazi: Umphathi: ezoMthetho ezobuNgozi Kanye nokuThobela	011 253 7380	011 253 7333	informationofficer@foodbev.co.za
Ikheli lalapho ohlala khona		Ikheli lalapho owamukela khona iPosi	
7 Wessels Road		PO Box 245	
Rivonia		Gallo Manor	
2128		2052	

Ukucela ukufinyelela kumarekhodi e-FoodBev SETA ngokwe-PAIA, Abafake izicelo kufanele bagcwalise ifomu lesicelo elifakwe **kwiSixhumelo A** bese belithumela kwiSikhulu Sezolwazi.

8. UMHLAHLANDLELA OMayelana NOKUTHI ISEBENZA KANJANI I-PAIA NOKUTHI KUFINYELELEKA KANJANI KUMHLAHLANDLELA

8.1. Ngokwesigaba se-10(1) se-PAIA, umuntu obhekelela ukuthuthukisa nokuvikela ilungelo

lobumfihlo kanye nelungelo lokufinyelela olwazini ubuyekeze futhi wenza ukuba kutholakale umhlahlandlela obuyekeziwe mayelana nokuthi i-PAIA uyisebenzisa kanjani ngendlela elula ezwakalayo, njengoba kungase kudingwe ngumuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe ku-PAIA. I-PAIA kanye ne-POPIA.

8.2. Umhlahlandlela uyatholakala ngolimi ngalunye olusemthethweni futhi ungatholakala kwiwebhusayithi ye-regulator www.inforegulator.org.za . Noma yimiphi imibuzo emayelana noMhlahlandlela kufanele iqondiswe ku:

Umuntu nesibopho sokuthuthukisa nokuvikela ilungelo lobumfihlo kanye nelungelo lokufinyelela olwazini lwaseNingizimu Afrika

<u>Ikheli lalapho ohlala khona</u>	<u>Postal Address</u>
JD House, 27 Stiemens Street Braamfontein Johannesburg 2001	PO Box 31533 Braamfontein Johannesburg 2017
Ucingo:	(010) 023 5200

9. IMNININGWANE EQUKETHWE YINHLANGANO, I-FOODBEV SETA

Lesi sigaba seMqingo onemithetho obeka izigaba ngokwahlukana nezincazelo zalokhu okuqoshiwe aphethwe yi-FoodBev SETA. Ukufakwa kwanoma yiluphi uhlobo lwamarekhodi akufanele kuthathwe njengokusho ukuthi amarekhodi awela ngaphansi kwalowo mkhakha azotholakala ngaphansi kwe-PAIA. Ikakhulukazi, izizathu ezithile zokwenqaba njengoba zibekwe ku-PAIA zingasebenza ekufakeni isicelo salokho okuqoshiwe.

9.1. Izigaba ezahlukene zamarekhodi atholakalayo

Isigaba se-15 (1) se-PAIA sidinga ukuthi izikhungo zibale uhla lwalokho okurekhodiwe okutholakalayo. Okutholakalayo okutholakalayo ngokujwayelekile akukho bucayi. Iningi lamarekhodi okungena kulesi sigaba solwazi /kuzotholakala kwiwebhusayithi yakwa-FoodBev SETA futhi akudingi inqubo esemthethweni ukuthi kufinyeleleke kukhona.

Izigaba ezilandelayo zemiqingo ziyatholakala:

ISIGABA	UMBHALO / INDLELA YOKUREKHODA
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Idokhyumenti emayelana nethenda	<ul style="list-style-type: none"> - Amathenda akhangisiwe - Amathenda aklongyeliswe - Igama lalowo ophumelelile ukuthenga - Amathenda acishiwe - Amathenda avaliwe - Amabhidi abhalisiwe atholakele - Isicelo sama-quotations - Amathenda akhona
ISIGABA	UMBHALO / INDLELA YOKUREKHODA
Isishayamthetho /Imithethongqubo	<ul style="list-style-type: none"> - UMthetho wokuThuthukiswa kwaMakhono - UMthetho Wezimali Zokuthuthukiswa Kwamakhono - Umthetho Wokuphathwa KweZimali Zomphakathi - Imithethongqubo emayelana neMali eyibonelelo - Imithethongqubo ye-Learnership - Imithethongqubo kaMgcinimafa Kazwelonke - UMthetho Owenza kube nokufinyeleleka kolwazi oluqukethe uHulumeni Kanye noluqukethe yizinhlangano ezizimele okumele lisetshenziswe liphinde livikelwe yinoma yimaphi amalungelo
Amasa anamasu	<ul style="list-style-type: none"> - UHlelo lwaMakhono ezemiKhakha - UHlelo Lokusebenza Lonyaka - Imibiko yoNyaka - ISigungu esigxile ekuhlaziyweni konyaka okuhlonza izitayela emkhakheni wokuqeqeshwa nokuqashwa kwe-FAS ukuze kuhlinzekwe umongo wezidingo zokuthuthukiswa kwamakhono - Izaziso ze-DHET - Umbiko we-AGM, Amaminithi Kanye nezikhulumo ezethulwayo AGM Report, Minutes and Presentation
ISIGABA	UMBHALO / INDLELA YOKUREKHODA
Ukulandelwa	<ul style="list-style-type: none"> - Isigaba se-18 Informed Consent Notice e-POPIA

kwemithetho Izinhlelo zokufunda	<ul style="list-style-type: none"> - Ingqubomgomo Yoxhaso Lwezibonelelo - ukuxhaswa ngezimali olubonakele (DG) (izibonelelo ezitholakalayo) - Izikhangiso zoXhaso lweZibonelelo - Umsebenzi we-Indicium - Umbhalo ohlinzeka ngemithetho yokusebenza kwe-DG
Ukuqiniseko okuphelele nokusezingeni elifanele	<ul style="list-style-type: none"> - Uhlu lweZiqu Ezisemthethweni Ezibhalisiwe ze-FoodBev SETA

9.2 Izigaba ezahlukene zamarekhodi azitholakali

Ngokwe-PAIA, amarekhodi asohlwini olungezansi kufanele atholakale ngokucela kumalunga omphakathi ngokulandela lokhu okubekiwe noma imigudu enqunyiwe njengoba ibekwe kulo mbhalo onemithetho, nokho-ke ukukhipha okukanje kungase kwenqatshwe uma kufakwe izizathu zokwenqaba ngokweSahluko sesi-4 se-PAIA.

Izigaba ezahlukene ezilandelayo zamarekhodi azitholakali:

ISIGABA	UMBHALO / UHLOBO LOKUREKHODWA
AMarekhods amayelana nokusebenza kosuku noma ukusebenza okubalulekile Kanye nezivumelwano	<ul style="list-style-type: none"> - Amafeyela ophenyo lwangaPhakathi - Amafayela ocwaningo mabhuku akwa-Forensic - Amacala okumangalelwa kanye nemibhalo ehambelanayo nayo - Iziqondiso, izinqumo, kanye nemithetho yamaKomidi eBhodi kanye neBhodi - Izivumelwano zanoma yibaphi ababambiqhaza bangaphandle - Izivumelwano zoMsebenzi nabahlinzeki bemisebenzi - Izivumelwano Zokuqasha eziphathelele nempahla
ISIGABA	UMBHALO / UHLOBO LOKUREKHODWA

	<ul style="list-style-type: none"> - ethathekayo nengathatheki - Imiqingo esukwe ibhalwe ngokusemthethweni lapho kusuke kunesivumelwano phakathi kwezinhlangano - Imniningwane yoMfundi, okubandakanya kodwa okungagcini ngamafomu wokuthi abafundi bekwazi ukufunda, izivumelwano zabafundi, imiqingo emayelana nempilo yomfundi - Ukuhlanganyela noma ukuxhumana nezinye izinhlaka - Abalingani nalabo enisebenzisana nabo, okufaka izinhlaka zikahulumeni - Imibiko yoCwaningo - Upheyo olumayelana nalabo enisebenzisana nabo - Imibiko emayelana nokuvakasha eSayithini - Imibiko Ukunakekela ngaphambi kokungenela mayelana nesivumelwano - Noma ngabe iyiphi Imniningwane yimfihlo ekuMthetho, i-PAIA
Izinhlobonhlobo zezimiso nezinqubo ezihlanganisa ukuthobela kwakho kanye nemibhalo yezomthetho.	
ISIGABA	UMBHALO / UHLOBO LOKUREKHODWA
Ezokukhukhangisa, kanye nezokuXhumana	<ul style="list-style-type: none"> - Isu lwezokuXhumana
Ezokuqasha	<ul style="list-style-type: none"> - Amafayela abaSebenzi (Agcinwe ngekhompyutha) - Amakontilaki amayelana nokuqashwa - Okurekhodiwe kanye nolwazi lohlelo lwesikhwama mayelana nokonga imali yomhlalaphansi olulawulwa uhulumeni. - Okurekhodiwe okumayelana neMpilo Yabasebenzi - Izinkokhelo zabaSebenzi kanye neziNzuzo (kubandakanya amaholo) - Ezokuqasha Kanye nokuQoka - Ukuqeqesha Kanye nokuThuthukisa - Ukusebenza kwabaPhathi - Ubudlelwano kwezokuSebenza Kanye nabaSebenzi - Uhlelo oluqeqeshayo ngokuthi usebenze kwinhlangano ukuze uthole isipiliyoni somsebenzi

