



IFOMU A: ISICELO SOKUFIKELELA KUMAXWEBHU EQUMRHU ELILELIKARHULUMENTE

(Isiqendu 18(1) se *Promotion of Access to Information Act* 2 ka-2000 [uMmiselo 6])

YEYOKUSETYENZISWA LISEBE

Inombolo:.....

Isicelo sifunyenwe: igama nefani yeGosa leNgcombolo/iGosa leNgcombolo eliliSekela ngalo mhla:

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

Umrhumo wesicelo (ukuba ukho): R.....

Imali ehlawulwa tanci (ukuba ikho): R

Umrhumo wokufikelela kwingcombolo: R.....

.....Kutyikitye iGosa leNgcombolo/iGosa leNgcombolo eliliSekela

A. linkcukacha zequmrhu elilelikarhulumente

Igosa leNgcombolo/iGosa leNgcombolo eliliSekela:

B. linkcukacha zomntu ocela ukufikelela kumaxwebhu

- (a) linkcukacha zomntu ocela ukufikeleloa kumaxwebhu mazinikwe ngezantsi
- (b) Makunikwe idilesi okanye inombolo yefeksi elapha kwiRiphabliki ekuza kuthunyelwa kuyo ingcombolo.
- (c) Makuqhotyoshelwe ubungqina besikhundla somntu ocelayo, ukuba unesikhundla anaso
- (d) Makuqhotyoshelwe ubungqina bokuba ungubani.

Amagama apheleleyo nefani.....

Inombolo
yesazisi:.....

Idilesi yeposi:.....

Inombolo yefeksi:
.....

Inombolo yomnxeba:.....

Idilesi ye-imeyili:.....

Isikhundla esenziwa ngaso isicelo, xa sisenziwa egameni lomnye umntu:.....

C. iinkcukacha zomntu ekwenziwa isicelo egameni lakhe

Eli candelo malizaliswe KUPHELA ukuba isicelo sengcombolo senziwa egameni lomnye umntu.

Amagama apheleleyo nefani.....

Inombolo yesazisi:.....

D. iinkcukacha zamaxwebhu

(a) Nika iinkcukacha ezipheleleyo zamaxwebhu ekucelwa ukufikelela kuwo, kuquka nenombolo yawo ukuba uyayazi, ukuze afunyanwe.
(b) Ukuba isithuba esinikiweyo asanelanga, qhubeka kwelinye iphepha uze ulinamathisele kule fomu.

Ocelayo makawatyikitye onke amanye amaphepha awongeziweyo.

1. Ukuchazwa kwamaxwebhu okanye inxalenye efunekayo

yawo:.....

2. Inombolo, ukuba iyafumaneka:.....

3. Ezinye iinkcukacha zamaxwebhu:.....

E. Imirhumo

(a) Isicelo sokufikelela kumaxwebhu, ingengawo amaxwebhu aqulethe ingcombolo engawe, siya kusetyenzwa kuphela emva kokuba kuhlawulwe umrhumo wesicelo.

(b) Uza kuyaziswa imali ekufuneka ihlawulwe njengomrhumo wesicelo.

(c) Umrhumo omawuhlulwe wokufikelela kumaxwebhu uxhomekeka kwindlela ekufunwa ukufikelela ngayo nakwixesha elifunekayo ukuwakhangelela nokuwalungisa.

(d) Ukuba uyakufanelekela ukungawuhlululwa umrhumo, xela isizathu sokungawuhlululwa.

Isizathu sokungahlawululwa umrhumo:.....

F. Indlela yokufikelela kumaxwebhu

Ukuba isiphene onaso sikwenza ungakwazi ukuwafunda amaxwebhu, okanye ukuwabuka okanye ukuwaphulaphula ngendlela yokufikelela kuwo exelwe kwingongoma yoku-1 ukuya kweyesi-4 ngezantsi, xela isiphene onaso uze ubonise ukuba amaxwebhu afuneka ekwimo enjani.

<u>Isiphene:</u>		Imo ekufuneka abe kuyo amaxwebhu	
Yenza uphawu kwibhokisi ekuyiyo ngo-X.			
QAPHELA: (a) Ukwenza ngokwesicelo sakho ukuba uwafumane ngendlela oyixelileyo kusengaxhomekeka kwimo afumaneka ekuyo amaxwebhu. (b) Ukuwafumana ngendlela eceliweyo kusengaliwa kwiimeko ezithile. Ukuba kunjalo uza kwaziswa xa uza kuwafunyaniswa ngenye indlela. (c) Ukuthi mawube ngakanani umrhumo omawuhlululwe ukuze kufunyanwe amaxwebhu, ukuba kukho umrhumo, kuya kugqitywa ngokuyinxenye yimo ekucelwa ukuba mawube kuyo.			
1. Ukuba amaxwebhu ashicilelwe okanye aprintiwe:			
	ikopi yamaxwebhu*		ukuhlolwa kwamaxwebhu
2. Ukuba amaxwebhu aquka imifanekiso- (yona ke equka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso ekhutshwe yikhompyutha, imizobo, njl:			
	ukuyijonga imifanekiso	ikopi yemifanekiso*	ukukhutshelwa kwemifanekiso*
3. Ukuba amaxwebhu akwimo yamagama ashicilelweyo okanye ayingcombolo enokuveliswa isisandi:			

	ukuphulaphula isandi (ikhasethi)		ukubhalwa kwesandi* (uxwebhu olubhaliweyo okanye oluprintiweyo)
4. Ukuba uxwebhu lugcinwe kwikhompyutha okanye lukwimo ye-elektroniki okanye enokufundwa ngumatshini:			
	ikopi eprintiweyo yoxwebhu'		ikopi eprintiweyo yengcombolo efunyenwe kuxwebhu*
			ikopi ekwimo enokufundwa yikhompyutha* (istifi okanye <i>compact disc</i>)
*Ukuba ucele ikopi okanye ukukhutshelwa koxwebhu (ngentla), ngaba unqwenela ukuba ikopi okanye ukukhutshelwa kwayo kuposelwe kuwe?			EWE HAYI
Kufuneka kuhlawulwe indleko yokuposa.			
Qaphela ukuba <i>ukuba</i> uxwebhu alufumaneki ngolwimi olufuna ngalo, unokulunikwa ngolwimi olufumaneka ngalo.			
Ukhetha ukuba lube ngaluphi ulwimi uxwebhu?			

G. Isaziso ngesigqibo mayela nesicelo sokuyifumana

Uza kwaziswa ukuba isicelo sakho siphumelele okanye asiphumelelanga. Ukuba unqwenela ukwaziswa ngenye indlela yoqhagamshelwano, yixele uze unike iinkcukacha ezifunekayo ukuze sikwazi ukwenza ngokwesicelo sakho. Ukhetha ukwaziswa njani ngesigqibo esimayela nesicelo sakho sokufumana amaxwebhu?

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Sityikitye e ngalo mhlakwinyangakunyaka:.....20

UTYIKITYO LOCELAYO 1UMNTU EKWENZIWA ISICELO EGAMENI LAKHE