ISIGABA	UMBHALO / UHLOBO LOKUREKHODWA
	<ul style="list-style-type: none"> - Imibiko yeNyanga Kanye neyeKota - Ukuhlola Kanye nokuhlaziya izikhundla zoMsebenzi - Ukuxhumana Kanye nezivumelwano nenyunyana - Imibiko emayelana nesinxephezelo okumele sitholwe abasebenzi kwis'khathi esinqunyiwe - Izingqubomgomo nemigudu - Uhlelo lapho iNhlango ilawulwa futhi ilawulwa ukuze kuzuzwe izinhloso zayo
EzobuNgozi Kanye nokulandelwa kwemithetho	<ul style="list-style-type: none"> - Idokhyumenti esetshenziswa njengethuluzi lokulawula kanye nokuhlonza ubungozi - ISu lokuLawula kanye nokuhlonza ubungozi bese kuba iNgqubomgomo - Imibiko Yophenyo - ithuluzi elisebenzayo elingasetshenziswa ukwethula ngokusemthethweni izinto ezibalulekile zokulawulwa kokuthobela kwenhlangano ebhodini nakubaphathi - UHlelo kanye neSu lokuGwema ukuKhwabanisa kanye noBukhoshosho - Imibiko - Umbiko weNyanga kanye noweKota
EzeziMali, Ezobuchwepheshe zoLwazi zokuXhumana kanye ne-SCM, i-ICT ne-SCM	
EzeziMali	<ul style="list-style-type: none"> - Imibiko yamaakhawunti aseBhange - Umqingo oqukethe imininingane ngezimpahla ezilawulwa yinhlangano - Okuqoshiwe okumayelana nezokubala amrekhodi we-Accounting
Ezobuchwepheshe zoLwazi lwezokuXhumana	<ul style="list-style-type: none"> - UHlaka lokuPhatha kokuqoshiwe kanye neNgqubomgomo - Izinhlelo ze-BCM - Amalaysensi - Izingqubomgomo - Uhlelo lokubhekana Nezinhlekelele - Ukulethwa kanye nokweSekwa kwemiSebenzi ye-ICT - Ukuthola nokusebenzisa izinhlelo ze-ICT---

ISIGABA	UMBHALO / UHLOBO LOKUREKHODWA
UkuPhathwa kokukhiqizwa kwezimpahla noma amasevisi ahambe ngendlela efanele (i-SCM)	<ul style="list-style-type: none"> - Imqingo yethenda ehlongoziwe - Imniningwane - Amaminithi eKomidi eliHlongoziwe - IKomidi elihlanganisa izimpahla nezinsebenziso - Imniningwane yoMhlinzeki wemiKhiqizo - Imniningwane ehlongoziwe Bidder information - Inkontilaki ephathelene nezokuPhatha - Ingqubomgomo ye-SCM - Imibiko kanye nokubuyezwa kweMnyango
Ukucwaninga kwamabhuku kwangaphakathi	
ISIGABA	UMBHALO / UHLOBO LOKUREKHODWA
	<ul style="list-style-type: none"> - Lokhu okutholakele mayelana nokuCwaningwa kwamaBhuku - UHlelo lokucwaningwa kwamaBhuku - UkuCwaningwa kwamaBhuku kwe-Forensic - Amaminithi kanye nemibiko yokucwaningwa kwamabhuku kanye neKomidi elimayelana neNgozi

10. KUFINYELELEKA KANJANI KULOKHU OKUREKHODIWE OKUPHETHWE YI-FOODBEV SETA

Umphakathi unelungelo Lokufinyelela kwimniningwane erekhodiwe ephethwe yi-FoodBev SETA, kuncike ekutheni isicelo senziwa efomini elinqunyiwe nokuthi izimali ezinqunyiwe ziyakhokhwa. Ukufinyelela nakho kuyisihloko ezingafakwa ezitholakala eSahlukweni sesi-4 se-PAIA. Isicelo singenziwa yinoma ngubani ozifunela yena noma osebenzela umuntu ongakwazi ukuzenzela bona.

Izinyathelo ezilandelayo zenzelwe ukuqinisekisa ukuthi izicelo zokufinyelela kulokhu okurekhodiwe noma ulwazi oluphethwe yi-FoodBev SETA zicutshungulwa ngokushesha nangempumelelo.

10.1. Senziwa kanjani isicelo

Ifomu

10.1.1. Uma kunokurekhodiwe okudingekayo okungatholakali kwiwebsite ye-FoodBev SETA, Umfakisicelo kufanele agcwalise ifomu elinqunyiwe. Ikhophi yefomu ifakiwe kulo Mqingo obhalwe ukuthi Isixhumelo A.

10.1.2. Isigaba ngasinye sefomu siqukethe imithetho okufanele ilandelwe ngqo ukuze kuqinisekiswa ukuthi yonke imniningwane ehambisanayo iyagcinwa ukuze kuncishiswe ukubambezeleka.

Umgudu

10.1.3. Isicelo solwazi kufanele sithunyelwe kwiSikhulu Esibhekelela uLwazi/ iSekela Lesikhulu Esibhekele Ulwazi kusetshenziswa imniningwane esesiqeshini sesi-7 ngenhla.

10.1.4. Umfakisicelo kumele akhombise ukuthi angathanda yini ukuthola ikhophi yalokhu okurekhodiwe noma angathanda ukuhlola okuqoshiwe emahhovisi akwa-FoodBev SETA. Enye indlela, uma okuqoshiwe akuyona ikhophi yedokhyumenti eyiphepha, ingabukwa ngendlela eceliwe, lapho kungenzeka¹.

10.1.5. Uma umfakisicelo ecela ukufinyelela ngendlela okuyiyona ngqo, kufanele afinyelele ngendlela ayicelile. Lo mgomo uyasebenza, ngaphandle kokwenza kanjalo kuzophazamisa ngokungafanele ukusebenza kwe-FoodBev SETA, noma kube nomonakalo kokurekhodiwe, noma kwephule ilungelo lobunikazi okungeyona eye-SETA noma umbuso. Uma kumayelana nezizathu ezibambekayo, ukufinyelela ngeke kunikezwe ngendlela le edingekayo, kodwa ngenye indlela, bese imali

10.1.6. ekhokhwayo kufanele ibalwe ngendlela ecelwe kuqala ngumfakisicelo².

10.1.7. Uma ngaphezu kwempendulo ebhaliwe emayelana nesicelo sakhe sokuthola okuthile okuqoshiwe, uMfakisicelo efuna ukwaziswa mayelana nesinqumo nganoma iyiphi enye indlela, isibonelo ngokocingo, lokhu kumele kuvezwe³.

Isicelo somunye umuntu

10.1.8. Uma isicelo senziwa egameni lomunye umuntu, umfakisicelo kufanele alethe ubufakazi besikhundla asenza ngaso isicelo, ngendlela egculisa iSikhulu Esibhekele uLwazi⁴.

Isicelo sabantu abaphila ngokukhubazeka

10.1.9. Uma uMfakisicelo engakwazi ukufunda noma ukubhala, noma umaenokukhubazeka okumvimbela ukuba agcwalise ifomu elinqunyiwe, angafaka isicelo ngomlomo. ISikhulu Esibhekelele uLwazi / Isekela Lesikhulu Esibhekele uLwazi liyobe seligcwalisa ifomu egameni lomfakisicelo bese linikeza umfakisicelo ikhophi yefomu eligcwalisiwe kuMfakisicelo⁵.

10.1.10. ISikhulu Esibhekelele Ulwazi/ iSekela elibhekelela uLwazi sizosiza umfakisicelo ekulandeleni izimfanelo ezibaluliwe ngaphezulu sokucela isifinyelelo olwazini/kwimniningwane, okubandakanya okubhekiswe kuMfakisicelo kwelinye Zibhodi lomphakathi, uma kuvela ukuthi isicelo esimayelana nemniningwane kumele ngabe senziwe, kwelinye bhodi elikanje⁶.

11. UKWEDLULISWA KWEZICELO

11.1. ISikhulu esibhekelela ezoLwazi (noma isikhulu) seNhlango, i-FoodBev SETA singadlulisela izicelo ezimayelana nalokhu okurekhodiwe kwelinye ibhodi lomphakathi uma:

11.1.1 Okurekhodiwe kulawulwa yilelo bhodi lomphakathi;

¹ Isigaba sama-29(2) se-PAIA.

² Isigaba sama-29(3) nese-(4) se-PAIA

³ Isigaba se-18(2)(e) se-PAIA

⁴ Isigaba se-18(2)(f) se-PAIA

⁵ Isigaba se-18(3) se-PAIA

⁶ Isigaba se-19 se-PAIA.

11.1.2 Isihloko esimayelana nalokho okuqoshiwe kuhambiselana nokusebenza kwalelo

bhodi lomphakathi

11.1.3 Okuqoshiwe kwasungulelwa lelo bhodi lomphakathi, noma kwamukelwa kuqala yilelo bhodi; noma

11.1.4 Okuqoshiwe kuqethe imniningwane emayelana nokuthengwa kwezimpahla kanye nezinsebenziso (amaseyivisi) okuyilapho ibhodi lomphakathi linentshisekelo yokuhweba.

11.2 Ezimeni ezikanje iSikhulu Esibhekelela ezoLwazi singadlulisela isicelo kwelinye ibhodi lomphakathi uma kusuke kungenzeka ngokushesha, kodwa ezinsukwini eziyi-14 emva kokuba isicelo samukeliwe. INhlangano, i-FoodBev SETA iphethe kulokhu okuqoshiwe kuceliwe futhi iSikhulu Esibhekelela uLwazi/Imniningwane se-SETA sibona kusiza ukwenza kanjalo ekusekeni iSikhulu Esibhekelela uLwazi ngesicelo selinye ibhodi lomphakathi, okuqoshiwe noma ikhophi yalokhu okuqoshiwe kuzothunyelwa kulesoSikhulu Esibhekelela ezoLwazi.

11.3 Uma isicelo sokufinyelela kulokhu okuqoshiwe sesihanjisiwe, noma isiphi iskhathi esibekiwe/esishiwo sokuqedela umsebenzi mayelana nesicelo, kumele osukwini okwatholakala ngalo, kutholwa iSikhulu Esibhekelela Imniningwane okuyilowo esabhekiswa kuye. Zonke izikhathi (ezinqunyiwe yi-PAIA) ezisebenza kwisicelo mayelana nemniningwane kumele silandelwe.

11.4 Uma isicelo sokufinyelela sesihanjisiwe, iSikhulu Esibhekelela Imniningwane / iSekela leSikhulu seMniningwane uzokwazisa uMfakisicelo:

11.4.1 Ukuhambisa;

11.4.2 Izizathu ezidala ukuhambisa; bese

11.4.3 Iskhathi lapho isicelo okumele kubhekwane naso⁷

11.5 iSikhulu Esibhekelela Imniningwane / iSekela leSikhulu Esibhekelela Imniningwane sizoqinisekisa ukuthi irekhodi iyafinyelela lapho okufakwe isicelo ilondolozekile kuze kuthathwe isinqumo esimayelana nesifinyelelo kulwazi⁸.

11.6 Izicelo nazo zingatholakala ngocingo kwa-FoodBev SETA. Izicelo ezikanje zingenziwa

⁷ Isigaba sama-20(5) se-PAIA.

⁸ Isigaba sama-21 se-PAIA.

ngqo kwiSekela leSikhulu Esibhekelela Imniningwane yokuxhumana ehlinzekiwe kulo mqingo onemithetho. Abantu ngababodwa bengafaka isicelo ngqo ngendlela esemthethweni kuya ngendlela isicelo esenziwe ngayo senziwa ngocingo.

12. IZIMALI EZINQUNYIWE NEZIGUNYAZIWE

12.1 Izimali ezinqunyiwe nezigunyaziwe ziyadingeka ngokwesigaba sama-22 se-PAIA. Izimali ezikhokwayo Zifakiwe kulo Mqingo onemithetho. Izimali zikhokhwa ekuqaleni kwesicelo futhi emva kwalokho, izimali zitholwa ngokuthi kubhekwe imigudu kanye nezindleko zokukhiqiza kabusha.

12.2 Umfakisicelo akadingi ukukhokha imali⁹ kwibhodi lomphakathi uma:

12.2.1 Engumuntu ongashadile umholo wakhe wonyaka, ngemva kokubanjwa kwemali okuvumelekile, ngokohlelo lwe-PAYE ne-UIF, ingaphansi kuka-**R14, 712.00** ngonyaka, noma

12.2.2 Eshadile futhi imali engenayo ehlangene nomlingani wakhe, emva kokwehliswa kwemali okuvunyelwe, Ngokwe-PAYE ne-UIF, ingaphansi kwama-**R27, 192.00** ngonyaka.

12.3 Abantu abacela imniningwane yangasese emayelana nabo uqobo noma izingane zabo ezincane akudingeki bakhokhe imali⁹ yokucela. Bonke abanye abantu (ngaphandle kwalabo abaxoshiwe) kufanele bakhokhe imali yesicelo njengoba kubekiwe kuMqingo, **Isixhumelo B** ngezansi.

12.4 Uma isicelo samukelwe, kudingeka enye imali yokufinyelela noma ukubheka. Le mali ibalwa ngendlela ebekiwe ngokomthethwengqubo efakiwe. Izimali zikhokhelwa isikhathi esichithwe kufunwa irekhodi nokulungiswa kanye / noma ukukhiqiza kabusha amarekhodi.

12.5 Izimali ezinqunyiwe kufanele zikhokhwe ngokoHlelo Lwezobuchwepheshe lokuthumela imali ususa kuleli bhenki uyisa kwelinye ibhenki nge-Electronic Funds Transfer njengoba imniningwane yasebhenki ehlinzekiwe ngeZansi, kusetshenziswa igama nesibongo. soMfakisicelo njengenombolo yereferensi (umuntu okhokhayo). Isikhulu Esibhekele Imniningwane / iSekela Lesikhulu Esibhekele Imniningwane sizokwazisa Umfakisicelo

⁹ Imiqingo emayelana Nesaziso sikaHulumeni R991 mhlaka-14 ulwezi 2005.

(ngaphandle kwakhe umfakisicelo uqobo lwakhe) ukuthi akhokhe imali enqunyiwe (uma ikhona) ngaphambi kokuthi kuqhutshekwe nokucubungula isicelo.

- 12.6 UMfakisicelo engafaka isicelo enkantolo ngendaba yethenda noma inkokhelo emayelana nesicelo.

IMNININGWANE YASEBHENKI YESICELO

Igama leAkhawunti: Food and Beverages Manufacturing SETA

IBhenki: First National Bank

Izinamba (amakhodi) zeGatsha leBhenki: 210554

Inombolo yeAkhawunti: 62425006758 IReferensi: iGama nesiBongo

Sicela uthumele ubufakazi benkokhelo ngeimeyili: informationofficer@foodbev.co.za

13 UKUTHATHA ISINQUMO MAYELANA NESICELO

- 13.1. Zonke izicelo zokufinyelela kumarekhodi zizobhekwa bese kuvunywa kuphinde kunqatshwe kwazo kuzohambisana nezimfuno ze-PAIA. ISikhulu Esibhekele Imniningwane kudingeka sithathe isinqumo ngesicelo ezinsukwini ezingama-30 kutholakele isicelo, uma kungenjalo isicelo siyanqatshwa.

- 13.2. Ukufinyelela kumarekhodi kungenikezwa uma uMfakisicelo kuvumelene nazozonke izimfanelo zomgudu we-PAIA mayelana nesicelo sokuthi kufinyeleleke kulokho okuqoshiwe, ukuthi:

13.2.1 Isicelo senziwe kahle kwifomu elifane nelivumelekile;

13.2.2 Ubufakazi bokuganyaza bunikeziwe uma uMfakisicelo enza isicelo ngomunye;

13.2.3 Okurekhodiwe okuceliwe kuchazwe ngokwanele ukuze iSikhulu sezoLwazi sikwazi ukulihlonza;

13.2.4 Izimali ezinqunyiwe nezigunyaziwe zikhokhiwe; bese Ukufinyelela kokuqoshiwe akunqatshiwe ngesizathu esisodwa noma ngaphezulu mayelana nokwenqaba okucacisiwe kwi-PAIA, okungena kulezi

13.2.5 zigaba ezilandelayo:

i. Ukuvikelwa kwesiBopho esiyimfihlo senhlanga yesithathu okungumuntu ojwayelekile

ii. kuvikelwa kwesiBopho kokuqoshiwe okuthile kweSigungu esibhekelela seziMali (SARS);

iii. Ukuvikeleka kwesiBopho soLwazi lwezohwebo;

iv. Ukuvikeleka kwesiBopho kwezokuphepha kwabantu ngababodwa, kanye nokuvikeleka

kwempahla;

- v. Ukuvikelwa kwesiBopho kwamadokodo amaphoyisa ezinqubo zebheyili, kanye nokuvikelwa kwengalo yomthetho bese kuba yizinqubo zomthetho;
- vi. Ukuvikelwa okuyisibopho kokurekhodiwe anikezwe ilungelo ekukhiqizweni kwezingqubo zomthetho;
- vii. Ezokuvikela, ezokuphepha kanye nobudlelwano bamazwe omhlaba;
- viii. Izintshisekelo zezomnotho kanye nenhlalakahle yezezimali yeNingizimu
- ix. Ukuvikelwa kwesiBopho kocwaningo kwenhlanga yesithathu, kanye nokuvikelwa kolwazi locwaningo inhlangano yomphakathi;
- x. Ukusebenza kwezinhlangano zomphakathi; Kanye
- xi. Izicelo ezingenanhloso enhle noma ezikhathazayo ngokusobala noma ukuphambukiswa kwezinsiza okukhulu nokungenabuhlakani.

14. AMAKHAMBI ATHOLAKALAYO

- 14.1. I-FoodBev SETA ayinawo umgudu wesikhalazo sangaphakathi wokudlulisa isikhalazo ukuze kubelula ukudluliswa kwezikhalazo mayelana nezinqumo zeSikhulu Esibhekele uLwazi / iSekela Lesikhulu sezoLwazi.
- 14.2. Inhlanga ehlukekile ingase, ngendlela yokufaka isicelo, ifake isicelo enkantolo ukuze ithole usizo olufanele. Lapho okusuke kuyolalelwa isicelo esikanje, inkantolo ingase inikeze noma yimuphi umyalelo onobulungisa nolinganayo ofaka:
 - 14.2.1. Ukuqinisekisa, ukuchibiyela noma ukubekela eceleni isinqumo esiyisihloko sesicelo;
 - 14.2.2. Kudingeka ukuthi iSikhulu Esibhekele uLwazi sithathe isinyathelo esithile noma kuyekwe ukuthatha isinyathelo esikanje njengoba inkantolo isibona kubalulekile phakathi nesikhathi esishiwo kulo myalelo; noma
 - 14.2.3. Ukuvimba, ukuphumula kwesikhashana noma ukuphumula okuqondile, umyalelo wokumemezela noma isinxephezelo; noma izindleko

15. OKUQOSHIWE OKUNGEKE KUTHOLAKALE NOMA OKUNGEKHO

- 15.1. Abafakizicelo banelungelo lokwamukela impendulo ngendlela yokubhala iaffidavithi noma isiqinisekiso lapho okuqoshiwe kungeke kutholakale umkhondo, kodwa lapho

umfakisisicelo ubezoba nesfinyelelo kokuqoshiwe uma bezotholakala¹⁰.

- 15.2. Abafakisisicelo nabo banelungelo lokuthola impendulo ngendlela yokubhala affidavithi noma isiqiniseko lapho okuqoshiwe okuceliwe kungekho.

16. UKUSUSWA KWALOKHU OKUQOSHIWE

16.1. I-FoodBev SETA unelungelo lokulahla ngokusemthethweni amarekhods athile ngokwezigunyazo ezitholwa kwi Isevisi Umsebenzi Wezinqolobane Zikazwelonke Nezamarekhodi.

16.2. Abafake izicelo bazokwaziswa ukuthi ngabe lokho okurekhdiwe okuthile kususiwe lapho lokhu kuhambisana nokurekhodiwe okuceliwe.

16.3. Ngokuhambisana nesigaba sama-24(1) se POPIA, i-FoodBev SETA ingase, lapho ithola isicelo esivela esihlokweni esimayelana namaqiniso nezibalo eziqoqwe ndawonye ukuze kubhekisiswe bese kuyahlaziywa (idatha):

16.3.1. lungisa noma susa ulwazi lwangasese mayelana nesihloko esithinta amaqiniso nezibalo eziqoqwe ndawonye ukuze kubhekisiswe bese kuyahlaziywa (idatha) siphethwe noma silawulwa ngendlela okungeyona, engabalulekile, eyedlulele, ephelelwe isikhathi, engaphelele, edukisayo noma etholwe ngokungemthetho; noma.

16.3.2. cekela phansi noma ususe okuqoshiwe kolwazi lwangasese mayelana nesihloko esithinta amaqiniso nezibalo eziqoqwe ndawonye ukuze kubhekisiswe bese kuyahlaziywa ukuthi i-FoodBev SETA akassagunyaziwe ukuyigcina ngokwesigaba se-14 se-POPIA¹¹.

17. UKUCUBUNGULWA KOLWAZI LWANGASESE

Inhloso yokuCubungula uLwazi Lwangasese

17.1. Le ngxenye yeMqingo onemithetho kufanelelfundwe kanye kanye neNgqubomgomo Yokuvikelwa kolwazi e-FoodBev SETA etholakalayo kwisizindalwazi se-SETA (iwebhusayithi).

17.2. I-FoodBev SETA izocubungula uLwazi Lwangasese lwezinhloso ezilandelayo:

¹⁰ Isigaba sama-23(1) se-PAIA.

¹¹ Isigaba se-14 (1) se-POPIA – iSihloko sesigaba sesi-(2) nesesi-(3), okuqoshiwe kolwazi lwangasese akumele kugcinwe isikhathi eside kunalesi esibalulekile ukuze kuzuzwe inhloso emayelana nlwazi oluqoqiwe noma ose luke lwacutshungulwa kamuva

- 17.2.1. **Ukuqashwa Okungenzeka (inhloso esemthethweni nokuhambisana nemithetho):** Lokhu kubandakanya ezokuPhatha kwezokuQasha okufaka ama-CV amukeliwe Kanye neminingwane ehambisana ne-cv (amakhophi eziq, awepasi nokunye), ukwenza ukuhlola okuqinisekayo kanye nokugcinwa kwama-CV Kanye nemiqingo esekwayo ngezinhloso zokuqasha esikhathini esizayo.
- 17.2.2. **ISigunyazi saBantu abaqokiwe sezokuBala (inhloso esemthethweni kanye nokuhambisana nemithetho):** Ukuqokwa kwe-Accounting Authority (inhloso esemthethweni nokuhambisana nemithetho): Lokhu kufaka inqubo lapho i-SETA izokwamukela abantu abaqokiwe abazosebenza kwisiGunyazo sezokuBala kwa – Foodbev SETA.
- 17.2.3. **Izinhloso ezimayelana negxathu elithathwayo ukugwema ukwenza icala (inhloso esemthethweni kanye nokuhambisana nemithetho):** This Lokhu kuhlenganisa ukwenza umsebenzi oqhubekayo wokucophelela okuhlenganisa ukuthola nokuqinisekisa imningwane yakho kanye/noma izicucu, njengokwamukela nokuqinisekisa ubuwena, imfundo, iziqu nomlando omayelana nokuqashwa, umlando wezokwelapha nempilo kanye nokurekhodiwe okuhambiselanayo, ezezimali, isimo sesikweletu kanye nentela kanye nomlando, kanye/noma yimuphi umlando omayelana nokusebenza okuqondene nabasebenzi.
- 17.2.4. **Ezemisebenzi (inhloso esemthethweni kanye nokuhambisana nemithetho):** Lokhu kufaka inkontilaki yomsebenzi nawe kanye nokwenza eziphatelene nezokuqasha kanye nokuphathwa kwezimali okubandakanya ukucubungula ulwazi olufanele oluzoqinisekisa ukuthotshelwa kwemithetho yezabasebenzi, intela bese kuba imithetho ye-B-BEEE. Nakho ukuphathwa kwaBasebenzi nokucutshungulwa kolwazi lokuqeqeshwa, ukuthuthukiswa kwamakhono, ukuhlolwa kokusebenza kanye nezindaba zokuqondisa kwezigwegwe.
- 17.2.5. **Izinzuzo ezimayelana nomsebenzi (inhloso esemthethweni kanye nokuhambisana nemithetho):** Ukuphata inzizuzo, okufaka inkokhelo yokuphatha, umholo, iskhwama somhlalaphansi esiphethwe uhulumeni Kanye nezinye izinzuzo zabasebenzi Kanye nohlelo lwe-PAYE, okufaka ukukhuluma kumhlinzeki weseyivisi njengokuhola komhlinzeki, impesheli Kanye nomsingathi womhlinzeki;

- 17.2.6. **Izinkinga zokusebenza (okuhambisana nemithetho):** Ukuxhumana, ezomthetho bese kuyaqinisekiswa ukuthi kulandelwa izingqubomgomo, izinyathelo zokuqondiswa kwezigwegwe noma izimfanelo zezomthetho nokwenza uphenyo nempendulo, okufaka ukubhekwa ezokuxhumana kwakho kulezi zimo ngokuhambisana nezingqubomgomo zangaphakathi ezifanele Kanye nomthetho osebenzayo;
- 17.2.7. **Izinhloso ngemali Yesibonelelo (inhloso esemthethweni kanye nokuhambisana nemithetho):** Lokhu kufaka izikhwama ezabelwe yi-SETA ukuba zisetshenziswe ekungeneleleni ohlelweni lokufunda Kanye namaphrojekthi afaka izinhlelo eZIBALULEKILE Kanye nezinhlelo eZINGABALULEKANGA ezenzelwe ukusethenziswa koHleo indlela yokusebenza kwe-SETA koNyaka Kanye nokuphoquelekile kukaZwelonke.
- 17.2.8. **Impilo emsebenzini (inhloso esemthethweni kanye nokuhambisana nemithetho):** Ukuphathwa kwemisebenzi emayelana nezempilo nokukulungela ukusebenza bese kuba ukwazisa amalunga omndeni uma kungahle kube nezimo ezenzekayo ezibucayi;
- 17.2.9. **Ukuhamba (inhloso esemthethweni kanye nokuhambisana nemithetho):** Ukusiza mayelana nokuhamba okuphathelene namabhizinisi Kanye nokwesekwa kokuhamba okufaka ukuya kwizingqungquthela, ukubhukhwa kwezimoto, nokunye;
- 17.2.11. **I-B-BBEE ukuhambisana nemithetho):** Ukuqapha isilinganiso samathuba ezokusebenza, mayelana nezigaba ezahlukene okufaka okungenamkhawulo kwezeminyaka, ubulili, uhlanga, isizwe, inkolo, ukukhubazeka, ubulili, ushadile noma isimo sezomndeni. Imniningwane ekanje ingahlinzekwa kubacwaningi mabhuku ukubhekisisa kwangonyaka.
- 17.2.12. **Eziphathelene nezeMisebenzi (inhloso esemthethweni kanye nokuhambisana nemithetho):** Ukuphatha okumayelana nokuba yilunga lenyunyana Kanye nezivumelwano ezihlanganisiwe zezinhlelo zokuphathwa komsebenzi okuhlanganisiwe konke lokhu kubekwe ngendlela yakho;
- 17.2.13. **EzokuXhumana (inhloso yezomthetho):** I-SETA yokuxhumana nalaba enisebenzisana nabo abangaphakathi nabangapahndle bese kuba ukuxhumana okujwayelekile kanye/noma okumayelana nemithetho noma yiziphi izasiso

ezingakhishwa ngezindlela ezahlukene okufaka kodwa okungenamkhawulo ngokuthi zikhishwe ngeimeyili Kanye ne-Microsoft Teams;

17.2.14. **Ukuhlolwa kweNgozi nokulwa okumayelana nokufumbathisa Kanye nokuphathelene nokukhohlakala (inhloso esemthethweni kanye nokuhambisana nemithetho):** Izinhloso zokucwaninga amabhuku zangaphakathi nezangaphandle nokwenza ukuhlola kobungozi, ukuze kubonakale kugwenywe kokufumbathisa, ukukhwabanisa kanye nokukhohlakala.

17.2.15. **lisbopho sezomthetho Kanye nemisebenzi yomphakathi (ukuhambisana nemithetho):** Ukuthobela umthetho Kanye nezibopho zomthetho.

17.2.16. **Izinhloso eziphathelene nezokuvikela (inhloso esemthethweni kanye nokuhambisana nemithetho):** Ukuvumela ukuthi ukwazi ukufinyelela ngasemahhovisini ethu, izinsiza, izindawo zokupaka, noma izindawo ezilawulwayo ngenhloso yokuqapha ama-CCTV, bese kuba umphathi ojwayelekile kwezobungozi, ezokuphepha Kanye nezimo eziphuthumayo, izinhloso zokulawula Kanye nokuhlinzekwa kwezobuchwepheshe kanye nokwesekwa nobuqiniso balo ongumsebenzi nedatha kanye neze-cybersercurity).

17.2.17. **Ucwaningo lwangaphakathi Kanye nezinhloso zezentuthuko (ukuhambisana nemithetho):** Ukwenza ucwaningo lokuhlaziya eziphathelene nezibalo (statistical) nocwaningo ngezinhloso mayelana zezomsebenzi, okufaka i-predictive modelling Kanye nokuhlela kwabantu. Ucwaningo nalo luzofaka ukuhlaziywa kwezezibalo ngomkhakha wokukhiqiza ezokudla nokuphuzwayo.

17.3. Ukuchazwa kwezigaba ngokwahlukana kwezihloko zadatha nemningwane noma izigaba ezahlukene kwemningwane ehambiselana nalokho

Ngaphansi kuchazwa izigaba ezahlukene zezihloko zadatha bese imningwane yangasese le i-FoodBev SETA engacubungululwa:

Izingxenywe ezahlukene zeZihloko	Imningwane Yangasese ingacubungulwa
Abantu	Amagama nesibongo; imningwane yokuxhumana (izinamba zokuxhumana, inamba yefeksi, iimeyili); ikheli lalapho ohlala khona, nelalapho owamukela khona iposi noma ikheli

	lebhizinisi; inamba kamazisi eyahlukile; imniningwane yasebhenki; inamba yentela; bese kuba yizincwadi eziyimfihlo.
Abantu abafanele	Amagama abantu okungaxhunywana nabo; Amagama enhlaka yezomthetho; ikheli lalapho ohlala khona Kanye nelalapho okwamukelwa khona amaposi; imniningwane yokuxhumana (izinamba zokuxhumana, inamba yefeksi, iimeyili); inamba yokubhalisa; ezezimali, ezokukhangisa, ezamanani, ulwazi lwezobuchwepheshe Kanye nezimfihlo ezimayelana namalungelo empahla engadayiswa noma kube nelayisensi.
Laba abaqashiwe	Ubulili; ubulili; ukukhulelwa; eziphathelene nokushada; uhlanga, imnyaka; ulimi; imniningwane yezemfundo (iziqu); imniningwane yezezimali; umlando ophathelene nokuqashwa; Inamba kamazisi; ikheli lalapho ohlala khona, nelalapho owamukela khona iposi; imniningwane yokuxhumana (izinamba zokuxhumana, inamba yefeksi, iimeyili); ukuziphathisa okwesgebengu; imniningwane yomuntu wakini; imniningwane emayelana nezihlobo kanye nalabo abayinzuzo; ezempilo; ubuzwe; uhlanga; uhlobo abantu ofuna ukuba sebudlelwani nabo ngokobulili; ezempilo zomqondo noma ngokwesakhiwo somuntu okuthinta kakhulu; inhlalakahle; ukukhubazeka; inkolo; unembeza; inkolelo, isiko; ulimi; imniningwane emayelana nzinto okwazi ukubona ngazo ukuthi umuntu lo.
Abahlinzeki bensebenziso	Amagama abantu okuxhunywana nabo; igama lenhlaka yezomthetho, ikheli lalapho ohlala khona nelalapho owamukela khona iposi Kanye nemniningwane yokuxhumana, inamba ebhalisiwe, imiqingo etholakele, ulwazi olumayelana nentela, ukusayinwa okugunyaziwe, labo abayinzuzo, abaphathi benzuzo, imniningwane yasebhenki.

18. LABA ABAMUKELA IMNININGWANE YANGASESE ENGAHLINZEKWA KHONA

18.1 Kuya ngokwesimo sedatha, i-FoodBev SETA ingahlinzeka ngeminingwane noma okurekhodiwe kulezi zigaba ezahlukene ezilandelayo;

18.1.1 Amabhodi aqaphile asemthethweni, abalawuli noma ikhomishana yokwahlulela eyenza isicelo mayelana nedatha;

18.1.2 UMnynago Wezemfundo Ephakeme Kanye neminye imnyango kahulumeni lapho engena khona futhi njengoba kudingeka ngokomthetho.

- 18.1.3 Noma iyiphi inkantolo, inkundla yokuphatha noma yezamajaji, ukulamula, ikhomishana esemthethweni, noma umxazululi owenza isicelo simayelana nedatha noma ukutholwa ngokwemithetho esebenzayo (okungukuthi, Ikhomishana Yezokuncintiswana ngokoMthetho ophathelene nokuNcintiswana wama-89 ka-1998);
- 18.1.4 IsiGungu esibhekelela ukuba abantu bayakweleta noma bayaKweletwa saseNingizimu Afrika, noma esinye isiphathimandla;
- 18.1.5 Noma ngabe ubani owenza isicelo siphumelele okukwazi kube nokufinyelela ngokoMthetho, i-PAIA;
- 18.1.6 Abahlinzeki bezinsizakalo zezinhlanga zesithathu ezenza ibhizinisi ne-FoodBev SETA, esikhathini esijwayelekile sebhizinisi;
- 18.1.7 Umnyango wezokuQashwa wakwa-FoodBev SETA Kanye neminye iminyango kwizimfanelo zokusebenza kwe-SETA;
- 18.1.8 Okunye okukhishwe yi-SETA kungase kukhiphe iMningwane Yangasese kwinhlanga yesithathu uma ikholelwa ngokunengqondo ukuthi ukukhishwa kwale mningwane kuwusizo noma kubalulekile ukuphoqelela imigomo nemibandela yayo noma amanye amalungelo (okufaka nophenyo lokwepulwa kwamalungelo), ukuthola, ukuvimba, noma ukubhekana nokukhwabanisa noma ezokuphepha, noma ukuvikela ekulinyazweni kwamalungelo, impahla, noma ukuphepha kwe-SETA, abasebenzi bayo, noma yibaphi abasebenzisi, noma umphakathi.
- 18.1.9 I-FoodBev SETA izohambisana noMthetho, i-POPIA ngaphambi kokudluliselwa kweMningwane Yangasese kuhlanga lwesithathu okungelona umhlinzeki wesevisi we-FoodBev SETA. Ngaphambi kokudlulisela iMningwane Yangasese kumhlinzeki weseyivisi wohlanga lwesithathu, i-FoodBev SETA izothola iziqinisekiso kumhlinzeki weseyivisi ukuthi izocubungula iMningwane Yangasese ngendlela evumelana ne-POPIA. Lapho i-FoodBev SETA ifunda ukuthi umhlinzeki weseyivisi usebenzisa noma ukhipha iMningwane Yangasese ngendlela ephambene ne-POPIA, i-FoodBev SETA izothatha izinyathelo ezifanele ukuvimbela ukusetshenziswa noma ukudalula okunjalo.

19. UKWEQIWA KWEMINGCELE OKUHLELIWE KUHAMBA NGENDLELA KWEMNININGWANE YANGASESE

19.1. I-FoodBev SETA ngezikhathi ezithile kufanele akhiphe iMningwane Yangasese lweDatha kwezinye izinhlanga, okufaka abacwaningi mabhuku, izinhlanga zombuso, izinhlanga ezilawulayo, uhulumeni, noma izinkampani ezizinze phesheya kwezilwandle. Ukukhipha imningwane ekanje kuyohlale kuncike esivumelwaneni esiyokwenziwa phakathi kwe-FoodBev SETA kanye nenhlanga lapho i-SETA ikhipha kuyo iMningwane Yangasese. Lesi sivumelwano sizobophezela ngokwenkontileka umamukeli weMningwane Yangasese ukuthi kuhlonishwe imfihlo eqinile nezimo zokuphepha kwedatha.

19.2. Lapho iMningwane Yangasese kanye nedatha ehlobene kudluliselwa ezweni elingaphandle kweNingizimu Afrika, Ulwazi Lomuntu Siqu Lesihloko Sedatha luzodluliselwa kuphela kulawo mazwe anemithetho efanayo yobumfihlo bedatha ekhona noma lapho umamukeli Wolwazi Lomuntu Siqu enza isivumelwano naye. I-FoodBev SETA ebophezela umamukeli ngokwenkontileka ukuthi athobeke imfihlo eqinile nezimo zokuphepha kwedatha. Le mibandela nezibopho ngeke kube ngaphansi kwalezo ezibekwe yi-POPIA.

19.3. Ayikho indlela yokudlulisela nge-inthanethi noma indlela yokugcina ugesi evikelekile enesiqiniseko esigcwele (100%). Ngakho-ke, nakuba i-FoodBev SETA ilwela ukusebenzisa izinyathelo ezamukelekayo ezenzelwe ukuvikela imningwane yangasese, i-SETA ayikwazi ukuqinisekisa ukuvikeleka okuphelele.

20. IZINYATHELO EZIMAYELANA NEMNININGWANE ZEZOKUPHEPHA

20.1. Ukuvikeleka nokugcinwa kwemfihlo kweMningwane Yangasese kubalulekile kwa-FoodBev SETA. I-SETA isebenzise izinyathelo zokuphepha ezifanele ukuze ivikele iMningwane Yangasese ekufinyeleleni okungagunyaziwe noma ukudalulwa nasekusetshenzisweni okungafanele.

20.2. Ekucubunguleni noma yiluphi iMningwane Yangasese, i-FoodBev SETA ithathe lezi zinyathelo zokuphepha ezilandelayo:

20.2.1. **Ukukwazi ukulawula** – Ukufinyelela emahhvisini akwa-FoodBev SETA kuyalawulwa.

20.2.2. **Ukufinyelela komuntu mathuba** –Ukufinyelela iMningwane Yangasese

kunomkhawulo kubasebenzi laba abadinga iMningwane Yangasese ukuze zenze lo oqashiwe okuyiwona ngqo noma umsebenzi.

20.2.3. **Izinamba eziyimfihlo (iphasiwedi) zokuvula ikhompyutha (i-Laptop)** – Wonke amakhompyutha (ama-laptop) awabasebenzi avikelwe ngephasiwedi ukuze kuqinisekise ukuthi noma iyiphi iMningwane Yangasese ekwi-laptop yalo oqashiwe ivikelekile futhi alufinyeleleki kalula.

20.2.4. **Amafolda abiwe** – Amafolda abiwe aqukethe iMningwane Yangasese avikelwe ngephasiwedi.

20.2.5. **Ukufinyeleleka komuntu mathuba Kanye nokukhululeka** – I-FoodBev SETA iqinisekisa ukuthi ukufinyelela kwiMningwane Yangasese kunomkhawulo kubasebenzi “ngesidingo sokwazi”. Umnyango ngamunye unendawo yawo yokugcina impahla ekhiyelwayo efinyeleleka kuphela kubasebenzi bomnyango ofanele.

20.2.6. **Imiqingo enezivumelwano phakathi kukamhlinzeki womsebenzi Kanye nomthengi** – Abahlinzeki besevisi be-SETA kudingeka basayine imiqingo enezivumelwano phakathi kukamhlinzeki womsebenzi kanye eziqinisekisa ukuzibophezela kwabo ekuVikelweni koMningwane Yangasese;

20.2.7. **Ukwesekelwa** - Onke amafayili akagesi/ezobuchwepheshe noma idatha isekelwa abahlinzeki besevisi ye-SETA ababhekelela izinhlelo zokuphepha ze-ICT ezivikela ukuthi uhlanga lwesithathu lungakwazi ukufinyelela khona kanye nezinsongo eziqondene nomuntu ngqo.

21. UKULUNGISWA KOMQINGO ONEMITHETHO

I-FoodBev SETA izo, uma kubalulekile, buyekeza futhi ishicilele lo Mqingo onemithetho ngonyaka.

22. UKUTHOLAKALA KOMQINGO ONEMITHETHO

22.1. Lo mqingo onemithetho uyatholakala ngesiNgisi futhi ingatholakala emahhovisi akwa-FoodBev SETA nezobuchwepheshe kwiwebhusayithi.

22.2. Awukabibikho Umqingo onemithetho ohunyushiwe, kodwa kuzokwenziwa yonke imizamo ukusiza umfakisicelo ngolimi azikhethela lona.

23. AMAFOMU AGUNYAZIWE KANYE NESAKHIWO ESIPHATHELENE NEZEZIMALI

Amafomu kanye nesakhiwo esinohla lwemisebenzi eyahlukene ethinta nezezimali ekhokhwa ngaphansi kwe-PAIA iyatholakala kwisixhumelo esinemithetho.

24. ISITHASISELO A – ISICELO SOKUFINYELELA IFOMU LOKUREKHODA

ISICELO SOKUFINYELELA UKUREKHODA

[UMthethongqubo 7]

NAKA:

1. *Ubufakazi obuchaza umuntu ukuthi ungubani (i-identity) kumele bufakwe ngumfakisicelo.*
2. *Uma izingicelo zenziwe, zenzwe ngomunye umuntu, ubufakazi balokhu kugunyazwa, kufanele bufakwe kuleli fomu.*

3.

KU: ISikhulu esiphathelene nezeMniningwane

(IKheli)

limeyili:

Inamba Yefeksi:

Maka ngo "X"

Isicelo senziwe ngegama lami

Isicelo senziwe senzela omunye umuntu.

IMNININGWANE YANGASESE			
Amagama aPhelele			
Inamba kaMazisi			
Amandla okwenziwa kwesicelo (<i>uma senziwa egameni lomunye umuntu</i>)			
IKheli lalapho oWamukela iPosi			
IKheli lala oHlala Khona			
limeyili			
Izinamba zocingo	Ucingo. (B):		IFeksi:
	Ucingo:		

Amagama aphelele omuntu isicelo esenziwa egameni lakhe (<i>uma ekhona</i>):			
INamba kaMazisi			
IKheli lalapho oWamukela iPosi			
IKheli lala oHlala Khona			
limeyili			
Izinombolo zocingo	Ucingo. (B)		IFeksi
	Ucingo		
<p>IMNININGWANE YALOKHU OKUREKHODIWE ICELIWE</p> <p><i>Nikeza imniningwane egcwele ukuze izokhumbuleka okuceliwe ukufinyelela kuyo, okufaka nenombolo yereferensi uma uyazi, ukuzekutholakalei kutholakale. (Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ufaka leli fomu. Wonke amakhasi engeziwe kufanele asayinwe.)</i></p>			
Ukuchaza kwalokhu okurekhodiwe noma ingxenye efanele yalokhu okurekhodiwe:			
Inombolo yeReferensi, uma kutholakala			
Noma ngabe iyiphi imniningwane egcwele ukuze izokhumbuleka			

INDLELA YOKUREKHODWA (Maka ibhokisi elifanele ngo "X")	
Ukuqopha noma ukugcina ubufakazi kungaba ngendlela yokubhala noma ngendlela yokuphrinta	
Irekhodi lihlanganisa izithombe ezibonakalayo (<i>lokhu kuhlanganisa izithombe, amaslayidi, imibukiso eqoshiwe, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, njalonjalo</i>)	
Irekhodi liqukethe amagama abhaliwe noma ulwazi olungaphinde lwenziwe ngokomsindo	
Irekhodi ligcinwe kukhompuyutha noma nge-elektronikhi, noma ifomu elifundeka ngomshini	
IFOMU LESIFINYELELO (Maka ibhokisi elifanele ngo "X")	
Ikhophi ephrintiwe yerekhodi (<i>okufaka amakhophi anoma yiziphi izithombe ezibonakalayo, okubhaliwe nokuqoshiwe (ama-transcriptions) kanye nolwazi olugcinwe kwikhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini</i>)	
Okulotshiweyo okubhaliwe noma okuphrintiwe kwezithombe ezibonakalayo (<i>lokhu kufaka izithombe, amaslayidi, imibukiso eqoshiwe, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, njalonjalo</i>)	
Ukubhalwa Kanye nokuqopha iculo (<i>idokhumenti ebhaliwe noma ephrintiwe</i>)	
Ikhophi yokuqoshiwe nokugciniwe kwihluzi lezobuchwepheshe olugcina yonke imniningwane (i-flash drive) (<i>okufaka izithombe ezibonakalayo namaculo</i>)	
Ikhophi yerekhodi ku-compact disc drive (<i>kufaka izithombe ezibonakalayo namaculo</i>)	
Ikhophi yalokhu okugciniwe lapho okugcinwa idatha neminye imniningwane	

INDLELA YESIFINYELELO (Maka ibhokisi elifanele ngo "X")	
Ukuhlolwa komuntu siqu kwerekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (<i>okufaka nokulalela amagama agciniwe, ulwazi olungaphinda lukhiqizwe ngokomsindo, noma ulwazi olugcinwe kwikhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini</i>)	
Imisebenzi ephathelene nokuposa kwikheli lalapho umuntu owamukela khona iposi	
Imisebenzi ephathelene nokuposa kwikheli lalapho umuntu ahlala khona	
Umsebenzi walo ohambisa iposi nezinye izimpahla eziposiwe, iKhoriya, kwikheli lalapho umuntu ahlala khona	
Ifeksi lemningwane ngendlela ebhaliwe noma ephrintiwe (<i>okufaka okubhaliwe nokuqoshiwe (itraniskripshini)</i>)	
Imniningwane yeimeyili (<i>okufaka amaculo uma kwenzeka</i>)	
Ukwabelana /ukudlulisa ifayela	

Ulimi oluKhethiwe (Naka ukuthi uma lokhu okubhaliwe nokurekhodiwe akutholakali ngolimi lolu olukhethiwe, lokhu kungatholakala ngolimi okwabhalwa kwaqoshwa ngalo)	
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IMNININGWANE YELUNGELO LOKUTHI LISEBENZE NOMA LIVIKELWE

Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ufaka kuleli fomu. Umfakisicelo kumele asayine onke amakhasi angeziwe.

Khomisa iyiphi ilungelo okumele lisetshenziswe noma livekelwe	
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze lisetshenziswe noma livikelwe ilungelo elishiwo ngenhla:	

IZIMALI

- a) Imali yesicelo kumele ikhokhwe ngaphambi kokuthi isicelo sicatshangisiswe bese sicutshungulwa.
- b) Uzokwaziswa ngenani lemali okufanele likhokhwe.
- c) Imali ekhokhwayo yokuthola irekhodi incike ohlotsheni oludingeka ngalo kanye nesikhathi esidingekayo sokucinga nokulungisa irekhodi.
- d) Uma ufaneleka ukukhululwa ekukhokheni noma ngabe iyiphi imali, sicela usho isizathu sokukhululwa.

Isizathu	

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma siqatshiwe, futhi uma sivunyiwe izindleko eziphathelele nesicelo sakho, uma zikhona. Sicela ubonise indlela oyithandayo yokuxhumana:

IKheli lalapho owamukela khona iposi	IFeksi	Indlela yokuXhumana ngokobuchwepheshe (Sicela ucacise)

Isayinelwe _____ ngalolu _____ suku lo mhlaka _____ 20 _____

La okumel kuSayine khona uMfakisicelo / umuntu isicelo esenziwe egameni lakhe

OKWEHHOVISI

<i>Izinombolo zereferensi:</i>	
<i>Isicelo sitholwe ngu: (Umbuso, ISkhundla, Igama Nesibongo seSikhulu sezolwazi)</i>	
<i>Usuku lokwamukela:</i>	
<i>ISamba semali okumele usikhokhe ukuze uvumeleke wenze lokhu okumele ukwenze (i-Access fees):</i>	
<i>Ifake (uma ikhona):</i>	

La okumele kuSayine khona iSikhulu sezolwazi

25 ISITHASISELO B – UMPHUMELA WESICELO KANYE NEZIMALI EZIKHOKHWAYO

[Imthethongqubo 8]

Naka:

1. Uma isicelo sakho sivunyiwe—
 - (a) imali efakwayo, (uma likhona), ikhokhwa ngaphambi kokuba isicelo sakho sicutshungulwe; bese
 - (b) okurekhodiwe okuceliwe/ingxenye yokurekhodiwe kuzokhishwa kuphela uma sekutholakele ubufakazi benkokhelo ephelele.
2. Please use the reference number hereunder in all future correspondence.

Inombolo Yokubhekisela:

KU: _____

Isicelo sakho singomhlaka _____, kuqonde.

1. Ufake isicelo:

Ukuhlolwa kwaNgasese kolwazi ekhelini elibhalisiwe kwibhodi lomphakathi/elizimele (okufaka nokulalela amagama abhaliwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kwikhompyutha noma nge-elektronikhi noma ngendlela yokuthi lifundeke ngomshini) kumahlala. Kudingeka ukuthi wenze isikhathi somhlangano (i-appointment) sokuhlolwa kolwazi futhi uze naleli fomu. Uma usudinga noma yiluphi uhlobo lokukhiqizwa kabusha kolwazi, uzoba nesibopho sezimali ezishiwo kuMqingo obhalwe Isixhumelo B.	
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NOMA

2. Ufake Isicelo:

Amakhophi aprintiwe olwazi (okufaka namakhophi anoma yiziphi izithombe ezibonakalayo, okubhaliwe nokuqoshiwe kanye nolwazi olugcinwe kwikhompyutha noma ngendlela ye-elektronikhi noma efundeke ngomshini)	
Okubhaliwe noma okuprintiwe okubhaliwe nokuqoshiwe kwezithombe ezibonakalayo (lokhu kufaka izithombe, amaslayidi, umbukiso oqoshiwe, izithombe ezikhiqizwe ngekhompyutha, imidwebo, njalonjalo)	
Ukubhalwa nokuqoshwa komsindo (idokhyumenti ebhaliwe noma ephrintiwe)	
Ikhophi yemningwane ku-flash drive (kufaka izithombe ezibonakalayo nemisindo)	
Ikhophi yemningwane ku-compact disc drive (kufaka nezithombe ezibonakalayo nomculo)	
Ikhophi yerekhodi elondolozwe kwi-cloud storage server	

3. Sihanjiswe:

Ukusebenza kweposi kwikheli lalapho okwamukelwa khon iposi	
Ukusebenza kweposi lalapho umuntu ahlala khona	
Umsebenzi woMuntu ohambisa iposi Kanye nezinye izimpahla ezithunyelwe kwikheli lalapho umuntu ahlala khona	
Ifeksi yemningwane ebhaliwe noma ephrintiwe (okufaka okubhaliwe nokuqoshiwe)	
Imningwane yelimeyili (okufaka imisindo uma kwenzeka)	
Ukwabelana/ ukudluliswa kwefayela Cloud share/file transfer	
Ulimi oluKhethwayo: (Uyakhunjuzwa ukuthi uma irekhodi ayitholakali ngolimi olukhethiwe, ingatholakala ngolimi irekhodi olukhona)	

Kunqatshiwe, ngalezi zathu ezilandelayo:

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4. Izimali ezikhokhiwe mayelana nesicelo sakho:

Izinto	Izindleko zosayizi ngamunye we-A4 ikhasi noma ingxenywe yalo	Inani lamakhasi/izinto	ISibalo
Ikhophi yesthombe	R1.50 ngekhasi ngalinye		
Ikhophi ephrintiwe	R1.50 ngekhasi ngalinye		
Ikhophi ikhophi ngendlela efundekayo kwikhompuyutha ku: (i) I-Flash drive • Uhlizekwe ngumfakisisicelo (ii) I-Compact disc • Uma ihlizekwe umfakisisicelo • Uma ihlizekwe umfakisisicelo	R40.00 R40.00 R60.00		
Okubhaliwe nokuqoshiwe kwezithombe ezibonakalayo ngosayizi ngamunye ongu-A4 Ikhasi			
Ikhophi yezithombe ezibonakalayo	Isevisi izophuma ngaphandle. Intando Kungcike kumakhotheyishini kumhlinzeki wensebenziso		
Ukubhalwa kwalokhu okuqoshiwe, ngosayizi we-A4 ngawodwa	R24.00		
Ikhophi yalokhu okuqoshiwe (i) I-Flash drive • Ihlizekwe umfakisisicelo (ii) I-Compact disc • Uma ihlizekwe umfakisisicelo • Uma ihlizekwe umfakisisicelo	R40.00 R40.00 R60.00		
UkuPosa, iimeyili noma ukudlulisa ngokwezobuchwepheshe noma ukuhambisa nokudlisa izinto ngokobuchwepheshe (elektroniki):	Izindleko okuyizona		
KONKE:			

5. Imali ekhokhiwe (uma ukubheka kwedlula amahora ayisithupha):

<input type="checkbox"/> Yebo	<input type="checkbox"/> Cha
Amahora okubheka	Imali efakwayo (ibaliwe kwaze kwaba kathathu isamba semali ngesicelo ngegisodwa)

Inani kufanele likhokhelwe ku-akhawunti yasebhange elandelayo:
 Igama Lebhange: [First National Bank](#)
 Igama lomnikazi we-akhawunti: [Food and Beverages Manufacturing SETA](#)
 Inombolo ye-akhawunti: [62425006758](#)
 Ikhodi Yegatsha: [210554](#)
 Inombolo Yokubhekisela: [Igama Nesibongo](#)
 Thumela ubufakazi bokukhokha ku: informationofficer@foodbev.co.za

Isayinelwe _____ ngalolu _____ suku mhlaka _____ 20 _____

ISikhulu sezoLwazi

1. ISIXHUMELO C – IFOMU LESIKHALAZO SANGAPHAKATHI

[Imithethongqubo 9]

Inombolo Yokubhekisela:

IMNININGWANE YELUNGA LOMPHAKATHI			
IGama Lelunga loMphakathi			
IGama nesiBongo seSikhulu sezoLwazi:			
IMNININGWANE EPHELELE NEYIQINISO YOMUNTU OFAKE ISIKHALAZO NGAPHAKATHI			
Amagama aphelele			
Inombolo kamazisi			
Ikheli lalapho enamukela khona iposi			
Izinombolo zokuxhumana	Ucingo. (B)		IFeksi
	Ucingo		
Iimeyili			
Ingabe isikhalazo sangaphakathi sifakwe egameni lomunye umuntu?	Yebo	<input type="checkbox"/>	Cha <input type="checkbox"/>
<i>Uma impendulo ithi "yebo", indlela esifakwe ngayo isikhalazo sangaphakathi egameni lomunye umuntu: (Umthamo wobufakazi mayelana nendlela ofakwe ngayo isikhalazo, uma bukhona, kufanele bufakwe.)</i>			
IMNININGWANE EPHELELE NEYIQINISO YOMUNTU OFAKELWE ISIKHALAZO NGAPHAKATHI (Uma sifakwe umuntu wesithathu)			
Amagama Aphelele			
Inombolo kamazisi			
Ikheli lalapho okwamukelwa khona iposi			
Izinombolo zokuxhumana	Ucingo. (B)		IFeksi
	Ucingo		
Iimeyili			

**ISINQUMO MAYELANA NESIKHALAZO EZIMELENE NESIKHALAZO SANGAPHAKATHI
SIFAKIWE**

(maka ibhokisi elifanele ngo "X")

Ukwenqatshwa kwesicelo	
Isinqumo mayelana nezimali ezikhokhwayo ezibekiwe ngokwesigaba sama-22 soMthetho	
Isinqumo mayelana nokwelulwa kwesikhathi isicelo okumele kusetshenzwe ngaso ngokwesigaba sama-26(1) soMthetho.	
Isinqumo ngokwesigaba sama-29(3) soMthetho ukwenqaba ukufinyelela ngendlela ecelwe ngumfakisicelo.	
Isinqumo sokunikeza isicelo sokufinyelela	

IZIZATHU EZIMAYELANA NOKWENZA ISIKHALAZO

(Uma isikhala esihlinzekiwe singanele, sicela uqhubekele ekhasini elahlukene bese ufaka kuleli fomu. Onke amakhasi engeziwe kumele asayinwe. If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)

Yisho izizathu zesikhalazo sangaphakathi esisekelwe kuzo:	
Yisho noma yiluphi olunye ulwazi olungase luhambisane nokucubungula isicelo: Yisho noma yiluphi ulwazi olungase luhambisane nokucubungula isicelo:	

Uzokwaziswa ngendlela ebhaliwe mayelana nesinqumo sesikhalazo sakho sangaphakathi. Sicela ucacise indlela ofise sixhumane ngayo nawe:

Ikheli lalapho owamukela khona iposi	IFeksi	Ukuxhumana ngowezobuchwepheshe (Sicela ucacise)

Isayinelwe _____ ngalolu _____ suku lomhlaka _____ 20 _____

La okusayina khona lo ofake isikhalazo/umuntu yesithathu

OKUQONDENE NEHHOVISI

OKUBHALIWE NGOKUSEMTHETHWENI NGENHLOSO YOKUGCINWA (AMAREKHODI) KWESIKHALAZO SANGAPHAKATHI

Isikhalazo esamukelwa yi: (<i>skhulu sezombuso, igama nesibongo Kanye neSkhulu esiphathelene nezolwazi</i>)				
Usuku okwamukelwa ngaso:				
Isikhalazo siphelzelwa izizathu zesinqumo sesikhulu sezolwazi kanye, lapho kufanele, imningwane yanoma yimuphi umuntu wesithathu irekhodi elihambiselana nayo, esithunyelwe yisikhulu sezolwazi:			Yebo	<input type="checkbox"/>
			Cha	<input type="checkbox"/>
IMIPHUMELA YESIKHALAZO				
Ukwenqatshwa kwesicelo. Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	<i>Isinqumo esisha (uma kungaqiniseki swanga)</i>	
	Cha	<input type="checkbox"/>		
Izimali (ISigaba sama-22). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	<i>Isinqumo esisha (uma kungaqiniseki swanga)</i>	
	Cha	<input type="checkbox"/>		
Isengezo (ISigaba sama-26(1)). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	<i>Isinqumo esisha (uma kungaqiniseki swanga)</i>	
	Cha	<input type="checkbox"/>		
Isifinyelelo (ISigaba sama-29(3)). Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	<i>Isinqumo esisha (uma kungaqiniseki swanga)</i>	
	Cha	<input type="checkbox"/>		
Isicelo sokufinyelela sivunyiwe. Kuqinisekisiwe?	Yebo	<input type="checkbox"/>	<i>Isinqumo esisha (uma kungaqiniseki swanga)</i>	
	Cha	<input type="checkbox"/>		

Isayinelwe _____ ngalolu _____ suku lomhlaka _____ 20 _____

Iskhulu okuyisona